



**CITY OF VINCENT**

# **AGENDA**

## **Council Briefing**

**30 September 2025**

**Time: 6:00 PM**  
**Location: E-Meeting and at the Administration  
and Civic Centre,  
244 Vincent Street, Leederville**

**David MacLennan  
Chief Executive Officer**



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Public Questions will be strictly limited to three (3) minutes per person.

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1. Members of the public present at Council Briefings will have an opportunity to ask questions or make statements during public question time. Questions and statements at Council Briefings must relate to a report contained in the agenda.
2. Members of the public present at Council Meetings, Special Council Meeting or Committee Meeting have an opportunity to ask questions or make statements during public question time in accordance with section 2.19(4) of the City's [Meeting Procedures Local Law](#).
3. Questions asked at an Ordinary Council Meeting must relate to a matter that affects the City of Vincent.
4. Questions asked at a Special Council Meeting or Committee Meeting must relate to the purpose for which the meeting has been called.
5. Written statements will be circulated to Elected Members and will not be read out unless specifically requested by the Presiding Member prior to the commencement of the meeting.
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7. Shortly after the commencement of the meeting, the Presiding Member will ask members of the public to come forward to address the Council and to give their name and the suburb in which they reside or, where a member of the public is representing the interests of a business, the suburb in which that business is located and Agenda Item number (if known).
8. Questions/statements are to be made politely in good faith and are not to be framed in such a way as to reflect adversely or be defamatory on an Elected Member or City Employee.
9. Where practicable, responses to questions will be provided at the meeting. Where the information is not available or the question cannot be answered, it will be "taken on notice" and a written response will be sent by the Chief Executive Officer to the person asking the question. A copy of the reply will be included in the Agenda of the next Ordinary meeting of the Council.
10. It is not intended that public speaking time should be used as a means to obtain information that would not be made available if it was sought from the City's records under Section 5.94 of the *Local Government Act 1995* or the *Freedom of Information Act 1992* (FOI Act). The CEO will advise the member of the public that the information may be sought in accordance with the FOI Act.

For further information, please view the [Council Proceedings Guidelines](#).

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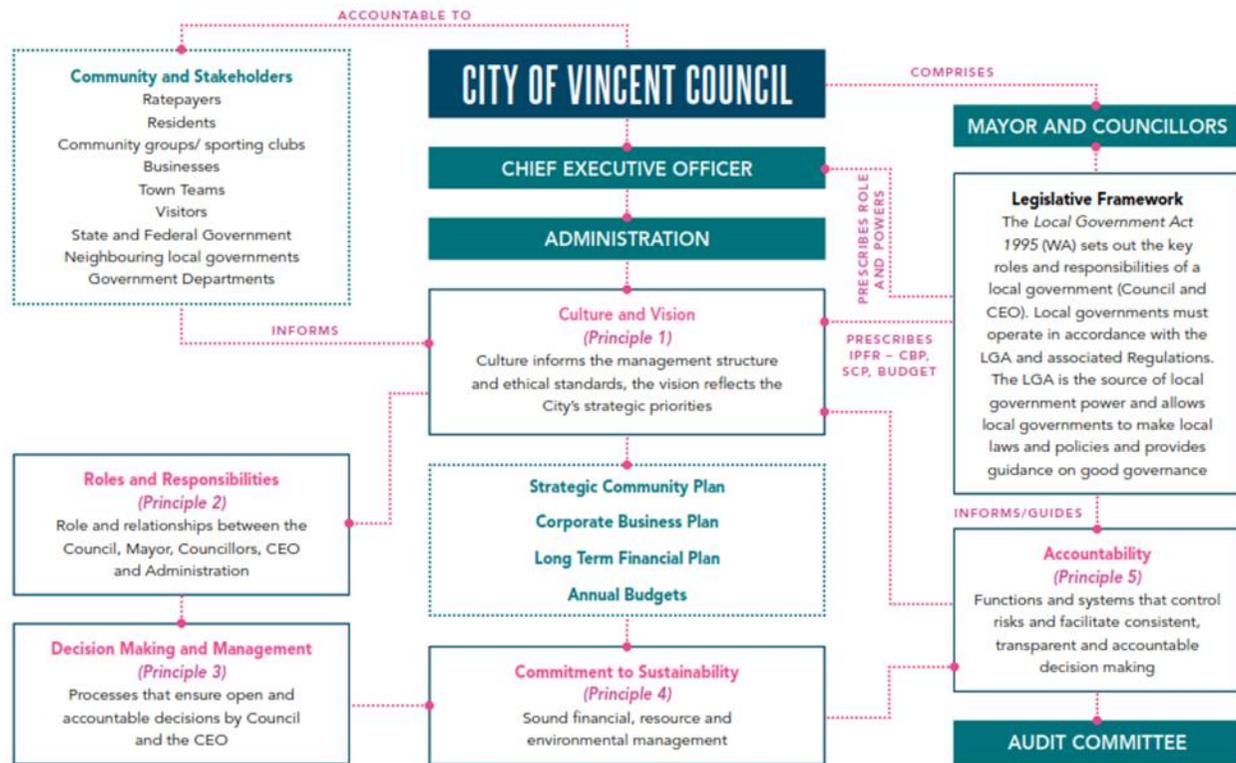
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- Images of the public gallery are not included in the webcast, however the voices of people in attendance may be captured and streamed.
- If you have any issues or concerns with the live streaming of meetings, please contact the City's Governance Team on 08 9273 6500.

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# CITY OF VINCENT GOVERNANCE FRAMEWORK 2020 OVERVIEW



COMMUNITY PRIORITIES AND OUTCOMES WE WILL STRIVE TO ACHIEVE



ENHANCED ENVIRONMENT

- Our parks and reserves are maintained, enhanced and are accessible for all members of the community.
- Our urban forest/canopy is maintained and increased.
- We have improved resource efficiency and waste management.
- We have minimised our impact on the environment.
- Power lines are undergrounded.



CONNECTED & HEALTHY COMMUNITY

- Connected & healthy community
- We have enhanced opportunities for our community to build relationships and connections with each other and the City
- Our many cultures are celebrated
- We recognise, engage and partner with the Whadjuk Noongar people and culture
- Our community facilities and spaces are well known and well used
- We are an inclusive, accessible and equitable City for all



SENSITIVE DESIGN

- Our built form is attractive and diverse, in line with our growing and changing community.
- Our built form character and heritage is protected and enhanced.
- Our planning framework supports quality design, sustainable urban built form and is responsive to our community and local context.
- More people living in, working in, or enjoying our town centres.



ACCESSIBLE CITY

- Our pedestrian and cyclist networks are well designed, connected, accessible and encourage increased use.
- We have better integrated all modes of transport and increased services through the City.
- We have embraced emerging transport technologies.



THRIVING PLACES

- We are recognised as a City that supports local and small business.
- Our town centres and gathering spaces are safe, easy to use and attractive places where pedestrians have priority.
- We encourage innovation in business, social enterprise and imaginative uses of space, both public and private.
- Efficiently managed and maintained City assets in the public realm.
- Art, history and our community's living cultures are evident in the public realm.



INNOVATIVE AND ACCOUNTABLE

- We deliver our services, projects and programs in the most inclusive, efficient, effective and sustainable way possible.
- We engage with our community so they are involved in what we are doing and how we are meeting our goals.
- Our decision-making process is consistent and transparent, and decisions are aligned to our strategic direction.
- We embrace good ideas or innovative approaches to our work to get better outcomes for the City and our community.

THESE PRIORITIES AND OUTCOMES WILL BE MET THROUGH THE DELIVERY OF COUNCIL ADOPTED STRATEGIES, PLANS, PROGRAMS, AND POLICIES.

**1 DECLARATION OF OPENING / ACKNOWLEDGEMENT OF COUNTRY**

“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.”

**2 APOLOGIES / MEMBERS ON LEAVE OF ABSENCE**

Nil

**3 PUBLIC QUESTION TIME AND RECEIVING OF PUBLIC STATEMENTS**

**4 DECLARATIONS OF INTEREST**

## 5 STRATEGY & DEVELOPMENT

**5.1 NO. 500 (LOT: 41; D/P: 418433) FITZGERALD STREET, NORTH PERTH - PROPOSED CHANGE OF USE FROM RESTAURANT/CAFE TO RESTAURANT/CAFE AND SMALL BAR (AMENDMENT TO APPROVED) - SECTION 31 RECONSIDERATION**

Ward: South

- Attachments:
1. Consultation and Location Plan [↓](#) 
  2. Development Plans [↓](#) 
  3. Applicant Letter [↓](#) 
  4. Acoustic Assessment [↓](#) 
  5. Venue Management Plan [↓](#) 
  6. 13 May 2025 Council Minutes and Refused Plans [↓](#) 
  7. Previous Joint Development Assessment Panel Approval [↓](#) 
  8. Summary of Submissions - Applicant Response [↓](#) 
  9. Summary of Submissions - Administration Response [↓](#) 
  10. Clause 67 Assessment [↓](#) 
  11. Determination Advice Notes [↓](#) 

### RECOMMENDATION:

That Council, in accordance with Section 31 of the *State Administrative Tribunal Act 2004*, SETS ASIDE its decision dated 13 May 2025 and SUBSTITUTES a new decision to, in accordance with the provisions of the City of Vincent Local Planning Scheme No. 2, APPROVE the application for Change of Use from Restaurant/Café to Restaurant/Café and Small Bar (Amendment to Approved) at No. 500 (Lot: 41; D/P: 418433) Fitzgerald Street, North Perth in accordance with the plans shown in Attachment 2, subject to the following conditions, with the associated determination advice notes in Attachment 11:

#### 1. Development Approval

This approval is for a Restaurant/Café and Small Bar (Amendment to Approved) as shown on the approved plans dated 3 July 2024, 10 January 2025 and 11 August 2025. No other development forms part of this approval;

#### 2. Use of Premises

- 2.1 This approval is for a Restaurant/Café and Small Bar as defined in the City of Vincent Local Planning Scheme No. 2. The use of the subject land for any other land use may require further approval from the City;
- 2.2 The total number of persons attending the Restaurant/Cafe and Small Bar at any one time, including staff and customers, shall be limited to 32 persons. Of this total, no more than 16 patrons may be seated within the outdoor dining area, and only in the configuration shown on the approved seating plan, to the satisfaction of the City;
- 2.3 The Restaurant/Café and Small Bar shall be limited to the following hours of operation:
  - Sunday to Wednesday: 7:00am – 5:00pm;
  - Thursday to Saturday: 7:00am – 9:00pm; and
  - All deliveries shall be limited to 7:00am to 2:00pm, Monday to Friday; and
- 2.4 The premises may operate until 9:00pm on up to six (6) evenings per calendar year between Sunday and Wednesday, to the satisfaction of the City. The operator shall provide written notification to the City, as well as to adjoining and adjacent property owners and occupiers, at least five (5) business days prior to each additional evening, specifying the date, purpose of the operation, and proposed hours of operation, to the satisfaction of the City.

**3. Venue Management**

The premises shall operate at all times in accordance with the approved Venue Management Plan dated 29 August 2025, to the satisfaction of the City;

**4. Waste Management**

The approved development shall operate in accordance with the approved Waste Management Plan dated 28 September 2018 at all times, to the satisfaction of the City;

**5. Façade Design**

**5.1 Doors and windows and adjacent floor areas fronting Fitzgerald Street and Venn Street shall maintain an active and interactive relationship with the street, to the satisfaction of the City;**

**5.2 Glazing and/or tinting shall have a minimum of 70 percent visible light transmission to provide unobscured visibility between the street and the interior of the tenancy, to the satisfaction of the City; and**

**5.3 Internal security and privacy treatments shall be located and installed internally behind the glazing line or recessed, and shall be transparent and visually permeable to allow views inside the building and enable internal light sources to be seen from the street, to the satisfaction of the City;**

**6. Car Parking**

Eight parking bays onsite shall be line marked with painted letters which read 'Café Parking' for the exclusive use of the Restaurant/Café and Small Bar;

**7. Bicycle Facilities**

A minimum of two short-term bicycle bays shall be provided in the Venn Street verge adjacent to the subject site, in a location approved by the City. These bicycle bays shall be designed in accordance with AS2890.3 prior to the use of the approved development, to the satisfaction of the City (refer Advice Note 10);

**8. Parking Management**

The premises shall operate in accordance with the approved Parking Management Plan dated 21 December 2023 at all times, to the satisfaction of the City;

**9. Signage**

**9.1 Prior to the commencement of the operating hours outlined in Condition 2.3, the existing signs highlighted in red on the plans shall be removed, to the satisfaction of the City;**

**9.2 Prior to the commencement of the operating hours outlined in Condition 2.3, all signage shown on the approved plans shall be installed to the dimensions and locations shown on the approved plans, to the satisfaction of the City. The sign located to the northern elevation of the bin store shall be installed to the top left corner of the wall, replacing existing signage in this location, to the satisfaction of the City;**

**9.3 All signage is to be in strict accordance with the City's Local Planning Policy: Signs and Advertising, unless further development approval is obtained; and**

**9.4 All signage shall be kept in a good state of repair, safe, non-climbable, and free from graffiti for the duration of its display onsite; and**

**10. Acoustic Report**

**The premises shall operate at all times in accordance with the criteria and all recommended conditions/restrictions outlined approved acoustic report (Herring Storer Acoustics, dated 11 August 2025), to the satisfaction of the City.**

#### EXECUTIVE SUMMARY:

The purpose of this report is to consider an application for development approval to extend the operating hours of an existing Restaurant/Café and Small Bar at No. 500 Fitzgerald Street, North Perth (the subject site), following an invitation from the State Administrative Tribunal (SAT).

The proposal seeks approval to extend the approved closing time from 5:00pm to 9:00pm on Thursday, Friday and Saturday evenings. In addition, the applicant seeks approval to operate until 9:00pm on up to six other evenings per calendar year (Sunday to Wednesday), to allow for one-off occasions such as public holidays or similar events. No changes are proposed to the approved land use, patron numbers (maximum of 32), or the physical layout of the premises. The amendment relates only to trading hours.

The subject site is located on the corner of Fitzgerald Street and Venn Street and contains a mixed-use development which includes one commercial tenancy, 19 multiple dwellings and associated car parking.

The subject site is zoned Residential R60–R100 and Residential R40 under the City's Local Planning Scheme No. 2 (LPS2) and is located within the Transit Corridor and Residential Built Form Areas under the City's Policy No. 7.1.1 – Built Form (Built Form Policy).

The tenancy sits directly beneath and adjoining multiple dwellings, with the broader area characterised primarily by residential development.

In considering the acceptability of the additional evening operating hours, the City is to have regard to the objectives of the Residential zone of LPS2 and the objectives of Policy No. 7.5.21 Sound Attenuation (Sound Attenuation Policy) and Policy No. 7.5.7 Licensed Premises Policy (Licensed Premises Policy).

At its Ordinary Meeting on 13 May 2025, Council resolved to refuse the application, consistent with Administration's recommendation, on the basis that extended operating hours would be incompatible with the residential context and adversely impact local amenity and character. Key reasons for refusal included:

- The inability to adequately mitigate the anticipated increase in noise from extended operating hours.
- The noise levels not being compatible with the surrounding residential context.

The landowner subsequently applied to the SAT for a review of Council's decision. Following mediation on 17 July 2025, Council has been invited under Section 31 of the *State Administrative Tribunal Act 2004* (SAT Act) to reconsider its decision based on additional information submitted by the applicant, including:

- A revised Acoustic Report prepared by a qualified acoustic consultant;
- A Venue Management Plan (VMP); and
- A revised Seating Plan.

The areas of discretion under the planning framework specifically relate to the suitability of the proposed extended operating hours for the approved land use. The amended proposal responds to Council's concerns by demonstrating that the overall operational measures would ensure the use could be appropriately managed to operate compatibly with its residential context and without adverse amenity impacts during the evening period.

The Acoustic Report demonstrates the proposed evening operation would comply with the *Environmental Protection (Noise) Regulations 1997* (Noise Regulations). The VMP and Seating Plan introduce enforceable controls that provide certainty the use could be managed in a way that protects the amenity of surrounding residential properties.

On this basis, it is recommended that Council set aside its previous refusal and substitute it with a new decision to approve the application, subject to conditions.

**PROPOSAL:**

The application proposes to amend the existing development approval for a Restaurant/Café and Small Bar at No. 500 Fitzgerald Street, North Perth, as shown on the location plan included as **Attachment 1**.

A Restaurant/Café has operated at the subject site since August 2022 in accordance with the development application approved by Development Assessment Panel on 11 July 2018. The approval notice and plans are included as **Attachment 7**.

The subject site amended its operations and has functioned as a Restaurant/Café and Small Bar since December 2023 in accordance with an amended development application approved by Council on [12 December 2023](#).

The premises currently operates as a café and restaurant during the morning and lunch periods, offering coffee and meals. From the afternoon onwards, the business transitions to a Small Bar, serving both food and alcoholic beverages, including alcohol without a meal. The business holds a Small Bar liquor license that permits the service of alcohol throughout its currently approved operating hours.

This development application seeks to amend the previous approval to allow for extended evening operating hours.

Existing Approval – Operating Hours

The use currently operates in accordance with Condition 2.3 of the existing approval, as follows:

2.3. *The Restaurant/Café and Small Bar shall be limited to the following hours of operation:*

- *Monday to Sunday: 7:00am to 5:00pm; and*
- *All deliveries shall be limited to 7:00am to 2:00pm, Monday to Friday.*

Proposed Amendments – Operating Hours

The application seeks to amend Condition 2.3 to permit extended trading hours as follows:

- Sunday to Wednesday: 7:00am – 5:00pm;
- Thursday to Saturday: 7:00am – 9:00pm; and
- Special Events Trading: Up to six (6) extra 'special event' evenings per calendar year.

For Thursdays, Fridays and Saturdays, the proposed change introduces an additional four hours per evening operation. The applicant seeks this change to enable the venue to attract patrons during the dinner period.

*Additional Evening Operations (Sunday-Wednesday)*

Approval is also sought for up to six (6) additional evenings of operation per calendar year, allowing the premises to trade until 9:00pm on days outside the standard Thursday to Saturday evening period.

This flexibility is intended to accommodate occasions such as public holidays that fall earlier in the week (for example, Christmas Eve or New Year's Eve when these days fall on a Sunday to Wednesday).

These additional evenings would be pre-scheduled and would operate in the same manner as standard evening trading, with no changes to approved patron numbers, seating arrangements, noise restrictions, or other operational requirements.

*Amended Management Measures*

The amended proposal incorporates additional information provided in response to Council's refusal. The applicant has submitted an amended Seating Plan, Applicant Letter, Acoustic Assessment and Venue Management Plan (VMP), which are included as **Attachments 2 to 5**.

The amended Seating Plan, amended Acoustic Assessment and new VMP outline a range of measures to manage potential impacts associated with the use. A summary of the new measures detailed within the amended Seating Plan, Acoustic Assessment and VMP are provided below:

Input/Report	Management Measures
Seating Plan	<ul style="list-style-type: none"> <li>• Outdoor seating within the alfresco to the Venn Street frontage has been adjusted to position tables flush against the venue wall and windows as a noise mitigation measure.</li> <li>• The revised seating plan results in the following seating arrangement:                             <ul style="list-style-type: none"> <li>○ The alfresco area accommodates seven tables (six configured for two patrons and one table configured for four patrons), providing a total outdoor seating capacity of 16 patrons.</li> <li>○ Internal seating includes a mix of low tables and bench seating.</li> </ul> </li> <li>• The amended Seating Plan identifies the location of two sound system speakers, both located inside the venue. No outdoor speakers are proposed.</li> </ul>
Acoustic Assessment	<ul style="list-style-type: none"> <li>• Internal areas to be limited to ambient music only when bifolds are open. Speakers are set at less than 70 decibel (dB) when the doors are open.</li> <li>• Music noise levels internally, with bifolds/doors closed, are to be limited to 96 dB.</li> <li>• No speakers to be located externally.</li> <li>• Patrons to be seated in accordance with the seating plan only.</li> </ul>
VMP	<ul style="list-style-type: none"> <li>• All customers are to be seated at a table. If all tables are occupied, there is no waiting area and the customers would be requested to return later or on another occasion.</li> <li>• Customers are advised to park legally and to consider alternative modes of transport to reduce traffic congestion and preserve the local amenity of the area. This would be achieved through the ongoing education of repeat customers, with the intent of influencing a positive change in behaviour over time. Internal signage would be installed within the venue to reinforce these expectations and provide consistent reminders, including:                             <ul style="list-style-type: none"> <li>○ To encourage public transport, cycling, or taxis and ride sharing options;</li> <li>○ Requesting onsite parking bays are utilised as available;</li> <li>○ On-street parking is done in accordance with the parking restrictions; and</li> <li>○ Encourage patrons to be quiet and respectful outside of the venue.</li> </ul> </li> <li>• No live music would be played at the venue (inside or outside).</li> <li>• Background music is played through an installed internal sound system in adherence to all of the requirements of the approved Acoustic Assessment.</li> <li>• There are to be two internal speakers with music noise levels to be limited to 96 dB.</li> <li>• Internal areas are to be limited to ambient music when the bifolds are open at 70 dB.</li> <li>• Staff members are to place the 5 bins on the verge area on Venn Street every Wednesday at 5pm and collect the empty bins every Thursday at 8:00am.</li> <li>• Any glass bottles are recycled at the end of the usual day shift (3:00pm). This is to occur no later than 5:00pm.</li> </ul>

**Delegation to Determine Applications:**

This application is being referred to Council for determination in accordance with the City’s Register of Delegations, Authorisations and Appointments.

This is because the delegation to Administration to determine applications does not extend to requests from the SAT for reconsideration of a Council decision under Section 31 of the *SAT Act*.

This is also because the delegation does not extend to applications that seek to amend a development approval previously determined by Council, unless the application meets the deemed-to-comply standards and does not change the impact of any the conditions of approval imposed.

The original change of use application for the premises was determined by Council. The current application seeks to amend that development approval, specifically Condition 2.3 relating to the hours of operation, which would result in a material change to the effect of the conditions of approval set by Council.

The delegation also does not extend to applications that receive more than five objections during community consultation. The application received a total of 14 objections during community consultation.

**BACKGROUND:**

<b>Landowner:</b>	A D'Alonzo and F D'Alonzo
<b>Applicant:</b>	La Mortazza Pty Ltd represented by Altus Town Planning
<b>Client:</b>	La Mortazza Pty Ltd
<b>Date of Application:</b>	13 January 2025
<b>Zoning:</b>	MRS: Urban LPS2: Zone: Residential R Code: R40 and R60-R100
<b>Built Form Area:</b>	Transit Corridor and Residential
<b>Existing Land Use:</b>	Restaurant/Café and Small Bar
<b>Proposed Use Class:</b>	Restaurant/Café and Small Bar
<b>Lot Area:</b>	2,069 square metres
<b>Right of Way (ROW):</b>	No
<b>Heritage List:</b>	No

Site Context and Zoning

The subject site is located at the corner of Fitzgerald Street and Venn Street, with residential developments to the south and east. A location plan is included as **Attachment 1**. The site comprises both Residential R60-R100 and Residential R40 zoned land under LPS2 and is situated within the Transit Corridor and Residential Built Form Areas respectively, with building height standards ranging from two to four storeys.

The premises occupies the ground floor of a mixed-use development and is the only commercial operation on site. It includes indoor and outdoor seating areas and landscaped frontages. The outdoor alfresco dining area measures approximately 52 square metres and is positioned at the corner of Fitzgerald Street and Venn Street, directly fronting both street frontages.

Further details on the site's layout, zoning, and built form context are outlined in the report presented to Council at its [13 May 2025](#) Ordinary Council Meeting.

Surrounding Context & Character

A detailed analysis on the surrounding context and character is provided in the report presented to Council at its [13 May 2025](#) Ordinary Council Meeting and is summarised as follows:

- The subject site is approximately 200 metres north of the North Perth District Centre.
- The area includes medium-density residential development and some intermittent commercial uses along Fitzgerald Street.
- Venn Street is characterised by low-medium residential development include single houses and grouped dwellings.
- The site is adjacent to Fitzgerald Street, a District Distributor Road with high-frequency bus services and peak-hour clearway restrictions.
- Traffic data indicates moderate volumes along Venn Street and higher volumes along Fitzgerald Street, with a noticeable reduction during evening peak periods.
- The tenancy is separated from surrounding residential properties by landscaping, driveways, and fencing, with distances generally ranging between 26 and 35 metres.
  - Dwellings to the north are located approximately 26–28 metres from the site, separated by Venn Street.
  - Dwellings to the west are a minimum of 30 metres away, separated by Fitzgerald Street.
  - Existing alfresco blinds are installed along the full length of the Fitzgerald Street frontage and partially along the Venn Street interface, providing additional screening.
- The area remains residential in character during the evening, with no nearby businesses operating past 5:00pm. Evening commercial activity is concentrated within the North Perth Town Centre, beyond 200 metres from the site.

Refused Proposal

The site has been subject to multiple development approvals. A detailed record of the previous development approvals are provided in the agenda for the Ordinary Council Meeting held on [13 May 2025](#).

The most recent decision by Council was at the Ordinary Meeting held on 13 May 2025. Council resolved to refuse an application to amend a development approval to extend the operating hours for an existing Restaurant/Cafe and Small Bar.

The application proposed to vary the approved hours of 7:00am – 5:00pm, Monday to Sunday, to the following:

- Sunday to Wednesday: 7:00am – 5:00pm; and
- Thursday to Saturday: 7:00am – 9:00pm.

The application was refused for the following reasons:

1. *Pursuant to the Planning and Development (Local Planning Schemes) Regulations 2015, the objectives of the Residential zone of the City of Vincent's Local Planning Scheme No. 2, and the objectives of the City of Vincent Policy No. 7.5.21 – Sound Attenuation, the proposal to operate the Restaurant/Café and Small Bar land uses between 5:00pm and 9:00pm from Thursday to Sunday is incompatible with its setting and would have an adverse impact on the amenity and character of the locality, for the following reasons:*

- 1.1 *Pursuant to Clauses 67(g), (m) and (n) in Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015, the proposed operation would result in undue amenity impacts on surrounding residential properties due to the anticipated increase in noise and the inability to adequately mitigate these impacts during the evening period; and*
- 1.2 *Pursuant to the objectives of the Residential Zone of the City of Vincent's Local Planning Scheme No. 2 and Policy No. 7.5.21 – Sound Attenuation, the proposal is not compatible with, nor complementary to, the surrounding residential context. Having regard to the subject sites immediate setting, which comprises residential development, the proposal would introduce activity and noise levels that would provide undue impacts to residential properties.*

Documents from the 13 May 2025 Ordinary Council Meeting could be found here; [Agenda](#) and [Minutes](#). **Attachment 6** includes a copy of the Council Meeting minutes and refused plans.

### SAT Appeal & Process

The State Administrative Tribunal (SAT) is the primary place for the review of decisions made by Government Officials and industry boards and is also where a wide variety of original decisions are made.

For planning matters, if an applicant wishes to review a decision made by the City, they could apply to the SAT for appeal.

Date	Action
10 June 2025	Landowner lodged an application with the SAT seeking a review of Council's decision.
25 June 2025	Directions hearing vacated. Mediation scheduled for 17 July 2025.
17 July 2025	Mediation session held. Mediation provides an opportunity to resolve disputes and explore constructive solutions. The City's officers and Mayor Xamon attended.  The SAT invited the City to reconsider its decision under Section 31 of the SAT Act, following the applicant's agreement to submit further information addressing the refusal reasons.

The key modifications made to the proposal are summarised in the Proposal section of this report. This included the provision of a revised Acoustic Report and Seating Plan, as well as the provision of a VMP.

In reconsidering its decision, Council may:

- Affirm its decision; or
- Vary its decision; or
- Set aside its decision and substitute its new decision.

If Council approves the proposed development, the applicant may withdraw the SAT application, provided they are satisfied with the conditions of approval.

If Council reaffirms its refusal, then a directions hearing that is scheduled for 24 October 2025 may result in the matter proceeding to a SAT final hearing. This would result in the SAT determining the application in the absence of a mediated outcome.

#### DETAILS:

#### Summary Assessment

The table below summarises the planning assessment of the proposal against the provisions of LPS2, the City's Non-Residential Development Parking Policy, the City's Licensed Premises Policy and the City's Sound Attenuation Policy.

Planning Element	Use Permissibility/ Deemed-to-Comply/ Acceptable Outcomes (or equivalent)	Previously Approved	Requires the Discretion of Council
Land Use		✓	
Non-Residential Parking Policy	✓		
Licensed Premises Policy	✓		
Sound Attenuation Policy	✓		

The application satisfies all deemed-to-comply and acceptable outcomes (or equivalent) standards in the City's policy framework.

Council's consideration is therefore limited to whether the proposed intensification of the use is acceptable, specifically the extension of operating hours until 9:00pm on Thursdays to Saturdays and the inclusion of six Special Event Trading days per year. This must be assessed against the objectives of the Residential zones and the relevant matters set out in Clause 67 of the Deemed Provisions.

#### Local Planning Scheme No. 2

In considering the appropriateness of the change in operating hours, Council is to have due regard to the objectives of the Residential zone, which are as follows:

- *To provide for a range of housing and a choice of residential densities to meet the needs of the community;*
- *To facilitate and encourage high quality design, built form and streetscapes throughout residential areas;*
- *To provide for a range of non-residential uses, which are compatible with and complementary to residential development;*
- *To promote and encourage design that incorporates sustainability principles, including but not limited to solar passive design, energy efficiency, water conservation, waste management and recycling;*
- *To enhance the amenity and character of the residential neighbourhood by encouraging the retention of existing housing stock and ensuring new development is compatible within these established areas;*
- *To manage residential development in a way that recognises the needs of innovative design and contemporary lifestyles; and*
- *To ensure the provision of a wide range of different types of residential accommodation, including affordable, social and special needs, to meet the diverse needs of the community.*

The residential zone objectives are one matter that Council is to give due regard to in the consideration of this application under the Planning Regulations. This along with other relevant matters are set out below.

#### Planning and Development (Local Planning Schemes) Regulations 2015 (Deemed Provisions)

In accordance with [Clause 67\(2\)](#) of the Deemed Provisions and in determining a development application, Council is to have due regard to a range of matters to the extent that these are relevant to the development application.

Administration's response to each matter requiring consideration is listed in the table contained in **Attachment 10**.

**CONSULTATION/ADVERTISING:**Refused Proposal

The original application, which was ultimately refused by Council, was advertised on three separate occasions. A detailed account of the previous community consultation is provided in the report presented to Council at its [13 May 2025](#) Ordinary Council Meeting and is summarised as follows:

- 25 October – 7 November 2024: A 14-day consultation period was undertaken in accordance with the Deemed Provisions.
- 9 January – 22 January 2025: A second 14-day consultation was undertaken following an administrative oversight, as initial letters had not been sent to apartment occupants within the subject site.
- 4 March – 11 March 2025: A further seven-day consultation was undertaken to address the proposed extension of evening trading hours.

Across the three consultation periods, 21 submissions were received: seven in support and 14 in objection. Where submitters lodged multiple responses across different periods, only one submission has been counted towards the total.

The key concerns related to noise, traffic, safety, car parking, and the venue's ongoing compliance with approved operating conditions and its impact on residential amenity.

The key comments of support related to the proposal's compatibility with the residential area, its contribution to local amenity, and its low-scale nature being suited to the neighbourhood.

Amended Proposal

Following SAT mediation, additional information was received on 1 and 11 August 2025. This information is included as **Attachments 2 to 5**.

The amended proposal and additional information were advertised as per the City's Community and Stakeholder Engagement Policy for seven days from 12 to 18 August 2025. The method of consultation included a notice on the City's website and email notification was sent to all previous submitters.

The City received four submissions, all objecting to the proposal. The key concerns raised are summarised as follows:

- The proposed extension of evening trading hours is considered inconsistent with the surrounding residential character.
- The premises has previously been observed not to adhere to approved conditions, including restrictions on operating hours, patron numbers, and the use of live music.
- Potential noise impacts from patrons, vehicle movements and waste removal during evening hours.
- Insufficient onsite parking, with concerns about patrons and delivery drivers parking illegally on verges.

The number of submissions received during the consultation period is not, in itself, a relevant planning consideration. The decision-maker is instead required to focus on the substance of the matters raised.

A summary of submissions received during the August 2025 consultation period, along with the applicant's response to the submissions received is provided in **Attachment 8**.

A summary with Administration's response to all submissions received across all consultation periods is provided in **Attachment 9**.

**Design Review Panel (DRP):**

Referred to DRP: No

The proposal was not referred to the DRP. This is because the application does not propose any modifications to the existing built form and does not meet the requirements for referral outlined in the DRP [terms of reference](#).

**LEGAL/POLICY:**

- *Planning and Development Act 2005*;
- *Planning and Development (Local Planning Schemes) Regulations 2015* (Deemed Provisions);
- *Environmental Protection (Noise) Regulations 1997*;
- City of Vincent Local Planning Scheme No. 2;
- Community and Stakeholder Engagement Policy;
- Policy No. 7.5.7 – Licensed Premises;
- Policy No. 7.5.21 – Sound Attenuation; and
- Policy No. 7.7.1 – Non-Residential Development Parking.

**Planning and Development Act 2005**

In accordance with Schedule 2, Clause 76(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* and Part 14 of the *Planning and Development Act 2005*, the applicant has applied to the SAT for a review of Council's decision to refuse the development application at its 13 May 2025 meeting.

**RISK MANAGEMENT IMPLICATIONS:**

There are minimal risks to Council and the City's business function when Council exercises its discretionary power to determine a planning application.

Concerns regarding the potential risks associated with traffic and intersection management were raised over the course of the community consultation for the proposal. This would be addressed separately through a North Perth traffic study, which would provide recommendations for potential road safety measures on Venn Street and Fitzgerald Street. Administration estimates that the Study will be completed by the end of 2025. Engagement is anticipated to commence early 2026 with the study to be refined and presented to Council in mid-2026.

**STRATEGIC IMPLICATIONS:**

This is in keeping with the City's Strategic Community Plan 2022-2032:

**Innovative and Accountable**

*Our decision-making process is consistent and transparent, and decisions are aligned to our strategic direction.*

**SUSTAINABILITY IMPLICATIONS:**

This application does not contribute to any environmental sustainability outcomes. There is limited ability for the development to influence the environmental impact of the building on the site through this application. This is because it relates to a change of operation hours for an existing land use.

**PUBLIC HEALTH IMPLICATIONS:**

There are no public health implications from this application.

**FINANCIAL/BUDGET IMPLICATIONS:**

Should this application proceed to a full SAT hearing, the City would incur a cost related to the engagement of a consultant which would be met through the existing Operational Budget.

**COMMENTS:****Summary Assessment**

The application has been assessed against the City's planning framework and approval is recommended for the following key reasons:

- The additional information provided by the applicant, including the revised Acoustic Assessment, VMP and Seating Plan, demonstrates that the use could be appropriately managed to operate compatibly within the surrounding residential context and without undue amenity impacts on adjoining properties.
- The proposed management measures introduce enforceable controls that support a predictable operating environment consistent with a 'Restaurant/Café' classification. Tangible strategies addressing noise, parking, and waste collection provide greater certainty of outcomes, reducing reliance on patron behaviour. Updated signage and internal messaging will reinforce appropriate parking practices and support the ongoing education of returning customers, particularly during extended operating hours.
- The proposal is consistent with the objectives of the Residential Zone, which seek to accommodate non-residential uses that are compatible with and complementary to surrounding residential development, and which enhance the amenity and character of the neighbourhood. The revised Acoustic Assessment confirms that predicted evening noise levels would remain lower than existing traffic noise from Fitzgerald Street and within the assigned limits, ensuring residential amenity is protected.
- Taken together, the acoustic margins of compliance and operational safeguards provide confidence that the extended evening hours would not result in unreasonable impacts and are consistent with the intent of both the Residential Zone and the City's Sound Attenuation Policy.
- The proposal includes up to six additional evenings per year, permitting trading until 9:00pm outside the standard Thursday–Saturday period. The revised Acoustic Assessment confirms that these additional evenings would comply with the assigned evening noise levels at the nearest sensitive receivers. Operations would remain subject to the same management controls as standard evening trading, with the operator required to provide prior written notification to the City and to adjoining and adjacent properties.

### Consideration of Additional Information Against Council's Reasons for Refusal

The comments below address how the applicant's additional information responds to Council's refusal reasons.

Reason 1.1 relates to the anticipated increase in noise generated by the proposed extension of operation hours. This refers specifically to the inability to adequately mitigate these impacts, which would result in an undue effect on the amenity of surrounding residential properties, inconsistent with Clause 67(g), (m), and (n) of the Deemed Provisions.

Reason 1.2 relates to the incompatibility of the proposal with the surrounding residential context. This refers to the introduction of activity and noise levels that are not complementary to the residential setting, inconsistent with the objectives of the Residential zone and the City's Sound Attenuation Policy.

#### *Applicant Information*

To demonstrate that the proposed amended operating hours could meet the objectives of the Residential Zone, the applicant has submitted a revised Acoustic Assessment, VMP and Seating Plan (refer to **Attachments 2-5**). These documents set out management measures to ensure the premises could operate compatibly within the surrounding residential context.

The revised Acoustic Assessment, prepared by a qualified acoustic consultant, confirms that the proposal would comply with the relevant assigned noise levels under the *Environmental Protection (Noise) Regulations 1997*. This revised Acoustic Assessment was prepared to address deficiencies in the earlier report, particularly in relation to the methodology used to determine the applicable land use classification for noise modelling.

The revised Acoustic Assessment focuses on noise emissions from the operation of the premises, particularly alfresco patron noise, and concludes that the anticipated levels are more consistent with those of a Restaurant/Café than a typical Small Bar. This reflects the operational model set out in the VMP and Seating Plan, including:

- All patrons being seated at tables rather than standing or gathering at a central bar.
- A Seating Plan with no provision for a standing bar service area.
- No provision for live music or amplified entertainment, with only ambient background music permitted.
- An operational model where food service forms a core component of the offering, rather than the primary focus being alcohol service.

These features distinguish the premises from a conventional Small Bar and support the application of the 'Restaurant/Café' noise modelling standards within the revised assessment.

The assessment was undertaken in accordance with the Association of Australasian Acoustical Consultants guidelines for licensed premises. Patron noise was modelled conservatively at 53 dB (casual vocal effort, one person talking per table), consistent with the site's approved maximum patron capacity. This replaced the earlier approach of modelling one person per square metre (approximately 108 persons).

The revised assessment identifies the following key points:

- The alfresco areas would be limited to ambient music only with no significant levels of low frequency noise.
- External noise sources are limited to patron activity only, with no contribution from amplified music. The operator has confirmed this arrangement.
- Noise modelling considered scenarios with bifold doors both open and closed.

The revised assessment concludes that predicted noise levels would remain below the relevant assigned levels for residential receivers during the evening period (maximum permitted 49 dB), with modelling results of:

- Bifold doors closed: estimated 37 dB;
- Bifold doors open: estimated 40 dB.

The predicted levels are approximately 9 dB lower than the maximum permitted evening level, demonstrating a comfortable margin of compliance with the Noise Regulations.

#### *Administration Comments*

The amended proposal addresses Reasons 1.1 and 1.2. The proposed extension of operating hours would be consistent with the [objectives](#) of the Residential zone under LPS2, the [objectives](#) of City's Sound Attenuation Policy, and the matters requiring consideration under Clause 67 of the Deemed Provisions for the following reasons:

- **Consistency with Sound Attenuation Policy:** The City's Sound Attenuation Policy seeks to minimise adverse noise impacts to ensure the sustainable co-existence of a mix of land uses. In this context, Administration has reviewed the revised Acoustic Assessment and is satisfied with the methodology adopted, the tangible measures proposed, and the overall outcomes of the report.

The revised approach of the Acoustic Assessment moves away from reliance on patron behaviour and instead secures noise management through clear, measurable controls such as seated-only dining, no live music, limited internal speakers, and the physical layout of the premises.

The assessment demonstrates compliance with the Noise Regulations, with predicted evening noise levels at least 9 dB below the permitted limit at the closest residence. All other surrounding dwellings are also compliant, with predicted levels up to 18 dB below the assigned limit. This margin, combined with the operational safeguards, ensures the proposal would not generate unreasonable noise or adversely affect the amenity of nearby residents.

Under the Noise Regulations, evening noise limits are the same from Monday to Saturday, with stricter limits only on Sundays. The proposed hours fall within this framework and are demonstrated to comply.

- **Management Measures:** The revised VMP and accompanying revised Seating Plan introduce enforceable measures and controls that establish a more predictable operating environment for the premises. These measures provide greater certainty of outcomes by focusing on tangible strategies to mitigate off-site amenity impacts, rather than reliance on patron behaviour. These are detailed earlier in the report but include noise controls consistent with recommendations of the Acoustic Assessment, parking management, and daytime waste collection. To secure these outcomes, Administration recommends a condition of approval requiring the premises to operate in accordance with the revised VMP and Seating Plan.

Administration acknowledges past compliance concerns. These cannot be the determining factor in assessing the current application and any potential future non-compliance would be addressed through

the City's compliance processes. The recommended conditions requiring adherence to the revised VMP, Seating Plan and Acoustic Report provide clear and enforceable standards to allow effective monitoring and enforcement.

- Relationship with Surrounding Development & Amenity Impact: The objectives of the Residential Zone seek to accommodate non-residential uses where they are compatible with, and complementary to, surrounding residential development, and where they enhance the amenity and character of the neighbourhood. In this case, the site context, together with the revised operational model, provides confidence that the extended operating hours could be managed to achieve these objectives, whereby the evening operations remain complementary to the surrounding residential development.

The updated VMP, Seating Plan and Acoustic Assessment introduce tangible, enforceable measures that give greater certainty over how the premises would operate during the extended hours. These measures demonstrate that the use would remain consistent with the expectations of a Restaurant/Café and respond directly to previous amenity concerns. The proposal would therefore maintain compatibility with surrounding residential development and avoid adverse amenity impacts, as outlined below:

- Proximity to Traffic Noise: Ambient noise from Fitzgerald Street already exceeds the assigned evening limit, measured at 56 dB approximately 50 metres from the street. By comparison, predicted noise levels from the premises to surrounding properties range between 31 dB and 40 dB, which is 7–16 dB lower than the existing traffic noise. This demonstrates that the extended operating hours would not introduce a new or distinct noise source, as traffic noise remains the dominant environmental condition during the evening.
- Site Separation: The premises is buffered from surrounding dwellings by front fences, landscaping, and mature street trees along Fitzgerald and Venn Streets. While this separation was previously considered insufficient to manage noise impacts, the updated Acoustic Assessment demonstrates that predicted levels now comply with the assigned evening limits. This improvement is attributed both to the corrected methodology applied in the revised assessment and to the operational changes introduced through the updated Venue Management Plan (VMP) and Seating Plan. The earlier assessment overstated potential patron noise due to inaccurate modelling assumptions. With these matters addressed, and in combination with the existing physical separation and the nature of the use, the proposal is considered adequate to mitigate undue impacts on surrounding residential properties.
- Non-Residential Uses in the Residential Zone: Evening trading is typically associated with Commercial or Mixed-Use zones. In this instance the small scale of the premises (limited to a maximum of 32 patrons), its location adjacent to Fitzgerald Street, and the introduction of enforceable management controls provide confidence that the use could operate without undermining residential amenity. These circumstances demonstrate that evening trading at this site is capable of being complementary to surrounding residential development and represents a compatible outcome within the Residential Zone.
- Consistency with Licensed Premises Policy: The applicant proposes to operate the small bar component of the premises until 9:00pm to cater for patrons during the dinner period. This is consistent with the City's *Licensed Premises Policy*, which allows Small Bars in Residential zones to operate until 10:00pm. The Policy also does not restrict operating hours for Restaurant/Café uses, meaning the proposal sits comfortably within the established policy framework.
- Provision of Car Parking: The application does not propose changes to the car parking provision, which was previously approved and complies with the City's Non-Residential Development Parking Policy. Updated external and internal signage would direct patrons to use onsite bays and alternative transport options, supporting ongoing education for returning customers and helping to mitigate on-street parking impacts during the additional operating hours.

The City's Rangers have maintained regular patrols of Venn Street and report issuing an average of 1–2 infringements per month in 2025, a slight reduction from the 2024 average of 2 per month. This trend indicates a gradual improvement in parking behaviour. Ongoing Ranger monitoring and enforcement will support this progress and ensure that parking impacts remain manageable.

- Additional Evening Operations (Sunday to Wednesday): The proposal includes provision for up to six additional evenings of operation per calendar year, allowing the premises to trade until 9:00pm on days outside the standard Thursday to Saturday evening period. This flexibility is intended to cover public

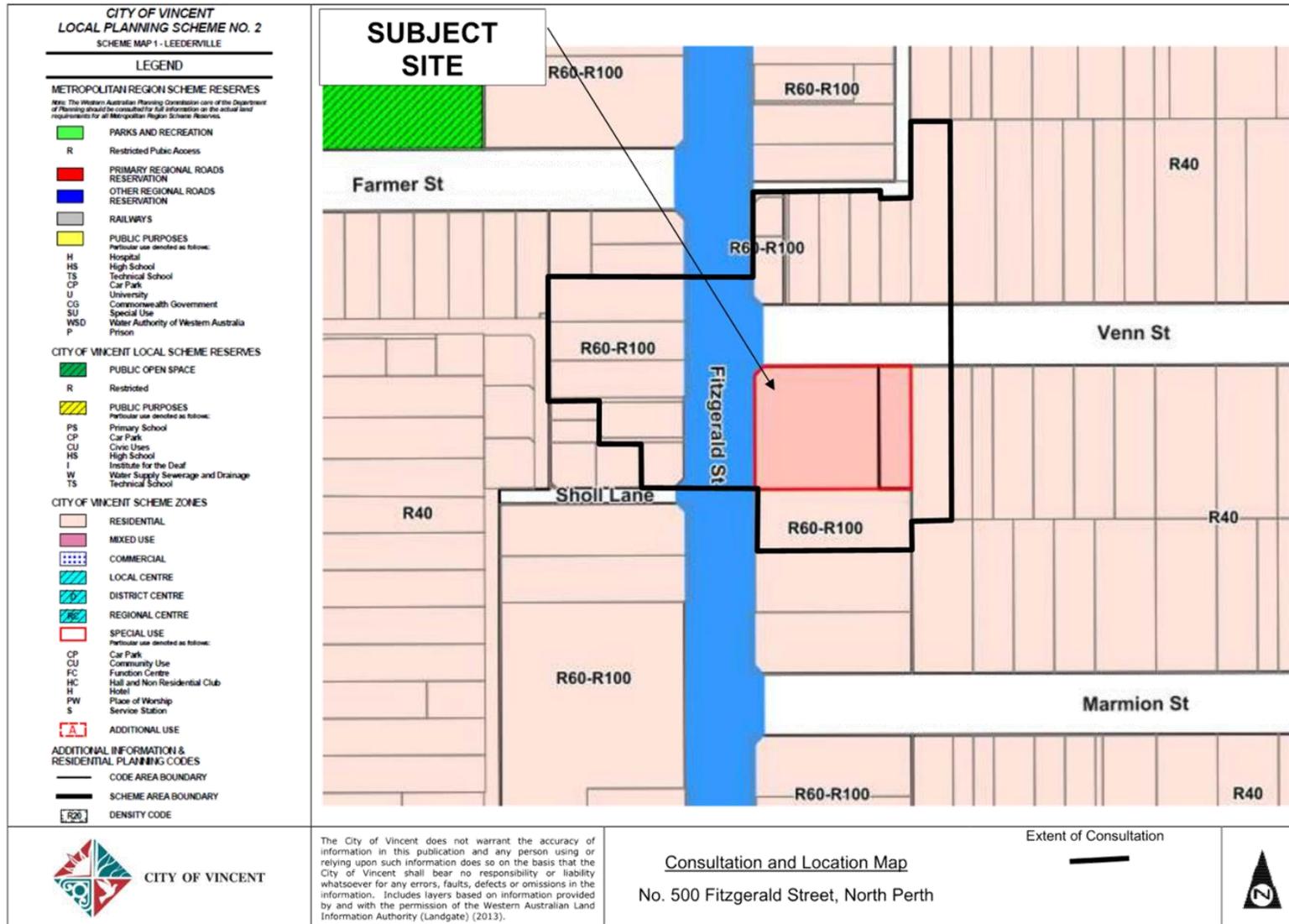
holidays and celebratory occasions such as Christmas, New Year's Eve, Easter and other cultural events that may fall on a Sunday to Wednesday.

The City's Licensed Premises Policy provides guidance on appropriate operating hours for Small Bars within Residential zones, allowing operation until 10:00pm on any day of the week, including Monday to Wednesday. The proposed 9:00pm closing time for the additional evenings is consistent with this policy guidance and does not require the exercise of discretion under the Licensed Premises Policy.

The revised Acoustic Assessment confirms that predicted noise levels during these evenings would comply with the assigned limit of 49 dB under the Noise Regulations. This limit applies consistently across all evenings from Monday to Saturday, and until 10:00pm on Sundays, after which stricter night-time levels apply. The highest anticipated noise level remains comfortably within the applicable evening limit, including on Sundays and Public Holidays.

Operations during Special Event Evenings would be consistent with standard evening trading, with no increase in patron numbers, alterations to seating arrangements, or changes to noise controls. The approved management measures will continue to apply, providing a consistent framework to ensure the use is appropriately managed in line with the established operating model.

To provide oversight and assurance, Administration recommends a condition of approval limiting additional evening operations to six per calendar year between Sunday and Wednesday, with written notification to the City at least five business days in advance for each occasion.



 <p><b>SUBJECT SITE</b></p>			
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SITE PLAN





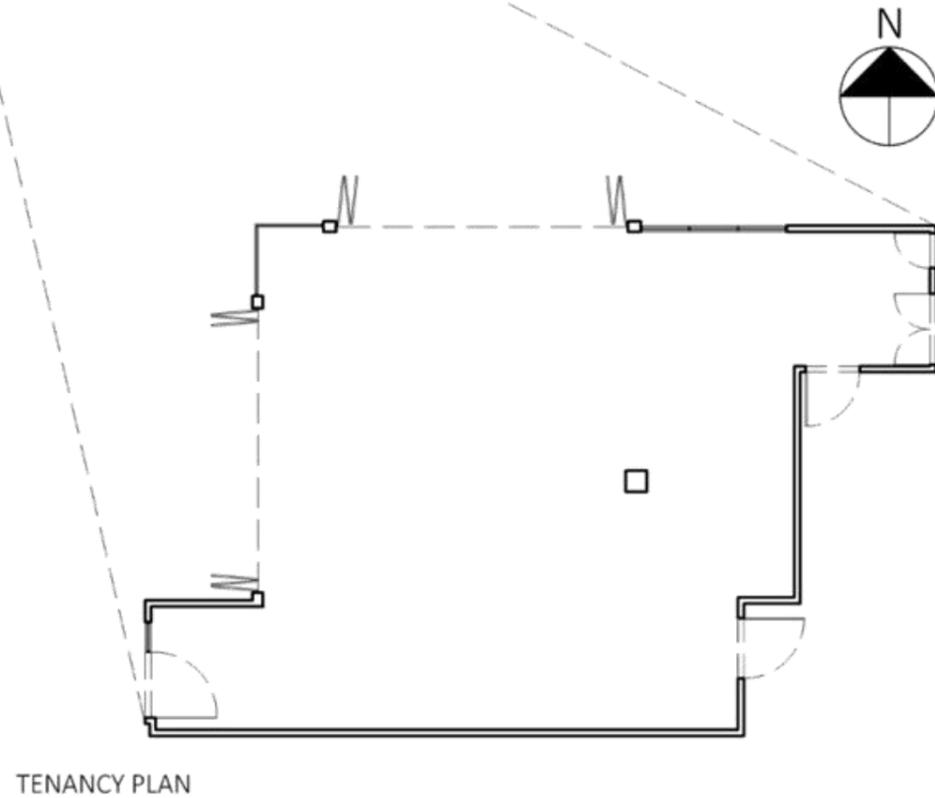
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TENANCY PLAN

CITY OF VINCENT  
RECEIVED  
3 July 2024

ISSUED FOR CONSTRUCTION

PROJECT MANAGER	
AW	
DESIGNER / DRAFTSMAN	
DN	
PROJECT DESCRIPTION	
500 FITZGERALD STREET CAFE	
DRAWING TITLE	
SITE PLAN + TENANCY PLAN	
NTS	SHEET A3
DATE	REVISION
02.06.2022	B
JOB NO:	DWG #
2022.09	A0-1

THIS SEATING PLAN IS NOT PART OF THIS APPROVAL. REFER TO PAGE 3 FOR THE APPROVED SEATING PLAN

**DEVELOPMENT ASSESSMENT PANEL**  
**APPROVED**  
 11-Jul-2018

**CITY OF VINCENT**  
 DA No. 5.2025.45.1  
 OMC 13 May 2025  
**REFUSED**  
 Refer to Decision Notice  
 A/Coordinator Planning Services



- 3m x 3m TRUNCATION
- 1.5m FUTURE ROAD WIDENING
- Apartment & Cafe Ground Floor Level - 29.50 AHD
- Total 21 Car bays for Apartments  
19 Car bays + 2 Visitor Bays Allocated to the Apartments.
- Total 9 Carbays allocated for Cafe (including Disabled Carbay)
- Total 30 Carbays on site
- 3.04m Wide R.O.W with LEGAL ACCESS RIGHT

**MIXED USE DEVELOPMENT - LOT 1 to 3 (No 500 to 504) FITZGERALD STREET & LOT 27 to 28 (No. 45) VENN STREET NORTH PERTH**

**GROUND FLOOR PLAN**  
SCALE 1:100 @ A1 SIZE

DEVELOPMENT APPLICATION

PROJECT No. ST2017.4

JANUARY 2018  
REVISED: 06th February - Added more levels to car parking area  
Revised: JUNE 2018

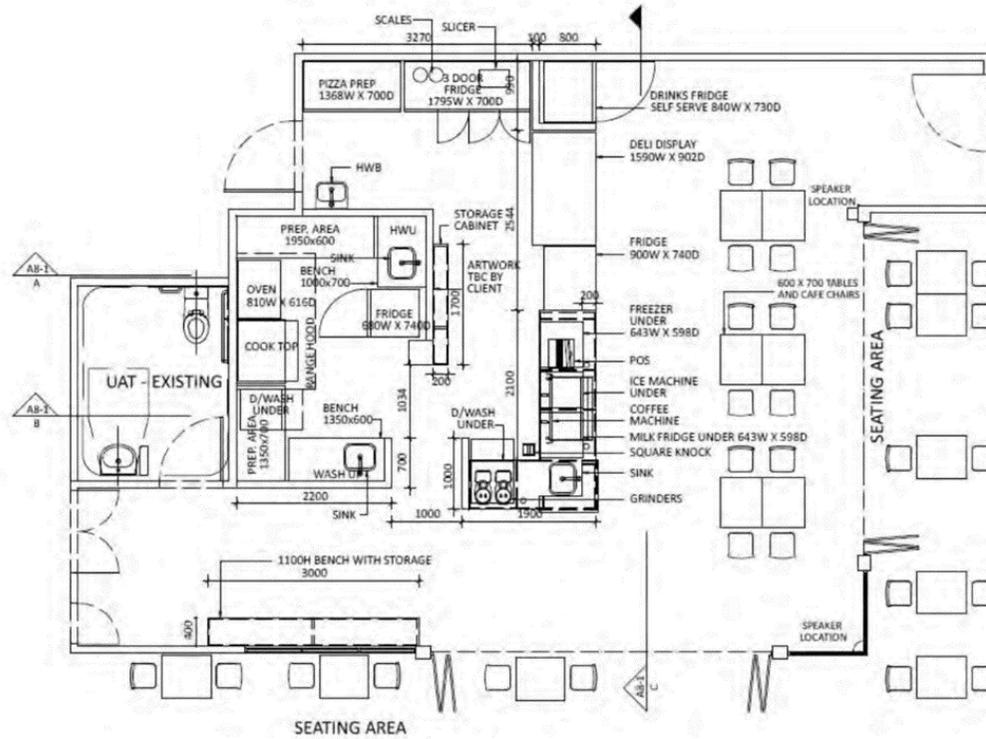
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**SHEET**  
5 of 15

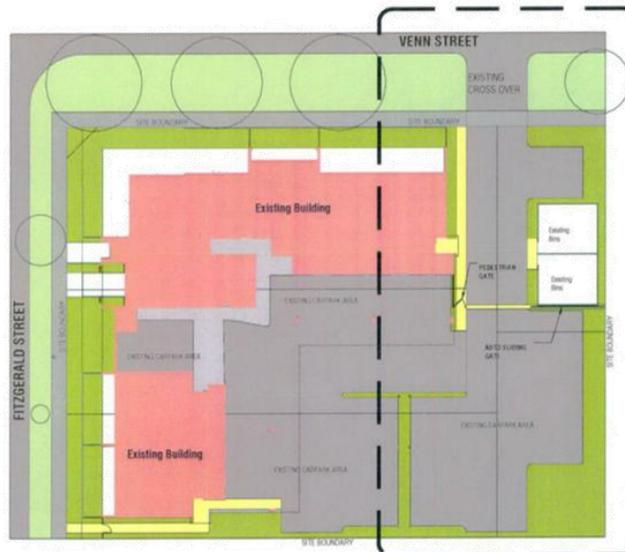


PROJECT MANAGER AW	
DESIGNER / DRAFTSMAN DN	
PROJECT DESCRIPTION 500 FITZGERALD STREET CAFE	
DRAWING TITLE 2025 Seating Plan	
1:50	SHEET A3
DATE 28.07.2025	REVISION
JOB NO:	DWG # A3-1

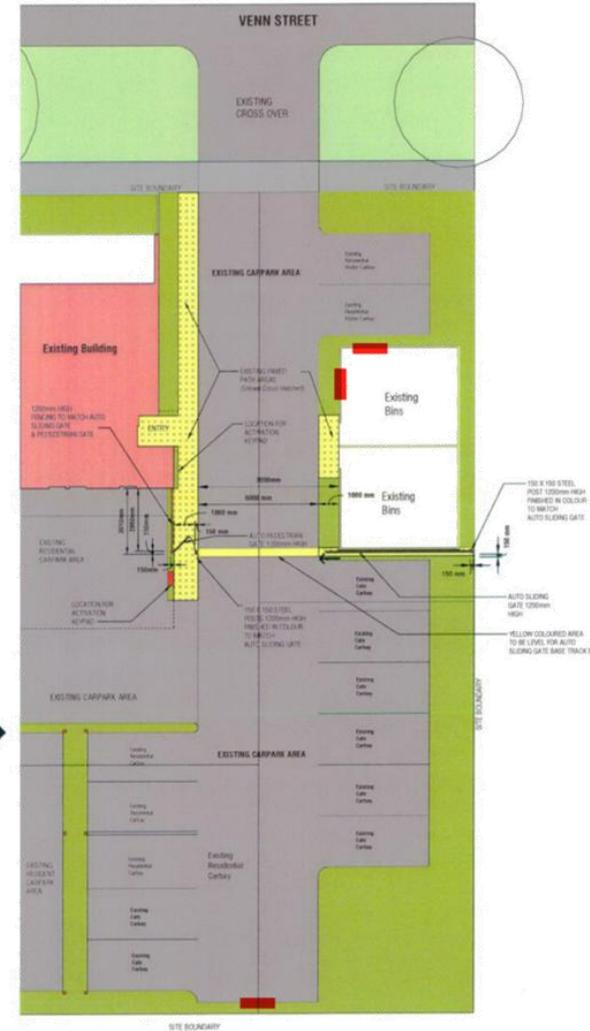
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SLIDING GATE ELEVATION FROM VENN STREET  
SCALE 1:100 @ A1 SIZE



EXISTING COMPLEX SITE PLAN  
SCALE 1:100 @ A1 SIZE



AUTO SLIDING GATE & PEDESTRIAN GATE TO CAR PARK AREA LAYOUT  
SCALE 1:100 @ A1 SIZE

CITY OF VINCENT  
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10 January 2025

**AUTO SLIDING GATE & PEDESTRIAN GATE  
TO CARPARK AREA OF EXISTING APARTMENT  
No. 500 FITZGERALD STREET NORTH PERTH**

PROJECT No. ST2021.10  
June 2023



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1 of 1







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8 August 2025

City of Vincent  
c/o Jono Cohen, Planning Officer

Via email: [Jono.Cohen@vincent.wa.gov.au](mailto:Jono.Cohen@vincent.wa.gov.au)

## La Mortazza Pty Ltd v City of Vincent, DR 73/2025 Reconsideration Submission

1. Pursuant to the Tribunal's orders following mediation on 17 July 2025, this correspondence sets out the changes and additional justification for the proposed application for the amended opening hours at La Mortazza at 500 Fitzgerald Street, North Perth.
2. This submission serves as an addendum to the original application made by the Applicant together with:
  - i) the amended acoustic report (that includes an updated Seating Plan); and,
  - ii) A revised Venue Management Plan (**Management Plan**).
3. At the outset, the Applicant reaffirms its position, as set out in the grounds, that the amended opening hours to 9pm on Thursdays, Fridays and Saturdays with reasonable and appropriate management, are consistent with the objectives of the Residential zone and will not give rise to any adverse noise or other amenity impacts.
4. In the interest of resolving the matter and honoring the commitments made in mediation, we are pleased to provide the following further information in this submission.

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TOWN PLANNING | MEDIATION | ADVOCACY

*Amended Seating Plan*

5. An amended Seating Plan has been provided at **Attachment A** to update and clarify the current seating arrangement together with the location of the sound system speakers (indoor only).
6. Consistent with the planning approval, the amended Seating Plan displays 16 al-fresco seats and 12 on the inside of the venue.
7. Outdoor seating, particularly on Venn Street frontage, has been adjusted primarily by locating the tables flush with the venue wall and windows, which assists with the noise mitigation assessment. Additionally, speaker locations are identified in the revised seating plan, with only two (2) speakers located inside of the venue.

*Amended Acoustic Report*

8. The acoustic report has been updated and improved with respect to referencing and addressing requirements of Policy No. 7.5.21 - Sound Attenuation, and the *Environmental Protection (Noise) Regulations 1997* (**Noise Regulations**).
9. The Acoustic Report has undergone a multitude of changes since the venue was first approved and developed. To properly reflect the Small Bar Licence and the extended operating hours, the report now includes a section dedicated to social surroundings, and the appendices features the amended Seating Plan and AAC Licensed Premised Guideline. Noise contour plots in Appendix B have been adjusted accordingly.
10. As discussed in mediation, this version of the acoustic report no longer refers to the 'beer garden' as it is a redundant classification for the land use given that greater clarity is provided on how the venue operates which is now categorically itemized and reflected in the Management Plan.
11. As a result of further testing since mediation, the report highlights the times and areas where music will be present, and the specific music noise levels throughout the venue. There are two scenarios which the report models and measures, these are when the bifold doors to internal area are closed, and when they are open.

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RECEIVED  
11 August 2025

12. As per the assessment, the Assessable Noise Level, dB(A), the noise levels associated with the cafe during the proposed hours are calculated to comply with the relevant assigned noise levels for both the external area when bifold doors are closed, and when they are open. As per the updated seating plan, it is further noted that speakers are only located internally, with no speakers located externally.
13. Importantly, the report concludes that in regard to potential impact upon the amenity / social surrounding in the area of the café, the calculated noise level impact is highly likely to be inaudible above the noise levels associated with Fitzgerald Street.
14. Based on all the above assessment, noise level emissions associated with the café at the proposed operating hours are compliant with the Assigned Noise Levels stipulated by Noise Regulations 1997.

*Revised Venue Management Plan*

15. The Management Plan now has more detailed operational details which goes beyond simply identifying the operating hours. Notably, it includes a number of additional mitigation strategies that were discussed in mediation to protect the neighbourhood amenity.
16. As an overview of the changes made, they can be summarized as follows:
  - i) Special Events trading – As per Section 8 of the Management Plan, in addition to the proposed extended operating hours on Thursdays, Fridays and Saturdays to 9:00pm, there will be a up to six (6) extra 'special event' evenings per calendar year. During special events, trading can occur until 9pm on any day of the week to accommodate special celebrations, e.g. Christmas eve, New Year's Eve, Australia Day, etc., where those occasions do not fall on Thursday, Friday or Saturday.
  - ii) Indoor signage – As per Section 19 i) of the Management Plan, Indoor signage requesting patrons to respect the amenity of the neighbourhood in terms of how the travel to and from the venue. The wording of this can be as follows (or similar to): "La Mortazza is a local community 'feet-first' venue. We appreciate



our regular local patrons who have the opportunity to stroll to and from our venue. For those that can't, we encourage public transport (a bus stop for route 960 located 100m away on Fitzgerald Street), cycling (yes, we have bike racks), or taxis and ride sharing options. For those driving, we have parking bays to the rear and if they are not available, we kindly ask you to park legally on available street parking nearby. At all times we encourage quiet, respectful behaviour outside our venue."

- iii) Car Park Signage - As per Section 19 ii) of the Management Plan, Additional signage is to be placed in the carpark requesting that customers move to and from their vehicles in a quiet manner and to avoid conversations in groups as they arrive or leave the restaurant so that quiet amenity of the neighbourhood is respected.
  - iv) There are more robust provisions throughout the document regarding the protection of amenity, community relations and how customer complaints will be addressed and recorded.
17. The Applicant accepts that the Management Plan will again be referenced as part of conditions in the reconsideration determination. Those conditions should also specify that any changes made to the Management Plan in the future must be endorsed by the City. This should provide a high degree of comfort to the City and community that should venue operators change in the future, they will be bound by the same requirements unless determined otherwise by the City.

### *Conclusion*

18. As discussed in mediation, the amendments displayed in the revised Seating Plan, Acoustic Report and the Management Plan reflect the efforts to address the concerns raised by the City and Council. The acoustic assessment now more properly aligns with the relevant planning policies set out by the City and importantly, the Noise Regulations.
19. The Applicant understands the City's desire to strongly regulate and monitor developments where amenity impacts may occur. We trust that the clarifications and commitments provided will provide comfort to the City and the community that the



extended operating hours will not have any adverse impacts and we welcome the City's support and positive reconsideration.

Yours sincerely,



**Joe Algeri**  
Director

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**LA MORTAZZA CAFE  
500 FITZGERALD STREET  
NORTH PERTH**

**ACOUSTIC ASSESSMENT**

JULY 2025

OUR REF: 35000-2-24429

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LA MORTAZZA CAFE

Job No: 24429

Document Reference: 35000-2-24429

LA MORTAZZA CAFE

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### APPENDICES

A	NOISE CONTOUR PLOTS
B	SEATING PLAN
C	AAAC LICENSED PREMISES GUIDELINE



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### EXECUTIVE SUMMARY

Herring Storer Acoustics have been commissioned by to carry out a acoustical assessment of noise emissions associated with the café at 500 Fitzgerald Street, North Perth

This work was instigated to accompany an application for a change to the hours of operation.

The noise impact assessment indicates that noise emissions can be managed such that the considered criteria are met, with the following restrictions required :

- Internal areas to be limited to ambient music only when bifolds are open. Speakers are set at less than 70 dB(A) when measured at the middle of the internal area of the café – with music inaudible over patrons at this level.
- No speakers to be located externally.
- Patrons to be seated in accordance with the seating plan only (included in Appendix B).
- Music noise levels internally, with bifolds/doors closed, are to be limited to 96 dB(A). It is understood that there is no intention to operate at anywhere near this noise level, with this level considered unfeasibly loud for the intended operations. Hence, internal noise levels (with bifolds/windows closed) is not an issue to neighbouring premises.

It I noted that in regards to potential impact upon the amenity / social surrounding in the area of the café, the calculated noise level impact is likely to be inaudible above the noise levels associated with Fitzgerald Street.

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1. INTRODUCTION

Herring Storer Acoustics have been commissioned to carry out an acoustical assessment of noise emissions associated with the La Mortazza Café, located at 500 Fitzgerald Street, North Perth.

This work is understood to be required to accompany an application for the café to alter its operating hours from 8am to 5pm, to 7am to 10pm.

2. CRITERIA

The *Environmental Protection (Noise) Regulations 1997* stipulate the allowable noise levels at any noise sensitive premises from other premises. The allowable noise level is determined by the calculation of an influencing factor, which is added to the baseline criteria set out in Table 1 of the Regulations. The baseline assigned noise levels are listed in Table 3.1.

TABLE 3.1 – ASSIGNED NOISE LEVELS

Premises Receiving Noise	Time of Day	Assigned Level (dB)		
		L <sub>A 10</sub>	L <sub>A 1</sub>	L <sub>A max</sub>
Noise sensitive premises within 15 metres of a dwelling	0700 - 1900 hours Monday to Saturday	45 + IF	55 + IF	65 + IF
	0900 - 1900 hours Sunday and Public Holidays	40 + IF	50 + IF	65 + IF
	1900 - 2200 hours all days	40 + IF	50 + IF	55 + IF
	2200 hours on any day to 0700 hours Monday to Saturday and 0900 hours Sunday and Public Holidays	35 + IF	45 + IF	55 + IF

Note: The L<sub>A10</sub> noise level is the noise that is exceeded for 10% of the time.  
The L<sub>A1</sub> noise level is the noise that is exceeded for 1% of the time.  
The L<sub>Amax</sub> noise level is the maximum noise level recorded.

It is a requirement that noise from the site be free of annoying characteristics (tonality, modulation and impulsiveness) at other premises, defined below as per Regulation 9.

**“impulsiveness”** means a variation in the emission of a noise where the difference between L<sub>Apeak</sub> and L<sub>Amax Slow</sub> is more than 15dB when determined for a single representative event;

**“modulation”** means a variation in the emission of noise that –

- (a) is more than 3dB L<sub>A Fast</sub> or is more than 3dB L<sub>A Fast</sub> in any one-third octave band;
- (b) is present for more at least 10% of the representative assessment period; and
- (c) is regular, cyclic and audible;

**“tonality”** means the presence in the noise emission of tonal characteristics where the difference between –

- (a) the A-weighted sound pressure level in any one-third octave band; and
- (b) the arithmetic average of the A-weighted sound pressure levels in the 2 adjacent one-third octave bands,

is greater than 3 dB when the sound pressure levels are determined as L<sub>Aeq,T</sub> levels where the time period T is greater than 10% of the representative assessment period, or greater than 8 dB at any time when the sound pressure levels are determined as L<sub>A Slow</sub> levels.



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Where the above characteristics are present and cannot be practicably removed, the following adjustments are made to the measured or predicted level at other premises.

**TABLE 2.2 – ADJUSTMENTS FOR ANNOYING CHARACTERISTICS**

Where tonality is present	Where modulation is present	Where impulsiveness is present
+ 5 dB	+ 5 dB	+ 10 dB

Where the noise emission is music, then any measured level is adjusted according to Table 2.3 below.

**TABLE 2.3 – ADJUSTMENTS TO MEASURED MUSIC NOISE LEVELS**

Where impulsiveness is not present	Where impulsiveness is present
+10 dB(A)	+15 dB(A)

The surrounding area to the proposed development is shown in Figure 1 below.



**FIGURE 1 – LOCATION AND SURROUNDS**

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The influencing factor for noise sensitive premises in the area is as per the below calculation.

<b>Major Road within inner circle;</b> Fitzgerald Steet	+ 6 dB
<b>Sporting Facility within the inner circle;</b> North Perth United (Woodville Reserve)	+ 2 dB
<b>Commercial Premises within the outer circle;</b> 20 %	+ 1 dB
<b>Total IF</b>	<b>+ 9 dB</b>

Therefore, the assigned noise levels are listed in Tables 2.4.

**TABLE 2.4 - ASSIGNED OUTDOOR NOISE LEVELS**

Premises Receiving Noise	Time of Day	Assigned Level (dB)		
		L <sub>A10</sub>	L <sub>A1</sub>	L <sub>Amax</sub>
Noise sensitive premises within 15 metres of a dwelling	0700 - 1900 hours Monday to Saturday	54	64	74
	0900 - 1900 hours Sunday and Public Holidays	49	59	74
	1900 - 2200 hours all days	49	59	64
	2200 hours on any day to 0700 hours Monday to Saturday and 0900 hours Sunday and Public Holidays	44	54	54

Note: L<sub>A10</sub> is the noise level exceeded for 10% of the time.  
L<sub>A1</sub> is the noise level exceeded for 1% of the time.  
L<sub>Amax</sub> is the maximum noise level.

### 3. NOISE MODELLING AND MEASUREMENT

The noise level reduction achieved by the construction between the ground floor café and the apartment above was measured during a site visit on the 21 November 2024. Utilising this measurement, the internal noise level that could be operated at within the café – and not impact the apartment above – has been ascertained.

A predictive noise model of the alfresco area has been developed to determine the noise impact of the external areas. Noise modelling has been undertaken in preference to measurement, as with modelling, the most conservative (i.e. noisiest) condition can be considered for assessment purposes. The following scenario has been considered in our assessment :

**Scenario 1:** External areas patronised – bifold doors to internal area closed.

**Scenario 2:** External areas patronised – bifold doors to internal area open.

It is understood that the external areas are to be utilised as seating only, with casual dining.

The noise levels associated with such use has been determined utilising the Association of Australasian Acoustical Consultants guideline for licensed premises – included in Appendix C.

Utilising this guideline, noise levels associated with the external guideline has been based on “Casual Vocal Effort”, and male – being louder – resulting in a noise level of 53 dB(A) at a distance of 1m. On the assumption of one person at each table talking at once (which would be considered appropriate, given that the external tables seat only two people each), this has been utilised for each table location.

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Any music in the alfresco areas has been considered to be ambient only, and not significantly contributing to the noise received at neighbouring premises. This assumption (i.e. the restriction of no significant music) is understood to be accepted by the proposed operator of the cafe. It is noted that with ambient music noise levels, there is the additional assumption that the music would not contain significant levels of low frequency noise (i.e. bass component).

It is further noted that speakers are only located internally, with no speakers located externally.

Weather conditions for modelling were as stipulated in the Environmental Protection Authority’s stated preferred weather conditions, as outlined in “Draft Guidance on Environmental Noise for Prescribed Premises” and for the night period are as listed in Table 3.1.

**TABLE 3.1 - WEATHER CONDITIONS ASSUMED IN MODELLING**

Condition	Night Period
Temperature	15 °C
Relative humidity	50%
Pasquill Stability Class	E#
Wind speed	3 m/s*

\* From sources, towards receivers.

# Pasquill stability class E was used as this class closely approximates a temperature inversion of 2°/100 metres.

Bifold windows/doors have been assumed to be open – with any music internally at background/ambient level. In the event of music being played at any significant level, these openings would need to be closed. An assessment of noise impacts (with the bifolds closed) to the apartment above has been undertaken on the basis of ascertaining what noise level internally could be operated at and meet the Assigned Noise Levels in the apartment above.

Noise levels at the identified noise sensitive premises, are listed in Table 3.2. It is noted that all premises to the north and west of the cafe have been considered in our assessment, however for simplicity, only the highest calculated noise level has been reported below. A noise contour plot is included for information purposes in Appendix B.

**TABLE 3.2 – CALCULATED NOISE LEVELS AT NOISE SENSITIVE PREMISES**

Location	Calculated Noise Level dB(A)	
	Scenario 1 – Bifold Doors Closed	Scenario 2 – Bifold Doors Open
Northern Residences	36	40
Western Residence	35	39
Apartment Above Balcony	37	41
Eastern Residences	28	32

Internal noise levels that could be operated at within the café – with bifold doors and windows closed – was ascertained via testing on 21<sup>st</sup> November 2024.

A 96 dB(A) noise source was established within the café. At this noise level, the noise source was inaudible both externally and in the apartment above. Hence, music could be played internally at up to 96 dB(A) and cause no impact to the adjacent premises – on the basis that all bifold doors and windows are closed at this time. It is understood that there is no intention to operate at anywhere near this noise level within the café.



4. ASSESSMENT

Noise levels associated with the externals area are to be limited to patron noise only, with background music to be restricted to a level such that it does not significantly contribute to the noise emissions of the development, noting that background music is only located internally to the café, with no speakers externally.

Hence, no adjustment to the calculated noise levels are applicable in accordance with the *Environmental Protection (Noise) Regulations 1997*.

Therefore, Table 4.1 and 4.2 summarises the assessment of the calculated noise levels against the pertinent Assigned Noise Levels.

**TABLE 4.1 – ASSESSMENT – EXTERNAL AREA PATRONISED – BIFOLD DOORS CLOSED**

Location	Assessable Noise Level, dB(A)	Applicable Times of Day	Applicable L <sub>A10</sub> Assigned Level (dB)	Exceedance to Assigned Noise Level (dB)
Northern Residences	37	Day	54	Complies
		Sunday	49	Complies
		Public Holiday Day Period		Complies
		Evening		Complies
Night	44	N/A		
Western Residences	32	Day	54	Complies
		Sunday	49	Complies
		Public Holiday Day Period		Complies
		Evening		Complies
Night	44	N/A		
Apartment Above Balcony	36	Day	54	Complies
		Sunday	49	Complies
		Public Holiday Day Period		Complies
		Evening		Complies
Night	44	N/A		
Eastern Residences	27	Day	54	Complies
		Sunday	49	Complies
		Public Holiday Day Period		Complies
		Evening		Complies
Night	44	N/A		



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**TABLE 4.2 – ASSESSMENT – EXTERNAL AREA PATRONISED – BIFOLD DOORS OPEN**

Location	Assessable Noise Level, dB(A)	Applicable Times of Day	Applicable L <sub>A10</sub> Assigned Level (dB)	Exceedance to Assigned Noise Level (dB)
Northern Residences	40	Day	54	Complies
		Sunday Public Holiday Day Period	49	Complies
		Evening	49	Complies
		Night	44	N/A
Western Residences	37	Day	54	Complies
		Sunday Public Holiday Day Period	49	Complies
		Evening	49	Complies
		Night	44	N/A
Apartment Above Balcony	39	Day	54	Complies
		Sunday Public Holiday Day Period	49	Complies
		Evening	49	Complies
		Night	44	N/A
Eastern Residences	31	Day	54	Complies
		Sunday Public Holiday Day Period	49	Complies
		Evening	49	Complies
		Night	44	N/A

As can be seen from the above table, noise levels associated with the café during the proposed hours are calculated to comply with the relevant assigned noise levels.

The following summarises the conditions that are deemed necessary for this to hold true :

- Internal areas to be limited to ambient music only when bifolds are open. Music internally has been measured at less than 70 dB(A) at the centre of the internal area whilst operating (understood to be the desired level for the music to be set at). At this noise level, music is inaudible above patron noise internally.
- No speakers to be located externally.
- Patrons to be seated in accordance with the seating plan only (included in Appendix B).
- Music noise levels internally, with bifolds/doors closed, are to be limited to 96 dB(A). It is understood that there is not intention to operate at anywhere near this noise level, with this level considered unfeasibly loud for the intended operations. Hence, internal noise levels (with bifolds/windows closed) is not an issue to neighbouring premises.

We note that with the inclusion of the above, compliance is achieved at all times.



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## 5. CARPARK NOISE

It is understood that the council has requested an assessment of vehicle noise from those parked on site – and specifically car door noise.

This is considered inappropriate, as the carpark on site can be utilised at any hour, and in any manner, by tenants/visitors to the apartment complex that is co-located on the site, hence, there is no way to determine what “vehicle noise” is attributable to the venue.

Notwithstanding the above, noise levels associated with car door closure has been calculated on the basis of a sound power level of 87 dB(A), with cars located in the visitor car parking fronting Venn Street.

This results in a maximum noise level calculated at the surrounding noise sensitive premises of 43 dB(A). It is noted that car door closures could contain impulsive characteristics, hence, a + 10 dB(A) adjustment would be applicable, resulting in an assessable noise level of 53 dB(A).

The pertinent parameter for assessment would be the Lamax Assigned Noise Level, which during the night period is 54 dB Lamax. Hence, the calculated noise level is in compliance with the relevant requirements of the Environmental Protection (Noise) Regulations 1997.

## 6. SOCIAL SURROUNDINGS

It is understood that the council has stated the following :

*While surrounding properties currently experience elevated ambient noise levels during the day, due to peak hour traffic on Fitzgerald Street, these levels reduce further into the evening. This drop in background traffic noise after peak hours means that any additional noise generated by the premises during extended evening operations would be more noticeable and potentially disruptive. Noise from the Small Bar in the evening would create a new noise profile, which is not offset by traffic noise, and would result in adverse amenity impacts to nearby residential properties.*

And

*The City's traffic data from 2021 indicates an average daily traffic volume of 427 vehicles per day (VPD) along Venn Street. Main Roads Western Australia (Main Roads WA) data from 2023 shows Fitzgerald Street carries 12,693 VPD driving southbound and 10,247 VPD driving northbound. The data shows that between 5:00pm and 7:00pm, vehicle volumes decrease by approximately 800 vehicles per hour, with a corresponding reduction in traffic along Venn Street.*

The existing level of amenity needs to be considered in the above statement. The existing ambient noise level environment some 50m back from Fitzgerald street on Venn Street would be subject to the impact of Fitzgerald Street traffic.

According to the Main Roads Western Australia traffic maps website, on the basis of the traffic data provided by the City of Vincent, and utilising the State Planning Policy 5.4. (Road and Rail Noise Impact) Assessment Guidelines, this would correspond to a traffic noise level in the order of 59 dB(A) at 50m down Venn Street. This noise levels agrees with current traffic noise level measurements undertaken on the corner of Fitzgerald and Marmion Street, where a noise level of 72 dB(A) was measured on the footpath, which correlates to a similar level calculated by the implementation guidelines.

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The MRWA traffic data indicates that traffic flows on Fitzgerald Street reduce to approximately half of peak hour conditions during the evening. This would relate to a noise level reduction of around 3 dB(A).

Hence, during the evening period which has been referred to by the City of Vincent – and the time at which the café is applying to operate – noise levels would be in the order of 56 dB(A) attributable to traffic alone.

This is 8 dB(A) higher – which is a significant margin – than the Assigned Noise Level during the evening period. For context, a noise level of 46 dB(A) would not contribute at all to an increase in noise levels if other noise sources (i.e. traffic) is currently contributing 56 dB(A).

At the noise levels that have been calculated at the nearby noise sensitive premises, with the intended operational parameters, it is considered highly likely that noise levels would not be audible at all over the traffic noise levels at this time.

## 7. CONCLUSION

Based on the above assessment, noise level emissions associated with the café at the proposed operating hours are compliant with the Assigned Noise Levels stipulated by the *Environmental Protection (Noise) Regulations 1997*.

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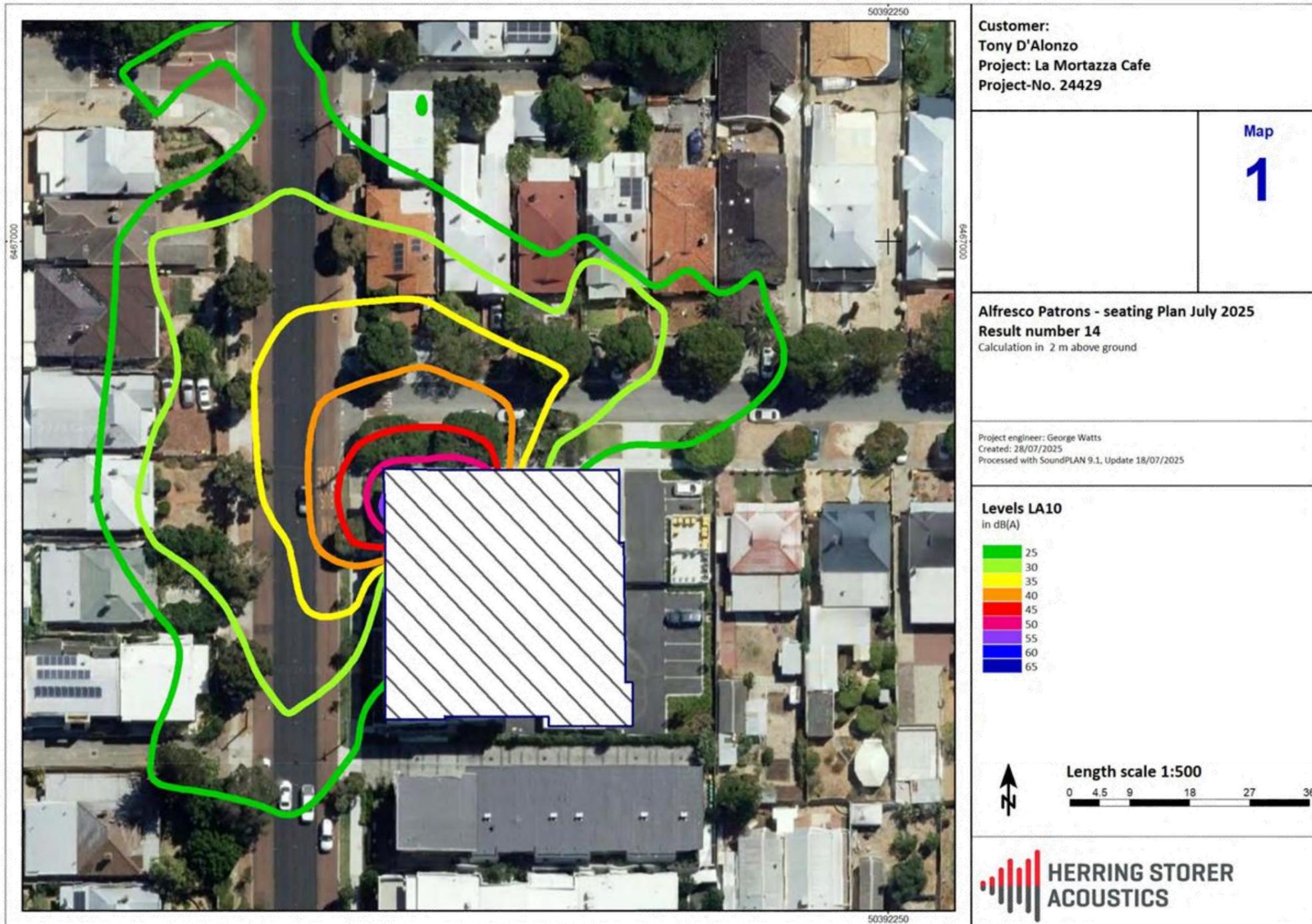
APPENDIX A

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## APPENDIX A

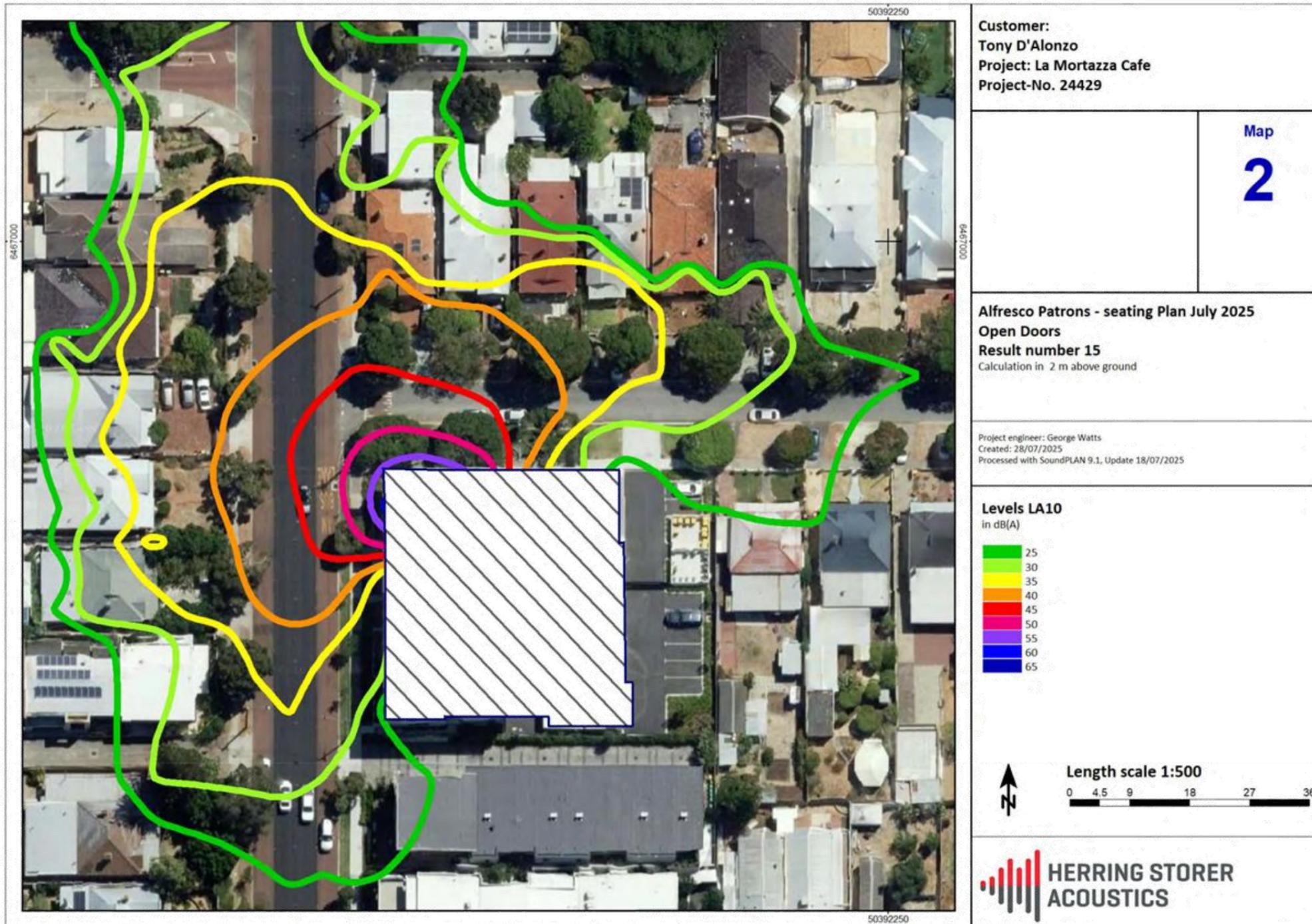
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SoundPLANnoise 9.1 C:\DATA\ActiveProjects\GW\24429 - La Mortazza Cafe Acoustic Report\500 Fitzgerald Street Cafe\SeatingPlanDoorClosedGNMRev2.sgs

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APPENDIX B

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## APPENDIX B

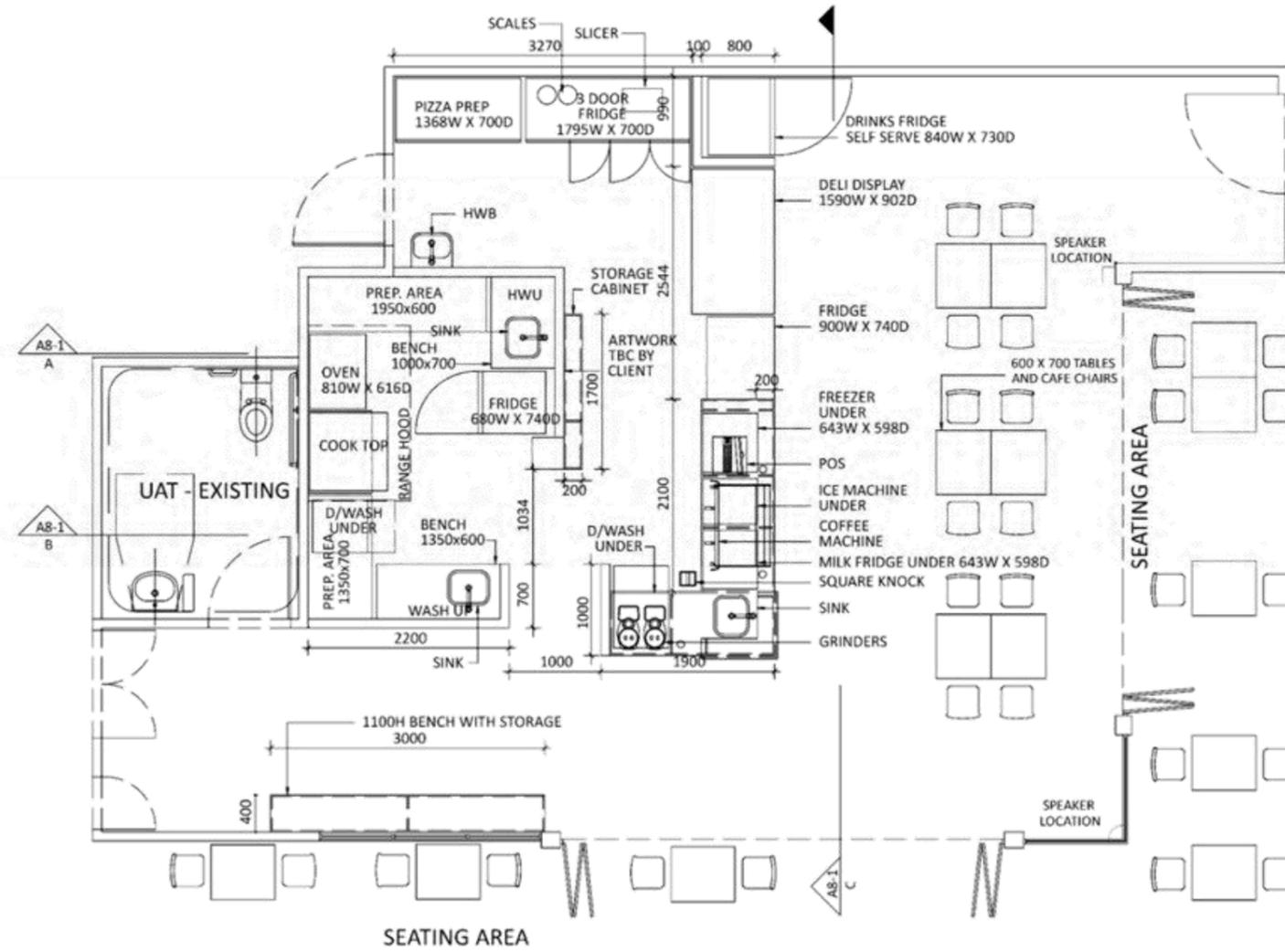
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APPENDIX B

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APPENDIX C

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## APPENDIX C

### AAAC LICENSED PREMISES GUIDELINE

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**Association of Australasian Acoustical<sup>27</sup>  
Consultants  
Licensed Premises and Patron Noise Assessment  
Technical Guideline**

**Version 3**



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## 1 Introduction

The potential impacts of noise from the operations of licensed premises needs to be carefully addressed by relevant regulatory authorities to balance the needs of our society for entertainment and socialising and the desire for reasonable levels of amenity in the surrounding community.

This Technical Guideline has been drafted based on the collective experience of AAAC member firms. The different States and Territories within Australia have quite different criteria in relation to noise from licensed premises, so this Guideline specifically excludes discussion around the appropriateness of criteria. It is possible AAAC member firms in each State, may produce an Appendix to this Guideline if they feel consensus is met within the State.

Noise from licensed premises can be broken down into the following main categories:

- Patrons and music within the premises (both internal and external).  
Whilst music noise can be appropriately controlled, patron noise depends on a number of factors.
- General operational noise such as cleaning, clearing of glass bottles, garbage collection, deliveries
- Patron and vehicle noise from "on-site" car parks
- Patrons in the public domain in close proximity to the premises as they leave (wait for taxis) and in surrounding streets walking to parked cars, public transport, or home
- Mechanical plant such as air-conditioning and kitchen exhaust fans during operating hours and refrigeration equipment (24 hours)

We consider that the assessment of "off-site" noise is best handled by planners, as it is clear that unruly, loud behaviour of patrons and noise from car-doors and engines late at night have the potential to cause disturbance. However, these are lawful activities which could similarly result from any visitors to private gatherings in a residential street, or patrons who have visited other licensed premises.

In addition, the assessment of general operational noise, noise from patrons and cars in car parks can be addressed in accordance with other relevant guidelines which apply to the operation of any business.

This Technical Guideline therefore provides information to cover two key areas:

- Patron sound level data which will be useful in predicting noise emissions from groups of people in various situations including, restaurants, small outdoor drinking/smoking areas, poker machine areas, beer gardens and nightclubs.
- Typical music sound level data within venues and measures to minimise and limit music noise breakout.
- It encourages operators of licensed premises to seek the advice of specialists and tries to address the "louder is always better" approach which seems to have prevailed for many years.

Investment in high quality equipment, design of spaces, and construction materials can result in a better experience for venue patrons listening to music, a better experience for those in other parts of the venue and better amenity for residents living nearby.

## 2 Patron Sound Levels

This section provides a summary of existing research, suggested prediction methods and recommendations for further investigations. A Technical Appendix is also provided which includes more detailed discussion.

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## 2.1 Overview

In many areas within licensed premises and eating establishments in which people are gathered to socialise, noise levels from conversations can often be elevated due to the noise-begets-noise phenomenon. These elevated levels are associated with the Lombard effect and are due to a combination of the number of people talking, the style of gathering and the local acoustic environment in which the people are gathered. In addition to the noise-begets-noise mechanism, loud levels can also be produced by exuberant people talking loudly to simply make a point.

Five main categories of use are considered.

- Predominantly internal areas; e.g. restaurants or bars
- Small semi enclosed or outdoor areas; e.g. smoking terraces/areas
- Outdoor gaming rooms
- Medium to large semi-enclosed or outdoor areas; e.g. beer gardens

The consumption of alcohol has the potential to increase level of crowd noise as people lose their inhibitions and become more boisterous. Rindel [Ref 1] summarises studies by others into the effects of noise on alcohol consumption and the effect of noise on taste and smell. Those studies show that alcohol consumption increases with noise level and noise appears to make food taste less intense.

Although laboratory data shows that sound levels from females are 2 to 3 dB lower than males with an equivalent vocal effort, field experience indicates that within a group environment at a licenced premises, females vocal levels are often similar to or exceed male levels. For this reason, the calculation procedure set out in this report may apply male vocal effort levels given in Appendix B as the basis for calculation.

In outdoor drinking areas in hotels, the use of security guards to manage any unruly behaviour and avoid noise disturbance is sometimes proposed. However, this can lead to difficulties in some situations with guards having to draw the line between appropriate and inappropriate behaviour. One example is where a large number of people are all behaving well, but speaking in raised voices, while another example is where a few people are simply raising their voices in animated conversation. Although both these situations represent appropriate behaviour, they have the potential to cause noise disturbance.

To date, prediction of patron noise levels has often been made by simply assuming that patrons speak with a raise voice and adjusting the level for the number of talkers  $N$  on the basis of  $10\log N$ . However, this method can be inaccurate with groups of people as it does not account for the Lombard effect in human responses to noise. The Lombard effect is the involuntary tendency of talkers to increase their vocal effort when speaking in a noisy environment to enhance the audibility of their voice.

Accurate prediction of the noise levels produced by patrons enables the following:

- accurate prediction of noise breakout from semi-enclosed dining/drinking/smoking areas
- the acoustic comfort of patrons with respect to ease of conversation or elevated sound levels
- the degree of speech intelligibility perceived by listeners

## 2.2 Computational Approach

### Introduction

There is no perfect approach to predict noise from licensed premises. An acoustical consultant should consider each situation and advise the most appropriate approach.

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One method to predict patron noise levels uses the human psychoacoustic effect known as the Lombard effect, in which people automatically speak louder in situations with an elevated ambient noise level. Of particular importance in the calculation of talker levels is the Lombard ratio. The Lombard ratio is the ratio of the decibel increase of a talker's speech level relative to the increase in the level of ambient noise in which the talker is immersed. An important feature associated with the use of the Lombard ratio is that it is based on talkers attempting to maintain verbal communication in the presence of noise.

The method proposed by J.H. Rindel [Refs 1,2,3] provides a method to predict noise from talkers in semi-enclosed and enclosed spaces. The size of the speaking group and reverberation time of the space are determined and combined with the Lombard ratio to predict the level of noise in the space. The major uncertainty in Rindel's method is the size of the speaking group and correct value of the Lombard Ratio to use.

Rindel recommends a Lombard ratio of 0.5, which equates to 0.5 dB per 1 dB increase in the ambient level and produces a 6 dB increase in sound level for every doubling of the number of people talking simultaneously. This result contrasts with the usually accepted rule of 3 dB increase per doubling of talkers. A large study of talkers conducted in 1977 by Bolt Beranek and Newman concluded people increase their speech at the rate of 0.6 dB per 1 dB increase in the ambient level. Haynes et al present a list of ratios used by various researchers showing ratios ranging from 0.2 to 1.

In addition to the 6 dB increase in level per doubling of talkers, there is also a 6 dB decrease in level per doubling of the total sound absorption area. This contrasts with the usual 3 dB decrease per doubling of absorption area with constant sound sources.

Rindel states that the method is validated only for more than 50 people, however comparison of measured and predicted levels for groups of 8+ people by a AAAC Member in a number of semi-enclosed and closed environments has shown good similarity between measurement and predictions. The method is not recommended for sporting crowds with cheering noise, as cheering involves other human factors besides the Lombard effect.

The primary equations underpinning this method are given in Appendix A. Pertinent aspects of the method are:

- Although Rindel's equations are based on A weighted levels, the method can be adapted to yield octave and third octave band spectral levels in the patron area.
- The spectrum associated with the vocal effort used by patrons should be selected according to the computed talker level; i.e. normal, raised, and loud voice.

In applying the method, it is critical that items such as the proposed use of the space, reverberation times, reflective surfaces, layout of tables and expected density of patrons are understood, along with speaking group size and the Lombard ratio. The presence of background music in a venue and the fact that its level can be readily adjusted significantly complicates the noise-begets noise mechanism and needs to be dealt with on a case-by-case basis. Given that complexity, it is not covered in this document.

Leembruggen [4] presents an overview of the methods proposed below and comparison of measured and predicted levels for two situations.

#### ***Computational Methods***

There are two methods that can be used to predict the level of patron noise in venues with Rindel's method for the Lombard Effect:

- i. statistical
- ii. simulation
- iii. hybrid

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***Statistical Method***

Rindel's equation for the patron noise levels computes the statistical broadband A-weighted reverberant sound field using the total absorption area (SA) in the patron area. The contribution of the talkers' direct field and early-arriving reflections to the total sound field in which talkers are immersed is not considered.

Equations 2 and 6 in Appendix A are the operative equations for this statistical approach and are based on a Lombard Ratio of 0.5.

Numerous calculations of patron-noise situations have shown that the direct field is approximately 2 to 3 dB below the level of the reverberant field, and therefore exclusion of the direct field has a smaller effect on the total sound level than the reverberant field.

The statistical approach breaks down when there are a small number of talkers distributed over a large area, due to overestimation of the reverberant sound energy in the space.

A discussion is given in Appendix A of the various equations that form the basis of the method.

***Simulation Method***

The second method is to use a virtual acoustic model with simulation software to compute the total sound field in the area in which patrons are immersed. Rindel [Ref 5] also describes this method. This method first computes the gain in sound level  $K$  between a nominal talker level and the average total sound field with a given number of talkers in the proposed environment. Then, using this relationship and Equations 7 and 8 in Appendix A, the level in the patron area and the talker levels are adjusted to account for the Lombard Effect. The method can be extended to use octave or one-third octave bands as per Equation 10.

This method has the advantage of computing the total sound field over the patron area incorporating the direct, reflected, and reverberant fields including the directivity of talkers. However care must be taken to exclude positions close to a talker in the calculation of the patron area sound field. The exclusion zone around each talker will depend on the layout of the patrons.

This method also avoids overestimating the reverberant field with a small number of talkers.

***Hybrid Method***

The hybrid method estimates the room-gain parameter  $K$  by combining the calculating the statistical reverberant level with an estimate of the average direct field permeating the patron area. Although this method is not as accurate as the simulation method, it does include a number of factors that the statistical method ignores. The method calculates levels in octave-wide frequency bands, with the spectrum of a raised voice being initially used.

Features of the method to compute the reverberant component of the noise level are:

- The octave-band room constants are used, (based reverberation time described by the Eyring equation).
- The directivity indices of a human talker are used to compute the sound power levels entering the room.

Features of the method to compute the direct component of the noise level are:

- Talkers are assumed to face in every direction, which enables an average directional loss of the direct field to be computed at each frequency from the radiation patterns of the human talker in each octave band.
- Talkers are assumed to be evenly distributed over the venue floor plan, with 500 mm between any talker and the room boundary.
- At least ten calculation points are randomly located in the in the patron area, with a minimum distance of 1.2 m between a talker and calculation point.
- The direct-field level of every talker at each calculation point is computed and the energy sum of all talkers computed. The energy average of all calculation points is computed to yield the estimate of the direct field.

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**2.3 Example Venue Patron Levels Computed Using Statistical Method**

To assist users of this guide, Table 1 presents predicted  $L_{Aeq}$  levels within the patron area for seventeen situations, ranging from small semi-enclosed areas to large bars and restaurants, with a variety of patrons. Also given are the sound power level ( $L_{WA}$ ) produced by an individual talker acting under the Lombard effect, and various room acoustic details.

For the examples in Table 1, the predicted levels were computed with the following parameters, all of which could change to suit a particular venue:

- The speaking group size of 3, meaning that one in three people is talking simultaneously.
- The spectrum of the speech was adjusted according to the vocal effort required in accordance with the Lombard ratio of 0.5.
- The reverberation times are for an unoccupied space with the assumed normalised reverberation times in octave bands shown in Table 2.
- The spaces are modelled using the Eyring method and therefore may be conservative.
- The unoccupied reverberation times were adjusted according to the absorption of patrons who are assumed to occupy 70% of the floor area. Adjustments must be made using the area of patrons, and not on a per-person basis.
- Talkers are assumed to be evenly distributed over the floor.
- The direct field of the talkers in the patron area was calculated as a spatially-averaged level using numerous talker and listener locations selected at random. Talkers were assumed to face in different directions and with losses due to directivity. The direct and reverberant fields were then summed. (Although the level of the direct field varies with selected positions, it is sufficiently small to not significantly affect the overall level.)
- The calculations were made in octave bands using the talker data given in Appendix B.

**Table 1 – Estimated noise levels produced by talking patrons**

Readers can also calculate the levels using fundamental acoustic principles, based on a given number of talkers, selected Lombard ratio, reverberation times, size of space, distance attenuation and acoustic shielding etc. It is recommended that the calculations be made on an octave-band basis, as this produces results that match measurements over a wide range of situations.

**Table 1 – Estimated noise levels produced by talking patrons**

Scenario	Volume m <sup>3</sup>	RT (sec) without patrons*	No of Patrons	Assumed Floor Area m <sup>2</sup>	Assumed Room Height m	Room Constant with patrons* <sup>^</sup>	Talker LWA#	$L_{Aeq}$ in patron area
A	50	0.3	10	16.7	3.0	47	78	74
B	50	0.6	10	16.7	3.0	25	81	79
C	100	0.5	10	33.3	3.0	62	77	71
D	100	0.8	15	33.3	3.0	43	81	78
E	100	0.5	20	33.3	3.0	62	80	78
F	100	0.8	20	33.3	3.0	43	82	80
G	150	0.7	30	45.5	3.3	70	81	80
H	150	1.0	30	45.5	3.3	54	82	82
I	150	0.7	50	42.9	3.5	68	84	84
J	150	1.0	50	42.9	3.5	52	85	86
K	250	0.8	50	71.4	3.5	107	82	80
L	250	1.3	50	62.5	4.0	70	84	84

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Scenario	Volume m <sup>3</sup>	RT (sec) without patrons*	No of Patrons	Assumed Floor Area m <sup>2</sup>	Assumed Room Height m	Room Constant with patrons*^	Talker LWA#	L <sub>Aeq</sub> in patron area
M	250	0.8	100	62.5	4.0	100	85	87
N	250	1.3	100	62.5	4.0	70	87	90
O	300	0.8	100	75.0	4.0	122	84	85
P	300	1.3	100	75.0	4.0	86	86	88
Q	400	1.8	200	100.0	4.0	96	88	93

\* averaged over range from 250 Hz to 2 kHz;

^ includes an estimate of the sound absorption produced by patrons;

# the sound power level of one third of the total patrons in the space who are speaking.

**Table 2 Normalised reverberation times used for calculations in Table 1**

Frequency Hz	125	250	500	1000	2000	4000	8000
Relative RT	1	1.1	1.1	1	0.9	0.8	0.6

**2.4 Open Air Gaming Areas**

Open-air gaming area have become ubiquitous in licensed premises since the introduction of the Smoke-free Environment Regulation 2007 and have subsequently resulted in many noise assessments for such areas.

Noise emissions are commonly predicted by determining internal reverberant noise levels based on published speech levels and subsequent breakout to receivers. The challenge lies in choosing a representative vocal effort and quantity of speaking patrons. Gaming lounges can often be very quiet where gamblers are individually immersed or conversely, small groups can be gregariously huddled around machines. In these situations, the Lombard effect is likely to not occur and therefore Rindel method should probably not be used.

