



TOWN OF  
VICTORIA PARK

## Agenda Briefing Forum Agenda – 7 April 2026

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**WE'RE OPEN**  
VIC PARK

Please be advised that an **Agenda Briefing Forum** will be held at **6:30 PM** on **Tuesday 7 April 2026** in the **Council Chambers**, Administration Centre at 99 Shepperton Road, Victoria Park.

**Mr Carl Askew – Chief Executive Officer**  
2 April 2026

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# 1 About the Agenda Briefing Forum

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

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

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

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

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

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

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

## **2 Opening**

## **3 Acknowledgement of country**

### **Acknowledgement of the traditional owners**

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

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

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

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

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

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

## **4 Announcements from the Presiding Member**

### **4.1 Purpose of the Agenda Briefing Forum**

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

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

### **4.2 Notice of recording and live-streaming**

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

### **4.3 Conduct of meeting**

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

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

#### **4.4 Public participation time**

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

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

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

#### **4.5 Questions taken on notice**

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

## 5 Attendance

### Mayor

Mayor Karen Vernon

### Banksia Ward

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

### Jarrah Ward

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

### Chief Executive Officer

Mr Carl Askew

### Chief Operations Officer

Ms Alison Luobikis

### Chief Financial Officer

Mr Duncan Olde

### Acting Chief Community Planner

Mr Paul Gravett

### Manager Governance and Risk

Mr Brett Douglas

### Manager Stakeholder Relations

Mr Paul Dunlop

### Manager Development Services

Mr Robert Cruickshank

### Secretary

Ms Winnie Tansanguanwong

### Public liaison

Ms Tomoko Kidahashi

## 5.1 Apologies

## 5.2 Approved leave of absence

## **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 - March 2026

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Governance Officer
<b>Responsible officer</b>	Manager Governance and Strategy
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. Outstanding Council Resolutions Status Report March 2026 [<b>11.1.1</b> - 57 pages]</li><li>2. Completed Council Resolutions Status Report March 2026 [<b>11.1.2</b> - 7 pages]</li></ol>

### 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 27 February 2026 to 2 April 2026. A status update has been included by the relevant officer/s.

### Legal and policy compliance

Not applicable.

## Financial implications

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

## Risk management consideration

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

## Engagement

Internal engagement	
Stakeholder	Comments
All service areas	Relevant officers have provided comments on the progress of implementing Council resolutions.

## Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL3 - Accountability and good governance.	The reports provide elected members and the community with implementation/progress updates on Council resolutions.

## Further Considerations

## 11.2 Outcomes from Annual Meeting of Electors 16 March 2026

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Manager Governance and Strategy
<b>Responsible officer</b>	Chief Executive Officer
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	1. Unconfirmed - Annual Meeting of Electors 16 March 2026 Minutes [ <b>11.2.1</b> - 19 pages]

### Summary

For Council to receive the minutes and consider the decisions from the Annual Meeting of Electors held on Monday 16 March 2026. Responses to questions taken on notice at the meeting are also provided in this report.

### Recommendation

That Council:

1. Receives the minutes of the 2026 Annual Electors Meeting held on Monday 16 March 2026 as contained in Attachment 1;
2. Considers the decisions made at the Annual Meeting of Electors held on Monday 16 March 2026 as contained within the body of this report.

### Background

1. The Annual Meeting of Electors was held at 6.00pm on Monday 16 March 2026 in the Council Chamber. There were 33 members of the public present.
2. In accordance with section 5.33 of the *Local Government Act 1995*, Council is required to consider any decisions that result from the meeting.

### Discussion

3. There were 13 motions carried and 2 motions lost at the Annual Meeting of Electors. Each motion is provided below with officer comments.
4. Decisions made by Electors at an Annual Meeting of Electors are the recommendations of those Electors present, on the matters discussed and considered at the meeting. Any motions passed at an Annual Meeting of Electors are not binding on the Council however Council is required to consider them under the *Local Government (Administration) Regulations 1996*.
5. Should Council wish to progress any of the elector motions, Council will need to endorse a Notice of Motion at a future meeting or an amendment to the recommendation contained within this report.

### **Motion 1**

**Moved: Peter Devereux, Carlisle**

**Seconded: Gerry Prewett, Victoria Park**

That the Electors receive the contents of the 2024-25 Annual Report and the Audited Financial Statements as presented to the Electors of the Town of Victoria Park.

**CARRIED**

Votes for the motion: 25  
Votes against the motion: 0

### **Officer Comment**

No officer comment required.

### **Motion 2**

**Moved: Alex Wallace, Victoria Park**

**Seconded: Jennifer Ammons Noble, East Victoria Park**

That Council:

1. Requests the Public Transport Authority investigate improving public transport options connecting residents and visitors with Victoria Park Train Station.
2. Investigates available options, likely in conjunction with the Public Transport Authority, to expand the Free Transit Zone into high traffic areas of the Town of Victoria Park.

**CARRIED**

Votes for the motion: 28  
Votes against the motion: 0

### **Officer Comment**

1. This motion is supported by Administration as it is consistent with action 12 in the Transport Advocacy and Partnership sub program of the Integrated Transport Strategy, which states: "Work with the PTA to review existing public transport routes into, through and around the Town, particularly options for improving east-west connectivity".
2. This motion is supported by Administration as it is consistent with action 11 in the Transport Advocacy and Partnership sub program of the Integrated Transport Strategy, which states: "Work with the PTA to investigate the expansion of CAT bus services or alternative free bus service into the Town of Victoria Park".

### **Motion 3**

**Moved: Monique Field, East Victoria Park**

**Seconded: Duane du Toit, East Victoria Park**

That Council:

1. Examines and advises the cost impact on rates, over the next 3 years, to, potentially, progressively introduce State Operation Command Centre (SOCC) police network compatible 'high-res security' and 'plate recognition' cameras across multiple 'busy' locations in the ToVP.

2. Liaise with their counterparts in other Shires to examine suitable SOCC solutions.
3. Decides - in principle - after the investigation phase, to proceed with a single camera one year trial as a minimum commitment.

**CARRIED**

Votes for the motion: 17

Votes against the motion: 5

#### **Officer Comment**

In 2022, the Town received WA Police funding for purchase and installation of six Automatic Number Plate Recognition (ANPR) cameras in the Town. These ANPR cameras provide WAPOL the real-time capability to locate high-risk offenders and persons at risk. The footage from these cameras feeds directly into the WA Police Force ANPR data hub.

Camera locations are 358 Shepperton Road, East Victoria Park; 357 Shepperton Road, East Victoria Park; Orrong Rd, near 105 Goddard St, Lathlain; Orrong Rd, near 78 Gladstone Rd, Rivervale; 100 Albany Hwy, East Victoria Park; and 361 Albany Hwy, East Victoria Park. The locations were strategically selected by the Town, with approval from WA Police, to effectively monitor vehicle movements along the Town's primary arterial routes. Since their installation, the Town's ANPR cameras have been regularly utilised by WA Police to support investigations and form part of a broader, integrated network across the Perth metropolitan area.

The Town's Safer Neighbourhoods Plan is scheduled for review and redevelopment next financial year. As part of this process, Officer recommends investigating the State Operations Command Centre (SOCC) and assessing the Town's potential future involvement. Subject to the outcomes of this investigation, any future initiatives may then be incorporated as deliverables within the Safer Neighbourhoods Plan.

#### **Motion 4**

**Moved: Hayley Casarotto, St James**

**Seconded: Peter Devereux, Carlisle**

That Council:

1. Investigates reducing the speed limit on Hill View Terrace to 50km/h;
2. Investigates the reconfiguration of the intersection of Hill View Terrace/Boundary Road/Jarra Road to remove the lane merge point north of said intersection;
3. Investigates the installation of additional safe pedestrian crossing points on Hill View Terrace between Boundary Road and Berwick Street;
4. Investigates the installation of a staffed school crossing on Hill View Terrace; and
5. Investigates the installation of protected bike lanes on Hill View Terrace via low cost measures.

