TOWN OF VICTORIA PARK



Agenda Briefing Forum

Agenda – Tuesday 6 October 2026

WE'RE OPEN
VIC PARK

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

Mr Carl Askew
1 October 2026

Copyright

All content that appears on the Town's website, including but not limited to website pages, documents, graphics, audio and video, is protected by the Copyright Act 1968 and is owned by the Town of Victoria Park unless otherwise specified

Table of contents

Item	Page no
1 About the Agenda Briefing Forum	4
2 Opening	5
3 Acknowledgement of country	5
4 Announcements from the Presiding Member	5
5 Attendance	7
5.1 Apologies	7
5.2 Approved leave of absence	7
6 Declarations of interest	8
7 Public participation time	9
8 Presentations	9
9 Deputations	9
10 Method of dealing with agenda business	9
11 Chief Executive Officer reports	10
11.1 Council Resolutions Status Report - September 2026	10
11.2 October 2026 Policy Review	13
12 Chief Community Planner reports	17
12.1 Operating Subsidy Agreements	17
13 Chief Operations Officer reports	22
13.1 TVP/26/04 Turf Mowing and Maintenance Services	22
13.2 Oats Street Road Rehabilitation - Planet Street to Tuckett Street - Cost variation and allocation of additional funds	28
13.3 874. Administration Building Refurbishment - Variations to Scope and Budget	33
13.4 Lathlain Park Remediation Works	40
13.5 10 Kent Street - Response to CR 151/2026 Options	45
14 Chief Financial Officer reports	55
14.1 Financial Statement for the period of August 2026	55
14.2 Statement of Accounts for the period ending August 2026	58
15 Committee reports	61
16 Motion of which previous notice has been given	61
17 Public participation time	61
18 Questions from members without notice on general matters	61
19 Confidential matters	61
20 Closure	61

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

Any plans or documents in agendas, minutes and notes may be subject to copyright. The express permission of the copyright owner must be obtained before copying any copyright material.

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

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

2 Opening

3 Acknowledgement of country

Acknowledgement of the traditional owners

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

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

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

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

Ngany youngka baalapiny Noongar birdiya wer moort nidja boodja.

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

4 Announcements from the Presiding Member

4.1 Purpose of the Agenda Briefing Forum

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

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

4.2 Notice of recording and live-streaming

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

4.3 Conduct of meeting

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

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

4.4 Public participation time

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

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

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

4.5 Questions taken on notice

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

5 Attendance

Mayor	Mayor Karen Vernon
Banksia Ward	Cr Claire Anderson Cr Scott Ingram Cr Peter Melrosa Deputy Mayor Lindsay Miles
Jarrah Ward	Cr Andra Biondi Cr Sky Croeser Cr Jack Gordon-Manley
Chief Executive Officer	Mr Carl Askew
Chief Operations Officer	Ms Alison Luobikis
Chief Community Planner	Mr David Doy
A/Chief Financial Officer	Ms Nana McIntosh
Manager Governance and Risk	Mr Brett Douglas
Manager Stakeholder Relations	Mr Paul Dunlop
Secretary	Ms Laine Cooke Mr Rowan Kerr
Public liaison	Ms Tomoko Kidahashi

5.1 Apologies

5.2 Approved leave of absence

Jarrah Ward	Cr Daniel Minson

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 - September 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 September 2026 [**11.1.1** - 20 pages] 2. Completed Council Resolutions Status Reports September 2026 [**11.1.2** - 2 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 26 August 2026 to 1 October 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 October 2026 Policy Review

Location	Town-wide
Reporting officer	Governance Officer
Responsible officer	Manager Governance and Strategy
Voting requirement	Simple majority
Attachments	1. Policy 023 - Provision of information and services - elected members (Original) [**11.2.1** - 6 pages] 2. Policy 023 Provision of information and services elected members (Track Changes) [**11.2.2** - 5 pages] 3. Policy 023 Provision of information and services elected members Track (Clean) [**11.2.3** - 5 pages] 4. Policy 028 - Fraud Corruption and Misconduct Control Policy (Original) [**11.2.4** - 4 pages] 5. Poliy 028 Fraud Corruption and Misconduct Control (Track Changes) [**11.2.5** - 4 pages] 6. Poliy 028 Fraud Corruption and Misconduct Control (Clean) [**11.2.6** - 4 pages] 7. Policy 103 - Communication and Engagement (Original) [**11.2.7** - 3 pages] 8. Policy 103 - Communication and Engagement (New Template - No Changes) [**11.2.8** - 3 pages] 9. Policy 105 - Advocacy (Original) [**11.2.9** - 3 pages] 10. Policy 105 - Advocacy (New Template - No Changes) [**11.2.10** - 3 pages] 11. Policy 112 - Visual Arts (Original) [**11.2.11** - 2 pages] 12. Policy 112 Visual Arts (New Template - No Changes) [**11.2.12** - 2 pages] 13. Policy 302 Investment (Original) [**11.2.13** - 3 pages] 14. Policy 302 Investment (Tracked Changes) [**11.2.14** - 4 pages] 15. Policy 302 Investment (Clean) [**11.2.15** - 3 pages] 16. Policy 312 Transaction Card (Original) [**11.2.16** - 5 pages] 17. Policy 312 Transaction Card (Tracked Changes) [**11.2.17** - 5 pages] 18. Policy 312 Transaction Card (Clean) [**11.2.18** - 4 pages]

Summary

A review of eight (8) of the Town's policies identified five (5) that require amendments and three (3) policies that do not require any amendments. This report addresses the findings of the review.

Recommendation

That Council:

1. Amends the following policies:
   a. Policy 023 – Provision of information and services – elected members (Attachment 11.2.3)
   b. Policy 028 – Fraud, Corruption and Misconduct Policy (Attachment 11.2.6)
   c. Policy 302 – Investment (Attachment 11.2.15)
   d. Policy 312 – Transaction Card (Attachment 11.2.18)

2. Notes that below policies have been reviewed with no changes proposed:
   a. Policy 103 – Communication and Engagement (Attachment 11.2.8)
   b. Policy 105 – Advocacy (Attachment 11.2.10)
   c. Policy 112 – Visual Arts (Attachment 11.2.12)

Background

1. Policy 023 – Provision of information and services – elected members. This policy was adopted by Council on 21 May 2021 and last reviewed on 15 October 2024.
2. Policy 028 – Fraud, Corruption and Misconduct Policy. This policy was adopted by Council on 15 August 2023 and last reviewed on 20 May 2025.
3. Policy 103 – Communication and Engagement. This policy was adopted by Council on 15 October 2019 and last reviewed on 15 October 2024.
4. Policy 105 – Advocacy. This policy was adopted by Council on 16 November 2021 and last reviewed on 21 May 2024.
5. Policy 112 – Visual Arts. This policy was adopted by Council on 10 June 2014 and last reviewed on 20 June 2023.
6. Policy 302 – Investment. This policy was adopted by Council on 28 November 1995 and last reviewed on 18 November 2025.
7. Policy 312 – Transaction Card. This policy was adopted by Council on 20 February 2024 and last reviewed on 18 November 2025.

Discussion

8. On Monday 21 September 2026, a Policy Workshop was held with Elected Members to discuss several policies that had been reviewed. These policies are provided below. However, and as foreshadowed in the Policy Workshop, given the extensive changes that were discussed in regards to Policy 101 – Governance of Council Advisory and Working Groups, the changes to this Policy will be put to Council at a later date.
9. Policy 023 – Provision of information and services – elected members. A review has identified the below changes:
    a. changes to formatting and numbering;
    b. change to 4.8.1.2 due to incorrect referencing;
    c. change to 4.8.2 due to incorrect referencing;
    d. deletion of a reference to Elected Member Guidelines as they do not exist; and
    e. deletion of a reference to IT support being directed to Governance as it can be directed to IT. See 4.13.2.7
10. Policy 028 – Fraud, Corruption and Misconduct Policy. A review has identified the below changes:
    a. change to formatting and numbering;
    b. administrative changes to definition to include the word “means” where appropriate;
11. Policy 302 – Investment. A review has identified the below changes:
    a. The changes are administrative and have been made to enhance the clarity of the policy.
12. Policy 312 – Transaction Card. A review has identified the below changes:
    a. Increase the credit card limit for the Catering Facilitator position from $2,000 to $5,000. This reflects the recent cessation of Coles store cards, which created additional administrative processes and are no longer as cost-effective as credit cards.
    b. Remove the biannual review of the facility and usage as this is better allocated in management practice.
13. The following policies have been reviewed and are considered fit for purpose with no changes being proposed:
    a. Policy 103 – Communication and Engagement

b. Policy 105 – Advocacy
c. Policy 112 – Visual Arts

Relevant documents

Not applicable.

Legal and policy compliance

Section 2.7(b) of the *Local Government Act 1995*

Financial implications

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

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial			Low	
Environmental			Medium	
Health and safety			Low	
Data, Information Technology and Cyber			Medium	
Assets			Medium	
Compliance Breach	Not reviewing policies may lead to non-compliance with regulation.		Low	TREAT the risk by conducting regular reviews of policies.
Reputation	Not reviewing policies to ensure they are fit for purpose may impact on the Town's reputation.		Low	TREAT the risk by conducting regular reviews of policies.
Service delivery interruption	Not reviewing policies may impact service delivery.		Medium	TREAT the risk by conducting regular reviews of policies.

Engagement

Internal engagement

Stakeholder	Comments
Elected Members	A policy workshop was held with elected members on 21 September 2026.
Relevant staff	Relevant staff and policy managers have provided feedback.

Strategic alignment

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

12 Chief Community Planner reports

12.1 Operating Subsidy Agreements

Location	Town-wide
Reporting officer	Community Development Officer – Grants, Donations, Administration
Responsible officer	Manager Community
Voting requirement	Simple majority
Attachments	1. 2025-2026 Operating Subsidies Infographic 29.09.26 [**12.1.1** - 21 pages]

Summary

This report seeks Council approval on the extension of the Town's existing four operating subsidy agreements until 30 June 2029.

