TOWN OF VICTORIA PARK

Ordinary Council Meeting

Minutes 15 April 2025

WE'RE OPEN
VIC PARK

An **Ordinary Council Meeting** was held at **6:30 PM** on **Tuesday 15 April 2025** in the **Council Chambers**, Administration Centre at 99 Shepperton Road, Victoria Park.

Her Worship the Mayor Karen Vernon
17 April 2025

Table of contents

Item	Page no
1 Declaration of opening	4
2 Announcements from the Presiding Member	4
3 Attendance	8
3.1 Apologies	8
3.2 Approved leave of absence	8
4 Declarations of interest	9
5 Public question time	10
5.1 Response to previous public questions taken on notice at Ordinary Council Meeting 18 March 2025	10
5.2 Response to previous public questions taken on notice at Agenda Briefing Forum 1 April 2025	10
5.3 Public question time	11
6 Public statement time	13
7 Confirmation of minutes and receipt of notes from any agenda briefing forum	13
8 Presentation of minutes from external bodies	14
9 Presentations	15
10 Method of dealing with agenda business	15
11 Chief Executive Officer reports	16
11.1 Council Resolutions Status Report - March 2025	16
11.2 Independent Committee Member	19
11.3 Council meeting dates 2025	23
11.4 Efficiencies in Council Agendas	27
12 Chief Community Planner reports	35
12.1 Consent to advertise draft revised Local Planning Policy 31 - Unhosted Short Term Rental Accommodation and Residential Buildings	35
13 Chief Operations Officer reports	46
13.1 Rutland Avenue - progress of advocacy for funding	46
13.2 21 Lichfield - Options and future use Business Case	50
13.3 TVP/24/22 FOGO Bin Supply Tender	60
13.4 TVP/24/21 Verge Collection and Processing Services Tender	66
13.5 Lathlain Park Zone 1, Precinct Redevelopment - Consideration of State Governments position on delivering the project.	77

14 Chief Financial Officer reports....83
14.1 Schedule of Accounts- February 2025....83
14.2 Financial Statements February 2025....87
14.3 TVP/24/38 Integrated Infringement Management System....91
15 Committee Reports....99
16 Applications for leave of absence....99
17 Motion of which previous notice has been given....99
17.1 Attendance at 2025 Australian Local Government Association National General Assembly, Canberra - Mayor Karen Vernon....99
18 Questions from members without notice....102
19 New business of an urgent nature introduced by decision of the meeting....102
20 Public question time....103
21 Public statement time....103
22 Meeting closed to the public....103
22.1 Matters for which the meeting may be closed....103
22.1.1 Contract Variation - CEO....103
22.1.2 Public reading of resolutions which may be made public....103
23 Closure....103

1 Declaration of opening

Mayor Karen Vernon opened the meeting at 6:30 pm.

Acknowledgement of Country

Cr Peter Devereux read out the 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 clause 39 of the *Town of Victoria Park Meeting Procedures Local Law 2019*, as the Presiding Member, I hereby give my permission for the administration to record proceedings of this meeting.

This meeting is also being live streamed on the Town's website. 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*.

Pursuant to Regulation 14C(2)(b) of the Local Government (Administration) Regulations 1996, I authorise Cr Peter Melrosa to attend the Ordinary Council meeting to be held on 15 April 2025, by the approved electronic means of MS Teams as I am satisfied that Cr Melrosa will be in suitable location from which to attend the meeting, and the equipment that the member intends to use to attend the meeting, are suitable for the member to be able to effectively engage in deliberations and communications during the meeting in accordance with Regulation 14C(5) of the Regulations.

Pursuant to Regulation 14CA(5) of the Regulations, Cr Melrosa has declared that they can maintain confidentiality during the meeting or the closed part of the meeting (as the case requires).

2.5 Mayor's report – April 2025

ANNOUNCEMENTS FROM THE PRESIDING MEMBER

We launched the Town's 10th Arts Season with the inaugural Arts & Culture Fest on Saturday 29 March at McCallum Park. A good crowd enjoyed an evening of live dance, music, story-telling of the history of the river accompanied by audiovisual projections and a light show on Boorloo Bridge. Thanks to the Town's staff led by Maryanne and Yvette, the Mindeera Advisory Group's member Roni Forrest and to Artist Sohan Gates for creating the cultural immersive original production in collaboration with Noongar elders Sandra Harben and Sharyn Egan.

The Town's amazing Bird Waterers (Cockitroughs) have been nominated for a National Award for Local Government in the Environmental Sustainability category. These Awards are run by the

Commonwealth Department of Infrastructure but voted on by the public. So I encourage everyone to get behind the Town and cast a vote online for our Bird Waterers. Voting closes on 28 April.

MAYOR'S REPORT – March to April 2025

On **19 March**, I attended the South East Metropolitan Regional Roads Sub-Group hosted by the City of Gosnells, where we discussed the progress of the Town's road renewal projects that are delivered through grant funding programs. This is where we get a gentle reminder from Main Roads if we are not meeting our targets.

That afternoon, the CEO and I attended a meeting of the Perth Inner City Group hosted by the City of South Perth. We had a presentation from the new CEO of the WA Chamber of Commerce and Industry and discussed potential opportunities for economic development that supports local economies.

On **20 March**, the CEO and I attended a meeting of the South East Corridor Councils Alliance hosted by the City of Gosnells. We had a presentation from the CEO of Western Power about their strategic priorities, distributed energy transition and opportunities for SECCA to achieve a net zero corridor.

On **21 March** I did a radio interview with RTR FM about the Arts & Culture Fest. That evening I attended the Victoria Park Xavier Hockey Club's Season Launch at the Perth Hockey Stadium.

On **26 March**, I did a live studio interview with Gary Adshead for ABC Radio called "In Your Backyard". That evening I attended a Mindarie Regional Council meeting.

On **27 March**, I did a radio interview with Ollie Peterson for 6PR to discuss Council's latest decision on Lathlain Park Zone 1.

On **29 March**, I opened the Town's inaugural Arts & Culture Fest held at McCallum Park to launch Arts Season.

On **3 April**, the CEO and I had a meeting with the CEO of VenuesWest to discuss Optus Stadium operations and future noise management. That afternoon I met with the General Manager of the Victoria Park Centre for the Arts, and visited the Town's annual Art Collection Exhibition. Later that day, the CEO, Manager of Stakeholder Relations and I had our regular Advocacy Priorities Progress meeting to discuss our Federal election advocacy.

On **5 April**, I attended the DBCA's River Guardians Festival in South Perth to promote the start of the WA Tree Festival along with the Mayors of South Perth, Vincent, Armadale, Cockburn, East Fremantle and the Deputy Lord Mayor of Perth.

On **8 April**, I joined students and their grandparents of Southbank Montessori in East Victoria Park for an Intergenerational Green Thumb Day including storytime and planting trees, shrubs, fruit and vegetables with the East Vic Park Bunnings crew.

On **9 April**, I attended the Millen Primary School ANZAC Day Assembly. That afternoon, the CEO and I met with the Vice Chancellor of Curtin University to discuss Curtin's continuing expansion, the LG Curtin Strategy Group and opportunities to work together.

On **10 April**, I attended a Budget and Strategy Workshop for Mindarie Regional Council.

On **11 April**, I attended a Business News Leadership Matters Breakfast as a guest of Curtin University, who sponsored the event.

On **12 April**, I held Share with the Mayor at the Library.

3 Attendance

Mayor	Ms Karen Vernon
Banksia Ward	Cr Claire Anderson Cr Peter Devereux Cr Peter Melrosa (Online) 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 Operations Officer	Ms Natalie Adams
Chief Financial Officer	Mr Duncan Olde
Chief Community Planner	Mr David Doy
Manager Governance and Strategy	Ms Bernadine Tucker
Coordinator Governance and Strategy	Mr Jordan McDermott
Manager Assets & Environment	Mr John Wong
Meeting Secretary	Ms Winnie Tansanguanwong
Public liaison	Ms Sarah Vader
Public	4

3.1 Apologies

Nil.

3.2 Approved leave of absence

Nil.

4 Declarations of interest

4.1 Declarations of financial interest

21.1.1 Contract Variation - CEO	
Mr Carl Askew	Relates to my contract of employment

4.2 Declarations of proximity interest

Nil.

4.3 Declarations of interest affecting impartiality

11.4 Efficiencies in Council Agendas	
Cr Sky Croeser	I have discussed this item with members of the community.

13.1 Rutland Avenue - progress of advocacy for funding	
Cr Sky Croeser	I have discussed this item with members of the community.
Cr Peter Devereux	I have spoken to and heard from a number of residents who are deeply concerned about the impact of cars on the safety of pedestrians and cyclists on Rutland Ave and other nearby streets.
Cr Daniel Minson	I have had communications with local residents about the Town's advocacy for funding this project.
Mayor Karen Vernon	I have had communications with local residents about the Town's advocacy for funding this project.

13.2 21 Lichfield - Options and future use Business Case	
Cr Sky Croeser	I have discussed this item with members of the community

13.4 TVP/24/21 Verge Collection and Processing Services Tender	
Cr Sky Croeser	I have discussed the non-confidential elements of this item with members of the community.

13.5 Lathlain Park Zone 1, Precinct Redevelopment - Consideration of State Governments position on delivering the project.	
Cr Sky Croeser	I have discussed this item with members of the community.

17.1 Attendance at 2025 Australian Local Government Association National General Assembly, Canberra - Mayor Karen Vernon	
Mayor Karen Vernon	I am the person seeking Council's approval to attend the NGA.

5 Public question time

5.1 Response to previous public questions taken on notice at Ordinary Council Meeting 18 March 2025

Vince Maxwell, Victoria Park

1. At the June 2021 Ordinary Council Meeting, a decision was made to pay $7.2 million for a contract. In response to my previous question, the Town confirmed in tonight's agenda that the Future Fund was repurposed in August 2021 to cover this cost. Did the decision take in June 2021 included the use of the Future Fund for this payment?

No. The June 2021 decision was to extend the bin pickup contract with Cleanaway, within the contract terms.

5.2 Response to previous public questions taken on notice at Agenda Briefing Forum 1 April 2025

Eugenie Stockmann, Lathlain

1.*Referring to paragraph 6 in the item 13.1 Rutland Avenue - progress of advocacy for funding, who were the community members and how were they selected?*

The community members approached the Town and asked for ways to progress or support advocacy efforts. They were not selected by the Town. Advocacy documentation and guidance (as attached to the item) was provided in order to help support the Towns advocacy efforts based on the endorsed council decision of a 2-way road.

4. *The Chief Operations Officer took the question on notice regarding the outcome of the Rutland Avenue - Lathlain - Traffic Calming community engagement.*

Consultation Summary:

170 responses received:

- 45.3% for the proposal
- 44.1% Against the proposal
- 10.6% No position provided

22 responders live on Rutland Avenue (148 do not)

- 11 People who live on Rutland are in favour of the installation
- 8 residents who live on Rutland are against the installation
- 3 resident of Rutland Avenue did not advise if they were for or against

Two of the undecided people did not indicate their level of support but mentioned where the speedhumps would work better.

Of the 18 or 10.6% undecided:

- 15 do not live on Rutland Avenue
- 3 live on Rutland Avenue
- 5 made no comments at all

The detailed comments were all traffic management solutions (according to responder) and observations on traffic/speeding/the need for traffic calming and e-scooters/bikes

11 responses referenced the station and lack of traffic calming in this location.

Moving forward, the current focus is on addressing key locations where the most significant safety concerns have been identified. The Town recommends implementing safety and traffic calming measures at the following critical locations:

- Red Castle Apartments bend
- Kitchener Pedestrian Bridge
- Victoria Park Train Station

5.3 Public question time

Public question time opened at 6:43 pm.

Sam Zammit, St James

1. *The Town usually provides a Welcome to Country or Acknowledgement of Country. On 11 February, the Town paid $1,100 to an individual. Is this an appropriate and reasonable use of ratepayers' money?*

The Chief Community Planner advised that Welcome to Country mentioned by Mr Zammit was part of the International Women's Day event. It is a significant occasion, and having the Welcome to Country performed by a Whadjuk Balardong Noongar woman, was an important and meaningful inclusion, both for the event itself and as part of the Town's Reconciliation Action Plan.

Mayor Vernon advised that the Chief Community Planner highlighted the Town's Innovate Reconciliation Action Plan includes a strategic objective to ensure a Welcome to Country or Acknowledgement of Country is delivered at significant Town events. While council meetings feature acknowledgements shared by elected members (noting that none are Noongar Elders), the Town engages qualified Aboriginal Elders to perform Welcome to Country at key events. These Elders may request a fee for their services, though not all do. The Town values, as outlined in our reconciliation commitments, having culturally appropriate ceremonies at important events, delivered by those qualified to do so.

Will this be a one-off expense, or is it likely to be a recurring cost?

Mayor Vernon advised that the Town has a longstanding practice of engaging Aboriginal Elders to perform Welcome to Country at various events throughout the year. This practice is aligned with our Reconciliation Action Plan and reflects our commitment to honour and respect First Nations people. Moving forward, we expect to continue engaging Elders in this way.

2. *Over the past year, the Ratepayers Association has contacted several elected members but in most cases, we have not received a response or acknowledgement. I recently left a message for a councillor, but after two weeks, still no reply. This raises concerns about whether elected members are fulfilling their responsibilities to the community.*

Mayor Vernon advised that she cannot speak on behalf of other elected members. Mr Zammit will need to direct those questions to them regarding why they may or may not be responding to his inquiries or calls. Mayor Vernon encouraged Mr Zammit to speak directly with any councillors before or after council meetings.

3. *I called last week about a recurring dust issue, the customer relations said they could not reach anyone in health or the rangers because they were at a conference. Shouldn't some staff remain available for urgent issues instead of attending a conference?*

The Chief Executive Officer advised that he is not aware of the details of the conference that Mr Zammit was referring to. The Chief Executive Officer offered to look into it further.

Mr Zammit made a statement about concerns about dust control and staff availability during the conference.

Vince Maxwell, Victoria Park

1. *This chart does not show the full $60 million Capital Works program, as the scale only goes to $40 million. The Town has reduced the gap by pushing back completion dates, but still $19 million behind. Do you still believe the program is on track to finish the $60 million this year?*

The Chief Financial Officer advised that as mentioned in previous responses, some capital works are in doubt, such as Lathlain, which is a $20 million project and will not be completed this year. Similarly, the $10 million Edward Millen project will not be finished by year-end, although it is still under construction. While the analysis has not been fully completed, most projects are on track, but some will likely require budget variations by year-end.

2. *At the start of the year, I predicted only $12 million in capital works would be completed. By February, $7 million had been done. With three months left, how much of the remaining $53 million is expected to be carried forward next year?*

The Chief Financial Officer took the question on notice.

3. *This year, nearly $23 million in unfinished projects were carried over, plus $33 million in new works. Despite an 8% rate increase to fund this, much of the money sits idle while the backlog grows. At this rate, it will take four years to clear $50 million in projects. Are you still planning to stick with the corporate business plan and impose an 11% rate increase this year?*

Mayor Vernon advised that council is currently holding budget workshops, and we've just completed the first one covering the capital works program. The final answer will come when the budget is adopted. We're

aware of the carry forwards and the long-term financial plan, and these will be considered in the final decision. However, I can't provide further details until the remaining budget workshops are concluded by the end of June.

Rose Kamarudin, Lathlain

1. *I have been informed that the state government is unwilling to provide the $10.6 million needed for the 900-meter separate path along Rutland Avenue. The Town already has $4.7 million from the Department of Transport. Can you clarify whether the advocacy efforts now focused on securing the full $10.6 million or the remaining $5.9 million to match the original funding amount?*

Mayor Vernon clarified that we are advocating for the balance, not the $4.7 million the state has already committed. The state has already agreed to fund that amount. Our focus is on securing the remaining funds needed for the project.

2. *Has the state government responded to any advocacy efforts so far? I understand the election makes it difficult to get a clear answer, but has there been any indication or a more official response?*

The Strategic Project Manager advised that the Department of Transport has confirmed that the current funding is included in their next financial year budget, so the commitment remains. However, the Town has not received any formal indication as to the Town's previous advocacy efforts for the shortfall.

Mayor Vernon advised that she and the Chief Executive Officer has met with State Member Hon. Hannah Beazley on 25 February 2025. The meeting was focused on Town advocacy priority projects, and we spent much of the time discussing Rutland Avenue. Hon Beazley supported the community's stance on keeping Rutland Avenue two-way. Hon Beazley also indicated that the state government's overall budget for the long-term bicycle network and projects such as the PSP throughout the metropolitan area does have a defined amount of money. However, at the time we were meeting with her it was already the caretaker period for the state government. So, Hon. Beazley was not in a position to obtain any further information from us at that stage from people like the Department of Transport. Hon. Beazley assured us advocacy would continue post-election, and we are seeking a follow-up meeting to discuss further. Although there has been no formal endorsement yet, our advocacy remains ongoing.

Public question time closed at 7.10pm.

6 Public statement time

Vince Maxwell, Victoria Park

Made a statement about request for transparency regarding the Council Resolution report in the agenda.

Amber Douglas, Lathlain

Made a statement thanking the Town's advocacy efforts for Rutland Avenue.

Public statement time closed at 7.14pm.

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

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (62/2025):

Moved: Cr Claire Anderson **Seconded:** Cr Jesse Hamer

That Council:

1. Confirms the minutes of the Ordinary Council Meeting held on 18 March 2025.
2. Confirms the minutes of the Special Council Meeting held on 25 March 2025.
3. Receives the notes of the Agenda Briefing Forum held on 1 April 2025.
4. Receives the notes from Access and Inclusion Advisory Group held on 5 March 2025.
5. Receives the notes from Hockey Working Group held on 13 March 2025.
6. Receives the notes from Mindeera Advisory Group held on 02 April 2025.

Carried (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Sky Croeser, Cr Peter Devereux, Cr Jesse Hamer, Deputy Mayor Bronwyn Ife, Cr Peter Melrosa, Cr Lindsay Miles and Cr Daniel Minson

Against: Nil

8 Presentation of minutes from external bodies

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (63/2025):

Moved: Cr Peter Devereux **Seconded:** Cr Daniel Minson

That Council:

1. Receives the minutes of Metro Inner Development Assessment Panel held on 25 February 2025.

Carried (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Sky Croeser, Cr Peter Devereux, Cr Jesse Hamer, Deputy Mayor Bronwyn Ife, Cr Peter Melrosa, Cr Lindsay Miles and Cr Daniel Minson

Against: Nil

9 Presentations

9.1 Petitions

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (64/2025):

Moved: Mayor Karen Vernon **Seconded:** Cr Jesse Hamer

That Council:

1. Receives the petition from petitioner Amanda Sgambelluri requesting that the Council abandon the current proposal to change parking restrictions along the length of Huberth St (between Miller and Mint St) and look to other alternatives in consultation with the residents in this section of the street. These alternatives should discourage non-residents from parking in or driving through this section of Hubert St.
2. Request the Chief Executive Officer to respond to the petition

3. Request the Chief Executive Officer to advise Amanda Sgambelluri in writing of the date that Administration will present to Council the officer report in relation to the petition.

