



CITY OF VINCENT

NOTES

Council Briefing

11 June 2024

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**NOTES OF CITY OF VINCENT
COUNCIL BRIEFING
HELD AS E-MEETING AND AT THE ADMINISTRATION AND CIVIC CENTRE,
244 VINCENT STREET, LEEDERVILLE
ON TUESDAY, 11 JUNE 2024 AT 6.00PM**

PRESENT:	Mayor Alison Xamon Cr Alex Castle Cr Ron Alexander Cr Suzanne Worner Cr Nicole Woolf Cr Jonathan Hallett Cr Sophie Greer Cr Ashlee La Fontaine	Presiding Member North Ward North Ward North Ward North Ward South Ward South Ward South Ward
IN ATTENDANCE:	David MacLennan Peter Varris Rhys Taylor Jay Naidoo Mitchell Hoad Prue Reddingius Luke McGuirk Sarah Hill Janine Neugebauer Joslin Colli Wendy Barnard	Chief Executive Officer Executive Director Infrastructure & Environment A/Executive Director Community & Business Services A/Executive Director Strategy & Development A/Manager Strategic Planning & Specialist Planner Manager Public Health & Built Environment Manager Engineering Manager Parks (left at 6.16pm after Item 5.2) Executive Assistance Infrastructure & Environment (Joined at 6.11pm) Executive Manager Corporate Strategy & Governance Council Liaison Officer
Public:	One member of the public.	

1 DECLARATION OF OPENING / ACKNOWLEDGEMENT OF COUNTRY

The Presiding Member, Mayor Alison Xamon, declared the meeting open at 6.00pm and read the following Acknowledgement of Country statement:

“The City of Vincent would like to acknowledge the Traditional Owners of the land, the Whadjuk people of the Noongar nation and pay our respects to Elders past and present and acknowledge that as the City of Vincent we have a role to play in working towards justice and reconciliation for First Nations people.”

2 APOLOGIES / MEMBERS ON APPROVED LEAVE OF ABSENCE

Cr Ashley Wallace is an apology for this meeting.

3 PUBLIC QUESTION TIME AND RECEIVING OF PUBLIC STATEMENTS

The following is a summary of questions and submissions received and responses provided at the meeting. This is not a verbatim record of comments made at the meeting.

Dudley Maier of Highgate – Item 6.2 and 5.1

Full statement can be found [here](#).

There being no further speakers, Public Question Time closed at approximately 6.04pm.

4 DECLARATIONS OF INTEREST

Nil

REPORTS

The Presiding Member, Mayor Alison Xamon, requested Council Members to indicate:

Items which Council Members wish to discuss which have not already been the subject of a public question/comment and the following was advised:

COUNCIL MEMBER	ITEMS TO BE DISCUSSED
Cr Castle	7.4
Cr Greer	5.2
Cr La Fontaine	8.3

REPORTS WITH DISCUSSION

6.2 ADVERTISING OF AMENDED POLICY - STORMWATER DRAINAGE CONNECTIONS










Attachments: 1. Stormwater Drainage Connections - Policy Review Mark-up 

RECOMMENDATION

That Council **APPROVES** the proposed amendments to the Stormwater Drainage Connections Policy, at Attachment 1, for the purpose of community consultation.

NO QUESTIONS

5.1 OUTCOME OF ADVERTISING - REVIEW OF HERITAGE MANAGEMENT POLICIES

- Attachments:
1. Heritage Policy Review - Summary of Submissions 
 2. DPLH Review of Heritage Management Local Planning Policies 
 3. Draft LPP Assessing Cultural Heritage Significance - Tracked Changes Document 
 4. Draft LPP Assessing Cultural Heritage Significance 
 5. Draft LPP Interpretation of Heritage Places 
 6. Draft LPP Amending the LHS, Heritage List and Designating Heritage Areas 
 7. Draft Heritage Assistance Fund Guidelines FY24/25 
 8. Policy No. 7.6.7 - MHI Incentives and Development Bonuses 
 9. Policy No. 7.6.9 - Heritage Assistance Fund 

RECOMMENDATION:

That Council:

1. **PROCEEDS** with amendments to the following policies pursuant to Schedule 2, Part 2, Clause 5 of the *Planning and Development (Local Planning Schemes) Regulations 2015*;
 - 1.1 Policy No. 7.6.2 – Heritage Management – Assessment included as Attachment 4;
 - 1.2 Policy No. 7.6.4 – Heritage Management – Interpretive Signage included as Attachment 5;
 - 1.3 Policy No. 7.6.5 – Heritage Management – Amendments to the Municipal Heritage Inventory included as Attachment 6; and
2. **REVOKES** the following policies pursuant to Schedule 2, Part 2, Clause 6 of the *Planning and Development (Local Planning Schemes) Regulations 2015*:
 - 2.1 Policy No. 7.6.7 – Heritage Management – Municipal Heritage Inventory Incentives and Development Bonuses included as Attachment 8; and
 - 2.2 Policy No. 7.6.9 – Heritage Assistance Fund, included as Attachment 9.

CR CASTLE:

In proposing to revoke the Policy No. 7.6.9 – Heritage Assistance Fund (LPP 7.6.9):

1. Is the provision of heritage assistance enshrined in another policy or document of the City?
2. If the budget process and continuation of the grant program were to not continue, would this mean that there is no requirement, obligation, or commitment from Council to provide a Heritage Assistance Fund?
3. If these are the only mechanisms for providing a Heritage Assistance Fund what would Council's oversight be beyond the normal budget process?

A/MANAGER STRATEGIC PLANNING:

1. ***Is the provision of heritage assistance enshrined in another policy or document of the City?***

Yes, the provision of heritage assistance is included within the City's [Community Funding Policy](#).

The Community Funding Policy establishes the eligibility criteria, assessment and approval process of the Heritage Assistance Fund.

The draft Heritage Assistance Guidelines are generally consistent with these criteria, with the exception of the maximum funding amount:

- *The Community Funding Policy sets out a maximum grant of up to \$5,000.*

- *Following the Council Briefing, Administration has updated the draft Heritage Assistance Fund Guidelines that are included as **Attachment 9** to reflect the maximum grant funding available of \$5,000 for the undertaking of heritage conservation works and improvements.*

It was initially proposed that this would be increased through the draft Guidelines to a maximum of \$10,000 to be consistent with the heritage funding provided by other local governments and would allow for larger heritage conservation works and improvements to be funded.

The total amount available for the Heritage Assistance Fund is approved by Council through the annual budget process.

- *The Community Funding Policy is due to be reviewed in 2025 which would provide an opportunity for Council to consider increasing the maximum funding amount per project.*

2. *If the budget process and continuation of the grant program were to not continue, would this mean that there is no requirement, obligation, or commitment from Council to provide a Heritage Assistance Fund?*

The Community Funding Policy would continue to apply should Council approve the revocation of LPP 7.6.9.

This would continue the City's ongoing commitment to provide assistance to property owners to protect and enhance heritage buildings in line with the Strategic Community Plan 2022-2032.

3. *If these are the only mechanisms for providing a Heritage Assistance Fund, what would Council's oversight be beyond the normal budget process?*

The Community Funding Policy would provide the mechanism for the ongoing provision of a Heritage Assistance Fund.

Council would continue to have oversight of this policy as well as confirming the available grant funding amount through the annual budget process.

5.2 OUTCOME OF ADVERTISING AND ADOPTION OF NEW HEALTHY FOOD AND DRINK POLICY

- Attachments:**
1. **Healthy Food and Drink Policy** 
 2. **Community Consultation Comments** 
 3. **Healthy Food and Drink Policy - Marked Up** 
 4. **Policy Implementation Guide (Internal Only)** 






RECOMMENDATION:

That Council ADOPTS the Healthy Food and Drink Policy at Attachment 1.

NO QUESTIONS

At 6.16pm Manager Parks left the meeting and did not return.