Noise emissions from the machines themselves can be manually adjusted by staff and thus it is conservatively assumed that patron noise takes precedence.

**2.5 Semi-Enclosed (e.g. Smoking Areas)**

Semi enclosed areas for drinking, smoking, or dining can range from small to large. There is considerable diversity in the way that people engage with dedicated smoking areas. Some venues have low-capacity areas with patrons engaging in minimal, casual conversation, while others are places for people to sit, drink and converse, many without smoking. While some areas are overseen by a security guard, many are not. In many smoking areas, the area is partly enclosed, often by a rear wall, floor and ceiling, and this enclosure renders the acoustic environment partially reverberant. Reflections therefore can play an important role in determining the overall sound pressure levels in the area.

Rindel’s method is able to model Scenarios A to E in Table 1 can be representative of small semi-enclosed areas, particularly as animated conversations can occur in these areas when a number of people are gathered.

**2.6 Outdoor Areas (e.g. Beer Gardens)**

The prediction of source noise levels of medium to large outdoor areas (e.g. 20-200 patrons) remains the least conclusive area of research. Crowd noise levels do not always appear to be directly related to crowd size, and the presence of alcohol or a celebratory atmosphere are likely to be important factors.



Research in this area has been undertaken by acoustic professionals including AAAC Members listed in the bibliography.

The research has shown that noise levels are not directly related to crowd sizes, particularly for larger numbers. The area occupied by the crowd and distance from the venue will require different adjustments in each situation. An acoustical consultant will need to assess each situation carefully in order to determine noise egress.

### 3 Live Music / Nightclub Internal

These venues are dominated by music rather than patron noise and would often use an appropriate noise limiter to manage noise levels. Where the venue is in a building separated from the nearest noise-sensitive receiver, low frequency noise and breakout through windows and the roof need to be considered. In addition, where the venue is in the same building as noise-sensitive receivers, structure-borne noise needs to be considered. These are both complex acoustical issues which will require the input of an acoustical consultant.

Although these spaces are normally considered to be fully enclosed, noise escaping through external doors that are temporarily opened to allow entry and egress of patrons could be problematic. In these situations, the use of a sound lock should be considered.

Breakout noise from amplified music is a common concern for Councils and a trigger for neighbourhood noise complaints. The primary concern is often low-frequency noise emissions at frequencies typically handled by the subwoofers due to reasons such as:

- ease of transmission through the building structure
- genres of music in nightclubs with high emphasis on bass frequencies,
- a preference for patrons to “feel” the music
- the affordability of powerful sound systems.

Table 1 provides a summary of typical internal reverberant noise levels from amplified music.

**Table 1 Typical Internal Reverberant Noise Levels from Amplified Music**

Type	Internal Level (LAeq)	Comment
Background Music	67-74 dBA	Allows for conversation at normal vocal effort at 600 mm separation.
	70-77 dBA	Allows for conversation at raised vocal effort at 600 mm separation.
Foreground music	85-90 dBA	Minimum level patrons expect for amplified music to be when the music is to be the dominating soundscape (i.e. levels below this would be considered not loud enough.) Typical night club level at the start of the night.
	90-96 dBA 101 to 106 dBZ 100 to 105 dBC	Typical level within a nightclub as patron numbers increase. Loud vocal effort required in close proximity to listener’s ear. Potential nightclub level early in the night when patrons and operators may be suffering from a temporary threshold shift (TTS) <sup>1</sup> in hearing (e.g. after approximately 1 hour of amplified music exposure.)



Type	Internal Level (LAeq)	Comment
	97-105 dBA 107 to 115 dBZ 106 to 120 dBC	Typical level that may be considered "very" or "extremely" loud. Loud to shouting vocal effort required in close proximity to listener's ear. Potential nightclub level towards peak of the night and/or when patrons and operators may be suffering from an even greater temporary threshold shift (TTS) <sup>1</sup> in hearing. The LZeq sound level in the 63 Hz octave band can be as high as 120 dB. Note that the level of programme content in the 31.5 Hz band is increasing and may need to be considered.

Note 1: The temporary reduction in hearing sensitivity due to exposure to very loud sounds.

**3.1 Recommended Approach to Noise Limiters**

It is a common belief that the use of an RMS compressor limiter is all that is needed to control internal sound pressure levels of amplified music in order to limit noise levels at nearby receivers. In their conventional implementation, these devices significantly change the short-term dynamics of the music, reducing its crest factor and often sucking the life out of the music. Bass sounds are often the trigger for the compression process, which can lead to pumping effects or loss of clarity. The ultimate result of this type of sound-level limiting is discontent by venue operators, due to the poor sound quality.

A better approach is to use an automatic long-term RMS leveller, utilising relatively long attack and release time constants. This type of device sets the long-term RMS level of the music to a defined signal level, allowing the peaks to pass mostly unaffected. The target level is adjusted to suit the criteria for a Leq or L10 level at noise receivers. Although the Leq level inside the venue may be slightly softer with this approach, this is more than compensated for by the improved sound quality due to the increased dynamics in the music.

The time constants required for this type of level control are not usually found in compressor/limiter devices, and therefore a dedicated long term AGC (automatic gain control) device (implemented in a digital signal processor) is the optimum method of control. The target level can usually also be adjusted according to time of night to meet noise criteria in the post-midnight period.

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## 4 Appendix A: Rindel Method

### Statistical Method

- a) Rindel's equation for the level of ambient noise due to people speaking is:

$$L_{NA} = 93 + 20\log(N_s/A) \quad (\text{eq 1})$$

where  $L_{NA}$  is the A-weighted  $L_{Aeq}$  noise level in the patron area,  $A$  is average absorption area (*S.alpha*) in the space and  $N_s$  is the number of people speaking.

Replacing  $A$  with the Room Constant ( $R$ ) provides a better match to measured levels in smaller or less reverberant areas.  $R$  is computed from the average reverberation time in the 250 Hz to 2 kHz range, based on the Eyring equation.

- b) The level of individual talkers at 1 m is computed as:

$$L_{SA\ 1m} = 55 + C(L_{NA} - 45) \quad (\text{eq 2})$$

where  $C$  is the Lombard ratio of 0.5 and  $L_{SA\ 1m}$  is the A--weighted talker level at 1m

- c) For reference, Equation 1 is derived from Equations 2 to 5 with  $C=0.5$

$$L_{NA} = L_{SA\ 1m} + 8 + 10\log(N_s/A) + 6 \quad (\text{eq 3})$$

$$L_{NA} = 55 + C(L_{NAeq} - 45) + 8 + 10\log(N_s/A) + 6 \quad (\text{eq 4})$$

$$L_{NA} = 1/(1 - C)\{69 - 45C + 10\log(N_s/A)\} \quad (\text{eq 5})$$

The 8 dB term relates to the conversion of power to direct-field pressure of an omnidirectional talker in half space and the 6 dB is part of the conversion of sound power to reverberant pressure.

- d) Incorporating the concept of a Group Size  $G$ , equation 1 becomes:

$$L_{NA} = 93 + 20\log(N/GA) \quad (\text{eq 6})$$

where  $G = N/N_s$  and  $N$  is the total number of patrons.

- e) As statutory noise criteria sometimes require the use of the  $L_{10}$  level, 3 dB is usually added to the  $L_{eq}$  levels to produce the  $L_{10}$  speech levels.

- f) The calculations can also be done on an octave-band basis, which is the method used to derive the values in Table 1.

### Simulation and Hybrid Methods

- a) The relationship between talker level and overall noise level that Equation 3 describes can be formulated for the simulation and hybrid methods as shown in Equation 7.

$$L_{NAm} = L_{SAm\ 1m} + K \quad (\text{eq 7})$$

where  $K$  is the A-weighted difference between the nominal talker level at 1m  $L_{SAm\ 1m}$  used in the model and the modelled total sound field  $L_{NAm}$  in which the group of talkers is immersed, computed in the model with a specified number of talkers.

- b) As the term  $K$  is derived from the acoustic model, it includes the contribution of talker directivity, direct and reverberant sound fields, and early-arriving reflections. As there is no Lombard effect in Equation 7,  $K$  can be adjusted post-calculation to account for a slightly different number of talkers than was used in the model.

- c) Re-arranging Equations 5 and 7 yields Equation 8, which is used to calculate the actual total A-weighted level in the patron area with the Lombard Effect for a given Lombard ratio.

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$$L_{NA} = (55 - 45C + K') / (1 - C) \tag{eq 8}$$

where  $K'$  is the adjusted value of  $K$  to account for a different number of talkers and  $C$  is the Lombard ratio.

- d) The actual talker level is then calculated using Equation 8.

$$L_{SA\ 1m} = L_{NA} - K' \tag{eq 9}$$

- e) if  $K'$  is computed in octave or third octave bands in the model, Equation 10 can be used adjust the room noise level  $L_{NA}$  using the speech spectrum associated with the computed talker level at 1m.

$$L_{NA}(f_j) = L_{S\ 1m}(f_j) + K'(f_j) \tag{eq 10}$$

where  $f_j$  is the  $j$ th octave or one-third octave band.

### 5 Appendix B: Talker Data

This Appendix includes raw data often used by acoustical consultants. Once the operation of the Licensed Premises is understood it can be used to assess noise in almost every situation.

A summary of speech levels often quoted is shown in Table B1.

**Table B1 Mean vocal effort levels in dBA in anechoic conditions, measured at 1 m.**

Vocal Effort	Male, dBA @ 1m	Female, dBA @ 1m	Source
Casual	53	50	C.M. Harris
Normal	58	56	Cushing et al
Raised	67	64	
Loud	76	71	
Shout	89	82	

Table B2 gives the long-term octave-band  $L_{Zeq}$  levels at 1 m from a talker on axis of the mouth.

**Table B2 Octave band spectra for Male talker (Cushing et al)**

Frequency	125	250	500	1000	2000	4000	8000	Overall dBA	Overall dBZ
normal	46.5	56.4	57.5	52.3	48.3	44.3	38.8	58	61.2
raised	55.8	62.5	65.4	61.7	57.1	52.1	45.9	66.4	69.0
loud	58.5	66.9	73.2	72.3	66.9	61.5	52.9	75.5	77.0

Table B3 gives the  $L_1$  and  $L_{10}$  exceedance levels in each octave band for normal speech in which the long-term  $L_{Zeq}$  level has been normalised to 0 dB. To use these exceedance levels, simply add the levels in Table 3 to the overall  $L_{Zeq}$  of the speech.

**Table B3  $L_1$  and  $L_{10}$  exceedance levels for normal speech with a long-term overall  $L_{Zeq}$  level of 0 dB.**

frequency	125	250	500	1000	2000	4000	8000	Overall $L_{zn}$
average $L_1$	0.8	2.8	1.8	-2.6	-5.0	-6.6	-8.5	5.6
average $L_{10}$	-1.9	-2.4	-2.1	-7.6	-11.5	-11.3	-13.4	3.0

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Table B4 gives approximate directivity indices of a human talker in each octave band frequency which can be used to calculate the sound power of a talker.

**Table B4 Approximate directivity indices (DI) for human talker**

frequency	125	250	500	1000	2000	4000	8000
DI dB	1.2	1.9	1.6	1.8	3.4	4.2	4.6

In some situations, it can be useful to account for directional losses of the human voice associated with the directions that talkers are facing in a venue. Table B5 gives normalised approximate total direct-field sound pressure levels in each octave band frequency for a group of talkers who are equally distributed around 360°, relative to the total level that would result with all talkers facing the same direction.

**Table B5 Approximate reduction in total sound pressure levels for group of talkers facing all directions compared to all talkers facing the same direction.**

frequency	125	250	500	1000	2000	4000	8000
relative level dB	-1.2	-1.9	-1.6	-1.8	-3.6	-4.4	-5.0

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## 6 Appendix: References

Research into noise source levels within/from licensed premises has been undertaken internationally, domestically, as well as in-house by AAAC Consultancies as part of many noise assessments previously conducted.

References include:

1. J H Rindel - *The Acoustics of Places for Social Gatherings*, EuroNoise 2015 Maastricht.
2. J H Rindel - *Verbal communication and noise in eating establishments*, Applied Acoustics 71 (2010)
3. J H Rindel - *Acoustical capacity as a means of noise control in eating establishments* Joint Baltic-Nordic Acoustics Meeting June 2012 Odense.
4. G Leembruggen - *Predicting Patron Noise Levels in Restaurants and Bars -An extension to J.H Rindel's Method*. AAS Paper Number 105 AAS Conference 2021
5. Rindel, J.H et al - *Dynamic sound source for simulating the Lombard effect in room acoustic modelling software*. Internoise 2012 New York city.
6. Cushing et al - *Vocal effort levels in anechoic conditions*. Applied Acoustics vol 72 2011.
7. M Hayne et al - *Prediction of Noise from Small to Medium Sized Crowds*, AAS Paper Number 133 AAS Conference November 2011
8. Publication - *Noise from Pubs and Clubs Phase 1*, W. J. Davis et al – October 2005
9. Publication - *New Orleans Sound Ordinance and Soundscape – Evaluation of Recommendations*, David S. Woolworth, August 2013

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**Other Published AAAC Guidelines:**

- AAAC Career Opportunities Ver 1.pdf
- AAAC Member Disputes Complaints Procedure 2017.pdf
- AAAC Guideline for Apartment and Townhouse Acoustic Rating V1.0.pdf
- AAAC Guideline for Apartment and Townhouse Acoustic Rating Explanatory Note.pdf
- AAAC Guideline for Child Care Centre Acoustic Assessment V3.0.pdf
- AAAC Commercial Building Acoustics Guideline V2.0.pdf
- AAAC Guideline for Educational Facilities Acoustics V2.0.pdf
- AAAC Guideline for Healthcare Facilities V2.0.pdf
- AAAC Guideline for Report Writing V2.0.pdf
- AAAC Guideline for Selection of an Acoustical Consultant V1.0.pdf
- AAAC Wind Farm Position Statement.pdf
- AAAC Wind Farm Review 1 June 2015.pdf
- AAAC Building Acoustic Scope of Work Document - Version 1.0
- AAAC Guideline for Gymnasium & Exercise Facility Assessment V1.0

For definition of terms, see the Terminology Tabs on the AAAC website.

Version	Date
1.0	August 2019
2.0	November 2020
3.0	April 2023



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## VENUE MANAGEMENT PLAN

<u>Version control</u>		
<i>Date</i>	<i>Author</i>	<i>Checked</i>
8 August 2025	Altus Planning	JA
29 August 2025	Altus Planning	JA



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## Summary

1. The Venue Management Plan (Management Plan) applies to a commercial premises located at Lot 41 (No. 500) Fitzgerald Street, North Perth, which has approval to operate as Restaurant/Café and Small Bar (venue). Currently operated as 'La Mortazza', the venue is the sole commercial tenancy in a building which contains 19 multiple dwellings and an associated car park.
2. This Management Plan covers the general management procedures for the operation of the venue, including patron, noise and amenity management, cumulative impact assessment and waste management. It is the aim of the Management Plan to provide guidance to minimise the potential for harm or ill health to occur, and generally to ensure that La Mortazza is a well-controlled and low risk operation.
3. This Management Plan forms part of the relevant planning approval(s) issued by the City of Vincent (**City**) which may be amended from time to time. Any changes to the Management Plan must be endorsed by the City. It is intended that this document is not static but will remain relevant over time.
4. In its current form as La Mortazza, the venue brings Authentic Italian Cuisine to North Perth, from Panini to Sweets, from Pasta to Biscuits. The venue offers non-alcoholic and alcoholic drinks, fresh squeezed fruit juices, high quality Italian coffee and tea. Customers are offered complimentary bottles of filtered tap water, with unlimited replenishment.
5. The venue is table service only and does not provide any dedicated standing or bar areas.

## Operating hours & special events

6. The current operating hours are Sunday, Monday, Tuesday and Wednesday: 8am to 5pm; and Thursday, Friday and Saturday: 8am to 9pm (7 days a week).



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7. The movement of staff aligns with the operating hours, and no one will arrive or leave more than 30 minutes before or after the scheduled opening times to ensure efficient and predictable staffing movements.
8. In addition to the above, the venue will have up to six (6) extra special event evenings per calendar year whereby they are open up until 9pm on Sunday to Wednesday nights, to allow for special celebrations, e.g. Christmas eve, New Year's Eve, Australia Day, etc., where those occasions do not fall on Thursday, Friday or Saturday.

## Operations & layout

9. The venue does not operate, nor is it promoted as a 'bar' which has patrons standing at an actual bar per se. All customers are seated at a table. If all tables are occupied, there is no waiting area and the customers will be requested to return later or on another occasion. Patrons will be discouraged from waiting outside of the venue.
10. Set-up and pack-down of furniture will be done during the regulated hours of trading to minimise noises around the residential area.
11. It is noted that alfresco tables are not moved at the end of each shift and remain in situ overnight. Thereby decreasing the possibility of any noise related to the movement of furniture.
12. There is no table service off-site, including the 'teacups' art installation seating areas within the Venn Street road reserve.

## Car parking & transport options

13. The venue location offers many modes of transport for patrons. Due to its small scale, the venue is particularly popular with regular local patrons who walk to and from the venue.
14. For those customers that choose to drive, there are eight (8) bays allocated and clearly sign-



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posted at the rear of the premises, accessible from Venn Street. There is also 2-hour street parking available along Venn Street.

15. Alternatively, a TransPerth Bus Stop servicing the 960 bus route is located 122 meters south of the venue on Fitzgerald Street after Menzies Street.
16. With the opportunity to enjoy an alcoholic beverage with a meal or a snack, Taxi and ride sharing options remain the most popular form of travel for patrons and this is always highly encouraged by the venue.
17. Finally, two (2) bicycles bays are also available on site and near the venue.
18. Customers are advised to park legally, and where possible should consider alternative modes of transport to reduce traffic congestion and preserve the local amenity of the area.
19. To encourage greater harmony with the surrounding residents and community, the following additional signage will be placed at the venue:

- i) A sign within the venue, which states:

*"La Mortazza is a local community 'feet-first' venue. We appreciate our regular local patrons who have the opportunity to stroll to and from our venue. For those that can't, we encourage public transport (a bus stop for route 960 located just over 100m away on Fitzgerald Street), cycling (yes, we have bike racks), or taxis and ride sharing options. For those driving, we have parking bays to the rear and if they are not available, we kindly ask you to park legally on available street parking nearby. At all times we encourage quiet, respectful behaviour outside our venue."*

- ii) The existing signage located in the car park to be replaced or modified (but not increased in size) requesting that customers move to and from their vehicles in a quiet manner, and avoid conversations in groups as they arrive or leave the restaurant so that the quiet amenity of the neighbourhood is respected.



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## Staff Training

20. Staff training for awareness of any outstanding issues relating to management of the venue is done at induction time for each new employee. All staff are required to be RSA certified and play an active role in upholding effective venue management.
21. All new staff will be required to be familiar with all aspects of this Management Plan.

## How patrons & anti-social behaviour will be managed

22. There is a Duty Manager on site at all times during operating hours. This Duty Manager is appropriately trained and holds an Approved Manager's Card. The Duty Manager will be able to assist with enquiries, complaints or problems that may arise.
23. Front of house staff are thoroughly trained in all appropriate matters including responsible service of liquor in addition to holding RSA certification. The provisions of the *Liquor Licensing Act 1988* are to be adhered to at all times by the staff at the venue.
24. The venue maintains services and facilities to a very high standard to meet the expectations of its customers who, by their nature, are discerning and knowledgeable consumers of liquor. Alcoholic drinks are priced at a level which will discourage potential rapid or excessive consumption.
25. People are encouraged not to smoke anywhere near the premises or Fitzgerald Street in accordance with Council Policy (Smoke Free Areas – Education and Enforcement Policy).
26. Any guests displaying inappropriate behaviour will be calmly and respectfully turned away.



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## Music & venue noise

20. The comfort of neighbours is to be respected at all times, and all late night/early morning noise is to be kept to a minimum. No live music will be played in the venue or outside. Background music is played through an installed internal sound system in adherence to all of the requirements of the approved Acoustic Assessment.
21. There is no bar or club music which is high tempo with deep low frequency drum and bass instruments, the style of music will generally be a mix of easy listening and Italian tunes. There is no scheduled, promoted or amplified live music.
22. There are only two internal speakers with music noise levels to be limited to 96 dB(A). As per the Acoustic Assessment, bifolds and doors will generally be closed most of the time. Internal areas are to be limited to ambient music when the bifolds are open at 70 dB(A). All staff will be trained to understand these levels.

## Waste collection & disposal

27. The venue employs a professional rubbish removal firm to provide all rubbish collection and disposal services once a week on a Thursday.
28. Staff members are to place the 5 bins on the verge area on Venn Street every Wednesday at 5pm (near the visitor's bay) and collect the empty bins every Thursday at 8am.
29. Any glass bottles are recycled at the end of the usual day shift (3pm) and this will occur no later than 5pm. They are removed from site daily so that large quantities are not accumulated. Accordingly, there will be no early morning or late-night smashing glass noises.



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## Deliveries

30. All deliveries are in line with the guidelines from the City, Monday to Friday from 7am to 2pm. All delivery vehicles need to use the bays along Venn Street, alternatively, they can use the two (2) Visitors bays allocated at the rear.
31. All delivery drivers are advised to use the safety standards for safe delivery. On occasion, there will be milk deliveries prior to 7am, however there are generally only three (3) crates delivered daily. Importantly, and as is the case in most urban areas, there is a delivery personal with a separate driver waiting in the vehicle so that deliveries are more efficient.

## Community relations & customer complaints

32. Management and staff will adopt these management procedures to minimise the likelihood of any past issues or complaints from recurring.
33. Customer complaints are immediately addressed by the General or Duty Manager.
34. Community relations and customer complaints are to be managed and recorded by a complaints register (register) kept on site.
35. On any other occasion, the register can be made available to the City for inspection at any time.

## Management Plan updates

36. As a result of any amenity-related complaints, where required, subsequent updates to the Management Plan will be made and provided to the City.
37. All future venue operators are bound by the requirements of this Management Plan and if any changes are required, in all instances, endorsement is required by the City.

## ORDINARY COUNCIL MEETING MINUTES

13 MAY 2025

9.2 NO. 500 (LOT: 41; D/P: 418433) FITZGERALD STREET, NORTH PERTH - PROPOSED CHANGE OF USE FROM RESTAURANT/CAFE TO RESTAURANT/CAFE AND SMALL BAR (AMENDMENT TO APPROVED)

Ward: South

- Attachments:
1. Consultation and Location Plan 
  2. Development Plans 
  3. Acoustic Assessment 
  4. Previous Joint Development Assessment Panel Approval 
  5. Summary of Submissions - Applicant's Response 
  6. Summary of Submissions - Administration's Response 
  7. Clause 67 Assessment 
  8. Determination Advice Notes 

## RECOMMENDATION:

That Council, in accordance with the provisions of the City of Vincent Local Planning Scheme No. 2 REFUSES the development application for a proposed Change of Use from Restaurant/Café to Restaurant/Café and Small Bar (Amendment to Approved) at No. 500 (Lot: 41; D/P: 418433) Fitzgerald Street, North Perth, for the following reasons:

1. Pursuant to the *Planning and Development (Local Planning Schemes) Regulations 2015*, the objectives of the Residential zone of the City of Vincent's Local Planning Scheme No. 2, and the objectives of the City of Vincent Policy No. 7.5.21 – Sound Attenuation, the proposal to operate the Restaurant/Café and Small Bar land uses between 5:00pm and 9:00pm from Thursday to Sunday is incompatible with its setting and would have an adverse impact on the amenity and character of the locality, for the following reasons:
  - 1.1 Pursuant to Clauses 67(g), (m) and (n) in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, the proposed operation would result in undue amenity impacts on surrounding residential properties due to the anticipated increase in noise and the inability to adequately mitigate these impacts during the evening period; and
  - 1.2 Pursuant to the objectives of the Residential Zone of the City of Vincent's Local Planning Scheme No. 2 and Policy No. 7.5.21 – Sound Attenuation, the proposal is not compatible with, nor complementary to, the surrounding residential context. Having regard to the subject sites immediate setting, which comprises residential development, the proposal would introduce activity and noise levels that would provide undue impacts to residential properties.

COUNCIL DECISION ITEM 9.2

Moved: Cr Castle, Seconded: Cr Woolf

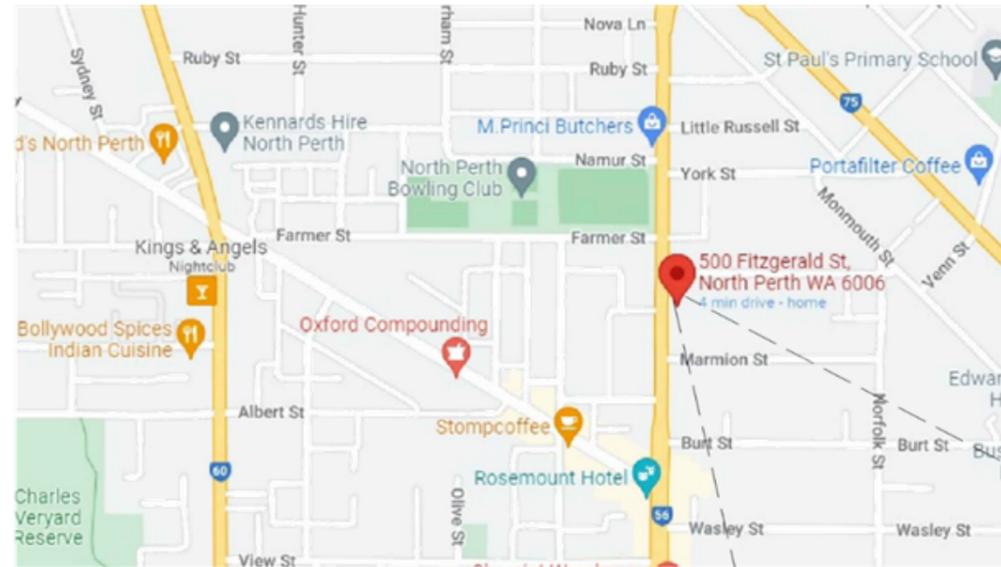
That the recommendation be adopted.

CARRIED (9-0)

**For:** Mayor Xamon, Cr Castle, Cr Alexander, Cr Worner, Cr Woolf, Cr Hallett, Cr Wallace, Cr Greer and Cr La Fontaine

**Against:** Nil

SITE PLAN



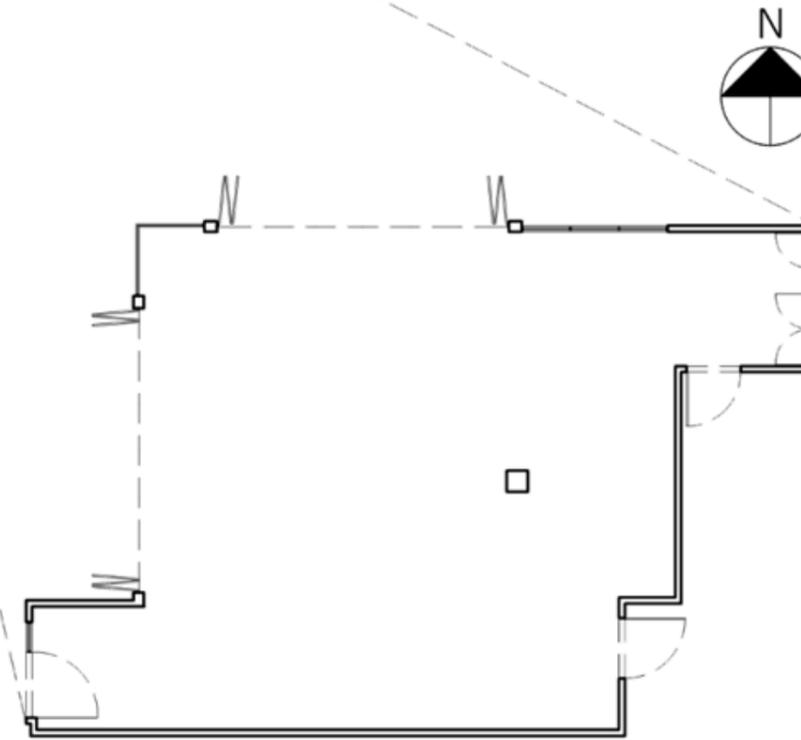
**CITY OF VINCENT**  
**DA No. 5.2025.45.1**  
**OMC 13 May 2025**  
**REFUSED**  
**Refer to Decision Notice**  
**A/Coordinator Planning Services**

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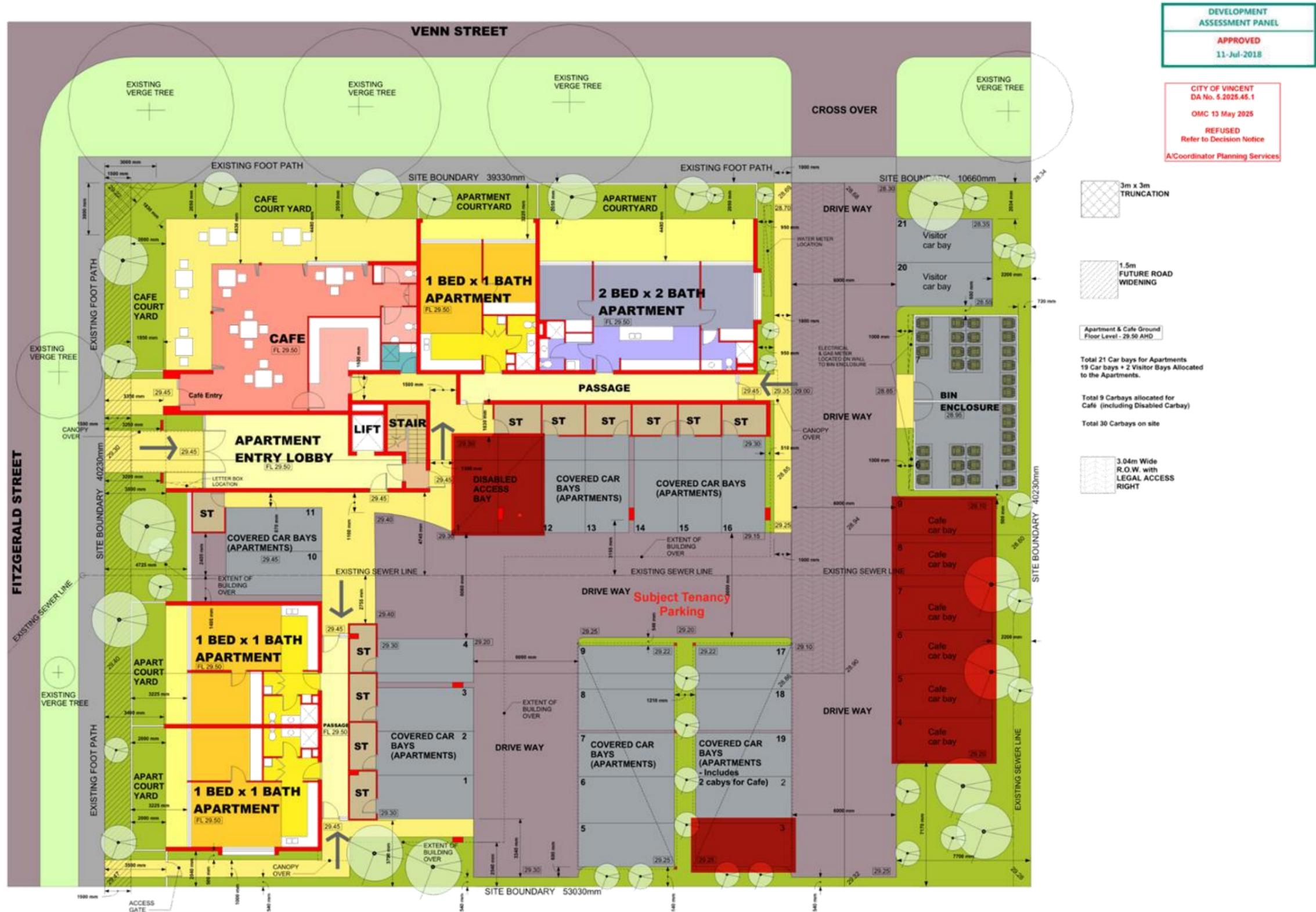
TENANCY PLAN



**CITY OF VINCENT**  
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**3 July 2024**

ISSUED FOR CONSTRUCTION

PROJECT MANAGER AW	
DESIGNER / DRAFTSMAN DN	
PROJECT DESCRIPTION 500 FITZGERALD STREET CAFE	
DRAWING TITLE SITE PLAN + TENANCY PLAN	
NTS	SHEET A3
DATE 02.06.2022	REVISION B
JOB NO: 2022.09	DWG # A0-1



**MIXED USE DEVELOPMENT - LOT 1 to 3 (No 500 to 504) FITZGERALD STREET & LOT 27 to 28 (No. 45) VENN STREET NORTH PERTH**

DEVELOPMENT APPLICATION

PROJECT No. ST2017.4

JANUARY 2018

REVISED: 06n February - Added more levels to car parking area  
Revised: JUNE 2018

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**GROUND FLOOR PLAN**

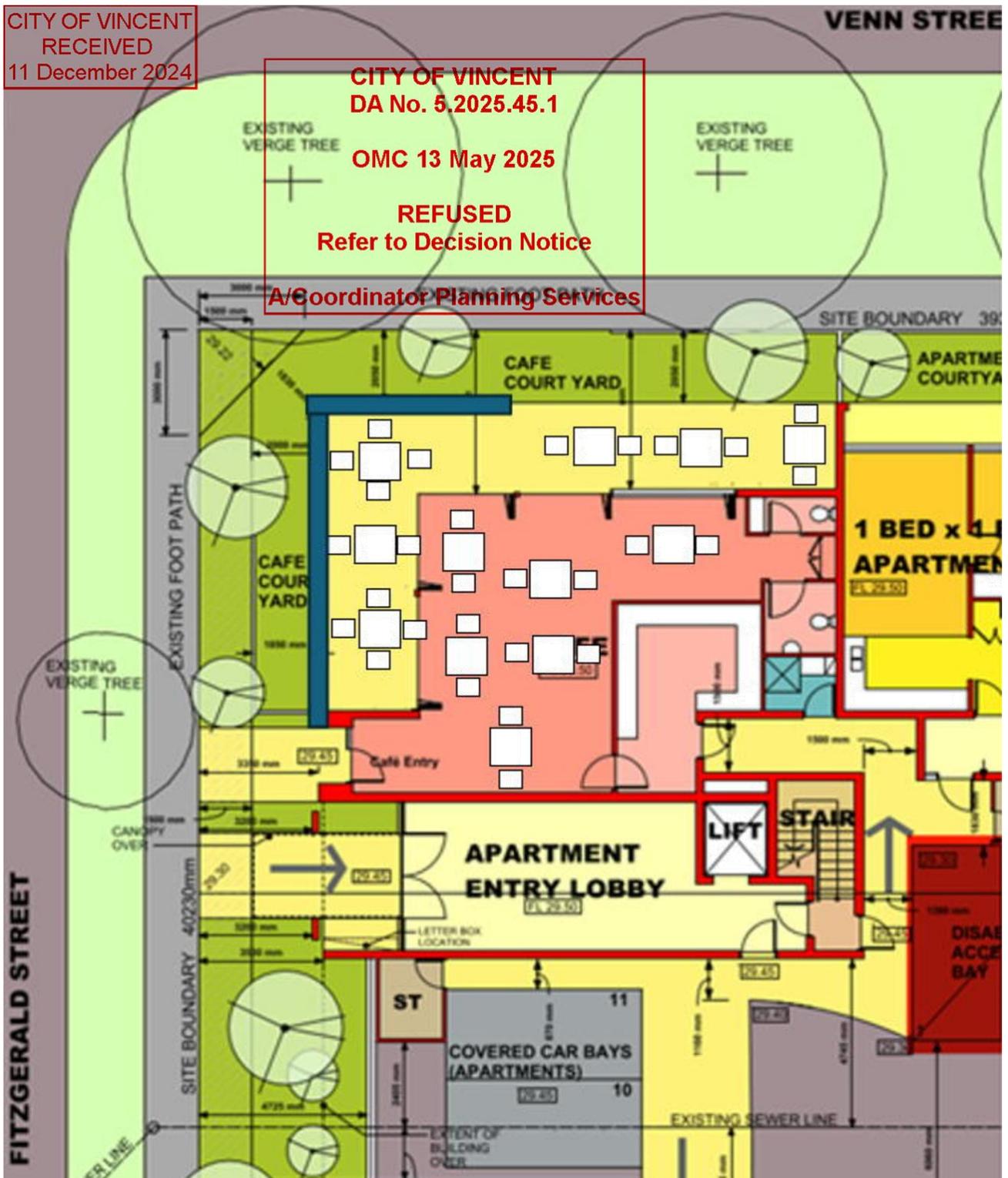
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CITY OF VINCENT RECEIVED 3 July 2024

CITY OF VINCENT  
RECEIVED  
11 December 2024

CITY OF VINCENT  
DA No. 5.2025.45.1  
OMC 13 May 2025  
REFUSED  
Refer to Decision Notice  
A/Coordinator Planning Services





Government of Western Australia  
Development Assessment Panels

***Planning and Development Act 2005***

**City of Vincent Local Planning Scheme No. 2**

**Metro West Joint Development Assessment Panel**

**Determination on Development Assessment Panel  
Application for Planning Approval**

**Property Location:** Lots 1 (504), 2 (502) and 3 (500) Fitzgerald Street and Lots 27-28 (45) Venn Street, North Perth

**Application Details:** 18 Multiple Dwellings and Restaurant/Café

In accordance with regulation 8 of the *Planning and Development (Development Assessment Panels) Regulations 2011*, the above application for planning approval was **granted** on 11 July 2018, subject to the following:

1. **Approve** DAP Application reference DAP/18/01359 and accompanying plans (Attachment 7) in accordance with Clause 68 of the *Planning and Development (Local Planning Schemes) Regulations 2015* and the provisions of the *City of Vincent Local Planning Scheme No. 2*, subject to the following conditions:

**Conditions**

1. This decision constitutes planning approval only and is valid for a period of two years from the date of approval. If the subject development is not substantially commenced within the two year period, the approval shall lapse and be of no further effect.
2. Use of Premises
  - 2.1 The use of the tenancy marked as 'Café' on the plans dated 8<sup>th</sup> June 2018, shall be used in accordance with the definition of Restaurant/Café as defined in the City of Vincent's Local Planning Scheme No.2;
  - 2.2 The Café shall have a maximum of 20 patrons at any one time;
  - 2.3 The hours of operation for the café shall be limited to 8.00am to 5.00pm; and
  - 2.4 All deliveries shall be limited to 7:00am to 2:00pm Monday to Friday.
3. External Fixtures

All external fixtures and building plant, including air conditioning units, piping, ducting and water tanks, shall be located so as to minimise any visual and noise impact on surrounding landowners, and screened from view from the street, and surrounding properties to the satisfaction of the City.



#### 4. Car Parking and Access

- 4.1 30 car bays shall be provided, including a disabled access bay, as shown on the plans;
- 4.2 A bicycle location plan providing a minimum of two residential bicycle bays shall be lodged with and approved by the City prior to the commencement of the development. The bicycle facilities shall be designed in accordance with AS2890.3;
- 4.3 Vehicle and pedestrian access points are required to match into existing footpath levels.
- 4.4 The car parking and access areas shall be sealed, drained, paved and line marked in accordance with the approved plans and are to comply with the requirements of AS2890.1 prior to the occupation or use of the development;
- 4.5 All visitor bays shall be marked and permanently set aside as such, as required by the Residential Design Codes of WA.
- 4.6 The applicant is to agree in writing that a notice is placed on the Sales Contract to advise prospective purchasers that the City of Vincent will not issue a residential or visitor car parking permit to any owner or occupier of the residential dwellings under Policy No. 3.9.3 – Parking Permits;
- 4.8 The car park shall be used only by residents and visitors directly associated with the development; and
- 4.9 No vehicular access from the site is permitted from Fitzgerald Street. All vehicular access should be from Venn Street.

#### 5. Parking Management Plan

- 5.1 Prior to occupation of the development a Parking Management Plan shall be submitted to and approved by the City. The Parking Management Plan shall be prepared by a qualified parking consultant.
- 5.2 A management plan for the delivery and service vehicle movements, relating to the proposed café, shall be submitted to the City for its approval prior to the occupation of the development. The plan shall address:
  - i. Hours of delivery and service vehicles, Monday to Friday;
  - ii. Movements of delivery vehicles to ensure that they do not restrict access to the car parking bays for the proposed development and to ensure that they do not obstruct the vehicle movements on Fitzgerald Street and Venn Street; and
  - iii. The Management Plans as identified in Conditions 5.1 and 5.2 above shall be implemented and the development shall be carried



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Development Assessment Panels

out in accordance with the plans, to the satisfaction of the City at the expense of the owners/occupiers.

6. Stormwater

6.1 All stormwater produced on the subject land shall be retained on site, by suitable means to the full satisfaction of the City.

7. Verge Trees

7.1 No verge trees shall be removed without prior written approval of the City. The verge trees shall be retained and protected from damage including unauthorised pruning to the satisfaction of the City; and

8. Ground Floor Design

8.1 Windows, doors and adjacent areas of the Café fronting Venn Street and Fitzgerald Street shall provide an active and interactive relationship with the street to the satisfaction of the City and shall be maintained thereafter to the satisfaction of the City. Darked, obscured, mirror or tinted glass of the like is prohibited.

9. Acoustic Report and Noise Management

9.1 All of the recommended measures included in the approved Acoustic Report (Herring Storer Acoustics, June 2018) shall be implemented as part of the development, to the satisfaction of the City prior to the commencement of the use or occupation of the development and maintained thereafter to the satisfaction of the City at the expense of the owners/occupiers.

10. Screening

10.1 The proposed screening devices depicted on the balconies of the upper floors to the northern and western elevations are to be comply with the requirements of State Planning Policy 3.1 Residential Design Codes and implemented prior to the practical completion of the development.

11. Landscape and Reticulation Plan

11.1 A detailed landscape and reticulation plan for the development site and adjoining road verge is be lodged with and approved by the City prior to commencement of the development. The plan shall be drawn to a scale of 1:100 and show the following:

- i. The location and type of existing and proposed trees and plants;
- ii. Areas to be irrigated or reticulated; and
- iii. Deep Soil Zones.

11.2 All works shown in the plans as identified in Condition 11.1 above shall be undertaken in accordance with the approved plans to the City's satisfaction, prior to occupancy or use of the development and



Government of **Western Australia**  
Development Assessment Panels

maintained thereafter to the satisfaction of the City at the expense of the owners/occupiers.

12. Schedule of External Finishes

12.1 Prior to commencement of development a detailed schedule of external finishes (including materials and colour schemes and details) shall be submitted to and approved by the City. The development shall be finished in accordance with the approved schedule prior to the use or occupation of the development.

13. Clothes Drying Facilities

13.1 All external clothes drying areas shall be adequately screened in accordance with State Planning Policy 3.1 Residential Design Codes prior to the use or occupation of the development and shall be completed to the satisfaction of the City.

14. Construction Management Plan

14.1 A Construction Management Plan shall be submitted to and approved by the City prior to any works commencing on the site. The Construction Management Plan is required to address the following concerns:

- i. Public safety, amenity and site security;
- ii. Contact details of essential site personnel;
- iii. Construction operating hours;
- iv. Noise control and vibration management;
- v. Dilapidation Reports of nearby properties;
- vi. Air and dust management;
- vii. Stormwater and sediment control;
- viii. Soil excavation method;
- ix. Waste management and materials re-use;
- x. Traffic and access management;
- xi. Parking arrangements for contractors and subcontractors;
- xii. Consultation Plan with nearby properties; and
- xiii. Compliance with AS 4970 – 2009 relating to the protection of trees on development sites

That relates to any works to take place on the site.

15. Public Art

15.1 Percent for public art contribution of \$50,000 being one percent of the total \$5 million value of the development, in accordance with the Policy No. 7.5.13 - Percent for Art shall be allocated towards public art prior to the commencement of the development;

15.2 Confirmation in writing outlining how the proposed development will comply with the City's Policy 7.5.13 – Percent For Art shall be submitted prior to commencement of development; and

15.3 Public art shall be approved by the City and fully installed or alternatively a cash-in-lieu payment made prior to occupation of the development.



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Development Assessment Panels

16. Waste Management

- 16.1 A Waste Management Plan prepared to the satisfaction of the City shall be submitted and approved by the City; and
- 16.2 Waste management for the development shall thereafter comply with the approved Waste Management Plan.

17. Dust

- 17.1 The applicant shall undertake adequate measures to minimise any impacts of dust and sand drift from the site to the satisfaction of the City.

18. General

- 18.1 Conditions that have a time limitation for compliance, and the condition is not met in the required time frame, the obligation to comply with the requirements of the condition continues whilst the approved development exist.

**Advice Notes**

1. This is a development approval only and is issued under the City of Vincent Local Planning Scheme No.2 and the Western Australian Planning Commission's Metropolitan Region Scheme. It is the proponent's responsibility to comply with all other applicable legislation and obtain all required approvals, licences and permits prior to commencement of this development.
2. This development approval does not take into account any restrictive covenants. It is the proponent's responsibility to ensure that the development will not result in a conflict of contractual obligations.
3. An Infrastructure Protection Bond for the sum of \$3000 together with a non-refundable inspection fee of \$100 shall be lodged with the City by the applicant, prior to commencement of works, and will be held until all building/development works have been completed and any disturbance of, or damage to the City's infrastructure, including verge trees, has been repaired/reinstated to the satisfaction of the City. An application for the refund of the bond shall be made in writing. The bond is non-transferable.
4. All pedestrian access and vehicle driveway/crossover levels shall match into existing verge, footpath and Right of Way levels to the satisfaction of the City.
5. The movement of all path users, with or without disabilities, within the road reserve, shall not be impeded in any way during the course of the building works. This area shall be maintained in a safe and trafficable condition and a continuous path of travel (minimum width 1.5m) shall be maintained for all users at all times during construction works. Permits are required for placement of any material within the road reserve.
6. With respect to the Stormwater, no further consideration shall be given to the disposal of storm water 'off site' without the submission of a geotechnical report from a qualified consultant. Should approval to dispose of storm water 'off site'



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Development Assessment Panels

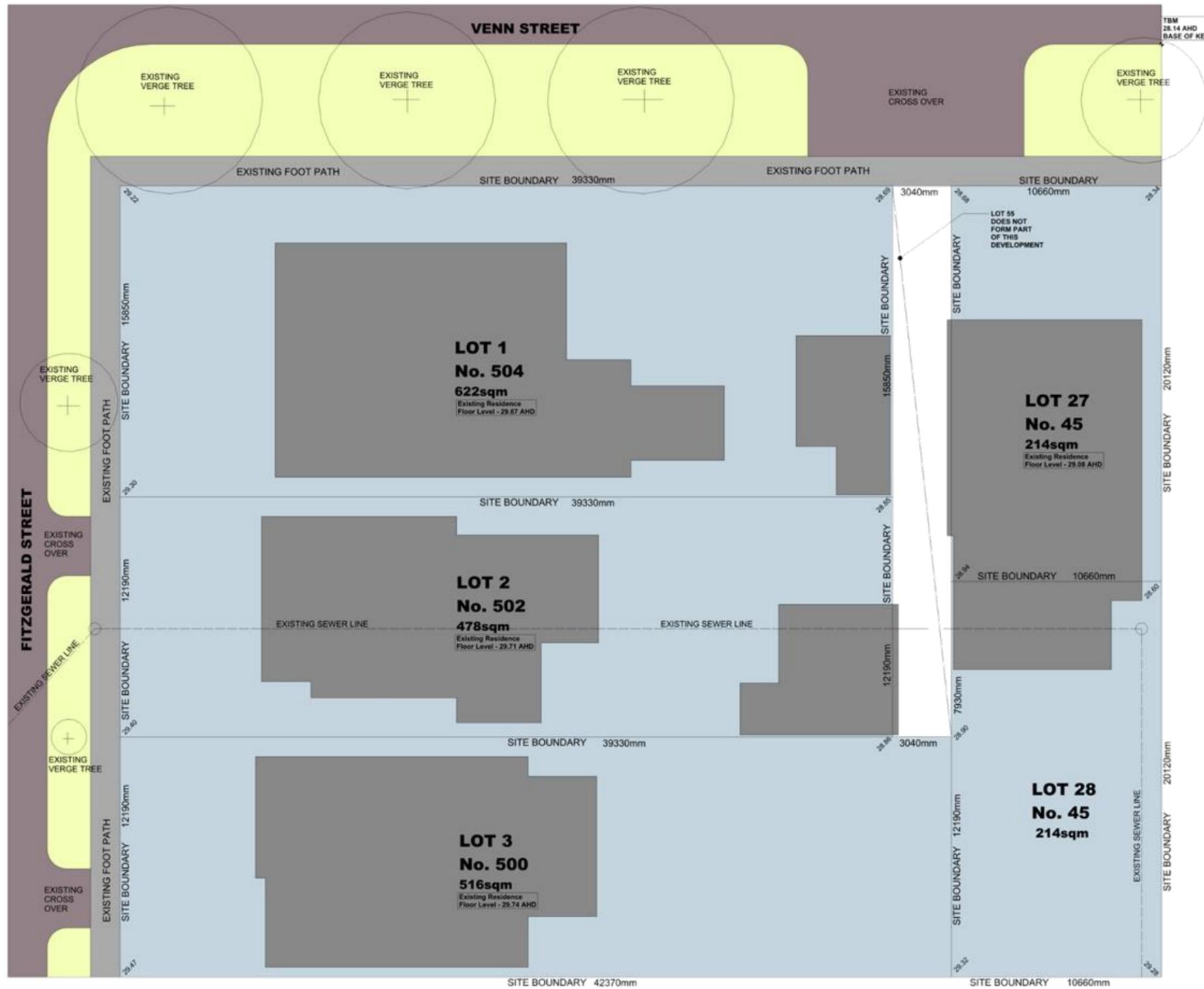
be subsequently provided, detailed design drainage plans and associated calculations for the proposed storm water disposal shall be lodged together with the building permit application working drawings.

7. With respect to the dust and sand drift condition, adequate measures to minimise any impacts of dust and sand drift from the site include all requirements as stipulated within the Department of Environmental Regulation's 'A guideline for managing the impacts of dust and associated contaminants from land development sites, contaminated sites remediation and other related activities'.
8. The City accepts no liability for the relocation of any public utility and/or any other services that may be required as a consequence of this development. The applicant/owner shall ensure that the location of all services is identified prior to submitting an application for a building permit. The cost of relocated any services shall be borne by the applicant/owner.
9. The applicant and owner are advised that sufficient parking can be provided on the subject site and as such the City of Vincent will not issue a residential or visitor car parking permit to any owner or occupier of the residential dwellings. This information should be provided to all prospective purchasers and it is recommended that a notice be placed on Sales Contracts to advise purchasers of this restriction.
10. The sound insulation recommendations should be submitted and approved prior to the issue of a Building Permit. The engagement of and the implementation of the recommendations of this acoustic consultant are to be at the applicant's/owner(s)' cost.
11. If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect;
12. Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained; and
13. If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.

Where an approval has so lapsed, no development shall be carried out without further approval having first been sought and obtained, unless the applicant has applied and obtained Development Assessment Panel approval to extend the approval term under regulation 17(1)(a) of the *Planning and Development (Development Assessment Panels) Regulations 2011*.



DEVELOPMENT  
ASSESSMENT PANEL  
**APPROVED**  
11-Jul-2018



**MIXED USE DEVELOPMENT - LOT 1 to 3 (No 500 to 504) FITZGERALD STREET & LOT 27 to 28 (No. 45) VENN STREET NORTH PERTH**



**EXISTING SITE PLAN**  
SCALE 1:100 @ A1 SIZE



DEVELOPMENT APPLICATION

PROJECT No. ST2017.4

JANUARY 2018

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Drawing No:  
**SHEET**  
2 of 15



DEVELOPMENT  
ASSESSMENT PANEL  
**APPROVED**  
11-Jul-2018



**LEGEND:**

- 1. Single House - 1 Storey
- 2. Single House - 2 Storey
- C. Carport
- 2G. Grouped Dwelling - 2 Storey
- 3M. Multiple Dwelling - 3 Storey
- G. Garden Shed

**MIXED USE DEVELOPMENT - LOT 1 to 3 (No 500 to 504) FITZGERALD STREET & LOT 27 to 28 (No. 45) VENN STREET NORTH PERTH**



**SITE ANALYSIS PLAN**  
SCALE 1:500 @ A1 SIZE

DEVELOPMENT APPLICATION

PROJECT No. ST2017.4

JANUARY 2018  
Revised JUNE 2018

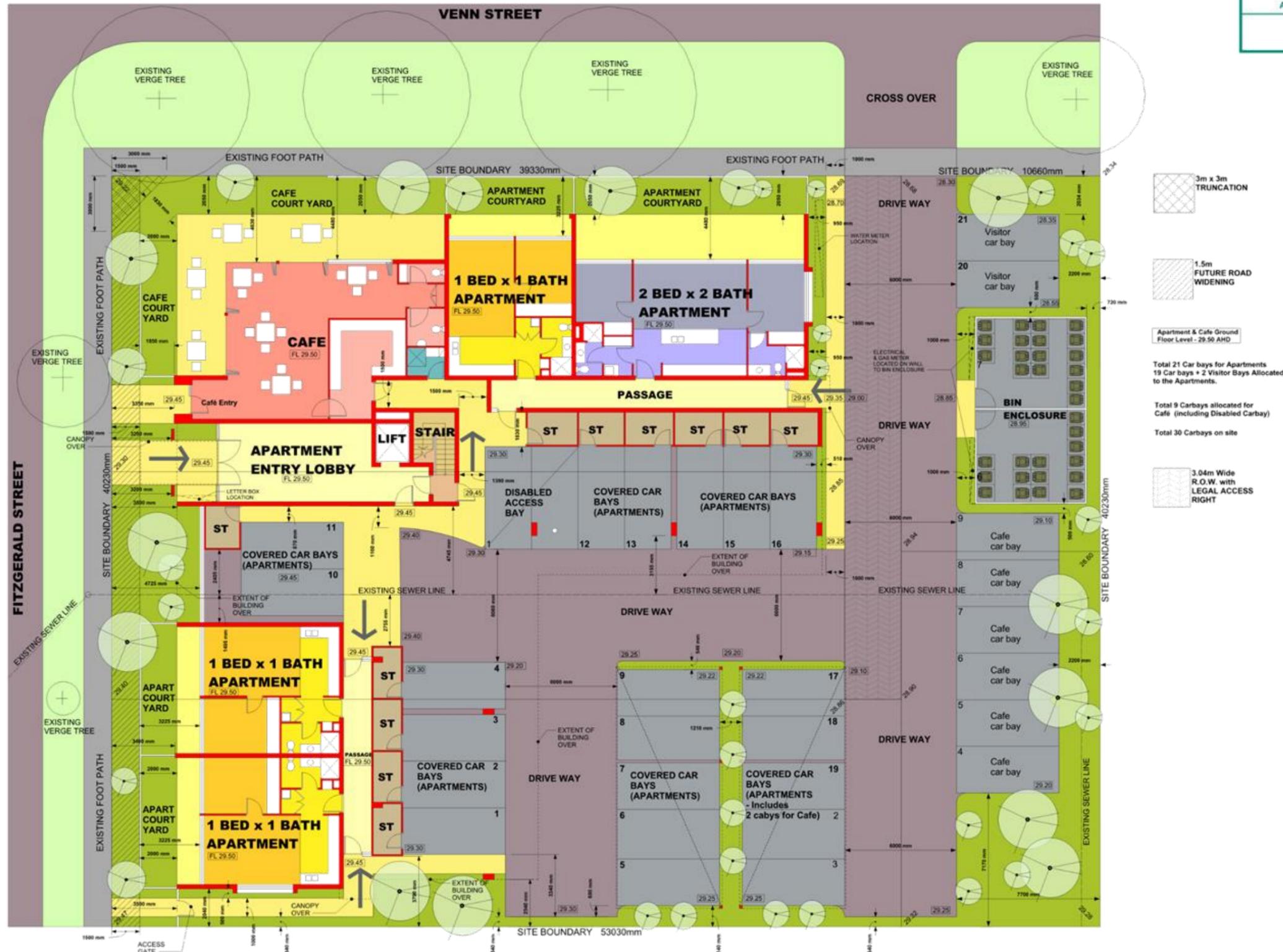
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Drawing No:  
**SHEET**  
4 of 15

DEVELOPMENT  
ASSESSMENT PANEL  
**APPROVED**  
11-Jul-2018



- 3m x 3m TRUNCATION
- 1.5m FUTURE ROAD WIDENING
- Apartment & Cafe Ground Floor Level - 29.50 AHD
- Total 21 Car bays for Apartments  
19 Car bays + 2 Visitor Bays Allocated to the Apartments.
- Total 9 Carbays allocated for Cafe (including Disabled Carbay)
- Total 30 Carbays on site
- 3.04m Wide R.O.W with LEGAL ACCESS RIGHT

**MIXED USE DEVELOPMENT - LOT 1 to 3 (No 500 to 504) FITZGERALD STREET & LOT 27 to 28 (No. 45) VENN STREET NORTH PERTH**

**GROUND FLOOR PLAN**  
SCALE 1:100 @ A1 SIZE

DEVELOPMENT APPLICATION

PROJECT No. ST2017.4

JANUARY 2018  
REVISED: 06n February - Added more levels to car parking area  
Revised: JUNE 2018

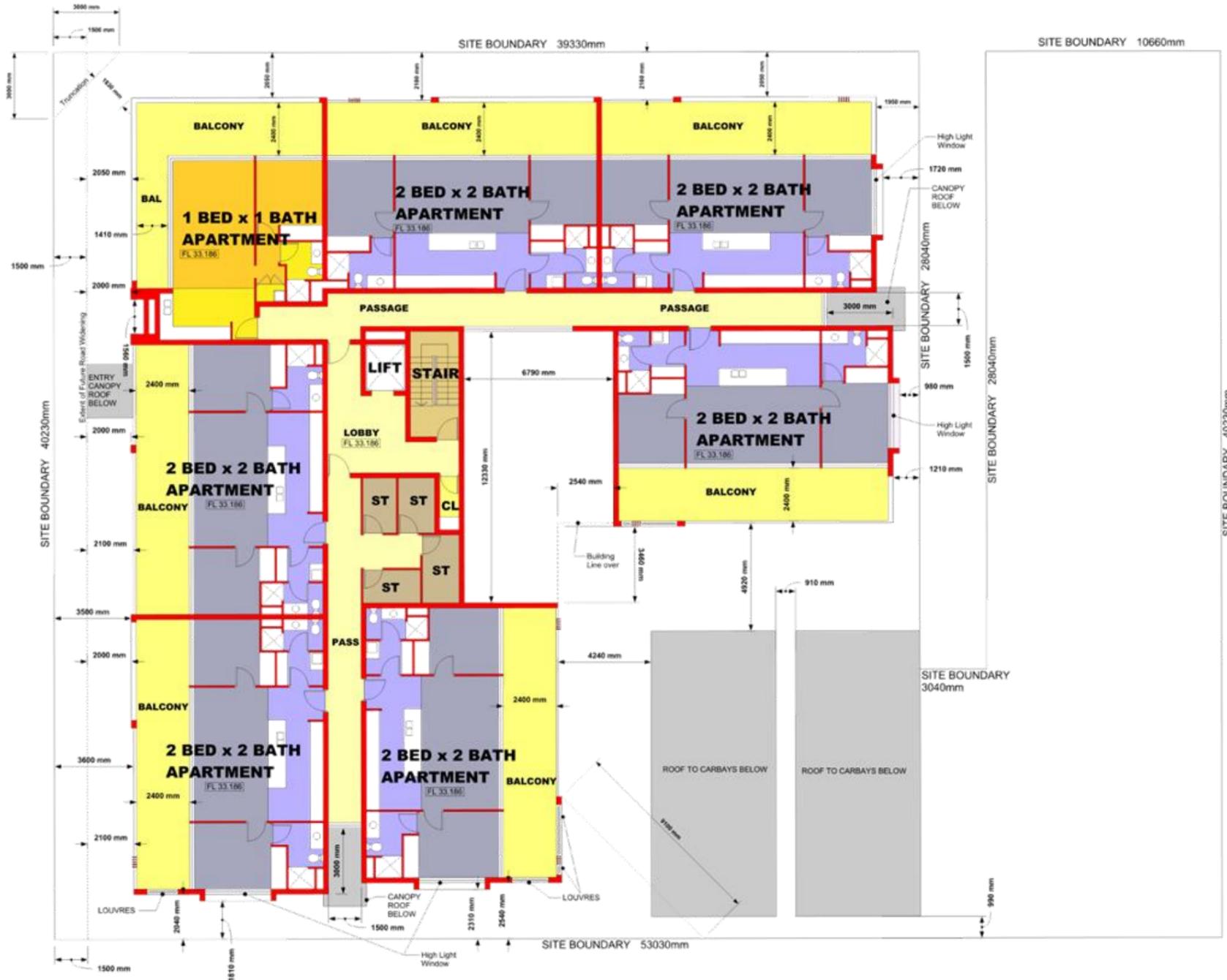
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Sheet No.  
**SHEET 5 of 15**

DEVELOPMENT  
ASSESSMENT PANEL  
**APPROVED**  
11-Jul-2018



**MIXED USE DEVELOPMENT - LOT 1 to 3 (No 500 to 504) FITZGERALD STREET & LOT 27 to 28 (No. 45) VENN STREET NORTH PERTH**

**1st FLOOR PLAN**  
SCALE 1:100 @ A1 SIZE

DEVELOPMENT APPLICATION

PROJECT No. ST2017.4

JANUARY 2018  
Revised JUNE 2018

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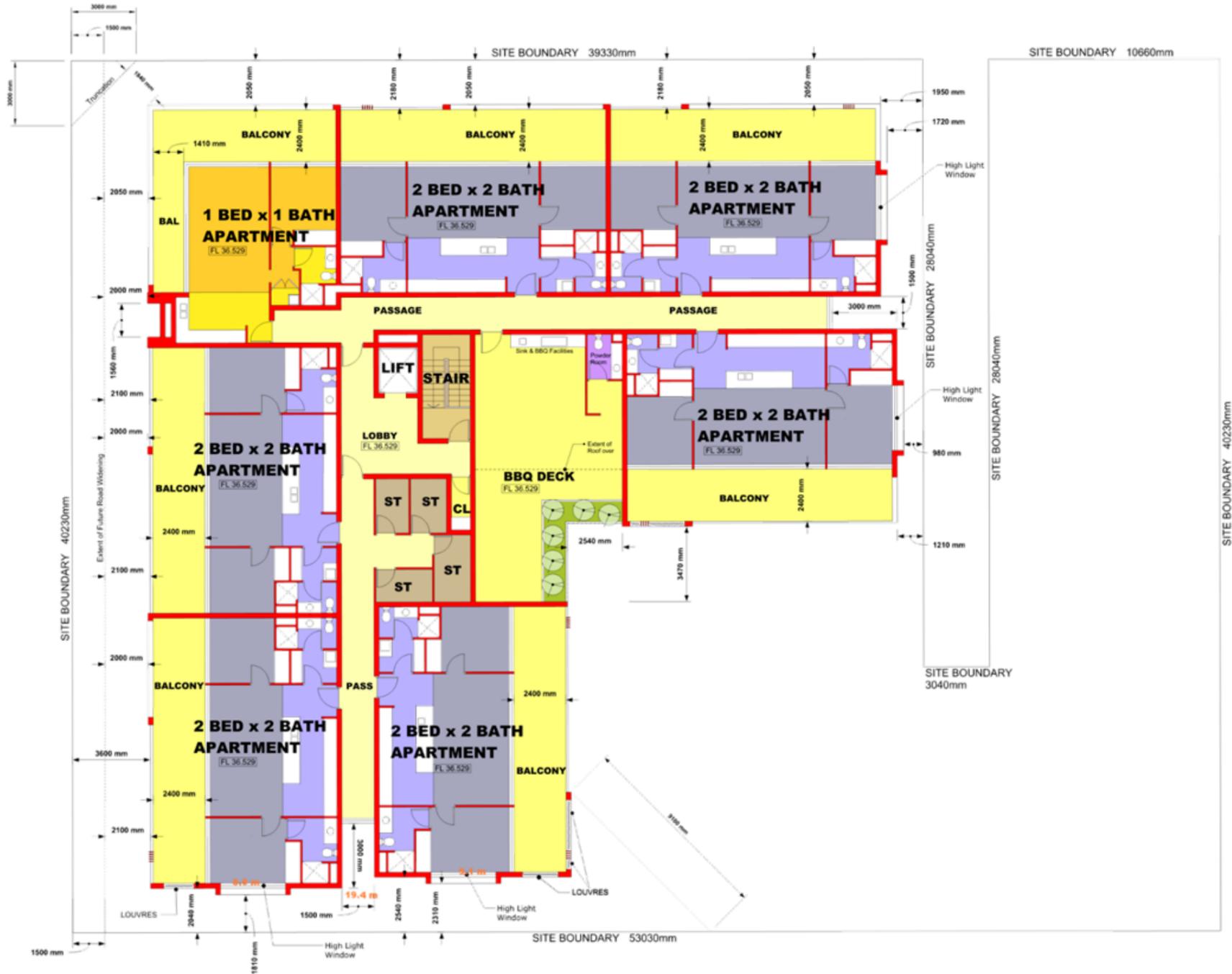
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**SHEET 6 of 15**

DEVELOPMENT  
ASSESSMENT PANEL  
**APPROVED**  
11-Jul-2018



**MIXED USE DEVELOPMENT - LOT 1 to 3 (No 500 to 504) FITZGERALD STREET & LOT 27 to 28 (No. 45) VENN STREET NORTH PERTH**

**2nd FLOOR PLAN**  
SCALE 1:100 @ A1 SIZE

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**FITZGERALD STREET ELEVATION (WEST ELEVATION)**

SCALE 1:100 @ A1 SIZE



**SOUTH ELEVATION**

SCALE 1:100 @ A1 SIZE

**MIXED USE DEVELOPMENT - LOT 1 to 3 (No 500 to 504) FITZGERALD STREET & LOT 27 to 28 (No. 45) VENN STREET NORTH PERTH**



**ELEVATIONS**  
SCALE 1:100 @ A1 SIZE

DEVELOPMENT APPLICATION

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11-Jul-2018



**VENN STREET ELEVATION (NORTH ELEVATION)**

SCALE 1:100 @ A1 SIZE



**EAST ELEVATION**

SCALE 1:100 @ A1 SIZE

**MIXED USE DEVELOPMENT - LOT 1 to 3 (No 500 to 504) FITZGERALD STREET & LOT 27 to 28 (No. 45) VENN STREET NORTH PERTH**



**ELEVATIONS**  
SCALE 1:100 @ A1 SIZE

DEVELOPMENT APPLICATION

PROJECT No. ST2017.4

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Revised JUNE 2018

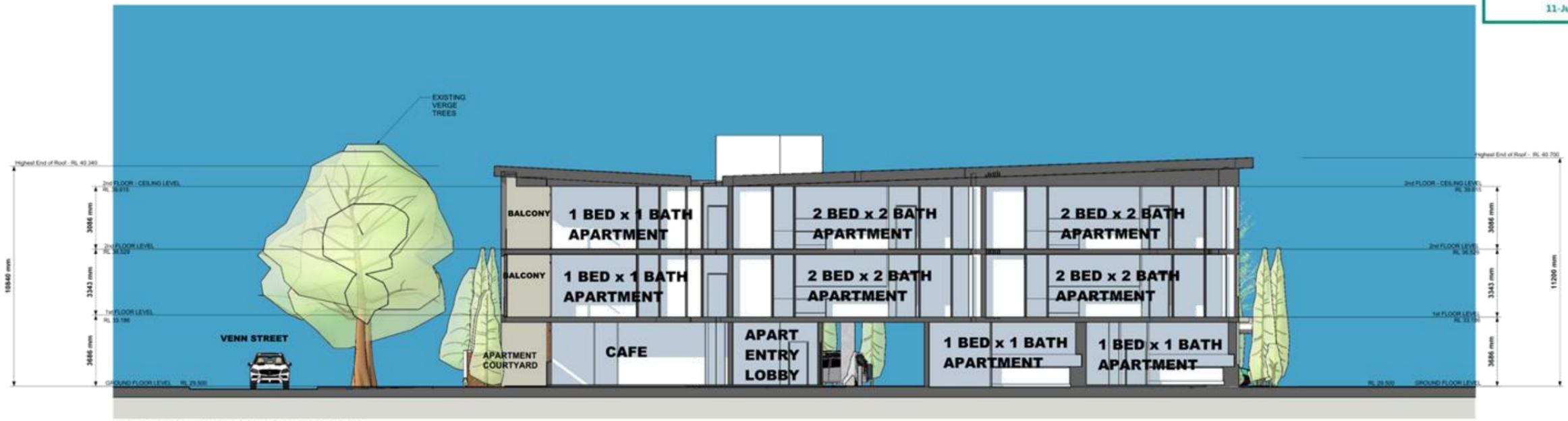
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**NORTH - SOUTH SECTION**  
SCALE 1:100 @ A1 SIZE



**EAST - WEST SECTION**  
SCALE 1:100 @ A1 SIZE

**MIXED USE DEVELOPMENT - LOT 1 to 3 (No 500 to 504) FITZGERALD STREET & LOT 27 to 28 (No. 45) VENN STREET NORTH PERTH**

0 1 2 3 4 5 10 **SECTIONS**  
SCALE 1:100 @ A1 SIZE

DEVELOPMENT APPLICATION

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**SHEET**  
10 of 14

**DEVELOPMENT  
ASSESSMENT PANEL**  
  
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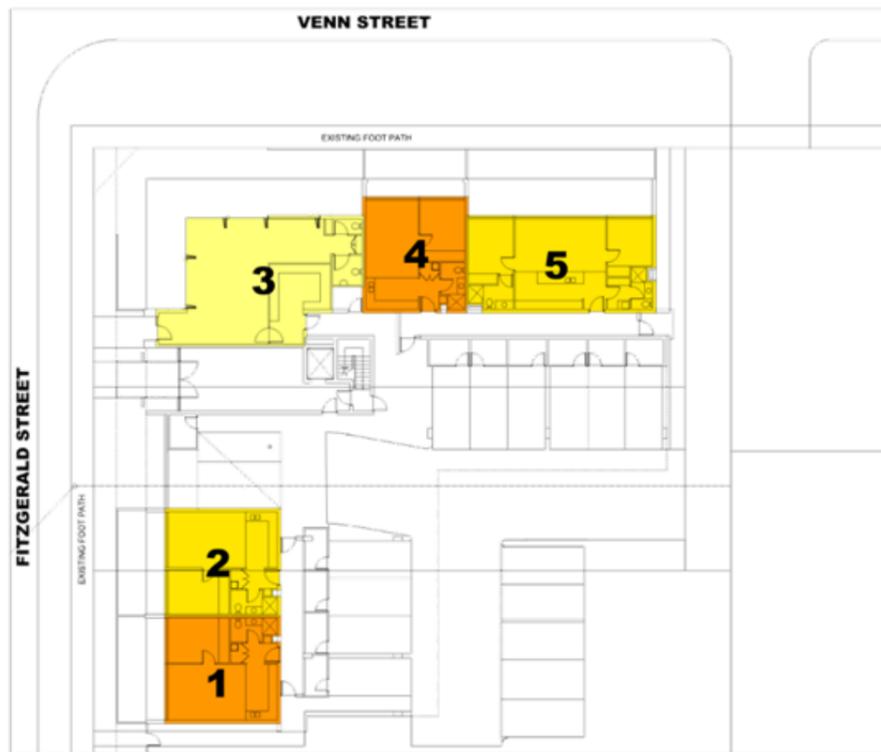
**PLOT RATIO AREAS - 1st FLOOR**  
SCALE 1:200 @ A1 SIZE



**PLOT RATIO AREAS - 2nd FLOOR**  
SCALE 1:200 @ A1 SIZE

**PLOT RATIO AREAS**

UNIT TYPE	PLOT RATIO AREA
1 1 BED APARTMENT	55sqm
2 1 BED APARTMENT	55sqm
3 CAFE	86sqm
4 1 BED APARTMENT	55sqm
5 2 BED APARTMENT	78sqm
6 2 BED APARTMENT	78sqm
7 2 BED APARTMENT	78sqm
8 2 BED APARTMENT	78sqm
9 1 BED APARTMENT	56sqm
10 2 BED APARTMENT	78sqm
11 2 BED APARTMENT	78sqm
12 2 BED APARTMENT	78sqm
13 2 BED APARTMENT	78sqm
14 2 BED APARTMENT	78sqm
15 2 BED APARTMENT	78sqm
16 1 BED APARTMENT	56sqm
17 2 BED APARTMENT	78sqm
18 2 BED APARTMENT	78sqm
19 2 BED APARTMENT	78sqm
<b>TOTAL PLOT RATIO AREA</b>	<b>1387sqm</b>
Maximum Plot Ratio Permissible	1388sqm



**PLOT RATIO AREAS - GROUND FLOOR**  
SCALE 1:200 @ A1 SIZE



**SITE AREAS**  
SCALE 1:200 @ A1 SIZE

LOT	ZONING CODE	LAND AREA
LOT 1 - No. 504	R60	622sqm
LOT 2 - No. 502	R60	478sqm
LOT 3 - No. 500	R60	516sqm
<b>TOTAL AREA</b>		<b>1616sqm</b>
Maximum Plot Ratio	0.7	1131.2sqm

LOT	ZONING CODE	LAND AREA
LOT 27 - No. 45	R40	214sqm
LOT 28 - No. 45	R40	214sqm
<b>TOTAL AREA</b>		<b>428sqm</b>
Maximum Plot Ratio	0.6	256.8sqm

**MIXED USE DEVELOPMENT - LOT 1 to 3 (No 500 to 504) FITZGERALD STREET & LOT 27 to 28 (No. 45) VENN STREET NORTH PERTH**



**PLOT RATIO AREAS**  
SCALE 1:200 @ A1 SIZE



DEVELOPMENT APPLICATION

PROJECT No. ST2017.4

JANUARY 2018

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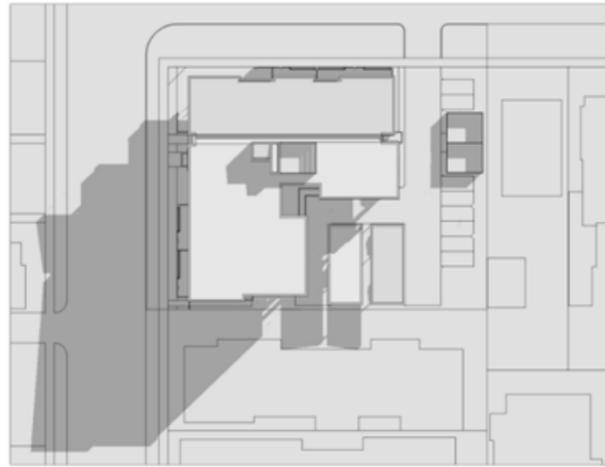
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**SHEET 11 of 15**

DEVELOPMENT  
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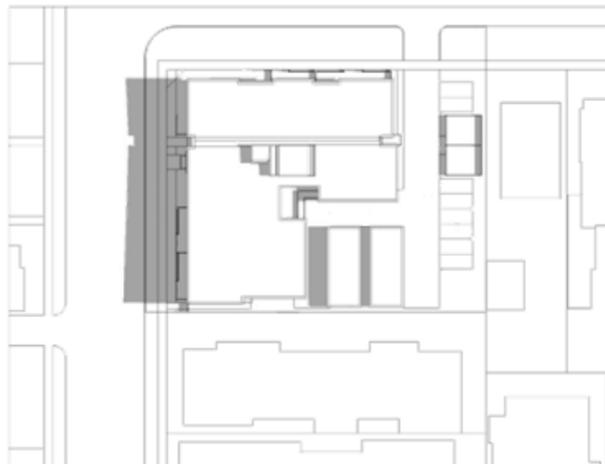
**SHADOW CAST 9AM - 21st JUNE**  
SCALE 1:500 @ A1 SIZE



**SHADOW CAST 12NOON - 21st JUNE**  
SCALE 1:500 @ A1 SIZE



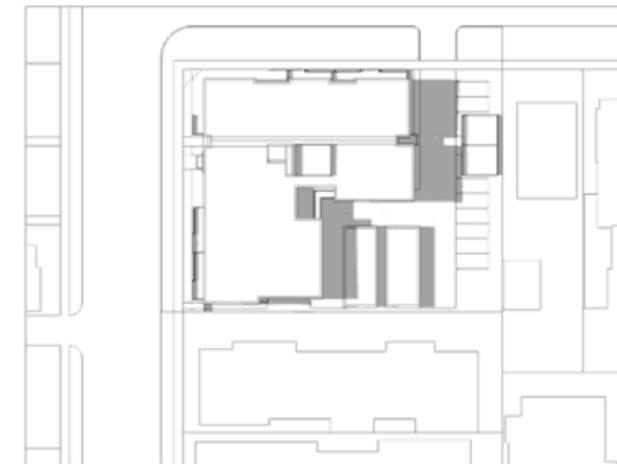
**SHADOW CAST 3PM - 21st JUNE**  
SCALE 1:500 @ A1 SIZE



**SHADOW CAST 9AM - 21st DECEMBER**  
SCALE 1:500 @ A1 SIZE



**SHADOW CAST 9AM - 21st DECEMBER**  
SCALE 1:500 @ A1 SIZE



**SHADOW CAST 9AM - 21st DECEMBER**  
SCALE 1:500 @ A1 SIZE

**MIXED USE DEVELOPMENT - LOT 1 to 3 (No 500 to 504) FITZGERALD STREET & LOT 27 to 28 (No. 45) VENN STREET NORTH PERTH**

DEVELOPMENT APPLICATION

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JANUARY 2018  
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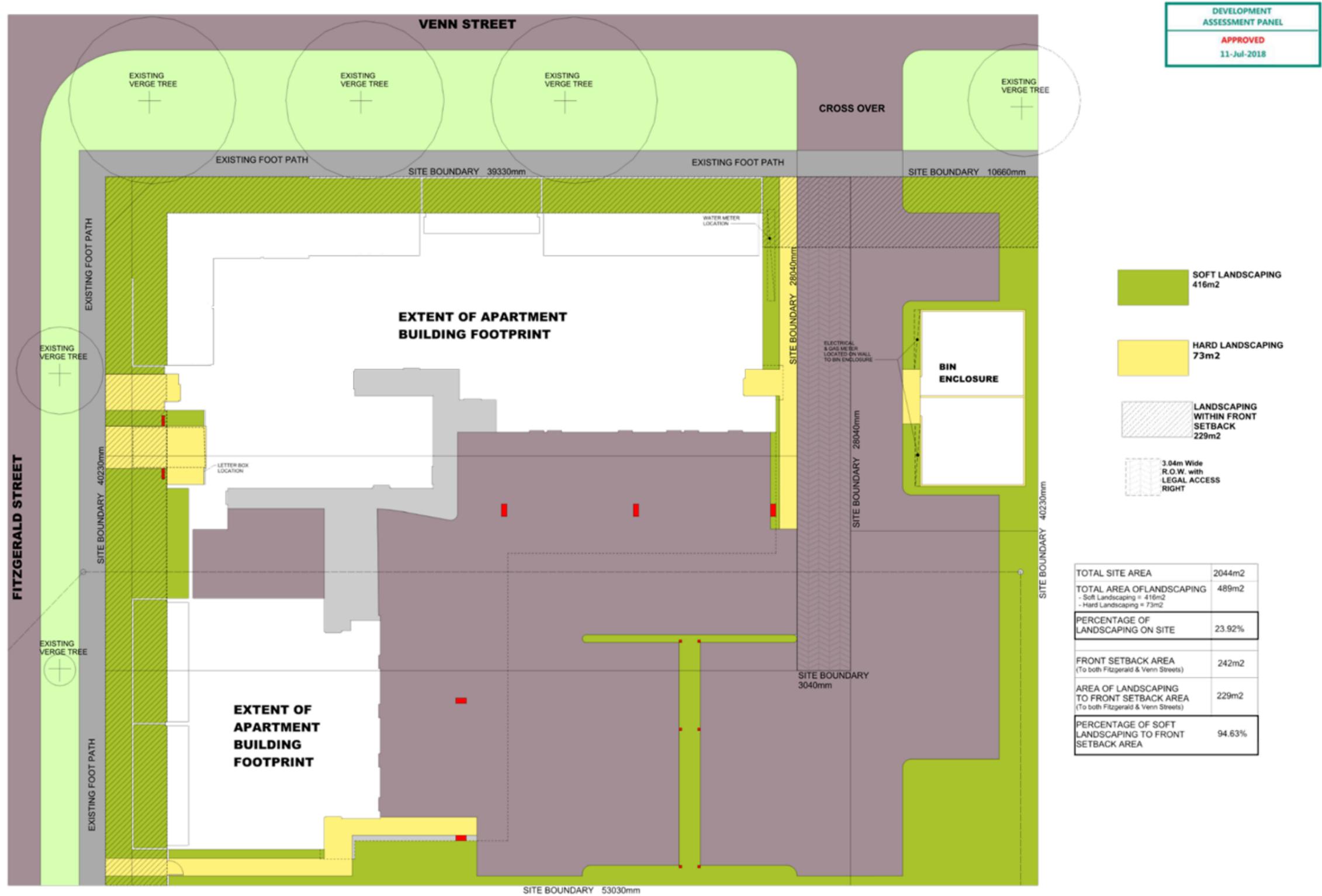
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 **SHADOW DIAGRAMS**  
SCALE 1:500 @ A1 SIZE

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DEVELOPMENT ASSESSMENT PANEL  
**APPROVED**  
 11-Jul-2018

- SOFT LANDSCAPING**  
416m<sup>2</sup>
- HARD LANDSCAPING**  
73m<sup>2</sup>
- LANDSCAPING WITHIN FRONT SETBACK**  
229m<sup>2</sup>
- 3.04m Wide R.O.W. with LEGAL ACCESS RIGHT**

TOTAL SITE AREA	2044m <sup>2</sup>
TOTAL AREA OF LANDSCAPING	489m <sup>2</sup>
- Soft Landscaping = 416m <sup>2</sup>	
- Hard Landscaping = 73m <sup>2</sup>	
PERCENTAGE OF LANDSCAPING ON SITE	23.92%
FRONT SETBACK AREA (To both Fitzgerald & Venn Streets)	242m <sup>2</sup>
AREA OF LANDSCAPING TO FRONT SETBACK AREA (To both Fitzgerald & Venn Streets)	229m <sup>2</sup>
PERCENTAGE OF SOFT LANDSCAPING TO FRONT SETBACK AREA	94.63%

**MIXED USE DEVELOPMENT - LOT 1 to 3 (No 500 to 504) FITZGERALD STREET & LOT 27 to 28 (No. 45) VENN STREET NORTH PERTH**

**LANDSCAPING EXTENT**  
 SCALE 1:100 @ A1 SIZE

DEVELOPMENT APPLICATION

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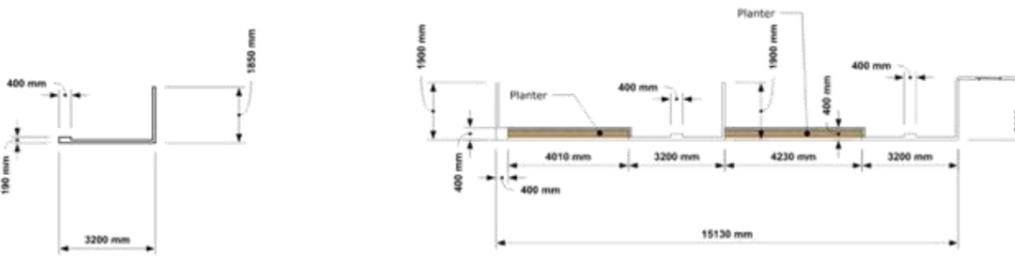
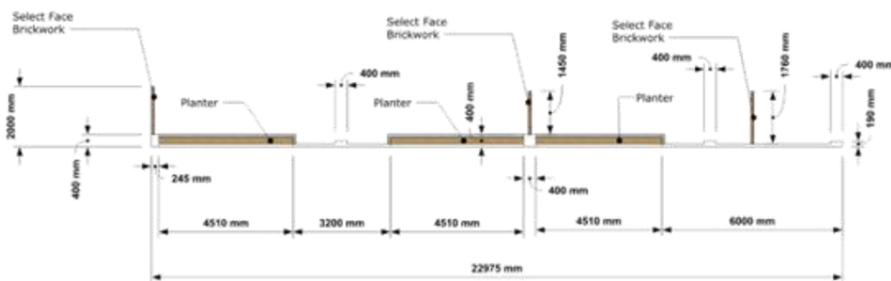
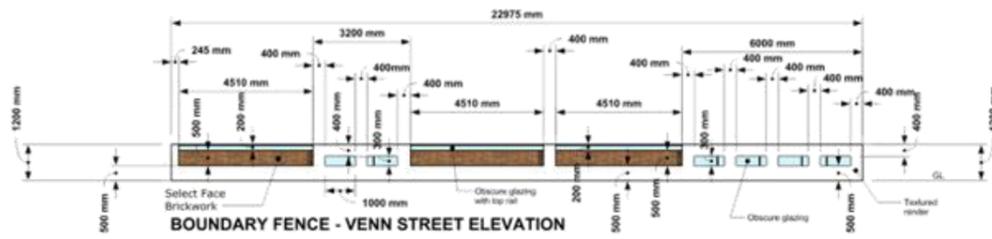
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11-Jul-2018



**MIXED USE DEVELOPMENT - LOT 1 to 3 (No 500 to 504) FITZGERALD STREET & LOT 27 to 28 (No. 45) VENN STREET NORTH PERTH**

**FRONT BOUNDARY FENCE**  
SCALE 1:100 @ A1 SIZE



DEVELOPMENT APPLICATION

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DEVELOPMENT  
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11-Jul-2018



VIEW FROM SOUTH WEST



VIEW FROM NORTH WEST



VIEW FROM NORTH EAST



VIEW FROM SOUTH EAST

**MIXED USE DEVELOPMENT - LOT 1 to 3 (No 500 to 504) FITZGERALD STREET & LOT 27 to 28 (No. 45) VENN STREET NORTH PERTH**

**PERSPECTIVE IMAGES**

DEVELOPMENT APPLICATION

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**Summary of Submissions:**

The tables below summarise the comments received during the advertising period of the proposal, together with the Applicant's response to each comment.

Comments Received in Objection:	Applicant Comment
<p><u>General</u></p> <ul style="list-style-type: none"> <li>• Concerns that the extension of evening trading hours not consistent with the surrounding residential context.</li>   <li>• Concerns relate to the historic pattern of the existing premises not operating in accordance with the previously approved operating hours and featuring live music and the risk of this being exacerbated by approval an extension of operating hours.</li>   <li>• Concerns relate to the existing premises not operating in accordance with the previously approved 32 person maximum with larger amounts of seating being placed internally and patrons sitting in the teacups.</li> </ul>	<ul style="list-style-type: none"> <li>• Trading hours have been altered to fit within the surrounding context. La Mortazza would only be open 16 times a month at night and closed by 9pm on those occasions. Accordingly, it is a small, neighbourhood premises that is not open every night (and late) like most other restaurants or small bar in the broader locality.</li>   <li>• No live music is contemplated, at least not on a regular, amplified or group/ensemble form. However, it would not be unreasonable, for example, on the odd occasion for an accordion player to play an improvised version of happy birthday. In such instances, the volume of music would be below that indicated in the acoustic report and the Venue Management Plan.</li>   <li>• Experience to date is that customers generally enjoy sitting inside in the colder months and during particularly hot days. Alfresco dining is preferred only in temperate, mild weather. No service is provided off-site, including the 'teacups' art installation seating area. Only customers sitting within the permitted seats are served. It is emphasised that more than 32 patrons cannot fit in the space, there are only 32 chairs provided.</li> </ul>
<p><u>Noise</u></p> <ul style="list-style-type: none"> <li>• Concerns relate to the ambient noise of the Small Bar at night to Venn Street impacting the amenity of residents.</li>   <li>• Concerns relate to the noise caused by patrons, and their vehicles leaving at night from Venn Street.</li> </ul>	<ul style="list-style-type: none"> <li>• The ambient noise of the premises is only within the interior of the premises and will be consistent with the requirements of the acoustic report and the venue management plan. The latest acoustic report has concluded that noise from the premises "is highly likely to be inaudible above the noise levels associated with Fitzgerald Street".</li>   <li>• Noise generated by patrons inside the cafe and outside in the alfresco is limited and can be managed by staff. Any vehicles leaving at night are expected to do so quietly to avoid disturbance and will be signposted as such within the car park.</li> </ul>

**Summary of Submissions:**

Comments Received in Objection:	Applicant Comment
<ul style="list-style-type: none"> <li>• Concerns regarding removal of waste (glass and bottles) upon closure of the Small Bar.</li>   <li>• Concerns regarding the ongoing and historic pattern of private waste collection prior to 7:00am.</li>   <li>• Concerns regarding the special events trading resulting in the premises operating late and creating noise late into the night.</li> </ul>	<ul style="list-style-type: none"> <li>• Glass bottles are recycled at the end of the usual day shift (3pm) and this occurs no later than 5pm. Glass bottles are removed from the site daily so that large quantities are not accumulated. Accordingly, there has been no early morning or late-night smashing glass noises.</li>   <li>• Waste collection has been completed in a professional manner through private rubbish collection services and the City’s disposal services once a week on a Thursday. Where possible, the private waste collection is requested after 7am but this beyond the control of the Applicants. Furthermore, the quantity of waste collected is relatively minor – 5 domestic bins, and therefore in indistinguishable from regular waste collection. The change to the operating hours has a negligible effect on waste collection.</li>   <li>• Special events will only occur up to 6 additional evenings. Trading will occur until 9pm to accommodate these special celebrations such as Christmas Eve, New Year’s Eve, Australia Day, where these and other occasions do not fall on Thursday, Friday or Saturday.</li> </ul>
<p><u>Car Parking</u></p> <ul style="list-style-type: none"> <li>• Concerns regarding the existing business not having sufficient parking to support the use.</li>   <li>• Concerns relate to an ongoing and historic pattern of patrons and delivery drivers disregarding parking restrictions on the verges of adjacent properties along Venn Street, despite operators encouraging legal parking.</li>   <li>• Concerns that the extension of operating hours will exacerbate the existing parking issues along Venn Street.</li> </ul>	<ul style="list-style-type: none"> <li>• The subject site is compliant with the City’s parking requirements. Parking at Woodville Reserve is suggested to regular patrons, in addition, patrons are encouraged to walk, cycle, ride-shire and use public transport.</li>   <li>• In acknowledging historic issue, the applicants prioritise and provide quick service to delivery drivers to facilitate fast turnaround times. At all times they are encouraged to utilise legal, signed parking areas along the street.</li>   <li>• Street parking is open to every resident and patron in the immediate surrounds. Competition for parking is acknowledged as an issue in many areas approaching the inner City. The premises has compliant on-site parking and is a small, locally focused premises, primarily for the benefit of the local community.</li> </ul>

**Summary of Submissions:**

Comments Received in Objection:	Applicant Comment
<ul style="list-style-type: none"> <li>Concerns relate to the premises parking bays being within an enclosed gate during the evenings.</li> </ul>	<ul style="list-style-type: none"> <li>Car park gates will remain open during operating hours.</li> </ul>
<p><u>Traffic &amp; Safety</u></p> <ul style="list-style-type: none"> <li>Concerns that the extension of operating hours will increase the traffic/congestion and danger to Venn Street and the already dangerous intersection at Venn Street and Fitzgerald Street.</li> </ul>	<ul style="list-style-type: none"> <li>The extended operating hours are not during peak travel periods on the local road network which are generally, weekday mornings and evenings, and not night-time hours. It is acknowledged that the Venn and Fitzgerald Streets intersection has always been busy but the degree of impacts as a result of the proposed change to operating hours is negligible.</li> </ul>
<p><u>Other Amenity Impacts</u></p> <ul style="list-style-type: none"> <li>Concerns that the increased traffic at night will result in headlights being shone into bedroom windows of adjacent properties.</li> <li>Concerns relate to rubbish being left on Venn Street which was not evident prior to the business operating on the subject site.</li> <li>Concerns regarding undesirable and anti-social behaviour of patrons, due to alcohol consumption, within close proximity of residential properties.</li> <li>Concern that one toilet would not be sufficient to service 32 people, specifically when alcohol is being served, resulting in patrons urinating in public, specifically after closure.</li> <li>Concerns regarding the smell caused by kitchen and its impact on neighbouring properties outdoor living areas.</li> </ul>	<ul style="list-style-type: none"> <li>No new carpark or crossover is being proposed as part of this application to increase operating hours 3 nights a week. Headlight glare would potentially be an existing issue for any vehicle manoeuvring within and leaving the carpark which principally remains for residents on-site.</li> <li>Appropriate waste management practices are in place and will remain so with the updated Venue Management Plan.</li> <li>The provision of alcohol is controlled, and all staff require a Responsible Service of Alcohol (RSA) certificate, and patrons are refused service if they are considered to display any undesirable behaviour, as identified in the Venue Management Plan. The venue fundamentally remains an eatery and cannot practically be used as a 'bar'.</li> <li>Alcohol has now been served on site for some time and this application is only for the extension of operating hours, usually 3 days a week. There have never been any issues with patrons urinating outside, this has never been reported and is not something considered to occur in the future as a result of this application.</li> <li>Noted. Whilst the odour produced from the kitchen is often noticeable, it is a pleasant scent typical of cafe operations. The Mediterranean menu is not dominated by fried food, intense and unusual spices, or other peculiar aromas which some may consider a nuisance.</li> </ul>

Note: Submissions are considered and assessed by issue rather than by individual submitter.

**Summary of Submissions:**

The tables below summarise the comments received during the advertising period of the proposal, together with the City's response to each comment.

Comments Received in Support:	Administration Comment:
<p><u>General</u></p> <ul style="list-style-type: none"> <li>• Support that the business provides an asset to the local community with a strong customer case within close walking distance.</li> <li>• Supportive that the small size, limited space and restricted patrons would only facilitate low scale/intensity use of the premises.</li> <li>• Existing evidence that licensed premises can operate within a residential context, such as North Perth Bowls Club.</li> <li>• Support that the proposed use is consistent with the Residential Zone Objectives, specifically providing a non-residential use that is compatible with the residential area.</li> <li>• Supportive that the proposed extension of hours will add to existing non-residential evening land uses within the immediate locality along Fitzgerald Street.</li> <li>• The proposed Small Bar use will complement the area and provide amenity for surrounding residents.</li> </ul>	<p>The submissions received in support are noted.</p>
Comments Received in Objection:	Administration Comment:
<p><u>General</u></p> <ul style="list-style-type: none"> <li>• Concerns regarding the floor plan demonstrating a minority of seating being internal, resulting in the majority of patrons seated outdoors.</li> </ul>	<ul style="list-style-type: none"> <li>• An updated Floor Plan demonstrates 12 indoor seats and 16 outdoor seats. Outdoor seating along the Venn Street frontage has been adjusted to position tables flush against the venue wall and windows as a noise mitigation measure. The updated Acoustic Assessment demonstrates compliance with the Noise Regulations, with predicted evening noise levels at least 9 dB below the permitted limit at the closest residence. All other surrounding dwellings are also compliant, with predicted levels up to 18 dB below the assigned limit. This margin, combined with the operational safeguards, ensures the proposal will not generate unreasonable noise or adversely affect the amenity of nearby residents from the outdoor dining.</li> </ul> <p>A condition of approval has been recommended, ensuring the business operates in accordance with the Venue Management Plan, Seating Plan and the recommendations of the updated Acoustic Report.</p>

**Summary of Submissions:**

Comments Received in Objection:	Administration Comment:
<ul style="list-style-type: none"> <li>• Concerns relate to the historic pattern of the existing premises not operating in accordance with the previously approved operating hours and featuring live music and the risk of this being exacerbated by approval an extension of operating hours.</li>   <li>• Concerns that the extension of evening trading hours not consistent with the surrounding residential context.</li>   <li>• Concerns relate to the existing premises not operating in accordance with the previously approved 32 person maximum with larger amounts of seating being placed internally and patrons sitting in the teacups.</li> </ul>	<ul style="list-style-type: none"> <li>• The City acknowledges the concerns raised regarding the historic operation of the premises. Compliance with previous approvals is a separate matter that is addressed through the City's compliance processes, and cannot be the determining factor in assessing the current application.  In assessing this proposal, the applicant has provided a revised Acoustic Assessment, Venue Management Plan (VMP) and Seating Plan, which introduce enforceable measures that clearly define how the premises will operate. These include restrictions on live music, limits on internal speakers, seated-only dining, and controls on waste and parking management. A condition of approval is recommended requiring the premises to operate strictly in accordance with these documents.  These measures ensure that the extended evening hours can be appropriately managed and provide greater certainty of compliance moving forward, mitigating the risk of adverse amenity impacts to surrounding residential properties.</li> <li>• The objectives of the Residential Zone do allow for non-residential uses where they are compatible with, and complementary to, residential development and where they enhance neighbourhood amenity.  In this case, the small scale of the premises (maximum of 32 patrons), its location adjoining Fitzgerald Street, and the introduction of enforceable management measures provide confidence that the use can operate compatibly within its residential setting. The revised Acoustic Assessment, Venue Management Plan (VMP) and Seating Plan demonstrate that the proposal can comply with the Environmental Protection (Noise) Regulations 1997 and be managed in a way that avoids unreasonable impacts.  On this basis, Administration considers that the extended evening trading hours are consistent with the intent of the planning framework and capable of operating without adverse effects on the residential character of the area.</li> <li>• The proposal does not seek to increase the maximum occupancy of the business. The business will continue to operate with no more than 32 persons in site at any one time, as per conditions of the previous approval.  The updated Venue Management Plan specifies that no table off-site service will be offered, specifically including the teacup art installation. Administration has recommended a condition of approval that would ensure operation in accordance with this Venue Management Plan.</li> </ul>

**Summary of Submissions:**

Comments Received in Objection:	Administration Comment:
<p><u>Noise</u></p> <ul style="list-style-type: none"> <li>Concerns relate to the ambient noise of the Small Bar at night to Venn Street impacting the amenity of residents.</li> <li>Concerns relate to the noise caused by patrons, and their vehicles leaving at night from Venn Street.</li> <li>Concerns in relation to the outdated Acoustic Report provided being prepared in 2016 which does not address the Small Bar component of the proposal and its impact to the surrounding residential properties.</li> <li>Concerns that the premises will not operate in accordance with the Management Plan in relation to closing doors when music is played.</li> <li>Concerns regarding removal of waste (glass and bottles) upon closure of the Small Bar.</li> <li>Concerns regarding the ongoing and historic pattern of private waste collection prior to 7:00am.</li> <li>Concerns regarding the special events trading resulting in the premises operating late and creating noise late into the night.</li> </ul>	<ul style="list-style-type: none"> <li>The revised Acoustic Assessment prepared by a qualified consultant has modelled anticipated evening patron noise, including alfresco areas, and confirms that predicted noise levels would comply with the Environmental Protection (Noise) Regulations 1997. Noise from the premises is expected to be lower than existing background traffic noise from Fitzgerald Street and therefore not introduce an unreasonable impact on surrounding residents.</li> </ul> <p>The VMP outlines measures to manage dispersal of patrons and associated vehicle movements, including signage, staff supervision and messaging to patrons to leave quietly and respect surrounding residents. These measures will be secured through a condition of approval requiring operation in accordance with the VMP.</p> <p>The applicant has provided a new Acoustic Assessment (August 2025) which specifically addresses the Restaurant/Café and Small Bar use, including the proposed extended operating hours. This updated report replaces earlier documentation and confirms compliance with the Noise Regulations.</p> <p>The revised VMP includes requirements to keep doors closed when music is played. This will form part of the approved management measures and be enforceable by condition, providing certainty around future operation.</p> <p>The VMP requires all glass and bottle disposal to occur during the day, avoiding noise impacts late at night. This measure is enforceable through the recommended conditions of approval.</p> <ul style="list-style-type: none"> <li>An existing condition of approval requires all waste collection to be limited to 7:00am to 2:00pm. The venue employs a private rubbish removal company to provide all rubbish collection and disposal services once a week. The applicant has requested the private rubbish company to ensure rubbish is collected in accordance with this condition.</li> </ul> <p>Collection times are regulated by the City's standard requirements. The VMP requires compliance with these requirements, and any breach would be managed through the City's compliance processes.</p> <ul style="list-style-type: none"> <li>The proposal allows up to six additional evenings per year (Sunday–Wednesday), with closing limited to 9:00pm. Operations would be identical to standard evening trading, with no increase in patron numbers or relaxation of noise controls. The revised Acoustic Assessment confirms compliance with the Noise Regulations, ensuring the premises would not generate noise late into the night.</li> </ul>

**Summary of Submissions:**

Comments Received in Objection:	Administration Comment:
<p><u>Car Parking</u></p> <ul style="list-style-type: none"> <li>Concerns regarding the existing business not having sufficient parking to support the use.</li> <li>Concerns relate to an ongoing and historic pattern of patrons and delivery drivers disregarding parking restrictions on the verges of adjacent properties along Venn Street, despite operators encouraging legal parking.</li> <li>Concerns that the extension of operating hours will exacerbate the existing parking issues along Venn Street.</li> <li>Concerns that the business is asking patrons to park at Woodville Reserve.</li> <li>Suggestion to upgrade the Cafes verge to include street parking.</li> <li>Concerns relate to the premises parking bays being within an enclosed gate during the evenings.</li> </ul>	<ul style="list-style-type: none"> <li>The application does not propose any changes to the provision of car parking for the development which complies with the City's Non-Residential Parking Policy and no discretion is being sought in relation to this element.</li> </ul> <p>The applicant has sought to respond to community concerns regarding street parking and the utilisation of the on-site car parking bays for the development by updating existing wayfinding/directional signage and including additional internal sign to:</p> <ul style="list-style-type: none"> <li>to encourage public transport, cycling, or taxis and ride sharing options;</li> <li>requesting off street parking bays are utilised where available;</li> <li>on-street parking is done in accordance with the parking restrictions; and</li> <li>encourage patrons to be quiet and respectful outside of the venue.</li> </ul> <p>The proposed signage would improve wayfinding and assist in increasing legibility access to the existing car parking onsite and legal parking.</p> <ul style="list-style-type: none"> <li>In accordance with the original 12 December 2023 approval, a condition of approval was included to ensure the vehicle access gate remained open during the operating and delivery hours of the tenancy. The condition would still apply ensuring the bays are available during the evening period.</li> </ul>
<p><u>Traffic &amp; Safety</u></p> <ul style="list-style-type: none"> <li>Concerns that the extension of operating hours will increase the traffic/congestion and danger to Venn Street and the already dangerous intersection at Venn Street and Fitzgerald Street.</li> <li>Concerns in relation to the business advertising and providing kerb-side pickup for customers causing traffic.</li> </ul>	<ul style="list-style-type: none"> <li>As detailed above, the application does not propose any changes to the previously approved occupancy numbers or the provision of car parking for the development, which complies with the City's Non-Residential Parking Policy. On this basis, the development provides for sufficient parking on-site.</li> </ul>

**Summary of Submissions:**

Comments Received in Objection:	Administration Comment:
<p><u>Other Amenity Impacts</u></p> <ul style="list-style-type: none"> <li>Concerns that the increased traffic at night will result in headlights being shone into bedroom windows of adjacent properties.</li> <li>Concerns relate to rubbish being left on Venn Street which was not evident prior to the business operating on the subject site.</li> <li>Concerns regarding undesirable and anti-social behaviour of patrons, due to alcohol consumption, within close proximity of residential properties.</li> <li>Concern that one toilet would not be sufficient to service 32 people, specifically when alcohol is being served, resulting in patrons urinating in public, specifically after closure.</li> <li>Concerns regarding the smell caused by kitchen and its impact on neighbouring properties outdoor living areas.</li> </ul>	<ul style="list-style-type: none"> <li>The access and exit points are as existing. The increase in activity is limited to the eight commercial bays, representing a minor change in overall use. Any potential headlight glare is expected to be comparable to what neighbouring residents already experience when residents leave the subject site at night. Given the limited scale of the increase and the retention of existing access arrangements, the overall impact on surrounding residents is not considered to unduly impact the neighbouring properties.</li> <li>In accordance with the original 12 December 2023 approval, a condition of approval was included to the premises operates in accordance with an approved Waste Management Plan (WMP). The WMP ensures that all rubbish generated by the premises is contained and appropriately disposed of. The proposed extended operating hours would result in an increase in litter on Venn Street, and the management measures in place are appropriate to maintain the cleanliness of the surrounding area.</li> <li>Given the scale and nature of the business, the venue primarily operates as a Restaurant/Café, with alcohol service being ancillary to food service. The premises are subject to the Responsible Service of Alcohol (RSA) requirements. The revised VMP states that a trained Duty Manager will be present at all times, staff are certified in the responsible service of alcohol, and patrons displaying inappropriate behaviour will be managed promptly and respectfully. These measures are sufficient to ensure that the venue can operate without adversely impacting the surrounding residential amenity.</li> <li>The business has two toilets within, which is sufficient to service the approved occupancy of 32 persons onsite in accordance with National Construction Code requirements. There is no change to occupancy numbers as part of this application.</li> <li>The proposal relates solely to the extension of operating hours. The scale and type of kitchen activities during the day are not changing and no additional odours are expected as a result of the extended evening operation. Standard kitchen ventilation and maintenance practices are to continue to minimise any potential impacts on neighbouring properties and their outdoor living areas.</li> </ul>

Note: Submissions are considered and assessed by issue rather than by individual submitter.

