



CITY OF VINCENT

AGENDA

Ordinary Council Meeting 11 November 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.

The following conditions apply to public questions and statements:

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.
6. Where in-person meetings are not permitted due to a direction issued under the *Public Health Act 2016* or the *Emergency Management Act 2005* questions and/or statements may be submitted in writing and emailed to governance@vincent.wa.gov.au by 3pm on the day of the Council proceeding. Please include your full name and suburb in your email.
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.

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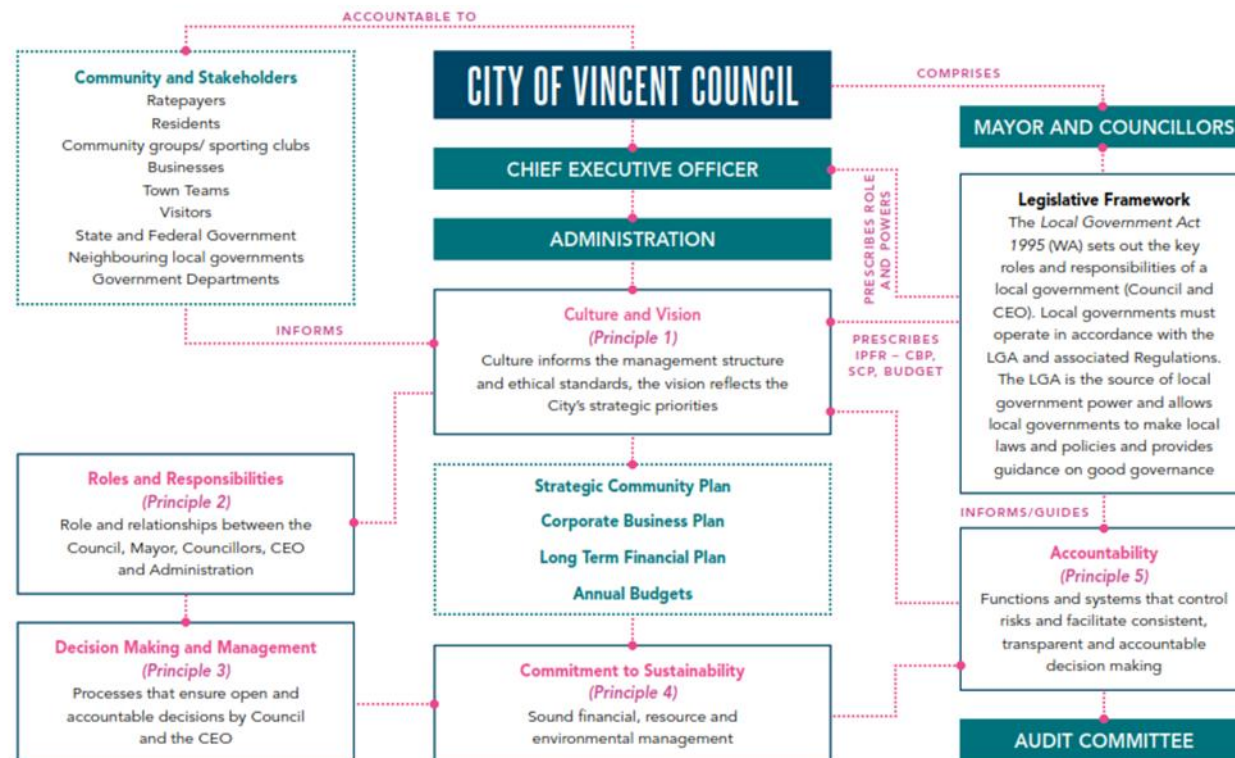
Order Of Business

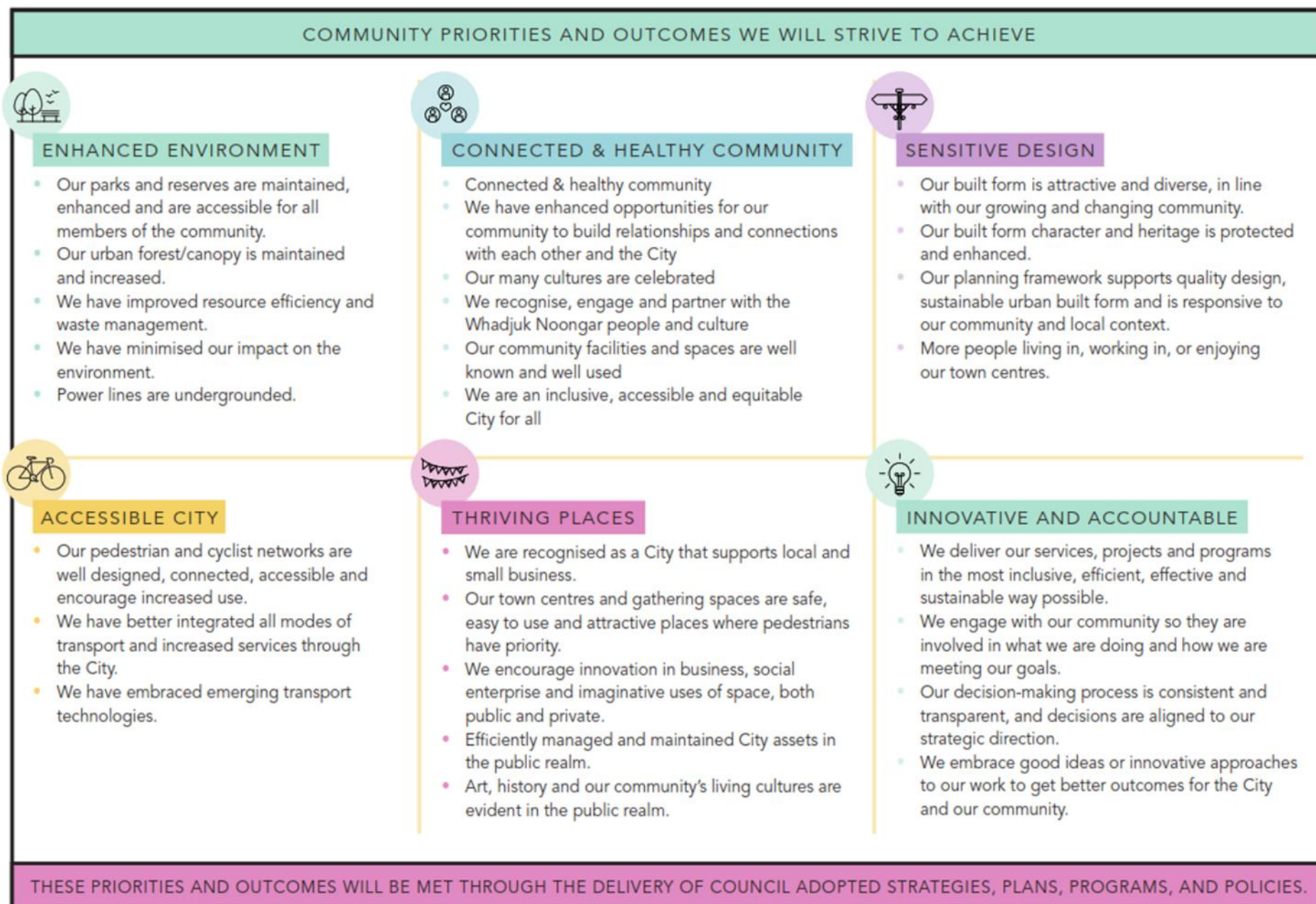
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CITY OF VINCENT GOVERNANCE FRAMEWORK 2020 OVERVIEW





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, acknowledging that, as a Council, the City of Vincent has a role to play in working towards reconciliation and justice for First Nations people."

2 APOLOGIES / MEMBERS ON LEAVE OF ABSENCE

Nil

3 (A) PUBLIC QUESTION TIME AND RECEIVING OF PUBLIC STATEMENTS

(B) RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

3.1 Lesley Florey of Mt Hawthorn

- Can you please advise the independent consultant and/ or company who was engaged to assist with the CEO performance review?

Price Consulting Group conducted the CEO Performance Review process for 2025.

- Requested a full copy of the Pozi mapping system, showing the City of Vincent stormwater drainage pipes across the entire City.

The City is verifying the accuracy of the drainage data on the Pozi mapping platform after transfer from the City's previous geographic information system.

The drainage information will be made available to the public on Pozi within the next month. The City is unable to guarantee the information is completely accurate however, it is based on completed surveys to date.

3.2 Dan Loden of Mt Hawthorn

- Requested an update on the City's target of net zero by 2030.

Council approved the Sustainable Vincent Framework (SVF) at its meeting in August 2025. The SVF aims to achieve Net Zero for Scope 1 and 2 emissions (direct and indirect emissions from City operations) by 2030.

The City's first Emissions Inventory was completed in 2024 and shows that the City has made significant progress since 2017, including a:

- 51 percent reduction in Scope 1 emissions; and
- 87 percent reduction in Scope 2 emissions.

The City's Climate Transition Action Plan (CTAP) will build on this progress and focus on specific climate adaptation, emissions reduction, energy efficiency and transport actions to achieve Net Zero.

Preparation of the CTAP has commenced this financial year.

- Asked whether the first electric waste truck has rolled out yet?

The City's waste fleet does not presently include an electric waste truck however environmental performance is considered as part of the procurement process.

- Enquired about Administration's approach to carbon offsets as the City approaches the net zero target.

The CTAP would focus on specific actions and costs associated with achieving Net Zero. This could include the approach to carbon offsets.

Andrea Tolle of North Perth – Item 9.1

Questions regarding 500 Fitzgerald St, La Mortazza

- 1) If the council are going to allow the evening licence will they be providing parking rangers for the ongoing parking problems created by the venue? What will their availability be? Lately it has proved difficulty to contact a ranger to come out on the weekend. Will this be rectified?

For the first three months, the City will extend the Patrols into the evening operating hours and monitor how that goes in terms of infringements and compliance. If there are issues, they will look to extend the additional patrols.

- 2) Does the noise survey cover outside of the café when people are going to and from the venue, gathering in groups on the way back to their cars, outside talking on their phones, slamming car doors, additional traffic noise in the street, Uber Eats drivers etc? All these are occurring currently during the day and can be quite loud. If the noise survey does not include this will this survey be conducted and included?

The acoustic report is not required to measure breakout noise that occurs, such as from people talking particularly when they have left the venue. Instead, this is something that must be considered as an offsite amenity impact from the land use, which has been done within the report and assessment of the surrounding area. Administration is satisfied that the general low scale of people coming and going within the evening period, based on patron numbers is sufficient. This is accompanied by the management measures within the VMP such as the signs requesting patrons to leave quietly and being respectful of neighbours. Given the scale of the premises, the proposed management measures and given the context of Fitzgerald Street and the ambient noise within the surrounding area, that the breakout noise that isn't measured within the acoustic report is acceptable in this instance.

- 3) As the parking bays were taken away from the units and given to the café, does this mean the unit visitors and tenants parking no longer complies? Please clarify total parking bays that are needed to be available for the whole building including units and café and the amount of total seating the café can have in relation to this and what they actually do have? I see they use the tea cups as seating as well as people seated on the grass out on the verge. I highly doubt this complies currently and request clarification on this. At the very least this needs to be reviewed as it is not working currently.

The parking would remain entirely unchanged. The ACROD bay is currently allocated to the commercial aspect (the Restaurant/Café). This would remain open to use for (Café) visitors. The visitors bays allocated to the apartment would remain the same as well.

Andrew Buchanan of Leederville

Context of statements: A 4WD was permitted, by the Council, under the residential e-permit scheme, to park unrestricted in a two hour (2hr) bay for over four months without moving a centimeter.

1. How can the City of Vincent act outside of the intentions of the Local Government Act 1995 - which states that "fair and equitable" use of such land must be applied. Sure the council has a mandate to manage the crown land, however they should not have the power to manage outside of the intentions of the law by granting privileged rights to individual ratepayers at the expense of the general ratepayers and public of Western Australia? Council should be reminded that they do not own the land - it is for everyone to use.

Under the powers conferred by the Local Government Act 1995 and under all other powers enabling it, the Council of the City of Vincent resolved on 22 August 2023 to make the Parking Local Law 2023. Clause 2.4(1) of the City's Parking Local Law 2023 states the City may issue to a person a parking permit which exempts the holder of the permit from a prohibition under this local law against the stopping or parking of vehicles on any part of a road subject to any conditions that the City considers appropriate. The purpose of this local law is to provide for the management and regulation of parking within the district.

2. Why is it that administrators within council formulate policy without the scrutiny of safety nets - which independent arbiter inspects the fine details of policy for loop holes such as the illegal and illogical long term implications of the residential e-permit parking policy in restricted bays?

The City's Residential Parking Permit Policy was adopted by Council to ensure consistency and clarity in the allocation of permits across Vincent. The Parking Permit Policy was most recently reviewed in 2022 and continues to reflect Council's endorsed approach to parking management in a growing urban environment. The next scheduled review of the Policy is programmed for early 2026, Community consultation will form part of the review and if submissions are made during that time, all respondents will be advised of the relevant Council Briefing and Meeting dates and will be welcome to address Council for up to three minutes if they choose to do so.

3. What is the vision of the City of Vincent with respect to living in a high density area - is the CoV encouraging the use of residential e-permits as a future source of revenue or are they looking towards "15 minute cities" and the use of public transport as a solution in high density areas?

There is a provision excluding eligibility where a development approval includes a specific condition or advice note to that effect is a deliberate and longstanding element of the policy. This reflects Council's broader planning position that new developments, particularly medium and higher-density housing, should be designed to accommodate resident parking on site or encourage the use of alternative transport options such as public transport. They should not rely on access to on-street parking permits. This principle is increasingly important as the City continues to grow and densify. Maintaining this approach supports equitable management of public parking and ensures consistency in how development advice notes and the City's broader parking policy are applied.

4 APPLICATIONS FOR LEAVE OF ABSENCE

Cr Alex Castle has applied for leave from 22 November to 8 December for personal reasons.

5 THE RECEIVING OF PETITIONS, DEPUTATIONS AND PRESENTATIONS

A petition with 13 signatures has been received from Nathan Calleja of North Perth to urgently review the intersection of Vine Street and Hammill Lane due to ongoing safety concerns. Drivers frequently use this route as a shortcut and travel at excessive speeds, creating hazards for both motorists and pedestrians. Vehicles exiting Hammill Lane onto Vine Street face a major blind spot, making it extremely difficult to see oncoming traffic. This has led to multiple near misses and, more recently, four cars being sideswiped (Police report 667614 CAD). The narrowness of the lane and two-way traffic flow further increase the danger, making visibility and manoeuvrability particularly challenging.

Residents strongly believe that installing effective traffic-calming measures, such as a slow point similar to that on Alma Street, would significantly improve safety and reduce the risk of accidents. However, our preference is that no street parking be removed as part of any changes. We respectfully request that the City of Vincent conduct a formal traffic assessment and implement suitable measures to slow vehicles, improve sightlines, and enhance the safety of all residents, drivers, and pedestrians using the Vine Street and Hammill Lane intersection.

Clause 2.24 'Petitions' of the City of Vincent Meeting Procedures Local Law 2008 provides the following –

- (2) Every petition complying ... shall be presented to the Council by the CEO.
- (3) The presentation of a petition shall be confined to the reading of the petition.
- (4) The only motions that are in order are:
 - (a) that the petition be received; or
 - (b) that the petition be received and a report be prepared; or
 - (c) that the petition be received and be referred to a committee for consideration and report; or
 - (d) that the petition be received and be dealt with by the Council.

6 CONFIRMATION OF MINUTES

Ordinary Meeting - 21 October 2025

7 ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

8 DECLARATIONS OF INTEREST

- 8.1 David MacLennan, CEO, declared an impartiality interest in Item 8.1 Appointment of Council Members and Community Representatives to Advisory Groups. The extent of his interest is that he has worked with 3 of the nominees for the Sustainability ActionGroup, who all reported to him at one point. He has had no involvement in the assessment of the candidates

9 STRATEGY & DEVELOPMENT

9.1 NO. 10 (LOTS: 37 AND 111; D/P: 4576) MOIR STREET, PERTH - PROPOSED ALTERATIONS AND ADDITIONS TO SINGLE HOUSE

Ward: South

Attachments:

1. Consultation and Location Map 
2. Development Plans 
3. Summary of Submissions - Applicant's Response 
4. Summary of Submissions - Administration's Response 
5. Moir Street Fencing Audit 
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 Alterations and Additions to Single House at No. 10 (Lot: 37; and 111; D/P: 4576) Moir Street, 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 Alterations and Additions to Single House as shown on the approved plans dated 13 October 2025. No other development forms part of this approval;

2. Colours and Materials

The colours, materials and finishes of the development shall be in accordance with the approved schedule of finishes 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;

3. Landscaping

All landscaping shown in the approved plans dated 13 October 2025, shall be undertaken in accordance with the approved plans to the City's satisfaction, prior to occupancy or use of the development and maintained thereafter to the satisfaction of the City at the expense of the owners/occupiers; and

4. Redundant Crossover

Prior to completion of the development, redundant or "blind" crossovers shall be removed and the verge and kerb made good to the satisfaction of the City, at the applicant/owner's full expense.

EXECUTIVE SUMMARY:

The purpose of this report is to consider an application for development approval for Alterations and Additions to a Single House at No. 10 Moir Street, Perth. This specifically includes the:

- removal of the existing non-original low wall located on a portion of the front boundary;
- construction of a new 1.7 metre high fence that is solid to a height of 0.7 metres and with infill panels atop along the entire front boundary; and
- replacement of red brick paving within the front setback area to predominantly soft landscaping. The landscaping proposes to retain existing vegetation and the planting of a new native tree, lawn and shrubs.

The subject site is located within the Brookman and Moir Streets Heritage Precinct (Precinct) and is listed on the City of Vincent Heritage List as Management Category A, as well being listed on the State Register of Heritage Places.

The application is required to be determined by Council because the site is a place listed on the State Register of Heritage Places and includes works that are within the front setback area and involves demolition.

No original heritage fabric is proposed to be removed.

The application was referred to the both the City's Design Review Panel member who specialises in heritage conservation and architecture, and the State Heritage Council. Both support the proposal, highlighting that the fencing will improve the aesthetic quality of the front setback of the place and make it more consistent with the streetscape character of the surrounding heritage area. The HCWA advised that the increased fence height contributes to a gradual change in the streetscape character, but does not impact views to the dwelling.

The proposed demolition and alterations are acceptable as they do not affect the principal façade or any heritage fabric of the dwelling. The demolition is limited to a non-original front fence, which does not contribute to the cultural heritage significance of the place.

The new front fence is visually permeable and designed to complement the existing streetscape. It maintains views to the dwelling and reflects fencing treatments found elsewhere on Moir Street.

The proposal includes landscaping within the front setback, replacing existing paving and improving the visual and environmental quality of the site with new landscaping.

