



TOWN OF
VICTORIA PARK

Ordinary Council Meeting Agenda – 14 October 2025



WE'RE OPEN
VIC PARK

Please be advised that an **Ordinary Council Meeting** will be held at **6:30 PM** on **Tuesday 14 October 2025** in the **Council Chambers**, Administration Centre at 99 Shepperton Road, Victoria Park.

Mr Carl Askew – Chief Executive Officer
9 October 2025

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1 Declaration of opening

Acknowledgement of Country

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.

2 Announcements from the Presiding Member

2.1 Recording and live streaming of proceedings

In accordance with regulation 14I of the Local Government (Administration) Regulations 1996, this meeting is being audio and video recorded and live streamed on the Town's website.

Under clause 39(1) of the Meeting Procedure Local Law 2019 I do not give permission for any other person to record the proceedings of this meeting. By being present at this meeting, members of the public consent to the possibility that their image and voice may be live streamed to public. Recordings are also made available on the Town's website following the meeting.

2.2 Public question time and public statement time

There are guidelines that need to be adhered to in our Council meetings and during question and statement time people speaking are not to personalise any questions, or statements about Elected Members, or staff or use any possible defamatory remarks.

In accordance with clause 40 of the *Town of Victoria Park Meeting Procedures Local Law 2019*, a person addressing the Council shall extend due courtesy and respect to the Council and the processes under which it operates and shall comply with any direction by the presiding member.

A person present at or observing a meeting shall not create a disturbance at a meeting, by interrupting or interfering with the proceedings, whether by expressing approval or dissent, by conversing or by any other means.

When the presiding member speaks during public question time or public statement time any person then speaking, is to immediately stop and every person present is to preserve strict silence so that the presiding member may be heard without interruption.

2.3 No adverse reflection

In accordance with clause 56 of the *Town of Victoria Park Meeting Procedures Local Law 2019*, both Elected Members and the public when speaking are not to reflect adversely on the character or actions of Elected Members or employees.

2.4 Town of Victoria Park Meeting Procedures Local Law 2019

All meetings of the Council, committees and the electors are to be conducted in accordance with the Act, the Regulations and the *Town of Victoria Park Meeting Procedures Local Law 2019*.

3 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 Manager Stakeholder and Relations	Ms Bernadine Tucker Ms Rossalind Ellis
Meeting Secretary Public liaison	Ms Winnie Tansanguanwong Ms Tomoko Kidahashi

3.1 Apologies

3.2 Approved leave of absence

4 Declarations of interest

4.1 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.

4.2 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.

4.3 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

5 Public question time

6 Public statement time

7 Confirmation of minutes and receipt of notes from any agenda briefing forum

Recommendation

That Council:

1. Confirms the minutes of the Ordinary Council Meeting held on 16 September 2025.
2. Receives the notes of the Agenda Briefing Forum held on 30 September 2025.

8 Presentation of minutes from external bodies

Recommendation

That Council:

1. Receives the minutes of the Mindarie Regional Council Meeting held on 17 July 2025 (adjourned to 24 July 2025).

9 Presentations

9.1 Petitions

9.2 Presentations

9.3 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	1. Outstanding Council Resolutions Status Report September 2025 [11.1.1 - 44 pages] 2. Completed Council Resolutions Status Report September 2025 [11.1.2 - 37 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 23 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.

Further consideration

Not applicable.

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	1. Ticket Calculator [11.2.1 - 2 pages] 2. Culture Counts Report City of Cambridge [11.2.2 - 9 pages]

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. Black Swan 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	Include \$70,000 in the Sponsorship Budget (2026/27), with revenue line for The Pool ticket share. Royalties 13% on net box office retained by Black Swan. 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.

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 Black Swan 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.

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	Black Swan 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.

Further consideration

At the Agenda Briefing Forum meeting held on 30 September 2025, the following information was requested

9. Q. Include the ticket sales calculator and economic benefits information emailed to elected members as attachments in the Ordinary Council Meeting agenda
 - A. Actioned
10. Q. Confirm staff coverage for normal Aqualife operations during the month of rehearsals and early closures, including after-hours rehearsals and show.
 - A. Normal operating staff is 2 x lifeguards / 1 x Pool operator / 1 Customer service officer. Pool Operator needs to be on site any time the facility is open. we close the facility normally at 8.30pm weeknights and 5pm weekends. There is enough staff available at the facility to support the delivery of this event with minimal overtime.

