CITY OF VINCENT

AGENDA

Council Briefing

9 June 2026

Time: 6:00 PM

Location: E-Meeting and at the Administration and Civic Centre,
244 Vincent Street, Leederville

David MacLennan
Chief Executive Officer

DISCLAIMER

No responsibility whatsoever is implied or accepted by the City of Vincent (City) for any act, omission, statement or intimation occurring during Council Briefings or Council Meetings. The City disclaims any liability for any loss however caused arising out of reliance by any person or legal entity on any such act, omission, statement or intimation occurring during Council Briefings or Council Meetings. Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council Briefing or Council Meeting does so at their own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning or development application or application for a licence, any statement or intimation of approval made by an Elected Member or Employee of the City during the course of any meeting is not intended to be and is not to be taken as notice of approval from the City. The City advises that anyone who has any application lodged with the City must obtain and should only rely on WRITTEN CONFIRMATION of the outcome of the application, and any conditions attaching to the decision made by the Council in respect of the application.

Copyright

Any plans or documents contained within this Agenda may be subject to copyright law provisions (Copyright Act 1968, as amended) and that the express permission of the copyright owner(s) should be sought prior to their reproduction. It should be noted that Copyright owners are entitled to take legal action against any persons who infringe their copyright. A reproduction of material that is protected by copyright may represent a copyright infringement.

PROCEDURE FOR PUBLIC QUESTION TIME

The City's Council Briefings, Ordinary Council Meetings, Special Council Meetings and Committee Meetings are held in the Council Chamber located upstairs in the City of Vincent Administration and Civic Centre. Meetings are also held electronically (as eMeetings), and live streamed so you can continue to watch our meetings and briefings online at https://www.vincent.wa.gov.au/council-meetings/livestream

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.

RECORDING AND WEBSTREAMING OF COUNCIL MEETINGS

- All Council proceedings are recorded and livestreamed in accordance with the Council Proceedings - Recording and Web Streaming Policy.
- 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

1 Declaration of Opening / Acknowledgement of Country 9

2 Apologies / Members on Leave of Absence 9

3 Public Question Time and Receiving of Public Statements 9

4 Declarations of Interest 9

5 Strategy & Development 10

5.1 No. 29 (Lot: 1; D/P: 11538) Green Street, Mount Hawthorn - Proposed Three Grouped Dwellings 10

5.2 No. 5/288 (Lot: 5; STR: 67450) Lord Street, Perth - Proposed Change of Use from Multiple Dwelling to Unhosted Short Term Rental Accommodation 116

5.3 Outcomes of Advertising of Draft Local Planning Policy: Trees of Significance, and Advertising of Proposed Amendment No. 15 to Local Planning Scheme No. 2 and Draft Local Planning Policy: Regulated & Significant Trees 187

5.4 The Globe Public Artwork Commission 252

6 Infrastructure & Environment 263

6.1 Loftus Recreation Centre - Review of Operational and Financial Performance 263

6.2 Outcome of Advertising and Adoption of Amended Verge Treatment Policy 273

6.3 Outcome of Advertising and Adoption of Amended Policy Rights of Way 307

7 Community & Business Services 334

7.1 Adoption of the Annual Budget 2026/27 [ABSOLUTE MAJORITY DECISION REQUIRED] 334

7.2 Investment Report as at 30 April 2026 335

7.3 Financial Statements as at 30 April 2026 342

7.4 Authorisation of Expenditure for the Period 1 April 2026 to 30 April 2026 360

7.5 Disability Access & Inclusion Advisory Group - Appointment of Council Members and Community Representatives 379

7.6 Outcome of Advertising and Adoption of Amended Community and Stakeholder Engagement Policy 387

8 Chief Executive Officer 438

8.1 Annual Review of Council Delegations [ABSOLUTE MAJORITY DECISION REQUIRED] 438

8.2 Adoption of Corporate Business Plan 2026/27 - 2029/30 and the Four Year Capital Works Program 2026/27 - 2029/2030 [ABSOLUTE MAJORITY DECISION REQUIRED] 599

8.3 Outcome of Advertising and Adoption of Amended Council Members Continuing Professional Development Policy [ABSOLUTE MAJORITY DECISION REQUIRED] 663

8.4 Formal Establishment of the Audit, Risk and Improvement Committee and Appointment of Deputy of the Presiding Member [ABSOLUTE MAJORITY DECISION REQUIRED] 685

8.5 Information Bulletin 688

9 Motions of Which Previous Notice Has Been Given 766

Nil

10 Representation on Committees and Public Bodies 766

12 Closure 766

CITY OF VINCENT GOVERNANCE FRAMEWORK 2020 OVERVIEW

ACCOUNTABLE TO

Community and Stakeholders
Ratepayers
Residents
Community groups/ sporting clubs
Businesses
Town Teams
Visitors
State and Federal Government
Neighbouring local governments
Government Departments

INFORMS

CITY OF VINCENT COUNCIL

COMPRISES

MAYOR AND COUNCILLORS

CHIEF EXECUTIVE OFFICER

PRESCRIBES ROLE AND POWERS

ADMINISTRATION

Culture and Vision
(Principle 1)
Culture informs the management structure and ethical standards, the vision reflects the City's strategic priorities

PRESCRIBES IPFR – CBP, SCP, BUDGET

Legislative Framework
The *Local Government Act 1995* (WA) sets out the key roles and responsibilities of a local government (Council and CEO). Local governments must operate in accordance with the LGA and associated Regulations. The LGA is the source of local government power and allows local governments to make local laws and policies and provides guidance on good governance

Roles and Responsibilities
(Principle 2)
Role and relationships between the Council, Mayor, Councillors, CEO and Administration

Strategic Community Plan
Corporate Business Plan
Long Term Financial Plan
Annual Budgets

INFORMS/GUIDES

Accountability
(Principle 5)
Functions and systems that control risks and facilitate consistent, transparent and accountable decision making

Decision Making and Management
(Principle 3)
Processes that ensure open and accountable decisions by Council and the CEO

Commitment to Sustainability
(Principle 4)
Sound financial, resource and environmental management

AUDIT COMMITTEE

COMMUNITY PRIORITIES AND OUTCOMES WE WILL STRIVE TO ACHIEVE

ENHANCED ENVIRONMENT

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

CONNECTED & HEALTHY COMMUNITY

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

SENSITIVE DESIGN

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

ACCESSIBLE CITY

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

THRIVING PLACES

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

INNOVATIVE AND ACCOUNTABLE

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

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

1 DECLARATION OF OPENING / ACKNOWLEDGEMENT OF COUNTRY

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

2 APOLOGIES / MEMBERS ON LEAVE OF ABSENCE

Cr Ashlee La Fontaine on approved leave of absence from 01 June 2026 to 28 June 2026.

3 PUBLIC QUESTION TIME AND RECEIVING OF PUBLIC STATEMENTS

4 DECLARATIONS OF INTEREST

5 STRATEGY & DEVELOPMENT

5.1 NO. 29 (LOT: 1; D/P: 11538) GREEN STREET, MOUNT HAWTHORN - PROPOSED THREE GROUPED DWELLINGS

Ward: North Ward

Attachments:

1. Consultation and Location Map
2. Development Plans
3. Applicant Supporting Information
4. Summary of Submissions - Applicant's Response
5. Summary of Submissions - Administration's Response
6. Life Cycle Assessment
7. Clause 67 Assessment
8. Determination Advice Notes

RECOMMENDATION:

That Council, in accordance with the provisions of the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme, APPROVES the application for Three Grouped Dwellings at No. 29 (Lot: 1, D/P: 11538) Green Street, Mount Hawthorn in accordance with the plans shown in Attachment 2, subject to the following conditions, with the associated determination advice notes in Attachment 8:

1. Development Plans

This approval is for Three Grouped Dwellings as shown on the approved plans dated 5 May 2026. No other development forms part of this approval;

2. External Fixtures

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

3. Colour and Materials

The colours, materials and finishes of the development shall be in accordance with annotations shown on the approved plans and the schedule of finishes which forms part of this approval, unless otherwise approved by the City;

4. Visual Privacy

Prior to occupancy or use of the development, all privacy screening shown on the approved plans, including the addition of screening on the southern elevation of the Lot 1 courtyard area, shall be installed. The screening shall be visually impermeable and comply in all respects with the requirements of Clause 3.10 (Visual Privacy) of the Residential Design Codes Volume 1 deemed-to-comply provisions, to the satisfaction of the City;

5. Landscaping

Prior to the occupation or use of the development, all works shown in the approved landscaping plan shall be undertaken in accordance with the approved plans to the satisfaction of the City, and maintained thereafter to the satisfaction of the City, at the expense of the owners/occupiers;

6. Car Parking and Pedestrian Access

6.1 All vehicle parking, manoeuvring and access areas shall be constructed, paved and drained in accordance with the approved plans and are to comply with the requirements of Australian Standard AS2890.1, to the satisfaction of the City;

6.2 A 1 metre wide easement in accordance with Section 136C of the *Transfer of Land Act 1893* is to be created to ensure reciprocal rights of access over Lots 1 to 4; and

6.3 Prior to the occupation or use of the development, the pedestrian access leg is to be constructed and drained at the landowner/applicant cost;

7. Building Design

7.1 The surface finish of boundary walls facing an adjoining property shall be of a good and clean condition, prior to the occupation or use of the development, and thereafter maintained, to the satisfaction of the City. The finish of boundary walls is to be fully rendered or face brick; or material as otherwise approved; to the satisfaction of the City;

7.2 Prior to the occupation or use of the development Functional Utilities, as defined by the Residential Design Codes, excluding solar collectors, shall:

7.2.1 Be located behind the street setback areas and not visible from Pembroke Lane;

7.2.2 Designed to integrate with the development; and

7.2.3 Are located and/or screened so they are not visually obtrusive and minimise impacts to habitable rooms and private open space on the subject site and adjoining properties;

to the satisfaction of the City;

7.3 Prior to the occupation or use of the development, Service Utilities, as defined by the Residential Design Codes, excluding letterboxes, shall be integrated into the design of the development and/or screened from view of the streets, to the satisfaction of the City. Where attached to a wall, meter boxes shall be painted the same colour as the wall to which they are attached, to the satisfaction of the City; and

7.4 At least one window to each habitable room shall be operable in design, to the satisfaction of the City;

8. Stormwater

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

9. Construction Management

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:

- **The delivery of and delivery times for materials and equipment to the site;**
- **Parking arrangements for contractors and sub-contractors;**
- **Notification to affected landowners;**
- **Management of noise, dust and waste;**
- **Erection of temporary fencing;**
- **Public communication and complaint handling procedures;**
- **Construction times; and**
- **Tree Management Measures.**

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

EXECUTIVE SUMMARY:

The purpose of this report is to consider an application for development approval for three Grouped Dwellings (GreenTrack) at No. 29 Green Street, Mount Hawthorn (subject site).

The subject site is coded R30. The Western Australian Planning Commission approved a green title subdivision of the site on 24 April 2026. The applicant is currently progressing clearance of subdivision conditions. The western side of Pembroke Lane comprises of R30 coded lots which would not be of sufficient site area to enable subdivision while the southern side of the subject site would be of sufficient site area to enable a two lot subdivision.

The approved subdivision creates three small rear lots fronting a laneway and one vacant parent lot fronting Green Street. Lot 4 will remain vacant following demolition and will be subject to a future development application, meaning the current proposal forms only part of the ultimate built-form outcome for the site.

The scope of this application does not include the approved lot sizes or the lot size dispensation available for small dwellings. This has been approved by the WAPC. The City is now considering the built form proposed on the lots.

The development is assessed under the Small Dwelling provisions of the R Codes, which apply to dwellings of up to 70 square metres on smaller lot sizes. These provisions allow reduced site areas where development achieves strong design and amenity outcomes. These provisions form the planning pathway that enables development on the rear lots created through the WAPC subdivision approval. As the subdivision has already established the lot pattern and site areas, the City's role is to assess whether the built form, as proposed, appropriately responds to the design principles, local housing objectives and the site's context. Council's role is to consider whether the proposed built form on the approved lots achieves an appropriate planning outcome.

The subject site is 786 square metres in area and slopes down by 1.5 metres from its western side boundary to its eastern side boundary. The subject site is bound by Green Street to the north, Pembroke Lane to the west, a single house to the south and a shop development to the east.

The site differs from a standard rear lot infill scenario because it combines an approved small lot subdivision, a direct laneway frontage, an interface with a Local Centre zone to the east, and proximity to Shakespeare Street Reserve.

The approved subdivision to provide for small dwellings and with these abovementioned site characteristics means that it has unique circumstances.

The site characteristics have largely driven the design response of the proposed grouped dwellings, and responds to the design principles and local housing objectives of the planning framework. The areas of discretion relate to the built form response on the approved lots, including the reduced front setback, retaining wall height and reduced setbacks to the eastern boundary.

The street setbacks and siting of building height of the proposed development respond to development on adjoining properties and would provide for an appropriate transition between these properties. The proposed ground floor and carport are stepped back to moderate the impact of building bulk on the streetscape. Deep soil and planting areas are also located within the front setback area to further assist with softening the appearance of the development as viewed from the street, and the proposed development would not adversely impact the amenity of the surrounding properties.

The proposed development has been reviewed by the City's Design Review Panel (DRP) Chair three times and now achieves full DRP support against the 10 principles of good design.

The applicant has submitted a Life Cycle Assessment (LCA) report which is included in **Attachment 6**. The report and development plans identify built form and site planning measures that would satisfy the local housing objectives of the City's Policy No. 7.1.1 – Built Form (Built Form Policy).

Administration has reviewed the proposal against the Built Form Policy local housing objectives and is satisfied that the development has incorporated environmentally sustainable design features to meet the intended built form outcomes for development within the City.

The proposed development is recommended for approval, subject to conditions.

PROPOSAL:

This application proposes three grouped dwellings, at the rear of No. 29 Green Street, Mount Hawthorn, fronting Pembroke Lane. The dwellings are being assessed as small dwellings under the Residential Design Codes.

Small Dwellings are a specific type of housing type that can be applied for under the Residential Design Codes Volume 1. They have specific provisions, including concessions relating to site area and a maximum floor area of 70 square metres.

Each proposed dwelling includes a single carport, two bedrooms, primary kitchen, dining and living areas and associated outdoor living space.

The proposed development plans are included as **Attachment 2**. The applicant's life cycle assessment is included as **Attachment 6**.

DELEGATION TO DETERMINE APPLICATIONS:

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

This is because the delegation to Administration to determine applications does not extend to applications for development approval that receive more than five objections during the community consultation period.

The application received seven objections during the community consultation period.

BACKGROUND:

Landowner:	Nicsan Investments Pty Ltd
Applicant:	Plan (Town Planning & Urban Design)
Client:	Nicsan Investments Pty Ltd
Date of Application:	14 November 2025
Zoning:	MRS: Urban LPS2: Zone: Residential R Code: R30
Built Form Area:	Residential
Existing Land Use:	Single House
Proposed Use Class:	Grouped Dwelling(s)
Lot Area:	786m²
Right of Way (ROW):	Pembroke Lane. The City has care, control, and management of this road reserve under Section 55 of the *Land Administration Act 1997.*
Heritage List:	No

Site Context and Zoning

The subject site is bound by Green Street to the north, a shop and consulting room to the east, and single storey single houses to the south and west. A location plan is provided as **Attachment 1**.

The subject site is zoned Residential R30 under the City's Local Planning Scheme No. 2 (LPS2) and is located within the Residential Built Form Area under the Built Form Policy, with a building height standard of two storeys.

The surrounding properties are zoned Residential R30 to the south and west located within the Residential Built Form Area, Local Centre to the east within the Residential Built Form Area and Residential R40 to the north under the City of Stirling's Local Planning Scheme No.3 (LPS3).

The broader context includes established residential development, commercial uses along Green Street and Shakespeare Street Reserve. Green Street accommodates a mix of small-scale commercial tenancies, including shops, consulting rooms, a childcare centre and a small bar, while the surrounding residential streets comprise predominantly single-storey dwellings.

This combination of residential, commercial and public open space interfaces means the site is located within a transition area rather than a purely low-density residential environment, and forms part of a broader mixed-use context anticipated by the zoning and surrounding land use pattern.

Existing Streetscape

Green Street is characterised by a mixture of contemporary and traditional housing styles that range between one and two storeys in height. Where provided, there are examples of upper floors that are set back, as well projecting forward of the building alignment on the ground floor.

The Green Street interface features a small pocket of local retail activity between Dunedin Street and London Street, zoned Local Centre under the City's LPS2. These commercial tenancies include low intensity shops, consulting rooms, a childcare centre and a small bar.

The existing residential properties along Green Street contain garages with varying front setbacks at ground level, as well as uncovered car parking areas in the front setback area. Where front fencing is provided, they are generally low walls or visually permeable fencing on top of walls.

Front setback areas of dwellings are varied and range between landscaped and hardscape. Shakespeare Street Reserve, located adjacent the subject site to the south-west along Pembroke Lane, features mature trees and plantings around its perimeter, with street parking located along Shakespeare Street.

Pembroke Lane currently functions as a service oriented laneway with development that is shaped by access, parking and servicing needs. The lane is defined by garage doors, solid boundary walls and service areas associated with adjoining residential properties. Passive surveillance is limited, with few major openings addressing the laneway and minimal pedestrian activity. The built form along the lane presents as predominantly blank or inactive edges, reflecting its role as an access and servicing corridor rather than a primary street frontage.

Lot Creation and Site Characteristics

The WAPC approved a green title subdivision of the subject site on 24 April 2026. The subdivision conditions are currently being cleared, and the applicant is actively progressing the clearance process. The lots have not yet been created, but the approval is in effect and materially advancing toward endorsement.

After endorsement, the subdivision would create four lots, three rear lots for the proposed grouped dwellings, and one lot fronting Green Street that would remain vacant and does not form part of this application. The primary street frontage of the proposed dwellings was formerly the secondary street frontage of the parent lot prior to subdivision occurring. This means Pembroke Lane would become the primary street frontage for the proposed dwellings.

The subject site currently consists of a single house, with the house and associated structures to be demolished as part of the subdivision clearance.

Dimensions of the approved lots are:

Lot 1:
- Frontage: 9.4 metres
- Depth: 18.6 metres.

Lot 2:
- Frontage: 9.1 metres
- Depth: 18.6 metres.

Lot 3:
- Frontage: 9.1 metres
- Depth: 18.6 metres.

Lot 4 (vacant and not part of this application):
- Frontage to Green Street: 18.6 metres
- Depth to Pembroke Lane: 14.4 metres.

DETAILS:

Summary Assessment

The table below summarises the planning assessment of the proposal against the provisions of the City of Vincent Local Planning Scheme No. 2 (LPS2), the City's Policy No. 7.1.1 – Built Form and the State Government's Residential Design Codes. In each instance where the proposal requires the discretion of Council, the relevant planning element is discussed in the Detailed Assessment section following from this table.

Planning Element	Deemed-to-Comply	Requires the Discretion of Council
Small Dwellings		✓
Street Setback		✓
Front Fence	✓	
Building Setbacks/Boundary Wall		✓
Building Height/Storeys	✓	
Open Space	✓	
Outdoor Living Areas	✓	
Landscaping (R Codes)	✓	
Privacy	✓	
Parking & Access		✓
Solar Access	✓	
Site Works/Retaining Walls		✓
Size and Layout of Dwellings		✓

Detailed Assessment

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

Small Dwellings	
Deemed-to-Comply Standard	**Proposal**
R Codes Volume 1 Clause 2.9 – Small Dwellings Small dwellings to comply with all other provisions of the R Codes.	Small dwellings do not satisfy provisions of the R Codes with respect to Size and Layout, Street Setback and Lot Boundary Setbacks.
Street Setback	
Deemed-to-Comply Standard	**Proposal**
R Codes Volume 1 Clause 3.3 – Street Setback Primary Street Setback (Pembroke Lane): 2m.	Each dwelling is set back 1.5m.
Lot Boundary Setback	
Deemed-to-Comply Standard	**Proposal**
R Codes Volume 1 Clause 3.4 – Lot Boundary Setback Unit 3 northern lot boundary setback of 1.5m. Boundary wall to be behind front setback area.	Unit 3 northern lot boundary setback of 1.2m. A portion of boundary wall is located within front setback area.
Access	
Deemed-to-Comply Standard	**Proposal**
R Codes Volume 1 Clause 3.7 – Access Driveways to be setback 0.3m from side lot boundaries.	All unit driveways setback 0.19m from side lot boundaries.
Site Works	

<table>
<tr><th>Deemed-to-Comply Standard</th><th>Proposal</th></tr>
<tr><td>R Codes Volume 1 Clause 3.5 – Site Works

<table><tr><th>Height of Retaining</th><th>Setback Required</th></tr><tr><td>1m or less</td><td>0m</td></tr><tr><td>1.5m</td><td>1.5m</td></tr></table></td><td>Unit 1 retaining wall height of 1.24m with nil setback from eastern lot boundary.</td></tr>
<tr><th colspan="2">Size and Layout of Dwellings</th></tr>
<tr><th>Deemed-to-Comply Standard</th><th>Proposal</th></tr>
<tr><td>R Codes Volume 1 Clause 2.1 – Size and Layout of Dwellings

Store dimension of 1.5m.
Store area of 4m^2.</td><td>All units' store dimension of 1m.
All units' store area of 3m^2.</td></tr>
</table>

The above elements of the proposal do not meet the specified deemed-to-comply standards and are discussed in the Comments section below.

CONSULTATION/ADVERTISING:

Community consultation was undertaken on the lodged development plans, in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* for a period of 14 days between 20 January 2026 and 3 February 2026. In accordance with the City's Community and Stakeholder Engagement Policy, the method of consultation included a notice on the City's website and nine letters being sent to the adjoining and adjacent landowners and occupiers, as shown in **Attachment 1**.

At the conclusion of the consultation period, eight submissions were received, of which seven objected and one neither supported nor objected however provided comments.

Concerns raised in the submissions are summarised as follows:

- Shakespeare and Dunedin Street have parking capacity issues which would be worsened by insufficient parking for residents and/or visitors of the dwellings.
- The front lot has been indicated for commercial development which would worsen parking congestion and amenity issues for the surrounding area.
- Increased vehicle movements onto Pembroke Lane. Access should be via Green Street.
- Replacement of dividing fence to be approved by adjoining property and any damage caused to be rectified at applicant's cost.

Amended plans were submitted by the applicant which made modifications to the design by increasing setbacks and improving internal amenity to respond to community consultation and DRP comments.

A summary of submissions received across the community consultation period along with Administration's responses to each comment is provided in **Attachment 5** along with the applicant's response to submissions provided in **Attachment 4**.

Amended plans have subsequently been submitted. These changes include adjustments to finished floor levels and associated retaining, updated landscaping details, and minor modifications to the building footprints and outdoor living areas to improve internal functionality and external interfaces. A copy of the final set of development plans to be considered by Council is included within **Attachment 2**. In accordance with the City's Community and Stakeholder Engagement Policy, the plans were not readvertised because the amendments did not introduce any new departures to the deemed-to-comply standards greater likely impact of the proposal. The amendments sought to improve the design.

Design Review Panel (DRP):

Referred to DRP: Yes

The proposal was referred on three occasions to the City's DRP Chairperson for comment as considered against the 10 principles of good design. The DRP Chairperson's summarised comments, the applicant's responses to these and subsequent amendments made to the plans are included in **Attachment 4**.

The table below provides a summary of the application's design review progress.

Design Review Progress	
	Supported
	Pending further attention
	Not supported
	No comment provided/Insufficient information

	DRP Chair Member		
	*DRP Chair Referral 1 – **Dated 19/02/2026***	*DRP Chair Referral 2 – **Dated 5/03/2026***	*DRP Chair Referral 3 – **Dated 6/05/2026***
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 Chairperson's comments on the amended plans dated 5 May 2026 provide a clear summary of the design progress across the three DRP referrals. The Chair noted strong support for the provision of small lot affordable housing. The Chairperson stated:

"The provision of small lot affordable housing in a challenging housing environment is fully supported, and the applicant has responded strongly to DRP comments throughout the review process which is appreciated and commended. The changes have generated significant positive improvements relating to the site's interface with its surrounding community as well as the level of amenity for future residents. The DRP fully supports the proposal".

LEGAL/POLICY:

- *Planning and Development Act 2005*;
- *Planning and Development (Local Planning Schemes) Regulations 2015*;
- City of Vincent Local Planning Scheme No. 2;
- Residential Design Codes Volume 1;
- Local Planning Policy No. 7.1.1 – Built Form Policy;
- Local Planning Policy – Construction Management; 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 Scheme) Regulations 2015*, 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 against the relevant criteria of Clause 67(2) of the Deemed Provisions are included in **Attachment 7**.

Residential Design Codes Volume 1 - Part C

An updated R Codes was gazetted on 10 April 2024. The changes to R Codes Volume 1 resulted in a split Volume 1 into two parts, being Part B and Part C, which apply as follows:

- Part B applies to all Single Houses R40 and below, Grouped Dwellings R25 and below, and Multiple Dwellings in areas coded R10-R25.
- Part C applies to all Single Houses R50 and above, Grouped Dwellings in areas coded R30 and above, and Multiple Dwellings in areas coded R30 to R60.

This proposal has been assessed in accordance with Part C of the R Codes. This is because the proposal relates to a Grouped Dwelling development on property coded Residential R30.

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 is a GreenTrack application because a Life Cycle Assessment, prepared by Cerclos, has been submitted with the proposal. The LCA identifies a significant reduction in Global Warming Potential and net use of fresh water compared to the benchmark small dwelling scenario, exceeding the minimum 50 percent improvement requirement. Additional measures include rainwater tanks and solar panels. The proposal also includes additional deep soil planting which is beyond the deemed-to-comply standards and contributes to the urban greening and improved streetscape presentation.

PUBLIC HEALTH IMPLICATIONS:

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

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 introduction of the small dwelling housing type provides an alternative housing option that can contribute to more affordable housing choice and that is located within an area that has good access to public transport, public open space and local retailing and other community infrastructure. The proposal follows the WAPC approved subdivision that created rear lots fronting Pembroke Lane, and the small-dwelling form is suited to this context as the dwellings are compact, single-storey, address the laneway, and sit adjacent to Local Centre uses and Shakespeare Street Reserve.
- The 1.5 metre primary street setback to Pembroke Lane with landscaping is supported. The proposal is a positive design outcome fronting the laneway that is dominated by solid walls and garages.
- The applicant has provided an LCA for each dwelling which provides for a sustainable design outcome that aligns with the City's Enhanced Environment Strategy and Built Form Policy.
- The DRP Chairperson has reviewed the application and has fully supported the proposal, highlighting significant positive improvements relating to the site's interface with surrounding community, which is consistent with the future intended streetscape and local character.
- The development site would be provided with deep soil and planting areas as well as canopy coverage that would exceed the deemed-to-comply standards of the Built Form Policy. The proposed deep soil and paving within the front setback area is intended to ensure reciprocal rights of pedestrian access over Lots 1 to 4, which is secured through a recommended condition of approval. This would present a landscaped interface to Pembroke Lane, tying into the heavily landscaped setting of Shakespeare Street Reserve located adjacent to the site.
- The site fill and retaining is proposed on the eastern boundary, abutting the commercial tenancies and would not be visible from the street.
- The 3 square metre storage area is large enough to store household goods and equipment for a dwelling of this size and is concealed from view.

A more detailed assessment against the discretionary aspects of the application is set out below. These relate to consideration against the R Codes and Built Form Policy.

Small Dwellings

The proposal is for grouped dwellings that are being assessed as *small dwellings* under the R Codes. The small dwelling provisions require the development to meet the other relevant R Codes provisions, or otherwise be assessed against the applicable design principles. The areas requiring discretion for this application include street setback, lot boundary setbacks, access, site works and storage. These matters are addressed in the following sections of the report.

Setback to Pembroke Lane

The proposed primary street setback of 1.5 metres to Pembroke Lane satisfies the Design Principles of the R Codes and Local Housing Objectives of the Built Form Policy for the following reasons:

- Streetscape and Local Character: The development presents a contemporary and well-articulated built form that integrates with the existing and emerging character of the area. Pembroke Lane is currently characterised by service oriented built form, including garages, outbuildings and solid boundary walls with minimal articulation or landscaping. The emerging and desired future character is to support laneway-oriented dwellings with passive surveillance, landscaped interfaces, and articulated façades.

The proposal reflects this by introducing dwellings that address the laneway, increase planting, and improve visual permeability. The design incorporates varied materials, passive surveillance, and landscaped interfaces that soften the presentation to Pembroke Lane that is dominated by garages and solid walls.

The proposed development would be the first new dwellings oriented toward Pembroke Lane. This is a supported outcome due to the site's specific context and proposed design response, which introduces a landscaped interface, passive surveillance and improved visual permeability to a laneway currently characterised by service-oriented built form. The site is located within a transitional position between single housing development to the south and west and commercial development to the east. The proposed design responds by providing a design that mediates between adjoining properties by adopting a single storey scale, modest roof form, and articulated setbacks that sit comfortably between the lower scale single houses to the south and west and the more intensive commercial development to the east. The 1.5 metre setback, landscaping, and carport articulation soften the interface and provide a transitional built form that avoids abrupt changes in scale while providing future development opportunity for the retained vacant lot to further improve the streetscape of Green Street.

- Façade Design: The proposed development has been designed to positively integrate into this established context, as noted in the DRP Chair's referral response. The Pembroke Lane façade incorporates a variety of materials and finishes that provide articulation, passive surveillance, and carport setbacks that maintain clear sightlines along the street. Together, these elements enhance visual interest, promote street activation, and ensure the development contributes positively to the evolving streetscape character.

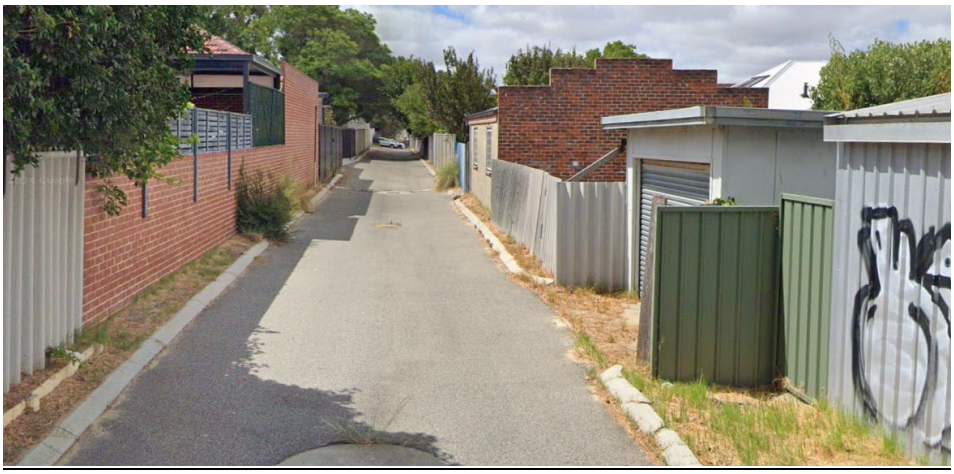


Figure 1 – Pembroke Lane

Figure 2 – Development Plans Render

- Indoor & Outdoor Amenity: The development provides Small Dwellings that achieve a high standard of internal and external amenity that is fully supported by the DRP. Each dwelling has a functional 70 square metre layout with well-proportioned living spaces, good access to natural light and ventilation, and direct connection to a usable courtyard. The outdoor living areas are appropriately sized and benefit from surrounding landscaping and deep soil zones, which improve privacy and outlook. A single carport

is provided for each dwelling, which meets the deemed-to-comply provisions and does not dominate the laneway.

- DRP Support: The DRP Chair has reviewed the proposed development, with the final review resulting in the DRP's full support for the development.

Lot Boundary Setbacks

The proposed lot boundary setbacks to adjoining properties satisfy the relevant Design Principles of the R Codes and Local Housing Objectives of the Built Form Policy for the following reasons:

Side Lot Boundary Setback

- Presentation to the Adjoining Vacant Lot: The proposal seeks discretion for a lot boundary setback departure to the northern lot boundary on the subject site where it adjoins Lot 4 (fronting Green Street). The articulation of setbacks across the site ensures the bulk of the development is reduced, while maintaining an appropriate built form relationship with the adjoining vacant lot.

- Lot Boundary Setback: The development is a single storey dwelling with a pitched, Dutch gabled roof and is visible from both Pembroke Lane and Green Street. This maintains consistency with the existing and desired streetscape character. Development on vacant Lot 4 does not form part of this application, however the plans note that future development may include a two storey residential built form with a non-residential component. Any future development on Lot 4 would be subject to a separate development application and assessed against the planning framework applicable at that time. The subject proposal would not prevent a future development outcome on Lot 4 consistent with its density coding of R30.

- Internal Amenity and Privacy: The reduced lot boundary setback does not create any adverse privacy or amenity impacts for either the subject dwellings or adjoining properties. The portions of wall affected by the reduced setback relate primarily to non-habitable spaces, meaning there is no potential for overlooking. The master bedroom windows are oriented toward Pembroke Lane, not the side boundary, ensuring that internal amenity is maintained while avoiding any direct views into neighbouring properties. No major openings face the boundary at the reduced setback, and the development does not introduce elevated or intrusive sightlines. As a result, the reduced setback maintains appropriate levels of privacy, solar access, and outlook consistent with the relevant Design Principles of the R Codes.

- DRP Support: The DRP Chair has reviewed the proposed development, with the final review resulting in the DRP's full support for the development.

Boundary Walls

- Existing Streetscape: The proposed boundary walls are consistent with the established laneway character, where garages, carports and ancillary structures commonly present as continuous built form along lot boundaries.

- Primary Garden Spaces: The reduced boundary setback does not compromise the usability or functionality of the primary garden spaces for each dwelling. The outdoor living areas are located on the opposite side of the dwellings, away from the boundary wall, ensuring they receive adequate sunlight, ventilation, and outlook. Landscaping and deep soil areas are also positioned to maintain a high level of amenity for future residents. As a result, the boundary wall does not detract from the quality, accessibility, or environmental performance of the primary garden spaces, consistent with the intent of the R Codes.

- Adjoining Solar Access: The proposal meets the deemed-to-comply standards for solar access under the R Codes. The boundary wall is located on the northern side of the subject site, meaning it does not cast shadow onto adjoining residential properties during the winter solstice. Overshadowing is therefore compliant and does not result in any loss of sunlight to major openings or outdoor living areas of neighbouring dwellings. The reduced setback and boundary wall position are consistent with the acceptable development outcomes anticipated by the R Codes.

- Future Desired Character: The proposal is consistent with the planned character and residential density of the area, and the approved subdivision pattern. The boundary wall length is consistent with this planned transition and supports the Built Form Policy objective of accommodating increased density in appropriate locations while maintaining a respectful interface with existing lower scale dwellings.

Parking and Access

The proposed driveway setbacks from the boundary satisfy the relevant Design Principles of the R Codes for the following reasons:

- Site Access: The development's proposed driveway alignment, width and separation from boundaries maintain safe vehicle manoeuvring and does not obstruct sightlines or compromise access for residents or service vehicles. The reduced setback does not affect the ability for vehicles to enter and exit the site, and the design maintains adequate clearance from structures and fencing.

- Adequacy of Parking: The development provides on-site parking consistent with the R Codes requirements for small dwellings. Visitor parking can be accommodated on-street along Dunedin Street and Shakespeare Street, where public parking and verge capacity are available. The proposal therefore provides sufficient resident parking and does not rely on Pembroke Lane for visitor parking demand.

- Vehicle Movements and Access Location: Access from Pembroke Lane is appropriate as the WAPC approved subdivision establishes the lane as the primary frontage for the rear lots. Vehicle movements associated with three small dwellings are low and can be safely accommodated within the laneway environment without adverse impact on surrounding properties.

Site Works

The application proposes a maximum fill at a height of 1.24 metres on the eastern elevation satisfies the relevant Design Principles of the R Codes for the following reasons:

- Finished Floor Levels: The finished floor levels and associated retaining respond appropriately to the natural topography of the entire site, not just the Pembroke Lane interface. The subject site slopes approximately 1.5 metres from west down to the east. The development follows this natural fall by stepping each dwelling progressively lower, resulting in modest level changes between units and avoiding the need for extensive cut or fill across the site.

  Minimal fill is proposed along Pembroke Lane, where finished floor levels sit close to natural ground level to maintain a low scale presentation to the street. The higher retaining, up to 1.24 metres, is concentrated along the eastern boundary, where it interfaces with commercial development rather than sensitive residential properties. This location ensures that the retaining is not visible from the public realm and does not create adverse bulk, overshadowing, or privacy impacts.

  By stepping the dwellings with the slope and locating the majority of retaining where impacts are least sensitive, the proposal respects the natural landform, maintains appropriate relationships between lots, and avoids excessive modification of the site.

- Existing Streetscape: The extent and location of retaining does not create an adverse visual impact on the streetscape or adjoining properties. Pembroke Lane already exhibits a pattern of significant level changes and substantial retaining walls, as identified in the applicant's justification included as **Attachment 4**, and the proposed retaining is consistent with this established condition. The existing dwelling on the subject site is currently raised by approximately 1.5 metres above natural ground level at the north-eastern corner. The new retaining and finished levels would reduce the apparent bulk and height compared to the current situation.

  The higher retaining is located along the eastern boundary adjoining commercial tenancies, meaning it does not interface with any sensitive residential areas. This will be further screened once Lot 4 is developed, at which point it will form part of a rear lot interface that is less sensitive in terms of public realm presentation. From Pembroke Lane, the development presents as a modest single-storey form with minimal visible retaining, supported by landscaping within the setback. As a result, the site works do not dominate the streetscape, do not create unreasonable bulk when viewed from adjoining properties, and are compatible with the existing and anticipated built form pattern.

- Amenity and Overlooking: The extent of site works proposed would not create undue building bulk when viewed from adjoining properties. The new dividing fence would be installed on top of the new retaining wall to the eastern elevation, resulting in a combined height of 3 metres and 2.8 metres. While higher than a typical dividing fence, the height is less than a deemed-to-comply boundary wall height and would adjoin the neighbouring commercial premises rather than sensitive residential outdoor living areas or major openings.

  Visual privacy requirements do not apply to the eastern boundary, as the adjoining property contains commercial tenancies and does not include any sensitive residential areas.

  The proposal meets the deemed-to-comply standards for visual privacy under the R Codes and having due regard to the provisions of Clause 3.10, will be conditioned to mitigate any overlooking.

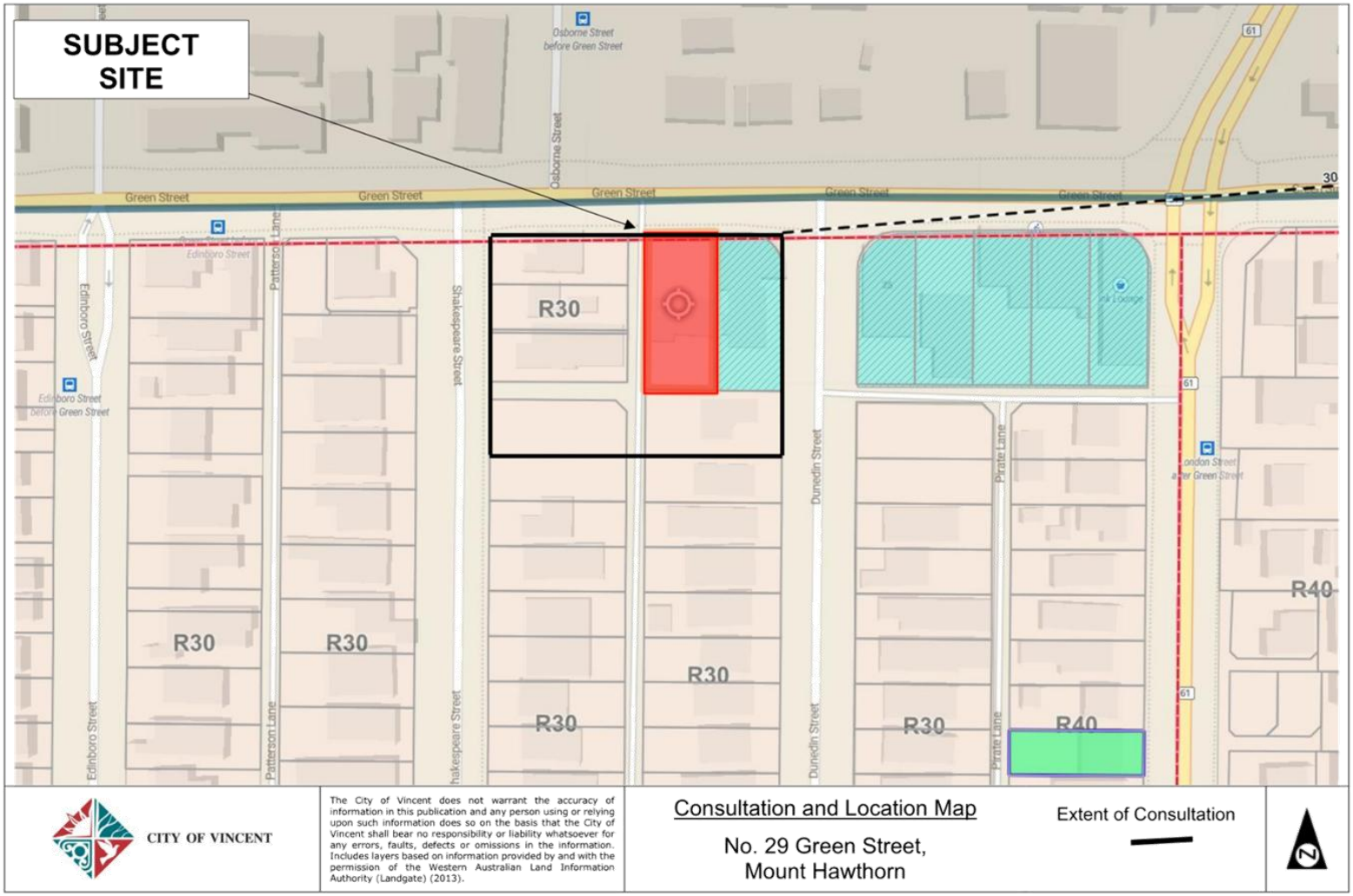
Storage

The proposed store size satisfies the Design Principles of the R Codes for the following reasons:

- Convenient Storage: The proposed dwellings provide adequate, conveniently located storage for large items and is appropriate in the streetscape context. The reduced store dimension and area remain proportionate to the scale of the small dwelling and provide for sufficient depth of 1 metre to allow for the storage of household equipment.

  The compact dwelling typology is reinforced throughout the plans, which show efficient internal layouts, consolidated service areas, and functional outdoor living spaces. The dwellings also include sufficient internal areas for linen, robes and cupboard space, meaning the storerooms are not the only dedicated storage areas. As such, the reduced store size does not compromise the usability or amenity of the dwellings. The stores are fully enclosed, located adjacent to the carports and are screened from public view.

- DRP Support: The DRP Chair has reviewed the proposed development, with the final review resulting in the DRP's full support for the development.


SUBJECT SITE
Green Street
Osborne Street
Edinboro Street
Patterson Lane
Shakespeare Street
Dunedin Street
Pirate Lane
R30
R40
CITY OF VINCENT
The City of Vincent does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that the City of Vincent shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information. Includes layers based on information provided by and with the permission of the Western Australian Land Information Authority (Landgate) (2013).
Consultation and Location Map
No. 29 Green Street, Mount Hawthorn
Extent of Consultation
N

SUBJECT SITE
Green St
Edinboro St
Patterson Lane
Shakespeare St
Ellesmere
Pembroke Lane
North Ward
Dunedin St
CITY OF VINCENT
The City of Vincent does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that the City of Vincent shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information. Includes layers based on information provided by and with the permission of the Western Australian Land Information Authority (Landgate) (2013).
No. 29 Green Street,
Mount Hawthorn
N

DEVELOPMENT APPLICATION PLANS

LOT 1 (#29) GREEN STREET, MOUNT HAWTHORN.

CITY OF VINCENT
RECEIVED
5 May 2026

CONCEPT DESIGN FOR
PROPOSED SMALL DWELLING
LOTS & NON-RESIDENTIAL USE
LOT DEVELOPMENT

LOT 1 (#29) GREEN STREET,
MOUNT HAWTHORN.

KPS BUILDING GROUP
BRN: 101689
ABN: 58 610 354 455
MOBILE: 0411 695 476
Ph: +61 8 9201 0404

JLR DESIGN & DRAFTING
ABN: 92 284 305 114
M: 0404 348 115
E: jlrdrafting@westnet.com.au

GENERAL NOTES:
- LOCATION OF DOWN PIPES IS INDICATIVE ONLY & MAY BE CHANGED AT BUILDERS DISCRETION
- PROVIDE HOOP IRON HOLDING DOWN STRAPS TO AS 4055.
- 230w FACE BRICKWORK EXTERNALLY U.N.O.
- ALLOW 500mm SPACING BETWEEN SMOKE DETECTORS & RETURN AIR GRILL LOCATIONS.
- CONCRETE NOTE: 50mm SET DOWN TO HOBLESS SHOWERS

PLUMBER NOTE:
- PLUMBER TO ALLOW REFLUX VALVE FOR HOBLESS SHOWER REQUIRMENTS.

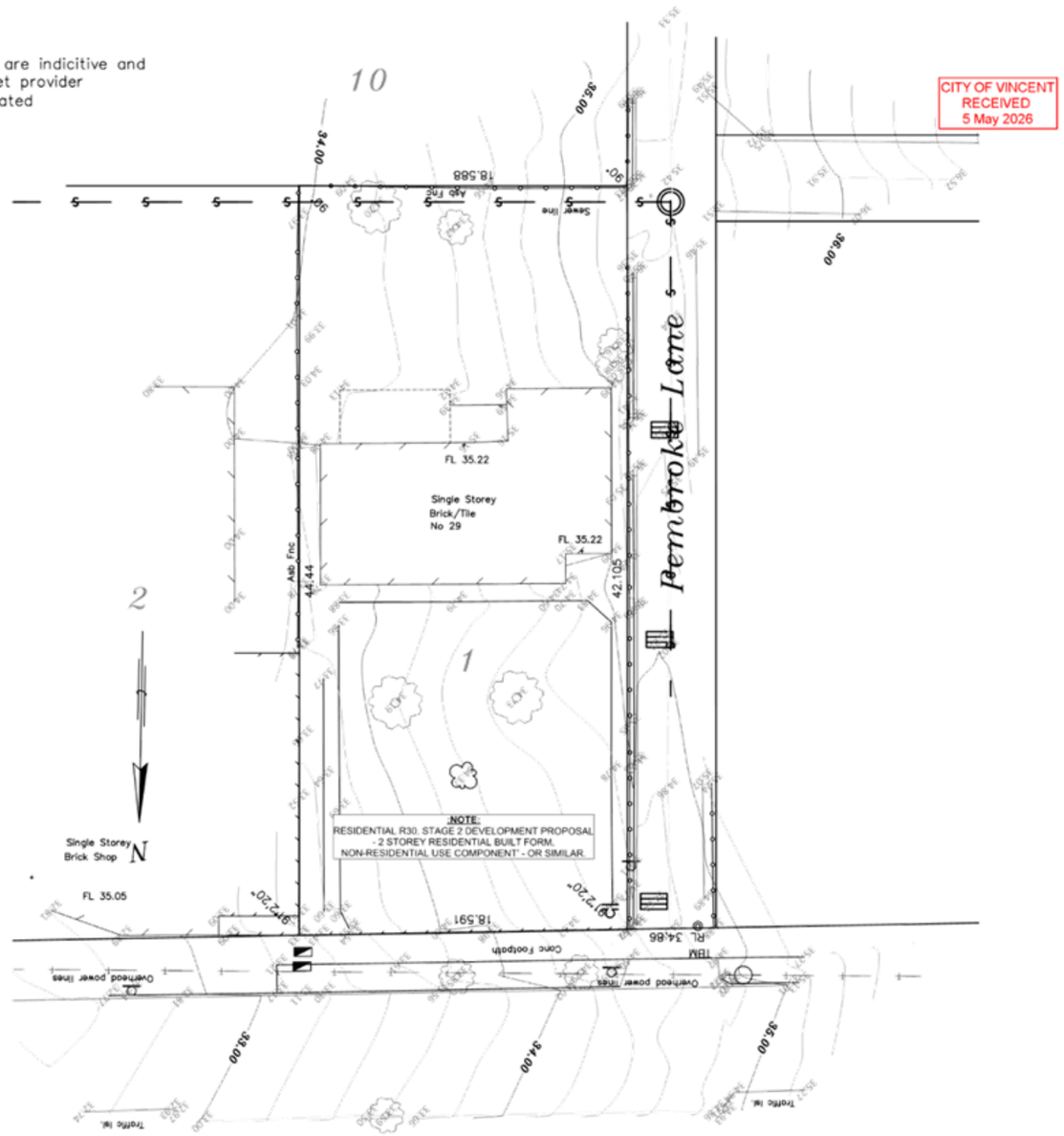
Note: Boundary location and dimensions subject to survey

Disclaimer : All underground services shown are indicitive and need to be verified by contacting the Asset provider
Only visible surface services have been located
All other services need to be verified

Scale 1:200

Key Features
- Telecom
- Water meter
- Power Pole
- Power Dome
- Sewer M/H

CITY OF VINCENT
RECEIVED
5 May 2026



TERMITE NOTE:
- TERMITE TREATMENT IN ACCORDANCE WITH BCA 3.1.3
- PHYSICAL TERMITE BARRIER TO BE INSTALLED ALONG EXTERNAL BOUNDARY WALLS AS PER AS 3660.1
- CHEMICAL TERMITE TREATMENT AS PER AS 3660.1. WHERE APPLICABLE. CHEMICAL TERMITE TREATMENT TO BE REPLENISHED VIA RETICULATION SYSTEM WITH AN EVEN AND CONTINUOUS DISTRIBUTION OF CHEMICAL INTO SOIL

ENGINEER NOTE:
- THESE PLANS ARE NOT FOR CONSTRUCTION PURPOSES UNLESS FULLY CERTIFIED BY A QUALIFIED STRUCTURAL ENGINEER.
- ALL DRAWINGS TO BE READ IN CONJUNCTION WITH ENG'S DETAILS
- ALL BEAM THROUGHOUT (TIMBER, STEEL & T-BARS) AT THE STRUCTURAL ENGINEERS DISCRETION. REFER TO ENGINEERS PLANS
- REFER TO ENGINEERS DETAILS FOR STRUCTURAL COLUMN PLACEMENT
- REFER TO ENGINEER'S DETAILS FOR WIND CLASSIFICATION

EXISTING SITE PLAN
1:200

0 1 2 3 4 5

db Surveys
55 Chrysostom Street Trigg Perth 6029
Ph/Fax 61 8 94481033
LICENSED LAND and ENGINEERING SURVEYORS

Feature Survey
Lot 1 on Diag 11538
29 Green Street Mt Hawthorn

Dwg:FS801–09
db surveys LICENSED LAND SURVEYORS

Datum AHD
Contour Interval 0.2m

TITLE: Existing Site Plan
SHEET: 1
DRAWN: JR
CHECKED: NK
PAGE SIZE: A2

PLANNING DRAWINGS - COUNCIL ISSUE.

DATE	DRAWING TYPE	REV.
25/08/25	NEW LOT SUB - CONCEPTUAL DRAWINGS	07
29/09/25	PLANNING DOCUMENTATION	00
24/10/25	PLANNING DOCUMENTATION	01
24/02/26	PLANNING DOCUMENTATION- Council Amend	02
19/03/26	PLANNING DOCUMENTATION- Council Amend	03
05/05/26	PLANNING DOCUMENTATION- Council Amend	04

CONCEPT DESIGN FOR PROPOSED SMALL DWELLING LOTS & NON-RESIDENTIAL USE LOT DEVELOPMENT

LOT 1 (#29) GREEN STREET, MOUNT HAWTHORN.

KPS BUILDING GROUP
BRN: 101689
ABN: 58 610 354 455
MOBILE: 0411 695 476
Ph: +61 8 9201 0404

JLR DESIGN & DRAFTING
ABN: 92 284 305 114
M: 0404 348 115
E: jlrdrafting@westnet.com.au

N
RELATIVE TO PLAN VIEW ONLY

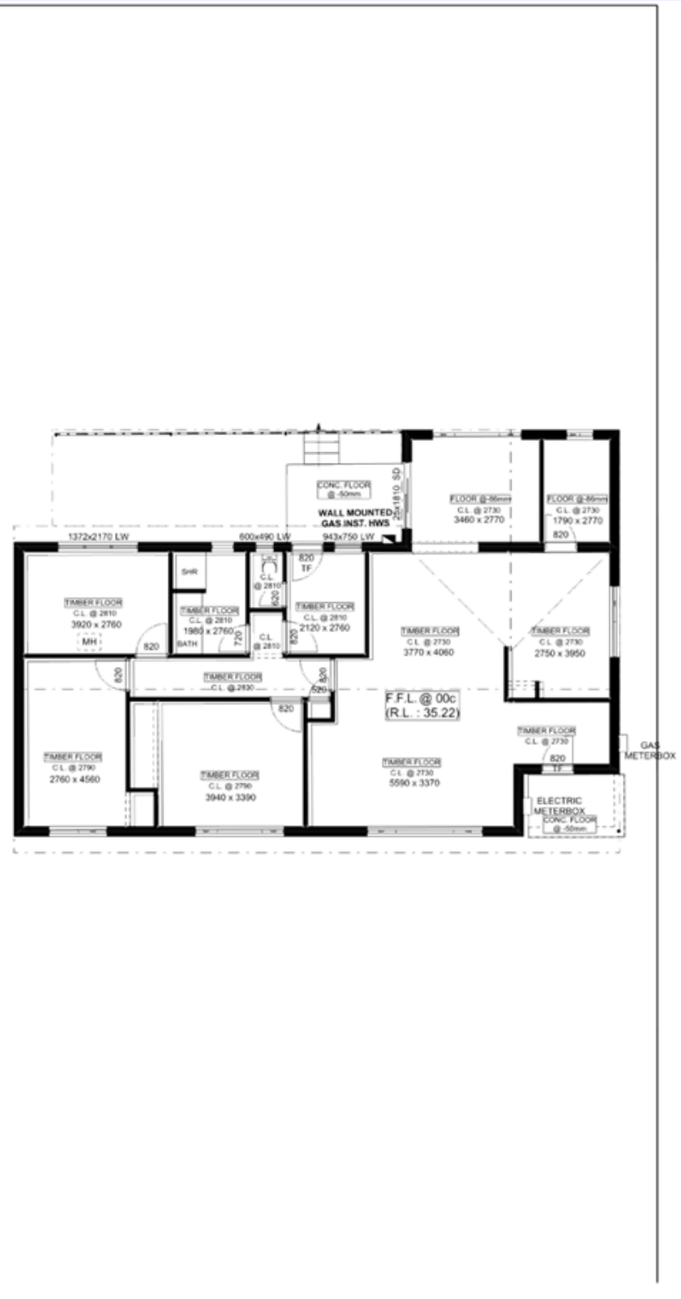
GENERAL NOTES:

- LOCATION OF DOWN PIPES IS INDICATIVE ONLY & MAY BE CHANGED AT BUILDERS DISCRETION
- PROVIDE HOOP IRON HOLDING DOWN STRAPS TO AS 4055.
- 230w FACE BRICKWORK EXTERNALLY U.N.O.
- ALLOW 500mm SPACING BETWEEN SMOKE DETECTORS & RETURN AIR GRILL LOCATIONS.
- CONCRETE NOTE: 50mm SET DOWN TO HOBLESS SHOWERS

PLUMBER NOTE:

- PLUMBER TO ALLOW REFLUX VALVE FOR HOBLESS SHOWER REQUIRMENTS.

CITY OF VINCENT
RECEIVED
5 May 2026



TERMITE NOTE:

- TERMITE TREATMENT IN ACCORDANCE WITH BCA 3.1.3
- PHYSICAL TERMITE BARRIER TO BE INSTALLED ALONG EXTERNAL BOUNDARY WALLS AS PER AS 3660.1
- CHEMICAL TERMITE TREATMENT AS PER AS 3660.1 WHERE APPLICABLE, CHEMICAL TERMITE TREATMENT TO BE REPLENISHED VIA RETICULATION SYSTEM WITH AN EVEN AND CONTINUOUS DISTRIBUTION OF CHEMICAL INTO SOIL

ENGINEER NOTE:

- THESE PLANS ARE NOT FOR CONSTRUCTION PURPOSES UNLESS FULLY CERTIFIED BY A QUALIFIED STRUCTURAL ENGINEER
- ALL DRAWINGS TO BE READ IN CONJUNCTION WITH ENG'S DETAILS
- ALL BEAM THROUGHOUT (TIMBER, STEEL & T-BARS) AT THE STRUCTURAL ENGINEERS DISCRETION. REFER TO ENGINEERS PLANS
- REFER TO ENGINEERS DETAILS FOR STRUCTURAL COLUMN PLACEMENT
- REFER TO ENGINEER'S DETAILS FOR WIND CLASSIFICATION

EXISTING FLOOR PLAN

1:100

0 1 2 3 4 5

TITLE:	Existing Plan
SHEET:	2
DRAWN:	JR
CHECKED:	NK
PAGE SIZE:	A2

PLANNING DRAWINGS - COUNCIL ISSUE.

DATE	DRAWING TYPE	REV.
25/08/25	NEW LOT SUB - CONCEPTUAL DRAWINGS	07
29/09/25	PLANNING DOCUMENTATION	00
24/10/25	PLANNING DOCUMENTATION	01
24/02/26	PLANNING DOCUMENTATION- Council Amend	02
19/03/26	PLANNING DOCUMENTATION- Council Amend	03
05/05/26	PLANNING DOCUMENTATION- Council Amend	04

CONCEPT DESIGN FOR PROPOSED SMALL DWELLING LOTS & NON-RESIDENTIAL USE LOT DEVELOPMENT

LOT 1 (#29) GREEN STREET, MOUNT HAWTHORN.

KPS BUILDING GROUP
BRN: 101689
ABN: 58 610 354 455
MOBILE: 0411 695 476
Ph: +61 8 9201 0404

JLR DESIGN & DRAFTING
ABN: 92 284 305 114
M: 0404 348 115
E: jlrdrafting@westnet.com.au

N

RELATIVE TO PLAN VIEW ONLY

GENERAL NOTES:
- LOCATION OF DOWN PIPES IS INDICATIVE ONLY & MAY BE CHANGED AT BUILDERS DISCRETION
- PROVIDE HOOP IRON HOLDING DOWN STRAPS TO AS 4055.
- 230w FACE BRICKWORK EXTERNALLY U.N.O.
- ALLOW 500mm SPACING BETWEEN SMOKE DETECTORS & RETURN AIR GRILL LOCATIONS.
- CONCRETE NOTE: 50mm SET DOWN TO HOBLESS SHOWERS

PLUMBER NOTE:
- PLUMBER TO ALLOW REFLUX VALVE FOR HOBLESS SHOWER REQUIRMENTS.

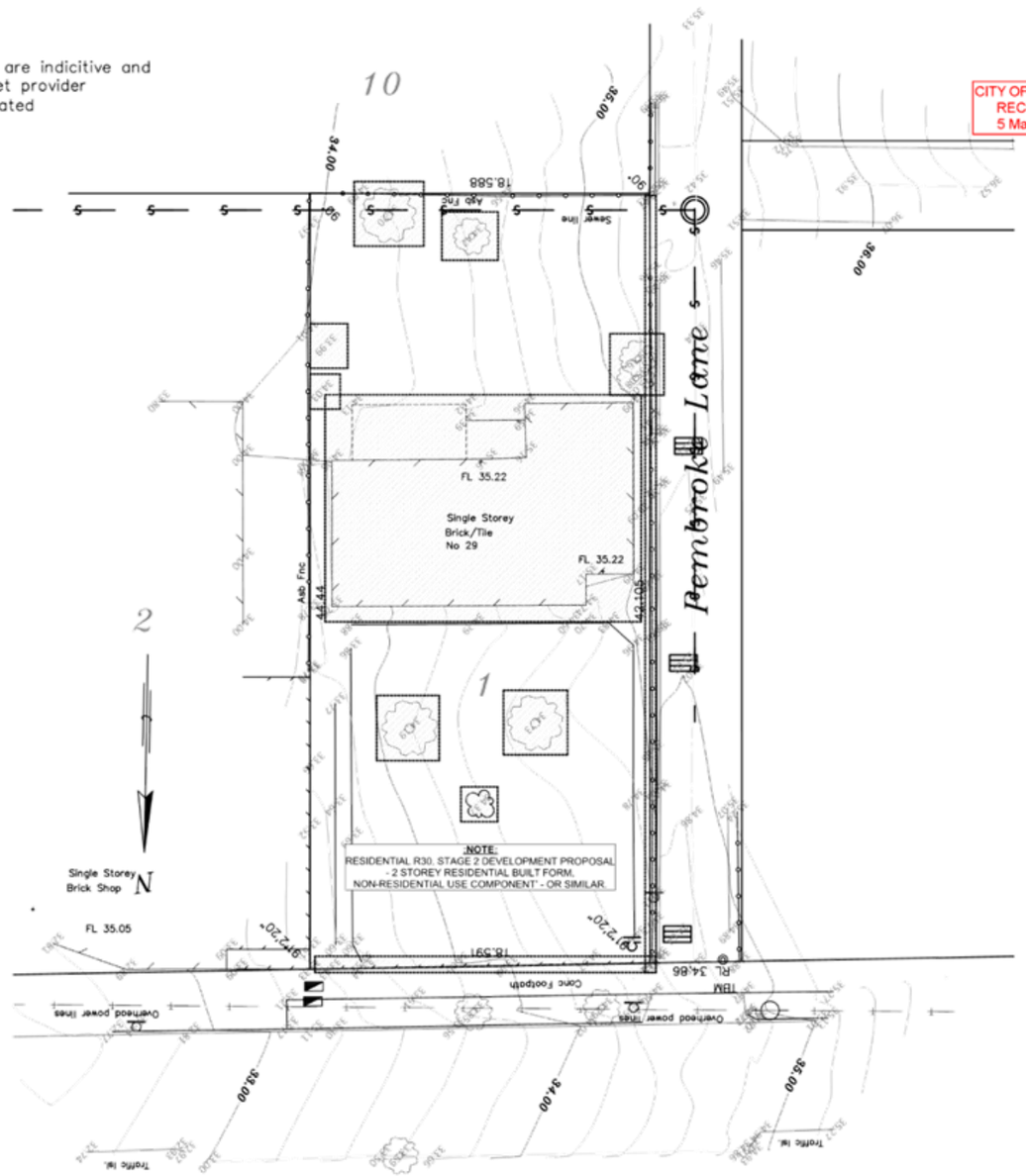
Note: Boundary location and dimensions subject to survey

Disclamer : All underground services shown are indicitive and need to be verified by contacting the Asset provider
Only visible surface services have been located
All other services need to be verified

Scale 1:200

Key Features
- Telecom
- Water meter
- Power Pole
- Power Dome
- Sewer M/H

CITY OF VINCENT
RECEIVED
5 May 2026



NOTE:
- REMOVE & CLEAR ALL STRUCTURES & EXISTING MATERIAL SHOWN DASHED
- PLEASE REMOVE ALL BELOW GROUND OBSTRUCTIONS WITHIN & SURROUNDING ANY PROPOSED STRUCTURE.

HATCH DENOTES ALL STRUCTURES & OBJECTS TO BE DEMOLISHED & REMOVED PRIOR TO COMMENCMENT OF NEW STRUCTURE

TERMITE NOTE:
- TERMITE TREATMENT IN ACCORDANCE WITH BCA 3.1.3
- PHYSICAL TERMITE BARRIER TO BE INSTALLED ALONG EXTERNAL BOUNDARY WALLS AS PER AS 3660.1
- CHEMICAL TERMITE TREATMENT AS PER AS 3660.1. WHERE APPLICABLE, CHEMICAL TERMITE TREATMENT TO BE REPLENISHED VIA RETICULATION SYSTEM WITH AN EVEN AND CONTINUOUS DISTRIBUTION OF CHEMICAL INTO SOIL

ENGINEER NOTE:
- THESE PLANS ARE NOT FOR CONSTRUCTION PURPOSES UNLESS FULLY CERTIFIED BY A QUALIFIED STRUCTURAL ENGINEER
- ALL DRAWINGS TO BE READ IN CONJUNCTION WITH ENG'S DETAILS
- ALL BEAM THROUGHOUT (TIMBER, STEEL & T-BARS) AT THE STRUCTURAL ENGINEERS DISCRETION. REFER TO ENGINEERS PLANS
- REFER TO ENGINEERS DETAILS FOR STRUCTURAL COLUMN PLACEMENT
- REFER TO ENGINEER'S DETAILS FOR WIND CLASSIFICATION

DEMOLITION PLAN
1:200

0 1 2 3 4 5

db Surveys
55 Chrysostom Street Trigg Perth 6029
Ph/Fax 61 8 94481033
LICENSED LAND and ENGINEERING SURVEYORS

Feature Survey
Lot 1 on Diag 11538
29 Green Street Mt Hawthorn

Dwg:FS801-09
db surveys
LICENSED LAND SURVEYORS

Datum AHD
Contour Interval 0.2m

TITLE: Demolition Plan
SHEET: 3
DRAWN: JR
CHECKED: NK
PAGE SIZE: A2

PLANNING DRAWINGS - COUNCIL ISSUE.

DATE	DRAWING TYPE	REV.
25/08/25	NEW LOT SUB - CONCEPTUAL DRAWINGS	07
29/09/25	PLANNING DOCUMENTATION	00
24/10/25	PLANNING DOCUMENTATION	01
24/02/26	PLANNING DOCUMENTATION- Council Amend	02
19/03/26	PLANNING DOCUMENTATION- Council Amend	03
05/05/26	PLANNING DOCUMENTATION- Council Amend	04

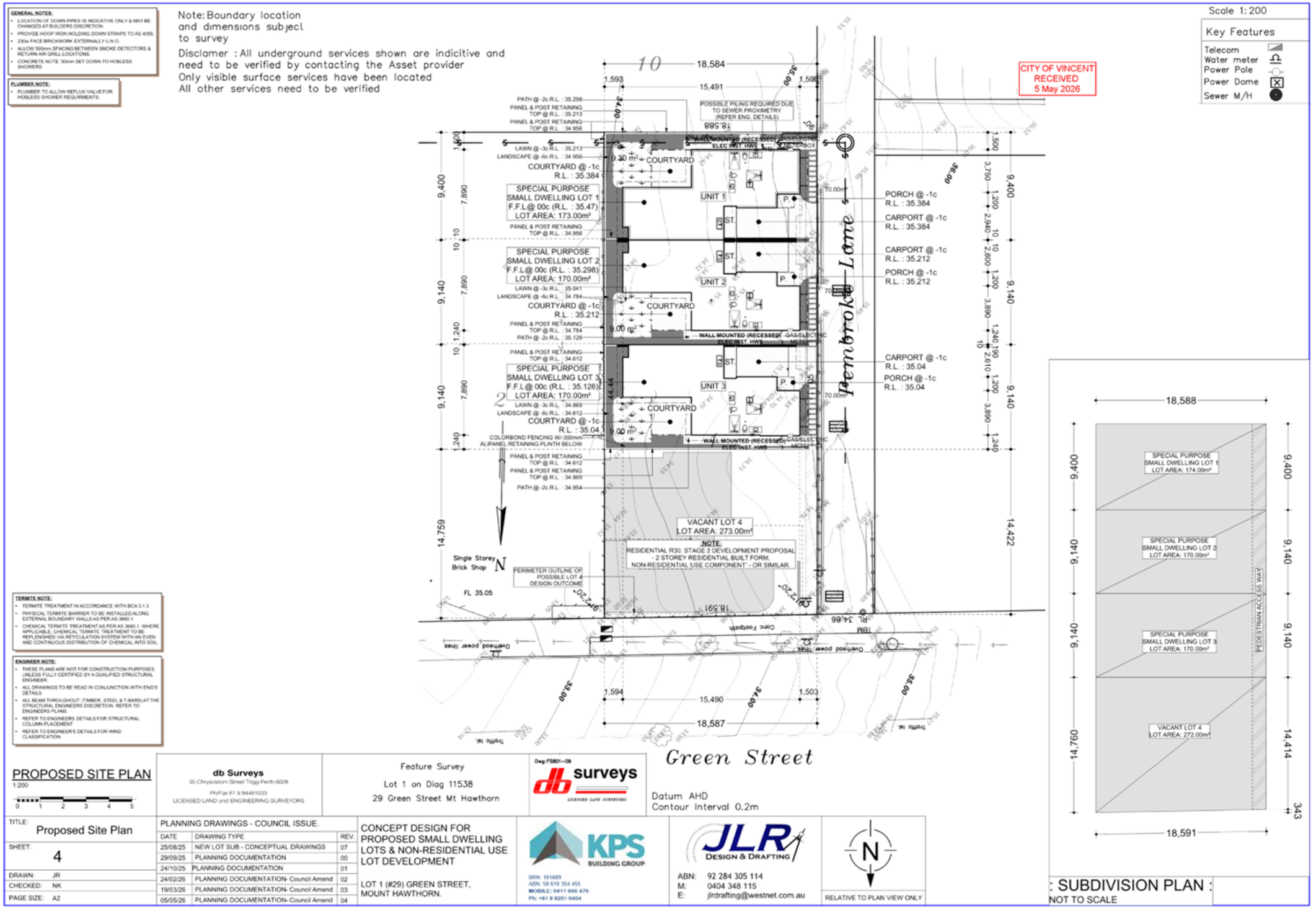
CONCEPT DESIGN FOR PROPOSED SMALL DWELLING LOTS & NON-RESIDENTIAL USE LOT DEVELOPMENT

LOT 1 (#29) GREEN STREET, MOUNT HAWTHORN.

KPS BUILDING GROUP
BRN: 101689
ABN: 58 610 354 455
MOBILE: 0411 695 476
Ph: +61 8 9201 0404

JLR DESIGN & DRAFTING
ABN: 92 284 305 114
M: 0404 348 115
E: jlrdrafting@westnet.com.au

N
RELATIVE TO PLAN VIEW ONLY


GENERAL NOTES:
LOCATION OF DOWN PIPES IS INDICATIVE ONLY & MAY BE CHANGED AT BUILDERS DISCRETION
PROVIDE HOOP IRON HOLDING DOWN STRAPS TO AS 4055.
230w FACE BRICKWORK EXTERNALLY U.N.O.
ALLOW 500mm SPACING BETWEEN SMOKE DETECTORS & RETURN AIR GRILL LOCATIONS.
CONCRETE NOTE: 50mm SET DOWN TO HOBLESS SHOWERS
PLUMBER NOTE:
PLUMBER TO ALLOW REFLUX VALVE FOR HOBLESS SHOWER REQUIRMENTS.
Note: Boundary location and dimensions subject to survey
Disclamer : All underground services shown are indicitive and need to be verified by contacting the Asset provider
Only visible surface services have been located
All other services need to be verified
Scale 1:200
Key Features
Telecom
Water meter
Power Pole
Power Dome
Sewer M/H
CITY OF VINCENT
RECEIVED
5 May 2026
Pembroke Lane
Green Street
SPECIAL PURPOSE SMALL DWELLING LOT 1 F.F.L@ 00c (R.L. : 35.47) LOT AREA: 173.00m²
SPECIAL PURPOSE SMALL DWELLING LOT 2 F.F.L@ 00c (R.L. : 35.298) LOT AREA: 170.00m²
SPECIAL PURPOSE SMALL DWELLING LOT 3 F.F.L@ 00c (R.L. : 35.126) LOT AREA: 170.00m²
VACANT LOT 4 LOT AREA: 273.00m²
NOTE: RESIDENTIAL R30. STAGE 2 DEVELOPMENT PROPOSAL - 2 STOREY RESIDENTIAL BUILT FORM. NON-RESIDENTIAL USE COMPONENT' - OR SIMILAR.
COURTYARD @ -1c R.L. : 35.384
COURTYARD @ -1c R.L. : 35.212
COURTYARD @ -1c R.L. : 35.04
PORCH @ -1c R.L. : 35.384
CARPORT @ -1c R.L. : 35.384
CARPORT @ -1c R.L. : 35.212
PORCH @ -1c R.L. : 35.212
CARPORT @ -1c R.L. : 35.04
PORCH @ -1c R.L. : 35.04
UNIT 1
UNIT 2
UNIT 3
POSSIBLE PILING REQUIRED DUE TO SEWER PROXIMETRY (REFER ENG. DETAILS)
Single Storey Brick Shop
PERIMETER OUTLINE OF POSSIBLE LOT 4 DESIGN OUTCOME
FL 35.05
18,584
15,491
18,587
15,490
14,759
14,422
SUBDIVISION PLAN :
NOT TO SCALE
SPECIAL PURPOSE SMALL DWELLING LOT 1 LOT AREA: 174.00m²
SPECIAL PURPOSE SMALL DWELLING LOT 2 LOT AREA: 170.00m²
SPECIAL PURPOSE SMALL DWELLING LOT 3 LOT AREA: 170.00m²
VACANT LOT 4 LOT AREA: 272.00m²
PEDESTRIAN ACCESS WAY
18,588
18,591
14,760
14,414
343
TERMITE NOTE:
TERMITE TREATMENT IN ACCORDANCE WITH BCA 3.1.3
PHYSICAL TERMITE BARRIER TO BE INSTALLED ALONG EXTERNAL BOUNDARY WALLS AS PER AS 3660.1
CHEMICAL TERMITE TREATMENT AS PER AS 3660.1. WHERE APPLICABLE, CHEMICAL TERMITE TREATMENT TO BE REPLENISHED VIA RETICULATION SYSTEM WITH AN EVEN AND CONTINUOUS DISTRIBUTION OF CHEMICAL INTO SOIL
ENGINEER NOTE:
THESE PLANS ARE NOT FOR CONSTRUCTION PURPOSES UNLESS FULLY CERTIFIED BY A QUALIFIED STRUCTURAL ENGINEER
ALL DRAWINGS TO BE READ IN CONJUNCTION WITH ENG'S DETAILS
ALL BEAM THROUGHOUT (TIMBER, STEEL & T-BARS) AT THE STRUCTURAL ENGINEERS DISCRETION. REFER TO ENGINEERS PLANS
REFER TO ENGINEERS DETAILS FOR STRUCTURAL COLUMN PLACEMENT
REFER TO ENGINEER'S DETAILS FOR WIND CLASSIFICATION
PROPOSED SITE PLAN
1:200
db Surveys
55 Chrysostom Street Trigg Perth 6029
Ph/Fax 61 8 94481033
LICENSED LAND and ENGINEERING SURVEYORS
Feature Survey
Lot 1 on Diag 11538
29 Green Street Mt Hawthorn
Dwg:FS801-09
db surveys
LICENSED LAND SURVEYORS
Datum AHD
Contour Interval 0.2m
TITLE: Proposed Site Plan
SHEET: 4
DRAWN: JR
CHECKED: NK
PAGE SIZE: A2
PLANNING DRAWINGS - COUNCIL ISSUE.
DATE | DRAWING TYPE | REV.
25/08/25 | NEW LOT SUB - CONCEPTUAL DRAWINGS | 07
29/09/25 | PLANNING DOCUMENTATION | 00
24/10/25 | PLANNING DOCUMENTATION | 01
24/02/26 | PLANNING DOCUMENTATION- Council Amend | 02
19/03/26 | PLANNING DOCUMENTATION- Council Amend | 03
05/05/26 | PLANNING DOCUMENTATION- Council Amend | 04
CONCEPT DESIGN FOR PROPOSED SMALL DWELLING LOTS & NON-RESIDENTIAL USE LOT DEVELOPMENT
LOT 1 (#29) GREEN STREET, MOUNT HAWTHORN.
KPS BUILDING GROUP
BRN: 101689
ABN: 58 610 354 455
MOBILE: 0411 695 476
Ph: +61 8 9201 0404
JLR DESIGN & DRAFTING
ABN: 92 284 305 114
M: 0404 348 115
E: jlrdrafting@westnet.com.au
N
RELATIVE TO PLAN VIEW ONLY

GENERAL NOTES:
- LOCATION OF DOWN PIPES IS INDICATIVE ONLY & MAY BE CHANGED AT BUILDERS DISCRETION
- PROVIDE HOOP IRON HOLDING DOWN STRAPS TO AS 4055.
- 230w FACE BRICKWORK EXTERNALLY U.N.O.
- ALLOW 500mm SPACING BETWEEN SMOKE DETECTORS & RETURN AIR GRILL LOCATIONS.
- CONCRETE NOTE: 50mm SET DOWN TO HOBLESS SHOWERS

PLUMBER NOTE:
- PLUMBER TO ALLOW REFLUX VALVE FOR HOBLESS SHOWER REQUIRMENTS.

STORMWATER CALCULATIONS

REQUIRED SOAKWELL CAPACITY
= 1m³ OF STORAGE PER 65m² OF ROOF/PAVING AREA

REQUIRED MINIMUM TOTAL CAPACITY
= ROOF/PAVING AREA OF (475.00m² / 65m²) x 1m³ = 7.31m³

SELECTED SOAKWELLS
3 x 1500Ø x 1500D (2.65m³) = 7.95m³

TOTAL SOAKWELL CAPACITY = 7.95m³

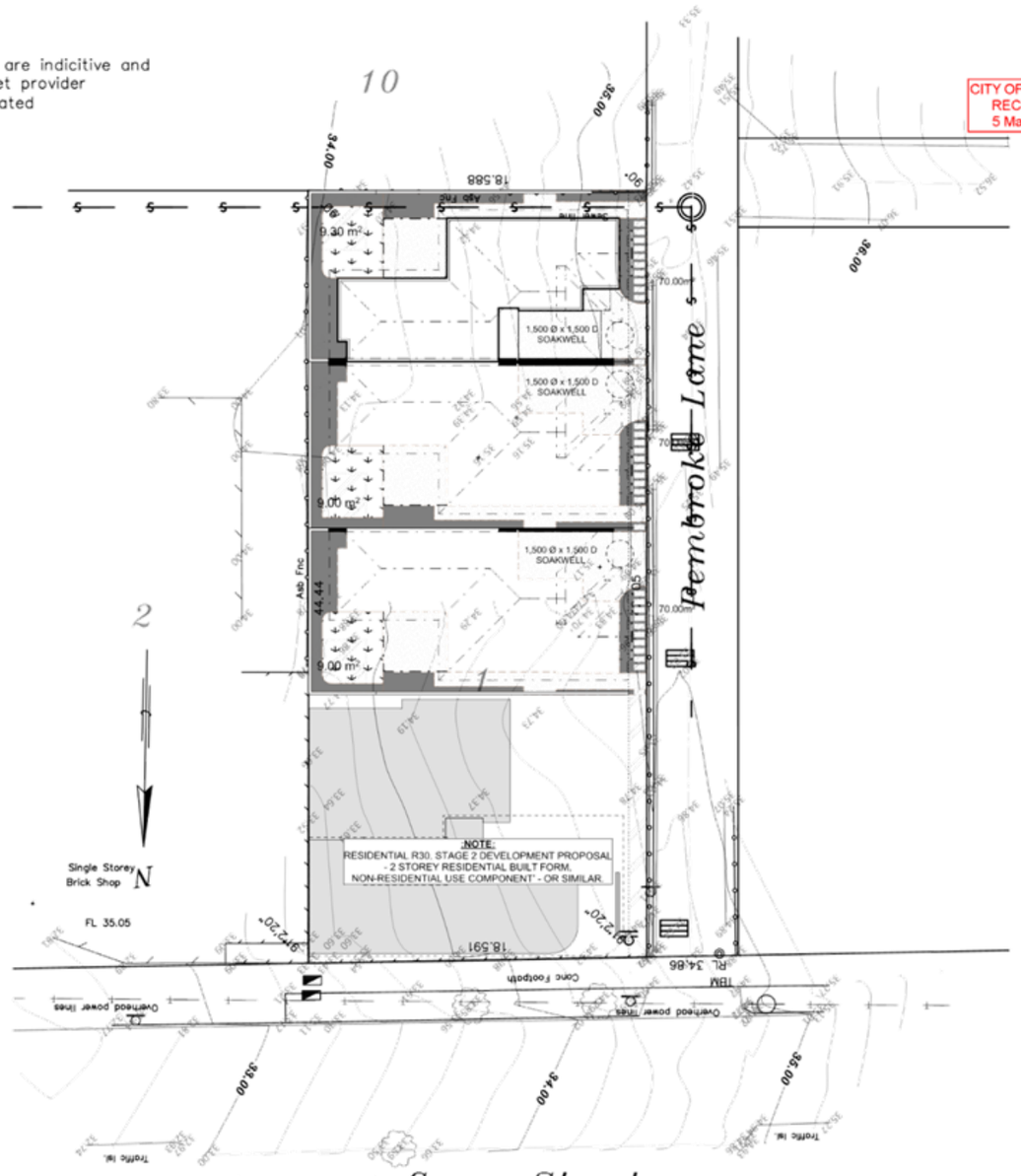
Note: Boundary location and dimensions subject to survey

Disclamer : All underground services shown are indicitive and need to be verified by contacting the Asset provider
Only visible surface services have been located
All other services need to be verified

Scale 1:200

Key Features
- Telecom
- Water meter
- Power Pole
- Power Dome
- Sewer M/H

CITY OF VINCENT
RECEIVED
5 May 2026



TERMITE NOTE:
- TERMITE TREATMENT IN ACCORDANCE WITH BCA 3.1.3
- PHYSICAL TERMITE BARRIER TO BE INSTALLED ALONG EXTERNAL BOUNDARY WALLS AS PER AS 3660.1
- CHEMICAL TERMITE TREATMENT AS PER AS 3660.1. WHERE APPLICABLE, CHEMICAL TERMITE TREATMENT TO BE REPLENISHED VIA RETICULATION SYSTEM WITH AN EVEN AND CONTINUOUS DISTRIBUTION OF CHEMICAL INTO SOIL

ENGINEER NOTE:
- THESE PLANS ARE NOT FOR CONSTRUCTION PURPOSES UNLESS FULLY CERTIFIED BY A QUALIFIED STRUCTURAL ENGINEER
- ALL DRAWINGS TO BE READ IN CONJUNCTION WITH ENG'S DETAILS
- ALL BEAM THROUGHOUT (TIMBER, STEEL & T-BARS) AT THE STRUCTURAL ENGINEERS DISCRETION. REFER TO ENGINEERS PLANS
- REFER TO ENGINEERS DETAILS FOR STRUCTURAL COLUMN PLACEMENT
- REFER TO ENGINEER'S DETAILS FOR WIND CLASSIFICATION

STORMWATER PLAN
1:200

0 1 2 3 4 5

db Surveys
55 Chrysostom Street Trigg Perth 6029
Ph/Fax 61 8 94481033
LICENSED LAND and ENGINEERING SURVEYORS

Feature Survey
Lot 1 on Diag 11538
29 Green Street Mt Hawthorn

Dwg:FS801–09
db surveys LICENSED LAND SURVEYORS

Datum AHD
Contour Interval 0.2m

TITLE: Proposed Stormwater Plan
SHEET: 5
DRAWN: JR
CHECKED: NK
PAGE SIZE: A2

PLANNING DRAWINGS - COUNCIL ISSUE.

DATE	DRAWING TYPE	REV.
25/08/25	NEW LOT SUB - CONCEPTUAL DRAWINGS	07
29/09/25	PLANNING DOCUMENTATION	00
24/10/25	PLANNING DOCUMENTATION	01
24/02/26	PLANNING DOCUMENTATION- Council Amend	02
19/03/26	PLANNING DOCUMENTATION- Council Amend	03
05/05/26	PLANNING DOCUMENTATION- Council Amend	04

CONCEPT DESIGN FOR PROPOSED SMALL DWELLING LOTS & NON-RESIDENTIAL USE LOT DEVELOPMENT

LOT 1 (#29) GREEN STREET, MOUNT HAWTHORN.

KPS BUILDING GROUP
BRN: 101689
ABN: 58 610 354 455
MOBILE: 0411 695 476
Ph: +61 8 9201 0404

JLR DESIGN & DRAFTING
ABN: 92 284 305 114
M: 0404 348 115
E: jlrdrafting@westnet.com.au

N
RELATIVE TO PLAN VIEW ONLY

GENERAL NOTES:
- LOCATION OF DOWN PIPES IS INDICATIVE ONLY & MAY BE CHANGED AT BUILDERS DISCRETION
- PROVIDE HOOP IRON HOLDING DOWN STRAPS TO AS 4055.
- 230w FACE BRICKWORK EXTERNALLY U.N.O.
- ALLOW 500mm SPACING BETWEEN SMOKE DETECTORS & RETURN AIR GRILL LOCATIONS
- CONCRETE NOTE: 50mm SET DOWN TO HOBLESS SHOWERS

PLUMBER NOTE:
- PLUMBER TO ALLOW REFLUX VALVE FOR HOBLESS SHOWER REQUIRMENTS

(S) DENOTES HARD-WIRED SMOKE DETECTOR

:PLANTING SCHEDULE:

SPECIES IMAGE	SYMBOL	TYPE	MAX SIZE (HT x SPREAD)	POT SIZE	QUANTITY
		GROUND COVER 1. DIETES GRANDIFLORA 2. TREMOPHILA GLABRA 3. WESTRINGIA LITHI HORIZONTAL 4. SCAEVOLA PURPLE FUSION 5. DICHONDRA ARGENTEA 'SILVER FALLS'	0.5m - 0.5m 0.1m - cover	14cm 5cm	1 - 69 2 - 69 3 - 96 4 - 60 5 - 0.69m²
		LIRIOPE	0.4m x 0.4m	14cm	42
		NATIVE IRIS	0.5m x 0.5m	14cm	63
		KANGAROO PAW (BIG RED/GOLD)	0.6m x 0.5m	25cm	21
		SNAPDRAGON (SNOW MAIDEN)	1.5m x 0.5m	25cm	28
		LILLY PILLY (RED HEAD)	5m x 2m	5L	00
		MAGNOLIA (KAY PARRIS)	5m x 2m	100L	06
		MAGNOLIA (TEDDY BEAR)	4m x 3m	100L	00
		CAPITAL PEARS	6m x 2m	100L	03
		CRIMSON SPIRE	6m x 1.5m	100L	15
		LEMON (CITRUS)	10.0m - 6.0m	200L	00
		JACARANDA MIMOSIFOLIA	10.0m - 6.0m	200L	00

NOTES:
- Species in undercover/low-light locations to be selected to suit conditions.
- Species availability to be confirmed, substitute species of similar size & type if required.
- All planting areas to have a minimum 75mm organic mulch, top level with adjoining.
- All planting areas to have automated drip line or pop up irrigators/sprayers to suit surface & location type.

:GROUND COVER:

HATCH	TYPE
	Irrigated lawn
	Mulched garden beds
	Brick Paving
	Contrasting Brick Paving
	Stenciled Concrete

TERMITE NOTE:
- TERMITE TREATMENT IN ACCORDANCE WITH BCA 3.1.3
- PHYSICAL TERMITE BARRIER TO BE INSTALLED ALONG EXTERNAL BOUNDARY WALLS AS PER AS 3660.1
- CHEMICAL TERMITE TREATMENT AS PER AS 3660.1. WHERE APPLICABLE. CHEMICAL TERMITE TREATMENT TO BE REPLENISHED VIA RETICULATION SYSTEM WITH AN EVEN AND CONTINUOUS DISTRIBUTION OF CHEMICAL INTO SOIL

ENGINEER NOTE:
- THESE PLANS ARE NOT FOR CONSTRUCTION PURPOSES UNLESS FULLY CERTIFIED BY A QUALIFIED STRUCTURAL ENGINEER.
- ALL DRAWINGS TO BE READ IN CONJUNCTION WITH ENG'S DETAILS
- ALL BEAM THROUGHOUT (TIMBER, STEEL & T-BARS) AT THE STRUCTURAL ENGINEERS DISCRETION. REFER TO ENGINEERS PLANS
- REFER TO ENGINEERS DETAILS FOR STRUCTURAL COLUMN PLACEMENT
- REFER TO ENGINEER'S DETAILS FOR WIND CLASSIFICATION

LANDSCAPING PLAN
1:100

0 1 2 3 4 5

AREA PER UNIT

ROOF AREA(s) ON FLAT:
30° 07' PITCHED ROOF = 125.00m²

CITY OF VINCENT
RECEIVED
5 May 2026

EXAMPLE IMAGE:
TIERED LANDSCAPING PROPOSED
USING COR-TEN GARDEN EDGING PRODUCTS.

TITLE: Proposed Landscape Plan	PLANNING DRAWINGS - COUNCIL ISSUE.		
SHEET: 6	DATE	DRAWING TYPE	REV.
	25/08/25	NEW LOT SUB - CONCEPTUAL DRAWINGS	07
	29/09/25	PLANNING DOCUMENTATION	00
	24/10/25	PLANNING DOCUMENTATION	01
	24/02/26	PLANNING DOCUMENTATION- Council Amend	02
	19/03/26	PLANNING DOCUMENTATION- Council Amend	03
	05/05/26	PLANNING DOCUMENTATION- Council Amend	04
DRAWN: JR			
CHECKED: NK			
PAGE SIZE: A2			

CONCEPT DESIGN FOR PROPOSED SMALL DWELLING LOTS & NON-RESIDENTIAL USE LOT DEVELOPMENT

LOT 1 (#29) GREEN STREET, MOUNT HAWTHORN.

KPS BUILDING GROUP
BRN: 10 1689
ABN: 58 610 354 455
MOBILE: 0411 695 476
Ph: +61 8 9201 0404

JLR DESIGN & DRAFTING
ABN: 92 284 305 114
M: 0404 348 115
E: jlrdrafting@westnet.com.au

N

RELATIVE TO PLAN VIEW ONLY

GENERAL NOTES:
- LOCATION OF DOWN PIPES IS INDICATIVE ONLY & MAY BE CHANGED AT BUILDERS DISCRETION
- PROVIDE HOOP IRON HOLDING DOWN STRAPS TO AS 4055.
- 230w FACE BRICKWORK EXTERNALLY U.N.O.
- ALLOW 500mm SPACING BETWEEN SMOKE DETECTORS & RETURN AIR GRILL LOCATIONS.
- CONCRETE NOTE: 50mm SET DOWN TO HOBLESS SHOWERS

PLUMBER NOTE:
- PLUMBER TO ALLOW REFLUX VALVE FOR HOBLESS SHOWER REQUIRMENTS.

(3) DENOTES HARD-WIRED SMOKE DETECTOR

SITE TOTAL LANDSCAPE/DEEP SOIL AREAS

DENOTES DEEP SOIL AREAS

:DEEP SOIL CALCS.(UNIT 1):	
LOT AREA:	174.00m²
TOTAL DSA LANDSCAPE AREA:	36.35m²
PERCENTAGE:	21.43%
TOTAL LANDSCAPE AREA:	38.13m²
PERCENTAGE:	22.46%

:DEEP SOIL CALCS.(UNIT 2):	
LOT AREA:	170.00m²
TOTAL DSA LANDSCAPE AREA:	35.43m²
PERCENTAGE:	21.25%
TOTAL LANDSCAPE AREA:	39.66m²
PERCENTAGE:	23.74%

:DEEP SOIL CALCS.(UNIT 3):	
LOT AREA:	170.00m²
TOTAL DSA LANDSCAPE AREA:	35.37m²
PERCENTAGE:	21.21%
TOTAL LANDSCAPE AREA:	39.60m²
PERCENTAGE:	23.70%

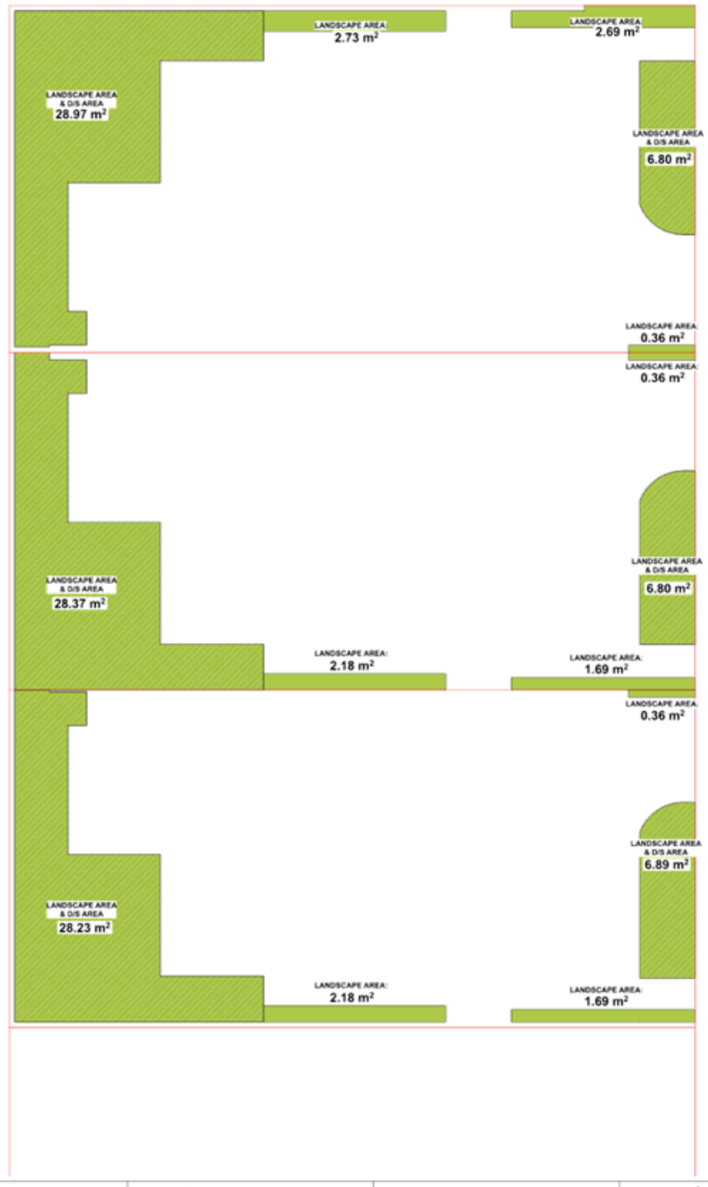
TERMITE NOTE:
- TERMITE TREATMENT IN ACCORDANCE WITH BCA 3.1.3
- PHYSICAL TERMITE BARRIER TO BE INSTALLED ALONG EXTERNAL BOUNDARY WALLS AS PER AS 3660.1
- CHEMICAL TERMITE TREATMENT AS PER AS 3660.1. WHERE APPLICABLE, CHEMICAL TERMITE TREATMENT TO BE REPLENISHED VIA RETICULATION SYSTEM WITH AN EVEN AND CONTINUOUS DISTRIBUTION OF CHEMICAL INTO SOIL

ENGINEER NOTE:
- THESE PLANS ARE NOT FOR CONSTRUCTION PURPOSES UNLESS FULLY CERTIFIED BY A QUALIFIED STRUCTURAL ENGINEER
- ALL DRAWINGS TO BE READ IN CONJUNCTION WITH ENG'S DETAILS
- ALL BEAM THROUGHOUT (TIMBER, STEEL & T-BARS) AT THE STRUCTURAL ENGINEERS DISCRETION. REFER TO ENGINEERS PLANS
- REFER TO ENGINEERS DETAILS FOR STRUCTURAL COLUMN PLACEMENT
- REFER TO ENGINEER'S DETAILS FOR WIND CLASSIFICATION

DEEP SOIL AREA PLAN

1:100

0 1 2 3 4 5



AREA PER UNIT

ROOF AREA(s) ON FLAT:
30° 07' PITCHED ROOF = 125.00m²

CITY OF VINCENT
RECEIVED
5 May 2026

TITLE: Proposed Deep Soil Zone Plan
SHEET: 7
DRAWN: JR
CHECKED: NK
PAGE SIZE: A2

PLANNING DRAWINGS - COUNCIL ISSUE.

DATE	DRAWING TYPE	REV.
25/08/25	NEW LOT SUB - CONCEPTUAL DRAWINGS	07
29/09/25	PLANNING DOCUMENTATION	00
24/10/25	PLANNING DOCUMENTATION	01
24/02/26	PLANNING DOCUMENTATION- Council Amend	02
19/03/26	PLANNING DOCUMENTATION- Council Amend	03
05/05/26	PLANNING DOCUMENTATION- Council Amend	04

CONCEPT DESIGN FOR PROPOSED SMALL DWELLING LOTS & NON-RESIDENTIAL USE LOT DEVELOPMENT

LOT 1 (#29) GREEN STREET, MOUNT HAWTHORN.

KPS BUILDING GROUP
BRN: 101689
ABN: 58 610 354 455
MOBILE: 0411 695 476
Ph: +61 8 9201 0404

JLR DESIGN & DRAFTING
ABN: 92 284 305 114
M: 0404 348 115
E: jlrdrafting@westnet.com.au

N
RELATIVE TO PLAN VIEW ONLY

GENERAL NOTES:
- LOCATION OF DOWN PIPES IS INDICATIVE ONLY & MAY BE CHANGED AT BUILDERS DISCRETION
- PROVIDE HOOP IRON HOLDING DOWN STRAPS TO AS 4055.
- 230w FACE BRICKWORK EXTERNALLY U.N.O.
- ALLOW 500mm SPACING BETWEEN SMOKE DETECTORS & RETURN AIR GRILL LOCATIONS.
- CONCRETE NOTE: 50mm SET DOWN TO HOBLESS SHOWERS

PLUMBER NOTE:
- PLUMBER TO ALLOW REFLUX VALVE FOR HOBLESS SHOWER REQUIRMENTS.

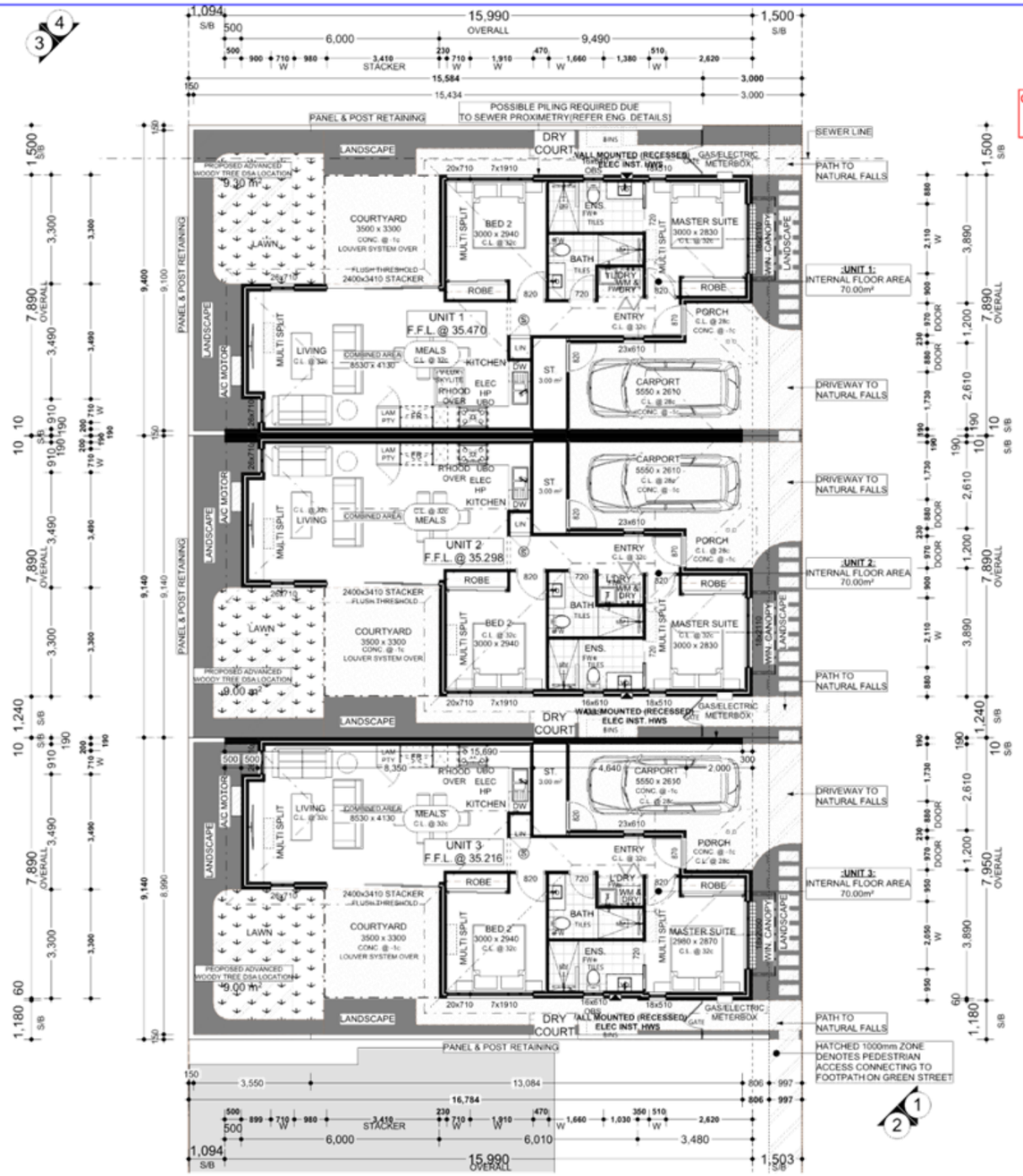
③ DENOTES HARD-WIRED SMOKE DETECTOR

TERMITE NOTE:
- TERMITE TREATMENT IN ACCORDANCE WITH BCA 3.1.3
- PHYSICAL TERMITE BARRIER TO BE INSTALLED ALONG EXTERNAL BOUNDARY WALLS AS PER AS 3660.1
- CHEMICAL TERMITE TREATMENT AS PER AS 3660.1 WHERE APPLICABLE. CHEMICAL TERMITE TREATMENT TO BE REPLENISHED VIA RETICULATION SYSTEM WITH AN EVEN AND CONTINUOUS DISTRIBUTION OF CHEMICAL INTO SOIL

ENGINEER NOTE:
- THESE PLANS ARE NOT FOR CONSTRUCTION PURPOSES UNLESS FULLY CERTIFIED BY A QUALIFIED STRUCTURAL ENGINEER
- ALL DRAWINGS TO BE READ IN CONJUNCTION WITH ENG'S DETAILS
- ALL BEAM THROUGHOUT (TIMBER, STEEL & T-BARS) AT THE STRUCTURAL ENGINEERS DISCRETION. REFER TO ENGINEERS PLANS
- REFER TO ENGINEERS DETAILS FOR STRUCTURAL COLUMN PLACEMENT
- REFER TO ENGINEER'S DETAILS FOR WIND CLASSIFICATION

PROPOSED FLOOR PLAN

1:100



AREA PER UNIT

ROOF AREA(s) ON FLAT:
30° 07' PITCHED ROOF = 125.00m²

CITY OF VINCENT
RECEIVED
5 May 2026

Residential Unit 1 - Floor Area

Floor	Location	Area	Perimeter
Ground floor			
	ALFRESCO	11.55	13.60
	CARPORT	12.74	14.70
	DWELLING	80.72	47.04
	PORCH	1.80	5.40
	STORE	3.20	8.06
		110.01 m²	88.80 m

Residential Unit 2 - Floor Area

Floor	Location	Area	Perimeter
Ground floor			
	ALFRESCO	11.55	13.60
	CARPORT	12.74	14.70
	DWELLING	80.72	47.04
	PORCH	1.80	5.40
	STORE	3.20	8.06
		110.01 m²	88.80 m

Residential Unit 3 - Floor Area

Floor	Location	Area	Perimeter
Ground floor			
	ALFRESCO	11.55	13.60
	CARPORT	12.74	14.70
	DWELLING	80.93	47.16
	PORCH	1.80	5.40
	STORE	3.20	8.06
		110.22 m²	88.92 m

TITLE:	Proposed Overall Plan
SHEET:	8
DRAWN:	JR
CHECKED:	NK
PAGE SIZE:	A2

PLANNING DRAWINGS - COUNCIL ISSUE.

DATE	DRAWING TYPE	REV.
25/08/25	NEW LOT SUB - CONCEPTUAL DRAWINGS	07
29/09/25	PLANNING DOCUMENTATION	00
24/10/25	PLANNING DOCUMENTATION	01
24/02/26	PLANNING DOCUMENTATION- Council Amend	02
19/03/26	PLANNING DOCUMENTATION- Council Amend	03
05/05/26	PLANNING DOCUMENTATION- Council Amend	04

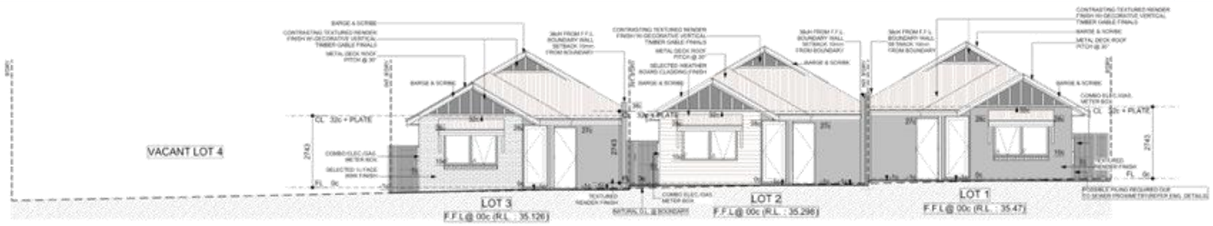
CONCEPT DESIGN FOR PROPOSED SMALL DWELLING LOTS & NON-RESIDENTIAL USE LOT DEVELOPMENT

LOT 1 (#29) GREEN STREET, MOUNT HAWTHORN.

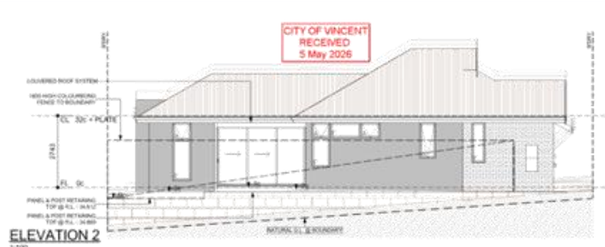
KPS BUILDING GROUP
BRN: 101689
ABN: 58 610 354 455
MOBILE: 0411 695 476
Ph: +61 8 9201 0404

JLR DESIGN & DRAFTING
ABN: 92 284 305 114
M: 0404 348 115
E: jlrdrafting@westnet.com.au

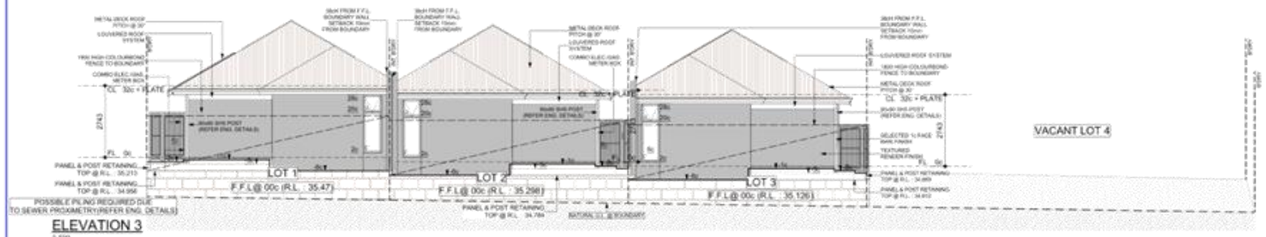
N
RELATIVE TO PLAN VIEW ONLY



ELEVATION 1
1:100

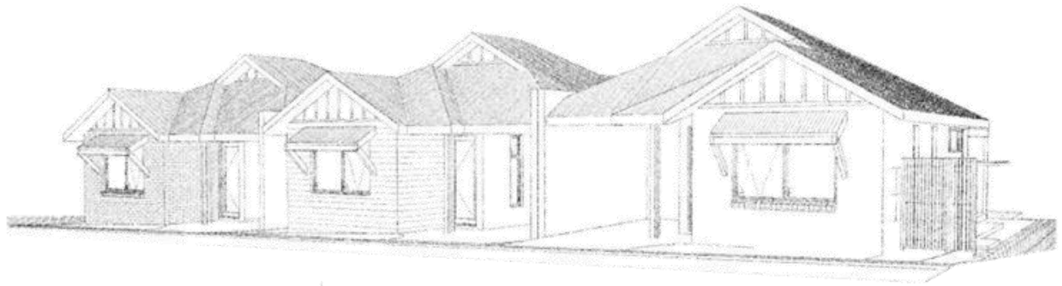


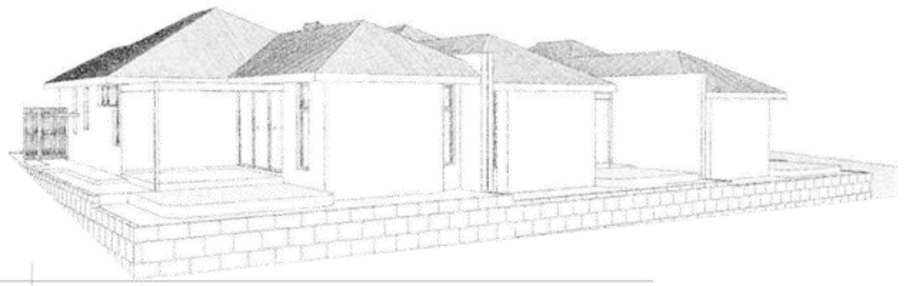
ELEVATION 2
1:100



ELEVATION 3
1:100

ELEVATION 4
1:100





MATERIALS PALETTE

:SITE EFFICIENCY & RECYCLING:

1. RE-USE OF DEMOLITION MATERIAL (E.G. BRICKS & JARRAH BOARDS)
2. SOLAR ENERGY
3. WATER TANKS
4. PROVISIONS FOR ELECTRIC VEHICLE CHARGING TO CAR BAYS

TITLE: Elevations/Renders
SHEET: 9
DRAWN: JR
CHECKED: NK
PAGE SIZE: A2

DATE	DRAWING TYPE	REV.
25/08/25	NEW LOT SUB - CONCEPTUAL DRAWINGS	07
29/09/25	PLANNING DOCUMENTATION	00
24/10/25	PLANNING DOCUMENTATION	01
24/02/26	PLANNING DOCUMENTATION- Council Amend	02
19/03/26	PLANNING DOCUMENTATION- Council Amend	03
05/05/26	PLANNING DOCUMENTATION- Council Amend	04

PLANNING DRAWINGS - COUNCIL ISSUE.

CONCEPT DESIGN FOR PROPOSED SMALL DWELLING LOTS & NON-RESIDENTIAL USE LOT DEVELOPMENT

LOT 1 (#29) GREEN STREET, MOUNT HAWTHORN.

KPS BUILDING GROUP

JLR DESIGN & DRAFTING
ABN: 92 284 305 114
M: 0404 348 115
E: jldrafting@westnet.com.au

N
RELATIVE TO PLAN VIEW ONLY

APPLICANT RESPONSE TO CITY AND DRP COMMENTS – SMALL DWELLINGS DEVELOPMENT AT 29 GREEN STREET, MOUNT HAWTHORN

CITY OF VINCENT – RFI

RETAINING WALL HEIGHT

Request for changes/justification to site works to address retaining wall height of 1.43m with nil lot boundary setback.

Request relates to proposed built form of dwellings being revised to better respond to the natural ground level and natural features of the site at the lot boundary (eastern), i.e. requiring minimal fill.

Applicant advised to work further on this element of the proposal so that the application can be brought into a better position of full support.

JLR DESIGN COMMENTS ON REVISIONS TO DESIGN	APPLICANT/PLANNING RESPONSE
The retaining proposed at the rear and sides of the land is now reduced by +500mm. The plans have been revised to reflect the following elements and are further illustrated in the perspectives provided below: - The **alfresco floor levels** for each dwelling are now proposed at 00c, being reduced to -1c (86mm reduction to the previously proposed level). - The internal paths running along the side of each dwelling are reduced an additional 1c (86mm reduction) bringing the level to -2c. - The area of private outdoor space and landscaping along the boundaries of each lot is now tiered. The lawn space steps down from the alfresco by 2c making the level -3c. The landscape surroundings step down again at the perimeter a further 3c to a level of **-6c.** - This reduces the retaining across the rear and sides of the land by +500mm, as illustrated in the perspectives below. - The lawn will be setback from the boundary and retained using core10 edging adding to the outdoor aesthetics. A brick build-up of 7c will be added to the dwelling at the rear to address the height difference. - The internal floor areas of each dwelling remains at a consistent level to connect to the entrance of the dwelling and the carport levels at Pembroke Lane. This is an important design element to retain in order to ensure the needs of the main demographic choosing this housing type are met, (i.e., retired and elderly couples, and other members of the community with restricted mobility). - Please note that the existing single storey residential dwelling on the land has a retained floor level of 1.5m above the natural ground level when measured at its highest point at the north eastern corner frontage of the dwelling to Green Street. The revisions proposed will reduce the bulk and scale from what currently exists on the land.	In considering the City's request for the dwellings to be designed to better respond to the natural ground levels, we highlight the need for the assessment to recognise that the varied topography of the land and surrounding area, which falls approximately 1.5m from west to east. This is most evident when the design proposal is viewed within the immediate built form context, including the subject property and adjacent properties to both the east and west. The accompanying photographs (Photographs 1 to 5) illustrate the prevailing pattern and demonstrate how the designs of the proposed dwellings, including the additional stepping, articulation, and minor retaining, appropriately respond to both the landform and surrounding streetscape. **Photograph 1:** Looking southeast across the land from Pembroke Lane. Note: significant natural fall from western to eastern boundary, noting in particular the retaining of the dwelling above the ground level, which is raised approximately 1.5m at the north eastern corner of the dwelling footprint.

APPLICANT RESPONSE TO CITY AND DRP COMMENTS – SMALL DWELLINGS DEVELOPMENT AT 29 GREEN STREET, MOUNT HAWTHORN

Perspective 1: View of the dwelling products along the eastern boundary of the land.

Perspective 2: View looking southwest towards the north eastern corner of the land.

Photograph 2: Looking southwest from Green Street towards the dwelling to west of Pembroke Lane at the corner of Shakespeare Street. Note: significant retaining of the dwelling footprint which reduces in level to match the ground level at Shakespeare Street.

Photograph 3: Standing on Dunedin Street looking west towards medical centre and retaining of property at the eastern side boundary shared with the subject land. Note: the roof line of the existing dwelling on the subject land is visible (and the full height of the retained property to the west on Pembroke Lane) which sits higher than the proposed heights of the dwellings.

Photograph 4: Looking south along Pembroke Lane towards substantial retaining of dwelling directly opposite the land, which is constructed to match the level of Shakespeare Street to the west. The small dwellings are designed to match the existing levels of Pembroke Lane with minor retaining at the eastern boundary, which is a familiar pattern of development for this location.

Photograph 5: Existing level at the south western corner of the land on Pembroke Lane. The ground level of the site matches Pembroke Lane, which is maintained through this proposal.

APPLICANT RESPONSE TO CITY AND DRP COMMENTS – SMALL DWELLINGS DEVELOPMENT AT 29 GREEN STREET, MOUNT HAWTHORN	
	APPLICANT/PLANNING RESPONSE CONTINUED: Further revisions have been incorporated along the eastern and northern side boundaries to reduce retaining, as requested by the City. At the same time, it is important that the assessment recognises that the proposed dwellings respond to the natural ground levels and the established built form character of the locality, as shown in the photographs. The proposed retaining at the eastern and northern boundaries of the sites enables for the small dwellings to maintain a single internal floor level that connects seamlessly to the entrance and carport at Pembroke Lane's existing levels. Retaining a single interior floor level is critical to meeting diverse housing needs in our community, including people seeking affordable living opportunities, singles seeking smaller homes, and residents with limited mobility, and older persons. Notwithstanding the above, and in further response to the City's request, the alfresco area has been stepped down from the main living room. In addition, the private open space at the eastern edges has been terraced and integrated with landscaping, further softening level transitions and reducing the apparent height of the retaining.
DRP – COMMENTS FOR FURTHER CONSIDERATION	
DRP COMMENT 1:	
P3 - Built Form & Scale	***The extent of nil setback wall on the north boundary appears excessive and insensitive to the front subdivided site. The applicant is encouraged to mirror the front unit which would reduce the extent of nil-setback wall on the north boundary of the site and also orientate the Lot 3 living and alfresco areas to face north.***
JLR DESIGN & DRAFTING COMMENTS ON REVISIONS TO DESIGN	**APPLICANT/PLANNING RESPONSE**
Addressed. Refer to planning response.	The dwelling now provides a northern setback to the side boundary shared with the vacant site, with the private open space and alfresco relocated to the north east of Lot 3. This reduces the bulk and scale to the future northern development site and improves solar access to the outdoor area of this dwelling, as recommended.
DRP COMMENT 2:	
P3 - Built Form & Scale	***The ground floor levels of the houses are not fully responsive to the natural ground levels on the site requiring significant retaining walls and fill on the north as well as east boundaries of the site. The sites are being built up so they are above the level of the laneway. An opportunity exists to be more responsive to existing natural ground levels especially in the east side courtyards by placing retaining walls in the courtyards to terrace this area down to the east boundary rather than fully building up the site with large retaining walls on the east boundary.***
JLR DESIGN & DRAFTING COMMENTS ON REVISIONS TO DESIGN	**APPLICANT/PLANNING RESPONSE**
The revision to the dwelling on Lot 3 unit has reduced the boundary wall bulk to the vacant Lot 4, to ensure it will sympathise with the neighbouring property.	The overarching objective is to ensure the small dwellings are constructed to correspond to the existing level of Pembroke Lane, enabling a single, consistent internal floor level and seamless access to the entrance and carport. To achieve this, retaining is confined to the northern and eastern edges of the site. This includes some terracing and softening of level transitions to reduce any perceived height and visual impact of retaining, as recommended.

APPLICANT RESPONSE TO CITY AND DRP COMMENTS – SMALL DWELLINGS DEVELOPMENT AT 29 GREEN STREET, MOUNT HAWTHORN	
DRP COMMENT 3:	
P4 - Functionality & Build Quality	***AC external units are not shown on the drawings. The applicant is encouraged to show these at an early stage to ensure they are located in a position which doesn't impact on both resident as well as neighbour amenity and are not visible from the public realm***
JLR DESIGN & DRAFTING COMMENTS ON REVISIONS TO DESIGN	**APPLICANT/PLANNING RESPONSE**
A/C motor unit external and multi split internal head units shown on floor plans for clarity.	The air conditioning units are shown on *Sheet 8 – Proposed Floor Plan* of the revised drawing package. The proposed locations are not visible from Pembroke Lane and will not interfere with the usability of the private open space areas, in accordance with 2.5 – Utilities at Part C of the R Codes.
DRP COMMENT 4:	
P4 - Functionality & Build Quality	***Vehicle turning circles accessing the single width carports from the laneway appears a little tight. The applicant is encouraged to provide SWEPT path diagrams to illustrate accessibility and compliance***
JLR DESIGN & DRAFTING COMMENTS ON REVISIONS TO DESIGN	**APPLICANT/PLANNING RESPONSE**
Refer to planning response.	SWEPT path diagrams are not considered necessary in the circumstances of this proposal. The carports are setback 1.5 metres from the western boundary of the land to Pembroke Lane. In addition to that, Pembrooke Lane has a width of 5.03 metres. A vehicle reversing from a carport therefore has 6.53 metres within which to manoeuvre before returning northbound along Pembroke Lane in forward gear to enter Green Street.
DRP COMMENT 5:	
P5 - Sustainability	***Two out of the three living and alfresco areas face south and will therefore receive limited north light access. The applicant is encouraged to mirror Lot 3 so it's living areas face north as noted in the Built Form & Scale Principle.***
JLR DESIGN & DRAFTING COMMENTS ON REVISIONS TO DESIGN	**APPLICANT/PLANNING RESPONSE**
The dwelling on Lot 3 design has been revised to address this comment.	This recommendation is addressed and comment provided above in response to *DRP Comment 2*.
DRP COMMENT 6:	
P5 - Sustainability	***The applicant is also encouraged to introduce roof skylights to the remaining living areas facing south***
JLR DESIGN & DRAFTING COMMENTS ON REVISIONS TO DESIGN	**APPLICANT/PLANNING RESPONSE**
Further consideration has been given to the inclusion of skylights to the living areas facing south. it is our position that skylights are not required to provide for natural light and breezeways across the internal spaces. Sufficient glazing is provided for all spaces, including the living areas and bedrooms, with more than 70% of the development facing north. The addition of the skylights is not essential to achieve this objective. It will increase construction costs by $60K for just six skylights, which is not feasible and will harm the primary goal of ensuring the small dwellings offer an affordable housing opportunity to the community.	The dwellings have been designed with operable external windows to all habitable rooms and with living areas and outdoor spaces orientated to the northern aspect, optimising solar access and effective natural cross ventilation for each dwelling. On this basis, additional skylights are not warranted to achieve an environmentally sustainable development and would introduce unnecessary construction cost, undermining the primary objective of developing affordable housing for prospective purchasers in this location.

APPLICANT RESPONSE TO CITY AND DRP COMMENTS – SMALL DWELLINGS DEVELOPMENT AT 29 GREEN STREET, MOUNT HAWTHORN	
DRP COMMENT 7:	
P5 - Sustainability	***Further details are required in relation to the nominated ESD initiatives such as the size of the PV solar panel system and rainwater capture / re-use tanks for each unit.***
JLR DESIGN & DRAFTING COMMENTS ON REVISIONS TO DESIGN	**APPLICANT/PLANNING RESPONSE**
Each dwelling includes eight (8) solar panels which allows for a 3.52kw system. The locations for the rainwater tanks are identified on *Sheet 6 – Proposed Landscaping Plan* of the revised drawing package.	The ESD details provided with the revised drawing package are considered sufficient to support this application and to address the comment of the DRP.
DRP COMMENT 8:	
P5 - Sustainability	***Gas connections are currently nominated on the drawings. The applicant is encouraged to deliver an all-electric development as a further active ESD initiative.***
JLR DESIGN & DRAFTING COMMENTS ON REVISIONS TO DESIGN	**APPLICANT/PLANNING RESPONSE**
The revised drawings refer to the hot water unit being electric only, with all appliances to be electric to respond to this modification. The meter box retains the reference to electric and gas, with the gas supply being identified as a provision only. The preference being to deliver a development powered by electricity only, with the meter box size retained for additional electrical EV charging fittings.	The designer confirms that the intention is to deliver three (3) all-electric dwelling developments, which is best demonstrated through the provision of the eight (8) solar panels on the roof of each dwelling.
DRP COMMENT 9:	
P6 – Amenity	***Two out of the three living and alfresco areas face south and will therefore receive limited north light access. The applicant is encouraged to mirror the Lot 3 house so its living areas face north as noted in the Built Form & Scale Principle***
JLR DESIGN & DRAFTING COMMENTS ON REVISIONS TO DESIGN	**APPLICANT/PLANNING RESPONSE**
Addressed – refer to planning response.	The dwelling design has been revised to provide an appropriate setback to the vacant northern site, with the private open space and alfresco area now located in the north eastern corner of Lot 3. This revision ensures a reasonable setback is provided to accommodate the future development on the vacant site, reducing any impact of bulk and scale, as well as providing for improved solar access to the outdoor areas of the dwelling on Lot 3, as recommended.
DRP COMMENT 10:	
P6 – Amenity	***Bed 2 in each unit appears to be fully reliant on a high level window however a full size window (major opening) could easily be provided for these rooms on the north and south walls to provide greater outlook and natural light for residents.***
JLR DESIGN & DRAFTING COMMENTS ON REVISIONS TO DESIGN	**APPLICANT/PLANNING RESPONSE**
The suggestion of the DRP to modify the window has been considered. The existing proposal is retained given the windows are 2.1 metres long and 0.7 metres high to optimise natural light and ventilation as well as allowing flexibility in the use of this bedroom space to be maximised. The view from this window is considered the better option, providing an treetop and skyline outlook rather than of the fence.	Retaining the high level windows for bedroom 2 of each dwelling delivers a good design outcome for this housing type. The elevated, elongated glazing maximises daylight exposure and supports natural ventilation of the space, while preserving usable wall space for furniture and storage to improve the room's internal functionality. Views are directed to the urban canopy and skyscape, ensuring amenity without overlooking. Given the site's eastward fall and the window's height above the floor level, this proposal ensures no adverse impact on privacy of neighbouring land.

APPLICANT RESPONSE TO CITY AND DRP COMMENTS – SMALL DWELLINGS DEVELOPMENT AT 29 GREEN STREET, MOUNT HAWTHORN	
DRP COMMENT 11:	
P6 – Amenity	***It's acknowledged this is small lot affordable housing however Bed 2 in each unit is very small / tight with dimensions in both directions less than 3m. The applicant is encouraged to achieve min. 3m x 3m dimensions for all bedrooms or at least provide one 3m dimension similar to the Master Bedrooms***
JLR DESIGN & DRAFTING COMMENTS ON REVISIONS TO DESIGN	**APPLICANT/PLANNING RESPONSE**
Bed 2 increased 100mm to create a min. dimension of 3m one way. Please note that the dimensions shown exclude the robe so even as it was and as it is now the rooms were/are a good furnishable size.	The design has been revised to ensure the dimensions of bedroom 2 provide for the 3.0m width as recommended.
DRP COMMENT 12:	
P10 - Aesthetics	***The Lot 2 and 3 houses employ textural materiality on their front elevations in the form of face brick and weatherboard cladding however the Lot 1 front elevation is fully reliant on painted render which is a generic material lacking a sense of character. The applicant is encouraged to add a textural feature material to the front elevation of the Lot 1 house***
JLR DESIGN & DRAFTING COMMENTS ON REVISIONS TO DESIGN	**APPLICANT/PLANNING RESPONSE**
Instead of amending the render and painted finished material on unit 1 as a singular façade, we are looking to keep this for a mixed palette across all 3 units facing this laneway. It demonstrates a mixture of materials which all fit into the local context and character. Most dwellings present with face brick and cladding although across the laneway we are faced with a modern façade box façade all rendered and painted. To break up the render blank wall a window canopy was added to each unit which adds to the character breaks the flat wall face and also adds well needed shade from the afternoon sun. Refer to **Perspective 3** and **Perspective 4**.	In response to the DRP's concern that the rendered elevation to one (1) dwelling could lack a sense of character, the proposal now includes awnings to all three (3) dwellings. Together with a complementary yet varied material palette of brick, weatherboard, and painted render, the awnings provide depth, shade, and human scale detailing to the laneway frontage which ensures a cohesive composition while giving each dwelling a distinct identity. This combination enhances articulation and satisfactorily addresses the DRP's comment.

Perspective 3: View of the textured finishes of the dwellings with awnings over the windowed frontages providing visual interest to the façades.

Perspective 4: View of the textured finishes of the dwellings with awnings over the windowed frontages providing visual interest to the façades.

DRP COMMENT 13:	
P10 - Aesthetics	***Indicative materiality imagery has been provided which is supported however the applicant is encouraged to provide specific external material products, finishes and colour selections on the elevations or in an External Materials & Colours Schedule***

JLR DESIGN & DRAFTING COMMENTS ON REVISIONS TO DESIGN	APPLICANT/PLANNING RESPONSE
The following detail is provided in response to the DRP request for further information regarding the external materials and colours schedule, which finishes are illustrated in **Perspective 4**. **External rendered wall finishes:** Surfmist. **Face brickwork:** Recycled red bricks of the existing dwelling are to utilised for the face brickwork. Please refer to image below identifying red bricks to be recycled. **External weatherboard cladding:** CFC Hardie Horizontal weatherboard material, as shown in image below. James Hardie 4200 x 180 x 16mm Linea Weatherboard **External cladding colour palette:** Feather Dawn painted finish. **Roof covering:** Surfmist Colorbond steel sheeting. **Finials and framework colour palette:** Off-white painted finish. **Gable ends colour palette:** Render finish between batten joinery and painted (Feather Dawn colour finish) to offset the material and colour palette below the gable ends.	The additional details provided in the designer's response together with Perspectives 3 and 4 provide sufficient information to support the assessment of the planning application.

Summary of Submissions:

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

Comments Received in Concern:	Applicants Comment:
Parking • Concerns regarding Shakespeare and Dunedin Street's current parking capacity issues, which would be worsened by insufficient parking to the residents of the dwellings. • Concerns regarding increased vehicle access to Pembroke Lane, and recommendations that vehicle access should be accessed via Green Street.	The provision of one (1) car bay per dwelling is fully compliant with the deemed-to-comply requirements as set out at Table 2.3a, Part C of the Residential Design Codes Vol. 1 (R Codes). This concern is therefore not considered a valid planning reason for objecting to the proposal. Notwithstanding this, the following comments are provided: All dwellings are designed with on-site parking, ensuring that the development meets statutory requirements without reliance on street parking. Future residents are therefore not expected to utilise on-street parking on Shakespeare Street or Dunedin Street, and the proposal will not create any adverse impact on parking in these streets. The proposed development comprises of small dwellings intended to provide an affordable and alternative diverse housing option for the local community. These dwellings are anticipated to accommodate lower vehicle ownership households, such as single persons, couples downsizing from larger dwellings in the area, and residents who primarily rely on public transport. The site is particularly well suited to this housing typology due to its high level of accessibility. It is located with direct access to open space and commercial uses and is well serviced by public transport. Bus stops are located nearby on Green Street approximately 130 metres (two minute walk) from the site, providing frequent services with direct connections to Glendalough Train Station (est. 5 minute travel time) and Perth Central Station (est. 33 minute travel time), as well as broader destinations across the metropolitan region. This level of accessibility further reduces reliance on private vehicle use. The development will result in three (3) vehicles using the laneway to access the properties. Pembroke Lane is an appropriate access point given its function as a constructed laneway serving adjoining properties and its current role providing vehicle access to the existing three (3) bedroom residential dwelling on the site. The proposal will not therefore increase traffic on the laneway beyond its reasonable capacity.
Dividing Fence • Comments for replacement of the dividing fence to be approved by adjoining property and any damage caused is to be rectified at the applicant's cost.	This comment is not a matter for consideration under the *Planning and Development Act 2005.* While matters raised regarding dividing fences are not relevant to this application, the owner advises that it intends to consult and reach agreement with the adjoining property owner regarding the dividing fence, in accordance with the requirements of the *Dividing Fences Act 1961*.

Summary of Submissions:

Comments Received in Concern:	Applicants Comment:
Street Setbacks • Concerns that the existing narrow laneway and proposed carport setback would increase loadbearing to the adjoining property.	The concern raised by this submitter relates to development increasing 'loadbearing' on dwellings to the west of Pembroke Lane. This claim is not substantiated or relevant to the planning assessment. It is a structural matter, which presumably should be addressed at building permit stage. Notwithstanding this, the following comments are provided. The subject land sits at a lower ground level than the properties to the west. There is no physical load path by which development on the lower land can increase bearing or lateral load on higher buildings on the opposite side of the laneway. Loads from the proposed small dwellings are carried vertically into their own footings within the site boundaries, lateral load pressure acts from higher to lower, not the reverse. The proposal therefore does not create any increased 'loadbearing' effect for the following reasons: 1. The small dwellings will be constructed at the existing Pembroke Lane level. No excavation or fill is proposed at the boundary. 2. The dwellings and carports are set back 1.5m from Pembroke Lane, which is a kerbed, sealed and drained 5.03m wide trafficable laneway. 3. The dwellings, carports and driveways are fully self-supported within the lot boundaries and do not rely on the laneway or any wall/foundation on the properties to the west of it for support, bracing, or drainage. 4. The higher ground level and load on the laneway created by the properties to the west is existing and structurally sound and is not altered by this proposal.
Front Lot Development • Concerns with regard to uncertainty on the front lot development. • Concerns regarding the vacant lot being used for non-residential purposes and whether this would contribute to parking issues.	The front (vacant) lot is not part of this application. It will be the subject of a separate development application and an independent assessment on its own merits. Speculation about the future design or use of that lot is outside the assessment parameters and not a valid planning reason for objection. When lodged, the front lot proposal will be designed to comply with the Residential (R30) zoning and the City's planning framework.

Summary of Submissions:

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

Comments Received in Concern:	Administration Comment:
Parking • Concerns regarding Shakespeare and Dunedin Street's current parking capacity issues, which would be worsened by insufficient parking to the residents of the dwellings. • Concerns regarding increased vehicle access to Pembroke Lane, and recommendations that vehicle access should be accessed via Green Street.	The proposal complies with the parking requirements of the Residential Design Codes (R Codes) for small dwellings. Each dwelling is provided with one on site car bay, which meets the deemed-to-comply standard for this dwelling type. Vehicle access from Pembroke Lane is consistent with the City's adopted preference for laneway based access, which reduces crossovers to Green Street and improves pedestrian safety and streetscape outcomes. As the proposal satisfies the deemed-to-comply provisions of the R Codes, Administration therefore does not have discretion to require further modifications to this aspect of the proposed development.
Dividing Fence Comments for replacement of the dividing fence to be approved by adjoining property and any damage caused is to be rectified at the applicant's cost.	Dividing fences are a civil matter and are to be resolved between the affected parties where fence heights can be discussed and agreed upon civilly. Administration recommends liaison between adjoining property owners regarding any modifications to dividing fences. Please note upon agreement between neighbours, dividing fences can go up to a total permitted height of 2.4 metres in accordance with the *Building Act*.
Street Setbacks Concerns that the existing narrow laneway and proposed carport setback would increase loadbearing to the adjoining property.	The proposal incorporates ground-floor articulation, varied materials which will not detrimentally impact on the streetscape. The surrounding area includes similar one-storey dwellings. Similarly, the rear laneway consists of garage dominant interfaces which demonstrate local precedents. The development is consistent with the R30 zoning, which anticipates low to medium density dwellings and a mix of built form outcomes. Administration has assessed the proposal against the planning framework and found that the development satisfies the carport width requirement under Policy No. 7.1.1 – Built Form.

Summary of Submissions:

Comments Received in Concern:	Administration Comment:
	The concern raised regarding potential loadbearing impacts on the adjoining property relates to structural matters governed by the *Building Act 2011* and is to be assessed at the building permit stage as structural load transfer is not a planning consideration. Notwithstanding, the carport structure is fully contained within the subject site, is non habitable, and is designed to be supported without reliance on neighbouring land. Any future building permit application will be required to demonstrate full structural compliance with the Building Code of Australia, ensuring no adverse impact on adjoining properties.
Front Lot Development • Concerns with regard to uncertainty on the front lot development. • Concerns regarding the vacant lot being used for non-residential purposes and whether this would contribute to parking issues.	The current application relates only to the three small dwellings on the rear lots. The front lot is not proposed for development as part of this application and any future development will be subject to a separate planning process and assessment against the applicable planning framework at that time. At this stage, no additional parking demand from the front lot forms part of the current proposal, and the parking assessment is confined to the three small dwellings, which comply with the R-Codes parking standards.

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

Cerclos

Life Cycle Assessment Report

Residence
29 green street, mount hawthorn
City of Vincent

Date: 28 March 2026
Author: Julio Ranauro
Report Id: Uncontrolled Document

Cerclos

This LCA Study was conducted as part of the City of Vincent project. The LCA modeling within eTool is being managed by City of Vincent. For more information see contact details below.

City of Vincent
99 Loftus St, Leederville
info@email.com
0411 141 246

eTool Disclaimer

The predictions of embodied and operational impacts (including costs) conducted in eTool software, by their very nature, cannot be exact. It is not possible to accurately track all the impacts associated with a product or service over the life of a building or structure. eTool software and the modelling workflow has been built and tested to enable informed decisions when comparing design options. Environmental impact coefficients and generic costs do not necessarily correspond to those of individual brands of the same product or service due to differences within industries in the way these products and services are delivered.

This LCA study has not been reviewed and as such does not meet the relevant section of the ISO14044 requirements. Caution should be taken when interpreting the LCA study report.

eTool PTY LTD cannot make assurances regarding the accuracy of these reports for the above reasons.
© 2026 eTool PTY LTD, City of Vincent All rights reserved.

Life Cycle Assessment Report
City of Vincent
29 green street, mount hawthorn
Saturday, March 28, 2026 UTC

Cerclos

Executive Summary

This Life Cycle Assessment has been completed for the Residence, located at 29 green street, mount hawthorn. The has been conducted for City of Vincent, the lead author is Julio Ranauro The goal of this study is to profile and improve the environmental performance of the construction works. The study has been conducted in accordance with ISO 14044 and EN15978 .

About the Design

The following designs were modelled in these reports:

- **Proposed Design**: The proposed design at the time the modelling occurred.
- **Benchmark**: An equivalent benchmark design (or weighted statistical mix of designs) with conventional products, construction methods and use patterns.

Results

The results of the study are shown in the table below with savings highlighted in green text and increased impacts highlighted in red.

Characterised Impacts per Occupant per Year		Benchmark	Proposed Design	Proposed Design Savings
Environmental Impacts				
Global Warming Potential Total, GWP	kg CO_2 eq	3.32E+3	-3.65E+2	110.99%
Ozone Depletion Potential, ODP	kg CFC-11 eq	1.25E-4	3.17E-4	-153.56%
Acidification Potential for Soil and Water, AP	kg SO_2 eq.	8.95E0	2.98E0	66.73%
Eutrophication potential, EP	kg PO_4 eq	2.96E0	1.84E0	37.88%
Photochemical Ozone Creation Potential, POCP	kg ethylene	5.94E-1	3.43E-1	42.31%
Abiotic Depletion Potential - Elements, ADPE	kg antimony	1.07E-1	1.41E-1	-31.8%
Abiotic Depletion Potential - Fossil Fuels, ADPF	MJ	4.50E+4	-5.88E+3	113.06%
Resource Use				
Net use of fresh water, FW	kg	9.19E+4	3.93E+4	57.26%

Analysis

The report shows that the Proposed Design has lower Global Warming Potential Total, GWP impact than the Benchmark Design. The **Integrated Operational Energy and Other Operational Energy (B6+)** GWP Impacts are the most dominant life cycle module in the Proposed Design Design followed by the **Replacement (B4)** and then **Product Stage (A1A3)**.

Further analysis reveals:

- The **Services equipment** is the highest impact construction category,
- **Domestic Water Heating** is the highest operational impact by demand category,
- The **Water** is this highest impact operational impact by supply source,
- **Finished Products | Electrical Goods | Solar PV Panels | Monocystalline** is the highest impact material category,
- **Electrical Equipment, Small with transport and tradestaff, Electricity** is the highest people and equipment impact

Two strategies were modelled in the Proposed Design, the **RICS WLCA Phase 2 - Technical design phase 2** strategy had the highest saving , followed by **RICS WLCA Phase 2 - Technical design phase 1**. See the below table for details.

	Scenario	GWP	ODP	AP	EP	POCP	ADPE	ADPF	FW
●	<Improved Design>								
●	RICS WLCA Phase 2 - Technical design phase 1	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
●	RICS WLCA Phase 2 - Technical design phase 2	55.89%	-7.46%	-114.80%	-31.32%	-60.85%	-18.72%	49.26%	4.58%
●	<Proposed Design>								

● Strategies included in Proposed Design ● Strategies not included in Proposed Design

Proposed Design Performance against Benchmark

Global Warming Potential Total, GWP

Ozone Depletion Potential, ODP

Acidification Potential for Soil and Water, AP

Eutrophication potential, EP

Photochemical Ozone Creation Potential, POCP

Abiotic Depletion Potential - Elements, ADPE

Abiotic Depletion Potential - Fossil Fuels, ADPF

Net use of fresh water, FW

Cerclos

Table Of Contents

1 Introduction

2 Goal of the Study

3 Scope of the Study

3.1 Functional Unit

3.2 System Boundary

3.3 Environmental Indicators

3.4 Cutoff Criteria

3.5 Allocation

3.6 Independent Review

3.7 System Description Introduction

3.8 Building Characteristics Table

3.9 Structure Scope Table

3.10 Operational Scope Table

4 Life Cycle Impact Assessment

4.1 Environmental Impacts

4.2 Resource Use

5 Detailed Analysis

5.1 Global Warming Potential Total, GWP

5.2 Ozone Depletion Potential, ODP

5.3 Acidification Potential for Soil and Water, AP

5.4 Eutrophication potential, EP

5.5 Photochemical Ozone Creation Potential, POCP

5.6 Abiotic Depletion Potential - Elements, ADPE

5.7 Abiotic Depletion Potential - Fossil Fuels, ADPF

5.8 Net use of fresh water, FW

6 Scenarios Summary Tables

6.1 Proposed Design

7 Low Impact Strategies

7.1 Proposed Design Strategies

8 Inventory Analysis

8.1 Templates Comparison

8.2 eTool software

8.3 Data Quality

8.4 Completeness

9 Conclusion

10 Appendix: Environmental Indicators Description

11 Appendix: Detailed Structure Scope

Cerclos

1 Introduction

Managing the environmental impacts that arise from the construction and operation of buildings and infrastructure is of key importance in mitigating the damage caused directly and indirectly on the biosphere. Life Cycle Assessment (LCA) is the leading industry standard in clearly identifying optimum strategies for reducing environmental impacts. This report presents the results of the LCA completed for the Residence, 29 green street, mount hawthorn.

The study has been conducted in accordance with the following standards:

- International Standards 14040 and 14044.
- European Standard EN 15978: *Sustainability of Construction Works – Assessment of Environmental Performance of Buildings – Calculation Method*

The Author of the study is Julio Ranauro of City of Vincent, and no independent review has yet been completed.

2 Goal of the Study

The goal of this study is to profile and improve the environmental performance of the construction works at 29 green street, mount hawthorn. The life cycle performance of the project is compared to other designs and as such this is a comparative study. The study has been conducted on assumption the results may be made public.

3 Scope of the Study

The LCA study has been conducted in accordance with the EN 15978 standard to assess the direct and indirect potential environmental impacts associated with the construction works at 29 green street, mount hawthorn as part of the City of Vincent project.

3.1 Functional Unit

The function of the Building must reflect the core purpose of the asset such that it can be compared accurately to different designs. In this case, the functional focus is the Residence and the chosen functional unit is the provision of this function for one Occupant over one year.

The estimated design life of the design is 55 years which has been adopted for the LCA study period. This takes into consideration the structural service life limit (150 years), as well as redevelopment pressure on the asset such as surrounding density, asset ownership structures, and the architectural design quality.

Note that products with expected service lives of less than the life span of the project are assumed to be replaced at increments reflecting their service life.

3.2 System Boundary

The system boundary, shown in Figure 1, follows guidance given in Legacy.

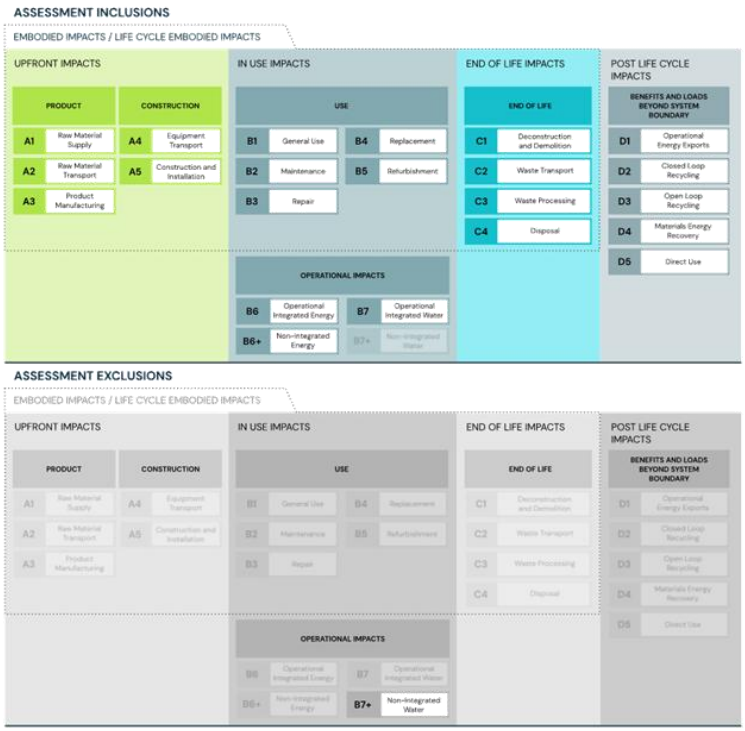


Figure 1: System Boundary Diagram

Cerclos

3.3 Environmental Indicators

The environmental indicators have been included in the study are detailed in Table 1. For further information regarding the environmental indicators please refer to Appendix A.

Environmental Indicator	Unit	Abbreviation	Characterisation Method
Environmental Impacts			
Global Warming Potential Total, GWP	kg CO_2 eq	GWP	CML-IA baseline V4.5
Ozone Depletion Potential, ODP	kg CFC-11 eq	ODP	CML-IA baseline V4.5
Acidification Potential for Soil and Water, AP	kg SO_2 eq.	AP	CML-IA baseline V4.5
Eutrophication potential, EP	kg PO_4 eq	EP	CML-IA baseline V4.5
Photochemical Ozone Creation Potential, POCP	kg ethylene	POCP	Institute of Environmental Sciences (CML)
Abiotic Depletion Potential - Elements, ADPE	kg antimony	ADPE	CML-IA baseline V4.5
Abiotic Depletion Potential - Fossil Fuels, ADPF	MJ	ADPF	CML-IA baseline V4.5
Resource Use			
Net use of fresh water, FW	kg	FW	Not Applicable - 1:1 factor on H20 Consumed

Table 1: Environmental Indicators Included in LCA study.

3.4 Cutoff Criteria

The EN15978 cut-off criteria were used to ensure that all relevant potential environmental impacts were appropriately represented:

- Mass – if a flow is less than 1% of the mass at either a product-level or individual-process level, then it has been excluded, provided its environmental relevance is not of concern.
- Energy – if a flow is less than 1% of the energy at either a product-level or individual-process level, then it has been excluded, provided its environmental relevance is not a concern.
- The total of neglected input flows per module, e.g. per module A1-A3, A4-A5, B1-B5, B6-B7, C1-C4 and module D shall be a maximum of 5% of energy usage and mass.
- Environmental relevance – if a flow meets the above criteria for exclusion, but is considered to potentially have a significant environmental impact, it has been included. All material flows which leave the system (emissions) and whose environmental impact is higher than 1% of an impact category, have been included.

The Operational Guidance for Life Cycle Assessment Studies (Wittstock et al. 2012) states:

The apparent paradox is that one must know the final result of the LCA (so one can show that the omission of a certain process is insignificant for the overall results) to be able to know which processes, elementary flows etc. can be left out.

The approach taken in this study is to continue modelling smaller inputs until confidence is gained that the criteria is safely met.

3.5 Allocation

Allocation rules follow those of EN15804 as given below:

- Allocation will respect the main purpose of the studied processes. If the main purpose of combined processes cannot be defined (e.g. combined mining and extraction of nickel and precious metals), economic allocation may be used to divide resources and emissions between the products.
- The principle of modularity is maintained. Where processes influence the product's environmental performance during its life cycle, they will be assigned to the module where they occur.
- The sum of the allocated inputs and outputs of a unit process are equal to the inputs and outputs of the unit process before allocation. This means no double counting of inputs or outputs is permissible.

Cerclos

3.6 Independent Review

No independent review has been conducted of this study.

3.7 System Description Introduction

The object of the assessment is the Residence, located at 29 green street, mount hawthorn. The assessment includes all the upstream and downstream processes needed to provide the primary function of the structure from construction, maintenance, operation, and finally demolition and disposal. The inventory includes the extraction of raw materials or energy and the release of substances back to the environment or to the point where inventory items exit the system boundary either during or at the end of the project life cycle.

The area of the project is the City of Vincent local government in Western Australia. This local government authority covers an area of approximately 10.4 square kilometres in metropolitan Perth, the capital of Western Australia, and lies about 3 km from the Perth CBD. It includes the suburbs of Highgate, Leederville, Mount Hawthorn, North Perth, as well as parts of Coolbinia, East Perth, Mount Lawley, Osborne Park, Perth and West Perth. The City of Vincent maintains 139 km of roads and 104 ha of parks and gardens.

New developments in the area must comply with the city's built form policy released in 2020.

The project location is shown in figures 2 and 3.

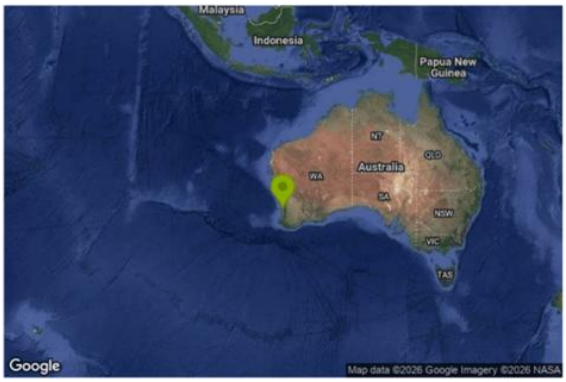


Figure 2: Location of the project - Global View.

Figure 3: Location of the project - Locality View.

3.8 Building Characteristics Table

Table 2 below shows the key characteristics of the designs.

	Benchmark	Proposed Design	Baseline

Design Details			
Design Name	AU WA Res Ave Code Compl CZ 5 (10 dwellings)	29 green street, mount hawthorn	Baseline Design V1
Stories (#)	2	1	2
Functional Focus	Single Family Residence	Residence	Residence
Structural Service Life Limit	100	150	150
Predicted Design Life	54	55	55
Functional Characteristics			
Dwellings	10	3	1
Bedrooms	30	6	4
Occupants	24	5	3
Total Floor Areas			
Usable Floor Area	2,140	237	170
Net Lettable Area	0	0	0
Fully Enclosed Covered Area	3,010	252	206
Unenclosed Covered Area	0	39	0
Gross Floor Area	3,010	291	206
Usable and Lettable Yield	71 %	81 %	83 %

Table 2 : Design Characteristics Compared

3.9 Structure Scope Table

Table 3 shows the structural scope of the inventory collection for the LCA. For further details on structure scope please refer to Appendix B.

Summary Structure Scope Diagram

Key: ✓ In Scope ✓ Partial ✗ Out of Scope

Category Name	Benchmark Design	Proposed Design
Facilitating works	✓	✓
Substructure	✓	✓
Superstructure	✓	✓
Internal finishes	✓	✓
Fittings, furnishings and equipment	✓	✓
Services equipment	✓	✓
Prefabricated buildings and building units	✗	✗
Work to existing building	✗	✗
External works	✓	✓
Project/design team	✓	✓
Undefined	✗	✗

Table 3 : Structural scope of LCI collection

3.10 Operational Scope Table

Table 4 shows the operational scope of the inventory collection for the LCA. For further details on structure scope please refer to Appendix B.

Operational Scope diagram

Key: ✓ In Scope ✗ Out of Scope

Category Name	Benchmark Design	Proposed Design
Appliances | Dishwashers	✓	✓
Appliances | Entertainment	✓	✓
Appliances | Laundry Appliances	✓	✓
Appliances | Office Workstations	✓	✓
Communications	✓	✓
Cooking and Food Preparation	✓	✓
Domestic Water Heating	✓	✓
Electrical Parasitic Loads	✓	✓
Emergency Generator Use	✗	✗
Fire Protection	✗	✓
HVAC	✓	✓
HVAC | Cooling	✗	✗
HVAC | Heating	✗	✗
HVAC | Humidification	✗	✗
HVAC | Mechanical Ventilation	✗	✗
HVAC | Pumping	✗	✗
Industrial & Manufacturing Equipment	✗	✓
Lifts, Elevators and Conveying	✗	✓
Lighting	✓	✓
Miscellaneous	✗	✗
Monitoring, Control and Automation	✓	✓
Power Generation and Storage	✓	✓
Refrigeration	✓	✓
Safety and Security	✓	✓
Swimming Pools	✓	✓
Water Pumping	✓	✓
Water Removal and Treatment	✓	✓
Water Supply	✓	✓
Workshops, Garage & Misc	✓	✓

Table 4: Operational scope of LCI collection

4 Life Cycle Impact Assessment

The Life Cycle Impact Assessment (LCIA) results are provided in Tables 5 to 6 in the EN15978 reporting format. The red and orange figures within each row highlight the largest and second largest contributing life cycle modules for the indicator. Modules not assessed are abbreviated with "MNA".

The green figures in the comparison section highlight the most improved life cycle modules for the indicator.

4.1 Environmental Impacts

Table 5: Benchmark vs Proposed Design, Environmental Impacts of Each Life Cycle Phase.

Characterised Impacts Per Occupant Per Per Year		Construction Phases			Use Phases									End of Life Phases				Benefits and Loads Beyond the System Boundary	Total
		A1–A3	A4	A5	B1	B2	B3	B4	B5	B6	B6+	B7	B7+	C1	C2	C3	C4	D	
Benchmark																			
GWP	kg CO_2 eq	6.18E+2	1.33E+2	9.57E+1	0.00E0	0.00E0	0.00E0	5.06E+2	0.00E0	9.40E+2	8.22E+2	1.66E+2	MNA	0.00E0	5.01E+1	0.00E0	6.93E+1	-7.59E+1	3.32E+3
ODP	kg CFC–11 eq	3.00E–5	2.06E–5	1.47E–5	0.00E0	0.00E0	0.00E0	3.44E–5	0.00E0	4.88E–6	6.59E–6	3.61E–6	MNA	0.00E0	7.97E–6	0.00E0	4.61E–6	–2.26E–6	1.25E–4
AP	kg SO_2 eq.	3.51E0	4.22E–1	2.68E–1	0.00E0	0.00E0	0.00E0	2.47E0	0.00E0	1.16E0	1.52E0	3.68E–1	MNA	0.00E0	1.55E–1	0.00E0	9.06E–2	–1.01E0	8.95E0
EP	kg PO_4 eq	1.28E0	1.03E–1	4.67E–2	0.00E0	0.00E0	0.00E0	8.26E–1	0.00E0	3.81E–1	5.09E–1	2.43E–1	MNA	0.00E0	3.46E–2	0.00E0	1.94E–2	–4.85E–1	2.96E0
POCP	kg ethylene	2.24E–1	2.70E–2	3.61E–2	0.00E0	0.00E0	0.00E0	1.67E–1	0.00E0	8.29E–2	4.24E–2	2.40E–2	MNA	0.00E0	1.03E–2	0.00E0	1.40E–2	–3.41E–2	5.94E–1
ADPE	kg antimony	5.86E–2	4.00E–3	2.61E–4	0.00E0	0.00E0	0.00E0	4.79E–2	0.00E0	4.21E–3	6.09E–3	2.88E–3	MNA	0.00E0	2.02E–3	0.00E0	1.11E–4	–1.88E–2	1.07E–1
ADPF	MJ	7.67E+3	2.04E+3	1.30E+3	0.00E0	0.00E0	0.00E0	7.17E+3	0.00E0	1.38E+4	1.06E+4	2.00E+3	MNA	0.00E0	7.79E+2	0.00E0	4.64E+2	–8.26E+2	4.50E+4
Proposed Design																			
GWP	kg CO_2 eq	4.19E+2	7.61E+1	3.70E+1	–8.17E–1	1.30E+1	0.00E0	4.80E+2	0.00E0	–8.82E+2	8.51E+2	8.71E+1	MNA	1.54E+1	2.51E+1	6.17E0	6.74E+1	–1.56E+3	–3.65E+2
ODP	kg CFC–11 eq	6.72E–5	1.17E–5	4.51E–6	0.00E0	2.31E–5	0.00E0	2.06E–4	0.00E0	–7.07E–6	6.82E–6	2.01E–6	MNA	2.63E–6	3.99E–6	1.24E–6	2.07E–6	–6.66E–6	3.17E–4
AP	kg SO_2 eq.	3.35E0	2.42E–1	1.00E–1	0.00E0	1.33E–2	0.00E0	2.37E0	0.00E0	–1.63E0	1.58E0	1.98E–1	MNA	4.51E–2	7.73E–2	1.49E–2	4.11E–2	–3.42E0	2.98E0
EP	kg PO_4 eq	1.67E0	6.24E–2	1.48E–2	0.00E0	4.02E–3	0.00E0	1.04E0	0.00E0	–5.46E–1	5.27E–1	1.47E–1	MNA	9.29E–3	1.72E–2	3.25E–3	8.84E–3	–1.12E0	1.84E0
POCP	kg ethylene	2.11E–1	1.54E–2	2.15E–2	0.00E0	8.62E–4	0.00E0	1.65E–1	0.00E0	–4.55E–2	4.39E–2	1.28E–2	MNA	3.42E–3	5.12E–3	5.62E–4	9.67E–3	–1.01E–1	3.43E–1
ADPE	kg antimony	6.20E–2	2.11E–3	9.63E–5	0.00E0	1.75E–4	0.00E0	9.02E–2	0.00E0	–6.53E–3	6.31E–3	1.69E–3	MNA	1.78E–4	9.48E–4	5.34E–5	4.97E–5	–1.60E–2	1.41E–1
ADPF	MJ	5.27E+3	1.16E+3	4.27E+2	0.00E0	5.40E+1	0.00E0	5.51E+3	0.00E0	–1.14E+4	1.10E+4	1.04E+3	MNA	2.32E+2	3.89E+2	7.87E+1	2.08E+2	–1.99E+4	–5.88E+3
Savings (Benchmark Compared to Proposed Design)																			
GWP	kg CO_2 eq	1.98E+2	5.71E+1	5.87E+1	8.17E–1	–1.30E+1	0.00E0	2.61E+1	0.00E0	1.82E+3	–2.93E+1	7.85E+1	MNA	–1.54E+1	2.50E+1	–6.17E0	1.92E0	1.48E+3	**110.99%**
ODP	kg CFC–11 eq	–3.72E–5	8.92E–6	1.02E–5	0.00E0	–2.31E–5	0.00E0	–1.71E–4	0.00E0	1.19E–5	–2.35E–7	1.60E–6	MNA	–2.63E–6	3.98E–6	–1.24E–6	2.54E–6	4.40E–6	**–153.56%**
AP	kg SO_2 eq.	1.55E–1	1.80E–1	1.68E–1	0.00E0	–1.33E–2	0.00E0	9.96E–2	0.00E0	2.79E0	–5.43E–2	1.70E–1	MNA	–4.51E–2	7.81E–2	–1.49E–2	4.94E–2	2.41E0	**66.73%**
EP	kg PO_4 eq	–3.90E–1	4.04E–2	3.19E–2	0.00E0	–4.02E–3	0.00E0	–2.17E–1	0.00E0	9.27E–1	–1.81E–2	9.64E–2	MNA	–9.29E–3	1.75E–2	–3.25E–3	1.06E–2	6.39E–1	**37.88%**
POCP	kg ethylene	1.31E–2	1.16E–2	1.46E–2	0.00E0	–8.62E–4	0.00E0	2.07E–3	0.00E0	1.28E–1	–1.51E–3	1.12E–2	MNA	–3.42E–3	5.17E–3	–5.62E–4	4.30E–3	6.72E–2	**42.31%**
ADPE	kg antimony	–3.41E–3	1.89E–3	1.65E–4	0.00E0	–1.75E–4	0.00E0	–4.23E–2	0.00E0	1.07E–2	–2.17E–4	1.19E–3	MNA	–1.78E–4	1.07E–3	–5.34E–5	6.14E–5	–2.84E–3	**–31.8%**
ADPF	MJ	2.41E+3	8.86E+2	8.72E+2	0.00E0	–5.40E+1	0.00E0	1.65E+3	0.00E0	2.52E+4	–3.79E+2	9.65E+2	MNA	–2.32E+2	3.91E+2	–7.87E+1	2.56E+2	1.90E+4	**113.06%**

4.2 Resource Use

Table 6: Benchmark vs Proposed Design, Resource Use Impacts of Each Life Cycle Phase.

Characterised Impacts Per Occupant Per Per Year		Construction Phases			Use Phases								End of Life Phases				Benefits and Loads Beyond the System Boundary	Total
		A1–A3	A4	A5	B1	B2	B3	B4	B5	B6	B6+	B7	B7+	C1	C2	C3	C4	D	
Benchmark																			
FW	kg	3.29E+3	2.75E+2	1.72E+2	0.00E0	0.00E0	0.00E0	1.75E+3	0.00E0	1.20E+3	1.76E+3	8.32E+4	MNA	0.00E0	9.83E+1	0.00E0	4.95E+2	-2.86E+2	9.19E+4
Proposed Design																			
FW	kg	2.01E+3	1.51E+2	5.57E+1	0.00E0	8.36E0	0.00E0	2.00E+3	0.00E0	-1.89E+3	1.82E+3	3.88E+4	MNA	2.50E+1	4.87E+1	1.05E+2	2.20E+2	-4.08E+3	3.93E+4
Savings (Benchmark Compared to Proposed Design)																			
FW	kg	1.28E+3	1.25E+2	1.17E+2	0.00E0	-8.36E0	0.00E0	-2.51E+2	0.00E0	3.09E+3	-6.27E+1	4.44E+4	MNA	-2.50E+1	4.96E+1	-1.05E+2	2.75E+2	3.79E+3	**57.26%**

Cerclos

5 Detailed Analysis

This section provides a more detailed results of the life cycle impacts with the aim of identifying the hotspots by analysing temporal, spatial, functional, end-use demand and supply chain dimensions.

For each indicator being assessed the following charts are provided

The Time Series Charts articulate when impacts occur during the life of the design. This exposes insights such as the temporal hotspots signified by jumps in the plot during the life of the project (for example, relating to a large replacement item) and the payback period of design options

The Top Five Life Cycle Charts express impacts by different modules, categories and classes enabling a detailed understanding of what is responsible for the greatest impacts and also compares these impacts between designs . The pie chart within each bar chart shows the proportion of the life cycle impacts represented in the bar chart. A brief description of the categories is provided below:

- **LC Module Impacts:** The EN15978 Life Cycle Modules. Generally 100% building impacts will be included in the bar chart.
- **Construction Category:** The breakdown of the impacts by construction category. The bar chart will generally only part of the total building impacts.
- **Operational Demand:** The building end use demands that are driving environmental impacts.
- **Energy Supply:** The supply of fuels to the building, in effect the upstream fuel sources supplying energy for on site use during construction, operational and demolition.
- **Materials:** The materials (grouped into common categories) that are driving the environmental impacts.
- **Equipment and People:** The equipment and people required during construction, maintenance and demolition and all associated transport trips that are driving the environmental impacts

All impact figures are quoted per Occupant for the study.

Cerclos

5.1 Global Warming Potential Total, GWP (kg CO_2 eq)

Figure 4: Time series Global Warming Potential Total, GWP chart

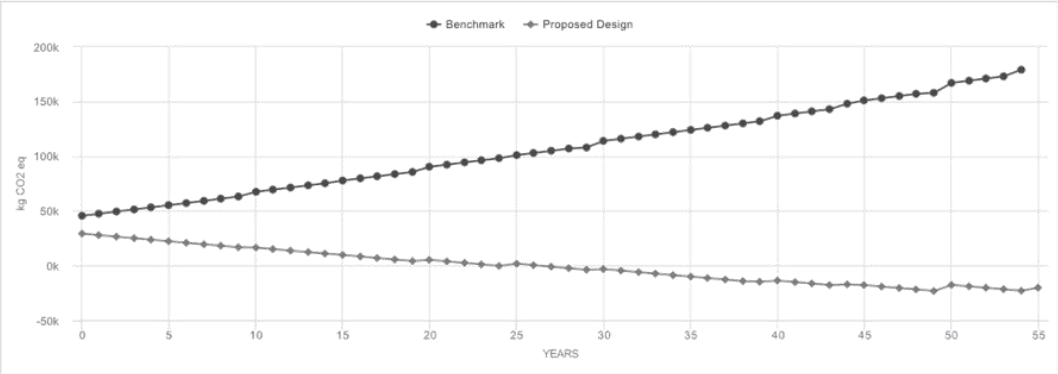
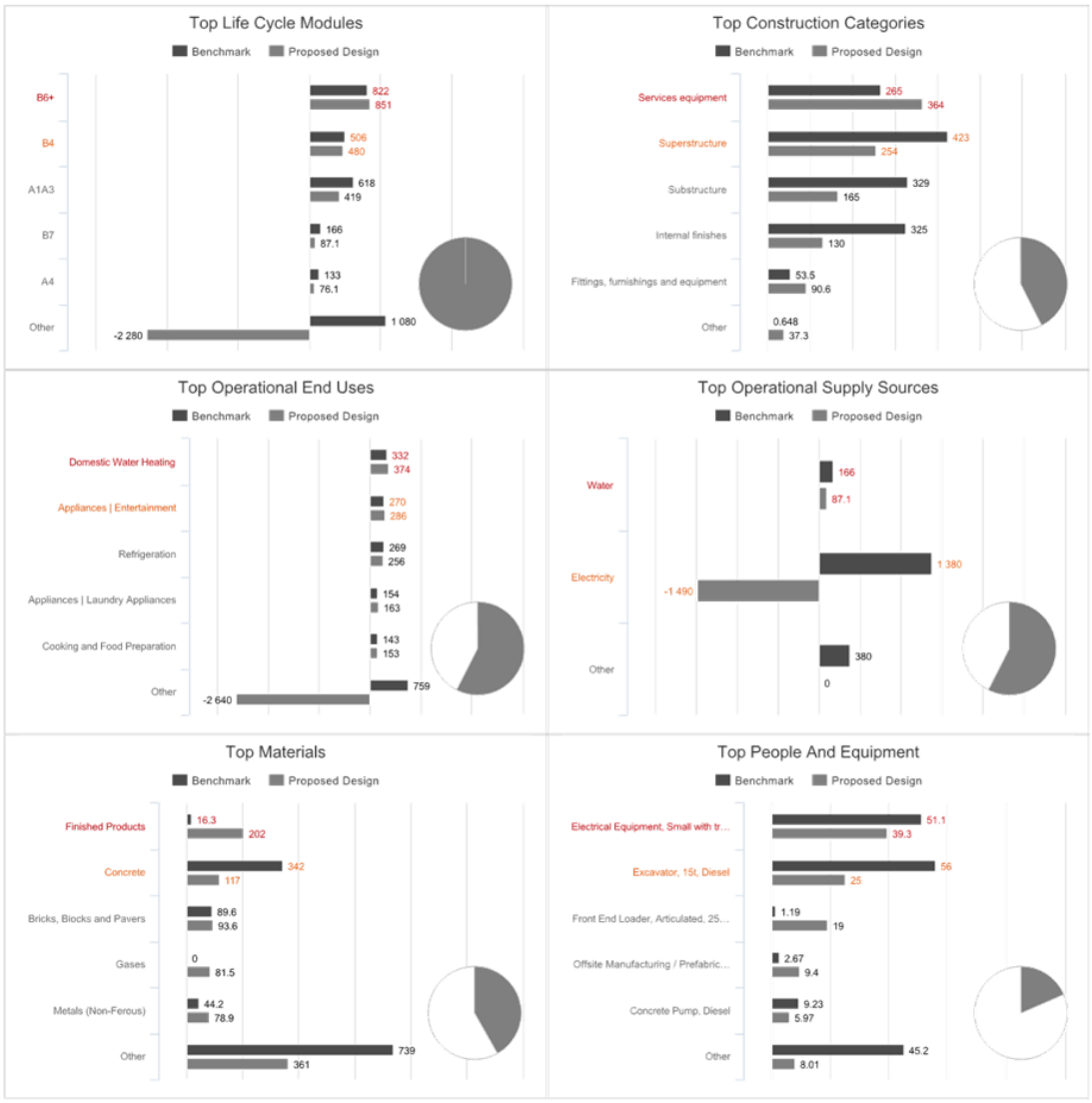


Figure 5: Top Five Global Warming Potential Total, GWP chart



Life Cycle Assessment Report
City of Vincent
29 green street, mount hawthorn
Saturday, March 28, 2026 UTC

Cerclos

Highest and Lowest Impact Materials (kg CO_2 eq)

	Initial Materials & Construction (A1-A5)	Use Stage Materials & Construction (B1-B5)	End of Life (C1-C4)	Recycling & Energy Export (D)	Total
Top 10 Impact Materials					
Finished Products | Electrical Goods | Solar PV Panels | Monocystalline	20893.56	45463.09	1837.98	-15526.51	52668.12
Bricks, Blocks and Pavers | Clay Bricks and Pavers | Unspecified	24871.69	0	2614.19	0	27485.88
Glazing | Windows | Aluminium Framed | No Thermal Break | Single Glaze | Domestic 50% Opening	10843.4	10881.89	38.49	0	21763.79
Metals (Non-Ferous) | Aluminium Unspecified	11434.67	13174.51	245.4	-7265.77	17588.81
Cementitious Binders | Mortars and Renders | 1 cement : 4 sand	13433.22	2407.07	627.87	0	16468.16
Gases | Refrigerants | R-410A (Puron, AZ-20)	284.77	11799.95	4230.14	0	16314.87
Concrete | Unreinforced | Portland Cement Blends | 30 MPa	14486.97	-222.2	2009.5	0	16274.27
Concrete | Reinforced | 1.0% Reinforcement | Portland Cement Blends | 30 MPa	14285.28	0	1736.83	0	16022.12
Ferrous Metals | Steel | Reinforcement bar | Unspecified	6692.22	0	495.78	2314.76	9502.77
Gases | Refrigerants | R-134a (HFC-134a)	99.16	6345.79	1170	0	7614.95
Bottom 5 Impact Materials					
Finished Products | Electrical Goods | Electric Motors | Unspecified	0	0.02	0	0	0.02
Paints and Finishes | Unspecified | 3 Coats	0	0.01	0	0	0.02
Timber | Sustainably Sourced | General | Unspecified	-595.25	-109.8	485.44	6.8	-212.81
Timber | Sustainably Sourced | Softwood | Unspecified	-644.99	-118.86	526.13	7.36	-230.36
Timber | Sustainably Sourced | Hardwood | Unspecified	-11223.09	0	8267.75	57.82	-2897.51

Life Cycle Assessment Report
City of Vincent
29 green street, mount hawthorn
Saturday, March 28, 2026 UTC

Cerclos

Highest and Lowest Impact Templates (kg CO_2 eq)

	Initial Materials & Construction (A1-A5)	Use Stage Materials & Construction (B1-B5)	Integrated Energy Use (B6)	Plug Load Energy Use (B6+)	Water Supply & Treatment (B7)	End of Life (C1-C4)	Recycling & Energy Export (D)	Total
Top 10 Impact Templates								
Appliances Residential Average (AUS)	452.36	2435.67	0	174989.58	0	9.61	-568.39	177318.83
Electric Instantaneous Hot Water System (HWS_App)	616.37	1996.33	109956.11	0	0	17.54	-362.52	112223.82
Refrigeration, Residential Well Ventilated Fridge Recess	1633.19	14146.36	0	75054.34	0	1205.18	-1318.78	90720.29
Cooking, Res Electric Oven Induction Stove	586.48	2308.08	44992.99	0	0	9.09	-1185.04	46711.59
Split System Air Source Heat Pump for Heating (MEPs Average, R410a)	408.25	12006.03	21789.13	0	0	4151.18	-67.73	38286.85
Concrete Floor - 100mm slab on ground 30MPa 3.8% reo (Portland Cement)	21817.47	-222.2	0	0	0	3697.02	2323.13	27615.43
Water Use and Treatment (eTool Turbo)	0	0	1564.26	0	25573.51	0	0	27137.77
Wall External Type 1, Masonry, double brick 110-50-110 insulated with foundations and finishes	20559.42	1448.95	0	0	0	1948.64	-0.89	23956.13
Windows, Residential Aluminium Single Glaze, fly screen	11448.9	12063.4	0	0	0	45.24	-356.98	23200.57
Wall External Type 2, Masonry, double brick 110-50-110 insulated with foundations and finishes	16901.04	1219.06	0	0	0	1595.52	-0.73	19714.89
Bottom 5 Impact Templates								
Door - SolidCoreTimber/WoodenJam/Painted	-327.11	302.9	0	0	0	363.47	-17.2	322.07
Pool Structure - Concrete	309.31	0.01	0	0	0	0.03	0	309.36
Swimming Pool - Pumps and Filters Ultra Efficient	9.29	46.41	0	0	0	0	0	55.7
Floor Covering - 12mm timber, Glue Down (Substructure)	-581.96	0	0	0	0	600.42	4.22	22.68
Solar PV System Residential - Zone 3 (Perth Sydney etc)	32514.3	60822.37	-467245.83	0	0	2076.15	-451242.99	-823076

5.2 Ozone Depletion Potential, ODP (kg CFC-11 eq)

Figure 6: Time series Ozone Depletion Potential, ODP chart

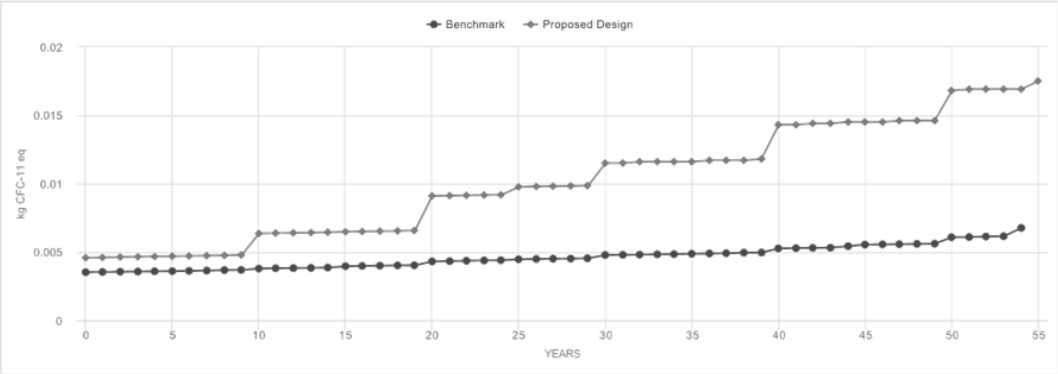
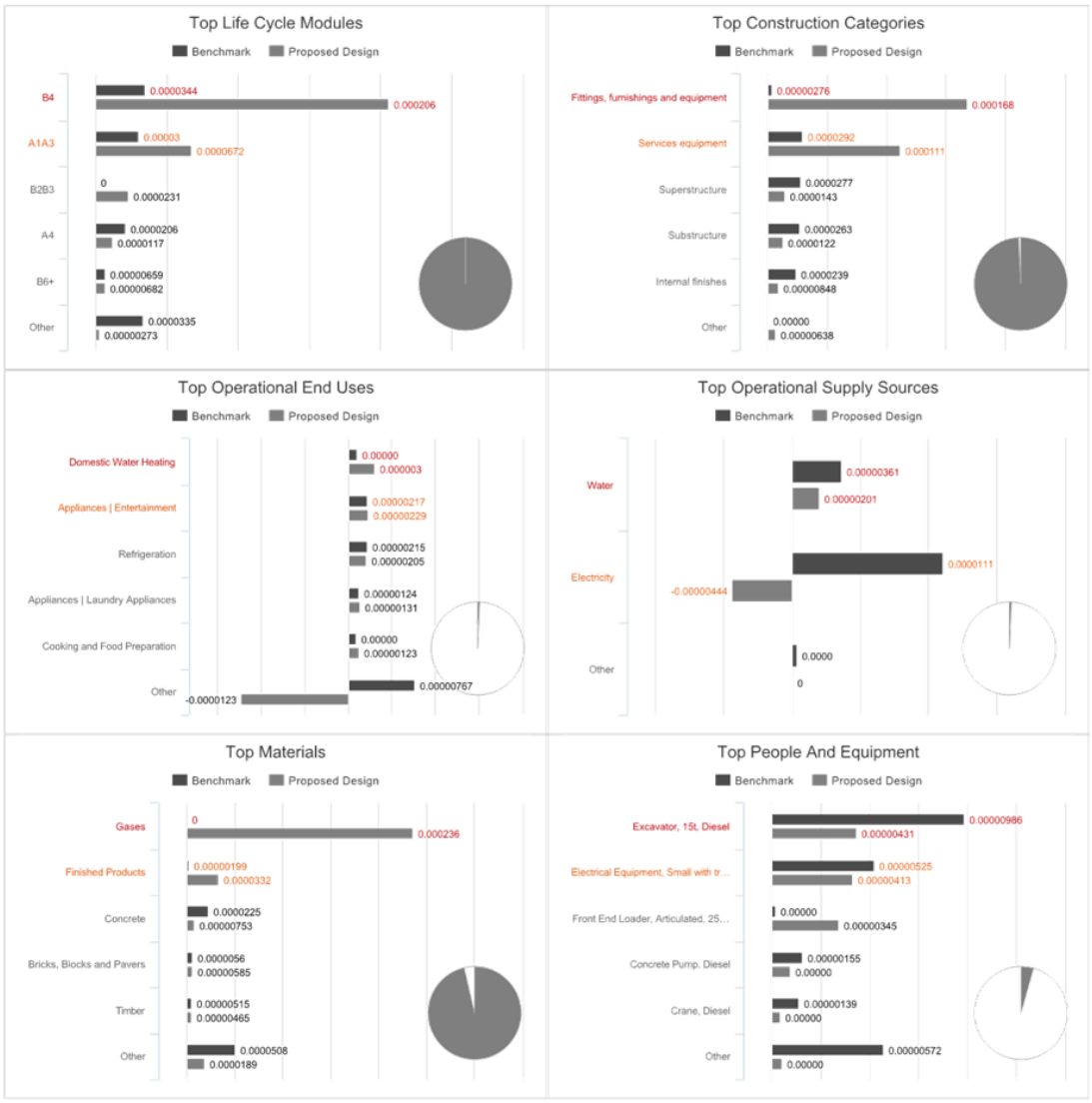


Figure 7: Top Five Ozone Depletion Potential, ODP chart



Life Cycle Assessment Report
City of Vincent
29 green street, mount hawthorn
Saturday, March 28, 2026 UTC

Cerclos

Highest and Lowest Impact Materials (kg CFC-11 eq)

	Initial Materials & Construction (A1-A5)	Use Stage Materials & Construction (B1-B5)	End of Life (C1-C4)	Recycling & Energy Export (D)	Total
Top 10 Impact Materials					
Gases | Refrigerants | R-134a (HFC-134a)	0.01	0.04	0	0	0.05
Gases | Refrigerants | R-410A (Puron, AZ-20)	0	0.02	0	0	0.02
Finished Products | Electrical Goods | Solar PV Panels | Monocystalline	0	0.01	0	0	0.01
Bricks, Blocks and Pavers | Clay Bricks and Pavers | Unspecified	0	0	0	0	0
Concrete | Reinforced | 1.0% Reinforcement | Portland Cement Blends | 30 MPa	0	0	0	0	0
Concrete | Unreinforced | Portland Cement Blends | 30 MPa	0	0	0	0	0
Finished Products | Electrical Goods | Solar Inverters | Solar Inverter Generic	0	0	0	0	0
Glazing | Windows | Aluminium Framed | No Thermal Break | Single Glaze | Domestic 50% Opening	0	0	0	0	0
Timber | Sustainably Sourced | Hardwood | Unspecified	0	0	0	0	0
Paints and Finishes | Unspecified | 1 Coat	0	0	0	0	0
Bottom 5 Impact Materials					
Ferrous Metals | Steel | Coated Sheet | Enamelled	0	0	0	0	0
Concrete | Unreinforced | Portland Cement Blends | 25 MPa	0	0	0	0	0
Paints and Finishes | Unspecified | 3 Coats	0	0	0	0	0
Finished Products | Electrical Goods | Electric Motors | Unspecified	0	0	0	0	0
Insulation | Blankets and Batts | 80% Recycled Polyester Batts | R 2.5	0	0	0	0	0

Life Cycle Assessment Report
City of Vincent
29 green street, mount hawthorn
Saturday, March 28, 2026 UTC

Cerclos

Highest and Lowest Impact Templates (kg CFC-11 eq)

	Initial Materials & Construction (A1-A5)	Use Stage Materials & Construction (B1-B5)	Integrated Energy Use (B6)	Plug Load Energy Use (B6+)	Water Supply & Treatment (B7)	End of Life (C1-C4)	Recycling & Energy Export (D)	Total
Top 10 Impact Templates								
Refrigeration, Residential Well Ventilated Fridge Recess	0.01	0.04	0	0	0	0	0	0.05
Ducted System Air Source Heat Pump for Cooling, higher efficiency (COP/EER 3.8), R410a Refrigerant	0	0.01	0	0	0	0	0	0.01
Split System Air Source Heat Pump for Heating (MEPs Average, R410a)	0	0.01	0	0	0	0	0	0.01
Solar PV System Residential - Zone 3 (Perth Sydney etc)	0	0.01	0	0	0	0	0	0.01
Concrete Floor - 100mm slab on ground 30MPa 3.8% reo (Portland Cement)	0	0	0	0	0	0	0	0
Appliances Residential Average (AUS)	0	0	0	0	0	0	0	0
Wall External Type 1, Masonry, double brick 110-50-110 insulated with foundations and finishes	0	0	0	0	0	0	0	0
Wall Internal Type 1, Masonry, Single Brick Wall (90mm) uninsulated with foundations and finishes	0	0	0	0	0	0	0	0
Roof - TimberTruss/SteelSheeting/30°Pitch	0	0	0	0	0	0	0	0
Wall External Type 2, Masonry, double brick 110-50-110 insulated with foundations and finishes	0	0	0	0	0	0	0	0
Bottom 5 Impact Templates								
Door - HollowCoreTimber/SteelJam/Painted	0	0	0	0	0	0	0	0
LED Outdoor Lighting (Residential - High Efficiency 110lm/watt), m2	0	0	0	0	0	0	0	0
Floor Covering - 12mm timber, Glue Down (Substructure)	0	0	0	0	0	0	0	0
Pool Structure - Concrete	0	0	0	0	0	0	0	0
Swimming Pool - Pumps and Filters Ultra Efficient	0	0	0	0	0	0	0	0

5.3 Acidification Potential for Soil and Water, AP (kg SO_2 eq.)

Figure 8: Time series Acidification Potential for Soil and Water, AP chart

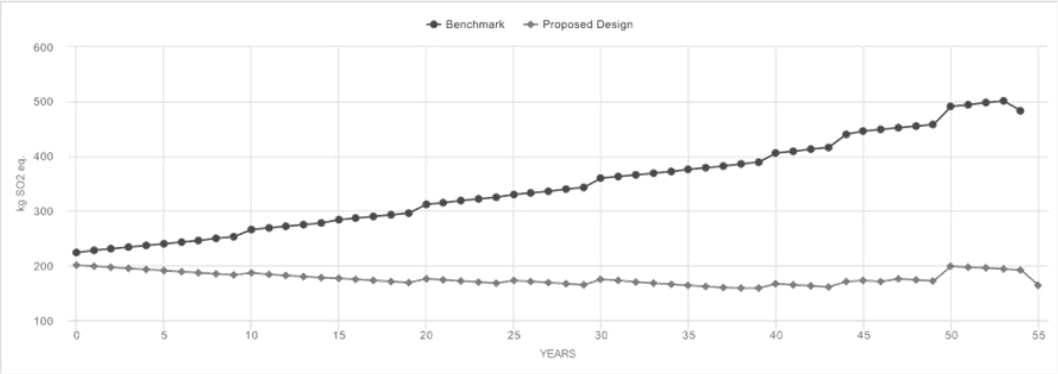
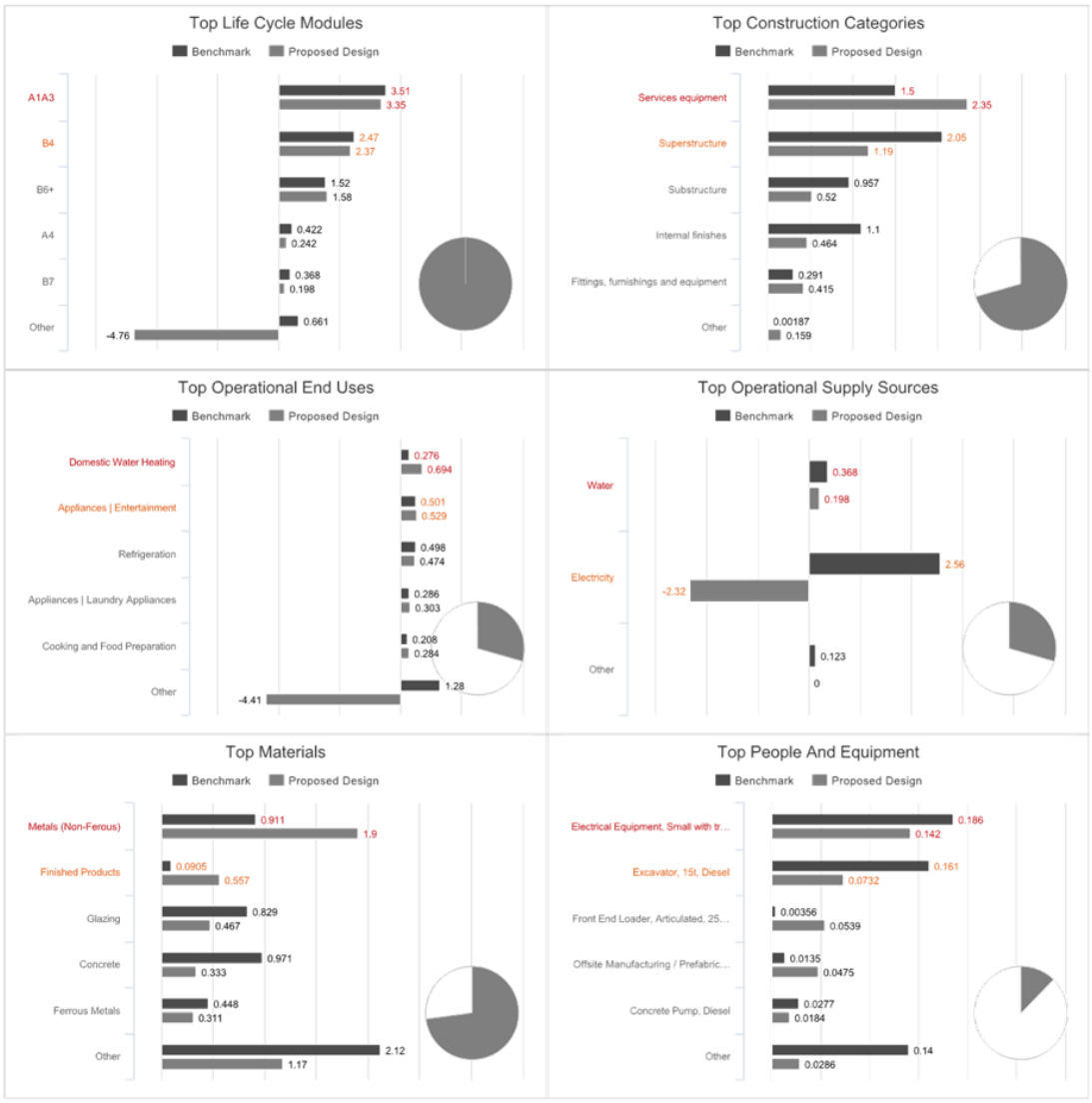


Figure 9: Top Five Acidification Potential for Soil and Water, AP chart



Life Cycle Assessment Report
City of Vincent
29 green street, mount hawthorn
Saturday, March 28, 2026 UTC

Cerclos

Highest and Lowest Impact Materials (kg SO_2 eq.)