Carried (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Sky Croeser, Cr Peter Devereux, Cr Jesse Hamer, Deputy Mayor Bronwyn Ife, Cr Peter Melrosa, Cr Lindsay Miles and Cr Daniel Minson

Against: Nil

9.2 Presentations

Nil.

9.3 Deputations

Nil.

10 Method of dealing with agenda business

COUNCIL RESOLUTION (65/2025):

Moved: Mayor Karen Vernon **Seconded:** Cr Claire Anderson

That the following items be adopted by exception resolution, and the remaining items be dealt with separately.

11.1 Council Resolutions Status Report - March 2025

11.2 Independent Committee Member

11.3 Council meeting dates 2025

12.1 Consent to advertise draft revised Local Planning Policy 31 - Unhosted Short Term Rental Accommodation and Residential Buildings

13.2 21 Lichfield - Options and future use Business Case

14.3 TVP/24/38 Integrated Infringement Management System

21.1.1 Contract Variation - CEO

Carried (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Sky Croeser, Cr Peter Devereux, Cr Jesse Hamer, Deputy Mayor Bronwyn Ife, Cr Peter Melrosa, Cr Lindsay Miles and Cr Daniel Minson

Against: Nil

11 Chief Executive Officer reports

11.1 Council Resolutions Status Report - March 2025

Location	Town-wide
Reporting officer	Governance Officer
Responsible officer	Manager Governance and Strategy
Voting requirement	Simple majority
Attachments	1. Outstanding Council Resolutions Report March 2025 [**11.1.1** - 31 pages] 2. Completed Council Resolutions Report March 2025 [**11.1.2** - 10 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 27 February 2025 to 27 March 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.

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (66/2025):

Moved: Mayor Karen Vernon **Seconded:** Cr Claire Anderson

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.

Carried by exception resolution(9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Sky Croeser, Cr Peter Devereux, Cr Jesse Hamer, Deputy Mayor Bronwyn Ife, Cr Peter Melrosa, Cr Lindsay Miles and Cr Daniel Minson

Against: Nil

11.2 Independent Committee Member

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

Summary

This report provides information regarding the resignation of Ms Tracy Destree, an independent committee member for the Audit and Risk Committee.

Recommendation

That Council:

1. Notes the resignation of Ms Tracy Destree from the Audit and Risk Committee and thanks her for her contribution to the Town.
2. Agrees not to fill the vacancy on the Audit and Risk Committee until October 2025, unless legally required to do so.

Background

1. The Audit and Risk Committee is a standing committee of Council.
2. On 30 October 2023, Council appointed two independent Committee members to the Audit and Risk Committee for a two-year term, expiring on 18 October 2025.
3. Policy 025 – Independent Committee Members states that:

   At least three (3) months prior to the expiry of the terms of the existing independent committee members, or on any vacancy, the Chief Executive Officer in consultation with the committee presiding member shall determine:

   a. the selection criteria for applicants based upon the skills knowledge and experience set out in the committees terms of reference,

   b. the advertisements to be issued and the medium of distribution, and

   c. the dates for the selection process
4. On Tuesday 21 January 2025, independent Committee Member, Ms Tracy Destree, resigned from her position creating a vacancy.

Discussion

5. The Audit and Risk Committee has three remaining meetings scheduled for 2025: Monday 14 April; Monday 14 July; and Monday 13 October.
6. Should the Town commence the recruitment for an independent committee member in accordance with Policy 025, it is likely that a successful candidate will not be appointed until after May 2025. This

means that the successful candidate is likely to attend one Audit and Risk Committee as all appointments to the committee expire on the 'next ordinary election day', which is 18 October 2025.

7. Policy 025 provides that at least three months prior to the expiry of existing independent committee members term, the recruitment process for independent members is to commence. As such, recruitment for the two independent committee member positions to the Audit and Risk Committee is likely to start in July 2025.
8. The Council can consider filling this vacancy up until 18 October 2025 (in line with the ordinary local government elections), or to keep the position vacant.
9. It is important to consider that significant changes are proposed to be made to the *Local Government Act 1995*. These proposed changes include amendments to the composition of local government Audit Committees.
10. Although one change relates to renaming these committees to be an Audit, Risk and Improvement Committee, the more significant proposed changes are:
    - The presiding member of the audit, risk and improvement committee cannot be a council member of the local government or of any other local government.
    - Any deputy presiding member of the audit, risk and improvement committee cannot be a council member of the local government or of any other local government.
    - The local government must appoint a person under section 5.11A to be a deputy of the presiding member of the audit, risk and improvement committee.
11. It is unknown when these changes are likely to come into effect.
12. Given the timings for recruiting another independent member, and the membership expiring in October 2025, it is recommended to not to fill the vacancy on the Audit and Risk Committee unless the proposed changes to the Local Government Act 1995 come into effect. Should this occur before October 2025, another report will be provided to Council on the available options.

Legal and policy compliance

Section 86 and 87 of the Local Government Amendment Act 2024

Policy 025 Independent committee members

Financial implications

Current budget impact	The current budget accommodates meeting fees and reimbursement of expenses. Although there is no budget for the recruitment of an independent committee member, this cost can be carried within the normal budget allocation.
Future budget impact	Not applicable

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial			Low	
Environmental			Medium	
Health and safety			Low	
Data, Information Technology and Cyber			Medium	
Assets			Medium	
Compliance Breach			Low	
Reputation			Low	
Service delivery interruption	Not having 2 independent committees members may impact on service delivery if legislative changes to Audit and Risk Committees are implemented.		Medium	Treat the risk by monitoring legislative changes and provide reports to Council on available options.

Engagement

Internal engagement	
Stakeholder	Comments
Nil	

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	The Audit and Risk Committee can continue to operate with one independent Committee Member. Resources are better used to recruit for both independent committee member positions for October 2025.

Further consideration

Not applicable.

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (67/2025):

Moved: Mayor Karen Vernon **Seconded:** Cr Claire Anderson

That Council:

1. Notes the resignation of Ms Tracy Destree from the Audit and Risk Committee and thanks her for her contribution to the Town.
2. Agrees not to fill the vacancy on the Audit and Risk Committee until October 2025, unless legally required to do so.

Carried by exception resolution (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Sky Croeser, Cr Peter Devereux, Cr Jesse Hamer, Deputy Mayor Bronwyn Ife, Cr Peter Melrosa, Cr Lindsay Miles and Cr Daniel Minson

Against: Nil

11.3 Council meeting dates 2025

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 20 August 2024, Council endorsed the Agenda Briefing Forum and Ordinary Council Meeting dates for 2025. However, this report did not consider the timing of the 2025 ordinary local government elections. This report seeks to amend the meeting dates for the Agenda Briefing Forum and Ordinary Council Meeting for October 2025, to make them one week earlier, and to include a Special Council Meeting for the appointment of Elected Members to Committees of Council, external bodies, advisory and working groups, and independent members to the Audit and Risk Committee.

Recommendation

That Council:

1. Amends the Agenda Briefing Forum date listed for Tuesday 7 October 2025, to be Tuesday 30 September 2025.
2. Amends the Ordinary Council Meeting date listed for Tuesday 21 October 2025, to be Tuesday 14 October 2025.
3. Agrees to hold a Special Council Meeting on Monday 3 November 2025.

Background

1. At the Ordinary Council Meeting held on 13 November 2018, Council resolved to continue to hold Agenda Briefing Forums on the first Tuesday of the month and Ordinary Council Meeting on the third Tuesday of the month.
2. At the Ordinary Council Meeting held 20 August 2024, Council endorsed the Agenda Briefing Forum and Ordinary Council Meeting dates for 2025.
3. The Agenda Briefing Forum for October is currently scheduled to be Tuesday 7 October 2025.
4. The Ordinary Council Meeting for October is currently scheduled to be Tuesday 21 October 2025.
5. However, the ordinary local government election is scheduled to be held on Saturday 18 October 2025, between the two meeting dates. This means that the current Council will be invited to the Agenda Briefing Forum, and the new Council invited to the Council meeting. As such, the new Council would not have had the opportunity to ask questions on items on an Agenda at a Briefing Forum.

Discussion

6. September 2025 has five Tuesdays in the month. Therefore, by moving the Agenda Briefing Forum to the last Tuesday in September, and the Ordinary Council Meeting to the second Tuesday in October (moving both meeting dates one week earlier), the current Council can conclude Council business before the local government election.

7. Following the local government election on Saturday 18 October 2025, the swearing in ceremony and training for the new Council can occur.
8. A Special Council Meeting is proposed to be held on Monday 3 November 2025 for the appointment of Elected Members to Committees of Council, external bodies, advisory and working groups, and

independent members to the Audit and Risk Committee. The timing between the local government election and this proposed Special Council Meeting will allow sufficient time for Elected Members to determine which appointments to nominate for.

9. Any changes to the Council meeting dates, and the holding of a Special Council Meeting following the ordinary local government election, 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

Policy 051 - Agenda Briefing Forum, Concept Forum and Workshops

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	By having an Agenda Briefing Forum and the Ordinary Council Meeting attended by two different Elected Member groups may have consequences on the delivery of Council business.	Medium	Treat the risk by having the Agenda Briefing Forum and the Ordinary Council Meeting attended by the same Elected Member Group by moving the dates of the meetings.

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.

Further consideration

Not applicable.

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (68/2025):

Moved: Mayor Karen Vernon **Seconded:** Cr Claire Anderson

That Council:

1. Amends the Agenda Briefing Forum date listed for Tuesday 7 October 2025, to be Tuesday 30 September 2025.
2. Amends the Ordinary Council Meeting date listed for Tuesday 21 October 2025, to be Tuesday 14 October 2025.
3. Agrees to hold a Special Council Meeting on Monday 3 November 2025.

Carried by exception resolution(9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Sky Croeser, Cr Peter Devereux, Cr Jesse Hamer, Deputy Mayor Bronwyn Ife, Cr Peter Melrosa, Cr Lindsay Miles and Cr Daniel Minson

Against: Nil

11.4 Efficiencies in Council Agendas

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

Summary

This report relates to finding efficiencies in Council processes and recommends changes be made to the reporting requirements contained within Council Agendas. It is recommended that changes be made to Item 7 – Confirmation of minutes and receipt of notes from an agenda briefing, Item 8 - Presentation of Minutes from External Bodies, and the Council report relating to the Outstanding and Completed Council Resolutions Report.

Recommendation

That Council:

1. Agrees that Item 7 - Confirmation of minutes and receipt of notes from any agenda briefing forum, provided in a Council Agenda is for Minutes of Council meetings and notes from Agenda Briefing Forums only.
2. Agrees to remove Item 8 - Presentation of Minutes from External Bodies from the Council Agenda.
3. Agrees that the Outstanding Council Resolutions Report and Completed Council Resolutions Report are no longer required to be reported to Council.
4. Notes that an Outstanding Council Resolutions Report will be regularly published on the Councillor Portal.
5. Notes that the Minutes from Town working groups and Committees of Council are available on the Town's website.

Background

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

1. Clause 22 - Order of Business, in the Meeting Procedures Local Law 2019, provides at item (1)(g) that "confirmation of minutes and receipt of notes from any agenda briefing forum" are to be considered by Council.
2. Item 7 on the Council Agenda is for Council to confirm the Minutes and receive the notes from any Agenda Briefing Forum. The Minutes relate to the Council Minutes from the previous meeting (Ordinary and Special Council Meetings) and the notes relates to those taken at an Agenda Briefing Forums held immediately prior to that Council meeting.
3. In June 2020, item 7 included the notes of the COVID-19 Response Working Group, and from thereon, it appears as though other items, such as the notes from advisory and working groups have also been presented.

Item 8 - Presentation of Minutes from External Bodies

4. At the Special Council Meeting held on 29 October 2019, Council resolved "to have the minutes or records of meetings of all external bodies (except those private organisations who do not agree for confidentiality reasons) presented and received by Council each month at the OCM". This was done "to ensure that all elected members and the community are kept regularly up to date on the activities of these committees".
5. In the report provided to the Ordinary Council Meeting held 17 December 2019, it was suggested that an item be added to the order of business to allow for the minutes of those meetings to be included in the Council agenda without having to prepare a report each time.
6. At that meeting, it was subsequently resolved that Council (in part):

   "Resolves to add 'Presentation of minutes from external bodies' to the order of business for all future Ordinary Council Meetings".
7. Since 2020, all the Minutes from the following organisations have been received by Council and their Minutes included as an attachment in the associated Council report:
   - Catalina Regional Council meetings
   - Metro Central Joint Development Assessment Panel meetings
   - Metro Inner-South Joint Development Assessment Panel meetings
   - Mindarie Regional Council meetings
   - Municipal Waste Advisory Council meetings
   - Tamala Park Regional Council meetings
   - WALGA Annual General Meeting
   - WALGA South East Metropolitan Zone meetings
   - WALGA State Council meetings

Outstanding Council Resolutions Report and Completed Council Resolution Report

8. At the ordinary Council Meeting held 20 July 2021, Council resolved that the CEO be requested:
   1. To introduce a Status Report on Council Resolutions to be an agenda item for every Ordinary Council Meeting, which covers ordinary resolutions, resolutions on elected member motions, and resolutions approving action on electors' motions;
   2. To report to Council at the August Council meeting on implementing such a report, including how it will be included in the agenda, and a template for the format of the Status Report.
9. Following this resolution, a report was provided to the 17 August 2021 Ordinary Council Meeting where Council subsequently resolved to:
   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.
10. The outstanding Council resolutions report and the completed Council resolution report have since been reported to Council as a Chief Executive Officer Report.

Discussion

11. Recently, a discussion was held with Elected Members on opportunities to find efficiencies in processes. Governance and Strategy have examined the Council meeting process and identified a number of areas where efficiencies can be made.

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

12. Item 7 in Council Agendas have progressed beyond the Minutes of a Council meetings and notes from Agenda Briefing forums, to now include Minutes and notes from other Committees, advisory and working groups. These items include:
    - Access and Inclusion Advisory Group Meetings
    - Annual Meeting of Electors
    - Audit and Risk Committee meetings
    - Business Advisory Group meeting
    - CEO Recruitment and Performance Review Committee meetings
    - COVID-19 Response Working Group
    - Hockey Working Group meeting
    - Integrated Transport Working Group
    - Lathlain Park Advisory Group meeting
    - Lathlain Precinct Advisory Group
    - Lathlain Precinct Redevelopment Project Zone 1 Community and Sport Club Facility Advisory Group
    - Macmillan Precinct Masterplan working group
    - Mindeera Advisory Group meetings
    - Policy Committee
    - Urban Forest Strategy Implementation Working Group meetings
13. On occasion, Item 7 has included up to 8 different Minutes and notes for Council to confirm or receive.
14. The actual Minutes and notes from all these groups are then included as attachments in the Council Agenda which takes time for staff to compile.
15. The scope of item 7 has now been extended to other items beyond the intent of this order of business.
16. Minutes from Council's Committee Meetings are presented to the next Committee meeting for confirmation. Council only confirm Council meetings minutes.
17. The Minutes and notes from all these groups already appear on the Town's website. There is no deliberation and no decision making to be made on these extra items as they are for noting or receiving only. As such, it is not considered necessary to include these in a Council Agenda.

Item 8 - Presentation of Minutes from External Bodies

18. To prepare a Council report with the Minutes from external bodies, the Governance staff must go onto each organisation's website and locate their confirmed minutes. Governance staff search these organisations websites approximately two times per month to find any available Minutes. The Minutes are not automatically provided to the Town following one of these meetings. Constant searching for available Minutes is having an impact on the efficient use of staff time.

19. Importantly, not all external bodies publish Minutes of their meetings. For example, the Perth Airport Municipalities Group and the Burswood Park Board Minutes are not publicly available. As such, Elected Members and the community are not kept regularly up to date on the activities of these committees.

20. In the Council Agenda at Item 8 - Presentation of Minutes from external bodies, the officer recommendation is for Council to receive those Minutes. There is no deliberation and no decision making to be made on this item as the items are presented for receiving only.

21. Additionally, there is a risk that Minutes from these external organisations, reproduced in the Council Minutes and published on our website, may be incorrect or subject to legal challenges that the Town is unaware of. Although this risk may be a low, a better solution would be to provide a link on the Town's website to the minutes of these other organisations instead.

Outstanding Council Resolutions Report and Completed Council Resolution Report

22. At each Council meeting, resolutions are made on items on the agenda. The Minutes from each Council meeting capture the resolutions made with each being given a resolution number for easy identification and reference.

23. To include an outstanding and completed Council resolutions report in an Agenda, staff are required to run reports in DocAssembler. Although running a report is not difficult, these reports are not in an easy to read format. These reports require extensive formatting which impacts on available staff time. Once formatted, these reports are uploaded to DocAssembler as attachments and an officer report drafted.

24. There is no deliberation and no decision making to be made as Council are only noting these reports.

25. It is suggested that an Outstanding Council Resolution Report be provided on the Councillor portal so that elected members are still able to see which items are outstanding. This then allows an opportunity for Councillors to ask questions, at any time, on outstanding items through the Councillor enquiry process rather than having to wait for a Council meeting to do so. This is considered more efficient and beneficial for Councillors.

Council business and meeting agendas

26. Under section 2.10 of the *Local Government Act 1995*, the role of a Councillor is to participate in the deliberation and decision-making of the local government at council and committee meetings.

27. According to the Guide for Meetings published by the Department of Local Government, Sport and Cultural Industries, a Council comes together to make decisions for the good governance of the community they serve. The Agenda's drive the council meetings and the minutes record the decision-making process and the actual decisions.

    "With well-structured agendas, a council can have efficient and effective meetings that produce good decisions that are made following analysis of sound advice and constructive debate. At the end of such meetings, those involved should be satisfied that the local government and community have gained maximum benefit from the valuable time that has been contributed. A well-structured agenda is focused towards decision-making and does not include superfluous information or items."

28. The Inclusion of Minutes and notes from other Committees, advisory and working groups, along with the Minutes from external bodies and Outstanding Council Resolutions Reports and Completed Council Resolution Reports, do not require a constructive debate or decision-making and could be regarded as superfluous information.

29. It takes considerable staff time to compile these three reports and add attachments. At present, it takes governance staff approximately two full days to compile and upload a Council Agenda for Council and the public. This includes the Agenda settlement process, following up on items, formatting and publishing.

30. Given the extensive staff time taken to publish an Agenda, and that these three items aren't requiring a Council decision, it is recommended that these items be remove from future Council Agendas to promote efficiency for staff and Council.

Relevant documents

A Guide to Meetings

Legal and policy compliance

Local Government Act 1995

Financial implications

Current budget impact	Nil.
Future budget impact	Not applicable.