**CARRIED**

Votes for the motion: 26

Votes against the motion: 1

## Officer Comment

1. Hill View Terrace is classed as a District Distributor Road "A" under the Main Roads WA Metropolitan Functional Road Hierarchy and is one of the highest road classifications the Town has control, care and management over. Typically 85% percentile speeds are checked to gauge whether a drop in speed limit is viable. Furthermore, to improve compliance MRWA may request other measures to reduce speed. A speed zoning application will need to be initiated by Technical Staff to expedite this request. The Town is progressing (in conjunction with the Perth Inner City Group) an area wide speed reduction to 40kmph for all local access roads and some distributor roads. Hillview Terrace can be considered for inclusion.
2. In July 2025, the Town applied for black spot funding to convert the existing signalised intersection to a roundabout. The application was rejected on the basis that no other signal improvement options were explored and Main Roads Western Australia have requested the Town to undertake further modelling to determine the best approach. Should modelling suggest that a review of the design then the configuration of lanes and merging can be investigated as part of the design process.
3. This action is supported by Administration as it is consistent with action 45 in the Bike Network sub program of the Integrated Transport Strategy, which states: "Introduce pedestrian and cycle priority signals at key network locations including: (2.) Hillview Terrace / Berwick Street". The timing of this work in the Integrated Transport Program will be explored by Officers in consultation with the Integrated Transport Working Group and Elected Members.
4. While all manned children's crossing requests must be initiated by the school, the Town will investigate this opportunity in partnership with Millen Primary School. In collaboration with other State Agencies, the Town is responsible for securing funds to build associated assets within the road reserve once a project has been supported by the Children's Crossings and Road Safety Committee. The Town will also facilitate the approval of line-marking and regulatory signage needed for the children's crossings. As identified above the timing of this work in the Integrated Transport Program will be explored by Officers in consultation with the Integrated Transport Working Group and Elected Members.
5. This action is supported by Administration as it is consistent with action 49 in the Bike Network sub program of the Integrated Transport Strategy, which states: "Prepare a design to improve the cycling environment on Hillview Terrace". The timing of this work in the Integrated Transport Program will be explored by Officers in consultation with the Integrated Transport Working Group and Elected Members.

## Motion 5

**Moved: Hayley Casarotto, St James**

**Seconded: Alex Wallace, Victoria Park**

That Council investigates a framework for implementing a "school streets" program, and coordinates with local schools to invite expressions of interest for a trial.

**CARRIED**

Votes for the motion: 15

Votes against the motion: 1

## Officer Comment

Action 36 of the Integrated Transport Strategy outlines the implementation of various Travel Demand Management initiatives within the Town, including collaboration with the Department of Transport's YourMove program to deliver schemes and initiatives through the YourMove Schools and Workplaces programs.

The Town supports schools that seek to establish safer routes within their surrounding areas and are willing to engage with any school pursuing this objective. The Town recognises the opportunity to support a collaboration between the YourMove program and local schools who wish to implement a school street initiative.

Changes to local streets surrounding schools requires consultation, design, approvals and then ultimately funding to facilitate implementation. While Administration is supportive, the timing of this work in the Integrated Transport Program will be explored by Officers in consultation with the Integrated Transport Working Group and Elected Members.

### **Motion 6**

**Moved: Peter Devereux, Carlisle**

**Seconded: Gerry Prewett, Victoria Park**

That Council increase the Street Meet 'n' Greet budget for the 2026/2027 year to be able to better respond to community demand for this highly successful program.

**CARRIED**

Votes for the motion: 24

Votes against the motion: 0

### **Officer Comment**

Current budget is \$15,000, which was expended by Dec 2025 to support ten Street Celebrations and one Street Get Together, bringing together an estimated 205+ households, as well as supporting four road closures to enhance safety related to hosting of events.

Increasing the budget related to Street Meet and Greet would assist the Town in reaching more residents / households, enhancing the ability of neighbours to know one another, which is important in times of needs, as well as improving local safety and reducing the impacts of loneliness.

### **Motion 7**

**Moved: Briony Whitton, East Victoria Park**

**Seconded: Andrew Waugh, East Victoria Park**

That Council:

1. Commissions a safety assessment of the intersection of Mint Street and Swansea Street.
2. Commissions a safety assessment of the intersection of Dane Street South and Hubert Street.
3. Commissions a safety assessment of the pedestrian crossing outside Baillie Hill, Albany Highway.

**CARRIED**

Votes for the motion: 25

Votes against the motion: 0

### **Officer Comment**

1. A safety review of the Mint Street/Swansea Street intersection and Dane Street South/Hubert Street Intersections will be undertaken as part of the Town's Integrated Transport Program. Intersections with high crash incidence can be eligible for Blackspot funding. Any major improvements or modifications to these existing 4-way intersections will likely require future Capital funding investment and would need to be considered within the overall priorities of the Integrated Transport Program and ultimately considered by Council.

2. The Albany Highway Precinct Structure Plan and supporting Albany Highway Public Realm Strategy identifies the need for a safer crossing point across Albany Highway between Somerset St and Baillie Avenue to Elizabeth Baillie Park. The Town is presenting a budget proposal to investigate footpath and accessibility improvements into the Park and parking on Baillie Avenue. A safer crossing point can be explored as part of this investigation.

### **Motion 8**

**Moved: Briony Whitton, East Victoria Park**

**Seconded: Brooke Fowles, East Victoria Park**

That Council install a Cockitrough in the Shepperton Road Reserve to provide a reliable water source for cockatoos and other native wildlife.

**CARRIED**

Votes for the motion: 23

Votes against the motion: 0

### **Officer Comment**

Shepperton Rd has been requested before.

The Town has had professional advice from renowned ornithologist Simon Cherriman on recommended location criteria that we follow in the Town for Cockitrough installations.

We include these criteria on all of our Cockitrough purchases as highly recommended to be followed.

This includes –

- Located within or near LGA Urban Ecosystem and/or planted areas.
- Located within, or, as close as practicable to, remnant urban bushlands. (e.g. Jirdarup Bushland).
- Positioned at least 10m away from human movement corridors (i.e. pathways, cycle tracks).
- Installed a safe distance (at least 20m, more if possible) away from external threats (roads and traffic, overhead power lines).

While Shepperton Rd Reserves certainly have some large trees, the proximity to a very active 4 lane road is not recommended, particularly for the safety of the birds.

As the diagram shows, the new Cockitrough going in at Elisabeth Baillie meets the criteria of being far enough away from roads, large trees nearby, water source nearby and as the diagram shows, is less than 500 metre flight distance from the only proposed site on Shepperton Rd with a water meter.

For these reasons, the Town would not recommend installing a Cockitrough on Shepperton Rd.



## Motion 9

**Moved: Timothy Young, East Victoria Park**

**Seconded: Alex Wallace, Victoria Park**

That Council:

1. Develops an Extreme Heat Plan that includes actionable options to support residents during periods of excessive heat, including opening the library on Sundays during heatwaves, providing free access to AquaLife during heatwaves, and ensuring 24-hour access to public restrooms.
2. Amends the definition of a heatwave to incorporate humidity as a factor, in recognition of increasing humidity levels in Perth as a result of climate change.
3. Investigates options for supporting households in creating climate-safe rooms, including potential funding mechanisms, rebates, or partnerships to assist residents in retrofitting their homes.

**CARRIED**

Votes for the motion: 15

Votes against the motion: 3

## Officer Comment

1. Whilst extreme heat mitigation was not a core priority being used as a primary driver in the prioritisation of the 26/27 budget, the Town believes that the direction of our Informing Strategies, projects and actions are mitigating the impact of extreme heat.

