



CITY OF VINCENT

AGENDA

Ordinary Council Meeting

21 April 2026

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. 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.

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

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- All recordings are retained as part of the City's records in accordance with the State Records Act 2000.
- All livestreams can be accessed at <https://www.vincent.wa.gov.au/council-meetings/livestream>
- All live stream recordings can be accessed on demand at <https://www.vincent.wa.gov.au/council-meetings>
- Images of the public gallery are not included in the webcast, however the voices of people in attendance may be captured and streamed.
- If you have any issues or concerns with the live streaming of meetings, please contact the City's Governance Team on 08 9273 6500.

Order Of Business

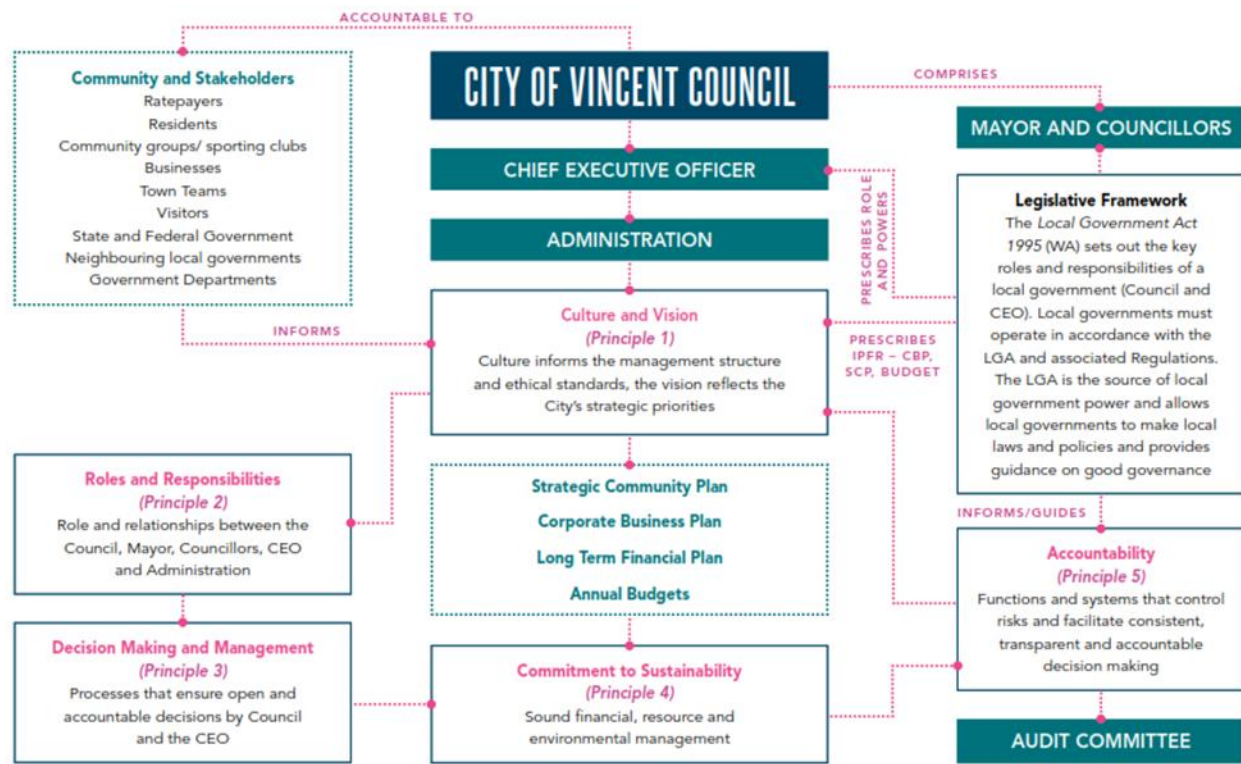
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CITY OF VINCENT GOVERNANCE FRAMEWORK 2020 OVERVIEW



COMMUNITY PRIORITIES AND OUTCOMES WE WILL STRIVE TO ACHIEVE



ENHANCED ENVIRONMENT

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



CONNECTED & HEALTHY COMMUNITY

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



SENSITIVE DESIGN

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



ACCESSIBLE CITY

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



THRIVING PLACES

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



INNOVATIVE AND ACCOUNTABLE

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

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

1 DECLARATION OF OPENING / ACKNOWLEDGEMENT OF COUNTRY

"The City of Vincent would like to acknowledge the Traditional Owners of the land, the Whadjuk people of the Noongar nation and pay our respects to Elders past and present, 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

Cr Sophie Greer is on approved leave of absence from 11 February 2026 to 19 May 2026

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

(B) RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

3.1 Troy Adriansz – North Perth

I have witnessed the aftermath of a number of accidents at the intersection of Eton St and Ellesmere St, behind the Charles Hotel. My own vehicle was written off by a sober individual on 21 November 2023. On that day alone, there were three serious accidents at that intersection. Speed was not a factor for either vehicle but the other driver simply did not see my vehicle in time.

What are the rubrics around the number of accidents that need to occur at an intersection before, traffic calming instruments, speed bumps, or a raised intersection are installed?

Administration Response:

Generally, the criteria required Main Roads WA is a minimum of 5 crashes, the most severe would score the highest Benefit Cost Ratio.

In July 2024, the City of Vincent was unsuccessful with a Blackspot application to upgrade the intersection of Ellesmere Street and Eton Street. This application was in response to a petition received on 12 December 2023 (Council Meeting (Ordinary and Special) - Tuesday, 12 December 2023), and following a petition received on 24 March 2025 (Response to Petition - Closure of Green Street - Impact Of Increased Traffic on Ellesmere Street and Surrounds) the Engineering team will continue to:-

- *Work with Main Roads WA on a treatment for the intersection of Ellesmere Street and Eton Street, with a new application for blackspot funding to be submitted.*
- *Pursue low-cost traffic calming initiatives such as the recent deployment of the Electronic Speed Radar Signs for the entire length of Ellesmere Street, from Scarborough Beach Road through to Charles Street which are scheduled to be installed in the coming weeks.*
- *Develop of a 5 – year Road Safety Implementation Plan to traffic model, design and deliver permanent Road Safety projects identified within the Mount Hawthorn Precinct area including Ellesmere St from Scarborough Beach Road through to Charles Street.*
- *Work with Main Roads WA to slow Ellesmere Street from 50km/h to 40km/h.*

3.2 Emma Braban of North Perth – Item 9.1

Given the seriousness of the issues raised and the proposal's inclusion on tomorrow evening's Council agenda, I would like to reiterate my concerns regarding this development.

To be clear, I am not opposed to development or increased density—both are essential for a well-planned, future-focused city. My concern is that developments must be properly designed, assessed and supported by adequate infrastructure to ensure they enhance, rather than compromise, the safety and liveability of the surrounding community.

As you would appreciate, strict adherence to the relevant planning frameworks is critical, particularly for higher-density proposals. This ensures long-term sustainability and protects the amenity of existing residents.

I respectfully request that the following matters be explicitly addressed in the City of Vincent's submission to the Western Australian Planning Commission (WAPC):

1. Significant Parking Shortfall and Resulting Overflow

The development proposes a substantial parking shortfall—12 fewer resident bays, 5 fewer visitor bays, and 4 fewer motorcycle bays than required. This will inevitably result in overflow parking on surrounding residential streets, which already experience high traffic and parking pressure.

Could the City please confirm:

1. That no exemptions or special arrangements will be granted for residents of this development in relation to parking permits;

Administration Response:

The City's Parking Permit Policy sets out that parking permits will not be issued to developments where a condition or advice note stipulates as such. The City has recommended an advice note to this effect. However, as the WAPC is the determining authority, it is at their discretion to include such an advice note.

2. That the City will extend or adjust parking restrictions on surrounding streets—including Sydney Street—to manage the foreseeable overflow and ensure safety for existing residents.

Administration Response:

Administration is considering the introduction of on street parking restrictions along this portion of Sydney Street. Proposed parking restrictions would be similar to those in place along other parts of Sydney Street, being 1 hour parking between 8.00am and 5.30pm Monday to Friday and 8.00am to 12.00pm Saturday.

2. Building Height and Site Area Compliance

The proposal seeks approval for a five-storey building.

Under the City's planning framework, four storeys are permissible only where the site area exceeds 2,000 m². The proponent appears to reach this threshold only by including PCA 167 road-widening land.

My understanding is that PCA land cannot be included in the developable site area. Excluding PCA land, the true site area is 1,882 m², which does not meet the minimum requirement for four storeys, let alone five. I ask that the City's submission clearly articulate this issue and oppose the height variation on this basis.

3. Additional Departures From the Planning Scheme, R-Codes and Built Form Policy

I also ask the City to address the following non-compliances in its submission to the WAPC:

- Rear boundary setback: Required 6.5–12.5m; proposed as little as 4m, significantly impacting neighbour amenity and privacy.
- Overshadowing: R60 properties should receive no more than 50% shadow; the proposal imposes approximately 70% on the southern neighbour.
- Visual privacy: Several balconies and windows appear to rely on vegetation or driveway distance rather than compliant design measures to achieve screening requirements.
- Corridor widths: Internal corridors as narrow as 1.15m, below the required 1.5m minimum.
- Storage shortfall: The four 2-bedroom apartments provide 3.5 m² instead of the required 4 m².
- Oversized crossover: The City's maximum width is 5.0m, yet the proposal seeks 5.5m, reducing verge greenery and negatively impacting pedestrian safety.

Administration Response:

Administration's report discussed the above matters and considered their satisfaction against the applicable objectives of the R Codes and Built Form Policy. The City's submission included recommended design modifications addressing some of the concerns outlined above.

Dudley Maier of Highgate

1. At the 10 February meeting I asked about a community funded seat and plaque in Robertson Park. The question was accurately reported in the minutes of that meeting (page 6), but has been summarised in the agenda for the 10 March meeting). Why was the question summarised – was it because the bit that was removed highlighted previous responses I had received from the administration and drew attention to the fact that I raised this in June 2025, and yet the simple matter will not be resolved until nearly a year later? Who made the change to my question – Governance, Parks or elsewhere?

For clarity, the preamble of my question as per the minutes of the 10 February meeting was:

At the meeting of 10 June 2025 I asked the following question concerning a seat and plaque that was installed in Roberston park in 2005, and which was paid for by community members.

In February 2005 a group of residents paid for a seat to be located in Robertson Park. As well as paying for the seat they paid for a plaque that recognised the work that Chris Hair had done in developing a plan for the park, and recording its history. This plaque was affixed to the plinth upon which the seat was fixed. With the recent work installing a new path in Robertson Park the seat has been (temporarily) set aside and the plinth removed. Has the City retained the plaque, and will it be reinstalling it when the seat is replaced in its final position?

The response was:

Yes, the plaque will be reinstalled when the seat is replaced in its final position.

The equivalent 'preamble' that appears in the agenda of 10 March meeting is:

Regarding a seat and plaque that was installed in Roberston park in 2005, and which was paid for by community members. Recent work on installing a new path in Robertson Park has resulted in the seat being (temporarily) set aside and the plinth with the plaque has been removed.

Administration Response:

The Governance team are looking at ways to streamline the minutes and on this occasion summarised the full statement and question as provided in the minutes of the previous meeting.

2. At the meeting of 10 February I asked questions about why Vincent is paying for part of the Perth Inner City Group's initiative to introduce 40kph traffic calming initiative even though it has been completed in Vincent. The response indicated that the city's ratepayers are contributing 20% to the cost of the project. The answer then goes on to say that "*The City of Vincent is ... seeking to implement an expansion of the initiative beyond that of local residential roads*".
 - 1.1. When did the council agree to the concept of reducing the speed on roads other than residential roads?
 - 1.2. Which non-residential roads in Vincent does the City intend to reduce the speed limit?

Administration Response

The City's Accessible City Strategy provides for:

"4.1.1 Work with the State Government and Inner City Group to continue to implement a 40km/h zone in all residential areas...." Some local residential roads are within residential areas and have potential to have lower speed limits. The City has yet to fully analyse which roads would benefit from a lower speed limit.

3. At the meeting of 10 February I asked questions about the expenditure of approximately \$36,000 with the Australian Institute of Company Directors – who attended, what was the course, how much did each cost, and if attendees were required to contribute. The response was 'general' in nature – \$36,270 was spent; three elected members and two staff attended; it was the company directors course and foundations of directorship course; and courses cost between \$3,100 and \$8,450.

Analysis of the records of payments since the beginning of 2023 show the following:

- 21 April 2023 – Company Directors Course - \$16,898 [presumably 2 attendees]
- 2 June 2023 – Company Directors Course - \$8,449 [presumably 1 attendee]
- 25 August 2023 – AICD Foundation Course - \$3099.99 [presumably 1 attendee]
- 13 December 2024 - Company Directors Course - \$9,300 [1 attendee]

I can see that my questions were not specific enough, and noting that the fact that the names of at least one council member who attended the courses is in the public domain, and the names of others can be easily identified online, I ask the following questions:

3.1 Who attended each of these courses?

Administration Response

The City does not disclose the names of staff members who attend training courses.

The Elected Members who have attended the Company Directors Course are Cr Nicole Woolf, Cr Alex Castle, Cr Jonathan Hallett, Cr Susan Gontaszewski and Mayor Emma Cole.

3.2 Why did the answer say that the total cost was \$36,270 when the sum of the four payments (above) is \$37,746.99 (including GST)?

Administration Response

The amount of \$36,270 referenced in the previous response included a payment of \$7,823 in 2022 and excluded a payment of \$9,300 in 2024.

3.3 Did the City pay for any elected members to participate in the Company Directors Course prior to 2023? If so, who, at what cost, and when?

Administration Response

Mayor Emma Cole (2021) and Cr Susan Gontaszewski (2022) attended the course prior to 2023 at a total cost of \$11,734.

4. At the meeting of 10 February I asked questions about the artwork that was commissioned for Leederville in December 2021. The response stated that \$129,167.70 was spent, with \$111,709 going to the artist and the remaining \$17,458.70 being spent on “site investigation and preparation”. As my question asked how much the artist received, and how much was paid to “other parties”, I assume that the \$17,458.70 was paid to these other parties. The response also states that a further \$20,000 was budgeted for “site investigation and preparation”.

Expenditure records spanning the period 14 February 2022 to 30 June 2025 show that the artist was paid \$156,147.83 (including GST) – approximately \$141,950 excluding GST.

My questions are:

4.1 Why the discrepancy between the stated payment to the artist of \$111,709 (or \$129,167 if the artist received all payments) and the actual payments of \$141,950 excluding GST?

Administration Response

The figures refer to different components of project expenditure.

The artist’s original contracted fee to deliver the artwork was \$111,709 excl. GST. A further \$17,458.70 excl. GST was spent by the City on site investigation and preparation, and that amount was paid to other contractors, not to the artist.

An additional \$30,594 excl. GST was later paid to the artist in relation to storage costs arising from project delays and relocation issues. The artist on-paid these to a storage company. That additional amount explains why the total payments associated with the artist exceed the original artwork fee.

- 4.2 When was the \$20,000 budget for “site investigation and preparation” added to the City’s budget?

Administration Response

The \$20,000 amount for site investigation and preparation was included in the Place Planning team’s operational budget at the commencement of the project.

That budget was separate from the artist’s contract and was intended to cover works that are typically the City’s responsibility, such as site investigations and preparation. Of that budgeted amount, \$17,458.70 excl. GST has been spent over the course of the project.

For a matter of clarity: I have no issue with the work that the artist has done, both artistically or in a management sense. My questions are directed at the way the City has administered the project, and provided less than accurate answers over time.

5. At the meeting of 10 February I asked questions about the ‘Globe’ artwork that was approved in December 2021 and was intended to be erected at the intersection of William and Brisbane Streets. In February 2025 the project was ‘stalled’ by Council in order to determine an alternative location. Last month I asked about the latest estimated cost for the project, and when the final installation was expected. No cost estimate was provided, and a timeframe simply saying that a new location and revised design will be considered by council in mid-2026.

Given that: approval was given over four years ago; significant amounts have already been paid to the artist; and that it looks like the design might be revised:

- 5.1 Does the administration think that a sixteen-month gap between being asked to come up with a new location, and the recommendation for that location is a timely response.

Administration Response

The timeframe reflects the level of due diligence required to identify and confirm a suitable alternative location for a complex public artwork of this scale. This includes site investigations, stakeholder engagement, design refinement, servicing assessments and updated costings before bringing a recommendation back to Council.

Following Council’s February 2025 resolution not to proceed with the originally approved location, Administration investigated a range of alternative sites and undertook land tenure and management checks, stakeholder engagement, underground service enquiries, access and installation assessments, and electrical and servicing investigations.

Shortlisted locations were then subject to more detailed review, including geotechnical investigations, cost estimates, and refinement of the artwork design and installation methodology in consultation with the artist.

Since February 2025, progress on the project has been reported to Council through four workshop briefings where potential locations, investigation outcomes and design refinements have been presented to Council prior to a final recommendation being prepared.

These steps were necessary to ensure that any revised location and design is feasible, safe, and capable of delivery, and the timeframe reflects the due diligence required for a project of this complexity.

- 5.2 Will previous payments to the artist be taken into consideration if a new design is decided upon or will payments be simply made for a new design – basically, the money spent on the previous design is lost to the community.

Administration Response

Yes, previous payments made under the existing contract will be taken into account in any further consideration of the project.

Additional expenditure may be required to support redesign and associated engineering, fabrication and installation works resulting from the change in location and revised project scope. Further detail will be provided when the revised proposal is presented to Council at an Ordinary Meeting in mid-2026.

- 5.3 What are the estimated cost increases due to inflation since the project was first approved in 2021?

Administration Response

An inflation cost has not been separately calculated. Cost increases since 2021 will be reflected in the revised project budget.

The extent of any increase will be reported to Council at an Ordinary Meeting in mid-2026 on the revised location and design.

6. The western island in Hyde Park has had many of the trees removed as a response to the borer. Many of the removed trees were *Melaleuca Quinquenervia*, also known as a broad-leaf paperbark. These trees are native to the east coast of Australia and have been introduced to Western Australia. Once established they can outcompete local tree species in swampy areas. For example, they were introduced to the US Everglades in the 1900s and are now declared a noxious weed in those areas.

The western island of Hyde Park is such an area, and we have seen these trees progressively dominate the island over the last 40 years. In my view there is little prospect of the trees becoming weeds in the surrounding areas – they thrive on having wet feet. However, there is a risk that dormant seed on the island will germinate.

These paperbarks were removed as a result of the borer – indicating that they would be vulnerable in future. The City has also said it will plant species that are endemic to the area, in particular the Swan coastal plain.

- 6.1 My question is: will the City perform regular inspections of growth on this island to ensure that any self-sown *Quinquenervia* are removed in a timely manner?

Administration Response

Yes. The city has engaged an environmental contractor to undertake planting and monthly maintenance of the islands (including weed control) over the next three years.

3.1 Laura Maekivi of North Perth – Item 9.1

Speaking to recommendation 2.1.1, the Western interface, the suggestion by planning that the two rear apartments on the upper level are removed is welcome. However, the 4th floor apartments will still be 8 1/2 metres too close to comply, and the lower floors 2 1/2 metres too close.

The building will still be a very imposing presence for the western neighbours, particularly 38 BB Sydney Street, where the rear walls of the development run for 75% of their boundary. It will be visible from habitable rooms and from everywhere in their outdoor courtyard. Given the interface with R20 compliant properties, I request that the recommendation is amended so that rear setbacks for all floors comply with code. Doing so would also allow for more effective landscaping at the rear. I would also like to request that the landscaping plan is re-examined to ascertain, one, the suitability of planting trees with a mature height ranging between 8 and 25 meters, just 50 centimetres from the fence, and almost directly over sewer mains that run along the western boundary.

Two, whether there is sufficient deep soil area to accommodate their growth, and three, how it is proposed to prevent branches overhanging neighbouring roofs given the tree's potential to spread between 5 and 15 metres.

At 2.13, social housing details, if the apartments are ultimately used entirely or in part as social housing, are there any recommendations Council can make to obtain a guarantee for the neighbourhood that tenants with known complex needs, more suited to supported accommodation, will not be housed in this project. Small bedrooms. It appears the administration have dismissed DPR's concerns over 2.8 metre deep bedrooms. If this is the case, I would request that this be reconsidered.

This dimension will result in difficulty navigating around the bed for anyone using walking aids or a wheelchair. This will limit the range of potentially suitable tenants and pose difficulties for seniors ageing in place.

Disabled parking.

1. Is the Council able to make recommendations that provision is made for disabled parking? I note State Planning Policy Principle 9 requires the development to cater to a diverse range of people. Additional points. Have mould issues been considered in relation to laundry position and the windowless bathrooms?

Where is washing going to be dried? Isn't it a bit late to leave it until after construction to be determined? Will the local community be given an input on the community art proposed?

Administration Response

Accessible parking requirements are regulated under the Building Act 2011 and the National Construction Code and are addressed at the building permit stage rather than through the planning assessment.

Internal building layout matters, including ventilation, moisture control, and bathroom and laundry design, are also regulated under the Building Act 2011 and the National Construction Code and are not determined as part of the planning approval process.

A recommended condition of approval requires clothes drying areas to be screened from public view. Public art forms part of the development assessment where required and any proposal is reviewed through the City's established design and public art processes. Community consultation is not a statutory requirement for public art associated with a development application.

2. *How are noise issues related to parking right on the rear and side boundaries going to be managed because there are bedrooms in those positions and it will be noisy.*

Administration Response

Noise associated with residential car parking is expected to occur in accordance with normal residential activity patterns, typically during morning and evening peak periods and intermittently at other times. General vehicle movements associated with residential use are not regulated under the Environmental Protection (Noise) Regulations 1997.

3.2 Maureen Schoch of North Perth – Item 9.1

Regarding solar access

The applicant's assertion that the southern neighbour, being me, may develop to R100 where there would be no overshadowing provisions is disingenuous/ not correct.

The property can only be developed to R60. Even combined with 403 Charles Street, the total area is well short of the 2000m² required for R100. (1078 + 633 + 1711 m²).

Administrations response that sunlight is adequate throughout most of the year does not address the loss of winter sunlight.

It is disappointing that they too refer to potential development to R100.

Position of bins and bicycle storage

1. Are council able to consider in their response the issue of noise of noise and smell associated with the bin storage area and bicycle storage right on the southern boundary – with bike storage and access immediately adjacent to the neighbour's habitable rooms?

Administration Response

Nuisance odour from waste storage areas is managed through the City's Health Local Law 2004.

2. Can DRP investigate compliance with acceptable outcome A4.7.2 in relation to:
 1. The walkway to bike storage being located adjacent to, and within 3 m of windows to habitable rooms both in the development and to those of 405 Charles Street.
 2. Positioning of the bin area directly opposite the bedrooms of the southern B2 ground floor apartment; and
 3. The bedroom of the apartment directly adjacent to the communal space on the 5th story.

Administration Response

The proposal was reviewed by the City's Design Review Panel at pre-lodgement stage and subsequently by its Chairperson following lodgement of the application. The matters raised were not identified by the Design Review Panel as issues requiring further modification.

3.3 Jennifer Novatscou of North Perth – Item 9.1

I respectfully request that Council recommend the development comply with the residential design codes in relation to building height, rear setbacks and plot ratio to assist with the transition to the western interface. I agree with the recommendation that the rear apartments in the upper level be removed. However, this is not enough. At 38 B Sydney Street, 3 bedrooms, a living area, and a courtyard directly face the development site.

Approximately 73% of that rear boundary at 38 B Sydney Street will be occupied by the proposed development and will be particularly vulnerable to noise, anti-social behaviour, light spill, fumes and other impacts. Item 2.1.2, car parking. I support Council's recommendation to increase car parking to 45 residential bays and 8 visitor bays.