	Initial Materials & Construction (A1-A5)	Use Stage Materials & Construction (B1-B5)	End of Life (C1-C4)	Recycling & Energy Export (D)	Total
Top 10 Impact Materials					
Metals (Non-Ferous) | Copper Unspecified	401.15	188.41	0.5	-146.46	443.59
Glazing | Windows | Aluminium Framed | No Thermal Break | Single Glaze | Domestic 50% Opening	64.94	65.09	0.14	0	130.18
Metals (Non-Ferous) | Aluminium Unspecified	72.21	82.28	0.68	-46.86	108.32
Finished Products | Electrical Goods | Solar PV Panels | Monocystalline	53.67	116.26	4.46	-72.13	102.26
Bricks, Blocks and Pavers | Clay Bricks and Pavers | Unspecified	53.56	0	9.83	0	63.39
Cementitious Binders | Mortars and Renders | 1 cement : 4 sand	46.51	8.37	2.38	0	57.25
Finished Products | Electrical Goods | Solar Inverters | Solar Inverter Generic	8.55	41.96	0.01	0	50.51
Concrete | Unreinforced | Portland Cement Blends | 30 MPa	38.95	0	7.6	0	46.56
Concrete | Reinforced | 1.0% Reinforcement | Portland Cement Blends | 30 MPa	39.02	0	6.57	0	45.59
Ferrous Metals | Steel | Coated Sheet | Zinc Coated & Coloured Sheet 0.43mm	74.13	2.16	0.34	-43.82	32.8
Bottom 5 Impact Materials					
Plaster and Mineral Derived Products | Fibre Cement | Medium Density. 1250 kg/t	0.02	0.02	0	0	0.04
Ferrous Metals | Steel | Coated Sheet | Enamelled	0	0.01	0	0	0.01
Concrete | Unreinforced | Portland Cement Blends | 25 MPa	0	0	0	0	0
Finished Products | Electrical Goods | Electric Motors | Unspecified	0	0	0	0	0
Paints and Finishes | Unspecified | 3 Coats	0	0	0	0	0

Life Cycle Assessment Report
City of Vincent
29 green street, mount hawthorn
Saturday, March 28, 2026 UTC

Cerclos

Highest and Lowest Impact Templates (kg SO_2 eq.)

	Initial Materials & Construction (A1-A5)	Use Stage Materials & Construction (B1-B5)	Integrated Energy Use (B6)	Plug Load Energy Use (B6+)	Water Supply & Treatment (B7)	End of Life (C1-C4)	Recycling & Energy Export (D)	Total
Top 10 Impact Templates								
Appliances Residential Average (AUS)	2.89	15.36	0	324.39	0	0.03	-4.28	338.38
Electric Instantaneous Hot Water System (HWS_App)	32.97	62.66	203.83	0	0	0.05	-22.59	276.92
Refrigeration, Residential Well Ventilated Fridge Recess	12.23	61.52	0	139.13	0	0.11	-15.09	197.9
Electrical Fittings - sockets power points wiring embodied only (m2)	191.12	6.65	0	0	0	0.28	-46.57	151.48
Windows, Residential Aluminium Single Glaze, fly screen	68.06	71.21	0	0	0	0.16	-2.3	137.13
Roof - TimberTruss/SteelSheeting/30°Pitch	140.21	35.61	0	0	0	2.25	-58.21	119.87
Utilities Connection to Site Residential	80.31	64.63	0	0	0	0.09	-31.11	113.91
Cooking, Res Electric Oven Induction Stove	2.86	11.18	83.41	0	0	0.03	-5.22	92.25
Concrete Floor - 100mm slab on ground 30MPa 3.8% reo (Portland Cement)	75.52	0	0	0	0	9.33	5.78	90.63
Standard 1st Bathroom - WC/Shower-bath/Basin/WallTiles	69.8	12.88	0	0	0	0.3	-15.44	67.54
Bottom 5 Impact Templates								
Door - SolidCoreTimber/WoodenJam/Painted	1.85	2.89	0	0	0	0.06	-0.51	4.29
Floor Covering - 12mm timber, Glue Down (Substructure)	3.33	0	0	0	0	0.09	-0.35	3.08
Pool Structure - Concrete	0.99	0	0	0	0	0	0	0.99
Swimming Pool - Pumps and Filters Ultra Efficient	0.03	0.16	0	0	0	0	0	0.19
Solar PV System Residential - Zone 3 (Perth Sydney etc)	137.87	228.74	-866.15	0	0	5.12	-780.24	-1274.67

5.4 Eutrophication potential, EP (kg PO_4 eq)

Figure 10: Time series Eutrophication potential, EP chart

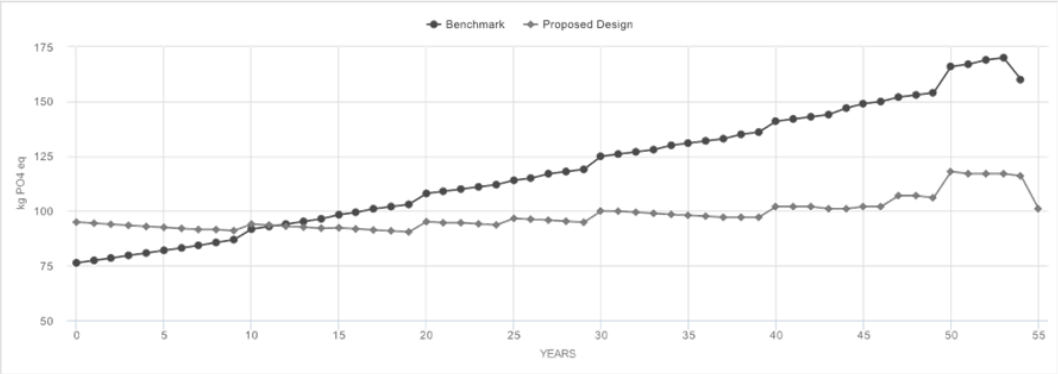
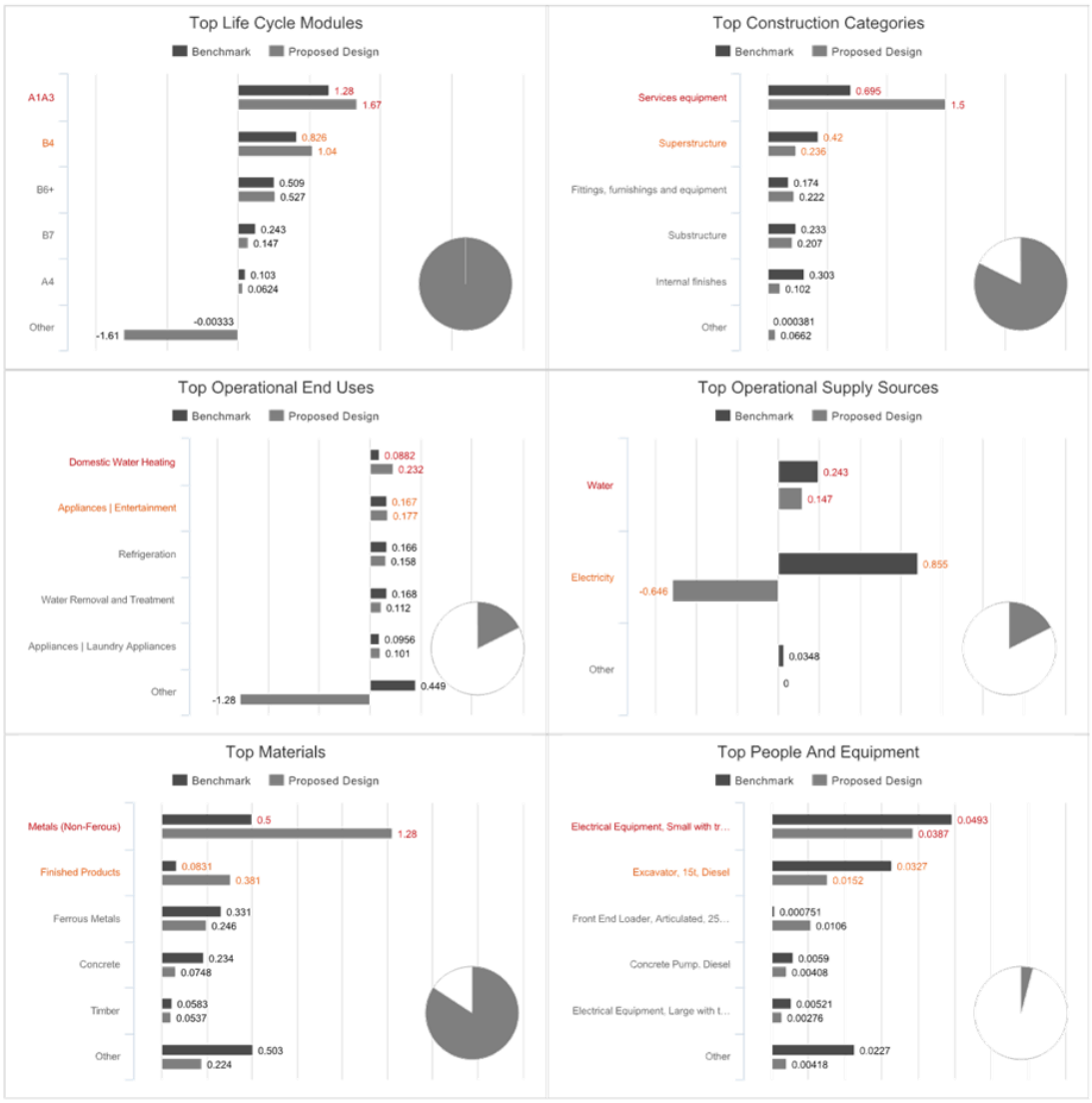


Figure 11: Top Five Eutrophication potential, EP chart



Life Cycle Assessment Report
City of Vincent
29 green street, mount hawthorn
Saturday, March 28, 2026 UTC

Cerclos

Highest and Lowest Impact Materials (kg PO_4 eq)

	Initial Materials & Construction (A1-A5)	Use Stage Materials & Construction (B1-B5)	End of Life (C1-C4)	Recycling & Energy Export (D)	Total
Top 10 Impact Materials					
Metals (Non-Ferous) | Copper Unspecified	330.1	154.89	0.1	-120.76	364.34
Finished Products | Electrical Goods | Solar PV Panels | Monocystalline	19.24	40.42	0.97	-6.39	54.24
Finished Products | Electrical Goods | Solar Inverters | Solar Inverter Generic	6.2	30.43	0	0	36.63
Ferrous Metals | Steel | Reinforcement bar | Unspecified	27.02	0	0.34	5.7	33.06
Finished Products | Electrical Goods | Electronics | Electronics For Control Unit	2.62	18.35	0	0	20.97
Ferrous Metals | Steel | Coated Sheet | Zinc Coated & Coloured Sheet 0.43mm	28.07	0.82	0.08	-10.61	18.35
Ferrous Metals | Steel | General | Unspecified	3.91	12.2	0.04	-1.61	14.54
Bricks, Blocks and Pavers | Clay Bricks and Pavers | Unspecified	11.6	0	2.16	0	13.77
Concrete | Reinforced | 1.0% Reinforcement | Portland Cement Blends | 30 MPa	9.87	0	1.44	0	11.31
Glazing | Windows | Aluminium Framed | No Thermal Break | Single Glaze | Domestic 50% Opening	5.09	5.12	0.03	0	10.24
Bottom 5 Impact Materials					
Ferrous Metals | Steel | Coated Sheet | Enamelled	0	0	0	0	0.01
Concrete | Unreinforced | Portland Cement Blends | 25 MPa	0	0	0	0	0
Finished Products | Electrical Goods | Electric Motors | Unspecified	0	0	0	0	0
Paints and Finishes | Unspecified | 3 Coats	0	0	0	0	0
Metals (Non-Ferous) | Brass	0.16	0.38	0	-0.88	-0.34

Life Cycle Assessment Report
City of Vincent
29 green street, mount hawthorn
Saturday, March 28, 2026 UTC

Cerclos

Highest and Lowest Impact Templates (kg PO_4 eq)

	Initial Materials & Construction (A1-A5)	Use Stage Materials & Construction (B1-B5)	Integrated Energy Use (B6)	Plug Load Energy Use (B6+)	Water Supply & Treatment (B7)	End of Life (C1-C4)	Recycling & Energy Export (D)	Total
Top 10 Impact Templates								
Electric Instantaneous Hot Water System (HWS_App)	26.87	50.39	68.07	0	0	0.01	-18.5	126.84
Electrical Fittings - sockets power points wiring embodied only (m2)	154.91	1.6	0	0	0	0.06	-38.37	118.19
Appliances Residential Average (AUS)	1.74	9.18	0	108.34	0	0.01	-2.24	117.02
Utilities Connection to Site Residential	55.24	52.31	0	0	0	0.02	-25.62	81.95
Refrigeration, Residential Well Ventilated Fridge Recess	7.47	37.43	0	46.47	0	0.02	-9.94	81.45
Concrete Floor - 100mm slab on ground 30MPa 3.8% reo (Portland Cement)	38.43	0	0	0	0	2.05	5.52	46.01
Water Use and Treatment (eTool Turbo)	0	0	0.97	0	43.2	0	0	44.16
Standard 1st Bathroom - WC/Shower-bath/Basin/WallTiles	51.61	2.85	0	0	0	0.07	-12.36	42.16
Roof - TimberTruss/SteelSheeting/30°Pitch	43.44	8.72	0	0	0	0.5	-14.18	38.48
Ducted System Air Source Heat Pump for Cooling, higher efficiency (COP/EER 3.8), R410a Refrigerant	9.17	22.34	8.85	0	0	0.01	-5.58	34.79
Bottom 5 Impact Templates								
Door - SolidCoreTimber/WoodenJam/Painted	0.49	0.82	0	0	0	0.01	-0.12	1.21
Floor Covering - 12mm timber, Glue Down (Substructure)	0.73	0	0	0	0	0.02	-0.09	0.66
Pool Structure - Concrete	0.25	0	0	0	0	0	0	0.25
Swimming Pool - Pumps and Filters Ultra Efficient	0.01	0.05	0	0	0	0	0	0.06
Solar PV System Residential - Zone 3 (Perth Sydney etc)	36.28	75.76	-289.27	0	0	1.11	-194.73	-370.86

5.5 Photochemical Ozone Creation Potential, POCP (kg ethylene)

Figure 12: Time series Photochemical Ozone Creation Potential, POCP chart

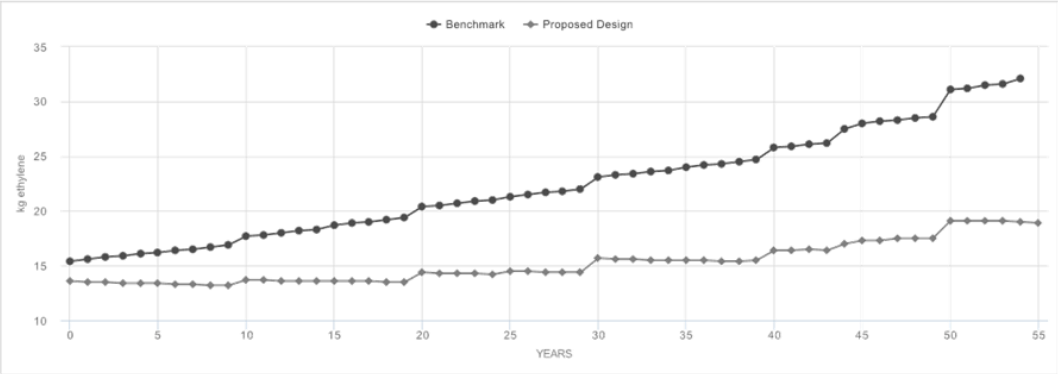
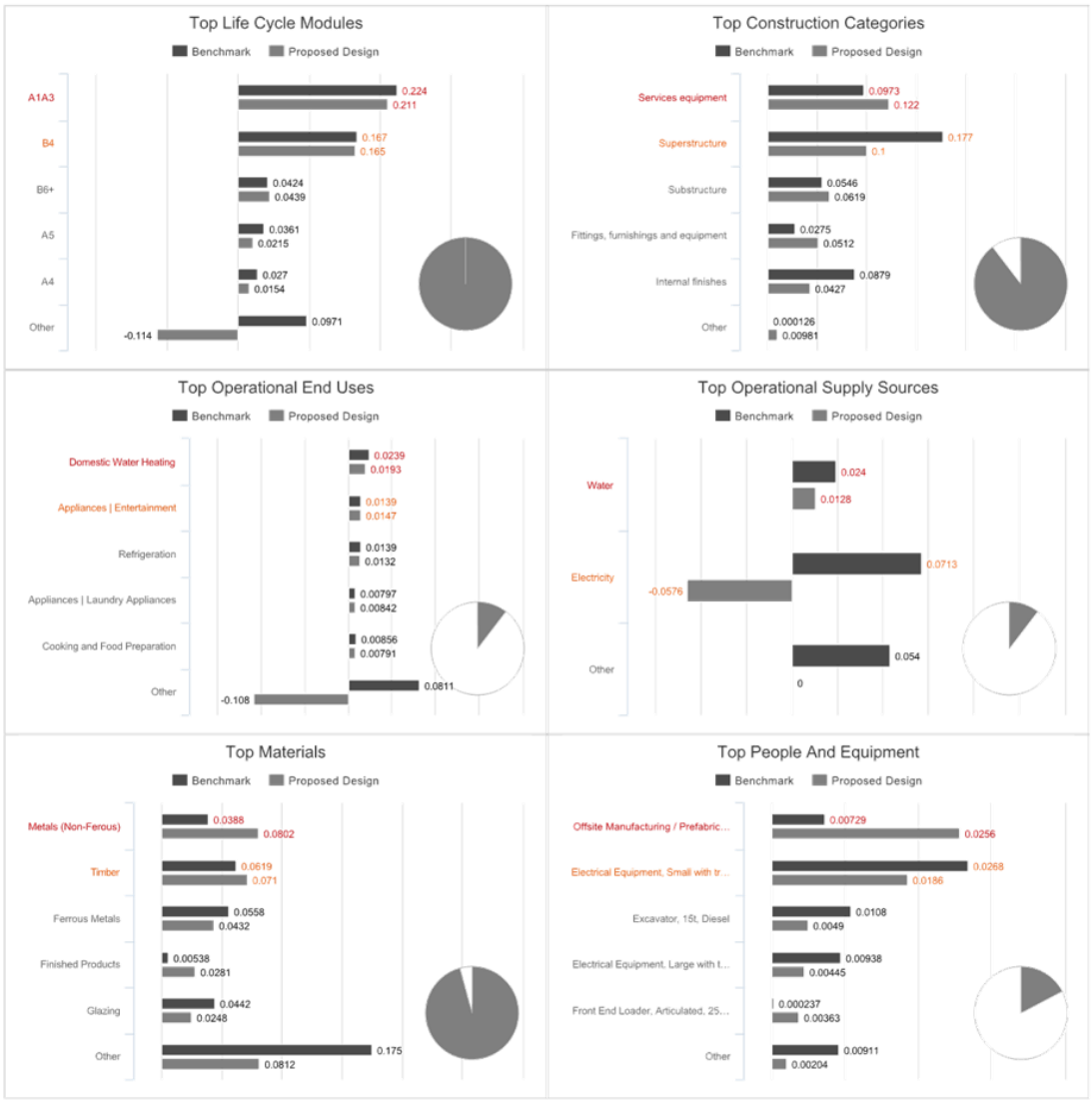


Figure 13: Top Five Photochemical Ozone Creation Potential, POCP chart



Life Cycle Assessment Report
City of Vincent
29 green street, mount hawthorn
Saturday, March 28, 2026 UTC

Cerclos

Highest and Lowest Impact Materials (kg ethylene)

	Initial Materials & Construction (A1-A5)	Use Stage Materials & Construction (B1-B5)	End of Life (C1-C4)	Recycling & Energy Export (D)	Total
Top 10 Impact Materials					
Metals (Non-Ferous) | Copper Unspecified	15.43	7.25	0.03	-5.62	17.09
Timber | Sustainably Sourced | Hardwood | Unspecified	5.96	0	1.58	-0.13	7.41
Glazing | Windows | Aluminium Framed | No Thermal Break | Single Glaze | Domestic 50% Opening	3.52	3.52	0.01	0	7.05
Timber | Sustainably Sourced | Plywood | Unspecified	6.02	0	0.23	-0.02	6.23
Metals (Non-Ferous) | Aluminium Unspecified	4.11	4.69	0.04	-2.66	6.19
Ferrous Metals | Steel | Reinforcement bar | Unspecified	4.91	0	0.1	1.02	6.03
Bricks, Blocks and Pavers | Clay Bricks and Pavers | Unspecified	4.54	0	0.56	0	5.1
Timber | Sustainably Sourced | Particle Board | Indoor	1.72	2.07	0.36	-0.06	4.09
Finished Products | Electrical Goods | Solar PV Panels | Monocystalline	2.49	5.31	0.17	-3.97	4
Finished Products | Electrical Goods | Solar Inverters | Solar Inverter Generic	0.6	2.92	0	0	3.52
Bottom 5 Impact Materials					
Plaster and Mineral Derived Products | Fibre Cement | Medium Density. 1250 kg/t	0	0	0	0	0
Ferrous Metals | Steel | Coated Sheet | Enamelled	0	0	0	0	0
Concrete | Unreinforced | Portland Cement Blends | 25 MPa	0	0	0	0	0
Finished Products | Electrical Goods | Electric Motors | Unspecified	0	0	0	0	0
Paints and Finishes | Unspecified | 3 Coats	0	0	0	0	0

Life Cycle Assessment Report
City of Vincent
29 green street, mount hawthorn
Saturday, March 28, 2026 UTC

Cerclos

Highest and Lowest Impact Templates (kg ethylene)

	Initial Materials & Construction (A1-A5)	Use Stage Materials & Construction (B1-B5)	Integrated Energy Use (B6)	Plug Load Energy Use (B6+)	Water Supply & Treatment (B7)	End of Life (C1-C4)	Recycling & Energy Export (D)	Total
Top 10 Impact Templates								
Concrete Floor - 100mm slab on ground 30MPa 3.8% reo (Portland Cement)	12.54	0	0	0	0	0.76	1	14.3
Roof - TimberTruss/SteelSheeting/30°Pitch	10.87	2.12	0	0	0	1.62	-0.93	13.69
Appliances Residential Average (AUS)	0.27	1.42	0	9.03	0	0	-0.22	10.5
Refrigeration, Residential Well Ventilated Fridge Recess	1.16	5.81	0	3.87	0	0.01	-0.74	10.11
Electric Instantaneous Hot Water System (HWS_App)	1.39	3.01	5.67	0	0	0	-0.88	9.19
Windows, Residential Aluminium Single Glaze, fly screen	3.73	3.94	0	0	0	0.01	-0.13	7.55
Electrical Fittings - sockets power points wiring embodied only (m2)	7.8	1	0	0	0	0.02	-1.79	7.02
Kitchen Medium sized (incl Equipment)	3.5	2.69	0	0	0	0.37	-0.49	6.07
Utilities Connection to Site Residential	3.67	2.62	0	0	0	0.01	-1.2	5.1
Ducted System Air Source Heat Pump for Cooling, higher efficiency (COP/EER 3.8), R410a Refrigerant	1.41	3	0.74	0	0	0	-0.28	4.87
Bottom 5 Impact Templates								
LED Outdoor Lighting (Residential - High Efficiency 110lm/watt), m2	0.03	0.16	0.23	0	0	0	-0.01	0.41
Water tank - steel (embodied)	0.27	0.17	0	0	0	0.02	-0.05	0.4
Pool Structure - Concrete	0.06	0	0	0	0	0	0	0.06
Swimming Pool - Pumps and Filters Ultra Efficient	0	0.01	0	0	0	0	0	0.01
Solar PV System Residential - Zone 3 (Perth Sydney etc)	7.27	12.52	-24.11	0	0	0.21	-22.85	-26.96

5.6 Abiotic Depletion Potential - Elements, ADPE (kg antimony)

Figure 14: Time series Abiotic Depletion Potential - Elements, ADPE chart

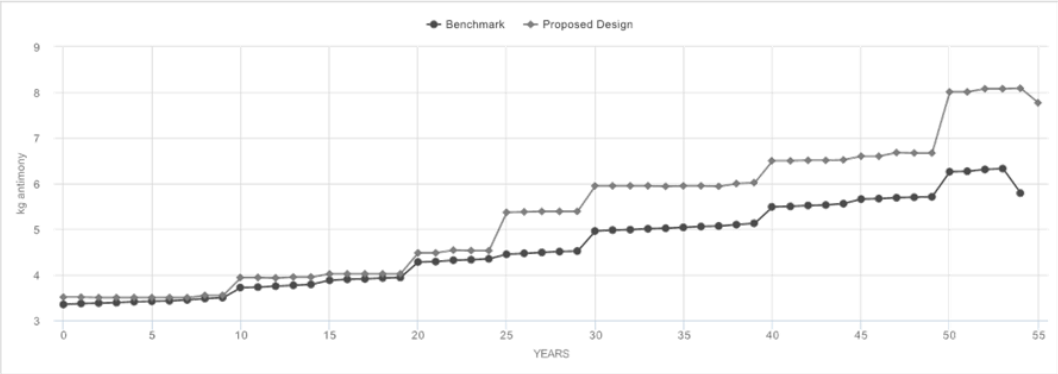


Figure 15: Top Five Abiotic Depletion Potential - Elements, ADPE chart

Life Cycle Assessment Report
City of Vincent
29 green street, mount hawthorn
Saturday, March 28, 2026 UTC

Cerclos

Highest and Lowest Impact Materials (kg antimony)

	Initial Materials & Construction (A1-A5)	Use Stage Materials & Construction (B1-B5)	End of Life (C1-C4)	Recycling & Energy Export (D)	Total
Top 10 Impact Materials					
Finished Products | Electrical Goods | Solar PV Panels | Monocystalline	4.44	8.92	0.02	-0.05	13.33
Finished Products | Electrical Goods | Solar Inverters | Solar Inverter Generic	1.79	8.8	0	0	10.6
Metals (Non-Ferous) | Copper Unspecified	4.09	1.92	0	-1.5	4.51
Finished Products | Electrical Goods | Electronics | Electronics For Control Unit	0.31	2.19	0	0	2.51
Ferrous Metals | Steel | Reinforcement bar | Unspecified	2.05	0	0.01	0.41	2.46
Ferrous Metals | Steel | Coated Sheet | Zinc Coated & Coloured Sheet 0.43mm	2.64	0.08	0	-1.15	1.57
Ceramics | Tiles | Ceramic Tiles	0.59	0.82	0	0	1.41
Ferrous Metals | Steel | General | Unspecified	0.28	0.86	0	-0.06	1.08
Paints and Finishes | Unspecified | 1 Coat	0.13	0.38	0	0	0.51
Ferrous Metals | Steel | Coated Sheet | Zinc Coated & Coloured Sheet 0.56mm	0.4	0.4	0	-0.34	0.46
Bottom 5 Impact Materials					
Plastics | Polyvinyl Chloride (PVC) | Unspecified	0	0	0	0	0
Insulation | Rigid Foams and Boards | Polyethylene | Polyethylene	0	0	0	0	0
Paints and Finishes | Unspecified | 3 Coats	0	0	0	0	0
Concrete | Unreinforced | Portland Cement Blends | 25 MPa	0	0	0	0	0
Finished Products | Electrical Goods | Electric Motors | Unspecified	0	0	0	0	0

Life Cycle Assessment Report
City of Vincent
29 green street, mount hawthorn
Saturday, March 28, 2026 UTC

Cerclos

Highest and Lowest Impact Templates (kg antimony)

	Initial Materials & Construction (A1-A5)	Use Stage Materials & Construction (B1-B5)	Integrated Energy Use (B6)	Plug Load Energy Use (B6+)	Water Supply & Treatment (B7)	End of Life (C1-C4)	Recycling & Energy Export (D)	Total
Top 10 Impact Templates								
Solar PV System Residential - Zone 3 (Perth Sydney etc)	6.3	17.67	-3.46	0	0	0.02	-1.13	19.4
Concrete Floor - 100mm slab on ground 30MPa 3.8% reo (Portland Cement)	2.2	0	0	0	0	0.08	0.41	2.69
Roof - TimberTruss/SteelSheeting/30°Pitch	3.24	0.52	0	0	0	0.02	-1.39	2.38
Electric Instantaneous Hot Water System (HWS_App)	0.37	0.83	0.81	0	0	0	-0.23	1.77
Appliances Residential Average (AUS)	0.06	0.32	0	1.3	0	0	-0.09	1.59
Electrical Fittings - sockets power points wiring embodied only (m2)	1.93	0.04	0	0	0	0	-0.48	1.5
Utilities Connection to Site Residential	0.8	0.98	0	0	0	0	-0.32	1.45
Refrigeration, Residential Well Ventilated Fridge Recess	0.17	0.84	0	0.56	0	0	-0.14	1.42
Ducted System Air Source Heat Pump for Cooling, higher efficiency (COP/EER 3.8), R410a Refrigerant	0.25	1.08	0.11	0	0	0	-0.08	1.36
Standard 1st Bathroom - WC/Shower-bath/Basin/WallTiles	0.86	0.48	0	0	0	0	-0.23	1.12
Bottom 5 Impact Templates								
Demolition - Residential (End-of-Life)	0	0	0	0	0	0.05	0	0.05
Door - SolidCoreTimber/WoodenJam/Painted	0.02	0.04	0	0	0	0	-0.01	0.05
Pool Structure - Concrete	0.01	0	0	0	0	0	0	0.01
Floor Covering - 12mm timber, Glue Down (Substructure)	0.01	0	0	0	0	0	0	0.01
Swimming Pool - Pumps and Filters Ultra Efficient	0	0	0	0	0	0	0	0

5.7 Abiotic Depletion Potential - Fossil Fuels, ADPF (MJ)

Figure 16: Time series Abiotic Depletion Potential - Fossil Fuels, ADPF chart

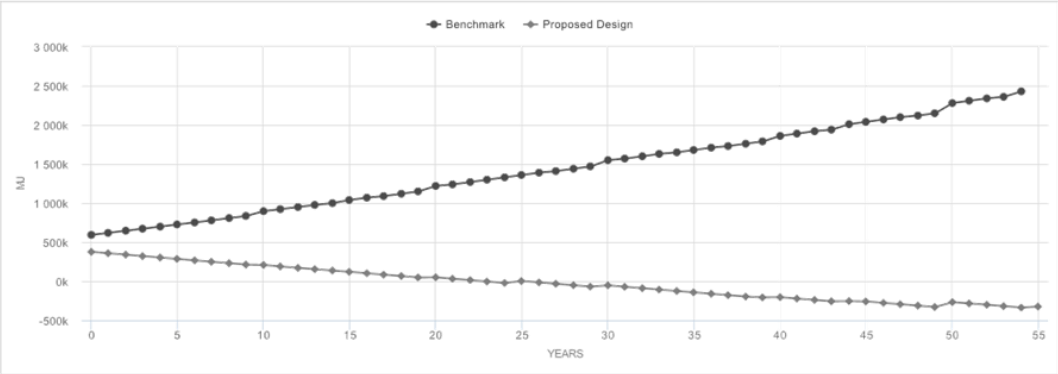
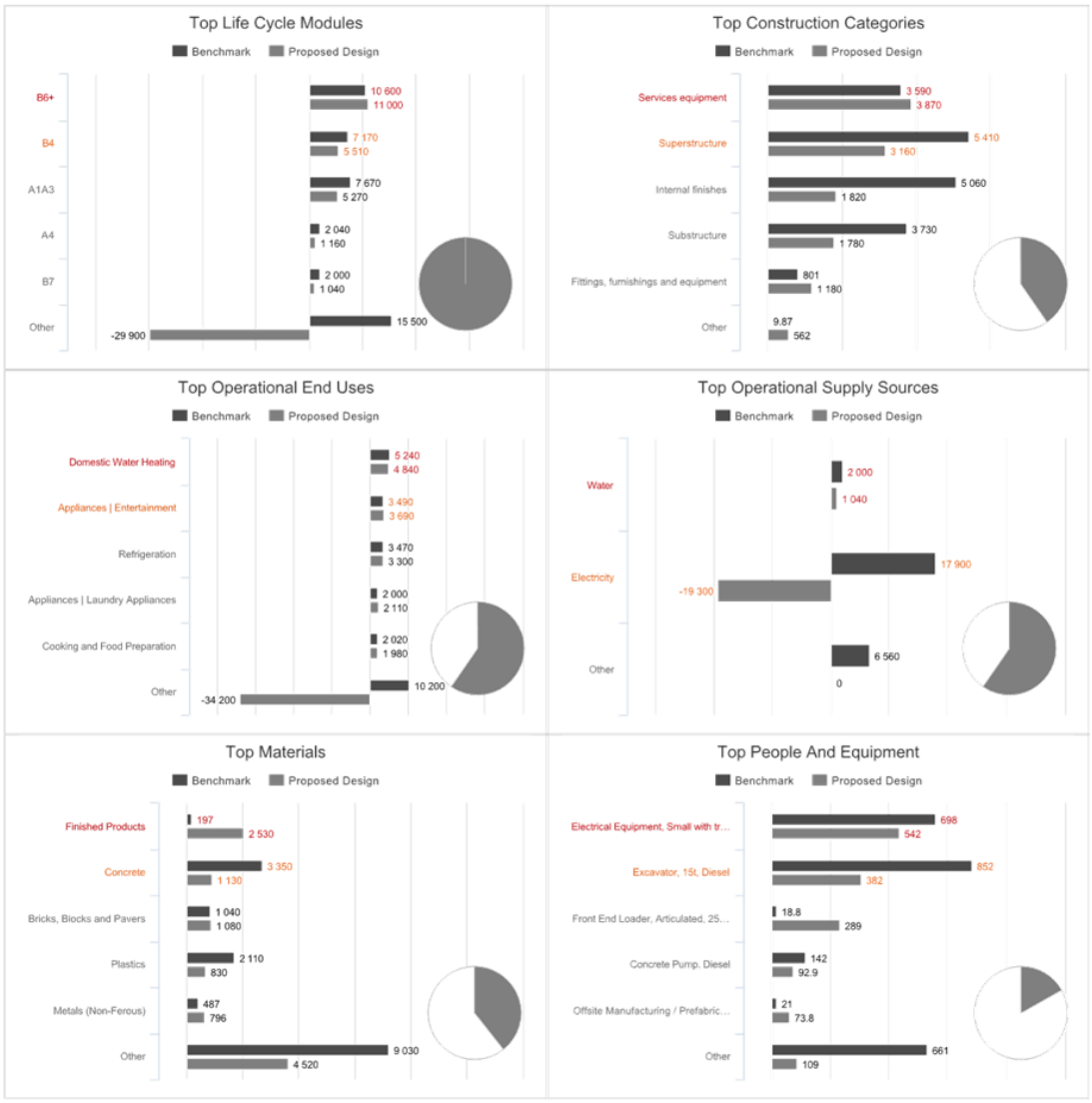


Figure 17: Top Five Abiotic Depletion Potential – Fossil Fuels, ADPF chart



Life Cycle Assessment Report
City of Vincent
29 green street, mount hawthorn
Saturday, March 28, 2026 UTC

Cerclos

Highest and Lowest Impact Materials (MJ)

	Initial Materials & Construction (A1-A5)	Use Stage Materials & Construction (B1-B5)	End of Life (C1-C4)	Recycling & Energy Export (D)	Total
Top 10 Impact Materials					
Finished Products | Electrical Goods | Solar PV Panels | Monocystalline	249095.35	545210.01	23509.65	-154653.84	663161.18
Bricks, Blocks and Pavers | Clay Bricks and Pavers | Unspecified	267804.45	0	50014.78	0	317819.23
Glazing | Windows | Aluminium Framed | No Thermal Break | Single Glaze | Domestic 50% Opening	108168.37	108904.73	736.36	0	217809.47
Metals (Non-Ferous) | Aluminium Unspecified	107498.66	125300.23	3671.29	-66860.51	169609.67
Concrete | Reinforced | 1.0% Reinforcement | Portland Cement Blends | 30 MPa	124702.01	0	33447.3	0	158149.3
Concrete | Unreinforced | Portland Cement Blends | 30 MPa	116176.66	0	38698.16	0	154874.82
Cementitious Binders | Mortars and Renders | 1 cement : 4 sand	105140.47	20068.47	12091.29	0	137300.23
Plastics | General | Unspecified	42167.13	62830.66	254.6	0	105252.39
Timber | Sustainably Sourced | Hardwood | Unspecified	70894.95	0	5128.71	9782.36	85806.02
Ferrous Metals | Steel | Reinforcement bar | Unspecified	51192.86	0	7597.93	22898.74	81689.52
Bottom 5 Impact Materials					
Plaster and Mineral Derived Products | Fibre Cement | Medium Density. 1250 kg/t	70.28	73.02	2.74	0	146.04
Ferrous Metals | Steel | Coated Sheet | Enamelled	19.08	19.47	0.39	-19.33	19.61
Concrete | Unreinforced | Portland Cement Blends | 25 MPa	1.58	0	0.54	0	2.13
Paints and Finishes | Unspecified | 3 Coats	0.06	0.31	0	0	0.37
Finished Products | Electrical Goods | Electric Motors | Unspecified	0.03	0.16	0	0	0.2

Life Cycle Assessment Report
City of Vincent
29 green street, mount hawthorn
Saturday, March 28, 2026 UTC

Cerclos

Highest and Lowest Impact Templates (MJ)

	Initial Materials & Construction (A1-A5)	Use Stage Materials & Construction (B1-B5)	Integrated Energy Use (B6)	Plug Load Energy Use (B6+)	Water Supply & Treatment (B7)	End of Life (C1-C4)	Recycling & Energy Export (D)	Total
Top 10 Impact Templates								
Appliances Residential Average (AUS)	7283.57	39474.66	0	2261300.67	0	151.03	-6455.08	2301754.86
Electric Instantaneous Hot Water System (HWS_App)	7715.08	26676.6	1420906.51	0	0	269.84	-4181.84	1451386.2
Refrigeration, Residential Well Ventilated Fridge Recess	23353.76	118914.85	0	969888.76	0	553.57	-15256.85	1097454.09
Cooking, Res Electric Oven Induction Stove	7291.87	29102.43	58142.29	0	0	144.81	-12255.98	605704.42
Water Use and Treatment (eTool Turbo)	0	0	20214.09	0	304752.68	0	0	324966.77
Roof - TimberTruss/SteelSheeting/30°Pitch	228255.62	97031.87	0	0	0	10217.07	-30590.2	304914.36
Split System Air Source Heat Pump for Heating (MEPs Average, R410a)	3858.76	15286.11	281569.74	0	0	63.25	-799.43	299978.43
Concrete Floor - 100mm slab on ground 30MPa 3.8% reo (Portland Cement)	203521.89	0	0	0	0	47035.33	24315.28	274872.51
Wall External Type 1, Masonry, double brick 110-50-110 insulated with foundations and finishes	214139.48	22854.33	0	0	0	35039.47	264.05	272297.33
Windows, Residential Aluminium Single Glaze, fly screen	116389.18	124964.59	0	0	0	838.14	-3284.94	238906.97
Bottom 5 Impact Templates								
Door - SolidCoreTimber/WoodenJam/Painted	4809.37	9468.14	0	0	0	234.1	627.14	15138.75
Floor Covering - 12mm timber, Glue Down (Substructure)	9266.09	0	0	0	0	372.46	713.71	10352.25
Pool Structure - Concrete	4742.44	0.31	0	0	0	0.56	0.05	4743.36
Swimming Pool - Pumps and Filters Ultra Efficient	134.96	674.37	0	0	0	0	-0.03	809.3
Solar PV System Residential - Zone 3 (Perth Sydney etc)	360810	703753.23	-6037978.34	0	0	27079.36	-5764333.02	-10710668.77

5.8 Net use of fresh water, FW (kg)

Figure 18: Time series Net use of fresh water, FW chart

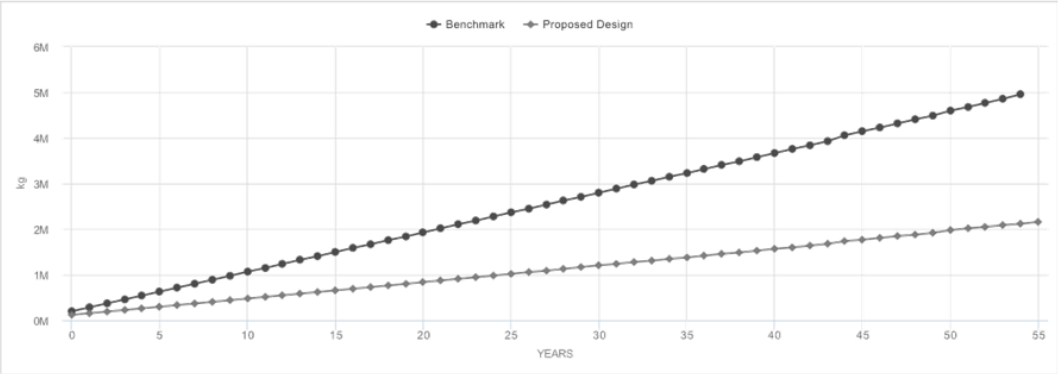
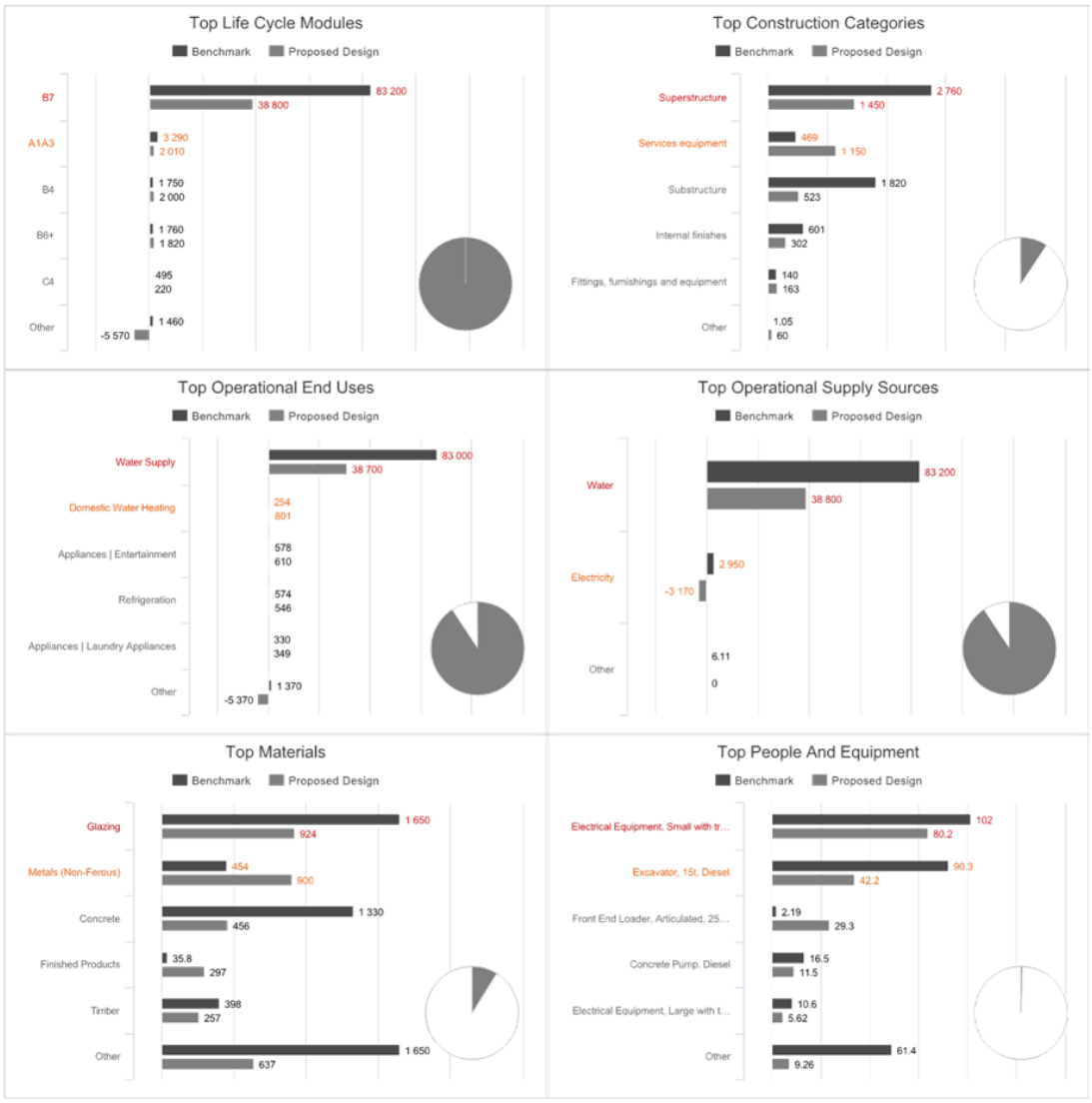


Figure 19: Top Five Net use of fresh water, FW chart



Life Cycle Assessment Report
City of Vincent
29 green street, mount hawthorn
Saturday, March 28, 2026 UTC

Cerclos

Highest and Lowest Impact Materials (kg)

	Initial Materials & Construction (A1-A5)	Use Stage Materials & Construction (B1-B5)	End of Life (C1-C4)	Recycling & Energy Export (D)	Total
Top 10 Impact Materials					
Glazing | Windows | Aluminium Framed | No Thermal Break | Single Glaze | Domestic 50% Opening	134425.31	134785.12	359.81	0	269570.25
Metals (Non-Ferous) | Aluminium Unspecified	170336.07	192893.19	459.63	-111885.08	251803.81
Finished Products | Electrical Goods | Solar PV Panels | Monocystalline	45002.31	152044.48	31019.93	-158627.16	69439.56
Concrete | Unreinforced | Portland Cement Blends | 30 MPa	44562.3	0	19315.09	0	63877.39
Concrete | Reinforced | 1.0% Reinforcement | Portland Cement Blends | 30 MPa	45708.36	0	16694.28	0	62402.63
Bricks, Blocks and Pavers | Clay Bricks and Pavers | Unspecified	23737.44	0	24438.71	0	48176.15
Timber | Sustainably Sourced | Hardwood | Unspecified	44144.06	0	1303.98	1413.01	46861.05
Cementitious Binders | Mortars and Renders | 1 cement : 4 sand	14878.35	3580.08	6035.03	0	24493.46
Plaster and Mineral Derived Products | 100% Primary Gypsum | Plaster | Unspecified	9359.47	11239.99	1880.52	0	22479.98
Ceramics | Tiles | Ceramic Tiles	6111.51	9310.5	557.32	0	15979.33
Bottom 5 Impact Materials					
Plastics | Nylon | Unspecified	1.27	1.82	0.55	-0.02	3.61
Concrete | Unreinforced | Portland Cement Blends | 25 MPa	0.63	0	0.27	0	0.9
Finished Products | Electrical Goods | Electric Motors | Unspecified	0.02	0.12	0	0	0.15
Paints and Finishes | Unspecified | 3 Coats	0.01	0.03	0	0	0.03
Ferrous Metals | Steel | Coated Sheet | Enamelled	-3.21	-3.14	0.07	4.54	-1.73

Life Cycle Assessment Report
City of Vincent
29 green street, mount hawthorn
Saturday, March 28, 2026 UTC

Cerclos

Highest and Lowest Impact Templates (kg)

	Initial Materials & Construction (A1-A5)	Use Stage Materials & Construction (B1-B5)	Integrated Energy Use (B6)	Plug Load Energy Use (B6+)	Water Supply & Treatment (B7)	End of Life (C1-C4)	Recycling & Energy Export (D)	Total
Top 10 Impact Templates								
Water Use and Treatment (eTool Turbo)	0	0	3344.71	0	11397429.06	0	0	11400773.77
Appliances Residential Average (AUS)	1999.28	10503.06	0	374164.8	0	32.15	-2923.07	383776.23
Windows, Residential Aluminium Single Glaze, fly screen	140794.29	147464.5	0	0	0	373.22	-5497.06	283134.95
Electric Instantaneous Hot Water System (HWS_App)	1002.31	2672.41	235109.47	0	0	45.74	-727.6	238102.34
Refrigeration, Residential Well Ventilated Fridge Recess	3784.03	19434	0	160482.08	0	117.22	-6448.1	177369.23
Cooking, Res Electric Oven Induction Stove	842.84	3481.15	96204.54	0	0	34.65	-1699.95	98863.22
Concrete Floor - 100mm slab on ground 30MPa 3.8% reo (Portland Cement)	54452.55	0	0	0	0	20860.47	2600.96	77913.98
Roof - TimberTruss/SteelSheeting/30°Pitch	69394.16	14588.75	0	0	0	3244.19	-10716.96	76510.15
Wall External Type 1, Masonry, double brick 110-50-110 insulated with foundations and finishes	36465.42	4615.18	0	0	0	17234.61	38.9	58354.11
Split System Air Source Heat Pump for Heating (MEPs Average, R410a)	402.4	1981.97	46589.77	0	0	14.3	-142.39	48846.06
Bottom 5 Impact Templates								
Floor Covering - 12mm timber, Glue Down (Substructure)	3386.01	0	0	0	0	94.7	103.09	3583.8
Door - HollowCoreTimber/SteelJam/Painted	1485.71	1950.6	0	0	0	60.59	-366.63	3130.27
Pool Structure - Concrete	635.37	0.03	0	0	0	0.27	0	635.67
Swimming Pool - Pumps and Filters Ultra Efficient	21.22	106.12	0	0	0	0	-0.04	127.31
Solar PV System Residential - Zone 3 (Perth Sydney etc)	206882.4	323643.94	-999070.58	0	0	31478.6	-1167697.41	-1604763.05

Cerclos

6 Scenarios Summary Tables

6.1 Proposed Design Scenarios Summary

Table 7: While modelling the Proposed Design the following scenarios were modelled.

	Scenario	GWP	ODP	AP	EP	POCP	ADPE	ADPF	FW
●	<Improved Design>								
●	RICS WLCA Phase 2 - Technical design phase 1	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
●	RICS WLCA Phase 2 - Technical design phase 2	55.89%	-7.46%	-114.80%	-31.32%	-60.85%	-18.72%	49.26%	4.58%
●	<Proposed Design>								

● Strategies included in Proposed Design ● Strategies not included in Proposed Design

7 Low Impact Strategies

The following low impact design strategies were modelled in the LCA study to determine the relative benefits and aid the design decision making process.

The relative saving of each progressed recommendation against the Benchmark is provided in the following tables for each strategy. Further information regarding each strategy is also provided regarding motivation and logistical constraints.

7.1 Proposed Design Strategies

The following low impact strategies are included in the Proposed Design.

Design Strategy Performance	GWP	ODP	AP	EP	POCP	ADPE	ADPF	FW
<Improved Design>								
RICS WLCA Phase 2 - Technical design phase 1	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
RICS WLCA Phase 2 - Technical design phase 2	-13.92 %	-17.60 %	-17.78 %	-14.81 %	-21.82 %	-20.79 %	-12.68 %	2.05 %
<Proposed Design>								

Table 8: Design Strategies in Proposed Design

7.1.1 RICS WLCA Phase 2 - Technical design phase 1

% Changes Against the Benchmark

Design Strategy Performance	GWP	ODP	AP	EP	POCP	ADPE	ADPF	FW
RICS WLCA Phase 2 - Technical design phase 1	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %

Table 9: Impact savings (or increases) associated with the RICS WLCA Phase 2 - Technical design phase 1 as a percentage of the Proposed Design.

RapidLCA automated phase

7.1.2 RICS WLCA Phase 2 - Technical design phase 2

% Changes Against the Benchmark

Design Strategy Performance	GWP	ODP	AP	EP	POCP	ADPE	ADPF	FW
RICS WLCA Phase 2 - Technical design phase 2	-13.92 %	-17.60 %	-17.78 %	-14.81 %	-21.82 %	-20.79 %	-12.68 %	2.05 %

Table 10: Impact savings (or increases) associated with the RICS WLCA Phase 2 - Technical design phase 2 as a percentage of the Proposed Design.

RapidLCA automated phase

8 Inventory Analysis

The design has been modelled using the available eToolLCD elements, templates and EPDs as shown in Table 11.

eToolLCD Item Type	Count in Design	
	Benchmark	Proposed Design
Design Templates	24	128
Equipment and People Elements	495	192
Material Elements	841	295
Energy Elements	38	29
Water Elements	12	13
EPDs	0	0

Table 11: Count of elements, templates and EPDs in the design

The eToolLCD library templates are customisable and users may submit templates for validation. The template validation process is undertaken by experienced LCA practitioners and is a process of checking the user inputs and ensuring the assumptions are adequately referenced. Table 12 shows the extent to which validated templates were used in the model.

eToolLCD Item Type	Validated (%)	
	Benchmark	Proposed Design
Total Design Templates	8.33	57.03
Equipment and People Elements	1.01	60.42
Material Elements	.48	46.1
Energy Elements	0	0
Water Elements	0	0

Table 12: Use of validated templates

8.1 Templates Comparison

The eToolLCD templates found in each design are provided in Table 13.

Parent Template Name	Units	Quantity
		Proposed Design
Fittings, furnishings and equipment		
Appliances Residential Average (AUS)	#	1
Cooking, Res Electric Oven Induction Stove	#	3
Kitchen Medium sized (incl Equipment)	#	3
Refrigeration, Residential Well Ventilated Fridge Recess	#	3
Standard 1st Bathroom - WC/Shower-bath/Basin/WallTiles	#	7.5
Substructure		
Concrete Floor - 100mm slab on ground 30MPa 3.8% reo (Portland Cement)	m2	290.999998669622
Floor Covering - 12mm timber, Glue Down (Substructure)	m2	76.2380342711993
Superstructure		
Concrete Floor - 150mm elevated slab, 40MPa, 3.8% reo	m2	1.00001677767353E-06
Door - HollowCoreTimber/SteelJam/Painted	#	14
Door - SolidCoreTimber/WoodenJam/Painted	#	6
Roof - TimberTruss/SteelSheeting/30°Pitch	m2	334.65
Staircase, Concrete, 40Mpa, 2% reo	#	3E-06
Wall External Type 1, Masonry, double brick 110-50-110 insulated with foundations and finishes	m2	122.212521055981
Wall External Type 2, Masonry, double brick 110-50-110 insulated with foundations and finishes	m2	100.065849783028
Wall Internal Type 1, Masonry, Single Brick Wall (90mm) uninsulated with foundations and finishes	m2	116.984115523895
Wall Internal Type 2, Masonry, Single Brick Wall (90mm) uninsulated with foundations and finishes	m2	95.7283810056278
Windows, Residential Aluminium Single Glaze, fly screen	m2	56.97
Facilitating works		
Demolition - Residential (End-of-Life)	#	3
Services equipment		
Ducted System Air Source Heat Pump for Cooling, higher efficiency (COP/EER 3.8), R410a Refrigerant	#	3
Electric Instantaneous Hot Water System (HWS_App)	#	3
Electrical Fittings - sockets power points wiring embodied only (m2)	m2	558
LED Outdoor Lighting (Residential - High Efficiency 110lm/watt), m2	m2	123.46
LED Residential Lighting (Standard Efficiency - 80lm/watt)	#	3
Solar PV System Residential - Zone 3 (Perth Sydney etc)	kW	18
Split System Air Source Heat Pump for Heating (MEPs Average, R410a)	#	3
Swimming Pool - Pumps and Filters Ultra Efficient	m2	0.001
Utilities Connection to Site Residential	#	3
Water tank - steel (embodied)	L	2000
Water Use and Treatment (eTool Turbo)	#	3
Internal finishes		
Floor Covering - Carpet (glue down/Nylon)	m2	78.6857142857142
Floor Covering - Tiles (ceramic/5mm)	m2	114.336415267266
External works		
Pool Structure - Concrete	m2	0.001
Swimming Pool Seasonal Temperature Control - No Pool Cover - Gas	m2	1E-06

Table 13: Templates Comparison (showing master templates only)

8.2 eTool software

eTool software was used to model life cycle impacts of the project. eToolLCD uses third party background processes aggregated as mid-point indicators and stored in a number of libraries within the software which are coupled with algorithms and user inputs to output the environmental impact assessment. A map of user inputs, data sources and algorithms (outputs) is given in Figure 20.

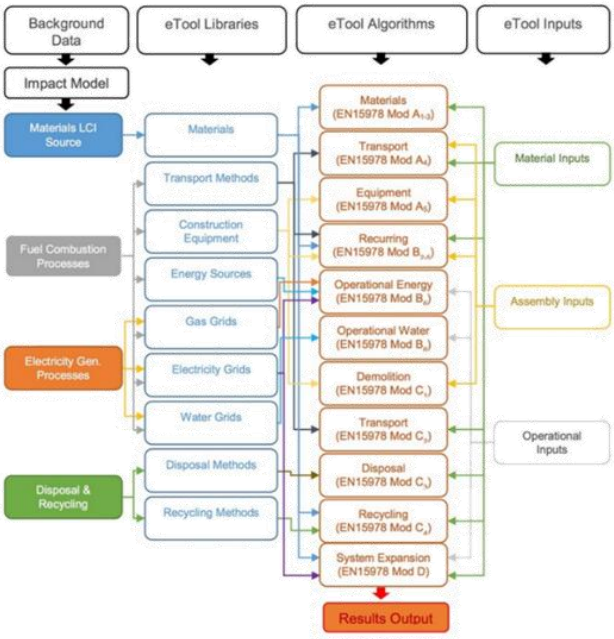


Figure 20: Relationship between LCI background data, eToolLCD software library, inputs and algorithms.

8.3 Data Quality

The data quality requirements for the background data are detailed in Table 14. Each of the criteria has been assessed for compliance and results presented below.

Criteria	Background Data Requirement	Compliance	
		Benchmark	Proposed Design
Temporal Relevancy	For annually fluctuating processes like Grid electricity fuel mixes the datasets must have been updated within the last 2 years. More static processes like materials production must have been updated within the last 10 years. Product specific EPDs must have been updated in the last 5 years.	Failed Grid Passed Materials	Failed Grid Passed Materials
Geographical Relevancy	The background data should be specifically compiled for the same country (preferable) or continent as the project location.	Passed(Same Continent)	Passed(Same Country)
Precision	No requirement specified however a qualitative review undertaken to ensure no erroneous values.	Passed	Passed
Completeness	Qualitative assessment of the process to ensure no obvious exclusions.	Passed	Passed
Technological Relevancy	Ensure that technology assumptions are representative for the product or product group.	Passed	Passed
Consistency	The study methodology holds for the background data.	Passed	Passed
Reproducibility	The information available about the methodology and the data values reported should allow an independent practitioner to reproduce the results reported in the study.	Passed	Passed

Table 14: Summary of data quality requirements for the study.

Criteria	Inventory Collection Requirement (eToolLCD User Inputs)	Compliance	
		Benchmark	Proposed Design
Temporal Relevancy	All inputs into eToolLCD to be reflective of the project being assessed and if assumptions are made these are to be based on industry practices that are consistent with the project commissioning date.	Passed 0/5 Checks	Passed 0/1 Checks

Criteria	Inventory Collection Requirement (eToolLCD User Inputs)	Compliance	
		Benchmark	Proposed Design
Geographical Relevancy	All inputs into eToolLCD must be reflective of the project being assessed and if assumptions are made these are based on the current practices employed in the project country.	Passed 0/5 Checks	Passed 0/2 Checks
Precision	To avoid aggregated errors a high level of precision is expected inputs into eToolLCD software, being either to 3 significant figures or: • Two significant figures or nearest 10 hours for equipment run time • Two significant figures or nearest 10kg for material quantities • Two significant figures or nearest 100MJ / annum for operational energy • Two significant figures or nearest 100kL / annum for operational water use	Passed 0/4 Checks	Passed 0/1 Checks
Completeness	Inputs to cover all life cycle phases and elements identified in the system boundary. The link between background data, eToolLCD algorithms and subsequent LCA results is not to introduce significant gaps in the data.	Passed 0/10 Checks	Passed 0/2 Checks
Technological Relevancy	All inputs into eToolLCD must be reflective of the project being assessed and if assumptions are made these must be drawn from appropriate examples of like technology.	Passed 0/5 Checks	Passed 0/1 Checks
Consistency	All inputs into eToolLCD must be reflective of the project being assessed and if assumptions are made these are drawn from the same reference library.	Passed 0/11 Checks	Passed 0/1 Checks
Reproducibility	The information available about the methodology and the data values reported should allow an independent practitioner to reproduce the results reported in the study.	Passed 0/9 Checks	Passed 0/1 Checks

Table 15: Summary of data quality requirements for the study.

8.4 Completeness

The study aims to follow EN15804 procedures for exclusion of inputs and outputs:

- All inputs and outputs to a (unit) process shall be included in the calculation, for which data are available.
- Data gaps may be filled by conservative assumptions with average or generic data. Any assumptions for such choices shall be documented.
- In case of insufficient input data or data gaps for a unit process, the cut-off criteria shall be 1 % renewable and non-renewable primary energy usage and 1 % of the total mass input of that unit process.
- The total of neglected input flows per module, e.g. per module shall be a maximum of 5 % of energy usage and mass.
- Conservative assumptions in combination with plausibility considerations and expert judgement can be used to demonstrate compliance with these criteria.
- Particular care should be taken to include material and energy flows known to have the potential to cause significant emissions into air and water or soil related to the environmental indicators.

Two major tests were run to determine the compliance with the above cut-off rules.

8.4.1 Inventory Mass Quantities

The cumulative mass of inventory entries is shown in Figure 21. Given that 195 material elements within the LCA base design make up the last 1% of mass inventory entries a high level of confidence exists that the cut off rules have been upheld.

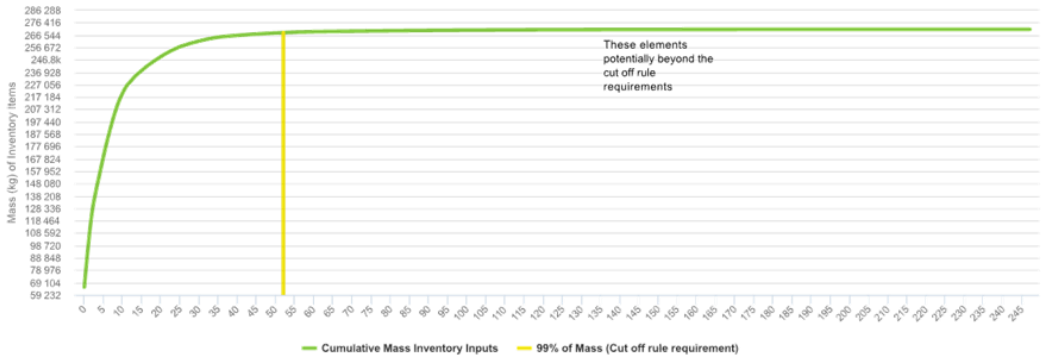


Figure 21: Cumulative Mass Inventory Entries. In this case 78.63% make up the last 5% of mass inventory entries.

8.4.2 Inventory Energy Analysis

The cumulative embodied energy of inventory entries is shown in Figure 22. Given that 366 elements within the LCA base design make up the last 1% of embodied energy inventory entries a high level of confidence exists that the cut off rules have been upheld.

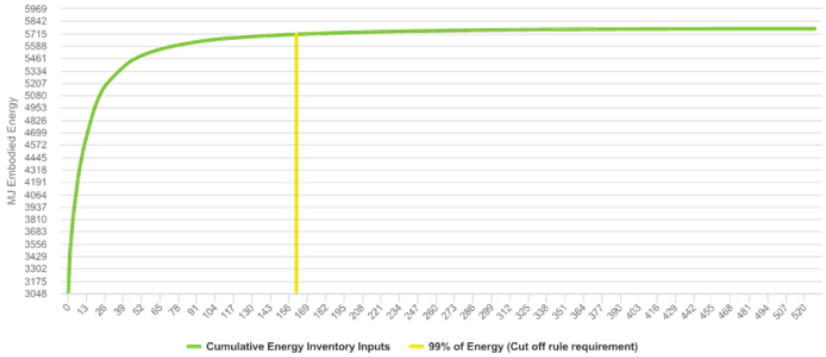


Figure 22 : Cumulative Energy Inventory Entries. In this case 69.32% make up the last 5% of energy inventory entries.

Cerclos

9 Conclusion

The report shows that the Proposed Design has lower Global Warming Potential Total, GWP impact than the Benchmark Design. The **Integrated Operational Energy and Other Operational Energy (B6+)** GWP Impacts are the most dominant life cycle module in the Proposed Design Design followed by the **Replacement (B4)** and then **Product Stage (A1A3)**.

Further analysis reveals:

- The **Services equipment** is the highest impact construction category,
- **Domestic Water Heating** is the highest operational impact by demand category,
- The **Water** is this highest impact operational impact by supply source,
- **Finished Products | Electrical Goods | Solar PV Panels | Monocystalline** is the highest impact material category,
- **Electrical Equipment, Small with transport and tradestaff, Electricity** is the highest people and equipment impact

2 strategies were modelled in the Proposed Design, the **RICS WLCA Phase 2 – Technical design phase 2** strategy had the highest saving followed by **RICS WLCA Phase 2 – Technical design phase 1**. See full LCA report for details of other environmental strategies.

In addition to GWP, other indicators were included in the study, the results of which are summarised below.

The Proposed Design shows an expected performance improvement against the Benchmark Design for 6 indicators:

- 110.99% **saving** in GWP impacts
- NaN% **increase** in ODP impacts
- 66.73% **saving** in AP impacts
- 37.91% **saving** in EP impacts
- 42.26% **saving** in POCP impacts
- 31.78% **increase** in ADPE impacts
- 113.06% **saving** in ADPF impacts
- 57.26% **saving** in FW impacts

Cerclos

Appendix A: Environmental Indicators Description

Global Warming Potential Total, GWP

Anthropogenic global warming is caused by an increase of greenhouse gasses (GHG) in the earth's atmosphere. These gasses reflect some of the heat radiated from the earth's surface that would normally escape into space back to the surface of the earth. Overtime this warms the earth. Common GHGs include CO2, N2O, CH4 and volatile organic compounds (VOCs). Global Warming Potential Total (GWP) is expressed in equivalent GHGs released, usually in kgCO2e.
Global Warming Potential Total (GWP) = GWP Fossil + GWP Biogenic + GWP LULUC.

Ozone Depletion Potential, ODP

Ozone is formed and depleted naturally in the earth's stratosphere (between 15-40 km above the earth's surface). Halocarbon compounds are persistent synthetic halogen containing organic molecules that can reach the stratosphere leading to more rapid depletion of the ozone. As the ozone in the stratosphere is reduced more of the ultraviolet rays in sunlight can reach the earth's surface where they can cause skin cancer and reduced crop yields. Ozone Depletion Potential (ODP) is expressed in equivalent ozone depleting gasses (normally kgCFC11e).

Acidification Potential for Soil and Water, AP

Acidification is a consequence of acids (and other compounds which can be transformed into acids) being emitted to the atmosphere and subsequently deposited in surface soils and water. Increased acidity can result in negative consequences for flora and fauna in addition to increased corrosion of manmade structures (buildings vehicles etc.). Acidification Potential (AP) is an indicator of such damage and is usually measured in $kgSO_2e$

Eutrophication potential, EP

Over enrichment of aquatic ecosystems with nutrients leading to increased production of plankton, algae and higher aquatic plants leading to a deterioration of the water quality and a reduction in the value and/or the utilisation of the aquatic ecosystem. Eutrophication is primarily caused by surplus nitrogen and phosphorus. Sources of nutrients include agriculture (fertilisers and manure), aquaculture, municipal wastewater, and nitrogen oxide emissions from fossil fuel combustion.

Photochemical Ozone Creation Potential, POCP

Photochemical Ozone Creation Potential (POCP), commonly known as smog, is toxic to humans in high concentration. Although ozone is protective in the stratosphere at low levels it is problematic from both a health and nuisance perspective. Plant growth is also effected through damaged leaf surfaces and reduced photosynthesis. POCP is formed when sunlight and heat react with Volatile Organic Compounds (VOCs).

Net use of fresh water, FW

The pressure on global freshwater resources arises from the demand for everyday goods and services which use water in their production. The interconnected nature of global economic systems means that water abstraction can occur far from where final consumption occurs. Globally, water use has been increasing at more than twice the rate of population growth, and most withdrawals are in watersheds already experiencing water stress. Managing water resources is extremely important for the health of the environment and our current and future agricultural, industrial and personal water requirements. Fresh water can be derived from renewable sources (rain water) and somewhat non-renewable resources (aquifers). Consumptive water (H2O C) use is abstracted water that is no longer available for other uses because it has evaporated, transpired, been incorporated into products and crops, or consumed by man or livestock.

Abiotic Depletion Potential - Elements, ADPE

Abiotic Resource Depletion of energy (ADPM) is a measure of the extraction and consumption of primary resources from the earth. Such exploitation reduces resources available to future generations and as such must be managed.

Abiotic Depletion Potential - Fossil Fuels, ADPF

Abiotic Resource Depletion of energy (ARDE) is a measure of the extraction and consumption of non-renewable energy sources (primarily fossil fuels, but also inclusive of other energy sources such as uranium). Primary energy content of non-renewable energy sources including the embodied energy to extract, process and deliver the non renewable fuels, or manufacture, transport and install the renewable generator. Hence there is usually and non-renewable energy content associated with renewable fuels also.

Appendix B: Detailed Structure Scope Diagram

Key: ✓ In Scope, In Design ✓ In Scope, Not In Design ✓ Partial ✗ Out of Scope

Category	Subcategories	Benchmark Design	Proposed Design
Facilitating works	Facilitating works	✓	✓
	Extraordinary site investigation	✗	✗
	Other extraordinary site investigation	✗	✗
	Reptile/wildlife mitigation measures	✗	✗
	Archaeological investigation	✗	✗
	Temporary diversion works	✗	✗
	Temporary diversion works	✗	✗
	Specialist groundworks	✗	✓
	Ground gas venting measures	✗	✗
	Soil stabilisation measures	✗	✓
	Site dewatering and pumping	✗	✓
	Temporary support to adjacent structures	✗	✓
	Temporary support to adjacent structures	✗	✓
	Major demolition works	✓	✗
	Soft strip works	✓	✗
	Demolition works	✓	✗
	Toxic/hazardous/contaminated material treatment	✗	✗
	Eradication of plant growth	✗	✗
	Contaminated land	✗	✗
	Toxic/hazardous material removal	✗	✗
Substructure	Substructure	✓	✓
	Substructure	✓	✓
	Basement retaining walls	✓	✓
	Basement excavation	✓	✓
	Lowest floor construction	✓	✓
	Insulation	✓	✓
	Specialist foundations	✓	✓
	Standard foundations	✓	✓
Superstructure	Superstructure	✓	✓
	Internal doors	✓	✓
	Internal doors	✓	✓
	Internal walls and partitions	✓	✓
	Cubicles	✓	✓
	Moveable room dividers	✓	✓
	Balustrades and handrails	✓	✓
	Walls and partitions	✓	✓
	Insulation	✓	✓
	Windows and external doors	✓	✓
	External doors	✓	✓
	External windows	✓	✓
	Security and Fly Screens	✓	✓
	External walls	✓	✓
	External Paint, Textures and Renders	✓	✓
	Façade access/cleaning systems	✓	✓
	Subsidiary walls, balustrades and proprietary balconies	✓	✓
	External soffits	✓	✓
	Solar/rain screening	✓	✓
	External enclosing walls below ground level	✓	✓
	External enclosing walls above ground level	✓	✓
	Insulation	✓	✓
	Stairs and ramps	✓	✓
	Ladders/chutes/slides	✓	✓
	Stair/ramp balustrades and handrails	✓	✓
	Stair/ramp finishes	✓	✓
	Stair/ramp structures	✓	✓

Cerclos

Category	Subcategories	Benchmark Design	Proposed Design
	Roof	✓	✓
	Insulation	✓	✓
	Roof features	✗	✗
	Rooflights, skylights and openings	✓	✓
	Roof drainage	✓	✓
	Specialist roof systems	✓	✓
	Roof coverings	✓	✓
	Roof structure	✓	✓
	Upper floors	✓	✓
	Drainage to balconies	✓	✓
	Balconies	✓	✓
	Floors	✓	✓
	Insulation	✓	✓
	Frame	✓	✓
	Frame	✓	✓
Internal finishes	Internal finishes	✓	✓
	Ceiling finishes	✓	✓
	Demountable suspended ceilings	✓	✓
	False ceilings	✓	✓
	Finishes to ceilings	✓	✓
	Floor finishes	✓	✓
	Raised access floors	✓	✓
	Finishes to floors	✓	✓
	Wet Area Floors	✓	✓
	Wall finishes	✓	✓
	Wall finishes	✓	✓
	Wet Area Walls	✓	✓
	Paint - Walls	✓	✓
	Cornices & Shadowlines	✓	✓
Fittings, furnishings and equipment	Fittings, furnishings and equipment	✓	✓
	Fittings, furnishings and equipment	✓	✓
	Bird and vermin control	✗	✗
	Internal planting	✗	✗
	Non-mechanical and non-electrical equipment	✗	✗
	Works of art	✗	✗
	Signs/notices	✗	✗
	Special purpose fittings, furnishings and equipment	✗	✗
	Domestic kitchen fittings and equipment	✓	✓
	General fittings, furnishings and equipment	✓	✓
	Services equipment	✓	✓
	Builder's Work in Connection (BWIC) with Services	✗	✗
	BWIC with services	✗	✗
	Specialist installations	✓	✓
	Civil Engineering Structure	✓	✓
	Water features	✗	✗
	Specialist electrical/electronic installations	✗	✗
	Specialist mechanical installations	✗	✗
	Specialist refrigeration systems	✗	✗
	Specialist piped supply installations	✗	✗
	Communication, security and control systems	✓	✓
	Central control/building management systems	✓	✓
	Security systems	✓	✓
	Communication systems	✓	✓
	Fire and lightning protection	✗	✓
	Lightning protection	✗	✓
	Fire suppression systems	✗	✓
	Fire-fighting systems	✗	✓

Cerclos

Category	Subcategories	Benchmark Design	Proposed Design
Services equipment	Lift and conveyor installations	✓	✓
	Other lift and conveyor installations	✓	✓
	Document handling systems	✓	✓
	Car lifts, car stacking systems, turntables and the like	✗	✗
	Cranes and unenclosed hoists	✗	✗
	Dock levellers and scissor lifts	✗	✗
	Conveyors	✗	✗
	Powered stairlifts	✗	✗
	Moving pavements	✓	✗
	Escalators	✓	✓
	Lifts and enclosed hoists	✓	✓
	Fuel installations	✗	✗
	Fuel distribution systems	✗	✗
	Fuel storage	✗	✗
	Electrical installations	✓	✓
	Earthing and bonding systems	✓	✓
	Local electricity generation systems	✓	✓
	Specialist lighting installations	✓	✓
	Lighting installations	✓	✓
	Power installations	✓	✓
	Electric mains and sub-mains distribution	✓	✓
	Ventilation systems	✓	✓
	Smoke extract/control	✓	✓
	Local and special ventilation	✓	✓
	Central ventilation	✓	✓
	Space heating and air conditioning	✓	✓
	Local air conditioning	✓	✓
	Central air conditioning	✓	✓
	Local heating and cooling	✓	✓
	Central heating and cooling	✓	✓
	Local cooling	✓	✓
	Central cooling	✓	✓
	Local heating	✓	✓
	Central heating	✓	✓
	Heat source	✓	✓
	Heat source	✓	✓
	Water installations	✓	✓
	Steam and condensate distribution	✗	✗
	Local hot water distribution	✓	✓
	Hot water distribution	✓	✓
	Cold water distribution	✓	✓
	Mains water supply	✓	✓
	Disposal installations	✓	✓
	Refuse disposal	✓	✓
	Chemical, toxic and industrial liquid waste disposal	✗	✗
	Foul drainage above ground	✓	✓
	Services equipment	✓	✗
	Services equipment	✓	✗
	Sanitary installations	✓	✓
	Sanitary ancillaries	✓	✓
	Sanitary appliances	✓	✓
Prefabricated buildings and building units	Prefabricated buildings and building units	✗	✗
	Prefabricated buildings and building units	✗	✗
	Pods	✗	✗
	Building units	✗	✗
	Complete buildings	✗	✗
	Work to existing building	✗	✗

Cerclos

Category	Subcategories	Benchmark Design	Proposed Design
Work to existing building	Renovation work	✗	✗
	Renovation Work	✗	✗
	Cleaning Existing Surfaces	✗	✗
	Cleaning Existing Surfaces	✗	✗
	Façade Retention	✗	✗
	Façade Retention	✗	✗
	Damp proof course/fungus and beetle eradication	✗	✗
	Damp Proof Course/Fungus and Beetle Eradication	✗	✗
	Repairs to existing services	✗	✗
	Repairs to existing services	✗	✗
	Minor demolitions and alterations	✗	✗
	Minor Demolitions and Alterations	✗	✗
External works	External works	✓	✓
	Minor building works and ancillary buildings	✗	✗
	Underpinning to external site boundary walls	✗	✗
	Ancillary buildings and structures	✗	✗
	Minor building works	✗	✗
	External services	✓	✓
	BWIC with external services	✓	✓
	Local/district heating installations	✓	✓
	External/street lighting systems	✓	✓
	External security systems	✓	✓
	External fuel storage and piped distribution systems	✓	✓
	Telecommunications and other communication system connections	✓	✓
	Gas mains supply	✓	✓
	Electricity distribution to external plant and equipment	✓	✓
	External transformation devices	✓	✓
	Electricity mains supply	✓	✓
	Water mains supply	✓	✓
	External drainage	✓	✓
	Land drainage	✓	✓
	External chemical, toxic and industrial liquid waste drainage	✗	✗
	Ancillary drainage systems	✗	✗
	Surface water and foul water drainage	✗	✗
	External fixtures	✗	✗
	Ornamental features	✗	✗
	Site/street furniture and equipment	✗	✗
	Fencing, railings and walls	✓	✓
	Barriers and guardrails	✓	✓
	Retaining walls	✓	✓
	Walls and screens	✓	✓
	Fencing and railings	✓	✓
	Soft landscaping, planting and irrigation systems	✓	✓
	Irrigation systems	✓	✓
	External planting	✓	✓
	Seeding and turfing	✓	✓
	Roads, paths and pavings	✓	✓
	Special surfacings and pavings	✓	✓
	Roads, paths and pavings	✓	✓
	Site preparation works	✓	✓
	Preparatory groundworks	✓	✓
	Site clearance	✓	✓
Project/design team	Project/design team	✓	✓
	Sales and Marketing	✓	✓
	Main contractor's design	✓	✓
	Main contractor's pre-construction design	✓	✓
	Project Management	✓	✓

Category	Subcategories	Benchmark Design	Proposed Design
	Consultants	✓	✓
	Planning & Approvals	✓	✓
Undefined	Undefined	✗	✗

Table 16: Detailed Structure Scope Diagram

Clause 67 – Relevant Matters to be Considered by Local Government Assessment

Clause 67 – Matters to be Considered	
Matter	**Administration Comment**
a) The aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area.	LPS2 contains broader aims applicable to the entire Scheme area, separate to objectives for each zone. LPS2 aims relevant to this proposal include: • *To cater for the diversity of demands, interests and lifestyles by facilitating and encouraging the provision of a wide range of choices in housing, business, employment, education, leisure, transport and access opportunities;* • *To encourage and provide opportunities for affordable housing to ensure that a diverse range of housing choices are available to a broad spectrum of the community;* In summary, the proposal is consistent with the aims of LPS2. With the applicant demonstrating clear intention to develop an approval of housing, this is supporting the provision of affordable, diverse housing within the City.
g) Any local planning policy for the Scheme area.	The application has been assessed against the City's local planning policies, including the Built Form Policy. The acceptability of the proposed development as assessed against the Built Form Policy is detailed in the officer report.
m) The compatibility of the development with its setting including – (i) The compatibility of the development with the desired future character of its setting. (ii) The relationship of the development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development.	The proposed development would be compatible within its setting as the proposed grouped dwellings would not have an adverse impact on the future character of the area and adjoining properties due to the specific site context and location of the premises. This includes, the subject site being within proximity to commercial uses, including shops, consulting rooms, a childcare centre and a small bar in addition to being near existing transport, parking infrastructure and open space reserves. Overall, the proposed development would not result in adverse impacts on adjoining land or the locality. The acceptability of the development and its compatibility within its setting and impact on streetscape is detailed further in the Comments section.
n) The amenity of the locality including the following – (i) environmental impacts of the development; (ii) the character of the locality; (iii) social impacts of the development.	
t) the availability and adequacy for the development of the following — (i) public transport services; (ii) public utility services; (iii) storage, management and collection of waste; (iv) access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities); y) access by older people and people with disability.	The site benefits from high-frequency public transport along Green Street and direct linkages to Glendalough Station, with three bus stops located within walkable catchment of the site. The locality also has established pedestrian connectivity. Pedestrian access is legible from Green Street, and the proposal provides compliant access for access onto Green Street in forward gear in accordance with Australian Standards 2890.1. The location is considered appropriate to support medium density residential development, subject to the refinements identified in the City's submission.
z) any submissions received on the application	The key matters raised through consultation submissions have been addressed within this report. A summary of submissions and the Applicant's response is provided as **Attachment 5** and the Administration's response is provided as **Attachment 6.**

Determination Advice Notes:

1. This is a development approval issued under the City of Vincent Local Planning Scheme No. 2 only. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/owner to obtain any other necessary approvals and to commence and carry out development in accordance with all other laws.
2. If the development the subject of this approval is not substantially commenced within a period of two years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.
3. Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.
4. If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.
5. This is approval is not an authority to ignore any constraint to development on the land, which may exist through statute, regulation, contract or on title, such as an easement or restrictive covenant. It is the responsibility of the applicant and not the City to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the City's attention.
6. The applicant is responsible for ensuring that all lot boundaries as shown on the approved plans are correct.
7. NO verge trees shall be removed. The verge trees shall be RETAINED and PROTECTED from any damage including unauthorised pruning.
8. An Infrastructure Protection Bond together with a non-refundable inspection fee shall be lodged with the City by the applicant, prior to the commencement of works, and will be held until all building/development works have been completed and any disturbance of, or damage to the City's infrastructure, including verge trees, has been repaired/reinstated to the satisfaction of the City. An application for the refund of the bond shall be made in writing. The bond is non-transferable.
9. The movement of all path users, with or without disabilities, within the road reserve, shall not be impeded in any way during the course of the building works. This area shall be maintained in a safe and trafficable condition and a continuous path of travel (minimum width 1.5 metres) shall be maintained for all users at all times during construction works. Permits are required for placement of any material within the road reserve.
10. The owners of the subject land shall obtain the consent of the owners of relevant adjoining properties before entering those properties in order to make good the boundary walls.
11. All stormwater produced on the subject land shall be retained on site, by suitable means to the full satisfaction of the City. No further consideration shall be given to the disposal of stormwater 'offsite' without the submission of a geotechnical report from a qualified consultant. Should approval to dispose of stormwater 'offsite' be subsequently provided, detailed design drainage plans and associated calculations for the proposed stormwater disposal shall be lodged together with the building permit application working drawings.
12. All new crossovers to lots are subject to a separate application to be approved by the City. All new crossovers shall be constructed in accordance with the City's Standard Crossover Specifications, which specify that the portion of the existing footpath traversing the proposed crossover (subject to the Footpath being in good condition as determined by the Infrastructure and Environment Services Directorate), must be retained. The proposed crossover levels shall match into the existing footpath levels. Should the footpath not to be in satisfactory condition, it must be replaced with in-situ concrete panels in accordance with the City's specification for reinstatement of concrete paths.
13. Any additional property numbering to the abovementioned address which results from this application will be allocated by the City of Vincent. The applicant is requested to liaise with the City in this regard during the building permit process.

5.2 NO. 5/288 (LOT: 5; STR: 67450) LORD STREET, PERTH - PROPOSED CHANGE OF USE FROM MULTIPLE DWELLING TO UNHOSTED SHORT TERM RENTAL ACCOMMODATION

Ward: South Ward

Attachments:

1. Consultation and Location Map
2. Development Plans
3. Operations Management Plan & Code of Conduct
4. Complaints Management Procedure
5. Applicant Justification Letter
6. Previous Planning Approval
7. Approved Construction Plans
8. Clause 67 Assessment
9. Summary of Submissions - Applicant's Response
10. Summary of Submissions - Administration's Response

RECOMMENDATION:

That Council, in accordance with the provisions of the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme, REFUSES the application for Change of Use from Multiple Dwelling to Unhosted Short Term Rental Accommodation at No. 5/288 (Lot: 5; STR: 67450) Lord Street, Perth for the following reasons:

1. **Pursuant to 67(m) and (n) in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, the subject dwelling is orientated away from the Lord Street commercial frontage and toward Windsor Street, Aria Lane and adjoining dwellings, where the prevailing character is residential with permanent occupation and is lower in ambient activity. The proposal would introduce short-stay visitor accommodation with regular guest turnover and transient occupancy patterns that are materially different from permanent residential use and are not compatible with the established character of the locality;**

2. **Pursuant to the objectives of the Commercial zone in the City of Vincent Local Planning Scheme No. 2, the proposed Unhosted Short Term Rental Accommodation would be detrimental to the amenity of adjoining owners and residential properties in the locality. The subject dwelling is orientated away from the Lord Street commercial frontage and toward Windsor Street, Aria Lane, and adjoining dwellings. In this location, the proposal would introduce guest turnover, irregular arrivals and departures, and activity patterns that are not compatible with the residential amenity of adjoining dwellings, residents within the development and the Windsor Street residential interface; and**

3. **Pursuant to the objectives of the City's Local Planning Policy – Short Term Accommodation, the proposed Unhosted Short Term Rental Accommodation is not appropriately located or designed to mitigate potential noise and amenity impacts on surrounding residential properties, and residents within the same multiple dwelling development. The subject dwelling is not orientated to Lord Street and is not directly adjacent to non-residential land uses. It contains outdoor living areas that directly interface with Windsor Street, neighbouring apartments and the communal garden area. The proposal would also introduce short-stay guest turnover and movement through shared communal areas of the development. These characteristics would increase the potential for noise and disturbance, and the proposal would result in undue impacts on adjoining residential amenity.**

EXECUTIVE SUMMARY:

The purpose of this report is to consider an application for development approval for a change of use from Multiple Dwelling to Unhosted Short Term Rental Accommodation (STRA).

The subject site is zoned Commercial under the City of Vincent Local Planning Scheme No. 2 (LPS2). The site is within the Transit Corridor Built Form Area under the City's Local Planning Policy No. 7.1.1 – Built Form (Built Form Policy).

The site is bound by Lord Street to the west, Windsor Street to the south, Aria Lane to the east and a three storey mixed use development to the north. The subject dwelling is located on the second floor, on the south-eastern corner of the Multiple Dwelling development. The subject dwelling is orientated to Windsor Street and Aria Lane, directly abutting a street zoned Residential R60.

The subject dwelling contains two bedrooms, one bathroom, two outdoor living areas and one allocated on-site car parking bay within the communal garage. The two outdoor living areas are separated, one fronting Windsor Street and one internal, adjoining the communal garden area of the Multiple Dwelling development.

This application seeks approval to use the subject dwelling as a STRA, for up to four guests, with a minimum two-night stay and a maximum of 90-nights. The property would be managed by the landowners, who reside within a 15 minute driveable distance to the site.

Discretion is sought in relation to the appropriateness of the land use within the Commercial zone, the provision of on-site car parking and the impacts to the surrounding residential locality.

The key planning issues are the site's proximity to the Residential zone and the potential amenity impacts on the immediate and broader context. While STRA is a discretionary ('D') use within the Commercial zone and is consistent with some zone objectives, the site's orientation and location would likely result in amenity impacts associated with transient, short-stay accommodation that cannot be adequately mitigated through management measures alone.

The subject dwelling is allocated one on-site car parking bay, resulting in a shortfall of one bay under the Local Planning Policy: Short Term Rental Accommodation (Short Term Accommodation Policy). The Operations Management Plan and Code of Conduct indicates that guests would be advised prior to booking that only one on-site car parking bay is available. It also identifies that high frequency public transport routes are within walking distance of the site, as well as on-street car parking availability in the immediate and surrounding locality. Based on the City's parking data collected in 2018, sufficient on-street car parking capacity exists to accommodate the shortfall of one bay.

This portion of Lord Street experiences existing ambient noise and activity, but the subject dwelling does not have a direct relationship with that higher-activity frontage. Instead, the subject dwelling is orientated to Windsor Street and is setback approximately 50 metres from the established traffic, noise, and non-residential activity along Lord Street. The physical separation from Lord Street and the dwellings orientation to Windsor Street demonstrates a locational incompatibility with the proposed use.

Although located within the Commercial zone, the proposed STRA would introduce an intensification of use within the multiple dwelling development. The anticipated increase in use of outdoor living areas, along with the frequency and turnover of guests, would generate a level of noise and activity that is not compatible with adjoining residential dwellings. Further, the proximity of the STRA to medium-density dwellings and low-scale non-residential land uses would introduce a higher-intensity, short-term accommodation use that is inconsistent with the prevailing character and would unduly impact local amenity.

The proposal would also affect residents within the same multiple dwelling development through guest turnover, movement through shared access areas, and use of outdoor living areas adjoining the communal garden area.

Administration recommends that the application be refused for the reasons set out in the recommendation.

PROPOSAL:

The application proposes a change of use of the subject site from Multiple Dwelling to Unhosted STRA. A location plan is included as **Attachment 1**.

Details of the proposed operation of the STRA is summarised as follows:

- Un-hosted accommodation;
- Maximum of four guests per booking at any one time;
- Minimum stay of two consecutive nights for all bookings and a maximum of 90 nights;
- One on-site car parking bay available for guests, within the communal garage; and
- Management by the landowner.

The applicant's Development Plans are included as **Attachment 2**. An Operations Management Plan & Code of Conduct and Complaints Management Procedure have been submitted in support of the application and are included as **Attachments 3** and **4**, respectively. In addition, the applicant has provided a Justification Letter in support of the proposed STRA, which has been included as **Attachment 5**. No internal or external building works are proposed as part of this application.

Delegation to Determine Applications:

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

This is because the delegation to Administration to determine applications does not extend to applications for development approval that receive more than five objections during the community consultation period.

During the community consultation period, the City received 21 submissions: 19 in objection, one in support and one in support with comments.

BACKGROUND:

Landowner:	Michelle & Nicholas O'Reilly
Applicant:	Michelle & Nicholas O'Reilly
Client:	Michelle & Nicholas O'Reilly
Date of Application:	23 February 2026
Zoning:	MRS: Urban LPS2: Commercial R Code: Not Applicable
Built Form Area:	Transit Corridor
Existing Land Use:	Multiple Dwelling
Proposed Use Class:	Unhosted Short Term Rental Accommodation – 'D' use
Lot Area:	2095.22sqm
Right of Way (ROW):	Yes
Heritage List:	No

Site Context and Zoning

The subject site is located on the corner of Lord Street to the west, Windsor Street to the south, Aria Lane to the east and a three storey mixed use development to the north. The site is zoned Commercial under LPS2 and is located within the Transit Corridor Built Form Area, under the City's Built Form Policy.

The subject dwelling is oriented to the south-eastern side of the mixed-use development and is setback approximately 50 metres from Lord Street, with a direct interface to Windsor Street and Aria Lane. The subject dwelling is located on the second floor of the development, with internal access through communal spaces. The property directly adjoins neighbouring residential dwellings above, below, and to the north-west, and includes an outdoor living area that adjoins a communal garden area to the north.

The subject dwelling has not previously operated as a STRA under the unhosted 90 night exemption, nor the hosted exemption from obtaining development approval provided by the Deemed Provisions.

Existing Development

The site is known as 288 Lord Apartments (formerly No. 298 Lord Street). The initial development was approved by Council on 11 June 2013 as a seven-storey mixed-use development and was subsequently amended by Council on 8 July 2014.

The site currently contains a six-storey mixed-use development comprising 26 one-bedroom dwellings, 42 two-bedroom dwellings, one shop, two restaurants, four offices and associated car parking. A copy of the approved development (as amended) and approved construction plans are included as **Attachment 6** and **7**, respectively.

Communal and Allocated Car Parking

The subject dwelling is allocated one car parking bay within the basement, with vehicle access provided from Aria Lane. The development contains 62 residential bays, four visitor bays and six commercial bays. The commercial bays are available for residential visitor use outside of business operating hours.

Subject Dwelling

The subject dwelling is a two-bedroom apartment, located on the second floor of the south-eastern elevation of the Multiple Dwelling development.

The dwelling features an open plan layout of kitchen, dining and living area, with two bedrooms positioned along the building's external walls. It includes two outdoor living spaces, being a balcony fronting the intersection of Windsor Street and Aria Lane, and a courtyard adjoining the communal garden area of the Multiple Dwelling development. The floor plan of the dwelling is included in **Attachment 2**.

From the view of Windsor Street, the location of the subject dwelling within the development is shown Figure 1 below:

Figure 1: *Location of subject dwelling from perspective of Windsor Street (Source: Google Street View)*

Immediate Context

The subject site is a mixed-use development, which includes ground floor commercial tenancies fronting Lord Street. The scope of commercial operations is summarised as follows:

- Tenancy 1 – Office: operates between 10:00am – 6:00pm, Monday to Friday, and closed on the weekends and Public Holidays.
- Tenancy 2 – Shop: operates between 9:30am – 5:00pm, Monday to Friday, and by appointment only on Saturday, and closed on Sunday.
- Tenancy 3 – Restaurant/ Café: operates between 11:30am – 1:30pm, Friday to Saturday, and 5:30pm – 8:30pm, Tuesday to Sunday.
- Tenancy 4 – Office: operates between 9:00am – 5:00pm, Monday to Friday, and closed on weekends.
- Tenancy 5 – Restaurant/ Café: operates between 6:00am – 2:00pm, Monday to Sunday.

The immediate adjoining properties are summarised as follows:

- No. 36 Windsor Street – Single-storey Place of Worship to the east.
- No. 1-7/39-41 Windsor Street – seven single-storey grouped dwellings to the south.
- No. 1-63/280 Lord Street – Six-storey mixed use development to the south-west, containing commercial and non-residential uses fronting Lord Street, and residential dwellings fronting Windsor Street.
- No. 37 & 37A Windsor Street – two grouped dwellings to the south-east, containing a single-storey dwelling to the street and a two-storey dwelling at the rear.
- No. 308 Lord Street – Two-storey commercial Office to the north-east.

Broader Context

The surrounding locality comprises a high-density multiple-storey mixed use development to the south-west and varied small-scale commercial properties fronting Lord Street.

The subject dwelling is orientated to Windsor Street which contains medium-density single and two-storey residential dwellings to the east, north-east and south-east.

The subject site is within walkable distance to HBF Park, the East Perth Train Station and the Beaufort Street Town Centre.

Existing non-residential developments within close proximity to the subject site include:

- No. 36 Windsor Street – A Place of Worship known as “The Legion of Mary, Comitium of Perth” adjoins the subject dwelling across Aria Lane. It operates 11:00am – 2:00pm on Mondays and 11:00am – 1:00pm Tuesday to Thursday, and is closed Friday to Sunday.
- No. 29 West Parade – An Office known as “The Polly Farmer Foundation” is located 165 metres east of the subject site, at the northern corner of Windsor Street and West Parade. It operates 9:00am – 4:00pm Monday to Friday, and is closed on weekends.
- No. 19 West Parade – A Place of Worship known as “Saint Francis Xavier Church” is located 127 metres south-east of the subject site, at the southern corner of Windsor Street and West Parade. It operates for one service per week at 9:30am on Sundays.

Surrounding Context

Lord Street and Commercial Context

The adjoining and adjacent sites fronting Lord Street are zoned Commercial under LPS2. This area is bound by Marlborough Street to the north and Summers Street to the south. The Commercial zone also includes the south-western adjacent properties from No. 275 Lord Street to Nos. 287-293 Lord Street.

The southern side of Lord Street comprises two mixed-use developments with surrounding land uses including Offices, Shops, Restaurants/ Cafés, Gyms and a Car Wash. The northern portion of Lord Street comprises low-scale Offices, Gyms, Single Houses and Grouped Dwellings towards the Guildford Road intersection.

The Commercial zone extends approximately 292 metres and provides a transition from the Lord Street frontage to the residential properties between Lord Street and West Parade.

The subject site is within proximity to the following:

- HBF Park: 700 walkable metres south-west.
- The Beaufort Street Town Centre: 750 walkable metres, north-east.
- East Perth Train Station/ Railway Line: 650 walkable metres north-east.
- Perth CBD: 1.7 walkable kilometres south-west.
- Warndoolier: 1.5 walkable kilometres north-east.
- The Perth Airport: 9.7 driveable kilometres east. Lord Street transitions to Guildford Road approximately 612 metres north-east of the subject site.

Residential Context

The subject site abuts a Residential zone, bound by Windsor Street, West Parade and Summers Street.

Properties on Windsor Street are zoned Residential R60 and consist of Single Houses, Grouped Dwellings and Multiple Dwellings with heights of single storey and two storeys. Properties fronting Summers Street are zoned Residential R80 and consist of Single Houses, Grouped Dwellings and Multiple Dwellings with single storey, two storey and three storey developments. A map showing the land uses of the surrounding locality is provided within **Figure 2**, below:

Figure 2: *Subject site and surrounding land uses*

Future Planning Context

Commercial Zone

The City's Local Planning Strategy (LPS) identifies that the surrounding Lord Street context is to remain as a high density residential area, based on Figure 1 of the Strategic Plan.

The overall density of the immediate commercial context is likely to change in the future. The adjacent portion of Lord Street currently consists of single storey and two storey low-scale developments, although the future planning context permits a building height standard of 6 – 8 storeys. The subject site and southern adjoining property consist of multiple-storey mixed use developments, which meets the future density outlined within the LPS.

The LPS envisions Lord Street to be developed with mixed-use developments, multiple dwellings and higher density commercial properties. With greater density, this portion of Lord Street could increase in foot traffic, improve public transport patronage and a shift from private vehicle use.

Residential Zone

The subject site is adjoining an existing medium – high density Residential zone. These zones are bound by Windsor Street, Marlborough Street and West Parade.

The LPS does not identify this residential area as a Strategic Growth Area. Although within close proximity to the East Perth Train Station and Railway Line, the LPS specifically states that Strategic Growth Areas are planned with the exception of East Perth Transit Orientated Development. Further, the portion of Residential zone, east of the subject site, has not been highlighted within Figure 12 of the Strategic Plan. As such, this Residential zone is planned to remain as existing medium density residential.

DETAILS:

Summary Assessment

The table below summarises the planning assessment of the proposal against the provisions of the City of Vincent Local Planning Scheme No. 2 (LPS2) and the City's Local Planning Policy: Short Term Rental Accommodation (Short Term Accommodation Policy). In each instance where the proposal requires the discretion of Council, the relevant planning element is discussed in the Detailed Assessment section following from this table.

Planning Element	Use Permissibility/ Acceptable Development Provisions (or equivalent)	Requires the Discretion of Council
Land Use		✓
Locational Criteria		✓
Useable Outdoor Spaces		✓
Car Parking		✓
Operations Management Plan	✓	
Code of Conduct	✓	
Complaints Management Procedure	✓	
Bookings and Visitors		✓
Guests	✓	

Detailed Assessment

The planning assessment of the element that requires the discretion of Council is as follows:

Land Use	
Use Permissibility Standard	**Proposal**
LPS2 – Zoning Table 'P' use.	*Commercial Zone:* Unhosted Short Term Rental Accommodation – 'D' Use
Short Term Accommodation Policy	
Acceptable Development Provisions	**Proposal**
General Standards – Location Criteria 1.1.3 Useable outdoor spaces are located and designed to minimise amenity impacts to habitable rooms and useable outdoor spaces of adjoining residential properties.	The subject dwelling contains two outdoor living areas. The balcony is located on the south-eastern elevation, directly orientated to the Residential zone (Windsor Street). The courtyard is located on the north-eastern side of the subject dwelling, directly abutting the communal garden area of the Multiple Dwellings.
Un-hosted Short-Term Rental Accommodation – Location Criteria 2.1.1 Should be located adjacent to, or have a direct interface with, other non-residential uses that are not sensitive to noise, and in areas where ambient noise/activity already exists.	The subject dwelling is oriented to Windsor Street and Aria Lane and does not directly adjoin noise generating non-residential uses. Although within proximity to Lord Street, an area where ambient noise and activity exist, the subject dwelling does not have direct functional interface with the traffic and commercial activity generated on Lord Street.

Un-hosted Short-Term Rental Accommodation – Bookings and Visitors – 2.2.2 Bookings that fall over a weekend should have a minimum stay of three nights. Bookings that do not fall over a weekend should have a minimum stay of two nights.	Proposed minimum of two nights.
Un-hosted Short-Term Rental Accommodation – Parking – 2.3.1 The development should provide a minimum of two on-site car parking bays.	The dwelling contains one allocated on-site car parking bay.

The above elements of the proposal that do not meet the specified acceptable development provisions are discussed in the Comments section below.

Planning and Development (Local Planning Schemes) Regulations 2015

In accordance with Clause 67(2) of the Deemed Provisions and in determining a development application, Council is to have due regard to a range of matters to the extent that these are relevant to the development application, including the zone objectives, the suitability of the use, the impact on amenity, traffic and parking, and any relevant local planning policies.
A detailed assessment against all relevant matters is provided in **Attachment 8**.

Local Planning Scheme No. 2

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

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

The Commercial zone objectives are one matter to which Council is to give due regard in the consideration of this application under the Deemed Provisions. Other relevant matters to be given due regard are set out within the Comments section of this report.

CONSULTATION/ADVERTISING:

Community consultation was undertaken in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* for a period of 14 days between 19 March 2026 to 2 April 2026. The method of consultation included a notice on the City's website and 21 letters being mailed to the owners and occupiers of the adjoining and adjacent properties, in accordance with the City's Community and Stakeholder Engagement Policy.

All properties consulted with during the consultation periods are shown in **Attachment 1**.

During the consultation period, the City received 21 submissions comprising:

- 19 submissions in objection to the proposal;
- One submission in support; and
- One submission in support with comments.

The number of submissions received during the community consultation periods are not a relevant planning consideration. Instead, the decision-maker should focus on the substance of the comments made regarding the proposal, which are summarised as follows:

- Concerns to an impact on the amenity and safety of surrounding residential dwellings.
- Concerns to an increase in noise, disruption and antisocial behaviour, adversely impacting the amenity of residents within the site.
- Concerns to the turnover of guests and instability of guests within the STRA.
- Concerns to a reduction in long term housing and concerns to the impact of this development on the housing crisis.
- Concerns that the orientation of the balcony would result in noise impacts into the Residential zone and impact surrounding residents.

As summary of submissions and the Applicant's response is included as **Attachment 9**. Administration has provided a response to submissions which is included as **Attachment 10**.

Design Review Panel (DRP):

Referred to DRP: No

The proposal was not referred to the DRP. This is because the application does not propose any modifications to the existing built form and does not meet the requirements for referral outlined in the DRP Terms of Reference.

LEGAL/POLICY:

- *Planning and Development Act 2005*;
- *Planning and Development (Local Planning Schemes) Regulations 2015*;
- City of Vincent Local Planning Scheme No. 2;
- Community and Stakeholder Engagement Policy; and
- Local Planning Policy: Short Term Accommodation.

Planning and Development Act 2005

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

Local Planning Policy: Short Term Accommodation

As the application is for a proposed Short Term Rental Accommodation, the proposal is required to be assessed against the provisions of the Local Planning Policy: Short Term Accommodation. Where a development application does not satisfy the standards of the Policy, the application shall be assessed against the following objectives:

1. *Ensure that the Residential zone continues to fulfil its primary purpose of providing long-term housing opportunities.*
2. *Contribute to a range of tourism accommodation that are appropriately located in proximity to areas of established cultural and hospitality attractions that are supported by direct transport links to the Perth CBD.*
3. *Are located adjacent to, and complement, other non-residential land uses to minimise adverse impacts from encroachment into areas that are predominantly residential in nature or contain other noise sensitive uses.*
4. *Are designed and operated in a manner that is compatible with the character and setting of the locality and responds to heritage and social values.*
5. *Are located adjacent to other noise-generating activities, and are managed, designed and operated in a manner that minimises noise and other off-site amenity impacts to surrounding residents.*
6. *Are located within a walkable catchment of transport nodes and high commercial activity areas, or suitable parking is provided on-site without compromising the local amenity and street parking availability.*

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:

This application does not contribute to any environmental sustainability outcomes. The proposal relates to a change of use from Multiple Dwelling and Unhosted STRA with no building works. There is limited opportunity through this application to influence the built form or environmental performance of the existing dwelling.

PUBLIC HEALTH IMPLICATIONS:

There are no public health implications arising from this application beyond the general amenity and noise considerations addressed in the planning assessment.

FINANCIAL/BUDGET IMPLICATIONS:

There are no direct financial or budget expenditure 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 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:

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

- While the Commercial zone contemplates the proposed STRA land use within its objectives, development is required to satisfy all objectives of the zone.
- The proposed STRA is not appropriate within the location and orientation to the residential interface of dwellings and communal spaces within the development and to Windsor Street and Aria Lane.
- The Operations Management Plan and Complaints Management Procedure seek to protect the amenity of the surrounding residential properties, through management measures.
- Management measures rely on guests self-regulating their behaviour, and complaints being lodged following an incident.
- Management measures cannot modify the layout of the dwelling location and immediate context, and cannot eliminate amenity impacts to the adjoining residents.
- The shortfall in car parking is supported, however is not a determining factor in the overall acceptability of this STRA within the surrounding locality.
- This application seeks approval for an intensification of the subject dwelling by introducing a high turnover transient accommodation use that is noise generating within an established multiple dwelling development.
- To access the site, guests would need to traverse communal spaces such as lifts, corridors, car parking areas and lobbies. The impact of guests within communal areas are likely to result in amenity impacts on the adjoining residents.

- The subject dwelling includes two outdoor living areas, one directly adjoining the communal garden area of the multiple dwelling development and a balcony fronting a residential interface.
- A time-limited approval is not appropriate for this application. This is because the testing and monitoring of the management measures cannot mitigate the amenity impacts of dwelling layout, location, orientation, proximity to adjoining residents and physical interfaces.

Land Use

In considering the acceptability of the STRA land use, Council is required to consider the objectives of the Short Term Accommodation Policy, objectives of the Commercial zone under LPS2, and the matters to be considered under Clause 67 of the Deemed Provisions, including the compatibility of the use with its setting and the likely effect on the amenity of the locality.

Applicant's Management Plan and Code of Conduct

The applicant has prepared an Operations Management Plan & Code of Conduct, Complaints Management Procedure and a Justification Letter to support the proposal, included in **Attachments 3, 4** and **5**, respectively.

The Operations Management Plan & Code of Conduct propose measures and strategies that the STRA operation would implement. The key measures and strategies are summarised as follows:

- Maximum occupancy is four guests. No additional guests or visitors, other than those included in the booking, are permitted to stay at the property.
- No pets are permitted.
- No disruptive noise is permitted between 7:00pm and 9:00am. Parties and events are not permitted at any time.
- Use of the balcony fronting Windsor Street is not permitted between 8:00pm and 7:00am.
- The subject dwelling is allocated a maximum of one on-site car parking bay, which will be clearly communicated to guests prior to booking.
- Guests are encouraged to use public transport, with nearby stops and links provided in the Operations Management Plan & Code of Conduct.
- Guests must be screened, vetted and registered via ID verification prior to booking. 'Instant Book' will not be enabled as an option for the STRA.
- The STRA is to be managed by the landowners, who reside within a 15 minute driveable distance of the subject site.
- A Complaints Management Procedure will be provided to guests and immediate neighbours. Complaints may be submitted via WhatsApp, with separate groups for owners and tenants. Neighbours may also lodge complaints via Airbnb "Neighbourhood Support".

Administration's Comment

Council is to consider whether the proposed land use is appropriate for this location and whether it would have adverse impacts on the amenity of neighbouring properties or the broader locality. The Deemed Provisions defines amenity as "*…all those factors which combine to form the character of an area and include the present and likely future amenity."*

Land Use Acceptability

While the Commercial zone contemplates the proposed STRA land use within its objectives, this objective does not operate in isolation, and all objectives need to be considered. In this instance, the development does not satisfy the relevant Commercial zone objectives relating to amenity impacts on the surrounding locality. The proposal would be incompatible with the established amenity of the other multiple dwellings within the complex and the adjoining Residential zone. Accordingly, the STRA is not consistent with the zone objectives for the following reasons:

- Housing Opportunities: While the Commercial zone supports additional housing opportunities (including high-density housing, tourist accommodation and short-term rental accommodation), the proposed STRA is not appropriately located. Although the subject site abuts Lord Street, the subject dwelling is oriented to Windsor Street, which is predominantly medium to high density residential in character. In this context, the location and orientation of the proposed non-residential STRA use is not compatible with the desired future character of Windsor Street, as outlined in the Background section of this report.

- Economic Development: The proposed STRA could support local tourism and, in turn, surrounding small businesses. The development is within a walkable catchment of Lord Street cafés, retail, offices and gyms. The turnover nature of STRA may encourage walking and public transport use by guests and visitors. The proximity to public transport routes is discussed in the Background section of this report.

- Increased Intensity of Site: The proposed STRA would introduce a short-stay visitor accommodation use into a mixed density residential setting, with the subject site being a high density development and the residential areas east of the site being lower density. Unlike permanent residential occupation, a STRA involves transient occupancy patterns, guest turnover, and visitor behaviour that can generate increased activity, particularly during evenings and weekends. With a capacity of up to four guests and a minimum two-night stay, the proposal is likely to increase comings and goings, use of outdoor areas, and associated noise in a manner, inconsistent with the prevailing residential character and amenity expectations of the existing mixed-use development and the Windsor Street residential locality.

- Incompatibility with the Character and Activity Profile of the Immediate Area: The subject site is located within a Commercial zone characterised by low-scale commercial development facing Lord Street and high-density residential dwellings. The subject dwelling, and the proposed STRA, is directly oriented to Windsor Street, which is zoned Residential R60 and comprises residential development and low-scale non-residential land uses, as outlined in the Background section of this report.

  The subject site does not interface with noise-generating commercial uses that could assist in moderating amenity impacts associated with short-stay visitor turnover. In this context, the proposal is likely to result in noticeable disruption to the surrounding residential environment, particularly in relation to noise and activity.

- Separation from Lord Street and Broader Commercial Activity: The subject site abuts Lord Street, which interfaces with noise generating activities and non-residential land uses. The existing ambient noise and separation of subject dwelling to noise is discussed as follows:

  - *Lord Street Noise Generation*: The subject site abuts Lord Street which experiences ambient traffic and vehicle noise generation. Based on the Main Roads Western Australia (MRWA) Traffic Map, a 2021/2022 survey indicates that an average of 18,616 vehicles travel on this road Monday – Sunday. The survey indicates an average of 94.5 per cent of vehicles were cars and 5.5 per cent of vehicles were trucks, meaning the subject site is located within ambient traffic noise.

  - *Commercial Activity Noise Generation*: The subject site contains ground floor commercial land uses fronting Lord Street, as outlined in the Background section. The existing offices do not operate outside standard business hours. Of the two restaurant/café tenancies, one operates during daytime hours, while the other does not operate before 11:30am or after 8:30pm on any given day. Any noise generated by the ground floor tenancies is expected to be low in scale and unlikely to create significant activity. Further, any such noise would primarily project toward Lord Street and would have minimal impact on the amenity of the multiple dwellings above, as well as the residential properties along Windsor Street.

  - *Separation from Lord Street:* In this context, the subject dwelling is setback approximately 50 metres from Lord Street. The proposed development fronts Windsor Street (which carries primarily local residential traffic) and Aria Lane (a Right of Way used by residents of the Multiple Dwellings and occupiers of the small-scale commercial tenancies fronting Lord Street).

    While the locality may experience some general background noise due to its proximity to Lord Street, the prevailing streetscape character of Windsor Street remains predominantly residential. Any noise that does carry from Lord Street would be ambient in nature and would not diminish the amenity impacts associated with the proposed STRA.

Impacts on Amenity

- Impact on Immediate Context: The proposed STRA introduces transient visitor accommodation into a building occupied by permanent residents. The proposed use could result in more frequent, irregular and intensive use of outdoor spaces, particularly during evenings and weekends. The City's Short Term Accommodation Policy acknowledges these impacts and requires sufficient separation to protect residential amenity. The proposed STRA would exacerbate amenity impacts to the adjoining dwellings

through increased use of outdoor spaces associated with the proposed short stay use. The subject dwelling includes two outdoor living areas, one adjoining the communal garden area of the Multiple Dwelling development and one adjoining the balconies of neighbouring units. The implications of each space are outlined below:

- *Impact to Communal Garden Area:* The internal primary living space and courtyard are 17.4 square metres and 14.5 square metres, respectively. The primary living space and courtyard are located on the north-eastern side of the dwelling and directly adjoining the communal garden area of the Multiple Dwelling development. The site includes an obscured fence, which separates the outdoor living area to the communal garden area, shown in **Figure 3** below. The fence does not extend floor-to-ceiling, which provides limited screening between the active habitable areas. Any noise generated from the courtyard and/or internal living space is likely to result in disturbance to residents using the communal garden area.

  The communal garden area forms an important space for occupants of the development and is distinct from public open space and commercial open spaces. The communal garden area provides opportunities for residents of the development to engage in active and passive recreation. The proximity of the dwelling's courtyard to the communal garden area could impact residents' peaceful enjoyment of this space.

Figure 3: *View of Courtyard Outdoor Living Area from the Communal Areas of the Multiple Dwellings (Source: realestate.com.au)*

- *Impact to Unit 6:* The subject dwelling includes a balcony, measuring 5.8 square metres and accessible from Bedroom 2. The subject balcony directly adjoins the neighbouring balcony and bedroom of Unit 6. While the two balconies are separated by a floor-to-ceiling wall, they remain open to the Windsor Street frontage. In the instance where the balcony is being used by the four proposed guests, noise could impact the occupants of Unit 6. Noise and disturbance from the subject balcony may adversely affect the amenity of the adjoining resident, particularly in relation to their bedroom and sole outdoor living area.

- *Impact to Unit 3:* The subject dwelling is centrally located within the south-eastern portion of the site. The subject dwelling is located above Unit 3, which contains a two-bedroom dwelling and two balconies fronting Windsor Street. The subject courtyard may have minimal direct impact to Unit 3; however, the balcony is located directly above a balcony of Unit 3. Noise and activity from Unit 5' balcony could project toward the outdoor living areas of Unit 3.

- Impact on Residents Within the Same Multiple Dwelling Development: The location of the STRA within the multiple dwelling development could result in a reduction of residential amenity to the residents of the subject site. Guests would be required to access the dwelling via communal lifts, corridors, parking areas, and/or the lobby; increasing interaction within shared spaces. The frequency of guest turnover, including check-in and check-out activity, combined with guest unfamiliarity with the development, may give rise to unacceptable levels of noise, disturbance, and safety concerns for adjoining residents. While the Operational Management Plan and Code of Conduct prohibit the use of communal garden areas, the accessibility and movement patterns associated with the STRA do not adequately mitigate the potential for disturbances and unwanted interactions between STRA guests and long-term residents.

  - *Guest Compliance with Management Measures:* While the application has proposed management measures to reduce the potential impacts of the STRA, these measures rely heavily on guest compliance. Although there is some capacity for guests to self-regulate their noise and behaviour,

the effectiveness of these measures is inherently uncertain. Given the central layout and location of the STRA within the development, the proposal is unlikely to adequately mitigate potential noise and disturbance between dwellings, nor ensure an appropriate level of protection to the residential interface.

- *Response to Complaints and Complaints Management Procedure:* In this context, the complaints management procedure does not provide an adequate deterrent to guest-related noise and activity. Complaints are typically made after the impact has already occurred. Where a complaint is lodged by adjoining residents or the broader community, the minimum response time of 15 minutes does not prevent or minimise the initial disturbance. As such, this management measure does not sufficiently mitigate the potential for noise and anti-social behaviour to impact the immediate neighbours within the multiple dwelling development or the surrounding residential interface.

- Impact on Broader Context: Noise generated from the subject balcony would likely carry to Windsor Street and Aria Lane. As outlined above, short stay accommodation is likely to result in more frequent and intensive use of outdoor living areas, including during sensitive and quiet hours. The subject balcony is oriented toward the Residential zone, which contains residential dwellings. While the Operations Management Plan, Complaints Management Plan and Code of Conduct seek to restrict balcony use, noise associated with a high turnover of guests cannot be consistently monitored or adequately managed.

Car Parking Arrangement

The subject dwelling is allocated one on-site car parking bay, resulting in a shortfall of one bay for the proposed STRA. The Operations Management Plan & Code of Conduct outlines that guests would be advised prior to booking that one on-site car parking bay is available, with alternative options including on-street parking and access to nearby public transport. Based on the City's parking surveys undertaken on Wednesday 28 November 2018, Friday 30 November 2018 and Saturday 1 December 2018, the surrounding locality would have sufficient on-street car parking availability to accommodate the shortfall of one bay. Although the parking shortfall can be supported based on available parking data and access to public transport, parking is not the determinative issue in this assessment. The availability of on-street car parking and alternative transport options is discussed as follows:

- On-Street Parking in Immediate Area: In accordance with the City's most recent parking survey undertaken in 2018, Windsor Street contains 61 on-street car parking bays and is subject to two-hour parking restrictions (2P) between 8:00am and 5:30pm, Monday to Friday; with additional restrictions during event periods. Survey data recorded maximum occupancy at 67 percent (at mid-morning on Saturday) and 64 percent (at mid-morning Wednesday and mid-day on Wednesday and Friday). Should guests arrive in an additional vehicle, as contemplated by the Short Term Accommodation Policy, the parking data indicates that ample on-street capacity remains available.

- On-Street Parking in Surrounding Area: Should on-street parking on Windsor Street reach capacity, the parking surveys indicate that surrounding streets could accommodate additional guest vehicles. Available parking in the surrounding area includes Summers Street (51 bays), the intersection of West Parade and Summers Street (145 bays), and Marlborough Street (49 bays). Although occupancy and parking restrictions on these streets vary by location and time, there would be sufficient capacity to accommodate additional vehicles associated with the proposed STRA.

- Alternative Modes of Transport: The subject site is located within 138 metres of high-frequency bus services on Lord Street and approximately 550 metres from East Perth Train Station, providing direct connections to Perth Train Station and the Perth CBD. As such, where guests arrive in a single vehicle, the site is within convenient and walkable proximity to public transport services and tourist attractions.

Operations Management Plan & Code of Conduct

The applicant has submitted an Operations Management Plan & Code of Conduct and Complaints Management Procedure, included as **Attachments 3 and 4**, respectively, outlining measures relating to car parking, noise control, waste management, complaints management. As discussed above, an Operations Management Plan, Complaints Management Plan and Code of Conduct are tools used to assist in the management of a STRA, but are unable to limit and mitigate noise and amenity impacts to the surrounding locality. Due to the layout and design of the dwelling, as well as the location and orientation of the site towards the Residential zone, the impacts of the STRA cannot be overcome by management measures alone.

Protection of amenity is influenced by the layout of the subject dwelling and its relationship with the adjoining dwellings and the surrounding residential locality. In this context, the proximity of the courtyard outdoor living area to the communal garden area, and the balcony orientated to a Residential zone, results in a configuration that may adversely impact amenity. Although responsible management measures for the STRA could be implemented, the proposed measures are largely reactive and do not adequately mitigate the amenity risks which could arise from the site's layout and immediate context. As such, management alone cannot ensure that the use will not result in an undue impact on the surrounding residential amenity.

The Operations Management Plan and Code of Conduct outlines measures to mitigate the impact of the STRA on neighbouring dwellings and the locality more broadly, these include:

- Specified check-in and check-out times;
- Restrictions on smoking locations;
- No visitors permitted in dwelling;
- Quiet times between 7:00pm and 9:00am and no parties permitted; and
- Windsor Street balcony not permitted to be used between 8:00pm and 7:00am.

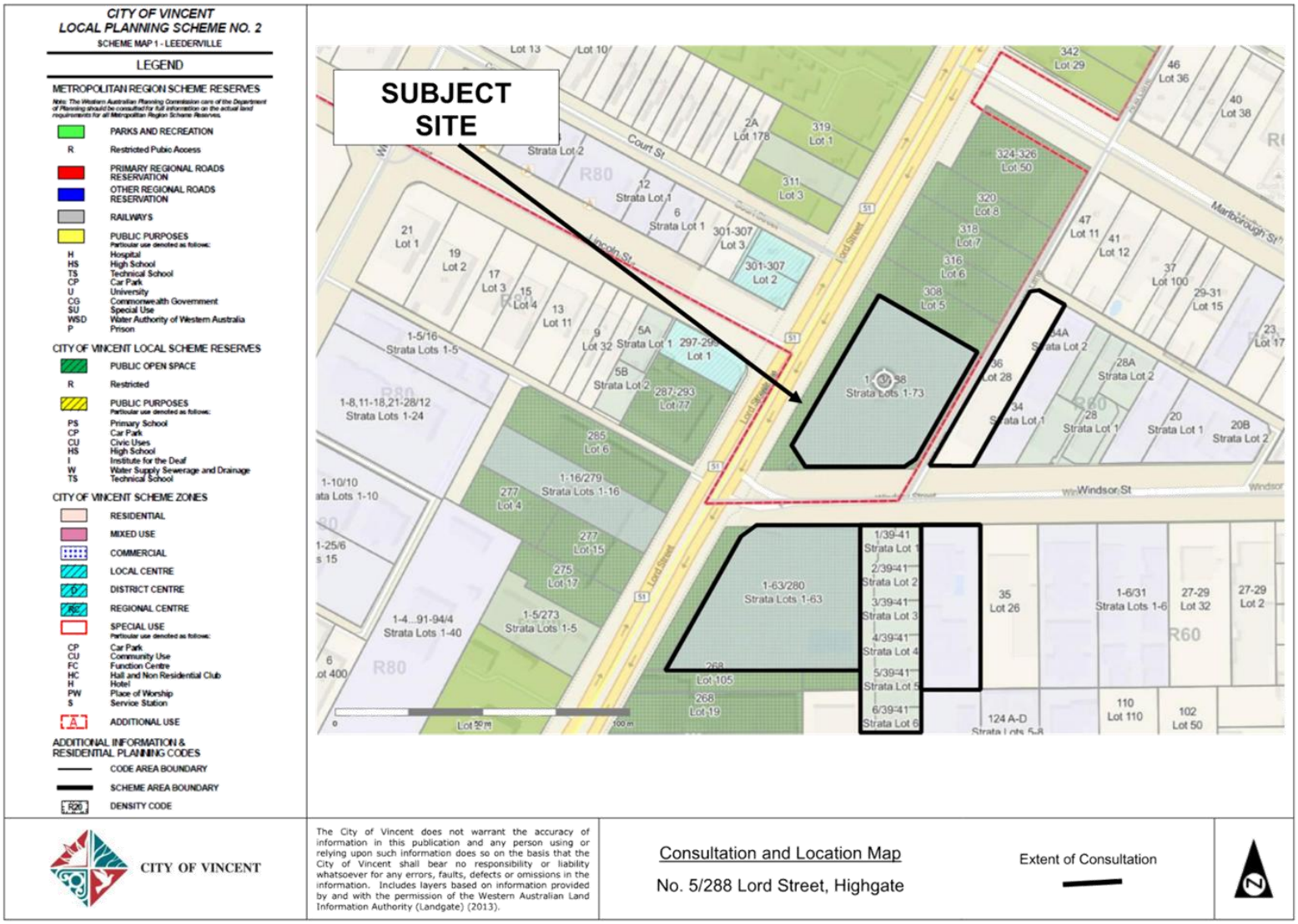
The limitation on the number of occupants is acceptable, as the property could accommodate a similar number of occupants as a typical long-term rental. However, the number of guests does not mitigate potential noise and activity impacts on surrounding properties that are associated with a non-residential activity. While the proposed management measures seek to protect the amenity of neighbouring residents, restrictions on occupancy and operating hours do not address the frequency of guest turnover, the potential intensification of noise and activity, or the transient nature of the use within the immediate context. As discussed above, the effectiveness of these measures relies on guest self-regulation and does not adequately mitigate risks to the amenity of adjoining and nearby residents.

Time Limited Approval

The City's Short Term Accommodation Policy allows consideration for time-limited approval where a proposal does not meet the Acceptable Development criteria, providing an opportunity to assess performance before permanent approval is considered.

In this case, a time-limited approval is not supported. The subject site does not present an appropriate setting for short-term accommodation due to its close interface with adjoining residential properties and the physical configuration of the site.

A time-limited approval may be imposed to test and monitor management performance. It would not change the fixed layout, the intensification and noise impacts of the usable outdoor areas, or the residential interfaces that create amenity concern. The likely noise and amenity impacts arising from site characteristics would remain unchanged during any trial period, Administration is not satisfied these can be overcome through management measures. Therefore, a trial period is not supported for this development.


CITY OF VINCENT
LOCAL PLANNING SCHEME NO. 2
SCHEME MAP 1 - LEEDERVILLE
LEGEND
METROPOLITAN REGION SCHEME RESERVES
PARKS AND RECREATION
R Restricted Pubic Access
PRIMARY REGIONAL ROADS RESERVATION
OTHER REGIONAL ROADS RESERVATION
RAILWAYS
PUBLIC PURPOSES
H Hospital
HS High School
TS Technical School
CP Car Park
U University
CG Commonwealth Government
SU Special Use
WSD Water Authority of Western Australia
P Prison
CITY OF VINCENT LOCAL SCHEME RESERVES
PUBLIC OPEN SPACE
R Restricted
PUBLIC PURPOSES
PS Primary School
CP Car Park
CU Civic Uses
HS High School
I Institute for the Deaf
W Water Supply Sewerage and Drainage
TS Technical School
CITY OF VINCENT SCHEME ZONES
RESIDENTIAL
MIXED USE
COMMERCIAL
LOCAL CENTRE
DISTRICT CENTRE
REGIONAL CENTRE
SPECIAL USE
CP Car Park
CU Community Use
FC Function Centre
HC Hall and Non Residential Club
H Hotel
PW Place of Worship
S Service Station
A ADDITIONAL USE
ADDITIONAL INFORMATION & RESIDENTIAL PLANNING CODES
CODE AREA BOUNDARY
SCHEME AREA BOUNDARY
R26 DENSITY CODE
SUBJECT SITE
Court St
Lincoln St
Lord Street
Windsor St
Marlborough St
Strata Lots 1-73
Strata Lots 1-24
Strata Lots 1-10
Strata Lots 1-16
Strata Lots 1-5
Strata Lots 1-63
Strata Lots 1-6
Strata Lots 1-40
CITY OF VINCENT
The City of Vincent does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that the City of Vincent shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information. Includes layers based on information provided by and with the permission of the Western Australian Land Information Authority (Landgate) (2013).
Consultation and Location Map
No. 5/288 Lord Street, Highgate
Extent of Consultation

SUBJECT SITE
Windsor St
CITY OF VINCENT
The City of Vincent does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that the City of Vincent shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information. Includes layers based on information provided by and with the permission of the Western Australian Land Information Authority (Landgate) (2013).
No. 5/288 Lord Street, Highgate

CITY OF VINCENT
RECEIVED
23 Feb 2026

(NOT ACTUAL LOCATION)

CITY OF VINCENT
RECEIVED
23 Feb 2026

67450
SHEET 5 OF 9 SHEETS

ARIES OF THE LOTS OR PART OF THE LOTS WHICH
JINGS SHOWN ON THE STRATA PLAN ARE THE INNER
ES OF THE WALLS, THE UPPER SURFACE OF THE FLOOR
AND THE UNDER SURFACE OF THE CEILING AS PROVIDED BY
SECTION 3(2)(a) OF THE STRATA TITLES ACT 1985.

NDARIES OF THE PART LOTS WHICH ARE COURTYARDS (CY)
NNER SURFACES OF THEIR WALLS AND THE EXTERNAL
OF THE BUILDING WALLS.

UM OF THE COURTYARDS (CY) EXTENDS FROM THE
FACE OF THEIR FLOOR TO THE UNDERSIDE OF
NG OR THE PROLONGATION OF THE UNDERSIDE
EILING WHERE NOT COVERED.

ARIES OF THE PART LOTS WHICH ARE BALCONIES
EXTERNAL SURFACES OF THE BUILDING WALLS,
AL SURFACES OF THE BALCONY WALLS AND THE
E CONCRETE SLAB.

UM OF THE BALCONIES (B) EXTENDS FROM
SURFACE OF THEIR BALCONY FLOOR TO THE
OF THEIR CEILING OR THE PROLONGATION
JERSIDE OF THEIR CEILING WHERE NOT COVERED.

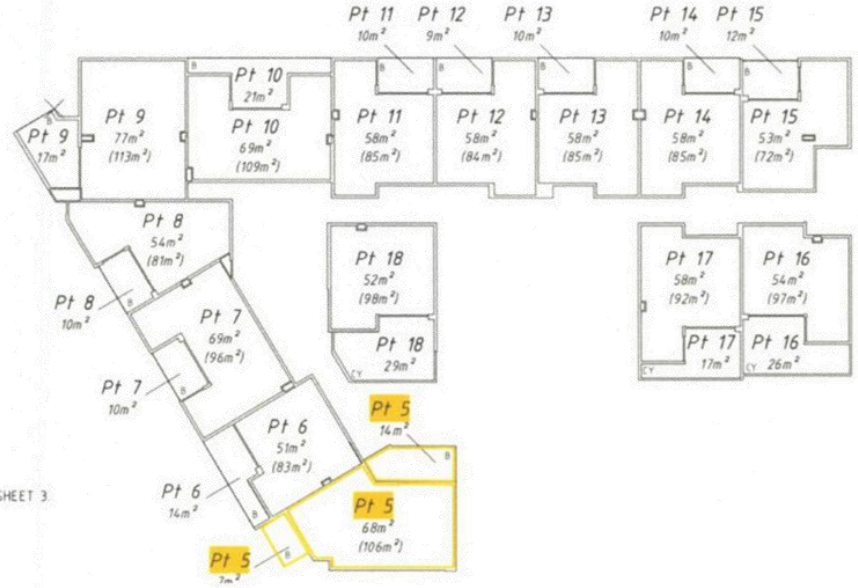
ANCES MEASURED ARE FROM THE
EXTERNAL FACES OF WALLS.

ALL COLUMNS AND DUCTS ARE COMMON PROPTERY.

REPRESENTS COMMON POINT OF OVERLAY.

PARTS OF PART LOTS 6,
ER PARTS OF PART LOTS 5,
FOR OTHER PARTS OF PART LOTS 15

14 & 16 TO 18 SEE SHEET 3
SHEET 4
3 & 4



Land Surveys
No Problems Just Solutions
19 Brennan Way
BELMONT WA 6104
Phone (08) 9477 4477 Fax (08) 9477 4499

66468

Today
3:07 pm

CITY OF VINCENT
RECEIVED
23 Feb 2026

COPY OF ORIGINAL NOT TO SCALE 02/12/2025 10:05 AM Request number: 69118661

6745U
SHEET 4 OF 9 SHEETS

THE BOUNDARIES OF THE LOTS OR PART OF THE LOTS WHICH ARE BUILDINGS SHOWN ON THE STRATA PLAN ARE THE INNER SURFACES OF THE WALLS, THE UPPER SURFACE OF THE FLOOR AND THE UNDER SURFACE OF THE CEILING AS PROVIDED BY SECTION 3(2)(a) OF THE STRATA TITLES ACT 1985.

THE STRATUM OF THE PART LOTS EXTERNAL TO THE BUILDING CARBAYS (C) AND MOTERBIKE BAYS (MB) EXTENDS BETWEEN THE UPPER SURFACE OF THEIR FLOOR TO THE UNDER SIDE OF THEIR CEILINGS OR TO A HEIGHT OF 2.5 METRES.

THE BOUNDARIES OF THE PART LOTS WHICH ARE BALCONIES (B) ARE THE EXTERNAL SURFACES OF THE BUILDING WALLS, THE INTERNAL SURFACES OF THE BALCONY WALLS AND THE EDGE OF THE CONCRETE SLAB.

THE STRATUM OF THE BALCONIES (B) EXTENDS FROM THE UPPER SURFACE OF THEIR BALCONY FLOOR TO THE UNDERSIDE OF THEIR CEILING OR THE PROLONGATION OF THE UNDERSIDE OF THEIR CEILING WHERE NOT COVERED.

EXCLUDING PERIMETER OF PARCEL ANGLES ARE MULTIPLES OF 45° UNLESS STATED OTHERWISE OR ARE PERMANENT MONUMENTS.

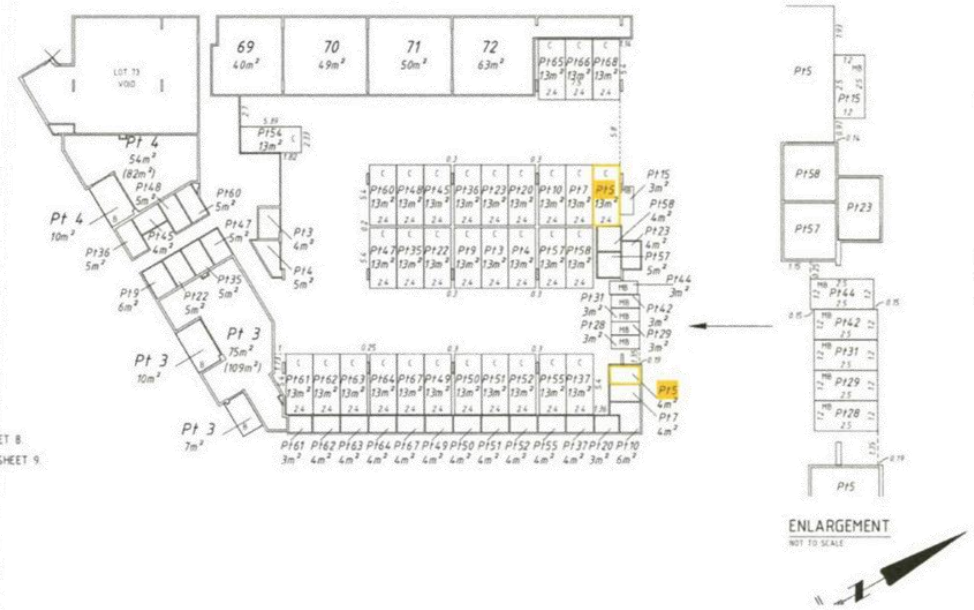
ALL DISTANCES MEASURED ARE FROM THE EXTERNAL FACES OF WALLS.

ALL COLUMNS AND DUCTS ARE COMMON PROPTERY.

POINT "X" REPRESENTS COMMON POINT OF OVERLAY.

FOR OTHER PARTS OF PART LOTS 5, 7, 9 & 10 SEE SHEET 5
FOR OTHER PARTS OF PART LOTS 20, 22, 23 & 29 SEE SHEET 6
FOR OTHER PARTS OF PART LOTS 35 TO 37 & 42 SEE SHEET 7
FOR OTHER PARTS OF PART LOTS 45, 47 TO 52, 54 & 55 SEE SHEET 8
FOR OTHER PARTS OF PART LOTS 57, 58, 60 TO 64, 66 & 67 SEE SHEET 9
FOR OTHER PARTS OF PART LOTS 28 & 31 SEE SHEET 3 & 6
FOR OTHER PARTS OF PART LOT 44 SEE SHEET 3 & 7
FOR OTHER PARTS OF PART LOTS 65 & 68 SEE SHEET 3 & 9
FOR OTHER PARTS OF PART LOTS 15 SEE SHEET 3 & 5

No Problems Just Solutions
JOB ID: LS566468



8:50
www.

CITY OF VINCENT
RECEIVED
23 April 2026

Management Plan Short-term Rental Accommodation

Applicants: [redacted]

Address: [redacted]

Code of Conduct:

- Guests to adhere to check-in time unless approved by owners (2.00pm onwards)
- Guests to adhere to check-out times unless approved by owners (by 10.00am)
- Guests not to leave belongings at property past check-out time unless approved by owners
- Guests to return keys to me upon check-out
- Guests to leave property as they found it in a clean and tidy state
- No smoking inside house or outside courtyard or balcony bedroom 2.
- All external windows and doors to be locked when leaving the property.
- Any damage to the property to be reported immediately to owners.
- No Pets allowed.
- No additional guests
- Guests to be mindful of our neighbours:
- No disruptive noise before 9.00am and after 7.00pm (eg. loud music, shouting, slamming doors etc) Absolutely no party's or events on the property.
- The use of the balcony fronting Windsor Street is not permitted to be used between 8pm and 7am
- One car bay is available for onsite parking within the property, guests will be encouraged to come in 1 car. Or guests are encouraged to get public transportation, Bus stop 50m (1 min walk) or train 500m walk (6mins walk)
- All guest intending to stay need to be registered and known to owner at time of booking. All guests will be fully vetted by myself.
- Adhere to approved number of guests (max 4 guest - 2 queen beds)
- No parties or extra guests outside of booking.
- No engaging in illegal activities anywhere on the property
- Rubbish to be placed in designated area and to be mindful of excessive amounts of rubbish that exceed neighbourhood norm

The above expectations will be clearly outlined in the Airbnb property listing, through our Airbnb message threads with guests, as well as being displayed in a prominent position on the kitchen bench. The property will be managed by myself and all guests will be fully vetted prior to confirming their booking. We will also personally meet our guests on arrival to provide access and show them the apartment, ensuring the are aware of house rules and expectations during their stay. A minimum of 2 night stay per booking.

Complaints Management Procedure:

- If our guests are not following local regulations, we would prefer our neighbours to communicate directly with us to address their concerns, through our WhatsApp group (we have 2 WhatsApp groups 1 for owners and 1 for tenants). They will be able to register their complaints. This would be the fastest way to resolve any issues. Both sets of immediate neighbours have previously been provided with our contact details:
- [redacted]
- Neighbours can also use the Airbnb 'Neighbourhood Support' page to send a message (non-urgent) or request a phone call from the Airbnb Neighbourhood Support Team for more urgent matters: https://www.airbnb.com.au/neighbors for control of Anti-Social Behaviour, Potential Conflict Between Guests and Permanent Residents

Residents of the Area:

- The expected behaviour of guests regarding control of noise, privacy, security and correct parking locations is detailed in the above Code of Conduct which is provided to guests three-fold (Airbnb listing, Airbnb messaging and hard copy on display in kitchen)
- Rather than approaching guests directly with complaints, we would advise neighbours to contact myself first through our WhatsApp group and Airbnb 'Neighbourhood Support' page as a secondary option

Check-in and Check-Out Times and Operation Procedures:

- Check-in 2.00pm onwards. I will personally meet and greet each guest at the entrance of the building and show them the allocated parking bay, lift, bins and the apartment. Guests are to provide an estimated time of arrival.
- Check-out 10.00am, I will meet the guests at the apartment at check-out time to collect key and fob. Guests are required to leave the property in a decent and tidy state.
- Guests are not permitted to use the communal areas

Management of Car Parking:

- The property will only be rented as the entire property (not individual rooms). The property can only accommodate up to 4 people with the focus on 2 couples as there are two rooms with queen beds, therefore appealing to couples only. This naturally limits the scale and intensity of use.
- Car parking availability will be clearly communicated to guests via our Airbnb listing, Airbnb messaging and a hard copy on display in the kitchen. There is one car bay available on the property for parking. Given this arrangement, it is

expected that guests will generally utilise a single vehicle. The property provides one allocated on-site car bay, which is considered appropriate for the anticipated occupancy.

- In addition, there is available on-street parking within the locality of Windsor street and Lord street.
- Public transport is also available – bus 50m walk or train 500m walk, which will be highly encouraged.
- Due to the limited number of guests and the nature of the accommodation, the proposal is not expected to generate any adverse impact on parking availability, traffic movements or the residential amenity of the complex and surrounding neighbourhood.

Cleaning - Waste Management:

- Guests to leave the property in the state they found it, NOT requiring excessive or deep cleaning post their exit (eg. soiled soft furnishings, mouldy dishes, excessive trash etc).
- Cleaning and waste management will be clearly communicated to guests via a hard copy 'Code of Conduct' on display in kitchen (see above).

Fire and Emergency Response Plan:

- A Fire and Emergency Response Plan will be displayed in the laundry
- Front door emergency exit (front door has access to easement accessing street and rear exit to leave the building).
- A combined smoke detector is hard wired (battery back-up) in the hallway, central to all rooms of the house
- A first aid kit is available for guest use in the rear bathroom, off the laundry

Fire Extinguishers:

- A fire blanket and domestic AS approved fire extinguisher is provided in the laundry, out of reach of children and maintained in proper working order.

Maintenance of Premises:

- Property will be cleaned professionally following each guests' departure and prior to the arrival of new guests.
- We will continue to maintain the property keeping in line with the high standard established.

Security of guests and residents:

- All doors and windows to the property are lockable (guests provided with keys)
- Property is fully enclosed and secured by fencing to the front and rear
- Public liability and property insurance is provided through AirBNB. We have additional 'short stay contents' cover through private insurance

CITY OF VINCENT
RECEIVED
23 April 2026

COMPLAINTS MANAGEMENT & PROCEDURE

Should guests or neighbours have a complaint regarding noise, the following process will be implemented:

- Noise complaint is received by Property Manager [redacted] either by phone [redacted] or in person or by our WhatsApp group
- The Property Manager will address directly with the guest as soon as feasible.
- If it is found that the complaint is justified the guest will receive a verbal and written warning via text regarding the complaint and a reminder regarding the House Rules.
- It is expected that the guest would eliminate the noise immediately.
- Should the behaviour continue, the guest will receive a second verbal and written warning via text regarding the complaint and a reminder regarding the House Rules and a warning of eviction should the noise not cease immediately.
- Should the guest continue to make unreasonable amounts of noise and the warning of eviction is ignored the Property Manager would call local police to assist with dealing with the guest and their eviction.
- Property Manager would make formal apology to affected neighbour and ensure grievances are resolved.

Should guests or neighbours have a complaint regarding parking, the following process will be implemented:

- Parking complaint is received by Property Manager - [redacted] either by phone or in person on site or by our WhatsApp group
- The Property Manager will address directly with the guest as soon as feasible.
- Guests will be reminded of parking policy, including parking in the property car park on site (up to 1 car space. Should they need overflow parking we ask guests to park on either Windsor or Lord Street that does not affect our neighbours and their access.
- It is expected that the guest would move their vehicle immediately as per above instruction.
- Property Manager would make formal apology to affected neighbour and ensure grievances are resolved.

Every complaint will be dealt with on a case by case basis and the Property Manager is committed to ensuring that any complaint received will be dealt with swiftly and professionally.

As the Property Manager is also the Property Owner and lives within 15 mins from the apartment.

Any issues giving rise to complaints - it is unlikely that the above behaviours would have the opportunity to escalate past the initial complaint of local residence.

Management Contact Details:

Property Manager: [redacted]

Standby Property Manager: [redacted]

Local Services Contact Details:

Non-urgent police assistance: 13 14 44

For immediate police, fire or ambulance: 000

City of Vincent : 9273 6000

CITY OF VINCENT
RECEIVED
23 April 2026

FIRE AND EMERGENCY RESPONSE PLAN

Fire Extinguisher / Fire Blanket – Please take note of the location of the fire extinguisher and fire blanket within the laundry. Guests are asked to use these in the instance of a fire that they believe they can safely contain themselves.

There are smoke detectors installed, please do not touch or remove these under any circumstances.

Call 000 in case of a life-threatening emergency - Fire, Police, Ambulance.

Once emergency services are on their way please contact the Property Manager, [redacted] of the situation.

First Aid Kit – A First Aid Kit can be found under the sink in the laundry. Please notify the Property Manager if anything is used so it can be restocked for the next guests.

Emergency Phone Numbers

Police, Fire, Ambulance in case of life-threatening circumstance: 000

Police: 13 14 44

Perth Natural Medical Clinic (Doctor): (08) 9328 9233

SuperChem HighgatePharmacy: (08) 9271 8400

Royal Perth hospital: (08) 9224 2244

Night Dr – After Hours Home Visit GP Service – 1300 644 483

CITY OF VINCENT
RECEIVED
23 April 2026

To Whom It May Concern,

I am writing to seek Council approval for the property located at 5/288 Lord Street, Highgate, to be used as a short-term rental accommodation.

The property is a 2 bedroom, 2 bathroom apartment with 1 allocated car bay. Situated on the first floor and with no other apartment above and only one adjoining apartment next door. There is plenty of street parking available on Windsor and Lord Street. Very close public transport only 5 min walk to the bus and East Perth train station.

This home also features a fully covered 14 sqm alfresco courtyard garden with timber slat fencing and gate for privacy and security.

This boutique development is situated on the corner of Windsor & Lord Steet. The building was built in 2015 and presents like new condition throughout and upmarket finishes. It has a modern fully equipped kitchen, secure windows, and compliant electrical and plumbing systems, all in good working order.

The apartment has been thoughtfully furnished and positioned as a luxury short-stay accommodation, aimed at attracting respectful guests seeking a quiet, high-quality stay close to the city. By maintaining a reflective price point, we intend to ensure the property appeals to guests who value the space and are considerate of neighbouring residents. The apartment will accommodate a maximum of four guests and will be offered via the Airbnb platform.

Enclosed with this application are the following documents for Council's consideration:

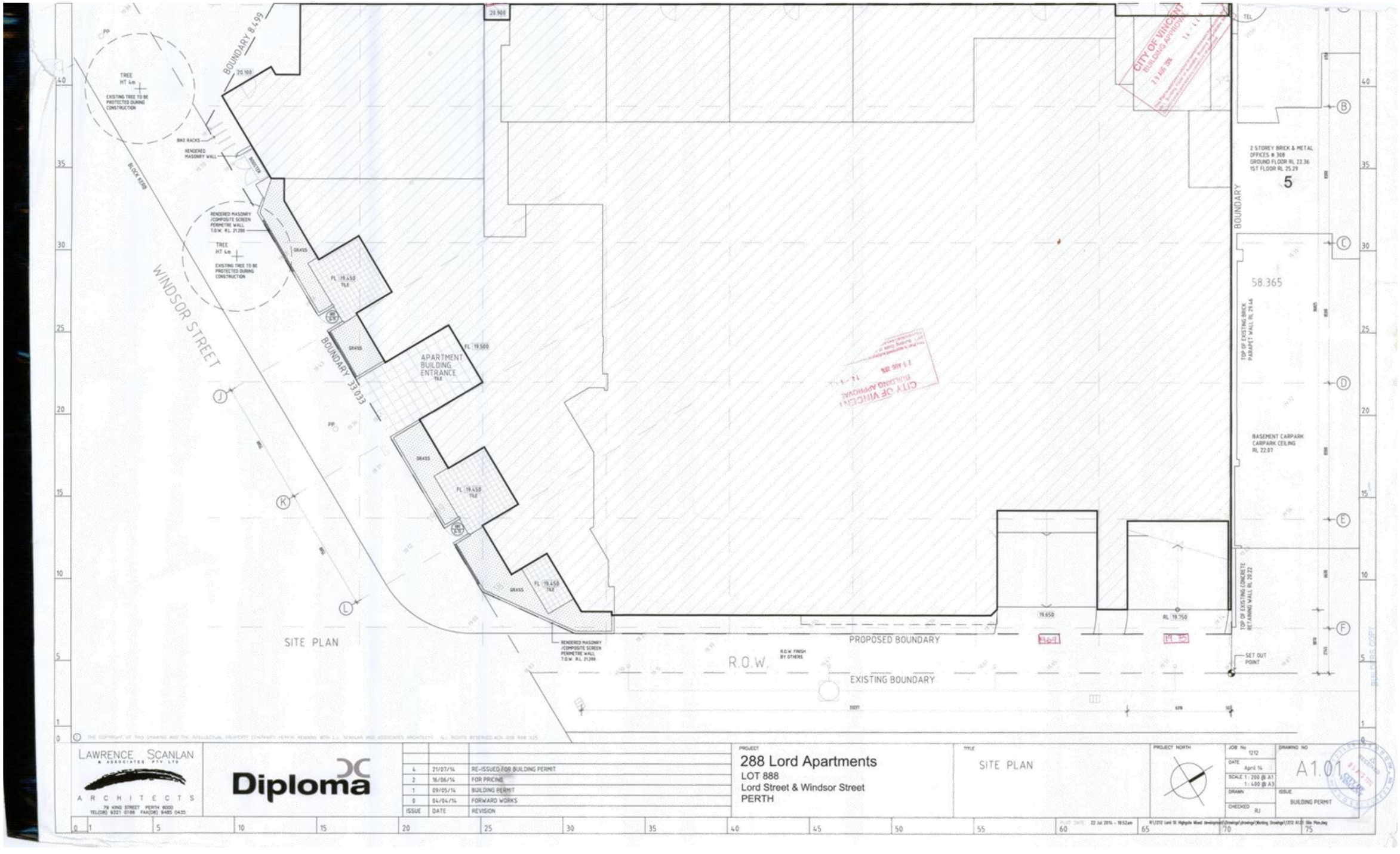
- Guest Terms and Conditions, including house rules, waste disposal, parking procedures, fire safety information, and check-in/check-out times
- Code of Conduct for display within the apartment
- Complaints Management Procedure
- Fire and Emergency Response Plan
- Fire and Emergency Exit Diagram and Instruction Document
- Photographs of the apartment

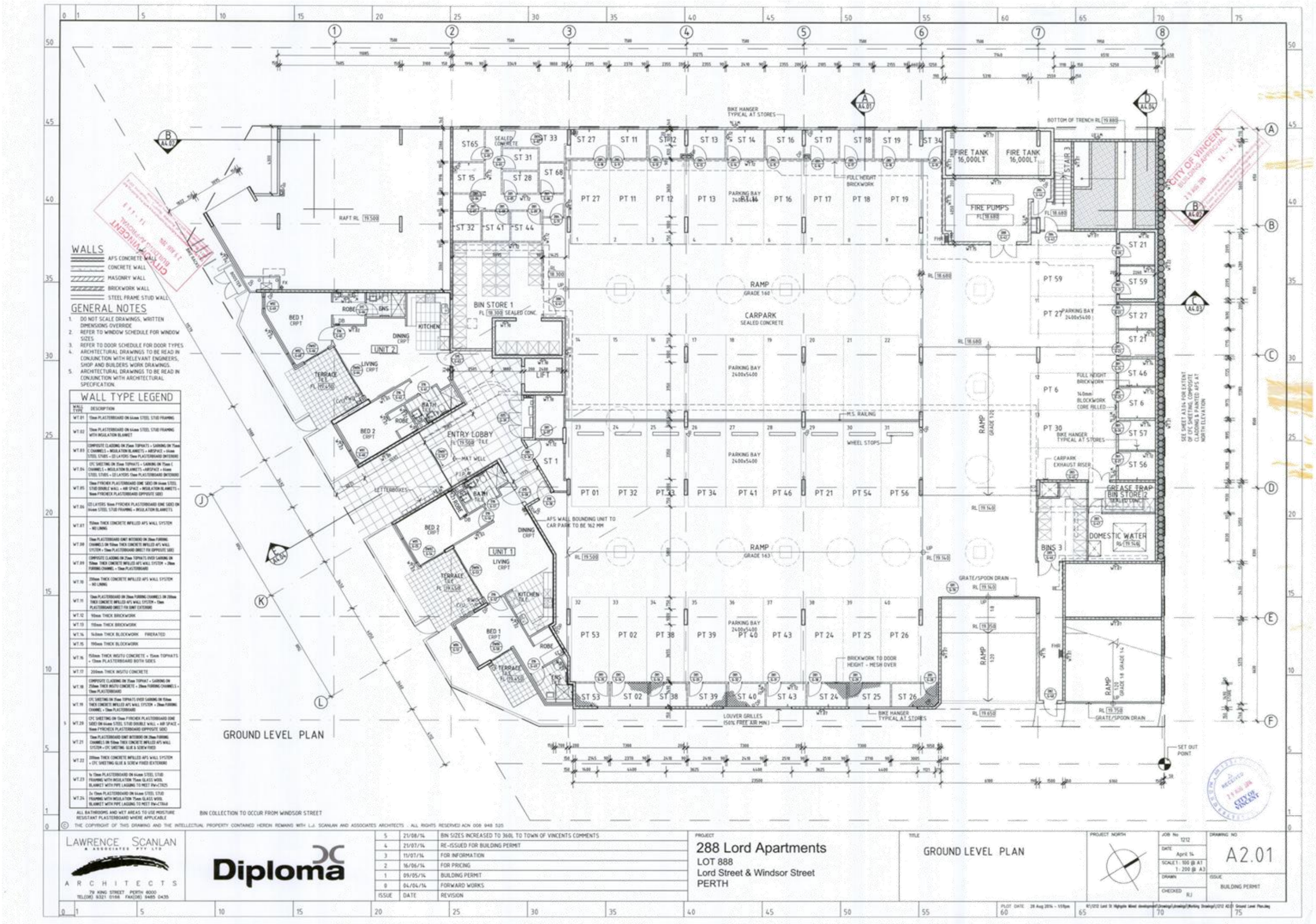
The apartment is located approximately 15 minutes from our family home and will be self-managed by myself. I will act as the Property Manager and will closely monitor all bookings. Any issues relating to noise, parking, or neighbourhood concerns will be addressed promptly to ensure minimal impact on surrounding residents.

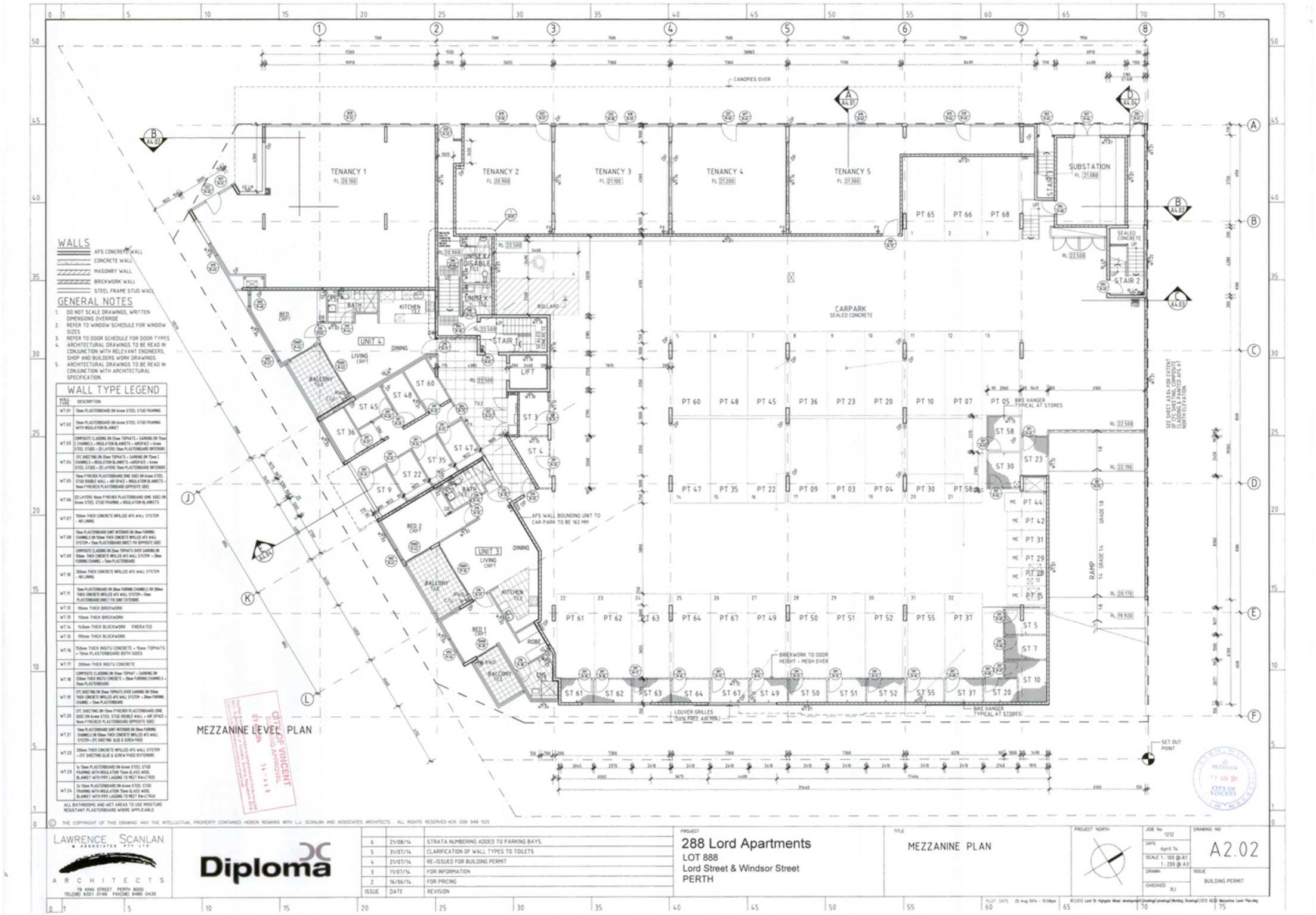
Thank you for taking the time to review this application. We welcome the opportunity to provide any further information or clarification that may be required.