Extreme heat mitigation is a feature of our Urban Forest Strategy and Program, and to a lesser extent our Integrated Transport Program (streetscape changes that often reduce hard infrastructure and/or include landscaping and tree planting), Asset Management Plans (ongoing replacements of assets that are incrementally provide greater thermal efficiency and cooler indoor environments), Public Places Program (park spaces that when upgraded provide greater canopy coverage within them), Climate Change Emergency Plan (a range of initiatives such as the home energy audits below) and is also a feature of design provisions within the overall planning framework (there are a range of design provisions in the R-Codes and the local planning framework, such as the Town's new LPP46 Sustainable Development).

Allowing public free access to Aqualife, this will have significant cost implications such as forgone revenue and increased staffing needs, as this principle would apply to all visitors.

Leisurelife has space that is accessible already for the public to seek refuge within the cafe area.

The library is not exploring opening on Sundays during heatwaves at this time; however, the library welcomes the opportunity to collaborate with our broader internal stakeholders to identify approaches that support our vulnerable community members and would be happy to investigate this further in the next financial year.

The Town believes that 24-hour access to public restrooms may risk a significant increase in the instances of vandalism of these assets. The Town already has many acts of vandalism on public toilets every year, at a considerable cost. Given these ongoing challenges, it may not be feasible for the Town to commit to keeping these facilities open and accessible 24-hours. However, the Town is happy to consider how it might balance accessibility with protecting these assets.

2. Should the Town develop an Extreme Heat Plan in future, the Town is happy to incorporate humidity as a factor in the scope of 'heatwave' definition.

3. The Town has previously explored options for supporting households in creating climate-safe rooms. At that time, the main issue of concern was ensuring that Town funds are directed towards initiatives that provide a direct benefit to the community, rather than, for example, funds for purchase of upgrades that ultimately increase the value of private property.

In terms of partnerships, it is worthwhile noting that the Town does offer a free household energy efficiency assessment program. This program provides assessments of individual households and, based on that, provides recommendations to make cost-effective changes to their residence to improve their energy efficiency, including ensuring that the property is not too hot in summer not too cold in winter.

## **Motion 10**

**Moved: Timothy Young, East Victoria Park**

**Seconded: Briony Whitton, East Victoria Park**

That Council:

1. Investigates the current standards of repair and upkeep of commercial alleyways and lanes throughout the Town, with particular attention to Iceworks Lane and Terminus Lane.
2. Develops a framework of incentives and/or enforcement mechanisms to compel commercial landowners to maintain their properties to an acceptable standard of repair and upkeep.
3. Investigates options for improving the amenity and accessibility of the Town's alleyways and lanes for the benefit of businesses and the broader community.

**CARRIED**

Votes for the motion: 23

Votes against the motion: 0

### **Officer Comment**

1. The Town has previously audited the condition of all sealed laneways in the Town. The priority is to upgrade and seal all right of ways that are currently gravel/dirt as there are still approximately 18 laneways in the Town that are still unsealed and require significant pavement, drainage, lighting and kerbing works. The expectation by ratepayers who are forced to take access onto laneways is the need to make the adjacent transport network trafficable and safe for all users.
2. Currently landowners are required to ensure their premises meet the applicable planning, building and environmental health standards, and failure to do so may result in compliance action from the Town of Victoria Park. The Town has listed the development of a Shopfront Improvement Grant Scheme as an action in the Draft Economic Development Strategy which is currently out for public consultation.
3. The amenity and accessibility of laneways is a matter addressed through development and subdivision approval conditions, where depending upon the circumstances, incrementally as landowners subdivide or develop land adjacent to a laneway they may be required to cede land for widening of the laneway and upgrade portions of the laneway to a trafficable standard. Upgrading laneways on a more holistic basis would require funds to be set aside in Council's budget.

## **Motion 11**

**Moved: Timothy Young, East Victoria Park**

**Seconded: Kieran Silvie, East Victoria Park**

That Council:

1. Investigates the standard of living conditions experienced by students residing independently within the Town of Victoria Park, including issues of overcrowding, access to air conditioning, and other essential amenities.
2. Investigates what powers and mechanisms are available to the Town to set and enforce minimum standards of habitability for student housing.
3. Requests a report on the feasibility of partnering with Curtin University and relevant State agencies to improve housing standards and support the wellbeing of students living within the Town.

**CARRIED**

Votes for the motion: 18  
Votes against the motion: 3

### Officer Comment

1. Undertaking such an investigation would require officers to first identify properties occupied by students and then gain access to those properties. Currently, the Town does not hold data identifying student-occupied dwellings. As a result, officers would need to conduct a door to door survey of residences in the Town to determine which properties are rented and, of those, which are occupied by students. This approach is not practical or feasible.

The National Construction Code (BCA) and the Health Local Laws prescribe minimum standards for matters such as ventilation, lighting, water supply, and effluent disposal. These matters and maximum accommodation numbers can be enforced by the Town. However the Town cannot enforce other items such as the provision of air conditioning. Accordingly, the absence of air conditioning does not constitute an offence nor an item that would require investigation to determine if such facility is provided or not.

Given these limitations, it is recommended that the Town's Officers continue to investigate on a site specific basis only when a complaint is received from a member of the public or where an Officer becomes aware of an issue

2. The Town enforces the requirements of the National Construction Code (BCA) and the Health Local Laws. Potentially substandard or non compliant premises are identified primarily through complaints received from members of the public or occupants of those premises. When a complaint is made and supported by appropriate information or evidence, officers undertake an investigation and take appropriate compliance action.

3. The housing standards of rented dwellings is governed by Consumer Protection under the Department of Local Government, Industry Regulation and Safety.

Any proposed investigation and reporting should be conducted by such agency, as they are the governing agency, and have a list of premises that are rented within the community.

### Motion 12

**Moved: Timothy Young, East Victoria Park**

**Seconded: Hayley Casarotto, St James**

That the Council implements pedestrian priority infrastructure treatments at the following locations;

1. At critical entry points around primary and secondary schools on every side of the school parcel
2. Within activity centres at every 100 metres along key paths of Albany Highway
3. Along higher-order roads, to provide at least one safe pedestrian-priority mid-block crossing, including but not limited to Berwick St, Kent St, Archer St and Mint St.

**CARRIED**

Votes for the motion: 15  
Votes against the motion: 11

### Officer Comment

1. The Town recognises the need for improved pedestrian infrastructure near schools. The Town can conduct a high-level review of pedestrian crossings within a 100m radius of schools by officers from Place Planning and Street Improvement who are qualified to review this. Based on the outcomes of that review, the Town can quantify and cost the works required and considered against all competing budget and

capacity priorities. Dependent on staff capacity, future projects can be considered for a budget allocation for future financial years.

2. Generally, the Town would not use a generic rule like “crossing every 100 meters”, as better outcomes can be achieved by locating the pedestrian crossings at points where they are required. The Albany Highway Precinct Structure Plan Public Realm Strategy identifies a number of locations where pedestrian crossings and pedestrian infrastructure are required. The Town is undertaking this work, like the recent State Street project, and some planned works near Dane Street. These projects have been delivered in collaboration in the Integrated Transport Program and Public Places Program and will continue to be implemented incrementally.

3. This motion relates to Action 3 and 4 of the Integrated Strategy. The Town is reviewing key sites along these roads. The Town is continuing to identify opportunities for safer crossing points along higher order roads and will continue to propose projects for Council to consider providing a budget allocation.

### **Motion 13**

**Moved: Graham Ferstat, Burswood**

**Seconded: Terry McKeonn, Victoria Park**

That the electors request Council to consider reducing the CEO's delegated authority to \$250,000 per individual expenditure.

**LOST**

Votes for the motion: 11

Votes against the motion: 11

### **Motion 14**

**Moved: Kieran Silvie, East Victoria Park**

**Seconded: Briony Whitton, East Victoria Park**

That Council requests:

1. The CEO to bring a report to Council investigating the use of existing Town facilities, the repurposing of underutilised Town spaces, or the creation of new facilities to offer a space for live music performances
2. An investigation of available options to fund insurance costs for these spaces, to make sure live music is accessible and affordable for all.

