



TOWN OF
VICTORIA PARK

Agenda Briefing Forum Agenda –30 September 2025



WE'RE OPEN
VIC PARK

Please be advised that an **Agenda Briefing Forum** will be held at **6:30 PM** on **Tuesday 30 September 2025** in the **Council Chambers**, Administration Centre at 99 Shepperton Road, Victoria Park.

Mr Carl Askew – Chief Executive Officer
25 September 2025

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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.

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

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

2 Opening

3 Acknowledgement of country

Acknowledgement of the traditional owners

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

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

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

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

Ngany youngka baalapiny Noongar birdiya wer moort nidja boodja.

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

4 Announcements from the Presiding Member

4.1 Purpose of the Agenda Briefing Forum

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

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

4.2 Notice of recording and live-streaming

All participation in the meeting will be audio 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	Ms Karen Vernon
Banksia Ward	Cr Claire Anderson Cr Peter Devereux Cr Peter Melrosa Cr Lindsay Miles
Jarrah Ward	Cr Sky Croeser Cr Jesse Hamer Deputy Mayor Bronwyn Ife Cr Daniel Minson
Chief Executive Officer	Mr Carl Askew
Chief Financial Officer Chief Community Planner Chief Operations Officer	Mr Duncan Olde Mr David Doy Ms Alison Luobikis
Manager Governance and Strategy	Ms Bernadine Tucker
Secretary Public liaison	Ms Winnie Tansanguanwong 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 - September 2025

Location	Town-wide
Reporting officer	Governance Officer
Responsible officer	Manager Governance and Strategy
Voting requirement	Simple majority
Attachments	<ol style="list-style-type: none">1. Outstanding Council Resolutions Status Report September 2025 (1) [11.1.1 - 90 pages]2. Completed Council Resolutions Status Report September 2025 (1) [11.1.2 - 47 pages]

Summary

The Council Resolution status reports are provided for Council's information.

Recommendation

That Council:

1. Notes the Outstanding Council Resolutions Report as shown in attachment 1.
2. Notes the Completed Council Resolutions Report as shown in attachment 2.

Background

1. On 17 August 2021 Council resolved as follows:

That Council:

1. *Endorse the inclusion of Council Resolutions Status Reports as follows:*
 - a) *Outstanding Items – all items outstanding; and*
 - b) *Completed Items – items completed since the previous months' report to be presented to each Ordinary Council Meeting, commencing October 2021.*
2. *Endorse the format of the Council Resolutions Status Reports as shown in Attachment 1.*

Discussion

The Outstanding Council Resolutions Report details all outstanding items. A status update has been included by the relevant officer/s.

The Completed Council Resolutions Report details all Council resolutions that have been completed by officers from 28 August 2025 to 25 September 2025. A status update has been included by the relevant officer/s.

Legal and policy compliance

Not applicable.

Financial implications

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

Risk management consideration

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

Engagement

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

Strategic alignment

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

11.2 Black Swan State Theatre Company partnership – The Pool (Update and Funding) – Aqualife, December 2026

Location	Town-wide
Reporting officer	Manager Stakeholder Relations
Responsible officer	Manager Stakeholder Relations
Voting requirement	Absolute majority
Attachments	Nil

Summary

To seek Council's endorsement to proceed with hosting *The Pool* at Aqualife in December 2026 in partnership with Black Swan State Theatre Company, and to note the financial model, in-kind support and community engagement program; and to support the inclusion of a \$70,000 allocation in the 2026/27 Sponsorship Budget (offset by ticket revenue share) for delivery.

Recommendation

That Council:

1. Endorses the Town partnering with Black Swan State Theatre Company to host The Pool at Aqualife in December 2026, comprising: Three public performances and one open dress rehearsal.
2. Supports an allocation of \$70,000 in the 2026/27 Sponsorship Budget to deliver the event.
3. Authorises the Chief Executive Officer to negotiate and execute a hosting agreement with Black Swan State Theatre Company, subject to satisfactory terms including (but not limited to):
 - a. Ticket revenue share arrangements and royalty treatment;
 - b. Confirmation of the Town's in-kind contributions and operational schedule for Aqualife;
 - c. Provision of a Risk Management Plan, Emergency Response Plan, insurances and required permits/licences; and
 - d. A joint marketing plan delivered by the Town and Black Swan State Theatre Company.

Background

1. The Pool (written by Australian playwright Steve Rodgers) is a site-specific theatre experience staged at working aquatic centres. Audiences sit poolside with headsets and the performance culminates in a communal aqua-aerobics sequence featuring local participants (Aqualife members).
2. In June 2025, Council was presented with the concept; subsequent meetings have clarified that delivery requires both in-kind and financial contributions alongside revenue participation.
3. Administration has met with the Black Swan State Theatre Company production and marketing teams to refine scope, delivery requirements and commercial terms. The updated proposal confirms:
 - i. In-kind support by the Town (Aqualife access, lifeguards, dressing rooms, front-of-house staffing, technical setup).