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial			Low	
Environmental			Medium	
Health and safety			Low	
Data, Information Technology and Cyber			Medium	
Assets			Medium	
Compliance Breach	Attaching Minutes from external organisations to Council Agenda's has a risk that they may be incorrect or subject to legal challenges which the Town is unaware of.		Low	Treat the risk by providing a link to the external organisations websites instead.
Reputation			Low	
Service delivery interruption	Compiling three reports and adding attachments to Council Agendas is taking considerable staff time and taking staff away from other necessary tasks.		Medium	Treat the risk by removing the need to compile these reports in a Council Agenda so that available staff time can be better used elsewhere.

Engagement

Internal engagement	
Stakeholder	Comments
Governance and Strategy	Governance and Strategy staff have been consulted on this report.

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	Effectively using available staff time to focus on important priorities.

Further consideration

At the Agenda Briefing Forum meeting held on 1 April 2025, the Mayor identified that not all Minutes from external organisations as described in paragraph 7, were attached to the Council Agenda.

OFFICER RECOMMENDATION

Moved: Cr Daniel Minson **Seconded:** Cr Claire Anderson

That Council:

1. Agrees that Item 7 - Confirmation of minutes and receipt of notes from any agenda briefing forum, provided in a Council Agenda is for Minutes of Council meetings and notes from Agenda Briefing Forums only.
2. Agrees to remove Item 8 - Presentation of Minutes from External Bodies from the Council Agenda.
3. Agrees that the Outstanding Council Resolutions Report and Completed Council Resolutions Report are no longer required to be reported to Council.
4. Notes that an Outstanding Council Resolutions Report will be regularly published on the Councillor Portal.
5. Notes that the Minutes from Town working groups and Committees of Council are available on the Town's website.

AMENDMENT (69/2025):

Moved: Cr Sky Croeser **Seconder:** Deputy Mayor Bronwyn Ife

That points 3 and 4 of the recommendation be deleted.

Carried (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Sky Croeser, Cr Peter Devereux, Cr Jesse Hamer, Deputy Mayor Bronwyn Ife, Cr Peter Melrosa, Cr Lindsay Miles and Cr Daniel Minson

Against: Nil

Reason:

The presentation of completed and outstanding resolutions serves an important purpose in allowing the public to easily keep track of how the Town is performing when it comes to acting on council resolutions. Although the Resolutions Register is useful for looking up specific resolutions, it does not allow the public to easily see which resolutions have not yet been implemented, or which resolutions might have been recently completed.

AMENDMENT (70/2025):

Moved: Mayor Karen Vernon **Seconder:** Cr Peter Devereux

1. That point 2 of the officer recommendation be amended to read:

Agrees that Item 8 - Presentation of Minutes from External Bodies in the Council Agenda is limited to the minutes of meetings of Mindarie Regional Council, Catalina Regional Council and the WALGA South East Metropolitan Zone.

2. That point 5 of the officer recommendation be deleted.

Carried (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Sky Croeser, Cr Peter Devereux, Cr Jesse Hamer, Deputy Mayor Bronwyn Ife, Cr Peter Melrosa, Cr Lindsay Miles and Cr Daniel Minson

Against: Nil

Reason:

The Town is a shareholder in each of Mindarie Regional Council (MRC) and Catalina Regional Council (CRC), and 2 elected members sit on their governing bodies making decisions that impact on the Town's strategic objectives, service delivery and finances. There is considerable merit in continuing to receive the minutes of MRC and CRC meetings in the interests of transparency and accountability.

Although WALGA South East Metro Zone is not a statutory body and has no capacity to impact the Town's service delivery or finances, it is a representative entity with 2 elected members appointed to it, and it considers matters of policy and strategy that may be of importance to the Town.

Continuing to receive the minutes of these 3 external bodies at Council meetings ensures that all elected members and the community are kept regularly up to date on the actions of these bodies.

Limiting the minutes of external bodies to only these 3 will reduce the workload for staff who will not have to search for minutes of the other 6 external bodies identified in the officer's report.

There is no need to note that minutes or notes of advisory and working groups are available on the Town's website.

AMENDED OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (71/2025):

Moved: Cr Daniel Minson **Seconded:** Cr Claire Anderson

That Council:

1. Agrees that Item 7 - Confirmation of minutes and receipt of notes from any agenda briefing forum, provided in a Council Agenda is for Minutes of Council meetings and notes from Agenda Briefing Forums only.

2. Agrees that Item 8 - Presentation of Minutes from External Bodies in the Council Agenda is limited to the minutes of meetings of Mindarie Regional Council, Catalina Regional Council and the WALGA South East Metropolitan Zone.

Carried (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Sky Croeser, Cr Peter Devereux, Cr Jesse Hamer, Deputy Mayor Bronwyn Ife, Cr Peter Melrosa, Cr Lindsay Miles and Cr Daniel Minson
Against: Nil

12 Chief Community Planner reports

12.1 Consent to advertise draft revised Local Planning Policy 31 - Unhosted Short Term Rental Accommodation and Residential Buildings

Location	Town-wide
Reporting officer	Coordinator Urban Planning
Responsible officer	Manager Development Services
Voting requirement	Simple majority
Attachments	1. Draft revised LPP 31 - Unhosted Short-Term Rental Accommodation and Residential Buildings [**12.1.1** - 13 pages] 2. Current LPP 31 - Serviced Apartments and Residential Buildings Including Short Term Accommodation [**12.1.2** - 13 pages] 3. Current LPP 31 Management Plan Template [**12.1.3** - 3 pages]

Summary

The purpose of this report is to seek consent to commence public advertising of draft amended Local Planning Policy 31 'Unhosted Short Term Rental Accommodation and Residential Buildings' (LPP31). The policy is formerly known as LPP31 - 'Serviced Apartments and Residential Buildings including Short Term Accommodation'.

Recommendation

That Council:

1. Consent to the advertising of draft Local Planning Policy 31 'Unhosted Short Term Rental Accommodation and Residential Buildings' (as contained in Attachment 1) for public comment for a minimum period of 21 days.
2. Requests the Chief Executive Officer to provide a further report to Council that summarises and responds to any submissions received during the public advertising period along with a recommendation on whether to adopt draft Local Planning Policy 31 'Unhosted Short Term Rental Accommodation and Residential Buildings' with or without modifications.

Background

1. It is important that regular reviews of Local Planning Policies (LPPs) are undertaken to ensure that they remain current, consistent with contemporary legislation and relevant to achieving the Town's strategic objectives.
2. The Town's schedule for reviewing Local Planning Policies forms part of the Scheme and Policies Sub-Program in the Town's Planning Program, which is the delivery mechanism for the Local Planning Strategy.
3. Short-term rental accommodation (STRA) refers to the practice of renting out a property for a relatively short period of time, usually on a nightly basis. This type of accommodation is usually booked through online platforms and is popular among travellers and visitors seeking temporary lodging.

4. Residential Buildings refers to properties which have seven or more unrelated persons (excluding a single family) permanently residing at an address. It usually caters for shared accommodation such as student accommodation or lodging house, and typically the property is rented by the room.
5. LPP31 was last reviewed by Council in April 2019. Since this time, the State Government has led changes to the planning framework requirements for STRA.
6. In response to a 2019 Parliamentary inquiry, the State Government committed to various initiatives to deliver better regulation of the short-term rental accommodation (STRA) sector, including the:
    - release of a planning position statement for tourism and short-term rental accommodation; and
    - launch of a registration scheme for short-term rental accommodation providers.
7. A Position Statement was released by the Department of Planning, Lands and Heritage in November 2024 to guide the appropriate location and management of tourism and short-term rental accommodation land uses through the planning framework.
8. To support implementation of the Position Statement, the *Planning and Development (Local Planning Scheme) Regulations 2015* were amended to introduce:
    - new and revised definitions to ensure short-term rental accommodation (STRA) is considered a dedicated land use in planning schemes;
    - a state-wide planning exemption for 'hosted' short-term rental accommodation; and
    - a planning exemption for 'unhosted' short-term rental accommodation within the Perth metropolitan area where not exceeding a period of 90-nights (cumulative) within a 12 month period.
9. The Town's Local Planning Scheme No. 2 (LPS2) was gazetted in December 2024 and now includes the land uses of hosted and unhosted short term rental accommodation. The latter use is listed in the LPS2 Zoning Table as a discretionary 'A' use in all Zones except for the Light Industry Zone. Both hosted and unhosted short-term rental accommodation are an X prohibited in the Light Industry Zone.
10. Additionally, WALGA has prepared a 'Local Planning Policy Guideline for Unhosted Short Term Rental Accommodation' for use by local governments.
11. The State Government through the Department of Energy, Mines, Industry Regulation and Safety (DEMIRS) now requires all hosted and unhosted STRA accommodation to register the details of their property annually, with the registration becoming mandatory on 1 January 2025.
12. At the date of writing this report, there are 172 Short Term Rental Accommodation (STRA) registered properties in the Town on the DEMIRS register.
13. In 2024, a total of 35 development applications for STRA were submitted to the Town, which was a marked increase from previous years.
14. In the last financial year (2023/4), the Town has received 16 complaints regarding short-term rental accommodation. Complaints received generally related to:
    - Numerous people coming to & from the property on a regular basis – sometimes causing disruption due to late arrivals.
    - Car parking issues due to numerous guests arriving with extra cars (usually in Strata scenarios).
    - Late night parties creating noise disruption to neighbouring properties.

    Most complaints received related to properties which were operating short-term rental accommodation without development approval.

Discussion

15. The planning framework relating to short-term rental accommodation has undergone major changes in the past year. This coupled with an increase of development applications, means that a review of Local Planning 31 is necessary to ensure that the policy remains current and fit-for-purpose.

Preferred location

16. Local Planning Policy 31 currently contains locational criteria which requires the short-term rental accommodation or residential buildings to meet two or more of the following criteria:

> *"a) Are on a Primary, District or Local Distributor Road;*
>
> *b) Are within 400 metres of a train station or high frequency bus route stop;*
>
> *c) Are within 400 metres of an area of tourist potential as determined by the Town, such as adjacent to the Swan River foreshore and major sporting/entertainment complexes;*
>
> *d) Are within 400 metres of a District Centre zone, Commercial zone or other location providing convenience shopping and access to everyday goods and services; and/or*
>
> *e) Are within 800 metres of a higher education provider (TAFE or University campus), where the proposal is for Short Term Accommodation to house students."*

17. Most properties in the Town meet the above criteria, with the majority of the Town located in proximity to high frequency public transport and a local area containing convenience shopping and access to everyday goods (although in some instances this has been a sole service station). In 2024 all 35 development applications for short-term rental accommodation met the criteria and were approved under delegation. In recent times, only one application for short-term rental accommodation has been refused due to not meeting the locational criteria. This application was refused by Council at its February 2025 Ordinary Council meeting.
18. The recent State government planning exemption for both hosted STRA (year-round) and unhosted STRA (up to 90 days within a 12 month period) now affords all property owners within the Town the ability to use their dwelling for short-term rental accommodation. The 90-day exemption allows for residents who may periodically be away throughout the year to rent out their property on a short-term basis.
19. From reviewing the STRA Register, of the 172 properties registered for short-term rental accommodation, they are located as follows:
    i. Burswood – 8
    ii. Carlisle – 23
    iii. East Victoria Park - 67
    iv. Lathlain - 10
    v. Victoria Park - 58
    vi. St James – 6
20. Where an unhosted STRA is seeking to operate on a more ongoing basis (i.e. more than 90 days within a 12-month period) development approval is required. To guide where these unhosted STRA properties are located, this policy seeks to revise the 'status quo' and instead require the location to

be within proximity of an entertainment or tourism attraction. These attractions have been recognised as:

i. Perth Stadium,
ii. Burswood Casino/ Entertainment Complex
iii. Derbal Yerrigan (Swan River) / McCallum Park)
iv. Albany Highway Cafe/retail strip
v. Edward Millen Heritage Precinct
vi. Curtin University

Locating unhosted STRAs within close proximity of these attractions encourages spending in the local economy.

21. The draft revised policy at Appendix 1 includes maps showing the location of where unhosted STRAs seeking to operate on an ongoing basis can be supported. The use of maps makes it easy to understand for both customers and Town officers when administering the policy. The current LPP31 locational criteria is time intensive to assess.

22. 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.

23. In terms of residential buildings, the policy outlines that they are appropriate in the following LPS2 Zones; Mixed Use, District Centre, Local Centre and Residential where the density code is R60 or higher. A residential building accommodates more persons than a standard dwelling, therefore such land use should be in areas where medium – high density residential dwellings are permitted.

24. The Zoning Table of LPS2 prohibits short term rental accommodation and residential buildings in the Light Industry Zone.

Number of occupants

25. The land use definition of 'unhosted short term rental accommodation' allows for a maximum of 12 persons to stay at the accommodation. This differs from LPP31 at current which allows up to 6 occupants.

26. Notwithstanding the land use definition, where a development application is applicable the Town can limit the number of occupants. This is outlined in the WAPC's Planning Bulletin 115 which states:

> "*Local governments have the flexibility to condition occupancy numbers for 'unhosted short-term rental accommodation' through development approvals, should the maximum of 12 persons be considered inappropriate in relation to the size of the dwelling. Local planning policies can provide guidance on when and how occupancy numbers may be assessed and conditioned"*.

27. Dwellings depending on the number of bedrooms and bathrooms can accommodate a different number of guests. As such the revised policy includes a provision that the overall maximum number of occupants shall be calculated at two occupants per bedroom provided or any other habitable room that is capable of use as a bedroom. For example, a one-bedroom dwelling - a maximum of two occupants permitted; a four-bedroom dwelling – a maximum of eight occupants permitted. For

context, this provision is included as an example in WALGA's 'Local Planning Policy Guideline for Unhosted Short Term Rental Accommodation'.

Management plan

28. Currently, LPP31 requires a Management Plan to be submitted by the applicant and approved as part of applications for short-term rental accommodation and residential buildings. The policy outlines the matters to be covered in the Management Plan, with a template guide available to be downloaded from the Town's website.

29. 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.

30. Should a complaint be received about an unhosted STRA with development approval, compliance action can then be taken for what will likely be a breach of the approved Management Plan.

31. The Management Plan is to cover the following matters:

    i. Manager(s) name and contact details
    ii. Arrival and departure procedures
    iii. Parking and other transport modes (i.e. bicycles available to occupants)
    iv. Control of noise and other disturbances
    v. Complaints procedure
    vi. Waste management
    vii. Pet management

    A template management plan is provided at Appendix 2 of the revised local planning policy.

32. The matters of waste, pets and active transport modes (not just motor vehicles) have been added to the Management Plan under revised LPP31. In turn, some existing matters which extend beyond the Management Plan matters listed in WALGA's 'Local Planning Policy Guideline for Unhosted Short Term Rental Accommodation' have been removed such as security, strata by-laws and exclusive use of storage areas.

Car parking

33. In line with WALGA's 'Local Planning Policy Guideline for Unhosted Short Term Rental Accommodation', car parking is to be consistent with residential uses and provided at the same rate as set out in the Residential Design Codes, including allowance for proximity to public transport.

34. An additional policy provision is added to ensure that all car parking spaces included in the application are located to allow for safe vehicle manoeuvring and does not result in additional, excessive hardstand at the front of a property. This would be assessed in accordance with standard R-Codes requirements. Town's officers find that existing applications attempt to include additional car parking spaces in the management plan, however many of the car parking spaces identified do not allow for suitable vehicle movements or result in the front of the property being paved for car parking rather than being landscaped.

Time limited approvals

35. The existing local planning policy at policy provision 10.1 states that the initial development approval for short-term rental accommodation should not exceed 12 months and then sets out considerations for then determine subsequent applications on a permanent basis.

36. The revised LPP31 recommends removing the requirement for issuing an initial time limited approval for short-term rental accommodation. However, such a condition is considered to lack finality when it leaves open a requirement to obtain further approval, particularly in instances where the approval might change important aspects of the approval.

37. In assessing an application for Unhosted STRA one of the considerations is whether the amenity of a locality will be adversely affected by the proposal. The draft Policy requires submission of a Management Plan to address the operation of the accommodation and associated potential amenity impacts. In the event of complaints being received, action is available under the *Planning and Development Act 2005* for non-compliance with conditions of approval or the terms of the application, including non-compliance with the Management Plan.

38. Notwithstanding the above planning rationale, there is an administrative cost to seeking further approvals from existing operators, and assessing and reporting on the development application required once the temporary approval period has lapsed. As such, compliance with the Management Plan is considered a more appropriate response to ensuring the amenity of the locality is maintained, rather than temporary development approvals.

39. Town officers have found that where subsequent applications seeking permanent development approval of an unhosted STRA are received, most properties have not had any complaints recorded within the initial 12-month trial period.

Criteria to classify residential buildings

40. Existing LPP31 currently contains criteria which Officers use to assess whether a proposed building with potential to be accommodated by more than six persons on a permanent basis, is assessed as a dwelling or a residential building. These criteria are proposed to be retained. Whilst such an application is a discretionary land use and is capable of approval, community consultation is to occur as well as ongoing appropriate management practices being conditioned to minimise impact to surrounding properties.

Consultation

41. Development applications for Unhosted STRA will continue to be advertised for community consultation as LPS 2 requires the advertising of a 'D' use.

42. In accordance with the Zoning Table of LPS2, development applications for Residential Buildings will be advertised for community consultation where they are in the Residential zone.

Relevant documents

Position Statement: Planning for Tourism and Short-Term Rental Accommodation

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

43. 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.
44. 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 in accordance with deemed clause 87.

Local Planning Policy No.37 - Community Consultation on Planning Proposals (LPP37)

45. In line with LPP37, the following engagement activities are planned for the community consultation of the draft revised Local Planning Policy:
    - Online advertising (Your Thoughts)
    - Public inspection of policy (Admin/Library)
    - Public notice (Town website)
    - Public notice (Admin/Library) noticeboards
    - 2x newspaper advertisement during the advertising period
    - Targeted social media advertising

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			Low	

Data, Information Technology and Cyber	Not applicable		Medium	
Assets	Not applicable		Medium	
Compliance Breach			Low	
Reputation	Continued application of existing policy that is outdated	Low	Low	Consent to public advertising of revised LPP31.
Service delivery interruption	Not applicable		Medium	

Engagement

Internal engagement	
Stakeholder	Comments
Building	Liaison in preparation of revised LPP31
Environmental Health	Liaison in preparation of revised LPP31
Waste	Liaison in preparation of revised LPP31
Planning Compliance	Liaison in preparation of revised LPP31. It was advised that 16 complaints have been received in the past financial year relating to short-term rental accommodation
Place Planning	Liaison in preparation of revised LPP31
Parking and Rangers	Liaison in preparation of revised LPP31. It was advised that minimal complaints have been received in the past financial year relating to short-term rental accommodation
Communicatons and Engagement	Advice regarding recommended engagement strategies for the community consultation of revised LPP31.