**CARRIED**

Votes for the motion: 17

Votes against the motion: 1

### **Officer Comment**

1. In 2021, the Town partnered with the Cities of Perth, South Perth and Vincent to conduct a study into the demand for creative maker spaces in the inner city. The Making Space for Culture report - available here [www.victoriapark.wa.gov.au/about/strategic-direction/strategic-programs/social-infrastructure-strategy/other-projects](http://www.victoriapark.wa.gov.au/about/strategic-direction/strategic-programs/social-infrastructure-strategy/other-projects) - found a large number of music venues were present in 2021, however did also identify additional need for rehearsal spaces. The Town is considering the actions of this report through the Social Infrastructure Program and is weighing up these actions against competing social infrastructure demands.

2. The Town understands the rising cost of live music insurances within the music industry and the flow on effect this has as venues pass on costs. However, providing insurance for live music venues would place ongoing legal and financial risk on the Town and could create expectations for similar support across other privately operated or community activities.

### **Motion 15**

**Moved: Vince Maxwell, Victoria park**

**Seconded: Sam Zammit, St James**

That the electors request Council to reaffirm its commitment to transparency and good governance by making publicly available the external Auditor's audit management letters for the past two financial years, publishing future audit management letters alongside the Town's Annual Report, and reporting annually on progress in addressing any issues identified by the auditor.

**LOST**

Votes for the motion: 7

Votes against the motion: 10

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

### **Question from Mr Vince Maxwell, Victoria Park**

***1. On pages 72 and 99 of the Annual Report 2024/2025, it shows \$11 million less drawn from reserves, \$16.5 million more added to reserves than budgeted, and a further \$5.8 million increase in cash, total over \$33 million added to the Town's bank accounts in one year; why was this substantial amount not spent in accordance with the budget?***

### **Officer Response**

Projects with fully or partially funded from reserve will draw on reserve fund as the works progress. Some projects may complete under budget and require less reserve fund, or some projects may carry forward to the next year together with reserve fund allocation. During the financial year "transfer to reserve" budget was revised; 1. surplus allocated from 2023/24 financial year, 2. recognition of receiving higher interest from investments at mid year budget review. Furthermore, the Town received more than budgeted dividends distribution from Catalina Regional Council, which were allocated to the Future Fund reserve account according to its purpose. It is not a responsible fiscal management if we used these extra funds available in one financial year. Instead, keeping those extra funds within the reserve accounts for the future use while the funds are effectively invested according to the Investment Policy to maximise its investment return.

### **Question from Mr Graham Ferstat, Burswood**

***1. During the last financial year, how many times did the CEO exercise delegated authority for amounts exceeding \$250,000?***

### **Officer Response**

4 times

**Question from Ms Briony Whitton, East Victoria Park**

**1. Is there a report or list that breaks down what things in the Town are named after people by gender?**

**Officer Response**

Not that the Town are immediately aware of.

**Question from Mr Peter Devereux, Carlisle**

**1. When the Street Meet and Greet program was fully subscribed in the current financial year?**

**Officer Response**

The Street Meet and Greet funding was fully expended as of 20 Dec 2025.

**2. Has there ever been a report on the success of the program in making Vic Park a safer place to live?**

**Officer Response**

The Town has produced a Storyboard and Scorecard for the SM&G Program for the period 2024/25 - [social-impact-storyboard-and-scorecard-street-meet-n-greet-\(20242025\)](#). By reviewing the data / qualitative feedback, it showed that there was a 90% alignment with the Theory of Change – “By providing rebates to community members who host Street Meet n Greet events, we increase opportunities for neighbours to meet each other and build communities that look out for each other, contributing to a safer neighbourhood and decreased social isolation”.

Due to the relatively small scope and scale of the program, it is difficult to determine if the program itself can be directly attributed to making the broader Vic Park a safer place to live. Feedback from those hosting an event however was very positive, and showed the benefits of households / neighbour getting to know, and care, for each other.

The Town also produces an annual Impact Report related to Safer Neighbour programs, interventions and initiatives. [social-impact-statements-safer-neighbourhoods-impact-report-\(20242025-financial-year\)](#) This document captures how much we did, how well we did, who benefits, and whether anyone was better off, as well as some qualitative impact stories.

**3. There was earlier mention of the Oat Street Station Precinct Plan as contributing to Vic Park’s infill targets, what is the potential income to the Town from the infill associated with that precinct plan?**

**Officer Response**

Estimating potential rate income from new development in the Oats Street Station Precinct is quite uncertain due to it being dependent on the speed and rate of new development within the precinct.

Preliminary calculations for the draft Oats Street Station Precinct Structure Plan estimate an ultimate maximum yield of 1,675 additional dwellings, however, within the next 10 years growth rates are estimated

to yield between a conservative range of 107 additional dwellings to an optimistic growth rate of up to 821 additional dwellings.

Notably, the Oats Street Station Precinct is now subject to the State Government's Station Precincts Improvement Plan and Improvement Scheme initiative which will see State Government take a lead role in coordinating planning and development for the precinct. How this initiative may affect the potential yield and rate of development in the precinct and the subsequent rate income generated is not known at this time.

**Question from Mr Timothy Young, East Victoria Park**

**1. Does the Town have statistics comparing the amount of rates paid by residents in medium and high-density housing versus single-occupancy detached dwellings, particularly given that medium and high-density dwellings may not have access to as many of the Town's initiatives despite paying similar rates?**

**Officer Response**

Our rate book data are based on the land use category provided by Landgate (i.e. resident, commercial/industrial and vacant land). These data don't easily translate into density type. Therefore, we cannot compare the amount of rate paid by density type.

**Relevant documents**

Not applicable.

**Legal and policy compliance**

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

**Financial implications**

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

**Risk management consideration**

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	Not applicable		Low	
Environmental	Not applicable		Medium	
Health and safety	Not applicable		Low	
Data, Information Technology and Cyber			Medium	

Assets				Medium
Compliance breach	Not applicable			Low
Reputation	Negative public perception of the Council	Minor	Low	TREAT risk by providing reasons and justification for why items are not supported.
Service delivery interruption	Not applicable			Medium

## Engagement

### Internal engagement

Stakeholder	Comments
Governance & Strategy	Provided comments and recommendations in this report

### External engagement

Stakeholders	Electors
Period of engagement	Monday 16 March 2026 from 6.00pm to 8.43pm.
Level of engagement	Involved
Methods of engagement	Annual Meeting of Electors
Advertising	The Annual Meeting of Electors was advertised using the following methods: <ol style="list-style-type: none"> <li>1. Social media posts.</li> <li>2. Town of Victoria Park website – public notice and Town meeting dates page.</li> <li>3. Public noticeboard at the Administration Building and Library.</li> <li>4. Newspaper</li> <li>5. Town of Victoria Park e-newsletter.</li> </ol>
Submission summary	Motions and questions were raised by electors of the District at the meeting.
Key findings	15 motions were raised at the meeting and 13 motions were carried.

## Strategic alignment

### Civic Leadership

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

**Further consideration**

## 12 Chief Community Planner reports

### 12.1 Adoption of revised Local Planning Policy 31 'Unhosted Short Term Rental Accommodation and Residential Buildings' following readvertising

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Coordinator Urban Planning
<b>Responsible officer</b>	Manager Development Services
<b>Voting requirement</b>	Absolute Majority
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. Adoption Version Draft Revised Local Planning Policy 31 Unhosted (2) [12.1.1 - 15 pages]</li><li>2. Revised Local Planning Policy 31 with Council modifications (tracked changes) [12.1.2 - 17 pages]</li><li>3. Schedule of Submissions [12.1.3 - 13 pages]</li><li>4. Current Local Planning Policy 31 - 'Serviced Apartments and Residential Buildings Including Short Term Accommodation' [12.1.4 - 13 pages]</li></ol>

#### Summary

The purpose of this report is to seek for Council to adopt draft revised Local Planning Policy 31 'Unhosted Short Term Rental Accommodation and Residential Buildings' (LPP31).

In December 2025, Council considered this item and proposed modifications to the policy, with the changes undergoing further consultation with the community during January / February 2026.