**Clause 67 – Matters to be Considered Assessment**

<b>Clause 67 – Matters to be Considered</b>	
<b>Matter</b>	<b>Administration Comment</b>
<p>a) The aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area.</p>	<p>Local Planning Scheme No. 2 (LPS2) contains broad aims that apply across the Scheme area, in addition to the more specific objectives of the Residential zone. The relevant aims applicable to this proposal include:</p> <p>(a) <i>to cater for the diversity of demands, interests and lifestyles by facilitating and encouraging the provision of a wide range of choices in housing, business, employment, education, leisure, transport and access opportunities</i> – The proposed extension of evening operating hours would contribute to the diversity of business activity within the immediate area. The proposal is compatible with the existing context, supported by the revised Acoustic Report, Venue Management Plan (VMP) and Seating Plan which demonstrate how the use can be appropriately managed. Noise levels anticipated at nearby sensitive receivers remain below the prescribed limits, ensuring that the Small Bar component would not result in impacts inconsistent with the surrounding residential environment.</p> <p>(b) <i>to protect and enhance the health, safety and general welfare of the City’s inhabitants and the social, environmental and cultural environment</i> – The proposal would comply with the <i>Environmental Protection (Noise) Regulations 1997</i> during the evening period. The Acoustic Assessment confirms that noise generated by the venue would be lower than the background traffic noise along Fitzgerald Street. As such, the extended hours would not result in unreasonable impacts on adjoining or upper-level residential uses.</p> <p>(c) <i>to ensure that the use and development of land is managed in an effective and efficient manner within a flexible framework which –</i>                      (i) <i>recognises the individual character and needs of the five community precincts within the Scheme area; and</i>                      (ii) <i>can respond readily to change;</i>                      – The revised Acoustic Assessment, VMP and Seating Plan set out clear management measures to ensure the proposal can operate without adversely impacting the amenity of surrounding residential properties. These include controls on patron behaviour, noise levels, seating arrangements and music restrictions. Together, these measures demonstrate that the venue can be managed effectively within its residential context, maintaining the established character of the area while responding to evolving community demand.</p> <p>(d) <i>Promote the development of a sense of local community</i> – The proposal provides an additional evening option for residents and visitors. The extended hours also support local employment and service opportunities. Further consideration of amenity impacts in relation to the residential context is provided in the Comments section of the Officer Report.</p>
<p>b) The requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> or any other proposed planning instrument that the local government is seriously considering adopting or approving.</p>	<p>Orderly and proper planning requires the consideration of whether an application is consistent with the objectives of LPS2 and relevant planning policies.</p> <p>The suitability of the proposed development as assessed against the relevant LPS2 objectives, the City’s local planning framework, and the impact of the proposal on the local amenity is discussed in the Comments section of the Officer Report.</p> <p>There are no draft planning instruments relevant to this application.</p>

Clause 67 – Matters to be Considered	
Matter	Administration Comment
(fa) A local planning strategy for this Scheme endorsed by the Commission.	<p>The City's Local Planning Strategy was endorsed by the WAPC on 8 November 2016. The City's Local Planning Strategy identifies the subject site and surrounding properties as falling within a Medium Density Residential area.</p> <p>The subject site is zoned Residential R40 and R60-R100 under LPS2 and an assessment of the impact on residential amenity is discussed further in the Comments section of the Officer Report.</p>
(g) Any local planning policy for the Scheme area.	<p>An assessment has been undertaken against all relevant local planning policies, including the City's Licenced Premises Policy and Sound Attenuation Policy.</p> <p>The proposal complies with the Licenced Premises Policy and Sound Attenuation Policy. This is discussed further in the Comments section of the Officer Report.</p>
(m) The compatibility of the development with its setting including – (i) The compatibility of the development with the desired future character of its setting. (ii) The relationship of the development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development.	<p>The proposed extension of operating hours is compatible with the setting, having regard to the management measures put in place to mitigate impacts on surrounding residential properties.</p> <p>The applicant has provided a revised Acoustic Assessment which identifies tangible noise controls, including seated-only dining, background music restrictions and speaker placement, to ensure compliance with the <i>Environmental Protection (Noise) Regulations 1997</i>.</p> <p>These measures are supplemented by a revised Venue Management Plan and Seating Plan, which outline how the premises will be operated to minimise off-site impacts. Together, these documents demonstrate that the venue can continue to operate at a low scale, with a maximum of 32 patrons, without adversely affecting the character of the locality or the amenity of adjoining residential uses.</p>
(n) The amenity of the locality including the following – (i) environmental impacts of the development; (ii) the character of the locality; (iii) social impacts of the development.	<p>This is detailed further in the Comments section of the Officer report.</p>
(w) the history of the site where the development is to be located.	<p>A Restaurant/Café and Small Bar has operated at the subject site since August 2022 under approval for daytime trading only, with closing required at 5:00pm. The current application does not seek to change the approved land use but to extend trading into the evening. In considering the site's history, the decision-maker is to note that the use is already established and has operated at a low scale, with the key question being whether the extended hours can be managed to protect the amenity of surrounding residential properties.</p> <p>This is detailed further in the Comments section of the Officer report.</p>
(y) Any submissions received on the application.	<p>The key matters raised in the submissions that are relevant planning considerations in the assessment of the proposal are addressed in this report, and a summary of all submissions received is included as <b>Attachment 9</b> with responses by the Administration.</p> <p>The total number of submissions received for/against the proposal alone is not a valid reason for the application to be approved/refused.</p> <p>Submissions received from the community have raised concerns regarding the potential noise impacts and loss of amenity resulting from the proposed extension of operating hours. The objections highlight that extending operations into the evening would negatively affect surrounding residential properties.</p> <p>These concerns have been considered in the context of the proposed intensification of the use within the Officer Report.</p>

**Determination Advice Notes:**

1. This is a development approval issued under the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme only. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/owner to obtain any other necessary approvals and to commence and carry out development in accordance with all other laws.
2. If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.
3. Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.
4. If the applicant or owner is aggrieved by this determination, there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14.
5. This approval is not an authority to ignore any constraint to development on the land, which may exist through statute, regulation, contract or on title, such as an easement or restrictive covenant. It is the responsibility of the applicant and not the City to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the City's attention.
6. The development will be classified as a 'Public Building' and must comply with the *Health (Public Buildings) Regulations 1992*. An application is to be made to the City's Health Services for the assessment of the public building and maximum accommodation numbers prior to occupation of the premises. Please contact Health Services on (08) 9273 6000 upon receipt of this approval to discuss the requirements further with an Environmental Health Officer.
7. The food business must comply with the *Food Act 2008*, *Food Regulations 2009* and the Australia New Zealand Food Standards Code. The applicant must register with the City's Health Services prior to operation of the food business. Please contact Health Services on 9273 6000 to discuss the requirements further with an Environmental Health Officer.
8. The hours in which the sale, supply and consumption of alcohol may be undertaken are restricted by the *Liquor Control Act 1988*.
9. Any noise created at the premises must ensure compliance with the provisions within the *Environmental Protection (Noise) Regulations 1997*.
10. The short-term bicycle bays in the Venn Street verge are to be provided immediately adjacent to the footpath, and to the west of the power pole located in the verge with a 1.0 metre clearance from this. The bicycle bays are to be provided in accordance with a CBR5B bicycle rack specification from the City's supplier, unless otherwise approved by the City.

**5.2 NO. 5-11 (LOT: 50; D/P: 86336) HOWLETT STREET, NORTH PERTH - CHANGE OF USE FROM OFFICE AND WAREHOUSE TO INDUSTRY - LIGHT AND TRADE DISPLAY**

**Ward:** South

- Attachments:**
1. Consultation and Location Plan [↓](#) 
  2. Development Application Plans [↓](#) 
  3. Applicants Justification [↓](#) 
  4. Operational Management Plan [↓](#) 
  5. Acoustic Report [↓](#) 
  6. Traffic Impact Statement [↓](#) 
  7. Waste Management Plan [↓](#) 
  8. Summary of Submissions - Administrations Response [↓](#) 
  9. Summary of Submissions - Applicants Response [↓](#) 
  10. Clause 67 Assessment [↓](#) 
  11. Surrounding Area Analysis [↓](#) 
  12. Determination Advice Notes [↓](#) 

**RECOMMENDATION:**

That Council, in accordance with the provisions of the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme, **APPROVES** the application for a proposed Change of Use from Office and Warehouse to Industry – Light and Trade Display at No. 5-11 (Lot: 50; D/P: 86336) Howlett Street, North Perth in accordance with the plans provided in Attachment 2, subject to the following conditions with the associated determination advice notes in Attachment 12:

**1. Development Approval**

This approval relates to a Change of Use from Office and Warehouse to Industry – Light and Trade Display as shown on the approved plans dated 16 September 2025. No other development forms part of this approval;

**2. Use of Premises**

**2.1** The hours of operation shall be limited to the following:

- Industry – Light: 7:00am to 3:00pm, Monday to Friday; and
- Trade Display: 9:00am to 2:00pm, Monday to Friday;

**2.2** A maximum of ten (10) staff members shall be permitted on the premises at any one time, to the satisfaction of the City; and

**2.3** No more than two (2) visitor groups shall be permitted on the premises at any one time;

**3. Acoustic Report and Noise Management**

**3.1** Prior to lodgement of a Building Permit, the Acoustic Report prepared by SLR Consulting Australia Pty Ltd (13 August 2025) shall be updated to model noise emissions from the final plant, mechanical equipment and other noise-generating noise sources to be installed as part of the development. The updated report shall demonstrate that noise levels will comply with the assigned levels under the *Environmental Protection (Noise) Regulations 1997* at all times, to the satisfaction of the City; and

**3.2** The development shall be designed, constructed, and operated in accordance with the recommendations, operational measures, and construction specifications contained in the approved Acoustic Report (SLR Consulting Australia Pty Ltd, 13 August 2025), as updated under Condition 3.1, to the satisfaction of the City;

Prior to occupation or use of the development, certification shall be provided by a suitably qualified acoustic consultant confirming that all recommended measures have

been implemented. The approved acoustic measures shall be maintained thereafter, to the satisfaction of the City;

**4. Operational Management**

The development shall operate in accordance with the approved Operational Management Plan dated 16 September 2025 at all times, to the satisfaction of the City;

**5. Signage**

All signage is to be in strict accordance with the City's Local Planning Policy: Signs and Advertising, unless further development approval is obtained;

**6. External Fixtures**

All external fixtures and building plant, including extraction fans, air-conditioning units, ducting, piping and water tanks, must be located and designed to minimise visual and noise impacts on surrounding properties. Such fixtures are to be screened from view of the street and adjoining properties to the satisfaction of the City;

**7. Servicing and Deliveries**

**7.1 The approved Waste Management Plan dated 16 September 2025 shall be implemented at all times, to the satisfaction of the City. Any changes to the approved Waste Management Plan shall be incorporated into an updated Waste Management Plan to be submitted to and approved by the City; and**

**7.2 Incoming and outgoing deliveries shall occur between 7:00am and 3:00pm Monday to Friday only; and**

**8. Parking and Access**

**8.1 Prior to occupation or use of the development, twelve (12) off-street parking bays shall be provided in the locations shown on the approved plans, to the satisfaction of the City. Car parking and access areas associated shall be sealed, drained, and paved, and are to comply with the requirements of Australian Standard 2890.1, to the satisfaction of the City; and**

**8.2 Prior to occupation or use of the development, a minimum of four (4) onsite bicycle spaces shall be provided and designed in accordance with the approved plans and shall comply with AS2890.3, to the satisfaction of the City.**

**EXECUTIVE SUMMARY:**

The purpose of this report is to consider an application for a Change of Use from Office and Warehouse to Industry – Light and Trade Display at 5-11 Howlett Street, North Perth (the subject site).

The subject site is zoned Commercial under the City's Local Planning Scheme No. 2 (LPS2). The site presents as a two-storey commercial building to Howlett Street.

The application proposes to use the existing commercial building for a small-scale manufacturing operation producing handmade bathroom baths and basins. The proposal also includes a showroom component to display the finished products, with incidental office spaces and staff amenities.

The proposed Industry – Light would operate between 7:00am to 3:00pm, Monday to Friday with a maximum of 10 staff. The Trade – Display (showroom) would operate from 10:00am – 2:00pm with a maximum of three customers being on the site at any one time. To allow for this to occur, the application proposes 12 car parking bays, utilising the existing car parking space to the east of the subject site.

There are no external works proposed as part of this application, with all work being contained internally for the purpose of converting the building to become suitable for manufacturing operations.

The key areas of discretion being sought under the planning framework relate to the land use acceptability, and the provision of car and bicycle parking spaces.

The applicant has provided an Operational Management Plan (OMP), which includes specific measures on how the land use would operate. The applicant's OMP demonstrates that the land use could be appropriately managed, ensuring that the onsite use would not unduly impact the amenity of the area.

All manufacturing activities would occur indoors, with noise-generating processes confined to internal sound-insulated rooms. External doors are to remain closed during operations. Dust and odour would be managed through fully filtered extraction systems, ensuring emissions are effectively controlled and any undue impacts on surrounding commercial and residential properties are minimised.

All manufacturing activities would occur indoors, with noise-generating processes confined to internal sound-insulated rooms. External doors are to remain closed during operations. Dust and odour would be managed through filtered extraction systems, ensuring emissions are effectively controlled and potential amenity impacts are minimised.

These measures are particularly important given the proximity of sensitive noise receptors, being nearby residential properties, and provide confidence that the land use is compatible with its context and could operate without generating unreasonable impacts on surrounding amenity.

The applicant submitted an acoustic report that confirm that noise levels generated from the land use operations during the proposed operating hours would comply with the relevant assigned noise levels under the *Environmental Protection (Noise) Regulations 1997*.

The proposed development is acceptable as considered against the planning framework and is recommended for approval subject to conditions.

#### **PROPOSAL:**

The application proposes to change the use of the subject site from Office and Warehouse to Industry – Light and Trade Display. A location plan is included as **Attachment 1**.

The proposal involves the establishment of a manufacturing business specialising in the production of handmade concrete products, including baths and basins. In addition to the manufacturing operations, the development incorporates a showroom (Trade Display) to exhibit finished products to customers, complemented by an ancillary office space and staff amenities to support the day-to-day functions of the business.

The integration of the office and showroom components means the proposal does not present as a typical industrial operation, but rather as a boutique-style business with both production and customer-facing elements operating within the same premises.

The subject site contains a vacant two-storey commercial building. No external works are proposed as part of this application, meaning the existing building form and presentation to the streetscape would remain unchanged. Internal modifications are proposed to adapt the ground floor for manufacturing and storage purposes, with the upper floor to be used for a showroom, office space, and staff amenities.

The internal modifications to the manufacturing component of the business include the construction of new enclosed rooms and the installation of uninsulated roof sheeting to the factory areas.

All manufacturing activities would be contained within the existing building footprint, with deliveries and associated vehicle movements restricted to the eastern car park, as well as via the roller door fronting Howlett Street to the north-west of the site. There is no vehicle access proposed to or from the rear Right of Way (ROW).

Key operational details are as follows:

- **Operating hours for manufacturing:** 7:00am to 3:00pm, Monday to Friday.
- **Staffing:** Maximum of 10 full-time employees on site at any one time.
- **Showroom Customer visits:** Up to two to three client visits per day by appointment between 9:00am-2:00pm.

- **Deliveries:** Incoming deliveries would occur twice weekly at 9:00am. Delivery trucks would access the site via the eastern car park, entered from Howlett Street, and unload goods through the roller door located on the building's eastern elevation. Each delivery would be completed within about 20 minutes.
- **Dispatch:** Outgoing deliveries would occur daily between 2:00pm and 3:00pm via the roller door to the west of the Howlett Street façade.
- **Operations:** All manufacturing activities are undertaken indoors and include:
  - Preparation of concrete moulds, mixing, pouring, demoulding, grinding and finishing.
  - Grinding processes carried out within an internal purpose-built room.
  - Dust captured through fully filtered extraction systems, with collected material disposed of as solid waste via the site's private waste contractor, supported by daily cleaning.
  - The use does not involve hazardous chemicals.
- **Waste management:** Waste would be collected twice weekly by a private contractor during operating hours. The bins would be collected onsite with trucks accessing the site via the eastern car park, entered from Howlett Street.
- **Dust and Odour Management:** Dust and odour would be managed by a filtered extraction system, with dust being vacuumed daily. The vacuumed bag would then be disposed of in the sites general waste bin. The control of dust and odours would be subject to compliance with the City's Health Local Law 2004.

The proposed development plans are included at **Attachment 2**. No elevation plans were submitted as the proposal does not include external modifications. The applicant's supporting Written Justification, OMP, Acoustic Report, Traffic Impact Statement, and Waste Management Plan have been included as **Attachment 3, 4, 5, 6, and 7** respectively.

#### Delegation to Determine Applications:

The matter is being referred to Council for determination in accordance with the City's Register of Delegations, Authorisations and Appointments.

This is because the delegation does not extend to applications for development approval that that received more than five objections during community consultation. The proposal received 11 objections during community consultation.

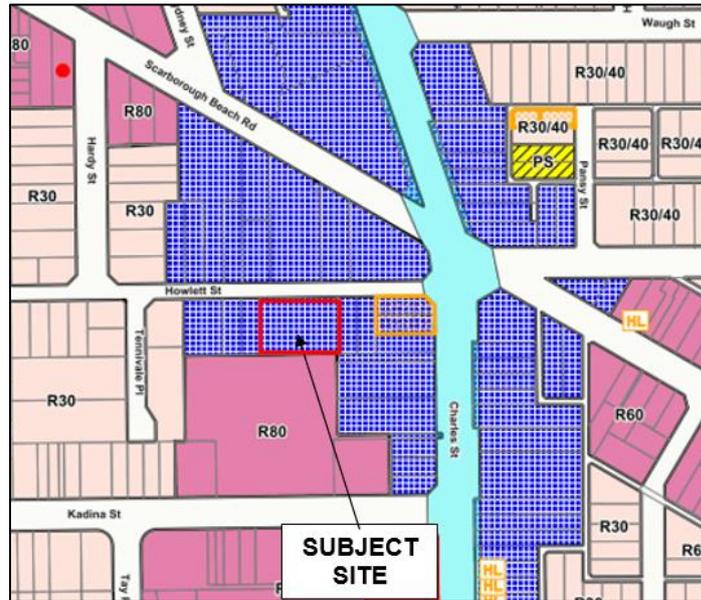
#### BACKGROUND:

<b>Landowner:</b>	Springfield Farm Estate Pty Ltd
<b>Applicant:</b>	Taylor Burrell Barnett
<b>Client:</b>	Nood Co. Concrete
<b>Date of Application:</b>	30 May 2025
<b>Zoning:</b>	MRS: Urban LPS2: Zone: Commercial
<b>Built Form Area:</b>	Mixed Use Area
<b>Existing Land Use:</b>	Warehouse and Office
<b>Proposed Use Class:</b>	Industry – Light and Trade Display
<b>Lot Area:</b>	1768m <sup>2</sup>
<b>ROW:</b>	Yes – South
<b>Heritage List:</b>	No

#### Site and Planning Context

The subject site is located on the southern side of Howlett Street, bound by commercial properties to the west and east, and a three-storey apartment complex to the south. Opposite the site, on the northern side of Howlett Street, includes a three-storey commercial building and a Single House.

The subject site and surrounding properties to the north, east, and west are zoned Commercial under LPS2. The property to the south of the subject site is zoned Mixed Use R80.



**Figure 1 – Zoning context of subject site**

The site accommodates a two-storey commercial building fronting Howlett Street. A 12-bay car park is located to the east of the site, with the building occupying the remainder of the lot.

The primary entrances into the building include:

- A reception entrance fronting Howlett Street;
- An outgoing delivery roller door and an adjoining door also fronting Howlett Street; and
- An incoming delivery roller door accessed via the car parking area.

The ground floor of the existing building includes storage rooms, a vehicle loading area, staff amenities, high-speed cash counting rooms, a vault, and supporting facilities.

The existing upper floor contains office space, additional staff amenities, and a gun shooting gallery accessed by a spiral staircase at the rear.

The rear (southern) elevation of the building comprises a solid blank wall, with a single window provided to the existing and proposed lunchroom space.

A ROW is located to the rear of the site, within private ownership (No. 8 Kadina Street). While the subject site benefits from a legal access easement over this laneway, it is not currently utilised for access due to a fence restricting vehicle entry.

### History of the Site

The City's records show that approval was granted in 1983 for the site to be constructed and operate as an Armoured Car Depot and Cash Centre.

Since then, the premises has primarily been occupied by cash-handling and security businesses, including Chubb Security and Prosegur. Reflecting its former use, the building's walls were constructed with insulation and security infrastructure to safeguard stored cash and valuables.

While the proposed change of use would replace the former security-related operations, much of the internal wall structure would remain. Modifications are proposed to reconfigure sections of the internal layout to accommodate the manufacturing, showroom and office functions associated with the proposed land use.

### Surrounding Context

The site forms part of a broader Commercial zoned precinct centred around the Charles Street, Angove Street and Scarborough Beach Road intersection, which accommodates a variety of commercial land uses in

differing scales and intensities. This precinct provides an active commercial focus before gradually transitioning east and south into mixed use and residential zoned areas.

The attached site context analysis and photographs included as **Attachment 11** highlight the subject site's relationship to surrounding commercial and residential development.

#### *Immediate Surrounding Context*

A detailed analysis of the adjoining properties has been undertaken and is summarised as follows:

- No. 1-3 Howlett Street – A single-storey commercial building immediately east of the subject site. The building is constructed up to the shared boundary, with a boundary wall extending 28 metres of the 36.2-metre boundary. This wall directly interfaces with the subject site's car parking and delivery area.
- No. 8 Howlett Street – A three-storey commercial building located north of the subject site, across Howlett Street, used as Offices.
- No. 10 Howlett Street – A two-storey Single House located north-west of the subject site, across Howlett Street, comprising:
  - Two vehicle access points to Howlett Street, with the eastern access point directly opposite the subject site's outgoing delivery point.
  - A verandah orientated towards Howlett Street, setback 12 metres from the street boundary.
  - A primary garden area to the north (rear), separated from Howlett Street by the dwelling.
- No. 13 Howlett Street – A two-storey commercial building immediately west of the subject site. The property operates as the shop and warehouse for Continental Food and Wine Wholesalers and includes:
  - Buildings constructed to both side boundaries, including the shared boundary with the subject site, with a boundary wall spanning the full length of the lot.
  - A loading and delivery area along Howlett Street involving truck and forklift movements.
  - Operating hours of 8:00am to 5:00pm, Monday to Friday.
- No. 1-62/8 Kadina Street – A four-storey apartment complex located immediately south of the subject site. The ground floor comprises garages with no major openings. The upper floors contain apartments with major openings orientated towards the subject site, separated from it by a 5.5-metre-wide private ROW.
- Nos. 1-12/333 Charles Street – A three-storey mixed use development located adjacent to the subject site. The ground floor presents a largely blank façade with parking located behind. Apartments are provided on the first and second floors, with major openings and balconies orientated towards the private ROW.
- No. 5 Scarborough Beach Road – A car park north of the subject site, on the opposite side of Howlett Street. A commercial development is located to the north of the car park.

#### *Broader Surrounding Context*

The wider area contains a mix of residential and commercial land uses. The site is located approximately 60 metres west of Charles Street, which is a Primary Distributor Road carrying high traffic volumes.

To the east, towards Hardy Street and Tennivale Place, the area transitions to a mix of commercial and residential uses. As shown in **Figure 1**, the subject site is located within a transitional area, primarily adjoining commercial properties, with low-density residential dwellings to the north of Howlett Street and higher-density residential development to the south.

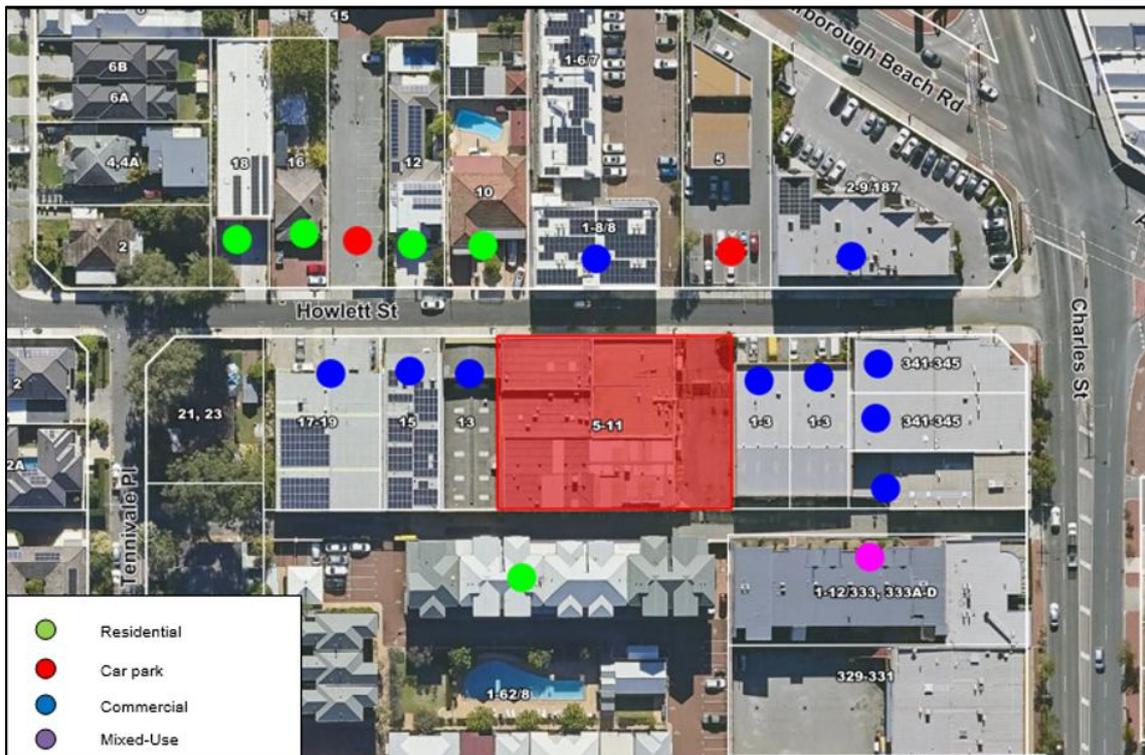


Figure 2: Land use context of the subject site

**DETAILS:**

**Summary Assessment**

The table below summarises the planning assessment of the proposal against the planning provisions of the LPS2, Local Planning Policy – Non-Residential Parking (Non-Residential Parking Policy), and Policy No. 7.5.21 – Sound Attenuation (Sound Attenuation Policy). In each instance where the proposal requires the discretion of Council, the relevant planning element is discussed in the Detailed Assessment section following from this table.

Planning Element	Use Permissibility/ Deemed-to-Comply	Requires the Discretion of Council
Land Use		✓
Car Parking		✓
Bicycle Parking		✓
Sound Attenuation Policy	✓	

**Detailed Assessment**

The elements that require the discretion of Council are as follows:

Land Use	
Deemed-to-Comply Standard	Proposal
LPS – Zoning Table  'P' use.	<u>Commercial Zone:</u> Industry – Light: 'A' Use ( <i>discretionary, subject to advertising</i> )  <i>Note - 'Trade Display' is a 'P' land use within the Commercial Zone, meaning it is permitted and does not require discretion.</i>
Car and Bicycle Parking	
Deemed-to-Comply Standard	Proposal

<p><b>Non-Residential Development Parking Policy</b></p> <p><i>Car Parking</i> 24 bays based on the net lettable area of the site.</p> <p><i>Bicycle Parking</i> 3 short-term and 13 long-term bicycle parking spaces</p>	<p>12 parking bays provided</p> <p>Nil short-term and 4 long-term bicycle parking spaces provided.</p>
---	--

### Planning and Development (Local Planning Schemes) Regulations 2015

In accordance with Clause 67(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* (Planning Regulations) and in determining a development application, Council is to have due regard to a range of matters to the extent that these are relevant to the development application. Administration's response to each matter requiring consideration is listed in the table contained in **Attachment 10**.

### LPS2

In considering the appropriateness of the use, Council is required to consider the objectives of the Commercial zone under the LPS2, as follows:

- *To facilitate a wide range of compatible commercial uses that support sustainable economic development within the City.*
- *To ensure development design incorporates sustainability principles, with particular regard to waste management and recycling and including but not limited to solar passive design, energy efficiency and water conservation.*
- *To maintain compatibility with the general streetscape, for all new buildings in terms of scale, height, style, materials, street alignment and design of facades.*
- *To ensure that development is not detrimental to the amenity of adjoining owners or residential properties in the locality*

### **CONSULTATION/ADVERTISING:**

The first round of community consultation was undertaken in accordance with the Planning Regulations for a period of 14 days from 14 July 2025 to 28 July 2025. The method of consultation included a notice on the City's website, the erection of a sign on site and 122 letters being mailed to all the owners and occupiers of the adjoining properties (as shown in **Attachment 1**) in accordance with the City's Community and Stakeholder Engagement Policy.

During this consultation period, the City received a total of 13 submissions comprising:

- 11 objections (including five proforma submissions and six individually written letters);
- 1 submission of support; and
- 1 submission that neither supported nor objected to the proposal but provided comments.

A proforma submission is a pre-prepared template letter provided to community members, which they may sign and submit to express their objection.

The number of submissions received during the consultation period is not, in itself, a relevant planning consideration. The decision-maker is instead required to focus on the substance of the matters raised. These are summarised below.

The submission received in support of the proposal provided comment that the business would positively contribute to the street.

The key concerns that were raised in the submissions are summarised as follows:

- Concerns regarding manufacturing and delivery noise impacting the surrounding area.
- Concerns of surrounding properties and residents being exposed to hazardous materials.
- Concerns regarding waste disposal and drainage being managed improperly.
- Traffic impact statement fails to account for the existing 'No Stopping' yellow-line road marking that runs continuously along Howlett Street.

- The nature of the land use would set an adverse precedent for further industrial land uses within the area.
- The use is not compatible with the surrounding predominantly residential area and would be more appropriately located within a designated industrial area.
- Parking is not sufficient when considering the extent of employees and visitors and would result in a reliance on on-street parking.

#### *Amended Information*

Following the initial advertising period, the applicant provided revised and additional information in response to community feedback and a request for further detail. This included an OMP outlining the day-to-day operations of the proposed land use, covering delivery and manufacturing processes, noise mitigation measures, and waste and parking management.

In accordance with the Community and Stakeholder Engagement Policy, the proposal was re-advertised for seven days from 3 September 2025 to 10 September 2025. The purpose of the re-advertising was to give all previous submitters an opportunity to review the OMP and provide further comment. During this period:

- 3 previous submitters reaffirmed their objections on the same grounds as their original submissions.
- One additional submission raised concerns that the OMP did not address potential long-term health impacts from curing agents used in manufacturing and questioned whether noise emissions from machinery had been adequately tested.

A summary of submissions and Administration's response is included as **Attachment 8**. The applicant has provided a response to submissions which is included as **Attachment 9**.

#### **Design Review Panel (DRP):**

Referred to DRP: No

The proposal was not referred to the DRP. This is because the application does not propose any modifications to the existing built form and does not meet the requirements for referral outlined in the DRP [terms of reference](#).

#### **LEGAL/POLICY:**

- *Planning and Development Act 2005*;
- *Planning and Development (Local Planning Schemes) Regulations 2015*;
- *Environmental Protection (Noise) Regulations 1997*;
- City of Vincent Local Planning Scheme No. 2;
- Policy No. 7.5.21 – Sound Attenuation Policy;
- Local Planning Policy – Non-Residential Parking; and
- Community and Stakeholder Engagement Policy.

#### *Planning and Development Act 2005*

In accordance with Schedule 2, Clause 76(2) of the Planning Regulations and Part 14 of the *Planning and Development Act 2005* (P&D Act), the applicant would have the right to apply to the State Administrative Tribunal for a review of Council's determination.

#### **RISK MANAGEMENT IMPLICATIONS:**

There are minimal risks to Council and the City's business function when Council exercises its discretionary power to determine a planning application.

#### **STRATEGIC IMPLICATIONS:**

This is in keeping with the City's Strategic Community Plan 2022-2032:

#### Innovative and Accountable

*Our decision-making process is consistent and transparent, and decisions are aligned to our strategic direction.*

**SUSTAINABILITY IMPLICATIONS:**

This application does not contribute to any environmental sustainability outcomes. There is limited ability for the development to influence the environmental impact of the entire building on the site through this application as it relates to a change of use of an existing building with no external works component.

**PUBLIC HEALTH IMPLICATIONS:**

This report has no implication on the priority health outcomes of the City's Public Health Plan 2020-2025.

**FINANCIAL/BUDGET IMPLICATIONS:**

There are no financial/budget implications from this application.

**COMMENTS:**Summary Assessment

In assessing the application against the planning framework, it is recommended for approval. The following comments are of relevance:

- The proposed Industry – Light would be compatible and complementary to the existing commercial area and adjoining residential properties based on a combination of factors. These factors include the site context, the existing building, the operation measures proposed, and the intensity of the use.
- The subject site has a history of being used for commercial purposes, with the proposed development being a lower intensity than previous businesses operating from the site. The application does not propose any external works and would be adaptively reusing an existing building that supports commercial land uses.
- A key consideration under Clause 67 of the Deemed Provisions is the potential impact of emissions on nearby sensitive receptors, being the adjoining residential properties to the south. The application demonstrates that these impacts could be appropriately managed. All manufacturing activities would be undertaken indoors, with noise-generating processes located in purpose-built soundproof rooms, dust contained through filtered extraction systems, and odour emissions managed through internal extraction. These measures, supported by recommended conditions of approval, provide assurance that noise, dust and odour would not result in undue impacts on adjoining residential amenity.
- Sufficient management measures have been proposed to ensure the Industry – Light does not have an adverse impact on adjoining residential and commercial properties. These management measures have been proposed through the applicant's OMP and provides operational measures and procedures for activities including deliveries, manufacturing, complaints, and waste management. A recommended condition of approval has been included enforcing the implementation of these measures.
- The applicant has provided an acoustic report, which confirms that noise levels generated from the land use during proposed operating hours would comply with the relevant assigned noise levels under the *Environmental Protection (Noise) Regulations 1997*.
- The provision of onsite car parking is adequate for the proposed Industry – Light based on the proposed staff and visitor numbers.
- 

Land Use and Location Acceptability

An assessment against the objectives of the Commercial zone and relevant matters of Clause 67(2) of the Planning Regulations is set out below.

*Applicant Justification*

The applicant's justification for the proposed land use is provided in **Attachment 3** and the supporting OMP is included as **Attachment 4**. The applicant justification is summarised as follows:

- Zoning: The site is zoned 'Commercial' under the LPS2. The proposed land use aligns with the zone's objectives for sustainable economic development and compatibility with surrounding uses.

- Low Impact Operations: The proposed activities (hand moulding and display of bathroom fixtures) are low impact and suitable for the location, whereby there would minimal environmental and amenity impacts.
- Existing Infrastructure: The change of use applies to an existing two-storey commercial building, with only internal works proposed, making efficient use of existing infrastructure.
- Traffic and Parking: The site has sufficient parking capacity to accommodate the parking for employees and visitors. The nature of the land use would ensure delivery and visitor volumes are low and manageable.
- Noise Compliance: An Acoustic Report confirms that predicted noise emissions meet the projected assigned noise levels at all noise sensitive receptors, including all adjoining commercial and residential properties. The installation of additional roof insulation would further assist with reducing noise levels.
- Compatible with Surrounding Uses: The low impact Industry – Light use is appropriate to the site's commercial setting, with adjacent commercial and residential properties separated from the site by Howlett Street and a laneway. The operation's noise, waste, and parking is appropriately managed to avoid adverse impacts, ensuring compatibility with both commercial and nearby residential uses.
- Economic Development: The proposal would activate a vacant building, providing employment for up to 10 staff members and would support a local, growing business.

### *Operational Management Plan*

The applicant has submitted an OMP, included as **Attachment 4**, which outlines the strategies proposed to minimise amenity impacts from operations. Key measures are summarised below:

- Operating Hours and Staff
  - 7:00am to 3:00pm, Monday to Friday (no weekend or after-hours operations).
  - Up to 10 staff and a maximum of three visitors per day, by appointment between 10:00am and 2:00pm.
- Site Access and Parking - Vehicle access via Howlett Street only (no ROW access). 12 onsite bays provided.
- Deliveries and Loading
  - Incoming deliveries twice per week after 9:00am, each taking ~20 minutes.
  - Outgoing deliveries daily between 2:00pm and 3:00pm.
  - Loading bay and roller door accessed from Howlett Street; external doors opened only during active loading.
  - Vehicles to reverse into site and exit in forward gear (no reversing onto Howlett Street).
- Waste and Liquid Management – Two 3m<sup>3</sup> bins (general and recycling) collected twice weekly by a private contractor. Bins collected onsite via Howlett Street access. No liquid waste generated; water recycled through a filter press system.
- Manufacturing, Dust and Noise - All manufacturing occurs indoors. Grinding undertaken in a soundproof room. Dust managed via a filtered extraction system and daily vacuuming. Noise minimised by:
  - Closing external doors while equipment is operating.
  - Low-noise reversing beepers.
  - Equipment being located in enclosed, soundproofed areas.
  - Installing roof insulation, as recommended in the Acoustic Report.
  - Switching equipment off when not in use.
- Community Relations and Complaint Management - Operator contact details displayed at the entrance. Complaints acknowledged within two business days, logged and addressed, with the City notified of the issue and corrective actions.
- Monitoring and Review - Staff briefed on the OMP at induction and through refresher sessions. The Plan would be updated as necessary in response to complaints or City advice.

### *City Assessment*

In assessing the application, the City has considered the objectives of the Commercial zone under LPS2, which aim to support compatible business activities, economic development, employment opportunities, and the amenity of surrounding areas. The proposal has also been assessed against Clause 67 of the Deemed Provisions, including its compatibility with the surrounding area and impacts on neighbouring amenity.

Overall, the proposed Industry - Light use is consistent with these objectives. The operations would be modest in scale and intensity, contained within an existing commercial building, and limited to standard

business hours, ensuring the land use remains compatible with the site's surrounding commercial and mixed-use context.

The submitted OMP provides a clear framework for how the premises would operate, with tangible measures to manage noise, dust, traffic, and other operational impacts. These safeguards ensure that the proposal would integrate appropriately with its context and not result in adverse impacts on the amenity of surrounding properties.

- Site Context: The subject site is located within an established commercial area that accommodates a diverse mix of non-residential uses, including offices, food distribution warehouses, and retail outlets. These uses vary in scale and intensity, contributing to a commercially active environment. Site photos and a context analysis are included at **Attachment 11** to illustrate the existing character of the area and the relationship of the subject site to surrounding development.

The internal configuration of the building, combined with its surrounds, demonstrates that the site is appropriately suited to a small-scale light industry use. Compatibility with surrounding residential properties is achieved by containing all manufacturing indoors, limiting operations to standard business hours, and managing deliveries to avoid disruption. These measures ensure the use remains low impact and reduces potential adverse offsite amenity impacts.

The proposal supports the objectives of the Commercial zone by reactivating a vacant building, broadening the mix of local employment-generating uses, and complementing the established commercial character of the precinct.

- Operational Management Measures – Measures within the OMP set out clear and tangible strategies to ensure the proposed operations are compatible with the surrounding context and satisfy the relevant amenity and compatibility considerations under Clause 67 of the Deemed Provisions.
  - Manufacturing: All manufacturing activities would be undertaken indoors, with noise-generating processes confined to purpose-built sound-insulated rooms. External doors would remain closed during operations. Dust generated from grinding and finishing would be captured by a fully filtered extraction system, with collected material stored securely onsite before being removed by a licensed waste contractor as part of the regular waste collection service. Daily cleaning of work areas would further minimise accumulation. Odour emissions would also be managed through the extraction system. These measures provide assurance that emissions, including noise, dust and odour, would be appropriately contained and monitored, and that the proposed operations would not unduly impact on the amenity of adjoining properties.
  - Day time operating hours: The proposed hours of 7:00am to 3:00pm, Monday to Friday, are consistent with typical business hours in the surrounding commercial area and coincide with higher levels of activity and traffic on Charles Street, located 65 metres to the east. By limiting operations to these periods, the proposal avoids more sensitive times such as early mornings, evenings and weekends, when background noise levels are lower. Operating during times of higher ambient noise ensures that any impacts from the use are less perceptible, thereby reducing undue amenity impacts to nearby residential properties.
  - Deliveries: The delivery system has been designed to minimise amenity impacts through a combination of frequency, timing and operational controls.

Incoming deliveries would occur twice per week, scheduled mid-morning to avoid sensitive times, and would be brief (around 20 minutes) within the eastern car park. Outgoing deliveries would occur daily from the roller door to the north-west of the site, but are entirely within the building, ensuring noise is contained and not projected toward adjoining northern properties.

Additional measures include the use of low-noise reversing beepers on trucks and forklifts, restricting external door openings to periods of active loading only, and requiring vehicles to reverse into the site and exit in forward gear.

While there may be some disruption from outdoor deliveries to the southern residential properties, these impacts are expected to be minimal. The activity equates to less than 2 percent of overall weekly operating time (40 minutes per week) and occurs during the day when background noise levels are already higher. On this basis, delivery arrangements are considered predictable, short in

duration and appropriately managed, and on-balance are not expected to result in undue amenity impacts to surrounding residential properties.

- Dust and Odour Management: Dust and odour emissions would be managed to ensure that amenity impacts on adjoining properties are minimised. All dust- and odour-generating activities, such as mixing, pouring, and grinding, would be undertaken indoors within separated rooms. These activities would be supported by fully filtered extraction systems to contain emissions at the source. Dust captured through the system would be vacuumed daily into enclosed bags, which would then be placed in the site's general waste bins for collection twice weekly by a private contractor.

The control of dust and odour would also be subject to the City's Health Local Law 2004, which requires that occupiers of premises do not permit emissions to escape in quantities that would cause a nuisance to surrounding properties.

On this basis, the proposed internal operations and waste management practices are sufficient to ensure that dust and odour do not result in adverse impacts on the amenity of adjoining residential or commercial properties.

- Complaint Management: To ensure the ongoing protection of the surrounding amenity, the applicant has included a complaint management process in the OMP. This process provides a clear mechanism for resolving any surrounding residents or businesses concerns, ensuring that the land use would remain compatible with the area during its ongoing operation.
- Residential Interface: The nearest and most sensitive receptors to the proposed use are the residential properties located to the south of the subject site, opposite the rear laneway (ROW). These dwellings are approximately 5 metres from the site boundary, creating a direct interface with the proposed development.

At this interface, the building presents as a double-storey boundary wall. The only opening on the southern elevation is a single ground-floor window to the proposed staff lunch room. The former upper-floor shooting gallery associated with the building's historic use is proposed to be repurposed as a document storage area, removing high-impact activity along this elevation at the upper level. Extraction fans are located on the roof, set back approximately 25 metres from the adjoining residential properties.

The submitted Acoustic Report assessed noise impacts on the adjoining residences and confirmed that predicted levels would comply with *the Environmental Protection (Noise) Regulations 1997*. Modelling shows that noise levels at the closest residential boundary would remain below the prescribed limits, providing a measurable margin of compliance and demonstrating that the proposed use could operate without causing adverse impacts on residential amenity.

Additional management measures further reduce potential impacts, including a requirement that roller doors remain closed at all times other than during scheduled deliveries, which would be limited to 20 minute periods twice per week.

Together, these arrangements, combined with the orientation of openings away from the residences, the building's solid boundary wall, and the separation of mechanical equipment, ensure that noise, dust, and visual intrusion are appropriately managed. On this basis, the proposed use is considered compatible with the adjoining residential context and satisfies the relevant matters under Clause 67.

- Noise Management: As discussed later in this report, the applicant submitted an Acoustic Report which modelled noise from manufacturing, deliveries, mechanical equipment and car parking. The assessment confirmed that predicted noise levels would comply with the *Environmental Protection (Noise) Regulations 1997*, subject to the installation of additional roof insulation as recommended. This demonstrates that the land use could operate without generating unreasonable noise impacts, reducing offsite amenity impacts to adjoining residential and commercial properties.
- History: The site has a long-standing commercial function, having previously operated as a warehouse and storage facility for security companies including Chubb and Prosegur. City records indicate that this historic use generated frequent and unscheduled truck movements, including at night, with potential impacts on the amenity of nearby properties. By contrast, the proposed light industry use would operate during daytime hours only, with limited and scheduled truck movements. This change is expected to reduce the overall intensity of operations, providing greater predictability and improved amenity

outcomes, while continuing the site's established contribution to local employment and commercial activity.

### Car Parking

The proposed parking would satisfy the objectives of the Non-Residential Parking Policy for the following reasons:

- Provision of Onsite Car and Bicycle Parking: 12 car bays and four bicycle bays are proposed on site. This provision more accurately reflects the expected staffing levels and visitor numbers, rather than the net lettable area used to calculate the Acceptable Outcome. While the building has a large floor area, the manufacturing component requires relatively few staff, meaning the Acceptable Outcome would overstate actual parking demand. To further manage visitor parking, appointments are scheduled to avoid congestion and overlap, which is also recommended as a condition of approval.
- Availability of On-Street Parking: Although the onsite parking is sufficient to meet anticipated demand, additional capacity exists in nearby on-street bays to accommodate overflow if required. There are 42 bays located on the northern side of Howlett Street, between Charles Street and Pennant Street, which allow one-hour parking during the proposed operating hours. Data collected in 2018 recorded maximum occupancy at only 31 percent (at midday on Wednesdays and mid-morning on Fridays), indicating that ample on-street capacity remains available.
- Public Transport: The site is well served by public transport, including the high-frequency 990 bus route, with stops approximately 160 metres away on Scarborough Beach Road and 215 metres away on Charles Street. This proximity supports alternative modes of transport for staff and visitors, further reducing reliance on private vehicles.

On this basis, the proposed parking provision is considered appropriate for the scale and nature of the land use and consistent with the objectives of the City's policy.

### Cash-in-lieu

The City's Parking Policy provides for cash-in-lieu contributions where it could be demonstrated that a development is unable to provide sufficient onsite parking.

In this case, sufficient onsite parking is proposed and Administration recommends waiving the requirement for cash-in-lieu, noting that:

- 12 onsite car bays are provided, which is sufficient to accommodate the expected parking demand generated by staff and scheduled visitors.
- The proposal does not rely on on-street parking to meet its needs, meaning the parking demand is appropriately managed within the site itself.

### Acoustic Report

The applicant submitted an Acoustic Report in support of the proposal which is included as **Attachment 5**. The report assesses noise generated from the proposed use and its impact on surrounding properties.

The Acoustic Report assesses noise impacts associated with the following four operational scenarios:

- Warehouse and makers space operations;
- Mechanical services;
- Deliveries; and
- Car parking.

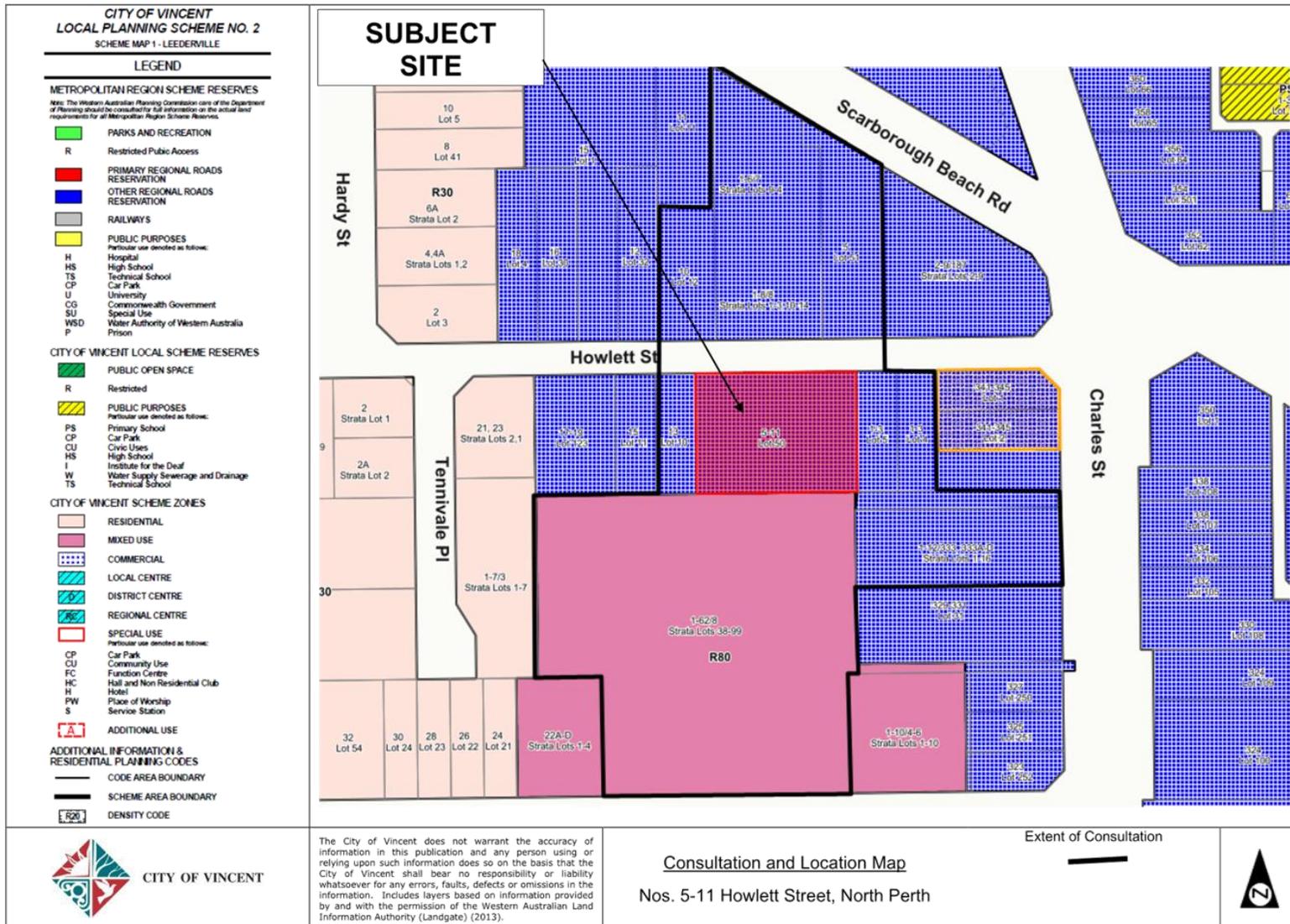
The report concludes that, based on conservative modelling of worst-case operating conditions, predicted noise levels during the proposed operating hours would comply with the assigned noise limits under the *Environmental Protection (Noise) Regulations 1997*. To further mitigate noise transfer, it recommends the installation of additional roof insulation (Bradford Anticon foil-faced 60 millimetres, installed without gaps) across the warehouse roof area. A condition of approval has been included requiring this insulation to be installed in accordance with the report.

The Acoustic Report has modelled the likely mechanical services using manufacturer specifications. The applicant has advised that purpose-built machinery is being sourced from overseas and cannot be directly tested or confirmed until the next stage in the process. To address this, a condition of approval requires the applicant to submit an updated Acoustic Report prior to the issue of a Building Permit. The updated report must remodel noise emissions based on the specifications of the actual plant and equipment to be installed, and demonstrate compliance with the *Environmental Protection (Noise) Regulations 1997*.

This staged approach is common for proposed developments, as detailed acoustic modelling of finalised equipment is often not possible until procurement is confirmed. Requiring an updated Acoustic Report at the Building Permit stage ensures that the assessment reflects the actual machinery, and that any necessary construction treatments are incorporated before installation. This provides assurance to the City and surrounding landowners that noise impacts have been appropriately assessed and mitigated.

In addition, a condition requiring the business to operate in accordance with the endorsed OMP would provide ongoing safeguards to minimise noise generation.

Notwithstanding these requirements, the use would remain subject to ongoing compliance with the *Environmental Protection (Noise) Regulations 1997*, with the City retaining the ability to enforce these standards if necessary.



**SUBJECT SITE**

Howlett St

Charles St

18 16 12 10 1-8/8 2-9/187 5

1-7/3 17-19 15 13 5-11 1-3 1-3 341-345 341-345

1-12/333, 333A-D 329-331 1-62/8



CITY OF VINCENT

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Nos. 5-11 Howlett Street, North Perth



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18 September 2025

CHANGE OF  
USE AND/OR  
DEMOLITION  
ITEMS

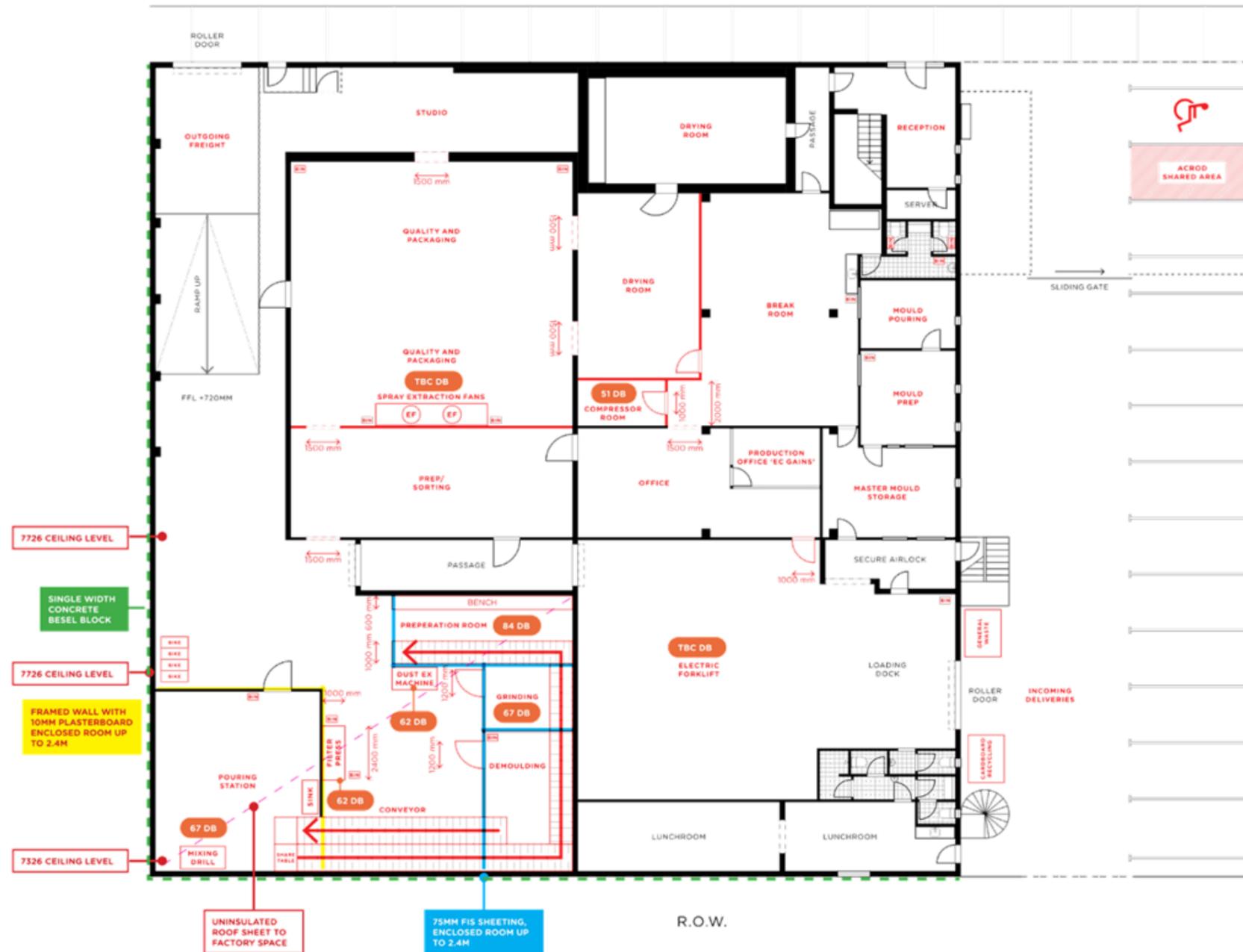


Ground floor - Existing Plan

  
 Date: 16/09/25  
 Drawing: 1  
 Revision: 1  
 Scale: 1:100

CITY OF VINCENT  
RECEIVED  
16 September 2025

HOWLETT STREET

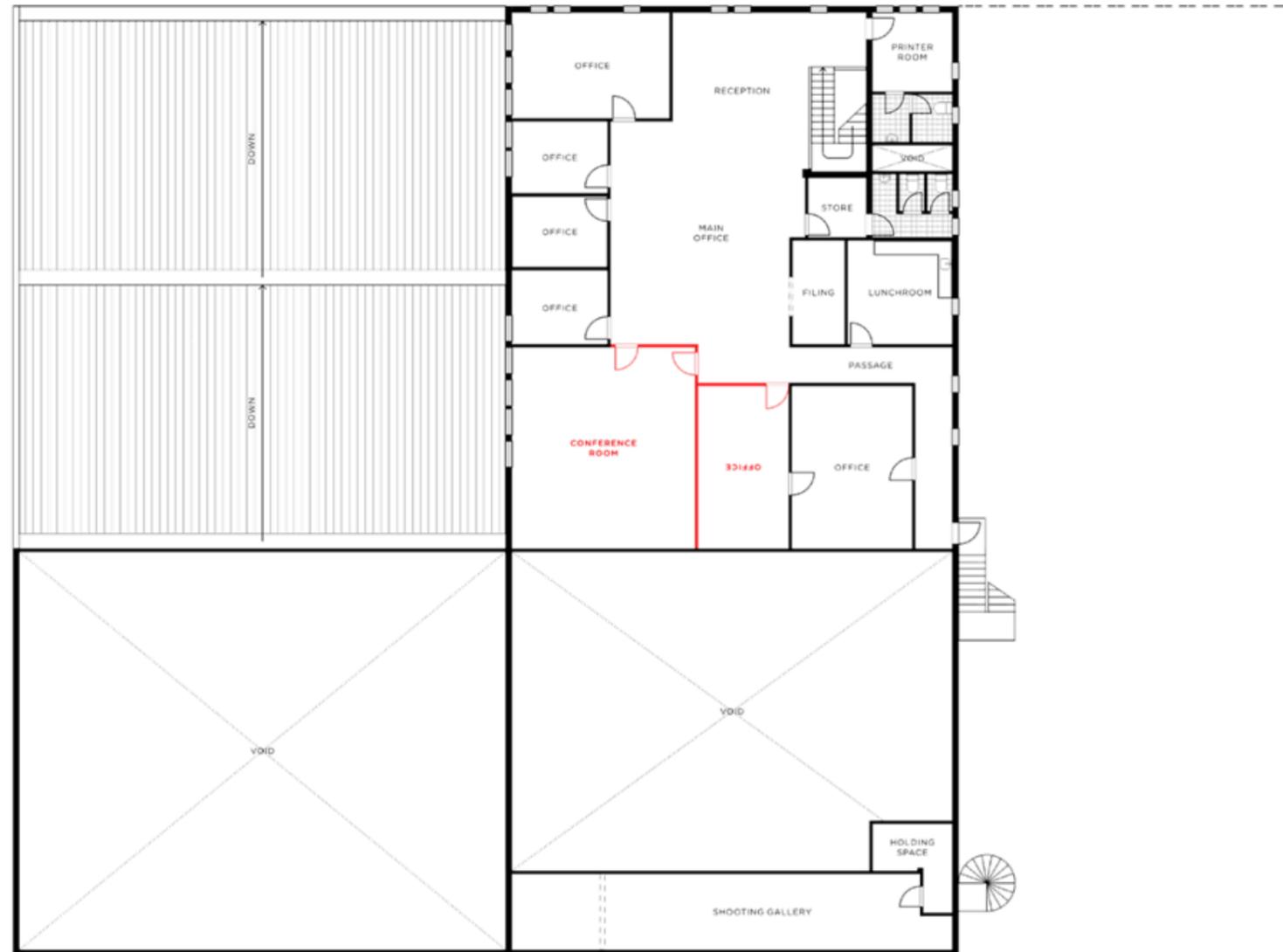


Ground floor - Proposed Plan

Date	16/09/25
Drawing	2
Revision	1
Scale	1:100

CITY OF VINCENT  
RECEIVED  
16 September 2025

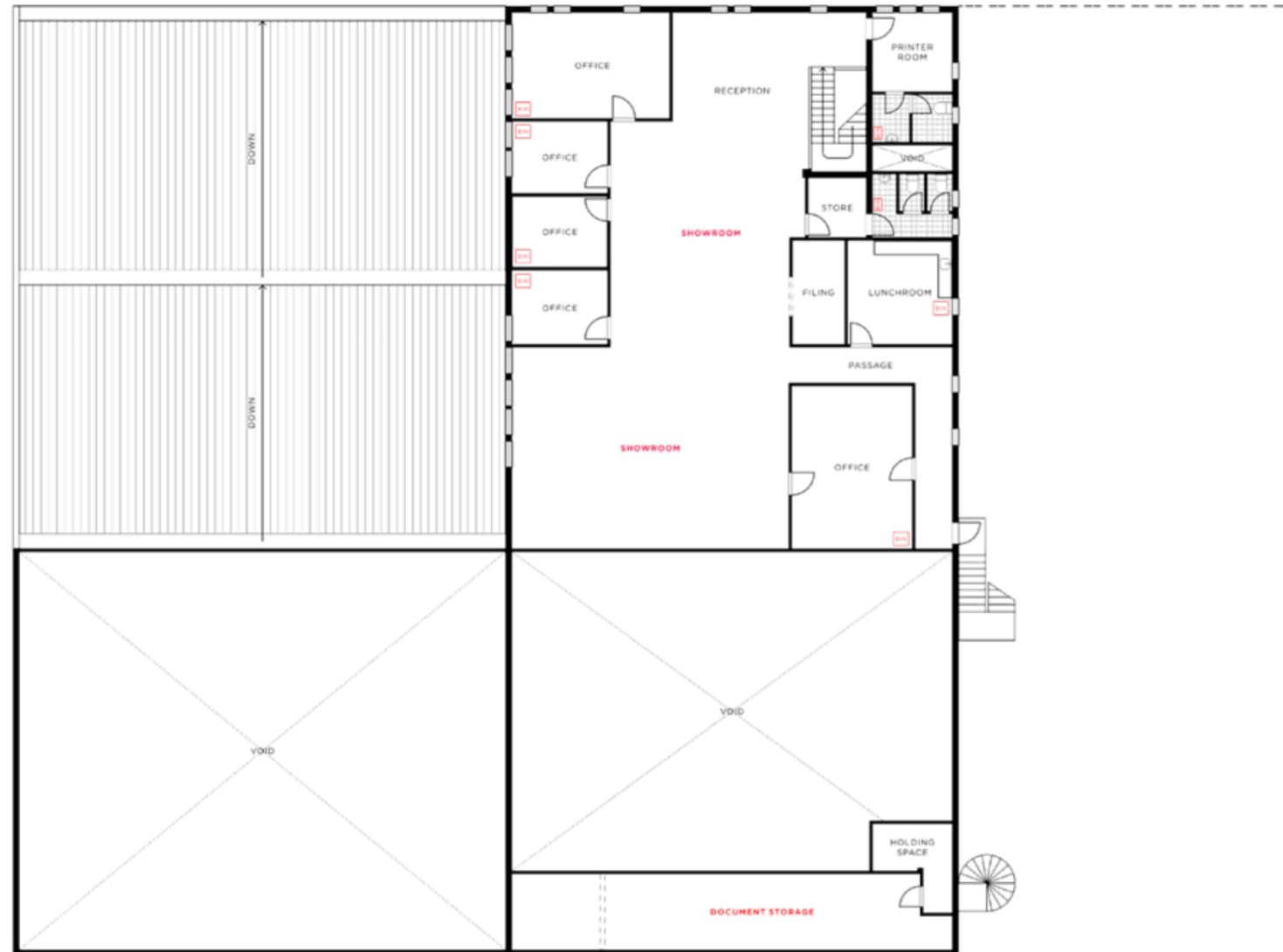
CHANGE OF  
USE AND/OR  
DEMOLITION  
ITEMS



Upper floor - Existing Plan

1  
N  
Date 16/09/25  
Drawing 3  
Revision 1  
Scale 1:100

CITY OF VINCENT  
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16 September 2025



Upper floor - Proposed Plan



Date 16/09/25  
Drawing J  
Revision 1  
Scale 1:100



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30 May 2025

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Our Ref: 25/021

30 May 2025

**Attention: Karsen Reynolds – Manager Development & Design**

City of Vincent  
244 Vincent Street  
Leederville WA 6007  
Lodged Online

Dear Karsen

**DEVELOPMENT APPLICATION – PROPOSED CHANGE OF USE TO INDUSTRY – LIGHT AND INCIDENTAL OFFICE AND TRADE DISPLAY, LOT 50 (NO.5) HOWLETT STREET, NORTH PERTH**

Taylor Burrell Barnett (TBB), on behalf of our clients Nood Co Concrete and TJS Advisory, is pleased to submit this application for development approval for a change of use for an 'Industry – Light, Office and Trade Display' at the above-mentioned property (the subject site).

The information presented in this submission includes an overview of the subject site, a description of the proposed development and consideration against the planning framework. The following documents are provided in support of the submission.

- **Appendix A** – Completed and signed MRS Form 1 & City of Vincent Development Approval Form, Certificate of Title.
- **Appendix B** – Site plans, noting that the application is for a change of use within the existing building.
- **Appendix C** – Environmental Noise Assessment
- **Appendix D** – Traffic Impact Statement
- **Appendix E** – Waste Management Plan

In accordance with the Schedule 2 of the *Planning and Development Regulations 2009*, we understand the application fee is \$295.00. The relevant application fee will be paid upon receipt of invoice from the City of Vincent.

**Background**

The subject site includes a two-storey commercial building that is currently vacant. The previous tenant operated a money collection and security company but have vacated the building upon the expiry of their lease.

The subject site is legally described as Lot 50 (No.5 Howlett Street) on Plan D058337. The lot details are outlined in Table 1 below. The site is undergoing a leasing arrangement from the registered proprietors to our client.

Toddville Prospecting Pty Ltd (ACN 008 735 153)  
ATF The Taylor & Burrell Unit Trust trading as Taylor Burrell Barnett  
(ABN 74 831 437 925)

**Office address:**  
Level 7  
160 St Georges Terrace  
Perth WA 6000

**Postal address:**  
PO Box 7130  
Cloisters Square  
Perth WA 6850

Doc ID: 25-001 25-021 LTR - DA Change of Use 5 Howlett Street 1.0 LTR Prepared By: FA Last Revised: 30/05/2025 1



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Table 1 Site Details

Lot	Plan	Volume/Folio	Lot Area	Registered Proprietor
50	D058337	1577/814	1768m <sup>2</sup>	Springfield Farm Estate Pty Ltd

**Local Context**

The subject site is located in the suburb of North Perth within the municipality of the City of Vincent (refer **Figure 1**). The subject site is located centrally on Howlett Street between Charles Street (east) and Tennivale Place (west). The subject site is bound by commercial buildings immediately to its east and west. To the site’s rear is a vehicle laneway, abutted by a four-storey residential complex that addresses Kadina Street.

The subject site includes a two-storey commercial building adjacent to a car parking area. The applicant has included a site plan indicating that the carpark includes 12 at grade parking bays, with entry to on-site parking via Howlett Street.



Figure 1 - Aerial view of subject site

**Proposed Development**

The proposal involves a change of use for Nood Co Concrete’s business operations which includes the hand moulding, production and display of premium bathroom basins and bathtubs. The activities involved for the production and display of bathroom fixtures include the making and setting of clay pieces and associated cleaning. Other incidental activities include an office space, staff amenities and a trade display area for public viewing of Nood Co Concrete’s products.





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There is one existing building on site, and the proposed use will be split over two levels for their business operations:

- **Level 1:** Product making related activities (pouring room, drying room, preparation room and quality and packaging room). A forklift area is adjacent to the loading dock. Staff amenities including break room.
- **Level 2:** Showroom, offices and reception, staff amenities and lunchroom.

An indicative layout of these activities is provided on the Site Plan (**Appendix B**). The existing net lettable area (NLA) is 1,732.9m<sup>2</sup>. The building is not proposed to be expanded or extended, but some minor internal modifications to the warehouse are proposed to accommodate the activities described above.

Refer to the Site Plan provided at **Appendix B**, depicting the internal layout of the subject site for the proposed change of use.

#### Operational Details

The proposed operational details for Nood Co on the subject site are as follows:

- Operating hours for staff members are 7.00am – 3.00pm Monday to Friday.
- Up to 10 full time employees will be on site at any one time.
- Between 3-4 customers are proposed to be on site at any one time, between 10am-2pm, by appointment.
- Waste collection days are Tuesday and Thursday mornings at 10:00am.
- Incoming deliveries will occur via a 2-tonne truck, bi-weekly at approximately 9:00am via Howlett St to the rear car-park roller-door.
- Outgoing deliveries will occur via an 8 m rigid style box-truck on a single daily consignment pickup at approximately 2-3pm via the Howlett St roller-door.

#### Technical Considerations

##### Transport Impact Statement and Parking Requirements

The proposed change of use has been subject to a detailed traffic analysis in the form of a Transport Impact Statement (**TIS**), in accordance with the Western Australian Planning Commission *Transport Impact Assessment Guidelines* and the City of Vincent – Local Planning Policy 7.7.1: Non-Residential Parking. The TIS is the appropriate level of reporting where the expected traffic generation is between 10 and 100 vehicle trips in the development's peak hour and it assesses the impacts on the surrounding road network arising from the development's proposed traffic, access and parking arrangements.

- The site's primary driveway / crossover is 6m wide and exits directly onto Howlett St, allowing for two-way movement with adequate sight distance (approximately 45m each direction).
- Internal manoeuvring area allows passenger vehicles to enter and exit onto Howlett St in forward gear.
- Delivery vehicles will be required to forward gear in and reverse out on Howlett Street.
- 12 standard car bays are located on site. 10 car bays are reserved for staff and 2 car bays are signed for visitors. The 12 bays satisfy (or exceed) the minimum requirement calculated under City LPP 7.7.1 for



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this floor area. Given the low volume of visitors, any shortfall for occasional overflow can be absorbed by the unrestricted on-street parking on Howlett St without adverse impact, given the low visitor volume.

- 1 loading bay at roller door, intended to be short stay for box truck and couriers

The site supports modal choice, consistent with City of Vincent sustainable-transport objectives, through the following transport options:

- Walking: Footpaths exist along both sides of Howlett St, linking to Charles St signalised crossings.
- Public Transport: Bus stops on Charles St (approximately 250m walk) serve high-frequency Routes 960 & 990 to Perth CBD and northern suburbs.
- Cycling: Howlett St is low-speed and staff bike racks are provided inside the warehouse. Shower facilities are also provided.

Considering the above, the change of use complies comfortably with the parking requirements for the subject site and will have no adverse traffic impact on the surrounding area.

Refer to the TIS at **Appendix C** for further detail.

#### Waste Management Plan

A detailed Waste Management Plan (WMP) has been provided by the applicant to provide practical details of how waste will be managed on site. Based on the business's current operations at its Osborne Park location, it is estimated that the Howlett St proposal will generate approximately 4.5 cubic metres of general waste per week. This includes typical refuse from the manufacturing process and office (e.g. lunchroom waste, packaging that cannot be recycled, and miscellaneous garbage). Additionally, approximately 3.5 cubic meters per week of recyclable materials will be produced, predominantly cardboard packaging from incoming materials and any paper waste.

The proposed operational details for managing waste produced on site are:

- One general waste bin – 3.0m<sup>3</sup> skip bin
- One recycling bin - 3.0m<sup>3</sup> skip bin
- Both bins are clearly labelled (General Waste vs Recycling) and color-coded as appropriate to prevent cross-contamination. Signage will be posted at the bin storage area regarding the separation of recyclables and general waste, consistent with City of Vincent guidelines.
- Tight fitting lids are provided on the bins to prevent vermin being attracted to the waste and to keep rainwater out.
- Bins will be stored in the bin store, in the south-east corner of the on-site ground level car park. This location is completely retained within the property boundaries and set back from the street frontage, minimizing visual impact and preventing public access.
- Waste collection will be managed through reputable private contractor Instant Waste Management.
- Collection Frequency & Schedule: Both the general waste bin and the recycling bin will be emptied twice per week. The scheduled collection days are Tuesday and Thursday mornings at 10:00am.



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Refer to the WMP at **Appendix D** for further detail.

#### Environmental Noise Assessment

The applicant has provided an Environmental Noise Assessment, completed by SLR Consulting. The Assessment report establishes the applicable 'assigned noise levels' for the nearest noise sensitive receivers in accordance with Schedule 3 of the *Environmental Protection (Noise) Regulations 1997*. The report also establishes noise emissions from the site, including any new mechanical services plant associated with the development, delivery and waste services, warehouse activities and carpark activity.

In summary, the report found that:

- the predicted noise emissions from the warehouse operation and associated internal machinery meet the project assigned noise levels at all noise sensitive receptors.
- Most noise associated with internal operation is emitted through the uninsulated roof. The internal noise is also predicted to be amplified by hard surface finishes. In order to minimise noise emission from internal operation and to improve internal acoustics in terms of reverberation time control, it is recommended to install internal roof insulation as minimum.

This assessment of noise emissions from the proposed bathroom manufacturing business has determined that the predicted emissions from its operations can meet the project assigned noise levels of the *WA Environmental Protection (Noise) Regulations 1997*.

Refer to the Environmental Noise Assessment at **Appendix E** for further detail.

#### Planning Framework

##### Metropolitan Region Scheme

The subject site is zoned 'Urban' under the provisions of the Metropolitan Region Scheme (**MRS**). All land immediately adjacent to the subject site is zoned 'Urban' under the MRS (refer Figure 2). The Urban zone encompasses land in which a range of residential, commercial, recreation, and light industry activities is undertaken. The proposed development is consistent with the intent of the Urban zone.



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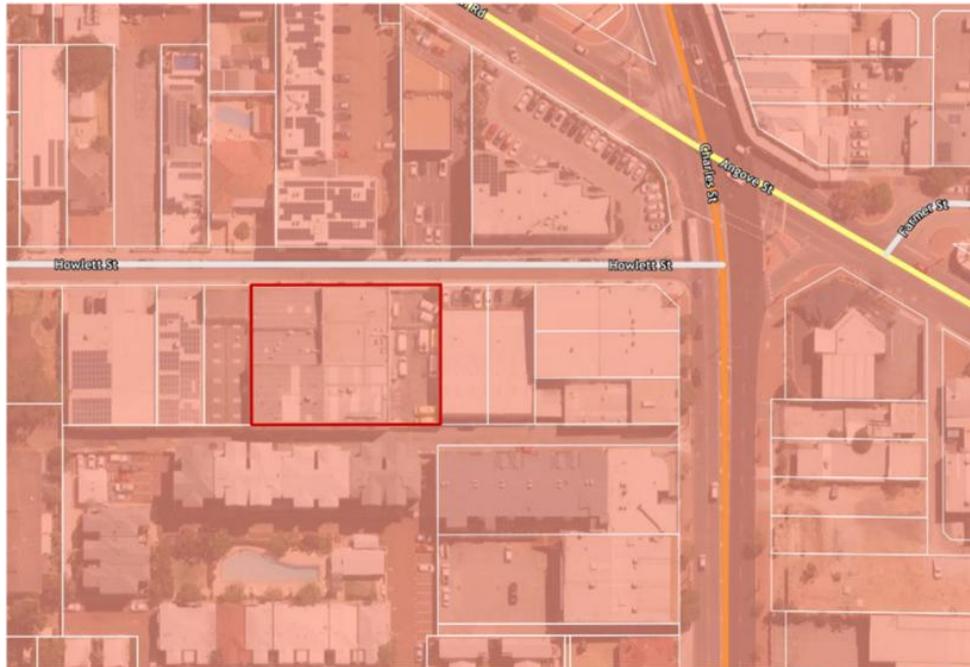


Figure 2 - MRS Zoning

City of Vincent Local Planning Scheme No.2

The City of Vincent Local Planning Scheme No.2 (**LPS2**) applies to the subject site and prescribes the applicable zoning, land use and development requirements relevant to the proposal.

Zoning

Under LPS2, the subject site is zoned 'Commercial' (refer Figure 3). Clause 16 of LPS2 outlines the objectives of the Commercial zone as follows:

- > *To facilitate a wide range of compatible commercial uses that support sustainable economic development within the City.*
- > *To ensure development design incorporates sustainability principles, with particular regard to waste management and recycling and including but not limited to solar passive design, energy efficiency and water conservation.*
- > *To maintain compatibility with the general streetscape, for all new buildings in terms of scale, height, style, materials, street alignment and design of facades.*
- > *To ensure that development is not detrimental to the amenity of adjoining owners or residential properties in the locality.*





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- > To provide limited residential opportunities within the Commercial zone including high density housing, affordable housing, social and community housing, tourist accommodation and short-term accommodation.



Figure 3 - LPS2 Zoning

The proposed change of use to Industry – Light with incidental Office and Trade Display, with the proposal to hand mould basins and bathtubs on site, is commercial in nature whilst also being low impact enough to be a complementary use to the adjacent mixed-use zone. As the proposed use is not intensive and therefore have minimal amenity and environmental impacts, the use comfortably aligns with the objectives of the commercial zone. The proposed use is consistent with the intent and objectives of the Commercial zone and suitable in its proposed location.

**Land Use Classification and Permissibility**

The proposal for the production and sale of handmade bathtubs and basins is most suitably classified as 'Industry-Light' with incidental 'Office' and 'Trade Display' land uses under LPS2.

The land uses applied for and their associated LPS2 definitions and permissibility are detailed in **Table 1**.





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Table 1 – Land Use Definitions and Permissibility

Land use	LPS2 Definition	Use level applied for	Permissibility
<b>Industry – Light</b>	<i>means premises used for an industry where impacts on the amenity of the area in which the premises is located can be mitigated, avoided or managed;</i>	Primary use	<b>A</b> - means that the use is not permitted unless the local government has exercised its discretion by granting development approval after giving special notice in accordance with clause 64 of the deemed provisions.
<b>Office</b>	<i>means premises used for administration, clerical, technical, professional or similar business activities;</i>	Incidental use	<b>P</b> - means that the use is permitted if it complies with any relevant development standards and requirements of this Scheme.
<b>Trade Display</b>	<i>means premises used for the display of trade goods and equipment for the purpose of advertisement;</i>		

Under 'Table 1 – Zoning Table' in LPS2, Industry – Light is an 'A' use, meaning that the use is not permitted unless the City exercises its discretion by granting development approval following public advertising.

The proposed use on the subject site involves the hand moulding and production of bathroom basins and bathtubs. The site includes all relevant amenities expected of such a business, including staff amenities and delivery spaces for receiving materials and shipping products created on site. The use will include a display area, open to customers by appointment only, as well as incidental offices. All proposed uses are suitably and reasonably classified into the above definitions in LPS2 and are all capable of approval on the subject site. The proposal is consistent with the objectives of the zone, will not have adverse impacts on surrounding land uses and is compatible with the adjacent mixed-use zone.

**Conclusion**

The proposed change of use to Industry – Light with incidental Office and Trade Display on the subject site is consistent with the zone objectives, land use intent and development requirements under LPS2. The proposal is appropriately located within the Commercial zone, proposing a low impact Industry-Light use that is compatible with the adjacent Mixed-Use zone.

We respectfully request the City's consideration and favourable determination of the application. Should you have any queries in relation to the above, or require any additional information, please don't hesitate to contact the undersigned on 9226 4276 or via email at [fiona@tbbplanning.com.au](mailto:fiona@tbbplanning.com.au).

Yours faithfully

FIONA ATKINS  
Associate



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## Operational Management Plan – 5 – 11 Howlett Street, North Perth

### Purpose

Ensure day-to-day operations at 5 – 11 Howlett Street, North Perth minimise impacts on neighbouring properties and meet all applicable City policies and regulations.

### Site Operations

#### Overview

- Proposed Business: Light-industrial manufacturing of boutique concrete products (bathroom and homewares), with ancillary office/showroom.
- Operating hours: Monday–Friday, 7:00am–3:00pm (no weekend or after-hours production).

#### Staff / Visitors

- A total maximum of 10 full-time staff on site.
- Arrivals/departures align with operating hours.
- No staff will arrive earlier than 30 minutes before opening or later than 30 minutes after closing.
- Typically, 2–3 client visits/day by appointment between 10:00am–2:00pm.

### Site Access, Traffic & Parking

#### Access

- The site is to be accessed via Howlett Street only.
- No vehicle access from the rear laneway.
- No reversing onto Howlett Street for any vehicle. Service and delivery vehicles are required to reverse in to the site.

#### Parking

- A total of 12 on-site bays (10 staff, 2 visitors) provided.

### Deliveries & Loading

#### Delivery Vehicles

- Deliveries targeted for mid-morning or mid-afternoon to avoid noise-sensitive times. Each delivery will be completed within 20 minutes.
- Incoming deliveries consist of a 2-tonne rigid truck (6 m), twice weekly at 9:00am.
- Incoming deliveries occur within the site (car park/loading areas).
- Outgoing deliveries consist of an 8 m rigid box-truck (curtain sider with tail lift), daily between 2:00–3:00pm.
- Outgoing deliveries occur on the western roller-door frontage.

#### Rear-Loading Dock Process

- Truck reverses into the marked loading bay from Howlett Street.

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TBB Planning Pty Ltd  
ABN 93 687 085 141 | ACN 687 085 141

Doc ID: Operational Management Plan - 5 - 11 Howlett Street, North Perth - Nood Co. Preparer: ABC. Issued: 1/09/2025

1



2. Pallets/materials are forklifted directly inside. Any brief external staging occurs within the marked bay only.
3. External doors are opened only for active loading/unloading, then closed.
4. Delivery vehicles will exit in forward gear onto Howlett Street.

### **Waste & Liquid Management**

#### Waste

- Two 3.0 m<sup>3</sup> skip bins for general waste and cardboard recycling stored in dedicated south-east corner bin area.
- Waste collected twice weekly by private contractor.
- Waste collection trucks will enter from Howlett Street, reverse into the bin store/service bay, and exit in forward gear.
- Bins are serviced on-site with no bin storage allowed on verge.
- Staff trained in waste separation and spill-free handling.

#### Liquids

- No liquid waste is generated from site operations.
- All water used in production is filtered through the filter press system and recycled for cleaning purposes within the facility.
- Any residual solid material captured by the filter press is dry waste that can be disposed of in the general waste skip bin.

### **Manufacturing, Dust & Noise**

#### Manufacturing

- Indoor activities include mould prep, mixing/pouring, demoulding, grinding and finishing.
- Grinding to occur within purpose-built room within the overall building to minimise noise.
- No hazardous chemicals are used on-site.

#### Dust

- All dust is managed by fully filtered extraction systems and vacuumed daily.

#### Noise

- Noise management (key measures):
  - Keep external doors closed while plant/equipment is operating (opened only during active loading/unloading).
  - Deliveries are to minimise idling, and reverse beepers in low-noise mode where possible.
  - Equipment sound-proofed by location in enclosed areas; extraction fans positioned to minimise off-site impact.
  - Switch equipment off when not in use.
  - Maintain equipment per manufacturer guidance to minimise noise from wear.
  - Roof insulation to be installed as recommended in acoustic report.
  - Broadband (“croaker”) reversing beepers to be installed on forklift, where practicable.
  - Conduct noisy tasks indoors and away from sensitive boundaries where practicable.



- Deliveries are scheduled during off-peak times to mitigate disturbance.

**Community Relations & Complaint Management**

- A site contact name/phone/email will be displayed at the entrance during business hours.
- Complaints acknowledged within 2 business days and recorded in a register.
- Investigate, implement reasonable corrective actions (e.g., adjust timing, re-train staff, repair/insulate equipment), and confirm the outcome to the complainant.
- City of Vincent to be advised via email of compliant received and corrective action taken (where applicable).
- Repeated issues trigger a review and OMP update if needed.

**Monitoring & Review**

- Supervisors spot-check compliance (delivery windows, reversing controls, doors-closed during plant use, equipment switch-off).
- Staff briefed on this OMP at induction and via periodic refreshers.
- Operational Management Plan may be periodically updated in response to complaints received or further advice / requests from the City of Vincent.

SLR Consulting Australia Pty Ltd  
Level 1, 500 Hay Street, Subiaco WA 6008, Australia



13 August 2025

SLR Ref No.: 675.073206.00001-L01-V2.0-20250813.docx

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Attention: Chris Walker  
Sky High Renders Pty Ltd  
7/7 O'Malley St  
Osborne Park WA 6017

SLR Project No.: 675.073206.00001

**RE: Nood Co – 5 Howlett St, North Perth  
Environmental Noise Assessment**

---

## 1.0 Introduction

In accordance with your instructions, we have undertaken a noise impact assessment from the proposed boutique bathroom manufacturing business at 5 Howlett St, North Perth.

This assessment, provided in the following sections, follows requirements in the *Environmental Protection (Noise) Regulations 1997* ("ENPR").

### 1.1 About the author

SLR Consulting Australia Pty Ltd (SLR) – Perth office is a member of the Association of Australian Acoustical Consultants. This may be verified by visiting the AAAC website 'WA' page at <https://aaac.org.au/wa>.

The author and reviewer of this report are qualified and experienced in the area of environmental noise assessment and who by their qualifications and experience are eligible to hold membership of the Australian Acoustical Society. This may be verified by visiting the AAS website and the 'Find a Member' tool at <https://www.acoustics.org.au/>.

### 1.2 Scope of work

SLR was engaged to undertake the following:

- Establish the applicable 'assigned noise levels' for the nearest noise sensitive receivers in accordance with Schedule 3 of the *Environmental Protection (Noise) Regulations 1997*.
- Establish noise emission from the site. This will include any new mechanical services plant associated with the development, delivery and waste services, warehouse activities and carpark activity.
- Undertake modelling of site and surroundings and assess the noise emission from the site to the nearest noise sensitive receivers.
- Should there be any potential non-compliance emissions, identify 'in principle' options to achieve compliance.
- Provide an environmental noise assessment report summarising all requirements and recommendations.

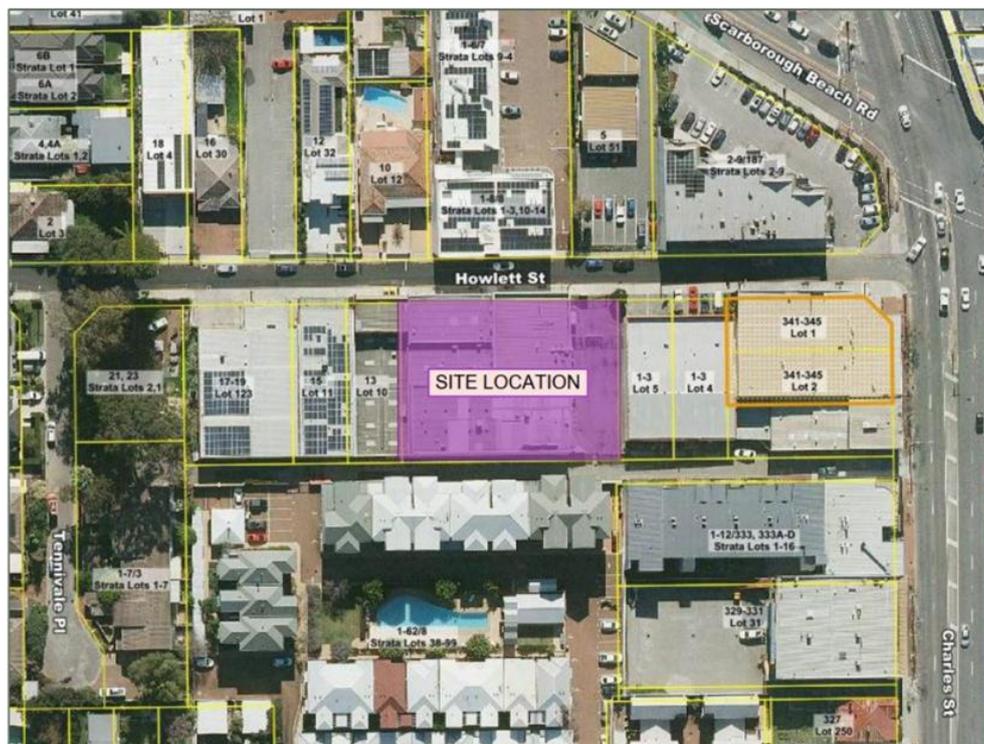
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 Nood Co – 5 Howlett St, North Perth

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### 1.3 Site locality

The proposed commercial development will be located in an existing building at 5 Howlett St, North Perth. **Figure 1** present an aerial image indicating site locality. The project site is located within commercial zoning according to the City of Vincent Local Planning Scheme No. 2. It is surrounded by other commercial premises to west, north and east, and residential premises in mixed-use zoning to the south.

**Figure 1 Annotated aerial image indicating site locality.**



### 1.4 Proposed development

The development is proposed to consist of warehouse, maker space and storage on ground level, and showroom/gallery and offices on first floor. There is an existing car park to the east of the building.

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## 2.0 Project criteria

### 2.1 Environmental noise regulations

Project noise emissions are addressed by state noise policy in the form of the *Western Australia Environmental Protection (Noise) Regulations 1997* (“EPNR”, “the Regulations”). To achieve compliance with this policy, noise levels at nearby residential areas are not to exceed defined limits referred to as Assigned Noise Levels.

These limits are determined from consideration of prevailing background noise levels and ‘influencing factors’ that considers the level of commercial and industrial zoning in the



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locality. The influencing factor considers zoning and road traffic around the nearest sensitive receiver of interest, within a 100 m and 450 m radius.

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A summary of the applicable noise limits is provided in **Table 1**.

**Table 1 Summary of assigned noise levels**

Part of premises receiving noise	Time of day	Assigned level, dB		
		L <sub>A10</sub>	L <sub>A1</sub>	L <sub>Amax</sub>
Noise Sensitive premises at locations within 15 metres of a building directly associated with a noise sensitive use	0700 to 1900 hours Monday to Saturday ('Day')	45 + IF	55 + IF	65 + IF
	0900 to 1900 hours Sunday and public holidays ('Sundays')	40 + IF	50 + IF	65 + IF
	1900 to 2200 hours all days ('Evening')	40 + IF	50 + IF	55 + IF
	2200 hours on any day to 0700 Monday to Saturday and 0900 hours Sunday and public holidays ('Night')	35 + IF	45 + IF	55 + IF
Noise Sensitive premises at locations further than 15 metres from a building directly associated with a noise sensitive use.	All hours	60	75	80
Commercial premises	All hours	60	75	80
Industrial and utility premises	All hours	65	80	90

The specific assigned levels for each receiver are included in **Section 3.2** of this report.

If noise emitted from any premises when received at any other premises cannot reasonably be free of intrusive characteristics of tonality, modulation and impulsiveness, then a series of adjustments must be added to the emitted levels (measured or calculated) and the adjusted level must comply with the assigned level.

The adjustments are detailed in **Table 2** and are further defined in Regulation 9(1) of the Environmental Protection (Noise) Regulations 1997.

**Table 2 Adjustments to the emitted levels**

Noise characteristic	Definition	Adjustment if present (Note <sup>1</sup> )
Tones	Where the difference between the A weighted sound pressure level in any one third octave band and the arithmetic average of the A weighted sound pressure levels in the two adjacent one third octave bands is greater than 3 dB in terms of L <sub>Aeq,T</sub> where the time period T is greater than 10% of the representative assessment period, or greater than 8 dB at any time when the sound pressure levels are determined as L <sub>ASlow</sub> levels.	+5 dB
Modulation	A variation in the emission of noise that – Is more than 3 dB L <sub>AFast</sub> or is more than 3 dB L <sub>AFast</sub> in any one third octave band; Is present for at least 10% of the representative assessment period; and, Is regular, cyclic and audible.	+5 dB
Impulsiveness	Present where the difference between the L <sub>APeak</sub> and L <sub>Amax</sub> is more than 15 dB when determined for single representative event.	+10 dB

Note 1 Where noise emission is not music, these adjustments are cumulative to a maximum of 15 dB.



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### 3.0 Environmental noise impact assessment

#### 3.1 Overview

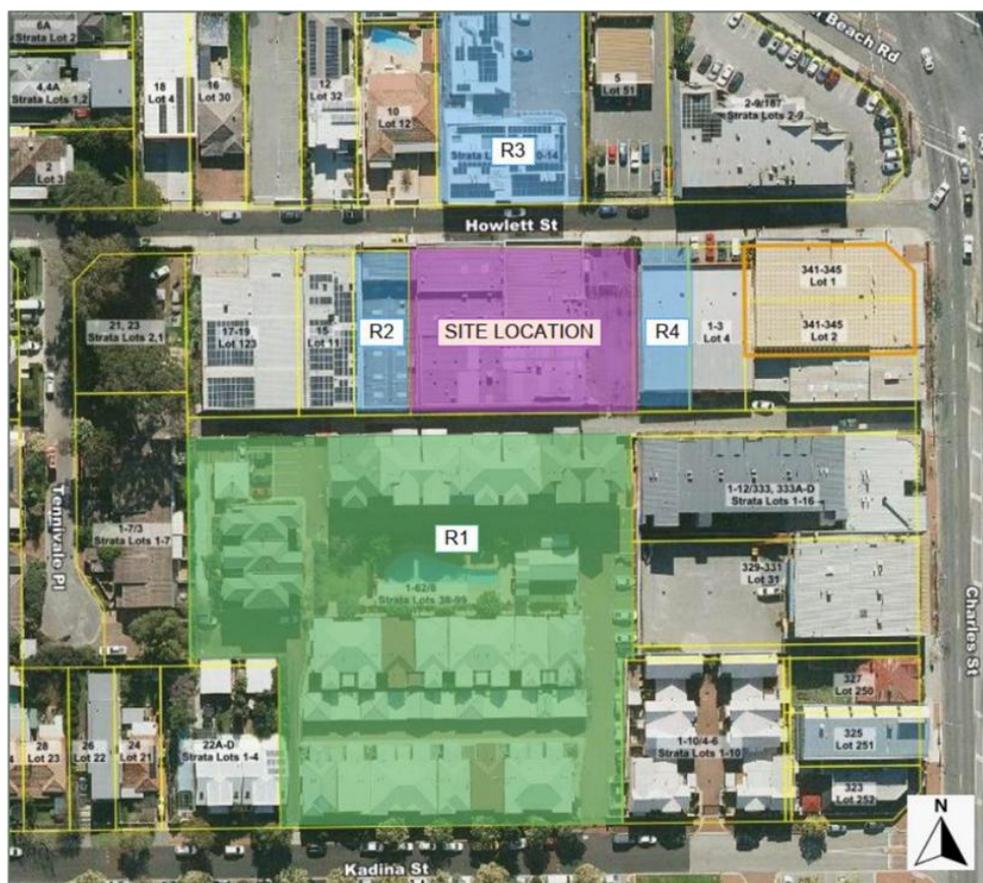
The study considers individual scenarios, testing each against relevant criteria.

The development is proposed to operate Monday to Friday from 7:00am to 3:00pm.

#### 3.2 Nearby noise sensitive receivers

The approximate locations of key noise sensitive receivers (NSRs) to the site are shown in **Figure 2**. Receptor R1 is 'highly sensitive' four storey residential premise with ground level garage, receptors R2-R4 are multi-storey commercial premises.

Figure 2 Noise sensitive receivers.



Influencing factors have been determined based on the proportion of industrial and residential zoned land within 100 and 450 metres of the receptor, and the proximity of major and secondary roads within those distances, in accordance with the Schedule 3 of the regulations. Main Roads Traffic Map traffic counts for nearby roads are:

- Charles Street 25,984 vehicles per day (2020/2021) Major Road



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There is 48% of commercial use within 100 m of the receptor R1 and 9% of commercial use within 450 m of R1. No industrial activity has been identified within the project area. Therefore, the noise receptor R1 is considered to have an influencing factor of 9.

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A summary of design assigned noise levels is provided in **Table 3**.

**Table 3 Assigned noise levels for all receptors, dB**

Locality	Time of day	L <sub>A10</sub>	L <sub>A1</sub>	L <sub>Amax</sub>
R1 Residential dwellings	0700 to 1900 hours Monday to Saturday ('Day')	54	64	74
	0900 to 1900 hours Sunday and public holidays ('Sundays')	49	59	64
	1900 to 2200 hours all days ('Evening')	49	59	64
	2200 to 0700 Monday to Saturday and 2200 to 0900 hours Sunday and public holidays ('Night')	44	54	64
R2-R4 Commercial premises	All hours	60	75	80

### 3.3 Scenarios

#### 3.3.1 Warehouse and makers space operation

Warehouse and makers space are proposed to operate Monday to Friday from 7:00am to 3:00pm. All machinery associated with the operation will be located internally on ground level in multiple rooms and areas. These include:

- Compressor,
- Grinder,
- Mixing drill,
- Dust extraction,
- Filter press,
- Vacuum, and
- Electric forklift.

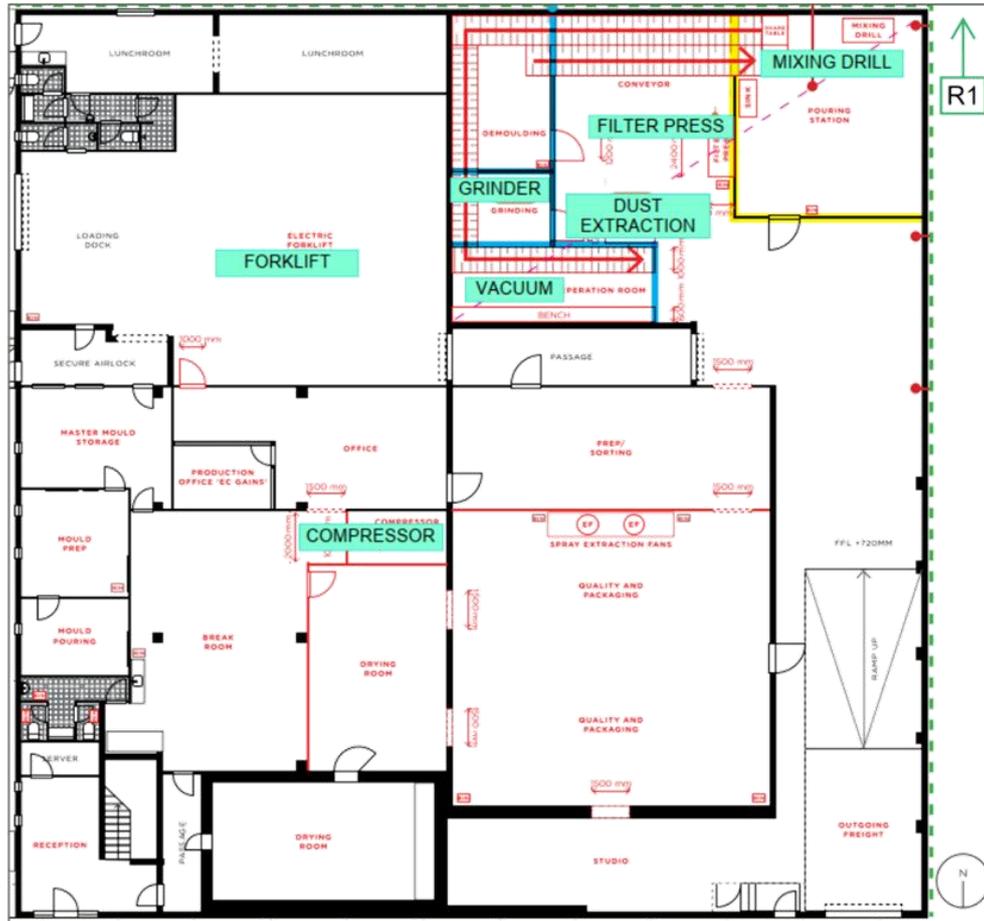
Approximate locations of the machinery considered are presented in **Figure 3** below.



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Figure 3 Warehouse and makers space machinery location internally.



Modelled sound power levels and the operating time per day for identified noise sources are presented in Table 4.

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Table 4 Warehouse internal machinery

Noise Source	Qty	Operating time per day	Individual sound power level L <sub>wA</sub> (dB re 1pW)
Compressor	1	8 hr	85 dB
Grinder	1	2 hr	105 dB
Mixing drill	1	2 hr	96 dB
Dust extraction	1	6 hr	80 dB
Filter press	1	2 hr	63 dB
Vacuum	1	2 hr	84 dB
Electric forklift	1	2 hr	75 dB



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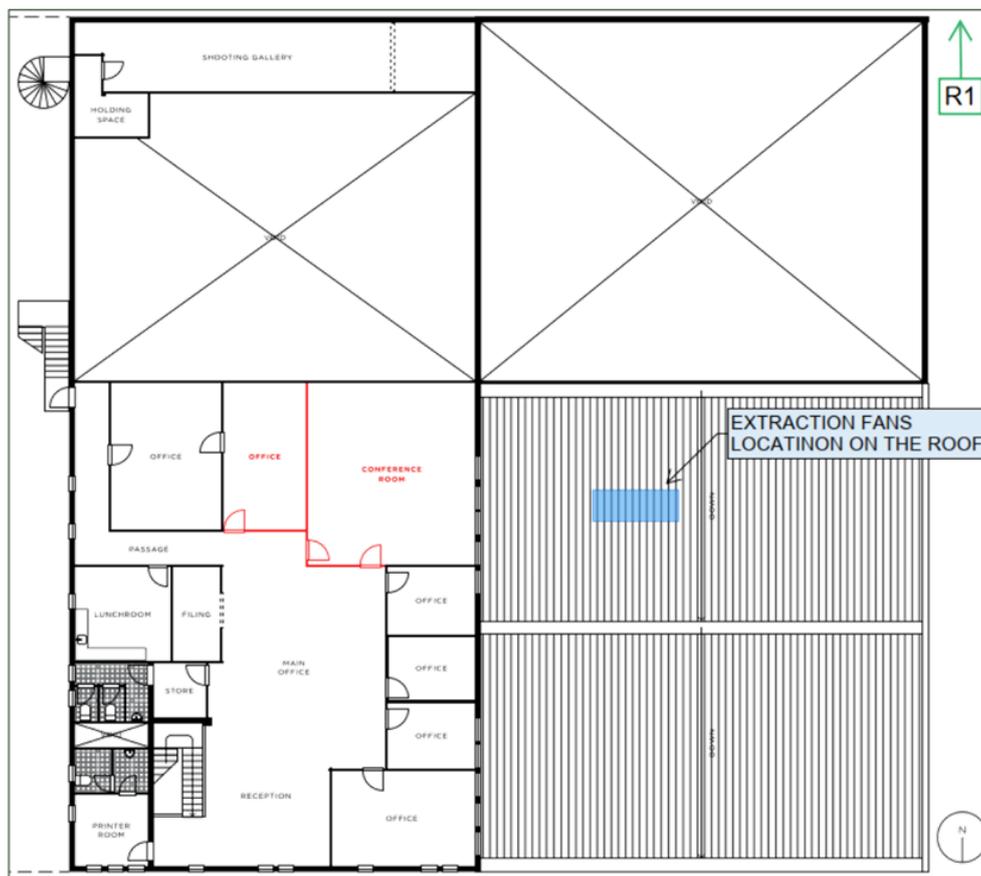
The external noise emission from internally located machinery has been assessed based on the building construction components and their overall sound reduction, assuming all doors and windows closed. The building consists of concrete blocks internally and a layer of brick externally, single glazing windows to office areas, steel roller doors and uninsulated tin roof. The composite sound reduction of a façade wall separating internal areas from receivers is estimated to be  $R_w$  45 with no doors and  $R_w$  22 with roller doors.

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**3.3.2 Mechanical services**

There are no new mechanical plant items associated with the building. There will be two new extraction fans associated with the spray booth operation. They will be roof located as indicated on **Figure 4** below, mounted approximately 0.5 m above the roof level. Sound power level of each fan is estimated for  $L_w$  87 dBA.

**Figure 4 Extraction fans location.**



**3.3.3 Deliveries**

This scenario considers noise from truck movements within the premises. An outgoing box truck is proposed to operate daily from Monday to Friday at approximately 3:00pm. It will enter from Howlett Street roller door entrance. An incoming 2t truck is proposed to operate



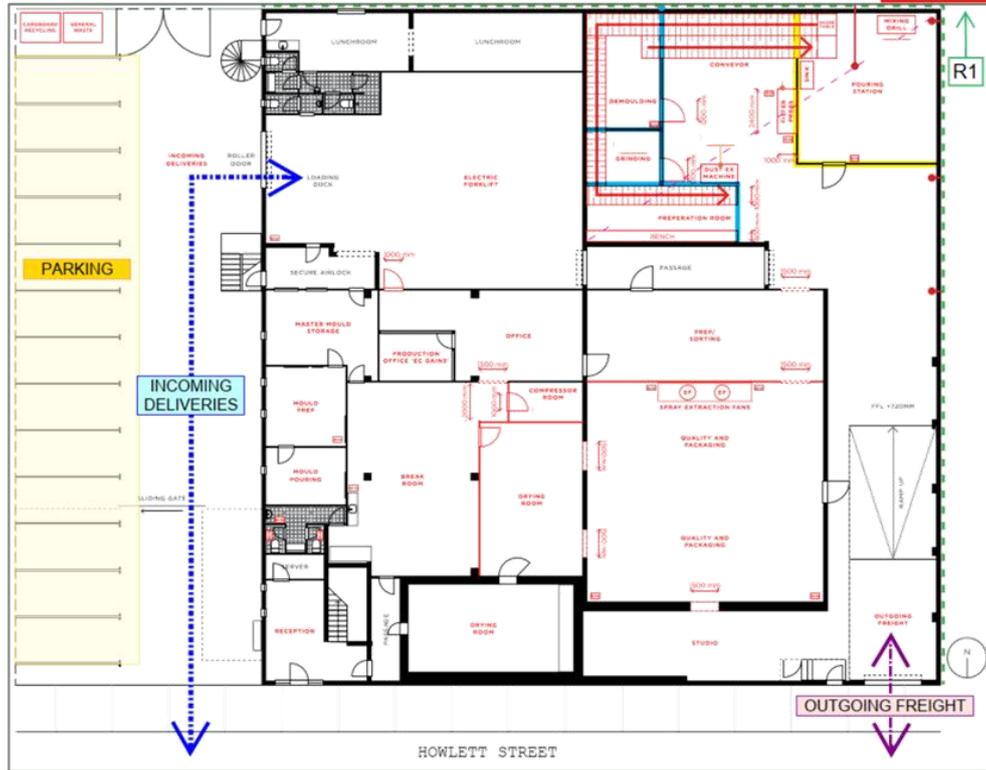
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Nood Co – 5 Howlett St, North Perth

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twice a week during operating days at approximately 9:00am. It will enter through a car park roller door entrance. Both entrances are presented on **Figure 5** below.

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**Figure 5 Deliveries routes and parking location.**



In this scenario, within a given 15-minute period, a truck enters the premises into the parking, pulls into a car park, the doors are opened and shut twice, and then the vehicle departs. Conservatively, this assumes the vehicle arrives and leaves in the same 15-minute period, even though this may not be case.

The  $L_{A1}$  and  $L_{Amax}$  are used to assess events that are relatively short in duration, such as vehicle movements. The minimum assessment timeframe in the Regulations is 15 minutes (900 seconds), so an event may be compared against the  $L_{A1}$  assigned level if it is 9 seconds in duration or less.

Conservatively, noting that engine noise is dominant at low speeds, a maximum speed of approximately 11 km/hr was modelled. The path taken for each vehicle was considered to be to the closest to the existing receivers R1 and R4.

In order to directly assess against the assigned noise levels, the movement of vehicles were simulated as a series of points, each of which represent the vehicle position over time. The time-series change in sound level was then calculated at the nearest receiver to assess the relevant  $L_{A10}$ ,  $L_{A1}$  and  $L_{Amax}$  metrics.

The continuous sound power level of a vehicle (truck) is modelled as  $L_{WA}$  87 dB, in line with previous measurements of such vehicles.



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Door shutting is modelled as  $L_{wAmax}$  84 dB inclusive of a 10 dB impulsive adjustment that may be applicable as per **Table 3**.

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### 3.3.4 Car parking

An existing 13-bay parking associated with the building will be used by staff and to accommodate deliveries. Car park location is presented on **Figure 5** above.

Modelling of this scenario is the same as that described in **Section 3.3.3**, except that five vehicles are modelled in a fifteen-minute period as a minimum. The parking activity is expected to exceed the 9 seconds in duration within 15-minutes assessment period, therefore its activity has been assessed against the  $L_{A10}$  criteria.

All car noise associated with the development operation is modelled as occurring during operation times, Monday to Friday from 7:00am to 3:00pm.

The continuous sound power level of a vehicle (light van, car) is modelled as  $L_{WA}$  84 dB, in line with previous measurements of such vehicles, noting that electric and hybrid powered vehicles will be quieter.

## 3.4 Methodology

A noise prediction model for the site was developed utilising the SoundPLAN software (version 8.2). The noise model applied geospatial datasets for existing buildings and structures, including fences.

The model implements the International Standard ISO 9613-2 method for calculating the outdoor noise propagation. Given the relatively short propagation distances, ground surfaces were modelled as 20% absorptive and losses associated with tree/foliage screening were not modelled.

## 3.5 Uncertainty of prediction

The expected level of system measurement uncertainty as estimated according to the ISO Guide to Measurement Uncertainty is outlined in **Table 5**.

**Table 5 Estimated measurement uncertainty by system**

Metric	System	$U_{95}$ (Note 1)	Student's t-factor
Airborne noise $L_{Aeq}$ , $L_{A10}$ , $L_{A1}$ , $L_{Amax}$	ISO 9613	3.0 dB	2.00

Note 1 The  $U_{95}$  is the expanded uncertainty of measurement for a 95% confidence interval. It represents the estimated range in which the true value lies for 95 out of 100 repeated events.

## 3.6 Assessment

### 3.6.1 Warehouse operation

The predicted noise levels from the warehouse production machinery are detailed below.

**Table 6 Predicted noise levels from mechanical plant.**

NSR ID	Assigned noise level Day $L_{A10,T}$ dB	Predicted level Weekday $L_{A10,T}$ dB	Result
R1	54	51	OK
R2	60	< 30	OK
R3	60	< 30	OK



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NSR ID	Assigned noise level Day $L_{A10,T}$ dB	Predicted level Weekday $L_{A10,T}$ dB	Result
R4	60	34	OK

From the table above it can be seen that predicted noise emissions from the warehouse operation and associated internal machinery meet the project assigned noise levels at all noise sensitive receptors.

The assessment shows that most of noise associated with internal operation is emitted through the uninsulated roof. The internal noise is also predicted to be amplified by hard surface finishes. Therefore, in order to minimise noise emission from internal operation and to improve internal acoustics in terms of reverberation time control, it is recommended to install internal roof insulation as minimum. Suitable products include Bradford Anticon™ foil faced 60 mm insulation blanket installed with no gaps throughout the available roof area in the warehouse space. Any equivalent performing product can be used. Further internal finishes modifications can be specified if required upon further internal acoustic analysis.

**3.6.2 Mechanical services**

The predicted noise levels from the roof mechanical plant are detailed below.

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**Table 7 Predicted noise levels from mechanical plant.**

NSR ID	Floor level	Assigned noise level Day $L_{A10,T}$ dB	Predicted level Weekday $L_{A10,T}$ dB	Result
R1	1	54	37	OK
	2		44	OK
	3		48	OK
R2	Ground	60	41	OK
	1		60	OK
R3	Ground	60	45	OK
	1		51	OK
	2		58	OK
R4	Ground	60	35	OK

From the table above it can be seen that predicted noise emissions from the new mechanical plant associated with the building meet the project assigned noise levels of the EPNR at all noise sensitive receptors for operation during the day period.

