



TOWN OF
VICTORIA PARK



Special Council Meeting Minutes - 28 October 2025



WE'RE OPEN
VIC PARK

A **Special Council Meeting** was held at **6:30 PM** on **Tuesday 28 October 2025** in the **Council Chambers**, Administration Centre at 99 Shepperton Road, Victoria Park.

Her Worship the Mayor Karen Vernon
4 November 2025

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1 Declaration of opening

Mayor Karen Vernon opened the meeting at 6:30 pm and read out the Acknowledgement of Country.

Acknowledgement of the traditional owners

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

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

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

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

Ngany youngka baalapiny Noongar birdiya wer moort nidja boodja.

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

2 Announcements from the Presiding Member

2.1 Recording and live streaming of proceedings

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

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

2.2 Public question time and public statement time

As this is a Special Council Meeting, any public questions or statements must relate to the business of the agenda.

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

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

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

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

2.3 No adverse reflection

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

2.4 Town of Victoria Park Meeting Procedures Local Law 2019

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

3 Attendance

Mayor	Mayor Karen Vernon
Banksia Ward	Cr Claire Anderson Cr Scott Ingram Cr Peter Melrosa Cr Lindsay Miles
Jarrah Ward	Cr Andra Biondi Cr Sky Croeser Cr Jack Gordon-Manley Cr Daniel Minson
Chief Executive Officer	Mr Carl Askew
Chief Financial Officer	Mr Duncan Olde
Chief Community Planner	Mr David Doy
Chief Operations Officer	Ms Alison Luobikis
Manager Governance and Strategy	Ms Bernadine Tucker
Coordinator Governance and Strategy	Mr Jordan McDermott
Meeting Secretary	Ms Winnie Tansanguanwong
Public Liaison	Ms Tomoko Kidahashi
Public	0

3.1 Apologies

Nil.

3.2 Approved leave of absence

Nil.

4 Declarations of interest

Nil.

5 Public question time

As there were no people in the public gallery, Mayor Vernon opened and closed the public question time at 6.35 pm.

6 Public statement time

As there were no people in the public gallery, Mayor Vernon opened and closed the public statement time at 6.35 pm.

7 Presentations

7.1 Petitions

Nil.

7.2 Presentations

Nil.

7.3 Deputations

Nil.

8 Method of dealing with agenda business

8.1 Election of Deputy Mayor

In accordance with Section 2.15 and Schedule 2.3 of *the Local Government Act 1995*, Mayor Vernon call on the Chief Executive Officer to preside over the conduct of the Deputy Mayor election.

The Chief Executive Officer informed the meeting that two nominations have been received for the position of Deputy Mayor, being:-

- Councillor Daniel Minson
- Councillor Lindsay Miles

The Chief Executive Officer called for any further nominations. There being no further nominations, the Chief Executive Officer closed the nomination at 6.36pm.

A ballot box was made available to elected members and a secret ballot was undertaken. The Councillor with the most amount of votes was:-

- Councillor Lindsay Miles

The Chief Executive Officer declared Councillor Lindsay Miles elected as Deputy Mayor for the Town of Victoria Park for a two-year term.

8.2 Swearing in of Deputy Mayor

The Mayor conducted the swearing-in ceremony for the position of Deputy Mayor.

9 Reports

9.1 Appointment of Elected Members to Committees of Council

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

Summary

To appoint Elected Members to the two Committees of the Town of Victoria Park Council, the Audit and Risk Committee and the Chief Executive Officer Recruitment and Performance Review Committee.

Recommendation

That Council:

1. Appoints Councillors 1)_____, 2)_____, 3)_____, and 4) _____ to the Audit Risk and Improvement Committee in accordance with sections 5.10 and 5.11 of the Local Government Act 1995 for the period 28 October 2025 to 16 October 2027.
2. Appoints the Mayor and Councillors 1)_____, 2) _____ from the Banksia Ward and Councillors 3)_____, and 4)_____, from the Jarrah Ward as members of the Chief Executive Officer Recruitment and Performance Review Committee in accordance with sections 5.10, 5.11A and 5.11 of the Local Government Act 1995 for the period 28 October 2025 to 16 October 2027

Background

1. Section 5.8 of the *Local Government Act 1995* (the Act) allows the Council to establish Committees to assist the Council with its decision-making functions and responsibilities.
2. The Town has two Council Committees – the Audit and Risk Committee and the Chief Executive Officer Recruitment and Performance Review Committee.
3. Elected Members are appointed to these Committee's for a two-year period expiring on the next ordinary local government election day.
4. Council is required to appoint members to Committees under section 5.10(1)(a) of the Act.
5. Under section 5.10(2) each Councillor is entitled to be on at least one committee.
6. Under section 5.10(4) of the Act, if the Mayor nominates to be a member of a Committee, the local government must appoint the Mayor to that Committee.