Strategic alignment

Economic	
Community Priority	Intended public value outcome or impact
EC2 - Connecting businesses and people to our local activity centres through place planning and activation.	This policy encourages the location of short-term rental accommodation in or within proximity to local activity centres. This promotes spending from visitors and travelers from outside the local economy and contributes to creating a vibrant, cosmopolitan atmosphere.

Environment	
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.

Social	
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

At the Agenda Briefing Forum meeting held on 1 April 2025, the following information was requested

46. Include a link to the definition clause in Draft LPP 31 to clarify which space in a building qualifies as a habitable room.

Response:

The term 'habitable room' is defined in the Residential Design Codes as:

> *"as defined by the NCC* [National Construction Code] *for a room/space used for normal domestic activities that includes:*
>
> *- a bedroom, living room, lounge room, music room, sitting room, television room, kitchen, scullery, dining room, sewing room, study, playroom, family room, sunroom, gymnasium, fully enclosed swimming pool or patio;*
>
> *but excludes:*
>
> *- a bathroom, laundry, water closet, pantry, walk-in wardrobe, corridor, hallway, lobby, photographic darkroom, clothes drying room, verandah and unenclosed swimming pool or patio and other spaces of a specialised nature occupied neither frequently nor for extended periods."*

The above definition has been added to draft revised LPP31 at Attachment 12.1.1.

47. Clarify the penalties for breaches of the approved management plan if the Town enforces compliance action, as mentioned in paragraph 30 of the officer's report.

Response:

If it is established following investigation by Council officers, that an unauthorised land use is operating or an approved land use is operating contrary to its conditions of development approval (such as non-compliance with the approved management plan), planning compliance action can include:

i. Writing to the landowner advising of the breach to the approved management plan and requiring cessation of the breach and requiring operation to be in accordance with the approved management plan within a specified timeframe.
ii. Where the breach may be capable of being considered for retrospective determination, a retrospective application for development approval is to be lodged which incurs three times the normal fee by way of penalty.
iii. A formal Directions Notice, as prescribed under the *Planning and Development Act 2005,* being issued to the landowner/alleged offender.
iv. Issuing a Planning Infringement Notice as prescribed by the *Planning and Development Regulations 2009*, which incurs a financial penalty.
v. Referral to the Town's solicitors to initiate legal action for an offence under the *Planning and Development Act 2005*.

48. Address compliance and non-compliance with LPP31 in a way that clearly informs the public about their options if a compliance issue arises.

Response:

Should a member of the public be concerned that an Unhosted Short Term Rental Accommodation or Residential Building is not operating in accordance with LPP31 and/or the development approval granted, a compliance request can be lodged in writing to the Town. The Town will then investigate the matter as per standard procedures. For further information refer to Planning & Building Compliance » Town of Victoria Park.

49. Revise Attachment 12.1.1 to ensure the sentence is complete.

Response:

Policy provision 5.2.2a has been corrected at Attachment 12.1.1 and now reads in full as:

> On land zoned 'Residential' under Local Planning Scheme No. 2, a maximum of one sign on the site not exceeding 0.2m^2 in area, and incorporated into a front fence, wall, structure or building that identifies the name and/or address of the accommodation is permitted. The signage can be backlit for illumination but not a digital sign.

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (72/2025):

Moved: Mayor Karen Vernon **Seconded:** Cr Claire Anderson

That Council:

1. Consent to the advertising of draft Local Planning Policy 31 'Unhosted Short Term Rental Accommodation and Residential Buildings' (as contained in Attachment 1) for public comment for a minimum period of 21 days.
2. Requests the Chief Executive Officer to provide a further report to Council that summarises and responds to any submissions received during the public advertising period along with a recommendation on whether to adopt draft Local Planning Policy 31 'Unhosted Short Term Rental Accommodation and Residential Buildings' with or without modifications.

Carried by exception resolution (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Sky Croeser, Cr Peter Devereux, Cr Jesse Hamer, Deputy Mayor Bronwyn Ife, Cr Peter Melrosa, Cr Lindsay Miles and Cr Daniel Minson

Against: Nil

13 Chief Operations Officer reports

13.1 Rutland Avenue - progress of advocacy for funding

Location	Lathlain
Reporting officer	Strategic Projects Manager
Responsible officer	Chief Operations Officer
Voting requirement	Simple majority
Attachments	1. 03768 Rutland Advocacy Briefing A 3 Brochure V 2 [**13.1.1** - 2 pages] 2. 03710 Advocacy 24-25 Fact Sheet Rutland Avenue [**13.1.2** - 1 page] 3. 03710 Advocacy 24-25 Brochure V 3 [**13.1.3** - 2 pages]

Summary

This report provides an update to the Council on the progress of advocacy efforts to secure additional funding for Rutland Avenue, as requested in the resolution from October 15, 2024.

Recommendation
That Council: 1. Notes the Town's progress on the advocacy efforts for funding for Rutland Avenue. 2. Continues advocating for the Rutland Avenue project.

Background

1. On October 15, 2024, Council resolved to undertake an 8–12 week advocacy sprint to secure additional funding for Rutland Avenue.
2. Officers have engaged in advocacy efforts at the state level, seeking commitments for funding support.
3. The Chief Executive Officer was tasked with reporting back to Council by April 2025 on the outcomes of these efforts.

Discussion

4. The advocacy sprint has been completed, but no clear commitment for additional funding has been provided by the state government.
5. Follow-up letters and supporting advocacy documentation are being prepared to formally request an update from the relevant state authorities.
6. During the advocacy campaign and the state election period, supportive community members were provided with information and guidance to contact their local representatives for further support.
7. Next steps include continued engagement with state representatives and exploring alternative funding opportunities.
8. In addition to the advocacy sprint, Rutland Avenue was mentioned as one of the Town’s advocacy priorities in the following meetings:

a. Mayor Karen Vernon and CEO, Carl Askew, met with Zaneta Mascarenas MP on 12 December and discussed advocacy priorities. A follow-up email was sent from the CEO on 20 December.

b. Mayor Karen Vernon and CEO, Carl Askew, met with the Hon Hannah Beazley MLA on 20 December and discussed advocacy priorities. A follow-up email was sent from the CEO on 24 December 2024.

c. Mayor Karen Vernon and CEO, Carl Askew, met with Andra Biondi on 7 February.

d. Mayor Karen Vernon and CEO, Carl Askew, met with Mic Fels on 26 February. This meeting was preceded by an earlier meeting (on 23 October) with Mayor Karen Vernon and Acting CEO, David Doy.

9. Although a meeting did not take place with Green Candidates for the State election, Clint Uink and Jack Gordon-Manley, they received the advocacy priorities for the Town, including Rutland Avenue.

Relevant documents

Rutland Ave Bike Path Advocacy

Advocacy Priorities » Town of Victoria Park

Legal and policy compliance

Not applicable.

Financial implications

Current budget impact	Sufficient funds exist within the annual budget to continue advocacy efforts.
Future budget impact	Not applicable

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	Failure to secure funding may delay necessary works on Rutland Avenue.	Medium	Low	Continue advocacy efforts and explore alternative funding sources.
Environmental	N/A		Medium	
Health and safety	N/A		Low	
Data, Information	N/A		Medium	

Technology and Cyber				
Assets	N/A		Medium	
Compliance Breach	N/A		Low	
Reputation	Lack of state support may affect community perception of progress.	Medium	Low	Provide transparent updates to the community and elected members.
Service delivery interruption	N/A		Medium	

Engagement

Internal engagement	
Stakeholder	Comments
Strategic Projects Team	Provided input on advocacy efforts and outcomes.
Executive Management	Reviewed and supported continued engagement strategies.
Stakeholder Relations	Provided input on advocacy efforts and supported the development of all briefing materials.

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	Ensuring community needs are represented at the state level.

Further consideration

At the Agenda Briefing Forum meeting held on 1 April 2025, the following information was requested

10. Seek clarification on whether the Department of Transport's position has changed.

Department of Transport is committed to funding and delivering the Rutland Avenue Cycle path up to a budget value of $4.7mil (inclusive of all expenses to date)

11. Include the 25 February meeting with Hon. Hannah Beazley in the officer's report, noting her support for the Rutland Avenue project.

On 25 February 2025, the Mayor and CEO met with Hannah Beazley MLA. A number of Council election priority were discussed including the Rutland Avenue PSP. Ms Beazley expressed support for this project,

indicating she has also received feedback from the community in relation to it. She was made aware the additional cost required to complete the project and the priority concerns with Watercorp and Western Power infrastructure. She indicated that she would be advocating to the Minister of Transport in support of this project.

OFFICER RECOMMENDATION

Moved: Cr Daniel Minson **Seconded:** Cr Peter Devereux

That Council:

1. Notes the Town's progress on the advocacy efforts for funding for Rutland Avenue.
2. Continues advocating for the Rutland Avenue project.

AMENDMENT (73/2025):

Moved: Deputy Mayor Bronwyn Ife **Seconder:** Cr Claire Anderson

That point 2 of the officer recommendation be amended to read:

2. Continues advocating for the Rutland Avenue project and requests the Chief Executive Officer to bring a further progress report back to the August 2025 Ordinary Council meeting.

An additional point 3 be added to the recommendation that reads

3. *Requests the CEO to bring this item to the next available Concept Forum for further discussion on the future of this project.*

Carried (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Sky Croeser, Cr Peter Devereux, Cr Jesse Hamer, Deputy Mayor Bronwyn Ife, Cr Peter Melrosa, Cr Lindsay Miles and Cr Daniel Minson

Against: Nil

Reason:

Advocacy has so far not been successful and it is a good idea to have a fulsome discussion of this issue again to consider the various options available and it is good governance to have an additional report back to Council in August 2025.

AMENDED OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (74/2025):

Moved: Cr Daniel Minson **Seconder:** Cr Peter Devereux

That Council:

1. Notes the Town's progress on the advocacy efforts for funding for Rutland Avenue.
2. Continues advocating for the Rutland Avenue project and requests the Chief Executive Officer to bring a further progress report back to the August 2025 Ordinary Council meeting.
3. Requests the CEO to bring this item to the next available Concept Forum for further discussion on the future of this project.

Carried (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Sky Croeser, Cr Peter Devereux, Cr Jesse Hamer, Deputy Mayor Bronwyn Ife, Cr Peter Melrosa, Cr Lindsay Miles and Cr Daniel Minson

Against: Nil

13.2 21 Lichfield - Options and future use Business Case

Location	Victoria Park
Reporting officer	Manager Property Development and Leasing
Responsible officer	Chief Operations Officer
Voting requirement	Simple majority
Attachments	1. Business Case – former Community Building at 21 Lichfield Street [**13.2.1** - 23 pages]

Summary

The purpose of this report is to present Council with the business case with options for the future of the vacant disused building at 21 Lichfield Street, Victoria Park.

Recommendation

That Council:

1. Approves Option 3 - Demolish and Enlarge Parkland, as set out in the business case for 21 Lichfield Street.
2. Acknowledges that demolition costs are estimated at $60,000 (plus GST) with funding to be considered as part of the 2025-2026 annual budget.
3. Notes that demolishing the existing structure would release approximately 330 sqm of Public Open Space (POS) at Read Park, with opportunity for initiatives to be considered in the future, in Council's discretion and in alignment with the Town of Victoria Park's Public Open Space Strategy, which prioritizes equitable access, improved quality, and increased usability of POS areas.

Background

1. 21 Lichfield Street (the Property) is a single storey 1940's construction, which was owned by the City of Perth and transferred to the Town in 1995.
2. The building area is estimated to be approximately 100m^2, comprising:-
    a. garage (currently propped up and not recommended for use);
    b. an external toilet (nonfunctioning);
    c. an external standalone laundry (currently boarded up to prevent unwanted access);
    d. hallway;
    e. 3 'meeting' rooms;
    f. toilet (basic);
    g. kitchen area (no significant fitout).
3. The Property is located on lots 129 and 130, which forms part of Read Park. Read Park (including the Property) is subject to a Deed of Trust and Registrar's Caveat that restricts its use to the purposes of recreation.

4. The Deed of Trust was established by the former Perth City Council in 1941.
5. The Property was leased by the Town to the Turkish Association until 2012 and subsequently to the Vic Park Carlisle Toy Library, which occupied the building until 2017.
6. The Land Asset Optimisation Strategy 2022 (LAOS 2022) adopted by Council resolution 274/2022 dated 13 December 2022 provides as follows for the Property under recommendation/implementation: -

"That a Business Case is presented to Council to consider its options for this property".

Discussion

7. While Read Park is identified under the Town's Heritage List as a Category 2 place (Place No. 041), being a place that has considerable significance, the place record indicates that the heritage significance relates to Lots 124-128. The heritage listing for Read Park does not extend to the Property, which is located on Lots 129 and 130.
8. Read Park is within a local town planning scheme Reserve for Public Open Space.
9. Under the Town's Local Planning Scheme 2, the objectives for land reserved 'Public Open Space' are:
    a. To set aside areas for public open space, particularly those established under the Planning and Development Act 2005.
    b. To provide for a range of active and passive recreation uses such as recreation buildings and courts and associated car parking and drainage.
    c. To provide for ancillary and complementary commercial and/or community land uses that have the potential to support, enhance, or activate the recreational use and amenity of the reserve.
10. The Town's Public Open Space Strategy further emphasizes the importance of these spaces in supporting active sporting pursuits, recreational pastimes, and fostering community interaction with the environment and among residents.
11. Collectively, these objectives and strategic directions aim to ensure that public open spaces in the Town of Victoria Park are well-planned, accessible, and provide diverse recreational and community opportunities.
12. The Deed of Trust (restriction on use for the purposes of recreation) cannot be removed without compliance by the Town with extensive legal processes, the outcome of which cannot be guaranteed.
13. Even if the Town wished to seek removal of the restriction in the Deed of Trust, it is possible that it may not ultimately be possible to secure a removal of the restriction. It is noted in this regard that the Property is identified as 'Park' in the Town's Public Open Space Strategy and is within a local town planning scheme Reserve for Public Open Space.
14. The Property is within the boundary of the Albany Highway Precinct Structure Planning project, which is making recommendations for the area.
15. The Property is a freehold asset, however the Deed of Trust and Parks and Recreation zoning significantly diminish its economic value. The Deed of Trust is a very significant encumbrance that is likely to prevent economic value generation from the Property by way of a property transaction.
16. The land is also impacted by:-
    - Town of Victoria Park stormwater drainage assets;
    - A substantial drainage sump;
    - A gas pipeline.

17. The Property is generally level throughout its width and depth, is regular in shape, being situated on the northwestern corner of Lichfield Street and Salford Street, is fully fenced and has a front boundary of approximately 10 meters and a depth of 33 meters.
18. The building is in poor condition, with structural defects, roof leaks, cracking walls, and deteriorating windows and doors. The garage is sealed shut and propped up due to structural instability caused by a nearby tree, making it unsuitable for use.
19. The Property does not have soak wells. This is thought to be a contributor to deterioration of the building.
20. Two substantial mature trees that are located in close vicinity of the building have likely slowed in growth, however, their root systems may have already contributed to the existing structural defects.
21. The Town spends $3,500 annually on basic upkeep, including utilities, mowing, pest control, gutter cleaning, and insurance.
22. Many fixtures and fittings require immediate replacement or repair, with key components such as windows, carpets, and ceilings at 20% remaining useful life or less.
23. The cost of necessary rectification works is excessive relative to the property's age and value.
24. The building was assessed most recently by a structural engineer in 2025 and is considered to be unsafe for occupancy.
25. If retained, the building would require immediate intervention to address ongoing structural deterioration.
26. Cracks have worsened between structural inspections conducted in 2023 and 2025, with further bowing in the rear meeting room wall and further sagging in roof gables, indicating continued structural decline.
27. Significant works would be required to restore the building to a fit-for-use standard, which makes any long-term investment questionable.
28. A renovation specialist inspected the Property and advised that the cost of refurbishment would likely exceed what is reasonable to spend, given its poor condition and the extensive work required.
29. The community will have access to additional meeting space in Read Park, once the sea container project on the Albany Highway side of Read Park is completed, which is anticipated within the next few months.
30. Over the last two years, the Towns Operations team has successfully unlocked several spaces and properties for lease, including repairing another vacant building and enabling this to be recycled into active use. While we had hoped to achieve a similar outcome with this Property, the extensive structural issues are a key factor in making this financially unviable, as detailed in the Business Case in Attachment 1.

Recommendation for Business Case

31. Attachment 1 contains the business case, which presents detailed review and assessment of each option.

    Option 1 - Disposal by Way of Lease or Licence (Option 1A - Necessary Works for Short-Term Lease or Licence; Option 1B – Long Term Lease or Licence - Full Restoration);

Option 2 - Disposal by way of sale ;

Option 3 - Demolish and Enlarge Parkland;

Option 4 - Redevelop (replacement new building to modern standards);

Option 5 - Do nothing/Status Quo.

32. Given the building's severely deteriorated structure and condition, it has proven difficult to predict the works and costs that will be required to restore it to a condition under Option 1A that will provide a building that is suitable for no more than short term leasing. The business case estimates the costs of Option 1A at between $126,340-$220,140 and follows a persistent assessment process, with officers personally undertaking detailed inspections to identify and reveal underlying structural issues, input from various contractors providing estimates for the various restoration works and the input of several structural engineers. Option 1A would incur fairly significant expenditure that does not guarantee an extended life of the building, beyond short term leasing.
33. Activation of Read Park has already been addressed by the Town through its partnerships with the Community Garden tenant and the owner of the adjacent Sonder Cafe property. Council decisions have provided development approval and lease approval for a small portion of land to the adjoining Sonder Café owner for a container incorporating a ground floor recreational/community use and first floor café use. A lease has been entered into and groundworks for the development of this new facility were commenced by the tenant on 25 March 2025.
34. Key benefits of demolition and public open space expansion include:
    a. Release approximately 330 sqm of additional Public Open Space (POS) at Read Park, with opportunity for initiatives to be considered in the future, in Council's discretion.
    b. Eliminates a deteriorating liability, reducing ongoing maintenance costs.
    c. Expands public open space, addressing shortages identified in the Town's POS Strategy.
    d. Enhances environmental sustainability, supporting biodiversity, urban cooling, and overall community well-being.
    e. Creates a safer space by removing asbestos risks and improving site usability.
    f. Improves accessibility and liveability, offering more opportunities for recreation, leisure, and exercise.
    g. Supports long-term strategic land use, ensuring smart, sustainable development that benefits future generations.
35. Based on financial viability, community benefit, and site constraints, the following course of action is recommended as detailed in Business Case 'Option 3 - Demolish and Enlarge Parkland':
    a. Pursue demolition of the existing structure to increase public open space, aligning with the Town's POS Strategy and seek allocation of demolition costs $60,000 + GST in the 2025/2026 financial budget.
        i. Ensuring safe removal of all asbestos-containing materials (ACM) before demolition.

ii. Maintain existing services (power, water, drainage) on-site for any future potential development.

b. Integrate the Property into the Read Park.

c. Explore future community-centred uses that align with the objectives of the Local Planning Scheme and POS Strategy to maximise long-term community benefit.

d. The Better Parks Program has requested $300,000 for the upgrade in the 25/26 financial year. Part of these funds can be allocated towards the landscaping of the site after the demolition.