**3.6.3 Deliveries and servicing**

**Table 8** presents predicted results from truck movements during day times for  $L_{A1}$  and  $L_{Amax}$  criteria. Please note, there is no impact to receiver R2 and R3 due to their location relative to the carpark.

**Table 8 Predicted noise levels from delivery services.**

NSR ID	Floor level	Assigned noise level Day $L_{A1,T} / L_{Amax,T}$ dB	Predicted level Weekday $L_{A1,T} / L_{Amax,T}$ dB	Result
R1	1	64/74	56/72	OK
	2		56/71	OK



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NSR ID	Floor level	Assigned noise level Day $L_{A1,T} / L_{Amax,T}$ dB	Predicted level Weekday $L_{A1,T} / L_{Amax,T}$ dB	Result
	3		54/70	OK
R4	Ground	75/80	59/62	OK

From the above table it can be seen that all results are predicted to be compliant with assigned levels for daytime period.

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### 3.6.4 Car parking

**Table 9** present predicted results from car park movements during day times for  $L_{A10}$  and  $L_{Amax}$  criteria. Please note, there is no impact to receiver R2 and R3 due to their location relative to the carpark.

**Table 9 Predicted noise levels  $L_{A10}$  from parking activity.**

NSR ID	Floor level	Assigned noise level Day $L_{A10,T} / L_{Amax,T}$ dB	Predicted level Weekday $L_{A10,T} / L_{Amax,T}$ dB	Result
R1	1	54/74	51/67	OK
	2		51/66	OK
	3		49/64	OK
R4	Ground	60/80	45/68	OK

From this table it can be seen that all results are predicted to be compliant with assigned levels for daytime period.

## 4.0 Conclusion

This assessment of noise emissions from the proposed bathroom manufacturing business at 5 Howlett St, North Perth, has determined that the predicted emissions from its operations can meet the project assigned noise levels of the *WA Environmental Protection (Noise) Regulations 1997*.

In order to minimise noise emission from internal operation and to improve internal acoustics in terms of reverberation time control, it is recommended to install internal roof insulation as minimum, details provided in Section 3.6.1.

I trust the above is satisfactory and please do not hesitate to contact me if you need any further information.

Regards,

**SLR Consulting Australia Pty Ltd**



**Natalia Bigaj**  
 Associate Consultant - Acoustics & Vibration  
 nbigaj@slrconsulting.com



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Development Application

# Traffic Impact Statement

## 5-11 Howlett Street, NORTH PERTH WA 6006

Prepared for: City of Vincent

Prepared by: Nood Co Concrete Chris Walker

Date: 1 September 2025

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# 01. Introduction and Purpose

This Traffic Impact Statement (TIS) has been prepared to accompany a Change-of-Use Development Application for No. 5-11 Howlett Street, North Perth (the subject site). The new occupant, Nood Co Concrete, intends to repurpose the existing building as a concrete warehousing and small-scale production facility with ancillary office functions.

The assessment is prepared in accordance with:

- *Western Australian Planning Commission (WAPC) – Transport Impact Assessment Guidelines (Vol. 4: Individual Developments)*
- *City of Vincent – Local Planning Policy 7.7.1: Non-Residential Parking* and Development Application information sheets (Transport Impact Statement requirements).

## 02. Site Location and Surroundings

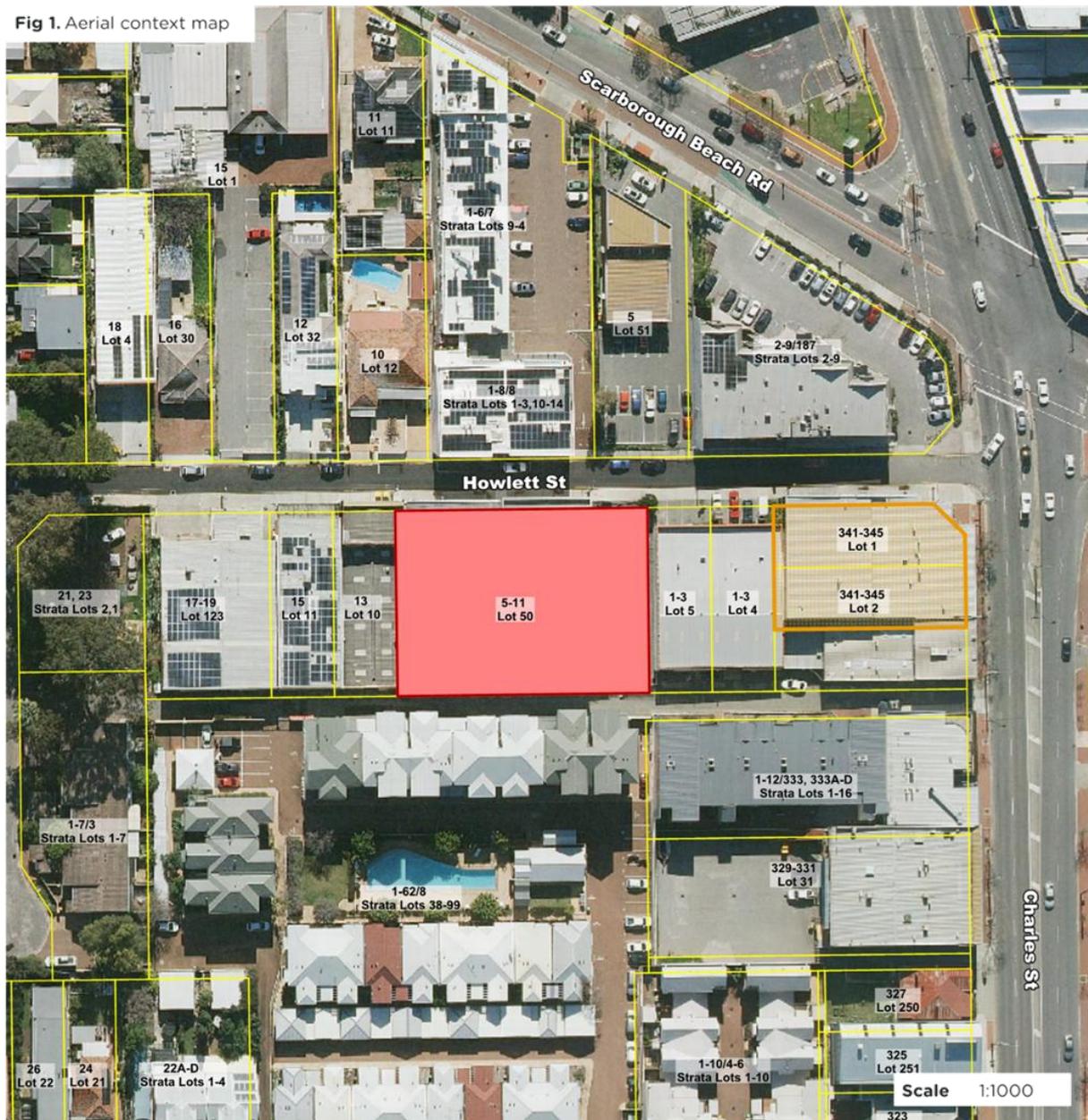
<b>Address</b>	5-11 Howlett Street NORTH PERTH
<b>Lot/Plan</b>	LOT: 50 D/P: 58337
<b>Volume/Folio</b>	1577/814
<b>Land Use</b>	Office Shops
<b>Rate Type</b>	Rateable

Frontage Road: Howlett St – a local access road (50 km/h).

Nearest Arterial: Charles Street (District Distributor, 60 km/h) 50 m east of the site, providing direct access to Mitchell Fwy and Vincent St.

The immediate context comprises single-storey, and multiple-storey dwellings to the north-west and south, and a mix of commercial/light-industrial uses north, west and east toward Charles Street. Footpaths exist on both sides of Howlett St, and on-street parking is unrestricted.

Fig 1. Aerial context map



### 03. Proposed Development and Operations

Parameter	Detail
<b>Business</b>	Nood Co Concrete – warehousing, concrete furniture fabrication, offices
<b>Operating Hours</b>	Warehouse: 7:00 AM – 3:00 PM, Monday-Friday (no weekend trading)
<b>Staff</b>	10 full-time employees on-site daily
<b>Visitors / Clients</b>	3 – 4 per day, generally between 10 AM and 2 PM (by appointment)
<b>Outgoing Deliveries</b>	Box-truck (≈8 m rigid) daily single consignment pickup at about 2-3 PM via Howlett St roller-door
<b>Incoming Deliveries</b>	2-tonne truck, bi-weekly (~09:00 AM) via Howlett St to rear car-park roller-door
<b>Waste Collection</b>	Commercial waste truck, Tuesdays & Thursdays ~10:00 AM via Howlett St to rear of car park

No external building extensions or additional floor area are proposed. Existing roller-doors and crossover locations remain unchanged.

# 04. Vehicle Access and Parking Provision

## 4.1 Access

Primary driveway / crossover (6 m wide) onto Howlett St - two-way movement, adequate sight distance (>45 m each direction).

Internal manoeuvring area allows passenger vehicles to enter and exit in forward gear. Delivery vehicles will be required to reverse gear in, and forward gear out on Howlett Street.

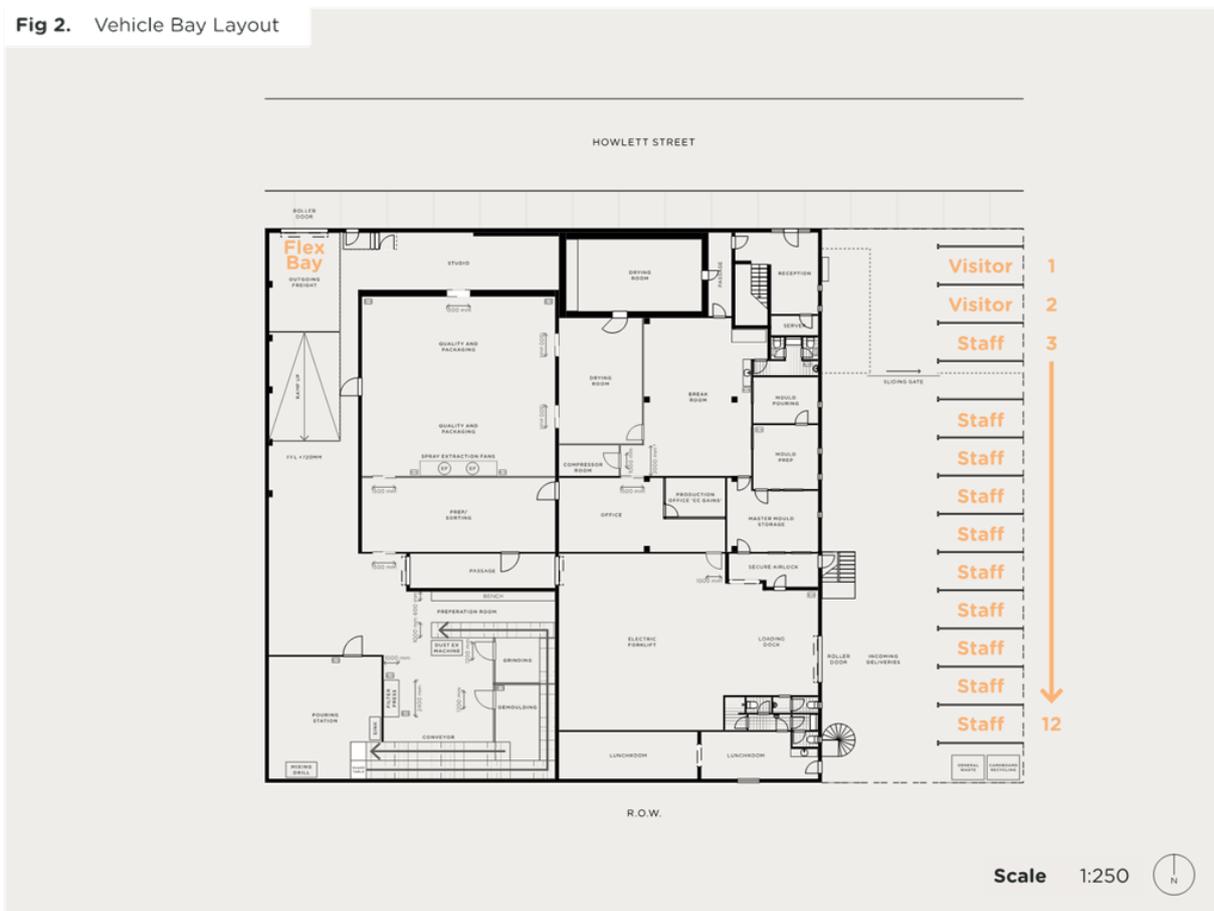
See also Fig.4 for Vehicle Sweep Path diagram

## 4.2 Parking Supply and Allocation

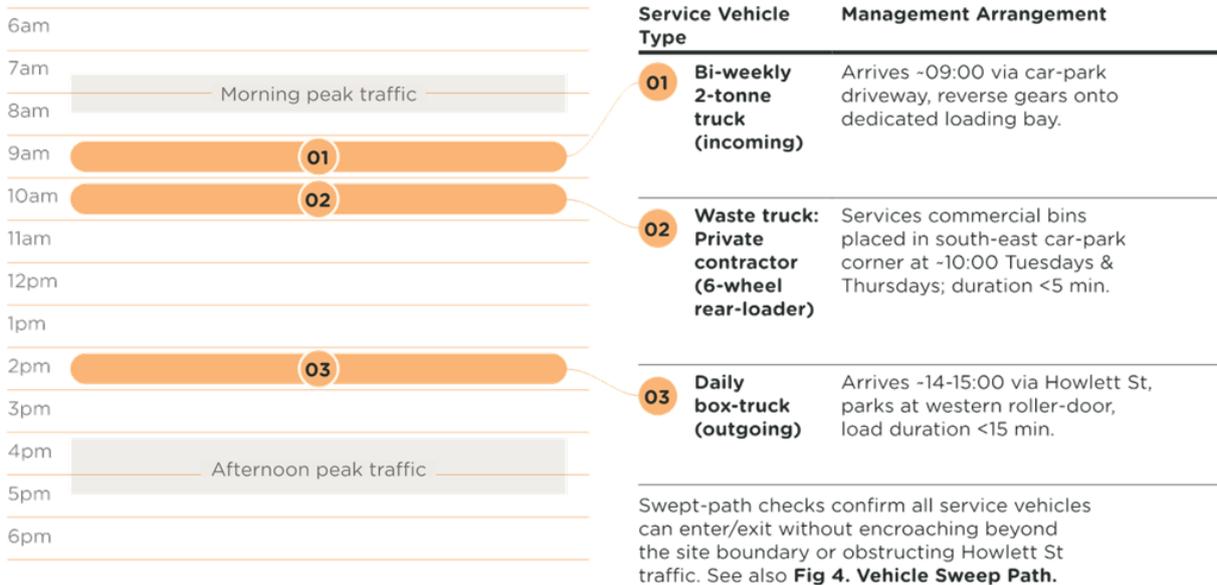
On-Site Bay Type	Quantity	Allocation
Standard car bays	12 total	10 reserved for staff, 2 signed for visitors / clients
Loading / service bay	1 flex-bay at roller-door	Short-stay for box-truck & couriers

The 12 bays satisfy (or exceed) the minimum requirement calculated under City LPP 7.71 for this floor area (1 bay/100 m<sup>2</sup> NLA for light-industry/warehouse with office). Any shortfall for occasional overflow can be absorbed by on-street parking on Howlett St without adverse impact, given the low visitor volume.

Fig 2. Vehicle Bay Layout



# 05. Service Vehicle and Waste Management Arrangements



**Fig 3.** Service Vehicle Access



# 06. Trip Generation and Traffic Assessment

## 6.1 Estimated Daily & Peak-Hour Trips

Peak Period	Movement Type	Trips / Day	Peak-Hour Trips
6am	<b>01</b> Staff cars	<b>20</b> (10 in / 10 out)	<b>10</b> AM arrivals 06:45-07:15
7am	<b>01</b>		<b>10</b> PM departures 15:00-15:30
8am	Morning peak traffic		
9am	<b>02</b> 2-t incoming truck	<b>0.4 average</b> (2 trips across 5 days)	<b>≤1</b> Tue or Thu 09:00
10am	<b>03</b>		
11am	<b>03</b> Waste truck	<b>0.8 average</b> (4 trips across 5 days)	<b>≤1</b> Tue & Thu 10:00am
12pm	<b>04</b>		
1pm	<b>04</b> Visitors	<b>8</b> (4 in / 4 out)	<b>≤2</b> 11:00-14:00
2pm	<b>05</b>		
3pm	<b>01</b>		
3pm	<b>05</b> Outgoing box-truck	<b>2</b>	<b>2</b> 14:00-15:00
4pm	Afternoon peak traffic		
5pm			
6pm			
	<b>Total (all vehicles)</b>	<b>~31</b>	<b>≤12 site-peak</b> 10 staff departures + 2 box-truck movements 15:00-15:30

Wider road-network peaks: Main Roads WA counts on Charles Street and Vincent Street indicate **typical weekday morning peak traffic occurs 7:30 AM - 8:30 AM**, while the **afternoon peak is 4:30 PM - 5:30 PM (with Friday flows peaking slightly earlier around 4:00 PM - 5:00 PM)**. These periods represent the highest background traffic volumes adjacent to the site and have been considered when assessing the development’s incremental impact.

Staff themselves generate 10 peak-hour movements (either all arrivals or departures). The higher 12-trip figure includes the box-truck movements that coincide with the 3 PM staff departure window. During the wider road-network peaks (7:30-8:30 AM and 4:30-5:30 PM), development-related traffic is lower—approximately 10 staff arrivals in the morning and 10 staff departures in the late afternoon—so overall impact on background traffic remains negligible.

### 6.2 Impact on Road Network

The 12-trip peak hour increase is within the WAPC threshold for a basic TIS and represents <2% of typical hourly flow on Charles St (>600 vph). Howlett St currently carries low volumes (<200 vpd); the additional 31 daily vehicle movements equate to an imperceptible change in Level-of-Service. No intersection upgrades or traffic controls are warranted.

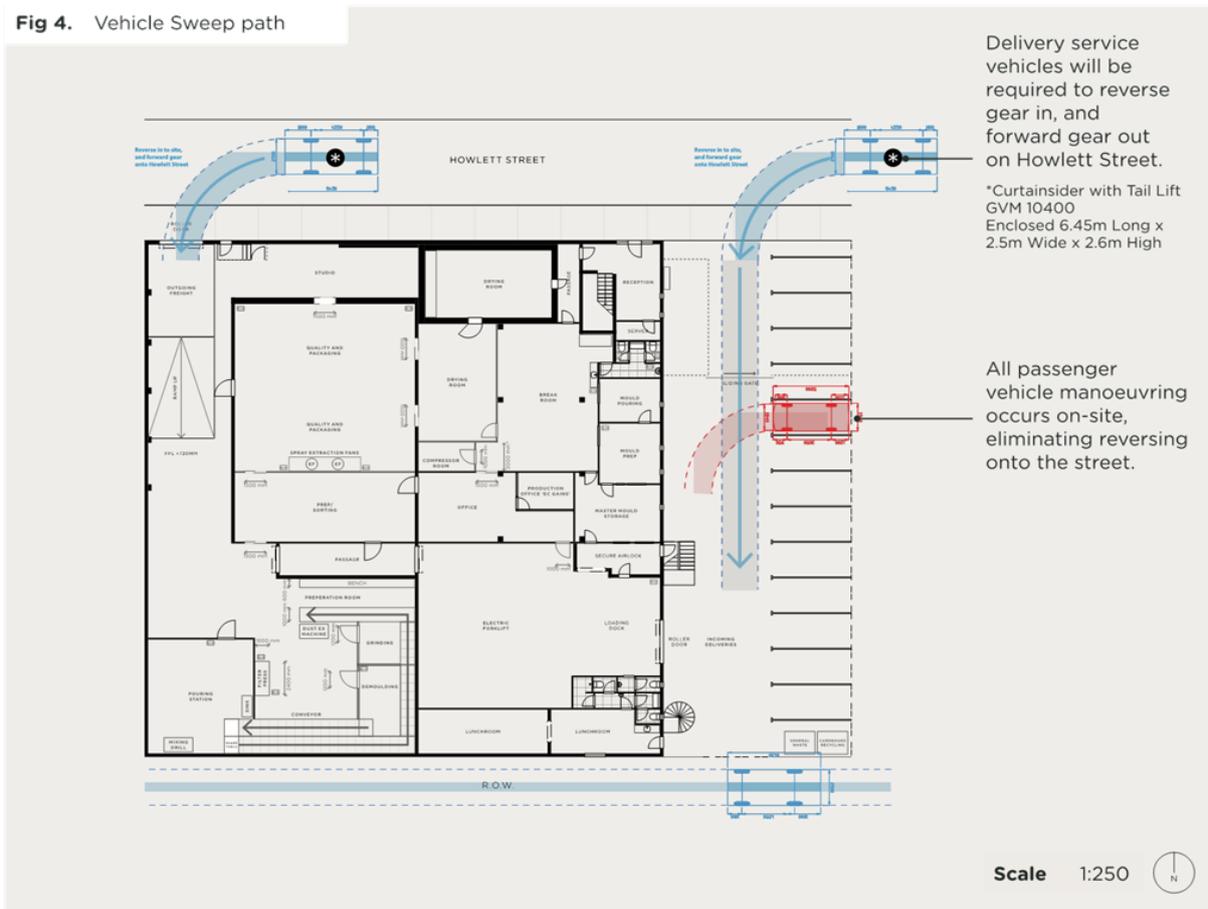
### 6.3 Traffic Management on Frontage Streets

No changes to Howlett St geometry or controls are proposed. Sight-line checks meet Austroads Guide to Road Design Part 4A (minimum 45 m SSD at 50 km/h). Kerbside parking remains unrestricted; operational observations indicate ample spare capacity midday.

### 6.4 Safety & Site-Specific Considerations

- All passenger vehicle manoeuvring occurs on-site, eliminating reversing onto the street.
- Vehicle-pedestrian conflict is minimal; warehouse staff movement zones are physically separated from visitor parking/entrance.
- Delivery service vehicles will be required to reverse gear in, and forward gear out on Howlett Street.
- Noise from delivery vehicles limited to daytime business hours, compliant with Environmental Protection (Noise) Regulations.

Fig 4. Vehicle Sweep path



Site: Newport Station - Traffic Impact Assessment\_02

# 07. Pedestrian, Cyclist and Public-Transport Access

- Footpaths exist along both sides of Howlett St, linking to Charles St signalised crossings.
- Bus stops on Charles St (-250 m walk) serve high-frequency Routes 960 & 990 to Perth CBD and northern suburbs.
- Cycling: Howlett St is low-speed; staff racks provided inside warehouse. Shower facilities available.
- The site therefore supports modal choice, consistent with City of Vincent sustainable-transport objectives.

Fig 5. Modal transport choices



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## 08. Conclusions

- The proposal will generate **≈31 vehicle trips/day and ≤12 peak-hour trips**, comfortably within the capacity of Howlett St and Charles St.
- **On-site parking (12 bays) satisfies staff and visitor demand**; overflow to street parking will be rare and manageable.
- **Delivery and waste vehicles can access** wholly within the site or brief kerbside stops **without disrupting traffic**.
- **The site is well-served by public transport, walking and cycling networks**, supporting reduced car dependence.
- **No traffic-related infrastructure upgrades, mitigation measures, or further assessment are required.**

Accordingly, we trust the proposed change of use for Nood Co Concrete at 5-11 Howlett Street can proceed and meets City of Vincent and WAPC policy requirements.

---

## 09. References

- *Western Australian Planning Commission – Transport Impact Assessment Guidelines, Volume 4: Individual Developments (2016).*
- *City of Vincent – Local Planning Policy 7.7.1: Non-Residential Parking (2021).*
- *City of Vincent – Development Application Information Sheet: Transport Impact Statement (2024).*
- *Transperth Timetables Routes 960 & 990 (rev. 2025).*
- *Austrroads – Guide to Road Design Part 4A: Unsignalised Intersections (2023).*

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Development Application

# Waste Management Plan 5-11 Howlett Street, NORTH PERTH WA 6006

Prepared for: City of Vincent

Prepared by: Nood Co Concrete Chris Walker

Date: 16 September 2025

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# 01. Introduction and Development Summary

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This Waste Management Plan (WMP) is prepared for the proposed change of use at 5-11 Howlett Street, North Perth (City of Vincent). The site will be operated by Nood Co Concrete as a warehouse/light industrial facility with approximately 10 staff on-site. A WMP is required by the City of Vincent as part of the development application to demonstrate how waste will be managed, stored and collected in accordance with City guidelines

This document outlines the waste generation expected from the business and details the bin storage, collection arrangements, and operational practices to ensure compliance with the City's waste management policies and standards. Site Use: The facility is used for the manufacturing and distribution of concrete products (e.g. furniture or fittings). The operation generates typical commercial waste streams but no hazardous or special industrial waste will be produced on-site. All waste will be limited to general solid waste and recyclable materials (primarily cardboard packaging). The business's hours of operation are standard daytime hours on weekdays, meaning waste generation and collection will occur during normal operating periods (no late-night collections required). The purpose of this WMP is to ensure the development provides adequate waste storage capacity and efficient collection, with minimal impact on the surrounding area and in line with City of Vincent requirements

## 02. Anticipated Waste Generation

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Based on the business activity and records from current operations, the estimated waste generation for the site is as follows:



**General Waste (Refuse):** Approximately 4.5 cubic meters per week of general waste. This includes typical refuse from the manufacturing process and office (e.g. lunchroom waste, packaging that cannot be recycled, and miscellaneous garbage). There are no food organics or garden organics (FOGO) separate stream for this industrial use, so all general refuse is combined in this volume.



**Recyclables (Cardboard/Paper):** Approximately 3.5 cubic meters per week of recyclable materials, predominantly cardboard packaging from incoming materials and any paper waste. Cardboard is flattened and stored for recycling collection.

These figures represent the average weekly volumes expected. The City of Vincent's waste guidelines recommend calculating anticipated waste generation for each waste stream using standard generation rates for the relevant land use.

In this case, the volumes are derived from actual business operation data, which aligns with typical rates for a light industrial warehouse of this size. For instance, similar commercial facilities have been shown to generate on the order of a few thousand liters of waste per week, and the figures here are in line with those expectations. This ensures that the WMP accounts for realistic waste quantities, as required. The waste generation will be periodically reviewed as the business operates. Should production increase or waste volumes change, the WMP will be updated to ensure adequate capacity (this built-in flexibility is encouraged by the City).

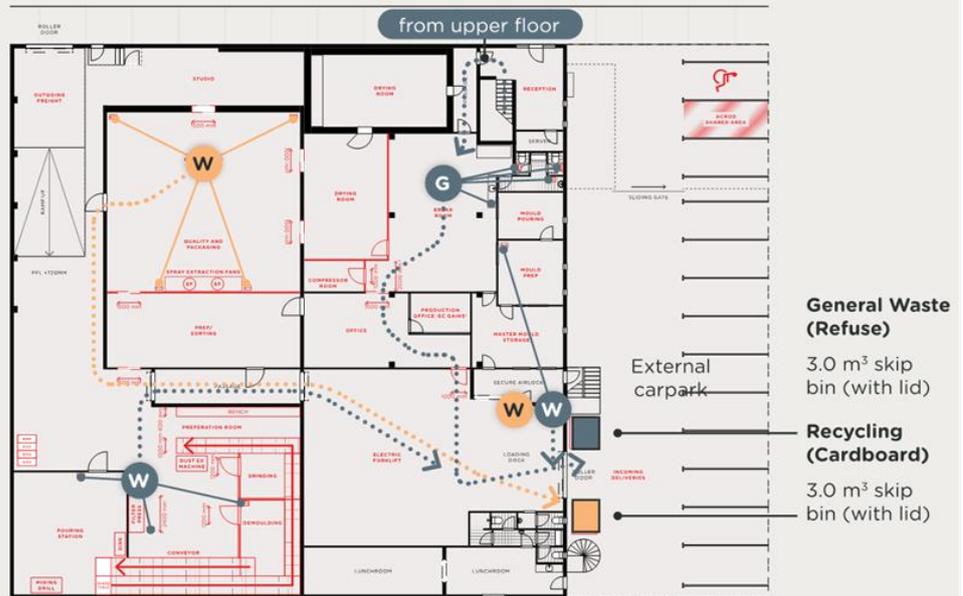
For the current operation, the total weekly waste (-8.0 m<sup>3</sup> combined) will be managed with the bins and frequency described in the next section.



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Fig 1. Bin locations and travel paths

- W** 100L Wheelie Bin
- G** Regular general waste bin



Ground Floor Plan R.O.W.



Upper Floor Plan

Scale 1:250



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# 04. Waste Collection and Servicing Arrangements

The waste collection will be handled by a private contractor, **Instant Waste Management**. Instant Waste Management is a reputable contractor experienced with servicing industrial bins in the area.

**Collection Frequency & Schedule:** Both the general waste bin and the recycling bin will be emptied twice per week. The scheduled collection days are Tuesday and Thursday mornings, around 10:00 AM. This timing has been selected to occur during mid-morning, which avoids peak traffic times and ensures minimal disruption to on-site activities. It also lies within normal business hours to comply with noise regulations (no after-hours collection). The twice-weekly frequency is sufficient to manage the waste volumes and is consistent with frequencies used in similar WMPs for commercial sites.

The table below summarizes the bin and collection details:

	 <b>General Waste (Refuse)</b>	 <b>Recycling (Cardboard)</b>
<b>Waste Stream</b>		
Weekly Volume	-4.5 m <sup>3</sup> /week	-3.5 m <sup>3</sup> /week
Bin Type & Size	3.0 m <sup>3</sup> skip bin (with lid) - frontlift dumpster	3.0 m <sup>3</sup> skip bin (with lid) - frontlift dumpster
Quantity of Bins	1 bin	1 bin
Collection Frequency	2x weekly (Tue & Thu @ -10:00)	2x weekly (Tue & Thu @ -10:00)
Collector	Private Contractor (Instant Waste Management)	

(Note: 3.0 m<sup>3</sup> is approximately 3000 liters. Twice-weekly service yields ~6000 L/week capacity for each stream, exceeding the generation rate. No separate FOGO bin is required for this development.) Collection Method (On-site Servicing): The waste contractor's collection truck will enter the property to service the bins on-site. The bin storage location in the car park is designed for on-site collection, meaning the bins are not placed on the kerb at any time (this is aligned with City preferences for commercial developments to avoid cluttering the verge). The contractor's truck (a front-loading waste truck suitable for skip bins) will drive into the car park from Howlett Street and proceed to where the bins are located. The truck will then lift and empty each bin in turn, and exit the site. Vehicle movement has been considered to ensure safety and accessibility. The car park layout allows the truck to maneuver; it can enter and exit in forward gear, eliminating the need for dangerous reversing movements on the street.

If a multi-point turn or a short reverse on-site is needed, it will be done within the property boundaries under staff guidance. A swept-path analysis can be provided to the City if required to demonstrate the truck's turning movements are feasible.

The collection occurs in a low-traffic area of the site, and staff will ensure no vehicles are parked in a way that obstructs the truck on pickup days. Bin Presentation: Because the bins are fixed skip dumpsters, they remain in the storage position for servicing. On collection days, the contractor's driver can access the bins directly. There is no manual hauling of bins to the roadside - the truck's hydraulic forks pick up the skips right from the bin store. This method is efficient and reduces occupational health and safety risks since bins do not need to be pushed/pulled over long distances.

If required, staff can assist by ensuring the area is clear and guiding the driver, but the process is standard for the contractor. Traffic and Nuisance Considerations: Collection at -10 AM avoids peak hour traffic on Howlett Street, thus the truck's entry/exit will have minimal impact on local traffic flow (similar WMPs have scheduled collections in mid-day to avoid conflicts).

The site's car park at that hour typically has few vehicle movements, so the risk of conflict with customer or staff vehicles is low. Noise from the collection (engine and bin emptying) will occur in daytime and be brief; with only two bins, the entire service is usually completed in a matter of minutes. By using a private contractor, the service schedule can be adjusted if needed to suit any future changes in operating hours or City requirements. In summary, the collection method and frequency fulfill the City of Vincent's criteria: specifying private collection, on-site servicing location, vehicle movement plan, and pickup frequency.

The arrangement ensures waste is removed regularly and reliably without impacting neighboring properties or the streetscape.

## 05. Operational Waste Management Practices

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Proper ongoing management is vital to ensure the waste system functions as intended. The following measures will be in place for day-to-day waste management on site:

**Staff Responsibilities:** A designated staff member (e.g. site manager or supervisor) will oversee waste management. This person will ensure that internal bins are emptied daily into the external skips, and that recyclables are not thrown into the general waste bin. They will also monitor the fill levels of the skips. If bins are approaching capacity sooner than expected, the staff will arrange an extra pickup or temporarily store overflow in a secure manner (though with the planned schedule, overflow is unlikely). Clear instructions will be given to all 10 staff about sorting waste properly and the importance of keeping the waste area tidy.

**Bin Placement and Access:** Staff will make sure the bin lids remain closed after each use (to prevent windblown litter or pests). On collection days, the site manager will verify that the path to the bin area is clear of obstructions (such as parked cars or pallets) so the waste truck can access the bins. As needed, they will assist in guiding the truck or moving any obstructions.

**Cleaning and Maintenance:** The bin storage area will be cleaned regularly to maintain hygiene and prevent odors. The impervious floor and drain enable easy wash-down; staff will rinse out the area and bins periodically (at least once a fortnight, or more often if spills occur). Any water from cleaning will drain to the sewer as per the design. Bins themselves will be inspected for damage or wear; if a bin is damaged (lid not closing, etc.), the contractor will be notified for repair or replacement. Vermin control measures, such as checking for any evidence of pests, will be part of routine maintenance; if needed, pest control professionals will be engaged to ensure the area remains pest-free.

**Waste Reduction and Recycling:** While this plan focuses on waste handling, the business will also implement waste reduction practices where possible. For example, cardboard boxes are flattened to optimize bin space (which is already standard practice). Any opportunities to reuse materials (such as using certain waste as packing material, or recycling pallets) will be explored to minimize what goes into the general waste. The staff will be educated on these practices. This aligns with broader sustainability objectives and the City's strategy to divert waste from landfill.

**Monitoring and Review:** The WMP will be treated as a living document. The site manager will review waste generation and management periodically (e.g. every 6-12 months, or if operations change) to ensure the plan remains adequate. If the business expands or waste types change, the WMP will be updated and additional measures (like more bins or different collection frequency) will be put in place after consulting with the City's waste services if necessary. By delegating clear responsibility for ongoing monitoring and maintenance of the waste system, the plan will remain effective over the life of the development.

Through these operational measures, the site will maintain compliance with the WMP on a daily basis. The commitment to training staff and assigning responsibility ensures that waste is managed safely and efficiently in the long term. All employees will be made aware of the WMP provisions, and a copy of this WMP will be kept on-site for reference. Any new staff will be briefed on waste procedures as part of their induction.

## 06. Conclusion

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In conclusion, this Waste Management Plan demonstrates that 5-11 Howlett Street, North Perth will have a robust waste management system that meets the City of Vincent's requirements and industry best practices. The anticipated waste volumes have been accounted for with appropriately sized bins and a collection schedule that prevents overflow. The bin storage area is suitably located and designed with considerations for hygiene, security, and accessibility.

- A private waste contractor will service the development on-site twice weekly, ensuring reliable removal of waste with minimal impact on the community.
- Operational protocols are in place to keep the area clean, control any potential nuisances, and adapt to future needs. By following this WMP, the business (Nood Co Concrete) will manage waste in an efficient and sustainable manner, aligning with the City of Vincent's waste guidelines and contributing to the overall objective of responsible waste management in the community.
- The plan will be adhered to upon occupation of the site and will remain in effect for the life of the development (with reviews and adjustments as needed). The City can be confident that the development's waste will be handled effectively, protecting public amenity and supporting environmental targets such as waste reduction and recycling. References and Guidelines: This plan has been prepared with reference to the City of Vincent - Waste Guidelines for New Developments (updated August 2023) and examples of approved Waste Management Plans from comparable developments in the area.
- All recommendations and requirements from the City's guidelines (bin provision, storage design, collection method, etc.) have been addressed in the above sections to ensure full compliance. By implementing the measures outlined in this WMP, the proposed change of use at 5-11 Howlett Street will achieve effective waste management in line with local council standards and community expectations.

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## 07. References

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- 41-43 and 45 Angove Street - Waste Management Plan (WMP). Source: City of Vincent
- Waste Guidelines for New Developments. Source: City of Vincent
- Waste Management Plan - Perth. Source: SweetProcess

**Summary of Submissions:**

The tables below summarise the comments received during the advertising period of the proposal, together with Administrations response to each comment.

Comments Received in Objection:	Applicant Comment:
<p><u>Noise</u></p> <ul style="list-style-type: none"> <li>The proposed change of use is like to introduce significant noise sources, including forklifts, compressors, extraction fans, rotary saws, and heavy vehicle movements. All of these noise sources would adversely impact the surrounding residential amenity.</li> <li>Early morning operations, such as trucks starting at 5am will cause significant disruption.</li> <li>Concerns with the impact on surrounding residents who work night shift or work from home, with the noise likely to disturb them.</li> </ul>	<ul style="list-style-type: none"> <li>The applicant submitted an acoustic report which concludes that the noise generated from the proposed land use would comply with the requirements of the <i>Environmental Protection (Noise) Regulations 1997</i>. The applicant has submitted an Operational Management Plan (OMP) which outlines measures associated with different aspects of the land, which would assist with reducing noise levels.</li> <li>The application proposes to operate between 7:00am and 3:00pm, Monday to Friday. Administration has recommended a condition of approval that would require the business to operate within this period. No operations outside this period would be permitted.</li> <li>The submitted acoustic report highlights that the noise generated from the proposed land use would comply with the requirements of the <i>Environmental Protection (Noise) Regulations 1997</i>. This assists in demonstrating that the noise emissions of the operations of the proposed land use would not adversely impact surrounding residents, subject to the land use operating in accordance with their OMP.</li> </ul>
<p><u>Hazardous Materials and Health Risks</u></p> <ul style="list-style-type: none"> <li>Concerns with the exposure to hazardous exposure substances such as clay dust, chemicals associated with manufacturing processes, and fire risks from industrial materials.</li> <li>Concerns that the airborne particles from the manufacturing process will result in respiratory and long-term health risks.</li> <li>The close proximity to an established food distributor may result in dust contamination.</li> </ul>	<p>The application has submitted an OMP that states that no hazardous chemicals are stored or used on-site.</p> <p>It is acknowledged that the manufacturing process involves activities that can generate dust. These activities would be fully contained within the building, in a sealed room designed for this purpose. Dust emissions would be managed through a mechanical extraction and filtration system, ensuring airborne particles do not escape into the wider premises. The dust room would also be cleaned daily, with vacuum bags disposed of in sealed containers via general waste collection. These measures ensure that dust from the land use would not adversely impact surrounding residents or businesses.</p> <p>The City's <i>Health Local Law 2004</i> requires that occupiers must not allow dust or odours to escape from premises in such quantities as to cause a nuisance. Compliance with this legislation is enforceable by the City and provides an ongoing mechanism to address any future issues.</p> <p>In relation to the nearby food distributor, the proposed dust management measures and the requirement for all manufacturing to occur indoors provide assurance that no dust contamination will occur.</p> <p>Overall, the proposed operations, together with the commitments outlined in the OMP and the City's regulatory powers, provide confidence that the development will not give rise to hazardous exposure, respiratory or long-term health risks, or contamination of adjoining land.</p>

**Summary of Submissions:**

Comments Received in Objection:	Applicant Comment:
<p><u>Waste Disposal and Drainage</u></p> <ul style="list-style-type: none"> <li>Concern that the existing drainage issues in the lane will be exacerbated through improper handling of liquid waste</li> <li>Concerns that there is no plan in place to mitigate waste hazards.</li> </ul>	<p>Within the submitted OMP, the applicant has stated that no liquid waste would be generated from the sites operations. The OMP further states that all water used in production is filtered through a filter press system and recycled for cleaning purposes.</p> <p>Administration has recommended a condition of approval that would require the business to operate in accordance with the submitted OMP.</p>
<p><u>Laneway Maintenance and Ownership</u></p> <p>The laneway adjacent to the site, is owned by the Northwood Apartments Strata and is already suffering from surface deterioration and recurring potholes. Increased traffic and heavy vehicle use will accelerate this degradation, potentially creating safety hazards and additional maintenance burdens.</p>	<p>The proposed land use would not use the laneway for any of its operations.</p> <p>As outlined in the applicants Traffic Impact Statement (TIS) incoming deliveries would use the vehicle access point from Howlett Street, with waste also being collected from Howlett Street.</p>
<p><u>Traffic and Parking</u></p> <p>Concerns with the submitted Traffic Impact Statement, which fails to account for the existing 'No Stopping' yellow-line road markings that run continuously along both sides of Howlett Street adjacent to the subject site. Given these restrictions and the likelihood that existing parking and loading bays will be occupied, delivery vehicles may be forced to stop illegally on Howlett Street, resulting in traffic obstruction.</p>	<p>As outlined in the applicants TIS and OMP, incoming deliveries would use the car park to the east of the site. Vehicles would drive into the car parking area and would unload within this space. Once unloaded, vehicles would then exit the site.</p> <p>Outgoing deliveries would use the roller door on the Howlett Street façade. Vehicles would drive into this space, to undertake the loading of the vehicles.</p> <p>The proposed delivery process would ensure that vehicles would not be required to stop on Howlett Street and obstruct traffic.</p> <p>Administration has recommended a condition of approval that would require the business to operate in accordance with the submitted OMP.</p>
<p><u>Precedent and Future Rezoning</u></p> <ul style="list-style-type: none"> <li>Concerns that approval a land use of this nature will set a precedent for further industrial land uses</li> <li>Concerns that there will be a gradual transition of the existing residential area to become an industrial zone.</li> </ul>	<p>The subject site is zoned Commercial under LPS2, where an 'Industry – Light' land use is capable of being considered at the discretion of the decision-maker. While the zoning permits this use, each proposal is assessed on its individual merits, having regard to the planning framework and local context.</p> <p>Approval of this application does not imply that the area is shifting towards becoming an industrial zone. The City's planning framework continues to support the retention and establishment of residential properties in adjoining zones. Any future proposals would be subject to assessment against the planning framework and relevant objectives and would involve the input of the surrounding community.</p>

**Summary of Submissions:**

Comments Received in Objection:	Applicant Comment:
<p><u>Request for Additional Information</u></p> <ul style="list-style-type: none"> <li>• Submitters requested the following additional information:                             <ul style="list-style-type: none"> <li>- A description of the full manufacturing process.</li> <li>- A list of materials and chemicals to be used on-site.</li> <li>- Expected frequency and volume of truck movements (arrivals and departures), and how these will be monitored and controlled.</li> <li>- A comprehensive waste and environmental management plan, including mitigation measures for noise, pollution, and waste. We request a copy of the facility's Health, Safety &amp; Environment (HSE) management plan, including hazard identification (HAZID) documentation and bow tie diagrams illustrating the proposed control measures.</li> <li>- Specific information on expected noise levels, including:                                     <ul style="list-style-type: none"> <li>- Use of reversing alarms or similar noise-generating safety systems.</li> <li>- Operation of cutting machinery, compressors, or other equipment.</li> <li>- Installation of new plant or ventilation systems.</li> </ul> </li> <li>- Duration and nature of any construction or modification works required for the change of use.</li> <li>- Procedures for auditing and enforcing noise controls.</li> </ul> </li> </ul>	<p>The applicant has submitted an OMP, which provides comment on this requested additional information.</p> <p>Administration has recommended a condition of approval that would require the business to operate in accordance with the submitted OMP.</p>
<p><u>Suitability of Location</u></p> <p>Concerns expressed with the proposed use being incompatible with the surrounding high residential area, expressing that the land use is more suitable for a purely industrial area.</p>	<p>The subject site is zoned Commercial under LPS2, where a Light-Industry use is capable of being considered at the discretion of the decision-maker. The existing building is suitable for adaptive reuse and can accommodate the proposed manufacturing operations without requiring significant structural changes.</p> <p>While the surrounding area includes high-density residential development, the planning framework recognises that Commercial zones may support a mix of land uses, including low-impact industrial activity, where appropriately managed. The proposed OMP outlines specific measures to mitigate potential amenity impacts, including noise, hours of operation, and operational processes, to ensure compatibility with adjoining residential properties.</p> <p>The application has also demonstrated through the acoustic report that the noise levels would not exceed the assigned levels contained in the <i>Environmental Protection (Noise) Regulations 1997</i>.</p> <p>Administration has recommended a condition of approval that would require the business to operate in accordance with the submitted OMP.</p>

**Summary of Submissions:**

Comments Received in Objection:	Applicant Comment:
<p><u>Parking Concern:</u></p> <p>The 12 parking bays available are contradictory to the proposal, as the applicants claim there will be 10 staff and 3-4 customers on-site at any one time. Howlett Street has limited parking availability, with most bays occupied throughout the day. The insufficient on-site parking and reliance on on-street parking will affect visitors to the established house, who will now have to park further away.</p>	<p>The provision of 12 on-site car parking spaces is sufficient to accommodate the parking demands of the proposed land use. The parking supply reflects the expected number of staff and customers on-site at any one time, meaning the proposal does not rely on on-street parking to meet its needs. The on-site parking would also be appropriately managed through visitors arriving at scheduled times.</p> <p>While the on-site parking is adequate to meet daily demand, additional on-street parking is available nearby to accommodate any occasional overflow if required.</p>

Note: Submissions are considered and assessed by issue rather than by individual submitter.

**Summary of Submissions:**

The tables below summarise the comments received during the advertising period of the proposal, together with the Applicant’s response to each comment.

Comments Received in Objection:	Applicant Comment:
<p><u>Noise</u></p> <ul style="list-style-type: none"> <li>The proposed change of use is like to introduce significant noise sources, including forklifts, compressors, extraction fans, rotary saws, and heavy vehicle movements. All of these noise sources would adversely impact the surrounding residential amenity.</li> <li>Early morning operations, such as trucks starting at 5am will cause significant disruption.</li> <li>Concerns with the impact on surrounding residents who work night shift or work from home, with the noise likely to disturb them.</li> </ul>	<p>The proposed use has been supported by the preparation of an Environmental Noise Assessment prepared by a qualified acoustician from SLR Consulting. This analysis identified sensitive receptors, including the adjacent four storey residential development, and identified all sources of noise associated with the operation, inclusive of use of machinery, operation of an electric forklift, mechanical services, deliveries/servicing and car parking areas.</p> <p>The analysis found that the predicted noise levels at each sensitive receptor were compliant with all assigned noise levels for the daytime period, recognising that the use is only intended to operate from 7am – 3pm Monday to Friday.</p>
<p><u>Hazardous Materials and Health Risks</u></p> <ul style="list-style-type: none"> <li>Concerns with the exposure to hazardous exposure substances such as clay dust, chemicals associated with manufacturing processes, and fire risks from industrial materials.</li> <li>Concerns that the airborne particles from the manufacturing process will result in respiratory and long-term health risks.</li> <li>The close proximity to an established food distributor may result in dust contamination</li> </ul>	<p>No hazardous chemicals are stored or used on-site. Dust-generating activities are confined to sealed rooms and fully filtered using state-of-the-art extraction equipment. All work areas are vacuumed daily to remove residual dust. These measures ensure airborne particles are contained and managed in compliance with workplace health and safety requirements. Production areas are physically separated from office/showroom spaces to further minimise exposure risk.</p>
<p><u>Waste Disposal and Drainage</u></p> <ul style="list-style-type: none"> <li>Concern that the existing drainage issues in the lane will be exacerbated through improper handling of liquid waste</li> <li>Concerns that there is no plan in place to mitigate waste hazards.</li> </ul>	<p>No liquid waste is generated from operations. All water used in production is processed through a filter press system, separating solids from water. The filtered water is recycled for cleaning purposes on-site, and the dry solid by-product is disposed of in the general waste skip bin. This process ensures there is no discharge into the drainage system, preventing any risk of contributing to existing lane drainage issues.</p>
<p><u>Laneway Maintenance and Ownership</u></p> <ul style="list-style-type: none"> <li>The laneway adjacent to the site, is owned by the Northwood Apartments Strata and is already suffering from surface deterioration and recurring potholes. Increased traffic and heavy vehicle use will accelerate this degradation, potentially creating safety hazards and additional maintenance burdens.</li> </ul>	<p>The proposal does not include access or egress from the adjacent laneway. All access and egress is proposed from Howlett Street to the existing onsite car park. As a result, the proposal will have no impact on the adjacent laneway.</p>

**Summary of Submissions:**

Comments Received in Objection:	Applicant Comment:
<p>Traffic and Parking</p> <ul style="list-style-type: none"> <li>Concerns with the submitted Traffic Impact Statement, which fails to account for the existing 'No Stopping' yellow-line road markings that run continuously along both sides of Howlett Street adjacent to the subject site. Given these restrictions and the likelihood that existing parking and loading bays will be occupied, delivery vehicles may be forced to stop illegally on Howlett Street, resulting in traffic obstruction.</li> </ul>	<p>All servicing and loading are proposed to occur onsite via the car parking area and the existing roller door / internal delivery area, as noted in the submitted TIS.</p> <p>The parking restrictions along Howlett Street provide for access and egress to the two existing crossovers, and there is no intention to undertake loading or unloading on Howlett Street.</p>
<p>Precedent and Future Rezoning</p> <ul style="list-style-type: none"> <li>Concerns that approval a land use of this nature will set a precedent for further industrial land uses</li> <li>Concerns that there will be a gradual transition of the existing residential area to become an industrial zone.</li> </ul>	<p>Industrial land uses are already capable of approval within the existing Commercial zone under the City of Vincent Local Planning Scheme No. 2, subject to the discretion of the determining authority. The zoning provides for the area to accommodate a range of commercial uses which support sustainable economic development.</p> <p>The proposed use is a small scale, light industrial operation and has been demonstrated to have no detrimental impact on adjoining owners or residents in the locality.</p>

**Summary of Submissions:**

Comments Received in Objection:	Applicant Comment:
<p>Request for Additional Information</p> <ul style="list-style-type: none"> <li>• Submitters requested the following additional information:                             <ul style="list-style-type: none"> <li>- A description of the full manufacturing process.</li> <li>- A list of materials and chemicals to be used on-site.</li> <li>- Expected frequency and volume of truck movements (arrivals and departures), and how these will be monitored and controlled.</li> <li>- A comprehensive waste and environmental management plan, including mitigation measures for noise, pollution, and waste. We request a copy of the facility's Health, Safety &amp; Environment (HSE) management plan, including hazard identification (HAZID) documentation and bow tie diagrams illustrating the proposed control measures.</li> <li>- Specific information on expected noise levels, including:                                     <ul style="list-style-type: none"> <li>- Use of reversing alarms or similar noise-generating safety systems.</li> <li>- Operation of cutting machinery, compressors, or other equipment.</li> <li>- Installation of new plant or ventilation systems.</li> <li>- Duration and nature of any construction or modification works required for the change of use.</li> <li>- Procedures for auditing and enforcing noise controls.</li> </ul> </li> </ul> </li> </ul>	<p>Please see the attached Operational Management Plan and response to request for further information.</p>
<p>Suitability of Location</p> <ul style="list-style-type: none"> <li>• Concerns expressed with the proposed use being incompatible with the surrounding high residential area, expressing that the land use is more suitable for a purely industrial area.</li> </ul>	<p>The City provides the opportunity for industrial and light industrial uses as part of the 'Commercial' zone.</p> <p>The location is well suited to small scale uses such as this, subject to full consideration of the impact on traffic, noise and amenity for surrounding landowners. We have comprehensively demonstrated that traffic and access can be suitably managed onsite without impacting the function of the local road network or access and egress to any adjacent property.</p> <p>The acoustic assessment has outlined the predicted noise levels of all processes, forklifts, deliveries, mechanical equipment and the car parking area, and confirmed that the noise levels will not be exceeded at any surrounding sensitive receptor.</p>

**Summary of Submissions:**

Comments Received in Objection:	Applicant Comment:
<p>Parking Concern:</p> <ul style="list-style-type: none"> <li>• <i>“The 12 parking bays available are contradictory to the proposal, as the applicants claim there will be 10 staff and 3-4 customers on-site at any one time. Howlett Street has limited parking availability, with most bays occupied throughout the day. The insufficient on-site parking and reliance on on-street parking will affect visitors to the established house, who will now have to park further away.”.</i></li> </ul>	<p>The proposal provides 12 on-site bays, which satisfy (and exceed) the minimum requirement under the City’s LPP 7.7.1 for this floor area and is therefore consistent with the relevant frameworks.</p> <p>The OMP identifies <u>up to</u> 10 full-time employees, however staffing is rostered, and it is unlikely all 10 will be rostered on-site concurrently. Client visitation is by appointment only and limited to 2–3 visitors at any one time during non-sensitive daytime hours. Appointments are booked in advance and will be managed and, where appropriate, staggered, to avoid peaks.</p> <p>On this basis, under typical operation (6–8 staff on site plus 2–3 clients) peak concurrent demand is 9–12 bays, which is fully contained on site, and even on a conservative basis (8 staff driving plus 4 clients) demand equals 12 bays and remains accommodated without reliance on Howlett Street.</p> <p>Should an occasional overlap occur, any shortfall can be absorbed by the unrestricted on-street parking on Howlett Street without adverse impact given the very low visitor volumes.</p> <p>On this basis the proposed parking arrangement is compliant with the applicable policy provisions, will be operationally managed, and will not create unacceptable parking pressure.</p>

Note: Submissions are considered and assessed by issue rather than by individual submitter.

**Clause 67 – Relevant Matters to be Considered by Local Government Assessment**

<b>Clause 67 – Matters to be Considered</b>	
<b>Matter</b>	<b>Administration Comment</b>
<p>a) The aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area.</p>	<p>The City’s Local Planning Scheme No. 2 (LPS2) contains broader aims applicable to the entire Scheme area, separate to objectives for each zone. LPS2 aims relevant to this proposal include:</p> <p><i>(a) to cater for the diversity of demands, interests and lifestyles by facilitating and encouraging the provision of a wide range of choices in housing, business, employment, education, leisure, transport and access opportunities;</i></p> <p><i>(b) to protect and enhance the health, safety and general welfare of the City’s inhabitants and the social, environmental and cultural environment;</i></p> <p><i>(e) to promote and safeguard the economic well-being and functions of the City;</i></p> <p><i>(j) to provide a diverse range of employment opportunities such as retail, commercial, entertainment, knowledge based professions and tourism, to ensure a sustainable economy, as well as generating employment self-sufficiency and self-containment;</i></p> <p>In summary, the subject application is acceptable under the aims of LPS2. The subject site is appropriately located within an established commercial area. The proposed land use would support local employment and promote economic wellbeing within the City. Noise impacts on adjoining properties would be mitigated through operation measures, with all of these being conditioned. The land use is consistent with the objectives of applicable existing and future planning instruments.</p>
<p>b) The requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the Planning and Development (Local Planning Schemes) Regulations 2015 or any other proposed planning instrument that the local government is seriously considering adopting or approving.</p>	<p>The suitability of the development has been assessed having regard to the relevant scheme requirements, the City’s local planning framework, and the impact of the development on the area, consistent with the principles of orderly and proper planning.</p> <p>There are no draft planning instruments relevant to this application.</p>
<p>g) Any local planning policy for the Scheme area.</p>	<p>An assessment has been undertaken against the City’s relevant local planning policies, including Sound Attenuation Policy, and Non-Residential Car Parking Policy</p>
<p>m) The compatibility of the development with its setting including –</p> <p>(i) The compatibility of the development with the desired future character of its setting.</p> <p>(ii) The relationship of the development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development.</p>	<p>The proposed development is compatible with its setting and would not adversely impact the desired future character of the area or the amenity of adjoining properties.</p> <p>The site is located within a Commercial zone that accommodates a diverse mix of non-residential uses, creating an active commercial environment that supports the introduction of the proposed light industry use. The existing building is well suited for manufacturing operations, with the southern interface presenting as a double-storey boundary wall with no openings, reducing potential impacts on adjoining residential properties.</p>
<p>n) The amenity of the locality including the following –</p> <p>(i) environmental impacts of the development;</p> <p>(ii) the character of the locality;</p> <p>(iii) social impacts of the development.</p>	<p>Operational impacts have been addressed through the applicant’s Operational Management Plan, which outlines measures for manufacturing, deliveries, waste, dust and noise management, and compliance. An Acoustic Report has also confirmed that predicted noise levels will comply with the <i>Environmental Protection (Noise) Regulations 1997</i>. Conditions of approval will require the development to operate in accordance with these documents.</p> <p>Overall, the proposed use would not result in adverse impacts on adjoining land or the locality. The acceptability of the land use and its</p>

	<p>compatibility within its setting and impact on amenity is detailed further in the Comments section.</p>
<p>s) the adequacy of —</p> <p>(i) the proposed means of access to and egress from the site; and</p> <p>(ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles</p>	<p>Although a car parking departure is proposed from the City's Non-Residential Parking Policy standard, the amount of parking provided would be acceptable for the proposed land use. This is because 12 car parking bays are provided on-site, accommodating for a maximum of 10 employees and four visitors.</p> <p>The proposed land use would generate low levels of traffic, which has been outlined in the applicants Traffic Impact Statement. Due to the low levels of traffic proposed to be generated, the traffic movements would not adversely impact the traffic flow or safety.</p>
<p>t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety.</p>	<p>The acceptability of the car parking shortfall and its impact on amenity is detailed in the Comments section.</p>
<p>w) the history of the site where the development is to be located</p>	<p>The history of the site is detailed in the Background section of the report.</p> <p>Since the 1980's, the site has been operating as a warehouse and storage facility, for cash handling and security related services.</p> <p>The proposal is introducing a commercial business to a site that has been operating commercially in nature for an extended period of time.</p> <p>The acceptability of the land use and its compatibility within its setting and impact on amenity is detailed in the Comments section.</p>
<p>y) any submissions received on the application</p>	<p>The key matters raised in the submissions that are relevant planning considerations in the assessment of the proposal are addressed in this report. A summary of the submissions and the response by Administration has been included as <b>Attachment 6</b>, while the response by the Applicant has been included as <b>Attachment 7</b>.</p> <p>The total number of submissions received for or against the proposal is not itself a consideration for the application.</p>

**5-11 Howlett Street, North Perth – Surrounding Area Analysis**

**Adjoining Commercial Properties**

1-3 Howlett Street – Eastern Adjoining Property



Façade of eastern adjoining proeprty – captured from north Howlett Street footpath



Façade of eastern adjoining property and façade of subject site – captured from north Howlett Street footpath



Eastern adjoining property's boundary wall abutting subject sites car park (looking SE)

13-15 Howlett Street – Western Adjoining Property



Western adjoining property's façade – 15 Howlett Street – captured from north Howlett Street footpath



Western adjoining property's façade – 13 and 15 Howlett Street - captured from north Howlett Street footpath

8 Howlett Street – Northern Adjoining Property



Northern adjoining property's façade – captured from south Howlett Streets footpath



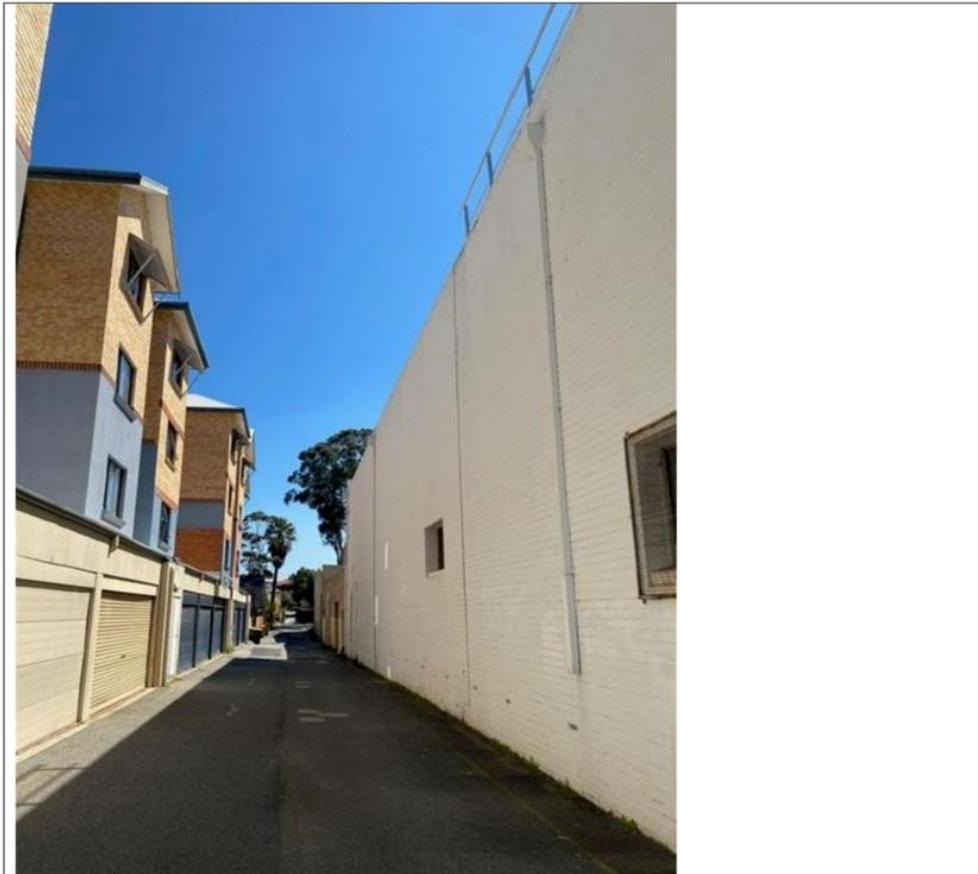
Northern adjoining property's vehicle exit point – captured from south Howlett Streets footpath

**Residential Adjoining Properties**

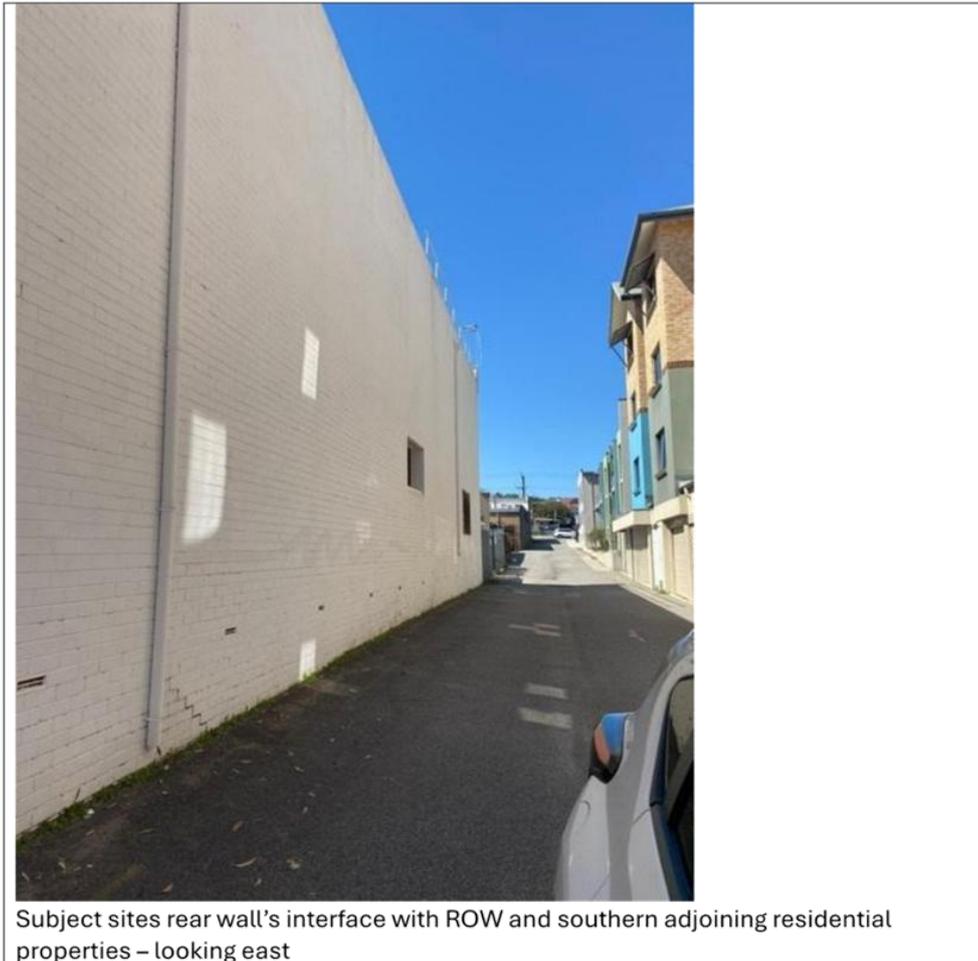
8 Kadina Street – Southern Adjoining Property



Subject sites wall's interface with southern adjoining residential properties – looking west



Subject sites wall's interface with ROW and southern adjoining residential properties – looking west



Subject sites rear wall's interface with ROW and southern adjoining residential properties – looking east





South-east adjoining properties across ROW. Captured from ROW looking north-west adjacent to subject sites carpark.

10 and 12 Howlett Street – Northern Adjoining Property



Northern adjoining residential properties - captured from north Howlett Street footpath looking east

**Determination Advice Notes:**

1. This is a development approval issued under the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme only. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/owner to obtain any other necessary approvals and to commence and carry out development in accordance with all other laws.
2. If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.
3. Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.
4. If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.
5. This approval is not an authority to ignore any constraint to development on the land, which may exist through statute, regulation, contract or on title, such as an easement or restrictive covenant. It is the responsibility of the applicant and not the City to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the City's attention.
6. Any noise created at the premises must ensure compliance with the provisions within the *Environmental Protection (Noise) Regulations 1997*.

**5.3 NO. 389 (LOT: 3; D/P: 1283) BULWER STREET, WEST PERTH - PROPOSED THREE GROUPED DWELLINGS****Ward:** South

- Attachments:**
1. Consultation and Location Plan [↓](#) 
  2. Development Plans [↓](#) 
  3. Solar Access Diagram [↓](#) 
  4. Summary of Submissions - Administrations Response [↓](#) 
  5. Summary of Submissions - Applicants Response [↓](#) 
  6. Determination Advice Notes [↓](#) 

**RECOMMENDATION:**

That Council, in accordance with the provisions of the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme, APPROVES the application for Three Grouped Dwellings at No. 389 (Lot: 3; D/P: 1283) Bulwer Street, West Perth in accordance with the plans shown in Attachment 2, subject to the following conditions, with the associated determination advice notes in Attachment 6:

**1. Development Plans**

This approval is for Three Grouped Dwellings as shown on the approved plans dated 3 September 2025. No other development forms part of this approval;

**2. External Fixtures**

All external fixtures, such as television antennas (of a non-standard type), radio and other antennas, satellite dishes, solar panels, external hot water heaters, air conditioners, and the like, shall not be visible from the street(s), are designed integrally with the building, and be located so as not to be visually obtrusive, to the satisfaction of the City;

**3. Colour and Materials**

The colours, materials and finishes of the development shall be in accordance with annotations shown on the approved plans and the schedule of finishes which forms part of this approval, unless otherwise approved by the City;

**4. Visual Privacy**

Prior to occupancy or use of the development, all privacy screening shown on the approved plans shall be installed and is to comply in all respects with the requirements of Clause 3.10 (Visual Privacy) of the Residential Design Codes Volume 1 deemed-to-comply provisions, to the satisfaction of the City;

**5. Landscaping**

Prior to the occupation or use of the development, all works shown in the approved landscaping plan shall be undertaken in accordance with the approved plans to the satisfaction of the City, and maintained thereafter to the satisfaction of the City, at the expense of the owners/occupiers;

**6. Car Parking and Access**

**6.1 All vehicle parking, manoeuvring and access areas shall be constructed, paved and drained in accordance with the approved plans and are to comply with the requirements of Australian Standard AS2890.1, to the satisfaction of the City;**

- 6.2 Prior to the occupation or use of the development, redundant or “blind” crossovers shall be removed and the verge and kerb made good to the City’s specification at the applicant/owner’s expense, to the satisfaction of the City; and
- 6.3 Walls, fences and other structures truncated or reduced to no higher than 0.75 metres within 1.5m of where walls, fences, other structures adjoin vehicle access points where a driveway meets a public street and where two streets intersect, with the exception of:
- One pier at max width of 0.4 metres x 0.4 metres and 1.8 metres Decorative capping permitted to 2.0 metres; and
  - Infill that provides a clear sight line;

## 7. Building Design

- 7.1 The surface finish of boundary walls facing an adjoining property shall be of a good and clean condition, prior to the occupation or use of the development, and thereafter maintained, to the satisfaction of the City. The finish of boundary walls is to be fully rendered or face brick; or material as otherwise approved; to the satisfaction of the City;
- 7.2 Prior to the occupation or use of the development Functional Utilities, as defined by the Residential Design Codes, excluding solar collectors, shall:
- 7.2.1 be located behind street setback areas and not visible from Bulwer Street or Gallop Street;
- 7.2.2 designed to integrate with the development; and
- 7.2.3 are located and/or screened so they are not visually obtrusive and minimise impacts to habitable rooms and private open space on the subject site and adjoining properties.
- to the satisfaction of the City;
- 7.3 Prior to the occupation or use of the development Service Utilities, as defined by the Residential Design Codes, excluding letterboxes, shall be integrated into the design of the development and/or screened from view of the streets, to the satisfaction of the City. Where attached to a wall, meter boxes shall be painted the same colour as the wall to which they are attached, to the satisfaction of the City; and
- 7.4 At least one window to each habitable room shall be operable in design, to the satisfaction of the City;

## 8. Stormwater

Stormwater from all roofed and paved areas shall be collected and contained on site. Stormwater must not affect or be allowed to flow onto or into any other property or road reserve; and

## 9. Construction Management

- 9.1 The three grouped dwellings shown on the approved plans shall be constructed concurrently;
- 9.2 Prior to the lodgement the building permit a Construction Management Plan (CMP) is to be prepared and submitted to the City for approval. The CMP is to detail how the construction of the development would be managed to minimise the impact on the surrounding area. The CMP shall address the following matters in relation to works to take place on the site:
- Public safety, amenity and site security;
  - Contact details of essential site personnel;
  - Construction hours;

- **Noise control and vibration management;**
- **Sand, dust, stormwater and sediment control;**
- **Waste management;**
- **Traffic and access management on Bulwer Street, Gallop Street and the Right of Way;**
- **Parking arrangements for contractors and subcontractors;**
- **Communication plan with nearby properties; and**
- **Compliance with AS4970-2009 relating to the protection of trees around the development site; and**

**9.3 The approved CMP shall be implemented and complied with, for the duration of the construction of the development, to the satisfaction of the City.**

**EXECUTIVE SUMMARY:**

The purpose of this report is to consider an application for development approval for three grouped dwellings at No. 389 Bulwer Street, West Perth (the subject site).

The subject site and surrounding properties are zoned Residential R80 under the City's Local Planning Scheme No. 2 (LPS2) and are within the Residential Built Form Area under the City's Policy No. 7.7.1 – Built Form (Built Form Policy). The subject site consists of a single-storey Single House with a total area of 382 square metres. The subject site slopes 1.5m from the Bulwer Street boundary to the right of way boundary.

The subject site proposes the creation of three lots, although no subdivision application has been lodged or approved. The proposed lots all meet the minimum lot size and average as per Table D of the Residential Design Codes (R Codes).

The elements of the proposal that require a design principle assessment and the exercise of discretion include the reduced street setbacks for the dwellings, the upper floors, and garages, the building height, solar access for adjoining properties, weather protection, driveway setback, lot boundary setbacks, private open space, and trees and landscaping.

The street setbacks of the proposed development are appropriate in the context of the subject site, where a mix of architectural styles are evident along both the Bulwer Street and Gallop Street streetscapes. The façade has been designed to provide interest to the street through the use of varied materials, balconies and openings oriented towards the public realm, and integrated landscaping. The design response is compatible with the surrounding area and the character of the existing streetscape, and has received support from DRP members.

The building height and reduced lot boundary setbacks would not adversely impact the established streetscapes or the amenity of adjoining properties. The fourth storey is located at the rear of the site and would not be readily visible from the street. It has been adequately setback from adjoining properties, providing a suitable transition to the lower-scale built form nearby. There are no overlooking concerns associated with the additional storey or the reduced setbacks.

The proposed development would not result in overshadowing that adversely affects the amenity of adjoining properties. The dwellings to the south-west and south-east would continue to receive sufficient sunlight to their primary living areas, private open spaces, and roof-mounted solar collectors throughout the year, including during the winter solstice.

The proposed landscaping across the site, including tree planting, would contribute to a high level of amenity for future residents and respond positively to the streetscape. The planting would also assist in softening the perceived bulk of the development when viewed from the street and adjoining properties. Each dwelling includes a sufficiently sized private open space in the form of a balcony, which would provide a high level of amenity.

The proposed development has been subject to revised plans throughout the assessment process, as detailed in the report below. These modifications have resulted in a proposal that is considered acceptable when assessed against the relevant planning framework. The development is recommended for approval, subject to conditions.

**PROPOSAL:**

The application proposes three grouped dwellings on the subject site which is currently occupied by a single dwelling. The development comprises two three-storey dwellings and one four-storey dwelling.

Each dwelling includes a ground floor garage, laundry and office. The first floors contain the primary kitchen, dining and living areas, together with a balcony. The second floors accommodate bedrooms and bathrooms. Unit C incorporates an additional fourth storey, providing a roof terrace with lounge and storage.

The primary street for Lot A is Bulwer Street, while Lot B and C's primary street is Gallop Street. Vehicle access to Lot A and Lot B is proposed from Gallop Street, while access to Unit C would be from the adjoining right of way (ROW).

The development plans are included in **Attachment 2**. The applicants solar access diagram is included as **Attachment 3**.

**Delegation to Determine Applications:**

The application is being referred to Council for determination in accordance with the City's Register of Delegations, Authorisations and Appointments.

This is because the delegation does not extend to proposals that propose a height of three storeys or more and do not meet the applicable Building Height deemed-to-comply standard or Acceptable Outcomes set by the R Codes response to the number of storeys.

The application proposes a four-storey development in area where the Built Form Policy sets a building height standard of three-storeys.

**BACKGROUND:**

<b>Landowner:</b>	Karl Pownall and Lisa Tibbits
<b>Applicant:</b>	Urbanista
<b>Date of Application:</b>	30 April 2025
<b>Zoning:</b>	MRS: Urban LPS2: Zone: Residential R Code: R80
<b>Built Form Area:</b>	Residential
<b>Existing Land Use:</b>	Single House
<b>Proposed Use Class:</b>	Grouped Dwellings
<b>Lot Area:</b>	382m <sup>2</sup>
<b>Right of Way (ROW):</b>	Yes
<b>Heritage List:</b>	No

Site Context and Zoning

The subject site is corner lot, bound by Bulwer Street to the north, a single storey single house to the east, a right of way to the south, and Gallop Street to the west. A location plan is provided as **Attachment 1**.

The subject site and all adjoining properties are zoned Residential R80 under the City's LPS2 and are located within the Residential Built Form Area under the Built Form Policy, with a building height standard of three storeys.

The subject site is 382 square metres and is capable of subdivision to create three lots.

Existing Streetscape

Bulwer Street and Gallop Street present differing streetscape characteristics, summarised as follows:

- **Bulwer Street** functions as an arterial road and includes a mix of architectural styles. Developments include a range of single houses, grouped dwellings, and multiple dwellings. High solid fencing is a prominent feature, restricting visibility of façades and reducing the sense of openness to the street.
- **Gallop Street** is a local road, and development primarily consists of single-storey and two-storey single houses in a variety of architectural styles, resulting in a streetscape with limited consistency.

Building heights along both streets are predominantly one and two storeys. There is one example of a three-storey multiple dwelling development located on Lawley Street, 50 metres to the east of the subject site. Beyond this, other developments that exceed three storeys are evident along Fitzgerald Street as well as further east along Bulwer Street beyond Fitzgerald Street. This includes the Hyde Park Hotel, which presents as two storeys but has an overall height comparable to a three-storey building. In addition, approval has been granted for a six-storey mixed use development at No. 338 Bulwer Street, which is yet to be constructed.

Where two-storey development occurs, the upper floors are predominantly aligned, or project forward of the ground floor, creating a varied built form profile. Balconies are either recessed or project forward, contributing to the diversity of streetscape presentation along both streets.

Directly to the west at No. 9 Gallop Street, there is an existing two-storey multiple dwelling development. The building is set back 3.7 metres from Bulwer Street, while along Gallop Street it presents a nil setback at the carport and a predominant setback of 1.5 metres to the main building. The upper floor features a varied relationship with the ground floor, with some portions projecting forward and others aligning in-line with the lower level.

In terms of car parking, both streetscapes include double and single carports and garages with varying front setbacks at ground level.

#### Future Context

The subject site and surrounding area is within a Residential R80 zone, where multiple dwellings are permitted and a building height standard of three-storeys applied. Properties that front Fitzgerald Street, which is located approximately 130 metres to the east of the subject site, are zoned Commercial under LPS2 and have a building height standard of six storeys.

Given this zoning framework, the locality is expected to transition towards higher-density development over time. This is because majority of the Residential R80 lots are of a sufficient size to enable subdivision into multiple smaller lots, accommodating single houses or grouped dwellings, or to accommodate mixed-use or multiple dwelling developments.

#### **DETAILS:**

##### **Summary Assessment**

The table below summarises the planning assessment of the proposal against the provisions of LPS2, the Built Form Policy, and the R Codes Volume 1, Part C. In each instance where the proposal requires the discretion of Council, the relevant planning element is discussed in the Detailed Assessment section following from this table.

Planning Element	Deemed-to-Comply	Requires the Discretion of Council
Private Open Space		✓
Trees and Landscaping (Part C)		✓
Water Management & Conservation	✓	
Size and Layout of Dwellings	✓	
Parking	✓	
Solar Access and Natural Ventilation (Internal)		✓
Waste Management	✓	
Utilities	✓	
Open Space	✓	
Building Height/Storeys		✓
Street Setback		✓
Lot Boundary Setbacks/Boundary Walls		✓
Garage setback		✓
Site Works/Retaining Walls	✓	
Streetscape		✓
Front Fence	✓	
Access	✓	

Planning Element	Deemed-to-Comply	Requires the Discretion of Council
Solar Access for Adjoining Sites		✓
Visual Privacy	✓	

*R Codes Volume 1 – Part C*

The R Codes advocate for contextual and site-specific development solutions. To facilitate good design outcomes, the R Codes Volume 1 provides two pathways for development assessment and determination.

Applications for development approval need to demonstrate that the proposal achieves the objectives of the R Codes Volume 1 and the requirements of each design element through either of the following pathways:

- Deemed-to-comply** – deemed-to-comply provisions provide a straightforward means for the development proposal to demonstrate that it satisfies the objectives and design principles of the R Codes. They outline the expected development standards that should be met through this pathway. If a planning element of an application meets the applicable deemed-to-comply standards then it is satisfactory and not subject to Council’s discretion for the purposes of assessment against the R Codes.
- Design principle** – the design principles pathway offers an alternative merit-based approach when one or more of the deemed-to-comply provisions are not satisfied. This allows for innovative design responses that may be more context and site responsive.

Where a deemed-to-comply provision is not met, the proponent should provide sufficient justification to demonstrate how they have met or exceeded the requirements of the relevant design principles when this pathway is pursued.

If a planning element of an application does not meet the applicable deemed-to-comply standards then Council’s discretion is required to decide whether this element meets the design principles.

The planning elements of the application that do not meet the applicable deemed-to-comply standards and requires the discretion of Council are provided in the below table.

**Detailed Assessment**

The deemed-to-comply assessment of the element that requires the discretion of Council is as follows:

Private Open Space	
Deemed-to-Comply Standard	Proposal
<p><b>R Codes Part C – Clause 1.1</b></p> <p>C1.1.1 – Primary gardens are to:</p> <ul style="list-style-type: none"> <li>Max roof cover: Be entirely open to the sky.</li> <li>Minimum dimension: 3 metres.</li> </ul>	<p>Lot A</p> <ul style="list-style-type: none"> <li>Roof coverage: 6.6 square metres</li> <li>Minimum dimension: 1.5 metres.</li> </ul> <p>Lot B</p> <ul style="list-style-type: none"> <li>Minimum dimension: 1.5 metres.</li> </ul> <p>Lot C</p> <ul style="list-style-type: none"> <li>Minimum dimension: 1.5 metres.</li> </ul>
Trees and Landscaping	
Deemed-to-Comply Standard	Proposal
<p><b>R Codes Part C – Clause 1.2</b></p> <p>C1.2.1 – 15 per cent of Lot B (17 square metres of Lot B) is to consist of soft landscaping with a minimum dimension of 1 metre.</p>	<p>10.7 percent (12.1 square metres) of Lot B consists of soft landscaping with a minimum dimension of 1 metre.</p>

<p><b>Built Form Policy – Clause 5.9</b></p> <p>C5.9.4 – 30 percent (114.6 square metres) of the site area is provided as canopy coverage at maturity.</p>	<p>13 percent (49 square metres) of the site is provided as canopy coverage at maturity.</p>
<b>Solar Access and Natural Ventilation</b>	
<p><b>Deemed-to-Comply Standard</b></p>	<p><b>Proposal</b></p>
<p><b>R Codes Part C – Clause 2.2</b></p> <p>C2.2.4 – Grouped Dwellings are to include a major opening to the primary living space that is orientated between north-west and east, with an adjoining uncovered open area that has a minimum dimension of 3.0 metres by 3.0 metres.</p>	<p>Lot C proposes a major opening that faces north-west to a covered outdoor living area.</p>
<b>Building Height</b>	
<p><b>Deemed-to-Comply Standard</b></p>	<p><b>Proposal</b></p>
<p><b>Built Form Policy – Clause 5.3</b></p> <p>C3.2.1 – Building height is to be in accordance with the following:</p> <ul style="list-style-type: none"> <li>• Storeys: 3-storeys.</li> <li>• Wall height: 9 metres.</li> <li>• Concealed roof height: 10 metres.</li> </ul>	<p>Lot B</p> <ul style="list-style-type: none"> <li>• Wall height: 9.5 metres.</li> </ul> <p>Lot C</p> <ul style="list-style-type: none"> <li>• Storeys: 4-storey.</li> <li>• Concealed roof: 12.5 metres.</li> </ul>
<b>Street Setbacks</b>	
<p><b>Deemed-to-Comply Standard</b></p>	<p><b>Proposal</b></p>
<p><b>Built Form Policy – Clause 5.3</b></p> <p>Clause 5.1.1 – Primary street setbacks required:</p> <ul style="list-style-type: none"> <li>• Lot A: 5.1 metres</li> <li>• Lot B and Lot C: 2.6 metres</li> </ul> <p>Clause 5.1.4 – Walls on upper floors to be set back 2 metres behind the predominant ground floor building line.</p> <p>Clause 5.1.5 – Balconies to be set back 1 metre behind the predominant ground floor building line.</p> <p>Clause 5.1.7 – Secondary street setbacks on upper floors are to be 1.5 metres behind each portion of the ground floor setback.</p>	<p>Primary street setbacks provided:</p> <ul style="list-style-type: none"> <li>• Lot A: 2.5 metres</li> <li>• Lot B: 2.3 metres</li> <li>• Lot C: 1.5 metres</li> </ul> <p>All lots' upper floors are in line with or forward of the ground floor.</p> <p>Lot A: Balcony is 0.5 metres forward of ground floor.</p> <p>Lot B and C: Balconies are in line with ground floor.</p> <p>Lot A: Upper floor in-line secondary street ground floor.</p>
<b>Lot Boundary Setbacks</b>	
<p><b>Deemed-to-Comply Standard</b></p>	<p><b>Proposal</b></p>
<p><b>R Codes – Clause 3.4</b></p> <p>South-East Boundary First Floor</p> <ul style="list-style-type: none"> <li>• Staircase – washroom of Lot B: 3 metres</li> <li>• Kitchen of Lot B – Living/Dining of Lot C: 3 metres</li> </ul> <p>South-East Boundary Second Floor</p> <ul style="list-style-type: none"> <li>• Staircase of Lot A: 3 metres</li> <li>• Bathroom of Lot A: 3 metres</li> <li>• Ensuite of Lot A–ensuite of Lot C: 3 metres</li> <li>• Robe of Lot C: 3 metres</li> </ul>	<p>South-East Boundary First Floor</p> <ul style="list-style-type: none"> <li>• Staircase – washroom of Lot B: 2.5 metres</li> <li>• Kitchen of Lot B – Living/Dining of Lot C: 1.5 metres</li> </ul> <p>South-East Boundary Second Floor</p> <ul style="list-style-type: none"> <li>• Staircase of Lot A: 2.5 metres</li> <li>• Bathroom of Lot A: 1.5 metres</li> <li>• Ensuite of Lot A–ensuite of Lot C: 2.5 metres</li> <li>• Robe of Lot C: 1.5 metres</li> </ul>

South-East Boundary Third Floor • Terrace Store of Lot C: 3 metres • Terrace of Lot C: 3 metres	South-East Boundary Third Floor • Terrace Store of Lot C: 2.5 metres • Terrace of Lot C: 1.5 metres
Garage Setback	
Deemed-to-Comply Standard	Proposal
<b>Built Form Policy – Clause 5.4</b>  Clause 5.4.2 – Garages are to be setback 500 millimetres behind the dwelling alignment (excluding any porch portico verandah or balcony or the like).	Lot B garage is in line with dwelling alignment
Streetscape	
Deemed-to-Comply Standard	Proposal
<b>R Codes – Clause 3.6</b>  Front doors are to be protected from the weather with a minimum dimension of 1.2 metres.	Lot C front door weather protection dimension: 1 metre.
Solar Access for Adjoining Sites	
Deemed-to-Comply Standard	Proposal
<b>R Codes – Clause 3.9</b>  Shadow to No. 8 Gallop Street permitted: 25%.	Shadow to No. 8 Gallop Street proposed: 34%.

The above elements of the proposal do not meet the specified deemed-to-comply standards and is discussed in the Comments section below.

#### CONSULTATION/ADVERTISING:

Community consultation was undertaken in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* (Planning Regulations) a period of 14 days between 4 June 2025 and 18 June 2025. The method of consultation included a notice on the City's website and 98 letters being sent to landowners and occupiers within a 100m radius of the subject site, as shown in **Attachment 1** in accordance with the City's Community and Stakeholder Engagement Policy.

At the conclusion of the consultation period a total of five submissions were received. This included one submission neither supporting or objecting the proposal and four submissions objecting the proposal. No submissions supporting the proposal were received.

The number of submissions received during the consultation period is not, in itself, a relevant planning consideration. The decision-maker is instead required to focus on the substance of the matters raised. These are summarised below.

Concerns raised in the submissions are summarised as follows:

- There are no examples of four storey developments in the area. The proposal is not keeping in with the existing character of the area.
- The development would have an adverse impact on adjoining properties in relation to overshadowing and undue building bulk.
- The reduced lot boundary setbacks are not keeping in with the character of surrounding houses and results in visual privacy concerns.
- Building height would impact the views of significance to the Hyde Park treescape and would likely overwhelm and dominate adjoining properties.
- The shortfall of landscaping would result in the development being dominated by concrete, making it an unpleasant building.
- The street setbacks are insufficient and too close to the footpath. This is not keeping in with the existing streetscape.
- Garages are proposed to be too close to footpath, which would impact the safety of pedestrians using the footpath.

A summary of submissions received along with Administration’s responses are provided in **Attachment 4**. The applicant’s response to the submissions received are provided as **Attachment 5**.

In accordance with the City’s Community and Stakeholder Engagement Policy, the plans were not readvertised as the amended plans reduced/removed deemed-to-comply departures and do not propose new or greater departures to the deemed-to-comply standards. Previous submitters have instead been notified of the changes made to the plans following community consultation.

**Design Review Panel (DRP)**

Referred to DRP: Yes

The proposal was referred on three occasions to the City’s DRP Chair for comment as considered against the 10 principles of good design. The table below provides a summary of this application’s design review assessment progress.

Design Review Progress			
	Supported		
	Pending further attention – refer to detailed comments provided		
	Not supported		
	Insufficient information provided by applicant to assess		
	DRP Member		
	Referral 1 – Plans dated 6 June 2025	Referral 2 – Plans dated 29 July 2025	Referral 3 – Plans dated 4 Sept 2025
Principle 1 – Context & Character			
Principle 2 – Landscape Quality			
Principle 3 – Built Form and Scale			
Principle 4 – Functionality & Built Quality			
Principle 5 – Sustainability			
Principle 6 – Amenity			
Principle 7 – Legibility			
Principle 8 – Safety			
Principle 9 – Community			
Principle 10 – Aesthetics			

A summary of all the DRP Chair comments that were provided during the design review process that required review and further attention are included below:

- It is recommended that accurate site levels be shown on elevations and 3D renders to reflect the 1m fall indicated in the survey and ensure the proposal is realistically depicted.
- Soft landscaping should be increased across all lots, including deep soil zones, planting areas, and tree canopy coverage, to meet R Codes and City policy requirements. Existing trees may not meet deep soil requirements, and planting details (species, pot/tree sizes, reticulation) should be provided. Native, water-wise species are encouraged to support biodiversity and local character. It is recommended to engage a landscape professional to improve the overall landscape design quality.
- Lots B and C lack usable outdoor space. It is recommended to incorporate generous on-structure landscaping on Lot C’s roof terrace and enhance landscaping in front setbacks to positively contribute to the streetscape.
- It is recommended to increase setbacks to Bulwer Street and Gallop Street to better align with City policy.
- The Lot B garage is oversized and positioned forward of the dwelling. It is recommended to relocate the garage to increase the primary setback and comply with the City’s garage alignment policy.
- The 4-storey townhouse at the rear exceeds the height envelope and creates an abrupt interface with the single residence to the south. It is recommended to consider relocating the 4-storey unit to Lot B to improve contextual sensitivity and transition.
- The overall lack of landscaping and usable ground-level open space suggests overdevelopment of the site.

- It is recommended to provide screening on the east side of Lot C’s roof terrace to maintain privacy for the adjacent neighbour.
- AC units, bins (3-bin FOGO system), and utility meters are not shown on the drawings. It is recommended to include these and position them to minimise visual and amenity impacts.
- External materials and colours are generally supported; however, it is recommended to specify products, finishes, and colour selections on the elevations or in a materials schedule.

In response to comments and recommendations received from the DRP Chair, Administration and community consultation comments, and following two meetings between the applicant and Administration, the applicant made the following key changes over the course of the application process:

- The adjoining properties are shown on the 3D renders.
- The applicant engaged with a landscape architect to increase the extent of soft landscaping for all lots. The landscape architect proposed additional trees, including within the primary street setbacks of all lots and within the Bulwer Street road reserve.
- The Gallop Street setback for Lot B was increased from 1.5 metres to 2.3 metres. The Bulwer Street setback for Lot A, and the Gallop Street setback for Lot C, remained unchanged.
- On structure landscaping was added on all balconies and was also incorporated to the perimeter of the roof top terrace.
- Lot B useable outdoor space was increased, by increasing the primary street setback area. Additional landscaping was provided to Lot C’s roof terrace.
- Lot B’s garage was setback to be behind the ground floor predominant building line.
- The applicant incorporated screening to a height of 1.6m on the south and east elevations of the roof terrace.
- The applicant updated the elevation plans to reflect the sites topography
- External colours and materials were included on the plans.
- Sustainability measures incorporated, which included the addition of PV solar panels, EV chargers and heat pumps.
- Bin stores, AC units, and the electric metre were represented on the plans.

The DRP Chair has reviewed the latest set of plans that were submitted to the City on 3 September 2025. The table below provides a summary of the DRP Chair’s comments that have not been addressed, along with Administration’s response:

DRP Comments Received	Administration Comments
<p><b>Principle 3 – Built Form and Scale</b></p> <p>The applicant is encouraged to increase the setback to Bulwer Street to more closely align with the City’s policy requirements.</p>	<p>The acceptability of the reduced setback to Bulwer Street is addressed in detail in the Comments section of this report. In summary, the proposed setback is largely consistent with that of the adjoining eastern property and aligns with the established setbacks of recent developments to the west at No. 9 Gallop Street and No. 395 Bulwer Street. The proposal therefore reflects the existing streetscape context while also responding to the transition towards higher-density development. Impacts of building scale are mitigated through articulation, variation in materials and colours, window placement, and landscaping within the front setback.</p>

<p>The applicant is encouraged to make Lot B the 4-storey unit, to establish more of a transition to the lower intensity dwellings.</p>	<p>The transition provided by the proposed development is considered acceptable. This is achieved through the building’s setback, façade articulation, and the integration of landscaping at the ground level, balcony, and rooftop terrace of Lot C.</p> <p>Visibility of the fourth storey from adjoining southern residential properties is reduced, as the pergola element is a lightweight, open structure set in from the boundary. The solid walls of the terrace lounge and store are setback 6.2 metres from the right of way, which significantly reduces visibility and limits perceived building bulk when viewed from the south.</p> <p>The fourth storey also meets the deemed-to-comply setbacks from the east and south, with further mitigation provided through landscaping, façade articulation, and variation in materials and colours.</p> <p>Collectively, these design features reduce visual dominance and ensure an appropriate transition to the adjoining lower-intensity properties</p>
<p><b>Principle 5 – Sustainability</b></p> <ul style="list-style-type: none"> <li>Limited environmentally sustainable design (ESD) features are shown. The applicant is encouraged to incorporate active ESD measures such as solar panels, rainwater reuse, EV charging, all-electric systems, energy monitoring, heat pump HWS, and double glazing.</li> </ul> <p>The applicant is encouraged to complete a Life Cycle Assessment for the project.</p>	<p>The proposal incorporates a number of ESD initiatives as shown on the proposed development plans, including:</p> <ul style="list-style-type: none"> <li>Solar PV systems to all lots</li> <li>EV charging infrastructure within all garages</li> <li>Heat pump hot water systems to all units</li> <li>Window awnings and hoods to north and west-facing elevations to reduce heat gain</li> <li>LED lighting throughout</li> <li>All-electric appliances (no gas) to all units</li> <li>In-ground and on-structure landscaping, including increased canopy cover and verge planting.</li> </ul> <p>While the City encourages the preparation of Life Cycle Assessments, these are not mandated under the Built Form Policy or the Residential Design Codes. Notwithstanding this, the inclusion of the above measures demonstrates a considered approach to sustainability and would contribute positively to the development’s overall lifecycle performance, delivering tangible energy and water savings.</p>

**LEGAL/POLICY:**

- *Planning and Development Act 2005;*
- *Planning and Development (Local Planning Schemes) Regulations 2015;*
- City of Vincent Local Planning Scheme No. 2;
- Residential Design Codes Volume 1 – Part C;
- Community and Stakeholder Engagement Policy; and
- Policy No. 7.1.1 – Built Form Policy.

*Planning and Development Act 2005*

In accordance with Schedule 2, Clause 76(2) of the Planning Regulations and Part 14 of the *Planning and Development Act 2005*, the applicant would have the right to apply to the State Administrative Tribunal for a review of Council’s determination.

*Planning and Development (Local Planning Schemes) Regulations 2015*

In accordance with Clause 67(2) of the Deemed Provisions in the Planning Regulations and in determining a development application, Council is to have due regard to a range of matters to the extent that these are relevant to the development application.

The matters for consideration relevant to this application relate to the compatibility of the development within its setting, amenity and character of the locality, consistency with planning policies and advice from the DRP.

#### Residential Design Codes Volume 1 - Part C

The R Codes were gazetted on 10 April 2024. The changes to R Codes Volume 1 resulted in a split Volume 1 of the R Codes into Part B and Part C, as follows:

- Part B applies to all single houses R40 and below, grouped dwellings R25 and below, and multiple dwellings in areas coded R10-R25.
- Part C applies to all single houses R50 and above, grouped dwellings in areas coded R30 and above, and multiple dwellings in areas coded R30 to R60.

This proposal has been assessed against Part C of the R Codes. This is because the proposal relates to a Grouped Dwelling development on property coded Residential R80.

#### **RISK MANAGEMENT IMPLICATIONS:**

There are minimal risks to Council and the City's business function when Council exercises its discretionary power to determine a planning application.

#### **STRATEGIC IMPLICATIONS:**

This is in keeping with the City's Strategic Community Plan 2022-2032:

#### Innovative and Accountable

*Our decision-making process is consistent and transparent, and decisions are aligned to our strategic direction.*

#### **SUSTAINABILITY IMPLICATIONS:**

The City has assessed the application against the environmentally sustainable design provisions of the City's Policy No. 7.1.1 – Built Form. These provisions are informed by the key sustainability outcomes of the City's Sustainable Environment Strategy 2019-2024, which requires new developments to demonstrate best practice in respect to reductions in energy, water and waste and improving urban greening.

#### **PUBLIC HEALTH IMPLICATIONS:**

There are no impacts on the priority health outcomes of the City's Public Health Plan 2020-2025 from this report.

#### **FINANCIAL/BUDGET IMPLICATIONS:**

There are no financial or budget implications from this report.

#### **COMMENTS:**

#### Summary Assessment:

In assessing the application against the planning framework, it is recommended for approval. The following key comments are of relevance:

- Building Height and Character: Portions of the development exceeding the maximum building height standard are confined to the rear of the site, minimising their visibility and impact. The design responds positively to the transitional character of the locality and is consistent with the strategic intent for higher-density development in this area.

- **Overshadowing:** Shadow impacts to adjoining properties are minimal and acceptable as primary garden areas and major openings to habitable rooms of neighbouring dwellings retain adequate solar access.
- **Streetscape Integration:** The dwellings incorporate key design elements already established in the locality, including consistent upper-floor setbacks and balconies, ensuring the proposal reinforces and contributes positively to the existing streetscape character.
- **Bulk and Scale:** Building bulk is effectively reduced to adjoining properties and streetscapes through a combination of articulated walls, balconies, varied setbacks, material diversity, and the integration of landscaping in-ground and on-structure. This design response has been supported by the City's DRP Chair as an appropriate outcome for the site.
- **Private Open Space:** Each dwelling is provided with functional and usable outdoor living areas, directly accessible from primary living spaces, enhancing residential amenity and providing opportunities for entertaining and leisure.
- **Landscaping and Trees:** The development includes deep soil areas capable of supporting tree planting to all dwellings, along with high-quality landscaping throughout the site. These elements will soften the built form, enhance amenity for future residents, and contribute positively to the broader streetscape.

#### Building Height, Lot Boundary Setbacks, and Solar Access for Adjoining Sites

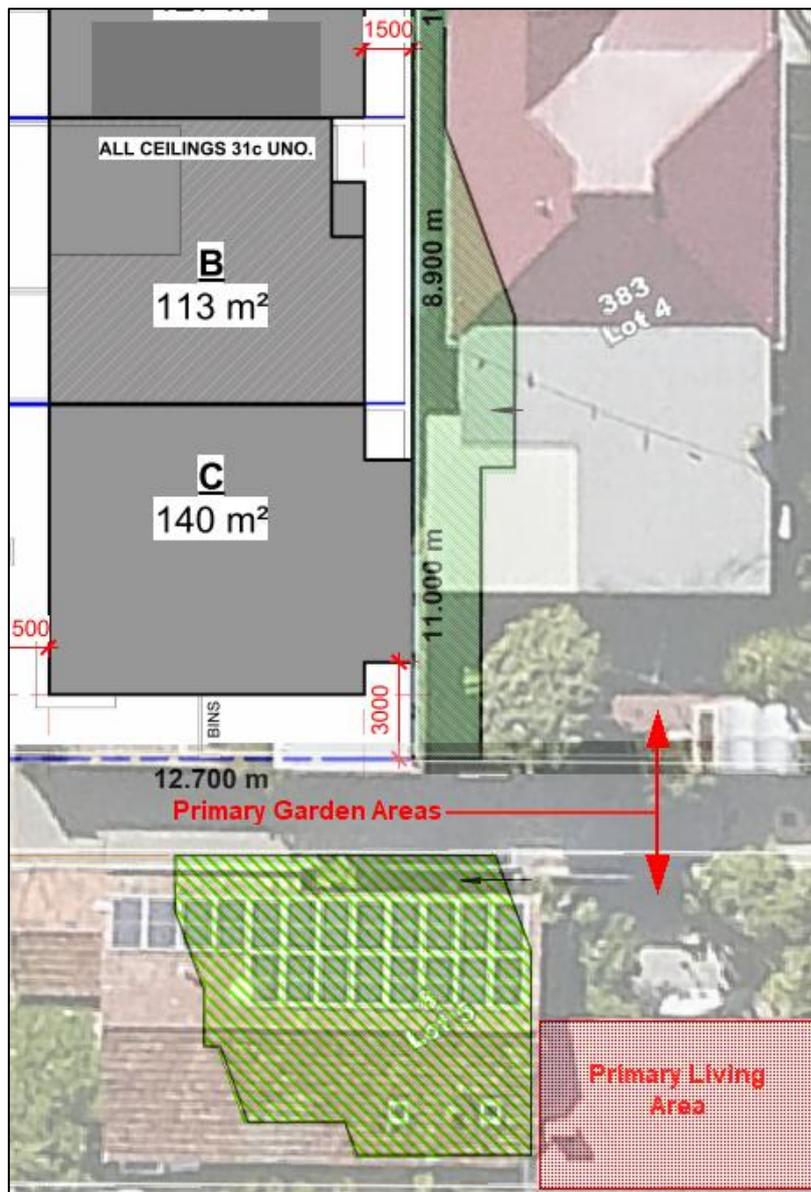
The proposed building height, lot boundary setbacks, and solar access for adjoining sites satisfy the relevant [Design Principles](#) of the R Codes and [Local Housing Objectives](#) of the Built Form Policy for the following reasons:

- **Presentation to the Street:** The proposal includes a maximum building height of four storeys in an area identified for three storeys under the Built Form Policy. Lots A and B are proposed at three storeys, with the additional height confined to Lot C to accommodate a terrace lounge and store. The distribution of height across the site ensures the bulk of the development remains consistent with the intended three-storey streetscape, while the additional level is modest in scale and carefully designed to integrate with its surroundings.
  - **Bulwer Street:** The development presents as three storeys when viewed from Bulwer Street, as the fourth storey is located to the rear. This maintains consistency with the existing and desired streetscape character.
  - **Gallop Street:** The proposal introduces the first four-storey element within the Gallop Street streetscape. Its bulk and visibility are reduced through a series of design measures that limit its scale and soften its presentation:
    - The pergola is a lightweight, open structure that does not contribute to building mass.
    - Rooftop planters with cascading vegetation visually soften the upper level and break down the appearance of bulk when viewed from Gallop Street and adjoining properties.
    - The solid components of the fourth storey (terrace lounge and store) are set back 6.2 metres from the right of way and stepped in from the southern edge of the building. This creates a clear transition in scale and assists in stepping the development down to the adjoining single-storey dwelling to the south.
    - The fourth storey sits 1.3 metres above the pitch of the third storey, creating a modest step in height rather than a dominant additional level.
    - The overall length of the fourth storey is restricted to 4.8 metres of the 28.9-metre western boundary, ensuring a limited streetscape presence.
    - Variation in materials, including recycled brick, concrete, and lightweight cladding, creates articulation and further reduces perceived bulk and scale.
 Collectively, these measures ensure the built form appropriately responds to the surrounding context, with building bulk and scale carefully moderated. The proposal achieves a height and scale that respect the prevailing one- to three-storey character, while also acknowledging the higher-density development envisioned and emerging within the surrounding area.
- **Future Desired Character:** The proposal aligns with the evolving character of the area, where gradual redevelopment is introducing higher-density housing and mixed-use development. The additional height is consistent with this planned transition and supports the Built Form Policy objective of accommodating increased density in appropriate locations while maintaining a respectful interface with existing lower-scale dwellings.
- **Overshadowing:** The proposed development would maintain adequate solar access to adjoining properties because:

- Solar Access for Adjoining Property to South-East (383 Bulwer Street): While reduced setbacks are proposed along the south-east boundary, the impact on solar access to No. 383 Bulwer Street would be minimal. As shown in green highlight in **Figure 1**, at the winter solstice, shadowing would fall primarily on a wall without major openings and affect only a small western portion of the property's primary outdoor living area. The development would not result in shadowing to the larger eastern portion of the garden. In addition, the existing dwelling at No. 383 Bulwer St already casts shadow over its own outdoor living area due to its orientation, meaning the proposal would not materially alter the property's current solar access conditions.
- Solar Access for Adjoining Property to South-West (8 Gallop Street): At the winter solstice, most of the overshadowing from the proposed development would fall to the roof of 8 Gallop Street, shown in green highlight within **Figure 1** below. The primary garden and rear primary living areas of No. 8 Gallop Street would remain unaffected and continue to receive northern sunlight.

The roof of 8 Gallop Street contains north-facing solar collectors that would experience overshadowing at winter solstice. These solar panels would be shadowed from a deemed-to-comply three-storey development, with the additional fourth storey not contributing to or increasing the extent of overshadowing.

Overshadowing is measured at midday on 21 June (winter solstice), representing the worst-case scenario. This approach does not capture the broader availability of solar access throughout the day and across other seasons. In practice, the solar collectors would continue to receive sunlight in the morning and afternoon on 21 June, and greater access across other months within the year. These outcomes are demonstrated in the applicant's solar access study included as **Attachment 3**.



- **Figure 1: Proposed Winter Solstice Overshadowing (Green) and its Impact on Sensitive Areas of Adjoining Properties (Source: Applicant Shadow Diagram with CoV annotations)**
- **Overlooking:** The proposal meets the deemed-to-comply standards for visual privacy under the R Codes. The roof terrace incorporates planter boxes along the edges, which provide further screening and reduce potential overlooking to adjoining properties.
- **Transition Between Adjoining Properties:** The adjoining properties to the south-east and south-west are currently single-storey dwellings. The transition from the proposed development and these properties has been accommodated through a range of design measures detailed below.
  - **South-east interface:** The adjoining property at No. 383 Bulwer Street is a single-storey dwelling with limited outlook towards the proposed development. This is due to the ~1.5 metre side setback and the rear patio, which is built up to the shared boundary. As a result, primary views to the development are from the rear garden.

The potential impact of reduced lot boundary setbacks and additional height when viewed from the south-east is mitigated through articulation in wall height and setbacks, varied window opening typologies, and the use of a diverse material palette including grey blockwork, white render, concrete-look finishes and lightweight metal cladding. These elements break down building massing, soften the interface, and reduce the perception of bulk when viewed from the south-east.

- **South-west interface:** The development has been designed to reduce the perception of bulk and scale when viewed from the adjoining property to the south at No. 8 Gallop Street. Articulation is

achieved through varied wall setbacks and wall heights, together with a diverse material palette including grey blockwork, red recycled brick, white cladding, lightweight metal cladding, and a mix of window typologies. These features break up the building mass and introduce visual interest to the façade.

In addition, landscaping is incorporated both in-ground and on-structure, including tree planting at ground level and cascading landscaping to the roof terrace, which softens the interface and provides a greener outlook. The fourth storey is set back 6.2 metres from the southern ROW boundary and, due to the location of the built form below, is not visible from No. 8 Gallop Street. This ensures the overall scale of the development presents as a three-storey building to the adjoining southern property.

- **Views of Significance:** The identified view of significance in the area includes the Perth CBD, located to the south-east of the subject site. Properties on the northern side of Bulwer Street currently have access to views of the City. The properties that may be impacted are all single-storey dwellings, where views are already partially restricted. While the proposed development may further restrict these views, the portion of the building responsible for this impact is the three-storey portion, which meets the deemed to comply height. The fourth storey does not contribute to the obstruction of views, as it has been located at the rear of the site, away from Bulwer Street, to minimise visual impact.

### Street and Garage Setbacks

The proposed street and garage setbacks satisfy the relevant [Design Principles](#) of the R Codes and [Local Housing Objectives](#) of the Built Form Policy for the following reasons:

#### *Consistency with the Streets:*

- **Immediate Context:** The proposed street setbacks are appropriate in the immediate context for the following reasons:
  - **Bulwer Street:** The street features a varied built form, with traditional single-storey dwellings located east of the subject site and more contemporary two-storey developments to the west across Gallop Street. The proposed 5.1 metre setback provides a balanced transition, sitting between the larger setbacks evident to the west and the smaller 3.7 metre setbacks provided by No. 9 Gallop Street and No. 395 Bulwer Street to the east.