In relation to the car park itself, I believe that the trees proposed to be planted along the rear boundary will not offer any meaningful protection against noise, security, antisocial behaviour, light, fumes and littering, and will instead create problems to the sewage system, gutters and paving, etc. due to their size and extensive root systems.

In relation to item 2.1.5, I request Council to provide the actual authority for allowing the PCA167 land in the total development area. Even if the West Australian Planning Commission approved works for the development within that land, I believe it should be treated separately from the development site as it is for a different purpose.

If this land is required for future road widening, will the bicycle parking, driveway and landscaping need to be removed? If so, then is it appropriate for it to be included in the total development area now?

Administration Response

Yes, it is possible that works within the Primary Control Area (PCA 167) could be removed in the future if road widening were required. Approval of development within the PCA does not prevent the Western Australian Planning Commission from requiring that land for road purposes at a later time.

The works proposed within the PCA include the vehicle crossover, visitor bicycle parking and landscaping/deep soil areas. These elements were not relied upon to meet the development's minimum requirements for bicycle parking or deep soil area, and therefore their removal in the future would not compromise the core planning assessment of the development.

An application duly executed by an authorised person at the Western Australian Planning Commission for works associated with the subject development within the PCA has been submitted to the City of Vincent.

3.4 Jeremy Milne of Mount Lawley – Item 9.2

I spoke at the Council briefing last week and won't repeat anything said then tonight.

I would like to have on record that the application is for 6 guests but the property is bookable for 8-10 guests on booking websites and often accommodated 8 guests when it was operating as a short term rental last year.

This is an important distinction as according to the relevant local planning policy 6 guests requires 2 off street parking bays and more than 6 requires 3 or more. 128A Harold street has a 2 car garage off street which would be available to guests if it is not occupied by the owners cars and possessions.

Administration Response

The application has been assessed based on the proposal before Council, which is for short-term rental accommodation for a maximum of six guests.

If approved, the use must operate in accordance with the approved plans and conditions, including any limit on guest numbers. Any operation outside those limits would constitute non-compliance and subject to investigation and enforcement by the City in accordance with its Compliance and Enforcement Policy.

I would also like to make a general comment: It was discussed at the council briefing last week that a demonstrated lack of compliance with the relevant rules and regulations cannot be taken into account in assessing a current application. I don't feel this is a just situation. It seems easy for an applicant to do the wrong thing without consequence. I would ask the council to consider altering their process so that demonstrated non compliance can be taken into account.

Administration Response

Council is required to determine applications in accordance with the statutory planning framework and cannot vary that process.

Under the Planning and Development (Local Planning Schemes) Regulations 2015, previous non-compliance is not a relevant planning consideration that can be considered in determining an application. Any non-compliance is addressed separately through the City's enforcement powers.

3.5 Minh Khuu of West Perth

1. *Mr Khuu requested clarification regarding the status of the matter currently before the court and whether the City intends to discontinue the matter.*

Administration Response

As the matter referenced is currently subject to legal proceedings, it is not appropriate for the City to comment on the specifics of the case.

2. *Mr Khuu requested clarification regarding the circumstances in which a Restricted Communication Notice may be issued by the City.*

Administration Response

The City may issue a Restricted Communication Notice in accordance with section 5.130 of the Local Government Act 1995.

3. *Mr Khuu requested clarification regarding how the City progresses matters of compliance and enforcement.*

Administration Response

The City assesses compliance and enforcement matters having regard for the relevant legislation, and in accordance with the City's Development Compliance Enforcement Policy.

4 APPLICATIONS FOR LEAVE OF ABSENCE

5 THE RECEIVING OF PETITIONS, DEPUTATIONS AND PRESENTATIONS

5.1 The Presiding Member has granted Gaetano Siano a 5 minute deputation on Item 5.2 Petition to reclassify the 3 hour parking bays on Raglan Road.

5.2 Petition to reclassify the 3 hour parking bays on Raglan Road

A petition with 27 signatures has been received from Vesna and Robert Trajvcevski of North Perth, requesting that Council:

1. Reclassify the existing 3-hour parking bays on Raglan Road (between Leake Street and Fitzgerald Street) as Resident-Only Parking at all times.
2. Install clear signage indicating the new resident-only status and the applicable hours.
3. Issue resident parking permits to households on Raglan Road to accommodate resident visitors, carers and own trades people.
4. Empower local parking enforcement officers to issue fines or warnings to non-resident vehicles that occupy these bays during the designated hours.

5.3 Petition to enable safe pedestrian crossing on Lord Street

A petition with 33 signatures (as well as 8 signatures that did not comply with the petition requirements) has been received from Alex Warren of East Victoria Park requesting that Council prioritise and install a signalised pedestrian crossing (traffic lights) or construct an underpass on Lord Street to enable safe access between: East Perth Train Station and North Metropolitan TAFE - Mt Lawley Campus (350 Lord Street, Mt Lawley).

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 - 10 March 2026

7 ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

8 DECLARATIONS OF INTEREST

8.1 David MacLennan, CEO, declared an impartiality interest in Item 11.2 Authorisation of Expenditure for the Period 1 February 2026 to 28 February 2026 . The extent of his interest is that he is friends with the owner of a provider of one of the items in the expenditure list. He has had no involvement in the procurement process.

8.2 Cr Suzanne Worner declared an impartiality interest in Item 10.1 Response to Petition - Farr Avenue, North Perth. The extent of her interest is that she has close friends who are residents of Farr Avenue.

9 STRATEGY & DEVELOPMENT

9.1 NO. 389 (LOT: 3; D/P: 1283) BULWER STREET, WEST PERTH - PROPOSED THREE GROUPED DWELLINGS (AMENDMENT TO APPROVAL)

Ward: South

Attachments:

1. Location Plan 
2. Development Plan 
3. Clause 67 Assessment 
4. Approved Development Plans 

RECOMMENDATION:

That Council, in accordance with the provisions of the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme, APPROVES the application for Three Grouped Dwellings (Amendment to Approval) at No. 389 (Lot: 3; D/P: 1283) Bulwer Street, West Perth subject to the following conditions:

1. All conditions, requirements and advice notes detailed on the development approval 5.2025.167.1 granted on 7 October 2025 continue to apply to this approval except as follows:

- 1.1 Condition 7.5 is added as follows:

The surface finish of Lot B's wall facing south shall be of good and clean condition, prior to the occupation or use of the development, and thereafter maintained, to the satisfaction of the City. The finish of wall is to be fully rendered or face brick; or material as otherwise approved and to be treated with anti-graffiti coating; to the satisfaction of the City;

- 1.2 Condition 7.6 is added as follows:

- 1.2.1 Prior to the issue of a Building Permit for Lot A and Lot B, details of the proposed artwork shall be submitted to and approved by the City, on advice from the Design Review Panel; and

- 1.2.2 Prior to occupation or use of the development on Lot A or Lot B, the approved artwork shall be installed and maintained until the commencement of works for Lot C;

- 1.3 Condition 9.1 is modified as follows:

Dwellings on Lot A and B shall be constructed concurrently; and

- 1.4 Condition 10 is added as follows:

Prior to the occupation or use of the development on Lot A or Lot B, the creeping landscaping identified on the approved plan dated 16 March 2026 shall be implemented and irrigated until the commencement of development for Lot C, and thereafter maintained and replaced if failed to the satisfaction of the City, at the expense of the owners/occupiers.

EXECUTIVE SUMMARY:

The purpose of this report is to consider an application to amend a condition of a previous development approval for three Grouped Dwellings at No. 389 Bulwer Street, West Perth (subject site).

This application relates to an amendment to a condition of approval rather than a new development application. This means the assessment focuses on whether the amended condition is appropriate, rather than reconsidering the entirety of the approved built form.

Approval for the original application was granted at the 7 October 2025 Council Meeting – refer to **Attachment 4**. The applicant now seeks to amend Condition 9.1, which required all three dwellings to be constructed concurrently. The amendment would allow the front two dwellings to be developed first (Lots A & B), with the rear lot (Lot C) remaining vacant for the construction of the remaining approved dwelling.

No changes to the built form or design of the approved dwellings are proposed. The amendment relates only to the timing of construction, allowing the front two dwellings to be developed first, with the third dwelling to be constructed at a later stage.

The approval for the third dwelling remains in place and is not affected by this amendment. The key consideration is whether any impacts from the proposed staging is acceptable.

Administration recommends approval of the amended condition. Developing the front two dwellings first would ensure the development still appropriately addresses Bulwer Street and Gallop Street. While this staging may result in a three-storey boundary wall being visible for the interim until the third dwelling is constructed, the wall would be orientated south towards one adjacent property.

Due to its substantial setback from the southern boundary, and with a condition requiring the installation of art work to the wall and landscaping to be planted and maintained, its visual impact on the adjoining property would be minimised. This would provide an acceptable outcome having regard to the practical staging of the development and with the safeguards in place to manage the interim condition of the site.

PROPOSAL:

The application proposes an amendment to Condition 9.1 of the approved development of three Grouped Dwellings at the subject site.

Proposed Modifications to Conditions of Approval

The application proposes to amend Condition 9.1 of the existing approval.

Condition 9.1 of the existing approval reads as follows:

9.1 The three grouped dwellings shown on the approved plans shall be constructed concurrently.

The application proposes to modify the condition to read as follows:

9.1 Dwellings on Lot A and B shall be constructed concurrently.

The subject condition related to all three Grouped Dwellings being developed concurrently. The application is proposing for the condition to be amended to allow for Lot A and B (front two dwellings) to be developed concurrently, while Lot C (the rear dwelling) to be developed at a future stage – refer to **Figure 1**. The amended condition does not preclude the applicant to develop all three lots concurrently.

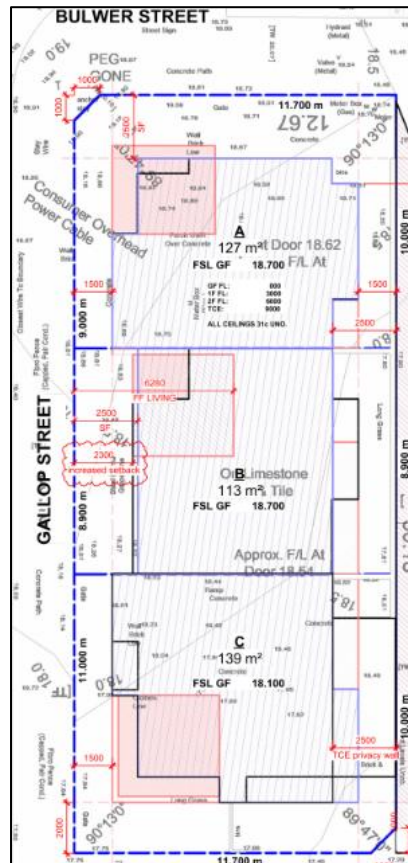


Figure 1: Site plan of approved development at subject site

Applicant’s Justification

The applicant has prepared written justification to support the proposed amendment to the condition. The written justification is summarised follows:

1. *Family development and financial practicality*

The development is family-led rather than being a commercial venture. The intention is to construct the first two dwellings immediately, while their son plans to develop the third dwelling separately under his own finance. Constructing all three dwellings concurrently would create an unreasonable financial burden and may render the project unviable. Staging the works would also allow the owners to progress two dwellings to a sufficient stage to secure finance for the third if required.

2. *Planned survey-strata subdivision*

The site will remain a single green title lot during construction, and a survey-strata subdivision will occur after completion. Servicing and access requirements can be addressed through the subdivision process, which will provide the appropriate easements and service alignments.

3. *No adverse planning impact*

Each dwelling will remain consistent with the approval, as there are no amendments to the built form proposed. The timing of their construction will not detract from the amenity, streetscape, or design outcome once complete.

4. *Construction logistics and site management*

The undeveloped rear portion of the site would be used for material storage and crane setup during construction, reducing the need for equipment and materials to be placed within the road reserve and minimising construction impacts on Gallop Street.

The construction of the third dwelling is intended to commence once the first two dwellings have reached substantial commencement. These initial dwellings could then be used as security for bank finance. It is anticipated that this would occur approximately six to nine months after the substantial commencement of the first two dwellings.

Delegation to Determine Applications:

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

The application is required to be determined by Council as the amendment changes the impact of an imposed condition for a development approval that was determined by Council.

BACKGROUND:

Landowner:	Karl Pownall and Lisa Tibbits
Applicant:	Karl Pownall and Lisa Tibbits
Client:	Karl Pownall and Lisa Tibbits
Date of Application:	3 December 2025
Zoning:	MRS: Urban LPS2: Zone: Residential R Code: R80
Built Form Area:	Residential
Existing Land Use:	Single House
Proposed Use Class:	Grouped Dwellings
Lot Area:	382m ²
Right of Way (ROW):	Yes
Heritage List:	No

Site Context and Zoning

The subject site is a corner lot, bound by Bulwer Street to the north, a single storey single house to the east, a Right of Way to the south, and Gallop Street to the west. A location plan is provided as **Attachment 1**.

The subject site and all adjoining properties are zoned Residential R80 under the City's LPS2 and are located within the Residential Built Form Area under the Policy No. 7.1.1 – Built Form (Built Form Policy), with a building height standard of three storeys.

The subject site is 382 square metres and is capable of subdivision to create three lots; however, has not yet been subdivided.

Previous Approval

On 7 October 2025, Council approved an application for the development of three Grouped Dwellings on the subject site, subject to conditions.

Each dwelling's ground floor included a garage, laundry, and office, with the first floor containing the primary kitchen, living, and dining areas. The second floors accommodated bedrooms and bathrooms. The rear lot, Unit C, incorporated an additional fourth storey comprising a rooftop terrace and storage area.

Each of the Grouped Dwellings has a shared boundary wall, contained internally, which has a height of three storeys.

Justification for Original Condition

The imposed condition subject to this application is related to Condition 9.1, which is as follows:

9.1 The three grouped dwellings shown on the approved plans shall be constructed concurrently.

The purpose of this condition is to ensure that the internal three storey boundary wall would not be constructed in isolation, without the adjoining boundary wall being developed at the same time. Concurrent construction would mitigate adverse visual impacts on the streetscape and adjoining properties by preventing an isolated three storey wall without articulation or openings from being exposed internally within the site for a prolonged period.

DETAILS:**Summary Assessment**

The application seeks to amend a condition of approval to allow staged construction of the approved development. No changes to the approved built form are proposed.

As a result, the development is not subject to a further detailed assessment against the provisions of the Residential Design Codes (R Codes) and the Built Form Policy. This is because these matters were addressed as part of the original approval. The departures to prescribed standards approved as part of the original application remain approved and are not reconsidered as part of this amendment application.

There are no new departures to deemed-to-comply standards of the R Codes or Built Form Policy. This includes a Lot B boundary wall facing Lot C that would continue to meet the deemed-to-comply provisions, as it did for the previous approval. This is because it is still approved to be constructed abutting a boundary wall to Lot C. The existing approval remains valid, and Lot C's boundary wall continues to form part of the overall approved development.

The assessment in the Comments section focuses on the planning implications of the proposed amendment to the condition, including the acceptability of the change in staging to construction of the approved development.

CONSULTATION/ADVERTISING:

No consultation was undertaken for the subject application in accordance with Section 4 of the Community and Stakeholder Engagement Policy. This is because the proposed amendment does not change the approved built form or result in amenity impacts to adjoining properties or the streetscape.

Design Review Panel (DRP):

Referred to DRP: Yes

The proposal was referred to the City's DRP Chair for comment. A summary of their comments is as follows:

- Whilst it would be preferred that all three lots are constructed concurrently, the development of the front two lots first, with the rear lot developed in the future, is the best option in relation to only constructing two lots.
- There is no negative impact on the primary streetscape (Bulwer Street) given the three level boundary walls will not be visible from Bulwer Street.
- Given the rear (south) interface of the property is a Right of Way and the three level boundary wall will be setback from the Right of Way, that interface is potentially supportable as a temporary condition until the third lot is constructed.
- The most significant negative impact of any real concern is to the secondary street public realm interface when the site is approached from the south from Gallop Street.
- The applicant is encouraged to provide a south elevation of the Lot B boundary wall and to incorporate articulation and varied materials so the wall presents as a high-quality elevation rather than a typical nil-setback boundary wall. This could temporarily mitigate visual impacts until the rear lot is developed.

In response to the DRP commentary, the applicant submitted an elevation plan demonstrating that Lot B's boundary wall would be rendered, painted and incorporate an artwork to provide visual interest. Landscaping in the form of creepers is also proposed to assist in reducing visual impacts.

The DRP Chair reviewed the plan and supported the outcome.

A condition of approval has been recommended requiring the wall to be finished to this standard, including the artwork and landscaping, and maintained to the satisfaction of the City.

LEGAL/POLICY:

- *Planning and Development Act 2005*;
- *Planning and Development (Local Planning Schemes) Regulations 2015*;
- City of Vincent Local Planning Scheme No. 2; and
- Residential Design Codes Volume 1;
- Local Planning Policy 7.1.1 – Built Form; and
- Community and Stakeholder Engagement Policy.

Planning and Development Act 2005

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

Planning and Development (Local Planning Schemes) Regulations 2015

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

An assessment of the proposal against the relevant Clause 67(2) considerations has been provided in **Attachment 3**.

RISK MANAGEMENT IMPLICATIONS:

There are minimal risks to Council and the City's business function when Council exercises its discretionary power to determine a planning application, provided the decision is based on a proper consideration of the planning framework and is supported by clear reasoning.

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:

Sustainable Vincent Framework

These provisions are in keeping with the Healthy and Thriving City priority objective of the Sustainable Vincent Framework to support and influence our wider City to maintain sustainability leadership and create thriving places.

Enhanced Environment Strategy

These provisions are in keeping with the Water Conservation & Management, Urban Greening & Biodiversity, and Resource Conservation & Waste sustainability outcomes of the Enhanced Environment Strategy.

Although there is a limited scope to include further sustainability measures, the proposal includes landscaping in the form of climbers.

PUBLIC HEALTH IMPLICATIONS:

There are no impacts on the priority health outcomes of the City's Public Health Plan 2020-2025 from this report.

FINANCIAL/BUDGET IMPLICATIONS:

There are no direct financial or budget implications arising from the determination of this application. However, as with any discretionary planning decision, there is a possibility that the determination may be subject to review by the State Administrative Tribunal (SAT), which can result in legal and consultant costs being incurred by the City.

The extent of these costs depends on the complexity of the matter. The cost of defending a SAT appeal that proceeds to a full hearing can be approximately \$20,000 or more.

COMMENTS:

Summary Assessment

No changes to the approved built form are proposed as part of this application to amend a condition of approval that would allow for the staged construction of the approved development.

The key change is that the front two dwellings would be constructed first, with the third dwelling to be follow later.

The approval for the third dwelling remains in place and its built form is unchanged.

The key planning consideration relates to whether the exposure and visibility of the three storey internal boundary wall of Lot 2 facing Lot 3 is acceptable until such time as the Lot 3 approved dwelling is constructed.

The proposal is acceptable because:

- the streetscape presentation remains unchanged;
- impacts are limited to an internal interface;
- the boundary wall is setback from the lot boundary and separated by a Right of Way from the adjacent property to the south; and
- recommended conditions of approval for public art and landscaping would ensure appropriate treatment and maintenance of the wall.

Compatibility of the Development Within its Setting

As the application does not propose any changes to the approved built form, the assessment focuses on the impacts of the proposed staging rather than reconsidering compliance with the planning framework. This is because there are no new departures from the deemed-to-comply provisions.

The proposal has been considered against the relevant objectives of the R Codes and the Built Form Policy, and matters to be considered under Clause 67 of the Planning Regulations particularly its compatibility in its setting.

The proposal is acceptable for the following reasons:

- Compatibility with the Streetscape: The proposed amendment to the condition would allow the front two dwellings to be developed first, leaving the rear lot vacant to be developed at a future date.

The condition was originally imposed to prevent a three-storey internal boundary wall from being exposed on the site for a prolonged period.

The proposed staging would ensure that the wall does not adversely impact Gallop Street or Bulwer Street. This is because Lot A would address both streets, while Lot B would front and address Gallop Street, with its exposed boundary wall orientated south, away from both streetscapes.

The street elevations of both Lots A and B incorporate balconies, openings, and a variety of materials, maintaining a high level of street activation and ensuring the development remains compatible within its setting.

- Compatibility with Nearby Properties: The exposed boundary wall is orientated to the south. The one adjacent property that this would face is No. 8 Gallop Street, being the southern adjacent property. This property is separated from the subject site by a 3 metre wide Right of Way.

No. 8 Gallop Street is a single storey Single House and has a major opening orientated towards the subject site that is setback 1.0 metre from the lot boundary and dividing fence, which obstructs views to the wall.

The rear Lot C has a width of 11 metres, meaning the boundary wall would be located 14 metres from the boundary of No. 8 Gallop Street. The wall's separation distance from the boundary of No. 8 Gallop Street would assist in mitigating visual and amenity impacts associated with the wall.

To further assist with the presentation of the wall, the applicant has proposed for the wall to be rendered and painted, with artwork and landscaping to be incorporated. The applicant's intended artwork design has not yet been finalised and will be required to be submitted prior to the issue of a building permit for Lots A and B. The proposed artwork, including its size and colour, will be reviewed by the City with advice from the DRP, and will be approved if considered acceptable. A condition would also require the proposed creeper landscaping to be planted and maintained until the development of Lot C commences.

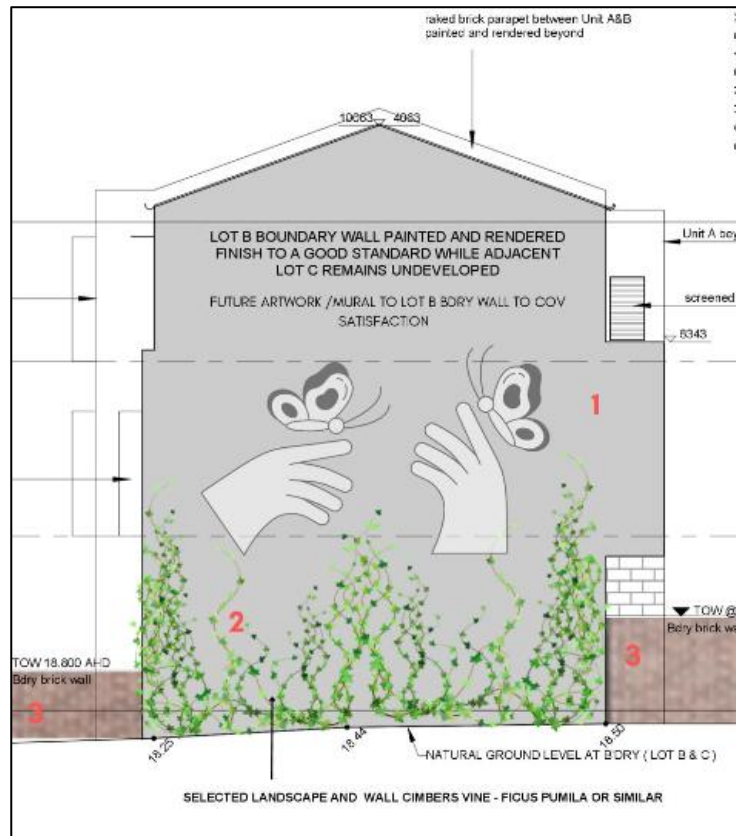


Figure 2: Demonstration of extent of artwork and proposed creeper landscaping for Lot B's wall

- Future Development of the Site: Although the proposed amendment allows for staged construction, it does not remove or alter the approval for the third dwelling on Lot C. The approved development for all three dwellings remains valid.

Under the planning framework, development approvals require substantial commencement within a prescribed period of typically two years under the Planning Regulations. The approval for the site requires substantial commencement within two years.

In practical terms, substantial commencement of this development could be achieved through construction of the first two dwellings (Lots A and B), even if the third dwelling (Lot C) is not constructed at the same time.