7.4 ADOPTION OF THE ANNUAL BUDGET 2024/25

- Attachments:**
1. Statement of Financial Activity 2024/25 
 2. 4 Year Capital Works Plan 2024/25 - 2027/28 
 3. Cash Backed Reserves 2024/25 
 4. Summary of Income and Expenditure by Service Area 2024/25 
 5. Proposed Fees and Charges 2024/25 

RECOMMENDATION:

That Council BY ABSOLUTE MAJORITY:

1. BUDGET:

Pursuant to the provisions of Section 6.2(1) of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, **ADOPTS** the City of Vincent Annual Budget as detailed in Attachment 1 for the year ended 30 June 2025, which includes:

- 1.1 Statement of Financial Activity showing an amount required to be raised from rates of \$44,452,032;
- 1.2 Transfers to/from Reserves as detailed on the Cash Backed Reserves Statement showing a 30 June 2025 closing balance of \$25,507,557;
- 1.3 Capital Works Program showing a total of \$20,132,607 (including 2024/25 carry forward projects of \$3,415,299).

2. RATES:

Pursuant to Sections 6.32, 6.33 and 6.35 of the *Local Government Act 1995*, **IMPOSES** the following differential general rates and minimum payments on Gross Rental Values (GRV):

2.1 General Rates:

Differential General Rate	Cents in the dollar
Residential	7.82579
Vacant-Residential	8.44727
Vacant-Commercial	14.21566
Other (Commercial and Industrial)	7.37357

2.2 Minimum Payments:

Differential General Rate	Minimum Payment on GRV
Residential	\$1,451.23
Vacant-Residential	\$1,331.75
Vacant-Commercial	\$1,773.27
Other (Commercial and Industrial)	\$1,400.59

2.3 RATE PAYMENT OPTIONS:

Pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, **ADOPTS** the following due dates for payment in full by one payment on the due date or in 4 instalments:

Option	Instalment	Date
(a)	Due Date/First instalment	30 August 2024
(b)	Second instalment	1 November 2024
(c)	Third instalment	3 January 2025
(d)	Fourth instalment	7 March 2025

2.4 INSTALMENT, RATES SMOOTHING AND ARRANGEMENTS, ADMINISTRATION FEES AND INTEREST CHARGES:

2.4.1 Pursuant to Section 6.45(3) of the *Local Government Act 1995* and Regulation 67 of the *Local Government (Financial Management) Regulations 1996*, ADOPTS an instalment administration charge of \$8.00 per instalment for payment of rates by 4 instalments, to apply to the second, third and fourth instalment;

2.4.2 Pursuant to Section 6.45(3) of the *Local Government Act 1995* and Regulation 68 of the *Local Government (Financial Management) Regulations 1996*, ADOPTS an interest rate of 5.5% where the owner has elected to pay rates through an instalment option, rates smoothing or alternative payment arrangement.

2.5 LATE PAYMENT INTEREST ON OVERDUE RATES AND AMOUNTS:

ADOPTS an interest rate of 11% per annum, calculated daily from the due date and continuing until the date of payment:

2.5.1 On overdue rates in accordance with Section 6.51(1) of the *Local Government Act 1995* and Regulation 70 of the *Local Government (Financial Management) Regulations 1996*, subject to Section 6.51(4) of the *Local Government Act 1995*; and

2.5.2 Amounts due to the City in accordance with Section 6.13 of the *Local Government Act 1995*.

Subject to the following exclusions - deferred rates, current instalment amounts not yet due under instalment payment options, registered pensioner portions and current government pensioner rebate amounts;

3. REPORTING OF BUDGET VARIANCES:

Pursuant to Regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, ADOPTS the monthly reporting variance for the 2023/2024 financial year of 10% or more, where that variance is also more than \$20,000;

4. FEES AND CHARGES:

PURSUANT to Section 6.16 of the *Local Government Act 1995*, ADOPTS the Schedule of Fees and Charges in Attachment 5

5. RATES WAIVER:

Pursuant to Section 6.47 of the *Local Government Act 1995*, WAIVES the 2024/25 local government rates for the following groups:

Azzurri Bocce Club	Dorrien Gardens	4,553.92
Earlybird's Playgroup	87 The Boulevarde	1,400.59
East Perth Football Club	Leederville Oval	14,003.40
Floreat Athena Soccer Club	Litis Stadium	10,461.25
Forrest Park Croquet Club	Forrest Park	5,172.56