- ii. Financial investment of \$70,000 by the Town, offset by retained ticket sales (Town share of net box office – see *Financial Implications*).
 - iii. Season and activity in Nov–Dec 2026 including rehearsals, a community open dress rehearsal, and three public performances.
 - iv. Community engagement outcomes including local casting (Somerset Masters Swim Club), audience participation (aqua aerobics finale) and education/Q&A activity.
4. The project strongly aligns with the Town’s Events Strategy 2022–2026, Arts and Culture Plan, and Economic Development Strategy by adding a high-profile, innovative, family-friendly arts event that activates an existing asset (Aqualife), builds new audiences, and strengthens the Town’s cultural reputation.

Discussion

5. Blackswan have confirmed that the program will include
- i. Rehearsals: 6 Oct– 2 Nov and 7–9 Dec
 - ii. Open dress rehearsal (small community or student audience): Sat 7 Nov
 - iii. Public performances (3): Thu 10, Fri 11, Sat 12 Dec
 - iv. All dates above are 2026 and subject to detailed venue bookings and operational planning.
6. Town’s contribution
- i. Pool access / water space, venue hire waiver (as scheduled),
 - ii. Qualified lifeguards to Royal Life Saving standards,
 - iii. Dressing rooms, front of house and ushering,
 - iv. Basic technical setup (power, staging interface, site lighting as agreed)
 - v. Audience infrastructure and crowd management
 - vi. Parking for crew and audience, VIP parking
 - vii. Truck access for delivery
 - viii. Access and disability support services for one or more events
7. Financial
- i. \$70,000 cash contribution (FY 2026/27 sponsorship budget) to enable production delivery and integration at Aqualife; offset by ticket income share.
8. Community engagement and participation
- i. Local casting: 5 chorus members from Somerset Masters Swim Club.
 - ii. Audience participation: opportunity for Aqualife members to join the aqua-aerobics finale.
 - iii. Workshops / Q&A: sessions for students and residents with the creative team (schedule during rehearsal period).

Relevant documents

[Policy-116-Sponsorship.pdf](#)

Legal and policy compliance

Not applicable.

Financial implications

Current budget impact	Not applicable
Future budget impact	<p>Include \$70,000 in the Sponsorship Budget (2026/27), with revenue line for The Pool ticket share.</p> <p>Royalties 13% on net box office retained by Black Swan</p> <p>Forecast for the initial investment to be fully offset by retained ticket income, with a net surplus of approximately \$7,137 before any internal costs associated with the in-kind support.</p>

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	Ticket sales shortfall reduces ability for Town to recoup investment.	High	Low	TREAT: Hosting the production is a high strategic value to the Town and the potential small recoup value would be offset by the sponsorship budget.
Environmental	Weather and environmental factors	High	Medium	TREAT: Hosting the event in late Summer reduces the risk of storms or rain impacting the event. Heat waves will be mitigated as the event will be in the evening.
Health and safety	Patron and participant safety in an aquatic environment	High	Low	TREAT: Event-specific Risk Management Plan and Emergency Response Plan; lifeguard ratios as per industry standards; exclusion zones; rehearsed show-stop procedures; headset electrical safety checks.
Data, Information Technology and Cyber	Limited internal personnel to manage major ticketing and data management	High	Medium	TREAT: Outsource the ticketing to Black Swan State Theatre Company who have the expertise and ticket management systems.
Assets			Medium	
Compliance Breach	Event regulatory compliance (permits/licensing)		Low	TREAT: Include requirements for Blackswan in our final agreements to include relevant insurances, licences and approvals; Town approvals for temporary structures, electrical, amplified sound, and liquor licensing
Reputation	Aqualife Membership disruption and impacts on residents.		Low	TREAT: Early communications and neighbour notifications, accessible pricing tiers, community participation components; post-event reporting aligned to Arts & Culture impact metrics.

Service delivery interruption	Aqualife Pool operations impacts	Medium	Medium	TREAT: Detailed venue plan and schedule balancing member access; additional cleaning; humidity/condensation controls and equipment safeguarding; after-hours bump-in/out where practicable.
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Engagement

Internal engagement	
Stakeholder	Comments
Leisure Facilities (Aqualife)	We support the hosting the production of <i>The Pool</i> at the Aqualife Centre as it is a great way to leverage our unique setting to create a memorable and engaging community event. We expect the event will foster stronger connections between our staff, patrons, and the wider community.
Events, Arts and Funding	Hosting this event will add value to the Town's Annual Events Plan, by activating an existing Town asset (AquaLife), building strong relationships with existing WA event providers, supporting local community involvement, and attracting visitors to the Town through a unique art and cultural experience.
Place Planning	Hosting of <i>The Pool</i> at the Town's Aqualife Centre will showcase (to a broader audience) the wonderful community asset located in East Victoria Park. It is also expected that this unique theatre experience will generate increased foot traffic, provide support and promotional opportunities for local businesses and further strengthen Vic Parks position as a destination of choice to live, work and play.