There are examples of contemporary developments along Bulwer Street that incorporate upper floors that are aligned with, or project forward of, the ground floor. The proposal adopts a similar approach, ensuring consistency with the established built form. Examples of this condition are evident at Nos. 383 and 395 Bulwer Street, No. 9 Gallop Street, and No. 43 Violet Street. There are additional examples of this built form on Bulwer Street to the east of Fitzgerald Street, which has seen a greater amount of redevelopment into higher-density developments.

The subject lot occupies a transitional position between multiple dwelling development to the west and single houses to the east. The proposed design responds by providing a design that mediates between adjoining properties, while incorporating upper floor and balcony setbacks consistent with patterns along the streetscape.

- **Gallop Street:** The immediate context of Gallop Street comprises a mix of single and two-storey dwellings. To the south of the subject site, across the right of way, is a single-storey dwelling at No. 8 Gallop Street. This dwelling includes a carport positioned forward of the main building line, with posts located on the lot boundary.

Opposite the subject site, the multiple dwelling development at No. 9 Gallop Street presents as two storeys, with a nil setback to the carport and a 1.5 metre setback from the ground and upper floors. The upper level is aligned with the ground floor, with car parking located towards the southern portion of the site. Two balconies project forward of the building line, contributing to the streetscape presence.

The proposed development has been designed to positively integrate into this established context. The Gallop Street façade incorporates a variety of materials, balconies that provide articulation and passive surveillance, and garage setbacks that maintain clear sightlines along the street. Together,

these elements enhance visual interest, promote street activation, and ensure the development contributes positively to the evolving streetscape character.

### *Building Bulk*

The proposed development has been designed to positively contribute to the Bulwer Street and Gallop Street frontages by incorporating features that moderate bulk and enhance streetscape character. Key elements include:

- Balconies and Openings: Open-sided balconies with on-structure landscaped planters are positioned to both street elevations, providing articulation and visual permeability that reduce the dominance of upper floors. These elements reflect patterns already established in the surrounding area and positively contribute to a more active and engaging streetscape.
- Driveway and Garage Width: The use of singular-width garages for Lots A and B fronting Gallop Street avoids blank, garage-dominated façades and allows space for landscaping within the setback areas. The double-width garage for Lot C is located along the right-of-way, reducing impact on Gallop Street and maintaining a positive street interface.
- Materials: A mix of high-quality materials, including metal cladding, concrete render, recycled brick, white face brick, and timber fencing, introduces variety, breaks up building mass, and contributes to the evolving material character of Bulwer and Gallop Streets. A condition of approval ensures the development is constructed in accordance with the proposed material schedule.
- Soft Landscaping and Trees: Nine new trees are proposed within the primary and secondary street setbacks, supported by deep soil areas and complementary planting. This landscaping softens the built form, enhances amenity, and provides a positive green contribution to the streetscape. There is also on-structure landscaping visible from both streets, to soften the built form and positively contribute to the surrounding streetscapes.
- DRP Support for the Streets Presentation: The DRP supported the street presentation, acknowledging that the combination of articulation, landscaping, and material diversity results in a development that reduces bulk while positively contributing to the character of both street frontages.

### Private Open Space and Solar Access and Natural Ventilation

The proposed Private Open Space and Natural Ventilation would satisfy the relevant [Design Principles](#) of the R Codes for the following reasons:

- Location: Each dwelling includes a first-floor balcony that is directly accessible from the primary living, dining, and kitchen areas, providing functional and convenient opportunities for entertaining and leisure. All private open spaces are oriented to the northern aspect of the site to maximise access to sunlight and natural ventilation, and each is roofed to ensure usability throughout the year.
- Functionality and size: The size and dimensions of each dwelling's private open space allow them to be functional and usable. The first-floor balconies range between 14 and 17 square metres, which is sufficient to accommodate an outdoor dining table.
- Secondary Private Open Space Areas: Lot A also incorporates a secondary garden area within the primary street setback, accessible from the ground floor office, while Lot C benefits from an additional private open space on the roof terrace, accessible from the terrace lounge and via internal stairs to other habitable rooms.
- Landscaping: Landscaping has been incorporated to garden areas at ground floor, as well as on-structure to the balconies and roof terrace, which positively contribute to the amenity of these spaces while also softening the built form of the development.
- Solar Access and Natural Ventilation: The proposed private open spaces have been appropriately orientated to facilitate solar access and natural ventilation. The private open spaces are located on the north-west and south-west elevations, allowing for exposure to the afternoon sun and opportunities for cross ventilation. Each balcony is proposed to be roofed, allowing for protection against weather elements, allowing for the space to be used throughout the year.
- Solar Gain to Primary Living Space: The primary living spaces of all dwellings include sufficient glazing to optimise winter solar gain and natural light. Lots A and B feature north-west orientated major openings that are uncovered, allowing for full solar access. Lot C also includes a north-west orientated major opening, though it is covered by the balcony roof. Despite this, the primary living space would still receive daylight through the major opening, with additional sunlight entering via the staircase window.

### Trees and Landscaping

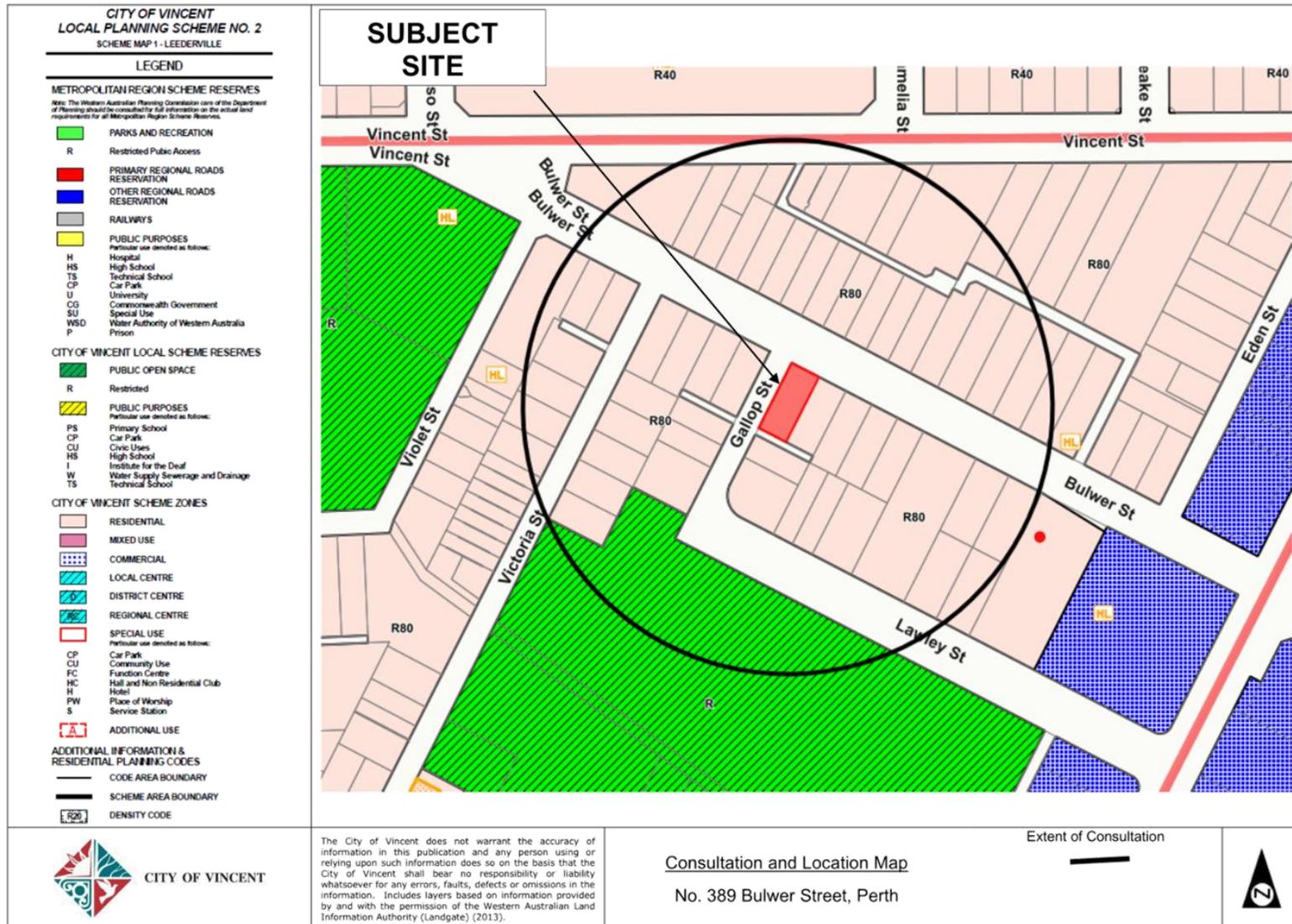
In addition to the deemed-to-comply standards of the R Codes, the application has also been assessed against the landscaping provisions of the Built Form Policy. The deemed-to-comply landscaping standards set out in the Built Form Policy have not been approved by the WAPC. As such, these provisions are given regard only in the assessment of the application and do not have the same weight as other policy provisions.

The proposed extent of landscaping and trees satisfies the relevant [Design Principles](#) of the R Codes and [Local Housing Objectives](#) of the Built Form Policy for the following reasons:

- **Location of Landscaping:** The development proposes for landscaping to be incorporated across the site, including within the street setback areas and within private open spaces, including the balconies and the Lot C roof terrace. The type of landscaping proposed has been outlined in the applicants landscaping plan, included in **Attachment 2**, and includes small to medium sized trees, and featured planting, such as flowers and shrubs. The location of landscaping would positively contribute to the streetscapes, would provide high levels of amenity to the future residents, and would assist with softening the bulk of the development when viewed from the street.
- **Primary Street Setback Areas:** The application proposes sufficient landscaping within all lots' primary street setback areas. This is demonstrated by each lot achieving the deemed-to-comply requirement of providing 30 percent of the front setback area as landscaping, with Lots A-C proposing 34 percent, 31.8 percent, and 47.7 percent respectively. The extent of landscaping proposed within these areas would positively contribute to the streetscape, while assisting in reducing the overall building bulk and scale of the development when viewed from the street.
- **Environmental Benefits:** The proposed planting and deep soil areas would contribute to improved urban air quality and increased tree and vegetation coverage. While the application seeks to remove six existing trees, it proposes the planting of eight new trees and the retention of one existing tree. The additional trees will provide canopy coverage, predominantly to the front setback and street interface. This ensures the landscaping proposed makes a meaningful contribution to the City's green canopy and helps reduce the impact of the urban heat island effect.
- **Permeable Paving:** Permeable paving is proposed to the each of the driveway areas adjacent to the garages. This would reduce the amount of hardstand areas and assist in water infiltration and support the growth of trees that are proposed to be planted adjacent to these driveways.

### Streetscape

The proposed development satisfies the relevant [Design Principles](#) of the R Codes, as the reduced 1 metre depth of the front door's weather protection would continue to provide effective coverage and a practical point of refuge from sun and rain for residents and visitors, ensuring the intent of the standard is met.





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389 BULWER STREET, West Perth

## PROPOSED TRIPLEX TOWNHOUSES

### ARCHITECTURAL DRAWINGS

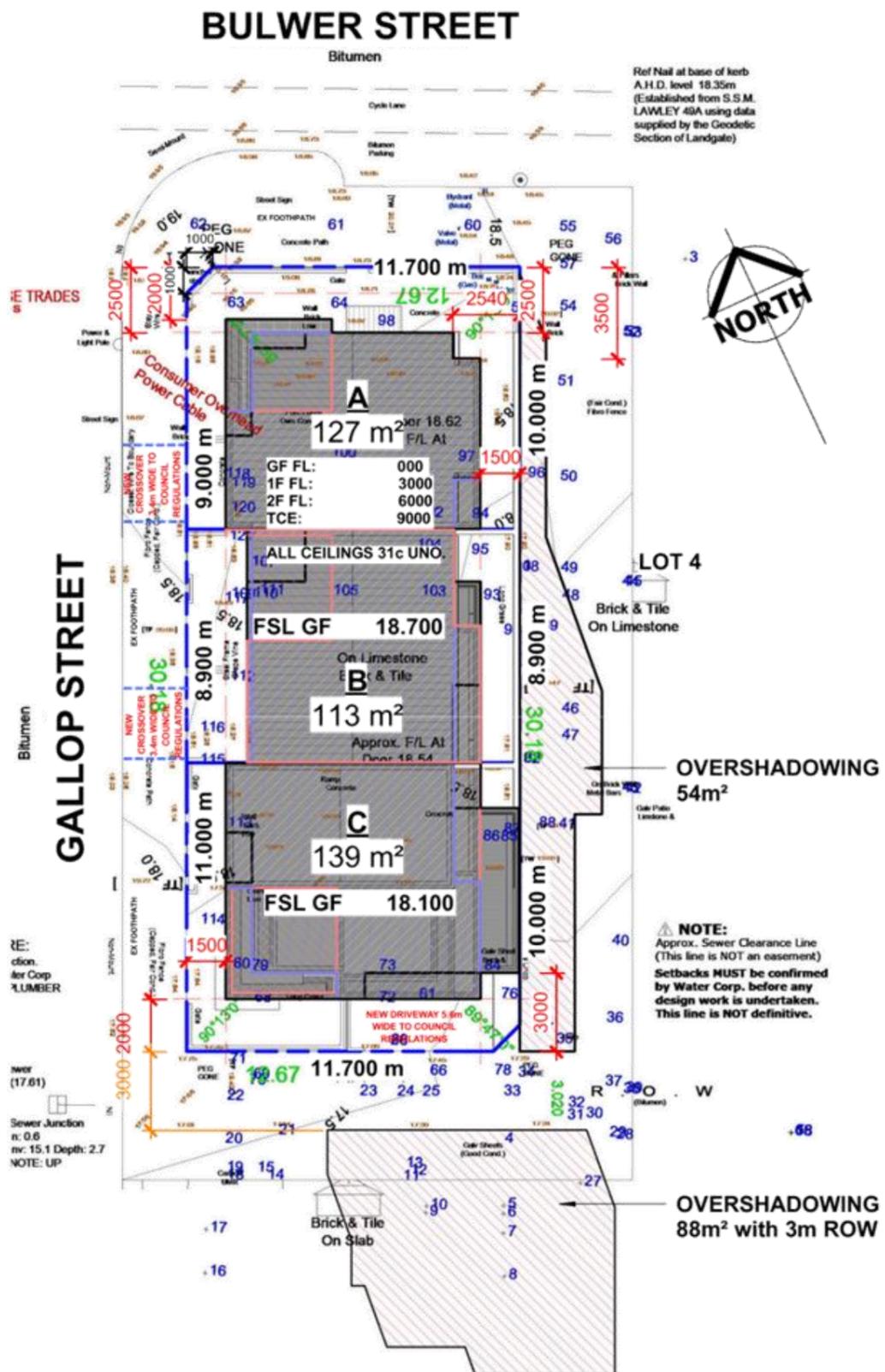
- SK1.1 - SITE/ PLOT COVER & SHADOWING 1:200\_Rev D
- SK1 - SITE PLAN 1:100\_Rev D
- SK2.1 - GROUND FLOOR PLAN 1:100\_Rev D
- SK2.2 - FIRST FLOOR PLAN 1:100\_Rev D
- SK2.3 - SECOND FLOOR PLAN 1:100\_Rev D
- SK2.4 - ROOF & UNIT C ROOF TERRACE PLAN 1:100\_Rev D
- SK3.1 - GALLOP STREET ELEVATION 1:100\_Rev E
- SK3.2 - BULWER & REAR (ROW) ELEVATION 1:100\_Rev E
- SK3.3 - SIDE ELEVATION 1:100\_Rev E
- SK4 - 3D ISOMETRICS (not in scale)
- SK5 - SK8 MATERIAL AND COLLOR PALETTE (not in scale)



AMENDED DEVELOPMENT APPROVAL APPLICATION

Sep 2025

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GROSS AREAS			
AREA TYPE	NAME	AREA	PERIMETER
Gross Building Area	A GARAGE	23 m²	21860
Gross Building Area	A GF LIVING	38 m²	28560
Gross Building Area	A STORE	5 m²	9390
Gross Building Area	LIVING A1	60 m²	34606
Gross Building Area	LIVING A2	67 m²	34536
Gross Building Area	A GF DECK	0 m²	0
Exterior Area	TERRACE A1	14 m²	15115
Exterior Area: 2		14 m²	15115
Gross Building Area	B GARAGE	21 m²	24766
Gross Building Area	B GF LIVING	43 m²	29476
Gross Building Area	B STORE	5 m²	8870
Gross Building Area	LIVING B2	69 m²	33246
Gross Building Area	LIVING B1	58 m²	35454
Gross Building Area	B GF DECK	0 m²	0
Exterior Area	TERRACE B1	17 m²	16607
Exterior Area: 2		17 m²	16607
Gross Building Area	C GARAGE	36 m²	24380
Gross Building Area	C GF LIVING	42 m²	43080
Gross Building Area	C STORE 1	6 m²	14400
Gross Building Area	C STORE 2	5 m²	11680
Gross Building Area	LIVING C1	70 m²	37450
Gross Building Area	LIVING C2	76 m²	37466
Gross Building Area	TERRACE LOUNGE	28 m²	21358
Gross Building Area	TERRACE STORE	14 m²	15526
Gross Building Area	C GF DECK	0 m²	0
Exterior Area	C ROOF TERRACE	32 m²	26298
Exterior Area	TERRACE C1	17 m²	16660
Exterior Area: 3		49 m²	42958
C: 11		324 m²	248298
Grand total: 25		745 m²	540785

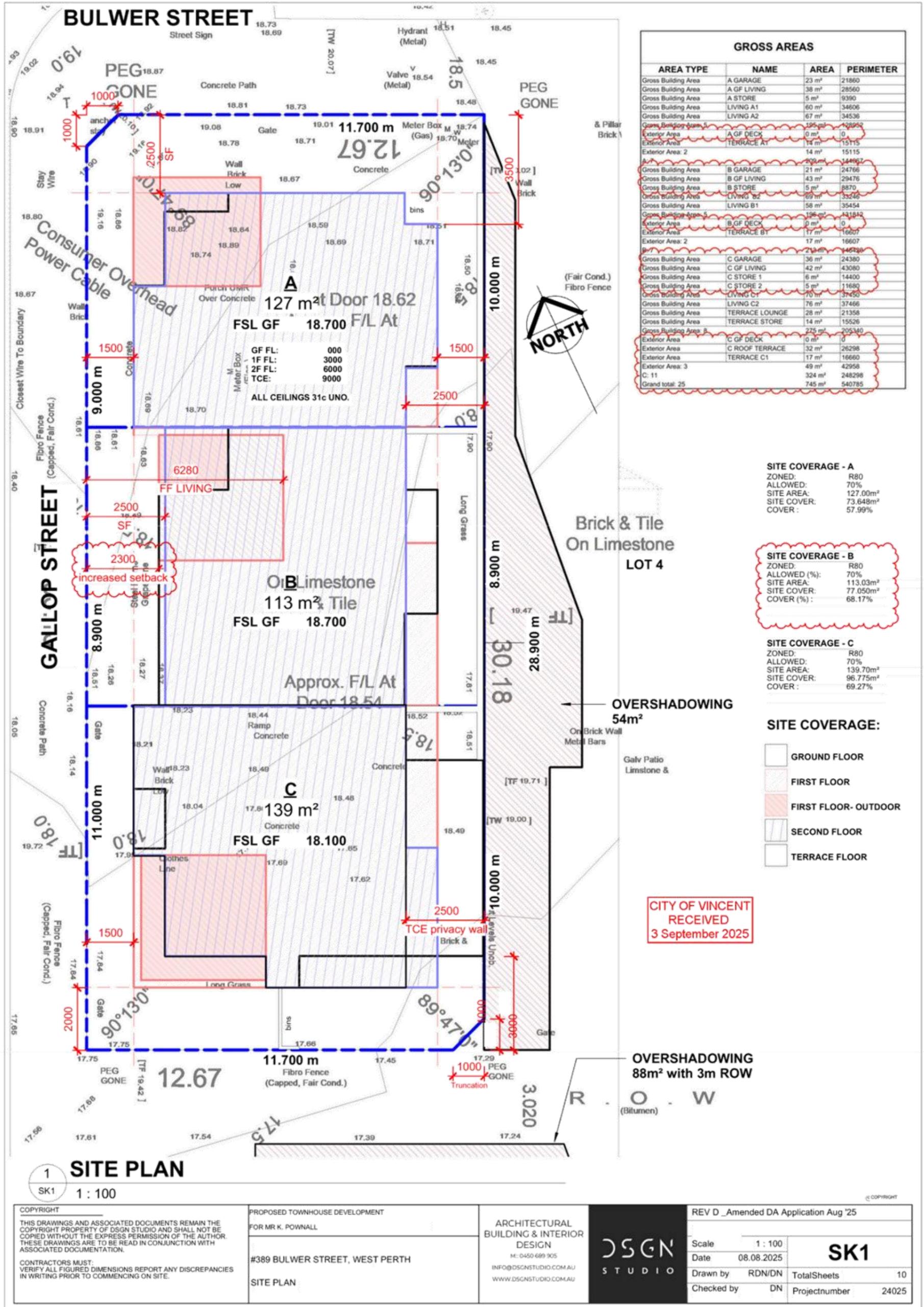
**SITE COVERAGE - A**  
 ZONED: R80  
 ALLOWED: 70%  
 SITE AREA: 127.00m²  
 SITE COVER: 73.648m²  
 COVER: 57.99%

**SITE COVERAGE - B**  
 ZONED: R80  
 ALLOWED (%): 70%  
 SITE AREA: 113.03m²  
 SITE COVER: 77.050m²  
 COVER (%): 68.17%

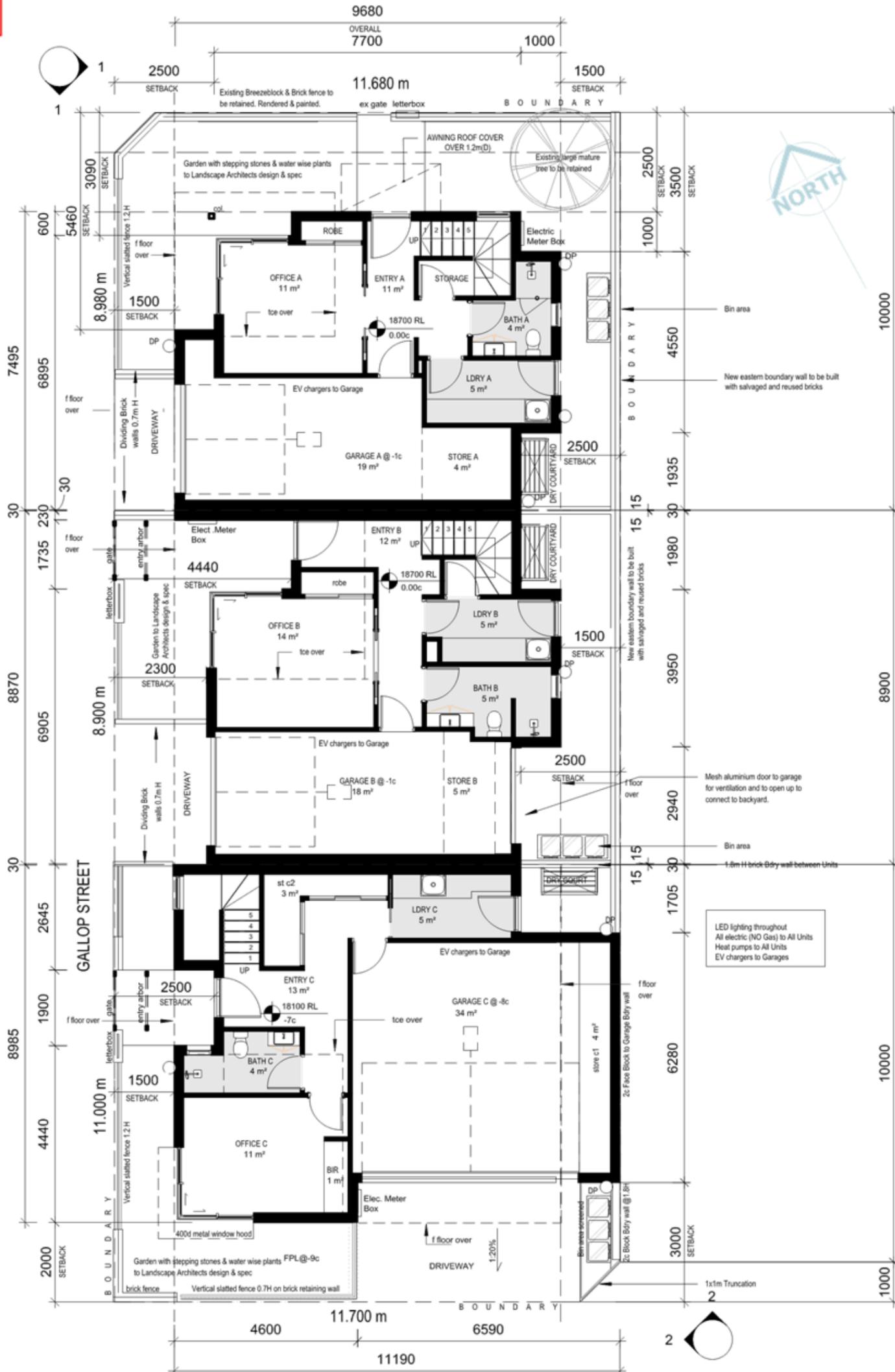
**SITE COVERAGE - C**  
 ZONED: R80  
 ALLOWED: 70%  
 SITE AREA: 139.70m²  
 SITE COVER: 96.775m²  
 COVER: 69.27%

1 SITE PLAN PLOT COVER & FULL SHADOWING  
 SK1.1 1 : 200

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	SK1.1		Total Sheets 10 Projectnumber 24025



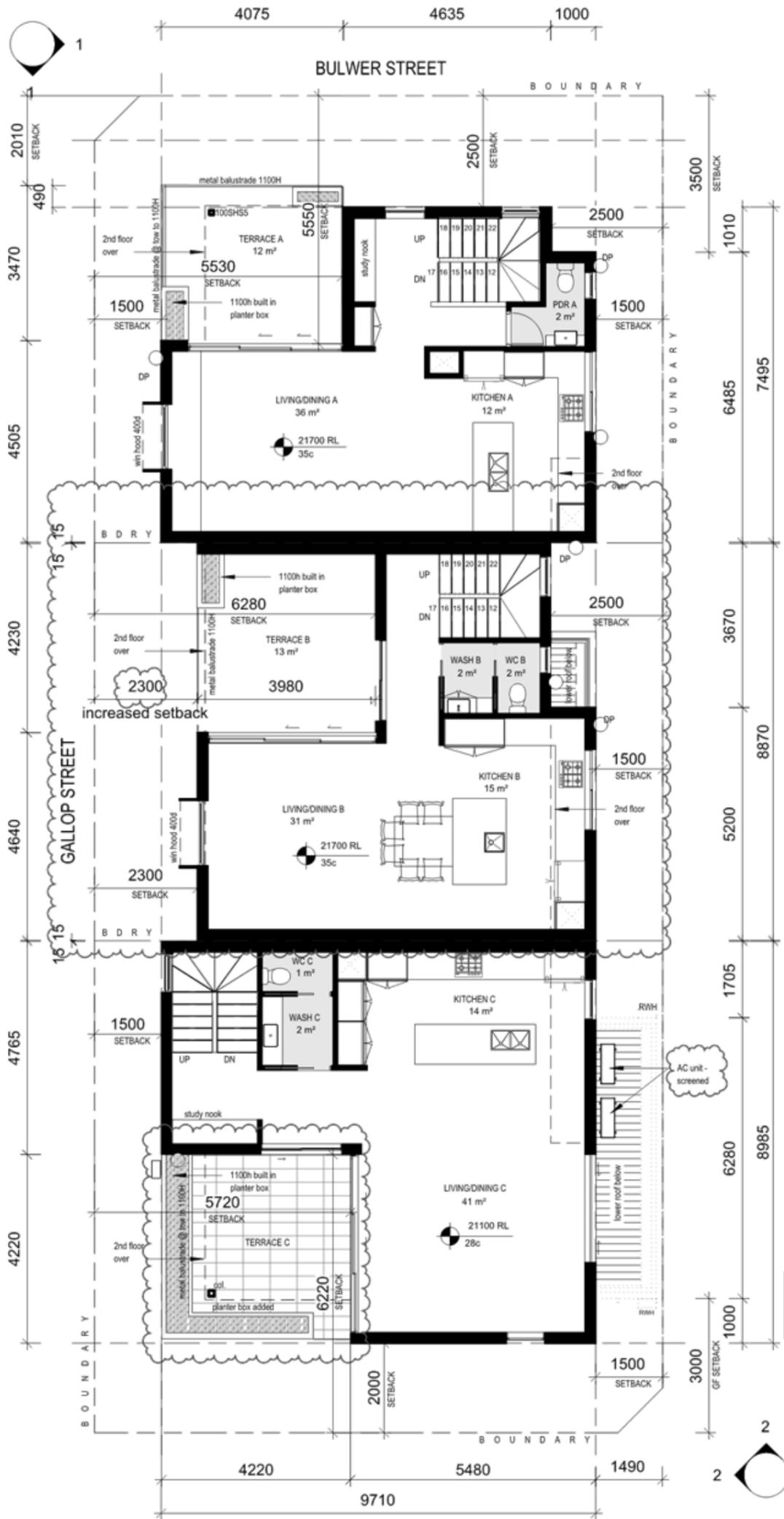
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1  
SK2.1  
**GROUND FLOOR PLAN**  
1 : 100

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	<p>#389 BULWER STREET, WEST PERTH</p> <p>GROUND FLOOR PLAN</p>		<p>Scale 1 : 100</p> <p>Date 08.08.2025</p> <p>Drawn by RDN/DN</p> <p>Checked by DN</p>	<p>SK2.1</p> <p>Total Sheets 10</p> <p>Project number 24025</p>

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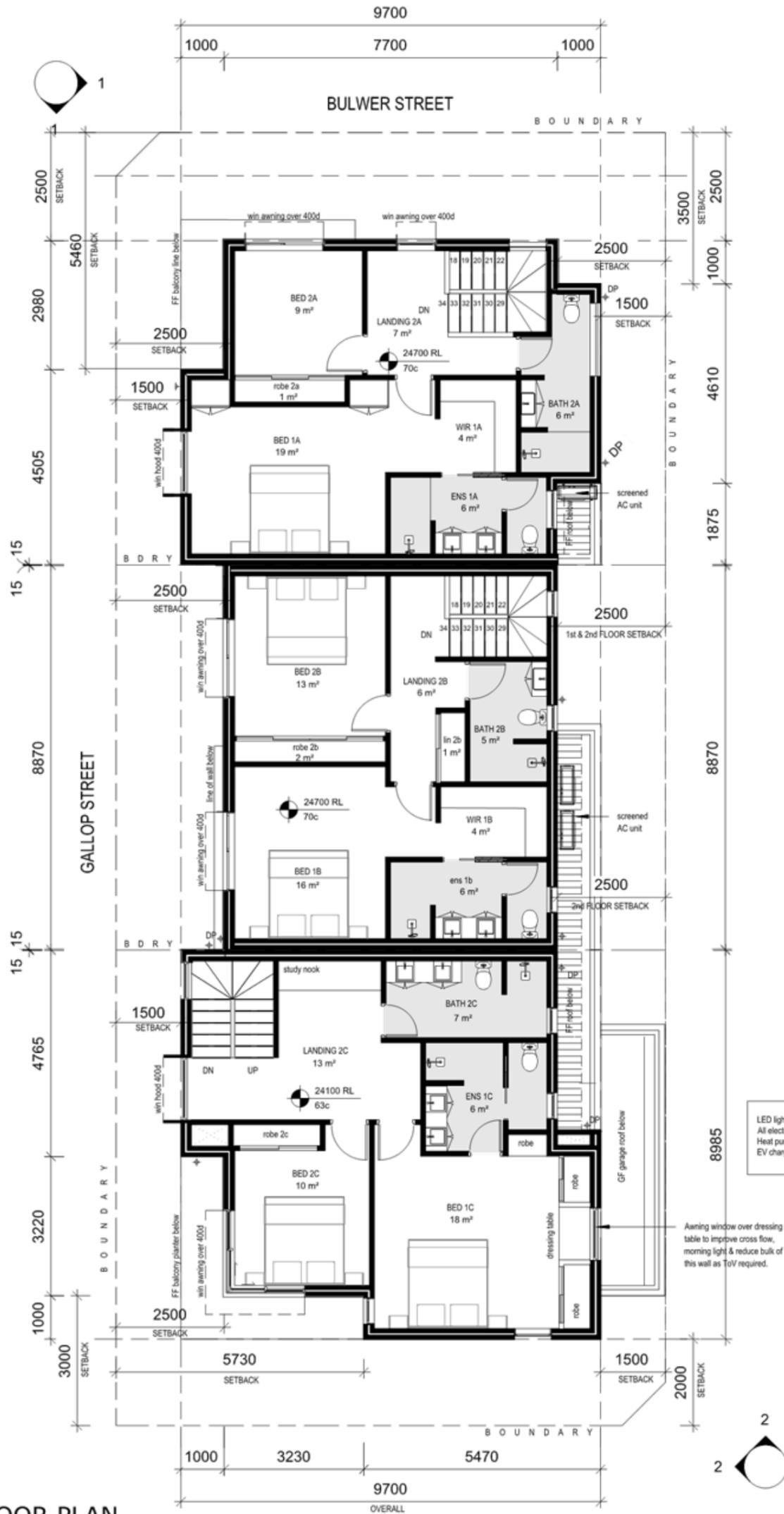


1 1ST FLOOR PLAN  
SK2.2  
1 : 100

LED lighting throughout  
All electric (NO Gas) to All Units  
Heat pumps to All Units  
EV chargers to Garages

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	<p>Scale 1 : 100</p> <p>Date 08.08.2025</p> <p>Drawn by RDN/DN</p> <p>Checked by DN</p>	<p>SK2.2</p> <p>Total Sheets 10</p> <p>Project number 24025</p>	

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1 2ND FLOOR PLAN  
SK2.3  
1 : 100

LED lighting throughout  
All electric (NO Gas) to All Units  
Heat pumps to All Units  
EV chargers to Garages

Awning window over dressing table to improve cross flow, morning light & reduce bulk of this wall as ToV required.

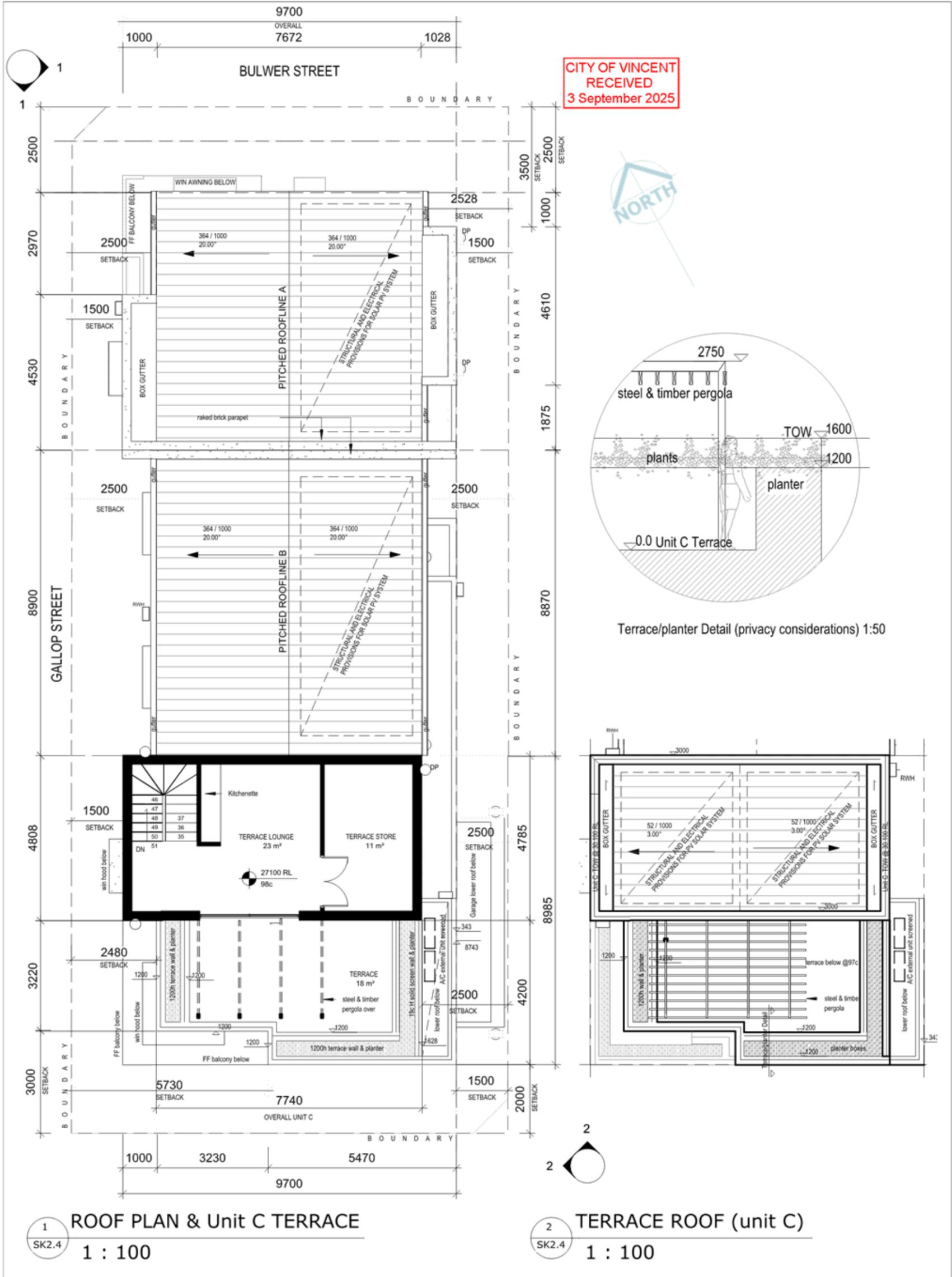
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#389 BULWER STREET, WEST PERTH  
SECOND FLOOR PLAN

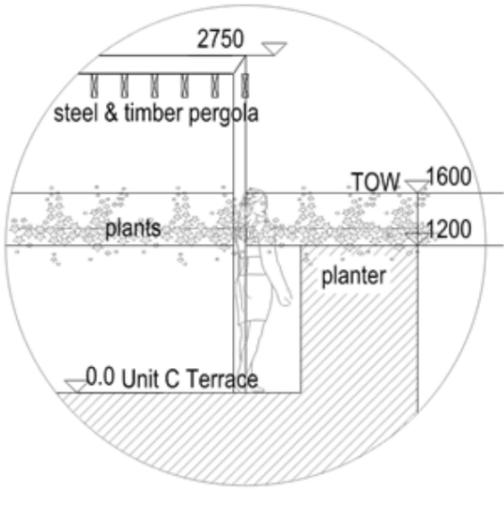
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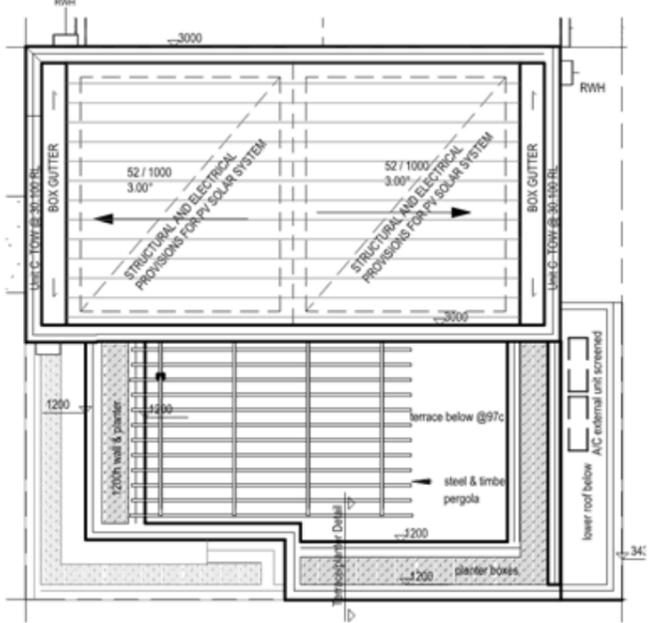
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Date 08.08.2025	
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Terrace/planter Detail (privacy considerations) 1:50



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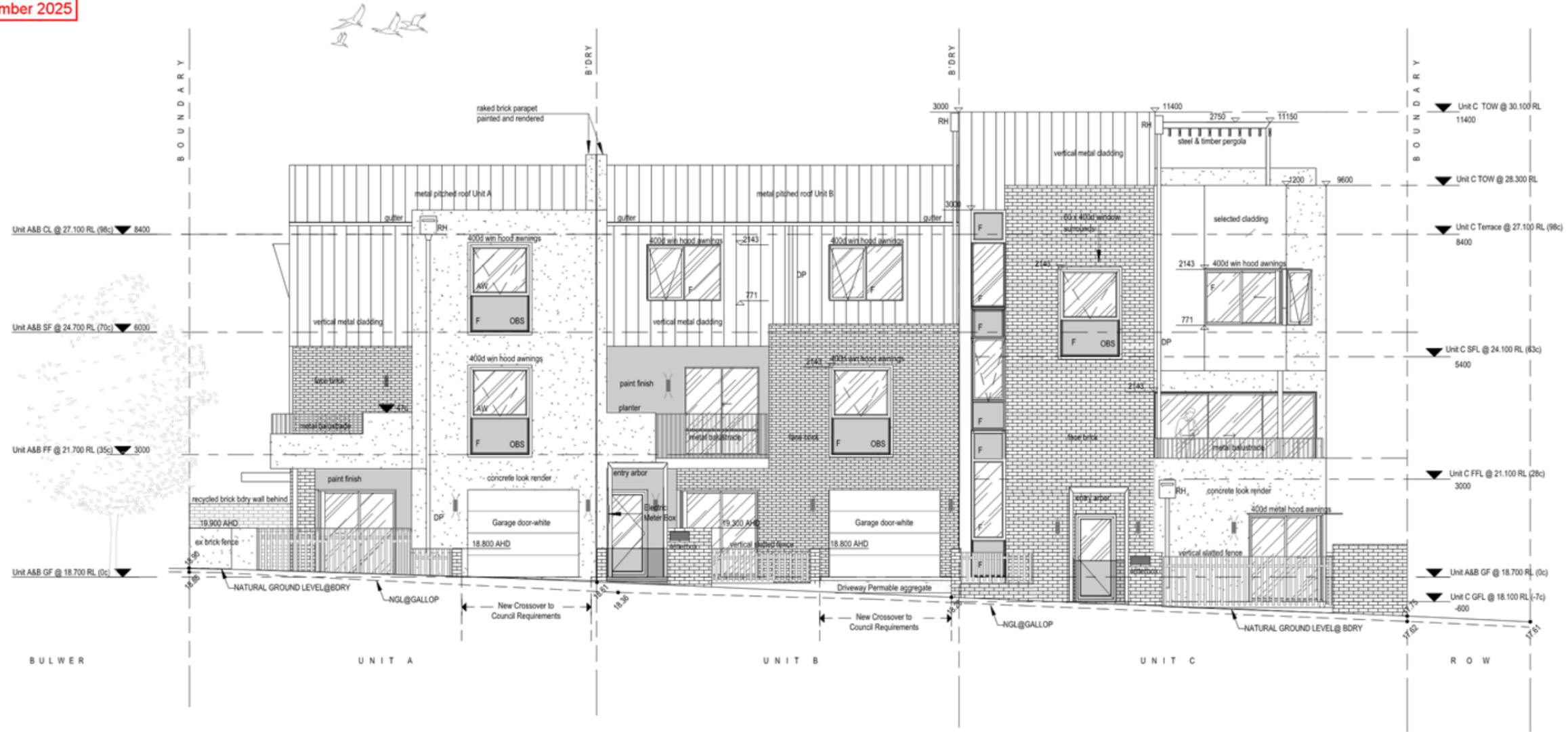
PROPOSED TOWNHOUSE DEVELOPMENT FOR MR. K. POWNALL  
#389 BULWER STREET, WEST PERTH  
ROOF AND UNIT C TERRACE & ROOF PLAN

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Checked by DN	

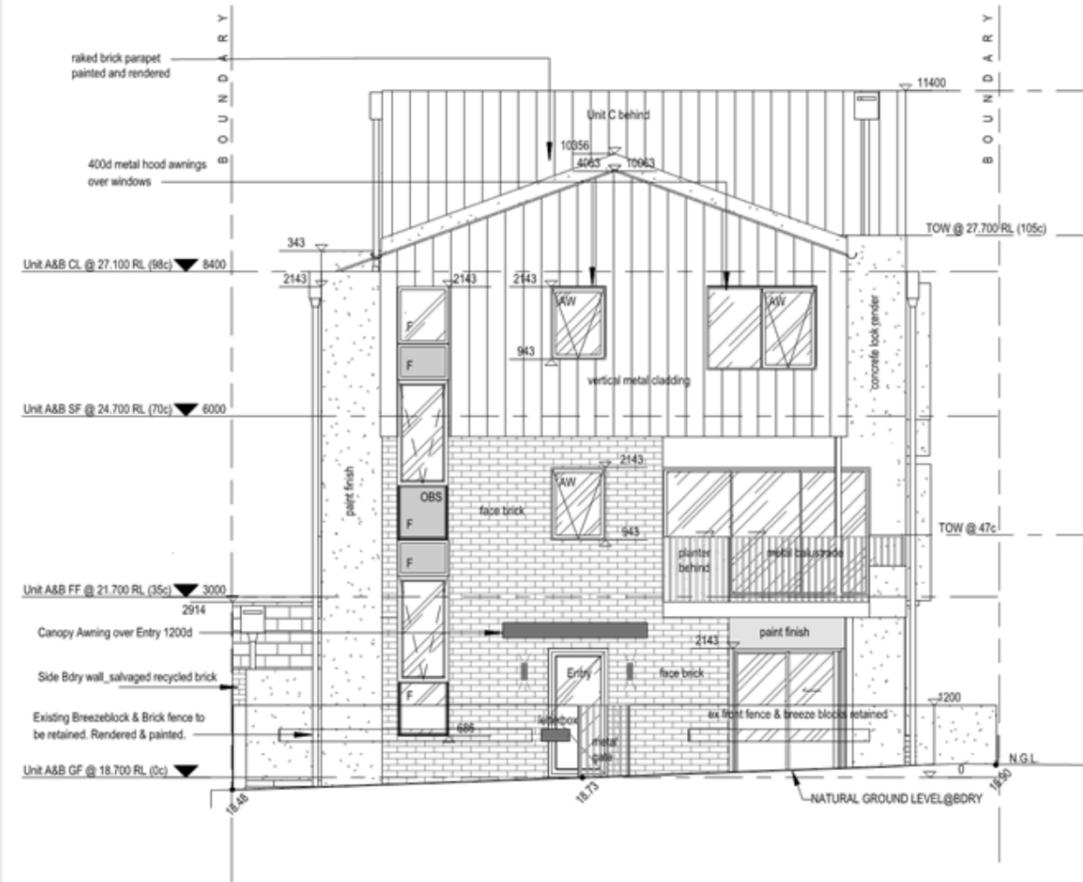
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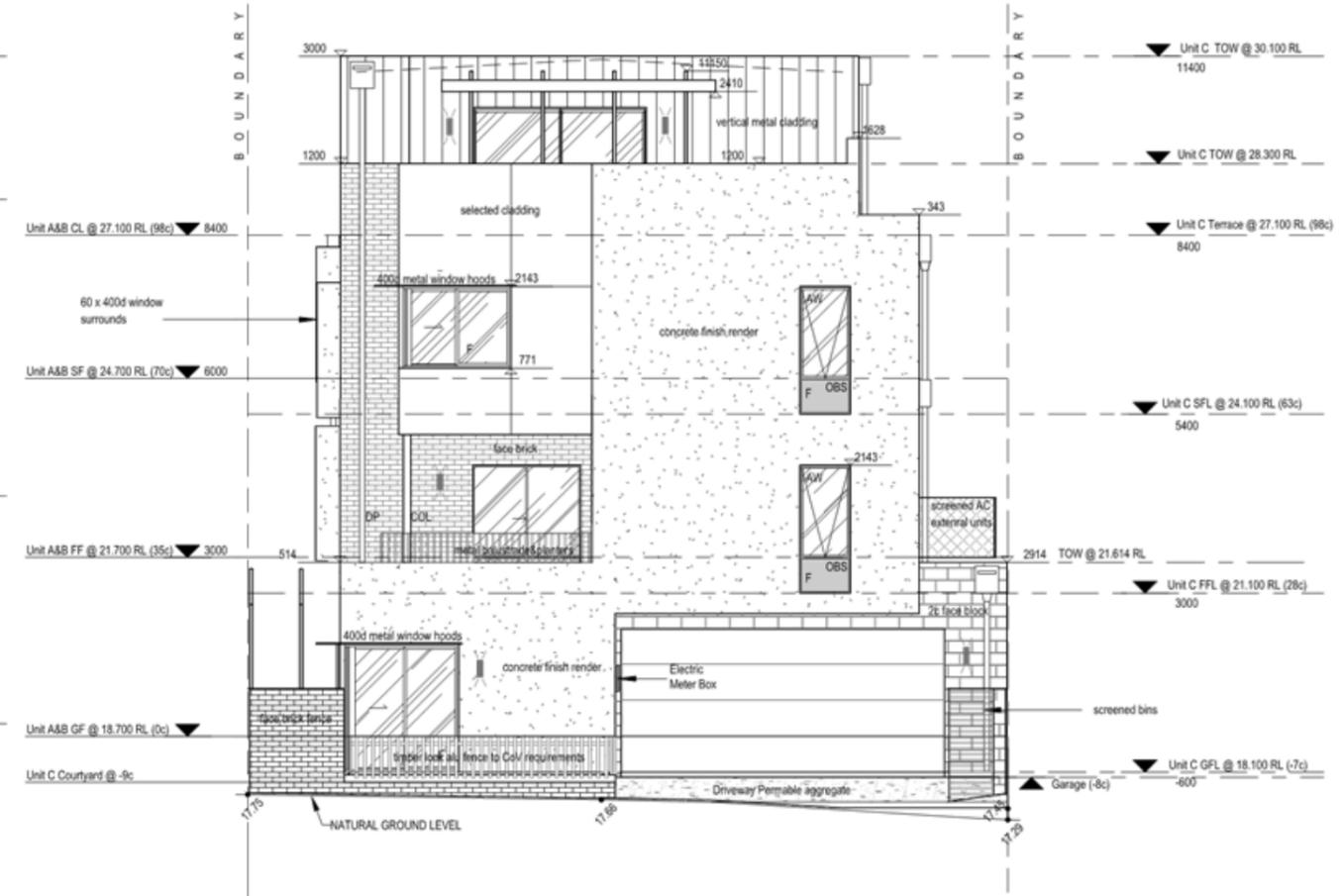
1 SK3.1 GALLOP STREET 1 : 100 NORTH WEST ELEVATION

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	<p>#389 BULWER STREET, WEST PERTH</p> <p>STREET ELEVATION - GALLOP</p>		<p>Scale 1 : 100</p> <p>Date 02.09.2025</p> <p>Drawn by RDN/DN</p> <p>Checked by DN</p>	<p><b>SK3.1</b></p> <p>Total Sheets 10</p> <p>Project number 24025</p>

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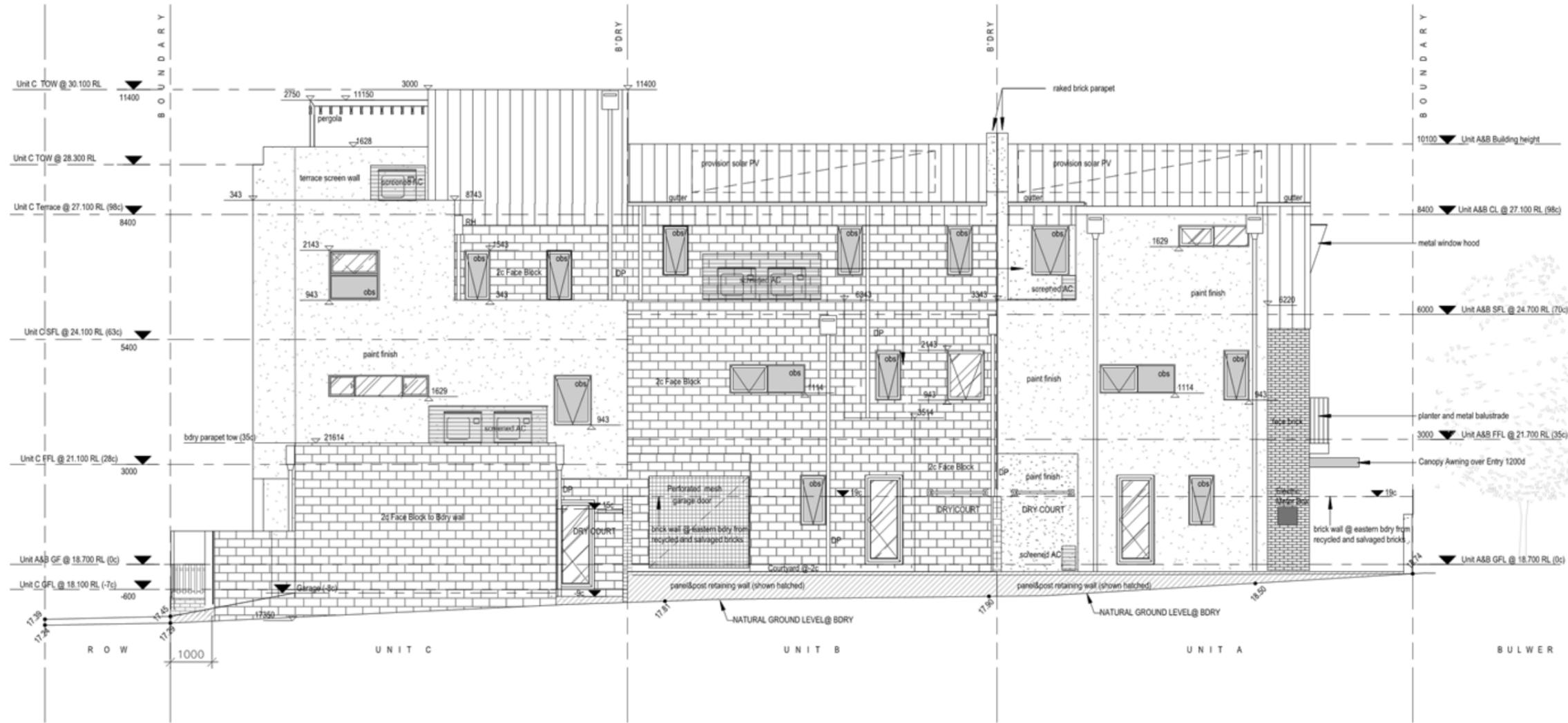
1 BULWER ST 1 : 100  
SK3.2 NORTH EAST ELEVATION



2 REAR (ROW) ELEVATION 1 : 100  
SK3.2 SOUTH WEST ELEVATION

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	<p>#389 BULWER STREET, WEST PERTH</p> <p>ELEVATIONS - BULWER &amp; REAR (ROW)</p>		<p>Scale 1 : 100</p> <p>Date 02.09.2025</p> <p>Drawn by RDN/DN</p> <p>Checked by DN</p>	<p>SK3.2</p> <p>Total Sheets 10</p> <p>Project number 24025</p>

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2 SIDE ELEVATION 1 : 100  
SK3.3 SOUTH EAST ELEVATION

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	<p>#389 BULWER STREET, WEST PERTH</p> <p>SIDE ELEVATION</p>		<p>Scale 1 : 100</p> <p>Date 02.09.2025</p> <p>Drawn by RDN/DN</p> <p>Checked by DN</p>	<p><b>SK3.3</b></p> <p>Total Sheets 10</p> <p>Project number 24025</p>

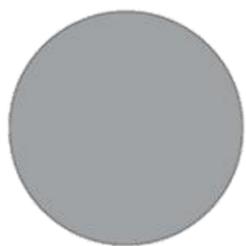
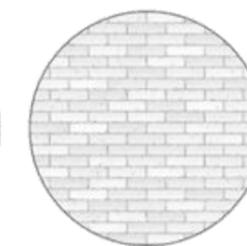
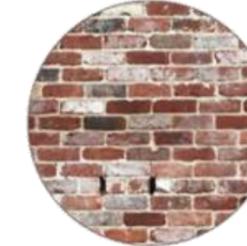
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**GALLOP STREET - NORTH WEST ELEVATION**

**MATERIAL & COLOR PALETTE**

-   
 1. contrasting render  
 Window and Door frames
-   
 2. metal window hoods  
 & gates, basalt or similar
-   
 3. metal balustrade
-   
 4. metal cladding  
 basalt or similar
-   
 5. concrete look render
-   
 6. off white garage door
-   
 7. white face brick
-   
 8. recycled brick
-   
 9. timber look alu fencing

PROPOSED TOWNHOUSE DEVELOPMENT FOR MR K. POWNALL  
 #389 BULWER STREET, WEST PERTH  
 ELEVATIONS SK5



**#389 BULWER STREET, WEST PERTH**  
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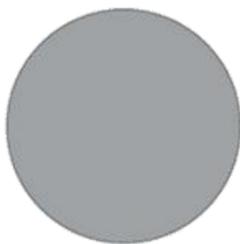


**BULWER STREET - NORTH EAST ELEVATION**

**MATERIAL & COLOR PALETTE**



1. contrasting render  
 Window and Door frames



2. metal window hoods  
 & gates, basalt or similar



3. metal balustrade



4. metal cladding  
 basalt or similar



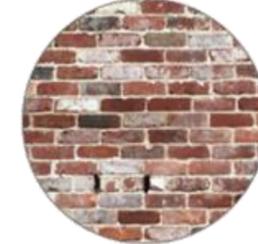
5. concrete look render



6. Ex brick & breeze block  
 front fence retained and  
 painted off white



7. off white rendered wall



8. recycled brick

PROPOSED TOWNHOUSE DEVELOPMENT FOR MR K. POWNALL  
 #389 BULWER STREET, WEST PERTH  
 ELEVATIONS SK6



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REAR ROW - SOUTH WEST ELEVATION

MATERIAL & COLOR PALETTE



- 1. contrasting render  
Window and Door frames
- 2. metal window hoods  
& gates, basalt or similar
- 3. metal balustrade
- 4. metal cladding  
basalt or similar
- 5. concrete look render
- 6. off white garage door
- 7. white face brick
- 8. recycled brick
- 9. Matrix cladding or  
similar, white

PROPOSED TOWNHOUSE DEVELOPMENT FOR MR K. POWNALL  
#389 BULWER STREET, WEST PERTH  
ELEVATIONS SK7



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SIDE- SOUTH EAST ELEVATION

MATERIAL & COLOR PALETTE



1. Window & Door frames,



2. Alu A/C Screening



3.2c Grey Block



4. metal cladding  
basalt or similar



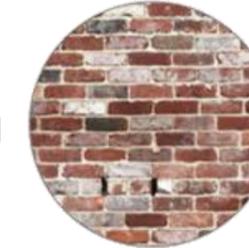
5. concrete look render



6. off white render



7. perforated metal  
garage door

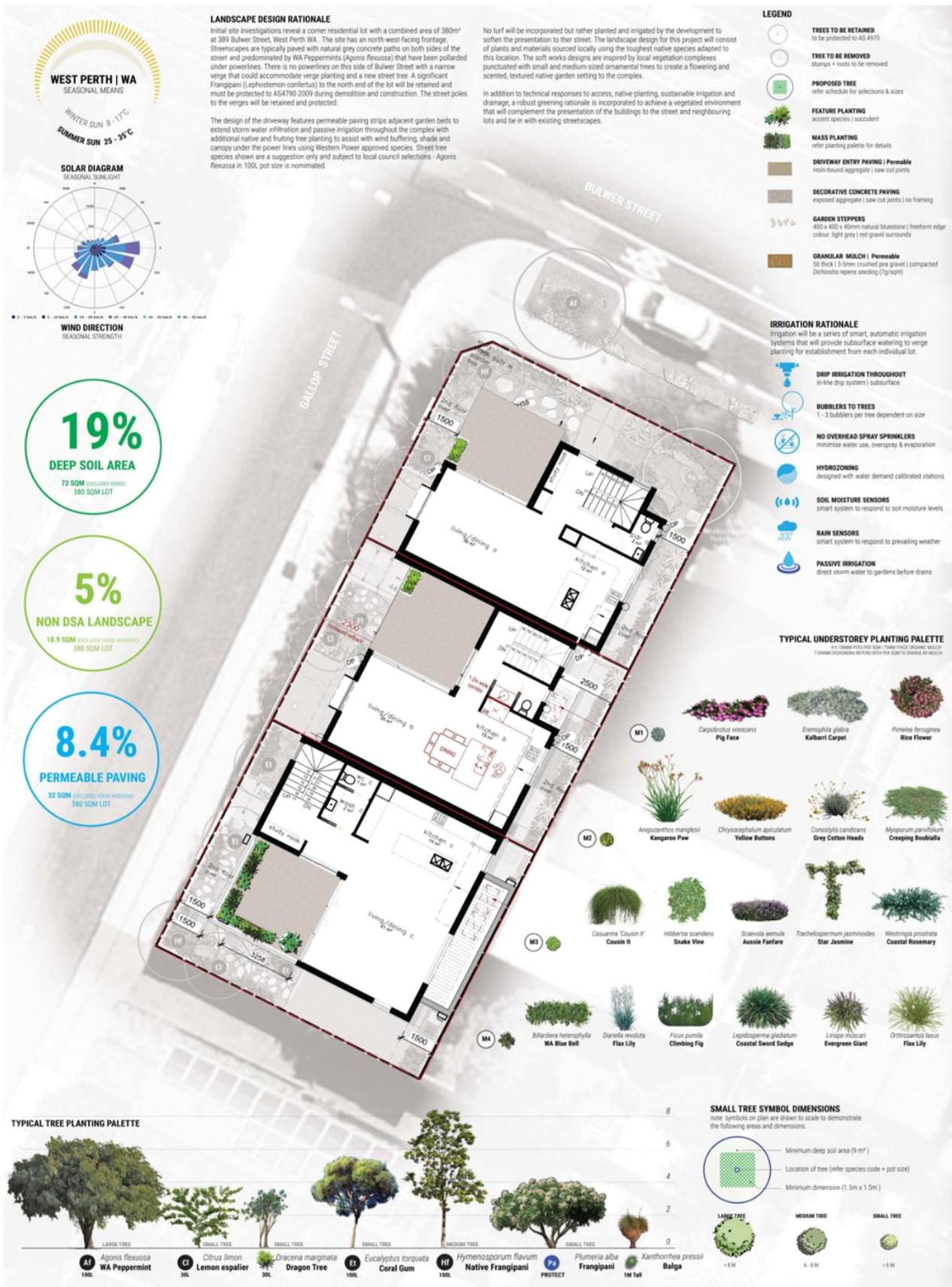


8. recycled brick

PROPOSED TOWNHOUSE DEVELOPMENT FOR MR K. POWNALL  
#389 BULWER STREET, WEST PERTH  
ELEVATIONS SK8





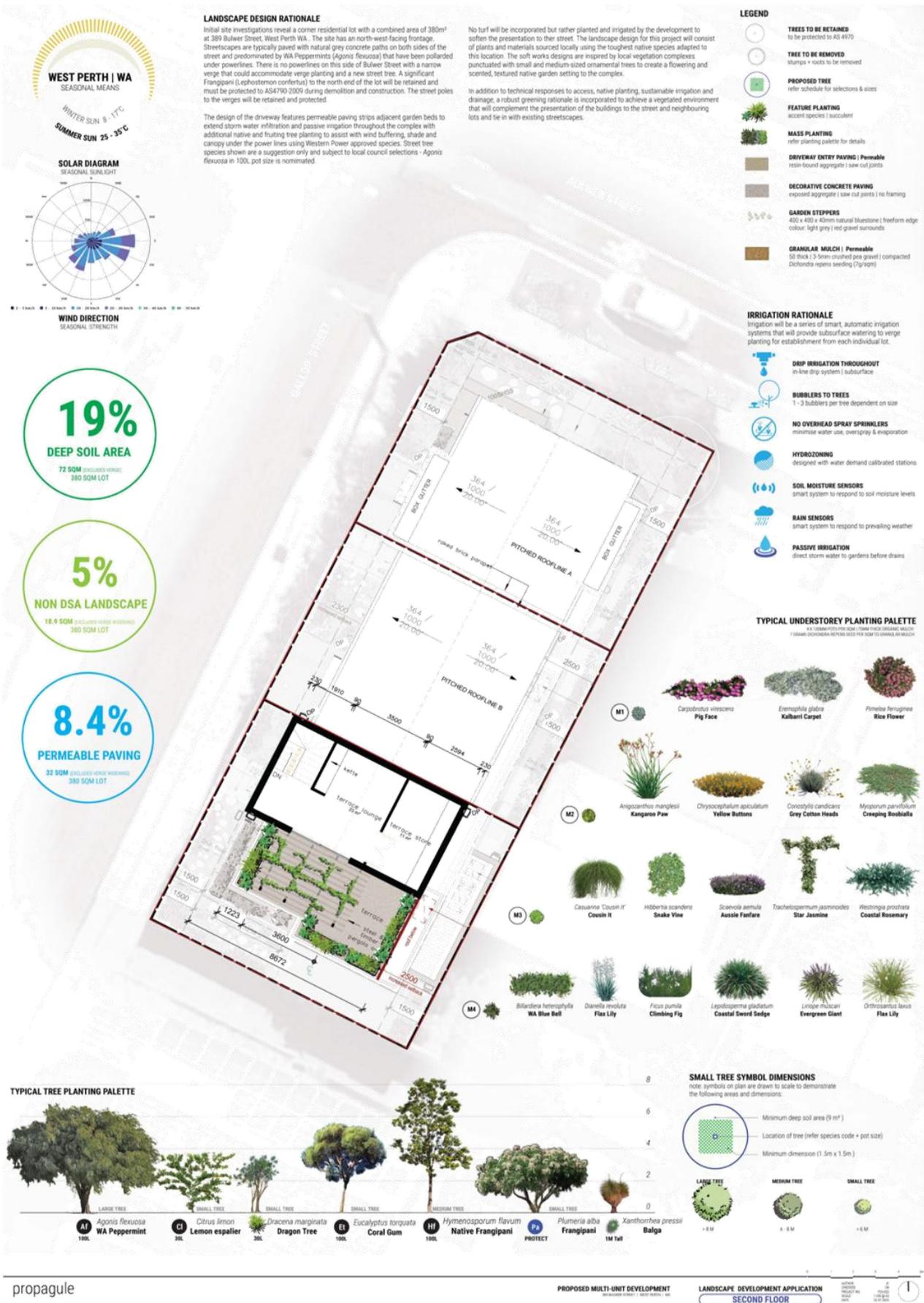


propagule

PROPOSED MULTI-UNIT DEVELOPMENT

LANDSCAPE DEVELOPMENT APPLICATION

FIRST FLOOR

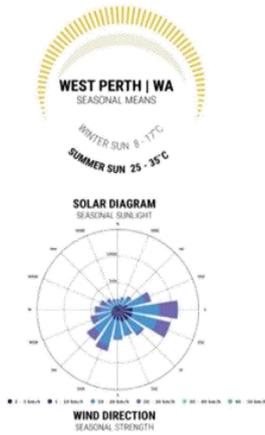


propagule

PROPOSED MULTI-UNIT DEVELOPMENT

LANDSCAPE DEVELOPMENT APPLICATION

SECOND FLOOR



**LANDSCAPE DESIGN RATIONALE**

Initial site investigations reveal a corner residential lot with a combined area of 380m<sup>2</sup> at 389 Bulwer Street, West Perth WA. The site has a north-west-facing frontage. Streetscapes are typically paved with natural grey concrete paths on both sides of the street and predominated by WA Peppermints (*Agonis flexuosa*) that have been pollarded under powerlines. There is no overhang on this side of Bulwer Street with a narrow verge that could accommodate verge planting and a new street tree. A significant Frangipani (*Lephostemon confertus*) to the north end of the lot will be retained and must be protected to AS4790 2009 during demolition and construction. The street poles to the verges will be retained and protected.

The design of the driveway features permeable paving strips adjacent garden beds to extend storm water infiltration and passive irrigation throughout the complex with additional native and fruiting tree planting to assist with wind buffering, shade and canopy under the power lines using Western Power approved species. Street tree species shown are a suggestion only and subject to local council selections - *Agonis flexuosa* in 100L pot size is normmated.

No turf will be incorporated but rather planted and irrigated by the development to soften the presentation to the street. The landscape design for this project will consist of plants and materials sourced locally using the toughest native species adapted to this location. The soft works designs are inspired by local vegetation complexes punctuated with small and medium-sized ornamental trees to create a flowering and scented, textured native garden setting to the complex.

In addition to technical responses to access, native planting, sustainable irrigation and drainage, a robust greening rationale is incorporated to achieve a vegetated environment that will complement the presentation of the buildings to the street and neighbouring lots and fit in with existing streetscapes.

**LEGEND**

- TREES TO BE RETAINED**  
to be protected to AS 4790
- TREE TO BE REMOVED**  
stumps + roots to be removed
- PROPOSED TREE**  
refer schedule for selections & sizes
- FEATURE PLANTING**  
accent species | succulent
- MASS PLANTING**  
refer planting palette for details
- DRIVEWAY ENTRY PAVING** | Permeable  
resin bound aggregate | saw cut joints
- DECORATIVE CONCRETE PAVING**  
exposed aggregate | saw cut joints | no framing
- GARDEN STEPPERS**  
400 x 400 x 40mm natural bluestone | freestone edge  
colour: light grey | red gravel surrounds
- GRANULAR MULCH** | Permeable  
50 Brick | 3-5mm crushed pea gravel | compacted  
Dichondra repens seeding (7kg/ton)

**IRRIGATION RATIONALE**

Irrigation will be a series of smart, automatic irrigation systems that will provide subsurface watering to verge planting for establishment from each individual lot.

- DRIP IRRIGATION THROUGHOUT**  
in-line drip system | subsurface
- BUBBLERS TO TREES**  
1-3 bubblers per tree dependent on size
- NO OVERHEAD SPRAY SPRINKLERS**  
minimise water use, overspray & evaporation
- HYDROZONING**  
designed with water demand calibrated stations
- SOIL MOISTURE SENSORS**  
smart system to respond to soil moisture levels
- RAIN SENSORS**  
smart system to respond to prevailing weather
- PASSIVE IRRIGATION**  
direct storm water to gardens before drains

**TYPICAL UNDERSTOREY PLANTING PALETTE**

4x4 COMPACTS FOR 100L PLANTER TRUCK (STANDARD MULCH)  
7x60cm COMPACTS (MINIMUM TREE) FOR 100L PLANTER TRUCK

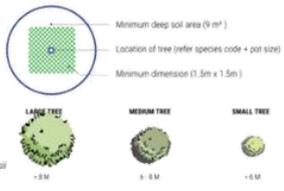


**TYPICAL TREE PLANTING PALETTE**



**SMALL TREE SYMBOL DIMENSIONS**

note: symbols on plan are drawn to scale to demonstrate the following areas and dimensions

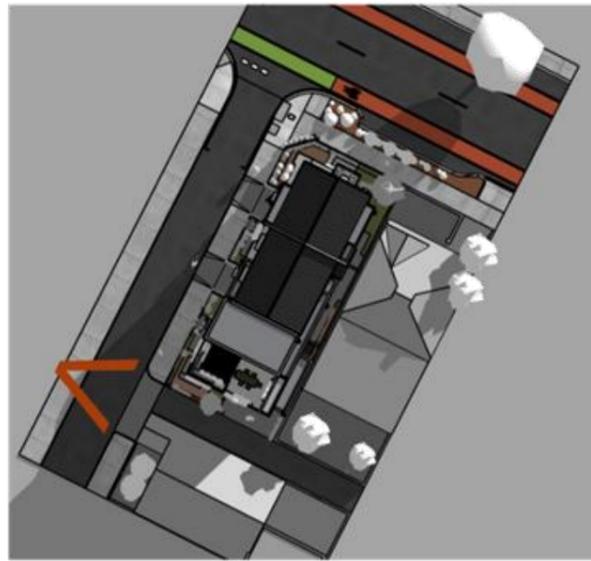


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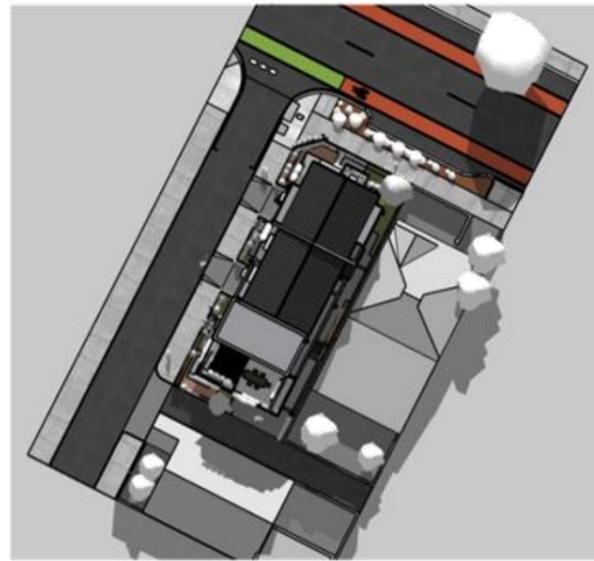
SOLAR ACCESS DIAGRAM - WINTER SOLSTICE



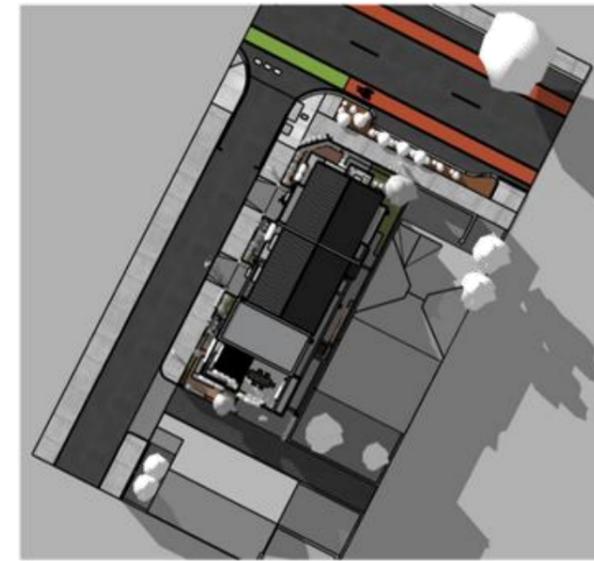
Winter Solstice 21 June - 9AM



Winter Solstice 21 June - 12PM



Winter Solstice 21 June - 3PM

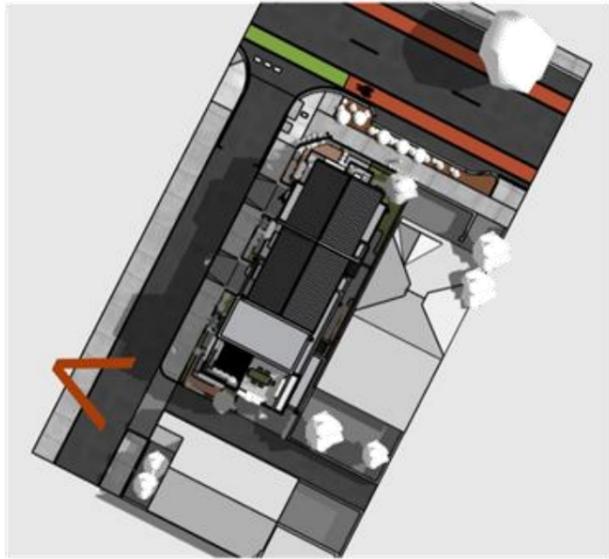


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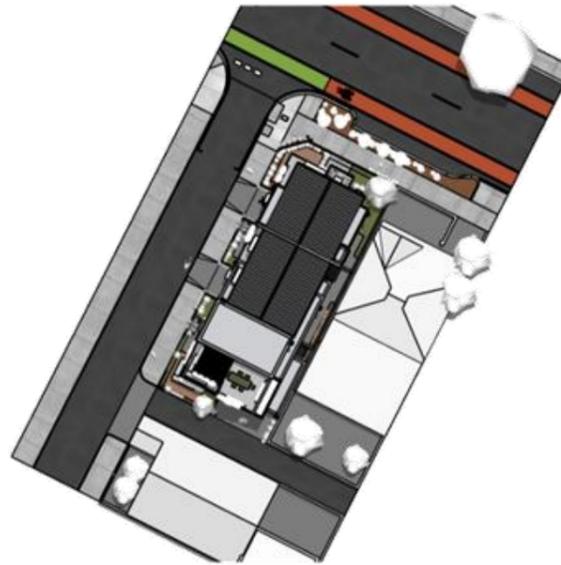
SOLAR ACCESS DIAGRAM - SUMMER SOLSTICE



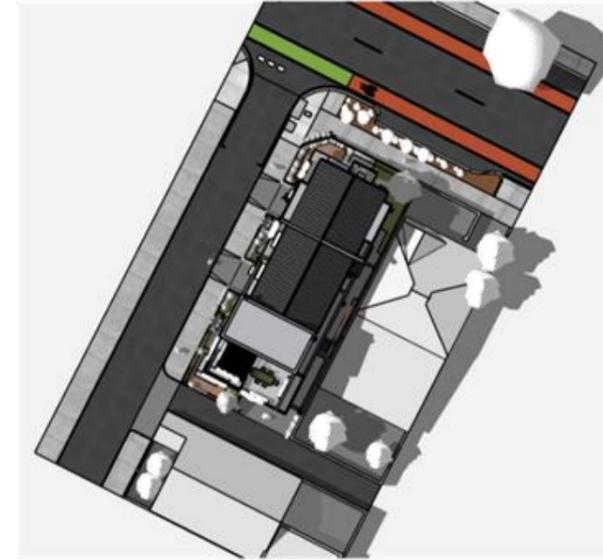
Summer Solstice 21 Dec - 9AM



Summer Solstice 21 Dec - 12PM



Summer Solstice 21 Dec - 3PM

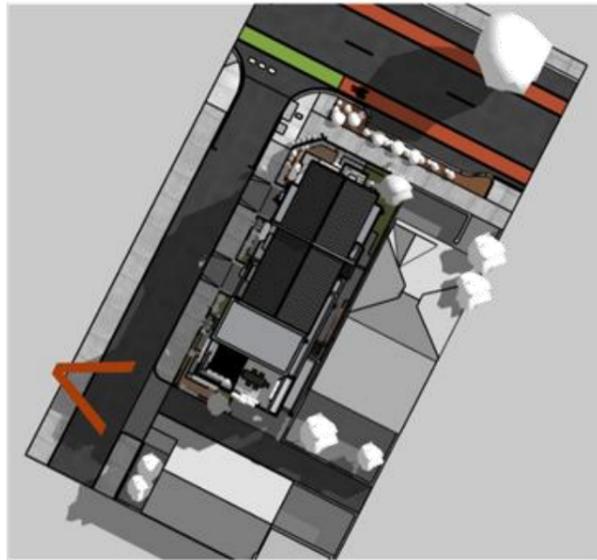


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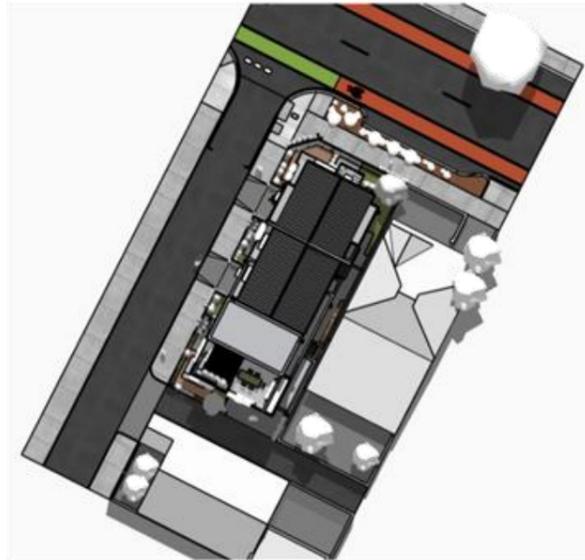
SOLAR ACCESS DIAGRAM - AUTUMN EQUINOX



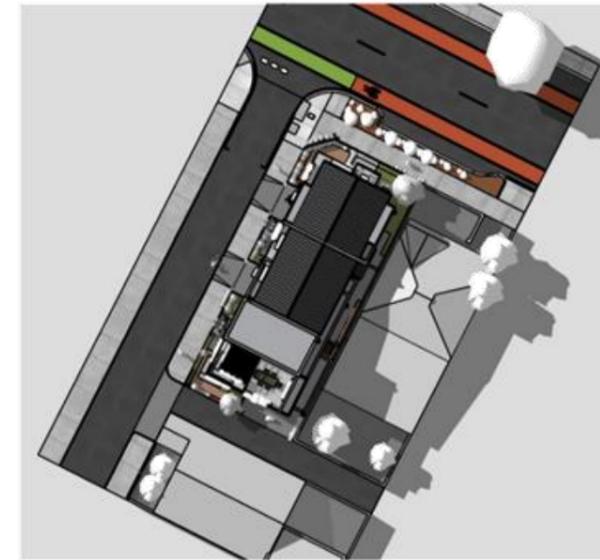
Equinox 20 March - 9AM



Equinox 20 March - 12PM



Equinox 20 March - 3PM

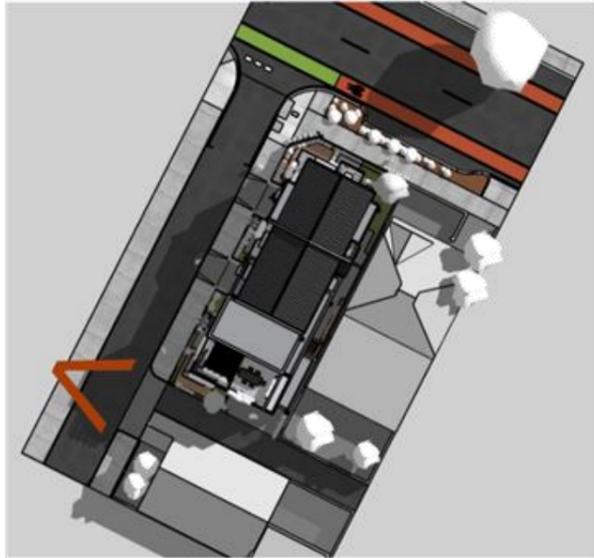


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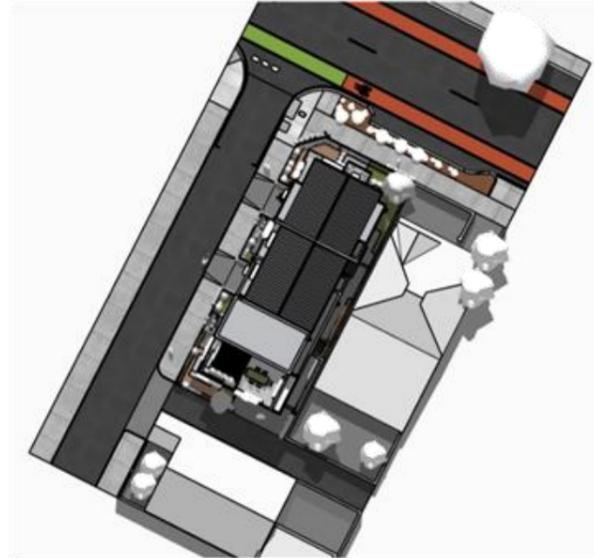
SOLAR ACCESS DIAGRAM - SPRING EQUINOX



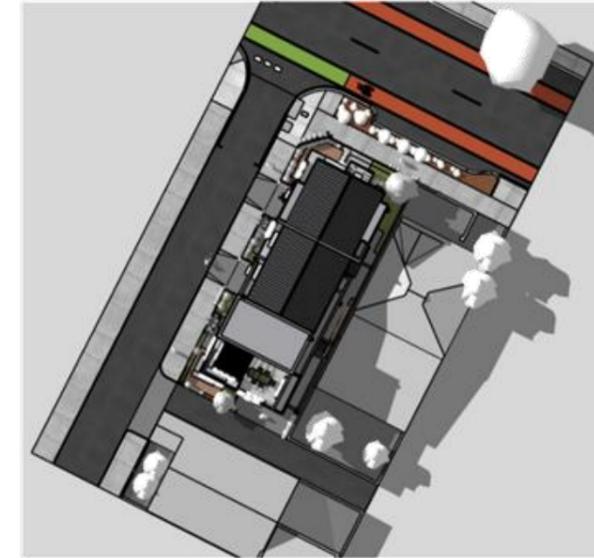
Equinox 23 September - 9AM



Equinox 23 September - 12PM



Equinox 23 September - 3PM



**Summary of Submissions:**

The tables below summarise the comments received during the advertising period of the proposal, together with the Administration’s response to each comment.

Comments Received in Objection:	Administration Comment:
<p><u>Building Height and Scale</u></p> <ul style="list-style-type: none"> <li>• First of its kind – no existing 4 storey developments in this area. Development is not keeping in with the character of the area.</li> <li>• Will have an adverse impact on adjoining properties, in regard to overshadowing and creating excessive building bulk.</li> <li>• Reduced lot boundary setbacks are not keeping in with the character of surrounding houses and result in visual privacy concerns.</li> <li>• Building height will impact the views of significance to the treescape of Hyde Park.</li> <li>• The building height is likely to overwhelm and dominate adjoining properties.</li> </ul>	<ul style="list-style-type: none"> <li>• While there are currently no four-storey developments within the immediate streetscape, the site is located within a locality that is strategically identified for higher-density development under the City’s planning framework. The proposed height aligns with the strategic intent of the area and represents a transition towards the future built form envisaged by the planning framework. The building design incorporates articulation, varied materials, and landscaping to reduce perceived bulk and to ensure compatibility with the existing character during this period of transition.</li> <li>• A detailed overshadowing assessment demonstrates that the development complies with the requirements of the Residential Design Codes, with shadows falling primarily within the subject site and onto adjoining boundaries without affecting primary outdoor living areas or major openings. The bulk of the building has been mitigated through upper-level setbacks, balconies, landscaping and material diversity, which break up the façade and reduce the perception of scale.</li> <li>• The lot boundary setbacks have been assessed against the Design Principles of the R-Codes. Where variations occur, these are offset by the provision of articulation, landscaping, and windows that are either appropriately screened or oriented to avoid overlooking. This ensures visual privacy for adjoining properties is maintained in accordance with policy requirements.</li> <li>• The proposed development will not result in the loss of important public views towards Hyde Park. The established canopy within the park and the existing mature street trees will continue to define the broader landscape character. The design of the upper levels incorporates setbacks and lighter architectural treatments, which reduce the apparent bulk of the building and allow the development to integrate into its context without detracting from the prominence of the treescape.</li> <li>• The proposal has been designed to manage its interface with neighbouring dwellings. Upper-level setbacks from lot boundaries, the incorporation landscaping, and the use of varied materials reduce the building’s overall massing. These measures soften the presentation of the development, ensuring it does not present as visually dominant when viewed from adjoining properties or the street.</li> </ul>

**Summary of Submissions:**

Comments Received in Objection:	Administration Comment:
<p><u>Landscaping</u></p> <p>The shortfall of landscaping will result in the development being dominated by concrete, making it an unpleasant building.</p>	<p>In response to the concerns raised during consultation, and following a request for further information, the applicant submitted a revised landscape plan that substantially increases the extent and quality of landscaping across the site. The plan incorporates:</p> <ul style="list-style-type: none"> <li>• Deep soil areas at ground level of sufficient size to accommodate canopy trees and meaningful planting.</li> <li>• Balcony and upper-level landscaping to provide additional greenery and soften the building's presentation.</li> </ul> <p>The proposed landscaping will enhance the visual appeal of the development, reduce the dominance of built form, and contribute positively to the streetscape. It will also promote environmental sustainability through increased tree canopy and improved amenity for future residents. On this basis, the extent of landscaping is considered acceptable and consistent with the objectives of the City's Built Form Policy.</p>
<p><u>Street Setbacks</u></p> <ul style="list-style-type: none"> <li>• Setbacks are insufficient and too close to the footpath and is not keeping in with the streetscape of the area.</li> <li>• Proposed street setbacks will be intrusive and impact the privacy of neighbouring properties.</li> </ul>	<p>The proposed street setbacks have been assessed against the City's Built Form Policy, noting that departures are proposed in relation to the primary street setback. In accordance with the Policy, where departures occur, the development is required to be considered against the Local Housing Objectives contained in Section 5.1. These objectives seek to ensure that dwellings contribute positively to the streetscape by incorporating predominant features and articulation that reduce building bulk and maintain compatibility with the surrounding character.</p> <p>The development achieves this through the following design elements:</p> <ul style="list-style-type: none"> <li>• Provision of active street façades to all three dwellings, incorporating major openings and balconies that provide surveillance and interaction with the street.</li> <li>• Use of material diversity, including metal cladding, recycled brick, rendered finishes, and concrete, which reflects the varied character of the area.</li> <li>• Inclusion of landscaped front setback areas with sufficient space for canopy trees and planting to soften the building edge and contribute to the public realm.</li> </ul> <p>In addition, the development has ensured there are no privacy impacts to adjoining properties, with all windows orientated towards neighbouring lots appropriately screened and balconies designed to face the street. Collectively, these measures ensure the development achieves an appropriate relationship with the streetscape while balancing the objectives of the Built Form Policy.</p>
<p><u>Garage Setbacks</u></p> <p>Garages are too close to the footpath. This will impact the safety of pedestrians using the footpath.</p>	<p>The proposed garages are sufficiently setback from the street to allow vehicles to safely enter and exit without obstructing pedestrian movement along the footpath. To further protect pedestrian and vehicle safety, a condition of approval has been recommended requiring the driveways to maintain compliant sightline truncations at the point where they intersect with the street. This ensures clear visibility between drivers and pedestrians, reducing potential conflict.</p>

Note: Submissions are considered and assessed by issue rather than by individual submitter.



**Summary of Submissions:**

The tables below summarise the comments received during the advertising period of the proposal, together with the Applicant’s response to each comment.

Comments Received in Objection:	Applicant Comment:
<p>Building height and bulk</p> <ul style="list-style-type: none"> <li>• First of its kind – no existing 4 storey developments in this area. Development is not keeping in with the character of the area</li> <li>• Will have an adverse impact on adjoining properties, in regard to overshadowing and creating excessive building bulk</li> <li>• Reduced lot boundary setbacks are not keeping in with the character of surrounding houses and result in visual privacy concerns.</li> <li>• Building height will impact the views of significance to the treescape of Hyde Park.</li> <li>• The building height is likely to overwhelm and dominate adjoining properties.</li> </ul>	<p>There is a three-storey multiple dwelling development located at 14 Lawley St, and a four-storey multiple dwelling development on 28-40 Cowle St, which provide context in terms of building height for the subject development. Furthermore, the Perth Soccer Club sits at a height greater than four storeys and the redevelopment of the Italian Club has been released and is proposed to be 10 storeys in height.</p> <p>Overshadowing is compliant.</p> <p>Setbacks have been improved in the updated plans and deemed to be consistent with character of the area.</p> <p>Do not accept this comment it is not substantiated.</p> <p>Only one dwelling is proposed to be at four storeys and it will not dominate the adjoining properties in the same way that the buildings at 14 Lawley St, 28-40 Cowle St and the Perth Soccer Club do not dominate adjoining properties.</p>
<p>Landscaping</p> <ul style="list-style-type: none"> <li>• The shortfall of landscaping will result in the development being dominated by concrete, making it an unpleasant building.</li> </ul>	<p>A landscape plan is submitted with the updated plans which is supported by the DRP, providing several new trees on the site and an enhanced overall landscaped solution.</p>
<p>Street setbacks</p> <ul style="list-style-type: none"> <li>• Setbacks are insufficient and too close to the footpath and is not keeping in with the streetscape of the area.</li> <li>• Proposed street setbacks will be intrusive and impact the privacy of neighbouring properties.</li> </ul>	<p>The development uses design features to ensure that the mass of the building is appropriate as it presents to the street. This includes a well-defined entry, varying setbacks across the width of the site, open balcony/terrace area on the upper floor and a mix of colours, materials and textures in the finish of the building.</p>
<p>Garage setbacks</p> <ul style="list-style-type: none"> <li>• Garages are too close to the footpath. This will impact the safety of pedestrians using the footpath.</li> </ul>	<p>The setbacks are compliant for unit A, recessed behind the building for unit B and off the laneway for unit C. They are singular (other than unit C) and integrated into the development to reduce impact to surrounding properties and the streetscape.</p>

Note: Submissions are considered and assessed by issue rather than by individual submitter.

Determination Advice Notes:

1. This is a development approval issued under the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme only. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/owner to obtain any other necessary approvals and to commence and carry out development in accordance with all other laws.
2. If the development the subject of this approval is not substantially commenced within a period of two years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.
3. Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.
4. If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.
5. This approval is not an authority to ignore any constraint to development on the land, which may exist through statute, regulation, contract or on title, such as an easement or restrictive covenant. It is the responsibility of the applicant and not the City to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the City's attention.
6. The applicant is responsible for ensuring that all lot boundaries as shown on the approved plans are correct.
7. No verge trees shall be REMOVED. The verge trees shall be RETAINED and PROTECTED from any damage including unauthorised pruning.
8. An Infrastructure Protection Bond together with a non-refundable inspection fee shall be lodged with the City by the applicant, prior to commencement of all building/development works, and shall be held until all building/development works have been completed and any disturbance of, or damage to the City's infrastructure, including verge trees, has been repaired/reinstated to the satisfaction of the City. An application for the refund of the bond must be made in writing. This bond is non-transferable.
9. The movement of all path users, with or without disabilities, within the road reserve, shall not be impeded in any way during the course of the building works. This area shall be maintained in a safe and trafficable condition and a continuous path of travel (minimum width 1.5 metres) shall be maintained for all users at all times during construction works. Permits are required for placement of any material within the road reserve.
10. The construction of parking, manoeuvring and access areas shall be paved with either asphalt, concrete, bricking paving or other hard surface, as approved by the City.
11. All storm water produced on the subject land shall be retained on site, by suitable means to the full satisfaction of the City. No further consideration shall be given to the disposal of storm water 'off site' without the submission of a geotechnical report from a qualified consultant. Should approval to dispose of storm water 'off site' be subsequently provided, detailed design drainage plans and associated calculations for the proposed storm water disposal shall be lodged together with the building permit application working drawings.
12. The owners of the subject land shall obtain the consent of the owners of relevant adjoining properties before entering those properties in order to make good the boundary walls.
13. All new crossovers to lots are subject to a separate application to be approved by the City. All new crossovers shall be constructed in accordance with the City's Standard Crossover Specifications, which specify that the portion of the existing footpath traversing the proposed crossover (subject to the Footpath being in good condition as determined by the Infrastructure and Environment Services Directorate), must be retained. The proposed crossover levels shall match into the existing footpath levels. Should the footpath not to be in satisfactory condition, it must be replaced with in-situ concrete panels in accordance with the City's specification for reinstatement of concrete paths.

**6 INFRASTRUCTURE & ENVIRONMENT**

Nil

## 7 COMMUNITY & BUSINESS SERVICES

### 7.1 FINANCIAL STATEMENTS AS AT 31 AUGUST 2025

Attachments: 1. [Financial Statement as at 31 Aug 2025](#)  

#### RECOMMENDATION:

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

#### PURPOSE OF REPORT:

To present the statement of financial activity for the period ended 31 August 2025.

#### DELEGATION:

*Regulation 34 (4) of the Local Government (Financial Management) Regulations 1996* requires the local government to prepare a statement of financial activity each month, which is to be presented to Council within 2 months after the end of the relevant month.

#### BACKGROUND:

Regulation 34 (1) of the *Local Government (Financial Management) Regulations 1996* requires a local government to prepare each month a statement of financial activity including the sources and applications of funds, as compared to the budget.

#### DETAILS:

The following documents, included as **Attachment 1**, comprise the statement of financial activity for the period ended **31 August 2025**:

Note	Description	Page
1.	Statement of Financial Activity by Nature or Type Report	1
2.	Net Current Funding Position	2
3.	Statement of Financial Position	3
4.	Summary of Income and Expenditure by Service Areas	4-6
5.	Capital Expenditure including Funding graph and Capital Works Schedule	7-12
6.	Cash Backed Reserves	13
7.	Receivables: Rates and Other Debtors	14
8.	Beatty Park Leisure Centre Financial Activity	15

#### Explanation of Material Variances

The materiality thresholds used for reporting variances are 10% and \$20,000, respectively. This means that variances will be analysed and separately reported when they are more than 10% (+/-) of the year-to-date budget and where that variance exceeds \$20,000 (+/-). This threshold was adopted by Council as part of the budget adoption for 2025/26 and is used in the preparation of the statements of financial activity when highlighting material variance in accordance with *Financial Management Regulation 34(1) (d)*.

In accordance with the above, all material variances as at 31 August 2025 have been detailed in the variance comments report in **Attachment 1**.

**Revenue by Nature or Type** (on page 1) is tracking lower than the YTD budgeted revenue by \$105,243 (0.2%). The following items materially contributed to this position:

- An unfavourable timing variance in Operating grants, subsidies and contributions of \$389,557.
- An unfavourable variance in Service charges due to lower Underground Power Service charges \$90,077.
- A favourable variance in interest earnings of \$174,792 mostly due to a timing variance.

- A favourable variance of \$145,779 in Rates revenue mainly due to a timing variance.
- A favourable variance of \$28,138 in Other revenue mainly due to a timing variance.
- A favourable variance of \$25,682 in Fees and Charges due to a timing variance.

**Expenditure by Nature or Type** (on page 1) is favourable, attributed by an under-spend of \$3,342,462 (26.6%). The following items materially contributed to this position:

- \$2,480,746 favourable Depreciation expense due to timing variances.
- \$708,958 favourable Materials and Contracts mainly due to timing variances.
- \$203,320 favourable Employee related costs due to timing variances.

### Surplus Position

The surplus position brought forward to 2025/26 is \$5,082,483 compared to the adopted budget amount of \$4,160,616. It is anticipated the actual opening surplus figure will be adjusted after the year audit has been finalised in November 2025.

The favourable opening surplus position is mainly due to capital carry forwards, higher operating revenue due to higher fees and charges and a higher brought forward Financial Assistance Grant payment, and lower operational expenditure.

Underground Power charges of \$1.3m have been included in the 2024/25 result to account for costs incurred in the previous financial year.

An adjustment will be made at Mid-Year Budget Review 2025/26 to reduce the budgeted grant revenue in lieu of the higher brought forward payment, reduce operational costs to account for Underground Power charges recognised in the prior year and account for capital carry forward amounts.

### Content of Statement of Financial Activity

An explanation of each report in the Statement of Financial Activity (**Attachment 1**), along with some commentary, is below:

1. Statement of Financial Activity by Nature or Type Report (Note 1 Page 1)

This statement of financial activity shows revenue and expenditure classified by Nature or Type.

2. Net Current Funding Position (Note 2 Page 2)

'Net current assets' is the difference between the current assets and current liabilities, less committed and restricted assets.

3. Statement of Financial Position (Note 3 Page 3)

This statement of financial position shows the new current position and the total equity of the City.

4. Summary of Income and Expenditure by Service Areas (Note 4 Page 4-6)

This statement shows a summary of operating revenue and expenditure by service unit including variance commentary.

5. Capital Expenditure and Funding Summary (Note 5 Page 7-12)

The full capital works program is listed in detail in Note 5 in **Attachment 1**. The attachment includes a summary of the year-to-date expenditure of each asset category and the funding source associated to the delivery of capital works.

6. Cash Backed Reserves (Note 6 Page 13)

The cash backed reserves schedule provides a detailed summary of the movements in the reserve portfolio, including transfers to and from the reserve. The balance as at 31 August 2025 is \$30,106,492.

7. Receivables: Rating Information (Note 7 Page 14)

The notices for rates and charges levied for 2025/26 were issued on 23 July 2025. *The Local Government Act 1995* provides for ratepayers to pay rates by four instalments. The due dates for each instalment are:

	Due Date
First Instalment	29 August 2025
Second Instalment	31 October 2025
Third Instalment	2 January 2026
Fourth Instalment	6 March 2026

At 31 August 2025, the outstanding rates debtors balance was \$29,955,352 including Underground Power service charges. The percentage of collectable outstanding rates and service charges at this date were 51.04% and 58.03% respectively.

8. Receivables: Other Debtors (Note 7 Page 14)

Total trade and other receivables at 31 August 2025 were \$4,663,954. Below is a summary of the significant items with an outstanding balance over 90 days:

- \$2,525,526 relates to unpaid infringements over 90 days. Infringements that remain unpaid for more than two months are referred to the Fines Enforcement Registry (FER), which then collects the outstanding balance on behalf of the City for a fee.
- \$138,263 relates to cash-in-lieu car parking debtors. In accordance with the *City's Policy 7.7.1 Non-residential parking*, Administration has entered into special payment arrangements with long outstanding cash in lieu parking debtors to enable them to pay their debt over a fixed term of five years.

9. Beatty Park Leisure Centre – Financial Activity report (Note 8 Page 15)

As at 31 August 2025, the Centre reported a net operating surplus of \$351,807 against the year-to-date budgeted deficit of \$168,501.

**CONSULTATION/ADVERTISING:**

Not applicable.

**LEGAL/POLICY:**

*Section 6.4 of the Local Government Act 1995* requires a local government to prepare an annual financial report for the preceding year and other financial reports as prescribed.

*Regulation 34 (1) of the Local Government (Financial Management) Regulations 1996* requires the local government to prepare a statement of financial activity each month, reporting on the source and application of funds as set out in the adopted annual budget.

A statement of financial activity and any accompanying documents are to be presented at an Ordinary Meeting of the Council within two months after the end of the month to which the statement relates. *Section 6.8 of the Local Government Act 1995* specifies that a local government is not to incur expenditure from its Municipal Fund for an additional purpose except where the expenditure is authorised in advance by an absolute majority decision of Council.

**RISK MANAGEMENT IMPLICATIONS:**

Low: Provision of monthly financial reports to Council fulfils relevant statutory requirements and is consistent with good financial governance.

**STRATEGIC IMPLICATIONS:**

Reporting on the City's financial position is aligned with the City's *Strategic Community Plan 2022-2032*:

Innovative and Accountable

*Our resources and assets are planned and managed in an efficient and sustainable manner.*

*Our community is aware of what we are doing and how we are meeting our goals.*

*Our community is satisfied with the service we provide.*

*We are open and accountable to an engaged community.*

**SUSTAINABILITY IMPLICATIONS:**

Expenditure within this report facilitates various projects, programs, services and initiatives that contribute to protecting/enhancing the City's built and natural environment and to improving resource efficiency.

**PUBLIC HEALTH IMPLICATIONS:**

Expenditure within this report facilitates various projects, programs and services that contribute to the priority health outcomes within the City's *Public Health Plan 2020-2025*.

**FINANCIAL/BUDGET IMPLICATIONS:**

As contained in this report.

CITY OF VINCENT  
 NOTE 1 - STATEMENT OF FINANCIAL ACTIVITY  
 BY NATURE OR TYPE  
 FOR THE PERIOD ENDED 31 AUGUST 2025



CITY OF VINCENT

	Note	Original Budget	YTD Budget	YTD Actual	YTD Variance	YTD Variance
		2025/26	31/08/2025	31/08/2025		
		\$	\$	\$	\$	%
<b>Opening Funding Surplus(Deficit)</b>		<b>4,160,616</b>	<b>4,160,616</b>	<b>5,082,483</b>	<b>921,867</b>	<b>22.2%</b>
<b>Revenue from operating activities</b>						
Rates		46,428,195	46,248,195	46,393,974	145,779	0.3%
Operating Grants, Subsidies and Contributions		2,138,561	414,846	25,289	(389,557)	-93.9%
Fees and Charges		27,001,820	4,436,127	4,461,809	25,682	0.6%
Interest Earnings		2,112,800	395,920	570,712	174,792	44.1%
Service Charges		7,114,538	7,114,538	7,024,461	(90,077)	-1.3%
Other Revenue		1,799,254	215,226	243,364	28,138	13.1%
Profit on Disposal of Assets		6,119,741	0	0	0	0.0%
		<b>92,714,909</b>	<b>58,824,852</b>	<b>58,719,609</b>	<b>(105,243)</b>	<b>-0.2%</b>
<b>Expenditure from operating activities</b>						
Employee Costs		(36,202,448)	(5,616,223)	(5,412,903)	203,320	-3.6%
Materials and Contracts		(31,210,931)	(3,760,608)	(3,051,650)	708,958	-18.9%
Utility Charges		(2,298,869)	(378,720)	(409,308)	(30,588)	8.1%
Depreciation on Non-Current Assets		(14,884,439)	(2,480,746)	0	2,480,746	-100.0%
Interest Expenses		(341,520)	(65,435)	(52,852)	12,583	-19.2%
Insurance Expenses		(761,739)	(126,956)	(126,956)	0	0.0%
Other Expenditure		(1,059,342)	(113,814)	(146,371)	(32,557)	28.6%
Loss on Disposal of Assets		(41,058)	0	0	0	0.0%
		<b>(86,800,346)</b>	<b>(12,542,502)</b>	<b>(9,200,040)</b>	<b>3,342,462</b>	<b>-26.6%</b>
<b>Operating activities excluded from budget</b>						
Add Deferred Rates Adjustment		0	0	(174,487)	(174,487)	0.0%
Add Back Depreciation		14,884,439	2,480,746	0	(2,480,746)	-100.0%
Service Charges Receivable		(2,792,457)	(1,774,713)	(1,766,689)	8,024	-0.5%
Adjust (Profit)Loss on Asset Disposal		(6,078,683)	0	0	0	0.0%
		<b>6,013,299</b>	<b>706,033</b>	<b>(1,941,176)</b>	<b>(2,647,209)</b>	<b>-374.9%</b>
<b>Amount attributable to operating activities</b>		<b>11,927,862</b>	<b>46,988,383</b>	<b>47,578,393</b>	<b>590,010</b>	<b>1.3%</b>
<b>Investing Activities</b>						
Non-operating Grants, Subsidies and Contributions		3,643,078	13,637	450	(13,187)	-96.7%
Purchase Property, Plant and Equipment	5	(9,644,369)	(605,000)	(553,208)	51,792	-8.6%
Purchase Infrastructure Assets	5	(12,214,416)	(1,623,864)	(1,486,754)	137,110	-8.4%
Proceeds from Joint Venture Operations		5,833,333	0	0	0	0.0%
Proceeds from Disposal of Assets		527,573	150,000	134,504	(15,496)	-10.3%
		<b>(11,854,801)</b>	<b>(2,065,227)</b>	<b>(1,905,008)</b>	<b>160,219</b>	<b>-7.8%</b>
<b>Amount attributable to investing activities</b>		<b>(11,854,801)</b>	<b>(2,065,227)</b>	<b>(1,905,008)</b>	<b>160,219</b>	<b>-7.8%</b>
<b>Financing Activities</b>						
Principal elements of finance lease payments		(306,230)	(56,429)	(56,428)	1	(0.0%)
Repayment of Loans		(1,776,541)	(518,454)	(518,454)	0	0.0%
Proceeds from New Loans		2,500,000	0	0	0	0.0%
Transfer to Reserves	6	(8,906,702)	(563,706)	(558,567)	5,139	-0.9%
Transfer from Reserves	6	4,255,795	407,500	383,845	(23,655)	-5.8%
<b>Amount attributable to financing activities</b>		<b>(4,233,678)</b>	<b>(731,089)</b>	<b>(749,604)</b>	<b>(18,515)</b>	<b>2.5%</b>
<b>Closing Funding Surplus(Deficit)</b>		<b>(0)</b>	<b>48,352,683</b>	<b>50,006,264</b>	<b>1,653,581</b>	<b>3.4%</b>



CITY OF VINCENT

**CITY OF VINCENT  
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
 NOTE 2 - NET CURRENT FUNDING POSITION  
 FOR THE PERIOD ENDED 31 AUGUST 2025**

	Note	YTD Actual 31/08/2025 \$	PY Actual 31/08/2024 \$
<b>Current Assets</b>			
Cash Unrestricted		36,534,809	33,877,534
Cash Restricted		30,106,492	24,561,370
Receivables - Rates	7	29,955,352	25,940,143
Receivables - Other	7	4,663,955	3,710,074
Inventories		1,267,282	1,387,319
		102,527,890	89,476,441
<b>Less: Current Liabilities</b>			
Payables		(17,850,984)	(14,284,871)
Provisions - employee		(6,048,083)	(5,518,882)
		(23,899,067)	(19,803,753)
<b>Unadjusted Net Current Assets</b>		<b>78,628,823</b>	<b>69,672,688</b>
<b>Adjustments and exclusions permitted by FM Reg 32</b>			
Less: Reserves - restricted cash	6	(30,106,492)	(24,561,369)
Less: Land held for sale		(862,571)	(1,101,531)
Add: Current portion of long term borrowings		1,506,004	1,511,087
Add: Infringement Debtors transferred to non current asset		0	1,625,260
Add: Provision for Doubtful Debts reclassified from non-current asset		0	0
Add: Current portion of long term finance lease liabilities		276,202	266,740
Add: Non current portion of lease incentives		564,298	0
		(28,622,559)	(22,301,799)
<b>Adjusted Net Current Assets</b>		<b>50,006,264</b>	<b>47,370,889</b>



**CITY OF VINCENT  
NOTE 3 - STATEMENT OF FINANCIAL POSITION  
FOR THE PERIOD ENDED 31 AUGUST 2025**

	Note	YTD Actual 31/08/2025 \$	PY Actual 30/06/2025 \$
<b>Current Assets</b>			
Cash Unrestricted		36,534,809	11,769,106
Cash Restricted		30,106,492	29,930,153
Receivables - Rates	7	29,955,352	1,440,722
Receivables - Other	7	4,663,955	5,335,981
Inventories		1,267,282	1,175,025
<b>Total Current Assets</b>		<b>102,527,890</b>	<b>49,650,987</b>
<b>Non-Current Assets</b>			
Receivables - Rates		1,762,323	178,853
Receivables - Other		39,810	39,810
Inventories		742,666	161,414
Investment in associate		16,862,522	16,862,522
Property, plant and equipment		254,017,758	254,280,865
Infrastructure		156,207,616	154,986,315
Right of use assets		540,211	540,211
Intangible assets		45,796	45,796
<b>Total Non-Current Assets</b>		<b>430,218,702</b>	<b>427,095,786</b>
<b>Total Assets</b>		<b>532,746,592</b>	<b>476,746,774</b>
<b>Current Liabilities</b>			
Payables		(17,850,984)	(8,455,115)
Provisions - employee		(6,048,083)	(6,054,078)
<b>Total Current Liabilities</b>		<b>(23,899,067)</b>	<b>(14,509,192)</b>
<b>Non-Current Liabilities</b>			
Borrowings		(6,417,879)	(6,965,963)
Employee related provisions		(571,701)	(571,701)
<b>Total Non-Current Liabilities</b>		<b>(6,989,580)</b>	<b>(7,537,664)</b>
<b>Total Liabilities</b>		<b>(30,888,647)</b>	<b>(22,046,856)</b>
<b>Net Assets</b>		<b>501,857,946</b>	<b>454,699,918</b>
<b>Equity</b>			
Retained Surplus		(170,908,348)	(123,926,659)
Reserve Accounts		(30,106,492)	(29,930,153)
Revaluation Surplus		(300,843,106)	(300,843,106)
<b>Total Equity</b>		<b>(501,857,946)</b>	<b>(454,699,918)</b>

**CITY OF VINCENT**  
**NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE**  
**INFRASTRUCTURE AND ENVIRONMENT DIRECTORATE**  
 AS AT 31 AUGUST 2025



ANNUAL INCOME BUDGET VS ACTUAL

**\$0.1M**

ANNUAL EXPENDITURE BUDGET VS ACTUAL

**\$3.0M**

**KEY VARIANCE COMMENTARY**  
 (\$20,000 and 10%)

**Beatty Park Leisure Centre**  
 \$373k favourable expenditure mostly due to timing variances for depreciation expense \$293k, materials and contracts \$44k and interest expense \$22k.