The proposal meets the objectives of the [Local Planning Policy: Development Guidelines for Heritage Places](#) (Heritage Policy), the [Heritage Area Guidelines](#), which the Brookman and Moir Streets – Heritage Area Guidelines (Brookman and Moir Streets Guidelines) are located within, and the broader planning framework and is recommended for approval, subject to conditions.

PROPOSAL:

This application proposes the removal of a non-original fence and construction of a new fence. Details include:

- The demolition of the existing non-original front fence;
- A new 1.7 metre high fence with capping and infill panels along the entire front boundary. The fence includes a 0.7 metre high solid portion and piers, both finished in limestone render, with black wrought iron visually permeable infill panels above; and
- The replacement of red brick paving within the front setback area to predominantly soft landscaping. It is proposed to retain existing vegetation and the planting of a new native tree, lawn and shrubs.

It is also proposed to remove an informal parking bay on site, as a result of the new fence.

The applicant has applied for a fence height to 1.7 metres for safety reasons and to complement the existing fencing adjoining the site and the street.

The proposed development plans are included as **Attachment 2**.

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 propose alterations and additions to a place listed on the State Register of Heritage Places, unless the works are for:

- a) External fixtures (as defined by the Residential Design Codes);
- b) Restoration and remediation works;
- c) Internal building works;
- d) Façade upgrades and roof replacements; or
- e) Single storey additions that are located behind the front building line of the existing heritage building.

The application proposes alterations that are located forward of the building line of a place listed on the State Register of Heritage Places and are not external fixtures, restoration or remediation works.

BACKGROUND:

Landowner:	Jane Hogben and Clare Frances Ferguson
Applicant:	Judith McDougall
Client:	Jane Hogben and Clare Frances Ferguson
Date of Application:	20 July 2025
Zoning:	MRS: Urban LPS2: Zone: Residential R Code: R25
Built Form Area:	Residential
Existing Land Use:	Single House
Proposed Use Class:	Single House
Lot Area:	299 square metres
Right of Way (ROW):	No
City of Vincent Heritage List:	Yes – Management Category A
State Register of Heritage Places:	Yes

Subject Site

The subject site is located on the eastern side of Moir Street, within the street block bounded by Forbes Road to the south and Robinson Avenue to the north. A location plan is included in **Attachment 1**.

The site is 10 metres wide and has an original semi-detached single house which shares a common boundary wall with No. 12 Moir Street.

The site has an existing contemporary 1.1 metre high rendered wall with light coloured infill panels, and located to the front boundary. The existing front setback area has predominately red brick paving which has been used informally to park one car. There is existing vegetation including a young frangipani tree and a low garden hedge.

Streetscape

The existing streetscape is characterised by its consistent layout of semi-detached dwellings with varying fence types to the street. This includes high solid walls and solid infill fencing that are mostly above 1.2 metres in height.

Majority of the houses within the street have no on-site parking available. Parking is available on the street and is time restricted to 1 hour for non-permit holders. Landowners within the Precinct are eligible for up to three parking permits per household.

Heritage Listing

The subject property is located within the Brookman and Moir Streets Heritage Precinct.

The heritage area includes Nos. 1-32 Brookman Street, Nos. 2-28 Moir Street and No. 40 Forbes Road, Perth and is listed on the City of Vincent Heritage List as Management Category A – Conservation Essential. The Precinct is also included on the State Register of Heritage Places.

The Brookman and Moir Streets Precinct is a highly intact late-19th-century residential estate of modest semi-detached dwellings in the Federation Queen Anne style. The Precinct's significance lies in its uniform building forms, development pattern, and intact presentation. Front fencing and most plantings are of little heritage significance, while high solid masonry fences are generally intrusive. Full Statements of Significance can be found [here](#) for the HCWA and [here](#) for the City's Heritage List.

DETAILS:**Summary Assessment**

The table below summarises the planning assessment of the proposal against the provisions of the Residential Design Codes Volume 1 – Part B (R Codes), the City's Policy No. 7.1.1 – Built Form (Built Form Policy), the Brookman and Moir Streets Guidelines and the Heritage 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	Deemed-to-Comply/ Acceptable Outcomes (or equivalent)	Requires the Discretion of Council
Front Fences		✓
Landscaping (R Codes)	✓	
Parking		✓
Heritage Policy	✓	
Brookman and Moir Streets Guidelines		✓

Detailed Assessment

The R Codes and the City's local planning policies that apply allow proposals to be assessed in two ways — either by meeting the deemed-to-comply standards, or by being considered under the design principles and objectives.

The planning elements of the application that do not meet the applicable deemed-to-comply standards and require the discretion of Council are listed below.

Parking	
Deemed-to-Comply Standard	Proposal
R Codes Volume 1 Clause 5.3.3 One car parking bay Brookman and Moir Guidelines Clause C5.1 No minimum number of on-site car parking spaces.	Nil car parking bay proposed.
Front Fences	
Deemed-to-Comply Standard	Proposal
Brookman and Moir Guidelines Clause C4.1 Front fences shall be a maximum height of 1.2 metres.	The proposed maximum fence height is 1.7 metres.

The above elements of the proposal do not meet the specified deemed-to-comply standards. These elements have been assessed against the relevant design principles and local housing objectives in the Comments section below.

CONSULTATION/ADVERTISING:First Advertising Period

Community consultation was undertaken in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* for a period of 14 days, from 13 June 2025 to 26 July 2025. This advertised the departures to the front fence height. In accordance with the City's Community and Stakeholder Engagement Policy, the method of consultation included a notice on the City's website and 76 letters mailed to owners and occupiers of the Preceint, as shown in **Attachment 1**.

At the conclusion of the consultation period no submissions were received.

Modified Application

The application was split into two separate applications. Rear additions and façade upgrades were separated into an application and approved by Administration under delegation on 30 June 2025. The subject application is the other application.

As part of the modified application the proposed front fence height was increased from 1.5 metres to 1.7 metres. The applicant's rationale for this change included aligning with the height of existing pillars shared with neighbouring properties, improving consistency with other fences along Moir Street, and enhancing safety and security due to increased foot traffic and recent incidents of anti-social behaviour near the property.

Second Advertising Period

A second 14-day consultation period was undertaken from 19 September 2025 to 3 October 2025. This was to advertise the front fence and the parking shortfall which was not initially advertised. The re-advertising process involved mailing 76 letters to owners and occupiers of the Precinct. Two submissions were received within the Precinct, including one in support and one in objection.

The submission received in support provided no comment.

The objection raised the following concerns:

- The fence style and height are not keeping with the established heritage streetscape;
- The fence height obstructs views to the heritage-listed dwelling; and
- The fence design reduces passive surveillance and increases opportunity for concealment.

A summary of submissions and Administration's response is included as **Attachment 4**. The applicant has provided a response to submissions which is included as **Attachment 3**.

Heritage Council of Western Australia (HCWA)

The application was referred to the HCWA for comment in accordance with Section 73 of the *Heritage Act 2018* because it is a registered place on the State Register of Heritage Places.

The HCWA supported the proposal and advised as follows:

The Moir Street houses originally had simple post and wire fences. The proposed fence is more elaborate, with rendered piers and metal rails. It will have a minor adverse impact on the street elevation, however, is similar to many others in the street.

Further clarification was sought regarding the reference to a minor adverse impact. The HCWA confirmed that this relates specifically to the increased height of the proposed fence, which represents a shift away from the original low fencing height of approximately 1.2 metres historically found along Moir Street. HCWA advised that the increased height contributes to a gradual change in the character of the street. The fence would have a minor impact on the views of the dwelling and is consistent with the broader pattern of fencing now present along the street.

Design Review Panel (DRP):

Referred to DRP: Yes

The proposal was referred to a member of the City's DRP who specialises in heritage conservation and architecture. Comments were requested on the impact of the proposed demolition and the appropriateness of the proposed fence.

The DRP member advised that they are supportive of the proposal for the following reasons:

- The new front fence will improve the appearance of the front setback and is more consistent with the heritage streetscape.
- The fence is sufficiently visually permeable to allow visibility to the heritage building with minimal impact.
- Design elements of the proposed fence being limestone rendered piers and plinth are suitable for the character of the house and the Heritage Area.
- It improves the security of the property and is clearly legible as new works.

LEGAL/POLICY:

- *Planning and Development Act 2005*;
- *Heritage Act 2018*;
- *Planning and Development (Local Planning Schemes) Regulations 2015*;
- Burra Charter (Australia ICOMOS, 2013);
- State Planning Policy 3.5 – Historic Heritage Conservation;
- City of Vincent Local Planning Scheme No. 2;
- Local Planning Policy No. 7.1.1 – Built Form Policy;
- Local Planning Policy: Development Guidelines for Heritage Places;
- Local Planning Policy: Heritage Area Guidelines; and
- Community and Stakeholder Engagement Policy.

Planning and Development Act 2005

In accordance with Schedule 2, Clause 76(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* (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, Council is to have due regard to a range of matters when determining a development application.

For this proposal, the relevant matters include:

- Compatibility of the development with its setting;
- Amenity and character of the locality;
- The heritage significance of the place;
- Consistency with planning policies; and
- Advice from the DRP and HCWA.

Burra Charter

The [Burra Charter](#) sets out best-practice principles for conserving and adapting heritage places.

It emphasises that new works should be clearly identifiable as contemporary, while being sympathetic and respectful to the cultural significance of the place and its surroundings.

State Planning Policy 3.5 – Historic Heritage Conservation

State Planning Policy 3.5 – Historic Heritage Conservation (SPP 3.5) provides the State's overarching principles for the conservation and management of historic heritage places. The policy guides the preparation of the City's local planning policies on heritage and assessment standards.

Local Planning Policy: Development Guidelines for Heritage Places

This policy provides guidance for assessing alterations, additions, and new works to heritage-listed places. It ensures that any development retains the cultural heritage significance of the property, is sympathetic to the existing building and streetscape, and is well-integrated and sustainable to support the long-term conservation of heritage places.

Brookman and Moir Streets Guidelines

The Brookman and Moir Streets Guidelines are contained within the City's Local Planning Policy: Development Guidelines for Heritage Places. The Guidelines are performance-based that apply specifically to this Precinct.

The Guidelines require development applications to demonstrate that the design achieves both the overall objectives of the policy and the more detailed local housing objectives that relate to individual planning elements. This guides the assessment of proposals to ensure each element contributes to the overall heritage and streetscape character of the Precinct.

RISK MANAGEMENT IMPLICATIONS:

Low: It is low risk for Council and the City's business function when Council exercises its discretionary power to determine a development application.

STRATEGIC IMPLICATIONS:

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

Thriving Places

We are recognised as a City that supports local and small business.

Sensitive Design

Our built form character and heritage is protected and enhanced.

Innovative and Accountable

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

SUSTAINABILITY IMPLICATIONS:

There is limited scope for the proposed development to influence the sustainability of the entire home. This is because the works are limited to the construction of a fence and landscaping. The proposed landscaping would provide canopy and urban cooling benefits, and the removal of hardstand.

PUBLIC HEALTH IMPLICATIONS:

This application would not contribute to any public health outcomes in the *City's Public Health Plan 2020-2025*.

FINANCIAL/BUDGET IMPLICATIONS:

There are no finance or budget implications from this report.

COMMENTS:

Summary Assessment

The application has been assessed against the relevant planning framework and is recommended for approval. The following key comments summarise the assessment:

- The proposed demolition relates to a non-original front fence and does not affect the principal façade or heritage fabric of the dwelling.
- The proposed front fence is clearly distinguishable as a new addition and is consistent with other fences that form part of the character of the Moir Street streetscape.
- With a 0.7-metre solid portion and permeable infill to 1.7 metres in height, it maintains views to the dwelling and its materials, colours, and form are designed to complement the heritage streetscape.

- The City's DRP member (heritage specialist) and HCWA support the proposal, noting its positive contribution to the streetscape and has minimal impact on the heritage significance of the place.
- The proposed removal of on-site paving and replacing it with soft landscaping within the front setback would improve the visual and environmental quality of the site and soften the interface with the street. The landscaping would include tree planting, lawn and shrubs.
- The proposed removal of a redundant crossover allows for an additional on-street parking bay which has a public benefit.
- The proposal complies with the Brookman and Moir Streets Guidelines, which prioritise heritage and streetscape outcomes. It also does not specify a minimum parking amount. While this means there is a shortfall under the R Codes, the site's close access to public transport and the precinct's established nil parking policy intent make the proposal appropriate and acceptable in this context.

Heritage Policy and Brookman and Moir Street Guidelines - Front Fencing

The proposed fencing would meet the [objectives](#) and [guiding principles](#) of the Heritage Policy, as well as the [Design Principles](#) of the R Codes and the [local housing objectives](#) of the Brookman and Moir Street Guidelines.

- **Statement of Significance:** The Precinct's heritage significance derives from its intact late-19th-century streetscape. It is characterised by modest semi-detached dwellings and uniform pattern of development. The Guidelines and Statement of Significance note that fencing and front gardens are of little heritage significance, and that high, solid fences are intrusive. The proposal replaces a non-original fence with a low solid wall with, a permeable design. This would maintain public views to the façade and avoid visual bulk, consistent with these principles.
- **Demolition of Non-Original Fabric:** The Heritage Policy accepts partial demolition to heritage listed places where the parts to be demolished do not contribute to the cultural heritage significance of the place. The proposed development would not modify the Moir Street principal façade or any other areas of heritage significance. The demolition of the existing front fence would not impact on the heritage significance of the place or structural integrity of the existing dwelling and adjoining dwellings. The demolition would relate to the removal of a non-original front fence.
- **Sympathetic Scale and Character:** The proposed fence would be identifiable as a new addition to the existing dwelling. The solid component of the fence would be low in height at 0.7 metres, with visually permeable infill to 1.7 metres. The fence would be consistent with the existing streetscape and fences of a similar height found within the Precinct, including Nos. 6, 8, 19, 20, 21, 22 and 28 Moir Street, shown in the below **Figure 1 and Figure 2** and included as **Attachment 5**. The proposed limestone render reflects the heritage colour palette of the Precinct, while the black metal infill panels match the style and colour of other fences along Moir Street, including No. 9 directly opposite the site.

Figure 1 – Subject Site and Surrounding Moir Street Fencing



Figure 2 – Streetscape Diagram: 12 Moir Street, 10 Moir Street and 8 Moir Street (left to right)



- **Maintenance of Views to Dwelling:** The solid portion of the fence would be 0.7 metres above the footpath level and would be visually permeable above this height, to a maximum of 1.7 metres above the footpath level. This would maintain views, passive surveillance and visual connection between the street and the existing dwelling.
- **DRP and HCWA Support:** The DRP heritage specialist supports the proposal, stating it improves the aesthetic quality of the front setback and enhances streetscape amenity, while remaining sympathetic to the heritage character of the area. The DRP member also confirmed that the fence's limestone rendered piers and plinth are appropriate to the style of the house and surrounding heritage area, and that its visual permeability ensures minimal impact on views to the heritage building. The HCWA also supports the proposal, acknowledging that although the fence is more elaborate than the original post-and-wire style, it reflects similar treatments found within the streetscape and will have a minor adverse impact on the street elevation. The HCWA advised that the minor adverse impact relates specifically to the gradual increased in fence height along the street, which differs from the original low fencing historically found along Moir Street. This change contributes to a gradual shift in the character of the street, rather than impacting views or the visibility of the dwelling.

- Landscaping: Replacement of red brick paving with soft landscaping, including a new native tree, shrubs, and lawn, would improve the environmental quality of the front setback and reinforces the garden setting consistent with the Guidelines' objectives to maintain and enhance front gardens and landscaping to the street.

Car Parking

The proposed parking arrangements would satisfy the [Design Principles](#) of the R Codes and the [local housing objectives](#) of the Brookman and Moir Street Guidelines for the following reasons:

- Additional Street Parking Capacity: The proposal includes the removal of an existing 5.9 metre wide redundant crossover which reduces the number vehicle access points to the streetscape and allows one additional on-street parking bay to Moir Street. This would improve streetscape appearance, increase on-street parking for the public, and continue footpath connection in the verge. A condition of approval has been recommended for the crossover to be removed to allow for an additional on-street bay to be provided.
- Alternative Transport Options: The R Codes design principles states that adequate car parking is to be provided on-site in accordance with the projected need. This includes having regard to the proximity of the development to public transport and other facilities. Bus stops are provided on William Street, which is a high frequency bus route providing connections to Highgate, Mount Lawley Perth Station and Perth CBD. The site is also located approximately 1.2 kilometres from the Perth Train Station. The site location provides a practical alternate means of transport that would support a reduction in one resident parking bay for the development.
- Applicable Policy Framework: While the R Codes prescribes one on-site car parking bay, the Brookman and Moir Street Guidelines specify a minimum of nil on-site parking. While the Brookman and Moir Street Guidelines do not override the R Codes, they reflect the policy intent for the local area to minimise on-site parking in favour of heritage and streetscape outcomes. The proposal is consistent with the Brookman and Moir Street Guidelines and the shortfall is acceptable within the context of the local planning policy framework.

9.2 PUBLIC HEALTH PLAN (2020–2025) - ANNUAL REVIEW 5

Attachments: 1. Annual Review - Public Health Plan 2020–2025, Review 5 

RECOMMENDATION:

That Council **NOTES** the fifth and final review of the deliverables within the Public Health Plan 2020 – 2025, at Attachment 1.

PURPOSE OF REPORT:

To provide Council with a progress report of the City's [Public Health Plan 2020–2025 \(PHP\)](#) deliverables over the past 12 months and to provide an overview of the key achievements and outcomes of the Plan over its five-year duration.

DELEGATION:

The annual review of the City's Public Health Plan is presented in line with Council's values:

- *We are Engaging: Listening, understanding and communicating is the key to our success.*
- *We are Accountable: We work openly and transparently to earn out community's trust.*
- *We are Making a Difference: Our work improves our community and the lives our residents.*

Council sets the strategic direction of the organisation. These strategies form a document adopted by Council which embeds the Council and Community's expectations, and it is important that the progress of these frameworks are reported. It is a requirement of the [Public Health Act 2016](#) that Local Governments review local PHPs annually and may amend or replace them at any time.

BACKGROUND:

The [Public Health Act 2016](#) requires each Local Government to prepare a Public Health Plan (PHP) that is consistent with the State Public Health Plan (State PHP) and meet the specific needs of the local community.

Council adopted the City's PHP on 20 October 2020.

The PHP is a high-level plan, which aligns to the City's Strategic Community Plan 2022 - 2032 and is to inform the Corporate Business Plan and annual budgets. The PHP provides a framework to support the health and wellbeing of our community, enhancing the City's proactive service delivery approach and focuses efforts and resources on projects that support health.

We published the PHP with 41 deliverables across five public health pillars, being:

1. Public Health Leadership;
2. Social Environment;
3. Built Environment;
4. Natural Environment; and
5. Health Protection

There have been four annual reviews presented to Ordinary Meetings of Council to highlight the progress towards the 41 deliverables within the PHP. The outcomes of these reviews have been summarised below in previous annual reports.