The rehearsals and show will require 2 and ½ hours of the pool supervisor beyond normal operation to close up the facility once the audience has gone.
11. Q. Confirm whether town staff have conducted a risk assessment for this three-performance production, given it ran for 15 performances at Bold Park in the Town of Cambridge.

- A. The proposal has been reviewed twice by a panel of four stakeholders from Communications, Leisure Facilities and Events teams. The first panel review was done on the initial proposal understanding and included in the June OCM [Ordinary Council Meeting 17 June 2025.pdf](#)

When further information and clarity on the financial impacts were provided to the Town, the panel reconvened and reassessed based on the updated information. The updated assessment is below;

An operational risk assessment has been conducted to inform the panel and gain advice from the Leisure operations team.

Criteria	Alignment
ED STRATEGY - The event value adds to create high value precincts.	meets objective
ED STRATEGY - The event offers an opportunity to strengthen the Town's image as an innovative place through all relevant promotional add ons	meets objective
ED STRATEGY - Promote and position the Town as Perth's and WA's sports and events capital	could further future relationships
ED STRATEGY - Supports development of an events program to maximise the use of 'riverside precincts' including exhibitions, music shows, lifestyle and arts events.	starts to support but wouldn't make an impact
ED STRATEGY - Support community celebrations as part of the overall events program	meets objective
ED STRATEGY - Community and Civic Events: Continue to support community and civic events and celebrations as part of the overall events program via grant programs, sponsorship, and Town-run events	meets objective and would add value
ED STRATEGY - Major Events Calendar: Profile a major events calendar as a key economic and visitation stimulator highlighting the broad events program to a state and national level.	meets objective
EVENT STRATEGY - Seek partnerships and opportunities that will support a vibrant events program	meets objective
EVENT STRATEGY - Assist events to be financially viable, environmentally, and economically sustainable and continue to evolve successfully.	meets objective
EVENT STRATEGY - Develop audiences and promote events, bringing new audiences and offerings.	meets objective and would add value
EVENT STRATEGY - support communities in Vic Park to deliver inclusive, well managed and safe events.	meets objective
EVENT STRATEGY - Connect local arts and cultural development with event programming	could further future relationships

EVENT STRATEGY - Provide an events program that is content diverse, supports social equity, and is geographically spread across the municipality	meets objective
ART AND CULTURE PLAN -Outdoor performing arts spaces/stage: The plan identifies the need for outdoor performing arts spaces or stages	could further future relationships
ART AND CULTURE PLAN Investigate locations for outdoor performance spaces: This involves exploring opportunities for low-cost infrastructure for performances, such as raised platforms in existing parks	meets objective and would add value
ART AND CULTURE PLAN -Ensure a balance of family-friendly events and adult-focused events	meets objective

12. Q. Clarify whether the Royalties 13% applies to the total box office or the net box office retained by Black Swan.
- A. Net box office as listed in the financial impact.
13. Q. Provide details on how the net surplus of approximately \$7,137, before internal costs for in-kind support, was calculated, noting that the Town circulated spreadsheet are the pool ticket sales and pool culture counts data, which detail event attendance, not the associated costs.
- A. The Town calculated the approximate net surplus of \$7137 by looking at ticket sales over the Bold Park run and making assumptions of what ticket types would look like over a three-night run.
- As noted in the report the final agreement of all inclusions has not yet been confirmed and will be done in pre-production.
14. Q. Provide the risk assessment regarding the possibility that ticket sales may be less than expected, resulting in the Town not recouping the \$70,000.
- A. This was noted in the risk assessment in the report. The treatment is as listed.
15. Q. Provide more information regarding what are the reasons the Town is recommending that Council approve \$70,000 for an event in approximately 15 months, despite the officer's report not contain this information and no risk assessment being conducted.
- A. Black Swan are preparing their 26-27 financial year schedule and this production forms part of that season.
- A full risk assessment has been conducted in the review of this proposal.
16. Q. Confirm whether the estimated \$525 for 30 hours of in-kind venue use covers hiring most of Aqualife for rehearsals and the show.
- A. We can confirm this is only the outdoor pool, no other areas will be impacted. Please note that any fees and charges in the 26/27 budget will change this amount.
17. Q. Provide the estimated cost to the Town for the joint marketing plan and the expected employee hours required to implement it.
- A. We currently cost in kind marketing hours at \$120 per hour.
- Black Swan provide all the assets (brochures, banner designs etc).
- We expect approx 10 hours of communications time to deliver the campaign locally (putting up banners, website updates, social media content etc).