#### Recommendation

That Council:

1. Adopts draft revised Local Planning Policy 31 'Unhosted Short Term Rental Accommodation and Residential Buildings' at Attachment 1 pursuant to Schedule 2, Part 2, Clause 4 (3) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
2. Acknowledges the submissions received during both rounds of community consultation and requests the CEO to advise all submitters of the Council's decision.

#### Background

1. At its meeting held 15 April 2025, Council resolved (Resolution 27/2025) to advertise draft revised Local Planning Policy 31 'Unhosted Short Term Rental Accommodation and Residential Buildings' (LPP31). The relevant Council report that provides the full background and rationale for the proposed policy initially being revised can be accessed in the Relevant Documents part of this report.
2. Following Council's resolution to endorse revised LPP31 for public advertising, the draft revised policy was advertised for public comments between 14 May and 5 June 2025, with 19 submissions received of mixed feedback.
3. In December 2025, Council officers presented a report recommending the final adoption of LPP31, subject to minor modifications to the draft policy in response to public submissions and recent short

term rental accommodation applications processed. The relevant Council report can be accessed in the Relevant Documents part of this report. Notably, the version of the draft Policy presented for Council approval at this time, identified 7 areas of the Town where short-term rental accommodation could be considered.

4. At its meeting held 9 December 2025, Council resolved (Resolution 262/2025) to re-advertise draft revised Local Planning Policy 31 'Unhosted Short Term Rental Accommodation and Residential Buildings' (LPP31), with modifications.

*"[Council] Directs that draft revised Local Planning Policy 31 'Unhosted Short Term Rental Accommodation and Residential Buildings' at Attachment 1 pursuant to Schedule 2, Part 2, Clause 4 (3) of the Planning and Development (Local Planning Schemes) Regulations 2015 be readvertised for 21 days, with the following modification:*

- a. *Removal of 'Area 3: Victoria Park – Properties located east of Berwick Street, north of Cargill Street, west of Albany Highway and south of the Derbal Yerrigan (Swan River)' from Section 5.1 Location Requirements and Appendix 1: Preferred Area Maps (Unhosted STRA).*
- b. *Removal of 'Area 5: Albany Highway - East Victoria Park – Properties located north of Berwick Street, west of Hill View Terrace south of Shepperton Road and east of Kent/Miller Street' from Section 5.1 Location Requirements and Appendix 1: Preferred Area Maps (Unhosted STRA).*
- c. *Removal of 'Area 6: Albany Highway - St James – Properties located north of Burlington Street, west of Boundary Road, south of Shepperton Road and east of Hill View Terrace' from Section 5.1 Location Requirements and Appendix 1: Preferred Area Maps (Unhosted STRA).*
- d. *Removal of 'Area 7: Curtin University – Properties located south of Etwell St, east of Kent Street, north of Jarrah Road and west of Hill View Terrace' from Section 5.1 Location Requirements and Appendix 1: Preferred Area Maps (Unhosted STRA).*
- e. *At Section 5.1 a) and Appendix 1 rename 'Area 4: Albany Highway – Victoria Park' as 'Area 3: Albany Highway – Victoria Park'.*
- f. *At Section 5.1 a) amend Note 2 to replace "(Areas 1-7)" with "(Areas 1-3)."*
- g. *At Section 5.1 c) replace the word "permanent" with "further".*
- h. *Reword Section 5.8 a) to read "a) Development approval for Unhosted STRA will be granted for an initial period of twelve months only. This recognises that the appropriateness of the Unhosted STRA land use to its setting is dependent upon the effectiveness of proposed management arrangements."*

- i. At Section 5.8 b) replace the word “permanent” with “further”.
- j. Add a new Section 5.8 c) as follows “Any development approval granted beyond the initial 12 month period is to be for a maximum of 10 years.”

5. The effective of the above was reducing the number of areas to 3 areas of the Town where short-term rental accommodation could be considered. Council’s reasons for the recommended modifications to draft LPP31 were:

*“To minimise the number of unhosted STRA properties within the Town and to ensure management control is maintained with the Local Government perpetually, with the objective of maximising suitable housing availability for longer-term community members”.*

6. The revised Local Planning Policy with the abovementioned modifications (ie. now proposing 3 areas) was readvertised to the community for a period of 21 days, from 29 January 2026 to 19 February 2026.

## Discussion

### Submissions received

7. At the close of the advertising period, 23 submissions were received with responses identifying their overall support or non-support for the objectives of the draft revised Local Planning Policy as follows:

- 7 respondents support the draft policy with modifications,
- 14 respondents oppose the draft policy with modifications, and
- 2 respondents are neutral or unsure of their support for the draft policy with modifications.

It is noted that submitters who opposed the draft policy with modifications did so for differing reasons. Some submitters felt that the modified locational areas for unhosted STRAs were too restrictive, whilst others did not support any unhosted STRAs in the locality.

8. All submissions received during the advertising period, as contained in Attachment 4, have been reviewed. A summary of the comments and key themes raised across submissions relating to the policies as well as the Town’s response are provided in the tables below:

Issue	Summary of Submissions	Town’s Response
<b>Housing affordability and supply</b>	<p>Those who generally support the revised LPP31 indicate that Short Term Rental Accommodation contributes to the housing crisis, and as such the location and/or extent of STRA should be restricted.</p> <p>Whilst those submitters who do not support the policy’s proposed location area requirements, stated that there is no evidence STRA significantly</p>	<p>It is acknowledged that unhosted short-term rental accommodation can have a cumulative impact on the Town’s housing goals by removing opportunities for housing to own or rent.</p> <p>The draft Local Planning Policy seeks to introduce revised location requirements which provide a reasonable balance between allowing for STRA in</p>

	<p>affects supply and that the housing supply issue is due to broader market and planning constraints.</p>	<p>more limited suitable locations and for longer-term rental accommodation elsewhere.</p> <p>This is in contrast to the current Local Planning Policy where most residential properties in the Town meet the location criteria to enable unhosted short term rental accommodation to be approved.</p>
<p><b>Impact to community and residential amenity</b></p>	<p>Concerns also focused on amenity impacts, with residents describing a loss of peace, quiet, and enjoyment of their homes due to constant arrivals and departures, unfamiliar visitors, and the perceived upheaval created by transient occupancy.</p> <p>Submissions, some of which indicated support and others indicated objection to the policy, were concerned that unhosted STRAs impacts community cohesion and neighbourhood connections. With some indicating that Submitters emphasised that, Victoria Park is a family oriented area with schools and children, where people expect a stable and quiet residential environment.</p> <p>Several submissions noted the pride typically associated with home ownership or long term rental with what they described as a lack of care or responsibility in multioccupancy or shortstay dwellings.</p>	<p>The revised location areas aim to strike an improved balance than the existing and initially advertised revised LPP31, to encourage opportunities and spending in the local economy by tourists and visitors whilst ensuring residential areas are available for long-term rentals in the Town to encourage diversity of residents in the community.</p> <p>The policy requires applicants to submit a management plan with the application, and it is conditioned that the property management details are provided to surrounding property owners and residents.</p> <p>As is the current practice it is recommended that initial time limited approvals (probationary period) are continued as an appropriate planning mechanism to ensure the management of the property does not result in unacceptable impact on the residential amenity of surrounding property.</p> <p>Town officers have observed that properties used for unhosted STRAs are generally well-maintained and kept, as doing so favourably impacts the accommodation fee charged and guest review/ratings.</p>