Kind regards,

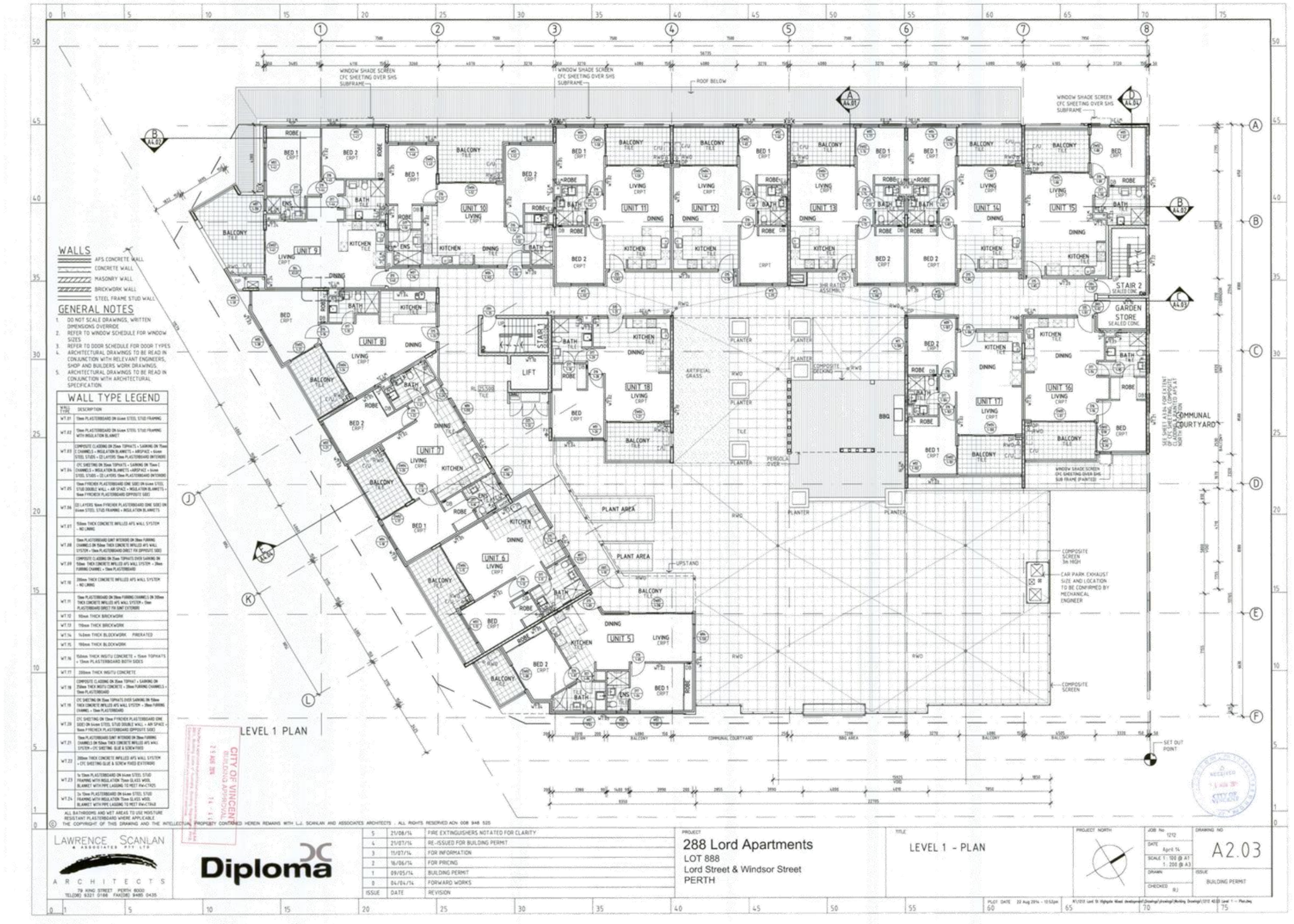
[redacted]
Property Owner & Manager

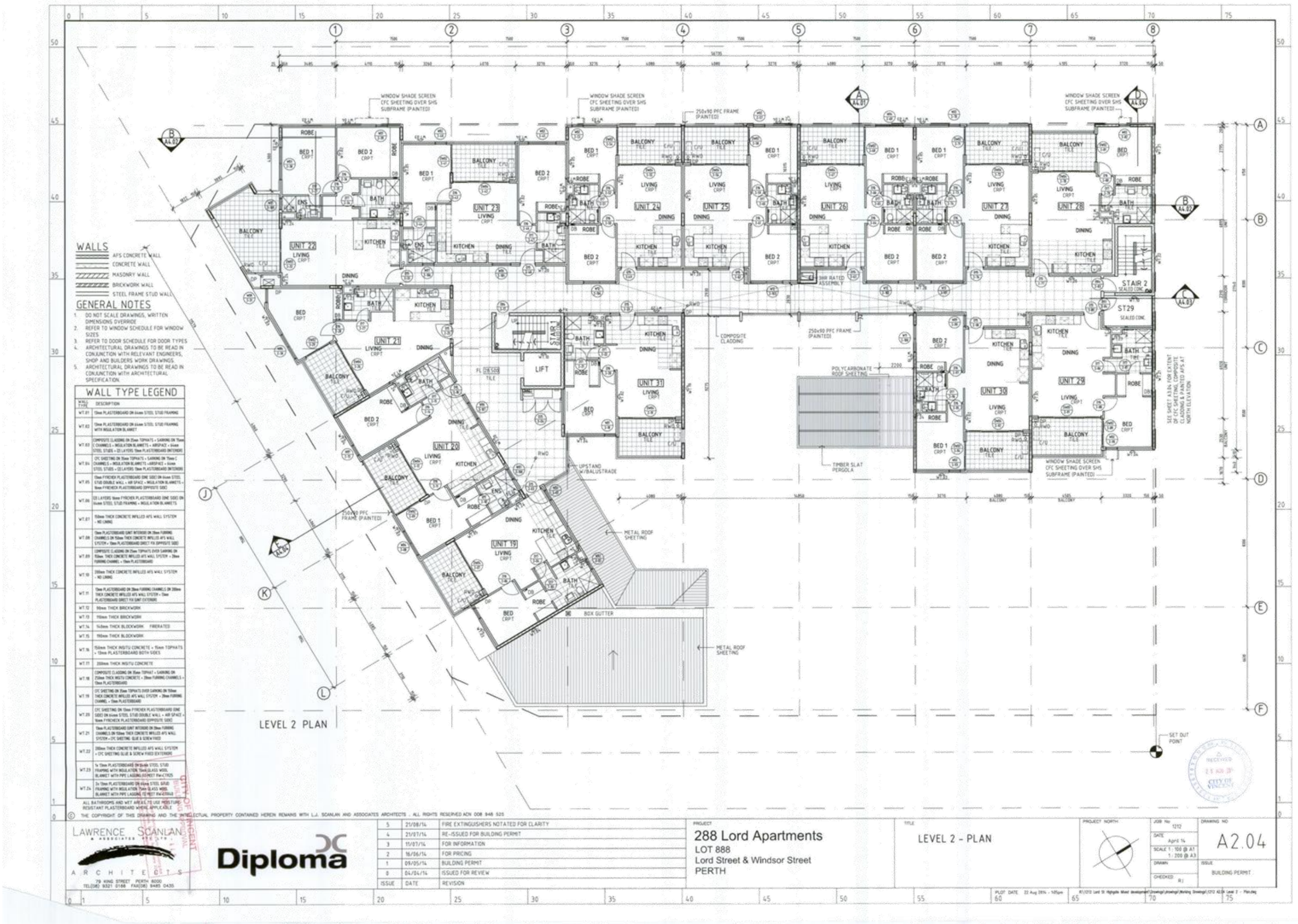

BOUNDARY 8.499
WINDSOR STREET
BOUNDARY 33.033
APARTMENT BUILDING ENTRANCE
SITE PLAN
PROPOSED BOUNDARY
R.O.W.
EXISTING BOUNDARY
BOUNDARY
58.365
2 STOREY BRICK & METAL OFFICES # 308
GROUND FLOOR RL 22.36
1ST FLOOR RL 25.29
5
BASEMENT CARPARK CARPARK CEILING RL 22.07
SET OUT POINT
LAWRENCE SCANLAN & ASSOCIATES PTY LTD
ARCHITECTS
Diploma
4 21/07/14 RE-ISSUED FOR BUILDING PERMIT
2 16/06/14 FOR PRICING
1 09/05/14 BUILDING PERMIT
0 04/04/14 FORWARD WORKS
ISSUE DATE REVISION
PROJECT
288 Lord Apartments
LOT 888
Lord Street & Windsor Street
PERTH
TITLE
SITE PLAN
PROJECT NORTH
JOB No 1212
DATE April 14
SCALE 1 : 200 @ A1
1 : 400 @ A3
DRAWN
CHECKED RJ
DRAWING NO
A1.01
ISSUE
BUILDING PERMIT

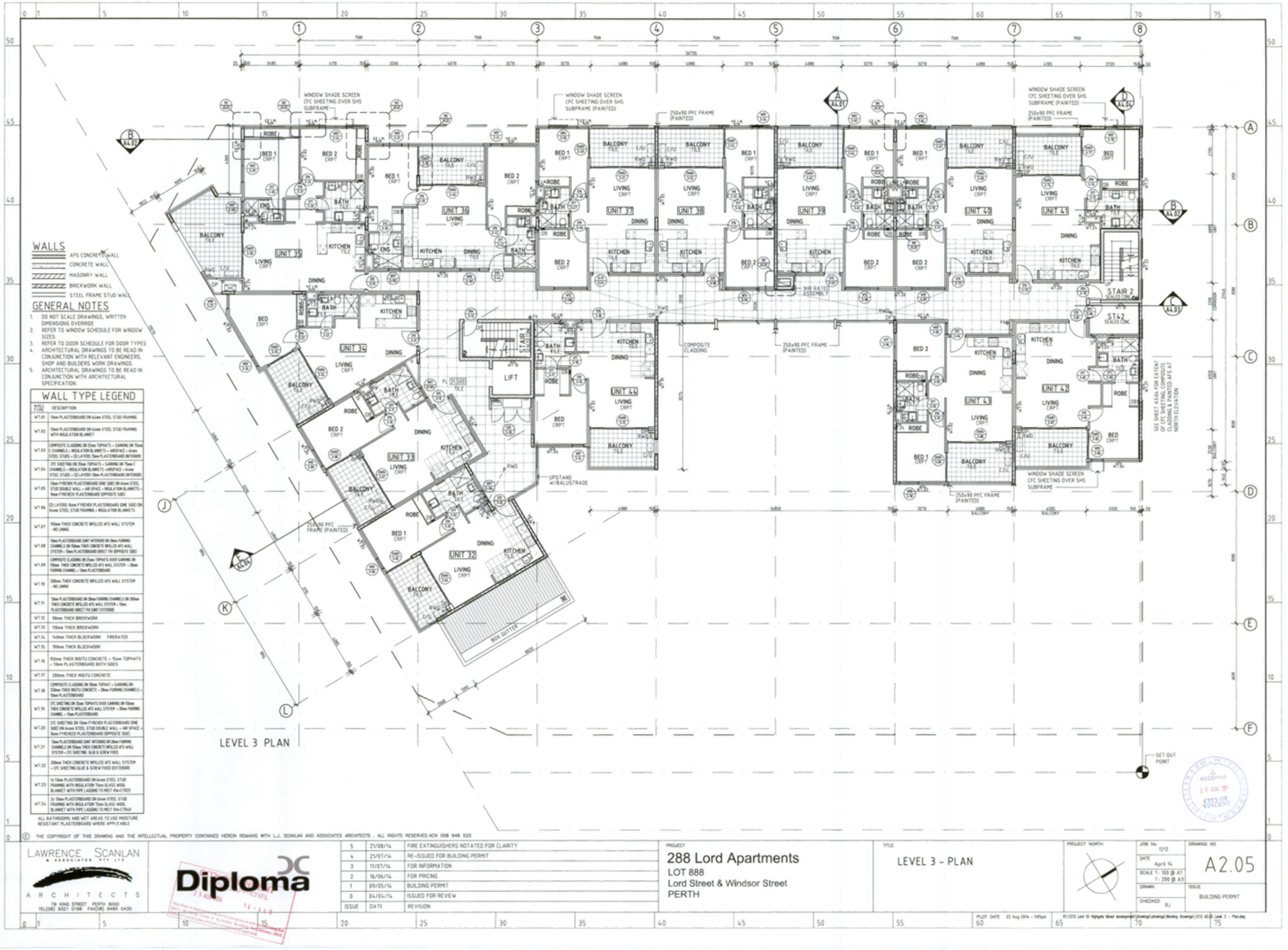

WALLS
AFS CONCRETE WALL
CONCRETE WALL
MASONRY WALL
BRICKWORK WALL
STEEL FRAME STUD WALL
GENERAL NOTES
1. DO NOT SCALE DRAWINGS, WRITTEN DIMENSIONS OVERRIDE
2. REFER TO WINDOW SCHEDULE FOR WINDOW SIZES
3. REFER TO DOOR SCHEDULE FOR DOOR TYPES
4. ARCHITECTURAL DRAWINGS TO BE READ IN CONJUNCTION WITH RELEVANT ENGINEERS, SHOP AND BUILDERS WORK DRAWINGS.
5. ARCHITECTURAL DRAWINGS TO BE READ IN CONJUNCTION WITH ARCHITECTURAL SPECIFICATION.
WALL TYPE LEGEND
ALL BATHROOMS AND WET AREAS TO USE MOISTURE RESISTANT PLASTERBOARD WHERE APPLICABLE
BIN COLLECTION TO OCCUR FROM WINDSOR STREET
GROUND LEVEL PLAN
RAMP GRADE 1:40
CARPARK SEALED CONCRETE
BIN STORE 1
BIN STORE 2
FIRE TANK 16,000LT
FIRE PUMPS
UNIT 1
UNIT 2
ENTRY LOBBY
LIFT
GREASE TRAP
DOMESTIC WATER
BIKE HANGER TYPICAL AT STORES
LOUVER GRILLES (50% FREE AIR MIN.)
SET OUT POINT
CITY OF VINCENT BUILDING APPROVAL
RECEIVED 19 JUN 2014 CITY OF VINCENT
© THE COPYRIGHT OF THIS DRAWING AND THE INTELLECTUAL PROPERTY CONTAINED HEREIN REMAINS WITH L.J. SCANLAN AND ASSOCIATES ARCHITECTS . ALL RIGHTS RESERVED ACN 008 948 525
LAWRENCE SCANLAN & ASSOCIATES PTY LTD
ARCHITECTS
79 KING STREET PERTH 6000
TELE(08) 9321 0166 FAX(08) 9485 0435
Diploma
5 21/08/14 BIN SIZES INCREASED TO 360L TO TOWN OF VINCENTS COMMENTS
4 21/07/14 RE-ISSUED FOR BUILDING PERMIT
3 11/07/14 FOR INFORMATION
2 16/06/14 FOR PRICING
1 09/05/14 BUILDING PERMIT
0 04/04/14 FORWARD WORKS
ISSUE DATE REVISION
PROJECT
288 Lord Apartments
LOT 888
Lord Street & Windsor Street
PERTH
TITLE
GROUND LEVEL PLAN
PROJECT NORTH
JOB No 1212
DATE April 14
SCALE 1: 100 @ A1 1: 200 @ A3
DRAWN
CHECKED RJ
DRAWING NO A2.01
ISSUE BUILDING PERMIT

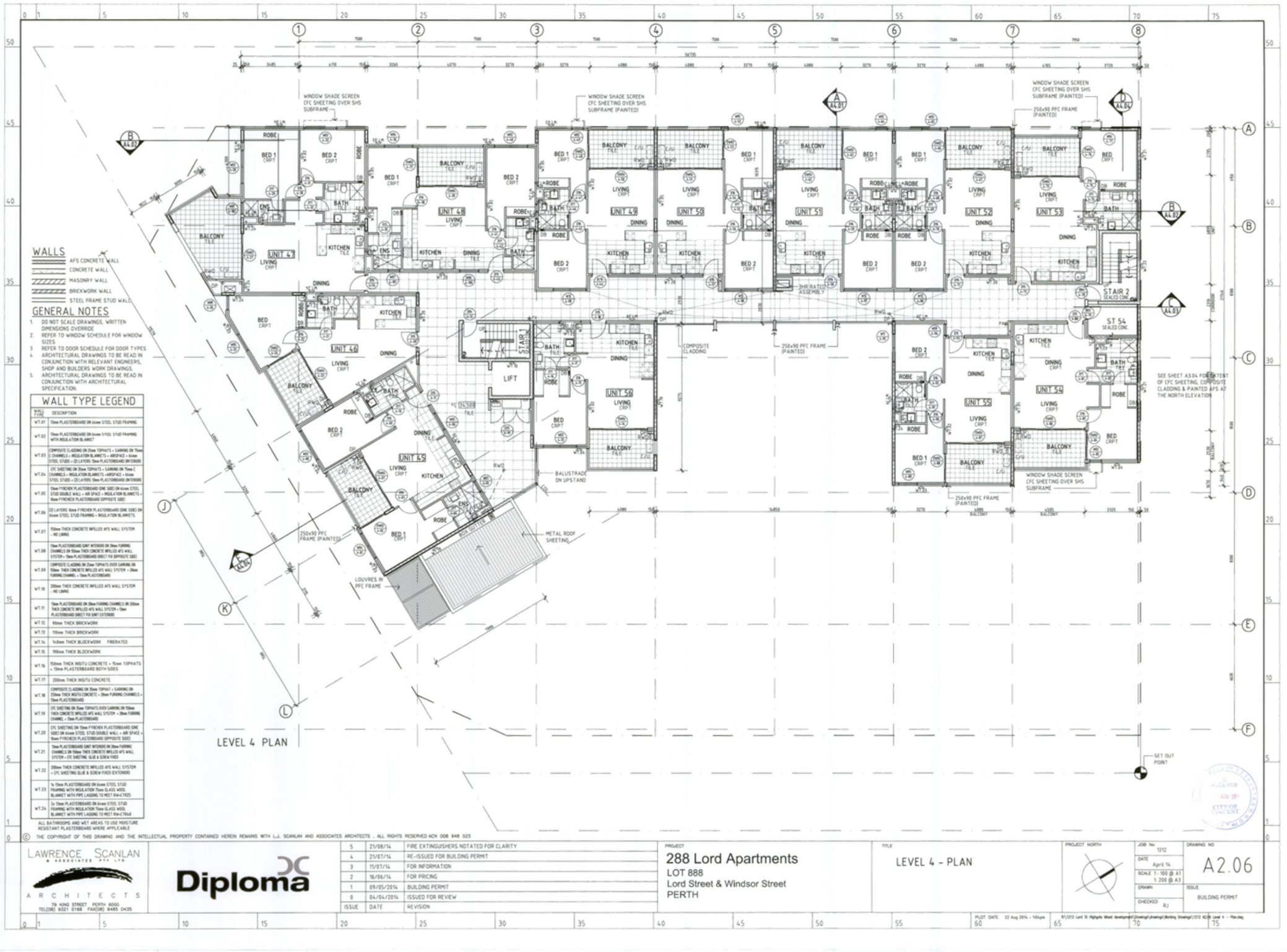


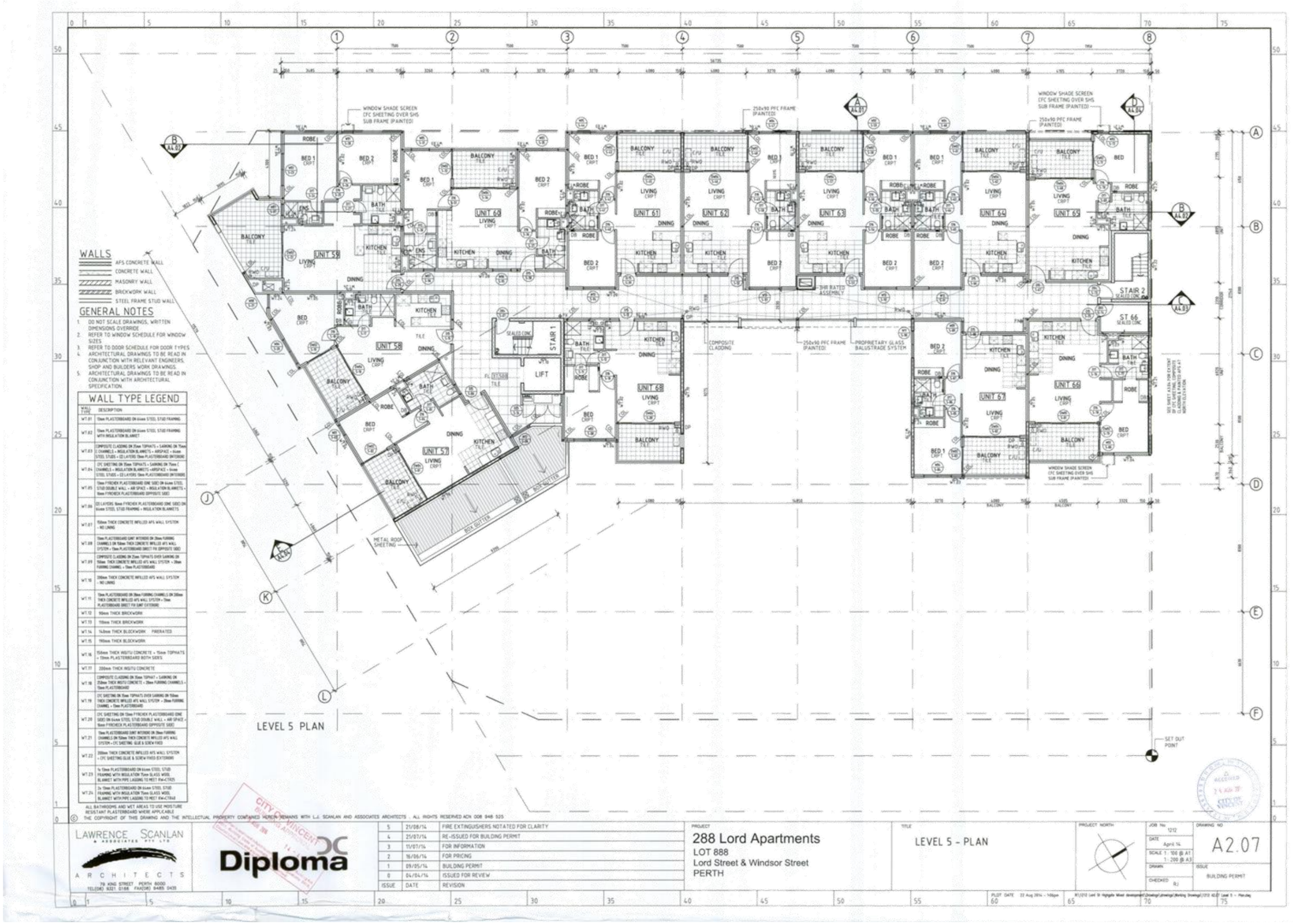
MEZZANINE LEVEL PLAN

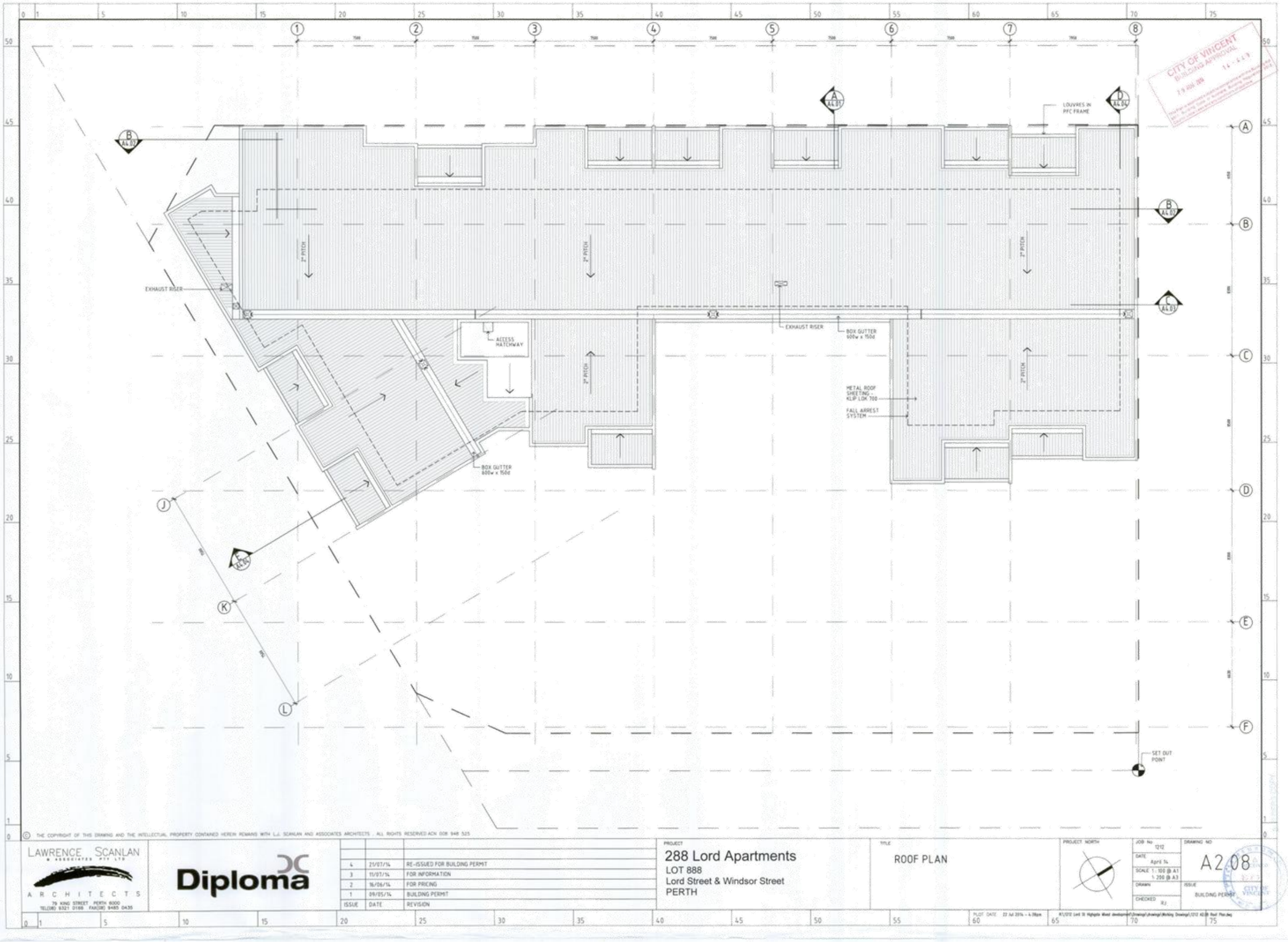

WALLS
AFS CONCRETE WALL
CONCRETE WALL
MASONRY WALL
BRICKWORK WALL
STEEL FRAME STUD WALL
GENERAL NOTES
1. DO NOT SCALE DRAWINGS, WRITTEN DIMENSIONS OVERRIDE
2. REFER TO WINDOW SCHEDULE FOR WINDOW SIZES
3. REFER TO DOOR SCHEDULE FOR DOOR TYPES
4. ARCHITECTURAL DRAWINGS TO BE READ IN CONJUNCTION WITH RELEVANT ENGINEERS, SHOP AND BUILDERS WORK DRAWINGS.
5. ARCHITECTURAL DRAWINGS TO BE READ IN CONJUNCTION WITH ARCHITECTURAL SPECIFICATION.
WALL TYPE LEGEND
LEVEL 1 PLAN
LAWRENCE SCANLAN & ASSOCIATES PTY LTD
ARCHITECTS
Diploma
5 21/08/14 FIRE EXTINGUISHERS NOTATED FOR CLARITY
4 21/07/14 RE-ISSUED FOR BUILDING PERMIT
3 11/07/14 FOR INFORMATION
2 16/06/14 FOR PRICING
1 09/05/14 BUILDING PERMIT
0 04/04/14 FORWARD WORKS
ISSUE DATE REVISION
288 Lord Apartments
LOT 888
Lord Street & Windsor Street
PERTH
LEVEL 1 - PLAN
A2.03
BUILDING PERMIT

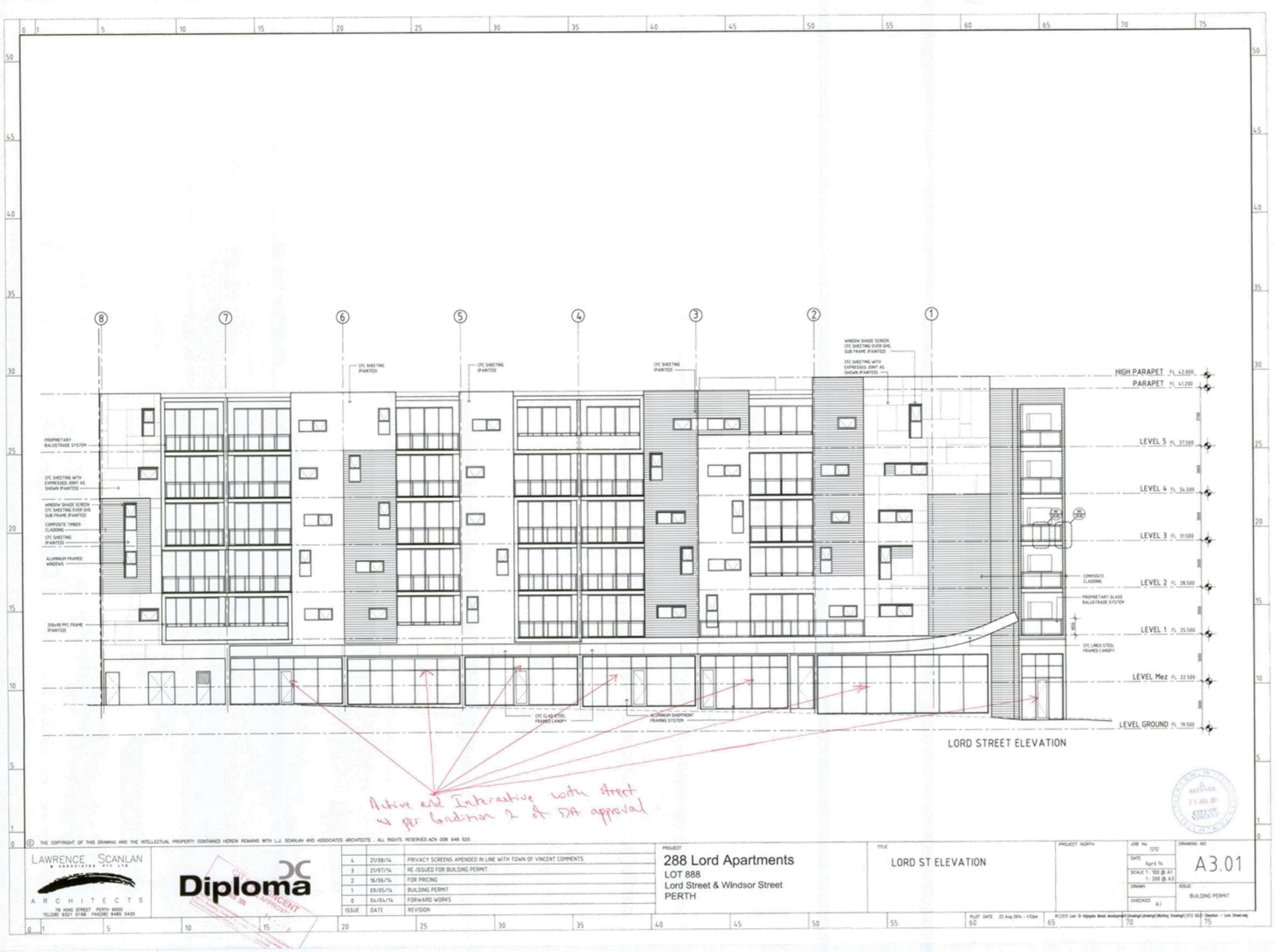

WALLS
AFS CONCRETE WALL
CONCRETE WALL
MASONRY WALL
BRICKWORK WALL
STEEL FRAME STUD WALL
GENERAL NOTES
1. DO NOT SCALE DRAWINGS, WRITTEN DIMENSIONS OVERRIDE
2. REFER TO WINDOW SCHEDULE FOR WINDOW SIZES
3. REFER TO DOOR SCHEDULE FOR DOOR TYPES
4. ARCHITECTURAL DRAWINGS TO BE READ IN CONJUNCTION WITH RELEVANT ENGINEERS, SHOP AND BUILDERS WORK DRAWINGS.
5. ARCHITECTURAL DRAWINGS TO BE READ IN CONJUNCTION WITH ARCHITECTURAL SPECIFICATION.
WALL TYPE LEGEND
WALL TYPE
DESCRIPTION
WINDOW SHADE SCREEN CFC SHEETING OVER SHS SUBFRAME (PAINTED)
250x90 PFC FRAME (PAINTED)
COMPOSITE CLADDING
POLYCARBONATE ROOF SHEETING
TIMBER SLAT PERGOLA
METAL ROOF SHEETING
UPSTAND W/BALUSTRADE
BOX GUTTER
3HR RATED ASSEMBLY
STAIR 1
STAIR 2
LIFT
ST29
SEALED CONC.
SEE SHEET A3.04 FOR EXTENT OF CFC SHEETING, COMPOSITE CLADDING & PAINTED AFS AT NORTH ELEVATION
SET OUT POINT
LEVEL 2 PLAN
ALL BATHROOMS AND WET AREAS TO USE MOISTURE RESISTANT PLASTERBOARD WHERE APPLICABLE
© THE COPYRIGHT OF THIS DRAWING AND THE INTELLECTUAL PROPERTY CONTAINED HEREIN REMAINS WITH L.J. SCANLAN AND ASSOCIATES ARCHITECTS . ALL RIGHTS RESERVED ACN 008 948 525
LAWRENCE SCANLAN & ASSOCIATES PTY LTD
ARCHITECTS
79 KING STREET PERTH 6000
TEL(08) 9321 0168 FAX(08) 9485 0435
Diploma
ISSUE DATE REVISION
5 21/08/14 FIRE EXTINGUISHERS NOTATED FOR CLARITY
4 21/07/14 RE-ISSUED FOR BUILDING PERMIT
3 11/07/14 FOR INFORMATION
2 16/06/14 FOR PRICING
1 09/05/14 BUILDING PERMIT
0 04/04/14 ISSUED FOR REVIEW
PROJECT
288 Lord Apartments
LOT 888
Lord Street & Windsor Street
PERTH
TITLE
LEVEL 2 - PLAN
PROJECT NORTH
JOB No 1212
DATE April 14
SCALE 1 : 100 @ A1
1 : 200 @ A3
DRAWN
CHECKED RJ
DRAWING NO A2.04
ISSUE BUILDING PERMIT
RECEIVED
CITY OF VINCENT

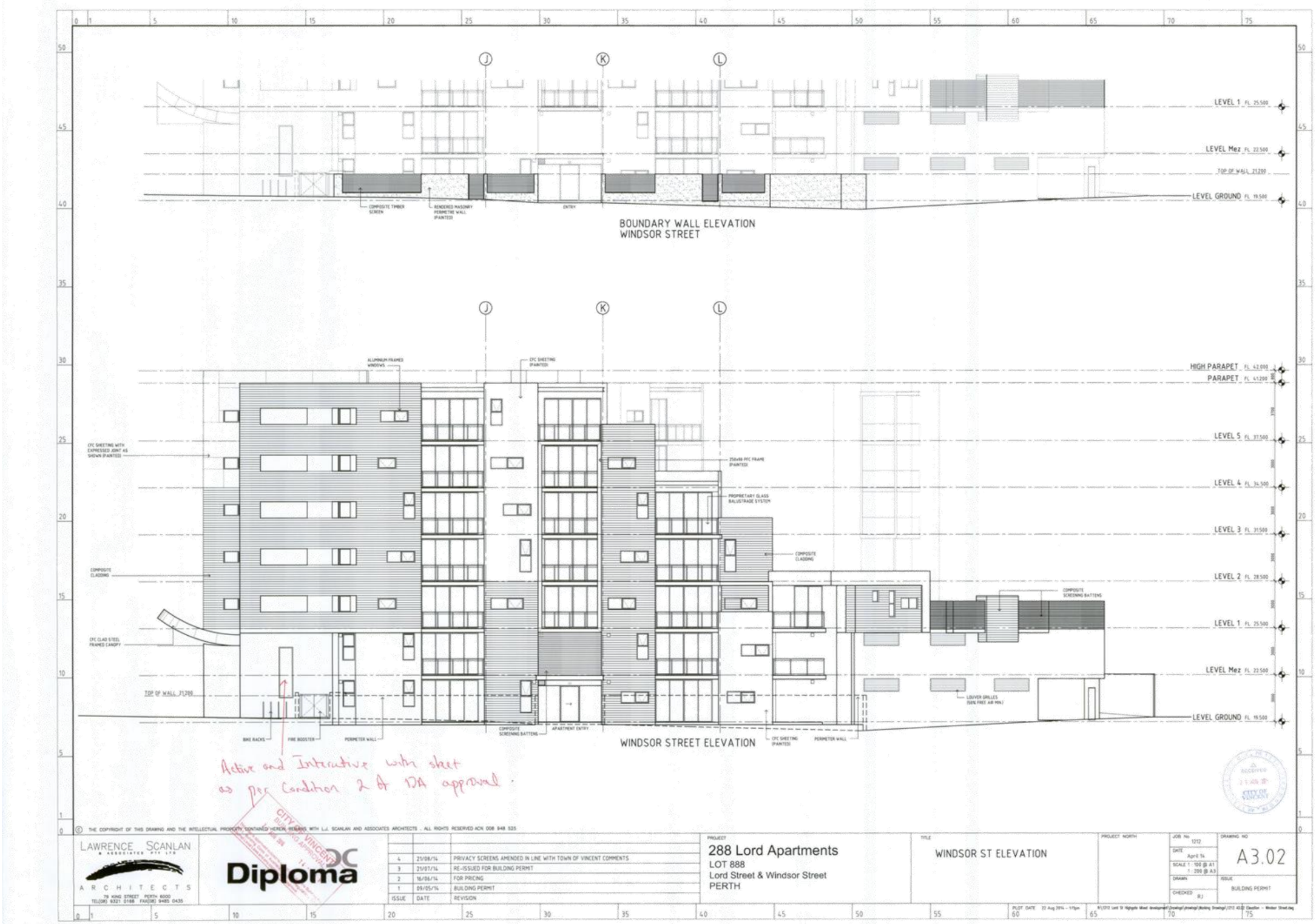

WALLS
AFS CONCRETE WALL
CONCRETE WALL
MASONRY WALL
BRICKWORK WALL
STEEL FRAME STUD WALL
GENERAL NOTES
1. DO NOT SCALE DRAWINGS, WRITTEN DIMENSIONS OVERRIDE
2. REFER TO WINDOW SCHEDULE FOR WINDOW SIZES
3. REFER TO DOOR SCHEDULE FOR DOOR TYPES
4. ARCHITECTURAL DRAWINGS TO BE READ IN CONJUNCTION WITH RELEVANT ENGINEERS, SHOP AND BUILDERS WORK DRAWINGS.
5. ARCHITECTURAL DRAWINGS TO BE READ IN CONJUNCTION WITH ARCHITECTURAL SPECIFICATION.
WALL TYPE LEGEND
WALL TYPE
DESCRIPTION
WT.01 13mm PLASTERBOARD ON 64mm STEEL STUD FRAMING
WT.02 13mm PLASTERBOARD ON 64mm STEEL STUD FRAMING WITH INSULATION BLANKET
WT.03 COMPOSITE CLADDING ON 35mm TOPHATS + SARKING ON 75mm C CHANNELS + INSULATION BLANKETS + AIRSPACE + 64mm STEEL STUDS + (2) LAYERS 13mm PLASTERBOARD (INTERIOR)
WT.04 CFC SHEETING ON 35mm TOPHATS + SARKING ON 75mm C CHANNELS + INSULATION BLANKETS +AIRSPACE + 64mm STEEL STUDS + (2) LAYERS 13mm PLASTERBOARD (INTERIOR)
WT.05 13mm FYRCHEK PLASTERBOARD (ONE SIDE) ON 64mm STEEL STUD DOUBLE WALL + AIR SPACE + INSULATION BLANKETS + 16mm FYRCHEK PLASTERBOARD (OPPOSITE SIDE)
WT.06 (2) LAYERS 16mm FYRCHEK PLASTERBOARD (ONE SIDE) ON 64mm STEEL STUD FRAMING + INSULATION BLANKETS
WT.07 150mm THICK CONCRETE INFILLED AFS WALL SYSTEM - NO LINING
WT.08 13mm PLASTERBOARD JOINT INTERIOR ON 28mm FURRING CHANNELS ON 150mm THICK CONCRETE INFILLED AFS WALL SYSTEM + 13mm PLASTERBOARD DIRECT FIX (OPPOSITE SIDE)
WT.09 COMPOSITE CLADDING ON 35mm TOPHATS OVER SARKING ON 150mm THICK CONCRETE INFILLED AFS WALL SYSTEM + 28mm FURRING CHANNEL + 13mm PLASTERBOARD
WT.10 200mm THICK CONCRETE INFILLED AFS WALL SYSTEM - NO LINING
WT.11 13mm PLASTERBOARD ON 28mm FURRING CHANNELS ON 200mm THICK CONCRETE INFILLED AFS WALL SYSTEM + 13mm PLASTERBOARD DIRECT FIX (UNIT EXTERIOR)
WT.12 90mm THICK BRICKWORK
WT.13 110mm THICK BRICKWORK
WT.14 140mm THICK BLOCKWORK FIRERATED
WT.15 190mm THICK BLOCKWORK
WT.16 150mm THICK INSITU CONCRETE + 35mm TOPHATS + 13mm PLASTERBOARD BOTH SIDES
WT.17 200mm THICK INSITU CONCRETE
WT.18 COMPOSITE CLADDING ON 35mm TOPHAT + SARKING ON 250mm THICK INSITU CONCRETE + 28mm FURRING CHANNELS + 13mm PLASTERBOARD
WT.19 CFC SHEETING ON 35mm TOPHATS OVER SARKING ON 150mm THICK CONCRETE INFILLED AFS WALL SYSTEM + 28mm FURRING CHANNEL + 13mm PLASTERBOARD
WT.20 CFC SHEETING ON 13mm FYRCHEK PLASTERBOARD (ONE SIDE) ON 64mm STEEL STUD DOUBLE WALL + AIR SPACE + 16mm FYRCHEK PLASTERBOARD (OPPOSITE SIDE)
WT.21 13mm PLASTERBOARD JOINT INTERIOR ON 28mm FURRING CHANNELS ON 150mm THICK CONCRETE INFILLED AFS WALL SYSTEM + CFC SHEETING GLUE & SCREW FIXED
WT.22 200mm THICK CONCRETE INFILLED AFS WALL SYSTEM + CFC SHEETING GLUE & SCREW FIXED (EXTERIOR)
WT.23 1x 13mm PLASTERBOARD ON 64mm STEEL STUD FRAMING WITH INSULATION 75mm GLASS WOOL BLANKET WITH PIPE LAGGING TO MEET RW-CT825
WT.24 2x 13mm PLASTERBOARD ON 64mm STEEL STUD FRAMING WITH INSULATION 75mm GLASS WOOL BLANKET WITH PIPE LAGGING TO MEET RW-CT840
ALL BATHROOMS AND WET AREAS TO USE MOISTURE RESISTANT PLASTERBOARD WHERE APPLICABLE
WINDOW SHADE SCREEN CFC SHEETING OVER SHS SUBFRAME
WINDOW SHADE SCREEN CFC SHEETING OVER SHS SUBFRAME (PAINTED)
250x90 PFC FRAME (PAINTED)
WINDOW SHADE SCREEN CFC SHEETING OVER SHS SUBFRAME (PAINTED)
250x90 PFC FRAME (PAINTED)
UNIT 32
UNIT 33
UNIT 34
UNIT 35
UNIT 36
UNIT 37
UNIT 38
UNIT 39
UNIT 40
UNIT 41
UNIT 42
UNIT 43
UNIT 44
STAIR 1
STAIR 2
LIFT
COMPOSITE CLADDING
250x90 PFC FRAME (PAINTED)
UPSTAND W/BALUSTRADE
250x90 PFC FRAME (PAINTED)
250x90 PFC FRAME (PAINTED)
WINDOW SHADE SCREEN CFC SHEETING OVER SHS SUBFRAME
SEE SHEET A3.04 FOR EXTENT OF CFC SHEETING, COMPOSITE CLADDING & PAINTED SHS AT NORTH ELEVATION
BOX GUTTER
SET OUT POINT
LEVEL 3 PLAN
© THE COPYRIGHT OF THIS DRAWING AND THE INTELLECTUAL PROPERTY CONTAINED HEREIN REMAINS WITH L.J. SCANLAN AND ASSOCIATES ARCHITECTS . ALL RIGHTS RESERVED ACN 008 948 525
LAWRENCE SCANLAN & ASSOCIATES PTY LTD
ARCHITECTS
79 KING STREET PERTH 6000
TEL(08) 9321 0166 FAX(08) 9485 0435
Diploma
5 21/08/14 FIRE EXTINGUISHERS NOTATED FOR CLARITY
4 21/07/14 RE-ISSUED FOR BUILDING PERMIT
3 11/07/14 FOR INFORMATION
2 16/06/14 FOR PRICING
1 09/05/14 BUILDING PERMIT
0 04/04/14 ISSUED FOR REVIEW
ISSUE DATE REVISION
PROJECT
288 Lord Apartments
LOT 888
Lord Street & Windsor Street
PERTH
TITLE
LEVEL 3 - PLAN
PROJECT NORTH
JOB No 1212
DATE April 14
SCALE 1 : 100 @ A1
1 : 200 @ A3
DRAWN
CHECKED RJ
DRAWING NO A2.05
ISSUE BUILDING PERMIT
RECEIVED
CITY OF VINCENT

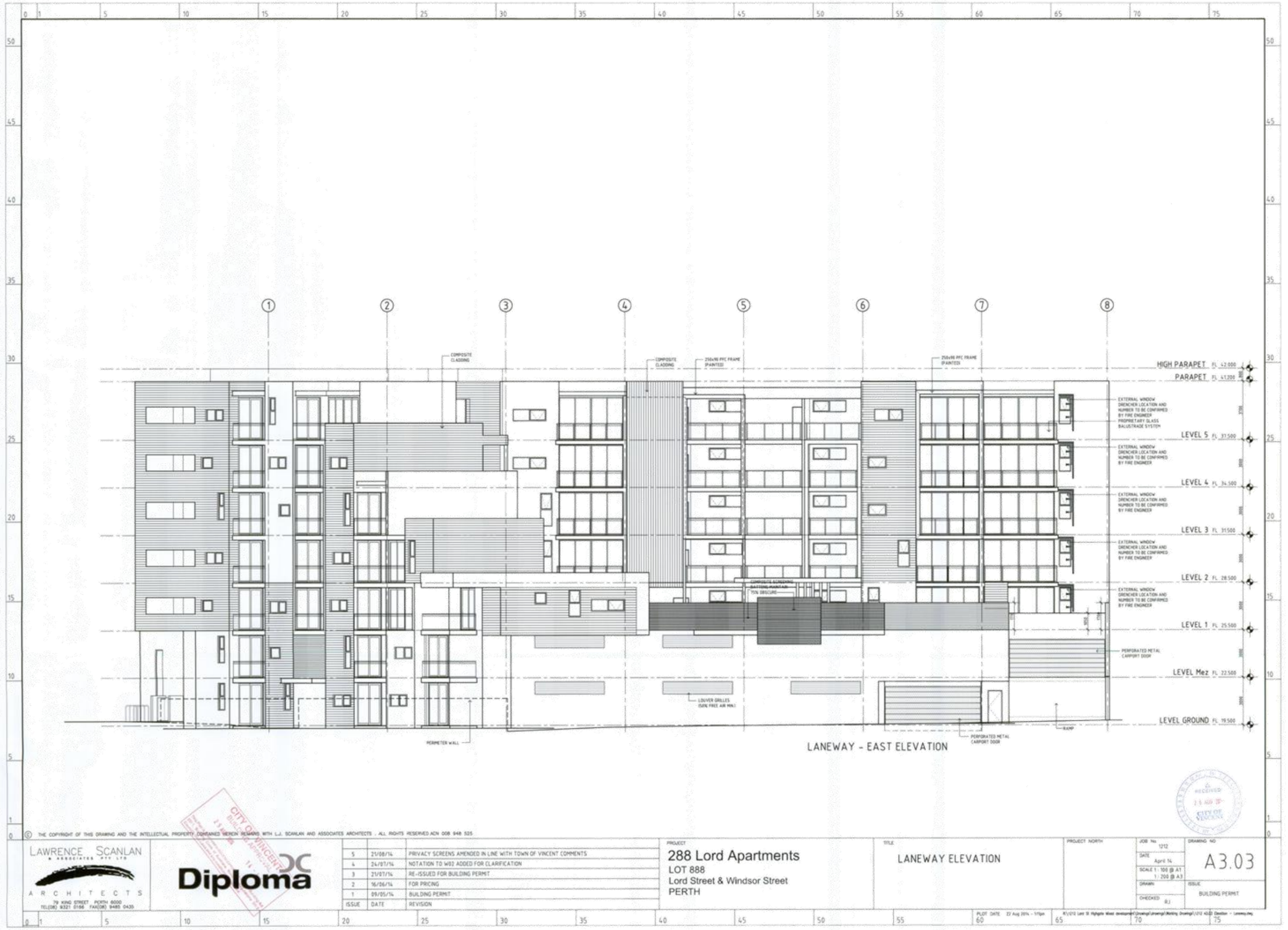

WALLS
AFS CONCRETE WALL
CONCRETE WALL
MASONRY WALL
BRICKWORK WALL
STEEL FRAME STUD WALL
GENERAL NOTES
1. DO NOT SCALE DRAWINGS, WRITTEN DIMENSIONS OVERRIDE
2. REFER TO WINDOW SCHEDULE FOR WINDOW SIZES
3. REFER TO DOOR SCHEDULE FOR DOOR TYPES
4. ARCHITECTURAL DRAWINGS TO BE READ IN CONJUNCTION WITH RELEVANT ENGINEERS, SHOP AND BUILDERS WORK DRAWINGS.
5. ARCHITECTURAL DRAWINGS TO BE READ IN CONJUNCTION WITH ARCHITECTURAL SPECIFICATION.
WALL TYPE LEGEND
WALL TYPE
DESCRIPTION
WT.01 13mm PLASTERBOARD ON 64mm STEEL STUD FRAMING
WT.02 13mm PLASTERBOARD ON 64mm STEEL STUD FRAMING WITH INSULATION BLANKET
WT.03 COMPOSITE CLADDING ON 25mm TOPHATS + SARKING ON 75mm C CHANNELS + INSULATION BLANKETS + AIRSPACE + 64mm STEEL STUDS + (2) LAYERS 13mm PLASTERBOARD INTERIOR
WT.04 CFC SHEETING ON 25mm TOPHATS + SARKING ON 75mm C CHANNELS + INSULATION BLANKETS +AIRSPACE + 64mm STEEL STUDS + (2) LAYERS 13mm PLASTERBOARD INTERIOR
WT.05 13mm FYRCHEK PLASTERBOARD (ONE SIDE) ON 64mm STEEL STUD DOUBLE WALL + AIR SPACE + INSULATION BLANKETS + 16mm FYRCHECK PLASTERBOARD OPPOSITE SIDE
WT.06 (2) LAYERS 16mm FYRCHEK PLASTERBOARD (ONE SIDE) ON 64mm STEEL STUD FRAMING + INSULATION BLANKETS
WT.07 150mm THICK CONCRETE INFILLED AFS WALL SYSTEM - NO LINING
WT.08 13mm PLASTERBOARD JOINT INTERIOR ON 28mm FURRING CHANNELS ON 150mm THICK CONCRETE INFILLED AFS WALL SYSTEM + 13mm PLASTERBOARD DIRECT FIX OPPOSITE SIDE)
WT.09 COMPOSITE CLADDING ON 25mm TOPHATS OVER SARKING ON 150mm THICK CONCRETE INFILLED AFS WALL SYSTEM + 28mm FURRING CHANNEL + 13mm PLASTERBOARD
WT.10 200mm THICK CONCRETE INFILLED AFS WALL SYSTEM - NO LINING
WT.11 13mm PLASTERBOARD ON 28mm FURRING CHANNELS ON 200mm THICK CONCRETE INFILLED AFS WALL SYSTEM + 13mm PLASTERBOARD DIRECT FIX JOINT EXTERIOR
WT.12 90mm THICK BRICKWORK
WT.13 110mm THICK BRICKWORK
WT.14 140mm THICK BLOCKWORK FIRERATED
WT.15 190mm THICK BLOCKWORK
WT.16 150mm THICK INSITU CONCRETE + 15mm TOPHATS + 13mm PLASTERBOARD BOTH SIDES
WT.17 200mm THICK INSITU CONCRETE
WT.18 COMPOSITE CLADDING ON 35mm TOPHAT + SARKING ON 250mm THICK INSITU CONCRETE + 28mm FURRING CHANNELS + 13mm PLASTERBOARD
WT.19 CFC SHEETING ON 35mm TOPHATS OVER SARKING ON 150mm THICK CONCRETE INFILLED AFS WALL SYSTEM + 28mm FURRING CHANNEL + 13mm PLASTERBOARD
WT.20 CFC SHEETING ON 13mm FYRCHEK PLASTERBOARD (ONE SIDE) ON 64mm STEEL STUD DOUBLE WALL + AIR SPACE + 16mm FYRCHECK PLASTERBOARD OPPOSITE SIDE)
WT.21 13mm PLASTERBOARD JOINT INTERIOR ON 28mm FURRING CHANNELS ON 150mm THICK CONCRETE INFILLED AFS WALL SYSTEM + CFC SHEETING GLUE & SCREW FIXED
WT.22 200mm THICK CONCRETE INFILLED AFS WALL SYSTEM + CFC SHEETING GLUE & SCREW FIXED EXTERIOR
WT.23 1x 13mm PLASTERBOARD ON 64mm STEEL STUD FRAMING WITH INSULATION 75mm GLASS WOOL BLANKET WITH PIPE LAGGING TO MEET RW+CTR25
WT.24 2x 13mm PLASTERBOARD ON 64mm STEEL STUD FRAMING WITH INSULATION 75mm GLASS WOOL BLANKET WITH PIPE LAGGING TO MEET RW+CTR40
ALL BATHROOMS AND WET AREAS TO USE MOISTURE RESISTANT PLASTERBOARD WHERE APPLICABLE
WINDOW SHADE SCREEN CFC SHEETING OVER SHS SUBFRAME
WINDOW SHADE SCREEN CFC SHEETING OVER SHS SUBFRAME (PAINTED)
250x90 PFC FRAME (PAINTED)
UNIT 46
UNIT 47
UNIT 48
UNIT 49
UNIT 50
UNIT 51
UNIT 52
UNIT 53
UNIT 54
UNIT 55
UNIT 56
LIFT
STAIR 1
STAIR 2
ST 54
COMPOSITE CLADDING
BALUSTRADE ON UPSTAND
METAL ROOF SHEETING
LOUVRES IN PFC FRAME
SEE SHEET A3.04 FOR EXTENT OF CFC SHEETING, COMPOSITE CLADDING & PAINTED AFS AT THE NORTH ELEVATION
SET OUT POINT
LEVEL 4 PLAN
© THE COPYRIGHT OF THIS DRAWING AND THE INTELLECTUAL PROPERTY CONTAINED HEREIN REMAINS WITH L.J. SCANLAN AND ASSOCIATES ARCHITECTS . ALL RIGHTS RESERVED ACN 008 948 525
LAWRENCE SCANLAN & ASSOCIATES PTY LTD
ARCHITECTS
79 KING STREET PERTH 6000
TEL(08) 9321 0166 FAX(08) 9485 0435
Diploma
ISSUE DATE REVISION
5 21/08/14 FIRE EXTINGUISHERS NOTATED FOR CLARITY
4 21/07/14 RE-ISSUED FOR BUILDING PERMIT
3 11/07/14 FOR INFORMATION
2 16/06/14 FOR PRICING
1 09/05/2014 BUILDING PERMIT
0 04/04/2014 ISSUED FOR REVIEW
PROJECT
288 Lord Apartments
LOT 888
Lord Street & Windsor Street
PERTH
TITLE
LEVEL 4 - PLAN
PROJECT NORTH
JOB No 1212
DATE April 14
SCALE 1:100 @ A1 1:200 @ A3
DRAWN
CHECKED RJ
DRAWING NO A2.06
ISSUE BUILDING PERMIT
RECEIVED
CITY OF VINCENT

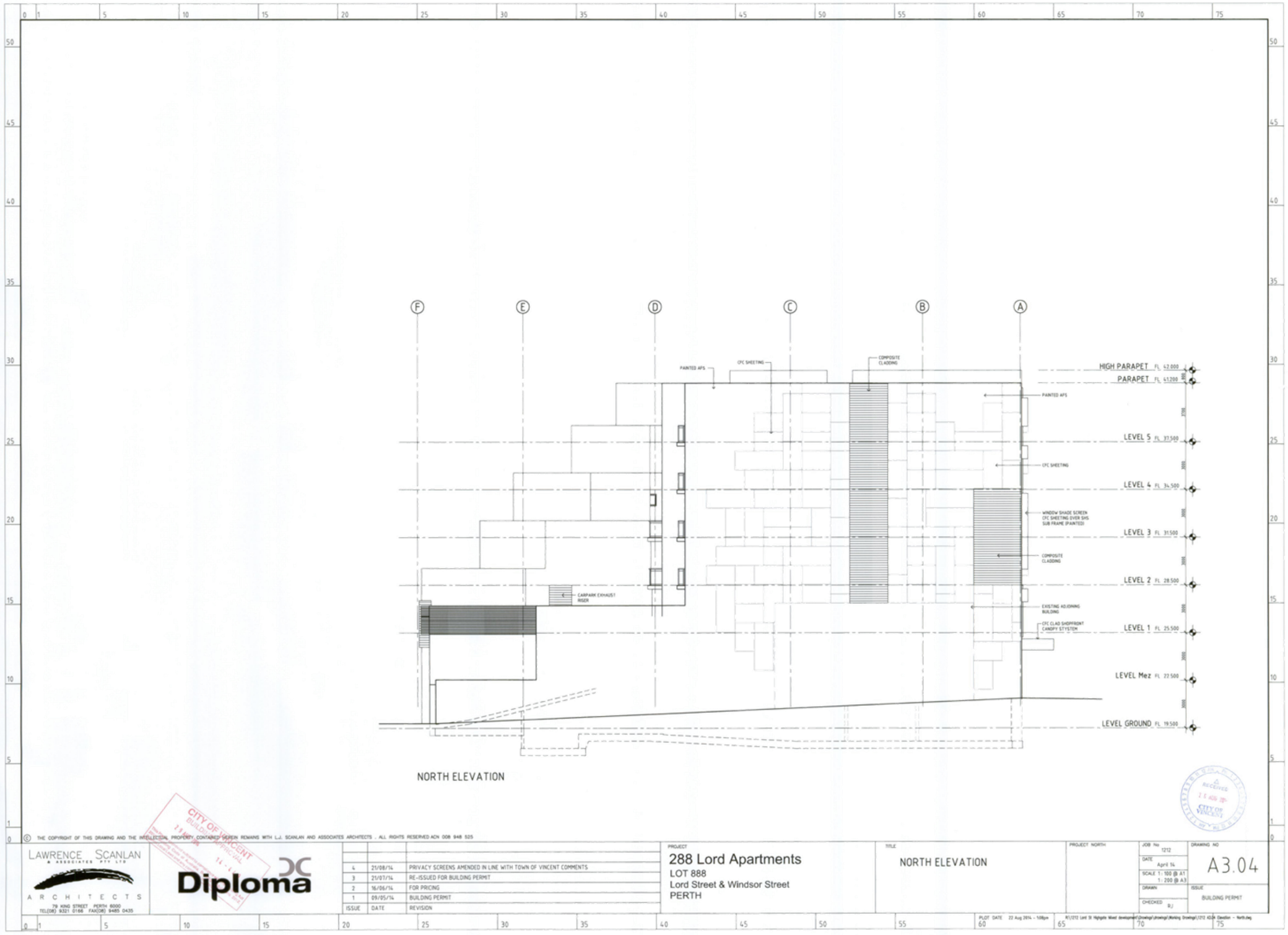

WALLS
AFS CONCRETE WALL
CONCRETE WALL
MASONRY WALL
BRICKWORK WALL
STEEL FRAME STUD WALL
GENERAL NOTES
1. DO NOT SCALE DRAWINGS, WRITTEN DIMENSIONS OVERRIDE
2. REFER TO WINDOW SCHEDULE FOR WINDOW SIZES
3. REFER TO DOOR SCHEDULE FOR DOOR TYPES
4. ARCHITECTURAL DRAWINGS TO BE READ IN CONJUNCTION WITH RELEVANT ENGINEERS, SHOP AND BUILDERS WORK DRAWINGS.
5. ARCHITECTURAL DRAWINGS TO BE READ IN CONJUNCTION WITH ARCHITECTURAL SPECIFICATION.
WALL TYPE LEGEND
LEVEL 5 PLAN
WINDOW SHADE SCREEN CFC SHEETING OVER SHS SUB FRAME (PAINTED)
250x90 PFC FRAME (PAINTED)
PROPRIETARY GLASS BALUSTRADE SYSTEM
COMPOSITE CLADDING
METAL ROOF SHEETING
SET OUT POINT
LIFT
STAIR 1
STAIR 2
UNIT 57
UNIT 58
UNIT 59
UNIT 60
UNIT 61
UNIT 62
UNIT 63
UNIT 64
UNIT 65
UNIT 66
UNIT 67
UNIT 68
ALL BATHROOMS AND WET AREAS TO USE MOISTURE RESISTANT PLASTERBOARD WHERE APPLICABLE
© THE COPYRIGHT OF THIS DRAWING AND THE INTELLECTUAL PROPERTY CONTAINED HEREIN REMAINS WITH L.J. SCANLAN AND ASSOCIATES ARCHITECTS . ALL RIGHTS RESERVED ACN 008 948 525
LAWRENCE SCANLAN & ASSOCIATES PTY LTD
ARCHITECTS
79 KING STREET PERTH 6000
TEL(08) 9321 0166 FAX(08) 9485 0435
Diploma
ISSUE DATE REVISION
5 21/08/14 FIRE EXTINGUISHERS NOTATED FOR CLARITY
4 21/07/14 RE-ISSUED FOR BUILDING PERMIT
3 11/07/14 FOR INFORMATION
2 16/06/14 FOR PRICING
1 09/05/14 BUILDING PERMIT
0 04/04/14 ISSUED FOR REVIEW
PROJECT
288 Lord Apartments
LOT 888
Lord Street & Windsor Street
PERTH
TITLE
LEVEL 5 - PLAN
PROJECT NORTH
JOB No 1212
DATE April 14
SCALE 1 : 100 @ A1 1 : 200 @ A3
DRAWN
CHECKED RJ
DRAWING NO A2.07
ISSUE BUILDING PERMIT

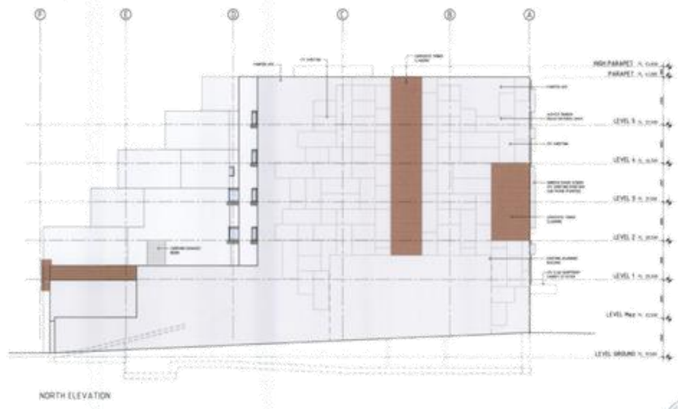

CITY OF VINCENT
BUILDING APPROVAL
LOUVRES IN PFC FRAME
2° PITCH
EXHAUST RISER
ACCESS HATCHWAY
BOX GUTTER 600w x 150d
METAL ROOF SHEETING - KLIP LOK 700
FALL ARREST SYSTEM
SET OUT POINT
© THE COPYRIGHT OF THIS DRAWING AND THE INTELLECTUAL PROPERTY CONTAINED HEREIN REMAINS WITH L.J. SCANLAN AND ASSOCIATES ARCHITECTS . ALL RIGHTS RESERVED ACN 008 948 525
LAWRENCE SCANLAN & ASSOCIATES PTY LTD
ARCHITECTS
79 KING STREET PERTH 6000
TEL(08) 9321 0166 FAX(08) 9485 0435
Diploma
ISSUE DATE REVISION
4 21/07/14 RE-ISSUED FOR BUILDING PERMIT
3 11/07/14 FOR INFORMATION
2 16/06/14 FOR PRICING
1 09/05/14 BUILDING PERMIT
PROJECT
288 Lord Apartments
LOT 888
Lord Street & Windsor Street
PERTH
TITLE
ROOF PLAN
PROJECT NORTH
JOB No 1212
DATE April '14
SCALE 1 : 100 @ A1
1 : 200 @ A3
DRAWN
CHECKED RJ
DRAWING NO A2.08
ISSUE BUILDING PERMIT
CITY OF VINCENT


HIGH PARAPET FL 42.000
PARAPET FL 41.200
LEVEL 5 FL 37.500
LEVEL 4 FL 34.500
LEVEL 3 FL 31.500
LEVEL 2 FL 28.500
LEVEL 1 FL 25.500
LEVEL Mez FL 22.500
LEVEL GROUND FL 19.500
WINDOW SHADE SCREEN CFC SHEETING OVER SHS SUB FRAME (PAINTED)
CFC SHEETING WITH EXPRESSED JOINT AS SHOWN (PAINTED)
CFC SHEETING (PAINTED)
PROPRIETARY BALUSTRADE SYSTEM
ALUMINIUM FRAMED WINDOWS
COMPOSITE TIMBER CLADDING
COMPOSITE CLADDING
CFC LINED STEEL FRAMED CANOPY
ALUMINIUM SHOPFRONT FRAMING SYSTEM
LORD STREET ELEVATION
Active and Interactive with street as per condition 2 of DA approval
RECEIVED
CITY OF VINCENT
© THE COPYRIGHT OF THIS DRAWING AND THE INTELLECTUAL PROPERTY CONTAINED HEREIN REMAINS WITH L.J. SCANLAN AND ASSOCIATES ARCHITECTS . ALL RIGHTS RESERVED ACN 008 948 525
LAWRENCE SCANLAN & ASSOCIATES PTY LTD
ARCHITECTS
79 KING STREET PERTH 6000
TEL(08) 9321 0188 FAX(08) 9485 0435
Diploma
4 21/08/14 PRIVACY SCREENS AMENDED IN LINE WITH TOWN OF VINCENT COMMENTS
3 21/07/14 RE-ISSUED FOR BUILDING PERMIT
2 16/06/14 FOR PRICING
1 09/05/14 BUILDING PERMIT
0 04/04/14 FORWARD WORKS
ISSUE DATE REVISION
PROJECT
288 Lord Apartments
LOT 888
Lord Street & Windsor Street
PERTH
TITLE
LORD ST ELEVATION
PROJECT NORTH
JOB No 1212
DATE April 14
SCALE 1 : 100 @ A1
1 : 200 @ A3
DRAWN
CHECKED RJ
DRAWING NO A3.01
ISSUE BUILDING PERMIT


J
K
L
LEVEL 1 FL 25.500
LEVEL Mez FL 22.500
TOP OF WALL 21.200
LEVEL GROUND FL 19.500
COMPOSITE TIMBER SCREEN
RENDERED MASONRY PERIMETRE WALL (PAINTED)
ENTRY
BOUNDARY WALL ELEVATION
WINDSOR STREET
ALUMINIUM FRAMED WINDOWS
CFC SHEETING (PAINTED)
CFC SHEETING WITH EXPRESSED JOINT AS SHOWN (PAINTED)
HIGH PARAPET FL 42.000
PARAPET FL 41.200
LEVEL 5 FL 37.500
LEVEL 4 FL 34.500
LEVEL 3 FL 31.500
LEVEL 2 FL 28.500
LEVEL 1 FL 25.500
LEVEL Mez FL 22.500
LEVEL GROUND FL 19.500
250x90 PFC FRAME (PAINTED)
PROPRIETARY GLASS BALUSTRADE SYSTEM
COMPOSITE CLADDING
COMPOSITE SCREENING BATTENS
CFC CLAD STEEL FRAMED CANOPY
TOP OF WALL 31.200
LOUVER GRILLES (50% FREE AIR MIN.)
BIKE RACKS
FIRE BOOSTER
PERIMETER WALL
APARTMENT ENTRY
WINDSOR STREET ELEVATION
Active and Interactive with sheet as per Condition 2 of DA approval.
RECEIVED
CITY OF VINCENT
CITY OF VINCENT BUILDING APPROVED
© THE COPYRIGHT OF THIS DRAWING AND THE INTELLECTUAL PROPERTY CONTAINED HEREIN, RESIDES WITH L.J. SCANLAN AND ASSOCIATES ARCHITECTS . ALL RIGHTS RESERVED ACN 008 948 535
LAWRENCE SCANLAN & ASSOCIATES PTY LTD
ARCHITECTS
79 KING STREET PERTH 6000
TEL(08) 9321 0188 FAX(08) 9485 0435
Diploma
4 21/08/14 PRIVACY SCREENS AMENDED IN LINE WITH TOWN OF VINCENT COMMENTS
3 31/07/14 RE-ISSUED FOR BUILDING PERMIT
2 16/06/14 FOR PRICING
1 09/05/14 BUILDING PERMIT
ISSUE DATE REVISION
PROJECT
288 Lord Apartments
LOT 888
Lord Street & Windsor Street
PERTH
TITLE
WINDSOR ST ELEVATION
PROJECT NORTH
JOB No 1212
DATE April 14
SCALE 1 : 100 @ A1
1 : 200 @ A3
DRAWN RJ
CHECKED
DRAWING NO A3.02
ISSUE BUILDING PERMIT


HIGH PARAPET FL 42.000
PARAPET FL 41.200
LEVEL 5 FL 37.500
LEVEL 4 FL 34.500
LEVEL 3 FL 31.500
LEVEL 2 FL 28.500
LEVEL 1 FL 25.500
LEVEL Mez FL 22.500
LEVEL GROUND FL 19.500
COMPOSITE CLADDING
250x90 PFC FRAME (PAINTED)
EXTERNAL WINDOW DRENCHER LOCATION AND NUMBER TO BE CONFIRMED BY FIRE ENGINEER
PROPRIETARY GLASS BALUSTRADE SYSTEM
PERFORATED METAL CARPORT DOOR
LOUVER GRILLES (50% FREE AIR MIN.)
PERIMETER WALL
RAMP
LANEWAY - EAST ELEVATION
RECEIVED
CITY OF VINCENT
© THE COPYRIGHT OF THIS DRAWING AND THE INTELLECTUAL PROPERTY CONTAINED HEREIN REMAINS WITH L.J. SCANLAN AND ASSOCIATES ARCHITECTS . ALL RIGHTS RESERVED ACN 008 948 525
LAWRENCE SCANLAN & ASSOCIATES PTY LTD
ARCHITECTS
79 KING STREET PERTH 6000
TEL(08) 9321 0166 FAX(08) 9481 0435
Diploma
5 21/08/14 PRIVACY SCREENS AMENDED IN LINE WITH TOWN OF VINCENT COMMENTS
4 24/07/14 NOTATION TO W02 ADDED FOR CLARIFICATION
3 21/07/14 RE-ISSUED FOR BUILDING PERMIT
2 16/06/14 FOR PRICING
1 09/05/14 BUILDING PERMIT
ISSUE DATE REVISION
PROJECT
288 Lord Apartments
LOT 888
Lord Street & Windsor Street
PERTH
TITLE
LANEWAY ELEVATION
PROJECT NORTH
JOB No 1212
DATE April 14
SCALE 1 : 100 @ A1
1 : 200 @ A3
DRAWN RJ
CHECKED
DRAWING NO A3.03
ISSUE BUILDING PERMIT


HIGH PARAPET FL 42.000
PARAPET FL 41.200
LEVEL 5 FL 37.500
LEVEL 4 FL 34.500
LEVEL 3 FL 31.500
LEVEL 2 FL 28.500
LEVEL 1 FL 25.500
LEVEL Mez FL 22.500
LEVEL GROUND FL 19.500
PAINTED AFS
CFC SHEETING
COMPOSITE CLADDING
WINDOW SHADE SCREEN CFC SHEETING OVER SHS SUB FRAME (PAINTED)
CARPARK EXHAUST RISER
EXISTING ADJOINING BUILDING
CFC CLAD SHOPFRONT CANOPY STYSTEM
NORTH ELEVATION
© THE COPYRIGHT OF THIS DRAWING AND THE INTELLECTUAL PROPERTY CONTAINED HEREIN REMAINS WITH L.J. SCANLAN AND ASSOCIATES ARCHITECTS . ALL RIGHTS RESERVED ACN 008 948 525
LAWRENCE SCANLAN & ASSOCIATES PTY LTD
ARCHITECTS
79 KING STREET PERTH 6000
TEL(08) 9321 0166 FAX(08) 9485 0435
Diploma
4 21/08/14 PRIVACY SCREENS AMENDED IN LINE WITH TOWN OF VINCENT COMMENTS
3 21/07/14 RE-ISSUED FOR BUILDING PERMIT
2 16/06/14 FOR PRICING
1 09/05/14 BUILDING PERMIT
ISSUE DATE REVISION
PROJECT
288 Lord Apartments
LOT 888
Lord Street & Windsor Street
PERTH
TITLE
NORTH ELEVATION
PROJECT NORTH
JOB No 1212
DATE April 14
SCALE 1: 100 @ A1 1: 200 @ A3
DRAWN
CHECKED RJ
DRAWING NO
A3.04
ISSUE
BUILDING PERMIT
PLOT DATE 22 Aug 2014 - 1:08pm



CITY OF VINCENT BUILDING APPROVAL

RECEIVED 23 JUN 26 CITY OF VINCENT

© THE COPYRIGHT OF THIS DRAWING AND THE INTELLECTUAL PROPERTY CONTAINED HEREIN REMAINS WITH L.J. SCANLAN AND ASSOCIATES ARCHITECTS. ALL RIGHTS RESERVED WCN 008 648 525.

LAWRENCE SCANLAN & ASSOCIATES PTY LTD
ARCHITECTS
79 KING STREET PERTH 6000
TEL(08) 9321 0166 FAX(08) 9485 0435

Diploma

ISSUE	DATE	REVISION
B	21/08/14	ISSUED AS PART OF BUILDING PERMIT SUBMISSION

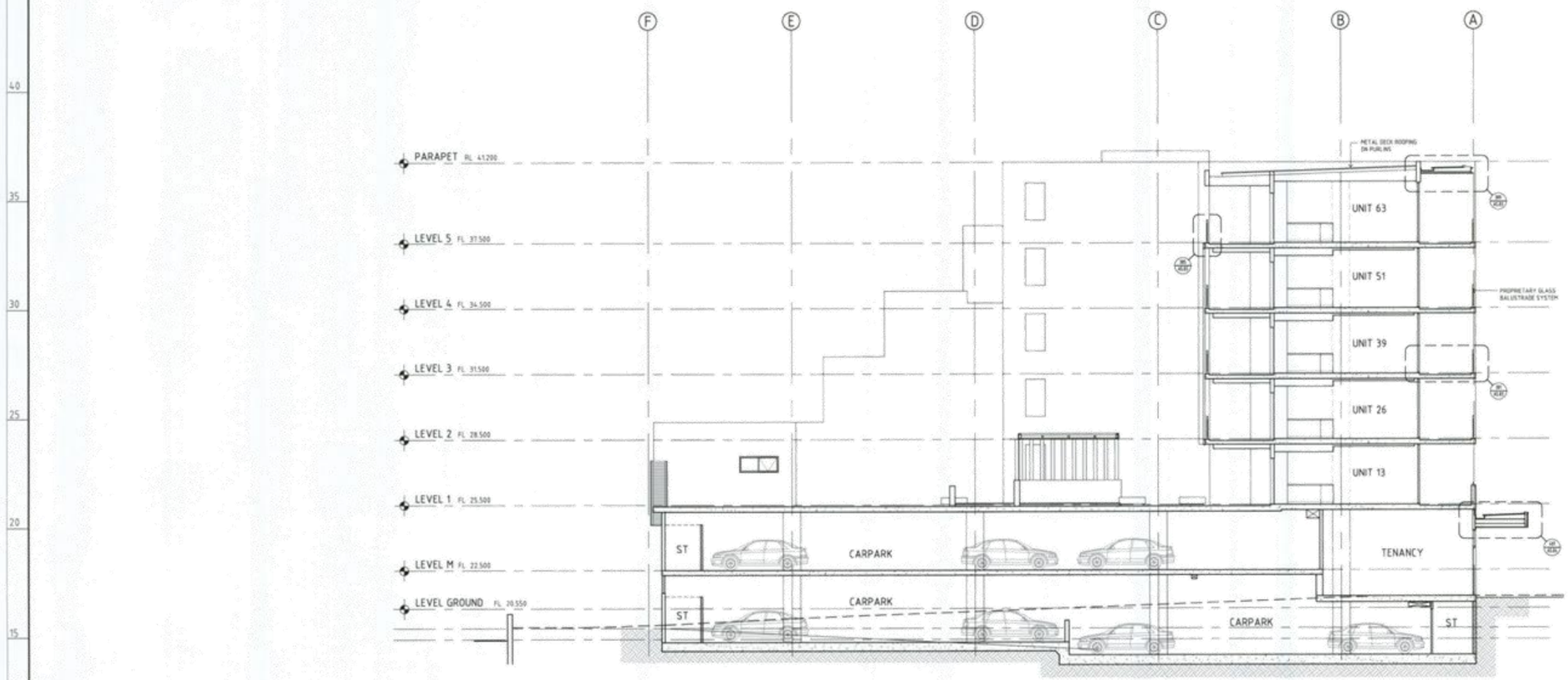
PROJECT
288 Lord Apartments
LOT 888
Lord Street & Windsor Street
PERTH

TITLE
COLOURED ELEVATIONS

PROJECT NORTH

JOB No. 1212
DATE April 14
SCALE 1 : 100 @ A1
1 : 200 @ A3
Drawn
CHECKED RJ

DRAWING NO A3.05
ISSUE BUILDING PERMIT



SECTION A

© THE COPYRIGHT OF THIS DRAWING AND THE INTELLECTUAL PROPERTY CONTAINED HEREIN REMAINS WITH L.J. SCANLAN AND ASSOCIATES ARCHITECTS . ALL RIGHTS RESERVED ACN 008 948 525

RECEIVED 15 AUG 2014 CITY OF VINCENT

LAWRENCE SCANLAN & ASSOCIATES PTY LTD
ARCHITECTS
79 KING STREET PERTH 6000
TEL(08) 9321 0186 FAX(08) 9485 0435

Diploma

ISSUE	DATE	REVISION
5	21/08/14	SCREENING AMENDED TO COUNCIL REQUIREMENTS
4	21/07/14	RE-ISSUED FOR BUILDING PERMIT
3	11/07/14	FOR INFORMATION
2	16/06/14	FOR PRICING
1	09/05/14	BUILDING PERMIT

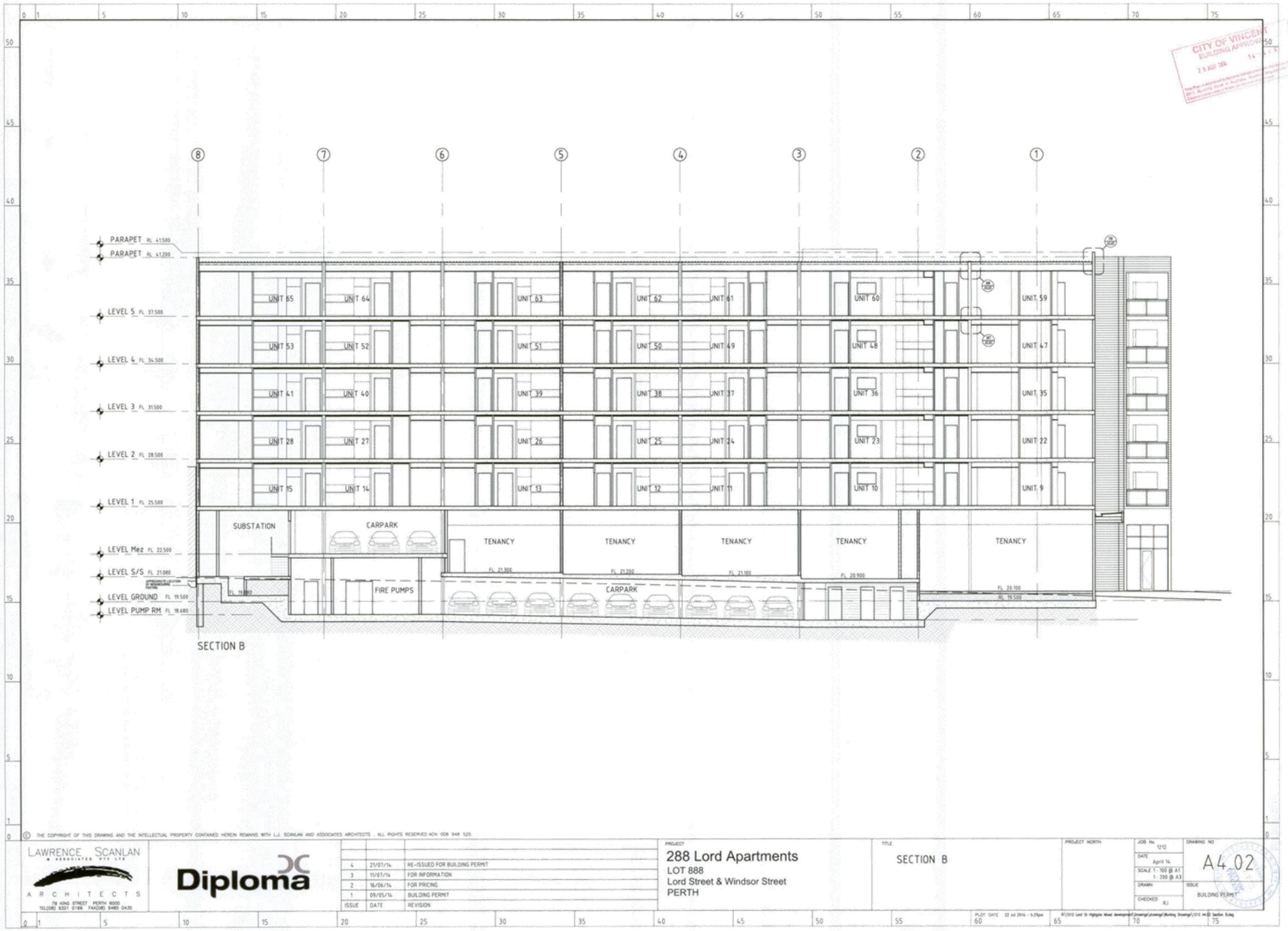
PROJECT
288 Lord Apartments
LOT 888
Lord Street & Windsor Street
PERTH

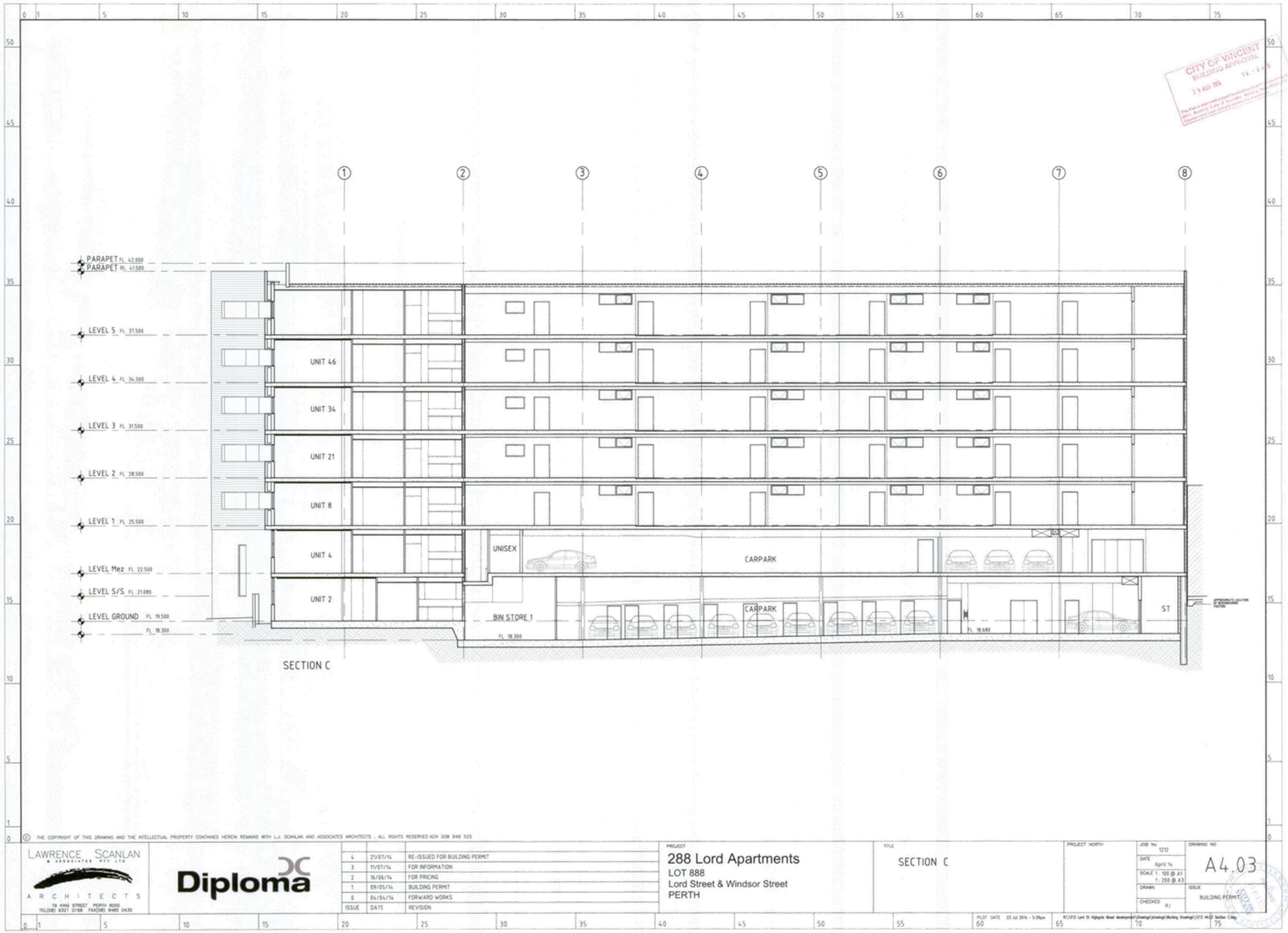
TITLE
SECTION A

PROJECT NORTH

JOB No 1212
DATE April 14
SCALE 1 : 100 @ A1
1 : 200 @ A3
DRAWN
CHECKED RJ

DRAWING NO A4.01
ISSUE BUILDING PERMIT


CITY OF VINCENT
BUILDING APPROVAL
PARAPET RL 41.500
PARAPET RL 41.200
LEVEL 5 FL 37.500
LEVEL 4 FL 34.500
LEVEL 3 FL 31.500
LEVEL 2 FL 28.500
LEVEL 1 FL 25.500
LEVEL Mez FL 22.500
LEVEL S/S FL 21.080
LEVEL GROUND FL 19.500
LEVEL PUMP RM FL 18.680
UNIT 65
UNIT 64
UNIT 63
UNIT 62
UNIT 61
UNIT 60
UNIT 59
UNIT 53
UNIT 52
UNIT 51
UNIT 50
UNIT 49
UNIT 48
UNIT 47
UNIT 41
UNIT 40
UNIT 39
UNIT 38
UNIT 37
UNIT 36
UNIT 35
UNIT 28
UNIT 27
UNIT 26
UNIT 25
UNIT 24
UNIT 23
UNIT 22
UNIT 15
UNIT 14
UNIT 13
UNIT 12
UNIT 11
UNIT 10
UNIT 9
SUBSTATION
CARPARK
TENANCY
TENANCY
TENANCY
TENANCY
TENANCY
FIRE PUMPS
CARPARK
SECTION B
© THE COPYRIGHT OF THIS DRAWING AND THE INTELLECTUAL PROPERTY CONTAINED HEREIN REMAINS WITH L.J. SCANLAN AND ASSOCIATES ARCHITECTS . ALL RIGHTS RESERVED ACN 008 948 525
LAWRENCE SCANLAN & ASSOCIATES PTY LTD
ARCHITECTS
79 KING STREET PERTH 6000
TEL(08) 9321 0186 FAX(08) 9485 0430
Diploma
4 21/07/14 RE-ISSUED FOR BUILDING PERMIT
3 11/07/14 FOR INFORMATION
2 16/06/14 FOR PRICING
1 09/05/14 BUILDING PERMIT
ISSUE DATE REVISION
PROJECT
288 Lord Apartments
LOT 888
Lord Street & Windsor Street
PERTH
TITLE
SECTION B
PROJECT NORTH
JOB No 1212
DATE April 14
SCALE 1 : 100 @ A1
1 : 200 @ A3
DRAWN
CHECKED RJ
DRAWING NO A4.02
ISSUE BUILDING PERMIT



SECTION C

© THE COPYRIGHT OF THIS DRAWING AND THE INTELLECTUAL PROPERTY CONTAINED HEREIN REMAINS WITH L.J. SCANLAN AND ASSOCIATES ARCHITECTS . ALL RIGHTS RESERVED ACN 008 948 525

LAWRENCE SCANLAN & ASSOCIATES PTY LTD
ARCHITECTS
79 KING STREET PERTH 6000
TEL(08) 9321 0186 FAX(08) 9485 0435

Diploma

ISSUE	DATE	REVISION
4	21/07/14	RE-ISSUED FOR BUILDING PERMIT
3	11/07/14	FOR INFORMATION
2	16/06/14	FOR PRICING
1	09/05/14	BUILDING PERMIT
0	04/04/14	FORWARD WORKS

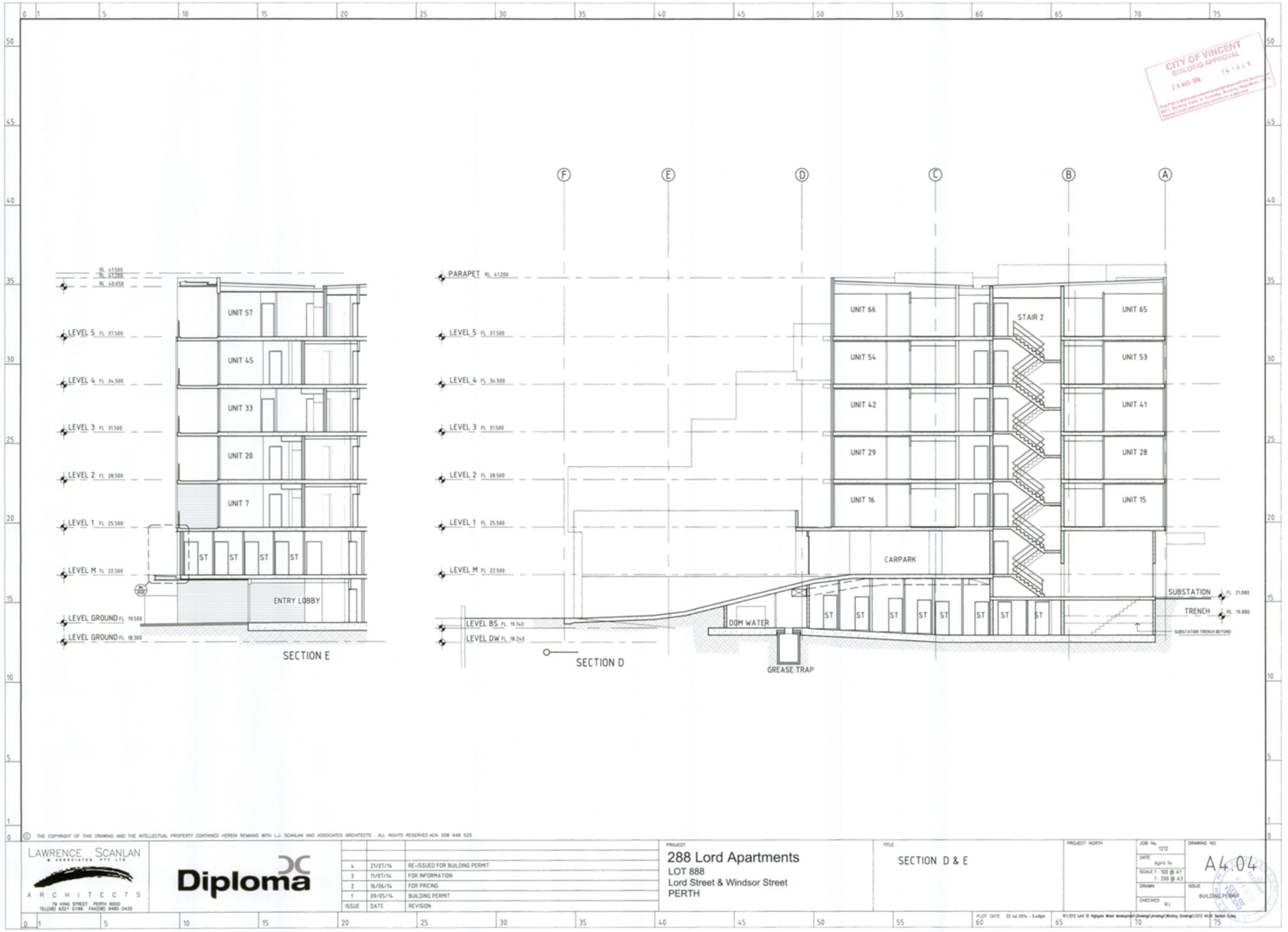
PROJECT
288 Lord Apartments
LOT 888
Lord Street & Windsor Street
PERTH

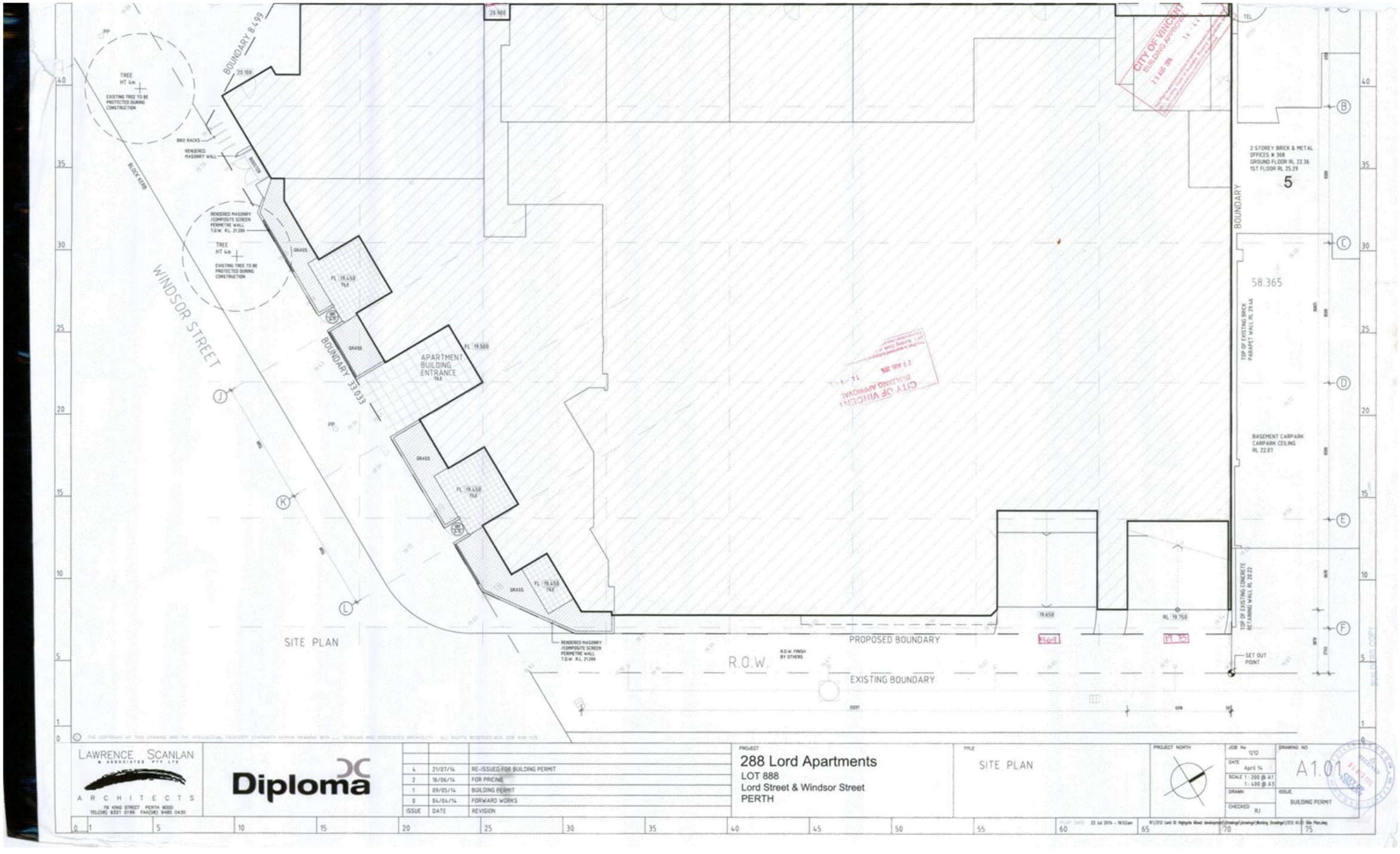
TITLE
SECTION C

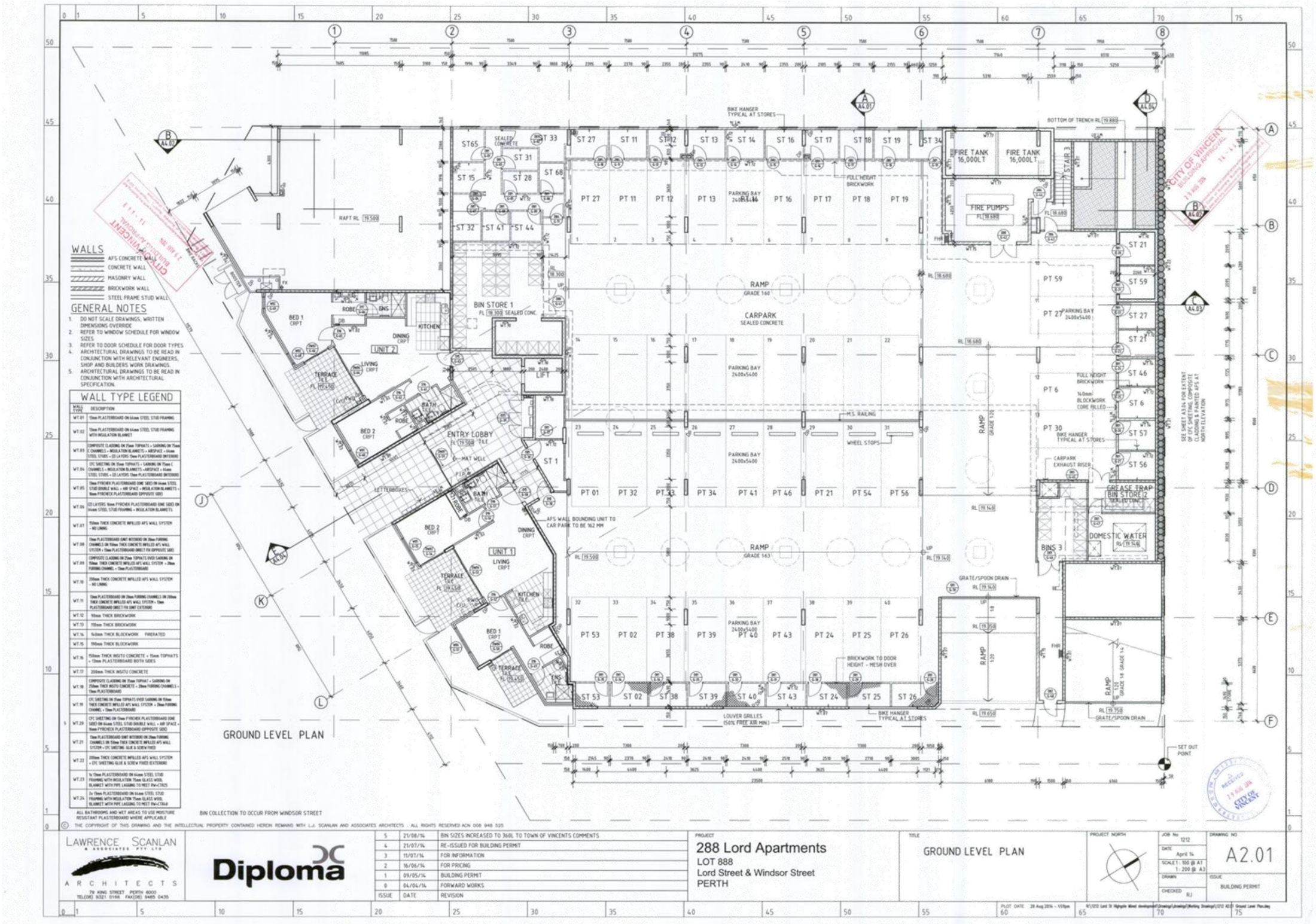
PROJECT NORTH

JOB No 1212
DATE April 14
SCALE 1: 100 @ A1
1: 200 @ A3
DRAWN
CHECKED RJ

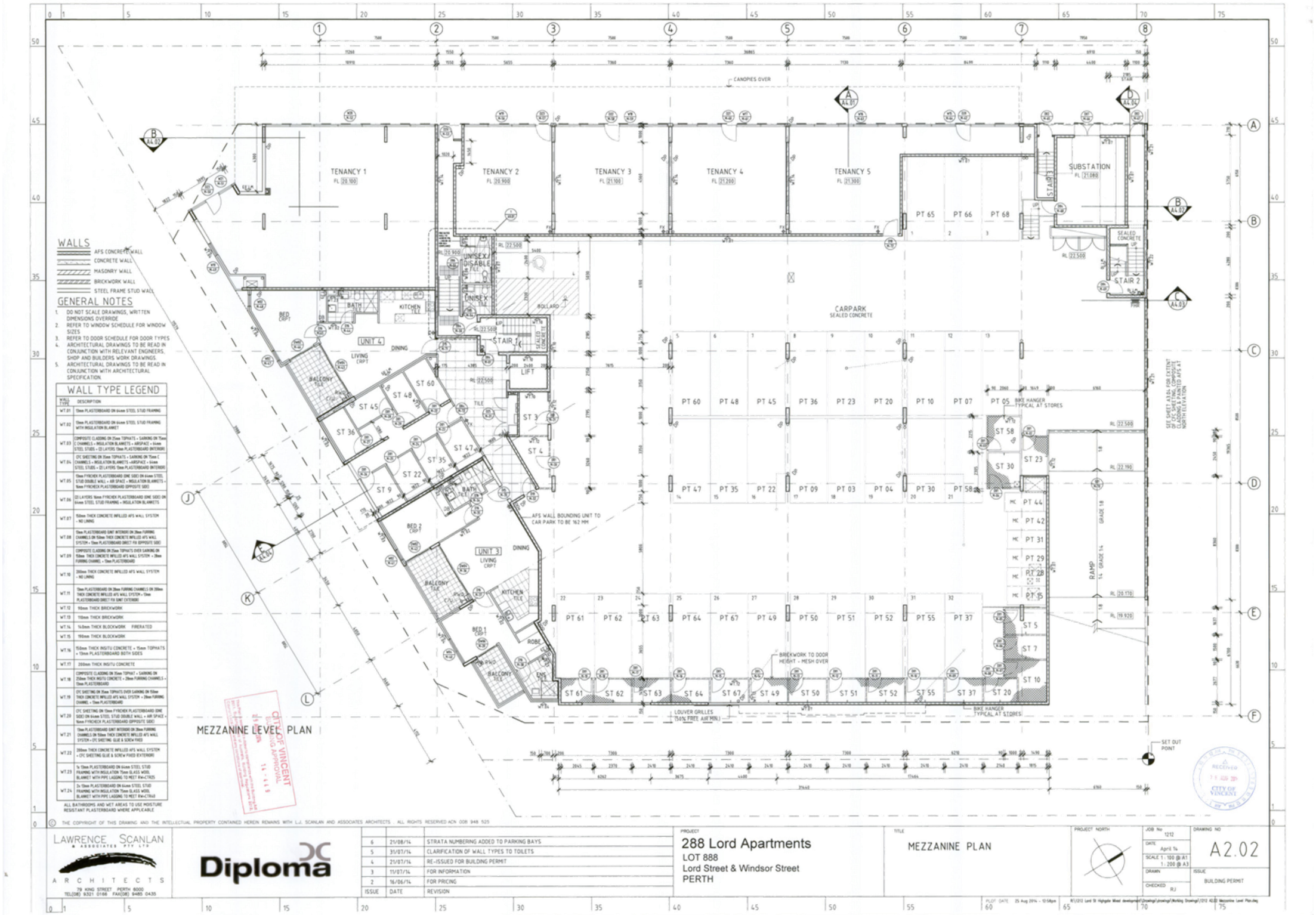
DRAWING NO A4.03
ISSUE BUILDING PERMIT


CITY OF VINCENT
BUILDING APPROVAL
PARAPET RL 41.200
LEVEL 5 FL 37.500
LEVEL 4 FL 34.500
LEVEL 3 FL 31.500
LEVEL 2 FL 28.500
LEVEL 1 FL 25.500
LEVEL M FL 22.500
LEVEL BS FL 19.140
LEVEL DW FL 18.240
UNIT 66
UNIT 54
UNIT 42
UNIT 29
UNIT 16
STAIR 2
UNIT 65
UNIT 53
UNIT 41
UNIT 28
UNIT 15
CARPARK
DOM WATER
GREASE TRAP
SUBSTATION FL 21.080
TRENCH RL 19.880
SUBSTATION TRENCH BEYOND
SECTION D
RL 41.500
RL 41.200
RL 40.650
LEVEL 5 FL 37.500
LEVEL 4 FL 34.500
LEVEL 3 FL 31.500
LEVEL 2 FL 28.500
LEVEL 1 FL 25.500
LEVEL M FL 22.500
LEVEL GROUND FL 19.500
LEVEL GROUND FL 18.300
UNIT 57
UNIT 45
UNIT 33
UNIT 20
UNIT 7
ST
ENTRY LOBBY
SECTION E
© THE COPYRIGHT OF THIS DRAWING AND THE INTELLECTUAL PROPERTY CONTAINED HEREIN REMAINS WITH L.J. SCANLAN AND ASSOCIATES ARCHITECTS . ALL RIGHTS RESERVED ACN 008 948 525
LAWRENCE SCANLAN & ASSOCIATES PTY LTD
ARCHITECTS
79 KING STREET PERTH 6000
TEL(08) 9321 0166 FAX(08) 9485 0435
Diploma
4 21/07/14 RE-ISSUED FOR BUILDING PERMIT
3 11/07/14 FOR INFORMATION
2 16/06/14 FOR PRICING
1 09/05/14 BUILDING PERMIT
ISSUE DATE REVISION
PROJECT
288 Lord Apartments
LOT 888
Lord Street & Windsor Street
PERTH
TITLE
SECTION D & E
PROJECT NORTH
JOB No 1212
DATE April 14
SCALE 1:100 @ A1
1:200 @ A3
DRAWN
CHECKED RJ
DRAWING NO A4.04
ISSUE BUILDING PERMIT


BOUNDARY 8.499
29.900
30.100
TREE HT 4m
EXISTING TREE TO BE PROTECTED DURING CONSTRUCTION
BIKE RACKS
RENDERED MASONRY WALL
BOOSTER
BLOCK KERB
WINDSOR STREET
RENDERED MASONRY /COMPOSITE SCREEN PERIMETRE WALL T.O.W. RL 21.200
TREE HT 4m
EXISTING TREE TO BE PROTECTED DURING CONSTRUCTION
GRASS
FL 19.450 TILE
BOUNDARY 33.033
APARTMENT BUILDING ENTRANCE TILE
FL 19.500
GRASS
FL 19.450 TILE
GRASS
FL 19.450 TILE
RENDERED MASONRY /COMPOSITE SCREEN PERIMETRE WALL T.O.W. RL 21.200
SITE PLAN
PROPOSED BOUNDARY
R.O.W.
R.O.W. FINISH BY OTHERS
EXISTING BOUNDARY
19.650
RL 19.750
SET OUT POINT
TOP OF EXISTING CONCRETE RETAINING WALL RL 19.22
BOUNDARY
2 STOREY BRICK & METAL OFFICES # 308
GROUND FLOOR RL 22.36
1ST FLOOR RL 25.29
5
58.365
TOP OF EXISTING BRICK PARAPET WALL RL 29.46
BASEMENT CARPARK CARPARK CEILING RL 22.07
CITY OF VINCENT BUILDING APPROVAL
LAWRENCE SCANLAN & ASSOCIATES PTY LTD
ARCHITECTS
79 KING STREET PERTH 6000
TEL(08) 9321 0188 FAX(08) 9485 0435
Diploma
ISSUE DATE REVISION
4 21/07/14 RE-ISSUED FOR BUILDING PERMIT
2 16/06/14 FOR PRICING
1 09/05/14 BUILDING PERMIT
0 04/04/14 FORWARD WORKS
PROJECT
288 Lord Apartments
LOT 888
Lord Street & Windsor Street
PERTH
TITLE
SITE PLAN
PROJECT NORTH
JOB No 1212
DATE April 14
SCALE 1 : 200 @ A1
1 : 400 @ A3
DRAWN
CHECKED RJ
DRAWING NO A1.01
ISSUE BUILDING PERMIT



© THE COPYRIGHT OF THIS DRAWING AND THE INTELLECTUAL PROPERTY CONTAINED HEREIN REMAINS WITH L.J. SCANLAN AND ASSOCIATES ARCHITECTS . ALL RIGHTS RESERVED ACN 008 948 525



WALLS

- AFS CONCRETE WALL
- CONCRETE WALL
- MASONRY WALL
- BRICKWORK WALL
- STEEL FRAME STUD WALL

GENERAL NOTES

1. DO NOT SCALE DRAWINGS, WRITTEN DIMENSIONS OVERRIDE
2. REFER TO WINDOW SCHEDULE FOR WINDOW SIZES
3. REFER TO DOOR SCHEDULE FOR DOOR TYPES
4. ARCHITECTURAL DRAWINGS TO BE READ IN CONJUNCTION WITH RELEVANT ENGINEERS, SHOP AND BUILDERS WORK DRAWINGS.
5. ARCHITECTURAL DRAWINGS TO BE READ IN CONJUNCTION WITH ARCHITECTURAL SPECIFICATION.

WALL TYPE LEGEND

WALL TYPE	DESCRIPTION
WT.01	13mm PLASTERBOARD ON 64mm STEEL STUD FRAMING
WT.02	13mm PLASTERBOARD ON 64mm STEEL STUD FRAMING WITH INSULATION BLANKET
WT.03	COMPOSITE CLADDING ON 25mm TOPHATS + SARKING ON 75mm C CHANNELS + INSULATION BLANKETS + AIRSPACE + 64mm STEEL STUDS + (2) LAYERS 13mm PLASTERBOARD INTERIOR
WT.04	CFC SHEETING ON 25mm TOPHATS + SARKING ON 75mm C CHANNELS + INSULATION BLANKETS +AIRSPACE + 64mm STEEL STUDS + (2) LAYERS 13mm PLASTERBOARD INTERIOR
WT.05	13mm FYRCHEK PLASTERBOARD (ONE SIDE) ON 64mm STEEL STUD DOUBLE WALL + AIR SPACE + INSULATION BLANKETS + 16mm FYRCHEK PLASTERBOARD (OPPOSITE SIDE)
WT.06	(2) LAYERS 16mm FYRCHEK PLASTERBOARD (ONE SIDE) ON 64mm STEEL STUD FRAMING + INSULATION BLANKETS
WT.07	150mm THICK CONCRETE INFILLED AFS WALL SYSTEM - NO LINING
WT.08	13mm PLASTERBOARD JOINT INTERIOR ON 28mm FURRING CHANNELS ON 150mm THICK CONCRETE INFILLED AFS WALL SYSTEM + 13mm PLASTERBOARD DIRECT FIX (OPPOSITE SIDE)
WT.09	COMPOSITE CLADDING ON 25mm TOPHATS OVER SARKING ON 150mm THICK CONCRETE INFILLED AFS WALL SYSTEM + 28mm FURRING CHANNEL + 13mm PLASTERBOARD
WT.10	200mm THICK CONCRETE INFILLED AFS WALL SYSTEM - NO LINING
WT.11	13mm PLASTERBOARD ON 28mm FURRING CHANNELS ON 200mm THICK CONCRETE INFILLED AFS WALL SYSTEM + 13mm PLASTERBOARD DIRECT FIX JOINT EXTERIOR
WT.12	90mm THICK BRICKWORK
WT.13	110mm THICK BRICKWORK
WT.14	140mm THICK BLOCKWORK FIRERATED
WT.15	190mm THICK BLOCKWORK
WT.16	150mm THICK INSITU CONCRETE + 15mm TOPHATS + 13mm PLASTERBOARD BOTH SIDES
WT.17	200mm THICK INSITU CONCRETE
WT.18	COMPOSITE CLADDING ON 35mm TOPHAT + SARKING ON 250mm THICK INSITU CONCRETE + 28mm FURRING CHANNELS + 13mm PLASTERBOARD
WT.19	CFC SHEETING ON 35mm TOPHATS OVER SARKING ON 150mm THICK CONCRETE INFILLED AFS WALL SYSTEM + 28mm FURRING CHANNEL + 13mm PLASTERBOARD
WT.20	CFC SHEETING ON 13mm FYRCHEK PLASTERBOARD (ONE SIDE) ON 64mm STEEL STUD DOUBLE WALL + AIR SPACE + 16mm FYRCHEK PLASTERBOARD (OPPOSITE SIDE)
WT.21	13mm PLASTERBOARD JOINT INTERIOR ON 28mm FURRING CHANNELS ON 150mm THICK CONCRETE INFILLED AFS WALL SYSTEM + CFC SHEETING GLUE & SCREW FIXED
WT.22	200mm THICK CONCRETE INFILLED AFS WALL SYSTEM + CFC SHEETING GLUE & SCREW FIXED EXTERIORS
WT.23	1x 13mm PLASTERBOARD ON 64mm STEEL STUD FRAMING WITH INSULATION 75mm GLASS WOOL BLANKET WITH PIPE LAGGING TO MEET RW+CTR25
WT.24	2x 13mm PLASTERBOARD ON 64mm STEEL STUD FRAMING WITH INSULATION 75mm GLASS WOOL BLANKET WITH PIPE LAGGING TO MEET RW+CTR40

ALL BATHROOMS AND WET AREAS TO USE MOISTURE RESISTANT PLASTERBOARD WHERE APPLICABLE

CITY OF VINCENT BUILDING APPROVAL 11 NOV 2014

RECEIVED 11 NOV 2014 CITY OF VINCENT

© THE COPYRIGHT OF THIS DRAWING AND THE INTELLECTUAL PROPERTY CONTAINED HEREIN REMAINS WITH L.J. SCANLAN AND ASSOCIATES ARCHITECTS . ALL RIGHTS RESERVED ACN 008 948 525

LAWRENCE SCANLAN & ASSOCIATES PTY LTD
ARCHITECTS
79 KING STREET PERTH 6000
TEL(08) 9321 0166 FAX(08) 9485 0435

Diploma

ISSUE	DATE	REVISION
6	21/08/14	STRATA NUMBERING ADDED TO PARKING BAYS
5	31/07/14	CLARIFICATION OF WALL TYPES TO TOILETS
4	21/07/14	RE-ISSUED FOR BUILDING PERMIT
3	11/07/14	FOR INFORMATION
2	16/06/14	FOR PRICING

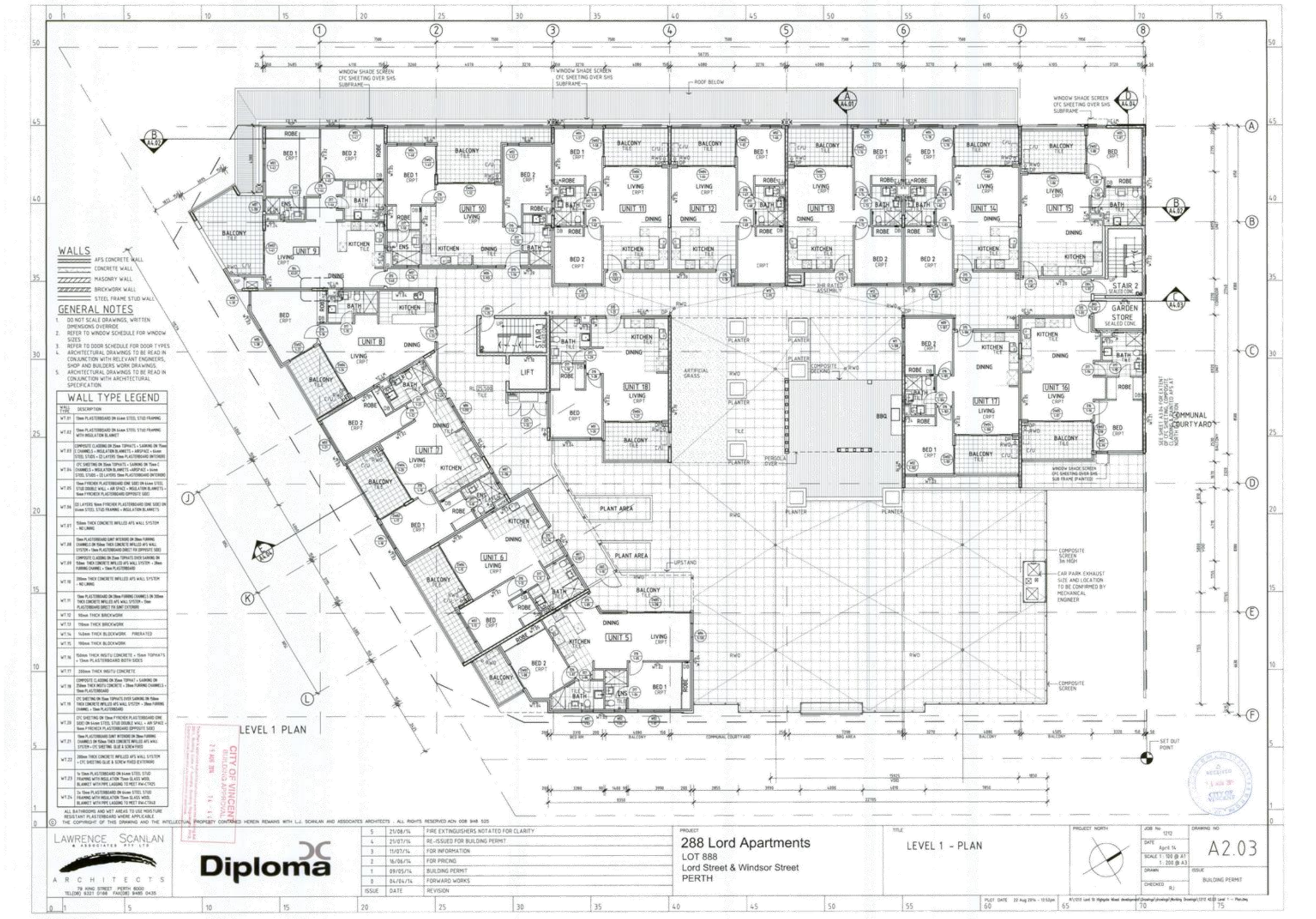
PROJECT
288 Lord Apartments
LOT 888
Lord Street & Windsor Street
PERTH

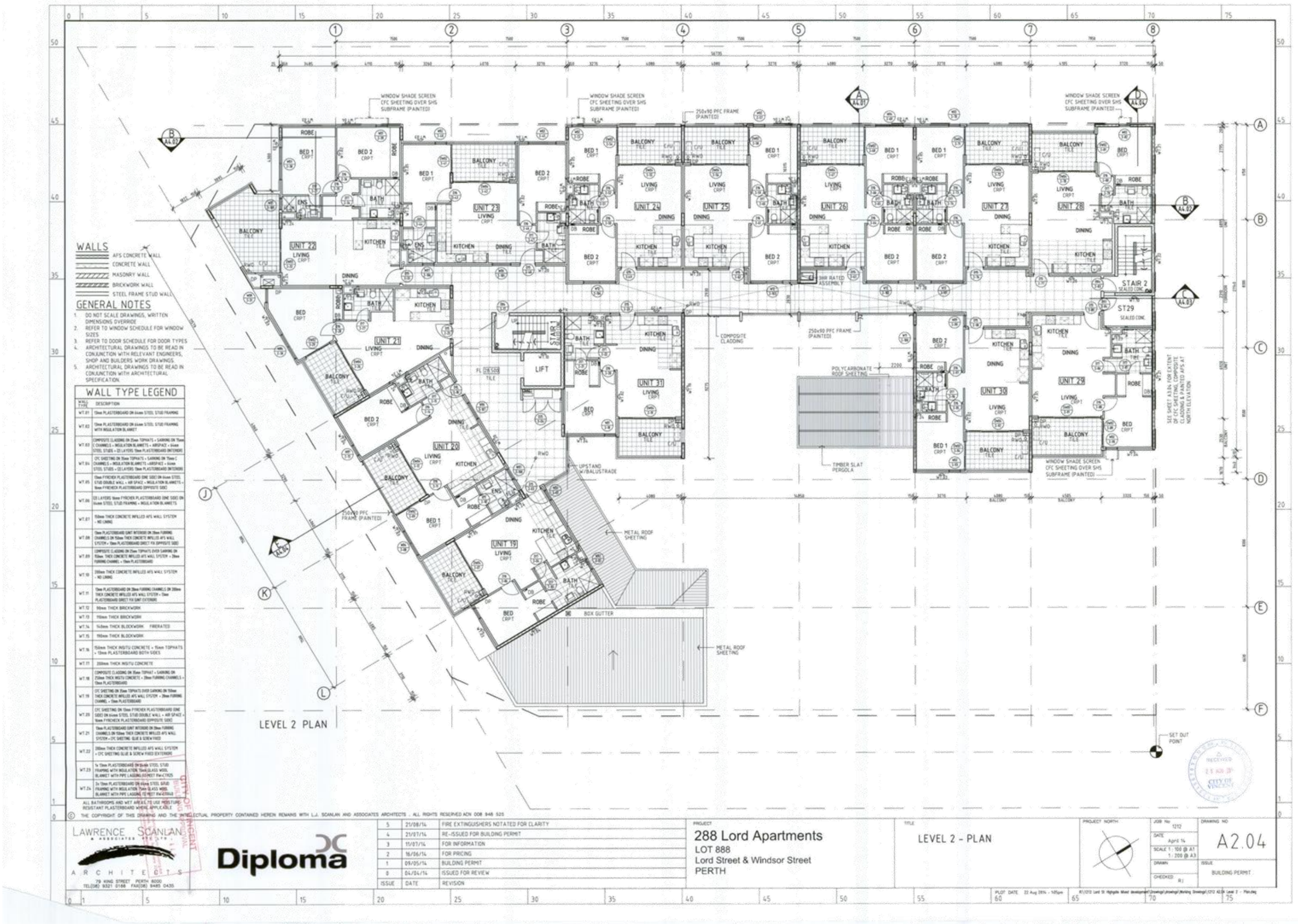
TITLE
MEZZANINE PLAN

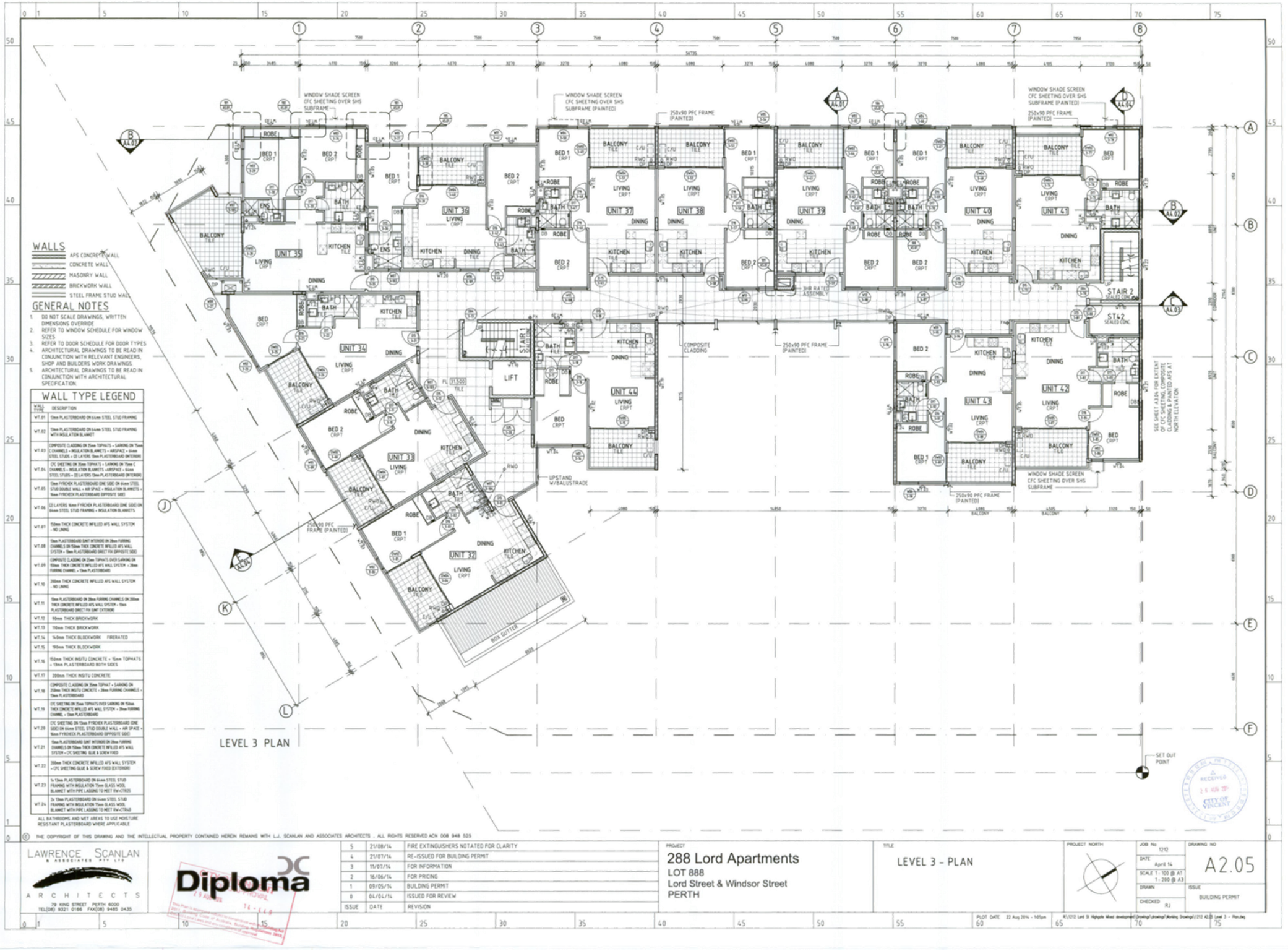
PROJECT NORTH

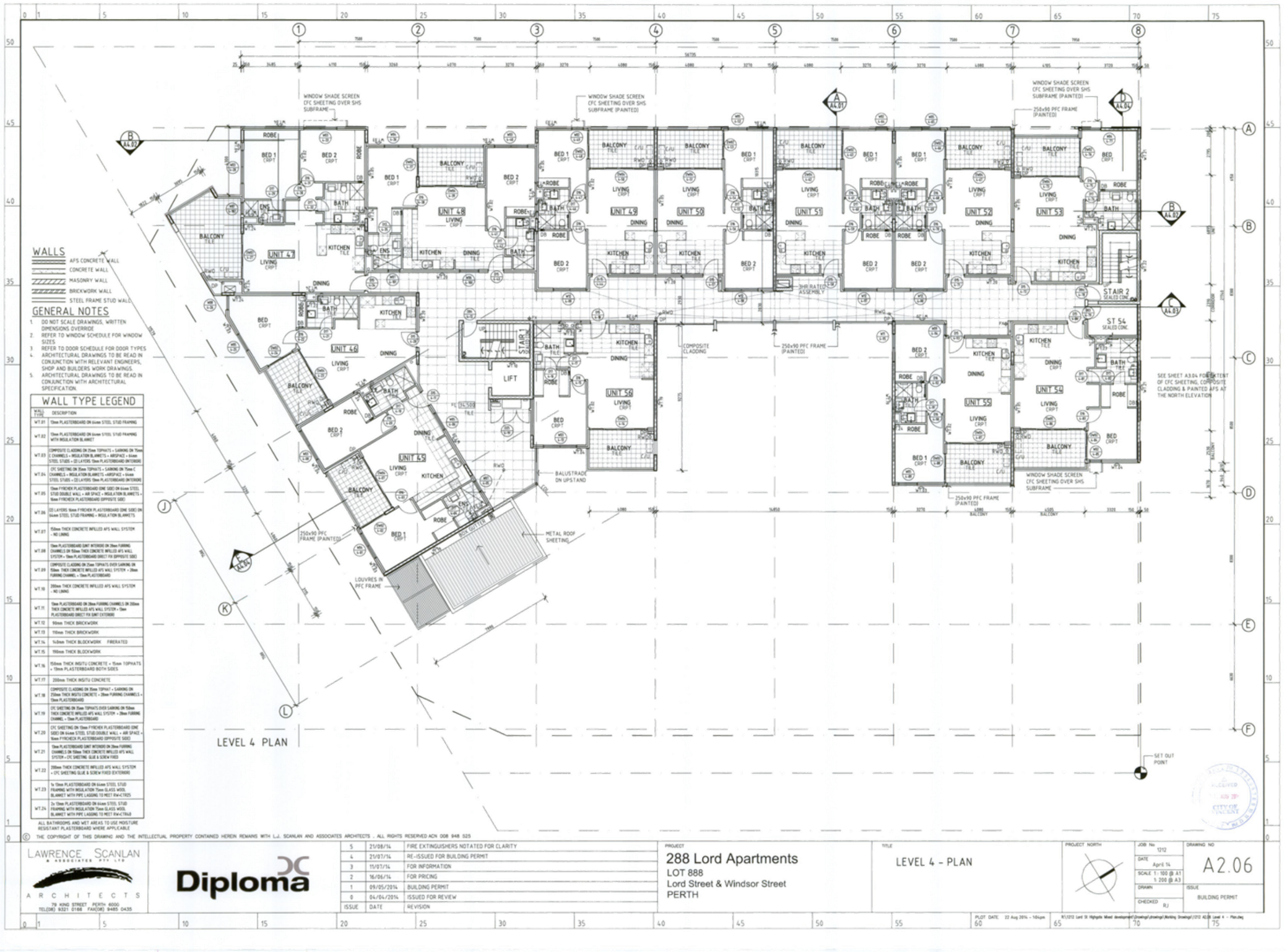
JOB No 1212
DATE April 14
SCALE 1 : 100 @ A1 1 : 200 @ A3
DRAWN
CHECKED RJ

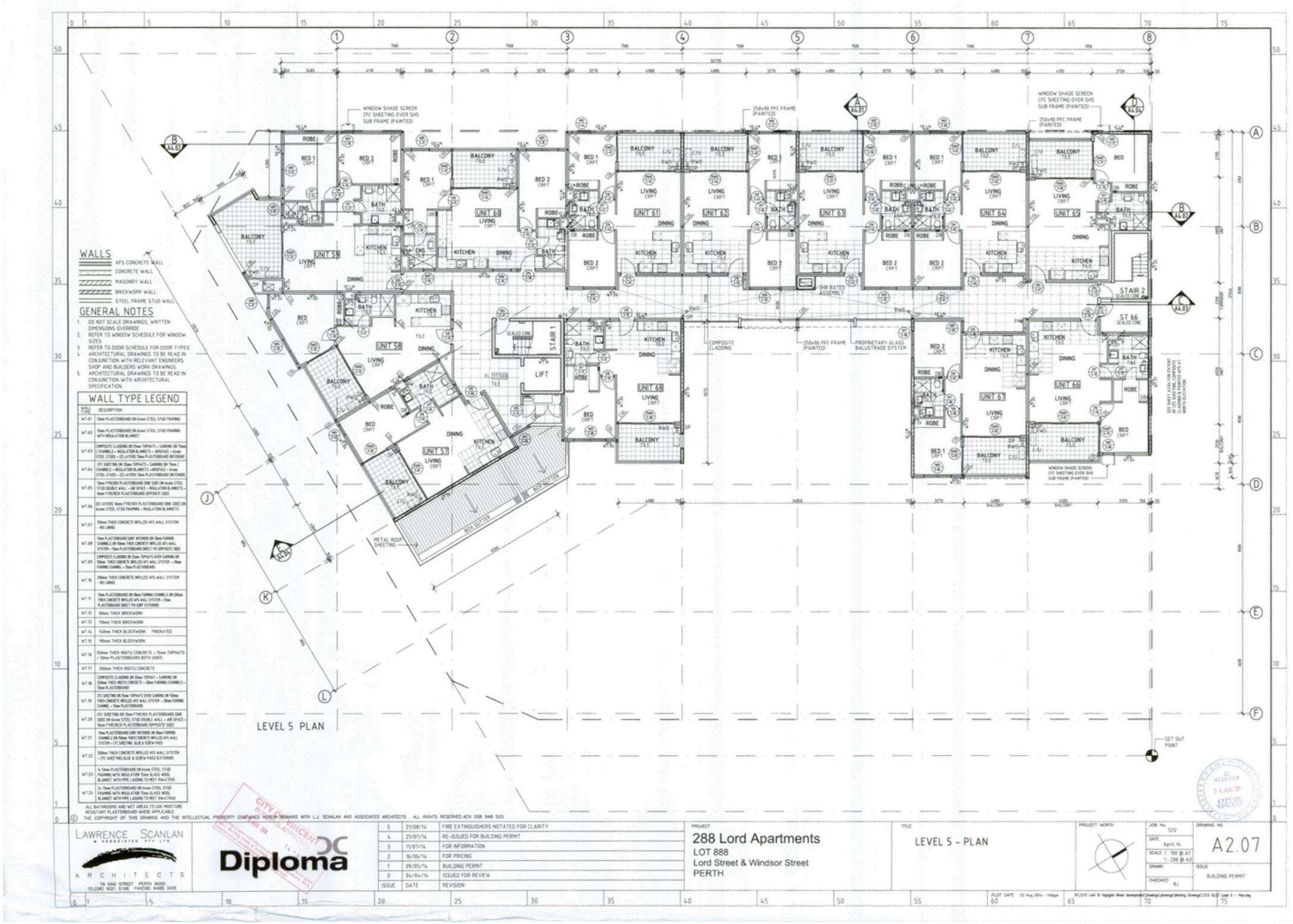
DRAWING NO A2.02
ISSUE BUILDING PERMIT

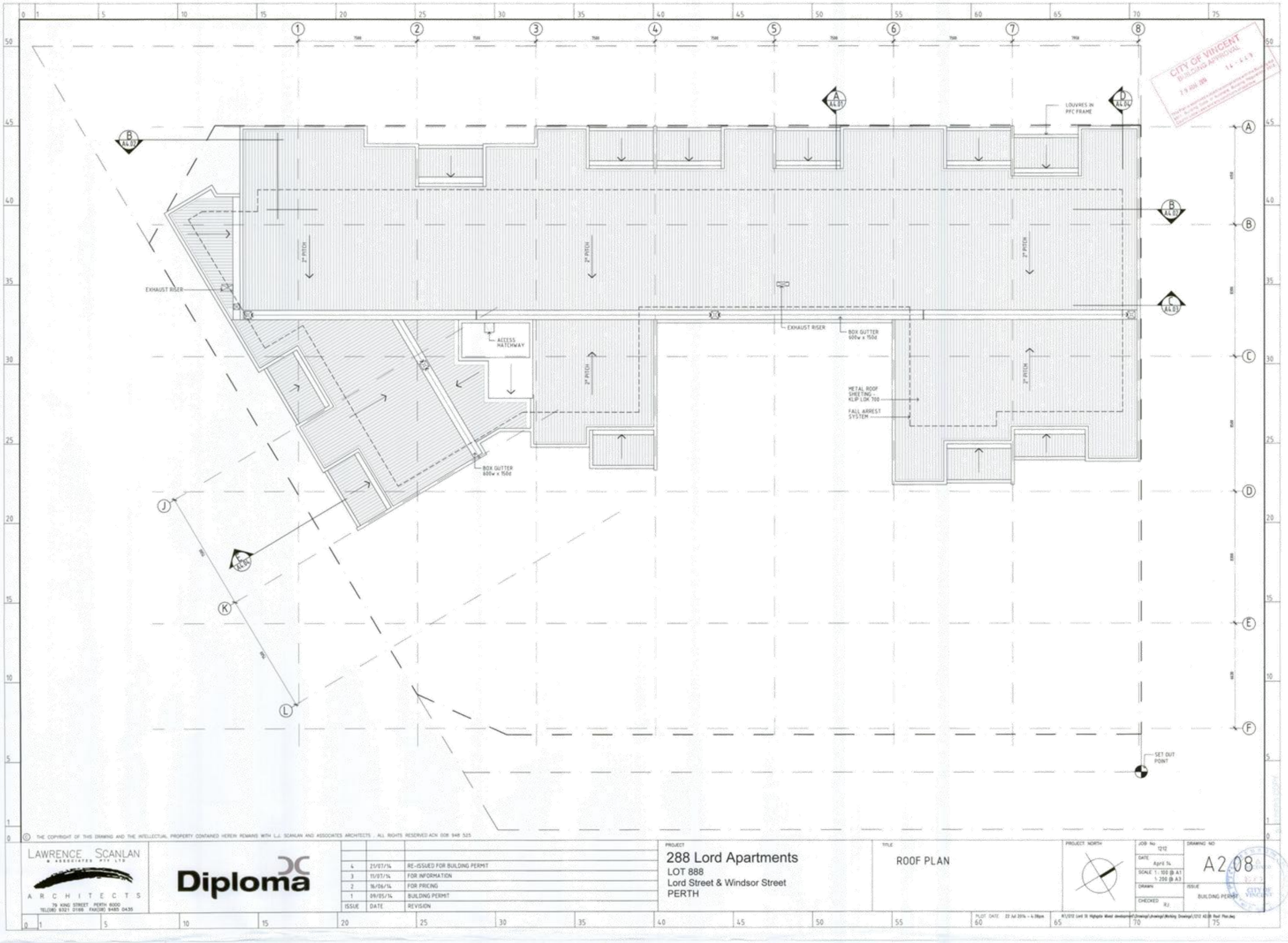

WALLS
AFS CONCRETE WALL
CONCRETE WALL
MASONRY WALL
BRICKWORK WALL
STEEL FRAME STUD WALL
GENERAL NOTES
1. DO NOT SCALE DRAWINGS, WRITTEN DIMENSIONS OVERRIDE
2. REFER TO WINDOW SCHEDULE FOR WINDOW SIZES
3. REFER TO DOOR SCHEDULE FOR DOOR TYPES
4. ARCHITECTURAL DRAWINGS TO BE READ IN CONJUNCTION WITH RELEVANT ENGINEERS, SHOP AND BUILDERS WORK DRAWINGS.
5. ARCHITECTURAL DRAWINGS TO BE READ IN CONJUNCTION WITH ARCHITECTURAL SPECIFICATION.
WALL TYPE LEGEND
LEVEL 1 PLAN
CITY OF VINCENT
BUILDING APPROVAL
LAWRENCE SCANLAN & ASSOCIATES PTY LTD
ARCHITECTS
Diploma
5 21/08/14 FIRE EXTINGUISHERS NOTATED FOR CLARITY
4 21/07/14 RE-ISSUED FOR BUILDING PERMIT
3 11/07/14 FOR INFORMATION
2 16/06/14 FOR PRICING
1 09/05/14 BUILDING PERMIT
0 04/04/14 FORWARD WORKS
ISSUE DATE REVISION
PROJECT
288 Lord Apartments
LOT 888
Lord Street & Windsor Street
PERTH
TITLE
LEVEL 1 - PLAN
PROJECT NORTH
JOB No 1212
DATE April 14
SCALE 1: 100 @ A1 1: 200 @ A3
DRAWN
CHECKED RJ
DRAWING NO
A2.03
ISSUE
BUILDING PERMIT

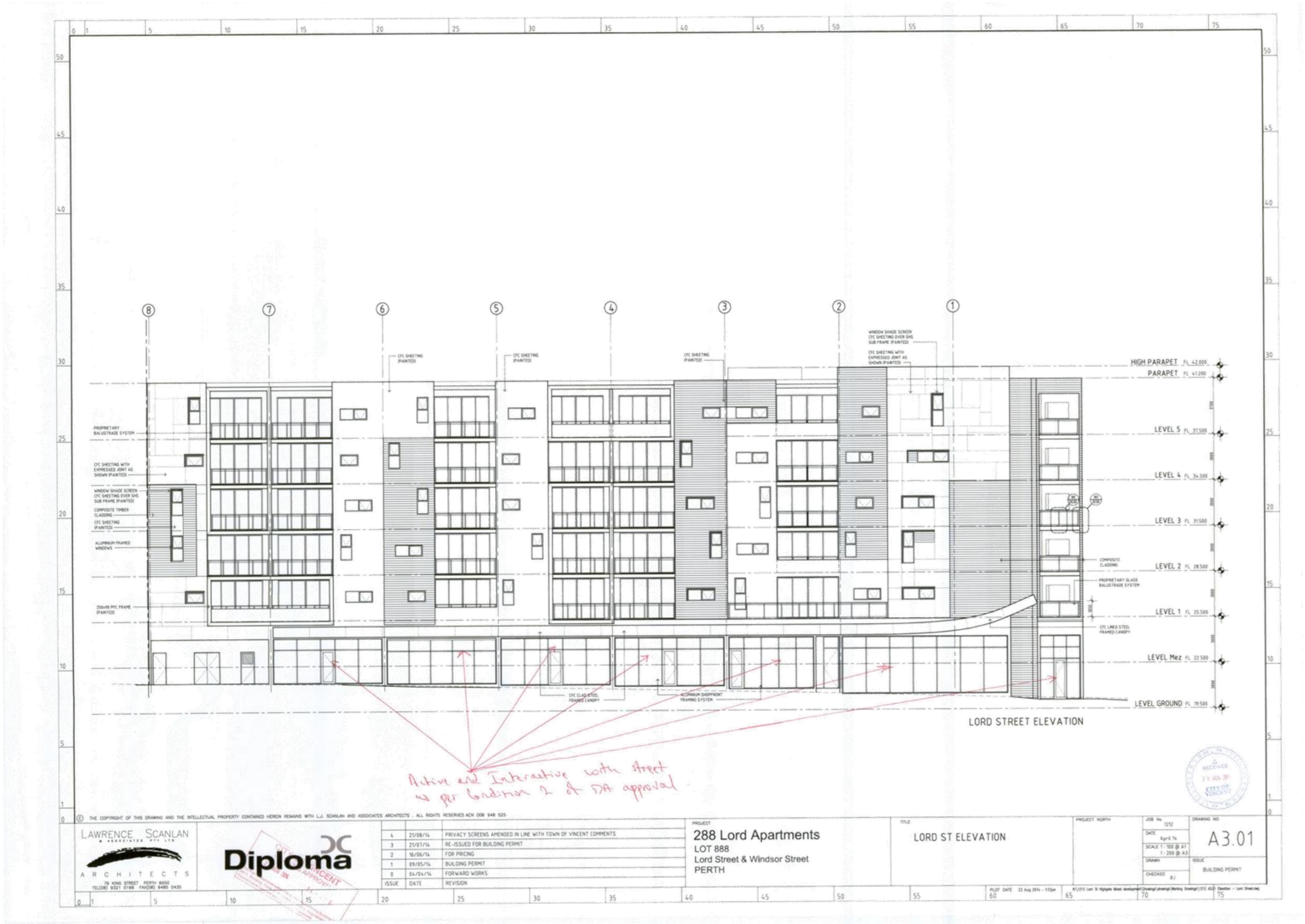

WALLS
AFS CONCRETE WALL
CONCRETE WALL
MASONRY WALL
BRICKWORK WALL
STEEL FRAME STUD WALL
GENERAL NOTES
1. DO NOT SCALE DRAWINGS, WRITTEN DIMENSIONS OVERRIDE
2. REFER TO WINDOW SCHEDULE FOR WINDOW SIZES
3. REFER TO DOOR SCHEDULE FOR DOOR TYPES
4. ARCHITECTURAL DRAWINGS TO BE READ IN CONJUNCTION WITH RELEVANT ENGINEERS, SHOP AND BUILDERS WORK DRAWINGS.
5. ARCHITECTURAL DRAWINGS TO BE READ IN CONJUNCTION WITH ARCHITECTURAL SPECIFICATION.
WALL TYPE LEGEND
WALL TYPE
DESCRIPTION
WINDOW SHADE SCREEN CFC SHEETING OVER SHS SUBFRAME (PAINTED)
250x90 PFC FRAME (PAINTED)
COMPOSITE CLADDING
POLYCARBONATE ROOF SHEETING
TIMBER SLAT PERGOLA
UPSTAND W/BALUSTRADE
METAL ROOF SHEETING
BOX GUTTER
3HR RATED ASSEMBLY
STAIR 1
STAIR 2
LIFT
SEE SHEET A3.04 FOR EXTENT OF CFC SHEETING, COMPOSITE CLADDING & PAINTED AFS AT NORTH ELEVATION
SET OUT POINT
LEVEL 2 PLAN
ALL BATHROOMS AND WET AREAS TO USE MOISTURE RESISTANT PLASTERBOARD WHERE APPLICABLE
© THE COPYRIGHT OF THIS DRAWING AND THE INTELLECTUAL PROPERTY CONTAINED HEREIN REMAINS WITH L.J. SCANLAN AND ASSOCIATES ARCHITECTS . ALL RIGHTS RESERVED ACN 008 948 525
LAWRENCE SCANLAN & ASSOCIATES PTY LTD
ARCHITECTS
79 KING STREET PERTH 6000
TEL(08) 9321 0168 FAX(08) 9485 0435
Diploma
ISSUE DATE REVISION
5 21/08/14 FIRE EXTINGUISHERS NOTATED FOR CLARITY
4 21/07/14 RE-ISSUED FOR BUILDING PERMIT
3 11/07/14 FOR INFORMATION
2 16/06/14 FOR PRICING
1 09/05/14 BUILDING PERMIT
0 04/04/14 ISSUED FOR REVIEW
PROJECT
288 Lord Apartments
LOT 888
Lord Street & Windsor Street
PERTH
TITLE
LEVEL 2 - PLAN
PROJECT NORTH
JOB No 1212
DATE April 14
SCALE 1 : 100 @ A1
1 : 200 @ A3
DRAWN
CHECKED RJ
DRAWING NO A2.04
ISSUE BUILDING PERMIT
RECEIVED
CITY OF VINCENT

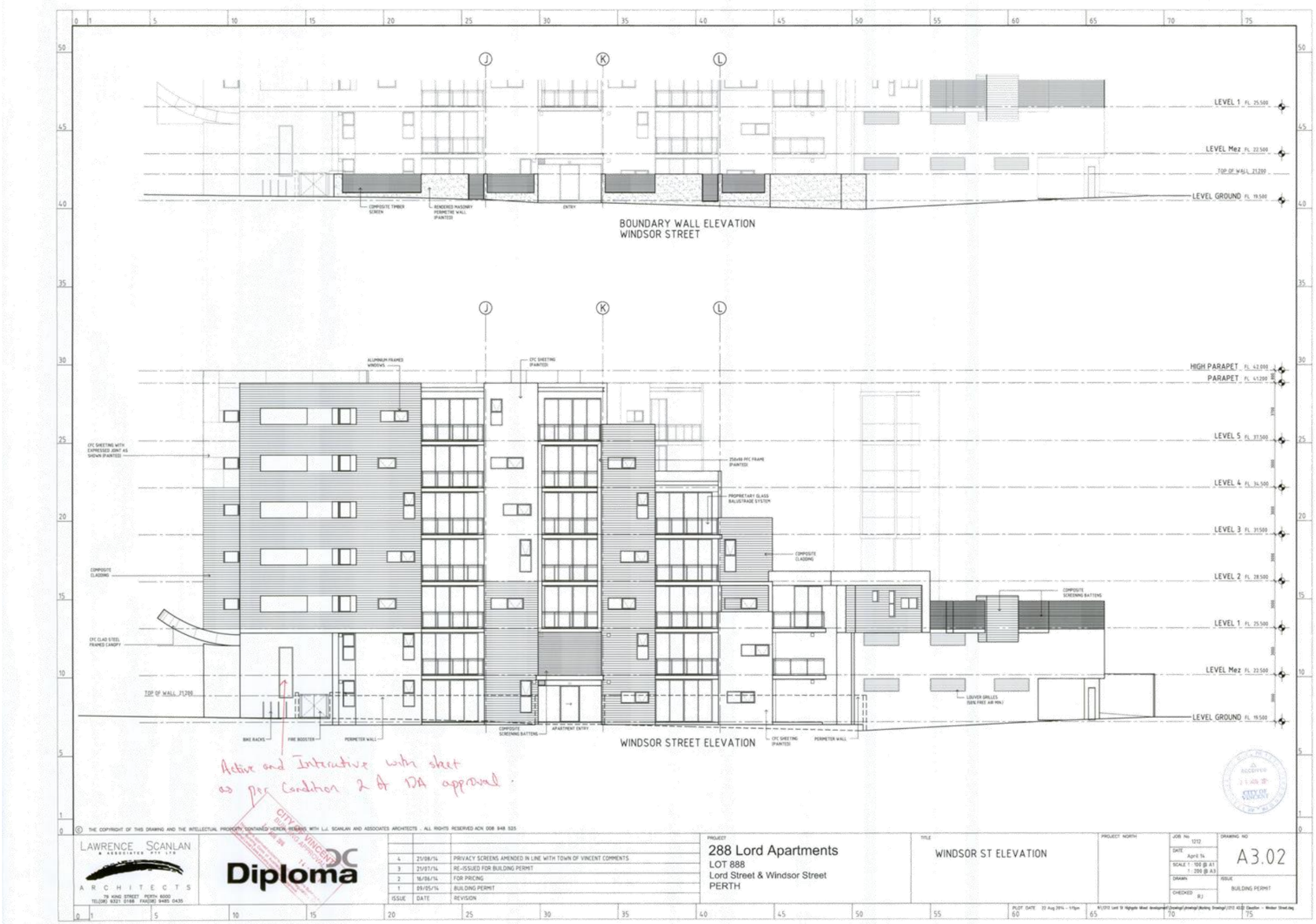

WALLS
AFS CONCRETE WALL
CONCRETE WALL
MASONRY WALL
BRICKWORK WALL
STEEL FRAME STUD WALL
GENERAL NOTES
1. DO NOT SCALE DRAWINGS, WRITTEN DIMENSIONS OVERRIDE
2. REFER TO WINDOW SCHEDULE FOR WINDOW SIZES
3. REFER TO DOOR SCHEDULE FOR DOOR TYPES
4. ARCHITECTURAL DRAWINGS TO BE READ IN CONJUNCTION WITH RELEVANT ENGINEERS, SHOP AND BUILDERS WORK DRAWINGS.
5. ARCHITECTURAL DRAWINGS TO BE READ IN CONJUNCTION WITH ARCHITECTURAL SPECIFICATION.
WALL TYPE LEGEND
WALL TYPE
DESCRIPTION
WT.01 13mm PLASTERBOARD ON 64mm STEEL STUD FRAMING
WT.02 13mm PLASTERBOARD ON 64mm STEEL STUD FRAMING WITH INSULATION BLANKET
WT.03 COMPOSITE CLADDING ON 35mm TOPHATS + SARKING ON 75mm C CHANNELS + INSULATION BLANKETS + AIRSPACE + 64mm STEEL STUDS + (2) LAYERS 13mm PLASTERBOARD (INTERIOR)
WT.04 CFC SHEETING ON 35mm TOPHATS + SARKING ON 75mm C CHANNELS + INSULATION BLANKETS +AIRSPACE + 64mm STEEL STUDS + (2) LAYERS 13mm PLASTERBOARD (INTERIOR)
WT.05 13mm FYRCHEK PLASTERBOARD (ONE SIDE) ON 64mm STEEL STUD DOUBLE WALL + AIR SPACE + INSULATION BLANKETS + 16mm FYRCHEK PLASTERBOARD (OPPOSITE SIDE)
WT.06 (2) LAYERS 16mm FYRCHEK PLASTERBOARD (ONE SIDE) ON 64mm STEEL STUD FRAMING + INSULATION BLANKETS
WT.07 150mm THICK CONCRETE INFILLED AFS WALL SYSTEM - NO LINING
WT.08 13mm PLASTERBOARD JOINT INTERIOR ON 28mm FURRING CHANNELS ON 150mm THICK CONCRETE INFILLED AFS WALL SYSTEM + 13mm PLASTERBOARD DIRECT FIX (OPPOSITE SIDE)
WT.09 COMPOSITE CLADDING ON 35mm TOPHATS OVER SARKING ON 150mm THICK CONCRETE INFILLED AFS WALL SYSTEM + 28mm FURRING CHANNEL + 13mm PLASTERBOARD
WT.10 200mm THICK CONCRETE INFILLED AFS WALL SYSTEM - NO LINING
WT.11 13mm PLASTERBOARD ON 28mm FURRING CHANNELS ON 200mm THICK CONCRETE INFILLED AFS WALL SYSTEM + 13mm PLASTERBOARD DIRECT FIX (UNIT EXTERIOR)
WT.12 90mm THICK BRICKWORK
WT.13 110mm THICK BRICKWORK
WT.14 140mm THICK BLOCKWORK FRERATED
WT.15 190mm THICK BLOCKWORK
WT.16 150mm THICK INSITU CONCRETE + 35mm TOPHATS + 13mm PLASTERBOARD BOTH SIDES
WT.17 200mm THICK INSITU CONCRETE
WT.18 COMPOSITE CLADDING ON 35mm TOPHAT + SARKING ON 250mm THICK INSITU CONCRETE + 28mm FURRING CHANNELS + 13mm PLASTERBOARD
WT.19 CFC SHEETING ON 35mm TOPHATS OVER SARKING ON 150mm THICK CONCRETE INFILLED AFS WALL SYSTEM + 28mm FURRING CHANNEL + 13mm PLASTERBOARD
WT.20 CFC SHEETING ON 75mm FYRCHEK PLASTERBOARD (ONE SIDE) ON 64mm STEEL STUD DOUBLE WALL + AIR SPACE + 16mm FYRCHEK PLASTERBOARD (OPPOSITE SIDE)
WT.21 13mm PLASTERBOARD JOINT INTERIOR ON 28mm FURRING CHANNELS ON 150mm THICK CONCRETE INFILLED AFS WALL SYSTEM + CFC SHEETING GLUE & SCREW FIXED
WT.22 200mm THICK CONCRETE INFILLED AFS WALL SYSTEM + CFC SHEETING GLUE & SCREW FIXED (EXTERIOR)
WT.23 1x 13mm PLASTERBOARD ON 64mm STEEL STUD FRAMING WITH INSULATION 75mm GLASS WOOL BLANKET WITH PIPE LAGGING TO MEET RW-CT825
WT.24 2x 13mm PLASTERBOARD ON 64mm STEEL STUD FRAMING WITH INSULATION 75mm GLASS WOOL BLANKET WITH PIPE LAGGING TO MEET RW-CT840
ALL BATHROOMS AND WET AREAS TO USE MOISTURE RESISTANT PLASTERBOARD WHERE APPLICABLE
LEVEL 3 PLAN
SET OUT POINT
SEE SHEET A3.04 FOR EXTENT OF CFC SHEETING, COMPOSITE CLADDING & FRAMED AFS AT NORTH ELEVATION
RECEIVED 16 JUN 2014 CITY OF VINCENT
© THE COPYRIGHT OF THIS DRAWING AND THE INTELLECTUAL PROPERTY CONTAINED HEREIN REMAINS WITH L.J. SCANLAN AND ASSOCIATES ARCHITECTS . ALL RIGHTS RESERVED ACN 008 948 525
LAWRENCE SCANLAN & ASSOCIATES PTY LTD
ARCHITECTS
79 KING STREET PERTH 6000
TEL(08) 9321 0166 FAX(08) 9485 0435
Diploma
ISSUE DATE REVISION
5 21/08/14 FIRE EXTINGUISHERS NOTATED FOR CLARITY
4 21/07/14 RE-ISSUED FOR BUILDING PERMIT
3 11/07/14 FOR INFORMATION
2 16/06/14 FOR PRICING
1 09/05/14 BUILDING PERMIT
0 04/04/14 ISSUED FOR REVIEW
PROJECT
288 Lord Apartments
LOT 888
Lord Street & Windsor Street
PERTH
TITLE
LEVEL 3 - PLAN
PROJECT NORTH
JOB No 1212
DATE April 14
SCALE 1 : 100 @ A1
1 : 200 @ A3
DRAWN
CHECKED RJ
DRAWING NO A2.05
ISSUE BUILDING PERMIT

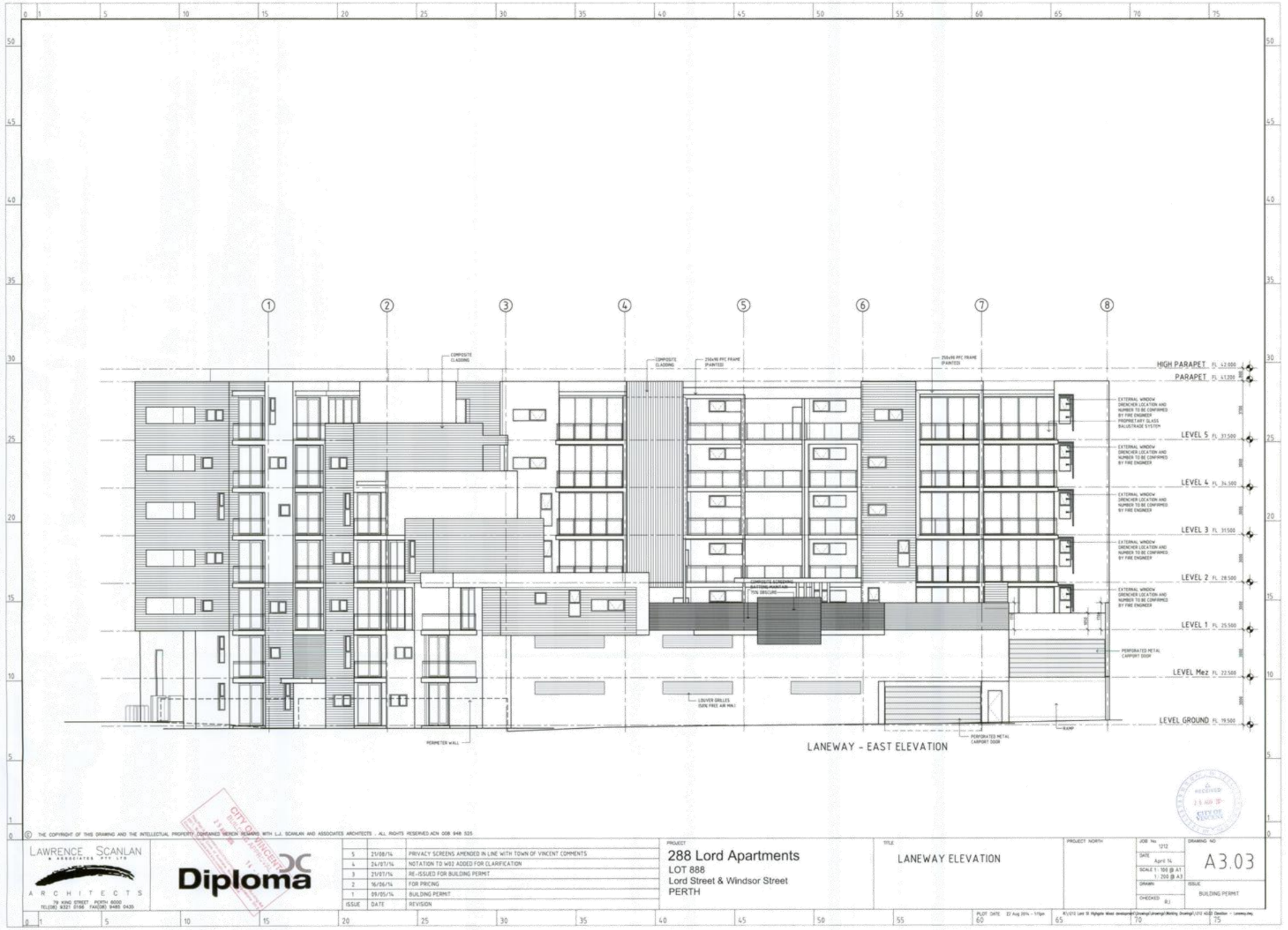

WALLS
AFS CONCRETE WALL
CONCRETE WALL
MASONRY WALL
BRICKWORK WALL
STEEL FRAME STUD WALL
GENERAL NOTES
1. DO NOT SCALE DRAWINGS, WRITTEN DIMENSIONS OVERRIDE
2. REFER TO WINDOW SCHEDULE FOR WINDOW SIZES
3. REFER TO DOOR SCHEDULE FOR DOOR TYPES
4. ARCHITECTURAL DRAWINGS TO BE READ IN CONJUNCTION WITH RELEVANT ENGINEERS, SHOP AND BUILDERS WORK DRAWINGS.
5. ARCHITECTURAL DRAWINGS TO BE READ IN CONJUNCTION WITH ARCHITECTURAL SPECIFICATION.
WALL TYPE LEGEND
WALL TYPE
DESCRIPTION
WT.01 13mm PLASTERBOARD ON 64mm STEEL STUD FRAMING
WT.02 13mm PLASTERBOARD ON 64mm STEEL STUD FRAMING WITH INSULATION BLANKET
WT.03 COMPOSITE CLADDING ON 25mm TOPHATS + SARKING ON 75mm C CHANNELS + INSULATION BLANKETS + AIRSPACE + 64mm STEEL STUDS + (2) LAYERS 13mm PLASTERBOARD INTERIOR
WT.04 CFC SHEETING ON 25mm TOPHATS + SARKING ON 75mm C CHANNELS + INSULATION BLANKETS +AIRSPACE + 64mm STEEL STUDS + (2) LAYERS 13mm PLASTERBOARD INTERIOR
WT.05 13mm FYRCHEK PLASTERBOARD (ONE SIDE) ON 64mm STEEL STUD DOUBLE WALL + AIR SPACE + INSULATION BLANKETS + 16mm FYRCHECK PLASTERBOARD OPPOSITE SIDE
WT.06 (2) LAYERS 16mm FYRCHEK PLASTERBOARD (ONE SIDE) ON 64mm STEEL STUD FRAMING + INSULATION BLANKETS
WT.07 150mm THICK CONCRETE INFILLED AFS WALL SYSTEM - NO LINING
WT.08 13mm PLASTERBOARD JOINT INTERIOR ON 28mm FURRING CHANNELS ON 150mm THICK CONCRETE INFILLED AFS WALL SYSTEM + 13mm PLASTERBOARD DIRECT FIX OPPOSITE SIDE)
WT.09 COMPOSITE CLADDING ON 25mm TOPHATS OVER SARKING ON 150mm THICK CONCRETE INFILLED AFS WALL SYSTEM + 28mm FURRING CHANNEL + 13mm PLASTERBOARD
WT.10 200mm THICK CONCRETE INFILLED AFS WALL SYSTEM - NO LINING
WT.11 13mm PLASTERBOARD ON 28mm FURRING CHANNELS ON 200mm THICK CONCRETE INFILLED AFS WALL SYSTEM + 13mm PLASTERBOARD DIRECT FIX JOINT EXTERIOR
WT.12 90mm THICK BRICKWORK
WT.13 110mm THICK BRICKWORK
WT.14 140mm THICK BLOCKWORK FIRERATED
WT.15 190mm THICK BLOCKWORK
WT.16 150mm THICK INSITU CONCRETE + 15mm TOPHATS + 13mm PLASTERBOARD BOTH SIDES
WT.17 200mm THICK INSITU CONCRETE
WT.18 COMPOSITE CLADDING ON 35mm TOPHAT + SARKING ON 250mm THICK INSITU CONCRETE + 28mm FURRING CHANNELS + 13mm PLASTERBOARD
WT.19 CFC SHEETING ON 35mm TOPHATS OVER SARKING ON 150mm THICK CONCRETE INFILLED AFS WALL SYSTEM + 28mm FURRING CHANNEL + 13mm PLASTERBOARD
WT.20 CFC SHEETING ON 13mm FYRCHEK PLASTERBOARD (ONE SIDE) ON 64mm STEEL STUD DOUBLE WALL + AIR SPACE + 16mm FYRCHECK PLASTERBOARD OPPOSITE SIDE)
WT.21 13mm PLASTERBOARD JOINT INTERIOR ON 28mm FURRING CHANNELS ON 150mm THICK CONCRETE INFILLED AFS WALL SYSTEM + CFC SHEETING GLUE & SCREW FIXED
WT.22 200mm THICK CONCRETE INFILLED AFS WALL SYSTEM + CFC SHEETING GLUE & SCREW FIXED EXTERIOR
WT.23 1x 13mm PLASTERBOARD ON 64mm STEEL STUD FRAMING WITH INSULATION 75mm GLASS WOOL BLANKET WITH PIPE LAGGING TO MEET RW-CTF25
WT.24 2x 13mm PLASTERBOARD ON 64mm STEEL STUD FRAMING WITH INSULATION 75mm GLASS WOOL BLANKET WITH PIPE LAGGING TO MEET RW-CTF40
ALL BATHROOMS AND WET AREAS TO USE MOISTURE RESISTANT PLASTERBOARD WHERE APPLICABLE
WINDOW SHADE SCREEN CFC SHEETING OVER SHS SUBFRAME
WINDOW SHADE SCREEN CFC SHEETING OVER SHS SUBFRAME (PAINTED)
250x90 PFC FRAME (PAINTED)
UNIT 46
UNIT 47
UNIT 48
UNIT 49
UNIT 50
UNIT 51
UNIT 52
UNIT 53
UNIT 54
UNIT 55
UNIT 56
STAIR 1
STAIR 2
LIFT
COMPOSITE CLADDING
3HR RATED ASSEMBLY
BALUSTRADE ON UPSTAND
METAL ROOF SHEETING
LOUVRES IN PFC FRAME
SEE SHEET A3.04 FOR EXTENT OF CFC SHEETING, COMPOSITE CLADDING & PAINTED AFS AT THE NORTH ELEVATION
SET OUT POINT
LEVEL 4 PLAN
© THE COPYRIGHT OF THIS DRAWING AND THE INTELLECTUAL PROPERTY CONTAINED HEREIN REMAINS WITH L.J. SCANLAN AND ASSOCIATES ARCHITECTS . ALL RIGHTS RESERVED ACN 008 948 525
LAWRENCE SCANLAN & ASSOCIATES PTY LTD
ARCHITECTS
79 KING STREET PERTH 6000
TEL(08) 9321 0166 FAX(08) 9485 0435
Diploma
5 21/08/14 FIRE EXTINGUISHERS NOTATED FOR CLARITY
4 21/07/14 RE-ISSUED FOR BUILDING PERMIT
3 11/07/14 FOR INFORMATION
2 16/06/14 FOR PRICING
1 09/05/2014 BUILDING PERMIT
0 04/04/2014 ISSUED FOR REVIEW
ISSUE DATE REVISION
PROJECT
288 Lord Apartments
LOT 888
Lord Street & Windsor Street
PERTH
TITLE
LEVEL 4 - PLAN
PROJECT NORTH
JOB No 1212
DATE April 14
SCALE 1:100 @ A1 1:200 @ A3
DRAWN
CHECKED RJ
DRAWING NO A2.06
ISSUE BUILDING PERMIT
RECEIVED
CITY OF VINCENT

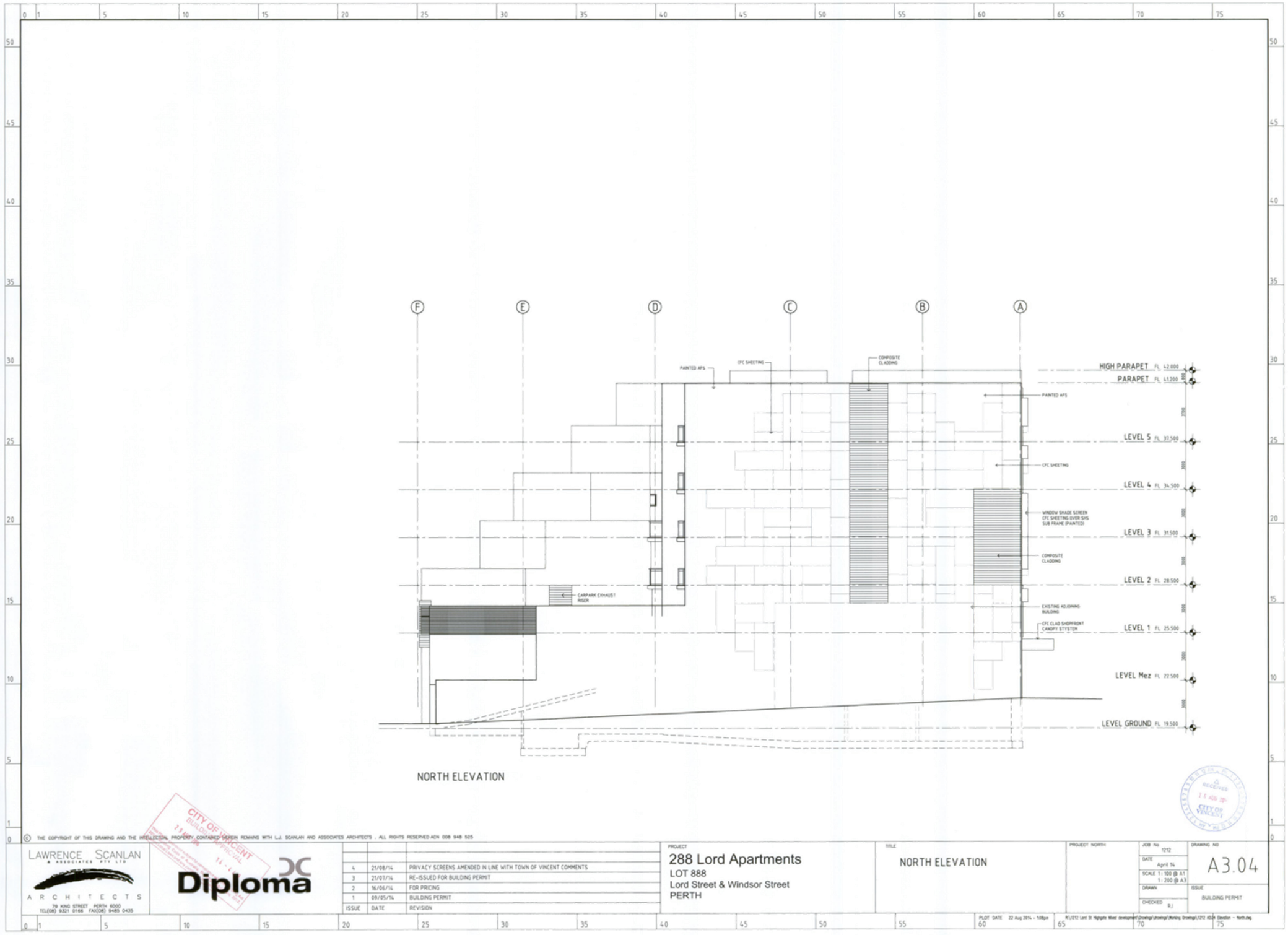

WALLS
AFS CONCRETE WALL
CONCRETE WALL
MASONRY WALL
BRICKWORK WALL
STEEL FRAME STUD WALL
GENERAL NOTES
1. DO NOT SCALE DRAWINGS, WRITTEN DIMENSIONS OVERRIDE
2. REFER TO WINDOW SCHEDULE FOR WINDOW SIZES
3. REFER TO DOOR SCHEDULE FOR DOOR TYPES
4. ARCHITECTURAL DRAWINGS TO BE READ IN CONJUNCTION WITH RELEVANT ENGINEERS, SHOP AND BUILDERS WORK DRAWINGS.
5. ARCHITECTURAL DRAWINGS TO BE READ IN CONJUNCTION WITH ARCHITECTURAL SPECIFICATION.
WALL TYPE LEGEND
LEVEL 5 PLAN
WINDOW SHADE SCREEN CFC SHEETING OVER SHS SUB FRAME (PAINTED)
250x90 PFC FRAME (PAINTED)
PROPRIETARY GLASS BALUSTRADE SYSTEM
COMPOSITE CLADDING
METAL ROOF SHEETING
SET OUT POINT
ALL BATHROOMS AND WET AREAS TO USE MOISTURE RESISTANT PLASTERBOARD WHERE APPLICABLE
© THE COPYRIGHT OF THIS DRAWING AND THE INTELLECTUAL PROPERTY CONTAINED HEREIN REMAINS WITH L.J. SCANLAN AND ASSOCIATES ARCHITECTS . ALL RIGHTS RESERVED ACN 008 948 525
LAWRENCE SCANLAN & ASSOCIATES PTY LTD
ARCHITECTS
79 KING STREET PERTH 6000
TEL(08) 9321 0166 FAX(08) 9485 0435
Diploma
ISSUE DATE REVISION
5 21/08/14 FIRE EXTINGUISHERS NOTATED FOR CLARITY
4 21/07/14 RE-ISSUED FOR BUILDING PERMIT
3 11/07/14 FOR INFORMATION
2 16/06/14 FOR PRICING
1 09/05/14 BUILDING PERMIT
0 04/04/14 ISSUED FOR REVIEW
PROJECT
288 Lord Apartments
LOT 888
Lord Street & Windsor Street
PERTH
TITLE
LEVEL 5 - PLAN
PROJECT NORTH
JOB No 1212
DATE April 14
SCALE 1 : 100 @ A1 1 : 200 @ A3
DRAWN
CHECKED RJ
DRAWING NO A2.07
ISSUE BUILDING PERMIT


CITY OF VINCENT
BUILDING APPROVAL
LOUVRES IN PFC FRAME
2° PITCH
EXHAUST RISER
ACCESS HATCHWAY
BOX GUTTER 600w x 150d
METAL ROOF SHEETING - KLIP LOK 700
FALL ARREST SYSTEM
SET OUT POINT
© THE COPYRIGHT OF THIS DRAWING AND THE INTELLECTUAL PROPERTY CONTAINED HEREIN REMAINS WITH L.J. SCANLAN AND ASSOCIATES ARCHITECTS . ALL RIGHTS RESERVED ACN 008 948 525
LAWRENCE SCANLAN & ASSOCIATES PTY LTD
ARCHITECTS
79 KING STREET PERTH 6000
TEL(08) 9321 0166 FAX(08) 9485 0435
Diploma
4 21/07/14 RE-ISSUED FOR BUILDING PERMIT
3 11/07/14 FOR INFORMATION
2 16/06/14 FOR PRICING
1 09/05/14 BUILDING PERMIT
ISSUE DATE REVISION
PROJECT
288 Lord Apartments
LOT 888
Lord Street & Windsor Street
PERTH
TITLE
ROOF PLAN
PROJECT NORTH
JOB No 1212
DATE April '14
SCALE 1 : 100 @ A1
1 : 200 @ A3
DRAWN
CHECKED RJ
DRAWING NO A2.08
ISSUE BUILDING PERMIT
CITY OF VINCENT

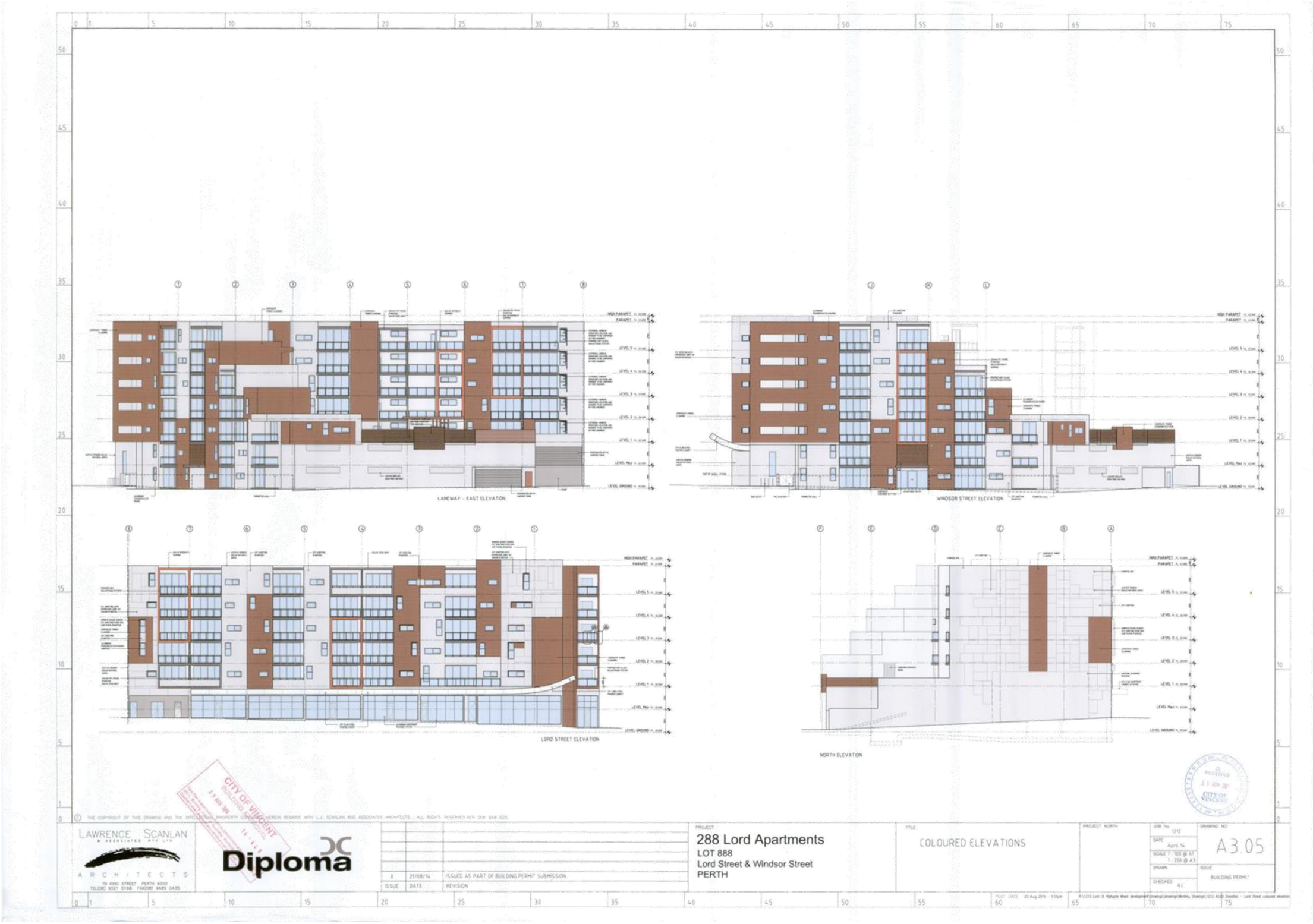

HIGH PARAPET FL 42.000
PARAPET FL 41.200
LEVEL 5 FL 37.500
LEVEL 4 FL 34.500
LEVEL 3 FL 31.500
LEVEL 2 FL 28.500
LEVEL 1 FL 25.500
LEVEL Mez FL 22.500
LEVEL GROUND FL 19.500
CFC SHEETING (PAINTED)
WINDOW SHADE SCREEN CFC SHEETING OVER SHS SUB FRAME (PAINTED)
CFC SHEETING WITH EXPRESSED JOINT AS SHOWN (PAINTED)
PROPRIETARY BALUSTRADE SYSTEM
ALUMINIUM FRAMED WINDOWS
COMPOSITE TIMBER CLADDING
COMPOSITE CLADDING
CFC LINED STEEL FRAMED CANOPY
ALUMINIUM SHOPFRONT FRAMING SYSTEM
LORD STREET ELEVATION
Active and Interactive with street as per condition 2 of DA approval
RECEIVED
CITY OF VINCENT
© THE COPYRIGHT OF THIS DRAWING AND THE INTELLECTUAL PROPERTY CONTAINED HEREIN REMAINS WITH L.J. SCANLAN AND ASSOCIATES ARCHITECTS . ALL RIGHTS RESERVED ACN 008 948 525
LAWRENCE SCANLAN & ASSOCIATES PTY LTD
ARCHITECTS
79 KING STREET PERTH 6000
TEL(08) 9321 0188 FAX(08) 9485 0435
Diploma
4 21/08/14 PRIVACY SCREENS AMENDED IN LINE WITH TOWN OF VINCENT COMMENTS
3 21/07/14 RE-ISSUED FOR BUILDING PERMIT
2 16/06/14 FOR PRICING
1 09/05/14 BUILDING PERMIT
0 04/04/14 FORWARD WORKS
ISSUE DATE REVISION
PROJECT
288 Lord Apartments
LOT 888
Lord Street & Windsor Street
PERTH
TITLE
LORD ST ELEVATION
PROJECT NORTH
JOB No 1212
DATE April 14
SCALE 1 : 100 @ A1
1 : 200 @ A3
DRAWN
CHECKED RJ
DRAWING NO A3.01
ISSUE BUILDING PERMIT

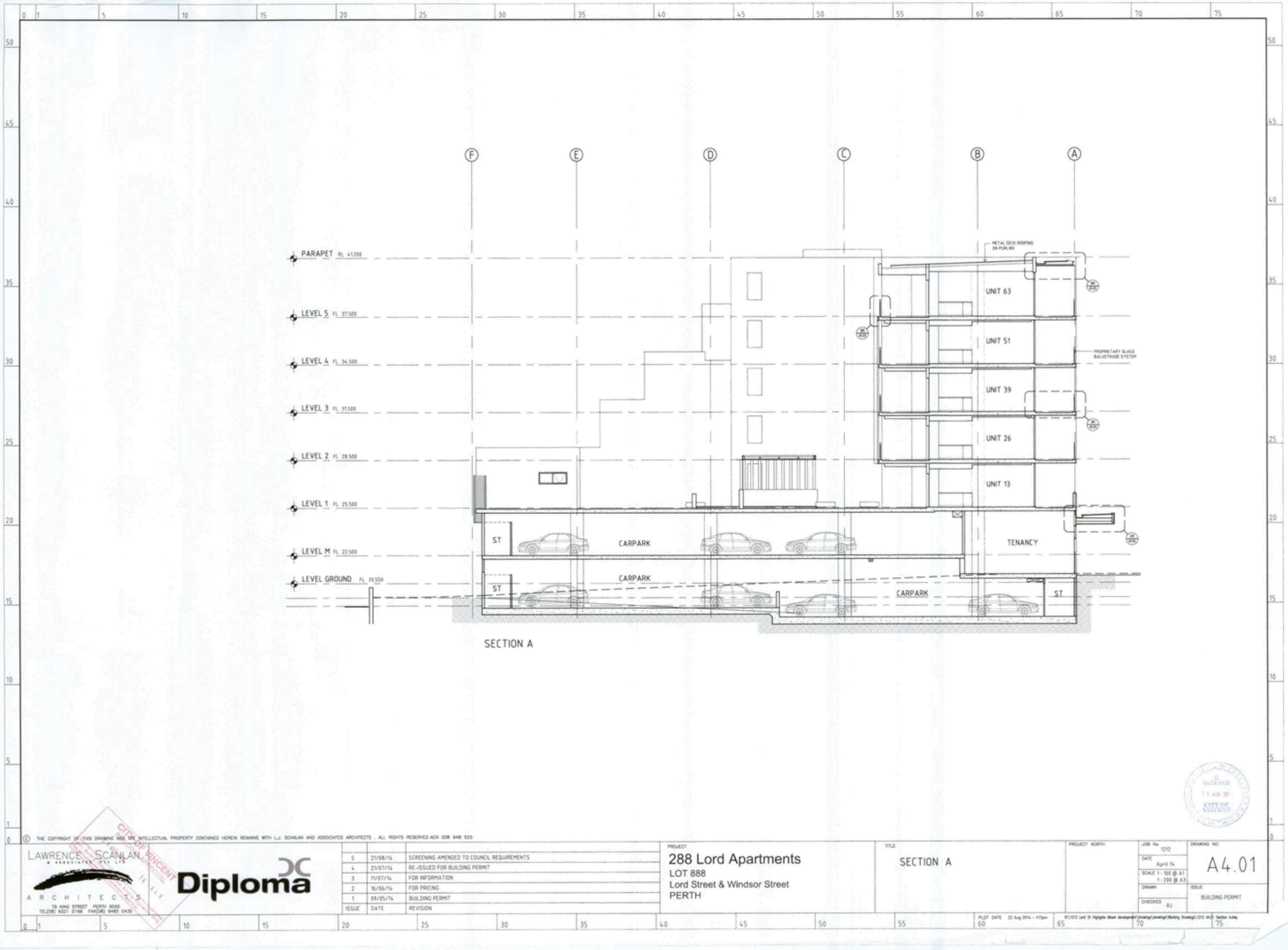

J
K
L
LEVEL 1 FL 25.500
LEVEL Mez FL 22.500
TOP OF WALL 21.200
LEVEL GROUND FL 19.500
COMPOSITE TIMBER SCREEN
RENDERED MASONRY PERIMETRE WALL (PAINTED)
ENTRY
BOUNDARY WALL ELEVATION
WINDSOR STREET
ALUMINIUM FRAMED WINDOWS
CFC SHEETING (PAINTED)
CFC SHEETING WITH EXPRESSED JOINT AS SHOWN (PAINTED)
HIGH PARAPET FL 42.000
PARAPET FL 41.200
LEVEL 5 FL 37.500
LEVEL 4 FL 34.500
LEVEL 3 FL 31.500
LEVEL 2 FL 28.500
LEVEL 1 FL 25.500
LEVEL Mez FL 22.500
LEVEL GROUND FL 19.500
250x90 PFC FRAME (PAINTED)
PROPRIETARY GLASS BALUSTRADE SYSTEM
COMPOSITE CLADDING
COMPOSITE SCREENING BATTENS
CFC CLAD STEEL FRAMED CANOPY
TOP OF WALL 31.200
LOUVER GRILLES (50% FREE AIR MIN.)
BIKE RACKS
FIRE BOOSTER
PERIMETER WALL
APARTMENT ENTRY
WINDSOR STREET ELEVATION
Active and Interactive with sheet as per Condition 2 of DA approval.
RECEIVED
CITY OF VINCENT
© THE COPYRIGHT OF THIS DRAWING AND THE INTELLECTUAL PROPERTY CONTAINED HEREIN, RESIDES WITH L.J. SCANLAN AND ASSOCIATES ARCHITECTS . ALL RIGHTS RESERVED ACN 008 948 535
LAWRENCE SCANLAN & ASSOCIATES PTY LTD
ARCHITECTS
79 KING STREET PERTH 6000
TEL(08) 9321 0188 FAX(08) 9485 0435
Diploma
ISSUE DATE REVISION
4 23/08/14 PRIVACY SCREENS AMENDED IN LINE WITH TOWN OF VINCENT COMMENTS
3 31/07/14 RE-ISSUED FOR BUILDING PERMIT
2 16/06/14 FOR PRICING
1 09/05/14 BUILDING PERMIT
PROJECT
288 Lord Apartments
LOT 888
Lord Street & Windsor Street
PERTH
TITLE
WINDSOR ST ELEVATION
PROJECT NORTH
JOB No 1212
DATE April 14
SCALE 1 : 100 @ A1
1 : 200 @ A3
DRAWN
CHECKED RJ
DRAWING NO A3.02
ISSUE BUILDING PERMIT

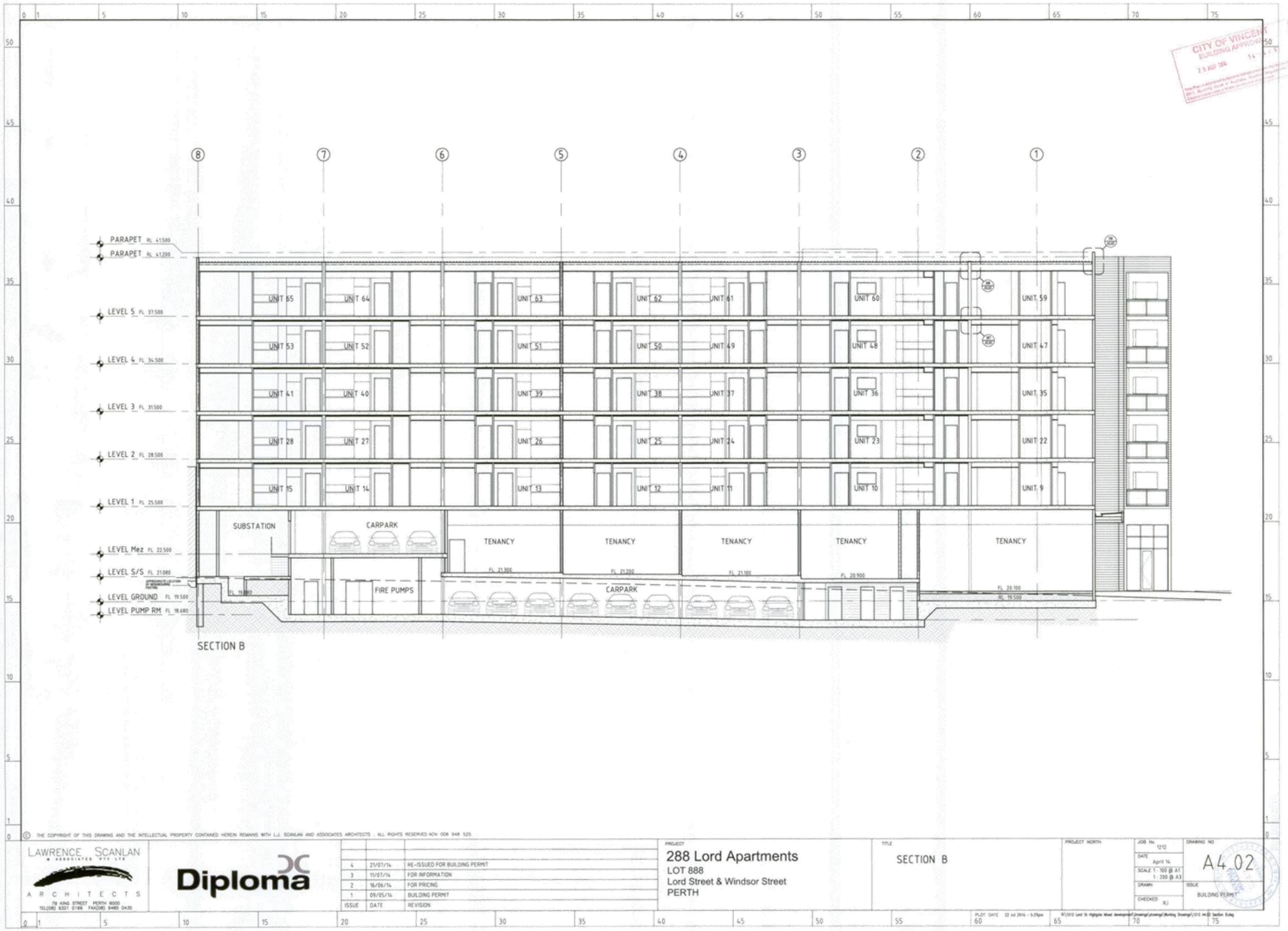

HIGH PARAPET FL 42.000
PARAPET FL 41.200
LEVEL 5 FL 37.500
LEVEL 4 FL 34.500
LEVEL 3 FL 31.500
LEVEL 2 FL 28.500
LEVEL 1 FL 25.500
LEVEL Mez FL 22.500
LEVEL GROUND FL 19.500
COMPOSITE CLADDING
250x90 PFC FRAME (PAINTED)
EXTERNAL WINDOW DRENCHER LOCATION AND NUMBER TO BE CONFIRMED BY FIRE ENGINEER
PROPRIETARY GLASS BALUSTRADE SYSTEM
PERFORATED METAL CARPORT DOOR
LOUVER GRILLES (50% FREE AIR MIN.)
PERIMETER WALL
RAMP
LANEWAY - EAST ELEVATION
RECEIVED
CITY OF VINCENT
© THE COPYRIGHT OF THIS DRAWING AND THE INTELLECTUAL PROPERTY CONTAINED HEREIN REMAINS WITH L.J. SCANLAN AND ASSOCIATES ARCHITECTS . ALL RIGHTS RESERVED ACN 008 948 525
LAWRENCE SCANLAN & ASSOCIATES PTY LTD
ARCHITECTS
79 KING STREET PERTH 6000
TEL(08) 9321 0166 FAX(08) 9481 0435
Diploma
5 21/08/14 PRIVACY SCREENS AMENDED IN LINE WITH TOWN OF VINCENT COMMENTS
4 24/07/14 NOTATION TO W02 ADDED FOR CLARIFICATION
3 21/07/14 RE-ISSUED FOR BUILDING PERMIT
2 16/06/14 FOR PRICING
1 09/05/14 BUILDING PERMIT
ISSUE DATE REVISION
PROJECT
288 Lord Apartments
LOT 888
Lord Street & Windsor Street
PERTH
TITLE
LANEWAY ELEVATION
PROJECT NORTH
JOB No 1212
DATE April 14
SCALE 1 : 100 @ A1
1 : 200 @ A3
DRAWN
CHECKED RJ
DRAWING NO A3.03
ISSUE BUILDING PERMIT

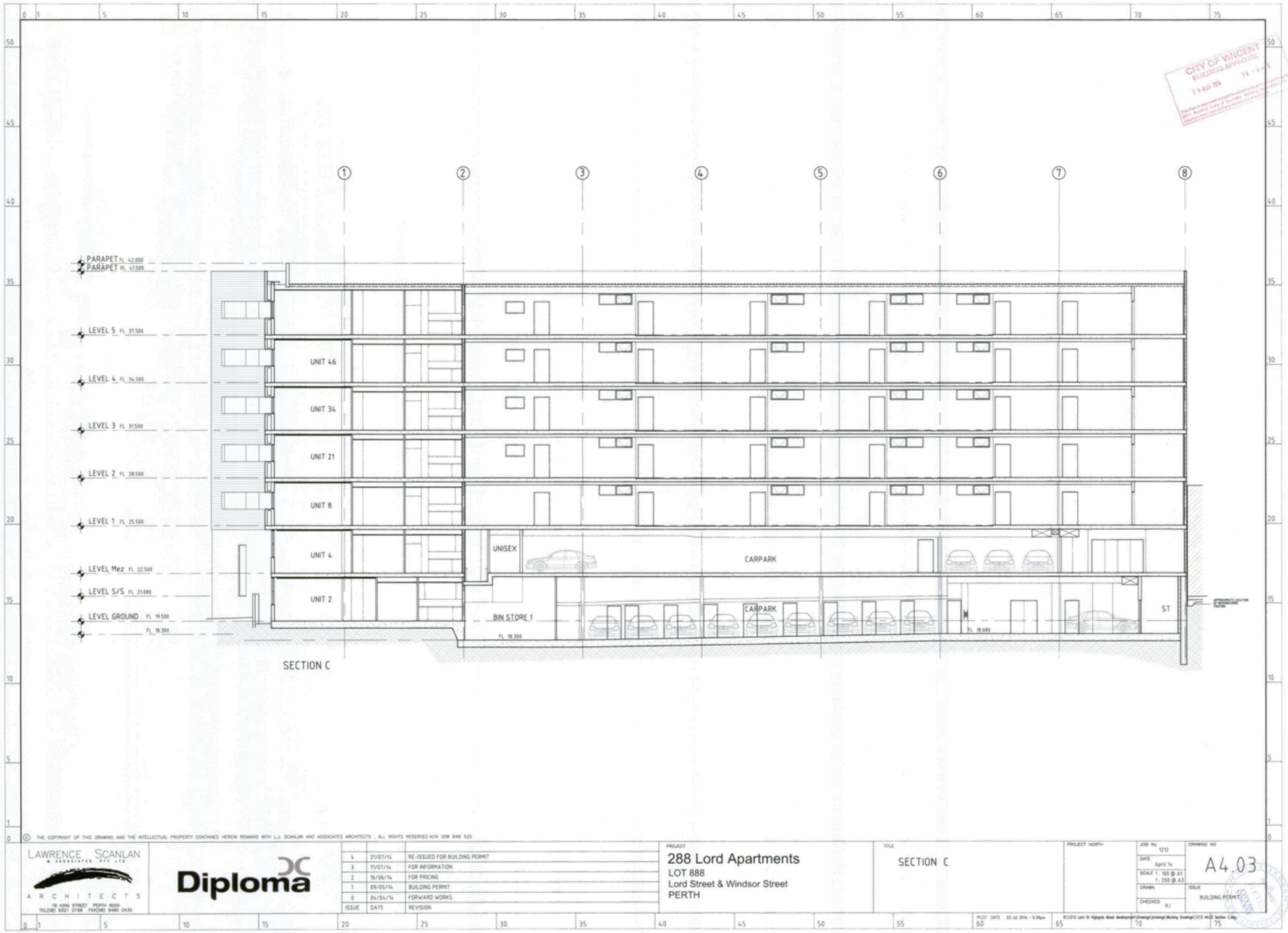


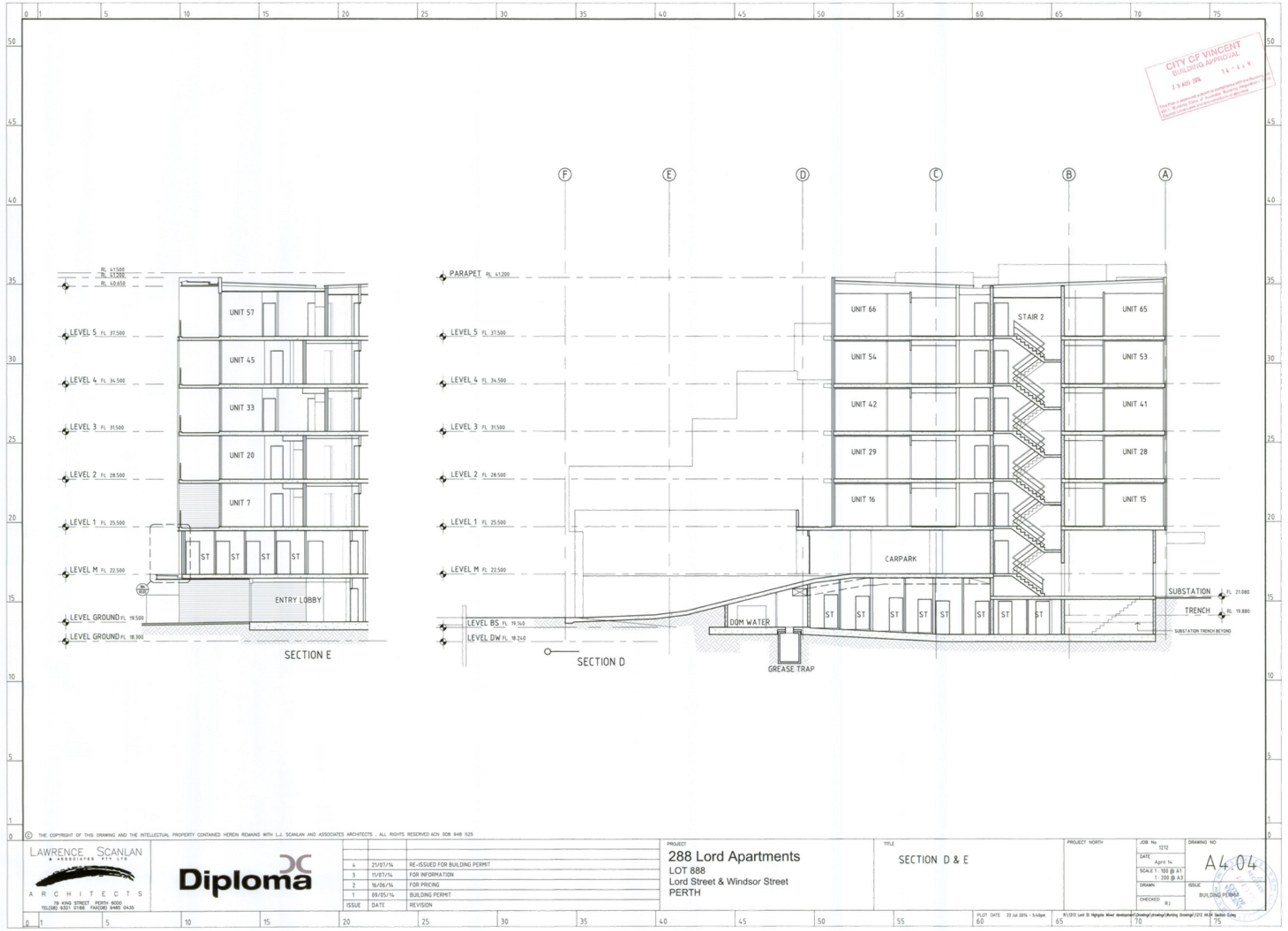
© THE COPYRIGHT OF THIS DRAWING AND THE INTELLECTUAL PROPERTY CONTAINED HEREIN REMAINS WITH L.J. SCANLAN AND ASSOCIATES ARCHITECTS . ALL RIGHTS RESERVED ACN 008 948 525


LANEWAY - EAST ELEVATION
WINDSOR STREET ELEVATION
LORD STREET ELEVATION
NORTH ELEVATION
LAWRENCE SCANLAN & ASSOCIATES PTY LTD
ARCHITECTS
Diploma
288 Lord Apartments
LOT 888
Lord Street & Windsor Street
PERTH
COLOURED ELEVATIONS
A3.05
BUILDING PERMIT
ISSUED AS PART OF BUILDING PERMIT SUBMISSION


F
E
D
C
B
A
PARAPET RL 41.200
LEVEL 5 FL 37.500
LEVEL 4 FL 34.500
LEVEL 3 FL 31.500
LEVEL 2 FL 28.500
LEVEL 1 FL 25.500
LEVEL M FL 22.500
LEVEL GROUND FL 20.550
METAL DECK ROOFING ON PURLINS
UNIT 63
UNIT 51
UNIT 39
UNIT 26
UNIT 13
PROPRIETARY GLASS BALUSTRADE SYSTEM
ST
CARPARK
CARPARK
CARPARK
TENANCY
ST
ST
SECTION A
© THE COPYRIGHT OF THIS DRAWING AND THE INTELLECTUAL PROPERTY CONTAINED HEREIN REMAINS WITH L.J. SCANLAN AND ASSOCIATES ARCHITECTS . ALL RIGHTS RESERVED ACN 008 948 525
LAWRENCE SCANLAN & ASSOCIATES PTY LTD
ARCHITECTS
79 KING STREET PERTH 6000
TEL(08) 9321 0186 FAX(08) 9485 0435
Diploma
ISSUE DATE REVISION
5 21/08/14 SCREENING AMENDED TO COUNCIL REQUIREMENTS
4 21/07/14 RE-ISSUED FOR BUILDING PERMIT
3 11/07/14 FOR INFORMATION
2 16/06/14 FOR PRICING
1 09/05/14 BUILDING PERMIT
PROJECT
288 Lord Apartments
LOT 888
Lord Street & Windsor Street
PERTH
TITLE
SECTION A
PROJECT NORTH
JOB No 1212
DATE April 14
SCALE 1 : 100 @ A1
1 : 200 @ A3
DRAWN
CHECKED RJ
DRAWING NO A4.01
ISSUE BUILDING PERMIT
RECEIVED
CITY OF VINCENT


CITY OF VINCENT
BUILDING APPROVAL
PARAPET RL 41.500
PARAPET RL 41.200
LEVEL 5 FL 37.500
LEVEL 4 FL 34.500
LEVEL 3 FL 31.500
LEVEL 2 FL 28.500
LEVEL 1 FL 25.500
LEVEL Mez FL 22.500
LEVEL S/S FL 21.080
LEVEL GROUND FL 19.500
LEVEL PUMP RM FL 18.680
UNIT 65
UNIT 64
UNIT 63
UNIT 62
UNIT 61
UNIT 60
UNIT 59
UNIT 53
UNIT 52
UNIT 51
UNIT 50
UNIT 49
UNIT 48
UNIT 47
UNIT 41
UNIT 40
UNIT 39
UNIT 38
UNIT 37
UNIT 36
UNIT 35
UNIT 28
UNIT 27
UNIT 26
UNIT 25
UNIT 24
UNIT 23
UNIT 22
UNIT 15
UNIT 14
UNIT 13
UNIT 12
UNIT 11
UNIT 10
UNIT 9
SUBSTATION
CARPARK
TENANCY
TENANCY
TENANCY
TENANCY
TENANCY
FIRE PUMPS
CARPARK
SECTION B
© THE COPYRIGHT OF THIS DRAWING AND THE INTELLECTUAL PROPERTY CONTAINED HEREIN REMAINS WITH L.J. SCANLAN AND ASSOCIATES ARCHITECTS . ALL RIGHTS RESERVED ACN 008 948 525
LAWRENCE SCANLAN & ASSOCIATES PTY LTD
ARCHITECTS
79 KING STREET PERTH 6000
TEL(08) 9321 0186 FAX(08) 9485 0430
Diploma
4 21/07/14 RE-ISSUED FOR BUILDING PERMIT
3 11/07/14 FOR INFORMATION
2 16/06/14 FOR PRICING
1 09/05/14 BUILDING PERMIT
ISSUE DATE REVISION
PROJECT
288 Lord Apartments
LOT 888
Lord Street & Windsor Street
PERTH
TITLE
SECTION B
PROJECT NORTH
JOB No 1212
DATE April 14
SCALE 1 : 100 @ A1
1 : 200 @ A3
DRAWN
CHECKED RJ
DRAWING NO A4.02
ISSUE BUILDING PERMIT


CITY OF VINCENT
BUILDING APPROVAL
PARAPET FL 42.000
PARAPET RL 41.500
LEVEL 5 FL 37.500
LEVEL 4 FL 34.500
LEVEL 3 FL 31.500
LEVEL 2 FL 28.500
LEVEL 1 FL 25.500
LEVEL Mez FL 22.500
LEVEL S/S FL 21.080
LEVEL GROUND FL 19.500
FL 18.300
UNIT 46
UNIT 34
UNIT 21
UNIT 8
UNIT 4
UNIT 2
UNISEX
BIN STORE 1
FL 18.300
CARPARK
CARPARK
FL 18.680
ST
1
2
3
4
5
6
7
8
SECTION C
© THE COPYRIGHT OF THIS DRAWING AND THE INTELLECTUAL PROPERTY CONTAINED HEREIN REMAINS WITH L.J. SCANLAN AND ASSOCIATES ARCHITECTS . ALL RIGHTS RESERVED ACN 008 948 525
LAWRENCE SCANLAN & ASSOCIATES PTY LTD
ARCHITECTS
79 KING STREET PERTH 6000
TEL(08) 9321 0186 FAX(08) 9485 0435
Diploma
4 21/07/14 RE-ISSUED FOR BUILDING PERMIT
3 11/07/14 FOR INFORMATION
2 16/06/14 FOR PRICING
1 09/05/14 BUILDING PERMIT
0 04/04/14 FORWARD WORKS
ISSUE DATE REVISION
PROJECT
288 Lord Apartments
LOT 888
Lord Street & Windsor Street
PERTH
TITLE
SECTION C
PROJECT NORTH
JOB No 1212
DATE April 14
SCALE 1: 100 @ A1
1: 200 @ A3
DRAWN
CHECKED RJ
DRAWING NO A4.03
ISSUE BUILDING PERMIT


CITY OF VINCENT
BUILDING APPROVAL
PARAPET RL 41.200
LEVEL 5 FL 37.500
LEVEL 4 FL 34.500
LEVEL 3 FL 31.500
LEVEL 2 FL 28.500
LEVEL 1 FL 25.500
LEVEL M FL 22.500
LEVEL BS FL 19.140
LEVEL DW FL 18.240
UNIT 66
UNIT 65
STAIR 2
UNIT 54
UNIT 53
UNIT 42
UNIT 41
UNIT 29
UNIT 28
UNIT 16
UNIT 15
CARPARK
SUBSTATION FL 21.080
TRENCH RL 19.880
SUBSTATION TRENCH BEYOND
DOM WATER
ST
SECTION D
GREASE TRAP
RL 41.500
RL 41.200
RL 40.650
UNIT 57
UNIT 45
UNIT 33
UNIT 20
UNIT 7
LEVEL GROUND FL 19.500
LEVEL GROUND FL 18.300
ENTRY LOBBY
SECTION E
© THE COPYRIGHT OF THIS DRAWING AND THE INTELLECTUAL PROPERTY CONTAINED HEREIN REMAINS WITH L.J. SCANLAN AND ASSOCIATES ARCHITECTS . ALL RIGHTS RESERVED ACN 008 948 525
LAWRENCE SCANLAN & ASSOCIATES PTY LTD
ARCHITECTS
79 KING STREET PERTH 6000
TEL(08) 9321 0166 FAX(08) 9485 0435
Diploma
4 21/07/14 RE-ISSUED FOR BUILDING PERMIT
3 11/07/14 FOR INFORMATION
2 16/06/14 FOR PRICING
1 09/05/14 BUILDING PERMIT
ISSUE DATE REVISION
PROJECT
288 Lord Apartments
LOT 888
Lord Street & Windsor Street
PERTH
TITLE
SECTION D & E
PROJECT NORTH
JOB No 1212
DATE April 14
SCALE 1:100 @ A1
1:200 @ A3
DRAWN
CHECKED RJ
DRAWING NO A4.04
ISSUE BUILDING PERMIT

Clause 67 – Relevant Matters to be Considered by Local Government Assessment

Clause 67 – Matters to be Considered	
Matter	**Administration Comment**
a) The aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area.	LPS2 contains broader aims applicable to the entire Scheme area, separate to objectives for each zone. LPS2 aims relevant to this proposal include: *(a) to cater for the diversity of demands, interests and lifestyles by facilitating and encouraging the provision of a wide range of choices in housing, business, employment, education, leisure, transport and access opportunities;* *(b) to protect and enhance the health, safety and general welfare of the City's inhabitants and the social, environmental and cultural environment;* *(c) to ensure that the use and development of land is managed in an effective and efficient manner within a flexible framework which –* *(i) recognises the individual character and needs of the five community precincts within the Scheme area; and* *(ii) can respond readily to change;* In summary, the proposal is inconsistent with the aims of LPS2. The site is not suitably located for the introduction of an Unhosted Short Term Rental Accommodation land use, given its context within a mixed use development in the Commercial zone and proximity to noise sensitive dwellings and uses in the adjoining Residential zone. The increased intensity and commercial nature of the proposed use, when compared to a typical dwelling, is likely to result in unreasonable impacts on the amenity of the surrounding area, particularly in relation to noise. As such, the proposal is not aligned with the objectives of the zone.
g) Any local planning policy for the Scheme area.	An assessment has been undertaken against the City's relevant local planning policies, including the Short-Term Accommodation Policy. The proposed use is not supported as it does not meet the objectives of the Short-Term Accommodation Policy, for the reasons outlined in the Comments section of this report.
m) The compatibility of the development with its setting including – (i) The compatibility of the development with the desired future character of its setting. (ii) The relationship of the development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development.	The proposed development is not considered compatible within the multiple dwelling development, as the introduction of a Unhosted Short Term Rental Accommodation land use would adversely impact the amenity of adjoining dwellings. In particular, guests of the STRA could introduce a more intensive and extended use of the outdoor living area; more than that of a typical use of long-term residence. Further, the STRA is not compatible within the surrounding residential locality. This is because the commercial nature of the use is likely to result in unreasonable noise and disturbance impacts to the surrounding residential context, and future character of Windsor Street. While the applicant has proposed management measures to address noise, these are largely reactive rather than proactive, and do not provide sufficient assurance that unacceptable levels of noise will be avoided. Further detail is provided in the Comments section of this report.
n) The amenity of the locality including the following – (i) environmental impacts of the development; (ii) the character of the locality; (iii) social impacts of the development.	