This means that, even under the existing approval which requires concurrent construction, there is no mechanism within the planning system to guarantee that all three dwellings would be completed at the same time. This applies equally to both the original approval and the proposed amendment.








While the condition requiring concurrent construction was intended to manage built form outcomes, it does not ultimately compel completion of all dwellings if circumstances such as financial constraints prevent delivery.

The proposed amendment does not materially change this position. It provides a more realistic framework for staged delivery, while maintaining the approved development outcome.

To manage the interim condition of the site, conditions have been imposed requiring the boundary wall to be appropriately finished, landscaped and maintained. These measures ensure that, even if there is a delay in the delivery of Lot C, the visual presentation of the boundary wall is acceptable.

9.2 NO. 6 (LOT: 72 AND 77; D/P: 4576) BROOKMAN STREET, PERTH - PROPOSED ALTERATIONS AND ADDITIONS TO A SINGLE HOUSE

Ward: South

- Attachments:**
1. Consultation and Location Map 
 2. Development Plans 
 3. Heritage Impact Statement 
 4. Summary of Submissions - Applicant Response 
 5. Summary of Submissions - Administration Response 
 6. Determination Advice Notes 
 7. Clause 67 Assessment 

RECOMMENDATION:

That Council, in accordance with the provisions of the City of Vincent Local Planning Scheme No. 2, APPROVES the application for Alterations and Additions to Single House at No. 6 (Lot: 72 and 77; D/P: 4576) Brookman 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 28 October 2025 and 15 March 2026. No other development forms part of this approval;

2. Heritage

2.1 The colours, materials and finishes of the development shall be in accordance with the details and annotations as indicated on the approved plans dated 28 October 2025 and 15 March 2026 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, unless otherwise approved by the City; and

2.2 Prior to the commencement of development, details of any proposed damp remediation works to the existing building, including the method of installation of any Damp Proof Course, shall be submitted to and approved by the City of Vincent and on advice from the Heritage Council of Western Australia. The use of chemical injection treatments is not permitted. The approved remediation works shall be carried out in accordance with the approved details. Following removal of render, damp monitoring shall be undertaken to track changes in moisture levels and guide any future remedial actions to the satisfaction of the City;

3. Landscaping

All landscaping shown in the approved plans dated 28 October 2025 and 15 March 2026, 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;

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;

5. Construction Management

A Construction Management Plan shall be lodged with and approved by the City prior to the commencement of development. This plan is to detail how construction (including demolition and/or forward works) will be managed to minimise disruption in the area and shall include:

- 5.1 The delivery of and delivery times for materials and equipment to the site;
- 5.2 Parking arrangements for contractors and sub-contractors;
- 5.3 Dilapidation reports of the adjoining properties at Nos. 4 and 8 Brookman Street;
- 5.4 Notification to affected landowners;
- 5.5 Management of noise;
- 5.6 Public communication and complaint handling procedures; and
- 5.7 Construction times.

The approved Construction Management Plan shall be complied with for the duration of the construction of the development;

6. External Fixtures

All external fixtures, such as television antennas (of a non-standard type), radio and other antennas, satellite dishes, solar panels, external hot water heaters, air conditioners, and the like, shall not be visible from the street(s), are designed integrally with the building, and be located so as not to be visually obtrusive, to the satisfaction of the City; and

7. Stormwater Management

Stormwater from all roofed and paved areas shall be collected and contained on site. Stormwater must not affect or be allowed to flow onto or into any other property or road reserve.

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. 6 Brookman Street, Perth. The subject site is located within the Brookman and Moir Street Heritage Area and is listed on the City of Vincent Heritage List, as well as being listed on the State Register of Heritage Places.

The application is required to be determined by Council as the site is a place listed on the State Register of Heritage Places and includes demolition of non-original works and a non-contributory skillion to the rear, a two storey addition and works within the front setback area.

The application was referred to the City's Design Review Panel (DRP) heritage specialist as well as the State Heritage Council. Both support the proposal, subject to standard conditions. Three submissions were received during the advertising period which related to bulk and scale of additions, views from the street and visual privacy. The development satisfies the heritage area provisions for height, bulk and scale, as well as meeting the deemed-to-comply provisions for visual privacy.

The new second storey addition is supported as it is not visible from the Brookman Street public realm. No significant original heritage fabric is proposed to be removed. The restoration works are considered a positive heritage contribution, in line with the intent of the heritage area. This includes the removal of hard stand car parking bay within the Brookman Street setback and replaced with soft landscaping, native vegetation and a low red brick fence.

The element of the proposal that requires a design principles assessment and the exercising of discretion relates to solar access to adjoining sites due to the upper floor addition. The proposed development is modest in scale, aligning with the building height of the existing dwelling whilst being concealed from the view of the primary street. A minor portion of the shadowing created by the upper floor addition impacts the outdoor living area of the adjoining property, with the majority of the outdoor living area retaining access to sunlight and ventilation year round.

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

PROPOSAL:

This application proposes additions and alterations including a second storey at No.6 Brookman Street, Perth. This specifically includes:

- The demolition of the rear non-contributory skillion extension portion of the dwelling, which is to be replaced with a double storey element whilst retaining the same building footprint to the ground floor;
- Restorative works to the façade including the replacement of render with new tuck-pointing finish with banding, remodelling gable barge and repainting in authentic colours;
- Remodelling of the front setback including removal of paving and car parking area to be replaced with a reinstated tiled verandah area, grass lawn and a planting area consisting of one small tree and shrubs.
- Relocation of the car bay to the rear, with access from Wellman Street. The new car space is proposed to have grass on top of a permeable grid surface.
- Replacement of pergola to the rear and installation of new wired vines trellis over; and
- Internal maintenance works.

The proposed upper-floor addition is located behind the original roof form and is not visible from Brookman Street. No original heritage fabric is proposed to be removed.

The proposed development plans and Heritage Assessment are included as **Attachment 2** and **Attachment 3**, respectively.

Delegation to Determine Applications:

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

This is because the delegation does not extend to applications for development approval that 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 the demolition of a non-contributory rear portion of the dwelling and construction of a double-storey addition to a place listed on the State Register of Heritage Places.

BACKGROUND:

Landowner:	Dung Son Tran & Loan Thi Bich Phan
Applicant:	Dung Son Tran & Loan Thi Bich Phan
Client:	Dung Son Tran & Loan Thi Bich Phan
Date of Application:	8 October 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:	302 m ²
Right of Way (ROW):	Wellman Street (public road) abuts the rear
City of Vincent Heritage List:	Yes – Heritage Area
State Register of Heritage Places:	Yes

Subject Site

The subject site is located on the eastern side of Brookman Street, within the street block bounded by Forbes Road to the south and Robinson Avenue to the north and Wellman Street to the rear. 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. 8 Brookman Street. The site has a rendered façade, with the front setback comprising of a non-original 1.20 metre high brick fence, a small garden, and a paved front setback area with car parking in the street setback. To the rear an extension has been added to the dwelling as well as detached shed and garage to the rear boundary.

Streetscape

The existing streetscape is characterised by its consistent layout of semi-detached dwellings with varied fencing, small gardens or paved front setbacks to the street. The majority of the houses have rear non-contributing extensions to the heritage homes and are typically single storey.

The majority of houses within the street have on-site parking available in the front setback or with access from Wellman Street, although landscaped front setbacks are a characteristic of the heritage area.

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 Area.

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 'Heritage Area' Management Category. The area is also included on the State Register of Heritage Places.

The Brookman and Moir Streets heritage area is a highly intact late-19th-century residential estate of modest semi-detached dwellings in the Federation Queen Anne style. The area'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. The full Statement 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, the City's Policy No. 7.1.1 – Built Form (Built Form Policy), the Heritage Policy, and the Brookman and Moir Streets Guidelines.

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	Requires the Discretion of Council
Front Fence	✓	
Building Setbacks/Boundary Wall	✓	
Building Height	✓	
Roof Form	✓	
Open Space	✓	
Outdoor Living Areas	✓	
Landscaping (R Codes)	✓	
Privacy	✓	
Parking & Access	✓	
Solar Access		✓
Heritage Policy	✓	
Brookman and Moir Streets Guidelines	✓	

Detailed Assessment

The R Codes allow proposals to be assessed in two ways – either by meeting the deemed-to-comply standards, or by being considered under the design principles.

The planning element of the application that does not meet the applicable deemed-to-comply standard and requires the discretion of Council is shown below.

Solar Access	
Deemed-to-Comply Standard	Proposal
R Codes – Clause 5.4.2	
Shadow to No. 4 Brookman Street permitted: 25 percent.	Shadow to No. 4 Brookman Street proposed: 30.3 percent.

This element has been assessed against the relevant design principles and objectives in the Comments section below.

CONSULTATION/ADVERTISING:

Community consultation was undertaken in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* (Planning Regulations) for a period of 14 days between 8 July 2025 and 21 July 2025. In accordance with the City's Community and Stakeholder Engagement Policy, the method of consultation included a notice on the City's website and 77 letters being sent to landowners and occupiers with properties in the Brookman and Moir Heritage Area, as shown in **Attachment 1**.

At the conclusion of the consultation period three submissions were received, of which two objected and one support was received. The objections cited concerns regarding heritage values being degraded by the bulk and scale of the development and visual privacy. The submission in support of the proposal noted that it would result in an improved streetscape outcome.

The proposal meets the acceptable outcomes of the Heritage Area Policy and the deemed-to-comply standards in the Brookman and Moir Streets Guidelines in regard to height and setbacks.

The proposal also meets the deemed-to-comply criteria in the R Codes for visual privacy for all major openings.

A summary of the applicant and Administration's responses to the comments received are included in **Attachment 4** and **Attachment 5**, respectively.

Amended plans were provided on 28 January 2026 which re-located the existing car bay from the front setback area to the rear and with access from Wellman Street. The amended plans were not advertised as per the City's Community and Stakeholder Engagement Policy because they meet the deemed-to-comply provisions.

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, subject to conditions, and advised as follows:

- *The proposed rear addition will be distinguishable as new and not visible from the primary streetscape, therefore, will have no impact on the visual setting of the place.*
- *The proposed removal of render and acrylic paint will have a beneficial impact on the breathability of the built fabric and will address the rising damp issue.*
- *The reinstatement of heritage details such as, timber windows, ogee gutters, rolled-top ridges in keeping with the neighbouring dwellings will have a positive outcome on the place.*

The HCWA's recommended condition is:

- For the approved works the application of chemical injection treatments shall not be used as an intervention, however, the installation of a Damp Proof Course can be supported using alternate methods to the satisfaction of the Director of Historic Heritage Conservation. Following the render removal, ongoing damp monitoring shall be undertaken to track changes in moisture levels and guide any future remedial actions.

This condition has been included in the officer recommendation, with minor amendments to ensure it is clearly framed as a planning condition. The wording has been refined to provide greater certainty, set out approval processes, and ensure the requirement is enforceable, while maintaining the intent of the HCWA's recommended wording.

Design Review Panel (DRP):

Referred to DRP: Yes

The proposal was referred to the City's DRP Member with heritage expertise to provide independent design advice against the 10 Principles of Good Design. The table below provides a summary of this application's design review assessment progress.

Design Review Progress	
	Supported
	Pending further attention
	Not supported
	No comment provided/Insufficient information
	DRP Member
	Referral 1 – 2 December 2025
Principle 1 – Context & Character	
Principle 2 – Landscape Quality	
Principle 3 – Built Form and Scale	
Principle 4 – Functionality & Built Quality	
Principle 5 – Sustainability	
Principle 6 – Amenity	
Principle 7 – Legibility	
Principle 8 – Safety	
Principle 9 – Community	
Principle 10 – Aesthetics	

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

- The proposed demolition is limited to a deteriorated, low-significance rear section that does not contribute to heritage value, allowing a more functional layout while retaining all meaningful heritage fabric.
- Restorative front-façade works reinstate authentic Federation Queen Anne detailing consistent with the Brookman and Moir Streets Heritage Guidelines, improving streetscape integrity and heritage authenticity.
- Rear and upper-level additions are sensitively designed to remain hidden from Brookman Street, respect setbacks and height limits, and minimise overshadowing, maintaining the character of the heritage area.
- Materials and finishes are sympathetic yet distinguishable from original fabric, while restoration works use authentic heritage-appropriate materials and colours.
- Upper-level massing is recessed, below the original ridge, and broken into smaller elements, reducing visual bulk and ensuring the proposal does not dominate adjoining properties.
- Design elements of the proposed fence being limestone rendered piers and plinth are suitable for the character of the house and the heritage area.

The DRP advice has been considered in the City's assessment.

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;
- Residential Design Codes Volume 1;
- 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;
- Submissions received; and
- Advice from the DRP and HCWA.

An assessment against these relevant matters is included in **Attachment 7**.

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 form part of the City's Local Planning Policy – Development Guidelines for Heritage Places and apply specifically to development within the heritage area.

The purpose of the Guidelines is to protect the heritage significance of the precinct by ensuring that alterations and additions maintain the consistent scale, form and streetscape character of the late-19th-century semi-detached dwellings that define the area.

The Guidelines include objectives and deemed-to-comply standards for matters such as building height, setbacks, roof form, demolition, fencing, landscaping and parking.

Where the proposal meets the deemed-to-comply standards it is considered acceptable. Where a standard is not met, the proposal must be assessed against the objectives of the Guidelines.

RISK MANAGEMENT IMPLICATIONS:

There are minimal risks to Council and the City's business function when Council exercises its discretionary power to determine a planning application, provided the decision is based on a proper consideration of the planning framework and is supported by clear reasoning.

STRATEGIC IMPLICATIONS:

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

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:Sustainable Vincent Framework

These provisions are in keeping with the Healthy and Thriving City priority objective of the Sustainable Vincent Framework to support and influence our wider City to maintain sustainability leadership and create thriving places.

Enhanced Environment Strategy

These provisions are in keeping with the Urban Greening & Biodiversity, and Resource Conservation & Waste sustainability outcomes of the Enhanced Environment Strategy.

The City has assessed the application against the environmentally sustainable design provisions of the City's Policy No. 7.1.1 – Built Form.

The proposal includes removal of hardstand within the front setback and replacement with landscaping and tree planting, which contributes to urban greening and improved streetscape presentation. Retention and adaptation of the existing heritage building is consistent with the heritage protection framework and also supports resource conservation by avoiding unnecessary demolition and reconstruction. Solar panels are also proposed to be relocated to the upper floor.

PUBLIC HEALTH IMPLICATIONS:

There are no significant public health implications arising from this application. The works relate to alterations and additions to an existing dwelling and do not introduce any new land use or activity that would affect surrounding residents in terms of noise, amenity or environmental health.

The proposal includes removal of hardstand within the front setback and replacement with landscaping and tree planting, which will improve the streetscape and contribute to a more liveable environment for residents and the community.

FINANCIAL/BUDGET IMPLICATIONS:

There are no direct financial or budget implications arising from the determination of this application. However, as with any discretionary planning decision, there is a possibility that the determination may be subject to review by the State Administrative Tribunal (SAT), which can result in legal and consultant costs being incurred by the City.

The extent of these costs depends on the complexity of the matter. The cost of defending a SAT appeal that proceeds to a full hearing can be approximately \$20,000 or more.

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 second storey addition is designed to not visually intrude on surrounding heritage places or the overall Brookman Street streetscape. The upper floor addition is located behind the original roof ridge and is sited and massed so that it is not visible from Brookman Street. This ensures the original building remains the dominant element when viewed from the public realm. The materials and finishes used are sympathetic and distinguishable from the original materials.
- The restoration works reinstate the original Federation Queen Anne detailing which is consistent with the Brookman and Moir Streets Guidelines and an improvement to the existing streetscape. The relocation of the car bay from the front setback area to the rear and introduction of a new fence and soft landscaping with an additional native tree and vegetation improves the presentation of the site to the streetscape of Brookman Street.
- The demolition proposed is to a non-contributory section of the rear skillion extension, which means the demolition does not impact the cultural heritage significance of the place and is supported by the Brookman and Moir Streets Guidelines. Fencing is also being removed and reconstructed in complementary colours and materials consistent with the character of the house and heritage area.
- Shadow impacts to the dwelling at No. 4 Brookman Street are acceptable, as primary outdoor living spaces retain adequate solar access at various times of the day throughout the year. The existing site results in shadowing above the deemed-to-comply standard due to the current built form and boundary fencing. The upper-floor addition has been designed to minimise additional impacts, with most of the additional overshadowing largely confined to roof areas and a small portion affecting a grassed area of the outdoor living area at the winter solstice. Both the setbacks and height to the upper floor meet the deemed-to-comply provisions.
- The proposal meets all the deemed-to-comply standards of the Brookman and Moir Streets Guidelines including demolition, conservation, built form, fencing and car parking. DRP and HCWA also support the proposal.

Solar Access for Adjoining Sites

The proposed solar access for adjoining sites satisfies the relevant Design Principles of the R Codes and Local Housing Objectives of the Built Form Policy for the following reasons:

- **Impact on Outdoor Living:** The majority of overshadowing from the proposed additions fall to the roof of the southern adjoining property at No. 4 Brookman Street. The upper floor addition would result in an increase to the current overshadowing from 27.4 percent existing to 30.3 percent, with an overall 8.60 square metres increase in shadowing created by the upper floor addition. The location of this overshadowing impact is illustrated by **Figure 1** below. The properties are orientated east-west which means they are prone to greater overshadowing at winter solstice (21 June) when overshadowing is at its greatest.

The majority of the additional shadowing falls on the roof of the adjoining dwelling. There is 2.90 square metres of the additional overshadowing created by the upper floor addition impacting the neighbouring outdoor living area. This is acceptable due to the extent of the remaining outdoor living area with access to northern light being available. The adjoining rear outdoor living area is 81.90 square metres, of which 22.40 square metres, or 27 percent, of the total area is impacted by overshadowing during the winter solstice. The adjoining property's outdoor setting is located to the southern boundary of the lot with uninterrupted solar access and is away from the subject site.

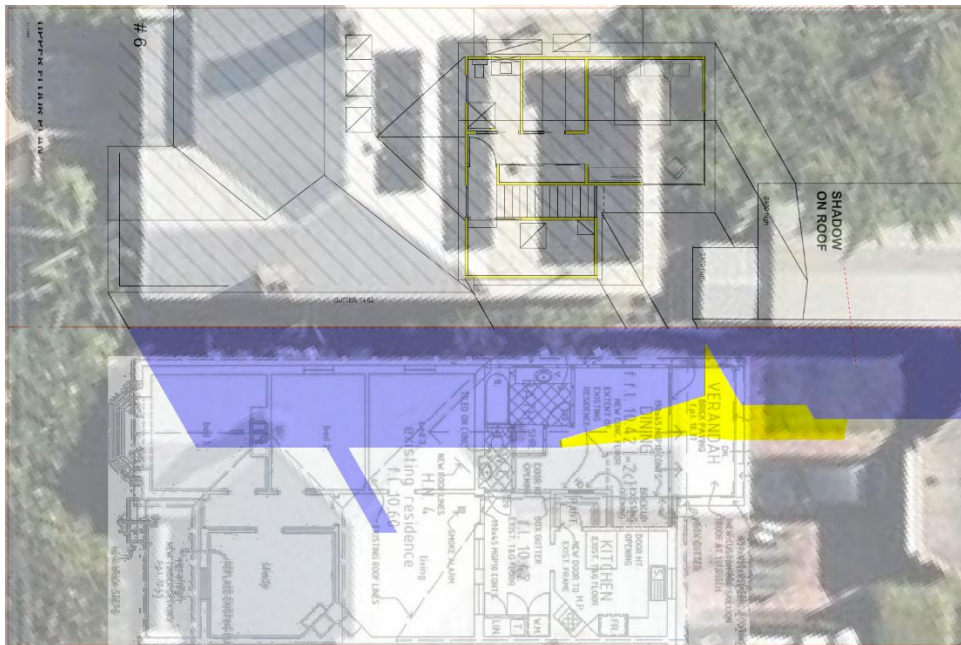


Figure 1: Overshadowing diagram, with purple indicating existing shadow and yellow indicating the additional shadowing proposed by the upper floor extension.

- **Impact on Habitable Rooms and Roof Mounted Solar Collectors:** The additions would not result in any further impacts to major openings of the adjoining property. Existing major openings at No. 4 Brookman Street facing north are currently overshadowed by the existing house, with the impacts of the addition falling on the roof and outdoor area as shown in **Figure 1**. The neighbouring property does not have solar collectors.
- **DRP Support:** The DRP Member was supportive of the design, particularly the massing of the roof form being low profile which minimises overshadowing impact and successfully mitigates bulk impacts.

Parking, Access and Streetscape

- **Additional Street Parking Capacity:** The proposal includes the removal of an existing 3.7 metre wide crossover, which reduces the number of vehicle access points to Brookman Street. This would result in the ability to provide one additional on-street parking bay to Brookman Street. A condition is also recommended relating to the removal of the redundant crossover.

Heritage

- Development response to Heritage Area:
 - The proposed demolition and additions respond to the Heritage Policy and Brookman and Moir Streets Guidelines. The proposal satisfies the deemed-to-comply standards for building height, setbacks and roof form.
 - The upper-floor addition is located behind the original dwelling and is not visible from Brookman Street, ensuring the original building remains the dominant element within the streetscape and visually recessive from Wellman Street.
 - The demolition is limited to non-contributory fabric and does not impact the cultural heritage significance of the place.
 - The restoration works improve the presentation of the dwelling and are consistent with the architectural character of the heritage area. It improves heritage value of the site through updating the fencing and façade treatment materials of the dwelling to the Federation Queen Anne Style.
 - As demonstrated in the perspectives of **Attachment 2**, the upper floor addition is sympathetic to the context, being appropriately positioned and massed to retain the existing single storey appearance from Brookman Street.
 - The proposal maintains the established scale, form and streetscape character of the precinct and is consistent with the objectives of the Brookman and Moir Streets Guidelines.
- DRP and HCWA Support:
 - The DRP Member with heritage expertise supports the proposal, stating it improves the aesthetic quality of the dwelling, while remaining sympathetic to the heritage character of the area.
 - The DRP Member also confirmed that the rear and upper-level additions are sensitively designed to remain hidden from Brookman Street, respecting setbacks and height limits whilst minimising overshadowing and maintaining the character of the heritage area.
 - The HCWA also supports the proposal, due to the location and massing of the addition being concealed from the primary street.

9.3 APPOINTMENT OF THE DESIGN REVIEW PANEL

Ward: Various

Attachments:

1. Summary of Applicants - Confidential
2. Summary of Interviews - Confidential
3. Design Review Panel Recommended Members 2026 - Confidential

RECOMMENDATION:

That Council:

1. **APPOINTS the Applicants in Confidential Attachment 3 to the City's Design Review Panel from 19 May 2026 to 19 May 2028:**
 - 1.1 Applicant 1;
 - 1.2 Applicant 2;
 - 1.3 Applicant 3;
 - 1.4 Applicant 4;
 - 1.5 Applicant 5;
 - 1.6 Applicant 6;
 - 1.7 Applicant 7;
 - 1.8 Applicant 8;
 - 1.9 Applicant 9;
 - 1.10 Applicant 10;
 - 1.11 Applicant 11;
 - 1.12 Applicant 12;
 - 1.13 Applicant 13;
 - 1.14 Applicant 14; and
 - 1.15 Applicant 15; and
2. **NOTES that:**
 - 2.1 The City's Design Review Panel term expires on 18 May 2026; and
 - 2.2 Administration will notify all applicants of the Design Review Panel appointments and induct the successful applicants onto the Design Review Panel.

PURPOSE OF REPORT:

To consider appointing the Design Review Panel (DRP) Co-Chairperson and Panel Members to serve until 19 May 2028.

DELEGATION:

There is no delegated authority for appointment of DRP members. The panel is to be appointed by Council in accordance with the DRP Terms of Reference.