18. Q. Provide an estimate of the venue's capacity for this arrangement and calculate the projected ticket sales as a percentage of that capacity.

A. We have worked off a total ticket sales of 500 per night

We have calculated ticket sales over the 3 night run with ticket sales of 1500

19. Q. Confirm whether external food and beverage options, like food vans and a pop-up pub at the previous Pride Pool Festival, will be provided at the site in addition to the café.

A. No, that is not planned, the intention is to encourage attendees to visit Albany Hwy or Carlilse before and after the show.

20. Q. Provide information on whether Black Swan has considered alternative options should the Town choose not to proceed with the \$70,000 funding.

A. Black Swan Theatre would consider City of Vincent's Beatty Park facility which has similar capacity, heritage and access to the City.

11.3 Appointment of independent members to the Audit, Risk and Improvement Committee

Location	Town-wide
Reporting officer	Manager Governance and Strategy
Responsible officer	Manager Governance and Strategy
Voting requirement	Absolute majority
Attachments	1. CONFIDENTIAL REDACTED - Assessment of applications [11.3.1 - 2 pages] 2. CONFIDENTIAL REDACTED - Applications ARIC 2025 [11.3.2 - 79 pages]

Summary

For Council to appoint two independent members to the Town's Audit, Risk and Improvement Committee for a two-year term expiring 16 October 2027.

Recommendation

That Council:

1. Appoints Applicant 9 as the Independent Chair of the Town of Victoria Park Audit, Audit Risk and Improvement Committee for a two-year term expiring on 16 October 2027.
2. Appoints Applicant 5 as the alternate Independent Chair of the Town of Victoria Park Audit, Risk and Improvement Committee for a two-year term expiring on 16 October 2027 should Applicant 9 not accept the appointment.
3. Appoints Applicant 5 as the Independent Deputy Chair of the Town of Victoria Park Audit, Audit Risk and Improvement Committee for a two-year term expiring on 16 October 2027.
4. Appoints Applicant 16 as the alternate Independent Deputy Chair of the Town of Victoria Park Audit, Audit Risk and Improvement Committee for a two-year term expiring on 16 October 2027 should Applicant 5 not accept the appointment.

Background

1. Under section 7.1A of the Act, a local government is to establish an Audit, Risk and Improvement Committee of 3 or more persons.
2. The Town has an Audit, Risk and Improvement Committee in accordance with the Act.
3. The term for independent members appointed to the Audit, Risk and Improvement Committee is for two years in line with the local government elections and the Act. Following the October 18 local government election, the two independent positions have now become vacant.
4. The Town called for expressions of interest for the Chair and Deputy Chair positions by advertising on social media, the Town's website, the Australian Institute of Company Directors (AICD) website and the Governance Institute of Australia website.
5. The expression of interest was opened on Friday 11 July and closed at 4pm on Friday 29 August 2025.
6. At the close of the period, 13 applications were received for the Chair and 17 applications were received for the Deputy Chair.

Discussion

7. The expression of interest called for applicants for the Audit, Risk and Improvement Committee to possess:

- senior financial management experience
- a comprehensive understanding of internal and external audit processes
- a comprehensive understanding of risk management
- experience in chairing meetings, governance and meeting rules.

Also, applicants needed to be willing to undertake training in local government meeting procedures.

8. All applicants were required to submit a current CV and a covering letter.

9. Submissions were assessed against the following criteria:

Senior financial management experience
A comprehensive understanding of internal and external audit processes
A comprehensive understanding of risk management
Experience in chairing meetings
Availability

10. As per policy 025 – Independent Committee Members, a panel was convened to assess the applications. The panel members were the Chief Executive Officer, Chief Financial Officer and Manager Governance and Strategy.

11. Each applicant was assessed against the above criteria and given a score (see confidential attachment 1).

12. At the conclusion of the assessment process, three applications for the Chair position received an assessment score higher than 60 and were deemed suitable for appointment.