Recommendation

That Council endorses the extension of the Town's existing Operating Subsidy Agreements to 30 June 2029 end date, including:

a. Connect Victoria Park extended from three years to five years.
b. Victoria Park Centre for the Arts extended from three to five years.
c. Victoria Park Community Centre extended from three to five years.
d. Harold Hawthorne Community Centre extended from three years to four years.

Background

1. Under Policy 114 Community Funding, the Town offers an Operating Subsidy category.
2. The purpose of the operating subsidy program is to support the operating capacity of eligible parties to deliver meaningful interventions, programs, and services to the community.
3. To support this function, up to 1% of the Town's annual rateable income may be allocated to the Operational Subsidy Program. Based on current rateable income levels, this represents an allocation of up to approximately $570,000 per year.
4. The Town currently has four Operating Subsidy Agreements in place. They include:

Recipient	Current Agreement Term	Agreement End Date	26-27 Funding (Ex. GST)
Connect Victoria Park	Three years	30 June 2027	$106,188.80
Victoria Park Centre for the Arts	Three years	30 June 2027	$104,914.47
Victoria Park Community Centre	Three years	30 June 2027	$106,188.80

Harold Hawthorne Community Centre	Three years	30 June 2028	$103,700.00
		Total:	**$420,992.07**

5. At the May 2026 Ordinary Council Meeting (68/2026), the following amendments were made to Policy 114 Community Funding related to Operating Subsidies:
   a. Funding Agreements may be entered for a period of up to five years.
   b. Renewal agreements may commence at the final annual cash contribution of the previous agreement, inclusive of CPI indexation, subject to satisfactory performance and compliance with all reporting and acquittal requirements
6. As per Policy 114, the Town will be responsible for receiving operating subsidy applications and making a recommendation to Council for consideration.

Discussion

7. Organisations receiving an operating subsidy are required to provide six monthly and annual outcome reports to the Town in order to demonstrate alignment with respective agreements. This includes, but is not limited to, areas working well, key outputs and outcomes, partnerships, external funding received during the period, emerging trends, and opportunities for improvement.
8. The structured reporting approach helps the Town understand the value generated from the investment provided. The Town also regularly meets with operating subsidy recipients to maintain a two-way, positive working relationship. Please refer Attachment 1 - Operating Subsidies Social Impact Summary Infographic 2025-26, for information on key outputs and outcomes of each organisation.
9. Based on the most recent annual reporting feedback, as well as performance of each organisation over the previous three years, Administration is of the view that the existing Operating Subsidy recipients provide an important return on investment across social, economic, environmental and civic leadership perspectives.
10. Of considerable note is the ability of each organisation to engage with a significant number of volunteers as well as for purpose organisations, generating increased social capital and goodwill as a result. It is highly unlikely that the Town would be able to generate similar value from the investment provided to these organisations.
11. In light of the recent changes to Policy 114 Community Funding, the Town conducted a review of the existing four operating subsidy agreements, and identified three potential options for consideration by Council:
    a. Option One: Extend all agreements to the maximum five-year term: This approach would maximise funding certainty for all recipients and recognise the strong performance, community impact, and ongoing value delivered through the Town's existing Operating Subsidy Program. However, agreement expiry dates would remain misaligned, requiring separate renewal and assessment processes, resulting in increased administrative complexity and reduced efficiencies for both the Town and funding recipients.
    b. Option Two: Align all agreements to 30 June 2028 end date: This approach would provide the majority of recipients with an extended funding term while aligning all agreements to a common end date. This would enable a single future review and renewal process, improve funding program coordination, reduce administrative burden, and achieve greater efficiency in the management of the Town's Operating Subsidy Program.
    c. Option Three: Align all agreements to 30 June 2029 end date: This option would align all agreements to a common end date while also maximising agreement duration for three of the four recipients. It would provide longer-term funding certainty, recognise the strong performance and community impact of the current recipients, and streamline the future administration and assessment of the Operating Subsidy Program.

12. In considering the above Administration recommended Option Three to Council as the preferred option.
13. All options were presented to elected members for feedback via the Elected Member Portal in August 2026. Two responses were received, both in support of Option Three.
14. Based on the performance of the Town's current operating subsidy recipients and the intent of the revised Policy 114 Community Funding, the Town recommends Option Three, noting it provides the greatest balance between funding certainty, recognition of established organisational performance, and administrative efficiency.
15. Aligning all agreements to conclude on 30 June 2029 would enable a single future review process while allowing three recipients to benefit from the maximum five-year agreement term now available under the policy.

Relevant documents

Policy 114 Community Funding

Legal and policy compliance

Not Applicable

Financial implications

Current budget impact	Sufficient funds exist within the annual 2026-27 budget to address this recommendation.
Future budget impact	Over the next two financial years, the following additional funding is anticipated to cover CPI increases, estimated at 3.7%: • 2027-28: $29,031.70 • 2028-29: $37,965.26

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	Failure to implement robust financial controls for community funding programs may result in financial loss through administrative errors, fraud, or misallocation of funds.	Moderate	Low	TREAT risk by ensuring funds are managed under Policy 114, with an agreement prepared at the start of the funding arrangement, and acquittal and audit requirements completed.
Environmental	Not applicable			
Health and safety	Not applicable			
Data,	Not applicable			

Information Technology and Cyber				
Assets	Not applicable			
Compliance Breach	Non-compliance with Council policies and legal requirements for community funding programs.	Moderate	Low	TREAT by ensuring all required documentation is acquired, and contractual arrangements are met, and reporting obligations are completed by organisations.
Reputation	Negative public perception towards the Town should organisations not be funded.	Moderate	Low	TREAT by transparent communication and funding application processes, aligned with Council policies, strategic objectives, and community expectations.
Service delivery interruption	Not applicable			

Engagement

Internal engagement	
Stakeholder	Comments
Events, Arts and Funding	Supportive of extension to Operating Subsidy Agreement as per Option 3: Align all agreements to 30 June 2029 end date
Community Development	Supportive of extension to Operating Subsidy Agreement as per Option 3: Align all agreements to 30 June 2029 end date
Elected Members	EM Portal Post provided for feedback over a two-week period – August 2026. Two elected members responded. Both responses were in support of Option 3: Align all agreements to 30 June 2029 end date
External engagement	
Stakeholders	Existing Operating Subsidy recipients: a. Connect Victoria Park b. Victoria Park Centre for the Arts c. Victoria Park Community Centre d. Harold Hawthorne Community Centre
Period of engagement	Discussion occurred during Operating Subsidy 12-month check in meetings (September 2026)
Level of engagement	Inform and Consult
Methods of engagement	Direct engagement at annual Operating Subsidy Check In meetings
Advertising	NA
Submission summary	All Operating Subsidy recipients were supportive of an extension to existing Operating Subsidy Agreement timelines, as per Option 3.
Key findings	Support for Option 3: Align all agreements to 30 June 2029 end date

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL3 - Accountability and good governance.	Funds are managed with full, accurate, and timely disclosure of financial information relating to the Council. Town grant funds are maximised by seeking the greatest possible benefit to the community within available monetary resources.

Economic	
Community Priority	Intended public value outcome or impact
EC2 - Connecting businesses and people to our local activity centres through place planning and activation.	To connect businesses, community groups, and residents to gain a strong sense of place by activating public spaces and local activity centres to gain an inclusive, engaged and empowered community.

Social	
Community Priority	Intended public value outcome or impact
S1 - Helping people feel safe.	Creating an environment and offering support that instills a sense of security and well-being in the community.
S2 - Collaborating to ensure everyone has a place to call home.	Funds are used to work collaboratively with governments, support services and community organisations to coordinate an effective response to ending local homelessness.
S3 - Facilitating an inclusive community that celebrates diversity.	Funds used for organisations to facilitate an inclusive community through local celebrations including food markets, local performances from culturally diverse artists, multicultural art exhibitions, sporting events and storytelling.
S4 - Improving access to arts, history, culture, and education.	To support local organisations and individuals to deliver services and initiatives that encourage awareness of arts, history, culture, and education.

13 Chief Operations Officer reports

13.1 TVP/26/04 Turf Mowing and Maintenance Services

Location	Town-wide
Reporting officer	Manager Infrastructure Operations
Responsible officer	Chief Operations Officer
Voting requirement	Simple majority
Attachments	**Reason for Confidentiality** 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: (d) Tender information disclosing proprietary technology or trade processes that are not public and would likely adversely affect the tenderer's business interests. 1. CONFIDENTIAL REDACTED - Evaluation Report - TVP-26-04 Turf Mowing and Maintenance Services [**13.1.1** - 44 pages]

Summary

To seek Council approval to appoint a preferred supplier for the ongoing Turf Mowing and Maintenance Services; as the value of the tender exceeds $500,000. It is estimated the value of the contract will be approximately $4,000,000 over the course of the next 5 years, with the initial contract term being 3 years, with 2 possible 12-month extensions.

Recommendation

That Council awards the contract associated with TVP/26/04 Turf Mowing and Maintenance Services, to Respondent J for turf mowing, gardening and maintenance works, sump and verge mowing, and horticulture ancillary services, with the terms and conditions as outlined in the contract, as their offer has been evaluated as the most advantageous to the Town. This is a 3 +1+1 term offer with an estimated value of up to $4,000,000 over the full 5-year contract.

Background

1. The Town of Victoria Park manages more than 100 hectares of public open space, in addition to numerous drainage sumps and road verges, all of which require ongoing maintenance and upkeep.
2. Maintenance of these assets is delivered through a combination of contracted services, which undertake scheduled large-scale works, and Town staff, who provide routine operational and responsive maintenance activities.
3. The Town invited suitably experienced and resourced contractors to submit a tender to carry out public open space maintenance works including –
    a. Turf mowing and maintenance works
    b. Turf renovations
    c. Weed control

    d. Verge mowing including industrial areas
    e. Sump mowing
    f. Miscellaneous other works including gardening, minor pruning, reactive mowing and litter pick up
4. This tender TVP/26/04 Turf Mowing and Maintenance Services was published through vendor Panel on 17 June 2026 closing on 8 July 2026.
5. Suppliers were requested to provide a schedule of rates for pricing per item to include different turf, garden maintenance and ancillary works. The full schedule of rates required is in the attached procurement report.
6. The estimated cost of this tender over 5 years is $4,000,000.
7. An evaluation of the tender submissions against the prescribed criteria has been completed, and it is recommended that Council accepts the submission made by Respondent "J" and enters a contract for Turf Mowing and Maintenance Services.