**City Buildings & Asset Management**  
 \$45k favourable income mostly due to timing variance for lease income \$45k.  
 \$1.03m favourable expenditure mostly due to timing variances for depreciation \$807k and materials and contracts \$214k.

**Engineering Design Services**  
 \$21k unfavourable income mainly due to timing variance on advertising fees income \$14k.  
 \$77k favourable expenditure mainly due to timing variances for depreciation \$34k and materials and contracts \$27k.

**Library Services**  
 \$61k unfavourable expenditure mainly due to timing variance on employee related costs of \$46k and materials and contracts \$15k.

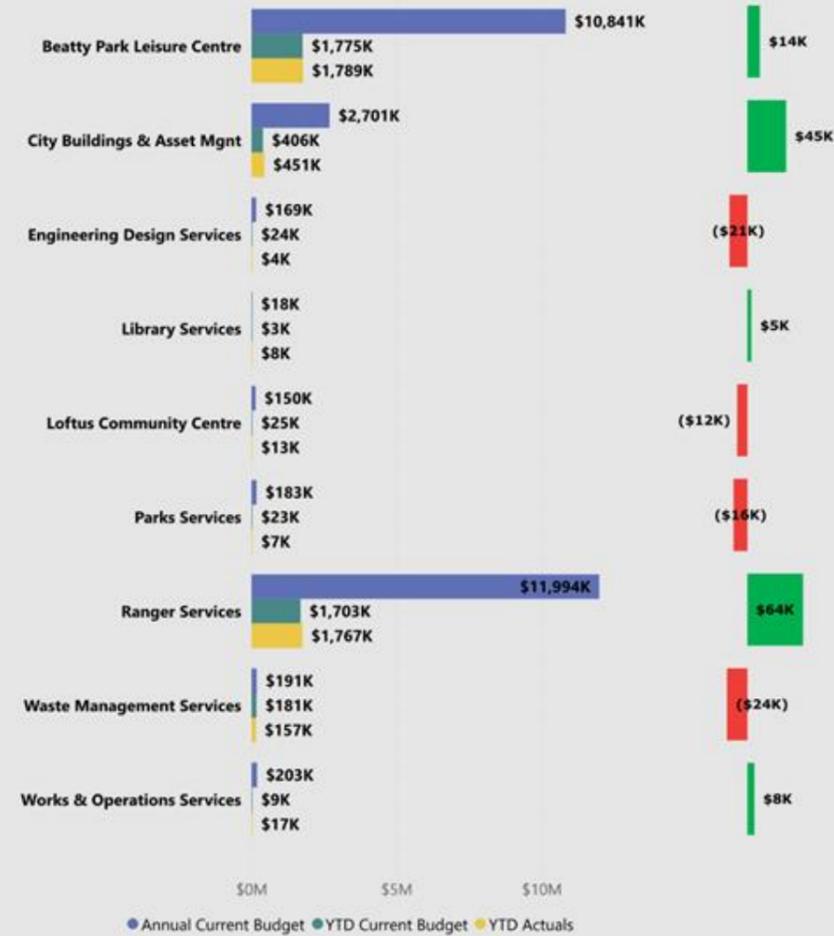
**Parks Services**  
 \$143k favourable expenditure mainly due to timing variances for depreciation of \$273k, employee costs of \$106k, this is partially offset by unfavourable timing variance in materials and contracts of \$225k.

**Ranger Services**  
 \$64k favourable income mainly due to timing variance on fees and charges \$64k.  
 \$63k favourable expenditure mainly due to timing variance on materials and contracts.

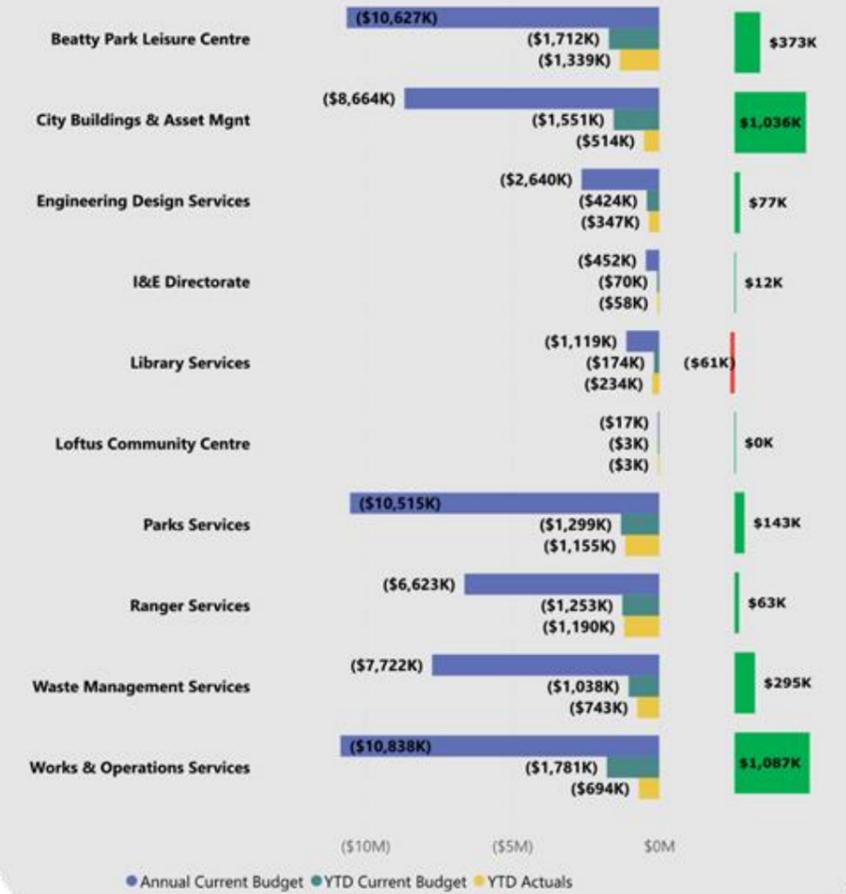
**Waste Management Services**  
 \$24k favourable income mainly due to timing variance on waste and recycling fees.  
 \$295k favourable expenditure mainly due to timing variance in materials and contracts \$155k and employee related costs of \$97k.

**Works & Operations Services**  
 \$1.09m favourable expenditure mainly due to timing variances for depreciation of \$997k and materials and contracts of \$118k.

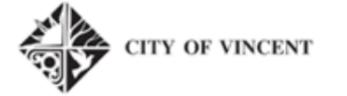
INCOME BY SERVICE LINE: Annual and YTD Budget vs YTD Actuals



EXPENDITURE BY SERVICE LINE: Annual and YTD Budget vs YTD Actuals



**CITY OF VINCENT**  
**NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE**  
**COMMUNITY & BUSINESS SERVICES DIRECTORATE**  
**OFFICE OF THE CEO**  
 AS AT 31 AUGUST 2025



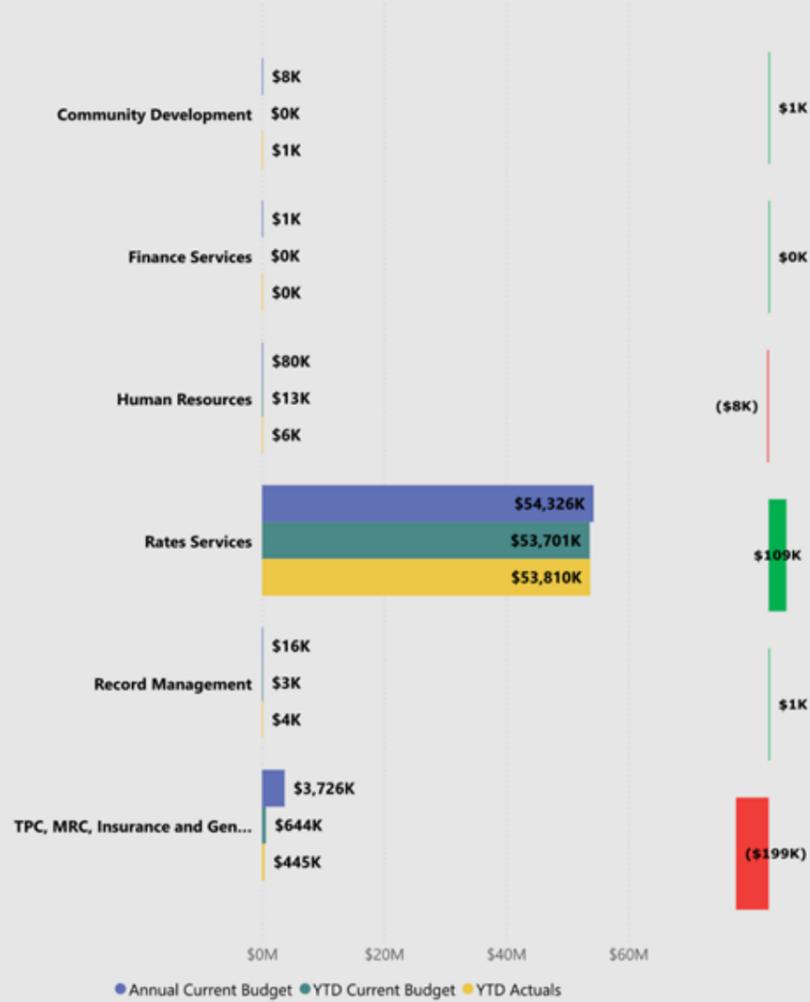
ANNUAL INCOME BUDGET VS ACTUAL

**(\$0.1M)**

ANNUAL EXPENDITURE BUDGET VS ACTUAL

**\$3.4M**

INCOME BY SERVICE LINE: Annual and YTD Budget vs YTD Actuals



**KEY VARIANCE COMMENTARY**  
 (\$20,000 and 10%)

**Finance Services**  
 \$125k favourable expenditure mainly due to timing variances for materials and contracts \$109k and employee related costs \$21k.

**Human Resources**  
 \$31k favourable expenditure mainly due to timing variances for materials and contracts \$35k.

**Rates Services**  
 \$109k favourable income mainly due to timing variance in rates revenue \$146k, interest earnings \$34k which is partially offset by lower Underground power service charges \$82k..  
 \$46k favourable expenditure mainly due to a timing variance in materials and contracts.

**TPC, MRC, Insurance and Other**  
 \$199k unfavourable income mainly due to timing variances in financial assistance grants of \$388k, partially offset by favourable interest earnings of \$148k and reimbursements of \$47k.

**CEO**  
 \$63k unfavourable expenditure mainly due to timing variances in materials and contracts.

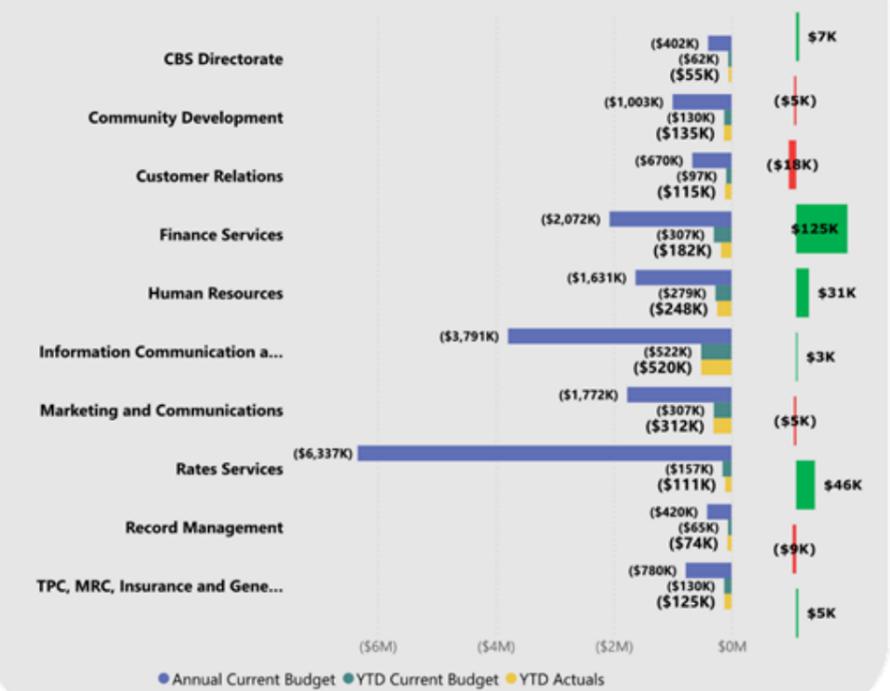
**Major Projects**  
 \$35k unfavourable expenditure mainly due to timing variance in materials and contracts \$30k.

**Members of Council**  
 \$22k favourable expenditure mainly due to timing variance in materials and contracts \$20k.

**PICG**  
 \$25k favourable expenditure mainly due to timing variance in materials and contracts.

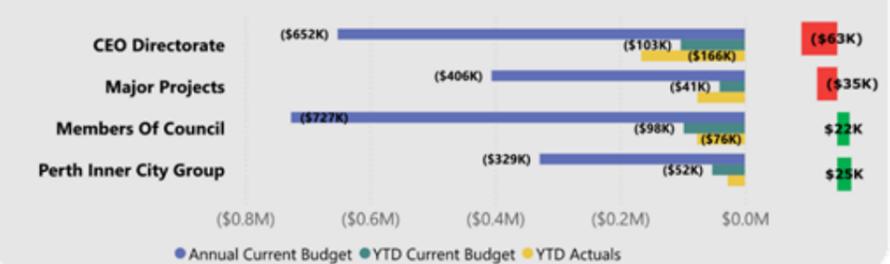
**COMMUNITY AND BUSINESS SERVICES DIRECTORATE**

EXPENDITURE BY SERVICE LINE: Annual and YTD Budget vs YTD Actuals



**OFFICE OF THE CEO**

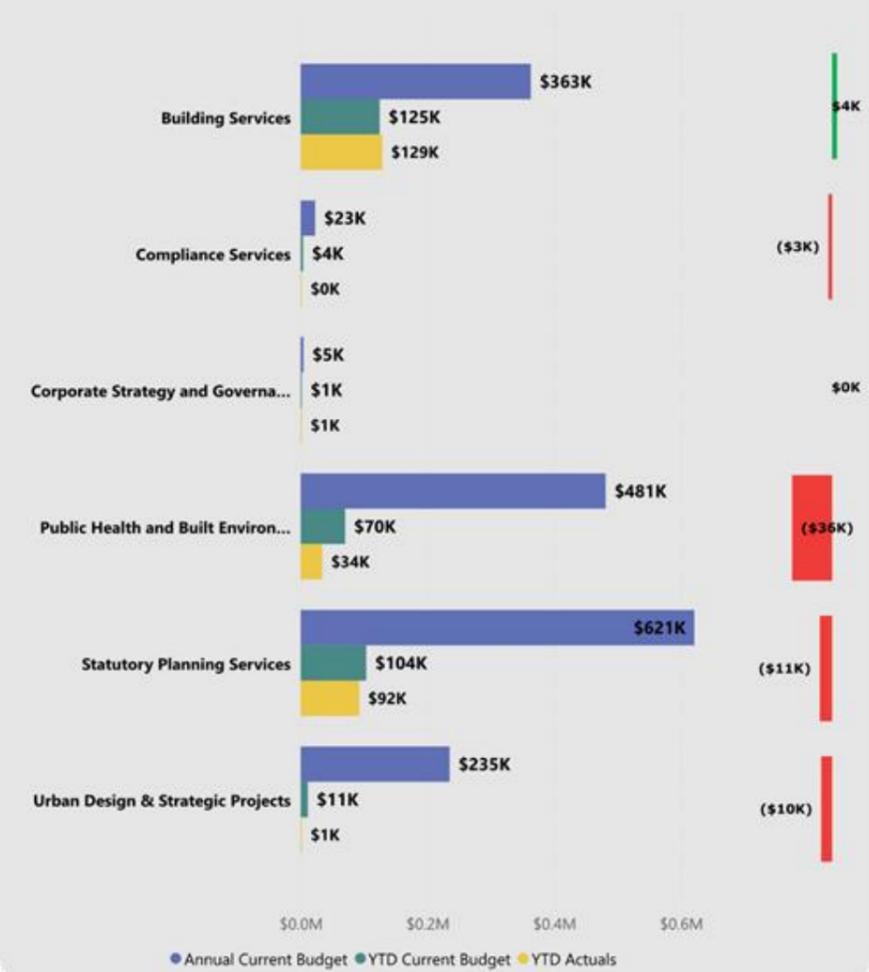
EXPENDITURE BY SERVICE LINE: Annual and YTD Budget vs YTD Actuals



**CITY OF VINCENT**  
**NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE**  
**STRATEGY AND DEVELOPMENT DIRECTORATE**  
 AS AT 31 AUGUST 2025



INCOME BY SERVICE LINE: Annual and YTD Budget vs YTD Actuals



ANNUAL INCOME BUDGET VS ACTUAL

**(\$0.1M)**

ANNUAL EXPENDITURE BUDGET VS ACTUAL

**\$0.3M**

**KEY VARIANCE COMMENTARY**  
 (\$20,000 and 10%)

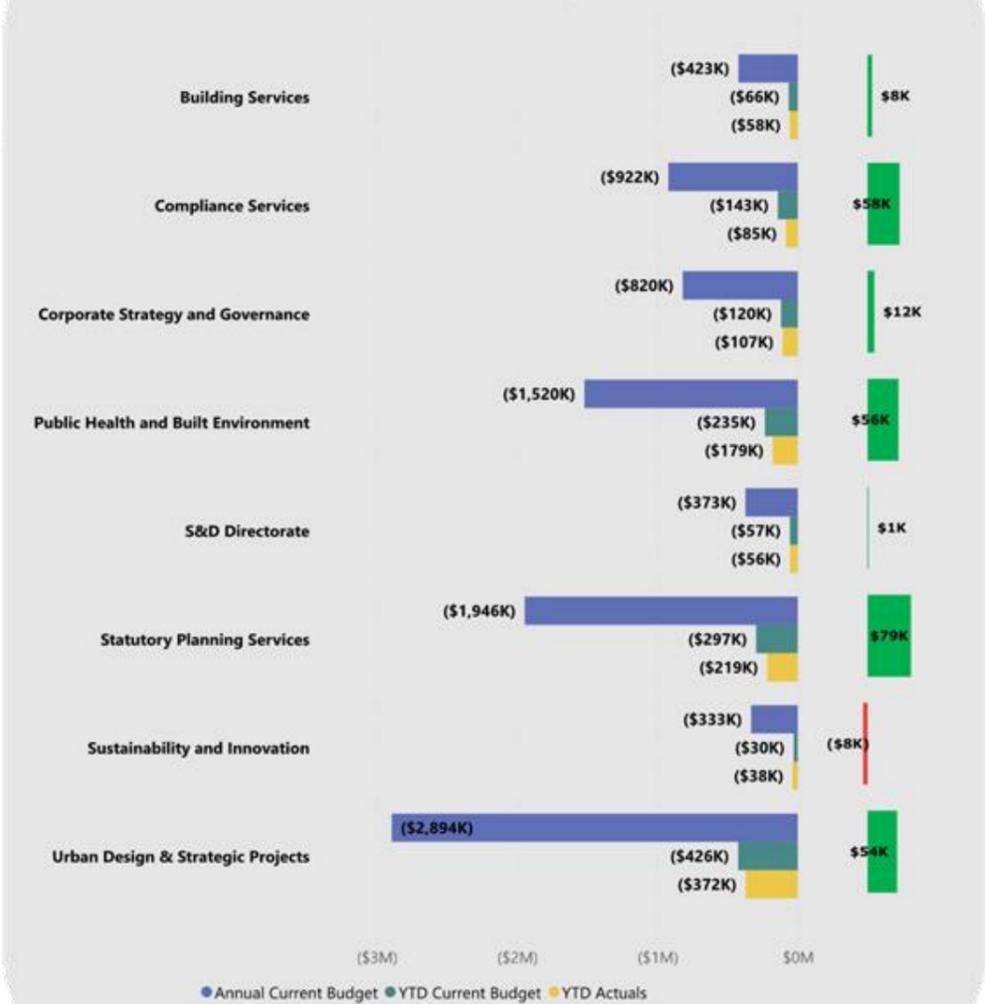
**Compliance Services**  
 \$58k favourable expenditure mainly due to a timing variance in employee related costs of \$50k.

**Public Health and Built Environment**  
 \$36k unfavourable income mainly due to timing variance in fees and charges.  
 \$56k favourable expenditure mainly due to a timing variance in materials and contracts \$45k.

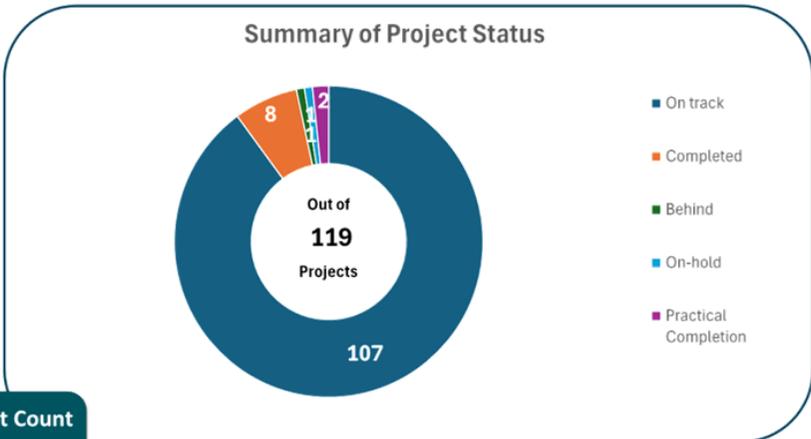
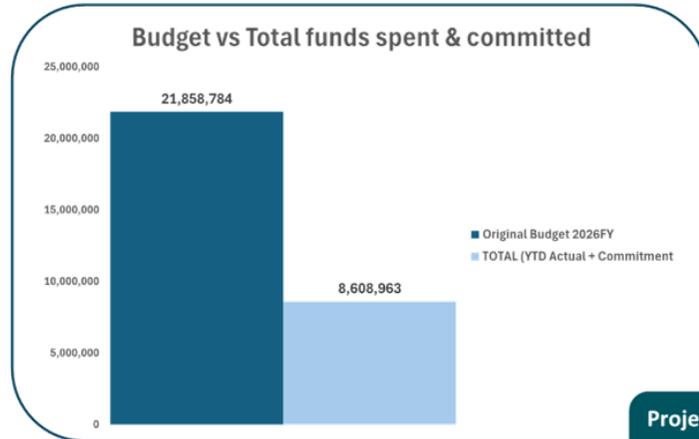
**Statutory Planning Services**  
 \$79k favourable expenditure mainly due timing variance in materials and contracts of \$42k and employee related costs of \$37k.

**Urban Design & Strategic Projects**  
 \$54k favourable expenditure mainly due to timing variance in materials and contracts of \$61k with is partially offset by an unfavourable timing variance in employee related costs of \$7k.

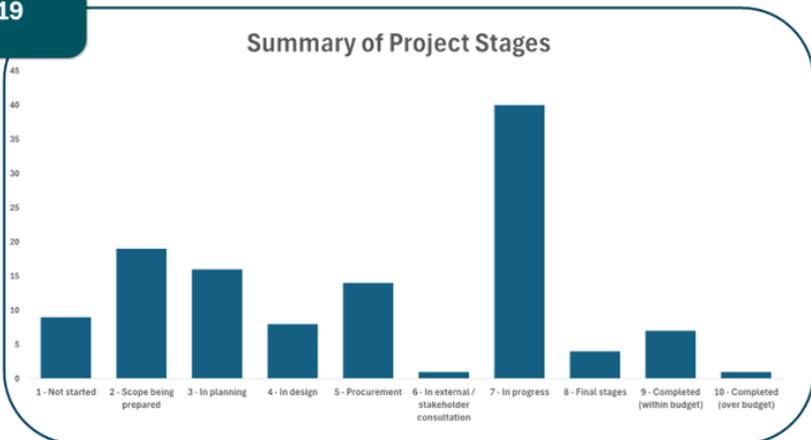
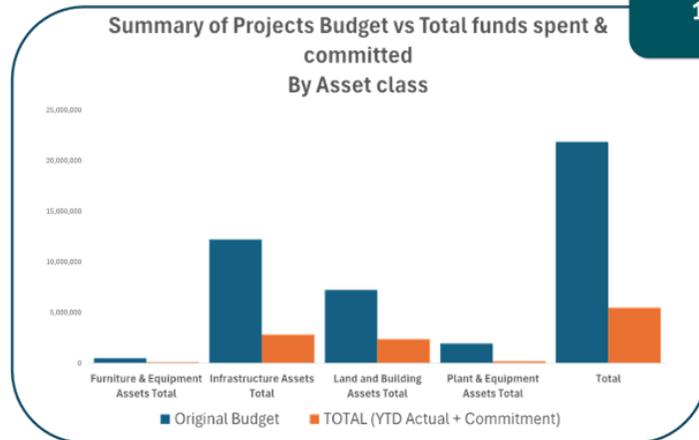
EXPENDITURE BY SERVICE LINE: Annual and YTD Budget vs YTD Actuals



**Note 5 - City Of Vincent - Capex Report As At 31 August 2025**



**Project Count**  
**119**



CITY OF VINCENT  
NOTE 5 - CAPITAL WORKS SCHEDULE 2025/26  
AS AT 31 AUGUST 2025

WO Name	Original Budget 2026FY	YTD Budget	YTD Actual	YTD Variance	Commitment	Status	Stage	Commentary
<b>Land &amp; Building Assets</b>								
<b>Air Conditioning &amp; HVAC Renewal</b>								
Air Conditioning & HVAC Renewal - Admin	534,266	10,000	8,198	1,802	275,362	On track	7 - In progress	Stage 2 works completed
Air Con & HVAC Renew - Miscellaneous	100,000	10,000	6,283	3,717	40,920	On track	7 - In progress	Works in progress
Air Con/HVAC Renew - Mt Hawthorn Comm Centre (Leased)	100,000	-	-	-	-	On track	4 - In design	In design
Leederville Oval - HVAC Renewal - East Perth Function Room	127,417	25,000	27,258	(2,258)	50,372	On track	7 - In progress	Asbestos removed and new ceilings installed
<b>Public Toilet Renewal Program</b>								
Charles Varyard Reserve Clubroom Toilets	45,000	-	-	-	-	-	1 - Not started	
<b>Litis Stadium Works</b>								
Litis Stadium Floodlights	940,000	100,000	85,812	14,188	100,070	On track	7 - In progress	In progress
<b>BPLC - Construction of Indoor Changerooms</b>								
BPLC – Construc & Fit Out Indoor Pool Changerooms	33,367	-	-	-	33,367	Completed	9 - Completed (within budget)	
<b>Litis Stadium changeroom redevelopment</b>								
Infrastructure Works - Litis Stadium	275,984	50,000	34,783	15,217	204,329	On track	7 - In progress	External landscaping works in final stages
Floreat Athena Clubroom Refurbishment - Litis Stadium	129,917	75,000	69,486	5,514	2,000	On track	7 - In progress	Works in progress
<b>Beatty Park Leisure Centre - Facilities Infrastructure</b>								
BPLC - Facilities Infrastructure Renewal	-	-	-	-	95,480	On track	7 - In progress	
BPLC - Mechanical – HVAC Systems Renewal	25,000	-	-	-	-	On track	7 - In progress	Works in progress
BPLC - Structure – Roof & Building Renewal	225,000	-	-	-	-	On track	7 - In progress	Works in progress
BPLC - Eastern Side Grandstand - Water Ingress	349,141	-	-	-	-	Behind	2 - Scope being prepared	In planning
Beatty Park Leisure Centre - Repair and maintain Heritage Grandstand	954,277	-	-	-	988,813	On track	7 - In progress	Works in progress
<b>Miscellaneous Asset Renewal (City Buildings)</b>								
Misc Asset Renewal - City buildings	250,000	-	-	-	8,131	On track	7 - In progress	Works in progress
Forrest Park Croquet - Kitchen Renewal	45,000	-	-	-	-	On track	5 - Procurement	Finalising funding and scope
City Buildings Painting Renewal	30,000	-	-	-	-	On track	2 - Scope being prepared	Preparing scope of works
<b>Mt Claremont Depot</b>								
Mt Claremont Depot	570,000	20,000	12,041	7,959	500	On track	7 - In progress	Works in progress
<b>Land and Building Asset Renewal Projects</b>								
DLGSC - HVAC, Plant & Fire Services Renewals	665,000	5,000	5,456	(456)	526,128	On track	7 - In progress	Waiting on approval
Lease Property Non Scheduled Renewal	78,000	-	-	-	-	On track	2 - Scope being prepared	Preparing scope of works
Library Renewals - Upgrades to Accessibility	200,000	-	-	-	5,000	On track	4 - In design	In design
Leederville Oval - Misc Buildings Renewal	200,000	75,000	70,000	5,000	-	On track	7 - In progress	Ceiling works completed
Loftus - Gymnastics WA - Roof Renewal	80,000	-	2,482	(2,482)	-	On track	3 - In planning	In planning
Mt Hawthorn Comm Centre - Roof Renewal	200,000	-	-	-	-	On track	3 - In planning	Coordinating with HVAC works
Toilet facilities upgrade - Loftus Rec Ctr (Belgravia)	250,000	-	-	-	5,200	On track	5 - Procurement	In procurement
Highgate Child Health Clinic Renewal (Leased Child and Adolescent Health)	20,000	-	-	-	-	On track	1 - Not started	
Royal Park Hall - Carpet and Blind Renewal	30,000	-	-	-	16,555	On track	7 - In progress	Works scheduled
Admin Building Renewal	50,000	-	-	-	-	On track	1 - Not started	
Beatty Park Reserve Toilet	300,000	-	1,907	(1,907)	-	On track	4 - In design	In design
Hawthorn Hall - Renewal/Upgrade	165,000	-	-	-	-	On track	1 - Not started	
North Perth Bowling Club - Driveway Renewal	50,000	-	-	-	-	On track	7 - In progress	Works scheduled
Asbestos Management Plan - Childcare (as per asbestos register)	50,000	-	-	-	-	On track	1 - Not started	
<b>Water and Energy Efficiency Initiatives</b>								
Water and Energy Efficiency Initiatives	150,000	5,000	5,051	(51)	8,260	On track	7 - In progress	Works in progress
<b>Land &amp; Building Assets Total</b>	<b>7,222,369</b>	<b>375,000</b>	<b>328,756</b>	<b>46,244</b>	<b>2,360,486</b>			

**Furniture & Equipment Assets**

<b>Furniture &amp; Equipment</b>									
BPLC - Non Fixed Assets Renewal	60,000	15,000	11,746	3,254	13,210	On track	7 - In progress	In progress	
BPLC Non-Infrastructure Fixed Asset Renewal	-	-	11,780	(11,780)	709	On track	7 - In progress	FY25 Project	
<b>Accessible City Strategy Implementation Program</b>									
Accessible City Strategy Implementation - Capex for future years subject to Cash-in	135,000	-	-	-	61,053	On track	3 - In planning		
<b>ICT Renewal Program</b>									
ICT Infrastructure Renewal	22,500	-	-	-	-		1 - Not started		
<b>Public Arts Projects</b>									
COVID-19 Artwork relief project	90,000	-	-	-	16,125	On track	3 - In planning		
<b>Miscellaneous Asset Renewal (City Buildings)</b>									
Furniture and Equipment Renewal - (Admin, Library and Depot)	25,000	15,000	8,060	6,940	127	On track	7 - In progress	Works started	
<b>Parking Machines Asset Replacement Program</b>									
Parking Infrastructure Renewal Program	153,000	-	-	-	-	On track	3 - In planning	Finalising Pay by Phone trial zones	
<b>Furniture &amp; Equipment Assets Total</b>	<b>485,500</b>	<b>30,000</b>	<b>31,586</b>	<b>(1,586)</b>	<b>91,224</b>				

**Plant & Equipment Assets**

<b>Major Plant Replacement Program</b>									
Heavy Fleet Replacement Program	1,086,500	200,000	192,866	7,134	-	On track	7 - In progress	Program commenced	
<b>Fleet Management Program</b>									
Light Fleet Replacement - Annual Allocation	-	-	-	-	-	On track	3 - In planning	priorities and procurement plans to be finalised	
P1267 - Toyota Camry Hybrid 2.5Lt. Rego.1GUX039	50,000	-	-	-	-				
P1270 - Toyota Corolla Hybrid 1GWW751, Ascent Hatch	50,000	-	-	-	-				
P1271 - Toyota Corolla Hybrid 1GWW752, Ascent Hatch	50,000	-	-	-	-				
P1273 - 1GWH073, Nissan LEAF Ev 18MY	50,000	-	-	-	-				
P1281 - HYUNDI - Ioniq EV Hatch - 1HCJ354 Rangers	50,000	-	-	-	-				
P1282 - Toyota Corolla Sedan Hybrid - 1HDR934	50,000	-	-	-	-				
P2193 - Nissan Navara 4x2 - 1GOC990	50,000	-	-	-	-				
P2212 - Nissan Navara 4X DSL Auto DC RX - 1HCO126	50,000	-	-	-	-				
P2213 - Renault Kangaroo 1HY67	50,000	-	-	-	-				
P2215 - NAVARA 4X2 1HKO697	50,000	-	-	-	-				
P2217 - Nissan Navara Dual Cab 4x2 Auto 1HNK939	50,000	-	-	-	-				
P2216 - Nissan Navara Dual Cab 4x2 Auto 1HKT763	50,000	-	-	-	-				
P1278 - Toyota Corolla Hybrid Ascent 1GZQ221	50,000	-	-	-	-				
P1283 - Toyota Corolla Hybrid 1HFD003	50,000	-	-	-	-				
P1284 - Toyota Yaris 1HFJ099	50,000	-	-	-	-				
P1285 - Toyota Yaris Hybrid 1HGJ592	50,000	-	-	-	-				
P1290 - Hyundai Ioniq EV 1HNK941	50,000	-	-	-	-				
<b>Plant &amp; Equipment Assets Total</b>	<b>1,936,500</b>	<b>200,000</b>	<b>192,866</b>	<b>7,134</b>	<b>-</b>				

**Infrastructure Assets**

<b>Robertson Park Development Plan - Stage 1</b>									
Robertson Park Stage 1B - Tennis Centre	1,477,000	200,000	200,361	(361)	2,036,726	On track	7 - In progress	Works in progress	
Robertson Park Stage 1B - Contingency	-	-	-	-	-			Works in progress	
Greening program - Robertson Park	-	-	536	(536)	-	On track	7 - In progress		
<b>MISCELLANEOUS</b>									
Temporary at-grade car park	400,000	150,000	136,274	13,726	412,133	Practical Completion	8 - Final stages	In final stages	
<b>Wandoolier! Banks Reserve Master Plan Implementati</b>									
General landscape - EPPS Foreshore Upgrades	40,000	6,666	-	6,666	6,335	On track	3 - In planning	Turf renovation plan being developed	
<b>Skate Space at Britannia Reserve</b>									
Mt Haw Skate Park - Youth Skate Facility (Election Commitment)	-	-	300	(300)	-	On track	8 - Final stages		
<b>Parks Fencing Renewal Program</b>									
Braithwaite Park - Renew Perimeter Fencing	160,000	-	-	-	-	On track	2 - Scope being prepared	Scope being prepared for RFQ	
Leake/Alma St Res - renew playground fencing	10,000	-	-	-	-	On track	2 - Scope being prepared	Scope being prepared for RFQ	
Edinboro Street Reserve - Renew Perimeter Fencing	40,000	-	-	-	-	On track	2 - Scope being prepared	Scope being prepared for consultation	
Litts Stadium - Install New Fence (western end)	20,000	-	-	-	-	On track	2 - Scope being prepared	Scope of new fencing to be finalised	

<b>Footpath Upgrade and Renewal Program</b>									
Footpath Upgrade and Renewal Program	248,750	-	-	-	257	On track	3 - In planning		
<b>Parks Irrigation Upgrade &amp; Renewal Program</b>									
Weld Square - renew irrigation system and install iron filter	180,000	-	-	-	4,735	On track	4 - In design	Designs being developed	
Beatty Park Res - renew in-ground irrigation system, electrical cabinet and install iron filter	250,000	-	-	-	9,915	On track	4 - In design	Designs being developed	
Birdwood Square - renew irrigation system and electrical cabinet	145,000	-	-	-	-	On track	5 - Procurement	Procurement plan being finalised	
Forrest Park - upgrade irrigation system and electrical cabinet	-	-	41,752	(41,752)	-	Completed	9 - Completed (within budget)	2025FY project, completed	
<b>Sullivan Logistics Stadium (Leederville Oval)</b>									
Sullivan Logistics Stadium (Leederville Oval) Turf & Lighting Upgrade	122,107	20,000	13,993	6,007	-	Completed	9 - Completed (within budget)	2025FY project, completed	
Sullivan Logistics Stadium (Leederville Oval) Turf & Lighting Upgrade	412,145	30,000	35,441	(5,441)	130,920	On track	7 - In progress		
<b>Road Maintenance Programs – MRRG</b>									
Annual MRRG Program - bgt to be split	78,705	-	-	-	-	On track	4 - In design		
MRRG - London St North Bound - Green St	199,333	10,000	3,190	6,810	248,069	On track	7 - In progress	Works in progress	
MRRG - London St South Bound - Green St to Gill St	199,333	-	-	-	247,861	On track	7 - In progress	Works in progress	
MRRG - Bulwer Street EB & WB - Smith St to Beaufort	182,907	-	-	-	-	On track	7 - In progress	Works started	
MRRG - Lord St North Bound - Newcastle St	115,416	5,000	1,340	3,660	-	On track	7 - In progress	Works started	
MRRG - Lord St South Bound - Newcastle St to Parry St	93,220	-	-	-	-	On track	7 - In progress		
MRRG - Lord St North Bound - Parry St to Edward St	137,012	-	-	-	-	On track	7 - In progress		
MRRG - Lord St South Bound - Parry St to Edward St	104,074	-	-	-	-	On track	7 - In progress		
<b>Road Maintenance Programs – Local Road Program</b>									
Annual Local Roads Program - bgt to be split	-	-	-	-	-	On track	4 - In design		
LRP - Grosvenor Road - Norfolk St to William St	-	-	42	(42)	20,585	On track	7 - In progress		
LRP - Commonwealth Ave - Anzac Rd to Chamberlain St	131,350	131,350	109,004	22,346	18,191	Practical Completion	8 - Final stages	Works completed, waiting for line marking	
LRP - Fleet St - Bourke St to Richmond St	147,052	147,052	78,764	68,288	5,488	On track	7 - In progress	Works in progress	
LRP - Fitzroy St - Fitzgerald St to Dead end	89,651	-	-	-	9,818	On track	7 - In progress	Works in progress	
LRP - Franklin St - Oxford St to Meleuca Ln	105,020	-	-	-	-	On track	7 - In progress	Works in progress	
LRP - Ruth St - William St to Wade St	48,816	5,000	851	4,149	-	On track	7 - In progress	Works in progress	
LRP - Salisbury St - Oxford St to Shakespeare St	161,795	-	-	-	-	On track	7 - In progress	Works in progress	
LRP - Campsie St Bourke St to Cul de Sac	44,174	44,174	32,189	11,985	5,606	On track	7 - In progress	Works in progress	
LRP - Galway St - Oxford St to 60m in	81,362	-	-	-	-	On track	7 - In progress	Works in progress	
LRP - Raglan Rd - Hutt St to Walcott St	203,144	-	-	-	-	On track	7 - In progress	Works in progress	
LRP - Zebina St - Gardiner St to Cul de Sac	108,586	-	-	-	-	On track	7 - In progress	Works in progress	
LRP - Blackford St - Egina St to Federation St	-	-	-	-	-	On track	7 - In progress	Works in progress	
LRP - Woodstock St - London St to R.O.W 104	179,335	-	-	-	-	On track	7 - In progress	Works in progress	
LRP - Cavendish St - Lincoln St to Chatsworth Rd	209,883	-	-	-	-	On track	7 - In progress	Works in progress	
LRP - Raglan Rd - Fitzgerald St to Norfolk St	189,832	-	-	-	-	On track	7 - In progress	Works in progress	
LRP - Giebe Street - View St to Alma Rd	-	-	1,500	(1,500)	-	Completed	9 - Completed (within budget)	2025FY project, completed	
<b>Parks Greening Plan Program</b>									
Greening plan	210,000	50,000	32,232	17,768	76,910	On track	3 - In planning	Planning for 2026 season	
Post PSHB Restoration Works	230,000	25,000	21,795	3,205	200,996	On track	7 - In progress	Island revegetation works underway	
<b>Traffic Management Improvements</b>									
Minor Traffic Management Improvements	300,000	60,000	46,319	13,681	57,189	On track	7 - In progress		
<b>Parks Infrastructure Upgrade &amp; Renewal Program</b>									
Birdwood Square Floodlight Renewal	300,000	-	-	-	-	On track	1 - Not started	Awaiting approvals	
Parks Infrastructure Upgrade & Renewal - BBQ provision	60,000	60,000	56,849	3,151	-	On track	8 - Final stages	Awaiting final installation of BBQ	
Infrastructure Upgrade/Renewal Program - General Provision	100,000	-	-	-	-	On track	1 - Not started		
Oxford St Reserve - renew park furniture	40,000	-	-	-	-	On track	2 - Scope being prepared	Preparing scope of works	
Streetscape - renew furniture	50,000	-	-	-	-	On track	3 - In planning	In planning	
Menzies Park Floodlights Upgrade	430,500	-	-	-	5,070	On track	5 - Procurement		
<b>Road Maintenance Programs – State Black Spot</b>									
State Black Spot Programs scheduled annually	-	-	-	-	-	On track	5 - Procurement	In procurement	
Blackspot - Brisbane Street with Smith and Brewer St	61,000	-	-	-	-	On track	5 - Procurement	In procurement	
Blackspot - Elton from Haynes Street to SBR Intersection	90,000	-	-	-	-	On track	5 - Procurement	In procurement	
<b>Road Maintenance Programs – Roads to Recovery</b>									
Annual Roads to Recovery Program - bgt to be split	18,922	-	-	-	-	On track	5 - Procurement	In procurement	
R2R - Farmer St - Fitzgerald St to Angove St	380,000	60,000	75,924	(15,924)	262,791	On track	7 - In progress	Works in progress	
R2R - Ruth St - Lake St to William St	98,823	-	2,916	(2,916)	59,806	On track	7 - In progress	Works in progress	
<b>Public Open Space Strategy Implementation Plan</b>									
Public Open Space Strategy Implementation	31,200	31,200	30,283	917	-	On track	7 - In progress	Works in progress	
<b>Parks Lighting Renewal Program</b>									
Lighting Renewal Program - General Provision	52,000	-	-	-	145	On track	3 - In planning	Projects to be developed	
Axford Park Lighting Upgrade	200,000	-	-	-	-	On track	5 - Procurement		

<b>Gully Soak-well and Minor Drainage Improvement Pro</b>								
Catchment Drainage Improvements	400,000	25,000	17,468	7,532	134,037	On track	7 - In progress	
Minor Drainage Improvement Program	-	-	16,571	(16,571)	-	On track	7 - In progress	
<b>Parks Eco-Zoning Program</b>								
Monmouth Street	8,136	-	-	-	-	On-hold	1 - Not started	Future of reserve to be determined
Parks Eco-Zoning - General Provision	20,000	-	-	-	-	On track	2 - Scope being prepared	Locations and costings being determined
Road Reserves - Eco-zoning	-	-	3,247	(3,247)	-	Completed	10 - Completed (over budget)	FY25 project, completed
<b>Parks Pathways Renewal Program</b>								
Hyde Park Re-asphalt Pathways	50,000	-	-	-	-	On track	2 - Scope being prepared	Preparing scope of works
Pathways Renewal Program - General Provision	80,000	-	-	-	-	On track	7 - In progress	Awaiting completion of other pathways
Smith's Lake - re-asphalt existing bitumen pathways	45,000	-	-	-	-	On track	2 - Scope being prepared	Preparing scope of works
Robertson Park - re-asphalt existing bitumen pathways	60,000	-	-	-	-	On track	2 - Scope being prepared	Preparing scope of works
Mick Michael Park - re-asphalt existing bitumen pathways	35,000	-	-	-	-	On track	2 - Scope being prepared	Preparing scope of works
<b>Car Parking Upgrade/Renewal Program</b>								
Accessibility audits and proposed project implementation	50,000	-	-	-	-	On track	2 - Scope being prepared	Preparing scope of works
<b>Bus Shelter Replacement and Renewal Program</b>								
Bus Shelters - Replace & Upgrade	66,977	-	-	-	33,679	On track	3 - In planning	
<b>Parks Playground / Exercise Equipment Upgrade &amp; Renewal Program</b>								
Cricket Wicket Renewal Program	37,000	-	-	-	17,800	On track	5 - Procurement	In procurement
Braithwaite Park - replace wooden nature plan elements	50,000	-	-	-	-	On track	2 - Scope being prepared	Playground to be assessed
Oxford St Res - renew wooden nature play elements	10,000	-	-	-	-	On track	2 - Scope being prepared	Playground to be assessed
Playground/Exer Equip Renewal Program - General Provision	55,000	-	-	-	1,102	On track	5 - Procurement	
Brigatti Gardens - repl playground equip/soft fall	175,000	-	-	-	-	On track	5 - Procurement	Consultation Closed. RFQ advertised
Edinboro St Res - repl playground equipment and soft fall	161,542	161,542	159,680	1,862	-	Completed	9 - Completed (within budget)	Project completed
Banks Reserve - renew platforms and wooden nature play elements	20,000	-	-	-	-	On track	2 - Scope being prepared	Playground to be assessed
Hyde Park - renew playground and softfall (east)	157,000	157,000	146,680	10,320	-	Completed	9 - Completed (within budget)	Project completed
Beatty Park Reserve - repl exercise equipment	80,000	-	-	-	80,000	On track	5 - Procurement	Preparing scope of works
Hyde Park - renew playground and softfall (West)	100,000	-	-	-	-	On track	3 - In planning	
Beatty Park Reserve - Renew Playground Equipment and Softfall	179,880	179,880	174,360	5,520	-	Completed	9 - Completed (within budget)	Project completed
Britannia Road Reserve - Renew Playground Equipment and Softfall (south)	180,000	-	1,900	(1,900)	-	On track	5 - Procurement	Consultation Closed. RFQ advertised
Hyde Street Reserve - Renew Playground Equipment and Softfall	180,000	-	-	-	-	On track	5 - Procurement	Consultation Closed. RFQ advertised
Leased Properties Playground Renewal - General Provisions	100,000	-	-	-	-	On track	2 - Scope being prepared	Location to be assessed and prioritised
Cricket Practice Net Renewal Program	100,000	-	-	-	-	On track	2 - Scope being prepared	Location to be assessed and prioritised
AFL Goals Renewal Program	15,000	-	-	-	10,040	On track	5 - Procurement	In procurement
<b>Bicycle Network</b>								
Bicycle Network	125,000	5,000	4,500	500	-	On track	6 - In external / stakeholder consultation	
Bicycle Network - Travel Smart Actions	10,500	-	-	-	-		1 - Not started	
<b>Rights of Way Rehabilitation Program</b>								
Rights of Way Rehab Program	185,933	-	-	-	8,400	On track	3 - In planning	
<b>Parks Irrigation Upgrade and Renewal Program</b>								
Groundwater Bore and Pump Renewal - General Provision	120,000	25,000	18,537	6,463	-	On track	3 - In planning	Locations to be determined based on maintenance program
<b>Street Lighting Renewal Program</b>								
Street Lighting Upgrade Program	30,000	30,000	20,452	9,548	-	On track	3 - In planning	
<b>Robertson Park Development Plan - Stage 2</b>								
Dog & Leisure park	100,000	5,000	1,502	3,498	12,690	On track	7 - In progress	Near completion of first stage
Greening Program - Robertson Park Stage 2	260,000	-	-	-	-	On track	4 - In design	Works to commence early 2026
<b>Infrastructure Assets Total</b>	<b>12,214,415</b>	<b>1,623,864</b>	<b>1,486,754</b>	<b>137,110</b>	<b>4,117,292</b>			
<b>Total</b>	<b>21,858,784</b>	<b>2,228,864</b>	<b>2,039,962</b>	<b>188,902</b>	<b>6,569,002</b>			

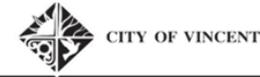
Summary	Original Budget	YTD Budget	YTD Actual	Remaining Budget
	2026FY			
	\$	\$	\$	\$
Land and Buildings	7,222,369	375,000	328,756	95.45%
Furniture and Equipment	485,500	30,000	31,586	93.49%
Plant and Equipment	1,936,500	200,000	192,866	90.04%
Infrastructure Assets	12,214,415	1,623,864	1,486,754	87.83%
<b>Total</b>	<b>21,858,784</b>	<b>2,228,864</b>	<b>2,039,962</b>	<b>91%</b>

Funding	Original Budget	YTD Budget	YTD Actual
	2026FY		
	\$	\$	\$
Own Source Funding - Municipal	13,432,338	1,657,727	1,521,163
Cash Backed Reserves	4,255,795	407,500	383,845
Capital Grants, Contributions and Loans	3,643,078	13,637	450
Other (Disposals/Trade In)	527,573	150,000	134,504
<b>Total</b>	<b>21,858,784</b>	<b>2,228,864</b>	<b>2,039,962</b>

CITY OF VINCENT  
 NOTE 6 - CASH BACKED RESERVES  
 AS AT 31 AUGUST 2025

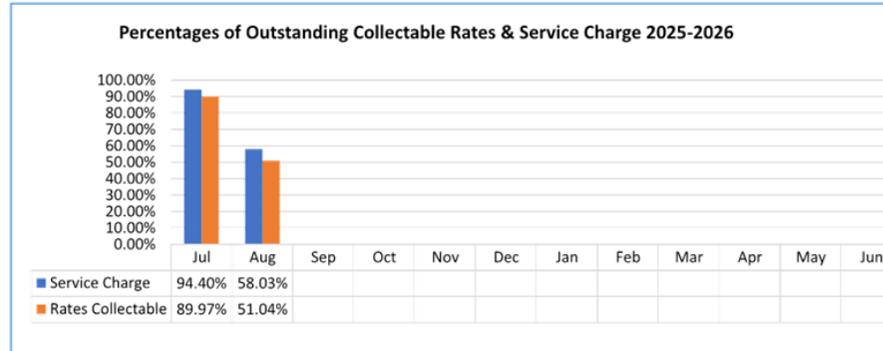
Reserve Particulars	Budget	Actual	Budget	YTD Actual	Budget	YTD Actual	Budget	YTD Actual	Budget	Actual
	Opening Balance 1/07/2025	Opening Balance 1/07/2025	Transfers to Reserve 31/08/2025	Transfers to Reserve 31/08/2025	Interest Earned 31/08/2025	Interest Earned 31/08/2025	Transfers from Reserve 31/08/2025	Transfers from Reserve 31/08/2025	Closing Balance 31/08/2025	Closing Balance 31/08/2025
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Asset Sustainability Reserve	10,465,588	10,251,888	275,000	272,865	70,864	69,608	(250,000)	(239,634)	10,561,452	10,354,728
Beatty Park Leisure Centre Reserve	224,298	202,805	0	0	1,620	1,398	0	0	225,918	204,204
Cash in Lieu Parking Reserve	894,582	828,286	0	0	2,127	2,542	(150,000)	(136,274)	746,709	694,554
Hyde Park Lake Reserve	185,212	184,697	0	0	1,570	1,286	0	0	186,782	185,982
Land and Building Acquisition Reserve	341,355	340,403	0	0	2,050	2,368	0	0	343,405	342,771
Leederville Oval Reserve	111,518	146,187	0	0	110	248	0	0	111,628	146,435
Loftus Community Centre Reserve	158,005	157,564	0	0	1,486	1,096	0	0	159,491	158,660
Loftus Recreation Centre Reserve	167,893	163,995	12,196	12,009	1,456	1,028	0	0	181,545	177,032
Office Building Reserve - 246 Vincent Street	228,636	228,001	0	0	1,703	1,585	(5,000)	(5,456)	225,339	224,131
Parking Facility Reserve	121,294	120,954	0	0	373	841	0	0	121,667	121,795
Percentage For Public Art Reserve	298,734	296,683	0	0	1,791	1,784	0	0	300,525	298,467
POS reserve - General	1,536,034	1,531,903	48,120	45,240	10,725	10,656	0	0	1,594,879	1,587,800
POS reserve - Haynes Street	147,566	148,146	6,446	7,445	1,454	1,024	0	0	155,466	156,614
State Gymnastics Centre Reserve	102,503	88,135	2,344	2,265	226	510	(2,500)	(2,482)	102,573	88,427
Strategic Waste Management Reserve	386,618	385,711	16,500	16,667	2,691	2,686	0	0	405,809	405,064
Catalina Land Sales Reserve	12,189,234	12,171,329	0	0	84,572	84,736	0	0	12,273,806	12,256,066
Underground Power Reserve	2,692,582	2,685,083	0	0	18,282	18,678	0	0	2,710,864	2,703,761
<b>30,251,652</b>	<b>29,931,770</b>	<b>360,606</b>	<b>356,491</b>	<b>203,100</b>	<b>202,076</b>	<b>(407,500)</b>	<b>(383,845)</b>	<b>30,407,858</b>	<b>30,106,492</b>	

CITY OF VINCENT  
 NOTE 7 - RECEIVABLES (RATING & OTHER DEBTORS)  
 FOR THE MONTH ENDED 31 August 2025



Rates & Service Charge Outstanding

	<b>Total</b>
Balance from Previous Year	891,273
Rates Levied - Initial	46,765,281
Rates Levied - Interims	(191,295)
Rates Waived	(180,011)
Service Charges Levied	7,024,461
Non Payment Penalties	346,459
Other Rates Revenue	194,827
<b>Total Rates Collectable</b>	<b>54,850,993</b>
Outstanding Rates	24,408,723
Outstanding Service Charge - Current	2,037,366
Service Charge Rebates Not Yet Claimed	337,145
ESL Debtors	2,084,945
Pensioner Rebates Not Yet Claimed	1,204,220
ESL Rebates Not Yet Claimed	192,029
Deferred Rates Debtors	(309,076)
<b>Current Rates Outstanding</b>	<b>29,955,352</b>



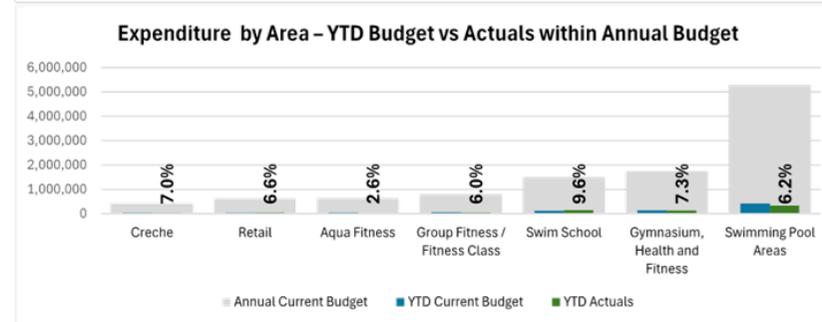
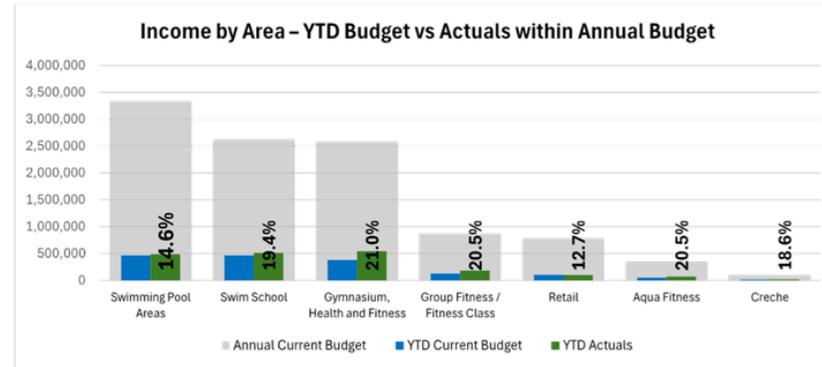
Receivable - Other Debtors

DESCRIPTION

	30 Days	60 Days	90 Days	OVER 90 DAYS	BALANCE
	\$	\$	\$	\$	\$
DEBTOR CONTROL - HEALTH LICENCES	7,426	1,218	1,130	(12,729)	(2,955)
DEBTOR CONTROL - CASH IN LIEU CAR PARKING	0	0	0	138,263	138,263
DEBTOR CONTROL - PROPERTY INCOME	117,545	16,771	378,675	(15,768)	497,223
DEBTOR CONTROL - RECOVERABLE WORKS	1,408	0	0	930	2,337
DEBTOR CONTROL - OTHER	22,168	5,616	136	54,551	82,471
DEBTOR CONTROL - PLANNING SERVICES FEES	765	744	18	(108)	1,419
DEBTOR CONTROL - GST	(193,055)	(43,976)	20,106	216,926	0
DEBTOR CONTROL - INFRINGEMENT	246,138	139,328	89,205	2,525,526	3,000,197
PROVISION FOR DOUBTFUL DEBT (CURRENT)	0	0	0	(648,726)	(648,726)
IMPAIRMENT OF RECEIVABLES	0	0	0	(96,291)	(96,291)
<b>TOTAL DEBTORS OUTSTANDING AS AT 31/08/2025</b>	<b>202,395</b>	<b>119,700</b>	<b>489,270</b>	<b>2,162,573</b>	<b>2,973,938</b>
	6.8%	4.0%	16.5%	72.7%	100.0%
ACCRUED INCOME					194,831
ACCRUED INTEREST					596,057
PREPAYMENTS					1,463,427
LEASE INCENTIVE - NON CURRENT					(564,298)
<b>TOTAL TRADE AND OTHER RECEIVABLES</b>					<b>4,663,954</b>

CITY OF VINCENT  
 NOTE 8 - BEATTY PARK LEISURE CENTRE FINANCIAL ACTIVITY  
 AS AT 31 August 2025

	Annual Current Budget FY24-25	YTD Current Budget Aug-25	YTD Actuals Aug-25
	\$	\$	\$
<b>OPERATING ACTIVITIES</b>			
Revenue	10,840,517	1,634,632	1,787,185
Expenses	(11,216,042)	(1,803,133)	(1,435,378)
<b>Net Operating Surplus/(Deficit)</b>	<b>(375,525)</b>	<b>(168,501)</b>	<b>351,807</b>
Non-cash amounts excluded	(1,756,851)	(292,808)	-
<b>Amount attributable to operating activities</b>	<b>1,381,326</b>	<b>124,307</b>	<b>351,807</b>
<b>INVESTING ACTIVITIES</b>			
Capital expenditure	(1,646,785)	-	(23,526)
<b>Amount attributable to investing activities</b>	<b>(1,646,785)</b>	<b>-</b>	<b>(23,526)</b>
<b>FINANCING ACTIVITIES</b>			
Repayment of borrowings	(1,776,541)	(518,454)	(518,454)
<b>Amount attributable to financing activities</b>	<b>(1,776,541)</b>	<b>(518,454)</b>	<b>(518,454)</b>
<b>Net current assets at Aug 25 - surplus/(deficit)</b>	<b>(2,042,000)</b>	<b>(394,147)</b>	<b>(190,173)</b>



<b>7.2</b>	<b>AUTHORISATION OF EXPENDITURE FOR THE PERIOD 01 AUGUST 2025 TO 31 AUGUST 2025</b>
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- Attachments:**
1. **August 2025- Payments by EFT and Payroll** [↓](#) 
  2. **August 2025- Payments by Direct Debit** [↓](#) 
  3. **August 2025- Payments by Cheque** [↓](#) 
  4. **August 2025- Payments by Fuel Cards** [↓](#) 

**Recommendation:**

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

EFT payments, including payroll	\$ 6,208,839.21
Cheques	\$252.15
Direct debits, including credit cards	\$ 591,183.58
<b>Total payments for August 2025</b>	<b>\$6,800,274.94</b>

**PURPOSE OF REPORT:**

To present to Council the list of expenditure and accounts paid for the period 01 August 2025 to 31 August 2025.

**DELEGATION:**

Regulation 13(1) and (3) of the *Local Government (Financial Management) Regulations 1996* requires that a list of accounts A list prepared under sub regulation (1) is to be presented to Council at the next ordinary meeting of Council after the list is prepared.

**BACKGROUND:**

Council has delegated to the Chief Executive Officer (Delegation No. 2.2.18) the power to make payments from the City's Municipal and Trust funds.

In accordance with *Regulation 13(1)* of the *Local Government (Financial Management) Regulations 1996* a list of accounts paid by the Chief Executive Officer is to be provided to Council, where such delegation is made.

The list of accounts paid must be recorded in the minutes of the Council Meeting.

**DETAILS:**

The Schedule of Accounts paid for the period 01 August 2025 to 31 August 2025, covers the following:

FUND	CHEQUE NUMBERS/ BATCH NUMBER	AMOUNT
<b>Municipal Account (Attachment 1, 2 and 3)</b>		
EFT Payments	3222-3228	\$4,436,689.38
Payroll by Direct Credit	August 2025	\$1,772,149.83
<b>Sub Total</b>		<b>\$6,208,839.21</b>
Cheques	82803	\$ 252.15
<b>Sub Total</b>		<b>\$ 252.15</b>
<b>Direct Debits (including Credit Cards)</b>		
Lease Fees		\$ 23,536.08
Loan Repayments		\$526,508.83
Bank Charges – CBA		\$ 23,529.08
Credit Cards		\$ 17,609.35
<b>Sub Total</b>		<b>\$ 591,183.58</b>
<b>Total Payments</b>		<b>\$6,800,274.94</b>

**CONSULTATION/ADVERTISING:**

Not applicable.

**LEGAL/POLICY:**

Regulation 12(1) and (2) of the *Local Government (Financial Management) Regulations 1996*:

“12. *Payments from municipal fund or trust fund, restrictions on making*

(1) *A payment may only be made from the municipal fund or the trust fund —*

- *if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or*
- *otherwise, if the payment is authorised in advance by a resolution of Council.*

(2) *Council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to Council.”*

Regulation 13(1) and (3) of the *Local Government (Financial Management) Regulations 1996*:

“13. *Lists of Accounts*

(1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*

- *the payee’s name; and*
- *the amount of the payment; and*
- *the date of the payment; and*
- *sufficient information to identify the transaction.*

(3) *A list prepared under sub regulation (1) is to be —*

- *presented to Council at the next ordinary meeting of Council after the list is prepared; and*
- *recorded in the minutes of that meeting.”*

**RISK MANAGEMENT IMPLICATIONS**

**Low:** Management systems are in place that establish satisfactory controls, supported by the internal and external audit functions. Financial reporting to Council increases transparency and accountability.

**STRATEGIC IMPLICATIONS:**

This is in keeping with the City's *Strategic Community Plan 2022-2032*:

Innovative and Accountable

*Our resources and assets are planned and managed in an efficient and sustainable manner.*

*Our community is aware of what we are doing and how we are meeting our goals.*

*Our community is satisfied with the service we provide.*

*We are open and accountable to an engaged community.*

**SUSTAINABILITY IMPLICATIONS:**

Expenditure covered in this report includes various projects, programs, services and initiatives that contribute to protecting/enhancing the City's built and natural environment and to improving resource efficiency.

**PUBLIC HEALTH IMPLICATIONS:**

Expenditure covered in this report includes various projects, programs and services that contribute to the priority health outcomes within the City's *Public Health Plan 2020-2025*.

**FINANCIAL/BUDGET IMPLICATIONS:**

All municipal fund expenditure included in the list of payments is in accordance with Council's annual budget.

Authorisation of Expenditure for the Period August 2025			
Payment Date	Payee	DESCRIPTION	AMOUNT
7/08/2025	City of Vincent	July 2025 - Superannuator	\$ 527,086.41
8/08/2025	AAAC Towing Pty Ltd	Towing of vehicles	\$ 1,010.90
8/08/2025	Advancetag Pty Ltd	Security Stickers for Retail Stock	\$ 192.50
8/08/2025	Afgri Equipment Australia Pty	Minor plant repairs & maintenance	\$ 1,107.22
8/08/2025	AG and CJ Finch	Ticket for local government workshop	\$ 78.03
8/08/2025	Alerton Australia	Service of BMS - 01.07.25 to 31.07.25	\$ 1,977.71
8/08/2025	Alinta Sales Pty Ltd	Gas supplies - various locations	\$ 1,409.70
8/08/2025	Alison Austin	Fitness instructor fee	\$ 325.00
8/08/2025	Allmark and Associates Pty Ltd	Stage 2A bench commemorative plaque	\$ 110.00
8/08/2025	Amanzi Unit Trust	Purchase Amanzi items for resale in the retail store - BPLC	\$ 6,207.63
8/08/2025	Amber Hodge	Leederville Oval parking permit - Aug 2025	\$ 360.00
8/08/2025	Anita Emor	Seniors International Self Care Facilitator 24.07.25	\$ 375.00
8/08/2025	Anna Cappelletta	Fitness instructor fee	\$ 2,380.00
8/08/2025	Anne-Rose Banham	Fitness instructor fee	\$ 745.00
8/08/2025	APARC Pty Ltd	Fully comprehensive maintenance , credit card transactions , testing , sensor LHC	\$ 12.20
8/08/2025	Arbor Consulting	Arboricultural services - various Locations	\$ 1,683.00
8/08/2025	Arend Verburg	Fitness instructor fee	\$ 1,460.00
8/08/2025	Astute Technical Solutions Pty	4x CR123 batteries to replace	\$ 400.40
8/08/2025	Australian HVAC Services	Air-conditioning maintenance - various locations	\$ 13,924.83
8/08/2025	Australian Institute of Manage	Time Management course attendance	\$ 917.00
8/08/2025	Australian Native Nurseries Gr	Supply of plants	\$ 330.00
8/08/2025	Australian Services Union	Payroll deductions	\$ 159.00
8/08/2025	AW & WJ Bate	Refund of BE Levy application withdraw	\$ 61.65
8/08/2025	Base Imagery Pty Ltd	Drone Photography of COV - Various Locations	\$ 7,293.00
8/08/2025	Beatty Park Physiotherapy Pty	Eco plumbing and gas works	\$ 1,760.00
8/08/2025	Belinda Cox	Facilitator for NAIDOC Week 2025	\$ 950.00
8/08/2025	Benara Nurseries	Plant supplies	\$ 343.26
8/08/2025	Bladerunner Trust	Bobcat hire	\$ 2,871.00
8/08/2025	Blueline Holdings T/A My Best	Animal Sterilisations	\$ 1,558.50
8/08/2025	Boc Gases Australia Limited	Supply CO2 beverage	\$ 114.08
8/08/2025	Boom Events Co	Security Bond for 5th December 2025	\$ 200.00
8/08/2025	Bradley Vann	Refund for work shoes	\$ 212.91
8/08/2025	Briskleen Supplies	Supply of washroom consumables BPLC	\$ 4,901.22
8/08/2025	Broomstick Prod & Cold Crankin	Repair of Mipro (aqua stereo)	\$ 319.00
8/08/2025	Bunnings Group Limited	Hardware supplies	\$ 886.08
8/08/2025	Byrne Holdings (WA) Pty Ltd	Uplift and prune trees and waste remova	\$ 1,650.00
8/08/2025	C&K Catalano Pty Ltd	Renewal works to the portion If Laadadjiny lane electricity reimbursemen	\$ 687.82
8/08/2025	c2pr Group Pty Ltd	C2PR Consulting Block Hours - July 2025	\$ 3,608.00
8/08/2025	Ching-Po Chang	Refund of part membership fee BPLC	\$ 873.60
8/08/2025	Choiceone Pty Ltd	Hire of agency staff	\$ 16,107.38
8/08/2025	City of Armadale	Long service leave liability	\$ 5,483.01
8/08/2025	City of South Perth Municipal	FY 25-26 Annual service cost of anima	\$ 5,920.20
8/08/2025	City of Stirling	Rates -1 Linwood Court	\$ 26,422.38
8/08/2025	City of Vincent	Payroll deductions	\$ 1,065.20
8/08/2025	City of Vincent Social Club	Payroll deductions	\$ 386.00
8/08/2025	City of Wanneroo	Training program	\$ 1,537.80
8/08/2025	Civica Pty Ltd	FY 25-26 - Annual Licence Data Warehouse	\$ 18,150.00
8/08/2025	Classic Tree Services Pty Ltd	Powerline pruning services	\$ 6,810.10
8/08/2025	Claudia Scalisi	Fitness instructor fee	\$ 420.00
8/08/2025	CLBUCKLER	Catering services	\$ 350.70
8/08/2025	Clever Patch	Library supplies	\$ 70.23
8/08/2025	Contra-Flow Pty Ltd	Traffic management - various locations	\$ 25,459.72
8/08/2025	Cromag Pty Ltd t/as Sigma Telf	Supply of pool chemicals	\$ 2,007.50
8/08/2025	Crommelins Machinery	Plant repairs and maintenance	\$ 2,914.15
8/08/2025	CSE Crosscom Pty Ltd	2 x U knob including freight	\$ 60.50
8/08/2025	CTI Security Services Pty Ltd	Mobile Patrols/callouts -Admin	\$ 165.00
8/08/2025	Cyril Boutsis	Refud for work shoes	\$ 199.99
8/08/2025	D A Christie Pty Ltd	Purchase of cabinets	\$ 59,350.50
8/08/2025	Dalfour Pty Ltd ITF Brandconne	Pool lanes microfibre towel	\$ 1,544.95
8/08/2025	DAPTH	Consultancy services to AI chat bot, parking permit authority change request, city buildings sharepoint site, website support services	\$ 33,467.50
8/08/2025	David and Jacqueline Hunt	Reimbursement for purchase of event supplies	\$ 57.60
8/08/2025	Department of Social Services	Payroll deductions	\$ 1,161.70
8/08/2025	Dept of Finance RevWA EFT Depa	Refund of ESL and rates rebate -18482 -	\$ 170.96
8/08/2025	Diana Carvajal	Refund of part dog registration fee	\$ 150.00
8/08/2025	Diplomatik Pty Ltd	Hire of agency staff	\$ 5,164.62
8/08/2025	Dismantle Main Account	General maintenance and seniors verge mowing	\$ 6,710.00
8/08/2025	DMIRS CBA OPERATING ACCOUNT	Levy collection fees	\$ 35,146.98
8/08/2025	Donna J Dama	Fitness instructor fee	\$ 195.00
8/08/2025	E Bentley	Reimbursement for Les Mills 7-12 release	\$ 156.55
8/08/2025	Eamco Pty Ltd t/as EOS Electri	Electrical services - various locations	\$ 11,803.73
8/08/2025	Eclipse Soils Pty Ltd	Supply of Mulch	\$ 7,348.00

8/08/2025	ES Vincent	Payroll deductions	\$ 5,599.22
8/08/2025	Esther Castro-Mardini	Fitness instructor fee	\$ 140.00
8/08/2025	Exteria	Vasse Composite Bench Seal	\$ 5,261.30
8/08/2025	Finestone Investments Pty Ltd	Plumbing services - various locations	\$ 8,066.97
8/08/2025	Flex Fitness Equipment	Purchase of gym equipments	\$ 6,374.40
8/08/2025	Flexi Staff Group Pty Ltd	Hire of agency staff	\$ 17,843.89
8/08/2025	Flick Anticimex Pty Ltd	Pest control services - various locations	\$ 880.00
8/08/2025	Floreat Athena Football Club	Carpet installations	\$ 10,042.00
8/08/2025	Focus Networks	Additional project block hours , DNS and Domain Hosting	\$ 11,220.00
8/08/2025	FVS Fire Pty Ltd	Monthly inspection of fire detection system - various locations	\$ 516.47
8/08/2025	Go Doors Pty Ltd	Admin Building - 6 monthly auto door maintenance	\$ 1,820.60
8/08/2025	Goldpin Corporation Pty Ltd	Cycle studio repairs and maintenance	\$ 1,114.59
8/08/2025	Golly Investments	Catering services	\$ 104.99
8/08/2025	Growth HQ	Interpreter - Auslan	\$ 253.00
8/08/2025	Harry White	Refund of part membership fee BPLC	\$ 171.60
8/08/2025	Hays Personnel Services (Austr	Hire of agency staff	\$ 530.07
8/08/2025	Health Insurance Fund of Austr	Payroll deductions	\$ 209.60
8/08/2025	Indigo Bay Events	Catering services	\$ 510.00
8/08/2025	Insight Enterprises Australia	Azur plan 01.06.25 to 30.06.25	\$ 291.95
8/08/2025	Integra Systems Pty Ltd	Split 3 canister with closing/hinge	\$ 2,080.41
8/08/2025	Interia Design Pty Ltd ATF Cra	Admin Building - Supply and install Height adjustable desk	\$ 8,294.00
8/08/2025	Ip Khalsa Pty Ltd	Mail pick up and delivery	\$ 3,300.00
8/08/2025	J Blackwood & Son Ltd	Uniform supplies	\$ 34.33
8/08/2025	James Chung	Fitness instructor fee	\$ 455.00
8/08/2025	Jason Smith	Refund of BE Levy application withdraw	\$ 61.65
8/08/2025	Jessica Newland	Fitness instructor fee	\$ 130.00
8/08/2025	Jody Webster	Refund of part dog registration fee	\$ 77.50
8/08/2025	K.S.Black Pty Limited	Bore Development & Pump Servicing Program	\$ 40,235.64
8/08/2025	Kayleigh Peace	Fitness instructor fee	\$ 260.00
8/08/2025	KC C Jack	Locker hire	\$ 2,250.60
8/08/2025	Kennards Hire	Hire of plant and machinery	\$ 903.60
8/08/2025	Kevin Hennah	Staff Training - 1 Day onsite consultation	\$ 2,145.00
8/08/2025	Kingsway Bay Pty Ltd	Purchase Zoggs items for resale in retail store BPLC	\$ 14,544.20
8/08/2025	Kleen West Distributors	Write off graffiti remover	\$ 1,685.75
8/08/2025	LAB3 Pty Ltd	Near Miss - Porject completion acceptance certificate issued	\$ 2,962.30
8/08/2025	Leo Heaney Pty Ltd	Street Tree Planting & Watering	\$ 32,208.00
8/08/2025	Leon Grant Slattery	Refund of infrastructure bond	\$ 3,000.00
8/08/2025	Les Mills	Partnership package - August 2025	\$ 1,466.45
8/08/2025	Line Marking Specialists	Line marking services - various location	\$ 1,789.15
8/08/2025	Liveable Group Pty Ltd	Tree pruning & removal services - various locations	\$ 6,773.25
8/08/2025	LIZO Pty Ltd	Repairs and Maintenance of Equipment	\$ 1,206.00
8/08/2025	Local Government Professionals	Conference and training	\$ 620.00
8/08/2025	Locavora West Perth	Catering services	\$ 98.00
8/08/2025	Louise Webster	Reimbursement for expenses - BPLC	\$ 257.16
8/08/2025	Luke McGuirk	Reimbursement for purchase of tickets to Australia connect conference	\$ 38.78
8/08/2025	Mackay Urban Design	DRP review	\$ 550.00
8/08/2025	Marsh Pty Ltd ABN 86004651512	Financial Reporting building valuations	\$ 6,600.00
8/08/2025	Marshall Beattie Pty Ltd	Repair to front entry gate BPLC	\$ 742.50
8/08/2025	Mary Slater	Fitness instructor fee	\$ 280.00
8/08/2025	Mastercraft Building and Devel	Refund of infrastructure bond	\$ 3,000.00
8/08/2025	Matthew Biocich	Photos at staff Reconciliation week	\$ 517.00
8/08/2025	Matthew Langer	Refund of infrastructure bond	\$ 490.00
8/08/2025	Maxima Group Training	Work experience students	\$ 242.81
8/08/2025	McLeods Lawyers	Legal fees	\$ 31,489.04
8/08/2025	Medics for Life Group	Lifevac Case Value Bundle	\$ 1,095.41
8/08/2025	Merchandising Libraries	Library supplies	\$ 258.12
8/08/2025	Meter Office Products	WaterProof paper for Swim School	\$ 369.60
8/08/2025	Mindarie Regional Council	Processable, Non processable waste & reimbursement of administrative expenses	\$ 74,231.00
8/08/2025	Miss Candice Simone Watson	Facilitator - Rockin Bops	\$ 330.00
8/08/2025	Modern Teaching Aids	Libary supplies	\$ 779.41
8/08/2025	Moon Creature Studios	Videos and photos of new drainage truck	\$ 1,320.00
8/08/2025	Moore Australia Audit (WA) Pty	WALGA Urban Greening Program Final Acquittal Certification	\$ 1,760.00
8/08/2025	Murdoch University	Facilitator - Introducing Birds of Vincent	\$ 247.50
8/08/2025	Nao Williams	Fitness instructor fee	\$ 1,110.00
8/08/2025	Natural Area Holdings Pty Ltd	Hyde Park Islands Revegetation	\$ 12,380.98
8/08/2025	Newground Water Services Pty L	Supply and installation of irrigation system	\$ 48,314.20
8/08/2025	Newox Pty Ltd	Event Sponsorship 2025/26	\$ 11,000.00
8/08/2025	Noma Pty Ltd	DRP advice and meeting	\$ 6,160.00
8/08/2025	Northsands Resources	Paving Sand July 2025	\$ 1,305.30
8/08/2025	Northshore Unit Inc. - SES	Contribution Q4 FY 2024-2025	\$ 15,967.60
8/08/2025	Northshore Unit Inc. - SES	FESA SES Contribution - Q1 FY 2025-2026	\$ 8,566.56
8/08/2025	Officeworks Ltd	Stationery and office supplies	\$ 250.65
8/08/2025	Omnicom Media Group Australia	Advertisement and public notice	\$ 410.49
8/08/2025	Open Corridor Inc.	LG contribution - Cicular Cities	\$ 16,500.00

8/08/2025	Optus Billing Services Pty Ltd	phone/ internet monthly charges	\$ 2,887.10
8/08/2025	Our Community Pty Ltd	Renewal of SmartyGrants Subscription	\$ 14,075.00
8/08/2025	Our Projects Perth	Refund of Building licence fee	\$ 110.00
8/08/2025	Oxford Retail Pty Ltd	Printing services	\$ 1,034.00
8/08/2025	P & R Trust t/as Workwear Supp	Uniform supplies	\$ 1,949.81
8/08/2025	P J Hollingworth	Refund of infrastructure bond	\$ 3,000.00
8/08/2025	Pauls Painting	Painting at floreat Athena clubhouse	\$ 950.00
8/08/2025	PBF Australia Ltd	PBF Prevention Workplace Presentation	\$ 1,760.00
8/08/2025	Pei-Chea Tran	Fitness instructor fee	\$ 260.00
8/08/2025	Pentland Pty Ltd - Speedo Aust	Purchase items for resale in the retail store BPLC	\$ 23,036.75
8/08/2025	Perth Modular Solutions Pty Lt	Refund of infrastructure bond	\$ 3,000.00
8/08/2025	Pinuccia Casotti	Refund of infrastructure bond	\$ 535.00
8/08/2025	Pixelcase Group Pty Ltd	Aero ranger ALPR Hardware	\$ 9,539.12
8/08/2025	Print and Sign Co	Printing services	\$ 19,865.30
8/08/2025	Probedrill Pty Ltd	EFCP testing at 2 sites - 21.07.25	\$ 1,024.10
8/08/2025	Productology Pty Ltd	Sticky Notes with City of Vincent Logc	\$ 756.25
8/08/2025	Programmed Electrical Technolo	AV Switch RW Location - BPLC	\$ 484.00
8/08/2025	Quilty Engineering Hub	Training: Stormwater training workshops	\$ 3,960.00
8/08/2025	Rachel Freitas	Fitness instructor fee	\$ 300.00
8/08/2025	Rada Mirceta	After hours cleaning of gym - BPLC	\$ 13,760.00
8/08/2025	Redimed Pty Ltd - Receipts WA	Medical assessment	\$ 544.15
8/08/2025	Remida Perth Inc	REmida Membership - 2025-2026	\$ 240.00
8/08/2025	Repco Auto Parts	Parts supplies	\$ 27.51
8/08/2025	S.A.S Locksmiths	Key cutting and lock maintenance service	\$ 1,259.46
8/08/2025	SafeTCard Australia Pty Ltd	Monthly Monitoring Fees (July 2025)	\$ 215.60
8/08/2025	Sanax Medical	Supply first aid items	\$ 585.29
8/08/2025	Shane McMaster Surveys	Surveying services - various locations	\$ 4,180.00
8/08/2025	Shop for Shops Pty Ltd & Hange	Purchase items for display in retail store	\$ 600.43
8/08/2025	Silk Elegance	Refund of Building licence fee	\$ 110.00
8/08/2025	Soco Studios	Videography services	\$ 577.50
8/08/2025	Soyeon Kim	Refund of part membership fee BPLC	\$ 322.07
8/08/2025	Specialised Building Solutions	Appointment of Building Surveyor	\$ 1,925.00
8/08/2025	St John Ambulance Western Aust	First Aid Consumables	\$ 2,021.88
8/08/2025	Stiles Electrical & Communicat	Progress claim 1- Litis stadium floodlights	\$ 94,393.11
8/08/2025	SuperSealing	Road maintenance	\$ 17,336.00
8/08/2025	Suzanne Smart	Fitness instructor fee	\$ 120.00
8/08/2025	Sydel Nominees Pty Ltd t/as Im	Signs - BPLC	\$ 484.00
8/08/2025	Synergy	Electricity supplies - various supplies	\$ 166,118.24
8/08/2025	Tabata Australia Pty Ltd	Purchase of Tabata goggles for resale in the retail store BPLC	\$ 2,994.12
8/08/2025	Temptations Catering	Catering services	\$ 623.81
8/08/2025	The BBQ Man	Outdoor artwork cleaning and BBQ cleaning	\$ 5,065.22
8/08/2025	The Leisure Institute of WA Aq	LIWA Trade Show, conference and awards night	\$ 1,208.35
8/08/2025	The Royal Life Saving Society	Aids memorial monthly services - various locations	\$ 1,264.20
8/08/2025	Totally Workwear Mt Hawthorn	Uniform supplies	\$ 5,169.98
8/08/2025	Town of Victoria Park	x3 Cockatoo water stations & Delivery	\$ 0.01
8/08/2025	Tracklink WA Pty Ltd	Rental agreement - 3.5 ton excavator	\$ 7,755.00
8/08/2025	Trevor Muller	Reimbursement for purchase of bird nets	\$ 82.98
8/08/2025	Unicare Health	Supply custom made pool steps	\$ 11,825.00
8/08/2025	Urban Reticulation	Reticulation repairs of various locations	\$ 2,772.00
8/08/2025	Vorgee Pty Ltd	Purchase Vorgee Items for resale in the shop BPLC	\$ 1,095.60
8/08/2025	WA Local Government Associatio	Training and workshop	\$ 1,282.00
8/08/2025	WA Local Government Associatio	WALGA Membership 25/26	\$ 55,852.97
8/08/2025	WA Rangers Association	Annual membership fee	\$ 250.00
8/08/2025	WA Timber Products Pty Ltd	Supply of tree stakes	\$ 2,542.65
8/08/2025	Ward Packaging Pty Ltd	Water cups for Library Lounge Cup Dispenser	\$ 176.44
8/08/2025	Waste Management and Resource	Annual membership fee	\$ 388.00
8/08/2025	Water Corporation	Water charges - Various Locations	\$ 6,922.54
8/08/2025	Way Funky Company Pty Limited	Funkita stock for resale in the retail store	\$ 647.68
8/08/2025	Winc Australia Pty Limited	Stationery and office supplies	\$ 860.94
8/08/2025	Yolande Gomez	Fitness instructor fee	\$ 1,530.00
8/08/2025	Zenien	Various CCTV maintenance	\$ 2,011.63
12/08/2025	Payroll deductions	Payroll deductions	\$ 905,783.08
14/08/2025	Aha! Consulting	Age Friendly Vincent Workshop	\$ 6,930.00
14/08/2025	Alexandra Castle	August 2025 - Deputy Mayor Allowance & meeting allowance	\$ 3,646.48
14/08/2025	Alison Xamon	AUGUST 2025 - Reimbursement of parking and travel expense, meeting allowance & mayor allowance	\$ 9,191.77
14/08/2025	Ashlee La Fontaine	August 2025 - Meeting Allowance	\$ 2,168.33
14/08/2025	Ashley Wallace	August 2025 - Meeting Allowance	\$ 2,168.33
14/08/2025	Building and Construction Indu	Levy collection fee	\$ 23,306.43
14/08/2025	Bunnings Group Limited	Hardware supplies	\$ 133.64
14/08/2025	Eagers WA Pty Ltd	Plant repairs and maintenance	\$ 1,038.75
14/08/2025	ER NG Woolf	August 2025 - Meeting Allowance	\$ 2,168.33
14/08/2025	Jonathan Hallett	August 2025 - Meeting Allowance	\$ 2,168.33
14/08/2025	Peter van Gent	Reimbursement for purchase of heater for CEO office	\$ 65.00
14/08/2025	RJ & MT Alexander	August 2025 - Meeting Allowance	\$ 2,168.33

14/08/2025	Sophie M Greer	August 2025 - Meeting Allowance	\$ 2,168.33
14/08/2025	Suzanne Worner	August 2025 - Meeting Allowance	\$ 2,168.33
14/08/2025	The BBQ Man	Outdoor artwork cleaning and BBQ cleaning	\$ 5,340.22
14/08/2025	Universal Diggers	Bobcat hire	\$ 2,895.75
21/08/2025	4Park Pty Ltd	Supply and installation (removal and replace existing) playground components	\$ 160,600.00
21/08/2025	AAAC Towing Pty Ltd	Potential towing of vehicles	\$ 132.00
21/08/2025	ABC	Supply and lay hot black asphalt - various locations	\$ 21,546.80
21/08/2025	Afagri Equipment Australia Pty	Major service John Deere mower	\$ 1,355.46
21/08/2025	Afagri Equipment Australia Pty	P3866 50hour service	\$ 635.64
21/08/2025	Afagri Equipment Australia Pty	Purchase of new John Deere compact utility vehicle	\$ 80,300.00
21/08/2025	AG and CJ Finch	Reimbursement for purchase of 3 tickets	\$ 234.09
21/08/2025	Alchemy Saunas Pty Ltd	Monthly rental fee for 2 Saunas BPLC	\$ 2,860.00
21/08/2025	AlSCO Pty Ltd	Monthly mat changeover at BPLC - July 2025	\$ 831.61
21/08/2025	Amanda Klaj	Refund of part membership fee - BPLC	\$ 64.80
21/08/2025	Ampol Australia Petroleum Pty	July 2025- Fuel and Oil	\$ 28,107.12
21/08/2025	Anne Langer	Refund of infrastructure bond	\$ 1,000.00
21/08/2025	Anne-Rose Banham	Fitness instructor fee	\$ 1,105.00
21/08/2025	Anthony Ajduk and Deborah Brin	Adult Services Event - A Firefighters Life	\$ 389.00
21/08/2025	APARC Pty Ltd	Fully comprehensive maintenance , credit card transactions , testing , sensor LHC	\$ 48,447.87
21/08/2025	Aqueo Import & Distribution Pt	Stock for resale in the retail shop BPLC	\$ 627.66
21/08/2025	Arbor Consulting	Arboricultural services - various Locations	\$ 682.00
21/08/2025	Arthur D Riley & Co Pty Ltd	Monthly fee for support ticketer	\$ 4,729.16
21/08/2025	ASIT (WA) Ltd.	Facilitator - Toughest Opponent	\$ 1,018.50
21/08/2025	Australasian Performing Right	Music Licence Fees for FY 2025-26	\$ 7,362.89
21/08/2025	Australia Post	Commission charges - July 2025	\$ 483.49
21/08/2025	Australian HVAC Services	Air-conditioning maintenance - various locations	\$ 11,495.52
21/08/2025	Australian Services Union	Payroll deductions	\$ 159.00
21/08/2025	Australian Taxation Department	Payroll deductions	\$ 284,981.00
21/08/2025	AvePoint Au Pty Ltd	Ave Point Quote #: AVE-149307 Cloud Governance Sut	\$ 15,717.24
21/08/2025	Award Irrigation Pty Ltd	Locating service - Brewer st / Lord St	\$ 627.00
21/08/2025	Beacon Equipment	Minor plant repairs	\$ 9,920.00
21/08/2025	Bing Technologies Pty Ltd	Printing and photocopying - July 2025	\$ 8,865.24
21/08/2025	bioscience	BioPrime Trace 20L for street trees	\$ 3,484.80
21/08/2025	Bladerunner Trust	Bobcat hire	\$ 11,616.00
21/08/2025	Boc Gases Australia Limited	Supply CO2 beverage	\$ 594.40
21/08/2025	Bridgestone Australia Ltd	Repairs and maintenance	\$ 844.80
21/08/2025	BrisKleen Supplies	Supply washroom consumables. BPLC	\$ 5,196.10
21/08/2025	Bunnings Group Limited	Hardware supplies	\$ 4,813.31
21/08/2025	Byrne Holdings (WA) Pty Ltd	Uplift and prune trees back from proposed kerbs	\$ 990.00
21/08/2025	Call Associates Pty Ltd	After hours call services	\$ 3,908.74
21/08/2025	Carmelina Tati	Rates Refund	\$ 1,451.68
21/08/2025	Catherine Janelle McCrory	Refund of infrastructure bond	\$ 3,000.00
21/08/2025	CEI Pty Ltd	Red and white printed spine labe	\$ 65.73
21/08/2025	Chindarsi Architects Pty Ltd	DRP advice and meeting	\$ 440.00
21/08/2025	Choiceone Pty Ltd	Hire of agency staff	\$ 33,599.58
21/08/2025	Christou Design Group Pty Ltd	DRP advice and meeting	\$ 770.00
21/08/2025	Chu Bakery	Voucher for \$500 for coffees as part of low waste	\$ 500.00
21/08/2025	Citizens Advice Bureau of WA I	Citizens Advice Bureau Mediation Fee	\$ 700.00
21/08/2025	City Of Perth	Building Archive Retrievals July 2025	\$ 277.64
21/08/2025	City of South Perth Municipal	July 2025 - Impound dog fee	\$ 459.80
21/08/2025	City of Stirling	Meals on wheels	\$ 190.26
21/08/2025	City of Vincent	Payroll deductions	\$ 1,059.87
21/08/2025	City of Vincent Social Club	Payroll deductions	\$ 390.00
21/08/2025	Civil Engineering Assignments	Consultancy services	\$ 3,873.10
21/08/2025	Classic Tree Services Pty Ltd	Powerline pruning services	\$ 107,353.40
21/08/2025	Claudia Scalisi	Fitness instructor fee	\$ 140.00
21/08/2025	CLBUCKLER	Catering services	\$ 354.20
21/08/2025	Cockburn Cement Limited	Cement & Pallets	\$ 1,206.22
21/08/2025	Comex Civil	Progress claim - Monarch Carpark	\$ 141,658.00
21/08/2025	Commercial Aquatics Australia	Water Treatment at BPLC	\$ 594.00
21/08/2025	Compu-Stor	Offsite digitisation	\$ 314.91
21/08/2025	Contra-Flow Pty Ltd	Traffic management - various locations	\$ 41,630.36
21/08/2025	Corsign WA	25 x "Dogs Prohibited" signs	\$ 935.00
21/08/2025	Cromag Pty Ltd t/as Sigma Telf	Supply of pool chemicals	\$ 3,201.70
21/08/2025	CSE Crosscom Pty Ltd	Beatty Park 2-Way Radio	\$ 731.50
21/08/2025	CTI Security Services Pty Ltd	Alarm monitoring charges	\$ 2,182.08
21/08/2025	CVP Electrical Co	Investigate VSD display faults, job number 8447	\$ 330.00
21/08/2025	D K Sheehan	Rates Refund	\$ 1,557.60
21/08/2025	David Worthington	Rates Refund	\$ 456.80
21/08/2025	Department of Social Services	Payroll deductions	\$ 1,161.70
21/08/2025	Devco Builders	Repairs and Maintenance - Leederville Oval	\$ 77,000.00
21/08/2025	Digital Printing Pty Ltd	100 City Shopper Tote Bag with City of Vincent logc	\$ 533.50
21/08/2025	Diplomatik Pty Ltd	Hire of agency staff	\$ 11,200.85

21/08/2025	Dismantle Main Account	General maintenance	\$ 7,205.00
21/08/2025	Donegan Enterprises Pty Ltd	Playground repairs and maintenance	\$ 6,028.00
21/08/2025	E Bentley	AUS active registration	\$ 280.00
21/08/2025	E Bentley	Reimbursement for les mills workshop and digital kits	\$ 146.30
21/08/2025	Eagers WA Pty Ltd	Repairs and maintenance	\$ 346.25
21/08/2025	Eagers WA Pty Ltd	Repairs and Maintenance - Minor Plants	\$ 346.25
21/08/2025	Eamco Pty Ltd t/as EOS Electri	Electrical services - various locations	\$ 7,931.76
21/08/2025	Economic Development Australia	Event registration fee	\$ 66.00
21/08/2025	EJ Australia Pty Ltd	Lifting key pack - Eng Maintenance	\$ 959.20
21/08/2025	EJ Australia Pty Ltd	Supply of hydro wave grates	\$ 7,304.00
21/08/2025	Elham Dumitru	Refund of infrastructure bond	\$ 3,000.00
21/08/2025	Elite Compliance Pty Ltd	Litis Stadium - Accessibility review Professional	\$ 1,353.00
21/08/2025	Enigin Partners Pty Ltd	6 month real time energy monitoring	\$ 2,354.00
21/08/2025	ES Vincent	GST claimable on employee benefits	\$ 1,867.43
21/08/2025	ES Vincent	Payroll deductions	\$ 6,201.84
21/08/2025	Finestone Investments Pty Ltd	Plumbing services - various locations	\$ 11,764.08
21/08/2025	Flexi Staff Group Pty Ltd	Hire of agency staff	\$ 26,384.93
21/08/2025	Flick Anticimex Pty Ltd	Pest control services - various locations	\$ 10,363.82
21/08/2025	Floreat Athena Football Club	Floreat Athena - Skip bin hire	\$ 671.00
21/08/2025	Floreat Athena Football Club	Reimbursement of expenses for floreat athena football club	\$ 46,926.78
21/08/2025	Focus Networks	Additional project block hours , DNS and Domain Hosting	\$ 225.50
21/08/2025	Fortis Security Pty Ltd	Works Depot - Investigate and repair faulty tamper	\$ 407.00
21/08/2025	Four Roses WA Pty Ltd	Refund of infrastructure bond	\$ 1,000.00
21/08/2025	FVS Fire Pty Ltd	Monthly inspection of fire detection system - various locations	\$ 1,391.73
21/08/2025	Giant Autos (1977) Pty Ltd	Repairs and maintenance	\$ 184.60
21/08/2025	Goldpin Corporation Pty Ltd	Cycle studio repairs and maintenance	\$ 736.00
21/08/2025	Golly Investments	Catering services	\$ 145.00
21/08/2025	Grace Shannon	Fitness instructor fee	\$ 390.00
21/08/2025	Green By Nature Specialty Serv	Returfing -various locations	\$ 23,013.27
21/08/2025	Grillex Pty Ltd	6x Reviva Drinking fountain with dog bow	\$ 28,050.00
21/08/2025	Hays Personnel Services (Austr	Hire of agency staff	\$ 5,086.19
21/08/2025	Health Insurance Fund of Austr	Payroll deductions	\$ 209.60
21/08/2025	HISP	Beatty Park staff birthday vouchers	\$ 1,150.65
21/08/2025	Holicim (Australia) Pty Ltd	Concrete supplies	\$ 805.59
21/08/2025	Iconic Property Services Pty L	Monthly cleaning of various locations	\$ 50,096.26
21/08/2025	ILHA Pty Ltd trading as Thrift	Hire of vehicles	\$ 1,940.00
21/08/2025	Inilogik Pty Ltd	July 2025- Subscription charges	\$ 249.72
21/08/2025	Institute of Public Works Engi	IPWEA-Asset Management Progress Workshop	\$ 150.00
21/08/2025	ISUBSCRIBE Pty Ltd	Annual Renewal of Subscription	\$ 845.93
21/08/2025	J Blackwood & Son Ltd	Hardware supplies	\$ 3,994.58
21/08/2025	J H Fluid Transfer Solutions T	Replace broken hydraulic fitting on top	\$ 667.24
21/08/2025	Jtagz Pty Ltd	3-year Registration Tags	\$ 418.28
21/08/2025	K A Balm	Reimbursement for disability awareness training	\$ 49.50
21/08/2025	K&L Gates Office Account	Legal advice	\$ 5,351.50
21/08/2025	K.S Black Pty Limited	Bore development and pump serviceing program various locations	\$ 101,253.63
21/08/2025	Karina Helene Noble	Fitness instructor fee	\$ 1,350.00
21/08/2025	Keely Peta Kenton	Refund of infrastructure bond	\$ 1,000.00
21/08/2025	Keenan Maes	Refund of infrastructure bond	\$ 3,000.00
21/08/2025	Kennards Hire	Hire of plant and machinery	\$ 814.22
21/08/2025	Kingsway Bay Pty Ltd	Purchase Zoggs items for resale in retail store BPLC	\$ 557.70
21/08/2025	Kinta Fitness	Concept 2 Bike Erg	\$ 6,583.50
21/08/2025	KMart Online	Various storage and stationary supplies	\$ 89.75
21/08/2025	Kone Elevators Pty Ltd	Call out due to breakdown BPLC	\$ 809.60
21/08/2025	Kyocera Document Solutions Aus	Printer meter readings and toner for Epson plotters	\$ 4,665.82
21/08/2025	Leo Heaney Pty Ltd	Street Tree Planting & Watering	\$ 59,994.00
21/08/2025	Line Marking Specialists	Line marking services - various location	\$ 4,450.27
21/08/2025	Liveable Group Pty Ltd	Tree pruning & removal services - various locations	\$ 15,599.65
21/08/2025	Living Turf	Supply and application of sportsground fertilizer	\$ 11,275.00
21/08/2025	LIZO Pty Ltd	Repairs and Maintenance of Equipment	\$ 2,286.00
21/08/2025	Local Government Professionals	Community development conference	\$ 1,105.00
21/08/2025	Mabel Ivy Gibson	Adult Services Event - Author Talk with Mabel Gibs	\$ 427.90
21/08/2025	Macdonald Johnston Engineering	Plant repairs and maintenance	\$ 3,233.66
21/08/2025	Major Motors Pty Ltd	Plant repairs and maintenance	\$ 1,834.91
21/08/2025	Mary Slater	Fitness instructor fee	\$ 140.00
21/08/2025	Max Wax Auto Detailing	Car detailing services	\$ 180.00
21/08/2025	Maxima Group Training	Work experience students	\$ 607.04
21/08/2025	Message4U Pty Ltd	Monthly SMS Integrating for Phoenix	\$ 343.70
21/08/2025	Michelle Lorraine Kember-Imrie	Customer Experience - Online Customer Service Support	\$ 6,000.00
21/08/2025	Moduplay Group Pty Ltd	Design, supply and installation of playground components and softfall material at BPLC	\$ 191,048.00
21/08/2025	Moduplay Group Pty Ltd	Design, supply and installation of playground components and softfall material at Edinboro St	\$ 174,900.00
21/08/2025	Montes Hector Manueline Lozano	Fitness instructor fee	\$ 1,650.00
21/08/2025	Moore Australia Audit (WA) Pty	Deferred pensioners certifications FY2025	\$ 880.00
21/08/2025	Mr David MacLennan	Reimbursement for Perth Inner city group expenses	\$ 167.22

21/08/2025	Nationwide Training Pty Ltd	LF forklift course for 3 people.	\$ 1,635.00
21/08/2025	Nightlife Music Pty Ltd	September 2025 Supply Crowd DJ	\$ 417.94
21/08/2025	Nikki & Matthew Stephen Heale	Refund of infrastructure bond	\$ 1,000.00
21/08/2025	Noma Pty Ltd	DRP advice and meeting	\$ 4,180.00
21/08/2025	Nu NRG Tech	Synthetic Turf removal and reinstallation	\$ 1,540.00
21/08/2025	Officeworks Ltd	Stationery and office supplies	\$ 722.43
21/08/2025	Open Systems Technology Pty Lt	July 2025- Microsoft azure	\$ 1,505.53
21/08/2025	Optus Billing Services Pty Ltd	Internet/admin July 2025	\$ 10,260.01
21/08/2025	Oxford Retail Pty Ltd	Printing services	\$ 528.00
21/08/2025	P & R Trust t/as Workwear Supp	Uniform supplies	\$ 382.80
21/08/2025	Payne Conveyancing	Rates Refund	\$ 1,295.18
21/08/2025	Pei-Chea Tran	Fitness instructor fee	\$ 195.00
21/08/2025	Pentland Pty Ltd - Speedo Aust	Stock for resale in the retail shop BPLC	\$ 16,473.82
21/08/2025	Phase3 Landscape Construction	Progress claim 5- Robertson park stage 1	\$ 220,397.08
21/08/2025	Planning Institute Australia	Registration for PIA WA State Conference	\$ 1,845.00
21/08/2025	Pool Robotics Perth	Repair wave 100 pool robots	\$ 2,756.90
21/08/2025	Pretone Graphics	Printing services	\$ 66.00
21/08/2025	Pro Turf Services	Minor plant repairs & maintenance	\$ 1,842.50
21/08/2025	PWE Consulting (WA) Pty Ltd	Market rent valuation - 15 Haynes St, North Perth	\$ 1,210.00
21/08/2025	Qinhua Wu	Rates Refund	\$ 2,272.31
21/08/2025	RAC Motoring	Repairs and maintenance	\$ 1,135.00
21/08/2025	Rada Mirceta	After hours cleaning of gym - BPLC	\$ 5,220.00
21/08/2025	Regents Commercial Trust Accou	Council rates , water service charges , rent charges for lot 49 & lot 50	\$ 16,436.90
21/08/2025	Rosevale Electrical	Electrical services - BPLC	\$ 6,882.70
21/08/2025	S & H Investments Pty Ltd	Hardware supplies	\$ 6,047.80
21/08/2025	S & S Massey	Depot milk supplies	\$ 381.60
21/08/2025	S.A.S Locksmiths	Key cutting and lock maintenance service	\$ 576.63
21/08/2025	SafetyCulture Pty Ltd	Safety culture platform - July 2025	\$ 13,622.40
21/08/2025	Sanderson Engineering	Repairs and Maintenance - Minor Plants	\$ 1,312.00
21/08/2025	Scarboro Motors Pty Ltd	Repairs and maintenance	\$ 1,279.64
21/08/2025	Seaport Nominees	Refurbishment of Junior Library Space	\$ 5,288.80
21/08/2025	Shanno's Mechanical Services	Repairs and Maintenance - Minor Plants	\$ 412.50
21/08/2025	Sherina Patchett	Fitness instructor fee	\$ 725.00
21/08/2025	Signbiz WA	Printed graphic applied to 3 mm ACM	\$ 654.50
21/08/2025	Silk Elegance	FY 25 - Business enhancement grant	\$ 2,953.03
21/08/2025	Smoke and Mirrors Audio Visual	Supply of sound equipment and staff for citizenship ceremony	\$ 1,287.75
21/08/2025	Soco Studios	Videography services	\$ 990.00
21/08/2025	Stantec Australia Pty Ltd	Buildings 9 & 10 at 11 John XXIII Ave - building services	\$ 12,705.00
21/08/2025	Summer Print	Teddy Bear Picnic Giveaway - 50 Teddy Bears	\$ 347.50
21/08/2025	Suzanne Smart	Fitness instructor fee	\$ 610.00
21/08/2025	Sydel Nominees Pty Ltd t/as Im	Signs - BPLC	\$ 1,028.50
21/08/2025	Synergy	Electricity supplies - various supplies	\$ 72,197.77
21/08/2025	Tanita Seton	Professional services - adult event workshop	\$ 500.00
21/08/2025	Technologically Speaking	Adult Services Event at City of Vincent	\$ 750.00
21/08/2025	Temptations Catering	Catering services	\$ 1,213.07
21/08/2025	The Fruit Box Group Pty Ltd	Milk supplies	\$ 168.00
21/08/2025	The Nicks Corporation Pty Ltd	Long sleeve t-shirts for City of South Perth Poo	\$ 443.74
21/08/2025	The Partners Golden Age Health	Installation of 2 Sauna Lights	\$ 715.00
21/08/2025	Total Eden	Rectic Parts	\$ 6.15
21/08/2025	Totally Workwear Mt Hawthorn	Uniform supplies	\$ 9,571.29
21/08/2025	Tracklink WA Pty Ltd	Rental agreement 3.5 ton excavator	\$ 6,600.00
21/08/2025	Transpacific Industries PL	Customer service	\$ 4,365.42
21/08/2025	Trustee for Holdsworth Trust t	DRP advice and review	\$ 1,045.00
21/08/2025	Universal Diggers	Bobcat hire	\$ 1,336.50
21/08/2025	V J McGuire	Citizenship Ceremony - July 2025 - Welcc	\$ 605.00
21/08/2025	Vanessa Forbes	Fitness instructor fee	\$ 71.50
21/08/2025	Veolia Recycling & Recovery Pt	General waste collection BLPC	\$ 3,231.36
21/08/2025	WA Library Supplies	Library supplies	\$ 182.55
21/08/2025	Water Corporation	Water charges - Various Locations	\$ 11,049.60
21/08/2025	Wattleup Tractors	Purchase of Nexa blade and bolts	\$ 1,052.90
21/08/2025	West Coast Shade Pty Ltd	Inspection to review structure and site conditions	\$ 2,090.00
21/08/2025	Westbooks	Supply of library books	\$ 693.48
21/08/2025	West-Sure Group Pty Ltd	Monthly cash collections for BPLC, parking and admin buildings	\$ 1,980.00
21/08/2025	Winc Australia Pty Limited	Stationery and office supplies	\$ 2,797.07
21/08/2025	Wolfcom Australia	Ranger uniform	\$ 4,456.11
21/08/2025	Woodlands Distributors & Agenc	Dog Bags Compostable	\$ 8,537.76
21/08/2025	Worldwide Online Printing Cann	Printing services	\$ 77.00
21/08/2025	Yin Gao	Refund of part membership fee -BPLC	\$ 110.40
21/08/2025	Yirra Yaakin Aboriginal Corpor	Yirra Yaakin NAIDOC Week Performance	\$ 1,870.00
21/08/2025	Zipform	FY 2025-2026 - Rates notice printing	\$ 35,114.56
25/08/2025	Ruth Markham	Reimbursement for purchase of 6 heated quilts for office	\$ 96.00
26/08/2025	Payroll deductions	Payroll deductions	\$ 866,366.75
	<b>Grand Total</b>		<b>\$ 6,208,839.21</b>