Discussion

7. Information on the two Council Committees are listed below. This information includes what each Committee does, how many elected members should be appointed, who was previously appointed and frequency of the meetings.

Audit, Risk and Improvement Committee

8. In line with the Local Government (Audit) Regulations 1996 (the Regulations), the purpose of the Audit, Risk and Improvement Committee is to:
- Support Council in fulfilling its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems and external audit functions and ethical accountability.
 - Critically examine the audit and management reports from external audits and ensure that the Town appropriately implements any actions.
 - Receive and review reports prepared by the Chief Executive Officer in accordance with the Regulations and present a report back to Council on its findings and recommendations.
 - To support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government.
9. The Town's Audit, Risk and Improvement Committee does not have any delegated authority or authority to implement its recommendations without resolution of Council.
10. The committee can comprise of up to six members. It must have at least four elected members, with at least one member from each ward. The Town also appoints up to two independent members to its Audit, Risk and Improvement Risk Committee. This is dealt with as a separate matter and is not a consideration for this item.

Vacancies	Immediate past Members	Meeting frequency
Four	Mayor Karen Vernon Cr Claire Anderson Cr Jesse Hamer Cr Daniel Minson	Quarterly

Chief Executive Officer Recruitment and Performance Review Committee

11. The Chief Executive Officer Recruitment and Performance Review Committee (CEORPR Committee) exists for the purpose of:
- developing a process for the recruitment and selection of the Chief Executive Officer
 - ensuring the selection process is in accordance with principles of merit and equity
 - reviewing the Chief Executive Officer's performance on an annual basis
 - reviewing the Key Performance Indicators to be met by the Chief Executive Officer
 - reviewing the Chief Executive Officer's employment contract and remuneration package.
12. The CEORPR Committee does not have any delegated authority or authority to implement its recommendations without resolution of Council.

13. The Committee comprises of five elected members being the Mayor and two elected member representatives from each of the Town's two wards, with four alternate deputy members.

Vacancies	Immediate past members	Meeting Frequency
Four	Mayor Karen Vernon Cr Bronwyn Ife Cr Claire Anderson Cr SKy Croeser Cr Peter Devereux	Quarterly

- One Member must be the Mayor

Legal and policy compliance

Sections 5.8, 5.9, 5.10, 5.11A and 5.11 of the [Local Government Act 1995](#)

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			Low	
Environmental			Medium	
Health and safety			Low	
Data, Information Technology and Cyber			Medium	
Assets			Medium	
Compliance Breach	Audit, Risk and Improvement Committee, or CEO Recruitment and Performance Review Committee not able to perform its legislative functions.	Moderate	Low	TREAT risk by appointing members to these committees.
Reputation	Town perceived as not having an interest in the functions of the local government.	Moderate	Low	TREAT risk by appointing elected members to Committees.
Service delivery interruption	Not establishing an Audit, Risk and Improvement Committee or CEO Recruitment and Performance Review Committee will have an impact on service delivery	Moderate	Medium	TREAT risk by appointing elected members to Committees.

Strategic alignment

Civic Leadership	
Community priority	Intended public value outcome or impact
CL3 - Accountability and good governance.	Appointment of Elected Members to Committees promotes good governance.

Nominations to Committees of Council

The Mayor informed the meeting that she had received four nominations for the Audit and Risk Committee, being:-

- Mayor Karen Vernon
- Councillor Daniel Minson
- Councillor Scott Ingram
- Councillor Andra Biondi

The Mayor called for any further nominations. No further nominations were received.

The Mayor informed the meeting that she had received one nomination from the Banksia Ward for the Chief Executive Officer Recruitment and Performance Review Committee, being:-

- Councillor Claire Anderson

The Mayor called for any further nominations. Further nomination was received from:

- Deputy Mayor Lindsay Miles

The Mayor informed the meeting that she had received one nomination from the Jarrah Ward for the Chief Executive Officer Recruitment and Performance Review Committee, being:-

- Councillor Sky Croeser

The Mayor called for any further nominations. Further nomination was received from:

- Councillor Andra Biondi

COUNCIL RESOLUTION (224/2025):

Moved: Mayor Karen Vernon

Seconded: Deputy Mayor Lindsay Miles

That Council:

1. Appoints Mayor Karen Vernon, Cr Daniel Minson, Cr Scott Ingram, and Cr Andra Biondi to the Audit Risk and Improvement Committee in accordance with sections 5.10 and 5.11 of *the Local Government Act 1995* for the period 28 October 2025 to 16 October 2027.
2. Appoints the Mayor and Councillors, Cr Claire Anderson and Deputy Mayor Lindsay Miles from the Banksia Ward and Councillors Cr Sky Croeser and Cr Andra Biondi, from the Jarrah Ward as members of the Chief Executive Officer Recruitment and Performance Review Committee in accordance with sections 5.10, 5.11A and 5.11 of *the Local Government Act 1995* for the period 28 October 2025 to 16 October 2027

Carried by Absolute majority (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Deputy Mayor Lindsay Miles, Cr Scott Ingram, Cr Andra Biondi, Cr Daniel Minson, Cr Peter Melrosa, Cr Jack Gordon-Manley and Cr Sky Croeser

Against: Nil

9.2 Appointment of Elected Members to external bodies

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

Summary

To appoint Elected Members to external bodies on behalf of the Town of Victoria Park.

Recommendation

That Council:

1. Appoints _____ as a Member and _____ as a Deputy Member to the Mindarie Regional Council for the period 28 October 2025 to 16 October 2027.
2. Appoints _____ as a Member and _____ as a Deputy Member to the Catalina Regional Council for the period 28 October 2025 to 16 October 2027.
3. Appoints 1) _____ and 2) _____ as Members and 1) _____ and 2) _____ as Deputy Members to the Western Australian Local Government Association South-East Zone for the period 28 October 2025 to 16 October 2027.
4. Advises the Minister for Planning that the Town of Victoria Park nominates 1) _____ and 2) _____ as Members and 1) _____ and 2) _____ as Deputy Members to the Metro Inner Development Assessment Panel in accordance with Regulation 24 of the Planning and Development (Development Assessment Panels) Regulations 2011 for the period 27 January 2026 to 26 January 2028.
5. Appoints _____ as a Member and _____ as a Deputy Member to the South East Metropolitan Regional Road Sub-Group for the period 28 October 2025 to 16 October 2027.
6. Appoints _____ to the Canning College Board for the period 28 October 2025 to 16 October 2027.

Background

1. The Town has membership with six (6) external organisations.
2. Elected Members are appointed to these external organisations for a two-year period expiring on the next ordinary local government election day (other than the Metro Inner Development Assessment Panel).
3. Following the 2025 ordinary local government election, Council are required to appoint Elected Members to each of these organisations.

Discussion

4. The six (6) external organisations that the Town has membership with are all listed below. This information includes what each organisation does, how many elected members should be appointed, who was previously in the positions, any applicable remuneration and the frequency of their meetings.

Mindarie Regional Council

5. The Mindarie Regional Council is responsible for the efficient treatment and disposal of waste on behalf of the Cities of Joondalup, Perth, Stirling, Vincent and Wanneroo; and the Towns of Cambridge and Victoria Park.
6. It was established to run the waste disposal, recycling facility at Tamala Park and the resource recovery facility at Neerabup.
7. It comprises of delegates from each of the member local governments, on a basis of acknowledged equity held within the landfill enterprise. The Town has one delegate on this regional council.

Vacancies	Immediate past members	Remuneration	Meeting Frequency
Two	Mayor Karen Vernon - Member Cr Lindsay Miles – Deputy Member	Meeting fee - \$11,830 per annum Technology expenses - \$1,166.67 per annum Childcare and Travel Costs reimbursed as per Local Government (Administration) Regulations 1996	Every second month

Catalina Regional Council

8. The Catalina Regional Council was previously called the Tamala Park Regional Council. It is a corporate entity representing the interests of seven (7) local governments in the urban development of 180 hectares of land in Clarkson and Mindarie which is known as Catalina (the 'Land'). The seven (7) local governments represented are the Cities of Joondalup, Perth, Stirling, Wanneroo and Vincent, and the Towns of Cambridge and Victoria Park.
9. The purpose of the Catalina Regional Council is to undertake the rezoning, subdivision, development, marketing and sale of the land.
10. The objectives of the regional council are to:
 - a. develop and improve the value of the land
 - b. maximise, within prudent risk parameters, the financial return to the participants
 - c. balance economic, social and environmental issues
 - d. produce a quality development demonstrating the best urban design and development practice.
11. The Town has a one-twelfth share in the project, entitling it to be represented by one elected member and one alternate member.