Discussion

8. The assessment of the submissions was formally undertaken by a panel that included:
    a. Manager Infrastructure Operations
    b. Streetscape Supervisor
    c. Land and Properties Project Officer
9. The Town received eleven (11) submissions. Of these submissions, 0ne (1) was not compliant due to failure to acknowledge an addendum.
10. The evaluation of the submissions against the quantitative and qualitative criteria resulted in the rankings as shown below, with the first ranking scoring the highest.

Company	Ranking
Respondent A	7 (Tied score)
Respondent B	9
Respondent C	3
Respondent D	7 (Tied score)
Respondent E	6
Respondent F	5
Respondent G	2
Respondent H	4
Respondent I	8
Respondent J	**1**

Compliance criteria

11. All Respondents were required to comply with providing information for the following compliance criteria to be eligible for consideration at the evaluation stage:
    a. Compliance with the conditions of submission.
    b. Compliance with the general conditions of contract, special conditions and this request.
    c. References.
    d. Acknowledgement of addenda.
    e. Complete Pricing schedule of rates in the format required by the principal.
    f. Corporate information.
    g. Financial position.
    h. Conflict of interest.
    i. Insurance
    j. Access and inclusion plan (AIP)
    k. Complete respondent's offer

Evaluation process

Methodology (Process of service delivery, program of works etc.)	Weighting
The respondent must provide details in relation to: i). Service Delivery approach ii). Equipment list and technology to be used iii). Staffing and resource plan to carry out the contract along with emergency situations. iv). Health, safety and environmental management plan and submit the relevant documents. v). Submission of certification of Australian standard certificates or ISO certification related with the contract. vi). Submission of certification of Australian standard certificates or ISO certification related with the contract. vii). Scheduling and Responsiveness especially in regards with urgent or ad-hoc requests. Viii). Communication & reporting to the Principal	10%
Demonstrated Experience a. The Respondent must provide details of contracts for similar Goods and any related services provided for other clients. The Respondent must provide: i). A detailed description of the Goods and / or Services provided; ii). Similarities between the previous contracts and this Request; iii). When the previous contracts were performed; and iv). The outcome of the previous contracts. b. The Respondent must also provide a minimum of [2] referees in respect of the contracts detailed above. Referee details must include: i). The referee's name and position; ii). Company name; iii). The contact telephone number; and	Weighting 30%

iv). The contract or project title.	
Organisational Capacity i).The Tenderer must demonstrate that in has the organisational capacity to perform the contract. ii). The Tenderer must provide a comprehensive timeframe for the delivery of the proposed Goods and / or Services, identifying key dates and milestones and outlining how any timing requirements specified in Schedule 2 - Specification / Statement of Requirements, will be met.	Weighting 15%
Environmental Sustainability Respondents should provide evidence of sustainability in the delivery of the project / goods or services, and in the general day-to-day operation of their organisation. i). Does your organisation have an Environmental Management System (EMS) or adopt any environmental/sustainability practices? If yes, please provide details. ii). Does your organisation practice waste minimisation e.g., reduce packaging, or packaging with recycled materials or using compostable packaging? Please provide details including % of reused/recycled materials used. iii). Has your organisation ever received a warning or convicted of an environmental breach in Australia or overseas? If so, please provide details and outcome of the matter. iv). Please provide examples relating to the key environmental impacts considered over the life cycle of the goods/service. Some examples for consideration are: • Design for energy efficiency for energy using products. • Reduced use of water (e.g. water saving/ efficiency) • Design for recyclability • Carbon Neutrality • Substitution of environmentally harmful or scarce materials. • Noise levels of plant and equipment when in use. • Improved soil quality by reducing or eliminating releases to land (e.g. chemical fertilisers).	Weighting 5%
Price i). The price shall be submitted in as per the schedule of price spreadsheet. ii). Pricing must include all labour, equipment, materials, supervision and overheads.	Weighting 40%

Legal and policy compliance

Section 3.57 of the Local Government Act 1995

Part 4 Division 2 of the Local Government (Functions and General) Regulations 1996

Policy 301 - Procurement

Financial implications

Current budget impact	As the value of the contract exceeds $500,000, the acceptance of the offer/tender and subsequent award of any such contract is to be determined by Council. Sufficient funds exist within the annual Parks maintenance budget to address this recommendation.
Future budget impact	Funds to cover ongoing maintenance works will need to be included in future Parks Maintenance budgets and likely increase over the contract duration.

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	Failure to secure value for money with maintenance activities	High	Low	TREAT risk by going through a public tender process
Environmental	Failure to maintain parks and POS appropriately resulting in reduced quality and weed infestation	High	Medium	TREAT risk by having suitable maintenance schedules for the sites
Health and safety	Injury, incident or damage occurring due to inexperienced contractor	High	Low	TREAT risk by selecting a suitably qualified, experienced and trained contractor with appropriate training for operating near infrastructure and traffic situations.
Data, Information Technology and Cyber	N/A	Medium	Medium	
Assets	N/A		Medium	
Compliance Breach	Works not compliant with working around traffic	High	Low	TREAT risk by selecting a suitably experienced contractor aware of working within the regulations
Reputation	Failure to carry out required maintenance works to an acceptable standard	Medium	Low	TREAT risk by selecting a suitably experienced and resourced contractor who can carry out the maintenance to the required standard.
Service delivery	Tree maintenance works not being completed	High	Medium	TREAT risk by having a contractor that is suitably resourced with staff plant and

interruption	within acceptable timeframe	contingencies for year-round POS maintenance

Engagement

Internal engagement	
Stakeholder	Comments
Procurement	Provided advice and acted as a probity advisor throughout the process.
Parks staff	Provided feedback on procurement plans, recommended specifications additions, advice on improvements, and general information required to write the contract.

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	Going to public tender ensures an open fair process ensuring best quality and value for money services.

Environment	
Community Priority	Intended public value outcome or impact
EN3 - Increasing and improving public open spaces.	Maintaining our POS areas ensures it is aesthetically pleasing, well utilized and of a quality consistent with community expectations.

13.2 Oats Street Road Rehabilitation - Planet Street to Tuckett Street - Cost variation and allocation of additional funds

Location	Carlisle
Reporting officer	Principal Traffic and Design Coordinator
Responsible officer	Manager Technical Services
Voting requirement	Absolute majority
Attachments	1. Oats Street - Road Rehabilitation - Proposed budget amendment details [**13.2.1** - 1 page]

Summary

To seek Council approval of extra budget allocation to allow for completion of the projects, WO757 MRRG - Oats St - Planet St to Tuckett St and WO898 Oats Street – pathway renewal, in line with revised cost estimates.

Recommendation

That Council:

1. Approves the budget amendment for WO757 MRRG - Oats St - Planet St to Tuckett St:
   a. To increase the capital works budget by $266,333. The total capital works budget is now $805,883.
   b. To increase the capital grant budget (MRRG funding) by $145,651. The total capital grant budget is now $505,351.
   c. To transfer $120,682 from the Road Renewal reserve to fund the shortfall of Town's contribution. The total Town's contribution is now $300,532.
   d. Notes that the above changes will only proceed if Main Roads WA approves the variation.
   e. Notes further that if the Main Roads WA variation is unsuccessful, the Town will withdraw the project from the MRRG funding program and will find the appropriate funding pathway in the future years.
2. Approves the budget amendment for WO898 Oats Street – pathway renewal:
   f. To increase the capital works budget by $44,507. The total capital works budget is now $124,507.
   g. To increase the transfer from Pathway Renewal reserve by $44,507. The total transfer from reserve is now $124,507.

Background

1. The Town's budget for the 2023-24 financial year allowed for the Oats St (Planet St to Tuckett St) road resurfacing project, with an original budgeted cost of $393,578: with $262,385 (2/3) funded under the Main Roads' MRRG road rehabilitation program and $131,193 (1/3) through municipal funds.
2. However, after consultation with various stakeholders, the project was agreed to be deferred in recognition that the timing of the State Government Metronet project at the Oats St rail crossing would have impacted on the timing and delivery of these works.
3. It was agreed to defer the works until the Metronet project at Oats St Station was completed, and a subsequent completion date of June 2026 was approved by Main Roads.

2. Following the completion of the Metronet project, further design and construction methodology changes have been necessary, including consideration of the addition of red cycle lanes into the project scope. These have resulted in extra delay to the final estimation of costs and scheduling of works.
3. It is now proposed to complete the project by December 2026, and this further extension to the timeframe has been submitted to Main Roads for approval.
4. As part of the mid-year budget review in February 2026, several adjustments were made to align the project budget with the revised cost estimate. The Town's municipal contribution increased from $131,193 to $179,850, while the Main Roads WA contribution modified from $262,385 to $359,700 in anticipation of project cost variation request. However, subsequent changes to the project scope have necessitated a new cost, scope and time variation submission to Main Roads WA, which currently awaits approval. As a result of mid-year budget review, the total project budget was increased to $539,550; however, this allocation is no longer sufficient to meet the latest project cost estimate arising from the revised scope and changes to construction methodology.