BACKGROUND:

At its meeting held on 16 April 2024, Council appointed 14 members to the DRP for a term of two years concluding 18 May 2026.

The DRP has operated well for two years providing design expertise and advice to the City for referrals including development applications, strategic planning documents, and City-led projects.

Administration has undertaken an expression of interest process to renew the DRP in advance of the term of the current members expiring on 18 May 2026.

This expression of interest was advertised between 17 February 2026 and 3 March 2026 and required applicants to submit an application demonstrating how their skills and experience addressed the below selection criteria.

Knowledge and Skills*All applicants:*

- Comprehensive knowledge and understanding of the principles of architectural, landscape, urban and sustainable design;
- Comprehensive knowledge and understanding of the practices and principles of statutory and strategic town planning within a local government context;
- Knowledge of how to apply the State and local planning frameworks to planning applications; and
- High level of written, verbal and interpersonal communication skills.

Additional for Chairperson applicants:

- Skills in leading and facilitating discussions; and
- Skills in consolidating the results of discussions to provide clear and concise advice.

Experience*All applicants:*

- Demonstrated experience in the preparation, assessment or design review of complex development applications and town planning proposals in line with State and local planning frameworks;
- Demonstrated ability to formulate design solutions using your experience in the professional field of Architecture, Landscape Architecture, Urban Design, Sustainability or Environmental Design;
- Demonstrated experience in attending or assisting with State Administrative Tribunal proceedings; and
- Demonstrated experience in successfully working in multi-disciplinary groups.

Additional for Chairperson applicants:

- Demonstrated experience in leading and facilitating design review discussions; and
- Demonstrated experience in consolidating the results of discussions to provide clear and concise advice.

DETAILS:DRP Nominations

At the conclusion of the expression of interest period the City received 16 nominations for the DRP. Of the current 14 panel members, 11 sought re-nomination.

Administration has assessed the nominations against the selection criteria above and shortlisted those which met the selection criteria.

A full copy of this assessment against the selection criteria is included as **Attachment 1**.

Summary of Interviews

Applicants that met the selection criteria and are new to the DRP were shortlisted and interviewed by Administration to determine their suitability and fit with the City.

With the successful operation of the existing DRP, applicants that are existing members on the City's DRP that met the selection criteria are recommended to be reinstated without being interviewed.

The City received a nomination from an experienced Urban Designer with extensive experience in developing and reviewing art proposals. It is recommended that an additional Urban Designer be appointed to the DRP to introduce a public art expertise.

Given the number of heritage places and heritage areas within the City, Administration has identified the need for additional heritage expertise on the Design Review Panel to ensure advice can be provided where conflicts of interest arise. For this reason, it is recommended an additional heritage specialist member is appointed to the DRP.

A summary of the interviewed candidates is included in **Attachment 2**.

Outcome of Nominations and Interviews

Following the nomination and interview process a total of 15 applicants are recommended to be appointed to the City's DRP. Of these, 11 are existing members of the current Design Review Panel and four are new appointments. The recommended applicants to be appointed to the DRP are included in **Attachment 3**.

The Terms of Reference does not limit the number of panel members that can be appointed. 15 members are recommended to ensure an appropriate mix of expertise and availability.

Terms of Reference

The DRP Terms of Reference are reviewed every four years. The current Terms of Reference were last reviewed and adopted at the 16 April 2024 Ordinary Meeting of Council. They are due to for review in 2028.

There are no changes recommended to the Terms of Reference as part of this report.

CONSULTATION/ADVERTISING:

The expression of interest was advertised between 17 February 2026 and 3 March 2026 by way of:

- Email to existing DRP members;
- Publishing an advert on LinkedIn;
- Publishing a notice on the City's website, business e-news and social media.

LEGAL/POLICY:

- *Planning and Development Act 2005*;
- *Local Government Act 1995*;
- *Planning and Development (Local Planning Schemes) Regulations 2015*;
- *Planning and Development Regulations 2009*;
- State Planning Policy 7.0 Design of the Built Environment;
- Design Review Guide;
- City of Vincent Local Planning Scheme No. 2;
- Local Planning Policy No. 7.1.1 – Built Form; and
- Design Review Panel – Terms of Reference.

RISK MANAGEMENT IMPLICATIONS:

Medium: The DRP process is an important aspect of development assessment in the City. To assist in delivering good built form outcomes in our district, it is important to attract and appoint a panel of members of the highest calibre.

Low: DRP members are independent professionals who provide technical advice to the City. As part of the appointment process, members are required to hold professional indemnity insurance.

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.

Accessible City

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

Thriving Places

We encourage innovation in business, social enterprise and imaginative uses of space, both public and private.

Sensitive Design

Our built form is attractive and diverse, in line with our growing and changing community.

Our built form character and heritage is protected and enhanced.

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

Innovative and Accountable

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

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

SUSTAINABILITY IMPLICATIONS:

This is in keeping with the following key sustainability outcomes of the City's *Sustainable Vincent Framework* and *Enhanced Environment Strategy 2025-2030*.

Sustainable Vincent Framework

These provisions are in keeping with the Healthy and Thriving City priority objective of the Sustainable Vincent Framework to support and influence our wider City to maintain sustainability leadership and create thriving places.

Enhanced Environment Strategy

These provisions are in keeping with the Water Conservation & Management, Urban Greening & Biodiversity, and Resource Conservation & Waste sustainability outcomes of the Enhanced Environment Strategy.

The DRP provides a holistic approach to inform on development applications, strategic planning documents, and City projects to ensure a high quality built form outcome is achieved.

The recommended DRP provides the necessary range of professional expertise to ensure that the best design outcome is achieved for the environment, the community and applicants.

PUBLIC HEALTH IMPLICATIONS:

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

Increased physical activity

Reduced injuries and a safer community

Increased mental health and wellbeing

FINANCIAL/BUDGET IMPLICATIONS:

The operation of the DRP will be paid from the City's operating budget. The City seeks a fee in accordance with the fees and charges for applicants to present to the DRP.

Members remuneration is in accordance with section 8 – Remuneration in the DRP Terms of Reference and is not proposed to change as part of this report.

COMMENTS:

The recommended panel provides a strong mix of skills and experience and will ensure the continued effective operation of the DRP.

9.4 SUBMISSION ON WALGA DRAFT CLIMATE CHANGE ADVOCACY POSITION

Attachments: 1. 2026 WALGA Climate Change Advocacy Position Consultation Paper 

RECOMMENDATION:

That Council **ENDORSES** a submission to WALGA on the draft Climate Change Advocacy Position advising that it:

1. **SUPPORTS** the draft Climate Change Advocacy Position in-principle to recognise the growing climate risks facing local government and the critical role of coordinated advocacy, which aligns with the City's broader approach to sustainability and climate change including the Sustainable Vincent Framework and Enhanced Environment Strategy; and
2. **OUTLINES** recommendations to improve and strengthen the draft Climate Change Advocacy Position including:
 - **Explicit recognition of local government climate priorities and delivery areas such as urban tree canopy and Water Sensitive Urban Design, biodiversity protection, circular economy and waste minimisation, and the transition to renewable energy and electrification of new homes;**
 - **The need for stable, multi-year funding from the State and Federal Governments to deliver local outcomes;**
 - **Clearer guidance from the State and Federal Governments to inform local governments in achieving Net Zero;**
 - **The need for planning and regulatory reforms to support the delivery of climate resilient housing; and**
 - **A commitment to partnering with and incorporating First Nations knowledge and practices in responding to climate change.**

PURPOSE OF REPORT:

The purpose of this report is for Council to make a submission to WALGA on its draft Climate Change Advocacy Position.

The submission focuses on advocacy to:

- Ensure that the draft Climate Change Advocacy Position aligns with the City's existing sustainability strategy setting that been previously consulted on and approved by Council.
- Strengthen the support and funding available for local governments to adapt to climate change.
- Reinforce the need for regulatory reform (including through the planning system) to support sustainable housing outcomes.

DELEGATION:

This is being referred to Council because WALGA has requested Council endorsed feedback on the draft Climate Change Advocacy Position by 1 May 2026.

BACKGROUND:Sustainability at the City of Vincent

The City's approach to sustainability includes:

<u>Sustainable Vincent Framework (SVF) – Approved August 2025</u>
<ul style="list-style-type: none"> • An overarching sustainability framework. • Embeds sustainability considerations throughout the City by assigning responsibilities to respective business units, aligned with the United Nations Sustainable Development Goals. • Formalises the City's Net Zero target for Scope 1 and Scope 2 emissions from its operations by 2030.
<u>Enhanced Environment Strategy (EES) – Approved August 2025</u>
<ul style="list-style-type: none"> • The informing strategy of the Enhanced Environment priority area of the City's Strategic Community Plan. • Outlines the key issues facing the City in relation to the themes of Water Conservation and Management, Urban Greening and Biodiversity, and Resource Recovery and Circularity. • Sets a range of targets for the City and community relating to the strategic management of these themes to achieve a water sensitive, greener and circular Vincent.
<u>Climate Transition Action Plan (CTAP) – Currently being prepared</u>
<ul style="list-style-type: none"> • A climate action plan that would align with the Innovative and Accountable priority area of the SCP. • This would focus on specific climate adaptation, emissions reduction, energy efficiency and transport actions to achieve Net Zero. • This is intended to be progressed through the rest of 2025/26 and completed by the end of 2026/27.

Each of these has a distinct role at Vincent:

- The SVF sets the overarching direction.
- The EES focuses on environmental priorities like water, urban greening and waste.
- The CTAP turns our climate goals into clear actions we can measure and deliver.

This ensures a whole-of-organisation approach, where sustainability and climate considerations are embedded consistently into decision-making and service delivery.

It also responds to increasing climate risks such as urban heat and water scarcity, and legislative obligations under the *Local Government Act 1995*.

Existing WALGA Climate Change Advocacy Position

Since 2009 WALGA has had a formal advocacy position on climate change.

This was most recently reviewed in 2018, and the current advocacy position is:

Local Government acknowledges:

1. *The science is clear: Climate change is occurring and greenhouse gas emissions from human activities are the dominant cause.*
2. *Climate change threatens human societies and the Earth's ecosystems.*
3. *Urgent action is required to reduce emissions, and to adapt to the impacts from climate change that are now unavoidable.*
4. *A failure to adequately address this climate change emergency places an unacceptable burden on future generations.*

Local Government is committed to addressing climate change.

Local Government is calling for:

1. *Strong climate change action, leadership and coordination at all levels of government.*
2. *Effective and adequately funded Commonwealth and State Government climate change policies and programs.*

Review of WALGA Advocacy Position

WALGA has identified legislative, policy, technological and scientific changes that have occurred since 2018, prompting a review of its advocacy position (detailed in **Attachment 1**) including:

- *National Climate Change Act 2022* and the Western Australian Climate Change Bill 2023.
- The *Local Government Amendment Act 2023*, which expanded the general function of local governments across Western Australia to include planning for, and mitigating, the risks associated with climate change.
- The release of the Australian Government's National Climate Risk Assessment and National Adaptation Plan in 2025.
- Escalation of the transition to renewable energy, uptake of electric vehicles and energy efficiency standards under the National Construction Code.
- Climate science and projections (international, national and WA specific) becoming clearer on the risks posed by climate change and the need for action to address the consequential impacts.

These legislative changes mean local governments now have clearer responsibilities to plan for and manage climate risks. To do this requires adequate support from State and Federal governments.

DETAILS:

In January 2026 WALGA released its revised Climate Change Advocacy Position for consultation:

1. *Local Government acknowledges the risks associated with, and is committed to, addressing climate change.*
2. *WALGA calls on the Australian and Western Australian Governments to:*
 - (a) *Provide the necessary climate leadership, coordination and action to ensure an orderly transition to achieve emission reduction targets and address the impacts of climate change.*
 - (b) *Provide dedicated funding, guidance and practical support to assist Local Governments to undertake emissions reduction and adaption actions.*

CONSULTATION/ADVERTISING:

The draft Climate Change Advocacy Position is a WALGA initiative, and it is consulting with all local governments on this until 1 May 2026.

Community consultation is not required because this is a position that would be adopted by WALGA and inform its ongoing advocacy for support from the State and Federal Governments to be provided to all local governments in responding to climate change and undertaking emissions reduction and adaption actions.

The City's submission on the Draft Climate Change Advocacy Position is informed by the Strategic Community Plan, SVF and EES.

Each of these has been extensively consulted during their preparation. Through these respective consultations addressing climate change is a clear priority for our community.

LEGAL/POLICY:Local Government Act 1995

Section 3.1 of the *Local Government Act 1995* sets out:

- (1) *The general function of a local government is to provide for the good government of persons in its district.*
- 1A) *Without limiting subsection (1), the general function of a local government must be performed having regard to the following -*
 - (a) *the need –*
 - (i) *to promote the economic, social and environmental sustainability of the district; and to plan for, and*
 - (ii) *to plan for mitigating, risks associated with climate change; and*
 - (iii) *in making decisions, to consider potential long-term consequences and impacts on future generations.*

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to endorse the submission on WALGA's draft Climate Change Advocacy Position.

This because it aligns with the City's Strategic Community Plan, SVF and EES which have been extensively consulted on and reflect community priorities.

The draft Climate Change Advocacy Position will ensure that WALGA can lead sector-wide advocacy for all local government to receive support from State and Federal Governments in responding to climate change within their respective districts.

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.
We have improved resource efficiency and waste management.
We have minimised our impact on the environment.*

SUSTAINABILITY IMPLICATIONS:Sustainable Vincent Framework

This is in keeping with the following priority objectives of the SVF:

*Climate Action (Mitigation & Adaptation) – To educate and facilitate our community and organisation to build resilience in the face of climate change.
Resilient and Low Carbon Infrastructure – Develop and enhance Vincent's infrastructure to be adaptable, resilient and robust against climate impacts.
Healthy and Thriving City – Support and influence our wider City to maintain sustainability leadership and create thriving places.*

Enhanced Environment Strategy

This is in keeping with the following key sustainability outcomes of the EES:

*Water Conservation & Management – A Water Sensitive Vincent.
Urban Greening & Biodiversity – A Greener Vincent.
Resource Conservation & Waste – A Circular Vincent.*

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:

There are no financial or budget implications from this report.

The draft Climate Change Advocacy Position calls for dedicated funding from State and Federal Governments to help local governments to undertake emissions reduction and adaption actions.

Development of the CTAP would include specific climate adaptation, emissions reduction, energy efficiency and transport actions to achieve Net Zero.

Opportunities to access external funding would support the City to implement future actions and deliver climate resilient projects.

COMMENTS:

Administration supports WALGA's draft Climate Change Advocacy Position:

- Alignment with Vincent – The Advocacy Position aims to strengthen the role of local government as climate risks grow.

This strongly aligns with the City's approach to sustainability and addressing climate change that was supported by Council in 2025, including the approved SVF and EES, and the CTAP which is currently being prepared.

This was developed recognising that the City faces growing climate risks from more frequent and severe disaster events, increased heatwaves, and reduced rainfall.

The SVF and the CTAP have a clear focus for the City on climate adaption and emissions reduction to achieve Net Zero, while the objectives and targets of the EES would achieve a more water sensitive, greener and circular Vincent.

- Implementation & Support – The Advocacy Position recognises that local government needs greater funding, coordination and practical support to respond effectively, in the context of capacity and expertise pressures facing the sector.

This advocacy is critical to ensuring that there is State and Federal Government support available as the City implements the SVF, EES and future CTAP.

Increased and ongoing support in the form of funding, resourcing and clear guidance would help the City in translating local commitments into practical outcomes as it adapts to the escalating impacts of climate change.

- Recommendations to Draft Advocacy Position – Administration has the following recommendations to strengthen WALGA's final Climate Change Advocacy Position.

These reflect the City's strategic commitments and would ensure the final advocacy position supports all local governments to meet their legal responsibilities and deliver practical climate outcomes for their communities.

Recommendation	Administration Comment
<p>Explicit recognition of local government climate priorities</p>	<p>The Advocacy Position should be strengthened to specifically refer to the priority delivery areas for local governments, including:</p> <ul style="list-style-type: none"> • Urban heat mitigation and expanded urban canopy programs. • Water security and Water Sensitive Urban Design (WSUD) implementation. • Biodiversity protection, including ecological corridors and soil health. • Circular economy transition and waste minimisation systems. • Transition to renewable energy including EV charging infrastructure and electrification of new and existing homes.
<p>Stable, multi-year funding to deliver local outcomes</p>	<p>These reflect the priority areas of the EES and advocacy positions of Council.</p> <p>Clearly stating these opportunities would provide a pathway for targeted support and funding to deliver projects within these priority areas.</p> <p>These funding commitments should be secured through the establishment of a long-term Local Government Climate Resilience & Transition Fund.</p> <p>This would ensure these projects can be delivered by local government to support climate change mitigation and adaption responses without increasing the financial burden, such as has been experienced by the City in responding to PSHB.</p>
<p>Clearer guidance for Net Zero pathways</p>	<p>The Advocacy Position should be strengthened for greater Federal and State Government guidance on:</p> <ul style="list-style-type: none"> • Scope 1–3 emissions accounting and reporting standards. • The use of offsets to ensure local governments across the sector make financially responsible and well-informed decisions in achieving Net Zero. • Support for operational and community Net Zero planning. <p>Clear guidance is important for benchmarking and compliance across the Local Government sector to ensure that emissions accounting and abatement to achieving Net Zero is consistent.</p>
<p>Planning and regulatory reforms</p>	<p>The Advocacy Position should be strengthened to include specific reform actions such as:</p> <ul style="list-style-type: none"> • Enabling mechanisms for mature tree retention on private land. • Legislative support for WSUD and climate-responsive design in infill development. • Standards supporting heat-resilient materials and landscaping. • Home energy efficiency including existing housing stock and support for people renting properties to improve their homes. • Enabling the shift to electrification by banning gas connections for new homes and removing barriers to enable kerbside EV charging. <p>In addition to the SVF and EES, the City has had long-standing local planning policy positions to support improved tree canopy and the implementation of Environmentally Sustainable Design measures.</p> <p>But these have not been able to be enforced because of the need to obtain State Government approval which has not been provided.</p> <p>Targeting reform to planning and other legislation would enable local government to support meaningful change for greener and more sustainable housing.</p> <p>This would be a short and long-term benefit to our community in the face of an increasingly hotter climate but cannot be achieved without change to State Government legislation.</p>

Recommendation	Administration Comment
First Nations partnership principle	The Advocacy Position should include an explicit commitment to First Nations knowledge, co-design and climate resilience partnerships. This would align with the EES which emphasises collaboration with Whadjuk Noongar Traditional Owners and incorporation of land management practices.

9.5 ADVERTISING OF LOCAL PLANNING POLICY: HERITAGE AREA GUIDELINES, LOCAL PLANNING POLICY: CHARACTER AREA GUIDELINES AND PROPOSED LACEY STREET HERITAGE AREA

- Attachments:**
1. **Local Planning Policy: Heritage Area Guidelines** 
 2. **Local Planning Policy: Character Area Guidelines** 
 3. **Local Planning Policy: Heritage Area Guidelines - Schedule of Modifications** 

RECOMMENDATION:**That Council:**

1. **RESOLVES** in accordance with Schedule 2, Clauses 5(1), 9(3) and 87 of the *Planning and Development (Local Planning Schemes) Regulations 2015* to PREPARE and PUBLISH a notice for the purpose of advertising of:
 - **Amendments to Local Planning Policy: Heritage Area Guidelines and the inclusion of the Lacey Street Heritage Area included in Attachment 1; and**
 - **Amendments to Local Planning Policy: Character Area Guidelines included in Attachment 2; and**
2. **NOTES** that any submissions received during the advertising period would be presented to Council for consideration.

PURPOSE OF REPORT:

For Council to approve amendments to [Local Planning Policy: Heritage Area Guidelines](#) (Heritage Area Guidelines) and [Local Planning Policy: Character Area Guidelines](#) (Character Area Guidelines) for the purpose of public consultation.

The review of these policies is related to formalising the Lacey Street Precinct as Heritage Area consistent with the City's [Local Heritage Survey](#) (LHS) and involves:

- Removal of the Lacey Street Precinct from the Character Area Guidelines.
- Inclusion of the Lacey Street Precinct as a Heritage Area in the Heritage Area Guidelines, along with a broader review of this policy.

DELEGATION:

In accordance with Schedule 2, Clause 9 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations) a local government may designate a heritage area. In accordance with Schedule 2, Clause 5 of the Regulations, a local government may make an amendment to a local planning policy.

In accordance with the *Local Government Act 1995*, 'local government' refers to the elected Council.

Council has not provided any delegation to Administration for amending existing local planning policies.

[Local Planning Policy: Amending the Local Heritage Survey, Heritage List and Designating Heritage Areas](#) (Designating Heritage Areas Policy) sets out that the designation of a Heritage Area is to be considered by Council.

BACKGROUND:Lacey Street Precinct*Context*

The Lacey Street Precinct is in Perth situated between Brisbane Street and Bulwer Street, approximately 90 metres west of HBF Park and 160 metres east of Beaufort Street.

The Lacey Street Precinct comprises modest single-storey suburban housing dating from the early 1900s Federation era.

To conserve this early building stock, Design Guidelines for Lacey Street were first adopted by Council in December 2006. These were subsequently incorporated into formal Character Area Guidelines by Council in [July 2023](#).

The Lacey Street Character Area Guidelines set standards and local housing objectives to ensure new development does not adversely impact the recognised character of the streetscape.

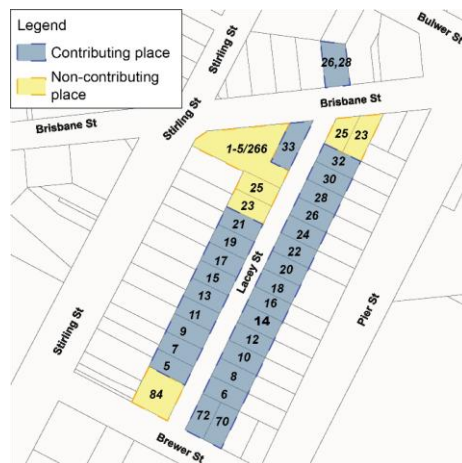
Elevation of Lacey Street to a Heritage Area

At its meeting on [9 December 2025](#), Council approved the LHS.

The key function of a LHS is to identify areas of cultural and historical significance, and to inform the designation of Heritage Places and Heritage Areas.

The LHS identifies the Lacey Street Precinct as a Heritage Area in recognition of its intact and coherent streetscape character.

This was in response to receiving a community nomination for the Lacey Street Precinct to be elevated to a Heritage Area during preliminary engagement in March and April 2024 that informed the LHS.



Lacey Street Heritage Area outlined in Local Heritage Survey

Difference between a Character Area & Heritage Area

The difference between a Character Area and Heritage Area is:

- A Character Area is a street, precinct, or group of places that exhibits a recognisable and valued streetscape character, derived from consistent built form, scale, and landscape elements.

While not necessarily of cultural heritage significance, these areas are identified for their visual coherence and community value, with planning controls focused on maintaining the established streetscape pattern and appearance.

- A Heritage Area is a street, precinct, or group of places that possesses cultural heritage significance, warranting conservation and enhancement.

These areas reflect important historic, aesthetic, or social values, and typically demonstrate a cohesive physical form associated with a particular period or periods of development. Planning controls for Heritage Areas prioritises the retention of significant fabric and heritage values.

A Heritage Area has a greater level of statutory protection under the City's Local Planning Scheme No. 2 (LPS2) compared to a Character Area. This includes requiring planning approval for demolition of a property in a Heritage Area.

The City currently has three Heritage Areas being Brookman and Moir Streets, Janet Street and Harley Street. These are included within the Heritage Area Guidelines. Like the Character Area Guidelines, these provide guidance for development.