Vacancies	Immediate past members	Remuneration	Meeting Frequency
Two	Cr Claire Anderson – Member Deputy mayor Bronwyn Ife – Deputy Member	Meeting fee - \$11,830 per annum	Every second month

South-East Metropolitan Zone - Western Australian Local Government Association

12. The Western Australian Local Government Association's (WALGA) structure includes a State Council and geographically aligned groups of local governments called zones, which advise the WALGA State Council.

13. The Town of Victoria Park belongs to WALGA's South-East Metropolitan Zone, which consists of two elected member representatives from each of the Cities of Armadale, Canning, Gosnells, South Perth and the Town of Victoria Park.
14. Zones have an integral role in shaping the political and strategic direction of WALGA. Zones are responsible for bringing relevant local and regional issues to the State decision making table along with developing policy and legislative initiatives for local government.
15. Being appointed as a member of the Zone also entitles a member to nominate as a member for the WALGA State Council.
16. The Zones will then meet in November and elect their State Council representatives and deputy representatives.
17. An induction session will be held for all incoming State Councillors and Deputy State Councillors on Thursday, 30 November at the WALGA offices in West Leederville.
18. The new State Council will take office at the Ordinary Meeting of State Council on Wednesday, 6 December.
19. The positions of President and Deputy President of WALGA will be elected at the Ordinary Meeting of State Council on Wednesday, 6 March 2024.

Vacancies	Immediate past members	Remuneration	Meeting Frequency
Two Members	Cr Lindsay Miles Cr Peter Devereux	Not applicable	Quarterly
Two Deputy Members	Deputies: Deputy Mayor Bronwyn Ife Cr Daniel Minson		

Metro Inner Development Assessment Panel

20. The Metro Inner Development Assessment Panel (MIDAP) exists to enhance planning expertise in decision making by improving the balance between technical advice and local knowledge.
21. The MIDAP comprises of the Bassendean, Bayswater, Belmont, Cambridge, Canning, Claremont, Cottesloe, East Fremantle, Fremantle, Melville, Mosman Park, Nedlands, Peppermint Grove, Perth, South Perth, Stirling, Subiaco, Victoria Park, and Vincent local government areas.
22. Under the Planning and Development (Development Assessment Panels) Regulations 2011, each Development Assessment Panel (DAP) will determine development applications that meet set type and value thresholds as if it were the responsible authority under the relevant planning instrument, such as the local planning scheme or region planning scheme.
23. The role of DAP members is to determine development applications within a certain type and value threshold through consistent, accountable, and professional decision-making.
24. Development assessment panels consist of five panel members, three being specialist members and two local government Elected Members. Each Council is responsible for nominating two Elected Members to be part of the DAP. Two alternate Members are also needed for when a Member is unable to attend.
25. The current appointments to the MIDAP end on 26 January 2026. The Town is required to nominate four elected members (two being the local panel members and two as alternate local members) by 24 November 2025 to ensure local interests are represented in future DAP determinations.

26. Once nominations are received, the Minister will appoint local government members for the term ending 26 January 2028.

Vacancies	Immediate past members	Remuneration	Meeting Frequency
Two Members	Cr Peter Melrosa Cr Daniel Minson	\$425 per meeting	As required
Two Deputy Members	Deputy Members: Cr Sky Croeser Cr Lindsay Miles	\$400 for training \$200 for re training	

South East Metropolitan Regional Road Sub-Group

27. The South East Metropolitan Regional Road Sub-Group is established under the Metropolitan Regional Road Group to:

- assist to identify road funding priorities
- provide advice to the Regional Road Group
- consider local roads issues to inform decision making by the Regional Road Group.

28. The Town is a member of the group along with the Cities of Armadale, Belmont, Canning, Gosnells, South Perth and the Shire Serpentine-Jarrahdale.

29. The Town has one (1) Elected member representative on the sub-group.

Vacancies	Immediate past Members	Remuneration	Meeting frequency
One Member	Mayor Karen Vernon	Not applicable	At least twice per year
One Deputy Member	Cr Sky Croeser		

Canning College Board

30. Canning College is located within the Town's boundaries in Bentley.

31. The Canning College Board is formed with the fundamental purpose of enabling members of the community to engage in activities that ensure students at the College receive a quality education and an enhanced student experience.

32. The Canning College Board participates fully in:

- endorsing the Delivery and Performance Agreement
- reviewing and endorsing the annual College budget and Business Plan
- processes to review the College's performance
- processes to determine satisfaction levels of parents, staff and students, with results reported in the College Annual Report
- endorsing the College Annual Report
- selecting the Principal when a vacancy arises
- the Department of Education Services (DES) independent review of the school in the final year of the Delivery and Performance Agreement (with the report made public)

- h. communicating with the broader school community regarding the Board's function and activities.