Ordinary Meeting of Council	Deliverables on track	Deliverables not started
Annual review 1 12 October 2021	34 (83%)	7 (17%)
Annual review 2 18 October 2022	38 (92%)	3 (8%)
Annual review 3 21 November 2023	40 (97%)	1 (3%)
Annual review 4 22 October 2024	41 (100%)	0 (0%)

DETAILS:

The fifth and final annual review of the PHP has is now complete.

All 41 deliverables of the Public Health Plan have been completed. Some actions were more relevant in certain years, such as during the COVID-19 recovery period. Several deliverables will continue to evolve in the next PHP, which is now in development.

Attachment 1 outlines detailed actions and achievements from the past 12 months for each deliverable. These include one-off projects, multi-year programs, and ongoing initiatives. We will build on these in the next PHP, scheduled for release in 2026. Each deliverable is marked using one of three status categories, consistent with previous annual reports.

Colour Code	Meaning
On Track	Deliverable is expected to be completed as originally planned.
Not Started	Deliverable has not yet started.
At risk	Deliverable is at risk of not being delivered or completed.

KEY HIGHLIGHTS: 2024–2025Smoke-free town centres

- **Award winning project.** The City was awarded the silver medal in the Department of Health Awards for Best Practice in Health and Wellbeing category at the 2024 [Institute of Public Administration Australia WA \(IPAA WA\) Achievement Awards](#).
- **Project in the spotlight.** The project was presented to delegates of the 2024 International Federation for Environmental Health World Congress, and the 2024 Oceania Tobacco Control Conference in Queensland.
- **Ongoing engagement.** Administration delivered vaping education in primary schools, vaping education campaigns in town centre hotspot areas by installing temporary signage, and face-to-face engagement with the community. The City also hosted the 'Tackling Smoking and Vaping for a Healthier Future Seminar' with over 70 people in attendance.
- **Expansion of the initiative.** Administration received 81% support for the introduction of new smoke and vape-free areas in Vincent during the March 2025 community engagement campaign.

Reduced exposure to environmental health risks

- **Maintained a safe and healthy environment.** The City's Health Services investigated 43 complaints involving Asbestos Containing Material (ACM). These investigations included site assessments and the provision of supporting information. Where asbestos was found to be in a hazardous condition, authorised officers issued formal notices for removal, and in 15 cases, letters were sent to property owners recommending removal.
- **Festival success.** The East Perth Power Station played host to Perth Festival 2025, transforming it into a vibrant cultural hub with a diverse lineup of music, art and food events. These events required comprehensive assessments of temporary food applications, noise management, event risk management plans, temporary structures, and on-site monitoring to ensure everything ran smoothly and safely.

Natural Environment

- **Improved strategic direction.** The **Sustainable Vincent Framework (SVF)** was endorsed in 2025, embedding sustainability as a core function of the City's operations, with focus areas of climate action, resilient and low carbon infrastructure, a healthy and thriving city, good governance and responsible investment, resource conservation and regenerative, green and biodiversity. The SVF is further supported by the **Enhanced Environment Strategy**, also adopted in 2025, which has three key environmental focus areas of greening and urban canopy, water protection, and waste/resource conservation. In September 2025 Administration responded to a Notice of Motion acknowledging the critical role of food systems, supporting initiatives such as the Plant-Based Treaty in addressing the climate crisis and impacts of a plant-based diet on public health. The City has further plans to develop a **Climate Transition Action Plan** in 2026 to outline steps towards achieving operational net zero.

These strategic plans highlight the City's understanding of climate-related risks to public health and in turn how to proactively work to allay anticipated risks to public health, particularly for vulnerable and senior population groups who are at heightened risks of climate-related public health harms. This will be a focus area of the new iteration of the PHP.

- **Proactive compliance.** The City's Development Compliance team commenced a new proactive compliance initiative to spotlight landscaping and tree planting requirements in new developments.
- **Improving tree canopy.** Annual street tree planting increased from 300 to 450 trees, and we removed approximately 100 dead trees.

Physical activity and wellbeing

- **Robertson Park.** Completed Robertson Park Stage 1A: creation of four new multisport courts, new parkland entry, a tennis hit-up wall, and a basketball half court, improving community access to and variety of sporting options.
- **Physical health.** Delivered over 100 fitness classes per week at Beatty Park across a wide variety of abilities and needs. In 24-25, Beatty Park Leisure Centre recorded a 2% increase in annual attendance, a 6% rise in memberships, and a 2% growth in Swim School enrolments compared to 2023-2024, reflecting continued community engagement and enjoyment of the facility.
- **Staff engagement.** The City led by example by providing Vincent staff with discounted access to Beatty Park and promotion of the Fitness Passport scheme (50 staff users), upskilling staff through training opportunities, and provided skin checks, health checks, flu vaccinations, and ongoing promotion of the EAP program.
- **Healthy Active by Design.** Continued to strive towards thriving places through Healthy Active by Design Principles within planning projects, especially in preparation of the Planning Frameworks for William Street and Beaufort Street.
- **Play spaces.** Delivered three new playgrounds, increasing access to and use of green spaces around Vincent, with playgrounds catering from ages 4+ to protect and promote Vincent's status as a thriving place for children, with one designed as a fitness/exercise course. We designed a new playground at Birdwood Square with input from Highgate Primary School students which received positive feedback.
- **Senior focus.** The City of Vincent was named a finalist in the 2025 WA Seniors Awards. Administration continues to provide connected and healthy community spaces and activities for our senior community: We installed new senior specific exercise equipment at Britannia reserve adjacent to Rose Wood Aged Care Village; delivered workshops for seniors focused on fall prevention, balance and strength building in collaboration with Injury Matters; delivered the Energywise program for seniors at Beatty Park; celebrated Seniors Week in November 2024 with a diverse range of activities on offer; collaborated with LiveLighter to provide information and activities around seniors' health and wellbeing; and ran three age-friendly consultations to identify opportunities for creating a more age-friendly City.
- **Productivity scheme.** In July 2024, the City initiated a Productivity Trial that encouraged employees and teams to identify efficiencies in their processes, enabling the delivery of 100% of expected outcomes within 90% of rostered hours. Participants in the Productivity Trial not only reported improved productivity but also increased employee wellbeing, work-life balance, job satisfaction, team cohesion, and retention.

Cohesive communities

- **Engagement through workshops.** The City hosted several awareness weeks and workshops to increase community cohesion, including NAIDOC Week (including a Makuru Message Stick workshop and Boodjar Kaatijin Theatre performance); Mental Health Week in partnership with Y HQ; Youth Week Activities, and Reconciliation Week.
- **Partnerships.** Administration partnered with the Y HQ to deliver programs for young people in the City, including eight life-skills workshops, and four youth squad events and the Drop Mental Health Urban Art workshop.
- **Events.** We delivered events at our Library for the whole community on topics including healthy eating, managing diabetes, aging, staying active, neurodiversity, mindfulness, literacy, and lifelong learning programs.
- **LifeVac®.** At its June OCM, the City approved the installation of 14 LifeVac® devices across 10 sites. A LifeVac® device is a non-invasive airway clearance tool designed to prevent choking emergencies. The installation of the devices at City Community Facilities represents a proactive and responsible measure to enhance emergency preparedness and community safety.

Lessons learnt

The implementation of the Public Health Plan 2020–2025 has provided valuable insights into what supports effective public health outcomes at a local level. Reflecting on delivery over the five-year period, several key lessons have emerged, which will help to inform the development of the next iteration of the Plan.

- Strong leadership at both Council and Executive level was instrumental in embedding public health as a shared organisational priority and responsibility.
- Small, visible wins early in the plan helped build momentum and public confidence.
- Embedding flexibility within the Plan proved important as community priorities evolved, particularly following the COVID-19 pandemic. The ability to adapt actions mid-way through the Plan enabled continued relevance.
- Competing organisational priorities and limited resourcing occasionally slowed progress. Building realistic timelines and resourcing commitments into the next Plan will help ensure sustained delivery.
- The success of initiatives such as Smoke-Free Town Centres highlighted the value of sustained collaboration with community partners, local businesses, and State agencies.

KEY HIGHLIGHTS: 2020–2025 ACROSS THE FIVE PILLARS OF PUBLIC HEALTH

This is a summary of highlights across the five years of the PHP 2020–2025, mapped to the five public health pillars. Details of these achievements and further achievements can be found in PHP Annual Reports.

<u>Public Health Leadership</u>	<u>Social Environment</u>	<u>Built Environment</u>	<u>Natural Environment</u>	<u>Health Protection</u>
<i>Lead by example and influence public health commitment through leadership, advocacy and engagement.</i>	<i>Strengthen community connections and champion physical, mental and social health and wellbeing of our community.</i>	<i>Build, enhance and maintain well designed places and infrastructure to support the health, wellbeing and growth of our community.</i>	<i>Provide a sustainable natural environment for the health and wellbeing of our community.</i>	<i>Deliver evidence-based health protection services and programs for our community.</i>
<u>Smoke free town centres:</u> - Launched three years early. <u>First WA local government</u> to include smoke- and vape-free areas in a Local Law, supported by an <u>Education and Enforcement Policy</u>. <u>First WA local government</u> to introduce planning policy restricting tobacco sales and promotion. 42% reduction in cigarette smoking in town centres within 12 months. - Two Healthway grants received to support (\$124,420). - Finalist for five awards, presented at six conferences, featured in 11 news articles. - Reached over 11,000 people in community consultation.	- Collaborated with North Metropolitan Health Service to deliver a <u>healthy food and drink assessment at Beatty Park Café</u> assessing to improve healthy food and drink options at the centre. <u>Upskilled Beatty Park staff</u> to better support users with mental health challenges. <u>Improved Beatty Park accessibility</u> with new indoor pool changerooms, unisex toilets, and change cubicles. - Delivered <u>Mt Hawthorn Skate Space</u> for younger and beginner skaters. - Secured <u>LiveLighter funding</u> to promote the Start Small Campaign (free park bench workouts).	- Strengthened coordinated responses to complex challenges through <u>Safer Vincent Program</u> via partnerships with police, services, and community. - Awarded <u>Business Enhancement Grants</u> to activate spaces and reduce graffiti. - Received <u>Climate Change & Resilience award</u> for sustainable design in Built Form Policy. - Achieved <u>10-year Gold Waterwise Council status</u>. - Adopted <u>Bike Network Plan 2023 – 2028</u> to support safe cycling. - Implemented <u>North Perth Traffic Study and Norfolk Safe Active Street</u>. - Upgraded <u>pram ramps, footpaths, crossings, and Kyilla Primary School kiss-and-drive</u>.	<u>Installed Cancer Council UV monitor</u> at Beatty Park Leisure Centre to provide real-time UV data and support sun safety awareness. <u>Delivered park and reserve upgrades</u> to improve access and safety, supporting outdoor activity and healthy lifestyles. - Completed <u>eco-zoning</u> at Leake Alma, Bulwer Street, Venables Park, Charles Street, and Shakespeare Street Reserve. <u>Upgraded playgrounds and landscaping</u> at Haynes Street Reserve, Banks Reserve, Charles Veryard Reserve, Menzies Park, Forrest Park, and pop-up play at Les Lilleyman, Gladstone Street, Beatty Park, Edinboro Street, and Hyde Park East.	- Active member of <u>Local Government Health and Wellbeing Group</u>, sharing knowledge to improve community health outcomes across WA. <u>Established Local Drug Action Group</u> with Cities of Subiaco and Perth to reduce alcohol-related harm; delivered <u>three workshops with Mental Health Commission</u> on Safe Environments, Liquor Licensing, and Drinking Culture. - Environmental Health, Building, and Compliance Officers responded to <u>major fire incidents involving asbestos, waste, wastewater, and structural risks</u>, using technical expertise to reduce risk to people and property.

• 88% community and business support. • Delivered vaping education to primary school students. • Collaborated with 20 businesses, nine pharmacies, and seven community services. <u>Civic leadership:</u> • <u>Updated Governance Framework</u> to embed public health considerations in Council decisions. • Amended Strategic Community Plan to include “<u>Connected and Healthy Community</u>” and a new outcome: “We protect, improve and promote public health and wellbeing within Vincent.” • Adopted two key policies: <u>Restricted Premises – Smoking Policy</u> to reduce tobacco-related businesses and promotion & <u>Healthy Food and Drink Policy</u> to lead by example in promoting healthy choices, supported by NMHS and Cancer Council WA. • Incorporated public health requirements into <u>Festival and Event Sponsorship Agreements</u>.	• Used social media to promote campaigns enhancing social connection, e.g. <u>Neighbours Every Day</u>. • Supported <u>LGBTQIA+ events</u> including Pride (Rainbow Picnic), Shutterpups, ‘One’ photography exhibition, and Drag Queen story time. • Hosted <u>Reconciliation Week workshops</u> (damper and jewellery making) to deepen understanding of First Nations cultures. • Improved <u>digital literacy</u> through library workshops with external providers, reducing isolation and promoting <u>befriending</u>. • <u>Supported seniors</u> via Books on Wheels, Meals on Wheels, targeted fitness at Beatty Park, and partnership with Injury Matters WA to reduce falls in this group. • Maintained partnerships with support agencies to assist people experiencing <u>homelessness</u>, including Nyoongar Outreach Services, Shelter WA, Safe Perth City, Homelessness Working Group, and Perth Inner City Group.	• Implemented phase one of <u>Wayfinding Signage Plan</u> in town centres to promote active transport and local engagement. • <u>40km/h Slower Speed Project</u> received <u>Honourable Mention</u> in National Local Government Awards. • <u>Installed eight speed advisory signs</u> on Elsmere Street (4), Britannia Road (2), and Farmer Street (2). • <u>Partnered with WA Police and WALGA</u> to share traffic data and support targeted enforcement through <u>Local Government Speed Enforcement Program</u>. • Delivered <u>\$5.2 million Leederville Oval upgrade</u> with 1,000 lux lighting, turf redevelopment, and community lighting access until 9pm; improved safety and supported professional football pathways for men and women. • Installed <u>29 Vibrant Public Spaces</u> (4 City parklets, 8 affixed eating areas, 6 parklets, 10 eatlets). • Received <u>Climate Change & Resilience award</u> from National Planning Institute of Australia for sustainable design in Built Form Policy.	• Developed <u>tree-watering initiative</u> to protect drought-affected trees, added mulching and planting around Jarrah Trees to attract native black cockatoos. • <u>Celebrated National Tree Day</u> with primary school children to promote greening and tree awareness. • Advanced community greening through <u>native plant sale, community planting day, and Adopt a Verge programs</u>. • Constructed <u>interpretation node viewing platform at Banks Reserve foreshore</u>; added <u>picnic shelters</u> to encourage visitation.	• Conducted <u>400+ COVID-19 inspections</u> and <u>728 contact tracing assessments</u> since December 2020; provided ongoing public and business advice. • Supported delivery of <u>2023 FIFA Women’s World Cup at HBF Park</u> through food safety, noise monitoring, risk assessment, and match-day inspections. • Shared updated guidance from <u>Asbestos and Silica Safety and Eradication Agency</u> as part of National Strategic Plan 2023 – 2024. • Continued <u>infectious disease management in collaboration with Department of Health</u>; investigated notifications and provided public health advice. • Delivered community education on <u>risks of second-generation rodenticides</u>. • Participated in advisory committee with <u>Cancer Council WA and Telethon Kids Institute for SunSmart messaging</u> project targeting WA youth.
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CONSULTATION/ADVERTISING:**Organisation Implementation**

Engagement is used to both inform the community about the proposed policy, project or propositions, and to provide some input to the shape or execution of the policy, project or proposition.

Tension: People feel forced leading to an unresponsive process.

Mitigation: Increasing the level of influence, and implementing a transparent, robust process.

When would we do this?

Your organisation has the legitimacy to lead and implement.

How do we measure success?

A robust process to engage with the community and stakeholders.

Behavioural Change

Pursuit and achievement of the purpose of the engagement cannot be achieved without the action of stakeholder, partners, communities and/or individuals.

Tension: There is no collective “why”/feeling forced/judged, undesirable impact/cost to make the change.

Mitigation: To build the collective before the change becomes a requirement.

When would we do this?

The engagement leader/host organisation is responsible for identifying the problem and potential contributions for behavioural change

How do we measure change?

Identify which audiences need to change behaviour.

Extensive engagement with the community and stakeholders was completed during the development of the Public Health Plan.

Consultation is not undertaken on the Annual Reviews as the purpose of this report is to provide an update on the status of deliverables.

Where required consultation is undertaken on specific projects within our Plan as required by the City's Community and Stakeholder Engagement Policy.

LEGAL/POLICY:

Public Health Act 2016.

RISK MANAGEMENT IMPLICATIONS:

Low: It is low risk for Council to note the PHP annual review.

STRATEGIC IMPLICATIONS:

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

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.*

Accessible City

Our pedestrian and cyclist networks are well designed, connected, accessible and encourage increased use.

Connected and Healthy Community

*We protect, improve and promote public health and wellbeing within Vincent.
We have enhanced opportunities for our community to build relationships and connections with each other and the City.
Our community facilities and spaces are well known and well used.*

Thriving Places

Our town centres and gathering spaces are safe, easy to use and attractive places where pedestrians have priority.

Sensitive Design

Our planning framework supports quality design, sustainable urban built form and is responsive to our community and local context.

Innovative and Accountable

We embrace good ideas or innovative approaches to our work to get better outcomes for Vincent and our community.

SUSTAINABILITY IMPLICATIONS:

This is in keeping with the following key sustainability outcomes of the *City's Sustainable Environment Strategy 2019-2024*.

*Urban Greening and Biodiversity
Sustainable Transport*

PUBLIC HEALTH IMPLICATIONS:

This is in keeping with the following priority health outcomes of the City's *Public Health Plan 2020-2025*:

Increased healthy eating

Increased mental health and wellbeing

Increased physical activity

Reduced injuries and a safer community

Reduced harmful alcohol use

Reduced exposure to environmental health risks

Prevent and control of communicable diseases

Reduced smoking

Mitigate the impact of public health emergencies

Promote screening and immunisation

Reduced exposure to ultraviolet radiation

FINANCIAL/BUDGET IMPLICATIONS:

The implementation of the deliverables within the PHP through projects, programs and services is supported through allocations within the City's existing operational budgets.

An amount of \$40,000 was included in the 2024/2025 operational budget to create a new Public Health Plan 2025–2030 along with delivering a variety of programs and events that contribute to the vision for a healthy, happy and connected community for all.

COMMENTS:

Some deliverables from the 2020–2025 Public Health Plan (PHP) ran throughout the entire plan period. We marked these as 'on track' in annual reviews. Others were short-term, like the Smoke-Free Town Centres project. While the initial implementation is complete, we continue to promote, manage, and expand the initiative. We will build on this work in the next PHP.