Clause 67 – Matters to be Considered	
Matter	**Administration Comment**
s) The adequacy of — (i) the proposed means of access to and egress from the site; and (ii) (ii) arrangements for the loading, unloading, maneuvering and parking of vehicles;	The subject dwelling is allocated one on-site car parking bay, a shortfall of one bay, as outlined in the Short-Term Accommodation Policy. The proposed car parking and vehicle movements generated by the use would not have an adverse impact on existing local amenity. This is because the Windsor Street contains sufficient on-street car parking for the parking any additional vehicles which may attend the STRA, as outlined within the Comments section of the report. The subject site is highly accessible via public transport and in close proximity to high frequency bus routes and East Perth Train station. The Operations Management Plan and Code of Conduct notify guests that no on-site parking is available and encourage the use of public transport to access the site.
t) The amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;	
u) The availability and adequacy for the development of the following — (i) public transport services; (ii) public utility services; (iii) storage, management and collection of waste; (iv) access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities); (v) access by older people and people with disability;	
w) the history of the site where the development is to be located	The subject site is an existing mixed use development with 26 single-bedroom dwellings and 42 two-bedroom dwellings. The subject site and direct Windsor Street context historically been used for low-scale commercial developments and permanent residential purposes. The subject site is registered on the State STRA Register but is not currently operating as an un-hosted Short-Term Rental Accommodation under the State Government's 90-day exemption. Currently there are no approved Unhosted STRAs within the subject Mixed Use development. The availability of a temporary exemption for the need to obtain development approval does not impact on the acceptability of proposal. This is because the acceptability of the proposed use must be assessed on its merits, rather than compared to short-term operation under an exemption.
y) any submissions received on the application	The key matters raised in the submissions that are relevant planning considerations have been addressed within this report. A summary of the submissions and the Applicant's response is provided in **Attachment 9**, with the Administration's response included in **Attachment 10**. While the number of submissions received for or against the proposal is not, in itself, a determining factor, the substance of the submissions is relevant to the assessment. Objections were received raising concerns relating to amenity impacts, parking, and noise. These matters are discussed in further detail throughout the Consultation section of the report.

Summary of Submissions:

The tables below summarise the objections (19), support (1) and support with comments (1) received during the advertising period of the proposal, together with the Applicant's response to each comment.

Comments Received in Support:	Applicant's Comment:
• Supported, with concerns that the proposed STRA could impact resident safety and security.	• All guests will be vetted prior to booking, including review history and identification. I will personally conduct a meet and greet on arrival to hand over keys and ensure only registered guests access the property. A 24/7 contact will be available to address any issues immediately.
• Supported, with comments that the proposed STRA would not impact the neighbouring residents, as the subject dwelling is isolated and 'stand-alone' from the adjoining dwellings. Further, the proposed STRA would be closely managed by the property managers and all guests are to be vetted prior to booking.	• Not applicable.
Comments Received in Objection:	**Applicant's Comment**
• Concerns that the proposed STRA could impact resident safety and security.	• All guests will be vetted prior to booking, including review history and identification. I will personally conduct a meet and greet on arrival to hand over keys and ensure only registered guests access the property. A 24/7 contact will be available to address any issues immediately.
• Concerns that the proposed STRA would increase the existing issues with noise and antisocial behaviour within the Multiple Dwellings.	• A strict no-party and no-event policy will apply. Quiet hours will be enforced and clearly communicated to all guests. The small scale of the accommodation (maximum 4 guests) significantly reduces the likelihood of disturbance. Any breaches will result in immediate action.
• Concerns that the proposed STRA would reduce the stability of residents and increase the turnover of 'strangers' within the Multiple Dwellings.	• The apartment is a two-bedroom dwelling with a maximum of 4 guests, typically accommodating two couples or a small family. This is a low intensity use, with all guests pre-approved and directly managed.
• Concerns to an impact on the amenity of surrounding residents with an increase of noise and disturbance. Concerns raised to this property becoming a 'party house'.	• The property will be marketed as quiet, short-stay accommodation. With strict rules, limited occupancy, and active management, it will not operate as a party house.
• Concerns to onsite parking and the non-compliance with allocated visitor and resident parking bays.	• Guests will be instructed to use only the allocated parking bay. They will be encouraged to arrive in a single vehicle or utilise public transport, which is located approximately 2 minutes from the apartment.
• Concerns raised to the proposed STRA counteracting the current housing crisis.	• We acknowledge broader housing concerns; however, this proposal relates to a single dwelling and is not considered to have a material impact on housing supply.
• Concerns to an increase in traffic and on-street parking shortages within the area.	• Due to the limited number of guests and encouragement of single vehicle use or public transport, traffic impacts are expected to be minimal and consistent with normal residential use.
• Concerns that the proposed STRA is not consistent with the approved Multiple Dwelling land use.	• The proposal remains low-scale and residential in nature, with controls in place to ensure compatibility with surrounding dwellings.

Summary of Submissions:

• Concerns that the STRA have not received Strata Approval and would not be supported by Strata or the Council of Owners.	• We acknowledge Strata approval is required and separate to this process. We will continue to engage with Strata and ensure compliance with all necessary approvals.
• Concerns to an increase in damages to communal facilities such as personal vehicles and storage units within the car park.	• Guests will be made aware of their responsibilities regarding common property. A bond will apply, and any damage will be addressed immediately.
• Concerns that the commercial land use would not be compatible with the residential nature of the mixed use development. The existing ground floor commercial tenancies are low scale and quiet land uses.	• The use will be low-impact and managed to ensure compatibility with both residential and existing uses within the area. We also note that Windsor Street accommodates a number of established community and non-residential uses, including the Polly Farmer Foundation, St Francis Xavier Catholic Church, Pyramid Group, and the Legion of Mary Edel Quinn Centre. These uses contribute to regular activity within the locality. In addition, the complex itself has facilitated resident gatherings within common property areas, including a recent meet-and-greet event held adjacent to the courtyard of this apartment. This demonstrates that the immediate environment already accommodates a reasonable level of communal activity. In this context, the proposed short-stay accommodation, being limited to four guests and actively manage, is considered consistent with the existing character of the locality and is not expected to result in impacts beyond what is already experienced within the development.
• Concerns to the information and guidance provided within the Operations Management Plan/ Code of Conduct (i.e. smoking).	• A strict Code of Conduct will be in place, covering behaviour, noise, smoking, and use of the property. This will be provided to all guests prior to arrival and reinforced during check-in.
• Concerns that the orientation of the outdoor living area would project noise into the Residential zone and impact surrounding residents.	• Use of outdoor areas will be limited during evening hours, and guests will be required to comply with quiet hour restrictions to minimise any potential impact on neighbouring properties.

Summary of Submissions:

The tables below summarise the objections (19), support (1) and support with comments (1) received during the advertising period of the proposal, together with the Administration's response to each comment.

Comments Received in Support:	Administration Comment:
Supported, with concerns that the proposed STRA could impact resident safety and security.	The proposed operations would invite guests to book a minimum of 2 nights per stay. The applicant has detailed within the Code of Conduct and Operations Management Plan that secure orderly screening and ID checks to be conducted prior to stay.
Supported, with comments that the proposed STRA would not impact the neighbouring residents, as the subject dwelling is isolated and 'stand-alone' from the adjoining dwellings. Further, the proposed STRA would be closely managed by the property managers and all guests are to be vetted prior to booking.	• The subject dwelling is located within a Multiple Dwelling complex and is not stand-alone or isolated. The subject dwelling includes shared walls and ceilings with adjoining dwellings and requires access through communal areas. • While the applicant has provided the relevant management measures, and the proposed STRA may be closely managed by the property manager, management measures cannot reduce the impacts of the dwelling design, location and access. The impacts of the STRA within the Multiple Dwelling complex cannot be adequately minimised, and the amenity impacts of the STRA on immediately adjoining residents cannot be satisfactorily mitigated.

Comments Received in Objection:	Administration Comment:
Concerns that the proposed STRA could impact resident safety and security.	As detailed above.
Concerns that the proposed STRA would increase the existing issues with noise and antisocial behaviour within the Multiple Dwellings.	• The subject dwelling is located within a Multiple Dwelling complex with shared walls, floors and ceilings adjoining other dwellings. The dwelling also contains two outdoor living areas, including a courtyard that directly abuts the shared communal garden area and a balcony orientated toward the Residential zone. Given this proximity, the use of the site as an unhosted Short Term Rental Accommodation (STRA) is likely to result in undue amenity impacts, particularly from noise generated by guests. The layout of the site and its relationship to neighbouring dwellings increases the likelihood of conflict, which cannot be adequately mitigated through management measures alone. • While the applicant has proposed management measures and restricted useable hours for the outdoor living areas to limit noise impacts during sensitive periods, these measures are not considered sufficient. The location and close proximity of the outdoor living areas to adjoining sensitive receivers means that noise and amenity impacts cannot be satisfactorily minimised or mitigated.
Concerns that the proposed STRA would reduce the stability of residents and increase the turnover of 'strangers' within the Multiple Dwellings.	As discussed above, while the Operations Management Plan & Code of Conduct provide for guest screening and vetting prior to booking, the proposal would introduce short-stay visitor accommodation with regular guest turnover and transient occupancy patterns. These patterns are materially different from permanent residential use and are not compatible with the established character of the locality.

Summary of Submissions:

Comments Received in Objection:	Administration Comment:
Concerns to an impact on the amenity of surrounding residents with an increase of noise and disturbance. Concerns raised to this property becoming a 'party house'.	Potential noise and amenity impacts on surrounding residents are discussed above and are addressed in further detail within the Comments section of this report.
Concerns to onsite parking and the non-compliance with allocated visitor and resident parking bays.	The Parking Management Plan demonstrates adequate surrounding on-street parking availability and access to alternative transport modes, and Administration is satisfied with the final submission. The site is within 138 metres of high-frequency bus services on Lord Street and approximately 550 metres from East Perth Train Station, providing direct connections to Elizabeth Quay Station and the Perth CBD, thereby offering realistic alternatives to private vehicle use.
Concerns raised to the proposed STRA counteracting the current housing crisis.	Administration acknowledges the broader community concern regarding housing availability. In this instance, the proposed use for short-term accommodation must be considered as submitted. The potential for the site to be used for an alternative purpose, such as permanent residential housing, is not to be considered under Clause 67 of the Planning Regulations.
Concerns to an increase in traffic and on-street parking shortages within the area.	Windsor Street contains 61 on-street car parking bays and is subject to two-hour parking restrictions (2P) between 8:00am and 5:30pm, Monday to Friday; with additional restrictions during event periods. Should guests arrive in an additional vehicle, as contemplated by the Short Term Accommodation Policy, the City is satisfied that there would be sufficient on-street car parking opportunity within the Windsor Street context.
Concerns that the proposed STRA is not consistent with the approved Multiple Dwelling land use.	STRA is a discretionary use within the Commercial Zone, as are Multiple Dwellings. Accordingly, the City has exercised the same level of discretion in its assessment of both the existing and proposed land uses. Notwithstanding this discretion, the City is not satisfied that the addition of STRA would not result in a detrimental impact on the amenity of residents within the existing Multiple Dwelling complex or the surrounding residential locality.
Concerns that the STRA have not received Strata Approval and would not be supported by Strata or the Council of Owners.	• Development Approval is separate from Strata Approval and one does not override the other. Accordingly, an approval under the City's planning framework would not negate the need for separate approval under the applicable Strata By-Laws, and vice versa. • This is because the City's planning framework determines applications under the *Planning and Development (Local Planning Schemes) Regulations 2015* and Strata Approvals are reviewed and approved under the relevant Strata By-Laws, subject to the site.

Summary of Submissions:

Comments Received in Objection:	Administration Comment:
Concerns to an increase in damages to communal facilities such as personal vehicles and storage units within the car park.	• As discussed above and outlined within the Operations Management Plan & Code of Conduct, guests are required to provide ID verification and are subject to screening and vetting prior to their stay. • The Operations Management Plan & Code of Conduct do not permit guests to use the communal garden areas of the multiple dwelling development. The proposal seeks approval for a STRA contained within the subject dwelling, with access via the development entry and/or the car parking area. • Notwithstanding these measures, the City maintains concerns regarding the potential amenity impacts on neighbouring properties. In particular, the frequency of guest turnover may result in increased vehicle movements and the potential for unmonitored use of communal areas within the multiple dwelling development. • The City maintains concerns regarding the potential amenity impacts on neighbouring properties. In particular the frequency of guest turnover may lead to increased vehicle movements and unmonitored use of the communal garden areas within the Multiple Dwelling development.
Concerns that the commercial land use would not be compatible with the residential nature of the mixed use development. The existing ground floor commercial tenancies are low scale and quiet land uses.	• Administration have considered the potential non-residential impacts of the proposal in accordance with Clause 67(m)(n) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, which requires consideration of the social impacts and amenity impacts of a development. • In this instance, it is acknowledged that a frequent turnover of short stay Guests may affect the sense of community and neighbour familiarity within a predominantly permanent residential area. While social cohesion is not a standalone planning objective, the broader social implications, such as impacts on neighbourhood character and residential amenity have been considered as part of the overall assessment of the proposal. The impact of a non-residential land use within this location is discussed further in the Comments section of this report.
Concerns to the information and guidance provided within the Operations Management Plan/ Code of Conduct (i.e. smoking).	The Operations Management Plan & Code of Conduct have been provided in accordance with the City's Short Term Accommodation Policy. The STRA is required to operate in accordance with these documents, including provisions relating to smoking, pets, and other house rules, in addition to any applicable Strata By-Laws or Rules.
Concerns that the orientation of the outdoor living area would project noise into the Residential zone and impact surrounding residents.	The City acknowledges the amenity impacts of the location and orientation of the STRA to the Residential zone. The amenity impacts are discussed further in the Comments section of the report.

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

5.3 OUTCOMES OF ADVERTISING OF DRAFT LOCAL PLANNING POLICY: TREES OF SIGNIFICANCE, AND ADVERTISING OF PROPOSED AMENDMENT NO. 15 TO LOCAL PLANNING SCHEME NO. 2 AND DRAFT LOCAL PLANNING POLICY: REGULATED & SIGNIFICANT TREES

Attachments:

1. Advertised Local Planning Policy: Trees of Significance
2. Amendment No. 15 to LPS2
3. Draft Local Planning Policy: Regulated & Significant Trees
4. Summary of Submissions Draft Local Planning Policy: Trees of Significance
5. Decision-Making Considerations Since February 2025
6. Overview of Local Planning Policy - Regulated & Significant Trees
7. Example Tree Pathways

RECOMMENDATION:

That Council:

1. **RESOLVES not to proceed with draft Local Planning Policy: Trees of Significance as included in Attachment 1, pursuant to Clause 4(3)(b)(iii) of the *Planning and Development (Local Planning Schemes) Regulations 2015;***

2. **PREPARES Amendment No. 15 to Local Planning Scheme No. 2 as included in Attachment 2 for the purposes of community consultation, pursuant to section 75 of the *Planning and Development Act 2005*;**

3. **CONSIDERS Amendment No. 15 to Local Planning Scheme No. 2 to be a standard amendment pursuant to Clause 35(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* as the amendment:**

   - **Would not result in significant environmental, social, economic or governance impacts on land in the scheme area; and**
   - **Is not considered a complex or basic amendment;**

4. **AUTHORISES the execution of Amendment No. 15 to Local Planning Scheme No. 2 included in Attachment 2 in accordance with the City's Execution of Documents Policy;**

5. **SUBMITS Amendment No. 15 to Local Planning Scheme No. 2 to the Western Australian Planning Commission for a recommendation to the Minister for Planning to approve the proposed amendment for advertising pursuant to Clauses 46A and 46B of the *Planning and Development (Local Planning Schemes) Regulations 2015*;**

6. **Subject to receiving approval from the Minister for Planning PROCEEDS to advertise Amendment No. 15 to Local Planning Scheme No. 2 pursuant to Clause 47 of the *Planning and Development (Local Planning Scheme) Regulations 2015*;**

7. **PREPARES a notice of amendments for draft Local Planning Policy: Regulated & Significant Trees included in Attachment 3 for the purpose of community consultation, in accordance with Clauses 5 and 87 of the *Planning and Development (Local Planning Schemes) Regulations 2015*; and**

8. **NOTES that:**

   - **In accordance with Section 81(2) of the *Planning and Development Act 2005*, Amendment No. 15 to Local Planning Scheme No. 2 is not required to be referred to the Environmental Protection Authority.**

     This is because Amendment No. 15 modifies an existing provision relating to the administration of Local Planning Scheme No. 2 so that development approval is required

for works to, or the removal of, regulated trees on private land identified through a local planning policy, in addition to trees listed on the City's Significant Tree Inventory;

- **Public notice of Amendment No. 15 to Local Planning Scheme No. 2 and Local Planning Policy: Regulated & Significant Trees will be undertaken concurrently;**
- **Any submissions received during the advertising period would be presented to Council for consideration; and**
- **Local Planning Policy: Regulated & Significant Trees would not be implemented until Council has considered any submissions and approved it following advertising, and Amendment No. 15 to Local Planning Scheme No. 2 has been approved by the Minister for Planning following advertising and gazetted.**

EXECUTIVE SUMMARY:

The City's existing approach to tree retention is voluntary and relies on landowners listing trees on the Inventory. This has limited reach, with only nine properties currently listed.

Outside of the Inventory, LPS2 does not require development approval for works to trees. This means that trees can be removed without any planning assessment of whether they should be retained, whether the development could be designed around them, or whether replacement planting should be required.

An updated Trees of Significance Policy (**Attachment 1**) was advertised in early 2025 and aimed to encourage a greater uptake of the Inventory by making it simpler and easier for nominations to be made and providing incentives to support balancing tree retention with future development opportunities.

Since consultation closed, Administration has reviewed matters that support moving beyond the advertised policy. This includes:

- A recent SAT decision that reinforced the role of local planning policy in guiding when tree works may require development approval and how discretion should be exercised.
- Council established targets for increased canopy and mature retention through the Enhanced Environment Strategy in August 2025.
- A continued lack of uptake of incentives that rely on the Inventory.

That review has shown that the advertised Trees of Significance Policy would improve the existing nomination process but would still not have enough reach on its own.

This is because it would continue to rely on landowners voluntarily nominating trees for the Inventory, meaning most large mature trees on private land would remain outside the planning assessment process.

Consultation also showed that the community feedback is not simply support or opposition. Submissions raised three broad themes:

1. Support for stronger tree retention measures – including broader and stronger planning assessment of tree removal, improved canopy protection, financial assistance, easier nominations and maintenance exemptions.

2. Concern about private property impacts – including third-party nominations, landowner consent, maintenance costs, development potential, neighbour disputes and perceived over-regulation.

3. Need for clear information to support implementation – including how maintenance pruning and public safety exemptions would work, how development standards may be varied, how arborist advice would be used, and how unauthorised works would be managed.

Administration recommends that Council not proceed with the advertised draft Trees of Significance Policy and instead progress a broader approach through Amendment No. 15 to LPS2 and draft Local Planning Policy: Regulated & Significant Trees.

This approach would combine two related pathways:

- Regulated Trees — Large mature trees captured by size, being trees that are 8 metres or greater in height or have a canopy width of 6 metres or greater. These trees would not need to be nominated to be captured by the policy.

- Significant Trees — Trees listed on the Trees of Significance Inventory because of cultural or ecological significance. This pathway would be retained, but nominations would not progress without primary owner approval.

This means the City would move from a narrow “listed tree only” model to a broader “regulated tree plus significant tree” model.

Amendment No. 15 is required because LPS2 currently limits the City’s ability to require development approval for works to trees that are not listed on the Inventory.

Progressing Amendment No. 15 would allow the City to require development approval for works to Regulated Trees, as identified through the draft Regulated & Significant Trees Policy, guiding which trees are captured, what exemptions apply, and how applications for tree damaging activity would be assessed.

The proposed approach does not create an absolute prohibition on tree removal. It would bring the removal of large mature trees into the planning assessment process, so the City can consider tree health, safety, streetscape value, environmental value, site layout, design alternatives, replacement planting and whether the tree can practically be retained as part of a development before a tree is removed.

Council is not being asked to finally adopt the new controls at this meeting. Council is being asked to start the statutory process for community consultation. The new framework would only operate after consultation, further Council consideration, Ministerial approval of Amendment No. 15 and gazettal.

PURPOSE OF REPORT:

For Council to consider:

1. The outcomes of community consultation of draft Local Planning Policy: Trees of Significance (draft Trees of Significance Policy, **Attachment 1**), and whether to proceed with that policy.

2. Preparing Amendment No. 15 to Local Planning Scheme No. 2 (LPS2, **Attachment 2**) and the draft Local Planning Policy: Regulated & Significant Trees (Regulated & Significant Trees Policy, **Attachment 3**) for the purpose of community consultation.

Administration recommends that Council not proceed with the advertised draft Trees of Significance Policy.

Instead, Council is recommended to progress a broader approach through Amendment No. 15 to LPS2 and draft Local Planning Policy: Regulated & Significant Trees:

- Amendment No. 15 is required because LPS2 currently only requires development approval for works to trees listed on the Trees of Significance Inventory (Inventory).

  This would allow the City to require development approval for works to Regulated Trees, as identified through the draft Regulated & Significant Trees Policy.

- The draft Regulated & Significant Trees Policy would then guide how the new framework operates, including which trees are captured, what exemptions apply, and how applications for tree damaging activities would be assessed.

  Regulated Trees would include trees that are 8 metres or greater in height or have a canopy width of 6 metres or greater, consistent with WALGA’s Model Policy Template.

DELEGATION:

In accordance with Clause 35 of the *Planning and Development (Local Planning Scheme) Regulations 2015* (the Regulations), a local government may make an amendment to a local planning scheme. Clause 5 of the Regulations allows the local government to make an amendment to a local planning policy.

The *Local Government Act 1995* states the term 'local government' refers to the elected Council.

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

BACKGROUND:

Vincent Current Tree Preservation Framework

The Inventory is established under LPS2 and is supported by Policy No. 7.6.3 – Trees of Significance (Policy No. 7.6.3).

The purpose of the Inventory is to protect trees with historical, cultural, aesthetic or horticultural significance. It currently includes trees located on nine privately-owned properties and 19 locations within the public realm.

Policy No. 7.6.3 outlines the tree nomination process, financial assistance that may be provided by the City, and guidance on how works affecting trees listed on the Inventory should be undertaken.

Currently under LPS2, development approval is only required for any works, including removal or pruning, to a tree that is listed on the Inventory. Approval cannot be required for any works to any other trees without this clause being modified.

The most recent Urban Canopy Dashboard data published by the State Government in 2025 shows that:

- Vincent had a total canopy cover of 14% canopy cover.
- Of this 9% of canopy cover was provided on private land, and 19% on public land.
- On private land trees with a height of 8 metres or greater contributed to 3% of canopy cover.

Tree canopy on private land will continue to be challenged as Vincent experiences increased urban infill to meet its State Government target of 11,500 new homes by 2050.

Notice of Motion

In March 2024 Council approved a Notice of Motion (NOM) that:

1. *NOTES the critical role that tree canopy plays in making cities liveable, reducing the urban heat island effect and providing a habitat for local flora and fauna; and*

2. *REQUESTS that the City:*

   2.1 *Prioritises the progress of planning controls to ensure greater protection of trees and canopy provision on private land; and*

   2.2 *Advocates to the Western Australian Planning Commission and Minister for Planning for greater protection of trees on private land.*

An update on the NOM and other complementary actions progressed by Administration is below:

Planning Controls
In Progress • Council approved the draft Trees of Significance Policy in December 2024 for the purposes of advertising to increase the number of trees included on the Inventory. • Council approved amendments to Local Planning Policy: Built Form in December 2025. This includes additional landscaping and tree planting standards for residential development. This is awaiting approval by the Western Australian Planning Commission (WAPC) before it can be implemented. • Council approved the draft Local Planning Policy: Sustainable Design in August 2025 for the purposes of advertising. This provides incentives for developments to include increased landscaping and tree planting. Administration is currently considering further changes to this policy following advertising. • The review of LPS2 has commenced and will further consider opportunities to require the retention of trees through subdivision. A draft LPS2 is intended to be presented to Council for approval to advertise in the first half of 2027.

Completed • Expansion of GreenTrack in February 2025 which provides a $200 refund incentive for eligible development applications that retain a significant existing tree, alongside access to free design advice and priority assessment for those applications.
Advocacy
• Made a submission to inform State Government's Urban Greening Strategy in May 2024. This was released in January 2026. • Participated in WALGA's Planning Advisory and Urban Forest Working Groups advocating for greater tree protection since March 2024. • Led the preparation of briefing and scoping papers for the Perth Inner-City Group to advocate for reform to the planning framework to support tree retention in April 2024.

Review of Policy 7.6.3 & Draft Local Planning Policy: Trees of Significance

In response to this NOM, Council approved amendments to Policy No. 7.6.3 for the purpose of advertising in December 2024, including renaming this to the Trees of Significance Policy.

At the time it was prepared and advertised, this was intended to continue to support the existing LPS2 provision for the retention of Significant Trees on private land by providing:

- A clearer and simpler pathway to support increased nominations and listings of trees on the Inventory.
- Greater support for new nominations, including opportunities of nominations by a third party.
- Improved guidance to encourage the retention of Significant Trees as part of new developments and redevelopment/extensions.

OUTCOMES OF ADVERTISING – DRAFT TREES OF SIGNIFICANCE POLICY

Consultation

Community Consultation

Community consultation for the draft Trees of Significance Policy occurred for 22 days from 23 January 2025 to 14 February 2025, in accordance with the City's Community and Stakeholder Engagement Policy.

The method of advertising included a survey on Imagine Vincent and:

- 736 letters sent to owners of properties that either currently have a tree included on the Inventory or with large or mature trees identified by Administration that have potential to be included on the Inventory in the future.
- Notices published at the City's Administration Building and Library and in PerthNow on 25 January 2025.
- Promotion on the City's social media on 30 January 2025, in the City's fortnightly e-news on 23 January 2025, and in the City's monthly business e-news on 30 January 2025 and 13 February 2025.
- Notification sent to key stakeholders including the Western Australian Tree Canopy Advocates (WATCA), Australian Institute of Landscape Architects, and Arboriculturist Association of Western Australia, Housing Institute of Australia and Urban Development Institution of Australia.

At the conclusion of this period a total of 81 submissions were received, including a submission from WATCA. Of these 72 were submitted through Imagine Vincent and nine were submitted separately through emails or letters.

A summary of the outcomes of consultation is provided below and relate to three broad themes:

1. Support for stronger tree retention, including support for canopy protection, financial assistance, easier nominations, maintenance exemptions and stronger planning assessment of tree removal.

2. Concern about private property impacts, including concerns about third-party nominations, landowner consent, maintenance costs, development potential, neighbour disputes, property rights and perceived over-regulation.

3. Need for clearer supporting information to assist with implementation, including how maintenance pruning and public safety exemptions would work, how development standards may be varied, how arborist advice would be used, and how unauthorised works would be managed.

Imagine Vincent Data	Key Comments from All Submissions
Third Party Significant Tree Nominations	
Support for Third Party Nominations to Inventory • Yes – 58% • No – 35% • Unsure – 7%	Comments in Objection • Third party nominations are not supported because landowners should have control of their land and nominations may be made for vexatious reasons. • Landowners should be the only party that can nominate and/or approve nominations. *Note: Written comments in support were not received.*
Incentives for Significant Tree Nominations	
Removing Arborist Report Requirement for Nomination • Support – 74% • Don't Support – 15% • Unsure – 11% Provide Annual Funding for Trees on Inventory • Support – 92% • Don't Support – 7% • Unsure – 1% Departures from Development Standards to Retain a Tree on Inventory • Support – 53% • Don't Support – 12% • Unsure – 35%	Comments in Support • Financial support to maintaining a Significant Tree is important due to ongoing arborist and maintenance costs. • Supportive for not requiring an arborist report to nominate, and development standards variations to provide design flexibility. Comments in Objection • Development incentives shouldn't result in an overdevelopment or impact on a neighbouring property. • Financial and maintenance incentives are not enough. General Comments • The benefits of trees should be communicated by the City as part of ongoing education. • Financial support should be increased including additional maintenance assistance and discounted rates. • Development incentives should be clear so that developers are incentivised to design new buildings around trees.
Exempt Works	
Public Safety Maintenance Works • Support – 71% • Don't Support – 10% • Unsure – 19% Maintenance Pruning • Support – 79% • Don't Support – 10% • Unsure – 11%	Comments in Support • Pruning and maintenance exemptions have improved and could go further. Comments in Objection • Maintenance exemptions may result in deliberate or unintended tree deaths. • Exemptions for public safety should be determined by qualified arborists.
Key General Comments	
• 28% of submissions identified the need for greater policy requirements to better retain and improve canopy on private land. This included support for adopting the WALGA Model Policy Template. • 11% of submissions were concerned on the overreach of tree retention into private property rights and the impact on property values and meeting housing demands.	

A summary of all submissions received, and Administration's response is included in **Attachment 4**.

Administration Recommendation to Not Progress with Draft Trees of Significance Policy

Following advertising Council has three options available for the draft Trees of Significance Policy (**Attachment 1**) under the Regulations to either proceed without modification, proceed with modification, or to not to proceed.

Administration recommends not proceeding with the advertised draft Trees of Significance Policy.

Need for a New Approach

At the time the draft Trees of Significance Policy was approved for advertising, Administration recommended an approach which sought to retain the protection of trees through the Inventory.

This was more focused on incentives and sought to widen the scope for nominations and simplify the process to increase the number of listed trees.

Administration did not recommend progressing with a more regulation-focussed approach based on the WALGA Model Policy Template due to its conflict with LPS2, and uncertainty over its validity and strength in planning decisions.

Since advertising finished in February 2025 there have been a number of shifts that are outlined in **Attachment 5** and are summarised as:

- Policy Need – A policy is capable of and needed to guide when the removal of trees should be regulated through a development application and establish criteria and objectives to support decision-making.

- Enhanced Environment Strategy – Achieving the Council-adopted targets for increased canopy coverage and mature tree retention on private property requires a broader scope than could be achieved through the narrow scope of the Inventory.

- Incentives Uptake – The low number of trees listed on the Inventory over its 27 year operation and lack of uptake in incentives such as financial support for maintenance for these trees.

PROPOSED NEW APPROACH TO TREE RETENTION ON PRIVATE LAND

Administration recommends a new approach which is more pragmatic and provides broader guidance for retaining mature trees beyond those listed on the Inventory.

In practical terms, the approach would shift the City from a narrow “listed tree only” model to a broader “regulated tree plus significant tree” model.

This would support the City achieving its canopy coverage targets by combining both the WALGA Model Policy Template and existing Trees of Significance approaches and would mean:

1. Development approval would be required for a tree damaging activity (including removal) to a Regulated Tree that has a height of 8 metres or greater and/or a canopy width of 6 metres or greater.

   This would apply irrespective of whether the tree is listed on the Inventory.

2. The Inventory would be retained to capture trees that are culturally or ecologically significant, irrespective of their height or canopy width.

   This means that trees could be included on and protected through the Inventory where they have broader significance but do not meet the Regulated Tree size threshold.

This would be implemented through Amendment No. 15 to LPS2 and the draft Regulated & Significant Trees Policy.

Outline of Amendment No. 15 to Local Planning Scheme No. 2

Amendment No. 15 is the legal mechanism needed to make the draft Regulated & Significant Tree Policy work. Without this LPS2 would still limit when development approval is required for works to trees.

Clause 61(1) of LPS2 currently provides that development approval is not required for works to remove, destroy or interfere with a tree, unless it is listed on the Inventory.

This wording means that the City would not be able to implement the draft Regulated & Significant Trees Policy, which would more broadly require development approval for works to a tree that has a height of 8 metres and/or a canopy width of 6 metres beyond those that are on the Inventory.

Amendment No. 15 to LPS2 (**Attachment 2**) is necessary to expand this clause to capture both Regulated Trees under the draft Regulated & Significant Trees Policy and Significant Trees that are on the Inventory as follows (emphasis added):

Clause 61(1) – Development approval is not required for works if:

(a) the works are of a class specified in Column 1 of an item in the Table; and

(b) if conditions are set out in Column 2 of the Table opposite that item – all of those conditions are satisfied in relation to those works.

	Column 1 Works	***Column 2 Conditions***
1A.	*Works to remove, destroy or interfere tree(s).*	*(a) The tree is not listed on the City of Vincent Trees of Significance Inventory.* *(b) <u>The tree is not a regulated tree under the local government's local planning policy with respect to tree retention, and does not require approval under that policy.</u>*

Once this wording is updated it would mean that the draft Regulated & Significant Trees Policy could be implemented to require development approval for trees beyond those on the Inventory.

Outline of Draft Local Planning Policy: Regulated & Significant Trees

The draft Regulated & Significant Trees Policy **(Attachment 3**) would combine the previously advertised draft Trees of Significance Policy with the WALGA Model Policy Template approach to better regulate trees on private land, operating through two related pathways:

- The Regulated Tree pathway applies automatically where a tree meets the size threshold. No nomination is needed.

- The Significant Tree pathway applies where a tree has cultural or ecological significance and is listed on the Inventory. This pathway would continue to rely on owner support before a nomination progresses.

Together, these pathways allow the City to consider both large mature canopy trees and trees that may be important for reasons other than size.

This is further described below, and a detailed overview is included in **Attachment 6**.

Theme	**Local Planning Policy: Regulated & Significant Trees Summary**
Policy Application	Would apply to: • Regulated Trees which have a height of 8 metres and/or canopy width of 6 metres. No nomination is required for these trees consistent with the WALGA Model Template. • Significant Trees which have cultural and/or ecological significance and may be nominated for inclusion on the Inventory. This would include trees which have aboriginal cultural heritage value, recognised historic or commemorative value, or is a species which is threated, uncommon or provides known habitat or food sources for (such as those for Black Cockatoos).
Approval Requirements	• Development approval would be required for works to or removal of Regulated and Significant Trees. • Exemptions are also included for works such as maintenance pruning or removal of dead or diseased wood.
Assessment Criteria	• Criteria to be assessed for development applications to remove Regulated or Significant Trees consistent with the WALGA Model Template. These include the characteristics of the trees, the street and ecological value, the site layout and development design, and safety and risk. • This also allows for circumstances where a tree cannot reasonably be retained because of its location, condition, safety risk or the practical redevelopment of the site. These matters would be required to be properly assessed before removal.

Theme	Local Planning Policy: Regulated & Significant Trees Summary
	Where this is the case and approval is granted for tree removal, two replacement trees would be required to be planted that can reach a similar size at maturity. • Departures from deemed-to-comply standards of the R Codes can be supported to encourage a site responsive design that can retain a Regulated or Significant Tree.
Trees of Significance Inventory Administration	• Trees can be nominated for the Inventory by any person but would not proceed without the landowner's approval. • Owners of a tree on the Inventory may receive financial assistance from the City to maintain that tree, including the preparation of an arborist report. The City may also waive development application fees.

Example approval requirement pathways for Regulated and Significant Trees are provided in **Attachment 7.**

Key Differences in Approach

The new approach would mean:

- Less Voluntary Approach – Whereas the current Inventory relies on voluntary nominations, the draft Regulated & Significant Trees Policy would automatically apply to trees which meet the size threshold for a Regulated Tree.

- Broader Scope – A significantly larger reach to requiring development approval before trees can be removed, from nine properties currently on the Inventory to an estimated 3,000 properties which would have trees that meet the Regulated Tree criteria.

- Decision-Making Guidance – Provides policy objectives and standards to guide the assessment of applications that propose the removal of Significant or Regulated Trees. These aim to enable infill development by supporting site-responsive design to retain mature trees, while also recognising that there may be instances where tree removal is unavoidable.

The draft Regulated & Significant Trees Policy would not create an absolute prohibition on tree removal. A local planning policy guides decision-making and the exercise of discretion. It does not predetermine the outcome of every application.

Its practical effect would be to bring the removal of large mature trees into the planning process before removal occurs. This allows the City to consider tree health, safety, streetscape value, environmental value, site layout, design alternatives, replacement planting and the need for site-responsive redevelopment.

This provides a stronger opportunity to retain mature canopy than the current Inventory-only approach, while still allowing urban infill development that has been considered on its planning merits.

How the Recommended Approach Responds to Consultation Themes

The recommended approach has been informed by the key themes raised during consultation. The table below summarises what was heard and how the proposed Regulated & Significant Trees Policy responds:

What We Heard Through Consultation	Draft Significant & Regulated Tree Response
Third-Party Nominations	
Support for broader nomination opportunities, but objections focused on private property rights, neighbour conflict and nominations being made without landowner support.	Retains the ability for third party nominations, but this would not progress without primary owner approval.
Voluntary Approach Limitations	
Relying on nominations does not provide enough protection or scale.	Introduces Regulated Trees, which are captured by size and do not need to be nominated.
Incentives and Costs	
Support for financial assistance but raised concerns that incentives were unclear, insufficient or should not fall only on landowners.	Existing financial assistance is retained for Significant Trees. GreenTrack and development flexibility remain part of the broader incentive approach.

What We Heard Through Consultation	Draft Significant & Regulated Tree Response
Impacts on Development	
Concerns about overdevelopment, property impacts and whether tree retention would conflict with housing delivery.	Would require assessment of tree health, safety, site layout, streetscape value, environmental value and whether the tree can practically be retained as part of a development.
Exempt Works	
Clarity sought on maintenance pruning, urgent public safety works and whether exemptions could be misused.	Exemptions are retained for routine maintenance and urgent works, but removal or significant works would generally require approval. This would be supported by a future information sheet.
Compliance	
Stronger penalties sought and clearer consequences for unauthorised works.	Unauthorised works would be investigated under the City's Development Compliance Enforcement Policy and relevant planning legislation, noting enforcement can be difficult once works have occurred.
Tree Planting and Canopy Leadership	
Submissions called for stronger canopy leadership, more tree planting and development controls requiring new canopy.	Forms part of a broader approach that includes reviews of LPS2 and the policy framework, GreenTrack, public tree planting and advocacy.

CONSULTATION/ADVERTISING:

If Council is supportive of the new approach, the next step would be to seek approval to advertise Amendment No. 15 to LPS2 and then advertise this and the draft Regulated & Significant Tree policy for community feedback.

It would return to Council after advertising before any final decision is made.

Public Consultation

In accordance with the Regulations, public notice of an amended local planning policy and scheme amendment must be published in local newspapers and published on the local government's website.

Consultation would align with the City's Community and Stakeholder Engagement Policy that sets out for public consultation to occur for a minimum period of 42 days for a scheme amendment, and 21 days for a local planning policy amendment.

It is proposed to undertake community consultation for Amendment No. 15 to LPS2 and the draft Regulated & Significant Trees Policy concurrently. This would extend consultation for the draft Regulated & Significant Trees Policy from 21 days to 42 days.

Consultation would be carried out in the following ways:

- Notice published on the City's website, in the local newspaper, at the City's Administration and Library and Local History Centre, and on the City's social media.
- Notice to previous submitters and stakeholders on the draft Trees of Significance Policy.
- Notice provided to landowners and occupiers of where Significant Trees and potential Regulated Trees are located. Potential Regulated Trees is based on mapping currently in progress by the City that is intended to be completed by the end of June 2026.

This consultation would explain the change in approach from the previously advertised draft Trees of Significance Policy, including why this is recommended and what it would mean in practice

Consultation Process

The *Planning and Development Act 2005* requires that once Council has resolved to prepare a scheme amendment, approval of the Minister for Planning is needed before community consultation can commence.

Should Council support the preparation of proposed Amendment No. 15, it would be submitted to the WAPC for approval to advertise.

The outcomes of community consultation, including any submissions received, would be presented at a future Council meeting for a final recommendation to the WAPC on Amendment No. 15, and decision on the draft Regulated & Significant Trees Policy.

LEGAL/POLICY:

The *Planning and Development Act 2005* and the Regulations provide the criteria for creating and amending local planning policies, and the process for undertaking scheme amendments.

Advertised Draft Trees of Significance Policy

Clause 4(3) of the Regulations stipulates that after consultation the local government must resolve to either proceed with the policy without modification; proceed with the policy with modification; or not proceed with the policy.

Administration recommends to not proceed with the draft Trees of Significance Policy that was advertised in January and February 2025 for the reasons outlined above.

Draft Regulated & Significant Trees Policy and Amendment No. 15 to LPS2

Administration proposes a new approach that involves an amendment to LPS2 and an alternative policy.

These are intended to operate together. Amendment No. 15 would amend the exemption pathway in LPS2 so that development approval may be required for regulated trees. The draft Regulated & Significant Tree Policy would then identify the Regulated Tree threshold, exemptions and assessment criteria.

Because of this draft Regulated & Significant Trees Policy cannot be implemented ahead of Amendment No. 15 being approved and gazetted.

Type of Scheme Amendment

Clause 35(2) of the Regulations requires the local government to specify whether a scheme amendment is basic, standard or complex.

Proposed Amendment No. 15 to LPS2 would be a standard amendment because:

- Does not result in significant environmental, social, economic or governance impacts on land in the scheme area; and
- Is not considered a complex or basic amendment.

Section 81 of the *Planning and Development Act 2005* requires a scheme amendment to be referred to Environmental Protection Authority (EPA) prior to the commencement of community consultation, unless it is not required in accordance with the *Environmental Protection Act 1986*.

In accordance with section 81(2) of the *Planning and Development Act 2005* and section 48AAA of the *Environmental Protection Act 1986*, Amendment No. 15 to LPS2 is not required to be referred to the EPA because:

- It is an amendment to alter an existing provision regarding the administration of the planning scheme.
- The Regulations provides that works can be exempted from requiring development approval through a local planning policy.
- Amendment No. 15 would allow for the operation of draft Regulated & Significant Trees Policy to establish exemptions from development approval requirements for works relating to trees.
- Officer-level advice from DPLH and the EPA have confirmed this approach.

The draft Regulated & Significant Trees Policy would provide a framework for the nomination of trees on the Inventory and the assessment of development applications relating to Regulated and Significant Trees.

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. Amendment No. 15 to LPS2 and the draft Regulated & Significant Trees Policy have been prepared in accordance with this.

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.

An information sheet would be prepared to support implementation of the draft Regulated & Significant Trees Policy by providing guidance on what does and doesn't require approval.

RISK MANAGEMENT IMPLICATIONS

Low: The City does not currently have adequate guidance in its planning framework for the retention of mature trees on private land, meaning that these can be cleared outside of the planning approval process.

It is low risk to prepare proposed Amendment No. 15 to LPS2 and the draft Regulated & Significant Trees Policy for community consultation because it would provide for this guidance, but there are risk implications for Council to be aware of:

Confusion between Regulated and Significant Trees
• Two different pathways for tree protection - Regulated Trees are captured by size and do not need to be nominated, and Significant Trees are listed on the Inventory because of cultural or ecological significance. • Clear consultation material and an information sheet would be prepared to explain the difference.
Reputational
• The recommended approach would provide opportunities to better inform and support development outcomes that retain mature trees and urban canopy. This has been expressed as a key priority of the community and is a priority of the Strategic Community Plan to expand the City's urban forest.
Pre-Emptive Clearing
• Some landowners may remove mature trees before the new framework takes effect to avoid future approval requirements. • This risk exists with any proposal to introduce stronger tree controls on private land. • Clear communication would be needed on timing, affected trees, exemptions and how applications would be assessed.
Private Property Impacts
• Submissions raised concern about impacts on private landowners. • The framework would not apply to every tree and would not prohibit all tree removal. Maintenance, urgent safety works and justified removal would still be able to be considered. • The purpose is to bring large mature tree removal into the planning assessment process before removal occurs.
Procedural
• Amendment No. 15 to LPS2 is necessary to be approved by the Minister for Planning before the draft Regulated & Significant Trees Policy can be implemented. • If this is not supported, Council would need to consider an alternative approach, such as an entirely WALGA Model Template based option which would require the removal of Clause 61 of LPS2. This would take additional time to implement. • Officer-level advice has been sought from the DPLH in relation to the proposed approach and Administration has confidence that this will be supported. • If it is not supported, Administration would present a further option to Council for its consideration.
Exempt Works and Misuse
• Submissions raised concern that exemptions could be misunderstood, including exemptions for maintenance pruning and urgent safety works. • Clear guidance and information would be needed on what works are exempt and when approval is required, and when arborist advice should be obtained.
Compliance & Enforcement
• There may be an increase in compliance investigations where complaints are received for unauthorised works to Regulated Trees. This could place additional pressure on existing resources and may require more resourcing to effectively manage this.

• Enforcement may be difficult where works have already occurred and the extent of pruning or removal is hard to verify. • A pragmatic approach would be needed, with education and guidance used alongside enforcement where appropriate. The draft Regulated & Significant Trees Policy should be viewed primarily as a planning assessment and behaviour-change tool, rather than only as a punitive compliance tool.
Resourcing & Data
• Current mapping and data available to the City is currently inadequate to identify the heights of existing trees on private land to support ongoing compliance and inform affected landowners. Administration is currently undertaking tree mapping to identify Regulated Trees and is due to be completed by the end of June 2026. • The current lack of data means that any impacts on resourcing based on an increased number of development applications that propose works to or removal of a Regulated Tree is currently unknown. • An increase would place greater pressure on Administration to continue to process applications within the statutory timeframe. This would continue to be monitored, and further resourcing may be needed to meet this.

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 minimised our impact on the environment.

Innovative and Accountable

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

SUSTAINABILITY IMPLICATIONS:

Sustainable Vincent Framework

This is in keeping with the *Regenerative, Green and Biodiverse* objectives of the City's Sustainable Vincent Framework.

This objective prioritises the regeneration and resilience in our local ecosystems through improving urban greening and promoting local biodiversity.

Enhanced Environment Strategy

This is in keeping with the *Urban Greening & Biodiversity – A Greener Vincent* outcome of the Enhanced Environment Strategy, and specifically the following objective and targets:

Objective	***Targets***	
Greener Private Spaces	*13*	*Total canopy cover on private land of:* • *15% by 2030; and* • *20% by 2040.*
	14	*Increase mature tree retention on residential land to achieve coverage of 5% by large mature tree canopy* by 2030 and 15% by 2040.*

PUBLIC HEALTH IMPLICATIONS:

This is in keeping with the *Thriving Parks, Thriving People* and *Climate Emergency* priority health outcomes of the City's Public Health Plan 2026-2031.

FINANCIAL/BUDGET IMPLICATIONS:

The City's existing operating budget is sufficient to undertake the review and community consultation activities related to proposed Amendment No. 15 to LPS2 and the draft Regulated & Significant Trees Policy.

Significant Tree Financial Assistance

The existing Policy No. 7.6.3 and Community Funding Policy allows for owners of Significant Trees that are listed on the Inventory to receive up to $2,000 over a five year period from the City on a dollar-for-dollar basis for maintenance works.

The draft Regulated & Significant Trees Policy would retain this financial assistance pathway for Significant Trees listed on the Inventory.

This recognises that Significant Trees can provide canopy, amenity and environmental benefits beyond the individual property, is cultural or ecological significant, and that limited financial assistance can help reduce barriers to their ongoing maintenance.

Owners of Regulated Trees that are not listed on the Inventory as Significant Trees would not be eligible for this financial assistance.

Consultation submissions suggested that incentives could be increased or expanded, including through higher maintenance funding, discounted rates or City-funded arborist reports.

The existing financial assistance pathway is recommended to be retained at this stage because it provides a direct link to actual tree maintenance costs. Rate reductions are not recommended because they would not provide a direct or proportionate link to the cost of maintaining a Significant Tree.

The City may also obtain arborist advice or an arborist report to support the assessment of a Significant Tree nomination. This would help reduce up-front costs for landowners and remove a potential barrier to nominations.

The City has allowed for $22,000 in the 2025/26 operating budget for Significant Tree financial assistance. This amount is proposed to be retained for the next financial year.

Financial and budget impacts associated with additional development applications, arborist advice, compliance investigations and implementation support are not yet known. Impacts would be monitored if the scheme amendment and policy progress, and any additional resourcing needs would be considered through future budget processes.

COMMENTS:

Necessity of a New Approach

Approximately 61% of land within Vincent is privately owned. This means the City cannot rely on public tree planting alone to achieve its urban canopy targets.

State Government data shows that private land within Vincent carries 10% of canopy cover. This figure will continue to be challenged as Vincent experiences increased urban infill to meet its State Government target of 11,500 new homes by 2050.

The City's current approach to tree retention through LPS2 is reliant on voluntary nominations and has a narrow scope by applying only to Significant Trees that are listed on the Inventory.

It does not address trees that are not on the Inventory, meaning that there is no planning process to consider their retention before they are removed.

There has been limited uptake of the current framework, with trees on only nine privately-owned properties currently listed. The advertised draft Significant Tree Policy was intended to make nominations simpler and easier and provide incentives to encourage increased uptake of the Inventory.

Since consultation closed in February 2025 Administration has reviewed a range of matters that support moving beyond the advertised Trees of Significance Policy:

- A recent SAT decision that reinforces the role of local planning policy in guiding when tree works may require development approval on private land and criteria and objectives to support decision making.
- Council establishing targets to increase canopy cover and mature tree retention on private land through the Enhanced Environment Strategy.
- Continued low uptake in incentives for Significant Trees already included on the Inventory.

In response, Administration recommends an approach that is less reliant on voluntarily participation.

The updated approach separates the two issues:

- Trees that are important because of their size and canopy contribution would be dealt with through the Regulated Tree pathway.
- Trees that are important because of cultural or ecological significance would continue to be dealt with through the Significant Tree Inventory.

Introducing a Regulated Tree pathway would broaden the opportunity to retain mature trees through the planning process as infill development continues.

It would not create an absolute prohibition on tree removal, but it would require large mature trees to be considered before they are removed.

This provides a more practical and effective framework than relying on the Inventory alone. It also allows the City to balance mature tree retention with other relevant planning considerations, including tree health, safety, site layout, development feasibility and the need to continue delivering new homes.

Recommended Approach & What It Means

Amendment No. 15 to LPS2 and the draft Regulated & Significant Trees Policy would require development approval for the removal of large mature trees, in addition to those that are included on the Inventory.

This means the City would move from an Inventory-only model to a broader framework with two pathways:

- Regulated Trees – Large mature trees captured by size, being 8 metres or greater in height and/or 6 metres or greater canopy width.

- Significant Trees – Trees listed on the Inventory because of cultural or ecological significance, including trees that may not meet the Regulated Tree size threshold.

For landowners, the practical effect would be:

- Development approval not required if a tree does not meet the Regulated Tree threshold and is not on the Inventory.

- Development approval generally required before a Regulated Tree or Significant Tree can be removed or substantially damaged. Some exemptions do apply to both types, such as approval would not generally be required for routine maintenance pruning or urgent safety works,

- Approval to remove a Regulated Tree or Significant Tree may still be granted where justified, including where the tree is unsafe, in poor health, or where its location means it cannot practically be retained as part of a reasonable development outcome.

Administration recommends this approach for three key reasons:

Expanded Scope
The recommended approach would have a far greater reach by capturing trees with a height of 8 metres or greater or canopy width of 6 metres or greater. This would increase from nine properties currently on the Inventory to an estimated 3,000 properties with trees that would meet this Regulated Tree threshold. Keeping the Significant Tree Inventory as part of this means that the City can still recognise trees that may not meet this size threshold but make a wider ecological and/or cultural contribution.
Improved Policy Guidance

Guidance would be provided through criteria and objectives that would guide how development proposals to remove mature trees are assessed. This would provide a clearer basis to influence tree retention outcomes through development assessment. It would also support site-responsive design by requiring mature trees to be considered before removal, rather than after a development layout has already assumed their removal.
Pragmatic & Balanced Outcomes
This represents a stronger opportunity to retain mature canopy as urban infill occurs, while recognising that a policy is not determinative and there may still be instances where tree removal is appropriate. The policy guidance provides decision-makers with a pathway that even if the criteria is not met, a proposal may still satisfy the objectives and/or other relevant planning matters which could approve the removal of mature trees. This includes consideration of tree health, safety, site layout, development feasibility, streetscape value, environmental value and replacement planting. It would not predetermine the outcome of every application. This allows for circumstances where a tree cannot reasonably be retained because of its location, condition, safety risk or the practical redevelopment of the site, while still requiring those matters to be properly assessed before removal.

The recommended approach also recognises the need to continue facilitating infill housing. Vincent is required to accommodate significant housing growth, and tree retention controls need to operate within that context.

Amendment No. 15 to LPS2 & Draft Regulated & Significant Trees Policy

- Scheme Amendment Purpose – Amendment No. 15 to LPS2 is the legal mechanism needed to make the new tree retention approach work.

  This would modify the wording of Clause 61(1) to broaden the requirement for development approval for works to trees beyond only those listed on the Inventory, allowing the draft Regulated & Significant Trees Policy to require development approval for works to, or removal of, Regulated Trees where approval is required under that policy.

- Policy Scope – Development approval would be required for the removal of Regulated and Significant Trees.

  Regulated Trees are large mature trees with a height of 8 metres or greater and/or a canopy width of 6 metres or greater. This is consistent with WALGA's Model Policy Template and recognises that trees of this size and maturity make a meaningful contribution to amenity, neighbourhood character, cooling and the environment.

  Significant Trees would be a complementary pathway to identify and protect trees that are recognised for their cultural and/or ecological value, rather than solely their size.

  While eight of the nine trees currently on the Inventory would also meet the definition of a Regulated Tree, retaining the Inventory is still important because it allows the City to recognise trees that may not be large enough to be Regulated Trees, but still have cultural and/or ecological significance.

- Approval Requirements & Exemptions – Requiring development approval for the removal of Significant and Regulated Trees would provide a clearer framework to consider mature tree retention before works occur and support the retention of mature trees that make a meaningful contribution to the City's overall canopy.

  The inclusion of defined exemptions for maintenance pruning allows low-impact tree maintenance to occur without development approval. This enables landowners to carry out routine maintenance pruning without the need to seek approval each time, while more significant works such as removal or substantial damage would generally require assessment.

- Assessment Standards – This would guide decision-making for applications involving the removal of Significant and Regulated Trees. Assessment would consider matters such as tree characteristics, streetscape contribution, environmental value, site layout, design alternatives, safety, risk and replacement planting.

  These are consistent with the WALGA Model Policy Template and balance between tree retention with practical site planning, tree health, safety and risk to owners and property, and the need for infill development to provide new housing.

- Trees of Significance Inventory – This has been retained from the advertised draft Trees of Significance Policy as a complementary mechanism and has been modified to respond to submissions received.

  This would retain the ability for third party nominations but has been refined so that the approval of the landowner is needed for these to progress. This encourages community participation in identifying possible Significant Trees, while also recognising landowner consent and reducing the risk of obligations being imposed without agreement given the voluntary nature of the Inventory.

  Financial support is maintained for owners of Significant Trees. Development incentives have also been made clearer to support site-specific design responses that retain Significant and Regulated Trees while still allowing for redevelopment.

Roadmap to Improved Tree Canopy

Successfully retaining tree canopy on private land requires balancing diverse interests, coordinating various local government actions and to have these working together effectively. These include incentives, public education and awareness, advocacy to State Government, and planning controls:

- Planning Controls – Administration would continue to leverage opportunities through LPS2 and local planning policy reviews to include tree-friendly provisions to support tree retention and new tree planting, while providing the need to deliver infill housing and density. Some planning framework changes require State Government approval, including landscaping provisions, which means they are not directly within the City's control.

- Incentives – Providing financial and non-financial incentives for property owners to retain mature trees and increase tree canopy would continue to be offered through the Significant Trees pathway and GreenTrack. New opportunities will also continue to be explored. Incentives alone are unlikely to achieve the scale of change required, but they remain important in making tree retention easier and more attractive for landowners.

- Community Education and Awareness - Raising awareness about the benefits of tree canopy retention, including reduced heat, better air quality and higher property values. Providing case studies, resources and tools on tree care can encourage and build broader support for tree preservation as a benefit, not a burden, and help to drive voluntary participation for tree canopy retention.

- Advocacy – Advocating for State Government support is key to achieving tree retention goals. This includes adequate funding for local tree planting programs and pushing for reforms to the planning framework to better protect and increase canopy on private land. Effective advocacy can drive the necessary funding and legislative changes for large-scale tree retention.

- Monitor and Evaluate Progress: Reliable mapping and data would be needed to monitor canopy cover, understand the number and location of potential Regulated Trees, and track the effectiveness of the City's approach over time. Ongoing investment in data collection together with monitoring our tree protection strategies will be important to improve landowner awareness, inform future reporting, and ensure our efforts remain effective and can be adapted.

LOCAL PLANNING POLICY: TREES OF SIGNIFICANCE

Legislation / local law requirements	*Planning and Development Act 2005* This policy has been prepared under the provisions of Schedule 2, Part 2 and 3 of the *Planning and Development (Local Planning Schemes) Regulations 2015.*
Relevant delegations	16.1.1 Determination of various applications for development approval under the City's Local Planning Scheme.
Related policies, procedures and supporting documentation	City of Vincent Local Planning Scheme No.2 Community Funding Policy Trees of Significance Fund Guidelines Australian Standard 4970-2009: Protection of Trees on Development Sites

RECOMMENDED NOT TO PROCEED

PART 1 - PRELIMINARY

INTRODUCTION

The City of Vincent (City) Strategic Community Plan 2022 – 2032 (SCP) sets the strategic direction, priorities and aspirations for the City. A key objective of the SCP includes ensuring "*our urban forest and canopy is maintained and increased*."

The Trees of Significance Inventory, adopted in 1999, aims to protect trees of significant value within the City of Vincent and is an important strategic initiative in achieving the objective of the Strategic Community Plan to maintain and enhance the natural and built environment.

The function of the Trees of Significance Inventory (Inventory) is to provide an active document for the City to recognise a valuable natural resource and to establish long-term plans for the conservation, enhancement, maintenance and integration of this natural resource into Vincent's inner urban fabric. The Trees of Significance Inventory is linked to the City's Local Planning Scheme No.2 (LPS2) which provides for the protection of trees that are considered worthy of retention.

PURPOSE

The purpose of Local Planning Policy: Trees of Significance (Policy) is to provide a comprehensive framework for the management of trees included on the Inventory. The Policy also seeks to provide a mechanism for the nomination and assessment of trees for inclusion on the Inventory and the provision of incentives for the retention and maintenance of trees listed in the Inventory.

OBJECTIVE

The objectives of this Policy are to:

1. Encourage and facilitate the protection of trees worthy of retention and to maintain and enhance canopy cover in the City of Vincent.
2. Preserve and enhance neighbourhood amenity, character and sense of place.

LOCAL PLANNING POLICY: TREES OF SIGNIFICANCE

3. Inform property owners and the community that trees listed on the Inventory require a development application for works under the City of Vincent's LPS2.
4. Provide a framework for property owners or third parties nominate trees for inclusion on the Inventory.
5. Provide clear direction on the requirements for trees listed on the Inventory.
6. Provide incentive programs for trees listed on the Inventory.

SCOPE

The Policy applies to:

- Trees included on the Inventory; and
- Any tree subject to a nomination for inclusion on the Inventory.

PART 2 - POLICY PROVISIONS FOR TREES OF SIGNIFICANCE

STATUTORY AUTHORITY

Trees that are listed on the Inventory require development approval for any works in accordance with LPS2 (see below).

61. Development for which development approval not required

1) Development approval is not required for works if-

a. the works are of a class specified in Column 1 of an item in the Table; and

b. conditions are set out in Column 2 of the Table opposite that item - all of those conditions are satisfied in relation to the works.

	Column 1 *Works*	*Column 2* *Conditions*
1A.	*Works to remove, destroy or interfere with any tree(s).*	*(a) The tree is not listed on the City of Vincent Trees of Significance Inventory.*

RECOMMENDED NOT TO PROCEED

DEFINITIONS

All terms used in this Policy are defined in the *Planning and Development Act 2005*, P*lanning and Development (Local Planning Schemes) Regulations 2015* (Regulations), Residential Design Codes (R Codes) and the City's LPS2, unless stated otherwise below.

Arborist Report means a report produced by a person who has obtained a minimum of Australian Qualification Framework Level 5 Certification in Arboriculture (AQF5 Arborist) or equivalent qualification. The arborist report has information that concerns the health, value and general state of the tree, the structural root zone and tree protection zone, and a Tree Management Plan that outlines the methodology to preserve the tree.

Destruction and/or Interference for the purposes of this Policy means the following:

LOCAL PLANNING POLICY: TREES OF SIGNIFICANCE

- The severing of branches, limbs, stems, trunk or roots of a tree;
- The ringbarking, topping or lopping of a tree;
- The killing or poisoning of a tree;
- Any other act that causes substantial damage to a tree; and
- Is not exempt from development approval as stipulated in **Clause 2 Exemptions to Development Approval.**

Emergency works means any works required to be undertaken for the protection of life or property on trees of significance which are in imminent danger.

Maintenance pruning is pruning that:

a. Involves removing dead or diseased wood only; or
b. Is the first pruning of the tree in the calendar year and affects less than 10% of the canopy, not altering the overall shape of the canopy; or
c. Is of a fruit tree and done for fruit production; or
d. Does not include removing limbs with a diameter of 100mm or more; or
e. Is otherwise minor maintenance or thinning of the crown that does not adversely affect the health or general appearance of the tree or is to balance the tree.

It is recommended that maintenance pruning be undertaken in accordance with the standard for Pruning Amenity Trees ASNZ4373.

Primary Owner of a Tree of Significance is the owner of the land that contains the majority of the structural root zone of the tree.

Qualified Arborist means a person who has obtained a minimum of Australian Qualification Framework Level 5 Certification in Arboriculture (AQF5 Arborist) or equivalent qualification.

Secondary Owner of a Tree of Significance is the owner/s of a property for which portions of the tree is located. This can include the trunk, canopy or root zone.

Structural root zone means an area specified in Australian Standard 4970-2009 Protection of Trees on Development Sites (as amended), around the base of a tree required for the tree's stability in the ground.

Tree Protection Zone is an area specified in Australian Standard 4970-2009 Protection of Trees on Development Sites (as amended). This is the area above and below ground for the protection of a tree's roots and crown from development, to provide for the viability of a tree that is to be retained.

Trees of Significance/Significant Tree means any tree(s) listed on the City's Trees of Significance Inventory.

POLICY

1. Financial Assistance

1.1 Owners of a Significant Tree are eligible to receive financial assistance from the City. This assistance can be used to undertake works associated with the maintenance of a tree listed on the Inventory as well as the preparation of an arborist report. Refer to applicable **Tree of Significance Fund Guidelines** for further information.

1.2 The City may waive any fees associated with lodging a development application for maintenance works to a Significant Tree that is listed on the Inventory.

RECOMMENDED NOT TO PROCEED

LOCAL PLANNING POLICY: TREES OF SIGNIFICANCE

2. Exemptions to Development Approval

2.1 The following works to a Tree of Significance are exempt from development approval:

a. Works that are urgently necessary for any of the following:

i. Public safety;

ii. Safety or security of plant or equipment;

iii. Maintenance of essential services; or

iv. Protection of the environment

b. Works to a Significant Tree is required as part of an approved Bushfire Management Plan.

c. Works to a Significant Tree is **maintenance pruning**.

d. The tree species is listed on the National, State or local weed register on the advice of the City's Parks team.

e. The Department of Primary Industries and Regional Development or relevant authority has issued a direction to carry out works to a Significant Tree. A copy of this direction is to be provided to the local government prior to works occurring.

f. Works undertaken by the City on Significant Trees located on Council owned land.

2.2 Prior to works occurring which meet the above criteria, it is recommended that owners of Significant Tree contact the City for further advice.

3. Development Approval

3.1 Unless stipulated in **Clause 2**, development approval is required required for the removal, destruction and/or interference of any tree listed on the Inventory.

3.2 All applications in relation to a tree(s) listed in the Inventory will require the following to be submitted with their application:

- Normal Development Application Form completed and signed by the **primary owner** or **secondary owner/s** of a **Tree of Significance** for where the works are to occur.
- Summary of the works to occur by a qualified arborist.
- Justification in accordance with **clause 3.3 and 3.4**.
- If development approval is proposed in close proximity to a Significant Tree, a **Tree Management Plan** prepared by a Qualified Arborist is to be required. Development works are to be undertaken as outlined in the Australian Standard 4970-2009: Protection of Trees on Development Sites (AS4970).
- A **Tree Management Plan** prepared by a Qualified Arborist which states the condition of the tree against the **Essential Criteria** listed in **Part 3 – Policy Guidelines,** must be provided during the assessment of an application for development approval where the City

RECOMMENDED NOT TO PROCEED

LOCAL PLANNING POLICY: TREES OF SIGNIFICANCE

is concerned about possible impacts to a tree. The Tree Management Plan is to outline building options that reduce the impact to the tree.

3.3 Where works to a Significant Tree are proposed, the following will be given due regard in the assessment process:

a. Health, maturity, species and location of the tree.

b. Ecological, biodiversity and environmental values of the tree.

c. Contribution of the tree to the streetscape.

d. The preservation of any other Significant Tree on the subject site.

e. The location of the tree within the development site and capacity for a modified building design or subdivision to maximise tree retention.

f. Any existing development on the site.

g. Design and location of proposed crossovers.

h. Topography and the potential impact from excavation/fill.

i. Possible safety risks due to tree limb failure and infrastructure and/or structural damage associated with the retaining the tree.

j. Tree Protection Zone(s) (as per AS4970).

k. Tree replacement and/or planting proposed.

l. Recommendations of an Arborist Report.

m. The objectives of this Policy.

n. Relevant matters of Clause 67 of The Regulations.

3.4 The following justification to works to a Significant Tree which are not exempt from development approval are not supported:

a. Impact of views.

b. Variety of tree is disliked.

c. The tree variety causes nuisance by way of leaf, fruit or bark shedding or the like.

d. The trees impact on private gardens, solar installations, swimming pools or the like.

3.5 A Significant Tree is not to be approved to be removed while it is listed on the Inventory.

3.6 All efforts are to be taken to avoid impacts, or limit impacts to a Significant Tree as a result of development. Applicants are encouraged to engage with the City prior to designing a development, for assistance to design around a tree.

3.7 Proposed development, strata titling and/or subdivision of private land shall be designed to account for the ongoing viability of a Significant Tree, with consideration of the potential impacts

RECOMMENDED NOT TO PROCEED

LOCAL PLANNING POLICY: TREES OF SIGNIFICANCE

and growth habits of a tree throughout its life cycle. All works adjacent to a Significant Tree are to be undertaken as outlined in AS4970.

3.8 Where works are required to a Significant Tree due to it overhanging or encroaching on an adjoining property, notice is to be provided to the owners of the tree prior to works being conducted.

3.9 Once approval has been granted, approved works must be undertaken by a qualified arborist or other tree maintenance specialist as approved by the City.

4. Emergency Works

4.1 Emergency works to a Significant Tree required for the safety of people and property, or maintenance of essential services can be undertaken without approval from the City. These works must be undertaken by a Qualified Arborist to the satisfaction of the City. Owners are to notify the City in writing within five working days following the emergency work having been undertaken and notification must include a report by the Qualified Arborist who carried out the work.

5. Departures to Development Standards

5.1 To facilitate a site responsive design to preserve a Significant Tree, the City can consider a departure to the relevant policy standards (except related to site area) of LPS2, a Local Planning Policy, the R Codes, a Local Development Plan or Structure Plan where desirable to facilitate the preservation of the Significant Tree. These may be considered on a case-by-case basis having regard to the:

a. Context of the site.

b. Relevant design principles/element objectives of the R Codes and the local planning framework.

c. The location and extent of the proposed development and its impact of the significant tree.

d. Advice received by a qualified arborist.

6. Condition of Development Approval

6.1 If development approval is granted within the **Tree Protection Zone** or in close proximity to a Significant Tree, a **Tree Management Plan** prepared by a Qualified Arborist may be required. Development works are to be undertaken as outlined in the AS4970. This is to be conditioned as part of any approval.

7. Amendments to the Trees of Significance Inventory

7.1 Trees are assessed for significance in accordance with the assessment criteria outlined in **Part 3 - Policy Guidelines**.

7.2 Amendments to the Inventory are made in accordance with the procedures outlined in **Part 3 - Policy Guidelines**.

RECOMMENDED NOT TO PROCEED

LOCAL PLANNING POLICY: TREES OF SIGNIFICANCE

PART 3 – POLICY GUIDELINES

The function of the Inventory is to provide an active document for the City to recognise a valuable natural resource and to establish long-term plans for the conservation, enhancement, maintenance and integration of this natural resource into the City's inner urban fabric. The Inventory is linked to Clause 61 of LPS2 which provides for the protection of trees that are considered worthy of retention.

Trees are nominated and assessed in accordance with the Policy Guidelines.

RECOMMENDED NOT TO PROCEED

1. **Assessment of a Significant Tree Nomination**

1.1 To be considered for nomination, the tree must meet the following **preliminary criteria**:

- Healthy specimens with ongoing viability; and
- Species is not included on a National, State or local area weed register; and
- Height of at least 4m. Xanthorrhoea species from a height of at least 1.2m and banksia species from a height of at least 3m will be considered; and/or
- Trunk diameter of at least 160mm, measured 1m from the ground; and/or
- Average canopy diameter of at least 4m; and/or
- Any other species likely to be a remnant or regrowth local native tree with a height or canopy width deemed significant by the city; and/or
- Any mature specimens that provide habitat or food for local fauna. For example, Banksia and Hakea are known food sources for the Carnaby's Black Cockatoo; and/or
- Established trees that are significant from an aboriginal heritage perspective. This can include Nuytsia Floribunda (Western Australian Christmas tree).

1.2 Once the City is satisfied that the preliminary criteria has been met, the City will seek arborist advice (which may include an arborist report if required) to inform an assessment of the following **essential criteria**:

- The tree must have a natural life expectancy of greater than 15 years based on the current age and species of tree;
- Have a 'Tolerable' Quantified Tree Risk Assessment rating at the time of assessment;
- Be of sound form and structure without major faults; and
- Not be hosting significant pests or disease, to an untreatable level or a level likely to cause decline.

1.3 Only trees that meet the **Preliminary** and **Essential Criteria** of this process will warrant inclusion to the Inventory.

LOCAL PLANNING POLICY: TREES OF SIGNIFICANCE

2. Assessment and Notification and Nomination

2.1 Should a tree be nominated for inclusion:

a. In the case of a nomination by the **primary owner**, all **secondary owners** of the tree will be notified of the reasons for its proposed entry.

b. In the case of a nomination by a **secondary owner**, the **primary owner** will be consulted upon in accordance with the Community and Stakeholder Engagement Policy. All other **secondary owners** of the tree will be notified of the reasons for its proposed entry.

c. In the case of a nomination by a third party, the **primary owner** will be consulted upon in accordance with the Community and Stakeholder Engagement Policy. All **secondary owners** of the tree will be notified of the reasons for its proposed entry.

2.2 The nomination will be assessed in accordance with **Part 3 Clause 1.**

2.3 Should the City support the nomination by the **primary owner**, Council, the nominator and all other **secondary owners** of the tree within 10 business days of the City's final decision.

2.4 Should the **primary owner** of a tree object to a nomination by a **secondary owner** or a third-party, this will be determined by Council. Administration will prepare a recommendation for Council in considering the provisions of this Policy.

3. Removal of Trees from the Inventory

3.1 Requests for removal of trees from the Inventory can be made by the **primary owner** or other **secondary owners** of a **Tree of Significance**. The request is to be submitted in writing to the City.

3.2 In accordance with the Community and Stakeholder Engagement Policy, consultation will be undertaken for a minimum of 14 days with all the owners of the **Tree of Significance** and all adjoining properties.

3.3 Restrictions to potential development of land is not sufficient reason to remove a Significant Tree from the Inventory.

3.4 Requests must demonstrate that the Significant Tree no longer meets or cannot be restored to ensure its health and ongoing viability to meet the **Essential Criteria** and the relevant criteria of **Part 2 - Clause 3.3 and Clause 3.4**. Costs associated with obtaining evidence that the Significant Tree no longer meets the criteria are the responsibility of the applicant.

3.5 The City may commission an independent arborist report if required.

3.6 Requests to remove Significant Trees from the Inventory will be determined by Council. Administration will prepare a recommendation for Council in considering the provisions of this Policy.

4. Arborist Reports

4.1 When a tree is nominated for the Inventory and on the advice of the City's DRP or internal landscape architect, the City may obtain an arborist report to determine the suitability of the tree

RECOMMENDED NOT TO PROCEED

LOCAL PLANNING POLICY: TREES OF SIGNIFICANCE

and what work to the tree is required to preserve it. A copy will be provided to the **primary** and any **secondary owners**.

4.2 On the advice of the City's DRP or internal landscape architect the arborist report for a Significant Tree may be updated at the City's cost every 5 years, with a copy of the report provided to the **primary** and any **secondary owners**.

4.3 The City may arrange an inspection of a Significant Tree upon receiving a written request by a **primary** and/or **secondary owner** no more than once each year, and on the advice of the City's DRP or internal landscape architect can arrange for an arborist report if deemed necessary.

4.4 A City obtained arborist should identify:

a. Whether the tree is worthy of retention;

b. Any matters contributing a threat to the tree;

c. Specify a timeframe in which any amelioration work will need to be undertaken to ensure its preservation;

d. Any ongoing works that may be necessary over a 5 year maintenance program; and

e. Any works to the tree that could be undertaken, whilst ensuring the trees viability.

RECOMMENDED NOT TO PROCEED

OFFICE USE ONLY	
Responsible Officer	Manager Urban Design & Strategic Projects
Initial Council Adoption	27/03/2001
Previous Title	Policy No.7.6.3 Trees of Significance
Reviewed / Amended	25/06/2013; MM/YYYY
Next Review Date	MM/YYYY

CITY OF VINCENT

City of Vincent
Local Planning Scheme No. 2

Amendment No. 15

Summary of Amendment Details

Modification of Clause 61
To allow for broader tree protection through a Local Planning Policy

FORM 2A (Regulation 35(1)

Planning and Development Act 2005
RESOLUTION TO PREPARE AMENDMENT
TO LOCAL PLANNING SCHEME

City of Vincent Local Planning Scheme No. 2
Amendment No. 15

Resolved that the Local Government pursuant to section 75 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by:

1. In Schedule 1 clause 61, 'Development for which development approval is not required' insert the following into 'Column 2 Conditions'

   (b) The tree is not a regulated tree under the local government's local planning policy with respect to tree retention, and does not require approval under that policy.

The amendment is **standard** under the provisions of Regulation 35(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:

1. the amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;

2. the amendment is not considered a complex or basic amendment.

Pursuant to Regulation 35A of the Planning and Development (Local Planning Schemes) Regulations 2015, the amendment to the above Local Planning Scheme does not affect any structure plan(s).

Dated this _____ day of _____ 20___

_____
(Chief Executive Officer)

Scheme Amendment Report

1. Introduction

The purpose of this amendment is to modify the City of Vincent's Local Planning Scheme No. 2 (LPS2) to allow for a proposed Local Planning Policy to introduce broader tree protection measures consistent with WALGA's Model Template.

This would mean that development approval would be required for trees which meet the threshold for a Regulated Tree in addition to those which are listed on the City's Trees of Significance Inventory.

2. Background

Planning Framework

The City's current planning framework seeks retain trees on private land through a Trees of Significance Inventory.

The Trees of Significance Inventory was originally established in 1997 as a non-statutory register.

It was subsequently incorporated into the planning framework through Town Planning Scheme No. 1 via a scheme amendment introducing Clause 21 'Conservation of Trees', providing a formal mechanism requiring development approval for works affecting listed trees.

This approach was later carried forward into LPS2 as Clause 61.

As currently framed, Clause 61 does not allow the City to require development approval for works affecting trees unless they are included on the Trees of Significance Inventory.

While this framework provides a mechanism to protect individually listed trees, it relies on voluntary nomination. As a result, only nine trees located on private property are currently included on the Inventory.

Canopy Cover

Based on the Department of Planning, Lands and Heritage's (DPLH) Urban Tree Canopy Dashboard, the City of Vincent had an overall canopy cover of approximately 14% in 2024, with 31% canopy cover within parks and 10% on private property.

Approximately 61% of land within the City is privately owned.

This means that development and redevelopment of private land will play a key role in determining future canopy outcomes as the City progresses with meetings its infill target of 11,500 new dwellings by 2050 in accordance with Perth & Peel @ 3.5 Million.

The State Government's Urban Greening Strategy for Whadjuk and Bindjareb released in January 2026 sets a target of 30% tree canopy cover across the region by 2040.

The City's Enhanced Environment Strategy approved in August 2025 also sets a private canopy cover target of 12% by 2030 and 18% by 2040.

As the majority of existing canopy within the City is located on public land, the importance of increasing canopy cover on private property is further emphasised.

Proposed Local Planning Policy: Regulated & Significant Trees

The City has prepared a draft Local Planning Policy: Regulated & Significant Trees, which seeks to retain the existing Trees of Significance Inventory while introducing a broader and more systematic approach to tree preservation.

The proposed approach aligns with WALGA's Model Template to require development approval for trees which meet the threshold of a Regulated Tree (including those with a height of 8 metres or

canopy width of 6 metres), and to include standards and objectives to guide the assessment of applications.

The operation of Clause 61 currently limits the City's ability to implement this approach, necessitating Amendment No. 15 to LPS2 to enable the draft Local Planning Policy: Regulated & Significant Trees to take effect.

3. State Planning Framework

The P*lanning and Development (Local Planning Schemes) Regulations 2015*, Schedule 2, Part 7, Clause 67(20) allows a local planning policy to specify works that do not require development approval.

Amendment No. 15 to LPS2 would give effect to draft Local Planning Policy: Regulated & Significant Trees outlining when development approval is required in relation to works to or removal of trees on private property.

Amendment No. 15 to LPS2 does not propose any changes to LPS2 that would be inconsistent with the State Planning Framework or the Metropolitan Region Scheme.

4. Local Planning Context

Local Planning Strategy

The Strategy was endorsed by WAPC on 8 November 2016. It encourages sustainable practices that conserve the City's key physical features and identifies an action to develop policy provisions that encourage the retention of significant vegetation.

The City is currently reviewing the Strategy, with a draft being certified for advertising on 13 April 2026 and community consultation to commence in June 2026.

The draft Strategy identifies the following in relation to Urban Greening:

3.4.3.3 Urban Greening

The City proudly upholds its commitment to urban greening and preserving its tree canopy. Focusing on sustainability and environmental stewardship, Vincent's green spaces significantly enhance liveability and quality of life. Parks, gardens, tree-lined streets, and green corridors provide vital benefits such as better air quality, temperature regulation, and biodiversity conservation.

Expanding and maintaining the urban tree canopy is crucial for mitigating climate change impacts, promoting public health, and creating welcoming public spaces for residents and visitors to enjoy.

Planning Direction	***Action***	***Rationale***	***Timeframe***
Mitigate losses to urban canopy cover and retain and enhance existing urban canopy where possible.	*1. Create policy provisions and development incentives that promote the retention of significant vegetation as well as other tree canopy producing initiatives. This will ensure that development contributes to enhancing and diversifying Vincent's canopy cover and significant vegetation, beyond existing State Planning Framework requirements.* *2. Explore ways to protect and incentivise retention of trees on private land.* *3. Advocate the state government develop standardised controls to protect trees on private land.*	*Section 4.4.2 of Part 2 recognises the continued loss of canopy cover across Vincent and Perth Metropolitan Region.*	*Short-term (1-5 years)*

Amendment No. 15 to LPS2 would facilitate broader protection of trees while continuing to protect trees included on the Trees of Significance Inventory.

The proposal also aligns with the following private urban canopy targets of the City's Enhanced Environment Strategy:

13. Increase private canopy cover from 9% in 2020 to 12% by 2030 and 18% by 2040; and
14. Increase the retention of mature canopy trees (8 metres or greater in height) from 3% in 2020 to 5% by 2030 and 15% by 2040.

Local Planning Scheme

LPS2 was gazetted on 16 May 2018. Schedule 1 Clause 61 of LPS2 is as follows:

61. Development for which development approval is not required

1. *Development approval is not required for works if*
a. *the works are of a class specified in Column 1 of an item in the Table; and*
b. *if conditions are set out in Column 2 of the Table opposite that item – all of those conditions are satisfied in relation to those works.*

	Column 1 Works	***Column 2 Conditions***
1A.	*Works to remove, destroy or interfere tree(s).*	*a. The tree is not listed on the City of Vincent Trees of Significance Inventory.*

Local Planning Policy

Policy No. 7.6.3 – Trees of Significance was adopted by Council on 27 March 2001 and last amended on 25 June 2013.

This outlines the tree nomination process, financial assistance that may be provided by the City, and guidance on how works affecting trees listed on the Trees of Significance Inventory are to be undertaken and assessed.

The City is reviewing this concurrently with Amendment No. 15 to LPS2

5. Proposed Amendment

Amendment No. 15 seeks to modify Clause 61 of LPS2 to enable the implementation of a Local Planning Policy that introduces broader tree protection measures for private land.

This amendment is required as Clause 61 currently limits the requirement for development approval to works affecting trees listed on the Trees of Significance Inventory.

Clause 61 is proposed to be amended as follows:

61. Development for which development approval is not required

2. *Development approval is not required for works if*
b. *the works are of a class specified in Column 1 of an item in the Table; and*
c. *if conditions are set out in Column 2 of the Table opposite that item – all of those conditions are satisfied in relation to those works.*

	Column 1 Works	***Column 2 Conditions***
1A.	*Works to remove, destroy or interfere tree(s).*	*a) The tree is not listed on the City of Vincent Trees of Significance Inventory.* *b) The tree is not a regulated tree under the local government's local planning policy with respect to tree retention and does not require approval under that policy.*

This Scheme Amendment is proposed to be initiated and advertised concurrently with the City's draft Local Planning Policy: Regulated & Significant Trees.

Amending Clause 61 as above would mean that the draft Local Planning Policy: Regulated & Significant Trees could be implemented and provide a clear policy setting to guide the retention of trees on private property through the development application stage:

- Regulated Trees – Establishes clear and objective criteria consistent with the WALGA Model Policy to support the retention of trees. The criteria are based on tree maturity and a threshold of an 8 metre height or 6 metre canopy width, recognising that trees of this size provide the greatest contribution to amenity, neighbourhood character and environmental outcomes.

- Trees of Significance – Eight of the nine trees currently included as Significant Trees on the Inventory meet or exceed the height and canopy thresholds defined for Regulated Trees under the draft Tree Preservation Policy.

  In this context, the draft Local Planning Policy: Regulated & Significant Trees seeks to retain the Inventory as a complementary mechanism to identify and protect trees that are recognised for their cultural and/or ecological value, rather than solely their canopy contribution.

  This voluntary approach provides the opportunity to retain more trees which do not meet the size threshold for a Regulated Tree.

- Approval Requirements & Exemptions – Requiring development approval for certain works to Significant and Regulated Trees provides a framework that can better support the preservation of mature trees that make a meaningful contribution to the City's overall tree canopy.

  The inclusion of clearly defined exemptions for maintenance pruning allows low-impact, routine tree maintenance to occur without development approval. This enables landowners to appropriately maintain trees on their property and ensures that regulatory controls are focused on activities that have a genuine impact on tree retention and canopy loss.

- Application Requirements – The inclusion of assessment criteria to guide decision-making on the damage or removal of Significant and Regulated Trees provides consistency, transparency and guidance to landowners when they are considering works to or removal of such trees.

  The criteria includes tree characteristics, street and environmental value, site layout and design, and safety and risk. These balance between ensuring ongoing tree health, safety and risk to owners and property, and the need for infill development to accommodate new housing in line with the target under Perth & Peel @ 3.5 Million.

Planning and Development Act 2005
RESOLUTION TO AMEND LOCAL PLANNING SCHEME

City of Vincent Local Planning Scheme No. 2
Amendment No. 15

Resolved that the Local Government pursuant to section 75 of the *Planning and Development Act* 2005, amend the above Local Planning Scheme by:

1. In Schedule 1 clause 61, 'Development for which development approval is not required' insert the following into 'Column 2 Conditions'

   (b) The tree is not a regulated tree under the local government's local planning policy with respect to tree retention, and does not require approval under that policy.

FORM 6A

COUNCIL RESOLUTION TO ADVERTISE

The Standard Amendment was adopted by resolution of the Council of the City of Vincent at the Ordinary Meeting of the Council held on the _____ day of _____, to proceed to advertise this Amendment.

.....

MAYOR

.....

CHIEF EXECUTIVE OFFICER

COUNCIL RECOMMENDATION

This Amendment is recommended for support by resolution of the City of Vincent at the Ordinary Meeting of the Council held on the ___ day of _____ and the Common Seal of the City of Vincent was hereunto affixed by the authority of a resolution of the Council in the presence of:

.....

MAYOR

.....

CHIEF EXECUTIVE OFFICER

WAPC ENDORSEMENT (r.63)

.....

DELEGATED UNDER S.16 OF
THE P&D ACT 2005

DATE.....

APPROVAL GRANTED

.....

MINISTER FOR PLANNING

DATE.....

LOCAL PLANNING POLICY: REGULATED & SIGNIFICANT TREES

Legislation / local law requirements	*Planning and Development Act 2005* This Policy has been prepared under the provisions of Schedule 2, Part 2 and 3 of the *Planning and Development (Local Planning Schemes) Regulations 2015.*
Relevant delegations	16.1.1 Determination of various applications for development approval under the City's Local Planning Scheme.
Related policies, procedures and supporting documentation	City of Vincent Local Planning Scheme No. 2 City of Vincent Enhanced Environment Strategy Residential Design Codes Volume 1 and 2 Local Planning Policy: Built Form Development Fees and Reductions Policy Community Funding Policy Community and Stakeholder Engagement Policy AS 4970-2009: Protection of Trees on Development Sites AS 4373-2007: Pruning of Amenity Trees

PART 1 - PRELIMINARY

INTRODUCTION

The City of Vincent's (City) Strategic Community Plan 2022 – 2032 (SCP) sets the strategic direction, priorities and aspirations for the City. A key objective of the SCP includes ensuring "*our urban forest and canopy is maintained and increased.*"

Increasing urban density is essential to accommodate a growing population to meet the State Government's infill target for an additional 11,500 new dwellings in Vincent by 2050, but it can lead to the loss of mature trees and vegetation.

Large, mature trees with broad canopy cover provide the greatest cooling, aesthetic, amenity, and ecological value in urban areas. Retaining these trees delivers immediate and long-term benefits that newly planted trees take years to match.

Trees can also hold cultural or ecological significance, reflecting the historical development of neighbourhoods or connections to the local area which reinforce local character and sense of place, and unique environmental contribution. Protecting these trees is important to conserve both cultural and ecological values.

This Policy outlines that the City recognises the increasing importance of retaining trees and ensures that retention and enhancement of canopy coverage is considered through development applications and strategic planning.

LOCAL PLANNING POLICY: REGULATED & SIGNIFICANT TREES

PURPOSE

A **tree damaging activity** can be considered development under the *Planning and Development Act 2005*.

The purpose of this Policy is to:

- Clarify when development approval is required and provide guidance on the assessment of development applications for a **tree damaging activity** to either a **regulated tree or significant tree**; and
- Provide guidance for the nomination and adoption of trees onto the **Trees of Significance Inventory (Inventory)**.

The Policy also provides for a range of incentives for the retention and maintenance of **regulated trees** and **trees of significance**.

OBJECTIVES

The objectives of this Policy are to:

1. Define a **regulated tree** and **significant tree** and clarify when a development application is required for a **tree damaging activity**.
2. Provide a framework for property owners to nominate trees for inclusion on the **Inventory**.
3. Prioritise the retention and protection of **regulated trees** and **significant trees** on private land.
4. Preserve and enhance the natural environment that contributes towards streetscape character, amenity, and reducing the urban heat island effect.
5. Encourage the early consideration of tree retention through the siting and design of development.
6. Encourage tree retention through incentives for owners of **regulated trees** and **trees of significance**.

SCOPE

The Policy applies to any **tree damaging activity** to a **regulated tree** or **tree of significance** on zoned land under the City's Local Planning Scheme No. 2 (LPS2).

This includes development applications and informing the City's recommendations on subdivision and strategic planning proposals (including scheme amendments, local development plans, and precinct structure plans).

PART 2 - POLICY STANDARDS

1. Exemptions from Development Approval

1.1 Development approval is not required for a **tree damaging activity** in the following instances:

a. The tree/s are not a **regulated tree** or **tree of significance**;
b. The **tree damaging activity** is carried out in the course of works in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2 Part 7 Clause 61 (b) item 18:
"*Works that are urgently necessary for any of the following:*

DRAFT

LOCAL PLANNING POLICY: REGULATED & SIGNIFICANT TREES

(a) Public safety;
(b) Safety or security of plant or equipment;
(c) Maintenance of essential services; or
(d) Protection of the environment"

c. The **tree damaging activity** is required as part of an approved Bushfire Management Plan;
d. The **tree damaging activity** is **maintenance pruning**;
e. The **tree damaging activity** is undertaken in accordance with a written direction or requirement of a State Government Department in response to plant biosecurity issues. A copy of this direction is to be provided to the local government prior to works occurring;
f. The **tree damaging activity** is a **public work**.

*Note 1 – It is recommended that **maintenance pruning** be undertaken in accordance with AS 4373-2007: Pruning of Amenity Trees.*

*Note 2 – There are separate statutory processes to inform the consideration of **public works** proposals (including necessary approvals) through the Planning & Development Act 2005.*

2. Assessment Process & Standards

2.1 Where a **tree damaging activity** to a **regulated tree** or **tree of significance** is proposed (including the removal of a **tree of significance** while it is listed on the **Inventory**), the following will be given due regard in the assessment process:

a. Tree Characteristics	(i) Health, maturity, species and location of the tree; (ii) Recommendations of an **arborist report**;
b. Street and Environmental Value	(i) Ecological, biodiversity and environmental values of the tree; (ii) Contribution of the tree to the streetscape;
c. Site Layout and Design	(i) The location of the tree within the development site and ability for a modified building design to maximise the retention of the tree and/or other trees; (ii) Any existing development on the site; (iii) Design and location of proposed crossovers; (iv) Topography and the potential impact from excavation/fill; (v) Tree replacement and/or planting proposed; (vi) The retention of any other **regulated trees** and/or **trees of significance** on the subject site;
d. Safety and Risk	(i) Possible safety risks due to tree limb failure and infrastructure and/or structural damage associated with the retaining the tree as supported by an **arborist report** and/or structural engineering report; and (ii) Establishment of an adequate **Tree Protection Zone**(s) (as per AS4970).

Due regard will also be given to the objectives of this Policy and relevant matters of Clause 67 of the Regulations.

2.2 An a**rborist report** or other relevant management plan may be required to:

- Justify a **tree damaging activity** to a **regulated tree** or **tree of significance** specifically considering the health of the tree and/or any safety risk it may pose to people or property.
- Outline any mitigation measures that are necessary to protect a **regulated tree** or **tree of significance**, including works proposed within the **Tree Protection Zone**.

LOCAL PLANNING POLICY: REGULATED & SIGNIFICANT TREES

Note 3 – unless otherwise stipulated in this Policy, the applicant/owner is responsible for obtaining an arborist report, including any associated costs.

2.3 In accordance with the Community and Stakeholder Engagement Policy, consultation for a development application for a **tree damaging activity** to a **regulated tree** or **significant tree** will be undertaken for a minimum of 14 days with all adjoining and adjacent properties.

Where **maintenance pruning** is to be undertaken to a **regulated tree** or **tree of significance** where the tree is overhanging or encroaching on an adjoining property, the proponent should provide notification to all impacted owners prior to works commencing.

2.4 If development approval is granted to remove a **regulated tree** or **tree of significance**, each tree removed should be replaced with two trees of a minimum 35 litre pot size, planted in-ground and of a species that is capable of reaching a similar size at maturity. Each replacement tree is to have a minimum tree planting area of 2m x 2m.

2.5 Once approval has been granted any **tree damaging activity** to a **regulated tree** or **tree of significance** should be undertaken by a qualified **arborist** or other tree maintenance specialist as approved by the City.

3. Departures to Development Standards

3.1 Where a development proposal is designed to retain a **regulated tree** or a **tree of significance**, this will be considered when assessing the proposal against the Design Principles of the Residential Design Codes Volume 1, the Element Objectives of the Residential Design Codes Volume 2, and the local planning framework.

Any consideration is to be undertaken on a case-by-case basis, having regard to:

(i) The context of the site;
(ii) The location and extent of the proposed development and its impact on the **regulated tree** or **tree of significance**; and
(iii) Advice received by a qualified arborist and/or member of the City's Design Review Panel.

4. Urgent Works

4.1 Where urgent works are undertaken to a regulated tree or tree of significance in accordance with Clause 1, owners are to notify the City in writing within five working days following the completion of the works. Notification should include supporting advice and evidence of the works undertaken, such as any relevant professional advice and photographs.

5. Subdivision & Strategic Planning Proposals

5.1 Where applicable, proposals for subdivision, scheme amendments, local development plans, and precinct structure plans should identify **regulated trees** and **trees of significance,** and outline mechanisms and measures for how these trees are to be retained and protected at subsequent stages of the planning process.

5.2 Proposals for subdivision, scheme amendments, local development plans, and precinct structure plans should demonstrate how ~~that~~ the protection of **regulated trees** and **trees of significance**

DRAFT

LOCAL PLANNING POLICY: REGULATED & SIGNIFICANT TREES

has been considered and responded to through supporting information such as concept plans and technical reports, including an **arborist report** or other management plan.

PART 3 – TREES OF SIGNIFICANCE INVENTORY

6. Criteria and Assessment of a Tree of Significance Nomination

6.1 To be considered a **tree of significance** and be included on the **Inventory**, the tree must meet following criteria:

(i) Healthy specimen with ongoing viability; and
(ii) Not included on a National, State or local area weed register; and
(iii) Of **cultural significance** and/or **ecological significance**.

7. Nominating a Tree of Significance

7.1 Anyone may nominate a tree or group of trees on public or private land for inclusion on the **inventory**.

7.2 If the City is supportive of the nomination following an assessment against Clause 6, the City will seek written approval from the **primary owner** and notify any **secondary owner**.

The nomination will not progress without **primary owner** approval.

7.3 In assessing a nomination, the City would obtain expert advice (which could include an **arborist report**) to determine the suitability and long-term viability of the tree as a **tree of significance** and what work is required to preserve it.

Where an **arborist report is** commissioned this would be at the City's cost and a copy of the report will be provided to the **primary owner** and **secondary owner/s**.

7.4 Following the City's decision of the nomination, the City will notify the **primary owner**, the nominator and any **secondary owners** within 10 business days of the decision.

8. Financial Assistance

8.1 **Primary owners** and **secondary owners** of a **tree of significance** are eligible to receive financial assistance from the City. This assistance can be used to undertake works associated with the maintenance of the **tree of significance**, as well as the preparation of an **arborist report**, if one has not been previously commissioned by the City.

8.2 The City may waive any fees associated with lodging a development application associated with a **tree of significance** where the **tree damaging activity** does not harm the ongoing health and viability of the tree and does not propose the removal of the tree.

9. Removal of Trees of Significance from the Inventory

9.1 Requests to remove a **tree of significance** from the Inventory will be determined by Council via a development application and assessed in accordance with Clause 2.

DRAFT

LOCAL PLANNING POLICY: REGULATED & SIGNIFICANT TREES

9.2 In accordance with the Community and Stakeholder Engagement Policy, consultation will be undertaken for a minimum of 14 days with all the owners of the **tree of significance** and all adjoining and adjacent properties.

10. Arborist Reports

10.1 The City may arrange an inspection of a **tree of significance** upon receiving a written request by a **primary owner** and/or **secondary owner**, no more than once per calendar year.

On the advice of a relevant expert, the City may commission an **arborist report**, at the City's cost, where deemed necessary, no more than once in any five-year period.

OFFICE USE ONLY	
Responsible Officer	Manager Strategic Planning & Sustainability
Initial Council Adoption	27/03/2001
Previous Title	Policy No. 7.6.3 Trees of Significance
Reviewed / Amended	25/06/2013; DD/MM/YYYY
Next Review Date	MM/YYYY

DRAFT

LOCAL PLANNING POLICY: REGULATED & SIGNIFICANT TREES

APPENDIX 1. DEFINITIONS

Arborist report means a report which is prepared to the satisfaction of the City of Vincent by a person who has obtained a minimum Australian Qualification Framework Level 5 Certification in Arboriculture (AQF5 Arborist) or equivalent qualification, and with demonstrated experience in high level tree assessment and diagnosis.

Cultural Significance means a tree that:

- Has Aboriginal cultural heritage value, including association with traditional use, cultural practices, or known heritage places; or
- Has recognised historical or commemorative value, including association with a significant event, person or period.

Ecological Significance *means* a tree that:

- Is a Threatened Species under the *Biodiversity Conservation Act 2016 (WA)*;
- Contains hollows suitable for fauna habitat;
- Provides a known or potential food source for black cockatoo species;
- Is a species native to the local area that is uncommon or not well represented within the surrounding locality; or
- Is located within or directly contributes to a biodiversity corridors as recognised within the City's Enhanced Environment Strategy.

Maintenance pruning means pruning that does not harm, or is not likely to harm, the health, stability, or long-term viability of a tree, such as:

- Removing dead or diseased wood; or
- Activity done to a fruit tree for fruit production; or
- Is otherwise maintenance or thinning of the crown that does not adversely affect the health or general appearance of the tree or is to balance the tree.

Primary owner means the owner of the land containing the majority of the structural root zone of a **regulated tree** or **tree of significance**.

Public work has the same definition as contained within the *Planning and Development Act 2005*.

Regulated tree means a living tree that:

- Has a height of 8 metres or higher; and/or
- Has an average canopy diameter of at least 6 metres;

but does not include:

- A tree listed on the State or local area weed register; or
- A palm tree; or
- A pencil pine tree.

Secondary owner means an owner of land on which any portion of a **regulated tree** or **tree of significance** is located, including where any part of the trunk, canopy, or root zone extends over or into that land.

LOCAL PLANNING POLICY: REGULATED & SIGNIFICANT TREES

Tree damaging activity means:

- The killing or destruction of a tree; and/or
- The removal of a tree; and/or
- The severing of branches, limbs, stems or trunk of a tree; and/or
- The ringbarking, poisoning, topping or lopping of a tree; and/or
- Any other substantial damage to a tree.

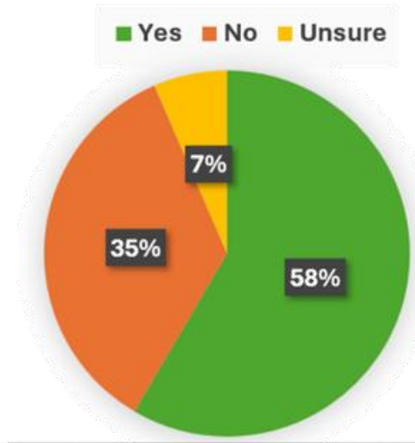
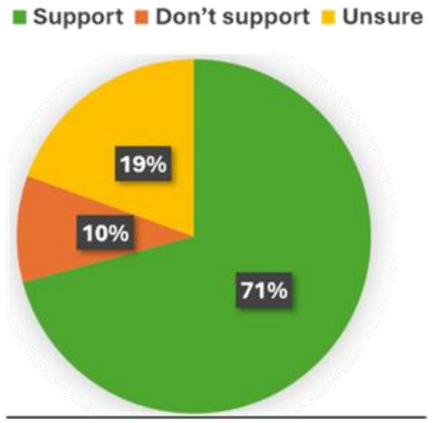
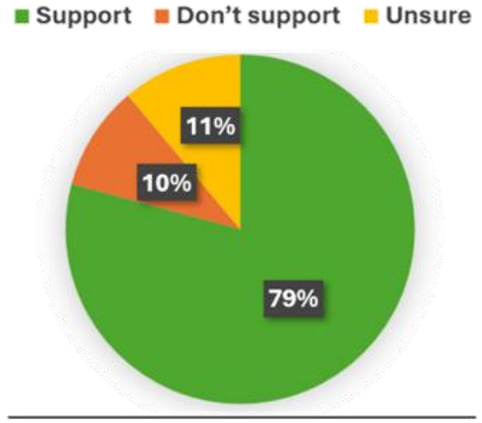
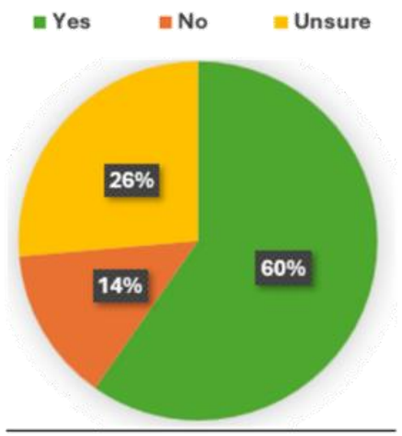
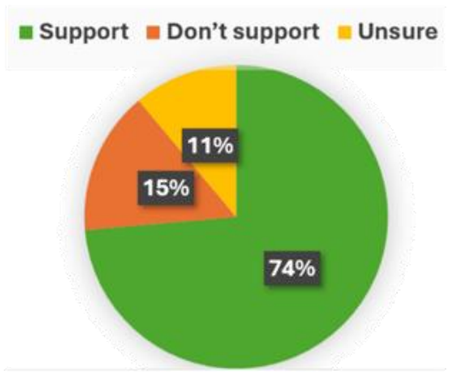
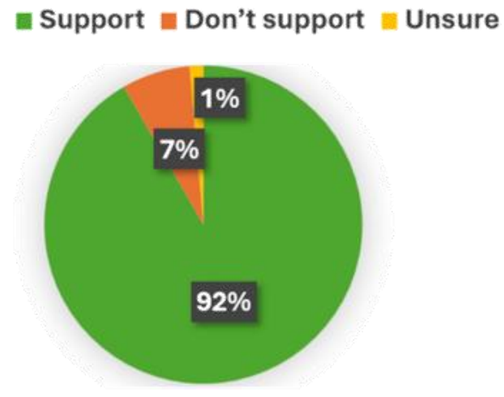
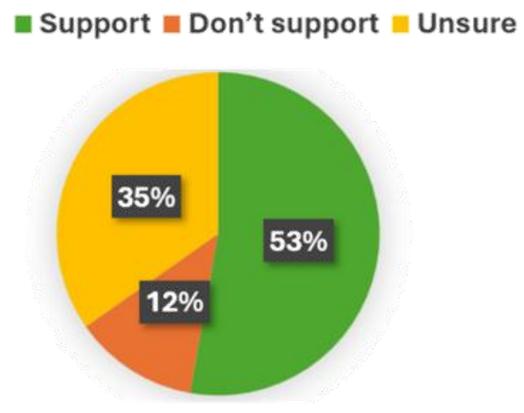
Trees of significance Inventory is a database of trees specifically identified for their significant value within the City and is given effect by Clause 61(1) of LPS2.

Tree of significance means any tree(s) listed on the City's **Inventory** which has **cultural** or **ecological significance**.

Tree protection zone means the area sufficient to preserve the small diameter roots that a tree needs for the uptake of water and nutrients. This is the minimum area needed for a tree's health and is usually recommended to be protected with a barrier during construction. Tree Protection Zone(s) are to be in accordance with AS4970.

DRAFT

Summary of Submissions & Administration Response – Local Planning Policy: Trees of Significance

Imagine Vincent Survey Question Responses			
Do You Support Third-Party Nominations for Trees onto the Inventory?	Exempting maintenance works necessary for public safety from requiring development approval.	Exempting maintenance works for maintenance pruning from requiring development approval.	Does the draft Policy encourage you to nominate a tree for inclusion on the Inventory?
			
Removing the Requirement for an Arborist Report for a Nomination.	Providing annual funding for the preservation of listed trees.	Considering departures from development standards to retain a tree on the Inventory.	
			

Summary of Submissions & Administration Response – Local Planning Policy: Trees of Significance

Summary of Submissions Received – Third Party Nominations of Significant Trees ***Note: No submissions received either in support of or unsure of third-party nominations.***			
Comments Objecting to Third Party Nominations	**Relevant Submissions**	**Administration Comment**	**Draft Local Planning Policy: Regulated & Significant Trees Response**
Private landholders should have control of their property and not be told what to do with it by third parties.	12	The previously advertised Local Planning Policy: Trees of Significance (December 2024 TOS Policy) outlined that a tree could be nominated for inclusion on the Significant Tree Inventory by primary owners, secondary owners, or third parties. Primary owners would be consulted with where a third party nomination is received, and if they object Council would be required to determine the nomination. Following advertising the Administration recommends not progressing with the December 2024 TOS Policy, and instead advertising a new draft Local Planning Policy: Regulated & Significant Trees (Regulated & Significant Tree Policy). This retains the ability for third party nominations for a Significant Tree, which provides the opportunity for anyone to nominate a tree or group of trees for inclusion on the Inventory. This is in recognition that these may may hold a historical or ecological significance to the wider community (not just primary owners) and are worthy of ongoing protection, irrespective of location on public or private land. Clarification is provided to confirm that a nomination would only proceed where the primary landowner provides support. Where primary landowner approval is not provided, the City would not progress the nomination. This maintains the opportunity to increase the uptake of Significant Tree nominations but also recognises the importance of having the primary owner's support to continue to care and maintain the trees, remove potential issues around vexatious nominations, and assist to mitigate the risk of pre-emptive clearing for potential nominations.	Clause 7 – Nominating a Tree of Significance: • Clause 7.1 – Anyone can nominate a tree for inclusion on Inventory as a Significant Tree. • Clause 7.2 – Confirms that primary owner approval is required for the City to progress with a nomination.
Landowners should be the only people that can nominate and/or approve Significant Tree nominations.	11		
Third party nominations could be made in spite of the landowner or for alternative motives creating conflict between neighbours.	10		
Landowners of a third party nominated tree may remove it before it is adopted onto the list by Council.	2		
No response from primary landowners should be considered an objection as they might be away.	1		
Third party nominations should only be applied to trees on public land and not on private land.	1		
Third party nominations for Significant Trees would impact on development potential.	2	The previously advertised December 2024 TOS Policy outlined that departures to development standards could be supported to facilitate a site responsive design to maintain a Significant Tree and minimise the impact on development potential. The draft Regulated & Significant Tree Policy maintains this to provide the opportunity for flexibility to design around Significant Trees and the maximise the opportunity for retention as part of redevelopment.	Clause 2 – Assessment Process & Standards: • Clause 2.1 – Outlines criteria for assessing application that propose to remove Regulated or Significant Trees, including the location of the tree and opportunities for the building envelope to be modified to maximise retention. Clause 3 – Departures to Development Standards: • Clause 3.1 – Outlines that the City can consider departures to development standards of the planning framework where it supports the retention of Regulated or Significant Trees.
The December 2024 TOS Policy does not provide enough protection to prevent the removal of trees as it relies on nominations.	1	The scope of the December 2024 TOS Policy related only to Significant Trees that are currently or proposed to be included on the Inventory. This is because under the City's existing planning framework, planning approval is only required for trees that are listed on the Significant Trees Inventory. It is proposed to expand the scope through Amendment No. 15 to LPS2 and the draft Regulated & Significant Tree Policy to Regulated Trees which are 8 metres or greater in height and/or have an average canopy diameter of at least 6 metres. Regulated Trees are not required to be nominated on the Significant Trees Inventory. The Inventory would remain in place as a complementary measure to include trees that have a cultural or ecological significance but do not necessarily meet the size threshold for a Regulated Tree. This would increase the number of mature trees that would require development approval if they were proposed to be removed and provide the opportunity for improved tree retention outcomes across the City.	Clause 1 – Exemptions from Development Approval: • Clause 1.1 – Outlines when works to a Regulated or Significant Tree does not require approval, including where this is related to maintenance or public safety. All other circumstances would require approval, including the removal of a Regulated or Significant Tree. Clause 2 – Assessment Process & Standards • Clause 2.1 – Outlines criteria for assessing application that propose to remove Regulated or Significant Trees. Considerations include the tree characteristics, street and environmental value, site layout and design, and safety and risk.
The City's planning assessments should have the power to stop all mature trees (whether on the Inventory or not) from being felled as part of development.	1		

Summary of Submissions & Administration Response – Local Planning Policy: Trees of Significance

		The draft Regulated & Significant Tree Policy provides clear guidance for decision-makers to assess applications proposing the removal of a Regulated Tree including objectives and criteria to be assessed through applications.	
Nominations should not progress without Council approval.	1	The December 2024 TOS Policy outlined that nominations would be required to be determined where the primary owner objected to a nomination by a secondary owner or third party. As above the draft Regulated & Significant Tree Policy outlines that nominations would not progress without the approval of the primary owner. Primary owner support is key to continuing to care for and maintain the tree/s. Where primary owners are supportive Administration would be responsible for assessing the determining the nomination which would provide for a streamlined approach to listing new trees on the Inventory.	Clause 7 – Nominating a Tree of Significance: • Clause 7.4 – Outlines that the City would determine nominations for Significant Trees and would notify the relevant owners and nominator of the decision.
Third party nominations means that the third party should pay for the process and maintenance.	1	The December 2024 TOS Policy outlined that Significant Tree nominations may be supported by an arborist report that the City would obtain based on the advice of the Design Review Panel (DRP) or the City's landscape architect. The draft Tree Regulated & Significant Tree Policy maintains that the City may obtain an arborist report for new nominations irrespective of the source. Doing so at the cost of the City would remove a potential barrier to expanding the Inventory.	Clause 7 – Nominating a Tree of Significance: • Clause 7.3 – Outlines that the City may seek arborist advice to assist with assessing the suitable of a Significant Tree nomination.
Summary of Submissions Received – Incentives for Significant Tree Nominations			
Comments in Support of Incentives	**Relevant Submissions**	**Administration Comment**	**Draft Local Planning Policy: Regulated & Significant Trees Response**
Financial support to maintaining a Significant Tree is important due to ongoing arborist and cleaning costs/time.	8	The December 2024 TOS Policy and Community Funding Policy provide for financial support for works associated with Significant Trees such as maintenance pruning. Owners of land where a tree on the Inventory is located can currently receive up to $2,000 within a 5-year period from the City on a dollar-for-dollar basis for works on the subject tree. The draft Regulated & Significant Tree Policy maintains this in relation to ongoing maintenance as well as costs associated with obtaining arborist reports to minimise the financial impact of listing and looking after a Significant Tree. The City also provides other incentives, including the GreenTrack initiative which offers a free 1-hour consultation with its Green Design Advisor for those looking to develop to support the retention of mature trees, reduced application fees and a prioritised application assessment	Clause 8 – Financial Assistance: • Clause 8.1 – Outlines that owners of a Significant Tree are eligible for financial assistance for maintenance and the preparing of an arborist report (in conjunction with the City's Community Funding Policy).
There is support for more initiatives to increase tree canopy but the cost of this should be shared by the community and not just landowners with Significant Trees.	1		
The incentives are improved compared to those existing, but the City should be in line with nearby Councils like Bassendean which is a leader state-wide in this area.	1	The Town of Bassendean's approach provides development incentives which can support departures to the planning framework to facilitate a site responsive design that retains Regulated Trees. Both the December 2024 TOS Policy and the draft Regulated & Significant Trees Policy include this as in incentive for Regulated and Significant Trees consistent with the WALGA Model Template.	Clause 3 – Departures to Development Standards: • Clause 3.1 – Outlines that the City can consider departures to development standards of the planning framework where it supports the retention of Regulated or Significant Trees.
Development standards variations are supported where it allows for design flexibility to retain a Significant Tree.	1		
Supportive of providing incentives if the end outcome is more trees than are also healthier.	1	Noted.	N/A
Supportive for not requiring an arborist report to nominate.	1	The December 2024 TOS Policy did not require an Arborist Report for a nomination, however the City may obtain one independently to inform a trees suitability on the Inventory. This is maintained in the draft Regulated & Significant Tree Policy, with the City to consider nominations based on the advice of the DRP and/or the City's internal arborist and may obtain an arborist report if needed based on this.	Clause 7 – Nominating a Tree of Significance: • Clause 7.3 – Outlines that the City may seek arborist advice to assist with assessing the suitable of a Significant Tree nomination.
Free arborist advice is beneficial but should be by experienced arborists.	1		
Comments Objecting to Incentives	**Relevant Submissions**	**Administration Comment**	**Draft Local Planning Policy: Regulated & Significant Trees Response**
Development incentives should not result in overdevelopment or impact on neighbouring properties just because a tree is retained.	3	The previously advertised December 2024 TOS Policy and draft Tree Preservation Policy outline that departures to development standards could be supported to facilitate a site responsive design to maintain a Significant and Regulated Tree. Any application would need to satisfy the relevant local housing objectives and design principles to minimise impacts to the amenity of adjoining properties and manage concerns related to overdevelopment.	Clause 3 – Departures to Development Standards: • Clause 3.1 – Outlines that the City can consider departures to development standards of the planning framework where it supports the retention of Regulated or Significant Trees.

Summary of Submissions & Administration Response – Local Planning Policy: Trees of Significance

Landowners should not have to pay for an Arborist Report due to a third-party nomination	2	The December 2024 TOS Policy did not require an Arborist Report for a nomination, however the City may obtain one independently to inform a trees suitability on the Inventory. This is maintained in the draft Regulated & Significant Tree Policy, with the City to consider nominations based on the advice of the DRP and/or the City's internal arborist and may obtain an arborist report if needed based on this.	Clause 7 – Nominating a Tree of Significance: • Clause 7.3 – Outlines that the City may seek arborist advice to assist with assessing the suitable of a Significant Tree nomination.
The amount of financial support proposed is not enough, including the lack of ongoing maintenance incentives.	2	As above owners of a Significant Tree can currently receive up to $2,000 within a 5-year period from the City on a dollar-for-dollar basis for works on the subject tree. This is maintained in the draft Regulated & Significant Tree Policy. The City allocates a budget each financial year to support this incentive, however the annual budget allocation has not been exhausted and the City received minimal requests for financial assistance, which is in part due to the low numbers of listed Significant Trees. The City will continue to monitor the financial support available each year through the budgeting process to respond to anticipated demand.	Clause 8 – Financial Assistance: • Clause 8.1 – Outlines that owners of a Significant Tree are eligible for financial assistance for maintenance and the preparing of an arborist report (in conjunction with the City's Community Funding Policy).
The City should invest in public trees rather than subsidise private trees.	1	Increasing the City's tree canopy requires efforts across both public and private land. The City recognises the importance of public tree planting, and its current street tree planting program aims to plant between 300 and 400 new trees each year Approximately 61% of land within the City is privately owned, meaning that increasing the City's overall canopy cover requires improved consideration for tree retention on private land through the draft Regulated & Significant Tree Policy to support the City's target of total canopy cover on private land of 15% by 2030 and 20% by 2040 outlined in the Enhanced Environment Strategy.	No changes.
Developers should not be allowed to fell trees just to maximise development plot ratio.	1	As above the draft Significant & Regulated Tree Policy provides clear guidance for decision-makers to assess applications proposing the removal of a Significant or Regulated Tree including objectives and criteria. This provides the opportunity to better retain mature trees through the planning process.	Clause 2 – Assessment Process & Standards • Clause 2.1 – Outlines criteria for assessing application that propose to remove Regulated or Significant Trees. Considerations include the tree characteristics, street and environmental value, site layout and design, and safety and risk.
Third parties that nominate a tree should be made to maintain the nominated tree and not the landowner.	1	As above, the December 2024 TOS Policy outlined that nominations would be required to be determined where the primary owner objected to a nomination by a secondary owner or third party. The draft Tree Preservation Policy outlines that nominations would not progress without the approval of the primary owner. Primary owner support is key to continuing to care for and maintain the tree/s. The City would provide financial support for primary owners of Significant Trees associated with ongoing maintenance.	Clause 7 – Nominating a Tree of Significance: • Clause 7.1 – Anyone can nominate a tree for inclusion on Inventory as a Significant Tree. • Clause 7.2 – Confirms that primary owner approval is required for the City to progress with a nomination. Clause 8 – Financial Assistance: • Clause 8.1 – Outlines that owners of a Significant Tree are eligible for financial assistance for maintenance and the preparing of an arborist report (in conjunction with the City's Community Funding Policy).
General Comments Relating to Incentives	**Relevant Submissions**	**Administration Comment**	**Draft Local Planning Policy: Regulated & Significant Trees Response**
General comments provided around the benefits of trees and education of the community.	11	Addressing tree preservation through the planning framework is only one piece of a broader approach to better protect from canopy loss on private land. Administration will support the draft Regulated & Significant Tree Policy and the Enhanced Environment Strategy, by raising awareness about the benefits of tree canopy retention, including reduced heat, better air quality and higher property values. This would also include providing resources and tools on tree care can encourage and build broader support for tree preservation as a benefit, not a burden, and to drive voluntary participation for tree canopy retention.	N/A
Incentives could be improved, such as: • Increasing assistance to $5,000 for every 5 years.	7	As above owners of land where a tree on the Inventory is located can currently receive up to $2,000 within a 5-year period from the City on a dollar-for-dollar basis for works on the subject tree. These works can include maintenance and the preparation of technical reports such as Arborist Reports.	Clause 8 – Financial Assistance:

Summary of Submissions & Administration Response – Local Planning Policy: Trees of Significance

• Discounted rates. • Paying for Arborist reports.		The City allocates a budget each financial year to support this incentive, however the total budget allocation has not been exhausted and the City received minimal requests for financial assistance aligning with the above. It is considered that the financial incentives are currently appropriate. Rate reductions are not considered an appropriate mechanism for supporting the management or maintenance of Significant Trees. This is because they do not provide a direct or proportionate link to actual maintenance costs, which may vary significantly depending on the characteristics of the tree and the works required.	• Clause 8.1 – Outlines that owners of a Significant Tree are eligible for financial assistance for maintenance and the preparing of an arborist report (in conjunction with the City's Community Funding Policy). Clause 10 – Arborist Reports: • Clause 10.1 – Outlines that the City may commission an arborist report at its cost.
Developers should be made/incentivised to maintain trees on the Inventory and design buildings to do so. Many trees 'suddenly' die as part of development.	4	As above the previously advertised December 2024 TOS Policy and draft Regulated & Significant Tree Policy outline that departures to development standards could be supported to facilitate a site responsive design to maintain a Significant and Regulated Tree. This provides flexibility to consider departures on a case-by-case basis depending on the location of the tree to be retained and the impact this would have on the built form outcome. It is not intended to pre-emptively specify or guarantee variations to specific development standards as each application will be considered on its merits. Other incentives are also provided including financial incentives for the maintenance of Significant Trees. The City's GreenTrack initiative also provides a offers a free 1-hour consultation with its Green Design Advisor for those looking to develop. This provides support to owners to design for the retention of mature trees. Where trees are required to be retained through a condition of planning approval but are subsequently remove, the City would investigate in accordance with the Development Compliance Enforcement Policy.	Clause 3 – Departures to Development Standards: • Clause 3.1 – Outlines that the City can consider departures to development standards of the planning framework where it supports the retention of Regulated or Significant Trees.
Planning incentives are unclear. More information on what development standards that would be varied is required. Uncertainty means that owners cannot assess costs and benefits and raises concerns about fairness and exploitation.	3		
The criteria for nominations should be expanded to include non-endemic species. This is because they still provide fauna and canopy benefits.	3	Both the December 2024 TOS Policy and draft Regulated & Significant Tree Policy allow for non-endemic species to be included on the Inventory if the species is not on the National, State or the City's weed register.	Clause 6 – Criteria and Assessment of a Tree of Significance Nomination: • Clause 6.1 - Outlines the criteria for a tree to be considered for the Inventory, with species limitations placed only where it is a recognised weed.
The City should provide support to residents to compensate for retaining and maintaining Significant Trees, such as reduced fees associated with obtaining arborist reports. This could also assist neighbours where trees overhang.	4	As above primary and secondary owners of a tree on the Inventory can currently receive up to $2,000 within a 5-year period from the City on a dollar-for-dollar basis for works on the subject tree. These works can include maintenance and the preparation of technical reports such as Arborist Reports. Neighbours of properties with Significant Trees are also eligible for this financial support to assist with managing and maintaining overhanging branches.	Clause 8 – Financial Assistance: • Clause 8.1 – Outlines that owners of a Significant Tree are eligible for financial assistance for maintenance and the preparing of an arborist report (in conjunction with the City's Community Funding Policy).
The December 2024 TOS Policy relies too much on regulation rather than incentives and may encourage pre-emptive tree removal instead of protecting trees. Only nine trees have been listed after 25 years which also demonstrates its ineffectiveness.	2	The December 2024 TOS Policy was intended to better incentivise nominations for new Significant Trees. However there has been a historically low uptake and advancements in the planning landscape over the past 18 months has meant that Administration has revisited this approach. The draft Regulated & Significant Tree Policy still aims to incentivise the retention of Regulated and Significant Trees, however it also provides for a broader scope and clear guidance to support decision making for applications that propose the removal of trees, based on WALGA's Model Template. While incentives are important increased guidance for private land is equally important to support greater tree retention through the planning process.	Clause 1 – Exemptions from Development Approval: • Clause 1.1 – Outlines when works to a Regulated or Significant Tree does not require approval, including where this is related to maintenance or public safety. All other circumstances would require approval, including the removal of a Regulated or Significant Tree. Clause 3 – Departures to Development Standards: • Clause 3.1 – Outlines that the City can consider departures to development standards of the planning framework where it supports the retention of Regulated or Significant Trees. Clause 6 – Financial Assistance: • Clause 8.1 – Outlines that owners of a Significant Tree are eligible for financial assistance for maintenance and

Summary of Submissions & Administration Response – Local Planning Policy: Trees of Significance

			the preparing of an arborist report (in conjunction with the City's Community Funding Policy).
The City should consider future carbon credits to incentives developers to protect trees.	2	Carbon credit programs are required to be approved by the Federal Government and/or State Government and is outside of the City's scope of influence.	N/A
The nomination process is complex and disincentivising and would not provide a strong format for protection.	2	As above the scope of the December 2024 TOS Policy related only to Significant Trees that are currently or proposed to be included on the Inventory. The draft Tree Preservation Policy would broaden the scope to also apply to Regulated Trees. These include trees that have a height of 8 metres or average canopy width of 6 metres. Regulated Trees are not required to be nominated on the Significant Trees Inventory. The Inventory would remain in place as a complimentary measure to allow for trees that have a cultural or ecological significance but do not necessarily meet the height or canopy width threshold. The nomination process for Significant Trees has been simplified to make it easier for nominations to be made, reduce the need for up-front supporting information to be provided, and to maintain opportunities for third party nominations but require the approval of the primary owner to progress.	Clause 7 – Nominating a Tree of Significance: • Clause 7.1 – Anyone can nominate a tree for inclusion on Inventory as a Significant Tree. • Clause 7.2 – Confirms that primary owner approval is required for the City to progress with a nomination. • Clause 7.3 – Outlines that the City may obtain an arborist report to determine the suitability of a nominated tree for inclusion on the inventory. • Clause 7.4 – Requires the City to notify all affected landowners and the nominator within 10 days of determination.
Confusion over Clause 1.2 in the December 2024 TOS Policy. Does this mean the Significant Tree can be removed if it is to develop the property?	1	Clause 1.2 of the December 2024 TOS Policy referenced that the City may waive fees associated with lodging a development application for maintenance works to a tree on the Significant Tree. This has been maintained in the draft Regulated & Significant Tree Policy. The draft Regulated & Significant Tree Policy would guide decision-making around the removal of Regulated and Significant Trees, and outlines criteria and objectives that would need to be satisfied in considering an application. This includes where the location of the tree makes designing around this unfeasible.	Clause 2 – Assessment Process & Standards • Clause 2.1 – Outlines criteria for assessing application that propose to remove Regulated or Significant Trees. Considerations include the tree characteristics, street and environmental value, site layout and design, and safety and risk. Clause 8 – Financial Assistance: • Clause 8.2 – Outlines that the City may waive fees for development applications required for works to a Regulated or Significant Tree, except for those that propose removal.
The December 2024 TOS Policy states the R Codes can be ignored, how is that possible?	1	The December 2024 TOS Policy stated that the City can consider departures from the planning framework, such as the R Codes. Departures relate to development that does not meet the 'deemed-to-comply' standards and discretion needs to be applied by the City in accordance with the relevant design principles and local housing objective. In applying discretion, the City would consider the retention of a Significant Tree as favourable. This provides for greater design flexibility for development to facilitate greater tree retention of private property. The draft Regulated & Significant Tree Policy follows this approach and specifies that the City will consider built form outcomes on a case-by-case basis when a Regulated Tree or Significant Tree is retained.	Clause 3 – Departures to Development Standards: • Clause 3.1 – Outlines that the City can consider departures to development standards of the planning framework where it supports the retention of Regulated or Significant Trees.
The City should only focus on offering financial incentives for landowners and not apply any other regulation for keeping trees.	1	The City has continued to see a lack of uptake in existing incentives for Significant Trees through the existing regime as well as the GreenTrack initiative. Approximately 61% of land within the City is privately owned which means that the City cannot achieve its canopy targets without have a regulatory approach towards tree retention on private land. The draft Regulated & Significant Trees Policy aims to balance between regulation and incentives. While it expands the requirement for the development approval to large, mature trees that meet the Regulated Tree threshold, it also maintains existing financial incentives for Significant Trees that have cultural or ecological significance.	Clause 8 – Financial Assistance: • Clause 8.1 – Outlines that owners of a Significant Tree are eligible for financial assistance for maintenance and the preparing of an arborist report (in conjunction with the City's Community Funding Policy). • Clause 8.2 – Outlines that the City may waive fees for development applications required for works to a Regulated or Significant Tree, except for those that propose removal.

Summary of Submissions & Administration Response – Local Planning Policy: Trees of Significance

Query if the $2,000 financial incentive is a one-off payment or annual payment.	1	The $2,000 financial incentive is available on a dollar-for-dollar basis every 5 years.	N/A
Summary of Submissions Received – Exempt Works			
Comments in Support of Exemptions	**Relevant Submissions**	**Administration Comment**	**Draft Local Planning Policy: Regulated & Significant Trees Response**
Pruning and maintenance exemptions have improved but could go further and be clearer.	2	Both the December 2024 TOS Policy and draft Regulated & Significant Trees Policy provide exemptions for maintenance pruning to both Regulated and Significant Trees. These exemptions are consistent with the WALGA Model Template and are intended to apply to low impact works such as maintenance pruning or where there is a risk to health and safety. This would ensure that these more routine acts of maintenance and general management do not require approval, while significant pruning beyond just maintenance or complete removal require approval and assessment due to being potentially more impactful.	Clause 1 – Exemptions from Development Approval: • Clause 1.1 – Outlines circumstances where approval is not required. This includes works to trees that are not either Regulated or Significant, is for safety of people or assets, is maintenance pruning, or required through a Bushfire Management Plan or by a State Government Department.
Comments Objecting to Exemptions	**Relevant Submissions**	**Administration Comment**	**Draft Local Planning Policy: Regulated & Significant Trees Response**
Concern that exemptions to development approvals may result in landowners removing trees without seeking approval.	1	Both the December 2024 TOS Policy and draft Regulated & Significant Trees Policy provide exemptions for maintenance pruning to both Regulated and Significant Trees. Should the draft Regulated & Significant Trees Policy ultimately be approved, the City would investigate any unauthorised tree removal in accordance the Development Compliance Enforcement Policy. It is noted that there may be challenges in undertaking compliance given it would need to be demonstrated that works to a tree required approval and may be difficult after the fact. In this sense the draft Regulated & Significant Tree is intended to be educative rather than punitive.	Clause 1 – Exemptions from Development Approval: • Clause 1.1 – Outlines circumstances where approval is not required. This includes works to trees that are not either Regulated or Significant, is for safety of people or assets, is maintenance pruning, or required through a Bushfire Management Plan or by a State Government Department. Clause 4 – Urgent Works: • Clause 4.1 – Outlines that where urgent works are required, evidence of this is to be provided for the City's confirmation.
It is unclear what is determined to be 'public safety'. This should be determined by an Arborist assessment.	3	Both the December 2024 TOS Policy and the draft Tree Preservation Policy include an exemption from planning approval where works are urgently required for public safety. This is consistent with the WALGA Model Template and stipulated within the *Planning and Development (Local Planning Schemes) Regulations 2015*. This could include clear and imminent failure of a tree and/or limbs which present risk to people or buildings. Instances where time to acquire and Arborist assessment would unlikely align with needing works to be urgently carried out for public safety. This exemption is intended to apply in circumstances where there is a clear and imminent risk of failure of a tree or limb that poses clear danger to people or property. In such instances, the time required to obtain an arborist assessment may not be consistent with the need to undertake urgent works. Similarly, exemptions are provided for maintenance pruning to allow property owners to continue to care for and manage trees without need development approval for these more routine works, such as the removal of dead or diseased wood. Discretion exists within this interpretation to provide flexibility as different tress would have different maintenance requirements, and any works exempt from approval are encouraged to be undertaken in accordance with AS 4373 to manage possible impacts.	
Exempting maintenance works is problematic as most owners lack the expertise to assess to not cause inadvertent damage/death.	1		
Summary of Submissions Received – Significant Tree Nominations ***Note: No submissions received either in support of or objecting to Significant Tree Nominations***			
General Comments	**Relevant Submissions**	**Administration Comment**	**Draft Local Planning Policy: Regulated & Significant Trees Response**
The lack of nominations from landowners reflects opinions on the limitations placed in doing so.	1	The City acknowledges the low nomination rates for Significant Trees, with this being in part due to the lack of clear guidance and a complex nomination process. The December 2024 TOS Policy was intended to simplify this and expand opportunities for nominations to be received from wider than just property owners of trees. As above, the draft Regulated & Significant Tree Policy would broaden the scope to also apply to Regulated Trees. These include trees that have a height of 8 metres or canopy width of 6 metres, which aligns with WALGA's Model Template. Regulated Trees do not rely on nominations, unlike Significant Trees.	Clause 7 – Nominating a Tree of Significance: • Clause 7.1 – Anyone can nominate a tree for inclusion on Inventory as a Significant Tree. • Clause 7.2 – Confirms that primary owner approval is required for the City to progress with a nomination. • Clause 7.3 – Outlines that the City may obtain an arborist report to determine the suitability of a nominated tree for inclusion on the inventory. • Clause 7.4 – Requires the City to notify all affected landowners and the nominator within 10 days of determination.

Summary of Submissions & Administration Response – Local Planning Policy: Trees of Significance

		The Inventory would remain in place to allow for trees that have a cultural or ecological significance but do not necessarily meet the height or canopy width threshold as a complementary measure, with a simplified nomination process and inclusion of incentives to encourage additional nominations.	Clause 8 – Financial Assistance: • Clause 8.1 – Outlines that owners of a Significant Tree are eligible for financial assistance for maintenance and the preparing of an arborist report (in conjunction with the City's Community Funding Policy). • Clause 8.2 – Outlines that the City may waive fees for development applications required for works to a Regulated or Significant Tree, except for those that propose removal.
Summary of Submissions Received – General Comments on Draft Local Planning Policy: Trees of Significance			
General Comments on Draft Local Planning Policy: Trees of Significance	**Relevant Submissions**	**Administration Comment**	**Draft Local Planning Policy: Regulated & Significant Trees Response**
<u>Support for December 2024 TOS Policy</u> • It helps to maintain trees due to the rising cost of living not allowing people to prioritise this. • Supports providing more canopy cover. • Would encourage more nominations.	5	Comments in support are noted. The draft Regulated & Significant Tree Policy maintains the same intent as the December 2024 TOS Policy in relation to incentivising new nominations for Significant Trees but has been expanded more broadly to apply to Regulated Trees which includes those with a height of 8 metres and/or average canopy width of 6 metres.	N/A
<u>Objections to December 2024 TOS Policy</u> • The December 2024 TOS Policy is complex and not easily understood. • Hopes that the December 2024 TOS Policy in its current form is not approved. • Do not support lowering the height of a Significant Tree to 4 metres. • Concerns about introducing "secondary owners" is seen as legally risky, confusing, and potentially creating disputes with neighbours. • City-owned trees being exempt from development approval is viewed as hypocritical.	5	• As above Administration is proposing to expand the scope of tree retention beyond only Significant Trees to also include Regulated Trees with a height of 8 metres and/or canopy width of 6 metres through the draft Regulated & Significant Tree Policy. As part of this Administration has simplified the policy to improve readability and application. • Comment noted. • The December 2024 TOS Policy proposed to define a Significant Tree based on a height of 4 metres, aligning with the definition of an Existing Significant Tree under the R Codes. As above the scope is proposed to be expanded through the draft Regulated & Significant Trees Policy to apply to Regulated Trees with a height of 8 metres consistent with the WALGA Model Template which recognises trees of this size and maturity makes a significant contribution towards canopy and amenity. The definition of the Significant Tree does not include a size threshold providing flexibility for trees to be added to the Inventory where they are of cultural or ecological significance irrespective of its size. • The December 2024 TOS Policy included a definition of secondary owner to provide guidance to recognise that neighbours or properties that have trees are still able to undertake pruning to branches which overhang the property boundary, or where portions of the tree straddle the lot boundary. This has been maintained in the draft Regulated & Significant Trees Policy to maintain this guidance. • The December 2024 TOS Policy outlined that works to Significant Trees on public land are exempt from requiring approval. This has been maintained in relation to Regulated and Significant Trees in the draft Regulated & Significant Tree Policy and is consistent with the WALGA Model Template. Local government approval is required for the removal of street trees and those in the public realm, and where these works are undertaken by the City would be considered as public works and exempt from requiring development approval.	Clause 1 – Exemptions from Development Approval • Clause 1.1 – Outlines that works to or removal of a Regulated or Significant Tree is exempt where it is a Public Work. Note 2 has also been added to confirm that there are separate statutory processes applicable to public works proposals. Appendix 1 – Definitions: • Includes definitions for Cultural Significance, Ecological Significance, Public Work, Regulated Tree, Secondary Owner, and Trees of Significance.

Summary of Submissions & Administration Response – Local Planning Policy: Trees of Significance

		The City would only remove trees on reserves where they are unsafe or where unavoidable as part of new works.	
Comments on December 2024 TOS Policy • Clause 3.1 and Clause 3.5 conflict as one states planning approval is needed and the other says it isn't. • The new significant tree criteria are too broad. • Most Significant Trees would be kept by landowners as they are existing in the first place, meaning the policy may grow the register but fail to meaningfully increase tree retention. • The definition of Arborist Report should not reference external documents and be more concise. • Arborists are best placed to determine the success of a tree nomination rather than the City. • Multiple technical flaws in the draft policy, including measurement issues, loopholes (e.g., removal of sub-100 mm branches), unclear terminology, and inconsistent requirements. • Flexibility should be provided for Significant Trees to be removed where it can achieve a better development outcome. • Third party nominations have the potential to impact development outcomes and clarity should be provided how these would be considered when property owners object to these.	12	• Clause 3.1 of the December 2024 TOS Policy outlined that approval was required for the removal of or works to a Significant Tree while it is listed on the Inventory. Clause 3.5 outlined that a Significant Tree is not to be approved while it is on the Inventory. This was intended to confirm that works or removal required approval. As above the draft Regulated & Significant Tree Policy expands the scope to also apply to Regulated Trees and has been simplified to confirm that requests to remove a Significant Tree from Inventory are to be considered through an application and by Council, and that works to a Significant Tree required development approval unless they are exempt. • The December 2024 TOS Policy proposed to widen the scope of a Significant Tree based on size thresholds and contributions to cultural or ecological significance. As above the scope is proposed to be expanded through the draft Regulated & Significant Trees Policy to apply to Regulated Trees consistent with the WALGA Model Template threshold for height and canopy, as well as Significant Trees that are of cultural or ecological significance irrespective of its size. • As above, the lack of uptake in the Inventory is noted, which has prompted Administration to recommended pursuing an alternative approach to include Regulated Trees through the draft Regulated & Significant Tree Policy which does not rely on nominations and would assist in improving retention of canopy through the planning process. • Both the December 2024 TOS Policy and the draft Regulated & Significant Tree Policy refer to external documents to clarify the level of qualification an arborist is to have when preparing an Arborist Report. This would ensure that high-quality assessments occur. • Both the December 2024 TOS Policy and the draft Regulated & Significant Tree Policy outline that arborist advice may be sought as part of the assessment of Significant Tree nominations. This would ensure that adequate technical input occurs to inform determinations by the City. • The December 2024 TOS Policy included exemptions from works to trees based on the width of branches to be removed, based on the WALGA Model Template. The draft Regulated & Significant Tree Policy maintains exemptions but has been simplified to not reference specific measurements to assist with implementation. • Both the December 2024 TOS Policy and the draft Regulated & Significant Tree Policy criteria to be assessed for applications that propose the removal of a Significant Tree, including the capacity for a new development to be designed around its location. This recognises that the role of policy to guide decision-making and the exercising of discretion including in situations are the location of a tree is not realistic or feasible to be retained through redevelopment, such as where it is centrally located. • As above the draft Regulated & Significant Tree Policy retains the ability for third party nominations to be received for Significant Trees that was outlined in the December 2024 TOS Policy, however this has been clarified to confirm that nominations will not progress without the approval of the landowner.	Clause 1 – Exemptions from Development Approval: • Clause 1.1 – Outlines circumstances where approval is not required. This includes works to trees that are not either Regulated or Significant, is for safety of people or assets, is maintenance pruning, or required through a Bushfire Management Plan or by a State Government Department. Clause 2 – Assessment Process & Standards • Clause 2.1 – Outlines criteria for assessing application that propose to remove Regulated or Significant Trees. Considerations include the tree characteristics, street and environmental value, site layout and design, and safety and risk. Clause 7 – Nominating a Tree of Significance: • Clause 7.1 – Anyone can nominate a tree for inclusion on Inventory as a Significant Tree. • Clause 7.2 – Confirms that primary owner approval is required for the City to progress with a nomination. • Clause 7.3 – Outlines that the City may obtain an arborist report to determine the suitability of a nominated tree for inclusion on the inventory. Clause 8 – Financial Assistance: • Clause 8.2 – Outlines that the City may waive fees for development applications required for works to a Regulated or Significant Tree, except for those that propose removal. Clause 9 – Removal of Trees of Significance from Inventory: • Clause 9.1 – Outlines that requests to remove a Significant Tree from Inventory are to be considered through a development application by Council. Appendix 1 – Definitions: • Includes definitions for Arborist Report, Cultural Significance, Ecological Significance, Regulated Tree, and Trees of Significance.

Summary of Submissions & Administration Response – Local Planning Policy: Trees of Significance

• The policy language should ensure fee waivers are guaranteed, not optional.		• As above December 2024 TOS Policy referenced that the City may waive fees associated with lodging a development application for maintenance works to a tree on the Significant Tree. This has been maintained in the draft Regulated & Significant Tree Policy. The waiving of fees is addressed separately though the City's Development Fee Reductions and Refunds Policy.	
<u>Policy Requirements to Prevent Tree Removal</u> • The City should adopt the WALGA Model Template for more effective long-term protection. • A policy that stops landowners from desecrating canopy is needed. • Large trees come with conflict with neighbours due to maintenance issues. Formal protection is important to maintain green canopy. • Tree removal from development should be met with stronger planning assessments and refusals. • Relying on nominations will not be sufficient for the needed scale of the register. • Development approval to remove all important trees should be required, rather than requiring a register.	17	• As above it is recommended that the City progresses with the draft Regulated & Significant Tree Policy. This would combine the WALGA Model Template and Significant Trees to apply more broadly to mature trees on private land and to better consider tree removal through the planning process. • Comment is noted. • The draft Regulated & Significant Tree Policy includes exemptions from approval for undertaking maintenance pruning, which could be accesses by neighbours for branches that overhang property boundaries. This would ensure that maintenance can still be undertaken without tree retention being seen as a burden that can lead to removal. • As above draft Regulated & Significant Tree Policy would guide decision-making around the removal of Regulated and Significant Trees, and outlines criteria and objectives that would need to be satisfied in considering an application. This would provide guidance to better considering the retention of mature trees when assessing development applications. Where an application does not satisfy the relevant criteria and policy objectives, it would not be supported. • As above, the lack of uptake in the Inventory is noted, which has prompted Administration to recommended pursuing an alternative approach to include Regulated Trees through the draft Regulated & Significant Tree Policy which does not rely on nominations and would assist in improving retention of canopy through the planning process. • The draft Regulated & Significant Tree Policy would broaden the scope to also apply to Regulated Trees. These include trees that have a height of 8 metres or canopy width of 6 metres, which aligns with WALGA's Model Template, as well as Significant Trees as a complementary measure.	Clause 1 – Exemptions from Development Approval: • Clause 1.1 – Outlines when works to a Regulated or Significant Tree does not require approval, including where this is related to maintenance or public safety. All other circumstances would require approval, including the removal of a Regulated or Significant Tree. Clause 2 – Assessment Process & Standards • Clause 2.1 – Outlines criteria for assessing application that propose to remove Regulated or Significant Trees. Considerations include the tree characteristics, street and environmental value, site layout and design, and safety and risk.
<u>Need for Policy Measures to Increase Tree Planting</u> • Development often results in tree clearing and minimal planting and more requirements to increase green canopy for development is needed. • Council should encourage developers and landowners to plant more trees. • The sooner effective and enforceable rules (Not the WALGA Model Policy) are adopted the better it is for meeting canopy targets. • There should be a minimum requirement to maintain some level of tree coverage.	6	• The City is currently reviewing Local Planning Policy: Built Form (Built Form Policy) to include additional development standards that seek for increased canopy cover to be provided as part of new residential developments. These are subject to the WAPC's approval before they can be enforced. • The City is also reviewing Local Planning Policy: Environmentally Sustainable Design to include greater incentives for the planting of trees on private land. • As above it is recommended that the City progresses with the draft Regulated & Significant Tree Policy. This would combine the WALGA Model Template and Significant Trees to apply more broadly to mature trees on private land and to better consider tree removal through the planning process. This approach aligns with the outcomes of the Zorzi decision, where SAT recognised the important of a local planning policy to guide when development approval is required for the removal of mature trees. • As above the City has reviewed the Built Form Policy to require greater tree planting requirements, but this cannot be implemented without the WAPC's approval.	N/A
<u>Leadership in Tree Canopy</u>	6		N/A

Summary of Submissions & Administration Response – Local Planning Policy: Trees of Significance

• More mature trees are needed in the area, and the City should be planting wherever possible. • Subiaco, Perth and Cambridge (similar local governments) all have greater canopy cover than the City, which should become a leader in the domain of increasing urban canopy. • State Government neglect has led to local councils taking on the responsibility for trees through policies.		• As above the City's current street tree planting program aims to plant between 300 and 400 new trees each year. The City's efforts in the public realm would be supported by the draft Regulated & Significant Tree Policy to retain and increase canopy on private land which accounts for 61% of land in Vincent. • Council approved its Enhanced Environment Strategy in August 2025 which included targets for canopy on private land to be increased to 20% and mature tree retention on private land to be increased to 15% by 2040. • Comment is noted.	
<u>Impact on Development & Property</u> • Council is overreaching into private property affairs, being overall bureaucratic and should allocate resources elsewhere. • Concern over impact of property values. • How will the City manage to build to their stated affordable homes targets without taking out yet more trees?	9	• As above Administration is proposing to expand the scope of tree retention beyond only Significant Trees to also include Regulated Trees with a height of 8 metres and/or canopy width of 6 metres through Amendment No. 15 to LPS2 and the draft Tree Regulated & Significant Policy. This aligns with Council's Notice of Motion from its March 2024 meeting which requests the City prioritises planning controls to ensure greater protection of trees and canopy and private land. This recognised that the clearing of private land associated with development proposes a significant risk to the decline of canopy cover across Vincent. The expanded scope of the draft Tree Preservation Policy responds to this and aligns with WALGA's Model Template to better consider tree canopy on private land its benefits in relation to urban heat, biodiversity, neighbourhood amenity, and long-term environmental resilience through the planning process. This also aligns with the City's adopted strategic direction to increase urban canopy cover on private land in the Enhanced Environment Strategy. • Potential impacts on property values are not a planning consideration. • The draft Regulated & Significant Tree Policy is intended to provide a better opportunity to retain mature canopy as urban infill occurs to meet the City's State government target of 11,500 new homes by 2050 compared to the current framework. This also recognises that a policy is not determinative and there may still be instances where tree removal is appropriate. The policy guidance provides decision-makers with a pathway that even if the criteria is not met, a proposal may still satisfy the objectives and/or other relevant planning matters which could approve the removal of mature trees. This would capture scenarios where trees may be in a central or unfavourable location which means they cannot be realistically retained as part of new developments and continues to strike the balance with the delivery of new homes.	N/A
<u>Unauthorised Works & Compliance</u> • Removal a Significant Tree should be a criminal offence and should be punished with fines and requirements for replacement trees. Penalties should be described in the Policy. • Tree bonds should be required for where a development standard has been relaxed.	5	• Significant Trees are protected under the City's LPS2. Where works to or removal of a Significant Tree occurs without approval, the City can take enforcement action in accordance with the Development Compliance Enforcement Policy and *Planning and Development Act 2005*. Under this, prescribed penalties can include fines and prosecution. • Where a Regulated or Significant Tree forms part of a development approval and is shown to be retained, a condition would be included to this effect. Should the tree subsequently be removed the City would investigate in accordance with the City's Development Compliance Enforcement Policy.	N/A
<u>Significant Trees</u>	8		Scope:

Summary of Submissions & Administration Response – Local Planning Policy: Trees of Significance

• Tree protection should be given to trees where a nomination has been made but formal inclusion has not yet been made. This will reduce clearing of trees where they have been nominated. • The criteria for a Significant Tree could be expanded to include bushes or Black Cockatoo food sources. • Trees that are endemic, have community value or are located on government owned land should be automatically included on the Inventory. • Council should look at taking over the responsibility for trimming and maintaining listed trees. • More trees need to be heritage listed to ensure protection and canopy for future generations.		• LPS2 only provides 'protection' to Significant Trees by requiring development approval once they have been listed on the Inventory. Under the draft Regulated & Significant Tree Policy, the scope would be expanded to also requiring approval for trees the meet a size threshold of 8 metres tall or an average canopy width of 6 metres. Where a tree meets this threshold, approval would be required irrespective of whether it has cultural or ecological significance or has been included on the Inventory or not (including where a nomination has been received). • The December 2024 TOS Policy identified that the criteria for listing of a Significant Tree include mature trees that provide habitat and food for local fauna such as the Black Cockatoo. This is maintained in the draft Tree Regulated & Significant Tree Policy which outlines that a tree may be nominated for inclusion in the Inventory where it has ecological significance, which includes where a tree provides a known or potential food source for Black Cockatoo species. • The draft Regulated & Significant Tree Policy would automatically apply to any tree with of height of 8 metres or more and/or have an average canopy diameter of at least 6 metres that is located on zoned land (whether owned privately or by the government). The Inventory will remain in place to allow for Significant Trees that have a cultural or ecological significance to be considered and protected on a case-by-case basis and could include trees on public land. • The City would only be responsible for maintenance of Significant Trees on public land. For private land this would be the responsibility of the landowner, with the draft Regulated & Significant Tree Policy providing financial support for maintenance as outlined above. • The December 2024 TOS Policy and draft Regulated & Significant Tree Policy provide opportunities to list Significant Trees on the Inventory. This would recognise trees that have cultural significance but do not necessarily meet the height or canopy width threshold for a Regulated Tree.	• Outlines that policy applies to Regulated or Significant Trees on zoned land. Clause 1 – Exemptions from Development Approval: • Clause 1.1 – Outlines when works to a Regulated or Significant Tree does not require approval, including where this is related to maintenance or public safety. All other circumstances would require approval, including the removal of a Regulated or Significant Tree. Clause 6 – Criteria and Assessment of Tree of Significance Nomination: • Clause 6.1 – Outlines that a Significant Tree must meet criteria including being of cultural or ecological significance. Clause 7 – Nominating a Tree of Significance • Clause 7.1 – Outlines that anyone may nominate a Significant Tree on private or public land. Clause 8 – Financial Assistance: • Clause 8.1 – Outlines that owners of a Significant Tree are eligible for financial assistance for maintenance and the preparing of an arborist report (in conjunction with the City's Community Funding Policy). Appendix 1 – Definitions: • Includes definitions for: - Cultural significance including aboriginal cultural heritage value, or with recognised historical or commemorative value. - Ecological significance including a species that provides a known or potential food source for Black Cockatoos. Significant Tree as being included on the Inventory.
<u>General Comments</u> The City has been too focused on saving water by planting native gardens which still need watering twice a week.	1	Trees require a consistent watering routine to ensure establishment for the first few years. This is because they are being transplanted from a nursery environment where watering is regular and an adjustment period is required when planted in ground. The City plants natives as they are less likely to require ongoing watering when compared to non-native plants. Native plants are often more resilient in an arid climate and will have greater survival rates and less ongoing maintenance.	N/A

Decision-Making Considerations Since February 2025

Need for Policy to Guide Decision-Making
• In July 2025 SAT provided a landmark decision in relation to a Town of Cambridge matter that considered whether the removal of an existing mature tuart trees was authorised as part of a new two-storey house. • In the Zorzi decision, SAT concluded that: - Removal of or works to a tree may constitute development and require development approval. Factors relevant to determining this includes the tree height, trunk thickness and canopy spread influencing whether a tree is prominent in its context. - Recognised the importance of local planning policy to guide when development approval is required and informing the exercise of discretion for a development application. • This confirms that policy approaches based WALGA's Model Template would provide decision-makers with appropriate guidance to support considering tree retention outcomes.
WALGA Model Template
• To date nine other local governments have approved a policy based on the WALGA Model Template. • In implementing these local governments have been successful in prosecuting for unauthorised clearing of trees. A number of development applications have also been refused, although to-date these have not been further tested in SAT. • This supports the Zorzi decision by demonstrating how a policy based on the WALGA Model Template can be implemented.
Enhanced Environment Strategy
• The Enhanced Environment Strategy was approved by Council in August 2025 and aims to increase: - Private canopy cover from 9% in 2020 to 12% by 2030 and 18% by 2040. - The retention of mature canopy trees (8 metres in height or greater) from 3% in 2020 to 5% by 2030 and 15% by 2040. • Achieving this target requires an approach which expands beyond just the Inventory. • In 2026 the State Government released the Urban Greening Strategy and Let's Grow Action Plan, outlining a State-wide vision to enhance tree canopy and greening outcomes. These do not propose broader regulation of trees on private property through the planning framework and incentive based.
Lack of Uptake in Incentives
• The Inventory approach is opt-in and relies on landowners voluntarily nominating trees in exchange for incentives, such as financial support for maintenance. The Inventory has operated for 27 years and there being nine properties on the Inventory highlights its uptake challenges. • The draft Trees of Significance Policy was intended to make this simpler, easier and more worthwhile through incentives, but ultimately remains voluntary. • These outcomes highlight the limitations of relying solely on incentive-based mechanisms to achieve tree retention on private land.

Overview of Draft Local Planning Policy: Regulated and Significant Trees

Clause / Reference	Recommended Modification to Advertised Draft Local Planning Policy: Trees of Significance	Administration Comment
Part 1 Introduction	**Replaced with:** *The City of Vincent's (City) Strategic Community Plan 2022 – 2032 (SCP) sets the strategic direction, priorities and aspirations for the City. A key objective of the SCP includes ensuring "our urban forest and canopy is maintained and increased."* *Increasing urban density is essential to accommodate a growing population to meet the State Government's infill target for an additional 11,500 new dwellings in Vincent by 2050, but it can lead to the loss of mature trees and vegetation.* *Large, mature trees with broad canopy cover provide the greatest cooling, aesthetic, amenity, and ecological value in urban areas. Retaining these trees delivers immediate and long-term benefits that newly planted trees take years to match.* *Trees can also hold cultural or ecological significance, reflecting the historical development of neighbourhoods or connections to the local area which reinforce local character and sense of place, and unique environmental contribution. Protecting these trees is important to conserve both cultural and ecological values.* *This Policy outlines that the City recognises the increasing importance of retaining trees and ensures that retention and enhancement of canopy coverage is considered through development applications and strategic planning.*	The introduction has been updated to reflect the draft Regulated and Significant Trees Policy, which combines both WALGA's Model Template and the City's current Significant Trees approach.
Part 1 Purpose	**Replaced with:** *A tree damaging activity can be considered development under the Planning and Development Act 2005.* *The purpose of this Policy is to:* • *Clarify when development approval is required and provide guidance on the assessment of development applications for a tree damaging activity to either a regulated tree or significant tree; and* • *Provide guidance for the nomination and adoption of trees onto the Trees of Significance Inventory (Inventory).* *The Policy also provides for a range of incentives for the retention and maintenance of regulated trees and trees of significance.*	The purpose has been updated to reflect the draft Regulated and Significant Trees Policy, which combines both WALGA's Model Template and the City's current Significant Trees approach. The purpose is now clear in relation to outlining when development is needed and how applications are assessed where works impact on Regulated or Significant Trees, and the role and process for nominating Significant Trees to the Inventory.
Part 1 Objectives	**Modified as follows:** ~~*1. Encourage and facilitate the protection of trees worthy of retention and to maintain and enhance canopy cover in the City of Vincent.*~~ ~~*3. Inform property owners and the community that trees listed on the Inventory require a development application for works under the City of Vincent's LPS2.*~~ ~~*4. Provide a framework for property owners or third parties nominate trees for inclusion on the Inventory.*~~ ~~*5. Provide clear direction on the requirements for trees listed on the Inventory.*~~ ~~*6. Provide incentive programs for trees listed on the Inventory.*~~ *1. Define a regulated tree and significant tree and clarify when a development application is required for a tree damaging activity.* *2. Provide a framework for property owners to nominate trees for inclusion on the Inventory.* *3. Prioritise the retention and protection of regulated trees and significant trees on private land.* *4. Preserve and enhance the natural environment that contributes towards streetscape character, amenity, and reducing the urban heat island effect.* *5. Encourage the early consideration of tree retention through the siting and design of development.* *6. Encourage tree retention through incentives for owners of regulated trees and trees of significance.*	The objectives have been updated to reflect the draft Regulated and Significant Trees Policy, which combines both WALGA's Model Template and the City's current Significant Trees approach. These objectives now relate to the updated elements of the draft Regulated and Significant Tree Policy to guide when discretion is needed to be exercised for works to or removal of a Regulated or Significant Tree.
Part 1 Scope	**Modified as follows:** *The Policy applies to* • ~~*Trees included on the Inventory; and*~~ • ~~*Any tree subject to a nomination for inclusion on the Inventory.*~~ *any tree damaging activity to a regulated tree or tree of significance on zoned land under the City's Local Planning Scheme No. 2 (LPS2).* *This includes development applications and informing the City's recommendations on subdivision and strategic planning proposals (including scheme amendments, local development plans, and precinct structure plans).*	The scope has been updated to reflect the extended scope of the draft Regulated and Significant Trees Policy, which combines both WALGA's Model Template and the City's current Significant Trees approach. Thie scope now applies to trees which meet the defined threshold for a Regulated Tree, with a height of 8 metres or average canopy width of 6 metres, in addition to Significant Trees on the Inventory. The draft Regulated and Significant Trees Policy would also inform the City recommendation on subdivision and other planning proposals. While these are determined by the State Government who is not bound by the City's policy setting, it means that the City would still consider tree retention in its assessment and recommendation.
Part 2	**Deleted:** ~~*Trees that are listed on the Inventory require development approval for any works in accordance with LPS2 (see below).*~~	This section has been deleted to simplify the draft Regulated and Significant Trees Policy. Concurrent Amendment No. 15 to LPS2 would

Overview of Draft Local Planning Policy: Regulated and Significant Trees

<table>
<tr><th>Clause / Reference</th><th>Recommended Modification to Advertised Draft Local Planning Policy: Trees of Significance</th><th>Administration Comment</th></tr>
<tr><td>Statutory Authority</td><td><s>61. Development for which development approval not required</s>
<s>1) Development approval is not required for works if-</s>
<s>a. the works are of a class specified in Column 1 of an item in the Table; and</s>
<s>b. conditions are set out in Column 2 of the Table opposite that item - all of those conditions are satisfied in relation to the works.</s>
<table><tr><td></td><td><s>Column 1
Works</s></td><td><s>Column 2
Conditions</s></td></tr><tr><td><s>1A.</s></td><td><s>Works to remove, destroy or interfere with any tree(s).</s></td><td><s>(a) The tree is not listed on the City of Vincent Trees of Significance Inventory.</s></td></tr></table></td><td>give the statutory effect to the draft policy and does not need to be repeated.</td></tr>
<tr><td><u>Part 2</u>

Definitions</td><td>Modified as follows:

<s>All terms used in this Policy are defined in the Planning and Development Act 2005, Planning and Development (Local Planning Schemes) Regulations 2015 (Regulations), Residential Design Codes (R Codes) and the City's LPS2, unless stated otherwise below.</s>

Arborist Report means a report which is prepared to the satisfaction of the City of Vincent by a person who has obtained a minimum <s>produced by a person who has obtained a minimum of</s> Australian Qualification Framework Level 5 Certification in Arboriculture (AQF5 Arborist) or equivalent qualification, and with demonstrated experience in high level tree assessment and diagnosis. <s>The arborist report has information that concerns the health, value and general state of the tree, the structural root zone and tree protection zone, and a Tree Management Plan that outlines the methodology to preserve the tree.</s>

Cultural Significance means a tree that:
• Has Aboriginal cultural heritage value, including association with traditional use, cultural practices, or known heritage places; or
• Has recognised historical or commemorative value, including association with a significant event, person or period.

Ecological Significance means a tree that:
• Is a Threatened Species under the Biodiversity Conservation Act 2016 (WA);
• Contains hollows suitable for fauna habitat;
• Provides a known or potential food source for black cockatoo species;
• Is a species native to the local area that is uncommon or not well represented within the surrounding locality; or
• Is located within or directly contributes to a biodiversity corridors as recognised within the City's Enhanced Environment Strategy.

<s>Destruction and/or Interference for the purposes of this Policy means the following:</s>
• <s>The severing of branches, limbs, stems, trunk or roots of a tree;</s>
• <s>The ringbarking, topping or lopping of a tree;</s>
• <s>The killing or poisoning of a tree;</s>
• <s>Any other act that causes substantial damage to a tree; and</s>
• <s>Is not exempt from development approval as stipulated in Clause 2 Exemptions to Development Approval.</s>

<s>Emergency works means any works required to be undertaken for the protection of life or property on trees of significance which are in imminent danger.</s>

Maintenance pruning means pruning that does not harm, or is not likely to harm, the health, stability, or long-term viability of a tree, such as: <s>is pruning that:</s>
a. <s>Involves</s> removing dead or diseased wood only; or
b. <s>Is the first pruning of the tree in the calendar year and affects less than 10% of the canopy, not altering the overall shape of the canopy; or</s>
c. Is of a fruit tree and done for fruit production; or
d. Does not include removing limbs with a diameter of 100mm or more; or
e. Is otherwise <s>minor</s> maintenance or thinning of the crown that does not adversely affect the health or general appearance of the tree or is to balance the tree.

Primary Owner means <s>of a Tree of Significance is</s> the owner of the land that contains the majority of the structural root zone of <s>the tree nominated for, or listed on, the inventory</s> a regulated tree or tree of significance

Public work has the same definition as contained within the Planning and Development Act 2005.</td><td>The definitions have been updated to reflect the draft Regulated and Significant Trees Policy, which combines both WALGA's Model Template and the City's current Significant Trees approach.

Definitions for Arborist Report, Maintenance Pruning, Regulated Tree and Tree Damaging Activity have been updated and/or included to define terms consistent with the WALGA Model Policy.

Definitions for Cultural and Ecological Significance have been included based on best practice and to support the identification and protection of Significant Trees and recognise the different values these can hold.

Redundant definitions have been removed, with the remaining reviewed for simplicity and improve readability, and moved to Appendix 1 to be consistent with the recommended formatting of the WA Planning Manual: Draft Local Planning Policies Chapter.</td></tr>
</table>

Overview of Draft Local Planning Policy: Regulated and Significant Trees

Clause / Reference	Recommended Modification to Advertised Draft Local Planning Policy: Trees of Significance	Administration Comment
	Regulated tree means a living tree that: • *Has a height of 8 metres or higher; and/or* • *Has an average canopy diameter of at least 6 metres;* *but does not include:* • *A tree listed on the State or local area weed register; or* • *A palm tree; or* • *A pencil pine tree.* ~~*Qualified Arborist means a person who has obtained a minimum of Australian Qualification Framework Level 5 Certification in Arboriculture (AQF5 Arborist) or equivalent qualification.*~~ *Secondary owner means an owner of land on ~~of a Tree of Significance is the owner/s of a property for~~ which any ~~portions~~ of ~~the~~ a regulated tree or tree of significance ~~tree nominated for, or listed on, the inventory~~ is located including where any part of the ~~This can include the~~ trunk, canopy or root zone extents over or into that land.* ~~*Structural root zone means an area specified in Australian Standard 4970-2009 Protection of Trees on Development Sites (as amended), around the base of a tree required for the tree's stability in the ground.*~~ *Tree damaging activity means:* • *The killing or destruction of a tree; and/or* • *The removal of a tree; and/or* • *The severing of branches, limbs, stems or trunk of a tree; and/or* • *The ringbarking, poisoning, topping or lopping of a tree; and/or* • *Any other substantial damage to a tree.* *Trees of significance Inventory is a database of trees specifically identified for their significant value within the City and is given affect by Clause 61(1) of LPS2.* *Tree of significance~~/Significant Tree~~ means any tree(s) listed on the City's Inventory which has cultural or ecological significance.* *Tree Protection Zone means the area sufficient to preserve the small diameter roots that a tree needs for the uptake of water and nutrients. This is the minimum area needed for a tree's health and is usually recommended to be protected with a barrier during construction. Tree Protection Zone(s) are to be in accordance with AS4970. ~~is an area specified in Australian Standard 4970-2009 Protection of Trees on Development Sites (as amended). This is the area above and below ground for the protection of a tree's roots and crown from development, to provide for the viability of a tree that is to be retained.~~*	
Part 2 Clause 1 Financial Assistance	**Renumbered to Clause 8 – Financial Incentives and modified as follows:** *8.1 Primary owners and secondary owners of a ~~Significant Tree~~ tree of significance are eligible to receive financial assistance from the City. This assistance can be used to undertake works associated with the maintenance of ~~a tree listed on the Inventory~~ the tree of significance as well as the preparation of an arborist report (if one has not previously been commissioned by the City). ~~Refer to applicable Tree of Significance Fund Guidelines for further information.~~* *8.2 The City may waive any fees associated with lodging a development application ~~for maintenance works to a Significant Tree that is listed on the Inventory~~ associated with a tree of significance where the tree damaging activity does not harm the ongoing health and viability of the tree and does not propose the removal of the tree.*	These clauses have been modified to reflect minor administrative changes.
Part 2 Clause 2 Exemptions to Development Approval	**Renumbered to Clause 1 – Exemptions from Development Approval and modified as follows:** *1. Development approval is not required for a tree damaging activity in the following instances: ~~The following works to a Tree of Significance are exempt from development approval:~~* *a. The tree/s are not a regulated tree or tree of significance;* *b. The tree damaging activity is carried out in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 Part 7 Clause 61 (b) item 18:* *"Works that are urgently necessary for any of the following:* *(a) Public safety* *(b) Safety or security of plant or equipment;* *(c) Maintenance of essential services; or*	Clause 1 has been updated to reflect the draft Regulated and Significant Trees Policy, with the exemptions based on WALGA's Model Template and the advertised Tress of Significance Policy. Note 2 has been added to provide guidance that while a public work proposal may be exempt from the draft Regulated & Significant Tree Policy, there are separate statutory process and approval pathways necessary under the *Planning and Development Act 2005* which would provide an opportunity to inform tree retention outcomes.

Overview of Draft Local Planning Policy: Regulated and Significant Trees

Clause / Reference	Recommended Modification to Advertised Draft Local Planning Policy: Trees of Significance	Administration Comment
	(d) Protection of the environment" *c. The tree damaging activity ~~Works to a Significant Tree~~ is required as part of an approved Bushfire Management Plan.* *d. The tree damaging activity ~~Works to a Significant Tree~~ is maintenance pruning.* *~~The tree species is listed on the National, State or local weed register on the advice of the City's Parks team.~~* *e. The tree damaging activity is undertaken in accordance with a written direction or requirement of a State Government Department in response to plant biosecurity issues. A copy of this direction is to be provided to the local government prior to works occurring;~~The Department of Primary Industries and Regional Development or relevant authority has issued a direction to carry out works to a Significant Tree. A copy of this direction is to be provided to the local government prior to works occurring.~~* *f. Works undertaken by the City on Significant Trees located on Council owned land.* *Note 1 - It is recommended that maintenance pruning be undertaken in accordance with AS 4373-2007: Pruning of Amenity Trees.* *Note 2 – There are separate statutory processes to inform the consideration of public works proposals (including necessary approvals) through the Planning & Development Act 2005.* *~~2.2 Prior to works occurring which meet the above criteria, it is recommended that owners of Significant Tree contact the City for further advice.~~*	Previous Clause 2.2 was originally added to provide guidance has been removed and will be included in a future information sheet to support the implementation of the draft Regulated and Significant Trees Policy.
Part 2 Clause 3 Development Approval	**Clauses 3.1, 3.2, 3.4, 3.5, 3.6, and 3.7 have been deleted:** *~~3.1 Unless stipulated in Clause 2, development approval is required for the removal, destruction and/or interference of any tree listed on the Inventory.~~* *~~3.2 All applications in relation to a tree(s) listed in the Inventory will require the following to be submitted with their application:~~* *~~• Normal Development Application Form completed and signed by the primary owner or secondary owner/s of a Tree of Significance for where the works are to occur.~~* *~~• Summary of the works to occur by a qualified arborist.~~* *~~• Justification in accordance with clause 3.3 and 3.4.~~* *~~• If development approval is proposed in close proximity to a Significant Tree, a Tree Management Plan prepared by a Qualified Arborist is to be required. Development works are to be undertaken as outlined in the Australian Standard 4970-2009: Protection of Trees on Development Sites (AS4970).~~* *~~• A Tree Management Plan prepared by a Qualified Arborist which states the condition of the tree against the Essential Criteria listed in Part 3 – Policy Guidelines, must be provided during the assessment of an application for development approval where the City is concerned about possible impacts to a tree. The Tree Management Plan is to outline building options that reduce the impact to the tree.~~* *~~3.4 The following justification to works to a Significant Tree which are not exempt from development approval are not supported:~~* *~~• Impact of views.~~* *~~• Variety of tree is disliked.~~* *~~• The tree variety causes nuisance by way of leaf, fruit or bark shedding or the like.~~* *~~• The trees impact on private gardens, solar installations, swimming pools or the like.~~* *~~3.5 A Significant Tree is not to be approved to be removed while it is listed on the Inventory.~~* *~~3.6 All efforts are to be taken to avoid impacts, or limit impacts to a Significant Tree as a result of development. Applicants are encouraged to engage with the City prior to designing a development, for assistance to design around a tree.~~* *~~3.7 Proposed development, strata titling and/or subdivision of private land shall be designed to account for the ongoing viability of a Significant Tree, with consideration of the potential impacts and growth habits of a tree throughout its life cycle. All works adjacent to a Significant Tree are to be undertaken as outlined in AS4970.~~*	Previous Clause 3.1 has been deleted because it duplicates the newly added Clause 1 of the draft Regulated and Significant Trees Policy in outlining when approval is required. Previous Clauses 3.2, 3.4, 3.6, and 3.7 were originally added to provide guidance has been removed and will be included in a future information sheet to support the implementation of the draft Regulated and Significant Trees Policy. Previous Clause 3.5 has been deleted because it conflicted with the draft Regulated and Significant Trees Policy in respect to the process for considering the removal of a Significant Tree. Clause 7 of the draft Regulated and Significant Tree Policy provides guidance for this.
	Clauses 3.3, 3.8 and 3.9 have renumbered to Clause 2.1, 2.3 and 2.5 and modified as follows: *2.1 Where a tree damaging activity to a regulated tree or tree of significance is ~~works to a Significant Tree are~~ proposed (including the removal of a tree of significance while it is listed on the Inventory), the following will be given due regard in the assessment process:*	Clause 2.1 has been restructured into a table to improve readability. Clause 2.3 has been updated and outlines when consultation with owners is required where development approval is required and encourages notification of property owners prior to commencing maintenance pruning which is exempt.

Overview of Draft Local Planning Policy: Regulated and Significant Trees

<table>
<tr><th>Clause / Reference</th><th>Recommended Modification to Advertised Draft Local Planning Policy: Trees of Significance</th><th>Administration Comment</th></tr>
<tr><td></td><td>
<table>
<tr><td>a. Tree Characteristics</td><td>(i) Health, maturity, species and location of the tree;
(ii) Recommendations of an arborist report;</td></tr>
<tr><td>b. Street and Environmental Value</td><td>(i) Ecological, biodiversity and environmental values of the tree;
(ii) Contribution of the tree to the streetscape;</td></tr>
<tr><td>c. Site Layout and Design</td><td>(i) The location of the tree within the development site and ability ~~capacity~~ for a modified building design or ~~subdivision~~ to maximise the retention of the tree and/or other trees;
(ii) Any existing development on the site;
(iii) Design and location of proposed crossovers;
(iv) Topography and the potential impact from excavation/fill;
(v) Tree replacement and/or planting proposed;
(vi) The ~~preservation~~ retention of any other ~~Significant Tree~~ regulated trees and/or trees of significance on the subject site;</td></tr>
<tr><td>d. Safety and Risk</td><td>(i) Possible safety risks due to tree limb failure and infrastructure and/or structural damage associated with the retaining the tree as supported by an arborist report and/or structural engineering report; and
(ii) Establishment of an adequate Tree Protection Zone(s) (as per AS4970).</td></tr>
</table>
Due regard will also be given to the objectives of this Policy and relevant matters of Clause 67 of the Regulations.

2.3 In accordance with the Community and Stakeholder Engagement Policy, consultation for a development application for a tree damaging activity to a regulated tree or significant tree will be undertaken for a minimum of 14 days with all adjoining and adjacent properties.

Where maintenance pruning is to be undertaken to a regulated tree or tree of significance where the tree is overhanging or encroaching on an adjoining property, the proponent should provide notification to all impacted owners prior to works commencing.

2.5 Once approval has been granted any ~~works~~ tree damaging activity to a regulated tree or tree of significance ~~must~~ should be undertaken by a qualified arborist or other tree maintenance specialist as approved by the City.
</td><td>Clause 2.5 has been updated to clarify that the City will engage affected landowners when a development application for works to a Regulated or Significant Trees is proposed.</td></tr>
<tr><td><u>Part 2 Clause 4</u>

Emergency Works</td><td>Renamed to Clause 4 – Urgent Works and modified as follows

~~Emergency works to a Significant Tree required for the safety of people and property, or maintenance of essential services can be undertaken without approval from the City. These works must be undertaken by a Qualified Arborist to the satisfaction of the City. Owners are to notify the City in writing within five working days following the emergency work having been undertaken and notification must include a report by the Qualified Arborist who carried out the work.~~

Where urgent works are undertaken to a regulated tree or tree of significance in accordance with Clause 1, owners are to notify the City in writing within five working days following the completion of the works. Notification should include supporting advice and evidence of the works undertaken, such as any relevant professional advice and photographs.</td><td>Clause 4 has been updated to outline that the City is to be notified following any urgent works completed, and that evidence is to be provided to confirm the extent of works and rationale for this to be undertaken.

Flexibility is provided that this doesn't necessarily need to be provided by an arborist but could be by another contractor in recognition that an urgent work would be necessary because of an imminent threat and where there may not be time to engage an arborist.</td></tr>
<tr><td><u>Part 2 Clause 5</u>

Departures to Development Standards</td><td>Renumbered to Clause 3 – Departures to Development Standards and modified as follows:

~~To facilitate a site responsive design to preserve a Significant Tree~~ Where a development proposal is designed to retain a regulated tree or a tree of significance, ~~the City can consider a departure to the relevant policy standards (except related to site area) of LPS2, a Local Planning Policy, the R Codes, a Local Development Plan or Structure Plan where desirable to facilitate the preservation of the Significant Tree~~ this will be considered when assessing the proposal against the Design Principles of the Residential Design Codes Volume 1, the Element Objectives of the Residential Design Codes Volume 2, and the local planning framework.