33. The Town of Victoria Park has been requested to appoint one (1) member as a community representative on the board.

Vacancies	Immediate past Members	Remuneration	Meeting frequency
One	Cr Sky Croeser	Not applicable	Quarterly

Relevant documents

[Catalina Regional Council](#)

[Development Assessment Panels Standing Orders 2025](#)

[Mindarie Regional Council Constitution](#)

[Metropolitan-RRG-reference-information-for-Elected-Members-May-2024.pdf](#)

[Guide to becoming a Zone or WALGA State Councillor - 2025](#)

Legal and policy compliance

Not applicable.

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			Low	
Environmental			Medium	
Health and safety			Low	
Data, Information Technology and Cyber			Medium	
Assets			Medium	
Compliance Breach			Low	
Reputation	Town perceived as not having an interest in the matters considered by external organisations.		Low	TREAT risk by appointing elected members to external organisations. If it is decided that it's inappropriate to appoint members to an external organisation then reasons should be clearly communicated to that organisation

Service delivery interruption	Medium
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Strategic alignment

Civic Leadership	
Community priority	Intended public value outcome or impact
CL3 - Accountability and good governance.	Appointment of Elected Members to these external organisations will promote accountability and good governance.

Nominations to External Bodies

Member, Mindarie Regional Council

The Mayor informed the meeting that she had received two nominations for Member for the Mindarie Regional Council, being:-

- Mayor Karen Vernon
- Councillor Scott Ingram

The Mayor called for any further nominations. No further nominations were received.

A ballot box was made available to elected members and a secret ballot was undertaken. The elected members with the most amount of votes was:-

- Mayor Karen Vernon

Deputy Member, Mindarie Regional Council

The Mayor informed the meeting that she had received one nomination for Deputy member for the Mindarie Regional Council, being:-

- Councillor Scott Ingram

The Mayor called for any further nominations. No further nominations were received.

Member, Catalina Regional Council

The Mayor informed the meeting that she had received one nomination for Member for the Catalina Regional Council, being:-

- Councillor Claire Anderson

The Mayor called for any further nominations. No further nominations were received.

Deputy Member, Catalina Regional Council

The Mayor informed the meeting that she had received one nomination for Deputy member for the Catalina Regional Council, being:-

- Councillor Andra Biondi

The Mayor called for any further nominations. No further nominations were received.

Member, Western Australian Local Government Association South-East Zone

The Mayor informed the meeting that she had received two nominations for Member for the Western Australian Local Government Association South-East Zone, being:-

- Deputy Mayor Lindsay Miles
- Councillor Andra Biondi

The Mayor called for any further nominations. No further nominations were received.

Deputy Member, Western Australian Local Government Association South-East Zone

The Mayor informed the meeting that she had received two nominations for Deputy Member for the Western Australian Local Government Association South-East Zone, being:-

- Councillor Jack Gordon-Manley
- Councillor Scott Ingram

The Mayor called for any further nominations. No further nominations were received.

Member, Metro Inner Development Assessment Panel

The Mayor informed the meeting that she had received two nominations for Member for the Metro Inner Development Assessment Panel, being:-

- Councillor Peter Melrosa
- Councillor Andra Biondi

The Mayor called for any further nominations. No further nominations were received.

Deputy Member, the Metro Inner Development Assessment Panel

The Mayor informed the meeting that she had received one nomination for Deputy Member for the Metro Inner Development Assessment Panel, being:-

- Councillor Jack Gordon-Manley

The Mayor called for any further nominations. Further nomination was received from:

- Councillor Sky Croeser

Member, South-East Metropolitan Regional Road Sub-Group

The Mayor informed the meeting that she had received one nomination for Member for the South-East Metropolitan Regional Road Sub-Group, being:-

- Mayor Karen Vernon

The Mayor called for any further nominations. No further nominations were received.

Deputy Member, South-East Metropolitan Regional Road Sub-Group

The Mayor informed the meeting that she had received no nomination for Deputy for South-East Metropolitan Regional Road Sub-Group. The Mayor called for any nominations and received one nomination, being:-

- Councillor Daniel Minson

The Mayor called for any further nominations. No further nominations were received.

Canning College Board

The Mayor informed the meeting that she had received no nomination for Canning College Board. The Mayor called for any nominations and received one nomination, being:-

- Councillor Sky Croeser

The Mayor called for any further nominations. No further nominations were received.