Creditors Report - Payments by Direct Debit 01 August 2025 - 31 August 2025				
Credit Card Transactions for the Period - 01 August 2025- 31August 2025				
Card Holder	Date	Payee	Description	Amount
<b>CEO</b>				
	7/08/2025	Megatix.Com.Au Perth Wa	Registration - Committee for Perth 2050 Summit	\$ 354.92
	7/08/2025	Uber *Eats Help.Uber.C Sydney Aus	Catering for Council Meeting 5 August 2025	\$ 470.48
	14/08/2025	Uber *Eats Help.Uber.C Sydney Aus	Catering for Council Meeting 12 August 2025	\$ 395.38
	15/08/2025	Easypark Prahran Aus	CEO Parking - Town of Victoria Park - PICG Event	\$ 1.67
	18/08/2025	Planning Institute Aus Barton Act	Mayor Registration PIA Event - 05/09/2025	\$ 682.00
	18/08/2025	Easypark Prahran Aus	CEO Parking - WALGA RRG Chairs Workshop - 1508245	\$ 7.36
	20/08/2025	Property Australia Man Perth Wa	CEO Parking - Government Innovation Week Event	\$ 24.00
	21/08/2025	Uber *Eats Help.Uber.C Sydney Aus	Catering for Council Workshop 19 August 2025	\$ 505.98
	22/08/2025	Property Australia Man Perth Wa	CEO Parking - Government Innovation Week - 21/8	\$ 18.00
	25/08/2025	Wanewsdti Osborne Parkwa	West Australian Newspaper Subscription - 23/08/25	\$ 102.60
	27/08/2025	Sq *Golden Bakery - Fr Osborne Parkwa	Catering for City Events - Staff Event - 28 August	\$ 225.10
	29/08/2025	Walga Events West Leedervwa	Registration - WALGA Local Government Convention	\$ 1,404.70
				<b>\$ 4,192.19</b>
<b>Executive Director Infrastructure &amp; Environment</b>				
	6/08/2025	Wilson sign solution Malaga	Wilson Signs- Plaques Unveiling Stand Hire	\$ 253.00
				<b>\$ 253.00</b>
<b>Manager Marketing and Partnerships</b>				
	1/08/2025	Facebk *Lm62Hw7R2 Fb.Me/Ads Irl	Facebook advertising	\$ 507.79
	6/08/2025	Kmart Mulgrave Vic	Supplies for workshop	\$ 48.00
	12/08/2025	Mailchimp *Misc Mailchimp.Coga	Enews platform	\$ 935.01
	14/08/2025	International Transaction Fee	Website live chat - int'l transaction fee	\$ 3.81
	14/08/2025	Pure Chat, Inc. (A Sub Chesapeake Va	Website Live Chat	\$ 152.33
	18/08/2025	International Transaction Fee	Online form platform - int'l transaction fee	\$ 1.65
	18/08/2025	Jotform Pty Ltd Mortlake Aus	Online form platform	\$ 66.17
	19/08/2025	International Transaction Fee	Poppy counter - int'l transaction fee	\$ 0.46
	19/08/2025	Paddle.Net* Efsight London	Poppy counting tool	\$ 18.52
	20/08/2025	Target 5043 Morley O6	Supplies for workshop	\$ 32.10
	25/08/2025	International Transaction Fee	Marketing scheduling tool - int'l transaction fee	\$ 29.72
	25/08/2025	Asana.Com San Franciscca	Marketing scheduling tool	\$ 1,188.79
	27/08/2025	Shutterstock Ireland L Dublin 2 Irl	Stock photo subscription	\$ 99.00
	28/08/2025	International Transaction Fee	Social media tool - int'l transaction fee	\$ 19.25
	28/08/2025	Sprout Social, Inc 8668783231 Il	Social media scheduling tool	\$ 769.94
				<b>\$ 3,872.54</b>
<b>Branch Librarian</b>				
	7/08/2025	Sp Uwa Publishing Perth Wa	Collection development - local stock items	\$ 145.78
	7/08/2025	Nxt*Dial A Stamp Pty L Cheltenham Aus	Rubber Self-Inking Stamps - Stock Identification	\$ 178.90
	11/08/2025	The Good Grocer Leeder 313 Wa	LHC Program - event catering	\$ 94.99
	19/08/2025	Coles 0270 Subiaco 06	Junior Book Week Program - event catering	\$ 37.50
	19/08/2025	Target 5429 Subiaco 06	Junior program resources	\$ 194.30
	21/08/2025	Ezi*Alia Deakin Aus	Online cataloguing training & development	\$ 1,100.00
	22/08/2025	Bigw Online Bella Vista Ns	Seniors Week Program Resources	\$ 144.70
				<b>\$ 1,896.17</b>
<b>Executive Manager Information and Communication Technology</b>				
	4/08/2025	Onetouch Enterprises Pymont Nsw	Touch SMS Virtual mobile number	\$ 33.46
	4/08/2025	International Transaction Fee	Asset Sonar Intenational Transaction Fee Aug 2025	\$ 15.97
	4/08/2025	Assetsonar.Com Carson City Nv	AssetSonar Business Plan Aug 2025	\$ 638.83
	5/08/2025	International Transaction Fee	Yodeck Intenational Transaction Fee Aug 2025	\$ 10.52
	5/08/2025	Yodeck.Com Flipnode San Franciscca	Yodeck Ent Plan 2025-08-03 until 2025-09-03	\$ 420.76
	6/08/2025	International Transaction Fee	Landis Intenational Transaction Fee Aug 2025	\$ 34.07
	6/08/2025	Landis Technol00 Of 00 7177330793 Pa ##0825	Landis Contact Centre Aug 2025	\$ 1,362.65
	7/08/2025	Simplybook.Me Limassol Nic	SimplyBook Me Beatty Park Creche	\$ 80.00
	7/08/2025	International Transaction Fee	Twilio SendGrid Intl Transaction Fee Aug 2025	\$ 3.49
	7/08/2025	Twilio Sendgrid San Franciscca	Twilio 100K email credits Marketing campaign	\$ 139.50
	8/08/2025	Nodeone Geraldton Wa	NodeONE Fixed Wireless at 220 and 244 Vincent St	\$ 228.00
	11/08/2025	Microsoft-G105959802 Sydney Aus	Microsoft Azure Std 01/07/2025-31/07/2025	\$ 48.86
	12/08/2025	EZIM2M One Pty Ltd	M2M One Services for Park Retics	\$ 535.34
				<b>\$ 3,551.45</b>
<b>Procurement and Contracts Officer</b>				
	6/08/2025	Walga Events West Leedervwa	WALGA Event Attendance	\$ 714.50
	7/08/2025	Simplybook.Me Limassol Nic	SimplyBook Me Beatty Park Creche	\$ 80.00
	13/08/2025	Phat Lon Leederville Wa	Meal for Mayor for Ordinary Council Meeting	\$ 25.41
	21/08/2025	Escape Room Northbridge Wa	Finance Planning Day Team Development	\$ 736.99
	27/08/2025	Sq *Golden Bakery - Fr Osborne Parkwa	Finance Planning Day Team Development	\$ 66.00
				<b>\$ 1,622.90</b>
<b>Manager Engineering</b>				
	1/08/2025	Walga Events West Leedervwa	WALGA Roads Event	\$ 100.00
	13/08/2025	Standards Australia Sydney Nsw	Standards Australia - Engineering	\$ 211.37
	13/08/2025	Standards Australia Sydney Nsw	Standards Australia - Engineering	\$ 1,909.73
				<b>\$ 2,221.10</b>
<b>Total Corporate Credit Cards</b>				<b>\$ 17,609.35</b>

<i>Card Holder</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
<b>Direct Debits</b>	1/08/2025	K Finance		\$ 1,914.48
	1/08/2025	HP financial Ser		\$ 20,621.70
	27/08/2025	EC*netstaraustra		\$ 999.90
			<b>Total Leasing</b>	<b>\$ 23,536.08</b>
<b>Loan Repayments</b>	1/08/2025	WA Treasury Corp		\$ 54,063.78
	8/08/2025	WA Treasury Corp		\$ 95,597.36
	25/08/2025	WA Treasury Corp		\$ 376,847.69
			<b>Total Treasury Corporation</b>	<b>\$ 526,508.83</b>
<b>Bank Fees and Charges</b>	7/08/2025	CBA bank fee		\$ 23,529.32
			<b>Bank fees</b>	<b>\$ 23,529.32</b>
<b>Total Direct Debits including Credit Cards</b>				<b>\$ 591,183.58</b>

Creditors Report - Payments by Cheque				
01 August 2025 - 31 August 2025				
Creditor	Date	Payee	Description	Amount
00082803	20/08/2025	Petty cash- BPLC	Recoup Petty cash - BPLC	\$ 252.15
<b>Total Net Cheque Payments</b>				<b>\$ 252.15</b>

02

**CITY OF VINCENT  
FUEL CARDS REPORT  
FOR THE MONTH OF 31 AUGUST 2025**

Payee	Date	Type	Total Cost
AMPOL FOODARY CARINE	22/08/2025	Fuel	\$ 57.59
AMPOL FOODARY CARINE	01/08/2025	Fuel	\$ 62.97
AMPOL FOODARY CARINE	15/08/2025	Fuel	\$ 70.35
AMPOL FOODARY CARINE	03/08/2025	Fuel	\$ 69.86
AMPOL FOODARY CARINE	30/08/2025	Fuel	\$ 71.49
AMPOL FOODARY CARINE	17/08/2025	Fuel	\$ 75.68
AMPOL FOODARY EAST PERTH	12/08/2025	Fuel	\$ 157.06
AMPOL FOODARY EAST PERTH	29/08/2025	Fuel	\$ 468.87
AMPOL FOODARY EAST PERTH	05/08/2025	Fuel	\$ 298.10
AMPOL FOODARY EAST PERTH	13/08/2025	Fuel	\$ 194.65
AMPOL FOODARY EAST PERTH	20/08/2025	Fuel	\$ 323.10
AMPOL FOODARY EAST PERTH	28/08/2025	Fuel	\$ 420.81
AMPOL FOODARY EAST PERTH	07/08/2025	Fuel	\$ 250.82
AMPOL FOODARY EAST PERTH	06/08/2025	Fuel	\$ 66.14
AMPOL FOODARY EAST PERTH	18/08/2025	Fuel	\$ 465.80
AMPOL FOODARY EAST PERTH	22/08/2025	Fuel	\$ 98.32
AMPOL FOODARY EAST PERTH	26/08/2025	Fuel	\$ 412.78
AMPOL FOODARY EAST PERTH	01/08/2025	Fuel	\$ 210.00
AMPOL FOODARY EAST PERTH	19/08/2025	Fuel	\$ 308.49
AMPOL FOODARY EAST PERTH	04/08/2025	Fuel	\$ 52.90
AMPOL FOODARY EAST PERTH	08/08/2025	Fuel	\$ 166.95
AMPOL FOODARY EAST PERTH	15/08/2025	Fuel	\$ 214.29
AMPOL FOODARY EAST PERTH	25/08/2025	Fuel	\$ 210.69
AMPOL FOODARY EAST PERTH	14/08/2025	Fuel	\$ 335.25
AMPOL FOODARY GLENDALOUGH	12/08/2025	Fuel	\$ 338.31
AMPOL FOODARY GLENDALOUGH	29/08/2025	Fuel	\$ 368.80
AMPOL FOODARY GLENDALOUGH	05/08/2025	Fuel	\$ 345.82
AMPOL FOODARY GLENDALOUGH	13/08/2025	Fuel	\$ 280.19
AMPOL FOODARY GLENDALOUGH	20/08/2025	Fuel	\$ 564.37
AMPOL FOODARY GLENDALOUGH	28/08/2025	Fuel	\$ 652.50
AMPOL FOODARY GLENDALOUGH	07/08/2025	Fuel	\$ 300.46
AMPOL FOODARY GLENDALOUGH	27/08/2025	Fuel	\$ 773.36
AMPOL FOODARY GLENDALOUGH	06/08/2025	Fuel	\$ 751.25
AMPOL FOODARY GLENDALOUGH	18/08/2025	Fuel	\$ 448.84
AMPOL FOODARY GLENDALOUGH	22/08/2025	Fuel	\$ 128.98
AMPOL FOODARY GLENDALOUGH	26/08/2025	Fuel	\$ 497.84
AMPOL FOODARY GLENDALOUGH	01/08/2025	Fuel	\$ 555.36
AMPOL FOODARY GLENDALOUGH	21/08/2025	Fuel	\$ 266.18
AMPOL FOODARY GLENDALOUGH	01/08/2025	Fuel	\$ 618.48
AMPOL FOODARY GLENDALOUGH	19/08/2025	Fuel	\$ 375.03
AMPOL FOODARY GLENDALOUGH	04/08/2025	Fuel	\$ 467.06
AMPOL FOODARY GLENDALOUGH	08/08/2025	Fuel	\$ 434.65
AMPOL FOODARY GLENDALOUGH	15/08/2025	Fuel	\$ 472.74
AMPOL FOODARY GLENDALOUGH	11/08/2025	Fuel	\$ 469.66
AMPOL FOODARY GLENDALOUGH	25/08/2025	Fuel	\$ 233.99
AMPOL FOODARY GLENDALOUGH	14/08/2025	Fuel	\$ 505.34
AMPOL FOODARY GLENDALOUGH	10/08/2025	Fuel	\$ 69.25
AMPOL FOODARY GLENDALOUGH	30/08/2025	Fuel	\$ 67.97
AMPOL FOODARY GLENDALOUGH	16/08/2025	Fuel	\$ 64.23
AMPOL FOODARY GREENFIELDS	06/08/2025	Fuel	\$ 85.04
AMPOL FOODARY GREENFIELDS	18/08/2025	Fuel	\$ 63.63
AMPOL FOODARY GREENFIELDS	01/08/2025	Fuel	\$ 82.71
AMPOL FOODARY JOONDALUP	22/08/2025	Fuel	\$ 126.17
AMPOL FOODARY JOONDALUP	01/08/2025	Fuel	\$ 95.21
AMPOL FOODARY JOONDALUP	08/08/2025	Fuel	\$ 113.58
AMPOL FOODARY JOONDALUP	14/08/2025	Fuel	\$ 80.34
AMPOL FOODARY LEEDERVILLE	12/08/2025	Fuel	\$ 277.32
AMPOL FOODARY LEEDERVILLE	29/08/2025	Fuel	\$ 174.52
AMPOL FOODARY LEEDERVILLE	13/08/2025	Fuel	\$ 569.33
AMPOL FOODARY LEEDERVILLE	28/08/2025	Fuel	\$ 355.00

AMPOL FOODARY LEEDERVILLE	07/08/2025	Fuel	\$ 622.68
AMPOL FOODARY LEEDERVILLE	27/08/2025	Fuel	\$ 545.46
AMPOL FOODARY LEEDERVILLE	06/08/2025	Fuel	\$ 327.56
AMPOL FOODARY LEEDERVILLE	18/08/2025	Fuel	\$ 360.17
AMPOL FOODARY LEEDERVILLE	22/08/2025	Fuel	\$ 420.56
AMPOL FOODARY LEEDERVILLE	26/08/2025	Fuel	\$ 810.80
AMPOL FOODARY LEEDERVILLE	01/08/2025	Fuel	\$ 424.57
AMPOL FOODARY LEEDERVILLE	21/08/2025	Fuel	\$ 410.03
AMPOL FOODARY LEEDERVILLE	01/08/2025	Fuel	\$ 190.34
AMPOL FOODARY LEEDERVILLE	19/08/2025	Fuel	\$ 244.87
AMPOL FOODARY LEEDERVILLE	04/08/2025	Fuel	\$ 149.85
AMPOL FOODARY LEEDERVILLE	08/08/2025	Fuel	\$ 315.41
AMPOL FOODARY LEEDERVILLE	15/08/2025	Fuel	\$ 472.48
AMPOL FOODARY LEEDERVILLE	11/08/2025	Fuel	\$ 239.07
AMPOL FOODARY LEEDERVILLE	09/08/2025	Fuel	\$ 231.20
AMPOL FOODARY LEEDERVILLE	25/08/2025	Fuel	\$ 90.27
AMPOL FOODARY LEEDERVILLE	14/08/2025	Fuel	\$ 487.74
AMPOL FOODARY LEEDERVILLE	03/08/2025	Fuel	\$ 76.59
AMPOL FOODARY LEEDERVILLE	10/08/2025	Fuel	\$ 146.33
AMPOL FOODARY LEEDERVILLE	02/08/2025	Fuel	\$ 71.12
AMPOL FOODARY LEEDERVILLE	23/08/2025	Fuel	\$ 51.24
AMPOL FOODARY MALAGA DRIVE S/STN	25/08/2025	Fuel	\$ 64.08
AMPOL FOODARY MALAGA DRIVE S/STN	03/08/2025	Fuel	\$ 109.55
AMPOL FOODARY MALAGA DRIVE S/STN	16/08/2025	Fuel	\$ 58.87
AMPOL FOODARY SUBIACO	21/08/2025	Fuel	\$ 63.36
AMPOL FOODARY SUBIACO	01/08/2025	Fuel	\$ 62.47
AMPOL FOODARY SUBIACO	08/08/2025	Fuel	\$ 60.56
EG AMPOL 94240 OSBORNE PARK	12/08/2025	Fuel	\$ 73.79
EG AMPOL 94240 OSBORNE PARK	05/08/2025	Fuel	\$ 159.65
EG AMPOL 94240 OSBORNE PARK	26/08/2025	Fuel	\$ 110.89
EG AMPOL 94240 OSBORNE PARK	21/08/2025	Fuel	\$ 69.60
EG AMPOL 94240 OSBORNE PARK	19/08/2025	Fuel	\$ 169.03
EG AMPOL 94240 OSBORNE PARK	11/08/2025	Fuel	\$ 211.65
EG AMPOL 94240 OSBORNE PARK	14/08/2025	Fuel	\$ 196.83
EG AMPOL 94243 GREENWOOD	12/08/2025	Fuel	\$ 63.49
EG AMPOL 94243 GREENWOOD	26/08/2025	Fuel	\$ 73.41
AMPOL FOODARY ASCOT	12/08/2025	Fuel	\$ 41.40
AMPOL FOODARY ASCOT	28/08/2025	Fuel	\$ 39.03
AMPOL FOODARY NORTHLANDS - BALCATT	27/08/2025	Fuel	\$ 76.97
AMPOL FOODARY NEDLANDS	29/08/2025	Fuel	\$ 73.43
AMPOL FOODARY NEDLANDS	10/08/2025	Fuel	\$ 70.97
AMPOL FOODARY STRATTON	01/08/2025	Fuel	\$ 107.00
EG FUELCO 94275 MANDURAH FRM	22/08/2025	Fuel	\$ 78.55
EG FUELCO 94275 MANDURAH FRM	04/08/2025	Fuel	\$ 52.24
AMPOL FOODARY COCKBURN CENTRAL JANDAKOT	05/08/2025	Fuel	\$ 86.15
AMPOL FOODARY COCKBURN CENTRAL JANDAKOT	22/08/2025	Fuel	\$ 103.20
AMPOL FOODARY COCKBURN CENTRAL JANDAKOT	04/08/2025	Fuel	\$ 81.19
AMPOL FOODARY COCKBURN CENTRAL JANDAKOT	14/08/2025	Fuel	\$ 118.04
EG AMPOL 94228 MIRRABOOKA	06/08/2025	Fuel	\$ 54.86
AMPOL FOODARY CLARKSON	04/08/2025	Fuel	\$ 71.41
AMPOL FOODARY LAKELANDS	09/08/2025	Fuel	\$ 63.39
EG AMPOL 97426 BRABHAM	30/08/2025	Fuel	\$ 69.28
EG AMPOL 94247 MORLEY	28/08/2025	Fuel	\$ 60.06
AMPOL FOODARY SECRET HARBOUR	07/08/2025	Fuel	\$ 63.58
AMPOL FOODARY SECRET HARBOUR	14/08/2025	Fuel	\$ 61.63
AMPOL FOODARY CANNINGTON	09/08/2025	Fuel	\$ 73.20
AMPOL FOODARY CANNINGTON	17/08/2025	Fuel	\$ 63.11
EG AMPOL 94028 AVELEY	08/08/2025	Fuel	\$ 98.87
<b>Grand Total</b>			<b>\$ 26,979.60</b>

**7.3 INVESTMENT REPORT AS AT 31 AUGUST 2025**

**Attachments:** 1. **Investment Report as at 31 August 2025** [↓](#) 

**RECOMMENDATION:**

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

**PURPOSE OF REPORT:**

To advise Council of the nature and value of the City's Investments as at 31 August 2025 and the interest amounts earned YTD.

**DELEGATION:**

*Regulation 34 (4) of the Local Government (Financial Management) Regulations 1996* requires the local government to prepare a statement of financial activity each month, which is to be presented to Council within two months after the end of the relevant month.

**BACKGROUND:**

The City's surplus funds are invested in bank term deposits for various terms to facilitate maximum investment returns in accordance with the City's Investment Policy (No. 1.2.4).

Details of the investments are included in **Attachment 1** and outline the following information:

- Investment performance and policy compliance charts;
- Investment portfolio data;
- Investment interest earnings; and
- Current investment holdings.

**DETAILS:****Summary of Key Investment Decisions in this Reporting Period**

Total funds invested in the month of August 2025 were \$12.3 million and \$7.2 million of funds matured during the same period.

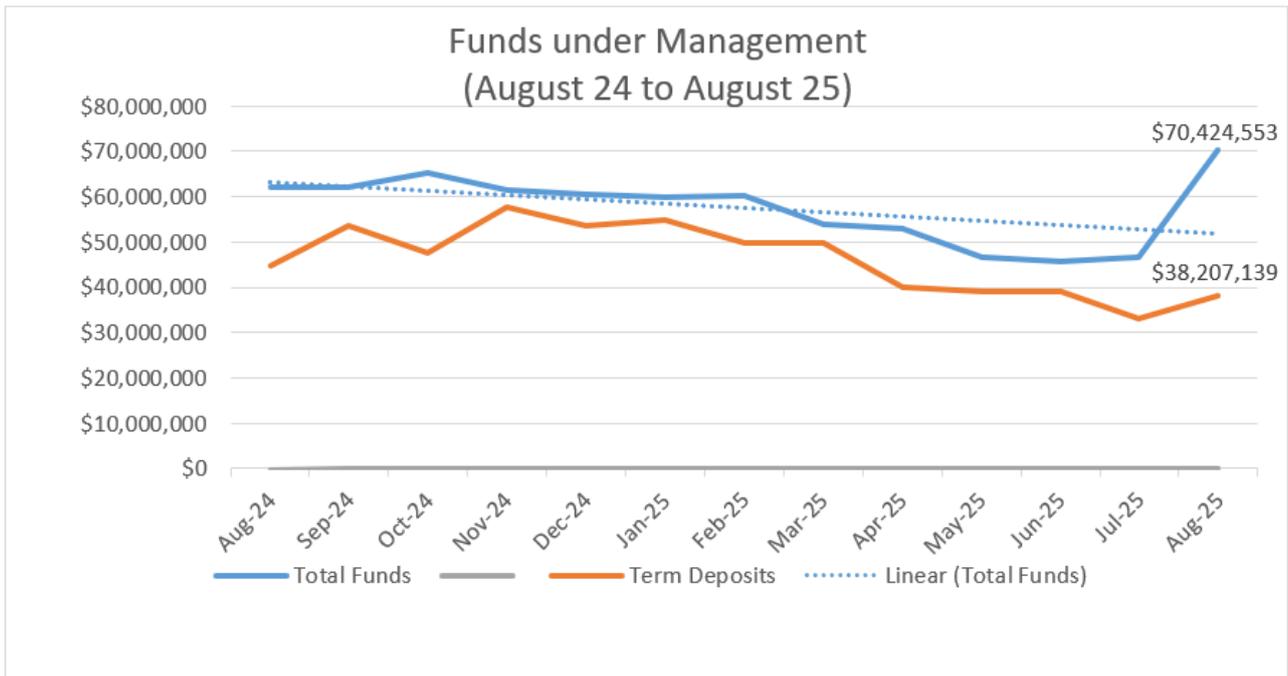
**Investment Status**

The City's investment portfolio is diversified across several accredited financial institutions.

As at 31 August 2025, the total funds held in the City's operating accounts (including on call) was \$70,424,553 compared to \$62,204,462 for the period ended 31 August 2024. All funds are interest bearing as at 31 August 2025.

The total term deposit investments for the period ended 31 August 2025 were \$38,207,139 compared to \$44,606,168 for the period ended 31 August 2024.

The following chart shows funds under management from August 2024 to August 2025:



**Interest Status**

Total accrued interest earned on investments as at 31 August 2025 is:

Total Accrued Interest Earned on Investment	Budget Annual	Budget YTD	Actual YTD	% of YTD Budget	FY24/25 Actual
Municipal	860,000	91,887	131,928	143.58%	1,269,032
Reserve	800,000	203,100	202,076	99.50%	1,200,000
<b>Subtotal</b>	<b>1,660,000</b>	<b>294,987</b>	<b>334,004</b>	<b>119.67%</b>	<b>2,469,032</b>
Leederville Gardens Inc. Surplus Trust*	0	0	34,295	N/A	197,586
<b>Total</b>	<b>1,660,000</b>	<b>294,987</b>	<b>368,299</b>	<b>124.85%</b>	<b>2,666,618</b>

\*Interest estimates for Leederville Gardens Inc. Surplus Trust were not included in the 2025/26 Budget as actual interest earned is restricted.

The City has a weighted average interest rate of 3.98% for current investments compared to the Reserve Bank 90 day accepted bill rate for August 2025 of 3.61%.

**Sustainable Investments**

The City's investment policy requires that in the first instance, the City considers rate of return of the fund. All things being equal, the City then prioritises funds with no current record of funding fossil fuels. The City can increase the number of non-fossil fuel investments but will potentially result in a lower rate of return.

Administration utilises a platform called 'Yield Hub' to ascertain the level of exposure banks have in fossil fuel activities and to determine daily interest rates published by banks.

The investment guidelines which is the supplementary document to the Council Investment Policy sets the maximum exposure limits to financial institutions at 90% as reflected in the below table. The majority of financial institutions lie within A-2 and A-1+ categories.

Short Term Rating (Standard & Poor's) or Equivalent	Direct Investments Maximum %with any one institution		Maximum % of Total Portfolio	
	Guideline	Current position	Guideline	Current position
A-1+	30%	45.7%	90%	58.9%
A-1	25%	0%	90%	0%
A-2	20%	11.2%	90%	41.1%

Administration will continuously explore options to ascertain if a balanced investment strategy can be developed where investments in divested banks can be increased with a minimal opportunity cost of loss in interest rate returns for instances when banks not divested in fossil fuel activities offer a higher rate of return.

**CONSULTATION/ADVERTISING:**

Nil.

**LEGAL/POLICY:**

Section 19(2)(b) of the *Local Government (Financial Management) Regulations 1996* requires that a local government establish and document procedures to enable the identification of the nature and location of all investments.

**RISK MANAGEMENT IMPLICATIONS**

**Low:** Administration has developed effective controls to ensure funds are invested in accordance with the City's Investment Policy. This report enhances transparency and accountability for the City's investments.

**STRATEGIC IMPLICATIONS:**

This is in keeping with the City's Strategic Community Plan 2023-2032:

Innovative and Accountable

*Our resources and assets are planned and managed in an efficient and sustainable manner.*

*Our community is aware of what we are doing and how we are meeting our goals.*

*Our community is satisfied with the service we provide.*

*We are open and accountable to an engaged community.*

**SUSTAINABILITY IMPLICATIONS:**

This does not contribute to any specific sustainability outcomes of the City's Sustainable Environment Strategy 2019-2024, however focussing on non-fossil fuel investments contributes to a sustainable environment.

**PUBLIC HEALTH IMPLICATIONS:**

This does not contribute to any public health outcomes of the City's Public Health Plan 2020-2025.

**FINANCIAL/BUDGET IMPLICATIONS:**

The financial implications of this report are as noted in the details section of the report. Administration is satisfied that appropriate and responsible measures are in place to protect the City's financial assets.

**CITY OF VINCENT  
CURRENT INVESTMENT HOLDING  
AS AT 31 AUGUST 2025**

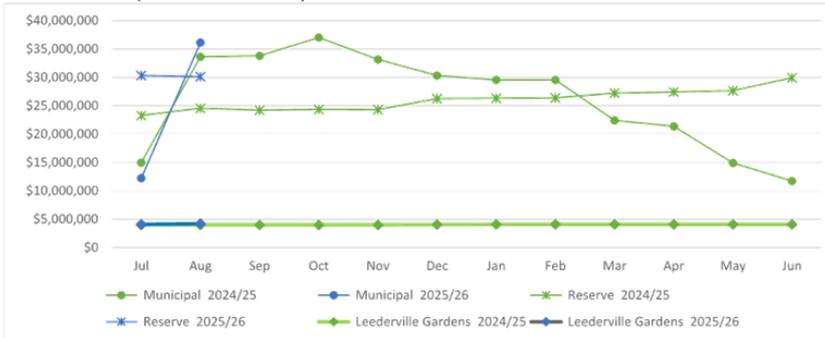
<b>Funds</b>	<b>Institution</b>	<b>Investment Date</b>	<b>Maturity Date</b>	<b>Interest Rate</b>	<b>Principal \$</b>
<b><u>OPERATING ACCOUNTS</u></b>					
Municipal	Commonwealth Bank of Australia	Ongoing		3.35%	19,648,578
Municipal	Commonwealth Bank of Australia	Ongoing		3.65%	2,463,961
Reserve	Commonwealth Bank of Australia	Ongoing		3.35%	10,104,875
<b>Total Operating Funds</b>					<b>32,217,414</b>
<b><u>TERM DEPOSITS</u></b>					
Leederville Gardens Inc Surplus Trust	AMP Bank	18/12/2024	17/12/2025	5.10%	935,347
Leederville Gardens Inc Surplus Trust	AMP Bank	24/01/2025	23/01/2026	4.95%	996,738
Leederville Gardens Inc Surplus Trust	National Australia Bank	22/08/2025	21/08/2026	4.05%	2,275,054
Municipal	Judo Bank	27/05/2025	26/11/2025	4.25%	1,000,000
Municipal	AMP Bank	24/01/2025	23/01/2026	4.95%	3,000,000
Municipal	Beyond Bank	20/08/2025	18/02/2026	4.25%	4,000,000
Municipal	Judo Bank	19/03/2025	17/03/2026	4.65%	2,000,000
Municipal	MyState Bank	27/06/2025	26/06/2026	4.25%	4,000,000
Reserve	National Australia Bank	7/11/2024	7/11/2025	5.00%	4,000,000
Reserve	Bank of Queensland	27/05/2025	26/11/2025	4.25%	2,000,000
Reserve	Bank of Queensland	27/05/2025	26/11/2025	4.25%	3,000,000
Reserve	National Australia Bank	24/01/2025	23/01/2026	4.85%	3,000,000
Reserve	AMP Bank	19/08/2025	18/02/2026	4.25%	3,000,000
Reserve	Bendigo and Adelaide Bank	19/08/2025	18/02/2026	4.10%	3,000,000
Reserve	Judo Bank	19/03/2025	17/03/2026	4.65%	2,000,000
<b>Total Term Deposits</b>					<b>38,207,139</b>
<b>Total Funds available</b>					<b>70,424,553</b>

**CITY OF VINCENT  
INVESTMENT PORTFOLIO  
AS AT 31 AUGUST 2025**

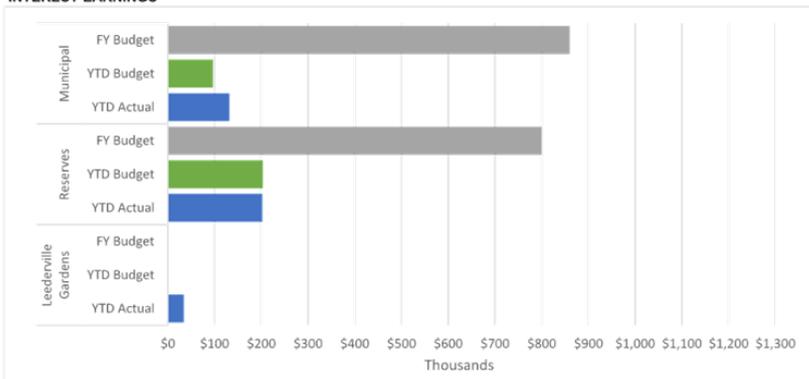
	<b>Municipal</b>	<b>Reserve</b>	<b>Leederville Gardens Inc Surplus Trust</b>	<b>Total</b>	<b>Total</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>%</b>
<b>BY INVESTMENT HOLDINGS</b>					
Municipal Account	19,648,578	10,104,875	0	29,753,453	42.2%
Online Saver	2,463,961	0	0	2,463,961	3.5%
Term Deposits	14,000,000	20,000,000	4,207,139	38,207,139	54.3%
	<b>36,112,539</b>	<b>30,104,875</b>	<b>4,207,139</b>	<b>70,424,553</b>	<b>100.0%</b>
<b>BY INSTITUTION</b>					
Bank of Queensland	0	5,000,000	0	5,000,000	7.1%
Bendigo and Adelaide Bank	0	3,000,000	0	3,000,000	4.3%
Commonwealth Bank of Australia	22,112,539	10,104,875	0	32,217,414	45.7%
Beyond Bank	4,000,000	0	0	4,000,000	5.7%
National Australia Bank	0	7,000,000	2,275,054	9,275,054	13.2%
MyState Bank	4,000,000	0	0	4,000,000	5.7%
AMP Bank	3,000,000	3,000,000	1,932,085	7,932,085	11.2%
Judo Bank	3,000,000	2,000,000	0	5,000,000	7.1%
	<b>36,112,539</b>	<b>30,104,875</b>	<b>4,207,139</b>	<b>70,424,553</b>	<b>100.0%</b>
<b>BY CREDIT RATINGS (SHORT-TERM ISSUE)</b>					
A-1+	22,112,539	17,104,875	2,275,054	41,492,468	58.9%
A-2	14,000,000	13,000,000	1,932,085	28,932,085	41.1%
	<b>36,112,539</b>	<b>30,104,875</b>	<b>4,207,139</b>	<b>70,424,553</b>	<b>100.0%</b>
<b>BY TERMS</b>					
0-30 days	22,112,539	10,104,875	0	32,217,414	45.7%
181-270 days	5,000,000	11,000,000	0	16,000,000	22.7%
271-365 days	9,000,000	9,000,000	4,207,139	22,207,139	31.6%
	<b>36,112,539</b>	<b>30,104,875</b>	<b>4,207,139</b>	<b>70,424,553</b>	<b>100.0%</b>
<b>BY MATURITY</b>					
0-30 days	22,112,539	10,104,875	0	32,217,414	45.8%
31-90 days	1,000,000	9,000,000	0	10,000,000	14.2%
91-180 days	7,000,000	9,000,000	1,932,085	17,932,085	25.5%
181-270 days	2,000,000	2,000,000	0	4,000,000	5.7%
271-365 days	4,000,000	0	2,275,054	6,275,054	8.9%
	<b>36,112,539</b>	<b>30,104,875</b>	<b>4,207,139</b>	<b>70,424,553</b>	<b>100.0%</b>
<b>BY FOSSIL FUEL EXPOSURE</b>					
Fossil Fuel Investments	22,112,539	20,104,875	2,275,054	44,492,468	63.2%
Non Fossil Fuel Investments	14,000,000	10,000,000	1,932,085	25,932,085	36.8%
	<b>36,112,539</b>	<b>30,104,875</b>	<b>4,207,139</b>	<b>70,424,553</b>	<b>100.0%</b>

**CITY OF VINCENT  
INVESTMENT PERFORMANCE  
AS AT 31 AUGUST 2025**

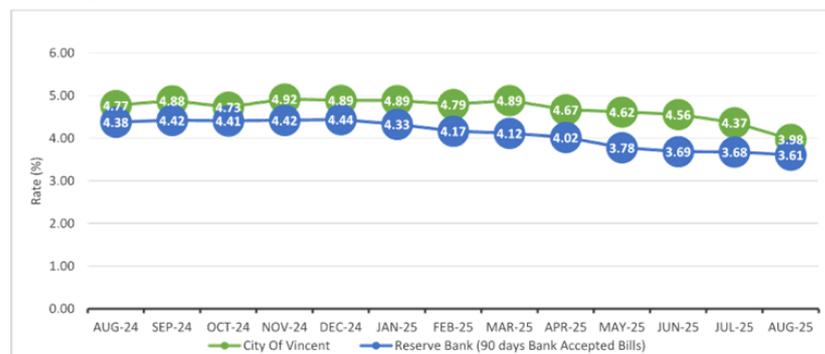
**FUNDS INVESTED (TERM DEPOSITS ONLY)**



**INTEREST EARNINGS**

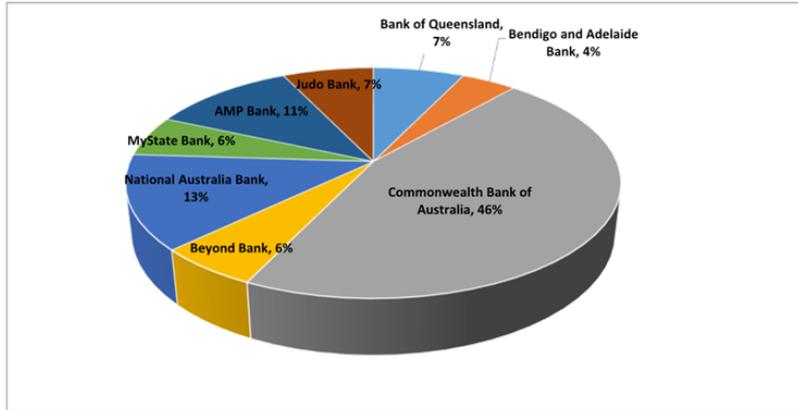


**INTEREST RATE COMPARISON**

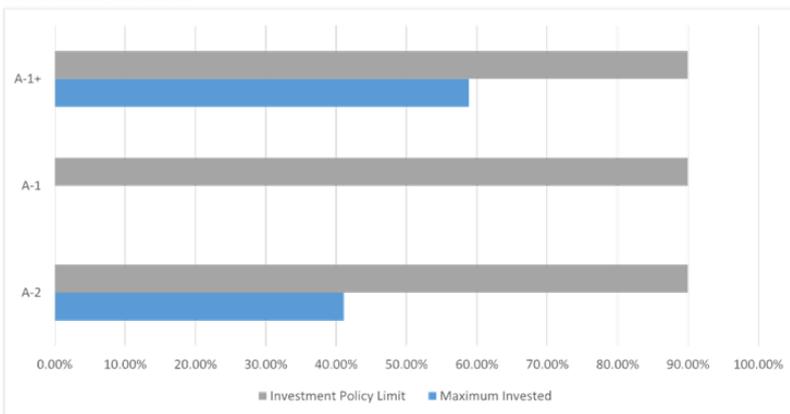


**CITY OF VINCENT  
INVESTMENT POLICY COMPLIANCE  
AS AT 31 AUGUST 2025**

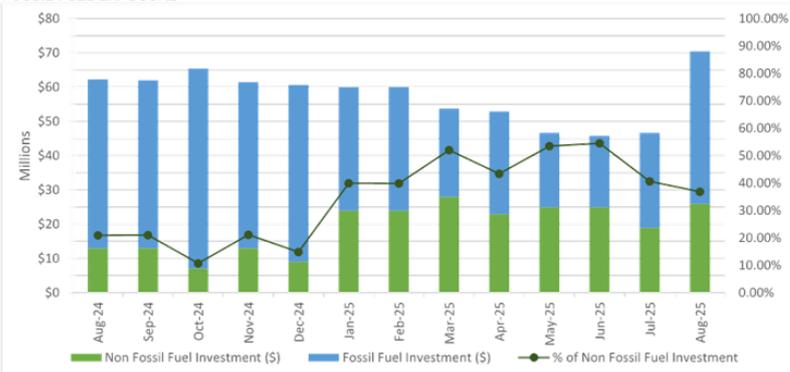
**TOTAL PORTFOLIO EXPOSURE**



**TOTAL CREDIT EXPOSURE**



**FOSSIL FUEL EXPOSURE**



**8 CHIEF EXECUTIVE OFFICER****8.1 INFORMATION BULLETIN**

- Attachments:**
1. **Statistics for Development Services Applications as at the end of September 2025 - to follow due to end of month** [↓](#)
  2. **Register of Legal Action and Prosecutions Monthly - Confidential**
  3. **Register of State Administrative Tribunal (SAT) Appeals - Progress Report as at 16 September 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 - October 2025** [↓](#) 
  7. **Register of Notices of Motion - Progress Report - October 2025** [↓](#) 
  8. **Register of Reports to be Actioned - Progress Report - October 2025** [↓](#) 
  9. **Council Workshop Items since 22 July 2025** [↓](#) 
  10. **Council Briefing Notes - 2 September 2025** [↓](#) 

**RECOMMENDATION:**

That Council RECEIVES the Information Bulletin dated September 2025.

# Placeholder for Attachment A

## Information Bulletin

Statistics for Development Services Applications as at  
the end of September 2025 - to follow due to end of  
month

REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS  
AS AT 16 SEPTEMBER 2025

NO.	ADDRESS & SAT REVIEW NO.	DATE RECEIVED	APPLICANT	REVIEW MATTER & COMMENTS
1.	Nos. 41-43 & 45 Angove Street, North Perth (DR 81 of 2023)	1 June 2023	Hidding Urban Planning/Lavan	<p>Application for review of a Development Assessment Panel decision to refuse an application for a Service Station on 3 May 2023.</p> <p>*****</p> <p>Directions hearing 16 June 2023. Mediation 4 July 2023, with Mayor Cole and interested community members in attendance to make a presentation. Second mediation 14 August 2023 vacated. Mediation 10 October 2023 also vacated. Matter listed for directions hearing on 10 November 2023 to schedule a new date for mediation. This was vacated. Matter was listed for directions on 2 February 2024 with the applicant to provide additional information by 11 January 2024. Applicant yet to provide any additional information, matter still proceeded to the directions hearing on 2 February 2024. Directions hearing vacated and the matter was listed to further mediation on 27 February 2024 which was scheduled for 6 May 2024. Following this the matter was listed for a further mediation to be held on 2 July 2024. This was vacated and rescheduled to 2 September 2024. The mediation was cancelled on 30 August 2024 and the matter was listed for a further directions hearing on 27 September 2024. Following this the matter was listed for a further directions hearing on 1 November 2024. Following this the SAT made orders for a further directions hearing on 17 January 2024, with the applicant to provide additional information by 13 December 2024. Matter scheduled for a directions hearing on 14 February 2025 with the applicant to provide additional information by 31 January 2025. This information was received by the DAP Executive Director and provided to the City on 13 March 2025 and listed for mediation on 9 April 2025. Following this mediation the matter was listed for a further mediation on 27 June 2025, with the applicant to provide additional information to the DPLH by 11 June 2025. Information was received by the DAP Executive Director and was provided to the City on 16 June 2025. Following this mediation the matter has been listed for a further mediation on 2 September 2025, with the applicant to provide additional information to the DPLH by 22 August 2025. Mediation was vacated and rescheduled to 22 October 2025, with applicant to provide additional information to the DPLH by 8 October 2025.</p> <p><i>Representation by: DAP Executive Director</i></p>
2.	No. 120 Claisebrook Road, Perth (DR 110 of 2024)	30 July 2024	Allerding and Associates	<p>Application for review of conditions of Western Australian Planning Commission decision to approve the Holcim Concrete Batching Plant to continue to operate until 30 Dec 2027 on 27 June 2024.</p> <p>*****</p> <p>Matter was listed for directions hearing on 30 August 2024 and mediation on 12 November 2024. City has not been invited to take part in any mediation for this matter. Matter was listed for a further mediation on 6 February 2025. This has been rescheduled for 10 March 2025. Following this, the matter was listed for a directions hearing on 9 May 2025. WAPC invited to reconsider Conditions 11-14 which relates to decontamination and remediation on or by 4 September 2025. Application was advertised between 28 May 2025 and 19 June 2025. Council endorsed a submission to the WAPC on the application on 15 July 2025. At its meeting on 28 August 2025 the WAPC reconsidered the application and approved amendments to the decontamination and remediation conditions contrary to the City's submission. The matter is listed for a directions hearing on 26 September 2025.</p> <p><i>Representation by: DPLH Director Planning Appeals</i></p>

REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS  
AS AT 16 SEPTEMBER 2025

NO.	ADDRESS & SAT REVIEW NO.	DATE RECEIVED	APPLICANT	REVIEW MATTER & COMMENTS
3.	No. 235 Brisbane Street, Perth (DR 122 of 2024)	21 August 2024	Michael Cao	<p>Application for review of a Council decision to refuse an application for a Change of Use from Family Day Care to Child Care Premises on 23 July 2024.</p> <p>*****</p> <p>Directions hearing held on 4 October 2024. A further directions hearing was held on 11 October 2024 at which interested residents were invited to make a presentation to the SAT at the commencement of the following mediation. Mediation was held on 7 November 2024 and included interested community members presenting to the SAT. A directions hearing was scheduled for 22 November 2024. The directions hearing was vacated, and the matter was listed for a directions hearing on 17 January 2025. At the 17 January 2025 directions hearing the parties agreed for the matter to be scheduled for a further mediation. A further Mediation was held on 25 February 2025. Following the 25 February 2025 mediation the SAT issued orders with key dates for the reconsideration of Council's decision by 20 May 2025. On 1 April 2025 the City filed consent orders with the SAT which were co-signed by the applicant. On 1 April 2025 the SAT issued amended orders with key dates for the reconsideration of Council's decision by 24 June 2025. On 6 May 2025 the City filed consent orders with the SAT which were co-signed by the applicant. On 6 May 2025 the SAT issued amended orders inviting Council to reconsider its decision on or before 22 July 2025, with the applicant to provide an amended application by 19 May 2025. The additional information was received on 15 May 2025. The application was reconsidered by Council at its Ordinary Meeting on 15 July 2025 and approved with a time limited approval of three years. A directions hearing was held on 1 August 2025, and the matter was listed for a directions hearing on 8 August 2025 to program the matter for a final hearing. At 8 August 2025 directions hearing SAT issued orders with the following key dates for final hearing:</p> <ul style="list-style-type: none"> <li>• 12 September 2025 – Respondent Statement of Issues, Facts and Contentions submitted to SAT.</li> <li>• 3 October 2025 – Applicant Statement of Issues, Facts and Contentions due to SAT.</li> <li>• 24 October 2025 – Applicant and Respondent witness statements due to SAT.</li> <li>• 7 November 2025 – Respondent without prejudice draft conditions due to SAT.</li> <li>• 14 November 2025 – Applicant response to without prejudice conditions due to SAT.</li> <li>• 27 November 2025 – SAT final hearing.</li> </ul> <p>The orders issued at 8 August 2025 directions hearing limited the grounds of review to Condition 2 of the development approval only.</p> <p><i>Representation by: Altus Planning and Appeals</i></p>

REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS  
AS AT 16 SEPTEMBER 2025

NO.	ADDRESS & SAT REVIEW NO.	DATE RECEIVED	APPLICANT	REVIEW MATTER & COMMENTS
4.	Nos. 41-43 Angove Street, North Perth (DR 138 of 2024)	11 October 2024	Lavan	<p>Application for review of a Council decision to refuse an application for Alterations and Additions to Service Station on 20 August 2024.</p> <p>*****</p> <p>Matter was listed for a directions hearing on 11 October 2024. On 10 October 2024 the directions hearing was vacated and rescheduled to 20 December 2024. The purpose of rescheduling the directions hearing is to allow the parties to prepare a Statement of Issues Facts and Contentions (SIFC) to define the issues under contention and inform future programming for the matter. The SAT issued orders on 10 October 2024 with the following key dates prior to the directions hearing:</p> <ul style="list-style-type: none"> <li>• 22 November 2024 – Respondent’s Statement of Issues, Facts and Contentions due to SAT.</li> <li>• 13 December 2024 – Applicant’s Statement of Issues, Facts and Contentions due to SAT.</li> </ul> <p>On 11 December 2024 the SAT made orders to extend the time in which the Applicants SIFC is due to the SAT to 20 December 2024 and listed the matter for a Directions Hearing on 7 February 2025. The date for the Applicants SIFC was subsequently extended until 17 January 2025 and was submitted. Following this Directions Hearing the matter was listed for a preliminary hearing on 22 and 23 July 2025. The purpose of the preliminary hearing is to deal with the legal issues relating to the application being:</p> <ul style="list-style-type: none"> <li>• Issue 1: Does the subject site have the benefit of existing use rights or non-conforming use rights for use as a ‘service station’?</li> <li>• Issue 2: If the answer to Issue 1 is yes, is clause 23 of the City of Vincent Local Planning Scheme No. 2 engaged or is clause 60 of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> engaged, such that development approval is required?</li> </ul> <p>The outcome of this preliminary hearing would determine whether a further hearing would be needed to deal with the planning merits of Council’s refusal. The preliminary hearing concluded on 22 July 2025 and a decision is expected by the end of October 2025.</p> <p><i>Representation by: Administration &amp; McLeods</i></p>
5.	No. 40 Guildford Road, Mount Lawley	13 December 2024	Western Australian Planning Commission	<p>Application for review of a Council decision to issue a Heritage Conservation Notice for the property on 23 April 2024, with the notice having been issued on 15 November 2024.</p> <p>*****</p> <p>Matter listed for a directions hearing on 7 February 2025. Following this the matter was listed for a mediation on 13 March 2025. Mediation held on 13 March 2025 with SAT issuing orders setting out:</p> <ul style="list-style-type: none"> <li>• The applicant to provide additional information to the City on or before 5 May 2025;</li> <li>• Pursuant to s.31(1) of the <i>State Administrative Tribunal Act 2004</i>, Council is invited to reconsider its decision on or before 24 June 2025; and</li> <li>• The matter is listed for a directions hearing on 4 July 2025.</li> </ul> <p>The additional information was received on 5 May 2025 and was presented to Council at its June 2025 meeting. At this meeting Council affirmed its decision to issue the Heritage Conservation Notice. The directions hearing on 4 July 2025 was to consider how the matter will progress however, on 3 July 2025 the directions hearing was vacated and rescheduled until 3 October 2025.</p> <p><i>Representation by: Administration &amp; McLeods</i></p>

REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS  
AS AT 16 SEPTEMBER 2025

NO.	ADDRESS & SAT REVIEW NO.	DATE RECEIVED	APPLICANT	REVIEW MATTER & COMMENTS
6.	No. 500 Fitzgerald Street, North Perth	18 June 2025	Altus Planning	<p>Application for review of Council decision to refuse an application for Change of Use from Restaurant/Café to Restaurant/Café and Small Bar (Amendment to Approved) on 13 May 2025. *****</p> <p>The matter was listed for a Directions Hearing on 27 June 2025. On 25 June 2025 the Directions Hearing was vacated, and a Mediation scheduled for 17 July 2025. Mediation was held on 17 July 2025 with Mayor Xamon in attendance. The SAT issued orders on 17 July 2025 with the following key dates associated:</p> <ul style="list-style-type: none"> <li>• The applicant to provide additional information to the City on or before 8 August 2025;</li> <li>• Pursuant to s.31(1) of the <i>State Administrative Tribunal Act 2004</i>, Council is invited to reconsider its decision on or before 14 October 2025; and</li> <li>• The matter is listed for a directions hearing on 24 October 2025.</li> </ul> <p><i>Representation by: Administration</i></p>

7

METRO INNER DEVELOPMENT ASSESSMENT PANEL (DAP)  
REGISTER OF APPLICATIONS RELATING TO THE CITY OF VINCENT  
AS AT 16 SEPTEMBER 2025

No.	ADDRESS	APPLICANT	PROPOSAL	DATE APPLICATION RECEIVED	DAP MEETING DATE	STATUS
There are no current DAP applications.						

**DAP Process Improvements:**

*The City's Administration has changed the process for DAP matters. This will include early confirmation of the availability of Elected Members that are DAP Members to attend DAP meetings. This will also include the circulation of the Responsible Authority Report to all Elected Members on contentious DAP items.*

**CITY OF VINCENT DESIGN REVIEW PANEL (DRP)  
REGISTER OF APPLICATIONS CONSIDERED BY DESIGN REVIEW PANEL  
AS AT 16 SEPTEMBER 2025**

ADDRESS	APPLICANT	PROPOSAL	DRP MEETING DATE	REASON FOR REFERRAL
No. 357 Oxford Street, Mount Hawthorn	Cameron Chisholm Nicol	Commercial Development	10 September 2025	Pre-lodgement Application. The proposal would benefit from referral to the Design Review Panel to consider amendments to the proposal made in response to the comments of the DRP on 16 July 2025.
No. 652 Newcastle Street, Leederville	Hospitality Total Services and Mata Design Studio	Tavern	10 September 2025	Pre-lodgement Application. The proposal would benefit from referral to the Design Review Panel to consider appropriateness of the development within its setting.



# INFORMATION BULLETIN

<b>TITLE:</b>	<b>Register of Petitions – Progress Report – October 2025</b>
<b>DIRECTORATE:</b>	<b>Chief Executive Officer</b>

**DETAILS:**

Petitions received by the City of Vincent are read out at the Council Meeting and are referred to the appropriate Director for investigation and report. This normally takes 6-8 weeks and the purpose of this report is to keep the Council informed on the progress of the petitions which have been reported to the Council.

A status report is submitted to Council as an Information Bulletin item on a monthly basis.

The following petitions still require action or are in the process of being actioned.

<b>Key Index:</b>
CEO: Office of the CEO
EDC&BS: Executive Director Community & Business Services
EDI&E: Executive Director Infrastructure & Environment
EDS&D: Executive Director Strategy & Development

**No outstanding Petitions as at 30 September 2025.**



# INFORMATION BULLETIN

<b>TITLE:</b>	<b>Register of Notices of Motion – Progress Report – October 2025</b>
<b>DIRECTORATE:</b>	<b>Chief Executive Officer</b>

**DETAILS:**

A status report is submitted to Council as an Information Bulletin item on a monthly basis.

The following Notices of Motion still require action or are in the process of being actioned.

<p><b>Key Index:</b>                  CEO: Office of the CEO                  EDCBS: Executive Director Community &amp; Business Services                  EDIE: Executive Director Infrastructure &amp; Environment                  EDSD: Executive Director Strategy &amp; Development</p>
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Details	Action Officer	Comment
Plant Based Food Systems	EDSD EDIE	<p><b>In progress</b></p> <p>This is ongoing and Administration will implement the NOM outcomes through existing planned policies and strategies.</p> <p>This includes the new Climate Transition Action Plan, and review of the Public Health Plan, Waste Strategy, Events Policy and Health Foods Policy.</p> <p>Plant-based principles and best practice would be incorporated into future policy and strategy preparation.</p> <p>Administration will investigate opportunities for increased education and advocacy as part of the ongoing implementation of the Enhanced Environment Strategy.</p>
LifeVac Devices at City of Vincent Community Facilities	EDIE	<p><b>In progress</b></p> <p>Report provided at June 2025 OCM and installation of LifeVac® Devices approved.</p> <p>Administration is now planning the rollout of devices, and a follow up report is to be provided to Council in February 2026.</p>
Laneway Upgrade Program	EDSD EDCBS EDIE	<p><b>In progress</b></p> <p>Administration is currently investigating examples of laneway improvements to inform a future grant program for 2025/26.</p>
Animal Local Law – Cat Containment	EDIE	<p><b>In progress</b></p> <p>Legal advice has been provided to Council Members.</p> <p>Waiting on Joint standing Committee on delegated legislation review of City of Bayswater Cat Local Laws before determining approach to advocacy.</p>

Details	Action Officer	Comment
Electric Vehicle Charging Infrastructure in the City of Vincent	EDIE / ESDS	<p><b>In progress</b></p> <p>Administration is implementing the NOM outcomes. This is ongoing.</p> <p>Administration attended a meeting with Perth Inner City Group Council's on 21 November to discuss opportunities for EV charging locations across local government areas.</p> <p>Advocacy letter sent to relevant State Government Ministers on 9 January 2025 with a response being received in May 2025.</p> <p>Follow up meeting with PICG and Western Power on 16 July 2025 to discuss opportunities for charging infrastructure to be incorporated into public realm infrastructure. These are currently being investigated.</p>
Rodenticide Use	ESDS	<p><b>In progress</b></p> <p>Administration is implementing the NOM outcomes, with 1 action item remaining. Expect completion by end August 2025.</p>
Protection and promotion of trees on private land	ESDS	<p><b>In progress</b></p> <p>Administration is implementing the NOM outcomes. This is ongoing.</p> <p>Review of Trees of Significance Policy approved by Council at December 2024 meeting for the purposes of community consultation. Consultation concluded 13 February 2025.</p> <p>SAT decision of Town of Cambridge finalised early August 2025. This is being reviewed to inform future options for the Policy before it is presented back to Council for determination.</p>

Item Number	Meeting Type	Council Meeting	Agenda Report Item	Resolution Action Item	Action	Council Decision	Director	Comments	Time frame for Completion
9.5	OCM	12/08/2025	Advertising of Policy Nos. 7.1.1 - Built Form Policy, Local Planning Policy: Character Area Guidelines, 7.5.10 - Sustainable Design, and revocation of 7.5.5 - Domestic Satellite Dishes Microwave Antennae and Tower Masts	3.NOTES that any submissions received during the advertising period on the respective policies would be presented to Council for consideration.	Administration Action Required;#Return to Council	Carried en bloc	EDSD	Presented by to Council by end of 2025.	December 2025
9.7	OCM	12/08/2025	Draft Leederville Town Centre Place Plan 2025 to 2030 - Approval to Advertise	2.APPROVES the draft Leederville Town Centre Place Plan 2025 to 2030, as included in Attachment 4, for the purpose of community consultation.	Administration Action Required;#Return to Council	Carried en bloc	EDSD	Advertising has concluded. Report will be prepared to come before Council before end 2025, seeking adoption of the Plan.	
10.1	OCM	17/06/2025	Lifevac Device Installation at Community Facilities	4.REQUESTS that an evaluation report be provided to Council by February 2026, addressing matters including: •Installation process and locations; •Usage and any device replacements; •Any issues arising, including vandalism; •Signage and staff training; and •Any community feedback received.	Return to Council	carried 9/0	EDIE		February 2026
9.4	OCM	13/05/2025	Review of Policy No. 7.5.23 - Construction Management Plans	2.AUTHORISES the Chief Executive Officer to advertise the proposed amendments in accordance with Schedule 2, Part 2, Clause 4(1) of the Planning and Development (Local Planning Schemes) Regulations 2015; and 3.NOTES that any submissions received during the advertising period would be presented to Council for consideration.	Administration Action Required;#Return to Council	Carried 9/0	EDSD	Advertising concluded 16 June 2025. To be returned to Council following a future Council Workshop.	1Q 2026
9.5	OCM	13/05/2025	Advertising of Local Heritage Survey and Amended Heritage List	2.AUTHORISES the Chief Executive Officer to advertise: 2.1The draft Heritage List in accordance with Schedule 2, Part 3 Clause 8(3) of the Planning and Development (Local Planning Schemes) Regulations 2015; and 2.2The draft Local Heritage Survey in accordance with the City's Community and Stakeholder Engagement Policy; and 3.NOTES that any submissions received during the advertising period would be presented to Council for consideration.	Administration Action Required;#Return to Council	Carried 7/0	EDSD	Advertising concluded 7 July 2025. To be returned to Council following advertising period.	1Q 2026
10.2	OCM	13/05/2025	Beatty Park Reserve - Toilet Block Installation	3.REQUESTS the final location, design and budget are presented to Council for authorisation prior to construction.	Return to Council	Carried 9/0	EDIE	Referred to the City's design review panel - DRP. Now awaiting quotes from new design and concepts	
9.2	OCM	8/04/2025	Advertising of Draft Amended Local Planning Strategy	NOTES that: Any submissions received during the advertising period for the Draft Amended Local Planning Strategy would be presented to Council for consideration.	Return to Council	Carried 7/0	EDSD	To be presented to Council following advertising.	1Q 2026
13.1	OCM	11/02/2025	Notice of Motion - Mayor Xamon - Animal Local Law Cat Containment	That Council REQUESTS the Chief Executive Officer to: 1. Seek further additional external legal advice on whether cat containment provisions are currently enabled within the Cat Act 2011; 2. Request that the State Government bring forward the review of the Cat Act 2011 to include provisions to enable Local Governments to enact Local Laws with cat containment provisions; 3. Present this advice to Council for consideration to go out for consultation on whether the Animal Local Law 2022 should be amended accordingly; and 4. Consider further consultation on amending the Animal Local 2022 to include provisions for cat containment, pending the additional external legal advice received.	Return to Council;#Administration Action Required	Carried unanimously 9-0	EDIE	Legal advice has been provided to Council Members. Waiting on Joint standing Committee on delegated legislation review of City of Bayswater Cat Local Laws before determining approach to advocacy.	
9.6	OCM	11/02/2025	Response to Petition - William Street Town Centre Public Artwork Commission	4.RECEIVES a project closure report following practical completion which includes: •Outline of the EOI process including conception and assessment for this project and how this can be improved for future projects. •Identify a process to obtain Engineering feedback and assess key services; and •Identify an approach for the accurate assessment of proposed projects before financial commitments are made and executed.	Return to Council;#Administration Action Required	carried with amendment 9-0	EDSD	To be commenced after completion of artwork.	TBA
9.6	OCM	11/02/2025	Response to Petition - William Street Town Centre Public Artwork Commission	3.REQUESTS the Chief Executive Officer investigate alternate locations for the artwork and present a report back to Council by June 2025.	Return to Council;#Administration Action Required	carried with amendment 9-0	EDSD	Preferred sites presented to August Council Workshop. Undertaking further investigations (traffic management, Main Roads review of lighting design, laydown area, power etc) at each site before going back to Council Workshop after Council Elections.	February 2026 OCM
12.4	OCM	11/02/2025	Responses to Motions carried at the Annual General Meeting of Electors held on 11 December 2024	Gas Appliances (Incentives) – That Council NOTES Administration is currently investigating opportunities to incentivise electrification as part of the GreenTrack program through the review of Policy No. 7.1.1 – Built Form and 7.5.10 – Sustainable Design that will be progressed in 2025, and the Climate Transition Adaption Plan that is scheduled to be developed in 2025/26.	Return to Council;#Administration Action Required	carried 9-0	EDSD	Review of Built Form Policy and amended ESD Policy approved for advertising at August 2025 OMC. To be considered after advertising by end of 2025. Preparation of Climate Transition Action Plan to commence in second half of 2025.	ESD Policy - December 2025. CTAP - 2025/26 to 2026/27

12.4	OCM	11/02/2025	2024	<p>Motion 4.3 Gas Appliances (Residential and Businesses) – That Council NOTES: •Administration is currently investigating opportunities to promote electrification within the local planning framework through a review of Policy No. 7.1.1 – Built Form and 7.5.10 – Sustainable Design. This review would be presented to Council by mid-2025 prior to undertaking community consultation.</p>	Return to Council;#Administration Action Required	carried 9-0	EDSD	<p>Review of Built Form Policy and amended ESD Policy approved for advertising August 2025 OMC. To be considered after advertising by end of 2025.</p> <p>Preparation of Climate Transition Action Plan to commence in second half of 2025.</p>	ESD Policy - December 2025. CTAP - 2025/26 to 2026/27
12.4	OCM	11/02/2025	2024	<p>1.Motion 4.2 – Scheme Amendment – That Council NOTES: •Community consultation on proposed amendments to Policy No. 7.6.3 – Trees of Significance will conclude on 13 February 2025 pursuant to its resolution from its meeting on 10 December 2024. The outcomes of community consultation would be presented to a future meeting by mid-2025; •The review of Policy No. 7.6.3 – Trees of Significance is one part of Administration’s broader approach to improving tree canopy on private land. Other measures would include a further review of planning controls in the City’s local planning framework, investigation of financial and non-financial incentives, community education and awareness, and advocacy to the State Government; and •If ultimately approved by Council, Administration would continue to monitor the implementation of an amended Policy No. 7.6.3 – Trees of Significance as part of this broader approach to tree protection.</p>	Return to Council;#Administration Action Required	carried 9-0	EDSD	<p>Advertising of Trees of Significance Policy concluded 13 February 2025.</p> <p>Submissions being reviewed and will be considered at future Council Meeting and after a Council Workshop.</p> <p>This would be informed by the outcome of the recent SAT matter relating involving the Town of Cambridge which was finalised in August 2025.</p>	4Q 2025 /1Q 2026
13.1	OCM	19/03/2024	Notice of Motion - Mayor Alison Xamon - Protection and Promotion of Trees on Private Land	<p>REQUESTS that the City: 2.1Prioritises the progress of planning controls to ensure greater protection of trees and canopy provision on private land; and 2.2Advocates to the Western Australian Planning Commission and Minister for Planning for greater protection of trees on private land.</p>	Return to Council;#Administration Action Required	Carried 9/0	EDSD	<p>Administration is implementing the NOM outcomes. This is ongoing.</p> <p>Advertising of Trees of Significance Policy concluded 13 February 2025.</p> <p>Submissions being reviewed and will be considered at future Council Meeting and after a Council Workshop.</p> <p>This would be informed by the outcome of the recent SAT matter relating involving the Town of Cambridge which was finalised in August 2025.</p>	Trees of Significance - 4Q 2025 / 1Q 2026 Built Form Policy - December 2025
10.2	OCM	12/12/2023	Response to Petition - Ellesmere Street, North Perth Parking	RECEIVES a further report at the conclusion of the collection of traffic data and public consultation.	Return to Council	Carried 7/0	EDIE	<p>MEng - Short-Term concepts regarding to Traffic Calming to be explored before August 2025.</p> <p>Longer Term traffic intervention plans to be presented to Council in February 2026</p>	February 2026
10.1	OCM	12/12/2023	Response To Petition - Corner Scarborough Beach Road and Killarney Street - Maintenance and Infrastructure	REQUESTS administration to complete a review of the location of Scarborough Beach Road and Killarney Street for improved and additional signage and if warranted, provide a concept design on road infrastructure improvements to address road safety concerns which will be included in the wider precinct wide traffic modelling for the Mount Hawthorn area.	Return to Council	Carried 7/0	EDIE	<p>MEng - Short-Term concepts relating to signage has been completed by Main Roads WA.</p> <p>Longer Term traffic intervention plans to be presented to Council in February 2026</p>	February 2026
12.4 - Motion 4.5	AGM	14/03/2023	Pedestrian Safety (Newcastle / Fitzgerald)	<p>4.5.1that the City of Vincent-addresses the safety issues for pedestrians at the corner of Fitzgerald Street and Newcastle Street in this financial year 2022/23. ""</p> <p>4.5.2that the City of Vincent places a bollard or visual deterrent to offer a pedestrian refuge and protection of the Heritage listed building on the corner Newcastle Street and Fitzgerald Street. (similar to what exists on the City of Perth side of the fore mentioned intersection).</p>	Return to Council	Carried 8/0	EDIE	<p>MEng 20.03.2025 - Design to be completed by MRWA and blackspot application to be completed, targeting July 2025.</p> <p>MEng 16.07.2025 Blackspot Application made in July 2025. Bollards Installed.</p>	2027-2028 FY
9.4	OCM	8/03/2022	Sale of No. 26 Brentham Street, Leederville	<p>APPROVES the disposal of the City’s Lot 37 (No. 26) Brentham Street, Leederville, pursuant to section 3.58 of the Local Government Act 1995, via public tender, subject to amendment to Local Planning Scheme No. 2 (LPS2) to reclassify a portion of Lot 37 (No. 26) Brentham Street, Leederville from Public Open Space reserve to R60: 1.1 the Request For Tender criteria would include the terms of sale, offer, any conditions, proposed settlement date, and proposed future land use; an</p>	Return to Council	Carried with Amendments from Mayor Cole and Cr Loden – 9/0	EDSD	<p>Subdivision clearance pending. Offer and Acceptance and conditions pending with Rosewood.</p> <p>Rosewood offer not accepted by Council August 2025.</p> <p>Public tender to be prepared for sale of site, with offers to be presented to a future Council Meeting.</p>	1Q 2026

**COUNCIL WORKSHOP ITEMS SINCE 22 JULY 2025**

There has been one workshop since 22 July 2025, details below:

**19 August 2025 – Agenda items**

- Leederville Car Park Redevelopment
- Update on the Mt Hawthorn Town Centre Planning Framework
- Update on The Globe Public Artwork
- Precinct Wide Traffic Studies
- East Perth Football Club and Subiaco Football Club - Lease Negotiations
- Strategic Asset Management Update
- Town Centre Christmas Lights 2025
- Bike Network Plan 2023-2028 - 2024/2025 Update
- Hyde Park PSHB Trial Chemical Treatment Presentation



**CITY OF VINCENT**

# **NOTES**

**Council Briefing**

**2 September 2025**

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## COUNCIL BRIEFING NOTES

2 SEPTEMBER 2025

**NOTES OF CITY OF VINCENT  
COUNCIL BRIEFING  
HELD AS E-MEETING AND AT THE ADMINISTRATION AND CIVIC CENTRE,  
244 VINCENT STREET, LEEDERVILLE  
ON TUESDAY, 2 SEPTEMBER 2025 AT 6:00 PM**

<b>PRESENT:</b>	<p>Mayor Alison Xamon Cr Alex Castle Cr Jonathan Hallett Cr Sophie Greer Cr Ashlee La Fontaine</p>	<p>Presiding Member North Ward South Ward South Ward South Ward</p>
<b>IN ATTENDANCE:</b>	<p>Jay Naidoo Prue Reddingius  Sarah Hill  Lisa Williams  Eamonn Lourey Karsen Reynolds Main Bhuiyan  Emma Simmons  Wendy Barnard</p>	<p>A/Chief Executive Officer A/Executive Director Strategy &amp; Development A/Executive Director Infrastructure &amp; Environment A/Executive Director Community &amp; Business Services Coordinator Place Manager Development &amp; Design Manager Financial Services (left at 6.13pm during Item 5.1) A/Executive Manager Corporate Strategy &amp; Governance Executive Assistant to the Mayor and Council Support</p>
<b>Public:</b>	Approximately one member 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 Suzanne Worner on approved leave of absence from 25 August 2025 to 19 September 2025.  
Cr Nicole Woolf on approved leave of absence from 02 September 2025 to 08 September 2025.  
Cr Ashley Wallace was an apology for this meeting.  
Cr Ron Alexander 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 Greg Johnson of Mt Hawthorn – Item 5.1

His full statement can be found here [1.27](#)

There being no further speakers, Public Question Time closed at approximately 6.06pm.

**COUNCIL BRIEFING NOTES****2 SEPTEMBER 2025**

The following statements were received in writing prior to the meeting.

**Mary Cropley of Mt Lawley – Item 5.2**

We live opposite the hall / archive.

- Conversion from a community / church hall was approved as a temporary change of use in November 2007. It was approved for 3-5 years only. Based on that fact, how can the renovations be approved when the current use is not formally approved (as far as we know, no request for an extension or permanent change has been made.)?

**Administration Response below:**

*At its Ordinary Meeting on [20 November 2007](#), Council approved a change of use to a public worship building comprising a prayer room, library, museum, office, archival storage, and associated amenities.*

*This approval was granted on a permanent basis and was not limited to a temporary timeframe.*

- The briefing notes prepared by City staff refers to the area around the hall as surrounded by Californian Bungalows. Has the author physically visited the site? Our neighbourhood is made up of mainly Federation homes. Our home and that of our neighbours (directly opposite the hall) were built in 1910. Our neighbour on corner of Harold Street, closest home to the hall, is a 1890's weatherboard heritage home. We highlight this as Californian Bungalows is a misrepresentation and goes to the point of why we wish the proposed changes to address its impact and engagement with our community.

**Administration Response below:**

*We acknowledge that the reference to "Californian Bungalows" in the briefing note was not accurate. The intention was to note that the hall is located within a streetscape characterised by one and two storey dwellings in both traditional and contemporary styles. The report has been updated to reflect this more accurately.*

- The response by the Applicant to community consultation refers to future art work not yet determined. Given previous non compliance with City approvals, how can we have the confidence art will be installed. Also, what level of further community consultation will take place on what is proposed. If approved, we ask the City to put firm timelines around completion of the overall planning submission.

**Administration Response below:**

*The submitted plans identify a possible location for future artwork, but the inclusion of artwork is not a requirement of the current application or under the City's planning framework. On this basis, no conditions of approval are required to necessitate its installation as part of this approval.*

*If the Applicant elects to pursue artwork in the future, it would be subject to a separate application and assessment through the City's Public Art Approval process.*

- While not the subject of this Application, we also note the car park beside the hall / archive rooms was approved, again on a temporary basis, in March 2009 on the proviso trees were planted (1 tree per every 4 car spaces) as well as the submission of a detailed landscaping plan including lawn on the north and east verges. Today, September 2, 2025, we confirm there is no landscaping in place including trees. The car park is a stark vacant car park adjacent to the hall / archive building. Given the proposed external changes to the building, it seems sensible to link the two external aesthetics to the decision and approval process.

**Administration Response below:**

*The matter raised relates to an adjacent development site and a separate development approval and is not relevant to the assessment of the current application.*

*The City will the landscaping and time-limited approval conditions for the car park through our compliance processes. The City's Development Compliance team will reach out to seek further information if required.*

**COUNCIL BRIEFING NOTES****2 SEPTEMBER 2025**

On a separate point, it also appears to be a history of non compliance by the owners to the City application approvals and is disappointing to us as owner rate payers who wish to see all of our community to look appealing, sympathetic to our neighbourhood and contribute to our green canopy.

**Vanshaj Goyal of Mt Hawthorn – Item 5.1**

I am writing as the owner and operator of Porters Liquor Store at 143 Scarborough Beach Road, Mount Hawthorn, immediately adjacent to the subject premises, to formally oppose the proposed change of use from Hotel to Tavern at 141 Scarborough Beach Road.

**Grounds for Objection**

1. **No Additional Community Benefit – Oversupply of Packaged Liquor**  
There are already eight packaged liquor outlets within a 5 km radius, including our store and others nearby. Allowing another outlet would only create unnecessary duplication and risk negative community outcomes, without offering any additional benefit.
2. **Zoning Intent and Planning Vision**  
The current hotel licence serves on-premise consumption and accommodation, consistent with tourism and hospitality objectives. A tavern licence permitting takeaway packaged liquor undermines this balance and conflicts with the City's planning intent.
3. **Tourism and Economic Opportunity**  
Rather than eliminating its accommodation function, the premises could upgrade its rooms and support tourism and local economic growth, which Mount Hawthorn and Leederville sorely need.
4. **Negative Precedent and Underutilised Approvals**  
Past changes in land use, such as Copper & Oak, remain unutilised. Granting further approvals without clear necessity dilutes the integrity of the City's planning framework.
5. **Public Interest and Social Harm**  
Oversupply of packaged liquor is well-documented to contribute to increased social harm and antisocial behaviour. There is no demonstrated community need for this proposed change.

**Key Questions for the Council**

In addition to the above points, I would appreciate clarification on the following matters during the Council's consideration:

1. How does this proposal deliver a genuine community benefit when there are already eight packaged liquor outlets within 5 km?

**Administration Response below:**

*The number of existing packaged liquor outlets is not a relevant planning consideration. The City assesses proposals on their individual merits, including consistency with the planning framework and potential impacts on local amenity. Broader issues regarding outlet numbers and community impact are considered separately through the liquor licensing process.*

2. If the issue is compliance with accommodation standards, why isn't the Council requiring the operator to upgrade the existing rooms rather than eliminating accommodation altogether?

**Administration Response below:**

*The City cannot compel an operator to pursue a particular business model. The City's role in the planning process is to assess the application that has been submitted, which in this case is for a change of use from Hotel to Tavern.*

*The top floor of the building is proposed to remain in its current form, meaning there is opportunity for accommodation to be reinstated in the future should the operator choose to do so.*

## COUNCIL BRIEFING NOTES

2 SEPTEMBER 2025

3. What safeguards are in place to prevent the negative social impacts of oversupply of packaged liquor in our community?

**Administration Response below:**

*The premises already has approval to operate as a Hotel land use, which permits the sale of packaged liquor. The proposed change of use to Tavern also allows this, although the applicant has confirmed they do not currently intend to sell packaged liquor.*

*Safeguards regarding potential oversupply and broader social impacts are addressed through the separate liquor licensing process, which specifically considers community impact and harm minimisation.*

4. Has the Council considered the precedent this sets for other venues to convert their land use simply for commercial advantage without improving community amenity?

**Administration Response below:**

*Council is required to assess each application on its individual merits against the planning framework. Commercial competition and the business motivations of an operator are not relevant planning considerations.*

*Any future proposals for licensed premises would also be assessed on their merits, with regard to their locational context, potential impacts on amenity, and consistency with relevant planning objectives.*

5. Given the City's stated objective to promote tourism and diverse land use, how does approving this application align with those goals?

**Administration Response below:**

*Promoting tourism and diverse land uses is a key objective under the City's planning framework, and this proposal supports that by continuing the site's long-standing role as a hospitality venue.*

*The premises would retain its food and beverage functions and associated employment opportunities, contributing to the diversity of hospitality offerings within the Mount Hawthorn Town Centre.*

*The surrounding locality provides a wide range of residential options, and the first floor will remain intact, allowing for hotel use and accommodation to be reinstated in the future if sought by the operator.*

In summary, the existing mix of services already serves the community effectively. This proposal offers no tangible benefit, risks undermining planning principles, and fails to align with the City's tourism and development objectives.

I respectfully request that the Council refuse this application.

Thank you for considering this submission. Please confirm receipt, and feel free to contact me should you require any further clarification.

**4 DECLARATIONS OF INTEREST**

Nil

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**COUNCIL BRIEFING NOTES****2 SEPTEMBER 2025**

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**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:**

<b>COUNCIL MEMBER</b>	<b>ITEMS TO BE DISCUSSED</b>
Cr Castle	5.1
Cr Hallett	5.3

## REPORTS WITH DISCUSSION

### 5.1 NO. 141 (LOT: 6; D/P: 98568) SCARBOROUGH BEACH ROAD, MOUNT HAWTHORN - PROPOSED CHANGE OF USE FROM HOTEL TO TAVERN

Ward: North

- Attachments:
1. Location and Consultation Plan 
  2. Development Plans 
  3. Applicant Cover Letter 
  4. Clause 67 Assessment 
  5. Determination Advice Notes 

#### RECOMMENDATION:

That Council, in accordance with the provisions of the City of Vincent Local Planning Scheme No. 2, APPROVES the application for a Change of Use from Hotel to Tavern at No. 141 (Lot: 6; D/P: 98568) Scarborough Beach Road, Mount Hawthorn, in accordance with the plans shown in Attachment 2, subject to the following conditions, with the associated determination advice notes in Attachment 5:

#### 1. Development Approval

- 1.1 This approval is for a Change of Use from Hotel to Tavern as shown on the approved plans dated 27 June 2025 and 19 August 2025. No other development forms part of this approval;

#### 2. Use of Premises

- 2.1 This approval is for a Tavern as defined in the City of Vincent Local Planning Scheme No. 2. The use of the subject land for any other land use may require further approval from the City;
- 2.2 The Tavern shall be limited to a maximum capacity of 470 people on-site at any one time; and
- 2.3 The Tavern shall have the following hours of operation:
  - Monday to Saturday: 6:00am to 12:00am (midnight); and
  - Sunday and Public Holidays: 7:00am to 12:00am (midnight);
 unless an Extended Trading Permit for alternative hours is issued by the Racing Gaming and Liquor Division of the Department of Local Government, Sport and Cultural Industries;

#### 3. Venue Management

- 3.1 Prior to the commencement of the Tavern use, a Venue Management Plan shall be submitted to and approved by the City. The Venue Management Plan shall address the following matters, to the satisfaction of the City:
  - Floor plans of the premises;
  - Noise control and management measures;
  - The number of patrons;
  - Hours of operation;
  - Management of patron behaviour, including measures to address anti-social behaviour;
  - Community relations and complaint management procedure;
  - Car parking and access arrangements;
  - Rubbish collection and disposal and litter associated with the development; and

## COUNCIL BRIEFING NOTES

2 SEPTEMBER 2025

- Deliveries.

3.2 The premises shall operate in accordance with the approved Venue Management Plan, to the satisfaction of the City;

4. Façade Design

4.1 Doors and windows and adjacent floor areas fronting Scarborough Beach Road and Fairfield Street shall maintain an active and interactive relationship with this street. Ground floor glazing and/or tinting shall have a minimum of 70 percent visible light transmission to provide unobscured visibility between the street and the interior of the tenancy. Darkened, obscured, mirrored, or tinted glass or other similar materials, as considered by the City, is prohibited;

4.2 Curtains, blinds and other internal treatments that obscure the view of the internal area from Oxford Street are not permitted to be used during the hours of the business operation; and

4.3 Internal security and privacy treatments shall be located and installed internally behind the glazing line or recessed, and shall be transparent and visually permeable to allow views inside the building and enable internal light sources to be seen from the street, to the satisfaction of the City;

5. Signage

5.1 All signage is to be in accordance with the City's Signs and Advertising Policy, unless further development approval is obtained; and

5.2 All signage shall be kept in a good state of repair, safe, non-climbable, and free from graffiti for the duration of its display on-site; and

6. Car Parking

Prior to first commencement of the use, 12 car parking bays shall be provided in the locations shown on the approved plans for the exclusive use of the Tavern, to the satisfaction of the City.

**NO QUESTIONS ON NOTICE**

At 6.13pm Manager Financial Services left the meeting and did not return.

## COUNCIL BRIEFING NOTES

2 SEPTEMBER 2025

### 5.3 ANNUAL REVIEWS 2024/25 - ACCESSIBLE CITY STRATEGY, THRIVING PLACES STRATEGY AND ARTS PLAN

- Attachments:
1. 2024/25 Annual Review (IV) - Accessible City Strategy 
  2. 2024/25 Annual Review (II) - Thriving Places Strategy 
  3. 2024/25 Annual Review (II) - Arts Plan 

#### RECOMMENDATION:

That Council RECEIVES the 2024/25 Annual Review of the Accessible City Strategy included as Attachment 1, the 2024/25 Annual Review of the Thriving Places Strategy included as Attachment 2, and the 2024/25 Annual Review of the Arts Plan as Attachment 3.

#### CR GREER:

Seek further information on the actions in the arts plan that are being delayed or not started for this year, particularly 6.1, 7.2 and 7.3.

#### A/EXECUTIVE DIRECTOR STRATEGY & DEVELOPMENT:

Administration acknowledges that several projects and initiatives identified in the Arts Plan, such as Actions 6.1 and 7.3, were delayed during the 2024–25 financial year. These delays were primarily due to resourcing, workload, and budgetary constraints. Project timelines were adjusted to allow the completion of live programs before initiating new ones.

Despite these challenges, the team delivered a range of significant outcomes, as detailed in the Report and Attachment 3 – 2024/25 Annual Review (II) – Arts Plan.

Looking ahead to 2025–26, Administration remains committed to delivering a sustainable, high-quality Arts program. Key annual initiatives such as the Mural Co-Funding Program, Lightbox Laneway Gallery, Vincent Film Project, and Public Art Maintenance program will continue, alongside regular assessments of murals and Percent for Art applications.

The focus remains on completing and/or significantly progressing key in-progress projects including The Globe and Pickle Poles public artworks, the arts collection audit and valuation, and planning for the Noongar artworks at Robertson Park before allocating resources to new initiatives. This approach ensures high-quality outcomes, avoids resource overstretch, and enables more efficient year-to-year program delivery.

Once current projects are completed, Administration will progress the following Arts Plan initiatives as scheduled below:

- Undertake a cultural audit of creatives and arts organisations in City of Vincent (Action 1.1) and publish this to the public (Action 1.2) – scheduled across 25/26 and 26/27 FY.
- Investigate and implement a new system for art collection record keeping and maintenance schedule (Action 3.4) – scheduled to commence in 26/27 FY.
- Develop options for the Public Infrastructure Mural Program (Action 5.5) – scheduled to commence 25/26 and in progress through to 27/28 FY.
- Investigate reduced-fee and alternative length of time options for creatives to hire Vincent spaces (Action 6.1) – scheduled across 24/25 and 25/26 FY.
- Facilitate or promote skill development opportunities for creatives to build upon their capacities (Action 7.2) – scheduled to commence in 25/26 FY.
- Incorporate planning for the Vincent Legal Laneway into the Safer Vincent Plan review which is considering graffiti more broadly (Action 7.3) – scheduled to commence in 24/25 and progress through to 26/27 FY.
- Explore partnership opportunities to deliver a large, scale temporary art installation (Action 8.3) – scheduled to commence in 25/26 and progress through to 27/28 FY.

## REPORTS WITH NO DISCUSSION

### 5.2 NO. 42 (LOT: 24; D/P: 26565) MARY STREET, HIGHGATE - PROPOSED ALTERATIONS AND ADDITIONS TO PLACE OF WORSHIP

Ward: South

- Attachments:
1. Consultation and Location Plan 
  2. Development Plans 
  3. Heritage Impact Statement 
  4. Sacred Heart Church Conservation Plan 2004 
  5. Summary of Submissions - Applicant's Response 
  6. Summary of Submissions - Administration's Response 
  7. Determination Advice Notes 

#### RECOMMENDATION:

That Council, in accordance with the provisions of the City of Vincent Local Planning Scheme No. 2, **APPROVES** the application for Alterations and Additions to Place of Worship at No. 42 (Lot: 24; D/P: 26565) Mary Street, Highgate, in accordance with the plans shown in Attachment 2, subject to the following conditions, with the associated determination advice notes in Attachment 7:

#### 1. Development Plans

This approval is for Alterations and Additions to Place of Worship as shown on the approved plans dated 20 May 2025. No other development forms part of this approval;

#### 2. External Fixtures

All external fixtures, such as television antennas (of a non-standard type), radio and other antennae, satellite dishes, solar panels, external hot water heaters, air conditioners, and the like, shall not be visible from the street(s), are designed integrally with the building, and be located so as not to be visually obtrusive to the satisfaction of the City;

#### 3. Colours and Materials

The colours, materials and finishes of the development shall be in accordance with the details and annotations as indicated on the approved plans which forms part of this approval. The development must be finished, and thereafter maintained, in accordance with the schedule provided to and approved by the City, prior to occupation of the development; and

#### 4. Stormwater

Stormwater from all roofed and paved areas shall be collected and contained on site. Stormwater must not affect or be allowed to flow onto or into any other property or road reserve.

#### NO QUESTIONS ASKED

#### ADDITIONAL INFORMATION, MANAGER DEVELOPMENT & DESIGN:

In response to a public statement, a minor update has been made to the Comments section of the Officer Report to clarify the housing typologies within the surrounding context of the site.

**5.4 ANNUAL REVIEW 2024/25 - PLACE PLANS**

- Attachments:
1. 2024/25 Annual Review (IV) - Leederville Town Centre Place Plan 
  2. 2024/25 Annual Review (IV) - Beaufort Street Town Centre Place Plan 
  3. 2024/25 Annual Review (II) - North Claisebrook Place Plan 
  4. 2024/25 Annual Review (II) - Pickle District Place Plan 

**RECOMMENDATION:**

That Council **RECEIVES** the 2024/25 Annual Review of the Leederville Town Centre Place Plan included as Attachment 1, the 2024/25 Annual Review of the Beaufort Street Town Centre Place Plan included as Attachment 2, the 2024/25 Annual Review of the North Claisebrook Place Plan include as Attachment 3, and the 2024/25 Annual Review of the Pickle District Place Plan included as Attachment 4.

**NO QUESTIONS ASKED**

7.1 FINANCIAL STATEMENTS AS AT 31 JULY 2025

Attachments: 1. Financial Statements as at 31 Jul 2025 

RECOMMENDATION:

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

NO QUESTIONS ASKED

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

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

Recommendation:

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

EFT payments, including payroll	\$7,070,034.16
Direct debits, including credit cards	\$ 160,235.69
Total payments for July 2025	\$7,230,269.85

**NO QUESTIONS ASKED**

7.3 INVESTMENT REPORT AS AT 31 JULY 2025

Attachments: 1. Investment Report as at 31 July 2025 

RECOMMENDATION:

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

NO QUESTIONS ASKED

## COUNCIL BRIEFING NOTES

2 SEPTEMBER 2025

## 8.1 INFORMATION BULLETIN

- Attachments:**
1. Unconfirmed Minutes for Catalina Regional Council Meeting on 21 August 2025 
  2. Statistics for Development Services Applications as at the end of August 2025 - to follow due to end of month 
  3. Register of Legal Action and Prosecutions Monthly - Confidential
  4. Register of State Administrative Tribunal (SAT) Appeals - Progress Report as at 21 August 2025 
  5. Register of Applications Referred to the Metro Inner-North Joint Development Assessment Panel - Current 
  6. Register of Applications Referred to the Design Review Panel - Current 
  7. Snap, Send, Solve Update as at August 2025 
  8. Unrecoverable Parking Infringements Write-Off 
  9. Register of Petitions - Progress Report - September 2025 
  10. Register of Notices of Motion - Progress Report - September 2025 
  11. Register of Reports to be Actioned - Progress Report - September 2025 
  12. Council Workshop Items since 22 July 2025 
  13. Council Briefing Notes - 5 August 2025 

**RECOMMENDATION:**

That Council RECEIVES the Information Bulletin dated September 2025.

**NO QUESTIONS ASKED.****ADDITIONAL INFORMATION:**

The State Administrative Tribunal Register has been updated for the following matters:

- No. 120 Claisebrook Road, Perth – At its meeting on 28 August 2025 the WAPC reconsidered the application and approved amendments to Conditions 11-14 which related to decontamination and remediation. The matter is listed for a further directions hearing on 26 September 2025 to consider how it will progress; and
- No. 41-43 & 45 Angove Street, North Perth – The mediation scheduled for 2 September 2025 was vacated and rescheduled to 22 October 2025, with the applicant to provide additional information to the DPLH by 8 October 2025.

Statistics for Development Services Applications for the month of August have now been included.

---

COUNCIL BRIEFING NOTES

2 SEPTEMBER 2025

**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 6.16pm.

**8.2 REPORT AND MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING HELD ON 3 SEPTEMBER 2025**

- Attachments:**
1. **Minutes of the Audit and Risk Committee Meeting of 3 September 2025** [↓](#)
  2. **Attachments - Confidential - Confidential**

**Recommendation:**

**That Council:**

**1. RECEIVES:**

- 1.1 **The Minutes of the Audit and Risk Committee Meeting of 3 September 2025, at Attachment 1 and the Confidential Attachments Paper at Attachment 2;**
- 1.2 **The City's evaluation of the Office of the Auditor General reports on Purchasing Cards, Administration of Personal Leave, and Fraud Risks in Land Transactions; and**
- 1.3 **The Corporate Risk Register and Deep Dive Reviews.**

**2. APPROVES:**

- 2.1 **The proposed actions arising from the Annual Self-Assessment 2025**
- 2.2 **The risk management actions for the high and extreme risks; and**
- 2.3 **The closure of action items in the City's Audit Log, subject to Audit Action EA:2024/14 *Excessive Leave Balances* remaining open pending further assurances and trend data being provided to the Audit & Risk Committee.**

**3. NOTES:**

- 3.1 **The findings of the Annual Self-Assessment 2025;**
- 3.2 **The Audit and Risk Committee Forward Agenda, with the next three-year Internal Audit Plan to be moved to early 2026;**
- 3.4 **The Committee will receive internal audit progress updates, supported by a new tracking dashboard at each meeting;**
- 3.5 **Alignment of Corporate Risks to risk appetite and tolerance ratings; and**
- 3.6 **The status of the City's Audit Log at Attachment 1, and the subsequent actions required to support closure of outstanding items**

**PURPOSE OF REPORT:**

To report to Council the proceedings of the Audit and Risk Committee at its meeting held on 3 September 2025 in accordance with clause 2.21(1) of the City's Meeting Procedures Local Law 2008.

**DELEGATION:**

In accordance with Section 5.22(2) of the *Local Government Act 1995*, the minutes of a meeting of a committee are to be submitted to the next ordinary meeting of the council for confirmation.

**BACKGROUND:**

The City's Audit and Risk Committee is a statutory committee of Council, established in accordance with Section 7.1A of the *Local Government Act 1995*. The role of the Audit and Risk Committee is to provide independent advice and assurance to Council over the City's risk management, internal controls, legislative compliance and financial management.

The Audit and Risk Committee meets approximately every three months and comprises of up to three external independent members (one of which is the Audit and Risk Committee Chair) and four Elected Members.

**DETAILS:****5.1 Annual Self-Assessment 2025**

The Committee reviewed the outcomes of the Annual Self-Assessment and endorsed actions including development of a skills matrix, reinforcement of the Code of Conduct, in-camera sessions with the internal auditor, and improved agenda management.

**5.2 OAG Reports – Purchasing Cards, Personal Leave, and Land Transactions**

The Committee reviewed the City's evaluation of the OAG reports. The Committee was satisfied with the assessment of compliance against the OAG's purchasing card recommendations but requested a more detailed evaluation of compliance with the personal leave recommendations, in the same format. The Committee also requested further input from the Senior Land and Legal Advisor regarding processes for major and minor land transactions.

**5.3 Audit and Risk Committee Forward Agenda 2025**

The Committee noted the updated Forward Agenda, including deferral of the next three-year Internal Audit Plan to early 2026 following finalisation of the existing Year 3 Program.

**5.4 Corporate Risk Register and Deep Dive Reviews**

The Committee considered the City's Corporate Risk Register and outcomes of deep dive reviews, including risks relating to high-risk food inspections and workforce planning. The Committee noted that two medium risks (IDs 11 and 12) relating to the polyphagous shothole borer are outside Council's risk appetite and agreed to receive a six-month deep dive into the financial impacts.

**5.5 Review of the City's Audit Log**

The Committee reviewed the Audit Log, noting that Audit Action EA:2024/14 *Excessive Leave Balances* should remain open. The Executive Manager Human Resources is to attend the next meeting to provide assurances regarding the proposal to close out this action.

**6 General Business**

The Committee discussed the status of the current Year 3 Internal Audit Program and requested that action plans with deadlines be agreed between the internal auditor and relevant managers. The Committee also requested a tracking dashboard and ongoing governance reporting of audit status.

**CONSULTATION/ADVERTISING:**

Nil.

**LEGAL/POLICY:**

In accordance with Section 5.22(2) of the *Local Government Act 1995* the minutes of a meeting of a committee are to be submitted to the next ordinary meeting of the council for confirmation.

The Audit and Risk Committee Terms of Reference govern the functions, powers and membership of the Committee.

**RISK MANAGEMENT IMPLICATIONS:**

Low: It is low risk for Council to consider the report and minutes of the Audit and Risk Committee meeting on 3 September 2025 as the Committee provides advice and assists Council to fulfil its governance and oversight responsibilities in relation to financial reporting, risk management, internal controls, legislative compliance, ethical accountability, and the internal and external audit functions.

**STRATEGIC IMPLICATIONS:**

This is in keeping with the City's *Strategic Community Plan 2018-2028*:

Innovative and Accountable

*Our resources and assets are planned and managed in an efficient and sustainable manner.*

*We are open and accountable to an engaged community.*

**SUSTAINABILITY IMPLICATIONS:**

This does not contribute to any environmental sustainability outcomes. This action/activity is environmentally neutral.

**PUBLIC HEALTH IMPLICATIONS:**

There are no implications to the priority health outcomes of the City's Public Health Plan 2020-2025.

**FINANCIAL/BUDGET IMPLICATIONS:**

Nil.



CITY OF VINCENT

# MINUTES

Audit and Risk Committee

3 September 2025

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**MINUTES OF CITY OF VINCENT  
AUDIT AND RISK COMMITTEE  
HELD AT THE E-MEETING AND ADMINISTRATION AND CIVIC CENTRE  
244 VINCENT STREET, LEEDERVILLE  
ON WEDNESDAY, 3 SEPTEMBER 2025 AT 4:15 PM**

<b>PRESENT:</b>	<b>Mr George Araj</b>	<b>Independent External Member (Chair) (attended electronically)</b>
	<b>Mr Conley Manifis</b>	<b>Independent External Member (attended electronically)</b>
	<b>Mr Baptiste Isambert</b>	<b>Independent External Member</b>
	<b>Cr Ron Alexander</b>	<b>North Ward</b>
	<b>Cr Alex Castle</b>	<b>North Ward</b>
	<b>Cr Jonathan Hallett</b>	<b>South Ward</b>
	<b>Mayor Alison Xamon</b>	<b>Presiding Member</b>
<b>IN ATTENDANCE:</b>	<b>Jay Naidoo</b>	<b>A/Chief Executive Officer</b>
	<b>Lisa Williams</b>	<b>A/Executive Director Community &amp; Business Services</b>
	<b>Emma Simmons</b>	<b>Chief Audit Executive</b>
	<b>Main Bhuiyan</b>	<b>Manager Financial Services</b>
	<b>Anthony Wishart</b>	<b>Executive Manager Information and Communication Services</b>
	<b>Carrie Miller</b>	<b>Corporate Strategy &amp; Governance Officer</b>

## 1 INTRODUCTION AND WELCOME

The Presiding Member, George Araj, declared the meeting open at 4:15pm 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, present and emerging".

## 2 APOLOGIES / MEMBERS ON APPROVED LEAVE OF ABSENCE

Nil

## 3 DECLARATIONS OF INTEREST

Conley Manifis declared an impartiality interest. The extent of his interest is that his company is contracted by the Office of the Auditor General to complete external audits.

## 4 CONFIRMATION OF MINUTES

### COMMITTEE DECISION

**Moved:** Mr Manifis, **Seconded:** Mayor Xamon

That the minutes of the Audit and Risk Committee held on 2 July 2025 be confirmed.

**CARRIED (6-0)**

**For:** Mr Araj, Mr Manifis, Mr Isambert, Cr Castle, Cr Hallett and Mayor Xamon

**Against:** Nil

## 5 BUSINESS ARISING

### 5.1 ANNUAL SELF ASSESSMENT

TRIM Ref: D25/54125

Author: Emma Simmons, A/Executive Manager Corporate Strategy & Governance

Authoriser: David MacLennan, Chief Executive Officer

Attachments: 1. ARC Self Assessment Evaluation - 2025   
2. ARC Performance Evaluation Process 

#### RECOMMENDATION:

That the Audit and Risk Committee recommends to Council that it:

1. NOTES the findings from the Annual Self-Assessment 2025 at Attachment 1; and
2. APPROVES the proposed actions arising from the self-assessment, as outlined in this report.

#### COMMITTEE DECISION ITEM 5.1

Moved: Cr Hallett, Seconded: Mr Manifis

That the recommendation be adopted.

**CARRIED (6-0)**

**For:** Mr Araj, Mr Manifis, Mr Isambert, Cr Castle, Cr Hallett and Mayor Xamon

**Against:** Nil

#### NOTE:

- The Mayor will brief new Council Members on the skills required for the Audit & Risk Committee before nominations are made.
- The Audit & Risk Committee will undertake an annual self-assessment, with the supporting survey to be conducted every two years.
- A skills matrix for Committee members is to be developed to guide future appointments.

Audit and Risk Committee Self-Assessment

Quiz Summary



STATISTICS

Lowest Score	Median	Highest Score
73%	83%	100%
Mean: 85%		
Standard Deviation: 12%		

Question Ranking

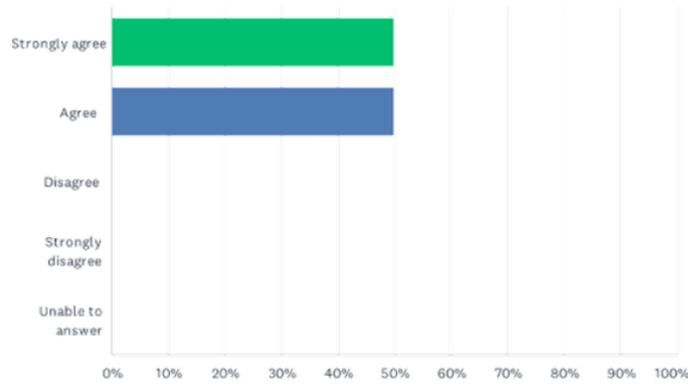
Audit and Risk Committee Self-Assessment

QUESTIONS (20)	DIFFICULTY	AVERAGE SCORE
Q4 The ARC has considered its future skill requirements, including those resulting from changes to City's strategic plan, risk profile, technology or regulation.	1	75%
Q2 The ARC has the relevant information to perform their responsibilities as outlined in the Terms of Reference.	2	81%
Q13 The agenda and papers are distributed to ARC members with sufficient time for review in advance of meetings.	2	81%
Q16 During the past twelve months, the ARC adequately addressed all of its responsibilities as detailed in its Terms of Reference and Work Plan.	2	81%
Q20 Please rate the effectiveness of the ARC's oversight of Ethics and Compliance	2	81%
Q1 The ARC has adequate understanding of its responsibilities as laid out in the Terms of Reference.	6	88%
Q3 The ARC has an appropriate mix of skills and experience to fulfil its duties. Note: This means that the ARC collectively, possesses sufficient knowledge of governance, assurance, audit, risk management, financial management & sustainability, legislation, compliance and internal controls.	6	88%
Q5 The ARC members have received appropriate training and professional development during the past year.	6	88%
Q6 ARC members comply with the City's Code of Conduct and have no conflicts of interest.	6	88%
Q8 ARC meetings are well run and productive.	6	88%
Q9 The frequency of meetings is appropriate to discharge the ARC's Duties and Responsibilities.	6	88%
Q11 Discussions on papers tabled are carried out by the ARC in a constructive manner.	6	88%
Q12 The ARC agenda and supporting papers are of sufficient clarity and quality to make informed decisions.	6	88%
Q19 Please rate the effectiveness of the ARC's oversight of the Risk Management and Internal Controls	6	88%
Q10 The ARC maintains a productive working relationship with the CEO and management.	15	94%
Q14 ARC minutes of meeting are appropriately maintained and are of good quality.	15	94%
Q17 Please rate the effectiveness of the ARC's oversight of Financial Reporting & External Audit (OAG)	15	94%
Q18 Please rate the effectiveness of the ARC's oversight of the Internal Audit Activities	15	94%
Q7 The Committee Chair plays an active role in effectively running the meetings.	19	100%
Q15 The ARC promptly reports to the Council any matters which require the attention of the Council.	19	100%

Audit and Risk Committee Self-Assessment

Q1 The ARC has adequate understanding of its responsibilities as laid out in the Terms of Reference.

Answered: 4 Skipped: 0

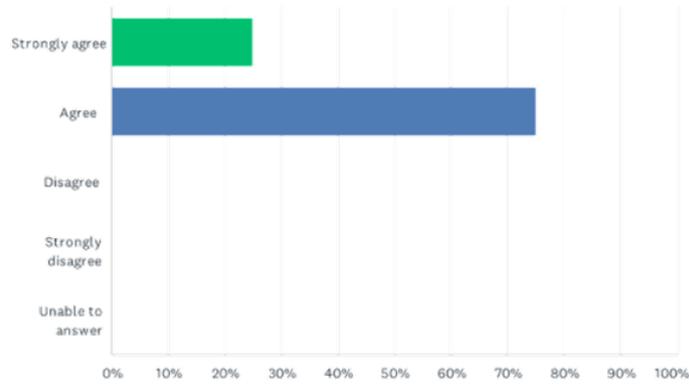


QUIZ STATISTICS			
Percent Correct	Average Score	Standard Deviation	Difficulty
50%	3.5/4.0 (88%)	0.58	6/20
ANSWER CHOICES	SCORE	RESPONSES	
✓ Strongly agree	4/4	50.00%	2
Agree	3/4	50.00%	2
Disagree	2/4	0.00%	0
Strongly disagree	1/4	0.00%	0
Unable to answer	--	0.00%	0
<b>TOTAL</b>			<b>4</b>

Audit and Risk Committee Self-Assessment

Q2 The ARC has the relevant information to perform their responsibilities as outlined in the Terms of Reference.

Answered: 4 Skipped: 0

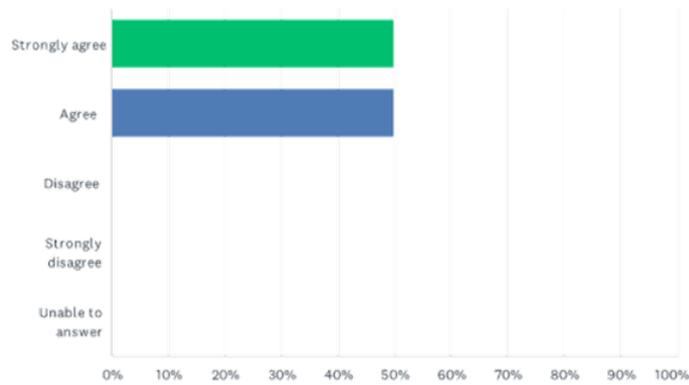


QUIZ STATISTICS			
Percent Correct	Average Score	Standard Deviation	Difficulty
25%	3.3/4.0 (81%)	0.50	2/20
ANSWER CHOICES	SCORE	RESPONSES	
✓ Strongly agree	4/4	25.00%	1
Agree	3/4	75.00%	3
Disagree	2/4	0.00%	0
Strongly disagree	1/4	0.00%	0
Unable to answer	--	0.00%	0
<b>TOTAL</b>			<b>4</b>

Audit and Risk Committee Self-Assessment

Q3 The ARC has an appropriate mix of skills and experience to fulfil its duties. Note: This means that the ARC collectively, possesses sufficient knowledge of governance, assurance, audit, risk management, financial management & sustainability, legislation, compliance and internal controls.

Answered: 4 Skipped: 0

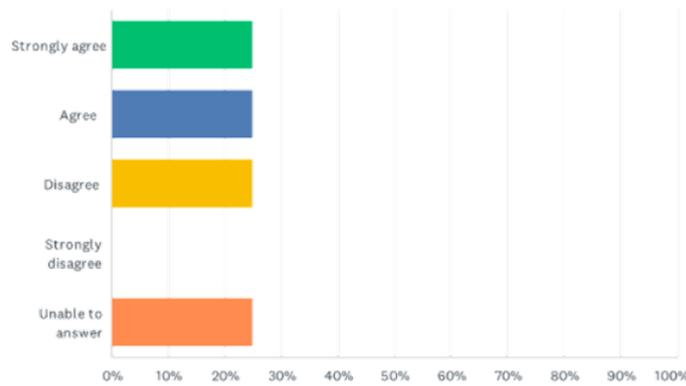


QUIZ STATISTICS			
Percent Correct 50%	Average Score 3.5/4.0 (88%)	Standard Deviation 0.58	Difficulty 6/20
ANSWER CHOICES	SCORE	RESPONSES	
✓ Strongly agree	4/4	50.00%	2
Agree	3/4	50.00%	2
Disagree	2/4	0.00%	0
Strongly disagree	1/4	0.00%	0
Unable to answer	--	0.00%	0
<b>TOTAL</b>			<b>4</b>

Audit and Risk Committee Self-Assessment

Q4 The ARC has considered its future skill requirements, including those resulting from changes to City’s strategic plan, risk profile, technology or regulation.