Gymnastics Western Australia Inc.	Loftus Centre	13,008.82
Highgate Forrest Park Playgroup	Forrest Park	2,301.29
Leederville Tennis Club	Richmond Street Leederville	3,018.74
Loton Park Tennis Club	Loton Park	3,780.06
Mount Hawthorn Playgroup	Mt Hawthorn Community Centre	1,400.59
Mount Hawthorn Toy Library	Mt Hawthorn Community Centre	1,400.59
North Perth Bowling Club	Woodville Reserve	4,090.49
North Perth Community Garden Inc	Woodville Reserve	1,400.59
North Perth Tennis Club	Woodville Reserve	3,992.05
Perth Junior Soccer Club Inc	Forrest Park	1,794.73
Perth Soccer Club	Dorrien Gardens	17,364.02
Pride Western Australia Incorporated	4 View Street	2,521.76
Subiaco Football Club	Leederville Oval	11,889.18
Tennis West	Robertson Park	8,737.68
Tools n Things	Britannia Reserve	1,400.59
Town Team Movement	245 Vincent Street	1,400.59
Vincent Men's Shed	Woodville Reserve	1,400.98
Volleyball WA	Royal Park	3,775.64
Leederville Toy Library	Loftus Community Centre	1,400.59
		121,670.69

6. **NOTES** a provision of \$50,000 within the budget that will be used to assist ratepayers in financial hardship, up to a maximum of \$500 per property.
7. Pursuant to Section 6.11(2)(b) and Section 6.11(3)(a) of the *Local Government Act 1995*, **APPROVES** the closure of the Plant and Equipment Reserve and the allocation of the reserve balance to the Asset Sustainability Reserve.
8. **APPROVES** the change of name of the Tamala Park Land Sales Reserve to the Catalina Estate Land Sales Reserve

NO QUESTIONS

8.3 INFORMATION BULLETIN

- Attachments:
1. **Confirmed Minutes of the Arts Advisory Group held on 7 February 2024** 
 2. **Public Open Space Strategy Key Action Implementation Update 2024** 
 3. **Statistics for Development Services Applications as at the end of May 2024** 
 4. **Register of Legal Action and Prosecutions Monthly - Confidential**
 5. **Register of Legal Action - Orders and Notices Quarterly - Confidential**
 6. **Register of State Administrative Tribunal (SAT) Appeals - Progress Report as at 30 May 2024** 
 7. **Register of Applications Referred to the Metro Inner-North Joint Development Assessment Panel - Current** 
 8. **Register of Applications Referred to the Design Review Panel - Current** 
 9. **Bike Plan 2023-2028 Implementation Framework -April 2024 Update** 
 10. **Council Meeting Statistics** 
 11. **Register of Petitions - Progress Report - June 2024** 
 12. **Register of Notices of Motion - Progress Report - June 2024** 
 13. **Register of Reports to be Actioned - Progress Report - June 2024** 
 14. **Council Workshop Items since 8 May 2024** 
 15. **Council Briefing Notes - 14 May 2024** 

RECOMMENDATION:

That Council RECEIVES the Information Bulletin dated June 2024.

CR WOOLF:

Public Open Space Strategy attachment, can a clearer version be uploaded?

EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:

A clearer copy has been uploaded to docs on tap and the website.

CR HALLETT:

Footpath update program, can a timeline be included?

MANAGER ENGINEERING:

Footpath defects have all been mapped and uploaded onto the City's GIS system. Additional funding has been allocated within the operational footpath budget to attend to priority areas within the City's activity centres. Expected timelines for works to be undertaken is between 2024-2025 and 2026-2027 financial years, with the majority of defects being attended to over this period.

CR GREER:

Bike Plan – high priority and proposed to be completed end of 2025, can we get more information in Briefing Notes as to if are they on track – Items 9, 11 and 17, for example?

MANAGER ENGINEERING:

All high priority action items are on track, some have not formally started however the Engineering Team are liaising with key stakeholders such as Main Roads WA over the coming weeks which will see some of these formally commence.