Discussion

5. The inclusion of the red cycle lanes (estimated at $150,000) has subsequently been deleted from the final designs for the project after confirmation from Main Roads that such costs would not attract the normal 2/3 funding under the road rehabilitation program as they are considered to be improvements to the road network.
6. The Town notes that the extension of the project across three financial years, together with the revised rehabilitation treatment arising from the scope variation, has resulted in a significant increase in the projected project costs. The revised cost estimate has also been submitted to Main Roads as part of a request for additional grant funding, equivalent to 2/3rd of the increase between the original approved State contribution and the updated eligible expenditure under the Road Rehabilitation Program.
7. The current request submitted to Main Roads for approval of the road resurfacing works project cost seeks a revised contribution total of $505,351, being 2/3 of a revised project total of $758,026. Should the Town wish to preserve the MRRG funding, the Town is required to contribute 1/3 of this total, being $252,675. MRWA will assess the viability of the project based on the Towns methodology and updated costs. this a benchmark for MRWA to assess whether the project can still be justified.
8. However, on top of this project cost estimate, the Town has already incurred preliminary and delay related costs of $47,857 (to expedite the timing of delivery of the works), and these will need to be funded entirely by the Town as they do not attract Main Roads funding under current guidelines.
9. The significant increase in projected costs for road resurfacing works has arisen from three major factors and these are listed in the following paragraphs.
10. General higher costs: Additional costs have been incurred due to rising material, labour, and delivery expenses. In particular, bitumen prices have increased significantly above CPI. Under the contract, adjustments are permitted for both general inflationary increases and specific supply cost increases for bitumen, which has been heavily impacted by fuel price escalation. These provisions are standard industry practice and are incorporated within the contract.
11. Changes to Pavement Treatment Methodology: The Town has proposed an alternative pavement treatment methodology involving the milling of 120 mm of the existing pavement and the placement of a 90 mm AC20 asphalt base course followed by a 30 mm AC10 asphalt wearing course. This alternative replaces the originally approved treatment, which requires reconstruction of the base layer, application of a prime seal, and placement of the final wearing course.

    The proposed methodology is expected to significantly improve constructability and reduce the overall construction duration compared to the approved treatment. The shorter construction period will minimise the extent and duration of road closures, reduce traffic management costs, and lessen disruption to motorists, residents, and local businesses, while still delivering the required pavement performance and design service life.

12. Night works: Due to the significant traffic volumes, and to minimise disruptions to surrounding business and commercial operations, the works are proposed to be carried out during night times. This timing of work does carry an extra premium for equipment and labour.
13. At the same time as providing revised estimates for the MRRG road resurfacing works, the contractor has provided a current estimate of $124,507 for the associated Oats St footpath construction project.
14. Given the time delays for the major road works and that the two projects are effectively interlinked, it has been agreed to incorporate these footpath works concurrently with the road project. Combining these works will also minimize the need for multiple road closures and provide efficiencies through reduced traffic management costs and streamlined project delivery. However, the costs for both projects will be kept separate, as the budget allocations for each project come from different funding sources.
15. It is noted that any footpath related works will not be eligible to attract any Main Roads funding under the road resurfacing program. It is also noted that the revised estimate is $44,507 over the allocated budget of $80,000 (WO898). The increased costs are attributed to the general increases in costs and other components for extra pram ramps, pedestrian refuge islands, and soil and mulching treatments adjacent to the proposed footpath footprint.
16. Based on the revised estimated cost for the combined project (including civil footpath works); offset by all existing funds available from the current budget, remaining and future expected grant funding, together with a reallocation of existing footpath construction funds, the Town seeks approval for a transfer from road reserve and footpath construction reserve funds of $165,189 ($120,682 road and $44,507 footpath) to meet the revised expected costs.

Relevant documents

Not applicable.

Legal and policy compliance

Not applicable.

Financial implications

Current budget impact	Sufficient funds do not exist within the annual budget to deliver the planned road resurfacing project for WO757 MRRG - Oats St - Planet St to Tuckett St. It is proposed that the project budget be increased from $539,550 to $805,883 and funded as follows. • Capital grant (MRRG) fund: $505,351 • Road Renewal reserve fund: $120,682 • Municipal fund: $179,850 Sufficient funds do not exist within the annual budget to deliver the planned footpath construction project for WO898 Oats Street – pathway renewal. It is proposed that the project budget be increased from $80,000 to $124,507 and funded as follows. • Pathway Renewal reserve fund: $124,507
Future budget impact	Not applicable.

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	The project is currently underfunded and requires Council approval of extra funds to allow works to be completed. Any further deferral of the project timeframe risks having the project removed from the Main Roads rehabilitation program, which is the main source of funding. It may also result in having to return initial grant funding.	High	Low	TREAT risk by approving extra funding and reallocation of budget from internal sources
Environmental	Not applicable		Medium	
Health and safety	Not applicable		Low	
Data, Information Technology and Cyber	Not applicable		Medium	
Assets	Not completing works on a timely basis and allowing the surface of an arterial road to deteriorate to an unacceptable level	Medium	Medium	TREAT risk by approving extra funding and complete works on a timely basis
Compliance Breach	Not applicable		Low	
Reputation	Not completing works on a timely basis and allowing the surface of an arterial road to deteriorate to an unacceptable level	Medium	Low	TREAT risk by approving extra funding and complete works on a timely basis
Service delivery interruption	Not applicable		Medium	

Engagement

Internal engagement

Stakeholder	Comments
Place Planning	Place Planning do not see the additional $150,000 for red asphalt as value for money and therefore support this portion being removed. While the provision of a safer cycling route is included in the project, red asphalt itself does not provide protection to the cyclist, but is simply a visual guide to road users. It is noted that a cycle lane has been included in the civil works. An alternative to red asphalt is an option to trial cyclist lane separators along a portion of Oats St. This will be investigated through the Integrated Transport Program and can take place separately to the MRRG project.

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL3 - Accountability and good governance.	Ensuring that project works are adequately funded

Environment	
Community Priority	Intended public value outcome or impact
EN4 - Providing facilities that are well-built and well-maintained.	Ensuring that works for rehabilitation are completed on a timely basis and avoid more expensive options such as reconstruction

13.3 874. Administration Building Refurbishment - Variations to Scope and Budget

Location	Victoria Park
Reporting officer	Strategic Projects Manager
Responsible officer	Chief Executive Officer
Voting requirement	Absolute majority
Attachments	Attachment 1 – 874. Finance Tracker Dashboard

Summary

The Administration Building Refurbishment project has progressed through demolition and construction works, during which a number of latent conditions, compliance deficiencies and scope gaps have been identified that were not apparent during project planning and tendering. To ensure the project delivers a compliant, safe and fit-for-purpose administration facility capable of supporting the Town's future operational requirements, additional funding is required to address these matters while contractors remain mobilised on site. The requested budget increase will enable completion of the refurbishment to the intended standard, mitigate future operational and maintenance risks, and accommodate organisational changes requiring additional staff workspaces.

Recommendation

That Council:

1. Approves the budget amendment for W874 Administration Building Refurbishment project budget to facilitate the completion of identified compliance, safety, building services and operational improvement works.
    a. To increase the capital works budget by 60,000. The total capital works budget is now $805,000.
    b. To transfer $60,000 from the Building Renewal reserve to complete the further works required.
2. Notes the budget amendment is required to address:
    a. Latent building conditions identified during construction;
    b. Electrical safety compliance works;
    c. HVAC and building services upgrades;
    d. Flooring and screed rectification;
    e. Ceiling acoustic and thermal upgrades;
    f. Customer service safety and security improvements;
    g. Information technology upgrades; and
    h. Future operational accommodation requirements;
3. Notes that the additional works support compliance with the Town's obligations under the Work Health and Safety Act 2020 (WA), Building Act 2011 (WA), electrical safety requirements and accessibility obligations.
4. Notes that completion of these works while contractors remain mobilised on site represents the most cost effective and least disruptive opportunity to deliver a compliant and fit for purpose administration facility.

Background

1. Council approved the Administration Building Refurbishment Project to modernise customer service facilities, staff seating areas and amenities within the Town's administration building.
2. Contract TVP-25-31 for the Administration Building Refurbishments was awarded to Kilmore Group, with a contract value of $678,099.93 excluding GST and an overall approved project budget of $745,000.
3. Construction commenced in July 2026 following possession of site.
4. The balance of the project budget was earmarked for HVAC, Electrical, carpeting and IT services that were planned to be delivered under the Town's existing contracts.
5. During the progression of works, demolition activities provided access to concealed services and building elements that had not been visible during the design and tender development phases. These investigations identified several latent conditions and compliance issues requiring rectification. The Town has also undertaken a review of operational requirements for the completed facility and has identified several outstanding workplace improvements that would be most effectively delivered as part of the current project.
6. As the project has unfolded there has been a need for variations to be raised and negotiated in the delivery of the project with the Kilmore Group. Some of these variations have resulted in credits being applied to originally scoped items, and those necessary to ensure an appropriate standard of completion have occurred
7. There have been variations have to address compliance and operational matters including accessibility upgrades, acoustic insulation requirements and replacement of non-compliant flooring finishes.
8. There have also been issues that have arisen that have required additional services from our HVAC and electrical contract partners.

Discussion

9. As works have progressed, the project team has identified several significant issues that require rectification to ensure the Administration Building Refurbishment delivers a safe, compliant and functional workplace.
10. It is important to note that once identified it is best practice for compliance issues to be addressed. In this project, some of the identified non-compliant items required intervention that ensured compliance due to the extent to which the project has proposed to modify the area. For example, the project had scoped to refurbish toilets on both the ground and 1st floor as well as construct new facilities. In delivering this scope it became apparent that the existing tiling did not meet slip ratings and there was insufficient ventilation available. There was also non-compliant falls and level differences between rooms. Because of the intent to refurbish these issues needed to be addressed.
11. Mechanical services investigations identified deficiencies within the existing HVAC infrastructure that limit its ability to effectively service the refurbished spaces and in some cases impact the efficacy in existing spaces. The current system configuration does not fully support the revised accommodation layouts and operational requirements of the completed facility.
12.
13. Existing ceiling systems retained within portions of the project do not achieve the acoustic and thermal performance standards required for modern office accommodation. Retention of these elements would detract from the quality, amenity and environmental performance of the completed refurbishment and create inconsistencies throughout the workplace.
14. During demolition works, floor screeds were found to be inconsistent between adjoining spaces. These variations have restricted the ability to seamlessly tie new floor finishes into existing areas and require additional rectification works to achieve suitable finished floor levels.
15. Electrical investigations also identified non-compliant installations and safety hazards within portions of the existing electrical infrastructure. These defects present an unacceptable risk if left unaddressed and require rectification to ensure compliance with applicable electrical safety standards.

