



CITY OF VINCENT

NOTES

Council Briefing

4 March 2025

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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, 4 MARCH 2025 AT 6:00 PM**

PRESENT:	Mayor Alison Xamon	Presiding Member
	Cr Alex Castle	North Ward
	Cr Ron Alexander	North Ward
	Cr Nicole Woolf	North Ward
	Cr Sophie Greer	South Ward
	Cr Ashlee La Fontaine	South Ward
IN ATTENDANCE:	David MacLennan	Chief Executive Officer
	Peter Varris	Executive Director Infrastructure & Environment
	Rhys Taylor	Executive Director Community & Business Services
	Jay Naidoo	Executive Director Strategy & Development
	Lisa Williams	Executive Manager Communications & Engagement
	Mitchell Hoad	A/Manager Strategic Planning
	John Corbellini	Director Major Projects
	Joslin Colli	Executive Manager Corporate Strategy & Governance
	Emma Simmons	Coordinator Corporate Strategy & Governance
	Wendy Barnard	Executive Assistant to the Mayor & Council Support
Public:	Approximately three members of the public.	

1 DECLARATION OF OPENING / ACKNOWLEDGEMENT OF COUNTRY

The Presiding Member, 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, acknowledging that as the City of Vincent we have a role to play in working towards reconciliation and justice for First Nations people.”

2 APOLOGIES / MEMBERS ON APPROVED LEAVE OF ABSENCE

Cr Jonathan Hallett on approved leave of absence from 3 March 2025 to 9 March 2025.

Cr Ashley Wallace was an apology for this meeting.

Cr Suzanne Worner was 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.

3.1 Trent Will of Perth – Item 5.2

Full statement can be found [here](#)

3.2 Dudley Maier of Highgate - Item 5.1 and 7.5

Full statement can be found [here](#)

No questions were received in writing prior to the meeting.

There being no further speakers, Public Question Time closed at approximately 6.07pm.

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 Woolf	8.3 and 8.5

REPORTS WITH DISCUSSION**5.2 ROAD DEDICATION OF VARIOUS RIGHTS OF WAY**

- Attachments:
1. Diagram 6812 (ROW 51) 
 2. Diagram 1346 (ROW 66) 
 3. Diagram 6483 (ROW 67) 
 4. Rights of Way ownership - Certificates of Title 

RECOMMENDATION:

That Council:

1. **REQUESTS** the Minister for Lands to dedicate as a road pursuant to section 56(1)(c) of the *Land Administration Act 1997* (LAA) the following right of ways:

- (a) Lot 51 on Diagram 6812 comprised in Certificate of Title Volume 1008 Folio 199;
- (b) Lot 66 on Diagram 1346 comprised in Certificate of Title Volume 2761 Folio 264; and
- (c) Lot 67 on Diagram 6483 comprised in Certificate of Title Volume 72 Folio 92;

subject to the Chief Executive Officer:

- 1.1 Providing public notice seeking submissions on the proposal to dedicate the right of ways pursuant to section 56(1)(c) of *Land Administration Act 1997* and Regulation 8 of *Land Administration Regulations*; and
- 1.2 Considering and responding to any submissions or objections received.

NO QUESTIONS TAKEN ON NOTICE

5.1 OUTCOME OF ADVERTISING - REVOCATION OF POLICY NO. 7.6.9 - HERITAGE ASSISTANCE FUND

Attachments: Nil

RECOMMENDATION:

That Council REVOKES Policy No. 7.6.9 – Heritage Assistance Fund pursuant to Section 2.7 of the *Local Government Act 1995* and clause 5.8 of the City of Vincent’s Policy Development and Review Policy.

MAYOR XAMON:

Can further information be provided around how eligibility criteria for property owners seeking funding through the Heritage Assistance Fund would be clear and transparent for the community to ensure that it is appropriately managed?

A/MANAGER STRATEGIC PLANNING:

The Community Funding Policy sets out clear eligibility criteria for property owners seeking funding through the Heritage Assistance Fund (HAF):

“Property owners with a place on the City of Vincent Local Heritage List and/or State Register of Heritage Places or within a heritage area”.

Administration would prepare annual guidelines to support property owners.

This would be similar to the existing [Business Enhancement Grants Guidelines](#) and would include guidance around the eligibility criteria being:

- Projects are to demonstrate how a positive heritage conservation outcome would be achieved;
- Applications can be made by a landowner or on behalf of a landowner; and
- Works must obtain all necessary approvals, permits, licences and insurances.

The guidelines would also provide examples on the types of projects that could be funded, and procedural information on how to apply for funding and acquitting the grant.

These guidelines would ensure transparency and equity for those seeking funding.

Once the acquittal process has closed, information would be published on the City’s website on how the HAF has been spent. This would also be provided to Council.