36. Option 3 - Demolish and Enlarge Parkland prioritizes sustainability, cost-efficiency, and community well-being while aligning with the Town's broader place and planning objectives. It is also a relatively low cost solution that is likely to serve the threefold social, environmental and economic objectives of the Town's Land Asset Optimization Strategy (2022). Option 3 is therefore recommended.

Relevant documents

Policy 310 – Leasing & Licensing

Public Open Space Strategy (2019)

Risk Management Framework

Local Planning Scheme No. 2 (LPS2)

Land Asset Optimisation Strategy (LAOS 2022)

Legal and policy compliance

Local Government Act 1995 (WA) – Section 3.18 requires local governments to manage assets effectively and ensure resources are used efficiently in delivering community services.

Local Government Act 1995 (WA) Section 1.3(2) This section outlines the Act's intent, highlighting objectives such as better decision-making by local governments, greater community participation in their decisions and affairs, and increased accountability to their communities.

Local Government Act 1995 (WA) Section 5.56 This section mandates that local governments plan for the future of their districts, ensuring that such plans align with regulations about community involvement and transparency

Local Government Act 1995 (WA) Section 3.58 Requires public notice when disposing of property, including selling or leasing. While demolition is not explicitly covered, similar principles of transparency and consultation should be considered.

Local Planning Scheme No. 2 (LPS2) – The site is zoned Public Open Space, limiting redevelopment options and supporting its integration into Read Park.

Public Open Space Strategy (2019) – supports increasing green space to enhance community well-being and environmental sustainability.

Risk Management Framework – provides guidance on identifying, assessing, and mitigating risks associated with asset management decisions.

Policy 310 – Leasing & Licensing - policy objectives to ensure Town managed properties are appropriately maintained, developed and occupied.

Financial implications

Current budget impact	Sufficient funds do not exist within the annual budget. It is proposed that funding will be acquired through budget process for 2025/2026 annual budget allocation.
Future budget impact	Funding would be considered as part of the 2025/2026 annual budget allocation.

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	Failure to address building deterioration may result in increased maintenance costs and financial liability and is likely to defer future costs of demolition.	High	Low	TREAT risk by reallocating funds for demolition and parkland restoration.
Environmental	Leaving the structure in place could give rise to further decay and will lose the opportunity to benefit from increased public open space.	Medium	Medium	TREAT risk by demolishing the structure to increase green space.
Health and safety	Continued structural decline poses a risk of injury to unauthorised visitors and the public.	High	Low	TREAT risk by securing the site and proceeding with demolition.
	Retaining the vacant property may continue to attract homelessness and antisocial behaviour, increasing safety concerns, reputational risk, and potential property damage	High	Low	TREAT risk by demolishing the property and integrating the area into the parkland, creating a more welcoming environment that discourages these behaviors
Data, Information Technology and Cyber	Not applicable			
Assets	Retaining the deteriorating structure increases long-term asset liability without providing functional use.	Medium	Medium	TREAT risk by removing the structure and repurposing the land for POS.

Compliance Breach	Continued non-compliance with accessibility standards may pose regulatory challenges.	Low	Low	TREAT risk by ensuring future developments comply with accessibility plans.
Reputation	Public perception of neglect or inaction may negatively impact the Town's reputation.	Medium	Low	TREAT risk by implementing a clear plan for the site's future use.
Service delivery interruption	Delays in decision-making could impact planning for the Town's open space strategy.	Medium	Medium	TREAT risk by aligning actions with the Public Open Space Strategy.

Engagement

Internal engagement	
Assets	The proposed approach will unlock the property's potential for community use. Currently, it is not accessible to community members.
Community	Based on the options outlined and the associated rationale, tenancy by a community group / not for profit organisation is unlikely and would be costly and problematic to both the Town and any prospective tenant. While it would be unfortunate to lose a potentially fully functioning social support asset in terms of a building (which it currently is not, and would cost prohibitive to create and maintain), enhancing the environmental and biodiversity elements in the precinct would add a welcomed community wellbeing aspect.
Place Planning	Read Park is identified as a priority green space to bring forward public realm and biodiversity enhancements that will incentivize development in the Albany Highway PSP. The AHPSP does, however, identify the need for various community spaces (in-line with the Social Infrastructure Strategy) to support a growing population. Read Park is identified for upgrades, as part of the Better Parks program. The additional land at 21 Lichfield Street is a great opportunity for the park and community.
Urban Planning	The property is located outside of the Residential Character Study Area. The subject lots do not comprise part of Read Park that is heritage listed. Accordingly, and based upon the Town's Local Planning Policy 32 'Exemptions from Development Approval' development approval is not required for the demolition of a building used for non-residential purposes if the land is not heritage listed. A demolition permit is however required.
Infrastructure/ Parks	We are supportive of the recommendation to demolish the property and either return the land to general parkland or, alternatively, integrate part or all of it into the existing community garden.
Finance	Project cost ($39,600) will be considered with the 2025-26 Annual Budget process.

Strategic alignment

The recommendation aligns with the following outcomes of the Town of Victoria Park Strategic Community Plan:

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	Demolishing the building and repurposing the site as parkland allows for the effective use of Town resources by eliminating the ongoing costs of maintaining and managing a deteriorating structure. Funds previously allocated for repairs and monitoring can be reallocated towards improving the public realm.
CL2 - Communication and engagement with the community.	Expanding public open space and integrating a community-driven approach, such as incorporating a community garden, fosters engagement and strengthens ties between the Town and its residents. Community consultation and engagement initiatives ensure that the site transformation aligns with local needs and desires, fostering a sense of ownership, pride, and inclusivity.

Environment	
Community Priority	Intended public value outcome or impact
EN1 - Protecting and enhancing the natural environment.	Demolition and the subsequent restoration of the site to parkland will enhance the local environment by replacing a deteriorating, underused structure with vibrant green space, contributing to urban cooling, biodiversity, and stormwater management. The expanded parkland will support the local ecosystem and improve air quality, benefiting both residents and wildlife.
EN3 - Enhancing and enabling livability through planning, urban design and development.	Aligning with the Town's Public Open Space Strategy, the demolition and expansion of POS will significantly improve the livability of the area by providing increased public recreation space, which supports active living and overall well-being.
EN4 - Increasing and improving public open spaces	Demolishing the existing structure and converting the site into additional parkland directly increases the availability of high-quality public open space in the area, responding to community needs identified in the Town's POS strategy.
EN5 - Providing facilities that are well-built and well-maintained.	The proposed demolition removes a deteriorating structure and eliminates the need for costly and ongoing repairs. Replacing it with a well-maintained parkland area ensures long-term sustainability and reduces maintenance burdens.

Social	
Community Priority	Intended public value outcome or impact
S1 - Helping people feel safe.	By acting as recommended this will address the challenge of people squatting within and surrounding the property

Further consideration

At the Agenda Briefing Forum meeting held on 1 April 2025, the following information was requested

37. Identify potential uses for the property that align with recreational purposes, given the recreation restriction and the deed of trust.

The deed of trust includes the wording "The City of Perth hereby declares that it holds the said lands in trust for the purposes of recreation for the people, reserving unto itself the right to exercise all or any of its powers under section 250 of the Municipal Corporations Act 1906-1938 and all other of its powers under the said Act relating to reserves". Legal advice on the Deed of Trust has been that: "although there is some discussion in the case law around recreational trusts, there is no set legal definition of what 'recreation' means. Section 5 of the Charitable Trusts Act1962 (WA) specifically deals with trusts for the purposes of recreation but stops short of providing a prescriptive definition. That section prescribes that a recreational trust is one that provides or assists in the provision of facilities for recreation or other leisure time occupation, if the facilities are provided in the interests of social welfare. Given how broad this definition is, we suggest the Town considers the ordinary meaning of the word 'recreation' when considering whether a potential use could be considered recreational or not." and "In its consideration of recreation and recreational uses, it is reasonable for the Town to take guidance from any relevant defined terms in its Town Planning Scheme No. 1 or policies adopted by its Council and we recommend that the Town do so, providing that the use is available to the public at large.

Should the Council envisage a particular innovative or creative use for the property that is not obviously a recreational use, there would be the option of having that proposed use specifically assessed by way of legal advice for compliance with the deed of trust.

38. Determine if Lots 129 and 130 would need to be amalgamated for a new facility, considering the business case's estimate of $450,000 to $500,000 to replace the existing building, which is assumed to fit within the current footprint marked on the mud map as the house and its ancillary fenced enclosure.

Given the unusual land configuration, there may need to be a subdivision process—potentially separating 21 Lichfield Street from Lots 129 and 130—or alternatively, amalgamation or coordinated use of both lots may become necessary.

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (75/2025):

Moved: Mayor Karen Vernon **Seconded:** Cr Claire Anderson

That Council:

1. Approves Option 3 - Demolish and Enlarge Parkland, as set out in the business case for 21 Lichfield Street.

2. Acknowledges that demolition costs are estimated at $60,000 (plus GST) with funding to be considered as part of the 2025-2026 annual budget.

3. Notes that demolishing the existing structure would release approximately 330 sqm of Public Open Space (POS) at Read Park, with opportunity for initiatives to be considered in the future, in Council's discretion and in alignment with the Town of Victoria Park's Public Open Space Strategy, which prioritizes equitable access, improved quality, and increased usability of POS areas.

Carried by exception resolution (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Sky Croeser, Cr Peter Devereux, Cr Jesse Hamer, Deputy Mayor Bronwyn Ife, Cr Peter Melrosa, Cr Lindsay Miles and Cr Daniel Minson

Against: Nil

13.3 TVP/24/22 FOGO Bin Supply Tender

`Location	Town-wide
Reporting officer	Strategic Operations Officer
Responsible officer	Chief Operations Officer
Voting requirement	Simple majority
Attachments	1. CONFIDENTIAL REDACTED - Evaluation Report FOGO Bins Rollout (Procurement) Rev 2 [**13.3.1** - 29 pages] 2. CONFIDENTIAL REDACTED - Cost supply of a 240L bin vs 140L bin [**13.3.2** - 1 page]

Summary

To seek Council's approval to award the contract to provide Food Organic Garden Organic bins and associated materials under Tender TVP/24/22.

Recommendation

That Council awards the contract associated with TVP/24/22 FOGO Bin Supply to Tenderer A, for the supply and delivery of Food Organic Garden Organic bins and associated materials as required, with the terms and conditions as outlined in the contract, for the estimated cost of $1,065,000 ex GST.

Background

1. The Town implemented the three bin Garden Organic (GO) system in August 2022 as part of a staged approach to transition to a three bin Food Organic Garden Organic (FOGO) system by the 2025-26 financial year, and to meet the State Government Waste Strategy on waste separation. A third of households eligible for the GO system have been supplied with the third (lime green lid) bin (currently used for GO material collection only).
2. Tender TVP/24/22 has been advertised to finalise the supply/assembly and delivery of the remaining 240L (more than 10,000 lime green lid) bins not already placed with residential households, together with red lid replacements for existing 240L (dark green lid) bins. Kitchen caddies and compostable bin liners for **all residences** will be supplied and delivered at the same time.
3. After delivery of the new bins and kitchen caddies/compostable bin liners the Town will move forward with a full FOGO three bin system. Changes to the correct separation of waste (for both current GO and non-GO households) will be communicated to residences as part of this changeover.
4. It is noted that the collection of the bins under the new FOGO three bin system will continue to be collected by the current waste collection contractor, Cleanaway. Changes to the number of bin collections have already been catered for within a variation to the main collection contract, which was agreed at the time of implementing the GO system (with FOGO rates being maintained at the same level as contracted GO rates).
5. Tender TVP/24/22 was issued as quotation request VP441546 under the WALGA Preferred Supplier Arrangement on 12 December 2024, with a closing date of 13 January 2025.

6. An evaluation of the tender submissions against the prescribed criteria has been completed (refer confidential attachment) and it is recommended that Council accepts the submission made by Tenderer A and enters into a contract for the purchase of bins and materials as tendered.

Discussion

7. The assessment of the submissions was formally undertaken by a panel that included:
    - (Acting) Manager Assets and Environment (voting member)
    - Environment Officer (voting member)
    - Street Operations Co-ordinator (voting member)
    - Strategic Operations Officer (voting member)
    - External procurement consultant (non-voting member)
8. The Town received one submission from Tenderer A (out of 7 invited to tender). This submission was compliant.
9. The evaluation panel considered that Tenderer A provided a tender submission that was acceptable and provided confidence that the supply of bins and materials could be provided in a suitable time frame for the Town's intended dates for the implementation of the FOGO three bin system.
10. The unit prices submitted result in a total estimated cost of $1,065,000 which could be funded by the budget over the 2024/25 and 2025/26 budget periods if endorsed by Council. While based on the latest estimates, it is noted that this anticipated cost of $1,065,000 is subject to final audited bin numbers; and actual costs will also be affected by provisional costs (such as unserviceable bin numbers) and other options, such as the preference for compostable bin liner types. Any final options will need to be determined at the time of entering the contract arrangements.
11. The current 2024/25 budget for the FOGO Bin system rollout stage 1 is $600,000. The estimated balance of up to $465,000 to meet the contract commitments resulting from acceptance of the tender will therefore need to be determined through the budget process for the 2025/26 financial year.
12. The offer of smaller red lidded bins as an opt in provision has also been reviewed. While there is likely to be an extra cost with providing a new 140L bin (the cost of this new bin being higher than a new red lid and the exercise to replace the existing green lid with this lid), the main difficulty entails the logistics for the assorted bin sizes and how this may impact the overall program timeframe. Any arrangement would also need to be subject to negotiation with Tenderer A as this is out of scope of the tender. If an award is made, it is therefore proposed that the Town continue with the rollout of bins and replacement lids as tendered; and allow residents the option of having a smaller bin size after the initial rollout and a settling-in period. This option would be handled separately to the initial contract with Tenderer A and should only involve relatively minor extra works.

Compliance criteria

The following compliance criteria were included in the tender:

- Acknowledgement of addenda (if any) and whether there is allowance for any pricing effect
- A minimum of three references were provided

Evaluation process

Suitability of Proposed Goods i. The Tenderer must demonstrate how the proposed Goods (MGB's, lids, kitchen caddies, and bin liners) are suitable and fit for purpose, in accordance with the description set out in Schedule 2 - Specification / Statement of Requirements; ii. Provide brochures and any relevant information detailing the features of the specified Goods. Iii. The Tender must detail the availability of spare parts for the proposed Goods in Western Australia; Iv. The Tenderer must provide details on the conditions and exclusions of the warranty applicable, including duration and any terms and conditions; and v. The Tenderer must provide details on the extent to which recycled materials are used in the production of bins, and how they plan on recycling retrieved unserviceable bins.	Weighting 25%
Delivery of Goods The Tenderer must provide details in relation to: i. The delivery timeframe for the proposed Goods; ii. The methodology for delivering the Goods to relevant properties including a. Coordination with the Waste Collection Contractor b. Nomination of staging grounds for the bins c. Coordinating the bin lid replacements d. Maintaining the electronic database of serial numbers, bin deliveries and retrievals, and lid replacements	Weighting 25%
Service and maintenance i. The Tenderer must provide details in relation to: (A) Conditions and exclusions of the warranty applicable, including duration and any terms and conditions applicable; (B) The availability of spare parts for the proposed Goods in Western Australia; (C) The frequency of servicing requirements for the proposed Goods; and (D) The arrangements for repairs and maintenance of the proposed Goods, including response times.	Weighting 25%
Organisation Capacity and Schedule i. The Tenderer must demonstrate that it has the organisational capacity to perform the Customer Contract alongside its other works; ii. The Tenderer is required to provide a proposed schedule and that it can commit to providing both Separable Portions	Weighting 25%
Price Respondents are to populate and attach the pricing spreadsheet.	Weighting *

*To be considered after qualitative assessment.

Legal and policy compliance

Section 3.57 of the Local Government Act 1995

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

Financial implications

Current budget impact	As the value of the contract exceeds $500,000, the acceptance of the offer/tender and subsequent award of any such contract is to be determined by Council. Sufficient funds exist within the annual budget to address this recommendation if the material supply is staged beyond this financial year.
Future budget impact	The latest estimate of cost based on tendered unit rates is $1,065,000. With the timing of deliveries and other works it is expected that $600,000 (as budgeted in the current financial year) will be expended by 30 June 2025. The balance of $465,000 will need to be funded in the 2025/26 financial year, with the source of funds to be determined in the 2025/26 budget process.

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk mitigation
Financial	Not obtaining the lowest rates for the provision of bins and materials for FOGO services.	Moderate	Low	TREAT risk by completing competitive market-based process and awarding the best value for money tender received.
Environmental	Not applicable.		Medium	
Health and safety	Not applicable.		Low	
Data, Information Technology and Cyber	Not applicable.		Medium	
Assets	Not maintaining track of bin assets	Moderate	Medium	TREAT risk by including sufficient tracking of assets within the tendering process.
Compliance Breach	Not applicable.		Low	
Reputation	Not applicable.		Low	

Service delivery interruption	Not providing FOGO bins and materials to allow for adoption of the FOGO system in a timely manner.	Moderate	Medium	TREAT risk by completing tendering process and approval with sufficient time for production and delivery of bins and materials for a starting time for FOGO services in the first quarter of the 2025-26 financial year.

Engagement

Internal engagement	
Stakeholder	Comments
Elected Members	An Elected Members Workshop was held in March 2025. Various feedback received. Consider the offer of smaller red lid bins for those who prefer. Encourage neighbours to share the use of the bins to reduce bin lift cost if residents prefer.
Procurement	Provided advice throughout the process.
Infrastructure Operations	Additional team member is required to manage the contract

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	To put in place contractual arrangements covering the remaining bins and associated materials to allow the Town to progress to a full FOGO three-bin system.

Environment	
Community Priority	Intended public value outcome or impact
EN2 - Facilitating the reduction of waste.	Providing a suitable and cost-effective option for the provision of a FOGO system.

Further consideration

At the Agenda Briefing Forum meeting held on 1 April 2025, the following information was requested

13. Provide confirmation whether the reimbursement is $25 or $30 per bin

Up to $25 per eligible bin. This will only cover the difference between the cost of supply of a new 140L red lidded bin versus the saving from not buying a standard size red lid and assembly of this lid onto the existing standard bin, if the currently tendered unit price rates remain. It is also noted that the grant would only be payable if a grant agreement has been signed by the Town and the State Government, and the Town has not made any commitment to purchase new bins. The current state for the tendering process effectively precludes the Town from claiming any subsidy for the purchase of bins. The Town will continue

to monitor the funding criteria for the Better Bins Plus subsidy scheme and make any application as appropriate.