Defining success in public health is challenging. We often measure it through gradual improvements in health data, strong community engagement, and detailed analysis of broader health factors. Many public health initiatives focus on prevention, which means success may look like the absence of a health issue rather than a visible outcome. In the next PHP, we will improve how we track and report progress to reflect this complexity.

Notable successes in the 2024–2025 year include the **ongoing Smoke-Free Town Centre project**. One year into the project, we achieved a 42% reduction in people smoking cigarettes in City town centres, and in the 2024–2025 year specifically, received 81% support for the introduction of new smoke- and vape-free areas in Vincent. The project also won silver in the Department of Health Award for Best Practice in Health and Wellbeing category at the IPAA WA Achievement Awards in 2024. The latest available health data for the City shows that only 7.9% of the community smoke tobacco products compared to a WA State rate of 10.7% (vaping data is not yet available).

Another success in 2024–2025 included endorsement of the **Healthy Food and Drink Policy**. This enables us to lead by example in supporting the provision and promotion of healthy food and drink. This will guide priorities within the next iteration of the PHP, including providing environments free from the marketing and promotion of unhealthy food and drink, and strategic alignment to sustainable food options and waste management in line the Enhanced Environmental Strategy.

Finally, **Environmental Health Officers** continued to enable healthy and safe environments for the community by managing customer requests completing **945 case investigations** across a range of environmental and public health hazards, including noise, odour, asbestos, mosquitos, pests and unfit dwellings. Across the Perth Metropolitan area, elevated temperatures and tidal activity in January and February contributed to increased mosquito activity in early 2025. The City's Health Services conducted larvicide treatments to known breeding sites, surveillance trapping and residual barrier treatments during the period of increased numbers. These efforts were essential in reducing mosquito risks ahead of the Perth Festival in March, which drew **over 50,000 visitors**.

The City is committed to improve health and wellbeing across the community. We know that better public health outcomes need **consistent, long-term effort**. We will build on the success and lessons from the 2020–2025 Public Health Plan (PHP) to deliver strong health outcomes for everyone. *No one will be left behind.*

Right now, we are reviewing resources, data, and feedback from community consultation to shape the next PHP. The new plan will strengthen current public health partnerships and explore new projects and collaborations. We will develop these with City teams and external stakeholders, aligning them with the Strategic Community Plan's priority areas. We aim to present the draft PHP to Council for advertising in early 2026.

9.3	OUTCOME OF PUBLIC NOTICE - PROPOSED LEASE TO KIDZ GALORE PTY LTD OF NO. 15 HAYNES STREET, NORTH PERTH
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- Attachments:**
1. Lease Area Plan 
 2. Attorney General Consent 
 3. Summary of Submissions - Administration Response 

RECOMMENDATION:**That Council:**

1. **APPROVES** the lease of No. 15 (Lot 9) Haynes Street, North Perth to Kidz Galore Pty Ltd (ACN 069 285 472) shown on the plan attached as Attachment 1 subject to the following key terms:

1.1. **Term:** Two (2) years, commencing 1 January 2026 and expiring 31 December 2027.

1.2. **Option Term:** Nil.

The Tenant acknowledges that following the lease expiry, the City will not permit any holding over or monthly tenancy.

1.3. **Rent:** Current rent for FY2024/25: \$42,542.72 per annum plus GST

1 Jan 2026 – 30 June 2026	\$44,669.86 per annum exc. GST
1 July 2026 – 30 June 2027	\$46,903.35 per annum exc. GST
1 July 2027 – 31 Dec 2027	\$49,248.52 per annum exc. GST

1.4. **Rent Review:** Fixed increase of 5% annually on 1 July each year of the lease commencing from 1 July 2026.

1.5. **Outgoings:** Tenant will pay:

- (a) ESL charges applicable to the premises;
- (b) rubbish and recycling bin charges for the premises;
- (c) utilities (including scheme water, electricity and gas); and
- (d) minimum level of service statutory compliance testing (including RCD, DFES and pest inspection fees and charges).

1.6. **Insurance:** Tenant to hold and maintain a public liability insurance policy for not less than \$20 million per one claim, in respect of the Tenant's use and occupation of the Premises.

1.7. **Repair/maintenance:** As per the maintenance obligations prescribed by the Property Management Framework.

1.8. **Permitted Use:** The business of providing childcare services.

1.9. **Special conditions**

1.9.1. **Transition plan** (a) The Tenant acknowledges that the City is required to transition the use of the Premises away from childcare services in order to comply with the Deed of Trust dated 2 October 1941;

- (b) In accordance with paragraph (a) above, the Tenant acknowledges and agrees that:
- (i) by 30 June 2026, the Tenant will submit to the satisfaction of the City a relocation or business plan (Business Plan) outlining:
 - the Tenant's planned transition from the Premises; or
 - how the Tenant will scale down its business operations at the Premises by the end of the Lease term; and
 - (ii) by 1 January 2027, the Tenant will submit to the satisfaction of the City a closure plan (Closure Plan) which will demonstrate:
 - the proposed timeline for the closure of the Tenant's business at the Premises; and
 - the removal of the Tenant's buildings (including the demountable building) and property from the Premises; and
 - (iii) the Tenant must completely vacate the Premises by no later than midnight on 31 December 2027.
- (c) If the City is not satisfied with the information contained in either or both the Business Plan or the Closure Plan, the City may provide the Tenant with notice:
- (i) specifying what additional information is required by the City; and
 - (ii) the timeframe within which the Tenant must provide that information to the City.
- (d) If the Tenant fails to provide the City with:
- (i) the Business Plan or Closure Plan within the time specified in paragraph (b)(i) or (b)(ii) (respectively); or
 - (ii) any additional information requested by the City in accordance with paragraph (c),

the City may terminate the Lease and the Tenant must vacate the Premises within one month of being notified of that termination

1.9.2. Termination for convenience

The Tenant may terminate the Lease by providing no less than three (3) months' written notice of termination to the City.

1.9.3. Removal of demountable building and play equipment

The Tenant acknowledges and agrees that prior to the lease expiry it is required to remove the demountable building and play equipment from the Premises and make good any damage caused by that removal.

PURPOSE OF REPORT:

To consider the outcomes of the public notice period and approve a two year lease extension of No. 15 Haynes Street, North Perth (Premises) to Kidz Galore Pty Ltd (ACN 069 285 472).

The lease currently expires on 31 December. The lease extension would be until 31 December 2027.

DELEGATION:

Council's resolution from [20 August 2024](#) noted that any submissions received during the public notice period would be presented to Council for consideration and to determine whether to proceed with the proposed lease.

BACKGROUND:

The City owns the Premises in freehold which is subject to a Deed of Trust dated 2 October 1941. The Deed provides that the land is to be used for public recreation purposes (Trust).

Lease History 2005-2020

Kidz Galore has leased the childcare centre at the Premises at the Haynes Street Reserve since 1 April 2005. The original lease was for a term of 5 years with a further term of 5 years. In 2012 the original lease was extended until 31 December 2020.

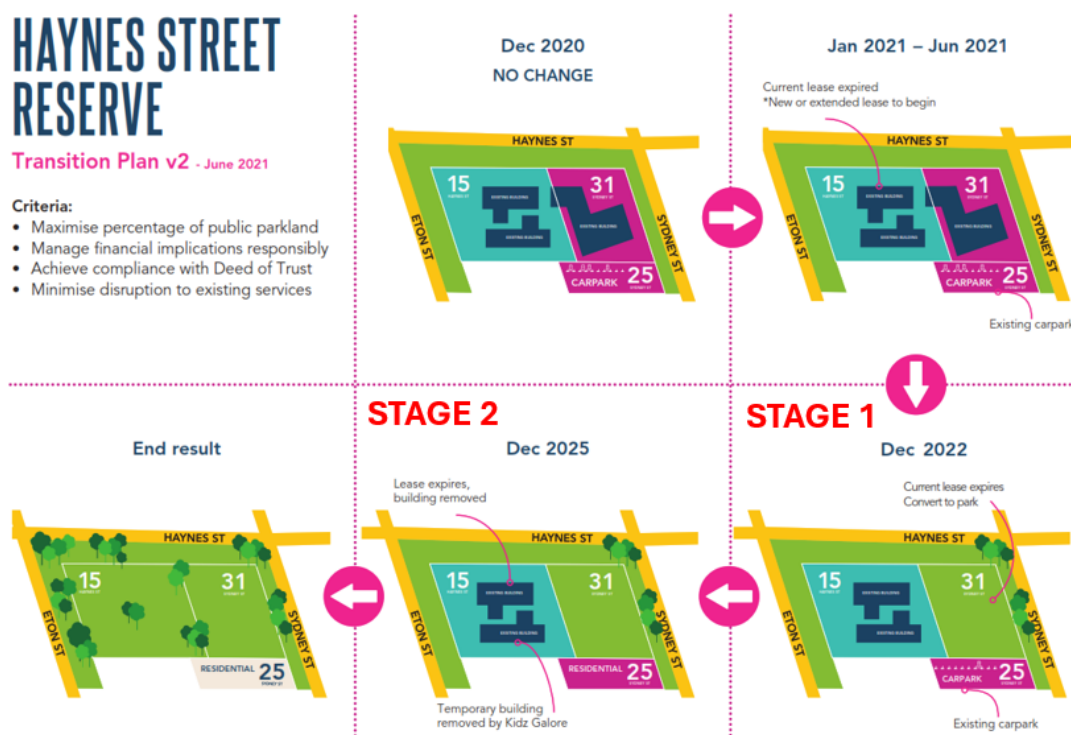
Haynes Street Development Plan

In 2017 it was identified that the use of the Premises by Kidz Galore as a commercial childcare centre was inconsistent with the Trust purpose.

The City's Public Open Space (POS) Strategy was adopted by Council in December 2018 and identifies a lack of local POS in the North Perth area.

In May 2019 Council resolved to prepare the Haynes Street Reserve Development Plan (Development Plan) to provide for future POS in the area, including the type, size and the level of amenities required.

The Development Plan was approved by Council at its meeting on [20 October 2020](#) and outlined a staged approach the redevelopment of the Haynes Street Reserve as shown below.



Construction of Stage 1 of the Development Plan has been completed. This included the demolition of buildings at No. 31 Sydney Street (formerly the North Perth Playgroup and Shalom Coleman Dental Clinic North Perth) and the completion of landscaping works.

Stage 2 would commence following the expiry of the Kidz Galore lease. This would include the demolition of the existing Premises and landscaping works to complete the conversion of the site to POS.

Lease Extension 2020-2025

On 3 March 2020, the Attorney General consented to the continued breach of the Trust by providing Kidz Galore with a further five year lease which would expire on 31 December 2025. This was to support Kidz Galore to transition out of the Premises.

Kidz Galore entered into a new lease commencing 1 January 2021 and expiring on 31 December 2025 subject to:

- (a) *a business plan being submitted by 1 January 2023, which shows a transition from the Premises and how they will scale down current operations by the end of the fifth year; and*
- (b) *a closure plan being submitted by 1 January 2025 to demonstrate the timeline closure and removal of buildings and property from the Premises; and*
- (c) *Kidz Galore vacating the Premises no later than 31 December 2025.*

In accordance with this, on 31 January 2023, Kid Galore submitted a Business Plan and Closure Plan to outline how it would transition to an alternative site at No. 6 London Street (London Street site) by December 2025.

London Street Redevelopment

On 27 November 2020 the City approved a development application for a new childcare centre for Kidz Galore at the London Street site.

The Business Plan and Closure Plan submitted in January 2023 outlined issues that Kidz Galore was experiencing in redeveloping the London Street site due to uncertainties regarding:

- the provision of an adequate power supply to the property relating to the Western Power underground power roll out; and
- increased costs of construction.

This development approval was not substantially commenced and expired on 27 November 2024.

Pre-lodgement discussions occurred between the City and Kidz Galore in 2023 regarding an alternative redevelopment proposed for the London Street site. These discussions did not progress towards a new development application being lodged because of similar reasons to above.

Through discussions in 2024 and 2025, Kidz Galore have expressed their commitment to redevelop the London Street site and achieve a transition from the Premises as soon as possible.

On 21 October 2025, Kidz Galore provided an update that they are currently *“undertake[ing] a feasibility analysis on [an} alternative larger child care scheme to improve project viability... A detailed feasibility analysis is currently being undertaken to ascertain build methodology (modular, pre-cast or in-situ) and costs and project viability before entering into the City’s Design Review process and updating the relevant sub-consultant reports for DA lodgement in January 2026.*

Should this application be approved (with the Council’s assistance), then it should allow for the facility to be complete by Q3/Q4 2027 depending on construction methodology, timeframes and availability of trades.”

Proposed Further Lease Extension to 2027

On 12 March 2024 Kidz Galore requested an extension of the lease from 31 December 2025 to 31 December 2027.

Kidz Galore’s justification for this included that the unpredictability of the construction market and uncertainty around the timing of the Underground Power Project meant that relocation by the end of 2025 as outlined above would not be possible.

The additional two years would provide the opportunity to progress the rollout of the Underground Power Project and ensure viability of redeveloping the London Street site to manage the impact on children and parents from the transition to a new premises.

In April 2024 Administration through the State Solicitor's Office sought approval from the Attorney General for Kidz Galore to extend the lease of the Premises to 31 December 2027.

On 6 June 2024, the Attorney General approved an:

- (a) *extension of the lease to 31 December 2027 on the basis that parties are attempting, in good faith, to restore the Premises to its recreational purposes as required under the Deed of Trust; and*
- (b) *extension of time for the Haynes Street Development Plan.*

The Attorney General's approval is **Attachment 2**.

At its meeting on [20 August 2024](#), Council resolved to give public notice and invite submissions on the proposed lease extension to Kidz Galore to 31 December 2027.

DETAILS:

Public Notice

In accordance with section [3.58](#) of the *Local Government Act 1995* (Act), public notice on the proposed lease area, term, and rent occurred for 16 days between 20 August 2025 and 5 September 2025.

Local public notice was provided in the following ways:

- 164 letters to owners and occupiers within a 100 metre radius of the Premises;
- published in Perth Now local newspaper 21 August 2025;
- published on the City's website and social media platforms on 20 August 2025; and
- inclusion in the City's fortnightly e-news on 28 August 2025.

These methods exceeded the public notice requirements of the Act by extending the public notice period beyond the minimum legislative timeframe of two weeks, and by sending letters to owners and occupiers within a 100 metre radius.

A total of 71 submissions were received at the end of the public notice period with 68 in support and 3 objecting to the proposed lease.

The submissions in support included:

- Kidz Galore is a well-established and valued part of the community that provides vital childcare services.
- The Premises is well-located, of high amenity, and addresses a gap of existing childcare services in the local area.
- Continuity in the provision of childcare services is important to minimise disruption on parents, children and staff while Kidz Galore transitions to a new location.

The submissions in objection raised concerns in relation to:

- The City's decision to grant a lease extension to Kidz Galore was influenced by the financial implications.
- Kidz Galore has received several previous extensions and has yet to progress plans to relocate.
- Any extension would further delay the completion of Stage 2 of the Development Plan and the provision of needed green space that would benefit the wider community.
- There has been a lack of transparency and communication from the City which has may have impacted on the outcome of the consultation period.

A summary of submissions and Administration's responses is included in **Attachment 3**.

LEGAL/POLICY:Local Government Act 1995

[S3.58\(3\)](#) of the Act – Disposing of Property states:

- (3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*
- (a) it gives local public notice of the proposed*
 - (b) disposition —*
 - 1. describing the property concerned; and*
 - ii. giving details of the proposed disposition; and*
 - iii. inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;*

and

it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

As outlined in the Details section the methods of public notice exceeded those required by the Act.

Property Management Framework

The objectives of the City's [Property Management Framework](#) (PMF) are:

- *To meet growing community needs and to maximise community benefit, City owned and managed properties will be prioritised for use where occupancy arrangements include co-location, shared-use and highest community utilisation;*
- *To meet the Strategic Community Plan's objectives of 'Connected Community' and 'Thriving Places', City owned and managed properties will primarily be available for local not-for-profit organisations, community groups and other community purposes;*
- *To ensure transparency and equity, all financial and in-kind subsidisation by Council will be recognised where City owned and managed properties are used to meet demonstrated community needs;*
- *To ensure sustainable City owned and managed properties, effective asset management and demonstrated sound financial management will be prioritised; and*
- *Where appropriate, specific City owned and managed properties may be identified and made accessible for commercial activities for income generation to support and encourage sustainable City owned asset management.*

The PMF also establishes general terms and conditions that is used as a basis for negotiating all leases and licences.

Council approved the key terms in August 2024 for the purpose of providing public notice of the proposed lease and these have been agreed with Kidz Galore.

These remain consistent with the key terms of the current lease and the essential terms of the City's PMF and are not proposed to be modified following the public notice period.

RISK MANAGEMENT IMPLICATIONS

Risk Category	Risk Appetite and tolerance statement	description/clarifications
Governance, Due diligence, Accountability and Sustainability	The City has a low risk tolerance for less than better practice decision making for governance, due diligence, accountability, and sustainability, as measured by accepted industry standards and practices.	The City has demonstrated it has undertaken all required actions to ensure that proposed lease has been conducted through accountable and transparent procedures through implementing relevant risk control measures implemented in accordance with the City's Risk Management Framework and Property Management Framework .
Regulatory Compliance and Legal Obligations	The City has a very low risk appetite for breaches of legislation, professional standards or ethical requirements.	The recommendation ensures compliance with section 3.58 of the <i>Local Government Act 1995</i> . This action minimises legal risk and aligns with the City's governance principles of transparency and accountability.

Lease Extension

It is low risk for Council to grant the lease to Kidz Galore.

Risks associated with the Kidz Galore transitioning from the Premises would be managed by the terms of the lease. This includes requiring the submission of a Business Plan by 30 June 2026 and a Closure Plan 1 July 2027 outlining how it would transition from Haynes Street Reserve by 31 December 2027.

Not approving the lease extension without transition arrangements would mean that Kidz Galore is required to vacate the Premises by 31 December 2025. This would pose a reputational risk to Council as submissions from the public notice period indicates that many families rely on this childcare service.

Approving the lease extension would provide for continuity of childcare services and support an orderly transition to a new location.

Delay in Implementation of Haynes Street Reserve Development Plan

The approval of the lease extension would pose a reputational risk to Council, as it would delay the implementation of the Development Plan.

Both community feedback and correspondence from the Attorney General has highlighted the need for the site to be converted to POS to address the existing shortfall in North Perth and restore the site to be consistent with the Trust.

In May 2019 Council requested the Development Plan be prepared to guide this, and following community consultation it was adopted by Council in October 2020.

The Development Plan includes a transition plan outlining the staged completion by the end of 2025 consistent with the expiry of the current lease and approval of the lease extension would mean that Stage 2 of the Development Plan would be deferred.