16. In addition to compliance works, the project presents an opportunity to deliver further improvements that support the Town's evolving organisational structure. The proposed enhancements will facilitate forthcoming operational changes and enable reconfiguration of office areas to accommodate additional staff seating requirements associated with the streamlined corporate structure.
17. Undertaking these works during the current construction phase provides the Town with the most cost-effective delivery method. Contractors, subcontractors and specialist trades are already mobilised on site, reducing establishment costs and avoiding future disruption to staff and service delivery. Doing this work now also means that the desired outcomes could be achieved through a balance of subtraction and additions to scope.
18. The requested funding will provide confidence that remaining project and compliance requirements are completed.
19. Subject to Council approval, the additional works will be incorporated into the existing construction program and completed in conjunction with the remaining refurbishment works.
20. Throughout construction, the Project Team has actively reviewed contractor claims, identified opportunities for scope rationalisation and pursued contract credits where items were no longer required or could be delivered through alternative means. This approach has minimised the overall financial impact of unavoidable latent conditions and compliance related variations identified during construction.
21. Following the completion of the Customer Service Area, as is the requirement under WHS legislation a risk assessment was undertaken with key staff. As a consequence of feedback, the Customer Service area will require the installation of protective security screens to provide a suitable barrier between staff and customers. These screens will improve workplace safety and complement the new front counter configuration.
22. The refurbishment has also identified additional requirement for upgraded IT equipment to support the revised office layouts, additional staff accommodation and modern workplace functionality.
23. As part of the refurbishment process, the Project team have pursued reuse and repurposing opportunities in accordance with the Towns sustainability principles.
24. Several furniture assets were retained and reused across the organisation, reducing waste disposal costs and limiting the need for new purchases.
25. Repurposed Assets include:

Asset	Quantity	Estimated Unit Value	Estimated Value
Standard office desks	6	$1,500	$9,000
Sit-stand desks transferred to other facilities	8	$400	$3,200
Office chairs	10	$360	$3,600
Desk caddies	4	$450	$1,800
Storage units	2	$450	$900
Additional storage units	4	$400	$1,600
Whiteboards	2	$100	$200
		Total	**$20,300**

26. Existing plants, storage units and office accessories have also been retained wherever practicable and redistributed throughout Town facilities.
27. The repurposing of these assets has generated significant value for the organisation while reducing procurement costs associated with future workplace improvements.
28. The reuse has allowed other Town facilities, including the Parking & Rangers Facility, 10 Kent Street and Leisurelife, to receive workplace improvements without requiring additional capital expenditure.

29. Salvaging of items such as ceiling tiles during replacements will further reduce capital expenditure for reactive maintenance tasks over the coming year.

Relevant documents

Not applicable.

Legal and policy compliance

Work Health and Safety Act 2020 (WA) - Section 19 - Primary Duty of Care.

The Town has obligations under the Work Health and Safety Act 2020 (WA) to provide and maintain a work environment that is safe and without risks to health and safety. Rectification of identified electrical hazards, slip resistance deficiencies and building services issues supports compliance with these obligations.

Building Code of Australia (NCC)

Section 36 - All Buildings to Comply with Applicable Building Standards.

Electricity Act 1945 (WA)

WA Electrical Requirements (WAER) - Mandatory under Regulation 49 of the Electricity (Licensing) Regulations 1991.

Disability Discrimination Act 1992 - Section 23 - Access to Premises.

Disability (Access to Premises - Buildings) Standards 2010.

Policy 004 - Risk Management

Requires the Town to proactively identify and treat risks relating to workplace safety, asset performance, legislative compliance and service continuity. The identified electrical, flooring, HVAC and building fabric deficiencies represent risks that exceed the Town's risk appetite and warrant rectification while contractors remain mobilised on site.

Policy 222 - Asset Management

Ensures the administration building remains safe, serviceable and fit for purpose whilst applying a whole-of-life cost approach to asset renewal. Deferring these works would likely increase lifecycle costs and result in future disruption to service delivery.

Policy 221 - Strategic Management of Land and Building Assets

The proposed investment supports Policy 221 - Strategic Management of Land and Building Assets by ensuring the administration facility continues to provide an effective workplace environment for staff and supports delivery of services to the community.

Financial implications

Current budget impact	Sufficient funds do not exist within the annual budget to address this recommendation. The current approved project budget is $745,000, comprising $650,000 in municipal funding and $95,000 from the Building Renewal Reserve. As detailed in Attachment 1, projected expenditure is $801,591.00 representing a shortfall of $56,591.00 against the approved budget. The Finance Tracker

	identifies a remaining Provisional Sum allowance of $20,000, which, if available to offset the additional works, would reduce the projected shortfall to $36,591.00. An additional allocation of $60,000 is requested to address the projected shortfall and provide capacity and assurance for the remaining compliance, safety and operational improvements outlined in this report. This would increase the total project budget to $805,000. It is proposed that funding will be acquired through: **Building Renewal Reserve:** Current 2026/27 Budget = $2,265,661 Approval by absolute majority is required.
Future budget impact	Completion of the proposed works is expected to reduce future remediation, maintenance and operational costs associated with building compliance. It will also cater for the upcoming workplace accommodation adjustments and service upgrades. The Project Team has actively pursued opportunities to offset variation costs through scope reductions, contract credits and asset reuse. Approximately $19,281 in contract credits have been applied and an estimated $20,300 in furniture and equipment have been repurposed across Town facilities. These initiatives have significantly reduced the overall budget impact and demonstrate a good use of Council resources.

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	*Future rectification works required if identified deficiencies remain unresolved.*	High	Low	*TREAT risk by completing required upgrades during current construction works.*
Environmental	*Existing ceiling and HVAC deficiencies reduce energy performance of refurbished spaces.*	Medium	Medium	*TREAT risk through replacement of building elements and installation of compliant systems.*
Health and safety	*Electrical non-compliance, inadequate slip resistance, deficient HVAC performance and customer service security risks may expose staff and visitors to avoidable hazards.*	High	Low	*TREAT risk by undertaking electrical rectification, flooring upgrades, HVAC improvements and installation of customer service security screens.*
Data, Information Technology	*Existing infrastructure may not adequately support the revised office layouts, staff*	Medium	Medium	*TREAT risk through equipment and infrastructure upgrades within the project.*

and Cyber	*accommodation requirements or operational needs of the refurbishment*			
Assets	*Retention of aged building elements may reduce asset performance, increase maintenance costs and shorten asset lifecycle expectations.*	High	Medium	*TREAT risk by completing the recommended asset renewal and refurbishment works as part of the current project.*
Compliance Breach	*Failure to address identified building, electrical, accessibility and workplace safety issues may result in non-compliance with legislative and regulatory obligations.*	High	Low	*TREAT risk through rectification works and compliance upgrades identified during construction.*
Reputation	*A refurbished administration facility that remains incomplete, requires further works shortly after completion or contains known deficiencies may negatively impact Staff and customers*	Medium	Low	*TREAT risk by delivering a complete, compliant and fit for purpose facility.*
Service delivery interruption	*Deferral of required works may require future building closures, staff relocations and disruption to customer service operations.*	High	Medium	*TREAT risk by completing the remaining works within the current construction program.*

Engagement

Internal engagement	
Stakeholder	Comments
Executive Leadership Team	Engaged regarding workplace accommodation requirements, organisational changes and proposed office reconfiguration.
Project Control Group	Regular project reviews undertaken including scope changes, variation assessments, budget monitoring and project delivery risks.
Facilities and Assets	Consulted regarding latent building conditions, compliance issues and asset renewal requirements identified during construction.
Information Technology	Assessed IT requirements associated with revised layouts, additional workstations and operational needs.

Customer Services Team	Consulted regarding customer service counter functionality, safety, security and operational requirements.

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL3 - Accountability and good governance.	The recommendation maximizes value from the current construction contract by addressing identified latent conditions, delivering required compliance works and completing outstanding operational improvements while contractors remain mobilized on site. This approach minimizes future establishment costs and disruption to operations. This also demonstrates responsible management of compliance, workplace safety and building risks. The Project Team has actively pursued contract credits, scope reductions and asset reuse opportunities to minimise the impact of the proposed budget increase.

Environment	
Community Priority	Intended public value outcome or impact
EN4 - Providing facilities that are well-built and well-maintained.	The project will deliver a compliant, safe and fit-for-purpose administration facility through rectification of latent defects, electrical non-compliances, HVAC deficiencies, flooring compliance issues and replacement of aged assets.

13.4 Lathlain Park Remediation Works

Location	Perth Football Club - Grandstand and Club Rooms - Lathlain
Reporting officer	Alison Luobikis
Responsible officer	Chief Operations Officer
Voting requirement	Absolute majority
Attachments	Nil

Summary

Recommendation

That Council:

1. Notes the completion of the first tranche of urgent remediation works undertaken at the existing Lathlain Grandstand and Clubroom facility.
2. Approves the project budget of $625,000 (ex GST) to deliver the second tranche of works, primarily comprising structural remediation of masonry, concrete and steel building elements.
    a. To allocate a capital works budget of $625,000.
    b. To fund the project by transfer from the Lathlain Park reserve of $625,000.

Background

1. At a special meeting of Council on 3 February 2026, Council approved a budget of $170,000 for 'high priority' structural grandstand and electrical clubroom works arising from recent condition assessments and specialist advice.
2. The report to Council, in support of this funding request identified two tranches of work needed to ensure that the building could remain operational:
    a. Tranche 1
        i. High risk structural items – primarily associated with the grandstand roof
        ii. Make safe 'high risk' electrical items within the clubrooms
3. Work identified as part of the first tranche has now been completed. The grandstand roof items were completed ahead of the AFL community match at the start of the 2026 AFL season. The works involved remediation of the facia, the purlins, isolated eaves and targeted resealing on the roof to prevent water penetration.
4. The electrical works were completed in late July 2026 with the final closeout report being received on 8 August 2026. This work focused on removal of redundant circuit breakers and fuses, confirming circuits and protection as well as the installation of new Residual Current Breakers (RCB's) with Overcurrent Protection devices in the main switchboard and distribution boards.
5. With the conclusion of the WAFL 2026 season, it is now timely to turn attention to the second tranche of the works program.
6. Concurrent with the physical remediation works, the Town has advanced negotiations with Waveconn to secure removal of the telecommunications infrastructure from the northern side of the grandstand roof. Removal will reduce loading on the cantilever structure, relieving stress on the roof structure that is contributing to masonry cracking within the grandstand walls.