14. Provide the actual cost of the big bin and small bin.

Please refer to the confidential attachment for the supply cost difference between the standard size bins and the smaller (140 litre) bins.

15. Provide more information regarding data from the City of Vincent and the City of Subiaco on their FOGO rollouts experiences.

A number of WA metropolitan Local Governments (LGs) have been approached regarding their FOGO roll out experience and based on the responses provided, it is noted that most of the complaints they had to deal with were related to having a smaller bin (as opposed to having the standard size bin). It is understood that there are some residents in the City of Vincent who still do not agree with having a smaller size red lidded bin today and a number of residents in the City of Subiaco currently still use the standard size red lidded bins. The web link to recent news articles related to the fortnightly collection of the smaller size red lidded bins is provided below. https://www.news.com.au/national/western-australia/residents-kick-up-a-stink-over-dumbest-fogo-bin-rollout-in-perth-suburbs/news-story/428de7153fb407a0d34c3decbe15a3f4 https://www.soundtelegraph.com.au/news/sound-telegraph/fogo-a-no-go-for-many-ratepayers-in-rockingham-and-kwinana-with-bin-sizes-and-pick-up-schedules-causing-angst-c-18143087

16. In relation to queries on the 140L bins, it is worth noting that the current tender and procurement requirements do not allow for the provision of 140L bins. This is based upon industry feedback and community experiences which have shown a strong preference for 240L bin size for general waste. The Town has recommended and requested tenders based on 240L bin sizes.

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (76/2025):

Moved: Mayor Karen Vernon **Seconded:** Cr Daniel Minson

That Council awards the contract associated with TVP/24/22 FOGO Bin Supply to Tenderer A, for the supply and delivery of Food Organic Garden Organic bins and associated materials as required, with the terms and conditions as outlined in the contract, for the estimated cost of $1,065,000 ex GST.

Carried (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Sky Croeser, Cr Peter Devereux, Cr Jesse Hamer, Deputy Mayor Bronwyn Ife, Cr Peter Melrosa, Cr Lindsay Miles and Cr Daniel Minson

Against: Nil

13.4 TVP/24/21 Verge Collection and Processing Services Tender

Location	Town-wide
Reporting officer	Manager Infrastructure Operations
Responsible officer	Chief Operations Officer
Voting requirement	Simple majority
Attachments	1. CONFIDENTIAL REDACTED - TVP 24 21 Evaluation Report [**13.4.1** - 16 pages] 2. CONFIDENTIAL REDACTED - Cost estimates for various collection configurations [**13.4.2** - 4 pages]

Summary

To seek Council's endorsement to adopt a prebooked verge collection service (as opposed to the previous scheduled verge collection service) and engage a contractor to provide verge collection and waste processing services under Tender TVP/24/21.

Recommendation

That Council :

1. Awards the contract associated with Tender TVP/24/21 for Verge Collection and processing services, to Tenderer B for pre-booked verge green waste collection services; processing of verge green waste; pre-booked verge hard bulk waste collection services (inclusive of white goods and e-waste collection as part of hard waste collection service but excluding mattress collection and processing); and processing of verge hard bulk waste (inclusive of white goods and e-waste processing) over a maximum five years (being an initial term of three years, with two one-year extension options), with the terms and conditions as outlined in the contract, as their offer has been evaluated as the most advantageous to the Town.
2. Endorses a level of service to residents comprising of two prebooked verge bulk waste pickup and one prebooked verge green waste pickup per year
3. Adopts the prebooked verge collection service following the completion of services provided under the previous scheduled verge waste collection (and processing) contractual arrangements.

Background

1. The contract for verge collection services (tender TVP/22/15) was awarded as a single contract for green and bulk waste collection in the council meeting of 21 February 2023. The contract was only awarded for an initial period of one year, with a one-year extension (which has been taken up) and the contract ended In March 2025.
2. The current contract was limited to the shortened one-year period from an anticipated (as tendered) three-year period (with two one-year extensions) as there was only one bid for the works and tendered rates had risen significantly from the previous contract.
3. With heightened awareness of the different options available to the Town for verge collection (and processing) activity, a concept forum with elected members was undertaken in August 2024 to assess how the Town may proceed with its future verge collection and processing.

4. Following input from the concept forum, the latest tender for verge collection (and processing) activity was developed to allow for more flexible portions of work to be competitively tendered. The tender which was sent for competitive tendering included separable portions of work as follows:

    a. Green Waste

    (i) Pre-booked green waste verge collection, including call centre services - up to 65 properties per weekday;

    (ii) Scheduled green waste verge collection; and

    (iii) Processing of green waste

    b. Bulk Waste

    (iv) Pre-booked bulk hard waste verge collection, including call centre services -up to 65 properties per weekday;

    (v) Processing of bulk hard waste;

    (vi) Scheduled bulk waste collection; and

    (vii) Pre-booked collection of white goods, including fridge degassing, recycling and disposal, and call centre services.

    c. E-Waste

    (viii) Pre-booked collection of E-waste items including call centre services; and

    (ix) Processing of E-waste items to comply with state government requirements.

5. Tender TVP/24/21 was published through the WALGA VendorPanel system on 26 September 2024, with a closure date of 14 November 2024. An extension to the validity of the tender pricing beyond the 90-day period (post tender closure) has been secured to accommodate Council consideration in the April 2025 round of meetings.
6. Tenderers were requested to provide various rates for collection and processing for the separable portions, together with detailed information addressing the qualitative aspects of the tender.

Discussion

Prebooked verge collection service

7. The adoption of a "prebooked verge collection" system can be seen as a preferable method over the current scheduled pick up system. It should substantially address the potential problems with unsightly verge waste material remaining on verges across an entire suburb for any extended periods, is the preferred approach under State Government guidelines
8. Using historical evidence from other municipalities, it is expected that a pick up presentation rate (take up rate) from verges for this type of "prebooked verge collection" services is around 1/3 of residences (with the possibility that this may extend to a maximum around 45%). Based on a presentation rate of 1/3, this equates to around 5,200 pick ups per allocation round. If four rounds (two bulk and two green) of waste are available, this may equate to 20,800 (or up to a maximum of 28,200 pickups per year based on 45%). Based on the contractor's indicated capacity of around a maximum of 65 per day per waste stream, the resultant 32,500 pickups per year is sufficient to service two bulk rounds and two green rounds per year. However, as noted below there will be budget implications depending on the number of rounds made available to residents per year.

Estimated Number of collections per year

Take up rate	33%	45%	75%	100%
1 Bulk & 1 Green	10,456	14,130	23,550	31,400
2 Bulk & 1 Green	15,684	21,195	35,325	47,100
2 Bulk & 2 Green	20,912	28,260	47,100	62,800

9. If the level of service is set below the current two rounds of bulk waste and two rounds of green waste per year (under the scheduled service system), this will represent a reduction in the level of service. The impact of this reduction in the level of service offered may be offset to some extent by other means. In addition to the current Garden Organics bin collection services, Officers have been exploring further options to assist the community, and the use of tip passes is one service that could be implemented. Some residents may encounter challenges with the proposed prebooked verge collection system and may prefer to send their green waste or bulky items directly to a waste transfer station such as that being operated by WMRC or the City of Canning off Bannister Rd, Canning Vale. With Council endorsement, a tender or request for quotation process is not required for purchase of services delivered by another local government organisation. It is recommended that the potential use of tip passes also be considered in the 2025-26 budget process (and be subject to Council authorisation or delegated authority as appropriate for the CEO to enter into arrangements with a regional council or nearby local government to provide alternative waste management services costing no more than $200,000 per year, such as the use of tip passes. Alternative services such as this would assist residents who may not be able to use the prebooked collection services). The Town will need to give consideration to how such alternative arrangements can be effectively administered. The cost of such alternative services would be offset by the corresponding reduction in the prebooked verge collection services provided by the successful tenderer

Tender

10. The assessment of the submissions was formally undertaken by a panel that included:
    - Manager Assets and Environment
    - Manager Infrastructure Operations
    - Greening Care Officer
11. The Town received two compliant submissions: from Tenderer B (for **all** the non-scheduled separable portions, excluding scheduled collections) and from Tenderer A (for the verge green waste processing separable portion **only**).
12. None of the Tenderers quoted for the provision of the traditional scheduled verge collection services.
13. The evaluation of the submissions (refer confidential attachment) against the qualitative criteria resulted in the rankings as shown below, with the first ranking scoring the highest.

Company		Respondent A		Respondent B	
		(Tenderer A)		(Tenderer B)	
Selection Criteria	**Weighting**	**Score / 10**	**Weighted Score**	**Score / 10**	**Weighted Score**
Demonstrated Experience	50%	6.00	21%	8.67	35%
Organisational Capacity	40%	5.33	30%	8.67	43%
Specified Personnel	5%	6.67	3%	7.00	4%
Social Sustainability	5%	5.33	3%	6.67	3%
Total Weighted Score	**100%**	**57%**		**85%**	
Rank		**2**		**1**	

14. Tenderer B provided a better submission (for **all** the non-scheduled separable portions, excluding scheduled collections) and was ranked well above the Tenderer A submission. The evaluation panel was confident that it could meet the Town's operational requirements in terms of collection of verge material. As Tender B provided a submission based on a "prebooked verge collection" type of service (i.e. excluding any scheduled verge pickup service) the Town needs to acknowledge this represents a change in methodology for verge waste collection from the previous practice. Council's endorsement of this change in methodology is sought before considering the acceptance of the submission from Tenderer B.For the processing of green waste Tenderer A provided a lower unit rate than Tenderer B. The evaluation panel was satisfied that it had the experience and capacity to meet the Town's green waste processing requirements. However, Tenderer A has advised that its contracts will require a three-month termination clause (with cause – refer confidential attachment for details). Tenderer A is advising that future organizational changes may impact their ability to operate and hence they have included the 3-month termination clause should this occur. If this were to be the case, then an alternative would need to be sought and given the lead time for market testing this may be too short.
15. Based on the uncertainty associated with an award to Tenderer A, and the fact that the difference in cost between the two tendered rates is relatively small (around $14,000 per annum based on the latest estimate for green waste processing tonnages), it is recommended that Tenderer B also be awarded the green waste processing separable portion of the tender.
16. The adoption of a "prebooked verge collection" system can be seen as a preferable method over the current scheduled pick up system. It should substantially address the potential problems with unsightly verge waste material remaining on verges across an entire suburb for any extended periods, is the preferred approach under State Government guidelines, Tenderer B has indicated recycling of at least 65% for bulk verge materials. Based on these reasons, Tenderer B is recommended to be awarded all offered separable portions.
17. With the recommended award of the tender, Tenderer B is likely to require a lead time up to three months to make arrangements to bring the Town's residents within its system, advise on changes for new services and liaise with the Town on its customer service and communication strategy.
18. It is therefore proposed to implement the new service in the 2025-26 financial year. If Tenderer B is awarded the tender (and pending final contractual agreement), the Town will work with Tenderer B to make the transitional arrangements for the Town's residents.
19. Tenderer B has provided confirmation that it has agreed to extend the validity of its offer till the end of April.

Cost and resource impact

20. The rates provided are expected to result in higher annual operating cost being incurred as compared to the current budgets based on applying two pickup allowances (per household) for bulk waste and one pick up for green waste per year (refer confidential attachment details). These budget implications are also set out in the confidential attachment, based on estimates for totals of three and potentially four rounds being available to residents during a year.
21. To maintain the current level of annual verge collection and processing budgets, the level of service for verge collection services will need to be dropped to one bulk waste collection and one green verge collection per year.
22. While there are budget implications for future years if the service level is set beyond one bulk and one green yearly pickup service, the award of the contract is not contingent on a set number of annual allocation rounds being available per residential property. This issue can be addressed at the time of budget preparation, and it is recommended that if an award is to be made, the decision on the number

of allocation rounds (and any other alternative waste management services as noted) available to residents be made in conjunction with funding of other programs or projects at that time.

23. As the Town will be entering into a contract for a prebooked verge collection service (as opposed to the previous practice of scheduled services) it will need to consider the relative success of this new methodology. Before the completion of the initial three-year period (this minimum timeframe being required for tendering any new services to reasonably attract any submissions), service performance and resident feedback will be monitored and considered. This will need to be assessed in contemplating any extensions to the contract and the future direction of verge waste management.
24. Due to the increased workload required to oversee and manage the anticipated additional waste management works including the new verge collection system, an additional full time employee is required to be added to the waste management team. This role will be responsible for coordinating and managing service planning, service delivery and resource allocation including contractors and suppliers required to provide the current and future waste management services. Contract management, contractor performance management, contractor kpi monitoring, community engagement, customer service management, data management, arbitration between residents and contractors (such as missed service, contamination issues, etc) will also be managed by this staff member.

Compliance criteria

25. The following compliance criteria were included in the tender:
    a) Lodgement of the submission is in accordance with the conditions of the submission
    b) Compliance will be made in accordance with the General Conditions of Contract (for the provision of Minor Works), Special Conditions and the Tender Request
    c) A minimum of three references were provided
    d) Acknowledgement of addenda (if any)
    e) Completion of the Pricing Schedule
    f) Provision of corporate information as required
    g) Financial position details as required
    h) Confirmation of no conflict of interest
    i) Provision of insurance information and certificates of currency
    j) Tenderer to implement the Town's Access and Inclusion Plan to the extent that it is practicable
    k) Completion of respondent's offer

Evaluation process

Demonstrated skills and experience i. The Tenderer must provide details of contracts for similar Goods and / or Services provided for other clients. The Respondent must provide: (A) A detailed description of the Goods and / or Services provided; (B) Similarities between the previous contracts and this Request; (C) When the previous contracts were performed; and (D) The outcome of the previous contracts.	Weighting 50%

ii. The Tenderer must also provide a minimum of [2] referees in respect of the contracts detailed above. Referee details must include: (A) The referee's name and position; (B) Company name; (C) The contact telephone number; and (D) The contract or project title	
Organisational capacity i. The Tenderer must demonstrate that it has the organisational capacity to perform the Customer Contract. ii. The Tenderer must provide a comprehensive time frame for the delivery of the proposed Goods and / or Services	Weighting 40%
Specified Personnel The Tenderer must: i. Identify any proposed Specified Personnel together with a brief curriculum vitae for each of them. ii. Detail the availability of the proposed Specified Personnel for the Customer Contract during the Term, and iii. Describe the skills and industry experience of all proposed Specified Personnel.	Weighting 5%
Social Sustainability (Indigenous, disabled, human rights, labour practices) Tenderers should provide evidence of sustainability in the delivery of the project / goods or services, and in the general day-to-day operation of their organisation. i. Does your organisation follow any sustainable strategies? **YES / NO.** If yes, please provide details. ii. Does your organisation have any Social Impact Policy and Initiatives? i.e. Indigenous, diversity, human rights, labour practices. **YES / NO** If yes, please provide details.	Weighting 5%
Price Respondents are to populate and attach the pricing spreadsheet	Weighting *

*To be considered after qualitative assessment.

Legal and policy compliance

Section 3.57 of the Local Government Act 1995

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

Financial implications

Current budget impact	As the value of the contract exceeds $500,000, the acceptance of the offer/tender and subsequent award of any such contract is to be determined by Council. Sufficient funds exist within the annual budget to address this recommendation.
Future budget impact	It is noted that the award to the recommended tenderer is not expected to result in extra funding being required if the pickup allowance is limited to once yearly (per household per waste stream) based on the estimated take up rate of 1/3. If this allowance is increased to more than one per year, extra funding between $500,000 and $1,000,000 will be required (refer confidential attachment details). The Town's current level of service is two scheduled bulk waste collections and two scheduled green waste collections per year. However, the decision on the number of pickup allowances is not specifically required prior to any contract award as the tenderer has not indicated minimum collection numbers as part of its pricing in the tender. This decision can therefore be made as part of the usual future budget deliberations, albeit that the recommendation has been framed to provide an endorsement for a specific number of verge pickups per year. If Council endorsed the provision of alternative services such as provision of tip passes for bulk and green waste disposal, up to $200,000 per annum will need to be added to the annual operating budget. This cost will be offset by the reduction in the number of collections to be performed by the successful verge collection tenderer.

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk mitigation
Financial	Not obtaining the lowest rates for verge waste collection and processing services.	Moderate	Low	TREAT risk by completing competitive market-based process and awarding the best value for money tender received.
	If the participation rate is higher than the expected rate of 1/3 of households, extra costs may be incurred over current budget	Moderate	Low	TREAT risk by consideration of the number of rounds to be made available to households, alternative waste arrangements and the budget impact.
Environmental	Bulk hard waste being contaminated and crushed and sent	High	Medium	Treat risk. Appoint Tenderer B who is able to collect acceptable materials from the verge and increase the

	straight to landfill.			recycling rate for bulk hard waste.
Health and safety	Placing of toxic or contaminated materials on the verge	High	Low	Treat risk. Appoint Tenderer B who is able to identify such materials on the verge and work with the Town to communicate to residents who may have placed these items on the verge.
Data, Information Technology and Cyber	Records management concerns associated with keeping track of user statistics, disagreements between residents and contractors and substantiating payment claims	Medium	Medium	Treat risk. Appoint Tenderer B as they have demonstrated their data and records management capability in providing the services required including customer calls, updating of booking requests and jobs completed, etc. In addition, additional waste management staff is required to work with Tenderer B to ensure all gaps will be covered (such as disagreements between residents and contractors regarding services delivered or not delivered, damage to properties, etc)
Assets	Not applicable.		Medium	
Compliance Breach	Not applicable.		Low	
Reputation	Residents resorting to the media to complain about their dissatisfaction of the Bulk Verge collection level of service dropped to one allocation per residential property per year	High	Low	Treat risk. Recommend no change in the level but at least one green waste collection per residential property per year.
Service delivery	Not providing collection and processing services for verge waste on a timely basis.	Moderate	Medium	TREAT risk with ongoing collection and processing services required and obtaining best value for money services through competitive tender.
	Tenderer A deciding to terminate green waste processing service with 3 months' notice	High	Medium	Treat risk by awarding the entire contract to Tenderer B (on the basis that the total difference in price between Tenderer B and Tenderer A is immaterial).

	Tenderer B requiring up to 3 months to gear up before commencing service	High	Medium	Treat risk. Award the contract as soon as possible.
	Lack of experience staff to manage the new system and additional workload	High	Medium	Treat risk. Appoint required staff.
	Ratepayers who see the neighbor and think it is pickup week?	Medium	Medium	Treat risk. Make use of the staff training and communications support provided as part of this offer. Provide relevant communication to residents about the new system and provide Rangers guidelines to deal with any breaches.

Engagement

Internal engagement	
Stakeholder	Comments
Procurement	Provided advice and acted as a probity advisor throughout the tender process.