<p><b>Tourism and the local economy</b></p>	<p>Submissions received, which generally object to LPP31 and its proposed location requirements, outlined the economic contribution to local businesses by having Short Term Rental Accommodation tourists and visitors in the local area. Some submissions specified groups who rely on STRA, such as families who live regionally, medical visitors, students and event attendees. Unhosted STRA providing employment to local cleaning and maintenance contractors.</p>	<p>The initial revised policy set out location requirements which are based on proximity to an entertainment or tourism attraction in the Town, or proximity to Curtin University. This recognised that locating unhosted STRAs within close proximity of these attractions encourages spending on the local economy.</p> <p>Council in its consideration of the revised location requirements for unhosted STRAs balanced this matter against community impact, ensuring that there is suitable housing availability for long-term community members to recommend further revising the location requirements.</p>
<p><b>Location – modified policy areas</b></p>	<p>There feedback regarding the modified locational requirements for Unhosted STRA was wide-ranging.</p> <p>Some submissions supported the revised location areas, whilst other submissions felt there should be no locational requirements at all, only policy requirements relating to the management of the STRA.</p> <p>Other submissions indicated that no Short Term Rental should be allowed in the locality and other submitters indicated that the proposed location areas are arbitrary and excluded 'logical' areas in proximity to the activity centres in Victoria Park, Lathlain and East Victoria Park, or train stations. Four submissions indicated that the location areas should re-include East Victoria Park, as it is a visitor destination in the Town and its removal may impact local businesses.</p>	<p>A policy objective of the revised LPP31 is "to limit the land uses of unhosted short term rental accommodation in locations near tourism and entertainment attractions and/or activity centres". This is a balanced approach where the status quo is that unhosted STRAs are currently permitted in the majority of the Town, whilst balancing that there is suitable housing availability for long-term community members.</p> <p>It is recommended by Council officers that the previously advertised area of Albany Highway – East Victoria Park is reinstated in the adopted revised LPP31. Refer to comments in the modification section below.</p>

<p><b>Compliance and enforcement</b></p>	<p>Many submitters support management rules, particularly those relating to noise, parking and complaints mechanisms.</p> <p>Some submitters who do not agree with the location areas, expressed that enforcement is more appropriate than geographic restrictions.</p>	<p>The policy requires applicants to submit a management plan with the application, and it is conditioned that the property management details are provided to surrounding property owners and residents. The matters to be included in the management plan are outlined at Appendix 2 of draft LPP31.</p> <p>Additionally, WALGA's 'Local Planning Policy Guideline for Unhosted Short Term Rental Accommodation' recognises that Management Plans are an effective method to deal with amenity issues to demonstrate that unhosted STRA can be operated without undue impact on immediate neighbours and the locality more broadly. Town officers recommend the inclusion of location areas for unhosted STRA. Under the current Policy which allows for short-term rental accommodation to be located in most areas of the Town, there have been public submissions received in relation to individual development applications for STRA which express concern that landowner decisions to make housing available for STRA rather than rental accommodation or sale is contributing to issues of housing availability and affordability. The proposed change in policy direction to limit STRA to less areas of the Town partly addresses this concern.</p>
<p><b>Personal financial impact</b></p>	<p>Some submissions indicate that Short Term Rental Accommodation helps residents meet rising mortgage repayments and the proposed policy provisions are seen as punishing ratepayers already</p>	<p>The State Government's planning exemption, which was introduced in 2024, all property owners are now afforded the right to use their property as short term rental accommodation without planning approval, as follows:</p>

facing cost of living pressures.

Whilst others commented on the proposed locational requirements being unfair to those who have invested in and are already operating Short Term Rental Accommodation outside of the location map areas.

- hosted STRA (year-round)

- unhosted STRA (up to 90 days within a 12-month period)

A hosted STRA means that the host lives on the site/property during the short-term rental arrangement and is not restricted to the number of days the STRA operates during the year. This option could be considered by owners and/or tenants who are facing mortgage, rent, and other financial pressures.

The 90-day exemption for unhosted STRAs allows residents who may periodically be away throughout the year to rent out their property on a short-term basis.

In terms of those properties already operating Unhosted STRAs which have existing development approval by the Town and the approval has no time limit restrictions conditioned, will not have their development approvals revoked due to the proposed changes to location areas, and can continue operating.

Unhosted STRA properties which have a time-limited temporary development approval issued by the Town, are recommended to not be required to meet the location requirements of revised LPP31. This is outlined at policy provision 5.1c) which states:

*Temporary development approvals granted for Unhosted STRA prior to*

	<p><i>[add revised policy adoption date], which subsequently apply for further permanent 4 development approval are to meet the requirements of this policy, with the exception of '5.1 Location Requirements'</i></p>
<p><b>Alternative priorities for Council</b></p>	<p>Some submissions comment that Council should focus on other issues such as waste collection, anti-social behaviour, parking, verge maintenance, road resurfacing.</p> <p>Comments acknowledged, the Town of Victoria Park administers a variety of services to the community. This includes ensuring that local planning policies align with the State Government planning framework, remain relevant and meets community expectations.</p>

[Recommended policy modifications](#)

9. For the final adoption of draft revised LPP31, Council officers recommend several policy revisions. The recommended policy revisions consider:
- Council’s resolution in December 2025 to readvertise the draft revised LPP31 with modifications;
  - Review of the community consultation submissions received; and
  - Consistency between policy objectives and modified policy provisions.
10. The recommended policy revisions are as follows and included in the revised draft LPP31 policy version for final adoption at Attachment 1:
- 2.0 – Introduction: removed reference to Curtin University, as originally advertised Area 7: Curtin University no longer included.
  - 5.1 – Locational Criteria: inclusion of Albany Highway – East Victoria Park. It is recommended that originally advertised Area 5: Albany Highway – East Victoria Park is reinstated, as it aligns with the policy objectives being an attractor and destination for visitors (further discussed below). The relevant area is depicted in the following map -



- Appendix 1: re-inclusion of now renumbered as Area 4: Albany Highway – East Victoria Park and reference to the attractor of the area from 'Edward Millen Heritage Precinct' updated to 'Elizabeth Baillie Heritage Precinct'.

11. An objective of the revised Local Planning Policy 31 is:

- a) *"To limit the land uses of unhosted short term rental accommodation in locations near tourism and entertainment attractions and/or activity centres"*

In East Victoria Park, the tourism and entertainment attractors are the Albany Highway café/retail strip along with the newly redevelopment Elizabeth Baillie Heritage Precinct. Many of the commercial properties along Albany Highway in East Victoria Park are zoned under the Local Planning Scheme No.2 as "District Centre" similar to those Albany Highway properties in Victoria Park, which are included in the location maps for revised LPP31, and are both considered to be part of an activity corridor. Four of the 23 submissions received also provided feedback that East Victoria Park should be included in the location maps.

12. In relation to location requirements, [WALGA Local Planning Policy Guidelines - Unhosted Short-Term Rental Accommodation](#) advises that:

*"...directing unhosted STRA to areas of greatest user interest or where there is a strategic intent to focus tourism. Amenity expectations in areas of more intense activity or located close to attractions may also be more aligned with unhosted STRA uses. Conversely, locational characteristics may also be influenced by a strategic intent to preserve some areas for long-term housing purposes".*

13. For the above reasons, it is recommended by Council officers that the location area of Albany Highway – East Victoria Park is included in the adopted version of LPP31.

14. One of the modifications to the draft Policy that Council resolved in December 2025 to include in the version of the Policy to be readvertised was the inclusion of a new clause 5.8 (c) that *“Any development approval granted beyond the initial 12 month period is to be for a maximum of 10 years.”*
15. As outlined in the Officers report to the December 2025 Ordinary Council Meeting, the Town’s Officers do not support this inclusion for the reasons outlined previously and restated as follows -

*“The following excerpt is from WALGA’s ‘Local Planning Policy Guideline: Unhosted Short-Term Rental Accommodation’ –*

The Local Government may, in limited circumstances, consider it appropriate to limit the validity of a development approval to a set time period, as provided for in the Position Statement. There are two general scenarios where this may be considered:

1. Where a locality is undergoing a period of transition, and a land use may be appropriate for its current character but not its long-term intended character; or
2. Where the Local Government is effectively creating a probationary period to confirm that the land use will not have unacceptable impact on residential amenity.

In relation to areas in transition, the rationale should be established at higher levels in the local planning framework. Any decision to limit the approval period for this reason should be clearly linked to the long-term objectives for the locality, as provided in a local planning strategy or similar.