Answered: 4 Skipped: 0



QUIZ STATISTICS			
Percent Correct	Average Score	Standard Deviation	Difficulty
25%	3.0/4.0 (75%)	1.00	1/20

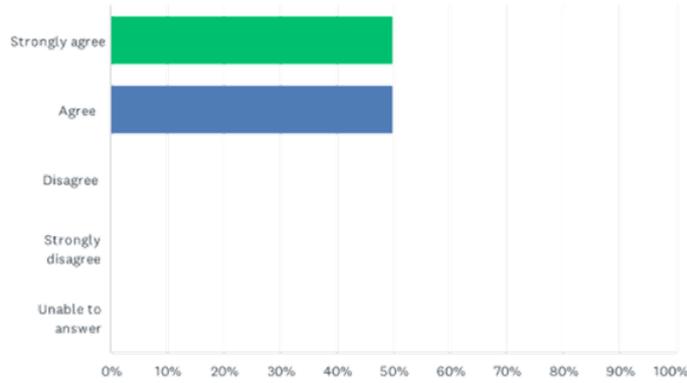
  

ANSWER CHOICES	SCORE	RESPONSES	
✓ Strongly agree	4/4	25.00%	1
Agree	3/4	25.00%	1
Disagree	2/4	25.00%	1
Strongly disagree	1/4	0.00%	0
Unable to answer	--	25.00%	1
<b>TOTAL</b>			<b>4</b>

Audit and Risk Committee Self-Assessment

Q5 The ARC members have received appropriate training and professional development during the past year.

Answered: 4 Skipped: 0

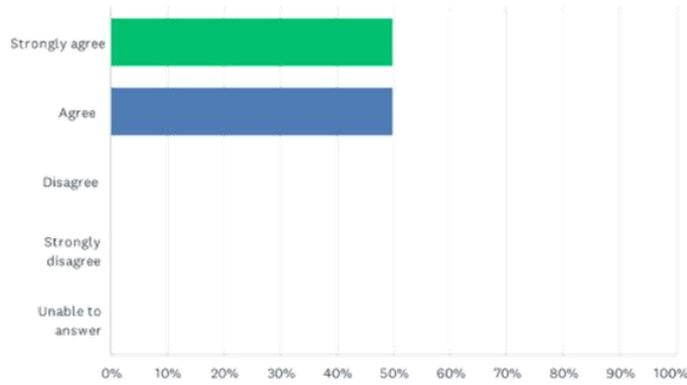


QUIZ STATISTICS			
Percent Correct	Average Score	Standard Deviation	Difficulty
50%	3.5/4.0 (88%)	0.58	6/20
ANSWER CHOICES	SCORE	RESPONSES	
✓ Strongly agree	4/4	50.00%	2
Agree	3/4	50.00%	2
Disagree	2/4	0.00%	0
Strongly disagree	1/4	0.00%	0
Unable to answer	--	0.00%	0
<b>TOTAL</b>			<b>4</b>

Audit and Risk Committee Self-Assessment

Q6 ARC members comply with the City's Code of Conduct and have no conflicts of interest.

Answered: 4 Skipped: 0

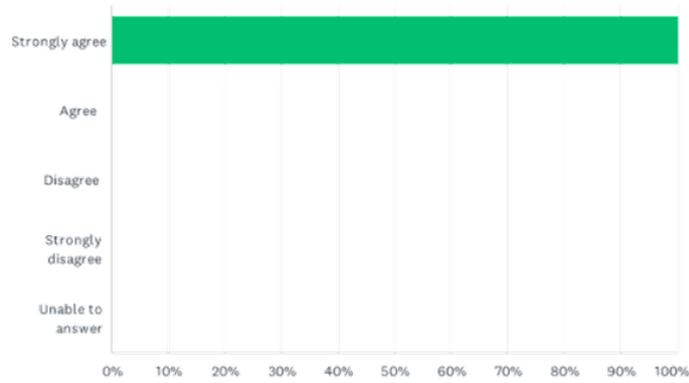


QUIZ STATISTICS			
Percent Correct 50%	Average Score 3.5/4.0 (88%)	Standard Deviation 0.58	Difficulty 6/20
ANSWER CHOICES	SCORE	RESPONSES	
✓ Strongly agree	4/4	50.00%	2
Agree	3/4	50.00%	2
Disagree	2/4	0.00%	0
Strongly disagree	1/4	0.00%	0
Unable to answer	--	0.00%	0
<b>TOTAL</b>			<b>4</b>

Audit and Risk Committee Self-Assessment

Q7 The Committee Chair plays an active role in effectively running the meetings.

Answered: 4 Skipped: 0

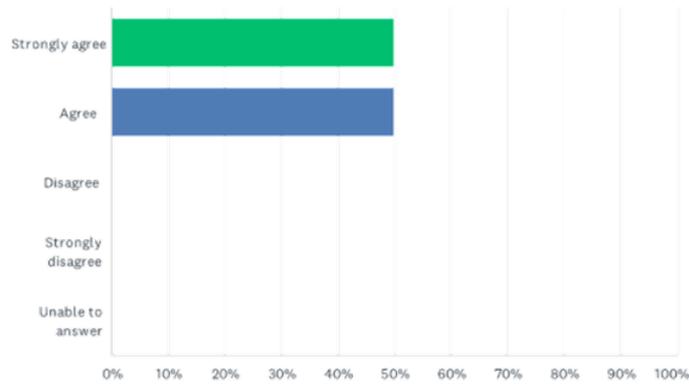


QUIZ STATISTICS			
Percent Correct 100%	Average Score 4.0/4.0 (100%)	Standard Deviation 0.00	Difficulty 19/20
ANSWER CHOICES	SCORE	RESPONSES	
✓ Strongly agree	4/4	100.00%	4
Agree	3/4	0.00%	0
Disagree	2/4	0.00%	0
Strongly disagree	1/4	0.00%	0
Unable to answer	--	0.00%	0
<b>TOTAL</b>			<b>4</b>

Audit and Risk Committee Self-Assessment

Q8 ARC meetings are well run and productive.

Answered: 4 Skipped: 0

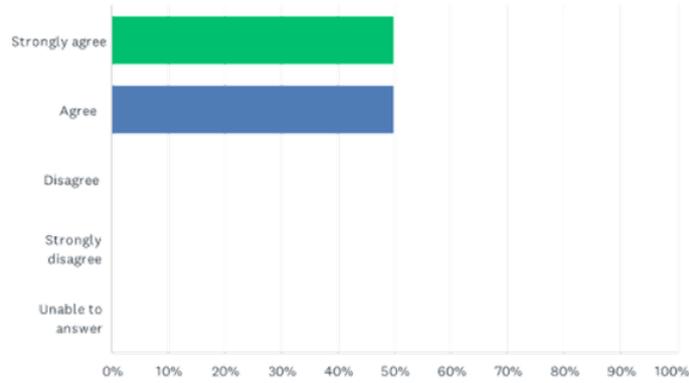


QUIZ STATISTICS			
Percent Correct	Average Score	Standard Deviation	Difficulty
50%	3.5/4.0 (88%)	0.58	6/20
ANSWER CHOICES	SCORE	RESPONSES	
✓ Strongly agree	4/4	50.00%	2
Agree	3/4	50.00%	2
Disagree	2/4	0.00%	0
Strongly disagree	1/4	0.00%	0
Unable to answer	--	0.00%	0
<b>TOTAL</b>			<b>4</b>

Audit and Risk Committee Self-Assessment

Q9 The frequency of meetings is appropriate to discharge the ARC's Duties and Responsibilities.

Answered: 4 Skipped: 0

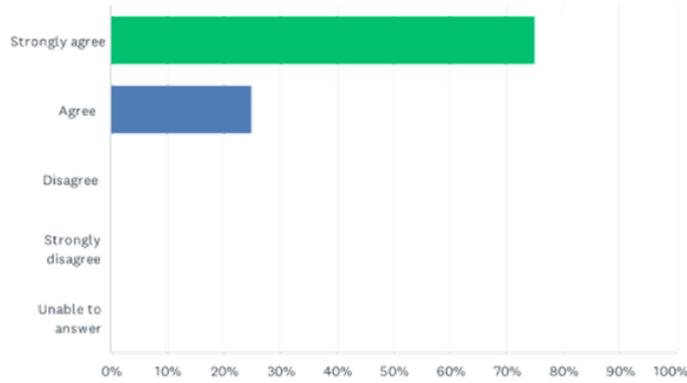


QUIZ STATISTICS			
Percent Correct 50%	Average Score 3.5/4.0 (88%)	Standard Deviation 0.58	Difficulty 6/20
ANSWER CHOICES	SCORE	RESPONSES	
✓ Strongly agree	4/4	50.00%	2
Agree	3/4	50.00%	2
Disagree	2/4	0.00%	0
Strongly disagree	1/4	0.00%	0
Unable to answer	--	0.00%	0
<b>TOTAL</b>			<b>4</b>

Audit and Risk Committee Self-Assessment

Q10 The ARC maintains a productive working relationship with the CEO and management.

Answered: 4 Skipped: 0

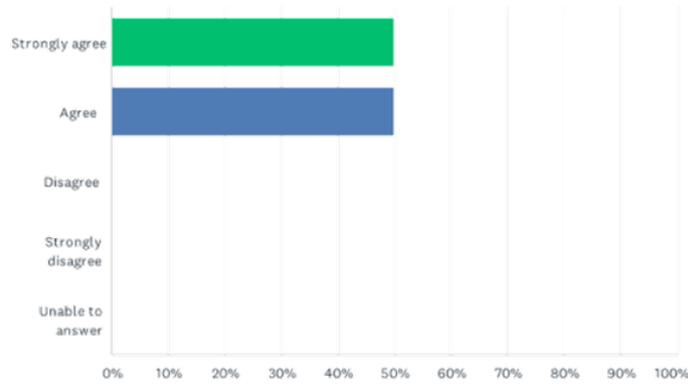


QUIZ STATISTICS			
Percent Correct	Average Score	Standard Deviation	Difficulty
75%	3.8/4.0 (94%)	0.50	15/20
ANSWER CHOICES	SCORE	RESPONSES	
✓ Strongly agree	4/4	75.00%	3
Agree	3/4	25.00%	1
Disagree	2/4	0.00%	0
Strongly disagree	1/4	0.00%	0
Unable to answer	--	0.00%	0
<b>TOTAL</b>			<b>4</b>

Audit and Risk Committee Self-Assessment

Q11 Discussions on papers tabled are carried out by the ARC in a constructive manner.

Answered: 4 Skipped: 0

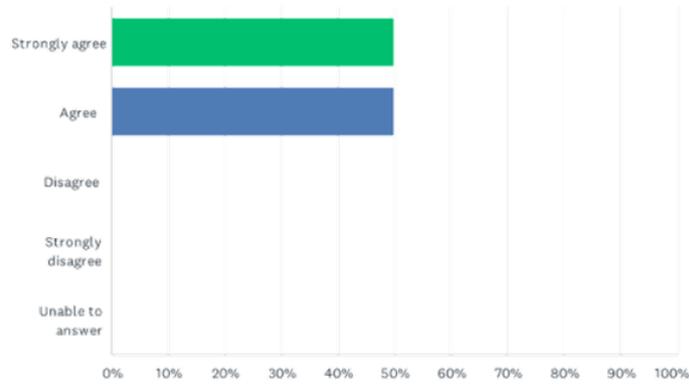


QUIZ STATISTICS			
Percent Correct 50%	Average Score 3.5/4.0 (88%)	Standard Deviation 0.58	Difficulty 6/20
ANSWER CHOICES	SCORE	RESPONSES	
✓ Strongly agree	4/4	50.00%	2
Agree	3/4	50.00%	2
Disagree	2/4	0.00%	0
Strongly disagree	1/4	0.00%	0
Unable to answer	--	0.00%	0
<b>TOTAL</b>			<b>4</b>

Audit and Risk Committee Self-Assessment

Q12 The ARC agenda and supporting papers are of sufficient clarity and quality to make informed decisions.

Answered: 4 Skipped: 0

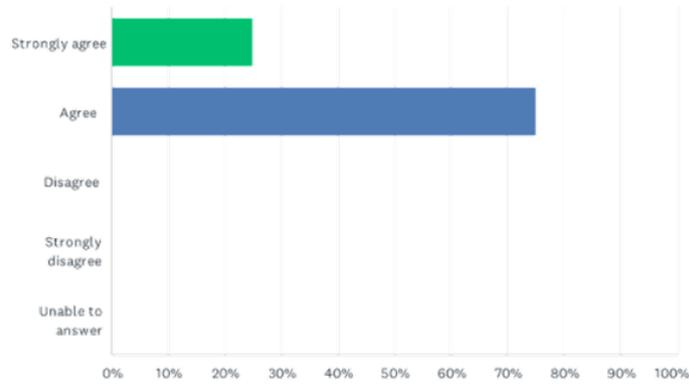


QUIZ STATISTICS			
Percent Correct	Average Score	Standard Deviation	Difficulty
50%	3.5/4.0 (88%)	0.58	6/20
ANSWER CHOICES	SCORE	RESPONSES	
✓ Strongly agree	4/4	50.00%	2
Agree	3/4	50.00%	2
Disagree	2/4	0.00%	0
Strongly disagree	1/4	0.00%	0
Unable to answer	--	0.00%	0
<b>TOTAL</b>			<b>4</b>

Audit and Risk Committee Self-Assessment

Q13 The agenda and papers are distributed to ARC members with sufficient time for review in advance of meetings.

Answered: 4 Skipped: 0

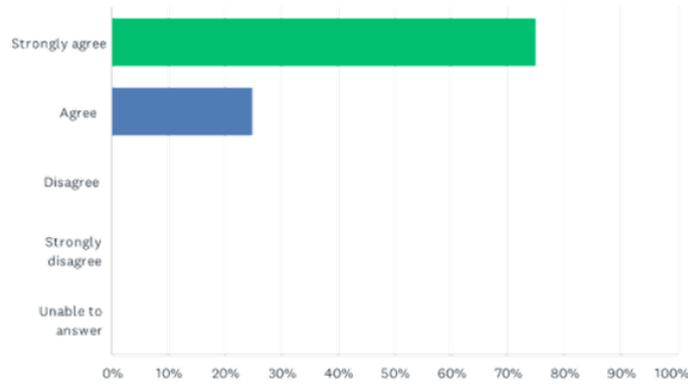


QUIZ STATISTICS			
Percent Correct	Average Score	Standard Deviation	Difficulty
25%	3.3/4.0 (81%)	0.50	2/20
ANSWER CHOICES	SCORE	RESPONSES	
✓ Strongly agree	4/4	25.00%	1
Agree	3/4	75.00%	3
Disagree	2/4	0.00%	0
Strongly disagree	1/4	0.00%	0
Unable to answer	--	0.00%	0
<b>TOTAL</b>			<b>4</b>

Audit and Risk Committee Self-Assessment

Q14 ARC minutes of meeting are appropriately maintained and are of good quality.

Answered: 4 Skipped: 0

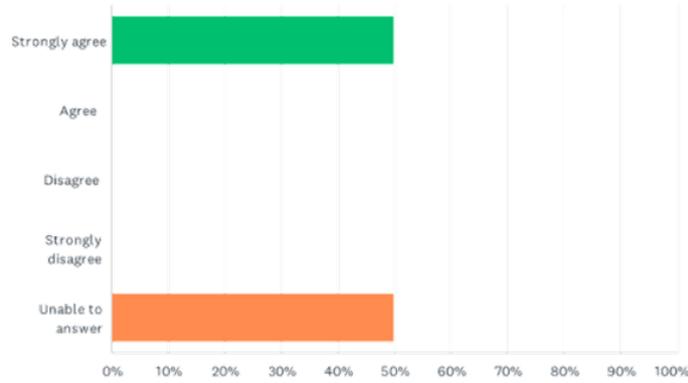


QUIZ STATISTICS			
Percent Correct	Average Score	Standard Deviation	Difficulty
75%	3.8/4.0 (94%)	0.50	15/20
ANSWER CHOICES	SCORE	RESPONSES	
✓ Strongly agree	4/4	75.00%	3
Agree	3/4	25.00%	1
Disagree	2/4	0.00%	0
Strongly disagree	1/4	0.00%	0
Unable to answer	--	0.00%	0
<b>TOTAL</b>			<b>4</b>

Audit and Risk Committee Self-Assessment

Q15 The ARC promptly reports to the Council any matters which require the attention of the Council.

Answered: 4 Skipped: 0

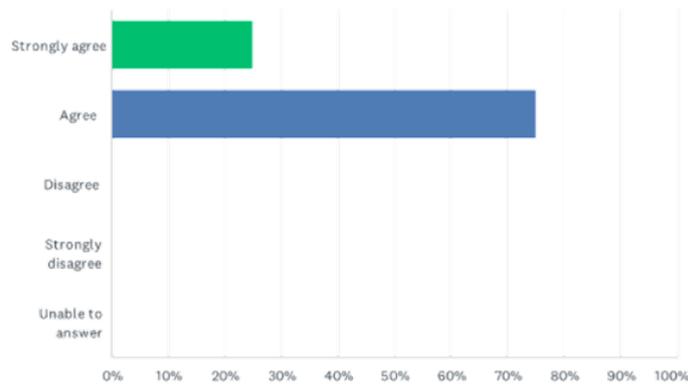


QUIZ STATISTICS			
Percent Correct	Average Score	Standard Deviation	Difficulty
50%	4.0/4.0 (100%)	0.00	19/20
ANSWER CHOICES	SCORE	RESPONSES	
✓ Strongly agree	4/4	50.00%	2
Agree	3/4	0.00%	0
Disagree	2/4	0.00%	0
Strongly disagree	1/4	0.00%	0
Unable to answer	--	50.00%	2
<b>TOTAL</b>			<b>4</b>

Audit and Risk Committee Self-Assessment

Q16 During the past twelve months, the ARC adequately addressed all of its responsibilities as detailed in its Terms of Reference and Work Plan.

Answered: 4 Skipped: 0

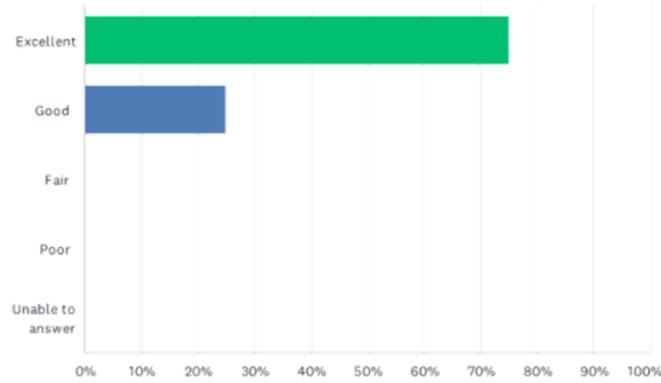


QUIZ STATISTICS			
Percent Correct	Average Score	Standard Deviation	Difficulty
25%	3.3/4.0 (81%)	0.50	2/20
ANSWER CHOICES	SCORE	RESPONSES	
✓ Strongly agree	4/4	25.00%	1
Agree	3/4	75.00%	3
Disagree	2/4	0.00%	0
Strongly disagree	1/4	0.00%	0
Unable to answer	--	0.00%	0
<b>TOTAL</b>			<b>4</b>

Audit and Risk Committee Self-Assessment

Q17 Please rate the effectiveness of the ARC's oversight of Financial Reporting & External Audit (OAG)

Answered: 4 Skipped: 0

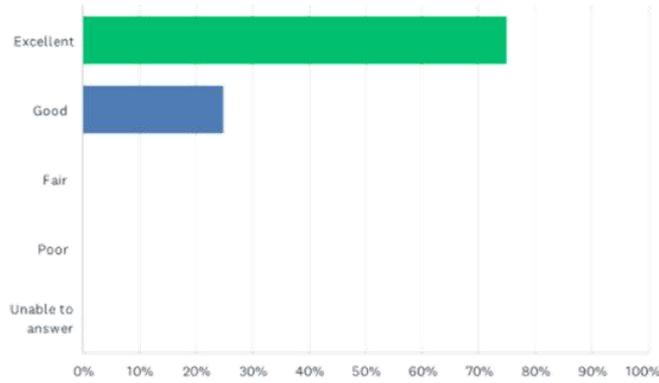


QUIZ STATISTICS			
Percent Correct	Average Score	Standard Deviation	Difficulty
75%	3.8/4.0 (94%)	0.50	15/20
ANSWER CHOICES	SCORE	RESPONSES	
✓ Excellent	4/4	75.00%	3
Good	3/4	25.00%	1
Fair	2/4	0.00%	0
Poor	1/4	0.00%	0
Unable to answer	--	0.00%	0
<b>TOTAL</b>			<b>4</b>

Audit and Risk Committee Self-Assessment

Q18 Please rate the effectiveness of the ARC's oversight of the Internal Audit Activities

Answered: 4 Skipped: 0

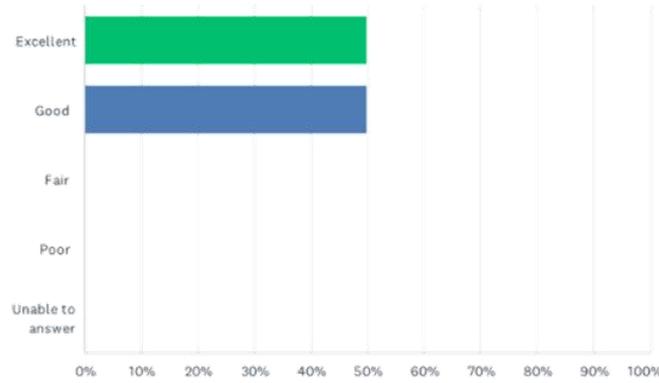


QUIZ STATISTICS			
Percent Correct	Average Score	Standard Deviation	Difficulty
75%	3.8/4.0 (94%)	0.50	15/20
ANSWER CHOICES	SCORE	RESPONSES	
✓ Excellent	4/4	75.00%	3
Good	3/4	25.00%	1
Fair	2/4	0.00%	0
Poor	1/4	0.00%	0
Unable to answer	--	0.00%	0
<b>TOTAL</b>			<b>4</b>

Audit and Risk Committee Self-Assessment

Q19 Please rate the effectiveness of the ARC's oversight of the Risk Management and Internal Controls

Answered: 4 Skipped: 0

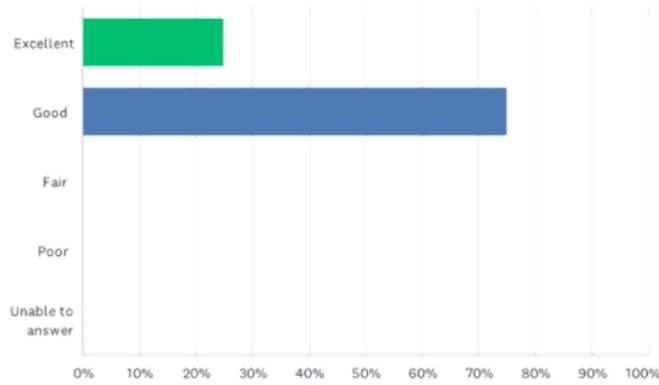


QUIZ STATISTICS			
Percent Correct 50%	Average Score 3.5/4.0 (88%)	Standard Deviation 0.58	Difficulty 6/20
ANSWER CHOICES	SCORE	RESPONSES	
✓ Excellent	4/4	50.00%	2
Good	3/4	50.00%	2
Fair	2/4	0.00%	0
Poor	1/4	0.00%	0
Unable to answer	--	0.00%	0
<b>TOTAL</b>			<b>4</b>

Audit and Risk Committee Self-Assessment

Q20 Please rate the effectiveness of the ARC's oversight of Ethics and Compliance

Answered: 4 Skipped: 0



QUIZ STATISTICS			
Percent Correct	Average Score	Standard Deviation	Difficulty
25%	3.3/4.0 (81%)	0.50	2/20
ANSWER CHOICES	SCORE	RESPONSES	
✓ Excellent	4/4	25.00%	1
Good	3/4	75.00%	3
Fair	2/4	0.00%	0
Poor	1/4	0.00%	0
Unable to answer	--	0.00%	0
<b>TOTAL</b>			<b>4</b>

Open Ended Questions

Q1 Provide further comments on the overall effectiveness of the ARC

Answered: 2 Skipped: 1

#	RESPONSES	DATE
1	ARC overall quite effective with meaningful conversations addressing key risks.	2/1/2025 10:38 AM
2	I think the ARC works well	12/18/2024 10:16 AM

Open Ended Questions

Q2 List any areas that require attention or improvement in the coming year

Answered: 3 Skipped: 0

#	RESPONSES	DATE
1	How do we address changes coming to Local Government Act Tranche 2	2/1/2025 10:38 AM
2	Ensuring that key people are able to attend scheduled meetings	12/19/2024 4:15 PM
3	NA	12/18/2024 10:16 AM

Open Ended Questions

Q3 List any areas that the ARC does particularly well

Answered: 2 Skipped: 1

#	RESPONSES	DATE
1	Transparency about risks (current and upcoming) and how we mitigate those	2/1/2025 10:38 AM
2	Discusses as relevant the papers presented	12/18/2024 10:16 AM

Open Ended Questions

Q4 Is there a need currently for an External Assessment of the ARC and its members?

Answered: 3 Skipped: 0

#	RESPONSES	DATE
1	Not at this stage but would make sense to do it in the next 3 years.	2/1/2025 10:38 AM
2	I don't think so	12/19/2024 4:15 PM
3	No	12/18/2024 10:16 AM

Audit and Risk Committee - Management Assessment

Quiz Summary



STATISTICS

Lowest Score	Median	Highest Score
71%	87%	94%
Mean: 85%		
Standard Deviation: 10%		

Question Ranking

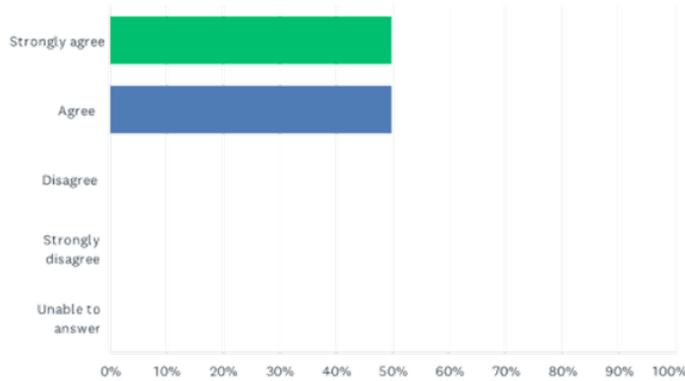
Audit and Risk Committee - Management Assessment

QUESTIONS (20)	DIFFICULTY	AVERAGE SCORE
Q4 The ARC has considered its future skill requirements, including those resulting from changes to City's strategic plan, risk profile, technology or regulation.	1	75%
Q5 The ARC members have received appropriate training and professional development during the past year.	1	75%
Q20 Please rate the effectiveness of the ARC's oversight of Ethics and Compliance	3	81%
Q11 Discussions on papers tabled are carried out by the ARC in a constructive manner.	4	83%
Q1 The ARC has adequate understanding of its responsibilities as laid out in the Terms of Reference.	5	88%
Q2 The ARC has the relevant information to perform their responsibilities as outlined in the Terms of Reference.	5	88%
Q6 ARC members comply with the City's Code of Conduct and have no conflicts of interest.	5	88%
Q8 ARC meetings are well run and productive.	5	88%
Q12 The ARC agenda and supporting papers are of sufficient clarity and quality to make informed decisions.	5	88%
Q13 The agenda and papers are distributed to ARC members with sufficient time for review in advance of meetings.	5	88%
Q14 ARC minutes of meeting are appropriately maintained and are of good quality.	5	88%
Q15 The ARC promptly reports to the Council any matters which require the attention of the Council.	5	88%
Q16 During the past twelve months, the ARC adequately addressed all of its responsibilities as detailed in its Terms of Reference and Work Plan.	5	88%
Q17 Please rate the effectiveness of the ARC's oversight of Financial Reporting & External Audit (OAG)	5	88%
Q3 The ARC has an appropriate mix of skills and experience to fulfil its duties. Note: This means that the ARC collectively, possesses sufficient knowledge of governance, assurance, audit, risk management, financial management & sustainability, legislation, compliance and internal controls.	15	94%
Q7 The Committee Chair plays an active role in effectively running the meetings.	15	94%
Q9 The frequency of meetings is appropriate to discharge the ARC's Duties and Responsibilities.	15	94%
Q10 The ARC maintains a productive working relationship with the CEO and management.	15	94%
Q18 Please rate the effectiveness of the ARC's oversight of the Internal Audit Activities	15	94%
Q19 Please rate the effectiveness of the ARC's oversight of the Risk Management and Internal Controls	15	94%

Audit and Risk Committee - Management Assessment

Q1 The ARC has adequate understanding of its responsibilities as laid out in the Terms of Reference.

Answered: 4 Skipped: 0

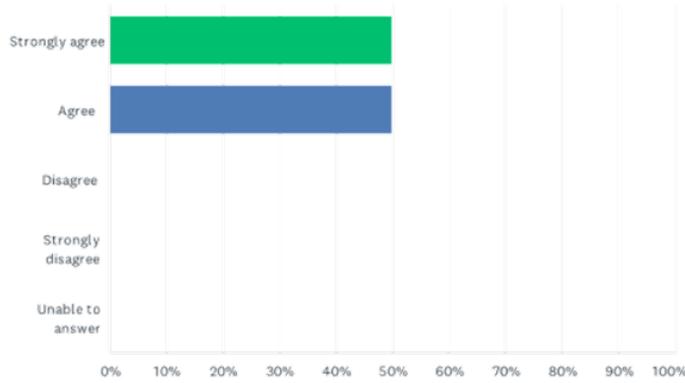


QUIZ STATISTICS			
Percent Correct	Average Score	Standard Deviation	Difficulty
50%	3.5/4.0 (88%)	0.58	5/20
ANSWER CHOICES	SCORE	RESPONSES	
✓ Strongly agree	4/4	50.00%	2
Agree	3/4	50.00%	2
Disagree	2/4	0.00%	0
Strongly disagree	1/4	0.00%	0
Unable to answer	--	0.00%	0
<b>TOTAL</b>			<b>4</b>
#	UNABLE TO ANSWER	DATE	
	There are no responses.		

Audit and Risk Committee - Management Assessment

Q2 The ARC has the relevant information to perform their responsibilities as outlined in the Terms of Reference.

Answered: 4 Skipped: 0



**QUIZ STATISTICS**

Percent Correct 50%	Average Score 3.5/4.0 (88%)	Standard Deviation 0.58	Difficulty 5/20
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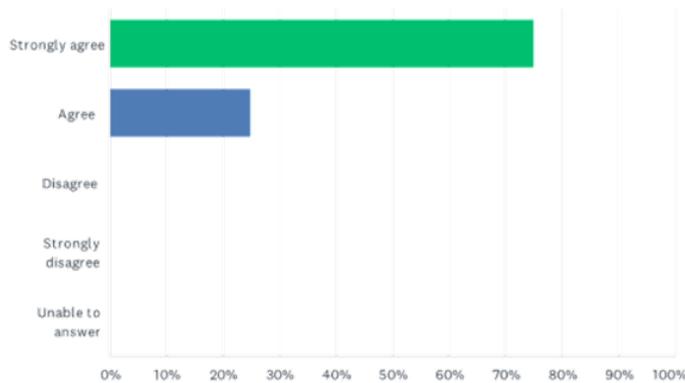
ANSWER CHOICES	SCORE	RESPONSES	
✓ Strongly agree	4/4	50.00%	2
Agree	3/4	50.00%	2
Disagree	2/4	0.00%	0
Strongly disagree	1/4	0.00%	0
Unable to answer	--	0.00%	0
<b>TOTAL</b>			<b>4</b>

#	UNABLE TO ANSWER	DATE
There are no responses.		

Audit and Risk Committee - Management Assessment

Q3 The ARC has an appropriate mix of skills and experience to fulfil its duties. Note: This means that the ARC collectively, possesses sufficient knowledge of governance, assurance, audit, risk management, financial management & sustainability, legislation, compliance and internal controls.

Answered: 4 Skipped: 0

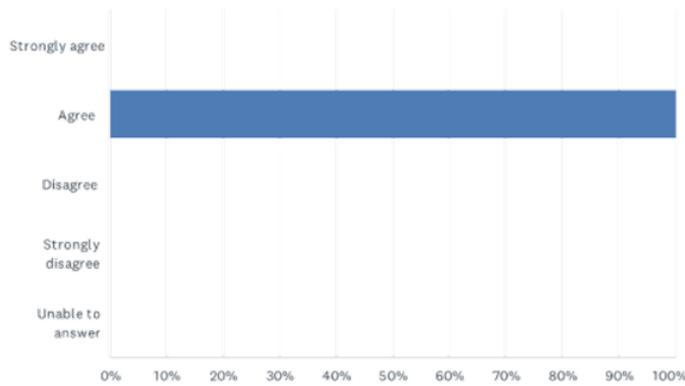


QUIZ STATISTICS			
Percent Correct 75%	Average Score 3.8/4.0 (94%)	Standard Deviation 0.50	Difficulty 15/20
ANSWER CHOICES	SCORE	RESPONSES	
✓ Strongly agree	4/4	75.00%	3
Agree	3/4	25.00%	1
Disagree	2/4	0.00%	0
Strongly disagree	1/4	0.00%	0
Unable to answer	--	0.00%	0
<b>TOTAL</b>			<b>4</b>
#	UNABLE TO ANSWER	DATE	
	There are no responses.		

Audit and Risk Committee - Management Assessment

Q4 The ARC has considered its future skill requirements, including those resulting from changes to City's strategic plan, risk profile, technology or regulation.

Answered: 4 Skipped: 0



QUIZ STATISTICS

Percent Correct	Average Score	Standard Deviation	Difficulty
0%	3.0/4.0 (75%)	0.00	1/20

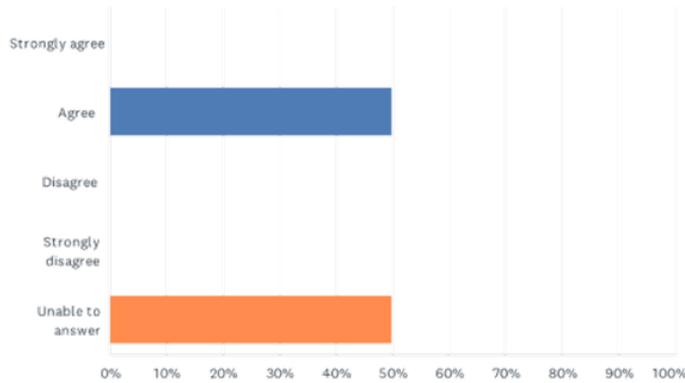
ANSWER CHOICES	SCORE	RESPONSES	
✓ Strongly agree	4/4	0.00%	0
Agree	3/4	100.00%	4
Disagree	2/4	0.00%	0
Strongly disagree	1/4	0.00%	0
Unable to answer	--	0.00%	0
<b>TOTAL</b>			<b>4</b>

#	UNABLE TO ANSWER	DATE
There are no responses.		

Audit and Risk Committee - Management Assessment

Q5 The ARC members have received appropriate training and professional development during the past year.

Answered: 4 Skipped: 0



QUIZ STATISTICS

Percent Correct 0%	Average Score 3.0/4.0 (75%)	Standard Deviation 0.00	Difficulty 1/20
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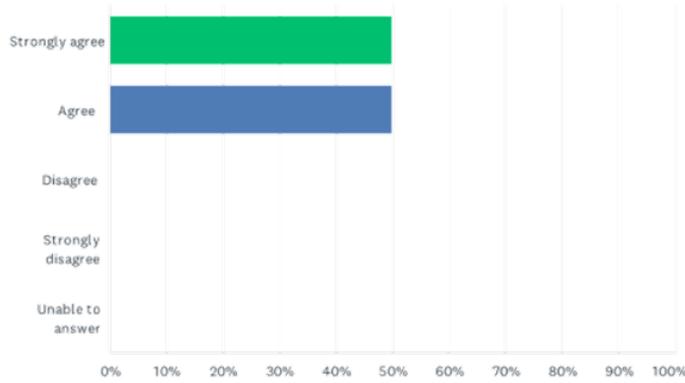
ANSWER CHOICES	SCORE	RESPONSES	
✓ Strongly agree	4/4	0.00%	0
Agree	3/4	50.00%	2
Disagree	2/4	0.00%	0
Strongly disagree	1/4	0.00%	0
Unable to answer	--	50.00%	2
<b>TOTAL</b>			<b>4</b>

#	UNABLE TO ANSWER	DATE
1	This is best answered by voting members of the ARC	6/10/2025 12:58 PM
2	Not aware of training offered	6/6/2025 3:12 PM

Audit and Risk Committee - Management Assessment

Q6 ARC members comply with the City's Code of Conduct and have no conflicts of interest.

Answered: 4 Skipped: 0



**QUIZ STATISTICS**

Percent Correct 50%	Average Score 3.5/4.0 (88%)	Standard Deviation 0.58	Difficulty 5/20
------------------------	--------------------------------	----------------------------	--------------------

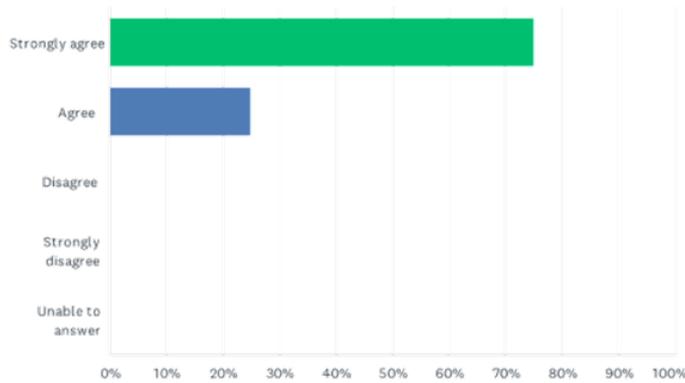
ANSWER CHOICES	SCORE	RESPONSES	
✓ Strongly agree	4/4	50.00%	2
Agree	3/4	50.00%	2
Disagree	2/4	0.00%	0
Strongly disagree	1/4	0.00%	0
Unable to answer	--	0.00%	0
<b>TOTAL</b>			<b>4</b>

#	UNABLE TO ANSWER	DATE
There are no responses.		

Audit and Risk Committee - Management Assessment

Q7 The Committee Chair plays an active role in effectively running the meetings.

Answered: 4 Skipped: 0

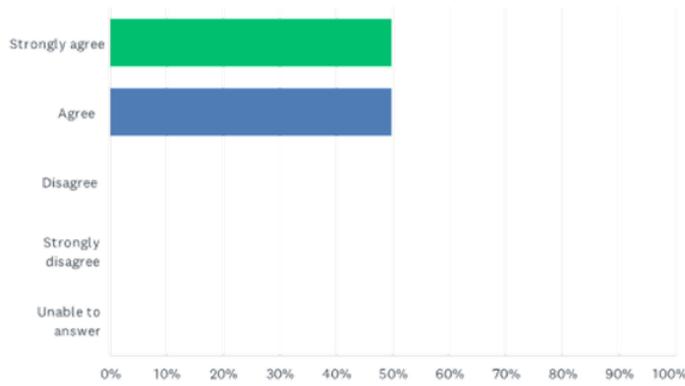


QUIZ STATISTICS			
Percent Correct	Average Score	Standard Deviation	Difficulty
75%	3.8/4.0 (94%)	0.50	15/20
ANSWER CHOICES	SCORE	RESPONSES	
✓ Strongly agree	4/4	75.00%	3
Agree	3/4	25.00%	1
Disagree	2/4	0.00%	0
Strongly disagree	1/4	0.00%	0
Unable to answer	--	0.00%	0
<b>TOTAL</b>			<b>4</b>
#	UNABLE TO ANSWER	DATE	
	There are no responses.		

Audit and Risk Committee - Management Assessment

Q8 ARC meetings are well run and productive.

Answered: 4 Skipped: 0



QUIZ STATISTICS			
Percent Correct	Average Score	Standard Deviation	Difficulty
50%	3.5/4.0 (88%)	0.58	5/20

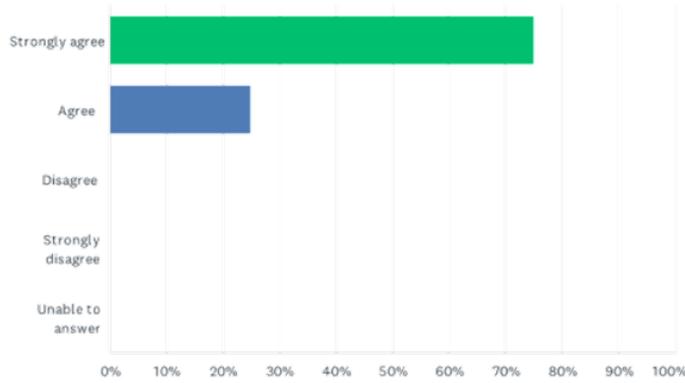
ANSWER CHOICES	SCORE	RESPONSES	
✓ Strongly agree	4/4	50.00%	2
Agree	3/4	50.00%	2
Disagree	2/4	0.00%	0
Strongly disagree	1/4	0.00%	0
Unable to answer	--	0.00%	0
<b>TOTAL</b>			<b>4</b>

#	UNABLE TO ANSWER	DATE
	There are no responses.	

Audit and Risk Committee - Management Assessment

Q9 The frequency of meetings is appropriate to discharge the ARC's Duties and Responsibilities.

Answered: 4 Skipped: 0

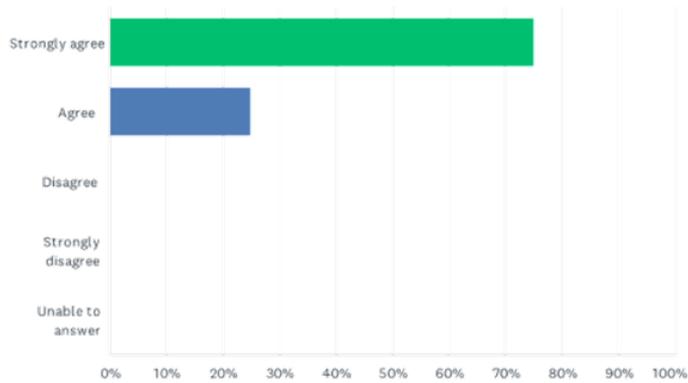


QUIZ STATISTICS			
Percent Correct	Average Score	Standard Deviation	Difficulty
75%	3.8/4.0 (94%)	0.50	15/20
ANSWER CHOICES	SCORE	RESPONSES	
✓ Strongly agree	4/4	75.00%	3
Agree	3/4	25.00%	1
Disagree	2/4	0.00%	0
Strongly disagree	1/4	0.00%	0
Unable to answer	--	0.00%	0
<b>TOTAL</b>			<b>4</b>
#	UNABLE TO ANSWER	DATE	
	There are no responses.		

Audit and Risk Committee - Management Assessment

Q10 The ARC maintains a productive working relationship with the CEO and management.

Answered: 4 Skipped: 0

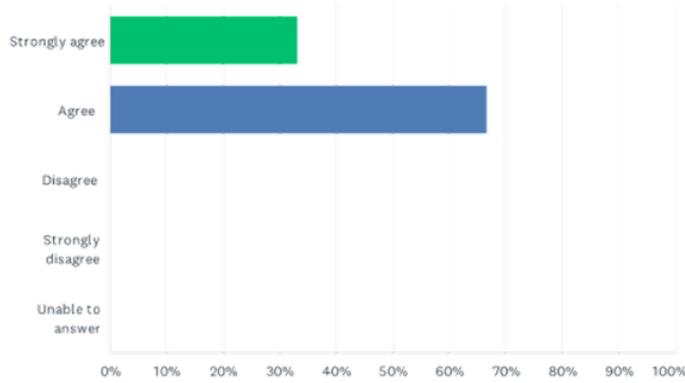


QUIZ STATISTICS			
Percent Correct	Average Score	Standard Deviation	Difficulty
75%	3.8/4.0 (94%)	0.50	15/20
ANSWER CHOICES	SCORE	RESPONSES	
✓ Strongly agree	4/4	75.00%	3
Agree	3/4	25.00%	1
Disagree	2/4	0.00%	0
Strongly disagree	1/4	0.00%	0
Unable to answer	--	0.00%	0
<b>TOTAL</b>			<b>4</b>
#	UNABLE TO ANSWER	DATE	
	There are no responses.		

Audit and Risk Committee - Management Assessment

Q11 Discussions on papers tabled are carried out by the ARC in a constructive manner.

Answered: 3 Skipped: 1

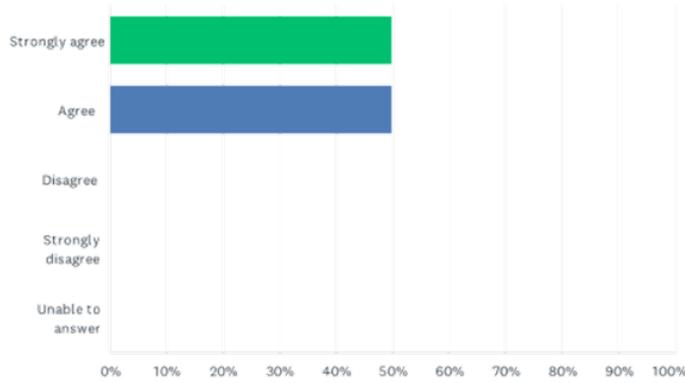


QUIZ STATISTICS			
Percent Correct	Average Score	Standard Deviation	Difficulty
25%	3.3/4.0 (83%)	0.58	4/20
ANSWER CHOICES	SCORE	RESPONSES	
✓ Strongly agree	4/4	33.33%	1
Agree	3/4	66.67%	2
Disagree	2/4	0.00%	0
Strongly disagree	1/4	0.00%	0
Unable to answer	--	0.00%	0
<b>TOTAL</b>			<b>3</b>
#	UNABLE TO ANSWER	DATE	
	There are no responses.		

Audit and Risk Committee - Management Assessment

Q12 The ARC agenda and supporting papers are of sufficient clarity and quality to make informed decisions.

Answered: 4 Skipped: 0



QUIZ STATISTICS

Percent Correct 50%	Average Score 3.5/4.0 (88%)	Standard Deviation 0.58	Difficulty 5/20
------------------------	--------------------------------	----------------------------	--------------------

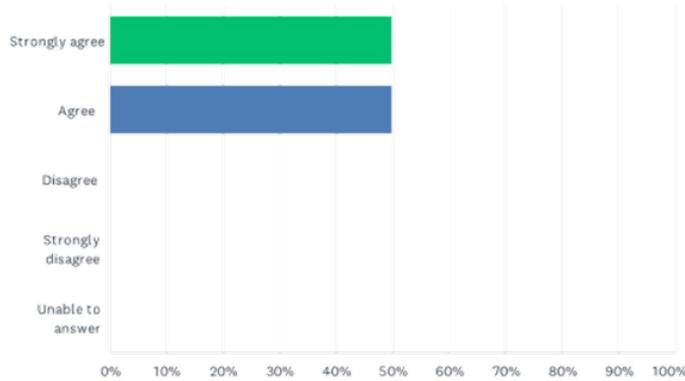
ANSWER CHOICES	SCORE	RESPONSES	
✓ Strongly agree	4/4	50.00%	2
Agree	3/4	50.00%	2
Disagree	2/4	0.00%	0
Strongly disagree	1/4	0.00%	0
Unable to answer	--	0.00%	0
<b>TOTAL</b>			<b>4</b>

#	UNABLE TO ANSWER	DATE
There are no responses.		

Audit and Risk Committee - Management Assessment

Q13 The agenda and papers are distributed to ARC members with sufficient time for review in advance of meetings.

Answered: 4 Skipped: 0

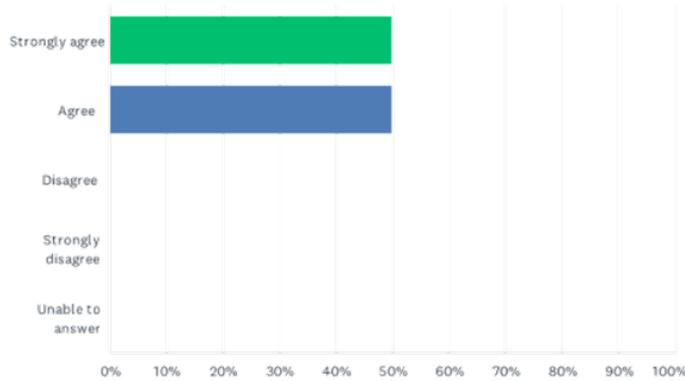


QUIZ STATISTICS			
Percent Correct	Average Score	Standard Deviation	Difficulty
50%	3.5/4.0 (88%)	0.58	5/20
ANSWER CHOICES	SCORE	RESPONSES	
✓ Strongly agree	4/4	50.00%	2
Agree	3/4	50.00%	2
Disagree	2/4	0.00%	0
Strongly disagree	1/4	0.00%	0
Unable to answer	--	0.00%	0
<b>TOTAL</b>			<b>4</b>
#	UNABLE TO ANSWER	DATE	
	There are no responses.		

Audit and Risk Committee - Management Assessment

Q14 ARC minutes of meeting are appropriately maintained and are of good quality.

Answered: 4 Skipped: 0



**QUIZ STATISTICS**

Percent Correct 50%	Average Score 3.5/4.0 (88%)	Standard Deviation 0.58	Difficulty 5/20
------------------------	--------------------------------	----------------------------	--------------------

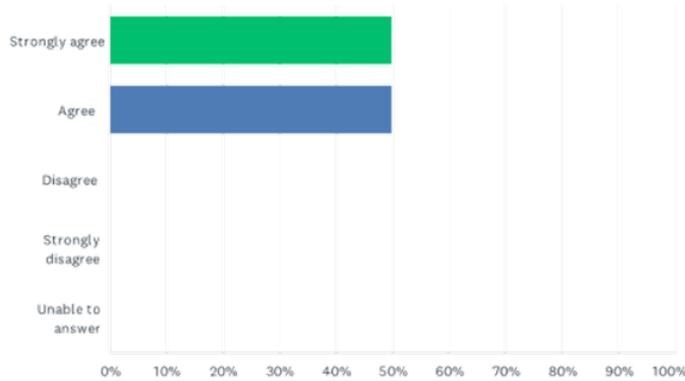
ANSWER CHOICES	SCORE	RESPONSES	
✓ Strongly agree	4/4	50.00%	2
Agree	3/4	50.00%	2
Disagree	2/4	0.00%	0
Strongly disagree	1/4	0.00%	0
Unable to answer	--	0.00%	0
<b>TOTAL</b>			<b>4</b>

#	UNABLE TO ANSWER	DATE
There are no responses.		

Audit and Risk Committee - Management Assessment

Q15 The ARC promptly reports to the Council any matters which require the attention of the Council.

Answered: 4 Skipped: 0



QUIZ STATISTICS

Percent Correct 50%	Average Score 3.5/4.0 (88%)	Standard Deviation 0.58	Difficulty 5/20
------------------------	--------------------------------	----------------------------	--------------------

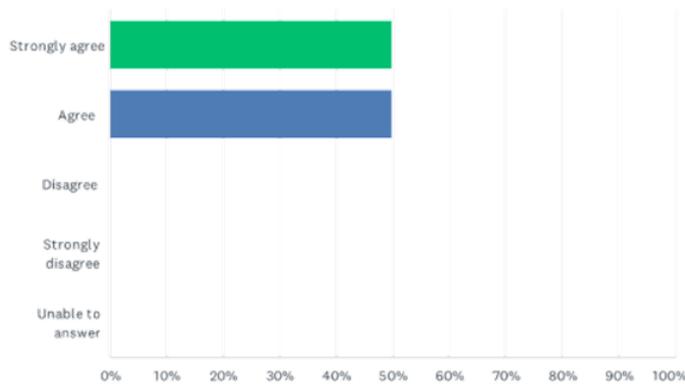
ANSWER CHOICES	SCORE	RESPONSES	
✓ Strongly agree	4/4	50.00%	2
Agree	3/4	50.00%	2
Disagree	2/4	0.00%	0
Strongly disagree	1/4	0.00%	0
Unable to answer	--	0.00%	0
<b>TOTAL</b>			<b>4</b>

#	UNABLE TO ANSWER	DATE
There are no responses.		

Audit and Risk Committee - Management Assessment

Q16 During the past twelve months, the ARC adequately addressed all of its responsibilities as detailed in its Terms of Reference and Work Plan.

Answered: 4 Skipped: 0



**QUIZ STATISTICS**

Percent Correct 50%	Average Score 3.5/4.0 (88%)	Standard Deviation 0.58	Difficulty 5/20
------------------------	--------------------------------	----------------------------	--------------------

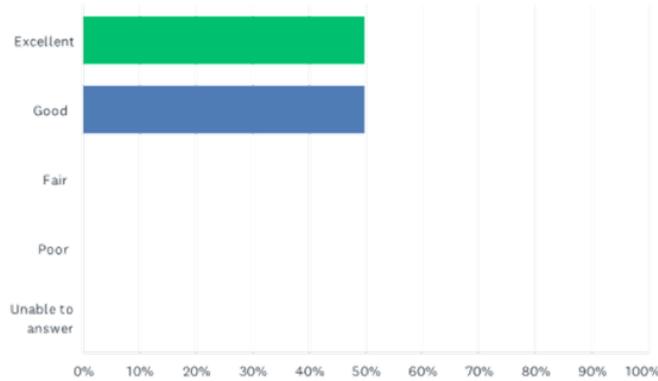
ANSWER CHOICES	SCORE	RESPONSES	
✓ Strongly agree	4/4	50.00%	2
Agree	3/4	50.00%	2
Disagree	2/4	0.00%	0
Strongly disagree	1/4	0.00%	0
Unable to answer	--	0.00%	0
<b>TOTAL</b>			<b>4</b>

#	UNABLE TO ANSWER	DATE
There are no responses.		

Audit and Risk Committee - Management Assessment

Q17 Please rate the effectiveness of the ARC's oversight of Financial Reporting & External Audit (OAG)

Answered: 4 Skipped: 0



QUIZ STATISTICS

Percent Correct 50%	Average Score 3.5/4.0 (88%)	Standard Deviation 0.58	Difficulty 5/20
------------------------	--------------------------------	----------------------------	--------------------

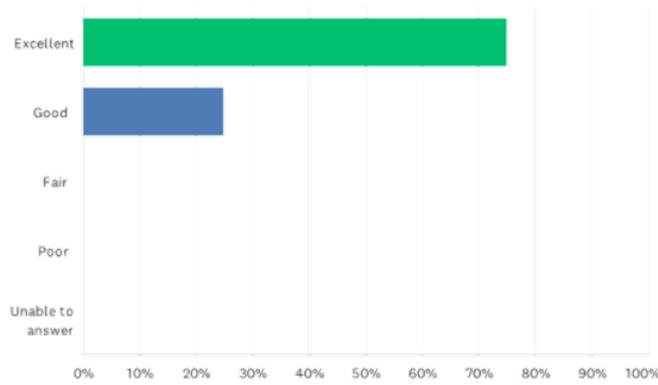
ANSWER CHOICES	SCORE	RESPONSES	
✓ Excellent	4/4	50.00%	2
Good	3/4	50.00%	2
Fair	2/4	0.00%	0
Poor	1/4	0.00%	0
Unable to answer	--	0.00%	0
<b>TOTAL</b>			<b>4</b>

#	UNABLE TO ANSWER	DATE
There are no responses.		

Audit and Risk Committee - Management Assessment

Q18 Please rate the effectiveness of the ARC's oversight of the Internal Audit Activities

Answered: 4 Skipped: 0



QUIZ STATISTICS

Percent Correct 75%	Average Score 3.8/4.0 (94%)	Standard Deviation 0.50	Difficulty 15/20
------------------------	--------------------------------	----------------------------	---------------------

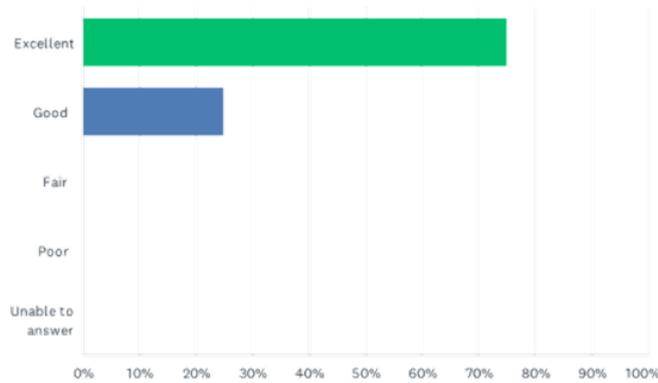
ANSWER CHOICES	SCORE	RESPONSES	
✓ Excellent	4/4	75.00%	3
Good	3/4	25.00%	1
Fair	2/4	0.00%	0
Poor	1/4	0.00%	0
Unable to answer	--	0.00%	0
<b>TOTAL</b>			<b>4</b>

#	UNABLE TO ANSWER	DATE
There are no responses.		

Audit and Risk Committee - Management Assessment

Q19 Please rate the effectiveness of the ARC's oversight of the Risk Management and Internal Controls

Answered: 4 Skipped: 0

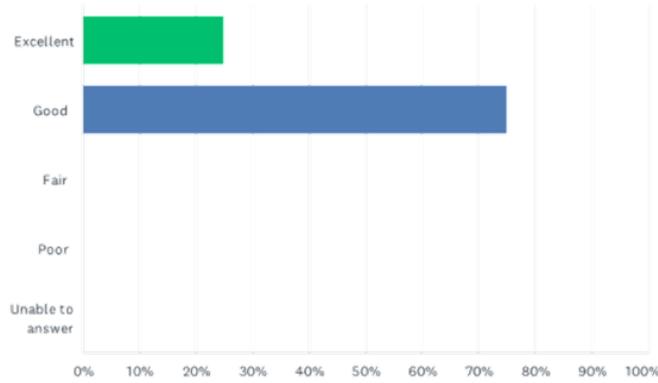


QUIZ STATISTICS			
Percent Correct	Average Score	Standard Deviation	Difficulty
75%	3.8/4.0 (94%)	0.50	15/20
ANSWER CHOICES	SCORE	RESPONSES	
✓ Excellent	4/4	75.00%	3
Good	3/4	25.00%	1
Fair	2/4	0.00%	0
Poor	1/4	0.00%	0
Unable to answer	--	0.00%	0
<b>TOTAL</b>			<b>4</b>
#	UNABLE TO ANSWER	DATE	
	There are no responses.		

Audit and Risk Committee - Management Assessment

Q20 Please rate the effectiveness of the ARC's oversight of Ethics and Compliance

Answered: 4 Skipped: 0



QUIZ STATISTICS

Percent Correct 25%	Average Score 3.3/4.0 (81%)	Standard Deviation 0.50	Difficulty 3/20
------------------------	--------------------------------	----------------------------	--------------------

ANSWER CHOICES	SCORE	RESPONSES	
✓ Excellent	4/4	25.00%	1
Good	3/4	75.00%	3
Fair	2/4	0.00%	0
Poor	1/4	0.00%	0
Unable to answer	--	0.00%	0
<b>TOTAL</b>			<b>4</b>

#	UNABLE TO ANSWER	DATE
There are no responses.		

Audit and Risk Committee - Management Assessment

Q21 Provide further comments on the overall effectiveness of the ARC

Answered: 3 Skipped: 1

#	RESPONSES	DATE
1	The ARC plays an important role in challenging administration to strengthen governance and internal controls. It has provided valuable support and guidance, contributing to the ongoing improvement of the City's risk, compliance, and governance frameworks.	6/12/2025 9:29 AM
2	Good balance	6/6/2025 3:12 PM
3	The OAG has listed City of Vincent as a Best Practice Entity which reflects well on the oversight of the ARC and senior management	6/4/2025 4:11 PM

Audit and Risk Committee - Management Assessment

Q22 List any areas that require attention or improvement in the coming year

Answered: 2 Skipped: 2

#	RESPONSES	DATE
1	There is an opportunity to enhance the Committee's involvement in shaping Internal Audit Plan. Greater input from the Committee on priority audit areas, in line with its advisory role under the Terms of Reference, would help ensure internal audit resources are directed to where they can provide the most value and assurance.	6/12/2025 9:29 AM
2	Understanding role of Audit Committee member and role of Council member	6/6/2025 3:12 PM

Audit and Risk Committee - Management Assessment

Q23 List any areas that the ARC does particularly well

Answered: 2 Skipped: 2

#	RESPONSES	DATE
1	The ARC provides robust oversight of audit findings and risk management processes and consistently challenges the administration in a constructive and solutions-focused manner. Its commitment to improving governance, transparency, and accountability is particularly effective.	6/12/2025 9:29 AM
2	Good focus on business	6/6/2025 3:12 PM

## Audit and Risk Committee - Management Assessment

## Q24 Is there any need currently for an External Assessment of the ARC and its members?

Answered: 3 Skipped: 1

#	RESPONSES	DATE
1	There is no immediate need for an external assessment of the ARC or its members at this time, as the Committee is functioning effectively and fulfilling its responsibilities under the Terms of Reference. However, a future external review could be beneficial to support continuous improvement and benchmark performance against sector best practice.	6/12/2025 9:29 AM
2	No	6/6/2025 3:12 PM
3	No.	6/4/2025 4:11 PM



# CITY OF VINCENT

## Audit and Risk Committee Performance Evaluation Process

Date of Approval by ARC:	29 February 2024
Version:	1
CM Reference	D24/96319

Version Control

Version No.	Date	Author/Reviewer	Details/Reason

Contents

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## 1. Purpose

The City of Vincent's (the City) Audit and Risk Committee (ARC) is required by its Council-approved Terms of Reference (ToR) to conduct an annual self-assessment of its performance. The focus of the self-assessment will be to:

- Ensure that the ARC complies with its ToR; and
- Identify opportunities to improve the ARC's performance.

This document, *Audit and Risk Committee Performance Evaluation Process*, describes the steps that the ARC will follow when evaluating its performance.

This document supports and should be read in conjunction with the ARC ToR.

## 2. Process

An ARC Performance Evaluation (Evaluation) is typically carried out using a self-assessment approach with results being reported to the City Council. At the discretion of the Council, an independent third party may be appointed to conduct an External Assessment of the ARC (every 3 – 5 years as recommended by the WA OAG).

### 2.1 Applicable Criteria

The Evaluation will incorporate the following criteria relating to the Terms of Reference of the ARC

#### General criteria:

- Powers
- Membership
- Chairperson
- Meetings
- Reporting

#### Specific duties and responsibilities for the BAC:

- Financial Reporting & External Audit (OAG)
- Internal Audit Activities
- Risk Management and Internal Control
- Ethics and Compliance

In addition, the Evaluation will also include:

- Obtaining input from the City's management team members (CEO and direct reports) who attend ARC meetings.
- Open ended feedback to be collected from the members of the Committees.

**2.2 Evaluation Process**

The Evaluation will follow a 7-step approach as follows.

Steps	Responsibility
<b>Step 1</b> – Notify the ARC of the Evaluation at least 30 days before commencement.	Council Support Officer
<b>Step 2</b> – Circulation of the self-assessment questionnaire to members of the ARC, while considering the timelines set out in section 2.4 of this document.	Council Support Officer
<b>Step 3</b> – Obtain feedback from the City’s management on areas of strength and areas of improvement relating to the ARC.	Executive Manager Corporate Strategy and Governance
<b>Step 4</b> – Consolidate and anonymise results from the members of the ARC and management.	Senior Governance Project Officer
<b>Step 5</b> – Submit consolidated and anonymised results from the members of the ARC and management to ARC Chair.	Senior Governance Project Officer
<b>Step 6</b> – Hold meeting to discuss Evaluation results and agree on any action plans that may be required.	ARC Chair
<b>Step 7</b> – Prepare a report summarising the results of the Evaluation to the Council, along with any agreed action plans.	Executive Manager Corporate Strategy and Governance

**2.3 Self-Assessment Questionnaire**

The Self-Assessment Questionnaire will comprise of a series of statements consistent with the Applicable Criteria in section 2.1 of this Guidance. Members of the Committees will be asked to rate their agreement with each statement using the following scale:

Score	1	2	3	4	N/A
<b>Rating</b>	Strongly Disagree	Disagree	Agree	Strongly Agree	Unable to answer

The Self-Assessment Questionnaire for the ARC can be found in Attachment 1 of this document.

**2.4 Evaluation Timing**

Evaluations should be completed at **within two months of the start of the upcoming calendar year**. Members of the ARC should be provided with **10 working days** to complete the self-assessment questionnaire. An illustrative timeline is as follows:

- December: Council Support Officer notifies ARC of upcoming Evaluation.

- January of the following year: Evaluations are provided to ARC members and are completed.
- February of the following year: Discussion of the Evaluation outcome and required actions.

**2.5 Confidentiality and Anonymity**

The Executive Manager Corporate Strategy and Governance and Senior Governance Project are required, at all times, to maintain the confidentiality and anonymity of the Evaluation results. The individual results from members of the ARC and individual feedback from management should not be shared with anyone without Council approval.

**2.6 Reporting Results & Monitoring Action Plans**

Results of the Evaluation will be reported to the ARC and Council in a way which shows the Applicable Criteria in section 2.1 of this Guidance, the resulting average score for the criteria and the range of scores assigned (highest and lowest), and a summary of any comments from ARC Members. This is illustrated as follows:

Illustrative scoring for an Applicable Criteria:

Criteria	Average Score by ARC Member 1	Average Score by ARC Member 2	Average Score by ARC Member 3
Meetings	3.8	4.7	4.5

Illustrative consolidation of scores for an Applicable Criteria:

Criteria	Average Score (All ARC Members)	Lowest Score Assigned	Highest Score Assigned	Comments from ARC Members
Meetings	4.3	3.8	4.7	-

The report will also include a summary of management’s feedback and any agreed action plans (action, action owner, and due date).

Action plans resulting from the Evaluation will be tracked as relevant agenda items for the ARC.

### 3 Document Information

#### 3.1 References

Document	Date / Version
Audit and Risk Committee Terms of Reference	Dec 2023
Audit Committees: A Guide To Good Practice (AICD, AASB, IIA)	Third Edition, 2017
OAG Western Australian Public Sector Audit Committees – Better Practice Guide	June 2020

#### 3.2 Review

This document will be reviewed by the Executive Manager Corporate Strategy and Governance for ongoing suitability at least every two years and, where required, recommend changes to the ARC Chair.

**Attachment 1 – ARC Self-Assessment Questionnaire**

The Self-Assessment Questionnaire to be used for the Evaluation is as follows:

**PART 1 – GENERAL CRITERIA**

#	Statement	Score (1 – 4 or N/A)	Comments/Actions
<b>Powers</b>			
1	The ARC has adequate understanding of its responsibilities as laid out in the Terms of Reference.		
2	The ARC has the relevant information to perform their responsibilities as outlined in the Terms of Reference.		
<b>Composition</b>			
3	The ARC has an appropriate mix of skills and experience to fulfil its duties. <i>Note: This means that the ARC collectively, possesses sufficient knowledge of governance, assurance, audit, risk management, financial management &amp; sustainability, legislation, compliance and internal controls.</i>		
4	The ARC has considered its future skill requirements, including those resulting from changes to City’s strategic plan, risk profile, technology or regulation.		
5	The ARC members have received appropriate training and professional development during the past year.		
6	ARC members comply with the City’s Code of Conduct and have no conflicts of interest.		
<b>Chairperson</b>			
7	The Committee Chair plays an active role in effectively running the meetings.		
<b>Meetings</b>			

#	Statement	Score (1 – 4 or N/A)	Comments/Actions
8	ARC meetings are well run and productive.		
9	The frequency of meetings is appropriate to discharge the ARC's Duties and Responsibilities.		
10	The ARC maintains a productive working relationship with the CEO and management.		
11	Discussions on papers tabled are carried out by the ARC in a constructive manner.		
12	The ARC agenda and supporting papers are of sufficient clarity and quality to make informed decisions.		
13	The agenda and papers are distributed to ARC members with sufficient time for review in advance of meetings.		
14	ARC minutes of meeting are appropriately maintained and are of good quality.		
<b>Reporting</b>			
15	The ARC promptly reports to the Council any matters which require the attention of the Council.		

**PART 2 – SPECIFIC DUTIES AND RESPONSIBILITIES**

#	Statement	Score (1 – 4 or N/A)	Comments/Actions
<b>General</b>			
16	During the past twelve months, the ARC adequately addressed all of its responsibilities as detailed in its Terms of Reference and Work Plan.		
<b>Please rate the effectiveness of the ARC’s oversight of the following areas*:</b>			
17	Financial Reporting & External Audit (OAG)		
18	Internal Audit Activities		
19	Risk Management and Internal Control		
20	Ethics and Compliance		

*\*Detailed responsibilities of the ARC are listed in Annexure 1 of the ARC ToR.*

**PART 3 – OPEN ENDED QUESTIONS**

- Provide further comments on the overall effectiveness of the ARC.
- List any areas that require attention or improvement in the coming year.
- List any areas that the ARC does particularly well.
- Is there a need currently for an External Assessment of the ARC and its members?

**5.2 OAG REPORTS ISSUED TO STATE & LOCAL GOVERNMENT ENTITIES****TRIM Ref:** D25/62434**Authors:** Nathan Stokes, Executive Manager Human Resources  
Main Bhuiyan, Manager Financial Services  
Emma Simmons, A/Executive Manager Corporate Strategy & Governance  
Mona Wong, Senior Land and Legal Advisor**Authoriser:** David MacLennan, Chief Executive Officer**Attachments:** Nil**RECOMMENDATION:****That the Audit Committee RECEIVES:**

1. **The Local Government Management of Purchasing Cards – Larger Metropolitan Entities report from the Office of the Auditor General for the Local Government sector.**
2. **The Administration of Personal Leave report tabled for the State Government**
3. **The Fraud Risks in Land Transactions by DevelopmentWA tabled.**

**COMMITTEE DECISION ITEM 5.2****Moved:** Cr Hallett, **Seconded:** Mr Isambert**That the recommendation be adopted.****CARRIED (6-0)****For:** Mr Araj, Mr Manifis, Mr Isambert, Cr Castle, Cr Hallett and Mayor Xamon**Against:** Nil**NOTE:**

- Report authors are to be invited to the next Audit & Risk Committee meeting to discuss their findings.
- **Purchasing Cards (OAG):** The Committee noted the City's full evaluation of the OAG recommendations, with each requirement tested against the City's credit card procedures and assessed as compliant (including policy clarity, issuance, reconciliation, accountability, reporting and transparency).
- **Personal Leave (OAG):** The Committee requested a more detailed evaluation of the City's compliance against the specific OAG recommendations, similar in format to the Purchasing Card review. This is to include how existing and planned controls (random audits, new Leave Management Procedure, training, and system checks) address each OAG finding, with a report back to the November Audit & Risk Committee. Consideration will also be given to adding HR leave management actions to the Audit Log.

- **Land Transactions (OAG):** Further input is required from the Senior Land and Legal Advisor. The next meeting is to include an explanation of processes for major and minor land transactions, and how compliance with relevant legislative requirements is assured.
- Any gaps or new actions arising from the OAG reports are to be added to the Audit Log for ongoing monitoring.

**5.3 AUDIT COMMITTEE - FORWARD AGENDA 2025****TRIM Ref:** D25/77285**Author:** Alexandra Harris, Governance Officer**Authoriser:** David MacLennan, Chief Executive Officer**Attachments:** 1. Audit Committee Forward Agenda 2025  **RECOMMENDATION:**

That the Audit and Risk Committee recommends to Council that it **NOTES** the Audit and Risk Committee Forward Agenda at Attachment 1.

**COMMITTEE DECISION ITEM 5.3****Moved:** Cr Castle, **Seconded:** Mr Manifis**That the recommendation be adopted.****CARRIED (6-0)****For:** Mr Araj, Mr Manifis, Mr Isambert, Cr Castle, Cr Hallett and Mayor Xamon**Against:** Nil**NOTE:**

- Development of the next three-year Internal Audit Plan will be delayed to allow for finalisation of the existing Year 3 Program, and will be included in forward planning for early next year.
- A private meeting with the internal auditor, has been completed.

### Audit Committee Forward Agenda 2025

Standing Items	26 February 2025	March (no meeting scheduled)
<ul style="list-style-type: none"> <li>Review and update of Audit Committee Forward Agenda 2025</li> <li>Review status of pending action items from the last meeting</li> <li>Review audit log - internal &amp; external audit recommendations</li> <li>Review of the internal audit activities, progress against plan, and internal audit reports issued during the period</li> <li>Review of the City's Corporate Risk Register</li> <li>Review the City's Fraud Risk Register</li> <li>Briefing by CAE on performance audits or OAG reports carried out for the state government or other LGAs along with any action plans put in place by the City</li> </ul>	<ul style="list-style-type: none"> <li>Consideration of Audit Committee Forward Agenda 2025</li> <li>Training and professional development session determined by Committee Chair</li> <li>Entry Meeting - OAG</li> <li>Briefing by CEO on the City's Strategy, progress of key initiatives, and external events impacting the City (e.g., new regulation, macro-economic factors, etc.)</li> <li>Review of the City's Fraud and Corruption Prevention Policy</li> <li>Local Government Statutory Compliance Audit Return 2023 - Annual Review</li> </ul> <p>Note: Reports and recommendations to 11 March 2025 OMC</p>	
April (no meeting scheduled)	May (no meeting scheduled)	June (no meeting scheduled)
2 July 2025	August (no meeting scheduled)	3 September 2025
<ul style="list-style-type: none"> <li>Meet privately with the external auditor (OAG) without management present to discuss any matters deemed appropriate</li> <li>Meet privately (without management present) with the CAE to discuss any matters deemed appropriate</li> <li>Briefing by CEO on the City's Strategy, progress of key initiatives, and external events impacting the City (e.g., new regulation, macro-economic factors, etc.)</li> <li>Review of the City's Risk Management Framework</li> <li>Note the City's submission to the Public Sector Commission's Integrity and Conduct Annual Collection (EEO Response Report)</li> </ul> <p>Note: Reports and recommendations 15 July 2025 OMC</p>		<ul style="list-style-type: none"> <li>Annual acknowledgement of the City's Code of conduct, evaluation of member independence &amp; committee performance</li> <li>Results of the ARC Self-Assessment Survey and key improvement areas</li> <li>Internal auditor in camera sessions</li> <li>Review adequacy of procedures for the confidential, anonymous submission by employees regarding possible fraud or irregularities</li> <li>Outcome of deep dive into Asset Risk Register and Asset Management Risk</li> </ul> <p>Note: Reports and recommendations to 7 October 2025 OMC</p>
October (no meeting scheduled)	12 November 2025	December (no meeting scheduled)
	<ul style="list-style-type: none"> <li>Exit Meeting - OAG</li> <li>Annual financial report for year end 30 June 2025</li> <li>Meet privately (without management present) with the CAE to discuss any matters deemed appropriate. Meet privately with the internal audit service provider every six months</li> <li>Review and recommend to Council the proposed annual Internal Audit Plan for next 3 years</li> <li>Briefing by CEO on the City's Strategy, progress of key initiatives, and external events impacting the City (e.g., new regulation, macro-economic factors, etc.)</li> <li>Outcomes of the Business Continuity Tabletop Exercise</li> <li>Year 1 Implementation Report for the City Integrity Framework, including outcomes from the Public Sector Commission's Integrity Framework Self-Assessment Tool</li> <li>Outcome of deep dive into Asset Risk Register and Asset Management Risk</li> </ul> <p>Note: Reports and recommendations to 9 December 2025 OMC</p>	

CATEGORIES:

- Committee Operations
- Financial Reporting & External Audit (OAG)
- Internal Audit Activities
- Risk Management & Internal Control
- Ethics and Compliance
- Other Matters

D25/14626

**5.4 MONTHLY REVIEW OF THE CITY'S CORPORATE RISK REGISTER AND OUTCOMES OF DEEP DIVE REVIEWS****TRIM Ref:** D25/81975**Authors:** Dee Ahrens, Senior Governance & Risk Officer  
Emma Simmons, A/Executive Manager Corporate Strategy & Governance**Authoriser:** David MacLennan, Chief Executive Officer**Attachments:**

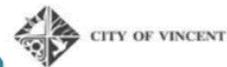
1. Corporate Risk Register - Confidential
2. Deep Dive Review - ID 8 - Confidential
3. Risk Appetite and Tolerance Statements [↓](#) 
4. Risk Rating Alignment to Appetite and Tolerance [↓](#) 

**RECOMMENDATION:****That the Audit Committee recommends to Council that it:**

1. **RECEIVES** the City's Corporate Risk Register at Attachment 1; and Deep Dive Reviews at Attachment 2
2. **APPROVES** the risk management actions for the high and extreme risks; and
3. **NOTES** alignment of Corporate Risks to risk appetite and tolerance ratings

**COMMITTEE DECISION ITEM 5.4****Moved: Mr Manifis, Seconded: Cr Hallett****That the recommendation be adopted.****CARRIED (6-0)****For:** Mr Araj, Mr Manifis, Mr Isambert, Cr Castle, Cr Hallett and Mayor Xamon**Against:** Nil**NOTE:**

- Information is to be provided to the November Audit & Risk Committee meeting on how high-risk food checks are ranked and how this balances with community expectations for broader inspections.
- The expected content of the Aging Workforce Plan (ID13) is to be clarified when it is brought back for discussion.
- Risk owners or drivers are to attend meetings to answer questions arising from deep dive discussions.
- The Committee noted that two medium risks (IDs 11 and 12) relating to the polyphagus shothole borer are currently outside Council's risk appetite. A six-month deep dive into the financial impacts is to be presented next year. It was further noted that many aspects of this risk are outside the City's direct control, and that consideration should be given to tolerance levels and descriptors when Council next reviews its risk appetite and tolerance statements.
- The Committee discussed community engagement and reputation risk in relation to the underground power project. It was confirmed that engagement is tailored to project needs and will continue to be reviewed.



# RISK APPETITE & TOLERANCE STATEMENTS

<b>Legislation / local law requirements</b>	Regulation 17 of the <i>Local Government (Audit) Regulations 1996</i> .
<b>Relevant delegations</b>	Nil.
<b>Related policies, procedures and supporting documentation</b>	<a href="#">Risk Management Policy</a> – establishes the risk management responsibilities of Council and Administration and determines quantitative and qualitative assessment criteria. <a href="#">Risk Management Procedure</a> – defines the systems and processes of the City's Risk Governance.

## INTRODUCTION

Risk appetite refers to the amount and type of risk that the City is willing to accept or retain in order to achieve its objectives. Risk tolerance, on the other hand, is the specific threshold or level of risk that the City considers acceptable.

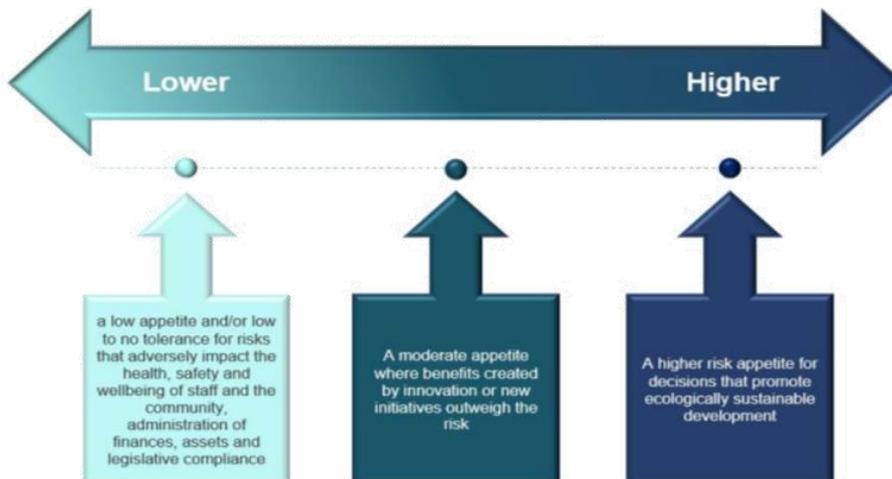
The following statements set boundaries for decision making, ensuring a balance between risk-taking and risk avoidance, and establishes the quantitative and qualitative criteria that determines, classifies, and manages the City's risks.

## STATEMENT

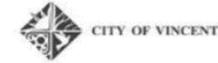
*The community want us to be a Council and an organisation that is clever, creative, and courageous willing to push the operational boundaries and willing to think and act as an enabler.*

*We put this into practice in our everyday work and decision making by understanding and managing the risks in being clever and creative but still taking action to meet our strategic goals.*

*The City seeks to minimise its exposure to key risks relating to people, financial operational and regulatory and compliance responsibilities, while still taking action. We will ensure appropriate measures to mitigate our risks are in place.*



City of Vincent Risk Appetite and Tolerance Statements - 023/205561

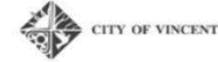


# RISK APPETITE & TOLERANCE STATEMENTS

## Detailed Statements and Descriptors

Risk Category	Risk Appetite / Tolerance Statement	Descriptor /clarification
<b>Financial Sustainability</b>		
<i>Financially Volatile Decisions</i>	The City has a <b>low appetite</b> for risk in decision making that impacts financial volatility and sustainability	These are for those decisions not specifically considered below: Based on risk consequence criteria - Risk of loss more than \$100,000 (0.035% - 0.17% of operating budget)
<i>Decisions causing Budget Deficiency</i>	The City has a <b>low tolerance</b> for decisions or actions that result in material deficiency in achievement of budgeted: Surplus Balance sheet ratios Profit and loss ratios Rate of return on investments	Based on risk consequence criteria - Risk of loss or missing budget more than \$100,000 (0.035% - 0.17% of operating budget)
<b>Financial Investment &amp; Growth</b>		
<i>Sustainable financial investments</i>	The City has a <b>moderate risk appetite</b> for investments; investments must support strategic initiatives and financial sustainability. Investments must be aligned with the values and principles of the City.	Investments need to be in line with the City's Corporate Business Plan and Strategic Community Plan.
<i>Forwards, hedges, and derivatives</i>	The City has <b>no tolerance</b> for investments in forwards, hedges, and derivatives.	Organisations often use financial instruments to manage the risk in commodity and foreign currency. These can be very risky if not appropriately utilised; and the City has chosen not to use these instruments.
<i>Debt for growth</i>	The City has a <b>moderate appetite</b> to take on risk to fund growth.	This ties into the investment appetite; however specifically considers the use of debt funding. Based on the consequence table, a moderate risk would be in

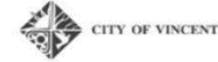
City of Vincent Risk Appetite and Tolerance Statements - 023/205561



## RISK APPETITE & TOLERANCE STATEMENTS

Risk Category	Risk Appetite / Tolerance Statement	Descriptor /clarification
		the vicinity \$100,001 to \$250,000 (0.17% - 0.43% of operating budget).
<p><i>Specific ratios – No specific rating given as these are set parameters that the City has determined that it must operate within. Ratios (and thresholds) are determined by the State Government.</i></p>	<p>The City’s debt to service ratio must always be above 5.</p> <p>Total Liabilities <b>are never</b> to exceed Total Assets</p> <p>Proposals supporting debt funding <b>must</b> be supported by a cash flow analysis that is financially sustainable</p>	<p>The debt to service ratio measures the City’s ability to pay its debt. It is calculated by the annual operating surplus (before depreciation and interest), divided by the debt service cost, and is currently 5.092.</p> <p>Financial sustainability for debt funding will need to consider:</p> <p>Free cash flow for monthly, capital or balloon payments</p> <p>Interest cover – refer above for the level of financial risk acceptable</p> <p>Cost of not undertaking project – i.e., repairs and maintenance of the current solution</p> <p>Future cost of new project once implemented – i.e., for a community centre, insurance, licences etc</p>
<b>Business collaboration</b>		
<p><i>Commercially viable collaboration</i></p>	<p>The City has a <b>moderate risk appetite</b> to being more commercially adept and to explore avenues to identify cost efficiency drivers, collaboration with business partners to deliver on objectives through commercially viable arrangements and partnerships.</p>	<p>Within the boundaries of the appetite stated above in respect to investments being within the City’s Corporate plans and strategies, the City is willing to consider proposals to use partnerships and contracts to facilitate meeting the City’s objectives, where consistent with legislative requirements (<i>Local Government Act 1995</i>). Suggestions would include using outside service providers to deliver current services provided by the City more efficiently, i.e., Waste Collection; or working collaboratively with an Arts organisation to set up a</p>

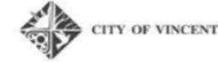
City of Vincent Risk Appetite and Tolerance Statements - 023/205561



## RISK APPETITE & TOLERANCE STATEMENTS

Risk Category	Risk Appetite / Tolerance Statement	Descriptor /clarification
		festival. Other projects may include working with developers.
<i>3<sup>rd</sup> party Partner (Contractor) failure</i>	The City has a <b>low risk appetite</b> for third party partner (contractors) failure.	The City utilises many outside organisations in delivering on its mandate. This low appetite means that even minor or insignificant breaches in contracts or delays in delivery of products and services will be taken seriously. Accordingly, third party risk must be considered before entering into any contract, including reputation of third party, financial viability, audit clauses etc.
<b>Procurement</b>		
<i>Procurement failure</i>	The City has a <b>low risk appetite</b> for procurement failures that lead to poor value for money or financial loss, poor quality of service; incorrect or substandard products or delayed delivery; wastage of funds or services.	This ties into the above point; and thereby requires appropriate procedures in the procurement process to ensure the required outcomes for the City and appropriate enquiry and planning prior to purchases. Note, appropriate delegations must exist to support this.
	The City has <b>zero tolerance</b> for procurement decisions that endanger our staff and community.	Procurement decision making must consider the risk of injury or harm to the staff & community of Vincent. An example of this would be allowing the Beatty Park pool to use unregulated or unauthorised chemicals.
<b>Asset &amp; Environment management &amp; sustainability</b>		
<i>Sustainable future for our community</i>	The City supports investments, activities and developments that result in a sustainable future for our community while meeting the current needs of our residents.	There is often a payoff. Proposals need to consider the risks and rewards based on the promises made to the community. This has been envisaged with the City's

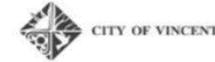
City of Vincent Risk Appetite and Tolerance Statements - 023/205561



## RISK APPETITE & TOLERANCE STATEMENTS

Risk Category	Risk Appetite / Tolerance Statement	Descriptor /clarification
	It recognises that this may at times involve accepting some degree of risk and is comfortable with this, subject to always ensuring that potential benefits and risks are fully understood before planning is approved and that appropriate measures to mitigate risk are established.	Project Management Framework implementation and future actions.
<i>Ecologically sustainable decisions</i>	The City has a <b>high risk appetite</b> for ecologically sustainable decisions and a <b>high risk appetite</b> for decisions that promote ecologically sustainable development.	Activities that favour environmentally conscious actions will more likely be approved than those that don't.
<i>Protecting and preserving the environment</i>	The City is committed to protecting and preserving the environment and has a <b>low risk appetite</b> for activities that would significantly degrade the environment	The City will act swiftly against actions that are detrimental to the environment.
<i>Resource wastage</i>	The City has a <b>low risk appetite</b> for irresponsible use of its resources.	
<i>Activities against ratepayer values &amp; ethics</i>	The City has a <b>very low risk appetite</b> for investments and activities that do not align with the City's values.	The City has set its vision, purpose and guiding values based on the interpretation of those of the community it serves. When entering into new projects, investments and proposals, these values must be considered as one of the key consideration sets.
<i>Activities, structures, projects that present health risk for the community</i>	The City has a <b>low risk appetite</b> for activities, structures and projects that threaten the health of its community.	The City is committed to ensuring the health and wellbeing of its residents, this must be considered within the activities, projects, and new builds it approves or invests in. Activities that do not align with this will only be approved in exceptional circumstances. An example might be the approval of a Neo-Nazi festival to

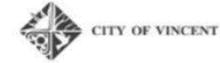
City of Vincent Risk Appetite and Tolerance Statements - 023/205561



## RISK APPETITE & TOLERANCE STATEMENTS

Risk Category	Risk Appetite / Tolerance Statement	Descriptor /clarification
		occur within the City's park space. A multi residential building with no nearby open space may be another example.
<b>Values and Behaviours</b>		
<i>Behaviour or conduct against City values</i>	The City is an equal opportunity employer that employs skilled and experienced employees in positions with clearly defined roles and responsibilities; it has a <b>low risk appetite</b> for actions and behaviours that threaten the people and organisational capacity.	This sets the City's view on the criticality of its employees and the City culture; accordingly, staff must be selected based on appropriate due diligence and fit for purpose considerations including against the City values. Behaviours and actions of current staff must be measured against their job performance criteria and against the values.
<i>Low individual and team performance</i>	The City places high importance on its values and a culture of integrity in conduct, performance excellence, innovation, equality and diversity, dignity and respect, collegiality, and cultural sensitivity. It has a <b>low risk appetite</b> for behaviour or conduct which does not meet these standards.	Refer above.
<b>Human Resource</b>		
<i>Behaviour reducing cultural diversity &amp; awareness</i>	The City has a <b>low risk appetite</b> for practices and behaviours that result in a workforce that is not diverse and culturally aware, be this through recruitment or day to day workplace activities.	Activities and actions to involve and include staff from diverse backgrounds considering culture, age, gender, experience sets etc.
<i>Harm of staff, clients, partners, or visitors</i>	The City has a <b>very low risk appetite</b> for risk in practices or behaviours that lead to the harm of staff, clients, partners, or visitors in its premises or when undertaking work related activities (within its control and responsibility).	The City's continued focus on OH&S matters, staff and contractor induction support this appetite. All new activities and projects should further consider the impact on the City's community.

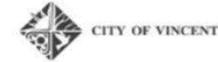
City of Vincent Risk Appetite and Tolerance Statements - 023/205561



## RISK APPETITE & TOLERANCE STATEMENTS

Risk Category	Risk Appetite / Tolerance Statement	Descriptor /clarification
<i>Breach of code of conduct, ethics, and Law</i>	The City has <b>no appetite</b> for conduct that is unlawful, unethical, or otherwise breaches the Code of Conduct or reflects misconduct / serious misconduct.	The City's continued program to educate employees on Code of Conduct, accountability and ethical decision making, performance management and misconduct support this appetite.
<b>Health and Safety</b>		
<i>Inadequate &amp; untimely reporting of breach &amp; near-miss incidents</i>	The City has a <b>low appetite</b> for health and safety risk, and in particular a <b>very low tolerance</b> for inadequate or untimely remedy and reporting of breach incidents, or near misses.	The City's continued focus on OH&S matters, staff and contractor induction support this level of appetite and tolerance.
<i>Negligent &amp; deliberate violations of health &amp; safety requirements</i>	The City has <b>no tolerance</b> for negligent, deliberate, or purposeful violations of health and safety requirements.	
<b>Business Service</b> - The City acknowledges that in order to be innovative and nimble that some degree of risk taking is inevitable, however these risks must be considered in light of maintaining continuity of services to our stakeholders.		

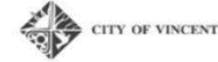
City of Vincent Risk Appetite and Tolerance Statements - 023/205561



## RISK APPETITE & TOLERANCE STATEMENTS

Risk Category	Risk Appetite / Tolerance Statement	Descriptor /clarification
<i>Disruption to the operation of the business</i>	The City has a very <b>low tolerance</b> for risks that may result in disruption to the operation of the business. Including loss of statutory services, operational continuity, loss, or lack of documentation of corporate knowledge. These risks will be mitigated and controlled to where the cost of control is equal to the marginal cost of the risk.	Interruption to services has been included in the Consequence criteria. A very low tolerance would be considered where <i>"Failure of assets / disruption which results in inconvenience but no material service interruption (resolved within one day)."</i> So, where there is a disruption, for example the phone lines are down, then a solution needs to be found within one day. The cost of this control must also be considered in the action sought.
<i>Loss or lack of documentation of corporate knowledge</i>	The City has a very <b>low risk tolerance</b> for loss or lack of documentation of corporate knowledge.	In order for the City to continue to provide services to its stakeholders to the degree required, the City must continue to maintain adequate systems and processes that support maintenance of all corporate knowledge.
<b>Governance</b> - The City is committed to best practice governance and practices and behaviours that support ethical, consistent, and informed decision making, compliance with legislation, regulation, and internal and external reporting requirements.		
<i>Breaches in regulations, professional standards, and ethics</i>	The City has a <b>very low risk appetite</b> for any breaches in regulations, professional standards, and ethics.	There is a low, but not zero appetite for breaches. An example would be the submission of a BAS late due to resource constraints within the City. See specific examples below
<i>Bribery or Fraud</i>	The City has <b>no tolerance</b> for bribery or fraud.	The City's Code of Conduct, Fraud and Corruption Prevention Plan, and Accountable and Ethical Decision Making Program, detail behaviour standards and handling of unethical fraudulent, dishonest, illegal, or corrupt behaviour. The City will investigate all allegations and take action to the full extent of its capacity.

City of Vincent Risk Appetite and Tolerance Statements - 023/205561



## RISK APPETITE & TOLERANCE STATEMENTS

Risk Category	Risk Appetite / Tolerance Statement	Descriptor /clarification
<i>Less than better practice for Governance, Due diligence, Accountability and Sustainability</i>	The City has a <b>low risk tolerance</b> for less than better practice decision making for governance, due diligence, accountability, and sustainability, as measured by accepted industry standards and practices.	The City's Governance Framework (Framework) supports this tolerance level by defining the systems, policies, processes, and a methodology for ensuring accountability and openness in the conduct of City business. The Framework describes the principles and key roles that guide Council in its decision-making and demonstrates to the community the processes which the City uses to achieve its strategic priorities and undertake its service delivery.
<i>A breach in Delegated Authority</i>	The City has a <b>very low risk tolerance</b> for breach in delegated authority.	
<i>Poor Project or Change Management</i>	The City has <b>low risk tolerance</b> for incidents or impacts which are generated by poor project management or change management practices.	The risk consequence level will need to be considered.
Information & Systems management		
<i>Information security preservation</i>	The City has a <b>very low appetite</b> for information security risk.	Information security is the preservation of the confidentiality, integrity, and availability of information: Confidentiality – information is disclosed only to authorised entities. Integrity – information has been created, amended, or deleted only by authorised individuals. Availability – systems and information are accessible and useable by authorised entities when required.
<i>Threats to personal information</i>	The City has <b>no appetite</b> for threats to breaches of personal information.	The City will: <ul style="list-style-type: none"> <li>• Only use personal information provided by an individual for the purposes for which it was collected and for any other authorised use.</li> </ul>

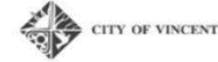
City of Vincent Risk Appetite and Tolerance Statements - 023/205561



## RISK APPETITE & TOLERANCE STATEMENTS

Risk Category	Risk Appetite / Tolerance Statement	Descriptor /clarification
		<ul style="list-style-type: none"> <li>Only disclose personal information to third parties (including other authorities) where authorised. Take all necessary measures to prevent unauthorised access or disclosure of personal information.</li> </ul>
<i>Deliberate misuse of information</i>	The City has <b>no appetite</b> for the deliberate misuse of information.	The City's Code of Conduct and IT Acceptable Use Procedure detail behaviour standards and breach handling.
<i>Systems change and development</i>	The City has a <b>moderate risk appetite</b> for systems change and development where it is within approved strategy, budget, and security procedures.	Systems improvement through change and development comes with an inherent risk factor, accordingly there must be an acknowledgement that for changes to occur some risk must be taken, however appropriate controls and procedures should be in place to manage this risk.
<p><b>Community Services</b> The City seeks to create a connected community where the City's residents can interact with the built environment and nature to create a vibrant and inclusive place to live, work and play. The City recognises that its purpose is tied to the needs and expectations of its community and in particular the rate payers. In order to meet these needs a certain level of collaboration and co-operation with these stakeholders is beneficial and necessary.</p>		
<i>Community Engagement and Increased Participation</i>	The City has a <b>high appetite</b> for risks that will drive strong community engagement and increased participation.	The City wishes to match its community desire for high levels of engagement, and this is acknowledged to come with more risk. An example is the BMX track, which was highly desired by the community, but has associated risks.
<i>Constructive Community Consultation</i>	The City has a <b>high risk appetite</b> to engage in community consultation to deliver on our strategic objectives. This collaboration cannot be to the detriment of ensuring an efficient and effective decision-making process in the spirit	This point was important in driving the high engagement and participation in delivery of the City's objectives. But this should not be used as a lever to

City of Vincent Risk Appetite and Tolerance Statements - 023/205561



## RISK APPETITE & TOLERANCE STATEMENTS

Risk Category	Risk Appetite / Tolerance Statement	Descriptor /clarification
	of sustainability and achievement of objectives. (See sustainability above)	hinder progress or unnecessarily delay decision making.
<i>Activity risking long-term values or reputation of Council</i>	The City has <b>zero risk appetite</b> in any activity that will put its long-term values or reputation at risk.	
<i>Failure to meet customer commitments and/or provide appropriate advice and address regulatory concerns</i>	The City has a <b>very low risk appetite</b> for operational risks arising from failure to meet customer commitments and/or appropriateness of advice.	The City must provide appropriate advice to stakeholders and meet its commitments. The City will promptly take action to address ratepayer/customer complaints and regulatory concerns.
<i>Negotiate with Regulators, State &amp; Federal Government Agencies</i>	The City has a <b>high risk appetite</b> to consult and negotiate with regulators, State & Federal Government Agencies to achieve the City's objectives.	
<i>Leasing of Community Facilities</i>	The City has a <b>moderate risk appetite</b> for financial loss in respect to the use of the City's community facilities provided the use is: <ul style="list-style-type: none"> <li>• in the community interest; and</li> <li>• satisfies a recognised community purpose</li> </ul>	This is to ensure we are considering the needs of our community together with the financial impacts of decision making.

City of Vincent Risk Appetite and Tolerance Statements - 023/205561

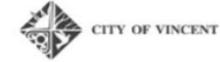


# RISK APPETITE & TOLERANCE STATEMENTS

Strategic Risk Categories	
<b>Finance, procurement &amp; contracts</b>	Risks relating to ensuring reliability and timeliness of financial and other information; as well as ensuring the financial sustainability and viability of the City. Risk of failures in the City's procurement and contract engagement and management processes resulting in business loss or disruption.
<b>Asset Management &amp; sustainability, environment management</b>	Risks associated with investing in, developing and maintaining the City's infrastructure to ensure reliability and to meet its Vision and strategy. Risk of the City's current activities compromising the ability for the future residents meeting their needs. This refers to social and environmental needs. Consideration of both physical and investment actions.
<b>OH&amp;S, employment practices</b>	Risks relating to strategies and systems to maintain a workforce and partnerships that are productive, safe, and diverse as well as an effective and accountable organisational environment. Risks include workforce capability and capacity, including staff, volunteers, contractors, and subcontractors.
<b>Business service disruption:</b>	Risks or events that could cause disruption to services or operations; and/or impair or enhance the delivery of the program or project on time and within budget, or the quality of its outcomes; events that could lead to damage to your reputation, assets or compromise the security of sensitive information.
<b>Governance, misconduct &amp; fraud:</b>	Risks resulting in failure to meet regulatory, compliance and accountability requirements; inadequate or unclear definition of roles and responsibilities; lack of effective and transparent decision-making processes; inadequate control and procedural frameworks; the robustness of any third-party systems and processes.
<b>Information &amp; systems management:</b>	Risks that jeopardise information being authentic, appropriately classified, properly secured, and managed in accordance with legislative and operating requirements. Technology solutions must support strong internal control processes and the development of robust system and process solutions for the management and protection of information assets; and align technology, systems, processes and culture with business strategy and goals.
<b>Community services:</b>	Risks or events that hinder the City's ability to meet the current and changing expectations of the ratepayers and community; including ratepayers'/customers' expectations of providing efficient, considerate, and cost-effective services; building positive and collaborative relationships and outcomes for the City.

City of Vincent Risk Appetite and Tolerance Statements - 023/205561

# RISK APPETITE & TOLERANCE STATEMENTS

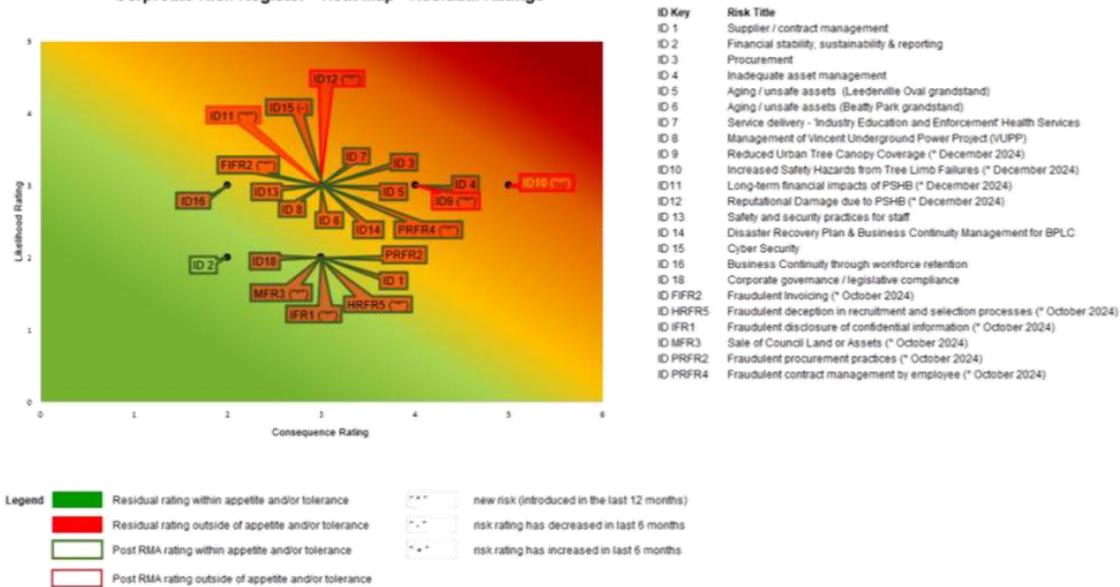


OFFICE USE ONLY	
Responsible Officer	Executive Manager Corporate Strategy and Governance
Initial Council Adoption	17/03/2020
Previous Title	N/A
Reviewed / Amended	12/12/2023 OMC Item 12.4
Next Review Date	12/2025 In accordance with clause 4 of the Risk Management Policy, Statements are to be review within three months of each ordinary local government election.

City of Vincent Risk Appetite and Tolerance Statements - 023/205561

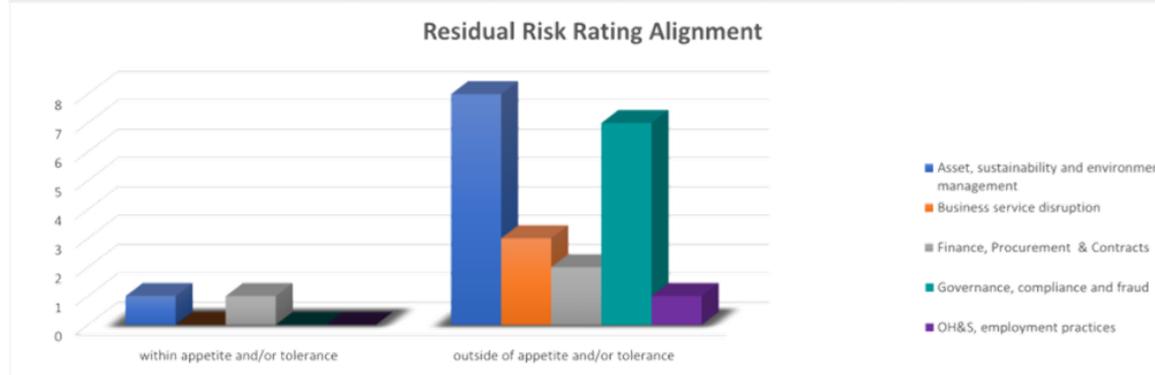
# Corporate Risk Rating Alignment to Appetite and Tolerance

Corporate Risk Register - Heat Map - Residual Ratings



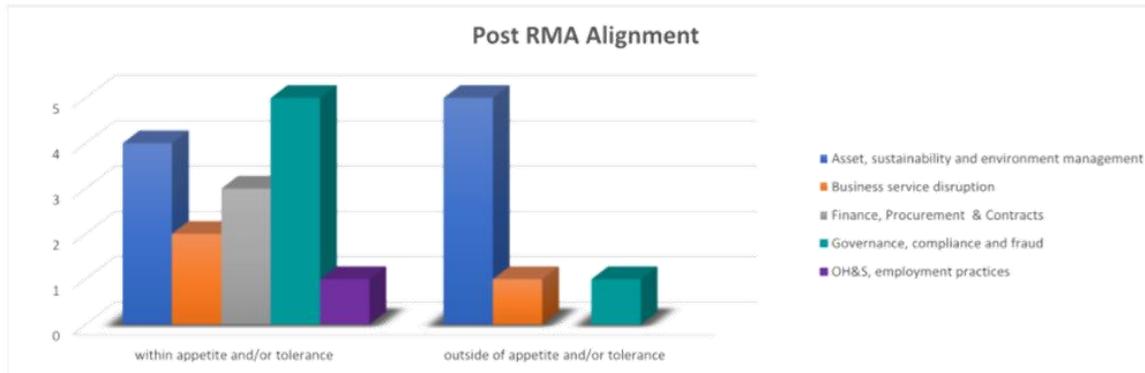
Residual rating alignment is detailed below:

Residual Rating Alignment	Asset, sustainability, and environment management	Business service disruption	Finance, Procurement & Contracts	Governance, compliance, and fraud	OH&S, employment practices	Grand Total
within appetite and/or tolerance	1	0	1	0	0	2
outside of appetite and/or tolerance	8	3	2	7	1	21
	9	3	3	7	1	23



Post RMA alignment is detailed below:

Post RMA Alignment	Asset, sustainability, and environment management	Business service disruption	Finance, Procurement & Contracts	Governance, compliance, and fraud	OH&S, employment practices	Grand Total
within appetite and/or tolerance	4	2	3	6	1	16
outside of appetite and/or tolerance	5	1		1		7
	9	3	3	7	1	23



**5.5 REVIEW OF THE CITY'S AUDIT LOG****TRIM Ref:** D25/81979**Author:** Dee Ahrens, Senior Governance & Risk Officer**Authoriser:** David MacLennan, Chief Executive Officer**Attachments:** 1. Audit Log - Confidential**RECOMMENDATION:**

That the Audit Committee recommends to Council that it:

1. **NOTES** the status of the City's Audit Log at Attachment 1;
2. **APPROVES** closure of action items noted within this report and at Attachment 1.

**COMMITTEE DECISION ITEM 5.5****Moved: Mr Manifis, Seconded: Mr Isambert**

That the recommendation be adopted.

**CARRIED (6-0)****For:** Mr Araj, Mr Manifis, Mr Isambert, Cr Castle, Cr Hallett and Mayor Xamon**Against:** Nil**NOTE:**

- Audit Action EA:2024/14 *Excessive Leave Balances* is to remain open. The Executive Manager Human Resources is to attend the next Audit & Risk Committee meeting to provide assurances to the Committee in relation to the proposal to close out this action, and an interim update is to be presented in six months to demonstrate whether leave balances are trending down. Closure will only be considered once the Committee is satisfied with the assurances provided and the supporting trend data.
- Internal audits are to consider all closed actions to ensure they have been properly addressed.

## 6 GENERAL BUSINESS

The Chair requested an item of General Business be considered to discuss the status of the current Year 3 Internal Audit Program. It was noted that four audits are included in the Year 3 Plan, one has been completed and the remaining three have stalled.

### COMMITTEE DECISION

**Moved:** Mayor Xamon, **Seconded:** Mr Manifis

That the motion be now put to discuss the Year 3, Internal Audit Plan progress.

**CARRIED UNANIMOUSLY (7-0)**

### NOTE:

- Requests that action plans with agreed deadlines be developed between the internal auditor and the relevant director or manager for all outstanding audits.
- Requests that a tracking dashboard be created and presented at each Audit & Risk Committee meeting, to provide status updates on internal audit progress (scoping, planning, reporting, final report, action items).

## 7 NEXT MEETING

Wednesday 12 November 2025.

## 8 CLOSURE

There being no further business the meeting closed at 5:36pm.

These Minutes were confirmed at the 12 November 2025 meeting of the Audit Committee as a true and accurate record of the Audit Committee meeting held on 3 September 2025.

Signed: Mr George Araj

Dated

**9 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**10 REPRESENTATION ON COMMITTEES AND PUBLIC BODIES**

**12 CLOSURE**