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	To put in place contractual arrangements covering verge waste collection and processing services.

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

Further consideration

At the Agenda Briefing Forum meeting held on 1 April 2025, the following information was requested

26. Request the officer report's further consideration to include information about an alternative to point 2 of the recommendation, clarifying that Council can endorse a level of service that fixes the overall service level but allows residents to choose the configuration of their service.

Referring to recommendation 2, Council could consider endorsing an amendment based on a level of service that fixes the overall service level while allowing residents to choose various configurations of the service. It is highly recommended that at least one allocation per year is for green waste. Accordingly, an alternative recommendation is provided below for consideration by Council:

- That Council endorses a level of service to residents initially comprising of three waste disposal allocations per year on the basis that at least one allocation is for green waste.

27. Provide more information regarding other Councils that are only allowing one bulk pickup per year particularly for the experiences of Joondalup, Fremantle and Melville.

A number of WA metropolitan Local Governments (LGs) have been approached and information have been obtained from seventeen of them. The Cities of Joondalup, Fremantle and Melville offer one bulk or hard waste collection per year. Each of the three Local Governments provides a different set of disposal services as indicated below :

Annual disposal services	LG 1	LG 2	LG 3
Prebooked **bulk hard waste** collection		1	1 (considering 1 additional allocation)
Scheduled **bulk hard waste** collection			
Bulk hard waste skip bin which can be swapped with a lounge suite collection	1		
Prebooked green waste collection			2
Schedule green waste collection	1	2	
Vouchers for green waste drop off	4 vouchers		
Prebooked white good collection	4 items		
Prebooked mattress collection	6 items		
E Waste drop off at Recycling Centre	no limit		
Recyclable items- drop off at Recycling Centre		no limit	

The general experience has been that one verge collection allocation per year would not be sufficient.

OFFICER RECOMMENDATION

Moved: Cr Jesse Hamer **Seconded:** Cr Lindsay Miles

That Council :

1. Awards the contract associated with Tender TVP/24/21 for Verge Collection and processing services, to Tenderer B for pre-booked verge green waste collection services; processing of verge green waste; pre-booked verge hard bulk waste collection services (inclusive of white goods and e-waste collection as part of hard waste collection service but excluding mattress collection and processing); and processing of verge hard bulk waste (inclusive of white goods and e-waste processing) over a maximum five years (being an initial term of three years, with two one-year extension options), with the terms and conditions as outlined in the contract, as their offer has been evaluated as the most advantageous to the Town.
2. Endorses a level of service to residents comprising of two prebooked verge bulk waste pickup and one prebooked verge green waste pickup per year
3. Adopts the prebooked verge collection service following the completion of services provided under the previous scheduled verge waste collection (and processing) contractual arrangements.

AMENDMENT (77/2025):

Moved: Cr Daniel Minson **Seconder:** Mayor Karen Vernon

That point 2 of the officer recommendation be amended to read:

2. Endorses a level of service to residents initially comprising of a maximum of three waste disposal allocations per year on the basis that a maximum of two of these allocations are hard waste.

That an additional point 4 is included to the officer recommendation:

4. Requests the Chief Executive Officer to review the on demand bulk waste collection services delivered under this tender at the 12 month anniversary of the contract commencing as to the effectiveness, financial impacts and user feedback on the services, and bring a report back to Council by no later than 31 August 2026.

Carried (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Sky Croeser, Cr Peter Devereux, Cr Jesse Hamer, Deputy Mayor Bronwyn Ife, Cr Peter Melrosa, Cr Lindsay Miles and Cr Daniel Minson

Against: Nil

Reason: To allow greater flexibility for residents to manage their pre-booked verge waste collections, particularly by increasing access to green waste verge collections. This amendment would allow a resident to have one, two, or even three, of their verge waste collections be green waste instead of hard waste. This is near certain to be at a lower cost to the Town based on the tendered rates and the requirement for residents to have no more than two hard waste verge collections, given that the tendered hard waste verge collections are costlier than the green waste verge collections.
To ensure a review of the new service is undertaken and the Council remains informed, a report back to Council on the effectiveness, financial impacts and resident feedback of the service is proposed.

AMENDED OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (78/2025):

Moved: Cr Jesse Hamer **Seconder:** Cr Lindsay Miles

1. Awards the contract associated with Tender TVP/24/21 for Verge Collection and processing services, to Tenderer B for pre-booked verge green waste collection services; processing of verge green waste; pre-booked verge hard bulk waste collection services (inclusive of white goods and e-waste collection as part of hard waste collection service but excluding mattress collection and processing); and processing of verge hard bulk waste (inclusive of white goods and e-waste processing) over a maximum five years (being an initial term of three years, with two one-year extension options), with the terms and conditions as outlined in the contract, as their offer has been evaluated as the most advantageous to the Town.

2. Endorses a level of service to residents initially comprising of a maximum of three waste disposal allocations per year on the basis that a maximum of two of these allocations are hard waste.

3. Adopts the prebooked verge collection service following the completion of services provided under the previous scheduled verge waste collection (and processing) contractual arrangements.

4. Requests the Chief Executive Officer to review the on demand bulk waste collection services delivered under this tender at the 12 month anniversary of the contract commencing as to the effectiveness, financial impacts and user feedback on the services, and bring a report back to Council by no later than 31 August 2026.

Carried (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Sky Croeser, Cr Peter Devereux, Cr Jesse Hamer, Deputy Mayor Bronwyn Ife, Cr Peter Melrosa, Cr Lindsay Miles and Cr Daniel Minson

Against: Nil

13.5 Lathlain Park Zone 1, Precinct Redevelopment - Consideration of State Governments position on delivering the project.

Location	Lathlain
Reporting officer	{author-name}
Responsible officer	Strategic Projects Manager
Voting requirement	Simple majority
Attachments	Nil

Summary

To provide Council with an update on recent information provided by the State Government arising from the "Lathlain Precinct Zone 1 – Contract TVP-24-04 Construction of the Grandstand.

At the Special Council Meeting held on the 25 March 2025, Council resolved not to proceed with the second part of the construction contract between the Town and PS Structures. Additionally, the Mayor and CEO were requested to undertake further advocacy to external stakeholders to address the funding shortfall of 4.8 million.

The recent decision by Council has triggered an interest from State Government to manage the process directly with the Perth Football Club, with the Town being a stakeholder in negotiations moving forward.

Recommendation

That Council:

1. Notes the letter dated 26 March 2025 received from the Minister for Sport and Recreation, Honourable Rita Saffioti (MLA), regarding a potential transfer of the project development site to the State to enable engagement with Perth Football Club to deliver the Project.
2. Authorises the Chief Executive Officer to negotiate with the State Government to establish the nature and details of the proposed transfer of the project development site, the impact of the proposed transfer on other stakeholders in the precinct, and the terms of the draft contract.
3. Authorises the Chief Executive Officer to report back to Council on the Draft Contract Agreement Terms when they become available from the State Government and a position on the proposal is established by the administration.

Background

1. Resolution (58/2025) from the Special Council Meeting held on the 25 March 2025 stipulates the following;

   That Council;

   1. *Notes the funding shortfall for the Lathlain Precinct Zone 1 Community sport and recreation facility project, which is currently indicatively estimated at $4.8 million;*
   2. *Resolves not to proceed with the second part of the construction contract between the Town and PS Structures at this stage;*

3. *Requests the Chief Executive Officer and the Mayor to undertake further advocacy to external stakeholders for additional funding to address the funding shortfall;*
4. *Requests the Chief Executive Officer to report back to Council by no later than July 2025 with an update on point 3 of this resolution, and options for the future of this project, particularly related to option 6 as outlined in this report.*

2. Not proceeding with the contract with PS Structures has meant that the deadline to execute the necessary procurement documentation was not possible by 3 April 2025. A notice of termination to PS Structure was delivered on 9 April 2025.
3. Item 3 of Council's resolution relates to option 6 in the Council report from March 2025 which indicates a State Government lease arrangement or sale of property.
4. At this stage, Council's resolution aligns with the State's intent to deliver the project and ensures it achieves its objective in providing "fit for purpose" facilities for the Perth Football Club. However, there are many details that require further negotiation and understanding before the Town can commit to such a significant decision.

Discussion

5. The letter addressed to the Chief Executive Officer from the Minister for Sport and Recreation, Honourable Rita Saffioti (MLA) (distributed to Council members when it was received) does not contain a detailed explanation of the process that would need to be legally administered, how it intends to transfer the development site to State Government to deliver the project nor any potential financial implications on the Town.
6. The States intention includes advice that the Town will shortly be provided with a contract for the transfer of the Site, conditional on subdivision of the Site from Lot 1 and that work on the proposed subdivision will commence immediately.
7. On Friday 28 March 2025 the CEO met with Director General, Department of Local Government, Sport and Cultural Industries in relation to this matter, with the meeting discussing possible conditions for the State to deliver the redevelopment project. Advice of this meeting was shared with Elected Members, including the commitment from the Director General to forward to the Town a Terms Sheet that could form the basis of future negotiations and discussion. At the time of preparing this report the Terms Sheet had not been required.

Relevant documents

Not applicable.

Legal and policy compliance

Section 168 - Land Administration Act 1997

Section 170 - Land Administration Act 1997

The legal advice obtained has been distributed to Councillors under separate cover.

Financial implications

Current budget impact	No current budget impact noted
Future budget impact	No future budget impact at this stage.

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	The Town's contribution of to the project is unknown at this stage, however any additional funding gap will need to be considered.	Medium	Low	TREAT RISK – Chief Executive Officer to further negotiate with State Government on outcomes that will ultimately benefit the Town and community
Environmental	Not applicable		Medium	
Health and safety	Not applicable		Low	
Data, Information Technology and Cyber	Handover of intellectual property to the State Government may require permissions from external consultants	High	Medium	TREAT RISK – legal advice to be sought on existing contract clauses
Assets	Ongoing maintenance tasks on the existing building will still need to be managed by the Assets Team.	High	Medium	TREAT RISK – Continue to fund high risk maintenance tasks and structural risks, This is dependent on understanding government timelines and the need to continue the existing buildings operations.
Compliance Breach	New design or substantial changes to the Grandstand Architectural Drawings will require further DA amendments.	Medium	Low	TRANSFER RISK – Development Approval conditions to be outlined to the State Government
Reputation	Not applicable		Low	
Service delivery interruption	Not applicable		Medium	

Engagement

Internal engagement	
Communications	Media statement has been released post the public announcement by the State Government. Following OCM decision the Town will prepare an updated public response. Future publicity clauses will be considered in any negotiations.
Property Development and leasing	Once the nature and details of the proposed transaction with the State have been established, the Town will be in a much better position to assess the impacts, risks and implications and how these can be managed. Consideration

	may need to be given to the position of other stakeholders in the precinct, including telecommunication providers, the West Coast Eagles, the nature of required land transactions as well as any statutory compliance processes that must be adhered to by the Town in order for the proposed transaction to be implemented.

External engagement	
Stakeholders	State Government
Period of engagement	April 2025 – Ongoing
Level of engagement	Inform
Methods of engagement	In person meetings
Advertising	NIL
Submission summary	High level discussions yet to occur between State and Local Government
Key findings	Contract Terms and conditions yet to be discussed and finalised.

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL3 - Accountability and good governance.	Funding advocacy and negotiation outcomes to align with community expectations for the project

OFFICER RECOMMENDATION

Moved: Cr Daniel Minson **Seconded:** Cr Jesse Hamer

That Council:

1. Notes the letter dated 26 March 2025 received from the Minister for Sport and Recreation, Honourable Rita Saffioti (MLA), regarding a potential transfer of the project development site to the State to enable engagement with Perth Football Club to deliver the Project.
2. Authorises the Chief Executive Officer to negotiate with the State Government to establish the nature and details of the proposed transfer of the project development site, the impact of the proposed transfer on other stakeholders in the precinct, and the terms of the draft contract.
3. Authorises the Chief Executive Officer to report back to Council on the Draft Contract Agreement Terms when they become available from the State Government and a position on the proposal is established by the administration.

AMENDMENT (79/2025):

Moved: Mayor Karen Vernon **Seconder:** Cr Peter Melrosa

That points 2 and 3 of the officer recommendation be amended to read as follows:

2. Authorises the Chief Executive Officer to discuss with the State Government the terms of any proposal received from the State Government in relation to options for the delivery and completion of the Lathlain Precinct Redevelopment Zone 1 project.

3. Requests the Chief Executive Officer to:

(a) hold a workshop to update Elected Members on the progress of any discussions in accordance with point 2 above;

(b) bring a report back to Council within 3 months of holding such an Elected Member workshop on the status of discussions with the State Government.

Carried (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Sky Croeser, Cr Peter Devereux, Cr Jesse Hamer, Deputy Mayor Bronwyn Ife, Cr Peter Melrosa, Cr Lindsay Miles and Cr Daniel Minson

Against: Nil

Reason:

Point 2 of the officer's recommendation proposes that Council should authorise the CEO to specifically negotiate with the State Government about 3 matters on the assumption that those are the relevant matters for negotiation, even though the Town has not received any proposal from the State Government as yet.

At this early stage, rather than pre-empt or limit the matters for any future negotiation, it would be more prudent to authorise the CEO to engage in discussions with the State Government about any proposals received. That way we create a broad remit for the CEO to undertake those discussions, enabling all aspects of a proposal to be explored and understood to assist the Town to develop its position in response.

Given the history of the project and the significant investment of time and resources by the Town to date, it would be appropriate for the CEO to update Elected Members through a workshop about the progress of discussions with the State Government, and the development of the Town's position, before Council authorises the CEO to engage in negotiations. Following such a workshop, the Town may recommend that Council should authorise the CEO to undertake negotiations with the State Government, and on what terms.

Bringing a status report back to Council will ensure we continue to maintain transparency and accountability over the Town's actions in relation to this project.

AMENDED OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (80/2025):

Moved: Cr Daniel Minson **Seconder:** Cr Jesse Hamer

That Council:

1. Notes the letter dated 26 March 2025 received from the Minister for Sport and Recreation, Honourable Rita Saffioti (MLA), regarding a potential transfer of the project development site to the State to enable engagement with Perth Football Club to deliver the Project.
2. Authorises the Chief Executive Officer to discuss with the State Government the terms of any proposal received from the State Government in relation to options for the delivery and completion of the Lathlain Precinct Redevelopment Zone 1 project.
3. Requests the Chief Executive Officer to:

   (a) hold a workshop to update Elected Members on the progress of any discussions in accordance with point 2 above;

   (b) bring a report back to Council within 3 months of holding such an Elected Member workshop on the status of discussions with the State Government.

Carried (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Sky Croeser, Cr Peter Devereux, Cr Jesse Hamer, Deputy Mayor Bronwyn Ife, Cr Peter Melrosa, Cr Lindsay Miles and Cr Daniel Minson

Against: Nil

14 Chief Financial Officer reports

14.1 Schedule of Accounts- February 2025

Location	Town-wide
Reporting officer	Financial Services Controller
Responsible officer	Chief Financial Officer
Voting requirement	Simple majority
Attachments	1. Payment Summary - February 2025 [**14.1.1** - 7 pages] 2. Credit Card Transactions February 2025 [**14.1.2** - 2 pages] 3. Fuel and Store Card Transactions February 2025 [**14.1.3** - 1 page]

Summary

Council is required to confirm 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. The information required for Council to confirm the payments made is included in the attachment for the month ended 28 February 2025.

Recommendation

That Council:

1. Receives the accounts for February 2025, as included in the attachment, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996.
2. Receives the direct lodgement of payroll payments to the personal bank accounts of employees, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996.
3. Receives the credit card transactions attachment, pursuant to Regulation 13A of the Local Government (Financial Management) Regulations 1996.
4. Receives the fuel and store card transactions attachment, pursuant to Regulation 13A of the Local Government (Financial Management) Regulations 1996.

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		$4,458,588.21
Payroll		$1,355,448.01
Bank Fees		$10,077.85
Corporate MasterCard	February 2025	$16,240.53
Total		**$5,840,354.60**

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 confirm the payments, as included in the attachments.

Relevant documents

Nil

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.

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (81/2025):

Moved: Cr Jesse Hamer **Seconded:** Cr Daniel Minson

That Council:

1. Receives the accounts for February 2025, as included in the attachment, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996.
2. Receives the direct lodgement of payroll payments to the personal bank accounts of employees, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996.
3. Receives the credit card transactions attachment, pursuant to Regulation 13A of the Local Government (Financial Management) Regulations 1996.
4. Receives the fuel and store card transactions attachment, pursuant to Regulation 13A of the Local Government (Financial Management) Regulations 1996.

Carried (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Sky Croeser, Cr Peter Devereux, Cr Jesse Hamer, Deputy Mayor Bronwyn Ife, Cr Peter Melrosa, Cr Lindsay Miles and Cr Daniel Minson

Against: Nil

14.2 Financial Statements February 2025

Location	Town-wide
Reporting officer	Financial Services Controller
Responsible officer	Chief Financial Officer
Voting requirement	Absolute majority
Attachments	1. Financial Statements February 2025 [**14.2.1** - 26 pages]

Summary

To present the statement of financial activity reporting on the revenue and expenditure for the period ending 28 February 2025.

Recommendation

That Council:

1. Receives the financial statements for February 2025, as included in the attachment, pursuant to Regulation 34 of the *Local Government (Financial Management) Regulations 1996*.
2. Approves the budget amendment within Materials and Contracts to increase Waste Services – Verge Collections, by $200 000 and decrease Consultancy budgets for:
    a. Project Management Consultancy - $60 000,
    b. Waste Services Consultancy- $50 000,
    c. Asset Management Consultancy - $50 000,
    d. Property Development and Leasing Consultancy - $20 000,
    e. Chief Operating Officer Legal Services - $20 000.

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.

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

Period variation

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

Primary reason(s)

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

End-of-year budget impact

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

Discussion

4. The Financial Statements – February 2025 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 Statements – February 2025 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	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 *Local Government (Financial Management) Regulations 1996.*

Further consideration

5. Following the Agenda Briefing Forum held on 1 April 2025, quotes for the one-off April bulk verge collection service were received.
6. A resolution has been added since the agenda briefing forum, requesting additional funds via a budget amendment. This requires an absolute majority.
7. All three quotes received exceeded the budgeted amount.
8. The proposed budget amendment to increase the materials and contracts budget for Waste Services by $200,000 is required due to an increase in the contract for one-off April bulk verge collection services.
9. This amount is to be funded by reducing the various consultant and legal budgets, as listed in the resolution.
10. The CEO has delegation to award and execute the contract.
11. The verge pickup service has been published in the annual waste calendar, and is an expected service by the community.