COUNCIL RESOLUTION (225/2025):

Moved: Mayor Karen Vernon

Seconded: Cr Sky Croeser

That Council:

1. Appoints Mayor Karen Vernon as a Member and Cr Scott Ingram as a Deputy Member to the Mindarie Regional Council for the period 28 October 2025 to 16 October 2027
2. Appoints Cr Claire Anderson as a Member and Cr Andra Biondi as a Deputy Member to the Catalina Regional Council for the period 28 October 2025 to 16 October 2027
3. Appoints Deputy Mayor Lindsay Miles and Cr Andra Biondi as Members and Cr Jack Gordon-Manley and Cr Scott Ingram as Deputy Members to the Western Australian Local Government Association South-East Zone for the period 28 October 2025 to 16 October 2027.
4. Advises the Minister for Planning that the Town of Victoria Park nominates Cr Peter Melrosa and Cr Andra Biondi as Members and Cr Jack Gordon-Manley and Cr Sky Croeser as Deputy Members to the Metro Inner Development Assessment Panel in accordance with Regulation 24 of the Planning and Development (Development Assessment Panels) Regulations 2011 for the period 27 January 2026 to 26 January 2028.
5. Appoints Mayor Karen Vernon as a Member and Cr Daniel Minson as a Deputy Member to the South East Metropolitan Regional Road Sub-Group for the period 28 October 2025 to 16 October 2027.
6. Appoints Cr Sky Croeser to the Canning College Board for the period 28 October 2025 to 16 October 2027.

Carried (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Deputy Mayor Lindsay Miles, Cr Scott Ingram, Cr Andra Biondi, Cr Daniel Minson, Cr Peter Melrosa, Cr Jack Gordon-Manley and Cr Sky Croeser

Against: Nil

9.3 Appointment of Elected Members to advisory and working groups

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

Summary

To appoint elected members to advisory and working groups at the Town of Victoria Park.

Recommendation

That Council:

1. Appoints Councillors 1)_____, 2)_____, and 3)_____ to the Access and Inclusion Advisory Group.
2. Appoints Councillors 1)_____, 2)_____, and 3)_____ to the Business Advisory Group.
3. Appoints Councillors 1)_____, 2)_____, and 3)_____ to the Hockey Working Group.
4. Appoints Councillors 1)_____, 2)_____, and 3)_____ to the Mindeera Advisory Group.
5. Appoints Councillors 1)_____, 2)_____, and 3)_____ to the Urban Forest Implementation Working Group.
6. Appoints Councillors 1)_____, 2)_____, 3)_____ and 4)_____ to the Integrated Transport Working Group
7. Appoints all Councillors as Deputies to all Advisory and Working Groups.

Background

1. The Town has established five advisory and working groups.
2. Advisory groups are intended to give community members a formal avenue to advise Council on a specific matter, whilst working groups are intended to empower and support the community in delivering strategic outcomes in partnership with the Town.
3. Up to 3 Councillors are appointed to each advisory and working group.
4. Each Council Member's membership on these groups expires when an ordinary local government election is held. Therefore, Council is required to reappoint members to these groups.

Discussion

5. The advisory and working groups are all listed below.

Access and Inclusion Advisory Group

6. The purpose of the Access and Inclusion Advisory Group (the group) is to provide strategic advice to Council on:
 - a) The implementation of the Town's Disability Access and Inclusion Plan (DAIP);

- b) Continual improvement as an accessible and inclusive community; and
 - c) Specific items referred to the group by Town administration, including but not limited to development applications, plans for special events, identified Town initiated projects or programs, and proposals for works on Town managed property.
7. This advice is related to the following strategic outcomes from the Town's Strategic Community Plan 2017 – 2032:
- a) CL02 – Communication and engagement with community.
 - b) S02 – Collaborating to ensure everyone has a place to call home.
 - c) S03 – Facilitating an inclusive community that celebrates diversity.

Vacancies	Immediate past Members	Remuneration	Meeting frequency
Three	Cr Claire Anderson Cr Lindsay Miles Cr Sky Croeser	Not applicable	Quarterly

Business Advisory Group

8. The purpose of the Business Advisory Group (the Group) is to provide strategic advice to Council on:
- a) The implementation and review of the Town's Economic Development Strategy 2018- 2023;
 - b) The implementation of economic development initiatives, including events, campaigns and other economic development projects and partnerships;
 - c) Opportunities for the Town to collaborate with local businesses;
 - d) Opportunities to improve the Town's processes to make it easier for businesses to interact with the Town; and
 - e) COVID-19 economic recovery measures for local businesses.
9. This advice is related to the following strategic outcomes from the Strategic Community Plan 2017 – 2032:
- a) EC01 - Facilitating a strong local economy
 - b) EC02 - Connecting businesses and people to our local activity centres through place planning and activation.