13. The assessment for the Deputy Chair position had three applications with an assessment score higher than 60 and they were deemed suitable for appointment.

Relevant documents

Legal and policy compliance

[Part 5 Division 2 of the Local Government Act 1995](#)

[Part 7 Division 1A of the Local Government Act 1995](#)

[Policy 025 Independent Committee Members](#)

Financial implications

Current budget impact	Nil.
Future budget impact	Nil.

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial			Low	
Environmental			Medium	
Health and safety			Low	
Data, Information Technology and Cyber			Medium	
Assets			Medium	
Compliance Breach	Independent Members not appointed to the ARIC	Moderate	Low	Treat risk by appointing independent members to the Audit and Risk Committee
Reputation			Low	
Service delivery interruption			Medium	

Engagement

External engagement	
Stakeholders	An expression of interest was publicly advertised
Period of engagement	The expression of interest was open for 50 days.
Level of engagement	Involve
Advertising	The Town called for expressions of interest by advertising on social media, the Town's website, the Australian Institute of Company Directors (AICD) website and the Governance Institute of Australia website

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL3 - Accountability and good governance.	Appointing independent members to the Audit and Risk Committee will assist the Council in ensuring the delivery of good governance.

11.4 Special Council Meeting 3 November 2025 Change of Date

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

Summary

At the Ordinary Council Meeting held 1 April 2025, Council resolved to hold a Special Council Meeting on Monday 3 November following the local government elections. This report seeks to change the date of the Special Council Meeting to 28 October 2025.

Recommendation

That Council amends the Special Council Meeting date listed for Monday 3 November 2025, to be Tuesday 28 October 2025.

Background

1. The local government elections will be held on Saturday 18 October 2025.
2. Following the election, a Special Council Meeting is normally held for the election of the Deputy Mayor, and appointment of Councillors to Committees of Council, external organisations, internal working and advisory groups.
3. At the Ordinary Council Meeting held Tuesday 1 April 2025, Council resolved to hold this Special Council Meeting on 3 November 2025.

Discussion

4. In September 2025, the Town of Victoria Park was announced as a finalist in the Young Innovator and Government Leader Awards for the Cockitroughs. This awards ceremony is being held on Monday 3 November 2025 at Crown Perth.
5. It is proposed to change the date of this Special Council Meeting to 28 October 2025 (six days earlier), to accommodate attendance at the awards ceremony.
6. The date change for the Special Council Meeting will be advertised in accordance with regulation 12 of the Local Government (Administration) Regulations 1996.

Relevant documents

Not applicable.

Legal and policy compliance

[Regulation 12 of the Local Government \(Administration\) Regulations 1996](#)

Financial implications

Current budget impact	Not applicable.
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 having the Mayor officiate at a Special Council Meeting for the election of a Deputy Mayor will impact service delivery.	Moderate	Medium	Treat the risk by moving the date of the Special Council Meeting.

Engagement

Not applicable.

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL3 - Accountability and good governance.	Improves the accountability of the Local Government.

11.5 2025 Parks & Leisure Australia National Conference

Location	Town-wide
Reporting officer	Manager Governance and Strategy
Responsible officer	Chief Executive Officer
Voting requirement	Simple majority
Attachments	1. 2025 National Conference Event Program [11.5.1 - 13 pages]

Summary

This report seeks Council's approval for the Mayor to attend the 2025 Parks & Leisure Australia National Conference in Hobart Tasmania from 9 – 12 November 2025.

Recommendation

That Council approves Mayor Karen Vernon to attend the 2025 Parks & Leisure Australia National Conference in Hobart Tasmania from 9 – 12 November 2025.

Background

1. Parks & Leisure Australia (PLA) is the leading industry association for professionals in the sector. Through a broad range of services, they support members to provide opportunities that strengthen communities through good use of leisure time for the social, environmental, economic and physical well being of all Australians.
2. The 2025 Parks & Leisure Australia National Conference will be held in Hobart Tasmania from 9 – 12 November 2025.
3. The theme for the Conference is "Inspired by the Past – Visions for the Future" to honour the legacy of landscapes, parks, facilities and communities, while boldly imagining what comes next.
4. This year's conference carries special significance as it marks the beginning of celebrations leading into Parks & Leisure Australia's 100th anniversary in 2026. A century of shaping the places, programs, and experiences that define the liveability of our places, spaces and communities.