This information would include details such as the grant recipient, project details and the amount of funding received.

7.5 OUTCOME OF ADVERTISING AND ADOPTION OF AMENDMENTS TO COMMUNITY FUNDING POLICY

- Attachments:
1. Community Funding Policy 
 2. Community Consultation Comments 

RECOMMENDATION:

That Council **ADOPTS** the Community Funding Policy at Attachment 1.

CR CASTLE:

Can Council see a list of the guidelines and documents that sit underneath the policy, that will all be collected together? Not necessarily the detail, but what types of guidelines and documents exist?

EXECUTIVE MANAGER COMMUNICATIONS AND ENGAGEMENT:

All funding documentation is being reviewed as part of the Policy update process.

The [Community Funding Page](#) on the website is being updated to provide a single source of truth for all funding information. Documentation related to each grant funding stream will be clearly available on this page.

Below is a list of documents sitting under each policy.

CR CASTLE:

The report refers to Council oversight during the annual budget process – what level of detail is proposed to be provided to Council as to how the criteria have been applied, what applications have been received and the outcome of those, so that there is a high level oversight of how the policy is working?




EXECUTIVE MANAGER COMMUNICATIONS AND ENGAGEMENT:

The [Grant Funding Register](#) details how much funding has been allocated and to who on an annual basis. This is publicly available on the website.

The level of reporting to Council on each grant funding stream varies as indicated in the attachment. The grant register is the main tool used to report on applications and funding allocation.

Grant		Documentation						Budget	Reporting		Additional Details
Name of Grant	Team responsible	Application on SmartyGrants	Application Form (other)	Guidelines	Criteria	Eligibility	Documented acquittal procedures (internal)	Budget Allocation	Currently Reported to Council	Up to Date Grants Register	Comments
Active Transport Community Initiatives	Traffic & Transport Engineering	x	✓	✓	✓	✓	✓	\$ 9,500.00		✓	Documentation under review
Active Transport School Grants	Traffic & Transport Engineering	x	✓	✓	✓	✓	✓	\$ 5,000.00		✓	Documentation under review
Business Enhancement Grants	Policy & Place	✓	x	✓	✓	✓	✓	\$ 60,000.00		✓	Applications closed this financial year
Collaborative Grants	Community Development	✓	x	✓	✓	✓	✓	\$ 65,000.00	Quarterly Council Workshop report	✓	
Community Support Grants	Community Development	✓	x	✓	✓	✓	✓	\$ 10,000.00	Quarterly Council Workshop report	✓	
Donations	Community Development	✓	x	✓	✓	✓	✓	\$ 2,000.00	Quarterly Council Workshop report	✓	
Emergency Relief Donations	Community Development	✓	x	✓	✓	✓	✓	\$ -	Quarterly Council Workshop report	✓	Funding only available during State of Emergency
Environmental Grants	Parks & Urban Green	x	✓	✓	✓	✓	✓	\$ 10,000.00		✓	
Female Sports Participation Grants	Club Development	✓	x	✓	✓	✓	✓	\$ 2,000.00	Quarterly Council Workshop report	✓	Budget allocation and documentation under review
Festival and Events Sponsorship	Marketing & Communications	✓	x	✓	✓	✓	✓	\$ 354,000.00	Presented to Budget Workshop and Council meeting	x	
Heritage Assistance Fund	Strategy & Development	✓	x	✓	✓	✓	✓	\$ 60,000.00		✓	Program open 1 July 2025. Documentation being updated.
Heritage Plaques Program	Strategy & Development							\$ 1,000.00		✓	Captured under the Local Planning Policy: Interpretation of Heritage Places.
Seeding Grants	Community Development	✓	x	✓	✓	✓	✓	\$ 10,000.00	Quarterly Council Workshop report	✓	
Special Assistance Welfare	Environmental Health							unallocated		✓	
Student Citizenship Awards	Community Development	✓	x	✓	✓	✓	✓	\$ 3,600.00	Quarterly Council Workshop report	✓	
Town Team Grants	Policy & Place	x	✓	✓	✓	✓	✓	\$ 60,000.00	Details reported in Register	✓	
Transport Assistance	Community Development	✓	x	✓	✓	✓	✓	\$ 2,000.00	Quarterly Council Workshop report	✓	
Trees of Significance Assistance Fund	Strategy & Development	x	x	x	x	x	x	\$ 1,000.00		✓	Documentation under review
Waiving of Fees	Community Facilities	x	✓	✓	✓	✓	x	n/a		✓	no acquittal required
Youth Development Grants	Community Development	✓	x	✓	✓	✓	✓	\$ 1,000.00	Quarterly Council Workshop report	✓	

8.3 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT (NGA) 2025: ELECTED MEMBER PROPOSED ATTENDANCE & 40KM/H SPEED ZONE MOTION

- Attachments:
1. National General Assembly of Local Government (NGA) 2025 - Invitation 
 2. ALGA Motion 40km - draft 
 3. PICG 40km Expansion Project Overview 










RECOMMENDATION:**That Council:**

1. **APPROVES** the attendance of Mayor Alison Xamon at the 2025 National General Assembly of Local Government (NGA) in Canberra from 24 – 27 June 2025.