~~These may be considered~~ Any consideration is to be undertaken on a case-by-case basis having regard to the:
~~a.~~ Context of the site.
~~b. Relevant design principles/element objectives of the R Codes and the local planning framework.~~
~~c.~~ The location and extent of the proposed development and its impact ~~of the significant tree~~ on the regulated tree or tree of significance~~.~~
~~d.~~ Advice received by a qualified arborist and/or member of the City's Design Review Panel.</td><td>Clause 5 has been simplified but maintains the intention that the City can consider departures to the planning framework to support a site-responsive design that can retain a Significant or Regulated Tree in the context of the whole development rather than specific elements.</td></tr>
<tr><td><u>Part 2 Clause 6</u></td><td>Renumbered to Clause 2.2 – Assessment Process & Standards and modified as follows:</td><td>Clause 2.2 has been simplified but maintains the intention for an arborist report or supporting technical information to be provided to ensure that any</td></tr>
</table>

Overview of Draft Local Planning Policy: Regulated and Significant Trees

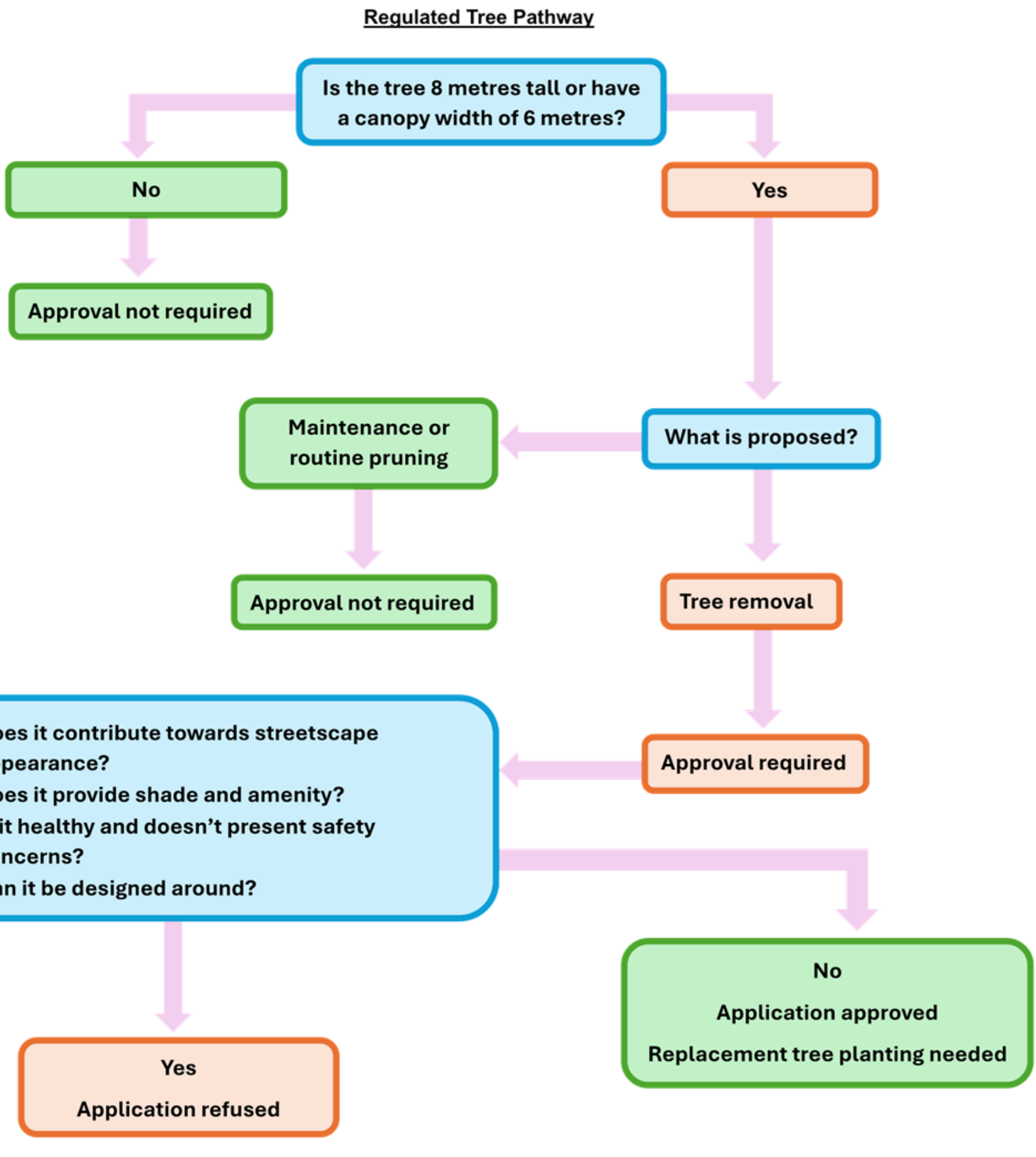
Clause / Reference	Recommended Modification to Advertised Draft Local Planning Policy: Trees of Significance	Administration Comment
Condition of Development Approval	~~*If development approval is granted within the Tree Protection Zone or in close proximity to a Significant Tree, a Tree Management Plan prepared by a Qualified Arborist may be required. Development works are to be undertaken as outlined in the AS4970. This is to be conditioned as part of any approval.*~~ *An Arborist Report or other relevant management plan may be required to:* • *Justify a **tree damaging activity** to a **regulated tree** or **tree of significance** specifically considering the health of the tree and/or any safety risk it may pose to people or property.* • *Outline any mitigation measures that are necessary to protect a **regulated tree** or **tree of significance**, including works proposed within the **Tree Protection Zone**.*	development works do not impact on a Significant or Regulated Tree and is consistent with the WALGA Model Template.
Part 2 Clause 7 Amendments to the Trees of Significance Inventory	**Deleted:** ~~*7.1 Trees are assessed for significance in accordance with the assessment criteria outlined in Part 3 - Policy Guidelines.*~~ ~~*7.2 Amendments to the Inventory are made in accordance with the procedures outlined in Part 3 - Policy Guidelines.*~~	Deleted as it duplicated with Part 3 – Trees of Significance Inventory of the draft Regulated and Significant Trees Policy which addresses the administration of the Inventory.
Part 3 Clause 1 Assessment of a Significant Tree	**Renumbered to Clause 6 – Criteria and Assessment of a Tree of Significance Nomination and modified as follows:** *6.1 To be considered a Tree of Significance and be included on the Inventory ~~for nomination~~, the tree must meet the following ~~preliminary~~ criteria:* • *Healthy specimens with ongoing viability; and* • *Species is not included on a National, State or local area weed register; and* • *Of cultural significance and/or ecological significance.* • ~~*Height of at least 4m. Xanthorrhoea species from a height of at least 1.2m and banksia species from a height of at least 3m will be considered; and/or*~~ • ~~*Trunk diameter of at least 160mm, measured 1m from the ground; and/or*~~ • ~~*Average canopy diameter of at least 4m; and/or*~~ • ~~*Any other species likely to be a remnant or regrowth local native tree with a height or canopy width deemed significant by the city; and/or*~~ • ~~*Any mature specimens that provide habitat or food for local fauna. For example, Banksia and Hakea are known food sources for the Carnaby's Black Cockatoo; and/or*~~ • ~~*Established trees that are significant from an aboriginal heritage perspective. This can include Nuytsia Floribunda (Western Australian Christmas tree).*~~	Clause 6 has been updated to simplify the criteria for a Significant Tree. This reflects the approach of the previously advertised Trees of Significance Policy and Policy 7.6.3, but is clearer in respect to the value that these trees may have from a cultural significance (aboriginal or historic) or ecological significance (threatened species or those which provide food and habitat). There is no minimum size threshold set for trees which provides the opportunity to increase the number of trees on the Inventory that are of significance.
	Clauses 1.2 and 1.3 have been deleted: *1.2* ~~*Once the City is satisfied that the preliminary criteria has been met, the City will seek arborist advice (which may include an arborist report if required) to inform an assessment of the following essential criteria:*~~ • ~~*The tree must have a natural life expectancy of greater than 15 years based on the current age and species of tree;*~~ • ~~*Have a 'Tolerable' Quantified Tree Risk Assessment rating at the time of assessment; • Be of sound form and structure without major faults; and*~~ • ~~*Not be hosting significant pests or disease, to an untreatable level or a level likely to cause decline.*~~ ~~*1.3 Only trees that meet the Preliminary and Essential Criteria of this process will warrant inclusion to the Inventory.*~~	Clauses 1.2 and 1.3 have been deleted with the simplification of the Significant Tree criteria above. Clause 7.3 of the draft Regulated & Significant Tree Policy maintains that the City would seek arborist advice (including an arborist report) at its own expense as part of assess a nomination.
Part 3 Clause 2 Assessment and Notification and Nomination	**Renumbered to Clause 7 – Nominating a Tree of Significance and modified as follows:** ~~*5.1 Should a tree be nominated for inclusion:*~~ ~~*a. In the case of a nomination by the primary owner, all secondary owners of the tree will be notified of the reasons for its proposed entry.*~~ ~~*b. In the case of a nomination by a secondary owner, the primary owner will be consulted upon in accordance with the Community and Stakeholder Engagement Policy. All other secondary owners of the tree will be notified of the reasons for its proposed entry.*~~ ~~*c. In the case of a nomination by a third party, the primary owner will be consulted upon in accordance with the Community and Stakeholder Engagement Policy. All secondary owners of the tree will be notified of the reasons for its proposed entry.*~~ *7.1 Anyone may nominate a tree or group of trees on public or private land for inclusion on the Inventory.*	Clause 7.1 has been simplified and retains the concept of third party nominations from the advertised Trees of Significance Policy with Clause 7.2 modified to confirm that nominations would not progress unless they have the support of the primary owner. This reflects the voluntary nature of the Inventory and the need for owners to maintain and care for trees to ensure ongoing health. Clause 7.3 maintains that the City would seek arborist advice (including an arborist report) at its own expense as part of assess a nomination. Clause 7.4 has been updated to simplify wording.

Overview of Draft Local Planning Policy: Regulated and Significant Trees

Clause / Reference	Recommended Modification to Advertised Draft Local Planning Policy: Trees of Significance	Administration Comment
	7.2 ~~The nomination will be assessed in accordance with Part 3 Clause 1~~ If the City is supportive of the nomination following an assessment against Clause 4, the City will seek written approval from the primary owner and notify any secondary owner. The nomination will not progress without primary owner approval. *7.3 In assessing a nomination, the City would obtain expert advice (which could include an arborist report) to determine the suitability and long-term viability of the tree as a tree of significance and what work is required to preserve it. Where an arborist report is commissioned this would be at the City's cost and a copy of the report will be provided to the primary owner and secondary owner/s.* *7.4 ~~Should~~ Following the City's final decision support on the nomination, the City will notify the primary owner, ~~Council,~~ the nominator and all other and any secondary owners within 10 business days of the ~~City's final~~ decision.*	
Part 3 Clause 3 Removal of Trees from the Inventory	**Renumbered to Clause 9 – Removal of Trees of Significance from the Inventory and modified as follows:** *~~3.1 Requests for removal of trees from the Inventory can be made by the primary owner or other secondary owners of a Tree of Significance. The request is to be submitted in writing to the City.~~* *~~3.2 In accordance with the Community and Stakeholder Engagement Policy, consultation will be undertaken for a minimum of 14 days with all the owners of the Tree of Significance and all adjoining properties.~~* *~~3.3 Restrictions to potential development of land is not sufficient reason to remove a Significant Tree from the Inventory.~~* *~~3.4 Requests must demonstrate that the Significant Tree no longer meets or cannot be restored to ensure its health and ongoing viability to meet the Essential Criteria and the relevant criteria of Part 2 - Clause 3.3 and Clause 3.4. Costs associated with obtaining evidence that the Significant Tree no longer meets the criteria are the responsibility of the applicant.~~* *~~3.5 The City may commission an independent arborist report if required.~~* *~~3.6 Requests to remove Significant Trees from the Inventory will be determined by Council. Administration will prepare a recommendation for Council in considering the provisions of this Policy.~~* *9.1 Requests to remove a tree of significance from the Inventory will be determined by Council via a development application and assessed in accordance with Clause 2.* *9.2 In accordance with the Community and Stakeholder Engagement Policy, consultation will be undertaken for a minimum of 14 days with all the owners of the tree of significance and all adjoining and adjacent properties.*	Clause 9 has been simplified but retains the intent that any requires to remove a Tree of Significance from the Inventory would be determined by Council, would be assessed in accordance with the draft Regulated and Significant Trees Policy, and may be supported by specialist arborist advice. Reference to the primary owner or secondary owner is not necessary, as development applications must already be signed the landowner of the affected land. Guidance on what is and is not a relevant consideration for these requests would be outlined in a future information sheet.
Part 3 Clause 4 Arborist Reports	**Renumbered to Clause 10 and modified as follows:** *~~4.1 When a tree is nominated for the Inventory and on the advice of the City's DRP or internal landscape architect, the City may obtain an arborist report to determine the suitability of the tree and what work to the tree is required to preserve it. A copy will be provided to the primary and any secondary owners.~~* *~~4.2 On the advice of the City's DRP or internal landscape architect the arborist report for a Significant Tree may be updated at the City's cost every 5 years, with a copy of the report provided to the primary and any secondary owners.~~* *~~4.3 The City may arrange an inspection of a Significant Tree upon receiving a written request by a primary and/or secondary owner no more than once each year, and on the advice of the City's DRP or internal landscape architect can arrange for an arborist report if deemed necessary.~~* *~~4.4 A City obtained arborist should identify:~~* *~~a. Whether the tree is worthy of retention;~~* *~~b. Any matters contributing a threat to the tree;~~* *~~c. Specify a timeframe in which any amelioration work will need to be undertaken to ensure its preservation;~~* *~~d. Any ongoing works that may be necessary over a 5 year maintenance program; and~~*	Clause 10 has been simplified to retain the intention that an arborist report can be obtained where necessary, but to provide some flexibility in situations where advice from the City's Design Review Panel or other internal team members is sufficient.

Overview of Draft Local Planning Policy: Regulated and Significant Trees

Clause / Reference	Recommended Modification to Advertised Draft Local Planning Policy: Trees of Significance	Administration Comment
	~~*e. Any works to the tree that could be undertaken, whilst ensuring the trees viability.*~~ *The City may arrange an inspection of a tree of significance upon receiving a written request by a primary owner and/or secondary owner, no more than once per calendar year.* *On the advice of a relevant expert, the City may commission an arborist report, at the City's cost, where deemed necessary, no more than once in any five-year period.*	
New Clauses included in Draft Local Planning Policy: Regulated & Significant Trees		
Part 2 Clause 2 Assessment Process & Standards	*If development approval is granted to remove a regulated tree or tree of significance, each tree removed should be replaced with two trees of a minimum 35 litre pot size, planted in-ground and be of a species that is capable of reaching a similar size at maturity. Each replacement tree is to have a minimum tree planting area of 2m x 2m.*	Clause 2.4 has been included so provide guidance when applying discretion and seeks to mitigate the loss of long-term urban canopy cover throughout the City in the situations were a Regulated or Significant Tree is approved to be removed. This clause would require replacement trees to be planted that would contribute towards urban canopy in the future.
Part 2 Clause 5 Subdivision & Strategic Planning Proposals	*5.1 Where applicable, proposals for subdivision, scheme amendments, local development plans, and precinct structure plans proposals should identify regulated trees and trees of significance and outline mechanisms and measures for how these trees are to be retained and protected at subsequent stages of the planning process.* *5.2 Proposals for subdivision, scheme amendments, local development plans, and precinct structure plans proposals should demonstrate how the protection of regulated trees and trees of significance has been considered and responded to through supporting information such as concept plans and technical reports (including an arborist report or other management plan)*	Clause 5 has been added consistent with the WALGA Model Template to outline that retention of Regulated and Significant Trees should be considered through subdivision and other strategic planning proposals. These proposals are determined by the State Government who is not bound by the City's policies, however it would inform the City's assessment and recommendation on such proposals and aim to embed tree retention throughout all stage of the planning process.


Regulated Tree Pathway
Is the tree 8 metres tall or have a canopy width of 6 metres?
No
Approval not required
Yes
What is proposed?
Maintenance or routine pruning
Approval not required
Tree removal
Approval required
Does it contribute towards streetscape appearance?
Does it provide shade and amenity?
Is it healthy and doesn't present safety concerns?
Can it be designed around?
Yes
Application refused
No
Application approved
Replacement tree planting needed

Significant Tree Pathway

- Does it have aboriginal cultural significance?
- Does it have historical significance or connection?
- Is it a threatened or uncommon species?
- Does it provide habitat for fauna or food for Black Cockatoos?

Yes
Is it on the Significant Tree Inventory?

No
Refer to Regulated Tree

No
Nominate and add tree to Inventory

Yes
What is proposed?

Tree removal

Maintenance / routine pruning

Approval not required

Approval required

- Does it still retain its significant value?
- Is it healthy and doesn't present safety concerns?
- Can it be designed around?

Yes
Retained on Inventory and application refused

No
Removed from Inventory and application approved
Replacement tree planting needed

5.4 THE GLOBE PUBLIC ARTWORK COMMISSION

Attachments:
1. **The Globe - Location Plan**
2. **The Globe - Design Development - Confidential**

RECOMMENDATION:

That Council:

1. **APPROVES Edward Street, Perth (Attachment 1) as the new location for the Globe public artwork;**

2. **NOTES the 2026/27 Annual Budget will include provision of $60,000 for the contract variation.**

PURPOSE OF REPORT:

To seek Council approval of a new location in North Claisebrook for the Globe public artwork commission.

DELEGATION:

Council at its meeting 11 February 2025 requested the Chief Executive Officer (CEO_ to investigate alternate locations for the Globe public artwork commission and present a report back to Council.

BACKGROUND:

Council at its 30 March 2020 Special Council Meeting (Item 6.2), approved the release of $500,000 from the City's Percent for Art cash-in-lieu reserve to develop projects that provide local artists and creative industries relief from the impact of COVID-19.

Council at its 15 September 2020 meeting (Item 9.4), endorsed the City of Vincent Rebound Plan (Item 9.4) which referenced Phase 2 (Major Public Artwork) of the COVID-19 Arts Relief Grant funding.

Council at its 22 June 2021 meeting (Item 9.3), endorsed the Arts Rebound: Town Centre Artworks Express of Interest with artworks proposed for the Leederville and William Street town centres.

Council at its 14 December 2021 meeting (Item 9.8), endorsed a concept design proposal by Marcus Canning for the Globe public artwork to be located at the intersection of William Street and Brisbane Street, Perth with a contract executed in 2022.

Council at its 23 July 2024 meeting (Item 5.3), received a community petition with 12 signatures requesting that the Globe artwork be relocated.

Council at its 11 February 2025 meeting (Item 9.6), resolved not to proceed with the artwork in its approved location and requested that Administration investigate alternate locations for the artwork.

A number of potential locations for the artwork have been progressively investigated, with Elected Members regularly updated throughout the assessment and design development process.

DETAILS:

Following initial consideration of several sites, detailed investigations were undertaken to assess underground services, geotechnical suitability, power supply requirements, construction considerations and alignment with the artist's intent.

Through this process, a location on Edward Street in Perth emerged as the preferred site due to its stronger conceptual and visual relationship with the artwork and its surroundings. While delivery at this location is more complex and carries a higher level of construction risk, these risks are considered manageable and proportionate when balanced against the long-term artistic and place-based outcomes.

The proposed new location for the Globe public artwork commission is shown in **Attachment 1** and illustrated below.

Location – Edward Street, Perth (adjacent to Claisebrook Suspension Bridge and Graham Farmer Freeway)

Renders of the artwork in situ

Design Development

The artwork was originally proposed to be suspended over an intersection with four supporting structures. During detailed design, the artist determined that the artwork was not feasible in the location. This was primarily due to the size of the footings required to suspend the artwork over the intersection and the resultant impact of the footings on underground services. There was also projected cost escalations for footing construction, service relocation and extensive traffic management required for installation.

To support installation in a broader range of sites, the artist refined the concept by changing the artwork from a Globe suspended over an intersection on four supports to a Globe mounted on a single structure.

The revised artwork is proposed to be a total of 34 metres tall – consisting of a 24 metre vertical truss system, a 1.5 metre neck/crucible and the 8.5 metre tall Globe. This approach responds to both practical and design considerations, as using a truss tower provides a modular, proven structure that is simpler to build, more cost-effective and easier to install, while still allowing flexibility to suit the site constraints.

The truss tower reflects infrastructure commonly seen in the surrounding area and along freeways and highways such as telecommunications towers, gantries and service structures. The orange and white colouring follows standard visibility practices for these types of structures, making it clearly visible against the sky while reinforcing its connection to functional infrastructure and placing the artwork within a familiar industrial context.

Elevating the Globe to this height allows it to sit above surrounding trees, buildings and future development, creating a strong visual landmark that can be seen from a distance, including from the Graham Farmer Freeway. The vertical form and infrastructure aesthetic also reference the area's history of dewatering and engineered ground systems. The simple material and colour approach ensures the structure feels coherent and purposeful within its setting, while keeping the Globe as the primary visual focus.

Underground service locating and geotechnical suitability have also been considered with no issues identified during detailed investigations.

Administration sought feedback from the Design Review Panel on the revised design in the proposed location. Feedback included:

- The technical and engineering site investigations have been sufficiently extensive.
- The North Claisebrook location is prominent in terms of its visibility from various modes of transport and the artwork will act as an entry statement for the City of Vincent in this location.
- The orange and white telecommunications truss mast direction as noted in the Artist Reports is appropriate for the surrounding industrial context.
- Analysis of the artwork's proximity to and visibility from surrounding apartments should be considered.
- Consider whether crash barrier protection around the truss post at ground level are required.
- Need to address climbability of the structure and future maintenance requirements both in terms of quality of finishes and ease of access.

The responses below outline how the artwork has considered proximity and visibility to apartments, crash protection measures and issues regarding climbing and maintenance.

The below perspectives illustrate the artwork's proximity to neighbouring buildings. The image on the left shows the current built form, and the image on the right shows the maximum heights provided through the North Claisebrook Planning Framework.

Current Built Form

Maximum Potential Built Form

The existing three-storey apartment building on the north east corner is approximately 16 metres away from the proposed artwork. As the 34 metre tall artwork will sit above the line-of-sight of the three-storey apartment building, it is not anticipated that the artwork will negatively impact nearby properties.

Future potential development of other neighbouring properties would occur after the installation of the artwork and would be designed appropriately considering the artwork.

Administration will investigate integrated site treatments around the base of the artwork, such as bollards, limestone boulders or other landscape elements, to assist in mitigating the risk of vehicle impact and damage.

The artist has incorporated anti-climb security mesh cladding to the lower 6 metres of the truss system to prevent climbing access. The artwork will be constructed to a durable standard with maintenance able to be undertaken from within the internal structure of the truss.

Assembly and Installation

As the site is adjacent to a private road essential to the operation of the concrete batching plant, installation will need to occur outside the plant's operating hours (6:00am-10:00pm Monday-Saturday). This effectively limits installation to Sundays and public holidays, or from 10:00pm to 6:00am on other days.

Installation of the artwork is likely to be staged over two days:

- Day 1 – Install the footing

- Day 2 – Installation of the base plate, truss system, neck/crucible, the Globe and all associated electrical connections

Traffic management will be required on Edward Street between Gladstone Street and Somerville Street during installation.

Limited site access and the constrained working hours mean that if installation does not proceed as planned within the two days, additional crane mobilisations, extended labour, assembly area lease and traffic management may be required, which would likely result in a contract variation. The owners of 3 Chelsea Street, Perth have given tentative approval to use their vacant site as a laydown area for the installation works

External approvals

Administration has consulted with a number of stakeholders on the artwork design and location including:

- Main Roads WA have provided in-principle approval to proceed with the new location with final design of the artwork and light animations to be submitted prior to construction.
- Public Transport Authority have provided in-principle support for Vincent to access existing power on site to power the Globe artwork

Next Steps

If Council approve the new location, Administration will update the artists contract to reflect the revised site and updated project milestones.

Following execution of the contract variation, the project will re-enter the Detailed Design phase. During this phase, the artist will submit construction drawings for City review. The artist will then address any required amendments, after which the City will either accept or reject the proposed design.

Following acceptance of the design, the project will progress to the Fabrication phase. It is noted that the artist has already commenced fabrication of the ‘Globe’ ahead of the milestone schedule. Fabrication of the truss, neck/crucible and all internal electrical and lighting components have not commenced.

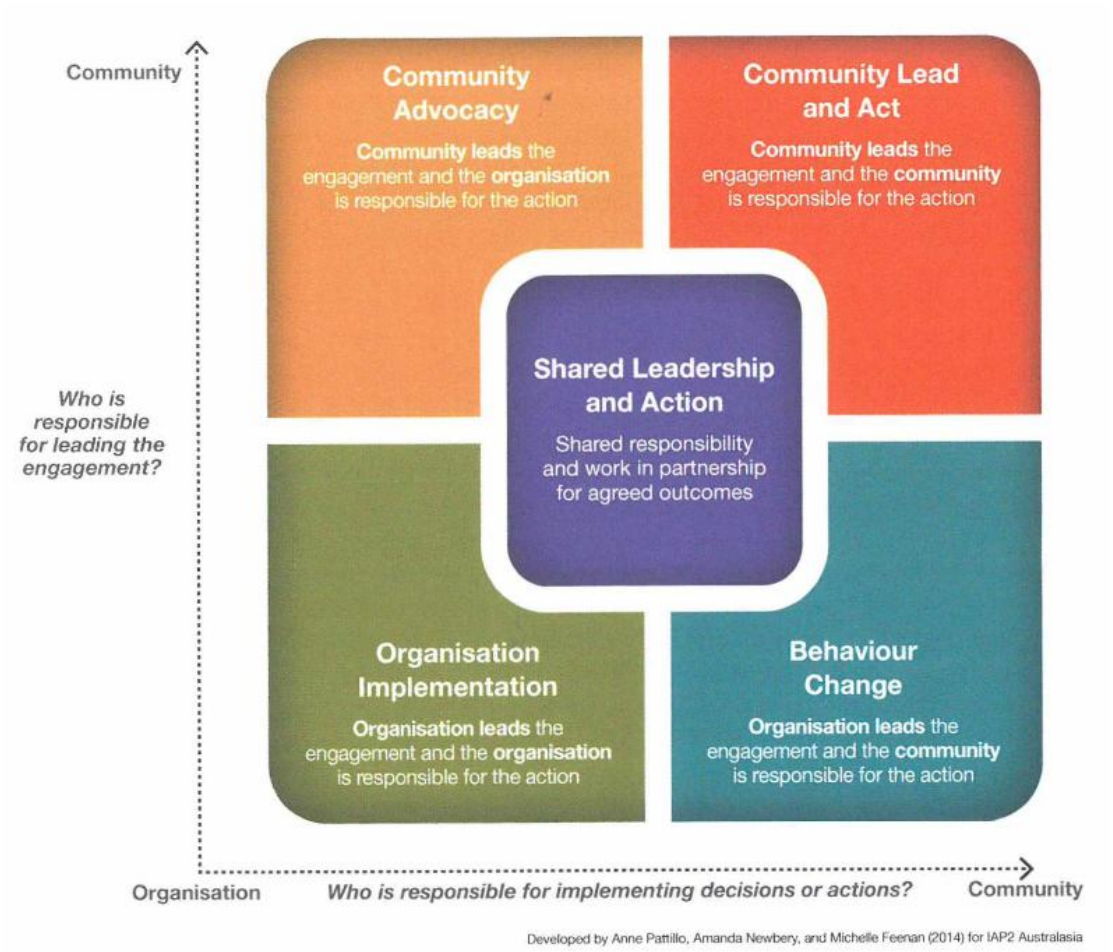
Milestone payments will be made at:

- 50% fabrication complete and submission of the Installation Methodology and Risk Management Plan; and
- 100% fabrication complete following City inspection and acceptance of the artwork.

Following acceptance of the completed artwork, the project will proceed to the Installation phase. The final milestone payment will be made upon installation of the artwork, delivery of the maintenance manual and completion of an artist talk.

Installation is currently scheduled for completion by early-to-mid 2027. Nearby residents will be notified once installation dates have been confirmed.

CONSULTATION/ADVERTISING:



Organisation Implementation

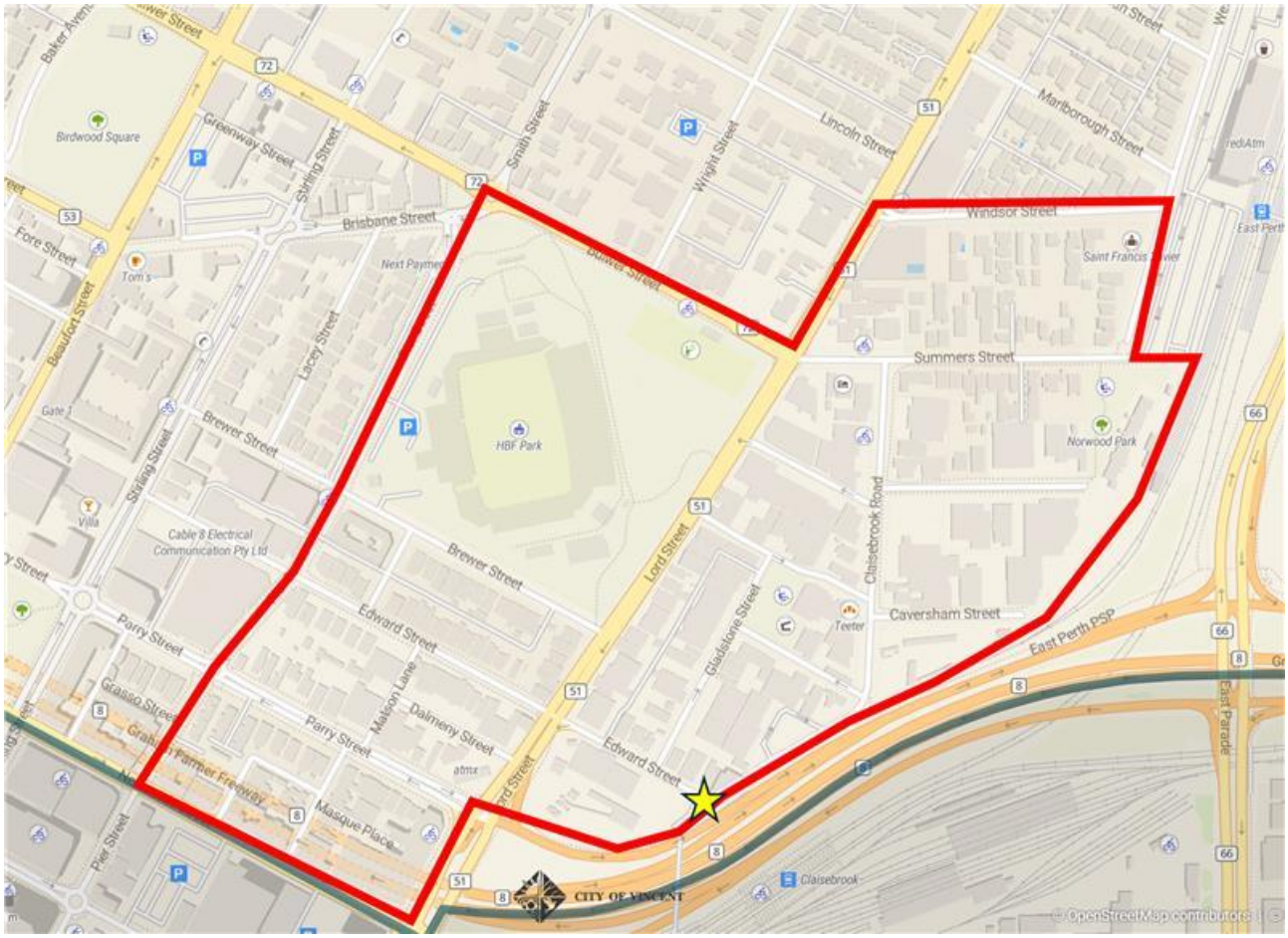
Organisations lead engagement and seek input, shape the policies, projects and services for which they are responsible. This is a familiar and traditional approach to policy development, project management and service delivery.

Tension: People feel forced leading to an unresponsive process.
Mitigation: Increasing the level of influence, and implementing a transparent, robust process.

The engagement leader/host is responsible for decision-making and implementation

A robust process to engage with the community and stakeholders

On Thursday 14 May 2026, a notice was distributed to property owners and occupants within the area shown below.



The notice outlined the proposed public art project and advised that Council will consider the proposed new location at the 16 June 2026 Ordinary Council Meeting.

Recipients were invited to direct any questions regarding the proposal to Administration with any formal concerns or submissions to be raised at the Council Briefing and/or Ordinary Council Meeting.

LEGAL/POLICY:

Use of funds from the Percent for Art cash-in-lieu reserve must be in line with the Local Planning Policy No. 7.5.13 – Percent for Public Art.

A contractual agreement has been executed with the artist and will be formally varied (both in terms of the project and the location) following Council approval of new location.

RISK MANAGEMENT IMPLICATIONS

Council's Adopted Risk Appetite and Tolerance Statements states:

Risk Category	Risk Appetite/tolerance Statement	Descriptor/Clarification
3rd party Partner (Contractor) failure	The City has a ***low risk appetite*** for third party partner (contractors) failure.	The City utilises many outside organisations in delivering on its mandate. This low appetite means that even minor or insignificant breaches in contracts or delays in delivery of products and services will be taken seriously. Accordingly, third party risk must be considered before entering into any contract, including reputation of third party, financial viability, audit clauses etc.

Procurement failure	The City has a ***low risk appetite*** for procurement failures that lead to poor value for money or financial loss, poor quality of service; incorrect or substandard products or delayed delivery; wastage of funds or services.	This ties into the above point; and thereby requires appropriate procedures in the procurement process to ensure the required outcomes for the City and appropriate enquiry and planning prior to purchases. Note, appropriate delegations must exist to support this.
Financially Volatile Decisions	The City has a ***low appetite*** for risk in decision making that impacts financial volatility and sustainability	These are for those decisions not specifically considered below: Based on risk consequence criteria - Risk of loss more than $100,000 (0.035% - 0.17% of operating budget)

If Council resolves not to proceed with the project in its entirety, the City is contractually obliged to pay the next milestone, making the total project loss at least $107,500.

Reputational Risk

Risk Category	Risk Appetite/Tolerance Statement	Descriptor/Clarification
Activity risking long-term values or reputation of Council	*The City has **zero risk appetite** in any activity that will put its long-term values or reputation at risk.*	

After the rejection of a Major Artwork in May 2020, there is a reputation risk in the arts sector if another major artwork was cancelled, particularly with Council's adopted Arts Plan vision to "*embed creativity in everything we do to make City of Vincent the Arts capital of Perth*".

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.

Thriving Places

Art, history and our community's living cultures are evident in the public realm.
Our town centres and gathering spaces are safe, easy to use and attractive places where pedestrians have priority.

SUSTAINABILITY IMPLICATIONS:

This project does not contribute to any specific sustainability outcomes of the Sustainable Vincent Framework, however it should be noted that the main steel components of the globe structure have been repurposed from the water tanks used to build the Graham Farmer Freeway.

PUBLIC HEALTH IMPLICATIONS:

This item does not directly relate to any priority health outcomes in the City's *Public Health Plan 2020-2025*.

FINANCIAL/BUDGET IMPLICATIONS:

The investigation and progression of an alternative site has resulted in additional design, engineering and installation costs. These additional costs primarily relate to rework of completed design, revised installation methodology, and extended artist involvement required to deliver the artwork in a new location.

Administration has sought to minimise the value of the contract variation by reallocating undelivered scope and assuming responsibility for some cost items where possible.

In the original budget, $215,000 from the Percent for Art cash-in-lieu reserve was awarded to artist Marcus Canning for the delivery of The Globe public artwork. The project contract detailed the following items that were in and out of scope for the artist.

In the Artist's Scope	Examples of Associated Costs
Delivery of Design	Structural engineering design and certification, rendering images, 3D visualisations, advice from contractors for installation
Fabrication of Artwork	Materials and their storage, space to create the artwork, hardware, labour, third parties such as welders, powder coating
Installation, Artwork Manual and Artist Talk	Labour, footing/foundation install, transport of artwork, traffic management, access or construction equipment
Community Activation	Event fees, printing and collateral (part of initial proposal, no longer applicable)

Out of Artist's Scope	Examples of Associated Costs
Preparation of Site	Site investigations such as scanning and locating underground services, geotechnical investigations; power supply for the artwork; any relocation of assets required such as underground services, bollards, street signs, etc.

The artist has rescoped the budget and determined that a contract variation of **$54,133.64** is required to redo work already complete in the original location, redesign the artwork and install it in a new location.

Additional artist fees have also been requested due to the large amount of time required to deliver this project. Although a substantial increase, the additional artist fee is still below the recommended 25%-35% for public art project budgets of $100,000-$300,000 as outlined in the National Association for the Visual Arts (NAVA) *Code of Practice for Visual Arts, Craft and Design* which was released in September 2022.

In order to reduce the value of this contract variation, Administration and the artist have agreed to reallocate undelivered scope from the original scope to a total value of $15,000.00.

In addition to the artists contract variation, Administration will request an additional budget increase of $5,866.36 as a contingency which will be held by the City, not the artist. The total contract variation is therefore $60,000.00 and will be requested through the 2026/27 Annual Budget process.

	Original Scope	Revised Scope	Value of change
Reallocation of undelivered tasks – community activation	$15,000.00	$0.00	-$15,000.00
Structural engineering for new design	$0.00	$10,000.00	+$10,000.00
Redesigning and installing the artwork in a new location	$190,000.00	$214,133.64	+$24,133.64
Artist fees	$10,000.00	$45,000.00	+$35,000.00
Requested Contract Variation	**$215,000.00**	**$269,133.64**	**+$54,133.64**
~10% Contingency (if required)	$0.00	$5,866.36	+$5,866.36
Total Contract Variation	**$215,000.00**	**$275,000.00**	**+$60,000.00**

Administration has also reduced the contract variation by:

- Organising in-kind long-term storage for aspects of the Globe at our Mt Claremont depot; and
- Taking responsibility for a number of items that were originally in the artists scope including traffic management and leasing any assembly areas. These costs have been accounted for in 2026/27 Operational Budget.

COMMENTS:

The proposed location has emerged through a comprehensive process of site assessment, design development and technical investigation. While the site presents a more complex installation environment than other locations considered, investigations undertaken to date indicate these challenges are manageable and proportionate to the long-term artistic, cultural and place outcomes the artwork is intended to achieve.

The location provides a prominent and visually significant setting for the artwork, reinforcing its role as a landmark entry statement for the City and aligning strongly with the artist's vision and intent. Preliminary

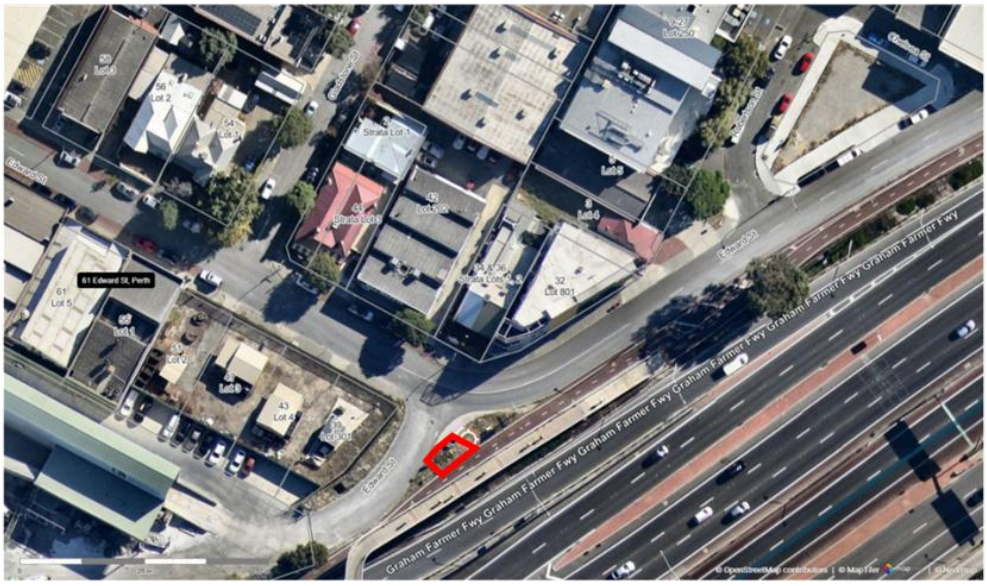
feedback from technical stakeholders and the Design Review Panel has been supportive, with further refinement of structural, maintenance and installation considerations to occur through the next stage of detailed design.

Subject to Council approval, Administration will continue progressing detailed design, approvals and delivery planning for the artwork at the new location with installation scheduled for early-to-mid 2027.

Attachment 1 – Location Plan

Land Particulars

- **Road:** Edward Street, PERTH
- **Portion:** Verge adjacent to 39 Edward Street, PERTH
- **Land Classification:** Road Reserve – Public Road
- **Vesting:** City of Vincent



Source: POZI (May 2026)

Attachment 1 – Location Plan

View from Edward Street looking east-southeast

View from Edward Street looking south-west

Source: POZI (May 2026)

6 INFRASTRUCTURE & ENVIRONMENT

6.1 LOFTUS RECREATION CENTRE - REVIEW OF OPERATIONAL AND FINANCIAL PERFORMANCE

Attachments: **1. Loftus Recreation Centre - Operational and Financial Performance FY 2025/26**

RECOMMENDATION:

That Council *NOTES* the review of operational and financial performance of Belgravia Health and Leisure Group Ltd Pty in respect of Loftus Recreation Centre.

PURPOSE OF REPORT:

To provide Council with an update on the operational and financial performance of Belgravia Health and Leisure Group Pty Ltd (Belgravia) in respect to Loftus Recreation Centre, as requested at the Ordinary Council Meeting held 9 December 2025.

DELEGATION:

Council at its meeting 9 December 2025 requested an update by 30 June 2026 on the operational and financial performance of Loftus Recreation Centre (including membership, utilisation and revenue trends, operating result and any material change to the City's financial exposure).

BACKGROUND:

In 2025 Belgravia requested a rent reduction due to ongoing operational challenges and financial losses it was experiencing at Loftus Recreation Centre. Administration tabled the request to Council at its December 2025 meeting, with the following resolution being the outcome:

That Council:

1. *APPROVES a variation of lease with Belgravia Health & Leisure Group Pty Ltd (ACN 005 087 463) located at portion of Lot 501 (99) Loftus Street, Leederville as follows:*
   1.1 Reduction of rent for FY2025/2026 by 50% from 1 July 2025 to 31 December 2025 (6 months) in the amount of $ 48,436.56; and

2. *Subject to satisfactory negotiations carried out by the Chief Executive Officer, AUTHORISES the Mayor and CEO to execute the Deed of Variation of Lease in accordance with the Execution of Documents Policy.*

3. *REQUESTS that Council be provided with an update by 30 June 2026 on the operational and financial performance of Loftus Recreation Centre (including membership, utilisation and revenue trends, operating result and any material change to the City's financial exposure) and be advised earlier should any material financial or operational risks arise prior to that date*

4. *NOTES this decision does not imply support for any future rent reduction; and*

5. *NOTES Council's intent to undertake a full review to consider options for the operating model and management of Loftus Recreation Centre ahead of lease expiry in December 2027. The Council approved a rent reduction*

DETAILS:

Belgravia Health and Leisure Group Pty Ltd (Belgravia) have provided an updated report outlining the operational and financial performance of Loftus Recreation Centre for FY2025/26 year-to-date, including performance trends, challenges and improvement initiatives. See **Attachment 1**.

Financial Performance and Trajectory

The Centre has demonstrated a measurable improvement in financial performance compared to the previous financial year. Based on year-to-date results (ten months), the Centre is operating at an approximate direct site loss of -$78,000 (increasing to approximately -$186,000 including head office servicing costs), representing an improvement on the prior year performance of approximately -$162,000 (or -$260,000 including head office costs).

A proportion of this improved position has been supported by the temporary rent reduction approved by Council, which contributed approximately $44,000 to the favourable variance.

While this reflects a positive trajectory, Belgravia has advised that the Centre is expected to remain in a deficit position at the end of the financial year. Seasonal factors, ongoing cost pressures and the cessation of rent relief in the latter part of the financial year are expected to moderate the full-year improvement.

Underlying Structural Challenges

Despite the improved performance, the Centre continues to operate within a structurally constrained environment, primarily driven by the ageing condition of the facility and its associated infrastructure.

Belgravia has identified that the condition of the asset is increasingly affecting customer perception, participation levels and overall competitiveness. In addition, rising operating and maintenance costs, as well as broader increases in utilities, consumables and cost of goods, are placing ongoing pressure on financial sustainability.

These factors indicate that, while operational improvements are being achieved, the Centre's financial performance is influenced by underlying structural constraints that cannot be addressed through operational measures alone.

Competitive Environment and Market Pressures

The Centre also operates within a highly competitive local market, with increased competition from both commercial fitness operators and nearby local government facilities.

Notably, Belgravia has identified that recent upgrades to nearby facilities, including Beatty Park Leisure Centre, and the presence of low-cost gym providers are influencing customer expectations, retention and pricing dynamics.

This is reflected in membership trends, with overall participation stabilising following prior declines post-COVID, but with ongoing attrition linked to customers transitioning to alternative facilities.

External operational factors within the broader precinct also present constraints, including scheduling dependencies associated with Leederville Oval, which have resulted in foregone revenue opportunities of approximately $20,000 due to booking conflicts.

Operational Performance and Management Capability

Notwithstanding the challenges outlined above, Belgravia has demonstrated improved operational performance and strengthened management practices over the current reporting period.

The appointment of a new leadership team has contributed to improvements in:

- Operational consistency and service delivery

- Facility presentation and cleanliness
- Programming and utilisation of spaces
- Customer engagement and experience

In addition, several targeted operational initiatives have been implemented, including:

- Expansion of program offerings (e.g. pickleball and social sport competitions) to increase utilisation
- Bringing café operations in-house to improve service quality and financial performance
- Enhanced marketing and promotional activity to support membership growth and retention
- Upgrades to cleaning services to improve facility presentation and customer satisfaction

These initiatives have contributed to improved participation outcomes, particularly in areas such as casual use and court hire, and demonstrate a proactive and responsive operational approach.

Community Outcomes and Service Delivery

In addition to financial and operational performance, Loftus Recreation Centre continues to deliver significant community benefits, aligned with the City's strategic objectives.

Key outcomes include:

- Delivery of inclusive programs, including Special Olympics and services supporting individuals with additional learning needs and autism spectrum disorder
- Strong participation in programs supporting older adults, including Prime Movers and culturally specific social programs
- Provision of school-aged and early years programming through partnerships such as Gecko Sports
- Health-focused initiatives supporting individuals with chronic conditions, including Parkinson's programs
- Workforce development through partnerships with SEDA, providing structured pathways for students

These initiatives contribute to improved physical health, mental wellbeing, social connection and community inclusion, reinforcing the Centre's role as an important piece of community infrastructure.

Summary of Performance Position

Overall, the information provided indicates that Loftus Recreation Centre is:

- Demonstrating improving financial and operational performance compared to the previous year
- Benefiting from targeted operational improvements and strengthened management practices
- Continuing to deliver strong community outcomes and social value
- Operating within a structurally constrained and competitive environment, which continues to impact long-term financial sustainability

This context provides an important evidence base for Council in considering both the current performance of the operator and the longer-term considerations associated with the future operating model of the facility.

CONSULTATION/ADVERTISING:

Nil

LEGAL/POLICY:

Nil

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to note the outcome of the review of Belgravia's operational and financial performance.

STRATEGIC IMPLICATIONS:

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

Connected and Healthy Community

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

Thriving Places

Efficiently managed and maintained City assets in the public realm.

Innovative and Accountable

We deliver our services, projects and programs in the most inclusive, efficient, effective and sustainable way possible.

SUSTAINABILITY IMPLICATIONS:

Sustainable Vincent Framework

This is in keeping with the following priority objectives of the City's Sustainable Vincent Framework:

Good governance and responsible investment

PUBLIC HEALTH IMPLICATIONS:

Nil

FINANCIAL/BUDGET IMPLICATIONS:

No additional financial implications currently.

COMMENTS:

Administration has reviewed the performance information provided by Belgravia and considers that the Centre is demonstrating measurable operational and financial improvement compared to the previous financial year, noting a reduction in overall operating deficit and stabilisation of membership and participation levels.

Importantly, this improvement is occurring within a challenging operating environment, impacted by:

- The ageing condition of the facility and associated plant and equipment
- Increased competition within the local catchment, including upgraded nearby facilities and low-cost gym providers
- Ongoing cost pressures relating to utilities, maintenance and service delivery

These factors collectively contribute to an underlying structural deficit, which is unlikely to be fully resolved through operational changes alone.

Notwithstanding these constraints, Belgravia has demonstrated appropriate operational capability and responsiveness, including:

- Strengthening of the local leadership team and operational practices

- Improvements to facility presentation, programming, and customer experience
- Increased focus on utilisation of underperforming spaces and revenue-generating activities
- Implementation of targeted initiatives to support membership retention and growth

These actions have contributed to improved performance outcomes and reflect a competent and proactive management approach.

The rent relief provided by Council in the first half of the financial year has supported short-term financial improvement. However, it is noted that this support has only partially offset broader structural pressures, and the Centre is expected to continue operating in a deficit position in the short term.

In addition to financial and operational performance, Loftus Recreation Centre continues to deliver strong community benefit, including:

- Inclusive sport and recreation programs supporting individuals with additional needs
- Health and wellbeing initiatives for seniors and people with chronic conditions
- School, youth and community-based programming
- Partnerships that support workforce development and social connection

These outcomes align strongly with the City's Strategic Community Plan objectives relating to a Connected and Healthy Community and Thriving Places.

Administration will continue to actively monitor performance and work collaboratively with Belgravia to:

- Maintain the positive trajectory in operational performance
- Identify opportunities to improve financial sustainability
- Manage emerging risks as they arise

This ongoing oversight will also inform the broader review of the future operating model for Loftus Recreation Centre, as previously resolved by Council, ensuring that decision-making is informed by both operational performance and long-term community outcomes.

belgravialeisure

Belgravia Health & Leisure Group Pty Ltd

Loftus Recreation Centre
99 Loftus Street, Leederville WA 6007
Date: 13 May 2026

To: Dale Morrissy
Manager Community Facilities
City of Vincent

Subject: Provision of Updated Financial Information and Performance Commentary – Loftus Recreation Centre

Financial Performance – FY2025/26

Loftus Recreation Centre has demonstrated a notable improvement in financial performance throughout FY2025/26 compared to the previous financial year. As at the current reporting period (ten months year-to-date), the facility is operating at a direct site loss of approximately -$78K, increasing to approximately -$186K when including Head Office servicing costs.

This represents a significant improvement on the same period in FY2024/25, where the Centre recorded a -$162K operating loss, increasing to approximately -$260K including Head Office costs. While this reflects positive progress, the facility continues to operate in a deficit position.

A portion of this improvement is attributable to external support, with approximately $44K of the favourable variance directly linked to the six-month rent reduction approved by Council in December 2025. This support has played an important role in partially offsetting the Centre's operating position.

Looking ahead to the remaining two months of the financial year, it is anticipated that some of the current improvement will be partially eroded. This is largely attributable to seasonal trends, ongoing cost pressures, and the transition from the period of rent relief provided in the first half of the financial year. As a result, the full-year benefit of the earlier improvement is not expected to be sustained at the same level through to year end.

As a result, the Centre is forecast to conclude FY2025/26 with a modest improvement on FY2024/25, although it is expected to remain in an overall deficit position.

A comprehensive and final financial position will be detailed in the Loftus Recreation Centre Annual Report, which will be provided following the completion of the financial year.

Financial Risks and Outlook

While financial performance has improved in the current financial year, several underlying structural factors continue to present risks to the ongoing sustainability of Loftus Recreation Centre.

Belgravia Health & Leisure Group Pty Ltd ACN 005 087 463 ABN 18 118 940 063 **Telephone** +6 13 8727 7777 **Email** info@belgravialeisure.com.au
20 Longstaff Road Bayswater Victoria 3153 Australia **Facsimile** +6 13 9738 1566 **Web** www.belgravialeisure.com.au

A key consideration is the ageing nature of the facility and its equipment, which is increasingly influencing member experience and participation trends. While membership levels have remained relatively stable throughout FY2025/26, this follows a period of gradual decline since the COVID-19 pandemic. As a result, aspects of the Centre's offering are becoming less competitive relative to newer or recently upgraded facilities within the local catchment.

This is particularly evident within the immediate surrounding area, where recent investment in nearby facilities, including upgrades to the health club at Beatty Park Leisure Centre, located in close proximity to Loftus Recreation Centre, has enhanced the standard of competing services. The close geographic positioning of these facilities means they operate within the same local catchment, directly influencing customer choice and expectations. In combination with the continued presence of low-cost commercial gym providers, this has intensified competition and placed ongoing pressure on membership growth, retention, and pricing. This trend is also reflected in membership attrition data for the current financial year, with approximately 10% of cancellations among local members attributed to joining another facility or club, representing 38 members. This highlights the direct impact of the competitive environment on retention.

From a cost perspective, increasing operating and maintenance requirements associated with an ageing asset continue to present an ongoing financial pressure. In addition, broader economic conditions are contributing to rising utilities, consumables, and cost of goods, increasing the overall cost of service delivery. While these costs are being actively managed, they are expected to persist in the short to medium term.

Operationally, programming and event delivery is also influenced by external scheduling dependencies within the broader precinct. This can, at times, limit the Centre's ability to fully realise booked or prospective revenue opportunities where scheduling conflicts arise. By way of recent example, changes to scheduling associated with WAFL fixtures at Leederville Oval resulted in the Centre being unable to accommodate approximately $20K of previously secured bookings. While these situations are managed collaboratively, they can result in foregone income and reduced certainty in forward bookings.

As outlined earlier, the conclusion of the rent relief period in the second half of the financial year is expected to impact the Centre's financial position, limiting the extent to which current performance improvements can be sustained through to year end.

Collectively, these factors indicate that while short-term performance is improving, the Centre continues to operate with an underlying structural deficit. Ongoing focus on revenue growth, cost control, and maintaining a competitive and contemporary customer offering will be important in supporting the Centre's long-term financial sustainability.

Operational Context & Performance Compared to Prior Periods

The current financial year reflects a period of positive operational transition, with a new leadership team strengthening operational consistency, presentation standards, and program delivery.

Compared to the previous financial year:

- The Centre is demonstrating a modest improvement in overall financial performance, with the deficit reduced.
- Membership and participation levels have stabilised, following prior fluctuations

- Stronger performance in court hire and casual use aligns with trends observed in FY2024/25, where these areas were also key contributors to revenue growth
- Operational improvements, including bringing the café in-house and enhancing facility presentation, have also supported improved customer experience and engagement.

Community Impact and Key Initiatives

In addition to the operational and financial performance outlined above, Loftus Recreation Centre continues to deliver strong community outcomes through a range of targeted programs and partnerships that support inclusion, health, and social connection.

Community Partnerships and Workforce Development

- The Centre continues to work closely with SEDA to provide structured work placement opportunities aligned to formal education pathways. This partnership has proven highly successful, attracting strong interest and a high volume of student applications.
- These placements provide students with valuable, real-world industry experience in a supportive environment, while also contributing to the development of the future leisure and recreation workforce. This initiative supports both education outcomes and long-term workforce sustainability within the sector.

Inclusive Sport and Recreation Opportunities

- Loftus Recreation Centre proudly hosts a Special Olympics program, offering a diverse range of sporting activities for individuals with additional learning needs (ALN). These programs promote inclusion, confidence, physical development, and social connection in a safe and supportive environment.
- In addition, the expansion of leased space to Applied Motion has enabled the growth of services supporting individuals with ALN and Autism Spectrum Disorder (ASD). This has increased access to specialised therapy and movement-based programs, strengthening the Centre's role as a hub for inclusive health and wellbeing services.

Supporting Ageing Communities and Cultural Connection

- The Centre hosts Incasa, which brings members of the ageing Italian community together twice weekly to participate in physical and social activities, followed by shared meals. This program plays an important role in reducing social isolation, maintaining cultural connections, and supporting overall wellbeing.
- Similarly, the Prime Movers program delivers twice-weekly classes attended by more than 50 older adults. These sessions focus on improving strength, balance, mobility, and functional fitness, supporting independence and fostering strong social connections within the community.

Programs for Children and Young People

- Through its partnership with Gecko Sports, the Centre has strengthened its program offerings for preschool and school-aged children. These include early years programs and after-school activities designed to build physical literacy, coordination, confidence, and engagement in physical activity.
- These programs support the development of lifelong healthy habits while contributing to children's physical, social, and emotional wellbeing.

Health-Focused Community Initiatives

- The Centre supports a Parkinson's Boxing program through the provision of complimentary space. This initiative provides individuals living with Parkinson's disease access to structured exercise that supports strength, balance, coordination, and cognitive function, while also fostering a strong sense of community and support.

Seniors Health and Fitness Program

- The Centre's dedicated Seniors Gym Program, developed internally, has grown to over 50 active members in two years. The program is specifically designed to improve strength, mobility, flexibility, and overall functional fitness, while also building confidence among participants.
- Its continued growth highlights strong community demand for tailored, age-appropriate fitness services and reinforces the Centre's role in supporting healthy ageing and independence within the local community.

Commitment to Inclusion and Representation

- Loftus Recreation Centre is committed to inclusive employment practices and currently employs team members with additional learning needs. This reflects a broader organisational commitment to diversity, equity, and inclusion, while also ensuring that lived experience informs service delivery and program development.

Mental Health and Wellbeing Outcomes

- Across all programs and services, the positive impact of physical activity on mental health and wellbeing is significant. Participation supports reduced stress, anxiety, and depression, while improving mood, confidence, self-esteem, and cognitive function.
- For many participants—particularly older adults, individuals with disabilities, and those managing long-term health conditions—the Centre provides not only physical benefits but also critical opportunities for social connection, routine, and a sense of belonging.

Summary Statement

Collectively, these initiatives reinforce Loftus Recreation Centre's role as a key piece of community infrastructure, delivering not only recreation services but also meaningful social, health, and inclusion outcomes aligned with the City of Vincent's broader community objectives.

Operational Initiatives and Performance Improvement

In response to the challenges and risks outlined above, several targeted initiatives have been implemented to strengthen participation, improve customer experience, and drive revenue growth at Loftus Recreation Centre.

A key focus has been on expanding program offerings and activating underutilised capacity. This includes the introduction of pickleball, which has been identified as a high-growth participation activity with strong appeal across multiple age groups. This initiative is expected to support increased utilisation, particularly during off-peak periods.

Additional resources have also been allocated to marketing and promotional activity, with a stronger emphasis on targeted campaigns to drive awareness, attract new members, and improve retention. This includes a strategic focus on premium membership offerings, aimed at increasing yield while maintaining a high-quality member experience.
Retention remains a key priority, with ongoing efforts to enhance the overall customer experience. This includes improvements to service delivery, programming, and member engagement initiatives to support long-term participation and loyalty.

Operational improvements have also been implemented within the facility, including an upgrade to cleaning services to ensure a consistently high standard of presentation and hygiene. This investment supports both member satisfaction and the overall perception of the Centre.

From a programming perspective, there has been a renewed focus on social sport competitions and structured activities, aimed at increasing engagement and strengthening community participation. In addition, school holiday programs have been expanded and enhanced, providing greater opportunities for children and families to access the Centre while generating additional revenue during peak seasonal periods.

Conclusion

In summary, Loftus Recreation Centre has demonstrated measurable improvement in financial performance throughout FY2025/26, underpinned by strengthened operational practices and targeted initiatives to enhance participation, customer experience, and revenue. While the Centre continues to operate within a challenging and competitive environment, the progress achieved to date provides a solid foundation for further improvement.

At the same time, several structural and external factors continue to influence the Centre's financial sustainability, reinforcing the importance of ongoing collaboration and a balanced approach to both operational performance and broader strategic considerations.

Belgravia remains committed to working in partnership with the City of Vincent to ensure Loftus Recreation Centre continues to deliver strong community, health, and social outcomes, while progressively improving its financial position. In this context, we welcome the opportunity to work collaboratively with the city to explore initiatives that support the Centre's ongoing viability, including opportunities to optimise the current cost structure and consider targeted investment where appropriate. This is particularly important in supporting both short-term operational performance and informed planning for the future of the facility.

A comprehensive Loftus Recreation Centre Annual Report will be provided following the conclusion of the financial year, detailing the final FY2025/26 performance. In addition, a FY2026/27 Business Plan and Budget will be submitted once finalised, outlining the strategic direction and operational priorities for the upcoming financial year.

Warm regards,

Grant Humeston
Business Operations Manager WA
Belgravia Health & Leisure Group Pty Ltd

6.2 OUTCOME OF ADVERTISING AND ADOPTION OF AMENDED VERGE TREATMENT POLICY

Attachments:

1. **Verge Treatment Policy**
2. **Verge Treatments, Plantings and Beautifications 2.2.4**
3. **Verge Treatment Policy - Survey Results**

RECOMMENDATION:

That Council:

ADOPTS the Verge Treatment Policy at Attachment 1, which replaces Policy Verge Treatments, Plantings and Beautification 2.2.4 at Attachment 2.

PURPOSE OF REPORT:

To present the outcome of community consultation and seek approval of the proposed Verge Treatment 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 undertaking community consultation of its intention to amend the Policy Verge Treatments, Plantings and Beautification 2.2.4

In accordance with the City's Community and Stakeholder Engagement Policy, community consultation was undertaken between 18 March 2026 and 15 April 2026 which is more than 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 18 March 2026 to 15 April 2026.
- News Item on the City's website – 73 unique visitors and 98 views.
- E- news publication on 26 March 2026 – estimated to have reached 10,031 of people; and
- Notice exhibited on the notice board at the City's Administration and Library and Local History Centre.

Administration received 8 submissions, 6 supportive and 2 unsure as summarised at **Attachment 3.**

DETAILS:

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

Street verges are Crown land under the care, control and management of Local Government and perform multiple functions including pedestrian movement, streetscape, service infrastructure, drainage, and environmental outcomes.

The amended policy is required to:

- Support safe, accessible and sustainable streetscapes.
- Provide clear direction on permissible verge treatments.
- Align with the City of Vincent Local Government Property Local Law 2021 and Parking Local Law 2023.
- Improve consistency, transparency and enforceability of decisions.

Examples of current / best practice:

The amended policy reflects contemporary Local Government practice by:

- Separating policy intent from operational and technical detail.
- Supporting policy with CEO-approved Operational Guidelines.

- Strengthening environmental and water-sensitive design outcomes.
- Clarifying responsibilities for residents, utilities and the City.

CONSULTATION/ADVERTISING:

No further consultation is required.

Comments Received in Support:	Administration Comment:
Supportive submissions generally endorsed the policy direction toward greener, more sustainable and lower-impact verge treatments. Key themes included support for increasing urban canopy and shade trees, reducing excessive paving and synthetic turf, improving biodiversity and urban cooling outcomes, encouraging waterwise native planting, and enhancing stormwater infiltration. Several submissions also supported stronger controls and enforcement to prevent over-paving of verges and improve streetscape amenity.	Administration notes that the supportive submissions were generally consistent with the overall intent and strategic direction of the draft Verge Policy, particularly in relation to increasing urban greening outcomes, reducing excessive hardstand, discouraging synthetic turf, improving biodiversity and supporting urban heat mitigation. Several submissions also highlighted the importance of increasing tree canopy coverage, enhancing shade outcomes and encouraging water-sensitive verge treatments. These matters are already broadly supported through the draft Policy objectives and associated guidelines. Concerns regarding enforcement and compliance have also been noted and will continue to be managed through the City's existing compliance and operational processes. Administration considers the draft Policy appropriately reflects the key themes raised during consultation and no substantial amendments are recommended as a result of the supportive submissions. Minor administrative or wording refinements may be undertaken prior to final adoption where considered appropriate.
Comments Received Neither Support Nor Object:	**Administration Comment:**
Submissions received that neither expressly supported nor objected to the draft Policy generally provided observations, suggestions or requests for clarification regarding verge treatments, landscaping outcomes and implementation. Common themes included balancing urban greening with practical access and parking needs, ensuring appropriate tree species selection and shade outcomes, maintaining flexibility for residents, and encouraging consistent enforcement and maintenance standards.	Administration notes that the submissions received which neither expressly supported nor objected to the draft Policy were generally focused on operational matters, implementation considerations and requests for clarification rather than opposition to the overall policy direction. Key themes included balancing greening outcomes with practical access requirements, consideration of appropriate tree species and canopy outcomes, flexibility in verge treatments, and consistency in maintenance and compliance approaches. These matters are considered to be adequately addressed within the draft Policy objectives, guidelines and operational procedures. Administration does not consider that the matters raised warrant substantial amendment to the draft Policy.

LEGAL/POLICY:

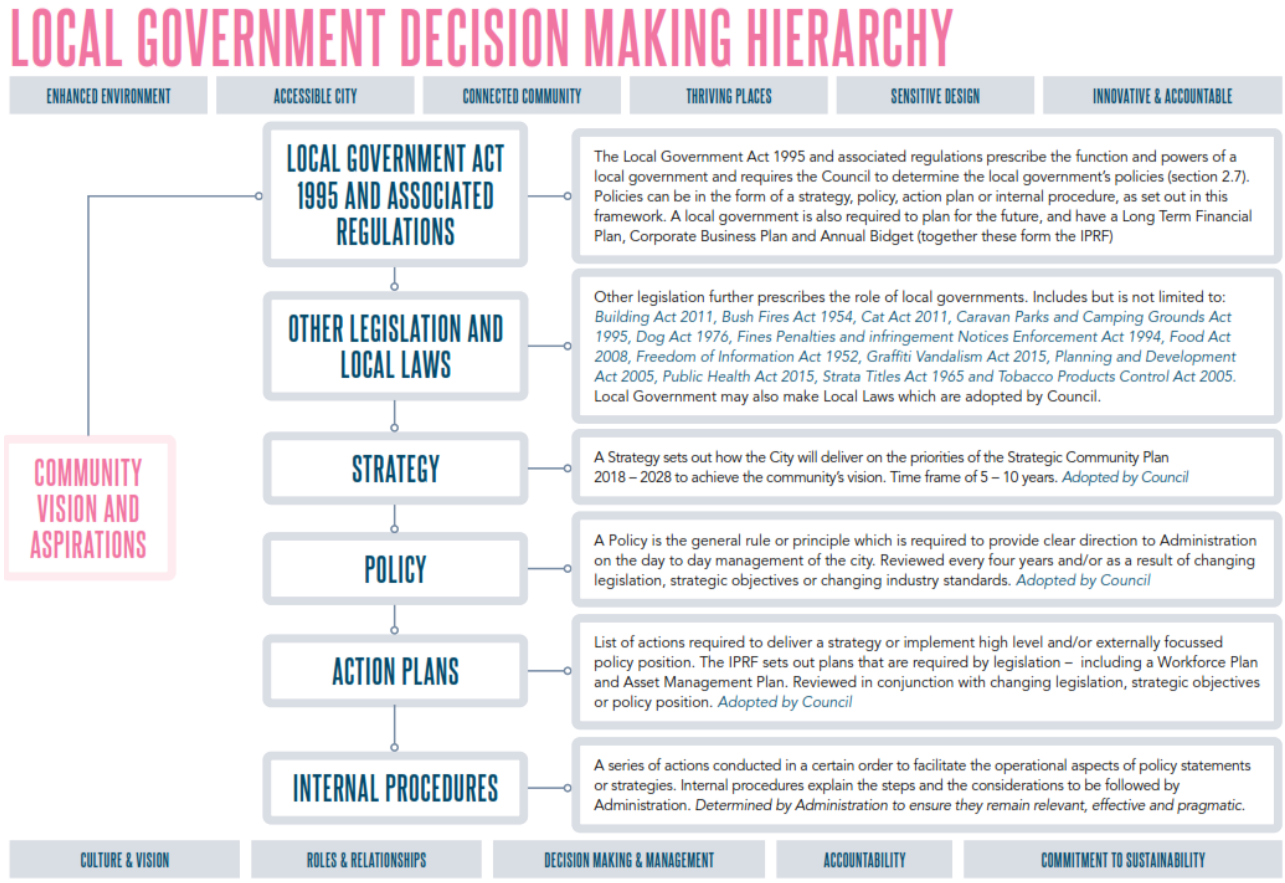
Section 2.7(2)(b) of the *Local Government Act 1995* provides Council with the power to determine policies.

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 clear principles to guide decision-making and community understanding in relation to verge management, planting, parking and general works.



The amended Verge Treatment Policy has been prepared in accordance with the Corporate Document Development Policy and aligns with:

- City of Vincent Local Government Property Local Law 2021.
- City of Vincent Parking Local Law 2023.
- Road Traffic Code 2000.

RISK MANAGEMENT IMPLICATIONS

Low: Adopting the proposed policy is low risk because this will improve clarity, consistency and enforceability, reducing safety and compliance risks.

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 accessible for all members of the community.

Accessible City

We have embraced emerging transport technologies.

Connected and Healthy Community

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

Thriving Places

Efficiently managed and maintained City assets in the public realm.

Sensitive Design

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.

SUSTAINABILITY IMPLICATIONS:

Sustainable Vincent Framework

This is in keeping with the following priority objectives of the City's Sustainable Vincent Framework:

Regenerative, green and biodiverse

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

FINANCIAL/BUDGET IMPLICATIONS:

There are no direct financial implications arising from the advertising of the amended policy. Implementation will be managed within existing operational and capital budget processes.

COMMENTS:

Nil

VERGE TREATMENT POLICY

CITY OF VINCENT

Legislation / local law requirements	Local Government (Uniform Local Provisions) Regulations 1996 City of Vincent Local Government Property Local Law 2021 City of Vincent Parking Local Law 2023
Relevant delegations	2.2.9 Control or Roads, Reserves and Certain Unvested Facilities
Related policies, procedures and supporting documentation	D25/115332 - Operational Guidelines - Verge Treatments D24/77575 - Street Tree Policy Enhanced Environment Strategy 2025-2030

PRELIMINARY

INTRODUCTION

The verge is the area between the road carriageway and property, owned by the Crown and is under the care, control and management of the local government. Maintenance of the verge is the responsibility of the adjacent landowner or occupier.

Residents are encouraged to landscape and beautify their verge to improve aesthetics and positive environmental outcomes in the street. This may include treatments such as turf, plants and/or a portion of permeable paving.

PURPOSE

The purpose of this policy is to ensure the City of Vincent's urban environment is maintained, enhanced, and accessible for all members of the community, while accommodating utility and service infrastructure. It establishes a consistent approach to decision-making and enforcement in relation to verge management, planting, parking, and general works within the verge area.

OBJECTIVE

The objectives of this Policy are to:

- Provide direction to what is a '*Permissible Verge Treatment'* within a verge for the purposes of the City of Vincent Local Government Property Local Law which regulates responsibility for plantings and/or beautification of a verge.
- Ensure that a verge within the City is maintained at a safe level relative to that of the abutting road and/or footpath and provides traffic visibility and access for pedestrians.
- This policy is supported by Operational Guidelines as approved by the City's Chief Executive Officer.

SCOPE

This policy sets out the framework through which a verge is managed within the City.

The size and use of a verge vary throughout the City and some criteria, setbacks and or other obstacles may prevent verge improvement.

VERGE TREATMENT POLICY

CITY OF VINCENT

POLICY PROVISIONS

DEFINITIONS

For the purpose of this Policy the following definitions will apply:

Carriageway has the meaning given to it in the Road Traffic Code 2000.

> ***Carriageway*** means a portion of road that is improved, designed or ordinarily used for vehicular traffic, and includes the shoulders, and areas, including embayment's, at the side or centre of the carriageway, used for the stopping or parking of vehicles; and where a road has 2 or more of those portions divided by a median strip, the expression means each of those portions, separately.

City means the City of Vincent.

Footpath has the meaning given to it in the Road Traffic Code 2000.

> ***Footpath*** means an area that is open to the public that is designated for, or has as one of its main uses, use by pedestrians.

Operational Guidelines means a document prepared to support this Policy by providing detailed instructions, procedures, roles, responsibilities and standards for implementation. It is intended to guide good practice.

Thoroughfare has the meaning given to it in section 1.4 of the Local Government Act 1995.

> ***Thoroughfare*** means a road or other thoroughfare and includes structures or other things appurtenant to the thoroughfare that are within its limits, and nothing is prevented from being a thoroughfare only because it is not open at each end.

Verge has the meaning given to it in the Road Traffic Code 2000.

> ***Verge*** means that part of a thoroughfare between the carriageway and the land which abuts the thoroughfare but does not include a footpath.

Verge treatment means any treatment approved by the local government as a standard verge treatment permitted by the City of Vincent Local Government Property Local Law and includes any reticulation pipes and sprinklers.

POLICY

1. BEAUTIFICATION OF STREET VERGES

The City encourages and assists where practicable a landowner or occupier to maintain the abutting street verge in a way that retains and enhances the streetscape, whilst minimising water usage.

A landowner or occupier of land abutting a street verge may undertake work to beautify the verge according to the Operational Guidelines.

VERGE TREATMENT POLICY

Verge beautification works carried out in accordance with the Operational Guidelines do not require approval from the City.
Verge gardens and turf may incorporate certain landscaping features where permitted.

Permissible verge landscaping features include:

- Raised garden beds
- Rocks, stones and/or logs
- Compacted crushed-gravel pathways
- Paved pathways and bin-stand areas
- Seating and benches
- Decorative elements and solar lighting
- Play equipment

Synthetic turf is a non-permissible verge landscaping treatment.

2. Maintenance of Street Verges

2.1 Mowing

(i) A verge along a main road and a district distributor road will be mowed by the City on a programmed basis.
(ii) A verge along any other road shall be maintained or mowed by the adjacent owner or resident.
(iii) Verge mowing assistance may be provided by the City, on a programmed basis, when the owner/occupier is a pension card holder (age or disability).

2.2 Cleaning

(i) Cleaning of litter and removal of the build-up of leaves and grass clippings from a verge is the responsibility of the adjacent landowner or occupier.

2.3 Landscaping of Verges and Medians

(i) A verge and median of a main and distributor road within the City that is not otherwise maintained by an adjoining landowner will be landscaped and maintained by the City.

3 PAVING OF A STREET VERGE FOR PARKING

Non-permeable paving of a verge is not permitted within the City.

While parking on a verge is discouraged, in exceptional circumstances where limited kerbside and off-street parking is available to residents, the City may consider an application for approval to pave a portion of a verge for parking. The paving of the entire area of the verge will not be permitted; the paved area is to be kept to a minimum.

The application is required to incorporate a minimum of one verge tree, and additional trees should be provided where practicable.

VERGE TREATMENT POLICY

Approved paving shall be permeable and designed and installed in accordance with Water Sensitive Urban Design (WSUD) criteria and the specifications contained within the Operational Guidelines.

An owner or resident of a property wishing to pave a portion of the verge is to apply in writing to the City stating specific requirements relating to the proposal.

4 REMOVAL OF VERGE TREAMENTS AND REINSTATEMENT WORKS

A verge treatment may need removal by either the City or a utility/service provider to allow infrastructure work. If removed, the City or utility/service provider will reinstate to the standard stipulated within the Operational Guidelines.

OFFICE USE ONLY	
Responsible Officer	Manager Engineering
Initial Council Adoption	2007
Previous Title	VERGE TREATMENTS, PLANTINGS AND BEAUTIFICATION POLICY 2.2.4
Reviewed / Amended	24/02/2026
Next Review Date	24/02/2029

CITY OF VINCENT

VERGE TREATMENTS, PLANTINGS AND BEAUTIFICATION

POLICY NO. 2.2.4

(Adopted at the Ordinary Meeting of Council held on 21 August 2018)

POLICY NO: 2.2.4

VERGE TREATMENTS, PLANTINGS AND BEAUTIFICATION

Index

OBJECTIVES **4**
POLICY STATEMENT **4**
1. Definitions **4**
GUIDELINES AND PROCEDURES **6**
1. Beautification of Street Verges **6**
1.1 Approvals 6
1.2 Underground Services 6
1.3 Verge Gardens 6
1.4 Landscaping Features 7
1.5 Reticulation and Watering 8
1.6 Fertilising 9
1.7 Mulching 9
1.8 Indemnification 9
1.9 Damage 9
2. Levelling of Street Verges **9**
3. Mowing & Cleaning of Street Verges **10**
3.1 Mowing 10
3.2 Cleaning 10
4. Paving of Street Verges for Parking **11**
4.1 Application 11
4.2 Assessment 11
4.3 Clearance 11
4.4 Design 11
4.5 Construction 12
4.6 Bonds 12
4.7 Location 12
4.8 Parking 12
4.8 Drainage 13
4.10 Maintenance 13
5. Plant Containers on the Footpath in Commercial and Retail Precincts **13**
5.1 Size 13
5.2 Design 13
5.3 Plant Material 13
5.4 Quantity 13
5.5 Location 14
5.6 Approvals 14
5.7 Cleaning 14
5.8 Cost 14
5.9 Indemnification 14
5.10 Damage 14
6. Memorial Footpath Plaques **14**
7. Reinstatements of Roads and Footpaths **15**
7.1 Public Utility Authority (PUA) 15
7.2 Developers 15

8. Crossovers **15**
8.1 Council and Private Construction 15
8.2 Specification 16
8.3 Subsidy 17
9. Upgrading of Footpaths **17**
9.1 Residential Areas 17
9.2 Commercial Areas 17
9.3 Developer Contributions 18
9.4 Condition 1 and 2 paths Fronting Developments 18
9.5 Condition 3, 4 and 5 paths Fronting Developments 18
10. Open Car Sales Yards **18**

POLICY NO: 2.2.4

VERGE TREATMENTS, PLANTINGS AND BEAUTIFICATION

OBJECTIVES

To:

- Provide guidelines and as to what is a *"Permissible Verge Treatment"* within the verge for the purposes of the City of Vincent Local Government Property Local Law and provide guidelines of plantings and/or beautification and to outline the City's and residents responsibilities.
- ensure that verges within the City are maintained at a safe level relative to that of the abutting road and/or footpath.
- establish the extent of the City's responsibility for the mowing and the removal of rubbish from road verges.
- define the City's requirements and conditions with regards to the installation of vehicles crossovers within the road reserve.
- provide guidelines for persons wishing to pave the street verges in front of their property.

POLICY STATEMENT

1. Definitions

For the purpose of this Policy the following definitions will apply:

"carriageway" has the meaning given to in the *Road Traffic Code 2000;*

Regulation 3 of the *Road Traffic Code 2000* provides –

"carriageway" means a portion of road that is improved, designed or ordinarily used for vehicular traffic, and includes the shoulders, and areas, including embayments, at the side or centre of the carriageway, used for the stopping or parking of vehicles; and where a road has 2 or more of those portions divided by a median strip, the expression means each of those portions, separately;"

"footpath" has the meaning given to in the *Road Traffic Code 2000;*

Regulation 3 of the *Road Traffic Code 2000* provides –

"footpath" means an area that is open to the public that is designated for, or has as one of its main uses, use by pedestrians;"

"vehicle crossing specification" means the design details, measurements and materials, approved by the local government as the standard vehicle

crossing, which when first constructed on any land in the district, will be eligible for a subsidy from the local government;

"thoroughfare" means a road or other thoroughfare and includes structures or other things appurtenant to the thoroughfare that are within its limits and nothing is prevented from being a thoroughfare only because it is not open at each end;

"verge" means that part of a thoroughfare between the carriageway and the land which abuts the thoroughfare, but does not include a footpath;

"verge treatment" means any treatments approved by the local government as the standard verge treatments permitted by these local laws and includes any reticulation pipes and sprinklers.

2. Any person who wishes to carry out any works on the verge shall do so in accordance with this policy, guidelines, specifications and the City of Vincent Local Government Property Local Law.

3. The City will encourage and assist where practicable owners/occupiers to maintain street verges in a way that retains and enhances the streetscape, whilst minimising water usage.

4. The City will provide assistance with mowing, cleaning and maintenance of verges in accordance with the policy guidelines.

Date Adopted:	**14 August 2007 (replaces previous Policy 2.2.3 – Road Verges – Mowing & Cleaning, Policy 2.2.4 – Levelling of Verges)**
Date Amended:	**17 December 2013**
Date Reviewed:	**14 August 2007, 13 May 2008, 20 July 2009**
Date of Next Review:	**December 2018**

GUIDELINES AND POLICY PROCEDURES RELATING TO VERGE TREATMENTS, PLANTINGS AND BEAUTIFICATION POLICY NO. 2.2.4

1. BEAUTIFICATION OF STREET VERGES

Owners/occupiers of land abutting a street verge may undertake works to beautify the verge. The below guidelines apply to the design and installation of verge gardens and landscaping features.

1.1 Approvals

Beautification of street verges carried out in line with the below guidelines does not require approval from the City.

The City recommends you discuss your verge design with neighbours prior to commencing any works, to identify any potential issues that may arise.

1.2 Underground Services

Prior to commencing any work on the verge, it is advised to contact 'Dial Before You Dig' to ascertain what, if any services, including Telstra, Water Corporation, Western Power and Alinta Gas, are located within the verge and to ensure that the depth of the services is sufficient to carry out the proposed works safely.

Any works carried out on the verge by the resident, that results in damage or disruption to the services will need to be reinstated at the resident's full cost.

1.3 Verge Gardens

The City strongly encourages the use of waterwise plants, in particular natives, for planting on verges due to their ability to survive hot dry summers with little to no supplementary water.

Native plants are made available to residents of the City at subsidised prices. Native Plant Sales are conducted in April and August of each year and further information can be obtained by contacting the City's Parks and Urban Green.

Plant species selected for the verge should not be prickly, have spines or be known to be poisonous or cause allergic reactions. Plants that bear fruit should be maintained and the fruit harvested to ensure excess or rotting fruit does not pose a hazard or nuisance to pedestrians, cyclists or motorists.

All plants should be maintained to ensure clear lines of sight for pedestrians, cyclists and motorists are provided at all times.

Turfing of verges is permitted however in the interests of saving our precious water resources and reducing fertiliser run-off, alternative options are encouraged. Should turfing be required, it is recommended that a hardy low maintenance turf developed for Australian conditions be laid.

The installation of synthetic turf on verges is not an approved treatment.

1.4 Landscaping Features

1.4.1 In addition to verge gardens and lawn, there are a number of permissible landscaping features that may be installed within the verge. The installation of these features must be setback from and provide clear access to any infrastructure such as power poles and underground services.

1.4.2 The installation must also maintain safe access for pedestrians and cyclists and must be setback from footpaths, kerbs and vehicular crossings in accordance with these guidelines so as to not obscure or intrude into sightlines and maintain safe access for pedestrians and cyclists.

1.4.3 Permissible verge landscaping features include:

- raised garden beds
- rocks/stones and/or logs
- compacted crushed gravel pathways
- paved pathways and/or bin stand areas
- seating or benches
- decorations and lighting
- any other item (not listed above) may be considered at the discretion of the Director Engineering in accordance with the Policy

1.4.4 When installing and/or incorporating landscaping features on the verge, the below guidelines must be met:

(i) Any landscaping feature installed on the verge must not obstruct clear lines of sight for any pedestrians, cyclists or motorists;

(ii) Residents may incorporate a number of permissible verge landscaping features provided the specific guidelines for each feature are adhered to;

(iii) Residents must ensure landscaping features are checked regularly and well maintained so that they meet and continue to meet the verge landscaping feature guidelines;

(iv) If a verge landscaping feature is considered by the City to pose a safety hazard or does not meet the guidelines, the City may require the resident to remove or revise part or all of the feature to comply with this policy and guidelines;

(v) Raised Garden Beds

- Constructed of durable material, securely installed with no sharp edges, corners or fixtures;
- The raised garden bed (built structure) height shall not exceed 0.5 metres unless approved by the City;
- Provide a minimum 0.5 metre setback from any street tree to maintain the health of the tree;
- Provide a minimum 0.5 metre setback from the face of the kerb.

(vi) Rocks, Stones and Logs

- Maintain clear access for parked vehicles at all times;
- Be of a size and installed securely so as to not be easily moved.

(vii) Compacted Gravel Pathways

- Provide a minimum 0.5 metre setback from any street trees to maintain the health of the street tree.

(viii) Paved Pathways and Bin Stands

- finished level to be flush with the adjacent footpath, driveway, kerb and verge soil level so as to not create a trip hazard;
- Provide a minimum 0.5 metre setback from street trees to maintain the health of the street tree.

NOTE: The above guidelines apply to verge paving for non-parking purposes only. For specifications on paving of verges for parking, please refer to clause 4 below.

(ix) Seating or Benches

- Constructed of durable material, securely installed with no sharp edges, corners or fixtures;
- Provide a minimum 0.5 metre setback from any street tree to maintain the health of the tree;
- Maintain clear access for parked cars at all times.

(x) Decorations and Lighting

- Constructed of durable material, securely installed with no sharp edges, corners or fixtures;
- Maintain clear access for parked cars at all times;
- Provide a minimum 0.5 metre setback from any street tree to maintain the health of the tree;
- Only solar lighting is permitted in the verge area.

1.4.5 The City may prepare further, more specific guidance for residents on verge treatments and landscaping features, related to the requirements and standards outlined in clause 1.4 of these guidelines.

1.5 Reticulation and Watering

The City encourages the installation of waterwise verge gardens that conserve water eliminating the need for permanent reticulation. If reticulation is to be installed, sub-surface drip irrigation is recommended as the most water efficient reticulation type suited to the exposed conditions typical on the verge area.

1.6 Fertilising

If required, slow release fertilisers are recommended for use on all verge beautification treatments, however their use should be carefully monitored and particular care should be undertaken when applying fertiliser to ensure that granules or residues do not enter the local drainage system.

1.7 Mulching

Mulching of the verge area is encouraged to reduce plant stress, supress weed growth and reduce moisture evaporation from the soil.

Mulch should be installed approximately 5-10cm thick and the finished level must sit just below the adjoining kerbs, footpaths and crossovers. This will prevent the mulch from spreading beyond the verge area, flowing into drainage systems and/or creating a hazard.

1.8 Indemnification

The City reserves the right to remove any verge beautification treatment or landscaping feature at any time if the City considers the installation is treatment is contrary to this policy or poses a hazard to or interference with persons or property.

1.9 Damage

Any damage to the footpath, kerb and road reserve whilst undertaking works will need to be made good by the resident, to the City's satisfaction.

Although due care will be taken, the City will not be held responsible for any damage that occurs to verge gardens and landscaping features as a result of the City's regular maintenance programs or capital works projects.

2. LEVELLING OF STREET VERGES

2.1 Where the level of a kerb or footpath has been changed or the level of the verge is considered to pose a safety problem the City will:

(i) establish a properly levelled verge by undertaking the grading or filling of verges evenly between the property line and street kerb;

(ii) take all reasonable actions to replace any lawns and/or plants where the level has been changed by the City.

2.2 Where the level of a kerb has not been changed the City will establish a properly levelled verge by undertaking the grading or filling of verges evenly between the property line and the street kerb. Where it is necessary to remove or cover lawn to effect the levelling, the lawn will not be replanted by the City. Such work will only be undertaken after written request from the adjoining property owner.

2.3 The service is not provided as a top dressing for street lawns, nor will the City assist with excavating verges below the kerb level to facilitate paving of verges.

2.4 For residents who wish to beautify their verge the City will offer a service in March/April and July/August each year, subject to appropriate funding being allocated in the annual budget, to excavate the verge below the kerb level, provide a layer of mulch and provide to the resident a credit for the supply of twenty (20) local native plant species to be redeemed at the City's subsequent Native Plant Sale, which is usually held in April and August every year. A suitable plant species list will be provided to residents for consultation when applying for the program. (Adopted at Council Meeting 17 December 2013)

3. MOWING & CLEANING OF STREET VERGES

3.1 Mowing

(i) Verges along main roads and district distributor roads, as determined by the Director Engineering will be mowed by the City a maximum of two times in any one financial year where a visibility problem or significant safety/hazard exists.

(ii) Verges along all other roads shall be maintained/mowed by the adjacent owner/occupier and will only be mowed a maximum of three times in any one financial year by the City where the owner/occupier is either a pension (age or disability) card holder or in the case of proven hardship or where, in the opinion of the Chief Executive Officer or Director Engineering or nominated representative, the verge represents either a:

(a) Fire hazard;
(b) Visibility problem;
(c) Safety issue; or
(d) In a neglected state.

(iii) Verges on any road which are reticulated with in-ground reticulation will NOT be mowed by the City.

(iv) A register is to be kept by the Engineering Division of the street address of verges mowed and the number of times the verge has been mowed in any one financial year.

(v) Should budgetary constraints not permit a verge or a number of verges to be mowed in a current financial year, the verge/s in question will be listed for action in the following financial year.

3.2 Cleaning

(i) Cleaning of litter and removal of the build-up of leaves and grass clippings from the verge is the responsibility of the adjacent owner/occupier.

(ii) The City will assist with the removal of litter and general rubbish from verges only in the following circumstances:

- Bi-annual verge collections;
- Accidents;
- Storm damage;

- Where responsibility for placing the litter on the verge cannot be determined; or
- As approved by the Director Engineering, in liaison with the Chief Executive Officer.

(iii) Where responsibility for placing litter on the verge can be determined the City will direct the person responsible to remove the litter and will enforce the *Litter Act 1979* and regulations.

4. PAVING OF STREET VERGES FOR PARKING

(Refer also to the City's Specifications for the Installation of Brick Paved Crossovers)

The City discourages parking on street verges. However it is acknowledged that in some Precincts within the City there is limited kerbside and off-street parking available to residents.

In locations where there is sufficient room to park a light vehicle on the verge without obstructing the footpath or creating a traffic hazard, the City will approve the paving of a portion of the verge for parking.

4.1 Application

An owner of a property wishing to apply to pave a portion of the verge is to apply in writing to the City stating specific requirements relating to the proposal.

4.2 Assessment

Following receipt of an application, the site shall be inspected to determine the conditions which should apply to any approval.

4.3 Clearance

The area of verge to be paved shall conform to the following conditions:

(i) There shall be a minimum clearance of 0.5 metres from a side boundary.

(ii) The minimum clearance from any existing verge tree or pole is to be 0.5 metres.

Note: Where a tree is within 1.5 metres from the edge of the proposed paving, advice should be obtained from the Parks and Urban Green team on the potential for further growth of the tree.

4.4 Design

(i) The maximum allowable width of paving (parallel to the kerb) is to be 7.5 metres.

(ii) Where a crossover exists, the area of verge to be paved may abut the crossover providing the full width of the "hard stand" including the crossover does not exceed 7.5 metres.

(iii) Where the proposed "hard stand" exceeds 7.5 metres in width a landscaped gap of 1.0 metre must be provided between the edge of the crossover and the edge of the proposed paving.

(iv) Where the proposed paving abuts an existing footpath, the proposed paving material must be clearly different in material, colour and texture from the existing footpath.

4.5 Construction

(i) All works shall be constructed in accordance with the City's Specifications for the Installation of Brick Paved Crossovers.

(ii) Where the existing kerb abutting the verge area to be paved is either semi mountable or barrier, this section of kerb shall be replaced with a mountable kerb by the City at the applicant/owner's expense.

(iii) Where required, finished levels will be established by the City.

(iv) The applicant shall bear the cost of any public utility service adjustments or any other alteration works required as a result of verge paving works.

(v) The applicant must advise the City's Engineering Directorate at least 24 hours prior to commencing the paving works.

Note: Approval, if granted, is on the understanding that the City accepts no liability for any damage to other Services Authorities infrastructure.

4.6 Bonds

(i) Prior to approval being granted, the applicant must submit a minimum bond, as determined by the Council and listed in the annual Fees and Charges to ensure that all works are carried out to the required standard.

(ii) Request for the refund of the bond must be made in writing at which time an inspection will be carried out by the Engineering Directorate.

4.7 Location

(i) Where the property is located at the intersection of two (2) local streets, there shall be a minimum of six (6) metres between the edge of the proposed brick paving and the kerb tangent point in accordance with City's Specifications for the Installation of Brick Paved Crossovers.

(ii) Where the property is located at the intersection of all other roads the extent of the paving is to be determined by the Director Engineering.

4.8 Parking

The parking of vehicles on verges shall be in accordance with the City's Local Law Relating to Parking and Parking Facilities 2007.

4.9 Drainage

Approval for the paving of verges in streets where the existing road drainage system is inadequate or where there is a history of flooding is at the discretion of the Director Engineering.

4.10 Maintenance

The property owner will be responsible for all future repairs and maintenance of the paving unless the paving is damaged by specific City works.

5. PLANT CONTAINERS ON THE FOOTPATH IN COMMERCIAL AND RETAIL PRECINCTS

Placement of plant containers on or obstructing the footpath in commercial and retail precincts within the City need to takes into account public safety, practical and aesthetic considerations, with a view to preserving and enhancing the streetscape.

5.1 Size

Containers shall be of an appropriate scale in relation to other elements of the streetscape, and easily seen by pedestrians.

5.2 Design

The design of the planters including materials, colour and finish - should be in keeping with the surrounding streetscape and to the satisfaction of the Director Engineering.

5.3 Plant Material

Plant species are to be approved by the Parks and Urban Green team and must not exceed a height of 1.2 metres above ground level.

Alternatively trees in pots may be approved where the bottom of the canopy has a minimum 1.5m clearance to the footpath and is not more than 300mm wider than the container and should not obstruct parking signs.

The plants must be maintained in a healthy, tidy condition at all times, and all maintenance is the responsibility of the property owners/occupants. No drainage or other discharges from the containers are to flow across the footpath or strain the pavement in any way. No poisonous, prickly or other harmful plants are to be used and maintenance procedures should not interfere with pedestrians at any time.

5.4 Location

Plant containers must:

(a) not obstruct pedestrian crossing points, public utilities or other public facilities;

(b) be located to provide, at all times, free and unobstructed access of not less than 1.5 metres for pedestrians and other users of the footpath or paved area.

5.5 Approvals

The City's approval is not required for plant containers that comply with the requirements of this Part 5.

The City reserves the right to request owners to remove the containers at any time.

5.6 Cleaning

The applicant shall be responsible for the cleaning of the area immediately adjacent to and under the container.

5.7 Cost

All costs associated with the application, purchase of containers and plants and installation are to be borne by the applicant.

5.8 Indemnification

Notwithstanding the granting of approval, the City reserves the right to remove the containers at any time, and applicants should ensure that the City is indemnified against all claims resulting from the installation of plant containers.

5.9 Damage

Any damage to footpath, verge or other street furniture caused by the planter or its movement shall be the responsibility of the applicant.

(Refer also to the City's Specifications for Paving of Verges to Permit Vehicle Parking)

6. MEMORIAL FOOTPATH PLAQUES

That the City will consider on its merits any application for a memorial plaque or slab to be included in the footpath in the City and the criteria to be taken into account shall include:

(i) the person or event, subject of the memorial, shall have made a significant contribution to the development of the City or the State, or some major contribution to a social welfare or community or public organisation.

(ii) comments received from the Heritage Council, West Australian Historical Society or other relevant organisation.

The sponsor may be identified either by words or a logo, provided that this identification does not exceed an area of 75mm by 25mm.

The location of the plaque or slab shall be at the discretion of the City which may take into account in considering the application, the nature of work undertaken by the person, subject of the memorial.

The memorial plaque shall be cast in bronze or other approved material and of such design and of such dimensions as determined by the City from time to

time, having regard to the location and the footpath surface in the area where the plaque is to be located.

The applicant will be required to meet all the costs associated with the purchasing, installation and maintenance of the plaque.

The City reserves the right to remove a memorial plaque or slab without notice and is not required to relocate/reinstate the plaque to a similar or to another location.

7. REINSTATEMENTS OF ROADS AND FOOTPATHS

Pursuant to the provisions of the *Local Government Act 1995*, the City is responsible for the maintenance of streets in a safe condition at all times.

Accordingly, when from time to time a road or footpath is excavated or damaged by other agencies, either Government or private, the City requires the necessary road or footpath reinstatement works to be undertaken to the City's specification.

All costs of the works shall be met by the organisation which was responsible for the initial excavation/damage.

7.1 Public Utility Authority (PUA)

The PUA is to provide an order number for the works, prior to the works being carried out.

7.2 Developers

If the City holds a bond, the developer may request in writing that the works be carried out and bond monies be used to complete the reinstatement.

Should the cost of the reinstatement be more than the bond being held or if no bond is held, the developer is required to provide payment, prior to the works being carried out.

Reinstatement work is to be at least to the same standard as the existing road or footpath.

Reinstatement is to take place with the minimum of delay.

8. CROSSOVERS

8.1 Council and Private Construction

8.1.1 Having regard to the provisions of Schedule 9.1 of the *Local Government Act 1995*, all proposals relating to the construction of crossovers, shall be approved by the City.

8.1.2 Construction of crossovers within the road reserve shall comply with the City's requirements relating to location and the standards of construction, which are available from the City's Engineering Directorate.

8.2 Specification

8.2.1 Crossovers shall be constructed in accordance with the City's Standard Specification for the 'Installation of Brick Paved Crossovers and the Installation of Cast Insitu Concrete Crossovers'.

8.2.2 Crossovers shall be constructed perpendicular to the kerb line with an absolute minimum clearance of 0.5 metres from a side boundary.

8.2.3 The clearance of any existing tree or pole in the road reserve shall be 0.5 metres. Where an existing tree is within 1.5 metres of a proposed crossover, advice shall be obtained from the City's Parks and Urban Green team on the future size of the tree and the advisability of it being retained.

8.2.4 The maximum width of any crossover and/or adjoining crossover shall not exceed 7.5 metres, except for service stations, where it shall not exceed 10.5 metres.

8.2.5 Where required, crossover levels may be established by the City.

8.2.6 The owner of the property to which the crossover is being constructed shall bear the full cost of any public utility service adjustments/relocations or any other alteration works required as a result of constructing the crossover.

All completed crossovers, shall be inspected by the City to ensure they meet the City's requirements prior to the City's contribution being made.

8.2.7 Vehicle Crossovers which are no longer required, or no longer connect with an internal driveway or parking area (obsolete or 'Blind' crossovers) must be removed at the cost of the property owner.

8.2.8 The location of a crossover is to be approved by the Director Engineering or nominated representative and the location shall be in accordance with AS2890.

8.2.9 Proposed crossovers to be constructed within close proximity of a signalised intersection or main road shall be individually assessed in accordance with the requirements of Main Roads Western Australia (MRWA).

8.2.10 All new crossovers must indicate a visual continuity of the footpath as outlined in the City's Standard Specification for the 'Installation of Crossovers'.

8.2.11 (i) Upon approval being granted, the applicant must submit a minimum bond, as determined by the City as itemised in the Schedule of Fees and Charges to ensure that all works are carried out to the required standard, should a bond not be held already pertaining to a development application which covers the City's infrastructure.

(ii) Request for the refund of the bond must be made in writing at which time an inspection will be carried out by an Engineering Officer.

8.3 Subsidy

In accordance with Schedule 9.1 of the *Local Government Act 1995*, the City will contribute one half of the cost of a standard concrete crossover up to 3.05 metres wide at a rate to be determined by the Director Engineering, to a maximum value of $750.00, if that crossover is either:

- the first crossover to an allotment, or
- at the discretion of the Director Engineering, if the crossover is constructed from bitumen and is in poor condition.

Upon application by the property owner the City will inspect the crossover to ensure it meets the City's requirements. The property owner will be required to submit two (2) quotations from reputable contractors to the City for assessment.

9. UPGRADING OF FOOTPATHS

9.1 Residential Areas

9.1.1 The minimum standard for the construction of footpaths within the City's residential areas is insitu concrete with a minimum thickness of 100mm and a minimum width of 1.5 metres.

9.1.2 Existing slab paths in the City are to be progressively upgraded in accordance with the City's adopted annual Footpath Replacement Program and/or any other approved Capital Improvement works.

9.1.3 At the discretion of the Chief Executive Officer or Director Engineering, the continuity of surface and appearance of a path in a residential street may be altered when a submission requesting the change has been received subject to:

(i) the cost of the change is borne by the applicant.

9.2 Commercial Areas

9.2.1 The minimum standard for the construction of footpaths within the City's commercial areas is heavy duty clay pavers with an absolute minimum width of 1.5 metres.

9.2.2 Slab footpaths in Commercial areas are to be upgraded in accordance with the City's adopted annual Footpath Replacement Program, the City's adopted Commercial Precincts Streetscape upgrade program and any other approved Capital Improvement works and/or by private developers.

9.2.3 Where a commercial property owner applies to have a verge, fronting that property, paved to the full width, the applicant is required to contribute 50% of the cost to have the area paved with heavy duty clay pavers. The City may meet the other cost subject to the availability of funding.

9.3 Developer Contributions

In accordance with the adopted footpath condition criteria, as reported to the Council at its Ordinary meeting held on 12 August 1996, the following procedures are to be applied as a condition of development and building licence approval for footpaths fronting developments.

9.4 Condition 1 and 2 paths Fronting Developments

For a condition 1 and 2 path fronting a development, a refundable 'footpath bond' is to be charged on the approved building licence (over and above the usual security deposit) to cover the full replacement cost of the footpath.

9.5 Condition 3, 4 and 5 paths Fronting Developments

For a condition 3, 4 and 5 path fronting a development, a non-refundable 'footpath upgrading fee' calculated on the amount to cover half the cost of total footpath replacement to an appropriate standard as determined by the Chief Executive Officer or Director Engineering, is to be charged on the approved building licence.

Note: Footpath condition is rated between 1 and 5, with 1 being relatively new i.e. cast insitu concrete and 5 being in a state of disrepair, i.e. broken, uneven concrete or slabs.

10. OPEN CAR SALES YARDS

In regard to applications to the Motor Vehicle Dealers' Licence Board for licences to use land as open car sales yards, the required prior written approval of the City for such proposals shall be subject, inter alia, to the provision of a permanent barrier at least 200mm high around the street frontage of all lots to be used as open car sales yards. Furthermore, this requirement shall be fulfilled prior to the issue of the Certificate to the Motor Dealers' Licence Board.

Imagine Vincent

Form Results Summary

Mar 18, 2026 - Apr 15, 2026

Project: Verge Treatments Policy

Form: Have your say

Tool Type: Form

Activity ID: 2574

Exported: Apr 16, 2026, 08:16 AM

Exported By: IV Administrator

Filter By: No filters applied.

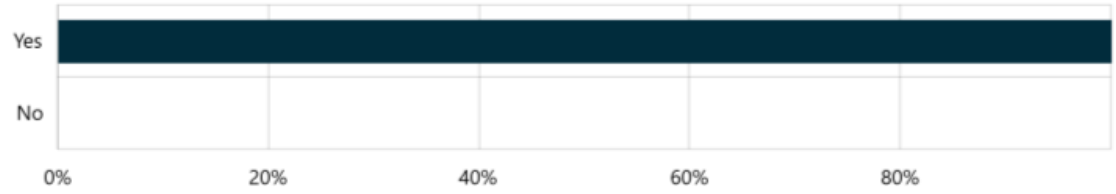
Closed

Have your say
Verge Treatments Policy

8 Contributors	8 Contributions

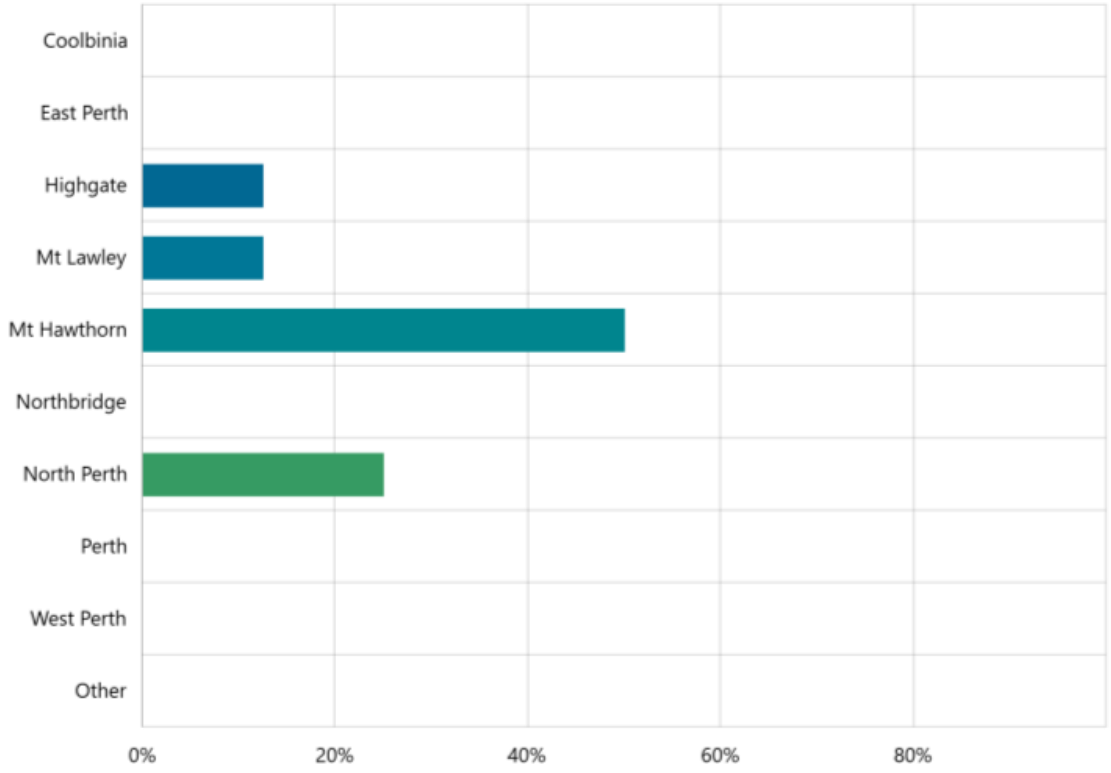
Contribution Summary

1. Are you a City of Vincent resident or ratepayer? Required
Select Box | Skipped: 0 | Answered: 8 (100%)



Answer choices	Percent	Count
Yes	100.00%	8
No	0%	0
Total	**100.00%**	**8**

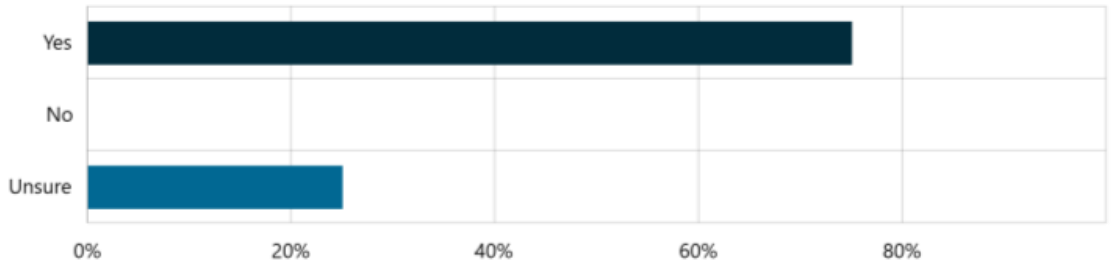
2. Please tell us which suburb you live in Required
Select Box | Skipped: 0 | Answered: 8 (100%)



Answer choices	Percent	Count
Coolbinia	0%	0
East Perth	0%	0
Highgate	12.50%	1
Mt Lawley	12.50%	1
Mt Hawthorn	50.00%	4
Northbridge	0%	0
North Perth	25.00%	2
Perth	0%	0
West Perth	0%	0
Other	0%	0

Total	**100.00%**	**8**

3. Are you supportive of the Verge Treatments Policy? Required
Select Box | Skipped: 0 | Answered: 8 (100%)



Answer choices	Percent	Count
Yes	75.00%	6
No	0%	0
Unsure	25.00%	2
Total	**100.00%**	**8**

4. Please tell us why Required
Long Text | Skipped: 1 | Answered: 7 (87.5%)

Sentiment

No sentiment data

Tags

No tag data

Featured Contributions

It is supported but with some additions or modifications as follows: 1. The aim to 'strengthen the environment' needs to include the urgent need to reduce the heat island effect, and the need to greatly increase canopy cover and thus shade. The current underground power program is too slow and needs to be completed quickly. 2. Minimising water usage should not mean replacing grassed verges with paving. Currently there is extensive and excessive brick paving and concrete paving in my area of North Perth. Much of this paving should be removed and 'beautified' by planting with local native trees and shrub species and/or extension of grass if already adjacent. 3. Agree synthetic turf is not acceptable and householders need to be required to remove it. 4. Where the whole verge is paved, householders should be required to greatly reduce it. 5. With all the above improvements to road verges, there needs to be a goal to greatly increase the canopy cover in the City of Vincent.
Contribution 7 of 7 | 15 April 2026

The policy and guidelines are excellent - they actually answer many 'am I allowed to?' questions I've had over the years and are extremely clear. I'm particularly happy to see the list of permitted treatments - it's far broader than I'd expected and really encourages residents to make special places at a micro-scale.
Contribution 6 of 7 | 11 April 2026

I'm concerned about the discouragement of lawn on verges, particularly in relation to urban heat. Grassed areas play an important role in cooling the surrounding environment, especially during summer. Replacing lawn with mulch or sparse, low-growing plants can increase surface temperatures and contribute to a hotter streetscape. In addition, the current selection of native verge plants does not always ensure adequate shade. Many of the species being used are low-growing or do not develop a broad canopy, resulting in little to no meaningful shade over footpaths. This leads to exposed, heat-retaining areas that are uncomfortable and unsafe for us pedestrians during hot weather. If the end result is a walkable, livable city, verge trees should be broadleaf varieties that grow into a continuous, shady canopy.
Contribution 5 of 7 | 10 April 2026

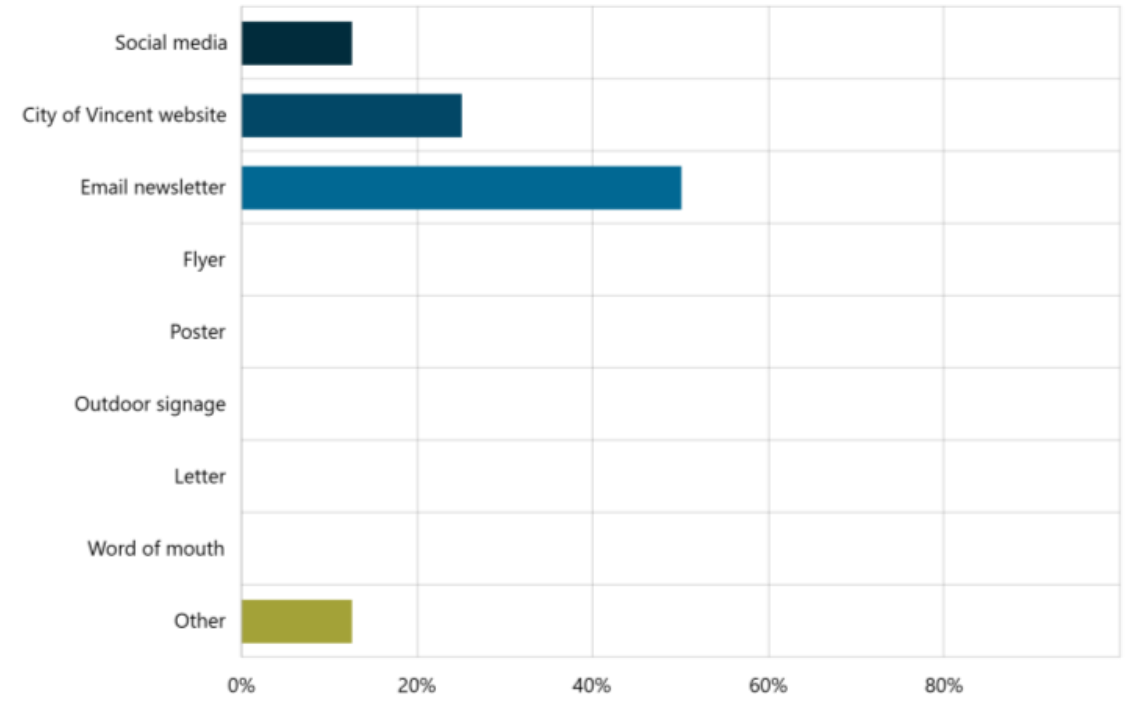
Finally! Banning of synthetic turf! This is wonderful news. Nailed the policy. I think there is also scope to rethink kerb design to allow stormwater to passively flow into verge gardens instead of straight into drains. Google it. I think every verge should get a verge tree regardless of whether the owner consents. There are so many without on my street, the city should do a project to plant out empty verges with street trees to meet their canopy targets.
Contribution 4 of 7 | 10 April 2026

I live on the Boulevarde between Anzac Rd and Brittannia Rd. This small section has 16 houses with 16 verges. 5 verges are almost completely paved with non permeable paving, 1 verge has synthetic lawn, 2 have lawn, 4 have native gardens and the others are unkempt. I support this policy but do not believe will it be enforced by rangers because the existing policy has not been enforced even when ratepayers have brought breaches to the City's attention?
Contribution 3 of 7 | 6 April 2026

Streetscapes are better with nature on the verges, especially waterwise native plants. I support any change the pursues the goal.
Contribution 2 of 7 | 4 April 2026

I believe that the City needs to disallow the paving of verges as a default poaition. It should then require residents to demonstrate a need for additional parking and any approval shpukd be for the minimum length of verge required to meet a need. As an example a house on a cirner block with axdouble garage, double crossover and the full length of streetcparking on the side boundary shoukd never receivexpermission to pave.
Contribution 1 of 7 | 20 March 2026

6. How did you hear about this? Required
Select Box | Skipped: 0 | Answered: 8 (100%)



Answer choices	Percent	Count
Social media	12.50%	1
City of Vincent website	25.00%	2
Email newsletter	50.00%	4
Flyer	0%	0
Poster	0%	0
Outdoor signage	0%	0
Letter	0%	0
Word of mouth	0%	0
Other	12.50%	1
Total	**100.00%**	**8**

6.3 OUTCOME OF ADVERTISING AND ADOPTION OF AMENDED POLICY RIGHTS OF WAY

Attachments:

1. **Rights of Way Policy**
2. **Policy Laneways and Rights of Way 2.2.8**
3. **Rights of Way Policy - Survey Results**

RECOMMENDATION:

That Council ADOPTS the Rights of Way Policy at Attachment 1, which replaces Policy Laneways and Rights of Way 2.2.8 at Attachment 2.

PURPOSE OF REPORT:

To present the outcome of community consultation and seek approval of the proposed Rights of Way 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 amend the Policy Laneways and Rights of Way 2.2.8.

In accordance with the City's Community and Stakeholder Engagement Policy, community consultation was undertaken between 18 March 2026 and 15 April 2026 which is more than 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 18 March 2026 to 15 April 2026.
- News Item on the City's website – 57 unique visitors and 72 number of views.
- E- news publication on 26 March 2026 estimated to have reached 10,031 of people; and
- Notice exhibited on the notice board at the City's Administration and Library and Local History Centre.

Administration received 2 submissions, both unsure as summarised at **Attachment 3.** There was one additional late submission received via email.

DETAILS:

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

The amended Rights of Way Policy provides a clear, contemporary City position on the ownership, acquisition, closure, maintenance, upgrade and amenity of rights of way, irrespective of ownership. The Policy:

- Establishes rights of way as strategic City assets.
- Clarifies responsibilities based on ownership.
- Formalises the City's intent to proactively acquire private rights of way where appropriate.
- Provides a defensible framework for closure, access management and beautification.

Detailed technical, procedural and construction requirements are now contained within Operational Guidelines, approved under CEO delegation, ensuring flexibility while retaining Council oversight of strategic direction.

Examples of current / best practice:

The separation of policy from operational guidelines aligns with contemporary local government governance practice and reduces the need for frequent Council amendments when technical standards change. The amended Policy also aligns with:

- Land Administration Act 1997.
- Local Government Act 1995.
- WAPC Planning Bulletin 33 – Rights-of-Way or Laneways in Established Areas.
- Asset-management best practice and renewal programming.

CONSULTATION/ADVERTISING:

No further consultation is required.

Comments Received in Support:	**Administration Comment:**
Nil	Nil
Comments Received Neither Support Nor Object:	**Administration Comment:**
A total of three submissions were received in relation to the draft Rights of Way Policy, comprising two submissions during the formal consultation period and one late submission received following the close of consultation. Key themes raised included maintaining vehicle access and manoeuvrability, understanding impacts on strata and shared access arrangements, and recognising the evolving role of Rights of Way as shared community spaces with increasing pedestrian and active transport use. Feedback generally supported a balanced and context-sensitive approach to access, safety and amenity outcomes.	Based on the feedback received, the comments do not currently indicate a need for substantive changes to the draft Rights of Way Policy itself. The issues raised largely relate to implementation, communication and site-specific access concerns, rather than the overall policy direction. However, the feedback does reinforce the importance of: • ensuring existing access arrangements and vehicle manoeuvrability are carefully considered when assessing any proposed changes to a ROW; • providing clear guidance and communication to affected residents and strata councils regarding potential impacts; and • continuing stakeholder engagement during implementation and assessment processes. The submissions do not currently warrant substantive changes to the draft Policy, however the matters raised will help inform future Operational Guidelines, implementation processes and site-specific assessments.

LEGAL/POLICY:

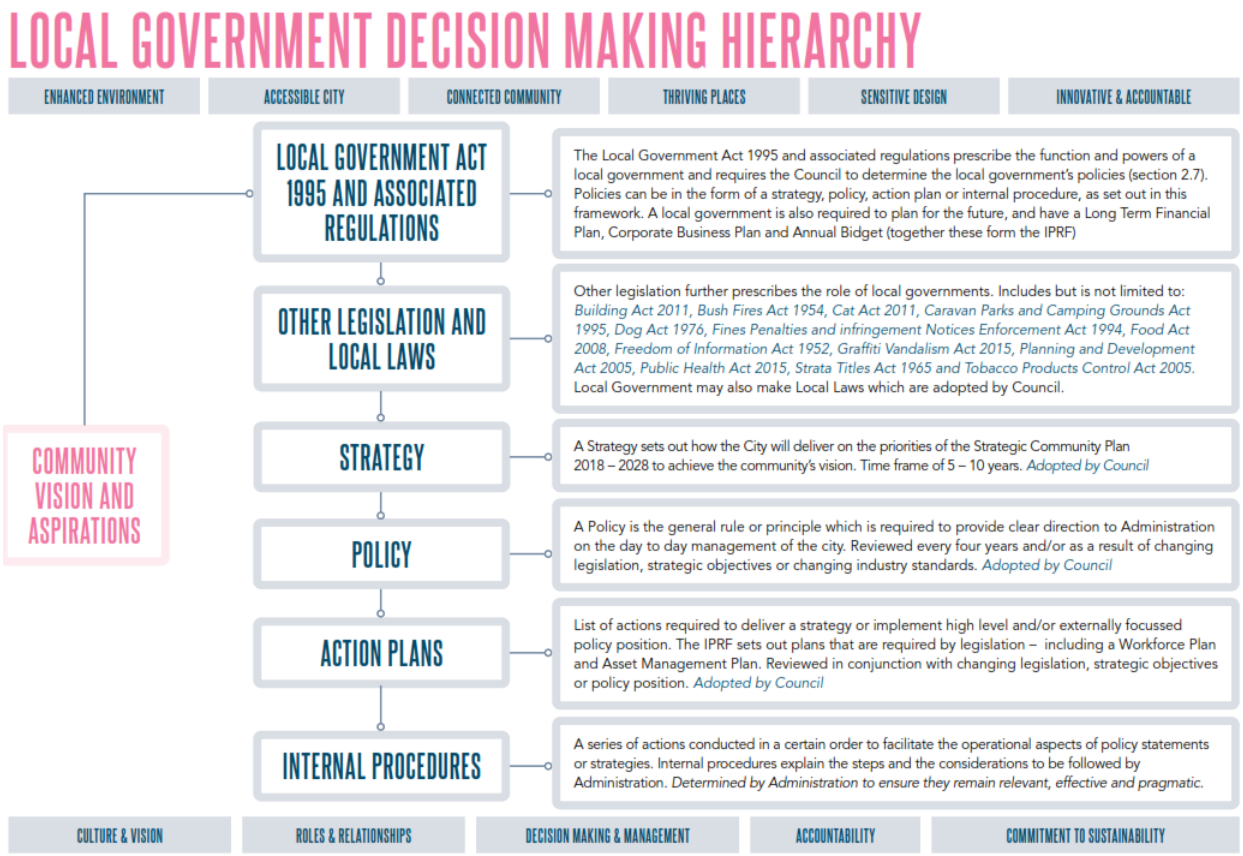
Section 2.7(2)(b) of the *Local Government Act 1995* provides Council with the power to determine policies.

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 high-level principles to guide decision-making, with operational detail contained in CEO-approved guidelines.



The draft amended Rights of Way Policy is supported by, and consistent with, the following legislation and statutory frameworks:

- Land Administration Act 1997 – relating to acquisition, dedication and closure of rights of way.
- Transfer of Land Act 1893 – relating to easements and interests in land.
- Road Traffic (Administration) Act 2008 and Road Traffic Code 2000 – relating to the definition, regulation and use of roads and public thoroughfares.
- Planning and Development Act 2005 – relating to development access and infrastructure contributions.
- Relevant City of Vincent Local Laws.

RISK MANAGEMENT IMPLICATIONS

Low: Adopting the proposed policy is low risk because this will reduce risks by:

- Improving legislative and procedural clarity.
- Strengthening defensibility of acquisition and closure decisions.
- Ensuring consistent, transparent management of rights of way.

STRATEGIC IMPLICATIONS:

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

Connected and Healthy Community

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

Thriving Places

Efficiently managed and maintained City assets in the public realm.

Sensitive Design

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.

SUSTAINABILITY IMPLICATIONS:

Sustainable Vincent Framework

This is in keeping with the following priority objectives of the City's Sustainable Vincent Framework:

Resilient and low carbon infrastructure

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:

There are no immediate financial implications arising from advertising the amended Policy. Future works will continue to be prioritised through existing asset-management and renewal programs.

COMMENTS:

Nil

RIGHTS OF WAY POLICY

Legislation / local law requirements	*Land Administration Act 1997, Sections 52, 55, 56* *Local Government Act 1995, Section 3.25* *Transfer of Land Act 1893, Section 167a* City of Vincent Local Government Property Local Law 2021 City of Vincent Parking Local Law 2023
Relevant delegations	2.2.8 Closing thoroughfares to vehicles 2.2.9 Control or Roads, Reserves and Certain Unvested Facilities
Related policies, procedures and supporting documentation	D25/115289 - Operational Guidelines - Rights of Way *WAPC Planning Bulletin 33/2017 Rights-of-way or laneways in established areas* *Asset Management and Sustainability Strategy 2020-2025*

INTRODUCTION

The City of Vincent Rights of Way are valuable assets that provide important amenity to the community. The majority of Right of Ways are owned and/or under management of the City of Vincent. The City of Vincent Local Planning Strategy dated 8 November 2016 recommends that where possible Town Centres are to have vehicle access to properties provided from secondary streets, laneways and rights-of-way.
The City of Vincent will acquire privately owned rights-of-way to ensure consistent legal control, maintenance, and public safety. Ownership allows the City of Vincent to upgrade and manage these rights of way to modern standards that support redevelopment and connectivity and resolve long-standing ownership and access issues. This approach aligns with the City's strategic goal for a connected, accessible, and sustainable urban environment.

PURPOSE

This Policy provides a framework by which a Right of Way in the City of Vincent can be managed regardless of ownership.

OBJECTIVE

The objective of this policy is to provide a framework that directs the actions, decisions, and priorities relating to a Right of Way in the City of Vincent. The Policy is supported by the Operational Guidelines for Rights of Way as approved by the City's Chief Executive Officer.

The Policy provides direction on how a Rights of Way is to be managed in terms of:

- Ownership.
- Acquisition.
- Closure.
- Provision of Services.
- Maintenance and Upgrades.
- Adjoining Development.
- Beautification.

RIGHTS OF WAY POLICY

CITY OF VINCENT

SCOPE

This Policy applies to Rights of Way within the City of Vincent, irrespective of ownership or management status. This Policy is applicable to all City of Vincent officers, developers, and property owners where a Right of Way provides, or has the potential to provide, access to private property or public infrastructure.

DEFINITIONS

City - means the City of Vincent.

Crown Land - means all land except alienated land includes reserved and leased Crown land, tidal waters, reclaimed land, riverbeds and lakes. (Note: Landgate glossary of terms).

Dedication - means the acquisition as Crown land of any alienated land or private road which has been used by the public, following a request from a local government to the Minister for Lands under Section 56 of the Land Administration Act 1997.

Local Road - (Local Street) - a road that is a managed asset of a local government and primarily used for access to abutting properties. (Note: Main Roads WA glossary of technical terms)

Operational Guidelines - means a document prepared to support this policy by providing detailed instructions, procedures, roles, responsibilities and standards for implementation. It is intended to guide good practice.

Private rights of way - means a narrow strip of land in a private subdivision and legally available only to owners of blocks in the subdivision. (Note: Landgate glossary of terms)

Public Road - means a public thoroughfare for vehicles (as defined in section 4 of the Road Traffic (Administration) Act 2008) or pedestrians and includes structures or other things appurtenant to the road that are within its limits; a thoroughfare is not prevented from being a road only because it is not open at each end.

Renewal - Works to replace existing assets or facilities with assets of facilities of equivalent capacity or performance capability (IIMM).

RoW - the acronym used within this policy to identify a rights of way or laneway, irrespective of ownership.

Upgrade - Enhancements to an existing asset to provide higher levels of service, e.g. widen a sealed road (Australian Infrastructure Financial Management Manual).

POLICY

OWNERSHIP OF RoW

A RoW privately owned will be maintained by the landowner, or in the absence of the landowner, by the adjacent property owner/s who have a legal right of access over a RoW.

A RoW owned by, or under the care, control and management of the City of Vincent, will be maintained by the City.

RIGHTS OF WAY POLICY

DEVELOPMENT OF RoW

A developer, landowner or group of landowners may develop a RoW or section of a RoW adjacent to their property subject to: Prior approval being granted by the City, as per the Operational Guidelines.

The RoW upgrade extending from and including the frontage of the property to be developed through to the nearest dedicated road.

RoW ACQUISITION

Section 52 of the Land Administration Act 1997 (LAA) provides that a local government may request the Minister for Lands to acquire a private right of way to become dedicated RoW land.

Upon acquisition, the laneway shall be assigned a name in accordance with this Policy. The City reserves the right to request a cost contribution from adjoining landowners or beneficiaries towards the upgrade of a RoW that requires acquisition, with the contribution amount determined according to the condition and standard of the RoW at the time of acquisition.

RoW MAINTENANCE AND UPGRADE

A RoW under the care and control of the City will be maintained and upgraded as part of the City's RoW renewal program and in accordance with the specifications outlined in the Operational Guidelines. All costs associated with maintenance and upgrades will be the responsibility of the City of Vincent.

Private rights of way will be maintained and upgraded in accordance with the specifications outlined in the Operational Guidelines. The cost of maintenance and upgrade will be borne by the landowner. Where a landowner is not identifiable, the costs will be the responsibility of the adjoining property owner(s) who hold a legal right of access over the RoW.

RoW BEAUTIFICATION

Beautification of a RoW can be undertaken on application to the City, and in compliance with the Operational Guidelines.

REQUEST FOR RIGHT OF WAY RoW CLOSURE

Section 58 of the Land Administration Act 1997 (LAA) provides that a local government may request the Minister for Lands to close a RoW that is dedicated as a public road.

Temporary closure for works on a RoW dedicated as a public road requires prior approval from the City and shall be through an application for a permit for works placement in road reserve.

Application for permanent closure to vehicle traffic of a RoW dedicated as a public road must demonstrate the following:

- The RoW is not accessible to vehicles due to width configuration issues.
- Adjacent landowners and occupiers agree that the RoW is not required for vehicular access to their properties.

RIGHTS OF WAY POLICY

- The applicant and/or the adjacent landowners contribute to the cost of closing the RoW to vehicular traffic.
- Pedestrian access is maintained, including those using mobility devices.
- Service and emergency response vehicles can safely and without undue delay, access the adjoining properties.

RoW NAMING

A proposal to name a RoW must conform to the State Government's Policies and Standards for Geographical Naming in Western Australia.

OFFICE USE ONLY	
Responsible Officer	Manager Engineering
Initial Council Adoption	1997
Previous Title	Laneways and Rights of Way 2.2.8
Reviewed / Amended	18/11/2025
Next Review Date	18/11/2028

CITY OF VINCENT

POLICY NO. 2.2.8

LANEWAYS AND RIGHTS OF WAY

(Last Adopted at the Ordinary Meeting of Council held on 5 March 2019)

POLICY NO: 2.2.8

LANEWAYS AND RIGHTS OF WAY

Index

OBJECTIVES **3**
POLICY STATEMENT **3**
1. Maintenance 3
2. Development of Laneways/Rights of Ways 4
3. Acquisition and Upgrade Program 4
4. Laneways/Rights of Way Upgrading Standard 4
5. Dedication 5
6. Obstruction 5
7. Naming 5
8. Community Consultation 5
9. Significant Trees 5
GUIDELINES AND PROCEDURES **5**
1. Paving and Draining 6
2. Closure, Part Closure and Amalgamation 7
3. Dedication 8
4. Obstruction 10
5. Road Naming 11

LANEWAYS AND LANEWAY/RIGHTS OF WAY

OBJECTIVES

To:

- Establish a procedure for the City and property owners to contribute towards the cost of upgrading private Laneway/Rights of Way (Laneway/Rights of Way) in accordance with Section 3.1 of the Local Government Act; and

- Ensure that Laneway/Rights of Way are acquired, paved and drained in accordance with the Council's programme on the Acquisition and Upgrade of Laneway/Rights of Way.

- Define the City's attitude, requirements and conditions with regard to the closure, part closure and amalgamation of Laneway/Rights of Way (Laneway/Rights of Way) into adjoining land.

- Define the City's attitude, requirements and conditions with regard to the dedication of private Laneway/Laneway/Rights of Way (Laneway/Rights of Way) as Public Access Roads.

- Determine minimum standards of construction for private Laneway/Rights of Way (Laneway/Rights of Way) prior to their dedication as Public Access Roads.

- Define the City's attitude, requirements and conditions with regard to the installation of bollards within Laneway/Rights of Way (Laneway/Rights of Way).

Note: This policy should be read in conjunction with Planning Policy 3.2.6, Vehicular Access and Planning Policy 3.4.6, Vehicle Access to Dwellings via a Laneway/Rights of Way.

POLICY STATEMENT

1. Maintenance

1.1 All privately owned Laneways/Rights of Way shall be maintained by the land owner, or in the absence of the land owner, by the adjacent property owner/s who have a legal right of access over the Laneway/Rights of Way.

1.2 All Laneways/Rights of Way owned by, or under the care, control and management of the City, will be maintained by the City.

2. Development of Laneways/Rights of Way

A Developer, owner or group of owners may develop a Laneway/Rights of Way or section of a Laneway/Rights of Way adjacent to their property subject to:

2.1 Written Prior approval being granted by the City.
2.2 Conformity with City's Laneways/Rights of Way Upgrading Specification.
2.3 All works to be undertaken under the City's supervision and direction.
2.4 The Laneways/Rights of Way upgrade extending from the lot to the nearest dedicated road.

3. Acquisition and Upgrade Program

The City will acquire and upgrade a private Laneway/Rights of Way in accordance with its adopted Laneways/Rights of Way Acquisition and Upgrade Program whereby each private Laneway/Rights of Way has been assessed, given a score and prioritized for acquisition and upgrade in accordance with the following Assessment Table approved by the Council at its Ordinary Meeting held on 27 February 2001, namely;

Usage	Condition	Surface	Drainage	Floods	Retaining required	Fences
Heavy 12	Good 0	Paved 0	Existing 0	Yes 20	Yes 1	Good 4
Medium 8	Fair 5	Firm Surface 4	Easy 6	No 0	No 0	Fair 2
Low 4	Impassable10	Sand 8	Medium 5			Poor 0
None 0			Difficult 4			

3.1 Prone to flooding – alleviating flooding issues in the Laneway/Rights of Way.
3.2 Usage – significant/regular use of the Laneway/Rights of Way.
3.3 Condition/Surface – ease of providing vehicle access in the Laneway/Rights of Way
3.4 Geometry – ease of access.
3.5 Retaining required – complexity of construction/retain property access.

4. Laneways/Rights of Way Upgrading Standard

4.1 Where a private developer has been granted approval to upgrade a Laneway/Rights of Way, the Laneway/Rights of Way shall to be upgraded to the City's Laneways/Rights of Way upgrade Specification and be carried out under the City's Supervision.

4.2 Future lighting of a Laneway/Rights of Way may be considered where a property has its only frontage onto the Laneways/Rights of Way, subject to the Laneway/Rights of Way being 5 metres or greater in width. Future lighting will not be considered where the property has an alternative frontage or side boundary onto an existing dedicated road, strata title, multi units, or battle-axe properties.

4.3 The minimum manoeuvring width of 6 metres shall be provided at all vehicle accesses from the Laneway/Rights of Way to private property. Where the Laneway/Rights of Way is 5 metres wide, the access shall be set back 1 metre. Where the Laneways/Rights of Way is 3 metres wide, the access shall be set back 3 metres. These dimensions shall be relevant to accesses on both sides of the Laneway/Rights of Way. The setback shall remain in the ownership of the private property. The setback is to be constructed in accordance with the City's standard crossover specification.

4.4 Land transfer and corner truncations for sight distance and vehicle manoeuvring to be subject to the relevant Council Policies.

4.5 **Property Access**

Boundary levels between the Laneway/Rights of Way and the property are to be set by City prior to development approval.

5 Dedication

The Council may make a request to the Minister for Land to dedicate "*land*" as a public road, having regard for Section 56 of the Land Administration Act 1997 (Refer to attached Guidelines and Policy Procedure Clause3).

6. Obstruction

The Council may close a Laneway/Rights of Way to vehicles in accordance with Section 3.1 and 3.5 of the Local Government Act (LGA) 1995 (Refer to attached Guidelines and Policy Procedure Clause 4).

7. Naming

Refer to attached Policy Procedure Clause 5.

8. Community Consultation

Prior to proceeding with the construction of a Laneway/Rights of Way, the adjacent residents are to be notified as specified in the City's Community Consultation Policy.

9. Significant Trees

Requests to retain any significant tree in a Laneway/Rights of Way may be approved subject to:

9.1 The tree being assessed as safe and in good health by the City.

9.2 The nominated tree be adjacent to the property owners fence who is requesting that the tree be retained.

9.3 The subject tree will not create an obstruction to traffic in the Laneway/Rights of Way.

9.4 All other vegetation in the Laneway/Rights of Way is to be removed.

9.5 The retained tree shall not restrict turning movement for property access to the Laneway/Rights of Way or to adjacent or opposite properties. The minimum reversing width required shall be 6 metres.

9.6 Any tree or vegetation be retained only on the proviso that the applicant is prepared to maintain the vegetation to an acceptable and safe standard to the satisfaction of the Director Technical Services.

9.7 The City reserves the right to remove any vegetation which is not maintained or in the opinion of the Director Technical Services is unsafe, dangerous or causes a hazard.

This Policy is to be read in conjunction with the following Guidelines and Policy Procedures.

Date Adopted:	**22 September 1997, 14 April 1998, 24 August, 1998, 12 October 1998**
Date Amended:	**11 October 1999, 8 & 22 August 2000, 28 February 2012, 26 June 2012, 9 April 2013, 5 March 2019**
Date Reviewed:	**26 August 2003, 13 May 2008, 28 February 2012, 9 April 2013**
Date of Next Review:	**February 2018**

GUIDELINES AND POLICY PROCEDURES FOR LANEWAYS AND RIGHTS OF WAY POLICY NO. 2.2.8

1. Paving and Draining

That in the case of dealing with written requests from the City's residents offering to contribute to the cost of upgrading private Laneway/Rights of Way, the following procedure is to be followed:

1.1 Upon a written request to upgrade a private Laneway/Rights of Way being received, the Executive Manager Technical Services will investigate the request to determine whether the private Laneway/Rights of Way is suitable for upgrading and a detailed estimate of the cost to upgrade the Laneway/Rights of Way to a sealed and drained standard will be determined.

1.2 All adjoining property owners are to be advised in writing, that a request to upgrade the private Laneway/Rights of Way has been received and advised of the Council's policy.

1.3 Subject to clause (v), the City will contribute up to $^{1}/_{3}$ of the overall cost to upgrade the Laneway/Rights of Way to a sealed and drained standard in accordance with the City's Laneway/Rights of Way Specification.

1.4 Subject to clause (v), all adjoining property owners must contribute equally a total of $^{2}/_{3}$ of the overall costs to upgrade the private Laneway/Rights of Way.

1.5 Where an adjoining property owner is an eligible pensioner under the Rates and Charges (Rebates and Deferments) Act, a concession of up to 50% of the required contribution will be granted in accordance with the percentage rebate entitlement that owner has for rates.

1.6 All adjoining property owners will be given twenty-one (21) days to sign a declaration stating that they are prepared to contribute the amount specified towards the upgrade of the Laneway/Rights of Way.

1.7 If all adjoining property owners sign the declaration agreeing to meet their share of the costs to upgrade the Laneway/Rights of Way, they will be requested to make payment within 30 days of notification that the Laneway/Rights of Way upgrade will take place.

1.8 In the case of eligible pensioners, their rebated contribution can be made over (90) days on written application.

1.9 An owner unable to pay within 30 days may be granted an extension to pay over 90 days on written application.

1.10 Requests for the upgrade of private Laneway/Rights of Way will be prioritised from the date the application is received.

1.11 All Laneway/Rights of Way upgrading works will be carried out by the City's workforce unless authorised by the Chief Executive Officer or nominee.

All other Laneway/Rights of Way will be dealt with in accordance with the Council's adopted program for the Upgrade of Laneway/Rights of Way.

Developers required to upgrade a portion of a Laneway/Rights of Way as a condition of development approval will NOT be eligible for a Laneway/Rights of Way subsidy as outlined in this policy.

2. **Closure Part Closure and Amalgamation**

Having regard for Section 52 of the Land Administration Act (LAA) 1997, a local government may request acquisition, as CLaneway/Rights of Wayn Land of certain land no longer required.

The local government can request the Minister for Lands to acquire the *private* Laneway/Rights of Way as Laneway/Rights of Wayn land. Having regard for Section 58 of the Land Administration Act 1997 a local government may make a request to the Minister for Lands to close a *public* road.

A Laneway/Rights of Way, which has been dedicated for public use, is classified as a public road.

2.1 The applicant must submit a non-refundable application fee of $100.

Note: The process will not proceed further until the application fee has been received.

2.2 The Laneway/Rights of Way is to be inspected and the issues of that particular Laneway/Rights of Way are recorded on a data sheet, which summarises details of the Laneway/Rights of Way, including ownership status.

2.3 If the Laneway/Rights of Way is a dedicated public road, the process will proceed in accordance with Section 58 of the Land Administration Act 1997, which addresses closure of roads.

2.4 If the Laneway/Rights of Way is privately owned, the process will proceed in accordance with Section 52 of the Land Administration Act 1997, whereby local government may request acquisition as CLaneway/Rights of Wayn land of any private road no longer required.

2.5 In both cases stated in clauses 2.3 and 2.4, a list detailing names and addresses of all people who would be affected by the closure and a plan indicating the location of the Laneway/Rights of Way proposed for closure is to be prepared.

2.6 The Executive Manager Technical Services or his nominated representative in liaison with the Manager Planning and Building Services is to investigate the proposal for closure in terms of existing access, future development potential etc. This will affect the value the Department of Land Administration (DOLA) places on the land if the closure is warranted.

2.7 Upon the commencement of the closure process, a letter, a sketch plan indicating how the land is to be amalgamated into the adjoining properties, and brief outline of the proposal is to be sent to DOLA requesting a valuation based on the information supplied.

2.8 Standard letters are to be sent to potentially affected owners and occupiers and all suppliers of public utility services in the vicinity are to be notified, giving details of the proposal and inviting them to submit comments on the proposed closure.

(a) The submission period for a Private Laneway/Rights of Way is 30 days (Section 52 LAA).
(b) The submission period for a Public Road is 35 days (Section 58 LAA).

2.9 Once the submission period has closed, a report is to be presented to Council detailing all the submissions received both for and against the proposal.

2.10 The closure will not proceed without the consent of all adjoining property owners who have an implied or expressed right of access through the Laneway/Rights of Way.

2.11 If the Council resolves NOT TO PROCEED with the closure, all affected persons will be advised accordingly.

2.12 If the Council resolves TO PROCEED with the closure, a request is to be made to the Minister for Lands, accompanied by the sketch plan indicating how the land is to be amalgamated into adjoining properties, a copy of the Council Report, and copies of all submissions received.

2.13 If the Minister for Lands concurs with the decision of the Council, DOLA will dispose of the land accordingly and Council would have no further involvement in the process.

3. **Dedication**

Having regard for Section 56 of the LAA 1997, a local government may make a request to the Minister for Lands to dedicate 'land' as a Public Road

3.1 The applicant is required to submit a non-refundable application fee of $100.

Note: The process will not proceed further until this fee has been paid.

3.2 The Laneway/Rights of Way is to be inspected and the issues of that particular Laneway/Rights of Way are recorded on a data sheet, which summarises details of the Laneway/Rights of Way, including ownership status.

3.3 The preferred width for a Laneway/Rights of Way proposed for dedication is a minimum of 6 metres. However, in certain cases approval may be granted to dedicate a Laneway/Rights of Way which is less than 6 metres wide. It should be noted that the minimum allowable width for a Laneway/Rights of Way proposed to be dedicated under this clause is 5 metres. All existing and future garages perpendicular to the Laneway/Rights of Way are to be set back at least one (1) metre from the property boundary to achieve the required manoeuvring space. Therefore, in some cases dedication of a Laneway/Rights of Way which is less than 6 metres wide but not less than 5 metres wide will be permitted.

3.4 If lighting is not already in place in the Laneway/Rights of Way this must be installed prior to dedication, at the expense of the applicant.

3.5 If 3.3 and 3.4 above have been satisfied, the dedication of the Laneway/Rights of Way can proceed under Section 52 of the LAA 1997.

3.6 An initial report is to be prepared and presented to Council, to commence the dedication process.

3.7 Upon Council resolving to commence the dedication process, the owner of the right of way or in the owners' absence the applicant will be required to make payment of the sum covering the cost of bringing the private Laneway/Rights of Way to the standard of a Public Road. The applicant will be required to lodge either a bond or a bank guarantee for the full upgrade cost including street lighting and the following conditions would be applicable:

(i) The Laneway/Rights of Way must be no less than 5 metres wide, and be paved and drained in accordance with Council's Laneway/Rights of Way Upgrading specifications.
(ii) All public utility services must be provided (where required).
(iii) Street Lighting must be provided as per Council policy No. 2.2.9 and Australian Standards 1158.
(iv) 20kph signage as approved by MRWA must be installed.
(v) Street nameplates, and posts if applicable, must be in accordance with Council's Standard Street Name Plate Specification.

3.8 Standard letters are to be sent to the Department for Planning and Infrastructure (DPI), all affected property owners and all suppliers of public utility services, giving them details of the proposal and inviting them to submit comments on the proposed closure and dedication. The submission period is 30 days.

3.9 Once the submission period has closed, a second report is to be presented to Council detailing all the submissions received both for and against the proposal.

3.10 If the Council resolves NOT TO PROCEED with the dedication of the Laneway/Rights of Way, all affected persons will be advised accordingly and the applicant will be refunded their deposit.

3.11 If the Council resolves TO PROCEED with the dedication, a request is made to the Minister for Lands, accompanied by the sketch plan to describe the dimensions of the proposed road. The request should also include a copy of the report to Council and copies of all submissions received.

3.12 If the Minister for Lands concurs with the decision of Council, the Minister will by order grant the request.

Note: If the private Laneway/Rights of Way is dedicated the holder of the freehold in that land is not entitled to compensation as a result of that dedication.

3.13 Once the Laneway/Rights of Way has been dedicated all works relating to the dedicated Laneway/Rights of Way including upgrading, lighting etc, can be finalised.

4. **Obstruction**

Having regard for Section 3.50 of the Local Government Act (LGA) 1995, closing certain thoroughfares to vehicles and Section 3.1 of the LGA where *"the general function of a local Government is to provide for the good government of persons in its district"*, when an application to obstruct a Laneway/Rights of Way for the purpose of prohibiting vehicular traffic is received, the following procedure is to be followed.

4.1 The applicant is required to submit a refundable bond of $200 and a non-refundable application fee of $100.

Note: The process will **not** proceed further until these monies have been received.

4.2 The Laneway/Rights of Way is to be inspected and the issues of the particular Laneway/Rights of Way are recorded on a data sheet, which summarizes details of the laneway, including status.

4.3 If the Laneway/Rights of Way is a dedicated street, the process will be in accordance with Section 3.50 of the LGA, closing certain thoroughfares to vehicles.

4.4 If the Laneway/Rights of Way is privately owned, the process will be in accordance with Section 3.1 of the LGA, which states that "*the general function of a Local Government is to provide good government of persons in its district*".

4.5 If the Executive Manager Technical Services considers that the obstruction is warranted, standard letters are to be sent to affected owners and occupiers, giving them details of the proposal and inviting submissions (21 days) on the proposed obstruction.

4.6 Once the submission period has ended, a report is to be presented to Council detailing all the submissions received both for and against the proposal.

4.7 The Council should duly consider ALL submissions/objections and, unless there are extenuating circumstances, the obstruction will not proceed without the agreement of all adjacent property owners with an implied or expressed right of access through the Laneway/Rights of Way.

4.8 If the Council resolves NOT TO PROCEED with the obstruction, all affected persons will be advised accordingly and the $200 bond will be refunded to the applicant.

4.9 If the Council resolves TO PROCEED with the obstruction, all affected persons will be advised accordingly that the bollards will be installed within a two-week period. The $200 bond will be used to fund the installation of the bollards.

5. Road Naming

For the purposes of this Policy, a road is considered to be any public or private land-based thoroughfare or course navigable by vehicle or foot that can be used for assigning addresses or allowing access between points or to a feature. Examples of roads include laneways, alleyways, streets, highways, fire tracks, bike paths, malls, pedestrian access ways and walking tracks.

All road naming proposals must conform to Landgate's Policies and Standards for Geographical Naming in Western Australia (Policies and Standards).

5.1 Community Consultation

Community consultation for road naming will be undertaken in line with Landgate's Policies and Standards.

Where the City receives more than one naming proposal for any one road, preference will be given to the naming proposal which achieves the most community consent/support.

5.2 Road Naming Criteria

The following criteria is outlined in no particular order.

Naming proposals will only be considered if they are location specific and achieve/address one or more of the following criteria:

1. Aboriginal names relevant to the area in which the naming proposal is located;

2. Vincent identities, including persons with historical connections to Vincent and a proven association with the area in which the naming proposal is located. This can include:

    - persons who have made a significant contribution to the area; and/or

    - persons who have made a significant contribution to the Vincent community.

3. Prominent historic Vincent businesses, where the business has a historic association with the area and is proven to have existed over a substantial period of time and is held in strong regard by the community;

4. Flora and fauna local to the area in which the naming proposal is located; and/or

5. A culturally significant historic event, architectural style, artwork, waterway or other culturally iconic element connected with the area.

Note: All naming proposals must be accompanied by written evidence to support the proposal.

In the case of a personal name, the person's contribution to the area or community must be clearly outlined and accompanied by written evidence which may include newspaper articles, minutes of meetings, previous acknowledgements, awards or similar.

Date Adopted:	**22 September 1997, 14 April 1998, 24 August, 1998, 12 October 1998**
Date Amended:	**11 October 1999, 8 & 22 August 2000, 26 June 2012, 28 August 2012, 9 April 2013, 5 March 2019**
Date Reviewed:	**26 August 2003, 13 May 2008**
Date of Next Review:	**February 2018**

Imagine Vincent

Form Results Summary

Mar 18, 2026 - Apr 15, 2026

Project: Rights of Way Policy

Form: Have your say

Tool Type: Form

Activity ID: 2595

Exported: Apr 16, 2026, 08:20 AM

Exported By: IV Administrator

Filter By: No filters applied.

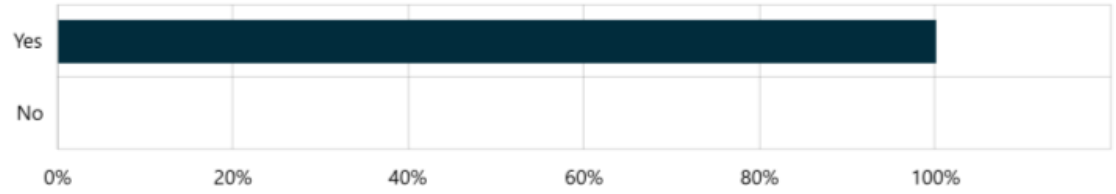
Closed

Have your say
Rights of Way Policy

2 Contributors	2 Contributions

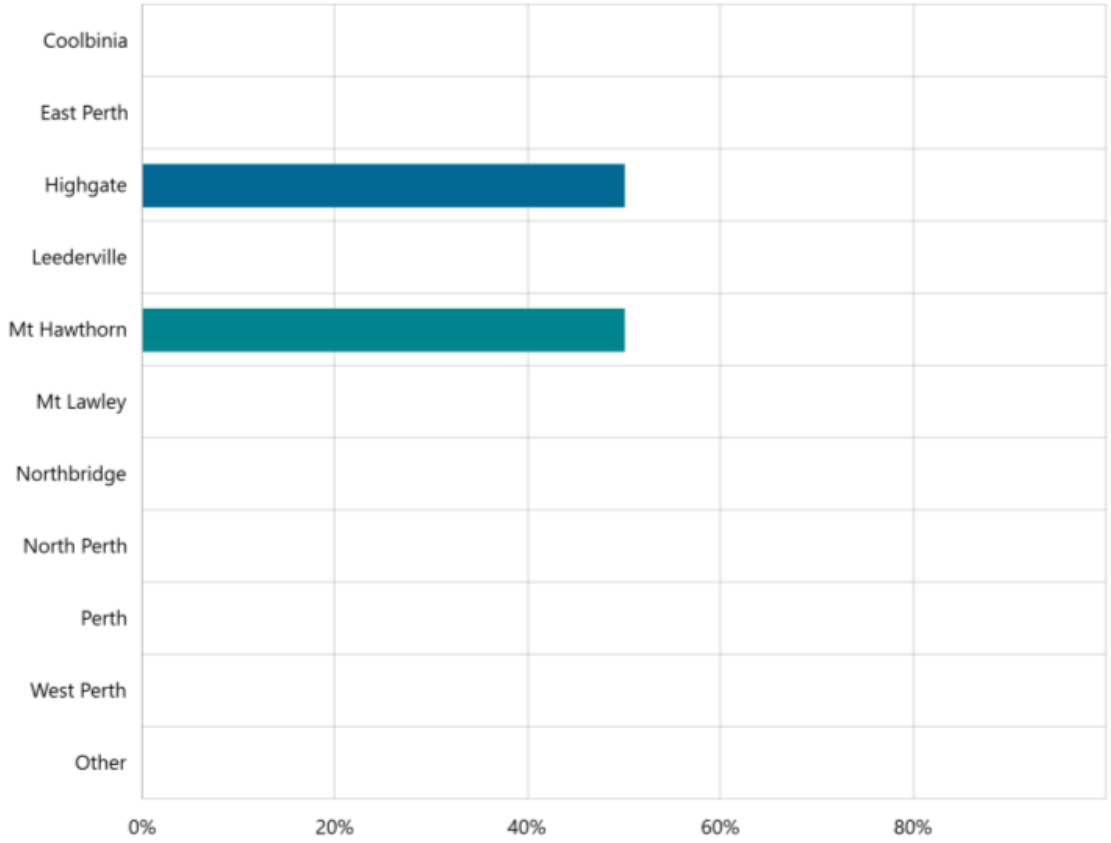
Contribution Summary

1. Are you a City of Vincent resident or ratepayer? Required
Multi Choice | Skipped: 0 | Answered: 2 (100%)



Answer choices	Percent	Count
Yes	100.00%	2
No	0%	0
Total	**100.00%**	**2**

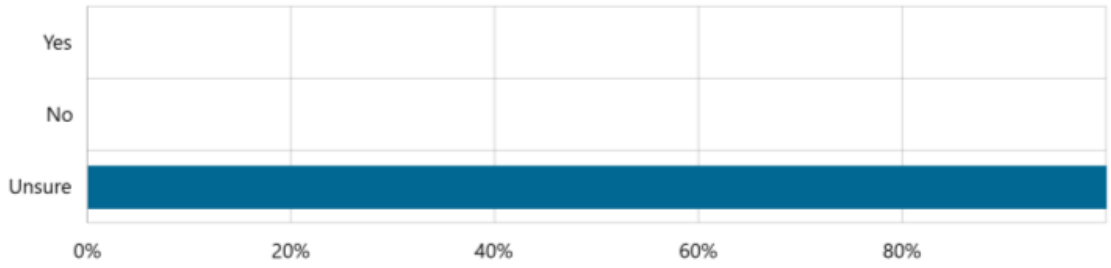
2. Please tell us which suburb you live in Required
Select Box | Skipped: 0 | Answered: 2 (100%)



Answer choices	Percent	Count
Coolbinia	0%	0
East Perth	0%	0
Highgate	50.00%	1
Leederville	0%	0
Mt Hawthorn	50.00%	1
Mt Lawley	0%	0
Northbridge	0%	0
North Perth	0%	0
Perth	0%	0

West Perth	0%	0
Other	0%	0
Total	**100.00%**	**2**

3. Do you support the draft amended Rights of Way policy? Required
Select Box | Skipped: 0 | Answered: 2 (100%)



Answer choices	Percent	Count
Yes	0%	0
No	0%	0
Unsure	100.00%	2
Total	**100.00%**	**2**

4. Please tell us why Required
Long Text | Skipped: 0 | Answered: 2 (100%)

Sentiment

No sentiment data

Tags

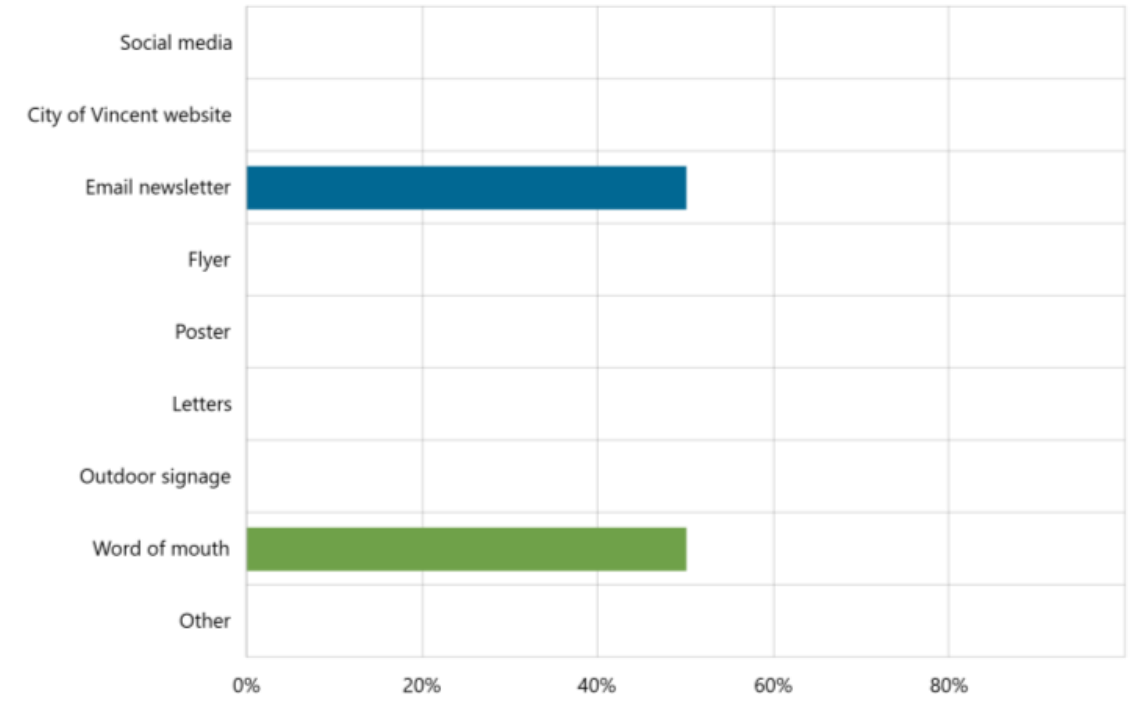
No tag data

Featured Contributions

We have a laneway at rear of property which is closed midway and taken up by 2 existing properties years ago?? This causes problems with home owners at either end ie if u have a delivery truck or loading or trying to back your car/caravan into rear and someone in hurry tooting and getting angry ... not pleasant. Want to ensure you do not close any laneways in older suburbs to avoid the problem we have!
Contribution 2 of 2 | 3 April 2026

I an secretary of Strata Council. We have a ROW adjoining our unit complex. The same ROW also services 2 other unit complexes . I have read the Draft Policy and Operational Guidelines but am not sure how we will be impacted. Is it possible for someone from City of Vincent explain the policy and its impact to the Strata Council and interested Owners
Contribution 1 of 2 | 30 March 2026

6. How did you hear about this? Required
Select Box | Skipped: 0 | Answered: 2 (100%)



Answer choices	Percent	Count
Social media	0%	0
City of Vincent website	0%	0
Email newsletter	50.00%	1
Flyer	0%	0
Poster	0%	0
Letters	0%	0
Outdoor signage	0%	0
Word of mouth	50.00%	1
Other	0%	0
Total	**100.00%**	**2**

7 COMMUNITY & BUSINESS SERVICES

7.1 ADOPTION OF THE ANNUAL BUDGET 2026/27

This report will be finalised and published prior to the Council Briefing 9 June 2026.

In accordance with clause 2.5 of the City's Meeting Procedures Policy this report will supplement the Council Briefing Agenda as a late report due to the following circumstances:

- the delay in referring the business to a subsequent meeting could have adverse legal or financial implications for the City.

7.2 INVESTMENT REPORT AS AT 30 APRIL 2026

Attachments: **1. Investment Report as at 30 April 2026** ⇩

RECOMMENDATION:

That Council NOTES the Investment Statistics for the month ended 30 April 2026 as detailed in Attachment 1.

PURPOSE OF REPORT:

To advise Council of the nature and value of the City's Investments as at 30 April 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

No funds were invested in the month of April 2026 with $5.0m of funds maturing during the same period.

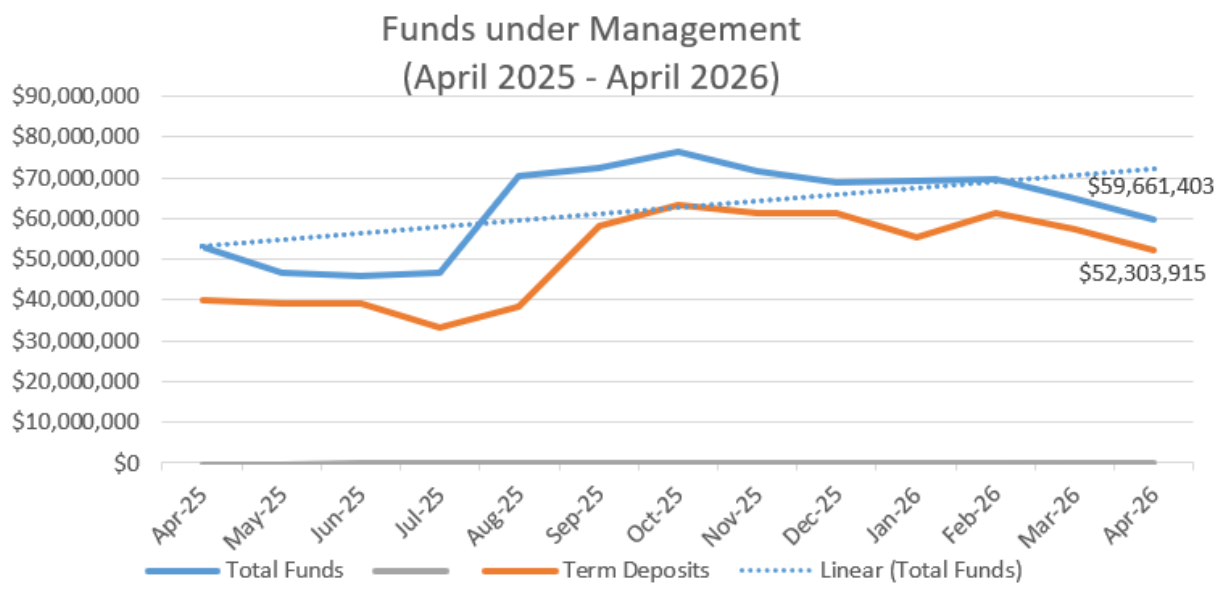
Investment Status

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

As at 30 April 2026, the total funds held in the City's operating accounts (including on call) was $59,661,403 compared to $52,868,635 for the period ended 30 April 2025. All funds are interest bearing as at 30 April 2026.

The total term deposit investments for the period ended 30 April 2026 were $52,303,915 compared to $40,099,836 for the period ended 30 April 2025.

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



Interest Status

Total accrued interest earned on investments as at 30 April 2026 is:

Total Accrued Interest Earned on Investment	Budget Annual	Budget YTD	Actual YTD	% of YTD Budget	FY24/25 Actual
Municipal	1,000,000	805,300	1,115,805	138.56%	1,269,032
Reserve	1,100,000	844,000	1,031,934	122.27%	1,200,000
Subtotal	**2,100,000**	**1,649,300**	**2,147,739**	**130.22%**	**2,469,032**
Leederville Gardens Inc. Surplus Trust*	0	0	156,641	N/A	197,586
Total	**2,100,000**	**1,649,300**	**2,304,380**	**139.72%**	**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 4.32% for current investments compared to the Reserve Bank 6 month accepted bill rate for April 2026 of 4.75%.

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 46.3% of its total investment portfolio allocated to banks with fossil fuel exposure as at April 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%	27.3%	90%	46.3%
A-1	25%	0%	90%	0%
A-2	20%	15.1%	90%	53.7%

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.

CITY OF VINCENT
CURRENT INVESTMENT HOLDING
AS AT 30 APRIL 2026

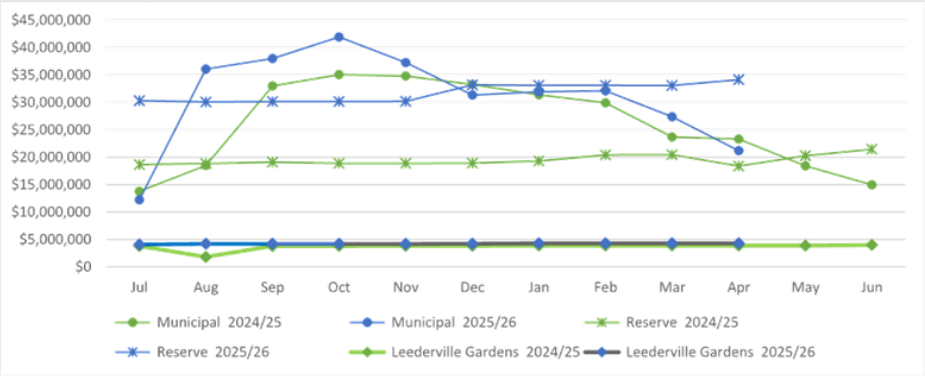
Funds	Institution	Investment Date	Maturity Date	Interest Rate	Principal $
OPERATING ACCOUNTS					
Municipal	Commonwealth Bank of Australia	Ongoing		3.85%	1,657,300
Municipal	Commonwealth Bank of Australia	Ongoing		3.70%	2,539,774
Reserve	Commonwealth Bank of Australia	Ongoing		3.85%	3,160,414
Total Operating Funds					**7,357,488**
TERM DEPOSITS					
Leederville Gardens Inc Surplus Trust	National Australia Bank	22/08/2025	21/08/2026	4.05%	2,275,054
Leederville Gardens Inc Surplus Trust	AMP Bank	17/12/2025	17/12/2026	4.25%	982,919
Leederville Gardens Inc Surplus Trust	AMP Bank	23/01/2026	22/01/2027	4.40%	1,045,942
Municipal	MyState Bank	27/06/2025	26/06/2026	4.25%	4,000,000
Municipal	Beyond Bank	11/09/2025	10/09/2026	4.25%	4,000,000
Municipal	Unity Bank	11/09/2025	10/09/2026	4.20%	2,000,000
Municipal	Beyond Bank	11/09/2025	11/09/2026	4.25%	4,000,000
Municipal	National Australia Bank	27/02/2026	2/11/2026	4.70%	3,000,000
Reserve	Bank of Queensland	26/11/2025	25/05/2026	4.25%	4,000,000
Reserve	Commonwealth Bank of Australia	26/11/2025	24/07/2026	4.25%	4,000,000
Reserve	Unity Bank	11/09/2025	11/09/2026	4.20%	2,000,000
Reserve	National Australia Bank	11/09/2025	11/09/2026	4.15%	8,000,000
Reserve	National Australia Bank	27/02/2026	2/11/2026	4.70%	3,000,000
Reserve	MyState Bank	27/02/2026	1/12/2026	4.85%	5,000,000
Reserve	Unity Bank	27/02/2026	26/02/2027	4.90%	5,000,000
Total Term Deposits					**52,303,915**
Total Funds available					**59,661,403**

CITY OF VINCENT
INVESTMENT PORTFOLIO
AS AT 30 APRIL 2026

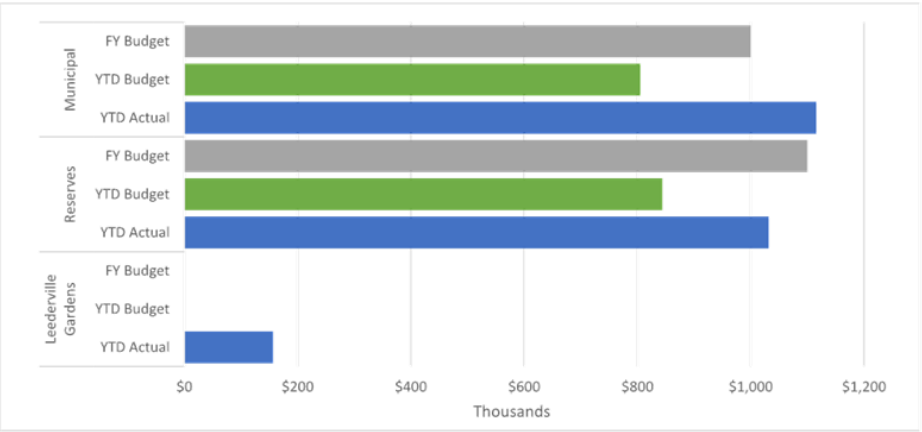
	Municipal	Reserve	Leederville Gardens Inc Surplus Trust	Total	Total
	$	$	$	$	%
BY INVESTMENT HOLDINGS					
Municipal Account	1,657,300	3,160,414	0	4,817,714	8.1%
Online Saver	2,539,774	0	0	2,539,774	4.2%
Term Deposits	17,000,000	31,000,000	4,303,915	52,303,915	87.7%
	21,197,074	**34,160,414**	**4,303,915**	**59,661,403**	**100.0%**
BY INSTITUTION					
Bank of Queensland	0	4,000,000	0	4,000,000	6.7%
Commonwealth Bank of Australia	4,197,074	7,160,414	0	11,357,488	19.0%
Beyond Bank	8,000,000	0	0	8,000,000	13.4%
National Australia Bank	3,000,000	11,000,000	2,275,054	16,275,054	27.3%
AMP Bank	0	0	2,028,861	2,028,861	3.4%
Unity Bank	2,000,000	7,000,000	0	9,000,000	15.1%
MyState Bank	4,000,000	5,000,000	0	9,000,000	15.1%
	21,197,074	**34,160,414**	**4,303,915**	**59,661,403**	**100.0%**
BY CREDIT RATINGS (SHORT-TERM ISSUE)					
A-1+	7,197,074	18,160,414	2,275,054	27,632,542	46.3%
A-2	14,000,000	16,000,000	2,028,861	32,028,861	53.7%
	21,197,074	**34,160,414**	**4,303,915**	**59,661,403**	**100.0%**
BY TERMS					
0-30 days	4,197,074	3,160,414	0	7,357,488	12.3%
91-180 days	0	4,000,000	0	4,000,000	6.7%
181-270 days	3,000,000	7,000,000	0	10,000,000	16.8%
271-365 days	14,000,000	20,000,000	4,303,915	38,303,915	64.2%
	21,197,074	**34,160,414**	**4,303,915**	**59,661,403**	**100.0%**
BY MATURITY					
0-30 days	4,197,074	7,160,414	0	11,357,488	19.0%
31-90 days	4,000,000	4,000,000	0	8,000,000	13.4%
91-180 days	10,000,000	10,000,000	2,275,054	22,275,054	37.3%
181-270 days	3,000,000	8,000,000	2,028,861	13,028,861	21.8%
271-365 days	0	5,000,000	0	5,000,000	8.4%
	21,197,074	**34,160,414**	**4,303,915**	**59,661,403**	**100.0%**
BY FOSSIL FUEL EXPOSURE					
Fossil Fuel Investments	7,197,074	18,160,414	2,275,054	27,632,542	46.3%
Non Fossil Fuel Investments	14,000,000	16,000,000	2,028,861	32,028,861	53.7%
	21,197,074	**34,160,414**	**4,303,915**	**59,661,403**	**100.0%**

CITY OF VINCENT
INVESTMENT PERFORMANCE
AS AT 30 APRIL 2026

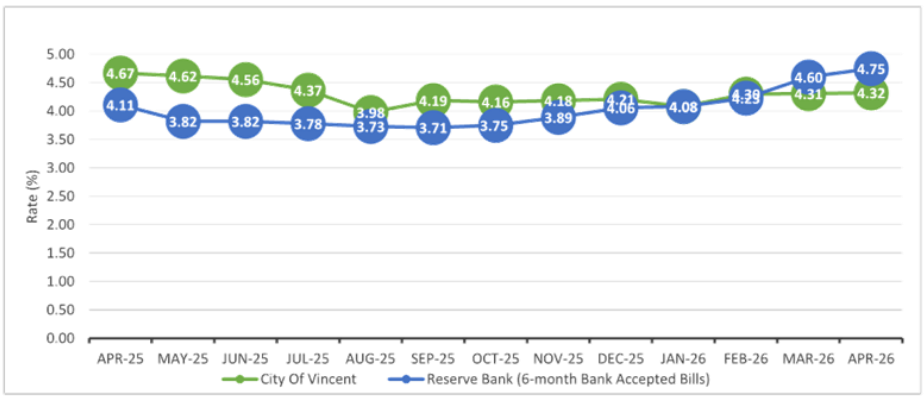
FUNDS INVESTED (TERM DEPOSITS ONLY)



INTEREST EARNINGS

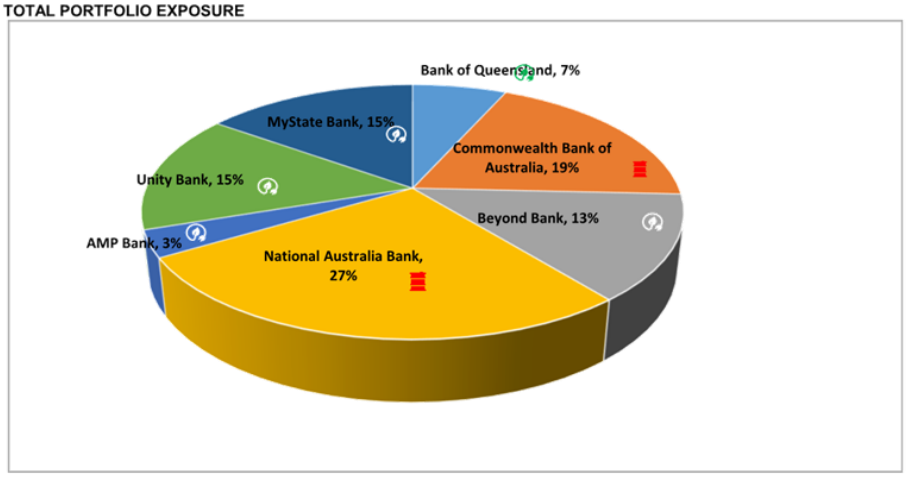


INTEREST RATE COMPARISON

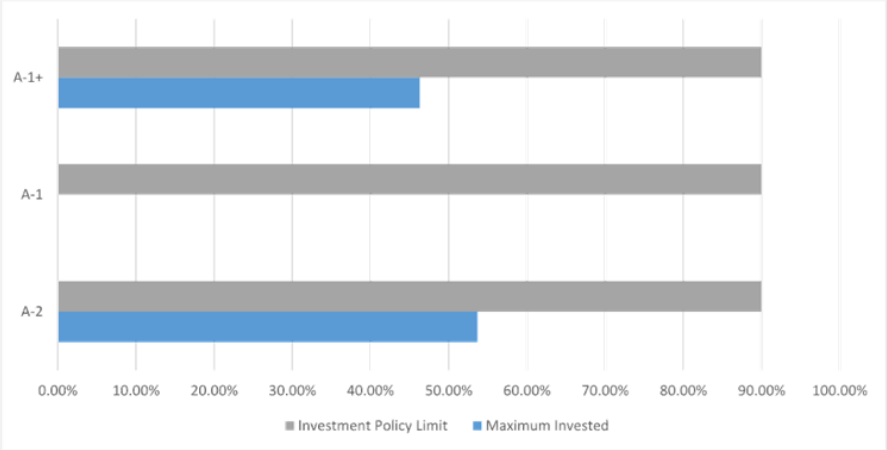


CITY OF VINCENT
INVESTMENT POLICY COMPLIANCE
AS AT 30 APRIL 2026

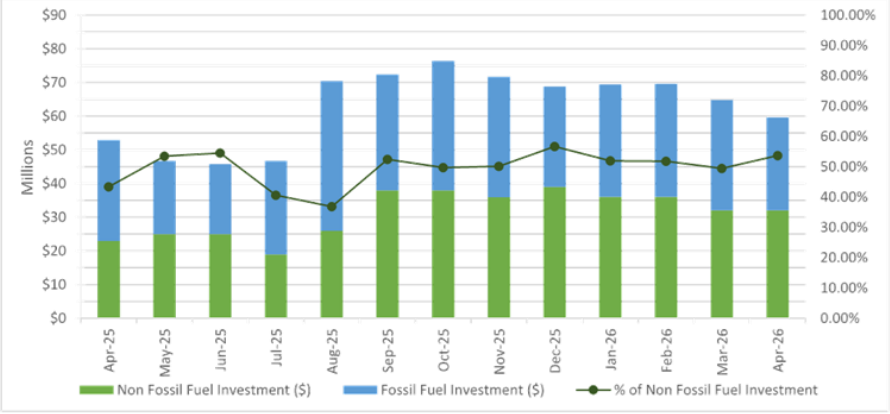
TOTAL PORTFOLIO EXPOSURE



TOATL CREDIT EXPOSURE



FOSSIL FUEL EXPOSURE



7.3 FINANCIAL STATEMENTS AS AT 30 APRIL 2026

Attachments: **1. Financial Statements as at 30 Apr 2026**

RECOMMENDATION:

That Council RECEIVES the Financial Statements for the month ended 30 April 2026 as shown in Attachment 1.

PURPOSE OF REPORT:

To present the statement of financial activity for the period ended 30 April 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 **30 April 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 30 April 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 $832,022 (1.0%). The following items materially contributed to this position:

- A favourable variance of $741,167 in Fees and Charges due to:
  - $822,603 favourable Ranger Services revenue mainly due to timing variances,
  - $73,519 favourable Beatty Park revenue,
  - $44,665 favourable Statutory Planning Services development application fees, and
  - $36,309 favourable Building Services license fees, partially offset by:
  - $112,559 unfavourable Lease fee income,
  - $81,395 unfavourable Hire fees income, and
  - $63,689 unfavourable Public Health and Building Environment income.
- Favourable variance in interest earnings of $534,166 mostly due to higher cash balances and interest rates.
- Favourable variance in other revenue of $211,142 mainly due to income from withholding tax from MRC land sales.
- An unfavourable timing variance in Operating grants, subsidies and contributions of $405,243.
- An unfavourable timing variance in Profit on Disposal of Assets of $186,575.
- An unfavourable variance in Rates due to lower interims $62,635.

Expenditure by Nature or Type (on page 1) is unfavourable by $533,935 (0.8%). The following items materially contributed to this position:

- $426,235 unfavourable Depreciation expense due to higher asset balances.
- $262,456 unfavourable Other expenditure due to timing variances.
- $89,346 unfavourable Employee related costs mainly due to Beatty Park.
- $59,566 unfavourable Utility charges due to higher costs.
- $251,626 favourable Materials and Contracts mainly due to timing variances in:
  - $254,494 favourable maintenance expense in City Buildings and Asset management,
  - $242,199 favourable Waste Management Services,
  - $134,226 favourable Urban Design and Strategy,
  - $123,389 favourable Statutory Planning Services, and
  - $85,759 favourable Information Communication,
  - $77,844 favourable Rates Services,
  - $40,984 favourable Public Health and Built Environment, partially offset by:
  - $245,907 unfavourable Ranger Services,
  - $211,886 unfavourable Parks Services, and
  - $211,872 unfavourable Marketing and Communications.
- $30,250 favourable timing variance in Insurance expense.
- $21,667 favourable timing variance in Interest expense.

Surplus Position

The opening surplus position brought forward to 2025/26 is $5,102,373. The closing surplus is $16,346,394 against the budget of $15,274,478 as at April 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 30 April 2026 is $34,160,413.

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

The notices for rates and charges levied for 2025/26 were issued on 23 July 2025. *The Local Government Act 1995* provides for ratepayers to pay rates by four instalments. The due dates for each instalment are:

	Due Date
First Instalment	29 August 2025
Second Instalment	31 October 2025
Third Instalment	2 January 2026
Fourth Instalment	6 March 2026

At 30 April 2026, the outstanding rates debtors balance was $2,788,006 including Underground Power service charges. The percentage of collectable outstanding rates and service charges at this date were 4.93% and 27.39% respectively.

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

Total trade and other receivables at 30 April 2026 were $4,297,360. Below is a summary of the significant items with an outstanding balance over 90 days:

- $2,682,100 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.

- $37,522 relates to cash-in-lieu car parking debtors. In accordance with the *City's Policy 7.7.1 Non-residential parking*, Administration has entered into special payment arrangements with long outstanding cash in lieu parking debtors to enable them to pay their debt over a fixed term of five years.

9. Beatty Park Leisure Centre – Financial Activity report (Note 8 Page 14)

As at 30 April 2026, the Centre reported a net operating deficit of $314,581 against the year-to-date budget deficit of $120,901.

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.

CITY OF VINCENT
NOTE 1 - STATEMENT OF FINANCIAL ACTIVITY
BY NATURE OR TYPE
FOR THE PERIOD ENDED 30 APRIL 2026

CITY OF VINCENT

	Note	Revised Budget	YTD Budget	YTD Actual	YTD Variance	YTD Variance
		2025/26	30/04/2026	30/04/2026		
		$	$	$	$	%
Opening Funding Surplus(Deficit)		**5,102,373**	**5,102,373**	**5,102,373**	**0**	**0.0%**
Revenue from operating activities						
Rates		46,438,195	46,438,195	46,375,560	(62,635)	-0.1%
Operating Grants, Subsidies and Contributions		2,170,561	1,431,557	1,026,314	(405,243)	-28.3%
Fees and Charges		27,662,708	22,455,004	23,196,171	741,167	3.3%
Interest Earnings		2,574,000	2,113,300	2,647,466	534,166	25.3%
Service Charges		7,019,275	7,019,275	7,019,275	0	0.0%
Other Revenue		1,799,254	1,333,313	1,544,455	211,142	15.8%
Profit on Disposal of Assets		6,227,464	3,304,546	3,117,971	(186,575)	-5.6%
		93,891,457	84,095,190	84,927,212	832,022	1.0%
Expenditure from operating activities						
Employee Costs		(36,202,028)	(29,349,224)	(29,438,570)	(89,346)	0.3%
Materials and Contracts		(29,801,153)	(23,120,928)	(22,869,302)	251,626	-1.1%
Utility Charges		(2,390,514)	(1,952,712)	(2,012,278)	(59,566)	3.1%
Depreciation on Non-Current Assets		(15,550,069)	(12,725,969)	(13,152,204)	(426,235)	3.3%
Interest Expenses		(329,454)	(281,242)	(259,575)	21,667	-7.7%
Insurance Expenses		(798,026)	(665,030)	(634,780)	30,250	-4.5%
Other Expenditure		(1,137,272)	(1,079,307)	(1,341,763)	(262,456)	24.3%
Loss on Disposal of Assets		(91,771)	(91,771)	(91,646)	125	-0.1%
		(86,300,287)	(69,266,183)	(69,800,118)	(533,935)	0.8%
Operating activities excluded from budget						
Add Deferred Rates Adjustment		0	0	(337,715)	(337,715)	0.0%
Add Back Depreciation		15,550,069	12,725,969	13,152,204	426,235	3.3%
Service Charges Receivable		(2,415,676)	(1,774,713)	(1,717,634)	57,079	-3.2%
Adjust (Profit)Loss on Asset Disposal		(6,135,693)	(3,212,775)	(3,026,325)	186,450	-5.8%
		6,998,700	7,738,481	8,070,530	332,049	4.3%
Amount attributable to operating activities		**14,589,870**	**22,567,488**	**23,197,624**	**630,136**	**2.8%**
Investing Activities						
Non-operating Grants, Subsidies and Contributions		4,416,793	3,491,792	3,116,530	(375,262)	-10.7%
Purchase Property, Plant and Equipment	5	(7,949,976)	(5,139,451)	(4,867,485)	271,966	-5.3%
Purchase Infrastructure Assets	5	(13,642,546)	(9,774,168)	(9,038,435)	735,733	-7.5%
Proceeds from Joint Venture Operations		5,833,333	2,916,666	2,916,667	1	0.0%
Proceeds from Disposal of Assets		446,064	260,064	267,767	7,703	3.0%
		(10,896,332)	**(8,245,097)**	**(7,604,956)**	**640,141**	**-7.8%**
Amount attributable to investing activities		**(10,896,332)**	**(8,245,097)**	**(7,604,956)**	**640,141**	**-7.8%**
Financing Activities						
Principal elements of finance lease payments		(327,706)	(271,342)	(288,801)	(17,459)	6.4%
Repayment of Loans		(2,123,637)	(1,994,771)	(1,998,330)	(3,559)	0.2%
Proceeds from New Loans		2,167,128	2,167,128	2,167,128	0	0.0%
Transfer to Reserves	6	(10,617,365)	(6,172,539)	(6,355,966)	(183,427)	3.0%
Transfer from Reserves	6	3,414,658	2,121,238	2,127,322	6,084	0.3%
Amount attributable to financing activities		**(7,486,922)**	**(4,150,286)**	**(4,348,647)**	**(198,361)**	**4.8%**
Closing Funding Surplus(Deficit)		**1,308,989**	**15,274,478**	**16,346,394**	**1,071,916**	**7.0%**

CITY OF VINCENT

CITY OF VINCENT
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
NOTE 2 - NET CURRENT FUNDING POSITION
FOR THE PERIOD ENDED 30 APRIL 2026

	Note	YTD Actual	PY Actual
		30/04/2026	30/04/2025
		$	$
Current Assets			
Cash Unrestricted		21,243,904	21,404,271
Cash Restricted		34,160,413	27,393,379
Receivables - Rates	7	2,788,006	2,353,049
Receivables - Other	7	4,297,360	3,104,588
Inventories		2,001,037	1,471,068
		64,490,720	55,726,356
Less: Current Liabilities			
Payables		(7,953,331)	(9,715,144)
Provisions - employee		(6,430,906)	(5,557,732)
		(14,384,237)	(15,272,876)
Unadjusted Net Current Assets		**50,106,483**	**40,453,480**
Adjustments and exclusions permitted by FM Reg 32			
Less: Reserves - restricted cash	6	(34,160,413)	(27,393,378)
Less: Land held for sale		(1,605,009)	(1,101,531)
Add: Current portion of long term borrowings		1,811,694	1,483,068
Add: Infringement Debtors transferred to non current asset		0	1,625,260
Add: Current portion of long term finance lease liabilities		193,639	293,538
		(33,760,089)	(25,135,029)
Adjusted Net Current Assets		**16,346,394**	**15,318,451**

CITY OF VINCENT

CITY OF VINCENT
NOTE 3 - STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 APRIL 2026

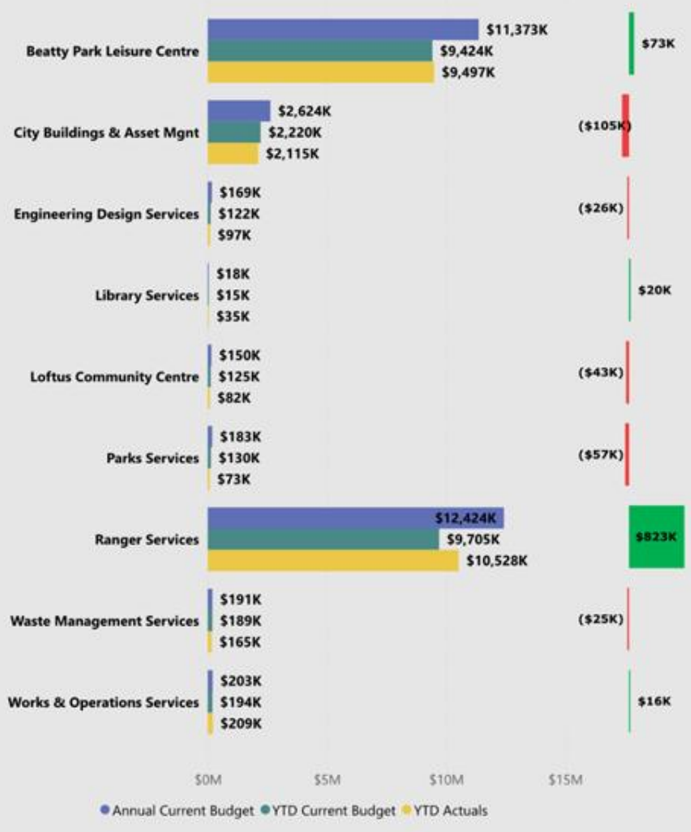
	Note	YTD Actual 30/04/2026 $	PY Actual 30/06/2025 $
Current Assets			
Cash Unrestricted		21,243,904	11,767,487
Cash Restricted		34,160,413	29,931,772
Receivables - Rates	7	2,788,006	2,085,717
Receivables - Other	7	4,297,360	5,198,538
Inventories		2,001,037	1,932,767
Total Current Assets		64,490,720	50,916,281
Non-Current Assets			
Receivables - Rates		1,876,496	271,497
Receivables - Other		604,108	604,108
Inventories		15,398	14,774
Investment in associate		13,466,665	13,466,665
Property, plant and equipment		252,908,033	254,904,208
Infrastructure		157,711,115	154,855,365
Right of use assets		290,799	540,211
Intangible assets		31,241	45,796
Total Non-Current Assets		426,903,855	424,702,624
Total Assets		**491,394,575**	**475,618,905**
Current Liabilities			
Payables		(7,953,331)	(10,280,841)
Provisions - employee		(6,430,906)	(6,337,611)
Total Current Liabilities		(14,384,237)	(16,618,452)
Non-Current Liabilities			
Borrowings		(6,702,257)	(6,965,964)
Employee related provisions		(631,131)	(664,345)
Total Non-Current Liabilities		(7,333,388)	(7,630,309)
Total Liabilities		**(21,717,625)**	**(24,248,761)**
Net Assets		**469,676,950**	**451,370,144**
Equity			
Retained Surplus		(134,433,057)	(120,354,891)
Reserve Accounts		(34,160,413)	(29,931,772)
Revaluation Surplus		(301,083,480)	(301,083,481)
Total Equity		**(469,676,950)**	**(451,370,144)**

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
INFRASTRUCTURE AND ENVIRONMENT DIRECTORATE
AS AT 30 APRIL 2026

CITY OF VINCENT

ANNUAL INCOME BUDGET VS ACTUAL	ANNUAL EXPENDITURE BUDGET VS ACTUAL
$0.7M	$0.1M

INCOME BY SERVICE LINE: Annual and YTD Budget vs YTD Actuals



KEY VARIANCE COMMENTARY
($20,000 and 10%)

Beatty Park Leisure Centre
$73k favourable income mostly due to higher membership and fees and charges.
$227k unfavourable expenditure mostly due to higher employee related costs $182k and depreciation expense $60k, partially offset by favourable utilities of $28k and other expenditure of $14k.