The Local Government may place a time limitation on an initial approval for unhosted STRA if it can be demonstrated that this will assist in managing amenity impacts. If it is demonstrated that the use can be effectively managed to be appropriate to the setting after the initial approval period, it is preferential that subsequent approval is not time limited. The STRA Register provides mechanisms for properties to be deregistered in the case of unacceptable management standards in the future. Time limitation of development approvals that effectively replicates this process should be avoided.

*If the purpose of imposing a time limitation of five or 10 years (in addition to an initial 12 month limitation) is to prevent any amenity impacts that may occur, then this is more effectively controlled through conditions of approval and the approved management plan. Furthermore, a time limited approach will have resourcing implications for Town Officers and may create some uncertainty for landowners regarding the long-term use of properties. The Town’s Officers do not consider there to be much value achieved in imposing a time limitation of this kind.”*

16. Accordingly the version of the draft Policy appearing at Attachment 1 and recommended for adoption has removed this requirement.

## **Relevant documents**

[Ordinary Council Meeting minutes - 9 December 2025 - Items 12.1](#)

[Ordinary Council Meeting minutes - 15 April 2025 - Item 12.1](#)

[Planning Bulletin 115/2024 - Short-Term Rental Accommodation \(STRA\) - Guidance for Local Government](#)

[WALGA Local Planning Policy Guidelines - Unhosted Short-Term Rental Accommodation](#)

[Short-Term Rental Accommodation Act 2024](#)

## Legal and policy compliance

### [Planning and Development \(Local Planning Schemes\) Regulations 2015](#)

17. The adoption or amendment of a Local Planning Policy must be undertaken in accordance with deemed clauses 4 and 5 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, including:
- Publication of a notice in accordance with deemed clause 87;
  - Community consultation for a period of not less than 21 days after the day on which the notice is first published; and
  - Consideration of public submissions and a Council resolution to proceed with the new or amended policy with or without modifications, or not to proceed.
18. In December 2025, Council resolved to modify the amended policy. Council Officers' advice to Council was that the nature and extent of the proposed modifications to the Local Planning Policy warranted further community consultation.
19. This report recommends the final adoption of revised LPP31. As per deemed clause 4(5) and 6(b), the adoption of a new or revised local planning policy, or the revocation of an existing policy, takes effect upon the publication of a notice. Thereafter, whilst operative, the Local Planning Policy is to be published on the Town's website and be available for public inspection at the Town's Administration Centre during business hours, pursuant to deemed clause 87.

## Financial implications

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

## Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	Not applicable			
Environmental	Not applicable			
Health and safety	Not applicable			
Data, Information Technology and Cyber	Not applicable			
Assets	Not applicable			
Compliance Breach	Not applicable			
Reputation	Continued application of existing		Low	Adopt revised policy

	local planning policy that is outdated and does not align to current State planning framework
Service delivery interruption	Not applicable

## Engagement

External engagement	
Stakeholders	General community – residents, landowners etc.
Period of engagement	29 January 2026 to 19 February 2026
Level of engagement	2. Consult
Methods of engagement	<ul style="list-style-type: none"> <li>• Correspondence sent to all previous submitters of draft revised LPP31</li> <li>• Online advertising (Your Thoughts)</li> <li>• Public inspection of policy (Admin/Library)</li> <li>• Public notice (Town website)</li> <li>• Public notice (Admin/Library) noticeboards</li> <li>• 2x newspaper advertisement during the advertising period</li> <li>• Targeted social media advertising.</li> </ul>
Advertising	See above
Submission summary	<p>A total of 23 submissions were received with responses identifying their support or non-support for the draft revised Local Planning Policy as follows:</p> <ul style="list-style-type: none"> <li>• 7 respondents support the draft policy,</li> <li>• 14 respondents oppose the draft policy and</li> <li>• 2 respondents are neutral or unsure of their support for the draft policy</li> </ul> <p>A full list of submissions is available at Attachment 4 – Schedule of Submissions</p>
Key findings	A variety of views were shared in the submissions. The key issues/themes are listed and responded to in the Discussion part of this report.

## Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL2 - Communication and engagement with the community.	Advertising of draft revised LPP31 has provided the community with the opportunity to have their say on the proposed revised planning controls for the regulation of Unhosted Short Term Rental Accommodation and Residential Building land uses within the Town

<b>Environment</b>	
Community Priority	Intended public value outcome or impact
EN3 - Enhancing and enabling liveability through planning, urban design and development.	To enable the provision of short-term rental accommodation in a coordinated manner that provides accessibility and convenience for guests/occupants while minimising potential adverse amenity impacts, particularly within low density residential areas and local neighbourhood streets.

<b>Social</b>	
Community Priority	Intended public value outcome or impact
S2 - Collaborating to ensure everyone has a place to call home	Unhosted short-term rental accommodation can have a cumulative impact on the Town's housing goals by removing opportunities for housing to own or rent

## **Further consideration**

## 13 Chief Operations Officer reports

### 13.1 Town of Victoria Park Submission on the 2026 Western Australia Local Government Association Climate Change Advocacy Position

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Environment Officer
<b>Responsible officer</b>	Chief Operations Officer
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	<ol style="list-style-type: none"><li>2026 WALGA Climate Change Advocacy Position Consultation Paper [13.1.1 - 14 pages]</li><li>Letter Town of Victoria Park Submission on the 2026 WALGA Climate Change Advo (4) [13.1.2 - 4 pages]</li></ol>

#### Summary

The purpose of this report is to seek Council’s endorsement of the Town of Victoria Park’s submission in response to the Western Australian Local Government Association’s 2026 Climate Change Advocacy Position.

#### Recommendation

That Council endorse the Town of Victoria Park’s submission in response to the Western Australian Local Government Association’s 2026 Climate Change Advocacy Position.

#### Background

- Climate change legislation, policy, action and impacts present significant and increasing risks to Local Government operations, asset portfolios and service delivery.
- The expanding statutory role of Local Government, together with rising community and regulatory expectations, has elevated responsibility for addressing climate change impacts from a discretionary matter to a core governance and service delivery obligation.
- These responsibilities have direct implications for strategic and corporate planning, asset management and infrastructure investment, land-use planning and development assessment, as well as risk management, emergency preparedness and response.
- Communities across Western Australia are experiencing heightened exposure to climate-related risks. As the level of government closest to these communities, Local Governments perform a wide range of place-based functions and are at the forefront of climate impact mitigation and adaptation.
- The Western Australian Local Government Association (WALGA) has a long-standing commitment to climate change policy and advocacy. The Association’s first Climate Change Policy Statement was adopted in 2009, with the current Climate Change Policy Statement and Advocacy Position endorsed by WALGA State Council in 2018 following extensive sector consultation.

6. Considering recent legislative, policy and scientific developments, the operating environment for Local Governments has materially changed. It is therefore timely for the Western Australian Local Government Association (WALGA) to review and update its Climate Change Advocacy Position.
7. To support this review, extensive consultation has been undertaken through the WALGA Zone consultative process. WALGA has released a draft Climate Change Advocacy Position and invited Council endorsed feedback from member Local Governments.
8. The draft position is as follows:
  1. *Local Government acknowledges the risks associated with, and is committed to, addressing climate change.*
  2. *WALGA calls on the Australian and Western Australian Governments to:*
    - a. *Provide the necessary climate leadership, coordination and action to ensure an orderly transition to achieve emission reduction targets and address the impacts of climate change.*
    - b. *Provide dedicated funding, guidance and practical support to assist Local Governments to undertake emissions reduction and adaptation actions.*

## Discussion

9. A Concept Forum was held on 24 March 2026, to garner feedback from Elected Members.
10. Elected Members reflected on the body of work that was undertaken at WALGA Zone level and saw value in the updated position retaining elements contained in the draft position put forward to WALGA State Council. It is recognised that there may be a need for different advocacy positions for Regional and Metropolitan contexts.
11. It further noted that between the 2018 WALGA advocacy position and this draft position the sense of urgency for action has diminished
12. The below outlines the key enabling elements that the Town wishes to be reflected within a future advocacy position from WALGA:

- a. Role clarification (Federal, State and Local Government).