Administration's support for the proposed lease extension has weighed up the need to facilitate a transition with the need to provide additional POS in the area.

On balance it is recommended that the lease be extended to provide for an orderly transition for Kidz Galore by the end of 2027.

While this would mean a delay in the completion of the Development Plan, the City would receive additional rent for the duration of the lease which would be allocated towards the completion of Stage 2 and delivery of the much needed POS.

STRATEGIC IMPLICATIONS:

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

Connected and Healthy Community

Our community facilities and spaces are well known and well used.

Thriving Places

Efficiently managed and maintained City assets in the public realm.

Innovative and Accountable

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

SUSTAINABILITY IMPLICATIONS:

This does not contribute to any specific sustainability outcomes of the City's Sustainable Vincent Framework or Enhanced Environment Strategy (EES).

The future implementation of Stage 2 of the Development Plan would provide opportunities for the incorporation of Water Sensitive Urban Design and tree planting, consistent with the Water Conservation & Management and Urban Greening & Biodiversity themes of the EES.

PUBLIC HEALTH IMPLICATIONS:

This does not contribute to any public health outcomes in the *City's Public Health Plan 2020-2025*.

FINANCIAL/BUDGET IMPLICATIONS:

The key terms approved by Council in August 2024 for public notice included the rent outlined below to commence on 1 January 2026. This rent will be subject to a 5 percent annual increase, effective each year on 1 July:

1 Jan 2026 – 30 June 2026	\$44,669.86 per annum exc. GST + outgoings
1 July 2026 – 30 June 2027	\$46,903.35 per annum exc. GST + outgoings
1 July 2027 – 31 Dec 2027	\$49,248.52 per annum exc. GST + outgoings

The rent will be applied towards the redevelopment and construction of Stage 2 of the Development Plan.

COMMENTS:

Kidz Galore has provided a valuable service the local community from the Premises for over 20 years, but the continued use as a childcare centre is inconsistent with the purpose of the land to be used for public recreation to serve the wider North Perth locality.

Administration is supportive of granting a two year lease term to Kidz Galore because:

- Transition – It is essential that Kidz Galore relocates to an alternative site to realise the development of POS at Haynes Street Reserve as soon as possible, and that this transition is managed in a way to minimise disruption to its service and families.

As outlined above there have been previous attempts to relocate but development of a new premises has been constrained because of the roll out of the Underground Power Program and increased construction costs. In relation to these:

- The London Street site has recently been connected to the Western Power underground grid which means that power is available and resolves one of these constraints.
- The current construction market within Western Australia is challenging, but this is likely to continue for the foreseeable future and would need to overcome through the next two years to relocate.

Kidz Galore have recently outlined how a transition could be achieved by the end of 2027. There are a number of steps that would be required to be met and any unexpected delays in completing these steps could impact on completing the transition within this timeframe.

To manage this Administration has been and will continue to engage with Kidz Galore to support this transition to an alternative site within Vincent by the end of 2027 and enable completion of the Development Plan at the earliest opportunity.

- Haynes Street Reserve – The Attorney General's approval in 2024 for the proposed two year lease extension also included an extension to the Development Plan.

Stage 2 of the Development Plan to demolish the Premises and develop the land into POS would progress following the expiration of the Kidz Galore lease. Based on the two year extension, the implementation of Stage 2 would be deferred to the 2028/29 financial year.

The approximate \$140,000 of rent generated during the two year lease extension would be allocated to funding Stage 2 of the Development Plan in accordance the Attorney General's approval.

10 INFRASTRUCTURE & ENVIRONMENT

10.1 RFT IE476/2025 TREE WATERING AND TREE PLANTING SERVICES

Attachments: 1. Evaluation Worksheet RFT IE476-2025 - Confidential

RECOMMENDATION:

That Council:

1. **NOTES** the outcome of the evaluation process for Tender IE476/2025; and
2. **ACCEPTS** the tender submission of Leo Heaney Pty Ltd for Tender IE476/2025 Tree Watering and Tree Planting Services.

PURPOSE OF REPORT:

For Council to consider and determine the outcome of Tender IE476/2025 Tree Watering and Tree Planting Services.

DELEGATION:

The decision to accept or reject tenders with a value exceeding \$250,000 requires a decision of Council in accordance with Council's adopted register of delegations, authorisations and appointments.

BACKGROUND:

Tree watering and planting services are an essential operational requirement for the City's parks, streetscapes, and urban canopy maintenance programs. The City requires a suitably qualified and experienced contractor to deliver these services to ensure the health, establishment, and longevity of newly planted and existing street trees.

The current contract for tree watering services expires on 6 November 2025. To ensure continuity of service, a Procurement Plan for the engagement of a new contractor through a public Request for Tender process was approved by the Executive Director Infrastructure and Environment on 29 August 2025.

The Request for Tender (RFT IE476/2025 – Tree Watering and Tree Planting Services) was publicly released on 3 September 2025 and closed on 2 October 2025. The tender sought submissions from experienced contractors with the capacity, equipment, and expertise to deliver scheduled and ad hoc tree watering and planting services across the City in accordance with its operational and environmental standards.

DETAILS:

Tender Submissions

Submissions were received from three (3) Respondents.

Evaluation Panel

The Evaluation Panel comprised of four (4) members, being:

- three with appropriate operational expertise and involvement (voting); and
- one with tender preparation skills and probity advice provided by a Procurement and Contracts Officer (non-voting).

Compliance Assessment

A compliance assessment was undertaken, and all submissions were deemed compliant and progressed to the qualitative assessment stage.

Evaluation Method and Weighting

The qualitative weighting method of tender evaluation was selected to evaluate the offer. The qualitative criteria and weighting used in evaluating the submission received were as follows:

Qualitative Criteria		Weighting
1	Relevant experience of the Contractor	50%
2	Resources, Key Personnel and Skills	40%
3	Environmental and Social	10%

Qualitative Assessment

Each submission was evaluated against the qualitative criteria outlined in the Request for Tender. The qualitative assessment focused on each respondent's demonstrated experience and capability to deliver the Tree Watering and Tree Planting Services to the City's required standards.

Specifically, the assessment considered the respondent's relevant experience in the care and management of trees within parks and streetscapes, organisational and management structure, examples of similar and local government contracts, and the availability of qualified personnel and suitable plant and equipment.

The panel also assessed each respondent's environmental and social practices, including alignment with the City's *Reconciliation Action Plan 2022–2024 Innovate, Sustainable Environment Strategy 2019–2024*, and proposed initiatives for recycling, low carbon output and other environmentally beneficial practices.

Each submission was scored and ranked against the evaluation criteria, with the results reflecting the respondent's overall capability, capacity, and commitment to delivering the services efficiently and sustainably in accordance with the City's requirements.

The results of the qualitative assessment are summarised below:

Respondent #	Weighted Percentage Score	Qualitative Ranking
Respondent 1	67%	2
Respondent 2	69%	1
Respondent 3	65%	3

Refer to **Confidential Attachment 1** for further details.

All submissions achieved a qualitative score of greater than 60%, meeting the minimum threshold required under the Request for Tender. In accordance with the RFT evaluation methodology, all three respondents therefore progressed to the **Price Assessment** stage for further evaluation and comparison.

Price Assessment

Each submission was assessed against the pricing schedule provided in the Request for Tender. The price assessment involved a comparative analysis of the respondents' rates for tree watering, tree planting, ad hoc works, and after-hours or emergency callouts. Prices were evaluated on the basis of competitiveness, reasonableness, and overall value for money in relation to the scope of services required.

All submissions were found to be compliant and free from contractual departures. Respondent 2 submitted the lowest overall pricing and achieved the highest price ranking, followed by Respondent 1, with Respondent 3 submitting the highest rates across all service categories. The pricing outcomes, in combination with the qualitative and risk assessments, informed the overall value for money determination.

The total price breakdown is included in **Confidential Attachment 1**.

Respondent #	Price Assessment Rank
Respondent 1	2
Respondent 2	1
Respondent 3	3

Refer to **Confidential Attachment 1** for further details.

All submissions were found to be compliant and free from contractual departures. Respondent 2 submitted the lowest overall pricing and achieved the highest price ranking, followed by Respondent 1, with Respondent 3 submitting the highest rates across all service categories. The pricing outcomes, in combination with the qualitative and risk assessments, informed the overall value for money determination.

Risk Assessment

The evaluation panel conducted a comprehensive risk assessment of each submission, considering compliance with specifications, potential service delivery risks, and contractual risk exposure.

Respondent #	Compliance with RFT	Operational/Service Delivery Risk	Contractual Risk	Risk Rank
Respondent 1	Low – Fully compliant submission with no contractual departures or assumptions. All requested information was provided in accordance with the RFT requirements.	High – While the submission was strong in experience and capability, the inability to guarantee the availability of water trucks presents a significant operational risk to the City. This uncertainty may affect the continuity of tree watering programs during peak periods. Despite otherwise strong project management and supervisory capability, the lack of equipment assurance represents a major service delivery risk.	Moderate – No contractual departures were identified; however, the potential for non-availability of essential equipment could impact contractual performance and compliance with service level requirements if not effectively managed.	3
Respondent 2	Low – Fully compliant with no departures or assumptions. Submission included all required information and demonstrated a strong understanding of the RFT scope and obligations.	Low – The submission demonstrated sound operational systems, adequate resourcing, and qualified personnel. Equipment ownership and recent maintenance history reduce the likelihood of downtime or service disruption. Demonstrated history of on-time delivery with other local governments indicates low operational risk.	Low – No contractual risks identified. The respondent has a proven track record of meeting performance obligations, with clear management systems in place to ensure contract compliance.	1

Respondent #	Compliance with RFT	Operational/Service Delivery Risk	Contractual Risk	Risk Rank
Respondent 3	Low – Conforming submission with no contractual departures and all required information provided.	Moderate – The submission demonstrated relevant experience; however, a lack of Stop/Go traffic management qualifications and existing commitments to other large watering contracts pose potential delivery risks. The need to engage external traffic management services could lead to higher costs or scheduling delays.	Moderate – No contractual issues were identified, though reliance on external traffic management providers and concurrent large-scale commitments may affect delivery timeframes or resource availability.	2

Value for Money Assessment

The Evaluation Panel undertook a comprehensive value for money assessment, considering the combined outcomes of the qualitative evaluation, pricing analysis, and risk assessment. This holistic approach ensured that the recommended submission offers the optimal balance of quality, cost-effectiveness, and low delivery and contractual risk to the City.

Respondent #	Qualitative Rank	Price Rank	Risk Rank	Value for Money Rank	Comment
Respondent 1	2	2	3	2	Respondent 1 submitted a strong qualitative response demonstrating extensive experience and sound environmental practices. However, the inability to guarantee availability of water trucks poses a significant operational risk to the City, particularly during critical watering periods. While pricing was competitive, the elevated delivery risk reduces overall value for money when compared to the other respondents.
Respondent 2	1	1	1	1	Respondent 2 provided the strongest overall submission, achieving the highest qualitative score, the most competitive pricing, and the lowest assessed risk. The company demonstrated proven local government experience, strong operational capability, qualified personnel, and clear alignment with the City's environmental and social objectives. Their submission represents the best overall value for money to the City of Vincent through a balance of capability, cost-effectiveness, and delivery confidence.

Respondent #	Qualitative Rank	Price Rank	Risk Rank	Value for Money Rank	Comment
Respondent 3	3	3	2	3	Respondent 3 demonstrated relevant experience and adequate resources; however, their pricing was the highest of all respondents, and their qualitative submission was comparatively weaker. While assessed as lower risk than Respondent 1, the lack of Stop/Go traffic management qualifications and potential overcommitment to other contracts reduce confidence in service delivery. Despite these limitations, the respondent presents moderate value for money given their industry experience and reasonable risk profile.

Evaluation Summary

The evaluation panel concluded that **Leo Heaney Pty Ltd** provides the best overall value for money to the City and is recommended for the provision of **RFT IE476/2025 Tree Watering and Tree Planting Services** for the following reasons:

- Fully compliant with all submission and specification requirements, with no contractual departures or assumptions;
- Ranked **1st in the qualitative assessment**, demonstrating a strong level of capability, extensive local government experience, and clearly defined organisational structure and methodology for service delivery;
- Ranked **1st in the pricing assessment**, offering the lowest overall rates across all service categories, providing excellent cost efficiency for the City;
- Assessed as having the **lowest overall risk**, with demonstrated internal resources, qualified and experienced personnel (including traffic management accreditation), and well-maintained plant and equipment; and
- The submission represents the best balance between price, quality, and risk, providing the City with a high degree of confidence in the respondent's ability to deliver the services reliably, efficiently, and to a high standard.

Leo Heaney Pty Ltd.'s proven performance in delivering similar contracts for local governments, including the City of Vincent, further supports their capability to deliver this contract successfully. The evaluation panel determined that **Leo Heaney Pty Ltd** presents the strongest overall offer and represents the best value for money outcome for the City.

CONSULTATION/ADVERTISING:

This matter is subject to a statutory advertising requirement. The Request for Tender IE476/2025 Tree Watering and Tree Planting Services was advertised in the West Australian on 3 September 2025 and on both the City's website and VendorPanel between 3 September 2025 and 2 October 2025.

LEGAL/POLICY:

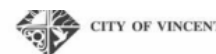
The Request for Tender was prepared and advertised in accordance with:

- Section 3.57 of the Local Government Act 1995;
- Part of the *Local Government (Function and General) Regulations 1996*; and
- City of Vincent Purchasing Policy

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to accept the preferred Respondent as they have demonstrated relevant local government experience, provided good reference information, and submitted a well-priced offer that aligns with the City's budget, with no major concerns identified during the evaluation.

RISK APPETITE & TOLERANCE STATEMENTS



Risk Category	Risk Appetite / Tolerance Statement	Descriptor /clarification
		festival. Other projects may include working with developers.
3 rd party Partner (Contractor) failure	The City has a low risk appetite 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.
Procurement		
Procurement failure	The City has a low risk appetite 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 zero tolerance 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.

In accordance with the City of Vincent's adopted *Risk Appetite and Tolerance Statements*, the recommendation to award the contract for **RFT IE476/2025 Tree Watering and Tree Planting Services** to **Leo Heaney Pty Ltd** presents a **low risk** to the City and is consistent with the organisation's risk position in the following areas:

- **Third Party (Contractor) Failure**

The City has a *low-risk appetite* for contractor failure, reflecting the importance of engaging reliable and capable service providers to ensure continuity in tree watering and planting services. The preferred respondent, **Leo Heaney Pty Ltd**, demonstrated strong experience in delivering similar contracts for local governments, including the City of Vincent. The company maintains ownership of suitable plant and equipment, employs experienced and qualified staff (including traffic management accreditation), and has a long-standing track record of timely and high-quality service delivery. These factors provide confidence in the contractor's ability to meet contractual obligations and mitigate the risk of service interruptions or delivery delays. Accordingly, the risk of third-party failure is considered **low** and within the City's risk tolerance.

- **Procurement Failure**

The City has a low-risk appetite for procurement failures that lead to poor value for money, low service quality, or financial loss. Leo Heaney Pty Ltd achieved the highest qualitative score (69%) and submitted the lowest overall pricing, offering the best balance between cost, quality, and risk. Their demonstrated local government experience, qualified personnel, and reliable plant and equipment reduce the likelihood of budget overruns, substandard service quality, or delays. The procurement process has been conducted in full compliance with the City's purchasing policies, and the outcome represents a low-risk procurement consistent with the City's established tolerance in this area.

- **Zero Tolerance – Safety Risk**

The City has *zero tolerance* for procurement decisions that could endanger staff or the community. Leo Heaney Pty Ltd.'s submission demonstrated strong safety systems, qualified operators, and adherence to relevant safety standards. No safety concerns were identified in the submission, and the company's history of working within public environments for local governments further supports their compliance with occupational health and safety requirements. This contract award aligns with the City's *zero tolerance* for safety-related risk.

- **Reputational and Strategic Risk**

Engaging a reliable, professional contractor supports the City's reputation for effective and transparent procurement and contributes to achieving strategic outcomes in environmental management and community satisfaction. Leo Heaney Pty Ltd has an established reputation within the local government sector for reliability, responsiveness, and quality service delivery. Awarding the contract to this respondent aligns with the City's strategic objectives and risk appetite by ensuring consistent, high-standard service delivery and maintaining public confidence in the City's procurement integrity.

STRATEGIC IMPLICATIONS:

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

Enhanced Environment

Our urban forest/canopy is maintained and increased.

Thriving Places

Our town centres and gathering spaces are safe, easy to use and attractive places where pedestrians have priority.

Innovative and Accountable

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

SUSTAINABILITY IMPLICATIONS:

This is in keeping with the following key sustainability outcomes of the *City's Sustainable Environment Strategy 2019-2024*.

Urban Greening and Biodiversity

This contract contributes to the sustainability objectives of the City's Sustainable Environment Strategy 2019–2024 by supporting efficient water use, waste reduction, and sustainable operational practices in the delivery of tree watering and planting services. Respondents were requested to provide information on their environmental performance and social responsibility practices, including initiatives that align with the City's Reconciliation Action Plan 2022–2024 Innovate.

Leo Heaney Pty Ltd provided a well-considered response demonstrating a commitment to both environmental sustainability and social responsibility. The company outlined a range of sustainable practices including the use of efficient water tanks to minimise water waste, recycling of green waste into mulch, and reducing vehicle emissions through regular maintenance and route optimisation. Leo Heaney also indicated plans to progressively upgrade its vehicle fleet to lower-emission models, aligning with the City's carbon reduction goals.

From a social responsibility perspective, Leo Heaney Pty Ltd expressed support for reconciliation and cultural inclusion, acknowledging the City's Reconciliation Action Plan 2022–2024 Innovate. The company stated a commitment to engaging Indigenous suppliers where possible and promoting cultural awareness within its workforce.

While not based within the City of Vincent, Leo Heaney Pty Ltd has experience working with the City and other neighbouring local governments and expressed a willingness to employ local residents and source materials from local suppliers wherever practical. These commitments contribute positively to local economic participation and environmental stewardship, consistent with the City's sustainability priorities.

PUBLIC HEALTH IMPLICATIONS:

This does not contribute to any public health outcomes in the *City's Public Health Plan 2020-2025*.

FINANCIAL/BUDGET IMPLICATIONS:

An annual budget allocation of approximately **\$1,000,000 (ex GST)** has been identified and approved through the City's **2025/26 Operating Budget** and associated **Procurement Plan** for the provision of tree watering and tree planting services. Over the initial three-year contract term, this equates to a total budgeted allocation of **\$3,000,000 (ex GST)**.

The pricing submitted by **Leo Heaney Pty Ltd** is considered **reasonable and within the City's approved budget**, representing strong value for money given the scope of services required and the competitive nature of the tendered rates. The respondent submitted the **lowest overall pricing** of all respondents, with rates that are consistent with current market conditions and the City's historical expenditure for comparable services.