City Buildings & Asset Management
$105k unfavourable income mostly due to a timing variance for lease and hire fees income.
$150k favourable expenditure mostly due to timing variances for materials and contracts of $254k and employee related costs of $62k. Partially offset by an unfavourable depreciation $100k and utilities $59k.

Engineering Design Services
$26k unfavourable income mainly due to a timing variance in advertising fees income $15k.
$23k favourable expenditure mainly due to timing variances for materials and contracts $33k and utilities $17k. Partially offset by employee related costs of $26k.

I&E Directorate
$44k favourable expenditure mainly due to timing variances for materials and contracts $36k.

Library Services
$20k favourable income mainly due to a timing variance in fees and charges of $13k.
$25k unfavourable expenditure mainly due to a timing variance in employee related costs of $35k. , partially offset by favourable timing variance in materials and contracts of $9k.

Loftus Community Centre
$43k unfavourable income mainly due to a timing variance in fees and charges.

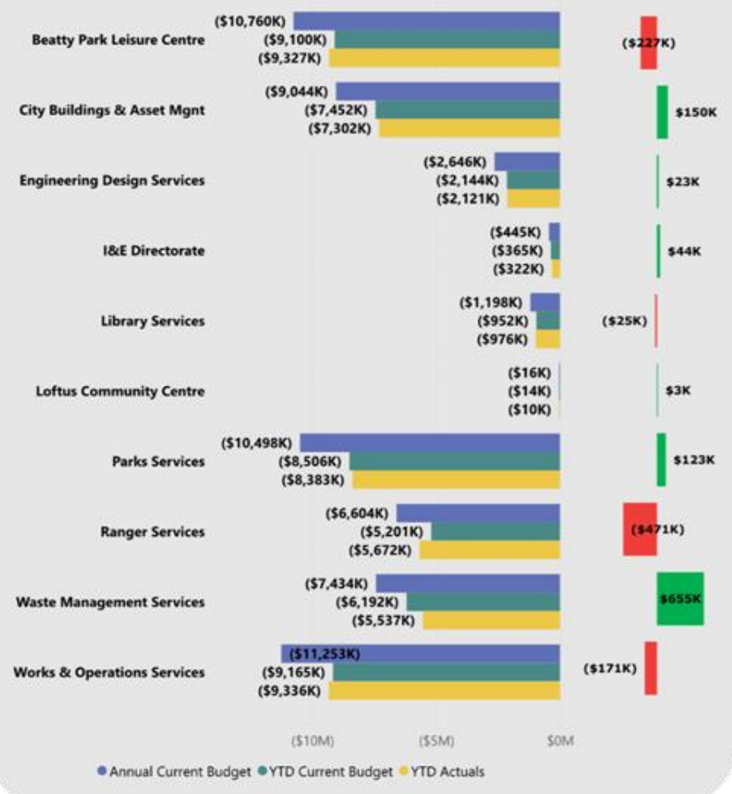
Parks Services
$57k unfavourable income mainly due to a timing variance of $38k in hire fees and charges and $15k in grants and subsidies.
$123k favourable expenditure mainly due to timing variances for employee related costs of $323k, depreciation costs $32k, partially offset by unfavourable expenditure in materials and contracts $212k and utilities $20k.

Ranger Services
$823k favourable income mainly due to timing variance in fees and charges.
$471k unfavourable expenditure mainly due to timing variances in materials and contracts of $246k, employee related cost of $118k, depreciation of $52k and other expenditure of $46k.

Waste Management Services
$25k unfavourable income mainly due to a timing variances in waste and recycling fees.
$655k favourable expenditure mainly due to timing variance in employee related costs $398k and materials and contracts of $242k.

Works & Operations Services
$171k unfavourable expenditure mainly due to timing variances for depreciation of $243k, materials and contracts of $24k and utilities of $17k, partially offset by favourable timing variances in employee related costs of $78k and other expenditure of $36k.

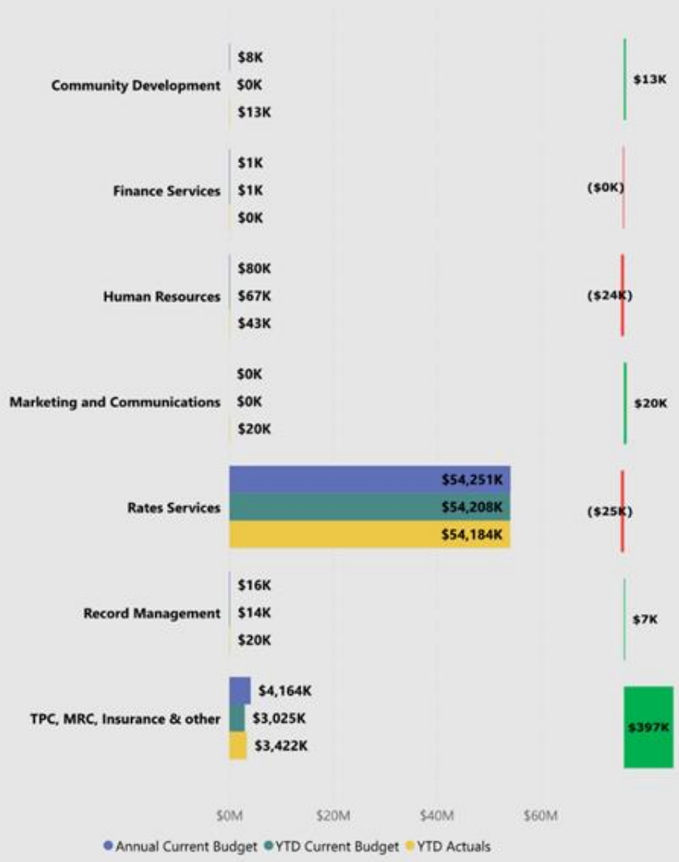
EXPENDITURE BY SERVICE LINE: Annual and YTD Budget vs YTD Actuals



CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
COMMUNITY & BUSINESS SERVICES DIRECTORATE
OFFICE OF THE CEO
AS AT 30 APRIL 2026

CITY OF VINCENT

INCOME BY SERVICE LINE: Annual and YTD Budget vs YTD Actuals



ANNUAL INCOME BUDGET VS ACTUAL	ANNUAL EXPENDITURE BUDGET VS ACTUAL
$1.0M	$0.5M

KEY VARIANCE COMMENTARY
($20,000 and 10%)

CBS Directorate
$28k favourable expenditure mainly due to lower employee related costs.

Customer Relations
$90k unfavourable expenditure mainly due to timing variance in employee related costs of $56k and materials and contracts of $37k.

Finance Services
$27k favourable expenditure mainly due to timing variance in employee related costs of $16k and materials and contracts of $11k.

Human Resources
$24k unfavourable income mainly due to timing variances of $24k in reimbursements from Centrelink.
$20k favourable expenditure mainly due to timing variance in materials and contracts.

Information Communication and Technology
$106k favourable expenditure mainly due to timing variance in operating initiatives $129k, consultants of $21k, employee related costs of $21k, this is partially offset by unfavourable software licence fees of $55k.

Marketing and Communications
$20k favourable income mainly from grants and subsidies.
$183k unfavourable expenditure mainly due to a timing variance in materials and contracts of $212k, partially offset by favourable variance in other expenditure of $34k.

Rates Services
$25k unfavourable income mainly due to a timing variance in interim rates levied.
$91k favourable expenditure due to timing variance on materials and contracts of $78k.

Record Management
$56k unfavourable expenditure mainly due to timing variances employee related costs of $59k.

TPC, MRC, Insurance & Other
$397k favourable income mainly due to higher interest earnings $498k, reimbursements of $222k, fees and charges $13k, insurance expense of $21k. partially offset by unfavourable timing variance in grants and subsidies of $335k.

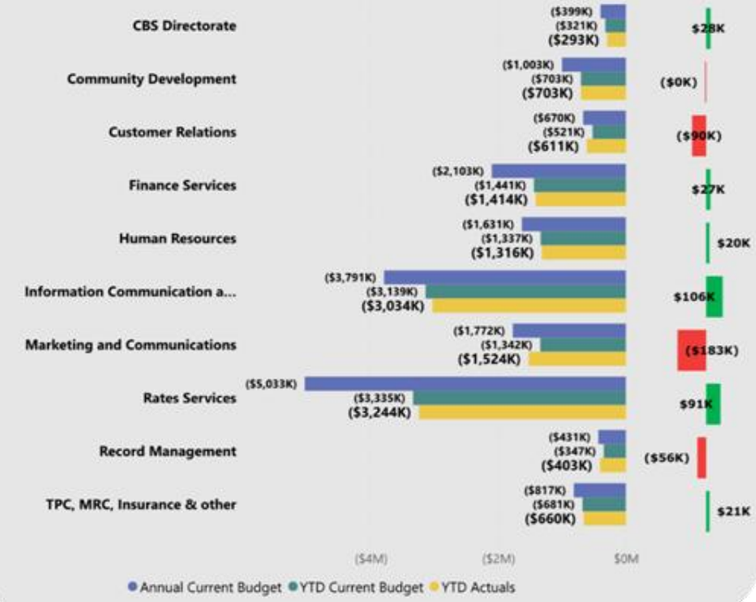
Chief Executive Officer
$49k favourable expenditure mainly due to timing variance in materials and contracts of $46k.

Major Projects
$115k unfavourable expenditure mainly due team restructure in employee related costs of $189k which is partially offset by favourable materials and contracts of $74k.

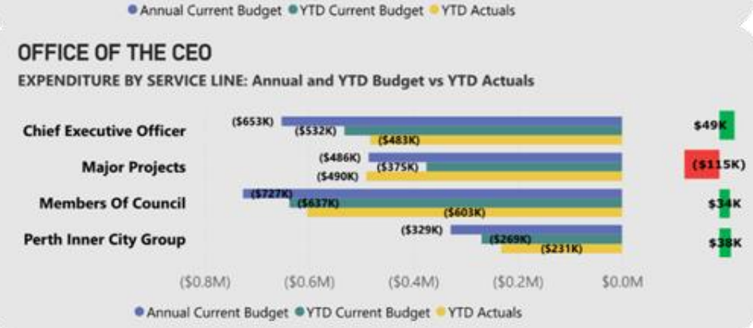
Members of Council
$34k favourable expenditure mainly due to timing variances in materials and contracts.

Perth Inner City Group
$38k favourable expenditure mainly due to savings in employee related costs of $88k which is partially offset by unfavourable variance in materials and contracts of $51k.

EXPENDITURE BY SERVICE LINE: Annual and YTD Budget vs YTD Actuals



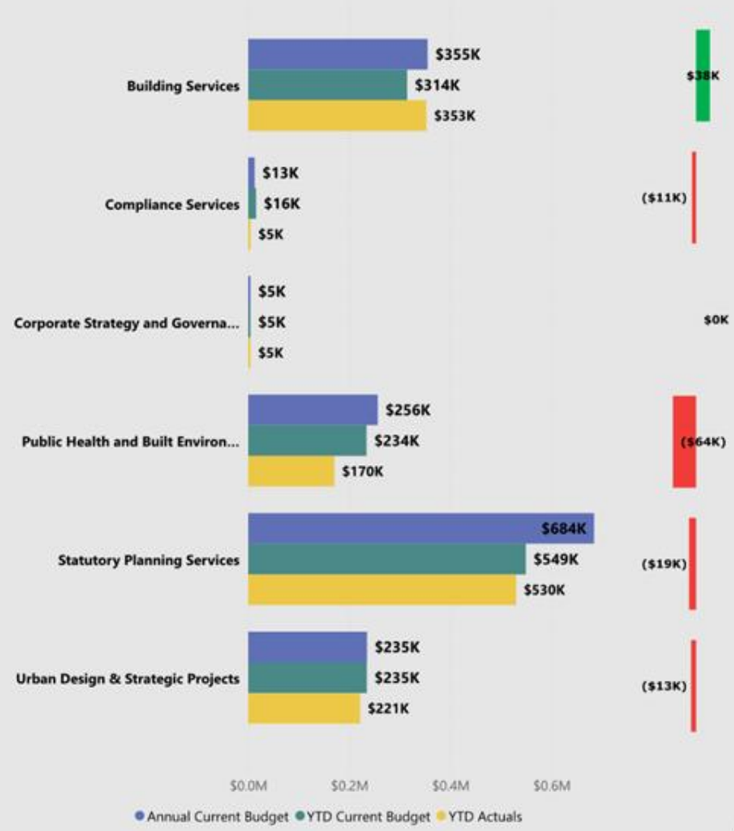
OFFICE OF THE CEO
EXPENDITURE BY SERVICE LINE: Annual and YTD Budget vs YTD Actuals



CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
STRATEGY AND DEVELOPMENT DIRECTORATE
AS AT 30 APRIL 2026

CITY OF VINCENT

INCOME BY SERVICE LINE: Annual and YTD Budget vs YTD Actuals



ANNUAL INCOME BUDGET VS ACTUAL	ANNUAL EXPENDITURE BUDGET VS ACTUAL
($0.1M)	$0.7M

KEY VARIANCE COMMENTARY
($20,000 and 10%)

Building Services
$38k favourable income mainly due to timing variance in building license fees and charges.
$33k unfavourable expenditure mainly due to timing variance in employee related costs of $39k, partially offset by favourable materials and contracts of $6k.

Compliance Services
$111k favourable expenditure mainly due to a timing variance in employee related costs of $93k and materials and contracts of $18k.

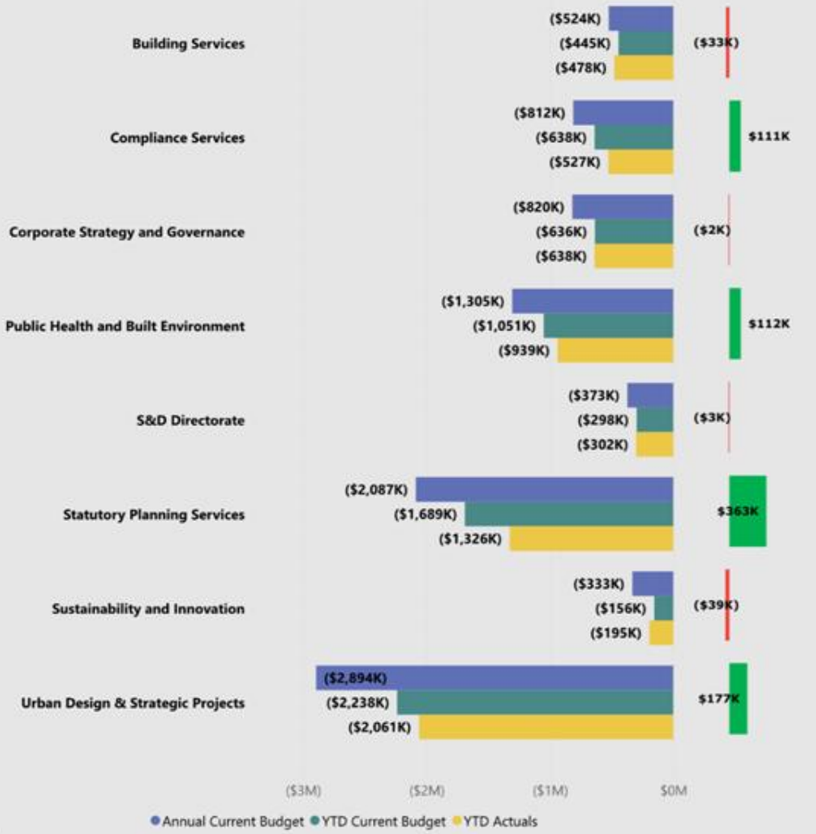
Public Health and Built Environment
$64k unfavourable income mainly due to lower fees and charges.
$112k favourable expenditure mainly due to a timing variance in employee related costs $67k and timing variance in materials and contracts of $41k.

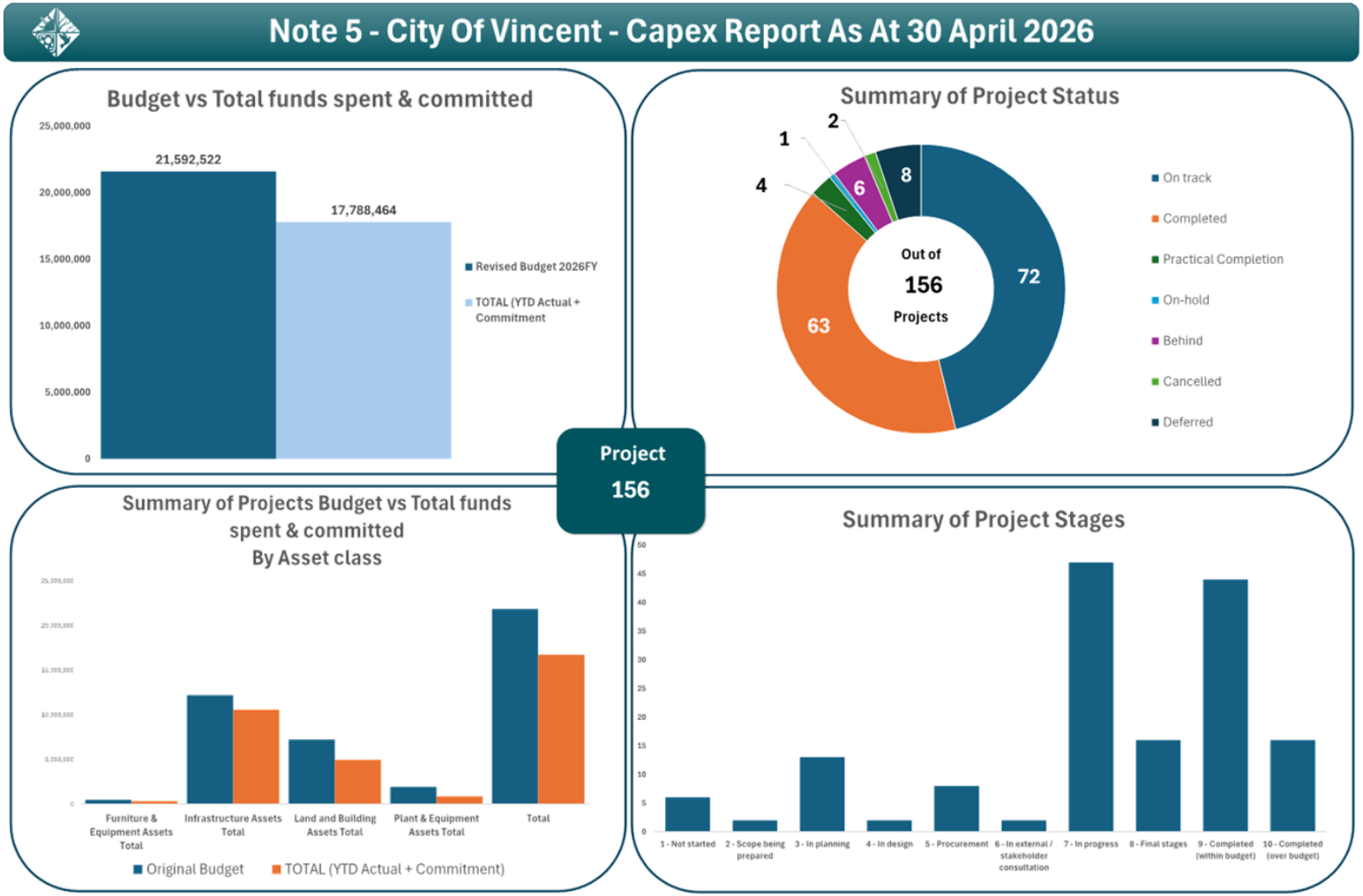
Statutory Planning Services
$363k favourable expenditure mainly due to team restructure of employee related costs $237k and timing variances in materials and contracts of $123k.

Sustainability and Innovation
$39k unfavourable expenditure mainly due to timing variances in materials and contracts of $99k, partially offset by favourable employee related costs of $60k.

Urban Design & Strategic Projects
$177k favourable expenditure mainly due to timing variances in materials and contracts $134k, including Arts Plan Implementation $126k, William St Plan $34k, Vincent Wide Place Projects $17k, and employee related costs of $29k due to team restructure. This is partially offset by unfavourable timing variance in Arts $25k and Heritage Assistance grants $29k.

EXPENDITURE BY SERVICE LINE: Annual and YTD Budget vs YTD Actuals




Note 5 - City Of Vincent - Capex Report As At 30 April 2026
Budget vs Total funds spent & committed
25,000,000
20,000,000
15,000,000
10,000,000
5,000,000
0
21,592,522
17,788,464
Revised Budget 2026FY
TOTAL (YTD Actual + Commitment
Summary of Project Status
1
2
4
6
8
72
63
Out of
156
Projects
On track
Completed
Practical Completion
On-hold
Behind
Cancelled
Deferred
Project
156
Summary of Projects Budget vs Total funds spent & committed By Asset class
Furniture & Equipment Assets Total
Infrastructure Assets Total
Land and Building Assets Total
Plant & Equipment Assets Total
Total
Original Budget
TOTAL (YTD Actual + Commitment)
Summary of Project Stages
50
45
40
35
30
25
20
15
10
5
0
1 - Not started
2 - Scope being prepared
3 - In planning
4 - In design
5 - Procurement
6 - In external / stakeholder consultation
7 - In progress
8 - Final stages
9 - Completed (within budget)
10 - Completed (over budget)

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2025/26
AS AT 30 APRIL 2026

WO Name	Revised Budget 2026FY	YTD Budget	YTD Actual	YTD Variance	Commitment	Status	Stage	Commentary
Land & Building Assets								
Air Conditioning & HVAC Renewal								
Air Conditioning & HVAC Renewal - Admin	316,869	316,869	292,821	24,048	250	Completed	9 - Completed (within budget)	Project completed
Air Con & HVAC Renew - Miscellaneous	100,000	60,000	67,774	(7,774)	32,140	On track	7 - In progress	Works in progess
Air Con/HVAC Renew - Mt Hawthorn Comm Centre (Leased)	17,688	17,688	4,928	12,760	-	Deferred	4 - In design	To carry forward to FY27
Leederville Oval - HVAC Renewal - East Perth Function Room	100,000	100,000	97,686	2,314	950	Completed	9 - Completed (within budget)	Project completed
Public Toilet Renewal Program								
Charles Veryard Reserve Clubroom Toilets	-	-	-	-	-	Deferred	1 - Not started	Carried forward to FY2027 at MYBR
Litis Stadium Works								
Litis Stadium Floodlights	940,000	800,000	777,793	22,207	101,354	Completed	9 - Completed (within budget)	Project completed
BPLC - Construction of Indoor Changerooms								
BPLC – Construc & Fit Out Indoor Pool Changerooms	33,367	33,367	29,917	3,450	3,450	Completed	9 - Completed (within budget)	
Litis Stadium changeroom redevelopment								
Infrastructure Works - Litis Stadium	270,446	270,446	176,835	93,611	72,953	Practical Completion	8 - Final stages	Project practical completion achieved, minor works to complete
Floreat Athena Clubrooom Refurbishment - Litis Stadium	113,364	113,364	111,159	2,205	2,000	Completed	9 - Completed (within budget)	Project completed
Beatty Park Leisure Centre - Facilities Infrastructure								
BPLC - Facilities Infrastructure Renewal	-	-	5,941	(5,941)	14,361	On track	7 - In progress	Works in progress
BPLC - Mechanical – HVAC Systems Renewal	25,000	25,000	22,410	2,590	-	Completed	9 - Completed (within budget)	Project completed
BPLC - Structure – Roof & Building Renewal	225,000	125,000	93,482	31,518	-	On track	7 - In progress	BPLC plantroom remedial works in progress
BPLC - Eastern Side Grandstand - Water Ingress	-	-	-	-	-	Deferred	3 - In planning	Carried forward to FY2027 at MYBR
Beatty Park Leisure Centre - Repair and maintain Heritage Grandstand	989,277	989,277	964,093	25,184	24,720	On track	8 - Final stages	Final works to complete
Miscellaneous Asset Renewal (City Buildings)								
Misc Asset Renewal - City buildings	180,000	90,000	86,772	3,228	90,159	On track	7 - In progress	Works in progress
Forrest Park Croquet - Kitchen Renewal	60,000	55,000	53,425	1,575	-	On track	7 - In progress	Works due to start
City Buildings Painting Renewal	30,000	-	-	-	28,926	On track	7 - In progress	Procurement to be completed
Mt Claremont Depot								
Mt Claremont Depot	440,000	120,000	100,107	19,893	8,022	On track	7 - In progress	Works in progress
Land and Building Asset Renewal Projects								
DLGSC - HVAC, Plant & Fire Services Renewals	665,000	385,000	390,065	(5,065)	201,214	On track	7 - In progress	HVAC in progress
Lease Property Non Scheduled Renewal	78,000	78,000	76,416	1,584	-	Completed	9 - Completed (within budget)	Works completed
Library Renewals - Upgrades to Accessibility	200,000	80,000	72,865	7,135	113,487	On track	7 - In progress	Installation scheduled in May 2026
Leederville Oval - Misc Buildings Renewal	100,000	100,000	86,246	13,754	-	On track	7 - In progress	Works in progress
Loftus - Gymnastics WA - Roof Renewal	2,482	2,482	2,482	0	-	Deferred	5 - Procurement	Carried forward to FY2027 at MYBR
Mt Hawthorn Com Centre - Roof Renewal	-	-	-	-	-	Deferred	4 - In design	Carried forward to FY2027 at MYBR
Toilet/ facilities upgrade - Loftus Rec Ctr (Belgravia)	320,000	90,000	89,782	218	205,702	On track	7 - In progress	Works in progress
Highgate Child Health Clinic Renewal (Leased Child and Adolescent Health)	20,000	20,000	16,200	3,800	-	On track	7 - In progress	Works in progress
Royal Park Hall - Carpet and Blind Renewal	30,000	30,000	28,929	1,071	-	Completed	9 - Completed (within budget)	Works completed
Admin Building Renewal	50,000	-	-	-	-	-	1 - Not started	
Beatty Park Reserve Toilet	510,000	100,000	98,089	1,911	400,609	On track	7 - In progress	Site works to start in Apr 2026
Halvorsen Hall - Renewal/Upgrade	5,000	5,000	1,700	3,300	-	Deferred	1 - Not started	
North Perth Bowling Club - Driveway Renewal	50,000	50,000	52,520	(2,520)	-	Completed	10 - Completed (over budget)	Project completed
Asbestos Management Plan - Childcare (as per asbestos register)	50,000	-	-	-	-	-	1 - Not started	Asbestos Management Plan under review
Water and Energy Efficiency Initiatives								
Water and Energy Efficiency Initiatives	150,000	20,000	13,618	6,382	42,429	On track	7 - In progress	LED lighting upgrade for the main area of the Library has been awarded
Forrest Park Reserve								
Forrest Park Reserve Project	50,000	50,000	61,584	(11,584)	11,670	On track	7 - In progress	Advanced project to complete turf works in FY26
Land & Building Assets Total	***6,121,493***	***4,126,493***	***3,875,640***	***250,853***	***1,354,395***			
Furniture & Equipment Assets								
Furniture & Equipment								
BPLC - Non Fixed Assets Renewal	60,000	30,000	29,468	532	19,656	On track	7 - In progress	Works in progress
BPLC Non-Infrastructure Fixed Asset Renewal	12,000	12,000	5,985	6,015	-	On track	7 - In progress	FY25 Project
Accessible City Strategy Implementation Program								
Accessible City Strategy Implementation - Capex for future years subject to Cash-in Lieu Reserve Funds received	100,000	50,000	50,683	(683)	39,049	Behind	7 - In progress	Project partly carried forward to FY2027 at MYBR.

ICT Renewal Program								
ICT Infrastructure Renewal	163,358	145,958	144,317	1,641	20,906	On track	7 - In progress	In progress
Public Arts Projects								
COVID-19 Artwork relief project	16,125	-	-	-	16,125	Behind	3 - In planning	Project partly carried forward to FY2027 at MYBR.
Miscellaneous Asset Renewal (City Buildings)								
Furniture and Equipment Renewal - (Admin, Library and Depot)	25,000	25,000	24,293	707	-	Completed	9 - Completed (within budget)	Completed
Parking Machines Asset Replacement Program								
Parking Infrastructure Renewal Program	53,000	-	-	-	6,309	Behind	5 - Procurement	In procurement. Project partly carried forward to FY2027 at MYBR.
Furniture & Equipment Assets Total	***429,483***	***262,958***	***254,747***	***8,211***	***102,046***			
Plant & Equipment Assets								
Major Plant Replacement Program								
Heavy Fleet Replacement Program	546,500	300,000	338,785	(38,785)	273	Behind	7 - In progress	In progress. Project partly carried forward to FY2027 at MYBR.
Fleet Management Program								
Light Fleet Replacement - Annual Allocation	-	-	-	-	-	-	-	
P1267 - Toyota Camry Hybrid 2.5Lt. Rego.1GUX039	50,000	50,000	50,099	(99)	-	Completed	10 - Completed (over budget)	Completed
P1270 - Toyota Corolla Hybrid 1GWG751, Ascent Hatch	50,000	-	-	-	-	On track	3 - In planning	Procurement Plan in Progress
P1271 - Toyota Corolla Hybrid 1GWG752, Ascent Hatch	50,000	-	-	-	-	On track	3 - In planning	Procurement Plan in Progress
P1273 - 1GWH073, Nissan LEAF Ev 18MY	50,000	-	-	-	-	On track	3 - In planning	Procurement Plan in Progress
P1281 - HYUNDI - Ioniq EV Hatch - 1HCJ354 Rangers	50,000	-	-	-	-	On track	3 - In planning	Wait on Electricians load log report
P1282 - Toyota Corolla Sedan Hybrid - 1HDR934	50,000	50,000	34,283	15,717	-	Completed	9 - Completed (within budget)	Completed
P2193 - Nissan Navara 4x2 - 1GQG990	50,000	50,000	40,873	9,127	-	Completed	9 - Completed (within budget)	Completed
P2212 - Nissan Navara 4X DSL Auto DC RX - 1HCO126	50,000	50,000	40,284	9,716	-	Completed	9 - Completed (within budget)	Completed
P2213 - Renaul Kangaroo 1HIY67	50,000	50,000	44,654	5,346	-	Completed	9 - Completed (within budget)	Completed
P2215 - NAVARA 4X2 1HKO697	50,000	50,000	40,284	9,716	-	Completed	9 - Completed (within budget)	Completed
P2217 - Nissan Navara Dual Cab 4x2 Auto 1HNK939	50,000	50,000	40,284	9,716	-	Completed	9 - Completed (within budget)	Completed
P2216 - Nissan Navara Dual Cab 4x2 Auto 1HKT763	50,000	50,000	40,284	9,716	-	Completed	9 - Completed (within budget)	Completed
P1278 - Toyota Corolla Hybrid Ascent 1GZQ221	50,000	50,000	32,983	17,017	-	Completed	9 - Completed (within budget)	Completed
P1283 - Toyota Corolla Hybrid 1HFD003	50,000	-	34,283	(34,283)	-	Completed	9 - Completed (within budget)	Completed
P1284 - Toyota Yaris 1HFJ099	50,000	-	-	-	-	On track	3 - In planning	Procurement Plan in Progress
P1285 - Toyota Yaris Hybrid 1HGJ592	50,000	-	-	-	-	On track	3 - In planning	Procurement Plan in Progress
P1290 - Hyundai Ioniq EV 1HNK941	50,000	-	-	-	-	On track	3 - In planning	Wait on Electricians load log report
Artlets								
Artlets - Public Art - Sculpture	2,500	-	-	-	2,400	On track	5 - Procurement	
Plant & Equipment Assets Total	***1,399,000***	***750,000***	***737,098***	***12,902***	***2,673***			
Infrastructure Assets								
Robertson Park Development Plan - Stage 1								
Robertson Park Stage 1A - Tennis Centre	31,727	31,727	31,727	0	-	Completed	9 - Completed (within budget)	Project completed
Robertson Park Stage 1B - Tennis Centre	2,584,169	2,352,500	2,272,863	79,637	279,797	Practical Completion	8 - Final stages	Practical completion
MISCELLANEOUS								
Temporary at-grade car park	292,500	292,500	292,174	326	-	Completed	9 - Completed (within budget)	Project completed
Wandoolier/ Banks Reserve Master Plan Implementation								
Boardwalk - Interpretation Node	-	-	1,452	(1,452)	-	Completed	9 - Completed (within budget)	FY25 project, completed
General landscape - EPPS Foreshore Upgrades	40,000	40,000	14,192	25,808	-	Completed	9 - Completed (within budget)	Project completed
Skate Space at Britannia Reserve								
Mt Hawt Skate Park - Youth Skate Facility (Election Commitment)	82,565	-	300	(300)	-	On track	7 - In progress	
Skate Space at Charles Veryard Reserve								
North Perth/Highgate Skate Park (Election Commitment)	45,000	-	-	-	21,875	On track	3 - In planning	In consultation
Parks Fencing Renewal Program								
Braithwaite Park - Renew Perimeter Fencing	110,000	(12,500)	380	(12,880)	160,000	On track	7 - In progress	Installation Apr 2026
Leake/Alma St Res - renew playground fencing	10,000	-	-	-	10,000	On track	5 - Procurement	Awaiting installation timeframe from supplier
Edinboro Street Reserve - Renew Perimeter Fencing	25,000	25,000	26,796	(1,796)	-	Completed	10 - Completed (over budget)	Completed
Litis Stadium - Install New Fence (western end)	-	-	-	-	-	Cancelled	5 - Procurement	Project cancelled
Heritage Recognition Panels - East Perth Power Station	7,500	-	-	-	5,550	On track	5 - Procurement	Fabrication underway - awaiting dates for completion
Footpath Upgrade and Renewal Program								
Footpath Upgrade and Renewal Program	248,750	238,750	234,931	3,819	257	On track	7 - In progress	Works in progress

Parks Irrigation Upgrade & Renewal Program								
Hyde Park - renew groundwater bores No 24 and 29	60,000	-	-	-	60,000	On track	7 - In progress	In progress
Robertson Park - renew groundwater bore No 31	60,000	60,000	59,185	815	-	Completed	9 - Completed (within budget)	Project completed
Weld Square - renew irrigation system and install iron filter	370,000	45,000	38,361	6,639	-	On track	7 - In progress	Installation commenced
Beatty Park Res - renew in-ground irrigation system, electrical cabinet and install iron filter	250,000	100,000	71,439	28,561	114,608	On track	7 - In progress	Works in progress
Birdwood Square - renew irrigation system and electrical cabinet	145,000	145,000	167,645	(22,645)	-	Completed	10 - Completed (over budget)	Project completed
Forrest Park - upgrade irrigation system and electrical cabinet	6,940	6,940	11,868	(4,928)	-	Completed	10 - Completed (over budget)	FY25 project, completed
Sullivan Logistics Stadium (Leederville Oval)								
Sullivan Logistics Stadium (Leederville Oval) Turf Upgrade	103,792	103,792	80,974	22,818	-	Completed	9 - Completed (within budget)	FY25 project, turf upgrade completed
Sullivan Logistics Stadium (Leederville Oval) Lighting Upgrade	360,147	360,147	287,742	72,405	54,938	Completed	9 - Completed (within budget)	Completed
Road Maintenance Programs – MRRG								
Annual MRRG Program - bgt to be split	78,705	78,705	-	78,705	-	On track	8 - Final stages	
MRRG - London St North Bound - Green St	199,333	199,333	234,361	(35,028)	-	Completed	10 - Completed (over budget)	Project completed, final MRWA claim submitted
MRRG - London St South Bound - Green St to Gill St	199,333	199,333	230,544	(31,211)	-	Completed	10 - Completed (over budget)	Project completed, final MRWA claim submitted
MRRG - Bulwer Street EB & WB - Smith St to Beaufor	182,907	182,907	278,203	(95,296)	18,597	On track	8 - Final stages	Completion ETA April 2026
MRRG - Lord St North Bound - Newcastle St	115,416	115,416	119,676	(4,260)	-	Completed	10 - Completed (over budget)	Project completed, final MRWA claim submitted
MRRG - Lord St South Bound - Newcastle St to Parry St	93,220	93,220	110,466	(17,246)	-	Completed	10 - Completed (over budget)	Project completed, final MRWA claim submitted
MRRG - Lord St North Bound - Parry St to Edward St	137,012	137,012	115,106	21,906	21,912	Completed	9 - Completed (within budget)	Project completed, final MRWA claim submitted
MRRG - Lord St South Bound - Parry St to Edward St	104,074	104,074	110,466	(6,392)	-	Completed	10 - Completed (over budget)	Project completed, final MRWA claim submitted
Road Maintenance Programs – Local Road Program								
Annual Local Roads Program - bgt to be split	-	-	18,470	(18,470)	-	On track	7 - In progress	
LRP - Grosvenor Road - Norfolk St to William St	-	-	42	(42)	-	Completed	9 - Completed (within budget)	FY25 project, completed
LRP - Commonwealth Ave - Anzac Rd to Chamberlain St	131,350	131,350	125,460	5,890	-	Completed	9 - Completed (within budget)	Project completed
LRP - Fleet St - Bourke St to Richmond St	147,052	147,052	81,326	65,726	-	Completed	9 - Completed (within budget)	Project completed
LRP - Fitzroy St - Fitzgerald St to Dead end	89,651	89,651	79,558	10,093	-	Completed	9 - Completed (within budget)	Works in progress
LRP - Franklin St - Oxford St to Melaleuca Ln	105,020	105,020	55,778	49,242	6,182	On track	7 - In progress	Practical completion April 2026
LRP - Ruth St - William St to Wade St	48,816	48,816	52,945	(4,129)	-	Completed	10 - Completed (over budget)	Project completed
LRP - Salisbury St - Oxford St to Shakespeare St	161,795	161,795	115,229	46,566	-	Completed	9 - Completed (within budget)	Project completed
LRP - Campsie St Bourke St to Cul de Sac	44,174	44,174	34,898	9,276	-	Completed	9 - Completed (within budget)	Project completed
LRP - Galwey St - Oxford St to 60m in	81,362	81,362	51,646	29,716	-	Completed	9 - Completed (within budget)	Project completed
LRP - Raglan Rd - Hutt St to Walcott St	203,144	203,144	162,306	40,838	-	Completed	9 - Completed (within budget)	Project completed
LRP - Zebina St - Gardiner St to Cul de Sac	108,586	108,586	59,216	49,370	-	Completed	9 - Completed (within budget)	Project completed
LRP - Woodstock St - London St to R.O.W 104	179,335	179,335	184,920	(5,585)	6,940	On track	8 - Final stages	Works in progress
LRP - Cavendish St - Lincoln St to Chatsworth Rd	209,883	209,883	-	209,883	-	Deferred	1 - Not started	To be delivered in FY27
LRP - Raglan Rd - Fitzgerald St to Norfolk St	189,832	189,832	170,724	19,108	6,320	Practical Completion	8 - Final stages	In final stages
LRP - Glebe Street - View St to Alma Rd	-	-	1,500	(1,500)	-	Completed	9 - Completed (within budget)	FY25 project, completed
LRP - Anzac Rd - Loftus St to Shakespeare St	-	-	161,230	(161,230)	28,288	On track	8 - Final stages	Practical completion in April 2026
Parks Greening Plan Program								
Greening plan	231,698	100,000	42,016	57,984	66,867	On track	7 - In progress	Planting to commence May 2026
Post PSHB Restoration Works	317,469	150,000	149,076	924	187,812	On track	7 - In progress	Projects underway
Traffic Management Improvements								
Minor Traffic Management Improvements	300,000	200,000	173,110	26,890	34,595	On track	7 - In progress	Works in progress
Parks Infrastructure Upgrade & Renewal Program								
Birdwood Square Floodlight Renewal	360,000	-	1,508	(1,508)	-	On track	5 - Procurement	Works in progress
Parks Infrastructure Upgrade & Renewal - BBQ provision	60,000	60,000	59,571	429	-	Completed	9 - Completed (within budget)	Project completed
Infrastructure Upgrade/Renewl Proram - General Provision	60,000	60,000	53,312	6,688	29,324	On track	8 - Final stages	Works in progress
Oxford St Reserve - renew park furniture	40,000	20,000	21,300	(1,300)	12,333	On track	7 - In progress	Works in progress
Streetscape - renew furniture	-	-	-	-	-	Cancelled	1 - Not started	Project cancelled
Menzies Park Floodlights Upgrade	445,500	10,000	5,656	4,345	-	On track	7 - In progress	Works in progress
Accessible City Strategy Implementation Program								
Wayfinding Implementation Plan - Stage 1	62,900	-	-	-	-	Deferred	1 - Not started	Carried forward to FY2027 at MYBR
Road Maintenance Programs – State Black Spot								
State Black Spot Programs scheduled annually	-	-	-	-	-	On track	7 - In progress	
Blackspot - Brisbane Street with Smith and Brewer St	61,000	61,000	35,997	25,003	16,215	Completed	9 - Completed (within budget)	Works completed, MRWA linemarking in progress
Blackspot - Eton from Haynes Street to SBR intersection	90,000	10,000	2,078	7,922	121,647	Behind	7 - In progress	In progress, 50% completed
Road Maintenance Programs – Roads to Recovery								
Annual Roads to Recovery Program - bgt to be split	18,922	-	-	-	-	Completed	10 - Completed (over budget)	
R2R - Farmer St - Fitzgerald St to Angove St	380,000	380,000	460,730	(80,730)	-	Completed	10 - Completed (over budget)	Project completed
R2R - Ruth St - Lake St to William St	98,823	98,823	156,042	(57,219)	-	Completed	10 - Completed (over budget)	Project completed
Public Open Space Strategy Implementation Plan								
Public Open Space Strategy Implementation	51,200	31,200	30,283	917	-	Completed	9 - Completed (within budget)	Project completed
Parks Lighting Renewal Program								
Lighting Renewal Program - General Provision	52,000	32,000	27,397	4,603	22,824	On track	7 - In progress	Works in progress
Axford Park Lighting Upgrade	200,000	100,000	90,951	9,049	101,041	On track	7 - In progress	Works in progress
Gully Soak-well and Minor Drainage Improvement Pro								
Catchment Drainage Improvements	400,000	380,000	378,588	1,412	49,805	On track	7 - In progress	Works in progress

Parks Eco-Zoning Program								
Monmouth Street	8,136	-	-	-	-	On-hold	1 - Not started	On hold
Parks Eco-Zoning - General Provision	20,000	-	200	(200)	1,560	On track	2 - Scope being prepared	Consultation completed, implementation to occur in Jun26
Road Reserves - Eco-zoning	3,213	3,213	3,247	(34)	-	Completed	10 - Completed (over budget)	FY25 poject, completed
Parks Pathways Renewal Program								
Hyde Park Re-asphalt Pathways	50,000	50,000	44,242	5,758	-	Completed	9 - Completed (within budget)	Project completed
Pathways Renewal Program - General Provision	80,000	60,000	57,400	2,600	18,033	On track	8 - Final stages	Completed, awaiting for invoices
Smith`s Lake - re-asphalt existing bitumen pathways	45,000	-	-	-	38,728	On track	8 - Final stages	Completed, awaiting for invoices
Robertson Park - re-asphalt existing bitumen pathways	60,000	-	-	-	60,000	On track	2 - Scope being prepared	Scope being prepared
Mick Michael Park - re-asphalt existing bitumen pathways	35,000	35,000	22,795	12,205	2,088	On track	7 - In progress	Completed, awaiting for invoices
Car Parking Upgrade/Renewal Program								
Accessibility audits and proposed project implementation	20,000	-	-	-	-	Behind	3 - In planning	To carry forward to FY27
Bus Shelter Replacement and Renewal Program								
Bus Shelters - Replace & Upgrade	65,975	40,000	40,874	(874)	-	On track	7 - In progress	Works in progress
Parks Playground / Exercise Equipment Upgrade & Renewal Program								
Cricket Wicket Renewal Program	37,000	37,000	28,241	8,759	6,187	Completed	9 - Completed (within budget)	Completed
Braithwaite Park - replace wooden nature plan elements	20,000	20,000	19,295	705	-	Completed	9 - Completed (within budget)	Project completed
Oxford St Res - renew wooden nature play elements	13,555	13,555	13,600	(45)	-	Completed	9 - Completed (within budget)	Project completed
Playground/Exer Equip Renewal Program - General Provision	55,000	25,000	23,859	1,141	-	On track	7 - In progress	Works in progress
Brigatti Gardens - repl playground equip/soft fall	175,000	-	-	-	175,000	On track	7 - In progress	Installation May 2026
Edinboro St Res - repl playground equipment and soft fall	161,542	161,542	159,680	1,862	-	Completed	9 - Completed (within budget)	Project completed
Banks Reserve - renew platforms and wooden nature play elements	16,445	16,445	16,445	-	-	Completed	9 - Completed (within budget)	Project completed
Hyde Park - renew playground and softfall (east)	156,821	156,821	146,680	10,141	-	Completed	9 - Completed (within budget)	Project completed
Beatty Park Reserve - repl exercise equipment	80,000	80,000	80,000	-	-	On track	8 - Final stages	Final stages
Hyde Park - renew playground and softfall (West)	100,000	-	-	-	29,623	On track	3 - In planning	Reference group progressing design concepts
Beatty Park Reserve - Renew Playground Equipment and Softfall	179,880	179,880	174,360	5,520	-	Completed	9 - Completed (within budget)	Project completed
Britannia Road Reserve - Renew Playground Equipment and Softfall (south)	180,000	-	1,900	(1,900)	180,000	On track	7 - In progress	Installation commencing late May 2026
Hyde Street Reserve - Renew Playground Equipment and Softfall	180,000	180,000	120	179,880	180,000	On track	7 - In progress	Installation in progress, to complete mid May
Leased Properties Playground Renewal - General Provisions	100,000	-	-	-	100,000	On track	7 - In progress	To carry forward in FY27
Cricket Practice Net Renewal Program	100,000	20,000	16,239	3,761	79,006	On track	7 - In progress	In progress
AFL Goals Renewal Program	15,000	10,000	5,835	4,165	-	On track	7 - In progress	Installation change of season
Bicycle Network								
Bicycle Network	99,791	49,791	47,486	2,305	86,596	On track	6 - In external / stakeholder consultation	
Bicycle Network - Travel Smart Actions	35,111	3,500	2,751	749	-	On track	1 - Not started	
Rights of Way Rehabilitation Program								
Rights of Way Rehab Program	185,933	129,000	113,372	15,628	15,133	On track	7 - In progress	Works in progress
Parks Irrigation Upgrade and Renewal Program								
Groundwater Bore and Pump Renewal - General Provision	120,000	60,000	56,606	3,394	13,750	On track	3 - In planning	In progress
Street Lighting Renewal Program								
Street Lighting Upgrade Program	30,000	30,000	40,066	(10,066)	-	Completed	10 - Completed (over budget)	Project completed
Robertson Park Development Plan - Stage 2								
Dog & Leisure park	51,542	51,542	28,022	23,520	-	Completed	9 - Completed (within budget)	Project completed
Greening Program - Robertson Park Stage 2	290,000	70,000	61,405	8,595	-	On track	5 - Procurement	In procurement
Infrastructure Assets Total	***13,642,546***	***9,774,168***	***9,038,435***	***735,733***	***2,423,431***			
Total	***21,592,522***	***14,913,619***	***13,905,920***	***1,007,699***	***3,882,544***			

Summary	**Revised Budget 2026FY**	**YTD Budget**	**YTD Actual**	**Remaining Budget**
	$	$	$	$
Land and Buildings	6,121,493	4,126,493	3,875,640	36.69%
Furniture and Equipment	429,483	262,958	254,747	40.69%
Plant and Equipment	1,399,000	750,000	737,098	47.31%
Infrastructure Assets	13,642,546	9,774,168	9,038,435	33.75%
Total	**21,592,522**	**14,913,619**	**13,905,920**	**35.60%**

Funding	**Revised Budget 2026FY**	**YTD Budget**	**YTD Actual**
	$	$	$
Own Source Funding - Municipal	13,315,007	9,040,525	8,394,301
Cash Backed Reserves	3,414,658	2,121,238	2,127,322
Capital Grants, Contributions and Loans	4,416,793	3,491,792	3,116,530
Other (Disposals/Trade In)	446,064	260,064	267,767
Total	**21,592,522**	**14,913,619**	**13,905,920**

CITY OF VINCENT
NOTE 6 - CASH BACKED RESERVES
AS AT 30 APRIL 2026

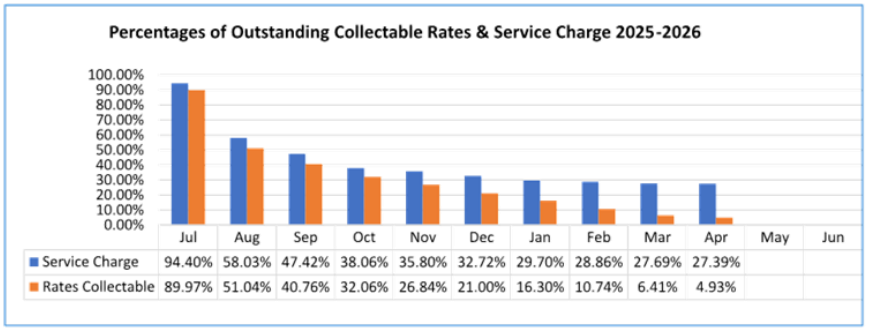
Reserve Particulars	Revised Budget Opening Balance 1/07/2025	Actual Opening Balance 1/07/2025	Budget Transfers to Reserve 30/04/2026	YTD Actual Transfers to Reserve 30/04/2026	Budget Interest Earned 30/04/2026	YTD Actual Interest Earned 30/04/2026	Budget Transfers from Reserve 30/04/2026	YTD Actual Transfers from Reserve 30/04/2026	Budget Closing Balance 30/04/2026	Actual Closing Balance 30/04/2026
	$	$	$	$	$	$	$	$	$	$
Asset Sustainability Reserve	10,251,888	10,251,888	1,834,977	1,834,288	290,144	354,750	(1,501,800)	(1,502,527)	10,875,209	10,938,400
Beatty Park Leisure Centre Reserve	202,805	202,805	300,000	300,000	5,796	7,087	0	0	508,601	509,892
Cash in Lieu Parking Reserve	828,286	828,286	0	0	15,048	18,399	(337,500)	(342,858)	505,834	503,827
Hyde Park Lake Reserve	184,697	184,697	0	0	5,311	6,494	0	0	190,008	191,190
Land and Building Acquisition Reserve	340,403	340,403	0	0	9,788	11,967	0	0	350,191	352,370
Leederville Oval Reserve	146,187	146,187	34,691	34,691	2,114	2,585	(75,344)	(75,344)	107,648	108,119
Loftus Community Centre Reserve	157,564	157,564	0	0	4,532	5,541	0	0	162,096	163,106
Loftus Recreation Centre Reserve	163,995	163,995	61,985	60,958	4,410	5,392	0	0	230,390	230,345
Office Building Reserve - 246 Vincent Street	228,001	228,001	0	0	6,557	8,017	(204,112)	(204,112)	30,446	31,906
Parking Facility Reserve	120,954	120,954	0	0	3,478	4,252	0	0	124,432	125,207
Percentage For Public Art Reserve	296,683	296,683	0	0	7,768	9,498	0	0	304,451	306,180
POS reserve - General	1,531,903	1,531,903	60,690	45,240	44,054	53,864	0	0	1,636,647	1,631,007
POS reserve - Haynes Street	148,146	148,146	38,099	37,225	4,246	5,191	0	0	190,491	190,562
State Gymnastics Centre Reserve	88,135	88,135	11,781	11,630	2,255	2,757	(2,482)	(2,482)	99,689	100,040
Strategic Waste Management Reserve	385,711	385,711	69,649	83,333	11,096	13,567	0	0	466,456	482,611
Catalina Land Sales Reserve	12,171,329	12,171,329	2,916,667	2,916,667	350,189	428,166	0	0	15,438,185	15,516,161
Underground Power Reserve	2,685,083	2,685,083	0	0	77,214	94,407	0	0	2,762,297	2,779,490
	29,931,770	**29,931,770**	**5,328,539**	**5,324,032**	**844,000**	**1,031,934**	**(2,121,238)**	**(2,127,322)**	**33,983,071**	**34,160,413**

CITY OF VINCENT
NOTE 7 - RECEIVABLES (RATING & OTHER DEBTORS)
FOR THE MONTH ENDED 30 April 2026

CITY OF VINCENT

Rates & Service Charge Outstanding

	Total
Balance from Previous Year	891,273
Rates Levied - Initial	46,508,714
Rates Levied - Interims	46,857
Rates Waived	(146,561)
Rates Concessions	(33,450)
Service Charges Levied	7,019,275
Non Payment Penalties	643,667
Other Rates Revenue	191,368
Total Rates Collectable	**55,121,142**
Outstanding Rates	2,373,035
Outstanding Service Charge - Current	166,883
ESL Debtors	161,758
Total Rebates Not Yet Claimed	213,209
ESL Rebates Not Yet Claimed	15,717
Deferred Rates Debtors	(142,596)
Current Rates Outstanding	**2,788,006**



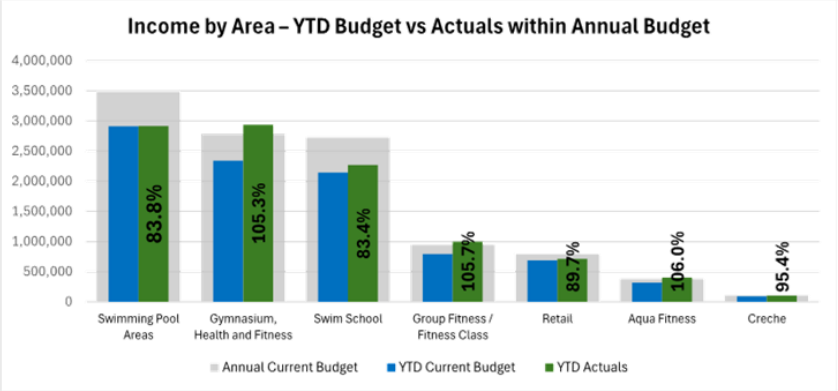
Receivable - Other Debtors

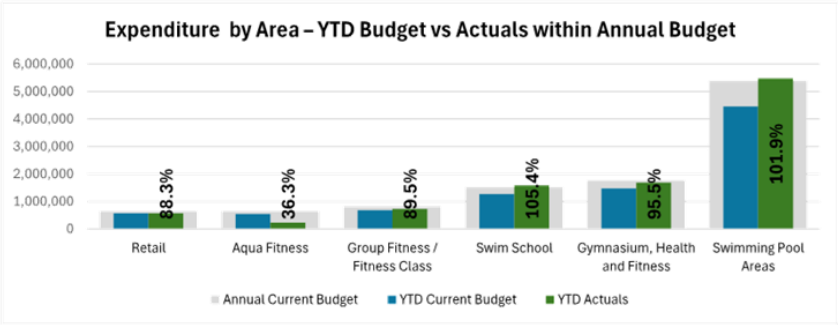
DESCRIPTION	30 Days	60 Days	90 Days	OVER 90 DAYS	BALANCE
	$	$	$	$	$
DEBTOR CONTROL - HEALTH LICENCES	3,855	5,483	4,649	5,151	19,138
DEBTOR CONTROL - CASH IN LIEU CAR PARKING	0	0	0	37,522	37,522
DEBTOR CONTROL - PROPERTY INCOME	73,826	48,851	11,779	15,857	150,313
DEBTOR CONTROL - RECOVERABLE WORKS	1,408	0	0	930	2,337
DEBTOR CONTROL - POOL FEES	218	0	647	218	1,083
DEBTOR CONTROL - OTHER	24,813	14,062	0	50,079	88,954
DEBTOR CONTROL - PLANNING SERVICES FEES	40	308	103	502	953
DEBTOR CONTROL - GST	10,207	22,240	87,669	(120,116)	0
DEBTOR CONTROL - INFRINGEMENT	197,859	169,898	100,240	2,682,100	3,150,097
PROVISION FOR DOUBTFUL DEBT (CURRENT)	0	0	0	(640,649)	(640,649)
IMPAIRMENT OF RECEIVABLES	0	0	0	(96,291)	(96,291)
TOTAL DEBTORS OUTSTANDING AS AT 30/04/2026	**312,226**	**260,841**	**205,088**	**1,935,301**	**2,713,456**
	11.5%	**9.6%**	**7.6%**	**71.3%**	**100.0%**

ACCRUED INCOME	38,131
ACCRUED INTEREST	972,710
PREPAYMENTS	127,029
RECEIVABLES - EMPLOYEE PROVISIONS - CURRENT	283,534
LEASE INCENTIVE - NON CURRENT	162,500
TOTAL TRADE AND OTHER RECEIVABLES	**4,297,360**

CITY OF VINCENT
NOTE 8 - BEATTY PARK LEISURE CENTRE FINANCIAL ACTIVITY
AS AT 30 April 2026

	Annual Current Budget FY25-26 $	YTD Current Budget Apr-26 $	YTD Actuals Apr-26 $
OPERATING ACTIVITIES			
Revenue	11,372,517	9,423,760	9,496,966
Expenses	(11,348,323)	(9,544,661)	(9,811,547)
Net Operating Surplus/(Deficit)	**24,194**	**(120,901)**	**(314,581)**
Non-cash amounts excluded	(1,984,833)	(1,578,032)	(1,638,652)
Amount attributable to operating activities	**2,009,027**	**1,457,131**	**1,324,071**
INVESTING ACTIVITIES			
Capital expenditure	(1,344,644)	(1,311,277)	(1,151,296)
Amount attributable to investing activities	**(1,344,644)**	**(1,311,277)**	**(1,151,296)**
FINANCING ACTIVITIES			
Repayment of borrowings	(830,399)	(793,334)	(796,893)
Amount attributable to financing activities	**(830,399)**	**(793,334)**	**(796,893)**
Net current assets at Apr 25 - surplus/(deficit)	**(166,016)**	**(647,480)**	**(624,118)**





Page 14 of 14

7.4 AUTHORISATION OF EXPENDITURE FOR THE PERIOD 1 APRIL 2026 TO 30 APRIL 2026

Attachments:

1. **April 2026- Payments by EFT and Payroll**
2. **April 2026- Payments by Direct Debits**
3. **April 2026 - Payments by Cheque**
4. **April 2026- Payments by Fuel Cards**

RECOMMENDATION:

That Council RECEIVES the list of accounts paid under delegated authority for the period 01 April 2026 to 30 April 2026 as detailed in Attachments 1, 2, 3 and 4 as summarised below:

EFT payments, including payroll	**3307-3316**	**$ 8,817,707.28**
Direct debits, including credit cards		**$ 715,231.76**
Cheques	**82820**	**$ 317.90**
Total payment for April 2026		**$ 9,533,256.94**

PURPOSE OF REPORT:

To present to Council the list of expenditure and accounts paid for the period 01 April 2026 to 30 April 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 April 2026 to 30 April 2026, covers the following:

FUND	CHEQUE NUMBERS/ BATCH NUMBER	AMOUNT
Municipal Account (Attachment 1, 2 and 3)		
EFT Payments	3307-3316	$6,980,579.42
Payroll by Direct Credit	April 2026	$1,837,127.86
Sub Total		**$8,817,707.28**
Cheques	82820	$ 317.90
Sub Total		**$ 317.90**
Direct Debits (including Credit Cards)		
Lease Fees		$ 45,612.52
Loan Repayments		$ 454,063.78
Bank Charges – CBA		$ 196,085.18
Credit Cards		$ 19,470.28
Sub Total		**$715,231.76**
Total Payments		**$ 9,533,256.94**

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.

Authorisation of Expenditure for the Period April 2026 (Payee A-Z)			
Payment Date	Payee	DESCRIPTION	AMOUNT
17/04/2026	A Class Earthmoving Pty Ltd	Delivery of 18m3 of Blue metal stone 40m	$ 2,887.49
30/04/2026	A Class Earthmoving Pty Ltd	Removal and disposal of sand and grass	$ 3,448.39
02/04/2026	A. Richards Pty Ltd	Woodville Reserve - 5m3 Lawn Mix	$ 467.50
17/04/2026	A. Richards Pty Ltd	Birdwood Square - 5m3 Lawn Mix Delivered	$ 467.50
30/04/2026	AAAC Towing Pty Ltd	Towing of vehicle	$ 203.50
02/04/2026	ABC	Supply and hand lay hot black asphalt	$ 825.00
17/04/2026	ABC	Osborne Park Depot Nursery Renovation kerbing works	$ 8,690.00
30/04/2026	ABC	Supply and lay asphalt - various locations	$ 26,444.00
30/04/2026	Abigail D O'Hare-Searle	Refund of part dog registration fee	$ 30.00
17/04/2026	Access Icon Pty Ltd	Purchase side entry frame universal standards	$ 8,228.00
17/04/2026	Add Value Building Group Pty L	Refund of infrastructure bond	$ 3,000.00
17/04/2026	AG and CJ Finch	Staff reimbursements Parking ticket	$ 12.84
02/04/2026	Akwaaba African Art & Craft	Festival of Culture 2026- African Drumming	$ 1,320.00
17/04/2026	Alchemy Saunas Pty Ltd	Mar 2026 - Monthly sauna rentals	$ 2,860.00
30/04/2026	Alchemy Saunas Pty Ltd	February 2026- Sauna monthly rental fee	$ 2,860.00
15/04/2026	Alexandra Castle	April 2026- Deputy Mayor Allowance , Meeting and ICT allowance	$ 4,896.48
02/04/2026	Alinta Sales Pty Ltd	Gas usage charges - various locations	$ 407.85
17/04/2026	Alinta Sales Pty Ltd	Gas usage charges - various locations	$ 397.15
30/04/2026	Alinta Sales Pty Ltd	Gas usage charges - various locations	$ 956.60
17/04/2026	Alison Austin	Fitness instructor fee	$ 509.60
15/04/2026	Alison Xamon and Luke Edwards	April 2026- Mayor allowance, Meeting and ICT allowance	$ 10,070.16
17/04/2026	Allpipe Technologies	Camera work Palmerston St and Stuart St (CCTV Crew)	$ 1,177.00
17/04/2026	Allstate Kerbing	Kerbing services for footpath upgrade and renewal program	$ 8,027.47
30/04/2026	ALS Library Services Pty Ltd	Purchase of library books	$ 1,558.17
17/04/2026	Alsco Pty Ltd	Monthly mat changeover BPLC	$ 880.80
30/04/2026	Alsco Pty Ltd	Auto air freshner dispenser Admin - Mar 2026	$ 77.23
30/04/2026	Altus Planning Pty Ltd	SAT appeal at 41-43 Angove St	$ 14,520.00
17/04/2026	Ampol Australia Petroleum Pty	March 2026 - Fuel and Oil	$ 43,382.08
02/04/2026	Anna Cappelletta	Fitness instructor fee	$ 1,679.60
17/04/2026	Anna Cappelletta	Fitness instructor fee	$ 1,768.00
30/04/2026	Anna Cappelletta	Fitness instructor fee	$ 1,768.00
02/04/2026	Anne-Rose Banham	Fitness instructor fee	$ 560.00
17/04/2026	APARC Pty Ltd	Licence , maintenance and hosting services ticket machines , sensors , credit card testing	$ 54,636.71
17/04/2026	Apollo Health Pty Ltd	Medical services	$ 291.00
30/04/2026	APS Pty Ltd	Refund of infrastructure bond	$ 500.00
02/04/2026	Aqueo Import & Distribution Pt	Havianas for sale at retail store BPLC	$ 657.36
17/04/2026	Arbor Consulting	PSHB treatment and investigation	$ 19,030.00
17/04/2026	Arend Verburg	Fitness instructor fee	$ 1,825.20
17/04/2026	ARMA Group Holdings Pty Ltd	2025/2026 Professional fee for debt recovery services	$ 330.00
30/04/2026	Arthur D Riley & Co Pty Ltd	May 2026 - Monthly support Ticketor 2 licence	$ 5,164.33
02/04/2026	Arup Australia Services Pty Lt	Housing Supply and Infrastructure Servicing Study	$ 112,429.90
30/04/2026	Arup Australia Services Pty Lt	Highgate Precinct Wide Traffic Analysis	$ 12,336.72
17/04/2026	Ashby Road Pty Ltd	Refund of BA application fee and BRB Levy Fee	$ 1,165.75
15/04/2026	Ashlee La Fontaine	April 2026- Meeting and ICT allowance	$ 3,418.33
15/04/2026	Ashley Wallace	April 2026- Meeting and ICT allowance	$ 3,418.33
02/04/2026	Asphaltech Pty Ltd	Asphalt supplies - Woodstock St	$ 100,595.58
17/04/2026	Asphaltech Pty Ltd	Asphalt supplies - Anzac Road	$ 102,086.94
30/04/2026	Asphaltech Pty Ltd	Asphalt supplies - various locations	$ 75,221.27
17/04/2026	Astro Synthetic Surfaces	Repairs to soft fall - Britannia road reserve	$ 11,485.10
17/04/2026	Astute Technical Solutions Pty	Alarm monitoring services - Investigation of dures	$ 247.50
02/04/2026	ATI-Mirage Training and Busine	Staff training course various	$ 1,192.05
30/04/2026	ATI-Mirage Training and Busine	Staff training course various	$ 618.75
17/04/2026	Australia Post	Postal supplies	$ 445.97
02/04/2026	Australian HVAC Services	Air-conditioning maintenance - various locations	$ 14,243.93
17/04/2026	Australian HVAC Services	Air-conditioning maintenance - various locations	$ 270,222.18
30/04/2026	Australian HVAC Services	Air-conditioning maintenance - various locations	$ 134,950.52
02/04/2026	Australian Services Union	Payroll deductions	$ 318.00
17/04/2026	Australian Services Union	Payroll deductions	$ 159.00
30/04/2026	Australian Services Union	Payroll deductions	$ 159.00
17/04/2026	Australian Taxation Department	Payroll deductions	$ 263,261.00
30/04/2026	Australian Taxation Department	Payroll deductions	$ 279,735.00
02/04/2026	Autism Association of Western	Facilitator Fee - Understanding Autism	$ 825.00
02/04/2026	Award Irrigation Pty Ltd	Locating services - various locations	$ 1,980.00
17/04/2026	Award Irrigation Pty Ltd	Locating services - various locations	$ 1,320.00
30/04/2026	Award Irrigation Pty Ltd	Locating services - various locations	$ 660.00
30/04/2026	Balcatta Mowers & Chainsaws Pt	Minor plants repairs and maintenance	$ 538.00
02/04/2026	Baystar Express Pty Ltd T/A St	Purchase of anitbacterial wipes	$ 154.01
30/04/2026	Bespoke Technical Solutions Pt	Tech Upgrades for Leederville Oval	$ 17,364.75
30/04/2026	Bespoke Technical Solutions Pt	Hire of trailer screen	$ 6,600.00
02/04/2026	Bessie Lemann	Production of drawings for the Vibrant Public Space	$ 120.00
17/04/2026	Betty Parissis	Refund of part dog registration fee	$ 150.00
30/04/2026	Big Hospo Au Pty Ltd	Provide Security for Beatty Park	$ 2,970.00
30/04/2026	Blackout X Pty Ltd	Steamroom breakdown diagnosis and repairs BPLC	$ 1,182.50
30/04/2026	Blackout X Pty Ltd	Repairs and maintenance BPLC	$ 572.00
02/04/2026	Bladerunner Trust	Skid steer works - various locations	$ 3,168.00

17/04/2026	Bladerunner Trust	Adopt a Verge Program & Skide Steer works - various locations	$	6,039.00
30/04/2026	Bladerunner Trust	Adopt a Verge Program & Skide Steer works - various locations	$	3,960.00
30/04/2026	Blueline Holdings T/A My Best	Vet Services - February 2026 & March 2026	$	3,830.00
02/04/2026	Boc Gases Australia Limited	Container service medical oxygen	$	111.84
30/04/2026	Boc Gases Australia Limited	Boc - CO2 Beverage	$	655.70
02/04/2026	Bollywood Dance Studio	Festival of Culture 2026 - Bollywood Dance classes	$	1,210.00
17/04/2026	Bonita Duan	Refund of gym membership fee	$	790.36
02/04/2026	Booktopia Direct Pty Ltd	Books purchases	$	56.51
17/04/2026	Boral Construction Materials G	Supply of concrete	$	674.84
02/04/2026	Boundless Books Pty Ltd	Books purchases	$	1,987.89
30/04/2026	BPA Consultants Pty Ltd	Robertson park POS concersion civil design & redevelopment	$	5,088.60
02/04/2026	Bridgestone Australia Ltd	Vehicle - Repairs and maintenance	$	38.50
30/04/2026	Bridgestone Australia Ltd	Vehicle - Repairs and maintenance	$	79.20
30/04/2026	Brinskew Construction Pty Ltd	Refund of infrastructure bond	$	3,000.00
02/04/2026	Briskleen Supplies	Supply washroom consumable products - BPLC	$	4,410.83
17/04/2026	Briskleen Supplies	Supply washroom consumable products - BPLC	$	5,483.58
30/04/2026	Briskleen Supplies	Supply washroom consumable products - BPLC	$	2,486.43
17/04/2026	Brolly Australasia Pty Ltd	Annual subcription payments	$	10,137.60
17/04/2026	Broomstick Prod & Cold Crankin	Modificiation to fitness audio microphone to suite Mipro systems BPLC	$	2,810.00
02/04/2026	Building Certification Service	BA3 certificate of design compliance fee	$	825.00
02/04/2026	Bunnings Group Limited	Hardware supplies	$	445.55
17/04/2026	Bunnings Group Limited	Hardware supplies	$	576.55
30/04/2026	Bunnings Group Limited	Hardware supplies	$	2,220.46
02/04/2026	Byrne Holdings (WA) Pty Ltd	Tree pruning works	$	1,320.00
15/04/2026	C & A Poulios	April 2026- Meeting and ICT allowance	$	3,418.33
30/04/2026	C Goucke & S Stewart	Refund of part dog registration fee	$	30.00
30/04/2026	Call Associates Pty Ltd	Mar 2026 - after hour call services fee	$	2,931.94
02/04/2026	Carriage Motors Pty Ltd	Vehicle - Repairs and maintenance	$	264.30
30/04/2026	Carriage Motors Pty Ltd	Light Fleet Replacement Program 2025/2026	$	111,687.37
02/04/2026	CDM Australia Pty Ltd	Laptop Replacement for CEO	$	1,908.50
17/04/2026	CDM Australia Pty Ltd	New I Pad for parks	$	3,542.00
30/04/2026	Centreline Markings	Removal of lineage and adding yellow stop line	$	2,145.00
02/04/2026	Chargefox Pty Ltd	Station management fee - January 2026	$	91.04
30/04/2026	Cheryl R Millard	Facilitator - Kokedama Workshop	$	500.00
02/04/2026	Chinese Dance Australia Inc	Festival of Culture 2026 - Lantern Craft & Chinese dance	$	900.00
02/04/2026	Chloe Wilcox	Smarty grants heritage assistance fund 5	$	5,000.00
02/04/2026	Choiceone Pty Ltd	Hire of agency staff	$	16,544.74
17/04/2026	Choiceone Pty Ltd	Hire of agency staff	$	24,921.46
30/04/2026	Choiceone Pty Ltd	Hire of agency staff	$	33,521.70
30/04/2026	Christopher Richard Dixon	Staff reimbursement - Purchase of universal coupling lock and wheel clamp	$	193.60
02/04/2026	City Of Perth	Building Archive Retrievals fee	$	164.95
02/04/2026	City of Stirling	Feb 2026 - Processing and disposal of Green Waste	$	1,223.00
30/04/2026	City of Stirling	March 2026- Balcatta Transfer Station tipping fee	$	957.57
02/04/2026	City of Vincent	Payroll deductions	$	2,130.40
15/04/2026	City of Vincent	Superannuation	$	195,863.67
17/04/2026	City of Vincent	Payroll deductions	$	1,065.20
30/04/2026	City of Vincent	Superannuation	$	196,452.64
30/04/2026	City of Vincent	Payroll deductions	$	1,038.57
02/04/2026	City of Vincent Social Club	Payroll deductions	$	154.00
30/04/2026	Civil & Structures	Footpath concrete works - Bonnievale St	$	44,625.63
30/04/2026	Civil & Structures	Footpath concrete works - Mt Hawthorn Primary School	$	4,400.00
30/04/2026	Civil Engineering Assignments	Assistance with Design & Drafting for MRRG Program	$	3,792.64
30/04/2026	Civil Sciences and Engineering	MRRG analysis and rehabilitation program	$	21,461.00
02/04/2026	Classic Tree Services Pty Ltd	Street trees pruning services - various locations	$	43,329.00
17/04/2026	Classic Tree Services Pty Ltd	Street trees pruning services - various locations	$	14,625.88
30/04/2026	Classic Tree Services Pty Ltd	Street trees pruning services - various locations	$	5,016.00
02/04/2026	Claudia Scalisi	Fitness instructor fee	$	160.00
17/04/2026	Claudia Scalisi	Fitness instructor fee	$	400.00
30/04/2026	Claudia Scalisi	Fitness instructor fee	$	1,440.00
17/04/2026	CLBUCKLER	Chair Yoga Program 2026 - 23.03.26	$	221.80
30/04/2026	CLBUCKLER	Weekly chair yoga program	$	221.80
02/04/2026	Cobblestone Concrete Pty Ltd	Concrete repairs	$	26,632.68
17/04/2026	Cockburn Cement Limited	Concrete supplies	$	1,204.98
02/04/2026	Cockburn Party Hire	Festival of Culture - Seating and bean bags	$	884.85
30/04/2026	Cockburn Party Hire	Anzac Day - Marquee, chair, bbq hire	$	4,600.75
30/04/2026	Cockburn Party Hire	Citizenship Ceremony - April 2026	$	382.25
17/04/2026	Comex Civil	Supply & install 3 x 1800 dia x 1200 mm soakwells	$	19,602.00
30/04/2026	Comex Civil	Supply and install 1200 dia X 1200 mm liner with pre cast base and combination side entry cover	$	25,168.00
02/04/2026	Commercial Aquatics Australia	March 2026- Monthly service charges	$	594.00
17/04/2026	Commercial Aquatics Australia	Spa UV annual service.	$	7,040.00
17/04/2026	Commercial Aquatics Australia	Supply 8 off floor inlets complete as per QU 4911	$	376.20
30/04/2026	Commercial Aquatics Australia	Indoor pump 1 discharge valve is not closing - BPLC	$	424.60
17/04/2026	Compu-Stor	Off-site Storage and Digitization	$	384.67
30/04/2026	Comware Pty Ltd	Screening & Delivery fee - Corals Last Stand	$	1,343.65
17/04/2026	Connect Services	Heavy Fleet replacement program for FY 2025/2026	$	88,433.86
02/04/2026	Contra-Flow Pty Ltd	Traffic management - various locations	$	39,094.97
17/04/2026	Contra-Flow Pty Ltd	Traffic management - various locations	$	59,782.78

30/04/2026	Contra-Flow Pty Ltd	Traffic management - various locations	$	44,748.14
02/04/2026	Corsign WA	Supply of signs various locations	$	2,346.85
17/04/2026	Corsign WA	Supply of signs various locations	$	8,757.65
30/04/2026	Corsign WA	Supply of signs various locations	$	316.50
30/04/2026	Cover Co	Refund of infrastructure bond	$	1,000.00
30/04/2026	Creation Landscape Supplies	Delivery of moss rock for Scarborough Beach Roundabout	$	284.00
02/04/2026	Cromag Pty Ltd t/as Sigma Telf	Supply of pool chemicals	$	2,959.00
17/04/2026	Cromag Pty Ltd t/as Sigma Telf	Supply of pool chemicals	$	2,333.33
30/04/2026	Cromag Pty Ltd t/as Sigma Telf	Supply of pool chemicals	$	6,544.43
02/04/2026	CSE Crosscom Pty Ltd	CSE network fee	$	3,201.00
17/04/2026	CSE Crosscom Pty Ltd	ICT hardware supplies	$	506.00
30/04/2026	CSE Crosscom Pty Ltd	RQ003851 CSE Network Fees -April 2026	$	3,201.00
02/04/2026	CTI Security Services Pty Ltd	Mobile Patrols/callouts and alarm monitoring various locations	$	418.46
17/04/2026	CW & SC Dearman	Fitness instructor fee	$	915.20
02/04/2026	D A Ross	Refund of infrastructure bond	$	1,000.00
17/04/2026	D Morrissy	Staff reimbursement - Purchase of Epipen	$	89.95
30/04/2026	D&L Studio Pty Ltd	Purchase of metal badges	$	159.50
17/04/2026	Dalin Electrical Controls	Annual geothermal VSD service	$	1,100.00
17/04/2026	Daniela Toffali	Fitness instructor fee	$	436.80
30/04/2026	Daniela Toffali	Fitness instructor fee	$	291.20
17/04/2026	DAPTH	Consultancy services - March 2026	$	3,135.00
30/04/2026	David Gray & Co Pty Ltd	Readi-rac rodenticide 80 x 100g 1x 8kg	$	163.33
02/04/2026	David Kaye	2 Piano Tuning	$	700.00
17/04/2026	Dazkat Pty Ltd	Facilitator - Adventure Quest Youth Week	$	1,450.00
30/04/2026	Deloitte Touche Tohmatsu	Preparation of the climate transition action plan	$	52,203.25
30/04/2026	Dene F Lawrence	Staff reimbursement - purchase for emergency management trailer	$	271.52
17/04/2026	Department of Local Government	Mar 2026 - Levy Collection Fee	$	14,965.96
02/04/2026	Department of Planning Lands a	DAP form 2	$	990.00
02/04/2026	Department of Social Serivces	Payroll deductions	$	2,556.46
17/04/2026	Department of Social Serivces	Payroll deductions	$	1,579.39
30/04/2026	Department of Social Serivces	Payroll deductions	$	1,579.39
17/04/2026	Department of Transport	March 2026 Disclosure of information fee	$	7,191.00
17/04/2026	Devco Builders	Repairs and maintenance - various locations	$	67,115.25
30/04/2026	Devco Builders	Loftus Rec Centre Upgrade	$	85,501.24
30/04/2026	Devco Builders	Repairs and maintenance - various locations	$	74,457.36
17/04/2026	Diabolik Books	Book voucher door prizes	$	150.00
02/04/2026	Dial-A-Nappy	Purchase huggies swim nappies for resale	$	660.00
30/04/2026	Dial-A-Nappy	Purchase of disposable nappies for resale	$	1,044.00
17/04/2026	Diana Bawden	May 2026 Leederville Oval Parking Permit Refund	$	185.00
02/04/2026	Diplomatik Pty Ltd	Hire of agency staff	$	2,292.31
17/04/2026	Diplomatik Pty Ltd	Hire of agency staff	$	4,132.19
30/04/2026	Diplomatik Pty Ltd	Hire of agency staff	$	4,102.03
17/04/2026	Discus on Demand Pty Ltd	50x swim school induction booklets + 50x	$	825.00
02/04/2026	Dismantle Main Account	General maintenance - 17.03.26	$	1,441.00
17/04/2026	Dominic Snellgrove	DRP meeting and advice	$	954.55
02/04/2026	Donegan Enterprises Pty Ltd	Playground repair and maintenance - various locations	$	22,333.30
17/04/2026	Donegan Enterprises Pty Ltd	Playground repair and maintenance - various locations	$	605.00
17/04/2026	Donna J Dama	Fitness instructor fee	$	202.80
30/04/2026	Donna J Dama	Fitness instructor fee	$	67.60
17/04/2026	Double G (WA) Pty Ltd	Irrigation design for Ellesmere/Eton Reserve	$	2,200.00
30/04/2026	Duncan Charles Phillips	GIS consulting services	$	16,957.50
17/04/2026	E & M Tutavaha	Staff reimbursement - Purchase of milk for admin	$	14.95
17/04/2026	Eagers WA Pty Ltd	Vehicle - Repairs and maintenance	$	974.95
30/04/2026	Eagers WA Pty Ltd	Vehicle - Repairs and maintenance	$	485.00
02/04/2026	Eamco Pty Ltd t/as EOS Electri	Electrical services - various locations	$	63,889.61
17/04/2026	Eamco Pty Ltd t/as EOS Electri	Electrical services - various locations	$	5,289.77
30/04/2026	Eamco Pty Ltd t/as EOS Electri	Electrical services - various locations	$	19,862.00
30/04/2026	Ebry Investments	Rates Refund	$	593.32
17/04/2026	Eclipse Soils Pty Ltd	40m3 Blowable Aquamor mulch delivered to depot	$	12,474.00
02/04/2026	Economic Development Australia	Membership fee - 26.04.26 to 30.06.26	$	464.75
02/04/2026	ELECTRICITY GENERATION AND RET	Electricity usage charges - various locations	$	99,906.31
17/04/2026	ELECTRICITY GENERATION AND RET	Electricity usage charges - various locations	$	74,467.67
30/04/2026	ELECTRICITY GENERATION AND RET	Electricity usage charges - various locations	$	104,816.26
30/04/2026	Elite Compliance Pty Ltd	Axford Park- 29 Scarborough Beach Road - Certification	$	440.00
17/04/2026	Emma Hodson	Staff reimbursement - Purchase of plants	$	77.74
30/04/2026	Emsol Document Solutions T/as	Printing services	$	1,907.39
17/04/2026	Environmental Health Australia	EHA Conference - staff training	$	4,950.00
02/04/2026	EnvisionWare Pty Ltd	FY 26-27-Annual subscription	$	5,046.20
15/04/2026	ER NG Woolf	April 2026- Meeting attendance & ICT allowance	$	3,418.33
02/04/2026	ES Vincent	Payroll deductions	$	10,722.03
17/04/2026	ES Vincent	Payroll deductions	$	7,216.30
30/04/2026	ES Vincent	Payroll deductions	$	7,317.31
30/04/2026	ES Vincent	March 2026- Total GST claimable on employee benefits	$	1,136.42
30/04/2026	ES Vincent	Payroll deductions	$	779.75
17/04/2026	Esther Castro-Mardini	Fitness instructor fee	$	150.00
02/04/2026	Exbo Signage and Print Pty Ltd	50 x no unauthorised parking signs & 20 abandoned vehicle note books	$	2,490.95
17/04/2026	Exteria	Driftwood bin surrounds - Bin Variation	$	1,732.50

3

30/04/2026	FACET	Unlocking our Heritage - Bringing Heritage to Life	$	65.00
17/04/2026	Finestone Investments Pty Ltd	Plumbing services - various locations	$	52,259.41
30/04/2026	Finestone Investments Pty Ltd	Plumbing services - various locations	$	2,757.45
17/04/2026	First Step Communications	Event at library	$	350.00
02/04/2026	Flexi Staff Group Pty Ltd	Hire of agency staff	$	6,714.54
17/04/2026	Flexi Staff Group Pty Ltd	Hire of agency staff	$	5,504.19
30/04/2026	Flexi Staff Group Pty Ltd	Hire of agency staff	$	7,865.74
02/04/2026	Flick Anticimex Pty Ltd	Pest control services - various locations	$	2,194.51
17/04/2026	Flick Anticimex Pty Ltd	Pest control services - various locations	$	772.21
02/04/2026	Fliptease Pty Ltd	Festival of Culture 2026 - MC	$	1,320.00
02/04/2026	Focus Networks	Remote adhoc support	$	1,265.00
17/04/2026	Focus Networks	ICT Managed Proactive Services, Additional Project block hours, internal pentest 2025	$	45,490.50
30/04/2026	Focus Networks	Power Bi analysts service charges & last password manager licences	$	13,832.50
30/04/2026	Foodbank of Western Australia	Facilitator - Nom! Families	$	1,355.42
30/04/2026	Fremantle Freelance	Screening and delivery fee - Corals last stand	$	300.00
02/04/2026	FVS Fire Pty Ltd	Monthly inspection and service fee for fire detection and fire pump sets various locations	$	4,280.21
17/04/2026	FVS Fire Pty Ltd	Monthly inspection and service fee for fire detection and fire pump sets various locations	$	3,043.13
30/04/2026	FVS Fire Pty Ltd	Monthly inspection and service fee for fire detection and fire pump sets various locations	$	6,227.35
30/04/2026	GAS Assets Pty Ltd	Renovations to Britannia Road and Charles Veryard	$	9,900.00
30/04/2026	Gavin Aung Than	Facilitator fee for cartoon workshop	$	550.00
30/04/2026	GC Sales (WA)	Quad keys - street litter bins per quote Q116	$	319.00
30/04/2026	Genotyping Australia Pty Ltd	PSHB Sampling Kit	$	330.00
30/04/2026	George Araj	Fees for attendance to audit and risk committee	$	1,215.00
30/04/2026	Gina Craven	Performance at Citizenship Ceremony - April 2026	$	400.00
30/04/2026	Go Doors Pty Ltd	Auto door maintenance various locations	$	1,203.40
02/04/2026	Go2Cup	Provision of GO2CUP services	$	2,602.60
30/04/2026	Goldensail Creative Pty Ltd	Small Flower Dome Workshop	$	1,540.00
02/04/2026	Goldpin Corporation Pty Ltd	Cycle studio repairs and maintenance	$	304.74
30/04/2026	Golly Investments	Catering services	$	762.95
30/04/2026	Good Samaritan Industries	General maintenance services	$	2,882.00
30/04/2026	Governance Institute of Austra	Attendance to governance and risk management forum	$	2,700.00
17/04/2026	GR & JM Rose	Rates Refund	$	808.71
02/04/2026	Grace Shannon	Fitness instructor fee	$	608.40
17/04/2026	Green By Nature Specialty Serv	Mar 2026 Leederville Oval maintenance works	$	11,202.13
17/04/2026	Green By Nature Specialty Serv	Mar 2026 Litis stadium works	$	3,836.25
02/04/2026	Green-Shore Builders Pty Ltd	Refund of infrastructure bond	$	6,000.00
30/04/2026	Gregory Clark	Refund of gym membership fee	$	357.33
17/04/2026	GripFactory Australia Pty Ltd	Annual deep cleaning for ramp and walkway	$	1,497.10
30/04/2026	Grosvenor Engineering Group Pt	Attend to admin site to conduct full audit	$	5,055.60
30/04/2026	Grow It Local	Grow it Local Garden Tour Hosted - Hosting fee	$	1,650.00
30/04/2026	H C Atkinson	Prize money for local history awards	$	150.00
17/04/2026	Hart Sport Australia Pty Ltd	Purchase of skipping ropes	$	331.00
02/04/2026	Hays Personnel Services (Austr	Hire of agency staff	$	14,185.04
17/04/2026	Hays Personnel Services (Austr	Hire of agency staff	$	8,917.27
30/04/2026	Hays Personnel Services (Austr	Hire of agency staff	$	6,567.70
17/04/2026	Hazel Swift	Refund for stirling cottage bus tour cancellation	$	55.00
30/04/2026	Head Oceania Pty Ltd	Purchase Zoggs items for resale in retail store - BPLC	$	15,139.85
02/04/2026	Health Insurance Fund of Austr	Payroll deductions	$	628.80
17/04/2026	Health Insurance Fund of Austr	Payroll deductions	$	209.60
30/04/2026	Health Insurance Fund of Austr	Payroll deductions	$	209.60
02/04/2026	Hempel (Wattyl) Australia Pty	Paint supplies	$	191.65
17/04/2026	Hempel (Wattyl) Australia Pty	Paint as required for graffiti removal.	$	183.85
17/04/2026	Highgate Forrest Park Playgrou	MCFP2526-002 Mural Co funding grant	$	2,295.00
02/04/2026	Highgate Primary School	Prize money for local history award	$	100.00
02/04/2026	Holcim (Australia) Pty Ltd	Supply of concrete	$	1,824.19
30/04/2026	Holcim (Australia) Pty Ltd	Supply of concrete	$	914.44
02/04/2026	Homewood Consulting Pty Ltd	Tree Plotter additional layer w/attributons	$	412.50
02/04/2026	Horizon West Landscape & Irrig	Repairs and maintenance system test and valve box	$	715.00
30/04/2026	Horizon West Landscape & Irrig	Supply and install of irrigation to Birdwood Square	$	184,409.50
02/04/2026	House of Hobby	Facilitator - Soy Candle Making Workshop	$	1,480.00
02/04/2026	Humphrey Group Australia	Les lilleyman Reserve - Fitness equipment	$	22,627.00
17/04/2026	Humphrey Group Australia	Kids outdoor playground equipment	$	13,181.30
30/04/2026	Humphrey Group Australia	Beatty Park Reserve exercise equipment	$	88,000.00
17/04/2026	Ian Mark Paton	Refund of infrastructure bond	$	5,000.00
02/04/2026	Iconic Property Services Pty L	Cleaning services and supplies for various locations	$	15,860.61
17/04/2026	Iconic Property Services Pty L	Cleaning services and supplies for various locations	$	62,212.53
30/04/2026	Iconic Property Services Pty L	Cleaning services and supplies for various locations	$	6,139.33
30/04/2026	Inhabit Place Pty Limited	Monthly access to dashboard minimum 3 month access	$	20,405.00
17/04/2026	Inlogik Pty Ltd	Mar 2026 monthly subcription fee	$	249.72
30/04/2026	Insight Enterprises Australia	February 2026- Azure plan	$	258.61
30/04/2026	Institute of Public Administra	Staff attendance to executive writing skills training	$	588.50
02/04/2026	J Blackwood & Son Ltd	Hardware supplies	$	983.72
17/04/2026	J Blackwood & Son Ltd	Hardware supplies	$	528.00
30/04/2026	J Blackwood & Son Ltd	Hardware supplies	$	3,148.57
30/04/2026	J H Fluid Transfer Solutions T	Depot - Oil Pad roll 400GSM 96cm x 44m inc delivery charges	$	608.23
02/04/2026	J K Hopkins	1 x Deluxe rapid span 1800 X 1800 workstation	$	788.00
02/04/2026	J P Marsland	Fitness instructor fee	$	2,147.60

02/04/2026	J R Harding and Associates Pty	Site inspection & provision report - Depot John XX	$	550.00
17/04/2026	Jackson McDonald General Accou	Legal fees	$	7,635.10
30/04/2026	Jackson McDonald General Accou	Legal fees	$	7,528.10
02/04/2026	Jackson Wheeler	Refund of infrastructure bond	$	3,000.00
02/04/2026	James Bennett Pty Ltd	Purchase of library books	$	54.09
17/04/2026	James Bennett Pty Ltd	Purchase of library books	$	1,023.40
30/04/2026	James Bennett Pty Ltd	Purchase of library books	$	702.17
30/04/2026	James Chung	Fitness instructor fee	$	270.40
02/04/2026	Janelle Pirone	Refund of infrastructure bond	$	8,000.00
17/04/2026	Jasons Signmakers	89MMX750MM alum ground sleeve 4 poles	$	833.58
17/04/2026	Jayde Murray	Rebate for modern cloth nappy subsidy	$	100.00
17/04/2026	Jeannie Smith	Refund o part membership fee - BPLC	$	506.92
17/04/2026	Jenna Lee de la Harpe	Rates Refund	$	562.50
17/04/2026	JJ Richards & Sons	Monthly waste disposal	$	1,029.60
30/04/2026	Joshua Saunders	Rates Refund	$	460.76
30/04/2026	K.S.Black Pty Limited	Supply and install irrigation cabinet Scarborough Bondi	$	34,390.57
30/04/2026	Kalamunda Fencing & Gatemakers	Supply and install of 80 lineal meters on new fence	$	13,123.00
02/04/2026	Karina Helene Noble	Fitness instructor fee	$	1,368.00
17/04/2026	Kasse M McCummiskey	Fitness instructor fee	$	473.20
30/04/2026	Kasse M McCummiskey	Fitness instructor fee	$	608.40
30/04/2026	Kate Smith	Fitness instructor fee	$	878.80
30/04/2026	Kathryn S Clare	Fitness instructor fee	$	473.20
02/04/2026	Kaya Carson	Festival of Culture - Damper Making Work	$	500.00
17/04/2026	Keenan McCloskey	Refund of gym membership fee	$	198.60
02/04/2026	KELYN TRAINING SERVICES	Traffic management Course attendance	$	9,990.00
02/04/2026	KELYN TRAINING SERVICES	Training course attendance fee	$	4,400.00
02/04/2026	Kennards Hire	Hire of minor plant and machinery	$	626.60
17/04/2026	Kennards Hire	Hire of minor plant and machinery	$	522.20
30/04/2026	Kennards Hire	Hire of minor plant and machinery	$	1,808.90
02/04/2026	Kilmore Group Pty Ltd	50% Retention release - BPLC Project	$	27,192.36
30/04/2026	Kingdale Investments Pty Ltd	Uniform supplies	$	2,266.44
30/04/2026	Kirsten L Langer	Hyde Park Festival 2026 - Bike Rack Hire	$	1,595.00
17/04/2026	Kleen West Distributors	EcoBlue vinyl gloves XL	$	330.00
30/04/2026	Kleenit Pty Ltd	High pressure cleaning for oxford st precinct	$	11,104.39
02/04/2026	Kone Elevators Pty Ltd	Repairs and maintenance for elevators -various locations	$	2,216.10
17/04/2026	Koorda's Crew Pty Ltd	Reconciliation Week activity for Story Time	$	275.00
17/04/2026	Kyocera Document Solutions Aus	Kyocera printer meeting reading	$	762.64
17/04/2026	L MccNamara	Rates Refund	$	862.73
17/04/2026	Landmark Products Pty Ltd	supply of 3 standard metro 120 L dual entry	$	16,291.00
30/04/2026	Lee Goddard-Williams	Rates Refund	$	435.83
02/04/2026	Leo Heaney Pty Ltd	Street Tree Pruning works	$	39,253.50
17/04/2026	Leo Heaney Pty Ltd	Street tree pruning works	$	19,877.00
30/04/2026	Leo Heaney Pty Ltd	Street Tree pruning works - various	$	37,144.25
17/04/2026	Leonie Helen Thompson t/as The	Printing services	$	590.15
17/04/2026	Les Mills	April 2026 Music license fees - Ultimate	$	1,496.13
02/04/2026	Leverock Pty Ltd	Purchase Zoggs Items for Resale in the retail store BPLC	$	2,745.60
17/04/2026	Leverock Pty Ltd	Purchase Zoggs Items for Resale in the retail store BPLC	$	1,452.00
30/04/2026	Leverock Pty Ltd	Purchase Zoggs Items for Resale in the retail store BPLC	$	4,237.06
30/04/2026	LG Solutions Pty Ltd	LG Solutions Month End Year End Subscription	$	6,930.00
02/04/2026	LINEMARKING WA PTY LTD	Line marking maintenance - various locations	$	11,858.33
02/04/2026	Liveable Group Pty Ltd	Tree pruning works and services various locations	$	17,757.70
17/04/2026	Liveable Group Pty Ltd	Tree pruning works and services various locations	$	7,467.35
30/04/2026	Liveable Group Pty Ltd	Tree pruning works and services various locations	$	14,685.83
02/04/2026	Living Turf	Annual pogo subscription	$	5,060.00
17/04/2026	Living Turf	Supply and application of sportsground fertilizer	$	20,924.20
30/04/2026	LIZO Pty Ltd	Battery Hedgetrimmer and battery for chainsaw	$	1,785.80
17/04/2026	Local Government Professionals	IPR Fundamentals Training	$	3,140.00
17/04/2026	Lucas W Kreinbihl	Refund of part gym membership fee	$	366.50
30/04/2026	Luke Riley Creative	Photography servicees - various	$	4,556.75
02/04/2026	Lumix Building Pty Ltd	Refund of infrastructure bond	$	20,000.00
30/04/2026	Lynn Stellar	Refund of part dog registration fee	$	30.00
30/04/2026	M N Harris Pty Ltd	Flat ben 1010mm W x 3020 mm Lx950mm	$	9,661.00
17/04/2026	M Ting Pty Ltd	FY 2025 - 2026 Business enhancement grants	$	1,992.50
17/04/2026	Macdonald Johnston Engineering	Minor plants repairs and maintenance	$	1,349.19
17/04/2026	Mackay Urban Design	DRP meeting and advice	$	778.25
02/04/2026	Main Roads Operating	Loop reinstatement on London St	$	4,860.59
30/04/2026	Main Roads Operating	Loop reinstatement on lord st to Edward st	$	8,329.71
30/04/2026	Major Motors Pty Ltd	Repairs and maintenance	$	2,725.36
30/04/2026	Margaret Davies	Where Does it Go and Waste Sorted Workshop fee	$	750.00
17/04/2026	Margaret T Doheny	Rates Refund	$	91.50
30/04/2026	Market Creations Agency Pty Lt	Phase 2- Council first API integration - 60%	$	5,960.46
17/04/2026	Martin May and Ulrich Kadolsky	Refund of part dog registration fee	$	100.00
02/04/2026	Mary Slater	Fitness instructor fee	$	218.40
17/04/2026	Mary Slater	Fitness instructor fee	$	72.80
30/04/2026	Mary Slater	Fitness instructor fee	$	72.80
30/04/2026	Masterprint Pty Limited	Authorisation Cards	$	22.00
17/04/2026	Masters Co	Spider spraying to all inaccessible area	$	1,732.50

30/04/2026	Masters Co	Bi-annual clean works - BPLC	$	9,735.00
02/04/2026	Matrix Traffic and Transport D	March 2026- Traffic Counts	$	1,100.00
17/04/2026	Matrix Traffic and Transport D	Traffic counts for Pier St	$	440.00
30/04/2026	Matrix Traffic and Transport D	Pedestrian Gap Data Analysis for 2 locations	$	880.00
17/04/2026	Matthew Biocich	Festival of Culture 2026 - Photography	$	940.50
30/04/2026	Matthew Clark	Staff reimbursement - Return of shipping	$	60.70
30/04/2026	Mazami Pty Ltd	Gut health talk	$	385.00
30/04/2026	McGees Property	Rental valuation for 4 car park bays	$	2,750.00
17/04/2026	McLeods Lawyers	Legal fees	$	16,912.28
30/04/2026	McLeods Lawyers	Legal fees	$	10,644.96
02/04/2026	Meeting for Minds	Community support funding - Youth Mental Health Program	$	4,820.00
17/04/2026	Message4U Pty Ltd	March 2026 SMS Integrating for Phoenix	$	643.37
17/04/2026	Messages on Hold Australia Pty	Provision of on hold equipment and programing	$	478.86
17/04/2026	Michael T Duckett	Consultancy services	$	975.00
30/04/2026	Michelle Lorraine Kember-Imrie	Website content presentation and training	$	600.00
30/04/2026	Midland Monumental Works	Axford Plaque -Supply Bronze PLAQUE.	$	7,612.00
30/04/2026	Miller and Baker	Catering services for citzenship services	$	1,150.00
02/04/2026	Mindarie Regional Council	Processable and Non processable waste collections	$	76,402.51
17/04/2026	Mindarie Regional Council	Processable and Non processable waste collections	$	38,926.25
30/04/2026	Mindarie Regional Council	Processable and Non processable waste collections	$	27,356.01
17/04/2026	Modern Teaching Aids	Purchase of educational toys - Library	$	1,028.28
02/04/2026	More Than Print	Printing services	$	264.00
17/04/2026	More Than Print	Printing services	$	418.00
30/04/2026	Mr Alexander Circosta	Rainbow Picnic 2025 - MC	$	800.00
02/04/2026	Mr Giuseppe Bozzelli	Refund for Stirling cottage bus tour which was cancelled	$	110.00
17/04/2026	Mrs Yolanda N Morris	Refund of infrastructure bond	$	3,000.00
17/04/2026	Muchea Tree Farm	Purchase of plants supplies	$	32,650.00
17/04/2026	Muhamad Hafiz bin Ismail	Smarty grants heritage assistance fund	$	3,925.00
30/04/2026	Murdoch University	Facilitator fee- Community event Bird Walk	$	242.00
02/04/2026	Nadia Julia	Festival of Culture - Face painting	$	850.00
02/04/2026	Nao Williams	Fitness instructor fee	$	168.00
02/04/2026	Natural Area Holdings Pty Ltd	Weed control - various locations	$	4,994.00
17/04/2026	Natural Area Holdings Pty Ltd	Hyde park islands - post PSHB restoration works	$	2,068.00
30/04/2026	Natural Area Holdings Pty Ltd	Renew perimeter fencing.- Edinboro St Reserve	$	29,475.60
02/04/2026	Naturalis Spring Water	Delivery of water bottles for reception area	$	30.00
17/04/2026	Newground Water Services Pty L	Sullivan Logistic Oval - Retention release 2.5%	$	62,654.38
17/04/2026	Newground Water Services Pty L	Claim 1- Weld square irrigation works	$	37,292.88
17/04/2026	Newground Water Services Pty L	Irrigation Design - Robertson Park POS Conversion	$	1,628.00
02/04/2026	Nightlife Music Pty Ltd	Supply Crowd DJ for the gym - April 2026	$	417.94
30/04/2026	Nightlife Music Pty Ltd	Mar 2026 - Supply of crowd DJ for the gym BPLC	$	417.94
17/04/2026	Noma Pty Ltd	DRP meeting and advice	$	8,305.00
30/04/2026	Northsands Resources	Sand paving - March 2026	$	3,880.40
30/04/2026	Northshore Unit Inc. - SES	Quarter 4- FESA SES contribution	$	15,039.75
30/04/2026	Nulook Homes Pty Ltd	Refund of infrastructure bond	$	5,000.00
17/04/2026	Omnicom Media Group Australia	Advertisment for public notice	$	339.47
30/04/2026	Omnicom Media Group Australia	Advertisement for local government tenders	$	885.24
02/04/2026	Open Systems Technology Pty Lt	April 2026 - Council first subscription	$	37,083.57
30/04/2026	Open Systems Technology Pty Lt	ICT Professional Services, Micrsoft azure, STP transactions	$	11,490.53
17/04/2026	Optus Billing Services Pty Ltd	Monthly mobile/ internet charges	$	6,870.80
02/04/2026	Osborne Autos Pty Ltd	Fleet replacement program FY 2025/2026	$	177,160.80
30/04/2026	Outdance Incorporated	FACILITATOR - Transgender Day of Visibility	$	180.00
02/04/2026	Oxford Retail Pty Ltd	Purchase of 4 frames inserts & printing services - various	$	313.40
17/04/2026	Oxford Retail Pty Ltd	Printing services	$	461.00
30/04/2026	Oxford Retail Pty Ltd	Printing services	$	715.45
02/04/2026	P & R Trust t/as Workwear Supp	Uniform supplies	$	176.66
30/04/2026	P & R Trust t/as Workwear Supp	Uniform supplies	$	456.17
17/04/2026	P A Rojo Diaz	Fitness instructor fee	$	1,326.00
30/04/2026	Park Holdings (WA) Pty Ltd	Replacing carpet at subiaco football club	$	9,740.23
30/04/2026	Parkers Yellowmetal Pty Ltd	Supply and install 3x2 mm 304 SS Table Covers	$	17,627.50
30/04/2026	Parkers Yellowmetal Pty Ltd	Supply and install 47X4 MM Aluminium Table inserts	$	5,802.50
17/04/2026	Pasquale Parrelli	Refund of infrastructure bond	$	275.00
30/04/2026	Paxon Business & Financial Ser	Internal audit service	$	4,932.58
30/04/2026	Payble Pty Ltd	Rates Direct Debit Management system	$	24,750.00
7/04/2026	Payroll deductions	Payroll deductions	$	905,992.96
21/04/2026	Payroll deductions	Payroll deductions	$	931,134.90
02/04/2026	Pei-Chea Tran	Fitness instructor fee	$	270.40
17/04/2026	Pei-Chea Tran	Fitness instructor fee	$	270.40
30/04/2026	Pei-Chea Tran	Fitness instructor fee	$	270.40
02/04/2026	Pendlebury Constructions	Refund of infrastructure bond	$	2,000.00
02/04/2026	People Sense	February 2026- EAP counselling	$	2,295.90
02/04/2026	People Sense	January 2026- EAP counselling	$	1,530.60
30/04/2026	People Sense	Mar 2026 - EAP counselling	$	2,806.10
02/04/2026	Perth Asian Community Centre	Festival of Culture - PACC - Chinese Dance	$	352.00
30/04/2026	Perth International Arts Festi	Event Sponsorship 2025-26 - Casa Music	$	5,500.00
02/04/2026	PEST Australia Pty Ltd	Handheld and Backpack Weed Management Course	$	5,950.00
30/04/2026	Peter Cicanese	Staff reimbursement - parking ticket	$	95.76
30/04/2026	Peter Lawlor	Refund of infrastructure bond	$	250.00

17/04/2026	Phase3 Landscape Construction	Progress claim 18: Robertson Park Stage	$	355,560.64
17/04/2026	Phase3 Landscape Construction	Retention release - Robertson Park	$	34,899.68
02/04/2026	Pixelcase Group Pty Ltd	4G snapshot - Monthly charges	$	2,255.00
30/04/2026	Pixelcase Group Pty Ltd	Monthly charges - 6 Aero Ranger Vehicle	$	11,794.12
02/04/2026	PJA Holdings (Australia) Pty L	Perth inner city 40 km/h - Project management	$	4,345.00
30/04/2026	PJA Holdings (Australia) Pty L	Oxford Street Feasibility Project -Bike action plan	$	2,750.00
02/04/2026	Place Leaders Association	Place Leaders Asia Pacific - Urban Leaders' Summit	$	69.00
17/04/2026	Planning Institute Australia	PIA Emerging Planners Summit - 27.03.26	$	150.00
02/04/2026	Playpro Operations	Supply and install concrete pads & Install bench	$	2,970.00
30/04/2026	Plunkett Homes	Refund of infrastructure bond	$	5,000.00
30/04/2026	Pool Robotics Perth	Repair to Dolphin Wave 100 pool cleaner	$	2,458.35
30/04/2026	Premise Australia Pty Ltd	Purchase of thermal labels and printer ribbon	$	8,859.84
30/04/2026	Premise Australia Pty Ltd	SAT 41-43 Angove - Service Station	$	2,621.41
17/04/2026	Pretone Graphics	Printing services	$	841.50
30/04/2026	Pretone Graphics	Printing services	$	220.00
02/04/2026	Price Consulting Group	CEO Performance for 2024/2025	$	4,840.00
02/04/2026	PriceMark Pty Ltd	RFID silicone band 55mm & 65 mm	$	3,154.80
30/04/2026	PriceMark Pty Ltd	RFID silicone band	$	1,339.80
02/04/2026	Print and Sign Co	Printing services - various	$	4,853.20
17/04/2026	Print and Sign Co	Printing services - various	$	1,928.01
30/04/2026	Print and Sign Co	Printing services - various	$	2,786.85
02/04/2026	PWE Consulting (WA) Pty Ltd	Consulting fee for The Avenue and Frame Court CP	$	9,350.00
15/04/2026	R Wheadon R Hendon	April 2026- Meeting attendance and ICT allowance	$	3,418.33
17/04/2026	RAC Motoring	Surefire batteries for the vehicles	$	747.00
02/04/2026	Rachael D Berry	Chair yoga program	$	2,560.00
02/04/2026	Rachel Freitas	Fitness instructor fee	$	360.00
17/04/2026	Rada Mirceta	Gym cleaning services - BPLC	$	19,930.00
30/04/2026	Rada Mirceta	Gym cleaning services - BPLC	$	15,980.00
17/04/2026	RBD Building and Maintenance	Refund of infrastructure bond	$	3,000.00
17/04/2026	Reba Trust AC Ang. Lim & Cie	Jan 2026- Mar 2026 - Parking Revenue Distribution	$	50,231.67
17/04/2026	Redimed Pty Ltd - Receipts WA	Pre - Employment Medical - staff	$	133.10
17/04/2026	Regents Commercial Trust Accou	Land tax for Lot 50 7 renta payment - April 2026	$	23,202.64
30/04/2026	Regents Commercial Trust Accou	Rent payment - May 2026	$	9,553.84
30/04/2026	Remote Asset Inspection & Main	Truck operation staff	$	17,457.00
30/04/2026	Rental Management Australia Pt	Rates Refund	$	445.71
02/04/2026	Repco Auto Parts	Dashcam For Tractor	$	1,860.10
17/04/2026	Residential Building WA Pty Lt	Refund of infrastructure bond	$	2,000.00
02/04/2026	Rex Ian Randell	Refund of cancelled application fee	$	171.65
17/04/2026	Richard Harrison	Beehive treatment	$	250.00
02/04/2026	RJM Belmont Pty Ltd	Diamond Grind floor with Dust Extraction	$	3,041.25
02/04/2026	Rochelle Massie	Henna at Festival of Culture	$	600.00
02/04/2026	Rockwater Proprietary Limited	Geothermal monitoring and regulator assistance - BPLC	$	3,575.00
30/04/2026	Rockwater Proprietary Limited	Geothermal monitoring and regulator assistance - BPLC	$	768.63
30/04/2026	Rodney Gingrich	Rates Refund	$	1,004.78
30/04/2026	Roof Safety Solutions Pty Ltd	Install replacement 3 Sixty - Rapid Top Mount Anchor - indoor chamgeroon roof air con installation	$	294.03
17/04/2026	Rosemount Hotel	Jan 2026 - Mar 2026 - Parking Revenue Distribution	$	17,084.38
30/04/2026	Rosevale Electrical	Electrical services - BPLC	$	8,467.80
02/04/2026	RPG Auto Electrics	Minor plants repairs and maintenance	$	484.00
02/04/2026	RTRFM 92.1 LTD	Event Sponsorship - Neon Picnic	$	2,200.00
02/04/2026	Rugby Australia Ltd	Refund of infrastructure bond	$	40,000.00
30/04/2026	Ryan & Lauren Melling	Refund of infrastructure bond	$	2,000.00
17/04/2026	S & H Investments Pty Ltd	Hardware IT supplies	$	317.90
30/04/2026	S & H Investments Pty Ltd	ICT hardware supplies	$	1,673.10
17/04/2026	S & S Massey	Milk supplies	$	381.60
30/04/2026	S & S Massey	Milk supplies for depot	$	381.60
02/04/2026	S Bottecchia	Refund of part dog registration fee	$	150.00
02/04/2026	S.A.S Locksmiths	Key cutting and lock maintenance service	$	416.50
17/04/2026	S.A.S Locksmiths	Key cutting and lock maintenance service	$	689.01
30/04/2026	S.A.S Locksmiths	Key cutting and lock maintenance service	$	132.50
30/04/2026	Sage Consulting Engineers Pty	Consultancy services - Robertson Park - Stage 1 B	$	6,006.00
30/04/2026	Saint Benoit Pty Ltd	Fees for attendance to audit and risk committee	$	1,215.00
02/04/2026	Salt Residential	Refund of infrastructure bond	$	5,000.00
17/04/2026	Samantha Tulloch	Refund of part dog registration fee	$	150.00
30/04/2026	Samuel Pilot	Festival of Culture 2026	$	1,500.00
17/04/2026	Samuel Ridgeway	Rates Refund	$	443.94
02/04/2026	Sanax Medical	Supply first aid consumables	$	87.59
02/04/2026	Santella	Refund of infrastructure bond	$	3,000.00
02/04/2026	Sarah Petryszyn Day	Rebate for modern cloth nappy subsidy	$	77.35
02/04/2026	Shaaron Taylor	Fitness instructor fee	$	546.00
17/04/2026	Shaaron Taylor	Fitness instructor fee	$	312.00
30/04/2026	Shaaron Taylor	Fitness instructor fee	$	312.00
02/04/2026	Shashini Dissanayake	Rebate for modern cloth nappy subsidy	$	74.82
02/04/2026	Shelley Beckett	Festival of Culture 2026 - Photo Booth	$	850.00
17/04/2026	Sherina Patchett	Fitness instructor fee	$	738.40
30/04/2026	Six Axis Nominees Pty Ltd	Uniform supplies	$	3,359.67
02/04/2026	SJR Civil Consulting Pty Ltd	Consultancy services	$	10,230.00
17/04/2026	SJR Civil Consulting Pty Ltd	Oxford st and Right of way - Final claim payment	$	3,300.00

02/04/2026	Skipping Stones Refillery	Community engagement attendance	$	400.00
17/04/2026	Social Pinpoint Pty Ltd	Year 2- Annual subscription 28.05.26 to 27.05.26	$	32,546.80
30/04/2026	Soco Studios	Printing services	$	412.50
30/04/2026	Soco Studios	Photography services Grow it Local Busy	$	412.50
30/04/2026	Sok Hwa Ngoh	Refund of planning application fee	$	147.00
15/04/2026	Sophie M Greer	April 2026- Meeting and ICT allowance	$	3,418.33
17/04/2026	South East Regional Centre for	Training course attendance by 4 staff	$	875.60
17/04/2026	Specialized Cleaning Group Pty	Hire of minor plant and machinery	$	1,068.75
17/04/2026	Sports Surfaces Group Pty Ltd	Britannia Road Res - Renewal/upgrades to practice	$	17,439.40
02/04/2026	Sports Turf Technology Pty Ltd	Annual ground water monitoring summary & SWL level at Hyde Park	$	4,282.85
30/04/2026	Sports Turf Technology Pty Ltd	Statis water levels check April 2026 - 17 sites@$170	$	2,992.00
02/04/2026	St John Ambulance Western Aust	Festival of Culture - St John First Aid	$	693.00
17/04/2026	St John Ambulance Western Aust	Basic First Aid - 2-hour onsite first aid	$	300.00
02/04/2026	St Patrick's Day WA Inc	St Patricks Day event funding	$	18,190.23
30/04/2026	Stacey Grandison	Refund of part dog registration fee	$	100.00
02/04/2026	Stantons International Audit &	Professional services rendered - Leeder Ville Carpark	$	1,185.80
30/04/2026	Stephen Philip Doran	Facilitator - Mini Rocket Car Workshop	$	700.00
02/04/2026	StrataGreen	Materials and Supplies for parks	$	1,976.84
02/04/2026	Stuart Edward Nahajski	Leederville Carpark Redevelopment Evaluation Panel	$	6,000.00
30/04/2026	Stuart M Armstrong	Maintenance fee of filter and bore	$	656.28
30/04/2026	Suez Recycling & Recovery (Per	Mar 2026 - Processing of comingled wawste	$	9,493.01
17/04/2026	Sunny Industrial Brushware Pty	6x recycling Gutter brooms for Road sweeper P3763	$	561.00
30/04/2026	Supagas Pty Ltd	P3011 - Forklift Gas 18kg	$	298.32
30/04/2026	Survey Dynamics	Feature surveys: Corner of Fitzgerald st	$	7,337.00
02/04/2026	Susanne Koessler	Rebate for modern cloth nappy subsidy	$	100.00
02/04/2026	Suzanne Smart	Fitness instructor fee	$	249.60
30/04/2026	Suzanne Smart	Fitness instructor fee	$	546.00
15/04/2026	Suzanne Worner	April 2026- Meeting and ICT allowance	$	3,418.33
02/04/2026	Syber	Refund of application fee for permit for filming	$	110.00
17/04/2026	Sydel Nominees Pty Ltd t/as Im	Printing services	$	176.00
30/04/2026	Sydel Nominees Pty Ltd t/as Im	2x program in progress + 2x medium lap lane signs	$	710.60
30/04/2026	Talis Consultants Pty Ltd	Consultancy services - Angove st	$	7,419.50
17/04/2026	Tamala Park Regional Council	March 2026- Account for GST payable and receiveable	$	9,861.54
17/04/2026	Tanja Gerum	Staff reimbursement - Plant tube stocks	$	293.28
17/04/2026	Tara Mazzulla	Fitness instructor fee	$	390.00
02/04/2026	Telstra Limited	4268061300 - Service and equipment renta	$	210.01
02/04/2026	Tempfence WA	Hire of temporary fence	$	440.00
02/04/2026	Temptations Catering	Catering for Transport Advisory Group on 25.03.26	$	195.84
17/04/2026	Temptations Catering	Catering - various events	$	951.82
30/04/2026	Temptations Catering	Catering - various events	$	777.31
17/04/2026	Terri-ann White	Rates Refund	$	65.29
30/04/2026	Tess Alexandra Hooper	Smarty grants heritage - Assistance fund	$	5,000.00
17/04/2026	The BBQ Man	BBQ's cleaning for various locations & Oxford St reserve presure cleanning	$	9,690.44
02/04/2026	The Chung Wah Association Inc.	Festival of Culture - Lion Dance Perform	$	1,000.00
17/04/2026	The de Mol Group of Companies	Apr - 2026 CCTV Equipment agreement	$	33.00
17/04/2026	The Fruit Box Group Pty Ltd	Milk supplies for BPLC	$	217.85
30/04/2026	The Fruit Box Group Pty Ltd	Monthly milk supplies BPLC	$	121.49
17/04/2026	The Leisure Institute of WA Aq	Annual membership fee FY 2026-2027	$	150.00
17/04/2026	The Pest Man	General pest control services	$	350.00
02/04/2026	The Royal Life Saving Society	Maintenance and servicing - various locations	$	7,761.70
02/04/2026	The Royal Life Saving Society	Pool lifeguard license renewal	$	1,432.00
17/04/2026	The Royal Life Saving Society	Maintenance and servicing various locations	$	8,755.19
30/04/2026	Thomas Beggan	Event performance Playing bagpipes on ANZAC day event	$	750.00
17/04/2026	Tocojepa Pty Ltd t/as T-Quip	Draw rod complete , vertidrain P 2519 & Blades for z turn mower	$	1,530.17
17/04/2026	Tomomi Yamamoto	Festival of culture 2026 - Origami works	$	660.00
02/04/2026	Total Eden	Reticulation parts	$	4,821.52
17/04/2026	Total Eden	Reticulation parts	$	256.31
30/04/2026	Total Eden	Reticulation parts	$	87.79
02/04/2026	Totally Workwear Mt Hawthorn	Uniform supplies	$	360.00
17/04/2026	Totally Workwear Mt Hawthorn	Uniform supplies	$	900.00
30/04/2026	Totally Workwear Mt Hawthorn	Uniform supplies	$	1,067.39
17/04/2026	Toucan Hospitality	FY 2025 - 2026 Business enhancement grants	$	5,000.00
02/04/2026	Tracklink WA Pty Ltd	Hire of excavator operator and water standpipe hire	$	20,591.45
17/04/2026	Tracklink WA Pty Ltd	Hire of agency staff	$	1,922.80
30/04/2026	Tracklink WA Pty Ltd	Hire of plant and machinery	$	6,600.00
02/04/2026	Transpacific Industries PL	140 Lts refuse residential and 240 Lts Commercial waste collections	$	37,483.99
17/04/2026	Transpacific Industries PL	Bins for events	$	638.46
30/04/2026	Transpacific Industries PL	140 Lts , 240 Lts Recycle commercial bins , bins for events	$	88,041.85
17/04/2026	Trayd Australia Pty Ltd	Painting at clubroom	$	1,181.40
30/04/2026	Trustee for Holdsworth Trust t	DRP meeting and advice	$	1,320.00
02/04/2026	Turkington J D	Dumpling making workshop photography 1 hour	$	220.00
17/04/2026	Tyler Bikaun	Refund of part membership fee - BPLC	$	453.47
30/04/2026	UHG Trading Pty Ltd	Call out to investiage hoist not operating	$	363.00
30/04/2026	Universal Diggers	Bogie Tipper - Bobcat Hire	$	6,262.41
30/04/2026	Urban Development Institute of	Staff attendance to training course fee	$	165.00
17/04/2026	Urbis Pty Ltd	DRP meeting and advice	$	1,980.00
30/04/2026	Urbis Pty Ltd	Heritage Advice to Support Council Recommendations	$	8,470.00

8

30/04/2026	Vanessa Forbes	Fitness instructor fee	$	223.08
17/04/2026	Vater Investments Pty Ltd	Festival of Culture 2026 - AV Requirements	$	2,010.80
17/04/2026	Vater Investments Pty Ltd	Broken Generator from Pride	$	473.00
02/04/2026	Vault Protective Security Serv	Supply of security officer	$	742.50
17/04/2026	Veolia Recycling & Recovery Pt	General waste collections - BPLC	$	3,003.97
30/04/2026	Veolia Recycling & Recovery Pt	Green waste collections - various locations	$	611.76
02/04/2026	Vicki Angage	Rates Refund	$	1,083.92
30/04/2026	Vietnamese Australia Women Ass	Festival of Culture 2026	$	400.00
30/04/2026	Vincent Men's Shed	Replaced RCD switch in fuse box	$	220.00
17/04/2026	Vorgee Pty Ltd	Purchase Vorgee Items for resale in the retail store BPLC	$	844.80
17/04/2026	W.A. Limestone Co	19mm Limestone	$	1,732.22
30/04/2026	WA Library Supplies	Purchase of library books	$	1,071.64
02/04/2026	WA Local Government Associatio	Access to the Salary and Workforce Survey 2025	$	1,978.90
17/04/2026	WA Local Government Associatio	Walga PSHB seminar 28/11/25	$	180.00
30/04/2026	WA Local Government Associatio	Delivery charge of Speed radar signs from WALGA	$	134.74
17/04/2026	WA Rangers Association	DD1 vehicle door decals	$	60.00
17/04/2026	WA Safety Tape & Mesh	40 x CO1233 700mm Orange reflective cone	$	758.00
30/04/2026	WA Safety Tape & Mesh	Barricade Tape (Red / White)	$	1,280.00
30/04/2026	Ward Avenue Holdings T/as Offi	DL holder - Kambarang Room	$	175.00
02/04/2026	Waste Management and Resource	Webinar fee	$	50.00
02/04/2026	Water Corporation	Water usage charges - various locations	$	28,108.64
17/04/2026	Water Corporation	Water usage charges - various locations	$	5,576.60
30/04/2026	Water Corporation	Water usage charges - various locations	$	35,023.06
30/04/2026	WC Convenience Management	Feb 2026 - Maintenance exeloos - Various locations	$	4,831.13
30/04/2026	WC Convenience Management	March 2026 - Maintenance exeloos - Various locations	$	4,831.13
02/04/2026	Westbooks	Library books purchases	$	1,770.09
30/04/2026	Westbooks	Purchase of library books	$	1,643.53
17/04/2026	Western Australian Land Inform	March 2026 - Online Shop	$	130.40
30/04/2026	Western Australian Land Inform	GRV interim valuations	$	1,691.41
17/04/2026	Western Australian Local Gover	3 Excess motor vehicle claims	$	1,500.00
30/04/2026	Western Australian Local Gover	Excess motor vehicle claim	$	500.00
02/04/2026	Western Metropolitan Regional	FOGO processing and verge vallet collections	$	77,445.23
30/04/2026	Western Metropolitan Regional	FOGO processing and verge vallet collections	$	166,731.66
02/04/2026	West-Sure Group P/L	Cash collections services - Ranger dept	$	561.00
17/04/2026	West-Sure Group P/L	Cash collections - Parking	$	374.00
30/04/2026	West-Sure Group P/L	Cash collections services - various locations	$	423.50
30/04/2026	William Buck Consulting (WA) P	Fees for attendance to audit and risk committee	$	1,215.00
02/04/2026	Winc Australia Pty Limited	Stationery and Office Supplies	$	1,174.16
17/04/2026	Winc Australia Pty Limited	Stationery and Office Supplies	$	1,232.08
30/04/2026	Winc Australia Pty Limited	Stationery and Office Supplies	$	128.57
17/04/2026	Woodlands Distributors & Agenc	Dog bags compostable	$	8,537.76
02/04/2026	Woolworths Group Limited	Milk supplies	$	87.47
17/04/2026	Woolworths Group Limited	Milk supplies	$	152.30
30/04/2026	Woolworths Group Limited	Milk supplies	$	324.41
17/04/2026	Worldwide Online Printing Cann	Printing services	$	374.00
02/04/2026	Yamatji Southern Regional Corp	Refund of microbusiness	$	197.70
17/04/2026	Yanis Kammoun	Refund for monthly debit fee	$	60.05
02/04/2026	Yolande Gomez	Fitness instructor fee	$	1,393.60
17/04/2026	Yolande Gomez	Fitness instructor fee	$	780.00
30/04/2026	Yolande Gomez	Fitness instructor fee	$	660.40
30/04/2026	Yvonne Loveland	March 2026 - PICG executive services	$	8,800.00
02/04/2026	Zenien	CCTV systems consulting / installation	$	7,467.08
30/04/2026	Zenien	CCTV System maintenance and consulting and installation	$	12,163.49
17/04/2026	Zettagrid Pty Ltd	Enterprise internet and NBN fee	$	2,581.70
30/04/2026	ZIP Heaters Aust Pty Ltd	Hyrdotap maintenace - Royal Park Hall	$	570.77
17/04/2026	Zipform	2nd Reminder notice FY 2025-26	$	2,698.68
Grand Total			**$**	**8,817,707.28**

Creditors Report - Payments by Direct Debit 01 April 2026 to 30 April 2026				
Credit Card Transactions for the Period - 01 April 2026 to 30 April 2026				
Card Holder	***Date***	***Payee***	***Description***	***Amount***
CEO	01/04/2026	Uber *Eats Help.Uber.C Sydney Aus	Catering for City Events - Council Workshop 310326	$ 560.98
	22/04/2026	Claise Brook Cbdc Perth Wa	Hire of Meeting Room - Claisebrook Hub Meeting	$ 396.00
	29/04/2026	Wanewsdti Osborne Parkaus	West Australian Newspaper Subscription - 29/03/26	$ 102.60
	30/04/2026	Australian Local Gov Deakin	Registration for CEO - NGA, Canberra 2026	$ 1,349.00
				$ 2,408.58
Executive Director Infrastructure and Engineering				
	2/04/2026	Arboricultureaustralia Hallam Vic	Arboriculture Aust Conf 13-15 April 2026	$ 1,294.01
	2/04/2026	Arboricultureaustralia Hallam Vic	Arboriculture Aust Conf 13-15 April 2026	$ 1,294.01
	2/04/2026	Webjet 0370439058 Aus	Flights to Conference Arboriculture Aust Conf	$ 3,542.26
	9/04/2026	Paypal *Quantifiedt 01625618999 00	Training Quantified Tree Risk Assessment	$ 1,078.00
	13/04/2026	International Transaction Fee	Disuted transactions under investigation	$ 0.69
	13/04/2026	Colorboygeo 8653562594 Ga ##0426	Disuted transactions under investigation	$ 27.66
	20/04/2026	Tech Rentals Blackburn Noaus	20 x temperature loggers	$ 765.60
				$ 8,002.23
Executive Director Strategy and Development				
	21/04/2026	ASIC Sydney AUS	Compliance Services - ASIC Search	$ 20.00
				$ 20.00
Manager Marketing and Partnerships				
	1/04/2026	Facebk *L4Ngljr7R2 Dublin Irl	Facebook advertising	$ 7.31
	9/04/2026	Coles 0357 North Perth Wa	Community event supplies	$ 150.00
	13/04/2026	Intuit Mailchimp Sydney Aus	Enewsletter platform	$ 608.45
	14/04/2026	International Transaction Fee	Website Live Chat- int'l tran fee	$ 3.51
	14/04/2026	Pure Chat, Inc. (A Sub Chesapeake Va ##0426	Website Live Chat	$ 140.41
	16/04/2026	International Transaction Fee	Online form tool - int'l tran fee	$ 1.52
	16/04/2026	Jotform Pty Ltd Mortlake Aus ##0426	Online form tool	$ 60.80
	16/04/2026	Coles 0357 North Perth Wa	Community event supplies	$ 11.62
	17/04/2026	Tourismcoun 0894160700 Aus	Events workshop	$ 196.00
	22/04/2026	Woolworths Online Bella Vista	Citizenship ceremony supplies	$ 293.95
	24/04/2026	International Transaction Fee	Marketing scheduling tool- int'l tran fee	$ 26.73
	24/04/2026	Asana.Com San Francisca ##0426	Marketing scheduling tool	$ 1,069.37

Card Holder	Date	Payee	Description	Amount
	28/04/2026	International Transaction Fee	Social media scheduling tool - int'l tran fee	$ 17.51
	28/04/2026	Sprout Social, Inc 8668783231 Il ##0426	Social media scheduling tool	$ 700.52
				$ 3,287.70
Executive Manager Information and Communication Technology				
	2/04/2026	Onetouch Enterprises Pyrmont Nsw	TouchSMS	$ 33.51
	7/04/2026	International Transaction Fee	AssetSonar Intl Transaction Fee	$ 13.86
	7/04/2026	Assetsonar.Com Carson City Nv ##0426	AssetSonar ICT Asset DB Apr26	$ 554.58
	7/04/2026	International Transaction Fee	Yodeck International Transaction Fee	$ 9.84
	7/04/2026	Yodeck.Com Flipnode San Franciscca ##0426	Yodeck Ent Plan Subs Apr26	$ 393.70
	7/04/2026	International Transaction Fee	SendGrid International Transaction Fee	$ 3.28
	7/04/2026	Twilio Sendgrid San Franciscca ##0426	Twilio SendGrid Apr26	$ 131.16
	7/04/2026	Simplybook.Me Limassol Nic	SimplyBook Me BP Creche Booking System	$ 80.00
	8/04/2026	Nodeone Geraldton Wa	NodeOne Broadbank Link for BP	$ 109.00
	10/04/2026	Microsoft#G151555423 Msbill.Info Aus	Microsoft Azure Std Mgmt, Gov & Storage	$ 271.67
	13/04/2026	Ezi*M2M One Pty Ltd Kensington Aus	M2M One Services for Park Retics	$ 504.97
	13/04/2026	Anthropic: Claude Team San Franciscca	Claude AI for Finance Team Standard	$ 289.12
	17/04/2026	Anthropic San Franciscca	Claude AI for Finance Team Prepaid extra usage	$ 10.00
	27/04/2026	Onetouch Enterprises Pyrmont Nsw	TouchSMS	$ 33.51
				$ 2,438.20
Branch Librarian				
	13/04/2026	Sp Sticky Vinyl Aust Seaford Meadact	Processing tools	$ 86.83
	13/04/2026	Paypal *Games Shop 4029357733 Aus	Mahjong sets & equipment	$ 525.45
	15/04/2026	Woolworths Online Bella Vista	School holiday program catering	$ 244.40
	16/04/2026	Apple.Com/Bill Sydney Aus	School holiday program resource	$ 11.99
	20/04/2026	Www.Officestock.Com.Au Melbourne Vic	Public - main library furnishings	$ 607.00
	23/04/2026	Sp Elizabeth Richard Kings Park Nsw	Early literacy book tubs	$ 155.20
				$ 1,630.87
Council Liasion Officer				
	15/04/2026	Uber *Eats Help.Uber.C Sydney Aus	Catering for Council Meeting 21 April 2026	$ 540.48
	17/04/2026	Woolworths 4341 Currambine Wa	Drinks for Council Meetings	$ 118.20
	17/04/2026	Dd *Bunnmee Melbourne Vic	Refund on Invoice for 17 March 2026	-$ 0.11
	20/04/2026	A1 Quality Laundroma Joondalup Wa	Laundry of Council Tablecloths	$ 29.00
	22/04/2026	The Good Grocer Leeder Leederville Wa	Catering for Council Meeting 21 April 2026	$ 110.00

Card Holder	*Date*	*Payee*	*Description*	*Amount*
	22/04/2026	Uber *Eats Help.Uber.C Sydney Aus	Catering for Council Meeting 21 April 2026	$ 627.98
	22/04/2026	St Annes Florist & Gif Perth	Wreath for Anzac Day	$ 200.00
	29/04/2026	Uber *Eats Help.Uber.C Sydney Aus	Catering for Council Workshop 28 April 2026	$ 77.15
				$ 1,702.70
Total Corporate Credit Cards				**$ 19,470.28**
Direct Debits				
	1/04/2026	Kfinance N032525963		$ 1,914.48
	1/04/2026	Chg-Meridian Aus 690044103		$ 18,205.00
	1/04/2026	Hpe Financial Se 5678123292Auss1		$ 17,919.54
	1/04/2026	Hpe Financial Se 5678123292Auss2		$ 6,573.60
	27/04/2026	Ec*Netstaraustra Dt.5D5D5B Ezyph-39		$ 999.90
			Lease payments	**$ 45,612.52**
Loan Repayments				
	1/04/2026	WA Treasury Corp Net15582-9570		$ 454,063.78
			Loan Repayment	**$ 454,063.78**
Bank Fees and Charges				
	30/04/2026	CBA bank fee		$ 196,085.18
			Bank fees	**$ 196,085.18**
Total Direct Debits including Credit Cards				**$ 715,231.76**

Creditors Report - Payments by Cheque
01 April 2026 to 30 April 2026

Creditor	Date	Payee	Description	Amount
82820	29/04/2026	Petty cash - BPLC	Petty Cash Recoup	$ 317.90
Total Net Cheque Payments				**$ 317.90**

10

CITY OF VINCENT
FUEL CARDS REPORT
FOR THE MONTH OF 30 APRIL 2026

Payee	Date	Type	Total Cost
AMPOL FOODARY EAST PERTH	01/04/2026	Fuel	$ 514.13
AMPOL FOODARY GLENDALOUGH	01/04/2026	Fuel	$ 95.34
AMPOL FOODARY LEEDERVILLE	01/04/2026	Fuel	$ 670.39
AMPOL FOODARY MALAGA DRIVE S/STN	01/04/2026	Fuel	$ 58.05
EG AMPOL 94240 OSBORNE PARK	01/04/2026	Fuel	$ 181.64
AMPOL FOODARY EAST PERTH	01/04/2026	Fuel	$ 290.53
AMPOL FOODARY LEEDERVILLE	01/04/2026	Fuel	$ 78.66
AMPOL FOODARY MALAGA DRIVE S/STN	01/04/2026	Fuel	$ 58.65
AMPOL FOODARY EAST PERTH	02/04/2026	Fuel	$ 740.75
AMPOL FOODARY GLENDALOUGH	02/04/2026	Fuel	$ 1,294.88
AMPOL FOODARY KINGSLEY	02/04/2026	Fuel	$ 35.11
AMPOL FOODARY LEEDERVILLE	02/04/2026	Fuel	$ 1,157.58
AMPOL FOODARY MOUNT LAWLEY (INGLEWOOD)	02/04/2026	Fuel	$ 48.94
AMPOL FOODARY NORTHLANDS - BALCATTA	02/04/2026	Fuel	$ 75.49
AMPOL FOODARY DOUBLEVIEW	03/04/2026	Fuel	$ 82.49
AMPOL FOODARY LEEDERVILLE	03/04/2026	Fuel	$ 31.87
AMPOL FOODARY NORTHLANDS - BALCATTA	03/04/2026	Fuel	$ 55.66
AMPOL FOODARY EAST PERTH	04/04/2026	Fuel	$ 233.04
AMPOL FOODARY GLENDALOUGH	04/04/2026	Fuel	$ 126.23
AMPOL FOODARY LEEDERVILLE	04/04/2026	Fuel	$ 100.29
AMPOL FOODARY WARNBRO	04/04/2026	Fuel	$ 35.23
EG AMPOL 94215 WHITFORDS	04/04/2026	Fuel	$ 52.14
AMPOL FOODARY CANNINGTON	05/04/2026	Fuel	$ 53.60
AMPOL FOODARY EAST PERTH	05/04/2026	Fuel	$ 107.29
AMPOL FOODARY GLENDALOUGH	05/04/2026	Fuel	$ 59.38
AMPOL FOODARY ERSKINE	06/04/2026	Fuel	$ 31.35
AMPOL FOODARY GLENDALOUGH	06/04/2026	Fuel	$ 284.96
AMPOL FOODARY LEEDERVILLE	06/04/2026	Fuel	$ 409.72
EG AMPOL 94216 FLOREAT	06/04/2026	Fuel	$ 93.19
AMPOL FOODARY EAST PERTH	07/04/2026	Fuel	$ 399.82
AMPOL FOODARY FALCON (MIAMI BEACH) S/STN	07/04/2026	Fuel	$ 85.82
AMPOL FOODARY GLENDALOUGH	07/04/2026	Fuel	$ 178.28
AMPOL FOODARY LEEDERVILLE	07/04/2026	Fuel	$ 896.21
AMPOL FOODARY NORTHLANDS - BALCATTA	07/04/2026	Fuel	$ 49.56
EG AMPOL 94240 OSBORNE PARK	07/04/2026	Fuel	$ 178.09
AMPOL FOODARY CARINE	08/04/2026	Fuel	$ 60.44
AMPOL FOODARY EAST PERTH	08/04/2026	Fuel	$ 338.50
AMPOL FOODARY GLENDALOUGH	08/04/2026	Fuel	$ 672.26
AMPOL FOODARY LEEDERVILLE	08/04/2026	Fuel	$ 900.56
AMPOL FOODARY EAST PERTH	09/04/2026	Fuel	$ 804.73
AMPOL FOODARY GLENDALOUGH	09/04/2026	Fuel	$ 266.13
AMPOL FOODARY LEEDERVILLE	09/04/2026	Fuel	$ 995.91
EG AMPOL 94243 GREENWOOD	09/04/2026	Fuel	$ 46.28
AMPOL FOODARY EAST PERTH	10/04/2026	Fuel	$ 876.76
AMPOL FOODARY GLENDALOUGH	10/04/2026	Fuel	$ 214.89
AMPOL FOODARY HIGH WYCOMBE	10/04/2026	Fuel	$ 61.07
AMPOL FOODARY LEEDERVILLE	10/04/2026	Fuel	$ 827.87
AMPOL FOODARY GLENDALOUGH	11/04/2026	Fuel	$ 203.68
AMPOL FOODARY MALAGA DRIVE S/STN	11/04/2026	Fuel	$ 190.75

AMPOL FOODARY CANNINGTON	12/04/2026	Fuel	$ 61.81
AMPOL FOODARY EAST PERTH	12/04/2026	Fuel	$ 96.92
AMPOL FOODARY GLENDALOUGH	12/04/2026	Fuel	$ 76.56
AMPOL FOODARY LEEDERVILLE	12/04/2026	Fuel	$ 63.85
AMPOL FOODARY EAST PERTH	13/04/2026	Fuel	$ 191.73
AMPOL FOODARY GLENDALOUGH	13/04/2026	Fuel	$ 532.23
AMPOL FOODARY LEEDERVILLE	13/04/2026	Fuel	$ 723.59
EG FUELCO 94275 MANDURAH FRM	13/04/2026	Fuel	$ 37.42
AMPOL FOODARY EAST PERTH	14/04/2026	Fuel	$ 290.30
AMPOL FOODARY GLENDALOUGH	14/04/2026	Fuel	$ 1,001.17
AMPOL FOODARY LEEDERVILLE	14/04/2026	Fuel	$ 992.86
AMPOL FOODARY SECRET HARBOUR	14/04/2026	Fuel	$ 70.90
AMPOL FOODARY DOUBLEVIEW	15/04/2026	Fuel	$ 174.06
AMPOL FOODARY EAST PERTH	15/04/2026	Fuel	$ 517.59
AMPOL FOODARY GLENDALOUGH	15/04/2026	Fuel	$ 855.29
AMPOL FOODARY LEEDERVILLE	15/04/2026	Fuel	$ 640.86
AMPOL FOODARY CARINE	16/04/2026	Fuel	$ 51.54
AMPOL FOODARY EAST PERTH	16/04/2026	Fuel	$ 548.54
AMPOL FOODARY GREENFIELDS	16/04/2026	Fuel	$ 44.43
AMPOL FOODARY LEEDERVILLE	16/04/2026	Fuel	$ 606.10
EG AMPOL 94240 OSBORNE PARK	16/04/2026	Fuel	$ 113.01
EG AMPOL 94243 GREENWOOD	16/04/2026	Fuel	$ 47.31
AMPOL FOODARY EAST PERTH	17/04/2026	Fuel	$ 306.13
AMPOL FOODARY GLENDALOUGH	17/04/2026	Fuel	$ 772.58
AMPOL FOODARY LEEDERVILLE	17/04/2026	Fuel	$ 541.43
AMPOL FOODARY DOUBLEVIEW	18/04/2026	Fuel	$ 92.16
AMPOL FOODARY GLENDALOUGH	18/04/2026	Fuel	$ 90.02
AMPOL FOODARY MIDVALE	18/04/2026	Fuel	$ 83.86
AMPOL FOODARY CANNINGTON	19/04/2026	Fuel	$ 46.32
AMPOL FOODARY EAST PERTH	19/04/2026	Fuel	$ 68.99
AMPOL FOODARY GREENFIELDS	19/04/2026	Fuel	$ 33.74
AMPOL FOODARY LEEDERVILLE	19/04/2026	Fuel	$ 62.80
AMPOL FOODARY EAST PERTH	20/04/2026	Fuel	$ 470.58
AMPOL FOODARY GLENDALOUGH	20/04/2026	Fuel	$ 460.93
AMPOL FOODARY LEEDERVILLE	20/04/2026	Fuel	$ 176.42
AMPOL FOODARY EAST PERTH	21/04/2026	Fuel	$ 263.00
AMPOL FOODARY GLENDALOUGH	21/04/2026	Fuel	$ 465.02
AMPOL FOODARY HIGH WYCOMBE	21/04/2026	Fuel	$ 50.47
AMPOL FOODARY LEEDERVILLE	21/04/2026	Fuel	$ 723.64
AMPOL FOODARY COCKBURN CENTRAL JANDAKOT	22/04/2026	Fuel	$ 146.16
AMPOL FOODARY GLENDALOUGH	22/04/2026	Fuel	$ 699.43
AMPOL FOODARY LEEDERVILLE	22/04/2026	Fuel	$ 704.69
AMPOL FOODARY SECRET HARBOUR	22/04/2026	Fuel	$ 72.93
AMPOL FOODARY EAST PERTH	23/04/2026	Fuel	$ 916.14
AMPOL FOODARY GLENDALOUGH	23/04/2026	Fuel	$ 118.17
AMPOL FOODARY LEEDERVILLE	23/04/2026	Fuel	$ 540.58
EG AMPOL 94215 WHITFORDS	23/04/2026	Fuel	$ 56.60
EG AMPOL 94240 OSBORNE PARK	23/04/2026	Fuel	$ 105.14
AMPOL FOODARY COCKBURN CENTRAL JANDAKOT	24/04/2026	Fuel	$ 54.45
AMPOL FOODARY EAST PERTH	24/04/2026	Fuel	$ 644.06
AMPOL FOODARY GLENDALOUGH	24/04/2026	Fuel	$ 724.78
AMPOL FOODARY JOONDALUP	24/04/2026	Fuel	$ 137.30
AMPOL FOODARY LEEDERVILLE	24/04/2026	Fuel	$ 572.81
AMPOL FOODARY CARINE	25/04/2026	Fuel	$ 77.27
AMPOL FOODARY GLENDALOUGH	25/04/2026	Fuel	$ 73.57
AMPOL FOODARY STRATTON	25/04/2026	Fuel	$ 148.23
EG AMPOL 94215 WHITFORDS	25/04/2026	Fuel	$ 49.64
AMPOL FOODARY EAST PERTH	26/04/2026	Fuel	$ 91.23
AMPOL FOODARY GLENDALOUGH	26/04/2026	Fuel	$ 102.98

AMPOL FOODARY GREENFIELDS	26/04/2026	Fuel	$ 40.24
AMPOL FOODARY LEEDERVILLE	26/04/2026	Fuel	$ 53.64
AMPOL FOODARY EAST PERTH	27/04/2026	Fuel	$ 88.35
AMPOL FOODARY GLENDALOUGH	27/04/2026	Fuel	$ 160.30
AMPOL FOODARY KARRINYUP	27/04/2026	Fuel	$ 62.80
AMPOL FOODARY LEEDERVILLE	27/04/2026	Fuel	$ 175.21
AMPOL FOODARY MALAGA DRIVE S/STN	27/04/2026	Fuel	$ 140.46
EG AMPOL 94215 WHITFORDS	27/04/2026	Fuel	$ 60.53
AMPOL FOODARY BALDIVIS	28/04/2026	Fuel	$ 38.14
AMPOL FOODARY EAST PERTH	28/04/2026	Fuel	$ 322.29
AMPOL FOODARY GLENDALOUGH	28/04/2026	Fuel	$ 173.87
AMPOL FOODARY LEEDERVILLE	28/04/2026	Fuel	$ 813.81
AMPOL FOODARY RIVERVALE	28/04/2026	Fuel	$ 52.57
AMPOL FOODARY EAST PERTH	29/04/2026	Fuel	$ 451.65
AMPOL FOODARY GLENDALOUGH	29/04/2026	Fuel	$ 328.93
AMPOL FOODARY LEEDERVILLE	29/04/2026	Fuel	$ 928.38
AMPOL FOODARY CLARKSON	30/04/2026	Fuel	$ 78.44
AMPOL FOODARY EAST PERTH	30/04/2026	Fuel	$ 267.87
AMPOL FOODARY GLENDALOUGH	30/04/2026	Fuel	$ 267.95
AMPOL FOODARY LEEDERVILLE	30/04/2026	Fuel	$ 777.73
Grand Total			**$ 39,069.67**

7.5 DISABILITY ACCESS & INCLUSION ADVISORY GROUP - APPOINTMENT OF COUNCIL MEMBERS AND COMMUNITY REPRESENTATIVES

Attachments:
1. **Disability Access and Inclusion Advisory Group - Terms of Reference**
2. **Disability Access and Inclusion Advisory Group - Nominations - Confidential**

RECOMMENDATION:

That Council:

1. **APPROVES the Terms of reference for the Disability Access and Inclusion Advisory Group, as at Attachment 1;**

2. **APPOINTS the following Council Members as Council's representatives to the Disability Access and Inclusion Advisory Group for a term expiring on 16 October 2027;**

   Members:

   1. _____;

   2._____;

   3._____; and

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

3. **APPOINTS the following community members to the Disability Access and Inclusion Advisory Group, as detailed in Confidential Attachment 2;**

   1. **Applicant 1;**
   2. **Applicant 2;**
   3. **Applicant 3;**
   4. **Applicant 4;**
   5. **Applicant 5;**
   6. **Applicant 6;**
   7. **Applicant 7;**
   8. **Applicant 8.**

PURPOSE OF REPORT:

To consider the Terms of reference and appoint Council Members and community representatives to the Disability Access and Inclusion Advisory Group (DAIAG).

DELEGATION:

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

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

BACKGROUND:

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

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

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

DETAILS:

Terms of Reference

Administration has drafted Terms of Reference for the Disability Access and Inclusion Advisory Group (DAIAG), as set out in **Attachment 1**.

The purpose of the DAIAG is to provide strategic, community-informed insights to support the City's development of the Disability Access and Inclusion Plan (DAIP), ensuring that lived experience and sector expertise inform the City's approach to access and inclusion across its services, facilities, programs and information.

The key objectives of the DAIAG are:

- ensuring the lived experiences of residents, workers, students and visitors inform the DAIP
- to review survey and workshop materials developed to inform the DAIP, providing feedback to enhance relevance, clarity and accessibility and to ensure alignment with the perspectives and lived experiences of people with disability
- strengthening consultation and engagement approaches for the development of the DAIP to ensure they are inclusive and accessible
- to provide insights on engagement activities conducted to support the development of the DAIP, ensuring they appropriately reflect access and inclusion considerations
- to identify barriers and opportunities to improve equitable access to the City's infrastructure, facilities, programs, events, information and services, to inform the development and priorities of the DAIP.

Membership of the DAIAG shall comprise the following persons as determined by Council:

- Up to three Council Members; and
- Up to eight community representatives with lived experience of disability, qualifications, expertise or experience in disability access and inclusion, advocacy, service provision, or related fields.

Nominations

Nominations for the DAIAG were open from 16 April 2026 to Wednesday 29 April 2026, with the closing date extended to Monday 11 May 2026 to allow additional opportunity for nominations. The opportunity was promoted through the City's website, LinkedIn page and Facebook page.

In addition to this, City officers directly contacted and distributed DAIAG information to relevant stakeholders including local service providers, community network groups and residents who had previously participated in consultation processes. Those who contributed to the development of the current Access and Inclusion Plan were also invited as well as those involved in the Residents with Access and Inclusion Needs Study, the Age-Friendly Strategy and the Seniors Needs Assessment, particularly where feedback relating to accessibility was provided. This approach ensured that people with lived experience and an established interest in access and inclusion were provided with the opportunity to remain informed and engaged in the DAIAG process.

The community nominations are included at **Attachment 2** and it is recommended that applicants 1-8 be appointed to the DAIAG.

LEGAL/POLICY:

In accordance with the Advisory Groups Policy, the purpose of the DAIAG is to provide advice to the City and to support Council in making informed decisions. It is not a decision-making body.

Clause 1.3 of the Advisory Groups Policy sets out:

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

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

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to appoint new Council and community members to the Disability Access and Inclusion Advisory Group. The DAIAG would be administered in accordance with the Advisory Group Policy.

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

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

Connected and Healthy Community

We have enhanced opportunities for our community to build relationships and connections with each other and the City.
We are an inclusive, accessible and equitable City for all.

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 environmental sustainability outcomes. This activity may have some negative environmental impacts.

PUBLIC HEALTH IMPLICATIONS:

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

Increased mental health and wellbeing

FINANCIAL/BUDGET IMPLICATIONS:

Staff resourcing to support the development of the DAIAG will be met within existing operational budgets.

It is proposed that independent community members on the DAIAG be provided with a sitting fee of $200 per person, per meeting. This approach aligns with good practice principles outlined by the Western Australian Council of Social Service (WACOSS), the peak body for community services in Western Australia, as well as Australian Government Disability Gateway guidance, which both emphasise fair and appropriate remuneration for people with lived experience contributing their time, expertise and insight to advisory and consultation processes.
While the City does not currently provide sitting fees for other Advisory Groups, sitting fees are proposed for the DAIAG community members to recognise the focus on lived experience and the important role members will play in informing the development of the Disability Access and Inclusion Plan (DAIP).

Additional costs associated with the development of the DAIP, including consultancy support, accessibility services (such as Auslan interpretation) and broader community engagement activities are currently being scoped.

Once confirmed, a request for additional funding may be considered as part of the 2026/27 mid-year budget review process.

Disability, Access & Inclusion Advisory Group

CITY OF VINCENT

TERMS OF REFERENCE

1. BACKGROUND

The Disability, Access & Inclusion Advisory Group (DAIAG) has been established to ensure the City's Disability Access and Inclusion Plan (DAIP) reflects the needs and experiences of people with disability in our community.

Local governments are required to meet obligations under the *Disability Services Act 1993* through a Disability Access and Inclusion Plan, which guides how the City improves access, inclusion and participation for people with disability.

2. AIM

The establishment of the DAIAG provides a structured way to capture lived experience and expert insight, ensuring that community perspectives of people with disability are central to the development of practical, meaningful and achievable actions across all areas of the City's services, programs and policies. The DAIAG will help identify barriers, highlight community priorities and guide actions that promote equitable access, participation and inclusion for individuals living with disability including physical, sensory, cognitive or psychosocial disability.

3. OBJECTIVE

Key objectives during the development of the DAIP include:

- ensuring the lived experiences of residents, workers, students and visitors inform the DAIP
- review survey and workshop materials developed to inform the DAIP, providing feedback to enhance relevance, clarity and accessibility and to ensure alignment with the perspectives and lived experiences of people with disability
- strengthening consultation and engagement approaches for the development of the DAIP to ensure they are inclusive and accessible
- provide insights on engagement activities conducted to support the development of the DAIP, ensuring they appropriately reflect access and inclusion considerations
- identifying barriers and opportunities to improve equitable access to the City's infrastructure, facilities, programs, events, information and services, to inform the development and priorities of the DAIP.

The DAIAG is not a decision-making body and is not a committee for the purposes of the *Local Government Act 1995.*

4. MEMBERSHIP

Membership of the DAIAG shall comprise the following persons as determined by Council:

4.1 Up to three (3) Council Members

4.2 Up to eight (8) Community Representatives

Up to eight (8) Community Representatives who meet one or more of the following criteria:

- individuals living with disability (including physical, sensory, cognitive, or psychosocial)
- qualifications in disability and/or access and inclusion
- carers, family members, or support persons of people with disability individuals with demonstrated experience or expertise in disability inclusion and accessibility people working in disability advocacy, service provision, or related industries.

When selecting Community Representatives, greater weighting will be given to applicants with lived experience of disability or those actively working in relevant industries.

4.3 Remuneration

Independent DAIAG members will be paid a sitting fee for each official meeting they attend. Payment is subject to completion of a Statement of Supplier form and an attendance register will be kept for all meetings for reimbursement purposes.

There may be times outside official DAIAG meetings where Independent DAIAG members are called upon to provide advice, including but not limited to focus groups and workshops. In these circumstances a separate honorarium payment amount will be discussed.

The sitting fee is intended to compensate Independent DAIAG members for their time and contribute to their out-of-pocket expenses incurred by attending DAIAG meetings such as payment for personal support worker, transport expenses etc.

It is expected that DAIAG members who are organisation representatives will be supported by their organisation to attend.

4.4 City Officers

The appropriate Executive Director, Executive Manager and/or Officer(s) as determined by the Chief Executive Officer.

5. TERM OF MEMBERS

5.1 Membership shall be for a period of up to two years terminating on the day of the Ordinary Council elections.

6. MEMBER ROLES AND RESPONSIBILITIES

6.1 Chairperson

The Chairperson is responsible for:

- Attending and chairing all meetings
- Leading the meeting in accordance with the meeting agenda
- Facilitating engaged participation and collaborative discussion of each agenda item by all members
- Reviewing and ratifying the draft meeting minutes
- Nominating a deputy if they are unable to attend a meeting.

6.2 Members

DAIAG Members shall be appointed by Council and are responsible for:

- Attending all meetings
- Participating and collaborating in agenda item discussions
- Reviewing previous meeting minutes and any other documentation ahead of each new meeting.

6.3 Executive Support

The Community Development team will be responsible for providing executive support and will be responsible for:

- The administration of DAIAG meetings
- Inducting members and providing an initial briefing on the role, responsibility and operation of the DAIAG
- Setting and communicating the meeting agendas
- Recording member comments on each agenda item and providing a summary at the end of each item discussion

- Circulating draft minutes of meetings to the Chairperson for review and confirmation
- Circulating final minutes of the meeting to the members
- Ensuring the DAIAG operates in accordance with Advisory Group Policy and Code of Conduct at all times
- Closing out the DAIAG once the Objective has been met.

7. MEETING PROCEDURES

7.1 Meetings

- The DAIAG shall meet once every two months at the City of Vincent, Main Administration Building, subject to sufficient agenda items being available. Additional meetings may be convened at the discretion of the Community Development team, in agreement with the Chairperson.
- Where members or Council Members are unable to attend a meeting, the meeting may be rescheduled at the discretion of the Community Development team, in agreement with the Chairperson.
- At the first meeting after convening, the DAIAG shall determine a Schedule of Meeting dates until the DAIP is adopted by Council. These dates are to be included in the City's monthly Events Calendar.

7.2 Agendas

- The relevant Executive Manager with responsibility for the DAIAG will determine the Agenda for each meeting.
- All meetings shall be confined to items listed on the Agenda.

7.3 Minutes

- The relevant Executive Manager with responsibility for the DAIAG, in liaison with the Chairperson, shall be responsible for ensuring the preparation and accuracy of the Minutes/meeting notes.
- Items considered at the meeting will not be voted upon. The Minutes will record actions and any points of agreement/disagreement. They will not reflect verbatim discussion on issues or matters discussed. At the end of each meeting, the City's Officer in attendance will read out the agreed actions and any points of agreement for confirmation by members.
- Minutes of the meeting will be prepared and distributed to members within ten (10) working days of the meeting.
- DAIAG unconfirmed Minutes are to be reported through relevant reports outlining any views or recommendations raised by the DAIAG to the next available Ordinary Council Meeting. Minutes not requiring a Council decision will be included in the Information Bulletin. Reports will consider each proposal to ensure it is:
    - Consistent with the City's established strategic and operational planning and the objective under which the DAIAG was established.
    - Within the City's capacity relevant to staffing, resources, adopted budget, and operational effectiveness and efficiencies.
    - Endorsed by Council resolution, where funding from external sources is proposed.
- The Minutes shall accurately record the details of any disclosure of interest and the extent of such interest. The Minutes shall also record the times any person who has made a disclosure, departed and/or re-enters the meeting.

8. ELECTRONIC PARTICIPATION

Members of the DAIAG may participate in a meeting of the DAIAG by electronic means if approved by the Chairperson not less than three (3) clear days prior to the meeting, or otherwise under such circumstances as the Chairperson deems appropriate.

Disability, Access & Inclusion Advisory Group

CITY OF VINCENT

In the event the meeting is to be conducted entirely via electronic means, the City will provide notice to the members of DAIAG that the meeting is to be conducted electronically at the time the Agenda is distributed, including directions on how to participate electronically.

A member of the DAIAG participating in a meeting by electronic means is taken to be present at the meeting provided that the member:

- can hear all other members present at the meeting
- can be heard by all other members present at the meeting
- can be heard by the person recording the minutes of the meeting.

OFFICE USE ONLY	
Responsible Officer	Coordinator Community Development
Initial Council Adoption	TBA
Reviewed / Amended	N/A
Next Review Date	TBA

7.6 OUTCOME OF ADVERTISING AND ADOPTION OF 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**
4. **Community Feedback Report**

RECOMMENDATION:

That Council ADOPTS the amended Community and Stakeholder Engagement Policy at Attachment 1

PURPOSE OF REPORT:

To present the outcome of community consultation and seek approval of the amended Community and Stakeholder Engagement 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 21 April 2026 meeting, Council approved conducting community consultation of its intention to amend the Community and Stakeholder Engagement Policy.

In accordance with the current Community and Stakeholder Engagement Policy, community consultation was undertaken between Friday 1 May and Monday 25 May 2026.

The consultation was advertised on the City of Vincent website, in the enewsletter and on social media with community members being directed to Imagine Vincent to provide feedback:

- The consultation was live on Imagine Vincent from Friday 1 May to Monday 25 May 2026. There were 49 unique visitors to the page during this time.
- News item was published on the City's website on Friday 1 May 2026, with four views.
- E- newsletter sent to over 10,000 subscribers. An article was included in 8 and 21 May editions.
- Facebook post with 937 views and LinkedIn post with 658 views.
- Notice placed on the notice board at the City's Administration and Library and Local History Centre.

Three submissions were received as detailed at **Attachment 4.**

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 was amended to align with contemporary best practice, International Association of Public Participation (IAP2) Core Values and the City's strategic objectives. The revised Policy focuses on principles and commitments, with operational guidance consolidated into the Community and Stakeholder Engagement Framework at **Attachment 3**.
The City has strengthened and embedded its engagement practices since the last Policy was adopted and the Strategy will be replaced with a more flexible Framework that supports continuous improvement while maintaining clear principles.

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 references Framework instead of detailing step-by-step guidelines.	Policy is high-level. Procedures can be updated when required. Core commitments remain the same.
Engagement Principles	Revised & expanded.	Five former principles reframed to six commitment- based principles.	Clear commitments. Engagement effort matched to project significance. Closing the loop aims to transparently inform the community (and Council) about feedback and reasons for decisions.
Engagement Timing (holidays)	Holiday rules made flexible.	Excluded Advertising Periods moved into the framework. The City will adjust or extend engagement timeframes if consultation overlaps holidays. Major engagements will not be launched during summer school holidays unless the engagement method is designed for that context.	More discretion, same fairness enabling timing to be determined on a case-by case basis. 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 mostly unchanged except for minor works. Informing on small-scale minor or urgent works with low impact can be handled on an Ad hoc basis. Minimum period for informing on routine planned maintenance has changed from 14 days to a range of 7–14 days. City-wide and strategic projects remain 21 days	For very low-impact or urgent operational issues, a shorter notification period is warranted. Planned maintenance can be advertised for one week to speed up delivery. Most projects still have the same consultation duration.
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 will be based on stakeholder analysis. Advertising for Strategic Planning matters will commence on the date the proposal is	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.

		published on the website and, where applicable, on the sign on site.	

Submission details:
Three submissions were received during the consultation period, with one supportive of the revised policy, one undecided and one not supportive. Two comments were received relating to these responses:

'*Looking forward to your feedback. You never mention economics and costs. Who is and how much is being paid for all these extra services....we are already paying extensively in our rates.'*

'Can Vincent please actually respect the 'consultation process' and not go through the motions to be seen to be consulting when in fact the outcome has been determined before the process even starts. Thank you.'

It is uncertain which services are being referred to in the first comment.

Administration believes the issues in the second comment have been addressed under the new Framework which focuses on improved reporting to Council on consultation outcomes and closing the loop to inform the community as to how their feedback has informed a decision.

These responses do not substantially impact the proposed revised policy.

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:

No further consultation is required.

LEGAL/POLICY:

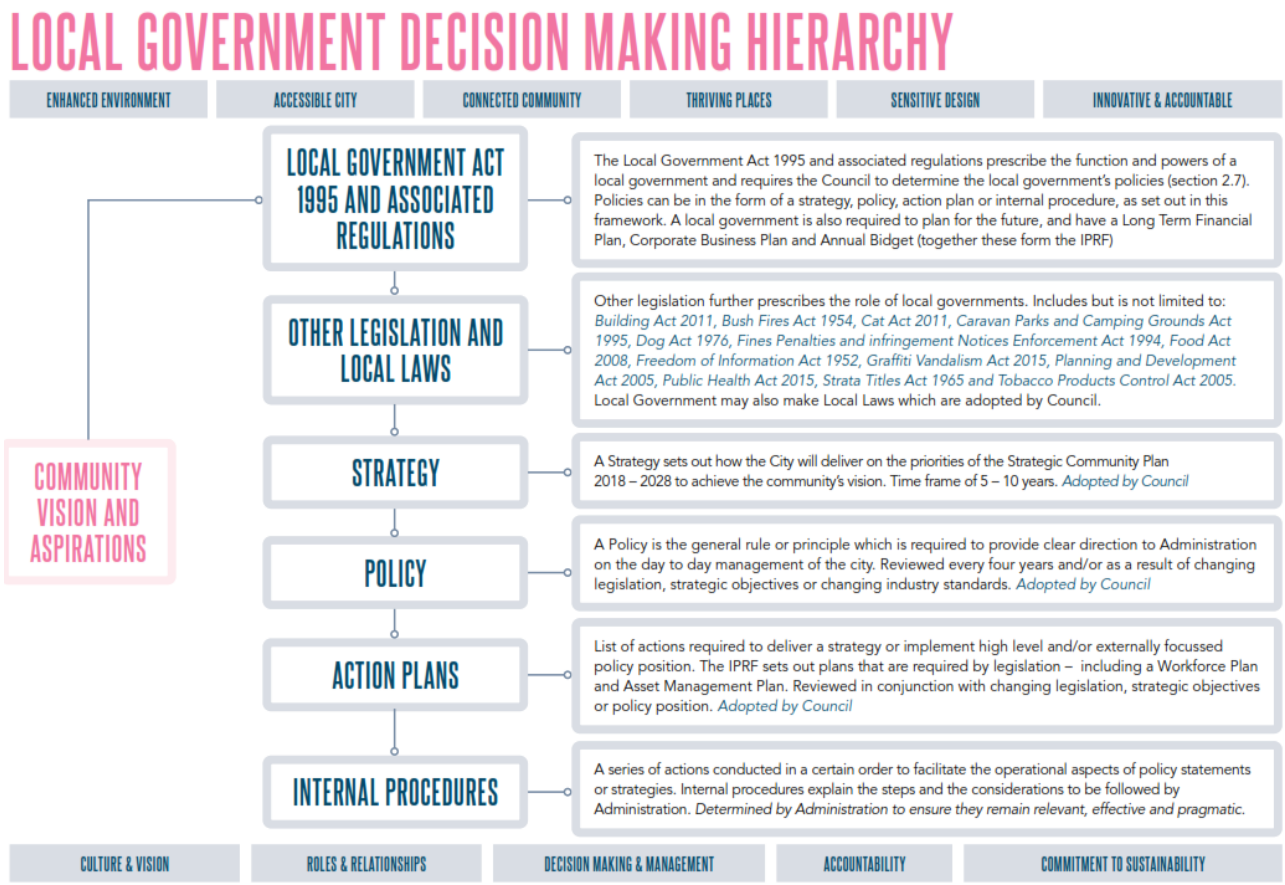
Section 2.7(2)(b) of the *Local Government Act 1995* provides Council with the power to determine policies.

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.



RISK MANAGEMENT IMPLICATIONS

Low: Adopting the proposed policy is low risk. It addresses community expectations for transparency, accountability and meaningful engagement and provides clarity and consistency in engagement practices.

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 2025-2030.

FINANCIAL/BUDGET IMPLICATIONS:

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

COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY

CITY OF VINCENT

Legislation / local law requirements	*Local Government Act 1995* *Planning and Development Act 2005* Planning and Development (Local Planning Schemes) Regulations 2015
Relevant delegations	2.1.1, 2.2.2, 2.2.4, 2.2.8, 2.2.11, 2.2.12, 2.2.29, 4.4, 12.1, 12.2, 16.1, 16.1.2, 16.1.4,
Related policy procedures and supporting documentation	Community and Stakeholder Engagement Framework

PRELIMINARY

INTRODUCTION

Engaging with the community enables the City to deliver services that reflect local needs and values. It helps build trust and strengthens community connection.

The participation of all community members is encouraged, welcomed and valued. Community experience, ideas and local knowledge helps shape better decisions and deliver stronger outcomes.

Vincent is committed to best-practice engagement that builds trust, supports transparency and ensures our decisions are responsive to community needs.

PURPOSE

This policy provides a clear commitment to engaging effectively and inclusively with our diverse community.

It puts the community at the heart of decision-making and ensures their insights are used to guide priorities, strategies and services.

OBJECTIVE

The objectives of this policy are to:

- Facilitate informed and evidence-based decision making.
- Enable a proactive approach to community engagement to achieve inclusive and meaningful outcomes.
- Ensure consistent community engagement practices across the organisation.
- Ensure information is effectively communicated internally and externally.
- Promote an accountable, transparent and accessible approach to engagement.

COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY

CITY OF VINCENT

SCOPE

Community engagement is a shared responsibility. This Policy applies to elected members, City staff, contractors and external stakeholders.

It supports engagement across strategic planning, service design, capital works and policy development and review, in alignment with the City's Strategic Community Plan.

It also makes clear to the community what they can expect from us.

This policy is informed by Section 1.3(2) of the *Local Government Act 1995*, which encourages local governments to promote better decision making, greater community participation and improved accountability.

It is supported by the Community and Stakeholder Engagement Framework to ensure consistent, inclusive and proportionate engagement across all City projects and initiatives.

POLICY PROVISIONS

DEFINITIONS

Community - individuals and groups of people; stakeholders, interest groups and citizen groups (International Association of Public Participation (IAP2) Australasia). This includes residents, ratepayers, business owners, community groups, customers, employees and visitors to Vincent.

Stakeholder - individuals, a group of individuals, organisations, or a political entity with a specific interest in the outcome of the City's decisions.

Engagement - a planned approach that enables stakeholders to be involved in and contribute to decisions that affect their lives using a range of techniques and methods.

Engagement methods – the methods used to capture community input, e.g. workshop, online survey, community meeting.

Level of engagement – the International Association of Public Participation (IAP2) Australasia Public Participation Spectrum defines five levels of engagement (Inform, Consult, Involve, Collaborate, Empower) to describe the community's role in engagement.

Other terms specific to statutory and strategic planning are included within Appendix 1 of this Policy.

POLICY

The City will engage with its community and stakeholders in ways that are open, timely, accessible and inclusive.

We are guided by the following principles in planning and delivering engagement:

Engage early and clearly: We involve the community when their input can influence the outcome and we clearly explain the purpose and scope of engagement.

COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY

CITY OF VINCENT

Match the method to the impact: We scale our engagement to reflect the size and significance of the project, its complexity and who is impacted.

Be inclusive and targeted: We aim for broad participation where appropriate and prioritise those most impacted in localised projects. We remove barriers to participation wherever we can.

Value all forms of expertise: We seek out both technical advice and local knowledge to shape better decisions.

Close the loop: We report back to the community on what we heard and how it influenced the decision. We report to Council by summarising submissions and responding to themes. Verbatim submissions may be included where appropriate, but the focus remains on clarity, evidence and reasons for decisions.

Respect privacy: We take reasonable steps to protect personal information when collecting, using or sharing data as part of engagement in line with the City's Privacy and Information Breach Policy.

How We Engage

The level of engagement will vary depending on the nature and complexity of the project or decision.

The IAP2 spectrum outlines the increasing levels of participation the community can have in a decision-making process.

The City has adapted the spectrum and embedded it in the Community and Stakeholder Engagement Framework that informs the way the City engages with its community and stakeholders.

The level of participation will be clearly outlined for each project. This ensures the community and stakeholders are aware of how their feedback will influence the decisions being made.

Levels of participation

Inform: The City will keep the community and stakeholders informed with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.

Consult: The City will consult with the community and stakeholders to obtain feedback, opinions and insights. Consultation provides an opportunity for the community to share their knowledge with feedback considered as part of decision-making.

Involve: The City will work with the community to ensure concerns and aspirations are reflected in alternatives developed. Feedback will be provided on how public input influenced the decision.

Collaborate: The City will collaborate with the community to develop and build solutions. Input will be reflected in the decisions to the maximum extent possible.

Empower: The City will place the final decision making in the hands of the community.

When We Will Engage

The City will engage with the community:

- When the City is required to make a decision that would affect the community or where the community may be interested and/or affected by this decision, and there is the ability for the community to influence the decision.
- To satisfy statutory obligations.

COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY

CITY OF VINCENT

- To obtain input for strategic projects being delivered by the City.
- To notify a participant of a decision made when the decision relates to a minor operational matter.

When We May Not Engage

There may be instances when it is impractical for the City to engage, such as:

- When a decision must be made quickly in the interest of the City (e.g., public safety).
- There are legal, commercial or legislative constraints.
- When the City is not the determining authority.
- When the decision relates to a minor operational matter that would have minimal impact on the community or stakeholders.

Engagement Timing

Engagement activities will be scheduled to maximise the potential for community participation.

Where engagement periods overlap with public holidays, school holidays or culturally significant dates, the City will extend timeframes or adjust activities to ensure the community has a fair and reasonable opportunity to participate.

Engagement initiatives will not be launched during summer school holidays unless the method is specifically designed to suit that context.

Minimum Advertising Periods

The timeframe of engagement activities will be guided by statutory requirements but otherwise determined based on the merits of each project. The minimum advertising periods for engagement activities are:

Project type	Minimum timeframe
Informing of project updates, notifications of decisions, small scale minor works and urgent works with low community impact etc.	Ad hoc
Informing of upcoming planned maintenance works.	7-14 days
• Informing of upcoming works (including but not limited to traffic management, road works, street upgrade, change to parking conditions, etc) in a local context. *Note: Where schedules of maintenance works are available, the schedule will be published on the City's website.* • Consultations that are targeted and specific (i.e., implementation actions created from other strategies, verge tree locations)	14 days

COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY

CITY OF VINCENT

• Strategic documents (i.e., strategies, policies, and plans, including amendments) • Projects that would affect large community groups (i.e., lighting or park infrastructure, changes to parking restrictions)	21 days

Notes:

1. Timeframes for Vibrant Spaces proposals are included in the Vibrant Public Spaces Policy.
2. Timeframes for development applications are included in the Appendix.

This document is available in other formats and languages upon request.

OFFICE USE ONLY	
RESPONSIBLE OFFICER	Executive Manager Communications and Engagement
INITIAL COUNCIL ADOPTION	Date: 14/09/2021, Ref# D21/145875
REVIEWED / AMENDED	Date: <approval Date>, Ref#: <TRIM Ref>
NEXT REVIEW	Date: 14/09/2025

COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY
Appendix – Statutory & Strategic Planning

CITY OF VINCENT

Development assessment or 'statutory planning' involves the assessment of development applications to use land or undertake building works against planning controls.

Development applications are assessed against the Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015, the City's Local Planning Scheme (as amended), the Residential Design Codes and relevant Local Planning Policies.

Consultation for development applications is to occur in accordance with the minimum standards set out below to ensure a consistent approach to consultation on development applications.

1. Definitions

Complex development application - a development application which proposes or is of the type:

- Telecommunications infrastructure
- Development on City owned and managed land
- Mandatory or Optional Development Assessment Panel Form 1 applications as defined by the Planning and Development (Development Assessment Panel) Regulations 2015.

Directly adjoining properties - only the properties with a boundary directly abutting to where the departure is proposed.

Adjoining property - as per State Planning Policy 7.3 Residential Design Codes.

Adjacent property - properties that would otherwise be adjoining to the subject site or property if not for being separated by a public road (r*efer Figure 1 and 2*).

2. Minimum Advertising Requirements

2.1. Statutory Planning

Description	**Minimum comment period (Calendar days)** (1) (2)	**Website**	**Extent of consultation** (3) (9) (10)	**Sign on site**	**Newspaper**
Uses and/or associated works (4)					
"P" and "D" uses that require the exercise of discretion	14 days	Yes	All adjoining and adjacent properties	No	No
"A" uses which have not previously been approved by the City	14 days	Yes	All adjoining and adjacent properties	Yes	No
Unlisted uses	28 days	Yes	200 metres radius	Yes	Yes
Non-conforming uses	14 days	Yes	All adjoining and adjacent properties	Yes	Yes

COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY
Appendix – Statutory & Strategic Planning

CITY OF VINCENT

Description	Minimum comment period (Calendar days) (1) (2)	Website	Extent of consultation (3) (9) (10)	Sign on site	Newspaper
"A" uses and Unlisted uses which have previously been approved and do not significantly increase the intensity of the site	14 days	Yes	All adjoining and adjacent properties	No	No
"X" uses	Will not be considered by the City				
Residential Development					
Residential development that does not meet all deemed-to-comply criteria.	14 days	Yes	All adjoining and adjacent properties (5)	No	No
Development that proposes a building height of three storeys or more and proposes additional storeys above the deemed-to-comply height standards or Acceptable Outcomes	14 days	Yes	100 metres	No	No
Heritage Development					
Demolition of any structure/ building on a heritage protected place, unless: • written notification is provided by the City confirming the proposed structure/ building to be demolished does not contribute to the significance of the heritage place; and/ or • the works are exempt by a local planning policy.	14 days	Yes	All adjoining and adjacent properties	Yes11	Yes11

COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY
Appendix – Statutory & Strategic Planning

CITY OF VINCENT

Description	Minimum comment period (Calendar days) (1) (2)	Website	Extent of consultation (3) (9) (10)	Sign on site	Newspaper
Alterations and additions of any structure/ building on a state heritage protected place, unless: • works are for external fixtures (as defined by the Residential Design Codes) or restoration and/ or remediation works.	14 days	Yes	All adjoining and adjacent properties	Yes	No
Any development application within a design guideline area, character retention area or heritage area adopted by Council through a local planning policy that does not meet all deemed-to-comply criteria (6)	14 days	Yes	All owners and occupiers located within that design guideline area, character retention area or heritage area	No	No
Complex development applications					
Mandatory or Optional Form 1 DAP applications Telecommunications infrastructure Development on City owned and managed land	28 days	Yes	200 metres radius	Yes	Yes
Form 2 DAP Application (7)					
Amendment to a DAP application where: discretion is required; and	14 days *OR* 28 days	Yes	All adjoining and adjacent properties *OR*	No *OR* Yes	No *OR* Yes

COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY
Appendix - Statutory & Strategic Planning

CITY OF VINCENT

Description	Minimum comment period (Calendar days) (1) (2)	Website	Extent of consultation (3) (9) (10)	Sign on site	Newspaper
works may have an impact on the amenity of nearby properties			200 metre radius		
Public Works or Applications of State Significance or when the City is not the decision maker					
All applications where the City is not the decision maker	Owners and occupiers are to be notified of the proposal as though it was a development application being determined by the City. Submitters are to provide their comments directly to the determining authority as per the information provided on the notification letter.				

2.2. Strategic Planning

Description	Minimum comment period (Calendar days) (1) (2) (8)	Website	Extent of consultation (3) (9) (10)	Sign on site	Newspaper
Local Planning Strategy (Strategy)					
Local Planning Strategy	21 days	Yes	Stakeholder analysis	N/A	Yes
Amendment to Strategy	21 days	Yes	Stakeholder analysis	If it affects a specific site	Yes
Local Planning Scheme (Scheme)					
New Scheme	90 days	Yes	Stakeholder analysis	N/A	Yes
Amendments to a Local Planning Scheme (LPS)					
Complex amendment	60 days	Yes	Stakeholder analysis	If it affects a specific site	Yes
Modifications to complex amendment	42 days	Yes	Stakeholder analysis	If it affects a specific site	Yes
Standard amendment	42 days	Yes	Stakeholder analysis	If it affects a specific site	Yes
Modification to standard amendment	21 days	Yes	Stakeholder analysis	If it affects a specific site	Yes

COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY
Appendix – Statutory & Strategic Planning

CITY OF VINCENT

Description	Minimum comment period (Calendar days) (1) (2) (8)	Website	Extent of consultation (3) (9) (10)	Sign on site	Newspaper
Local Planning Framework					
Structure Plan (new or amendment)	42 days	Yes	Stakeholder analysis	Yes	Yes
Local Planning Policy (new and amendment)	21 days	Yes	Stakeholder analysis	If it affects a specific site	Stakeholder analysis
Local Development Plans (new or amendment)	14 days	Yes	Stakeholder analysis	Yes	Yes

Notes:

(1) With exception of those time periods outlined in relation to advertising over weekends and holiday periods.

(2) The advertising period commences on the date the notification letters are sent by the City and where applicable, the sign on site is erected. For Strategic Planning matters, the advertising period commences on the date the proposal is published on the City's website, and where applicable, the sign on site is erected.

(3) The extent or radius of advertising may be extended at the discretion of the City.

(4) Land use classifications are in accordance with Clause 18 of the City's Local Planning Scheme No. 2.

(5) Where a departure may have an adverse impact on a specific property/ies, the City may reduce the extent of advertising to only those who may be affected.

(6) Does not include the William Street Design Guideline Area and structures above or adjacent to the Graham Farmer Freeway Tunnel Northbridge Design Guideline Area.

(7) Advertising requirement options specified are dependent on the extent of discretion sought and the extent of potential impact on the amenity of nearby properties, in the opinion of the City.

(8) In accordance with the Planning and Development (Local Planning Scheme) Regulations 2015 the local government may decide not to advertise an amendment if, in the opinion of the local government and the Commission, the amendment is of a minor nature.

(9) Includes owners and occupiers of a property.

(10) The Policy process detailed in the Stakeholder and Community Engagement Framework under 'How the City engages' shall be followed to determine interested and affected stakeholders, and the most appropriate way to engage with them.

(11) A sign on site and notification in the local newspaper is only required for full demolition of a structure/building on a heritage protected place.

Figure 1 – Example of the extent of consultation to adjacent properties where there are varying lot layouts.

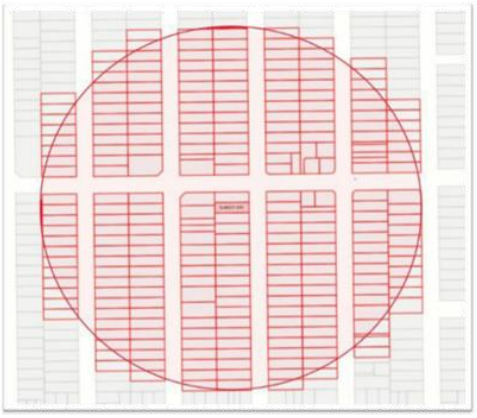


Figure 2 – Example of extent of consultation based on a radius from the boundary of a subject site.

3. Readvertising

Where a development application has been previously advertised and the City receives amended plans following the community consultation period, the application would be subject to a further consultation period where, in the opinion of the City:

a) The amended plans propose new or greater departures to the deemed-to-comply or acceptable outcome (or equivalent) standard specified in the planning framework than that previously advertised and those departures may have an impact on the amenity of an adjoining property or the street; or
b) The amended plans result in a significantly different proposal to that which was previously advertised; or

Where a proposal has received opposition during advertising and subsequently significant amendments are made, the application shall be re-advertised for a minimum of seven days. This will involve emailing or writing to all authors of previous submissions.

Where the City is satisfied the development would not have an impact on the amenity of adjoining properties and/or streetscape, community consultation may not be necessary.

Notwithstanding the above, any re-advertising may only be undertaken where it does not compromise the City's statutory obligations to comply with the timeframes and processes prescribed by the Planning and Development (Local Planning Scheme) Regulations 2015. In the instance the City is unable to readvertise the proposal, the previous submitters are to be notified of the proposed changes to the development application only.

4. Variations to advertising

There may be need to vary the advertising requirements of this Policy due to details of a particular development application. These development applications will be considered on a case-by-case basis. The City may increase the length of the advertising period or require additional methods of advertising where it is deemed to be in the public interest, and relevant to the consideration of a proposal.

The City may increase the length of the advertising period or require additional methods of advertising where, in the opinion of the City, owners and/or occupiers of properties in the vicinity of the proposed development are likely to be affected by the granting of development approval.

Variations to the requirements of this Policy may only be possible where they do not compromise the City's statutory obligations to comply with the timeframes prescribed by the Planning and Development (Local Planning Scheme) Regulations 2015.