Currently, there seems to be uncertainty as to what the roles of respective tiers of government in climate change mitigation are and how best support is mobilised to support Local Government.

- b. Building resilience and responding to ensure communities are supported

This extends to both organisational resilience and supporting our communities to be resilient. As the closest point of contact with our community, Local Governments have a critical role in adapting to climate change. What is required is uniquely local responses to local impacts and local communities

It is noted that resilience is not reflected within the current draft advocacy position. The Town would like to see WALGA referencing the onus of resilience and resilience development, and funding accordingly, so that Local Government is prepared and adequately supported.

- c. Funding

Here, Council wishes to make the distinction between adequate funding and the ability to access appropriate funding that allows Local Government to respond to local concerns

(discretionary funding)

(i) *Adequate Funding*

Item 2(b) of the draft advocacy position refers to the provision of 'dedicated funding...' (to assist Local Governments to undertake emission reduction and adaptation actions). The Town has concerns over the use of the terminology 'dedicated', as funding may be dedicated, but it also needs to be adequate.

Given that the Local Government Amendment Act 2023 requires the sector to plan for, and to plan for mitigating risks associated with climate change, it is critical that the State and Federal Government provide funding that is adequate, not simply dedicated. We as a sector have to advocate for adequate funding, and the Town recommends that this be explicitly included within any advocacy position.

(ii) *Discretionary Funding*

In addition, the Town recommends that consideration be given to provision of discretionary funding for climate change. That is, funding that is available for a broad range of adaptation, resilience and mitigation actions. This then provides opportunity for each individual Local Government to address the most pressing climate related issues for the communities and the current operating environment for the Local Government.

The Town would advocate for the level of Federal funding to Local Governments to be increased, and for a specific stream of it to be made available for addressing climate risks, adaptation, resilience and mitigation actions.

d. Mitigation

There is currently no explicit mention of 'mitigation' within the draft advocacy position. Given that climate change reversal needs to come from mitigation actions, beyond adaptation, it is recommended that mitigation be included within point 2(b) of the advocacy position. This need is further reinforced by changes to the Local Government Act which see the need not just to respond to climate change impacts but also provide mitigative responses to climate change risk

e. Support for ensuring localised resilience, mitigation and adaptation action

This is in recognition that communities will be exposed to different climate change impacts and Local Governments will need to respond accordingly

13. While the Town acknowledges that WALGA's draft advocacy position may be streamlined, there is merit in considering an expansion to better reflect the breadth of support required by Local Governments to effectively manage climate risk, adaptation and mitigation. Such an expansion would recognise the support needed not only to enable positive climate action within Local Government operations, but also to support communities to respond to the impacts of climate change. It is suggested that the above themes could be used to guide this expansion.

14. The formal Town submission, which includes further information concerning what other Local Government Associations are doing within the Climate Change Advocacy realm, can be found in attachment 13.1.2.

## Relevant documents

Town of Victoria Park Submission on the 2026 Western Australian Local Government Association's Climate Change Advocacy Position Consultation Paper.

## Legal and policy compliance

Not applicable.

## Financial implications

<b>Current budget impact</b>	Sufficient funds exist within the annual budget to address this recommendation.
<b>Future budget impact</b>	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

External engagement	
Stakeholders	Elected Members
Period of engagement	24 March 2026
Level of engagement	Consult
Methods of engagement	Concept Forum
Key findings	<i>This feedback is reflected within the Discussion.</i>

## Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL3 - Accountability and good governance.	Given that Local Governments have a significant role to play in the delivery of climate change adaptation and mitigation action, it is appropriate that the Town provide a response to the WALGA Climate Change Advocacy Position.

## Further consideration

## 14 Chief Financial Officer reports

### 14.1 Financial Statements- February 2026

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Coordinator Finance
<b>Responsible officer</b>	Chief Financial Officer
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	1. Financial Statements February 2026 [14.1.1 - 25 pages]

#### Summary

To present to Council the Statement of Financial Activity for the period ending **28 February 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 28 February 2026, as included in the attachment, pursuant to Regulation 34 of the Local Government (Financial Management) Regulations 1996.

#### Background

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

##### Revenue

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

##### Expense

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

- 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**

- The Financial Statement – 28 February 2026 complies with the requirements of Regulation 34 (Financial activity statement report) of the Local Government (Financial Management) Regulations 1996. It is therefore recommended that the Financial Statement – 28 February 2026 be accepted.

**Relevant documents**

Not applicable.

**Legal and policy compliance**

[Regulation 34 of the Local Government \(Financial Management\) Regulations 1996](#)

**Risk management consideration**

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	Misstatement or significant error in financial statements	Medium	Low	Mitigate by performing daily and monthly reconciliations, supported by periodic internal and external audits.
Financial	Fraud or illegal transaction	High	Low	Mitigate by maintaining strong internal controls, ensuring segregation of duties, and undertaking regular internal and external audits.
Environmental	Not applicable.		Medium	
Health and safety	Not applicable.		Low	
Data, Information Technology and Cyber	Not applicable.		Medium	

Assets	Not applicable.		Medium	
Compliance Breach	Council not accepting financial statements will lead to non-compliance	Medium	Low	Mitigate by providing clear reasoning and detailed explanations to support Council's decision making.
Reputation	Not applicable.		Low	
Service delivery interruption	Not applicable.		Medium	

## Financial implications

<b>Current budget impact</b>	Commentary around the current budget impact is outlined in the Statement of Financial Activity, forming part of the attached financial activity statement report.
<b>Future budget impact</b>	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 <i>Local Government (Financial Management) Regulations 1996</i> .

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

## **Further consideration**

## 14.2 Statement of Accounts- February 2026

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Coordinator Finance
<b>Responsible officer</b>	Chief Financial Officer
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. Payment Summary February 2026 [<b>14.2.1</b> - 7 pages]</li><li>2. Credit Card Transactions February 2026 [<b>14.2.2</b> - 2 pages]</li><li>3. Fuel and Store Card Transactions February 2026 [<b>14.2.3</b> - 1 page]</li></ol>

### Summary

Council is required to receive payments made from the municipal fund, payments by employees via purchasing cards each month and fuel and store card transactions under Section 13 and 13A of the Local Government (Financial Management) Regulations 1996.

1. To present the list of accounts paid by the Chief Executive Officer (CEO) under delegated authority for the period 1 to 28 February 2026.
2. To present the list of payments made by authorised employees using purchasing cards for the period 1 to 28 February 2026.

The information required for Council to receive the payments made is included in the attachment for the period 1 to 28 February 2026.

### Recommendation

That Council for the period 1 to 28 February 2026, as included in the attachment:

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

### Background

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

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

<b>Fund</b>	<b>Reference</b>	<b>Amounts</b>
<b>Municipal Account</b>		
Automatic Cheques Drawn		\$ 0
Creditors – EFT Payments (incl. Fuel and Store Cards)		\$3,462,739.48
- Fuel and Store Cards (\$14,073.79)	February 2026	
Payroll		\$ 1,495,544.10
Bank Fees		\$ 25,626.97
Corporate MasterCard	February 2026	\$ 12,424.10
<b>Total</b>		<b>\$ 4,996,334.65</b>

## Discussion

6. All accounts paid have been duly incurred and authorised for payment as per approved purchasing and payment procedures.

It is therefore requested that Council receive the payments, as included in the attachments, for the period 1 to 28 February 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

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

## Risk management consideration

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

## Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL2 – Communication and engagement with the community	The monthly payment summary listing of all payments made by the Town during the reporting month from its municipal fund and trust fund provides transparency into the financial operations of the Town.
CL3 – Accountability and good governance.	The presentation of the payment listing to Council is a requirement of Regulation 13 & 13A of Local Government (Financial Management) Regulation 1996.

## Further consideration

- 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**