Lacey Street Heritage Area Statement of Significance

The [Statement of Significance](#) of the Lacey Street Heritage Area from the City's LHS is:

Lacey Street has a distinctive intact and coherent urban character in the public realm that is confined by the roads truncating this short street.

Within this setting the heritage character is derived from the modest, single storey suburban houses dating from the Federation era (c.1900-1915). The defined period and nature of development have resulted in a complimentary palette of materials and design idioms.

The subdivision of this area was undertaken by Edmund Gilyard Lacey, a prominent businessman and property owner in the late 19th century. This subdivision represents the relatively common practice where private owners subdivided land parcels close to the Perth CBD.

The collection of houses in the study area helps to demonstrate the scale and standard of houses built and occupied by people such as small business owners, clerks and tradesmen in the early twentieth century.

The study area includes a good representative collection of modest early twentieth century brick houses developed near the Beaufort Street tramway and Guildford Railway line.

Need for Lacey Street Heritage Area Guidelines

To support the elevation of the Lacey Street Precinct to a Heritage Area it is necessary for:

1. The Character Area Guidelines to be updated to remove the specific Lacey Street Character Area Guidelines. These are no longer applicable because it is now a Heritage Area.
2. The Heritage Area Guidelines to be updated to include specific Lacey Street Heritage Area Guidelines.

Wider Heritage Area Guidelines Review

The Residential Design Codes (R Codes) set out standards and objectives to guide residential and mixed use development throughout Western Australia.

The Heritage Area Guidelines modify certain R Code standards and objectives to provide locality-specific development outcomes.

The State Government made amendments to the R Codes in 2024. As a result of this some of the existing standards of the Heritage Area Guidelines require the approval of the Western Australian Planning Commission (WAPC) to continue to be implemented.

The Heritage Area Guidelines were first approved in September 2015 and have been periodically updated as new Heritage Areas were added. However, they have not undergone a holistic review during this period.

As part of progressing the Lacey Street Heritage Area, the remaining Heritage Area Guidelines have been reviewed to align with the R Codes, address inconsistent language and formatting, and to confirm the elements which WAPC approval is needed.

DETAILS:Proposed Amendments to Local Planning Policy: Heritage Area Guidelines*Draft Lacey Street Heritage Area Guidelines*

The draft Lacey Street Heritage Area Guidelines (Appendix 4 of **Attachment 1**) are based on the general objectives, standards, and local housing objectives in the existing Lacey Street Character Area Guidelines.

These were originally developed in consultation with the community and reflect the aspirations for built form and the established streetscape.

Modifications have been made to ensure the draft Lacey Street Heritage Area Guidelines are contemporary, concise, and easy to understand. These modifications are detailed in **Attachment 3**, and a summary is provided below:

Existing Lacey Street Character Area Guidelines	Draft Lacey Street Heritage Area Guidelines
Demolition and Conservation	
<ul style="list-style-type: none"> The front two rooms of a contributing place are to be retained. Contributing places maintain their appearance. 	Intent retained – This is also more broadly applicable to all Heritage Areas and has been incorporated as a general standard that seeks for the entirety of contributing places to be retained, rather than only applying to Lacey Street.
Building height	
<ul style="list-style-type: none"> Standard for a maximum building height of 2 storeys. Ground floor wall heights reflect the streetscape. 	Retained.
Street setbacks	
<ul style="list-style-type: none"> Street setbacks based on the adjoining properties. Upper floor additions for contributing places located to not be directly visible from the street. Garages and carports located behind the building's façade. 	Retained – Two additional standards included to: <ul style="list-style-type: none"> Allow porches to come forward of the dwelling to reflect the existing streetscape. Expands the existing upper floor setback standard to also capture non-contributing buildings.
Lot boundary setbacks	
<ul style="list-style-type: none"> Only one boundary wall to a side lot boundary. 	Retained.
Streetscape	
<ul style="list-style-type: none"> Front fences a solid to a maximum height of 0.75 metres and total fencing height a maximum height of 1.2 metres. Materials and colours reflect the streetscape and existing dwelling. 	Retained.
Access	
<ul style="list-style-type: none"> Maximum driveway widths of 3 metres. 	Retained.
Trees and landscaping	
<ul style="list-style-type: none"> Paved areas minimised, trees planted where possible, and streetscape connectivity not obstructed by gardens. 	Retained.
Subdivision	
<ul style="list-style-type: none"> Original lot sizes remain apparent. Subdivision does not increase the number of vehicle access points. 	Intent retained – These are also more broadly applicable to all Heritage Areas and have been incorporated as general standards that seek to inform subdivision, rather than only applying to Lacey Street.

The general objectives of the draft Lacey Street Heritage Area Guidelines have been updated as follows:

1. *Maintain a consistent street frontage by promoting the construction of front fences where missing, and ensure front fences are low height or open style and are consistent with the Heritage Area in terms of materiality and colour.*
2. *Maintain the absence of interruptions to the streetscape by car parking facilities and driveways in the front setback area and encourage the removal of visually intrusive car parking structures.*
3. *Retain the uniformity in lot sizes to ensure the rhythm of the traditional streetscape is not eroded.*
4. *Encourage a high standard of architectural and sustainable building design for new development and additions to contributory places.*

Review of Remaining Heritage Area Guidelines

A broader review of the remaining Heritage Area Guidelines has been undertaken to ensure these remain contemporary and fit-for-purpose.

Minor changes are recommended to maintain the intent of the general objectives, standards, and local housing objectives of each Heritage Area, while providing stronger performance-based guidance.

This would reduce duplication and improve readability and application.

The draft Heritage Area Guidelines are in **Attachment 1**, and the proposed modifications are detailed in **Attachment 3**.

Proposed Amendments to Local Planning Policy: Character Area Guidelines

The Character Area Guidelines were recently reviewed and approved by Council at its meeting on [9 December 2025](#). These are currently awaiting final approval from the WAPC.

An amended version of these Character Area Guidelines with all references to the Lacey Street Character Area removed is included in **Attachment 2**.

No other changes to the existing Character Area Guidelines are proposed.

CONSULTATION/ADVERTISING:

Community consultation on the proposed amendments to the Character Area Guidelines and Heritage Area Guidelines (including the Lacey Street Heritage Area) would be undertaken for a period of 21 days, in accordance with the Regulations and the City's [Community and Stakeholder Engagement Policy](#).

Consultation would occur in the following ways:

- A public notice published on the City's website, in the local newspaper, and exhibited on the notice board at the City's Administration and Library and Local History Centre.
- Letters sent to all owners and occupiers of properties within and adjoining the Lacey Street, Brookman and Moir Streets, Janet Street and Harley Street Heritage Areas.
- Signs installed at the entrance of each of the Lacey Street, Brookman and Moir Streets, Janet Street and Harley Street Heritage Areas.
- Referral to the Department of Planning, Lands and Heritage (Heritage and Property Services team).



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.

Required under regulations/legislation

A robust process to engage with the community and stakeholders.

LEGAL/POLICY:

Heritage Framework

Clause 104 of the *Heritage Act 2018* states that the purpose of a LHS is to assist in preparing a list of Heritage Areas under a local planning scheme.

The City's LHS was approved in December 2025 and identifies Lacey Street as a Heritage Area.

Planning Framework

Schedule 2, Clause 5 of the Regulations provides for a local planning policy to be amended.

Schedule 2, Clause 9 of the Regulations allows local governments to establish a Heritage Area to apply special planning controls to protect and enhance areas of cultural historical significance and character.

Thus requires a local planning policy for the Heritage Area to be prepared.

The Heritage Area Guidelines is a local planning policy that includes development standards and objectives for all the City's Heritage Areas.

To give effect to the Lacey Street Heritage Area identified in the LHS it is necessary to amend the:

- Character Area Guidelines to remove the existing Lacey Street Character Area Guidelines.
- Heritage Area Guidelines to include the draft Lacey Street Heritage Area Guidelines.

The draft Heritage Area Guidelines have been prepared in line with the Heritage Council of WA's [Guidelines for Heritage Area](#), [State Planning Policy 3.5: Historic Heritage Conservation](#) (SPP3.5), and the City's Designating Heritage Areas Policy.

WAPC Approval

Clause 3.2.3 of the R Codes Volume 1 and Clause 1.2.2 of the R Codes Volume 2 allow for local planning policies to amend, replace, and/or augment a standard. Approval to modify some development standards requires approval from WAPC.

The Heritage Area Guidelines require the approval of the WAPC because these propose to modify standards of the R Codes Volumes 1 and 2. All Heritage Areas are subject to the R Codes Volume 1, with the Lacey Street Heritage Area also subject to R Codes Volume 2 (where multiple dwellings are proposed).

Clauses 3.1 of the R Codes Volume 1 and 1.2.3 of the R Codes Volume 2 sets out that any modifications are to be:

Modifications to R Codes Volume 1	Modifications to R Codes Volume 2
<ul style="list-style-type: none"> Warranted due to a specific need identified by the decision-maker related to that particular locality or region. Consistent with the relevant provisions of SPP 7.0 Design of the Built Environment. Consistent with the general objectives of the R-Codes Volume 1, as well as the section objectives and the design principles of Part B and C (as applicable). 	<ul style="list-style-type: none"> Warranted due to a specific need related to that particular locality or region. Consistent with the Element Objectives of the R-Codes Volume 2. Can be properly implemented and audited by the decisionmaker as part of the ongoing building approval process.

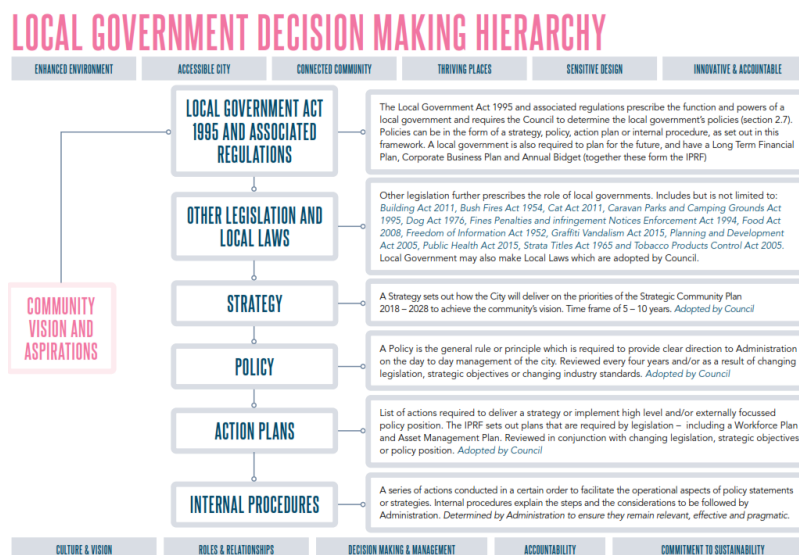
Corporate Document Development Policy

Section 2.7(2)(b) of the *Local Government Act 1995* provides Council with the power to determine policies.

The City's [Corporate Document Development Policy](#) sets out the process for the development and review of the City's policy documents.

In accordance with section 2.3 of the Policy Development and Review Policy:

The purpose of a policy is to provide a general rule or principle to guide Administration and the community on the City's decision making and advocacy.



RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to undertake community consultation for the proposed amendments to the Heritage Area and Character Area Guidelines, including the Lacey Street Heritage Area.

The Lacey Street Heritage Area is identified as a Heritage Area within the LHS following a community nomination and was supported the City's external heritage consultant.

The inclusion of Lacey Street within the Heritage Area Guidelines is necessary to give it effect consistent with the LHS. The draft Lacey Street Heritage Area Guidelines builds on the existing Character Area Guidelines which were previously consulted on and have been informed by preliminary advice from the City's Design Review Panel (DRP).

Without the Lacey Street Heritage Area Guidelines there would not be a local planning policy to support it as a Heritage Area. This would mean that there would be no policy guidance to assess future development applications and ensure Lacey Street's cultural significance is formally recognised and protected as part of the planning approval process.

The broader review of the Heritage Area Guidelines ensures this is contemporary and easy-to-read but importantly does not alter Council or community expectations for the Heritage Areas. The review is necessary to ensure that the relevant development standards are approved by the WAPC so that these can continue to be implemented.

STRATEGIC IMPLICATIONS:

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

Sensitive Design

Our built form character and heritage is protected and enhanced.

FINANCIAL/BUDGET IMPLICATIONS:

The City's existing operating budget is sufficient to undertake the review and community consultation activities related to the amendments of the Heritage Area Guidelines and Character Area Guidelines.

Landowners within the Lacey Street Heritage Area would become eligible to apply to the City's annual Heritage Assistance Fund.

This provides financial support for maintenance and conservation works to properties of recognised heritage significance, including heritage areas, on a dollar-for-dollar basis, with the City contributing up to 50 per cent of the total cost, capped at \$5,000.

The Heritage Assistance Fund is captured within the City's operating budget.

COMMENTS:

Draft Lacey Street Heritage Area

- Implementation of Local Heritage Survey – The LHS identifies the Lacey Street Precinct as a Heritage Area, recognising its intact and coherent Federation-era streetscape. To formalise this, it is necessary for it to be elevated from a Character Area to a Heritage Area under LPS2 and be accompanied by supporting guidelines.

Establishing the Lacey Street Heritage Area Guidelines would give statutory effect to the Heritage Area. The development standards and objectives the draft Lacey Street Heritage Area Guidelines would ensure development does not detract from the area's cultural heritage values or established streetscape.

- Heritage Outcome – The draft Lacey Street Heritage Area would not result in any changes to the built form outcomes currently being achieved under the Character Area Guidelines.

This is because the proposed objectives and standards are based on the existing Character Area Guidelines and reflects the significant built form features in the Lacey Street Precinct.

The main difference is that development approval would now be required for any proposed demolition (partial or complete). This provides an additional layer of protection to retain and conserve the existing heritage significance of the area.

- **Objectives** – The draft Lacey Street Heritage Area Guidelines objectives are consistent with those within the existing Character Area Guidelines, except for the following which provides for clearer guidance for the intended outcomes:
 - The existing objectives relating to conserving buildings and providing guidance for subdivision have been elevated to the general policy objectives ensuring a consistent approach across all Heritage Areas.
 - The objective for front fencing has been modified to encourage the construction of front fences where they are missing, contributing to a more intact and consistent streetscape.
 - The objective relating to car parking structures has been refined to encourage the removal of visually intrusive structures to enhance the streetscape.
- **Additional Street Setback Standard** – The Lacey Street streetscape typically includes porches positioned in front of the main building line as a feature of the Federation era. The existing Character Area Guidelines do not address porch placement.

The inclusion of a new standard allowing verandahs (or similar structures) to project forward of the dwelling would further ensure that new development reflects the established streetscape.

- **Design Review Panel Feedback** – The draft Lacey Street Heritage Area Guidelines were reviewed by the heritage specialist on the City’s DRP. The DRP member was supportive, noting that these accurately reflect the architectural and historical context of the area and would ensure the protection of its cultural significance.

The DRP member provided a number of recommendations which have been incorporated into the draft Lacey Street Heritage Area Guidelines. These included modifications to the general objectives relating to car parking, fencing, and referencing HCWA’s guidance on materials and colour.

Heritage Area Guidelines Review

- **Wider Review** – Incremental updates as new Heritage Areas have been added since 2015 has resulted in inconsistent formatting and variations in the wording of objectives and standards.

These have been reviewed in line with the HCWA’s [Guidelines for Heritage Area](#) and maintain the overall intent of the existing objectives and standards.

Modifications have been made to improve consistency, simplify, and make these easier to understand, improve readability and useability by reducing duplication, and to align with the current R Codes.

- **WAPC Approval** – Approval from the WAPC would be sought for the below standards, ensuring that these can continue to be enforced and implemented so that development continues to respect the existing streetscape of the respective Heritage Areas.

- Standards Requiring WAPC Approval	- Administration Comment
Brookman & Moir Heritage Area	
<ul style="list-style-type: none"> • Additions are not located closer to the lot boundary when compared to the existing house. • No minimum standard for on-site car parking spaces to be provided on site. 	<ul style="list-style-type: none"> • This standard seeks to maintain the streetscape rhythm by ensuring that additions are not located closer to the lot boundary than the existing house. • Brookman and Moir Streets were developed in the late 19th century when private car parking was not required. Car parking now occurs on street. <p>This standard reflects that context and removes the requirement for on-site parking to be provided within the property to minimise introducing parking structures such as carports and garages into the streetscape.</p>
Lacey Street Heritage Area	
<ul style="list-style-type: none"> • Driveways are to be a maximum of 3 metres in width. 	<ul style="list-style-type: none"> • Lacey Street’s established streetscape includes consistent driveway widths of 3 metres. This standard seeks to maintain 3 metre driveway widths for new development to minimise the visual impact of vehicle access points on the streetscape.

10 INFRASTRUCTURE & ENVIRONMENT

10.1 RESPONSE TO PETITION - FARR AVENUE, NORTH PERTH

- Attachments:**
1. Petition - Farr Avenue, North Perth - Confidential
 2. LATM Report - Farr Avenue, North Perth 

RECOMMENDATION:

That in response to a petition received in February 2026 in relation to parking, traffic and amenity concerns on Farr Avenue, COUNCIL:

1. **NOTES** the request for parking and traffic management measures on Farr Avenue and the outcomes of the formal traffic assessment completed by Administration;
2. **SUPPORTS** Administration in continuing to monitor Farr Avenue, including heavy vehicle activity and parking behaviour, and to undertake increased enforcement activities where required;
3. **SUPPORTS** Administration in undertaking ongoing communication with staff and patrons of Beatty Park Leisure Centre and Beatty Park Reserve in respect to parking requirements; and
4. **SUPPORTS** Administration in reassessing the location should conditions materially change in the future, in accordance with the City's traffic assessment methodology.

PURPOSE OF REPORT:

To provide Council with a response to a petition received from residents of Farr Avenue, North Perth, regarding parking congestion, traffic movement and associated amenity concerns adjacent to Beatty Park Leisure Centre and the Beatty Park playground.

DELEGATION:

Council resolved that a further report be submitted to Council. Consequently, this matter is not subject to delegated determination.

BACKGROUND:

In February 2026, Council received a petition from residents of Farr Avenue, North Perth, as detailed within Confidential Attachment 1, containing approximately 10 signatories.

The petition raises concerns regarding:

- Parking congestion associated with Beatty Park Leisure Centre and playground users.
- Traffic movement and perceived safety impacts.
- Heavy vehicle access and manoeuvrability.
- Noise and residential amenity.

The petition requests a range of measures including resident-only parking, one-side parking restrictions, potential one-way traffic arrangements, and increased enforcement.

In response, Administration has undertaken a traffic assessment using the City's Local Area Traffic Management (LATM) methodology, which is guided by Austroads *Guide to Traffic Management – Part 8: Local Street Management*.

DETAILS:

Administration applies a consistent, evidence-based assessment methodology to all traffic concerns raised by the community. This methodology aligns with Austroads *Guide to Traffic Management – Part 8: Local Street Management* which provides guidance on the planning and implementation of Local Area Traffic Management (LATM) schemes for local streets. It primarily focuses on the management and calming of motorised traffic within local streets, rather than higher-order roads such as arterial routes.

In addition to traffic calming, the guidance also emphasises the need to consider all road users, including pedestrians and cyclists. *Part 8* promotes a rational and systematic approach to the development of LATM schemes and provides technical guidance and supporting reference material for practitioners.

The City's proposed LATM framework currently under consideration by Council considers:

- Road classification and function.
- Traffic volumes and operating speeds.
- Crash history and reported incidents through Main Roads WA data.
- Road geometry, sight distance and width.
- Pedestrian and cyclist activity.
- Network impacts and displacement risk.
- Alignment with Austroads LATM principles.

Each location is assigned a warrant score to assist in prioritising locations across the City where traffic management interventions may be warranted.

This approach ensures fairness, transparency and appropriate allocation of limited resources across the road network.

Traffic Data and Warrant Assessment (October 2025)

Key findings from the most recent traffic assessment are detailed within attachment 2 - LATM Report Farr Avenue.

City-Wide Prioritisation Context

When assessed against all current traffic investigations across the City:

- Farr Avenue ranks 381 out of 631 assessed locations.
- This ranks the site in the lower priority range for further investigation or treatment.

As higher-priority locations typically involve a combination of elevated speeds, higher crash rates, or network wide safety risks, Administration focuses its resources on these areas first. Based on current workloads and prioritisation, it is unlikely that this location would be investigated further or progressed to detailed design within the next two to three years, unless there is a material change in conditions (such as a significant crash history or altered traffic environment).

Parking and Amenity Considerations

The concerns raised in the petition primarily relate to parking demand and residential amenity associated with the adjacent Beatty Park Leisure Centre and playground. Observations indicate:

- Increased parking turnover during peak periods.
- Patron preference for on-street parking.
- Early morning and afternoon peak activity.

While these conditions can impact residential amenity, they are characteristic of streets located adjacent to public facilities and do not, in isolation, constitute a demonstrated safety risk.

Implementation of one-side parking restrictions or resident-only parking would require:

- Demonstrated safety or operational justification.
- Displacement analysis.
- Community consultation.
- Alignment with the City's Precinct Parking Plans.
- Consideration of precedent across the district.

The Community Facilities Team regularly communicates with Centre and Park patrons (and staff) regarding parking requirements and is pursuing initiatives to maximise parking availability within the Centre car park.

CONSULTATION/ADVERTISING:



Community Advocacy

A community leads to identify, highlight and propose the action required to solve a problem or take an opportunity.

The primary focus is building relationships with, responding to community communication, identifying key issues and opportunities for action, and managing reputational risks

Proactively communicate with advocates to understand their positions and processes

LEGAL/POLICY:

- Road Traffic Code 2000
- Main Roads Act 1930
- Local Government Act 1995

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to receive and consider a petition relating to parking and traffic concerns. Maintaining a consistent, evidence-based approach reduces risk associated with inconsistent or precedent-setting decisions.

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.

Accessible City

We have better integrated all modes of transport and increased services through the City.

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 Enhanced Environment Strategy 2025-2030 as the action 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*:

Reduced injuries and a safer community

FINANCIAL/BUDGET IMPLICATIONS:

The City has finite resources to address road safety improvements and needs are assessed and addressed based on informed risk mitigation prioritisation.

CONSULTATION/ADVERTISING:

Nil

COMMENTS:

While Administration acknowledges the concerns raised by residents regarding parking demand and amenity on Farr Avenue, the traffic data and assessment indicate that:

- The site does not meet the threshold for immediate traffic calming intervention under Administration's LATM framework.
- The location ranks relatively low when compared to other investigated sites across the City of Vincent.
- There have been no crashes reported by police, through to the Main Roads WA crash map system which Administration uses for the preliminary traffic investigation.

The methodology applied is consistent with Austroads guidance and forms the basis of the LATM framework currently under review by Council.

The assessment indicates that Farr Avenue does not present a demonstrable safety risk requiring intervention at this time. The concerns raised are primarily related to parking demand and residential amenity associated with a nearby public facility.

Introducing parking restrictions in the absence of a demonstrated safety or operational issue would represent a departure from a consistent, evidence-based approach and may create precedent for similar requests adjacent to other parks, schools and community facilities.

Administration will continue to:

- Monitor heavy vehicle activity.
- Schedule ongoing Ranger patrols.
- Observe parking behaviour and site conditions.

Should conditions materially change, the location can be reassessed using the City's traffic assessment methodology.

11 COMMUNITY & BUSINESS SERVICES

11.1 FINANCIAL STATEMENTS AS AT 28 FEBRUARY 2026

Attachments: 1. Financial Statements as at 28 Feb 2026 

RECOMMENDATION:

That Council **RECEIVES** the Financial Statements for the month ended 28 February 2026 as shown in Attachment 1.

PURPOSE OF REPORT:

To present the statement of financial activity for the period ended 28 February 2026.