5. Other requirements

- Development plans, other supporting documentation and a summary of the proposal are to be available on the City's website and at the Administration and Civic Centre, and Library and Local History Centre during the comment period.
- Where provided by the applicant perspective drawings of development proposals should be included as a document being advertised.
- In instances where the applicant submits to the City written documentary evidence that the owner(s) and occupier(s) of all or some adjacent affected properties have no objection to their proposal, the City will still undertake consultation in accordance with this Policy. If the applicant does submit such documentary evidence, then this evidence will be considered together with the public submissions.
- Where the extent of consultation includes properties within another local government area, the City will obtain the owner and occupant details from the adjoining local government and advertise the proposal in accordance with the requirements of this Policy.
- Where a subject or an adjacent affected property contains between one (1) unit and twenty (20) units, inclusive, the owner(s) and occupier(s) of all units on that property, are to be notified in writing.
- Where a subject or an adjacent affected property contains more than twenty (20) units, the body corporate/strata company and the owner(s) and occupier(s) of the directly affected units, as determined by the City, are to be notified in writing.
- The City will rely on its rate records for the purpose of notifying owner(s) and occupier(s) of the adjacent affected properties. The onus is on the owner(s) and occupier(s) of a property within Vincent to inform the City in writing of any changes in their address details as and when this occurs. The Planning and Development (Local Planning Schemes) Regulations 2015 permits costs and expenses incurred by the City in advertising a proposal, in addition to any fees paid for the application, to be payable by the applicant.

COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY

CITY OF VINCENT

Legislation / local law requirements	*Local Government Act 1995* *Planning and Development Act 2005* Planning and Development (Local Planning Schemes) Regulations 2015
Relevant delegations	2.1.1, 2.2.2, 2.2.4, 2.2.8, 2.2.11, 2.2.12, 2.2.29, 4.4, 12.1, 12.2, 16.1, 16.1.2, 16.1.4,
Related policy procedures and supporting documentation	Community and Stakeholder Engagement ~~Strategy~~Framework (CM XXXX)

Formatted: Font: Not Italic

~~PART 1 –~~ PRELIMINARY

INTRODUCTION

Engaging with the community enables the City to deliver services that reflect local needs and values. It helps build trust and strengthens community connection.

The participation of all community members is encouraged, welcomed and valued. Community experience, ideas and local knowledge helps shape better decisions and deliver stronger outcomes.

Vincent is committed to best-practice engagement that builds trust, supports transparency and ensures our decisions are responsive to community needs.

PURPOSE

~~Community engagement is an essential practice that allows the City to deliver its services in a way that reflects the community's vision by involving them in the decision-making process. This Policy has been developed in conjunction with the Community and Stakeholder Engagement Strategy, which details the principles on how we engage with our community.~~ This policy provides a clear commitment to engaging effectively and inclusively with our diverse community.

Formatted: Line spacing: Multiple 1.15 li

It puts the community at the heart of decision-making and ensures their insights are used to guide priorities, strategies and services.

OBJECTIVE

The objectives of this policy are to:

- Facilitate informed and evidence-based decision making.
- Enable a proactive approach to community engagement to ~~and~~ achieve inclusive and meaningful outcomes.
- Ensure~~Improve~~ consistent ~~ency of~~ community engagement practices across the organisation.

COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY

CITY OF VINCENT

- Ensure information is effectively ~~and efficiently~~ communicated internally and externally.
- Promote an accountable, transparent and accessible approach to engagement.

SCOPE

Community engagement is a shared responsibility. This Policy applies to elected members, City staff, contractors and external stakeholders.

It supports engagement across strategic planning, service design, capital works and policy development and review, in alignment with the City's Strategic Community Plan ~~working on any corporate documents (strategies, policies, and action plans), programs, projects or services that are delivered by, or on behalf of the City and have an impact on its community.~~

It also makes clear to the community what they can expect from us.

This policy is informed by Section 1.3(2) of the *Local Government Act 1995*, which encourages local governments to promote better decision making, greater community participation, and improved accountability.

It is supported by the Community and Stakeholder Engagement Framework to ensure consistent, inclusive and proportionate engagement across all City projects and initiatives.

~~PART 2 –~~ POLICY PROVISIONS

~~1.~~ DEFINITIONS

Community ~~-~~ ~~means~~ individuals and groups of people; stakeholders, interest groups and citizen groups (IAP2 Australasia trading as Engagement Institute 2014–2025. ~~2020~~). This includes ~~our~~ residents, ratepayers, business owners, community groups, customers, employees~~,~~ and visitors ~~into~~ Vincent.

Stakeholder ~~-~~ ~~means~~ individuals, a group of individuals, organisations, or a political entity with a specific interest ~~stake~~ in the outcome of the City's decisions.

Engagement ~~- means the interaction we have with our community and stakeholders and includes terms such as communication, participation, consultation, and customer service.~~ a planned approach that enables stakeholders to be involved in and contribute to decisions that affect their lives using a range of techniques and methods.

Engagement methods – the methods used to capture community input, e.g. workshop, online survey, community meeting.

Level of engagement – the International Association of Public Participation (IAP2) Australasia Public Participation Spectrum defines five levels of engagement (Inform, Consult, Involve, Collaborate, Empower) to describe the community's role in engagement.

Formatted: Indent: Left: 0.27 cm, Right: 0.48 cm, Space Before: 12.75 pt

Formatted: Left

Formatted: Font: 16 pt, Bold, Font color: Custom Color(RGB(0,115,123)), Condensed by 0.1 pt

Formatted: Font: 16 pt, Bold

Formatted: Normal, No bullets or numbering

Formatted: Left

Formatted: Font: Bold, Italic

Formatted: Font: Italic

Formatted: Font: Bold, Italic

Formatted: Font: Bold, Italic

COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY

CITY OF VINCENT

Other terms specific to statutory and strategic planning are included within Appendix ~~2~~ 1 of this Policy.

~~2.~~ POLICY~~GUIDING PRINCIPLES~~

The City will engage with its community and stakeholders in ways that are open, timely, accessible and inclusive.

We are guided by the following principles in planning and delivering engagement:~~The following principles have been adopted by the City and will guide community engagement activities. This policy should be read in conjunction with the Community and Stakeholder Engagement Strategy which describes the intent, intended outcomes and how we will measure performance for each of the principles below.~~

~~1. Make decisions based on the needs and interests of everyone involved.~~
~~2. Hear and understand our community.~~
~~3. Meaningfully include the community in the decision-making process.~~
~~4. Engage in a way that facilitates involvement of impacted communities.~~
~~Communicate before, during and after a decision is made.~~

Engage early and clearly: We involve the community when their input can influence the outcome and we clearly explain the purpose and scope of engagement.

Match the method to the impact: We scale our engagement to reflect the size and significance of the project, its complexity and who is impacted.

Be inclusive and targeted: We aim for broad participation where appropriate and prioritise those most impacted in localised projects. We remove barriers to participation wherever we can.

Value all forms of expertise: We seek out both technical advice and local knowledge to shape better decisions.

Close the loop: We report back to the community on what we heard and how it influenced the decision. We report to Council by summarising submissions and responding to themes. Verbatim submissions may be included where appropriate, but the focus remains on clarity, evidence and reasons for decisions.

Respect privacy: We take reasonable steps to protect personal information when collecting, using or sharing data as part of engagement in line with the City's Privacy and Information Breach Policy.

~~5.~~

~~3.~~ ~~PUBLIC ENGAGEMENT SPECTRUM~~ How We Engage

The level of engagement will vary depending on the nature and complexity of the project or decision.

The ~~International Association for Public Participation (~~IAP2~~)~~ ~~has developed a~~ spectrum ~~that~~ outlines the increasing levels of participation the community can have in a decision-making process.

Formatted: Condensed by 0.1 pt
Formatted: Font color: Custom Color(RGB(0,115,123)), Condensed by 0.1 pt
Formatted: Indent: Left: 0.27 cm, Hanging: 0.63 cm, No bullets or numbering
Formatted: Normal, Indent: Left: 0 cm, Space Before: 0 pt
Formatted: Normal, Space Before: 0 pt, No bullets or numbering, Tab stops: Not at 0.9 cm
Formatted: Normal, No bullets or numbering, Tab stops: Not at 0.9 cm
Formatted: Font: (Default) Arial
Formatted
Formatted: No bullets or numbering
Formatted
Formatted: Font: (Default) Arial
Formatted: Font: (Default) Arial
Formatted: Font: (Default) Arial
Formatted
Formatted: Font: 16 pt, Bold
Formatted: Normal (Web), No bullets or numbering, Tab stops: Not at 0.9 cm
Formatted: Font: (Default) Arial, 16 pt, Bold, Font color: Auto, English (United States)
Formatted: Font: (Default) Arial, 16 pt, Bold, Font color: Auto, English (United States)
Formatted: Normal (Web), Space Before: 0 pt, No bullets or numbering, Tab stops: Not at 0.9 cm
Formatted: Strong, Font: (Asian) Chinese (Simplified, Mainland China), (Other) English (Australia)
Formatted: Left, Indent: Left: 0 cm
Formatted

COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY

CITY OF VINCENT

Thise City has adapted the spectrum has been adapted and adopted by the City of Vincent and is embedded it in the Community and Stakeholder Engagement Framework processes and guidelines (Appendix 1) that informs the way the City will engages with its community and stakeholders.

The level of participation will be clearly outlined forin each project. This ensures, ensuring the community and stakeholders are aware of how their feedback will influence the decisions being made.

Levels of participation:

Inform: The City will keep the community and stakeholders informed with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutionsof decisions, actions or for educational purposes.

Consult: The City will consult with the community and its stakeholders for the purpose of to obtaining feedback, opinions and insights. Consultation feedback and provides an opportunity for the community to share their knowledge with feedback considered as part of decision-makingbefore a decision is made.

Involve: The City will work with the community to ensure concerns and aspirations are e reflected in alternatives developed. Feedback will be provided on how public input influenced the decision.

Collaborate: The City will collaborate with the community to develop and build solutions. Input will be reflected in the decisions to the maximum extent possible.

Empower: The City will place the final decision making in the hands of the community.

When We Will Engage

The City will engage with the community:

- When the City is required to make a decision that would affect the community or where the community may be interested and/or affected by this decision, **and there is the ability for the community to influence the decision.**
- To satisfy statutory obligations.
- To obtain input for strategic projects being delivered by the City.
- To notify a participant of a decision made when the decision relates to a minor operational matter.

When We May Not Engage

There may be instances when it is impractical for the City to engage, such as:

- When a decision must be made quickly in the interest of the City (e.g., public safety, minor operational works).
- There are legal, commercial or legislative constraints.
- When the City is not the determining authority.
- When the decision relates to a minor operational matter that would have minimal impact on the community or stakeholders.

Formatted
Formatted: Indent: Left: 0 cm
Formatted
Formatted: Indent: Left: 0 cm, First line: 0 cm
Formatted: Font: Bold
Formatted: Font: Bold
Formatted: Indent: Left: 0 cm, First line: 0 cm, Right: 0.48 cm, Space Before: 8 pt
Formatted: Font: Bold, Condensed by 0.1 pt
Formatted: Font: Bold
Formatted: Font color: Auto
Formatted
Formatted
Formatted: List Paragraph, Right: 0.95 cm, Space Before: 7.95 pt, Line spacing: single, Bulleted + Level: 1 + Aligned at: 0.27 cm + Indent at: 0.91 cm, Tab stops: 0.91 cm, Left
Formatted
Formatted
Formatted

COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY

CITY OF VINCENT

~~In these instances, the City will inform affected community members and stakeholders about the decision and the reasons for it.~~

~~EXCLUDED ADVERTISING PERIODS~~

Formatted: Font: Bold, Font color: Auto

Engagement Timing

Engagement activities will be scheduled to maximise the potential for community participation.

Where engagement periods overlap with public holidays, school holidays or culturally significant dates, the City will extend timeframes or adjust activities to ensure the community has a fair and reasonable opportunity to participate.

Engagement initiatives will not be launched during summer school holidays unless the method is specifically designed to suit that context.

~~Advertising periods are to be amended in accordance with the following requirements:~~

~~Holiday~~	~~Comment~~
~~Public Holiday~~	~~Where consultation falls on a public holiday, the consultation period shall be extended by the number of public holiday days.~~
~~Easter Holiday (a period of seven (7) days commencing on Good Friday)~~	~~Where consultation falls within this period, the number of days within this period shall be added onto the consultation period.~~
~~Christmas and New Year (18 December to 8 January)~~	~~Where consultation falls within this period, the number of days within this period shall be added onto the consultation period.~~

~~The engagement period may also need to be amended when a specific stakeholder group needs to be reached and/or the engagement activities planned conflict with a holiday period that is specific to that stakeholder group (e.g. school holidays, Chinese New Year, etc.).~~

Formatted: Indent: First line: 0.25 cm

Minimum Advertising Periods

Formatted: Font: 16 pt, Font color: Auto

Formatted: Font: 16 pt, Font color: Auto, Not Expanded by / Condensed by

Formatted: Font: 16 pt, Font color: Auto

Formatted: Font: 16 pt, Font color: Auto, Not Expanded by / Condensed by

Formatted: Font: 16 pt, Font color: Auto

Formatted: No bullets or numbering

The timeframe of engagement activities will ~~should~~ be guided by ~~any relevant~~ statutory requirements but otherwise determined based on the ~~its individual~~ merits of each project~~and requirements~~. The ~~following identifies~~ minimum advertising periods for engagement activities are:

Project type	Minimum timeframe
Informing of project updates, notifications of decisions, small scale minor works and urgent works with low community impact etc.	Ad hoc
Informing of upcoming planned maintenance works.	7-14 days

COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY

CITY OF VINCENT

• Informing of upcoming ~~maintenance~~ works (including but not limited to traffic management, road works, street upgrade, change to parking conditions, etc) in a local context. *Note: Where schedules of maintenance works are available, the schedule will ~~shall~~ be published on the City's website.* • Consultations that are targeted and specific (i.e., implementation actions created from other strategies, verge tree locations)	14 days
• Strategic documents (i.e., strategies, policies, and plans, including amendments) • Projects that would affect large community groups (i.e., lighting or park infrastructure, changes to parking restrictions)	21 days

Notes:

Timeframes for Vibrant Spaces proposals are included in the Vibrant Public Spaces Policy.

Timeframes for development applications are included in Appendix 21.

~~4. Authority to vary the extent of consultation~~

~~Where a proposal/significant development may be of a complex nature, affect a broader area, or be of considerable interest to the community, the Chief Executive Officer has the discretion to require the Applicant to hold one or more public meetings/forums. The meetings will be at no cost to the City, and will be to explain the proposal/development to the community.~~

~~The type, location and timing of the meeting shall be organised and communicated to the satisfaction of the Chief Executive Officer.~~

This document is available in other formats and languages upon request.

OFFICE USE ONLY	
RESPONSIBLE OFFICER	Executive Manager Communications and Engagement~~Manager Policy and Place~~
INITIAL COUNCIL ADOPTION	Date: 14/09/2021, Ref# D21/145875
REVIEWED / AMENDED	Date: <approval Date>, Ref#: <TRIM Ref>
NEXT REVIEW	Date: 14/09/2025

Formatted: Strikethrough

Formatted: Indent: Left: 0.82 cm, No bullets or numbering

Formatted: Font color: Auto

COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY
Appendix 1 – How the City Engages

CITY OF VINCENT

1. How the City Engages

To achieve best practice in community engagement, the engagement methods and sequence which form the engagement plan needs to be tailored to the specific requirements of the project. The following table outlines the process involved and seeks to meet each of the guiding principles identified within Section 2 of the Policy.

The following method is to be followed for all engagement activities undertaken by the City.

Phase	Actions
Determine if community and stakeholder engagement is required	If the project does not align with a reason identified within Section 5 of the Policy 'When the City may not engage', community and stakeholder engagement is required, following the process below. If the project aligns with a reason within Section 5, affected community members should be informed of the decision, using the process below. Note: When there is no ability to influence a decision, 'Informing' the community and stakeholders of the decision may be the appropriate engagement activity.
Design	1. Consider and understand the context and scope of the project. 2. Consider and understand who might be interested and/or affected. 3. Consider and understand the risks that may be involved for the community, Council, and Administration. 4. Consider and understand the purpose of the engagement. 5. Consider any statutory requirements that must be complied with as part of the engagement plan. 6. Identify key milestones or other opportunities to provide updates or other important information to the community.

Commented [LW1]: This information will be incorporated into the higher level Community and Stakeholder Engagement Framework and removed from the policy.

The current Appendix 2 will remain (see below)

COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY
Appendix 1 – How the City Engages

CITY OF VINCENT

Plan	Determine the level of community participation and select activities appropriate and aligned to achieve those outcomes. The activities selected should consider and reflect the most effective way to connect with the community and stakeholders. Consideration of location-based activities or other ways that facilitate personal connection are encouraged. Note: • The table outlined within the *guide to establish level of participation* below provides guidance on typical levels of participation for different types of projects. • The wider the scope of the project, the higher the level of participation should be available to the community. This will result in a stronger level of community influence over the decisions being made. • The planning should consider the life of the project and how the different engagement activities can be used depending on the phase of the project and the purpose of the engagement. It is likely the level of involvement will require more than one level of involvement as identified within the IAP2 spectrum. • Minimum advertising requirements for development applications are included in Appendix 2 '*Statutory and Strategic Planning*'.
Implement and manage	Prior to implementation, review the design and planning phase and consider if the steps and actions will: • Reach the right people. • Ask the right questions. • Be delivered in a timely and meaningful way. • Inform decision making. • Consider the potential risks and contain appropriate solutions. • Be flexible enough to manage change if necessary. Once satisfied, it is time to draw upon resources available to deliver the consultation project. While consultation is occurring, it is necessary to be available to respond to community enquiries as they arise. Providing support will assist in providing a better experience for the community, as well as building trust and developing relationships.

COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY
Appendix 1 – How the City Engages

CITY OF VINCENT

Review and respond	The process for reviewing and responding to submissions is to: 1. Analyse the submissions received to understand who responded, why they are interested or affected and if anyone is missing from the conversation. 2. Prepare responses including further assessment and engagement and make changes to the project to address the issue(s) raised. 3. Document the responses to be included in a report or provided as a direct response to the participants. 4. When subject to determination at an Ordinary Meeting of Council, inform participants of the meeting date, providing as much notice as possible. 5. Publish the decision/project update on the City's website and send decision/project update to participants. When responding to submitters, consider how their input influenced the decision and what the best method to deliver this message is. It is also necessary to review and evaluate how effective the engagement was. This includes consideration of the overall engagement sequence and the engagement methods, including whether they aligned with the scope of the project and the purpose of the engagement. This review should determine if enough information is available to make an informed decision, or if further consultation is required. *See section 1.1 Principles for responding to submissions below.*
Reflect and report	Consider the effectiveness of the engagement plan and report on the findings so that others can learn from this practice. Reflecting on and reviewing the engagement process will assist in improving practices and efficiency in community consultation.

1.1 Principles for responding to submissions

The following principles should be considered when responding to submissions:

- Respond to all questions within the submission prior to the decision being made.
- When required, contact submitters to clarify comments within the submission before the decision is made.
- The summary of submissions report should provide sufficient context and detail to enable responses to be understood. Submission can be included verbatim if deemed necessary and the submitter has provided consent to do so.
- Responses should be supported with evidence.
- Provide justification for not supporting suggestions, such as those that are beyond the project's scope.
- Provide reasons if a suggested change to the project has not been adopted.
- Provide a direct update to participants and publish information on the City's website if the project process is required to change.
- Responses are to be provided as soon as reasonably possible.
- Consider whether marketing/media communication is required.

COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY
Appendix 1 - How the City Engages

CITY OF VINCENT

1.2 Guide to establish level of participation

The following matrix guides the level of participation that would generally be expected for different project types. The level of participation can be varied and is to be determined by following the process within Section 1 (How the City Engages) above. If the project type is not listed below, consider the most similar project type in relation to community investment and impact.

	Inform	Consult	Involve	Collaborate
Ability to influence	*There is no ability to influence the decision.*	*There is some ability to influence the decision.*	*There is medium ability to influence the decision.*	*There is high ability to influence the decision.*
Our commitment	Information is circulated to assist in understanding a deliverable or decision that is going to happen or has already happened.	To seek input, feedback or advice before the project is progressed or a decision is made.	To seek input, gather ideas, identify preferred options or alternatives.	To find collective solutions or to obtain a deeper understanding of what is important to help shape the projects future.
Project	• When a decision has already been made • Implementation updates • Development applications (notification of changes/ determinations) • For a reason detailed in Section 5 of the Policy	• Infrastructure locations i.e., pop-up play, verge trees • Strategic planning documents phase 2 (understanding what we heard) • Minor amendments to policies and strategies • Implementation of actions created within strategies or other corporate documents • Development applications (when there are departures to the statutory framework and the community or stakeholders may be affected)	• Strategic planning documents phase 1 (visioning) • Major amendments to strategic documents	• Master planning and design • Strategic community vision documents i.e., Strategic Community Plan • Place Plans • New major strategic plans

COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY
Appendix 1 – How the City Engages

CITY OF VINCENT

2.1. Minimum Advertising Periods

The timeframe engagement activities should be guided by any relevant statutory requirements but determined based on its individual merits and requirements. The following identifies minimum advertising periods for engagement activities:

Project type	Minimum timeframe
Informing of project updates, notifications of decisions, etc.	Ad hoc
• Informing of upcoming maintenance works (including but not limited to traffic management, road works, street upgrade, change to parking conditions, etc) in a local context. *Note: Where schedules of maintenance works are available, the schedule shall be published on the City's website.* • Consultations that are targeted and specific (i.e., implementation actions created from other strategies, verge tree locations)	14 days
• Strategic documents (i.e., strategies, policies, and plans, including amendments) • Projects that would affect large community groups (i.e., lighting or park infrastructure, changes to parking restrictions)	21 days

Note: Timeframes for development applications are included in Appendix 2.

3. Consultation Methods

3.1 Mandatory requirements

All engagement activities must be published on the City's website.

3.2 Other consultation methods

Each community engagement plan will be different and depend on the information being sought and who the target audience is. The following non-exhaustive list provides some suggestions for appropriate methods of consultation.

- Advisory group
- Citizens' jury
- Community education program
- Community panel
- Conversation cafe
- Door knocking
- E-newsletter
- Flyer
- Information sheets / FAQ's
- Interactive mobile app/ online tool
- Letter
- Local newspaper advertisement
- Location based engagement
- Online discussion forum
- Open house
- Phone calls
- Public display
- Social media post
- Sign on site
- Specific and targeted site visits (e.g. schools, aged care, etc)
- Survey
- Voting
- Webinar
- Website
- Workshop

COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY
Appendix 1 – How the City Engages

CITY OF VINCENT

4. Extent of Engagement

Certain projects are highly localised and impact just a few people or households, while others could impact all residents, businesses or visitors in Vincent. The examples below provide guidance on the extent of engagement campaigns for different projects that have worked in the past.

Project Example	Impacted Stakeholders	Extent
Localised: Character Areas – Cleaver Precinct	All homeowners in the Cleaver Precinct	Doorknocking and letter drops to all affected properties
Broad: Britannia North-West Development Plan	Users of Britannia Reserve	400m letter drop, based on the walkable catchment of the park
City-wide: Food Organics Garden Organics	All residents in Vincent	Brochure to all Vincent residents

COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY
Appendix 2 - Statutory & Strategic Planning

CITY OF VINCENT

Development assessment or 'statutory planning' involves the assessment of development applications to use land or undertake building works against planning controls.

Development applications are assessed against the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*, the City's Local Planning Scheme (as amended), the Residential Design Codes and relevant Local Planning Policies.

Consultation for development applications is to occur in accordance with the minimum standards set out below to ensure a consistent approach to consultation on development applications.

1. Definitions

Complex development application means a development application which proposes or is of the type:

- Telecommunications infrastructure
- Development on City owned and managed land
- Mandatory or Optional Development Assessment Panel Form 1 applications as defined by the *Planning and Development (Development Assessment Panel) Regulations 2015*

Directly adjoining properties **means** only the properties with a boundary directly abutting to where the departure is proposed.

Adjoining property is as per State Planning Policy 7.3 Residential Design Codes.

Adjacent property means properties that would otherwise be adjoining to the subject site or property if not for being separated by a public road (*Refer Figure 1 and 2*).

2. Minimum Advertising Requirements

2.1. Statutory Planning

Description	Minimum comment period (Calendar days) (1) (2)	Website	Extent of consultation (3) (9) (10)	Sign on site	Newspaper
Uses and/or associated works (4)					
"P" and "D" uses that require the exercise of discretion	14 days	Yes	All adjoining and adjacent properties	No	No
"A" uses which have not previously been approved by the City	14 days	Yes	All adjoining and adjacent properties	Yes	No
Unlisted uses	28 days	Yes	200 metres radius	Yes	Yes
Non-conforming uses	14 days	Yes	All adjoining and adjacent properties	Yes	Yes

COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY
Appendix 2 – Statutory & Strategic Planning

CITY OF VINCENT

Description	Minimum comment period (Calendar days) (1) (2)	Website	Extent of consultation (3) (9) (10)	Sign on site	Newspaper
"A" uses and Unlisted uses which have previously been approved and do not significantly increase the intensity of the site	14 days	Yes	All adjoining and adjacent properties	No	No
"X" uses	Will not be considered by the City				
Residential Development					
Residential development that does not meet all deemed-to-comply criteria.	14 days	Yes	All adjoining and adjacent properties (5)	No	No
Development that proposes a building height of three storeys or more and proposes additional storeys above the deemed-to-comply height standards or Acceptable Outcomes	14 days	Yes	100 metres	No	No
Heritage Development					
Demolition of any structure/ building on a heritage protected place, unless: • written notification is provided by the City confirming the proposed structure/ building to be demolished does not contribute to the significance of the heritage place; and/ or • the works are exempt by a local planning policy.	14 days	Yes	All adjoining and adjacent properties	Yes[11]	Yes[11]

COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY
Appendix 2 – Statutory & Strategic Planning

CITY OF VINCENT

Description	Minimum comment period (Calendar days) (1) (2)	Website	Extent of consultation (3) (9) (10)	Sign on site	Newspaper
Alterations and additions of any structure/ building on a state heritage protected place, unless: • the works are for external fixtures (as defined by the Residential Design Codes) or restoration and/ or remediation works.	14 days	Yes	All adjoining and adjacent properties	Yes	No
Any development application within a design guideline area, character retention area or heritage area adopted by Council through a local planning policy that does not meet all deemed-to-comply criteria (6)	14 days	Yes	All owners and occupiers located within that design guideline area, character retention area or heritage area	No	No
Complex development applications					
Mandatory or Optional Form 1 DAP applications Telecommunications infrastructure Development on City owned and managed land	28 days	Yes	200 metres radius	Yes	Yes
Form 2 DAP Application (7)					
Amendment to a DAP application where: discretion is required; and	14 days *OR* 28 days	Yes	All adjoining and adjacent properties *OR*	No *OR* Yes	No *OR* Yes

COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY
Appendix 2 - Statutory & Strategic Planning

CITY OF VINCENT

Description	Minimum comment period (Calendar days) (1) (2)	Website	Extent of consultation (3) (9) (10)	Sign on site	Newspaper
works may have an impact on the amenity of nearby properties			200 metres radius		
Public Works or Applications of State Significance or when the City is not the decision maker					
All applications where the City is not the decision maker	Owners and occupiers are to be notified of the proposal as though it was a development application being determined by the City. Submitters are to provide their comments directly to the determining authority as per the information provided on the notification letter.				

2.2. Strategic Planning

Description	Minimum comment period (Calendar days) (1) (2) (8)	Website	Extent of consultation (3) (9) (10)	Sign on site	Newspaper
Local Planning Strategy (Strategy)					
Local Planning Strategy	21 days	Yes	Stakeholder analysis	N/A	Yes
Amendment to Strategy	21 days	Yes	Stakeholder analysis	If it affects a specific site	Yes
Local Planning Scheme (Scheme)					
New Scheme	90 days	Yes	Stakeholder analysis	N/A	Yes
~~Modification to new Scheme~~	~~60 days~~	~~Yes~~	~~Stakeholder analysis~~	~~If it affects a specific site~~	~~Yes~~
Amendments to a Local Planning Scheme (LPS)					
Complex amendment	60 days	Yes	Stakeholder analysis	If it affects a specific site	Yes
Modifications to complex amendment	42 days	Yes	Stakeholder analysis	If it affects a specific site	Yes
Standard amendment	42 days	Yes	Stakeholder analysis	If it affects a specific site	Yes
Modification to standard amendment	21 days	Yes	Stakeholder analysis	If it affects a specific site	Yes

COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY
Appendix 2 - Statutory & Strategic Planning

CITY OF VINCENT

Description	Minimum comment period (Calendar days) (1) (2) (8)	Website	Extent of consultation (3) (9) (10)	Sign on site	Newspaper
Local Planning Framework					
Structure Plan (new or amendment)	42 days	Yes	Stakeholder analysis	Yes	Yes
Local Planning Policy (new and amendment)	21 days	Yes	Stakeholder analysis	If it affects a specific site	~~Yes~~Stakeholder analysis
Local Development Plans (new or amendment)	14 days	Yes	Stakeholder analysis	Yes	Yes

Notes:

(1) With exception of those time periods ~~as~~ outlined in ~~Section 7 of this Policy~~ in relation to advertising over weekends and holiday periods.

(2) The advertising period commences on the date the notification letters are sent by the City and where applicable, the sign on site is erected. For Strategic Planning matters, the advertising period commences on the date the proposal is published on the City's website, and where applicable, the sign on site is erected.

(3) The extent or radius of advertising may be extended at the discretion of the City.

(4) Land use classifications are in accordance with Clause 18 of the City's Local Planning Scheme No. 2.

(5) Where a departure may have an adverse impact on a specific property/ies, the City may reduce the extent of advertising to only those who may be affected.

(6) Does not include the William Street Design Guideline Area and structures above or adjacent to the Graham Farmer Freeway Tunnel Northbridge Design Guideline Area.

(7) Advertising requirement options specified ~~is~~ are dependent on the extent of discretion sought and the extent of potential impact on the amenity of nearby properties, in the opinion of the City.

(8) In accordance with the *Planning and Development (Local Planning Scheme) Regulations 2015* the local government may decide not to advertise an amendment if, in the opinion of the local government and the Commission, the amendment is of a minor nature.

(9) Includes owners and occupiers of a property.

(10) The Policy process detailed in the Stakeholder and Community Engagement Framework ~~under Appendix 1~~under 'How the City engages' shall be followed to determine interested and affected stakeholders, and the most appropriate way to engage with them.

(11) A sign on site and notification in the local newspaper is only required for full demolition of a structure/building on a heritage protected place.

COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY
Appendix 2 - Statutory & Strategic Planning

CITY OF VINCENT

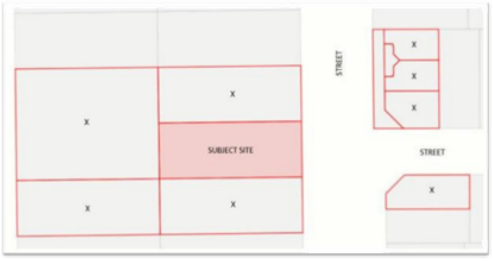


Figure 1 – Example of the extent of consultation to adjacent properties where there are varying lot layouts.

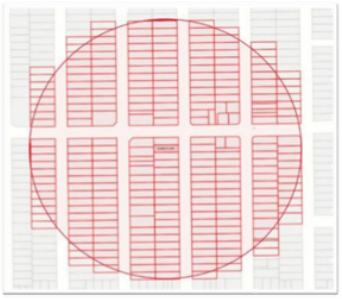


Figure 2 – Example of extent of consultation based on a radius from the boundary of a subject site.

COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY
Appendix 2 – Statutory & Strategic Planning

CITY OF VINCENT

3. Readvertising

Where a development application has been previously advertised and the City receives amended plans following the community consultation period, the application would be subject to a further consultation period where, in the opinion of the City:

a) The amended plans propose new or greater departures to the deemed-to-comply or acceptable outcome (or equivalent) standard specified in the planning framework than that previously advertised and those departures may have an impact on the amenity of an adjoining property or the street; or
b) The amended plans result in a significantly different proposal to that which was previously advertised; or
c) Where a proposal has received opposition during advertising and subsequently significant amendments are made, the application shall be re-advertised for a minimum of 7 days. This will involve emailing or writing to all authors of previous submissions.

Where the City is satisfied the development would not have an impact on the amenity of adjoining properties and/or streetscape, community consultation may not be necessary.

Notwithstanding the above, any re-advertising may only be undertaken where it does not compromise the City's statutory obligations to comply with the timeframes and processes prescribed by the Planning and Development (Local Planning Scheme) Regulations 2015. In the instance the City is unable to readvertise the proposal, the previous submitters are to be notified of the proposed changes to the development application only.

4. Variations to advertising

There may be need to vary the advertising requirements of this Policy due to details of a particular development application. These development applications will be considered on a case-by-case basis. The City may increase the length of the advertising period or require additional methods of advertising where it is deemed to be in the public interest, and relevant to the consideration of a proposal.

The City may increase the length of the advertising period or require additional methods of advertising where, in the opinion of the City, owners and/or occupiers of properties in the vicinity of the proposed development are likely to be affected by the granting of development approval.

Variations to the requirements of this Policy may only be possible where they do not compromise the City's statutory obligations to comply with the timeframes prescribed by the *Planning and Development (Local Planning Scheme) Regulations 2015.*

5. Other requirements

- Development plans, other supporting documentation and a summary of the proposal are to be available on the City's website and at the Administration and Civic Centre, and Library and Local History Centre during the comment period.
- Where provided by the applicant perspective drawings of development proposals should be included as a document being advertised.

COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY
Appendix 2 – Statutory & Strategic Planning

CITY OF VINCENT

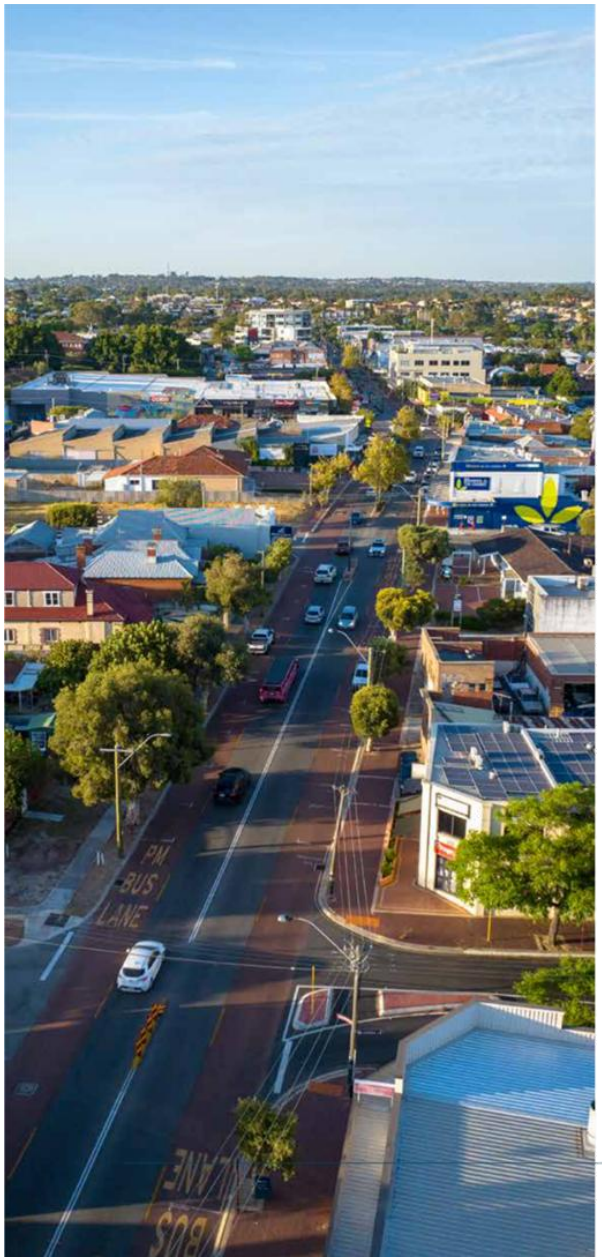
- In instances where the applicant submits to the City written documentary evidence that the owner(s) and occupier(s) of all or some adjacent affected properties have no objection to their proposal, the City will still undertake consultation in accordance with this Policy. If the applicant does submit such documentary evidence, then this evidence will be considered together with the public submissions.
- Where the extent of consultation includes properties within another local government area, the City will obtain the owner and occupant details from the adjoining local government and advertise the proposal in accordance with the requirements of this Policy.
- Where a subject or an adjacent affected property contains between one (1) unit and twenty (20) units, inclusive, the owner(s) and occupier(s) of all units on that property, are to be notified in writing.
- Where a subject or an adjacent affected property contains more than twenty (20) units, the body corporate/strata company and the owner(s) and occupier(s) of the directly affected units, as determined by the City, are to be notified in writing.
- The City will rely on its rate records for the purpose of notifying owner(s) and occupier(s) of the adjacent affected properties. The onus is on the owner(s) and occupier(s) of a property within Vincent to inform the City in writing of any changes in their address details as and when this occurs. The *Planning and Development (Local Planning Schemes) Regulations 2015* permits costs and expenses incurred by the City in advertising a proposal, in addition to any fees paid for the application, to be payable by the applicant.

CITY OF VINCENT

DRAFT COMMUNITY AND STAKEHOLDER ENGAGEMENT FRAMEWORK

'Community engagement is an intentional process with the specific purpose of working across organisations, stakeholders and communities to shape the decisions or actions of the members of the community, stakeholders or organisation in relation to a problem, opportunity or outcome.'

International Association for Public Participation Australasia Limited (IAP2 Australasia) trading as Engagement Institute.



OUR ENGAGEMENT COMMITMENT

This Framework outlines how the City engages with its community and stakeholders to ensure engagement is consistent, effective, inclusive and meaningful.

It supports the Community and Stakeholder Engagement Policy and aligns with the IAP2 Spectrum of Public Participation.

At Vincent, we are committed to giving our community a voice in decisions that affect and shape their lives, neighbourhoods and future.

We will listen, provide clear and timely information and involve the community in ways that are meaningful and proportionate to the project's impact.

Through our engagement, we seek to understand priorities, build trust and strengthen our connection with community and stakeholders.

Engagement supports and informs decision-making. As one element of the decision-making framework, engagement outcomes must be considered alongside technical advice, research, policy and legislative requirements, financial impacts as well as broader strategic priorities.

STRATEGIC DIRECTION

The City's Strategic Community Plan (SCP) sets the long-term vision, priorities and direction for the organisation and is informed by extensive community engagement. This Framework supports the delivery of the SCP and other key strategies by guiding how engagement is planned and undertaken for individual projects and initiatives.

Engagement under this Framework builds on existing strategic direction and previous engagement, ensuring that effort is proportionate, avoids unnecessary duplication, and focuses on matters where community input can meaningfully inform decisions or refine outcomes.

ENGAGING PROPORTIONATELY AND STRATEGICALLY

Engagement is scaled to match the level of impact of each project.

LEVELS OF ENGAGEMENT BY IMPACT

Levels of impact are assessed at the outset of a project to guide consultation and engagement planning and then integrated into project plans.

This is a preliminary assessment, informed by factors such as who will be affected, the scale of change, potential risks and likely community interest. The level may be refined as engagement progresses and as we learn more from the community.

The table below provides examples to guide thinking. It should be adapted to project context, risks and community expectations.

LEVEL OF IMPACT OR RISK	ENGAGEMENT FOCUS	TYPICAL METHODS
High (significant public interest, potential controversy or long-term impact)	Early engagement. Where possible involve, collaborate or empower to identify risks and community priorities before decisions are made.	Workshops, advisory groups, deliberative panels, place-based engagement, co-design, mix of online and in-person methods.
Medium (moderate community interest, some impact, options to influence)	Inform or consult as appropriate. In some cases key stakeholders may be involved earlier to test assumptions or refine options.	Surveys, feedback forms, pop-ups, information sessions, focus groups, online discussion forums.
Low (routine or operational matters, limited impact)	Inform as appropriate. Streamlined communication.	Website updates, FAQs, newsletters, signage, direct mail.

ENGAGEMENT TIMING AND SCHOOL HOLIDAYS

The timing of engagement activities will be considered in relation to school holidays and other dates of significance.

The launch of major engagement will be avoided during school holidays where possible. Where engagement must occur during school holidays, the following conditions should apply:

- The engagement period is extended to include time before or after the holiday period.
- Additional face-to-face engagement strategies are implemented to mitigate reduced participation.
- The rationale for timing is documented in the engagement plan.

Face-to-face engagement during school holidays is encouraged where appropriate, particularly in public spaces and community settings where families and young people are likely to gather. Examples include:

- Pop-up stalls at the library, Beatty Park, parks or community events.
- Interactive consultation sessions designed to attract and engage children and families.
- Staffed sessions where community members can ask questions and provide feedback in person.

This approach recognises that school holidays can present both challenges and opportunities for engagement and aims to ensure that all community members have equitable access to participate.

ENGAGEMENT PRINCIPLES

At Vincent, engagement is guided by the IAP2 Core Values and our Community and Stakeholder Engagement Policy. Our principles set out how we engage.

INCLUSIVE AND PROPORTIONATE

We engage proportionately and inclusively. We work to remove barriers to participation so everyone has opportunity to be involved.

EARLY AND GENUINE INVOLVEMENT

We involve the community at a stage where feedback can make a difference and genuinely shape outcomes.

CLEAR PURPOSE AND INFLUENCE

We are clear and transparent. We define why we are engaging, what is in and out of scope and how the community's input will influence the decision.

EVIDENCE AND EXPERTISE

We consider community knowledge and lived experience alongside technical advice, research and strategic direction.

ACCESSIBLE AND RESPECTFUL

We identify and reduce barriers so that everyone who wants to participate can do so. Engagement is respectful and easy to understand.

CLOSING THE LOOP

We close the loop. We communicate how feedback was considered and explain the reasons for decisions made.

PRIVACY

We respect privacy. We take reasonable steps to protect personal information when collecting, using or sharing engagement data and only collect what we need for engagement in line with the City's Privacy and Information Breach Policy.

OUR ENGAGEMENT PROCESS

At Vincent, we apply a simple cycle that helps us plan, deliver and learn from every project.

DEFINE → UNDERSTAND → PLAN → DELIVER → EVALUATE → LEARN

1. Define the purpose and scope
Clarify why we are engaging, what decisions can be influenced and what is out of scope. Where a project aligns with existing strategic priorities, we build on past engagement rather than duplicating it.

2. Understand who is affected
We identify who is likely to be interested, impacted or underrepresented and consider the best ways to involve them.

3. Plan the approach
We design engagement methods that fit the project's context, scale and objectives. We choose tools that are inclusive, accessible and meaningful to the identified stakeholders.

4. Deliver with transparency
We deliver engagement in line with the plan, providing clear information and reducing barriers so input can genuinely shape outcomes.

5. Evaluate and close the loop
We analyse and report what we heard, show how input influenced decisions and share outcomes with participants - and the wider community where appropriate.

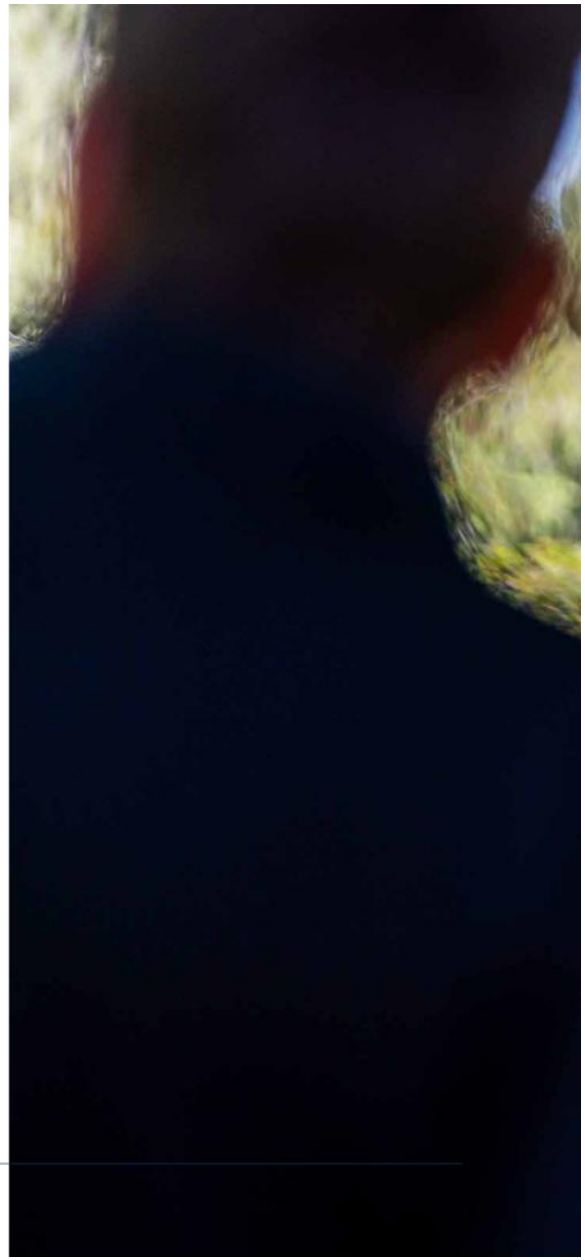
6. Learn and improve
We ask for feedback and reflect on the process, capture lessons learned and strengthen our practice for future engagement.

LEVELS OF ENGAGEMENT

Not all projects require consultation. Many projects will be delivered at the Inform level where the purpose is to raise awareness rather than seek feedback.

The IAP2 spectrum outlines levels of participation from informing to empowering. The appropriate level is determined by project scale, impact and scope for community influence.

LEVEL	OUR PURPOSE	OUR COMMITMENT	TYPICAL TOOLS AND TECHNIQUES
Inform	Provide clear, timely, accessible information. Informing is often the most appropriate level of engagement for routine or low impact matters.	We will keep you informed about decisions, processes and outcomes.	Project update email, signage, eNews, media, website, social media.
Consult	Seek feedback on ideas, options or proposals. Consultation may be light touch or more detailed depending on the purpose and scale of the project.	We will listen, consider your feedback and report back on how it influenced the decision.	Surveys, feedback forms, submissions, quick polls, pop-ups, workshops.
Involve	Work directly with stakeholders to explore issues and options.	We will work with you to understand your views and ensure they are considered in decisions.	Focus groups, advisory groups, community panels, stakeholder meetings.
Collaborate	Partner with the community in shaping solutions.	We will look to you for advice, ideas and recommendations and will work with you to find preferred solutions.	Co-design sessions, deliberative panels, collaborative design and visioning workshops.
Empower	Place final decision-making in the hands of the community.	We will implement what you decide.	Community-led planning processes.



STAKEHOLDER IDENTIFICATION

We take a structured approach to identifying stakeholders by considering who is affected by a decision or project, who has an interest or influence and who may be impacted as a result. We apply an equity lens to ensure underrepresented or less-heard voices are identified and included from the outset.

ENGAGEMENT METHODS AND TOOLS

We select engagement methods based on the purpose, audience and level of influence as guided by the IAP2 spectrum.

By focusing on the following principles, we ensure the methods we choose are effective, meaningful and respectful of the community's time and effort:

- Fit-for-purpose – methods are chosen to match the project objectives and community needs.
- Inclusive – information and activities are accessible and reduce barriers to participation.
- Flexible – we provide more than one way to participate using both online, hard copy and in-person options.
- Creative and place-based – we look for opportunities to design engaging, locally relevant experiences.
- Efficient – we avoid duplication and coordinate with other engagement activities where possible.

REPORTING AND CLOSING THE LOOP

We report back transparently, summarising feedback, explaining its influence and communicating decisions to maintain trust.

EVALUATION AND CONTINUOUS IMPROVEMENT

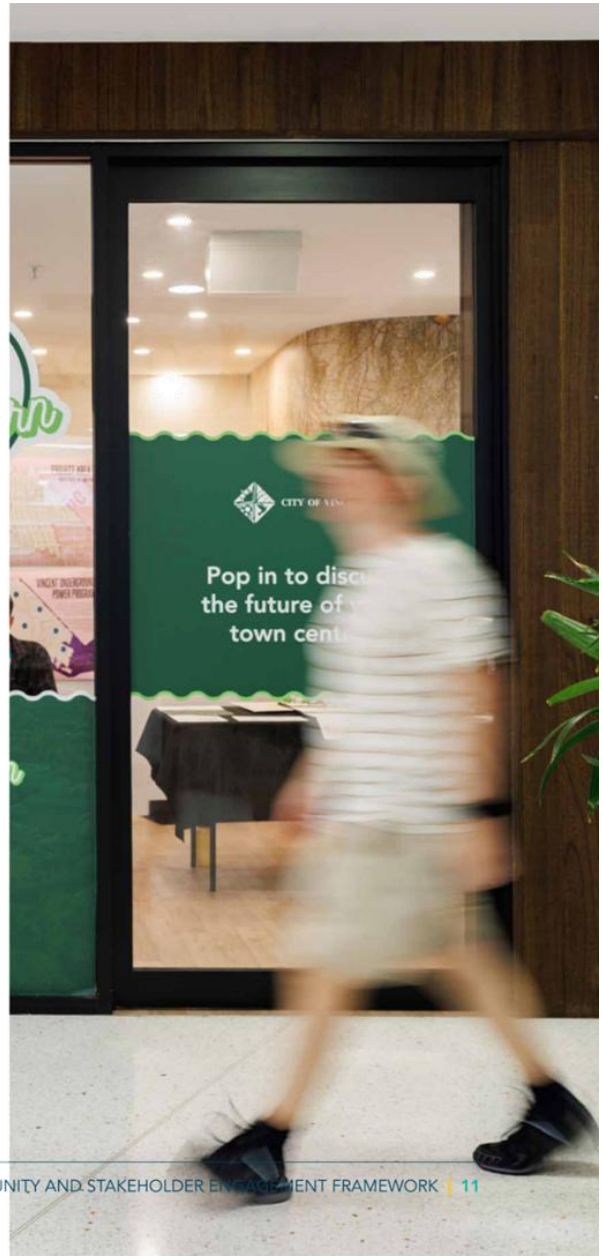
We evaluate engagement to assess objectives, inclusiveness and impact and share lessons to improve future practice.

TOOLKIT AND SUPPORTING RESOURCES

The toolkit provides templates, checklists and guidance to support implementation and will be updated more regularly than the Framework to reflect emerging methods and lessons learned.

REVIEW

The Framework will be reviewed every four years, aligned with the review of the Stakeholder and Community Engagement Policy, or earlier if required by significant changes to legislation, best practice or community expectations.



@cityofvincent
VINCENT.WA.GOV.AU
This document is available in other formats and languages upon request.
COV2108

Community and Stakeholder Engagement Policy Review

Consultation Report Summary

1 May – 25 May 2026

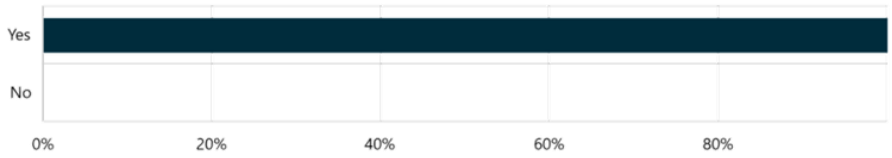
Closed

Have your say
Community and Stakeholder Engagement Policy - 2026 Review

3 Contributors	3 Contributions

Contribution Summary

1. Are you a resident or ratepayer in the City of Vincent? Required
Select Box | Skipped: 0 | Answered: 3 (100%)



6. How can we better involve you in the City's decision making?
Long Text | Skipped: 0 | Answered: 3 (100%)

Sentiment

No sentiment data

Tags

No tag data

Featured Contributions

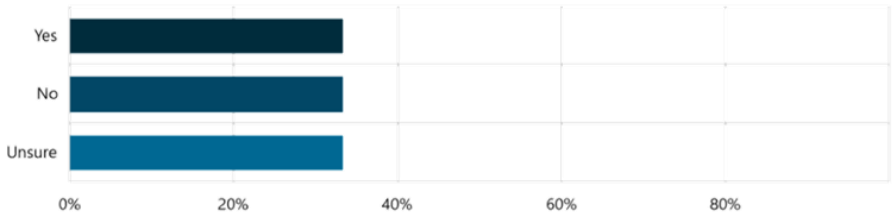
Continue as is
Contribution 3 of 3 | 9 May 2026

I previously wasted a whole morning and evening attending a workshop and community meeting for the most recent iteration of the 'Policy' only to later discover very little, if any, of the feedback collected at these events went toward the final version of the 'policy'. I won't be doing that again!
Contribution 2 of 3 | 8 May 2026

Keep putting links in the Newsletter where we have an opportunity to have our say at a time and place that is convenient.
Contribution 1 of 3 | 8 May 2026

7. Do you support the proposed changes to the draft Community and Stakeholder Engagement Policy? Required

Select Box | Skipped: 0 | Answered: 3 (100%)



8. If you have any further comments about the policy, or how Vincent consults with community, please tell us here. Required

Long Text | Skipped: 1 | Answered: 2 (66.7%)

Sentiment

No sentiment data

Tags

No tag data

Featured Contributions

Looking forward to your feedback You never mention economics and costs Who is and how much is being paid for all these extra services....we are already paying extensively in our rates

Contribution 2 of 2 | 9 May 2026

Can Vincent please actually respect the 'consultation process' and not go through the motions to be seen to be consulting when in fact the outcome has been determined before the process even starts. Thank you.

Contribution 1 of 2 | 8 May 2026

8 CHIEF EXECUTIVE OFFICER

8.1 ANNUAL REVIEW OF COUNCIL DELEGATIONS

Attachments: **1. Review of Register of Council Delegations** ⇩

RECOMMENDATION:

That Council:

1. **NOTES the annual review of the delegations in accordance with Section 5.46(2) of the Local Government Act 1995, as outlined in this report; and**

2. **DELEGATES by ABSOLUTE MAJORITY the local government functions listed in the City's Register of Council Delegations, at Attachment 1.**

PURPOSE OF REPORT:

To consider amendments to the City's Register of Delegations (Register), following a review as required under the *Local Government Act 1995* (Act).

DELEGATION:

In accordance with section 5.42 of the Act, the power to delegate local government powers and duties to the Chief Executive Officer (CEO) requires an absolute majority and vote.

BACKGROUND:

The purpose of delegating power is to enable routine decision making to be undertaken in a cost effective and efficient manner, or rapidly where a time imperative may be involved.

Council is required to make decisions of high importance, some of which require absolute majority decisions and cannot be delegated.

Council also has discretionary functions that involve making routine decisions that are high frequency and low risk. It is appropriate for Council to delegate these functions to the Chief Executive Officer (CEO).

The Register of Delegations sets out the powers and functions delegated from Council to the CEO.

All delegations made under the *Local Government Act 1995* (Act) must be made by absolute majority and recorded in a register. Sections 5.18 and 5.46 of the Act require that at least once every financial year, delegations are to be reviewed by the delegator for those delegations under the Act. The review also presents opportunity to review delegations made under other legislation.

Council undertook its last annual review of delegations in May 2025 and endorsed the proposed outcome of that review at its 13 May 2025 meeting.

The Department of Local Government, Industry Regulation and Safety have an Operational Guideline for Delegations, Authorisations and Acting through. This has been linked above for further information.

DETAILS:

The annual review of delegations by Council is a statutory requirement and is also necessary to ensure the delegations remain consistent with legislation and applicable to the City's current operational needs.

In March 2026, Administration undertook a review of Council's delegations. A 'tracked changes' version of the Council Delegations Register is at **Attachment 1**.

As a result of this review the following changes to the Council delegations are proposed.

Delegation	Action	Comments
2.1.1 – Delegation to Behaviour Complaints Committee	Remove delegation from Register of Delegations	Amendments to the *Local Government (Model Code of Conduct) Regulations 2021* effective 1 January 2026 provide that behavioural complaint functions are no longer capable of delegation under section 5.16 of the *Local Government Act 1995*. Council approved an updated delegation and adopted the supporting Code of Conduct, Behaviour Complaints Management Policy and Committee Terms of Reference at its March 2026 meeting (Item 12.1). Subsequently, the department have advised that functions under clauses 12 and 13 of the Model Code cannot be delegated. Instead, the functions must be exercised by Council or a committee or person authorised by Council under Regulation 14B. The committee continues to operate on the basis of that Council resolution and supporting governance documents, rather than as a formal delegation.
2.2.18 – Disposing of Property by Leases and Licenses	Amend functions.	<u>Category 1 – Small Community Group</u> • Update to include authority to grant new licences. • Currently eight licensees in Category 1, all of whom are historic tenants who have transitioned under the new property framework. A new licence would only be required if one of the licensees no longer wishes to continue with their licence. • Delegating authority to approve new licences for this category will enable timely administrative decision-making for low-risk community uses, reduce delays associated with Council approval processes, and support continuity of community services. • These groups are low risk and the management fee does not usually exceed $1,000. <u>Category 2 –</u> • Differentiate the two different types of Category 2 leases and licenses which are issued to Community Groups / Organisations and Sporting clubs. Typically, the leases and licenses associated with these two groups have different levels of complexity and it is therefore proposed to have different levels of delegation to manage these functions. • Introduce “Category 2 - Community Groups and Organisations”. • Update to include authority to grant new leases and licences. • Currently only two groups within this category. The authority to grant a new lease or licence to community groups will improve efficiency in turnaround time, ensuring sites are not left vacant for extended periods pending a Council decision. • Introduce “Category 2 – Sporting Clubs”. Retain existing delegation which relates to existing leases or licenses, no additional delegation is sought in relation to new leases or licenses. This category is more complex as clubs may seek grant funding to support upgrades of improvements to leased premises. Sporting

Delegation	Action	Comments
		groups have typically attracted a higher level of Council interest, and therefore Council oversight is retained for this category.
	Amend conditions.	Remove condition 3 as the City is no longer proposing to relocate its Works Depot to Mount Claremont before 2027 and any lease greater that 24 months would be presented to Council under condition 2 (c). Align conditions with amended functions.
2.2.20 – Defer payment, grant discounts, waive fees or write off debts	Amend condition c.	Increase the maximum library fees or debts that may be waived or written off to $150.
16.1.1 – Determination of various applications for development approval under the City's Local Planning Scheme	Amend express power or duty delegated.	To reflect current legislative requirements.

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

Section 5.46(2) of the Act requires Council to review of its delegations at least once every financial year.

RISK MANAGEMENT IMPLICATIONS

Risk Category	Risk Appetite/ Tolerance Statement	Descriptor/clarification
Less than better practice for Governance, Due diligence, Accountability and Sustainability	The City has a ***low risk tolerance*** for less that better practice decision making for governance, due diligence, accountability, and sustainability, as measured by accepted industry standards and practices.	The annual review and proposed amendments to the delegations register support this by ensuring delegations remain current, legally compliant, and reflective of contemporary operational needs and legislative updates. This reduces the risk of inconsistent, inefficient, or outdated decision-making.

Low: It is low risk for Council to approve proposed amendments and updates to the delegations register due to the conditions on the delegations which define clear authorities and accountabilities for City officers.

The annual review of delegations by Council is a statutory requirement and is also necessary to ensure the delegations remain consistent with legislation and applicable to the City's current operational needs.

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

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.

CITY OF VINCENT

City of Vincent
REGISTER OF DELEGATIONS, AUTHORISATIONS AND APPOINTMENTS

Delegations from Council to the CEO
Delegations from the CEO to other employees
Authorisations by the CEO of other employees
Appointments by the CEO of other employees

Reviewed by Administration 23 April 2026
Reviewed by Council ~~13 May 2025~~ 16 June 2026

REVIEW

Reviewed by	Date approved	References
Council	25 Jun 2019	Annual review of Council delegations Council Item - OMC - 12.5 CM Ref - D19/92612
Administration	8 Jul 2019	Review and appointment of sub-delegations and authorisations. CM Ref - D19/95056
Administration	3 Sep 2019	Update authorised officers. Approval subdelegation clause 2.4.10 to Manager Public Health & Built Environment. Extended CEO delegations to Executive Directors & Managers-Clause 2.4.11.CMRef-D19/124944
Council	17 Sep 2019	Amendments to Council Delegations: - Amendment to delegations 4.4 and 10.1; - New delegations 4.10 and 17.1.3; and - Removal of delegations 2.1.1, 15.1 & 16. Item: OCM 12.5 CM Ref:D19/140608
Administration	24 Sep 2019	Updated sub-delegations, authorisations and appointments CM Ref - D19/143297
Administration - CM Ref D19/181887	25 Nov 2019	Position changes Exec Director Planning & Place to Executive Director Strategy & Development, Manager Regulatory Services to Manager Public Health & Built Environment , Manager Governance, Property & Contracts to Executive Manager Corporate Strategy & Governance, Manager Asset & Design Services to Manager Asset & Engineering, Manager Parks & Property Services to Manager Parks and Urban Green
Council	30 Mar 2020	Amendments to Council delegation 16.1.1 & addition of clause 2.1.1 - Delegation to the COVID Relief and Response Committee. Council Item: SCM - 6.1 CM Ref: D20/54046 & D20/59080
Administration	21 Apr 2020	Extension of sub-delegations and authorisations to Manager Development and Design. CM Ref: D20/73202
Administration	23 Apr 2020	Annual review undertaken by administration proposed amendments recommended to Council CM Ref: D20/73371
Council	16 Jun 2020	Annual review undertaken by Council. Extension of CEO Delegation 2.2.29 and clarification of condition 9 of delegation 16.1.1 Council Item: OMC – 12.1 CM Ref: D20/105165

DRAFT

Council	18 Aug 2020	Council Item - OCM 12.3 Council revoked its delegation to grant licences under regulation 17 of the Local Government (Uniform Local Provisions) Regulations 1996 to the COVID-19 Relief and Recovery Committee. Function removed from clause 2.1.1.
Council	18 Aug 2020	OCM Item 12.4 – New delegation – 16.1.4 - Issue of Heritage Conservation Notice Council delegated to CEO the power to issue a heritage conservation notice under clause 13(2), (3), (4) & (5) of Schedule 2 of Planning & Development (Local Planning Schemes) Regulations 2015. Renumbered appointment of Authorised Persons under Planning and Development Act 2005 & LPS to 16.1.5 (previously 16.1.4)
Council - Council Item OMC – 11.2	17 Nov 2020	New delegation - 2.2.18 - Leases and licences to Small Community Groups, Sporting Clubs and Community Groups and Organisations in accordance with the Property Management Frameworkd Council delegated to the CEO the power to dispose of property in accordance with section 3.58 of the Local Government Act 1995 Existing delegations 2.2.18 to 2.2.30 renumbered 2.2.19 to 2.2.31 accordingly.
Administration	22 Apr 2021	Annual review undertaken by administration proposed amendments from CEO reviewed proposed amendments for Council recommended. CM Ref - D21/6734 D21/1169263 and D21/116707
Council - Council Item: OMC – 12.5	22 Jun 2021	Annual review undertaken by Council - 16.1.1 - Extended delegation function to determining accompanying material requirements for Local Development Plans under Clause 49 of the Planning & Development (Local Planning Schemes) Regulations 2015 including the type and extent of accompanying material requirements. Updated conditions 1, 2, and 6 of this delegation and approved new conditions 9c and 12
Council	22 Jun 2021	Removed extension of the following delegations made under the Food Act 2008 from Manager Development and Design. These being delegation 11.1, 11.2, 11.3 and 11.4 Council Item: OMC – 12.5
Administration	20 Aug 2021	Position title correction - Manager Asset and Engineering updated to Manager Engineering CM Ref - D21/148376
Council	12 Oct 2021	New delegation 4.11 - Issue of Building Infringement Notices Council delegated to CEO power to appoint "authorised officers" to issue infringement notices, for offences, "approved officers" to extend & withdraw infringement notices, the power to revoke appointment, to issue identity card to authorised person. Existing clause 4.11 - List of Authorised Persons under Building Act renumbered to 4.12

DRAFT

Council	14 Dec 2021	New delegation 2.1.2 - Behaviour Complaints Committee Council delegated to the Behaviour Complaints Committee authority to deal with complaints in accordance with clause 12 and 13 of the Local Government (Model Code of Conduct) Regulations 2021. Council Meeting - OMC – 9.15 CM Ref - D21/229940
Council	14 Dec 2021	New delegation 2.2.31-Appointing External Complaints Officer Council delegated to the CEO authority to appoint an external Complaints Officer to receive complaint & withdraw complaints related to the City of Vincent Code of Conduct for Council Members, Committee Members and Candidates Delegation 2.2.31 - Appointment of Authorised Persons re-numbered to delegation 2.2.32 OMC – 9.15 , D21/2299
Administration	24 Mar 2022	Annual review undertaken by administration proposed amendments to sub-delegations and authorisations approved. D22/41677 Council Item - EMC – 5.2 CM Ref - D22/50860
Council	17 May 2022	Annual review undertaken by Council (see report for amendments) OMC – 12.1 CM Ref - D22/84449
Administrative	24 May 2022	Delegation 2.3.7 - Information to be available to the public. Regulations 29(2) and (3) of the Local Government Administration Regulations 1996 deleted in accordance with the Local Government Regulations Amendment Regulations (No. 2) 2020.
Administration	24 May 2022	Approval of sub-delegation 2.2.32 - Appointment of Community Directors – Leederville Gardens to Executive Manager Corporate Strategy and Governance CM Ref - D22/89013
Administrative	15 Sep 2022	Delegated powers under section 3.18 of the Local Government Act 1995 for the purpose of administering all powers under the Local Government Property Local Law extended to Manager Engineering & Manager Parks and Urban Green. Delegation and authorisation extended to new role of manager City Buildings and Asset Management. CM Ref - D22/161123
Administrative	4 Nov 2022	Position title change – Executive Manager Financial Services to Chief Financial Officer CM Ref - D22/181771
Administration	22 Nov 2022	Position title change – Compliance Officers to Development Compliance Officers CM Ref - D22/111860, D22/130999 & D22/203610

DRAFT

Administration	16 Mar 2023	Annual review undertaken by administration proposed amendments to sub-delegations and authorisations approved D23/47070 EMC – 5.5 CM Ref - D23/34733
Council	20 Jun 2023	Annual review undertaken by Council (see report for amendments) Council Item: OMC – 12.1 CM Ref: D23/88116
Administration	19 Oct 2023	A list of approved staff purchase limits included as item 2.4.1 Council Item - EMC – 5.6 Council Ref - D23/194849
Administration	21 Mar 2024	Annual review undertaken by administration amendments to sub-delegations and authorisations approved 21/03/2024 - EMC Item 5.4
Council	21 May 2024	Annual review undertaken by Council 21/05/2024 - Item 12.3
Administration	20 Mar 2025	Annual review undertaken by Administration, amendments approved 20 March 2025 – EMC Item 6.5
Council	13 May 2025	Annual review undertaken by Council (see minutes for amendments) 13 May 2025 – OMC Item 12.1
Administration	23 Apr 2026	Annual review undertaken by Administration, amendments approved 23 April 2026 – EMC Item 7.6

DRAFT

TABLE OF CONTENTS

INTRODUCTION 10
1. Introduction 10
1.1 The difference between a delegation, 'acting through' another person and an 'authorised person' 10
1.2 The Interpretation Act 1984 – principles of delegation 12
1.3 How this document is structured 12
1.4 Exercising delegated authority 13
2. Delegations made under the Local Government Act 1995 14
DELEGATIONS 17
02 Delegations made under the Local Government Act 1995 17
02.1 Delegations from Council to committees 17
2.1.1 - Delegation to Behaviour Complaints Committee 17
02.2 Delegations from Council to the CEO 19
2.2.1 - Appointment of an acting CEO 19
2.2.2 - Serving of notices requiring certain things to be done by owner or occupier of land 20
2.2.3 - Performing particular things on land which is not local government property 21
2.2.4 - Powers of entry 23
2.2.5 - Declare vehicle is abandoned vehicle wreck 24
2.2.6 - Confiscated or uncollected goods 25
2.2.7 - Disposal of sick or injured animals 27
2.2.8 - Closing thoroughfares to vehicles 28
2.2.9 - Control of roads, reserves and certain unvested facilities 30
2.2.10 - Obstruction of footpaths and thoroughfares 32
2.2.11 - Public thoroughfares – dangerous excavations 34
2.2.12 - Crossovers - construction, repair and removal 36
2.2.13 - Private works on, over or under public places 37
2.2.14 - Expressions of interest for goods and services 39
2.2.15 - Tenders for goods and services 40
2.2.16 - Panels of pre-qualified suppliers for goods and services 42
2.2.17 - Disposing of property 44
2.2.18 - Disposing of Property by Leases and Licenses [DRAFT] 46
2.2.19 - Payments from the municipal or trust funds 50
2.2.20 - Defer payment, grant discounts, waive fees or write off debts [DRAFT] 53
2.2.21 - Amendment of a rate record 56
2.2.22 - Agreement as to payment of rates and service charges 57
2.2.23 - Determine due date for rates or service charges 58
2.2.24 - Recovery of rates or service charges 59
2.2.25 - Recovery of rates debts – require lessee to pay rent 60
2.2.26 - Recovery of rates debts - actions to take possession of the land 61
2.2.27 - Rate record – objections 63

DRAFT

2.2.28 - Power to invest and manage investments 64
2.2.29 - Dealing with objections under Part 9 of Local Government Act 1995 66
2.2.30 - Execution of documents 67
2.2.31 - Appointing Complaints Officer 69
2.2.32 - Appointment of Community Directors – Leederville Gardens 71
2.2.33 - Power to modify documents in the control and management of City 72
02.5 Appointment of Authorised Persons by Council resolution 73
2.5.1 - List of Authorised Person - Master Lending Agreement with the WA Treasury Corporation 73
03 Local Law 74
03.1 Delegations from Council to the CEO 74
3.1.1 - Authority to administer all Local Laws 74
04 Delegations made under the Building Act 2011 75
04.1 Delegation from Council to CEO 75
4.1.1 - Building Permits 75
4.1.2 - Demolition permits 77
4.1.3 - Occupancy permits or building approval certificates 79
4.1.4 - Private Swimming Pool Safety Barrier Inspections 81
4.1.5 - Building Orders 83
4.1.6 - Inspection and copies of building records 85
4.1.7 - Referrals and issuing certificates 86
4.1.8 - Private pool barrier – performance solutions 87
4.1.9 - Smoke alarms – performance solutions 88
4.1.10 - Designate employees as Authorised Persons 89
4.1.11 - Powers of entry 90
4.1.12 - Prosecutions 92
4.1.13 - Issue of Building Infringement Notices 93
05 Delegations made under the Fines, Penalties, and Infringement Notices Enforcement Act 1984 95
05.1 Delegation from Council to CEO 95
5.1.1 - Designate employees as Authorised Persons 95
06 Delegations made under the Strata Titles Act 1985 96
06.1 Delegation from Council to CEO 96
6.1.1 - Issue of approval for built strata subdivision under section 25 – Forms 24 and 26 96
07 Delegations made under the Bush Fires Act 1954 98
07.1 Council to CEO 98
7.1.1 - Bush Fires Act 1954 – powers and duties 98
07.2 Council to other officers 99
7.2.1 - Bush Fires Act 1954 – powers and duties 99
08 Delegations made under the Cat Act 2011 100
08.1 Delegation from Council to CEO 100
8.1.1 - Cat registrations 100
8.1.2 - Cat control notices 102

DRAFT

8.1.3 - Approval to breed cats ... 103
8.1.4 - Recovery of costs – destruction of cats ... 104
8.1.5 - Applications to keep additional cats ... 105
8.1.6 - Reduce or waive cat registration fee ... 106
09 Delegations made under the Dog Act 1976 ... 107
09.1 Delegation from Council to CEO ... 107
9.1.1 - Refuse or cancel registration of a dog ... 107
9.1.2 - Recovery of moneys due under the Dog Act 1976 ... 109
9.1.3 - Dispose of or sell dogs liable to be destroyed ... 110
9.1.4 - Declare dangerous dog ... 111
9.1.5 - Dangerous dog declared or seized – deal with objections and determine when to revoke ... 112
9.1.6 - Deal with objection to notice to revoke dangerous dog declaration or destruction notice ... 114
9.1.7 - Determine recoverable expenses for dangerous dog declaration ... 115
9.1.8 - Appointment of Registration Officers ... 116
10 Delegations made under the Tobacco Products Control Act 2006 ... 117
10.1 Delegation from Council to CEO ... 117
10.1.1 - Appointment of Authorised Persons and Restricted Investigators ... 117
11 Delegations made under the Food Act 2008 ... 118
11.1 Food Act ... 118
11.1.1 - Determine Compensation ... 118
11.1.2 - Prohibition orders ... 120
11.1.3 - Food business registrations ... 121
11.1.4 - Debt recovery and prosecutions ... 122
11.1.5 - Food businesses list – public access ... 123
11.1.6 - Appoint Authorised Officers and Designated Officers ... 124
12 Delegations made under the Graffiti Vandalism Act 2016 ... 125
12.1 Delegations from Council to CEO ... 125
12.1.1 - Give notice requiring obliteration of graffiti ... 125
12.1.2 - Notices – deal with objections and give effect to notices ... 127
12.1.3 - Obliterate graffiti on private property ... 128
12.1.4 - Powers of entry ... 129
13 Delegations made under the Public Health Act 2016 ... 130
13.1 Delegation from Council to CEO ... 130
13.1.1 - Enforcement agency reports to the Chief Health Officer ... 130
13.1.2 - Determine compensation for seized items ... 131
13.1.3 - Commence Proceedings ... 132
13.1.4 - Appoint Authorised Officer or Approved Officer (Asbestos Regulations) ... 133
13.1.5 - Designate Authorised Officers ... 134
14 Delegations made under the Health (Miscellaneous Provisions) Act 1911 ... 136
14.1 Delegation from Council to CEO ... 136
14.1.1 - Discharge of powers and duties under the Act ... 136

DRAFT

14.1.2 - Appoint Authorised Persons 137
16 Delegations made under the Planning and Development Act 2005 138
16.1 Delegation from Council to CEO 138
16.1.1 - Determination of various applications for development approval under the City's Local Planning Scheme [DRAFT] 138
16.1.2 - Deal with illegal development under s214 of the Act 142
16.1.3 - Enforce compliance with a direction issued under section 214 of the Act 143
16.1.4 - Issue of heritage conservation notice under Planning and Development (Local Planning Schemes) Regulations 2015 144
AMENDMENTS 145

DRAFT

INTRODUCTION

1. Introduction

This document is a register of the delegations, authorisations and appointments of the City of Vincent.

Some legislation confers powers on local governments to allow Council to delegate power to a committee of the local government, the local government's CEO or in limited circumstances other persons or employees.

The purpose of delegating a power is to allow matters that are routine, may have a time constraint or can change rapidly to be dealt with efficiently.

The extent of delegation, conditions that may be applied, records that must be kept and the review and amendment processes depend on the various heads of power in the Acts themselves.

Western Australian legislation may be accessed online at the State Law Publisher's website at https://www.legislation.wa.gov.au/ .

This register includes:

- Delegations from Council to the CEO;
- Sub delegations from CEO to other employees;
- Appointments of authorised persons; and
- Appointments of other employees.

1.1 The difference between a delegation, 'acting through' another person and an 'authorised person'

A Delegation
Simply put, a delegation is the process prescribed in legislation for assigning authority to exercise an express power or duty from the delegate to another person (named by position title or office) or an entity (the delegate).

Some legislation confers a power directly on a person. A person appointed to a statutory office does not need any further delegation or authorisation in order to fulfil those assigned powers and duties. For example:

DRAFT

- The *Local Government Act 1995* lists statutory offices including Mayor, CEO and Returning Officer;
- The *Public Health Act 2016* assigns duties to Environmental Health Officers;
- The *Building Act 2011* assigns duties to Building Surveyors; and
- The *Local Government Act 1995*, *Cat Act 2011* and *Graffiti Vandalism Act 2016* also allow a local government CEO to delegate any powers or duties assigned to their office.

Acting through another person
Employees do not always need delegations or sub delegations to carry out their tasks and functions on behalf of the local government. Basically a function may be undertaken through the "acting through" concept where a person has no discretion in carrying out that function – the outcome will not be substantially different regardless of the circumstances or who exercised the power.

Section 5.16(4) of the Local Government Act 1995 provides that:

(4) Nothing in this section is to be read as preventing a local government from performing any of its functions by acting through another person.

Similarly, s5.45(2) Act provides that:

Nothing in this Division (Division 4 - Local Government Employees) is to be read as preventing –
a) a local government from performing any of its functions by acting through a person other than the Chief Executive Officer; or b) a Chief Executive Officer from performing any of his or her functions by acting through another person.

The key difference between a delegation and acting through is that a delegate exercises a decision making function in his or her own right. For example, an employee may pay an account or issue an approval if directed to do so by another employee who has the authority to make such a decision and chooses to "act through" another employee.

Authorised persons
Authorised persons (and who under some Acts do not necessarily have to be employees of the local government but often are) are given powers to do certain things under an Act, Regulation or local law; usually to issue an infringement, make inquiries, enter on to property, issue a notice or to enforce a provision.

In accordance with section 9.10(2) of the Act the CEO may appoint authorised persons for the purposes of 1 or more of the following laws;

1. *Local Government Act 1995;*
2. *Caravan Parks and Camping Grounds Act 1995;*
3. *Cat Act 2011;*
4. *Cemeteries Act 1986;*
5. *Control of Vehicles (Off-road Areas) Act 1978;*
6. *Dog Act 1976;* and
7. subsidiary legislation made under an Act referred above; and written law prescribed for the purposes of section 9.10 of the *Local Government Act 1995.*

The power to appoint an Authorised Officer may reside with the Council or the CEO depending on the legislation. Note that a council can delegate authority to its CEO to appoint authorised persons under legislation; in some Acts an employee or other person holding an office are directly authorised under that Act itself. Provisions vary by Act.

An authorised person, once appointed, is responsible for fulfilling the powers and duties assigned under law to an authorised person, which may be specified or limited in an Act or Regulation, or the certificate of authorisation. An authorised person cannot delegate their powers and duties to another person.

Who may appoint authorised persons depends on the enabling legislation.

Authorised persons may or may not have delegated authority to undertake certain actions – the delegation of authority is a separate matter, although they are included in this register for ease of reference and review.

DRAFT

1.2 The Interpretation Act 1984 – principles of delegation

Section 59 of the Interpretation Act 1984 prescribes the framework for how delegated authority must be structured in Western Australian law. In summary:

1. The written law (head of power) must include an express power to delegate, which specifically enables a person (the delegator) to make a delegation;
2. In that same written law, there must be an express power or duty conferred or imposed on the delegator and it must be capable of being delegated. This means that:
    a. The power or duty proposed for delegation must be written in the same law as the express power to delegate; and
    b. That written law must not prohibit the power or duty from being delegated or contain limitations or conditions, which the proposed delegation exceeds.
3. The power to delegate cannot be delegated;
4. Delegations must be in writing (the instrument of delegation); and
5. Delegations must be advised to the delegate in writing.

Note that nothing prevents the delegating body or person from taking back a delegation or sub delegation, or actually making the relevant decision on a particular issue. Similarly, a delegator does not have to exercise the delegation and may refer the decision back to the delegator.

Similarly, section 59(2) provides that:

The delegation of a power shall be deemed to include the delegation of any duty incidental thereto or connected therewith and the delegation of a duty shall be deemed to include the delegation of any power incidental thereto or connected therewith.

Delegation by office or by name Section 53 of the *Interpretation Act 1984* provides that a delegation can be to the holder of an office (whether acting or permanent) or by naming an individual:

Where a written law confers a power or imposes a duty upon a person to appoint or designate a person to —
(a) perform any function; or
(b) be a member of any board, tribunal, commission, committee, council, or other similar body, whether corporate or unincorporate; or
(c) be or do any other thing, that person may make the appointment or designation either by appointing or designating a person by name or by appointing or designating the holder of an office by the term designating his office; and any such appointment or designation of the holder of an office shall be construed as the appointment or designation of the person from time to time holding, acting in, or lawfully performing the functions of the office.

Delegations made by the City are to the holder of an office.
Section 49 of the *Interpretation Act 1984* provides that the officer's powers and duties may be exercised by acting officer

Where a written law confers a power or imposes a duty on the holder of a public office as such, the power may be exercised and the duty shall be performed by the person for the time being lawfully holding, acting in, or performing the functions of the office.

1.3 How this document is structured

Matters that apply generally to delegations and authorisations are set out in this introduction. As there can be differences in legislation, delegations that may be made under various Acts are set out by Act, rather than by employee or organisational structure.

While generally prohibited, some legislation does allow sub-delegation (mainly the Local Government Act) from Council to the CEO, and from the CEO to other employees. Delegations from the CEO to other employees and appointments of authorised persons are listed in other documents.

Each section of this document is structured as follows:

- Guidance notes, including any particular requirements of the enabling legislation of unusual features;
- Delegations from Council to a committee (if allowed by the enabling legislation and if the City has any committees established to deal with the power to be exercised);
- Delegations from the CEO to an employee (or other person if allowed by the enabling legislation); and
- A list of persons authorised to perform certain functions under the enabling legislation.

The individual delegations are set out as follows.

Heading
A snapshot of what it is that is delegated
Delegation from Council to CEO
Most legislation refers to a 'local government'. This heading makes it clear that in this case, this is a delegation from Council to the CEO. Under most Acts, Council can only delegate to the CEO.

Delegator: Power / Duty assigned in legislation to: *'Local Government' will be the entity in most cases.*

Express Power to Delegate: Power that enables a delegation to be made This sets out the head of power in the Act or regulation that allows a power to be delegated; eg
Local Government Act 1995:
s.5.42 Delegation of some powers or duties to the CEO
s.5.43 Limitations on delegations to the CEO

Express Power or Duty Delegated: The section or part of the Act that is being delegated; eg:
Local Government Act 1995:
s.5.50 Making payments to employees in addition to contract or award.

Function: This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation. A summary of what is delegated; eg:
The Chief Executive Officer is delegated the power to approve of making payment to employees in addition to their contract or Award.

Council Conditions on this Delegation: This sets out any conditions or limitations; e.g.:
Payments must be in accordance with Council policy 1234

Express Power to SubDelegate: Some legislation allows sub-delegation from the CEO to another employee and some does not.
Local Government Act 1995:
s.5.44 CEO may delegate some powers and duties to other employees

Delegation by CEO to other employees Where subdelegation is allowed, this section sets out who it is to, and what additional conditions might apply.

Sub-Delegate/s: Appointed by CEO
CEO Conditions on this Sub-Delegation: Conditions on the original delegation also apply to the sub-delegations.

Notes This sets out any matters that might relate to the power delegated not covered above, links to policies, local laws or administrative procedures that might apply

1.4 Exercising delegated authority

Overall requirements
Before using a delegated authority a delegate must familiarise themselves with the legislative framework, conditions and limitations relevant to the statutory power or duty that informs the decisions they will make.

The delegate must also consider and apply local laws, Council decisions, policy, procedures or standards that are relevant to the decisions they are empowered to make.

Conflicts of interest
The City requires persons to whom authority has been delegated to deal appropriately with conflicts of interest.

Section 5.71 of the *Local Government Act 1995* provides that employees must disclose interests relating to delegated functions:

5.71. Employees to disclose interests relating to delegated functions
If, under Division 4, an employee has been delegated a power or duty relating to a matter and the employee has an interest in the matter, the employee must not exercise the power or discharge the duty and — (a) in the case of the CEO, must disclose to the mayor or president the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter; and (b) in the case of any other employee, must disclose to the CEO the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter. Penalty: $10 000 or imprisonment for 2 years.

A conflict of interest arises where a personal interest is in conflict with the public interest. Delegates must disclose any conflict of interest which may require them to be removed from the decision-making process.

A delegate must ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.

A delegate may also refer the decision making back to the delegator, where they consider there is a risk or sensitivity, which makes it more appropriate for the delegator to make that decision.

The City's Code of Conduct also applies.

Requirement for annual return and disclosures by delegate
An employee to whom a duty or power is delegated under the Local Government Act 1995 is considered a 'designated employee' under section 5.74(1) of the Act and is required to complete a primary and annual return each year.

Keeping a record of decisions made under delegated authority
In accordance with Section 5.46(3) of the *Local Government Act 1995*, a person to whom a power or duty is delegated is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty. Regulation 19 of the *Local Government (Administration) Regulations 1996* requires a delegate to keep a written record of:

a. how the person exercised the power or discharged the duty;
b. when the person exercised the power or discharged the duty; and
c. the person or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

DRAFT

The City has decided that this applies regardless of the enabling legislation.

A central record of decisions made under a delegation is unnecessary but a record must be kept by the person exercising the power.

A record made that complies with the City's record keeping policy (e.g. a letter or email sent in accordance with that policy) is sufficient.

Ethical and accountable decision making
Delegates are accountable for all decisions that they make and must ensure that those decisions are made with the highest of ethical and professional standards.

2. Delegations made under the Local Government Act 1995

The *Local Government Act 1995 (the Act*) is the legislation most widely used for delegations by local governments.

The Act confers some powers directly on a CEO, and s 5.44 sets out the duties of a CEO.

This part of the register deals with delegations from Council under the Act. Under this Act, Council may delegate authority to a committee or to the CEO.

Council may place restrictions or conditions on the exercise of that power or duty such as a financial amount, to take into account a policy or direction from Council, or something particular only to the matter delegated.

Delegation from Council to a committee
Section 5.16 of the *Local Government Act 1995* allows Council to delegate by an absolute majority vote some powers and duties to certain committees. This is to be in writing and may be general or as otherwise provided in the instrument of delegation.

Subject to sections 58 and 59 of the *Interpretation Act 1984* —
(a) A delegation made to a committee under s5.16 has effect for the period of time specified in the delegation or if no period has been specified, indefinitely; and
(b) Any decision to amend or revoke a delegation under this section is to be by an absolute majority.

There are limits on delegation of powers and duties to certain committees set out in s5.17:

1. A local government can delegate —
    a. to a committee comprising council members only, any of the council's powers or duties under this Act except —
        i. any power or duty that requires a decision of an absolute majority or a 75% majority of the local government; and
        ii. any other power or duty that is prescribed; and
    b. to a committee comprising council members and employees, any of the local government's powers or duties that can be delegated to the CEO under Division 4; and
    c. to a committee referred to in section 5.9(2)(c), (d) or (e)*, any of the local government's powers or duties that are necessary or convenient for the proper management of —
        i. the local government's property; or
        ii. an event in which the local government is involved.
2. A local government cannot delegate any of its powers or duties to a committee referred to in section 5.9(2)(f)**.

    * A committee comprising:
    (c) council members, employees and other persons; or
    (d) council members and other persons; or
    (e) employees and other persons.

    ** A committee comprising of other persons only.

DRAFT

Delegation from Council to the CEO
Section 5.42 allows Council to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act.
It cannot delegate to any other person or employee unless expressly provided for in legislation.

All delegations made by Council to the CEO must be by an absolute majority decision, and must be reviewed at least annually.

Restrictions on delegations from the Council to the CEO
Section 5.43 of the Act restricts what can be delegated by Council to the CEO:

- A power under sections 214(2), (3) or (5) of the *Planning and Development Act 2005* (which relate to a local governments powers to deal with Illegal development);
- Any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
- Accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- Appointing an auditor;
- Acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- Any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100 (which relate to fees for elected members, an allowance for the Deputy Mayor, meeting fees and reimbursement of expenses, and payments for certain committee members) ;
- Borrowing money on behalf of the local government;
- Hearing or determining an objection of a kind referred to in section 9.5 (which relates to an objection or appeal in response to a decision to grant a person an authorisation under Part 3 or under any local law or regulation that is to operate as if it were a local law; or to renew, vary, or cancel an authorisation that a person has under any of those provisions);
- The power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;
- Any power or duty that requires the approval of the Minister or the Governor;

- Any power or duty that requires the approval of the Minister or the Governor;
- Such other powers or duties as may be prescribed under the *Local Government (Administration) Regulations 1996*, and which are under : o section 7.12A(2), (3)(a) or (4) of the Act (which relate to duties of local government with respect to audits, determine if any matters raised by the audit report, require action to be taken by the local government, prepare a report addressing any matters identified as significant by the auditor in the audit report and advise the Minister); and o Regulations 18C and 18D which relate to the selection and appointment process for CEOs and the local government's duties in relation to a performance review of CEO.
- Regulation 6 of the *Local Government (Financial Management) Regulations 1996* prohibits the delegation of the duty to conduct an internal audit to an employee (including a CEO) who has been delegated the duty of maintaining the local government's day to day accounts or financial management operations.

Delegation from the CEO to another employee

Under s5.44 the CEO may sub-delegate any of these powers and duties functions to another employee, other than the power of delegation itself.

Those delegations are also subject to any restrictions or conditions that the Council may have placed on the delegation to the CEO. The CEO may add further conditions or restrictions, and which also must be reviewed annually.

Parameters are summarised below, as are the delegations themselves. More detail about the particular sections of the Act that

DRAFT

DELEGATIONS

02 Delegations made under the Local Government Act 1995

02.1 Delegations from Council to committees

Delegation	**2.1.1 Delegation to Behaviour Complaints Committee**
Category	PART 2. DELEGATIONS TO COMMITTEES
Head of power	02 Delegations made under the Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.16 and 5.17 Delegation of some powers and duties to certain committees
Express power or duty delegated	*Local Government (Model Code of Conduct) Regulations 2021:* Schedule 1. Clause 12 Dealing with a complaint Schedule 1. Clause 13 Dismissal of complaint Schedule 1. Clause 14B Performance of local government's function under cl. 12 and 13.
Function	1. Authority to make a finding as to whether an alleged breach the subject of a complaint has or has not occurred, on the balance of probabilities, based upon evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur (MCC.cl.12(1) and (3)). In making any finding the Committee must also determine reasons for the finding (MCC.cl.12 (7)) - 2. Where a finding is made that a breach has occurred, authority to: a. take no further action (MCC.cl.12(4)(a)); or b. prepare and implement a plan to address the behaviour of the person to whom the complaint relates (MCC.cl.12(4)(b), (5) and (6)) - 3. Authority to dismiss a complaint and if dismissed, the Committee must also determine reasons for the dismissal (MCC.cl.13(1) and (2)).
Delegates	Behaviour Complaints Committee

DRAFT

Conditions	a. The Committee will make decisions in accordance with the principles and specified requirements established in the Code of Conduct Behaviour Complaints Management Policy b. That part of a Committee meeting which deals with a Complaint will be held behind closed doors in accordance with s.5.23(2)(b) of the Act. c. The Committee is prohibited from exercising this Delegation where a Committee Member in attendance at a Committee meeting is either the Complainant or Respondent to the Complaint subject of a Committee agenda item d. In the event of (c) above, the Committee may resolve to defer consideration to a future meeting at which the conflicted Committee Member is absent. The purpose of Condition (c) and (d) is to require that a Committee Member who is identified as either the Complainant or Respondent is required to recuse themselves by notifying the Presiding Member of their intention to be an apology for the meeting at which the Complaint is an agenda item.
Express power to subdelegate	Nil
Statutory framework	Code of Conduct for Council Members, Committee Members and Candidates; Code of Conduct Behaviour Complaints Management Policy; Behaviour Complaints Committee Terms of Reference
Record keeping	Committee Minutes shall record the details of each decision made under this delegation and, where required under the Model Code, the reasons for the decision, in accordance with the requirements of Local Government (Administration) Regulation 19.
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
10 Mar 2026	Amended delegation	Delegation updated due to legislative amendments to the Local Government Act 1995 and associated regulations.	OMC 10/03/2026 - Item 12.1

02.2 Delegations from Council to the CEO.

Delegation	**2.2.1 Appointment of an acting CEO**
Head of power	02 Delegations made under the Local Government Act 1995
Delegator	Local Government
Express power to delegate	Section 5.42 *Local Government Act 1995*
Express power or duty delegated	Power to appoint an Acting Chief Executive Officer under s5.36(1)(a).
Function	Power to appoint an Acting Chief Executive Officer under s5.36(1)(a).
Delegates	CEO
Conditions	• The Employee being designated a "Senior Employee", as prescribed by the Local Government Act; • Appointments being no longer than 6 weeks; • Council Members to be advised of acting Chief Executive Officer; • The acting role to be rotated between the Executive Directors of the City where practicable.
Express power to subdelegate	*Local Government Act 1995* s.5.44 CEO may delegate some powers and duties to other employee
Record keeping	Notes: Previously Delegation 1.1 of the City's 2018/19 Register.
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

Delegation	**2.2.2 Serving of notices requiring certain things to be done by owner or occupier of land**
Head of power	02 Delegations made under the Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* Sections 3.25(1) and 3.26
Function	The Chief Executive Officer is delegated the power to: 1. Issue a notice in writing relating to the land requiring the person to do anything specified in Schedule 3.1, Division 1 or for the purpose of remedying or mitigating the effects of any offence prescribed in Schedule 3.1, Division 2; and 2. do anything that he considers necessary to achieve, so far as is practicable, the purpose for which the notice was given, including recovering the cost of anything it does as a debt due from the person who failed to comply with the notice.
Delegates	CEO
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Ranger Services Executive Director Community and Business Services Executive Director Infrastructure and Environment Executive Director Strategy and Development Manager Development & Design Manager Public Health and Built Environment Manager Ranger Services Senior Ranger
Record keeping	Notes: Previously delegation 1.3 of the City's 2018/19 Register.
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

Amendments			
Date	**Type**	**Amendment**	**References**
19 Mar 2026	Amended delegation	Coordinator Ranger Services and Senior Ranger added as subdelegates as part of annual review.	EMC 19/03/2026 - Item 7.5

DRAFT

Delegation	**2.2.3 Performing particular things on land which is not local government property**
Head of power	02 Delegations made under the Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995*: Section 3.27 A local government may perform its general functions of the things prescribed in Schedule 3.2 of the Act on land, even though the land is not local government property and the local government does not have consent to do it.
Function	The Chief Executive Officer is delegated the power to carry out things prescribed in Schedule 3.2 even though the land is not local government property and the local government does not have consent to do it
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

City of Vincent

DRAFT

Delegation	**2.2.4 Powers of entry**
Head of power	02 Delegations made under the Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.28 When this Subdivision applies s.3.32 Notice of entry s.3.33 Entry under warrant s.3.34 Entry in an emergency s.3.36 Opening fences
Function	1. Authority to exercise powers of enter to enter onto land to perform any of the local Government functions under this Act, other than entry under a Local Law [s.3.28]. 2. Authority to give notice of entry [s.3.32]. 3. Authority to seek and execute an entry under warrant [s.3.33]. 4. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)]. 5. Authority to give notice and effect entry by opening a fence [s.3.36].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Ranger Services Executive Director Infrastructure and Environment Executive Director Strategy and Development Manager Ranger Services Senior Ranger
Statutory framework	*Local Government Act 1995:* s.9.10 Appointment of authorised persons – refer also s.3.32(2)] Part 3, Division 3, Subdivision 3 – prescribes statutory processes for Powers of Entry s.3.34(2) Entry in an emergency – Refer to CEO Delegation 2.4.1
Record keeping	Notes: Previously delegation No 1.5 of the City's 2018/19 Register. Powers of entry to enter property to seize dogs are dealt with under the *Dog Act 1976.*
Date adopted	20 June 2024
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

City of Vincent

DRAFT

Delegation	**2.2.5 Declare vehicle is abandoned vehicle wreck**
Head of power	02 Delegations made under the Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.40A(4) Abandoned vehicle wreck may be taken
Function	Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)].
Delegates	CEO
Conditions	The declaration is to be recorded in the appropriate record to meet legislative requirements.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Record keeping	Notes: Previously delegation No 1.6 of the City's 2018/19 Register.
Date adopted	20 June 2024
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

Delegation	**2.2.6 Confiscated or uncollected goods**
Head of power	02 Delegations made under the Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.46 Goods May be withheld until costs paid s.3.47 Confiscated or uncollected goods, disposal of s.3.48 Impounding expenses, recovery of
Function	1. Authority to refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government. [s.3.46] 2. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47]. 3. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Delegates	CEO
Conditions	Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than $20,000 may, in accordance with Functions and General Regulation 30, be disposed of by any means considered to provide best value, provided the process is transparent and accountable.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Statutory framework	*Local Government Act 1995:* Part 3,Division 3, Subdivision 3 s.3.58 Disposing of Property – applies to the sale of goods under s.3.47 as if they were property referred to in that section. Guidance note Section 3.47 of the Act specifies that s.3.58 applies to disposal of goods under s.3.47. Note however, that the s.3.57 tender requirements do not apply to either the disposal of confiscated or uncollected goods OR the Disposal of Property under s.3.58. (s3.57 applies only to "contracts... under which another person is to supply goods or service') .

DRAFT

Record keeping	Notes: Previously delegation No 1.7 of the City's 2018/19 Register.
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

Delegation	**2.2.7 Disposal of sick or injured animals**
Head of power	02 Delegations made under the Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.47A Sick or injured animals, disposal of s.3.48 Impounding expenses, recovery of
Function	1. Authority to determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)]. 2. Authority to recover expenses incurred for removing, impounding, and disposing of
Delegates	CEO
Conditions	Delegation only to be used where the Delegate's reasonable efforts to identify and contact an owner have failed.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

Delegation	**2.2.8 Closing thoroughfares to vehicles**
Head of power	02 Delegations made under the Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.50 Closing certain thoroughfares to vehicles s.3.50A Partial closure of thoroughfare for repairs or maintenance s.3.51 Affected owners to be notified of certain proposals
Function	1. Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4-weeks [s.3.50(1)]. 2. Authority to determine to close a thoroughfare for a period exceeding 4-weeks and before doing so, to: give; public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and 1. consider submissions relevant to the road closure/s proposed [s.3.50(1a), (2) and (4)]. 2. Authority to revoke an order to close a thoroughfare [s.3.50(6)]. 3. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have significant adverse effect on users of the thoroughfare [s.3.50A] 4. Before doing anything to which section 3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or draining water from a thoroughfare to private land [s3.51].
Delegates	CEO
Conditions	a. If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s.3.50(8)]. b. Maintain access to adjoining land [s.3.52(3)] c. Permanent closures to be referred to Council for determination.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Record keeping	Notes: Previously delegations No 1.10, 1.12 and 1.13 of the City's 2018/19 Register.
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1

DRAFT

Last reviewed	13 May 2025

DRAFT

Delegation	**2.2.9 Control of roads, reserves and certain unvested facilities**
Head of power	02 Delegations made under the Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.53(3) Control of certain unvested facilities s.3.54(1) Reserves under control of local government s3.51(3) & (4) Affected owners to benotified of certain proposals Land Administration Act 1997 s46 Care, control and management of reserves s55(2) Property in and management etc. ofroads
Function	1. Authority to agree the method for control and management of an unvested facility which is partially within 2 or more local government districts. [s.3.53(3)]. 2. Authority to do anything for the purpose of controlling and managing land under the control and management of the City that the City could do under s.5 of the Parks and Reserves Act 1895. [s.3.54(1)]. 3. Authority to do anything for the purpose of care, control and management of a road in the district, subject to the Main Roads Act 1939 and Public Works Act 1902. 4. Authority to give notice of a proposal, invite submissions and consider those submissions before fixing, altering or realigning a public thoroughfare or draining water onto adjoining land. 5. Authority for signing of planning applications and building permits as the owner relating to City facilities, infrastructure and land.
Delegates	CEO
Conditions	Limited to matters where the financial implications do not exceed a relevant and current budget allocation and which do not create a financial liability in future budgets.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Director Infrastructure and Environment Executive Manager Corporate Strategy and Governance Manager City Buildings & Asset Management Manager Engineering Manager Strategic Planning & Sustainability
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
21 May 2024	Amended delegation	Delegation amended as part of annual review	OMC 21/05/2024 - Item 12.3

DRAFT

Delegation	**2.2.10 Obstruction of footpaths and thoroughfares**
Head of power	02 Delegations made under the Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Uniform Local Provisions)Regulations 1996:* r.5(2) Interfering with, or taking from, local government land r.6 Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a) r.7A Obstruction of public thoroughfare by fallen things – Sch.9.1 cl.3(1)(b) r.7 Encroaching on public thoroughfare –Sch.9.1. cl.3(2)
Function	1. Authority to determine, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to: a. prevent damage to the footpath; or b. prevent inconvenience to the public or danger from falling materials [ULP r.5(2)]. 2. Authority to provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare. [ULP r.6(2) and (4)]. 3. Authority to renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [ULP r.6(6)]. 4. Authority to require an owner or occupier of land to remove any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [ULP r.7A]. 5. Authority to require an owner occupier of land to remove any part of a structure, tree
Delegates	CEO
Conditions	a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. b. Permission may only be granted where, the proponent has: i. Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Director Infrastructure and Environment Manager Engineering

DRAFT

Statutory framework	Determination of Bond Value and Conditions - refer to CEO Delegation 1.3.2 – Public Thoroughfare Obstruction – Determine Conditions *Local Government (Uniform Local Provisions)Regulations 1996* Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995*
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

Delegation	**2.2.11 Public thoroughfares – dangerous excavations**
Head of power	02 Delegations made under the Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Uniform Local Provisions) Regulations 1996:* r.11(1), (4), (6) &(8) Dangerous excavation in or near public thoroughfare – Sch.9.1 cl.6
Function	1. Authority to determine if an excavation in or on land adjoining a public thoroughfare is dangerous and take action to fill it in or fence it or request the owner / occupier in writing to fill in or securely fence the excavation [ULP r.11(1)]. 2. Authority to determine to give permission or refuse to give permission to make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare [ULP r.11(4)]. 3. Authority to impose conditions on granting permission [ULP r.11(6)]. 4. Authority to renew a permission granted or vary at any time, any condition imposed on a permission granted [ULP r.11(8)].
Delegates	CEO
Conditions	a. Actions under this Delegation must comply with procedural requirements detailed in the *LocalGovernment (Uniform Local Provisions) Regulations 1996.* b. Permission may only be granted where, the proponent has: i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed works. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public assets at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Statutory framework	*Local Government (Uniform Local Provisions) Regulations 1996* – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995*
Date adopted	20 June 2023

DRAFT

Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

Delegation	**2.2.12 Crossovers - construction, repair and removal**
Head of power	02 Delegations made under the Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Uniform Local Provisions)Regulations 1996:* r.12(1) Crossing from public thoroughfare to private land or private thoroughfare – Sch.9.1 cl.7 (2) r.13(1) Requirement to construct or repair crossing – Sch.9.1 cl.7(3)
Function	1. Authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land [ULP r,12(1)]. 2. Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government [ULP r.12(1)(a)]. 3. Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing [ULP r.13(1)]. 4. Authority to initiate works to construct a crossing where the person fails to comply with a notice requiring them to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person [ULP r.13(2)].
Delegates	CEO
Conditions	a. Actions under this Delegation must comply with procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996.*
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Statutory framework	*Local Government (Uniform Local Provisions) Regulations 1996* – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act1995*
Record keeping	Notes: Previously delegation 2.5B (part) of City's 2018/19 Register.
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

Delegation	**2.2.13 Private works on, over or under public places**
Head of power	02 Delegations made under the Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* r.17 Private works on, over, or under public places – Sch.9.1 cl.8
Function	1. Authority to grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property [ULP r.17(3)]. 2. Authority to impose conditions on permission including those prescribed in r.17(5) and (6) [ULP r.17(5)].
Delegates	CEO
Conditions	a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. b. Permission may only be granted where, the proponent has: i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed private works. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public place at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Statutory framework	*Local Government (Uniform Local Provisions) Regulations 1996* – prescribe applicable statutory procedures Determination of Bond Value and Conditions - refer to CEO Delegation to Determine and Manage Conditions on Permission for Private Works 2.2.14 on, over, or under Public Places Penalties under the *Uniform Local Provisions Regulations* are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995*
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1

DRAFT

Last reviewed	13 May 2025

DRAFT

Delegation	**2.2.14 Expressions of interest for goods and services**
Head of power	02 Delegations made under the Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.57 Tenders for providing goods or services *Local Government (Functions and General) Regulations 1996:* r.21 Limiting who can tender, procedure for r.23 Rejecting and accepting expressions of interest to be acceptable tenderer
Function	1. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r.21]. 2. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r.23].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director of Major Projects Executive Director Community and Business Services Executive Director Infrastructure and Environment Executive Director Strategy and Development
Statutory framework	*Local Government (Functions and General) Regulations 1996 –* prescribe applicable statutory procedures
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

Delegation	**2.2.15 Tenders for goods and services**
Head of power	02 Delegations made under the Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.57 Tenders for providing goods or services *Local Government (Functions and General) Regulations 1996:* r.11 When tenders have to be publicly invited r.13 Requirements when local government invites tenders though not required to do so r.14 Publicly inviting tenders, requirements for r.18 Rejecting and accepting tenders r.20 Variation of requirements before entry into contract r.21A Varying a contract for the supply of goods or services
Function	1. Authority to call tenders [F&G r.11(1)]. 2. Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine a sole supplier arrangement [F&G r.11(f)]. 3. Authority to invite tenders although not required to do so [F&G r.13]. 4. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r.14(2a)]. 5. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&G r.14(4)(a)]. 6. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&G r.14 (5)]. 7. Authority to evaluate tenders, by written evaluation, and decide which is the most advantageous [F&G r.18(4)] and either: i. Accept, or reject tenders under a value of $250,000 in accordance with the requirements of the Functions and General Regulations [F&G r.18(2) and (4)]; or ii. Recommend to council acceptance or rejection of all other tenders. 8. Authority to determine that a variation proposed is minor in context of the total goods or services sought through the invitation to tender, and to then negotiate minor variations with the successful tenderer before entering into a contract [F&G r.20(1) and (3)]. 9. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)]. 10. Authority to decline any tender [F&G r.18(5)]. 11. If the chosen tenderer is unable or unwilling to form a contract OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer, authority to choose the next most advantageous tender to accept [F&G r.20(2)] 12. Authority to: i. Vary a contract that has been entered into with a successful tenderer, provided the variation/s do not change the scope of the original contract or increase the contract value beyond 10%. ii. Exercise an extension option that was included in the original tender specification and contract in accordance with r.11(2)(j). [F&G r.21A]. 13. Authority to accept another tender where within 6-months of either accepting a tender, a contract has not been entered into OR the successful tenderer agrees to terminate the contract [F&G r.18(6) & (7)]

DRAFT

Delegates	CEO
Conditions	The invitation to tender is to be entered into the Tender Register in the prescribed manner. Selection criteria must be recorded in the appropriate record and comply with the requirements of the Regulations. Details of the minor variations must be recorded in the appropriate record. Details of the calling of expressions of interest must be recorded in the appropriate record and in the Tender Register. The delegation is subject to: 1. tenders called to comply with Council's Policy No. 1.2.2 – "Code of Tendering" and Policy No. 1.2.3 – "Purchasing Policy" ; and 2. tenders can only be invited for those goods and services identified in the Annual Budget, Plan for the Future or where the expenditure has been approved in advance by Council;
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director of Major Projects Executive Director Community and Business Services Executive Director Infrastructure and Environment Executive Director Strategy and Development
Statutory framework	*Local Government (Functions and General) Regulations1996* – prescribe applicable statutory procedures Guidance notes: Contract Variations The *Local Government (Functions and General) Regulations (reg 21A)* enables contract variations applying only to contracts formed with a successful tenderer. A delegation of reg 21A is required for the CEO (or any sub-delegate) to vary a tender contract. Making, varying or discharging contracts formed through mechanisms other than a tender, are not subject to reg 21A. Section.9.49B9 of the Act applies to non-tender contracts and requires that any person making decisions to make, vary or discharge a contract must do so under the authority of the Local Government. Meaning there must either be an express Council resolution enabling the CEO to administer the contract OR the contract is operational in nature and may be administered by the CEO (or officers by Acting Through). Contract Management In addition, the CEO may assign operational responsibilities for contract administration via position descriptions or documented procedures.
Record keeping	Notes: Previously delegation 1.19 of the City's 2018/19 register.
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

Delegation	**2.2.16 Panels of pre-qualified suppliers for goods and services**
Head of power	02 Delegations made under the Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Functions and General) Regulation1996:* r.24AB Local government may establish panels of pre-qualified suppliers r.24AC(1)(b) Requirements before establishing panels of pre-qualified suppliers r.24AD(3) & (6) Requirements when inviting persons to apply to join panel of pre-qualified suppliers r.24AH(2), (3), (4) and (5) Rejecting and accepting applications to join panel of pre-qualified suppliers
Function	1. Authority to determine that a there is a continuing need for the goods or services proposed to be provided by a panel of pre-qualified suppliers [F&G r.24AC(1)(b)]. 2. Authority to, before inviting submissions, determine the written criteria for deciding which application should be for inclusion in a panel of pre-qualified suppliers should be accepted [F&G r.24AD(3)]. 3. Authority to vary panel of pre-qualified supplier information after public notice inviting submissions has been given, taking reasonable steps to each person who has enquired or submitted an application is provided notice of the variation [F&G r.24AD(6)]. 4. Authority to reject an application without considering its merits, where it was submitted at a place and within the time specified, but fails to comply with any other requirement specified in the invitation [F&G r.24AH(2)]. 5. Authority to assess applications, by written evaluation of the extent to which the submission satisfies the criteria for deciding which applicants to accept, and decide which applications to accept as most advantageous [F&G r.24AH(3)]. 6. Authority to request clarification of information provided in a submission by an applicant [F&G r.24AH(4)]. 7. Authority to decline to accept any application [F&G r.24AH(5). 8. Authority to enter into contract, or contracts, for the supply of goods or services with a pre-qualified supplier, as part of a panel of pre-qualified suppliers for those particular
Delegates	CEO
Conditions	a. Panels of pre-qualified suppliers may only be established, where the total consideration under the resulting contract is $250,000 or less and the expense is included in the adopted Annual Budget.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

DRAFT

Statutory framework	*Local Government (Functions and General) Regulations 1996* – prescribe applicable statutory procedures
Policy	Council Policy 1.2.3 Purchasing Policy – clause 5.
Record keeping	Notes: Previously delegation 1.27 of the City's 2018/19 register.
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

Delegation	**2.2.17 Disposing of property**
Head of power	02 Delegations made under the Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.58(2) & (3) Disposing of Property
Function	1. Authority to dispose of property to: a. to the highest bidder at public auction [s.3.58(2)(a)]. b. to the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tenders [s.3.58(2)(b)] 2. Authority to dispose of property by private treaty only in accordance with section 3.58 (3) and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)].
Delegates	CEO
Conditions	a. Disposal of land or building assets is limited to matters specified in the Annual Budget and in any other case, a Council resolution is required. b. In accordance with s.5.43, disposal of property, for any single project or where not part of a project but part of a single transaction, is limited to a maximum value of $250,000 or less. c. When determining the method of disposal: a. Where a public auction is determined as the method of disposal: • Reserve price has been set by independent valuation. • Where the reserve price is not achieved at auction, negotiation may be undertaken to achieve the sale at up to a -10% variation on the set reserve price. b. Where a public tender is determined as the method of disposal and the tender does not achieve a reasonable price for the disposal of the property, then the CEO is to determine if better value could be achieved through another disposal method and if so, must determine not to accept any tender and use an alternative disposal method. c. Where a private treaty is determined [s.3.58(3)] as the method of disposal, authority to: • Negotiate the sale of the property up to a -10% variance on the valuation; and • Consider any public submissions received and determine if to proceed with the disposal, ensuring that the reasons for such a decision are recorded. d. Where the market value of the property (other than land) is determined as being less than $20,000 (F&G r.30(3) excluded disposal) may be undertaken: a. Without reference to Council for resolution; and b. In any case, be undertaken to ensure that the best value return is achieved however, where the property is determined as having a nil market value, then the disposal must ensure environmentally responsible disposal.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and dutiesto other employees

DRAFT

Statutory framework	*Local Government Act 1995 – s.3.58* Disposal of Property *Local Government (Functions and General) Regulations1995 – r.30* Dispositions of property excluded from Act s. 3.58 Note that s.3.57 tender requirements do not apply to the Disposal of Property under s.3.58 (s.3.57applies only to "contracts ... under which another person is to supply goods or service").
Record keeping	Notes: Previously delegation 1.23 of the City's 2018/19 Register.
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

Amendments			
Date	**Type**	**Amendment**	**References**
21 Mar 2024	Amended delegation	CEO conditions on Sub-Delegation amount, for Executive Director Infrastructure and Environment, to $100,000. To accommodate the increased residual value of light and heavy fleet being disposed via trade-in, auction, or direct sale.	Amended as part of annual review - EMC Item 5.4

DRAFT

Delegation	**2.2.18 Disposing of Property by Leases and Licenses [DRAFT]**
Head of power	02 Delegations made under the Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.58 Disposing of Property

DRAFT

Function	~~1. Authority to approve and execute variation, extension, assignment, termination, surrenders, special conditions or payment schedules of an approved lease, license or management agreement for Category One (1) – Small Community Group, or Category Two (2) Sporting Clubs and Community Groups and Organisations; and~~ ~~2. Authority to approve and execute any minor variations (being non-material and does not alter the substantive terms of a lease or licence), extension, assignment (including consent to a deemed assignment), termination, surrender, subletting, special conditions or payment schedules of an approved lease or licence for Category Three (3) – Commercial Entities, State and National clubs, Associations and Community Organisations; and Category (4) – Government Agencies.~~ ~~3. Authority to negotiate and approve lease (sub-lease or licence) agreements in accordance with statutory requirements for Mount Claremont Municipal Depot, No. 11 John XXIII Avenue, Mount Claremont~~ Authority to dispose of land and buildings (property) by private treaty in accordance with s3.58 (3) including the authority, where applicable, to consider any submissions (and objections) received following the giving of public notice prior to disposal. 1. **Category One (1) – Small Community Group** Authority to dispose of property by licence: (i) approve new licence in accordance with Property Management Policy and Property Management Framework (PMF); and (ii) approve extensions, variations, assignment, novations, termination, surrenders of an approved licence. 2. **Category Two (2) Community Groups and Organisation** Authority to dispose of property by lease or licence: (i) approve new lease or licence in accordance with Property Management Policy and PMF; and (ii) approve sublease, sublicence, extensions, variations, assignment, novations, termination, surrenders of an approved lease or licence. 3. **Category Two (2) Sporting Clubs** Authority to dispose property by lease or licence: (i) approve sublease, extensions, variations, assignment, novations, termination, surrenders of an approved lease or licence. 4. **Category Three (3) – Commercial Entities, State and National clubs, Associations and Community Organisations; and Category (4) –Government Agencies** Authority to dispose of property by lease or licence: (i) approve any minor variations (being non-material and does not alter the substantive terms of a lease or licence), extension, assignment (including consent to adeemed assignment), novation, termination, surrender, subletting, special conditions or payment schedules of an approved lease or licence. 5. Mount Claremont Municipal Depot, No. 11 John XXIII Avenue, Mount Claremont Authority to negotiate and approve lease (sub-lease or licence) agreements in accordance with statutory requirements.
Delegates	CEO

DRAFT

Conditions	~~1. Requests from community or sporting groups not currently occupying a City building in Category One (1) or Category Two (2), will require a specific resolution of Council.~~ ~~2. The delegation does not extend to Category Three (3) or Four (4) of the Property Management Framework. Any leases or licences in accordance with Category Three (3) or Four (4) will require a specific resolution of Council, except where the agreement relates to Mount Claremont Municipal Depot, No. 11 John XXIII Avenue, Mount Claremont and Ministerial approval has been obtained where required under the Land Administration Act 1997.~~ ~~3. Delegation to negotiate and approve lease (sub-lease or licence) agreements in accordance with statutory requirements for Mount Claremont Municipal Depot, No. 11 John XXIII Avenue, Mount Claremont is subject to each lease (sub-lease or licence) not exceeding 24 months and that the leases would not prejudice the City's ability to relocate its Works Depot operations to the site before 2027.~~ ~~4. Subdelegation to negotiate and approve lease (sub-lease or licence) agreements in accordance with statutory requirements for Mount Claremont Municipal Depot, No. 11 John XXIII Avenue, Mount Claremont is limited to the Director of Mayor Projects and Deputy Director of Major projects~~ 1. Requests from sporting groups not currently occupying a City building and fall within Category Two (2) of the Property Management Framework (PMF), will require a specific resolution of Council. 2. Except for Function 4 above, any new leases or licences in accordance with Category Three (3) or Four (4) of the PMF will require a specific resolution of Council, unless: a. the lease or licence relates to Mount Claremont Municipal Depot, No. 11 John XXIII Avenue, Mount Claremont; b. Ministerial approval has been obtained in accordance with the *Land Administration Act 1997;* and c. the lease, sub-lease or licence does not exceed 24 months. 3. Subdelegation of the authority referred to in condition 2 is limited to the Director of Major Projects and Deputy Director of Major Projects.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Deputy Director Major Projects Director of Major Projects Executive Director Community and Business Services Executive Director Infrastructure and Environment Executive Director Strategy and Development Executive Manager Corporate Strategy and Governance Manager Strategic Planning & Sustainability
Statutory framework	*Local Government Act 1995 –s.3.58* Disposal of Property *Local Government (Functions and General)Regulations 1995 –r.30* Dispositions of property excluded from Act.

Policy	Property Management Framework Property Management Policy

DRAFT

DRAFT

Delegation	**2.2.19 Payments from the municipal or trust funds**
Head of power	02 Delegations made under the Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Financial Management) Regulations1996:* r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
Function	1. Authority to make payments from the municipal or trust funds [r.12(1)(a)]. 2. Authority to transfer funds held in the Trust Fund for over 10 years to the Municipal Fund.
Delegates	CEO
Conditions	a. Authority to make payments is subject to annual budget limitations.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Statutory framework	*Local Government Act 1995* *Local Government (Financial Management) Regulations1996* - refer specifically r.13Payments from municipal fund or trust fund by CEO, CEO's duties as to etc. *Local Government (Audit) Regulations 1996*
Policy	Department of Local Government, Sport and Cultural Industries Operational *Guideline No.11 – Use of Corporate Credit Cards* Department of Local Government, Sport and Cultural Industries: *Accounting Manual* **Guidance notes** *The difference between incurring liabilities and making payments* The following information will assist in understanding the legislative framework that informs: • Incurring a liability as a procedural matter subject to CEO authorisations; and • Making payments as an express (written) statutory power which is capable of being delegated.

DRAFT

Incurring liabilities (procedures and administrative authorities)
Incurring liabilities is not described in the Local Government Act or Regulations as an express power or duty, rather it is only described as a requirement for the Local Government and the CEO to control by developing "systems and procedures" [see FM Regs 5 and 11].

Incurring liabilities is therefore not an express (written) power or duty which is capable of being delegated. The CEO must establish systems and written procedures which give effect to compliance with legislation and purchasing policy and provide appropriate internal controls and risk mitigation for incurring liabilities.

- Issuing a requisition – a requisition is only a proposal to purchase (FM Regs 5 & 11) describing the goods or services required to enable a decision to issue a purchase order. It does not incur a liability as the goods / services may only be provided on the basis of an appropriately issued purchase order. Administrative procedures should establish which positions are authorised to issue requisitions.
- A decision to issue a requisition and therefore a purchase order is informed by other, previous Council decisions, for example – the budget adopted by Council, Council decisions to approve projects or implement policies.
- The decision to incur a liability where a budget provision has been made is part of implementing a Council decision and therefore accords with the CEO's duties under s.5.41(c).

- *Issuing a purchase order* – a purchase order creates a contract between the supplier and the local government. It incurs a liability (FM Regs.5 & 11) provided that the goods or services are ultimately supplied in accordance with the requirements specified in the purchase order. Administrative procedures should establish which positions are authorised to issue purchase orders, with pre-requisite requirements for a purchase order to only be issued, where due diligence confirms:
    - Compliance with the local governments purchasing policy;
    - The committal value of the purchase order is within an appropriate and available budget allocation; and
    - The proposed goods / services / works are within the scope of implementing a Council decision, either specific or generally.
- Using a credit or transaction card (store card, fuel card or corporate credit card) – transaction cards are a method of incurring a liability, with the goods or services received and a statement provided to the local government for acquittal on at least a monthly basis. Procedures should prescribe the positions which are authorised to used transaction cards and the limits and obligations for use for their use when incurring liabilities and the requirements for acquittal of statements to enable payment.
- Verification of a liability
    - Goods / services received – a record that evidences that the goods or services have been received in accordance with the purchase order.
    - Verification of invoice – the charges align with the accepted quote or the contracted schedule of rates as relevant, which have been checked against the record of goods / services received.
    - Verification of transaction card statements – transactions accord with the card holder limits and conditions, transactions are for a proper purpose (not personal) and the goods / services obtained are within the scope of implementing a Council decision either specific or generally.

An element of the internal control is the separation of roles from employees who incur liabilities and those who make payments. This means that a person who has responsibility for incurring a liability should not also be responsible for verifying the liability or approving the relevant payment.

In addition, Council (and also through its audit committee) may form an opinion as to its satisfaction the procedures prepared in accordance with FM 11, when it undertakes its biennial review of Internal Controls in accordance with Audit Reg. 17(1)(b).

Making payments (delegated authority)

	Financial Management Reg.12(1)(a) prescribes the ability for the Council to delegate to the CEO its power to make payments from the Municipal or the Trust Fund. Financial Management Reg.13 prescribes the procedural matters that the CEO must comply with if the power to make payments is delegated. A payment can only be made, where an opinion has been formed (delegated authority decision FM Reg12(1)(a)) that the goods or services specified in the purchase order have been satisfactorily received. *Procedural reviews* Audit Regulations [r.17(1)(b)& (2)] require the CEO to review procedures and report the outcomes of the review to the Audit Committee at least once in every 3 financial years.
Record keeping	Notes: Previously delegations 1.14and 1.24 of the City's 2018/19 register.
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

Amendments			
Date	**Type**	**Amendment**	**References**
21 Mar 2024	Amended delegation	Sub-delegation extended to Executive Director Infrastructure and Environment.	Amended as part of annual review - EMC Item 5.4
21 May 2024	Amended delegation	Extension of sub delegation to Senior Financial & Project Analyst	D24/56345
21 May 2024	Amended delegation	Sub delegation extended to Manager Financial Services	D24/56345
20 Mar 2025	Amended delegation	Removed Chief Financial Officer and added the Manager Financial Services to subdelegate conditions to authorise Payments by Cheque and EFT transactions.	D25/27204
21 May 2025	Amended delegation	Removed Financial Controller as a subdelegate.	

DRAFT

Delegation	**2.2.20 Defer payment, grant discounts, waive fees or write off debts [DRAFT]**
Head of power	02 Delegations made under the Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.6.12 Power to defer, grant discounts, waive or write off debts
Function	1. Waive a debt which is owed to the City [s.6.12(1)(b)]. 2. Grant a concession in relation to money owed to the City [s.6.12(1)(b)]. 3. Write off an amount of money owed to the City [s.6.12(1)(c)]
Delegates	CEO
Conditions	a. The power to waive fees or write off money is subject to the amount not exceeding $5000. b. The power to waive fees or write off debts relating to infringements is subject to the debt not exceeding $650. c. The power to waive or write off library fees is subject to the debt not exceeding ~~$50~~$150. d. This delegation is not applicable to writing off or waiving rates or service charges. e. A debt may only be written off where all necessary measures have been taken to locate / contact the debtor and where costs associated continued action to recover
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

DRAFT

Policy	Local Planning Policy: Development Fee Reductions and Refunds Policy
Record keeping	Notes: Previously delegation 1.15 of the City's 2018/19 register.

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
21 Mar 2024	Amended delegation	Sub-delegation to Executive Director Infrastructure and Environment to waive fees, grant concessions or write off debts relating to the Infrastructure and Environment Directorate (including infringements).	Amended as part of annual review - EMC Item 5.4
20 Mar 2025	Amended delegation	Removed Chief Financial Officer and added the Manager Financial Services to subdelegate conditions to waive all fees, grant concessions or write off all debts in relation to Community and Business Services Directorate.	D25/27204
13 May 2026	Amended delegation	Sub-delegation wording updated to replace reference to the repealed Appendix 20 (Planning and Building Policy Manual) with the Development Fee Reductions and Refunds Policy, ensuring alignment with the current policy framework for waiving and refunding planning and building fees.	Council decision 9.6 - 12/08/2025

DRAFT

Delegation	**2.2.21 Amendment of a rate record**
Head of power	02 Delegations made under the Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.6.39(2)(b) Rate record
Function	Authority to determine any requirement to amend the rate record for the 5-years preceding the current financial year [s.6.39(2)(b)].
Delegates	CEO
Conditions	Delegates must comply with the requirements of s.6.40 of the Act.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Statutory framework	*Local Government Act 1995 – s.6.40* prescribes consequential actions that may be required following a decision to amend the rate record. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	Notes: Previously delegation 1.18 of the City's 2018/19 register.
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
20 Mar 2025	Amended delegation	Removed Chief Financial Officer and added the Manager Financial Services to subdelegate conditions to approve a rate record amendment for a year prior to the current year.	D25/27204

Delegation	**2.2.22 Agreement as to payment of rates and service charges**
Head of power	02 Delegations made under the Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.6.49 Agreement as to payment of rates and service charges
Function	1. Authority to make an agreement with a person for the payment of rates or service charges [s.6.49].
Delegates	CEO
Conditions	Subject to Council Policy No. 1.2.12 – Rates and Service Charges.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Policy	Council Policy No. 1.2.12 – Rates and Service Charges
Record keeping	Notes: Previously delegation 1.16 of the City's 2018/19 register.
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
20 Mar 2025	Amended delegation	Removed Chief Financial Officer as a subdelegate.	D25/27204

Delegation	**2.2.23 Determine due date for rates or service charges**
Head of power	02 Delegations made under the Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.6.50 Rates or service charges due and payable
Function	Authority to determine the date on which rates or service charges become due and payable to the City [s.6.50].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
20 Mar 2025	Amended delegation	Removed Chief Financial Officer as a subdelegate.	D25/27204

Delegation	**2.2.24 Recovery of rates or service charges**
Head of power	02 Delegations made under the Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.6.56 Rates or service charges recoverable in court
Function	Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Record keeping	Notes: Previously 1.25 in the City's2018/19 register.
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
20 Mar 2025	Amended delegation	Removed Chief Financial Officer as a subdelegate.	D25/27204

Delegation	**2.2.25 Recovery of rates debts – require lessee to pay rent**
Head of power	02 Delegations made under the Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.6.60 Local Government may require lessee to pay rent
Function	1. Authority to give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the City [s.6.60(2)]. 2. Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)].
Delegates	CEO
Conditions	Subject to Council Policy No. 1.2.13 – Collection of Rates and Service Charges.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Statutory framework	*Local Government Act 1995* – refer sections 6.61 and 6.62 and Schedule 6.2 prescribe procedures relevant to exercise of authority under s.6.60.
Policy	Council Policy No. 1.2.13 – Collection of Rates and Service Charges.
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
20 Mar 2025	Amended delegation	Removed Chief Financial Officer as a subdelegate.	D25/27204

Delegation	**2.2.26 Recovery of rates debts - actions to take possession of the land**
Head of power	02 Delegations made under the Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.6.64(1) & (3) Actions to be taken s,6.69(2) Right to pay rates, service charges and costs, and stay proceedings s.6.71 Power to transfer land to Crown or local government s.6.74 Power to have land revested in Crown if rates in arrears 3 years
Function	1. Authority to take possession of land and hold the land against a person having an estate or interest in the land where rates or service charges have remained unpaid for at least three years [s.6.64(1)], including: i. lease the land, or ii. sell the land; or where land is offered for sale and a contract of sale has not been entered into after 12 months: I. cause the land to be transferred to the Crown [s.6.71 and s.6.74]; or II. cause the land to be transferred to the City [s.6.71]. 2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)]. 3. Authority to agree terms and conditions with a person having estate or interest in land and to accept payment of outstanding rates, service charges and costs within 7 days
Delegates	CEO
Conditions	a. In accordance with s.6.68(3A), this delegation cannot be used where a decision relates to exercising a power of sale without having, within the previous 3-years attempted to recover the outstanding rates / changes through a court under s.6.56, as s.6.68(3A) requires that the reasons why court action has not been pursued must be recorded in Council Minutes.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Director Community and Business Services
Statutory framework	*Local Government Act 1995* – Part 6,Division 6 Subdivision 6 and Schedule.6.3 prescribe procedures relevant to exercise of authority under this delegation. Local Government (Financial Management) Regulations1996 – regulations 72 – 78 prescribe forms and procedures relevant to exercise of authority under this delegation. Subject to Council Policy No. 1.2.13 – Recovery of Debts and Service Charges
Policy	Council Policy No. 1.2.13 – Recovery of Debts and Service Charges
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
20 Mar 2025	Amended delegation	Removed Chief Financial Officer as a subdelegate.	D25/27204

DRAFT

Delegation	**2.2.27 Rate record – objections**
Head of power	02 Delegations made under the Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.6.76 Grounds of objection
Function	1. Authority to extend the time for a person to make an objection to a rate record [s.6.76 (4)]. 2. Authority to consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person whom made the objection [s.6.76(5)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	Notes: Previously delegation 1.26 of the City's 2018/19 register.
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
20 Mar 2025	Amended delegation	Removed Chief Financial Officer as a subdelegate.	D25/27204

Delegation	**2.2.28 Power to invest and manage investments**
Head of power	02 Delegations made under the Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.6.14 Power to invest *Local Government (Financial Management) Regulations 1996:* r.19 Investments, control procedures for
Function	1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s.6.14(1)]. 2. Authority to establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].
Delegates	CEO
Conditions	a. All investment activity must comply with the Financial Management Regulation 19C, the City's Investment Policy and related procedures. b. A report detailing the investment portfolio's performance, exposures and changes since last reporting, is to be provided as part of the Monthly Financial Reports. c. Procedures are to be systematically documented and retained in accordance with the Plan and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. d. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit Committee at least once every 3 financial years as part of the *Local Government (Audit) Regulations 1996,* r.17 review. [Audit r.17]
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Director Community and Business Services Manager Financial Services Senior Financial & Project Analyst
Statutory framework	*Local Government (Financial Management) Regulations 1996 –* refer r.19C Investment of money, restrictions on (Act s.6.14(2)(a))
Policy	Council Policy 1.2.4
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
21 May 2024	Amended delegation	Extension of sub delegation to Senior Financial & Project Analyst	D24/56345
21 May 2024	Amended delegation	Sub delegation extended to Manager Financial Services	
20 Mar 2025	Amended delegation	Removed Chief Financial Officer as a subdelegate.	D25/27204
21 May 2025	Amended delegation	Removed Financial Controller as a subdelegate.	

DRAFT

Delegation	**2.2.29 Dealing with objections under Part 9 of Local Government Act 1995**
Head of power	02 Delegations made under the Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* Section 9.5(2), Section 9.6(5) and 9.9(1)(b)
Function	The Chief Executive Officer is delegated the power to: • receive an objection and grant an extension of time for an objection to be lodged (Section 9.5(2)). • give notice in writing of how it has been decided to dispose of the objection and the reasons for disposing of it in that way. • determine that there are reasons why the effect of a decision should not be suspended in line with the provisions of the *Local Government Act 1995* Section
Delegates	CEO
Conditions	This delegation may not be exercised to dispose of an objection to a decision originally made by the CEO.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Record keeping	Notes: Previously 1.21 in 2018/19 register of delegations.
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

Delegation	**2.2.30 Execution of documents**
Head of power	02 Delegations made under the Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* Section 9.49A (4) and (5)
Function	1. The Chief Executive Officer is delegated authority to sign documents in relation to the administration of leases, licences, or other land agreements. 2. The Chief Executive Officer is delegated authority to sign sponsorship or grant agreements and acquittals where the City's contribution falls within budget or is consistent with a Council resolution. 3. The Chief Executive Officer is delegated authority to provide consent and execute documents in relation to any assignment or sublease where there is a request by a lessee operating under a lease agreement. 4. The Chief Executive Officer is delegated authority to sign Memorandums of Understanding (MOU) if they satisfy the following conditions: a. There is no additional financial contribution in excess of existing budgets required to give effect to the City's obligations under the MOU. b. Formalises an existing working relationship between the City and a government agency or department or another local government. 5. The Chief Executive Officer is delegated authority to execute, lodge, remove, withdraw, surrender or modify relating to notifications, covenants, easements and caveats under the *Transfer of Land Act 1893*. 6. The Chief Executive Officer is delegated authority to execute easements or deeds of easement under the *Land Administration Act 1997* and/or *Strata Titles Act 1985*. 7. Documents required to satisfy conditions of subdivision and/or development approval. 8. The Chief Executive Officer is delegated authority to sign Finance Leases, Contracts, Service Level agreements, and any other agreement that does not require the
Delegates	CEO
Conditions	Execution of all documents must be in accordance with City's Execution of Documents Policy.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

DRAFT

Record keeping	Notes: Previously delegation 1.22 of the City's 2018/19 register.
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

Delegation	**2.2.31 Appointing Complaints Officer**
Head of power	02 Delegations made under the Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s5.42 Delegation of some powers and duties to the CEO.
Express power or duty delegated	*Local Government (Model Code of Conduct) Regulations 2021,* Schedule 1: Regulation 11(3) Complaint about alleged breach "The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawal of complaints."
Function	For the CEO to appoint an external Behaviour Complaints Officer to receive behavioural breach complaints and withdrawal of complaints under the City of Vincent Code of Conduct for Council Members, Committee Members and Candidates.
Delegates	CEO
Conditions	Any appointment under this delegation excludes a current or former City of Vincent Council Member, Committee Member, candidate, or employee. Any appointed external Behaviour Complaints Officer must comply with the requirements contained in the: • Code of Conduct for Council Members, Committee Members and Candidates; and • Code of Conduct Behavioural Complaints Management Policy
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Policy	Code of Conduct for Council Members, Committee Members and Candidates; and Code of Conduct Behaviour Complaints Management Policy;
Record keeping	Each person appointed Behaviour Complaints Officer will have their name and relevant details recorded in the City's records. The relevant complaints register/record is maintained by the CEO with administrative assistance from the Behaviour Complaints Officer.
Date adopted	21 May 2024
Adoption references	Annual review undertaken by Council 21/05/2024 - Item 12.3
Last reviewed	13 May 2025

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
21 May 2024	Amended delegation	Delegation amended as part of annual review	OMC 21/05/2024 - Item 12.3
10 Mar 2026	Amended delegation	Delegation updated due to legislative amendments to the Local Government Act 1995 and associated regulations.	OMC 10/03/2026 - Item 12.1

DRAFT

Delegation	**2.2.32 Appointment of Community Directors – Leederville Gardens**
Head of power	02 Delegations made under the Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s3.18 Performing Executive Functions
Function	1. To run a search and selection process for each community Director to be appointed by the City; and 2. To appoint and/or reappoint one (or more) of the potential appointees to the Board
Delegates	CEO
Conditions	Selection and appointment to be undertaken in accordance with clause 18, division 3 of the Leederville Gardens Inc. Rules of Association
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

Delegation	**2.2.33 Power to modify documents in the control and management of City**
Head of power	02 Delegations made under the Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995 S5.42 Delegation of some powers and duties to the CEO S5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government Act 1995: S5.41 Functions of CEO
Function	Authority to approve any modification, variation, amendment or removal of an existing encumbrance, right or burden condition relation to the control and management of land.
Delegates	CEO
Conditions	This delegation does not: i. extend to new encumbrances, rights or burden conditions to be imposed over land under the control and management of the City; and ii. apply to registered leases.
Express power to subdelegate	S5.44 CEO may delegate some powers and duties to other employees.
Date adopted	17 September 2024
Adoption references	Delegation by Council - OMC - Item 12.1
Last reviewed	13 May 2025

DRAFT

02.5 Appointment of Authorised Persons by Council resolution

Delegation	**2.5.1 List of Authorised Person - Master Lending Agreement with the WA Treasury Corporation**
Head of power	02.5 Appointment of Authorised Persons by Council resolution
Delegator	Local Government
Express power to delegate	Council Resolution 11.1 - 8 October 2019
Function	Authority to sign documents arising under the Master Lending Agreement with the WA Treasury Corporation
Delegates	CEO Executive Director Community and Business Services Executive Director Infrastructure and Environment Executive Director Strategy and Development
Date adopted	8 October 2019
Adoption references	Council Resolution 11.1 - 8 October 2019
Last reviewed	13 May 2025

DRAFT

03 Local Law

Guidance note: Any decision which has the effect of granting, renewing, varying or cancelling a permission or authorisation under a Local Law is a decision that is subject to Part 9, Division 1 of the Local Government Act (Act) (objection and appeal rights – see s.9.1) and can be referred to the State Administration Tribunal.

Note that imposition of a fee or charge where mentioned in a local law cannot be delegated and must be set by Council when adopting its budget under Part 6 of the Act.

03.1 Delegations from Council to the CEO

Delegation	**3.1.1 Authority to administer all Local Laws**
Head of power	03 Local Law
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Sections 3.18 and 5.42 of the *Local Government Act 1995* All powers under City's local laws: • *Animal Local Law* • *Fencing Local Law* • *Health Local Law* • *Local Government Property Local Law* • *Parking Local Law 2023* • *Meeting Procedures Local Law* • *Trading in Public Places Local Law*
Function	Authority to administer the City's local laws and to do all other things that are necessary or convenient to be done for, or in connection with, performing the functions of the City under the City's local laws, including relating to: • Permits; • Enforcement framework; • Recovery of costs; and • Adding or changing parking restrictions.
Delegates	CEO
Conditions	Parking permits are to be issued in accordance with the City's policy number 3.9.3
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

04 Delegations made under the Building Act 2011

Guidance note:
Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with r.5 of the Building Regulations 2012.

The Building Act 2011 refers to a 'permit authority', which is the local government in this instance.

04.1 Delegation from Council to CEO

Delegation	**4.1.1 Building Permits**
Head of power	04 Delegations made under the Building Act 2011
Delegator	Local Government
Express power to delegate	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Act 2011:* s.17 Uncertified application to be considered bybuilding surveyors. s.18 Further Information s.20 Grant of building permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit *Building Regulations 2012:* r.23 Application to extend time during which permithas effect (s.32) r.24 Extension of time during which permit has effect(s.32(3)) r.26 Approval of new responsible person(s.35(c))
Function	1. Authority to require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)]. 2. Authority to decide whether to sign a certificate of design compliance for the building or incidental structure that is the subject of the application [s.17(2) and (3)]. 3. Authority to grant or refuse to grant a building permit [s.20(1) & (2) and s.22]. 4. Authority to impose, vary or revoke conditions on a building permit [s.27(1) and(3)]. 5. Authority to determine an application to extend time during which a building permit has effect [r.23]. i. Subject to being satisfied that work for which the building permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] ii. Authority to impose any condition on the building permit extension that could have been imposed under s.27 [r.24(2)]. 6. Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r.26].
Delegates	CEO
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Statutory framework	*Building Act2011* s.119 Building and demolition permits – application for review by SAT s.23 Time for deciding application for building or demolition permit s.17Uncertified application to be considered by building surveyor *Building Regulations 2012 – r.25 Review of decision to refuse to extend time during which permit has effect (s.32(3))– reviewable by SAT* *Building Services (Registration Act) 2011* – Section 7 *Home Building Contracts Act 1991* – Part 3A, Division 2 – Part 7, Division 2 *Building and Construction Industry Training Levy Act1990* *Heritage of Western Australia Act 1990*
Record keeping	Notes: Previously delegation 5.1 of the City's 2018/19 register.
Date adopted	21 May 2024
Adoption references	OMC 21/05/2024 - Item 12.3
Last reviewed	13 May 2025

Amendments			
Date	**Type**	**Amendment**	**References**
21 May 2024	Amended delegation	Delegation amended as part of annual review	OMC 21/05/2024 - Item 12.3

DRAFT

Delegation	**4.1.2 Demolition permits**
Head of power	04 Delegations made under the Building Act 2011
Delegator	Local Government
Express power to delegate	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Act 2011:* s.17 Uncertified application to be considered by building surveyor s.18 Further Information s.21 Grant of demolition permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit *Building Regulations 2012* r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect(s.32(3)) r.26 Approval of new responsible person(s.35(c))
Function	1. Authority to require an applicant to provide any documentation or information required to determine a demolition permit application [s.18(1)]. 2. Authority to grant or refuse to grant a demolition permit on the basis that all s.21(1) requirements have been satisfied [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a demolition permit [s.27(1) and(3)]. 4. Authority to determine an application to extend time during which a demolition permit has effect [r.23]. i. Subject to being satisfied that work for which the demolition permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] ii. Authority to impose any condition on the demolition permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a demolition permit [r.26].
Delegates	CEO
Conditions	a. The Chief Executive Officer is delegated authority to grant or refuse a Demolition Permit other than for buildings classified by the National Trust and Council's Heritage Register, pursuant to the *Building Act 2011*, Sections 21, 22.
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

DRAFT

Statutory framework	*Building Act2011* s.119 Building and demolition permits – application for review by SAT s.23 Time for deciding application for building or demolition permit *Building Regulations 2012* *r.25 Review of decision to refuse to extendtime during which permit has effect (s.32(3)) – reviewable by SAT* *Building Services (Complaint Resolution and Administration) Act 2011* –– Part 7, Division 2 *Building and Construction Industry Training Levy Act 1990* *Heritage of Western Australia Act 1990*
Record keeping	Notes: Previously delegation 5.3 of the City's 2018/19register.
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

Delegation	**4.1.3 Occupancy permits or building approval certificates**
Head of power	04 Delegations made under the Building Act 2011
Delegator	Local Government
Express power to delegate	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Act 2011:* s.55 Further information s.58 Grant of occupancy permit, building approval certificate s.62(1) and (3) Conditions imposed by permit authority s.65(4) Extension of period of duration *Building Regulations 2012* r.40 Extension of period of duration of time limited occupancy permit or building approval certificate (s.65)
Function	1. Authority to require an applicant to provide any documentation or information required in order to determine an application [s.55]. 2. Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate [s.58]. 3. Authority to impose, add, vary or revoke conditions on an occupancy permit [s.62(1) and (3)]. 4. Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect [s.65(4) and r.40].
Delegates	CEO
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

DRAFT

Statutory framework	*Building Act 2011* s.59 time for granting occupancy permit or building approval certificate s.60 Notice of decision not to grant occupancy permit or grant building approval certificate s.121Occupancy permits and building approval certificates – application for review by SAT *Building Services (Complaint Resolution and Administration) Act 2011* – Part 7,Division 2 *Building and Construction Industry Training Levy Act 1990* *Heritage of Western Australia Act 1990*
Record keeping	Notes: Previously delegation 5.2 of the City's 2018/19 register.
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

Delegation	**4.1.4 Private Swimming Pool Safety Barrier Inspections**
Head of power	04 Delegations made under the Building Act 2011
Delegator	Local Government
Express power to delegate	*Building Act 2011*: s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Act 2011:* s.100(1) Entry powers s.101(1) Powers after entry for compliance purposes s.102 Obtaining information and documents s.110(1) A permit authority may make a building order s.109 Execution of warrant *Building Regulations 2012* r.53 Inspection of barrier to a private swimming pool r.53A Charges may be imposed for inspection of barrier r. 69 Prescribed offences and modified penalties
Function	1. Authority to inspect the safety barrier to a private swimming pool or spa on the days and at the intervals described in r.53(2). 2. Authority to impose charges for the inspection of safety barrier to a private swimming pool or spa as prescribed inr.53A. 3. Authority to execute an entry warrant for compliance purposes [s.109]. 4. Authority to make and issue a building order for compliance purposes [s.110(1)]. 5. Authority to issue and revoke infringement notices [r.69].
Delegates	CEO
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Statutory framework	*Building Services (Complaint Resolution and Administration) Act 2011* – Part 7, Division 2 *Building and Construction Industry Training Levy Act 1990* *Heritage of Western Australia Act 1990*

DRAFT

Date adopted	21 May 2024
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

Delegation	**4.1.5 Building Orders**
Head of power	04 Delegations made under the Building Act 2011
Delegator	Local Government
Express power to delegate	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Act 2011:* s.110(1) A permit authority may make a building order s.111(1) Notice of proposed building order other than building order (emergency) s.112(2) Content of building order s.117(1) and (2) A permit authority may revoke a building order or notify that it remains in effect s.118(2) and (3) Permit authority may give effect to building order if non-compliance s.133(1) A permit authority may commence a prosecution for an offence against this Act
Function	1. Authority to make Building Orders in relation to: a. Building work b. Demolition work c. An existing building or incidental structure [s.110(1)]. 2. Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s.111(1)(c)]. 3. Authority to issue a building order to require a person to do one or more things within a specified time period, including stopping building or demolition work and demolishing a building or structure [s. 112(2)(a)-(h)]: 4. Authority to revoke a building order [s.117]. 5. If there is non-compliance with a building order, authority to cause an authorised person to: a. take any action specified in the order ; or b. commence or complete any work specified in the order; or c. if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s.118(2)]. 6. Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s.118(3)]. 7. Authority to initiate a prosecution pursuant to section 133(1) for non-compliance with
Delegates	CEO
Conditions	Subject to Sub-Section 112(2)(b) being conditional as follows; *"The Order to demolish, dismantle or remove a building or incidental structure that has been, or is being, built or occupied in suspected contravention of a provision of the Building Act 2011, SHALL only be issued where the building is assessed to be in a state that is dangerous and which cannot be easily rectified".*
Express power to subdelegate	*Building Act 2011:* s.127(6A) CEO may delegate a power or duty to a local government employee subject to conditions.

DRAFT

Statutory framework	*Building Act 2011:* Section 111 Notice of proposed building order other than building order (emergency) Section 112 Content of building order Section 113 Limitation on effect of building order Section 114 Service of building order Part 9 Review - s.122 Building orders –application for review by SAT
Record keeping	Notes: Previously delegation 5.4 of the City's 2018/19 register.
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

Delegation	**4.1.6 Inspection and copies of building records**
Head of power	04 Delegations made under the Building Act 2011
Delegator	Local Government
Express power to delegate	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Act 2011:* s.131(2) Inspection, copies of building records
Function	Authority to determine an application from an interested person to inspect and copy a building record [s.131(2)].
Delegates	CEO
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authoritiesand local governments (powers of sub-delegation limited to CEO)
Subdelegates	Coordinator Building Services Coordinator Compliance Services Coordinator Information Executive Director Strategy and Development Information Officer - Records Manager Development & Design Manager Public Health and Built Environment Records Officer – Archive Searches
Statutory framework	*Building Act 2011 - s.146* Confidentiality
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
21 Mar 2024	Amended delegation	Sub-delegation extended to Coordinator Information, Information Officer, Records Officer – Archive Searches	Amended as part of annual review - EMC Item 5.4

Delegation	**4.1.7 Referrals and issuing certificates**
Head of power	04 Delegations made under the Building Act 2011
Delegator	Local Government
Express power to delegate	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Act 2011:* s.145A Local Government functions
Function	1. Authority to refer uncertified applications under s.17(1) to a building surveyor who is not employed by the local government [s.145A(1)]. 2. Authority to issue a certificate for Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the application is located in the City's District [s.145A(2)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

Delegation	**4.1.8 Private pool barrier – performance solutions**
Head of power	04 Delegations made under the Building Act 2011
Delegator	Local Government
Express power to delegate	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Regulations 2012:* r.51 Approvals by permit authority
Function	1. Authority to approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliance with AS 1926.1 [r.51(2)] 2. Authority to approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant structural or other problem which is beyond the control of the owner / occupier or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r.51(3)] 3. Authority to approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

Delegation	**4.1.9 Smoke alarms – performance solutions**
Head of power	04 Delegations made under the Building Act 2011
Delegator	Local Government
Express power to delegate	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Regulations 2012:* r.55 Terms Used (alternative building solution approval) r.61 Local Government approval of battery powered smoke alarms
Function	1. Authority to approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning [r.55]. 2. Authority to approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval [r.61].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

Delegation	**4.1.10 Designate employees as Authorised Persons**
Head of power	04 Delegations made under the Building Act 2011
Delegator	Local Government
Express power to delegate	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Act 2011:* s.96(3) Authorised persons s.99(3) Limitation on powers of authorised person
Function	1. Authority to designate an employee as an authorised person [s.96(3)]. 2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s.99(3)].
Delegates	CEO
Conditions	a. Decisions under this delegated authority should be in accordance with r.5 of the *Building Regulations 2012.*
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Executive Director Strategy and Development
Statutory framework	*Building Act 2011:* s.97requires each person designated as an authorised person must have an identity card. r.5A Authorised persons (s.3) – definition
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

Delegation	**4.1.11 Powers of entry**
Head of power	04 Delegations made under the Building Act 2011
Delegator	Local Government
Express power to delegate	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Act 2011:* s.100(1) Entry powers s.101(1) Powers after entry for compliance purposes s.102(1) Obtaining information and documents s.103(3) Use of force and assistance s.104(2) Directions generally s.105 Obstruction of authorised persons etc s.106(1) Entry warrant to enter place s.107(1) Issue of warrant
Function	1. Authority to enter and remain on a place at any reasonable time for compliance purposes in relation to: a. Building work b. Demolition work c. An existing building or incidental structure 2. Authority to conduct an inspection of a building or incidental structure including private swimming pool safety barrier [s.101(e)]; 3. Authority to inspect the place and any thing at the place [s.101(1)(a)]; 4. Authority to examine, measure, test, photograph or film the place and any thing at the place [s.101(1)(c)]; 5. Authority to take any thing, or a sample of or from any thing, at the place for analysis or testing [s.101(1)(e)]; 6. Authority to direct a person to give such information as the authorised person requires, or to answer a question put to the person, in relation to any matter the subject of the compliance purposes [s.102(1)(a)]; 7. Authority to direct a person to produce a relevant record in the person's custody or under the person's control [s.102(1)(b)]; 8. Authority to examine and make a copy of a relevant record produced in response to a direction under paragraph (b) [s.102(1)(c)]; 9. Authority to direct a person to produce a relevant record in the person's custody or under the person's control [s.102(1)(b)]; 10. Authority to request a police officer or other person to assist the authorised person in exercising powers under this Act [s.103(3)]; 11. Authority to apply to a JP for an entry warrant authorising the entry of a place for a compliance purpose [s.106(1)]; 12. Authority to execute a warrant by the authorised person to whom it is issued or any other authorised person [s.109(1)];

DRAFT

Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Building Act 2011:* s.127(6A) CEO may delegate a power or duty to a local government employee subject to conditions.
Subdelegates	Building Services Technician (Pool Inspector) Building Surveyor Coordinator Building Services Coordinator Compliance Services Development Compliance Officer Executive Director Strategy and Development Manager Development & Design Manager Public Health and Built Environment Senior Building Surveyor Senior Development Compliance Officer
Statutory framework	*Building Act 2011* - s.146 Confidentiality
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

Amendments			
Date	**Type**	**Amendment**	**References**
20 Mar 2025	Amended delegation	Replaced 'Compliance Officer' with 'Development Compliance Officer'. Replaced 'Pool Inspector' with 'Building Services Technician (Pool Inspector)'.	D25/27204

DRAFT

Delegation	**4.1.12 Prosecutions**
Head of power	04 Delegations made under the Building Act 2011
Delegator	Local Government
Express power to delegate	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Act 2011:* s.133(1) A permit authority may commence a prosecution for an offence against this Act
Function	1. Authority to commence a prosecution for an offence against the *Building Act 2011* [s.133(1)(b)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Building Act 2011:* s.127(6A) – CEO may delegate this power subject to any conditions imposed on the delegation to the CEO.
Subdelegates	Executive Director Strategy and Development
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

Delegation	**4.1.13 Issue of Building Infringement Notices**
Head of power	04 Delegations made under the Building Act 2011
Delegator	Local Government
Express power to delegate	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	Regulations70(1),70(2) and 70(3) of the *Building Regulations 2012*
Function	1. The power to appoint an "authorised officer" who is to have by virtue of that appointment, the power under the *Criminal Procedure Act 2004* Part 2, to issue infringement notices, for offences specified under *Building Regulations 2012* Schedule 6. 2. The power to appoint an "approved officer" who is to have by virtue of that appointment, the powers under the *Criminal Procedure Act 2004* Part 2, to extend and withdraw infringement notices, for offences specified under *Building Regulations 2012* Schedule 6. 3. Revoke an appointment under (1) or (2) at any time. 4. Give an identity card to an authorised person under (1). Note: The CEO may appoint officers pursuant to the provisions identified, who then have the powers referred to, by virtue of *Building Regulations 2012,* Regulations 70(2) or 70(1) as applicable.
Delegates	CEO
Conditions	a. A person appointed under (1) or (2) must be an employee of the City. b. A person cannot be appointed under (1) unless the person has already been authorised for the purpose of performing functions under Section 9.16 of the *Local Government Act 1995.* c. A person cannot be appointed under (1) if the person holds an appointment under (2). d. A person cannot be appointed under (2) unless the person has already been authorised for the purpose of performing functions under Section 9.19 and/or 9.20 of the *Local Government Act 1995.* e. A person cannot be appointed under (2) if the person holds an appointment under (1). f. Records of all appointments made under delegation to be kept on appropriate file or register. Statutory Power to Delegate: *Building Act 2011,* Section 127(6A).
Express power to subdelegate	*Building Act 2011* Section 127 (6A) - CEO may delegate any of the CEO's powers and duties to other employees, other than power of delegation, subject to any conditions, qualifications, limitations or exceptions imposed on the delegation.

DRAFT

Subdelegates	Building Services Technician (Pool Inspector) Building Surveyor Coordinator Building Services Coordinator Compliance Services Development Compliance Officer Executive Director Strategy and Development Manager Public Health and Built Environment Senior Building Surveyor Senior Development Compliance Officer
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

Amendments			
Date	**Type**	**Amendment**	**References**
20 Mar 2025	Amended delegation	Replaced 'Pool Inspector' with 'Building Services Technician (Pool Inspector)'. Replaced 'Compliance Officer' with 'Development Compliance Officer'.	D25/27204

DRAFT

05 Delegations made under the Fines, Penalties, and Infringement Notices Enforcement Act 1984

05.1 Delegation from Council to CEO

Delegation	**5.1.1 Designate employees as Authorised Persons**
Head of power	05 Delegations made under the Fines, Penalties, and Infringement Notices Enforcement Act 1984
Delegator	Local Government
Express power to delegate	*Fines, Penalties and Infringement NoticesEnforcement Act 1994*
Express power or duty delegated	Section 13(2) of the *Fines, Penalties and Infringement Notices Enforcement Act 1994*
Function	Appointment of officers as Prosecuting Officers for the purposes of the *Fines, Penalties and Infringement Notices Enforcement Act 1994*, Section 13(2).
Delegates	CEO
Conditions	Nil
Record keeping	Notes: This is not in the WALGA model, but previously 2.2 in the City's 2018/19 register, and was a list of persons authorised as designated persons under the FER Act. This delegation is to the CEO to appoint those persons on the City's behalf.
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

06 Delegations made under the Strata Titles Act 1985

06.1 Delegation from Council to CEO

Delegation	**6.1.1 Issue of approval for built strata subdivision under section 25 – Forms 24 and 26**
Head of power	06 Delegations made under the Strata Titles Act 1985
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Strata Titles Act 1985* Section 25 Certificate of Commission
Function	Power to issue a Form 15A and Form 15C (certificate of approval) pursuant to section 25 of the *Strata Titles Act 1985*, for a plan of subdivision, re-subdivision or consolidation, except those applications that: a. propose the creation of a vacant lot; b. proposed vacant air strata's in multi-tiered strata scheme developments; c. in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing, relating to: i. a type of development; and/or ii. land within an area, which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application.
Delegates	CEO
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Statutory framework	Instrument of Delegation Del 2009/03 Powers of Local Governments, dated 9 June 2009 - Delegation to local governments of certain powers and functions of the WAPC relating to the issuing of certificates of approval under section 25 of the *Strata Titles Act 1985*
Record keeping	Notes: Previously delegation 5.6 of the City's 2018/19 register.
Date adopted	20 June 2023

DRAFT

Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

07 Delegations made under the Bush Fires Act 1954

07.1 Council to CEO

Delegation	**7.1.1 Bush Fires Act 1954 – powers and duties**
Head of power	07 Delegations made under the Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	*Bush Fires Act 1954:* S48 Delegation by local governments
Express power or duty delegated	All powers, duties and functions under the *Bush Fires Act1954.*
Function	The Chief Executive Officer is delegated the power to perform all powers, duties and functions of a Local Government under the *Bush Fires Act 1954*, including the appointment of a Bush Fire Control Officers and all authorised persons under the Act and Regulations.
Delegates	CEO
Conditions	Decisions under s17(7) (variation of prohibited burned times) must be undertake jointly by both the Mayor and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8). Excludes powers and duties that are prescribed in the Act with the requirement for a resolution by the local government.
Express power to subdelegate	Nil – sub delegation is prohibited under s48(3) of the *Bush Fires Act 1954.*
Record keeping	Notes: Previously delegation 3.3 of the City's 2018/19 register.
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

07.2 Council to other officers

Delegation	**7.2.1 Bush Fires Act 1954 – powers and duties**
Head of power	07 Delegations made under the Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	Bush Fires Act 1954: S59A(3) - Prosecution for offences under the Act
Express power or duty delegated	S59A - Prosecution for offences under the Act
Function	The Chief Executive Officer and Manager Ranger Services are delegated the power to undertake prosecutions for offences under the *Bush Fires Act 1954*.
Delegates	Casual Event Ranger Coordinator Ranger Services Manager Ranger Services Ranger Senior Ranger
Conditions	The power to issue infringement notices, pursuant to Section 59A under the *Bush Fires Act 1954* is delegated to: • Manager Ranger Services • Coordinator Ranger Services • All Rangers Note: s59A(3) and *Bush Fires (Infringements) Regulations 1978*, Reg.4(a) provide that only the Mayor or the Chief Executive Officer may withdraw an infringement notice.
Express power to subdelegate	Section 48(3) of the *Bush Fires Act 1954* prohibits sub-delegation.
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

08 Delegations made under the Cat Act 2011

08.1 Delegation from Council to CEO

Delegation	**8.1.1 Cat registrations**
Head of power	08 Delegations made under the Cat Act 2011
Delegator	Local Government
Express power to delegate	*Cat Act 2011:* s.44 Delegation by local government
Express power or duty delegated	*Cat Act 2011:* s.9 Registration s.10 Cancellation of registration s.11 Registration numbers, certificates and tags *Cat Regulations 2012* Schedule 3, cl.1(4) Fees Payable
Function	1. Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9(1)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)]. 3. Authority to cancel a cat registration [s.10]. 4. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)]. 5. Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the City's District [Regs. Sch. 3 cl.1(4)].
Delegates	CEO
Conditions	a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the *Cat Act 2011.*
Express power to subdelegate	*Cat Act 2011:* s.45 Delegation by CEO of local government
Subdelegates	Casual Event Ranger Coordinator Ranger Services Manager Ranger Services Ranger Senior Ranger

DRAFT

Statutory framework	*Cat Regulations 2012* r.11 Application for registration (s.8(2)), prescribes the Form of applications for registration. r.12 Period of registration (s.9(7)) r.11 Changes in registration r.14 Registration certificate (s.11(1)(b)) r.15 Registration tags (s.76(2)) Decisions are subject to Objection and Review by the State Administration Tribunal rights – refer Part 4, Division 5 of the *Cat Act 2011*.
Record keeping	Notes: Previously delegation 3.1 of the City's 2018/19 register
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

Delegation	**8.1.2 Cat control notices**
Head of power	08 Delegations made under the Cat Act 2011
Delegator	Local Government
Express power to delegate	*Cat Act 2011:* s.44 Delegation by local government
Express power or duty delegated	*Cat Act 2011:* s.26 Cat control notice may be given to cat owner
Function	1. Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept within the City's District [s.26].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Cat Act 2011:* s.45 Delegation by CEO of local government
Subdelegates	Casual Event Ranger Coordinator Ranger Services Manager Ranger Services Ranger Senior Ranger
Statutory framework	*Cat Regulations 2012* – r.20 Cat control notice [s.23(3)], prescribes the Form of the notice.
Record keeping	Notes: Previously delegation 3.1 of the City's 2018/19 register.
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

City of Vincent

DRAFT

Delegation	**8.1.3 Approval to breed cats**
Head of power	08 Delegations made under the Cat Act 2011
Delegator	Local Government
Express power to delegate	*Cat Act 2011:* s.44 Delegation by local government
Express power or duty delegated	*Cat Act 2011:* s.37 Approval to Breed Cats s.38 Cancellation of approval to breed cats s.39 Certificate to be given to approved cat breeder
Function	1. Authority to grant or refuse to grant approval or renew an approval to breed cats [s.37 (1) and (2)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.37(4)]. 3. Authority to cancel an approval to breed cats [s.38]. 4. Authority to give an approved breeder a new certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.39(2)].
Delegates	CEO
Conditions	Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the *Cat Act 2011*.
Express power to subdelegate	*Cat Act 2011:* s.45 Delegation by CEO of local government
Subdelegates	Casual Event Ranger Coordinator Ranger Services Manager Ranger Services Ranger Senior Ranger
Statutory framework	*Cat Regulations 2012:* r.21 Application for approval to breed cats (s.36(2)) r.22 Other circumstances leading to refusal of approval to breed cats (s.37(2)(f)) r.23 Person who not be refused approval to breed cats(s.37(5)) r.24 Duration of approval to breed cats (s.37(6)) r.25 Certificate given to approved cat breeder(s.39(1))
Record keeping	Notes: Previously delegation 3.1 of the City's 2018/19 register
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

City of Vincent

DRAFT

Delegation	**8.1.4 Recovery of costs – destruction of cats**
Head of power	08 Delegations made under the Cat Act 2011
Delegator	Local Government
Express power to delegate	*Cat Act 2011:* s.44 Delegation by local government
Express power or duty delegated	*Cat Act 2011:* s.49(3) Authorised person may cause cat to be destroyed
Function	1. Authority to recover the amount of the costs associated with the destruction and the disposal of a cat [s.49(3)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Cat Act 2011:* s.45 Delegation by CEO of local government
Subdelegates	Coordinator Ranger Services Manager Ranger Services
Record keeping	Notes: Previously delegation 3.1 of the City's 2018/19 register
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

Delegation	**8.1.5 Applications to keep additional cats**
Head of power	08 Delegations made under the Cat Act 2011
Delegator	Local Government
Express power to delegate	*Cat Act 2011:* s.44 Delegation by local government
Express power or duty delegated	*Cat (Uniform Local Provisions) Regulations 2013:* r.8 Application to keep additional number of cats r.9 Grant of approval to keep additional number of cats
Function	1. Authority to require any document or additional information required to determine an application [r.8(3)] 2. Authority to refuse to consider an application if the applicant does not comply with a requirement to provide any document or information required to determine an application [r.8(4)]. 3. Authority to grant or refuse approval for additional number of cats specified in an application to be kept at the prescribed premises and to determine any condition reasonably necessary to ensure premises are suitable for the additional number of cats [r.9].
Delegates	CEO
Conditions	a. Notices of decisions must include advice as to Review rights in accordance with r.11 of the *Cat (Uniform Local Provisions) Regulations 2013.*
Express power to subdelegate	*Cat Act 2011:* s.45 Delegation by CEO of local government
Subdelegates	Casual Event Ranger Coordinator Ranger Services Manager Ranger Services Ranger Senior Ranger
Record keeping	Notes: Previously delegation 3.1 of the City's 2018/19 register
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

Delegation	**8.1.6 Reduce or waive cat registration fee**
Head of power	08 Delegations made under the Cat Act 2011
Delegator	Local Government
Express power to delegate	*Cat Act 2011:* s.44 Delegation by local government
Express power or duty delegated	*Cat Regulations 2012:* Schedule 3 Fees clause 1(4)
Function	1. Authority to reduce or waiver a fee payable under Schedule 3 clauses (2) or (3) in respect to any individual cat.
Delegates	CEO
Conditions	a. This delegation does NOT provide authority to determine to reduce or waiver the fees payable in regard to any class of cat within the District. This matter requires a Council decision in accordance with s.6.16, 6.17 and 6.18 of the *Local Government Act 1995.*
Express power to subdelegate	*Cat Act 2011:* s.45 Delegation by CEO of local government
Subdelegates	Coordinator Ranger Services Manager Ranger Services
Record keeping	Notes: Previously delegation 3.1 of the City's 2018/19 register
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

09 Delegations made under the Dog Act 1976

09.1 Delegation from Council to CEO

Delegation	**9.1.1 Refuse or cancel registration of a dog**
Head of power	09 Delegations made under the Dog Act 1976
Delegator	Local Government
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.15(2) and (4A) Registration periods and fees s.16(3) Registration procedure s.17A(2) If no application for registration made s.17(4) and (6) Refusal or cancellation of registration
Function	1. Authority to determine to refuse a dog registration and refund the fee, if any [s.16(2)]. 2. Authority to direct the registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions, where: i. the applicant, owner or registered owner has been convicted of an offence or paid a modified penalty within the past 3-years in respect of 2 or more offences against this Act, the *Cat Act 2011* or the *Animal Welfare Act 2002*; or ii. the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease or iii. the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept iv. the dog is required to be microchipped but is not microchipped; or v. the dog is a dangerous dog [s.16(3) and s.17A(2)] 3. Authority to discount or waive a registration fee, including a concessional fee, for any individual dog or any class of dogs within the City's District [s15(4A)]. 4. Authority to apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration and the applicant / owner has not applied to the State Administration Tribunal for the decision to be reviewed. [s.17(4)]. i. Authority, following seizure, to determine to cause the dog to be detained or destroyed or otherwise disposed of as though it had be found in
Delegates	CEO
Conditions	The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

DRAFT

Statutory framework	*Dog Act 1976* s.17A If no application for registration made – procedure for giving notice of decision under s.16(3) Note – Decisions under this delegation may be referred for review by the State Administration Tribunal – s.16A, s.17(4) and(6)
Record keeping	Notes: Previously delegation 3.5B (part) of the City's 2018/19 register.
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

Delegation	**9.1.2 Recovery of moneys due under the Dog Act 1976**
Head of power	09 Delegations made under the Dog Act 1976
Delegator	Local Government
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.29(5) Power to seize dogs
Function	Authority to recover moneys, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable [s.29(5)].
Delegates	CEO
Conditions	The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties
Statutory framework	Includes recovery of expenses relevant to: s.30A(3) Operator of dog management facility may have dog microchipped at owner's expense s.33M Local government expenses to be recoverable. s.47 Veterinary service expenses recoverable from local government r.31 Local government expenses as to dangerous dogs (declared)
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

Delegation	**9.1.3 Dispose of or sell dogs liable to be destroyed**
Head of power	09 Delegations made under the Dog Act 1976
Delegator	Local Government
Express power to delegate	Dog Act 1976: s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.29(11) Power to seize dogs
Function	Authority to dispose of or sell a dog which is liable to be destroyed [s.29(11)].
Delegates	CEO
Conditions	The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

Delegation	**9.1.4 Declare dangerous dog**
Head of power	09 Delegations made under the Dog Act 1976
Delegator	Local Government
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.33E(1) Individual dog may be declared to be dangerous dog (declared)
Function	Authority to declare an individual dog to be a dangerous dog [s.33E(1)].
Delegates	CEO
Conditions	The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	*Guidance note* *Section 33E also provides that this power may be exercised by an Authorised Person. If the Local Government has appointed an Authorised Person for this purpose (specified in the Certificate of Authorisation for the purposes of s.33E), then this Delegation is not required.*
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

Delegation	**9.1.5 Dangerous dog declared or seized – deal with objections and determine when to revoke**
Head of power	09 Delegations made under the Dog Act 1976
Delegator	Local Government
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.33F(6) Owners to be notified of making of declaration s.33G(4) Seizure and destruction s.33H(1), (2) and (5)Local government may revoke declaration or proposal to destroy
Function	1. Authority to consider and determine to either dismiss or uphold an objection to the declaration of a dangerous dog [s.33F(6)]. 2. Authority to consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog [s.33G(4)]. 3. Authority to revoke a declaration of a dangerous dog or revoke notice proposing to cause a dog to be destroyed, only where satisfied that the dog can be kept without likelihood of any contravention of this Act [s.33H(1)] 4. Authority to, before dealing with an application to revoke a declaration or notice, require the owner of the dog to attend with the dog a course in behaviour and training or otherwise demonstrate a change in the behaviour of the dog [s.33H(2)].
Delegates	CEO
Conditions	The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal Note that this delegation must be exercised by someone other than a person authorised to exercise s.33E powers enabling the declaration of a dangerous dog.
Record keeping	*Guidance note* *Delegation of the s.33F power to deal with an objection to a dangerous dog declaration should not be delegated to the same person / position who is delegated / authorised to exercise s.33E powers enabling the declaration of a dangerous dog.*
Date adopted	20 June 2023

DRAFT

Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

Delegation	**9.1.6 Deal with objection to notice to revoke dangerous dog declaration or destruction notice**
Head of power	09 Delegations made under the Dog Act 1976
Delegator	Local Government
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.33H(5) Local government may revoke declaration or proposal to destroy
Function	Authorityto consider and determine to either dismiss or uphold an objection to a decisionto revoke [s.33H(5)]: a. a notice declaring a dog to be dangerous; or b. a notice proposing to cause a dog to be destroyed.
Delegates	CEO
Conditions	The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	*Guidance note* *Delegation of the s33H(5) power to deal with an objection should not be delegated to the same person/position who is delegated/authorised to exercise s.33H(1) and (2).*
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

Delegation	**9.1.7 Determine recoverable expenses for dangerous dog declaration**
Head of power	09 Delegations made under the Dog Act 1976
Delegator	Local Government
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.33M(1)(a) Local Government expenses to be recoverable
Function	Authority to determine the reasonable charge to be paid by an owner at the time of payment of the registration fee under s.15, up to any maximum amount prescribed, having regard to the expenses incurred by the Local Government in making inquiries, investigations and inspections concerning the behaviour of a dog declared to be dangerous [s.33H(5)].
Delegates	CEO
Conditions	The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	*Guidance note* *This delegation does not include s33M(1)(b) as the setting of a fixed fee must be Council resolution in accordance with s.6.16 of the Local Government Act 1995.*
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

Delegation	**9.1.8 Appointment of Registration Officers**
Head of power	09 Delegations made under the Dog Act 1976
Delegator	Local Government
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.11(1) Staff and Services
Function	Authority to appoint Registration Officers to exercise the powers and duties conferred on a Registration Officer by this Act [s.3]
Delegates	CEO
Conditions	The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Record keeping	Notes: Previously delegation 3.5A (delegations from CEO to employees) of the City's 2018/19 register.
Date adopted	21 May 2024
Adoption references	21/05/2024 - Item 12.3
Last reviewed	13 May 2025

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
21 May 2024	Amended delegation	Delegation amended as part of annual review	OMC 21/05/2024 - Item 12.3

10 Delegations made under the Tobacco Products Control Act 2006

10.1 Delegation from Council to CEO

Delegation	**10.1.1 Appointment of Authorised Persons and Restricted Investigators**
Head of power	10 Delegations made under the Tobacco Products Control Act 2006
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO *s 21 Public Health Act 2016:*
Express power or duty delegated	*Tobacco Products Control Act 2006* s.77 Power to appoint restricted investigators *Public Health Act 2016* s.24Power to appoint Authorised Officers under the *Public Health Act 2016* to act as Authorised Officers under the *Tobacco Products Control Act 2006* by virtue of clause 1 of the *Glossary of the Tobacco Products Control Act 2006.*
Function	1. Authority to appoint persons as restricted investigators under s77 of the *Tobacco Products Control Act 2006* 2. Authority to appoint Authorised Officers for the purposes of the *Tobacco Products Control Act 2006* by appointing Authorised Officers under section 24 of the *Public Health Act 2016*
Delegates	CEO
Conditions	The Chief Executive Officer may further delegate (sub delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Express power to subdelegate	*s.5.44 Local Government Act 1995* *s.21(4) Public Health Act 2016*
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

11 Delegations made under the Food Act 2008

Guidance note: References to 'CEO' in the Food Act 2008 mean the CEO of the Department of Health. There are no powers or duties are assigned to the CEO of a local government in this Act. There is also no power of sub-delegation available. As such it is important for each delegation under this Act to be made direct to delegates who are most suitable for fulfilling the power or duty.

11.1 Food Act

Delegation	**11.1.1 Determine Compensation**
Head of power	11 Delegations made under the Food Act 2008
Delegator	Local Government
Express power to delegate	*Food Act 2008:* s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	*Food Act 2008:* s.56(2) Compensation to be paid in certain circumstances s.70(2) and (3) Compensation
Function	1. Authority to determine applications for compensation in relation to any item seized, if no contravention has been committed and the item cannot be returned [s.56(2)]. 2. Authority to determine an application for compensation from a person on whom a prohibition notice has been served and who has suffered loss as the result of the making of the order and who considers that there were insufficient grounds for making the order [s.70(2) and (3)].
Delegates	CEO
Conditions	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time. b. Compensation under this delegation may only be determined upon documented losses up to a maximum of $5,000. Compensation requests above this value are to be reported to Council.
Express power to subdelegate	NIL - Food Regulations 2009 do not provide for sub-delegation.
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal under s35(5) of the Act
Record keeping	Notes: Previously delegations 4.1,4.1A, 4.1B and 4.1C of the City's 2018/19 register.
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

DRAFT

Delegation	**11.1.2 Prohibition orders**
Head of power	11 Delegations made under the Food Act 2008
Delegator	Local Government
Express power to delegate	*Food Act 2008:* s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	*Food Act 2008:* s.65(1) Prohibition orders s.66 Certificate of clearance to be given in certain circumstances s.67(4) Request for re-inspection
Function	1. Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the *Food Act 2008* [s.65(1)]. 2. Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66]. 3. Authority to give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].
Delegates	CEO Executive Director Strategy and Development Manager Public Health and Built Environment
Conditions	In accordance withs.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express power to subdelegate	NIL - *Food Regulations 2009* do not provide for sub-delegation.
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

Delegation	**11.1.3 Food business registrations**
Head of power	11 Delegations made under the Food Act 2008
Delegator	Local Government
Express power to delegate	*Food Act 2008:* s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	*Food Act 2008:* s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Function	1. Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)]. 2. Authority to vary the conditions or cancel the registration of a food business [s.112].
Delegates	CEO Coordinator Environmental Health Executive Director Strategy and Development Manager Public Health and Built Environment
Conditions	In accordance withs.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express power to subdelegate	NIL – *Food Regulations 2009 d*o not provide for sub-delegation.
Statutory framework	Note –Decisions under this delegation may be referred for review by the State Administration Tribunal The guideline to which this delegation should be informed by can be found here - Designation-of-authorised-officers
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

Delegation	**11.1.4 Debt recovery and prosecutions**
Head of power	11 Delegations made under the Food Act 2008
Delegator	Local Government
Express power to delegate	*Food Act 2008:* s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	*Food Act 2008:* s.54 Cost of destruction or disposal of forfeited item s.125 Institution of proceedings
Function	1. Authority to recover costs incurred in connection with the lawful destruction or disposal of an item (seized) including any storage costs [s.54(1)] and the costs of any subsequent proceedings in a court of competent jurisdiction [s.54(3). 2. Authority to institute proceedings for an offence under the *Food Act 2008* [s.125].
Delegates	CEO Executive Director Strategy and Development Manager Public Health and Built Environment
Conditions	In accordance withs.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express power to subdelegate	NIL - *Food Regulations 2009* do not provide for sub-delegation.
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

Delegation	**11.1.5 Food businesses list – public access**
Head of power	11 Delegations made under the Food Act 2008
Delegator	Local Government
Express power to delegate	*Food Act 2008:* s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	*Food Regulations 2009:* r.51 Enforcement agency may make list of food
Function	Authority to decide to make a list of food businesses maintained under s.115(a) or (b) publicly available [r.51].
Delegates	CEO Executive Director Strategy and Development Manager Public Health and Built Environment
Conditions	In accordance withs.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express power to subdelegate	NIL - *Food Regulations 2009* do not provide for sub-delegation.
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

Delegation	**11.1.6 Appoint Authorised Officers and Designated Officers**
Head of power	11 Delegations made under the Food Act 2008
Delegator	Local Government
Express power to delegate	*Food Act 2008:* s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	*Food Act 2008:* s.122(1) Appointment of authorised officers s.126(6), (7) and (13) Infringement Officers
Function	1. Authority to appoint a person to be an authorised officer for the purposes of the Food Act 2008 [s.122(2)]. 2. Authority to appoint an Authorised Officer appointed under s.122(2) of this Act or the s.24(1) of the *Public Health Act 2016*, to be a Designated Officer for the purposes of issuing Infringement Notices under the *Food Act 2008* [s.126(13)]. 3. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7).
Delegates	CEO
Conditions	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: • Appointment of Authorised Officers as Meat Inspectors • Appointment of Authorised Officers • Appointment of Authorised Officers – Designated Officers only • Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an Authorised Officer
Express power to subdelegate	NIL - *Food Regulations 2009* do not provide for sub-delegation.
Statutory framework	s.122(3)requires an Enforcement Agency to maintain a list of appointed authorised officers s.123(1) requires an Enforcement Agency to provide each Authorised Officer with a Certificate of Authority as prescribed
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

12 Delegations made under the Graffiti Vandalism Act 2016

References to 'CEO' in the Graffiti Vandalism Act 2016 mean the CEO of the Department of Corrective Services. There are no powers or duties are assigned to the CEO of a local government within this Act.

12.1 Delegations from Council to CEO

Delegation	**12.1.1 Give notice requiring obliteration of graffiti**
Head of power	12 Delegations made under the Graffiti Vandalism Act 2016
Delegator	Local Government
Express power to delegate	*Graffiti Vandalism Act 2016:* s.16 Delegation by local government
Express power or duty delegated	*Local Government Act 1995:* s.18(2) Notice requiring removal of graffiti s.19(3) & (4) Additional powers when notice is given
Function	1. Authority to give written notice to a person who is an owner or occupier of property on which graffiti is applied, requiring the person to ensure that the graffiti is obliterated in an acceptable manner, within the time set out in the notice [s.18(2)]. 2. Authority, where a person fails to comply with a notice, to do anything considered necessary to obliterate the graffiti in an acceptable manner [s.19(3)] and to take action to recover costs incurred as a debt due from the person who failed to comply with the notice [s.19(4)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Graffiti Vandalism Act 2016:* s.17 Delegation by CEO of local government
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal under s23 of the *Graffiti Vandalism Act 2016*
Record keeping	Notes: Previously delegation 3.4 of the City's 2018/19 register.
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

City of Vincent

DRAFT

Delegation	**12.1.2 Notices – deal with objections and give effect to notices**
Head of power	12 Delegations made under the Graffiti Vandalism Act 2016
Delegator	Local Government
Express power to delegate	*Graffiti Vandalism Act 2016:* s.16 Delegation by local government
Express power or duty delegated	*Graffiti Vandalism Act 2016:* s.22(3) Objection may be lodged s.24(1)(b) & (3) Suspension of effect of notice
Function	1. Authority to deal with an objection to a notice [s.22(3)]. 2. Authority, where an objection has been lodged, to: i. determine and take action to give effect to the notice, where it is determined that there are urgent reasons or an endangerment to public safety or likely damage to property or serious nuisance, if action is not taken [s.24(1)(b)] and ii. to give notice to the affected person, before taking the necessary actions [s.24 (3)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Graffiti Vandalism Act 2016:* s.17 Delegation by CEO of local government
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

Delegation	**12.1.3 Obliterate graffiti on private property**
Head of power	12 Delegations made under the Graffiti Vandalism Act 2016
Delegator	Local Government
Express power to delegate	*Graffiti Vandalism Act 2016:* s.16 Delegation by local government
Express power or duty delegated	*Graffiti Vandalism Act 2016:* s.25(1) Local government graffiti powers on land not local government property
Function	1. Authority to determine to obliterate graffiti applied without consent of the owner or occupier, even though the land on which it is done is not local government property and the local government does not have consent [s.25(1)].
Delegates	CEO
Conditions	a. Subject to exercising Powers of Entry. b. Graffiti removal is to be undertaken in accordance with Policy 2.1.3 – Graffiti Control and Removal.
Express power to subdelegate	*Graffiti Vandalism Act 2016:* s.17 Delegation by CEO of local government
Record keeping	Notes: Previously 3.4 in 2018/19 register of delegations.
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

Delegation	**12.1.4 Powers of entry**
Head of power	12 Delegations made under the Graffiti Vandalism Act 2016
Delegator	Local Government
Express power to delegate	*Graffiti Vandalism Act 2016:* s.16 Delegation by local government
Express power or duty delegated	*Graffiti Vandalism Act 2016:* s.16 Delegation by local government
Function	1. Authority to give notice of an intended entry to the owner or occupier of land, premises or thing, specifying the purpose for which entry is required [s.28]. 2. Authority to obtain a warrant to enable entry onto any land, premises or thing for the purposes of this Act [s.29].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Graffiti Vandalism Act 2016:* s.17 Delegation by CEO of local government
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

13 Delegations made under the Public Health Act 2016

Guidance note
Section 21 of the Public Health Act 2016 provides that powers may only be delegated to the CEO or an authorised officer designated under s.24 unless a Regulation enacted under the Public Health Act 2016 specifically authorises a delegated power or duty of an enforcement agency to be further delegated.
Under s4 of the Act, 'enforcement agency' includes a local government.