Discussion

5. Mayor Vernon has expressed an interest in attending the conference.
6. As per Policy 022 - Elected Member Professional Development, authorisation to attend an interstate conference is to be through a resolution of Council.
7. The PLA conference aligns with the Town's professional development key focus areas of community leadership, planning for the future and effective decision-making as per Policy 022 – Elected Member Professional Development.

8. An approximate breakdown of costs is as follows:

Item	Costs
Full Member Conference Fee	\$1,630.00 plus GST
Accommodation (Grand Chancellor)	\$300 per night
Flights (Perth Hobart return)	\$1,400.00 return approx.

Relevant documents

[2025 PLA National Conference](#)

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
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Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL3 - Accountability and good governance.	The community is aware of expenditure on professional development undertaken by elected members through conference attendances, that benefit the community as per Policy 022.

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> .

Further consideration

Not applicable.

14.2 Statement of Accounts- August 2025

Location	Town-wide
Reporting officer	Coordinator Finance
Responsible officer	Chief Financial Officer
Voting requirement	Simple majority
Attachments	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.

Further consideration

Not applicable.

15 Committee Reports

16 Applications for leave of absence

17 Motion of which previous notice has been given

17.1 Cr Jesse Hamer - Local Government Elections

In accordance with clause 23 of the Town of Victoria Park Meeting Procedures Local Law 2019, Cr Jesse Hamer has submitted the following notice of motion.

Motion

That the CEO investigate ways to raise the profile of being an elected member to increase nominations in future elections.

That should include the following

- Capture and share authentic stories of current and former councillors to humanise the role
- Show behind-the-scenes glimpses of what council work is actually like
- Demystify responsibilities and dispel misconceptions
- Offer mentoring with past/current councillors
- Position council work as a stepping stone to wider leadership
- Emphasise, training, and reforms in the sector.
- Frame this as community renewal and the next generation of leaders

To report back to council at a concept forum before May 2026? With those suggestions to be included in the 27/28 budget if necessary

Reason

With the local government sector seeing yet again low turnout for candidates more should be done to raise the profile and attractiveness to this important civic role. The current narrative in the community is such that it is not looked upon with sufficient esteem to encourage people to take part and be involved. The public view from the media just highlights problems in the sector and the risks of the role. There is also talk at the state level to bring in mandatory voting which needs to be complemented with a range and depth of candidates to ensure the community have a chance to remain democratic and not see uncontested positions due to low candidate turnout.

I know this role has largely been the place of WALGA but I'm sure we can do more to empower our next community leaders to take part by highlighting and sharing stories of the positives from the role and being involved at this level.

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL3 - Accountability and good governance.	Improves engagement with the Local Government.

Officer response to notice of motion

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

Officer comment

1. The Town undertakes a comprehensive approach in line with Policy 011 – Elections, which sets out that the Town will:
 - a. encourage the community to ensure their enrolment is up to date;
 - b. promote the call for candidates to nominate for local government elections; and
 - c. encourage all electors to vote.
2. To achieve this, the Town runs an election marketing campaign that includes, but is not limited to, digital advertising, social media, website notices, newsletters, advertising in print publications, and the distribution of other print materials. These efforts are aimed at raising awareness across the community about enrolment, voting, and standing for Council.
3. In addition to the Town's activities, both the Department of Local Government and WALGA run state-wide campaigns to further promote participation in the elections. Taken together, these combined efforts provide broad coverage to encourage community involvement and candidate nominations.
4. Further options can be explored as proposed by the Notice of Motion and presented to a Concept Forum before May 2026.

Legal compliance

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	Not applicable		Medium	

Technology and Cyber		
Assets	Not applicable	Medium
Compliance Breach	Not applicable	Low
Reputation	Not applicable	Low

Financial implications

Current budget impact	Not applicable.
Future budget impact	Not applicable.

Relevant documents

- 18 Questions from members without notice**
- 19 New business of an urgent nature introduced by decision of the meeting**
- 20 Public question time**
- 21 Public statement time**
- 22 Meeting closed to the public**
 - 22.1 Matters for which the meeting may be closed**
 - 22.2 Public reading of resolutions which may be made public**
- 23 Closure**