7. Waveconn's Method of Procedure (MOP) establishes a three-month delivery timeframe from receipt of approvals to recommissioning on the new monopole proposed by Amplitel. The relocation will enable removal of the existing infrastructure, while maintaining uninterrupted telecommunications coverage.
8. The development application has been submitted and referred to the WAPC for assessment. Subsequently the Town has requested to conduct public advertising of the development application and provide comments back by 2 October 2026.
9. There is a risk that the Development Approval for the proposed monopole may not be granted. Should this occur, the equipment may need to remain on the roof for an extended period. In light of this possibility, the Town is seeking further structural engineering advice to identify any make-safe measures that may be required to ensure the ongoing safety and integrity of the installation and more broadly, the building. Further advice will be provided to Council once this is better understood.

Discussion

10. The second tranche of works targets masonry, concrete and steel elements where deterioration, including cracking and spalling, has resulted in these components being assessed as presenting a high level of risk. In total, some nine 'high risk' items have been identified for remediation.
11. For the most part, the risks associated with these items have been mitigated through the installation of propping (by way of acro props) in targeted areas and working with Perth Football Club on use, access and load balancing in and around these failing building elements. The ongoing efficacy of these measures are being monitored.
12. Given the nature and complexity of the required remediation works, it is recommended that the design, certification and construction-phase oversight be undertaken under the direction and supervision of a suitably qualified structural engineer engaged by The Town.
13. Preliminary estimates indicate that structural engineering services, including design, construction supervision and final certification will be in the order of $25,000. The high-level estimate for undertaking the remediation works is approximately $600,000 (excluding GST), that will be confirmed from received tender submissions.
14. Approval is now sought for a budget of $625,000 (excluding GST) to be allocated for the delivery of the tranche two works.
15. The requested funding will enable the completion of essential remediation works required to maintain the safe and ongoing use of the facility. Should these works not proceed, there is a risk that access to affected areas, or potentially the entire facility, may need to be restricted or closed to tenants and the public.
16. The second tranche will address the 9 identified 'high risk' structural items within the grandstand and clubrooms, but will not address Disability Discrimination Act (DDA) and compliance with access and other Building Code of Australia (BCA) items.

Relevant documents

Not applicable

Legal and policy compliance

Not applicable

Financial implications

Current budget impact	Sufficient funds do not exist within the annual budget. The recommendation is requesting a budget amendment of $625,000 to be funded from the Latihan Park reserve.

Future budget impact	If the current facility is not replaced, significant funds will need to be spent to ensure ongoing safety for users.

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	Ongoing plan of works for current grandstand condition not included in the 2026/2027 Budget due to unresolved site development negotiations	High	Low	TREAT risk by addressing priority work only and seeking the appropriate Council approval
Environmental	N/A		Medium	
Health and safety	Failure of the building components have the potential to cause significant harm to the health and wellbeing of facility users	High	Low	TREAT risk by delivering the work as described. If this cannot be achieved look to isolate areas of the facility
Data, Information Technology and Cyber	N/A		Medium	
Assets	High-priority work is not undertaken in a timely manner resulting in component failure	Extreme	Medium	TREAT risk by delivering the work as described. If this cannot be achieved look to isolate areas of the facility
Compliance Breach			Low	
Reputation	Facility may need to be partially or entirely closed to use by the tenant and/community	High	Low	TREAT risk by delivering the work as described
Service delivery interruption	Facility may need to be partially or entirely closed to use by the tenant and/community	High	Medium	TREAT risk by delivering the work as described

Engagement

Internal engagement	
Stakeholder	Comments

Property and Leasing	The grandstand and clubrooms are within the Perth Football Club (PFC) lease area. PFC's peppercorn lease has been in holding over on a month-to-month basis since its expiry on 30 June 2015. The identified works align with the recommendations of the building condition report. The commercial lease for the telecommunications equipment on the grandstand roof has also been in holding over since 1 July 2025. The infrastructure is proposed to be relocated to a new structure at Lathlain Park, with the development application currently being assessed by the Western Australian Planning Commission (WAPC). The proposed work to the grandstand appears to be necessary to maintain safety and continued use of the grandstand, however further expenditure needs to be considered against the building's remaining useful life and future redevelopment plans. Significant investment by the Town may provide limited long term benefit. There is a risk of regret expenditure, and the proposed works should be focused on what is reasonably required to keep the building safe and operational.
Finance	Budget assessment
Stakeholder Relations	
Asset Management	The work identified here aligns with the concerns raised in the building condition reports The Town have received.

External engagement	
Stakeholders	Current tenants – Perth Football Club, West Coast Eagles and Waveconn
Period of engagement	This will occur throughout the lifecycle of the delivery of the work – in the planning and scheduling, during completion and post work
Level of engagement	Involve
Methods of engagement	Face to Face meetings, site visits and email

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	The Town has an obligation to provide safe facilities for use by the public

Environment	
Community Priority	Intended public value outcome or impact
EN4 - Providing facilities that are well-built and well-maintained.	The 9 identified 'high risk' building elements are at risk of failure.

13.5 10 Kent Street - Response to CR 151/2026 Options

Location	East Victoria Park
Reporting officer	Manager Property and Facilities
Responsible officer	Chief Operations Officer
Voting requirement	Absolute majority
Attachments	Nil

Summary

This report responds to Council's request for a further report by October 2026 on the costs and financial implications of alternative uses for 10 Kent Street, East Victoria Park. It assesses operational, community, arts and cultural, and local history/archive uses, and recommends a flexible hybrid community space as the preferred interim approach while longer-term arts and cultural opportunities are tested through an EOI or market sounding process.

Recommendation

That Council:

1. Notes the investigation undertaken in response to Council's resolution regarding alternative uses for 10 Kent Street, East Victoria Park.
2. Supports the hybrid model as the preferred interim approach.
3. Notes that the hybrid model would only proceed subject to finalisation of costs, operational requirements, and available budget/resources.
4. Notes that Part 9 of Council Resolution 151/2026 requires a review of the selected option to be presented to Council 12 months after operations commence.

Background

1. The property at 10 Kent Street, East Victoria Park is owned by the Town of Victoria Park has been vacant since December 2025. The Town has conducted three expressions of interest and has not secured a suitable tenant. This report focuses on the subsequent Council resolution and the further investigation undertaken in relation to alternative uses for 10 Kent Street.
2. On 18 August 2026, Council determined by resolution 151/2026:

   That Council:

   1. *Notes the outcome of the Expressions of Interest process for 10 Kent Street, East Victoria Park and endorses Applicant 3 as the preferred proponent.*
   2. *Authorises the Chief Executive Officer to negotiate with Applicant 3 for a lease of 10 Kent Street, East Victoria Park, substantially in accordance with its proposal and the key terms outlined in Attachment 3, including the proposed peppercorn rent, subject to satisfactory financial information. All other lease terms are to be determined by the Chief Executive Officer having regard to Applicant 3's proposal, Policy 310 – Leasing and Licensing and the requirements of the Town.*
   3. *Authorises the Chief Executive Officer, should negotiations with Applicant 3 not be finalised, should Applicant 3 withdraw from the process, or should the lease not commence within a reasonable timeframe as determined by the Chief Executive Officer, to cease negotiations with Applicant 3.*

4. *Authorises the Chief Executive Officer, in respect of any proposed lease arising from point 2, 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.*
5. *Authorises the Chief Executive Officer to settle the final terms of any lease and associated documentation arising from point 2, on the advice of the Town's legal representatives, incorporating any variations or amendments to the proposal as considered reasonable and necessary by the Chief Executive Officer.*
6. *Subject to point 5, authorises the Chief Executive Officer to execute as a deed all documents necessary to give effect to a lease arising from point 2.*
7. *In the event that negotiations with Applicant 3 cease, Applicant 3 withdraws from the process, or a lease cannot be finalised, requests the Chief Executive Officer to investigate alternative uses for 10 Kent Street, East Victoria Park.*
8. *Requests the Chief Executive Officer to present a report to Council no later than October 2026 outlining the costs and financial implications associated with the options below, including consideration of:*
    a. *The Town's operational needs;*
    b. *use as a community meeting space; and*
    c. *use as an innovative community space that provides for a range of passive and active activities that build social connection, community participation and belonging, whether through direct delivery, partnerships, or shared non-exclusive possession models.*
9. *Requests the Chief Executive Officer to present a report to Council 12 months following the commencement of utilisation of the premises identified in Point 8, outlining the actual costs and financial implications incurred, together with an assessment of the utilisation of the premises. The purpose of this report is to enable Council to assess the ongoing viability of this use, having regard to both its financial sustainability and the value of the community outcomes it delivers.*

3. Since 5 August, officers have made multiple attempts to obtain the required information from Applicant 3 following the Agenda Briefing Forum, including follow-up correspondence seeking clarification on whether the applicant intended to proceed with the leasing opportunity. Despite these efforts, the requested information was not received, and the applicant did not confirm its intention to proceed.
4. On 27 August, following several unsuccessful follow-ups, officers notified Applicant 3 that the application would be considered withdrawn if no response was received.
5. Town officers have now completed the assessment requested by Council. The assessment considers the Town's operational needs, potential community meeting use, potential innovative community space uses, and the costs and financial implications associated with each approach.

Discussion

6. The assessment of potential future uses for 10 Kent Street considered:
    a. The Town's operational requirements
    b. The need for additional meeting and hire space
    c. Establishment of a Town-led co-working facility
    d. A Town-led arts and cultural space, or a local history and archive facility.
    e. Opportunities to deliver broader community benefits through a flexible shared use facility,
7. Business units across the organisation were consulted to identify any current or future operational requirements for the property within their respective service areas. No service area identified a present or anticipated need for the site. Accordingly, the provision of dedicated accommodation for an existing Town service has not been progressed for further assessment.
8. The option of establishing 10 Kent Street as another conventional community meeting or hire space has also been considered. While there is a broader need for accessible community space, this approach would largely replicate existing Town facilities, require upfront fit-out and ongoing operational

resources, and may not achieve strong utilisation. The experience at 660 Albany Highway (Vic Quarter Building) demonstrates that restrictions on use can result in relatively low utilisation. Officers therefore do not consider another conventional meeting space to be the best use of the premises.