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 **28 February 2026**:

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 28 February 2026 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 \$551,842 (0.7%). The following items materially contributed to this position:

- A favourable variance of \$690,297 in Fees and Charges due to timing variances:
 - \$700,314 favourable Ranger Services revenue,
 - \$241,239 favourable Beatty Park revenue, and
 - \$59,820 favourable Statutory Planning Services development application fees, partially offset by:
 - \$163,729 unfavourable Food Premises Licences fees,
 - \$109,193 unfavourable Lease fee income, and
 - \$35,491 unfavourable Hire fees income.
- Favourable variance in interest earnings of \$603,163 mostly due to higher cash balances.
- Favourable variance in other revenue of \$121,599.
- An unfavourable timing variance in Operating grants, subsidies and contributions of \$600,395.
- An unfavourable timing variance in Profit on Disposal of Assets of \$177,471.
- An unfavourable variance in Service charges due to lower Underground Power Service charges \$95,263.

Expenditure by Nature or Type (on page 1) is unfavourable by \$289,831 (0.5%). The following items materially contributed to this position:

- \$558,788 unfavourable Depreciation expense due to higher asset balances.
- \$483,301 unfavourable Other expenditure due to timing variances.
- \$217,768 unfavourable Employee related costs due to timing variances.
- \$1,015,841 favourable Materials and Contracts mainly due to timing variances in:
 - \$352,089 favourable ICT mainly due to operating initiatives,
 - \$315,202 favourable Public Works,
 - \$254,412 favourable Urban Design and Strategy,
 - \$166,540 favourable Public Health and Built Environment, and
 - \$79,393 favourable Beatty Park, partially offset by:
 - \$160,922 unfavourable Parks Services,
 - \$105,295 unfavourable Ranger Services,
 - \$72,300 unfavourable Marketing and Communications, and.
 - \$47,728 unfavourable Waste Management Services.

Surplus Position

The opening surplus position brought forward to 2025/26 is \$5,102,373. The closing deficit is \$26,815,337 against the budget of \$26,220,253 as at February 2026.

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 28 February 2026 is \$33,145,110.

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	28 February 2026
Third Instalment	2 January 2026
Fourth Instalment	6 March 2026

At 28 February 2026, the outstanding rates debtors balance was \$6,415,514 including Underground Power service charges. The percentage of collectable outstanding rates and service charges at this date were 10.74% and 28.86% respectively.

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

Total trade and other receivables at 28 February 2026 were \$5,026,944. Below is a summary of the significant items with an outstanding balance over 90 days:

- \$2,650,205 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.
- \$38,743 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 28 February 2026, the Centre reported a net operating deficit of \$344,074 against the year-to-date budget deficit of \$349,559.

CONSULTATION/ADVERTISING:

Nil.

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:

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

Innovative and Accountable

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

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

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.

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 1 FEBRUARY 2026 TO 28 FEBRUARY 2026

- Attachments:**
1. February 2026 - Payments by EFT and Payroll 
 2. February 2026 - Payments by Direct Debits 
 3. February 2026 - Payments by Cheques 
 4. February 2026 - Payments by Fuel Cards 

RECOMMENDATION:

That Council RECEIVES the list of accounts paid under delegated authority for the period 01 February 2026 to 28 February 2026 as detailed in Attachments 1, 2, 3 and 4 as summarised below:

EFT payments, including payroll		\$ 5,321,239.36
Direct debits, including credit cards		\$ 589,047.47
Cheque	82816-82819	\$ 772.55
Total payment for February 2026		\$ 5,911,059.38

PURPOSE OF REPORT:

To present to Council the list of expenditure and accounts paid for the period 01 February 2026 to 28 February 2026.

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 February 2026 to 28 February 2026, covers the following:

FUND	CHEQUE NUMBERS/ BATCH NUMBER	AMOUNT
Municipal Account (Attachment 1, 2 and 3)		
EFT Payments	3285 - 3293	\$3,514,720.62
Payroll by Direct Credit	February 2026	\$1,806,518.74
Sub Total		\$5,321,239.36
Cheques	82816-82819	\$772.55
Sub Total		\$772.55
Direct Debits (including Credit Cards)		
Lease Fees		\$ 25,705.24
Loan Repayments		\$ 526,508.83
Bank Charges – CBA		\$ 21,473.06
Credit Cards		\$ 15,360.34
Sub Total		\$589,047.47
Total Payments		\$5,911,059.38

CONSULTATION/ADVERTISING:

Nil.

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

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

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

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.

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 28 FEBRUARY 2026

Attachments: 1. Investment Report as at 28 February 2026 

RECOMMENDATION:

That Council **NOTES** the Investment Statistics for the month ended 28 February 2026 as detailed in Attachment 1.

PURPOSE OF REPORT:

To advise Council of the nature and value of the City's Investments as at 28 February 2026 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 February 2026 were \$16.0m with \$10.0m of funds maturing during the same period.

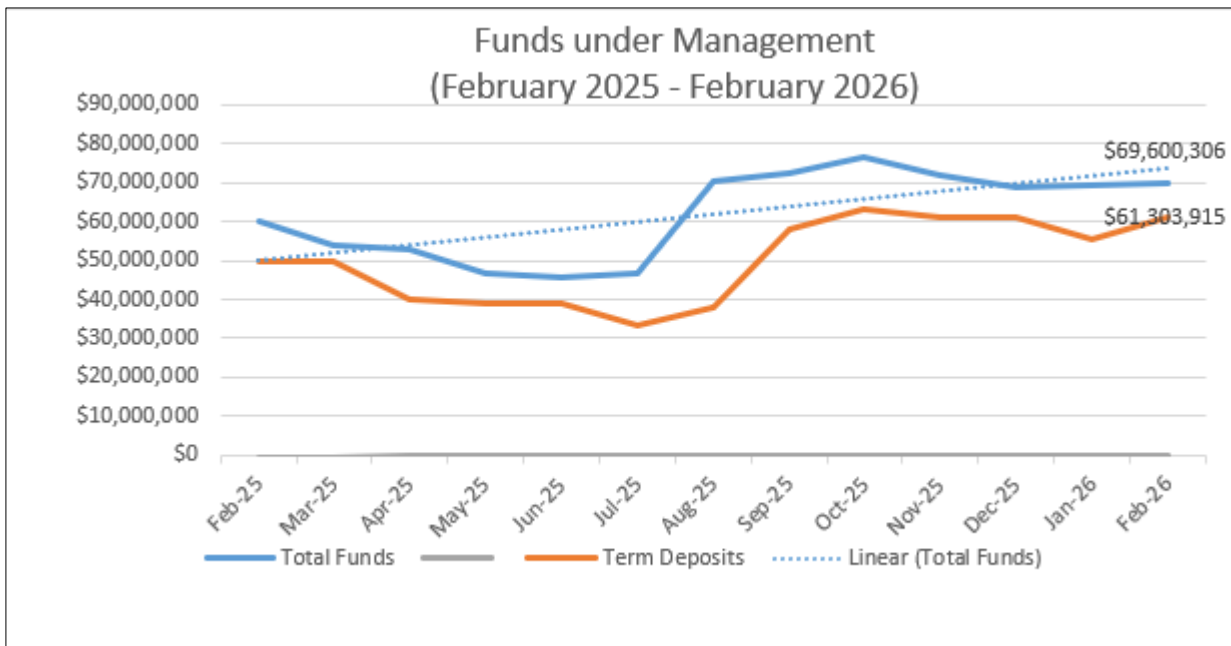
Investment Status

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

As at 28 February 2026, the total funds held in the City's operating accounts (including on call) was \$69,600,306 compared to \$60,043,771 for the period ended 28 February 2025. All funds are interest bearing as at 28 February 2026.

The total term deposit investments for the period ended 28 February 2026 were \$61,303,915 compared to \$49,699,836 for the period ended 28 February 2025.

The following chart shows funds under management from February 2025 to February 2026:



Interest Status

Total accrued interest earned on investments as at 28 February 2026 is:

Total Accrued Interest Earned on Investment	Budget Annual	Budget YTD	Actual YTD	% of YTD Budget	FY24/25 Actual
Municipal	860,000	591,680	820,227	138.63%	1,269,032
Reserve	800,000	550,400	885,272	160.84%	1,200,000
Subtotal	1,660,000	1,142,080	1,705,499	149.33%	2,469,032
Leederville Gardens Inc. Surplus Trust*	0	\$0	126,570	N/A	197,586
Total	1,660,000	1,142,080	1,832,069	160.42%	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 4.30% for current investments compared to the Reserve Bank 6 month accepted bill rate for February 2026 of 4.23%.

Sustainable Investments

The City’s investment policy requires that in the first instance, the City considers the risk and return of the investment. All things being equal, the City then prioritises investments with no current record of funding fossil fuels while complying with the investment policy.

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 City has 48.2% of its total investment portfolio allocated to banks with fossil fuel exposure as at February 2026, specifically National Australia Bank (NAB) and the Commonwealth Bank of Australia (CBA) which both have A-1+ rating. Both institutions have taken steps to reduce their financing of fossil fuel activities, with CBA in particular implementing stricter requirements for fossil fuel clients to disclose credible climate transition plans. Since the introduction of these requirements in 2024, CBA has achieved significant reductions in its fossil fuel financing. The City maintains its operating accounts with CBA.

The investment guidelines which are 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%	24.9%	90%	48.2%
A-1	25%	0%	90%	0%
A-2	20%	12.9%	90%	51.8%

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 2022-2032*:

Innovative and Accountable

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

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

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.

SUSTAINABILITY IMPLICATIONS:

This does not contribute to any specific sustainability outcomes of the Sustainable Vincent Framework, however focussing on non-fossil fuel investments contributes to a sustainable environment.

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 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 APPROVAL TO ADVERTISE AMENDED COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY

- Attachments:**
1. **DRAFT Community and Stakeholder Engagement Policy** 
 2. **DRAFT Community and Stakeholder Engagement Policy with tracked changes** 
 3. **Community and Stakeholder Engagement Framework** 

RECOMMENDATION

That Council **APPROVES** the proposed amendments to the Community and Stakeholder Engagement Policy at Attachment 1 for the purpose of community consultation.

PURPOSE OF REPORT:

For Council to approve, for the purpose of community consultation, the proposed amendments to the Community and Stakeholder Engagement Policy as detailed at **Attachment 1** (**Attachment 2** shows tracked changes).

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 requirement of provisions outlined in clause 1.3 of the [Corporate Document Development Policy](#) were presented to Council Members through the monthly Policy Paper in November 2025.

Policy No. 4.1.5 - Community Consultation was first adopted by Council in September 2001 with periodic reviews up to 2014. In 2018, Council adopted a new Strategic Community Plan (SCP) which identified the creation of a connected, diverse, welcoming and engaged community as one of the key priority areas.

To support this, the Corporate Business Plan 2020/21–2023/24 included actions to develop a contemporary Community and Stakeholder Engagement Policy and a supporting Framework.

These actions initiated a review of the City’s approach to community engagement. In September 2021 Policy No. 4.1.5 was repealed and replaced by the Community and Stakeholder Engagement Policy which was supported by the Community Engagement Strategy.

DETAILS:**Requirement for a documented City position (including community need or legislative requirement):**

A documented policy position is required to:

- Meet strategic objectives set out in the Strategic Community Plan and Corporate Business Plan.
- Address community expectations for transparency, accountability and meaningful engagement.
- Provide clarity and consistency in engagement practices across the organisation.

The Community and Stakeholder Engagement Policy and Strategy have been reviewed to ensure alignment with contemporary best practice, International Association of Public Participation (IAP2) Core Values and the City’s strategic objectives.

The review identified overlap between the Policy and Strategy, with procedural content in both that is more appropriately contained in a supporting management framework. The Policy has therefore been revised to focus on principles and commitments, with operational guidance consolidated into the Community and Stakeholder Engagement Framework at **Attachment 3**.

The City has made significant progress in embedding engagement processes since the Policy and Strategy were endorsed.

The Strategy provided transitional operational guidance to build organisational engagement capability. Engagement practices have since matured with consistent approaches now integrated into project planning, service delivery and decision-making.

Reflecting this increased organisational capability, the existing Strategy will be replaced with a management Framework to complement the Policy. This approach aligns with guidance from IAP2 Australasia, which recognises that as engagement becomes embedded within an organisation, a framework-based approach is more effective than a fixed strategy as it articulates enduring principles and commitments while allowing operational practices to evolve.

Summary of substantive changes to the Policy

Policy Area	Nature of Change	What has changed	Operational Impact
Policy Format & Framework	Processes moved into Framework.	Policy now references Framework instead of detailing step-by-step guidelines.	Keeps Policy high-level and allows updates to procedures. Core commitments remain the same.
Engagement Principles	Revised & expanded.	The five broad principles in the old policy have been reframed into six commitment-based principles. New principles emphasise early involvement, proportionate methods (scale to impact), valuing local knowledge alongside technical input, closing the loop and respecting privacy.	Clearer commitments. In practice, this means, matching engagement effort to project significance. New privacy principle added. Closing the loop aims to more transparently inform the community (and Council) about feedback received and the reasons for decisions.
Engagement Timing (holidays)	Holiday rules made flexible	The section in the old policy 'Excluded Advertising Periods' has been moved into the framework. The Policy still says the City will adjust or extend engagement timeframes if consultation overlaps holidays. It states that major engagements will not be launched during summer school holidays unless the engagement method is designed for that context.	More discretion, same fairness. This change enables timing to be determined on a case-by-case basis while still protecting community participation. On occasion, there are benefits to engaging during school holidays when children and family are enjoying leisure time.
Minimum Consultation Periods	Roadworks and minor projects - faster turnaround.	Advertising timeframes for non-statutory engagements are mostly unchanged except for minor works. The new policy adds that informing on small-scale minor works or urgent works with low community impact can be handled on an Ad hoc basis. Minimum period for informing on routine planned maintenance has changed from a strict 14 days to a	For very low-impact or urgent operational issues, a shorter notification period is warranted. Eg. notification of small urgent repairs. Planned maintenance can be advertised for one week to speed up delivery. Most projects still have the same consultation duration – this change gives flexibility to

		range of 7–14 days to accommodate minor works. City-wide and strategic projects remain 21 days	streamline consultation where community impact is minimal.
Statutory Planning Consultation (Appendix)	No substantive change.	The development application and strategic planning advertising requirements in the Appendix remain the same as the old policy. New and amended Local Planning Policy newspaper advertising is proposed to be based on stakeholder analysis rather than as a default. Advertising for Strategic Planning matters will commence on the date the proposal is published on the website and, where applicable, on the sign on site.	Staff and applicants will follow the same standards as before, and the community will see no difference in how planning proposals are advertised under the new policy.

Together, the Policy and Framework will reduce duplication and promote consistency across the organisation.

Examples of current / best practice:

The amended policy reflects contemporary local government practice by:

- Clearly separating policy intent from operational guidance.
- Supporting the policy with a management Framework that provides practical direction for implementation while remaining flexible and responsive over time.
- Enabling continuous improvement in engagement practice without requiring frequent policy amendments.

CONSULTATION/ADVERTISING:

In accordance with the City’s [Corporate Document Development Policy](#) draft policy documents are presented to Council for approval and authorisation to commence community consultation.

The proposed amendments to the Community and Stakeholder Engagement Policy will be advertised for public comment for 21 days.

A communications plan will be developed to promote this consultation.

LEGAL/POLICY:

Section 2.7(2)(b) of the *Local Government Act 1995* provides Council with the power to determine policies.

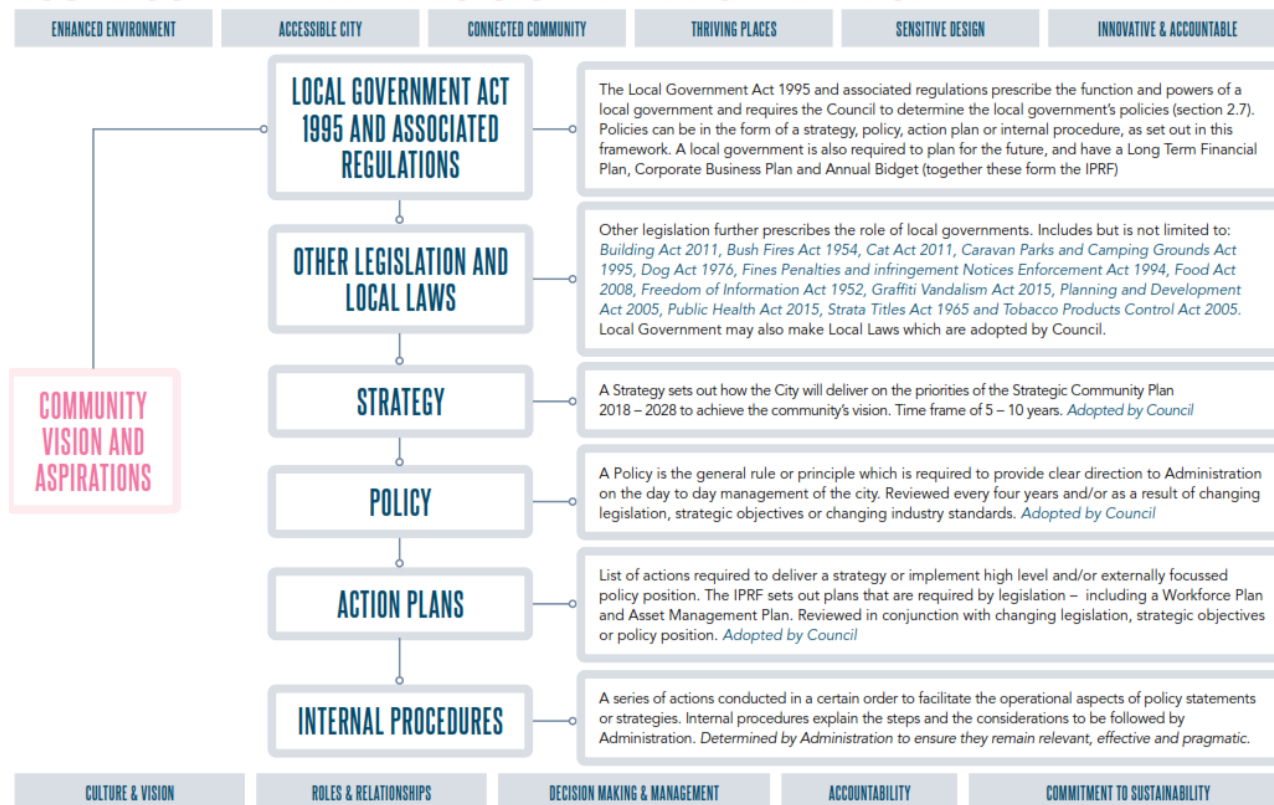
The City’s [Corporate Document Development Policy](#) sets out the process for the development and review of the City’s policy documents.

In accordance with clause 2.3 of the Corporate Document Development Policy:

The purpose of a policy is to provide a general rule or principle to guide Administration and the community on the City’s decision making and advocacy;

The purpose of the proposed policy is to provide a clear commitment to engaging effectively and inclusively with our diverse community.

LOCAL GOVERNMENT DECISION MAKING HIERARCHY



RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to endorse the draft Community and Stakeholder Engagement Policy to be advertised for public consultation.

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:

This does not contribute to any specific sustainability outcomes of the Sustainable Vincent Framework.

PUBLIC HEALTH IMPLICATIONS:




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

FINANCIAL/BUDGET IMPLICATIONS:

There are no financial or budget implications that come from advertising the draft Community and Stakeholder Engagement Policy. All costs associated with consultation will be met through the City's operational budget.

12 CHIEF EXECUTIVE OFFICER

12.1 APPROVAL TO ADVERTISE AMENDED COUNCIL MEMBER CONTINUING PROFESSIONAL DEVELOPMENT POLICY - STANDARD AMENDMENT

- Attachments:**
1. Council Members Continuing Professional Development Policy - 2026 review (tracked) 
 2. Council Members Continuing Professional Development Policy - 2026 review (clean) 
 3. WALGA Template Policy - Council Member Continuing Professional Development 

RECOMMENDATION

That Council **APPROVES** the proposed amendments to the Council Member Continuing Professional Development Policy, at Attachment 1, for the purpose of community consultation.

PURPOSE OF REPORT:

For Council to approve, for the purpose of community consultation, the proposed amendments to the Council Member Continuing Professional Development Policy as detailed 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 requirement of provisions outlined in clause 1.3 of the [Corporate Document Development Policy](#) were presented to Council Members through the monthly Policy Paper in February.

In July 2019 the *Local Government Act 1995* (Act) was amended to include a requirement for all local governments to prepare and adopt a policy in relation to the continuing professional development of Council Members and to review the policy after each ordinary election.

WALGA created a template policy as a guide for local governments to consider when developing or amending a Council Member Continuing Professional Development Policy. WALGA's template policy is at **Attachment 3**.

At its 16 June 2020 Council Meeting Council adopted its [Council Member Continuing Professional Development Policy](#).

The policy was developed with consideration of the WALGA template policy and updated to reflect the City's existing practice.

The policy was last reviewed by administration in April 2024 with the amended policy approved by Council on 20 August 2024.

In accordance with section 5.128(5) of the Act, the policy must be reviewed after each ordinary election. The policy may be reviewed more frequently if changes to strategic objectives or industry standards occur.

DETAILS:**Requirement for a documented City position (including community need or legislative requirement):**

Section 5.128 of the Act requires local governments to adopt a policy (by absolute majority) relating to the continuing professional development of council members.

Examples of current / best practice:

Administration has researched the continuing professional development policies of 7 other metropolitan local governments and considered the provisions of the WALGA template policy at **Attachment 3**.

Amendments to the Policy Objectives

The Policy Objectives have been refined to:

- *Addition*: Explicit reference to s.5.126 (mandatory training) and s.5.127 (annual training report) to strengthen legislative compliance.
- *Addition*: Emphasis on governance capability and informed decision-making to align with WALGA template and best practice.
- *Revision*: Broaden scope from “guidance” to “framework” to reflect a structured, strategic approach rather than procedural guidance.
- *Retention*: Commitment to continuing professional development remains but now linked to statutory obligations and strategic outcomes.

The amendments do not change the core intent of the policy but strengthen clarity, governance controls and alignment with legislative requirements.

Other Key Amendments

Key amendments include:

- Introduction of a Scope clause clarifying that the policy applies to Council Member training and continuing professional development, including mandatory training required under the *Local Government Act 1995*.
- Updated the Purpose and Objective to reference compliance with statutory reporting and policy requirements under the Act.
- Expanded the definition of eligible professional development to include formal qualifications, individual units of study, and CPD memberships, and require training to be delivered by recognised providers or professional organisations.
- Clarified the application and approval process, including required information for training requests and consideration of approval thresholds and travel locations.
- Introduced a limit on extended absences to ensure no more than two Council Members attend external professional development activities concurrently, unless otherwise resolved by Council.
- Strengthened knowledge-sharing requirements, requiring reports for all CPD activities within one month of attendance.
- Addition of a new Travel and Expenses section outlining arrangements for travel, accommodation, meals and incidental expenses in accordance with the Salaries and Allowances Tribunal Determination.
- Formally incorporated support for High Level Training Programs, including provisions for participation, membership contributions and knowledge sharing.
- Enhanced the Annual Training Report requirements by specifying key data fields and requiring the report to be presented to Council prior to publication on the City’s website.
- Acknowledged that mandatory training exemptions may apply under Regulation 36 of the *Local Government (Administration) Regulations 1996*.