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (82/2025):

Moved: Cr Jesse Hamer **Seconded:** Cr Daniel Minson

That Council:

1. Receives the financial statements for February 2025, as included in the attachment, pursuant to Regulation 34 of the *Local Government (Financial Management) Regulations 1996*.
2. Approves the budget amendment within Materials and Contracts to increase Waste Services – Verge Collections, by $200 000 and decrease Consultancy budgets for:
    a. Project Management Consultancy - $60 000,
    b. Waste Services Consultancy- $50 000,
    c. Asset Management Consultancy - $50 000,
    d. Property Development and Leasing Consultancy - $20 000,
    e. Chief Operating Officer Legal Services - $20 000.

Carried by Absolute Majority (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Sky Croeser, Cr Peter Devereux, Cr Jesse Hamer, Deputy Mayor Bronwyn Ife, Cr Peter Melrosa, Cr Lindsay Miles and Cr Daniel Minson

Against: Nil

14.3 TVP/24/38 Integrated Infringement Management System

Location	Town-wide
Reporting officer	Manager Business Services
Responsible officer	Chief Financial Officer
Voting requirement	Simple majority
Attachments	1. CONFIDENTIAL REDACTED - RFT TV P 24-38 - CEO Probity Letter [**14.3.1** - 2 pages] 2. CONFIDENTIAL REDACTED - TV P-24-38 Evaluation Report [**14.3.2** - 20 pages]

Summary

To seek Council approval to appoint a preferred contractor to provide all materials, labour, equipment, ongoing service/maintenance/ support, warranties, and training necessary to operationalise an end-to-end Infringement Management System (IMS), as the value exceeds $500,000.

Recommendation

That Council awards the contract associated with TVP/24/38 Integrated Infringement Management System, to Tenderer C, for implementation and operationalising an end-to-end Infringement Management System (IMS), with the terms and conditions as outlined in the contract, as their offer has been evaluated as the most advantageous to the Town.

Background

1. In March 2023, the Town engaged several consultancies to conduct a review on the previous Central Parking Management System (CPMS). The review provided valuable technology and industry insights that informed an industry wide expression of interest process. After conducting research and analysis, the report recommended the following factors when selecting a vendor for a parking management system:

    (a) Provide a Software as a Service (SaaS) parking and infringement management system.

    (b) Improve data accessibility by choosing a vendor that openly allows access to data through the means of dashboards and filtered reports.

    (c) Integrate with existing systems for the seamless flow of information, reduce errors and inconsistencies of data, and increase productivity by reducing manual processes.

    (d) Improve self-service reporting capabilities, provides adequate out of the box reporting features, with the ability to create and share custom reports.

    (e) Avoid vendor lock in by adopting an approach that allows the best of breed technologies and integration of new technologies in the future.

    (f) Provides consolidation and integration system to create a single source of truth for all data.

    (g) Data retention to comply with the State Record Act 2000.

    (h) Streamline process for vehicle license plates details from the Department of Transport.

    (i) End-to-end self-managed infringement management system, that will allow users to easily view and manage their infringements online.

2. In April 2023, the Town advertised an Expression of Interest (EOI) phase before the tender process to better understand the latest parking-related infrastructure and systems, and vendor capabilities within the Australian market. Vendors showcased their capabilities, qualifications and experience in the provision of all materials, labour, equipment, ongoing service/maintenance/support, warranties, and training necessary to install and operationalise one or all the following key elements:

    (a) Central Parking Management System (CPMS)

    (b) Infringement Management System (IMS)

    (c) Pay-by-Plate (PbP) Parking Meters

    (d) Parking Guidance System (PGS)

    (e) Mobile Parking Application (App)

    (f) E-Permit System

    (g) Device, Payment, and Security Management.

3. In November 2023, a public tender process was completed for the replacement of the Town's Central Parking Management System and parking meters, which resulted in Tenderer C being awarded the contract.

4. In August 2024, a request for quotation process was completed for the replacement of the Town's Mobile Parking Applications and E-Permit System, which was awarded to Tenderer C and EasyPark, enabling the implementation of dual-app mobile parking payments.

5. In January 2025, a public tender was issued inviting vendors to provide a lump sum cost and ongoing servicing costs for the supply, installation, and maintenance of an Integrated Infringement Management System, as part of RFT TVP/24/38.

6. Integrated Infringement Management System was advertised publicly on 9 January 2025 through the Town's E-Tendering Portal on VendorPanel.

7. A non-mandatory briefing held at 1.00pm AWST on Wednesday 22 January 2025 via Microsoft Teams.

8. Each respondent was required to present a demonstration of their proposed solution to the evaluation panel. Demonstrations were held on 4, 5 and 6 March 2025 inclusive.

9. Suppliers were requested to participate in the third phase of the Town's Central Parking Management System project. Suppliers were asked to showcase their capabilities, qualifications and experience in the provision of all materials, labour, equipment, ongoing service/maintenance/support, warranties, and training necessary to operationalise an end-to-end Infringement Management System (IMS), including:

    - Infringement Issuing Software;
    - Customer Portal;
    - Administration Portal; and
    - Training and Support.

10. The required funds for the initial contract term for this item is $206,590 over 3 years excluding GST, and can be up to $621,847 excluding GST, over 9 years (not including CPI increases) in the event, all the extensions of the contract are exercised.

11. An evaluation of the tender submissions against the prescribed criteria has been completed and it is recommended that Council accepts the submission made by Tenderer C and enters a contract to purchase Infringement Management System and Infringement Issuing Software.

12. Tenderer C offered the Town a significant discount of 50% off the Infringement Issuing Application annual license fee for the lifetime of the contract. There were no terms and conditions attached to the discount.

Discussion

13. The assessment of the submissions was formally undertaken by a panel that included:

    (a) Voting member:

        (i) Manager Business Services (Chairperson)

        (ii) Administration Officer 1

        (iii) Administration Officer 2

    (b) Non-voting member:

        (i) Procurement Officer (Procurement Support)

        (ii) Probity Advisor

14. The Town received five submissions. Of these submissions, none were found not compliant.

15. The evaluation of the submissions against the quantitative and qualitative criteria resulted in the rankings as shown below, with the first ranking scoring the highest.

Tenderers	Ranking
Tenderer C	1
Tenderer A	2
Tenderer D	3
Tenderer B	4
Tenderer E	5

Compliance criteria

16. The RFT compliance criteria include:

    (a) Completeness of tender submissions.

    (b) Supply of a functioning demonstration of the proposed Integrated Infringement Management System sample.

17. Additionally, reference checks and external detailed financial and performance reports will be obtained as part of the tender evaluation

Evaluation process

The Town conducted a two-stage selection process, the EOI was the first stage which identified acceptable vendors before inviting them to a restricted Request for Tender (RFT) process.

Methodology I. Demonstrate an appreciation and understanding of the requirements of the Request and the Respondent must provide an outline of its proposed methodology and approach. Details of the methodology should include: II. The scope of work/requirements broken into components including timeframes and the estimated number of hours required to complete each component of the requirements. III. Details of the roles of the Specified Personnel and an estimated percentage of time spent by each in completing the requirements. IV. Details of the roles of the Specified Personnel and an estimated percentage of time spent by each in completing the requirements;	Weighting - 30%
Demonstrated Skills and Experience I. The skills and experience of the key Specified Personnel who will be involved with this contract. A brief curriculum vitae should be provided outlining their similar experience. II. Roles of the Specified Personnel and their availability during the term of the contract; and III. The organisational capacity to perform the Customer Contract includes relevant skills and experience within the organisation (other than the specified personnel) in performing similar requirements. IV. Respondents must provide contact details of referees for contracts of a similar nature have been successfully completed by the proposed Specified Personnel. These referees may be contacted to verify claims of relevant experience.	Weighting - 30%
Suitability of Proposed Services I. How the proposed Services meet the description set out in Schedule 2 - Specification / Statement of Requirements	Weighting - 30%
Social Sustainability I. Respondents should provide evidence of sustainability in the delivery of the services, and in the general day-to-day operation of their organisation. II. Does your organisation follow any sustainable strategies? III. Does your organisation have any Social Impact Policy and	Weighting - 5%

Initiatives? i.e. Indigenous, diversity, human rights, labour practices.	
Environmental Sustainability I. Supply details to address the following criteria along with an outline of the proposed methodology: II. Does your organisation have an Environmental Management System (EMS) or adopt any environmental/sustainability practices? III. Does your organisation practice waste minimisation e.g., reduce packaging, or packaging with recycled materials or using compostable packaging? Please provide details including % of reused/recycled materials used. IV. Provide examples relating to the key environmental impacts considered over the life cycle of the goods/service. Some examples for consideration are: V. Design for energy efficiency for energy using products. VI. Reduced use of water (e.g. water saving/ efficiency) VII. Design for recyclability VIII. Carbon Neutrality IX. Substitution of environmentally harmful or scarce materials.	Weighting - 5%

Legal and policy compliance

Section 3.57 of the *Local Government Act 1995*

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

Policy 301 - Procurement

Financial implications

Current budget impact	As the value of the contract exceeds $500,000, the acceptance of the offer/tender and subsequent award of any such contract is to be determined by Council. Sufficient funds exist within the annual budget to address this recommendation.
Future budget impact	Funds will be required in alignment with the vendors contract and be subject to annual CPI increases.

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	Revenue Loss Due to System Downtime – If the system experiences technical failures or extended outages, the Town may lose revenue from infringements.	Moderate	Low	Implement a robust IT support and maintenance plan, ensure redundancy measures, and conduct regular system testing.
Environmental	Increased Energy Consumption – Running a digital infringement system requires servers, cloud storage, and electronic devices, leading to higher electricity use and increased carbon footprint.	Low to Moderate	Moderate	Use energy-efficient hardware, adopt cloud services with sustainability commitments, and schedule devices to power down when not in use.
Health and safety	Data Entry Fatigue and Errors – Staff managing the system may experience fatigue from processing high volumes of infringement data, leading to increased errors and potential financial or reputational risk.	Low to Moderate	Moderate	Implement system automation where possible, schedule regular breaks, and provide training to improve efficiency and reduce errors.
Data, Information Technology and Cyber Security	Failure of infrastructure and systems	Minor	Medium	Treat risk by having suitable contractor with availability to carry out maintenance in a timely manner
Assets	Data Loss Due to System Failure or Corruption – If data is not properly backed up, system crashes or corruption could result in critical information being lost.	High	Medium	Implement automated backups, use redundant storage solutions, and regularly test data recovery procedures.
Compliance Breach	Non-Compliance with Local Government Regulations – The system must adhere to legal frameworks governing infringement issuance and	Moderate to High	Low	Regularly review legislative requirements, conduct system testing to align with legal standards, and provide ongoing compliance training for staff.

	appeals. Any failure to comply could result in invalid fines or legal challenges.			
Reputation	Data Privacy Concerns – If personal data security is questioned, the public may lose trust in the system's integrity.	High	Very Low	Ensure robust cybersecurity measures, comply with data protection regulations, and be transparent about data handling policies.
Service delivery interruption	Failure to carry out work in a timely manner.	Moderate	Medium	Treat risk by ensuring that critical milestones are outlined within the contract key performance indicators.

Engagement

Internal engagement	
Parking & Rangers	The internal review of the Town's existing parking management systems with Telstra Purple was conducted before the tender process to identify gaps in technology and services. The parking and ranger officers were involved in this process, which assisted with forming the report's recommendations and provided the basis for the EOI and tender process.
Procurement	Provided advice and acted as a probity advisor throughout the process.
Place Planning	Provided advice on adopting technologies to collect data on mobility to inform evidence-based decision making.
Finance	Provided advice as to where the budget variance could be funded from
Community Development	Provided feedback via the Town's Access and Inclusion Advisory Group, and on the proposed project engagement approach.

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	The adoption as such technology/system will simplify and automate key processes, reducing administrative burdens and ensuring a more seamless approach to managing parking violations. By leveraging increased automation, the Town aims to consolidate operations within a cloud-based system, significantly reducing the need for manual input. This shift will not only improve accuracy and consistency but also allow staff to allocate more time and resources to value-added functions that enhance service delivery and operational effectiveness.

Further consideration

Additional confidential information was requested regarding this item during the Agenda Briefing Forum held on 1 April 2025. The requested responses have been provided in the confidential folder.

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (83/2025):

Moved: Mayor Karen Vernon **Seconded:** Cr Claire Anderson

That Council awards the contract associated with TVP/24/38 Integrated Infringement Management System, to Tenderer C, for implementation and operationalising an end-to-end Infringement Management System (IMS), with the terms and conditions as outlined in the contract, as their offer has been evaluated as the most advantageous to the Town.

Carried by exception resolution (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Sky Croeser, Cr Peter Devereux, Cr Jesse Hamer, Deputy Mayor Bronwyn Ife, Cr Peter Melrosa, Cr Lindsay Miles and Cr Daniel Minson

Against: Nil

15 Committee Reports

Nil.

16 Applications for leave of absence

COUNCIL RESOLUTION (84/2025):

Moved: Cr Sky Croeser **Seconded:** Cr Daniel Minson

That Council approves:

1. a leave of absence for Cr Lindsay Miles for the dates of 30 June 2025 to 4 July 2025 (inclusive).

Carried (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Sky Croeser, Cr Peter Devereux, Cr Jesse Hamer, Deputy Mayor Bronwyn Ife, Cr Peter Melrosa, Cr Lindsay Miles and Cr Daniel Minson

Against: Nil

17 Motion of which previous notice has been given

17.1 Attendance at 2025 Australian Local Government Association National General Assembly, Canberra - Mayor Karen Vernon

In accordance with clause 23 of the Town of Victoria Park Meeting Procedures Local Law 2019, Mayor Karen Vernon has submitted the following notice of motion.

Motion
That Council approves Mayor Karen Vernon to attend the Australian Local Government Association National General Assembly in Canberra between 24 to 27 June 2025, and to be a voting delegate for the Town.

Reason

The ALGA annual National General Assembly is a professional development and networking opportunity involving the largest gathering of local government elected members throughout Australia, to learn about the work of local governments across Australia, to develop community leadership skills and to engage in advocacy on behalf of the Town.

This year's theme is "National Priorities need local solutions."

Early discounts for registration close on 30 May 2025.

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.

Officer response to notice of motion

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

Officer comment

1. The 2025 National General Assembly of Local Government (NGA) will be held from 24 June to 27 June 2025 in Canberra.
2. All motions supported at the NGA are submitted to the Australian Local Government Association board for consideration and, ultimately, to advance the cause of local government and the communities they seek to serve.
3. The theme for the 2025 NGA will be "National Priorities need Local Solutions", emphasizing the pivotal role of local councils in addressing national challenges through localized initiatives.
4. As per Policy 022 - Elected Member Professional Development, authorisation to attend an interstate conference is to be through a resolution of Council.
5. The NGA 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.
6. Mayor Vernon has expressed an interest in attending the conference and has attended in previous years.
7. An approximate breakdown of costs is as follows:

Item	Costs
Conference (early bird registration)	$979
Accommodation	$1,200 (4 nights)
Flights	$1,200
Other expenses	As per Policy 22- Elected member professional development – approximately $700
Total:	$4,079

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 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	

Financial implications

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

Relevant documents

Policy 022 - Elected member professional development.

MOTION AND COUNCIL RESOLUTION (85/2025):

Moved: Mayor Karen Vernon **Seconded:** Cr Jesse Hamer

That Council approves Mayor Karen Vernon to attend the Australian Local Government Association National General Assembly in Canberra between 24 to 27 June 2025, and to be a voting delegate for the Town.

Carried (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Sky Croeser, Cr Peter Devereux, Cr Jesse Hamer, Deputy Mayor Bronwyn Ife, Cr Peter Melrosa, Cr Lindsay Miles and Cr Daniel Minson

Against: Nil

18 Questions from members without notice

Cr Jesse Hamer

1. *Regarding item 5.2 Response to previous public questions taken on notice at Agenda Briefing Forum 1 April 2025, the officers mentioned at point 11 that they recommend speed bumps at three locations after the survey. Can you confirm that those three locations mentioned will mean three treatments or bumps?*

The Chief Operations Officer advised that based on the feedback post consultation and a significant volume of concern due to the number of treatments the project team considered, we are only treating key locations that we consider have a higher risk of vehicle pedestrian and cycling interactions.

2. *Is it correct that the three locations which received community consultation are those locations that received better feedback than the others or are they purely based on the safety risks?*

The Chief Operations Officer advised that the feedback was a mix, noting that even those who were initially opposed to the proposal had provided supportive comments regarding the locations mentioned in the survey.

3. *Is it correct that once that is delivered, the town will be able to show that those treatments and locations were supported by the majority of the residents in the area that did the feedback?*

The Chief Operations Officer advised that yes.

4. *Is it correct that the budget amount of $70,000, which was approved at the December Ordinary Council Meeting, will be enough to deliver these three treatments?*

The Chief Operations Officer took the question on notice.

Deputy Mayor Bronwyn Ife

1. *I received some community concerns regarding the Easy Park parking machines, and I wanted to raise this issue. It seems that if a car parks for two hours at one location, for example at Aqua Life, it is not allowed to park elsewhere in the Town, even if it is outside Victoria Park Primary School. Was this the initial intention Can you clarify?*

The Chief Financial Officer advised that to clarify the issue, there should not be a daily maximum of two hours of paid parking within the whole Town via Easy Park or parking meters. Upon investigation, the team found that a tariff configuration error had applied a two-hour daily cap across the entire Town, which has since been corrected. Now, motorists can park in multiple zones within the same day. However, according to the Town's vehicle management local law, if a motorist parks in a specific area, they must vacate the zone for at least two hours before parking there again. This rule ensures fair turnover and equitable access to parking spaces for everyone.

19 New business of an urgent nature introduced by decision of the meeting

Nil.

20 Public question time

As there were no people in the public gallery, public question time opened and closed at 8.58pm.

21 Public statement time

As there were no people in the public gallery, public statement time opened and closed at 8.59pm.

22 Meeting closed to the public

22.1 Matters for which the meeting may be closed

22.1.1 Contract Variation – CEO

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (86/2025):

Moved: Mayor Karen Vernon **Seconded:** Cr Claire Anderson

1. Approves a variation to clause 2.2.2 of the CEO Contract of Employment between the Town of Victoria Park and Carl Askew dated 10 September 2024.
2. Authorises the Mayor to sign the variation of contract as set out in Confidential Attachment 1 on behalf of the Town of Victoria Park.

Carried by exception resolution (9 - 0)

For: Mayor Karen Vernon, Deputy Mayor Bronwyn Ife, Cr Claire Anderson, Cr Sky Croeser, Cr Peter Devereux, Cr Jesse Hamer, Cr Peter Melrosa, Cr Lindsay Miles and Cr Daniel Minson

Against: Nil

22.1.2 Public reading of resolutions which may be made public

22.1.1 Contract Variation - CEO

23 Closure

There being no further business, Mayor Karen Vernon closed the meeting at 9:00 pm.

I confirm these minutes to be true and accurate record of the proceedings of the Council.

Signed: .....

Dated this: ..... Day of: 2025