9. A review of local co-working facilities identified nine facilities within a 2.5-kilometre radius of the subject property, including five within 800 metres (including the Vic Park Community Space). This suggests that co-working spaces are already well represented in Victoria Park. The review excludes additional co-working facilities in the Perth CBD, located less than five kilometres away. Co-working spaces are available through memberships or on a casual basis and equate to around $39 per day for single desks. Meeting room spaces are also available from $40 to $120 per hour.
10. The establishment of a Town-operated co-working space, following a similar model, may raise concerns regarding competitive neutrality, particularly if access is provided free of charge or at heavily subsidised rates. Such an arrangement could divert demand from existing commercial providers and adversely affect local businesses operating on a commercial basis. On this basis, this option did not undergo further assessment.

Options progressed

11. Town officers investigated the opportunity for 10 Kent Street to support greater community, arts and cultural activation that aligns with the Town's broader objectives for the Macmillan Precinct, while providing opportunities for community participation, social connection and activation of the premises.

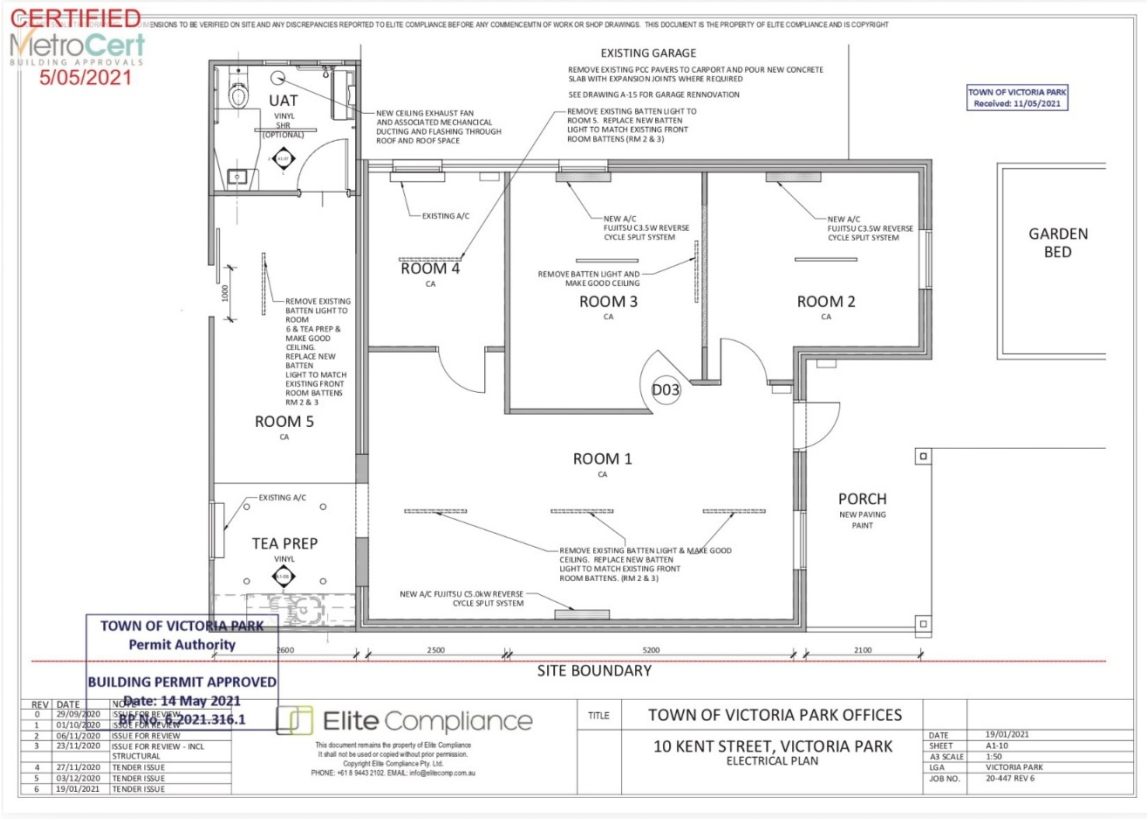
Local History Archive and Museum

12. Officers assessed relocating the local history archive, currently located at the Library, along with the Town's art collection and using the larger space at Kent St to display collections.
13. Relocating the local history archive would unlock space within the library that could be used as a community meeting space or by Town staff on a booked or ad hoc basis. Provision of additional meeting space within the library is contemplated in the Library Services Strategy (2025-2030).
14. Preparing the property to be suitable for storing and exhibiting the Town's historical material and art collection carries a significant capital outlay, however, would enable the existing area at the library to be repurposed as a meeting room. Additional meeting space within the library facility would require minimal fit out and operation could be accommodated within current staffing levels. This option is further evaluated below.

Hybrid Model

15. The final option considered by officers was the establishment of a hybrid model that complements, rather than duplicates, existing Town facilities and allows the different spaces within 10 Kent Street to support a broader range of community, youth, not-for-profit, arts and cultural activities.
16. Flexible, shared-use community facilities are an established approach within local government and private ownership, accommodating community, creative and recreational activities within a single venue. This model offers an opportunity to maximise use of the property, broaden community access and respond to changing local needs.
17. Even though the uses may be somewhat similar to the conventional spaces, it is the way in which these are engaged that are different – usually contemplating block of time rather than occasions. Establishing a space that can be utilised for short-term usage, from as little as a few hours to up to a few months of a pre-arranged basis.
18. The Town maintains a Casual Hirers Liability Policy that covers casual hirers of facilities owned by the Member (Town of Victoria Park) which has a $10M limit of liability for any one occurrence. For clarification, a 'Casual Hirer' means any person or group of persons (not being a sporting body, club, association, corporation, or incorporated body), who hires a Council facility for non-commercial or non-profit making purposes, less frequently than once per calendar month or twelve times per calendar year. For usage of the spaces that exceeds the casual hirer basis constraints of the Towns existing insurance, it well be the responsibility of the user to provide details of their insurance prior to usage.

19. This would be a functional way to activate the site. The Kent Street property comprises three separate rooms, a larger open area adjoining the kitchenette and a smaller open area. Under a hybrid model, the individual rooms could be allocated for exclusive use over several months, while the open areas could accommodate casual bookings for workshops, community group meetings, and other short-term activities.



20. In seeking how we achieve this we could look for activities that complement the arts focus of this precinct. The space could be used for artists and creators or act as an incubator for entrepreneurs and small local enterprise, without the burden of a formal lease or long tenure. An example of such a space is the City of Fremantle owned Moore buildings on Henry Street, Fremantle Art Centre Studios or the privately owned Stackwood studios. The studios are available for artists and creators including painters, sculpture, pottery, photography, writing and filmmaking.
21. Cues could also be drawn from Meeting Place in South Fremantle. This repurposed house is used for community group meetings, workshops and seminars, club meetings, arts and craft activities, self help and support groups, cultural activities as well as small classes.
22. Establishing the hybrid model would require an initial investment in furniture, equipment and shared facilities to support flexible use. The types of core requirements typically include movable tables and chairs, presentation equipment, wi-fi, whiteboards, acoustic treatment, storage cupboards, lighting and shared printing facilities.
23. Casual bookings by users approved by the Town could be administered through a third-party booking platform, with the Town retaining responsibility for facility oversight, maintenance and user coordination.
24. A targeted EOI could identify suitable occupants for the individual rooms for defined periods.
25. In light of these considerations, officers have identified two options for the future use of 10 Kent Street:
    a. Option 1 would establish the premises as a flexible shared-use community space, accommodating a mix of community, youth, not-for-profit, arts and cultural activities.
    b. Option 2 would provide a dedicated local history, archive and art collection function, including collection storage, research, digitisation and related activities. This option would

also allow the current Town history space in the Library to be repurposed as community meeting and workshop space.

26. Each option provides a balance between community activation, strategic alignment, financial return and ongoing Town resourcing.

Assessment area	Option 1: Hybrid Community Space	Option 2: Local History & Archive
Description	Flexible shared-use community space.	Local history, archive and art collection storage use.
Community benefit	Broadest activation and mixed Town and community use, including community, youth, not-for-profit, events and arts and cultural activities.	Lower public activation, but supports civic, heritage and collection management outcomes. Current Town history storage in the Library to be repurposed for community usage supporting Library Services Strategy actions.
Establishment costs	Furniture, IT infrastructure, and basic fit-out costs.	Temperature control, specialist storage and artwork hanging systems.
Revenue potential	Some limited income may be possible through appropriate fee-paying or commercial use.	No direct financial return is expected under the current assumptions.
Key limitation	Requires the establishment of booking, access and operating guidelines to manage multiple user and mixed uses. Stakeholder engagement to establish market demand has not been completed to date.	Less aligned with activation, social connection, and community participation outcomes.
Costs to establish	• Trestle tables x 4 - $1,300 • 24 stackable meeting room chairs – $4,500 • Breakout space furniture $1,000 • Outdoor seating $2,000 • IT infrastructure – for 12-18 months $10,000, (longer term would be $45,000) • Additional furniture can be sourced from the administration refurb	• Installation of Temperature control system - $20,000–$30,000 • Artwork storage/hanging racks – $10,000 • IT infrastructure – for 12-18 months $10,000, (longer term would be $45,000) • No anticipated costs to repurpose Library room
Sub total	$18,800	$50,000