CONSULTATION/ADVERTISING:

**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.

Required under regulations/legislation**Communicate how community and stakeholder input has influenced the decision-making or implementation**

In accordance with the City's [Corporate Document Development Policy](#) draft policy documents are presented to Council for approval and authorisation to commence community consultation. All proposed changes, other than those covered by clause 5.8, will be advertised in accordance with, but not limited to, the requirements of the City's [Community and Stakeholder Engagement Policy](#) and guided by the following amendment classifications;

- **Complex Amendments** - Broad public engagement will be required, aligned with the Community and Stakeholder Engagement Policy, to ensure significant changes are thoroughly communicated and reviewed.
- **Standard Amendments** - Will be advertised for a minimum of 21 days in accordance with the Community and Stakeholder Engagement Policy. Consultation methods will be tailored based on the potential impact of the amendments, with recommendations presented to Council for determination.

The proposed amendments to the Council Member Continuing Professional Development Policy will be advertised for 21 days via:

- notice published on Imagine Vincent and the City’s website;
- inclusion in the City’s E-news publication; and
- the notice board at the City’s Administration and Library and Local History Centre.

Public notice of this proposed new policy will be provided from 21 April 2026.

Previous consultation in 2024 included the below:

- A consultation webpage, published on the Imagine Vincent website from 13 March 2024 to 10 April 2024, was visited by 18 members of the public.
- A news item was published on the City’s website on 19 June 2024.

No public submissions were received.

LEGAL/POLICY:

Section 2.7(2)(b) of the *Local Government Act 1995* provides Council with the power to determine policies.

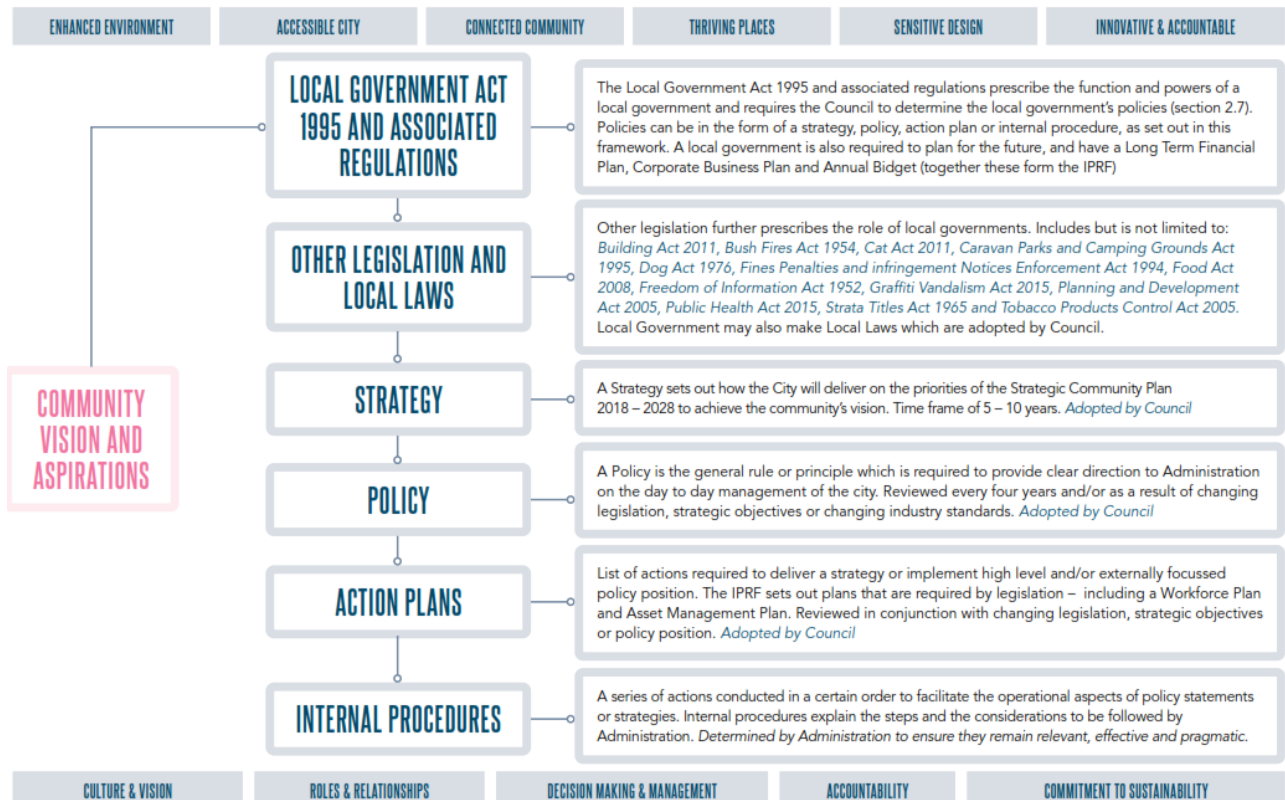
The City’s [Corporate Document Development Policy](#) sets out the process for the development and review of the City’s policy documents.

In accordance with clause 2.3 of the Corporate Document Development Policy:

The purpose of a policy is to provide a general rule or principle to guide Administration and the community on the City’s decision making and advocacy.

The purpose of a policy is to provide guidance concerning the professional development of Council Members. Section 5.128 of the Act requires local governments to review its policy relating to the continuing professional development of council members after each ordinary election and prescribes that the local government may amend the policy (by absolute majority).

LOCAL GOVERNMENT DECISION MAKING HIERARCHY



RISK MANAGEMENT IMPLICATIONS

Risk Category	Risk Appetite/Tolerance Statement	Descriptor
Governance – Less than better-practice governance and due diligence	The City has a low risk tolerance for less than better-practice decision-making for governance, due diligence, accountability and sustainability.	The amendments refine the policy framework, clarify scope, approval processes, reporting requirements and knowledge-sharing obligations, supporting consistent, transparent and best-practice governance arrangements for Council Member development.
Values & Behaviours – Low individual and team performance	The City has a low risk appetite for behaviour or conduct which does not meet standards of integrity, performance excellence and accountability.	Strengthening the professional development framework for Council Members supports governance capability, ethical leadership and informed decision-making, aligning with the City’s values and expectations of elected members.

Low: It is low risk for Council to approve the proposed amendments for the purpose of community consultation, as the changes strengthen governance controls, legislative compliance and Council capability, and align with Council’s adopted Risk Appetite and Tolerance Statements.

STRATEGIC IMPLICATIONS:

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

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 does not contribute to any environmental sustainability outcomes.

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.

12.2 OUTCOME OF ADVERTISING AND ADOPTION OF NEW PRIVACY AND INFORMATION BREACH POLICY - STANDARD AMENDMENT

- Attachments:**
1. **Privacy and Information Breach Policy (updated) - clean** 
 2. **Privacy and Information Breach Policy (updated) - marked up** 
 3. **Policy No. 4.1.31 - Privacy Management (current)** 

RECOMMENDATION:

That Council ADOPTS the Privacy and Information Breach Policy at Attachment 1, which is proposed to replace Policy No. 4.1.31 – Privacy Management, at Attachment 3.

PURPOSE OF REPORT:

To present the outcome of community consultation and seek approval of the proposed Privacy and Information Breach 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:

At its 10 February 2026 Meeting, Council approved conducting community consultation of its intention to adopt the new Privacy and Information Breach Policy (Policy).

In accordance with the City's [Community and Stakeholder Engagement Policy](#), community consultation was undertaken between 17 February and 11 March 2026, which is in excess of the 21 days required.

The Policy was advertised on the City of Vincent website, social media and through the following public notices:

- The consultation webpage was published on the Imagine Vincent website from 17 February to 11 March 2026 – with 21 unique visitors and a total of 31 views.
- News Item on the City's website on 17 February 2026 – with 10 views.
- Public Notice exhibited on the notice board at the City's Administration and Library and Local History Centre.

No public submissions were received.

During the consultation period, the proposed Policy was presented to the Audit, Risk and Improvement Committee (ARIC) at its 25 February 2026 meeting.

The ARIC requested that Administration determine the relevant provisions of the [Privacy and Responsible Information Sharing Act 2024](#) (PRIS Act) relating to Privacy Impact Assessments (PIAs) and incorporate any identified requirements into the City's policies, procedures and Project Management Framework.

In response, Administration reviewed the PRIS Act and noted that, while not yet in force, the legislation is set to include provisions requiring entities to undertake PIAs. Section 79 of the [Privacy and Responsible Information Sharing \(PRIS\) Bill](#) sets out requirements for PIAs to be undertaken in relation to activities assessed as having a high privacy impact, or which involve the handling of personal information in a manner likely to significantly affect the privacy of individuals.

These provisions are scheduled to come into force from 1 July 2026. Administration also reviewed readiness guidance issued by the Office of Digital Government (DGov), which supports the use of PIAs as a risk-based mechanism to identify and manage privacy impacts associated with higher-risk activities in preparation for July 2026.

The proposed amendments to the Policy, marked up at **Attachment 2**, clarifies the circumstances in which PIAs will be undertaken by the City and formalises their use as part of a risk-based approach to privacy governance. The amendment does not introduce additional mandatory processes beyond those anticipated to arise upon commencement of the remaining provisions of the PRIS Act in July 2026.

DETAILS:

Requirement for a documented City position (including community need or legislative requirement):

The review of Policy 4.1.31 – Privacy Management ensures alignment with current and emerging legislative obligations under the PRIS Act and the associated Information Privacy Principles (IPPs). The existing Policy does not adequately reflect the expanded scope of privacy and information governance required under the new legislation and readiness guidance.

In accordance with the PRIS Readiness Plan, agencies are required to develop and publish an Information Breach Policy and Privacy Policy ahead of 1 July 2026. The proposed consolidated **Privacy and Information Breach Policy** therefore ensures the City meets its legislative readiness obligations and is positioned for full compliance when the remaining provisions commence.

The new Policy:

- Provides a clear framework for managing, recording and reporting information breaches;
- Defines the scope of personal and sensitive information collected by the City and the circumstances under which it may be disclosed;
- Clarifies the distinction between primary and secondary uses of information;
- Outlines how the IPPs apply to the City's privacy and information governance practices;
- Clarifies when PIAs may be undertaken to support the identification and management of privacy risks; and
- Aligns the policy position with the City's corporate values.

Alignment with the PRIS Act and IPPs positions the City to:

- Ensure compliance with current legislative requirements;
- Provide clarity and consistency to the community regarding the City's approach to privacy and responsible information sharing;
- Meet obligations under the PRIS Readiness Action Plan, including the requirement to establish a publicly available Information Breach Policy; and
- Strengthen the City's capacity to respond effectively to complaints and incidents involving information breaches.

Examples of current/best practice:

In 2024, DGov issued [Readiness Guidance 10](#) to support agencies in the implementation of Action 8, the development and publication of a Privacy Policy. The guidance was designed to assist agencies in creating and maintaining a publicly available Privacy Policy aligned with IPP 5 – Openness and Transparency.

Although DGov has not provided a standardised template for Privacy or Information Breach Policies, the following examples of current practice have informed the development of the new Policy.

Notably, the following agencies have published policies addressing privacy and information breach management, including:

State Government	
WA Department of Education	<ul style="list-style-type: none"> • Privacy and Responsible Information Sharing Policy. • Information Breach Policy.
WA Department of Health	<ul style="list-style-type: none"> • Information Breach Policy.
Local Government	
City of Stirling	<ul style="list-style-type: none"> • Information Handling and Breach Policy, adopted 2024.
City of Bayswater	<ul style="list-style-type: none"> • Information Handling and Privacy Policy, adopted May 2025.
City of Cockburn	<ul style="list-style-type: none"> • Privacy Management Policy, adopted July 2025.
City of Swan	<ul style="list-style-type: none"> • POL-C-207 Privacy (Policy), adopted December 2025.

CONSULTATION/ADVERTISING:

Further consultation is not required, as the proposed amendments align with anticipated obligations under the remaining provisions of the PRIS Act, scheduled to commence in July 2026, and are informed by guidance issued by DGov.

LEGAL/POLICY:

Section 2.7(2)(b) of the *Local Government Act 1995* provides Council with the power to determine policies.

The City’s [Corporate Document Development Policy](#) sets out the process for the development and review of the City’s policy documents.

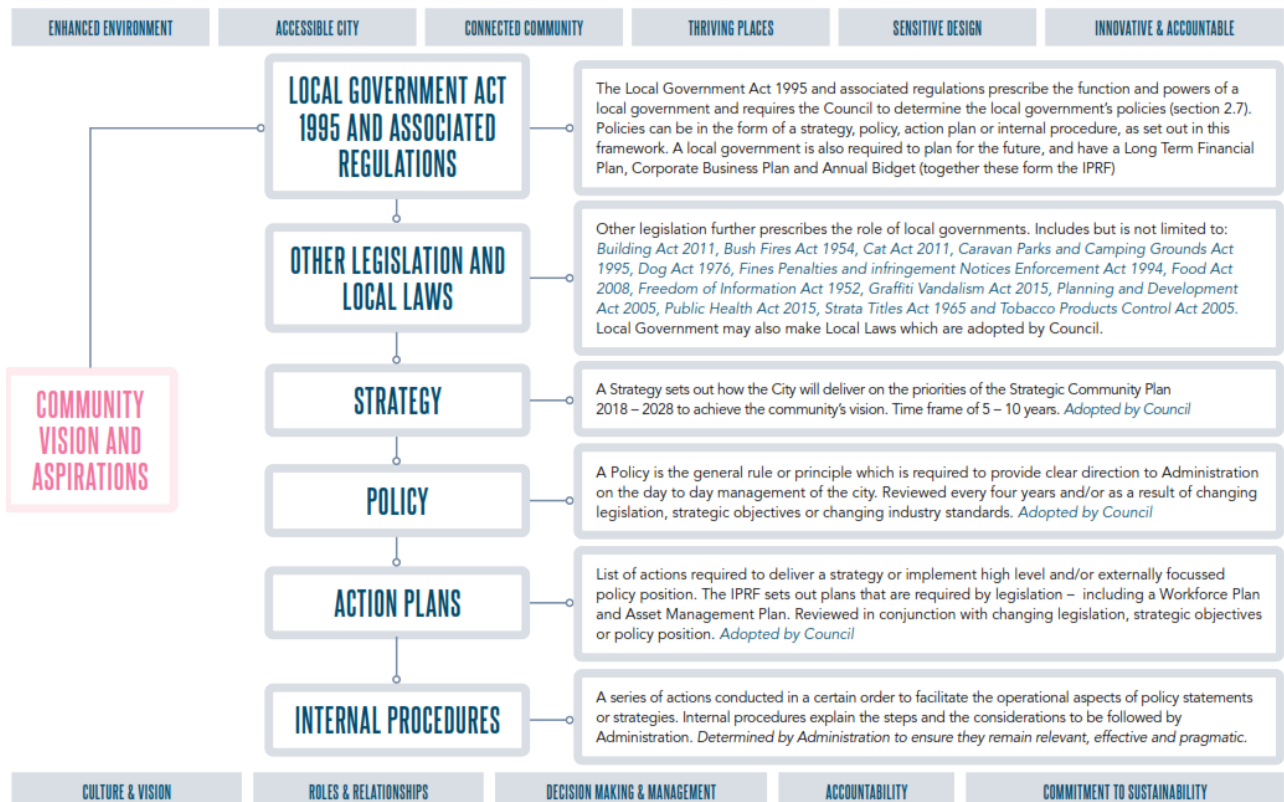
In accordance with clause 2.3 of the Corporate Document Development Policy:

The purpose of a policy is to provide a general rule or principle to guide Administration and the community on the City’s decision making and advocacy.

The objective of the current Privacy Management Policy requires revision, as it references outdated legislation, including the *Privacy Act 1988 (Cwth)* and the *Privacy Amendment Act 2004 (Cwth)*, which have since been amended through the *Privacy and Other Legislation Amendment Act 2024*.

The purpose of the proposed Policy is to establish clear guidance on the City’s handling of personal and sensitive information. It outlines the types of personal information the City collects, how that information is used and stored, and the safeguards in place to prevent and respond to information breaches.

LOCAL GOVERNMENT DECISION MAKING HIERARCHY



RISK MANAGEMENT IMPLICATIONS

Risk Category	Risk Appetite/Tolerance Statement	Descriptor
Information & Systems Management – Threats to personal information	The City has no appetite for threats to or breaches of personal information.	Adoption of the Privacy and Information Breach Policy strengthens controls for the collection, use, storage and disclosure of personal information, and formalises breach response arrangements. The Policy reduces the likelihood and impact of privacy breaches and aligns with legislated obligations under the Privacy and Responsible Information Sharing Act 2024.
Information & Systems Management – Information security preservation	The City has a very low appetite for information security risk.	The Policy reinforces confidentiality, integrity and availability principles for information management, and introduces a structured, risk-based approach to identifying and managing privacy risks, including the use of Privacy Impact Assessments for higher-risk activities.
Governance – Breaches in regulations, professional standards and ethics	The City has a very low risk appetite for breaches in regulations, professional standards and ethics.	The Policy ensures compliance readiness for the PRIS Act and associated Information Privacy Principles, supporting lawful, ethical and accountable handling of personal information.
Governance – Less than better practice governance and due diligence	The City has a low risk tolerance for less than better-practice governance, due diligence and accountability.	The Policy aligns with DGov readiness guidance and establishes clear governance mechanisms for privacy and information breach management, supporting consistent and transparent decision-making.

Low: Adopting the proposed Policy is consistent with Council's adopted Risk Appetite and Tolerance Statements and represents a low-risk decision, as it strengthens governance, compliance and information security controls.

STRATEGIC IMPLICATIONS:

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

Connected and Healthy Community

We recognise, engage and partner with the Whadjuk Noongar people and culture.

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:**Sustainable Vincent Framework**

This does not contribute to any specific sustainability outcomes of the Sustainable Vincent Framework.

Enhanced Environment Strategy

This does not contribute to any specific sustainability outcomes of the City's Enhanced Environment Strategy 2025-2030.

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.

12.3 ELECTORAL REFORM – WALGA SECTOR CONSULTATION

- Attachments:**
1. **WALGA Sector Consultation Paper** 
 2. **WALGA Electoral Reform Discussion Paper** 

RECOMMENDATION:

That Council CONFIRMS its position in response to the Western Australian Local Government Association (WALGA) Sector Consultation on Electoral Reform, as set out in the table contained within this report.

PURPOSE OF REPORT:

To present for Council consideration the City's response to the Western Australian Local Government Association (WALGA) Sector Consultation on Electoral Reform and to confirm Council's previously adopted position as set out in this report.

DELEGATION:

The determination of Council's position on sector-wide electoral reform advocacy does not fall within the Chief Executive Officer's delegated authority and requires Council resolution.

BACKGROUND:

At the Ordinary Council Meeting held on 22 October 2024 (Item 12.1), Council resolved to recommend that WALGA adopt a series of Local Government Election Advocacy Positions.

Relevant to this report, Council resolved to support:

- Compulsory voting at Local Government elections; and
- Four-year terms with a two-year spill (biennial elections).

The full Council report from October 2024 can be accessed [here](#) and resolution can be accessed [here](#).

These positions were informed by sector advocacy at the time and reflect Council's endorsed view on electoral reform.

WALGA is now undertaking further sector consultation on electoral reform, including consideration of:

- Moving to full Council elections every four years (full spill); and
- The introduction of compulsory voting.

This report provides an opportunity for Council to review its previously adopted position in light of the current consultation and confirm whether it remains appropriate.

DETAILS:

The WALGA Sector Consultation Paper at **Attachment 1** and Discussion Paper at **Attachment 2** outline potential reforms to Local Government elections, with a focus on:

1. Election Frequency:

Consideration of a move from the current biennial election model to full Council elections every four years.

2. Compulsory Voting:

Consideration of compulsory voting to address low participation rates.

The draft submission:

- Maintains support for compulsory voting;
- Maintains support for the current biennial election model (two-year spill); and
- Notes that further information would be required before supporting any transition to a full-spill model.

Given Council's position was recently considered and resolved, it is anticipated that no substantive change to this position is required.

The following table demonstrates how Council's existing position aligns with WALGA's consultation questions and forms the basis of the draft submission.

WALGA Consultation Question	City of Vincent Position (as per October 2024 resolution)
1. Does your Local Government support half spill elections every two years or full spill elections every four years?	The City supports half spill elections every two years and retaining the current model of four-year terms with biennial elections (two-year spill).
2. What are the key considerations informing this view?	Key considerations include maintaining continuity in decision-making, supporting retention of corporate knowledge, and enabling a more stable transition of Council membership over time.
3. If full spill elections every four years were introduced, what transitional arrangements and consequential amendments may be required?	This has not been specifically considered by Council. Further assessment would be required if this reform were progressed, including transitional arrangements relating to Council Member terms, election timing and any required legislative amendments.
4. Any other comments?	The City notes that cost implications and implementation requirements remain unclear, and further information would be required before supporting significant reform.
5. Does your Local Government support compulsory voting or voluntary voting in Local Government elections?	The City supports compulsory voting at Local Government elections.
6. If the frequency of Local Government elections were changed to every 4 years, would your Local Government support compulsory or voluntary voting?	The City supports compulsory voting; however, this specific scenario has not been separately considered by Council and would require further assessment if progressed.
7. What are the key considerations informing this view?	Key considerations include improving voter participation and strengthening democratic representation. The City also notes the importance of understanding cost and implementation impacts prior to supporting significant reform.
8. Any other comments?	The City reiterates that detailed cost modelling, implementation requirements and transitional arrangements are required to fully assess the proposed reforms.

CONSULTATION/ADVERTISING:

No public consultation or advertising is proposed for this item.

This report relates to sector advocacy and confirms Council's existing position.

LEGAL/POLICY:

There are no direct legal or policy implications arising from this report.

Confirming Council's position does not bind the City to future legislative changes and does not require amendment to any existing City policies.

RISK MANAGEMENT IMPLICATIONS

There is a **low level of risk**, as Council is confirming an existing, recently adopted position and is not committing to uncosted, unassessed or legislatively uncertain reforms.

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:

Nil.

12.4 REPORT AND MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING HELD ON 25 FEBRUARY 2026

- Attachments:**
1. **Audit, Risk and Improvement Committee Minutes - 25 February 2026** 
 2. **Audit, Risk and Improvement Committee Attachments - 25 February 2026 - Confidential**
 3. **Audit, Risk and Improvement Committee Terms of Reference** 

Recommendation:

That Council:

1. APPROVES:

- 1.1 **The Chief Executive Officer to commence an Expression of Interest process to identify suitably qualified candidates for appointment as an independent Deputy of the Presiding Member for the Audit, Risk and Improvement Committee, in accordance with section 7.1B of the *Local Government Act 1995*, with a report to be returned to Council for appointment prior to 30 June 2026.**
- 1.2 **The payment of meeting fees for independent members of the Audit, Risk and Improvement Committee in accordance with the updated Terms of Reference and the Salaries and Allowances Tribunal determination, as follows:**
 - a) **Presiding Member (Chair): payment at the maximum meeting fee permitted under the applicable Salaries and Allowances Tribunal determination;**
 - b) **Deputy of the Presiding Member (appointed under section 7.1B of the *Local Government Act 1995*): payment at the maximum meeting fee permitted under the applicable Salaries and Allowances Tribunal determination when presiding at a meeting in the absence of the Presiding Member;**
 - c) **Deputy Presiding Member (appointed under section 5.12 of the *Local Government Act 1995*): a meeting fee of \$600 per meeting when attending but not presiding; and**
 - d) **Independent Committee Members: a meeting fee of \$450 per meeting.**
- 1.3 **The updated Audit, Risk and Improvement Committee Terms of Reference at Attachment 3; and**
- 1.4 **The proposed updates to the risk management actions for the medium and high risks.**

2. RECEIVES:

- 2.1 **The Minutes of the Audit, Risk and Improvement Committee Meeting held on 25 February 2026, at Attachment 1, and the Confidential Attachments Paper at Attachment 2;**
- 2.2 **The Corporate Risk Register; and**
- 2.3 **The Ageing Workforce and Retirement Transition Plan;**

3. NOTES:

- 3.1 **The legislative changes relating to Audit, Risk and Improvement Committees (ARICs) and the Local Government Inspector;**
- 3.2 **The updates to the Audit and Risk Committee Forward Agenda for 2026 and status of the Action Register;**

- 3.3 The status of the Compliance Calendar and the associated reporting requirements for the 2026 calendar year;
- 3.4 the status and progress of the three open audits listed in the Year 3 Internal Audit Program;
- 3.5 The Privacy and Responsible Information Sharing (PRIS) Action Plan;
- 3.6 The ongoing implementation of the City's PRIS actions;
- 3.7 The alignment of Corporate Risks to risk appetite and tolerance ratings;
- 3.8 The update on the use of Artificial Intelligence at the City;
- 3.9 The AI Readiness Assessment Report;
- 3.10 The AI Readiness Action Plan;
- 3.11 The draft ICT Artificial Intelligence (AI) Procedure;
- 3.12 The cyber security resilience update;
- 3.13 The Draft ICT Training and Awareness Plan; and
- 3.14 The status of the City's Audit Log.