The rates provided are expected to remain within the allocated budget over the life of the contract and will enable the continued and cost-effective delivery of tree watering and planting services without additional financial impact to the City. The pricing details and comparative analysis are outlined in the **Price Comparison** document (see Confidential Attachment 1).

COMMENTS:

Leo Heaney Pty Ltd is recommended for award of the contract for RFT IE476/2025 – Tree Watering and Tree Planting Services, as their submission provides the best overall value for money to the City of Vincent. The Respondent submitted a fully compliant and well-presented tender that demonstrated a comprehensive understanding of the City's operational requirements. Leo Heaney Pty Ltd ranked 1st in the qualitative assessment, with the evaluation panel noting their extensive local government experience, demonstrated capability, and strong commitment to reliable service delivery. Their submission provided detailed information on qualified personnel, well-maintained plant and equipment, and clear operational processes that support timely and high-quality service outcomes.

The company's pricing submission was assessed as the most competitive, ranking 1st in the price assessment. The rates submitted are considered reasonable and well within the City's approved annual budget of approximately \$1,000,000 (ex GST), resulting in a projected expenditure of \$3,000,000 (ex GST) over the initial three-year contract term. The pricing represents strong value for money given the scope of works and the City's historical expenditure for comparable services.

The risk rating for Leo Heaney Pty Ltd was assessed as Low, with no material delivery or contractual risks identified. The company's established experience, qualified staff (including traffic management accreditation), and ownership of required equipment support a low likelihood of service disruption or non-performance. This aligns with the City's low risk appetite for third-party failure and procurement failure, as outlined in the City's adopted Risk Appetite and Tolerance Statements.

In terms of sustainability and social responsibility, Leo Heaney Pty Ltd demonstrated a sound commitment to environmental and social outcomes. Environmentally, the company promotes efficient water use, green waste recycling, and emission reduction through fleet maintenance and route optimisation. Socially, they expressed support for reconciliation and inclusion initiatives aligned with the City's Reconciliation Action Plan 2022–2024 Innovate, including engagement with Indigenous suppliers and efforts to build cultural awareness within their workforce.

Based on their high-quality submission, competitive pricing, alignment with the City's risk and sustainability frameworks, and proven capability to deliver these services to a high standard, Leo Heaney Pty Ltd is recommended as the preferred supplier for RFT IE476/2025 – Tree Watering and Tree Planting Services.

11 COMMUNITY & BUSINESS SERVICES

11.1 FINANCIAL STATEMENTS AS AT 30 SEPTEMBER 2025

Attachments: 1. Financial Statements as at 30 September 2025 

RECOMMENDATION:

That Council **RECEIVES** the Financial Statements for the month ended 30 September 2025 as shown in Attachment 1.

PURPOSE OF REPORT:

To present the statement of financial activity for the period ended 30 September 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 **30 September 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	7-11
6.	Cash Backed Reserves	12
7.	Receivables: Rates and Other Debtors	13
8.	Beatty Park Leisure Centre Financial Activity	14

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 30 September 2025 have been detailed in the variance comments report in **Attachment 1**.

Revenue by Nature or Type (on page 1) is tracking higher than the YTD budgeted revenue by \$20,196 (0.0%). The following items materially contributed to this position:

- A favourable variance in interest earnings of \$273,165 mostly due to a timing variance.
- A favourable variance of \$151,689 in Fees and Charges due to a timing variance.
- A favourable variance of \$44,311 in Other revenue mainly due to a timing variance
- A favourable variance of \$33,548 in Rates revenue mainly due to a timing variance.
- An unfavourable timing variance in Operating grants, subsidies and contributions of \$392,440.
- An unfavourable variance in Service charges due to lower Underground Power Service charges \$90,077.

Expenditure by Nature or Type (on page 1) is favourable, attributed by an under-spend of \$5,786,230 (28.2%). The following items materially contributed to this position:

- \$3,721,119 favourable Depreciation expense due to timing variances.
- \$2,101,691 favourable Materials and Contracts mainly due to UGP charges of \$1.3m included in FY24-25 and other timing variances.
- \$99,918 favourable Employee related costs due to timing variances.
- \$28,914 favourable Utility expense due to timing variances.
- \$177,994 unfavourable Other expenditure due to timing variances.

Surplus Position

The surplus position brought forward to 2025/26 is \$5,082,481 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.

A budget adjustment will be required to 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 7-11)

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 12)

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 30 September 2025 is \$30,159,277.

7. Receivables: Rating Information (Note 7 Page 13)

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 30 September 2025, the outstanding rates debtors balance was \$22,883,997 including Underground Power service charges. The percentage of collectable outstanding rates and service charges at this date were 40.76% and 47.42% respectively.

8. Receivables: Other Debtors (Note 7 Page 13)

Total trade and other receivables at 30 September 2025 were \$4,490,023. Below is a summary of the significant items with an outstanding balance over 90 days:

- \$2,526,952 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.
- \$137,787 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 14)

As at 30 September 2025, the Centre reported a net operating surplus of \$406,251 against the year-to-date budgeted deficit of \$40,112, mainly due to a depreciation timing variance.

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.

11.2 AUTHORISATION OF EXPENDITURE FOR THE PERIOD 01 SEPTEMBER TO 30 SEPTEMBER 2025

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

Recommendation:

That Council **RECEIVES** the list of accounts paid under delegated authority for the period 01 September 2025 to 30 September 2025 as detailed in Attachments 1, 2 and 3 as summarised below:

EFT payments, including payroll		\$ 10,732,794.61
Cheques	82807-82809	\$622.15
Direct debits, including credit cards		\$ 163,360.81
Total payments for September 2025		\$10,896,777.57

PURPOSE OF REPORT:

To present to Council the list of expenditure and accounts paid for the period 01 September 2025 to 30 September 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 September 2025 to 30 September 2025, covers the following:

FUND	CHEQUE NUMBERS/ BATCH NUMBER	AMOUNT
Municipal Account (Attachment 1, 2 and 3)		
EFT Payments	3229-3239	\$8,949,515.23
Payroll by Direct Credit	September 2025	\$1,783,279.38
Sub Total		\$10,732,794.61
Cheques	82807-82809	\$ 622.15
Sub Total		\$ 622.15
Direct Debits (including Credit Cards)		
Lease Fees		\$ 23,536.08
Loan Repayments		\$54,063.78
Bank Charges – CBA		\$ 70,665.33
Credit Cards		\$ 15,095.62
Sub Total		\$ 163,360.81
Total Payments		\$10,896,777.57

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.

11.3 INVESTMENT REPORT AS AT 30 SEPTEMBER 2025

Attachments: 1. Investment Report as at 30 September 2025 

RECOMMENDATION:

That Council **NOTES** the Investment Statistics for the month ended 30 September 2025 as detailed in Attachment 1.

PURPOSE OF REPORT:

To advise Council of the nature and value of the City's Investments as at 30 September 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 September 2025 were \$20 million while no funds matured during the same period.

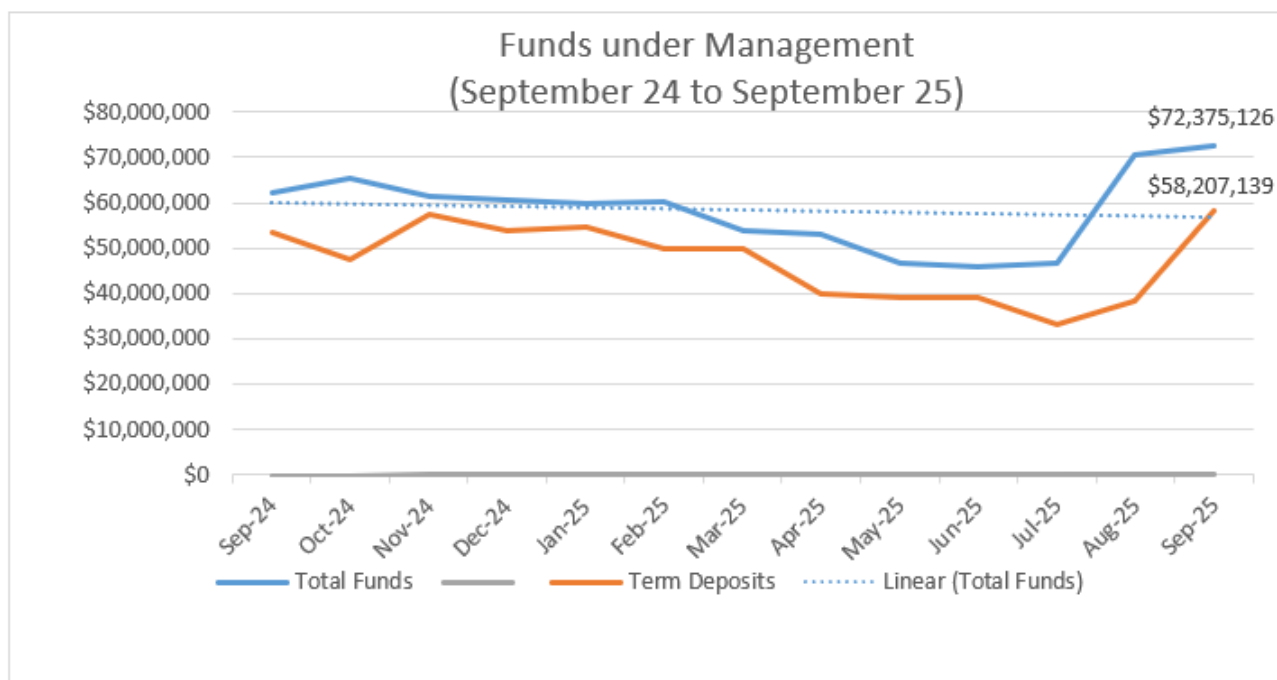
Investment Status

The City's investment portfolio is diversified across several accredited financial institutions.

As at 30 September 2025, the total funds held in the City's operating accounts (including on call) was \$72,375,125 compared to \$62,011,724 for the period ended 30 September 2024. All funds are interest bearing as at 30 September 2025.

The total term deposit investments for the period ended 30 September 2025 were \$58,207,139 compared to \$53,606,168 for the period ended 30 September 2024.

The following chart shows funds under management from September 2024 to September 2025:



Interest Status

Total accrued interest earned on investments as at 30 September 2025 is:

Total Accrued Interest Earned on Investment	Budget Annual	Budget YTD	Actual YTD	% of YTD Budget	FY24/25 Actual
Municipal	860,000	181,460	260,562	143.59%	1,269,032
Reserve	800,000	230,000	301,459	131.07%	1,200,000
Subtotal	1,660,000	411,460	562,021	136.59%	2,469,032
Leederville Gardens Inc. Surplus Trust*	0	0	49,844	N/A	197,586
Total	1,660,000	411,460	611,865	148.71%	2,666,618

*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 4.19% for current investments compared to the Reserve Bank 90 day accepted bill rate for September 2025 of 3.58%.

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%	23.9%	90%	43.4%
A-1	25%	0%	90%	0%
A-2	20%	16.6%	90%	56.6%

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.

11.4 ADVERTISING OF DRAFT YOUTH ACTION PLAN 2026 AND BEYOND DELIVERABLES

Attachments: 1. **Draft Youth Action Plan 2026 and Beyond Deliverables** 

RECOMMENDATION

That Council APPROVES the draft Youth Action Plan 2026 and Beyond deliverables, at Attachment 1, for the purpose of community consultation.

PURPOSE OF REPORT:

For Council to approve, for the purpose of community consultation, the draft Youth Action Plan deliverables as detailed at **Attachment 1**.

DELEGATION:

Council is responsible for setting the strategic direction of the organisation, the Youth Action Plan 2026 and Beyond deliverables are required to be adopted by Council to embed the Council and Community's expectations.

BACKGROUND:

Youth Action Plans (YAP) guide how local governments engage with and support young people aged 10–25. They identify key focus areas and actions to address any current gaps. The YAP aligns with the City's [Strategic Community Plan 2022–2032](#) supporting priorities such as Healthy & Connected Community, Thriving Places, and Innovative and Accountable. The YAP is also informed by broader frameworks including the [Western Australian Government's Youth Action Plan](#).

Vincent has a long-standing commitment to supporting young people with the current [Youth Action Plan 2020–2026](#) being developed in two phases to respond to changing circumstances, including the impacts of COVID-19.

Phase one (2020–2022) focused on extensive community consultation including the City of Vincent WA Youth Forum in October 2019 and a six-month engagement period, during which over 400 young people, community members, service providers and government agencies contributed. This phase established priorities around health and wellbeing, recreation, community support and education and employment opportunities.

Phase two (2022–2026) builds on these insights, analysing feedback and refining deliverables to ensure the Plan remains responsive to emerging youth needs and opportunities, with clear actions across wellbeing, participation, leadership and skills development.

With the Youth Action Plan 2020-2026 approaching the end of its lifecycle, this is the opportunity to review, update and refine it to ensure it continues to reflect the needs, priorities and aspirations of young people in Vincent.

DETAILS:

The Youth Action Plan 2026 and Beyond will present a clear, cohesive set of priorities, actions and deliverables.

In November 2024, the City engaged Youth Affairs Council of WA (YACWA) to lead the development of the YAP, facilitate youth and community consultations and mentor a peer research team to deliver youth-led engagement. As WA's peak body for young people, YACWA works with government, community organisations and youth to influence policy, deliver programs and strengthen participation and leadership. Their expertise ensured that all youth-focused initiatives were evidence-based and informed directly by young people's perspectives.

Project Initiation and Research

Over a two-month period the City worked with YACWA to lay the groundwork for the YAP. This included developing a project plan with clear milestones, establishing consultation and communication strategies and identifying key stakeholders. Concurrently, both teams conducted a comprehensive review and research phase, analysing youth demographics and trends, reviewing City documents and strategies, examining state-wide issues and trends, and assessing current youth services and programs.

Consultation and Engagement

The development of the Plan's deliverables was guided by an extensive engagement process with young people, community members and organisational stakeholders, ensuring the priorities and perspectives of Vincent's diverse youth community are reflected.

YACWA recruited five peer researchers from Vincent to drive the youth-led engagement. Their training focused on surveying and conducting peer interviews, with additional guidance on handling disclosures, mandatory reporting and ethical engagement. Ongoing guidance and support from YACWA helped ensure the consultations were safe, youth-led and reflective of the community's needs. This approach helped shape deliverables that authentically represent the experiences, priorities and aspirations of young people in Vincent.

The survey was open to the public from April to May 2025. During this consultation period, the following engagement activities were conducted:

- Online and in person youth surveys
- Online parent/caregiver surveys
- Pop-up consultation sessions at:
 - Loftus Recreation Centre
 - Beatty Park Leisure Centre
 - Mt Hawthorn Junior Football Club
 - Bob Hawke College Healthy Lifestyle Expo
 - Young Makers Christmas Market
 - Unstoppable All Abilities Youth Week Event
- Workshop with the YMCA Youth Squad
- Workshop with North Perth Primary School
- Two community workshops with Aranmore Catholic College
- Online and in person meetings with community groups and sporting clubs
- Online and in-person meetings with key external stakeholders
- In-person feedback from internal business units
- Promotion at City run community workshops, events and activities.

An Imagine Vincent page was developed for the consultation process containing background information and details of how to participate. Communications channels used to promote the consultation included social media, flyers, posters, street signage in key locations and e-news. Information was also sent by email to relevant stakeholders (Foyer Oxford, The Y, Aranmore Catholic College, School of Distance Education, SEDA and all primary schools) as well as to clubs and community groups.

During the five-week consultation period from April to May 2025 feedback was received from:

- Young people aged 10–25
 - 327 youth survey respondents
 - Six youth interviews
 - 70 workshop participants
 - 275 postcard surveys completed
- 74 parents/caregiver surveys

Feedback was also received from:

- Eight youth service providers and community organisations
- 14 City staff
- 27 other community members.

This comprehensive consultation approach ensured representation across diverse age groups, cultures, abilities and interests, while encouraging younger participants to engage early in local decision-making.

Consultation Findings

The consultation provided a wide range of insights into what matters to young people in Vincent, highlighting both strengths to celebrate and areas where improvements could be made. 327 survey responses were received (approximately 6.8 per cent of Vincent's youth population), of which:

- 45% of respondents were aged 10 to 17 who live, work, study, volunteer, or access services in Vincent
- 55% of respondents were aged 18 to 25 who live, work, study, volunteer, or access services in Vincent
- The highest number of responses (13%) were received from 17 year olds
- The lowest number of responses (1% each) were from 11 and 13 year olds
- 31% identified as LGBTIQA+
- 18% identified as Culturally and Linguistically Diverse
- 30% identified as neurodivergent
- 28% identified as having mental health condition
- 3% identified as Aboriginal or Torres Strait Islander

Young people praised Vincent's green, walkable and shaded environment, with Hyde Park and Charles Veryard Reserve particular favourites. They described the City as friendly, vibrant and diverse, with a strong creative identity through street art, live music and local culture. Leederville's café scene was seen as youthful and social and most felt safe during the day. The Y HQ was identified as a key youth space, alongside valued services like Perth Inner City Youth Services, Foyer Oxford and the Freedom Centre.

The biggest barriers to participation were cost and not knowing what's available. Many young people said they struggle to afford sport and events and want more free, safe 'third spaces' to connect without pressure to spend. Parents and service providers echoed these concerns, adding transport and safety as key issues.

A significant number of respondents identified as neurodivergent or LGBTIQA+, reinforcing the need for inclusive, sensory-friendly activities. Many also reported low awareness of health and wellbeing supports, relying first on friends and family before formal services like Headspace. Safety after dark was a recurring concern, particularly with reference to lighting, anti-social behaviour and street crossings.

Young people called for more diverse, low-cost and youth-led events. Many felt current options were too child-focused or too adult-oriented. They also wanted better access to jobs, skills training, volunteering and creative industries, including practical workshops and pathways that link to real experience.

Communication was also mentioned as a challenge. Young people reported mostly hearing about what's going on through friends and Instagram, while parents rely on word-of-mouth, schools and Facebook.

Creation of the Draft Plan

In September 2025, prior to creating the draft deliverables for the Plan, an additional 219 young people helped prioritise key themes emerging from the consultation. These insights directly shaped the Plan's four focus areas:

- **Place and Belonging** – Creating safe, welcoming, and youth-friendly spaces.
- **Wellbeing and Inclusion** – Reducing barriers and supporting young people through mental health services, accessible programs and inclusive opportunities
- **Youth Leadership and Engagement** – Providing opportunities for young people to contribute and share their perspectives.
- **Opportunity** – Developing clear pathways for skills, creativity, volunteering and employment.

Feedback from these focus areas informed the draft Youth Action Plan 2026 and Beyond deliverables. This plan builds on the Youth Action Plan 2020–2026 by continuing to support young people's wellbeing, social participation and access to opportunities, while maintaining core commitments such as youth-friendly spaces, safe and inclusive environments, community event participation and engagement with local services.