REPORTS WITHOUT DISCUSSION

5.3 OUTCOME OF ADVERTISING AND ADOPTION OF PROPERTY INVESTMENT AND DISPOSAL POLICY






- Attachments:
1. Property Investment and Disposal Policy 
 2. Property Investment and Disposal Policy - tracked changes 
 3. Summary of Submissions from Consultation 

RECOMMENDATION:

That Council **ADOPTS** the Property Investment and Disposal Policy at Attachment 1.

NO QUESTIONS

6.1 OUTCOME OF ADVERTISING AND ADOPTION OF STREET TREE POLICY

- Attachments:**
1. **Street Tree Policy - Final for Adoption** 
 2. **Street Tree Policy - Consultation Summary** 
 3. **Street Tree Policy - Guidelines and Procedures** 
 4. **Summary of Submissions and Admin Responses** 
 5. **Street Tree Policy - Tracked Changes** 

RECOMMENDATION:

1. **NOTES** the summary of submissions received in relation to the Street Tree Policy at Attachment 2 and 4;
2. **ADOPTS** the Street Tree Policy at Attachment 1; and
3. **NOTES** the supporting Street Tree Policy Guidelines and Procedures at Attachment 3.

NO QUESTIONS

7.1 FINANCIAL STATEMENTS AS AT 30 APRIL 2024





Attachments: 1. **Financial Statements as at 30 April 2024** 

RECOMMENDATION:

That Council **RECEIVES** the Financial Statements for the month ended 30 April 2024 as shown in Attachment 1.

NO QUESTIONS

7.2 AUTHORISATION OF EXPENDITURE FOR THE PERIOD 01 APRIL 2024 TO 30 APRIL 2024

- Attachments:
1. April 2024 - Payments by EFT and Payroll 
 2. April 2024 - Payments by Direct Debit 
 3. April 2024 - Payments by Cheque 
 4. April 2024 - Payments for Fuel Cards 

Recommendation:

That Council RECEIVES the list of accounts paid under delegated authority for the period 1 April 2024 to 30 April 2024 as detailed in Attachments 1, 2 and 3 as summarised below:

EFT payments, including payroll	\$6,198,469.14
Cheques	\$328.20
Direct debits, including credit cards	\$176,577.93
Total payments for April 2024	\$6,375,375.27

NO QUESTIONS

7.3 INVESTMENT REPORT AS AT 30 APRIL 2024

Attachments: 1. Investment Statistics as at 30 April 2024 

RECOMMENDATION:

That Council **NOTES** the Investment Statistics for the month ended 30 April 2024 as detailed in Attachment 1.

NO QUESTIONS

8.1 REGULATION 5 REVIEW, REPORT AND RECOMMENDATIONS

Attachments: 1. Regulation 5 Audit Report - Confidential

RECOMMENDATION:

That Council:

1. **RECEIVES** the review pursuant to Regulation 5 of the *Local Government (Financial Management) Regulations 1996* prepared by Paxon, as at Attachment 1;
2. **NOTES** the key findings of the review, as detailed in this report; and
3. **NOTES** that the findings and management actions arising from the review will be added to the City's Audit Log.

NO QUESTIONS

8.2 ADOPTION OF CORPORATE BUSINESS PLAN 2024/25 - 2027/28 AND FOUR YEAR CAPITAL WORKS PROGRAM 2024/25 - 2027/28

Attachments: 1. Master Corporate Business Plan - Draft Review 2024/25 

RECOMMENDATION:

That Council:

1. **ADOPTS BY ABSOLUTE MAJORITY** the City of Vincent Corporate Business Plan 2024/25 – 2027/28 at Attachment 1 including the Four Year Capital Works Program 2024/25 – 2027/28; and
2. **NOTES that:**
 - 2.1 **Financials in the CBP and CWP are subject to change based on the figures adopted in the City’s Annual Budget 2024/25 and Long Term Financial Plan; and**
 - 2.2 **Final editorial, design and formatting of these documents will be determined by the Chief Executive Officer prior to publication.**

NO QUESTIONS

9 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

10 REPRESENTATION ON COMMITTEES AND PUBLIC BODIES

Nil

11 CONFIDENTIAL ITEMS/MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

12 CLOSURE

There being no further business the meeting closed at 6.22pm.