Costs to operate (per annum)	• Cleaning - $12,000 • Gardening- $1,200 • Proactive maintenance - $2,000 • Water – $1,200 • Electricity – $2,200	• Cleaning - $12,000 • Gardening- $1,200 • Proactive maintenance - $2,000 • Water – $1,200 • Electricity – $6,000-$10,000 • Additional 0.5 (curator) FTE - $50,000
Sub total	$18,600	$22,400 - $76,400
Operating/resource impact	Could largely be managed through existing booking arrangements, subject to final costs and resourcing.	Requires specialist curatorial / collection management considerations and casual History staffing. Could be supported by external volunteers to enhance opening hours / community reach.
Pros	• Flexible use across community, youth, not-for-profit, arts and cultural activities, workshops and small events • Complements rather than duplicates existing conventional meeting spaces • Makes use of the different spaces within the building and can respond to changing community needs • Can largely utilise existing Spacetoco booking arrangements. • Allows a mix of community and appropriate fee-paying/commercial use, which may contribute towards operating costs while maintaining affordable community access • Allows the Town to build utilisation and community awareness of the premises while retaining flexibility to transition to a longer-term arts and cultural use	• Provides dedicated space for local history, archive functions and Town art collection storage • Supports preservation, research, digitisation, cataloguing and conservation of community history and collections • Provides opportunities for local history talks, workshops, presentations, activities, exhibitions, award ceremonies, school visits, and collaboration with other heritage, artistic, and cultural focused enterprises / organisations. • Enables the existing Library history space to be repurposed as community meeting space in a location that can be more readily managed with on-site staff • Provides a focused civic and cultural function for the premises • Potentially provides less public activation than the other option
Cons	• Requires upfront fit-out, IT, furniture and ongoing operational expenditure • Requires clear booking and operating arrangements to manage mixed uses.	• Requires specialist improvements and investigation of collection requirements, including temperature/humidity control, security and artwork storage/hanging systems

	• Revenue is expected to be limited and may not offset all operating costs • Some investment may be required before the longer-term use of the premises is determined, creating a risk of expenditure that may not directly contribute to the eventual use of the site • Utilisation will depend on demand and the Town's ability to actively promote and manage the space	• Requires adjustment to FTE allocation and ongoing collection management resources, including casual Curatorial / Local History staffing • Would involve establishment and ongoing operating costs • Provides less opportunity for regular public activation, social connection and community participation than the hybrid model. • Not expected to generate a direct financial return

27. The size and configuration of 10 Kent Street is well suited to a hybrid model, allowing different spaces to accommodate complementary community, creative and commercial uses. The main room could accommodate community, youth, not-for-profit, arts and cultural activities, while the smaller rooms could support more focused activities with exclusive use. The shared workspace could provide space for Town initiatives or other approved users, and the informal breakout area and secure rear garden could support social and collaborative activities.
28. This model would allow the Town to test demand and refine access arrangements based on actual use and demonstrated community benefit. Priority would be given to Town activities, youth, community and not-for-profit uses, with provision for compatible arts, cultural and commercial activities. Income from commercial bookings could contribute to operating costs and help maintain affordable access for community users.
29. The hybrid model would activate the property while limiting the ongoing staffing and programming commitments associated with a more extensive Town-led arts and cultural facility. It would also retain flexibility to consider longer-term uses as the future direction of the Macmillan Precinct becomes clearer, including testing market interest in an expanded arts and cultural use.

Relevant documents

Not applicable.

Legal and policy compliance

Policy 310 Leasing and Licencing

Financial implications

Current budget impact	Sufficient funds do not exist within the annual budget. There is currently $0. • It is recommended that this is allocated as part of the mid-year budget review from a balancing of internal budgets.
Future budget impact	• Additional funding required from future budgets to cover outgoings and maintenance ($18,600.00).

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	Significant financial investment required to establish the property for any of the proposed short-term uses. The Town will remain responsible for all maintenance, repair and outgoings costs.	High	Low	TREAT risk by undertaking an EOI or market sounding process targeted at longer term arts and cultural opportunities to reduce financial burden on the Town.
Environmental	Increased use of the premises may result in additional waste, energy and water consumption and increased maintenance requirements.	Medium	Medium	TREAT through appropriate operating procedures, monitoring of utilities and waste, and incorporating sustainable practices into the operation of the facility.
Health and safety	Increased community use and varied activities may increase the risk of incidents, particularly where different user groups access the premises for different purposes.	Medium	Low	TREAT through appropriate booking conditions, user requirements, risk assessments for activities, access controls and routine inspections and maintenance.
Data, Information Technology and Cyber	Significant capital investment is required to establish the property for the proposed short-term options.	High	Medium	TREAT risk by undertaking an EOI or market sounding process targeted at longer term arts and cultural opportunities to reduce need for such significant capital investment from the Town.
Assets	Increased use of the premises may accelerate wear and tear and increase maintenance, repair and replacement requirements.	High	Medium	TREAT through clear user responsibilities, routine inspections, preventative maintenance and appropriate recovery of costs where applicable. Longer-term investment decisions should be informed by the outcome of the EOI/market sounding process.
Compliance Breach	Not applicable		Low	
Reputation	The Town's reputation could be at risk if significant funds are spent on achieving a short-term goal with minimal financial return	Medium	Low	TREAT risk by undertaking an EOI or market sounding process to determine if there are longer-term arts and cultural opportunities available before investing significant funding on a short-term use.

Service delivery interruption	Not applicable	Medium

Engagement

Internal engagement	
Stakeholder	In the early stages of preparing this report, the Victoria Park Centre for the Arts (VPCA) were approached for information on their prior occupation of the property and reasons for vacating. Although they did not respond to the 2026 Expression of Interest, the recently appointed new VPCA Director (Gok-Lim Finch) did submit an outline proposal on 10 September 2026, indicating their updated vision for how the property could be initially activated through a creative incubator and studio space managed by VPCA and partnerships with writers groups, kids coding initiatives, poetry groups, music/radio production. Their proposed uses ultimately lead to establishing a Victoria Park Storytelling Centre from 2028 onwards. This proposal has not been progressed on the basis that VPCA did not participate in the most recent EOI process and should not be considered as a preferential user.
Place Planning	Place Planning has been involved in developing the options and highlighted the opportunity for appropriate use of this property to drive positive outcomes under the Social Infrastructure Strategy and Macmillan Masterplan concept, primarily to increase capacity for arts, culture and heritage uses that have been identified as being underprovided within the Town. Over the long-term, the Macmillan Masterplan concept identifies that the current arts and culture provision in this location needs to adapt to provide *"an expanded Arts Centre with performance and creative space"*. The Masterplan recommends the Arts Centre is *"Retained in existing location with expanded creative/ performance/gallery spaces and stronger connections to other facilities within the precinct."* This can either be achieved through the Town's use for its own artistic purposes or through seeking partnerships with dedicated arts, cultural and/or heritage not for profit (NFP) organisations. Place Planning is supportive of the Town seeking expressions of interest from appropriate NFP organisations prior to or in parallel with adopting any of the other options. Considering the underutilisation of existing community meeting spaces and the untapped potential for shared use of other community/sporting facilities currently under investigation, Place Planning is not supportive of Option 1 beyond a short-term trial usage. Option 2 has the benefit of freeing up space in the Library that can be used for community meeting, workshops and youth functions. This requirement for additional Library specific meeting space has been highlighted within the recently Town-endorsed Library Services Strategy (2025-2030) within the community connection outcome at action 2.6.1 *"Provide spaces for the*

	community to meet and connect" and action 2.6.2 *"Plan to address the demand for increased meeting spaces."*
Community	In line with the timeframes available to provide comment and development of revised scenarios, the above options investigate the most pressing opportunities to explore further. Depending on the Option(s) resolved for progression, additional costs and refined resource requirements may be required as operating and delivery models are further refined.
Business Services	Business Services and more specifically the Leisure Facilities team have been engaged throughout the review and development of the options. The team feels confident in existing systems and staff resources to manage the reports recommendation.

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	The proposal supports effectively managing resources and performance given the Town's current staffing and resourcing capacity is limited.
CL2 - Communication and engagement with the community.	Communication with the community through a public EOI and statutory disposal process supports 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 with a focus on arts and cultural activity to support the longer-term vision for the Macmillan Precinct and contributing to increased activity and broader economic and community outcomes.
Environment	
Community Priority	Intended public value outcome or impact
EN4 - Providing facilities that are well-built and well-maintained.	The proposal supports providing a facility that is well suited and well located for a number of community, youth, not-for-profit, arts and cultural activities.
Social	
Community Priority	Intended public value outcome or impact
S4 - Improving access to arts, history, culture and education.	Targeting the property to the arts and cultural sector delivers a substantive use in line with the long-term strategic plan for the site and improves access to arts, history, culture and education for residents and visitors to the Town.

14 Chief Financial Officer reports

14.1 Financial Statement for the period of August 2026

Location	Town-wide
Reporting officer	Manager Finance
Responsible officer	Chief Financial Officer
Voting requirement	Simple majority
Attachments	1. Financial Statements August 2026 [**14.1.1** - 24 pages]

Summary

To present to Council the Statement of Financial Activity for the period ending 31 August 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 the period ending 31 August 2026, as included in Attachment 14.2.1, 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 for the period ending 31 August 2026 complies with the requirements of Regulation 34 (Financial activity statement report) of the Local Government (Financial Management) Regulations 1996.

   It is therefore requested that Council receive the financial statement, as included in the attachment, for the period ending 31 August 2026.

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.			
Health and safety	Not applicable.			
Data, Information Technology and Cyber	Not applicable.			
Assets	Not applicable.			
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.			

Service delivery interruption	Not applicable.			

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*.

14.2 Statement of Accounts for the period ending August 2026

Location	Town-wide
Reporting officer	Manager Finance
Responsible officer	Chief Financial Officer
Voting requirement	Simple majority
Attachments	1. Accounts Paid August 2026 [**14.2.1** - 10 pages] 2. Credit Card Transactions August 2026 [**14.2.2** - 2 pages] 3. Fuel and Store Card Transactions August 2026 [**14.2.3** - 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 ending 31 August 2026.
2. To present the list of payments made by authorised employees using corporate credit cards for the period ending 31 August 2026.

Recommendation

That Council

1. Receives the list of accounts paid August 2026 as Attachment 14.3.1.
2. Receives the list of corporate credit card transactions August 2026 as Attachment 14.3.2.
3. Receives the list of fuel and store card transactions August 2026 as Attachment 14.3.3

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	Amounts
Municipal Account	
Creditors and Payroll (including EFT & Cheque payments and direct debits)	$7,539,798.92
Fuel and Store Cards	$17,946.11
Corporate Credit Cards	$9,777.58
Trust Account	Nil

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 statement of accounts, as included in the attachments, for the period ending 31 August 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.			
Health and safety	Not applicable.			
Data, information technology and cyber	Not applicable.			
Assets	Not applicable.			
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.			
Service delivery interruption	Not applicable.			

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.

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