Vacancies	Immediate past Members	Remuneration	Meeting frequency
Three	Mayor Karen Vernon Cr Peter Melrosa Cr Lindsay Miles	Not applicable	Meet twice per annum as a minimum

Hockey Working Group

10. The purpose of the Hockey Working Group (the Group) is to provide strategic advice to Council on the future sporting requirements of the Victoria Park Xavier Hockey Club, including but not limited to:
- Locations within the Town that accommodates grass and/or synthetic hockey fields consistent with the Town's Public Open Space Strategy;
 - Club house requirements including storage;
 - Partnership opportunities with private and public institutions; and
 - Funding opportunities.

11. This advice is related to the following strategic outcomes from the Strategic Community Plan 2017 – 2032:

- a) CL02 - Communication and engagement with community.
- b) CL03 - Accountability and good governance.
- c) EN05 - Enhancing and enabling liveability through planning, urban design and development.
- d) S03 - Facilitating an inclusive community that celebrates diversity.

Vacancies	Immediate past Members	Remuneration	Meeting frequency
Three	Mayor Karen Vernon Cr Claire Anderson Cr Jesse Hamer	Not applicable	Bi-monthly or as required

Mindeera Advisory Group

12. The purpose of the Mindeera Advisory Group (the group) is to provide strategic advice to Council on:

- a) The implementation of the Town's Reconciliation Action Plan (RAP);
- b) The embedding of culturally appropriate reconciliation initiatives and practices; and
- c) The implementation of culturally appropriate policy development and community consultation.

13. This advice is related to the following strategic outcomes from the Town's Strategic Community Plan 2017 – 2032:

- a) CL02 – Communication and engagement with community.;
- b) S02 – Collaborating to ensure everyone has a place to call home.;
- c) S03 – Facilitating an inclusive community that celebrates diversity and
- d) S04 – Improving access to arts, history, culture and education

Vacancies	Immediate past Members	Remuneration	Meeting frequency
Three	Deputy Mayor Bronwyn Ife Cr Peter Devereux Cr Sky Croeser	Not applicable	Bi-monthly or as required

Urban Forest Strategy Implementation Working Group

14. The strategic focus for the Urban Forest Strategy (UFS) Implementation Working Group (IWG) is aligned to the Town of Victoria Park's (the Town) Strategic Community Plan 2017 – 2032, the Urban Forest Strategy and the UFS Implementation Action Plan. The IWG will provide advice and recommendations to guide the detailed planning process of UFS implementation activities.

15. The IWG will assist in delivering the following strategic outcomes through the implementation of the UFS Implementation Action Plan:

- a) EN1 –Protecting and enhancing the natural environment.
- b) CL1 - Effectively managing resources and performance.
- c) CL2 - Communication and engagement with community.
- d) CL3 – Accountability and good governance

Vacancies	Immediate past Members	Remuneration	Meeting frequency
Three	Cr Peter Devereux Cr Peter Melrosa Cr Daniel Minson	Not applicable	Monthly or as required

Integrated Transport Working Group

16. The Integrated Transport Working Group provides recommendations to Council to support the implementation of the Town's Integrated Transport Strategy.
17. The purpose of the Integrated Transport Working Group is to provide strategic advice and recommendations to guide Council on:
 - a. The implementation of the Town's Integrated Transport Program, including but not limited to:
 - i) Advice and recommendations on the collection and analysis of data with a priority on addressing data gaps, such as active transport,
 - ii) Advice and recommendations on the prioritisation of the Strategy implementation, particularly with regard to safety, and
 - iii) Advice and recommendations on transport best practice and local emerging issues.
 - b. The implementation of transport initiatives, education, events and /or campaigns; and
 - c. Opportunities for the Town to better engage with the community, education facilities and partners on transport related matters
18. This Group will provide advice related to the following strategic outcomes from the Strategic Community Plan 2022- 2032:
 - a. L2 – Communication and engagement with community
 - b. CL3 – Accountability and good governance.
 - c. EN2 – Facilitating the reduction of waste.
 - d. EN5 – Providing facilities that are well-built and well maintained.
 - e. EN6 – Improving how people get around the town
 - f. EC2 – Connecting businesses and people to our local activity centres through place planning and activation.
 - g. S1 – Helping people feel safe.
 - h. S4 – Improving access to arts, history, culture and education.