2. **ENDORSES** the draft motion for the National General Assembly of Local Government Annual Meeting on 40km/h speed zones in residential streets at Attachment 2.

NO QUESTIONS

8.5 INFORMATION BULLETIN

- Attachments:**
1. **Statistics for Development Services Applications as at the end of January 2025** 
 2. **Register of Legal Action and Prosecutions Monthly - Confidential** 
 3. **Register of State Administrative Tribunal (SAT) Appeals - Progress Report as at 20 February 2025**
 4. **Register of Applications Referred to the Metro Inner-North Joint Development Assessment Panel - Current** 
 5. **Register of Applications Referred to the Design Review Panel - Current** 
 6. **Register of Petitions - Progress Report - March 2025** 
 7. **Register of Notices of Motion - Progress Report - March 2025** 
 8. **Register of Reports to be Actioned - Progress Report - March 2025** 
 9. **Council Workshop Items since 11 February 2025** 
 10. **Council Briefing Notes - 6 February 2025** 

RECOMMENDATION:

That Council **RECEIVES** the Information Bulletin dated March 2025.

CR WOOLF:

Confirming that the dates of the State Administrative Tribunal (SAT) preliminary hearing for Nos. 41-43 Angove Street, North Perth, matter are correct, and if the public can attend this?

EXECUTIVE DIRECTOR STRATEGY & DEVELOPMENT:

At the time of the Information Bulletin being published the preliminary hearing dates were correct.

After the Information Bulletin was published, SAT adjusted the dates to accommodate a change in availability from both parties.

The rescheduled dates for the preliminary hearing is now 22 and 23 July 2025. The SAT Register in the Information Bulletin has been updated to reflect this.

The preliminary hearing is open to the public to attend.

The City's website provides updated information on the current status of both SAT matters relating to the Council refusal ([here](#)) and the Development Assessment Panel refusal ([here](#)). These pages will continue to be updated as the matters progress.

ADDITIONAL INFORMATION

The SAT Register has been updated for appeals at No. 5 Berryman Street, Mount Hawthorn and No. 235 Brisbane Street, Perth.

REPORTS WITH NO DISCUSSION

7.1 FINANCIAL STATEMENTS AS AT 31 JANUARY 2025

Attachments: 1. Financial Statements as at 31 January 2025 

RECOMMENDATION:

That Council RECEIVES the Financial Statements for the month ended 31 January 2025 as shown in Attachment 1.

NO QUESTIONS ASKED

7.2 AUTHORISATION OF EXPENDITURE FOR THE PERIOD 01 JANUARY 2025 TO 31 JANUARY 2025

- Attachments:
1. January 2025 - Payments by EFT and Payroll 
 2. January 2025 - Payments by Direct Debit 
 3. January 2025 - Payments by Cheques 
 4. January 2025 - Payments by Fuel Cards 

Recommendation:

That Council RECEIVES the list of accounts paid under delegated authority for the period 01 January 2025 to 31 January 2025 as detailed in Attachments 1, 2, 3 and 4 as summarised below:

EFT payments, including payroll	\$7,112,533.48
Cheques	\$862.50
Direct debits, including credit cards	\$174,310.94
Total payments for January 2025	\$7,287,706.92

NO QUESTIONS ASKED

7.3 INVESTMENT REPORT AS AT 31 JANUARY 2025






Attachments: 1. Investment Statistics as at 31 January 2025 

RECOMMENDATION:

That Council **NOTES** the Investment Statistics for the month ended 31 January 2025 as detailed in Attachment 1.

NO QUESTIONS ASKED

7.4 MID YEAR BUDGET REVIEW 2024/25

- Attachments:
1. Statement of Financial Activity 2024-25 
 2. Net Current Assets 2024-25 
 3. Cash Backed Reserves Budget 2024-25 
 4. Capital Expenditure Budget 2024-25 
 5. Operating Budget Analysis 2024-25 

RECOMMENDATION:

That Council BY ABSOLUTE MAJORITY APPROVES the following amendments to the 2024/25 Annual Budget:

1. A net increase in the Operating result of \$2,220,147 as per Attachment 1;
2. A net increase in Cash Backed Reserves totalling \$3,621,883 as per Attachments 3;
3. A net decrease in the Capital Expenditure Budget of \$210,910 as per Attachment 4;
4. A net decrease in the closing surplus of \$1,187,352, resulting in a forecasted year end surplus at 30 June 2025 of nil as per Attachment 1;
5. Additional loan payment of \$480,000 towards Beatty Park Loan 10; and
6. RATES WAIVER:

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

Title Details	Rates Waiver 2024/25 \$
Lot 198 D/P 39921	1,331.75
Lot 889 D/P 426986	1,331.75
Lot 201 D/P 422599	1,331.75
Lot 300 D/P 425918	1,432.82
Lot 300 D/P 428786	1,105.53
Lot 301 D/P 428786	1,105.53
Lot 69 D/P 425941	1,331.75
Lot 888 D/P 426994	882.97
Lot 300 D/P 87141	660.40
Total	10,514.25

NO QUESTIONS ASKED

8.1 MANAGEMENT ORDER FOR PORTION OF WESTERN POWER'S VACATED MOUNT CLAREMONT DEPOT

Attachments: Nil

Report will be presented to Council Meeting on 11 March 2025

NO QUESTIONS ASKED

8.2 ADVERTISING OF AMENDED EXECUTION OF DOCUMENTS POLICY

- Attachments:
1. Execution of Documents Policy (Marked up) 
 2. Execution of Documents policy (Clean copy) 
 3. Delegated Authority 2.2.18 Proposed Amendments 

RECOMMENDATION

That Council **APPROVES** the proposed amendments to the Execution of Documents Policy, at Attachment 1, for the purpose of community consultation.

NO QUESTIONS ASKED

8.4 REPORT AND MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING HELD ON 26 FEBRUARY 2025

- Attachments:
1. Audit and Risk Committee Minutes - 26 February 2025 
 2. Audit and Risk Committee - Confidential Attachments - 26 February 2025 - Confidential

RECOMMENDATION:

That Council:

1. RECEIVES:

- 1.1 The Minutes of the Audit and Risk Committee Meeting of 26 February 2025, at Attachment 1 and the Confidential Attachments Paper at Attachment 2;
- 1.2 The reports from the Office of the Auditor General for the Local Government sector issued from May 2024 to June 2024;
- 1.3 The Better Practice Guide: Supplier Master Files report from the Office of the Auditor General for all State and local government entities;
- 1.4 The review of the Fraud and Corruption Prevention Policy;
- 1.5 Swimming Pool Barrier Inspections Audit; and
- 1.6 The City's Corporate Risk Register;

2. ADOPTS the Compliance Audit Return for the period 1 January 2024 to 31 December 2024.

3. AUTHORISES the Compliance Audit Return 2024 to be certified by the Mayor and Chief Executive Officer in accordance with Regulation 15 of the *Local Government (Audit) Regulations 1996*.

4. SUPPORTS the presentation of the updated Fraud and Corruption Prevention Policy, to Council for approval to advertise

5. APPROVES:

- 5.1 The risk management actions for the high and extreme risks;
- 5.2 The management actions for the high and extreme risks; and
- 5.3 Closure of action items noted in the City's Audit Log.

6. NOTES:

- 6.1 The audit planning summary for the 2024/2025 financial year;
- 6.2 The key findings of the Swimming Pool Barrier Inspections Audit and that the findings and management actions arising will be added to the City's Audit Log;
- 6.3 That the City of Vincent's Compliance Audit Return for the period 1 January 2024 to 31 December 2024 was reviewed by the Audit Committee at its 26 February 2025 meeting;
- 6.4 The JLT Public Sector's report on the City's cyber security controls.
- 6.5 The alignment of Corporate Risks to risk appetite and tolerance ratings;
- 6.6 The 2025 Audit and Risk Committee Forward Agenda; and
- 6.7 The Status of the City's Audit Log.

NO QUESTIONS ASKED

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**11.1 UNSOLICITED BID FOR THE ACQUISITION OF LAND**

The Chief Executive Officer is of the opinion that this report is of a confidential nature as it contains information concerning:

Local Government Act 1995 - Section 5.23(2):

(e(ii)) a matter that if disclosed, would reveal information that has a commercial value to a person, where the information is held by, or is about, a person other than the local government

LEGAL:**2.14 Confidential business**

(1) All business conducted by the Council at meetings (or any part of it) which are closed to members of the public is to be treated in accordance with the Local Government (Rules of Conduct) Regulations 2007.

Confidential reports are provided separately to Council Members, the Chief Executive Officer and Directors.

In accordance with the legislation, confidential reports are to be kept confidential until determined by the Council to be released for public information.

At the conclusion of these matters, the Council may wish to make some details available to the public.

NO QUESTIONS ASKED

12 CLOSURE

There being no further business the meeting closed at 6.24pm.