CONSULTATION/ADVERTISING:

Community consultation on the draft deliverables will be undertaken for a period of 21 days in accordance with the City's [Community and Stakeholder Engagement Policy](#).

A comprehensive, youth focused communications plan will be developed to promote the consultation.

It is proposed that the draft Youth Action Plan 2026 and Beyond be released for public comment from 17 November to 8 December 2025

**Organisation Implementation**

Organisations lead engagement and seek input, shape the policies, projects and services for which they are responsible. This is a familiar and traditional approach to policy development, project management and service delivery.

Tension: People feel forced leading to an unresponsive process.

Mitigation: Increasing the level of influence, and implementing a transparent, robust process.

You are expected to by community

A robust process to engage with the community and stakeholders

LEGAL/POLICY:

There is no legal requirement to have a Youth Action Plan.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to adopt a Youth Action Plan.

STRATEGIC IMPLICATIONS:

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

Connected and Healthy Community

Our many cultures are celebrated.

We have enhanced opportunities for our community to build relationships and connections with each other and the City.

Thriving Places

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

SUSTAINABILITY IMPLICATIONS:

This does not contribute to any environmental sustainability outcomes. This action/activity is environmentally neutral.

PUBLIC HEALTH IMPLICATIONS:

This is in keeping with the following priority health outcomes of the City's *Public Health Plan 2020-2025*:

Increased mental health and wellbeing

FINANCIAL/BUDGET IMPLICATIONS:

The actions and deliverables of the Youth Action Plan 2026 and Beyond are included in the 2025/26 operating budget and will need to be considered within subsequent financial year budgets.

11.5 STREET ACTIVATION POLICY

Attachments: 1. Policy No. 3.10.3 - Street Activation Policy 

RECOMMENDATION:

That Council REPEALS the Street Activation Policy at Attachment 1.

PURPOSE OF REPORT:

To repeal the Street Activation Policy at **Attachment 1**.

DELEGATION:

Section 2.7 of the Local Government Act 1995 sets out the Role of Council as being to 'determine the local government's policies.' There is no delegation to Administration to make, review or repeal policies.

BACKGROUND:

The [Street Activation Policy](#) (Policy) was adopted by Council on 13 November 2018 replacing the City's Street Parties Policy. It was designed to make community event planning simpler by allowing the use of City-developed Traffic Management Plan (TMP) templates, providing public liability insurance coverage, and offering in-kind Ranger support for road closures.

The Policy provides a framework for five categories of street activation:

- Open Streets – Local
- Open Streets – Neighbourhood
- Major Street Activation
- Public Gatherings and Processions
- Other Events.

In 2021, Main Roads Western Australia updated its [Traffic Management for Events Code of Practice](#) (Code) to better align with the [Austroads Guide to Traffic Management](#). These changes introduced stricter requirements for traffic management, road closures and on-site supervision, creating new financial and compliance challenges for both community members and the City.

As a result:

- Templated or informal Traffic Management Plans previously used under this policy are no longer acceptable.
- All road closures must now be designed and implemented by accredited traffic management professionals.
- 'Event' organisers are required to obtain \$20 million public liability insurance.
- The City's insurer (LGIS) has advised that third-party events are not covered under the City's insurance unless the City assumes full responsibility for the event.

These changes mean that the City cannot provide or fund traffic management for community events without assuming legal and financial risk unless all works are undertaken by accredited professionals.

DETAILS:

The Street Activation Policy is now outdated and inconsistent with the Traffic Management for Events Code of Practice and other regulatory requirements. Additionally, the TMP templates referenced within the policy are no longer valid or accepted by Main Roads WA or WA Police.

While the City continues to play an important role in facilitating local street activation, the regulatory authority for road closures rests with Main Roads WA and the WA Police Force. These agencies have confirmed that accredited traffic management remains mandatory for all road closures, regardless of event size or risk level.

Given this, it is proposed that the policy is repealed.

Larger event categories outlined in the policy: Open Streets – Neighbourhood, Major Street Activations, Public Gatherings and Processions, and Other Events are already addressed under the [Concerts and Events Policy](#).

For smaller, neighbourhood-level activities (previously Open Streets – Local), Administration will develop internal procedures and guidelines to support safe and simple community-led street activations.

These internal guidelines will:

- Provide clear, practical advice on the planning and delivery of small, low-impact neighbourhood events.
- Ensure compliance with relevant legislation and codes while minimising red tape.
- Apply to short, local road or laneway closures that allow for continued traffic flow.
- Exclude roads that form part of the main road network, have bus routes, or are signalised intersections — these will continue to be managed under the Concerts and Events Policy.

The guidelines will also include a support matrix to help determine the appropriate level of assistance based on factors such as:

- Proximity to public open space
- Number of attendees
- Length and duration of road closure
- Level of resident support
- Event history or previous funding
- Event location and road type
- Nature and scale of proposed activities

CONSULTATION/ADVERTISING:

No community consultation is required for the repeal of the policy.

LEGAL/POLICY:

There is no legislative requirement for a policy.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to repeal this policy.

STRATEGIC IMPLICATIONS:

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

Connected and Healthy Community

We have enhanced opportunities for our community to build relationships and connections with each other and the City.

Innovative and Accountable

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

SUSTAINABILITY IMPLICATIONS:

This does not contribute to any environmental sustainability outcomes. This action/activity is environmentally neutral.

PUBLIC HEALTH IMPLICATIONS:

This does not contribute to any public health outcomes in the *City's Public Health Plan 2020-2025*.

FINANCIAL/BUDGET IMPLICATIONS:

Nil

COMMENTS:

The Policy will be replaced by internal procedures which Administration will ensure remain relevant and current addressing both operational and community needs. These internal procedures will enable Administration to efficiently manage and support small local road closures.

11.6 BUDGET AMENDMENTS 2025/26

Attachments: 1. **Budget Amendments 2026FY Pack** 

RECOMMENDATION:

1. That Council **BY ABSOLUTE MAJORITY APPROVES** the following amendments to the 2025/26 Annual Budget as shown in Attachment 1:
 - 1.1 A net increase in the Operating result of \$1,397,092;
 - 1.2 A net increase in the Capital Expenditure Budget of \$926,954;
 - 1.3 A net increase in transfer from Cash Backed Reserves of \$117,817 with a closing balance of \$34,464,860; and
 - 1.4 A net increase in the closing surplus of \$586,054 resulting in a forecasted year end surplus at 30 June 2025 of \$586,054.

PURPOSE OF REPORT:

The purpose of this report is to consider and authorise proposed Budget Amendments for 2025/26, including amendments to the 2025/26 capital carry-forward items.

BACKGROUND:

During the 2025/26 annual budget preparation, an allowance was made to carry-forward funds for capital projects that will not be delivered in 2024/25. The value of the carry forwards was based on estimates of expenditure that would be unspent at 30 June 2025.

The Annual Financial Statements for the year ended 30 June 2025 have been finalised and audited, therefore the estimated funds available to be carried forward can now be updated.

DETAILS:

The budget amendments proposed in this report just relate to capital expenditure carry forward adjustments and known variances for Underground Power Project accruals.

A more detailed budget review will be undertaken as part of the Mid-Year Budget Review and presented to Council in March 2026.

Capital Expenditure

The 2025/26 budget includes a capital expenditure program totalling \$21,858,784 including carry-forward funding of \$3,693,717. Overall, capital expenditure for carry-forward projects as at 30 June 2025 was \$926,954 higher and the budget available in 2025/26 for these projects should now be increased accordingly.

Detail of all capital carry forward adjustments and the full capital expenditure budget is included in **Attachment 1**.

There is a net increase in transfer from cash-backed reserves of \$117,817, as per **Attachment 1**, resulting mainly from the adjustments for carry-forward capital projects. Capital grants, subsidies and contributions have increased by \$435,011, primarily relating to the recognition of State Government Grant funding due to adjustments of carry-forward capital projects.

Other Budget Adjustments

The City has accrued materials & contracts of \$1,308,989 relating to payments to Western Power for the Underground Power Project. The accrual was based on the progress of the project as at 30 June 2025. As a result, the 2025/26 budget will be reduced in line with the accruals recognised in prior year.

Opening Surplus

The opening surplus of \$5,090,559 is based on the 2024/25 audited annual financial statements. In comparison, an estimated opening surplus of \$4,160,616 was originally proposed in the 2025/26 adopted annual budget. The additional surplus of \$929,943 mainly relates to the capital expenditure carry-forward adjustments and a favourable prior year operating result.

Closing Surplus

As detailed in the Statement of Financial Activity at **Attachment 1**, the revised budget forecast at 30 June 2026 is a closing surplus of \$586,054, representing an increase of \$586,054 from the adopted budget.

Due to the current focus on carry-forward adjustments and known variances, a more extensive review of operating and capital budgets will be performed during the mid-year budget review. At that time, recommendations will be provided to the Council regarding the most effective use of the revised closing surplus.

CONSULTATION/ADVERTISING:

Not applicable.

LEGAL/POLICY:

This budget review is performed as a matter of good governance and is not required by the Act or associated regulations. The review is in accordance with the functions of the CEO as set out in section 5.41 of the Act:

5.41(d) *“manage the day to day operations of the local government.”*

Imposition of fees and charges

- (1) *A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.*

** Absolute majority required.*

- (3) *Fees and charges are to be imposed when adopting the annual budget but may be —*

- (a) *Imposed* during a financial year; and*
(b) *Amended* from time to time during a financial year.*

** Absolute majority required.*

RISK MANAGEMENT IMPLICATIONS

Low: Conducting this budget amendments ensures Council is aware of any proposed expenditure which varies from that in the approved budget.

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 satisfied with the service we provide.

Our community is aware of what we are doing and how we are meeting our goals.

Our resources and assets are planned and managed in an efficient and sustainable manner.

SUSTAINABILITY IMPLICATIONS:

The proposed Budget provides sufficient resourcing to deliver the City's sustainability initiatives.

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:

The various budget amendments set out in this paper increases the budget surplus at 30 June 2026 from \$0 to \$586,054

12 CHIEF EXECUTIVE OFFICER**12.1 APPOINTMENT OF COUNCIL MEMBERS AND COMMUNITY REPRESENTATIVES TO ADVISORY GROUPS**

- Attachments:**
1. Sustainability Advisory Group Terms of Reference (Clean) 
 2. Sustainability Advisory Group Nominations - Confidential
 3. Sustainability Advisory Group Terms of Reference (Track changed) 
 4. Arts Advisory Group Terms of Reference (Clean) 
 5. Arts Advisory Group Nominations - Confidential
 6. Arts Advisory Group Terms of Reference (Track changed) 

RECOMMENDATION:

That Council:

1. **APPROVES** the Terms of Reference for the Sustainability Advisory Group, as at Attachment 1;
2. **APPOINTS** the following Council Members as Council's representatives to the Sustainability Advisory Group for a term expiring on 16 October 2027;

Members:

1. _____;
2. _____;
3. _____; and

and the Chair of the Advisory Group will be Cr _____;

3. **APPOINTS** the following community members to the Sustainability Advisory Group, as detailed in Confidential Attachment 2;
 1. Applicant 1;
 2. Applicant 2;
 3. Applicant 3;
 4. Applicant 4;
 5. Applicant 5;
 6. Applicant 6;
 7. Applicant 7; and
 8. Applicant 8;

4. **APPROVES** the Terms of Reference for the Arts Advisory Group, as at Attachment 4;
5. **APPOINTS** the following Council Members as Council's representatives to the Arts Advisory Group for a term expiring on 16 October 2027;

Members:

1. _____; and
2. _____;

and the Chair of the Advisory Group will be Cr _____; and

6. APPOINTS the following community members to the Arts Advisory Group, as detailed in Confidential Attachment 5.

1. Applicant 1;
2. Applicant 2;
3. Applicant 3;
4. Applicant 4;
5. Applicant 5;
6. Applicant 6; and
7. Applicant 7.

PURPOSE OF REPORT:

To consider the terms of reference and appoint Council Members and community representatives to the Sustainability Advisory Group (SAG) and the Arts Advisory Group (AAG).

DELEGATION:

The City's Register of Delegations, Authorisations and Appointments does not extend to Advisory Groups.

Clauses 1.3 and 2.3 of the City's [Advisory Groups Policy](#) requires Council to approve the Terms of Reference (ToR), and appoint the Advisory Group membership including a Chairperson.

BACKGROUND:

The City's Advisory Groups Policy sets out that Council can establish an Advisory Group to:

- a) *facilitate Council Member, stakeholder and/or community input and involvement opportunities;*
- b) *provide advice; and*
- c) *support to the City, in regard to strategic, special interest and/or operational activities.*

This also provides a framework for the administration of Advisory Groups.

The City currently facilitates the AAG and the Sustainability and Transport Advisory Group (STAG). The respective terms of each Advisory Group expired in October 2025.

DETAILS:

Nominations for the SAG and AAG were invited between 15 September and 17 October 2025 in the following ways:

- Notices placed on the City's website, and on the City's social media pages on 10 October and 17 October 2025.
- Notification to previous members of each Advisory Group.
- A post on LinkedIn on 3 October 2025.

Sustainability Advisory Group

Nominations

Nominations were sought based on the following criteria:

- Sustainability - Qualifications, expertise or experience in environmental sustainability. carbon accounting, and/or climate adaptation.

- Transport – Qualifications, expertise or experience in transport planning, traffic engineering, road safety, active transport or accessibility.

Since the close of nominations Administration has reviewed the approach to the Advisory Group and recommends that the scope be reduced to sustainability and remove reference to transport from the title.

This is because there is clear and distinct work that both the sustainability and transport disciplines would provide input on.

The group would be renamed the Sustainability Advisory Group and be focused on the preparation and development of the Climate Transition Action Plan (CTAP) along with supporting the implementation of the Enhanced Environment Strategy (EES).

A separate working group would be setup with transport related experts to support the major review of the Accessibility City Strategy (ACS).

The community nominations are included as **Attachment 2** and it is recommended that eight members be appointed to the SAG as set out in this attachment.

Terms of Reference

To reflect the change in approach above, the objectives of the ToR have been updated along with administrative amendments:

Clause	Proposed Amendment
Objectives	• Reflect the preparation and development of the CTAP.
Membership	• Reflect the updated Sustainability nomination criteria. • Clarify an inconsistency and confirm that the SAG can consist of up to 10 community members.
Meeting Procedures	• Clarify that meetings may be rescheduled or additional meetings be scheduled at the discretion of the Executive support in agreement with the Chairperson. • Deletion of a requirement for a quorum.

A copy of the amended ToR is included in **Attachment 1**. A track changed copy of the ToR is included in **Attachment 3**.

Arts Advisory Group

Nominations

Nominations were sought with the following nomination criteria:

- Expertise in any artform including visual, public art, performance, literature, music, photography/film.
- Representative of:
 - culturally and linguistically diverse community;
 - emerging, mid-career or established artists;
 - aboriginal community;
 - LGBTQIA+ community; or
 - Artist with disability community.

The community nominations are included as **Attachment 5** and it is recommended that seven members be appointed to the AAG as set out in this attachment.

Terms of Reference

The objectives of the ToR have been updated along with administrative amendments:

Clause	Proposed Amendment
Objectives	Reflect the existing function of the AAG to provide advice to external applicants on proposed mural and Percent for Art concepts.
Membership	- Reflect the updated nomination criteria. - Increased the number of Council Members that can participate to up to four, which would be consistent with the SAG.
Meeting Procedures	- Clarify that meetings may be rescheduled or additional meetings be scheduled at the discretion of the Executive support in agreement with the Chairperson. - Deletion of a requirement for a quorum.

The ToR have been updated to delete the reference to a quorum and clarify the scheduling of meetings consistent with the amendments to the SAG ToR above.

A copy of the amended ToR is included in **Attachment 4**. A track changed copy of the ToR is included in **Attachment 6**.

LEGAL/POLICY:

In accordance with the Advisory Groups Policy, the purpose of the SAG and AAG is to provide advice to the City and to support Council in making informed decisions. Neither is a decision-making body.

Clause 1.3 of the Advisory Groups Policy sets out:

1.3 Advisory Groups will operate in accordance with the Terms of Reference approved by Council which provide:

- a) A clear statement of objective and the scope of activity to be undertaken.*
- b) Membership/stakeholder representation.*
- c) The operational and administrative framework by which activities are to occur.*

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to appoint new Council and community members to the City's Advisory Groups. The Advisory Groups would be administered in accordance with the Advisory Groups Policy.

STRATEGIC IMPLICATIONS:

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

Connected and Healthy Community

We have enhanced opportunities for our community to build relationships and connections with each other and the City.

Innovative and Accountable

We engage with our community so they are involved in what we are doing and how we are meeting our goals.

SUSTAINABILITY IMPLICATIONS:

The SAG would provide advice to Administration on the preparation and development of the CTAP, and the implementation of the EES.

PUBLIC HEALTH IMPLICATIONS:

This is in keeping with the following priority health outcomes of the City's *Public Health Plan 2020-2025*:

Reduced exposure to environmental health risks

FINANCIAL/BUDGET IMPLICATIONS:

Nil. Advisory Groups are not paid.

COMMENTS:Sustainability Advisory Group

- Appointment of Members & Updated Objectives –The SAG would continue to play a key role in supporting the City's leadership in sustainability and would provide advice on the preparation and development of the CTAP, and the implementation of the [EES](#) to achieve a more liveable City.

The EES was approved by Council in August 2025 and is currently being implemented, while preparation of the CTAP would begin in early 2026.

Both of these projects are Strategic Focus Areas for 2025/26 as outlined the in [Corporate Business Plan](#).

- Sustainability Focus –The 2023 review of the ToR of the-then STAG updated the objectives to be focused on sustainability including the preparation of the EES, which has since been finalised.

The disciplines of sustainability and transport are both important to inform the City's upcoming program of work but would have different deliverables:

- Sustainability advice would be necessary for the preparation of the CTAP which would outline the City's pathway to Net Zero by 2030 for direct and indirect emissions from the City's operations. This advice would also support the implementation of the EES which establishes targets within the three themes of water, urban greening, and waste.
- Transport advice would be necessary for the major review of the ACS. The objectives of the ACS include creating a safe transport environment, improving accessibility and connectivity, and promoting alternative transport modes and initiatives.

Separating these disciplines would be a fit-for-purpose approach to inform these plans and strategies and would improve the focus and quality of advice from members.

This would mean that the SAG would continue to be focussed on sustainability.

A separate working group would be set up to inform the ACS review. Along with Industry and State Government representatives this could also include suitably qualified community members to provide advice and expertise.

- Administrative Amendments to ToR – The amendments to the ToR would ensure that the SAG continues to run effectively and efficiently. This includes the ability to reschedule meetings or schedule added meetings to align with the progression of the CTAP.