External engagement	
Stakeholders	Blackswan Theatre Production Team
Period of engagement	July - August
Level of engagement	Collaboration
Methods of engagement	In person meetings
Advertising	Nil
Submission summary	Nil
Key findings	Details of the partnership and inclusions

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL2 - Communication and engagement with the community.	Advances objectives in the Events Strategy 2022–2026 to Connect local arts and cultural development with event programming and to seek partnerships to support a vibrant program.

Economic	
Community Priority	Intended public value outcome or impact
EC1 - Facilitating a strong local economy.	Develop audiences and promote events that bring new audiences and offerings,
EC2 - Connecting businesses and people to our local activity centres through place planning and activation.	Contributes to place activation, strengthens the Town's innovative image, and supports the major events calendar and visitor economy.

Social	
Community Priority	Intended public value outcome or impact
S4 - Improving access to arts, history, culture and education.	Supports diverse programming, new performance spaces within existing infrastructure, and family-friendly outdoor performing arts with measurable audience outcomes.

12 Chief Community Planner reports

13 Chief Operations Officer reports

14 Chief Financial Officer reports

14.1 Financial Statements- August 2025

Location	Town-wide
Reporting officer	Coordinator Finance
Responsible officer	Chief Financial Officer
Voting requirement	Simple majority
Attachments	1. Financial Statements August 2025 [14.1.1 - 26 pages]

Summary

To present the Monthly Financial Report for the period ending 31 August 2025, as included in the attachment, to Council, noting that there are reportable material variances for the period, and that this report is preliminary with the opening balances still subject to final audit confirmation for 30 June 2025.

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

The variations reported in the Monthly Financial Report for the period ending 31 August 2025 relate primarily to the phasing of the budget and timing of revenues and expenditures.

Recommendation

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

Background

1. Regulation 34 and 35 of the *Local Government (Financial Management) Regulations 1996* states that each month, officers are required to prepare monthly financial reports covering prescribed information, and present these to Council for acceptance.
2. As part of the monthly financial reports, material variances are reported. Thresholds are set by Council and are as follows:

Revenue

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

Expense

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

3. For the purposes of explaining each material variance, a three-part approach has been applied. The parts are:

Period variation

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

Primary reason(s)

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

End-of-year budget impact

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

Discussion

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

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

Relevant documents

Not applicable.

Legal and policy compliance

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

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk mitigation
Financial	Misstatement or significant error in financial statements	Medium	Low	Treat risk by ensuring daily and monthly reconciliations are completed. Internal and external audits.
Financial	Fraud or illegal transaction	High	Low	Treat risk by ensuring stringent internal controls, and segregation of duties to maintain control and conduct internal and external audits.
Environmental	Not applicable.		Medium	
Health and safety	Not applicable.		Low	
Data information technology and cyber	Not applicable.		Medium	

Assets	Not applicable.		Medium	
Compliance Breach	Council not accepting financial statements will lead to non-compliance	Medium	Low	Treat risk by providing reasoning and detailed explanations to Council to enable informed decision making. Also provide the Payment summary listing prior to preparation of this report for comments.
Reputation	Not applicable.		Medium	
Service delivery interruption	Not applicable.		Medium	

Financial implications

Current budget impact	Commentary around the current budget impact is outlined in the Statement of Financial Activity, forming part of the attached financial activity statement report.
Future budget impact	Commentary around the future budget impact is outlined in the Statement of Financial Activity, forming part of the attached financial activity statement report.

Engagement

Internal engagement	
Service Area Leaders	All Service Area Leaders have reviewed the monthly management reports and provided commentary on any identified material variance relevant to their service area.

Strategic alignment

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

14.2 Statement of Accounts- August 2025

Location	Town-wide
Reporting officer	Coordinator Finance
Responsible officer	Chief Financial Officer
Voting requirement	Simple majority
Attachments	<ol style="list-style-type: none">1. Payment Summary August 2025 [14.2.1 - 8 pages]2. Credit Card Transactions August 2025 [14.2.2 - 2 pages]3. Fuel and Store Card Transactions August 2025 [14.2.3 - 1 page]

Summary

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

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

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

Recommendation

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

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

Background

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

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

Fund	Reference	Amounts
Municipal Account		
Automatic Cheques Drawn		\$ 0
Creditors – EFT Payments (incl. Fuel and Store Cards)		\$5,627,159.01
- Fuel and Store Cards (\$17,792.51)	August 2025	
Payroll		\$ 1,471,150.33
Bank Fees		\$ 3,794.62
Corporate MasterCard	August 2025	\$ 6,118.87
Total		\$ 7,108,222.83

Discussion

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

It is therefore requested that Council receive the payments, as included in the attachments, for the period 1 to 31 August 2025.

Relevant documents

Not applicable.

Legal and policy compliance

[Section 6.10\(d\) of the Local Government Act 1995](#)

[Regulation 13 of the Local Government \(Financial Management\) Regulation 1996](#)

[Procurement Policy](#)

Financial implications

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

Risk management consideration

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

Strategic alignment

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

- 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**