Vacancies	Immediate past Members	Remuneration	Meeting frequency
Three	Cr Peter Devereux Cr Peter Melrosa Cr Sky Croeser Cr Lindsay Miles	Not applicable	As required

Relevant documents

Nil.

Legal and policy compliance

[Policy 101 - Governance of Council Advisory and Working Groups](#)

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			Low	
Environmental			Medium	
Health and safety			Low	
Data, Information Technology and Cyber			Medium	
Assets			Medium	
Compliance Breach			Low	
Reputation	Town perceived as not having an interest in the matters considered by working and advisory groups.		Low	TREAT risk by appointing elected members to advisory and working groups.
Service delivery interruption			Medium	

Strategic alignment

Civic Leadership	
Community priority	Intended public value outcome or impact
CL3 - Accountability and good governance.	Appointing Elected Members to advisory and working groups promotes accountability and good governance.

Nominations for Advisory and Working Groups

Access and Inclusion Advisory Group

The Mayor informed the meeting that she had received three nominations for the Access and Inclusion Advisory Group, being:-

- Councillor Claire Anderson
- Deputy Mayor Lindsay Miles
- Councillor Sky Croeser

The Mayor called for any further nominations. No further nominations were received.

Business Advisory Group

The Mayor informed the meeting that she had received three nominations for the Business Advisory Group, being:-

- Councillor Jack Gordon-Manley
- Councillor Andra Biondi
- Councillor Scott Ingram

The Mayor called for any further nominations. No further nominations were received.

Hockey Working Group

The Mayor informed the meeting that she had received three nominations for the Hockey Working Group, being:-

- Councillor Claire Anderson
- Mayor Karen Vernon
- Councillor Andra Biondi

The Mayor called for any further nominations. No further nominations were received.

Mindeera Advisory Group

The Mayor informed the meeting that she had received one nomination for the Mindeera Advisory Group, being:-

- Councillor Sky Croeser

The Mayor called for any further nominations. Further nominations were received from:

- Councillor Jack Gordon-Manley
- Deputy Mayor Lindsay Miles

The Mayor called for any further nominations. No further nominations were received.

Urban Forest Working Group

The Mayor informed the meeting that she had received two nominations for the Urban Forest Working Group, being:-

- Councillor Daniel Minson
- Councillor Peter Melrosa

The Mayor called for any further nominations. Further nomination was received from:

- Councillor Jack Gordon-Manley

The Mayor called for any further nominations. No further nominations were received.

Integrated Transport Working Group

The Mayor informed the meeting that she had received four nominations for the Integrated Transport Working Group, being:-

- Councillor Peter Melrosa
- Councillor Sky Croeser
- Councillor Jack Gordon-Manley
- Deputy Mayor Lindsay Miles

The Mayor called for any further nominations. No further nominations were received.

COUNCIL RESOLUTION (226/2025):

Moved: Cr Scott Ingram

Seconded: Cr Claire Anderson

That Council:

1. Appoints Cr Claire Anderson, Deputy Mayor Lindsay Miles, and Cr Sky Croeser, to the Access and Inclusion Advisory Group.
2. Appoints Cr Jack Gordon-Manley, Cr Andra Biondi, and Cr Scott Ingram, to the Business Advisory Group.
3. Appoints Cr Claire Anderson, Mayor Karen Vernon, and Cr Andra Biondi, to the Hockey Working Group.
4. Appoints Cr Sky Croeser, Cr Jack Gordon-Manley, and Deputy Mayor Lindsay Miles, to the Mindeera Advisory Group
5. Appoints Cr Peter Melrosa, Cr Daniel Minson, and Cr Jack Gordon-Manley, to the Urban Forest Implementation Working Group.
6. Appoints Cr Peter Melrosa, Cr Sky Croeser, Cr Jack Gordon-Manley and Deputy Mayor Lindsay Miles, to the Integrated Transport Working Group
7. Appoints all Councillors as Deputies to all Advisory and Working Groups.

Carried (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Deputy Mayor Lindsay Miles, Cr Scott Ingram, Cr Andra Biondi, Cr Daniel Minson, Cr Peter Melrosa, Cr Jack Gordon-Manley and Cr Sky Croeser

Against: Nil

10 Public question time

As there were no people in the public gallery, public question time opened and closed at 7.10pm.

11 Public statement time

As there were no people in the public gallery, public statement time opened and closed at 7.10pm.

12 Meeting closed to the public

12.1 Matters for which the meeting may be closed

Nil.

12.2 Public reading of resolutions which may be made public

Nil.

13 Closure

There being no further business, Mayor Karen Vernon closed the meeting at 7:11 pm.

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

Signed:

Dated this:

Day of:

2025