PURPOSE OF REPORT:

To report to Council the proceedings of the Audit, Risk and Improvement Committee at its meeting held on 25 February 2026 in accordance with clause 2.21(1) of the City's Meeting Procedures Local Law 2008.

DELEGATION:

In accordance with Section 5.22(2) of the Local Government Act 1995, the minutes of a meeting of a committee are to be submitted to the next ordinary meeting of the council for confirmation.

BACKGROUND:

The City's Audit, Risk and Improvement Committee is established under Section 7.1A of the *Local Government Act 1995*.

The Committee provides independent advice and assurance to Council on risk management, internal control, governance, financial reporting, legislative compliance, ethical accountability, and both internal and external audit functions. The Committee comprises three external independent members (including the Chair) and four Elected Members, meeting approximately quarterly.

DETAILS:

5.1 Audit, Risk and Improvement Committee – Legislative Reforms

The report outlined legislative reforms effective from 1 January 2026 which transitioned Audit and Risk Committees to Audit, Risk and Improvement Committees (ARICs), introduced a mandatory requirement to appoint an independent Deputy of the Presiding Member, and requires ARIC meetings to be open to the public.

It recommends Council approve the updated Terms of Reference to reflect the strengthened statutory functions, updated governance arrangements and remuneration provisions. The report also sought advice on the Committee's preferred approach to appointing the required independent Deputy of the Presiding Member prior to 30 June 2026.

The Committee resolved to adopt the recommendation and endorse Option 1 in the report as its preferred approach to appointing a Deputy of the Presiding Member.

Option 1 involves appointing an additional independent person as Deputy of the Presiding Member under section 5.11A, while retaining the City's existing three independent committee members appointed under section 5.10. The Deputy would not be a standing committee member and would only attend meetings when deputising for the Presiding Member, preserving the current independent membership structure.

Under the amended *Local Government Act 1995*, the City is required to appoint an independent Deputy of the Presiding Member under section 7.1B. This role is a statutory appointment made by Council under section 5.11A and is distinct from the existing Deputy Presiding Member role appointed under section 5.12 of the Act.

The Deputy of the Presiding Member appointed under section 7.1B will not be a standing member of the Audit, Risk and Improvement Committee, but will be the first point of succession and will preside at Committee meetings where the Presiding Member is unavailable. When chairing a meeting in this capacity, the Deputy of the Presiding Member will exercise the full leadership and statutory responsibilities of the Presiding Member and will receive the same meeting fee as the Presiding Member.

The existing Deputy Presiding Member, appointed under section 5.12, will retain their position as a standing independent Committee member and will act as the second point of succession, presiding only where both the Presiding Member and the Deputy of the Presiding Member are unavailable. When attending meetings but not chairing, the Deputy Presiding Member will receive the applicable independent Committee member meeting fee.

This approach ensures legislative compliance, maintains continuity of governance, and clearly aligns meeting fees with the level of responsibility exercised at each meeting.

A tiered meeting fee approach is proposed to ensure remuneration is proportionate to the level of responsibility and accountability exercised at each meeting, with higher fees applying only where full chairing and statutory leadership responsibilities are undertaken.

5.2 Audit and Risk Committee – Action Register and 2026 Forward Agenda

The Audit and Risk Committee Forward Agenda identifies key issues, performance, monitoring and/or reporting requirements scheduled for presentation to the Committee throughout the year. The Committee noted amendments to the Forward Agenda as captured in the minutes.

The Action Register captures actions arising from Committee meetings held from 27 June 2024 to date. The report provided an update on the status of all open actions, including commentary from Administration on the reasons for any delays associated with overdue items.

5.3 Ageing Workforce & Retirement Transition Plan

The report presented the Ageing Workforce and Retirement Transition Plan, as approved by the Executive Management Committee in December 2025.

The Plan delivers an action under the Corporate Risk Register (ID16) and demonstrates that controls are in place to manage risks associated with workforce sustainability, loss of critical knowledge, workforce capability and workplace health and safety.

5.4 Compliance Calendar Reporting

The Committee noted the status of the Compliance Calendar and the associated reporting requirements for the 2026 calendar year.

The report highlighted that recent amendments to the *Local Government Act 1995* have resulted in changes to governance, compliance, financial management, audit and risk oversight, council and committee processes, and statutory reporting obligations, with the Compliance Calendar updated accordingly to maintain statutory compliance.

5.5 Year 3 Internal Audit Program – Status and Progress Report

The Year 3 Internal Audit Program (IAP) was approved by Council at its Ordinary Meeting on 19 November 2024. The report provided the Committee with a progress update on the current IAP, as requested at its meeting on 3 September 2025.

5.6 Privacy and Responsible Information Sharing (PRIS) Action Plan and Proposed Privacy and Information Breach Policy

The report presented the Committee with an update on the City's progress in preparing for the Privacy and Responsible Information Sharing Act 2024, including implementation of the PRIS Readiness Action Plan and the development of a new Privacy and Information Breach Policy.

This report also provided assurances on the maturity of the City's privacy governance arrangements, noting the Committee had not received a comprehensive update on PRIS readiness activities since August 2022.

5.7 Monthly Review of the City's Corporate Risk Register

The report presented the City's Corporate Risk Register, proposed risk management actions for medium and high risks and alignment of Corporate Risks to Risk Appetite and Tolerance Statements.

6.1 Presentation of the Organisational Performance Program

Administration provided an overview of the 2025 review of the Organisational Performance Program (OPP), highlighting updates to the program structure and the ongoing focus on improving service delivery across the City of Vincent.

7.1 Use of Artificial Intelligence

The report provided an overview of the City's use of Artificial Intelligence (AI), the controls in place to support safe and ethical use, and the actions underway to ensure the City responds appropriately to the rapid evolution of AI.

7.2 Cyber Security Resilience Update

The Committee received an update on actions being undertaken to improve the City's cyber security resilience.

7.3 Review of the City's Audit Log

The report provided an update on the status of all outstanding items in the City's Audit Log.

The Audit Log tracks all open items from audits until closure and provides a summary of the progress made against the management actions. Six actions were recommended for closure; 16 actions remain open with five overdue

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

In accordance with Section 5.22(2) of the *Local Government Act 1995* the minutes of a meeting of a committee are to be submitted to the next ordinary meeting of the council for confirmation.

The Audit, Risk and Improvement Committee Terms of Reference govern the functions, powers and membership of the Committee.

RISK MANAGEMENT IMPLICATIONS:

Low: It is low risk for Council to consider the report and minutes of the Audit, Risk and Improvement Committee meeting on 25 February 2026 as the Committee provides advice and assists Council to fulfil its governance and oversight responsibilities in relation to financial reporting, risk management, internal controls, legislative compliance, ethical accountability, and the internal and external audit functions.

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

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

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

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

PUBLIC HEALTH IMPLICATIONS:

There are no implications to the priority health outcomes of the City's Public Health Plan 2020-2025.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

12.5 GOVERNANCE FRAMEWORK REVIEW

- Attachments:**
1. **Draft Governance Framework - clean version** 
 2. **Draft Governance Framework - tracked changes** 

RECOMMENDATION:**That Council:**

1. **ADOPTS** the updated Governance Framework, in its draft form at Attachment 1; and
2. **NOTES** that final editorial, design and formatting of the document will be determined by the Chief Executive Officer prior to publication.

PURPOSE OF REPORT:

To present the review of the Governance Framework and seek approval of the updated Framework at **Attachment 1**.

DELEGATION:

The Governance Framework is a consolidation of legislative requirements applicable to Council members. While not a statutory document, it is presented to Council for adoption as a way of Council Members acknowledging their responsibilities to uphold governance in the performance of their functions.

BACKGROUND:

Council at its meeting 18 August 2020 adopted the City's first [Governance Framework](#) (Framework).

The Framework highlights the City's commitment to providing good governance by defining systems, policies, processes, and a methodology for ensuring accountability, probity and openness in the conduct of City business.

The Framework is to be reviewed after each ordinary local government election in consultation with Elected Members, ensuring new Elected Members have an opportunity to be involved. The outcome of the review and any proposed amendments are to be presented to Council for adoption within four months of each election.

DETAILS:

Administration has completed a review of the Framework. A "tracked changes" version of the Framework has been provided at **Attachment 2**.

The table below presents a summary of the proposed amendments:

Section	Action	Comment
Governance Principles (What is Governance / Governance Principles)	Updated to remove reference to the CPA Australia <i>Excellence in Governance in Local Government (2007)</i> publication and clarify the City's governance principles.	The Governance Principles section has been simplified to remove references to outdated external publications and to clearly articulate the City's five governance principles as a contemporary framework for good governance. The amendments improve clarity and alignment with current Western Australian local government practice, without changing the principles themselves.
Principle 1 Culture and Vision		
– Organisational Structure and Organisational Objectives	Organisational Structure and Organisational Objectives updated to current information as of December 2025.	Structure updated to reflect current management roles, and business unit objectives updated to reflect information collected through the recent Service Delivery Review Program.

Section	Action	Comment
1.1.3 Ethical Standards & the Code of Conduct	Section updated to remove historical implementation detail and refocus on current ethical governance arrangements, with the inclusion of a clear statement on respectful conduct and community engagement.	<p>The section has been revised to present the City's ethical standards and Codes of Conduct as established and ongoing governance settings, rather than newly introduced regulatory changes. In addition, a statement has been included to affirm the City's commitment to engaging in a kind, respectful and professional manner and to emphasise the importance of mutual respect in interactions between Council Members, committee members, candidates, the community and City staff.</p> <p>The inclusion of this statement reinforces the City's zero-tolerance position on abusive, threatening or disrespectful behaviour and supports a positive and constructive governance culture. The amendments improve clarity, readability and consistency with the 2026 Governance Framework, without altering the underlying ethical standards, Codes of Conduct or regulatory requirements.</p>
1.1.5 Nominated Members	Introductory wording refined to clarify how listed governance instruments support compliance obligations.	The section has been refined to improve clarity and technical accuracy by better framing the existing list of governance instruments, including local laws, policies and procedures, as supporting references for compliance with the Nominated Members Code and the Model Code Regulations. No changes have been made to the listed instruments or the obligations that apply to Nominated Members.
1.1.6 Behavioural Breach	Section updated to reflect the Inspector-led behavioural complaints regime.	Minor amendments have been made to update the Governance Framework to reflect the Inspector-led complaints regime introduced under the amended Model Code Regulations. The changes clarify the governance context for managing behavioural complaints, without altering complaint pathways or procedural requirements, which are addressed through the Code of Conduct and supporting framework documents.
1.1.10 Fraud and Corruption	Section updated to reflect the adoption of the Integrity Framework and removal of superseded references.	The section has been updated to remove references to the former Fraud and Corruption Prevention Plan and outdated standards, and to reflect the City's current Integrity Framework adopted in December 2024. The revised content emphasises governance oversight, control effectiveness, reporting and continuous improvement, aligning the Governance Framework with contemporary integrity practices and existing Council-adopted frameworks.
1.2.1 Integrated Planning and Reporting Framework	Graphic updates to remove the ICT Strategic Framework from the Informing Strategies and Plans section.	The graphic has been updated to remove reference to an ICT Strategic Framework. ICT now operates under an Operational Framework of procedures rather than a standalone strategic framework. This change ensures the Integrated Planning and Reporting diagram accurately reflects the City's current planning structure.

Section	Action	Comment
Principle 2 – Roles & Relationships		
Roles & Relationships • Council • Mayor • Council Members • CEO	Roles and responsibilities updated to align with the amended Local Government Act and improve clarity of governance roles.	The roles and responsibilities of Council, the Mayor, Council Members and the CEO have been reviewed and refined to reflect the amended Act (Tranche 2 reforms), while removing direct legislative extracts. The updates clarify the distinction between Council's strategic governance role and the Chief Executive Officer's operational responsibilities, improve readability, and ensure the Governance Framework presents role definitions at an appropriate governance level without altering statutory functions or accountabilities.
Principle 3 – Decision Making and Management		
3.1.1 Council Meeting Schedule	Section updated to remove operational detail and refocus on governance arrangements for adopting and varying meeting schedules.	The section has been revised to remove detailed descriptions of meeting patterns and calendar-specific arrangements, and to instead focus on Council's role in adopting the annual meeting schedule and providing public notice in accordance with legislation. The amendments improve flexibility, reduce the risk of the Framework becoming outdated, and ensure operational scheduling detail is managed through annual resolutions and public notices rather than embedded in the Governance Framework.
3.2.1 Agenda	Section updated to adopt a principles-based approach to Council reporting.	The section has been revised to move away from a prescriptive list of report content and instead emphasise the provision of adequate, relevant and unbiased information to support informed Council decision-making. The update improves flexibility and allows report content to evolve over time in response to governance needs, without mandating specific inclusions.
3.4 Decisions on Land Use Planning and Development	Section reworded to improve clarity and readability.	The section has been reworded to simplify language and clearly explain decision-making pathways for land use planning and development matters, without altering the underlying planning framework, decision-making authorities or legislative requirements.
3.9 Primary and Annual Returns	Section updated to reflect amended penalty provisions under the Local Government Act.	The section has been updated to reflect amended penalty provisions under the Act.
3.10.1 Council Members	Section updated to reflect amended penalty provisions and disclosure timeframes.	The section has been updated to reflect the amended penalty provisions and disclosure timeframe for Council Member gift disclosures under the Local Government Amendment Act 2024. The update clarifies legislative consequences without altering the City's transparency expectations or reporting processes.
3.10.2 Employee Gifts	Section updated to reflect the current employee gift threshold and include a clause on training that does not require a gift declaration.	The section has been updated to reflect the employee gift threshold as determined by the Chief Executive Officer, consistent with the City's approved gifts framework. The section also includes a clause on staff training exclusions that reflects the <i>Local Government (Administration) Regulations 1996</i> .
3.10.3 CEO gifts	Legislative references corrected and penalty provisions clarified.	The section has been updated to correct Local Government Act references and to reflect the applicable penalty provisions for non-compliance.
Attachment A Gift Reporting Framework Under the Act	Graphic updated to reflect the City's transparency position on gift disclosures.	The graphic has been updated to clearly reflect the City's transparency position on gift disclosures, distinguishing between statutory disclosure thresholds and the City's lower internal reporting expectation.

Section	Action	Comment
Principle 3 – Decision Making and Management		
3.12 Delegations	Updated the reference to section 5.42(1) of the Act to include correct wording of section.	The section has been updated to reflect the current legislative framework for delegations under the Local Government Act, while maintaining a governance-level explanation of delegation principles rather than reproducing statutory detail.
Executive Functions	Updated the reference to Section 3.18 of the Act to include correct wording of the section.	Updated to reflect the exact wording of section 3.18 referring to executive functions of the City.
3.14 Policies	Section updated to clarify Council's role in determining policy and to align the Governance Framework with the City's contemporary corporate document framework.	The section has been updated to clarify Council's governance role in making, amending and revoking policies, while removing overly detailed or historical commentary. The amendments better reflect the City's current approach to managing policies, strategies and action plans through the Corporate Document Development Framework and reinforce alignment with the Strategic Community Plan. The update improves clarity and flexibility without altering Council's statutory authority or decision-making responsibilities.
3.15 Local Laws	Updated to reflect new time frames as stated in the Act.	Local Laws are to be review every 15 years from the date they came into operation or from the date they were last reviewed.
Principle 4 – Commitment to Sustainability		
Commitment to Sustainability	Updated to include new documents and wording to reflect current stance.	Included the new Sustainable Vincent Framework 2025-2028 and the new Enhanced Environment Strategy 2025-2030. Updated the page with information taken from these new documents.
Principle 5 – Accountability		
Principle 5 – Accountability	Sections 5.1 and 5.2 updated to reflect amendments introduced by the <i>Local Government Amendment Act 2024</i> .	Principle 5 has been updated to reflect the legislative reforms introduced under the Local Government Amendment Act 2024, including the establishment of the Local Government Inspectorate and the replacement of audit committees with Audit, Risk and Improvement Committees. Detailed operational implications of these reforms are addressed in sections 5.1 and 5.2.
5.1 Compliance Audit	Section updated to reflect Inspector-led compliance audit arrangements and current oversight requirements.	The section has been updated to align with the Inspector-led compliance audit framework, clarify the role of the Audit, Risk and Improvement Committee in reviewing the Compliance Audit Return prior to Council consideration, and remove duplicated legislative references. A note has been included to reflect the transitional deferral of the CAR submission deadline for the 2026 reporting period.
5.2 Audit, Risk and Improvement Committee	Section updated to reflect the Audit, Risk and Improvement Committee reforms and expanded scope.	The section has been updated to reflect the establishment and role of the Audit, Risk and Improvement Committee under the <i>Local Government Amendment Act 2024</i> . The amendments clarify the Committee's oversight, assurance and continuous improvement functions, update terminology, and remove legacy references to responsibility for audit management, without altering Council's governance arrangements.
5.5 Information Privacy	Updated to include updated Action statements and title changed to reflect current wording.	The City of Vincent is currently developing a Privacy and Information Breach policy based on the <i>Privacy and Responsible Information Sharing Act 2024 (PRIS)</i> . The updated Action statements are in line with the draft policy.

Section	Action	Comment
Principle 5 – Accountability		
5.6.4 Organisational Performance Program	Section added to formally recognise the Organisational Performance Program (OPP) within the Governance Framework.	This section has been included to acknowledge the Organisational Performance Program as a key governance mechanism for monitoring service effectiveness, efficiency and continuous improvement. The inclusion clarifies how the OPP supports Council's accountability and oversight role by providing a structured, evidence-based approach to reviewing service performance and aligning service delivery with community needs and future priorities. The amendment does not introduce a new program or change existing governance arrangements.
Review of the Governance Framework	Review and adoption timeframe updated following each ordinary local government election.	The review timeframe has been updated from three months to six months following an ordinary local government election. This change recognises the practical sequencing of post-election activities, including Council induction, establishment of governance structures, and the December–January recess period. The revised timeframe supports meaningful engagement with Council Members and ensures proposed amendments are appropriately considered and presented to Council, without reducing the frequency or rigour of Governance Framework reviews.
Revisions	Updated to include 2024 revision.	Previous revision was approved by Council at the OCM on the 23 rd April 2024.
Throughout document	Updates to wording without changing the intent or content of the original material.	Updated wording and sentence structure to enhance the flow of the document and readability of information.
	Updated references to Department of Local Government, Sport and Cultural Industries to Department of Local Government, Industry Regulation and Safety (LGIRS).	To reflect name change.

When Council adopted the Governance Framework on 18 August 2020, it resolved that the Chief Executive Officer would review the Framework following each ordinary local government election and provide a report to Council recommending any amendments be adopted within four months of the election.

Since that time, the timing of ordinary elections in late October, combined with Council inductions and the Christmas recess period, has made the four-month timeframe difficult to achieve in practice.

As part of this review, it is proposed to update the Governance Framework and seek Council's endorsement to extend the post-election review and adoption timeframe from four months to six months.

Gifts and Benefits – Transparency and Disclosure

Historically, the City has adopted a conservative and transparent approach to the disclosure of gifts and benefits, exceeding the minimum statutory requirements set out in the *Local Government Act 1995* and associated regulations. Under the City's current position, Council Members are required to disclose gifts and benefits with a value exceeding \$50, and these disclosures are recorded in the City's publicly available Register of Gifts.

Proposed amendments to the Governance Framework were presented to Council at a workshop held on 31 March 2026. At that workshop, Council requested that Administration investigate the gift disclosure practices of other local governments, including inner-city local governments, to understand how the City's position compares and to consider alignment with statutory requirements.

Administration reviewed the gift disclosure practices of seven local governments. This review identified that the majority of local governments apply the statutory disclosure threshold of \$300, with no additional local threshold. One local government prohibits the acceptance of gifts entirely. A summary of these practices is outlined below:

Local Government	Councillor Threshold	Notes
Town of Cambridge	\$0 (prohibited)	Gifts not accepted at all
City of Stirling	\$300	Statutory only
City of Perth	\$300	Statutory only
City of Subiaco	\$300	Statutory only
Town of Vic Park	\$300	Statutory only
City of Wanneroo	\$300	Statutory only
City of South Perth	\$300	Statutory only

While the City's disclosure threshold of \$50 goes beyond legislative requirements, it provides additional governance safeguards. In practice, Council Members are advised to record all gifts in Attain as they are received, including gifts below the \$50 threshold. This approach removes the risk of inadvertent accumulation of gifts exceeding the \$300 statutory threshold, as the system automatically calculates cumulative values, alerts Members when thresholds are reached, and identifies when conflict of interest provisions are activated.

From a governance perspective, maintaining a lower disclosure threshold, supported by comprehensive recording practices, promotes transparency, accountability and public confidence. The publication of gifts above \$50, together with the internal recording of all gifts, mitigates both actual and perceived risks associated with gifts and benefits. On this basis, Administration considers that the City's existing approach represents sound governance practice and aligns with the principles of probity and openness underpinning the Governance Framework.

CONSULTATION/ADVERTISING:

No community consultation is required for review of the Governance Framework as this is an internal process document.

LEGAL/POLICY:

The Governance Framework summarises key sections of the *Local Government Act 1995*, *Local Government (Administration) Regulations 1996* and *Local Government (Model Code of Conduct) Regulations 2021*.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to adopt the updated Governance Framework.

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 specific sustainability outcomes of the *City's Sustainable Environment Strategy 2019-2024*.




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 for Arts Advisory Group Meeting held on 25 February 2026 
 2. Unconfirmed Minutes of the Mindarie Regional Council Special Meeting held on 19 March 2026 
 3. Statistics for Development Services Applications as at the end of February 2026 
 4. Statistics for Development Services Applications as at the end of March 2026 
 5. Register of Legal Action and Prosecutions Monthly - Confidential
 6. Register of State Administrative Tribunal (SAT) Appeals - Progress Report as at 16 April 2026 
 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. Snap, Send, Solve Update as at March 2026 
 10. Unrecoverable Parking Infringements - 3rd Quarter 2025/2026 
 11. Register of Petitions - Progress Report April 2026 
 12. Register of Notices of Motion - Progress Report - April 2026 
 13. Register of Reports to be Actioned - Progress Report - April 2026 
 14. Council Workshop Items since 11 March 2026 
 15. Council Briefing Notes - 3 March 2026 

RECOMMENDATION:

That Council RECEIVES the Information Bulletin dated April 2026.

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

Nil

16 URGENT BUSINESS

Nil

17 CONFIDENTIAL ITEMS/MATTERS FOR WHICH THE MEETING MAY BE CLOSED**17.1 PROPOSED MAJOR LAND TRANSACTION**

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

Local Government Act 1995 - Section 5.23:

- (4(g)) Prescribed information. The Report sets out the potential price of property that may be sold by the local government, including a commercial offer for property, valuations on that property, valuation of the offer and commercial assessments of property and the offer.

LEGAL:**2.14 Confidential business**

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

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

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

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

18 CLOSURE