Because Advisory Groups are not decision-making bodies it is not necessary to keep a quorum for meetings to progress. Meeting minutes are taken at each meeting and are then distributed to members before being confirmed at the next meeting. This would give adequate opportunities for members to provide input where they were unable to attend a meeting.

Arts Advisory Group

- Appointment of Members – This would ensure that the AAG continues to play a key role in encouraging and promoting the Arts in the City in line with its objectives to:
 - Act in an advisory capacity to advocate for and promote the Arts in the City of Vincent.
 - Provide advice to the City on its art commissions, collection, policies, programs and projects.
 - Support the City in the implementation of the Arts Plan.
 - Represent the community on arts-related panels as required.
- Administrative Amendments to ToR – Similar to the SAG, the amendments to the ToR would ensure that the AAG continues to run effectively and efficiently. This includes reflecting the existing function of the AAG and the scheduling of meetings.

12.2	APPOINTMENT OF COUNCIL MEMBERS TO THE METRO INNER DEVELOPMENT ASSESSMENT PANEL
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- Attachments:**
1. Department of Planning, Lands and Heritage Letter - Local Government Nominations 
 2. Local Government Development Assessment Panel Members - Nomination Form 
 3. Development Assessment Panel Nomination FAQ 

RECOMMENDATION:

That Council **APPOINTS** the following Council Members to represent the City of Vincent on the Metro Inner Development Assessment Panel (DAP) for the period 27 January 2026 to 26 January 2028:

Member:

1. _____
2. _____

Alternate Members:

1. _____
2. _____

PURPOSE OF REPORT:

To appoint members to the Metro Inner Development Assessment Panel (DAP).

BACKGROUND:

Council at its meeting 14 November 2023 resolved to appoint four Council Members to represent the City on the DAP for a period 26 January 2024 – 26 January 2026 this included Cr Woolf and Cr Wallace as Members and Cr Castle and Cr Hallett as Alternates.

The City received a letter from the Department of Planning, Lands and Heritage (**Attachment 1**) requesting that the Council nominate four new members no later than 21 November 2025 for the period from 27 January 2026 to 26 January 2028. The four members are to include two members and two alternate members. The nomination form is at **Attachment 2** and guidance for completion of that form is at **Attachment 3**.

Regulation 33(5A) of the *Planning and Development (Development Assessment Panels) Regulations 2011* states:

A person appointed as a local government member of a DAP on the nomination of a local government under regulation 24(1)(a) ceases to be a member of the DAP if the person ceases to be a member of the council of the local government.

DETAILS:

The key details of the DAP are as follows:

Meeting Occurrence:	When required
Date of Meeting:	When suitable – Always Monday – Friday during business hours
Time of Meeting:	When suitable, usually commencing at 9:30am with a duration of 30 minutes to 3 hours
Location of Meeting:	Department of Planning, Lands and Heritage
No. of Meetings in 2025:	6 meeting to date
Responsible Liaison Officer:	Executive Director Strategy and Development

Purpose of DAP:	Determining development applications where the likely cost of the development exceeds a specified dollar value.	
	For any proposal above \$2 million the applicant may elect for the application to be determined by the DAP. This excludes 'excluded development application' types.	
Fees for DAP Members:	1. Fee for local government DAP member for attendance at a meeting	\$425
	2. Fee for local government DAP member for attendance at a meeting for the sole purpose of determining an application to amend or cancel a development approval	\$100
	3. Fee for a local government DAP member attending proceedings in the State Administrative Tribunal	\$425
	4. Fee for training for local government DAP members	\$400
	5. Fee for re-training for local government DAP members	\$200

[Fees Effective 1 July 2025](#)

Other Membership:	Three (3) members with specialist knowledge in the areas of town planning, architecture, or other related disciplines.
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Current Elected Members

1. Cr Ashley Wallace
2. Cr Nicole Woolf

Alternate Members

1. Cr Jonathan Hallett
2. Cr Alex Castle

More detailed information about Development Assessment Panels and the [Metro Inner DAP](#) can be found on the website of the Department of Planning, Lands and Heritage.

Appointments are subject to the approval by the Minister for Planning.

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

Part 11A of the *Planning and Development Act 2005*.

Regulation 24 of the *Planning and Development (Development Assessment Panels) Regulations 2011*.

RISK MANAGEMENT IMPLICATIONS

Low: The timely appointment of the City of Vincent representatives to the DAP will enable the representatives to participate in decision-making that may impact the City.

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.

FINANCIAL/BUDGET IMPLICATIONS:

There are no budget implications for the City in appointing members to the DAP, as the fees are paid by DAP.

12.3 APPOINTMENT OF ELECTED MEMBER AND DEPUTY MEMBER TO THE METROPOLITAN REGIONAL ROAD SUB-GROUP (CENTRAL)

Attachments: Nil

RECOMMENDATION:

That Council APPOINTS Cr _____ as the City of Vincent Elected Member representative and Cr _____ as the Deputy Elected Member representative on the Metropolitan Regional Road Group, Sub-Group (Central) for a term expiring on 16 October 2027.

PURPOSE OF REPORT:

To appoint an Elected Member and Deputy Elected Member representative to the Metropolitan Regional Road Group Sub-Group (Central).

BACKGROUND:

There are 10 Regional Road Groups (RRG) in WA, established under the State Road Funds to Local Government Agreement which is overseen by a State Advisory Committee (SAC). The RRGs make recommendations to the SAC regarding the Annual Local Government Roads Program for their region.

The State Roads to Local Government management structure identifies the following RRGs –

- Gascoyne
- Goldfields-Esperance
- Great Southern
- Kimberley
- Metropolitan
- Mid-West
- Pilbara
- South West
- Wheatbelt North
- Wheatbelt South

The RRGs are comprised of elected representatives from each local government within the road group. Most groups are supported by a sub-group or technical committee comprised of local government staff. Administrative support is provided by Main Roads WA. RRGs importantly provide local government with a voice in how the state government's contribution to local roads is spent. RRG members serve a vital and valuable role in ensuring road funding decisions maximise community benefits and preserve and improve the public road network across Western Australia.

A Regional Road Group is responsible for –

- Assessing road-funding submissions from its member local governments.
- The annual distribution of funds to local government roads.
- Monitoring and reporting on the effectiveness of applying funds to local government roads in its region.

Main Roads Western Australia provides technical and administrative support to Regional Road Groups.

The Metropolitan Regional Road Group was developed under the guiding principles of past and current State Road Funds to Local Government (SRFLG) Agreements and Procedures of the State Road Funds to Local Government Advisory Committee (SAC).

The Structure of the Subgroups is detailed below:

North West Sub-Group City of Joondalup City of Stirling City of Wanneroo	West Sub-Group Town of Cambridge Town of Claremont Town of Cottesloe Town of Mosman Park City of Nedlands Shire of Peppermint Grove	Central Sub-Group City of Perth City of Subiaco City of Vincent
East Sub-Group Town of Bassendean City of Bayswater Shire of Kalamunda Shire of Mundaring City of Swan	South East Sub-Group City of Armadale City of Belmont City of Canning City of Gosnells Shire of Serpentine-Jarrahdale City of South Perth Town of Victoria Park	South West Sub-Group City of Cockburn Town of East Fremantle City of Fremantle City of Kwinana City of Melville City of Rockingham

The City of Vincent is a member of the Central Group. Meeting details of the Group is as follows: –

Meeting Occurrence:	At least twice per year generally in October/November and March/April.
Location of Meeting:	Local Government Offices of Vincent, Subiaco or Perth
Responsible Liaison Officer:	Manager Engineering (Deputy Chair)
Most recent City of Vincent Elected	Cr Ashley Wallace
Member representative:	

More detailed information about Regional Road Groups can be found in the [Metropolitan Regional Road Group Reference Information for Elected Members](#) and [Metropolitan Regional Road Group Policies and Practices](#).

Cr Wallace is the immediate past City of Vincent Elected Member representative on the Metropolitan Regional Road Group Sub-Group (Central).

The *Metropolitan Regional Road Group Policies and Practices* states “It is recommended that Sub Groups also appoint a deputy for each of these delegates”. Accordingly, it is recommended that an elected member be appointed a deputy should the Council Representative be unavailable to attend.

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

The Regional Road Groups are formed in accordance with the State Road Funds to Local Governments Agreement.

RISK MANAGEMENT IMPLICATIONS:

Low: Appointment of an Elected Member (and Deputy Member) to the Metropolitan Regional Road Group Sub-Group (Central) means the City is represented at the Sub-Group’s meetings.

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.

SUSTAINABILITY IMPLICATIONS:

This does not contribute to any environmental sustainability outcomes. This action/activity is environmentally neutral.

PUBLIC HEALTH IMPLICATIONS:

This does not contribute to any public health outcomes in the *City's Public Health Plan 2020-2025*.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

12.4 APPOINTMENT OF COUNCIL MEMBERS TO CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW PANEL

Attachments: Nil

RECOMMENDATION:

That Council:

- 1. APPOINTS the following Council Members to the Chief Executive Officer (CEO) Performance Review Panel for the term 22 October 2025 to the next ordinary local government election, 16 October 2027:**
 - 1. Mayor Xamon - Chairperson**
 - 2. Cr**
 - 3. Cr**
 - 4. Cr**
- 2. NOTES appointed Council Members are required to undertake relevant CEO performance review training course provided by the Western Australian Local Government Association (WALGA), or similar industry recognised training provider, within six months of appointment to the panel.**

PURPOSE OF REPORT:

To appoint Council Members to the CEO Performance Review Panel for the 2025–2027 term in accordance with the City's *Policy – CEO Annual Performance Review*.

BACKGROUND:

The City's Policy [CEO Annual Performance Review](#) (Policy) sets out the process for the annual review and remuneration assessment of the Chief Executive Officer (CEO).

In accordance with this policy, Council is required to establish a CEO Performance Review Panel (Panel) consisting of the Mayor as Chairperson and at least two other Council Members, appointed for a two-year term expiring at the next ordinary local government election.

At its meeting held on 21 November 2023, Council appointed Mayor Alison Xamon (Chairperson), Cr Castle, Cr Alexander, and Cr Hallett to the Panel for a term expiring at the 2025 local government election.

DETAILS:

The Panel has carriage and oversight of the CEO's annual performance and remuneration review process, including:

- determining the scope of work to engage an independent consultant;
- reviewing consultant quotations and making a recommendation to Council on appointment;
- managing the consultant on Council's behalf;
- reviewing the CEO's performance outcomes and remuneration recommendations; and
- discussing proposed Key Performance Indicators (KPIs) and measures with the CEO.

All Council Members appointed to the Panel are required to undertake relevant CEO performance review training within six months of their appointment.

The Panel operates in accordance with the City's Policy and the [Model Standard for CEO Recruitment, Performance and Termination](#) (CEO Standards).

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

Clause 1 of Policy states that:

- "1.1 The Council shall establish a CEO Performance Review Panel (the Panel) to have carriage and oversight of the Annual Review Process.*
- 1.2 The Panel shall be appointed by resolution of Council for a two year term ending on the date of the next ordinary local government election.*
- 1.3 The Panel shall comprise up to four members, including the Mayor as Chairperson and at least two other Council Members.*
- 1.4 The primary functions of the Panel are to:*
- (a) Subject to clause 2.4, determine the scope of work to engage a consultant to assist with the conduct of the review process;*
 - (b) Review quotations received from consultants to assist with the conduct of the review process;*
 - (c) Provide a recommendation to Council on the appointment of a suitable consultant to assist with the conduct of the review process;*
 - (d) Manage the consultant appointed by Council;*
 - (e) Review the results of the performance review process and remuneration review and provide a recommendation to Council on the same; and*
 - (f) Discuss possible KPIs and measurements with the CEO for reporting to Council arising from the performance review process."*

Section 5.39B of the *Local Government Act* requires a local government to prepare and adopt (by absolute majority) standards to be observed by the local government for CEO recruitment, performance and termination.

These standards must incorporate the standards prescribed in regulation. Council adopted CEO Standards at its 23 March 2021 meeting.

RISK MANAGEMENT IMPLICATIONS:

Low: Appointment of Council Members to the Panel will ensure the CEO's annual review process is conducted in accordance with the [Policy](#).

STRATEGIC IMPLICATIONS:

This is in keeping with the City's *Strategic Community Plan 2018-2028*:

Innovative and Accountable

We are open and accountable to an engaged community.

Our community is aware of what we are doing and how we are meeting our goals.

SUSTAINABILITY IMPLICATIONS:

This does not contribute to any environmental sustainability outcomes. This action/activity is environmentally neutral.

PUBLIC HEALTH IMPLICATIONS:

This does not contribute to any priority health outcomes of the City's *Public Health Plan 2020-2025*.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

12.5 COUNCIL BRIEFING AND ORDINARY MEETING OF COUNCIL DATES FOR 2026

Attachments: 1. Proposed Meeting Cycle - 2026 

RECOMMENDATION:

That Council:

1. **ADOPTS** the 2026 monthly cycle of Council Briefings and Ordinary Meetings of Council, each commencing at 6:00pm and held at the City of Vincent Council Chambers, 244 Vincent Street, Leederville, as listed below and shown in the calendar at Attachment 1; and

Council Briefing	Ordinary Meeting of Council
3 February	10 February
3 March	10 March
14 April	21 April
12 May	19 May
9 June	16 June
14 July	21 July
11 August	18 August
8 September	15 September
13 October	20 October
10 November	17 November
8 December	15 December

2. **PROVIDES** local public notice of the Council Briefing and Ordinary Meeting of Council dates, time and place, as listed in Recommendation 1. above.

PURPOSE OF REPORT:

To approve the meeting dates for Council Briefings and Ordinary Meetings of Council for the 2026 calendar year.

DELEGATION:

While the *Local Government Act 1995* does not expressly require a formal Council decision to determine annual meeting dates, it is considered good governance practice for the proposed schedule to be presented to Council for endorsement.

Once adopted, the meeting dates will be published on the City's website in accordance with *Regulation 12* of the *Local Government (Administration) Regulations 1996*.

BACKGROUND:

Section 5.3 of the *Local Government Act 1995* requires Council to meet at least once every three months. *Regulation 12* of the *Local Government (Administration) Regulations 1996* requires the CEO to publish the meeting details for Ordinary Council Meetings on the local government's website before the beginning of the year in which they are to be held.

Section 3.1.1 of the City's [Governance Framework](#) outlines the frequency and timing of Council Briefings and Ordinary Meetings.

The proposed 2026 meeting cycle has been prepared in line with these requirements and is outlined above and in **Attachment 1**.

DETAILS:

The 2026 meeting schedule has been developed with consideration of:

- Council recess periods;
- School holidays; and
- The City's annual budget adoption timeframe.

The standard pattern involves Council Briefings on the second Tuesday of each month and Ordinary Meetings of Council on the third Tuesday of each month, with adjustments made in February and March due to the January recess, and in April and July to avoid school holiday periods.

Establishing Council meeting dates enables the City to plan all other governance activities, including workshops, inductions, and major reporting deadlines—around the adopted calendar. This also ensures sufficient time for Administration to prepare and provide advice to support informed Council decision-making.

National and state conference dates have also been considered:

- The Australian Local Government Association (ALGA) National General Assembly was held from 24–27 June 2025 (2026 dates pending).
- The WALGA Annual Conference is scheduled for 16–18 September 2026, and no Council meetings are planned for that week.

Tuesdays not allocated for meetings or workshops will be reserved for Council Member professional development, with the program finalised in consultation with Council Members.

The Annual General Meeting of Electors (AGM) must be held within 56 days of Council's adoption of the Annual Report in accordance with section 5.27 of the *Local Government Act 1995*.

While the Annual Report is scheduled to be presented to Council on 17 November 2026, this is dependent on the timely receipt of the Audit Report. Subject to that timing, the AGM is provisionally scheduled for Wednesday 16 or Thursday 17 December 2026 at 7:00pm.

CONSULTATION/ADVERTISING:

In accordance with *Regulation 12* of the *Local Government (Administration) Regulations 1996*, the adopted Council Briefing and Ordinary Meeting of Council dates will be published on the City's website.

To ensure the community is informed, the meeting schedule will also be:

- Shared on the City's social media channels;
- Displayed on the public noticeboard at the Administration Centre; and
- Displayed on the public noticeboard at the City of Vincent Library.

LEGAL/POLICY:

Section 5.3 of the Act states:

"Ordinary and Special Council meetings:

- (1) *A Council is to hold ordinary meetings and may hold special meetings;*
- (2) *Ordinary meetings are to be held not more than three months apart; and*
- (3) *If a Council fails to meet as required by subsection (2) the CEO is to notify the Minister of that failure."*

Regulation 12 of the *Local Government (Administration) Regulations 1996* states:

- "(1) In this regulation —*
meeting details, *for a meeting, means the date and time when, and the place where, the meeting is to be held.*

- (2) *The CEO must publish on the local government's official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held —*
- (a) *ordinary council meetings;*
 - (b) *committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public.*

The Meeting Procedures Local Law 2008 and Council Meeting Procedures Policy provides guidance on the publication of agendas.

RISK MANAGEMENT IMPLICATIONS

Low: The proposed monthly cycle will provide consistency in the sequencing of briefings and meetings and will increase transparency by ensuring financial statements are included in the Council Briefing Agenda.

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 does not contribute to any environmental sustainability outcomes. This action/activity is environmentally neutral.

PUBLIC HEALTH IMPLICATIONS:

This does not contribute to any public health outcomes in the *City's Public Health Plan 2020-2025*.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

12.6 INFORMATION BULLETIN

- Attachments:**
1. Minutes of the Mindarie Regional Council Meeting held on 24 July 2025 
 2. Unconfirmed Mindarie Regional Council Minutes 25 September 2025 
 3. Unconfirmed Minutes of the Catalina Regional Council Meeting held on 16 October 2025 
 4. Statistics for Development Services Applications as at the end of October 2025 
 5. Register of Legal Action and Prosecutions Monthly - Confidential
 6. Register of State Administrative Tribunal (SAT) Appeals - Progress Report as at 28 October 2025 
 7. Register of Applications Referred to the Metro Inner-North Joint Development Assessment Panel - Current 
 8. Register of Applications Referred to the Design Review Panel - Current 
 9. Unrecoverable Parking Infringements Write-Off 
 10. Register of Petitions - Progress Report November 2025 
 11. Register of Notices of Motion - Progress Report - November 2025 
 12. Register of Reports to be Actioned - Progress Report - November 2025 
 13. Council Workshop Items since 24 September 2025 
 14. Council Briefing Notes - 30 September 2025 

THANKS RECOMMENDATION:

That Council RECEIVES the Information Bulletin dated November 2025.

13 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

**14 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN
(WITHOUT DISCUSSION)**

Nil

15 REPRESENTATION ON COMMITTEES AND PUBLIC BODIES

16 URGENT BUSINESS

Nil

**17 CONFIDENTIAL ITEMS/MATTERS FOR WHICH THE MEETING MAY BE
CLOSED**

Nil

18 CLOSURE