13.1 Delegation from Council to CEO

Delegation	**13.1.1 Enforcement agency reports to the Chief Health Officer**
Head of power	13 Delegations made under the Public Health Act 2016
Delegator	Local Government
Express power to delegate	*Public Health Act 2016:* s.21 Enforcement agency may delegate
Express power or duty delegated	*Public Health Act 2016* s.22 Reports by and about enforcement agencies
Function	1. Authority to prepare and provide to the Chief Health Officer, the Local Government's report on the performance of its functions under this Act and the performance of functions by persons employed or engaged by the City [s.22(1)] 2. Authority to prepare and provide to the Chief Health Officer, a report detailing any proceedings for an offence under this Act [s.22(2)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	Nil – Unless a Regulation enacted under the *Public Health Act 2016* specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Statutory framework	*Public Health Act 2016* s.20 Conditions on performance of functions by enforcement agencies.
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

Delegation	**13.1.2 Determine compensation for seized items**
Head of power	13 Delegations made under the Public Health Act 2016
Delegator	Local Government
Express power to delegate	*Public Health Act 2016:* s.21 Enforcement agency may delegate
Express power or duty delegated	*Public Health Act 2016* s.264 Compensation
Function	Authority, in response to an application for compensation, to determine compensation that is just and reasonable in relation to any item seized under Part 16 if there has been no contravention of the Act and the item cannot be returned or has inconsequence of the seizure depreciated in value [s.264].
Delegates	CEO
Conditions	Compensation is limited to a maximum value of $5,000 with any proposal for compensation above this value to be referred for Council's determination.
Express power to subdelegate	Nil – Unless a Regulation enacted under the Public Health Act 2016 specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Statutory framework	*Public Health Act 2016* s.20 Conditions on performance of functions by enforcement agencies. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

Delegation	**13.1.3 Commence Proceedings**
Head of power	13 Delegations made under the Public Health Act 2016
Delegator	Local Government
Express power to delegate	*Public Health Act 2016:* s.21 Enforcement agency may delegate
Express power or duty delegated	*Public Health Act 2016* s.280 Commencing Proceedings
Function	Authority to commence proceedings for an offence under the *Public Health Act 2016* [s.280]
Delegates	CEO
Conditions	Nil
Express power to subdelegate	Nil – Unless a Regulation enacted under the Public Health Act 2016 specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Statutory framework	*Public Health Act 2016* s.20 Conditions on performance of functions by enforcement agencies.
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

Delegation	**13.1.4 Appoint Authorised Officer or Approved Officer (Asbestos Regulations)**
Head of power	13 Delegations made under the Public Health Act 2016
Delegator	Local Government
Express power to delegate	*Health (Asbestos) Regulations 1992:* r.15D(7) Infringement Notices
Express power or duty delegated	*Health (Asbestos) Regulations 1992:* r.15D(5) Infringement Notices
Function	Authority to appoint a person or classes of persons as an authorised officer or approved officer for the purposes of the *Criminal Procedure Act 2004* Part 2 [r.15D(5)].
Delegates	CEO
Conditions	Subject to each person so appointed being issued with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices[r.15D(6)].
Express power to subdelegate	Nil – the *Health (Asbestos) Regulations 1992* do not provide a power to sub-delegate.
Statutory framework	*Criminal Procedure Act 2004* – Part 2
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

Delegation	**13.1.5 Designate Authorised Officers**
Head of power	13 Delegations made under the Public Health Act 2016
Delegator	Local Government
Express power to delegate	*Public Health Act 2016:* s.21 Enforcement agency may delegate
Express power or duty delegated	*Public Health Act 2016* s.24(1) and (3) Designation of authorised officers
Function	1. Authority to designate a person or class of persons as authorised officers for the purposes of: i. The Public Health Act 2016 or other specified Act ii. Specified provisions of the Public Health Act 2016 or other specified Act iii. Provisions of the Public Health Act 2016 or another specified Act, other than the specified provisions of that Act. Including: a. an environmental health officer or environmental health officers as a class; OR b. a person who is not an environmental health officer or a class of persons who are not environmental health officers, OR c. a mixture of the two. [s.24(1) and (3)].
Delegates	CEO
Conditions	a. Subject to each person so appointed being; • Appropriately qualified and experienced [s.25(1)(a)]; and • Issued with a certificate, badge or identity card identifying the authorised officer [s.30 and 31]. b. A Register (list) of authorised officers is to be maintained in accordance with s.27.
Express power to subdelegate	Nil – Unless a Regulation enacted under the *Public Health Act 2016* specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Statutory framework	*Public Health Act 2016* s.20 Conditions on performance of functions by enforcement agencies s.25 Certain authorised officers required to have qualifications and experience. s.26 Further provisions relating to designations s.27 Lists of authorised officers to be maintained s.28 When designation as authorised officer ceases s.29 Chief Health Officer may issue guidelines about qualifications and experience of authorised officers s.30 Certificates of authority s.31 Issuing and production of certificate of authority for purposes of other written laws s.32 Certificate of authority to be returned. s.136 Authorised officer to produce evidence of authority *Criminal Investigation Act 2006,* Parts 6 and13 – refer s.245 of the *Public Health Act2016* *The Criminal Code, Chapter XXVI* –refer s.252 of the *Public Health Act 2016*
Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

City of Vincent

DRAFT

14 Delegations made under the Health (Miscellaneous Provisions) Act 1911

14.1 Delegation from Council to CEO

Delegation	**14.1.1 Discharge of powers and duties under the Act**
Head of power	14 Delegations made under the Health (Miscellaneous Provisions) Act 1911
Delegator	Local Government
Express power to delegate	*Health (Miscellaneous Provisions) Act 1911:* Section 26
Express power or duty delegated	To exercise and discharge all or any of the powers and functions of the local government for such time and subject to such conditions and limitations (if any) as the local government shall see fit from time to time to prescribe, but so that such appointment shall not affect the exercise or discharge by the local government itself of any power or function
Function	The CEO is appointed as the City's deputy under the Act to exercise and discharge all or any of the powers and functions of the local government.
Delegates	CEO
Conditions	Nil
Record keeping	Notes: Previously delegation 4.2 of the City's 2018/19 register.
Date adopted	20 June 2023
Adoption references	Council 20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

Amendments			
Date	**Type**	**Amendment**	**References**
20 Mar 2025	Amended delegation	Extended authorisation to Senior Specialist Environmental Health Officer.	D25/27204

Delegation	**14.1.2 Appoint Authorised Persons**
Head of power	14 Delegations made under the Health (Miscellaneous Provisions) Act 1911
Delegator	Local Government
Express power to delegate	*Health (Miscellaneous Provisions) Act 1911*
Express power or duty delegated	To exercise and discharge all or any of the powers and functions of the local government for such time and subject to such conditions and limitations (if any) as the local government shall see fit from time to time to prescribe, but so that such appointment shall not affect the exercise or discharge by the local government itself of any power or function
Function	The CEO may appoint authorised persons under the Act.
Delegates	CEO
Conditions	Nil
Date adopted	20 June 2023
Adoption references	Council 20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

16 Delegations made under the Planning and Development Act 2005

16.1 Delegation from Council to CEO

Delegation	**16.1.1 Determination of various applications for development approval under the City's Local Planning Scheme [DRAFT]**
Head of power	16 Delegations made under the Planning and Development Act 2005
Delegator	Local Government
Express power to delegate	Regulations 81-84 of the *Planning and Development (Local Planning Schemes) Regulations 2015*
Express power or duty delegated	Determination of an application for development approval under clause 68 of Schedule 2 of the *Planning and Development (Local Planning Scheme) Regulations;* ~~subclause~~ pursuant ~~29(2)~~ to powers delegated by the Western Australian Planning Commission under clause 5.4 of the Metropolitan Region Scheme; and subsection 31(2) of the *State Administrative Tribunal Act 2004.* Advertising of applications and proposals under subclauses 18(4), 23(2) and 34(4) of the City of Vincent Local Planning Scheme No. 2; Clauses 18, 50 and 64 and subclauses 66(1) and 77(3) of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*~~,~~ ~~and subclause 30(1) of the Metropolitan Region Scheme.~~ Determining accompanying material requirements for applications for development approval, including refusal to accept an application, under Clauses 11, 63 and 85 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015.* Amending or cancelling development approval, including waiving or varying a requirement in Part 8 or 9 of the Planning and Development (Local Planning Schemes) Regulations 2015 for minor amendments and temporary works or use, under Clause77 and subclauses 61(1)(a) and (b) (Item 17), and 61(2)(f)of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015.* Determining accompanying material requirements for Local Development Plans under Clause 49of the *Planning and Development (Local Planning Schemes) Regulations 2015.* The Chief Executive Officer is delegated the power to: • Exercise discretion, determine and apply conditions to all applications for development approval made under the City of Vincent Local Planning Scheme No. 2 and/or Metropolitan Region Scheme; • Exercise discretion and affirm, vary or set aside a decision made on an application for development approval following a request by the State Administrative Tribunal for a reconsideration to be made under section 31 of the State Administrative Tribunal Act 2004; • Determine the requirement for and extent of advertising of applications and proposals made under the City of Vincent Local Planning Scheme No. 2 and Metropolitan Region Scheme; • Determine the type and extent of accompanying material required to be lodged with applications and proposals made under the City of Vincent Local Planning Scheme No. 2 and Metropolitan Region Scheme and whether an application should be accepted or rejected;

	• Exercise discretion, determine and apply conditions to all applications to amend or cancel a development approval; • Exercise discretion, determine and apply conditions to all applications made to extend the period within which a development approved must be substantially commenced; • Exercise discretion, determine and apply conditions to all applications made under regulation 17A of the Planning and Development (Development Assessment Panels) Regulations 2011 to amend or cancel a development approval made by a Development Assessment Panel; • Waive or vary a requirement in Part 8 or Part 9 of the Planning and Development (Local Planning Schemes) Regulations 2015 in respect of an application where that application is considered to relate to a minor amendment to the development approval; and • Determine the type and extent of accompanying material requirements, and any modifications required by Council in respect to a Local Development Plan under Part 6 of the Planning and Development (Local Planning Schemes) Regulations 2015.
Function	The determination of applications for development approval made under City of Vincent Local Planning Scheme No. 2 and the *Metropolitan Region Scheme*. Reconsidering a decision when invited to do so by the State Administrative Tribunal under section 31 of the *State Administrative Tribunal Act 2004*. Determining the requirement for and extent of advertising of applications and proposals made under the City of Vincent Local Planning Scheme No. 2 and *Metropolitan Region Scheme*. Determining the type and extent of accompanying material required to be lodged with applications and proposals made under the City of Vincent Local Planning Scheme No. 2 and *Metropolitan Region Scheme* and whether an application should be accepted or not; The determination of applications to amend or cancel a development approval made under delegated authority or to extend the period within which the development approved must be substantially commenced. Waiving or varying a requirement in Part 8 or Part 9 of the *Planning and Development (Local Planning Schemes) Regulations 2015* in respect of an application where that application is considered to relate to a minor amendment to the development approval. Determine the type and extent of accompanying material requirements, and any modifications required by Council in respect to a Local Development Plan under Part 6 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
Delegates	CEO
Conditions	1. This delegation does not extend to applications for development approval that propose to introduce one of the following land uses listed under Local Planning Scheme No. 2:

DRAFT

1. This delegation does not extend to applications for development approval that propose to introduce one of the following land uses listed under Local Planning Scheme No. 2:
    a. Cinema/theatre;
    b. Club premises;
    c. Corrective institution;
    d. Exhibition centre;
    e. Hospital;
    f. Hotel;
    g. Motel;
    h. Nightclub;
    i. Place of worship;
    j. Reception centre;
    k. Residential building;
    l. Restricted Premises
    m. Serviced apartment;
    n. Tavern, unless:
        i. the premises is already subject to a Tavern Licence issued under the Liquor Licensing Act 1985; or
        ii. the Tavern accommodates 120 patrons or less
2. This delegation does not extend to applications for development approval that propose a height of three storeys or more and do not meet the applicable Building Height deemed-to-comply standard or Acceptable Outcomes set by the Residential Design Codes in respect to the number of storeys and/or the height measured in metres;
3. This delegation does not extend to applications for development approval that propose a new non-conforming use that is proposed to replace and effect the discontinuance of an existing non-conforming use;
4. This delegation does not extend to applications for telecommunications infrastructure that have received one or more objections;
5. This delegation does not extend to the approval of applications for a billboard sign;
6. This delegation does not extend to applications for development approval that propose demolition of any structure/building on a heritage protected place, unless:
    a. the demolition aspect of the proposal is supported by a member of the City's Design Review Panel specialising in Heritage:
    b. the proposed demolition satisfies the relevant Acceptable Development criteria (or otherwise prescribed standard) of the City's local planning policies relating to heritage; and
    c. the structure/building does not contribute towards the heritage significance of the heritage place as specified within the Statement of Significance for the place.
7. This 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, equipment, plant or other structures which are necessary for a development to achieve efficient, comfortable and environmentally sustainable operating outcomes and includes service and functional utilities or other fixtures as necessary for the use of the buildings on site;
    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.
8. This delegation does not extend to applications for development approval that have received more than five (5) objections during the City's community consultation period;

DRAFT

9. This delegation does not extend to applications to amend a development approval that was determined by Council, unless the amendments proposed;

    a. meet all equivalent acceptable or deemed-to-comply standards, or does not propose any further departure to previously approved variations to acceptable or deemed-to-comply standards, set out in the City's Local Planning Policies;

    b. meet all of the deemed-to-comply standards or element objectives and acceptable outcomes, or does not propose any further departure to previously approved variations to deemed-to-comply standards, or element objectives and acceptable outcomes, as set out in the Residential Design Codes; and

    c. would not change the impact of any condition imposed and would not change the substantial commencement period of the approved development.

10. This delegation does not extend to requests from the State Administrative Tribunal for a reconsideration of a Council decision under section 31 of the State Administrative Tribunal Act 2004;

11. This delegation does not extend to applications for development approval that propose more than four (4) Grouped Dwellings or Multiple Dwellings and do not meet the deemed-to-comply standards or acceptable outcomes in relation to car parking of the Residential Design Codes; and

12. This delegation does not extend to applications for development approval that propose permanent structures on City owned or managed land, except where:

    a. The structure is an awning, or
    b. The structure is for a ground anchor; or
    c. The structure is for an encroachment which:
        i. is an architectural feature and does not encroach by greater than 250 millimetres; or
        ii. is a window or shutter that encroaches on a road or public space by no more than 50 millimetres when open, and is at least 2.75 metres above the ground level; as outlined in the Minster's for Land's authorisations; or
    d. External fixtures or other service utilities to an existing building or structure; or
    e. The works are not located in a heritage-protected place and must meet all of the following criteria:
        i. They are not visible from either the primary or secondary street.
        ii. The total area does not exceed 30 square metres.
        iii. The total height does not exceed 3.5 metres above natural ground level.
        iv. They are directly related to and consistent with the existing approved use or function of the land on which they are located.

13. This delegation does not extend to the approval of applications for Holiday House or Holiday Accommodation land uses where the accommodation is un-hosted (i.e. no permanent resident is present on-site), unless the development approval includes a condition that limits the duration of the approval.

Record keeping	Notes: Previously delegation 6.2 of the City's 2018/19 register.

Amendments			
Date	**Type**	**Amendment**	**References**
21 May 2024	Amended delegation	Delegation amended as part of annual review	OMC 21/05/2024 - Item 12.3
13 May 2025	Amended delegation	Conditions amended as part of annual review.	OMC 13/05/2025 - Item 12.1
19 Mar 2026	Amended delegation	Specialist planner removed from subdelegates as part of annual review.	EMC 19/03/2026 - Item 7.5

DRAFT

Delegation	**16.1.2 Deal with illegal development under s214 of the Act**
Head of power	16 Delegations made under the Planning and Development Act 2005
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Planning and Development Act 2005:* Section 214(2), (3) and (5)
Function	1. Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements; 2. Give a written direction to the owner or any other person who undertook an unauthorised development: a. to remove, pull down, take up, or alter the development; and b. to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority. 3. Give a written direction to the person whose duty it is to execute work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective
Delegates	CEO
Conditions	Any expenses incurred by the City in carrying out the works specified in a direction notice shall be recovered from the person to whom the direction was given.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and dutiesto other employees
Subdelegates	Coordinator Compliance Services Coordinator Development & Design Executive Director Strategy and Development Manager Development & Design Manager Public Health and Built Environment Specialist Planner
Statutory framework	Part 13 of the Planning and Development Act 2005
Record keeping	Notes: Previously delegation 6.1 of the City's 2018/19 register.
Date adopted	20 June 2023
Adoption references	Council 20/06/2023 - Item 12.1
Last reviewed	13 May 2025

City of Vincent

DRAFT

Delegation	**16.1.3 Enforce compliance with a direction issued under section 214 of the Act**
Head of power	16 Delegations made under the Planning and Development Act 2005
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Planning and Development Act 2005:* Section 215(1) and (2)
Function	Enforce compliance with a written direction issued under section 214 of the *Planning and Development Act 2005* to remove, pull down, take up or alter the development, restore the land as nearly as practicable to its condition immediately before the development started and to recover the costs from the person the written direction was given to.
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and dutiesto other employees
Subdelegates	Coordinator Compliance Services Coordinator Development & Design Executive Director Strategy and Development Manager Development & Design Manager Public Health and Built Environment Specialist Planner
Statutory framework	Part 13 of the *Planning and Development Act 2005*
Record keeping	Notes: Previously delegation 6.1 of the City's 2018/19 register.
Date adopted	20 June 2023
Adoption references	Council 20/06/2023 - Item 12.1
Last reviewed	13 May 2025

City of Vincent

DRAFT

Delegation	**16.1.4 Issue of heritage conservation notice under Planning and Development (Local Planning Schemes) Regulations 2015**
Head of power	16 Delegations made under the Planning and Development Act 2005
Delegator	Local Government
Express power to delegate	*Regulations 81-84 of the Planning and Development(Local Planning Schemes) Regulations 2015* Reg 82 – the local government may, be resolution, delegate to a committee or a local government CEO any of the local government's powers or duties under this Scheme.
Express power or duty delegated	Clauses 13(2), (3), (4) and (5), Schedule 2 *Planning and Development (Local Planning Schemes) Regulations 2015* – Heritage Conservation Notice
Function	1. Form the view that a heritage place is not being properly maintained and give a written notice requiring the person to carry out specified repairs to the heritage place by a specified time, being a time that is not less than 60 days after the day on which the notice is given; 2. If a person fails to comply with a heritage conservation notice, enter the heritage place and carry out the repairs specified in the notice; 3. Recover the expenses incurred in carrying out repairs as a debt due from the person to whom the notice was given, in a court of competent jurisdiction; 4. Vary a heritage conservation notice to extend the time for carrying out the specified repairs; and 5. Revoke a heritage conservation notice.
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Planning and Development (Local Planning Schemes) Regulations 2015* Reg 83 - CEO may delegate any of the CEO's powers and duties to other employees, other than power of delegation
Date adopted	20 June 2023
Adoption references	Council 20/06/2023 - Item 12.1
Last reviewed	13 May 2025

DRAFT

AMENDMENTS

Delegation	Date	Type	Amendment	References
2.1.1 Delegation to Behaviour Complaints Committee	10 Mar 2026	Amended delegation	Delegation updated due to legislative amendments to the Local Government Act 1995 and associated regulations.	OMC 10/03/2026 - Item 12.1
2.2.2 Serving of notices requiring certain things to be done by owner or occupier of land	19 Mar 2026	Amended delegation	Coordinator Ranger Services and Senior Ranger added as subdelegates as part of annual review.	EMC 19/03/2026 - Item 7.5
2.2.9 Control of roads, reserves and certain unvested facilities	21 May 2024	Amended delegation	Delegation amended as part of annual review	OMC 21/05/2024 - Item 12.3
2.2.17 Disposing of property	21 Mar 2024	Amended delegation	CEO conditions on Sub-Delegation amount, for Executive Director Infrastructure and Environment, to $100,000. To accommodate the increased residual value of light and heavy fleet being disposed via trade-in, auction, or direct sale.	Amended as part of annual review - EMC Item 5.4
2.2.19 Payments from the municipal or trust funds	21 Mar 2024	Amended delegation	Sub-delegation extended to Executive Director Infrastructure and Environment.	Amended as part of annual review - EMC Item 5.4
2.2.19 Payments from the municipal or trust funds	21 May 2024	Amended delegation	Extension of sub delegation to Senior Financial & Project Analyst	D24/56345
2.2.19 Payments from the municipal or trust funds	21 May 2024	Amended delegation	Sub delegation extended to Manager Financial Services	D24/56345
2.2.19 Payments from the municipal or trust funds	20 Mar 2025	Amended delegation	Removed Chief Financial Officer and added the Manager Financial Services to subdelegate conditions to authorise Payments by Cheque and EFT transactions.	D25/27204
2.2.19 Payments from the municipal or trust funds	21 May 2025	Amended delegation	Removed Financial Controller as a subdelegate.	
2.2.20 Defer payment, grant discounts, waive fees or write off debts	21 Mar 2024	Amended delegation	Sub-delegation to Executive Director Infrastructure and Environment to waive fees, grant concessions or write off debts relating to the Infrastructure and Environment Directorate (including infringements).	Amended as part of annual review - EMC Item 5.4

DRAFT

Delegation	Date	Type	Amendment	References
2.2.20 Defer payment, grant discounts, waive fees or write off debts	20 Mar 2025	Amended delegation	Removed Chief Financial Officer and added the Manager Financial Services to subdelegate conditions to waive all fees, grant concessions or write off all debts in relation to Community and Business Services Directorate.	D25/27204
2.2.20 Defer payment, grant discounts, waive fees or write off debts	13 May 2026	Amended delegation	Sub-delegation wording updated to replace reference to the repealed Appendix 20 (Planning and Building Policy Manual) with the Development Fee Reductions and Refunds Policy, ensuring alignment with the current policy framework for waiving and refunding planning and building fees.	Council decision 9.6 - 12/08/2025
2.2.21 Amendment of a rate record	20 Mar 2025	Amended delegation	Removed Chief Financial Officer and added the Manager Financial Services to subdelegate conditions to approve a rate record amendment for a year prior to the current year.	D25/27204
2.2.22 Agreement as to payment of rates and service charges	20 Mar 2025	Amended delegation	Removed Chief Financial Officer as a subdelegate.	D25/27204
2.2.23 Determine due date for rates or service charges	20 Mar 2025	Amended delegation	Removed Chief Financial Officer as a subdelegate.	D25/27204
2.2.24 Recovery of rates or service charges	20 Mar 2025	Amended delegation	Removed Chief Financial Officer as a subdelegate.	D25/27204
2.2.25 Recovery of rates debts – require lessee to pay rent	20 Mar 2025	Amended delegation	Removed Chief Financial Officer as a subdelegate.	D25/27204
2.2.26 Recovery of rates debts - actions to take possession of the land	20 Mar 2025	Amended delegation	Removed Chief Financial Officer as a subdelegate.	D25/27204
2.2.27 Rate record – objections	20 Mar 2025	Amended delegation	Removed Chief Financial Officer as a subdelegate.	D25/27204
2.2.28 Power to invest and manage investments	21 May 2024	Amended delegation	Extension of sub delegation to Senior Financial & Project Analyst	D24/56345
2.2.28 Power to invest and manage investments	21 May 2024	Amended delegation	Sub delegation extended to Manager Financial Services	

DRAFT

Delegation	Date	Type	Amendment	References
2.2.28 Power to invest and manage investments	20 Mar 2025	Amended delegation	Removed Chief Financial Officer as a subdelegate.	D25/27204
2.2.28 Power to invest and manage investments	21 May 2025	Amended delegation	Removed Financial Controller as a subdelegate.	
2.2.31 Appointing Complaints Officer	21 May 2024	Amended delegation	Delegation amended as part of annual review	OMC 21/05/2024 - Item 12.3
2.2.31 Appointing Complaints Officer	10 Mar 2026	Amended delegation	Delegation updated due to legislative amendments to the Local Government Act 1995 and associated regulations.	OMC 10/03/2026 - Item 12.1
4.1.1 Building Permits	21 May 2024	Amended delegation	Delegation amended as part of annual review	OMC 21/05/2024 - Item 12.3
4.1.6 Inspection and copies of building records	21 Mar 2024	Amended delegation	Sub-delegation extended to Coordinator Information, Information Officer, Records Officer – Archive Searches	Amended as part of annual review - EMC Item 5.4
4.1.11 Powers of entry	20 Mar 2025	Amended delegation	Replaced 'Compliance Officer' with 'Development Compliance Officer'. Replaced 'Pool Inspector' with 'Building Services Technician (Pool Inspector)'.	D25/27204
4.1.13 Issue of Building Infringement Notices	20 Mar 2025	Amended delegation	Replaced 'Pool Inspector' with 'Building Services Technician (Pool Inspector)'. Replaced 'Compliance Officer' with 'Development Compliance Officer'.	D25/27204
9.1.8 Appointment of Registration Officers	21 May 2024	Amended delegation	Delegation amended as part of annual review	OMC 21/05/2024 - Item 12.3
14.1.1 Discharge of powers and duties under the Act	20 Mar 2025	Amended delegation	Extended authorisation to Senior Specialist Environmental Health Officer.	D25/27204
16.1.1 Determination of various applications for development approval under the City's Local Planning Scheme	21 May 2024	Amended delegation	Delegation amended as part of annual review	OMC 21/05/2024 - Item 12.3

DRAFT

Delegation	Date	Type	Amendment	References
16.1.1 Determination of various applications for development approval under the City's Local Planning Scheme	13 May 2025	Amended delegation	Conditions amended as part of annual review.	OMC 13/05/2025 - Item 12.1

DRAFT

8.2 ADOPTION OF CORPORATE BUSINESS PLAN 2026/27 - 2029/30 AND THE FOUR YEAR CAPITAL WORKS PROGRAM 2026/27 - 2029/2030

Attachments: **1. Draft Corporate Business Plan 2026/27 - 2029/2030**

RECOMMENDATION:

That Council:

1. ADOPTS BY ABSOLUTE MAJORITY the City of Vincent Corporate Business Plan 2026/27 – 2029/30 at Attachment 1, including the Four Year Capital Works Program 2026/27 – 2029/30; and

2. NOTES that:

2.1 Financials in the Corporate Business Plan 2026/27 – 2029/30 are subject to change based on the figures adopted in the City's Annual Budget 2026/27 and Long Term Financial Plan; and

2.2 The Four Year Capital Works Program 2026/27 – 2029/30 will be included in the Corporate Business Plan 2026/27 – 2029/30 after adoption in the City's Annual Budget 2026/27 and Long Term Financial Plan; and

2.3 Final editorial, design and formatting of these documents will be determined by the Chief Executive Officer prior to publication.

PURPOSE OF REPORT:

In accordance with section 5.56 of the *Local Government Act 1995* (the Act) and Regulation 19DA of the *Local Government (Administration) Regulations 1996* the City is required to plan for the future and have a four year Corporate Business Plan (CBP).

DELEGATION:

Regulation 19DA(6) of the *Local Government (Administration) Regulations 1996* requires an Absolute Majority decision to consider whether or not to adopt the corporate business plan.

BACKGROUND:

As part of the annual budget process, Administration has undertaken an annual review of all the City's projects, programs and services to inform the CBP review in 2026.

DETAILS:

Annual Service Area Review

Section 3.18 of the *Local Government Act 1995* provides the Functions of local governments and includes:

3.18. Performing executive functions

(2) In performing its executive functions, a local government may provide services and facilities.

(3) A local government is to satisfy itself that services and facilities that it provides —

(a) integrate and coordinate, so far as practicable, with any provided by the Commonwealth, the State or any public body; and

(b) do not duplicate, to an extent that the local government considers inappropriate, services or facilities provided by the Commonwealth, the State or any other body or person, whether public or private; and

(c) are managed efficiently and effectively.

The Corporate Business Plan identifies how the City will deliver on the Strategic Community Plan through strategic projects, services and the four year capital works program. In accordance with s3.18 above Administration undertakes an annual Service Delivery Review Program to provide insights for future corporate planning.

The Service Delivery Review Program involves assessing the teams overall Strategy House which informs the priorities for the team and reviewing each sub-service area by completing a Service on a Page (SOAP). The SOAPs are a snapshot of the service functions performed by a team and should align with the key functions identified in the Corporate Business Plan.

Corporate Business Plan 2026/27 – 2029/30

The updated Corporate Business Plan 2026/27 – 2029/30 (CBP), at **Attachment 1**, captures the City's strategic priorities, projects and initiatives. These are aligned to meet the Strategic Community Plan (SCP) priorities, the four-year Capital Works Program (CWP), projects, and programs.

Projects and initiatives in the CBP and CWP which are scheduled for 2026/2027 are funded in the Annual Budget 2026/27. The CBP is also aligned with the City's Long-Term Financial Plan (LTFP).

The Budget 2026/27 is being presented to Council for adoption at its 16 June 2026 Meeting (addressed in a separate item). Any amendments to the recommended Annual Budget 2026/27 will be made and reflected in the CBP prior to publishing.

The CBP provides a comprehensive overview of the City's commitments, resourcing and operations including all projects, programs, and initiatives for the next four years.

The key elements of the CBP are as follows:

- Strategic projects for 2026/27;
- SCP community priorities implemented through the CBP;
- Profiles of each service area, including their objective, allocated FTE, operating expenditure and key functions;
- Resources required to deliver priorities, projects, and initiatives. This includes employee costs, financial statements and organisational structures;
- Updates on the City's Risk Management Framework;
- Overview of the Vincent Underground Power Project, and other major projects; and
- Alignment with CEO KPIs.

As part of this review, the service area pages have been updated to remove reference to operating initiatives and instead incorporates information collected during the 2025 Annual Service Delivery Review Program. The operating initiatives were removed as they were not well understood, differed from operational delivery and were not being tracked. New Regulations are being developed for a Council Plan that will combine the Corporate Business Plan and the Strategic Community Plan and will require tracking of implementation. At this time, adding new items to the existing plan or investing resources in operating initiative tracking would not be beneficial.

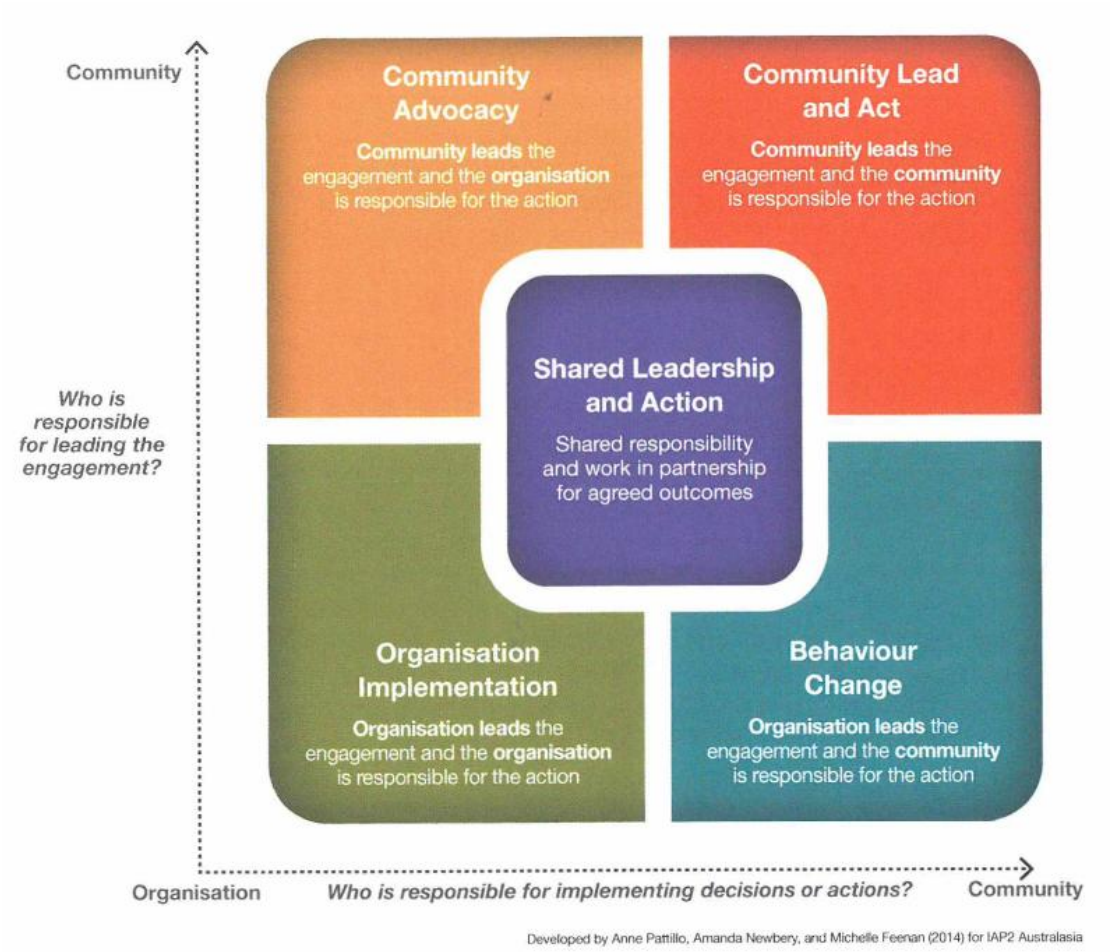
Four Year Capital Works Program 2026/27 – 2029/30

The Four Year Capital Works Program (CWP) is an Annexure to the CBP and includes both a summary and detailed version of the capital works program for the next four years with a significant focus on planning for renewal of existing assets over building new infrastructure. This was reviewed as part of the development of the Long Term Financial Plan which will require adjustments to current planned capital expenditure in 2027/28 & 2028/29 to manage the City's cash flow requirements.

All projects detailed in the consecutive years 2027/28 to 2029/30 will depend on Council's approval in the relevant Annual Budget process informed by the 10 Year Long Term Financial Plan.

The Capital Works Program has been developed to meet anticipated community infrastructure needs and the future development of the City with the strategic direction for the Program provided by the Strategic Community Plan and Long Term Financial Plan.

CONSULTATION/ADVERTISING:



The CBP will be promoted through the City's website after adoption and publication.

Items listed in the Capital Works Program may be subject to community consultation as required by the City's Community and Stakeholder Engagement Policy.

As each works item progresses the requirement for community engagement will be considered against the Community and Stakeholder Engagement Policy consistent with the City's Project Management Framework.

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
A robust process to engage with the community and stakeholders

LEGAL/POLICY:

Local governments must prepare a plan for the future in accordance with section 5.56 of the *Local Government Act 1995.*

The development of a CBP covering a minimum four financial years is a requirement of regulation 19DA(1) and 19DA(2) of the *Local Government (Administration) Regulations 1996*.

Regulation 19DA(3) also requires a CBP to:

a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district;

b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and

c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

RISK MANAGEMENT IMPLICATIONS

Risk Category	Risk Appetite and tolerance statement	description/clarifications
Governance, Due diligence, Accountability and Sustainability	The City has a low risk tolerance for less that better practice decision making for governance, due diligence, accountability, and sustainability, as measured by accepted industry standards and practices.	Adoption of the CBP ensures structured planning and alignment with the Strategic Community Plan and LTFP. It strengthens governance by clearly defining service objectives, resource requirements Adoption of the CBP ensures structured planning and alignment with the Strategic Community Plan and LTFP. It strengthens governance by clearly defining service objectives, resource requirements.
Regulatory Compliance and Legal Obligations	The City has a very low risk appetite for breaches of legislation, professional standards or ethical requirements.	The CBP complies with section 5.56 of the *Local Government Act 1995* and Regulation 19DA of the *Local Government (Administration) Regulations 1996*, fulfilling legislative obligations for future planning and corporate business strategy.
Business Service Disruption	The City has a very low tolerance for risks that may result in disruption to the operation of the business.	The CBP consolidates strategic, financial and operational planning into one framework, reducing ad-hoc or reactionary decision-making. It enhances service delivery continuity and ensures consistent investment in infrastructure and community priorities.

Low: Adoption of the CBP 2026/27 – 2029/30 poses a low risk to the City. It complies with legislation, supports transparent and forward-looking planning, aligns with the SCP and LTFP, and reduces the likelihood of uncoordinated or inefficient service delivery.

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

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

SUSTAINABILITY IMPLICATIONS:

The CBP includes initiatives that contribute to the achievement of the City's *Sustainable Vincent Framework 2025-2028.*

PUBLIC HEALTH IMPLICATIONS:

The CBP includes initiatives that contribute to the achievement of the City's *Public Health Plan 2020-202*5.

FINANCIAL/BUDGET IMPLICATIONS:

Projects and initiatives in the CBP and CWP which are scheduled for 2026/2027 are funded in the Annual Budget 2026/27 presented to Council at its 16 June 2026 Meeting. Any amendments to the recommended Annual Budget 2026/27 will be changed and reflected in the CBP and CWP prior to publishing.

Projects and initiatives in the CBP scheduled from 2027/28 onward will be approved for delivery as part of next year's Annual Budget as informed by the Long Term Financial Plan.

The CBP and CWP reflect the LTFP approved by Council at its meeting 19 May 2026. The CBP and CWP are subject to the figures which are adopted by Council in the LTFP.

City of Vincent
Corporate Business Plan 2026/27 – 2029/30

Image to be updated during design

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.

We would also like to acknowledge all Aboriginal and Torres Strait Islander Elders for they hold the memories, the traditions, the cultures and hopes of Aboriginal and Torres Strait Islander Australia.

We recognise the contribution the Whadjuk people have made and continue to make to our culture and in our community.

We will continue to seek the input of the Traditional Owners.

The land on which we live, meet, and thrive as a community always was and always will be Noongar land.

Vincent kaadatj Whadjuk Noongar moort Whadjuk Noongar boodja-k. Ngalak koordookayin Noongar Boordiya koora koora, yeyi wer boordakan.

Ngalak koodjir kaadatj bandang Aboriginal wer Torres Strait Islander Boordiya ali ngalang nakolak-kadak wer malayin-kadak.

Whadjuk Noongar moort kalyakoorl baalabang malayin wer nakolak yanginy. Ngalak kalyakoorl Boordiya-kadak waangkaniny.

Noongar boodja baal kaalykoorl Noongar moort boodja.

Contents page to be updated during design

CONTENTS

4 CEO'S MESSAGE

6 THE INTEGRATED PLANNING & REPORTING FRAMEWORK

11 HOW WE IMPLEMENT THE IPRF

12 STATEMENT OF STRATEGIC INTENT

13 OUR STRATEGIC COMMUNITY PLAN

14 THE CITY OF VINCENT PROFILE

19 STRATEGIC FOCUS AREAS FOR 2025/26

20 SCP IMPLEMENTATION THROUGH CBP

22 RISK MANAGEMENT

24 WORKFORCE PROFILE

25 FINANCIAL SUMMARY

26 FINANCIAL SUMMARY BY CITY SERVICE AREA

28 STRATEGIC PROJECTS

31 CEO'S KPIS 2025/26

33 VINCENT UNDERGROUND POWER PROGRAM (VUPP)

34 PROJECTS SPOTLIGHT

37 SERVICE AREAS

39 ORGANISATIONAL OBJECTIVES

41 MAJOR PROJECTS

43 DEVELOPMENT & DESIGN

45 URBAN DESIGN & STRATEGIC PROJECTS

47 PLANNING AND SUSTAINABILITY

49 PLACE PLANNING

51 PUBLIC HEALTH & BUILT ENVIRONMENT

53 CORPORATE STRATEGY & GOVERNANCE

55 RANGER SERVICES

57 ENGINEERING

59 PARKS

61 WASTE & RECYCLING

63 BEATTY PARK LEISURE CENTRE

65 LIBRARY & LOCAL HISTORY

67 CITY BUILDINGS & ASSET MANAGEMENT

69 COMMUNICATIONS & ENGAGEMENT

71 FINANCIAL SERVICES & PROJECT MANAGEMENT OFFICE

73 HUMAN RESOURCES

75 INFORMATION & COMMUNICATIONS TECHNOLOGY (ICT)

78 OVERVIEW OF FOUR-YEAR CAPITAL WORKS PROGRAM 2025/26 – 2028/29

83 DETAILED FOUR-YEAR CAPITAL WORKS PROGRAM 2025/26 – 2028/29

84 LAND & BUILDING ASSETS

88 INFRASTRUCTURE ASSETS

95 PLANT & EQUIPMENT ASSETS

96 FURNITURE & EQUIPMENT ASSETS

CEO'S MESSAGE

CEO Message to be updated during design

Image to be updated during design

Image to be updated during design

THE INTEGRATED PLANNING & REPORTING FRAMEWORK

Local Governments are required to plan for the future in accordance with the *Local Government Act 1995*. The Integrated Planning and Reporting Framework (IPRF) provides an integrated approach to planning and ensures community priorities and aspirations are translated into strategic and operational objectives.

What is a Corporate Business Plan?

A Corporate Business Plan (CBP) is a key part of Vincent's IPRF. It is a planning document that translates the community's priorities (as set out in the City's Strategic Community Plan 2022 – 2032), into outcomes within the resources available to Vincent. The CBP details the services, actions, projects and programs that Vincent will undertake over the next four years to achieve the community's vision.

The Corporate Business Plan is informed by the Long Term Financial Plan (LTFP), Asset Management Strategy, Workforce Plan and issue specific strategies and plans.

The CBP is a rolling four-year plan that is reviewed and updated annually.

The relationship between the CBP and the City's other strategic and operational documents is reflected in the adjacent diagram.

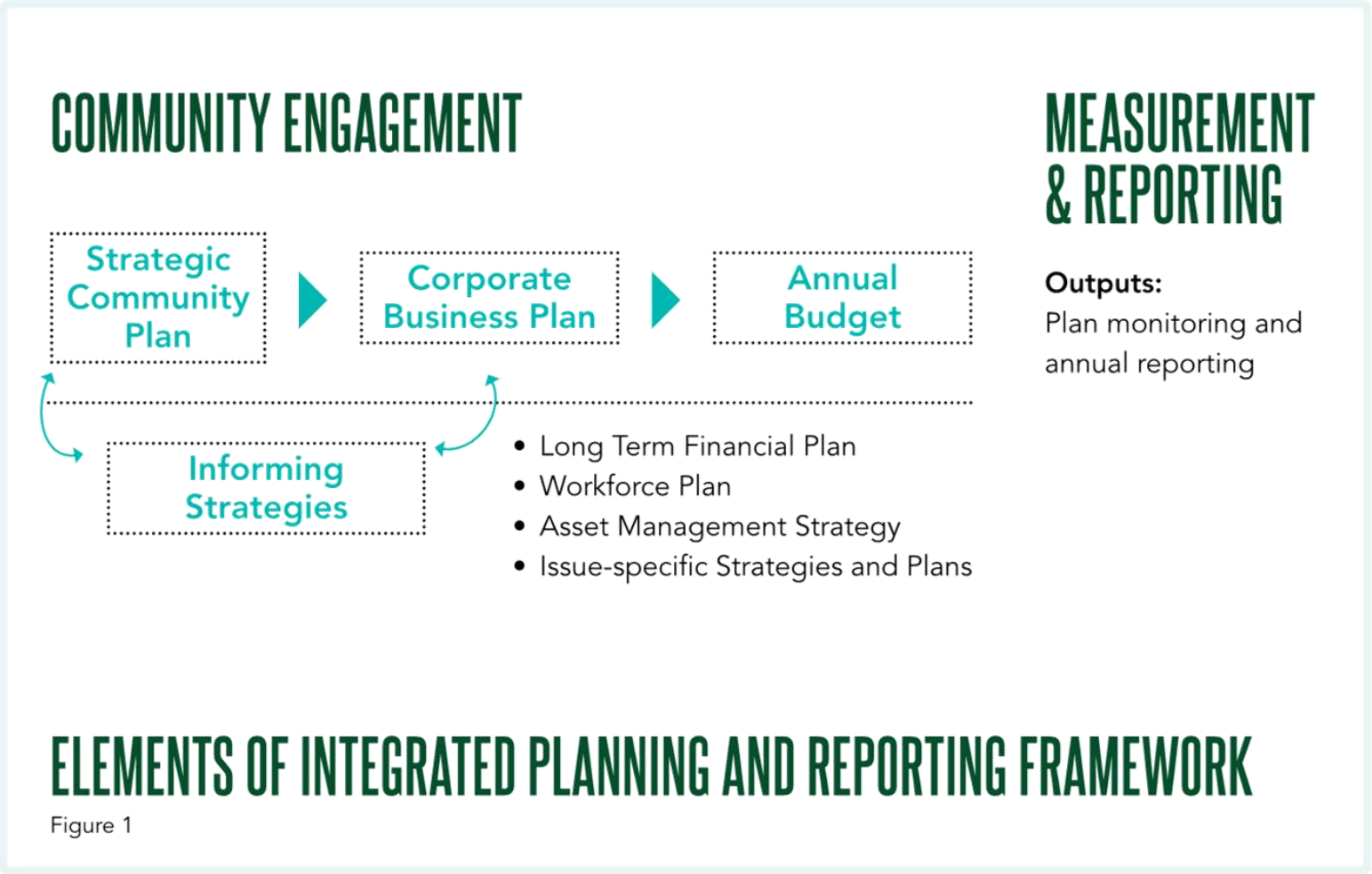
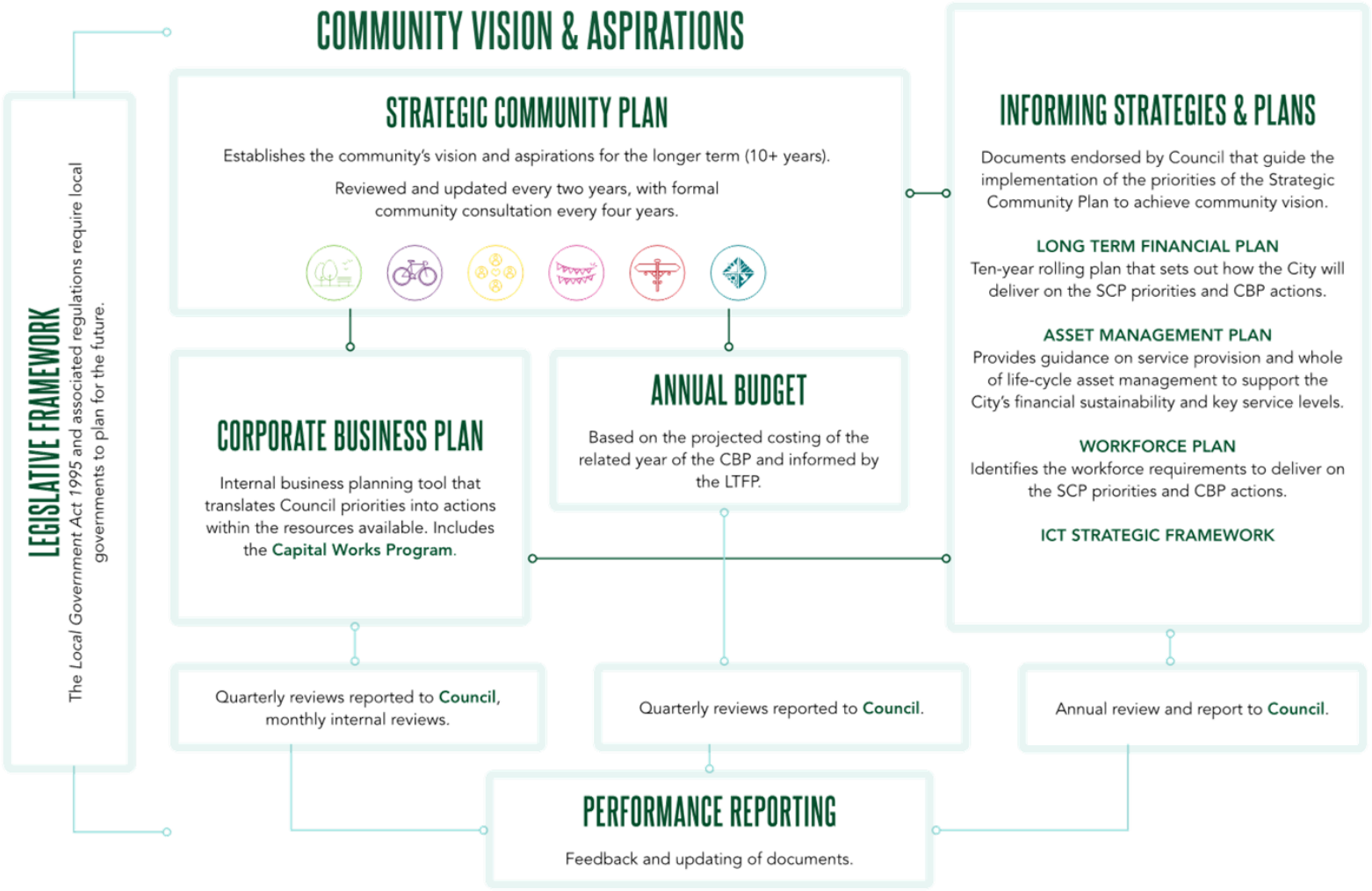
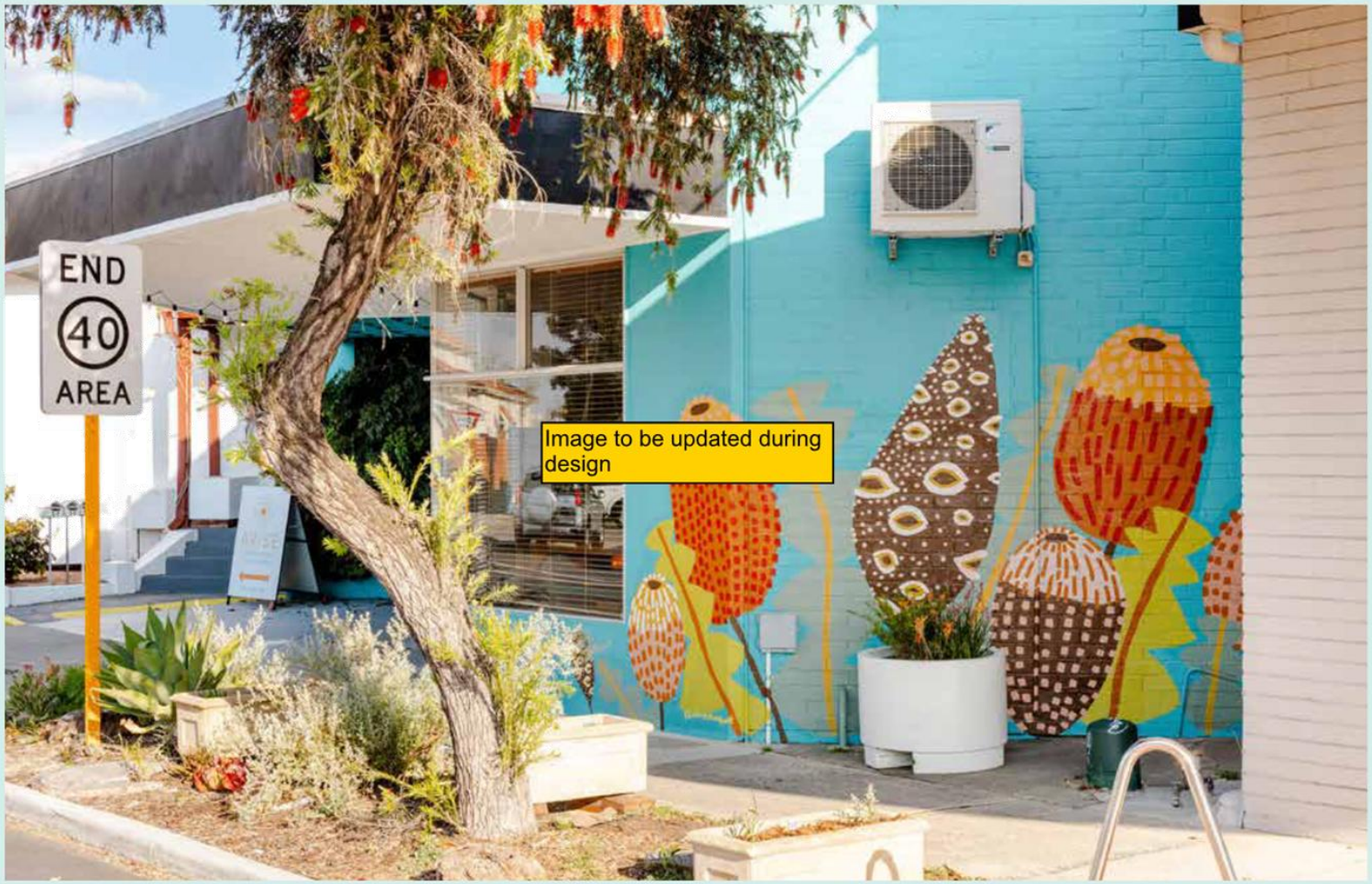

COMMUNITY ENGAGEMENT
Strategic Community Plan
Corporate Business Plan
Annual Budget
Informing Strategies
Long Term Financial Plan
Workforce Plan
Asset Management Strategy
Issue-specific Strategies and Plans
MEASUREMENT & REPORTING
Outputs:
Plan monitoring and annual reporting
ELEMENTS OF INTEGRATED PLANNING AND REPORTING FRAMEWORK

Figure 1


COMMUNITY VISION & ASPIRATIONS
STRATEGIC COMMUNITY PLAN
Establishes the community's vision and aspirations for the longer term (10+ years).
Reviewed and updated every two years, with formal community consultation every four years.
LEGISLATIVE FRAMEWORK
The Local Government Act 1995 and associated regulations require local governments to plan for the future.
CORPORATE BUSINESS PLAN
Internal business planning tool that translates Council priorities into actions within the resources available. Includes the Capital Works Program.
ANNUAL BUDGET
Based on the projected costing of the related year of the CBP and informed by the LTFP.
INFORMING STRATEGIES & PLANS
Documents endorsed by Council that guide the implementation of the priorities of the Strategic Community Plan to achieve community vision.
LONG TERM FINANCIAL PLAN
Ten-year rolling plan that sets out how the City will deliver on the SCP priorities and CBP actions.
ASSET MANAGEMENT PLAN
Provides guidance on service provision and whole of life-cycle asset management to support the City's financial sustainability and key service levels.
WORKFORCE PLAN
Identifies the workforce requirements to deliver on the SCP priorities and CBP actions.
ICT STRATEGIC FRAMEWORK
Quarterly reviews reported to Council, monthly internal reviews.
Quarterly reviews reported to Council.
Annual review and report to Council.
PERFORMANCE REPORTING
Feedback and updating of documents.

YAMAHA
the9fifty
Image to be updated during design


END
40
AREA
Image to be updated during design

HOW WE IMPLEMENT THE IPRF

ENGAGING & ANALYSING

STRATEGIC COMMUNITY PLAN

- ENHANCED ENVIRONMENT
- THRIVING PLACES
- ACCESSIBLE CITY
- SENSITIVE DESIGN
- CONNECTED & HEALTHY COMMUNITY
- INNOVATIVE & ACCOUNTABLE

PLANNING & DESIGNING

- LONG TERM FINANCIAL PLAN
- CORPORATE BUSINESS PLAN

ALLOCATING RESOURCES

- ANNUAL BUDGET

REPORTING

- ANNUAL REPORT
- CHIEF EXECUTIVE OFFICER KPIS
- COMPLIANCE ANNUAL RETURN
- FINANCIAL & ICT PERFORMANCE AUDIT
- INTERNAL AUDIT

EVALUATING

- INDIVIDUAL ACTION PLANS
- SERVICE DELIVERY REVIEW PROGRAM
- PROJECT & PROGRAM REVIEW
- STRATEGY & PLAN REVIEW
- CBP PROGRESS REPORTING
- PERFORMANCE ANALYSIS & REPORTING

DELIVERING

- CAPITAL WORKS PROGRAM
- SERVICE DELIVERY
- ASSET MANAGEMENT & SUSTAINABILITY STRATEGY

ENABLING

- WORKFORCE PLAN
- STRATEGIES
- PLANS
- POLICIES

STATEMENT OF STRATEGIC INTENT

Clever
We always choose the simplest, quickest and most cost-effective way to deliver our services.

Creative
We find new and different approaches to get better outcomes for the City and our community.

Courageous
We understand and manage the risks in being clever and creative but we still take action.

OUR VISION

To be a **clever**, **creative** and **courageous** local government.

OUR SERVICES

Office of the CEO
Strategy and Development
Infrastructure and Environment
Community and Business Services

OUR VALUES

Engaging
Listening, understanding and communicating is the key to our success.

Accountable
We work openly and transparently to earn our community's trust.

Making a difference
Our work improves our community and the lives of our residents.

OUR COMMITMENT

With team Vincent you will be **HEARD**.

Hear:	We will listen to what you say.
Engage:	We will take the time to understand your perspective.
Appreciate:	We will value your perspective.
Respond:	We will respond to your views which will inform our decision making.
Do:	We will act and deliver on our values and commitments.

OUR STRATEGIC COMMUNITY PLAN

In October 2018, the City adopted its Strategic Community Plan (SCP). The SCP established six priority areas to guide the delivery of the City's projects, programs and services over a 10-year period. The six priority areas were a result of robust community consultation and represent the community's vision and aspirations.

ENHANCED ENVIRONMENT

The natural environment contributes greatly to our inner-city community. We want to protect and enhance it, making best use of our natural resources for the benefit of current and future generations.

ACCESSIBLE CITY

We want to be a leader in making it safe, easy, environmentally friendly and enjoyable to get around Vincent.

CONNECTED & HEALTHY COMMUNITY

We are a diverse, welcoming and engaged community. We want to celebrate what makes us unique and connect with those around us to enhance our quality of life.

THRIVING PLACES

Thriving Places are integral to our identity, economy and appeal. We want to create, enhance and promote great places and spaces for everyone to enjoy.

SENSITIVE DESIGN

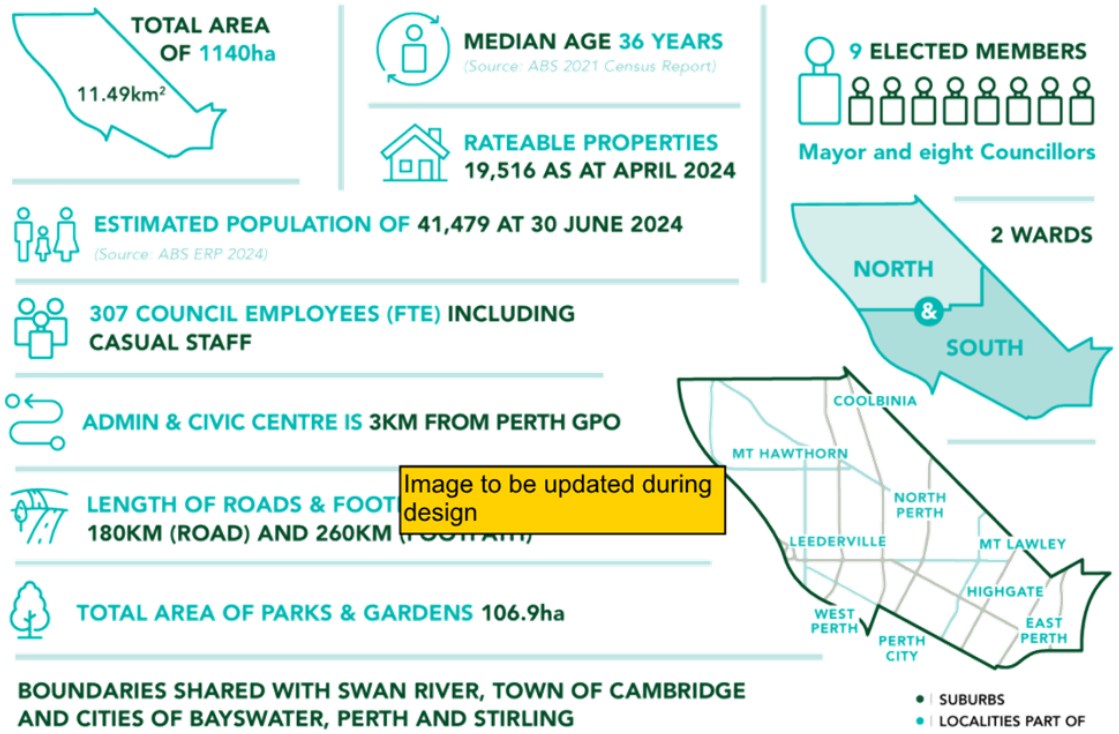
Design that 'fits in' to our neighbourhoods is important to us. We want to see unique, high quality developments that respect our character and identify and respond to specific local circumstances.

INNOVATIVE & ACCOUNTABLE

The City of Vincent has a significant role to play in supporting our community to realise its vision. To achieve this, we will be an innovative, honest, engaged and responsible organisation that manages resources well, communicates effectively and takes our stewardship role seriously.

The City of Vincent Profile

Growth	The City's population for 2025 was 42,392 and it is estimated to increase to 50,863 by 2046.
Dwellings	45.1 per cent of residents live in a separate house, 28.3 per cent in medium density and 25.7 per cent in high-density dwellings and 37.6 per cent of residents are renting.
Age	The largest age group is the 30 – 34 year group (4197 persons, equivalent to 11.5 per cent of total residents). The 25 – 29 year and 35 – 39 year demographic groups account for 11.2 per cent and 9.8 per cent of the City's total residents respectively.
Place of Origin	In 2021, 32.9 per cent of residents were born overseas (the majority of these residents were originally from the United Kingdom, Italy or New Zealand) and 19.8 per cent of the population spoke a language other than English at home
Employment	In the December 2024 quarter, the unemployment rate in Vincent was 3.7 per cent. This is slightly lower than the greater Perth unemployment rate of 3.9 per cent and Western Australia of 4 per cent.
Education	Compared to greater Perth, there is a significantly higher proportion of people in Vincent with a formal qualification (Bachelor or higher degree) and a lower proportion of people with no formal qualifications.
Socio-economic Indexes for Areas (SEIFA)	Vincent has a SEIFA index score of 1,067.5 compared to a score of 1,020.0 for greater Perth, 1,011.0 for Western Australia and 1,001.2 for Australia.



Updates:
Population changed to 42,392 as at 2025.
FTE will change once workforce plan is approved in June.

COMMUNITY FACILITY	LOCATION / PLACE	
Child health clinics	1. Harold Street, Highgate 2. City of Vincent Community Centre, Loftus Street 3. Mt Hawthorn Community Centre, Scarborough Beach Road	
Community centres	1. City of Vincent Community Centre 2. Mt Hawthorn Community Centre	
Libraries	1. City of Vincent Library and Local History Centre	
Recreation facilities	1. Beatty Park Leisure Centre 2. One bowling club 3. One croquet club 4. Dorrien Gardens 5. E & D Litis Stadium 6. Hyde Park	7. Sullivan Logistics Stadium 8. Loftus Recreation Centre 9. Perth Oval (HBF Park) 10. Four tennis clubs 11. Seven halls and pavilions
Schools	1. Aranmore Catholic Primary School 2. Aranmore Catholic College 3. Highgate Primary School 4. Highgate Primary School Kindergarten 5. Kyilla Primary School 6. Margaret Kindergarten	7. North Metropolitan TAFE – Leederville 8. North Metropolitan TAFE – Mt Lawley 9. North Perth Primary School 10. Sacred Heart Primary School 11. Mt Hawthorn Primary School

SCARBOROUGH BEACH ROAD
WALCOTT STREET
ANGOVE STREET
OXFORD STREET
LOFTUS STREET
CHARLES STREET
FITZGERALD STREET
VINCENT STREET
WILLIAM STREET
BEAUFORT STREET
NEWCASTLE STREET
CHILD HEALTH CENTRES
COMMUNITY CENTRES
LIBRARIES
RECREATION FACILITIES
SCHOOLS

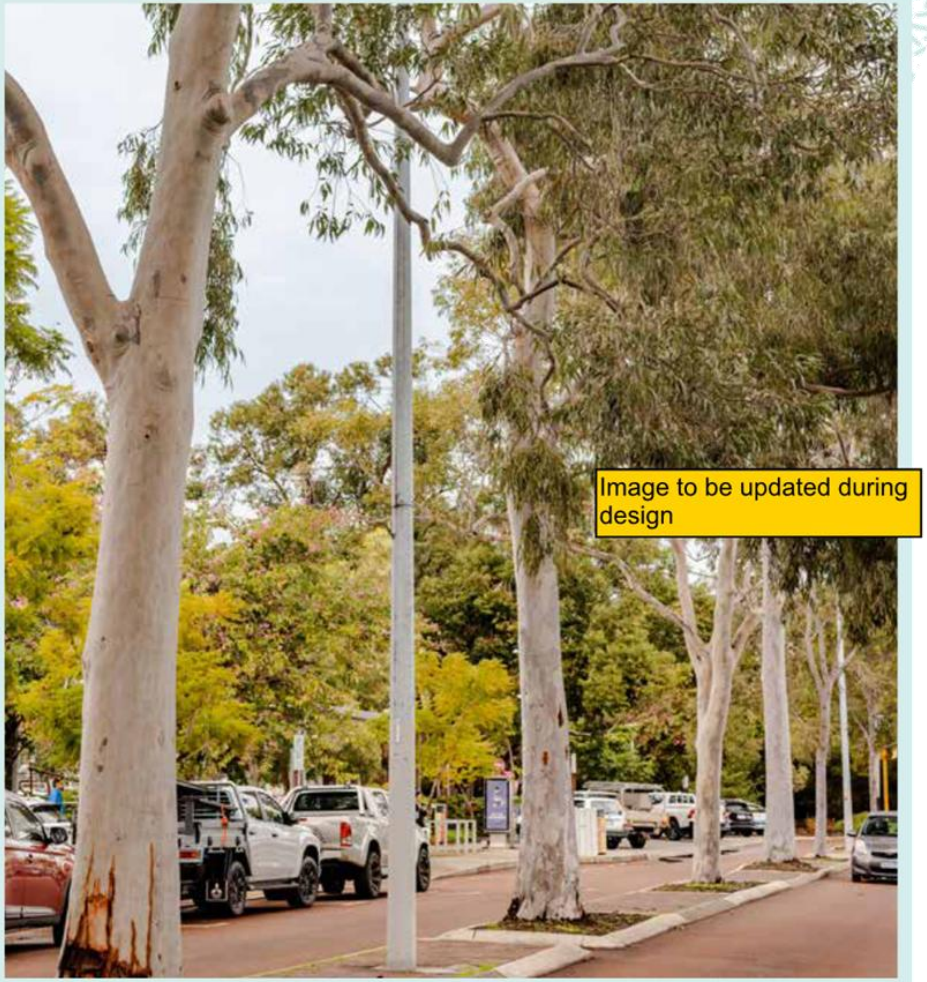
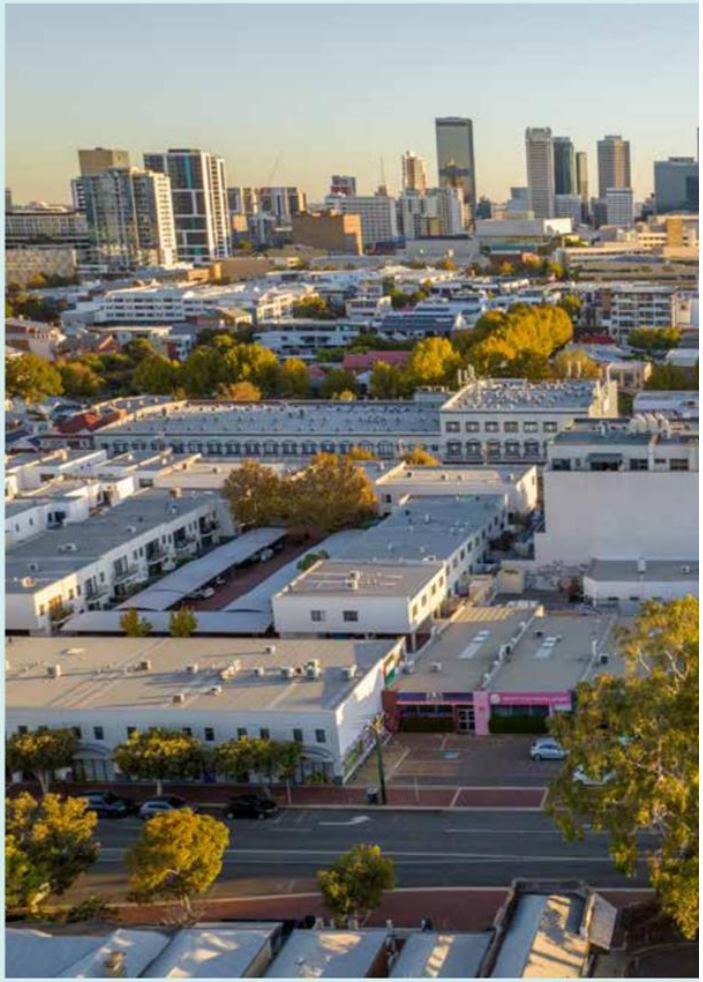


Image to be updated during design



Strategic Focus Areas for 2026/27

- **Prudent financial, project and contract management** of City resources during a period of high inflation and cost escalation.
- **Facilitate the delivery of new housing** to ensure we are meeting our infill targets.
- **Protect the urban canopy** by retaining, enhancing and promoting tree coverage as a top environmental priority.
- **Enable regeneration of North Claisebrook** by progressing the relocation of the Concrete Batching Plants and developing the North Claisebrook Streetscape Plan.
- **Advance major City projects** by advocating for and progressing key developments like Sullivan Logistics Stadium Civic Precinct Master Plan, East Perth Power Station and Leederville Town Centre Redevelopment.
- **Drive climate action** by implementing the Sustainable Vincent Framework and Enhanced Environment Strategy and finalising the Climate Transition Action Plan.
- **Support a healthy, happy and connected community** through the implementation of the new Public Health Plan, 2026 – 2031.
- **Facilitate sustainable future growth** by continuing the review of the City's Local Planning Scheme and Strategy.
- **Drive customer service excellence** through the strategic delivery of the Customer Experience Project.
- **Provide high quality community facilities and infrastructure** by delivering the Capital Works Program.
- **Continuously improve our service delivery** through implementation of the City's Organisational Performance Program.

SCP Implementation through CBP

Enhanced Environment	• Enhanced Environment Strategy 2025-2030 • Haynes Street Reserve Development Plan • Public Open Space Strategy 2018* • Robertson Park Development Plan • Sustainable Vincent Framework 2025-2028 • Waste Strategy 2018 – 2023*
Accessible City	• Accessible City Strategy 2020 – 2030* • Precinct Parking Management Plan • Access and Inclusion Plan 2022 – 2027 • Precinct Road Safety Plans Bike Network Plan 2023 – 2028
Connected and Healthy Community	• Community and Stakeholder Engagement Framework • Public Health Plan 2026 – 2031 • Stretch Reconciliation Action Plan 2025 – 2027 • Safer Vincent Plan 2019 – 2022* • Youth Action Plan 2026 and Beyond
Thriving Places	• Thriving Places Strategy 2023-2028 Arts Plan 2023 – 2028 Town Centre Place Plans*
Sensitive Design	• Local Planning Scheme No. 2* • Local Planning Strategy* • Affordable Housing Strategy • Heritage Strategic Plan 2013 – 2017* • Leederville Precinct Structure Plan* • Town Centre specific planning frameworks
Innovative and Accountable	• Asset Management & Sustainability Strategy 2020 – 2030 Governance Framework Climate Plan*
	• Long Term Financial Plan 2025/26 – 2034/35 • Property Management Framework • Revenue and Rating Plan 2022 – 2026

*Means that they are currently under review.

RISK MANAGEMENT

The City has a well-established Risk Management Framework that serves as the foundation for effectively managing risks throughout the organisation. Pre-determined risk appetite and tolerance levels set boundaries for decision making, ensuring a balance between risk-taking and risk avoidance. It establishes the quantitative and qualitative criteria that determines, classifies and manages the City's risks.

Risk Management

- The Corporate Risk Register consists of 25 risks listed across five risk categories. There are three high risks, 18 medium risks and four low risks distributed across the risk categories set out in the table below.

	Risk Category					
Overall Rating	Asset, Sustainability, and environment management	Business service disruption	Finance, Procurement and Contracts	Governance, compliance, and fraud	OH&S employment practices	Grand Total
Extreme	0	0	0	0	0	0
High	3	0	0	0	0	3
Medium	6	4	2	6	1	19
Low	0	0	1	0	0	1
Grand Total	9	4	3	6	1	25

Workforce Profile – to be updated after budget approval

2026/27 FTE Cost	2027/28 FTE Cost	2028/29 FTE Cost	2029/2030 FTE Cost

Service Area	2026/27 Total FTE Cost	FTE No. (Permanent)	Cost (Permanent)	FTE No. (Casual)	Cost (Casual)
CEO & Executive Management					
Human Resources					
Information & Communication Technology					
Corporate Strategy and Governance (includes Place)					
Strategic Planning and Sustainability					
Public Health and Built Environment					
Development and Design					
Ranger Services					
Parks					
Engineering					
City Buildings and Asset Management					
Waste and Recycling					
Library and Local History					
Beatty Park Leisure Centre					
Communications and Engagement					
Underground Power					
Major Projects					
Financial Services					
Grand Total					

Financial Summary – to be updated after budget approval

(please insert a table below with this year's financials)

The below table aligns with the City's LTFP*:

	2025/26	2026/27	2027/28	2028/298
Revenues	$	$	$	$
Rates	46,397,757	48,422,875	50,045,726	51,719,276
Operating grants, subsidies and contributions	2,138,561	1,983,220	2,042,718	2,103,998
Fees and charges	26,817,820	27,053,421	29,065,070	30,108,200
Service charges	7,114,538	28,917,439	16,473,7375	0
Interest earnings	2,112,800	1,732,496	1,784,470	1,838,004
Other revenue	1,770,254	1,823,686	1,878,395	1,934,745
Total operating revenue	**86,351,730**	**109,933,137**	**101,290,116**	**87,704,223**
Expenses				
Employee costs	36,202,448	37,650,546	38,568,312	39,339,679
Materials and contracts	31,250,931	42,781,146	39,727,758	38,788,693
Utility charges (electricity, gas, water etc.)	2,028,869	2,089,736	2,152,428	2,216,998
Depreciation on non-current assets	14,192,696	13,780,847	14,305,509	14,845,569
Interest expenses	341,520	660,318	988,562	873,770
Insurance expenses	761,739	784,591	808,129	832,373
Other expenditure	1,059,342	1,082,557	1,118,565	1,155,820
Total Operating Expenses	**85,837,545**	**98,829,741**	**97,669,263**	**98,052,901**
Net Result from Operations	**514,185**	**11,103,396**	**3,620,853**	**(10,348,678)**
Non-operating grants, subsidies and contributions	2,958,570	2,104,096	3,240,804	2,490,804
Profit on disposal of assets	286,408	292,135	23,747,976	10,303,936
Loss on asset disposals	(41,058)	(4,344,603)	(42,717)	(43,571)
Share of profit or (loss) of associates accounted for using the equity method	5,833,333	6,250,000	0	163,932
Net result	**9,551,438**	**15,405,024**	**30,566,916**	**2,566,423**
Other comprehensive revenue	**4,991,537**	**5,168,548**	**5,281,183**	**5,399,342**
TOTAL COMPREHENSIVE REVENUE	**14,542,975**	**20,573,572**	**35,848,099**	**7,965,765**

Financial Summary by City Service Area - to be updated after budget approval

- The revenue and expenses for future years are based on a 2%-3.1% annual increase (excluding rates).

(Please insert a table below with this years financials)

FINANCIAL PROJECTIONS	2025/26 OPERATING REVENUE	2025/26 OPERATING EXPENSES	2025/26 NET OPERATING EXPENSES
CEO & Executive Management	260,948	1,132,714	(871,766)
Sustainability & Innovation Services	0	437,513	(437,513)
Human Resources	80,000	93,725	(13,725)
Information & Communications Technology	16,400	33,686	(17,286)
Corporate Strategy and Governance	4,500	1,185,407	(1,180,907)
Urban Design & Strategic Projects	235,044	3,878,646	(3,643,602)
Built Environment and Well Being	504,004	3,471,968	(2,967,964)
Development & Design	984,272	3,349,456	(2,365,184)
Ranger Services	11,993,950	8,404,926	3,589,024
Parks	183,256	11,698,894	(11,515,638)
Engineering	371,724	12,926,168	(12,554,444)
Waste and Recycling	191,440	8,525,354	(8,333,914)
Library and Local History Services	18,150	1,715,263	(1,697,113)
Beatty Park Leisure Centre	10,840,517	11,216,042	(375,525)
Communications and Engagement	157,800	3,683,054	(3,525,254)
City Buildings and Asset Management	2,700,581	8,057,740	(5,357,159)
Major Projects	0	435,761	(435,761)
Financial Services (including rates income)	58,052,583	6,512,971	51,539,612
GRAND TOTAL	86,595,168	86,759,288	(164,120)

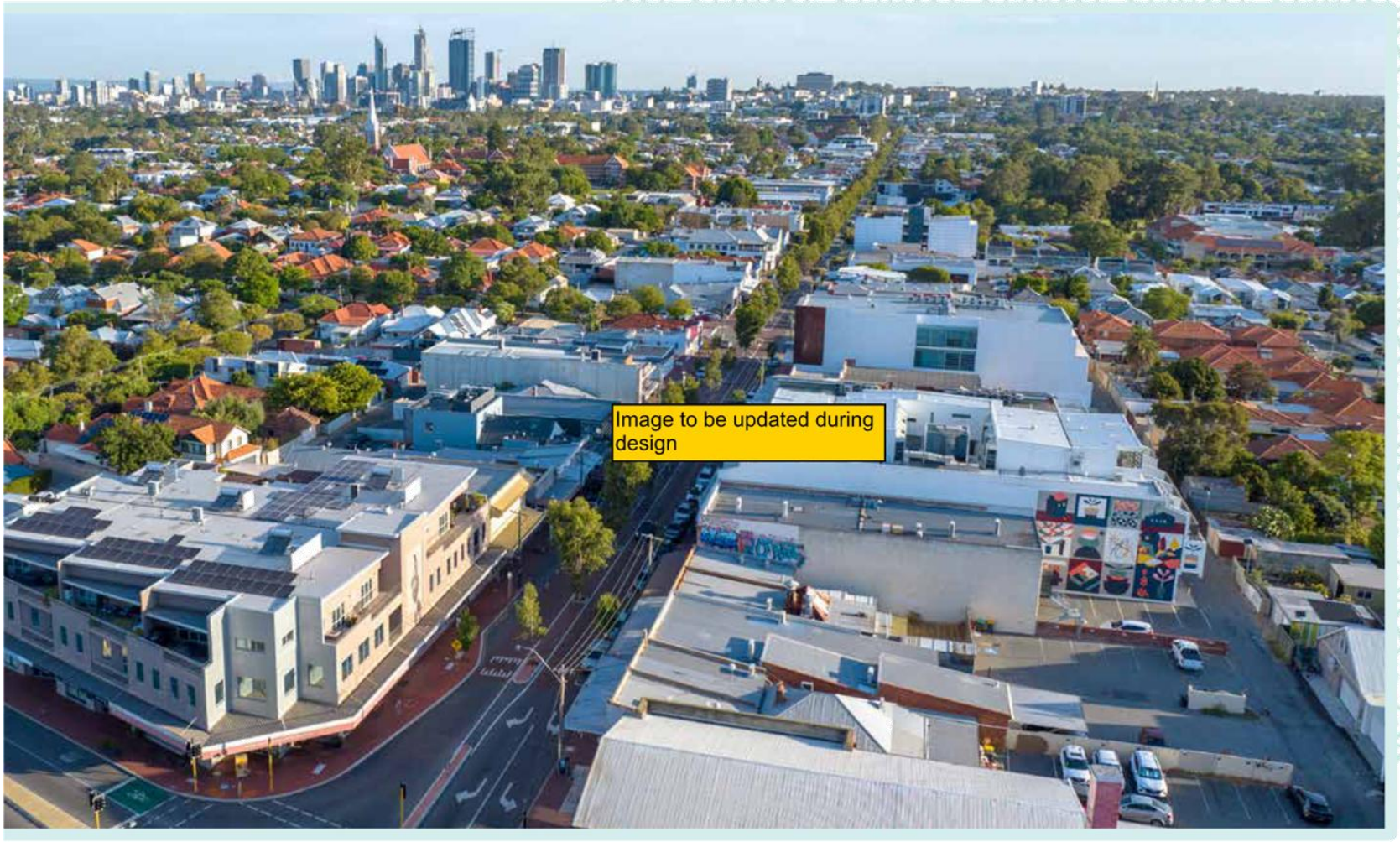


Image to be updated during design

Strategic Projects - to be updated after budget approval

Pursuant to the Project Management Framework adopted by Council, the following projects have been identified as Strategic Projects for the period of the CBP.

	SCP Category Alignment	Title of Works	Lead Directorate	Description of Works	Operating/ Capital	26/27	27/28	28/29	29/30
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									

CITY OF VINCENT
CITY OF VINCENT
CITY OF VINCENT
UNDERGROUND POWER
INFO SESSION HERE
UNDERGROUND POWER
INFO SESSION HERE
Image to be updated during design

CEO'S KPIS 2026/27 – To be included after adoption in August 2026

	Strategic Outcome	Performance Criteria	Frequency
1	Strategic, Corporate and Financial Planning and Management		
2	Strategic Projects		
3	Strategic Focus Areas		
4	Performance of the functions of the CEO		

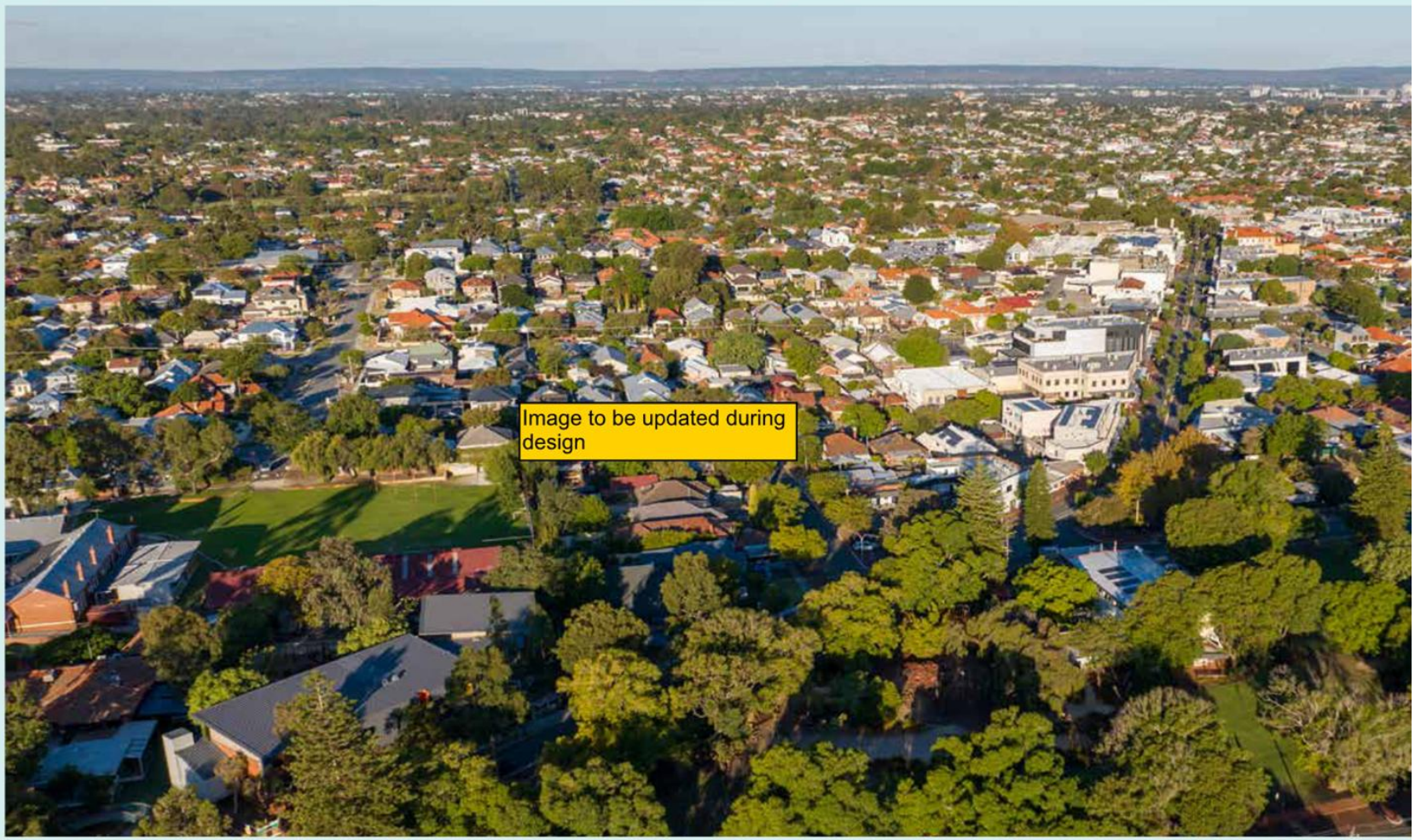


Image to be updated during design

Vincent Underground Power Program (VUPP)

In 2022 the City and Western Power agreed to work together with the aim of delivering underground power to all parts of Vincent.

Upon completion, more than 16,000 properties will be connected to the new underground power network.

This transformational undertaking will facilitate:
- increased urban tree canopy
- improved street appearance
- reduced street tree pruning costs
- improved street lighting with reduced operating costs
- improved public safety, reliability and security of power
- increased property values for property owners
- improved opportunities for emerging technologies

The works are being delivered as eight separate projects, with project area boundaries determined by the age and condition of the existing overhead network in that part of the city. Areas in need of urgent asset renewal have been prioritised, with less urgent areas scheduled later.

Each project is subject to a separate co-funding agreement, to be executed with Western Power prior to the commencement of works. Each co-founding agreement requires Council approval, informed by project costings based on detailed network design.

The objective of Vincent's Underground Power Program is to manage the undergrounding of electricity distribution lines in collaboration with Western Power, for the benefit of the community. And to do so in a safe, equitable and affordable manner, with minimum risk and disruption for all.

Construction work in the first project area commenced in January 2025 and is due to be completed in late 2026. The next project is expected to start construction in 2027.

Projects Spotlight One

The City of Vincent's GreenTrack assessment pathway continues to support developments incorporating environmentally sustainable design.

Vincent was the first local government in Australia to launch this type of service in January 2024.

GreenTrack encourages more people to build or renovate their homes with environmentally sustainable design elements.

As part of the service, applications with a Life Cycle Assessment (LCA) are assessed within 10 working days compared to the average 20 working days. Applicants can also receive a rebate of up to $200. It also offers guidance for homeowners looking to incorporate simple but impactful changes and provides resources for cost-effective retrofitting.

Below is a list of our key achievements for the 2025/26 FY:

- 13 development applications for single houses and grouped dwellings were submitted and processed through the GreenTrack pathway.
- Three free pre-lodgement meetings held with Green Design Advisors.
- 100 per cent of GreenTrack applications determined within the promised timeframes, with an average processing time of 55 days compared to 64 days for regular proposals.
- GreenTrack proposals achieved an average 71 per cent saving of global warming potential and 57 per cent saving of net fresh water use. This exceeded our Built Form Policy targets of 50 per cent.
- Approved dwellings saved an estimated 1,515 tonnes of CO2, equivalent to 190 homes energy use for one year.

The City will continue to work with industry professionals to refine the process and make GreenTrack more user-friendly and accessible.

Projects Spotlight Two

The major transformation of Robertson Park to meet the need of our community now and into the future is well under way.

Stages 1 and 2 of the Robertson Park Development Plan were completed in 2024 and 2026 respectively, with 12 new hard courts fully renewed to current standards, including four multi-sports courts, half basketball court, hit-up wall, upgraded floodlighting and fencing, public art, new central accessway with seating and native rain gardens providing landscaping and stormwater runoff capture. Additional and renewed pathways have been installed to better connect the public car park, tennis centre and dog park.

Stages 3 and 4 of the project will include conversion of the unused grass tennis courts along Ranell Street into public open space and the renewal of the play space.

The new public open space will include turf and native landscaped areas, new trees, footpaths and rain gardens to capture stormwater runoff, treat water pollutants, and allow infiltration back into the ground.

The new play space will incorporate nature play and new outdoor gym equipment.

Implementation of the Robertson Park Development Plan, a multi-year project supported by the State Government, has resulted in a brand new era for the park, transforming it into a welcoming and inclusive space the whole community can enjoy.

The goal of the plan was to create an inclusive public open space that would meet the needs of a growing inner-city population.

These latest upgrades ensure the tennis centre and surrounding green spaces are accessible for everyone.

Projects Spotlight Three

Leederville's two carparks will be transformed into transit-oriented mixed-use development after the City of Vincent approved the sale of land to developer H-U (formerly Hesperia) in November 2023.

The Frame Court and The Avenue carparks cover approximately 14,600sqm in the heart of Leederville and currently provide 464 open air parking bays.

H-U, who also developed the ABN Building in Electric Lane, has proposed to deliver more than $300 million in investment into Leederville under a concept plan.

The project has been further refined and is now proposed to include the renewal of the Youth Community facilities and Gig Space in Frame Court, as well as a bigger multi-storey carpark in Frame Court, which will be owned by the City Vincent, to go with apartments, accommodation, office, retail shops and food and beverage.

To assist with carparking provision throughout the development, the City has delivered the Newcastle Street Car Park in 2025, to provide the public with alternative parking options during the redevelopment.

Kubota
R430
Image to be updated during design

Image to be updated during design

SERVICE AREAS

Image to be updated during design

STRATEGY & DEVELOPMENT DIRECTORATE

- **Development and Design** work together as a team to create and maintain vibrant and sensitively designed places to support the wellbeing and growth of the community.
- **Urban Design and Strategic Projects** lead improvements for our current and future community by understanding needs, designing great places and implementing change.
- **Public Health and Built Environment** support the wellbeing of the community by monitoring risks and achieving safety, amenity and public health deliverables, in line with planning, building and health objectives.
- **Corporate Strategy and Governance** facilitate strategic, compliant and sustainable decision making and outcomes.
- **Sustainability and Innovation** enable all of our operations to act in an environmentally sustainable manner and to empower, encourage and support our community to live in an environmentally sustainable way.

ORGANISATIONAL OBJECTIVES

Image to be updated during design
Skate Sculpture
Skate Sculpture
Skate Sculpture
CITY OF VINCENT

Major Projects

Objective: To lead the planning, coordination, and delivery of complex and large-scale projects across the organisation, ensuring alignment with the City's strategic goals, organisational values, and community needs.

Total FTE	Operating Expenses 2026/27
2.5 *(will be updated to reflect 2026 workforce plan)*	$435,761 *(will be updated to reflect this year's financial summary)*

Key Frameworks and Plans
• Claisebrook Town Centre Place Plan • Leederville Precinct Structure Plan • Roberston Park Development Plan • Public Open Space Strategy 2018

Services		
Main Service	**Sub-services**	**Key Functions**
Major Projects	Strategic Projects	• Lead new project opportunities that require complex planning, coordination and delivery. • Coordinate alongside both internal and external stakeholders to understand objectives and find shared interests in the delivery of key projects. • Provide after-care for closed projects.
Contributing Services		
Engineering, Parks, Place Planning, Strategic Planning and Sustainability, Financial Services		

SCP Alignment	SCP Outcome
Enhanced Environment	Power lines are underground.
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 planning framework supports quality design, sustainable urban built form and is responsive to our community and local context.
Innovative and Accountable	We deliver our services, projects and programs in the most inclusive, efficient, effective and sustainable way possible.

Development and Design

Objective: To create sensitively designed places that respect the character of our local areas, deliver well-designed housing, and to facilitate business activities that contribute towards vibrancy in our town centres and commercial areas.

Total FTE	Operating Expenses 2026/27
11 *(will be updated to reflect workforce plan for 2026)*	$3,349,456*(will be updated to reflect this year's financial summary)*

Key Frameworks and Plans
• Local Planning Scheme No. 2 • Local Planning Strategy

Services		
Main Service	**Sub-services**	**Key Functions**
Development & Design	Subdivisions	• Managing subdivision applications, subdivision clearances and built strata applications.
	Internal Referrals & Advice	• Providing advice for building permits, occupancy permits, and referrals for health, compliance, and public works.
	Development Applications	• Process development applications for delegated items, council items and Development Assessment Panel items. Respond to State Administrative Tribunal appeals. • Investigate and implement AI enabled technologies to assist in development application assessment.
	Design Review Panel	• Provide advice for pre and post-lodgements to the Design Review Panel.
	Customer Service	• Provide referrals and advice for customer/community enquiries.
Contributing Services		
Place Planning, Strategic Planning and Sustainability, Public Health and Built Environment.		

SCP Alignment	SCP Outcome
Connected & Healthy Community	We protect, improve and promote public health and wellbeing within Vincent.
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 planning framework supports quality design, sustainable urban built form and is responsive to our community and local context. Our built form character and heritage is protected and enhanced.
Innovative and Accountable	We embrace good ideas or innovative approaches to our work to get better outcomes for Vincent and our community.

Strategic Planning and Sustainability

Objective: To drive long-term and sustainable change that creates great places, celebrates our unique character and identity, and champions the environment. By balancing people, place and planet we aim to influence and shape a vibrant, resilient Vincent for now and the future.

Total FTE	Operating Expenses 2026/27
8.2 *(will be updated to reflect workforce plan for 2026)*	$437,513 *(will be updated to reflect this year's financial summary)*

Key Frameworks and Plans
Lead
Sustainable Vincent Framework 2025-2028
Enhanced Environment Strategy 2026-2031
A Climate Plan
Public Open Space Strategy 2018*
Local Planning Scheme No. 2*
Local Planning Strategy*
Heritage Strategic Plan 2013 – 2017*
Leederville Precinct Structure Plan*
Town Centre Planning Frameworks*
Support
Waste Strategy 2018 – 2023*
Greening Plan 2018 – 2023*
Accessible City Strategy 2020 – 2030
Public Health Plan 2026-2031
Town Centre Place Plans

Services		
Main Service	**Sub-services**	**Key Functions**
Strategic Planning & Sustainability	Strategic Planning	• Setting the long term vision for the City through the ongoing review of the City's Local Planning Strategy and Local Planning Scheme No. 2, preparation of bespoke town centre planning frameworks, and maintaining policies that respond to contemporary issues including tree retention on private land. • Manages and maintains the City's heritage framework including reviewing the Heritage Strategic Plan, implementing the Local Heritage Survey and finalising the Heritage List review, and various planning policies. • Providing advocacy on local and state planning matters through the finalisation of the Housing Supply and Infrastructure Servicing Study, and grant administration for significant trees and heritage assistance. •

	Sustainability	• Implement the City's overarching sustainability framework including the Sustainable Vincent Framework and Enhanced Environment Strategy and operationalise sustainability across the organisation through monitoring and reporting. • Providing advocacy for sustainability initiatives, support for applying for grant funding, and providing community education. • Support the City's transition to Operational Net Zero through the development of the Climate Plan.

Contributing Services
Place Planning, Public Health and Built Environment, Parks Services, Waste & Recycling, Development and Design, City Buildings, Community Facilities, Engineering, Depot Operations.

SCP Alignment	SCP Outcome
Enhanced Environment	We have minimised our impact on the 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
Accessible City	We have embraced emerging transport technologies.
Connected and Healthy Communities	We protect, improve and promote public health and wellbeing within Vincent.
Thriving Places	We are recognised as a local government that supports local and small business. 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 planning framework supports quality design, sustainable urban built form and is responsive to our community and local context. Our built form character and heritage is protected and enhanced. More people living and working in or enjoying our town centres.
Innovative and Accountable	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 Vincent and our community.

Place Planning

Objective: To create vibrant, inclusive and resilient places across Vincent where people, businesses and creatives thrive and our strategies and projects have lasting impact.

Total FTE	Operating Expenses 2026/27
6 *(will be updated to reflect workforce plan for 2026)*	$3,878,646 *(will be updated to reflect this year's financial summary)*

Key Frameworks and Plans
• Accessible City Strategy 2020 – 2030 • Arts Plan 2023 – 2028 • Thriving Places Strategy 2023 – 2028 • Town Centre Place Plans

Services		
Main Service	**Sub-services**	**Key Functions**
Place Planning	Place Management	• Deliver place-based initiatives that support vibrant, sustainable town centres through the review of the North Perth and Mount Hawthorn Place Pans. • Manage grants and support programs that empower community groups and local businesses. • Maintain and improve public realm assets to enhance activation of streetscapes through the implementation of the wayfinding strategy.
	Arts and Culture	• To plan, review, and deliver arts strategies, programs, and funding initiatives, and to manage and maintain the City's art collections, advisory groups, and key programs and partnerships. • To support and collaborate with artists, creatives and arts organisations, including facilitating access to opportunities and community facilities, and through the delivery of The Globe artwork.
Contributing Services		
Development and Design, Public Health and Built Environment, Engineering, Strategic Planning and Sustainability.		

SCP Alignment	SCP Outcome
Thriving Places	Art, history and our community's living cultures are evident in the public realm. We are recognised as a City that supports local and small businesses 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.
Sensitive Design	Our built form is attractive and diverse, in line with our growing and changing community. More people living and working in or enjoying our town centres.

Corporate Strategy and Governance

Objective: To facilitate strategic, compliant and sustainable decision making and outcomes.

Total FTE	Operating Expenses 2026/27
6 *(will be updated to reflect workforce plan for 2026)*	$1,185,407 *(will be updated to reflect this year's financial summary)*

Key Frameworks and Plans
• Property Management Framework • Governance Framework

Services		
Main Service	**Sub-services**	**Key Functions**
Corporate Strategy & Governance	Corporate Governance	• Develop, implement, and review governance frameworks, policies, and legislative compliance requirements, including risk, fraud, integrity, and information management • Manage corporate planning, reporting, audit, and review processes, including business planning, performance reporting, and service delivery reviews • Provide governance advice and oversight, including delegations, disclosures, statutory processes, and business continuity planning
	Land and Property Management	• Provide strategic oversight of land and property matters, including acquisition activities and property management frameworks, and through the review of the Property Management Framework. • Interpret legislation, review documentation, and continuously refine processes and procedures
	Council Decision Making	• Manage formal governance processes, including Council and Audit Committee meetings, elections, and statutory declarations and registers • Review and maintain governance-related processes and procedures
Contributing Services		
All service areas at the City of Vincent.		

SCP Alignment	SCP Outcome
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.

Public Health and Built Environment

Objective: To support the wellbeing of the community by monitoring risks and achieving safety, amenity and public health deliverables; in line with planning, building and health objectives.

Total FTE	Operating Expenses 2026/27
18.8 *(will be updated to reflect workforce plan for 2026)*	$3,471,968 *(will be updated to reflect this year's financial summary)*

Key Frameworks and Plans
• Public Health Plan 2026-2031 • Smoke Free Town Centres

Services		
Main Service	**Sub-services**	**Key Functions**
Public Health & Built Environment	Development Compliance	• Undertake investigations, compliance and enforcement activities associated with the built environment (development), in accordance with the Planning and Development Act 2005, Building Act 2011 and Local Government Act 1995. • Deliver proactive compliance initiatives around urban tree canopy in the private realm and unhosted short-term rental accommodation (STRA).
	Building Applications and Private Swimming Poor Barrier Inspections	• Process building applications (certified and uncertified) in accordance with the Building Act 2011 and explore opportunities to transition to an online lodgement platform. • Inspect private swimming pool and spa barriers, on a mandatory four-year cycle, to ensure they meet the safety requirements prescribed under the Building Act 2011 (WA) and associated regulations.
	Public and Environmental Health - Investigations, Assessments, Programs and Surveillance	• Deliver the City's Public Health Plan 2026 – 2031*. • Assess, approve and monitor regulated businesses including food businesses, public buildings, lodging houses and skin penetration businesses – to provide public heath assurances. • Undertake investigations, compliance and enforcement activities associated with environmental and public health risks and nuisances, with a vision for continuous improvement whilst navigating a changing legislative framework. • Surveillance of environmental health hazards such as mosquito-borne disease, food-borne illnesses, and sampling of aquatic facilities. • Facilitate (assessment and approval) safe and suitable events, as environmental health risk managers, in a modernised framework to improve efficiency, clarity of information and stakeholder communication.

	Stakeholder, community and business support	• Provide clear, accurate and timely advice to residents, businesses and other stakeholders on regulatory requirements across development compliance, building and environmental health, helping them understand their obligations and make informed decisions.
Contributing Services		
Development & Design, Place Planning, Engineering, Waste & Recycling, Financial Services, Assets and City Buildings, Communications and Engagement, Ranger Services, Safer Vincent.		

SCP Alignment	SCP Outcome
Connected and Healthy Community	We protect, improve and promote public health and wellbeing within Vincent.
Thriving Places	Efficiently managed and maintained City assets in the public realm.
Innovative and Accountable	We deliver our services, projects and programs in the most inclusive, efficient, effective and sustainable way possible.

Ranger Services

Objective: To make the City of Vincent a safe place for all creatures great and small.

Total FTE incl. Casual Staff	Operating Expenses 2026/27
31.42 (*will be updated to reflect workforce plan for 2026)*	$8,404,926 *(will be updated to reflect this year's financial summary)*

Key Frameworks and Plans
• Precinct Parking Management Plan • Safer Vincent Plan 2019-2022*

Services		
Main Service	**Sub-services**	**Key Functions**
Ranger Services	Animal Control	• Administer animal management functions, including registrations, impounding, sterilisation services, and the issuing of infringements, cautions, and correspondence.
	Parking and Traffic Management	• Manage on-street and precinct parking operations, including inspectorate control, infringement processing, permits, and fines administration. • Oversee parking-related systems, infrastructure, technology, and improvement initiatives, including levy management and accessible city actions.
	Public Amenity Management	• Administer permit applications, local government notices, and infringements.
	Community Safety	• Coordinate community safety initiatives, including homelessness responses, CPTED principles, Safer Vincent actions, and security patrols and traffic management. • Support emergency management activities, including CCTV footage requests, inter-agency engagement, and participation in LEMC forums and meetings.
Contributing Services		
Community Facilities, Communications and Engagement, Engineering.		

SCP Alignment	SCP Outcome
Connected and Healthy Community	We protect, improve and promote public Health and wellbeing within Vincent.
Thriving Places	Our town centres and gathering spaces are safe, easy to use and attractive places where pedestrians have priority.
Innovative and Accountable	We engage with our community, so they are involved in what we are doing and how we are meeting our goals.

Engineering

Objective: To design, build, maintain and renew City infrastructure through sustainable measures.

Total FTE	Operating Expenses 2026/27
27 (*will be updated to reflect workforce plan for 2026)*	$12,926,168 *(will be updated to reflect this year's financial summary)*

Key Frameworks and Plans
• Bike Network Plan 2023-2028 • Sustainable Vincent Framework 2025-2028 • Enhanced Environment Strategy 2026-2031 • Accessible City Strategy 2020 – 2030 • Thriving Places Strategy • Town Centre Place Plans • Asset Management & Sustainability Strategy 2020 – 2030 • Leederville Precinct Structure Plan* • Long Term Financial Plan 2025/26 – 2034/35 • Precinct Road Safety Plans

Services		
Main Service	**Sub-services**	**Key Functions**
Engineering	Engineering Compliance, Traffic and Transport	• Manage development and planning approval processes, including coordination of compliance across government agencies and third-party contractors. • Coordinate transport-related initiatives, including applications for crossovers, parklets and events, and matters relating to active transport and road safety.
	Engineering Design and Delivery	• Oversee the design and delivery of capital works, including roads and drainage infrastructure.
	Engineering Operations	• Manage the maintenance and delivery of roads, footpaths, drainage, and associated infrastructure, including capital works.
Contributing Services		
Ranger Services, Asset and City Buildings, Major Projects, Development and Design, Place Planning, Waste & Recycling, Parks Services, Community Facilities.		

SCP Alignment	SCP Outcome
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.
Sensitive Design	Our built form is attractive and diverse, in line with out growing and changing community.
Innovative and Accountable	We deliver our services, projects and programs in the most inclusive, efficient, effective and sustainable way possible.

Parks Services

Objective: To maintain and enhance our public open space to provide a sustainable green environment for the community.

Total FTE	Operating Expenses 2026/27
30 (*will be updated to reflect workforce plan for 2026)*	$11,698,894 *(will be updated to reflect this year's financial summary)*

Key Frameworks and Plans
• Sustainable Vincent Framework 2025-2028 • Enhanced Environment Strategy 2026-2031 • Banks Reserve Master Plan • Britannia Northwest Reserve Development Plan • Haynes Street Reserve Development Plan • Public Open Space Strategy 2018* • Roberston Park Development Plan • Greening Plan 2018 – 2023*

Services		
Main Service	**Sub-services**	**Key Functions**
Parks	Infrastructure	• Manage the provision and maintenance of playground, exercise equipment, and parks infrastructure.
	Community	• Deliver community programs and events, supported by education, consultation, and customer engagement.
	Water	• Manage irrigation assets, including bore and pump maintenance, renewal, and manual watering activities. • Ensure compliance with licensing requirements, including DWER groundwater allocation and Waterwise Council endorsement.
	Streetscapes	• Manage street tree assets and streetscape vegetation, including verge, road reserve, and streetscape garden maintenance.
	Parks	• Manage park and garden assets, including turf, trees, garden enhancement, and rubbish and litter collection.
Contributing Services		
Ranger Services, Asset and City Buildings, Major Projects, Development and Design, Place Planning, Waste & Recycling, Community Facilities, Strategic Planning and Sustainability.		

SCP Alignment	SCP Outcome
Enhanced Environment	Our parks and reserves are maintained, enhanced and are accessible for all members of the community. Our urban canopy is maintained and increased. We have minimised our impact on the environment.
Connected and Healthy Community	Our community facilities and spaces are well-known and well-used.
Innovative and Accountable	We deliver our services, projects and programs in the most inclusive, efficient, effective and sustainable way possible.

Waste & Recycling

Objective: To deliver the Waste Strategy Projects, with the vision of zero waste to landfill by 2028.

Total FTE	Operating Expenses 2026/27
27.5 *(will be updated to reflect workforce plan for 2026)*	$8,525,354 *(will be updated to reflect this year's financial summary)*

Key Frameworks and Plans
• Waste Strategy 2018 – 2023*
• Sustainable Vincent Framework 2025-2028
• Enhanced Environment Strategy 2026-2031

Services		
Main Service	**Sub-services**	**Key Functions**
Waste & Recycling	Contracted Kerbside/Verge side Waste Management	• Coordinate domestic kerbside and verge collection services, including general waste, recycling, FOGO, green waste, and bulk hard waste. • Manage materials processing and the disposal of illegally dumped waste.
	Fleet Management & Depot Operations	• Manage fleet and depot operations, including vehicle and plant acquisition, disposal, maintenance, and minor plant management. • Oversee depot purchasing, stores, customer service, and associated administrative and reconciliation activities.
	In-house Waste Management Services	• Deliver in-house domestic kerbside collection services, including FOGO, illegal dumping collection, and servicing of street litter and park bins. • Manage street and precinct cleaning services, including graffiti management and bin and waste infrastructure delivery and maintenance (including recycling stations and HHW).
	Waste Education and Engagement	• Deliver waste education programs, including events, workshops, campaigns, and tailored education for single and multi-unit dwellings. • Manage alternative waste drop-off sites and supporting collection services.
Contributing Services		
Asset and City Buildings, Major Projects, Development and Design, Place Planning, Parks Services.		

SCP Alignment	SCP Outcome
Enhanced Environment	We have improved resource efficiency and waste management. We have minimised our impact on the environment.
Innovative and Accountable	We deliver our services, projects and programs in the most inclusive, efficient, effective and sustainable way possible.

Community Facilities – Beatty Park Leisure Centre

Objective: To provide places and opportunities for our community to prioritise health, wellbeing, and social connections.

Total FTE incl Casual Staff	Operating Expenses 2026/27
62.12 *(will be updated to reflect workforce plan for 2026)*	$11,216,042 *(will be updated to reflect this year's financial summary)*

Key Frameworks and Plans
• Asset Management & Sustainability Strategy 2020-2030 • Access and Inclusion Plan 2022 – 2027 • Property Management Framework • Sustainable Vincent Framework 2025-2028 • Enhanced Environment Strategy 2026-2031

Services		
Main Service	**Sub-services**	**Key Functions**
Community Facilities – Beatty Park Leisure Centre	Swim School	• To deliver accessible swimming and water safety programs that support community safety, health, and lifelong participation in aquatic activity.
	Retail Shop	• To provide on-site retail services that support participation in aquatic and fitness activities and enhance customer experience at the facility.
	Fitness Services	• To provide fitness and wellness services that encourage active lifestyles, improve physical health, and support ongoing community participation in physical activity.
	Community Facility Hire and Sports Management	• To coordinate access to community and sporting facilities in a manner that supports organised sport, recreation, and inclusive community use.
	Creche	• To provide safe and inclusive child-minding services that enable families to participate in aquatic, fitness, and community programs at Beatty Park.
	Aquatic Facility	• To operate and maintain aquatic facilities that provide safe, accessible, and well-presented environments for recreation, exercise, learn-to-swim programs, club and community use.

Contributing Services
Asset and City Buildings, Parks Services, Communications and Engagement, Community Facilities – Library and Local History Centre.

SCP Alignment	SCP Outcome
Connected & Healthy Community	We have enhanced opportunities for our community to build relationships and connections with each other and the City. Our community facilities and spaces are well-known and well-used. We protect, improve and promote public health and wellbeing within Vincent.
Thriving Places	Our town centres and gathering spaces are safe, easy to use and attractive places where pedestrians have priority. Efficiently managed and maintained City assets in the public realm.
Sensitive Design	Our built form character and heritage is protected and enhanced.
Innovative and Accountable	We deliver our services, projects and programs in the most inclusive, efficient, effective and sustainable way possible.

Community Facilities – Library and Local History Centre

Objective: To provide a safe, inclusive space, that connects the community to information, culture, heritage and facilitates social connections and learning experiences.

Total FTE incl. Casual staff	Operating Expenses 2026/27
10.6 *(will be updated to reflect workforce plan for 2026)*	$1,715,263 *(will be updated to reflect this year's financial summary)*

Key Frameworks and Plans
• Reconciliation Action Plan 2025 – 2027 Stretch • Youth Action Plan 2026 and Beyond • Public Health Plan 2026 – 2031 • Access and Inclusion Plan 2022 - 2027

Services		
Main Service	**Sub-services**	**Key Functions**
Community Facilities	Library and Local History Centre	• Access to information, lending collections, technology, local heritage, reference and research support • Skill building through community driven programs and services for literacy and learning, digital skills, wellbeing, financial literacy & creative pursuits • Supporting and improving the community's social connections and wellbeing by offering a communal, safe, inclusive and accessible space
Contributing Services		
Community Facilities – Beatty Park, Communications and Engagement, Community Development, Place Planning (heritage), Health & Environment, Community Safety, Waste.		

SCP Alignment	SCP Outcome
Connected & Healthy Community	We have enhanced opportunities for our community to build relationships and connections with each other and the City. We protect, improve and promote public health and wellbeing within Vincent.
Thriving Places	Our town centres and gathering spaces are safe, easy to use and attractive places where pedestrians have priority. Art, history and our community's living cultures are evident in the public realm.
Innovative and Accountable	We engage with our community, so they are involved in what we are doing and how we are meeting our goals.

City Buildings and Asset Management

Objective: To maintain and enhance community facilities to optimise service delivery through effective asset management.

Total FTE	Operating Expenses 2026/27
7.8 *(will be updated to reflect workforce plan for 2026)*	$8,057,740 *(will be updated to reflect this year's financial summary)*

Key Frameworks and Plans
• Heritage Strategic Plan 2013 – 2017* • Asset Management & Sustainability Strategy 2020-2030 • Property Management Framework • Sustainable Vincent Framework 2025-2028 • Enhanced Environment Strategy 2026-2031

Services		
Main Service	**Sub-services**	**Key Functions**
City Buildings & Asset Management	City Buildings Operations & Maintenance	• Manage maintenance and minor capital works, including contract management, city building maintenance, preventative maintenance programs, leased property liaison, and delivery of projects (<$100k).
	City Buildings Projects Planning & Delivery	• Plan, procure, and deliver projects, including design coordination and stakeholder management.
	Strategic Asset Management	• Provide strategic oversight, including financial forecasting, asset data and systems management, governance support, implementation of the Asset Management Framework, and development and review of Asset Management Plans.
Contributing Services		
Community Facilities – Beatty Park, Engineering, Planning, Strategic Planning & Sustainability, Waste & Recycling, Parks.		

SCP Alignment	SCP Outcome
Connected & Healthy Community	Our community facilities are well-known and well-used.
Thriving Places	Our town centres and gathering spaces are safe, easy to use and attractive places where pedestrians have priority. Art, history and our community's living cultures are evident in the public realm.
Sensitive Design	Our built form character and heritage is protected and enhanced.
Innovative and Accountable	We deliver our services, projects and programs in the most inclusive, efficient, effective and sustainable way possible.

Communications and Engagement

Objective: To communicate and engage authentically and consistently to build and strengthen community connections.

Total FTE incl. Casual staff	Operating Expenses 2026/27
20.4 *(will be updated to reflect workforce plan for 2026)*	$3,683,054 *(will be updated to reflect this year's financial summary)*

Key Frameworks and Plans
• Community and Stakeholder Engagement Framework • Stretch Reconciliation Action Plan 2025 – 2027 • Youth Action Plan 2020 – 2026 • Access and Inclusion Plan 2022-2027

Services		
Main Service	**Sub-services**	**Key Functions**
Communications & Engagement	Customer Relations	• Deliver customer service functions, including face-to-face and phone enquiries, cashiering, concierge support, CRM creation, knowledge management, customer registers, and service-related administrative processing.
	Marketing & Communications	• Provide strategic media, communications, branding, and engagement oversight, including proactive media management, content development across channels, advertising coordination, website governance, and delivery of civic and sponsored events programs.
	Community Development	• Provide strategic oversight of community development functions, including delivery of access, inclusion, reconciliation, youth, and community action plans • Manage community partnerships, programs, services, and funding, including MOUs, service delivery, grants, transport assistance, property frameworks for community groups, and civic awards programs.
Contributing Services		
All services areas at the City of Vincent.		

SCP Alignment	SCP Outcome
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. We are an inclusive, accessible and equitable City of all.
Innovative and Accountable	We engage with our community, so they are involved in what we are doing and how we are meeting our goals.

Financial Services & Project Management Office

Objective: To provide high performing, agile finance function, delivering value through innovative financial and commercial solutions, strategic alignment and business partnering.

Total FTE incl. Casual staff	Operating Expenses 2026/27
15 (*will be updated to reflect workforce plan for 2026)*	$1,743,498 *(will be updated to reflect this year's financial summary)*

Key Frameworks and Plans
• Long Term Financial Plan 2025/26 – 2034/35 • Revenue and Rating Plan 2022 – 2026

Services		
Main Service	**Sub-services**	**Key Functions**
Financial Services & PMO	Rates & Receivable Management	• Administer rating and revenue functions, including rate setting, debtor management, service charges, receipting, debt collection, and compliance reporting.
	Procurement and Contracts	• Manage procurement and contract governance, including tendering processes, purchasing authorities, compliance audits, and training.
	Financial Services	• Deliver comprehensive financial management functions, including budgeting, financial reporting, asset and project management, banking and investments, insurance, internal controls, financial modelling, audits, and statutory compliance.
Contributing Services		
All services areas at the City of Vincent.		

SCP Alignment	SCP Outcome
Innovative and Accountable	We deliver our services, projects and programs in the most inclusive, efficient, effective and sustainable way possible. 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. We engage with our community, so they are involved in what we are doing and how we are meeting our goals.

Human Resources

Objective: To attract, develop and retain talent. To create an environment where our people feel safe, can grow as individuals and professionals and create a culture that leads by example through our values and commitment to the City's strategic priorities.

Total FTE incl. Casual staff	Operating Expenses 2026/27
8.8 *(will be updated to reflect workforce plan for 2026)*	$93,725 *(will be updated to reflect this year's financial summary)*

Key Frameworks and Plans
• Long Term Financial Plan 2025/26 – 2034/35

Services		
Main Service	**Sub-services**	**Key Functions**
Human Resources	HR Business Partnering	• Deliver core human resource services including recruitment, employee relations, performance management, workforce planning, and learning and development. • Provide strategic HR advice and implement compliant policies, systems, and continuous improvement initiatives aligned to City objectives.
	Workplace Health, Safety and Wellness	• Manage workforce health, safety, and wellbeing functions, including WHS compliance, incident management, workers compensation, and wellness programs. • Implement WHS systems, risk management, reporting, and training to support a safe, healthy, and compliant workplace.
	Payroll Services	• Deliver accurate and timely payroll services, including employee payments, entitlements, onboarding/offboarding, and system administration. • Ensure compliance with industrial, taxation, superannuation, and statutory reporting requirements, with ongoing system and process improvements.
Contributing Services		
All services areas at the City of Vincent.		

SCP Alignment	SCP Outcome
Innovative and Accountable	We deliver our services, projects and programs in the most inclusive, efficient, effective and sustainable way possible. 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.

Information & Communications Technology (ICT)

Objective: To improve the digital experience of City staff and customers.

Total FTE	Operating Expenses 2026/27
9.4 *(will be updated to reflect workforce plan for 2026)*	$33,686 *(will be updated to reflect this year's financial summary)*

Key Frameworks and Plans
• Long Term Financial Plan 2025/26 – 2034/35

Services		
Main Service	**Sub-services**	**Key Functions**
Information & Communications Technology	Information & Communications Technology	• Provide ICT support for City staff and manage ICT functions, including ICT governance, emerging trends and technologies, business systems and applications, infrastructure and technology, IT business continuity and cyber security.
	Information Management	• Manage information management functions, including information governance, privacy and responsible information sharing, records management (including awareness and training), freedom of information, and information retention and disposal.
Contributing Services		
All services areas at the City of Vincent.		

SCP Alignment	SCP Outcome
Innovative and Accountable	We deliver our services, projects and programs in the most inclusive, efficient, effective and sustainable way possible. 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.

Insert the 4 year capital works program once approved by Council

8.3 OUTCOME OF ADVERTISING AND ADOPTION OF AMENDED COUNCIL MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT POLICY

Attachments:

1. **Council Members Continuing Professional Development Policy - 2026 review (clean)**
2. **Council Members Continuing Professional Development Policy - 2026 review (tracked)**
3. **Community Consultation Submissions - Council Members Continuing Professional Development Policy**

RECOMMENDATION:

That Council ADOPTS BY ABSOLUTE MAJORITY the Council Members Continuing Professional Development Policy at Attachment 1.

PURPOSE OF REPORT:

To present the outcome of community consultation and seek approval of the proposed Council Members Continuing Professional Development 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 21 April 2026 Meeting, Council approved conducting community consultation of its intention to amend the Council Members Continuing Professional Development Policy.

In accordance with the City's Community and Stakeholder Engagement Policy, community consultation was undertaken between 28th April 2026 to 20th May 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 28th April 2026 to 20th May 2026 with 13 views.
- News Item on the City's website from the 28th April 2026; and
- Notice exhibited on the notice board at the City's Administration and Library and Local History Centre.

Administration received 2 submissions, as summarised at **Attachment 3.**

DETAILS:

Community Consultation

The draft Policy received a low number of submissions, with two responses provided during the consultation period.

The following themes were mentioned in the submissions:

• Concerns regarding the extent of community funding for professional development activities.
• Views on the distinction between role-related training and personal career development.
• Support for clear accountability and transparency measures (e.g. reporting and travel provisions).

Examples of community comments received include:

• "*Meeting requirements is perfectly fine. Developing a career can be achieved by the individual.*"
• *"The main beneficiary of such courses is the attendee, and not the community."*

Submissions raised considerations regarding the balance between community-funded training and individual responsibility for professional development. These themes were already considered in the drafting of the Policy, which seeks to ensure that expenditure on professional development is aligned with governance responsibilities, legislative requirements, and community benefit.

Overall, the feedback does not identify any critical gaps, risks, or inconsistencies in the draft Policy. Instead, it reinforces the importance of maintaining a balanced and principles-based approach to professional development funding and accountability—an approach already embedded in the draft Policy.

No modifications to the draft Policy are required as a result of community feedback.

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.

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:

No further consultation is required.

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.

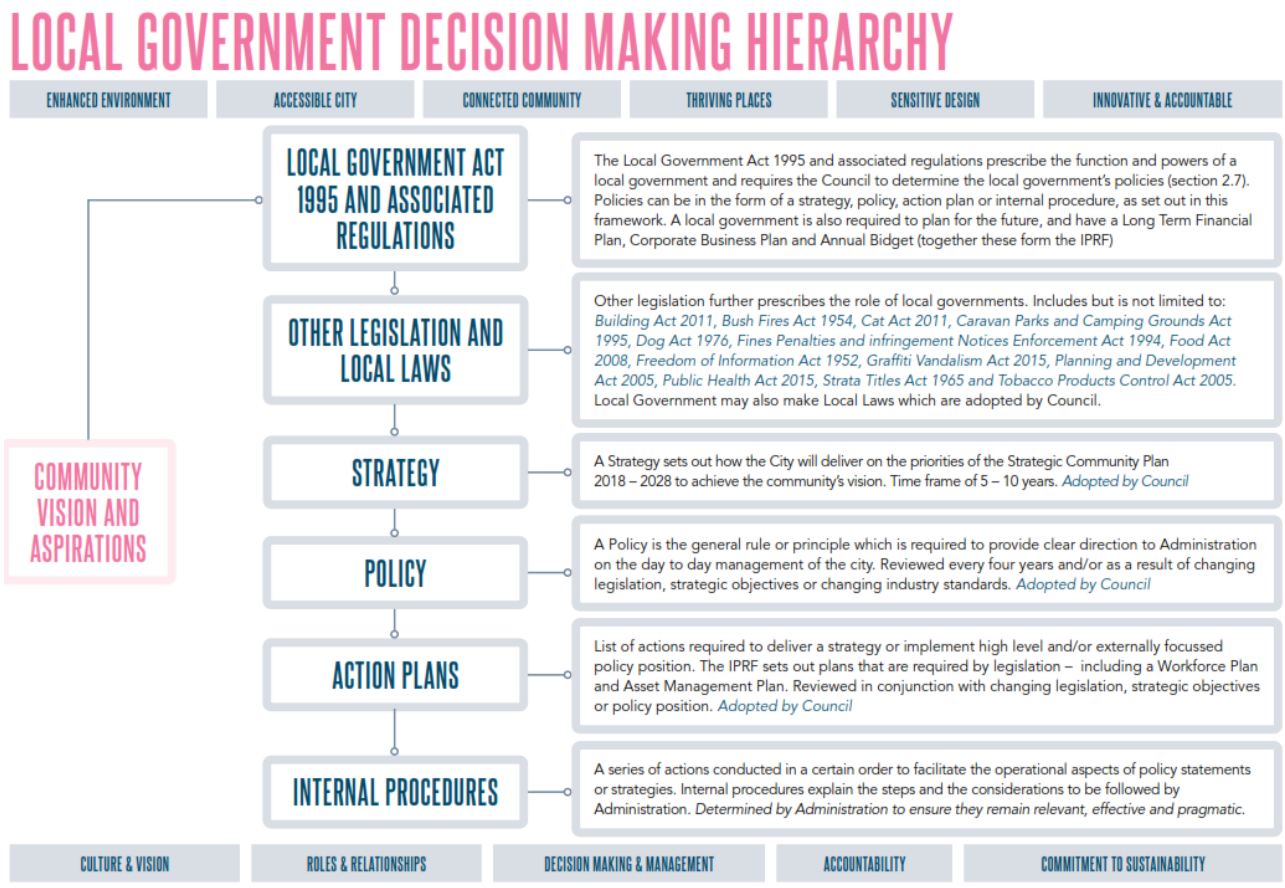
In accordance with clause 2.3 of the Corporate Document Development Policy:

> *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 and consistent framework to guide the continuing professional development (CPD) of Council Members, ensuring they are appropriately equipped to fulfil their statutory, governance and representative responsibilities.

The amendments provide a clearer, structured framework for induction, mandatory training, capacity building and continuing professional development, ensuring equitable access and consistent governance practices. Collectively, these changes support informed decision-making, enhance Council capability and ensure professional development delivers benefit to the Council, the organisation and the community.

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).



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	The amendments refine the policy framework, clarify scope, approval processes, reporting requirements and knowledge-sharing obligations, supporting consistent, transparent and

Risk Category	Risk Appetite/Tolerance Statement	Descriptor
	governance, due diligence, accountability and sustainability.	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: Adopting the proposed policy is low risk 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

COUNCIL MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT POLICY

CITY OF VINCENT

Legislation / local law requirements	Section 5.126 of the *local government act 1995*. *'each council member must complete training in accordance with regulations.'* Section 5.127 of the *local government act 1995*. *'A local government must prepare a report for each financial year on the training completed by council members in the financial year'* Section 5.128 of the *local government act 1995*. *'the chief executive officer shall maintain a register of professional development.* *This policy must be adopted and reviewed by absolute majority vote.* *This policy must be reviewed after each ordinary election* *The CEO must publish an up-to-date version of the policy on the local government's official website'.* Regulation 34ad l*ocal government (administration) regulations 1996*.
Relevant delegations	Nil
Related policies, procedures and supporting documentation	Council Members Allowances, Fees and Reimbursement of Expenses Policy Register of Professional Development (D17/36578)

PRELIMINARY

INTRODUCTION

Council acknowledges its commitment to the training and development of Council Members to assist in the fulfilment of duties and responsibilities of public office and in the interests of effective representation.

Council Members are encouraged to continually improve their knowledge and expertise to enhance the quality of representation and promote well informed decision making. This can be achieved by participating in conferences, programs and training courses which provides for professional development relating to their role and responsibilities in local government.

Such professional development programs are those developed by industry-recognised providers and (generally) delivered locally.

Access and participation in the identified professional development courses and programs is made available to all Council Members.

COUNCIL MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT POLICY

CITY OF VINCENT

PURPOSE

The primary objective of this policy is to provide guidance concerning the professional development of Council Members.

OBJECTIVE

To establish a framework for the continuing professional development of Council Members that supports compliance with sections 5.126, 5.127 and 5.128 of the *Local Government Act 1995*, enhances governance capability, and promotes informed decision-making through equitable access to training, mandatory modules, and ongoing development opportunities.

SCOPE

This Policy applies to Council Member training and continuing professional development, including mandatory training required under s.5.126 of the *Local Government Act 1995*.

COUNCIL MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT POLICY

CITY OF VINCENT

POLICY PROVISIONS

DEFINITIONS

Professional Development means activities that support the ongoing development of knowledge, skills, and professional capability relevant to local government and of interest or benefit to the City of Vincent. This may include, but is not limited to:

- Training courses and workshops
- Conferences, conventions, congresses, forums, and information sessions
- Study tours and professional events
- Formal qualifications delivered by accredited education institutions
- Individual units of study
- Continuing Professional Development (CPD) memberships and programs

Professional development activities must be delivered or facilitated by industry-recognised providers, peak bodies, professional organisations, accredited education institutions, or other reputable training providers.

Council Member means a person who is currently serving a term of office as an elected member of the Council in accordance with the Act.

POLICY

1. Meeting the professional development needs of Council Members

The City will endeavour to address and meet the identified professional development needs of Council Members.

The options for providing such professional development includes:

1.1 Council Member Induction

Following each election, the City of Vincent will conduct a comprehensive induction program, providing newly elected Council Members with information that will support them to understand Council Member roles and responsibilities; legislative obligations; personal responsibilities; and strategic direction of the Local Government. Continuing/previously elected Council Members are encouraged to participate in nominated elements of the induction program, to assist in fostering a team culture and to refresh their understanding.

1.2 Mandatory Modules for Council Members

- All Council Members elected to Council following the 2019 local government elections are required to complete the five mandatory modules of the Council Member Essentials Course.
- The training is valid for five years therefore a Council Member is only required to undertake the training at every second election.

COUNCIL MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT POLICY

CITY OF VINCENT

- The course must be completed within 12 months of appointment to Council. **Mandatory Training Exemptions:** Exemptions from completing mandatory training may apply in accordance with Regulation 36 of the Local Government (Administration) Regulations 1996. Where an exemption applies, the Council Member will not be required to complete the relevant training module(s) within the specified timeframe.

1.3 Council Capacity Building

Within 6 months after an election, a Council Workshop will be convened to enable Council Members to collaboratively develop a program of Council Capacity Building.

The program developed at the workshop will form the basis for regular training provided to all Council Members as a group, to encourage Council to focus on continuous improvement in its function as a governing body.

The CEO will coordinate training in accordance with the agreed program, with details of dates and delivery modes to be determined in consultation with Council Members.

1.4 Continuing Professional Development

- Council Members will be provided access to all West Australian Local Government Association (WALGA) Council Member training and development programs;
- Council Members will be encouraged to attend annual conferences of the major professions in local government and other institutions of relevance to local government activities; and
- Council Members will be able to attend eligible events where the Chief Executive Officer (CEO) or Council is of the opinion attendance would benefit the Council Member and the City.

1.5 Training Outcomes

In order to be eligible for approval under this policy, Continuing Professional Development must be relevant to the role of a Council Member, and offer demonstratable benefit to the Council as a governing body, the City of Vincent as an organisation, and the broader community.

This includes Continuing Professional Development that:

- Enhances the understanding of Council Member roles and responsibilities, and/or the role and function of Local Government;
- Assists Council Members to develop knowledge and skills in relation to the strategic objectives of the City of Vincent;
- Enables Council Members to further develop personal and professional skills necessary for excellence in performance of the Council Member role; or
- Supports Council Members in developing and maintaining positive and healthy communication, team culture and relationships, to facilitate excellent teamwork to achieve outcomes that deliver good government for the City of Vincent community.

Eligible Continuing Professional Development activities include:

COUNCIL MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT POLICY

CITY OF VINCENT

- WA Local Government Association Council (WALGA) and Australian Local Government Association (ALGA) conferences.
- Special 'one off' conferences called for or sponsored by WALGA and/or ALGA on important Local Government issues.
- Annual conferences of the major professions in Local Government and other institutions of relevance to Local Government activities.
- Other Local Government-specific training courses, workshops and forums, relating to the outcomes listed above.
- Training relevant to the outcomes listed above offered by accredited organisations.
- Conferences, training, workshops or seminars that address the initiatives and projects identified in the City of Vincent's Strategic Community Plan, Corporate Business Plan or other strategic documents.

Council Members are encouraged to identify and share relevant Continuing Professional Development opportunities with Council and the CEO. The CEO will also identify and inform Council Members of relevant opportunities.

2. Accessing professional development

Request for professional development may be initiated by the Council Member or through Administration's Professional Development Training Program and must be forwarded to the CEO prior to enrolment or registration.

The application should specify course title, provider, program outline or link, anticipated benefits aligned to policy criteria, and full cost estimates.

The CEO will consult with the Mayor in relation to the request to determine that:

- the application is relevant and appropriate and addresses the Council Member's professional development needs;
- there are enough funds available for all costs likely to be incurred in the elected member's proposed professional development; and
- the proposed Elected Member is the most appropriate to undertake the specific professional development.

No Council Member is permitted to undertake professional development in the last 6 months of his or her term of office, unless approved by Council.

The CEO is authorised to approve requests from Council Members for professional development based on consultation with the Mayor and providing that the training, development or conference is:

- organised by an identified, industry recognised training provider; and
- held within the Perth metropolitan region; and

Any requests that do not meet the above criteria, are to be submitted to Council for consideration.

When assessing requests from Council Members for professional development, the CEO, in consultation with the Mayor, must consider scheduling conflicts with Council or Committee meetings and the potential impact on quorum requirements for those meetings.

COUNCIL MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT POLICY

CITY OF VINCENT

If the Mayor and CEO determine NOT to approve a request for professional development, the affected Council Member has the right to put the matter before Council for consideration and final determination.

3. Registration, Travel and Expenses

The City of Vincent will be responsible for the costs associated with training or professional development approved in accordance with this policy, as detailed in this section.

Event Registration and Bookings

The City will make all bookings associated with the proposed professional development, including where relevant, airline bookings, accommodation and registration.

Council Members are not to pay such costs and seek reimbursement, except in the case of an emergency or unique circumstances and subject to the Chief Executive Officer's prior approval.

Travel

Where travel is involved, the actual costs of travel to and from the event venue are to be met by the City of Vincent in accordance with the current WA Salaries and Allowances Tribunal Determination for Local Government CEOs and Elected Members (the Determination).

Travel arrangements are to be by the most cost effective and reasonably convenient mode.

Air travel is to be Economy Class at a time that is convenient to the Council Member. As far as is practicable, tickets will be purchased well in advance and take advantage of available discount fares.

A Council Member may seek approval to travel within Western Australia by private motor vehicle and be reimbursed for vehicle costs in accordance with the Determination. Approval may only be granted where the cost is approximately equivalent to the most cost-effective mode of travel.

Meals

Funding for meals and incidental expenses is to be provided in accordance with the Determination.

Registration

Registration fees may include, where applicable, event registration, conference program dinners, technical dinners, technical tours and accompanying workshops identified within the event program.

Accommodation

Reasonable accommodation will be booked for the Council Member for a room at or in close proximity to the event venue and within the expenditure limitations prescribed in the Determination.

Loyalty Program and Reward Points

Council Members are not to obtain personal benefit from expenditure of the City of Vincent funds and must not claim personal frequent flyer or accommodation loyalty points for air travel or accommodation paid for by the City of Vincent.

COUNCIL MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT POLICY

CITY OF VINCENT

Accompanying Persons

Council Members are responsible and will be required to pay all costs associated with an accompanying person attending an event (including conference dinners and functions).

Booking Change/ Modification Costs

Costs incurred for cancellation of registration, travel or accommodation, where the cancellation is:

a. At the request of the Council Member, are to be paid by the Council Member; or
b. A requirement or for the convenience of the City of Vincent, are to be paid by the City of Vincent.

Cancellations

Costs incurred for cancellation of registration, travel or accommodation, where the cancellation is:

a. At the request of the Council Member, are to be attributed to the Council Member's individual allocation; or
b. A requirement or for the convenience of the City of Vincent, are to be paid by the City of Vincent.

4. Reports

Following attendance at any CPD activity of two (2) days or more duration, the Council Member/s that attended shall submit an individual or composite report to a Council Workshop, which is to be signed by each attendee, within thirty days of their return, for the Council's information and records.

The report shall include a summary of the event's proceedings, major points of interest to the City, and any recommendations, including whether attendance at similar conferences in the future is warranted.

Annual Training Report

Administration is required to report annually on training completed by Council Members. The report must include the Council Member Essentials Course and any continuing professional development undertaken by Council Members, and specify the following information: Council Member name, election date, mandatory training status and completion dates, title and date of each CPD activity, provider, cost, and location. The report is to be provided to Council prior to publication and must be published on the City's website within one month of the end of the financial year.

5. Budget allocation

The City's Annual Budget will include:

a. Whole of Council Training and Development

   An allocation for Council as a whole, to be used for:

   - Council Member Induction, dealt with under Part 1.1 of this Policy;
   - Mandatory Council Member Training, dealt with under Part 1.2 of this Policy, and
   - Council Capacity Building, dealt with under Part 1.3 of this Policy.

b. Council Member Professional Development

COUNCIL MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT POLICY

CITY OF VINCENT

An allocation for each Council Member to be used for individual Continuing Professional Development, as specified under Part 1.4 of this Policy. Council Members may select training and professional development to be funded from this allocation, subject to approval in accordance with this Policy.

Unexpended allocations at the end of a financial year will not be carried forward to the next financial year.

Any professional development proposal that exceeds an individual Council Member's allocation will be referred for Council decision. Alternatively, the Council Member may choose to privately fund any shortfall. This will not be eligible for reimbursement from a future budget allocation.

6. High Level Training Programs

Subject to budget availability, up to two Council Members per financial year may be supported to undertake a recognised governance qualification with a course duration of five (5) days or more.

Where a membership-based pricing structure applies, Council Members will be required to purchase the relevant membership at their own cost where this results in a reduced course fee for the City. The purchase of the membership, which enables access to the reduced member rate, will be considered an equitable co-contribution by the Council Member.

Participation will be determined with regard to equitable access across the Council term, prior participation, and operational considerations.

OFFICE USE ONLY	
Responsible Officer	Executive Manager Corporate Strategy and Governance
Initial Council Adoption	16/06/2020
Previous Title	Elected Member Continuing Professional Development Policy
Reviewed / Amended	21/04/2026
Next Review Date	10/2027

COUNCIL MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT POLICY

CITY OF VINCENT

Legislation / local law requirements	Section 5.126 of the *local government act 1995.* *'each council member must complete training in accordance with regulations.'* Section 5.127 of the *local government act 1995.* *'A local government must prepare a report for each financial year on the training completed by council members in the financial year'* Section 5.128 of the ***L**ocal government act 1995.* *'the chief executive officer shall maintain a register of professional development.* *This policy must be adopted and reviewed by absolute majority vote.* *This policy must be reviewed after each ordinary election* *The CEO must publish an up-to-date version of the policy on the local government's official website'.* Regulation 34ad l*ocal government (administration) regulations 1996.*
Relevant delegations	Nil
Related policies, procedures and supporting documentation	Council Members Allowances, Fees and Reimbursement of Expenses Policy Register of Professional Development (D17/36578)

PRELIMINARY

INTRODUCTION

Council acknowledges its commitment to the training and development of Council Members to assist in the fulfilment of duties and responsibilities of public office and in the interests of effective representation.

Council Members are encouraged to continually improve their knowledge and expertise to enhance the quality of representation and promote well informed decision making. This can be achieved by participating in conferences, programs and training courses which provides for professional development relating to their role and responsibilities in local government.

Such professional development programs are those developed by industry-recognised providers and (generally) delivered locally.

Access and participation in the identified professional development courses and programs is made available to all Council Members.

COUNCIL MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT POLICY

CITY OF VINCENT

PURPOSE

The primary objective of this policy is to provide guidance concerning the professional development of Council Members.

OBJECTIVE

To establish a framework for the continuing professional development of Council Members that supports compliance with sections 5.126, 5.127 and 5.128 of the *Local Government Act 1995*, enhances governance capability, and promotes informed decision-making through equitable access to training, mandatory modules, and ongoing development opportunities.

~~To:~~

- ~~establish policy, in accordance with 5.128 of the *Local Government Act 1995*, that details the City's commitment to the continuing professional development of Council Members, and~~
- ~~reinforce the reporting obligations on the training completed by Council Members in each financial year.~~

SCOPE

This Policy applies to ~~City of Vincent Council Members.~~ Council Member training and continuing professional development, including mandatory training required under s.5.126 of the *Local Government Act 1995.*

COUNCIL MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT POLICY

CITY OF VINCENT

POLICY PROVISIONS

DEFINITIONS

Professional Development means activities that support the ongoing development of knowledge, skills, and professional capability relevant to local government and of interest or benefit to the City of Vincent. This may include, but is not limited to:

- Training courses and workshops
- Conferences, conventions, congresses, forums, and information sessions
- Study tours and professional events
- Formal qualifications delivered by accredited education institutions
- Individual units of study
- Continuing Professional Development (CPD) memberships and programs

Professional development activities must be delivered or facilitated by industry-recognised providers, peak bodies, professional organisations, accredited education institutions, or other reputable training providers.

~~**Professional Development** means; training, conferences, conventions, congresses, study tours, forums, information sessions, workshops and events related to local government and of interest to the City of Vincent.~~

Council Member means a person who is currently serving a term of office as an elected member of the Council in accordance with the Act.

POLICY

1. Meeting the professional development needs of Council Members

The City will endeavour to address and meet the identified professional development needs of Council Members.

The options for providing such professional development includes:

1.1 Council Member Induction

Following each election, the City of Vincent will conduct a comprehensive induction program, providing newly elected Council Members with information that will support them to understand Council Member roles and responsibilities; legislative obligations; personal responsibilities; and strategic direction of the Local Government. Continuing/previously elected Council Members are encouraged to participate in nominated elements of the induction program, to assist in fostering a team culture and to refresh their understanding.

1.2 Mandatory Modules for Council Members

- All Council Members elected to Council following the 2019 local government elections are required to complete the five mandatory modules of the Council Member Essentials Course.

COUNCIL MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT POLICY

CITY OF VINCENT

- The training is valid for five years therefore a Council Member is only required to undertake the training at every second election.
- The course must be completed within 12 months of appointment to Council.
- **Mandatory Training Exemptions:** Exemptions from completing mandatory training may apply in accordance with Regulation 36 of the Local Government (Administration) Regulations 1996. Where an exemption applies, the Council Member will not be required to complete the relevant training module(s) within the specified timeframe.

1.3 Council Capacity Building

Within 6 months after an election, a Council Workshop will be convened to enable Council Members to collaboratively develop a program of Council Capacity Building.

The program developed at the workshop will form the basis for regular training provided to all Council Members as a group, to encourage Council to focus on continuous improvement in its function as a governing body.

The CEO will coordinate training in accordance with the agreed program, with details of dates and delivery modes to be determined in consultation with Council Members.

1.4 Continuing Professional Development

- Council Members will be provided access to all West Australian Local Government Association (WALGA) Council Member training and development programs;
- Council Members will be encouraged to attend annual conferences of the major professions in local government and other institutions of relevance to local government activities; and
- Council Members will be able to attend eligible events where the Chief Executive Officer (CEO) or Council is of the opinion attendance would benefit the Council Member and the City.

1.5 Training Outcomes

In order to be eligible for approval under this policy, Continuing Professional Development must be relevant to the role of a Council Member, and offer demonstratable benefit to the Council as a governing body, the City of Vincent as an organisation, and the broader community.

This includes Continuing Professional Development that:

- Enhances the understanding of Council Member roles and responsibilities, and/or the role and function of Local Government;
- Assists Council Members to develop knowledge and skills in relation to the strategic objectives of the City of Vincent;
- Enables Council Members to further develop personal and professional skills necessary for excellence in performance of the Council Member role; or
- Supports Council Members in developing and maintaining positive and healthy communication, team culture and relationships, to facilitate excellent teamwork to achieve outcomes that deliver good government for the City of Vincent community.

COUNCIL MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT POLICY

CITY OF VINCENT

Eligible Continuing Professional Development activities include:

- WA Local Government Association Council (WALGA) and Australian Local Government Association (ALGA) conferences.
- Special 'one off' conferences called for or sponsored by WALGA and/or ALGA on important Local Government issues.
- Annual conferences of the major professions in Local Government and other institutions of relevance to Local Government activities.
- Other Local Government-specific training courses, workshops and forums, relating to the outcomes listed above.
- Training relevant to the outcomes listed above offered by accredited organisations.
- Conferences, training, workshops or seminars that address the initiatives and projects identified in the City of Vincent's Strategic Community Plan, Corporate Business Plan or other strategic documents.

Council Members are encouraged to identify and share relevant Continuing Professional Development opportunities with Council and the CEO. The CEO will also identify and inform Council Members of relevant opportunities.

2. Accessing professional development

Request for professional development may be initiated by the Council Member or through Administration's Professional Development Training Program and must be forwarded to the CEO prior to enrolment or registration.

The application should specify course title, provider, program outline or link, anticipated benefits aligned to policy criteria, and full cost estimates.

The CEO will consult with the Mayor in relation to the request to determine that:

- the application is relevant and appropriate and addresses the Council Member's professional development needs;
- there are enough funds available for all costs likely to be incurred in the elected member's proposed professional development; and
- the proposed Elected Member is the most appropriate to undertake the specific professional development.

No Council Member is permitted to undertake professional development in the last 6 months of his or her term of office, unless approved by Council.

The CEO is authorised to approve requests from Council Members for professional development based on consultation with the Mayor and providing that the training, development or conference is:

- ~~The training, development or conference is~~ organised by an identified, industry recognised training provider; and
- ~~The training, development or conference is~~ held within the Perth metropolitan region; and
- ~~The training, development or conference does not conflict with scheduled Council or Committee meetings.~~

COUNCIL MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT POLICY

CITY OF VINCENT

Any requests that do not meet the above criteria, ~~including those for attendance at courses or conferences outside of the Perth metropolitan region~~ are to be submitted to Council for consideration.

When assessing requests from Council Members for professional development, the CEO, in consultation with the Mayor, must consider scheduling conflicts with Council or Committee meetings and the potential impact on quorum requirements for those meetings.

If the Mayor and CEO determine NOT to approve a request for professional development, the affected Council Member has the right to put the matter before Council for consideration and final determination.

3. ~~Booking Arrangements~~Registration, Travel and Expenses

The City of Vincent will be responsible for the costs associated with training or professional development approved in accordance with this policy, as detailed in this section.

Event Registration and Bookings

The City will make all bookings associated with the proposed professional development, including where relevant, airline bookings, accommodation and registration.

Council Members are not to pay such costs and seek reimbursement, except in the case of an emergency or unique circumstances and subject to the Chief Executive Officer's prior approval.

Travel

Where travel is involved, the actual costs of travel to and from the event venue are to be met by the City of Vincent in accordance with the current WA Salaries and Allowances Tribunal Determination for Local Government CEOs and Elected Members (the Determination).

Travel arrangements are to be by the most cost effective and reasonably convenient mode.

Air travel is to be Economy Class at a time that is convenient to the Council Member. As far as is practicable, tickets will be purchased well in advance and take advantage of available discount fares.

A Council Member may seek approval to travel within Western Australia by private motor vehicle and be reimbursed for vehicle costs in accordance with the Determination. Approval may only be granted where the cost is approximately equivalent to the most cost effective mode of travel.

Meals

Funding for meals and incidental expenses is to be provided in accordance with the Determination.

Registration

Registration fees may include, where applicable, event registration, conference program dinners, technical dinners, technical tours and accompanying workshops identified within the event program.

Accommodation

Reasonable accommodation will be booked for the Council Member for a room at or in close proximity to the event venue and within the expenditure limitations prescribed in the Determination.

COUNCIL MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT POLICY

CITY OF VINCENT

Loyalty Program and Reward Points

Council Members are not to obtain personal benefit from expenditure of the City of Vincent funds and must not claim personal frequent flyer or accommodation loyalty points for air travel or accommodation paid for by the City of Vincent.

Accompanying Persons

Council Members are responsible and will be required to pay all costs associated with an accompanying person attending an event (including conference dinners and functions).

Booking Change/ Modification Costs

Costs incurred for cancellation of registration, travel or accommodation, where the cancellation is:

a. At the request of the Council Member, are to be paid by the Council Member; or
b. A requirement or for the convenience of the City of Vincent, are to be paid by the City of Vincent.

Cancellations

Costs incurred for cancellation of registration, travel or accommodation, where the cancellation is:

a. At the request of the Council Member, are to be attributed to the Council Member's individual allocation; or
b. A requirement or for the convenience of the City of Vincent, are to be paid by the City of Vincent.

~~**4. Registration**~~

~~The City will pay all normal registration costs for Council Members, including those costs relating to official luncheons, dinners and tours/inspections that are relevant to the interests of the City.~~

~~5.~~4. Reports

Following attendance at ~~conferences, congresses, study tours and any seminars, forums, workshops of two (2) days or more duration~~any CPD activity of two (2) days or more duration, the Council Member/s that attended shall submit an individual or composite report to a Council Workshop, which is to be signed by each attendee, ~~to the Council (to be included in the Information Bulletin)~~ within thirty days of their return ~~to Perth~~, for the Council's information and records. The report shall include a summary of the event's proceedings, major points of interest to the City, and any recommendations, including whether attendance at similar conferences in the future is warranted.

~~The report shall include a summary of the event's proceedings, major points of interest to the City and any recommendations, including as to whether attendance at similar conferences in the future is warranted.~~

Annual Training Report

Administration is required to report annually on training completed by Council Members. The report must include the Council Member Essentials Course and any continuing professional development undertaken by Council Members, and specify the following information: Council Member name, election date, mandatory training status and completion dates, title and date of each CPD activity, provider, cost, and

COUNCIL MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT POLICY

CITY OF VINCENT

location. The report is to be provided to Council prior to publication and must be published on the City's website within one month of the end of the financial year.

~~Administration is also required to report annually on completed training. Completed training must be published on the City's website within one month of the financial year ending. This will include the Council Member Essentials Course and any continuing professional development undertaken by Council Members.~~

~~6.~~5. Budget allocation

The City's Annual Budget will include:

a. Whole of Council Training and Development

An allocation for Council as a whole, to be used for:

- Council Member Induction, dealt with under Part 1.1 of this Policy;
- Mandatory Council Member Training, dealt with under Part 1.2 of this Policy, and
- Council Capacity Building, dealt with under Part 1.3 of this Policy.

b. Council Member Professional Development

An allocation for each Council Member to be used for individual Continuing Professional Development, as specified under Part 1.4 of this Policy. Council Members may select training and professional development to be funded from this allocation, subject to approval in accordance with this Policy.

Unexpended allocations at the end of a financial year will not be carried forward to the next financial year.

Any professional development proposal that exceeds an individual Council Member's allocation will be referred for Council decision. Alternatively, the Council Member may choose to privately fund any shortfall. This will not be eligible for reimbursement from a future budget allocation.

6. High Level Training Programs

Subject to budget availability, up to two Council Members per financial year may be supported to undertake a recognised governance qualification with a course duration of five (5) days or more.

Where a membership-based pricing structure applies, Council Members will be required to purchase the relevant membership at their own cost where this results in a reduced course fee for the City. The purchase of the membership, which enables access to the reduced member rate, will be considered an equitable co-contribution by the Council Member.

Participation will be determined with regard to equitable access across the Council term, prior participation, and operational considerations.

COUNCIL MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT POLICY

CITY OF VINCENT

OFFICE USE ONLY	
Responsible Officer	Executive Manager Corporate Strategy and Governance
Initial Council Adoption	16/06/2020
Previous Title	Elected Member Continuing Professional Development Policy
Reviewed / Amended	20/08/2024
Next Review Date	10/2025

Summary of Submissions:

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

Comments Received in Objection:	Administration Comment:
Issue: Cost to community	
• Concern that community funds are being used for professional development that is not essential for the role and do not benefit the community. • Concern that community funds are being used for courses that enable councillors to use post-nominals and that is this is to occur costs should be split 50/50 between the attendee and the City.	• These themes were already considered in the drafting of the Policy, which seeks to ensure that expenditure on professional development is aligned with governance responsibilities, legislative requirements, and community benefit. Section 1.5 clearly sets out training outcomes and identify professional development activities.
• Concern that attendance at one course that entitles the attendee to membership may result in the City paying ongoing membership fees.	• This is not provided for in the WA Salaries and Allowances Tribunal Determination for Local government CEOs and Elected Members.
• Recommends that the City will only pay for travel to the closest place a course is offered	• Section 3 *Travel* acknowledges that travel arrangements are to be by the most cost effective and reasonably convenient mode. Section 2 *Accessing professional development* sets out the approach for consideration of training requests.
• Recommends that reports following training referenced in section 4 be made by all individuals rather than allowing composite reports.	• Administration considers that in the limited instance where multiple councillors are attending the same training that extends for greater than two days a combined report with input from each is an acceptable approach.

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

8.4 FORMAL ESTABLISHMENT OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE AND APPOINTMENT OF DEPUTY OF THE PRESIDING MEMBER

Attachments:
1. **Deputy of the Presiding Member ARIC - Application 1 - Confidential**
2. **Evaluation Matrix - Confidential**

RECOMMENDATION:

That Council BY ABSOLUTE MAJORITY:

1. **ESTABLISHES the Audit, Risk and Improvement Committee in accordance with sections 5.8 and 7.1A of the *Local Government Act 1995*.**

2. **APPOINTS the following members to the Audit, Risk and Improvement Committee for the term commencing 16 June 2026 and expiring on 16 October 2027:**

   Council Members:
   - **2.1 Mayor Alison Xamon**
   - **2.2 Cr Alex Castle**
   - **2.3 Cr Reece Wheadon**
   - **2.4 Cr Ashlee La Fontaine**

   External Independent Members:
   - **2.5 George Araj (Presiding Member)**
   - **2.6 Conley Manifis (Deputy Presiding Member)**
   - **2.7 Baptiste Isambert**

3. **APPOINTS Richard Thomas as the independent Deputy of the Presiding Member of the Audit, Risk and Improvement Committee in accordance with sections 7.1B and 5.11A of the *Local Government Act 1995,* for the term commencing 16 June 2026 and expiring on 16 October 2027.**

4. **NOTES that:**

   - **4.1 the Deputy of the Presiding Member is not a standing member of the Committee and attends meetings only when deputising;**
   - **4.2 the Deputy Presiding Member remains a standing committee member and may preside only where both the Presiding Member and the Deputy of the Presiding Member are unavailable.**
   - **4.3 That these resolutions give effect to the formal re-establishment of a compliant Audit, Risk and Improvement Committee prior to 30 June 2026.**

PURPOSE OF REPORT:

To formally re-establish the Audit, Risk and Improvement Committee and appoint its members, including the Deputy of the Presiding Member, to meet legislative requirements.

DELEGATION:

The establishment of the Committee and the appointment of committee members, the Presiding Member, the Deputy Presiding Member and a deputy of a committee member require an absolute majority of Council.

BACKGROUND:

At its Ordinary Meeting on 21 October 2025, Council appointed four Council Members and three external independent members to the City's Audit and Risk Committee for a term ending 16 October 2027, including George Araj as Chair, Conley Manifis as Deputy Chair and Baptiste Isambert as an independent member. The *Local Government Amendment Act 2024* introduced a new framework for Audit, Risk and Improvement Committees, commencing on 1 January 2026. These amendments require each local government to establish a compliant Audit, Risk and Improvement Committee and appoint an independent Deputy of the Presiding Member by 30 June 2026.

At its meeting on 21 April 2026, Council approved the updated Audit, Risk and Improvement Committee Terms of Reference and authorised the Chief Executive Officer to commence an Expression of Interest process to identify a suitably qualified candidate for appointment as the Deputy of the Presiding Member.

Advice received from the Department of Local Government, Industry Regulation and Safety confirmed that, as the City did not have a deputy of the Presiding Member appointed prior to 1 January 2026, the transitional provisions do not apply. The Committee must therefore be formally re-established by Council resolution before 30 June 2026.

This report gives effect to that advice by formally re-establishing the Committee and reappointing the existing members to align with the amended legislative framework while maintaining continuity of membership and expertise.

DETAILS:

Legislative context

The *Local Government Act 1995* requires each local government to establish an Audit, Risk and Improvement Committee and appoint its members, including a Presiding Member and, where applicable, a Deputy Presiding Member.

The Act also requires the appointment of a Deputy of the Presiding Member, which is a separate statutory role appointed under section 5.11A.

The *Local Government (Audit) Regulations 1996* provide transitional arrangements which only apply where all prescribed membership requirements were met at commencement, including the appointment of a deputy of the Presiding Member. As this requirement was not met, the Committee must be formally re-established.

Existing appointments and continuity of membership

The appointments proposed in this report preserve the structure previously approved by Council on 21 October 2025.

The current Council Members and external independent members have not been asked to re-nominate and no new recruitment process has been undertaken for these positions. Instead, Council is being asked to reappoint the existing members to reflect the formal re-establishment of the Committee and maintain continuity of knowledge, capability and oversight.

This approach aligns with the Terms of Reference, which provide for appointments for up to two years terminating on the day of the Ordinary Council elections and allow for reappointment.

Presiding Member, Deputy Presiding Member and Deputy of the Presiding Member

The roles of Deputy Presiding Member and Deputy of the Presiding Member are separate and are established under different provisions of the Act.

The Deputy Presiding Member is a standing member of the Committee who attends all meetings and may preside where both the Presiding Member and the Deputy of the Presiding Member are unavailable.

The Deputy of the Presiding Member is not a standing member of the Committee and attends only when deputising for the Presiding Member.

Terms of Reference

Council approved the updated Audit, Risk and Improvement Committee Terms of Reference on 21 April 2026.

The Terms of Reference set out the operational framework for the Committee, including its role, functions, membership structure and meeting arrangements.

No further approval of the Terms of Reference is required as part of this report.

Recruitment and selection process

In accordance with Council's resolution of 21 April 2026, the Chief Executive Officer commenced an Expression of Interest process to identify a suitably qualified candidate for appointment as the Deputy of the Presiding Member.

The process included:

- Public advertisement via the City of Vincent Audit, Risk & Improvement Committee web page and social media channels, with nominations open from Friday, 8 May 2026 to Friday, 22 May 2026;
- Assessment of applicants against predetermined merit-based criteria; and
- Evaluation of applications by Administration, with the final assessment reviewed by the CEO in accordance with Section 3 (Membership) of the ARIC Terms of Reference.

One application was received, as at **Attachment 1.** Richard Thomas is recommended for appointment. A summary of Richard Thomas' qualifications and experience, considered against relevant selection criteria in considering merit, is provided in **Attachment 2**.

Term of appointment

The proposed term of appointment, from 16 June 2026 to 16 October 2027, is consistent with standard practice for ARIC appointments and accords with the City's ARIC Terms of Reference. The Terms of Reference provide that appointments are for up to two years, concluding on the day of the Ordinary Council election, and may be renewed subject to Council approval.

LEGAL/POLICY:

This appointment ensures compliance with:

- Sections 7.1A and 7.1B of the Act;
- Section 5.11A of the Act; and
- Regulation 16 of the *Local Government Audit Regulations 1996*.

RISK MANAGEMENT IMPLICATIONS

The appointment supports regulatory assurance and governance continuity.

Failure to formally re-establish the Committee and appoint the required Deputy of the Presiding Member by 30 June 2026 would result in non-compliance with legislative requirements.
The recommended approach mitigates this risk while maintaining continuity of governance oversight.

STRATEGIC IMPLICATIONS:

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

FINANCIAL/BUDGET IMPLICATIONS:

Meeting fees for independent members will be paid in accordance with Council's 21 April 2026 resolution and the applicable Salaries and Allowances Tribunal determination.

When presiding at a meeting, the Independent Deputy of the Presiding Member will be paid a meeting fee at the maximum rate permitted under the applicable Salaries and Allowances Tribunal determination, reflecting the full leadership and statutory responsibilities exercised.

No meeting fee is payable where the appointee attends a meeting in an observer capacity only.

8.5 INFORMATION BULLETIN

Attachments:

1. **Confirmed Minutes Sustainability Advisory Group on 11 February 2026**
2. **Confirmed Minutes Sustainability Advisory Group on 13 May 2026**
3. **Unconfirmed Minutes of the Mindarie Regional Council Meeting held on 30 April 2026**
4. **Unconfirmed Minutes of the Mindarie Regional Special Council Meeting held on 30 April 2026**
5. **Statistics for Development Services Applications as at the end of May 2026**
6. **Register of Legal Action and Prosecutions Monthly - Confidential**
7. **Register of State Administrative Tribunal (SAT) Appeals - Progress Report as at 28 May 2026**
8. **Register of Applications Referred to the Metro Inner-North Joint Development Assessment Panel - Current**
9. **Register of Applications Referred to the Design Review Panel - Current**
10. **Register of Petitions - Progress Report June 2026**
11. **Register of Notices of Motion - Progress Report - June 2026**
12. **Register of Reports to be Actioned - Progress Report - June 2026**
13. **Council Workshop Items since 19 May 2026**
14. **Council Briefing Notes - 12 May 2026**

RECOMMENDATION:

That Council RECEIVES the Information Bulletin dated June 2026.

MINUTES

CITY OF VINCENT

Sustainability Advisory Group (SAG) Meeting

11 February 2026 6.00pm-7.45pm

City of Vincent, Committee Room

Attendees:

City of Vincent Elected Members
Mayor Alison Xamon (The Mayor)
Cr Ashlee La Fontaine (AL)
Cr Ashley Wallace (AW)

Community Representatives
Helen Griffiths (HG)
Barbara Pedersen (BP)
Daniel Bromley (DB)
Ryan Oostryck (RO)
Rob Heslenfeld (RH)
Kathryn Longden (KL)
Jess Bruins (JB)

City of Vincent Officers
Timothy Elliot – Coordinator Strategic Planning (TE)
Mitchell Hoad – Manager Strategic Planning and Sustainability (MH)
Rhianna Waugh – Specialist Sustainability Advisor (RW)

****

1. Introduction and Welcome

Cr Wallace opened the meeting at 6.05pm and delivered the Acknowledgement of Country

2. Apologies

Cr Sophie Greer
Chris Cuttriss
Joanna Jenkin

3. Confirmation of the Minutes

No prior minutes. First meeting of newly elected panel.

4. General Business

City Climate Initiatives

The discussion focused on two major climate priorities for the City this financial year:

- Development of the **Climate Transition Action Plan (CTAP)**
- Implementation of the **Enhanced Environment Strategy (EES/AES)**

These projects were identified as the primary mechanisms through which the City will advance emissions reduction, climate resilience and sustainability outcomes. Members noted that these initiatives encompass a large portion of the City's operational climate activity and will likely shape much of the work undertaken by the group.

Leadership and Advocacy

The group discussed the importance of the City continuing to play a leadership and advocacy role within the local government sector.

The Mayor outlined that the City of Vincent has been actively leading advocacy through collaborative forums such as the Perth Inner City Mayors Group / Perth Regional Climate Group, including initiatives such as:

- The 40 km/h speed trial
- EV charging infrastructure trials
- Broader sustainability and urban policy advocacy

It was noted that many initiatives taken up within these collaborative groups have been initiated or championed by the City of Vincent, reinforcing the City's reputation as an early mover.

Members reflected that local governments often enable broader policy change by demonstrating what is possible through local initiatives, which can encourage adoption by other councils and potentially influence state government action.

Community Context

The group also discussed the characteristics of the City of Vincent community, noting that:

- The community is generally highly educated and engaged in sustainability issues.
- The City has a diverse socio-economic profile, with a large proportion of renters and apartment dwellers.
- These factors should be considered when designing and communicating climate initiatives to ensure they are accessible and equitable.

Individual Suggestions and Discussion Points

Several members raised specific ideas and requests during the discussion, including:

- Access to the City's carbon inventory
  JB and AL requested that the group be provided with the City's detailed greenhouse gas emissions accounts, noting that understanding the breakdown of emissions sources would help the group provide more informed advice on abatement opportunities.
- Continued focus on advocacy
  Members expressed strong support for the City continuing to advocate to state and federal governments on key issues relating to climate action, urban sustainability and transport reform.
- Leadership through demonstration
  It was suggested that the City should continue to model innovative initiatives, as other local governments often look to early adopters when considering similar actions.
- Opportunities for collaboration
  Participants noted that regional collaborative groups provide opportunities to identify partnership initiatives across councils, particularly for projects that benefit from shared learning or coordinated advocacy.
- Community awareness and engagement
  Members noted the value of ensuring the City's climate initiatives are clearly communicated to residents, particularly given the community's strong interest in sustainability and environmental issues.
- RW pitched three ongoing questions for the group:
  - What is the strategic value of pursuing Scope 3 emissions reduction? Is there a line between meaningful influence and overreach for a local government?
  - What abatement measures should the City be actively considering that are both high impact and credible?
  - How could the City take the lead on climate planning? Is there action we could take to demonstrate genuine leadership in this space?

Outcomes and Recommendations

The group broadly supported the following directions:

- Progress development of the Climate Transition Action Plan as a key strategic framework for emissions reduction.
- Continue implementing the Enhanced Environment Strategy actions. RW advised that the group would be given a more thorough introduction to the EES in the next meeting.
- Provide the group with further information on the City's emissions inventory and carbon accounts to support more informed discussion.
- Maintain the City's strong advocacy role with other councils and with state and federal government.
- Continue to pilot and demonstrate innovative sustainability initiatives that can influence broader adoption.
- Ensure climate initiatives consider the diverse socio-economic makeup of the community.
- The Mayor requested the group be provided with a copy of the SVF, EES and the emissions inventory from 2022.

5. Close/Next Meeting

The meeting concluded with appreciation for the expertise and enthusiasm within the group, with members expressing optimism about the value the group can provide in shaping the City's climate and sustainability work over the coming year.

Next Meeting Dates

- **May 13th 2026** – Topic: Abatement Discussion
- **August 2026** – Date to be confirmed – Topic: Enhanced Environment Strategy
- **December 2026** - Date to be confirmed

Signed ASHLEIGH WALLACE _____

Councillor **(Chairperson)**

Dated this 19 day of May 2026

Page 3 of 3

MINUTES

CITY OF VINCENT

SUSTAINABILITY ADVISORY GROUP

Wednesday 13 May 2026
6.00pm – 7.00pm
Venue: Committee Room
City of Vincent
Administration and Civic Centre
244 Vincent Street Leederville

Attendees:

City of Vincent Councillors
Cr Ashlee La Fontaine (ALF)

Community Representatives
Barbara Pedersen (BP)
Jess Bruins (JB)
Ryan Oostryck (RO)
Chris Cutress (CC)
Daniel Bromley (DB)
Rob Heslenfeld (RH)

City of Vincent Officers
Mitchell Hoad (MH) Manager Strategic Planning & Sustainability
Rhianna Waugh (RW) Specialist Sustainability Advisor
Joanna Jenkin (JJ) Sustainability Advisor

1. Welcome/Declaration of Opening

Mitchell Hoad opened the meeting at 6:00pm
Rhianna Waugh welcomed all and delivered the Acknowledgement of Country.

2. Apologies

Mayor Alison Xamon
Cr Sophie Greer
Cr Ashley Wallace
Tim Elliott
Helen Griffiths
Kathryn Longden

3. Confirmation of the Minutes

The Minutes of the meeting held on 11 February 2026 were received and confirmed as a true and correct record and will be signed by Cr Ashley Wallace when able.

4. Business

4.1 Update on progress of the Climate Plan and Emissions Profile **4.2 Emissions Abatement Principles** **4.3 The City's Emissions Abatement to date**	
Introduction (RW)	• Recap on the City's commitment to Net Zero by 2030, highlighting it was for operational / corporate Scope 1 and 2 only. • Described the components of the Climate Plan, including (1) emissions profile (2) abatement plan (3) risk assessment (4) resilience and adaptation preparation.
Emissions profile (JJ)	Background • COV commenced data collection in 2017. • Following the transition to the Trellis data platform, a six-month data review and refinement process has been undertaken. The City now has a high level of confidence in the dataset, with final verification activities continuing. • Scope 1 – 2 baseline FY18, with a comparison year in FY23. • Scope 3 baseline FY23. FY25 Emissions Profile Overview • Total of ~1,200 tCO2-e (scope 1 and 2). • Comprising 32% electricity, 24% natural gas, 40% transport fuel, 2% stationary fuel, 2% refrigerants • Purchased electricity – Discussed 9 largest consuming meters being supplied by Greenpower contract (through Synergy) with no associated emissions). For a site to be eligible for Greenpower it needs to meet a threshold of 50MWh per year consumption. Emissions Abatement Journey • ~ 71% of reduction FY18 profile achieved by FY25, 29% left to abate. • Example net zero pathway could include 19% abatement (~730t CO2-e) and 10% offsets • Largest reductions have come from Greenpower purchase (commenced FY 22), reduction in gas used at Beatty Park (through geothermal plant management) and transport fuel reductions (largely through purchase of hybrid light fleet) • Overview of abatement methods completed to date (and ongoing).:
4.4 Interactive Activity: Emissions Abatement Initiatives Longlist **4.5 Identification of Potential Abatement Measures**	
RW & JJ facilitated initiatives activity	Group Discussion Group discussion included questions and feedback related to formal Net Zero accreditation, building energy efficiency, electrification of fleet and heavy fleet, alternative and biofuels, Beatty Park gas usage, electricity and asset renewal cycles.
	Interactive Activity Initiatives Identified by Group *Electric Vehicles* • Install more EV chargers • Find partners for co-location of high speed EV chargers (e.g. NextDC who have big power usages). *Fuel* • Better understand stationary fuel usage. • Reduce number of light vehicles, with less cars assigned to individuals. • Buy hybrid utes and vans (e.g. GWM offer a full hybrid ute). • Electrify all mowers and parks equipment. *Electrifying Heavy Fleet* • Consider outsourcing FOGO trucks – change Scope 1 to Scope 3. *Gas Beatty Park* • Consider heat pumps. • Pool cover to prevent heat loss from Beatty Park pool.

	Electricity • Accelerate LED upgrades for Hyde Park. • Seek co-investment in community owned batteries and solar PVs for Hyde Park. • Reduce sauna opening hours at Beatty Park. • Use of virtual power plants. • Install more solar panels across City buildings. • Install solar lights and pump at Beatty Park. *Other* • Look for Grants and Partnership (e.g. First Nations Clean Energy Partnership – Microgrids and ARENA funding). *Offsets* • Consider carbon offsets for all remaining emissions, with high quality ACCUs at ~$38 each. $46,000 is cheaper than decarbonisation.
4.6 Next Steps	
RW & JJ	Outline next steps and future meeting dates.

6. Next Meeting

The next meetings will be held (pending final confirmation):

- SAG 3 – Proposed Wednesday 26 August. *Environment Strategy - FY25 review*
- SAG 4 - Proposed Wednesday 25 November. *Climate Plan – Risk & Resilience.*

7. Closure

The meeting closed at 7.15pm

Signed Mitchell Hoad

Manager Strategic Planning & Sustainability (A/Chairperson)

Dated this 19th day of May 2026

DATE: THURSDAY, 30 APRIL 2026
TIME: 6:00 PM
LOCATION: COUNCIL CHAMBERS, CITY OF STIRLING, 25 CEDRIC STREET, STIRLING, 6021

MINDARIE REGIONAL COUNCIL

Ordinary Council Meeting

Minutes

mrc.wa.gov.au

MINDARIE REGIONAL COUNCIL

mrc.wa.gov.au

NOTICE OF MEETING

Councillors of the Mindarie Regional Council are advised that an Ordinary Council Meeting will be held on Thursday, 30 April 2026 commencing at 6:00 PM - Council Chambers, City of Stirling, 25 Cedric Street, Stirling, 6021.

The agenda pertaining to the meeting follows.
Your attendance is respectfully requested.

Yours faithfully

SCOTT CAIRNS
Chief Executive Officer

MINDARIE REGIONAL COUNCIL – MEMBERSHIP

Cr S Proud, JP (Stephanie) - Chair	City of Stirling
Cr K Vernon (Karen) Deputy Chair	Town of Victoria Park
Cr G Mack (Gary)	Town of Cambridge
Cr A Hill (Adrian)	City of Joondalup
Cr R Fishwick, JP (Russ)	City of Joondalup
Cr L Gobbert, JP (Liam)	City of Perth
Cr M Dudek (Michael)	City of Stirling
Cr J Ferrante (Joe)	City of Stirling
Cr C Hatton (Chris)	City of Stirling
Cr A Xamon (Alison)	City of Vincent
Cr P Bedworth (Phil)	City of Wanneroo
Cr J Wright (Jordan)	City of Wanneroo

NB: Although some Councils have nominated alternate members, it is a requirement that a Council carries a specific resolution for each occasion that the alternate member is to act.

Mindarie Regional Council (MRC) constituent members: Town of Cambridge; City of Joondalup; City of Perth; City of Stirling; Town of Victoria Park; City of Vincent; City of Wanneroo

MINDARIE REGIONAL COUNCIL

mrc.wa.gov.au

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chair declared the meeting open at 6.09 pm

2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Member Council	Councillor Present
Town of Cambridge	Cr Gary Mack
City of Joondalup	Cr Adrian Hill Cr Russ Fishwick, JP
City of Perth	Cr Liam Gobbert, JP
City of Stirling	Cr Michael Dudek Cr Joe Ferrante Cr Chris Hatton Cr Stephanie Proud, JP (Chair)
Town of Victoria Park	Cr Karen Vernon (Deputy Chair)
City of Vincent	Cr Alison Xamon
City of Wanneroo	Cr Paul Miles Cr Jordan Wright, JP

Apologies
Cr Phil Bedworth, City of Wanneroo

Approved Leave of Absence
Nil

MRC OFFICERS PRESENT
Chief Executive Officer, Ms Adnana Arapovic Executive Manager Corporate Services, Mr Ron Back Governance Advisor, Mr Peter Bentley Operations Manager, Mr Chris Revill Executive Assistant, Ms Deborah Toward Human Resources Manager, Ms Sonia Cherico IT Engineer, Mr Reece Vellios IT Systems Specialist, Mr Curtis Mill

MRC Observers
Nil

Visitors
Mr Graham Castledine, Castledine Legal and Mediation Services
Mr Scott Cairns, Consultant

Members of Public in attendance
There was one person present.

The following Member Council Observers were also present.

Member Council	Observers
Town of Cambridge	Ms Lisa Clack Mr Lindon Mellor
City of Joondalup	Mr Nico Claassen Mr Michael Bertolini
City of Perth	Mr Allan Mason
City of Stirling	Mr Andrew Murphy Ms Yvette Plimbley
Town of Victoria Park	Ms Alison Luobikis
City of Vincent	Mr Peter Varris Ms Aaron Griffiths
City of Wanneroo	Mr John Gault Ms Amber Croker

3. DECLARATION OF INTERESTS

Nil

MINDARIE REGIONAL COUNCIL

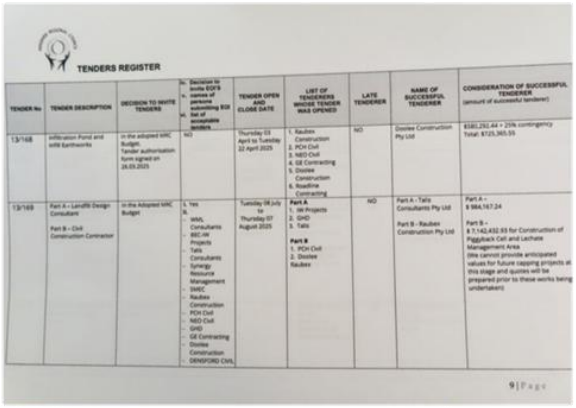
mrc.wa.gov.au

4. PUBLIC QUESTION TIME

WRITTEN QUESTIONS RECEIVED PRIOR TO THE MEETING HELD ON APRIL 30, 2026.

Ms O'Byrne, Kinross.

Q1: Please explain in full why the MRC's Tamala Park Landfill Operation's team so obviously expects DWER to determine in favour of their second Works Application APP-0030215 – Southern Piggyback Landfill Cell & Leachate Management Area (Reference: W3096/2025/1). Images below support my questions:



TENDERS REGISTER

TENDER No	TENDER DESCRIPTION	DECISION TO INVITE TENDERS	a. Decision to invite EOI'S b. names of persons submitting EOI c. list of acceptable tenders	TENDER OPEN AND CLOSE DATE	LIST OF TENDERERS WHOSE TENDER WAS OPENED	LATE TENDERER	NAME OF SUCCESSFUL TENDERER	CONSIDERATION OF SUCCESSFUL TENDERER (amount of successful tenderer)
13/168	Infiltration Pond and infill Earthworks	In the adopted MRC Budget. Tender authorisation form signed on 26.03.2025	NO	Thursday 03 April to Tuesday 22 April 2025	1. Raubex Construction 2. PCH Civil 3. NEO Civil 4. GE Contracting 5. Dowlex Construction 6. Roadline Contracting	NO	Dowlex Construction Pty Ltd	$581,292.44 + 25% contingency Total: $725,365.55
13/169	Part A – Landfill Design Consultant Part B – Civil Construction Contractor	In the Adopted MRC Budget	1. Yes a. - WML Consultants - BEC-IW Projects - Talis Consultants - Synergy Resource Management - SMEC - Raubex Construction - PCH Civil - NEO Civil - GHD - GE Contracting - Dowlex Construction - DENSFORD CIVIL	Tuesday 08 July to Thursday 07 August 2025	**Part A** 1. IW Projects 2. GHD 3. Talis **Part B** 1. PCH Civil 2. Dowlex Raubex	NO	Part A - Talis Consultants Pty Ltd Part B - Raubex Construction Pty Ltd	Part A – $ 984,167.24 Part B – $ 7,142,432.93 for Construction of Piggyback Cell and Leachate Management Area (We cannot provide anticipated values for future capping projects at this stage and quotes will be prepared prior to these works being undertaken)

9 | Page

CEO response: MRC's application was developed by an independent environmental consultant with vast experience in landfill design and construction in alignment with the site's planned closure plans, which have been accepted by DWER for previous applications, and taking into account the requirements of the "*Siting, design, operation and rehabilitation of landfills*" Best Practice Environmental Management Guidelines employed by DWER when assessing applications of this nature.

Question 2: How can nearby residents (Joondalup, Wanneroo) who have suffered the insufferable consequences of MRC's multiple instances of mismanagement on the Tamala Park Landfill site have any confidence in a fair, equitable, just outcome to the Works Application Reference: APP-0030215 – Southern Piggyback Landfill Cell & Leachate Management Area (Reference: W3096/2025/1 – when the MRC seemingly already knows the outcome before DWER brings down its decision?
CEO response:

- As described in my previous answer, MRC's application has been developed and made in alignment with all necessary legal requirements.
- The assessment process is a matter for DWER.
- As a result, I would suggest that this question should be directed to DWER.

QUESTIONS ASKED VERBALLY AT THE COUNCIL MEETING HELD ON APRIL 30, 2026.

Ms O'Byrne, Kinross
Q1: I would like to ask that the MRC give some money to the community to allow an independent assessment of the proposals before the community - I understand that the MRC has money that it can make available to community.
CEO response: The question was taken on Notice.

Q2: Why would this regional council go to Waste to Energy, leaving the community stranded with a landfill that can't be filled as fast as it should be?
CEO response: The question was taken on Notice.

5. ANNOUNCEMENT BY THE PRESIDING PERSON

Nil

6. APPLICATION FOR LEAVE OF ABSENCE

MOTION

Cr Adrian Hill requested a leave of absence from Council Duties from 15 June 2026 to 21 June 2026 inclusive.

Moved: Cr Wright|Seconded: Cr Mack

Carried - 12/0

For: *Cr Proud, Cr Vernon, Cr Mack, Cr Hill, Cr Fishwick, Cr Gobbert, Cr Dudek, Cr Ferrante, Cr Hatton, Cr Xamon, Cr Miles, Cr Wright*

Against: *None*

MOTION

Cr Gary Mack requested a leave of absence from Council Duties from 26 Oct 2026 to 15 November 2026 inclusive.

Cr Joe Ferrante requested a leave of absence from Council Duties from 01 July 2026 to 28 July 2026 inclusive.

Moved: Cr Dudek|Seconded: Cr Xamon

Carried - 12/0

For: *Cr Proud, Cr Vernon, Cr Mack, Cr Hill, Cr Fishwick, Cr Gobbert, Cr Dudek, Cr Ferrante, Cr Hatton, Cr Xamon, Cr Miles, Cr Wright*

Against: *None*

MINDARIE REGIONAL COUNCIL

mrc.wa.gov.au

7. PETITIONS/DEPUTATIONS/PRESENTATIONS

Deputation - Ms M O'Byrne, Kinross

I'm looking to a former member of State Parliament for inspiration on how community mental health issues should be tackled and this was their political position and on their last induction to WA State Parliament. Members are going to hear me talk a lot about mental health. It is one of my key concerns and a core part of my life's work. You'd agree, great words and intentions and worth imitating.

The mental health impact of this aged, disgusting Tamala Park landfill operation are completely understated by most politicians. There's no acknowledgement either by the Department of Health. And as stated previously, the amount of stress generated from proximity to this landfill is impacting both the mental and physical health of residents.

What if the same WA senator who made that original statement was here in this chamber, heart and soul present in this civic chamber? Where would their gaze fall if seeking a champion in here to combat the mental health issues that go hand in glove with this aged EPN labelled landfill. It's very polluting. Would they personally champion the Tamala Park landfill operation over the community need, knowing the Tamala Park operation was having such a hugely negative environment impact locally to the Wanneroo and Joondalup communities. Including having to live with greenhouse gases invading their homes, knowing that the groundwater beneath the landfill, the buffer zone and the southern portion of the Catalina Central estate is no longer considered suitable for drinking water purposes and non-potable use, knowing that those negative groundwater changes occurred over a relatively short time period since the 2021-2022 groundwater assessments, knowing that the sum of long-term chemicals have exceeded the PFAS National Environment Management Plan for drinking water criteria in some of the bores? And knowingly, would they further increase any community mental health stresses that community members cannot escape from by reason of domicile? Would they place the economic commercial outcomes of the Tamala Park landfill above the needs of the Wanneroo and Joondalup community members who urgently seek immediate relief from all environmental degradation sources visited on them. Would they potentially increase the further risk of environmental degradation as leachate storage, leachate evaporative beds are clearly already ready to be put up, used and are placed within 400 metres of the Kinross residence, and this is before the DWER decision comes down.

As we know already, the MRC Tamala Park landfill operation has failed to prevent leachate beds from becoming anaerobic. There's nothing to say this won't be the norm for the next 30 plus years for our local Kinross, Burns Beach, Currambine, Mindarie, Catalina, and Clarkson residents once the new leachate storage and leachate evaporative beds are established. Why would any State, ex-Senator, ex-

MLA, any elected member of any local government with a positive mental health focus enable a member council, sympathise with any member council, trying to resume stinking night fill at an age-stinking landfill, knowing the local distress that was caused previously, and doing so in such a way that I respectfully point out, it's very difficult to believe that sufficient under ground work has been undertaken by any of the member councils in relation to the negative mental health effect that resuming night fill will cause community members. Even the memory of it causes distress today, returning to night is unthinkable. And may I remind members that the proposal for the alternate motion mentioned that events overtook a decision in 2024, mid-2024, but that was because the landfill was under duress from the actions of DWER trying to correct for the environmental damage the landfill operation was causing and almost in sight of the EPN that was served November 2024.

On the failure of the Mindarie Regional Council to deliver the MRC Council meetings to benefit the attendance of odour afflicted community members at MRC meetings, special meetings. I respectfully point out my dismay at how this matter was treated by the MRC elected body.
And if elected members can call out the odour afflicted community for non-attendance at council meetings, then one could logically expect that the same MRC elected members would set out to redress this situation by making it easier, not more difficult, for local odour afflicted community members to attend them. But no, we now have confirmation bias in full operation in this matter, and the only two meetings that were previously easily available to local odour afflicted community members have disappeared. Preparations of the landfill site for leachate beds, as as can be seen from the inclusions for the Mary O'Byrne questions to this OCM and emails to elected members that were sent today. Photographic evidence of significant preparatory works already undertaken on the Tamala Park landfill site, sculptured pond one, leachate storage, that bed is now ready for lining, can immediately engage with leachate evaporation once DWER's decision is handed down and the liner is fitted. Pond 2, leachate evaporation seems about two to three months of completion, depending on workforce allocations.
And the tender process already undertaken since July, August 2025 with Talis and Raubex Construction awarded contracts. That was the second photograph. Can I also please say that MRC had plenty of time to work with the community and again missed a valuable opportunity from mid-year last year. I don't think it would surprise anyone that with this amount of tendering and actual ground work already undertaken, that the MRC Tamala Park Landfill Operation Team fully expects DWER to determine in favour of this second works application. It is hoped that elected members realise there is a good reason for the local communities to fear these leachate evaporative storage beds jutting into the buffer zone and no liner underneath them to contain any further leachate spills.And we do know that there have been previous leachate spills onto ground in the landfill. MRC owes the local residents an explanation for this tremendous amount of pre-preparation. Anyone

might surmise the MRC knows something that the community doesn't know, and I'm not being rude, but it could be that the site operation team is trying to exert some form of pressure on DWER because of the MRC expenditures already undertaken, the community has no way of knowing.

Going back to one of the questions in the February meeting, MRC CEO lauded the amount of work MRC had done with DWER on evaporative beds on the technical capabilities. I do know that it absolutely opens the door to why - why was the community not taken on the journey? Why the MRC seems to be taking advantage on the community all the time? I hope that the risk to the information locked out communities are complete. I hope that the risk to the information locked communities are completely understood before any such implied industry pressure is given credence.

Risks have been there from the beginning and the mismanagement of the landfill compounded as the site aged and remained in service. The recent Talis report bears witness to that degradation and the local Wanneroo and Joondalup residents living proximal to the landfill might seem like environmental hostages to the MRC Tamala Park landfill operation.

The best solution is also the fairest solution to the problems. Under contractual obligations and fill the landfill as soon as possible, dilute leachate generation by the inclusion of builders rubble into the landfill. Don't speculate, as I've heard one speak, one elected member speculate that that the odour problems can be dealt with and there's no need for the inert rubble. I assure you, we need the landfill filling as soon as possible. We need the MRC to get out of our hair, to give us back an environment that we can live with.

8. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

The Chair, in consultation with Council, advised the meeting that the following items will be put en-bloc:

8.1 Confirmation of Minutes - Ordinary Council Meeting - 26 February 2026
8.2 Confirmation of Minutes - Special Council Meeting - 19 March 2026
8.3 Confirmation of Minutes - Special Council Meeting - 16 April 2026
9.2 List of Accounts for the months ended 28 February 2026 and 31 March 2026

Reasons: In the interest of meeting efficiency and in accordance with clause 5.7(3) of the *MRC Meeting Procedures Local Law 2020.*
Note that each item will also include its respective resolution in the minutes.

MOTION

That the following unopposed items be adopted by exception resolution:

8.1 Confirmation of Minutes - Ordinary Council Meeting - 26 February 2026
8.2 Confirmation of Minutes - Special Council Meeting - 19 March 2026
8.3 Confirmation of Minutes - Special Council Meeting - 16 April 2026
9.2 List of Accounts for the months ended 28 February 2026 and 31 March 2026

Moved: Cr Vernon|Seconded: Cr Ferrante
Carried - 12/0
For: *Cr Proud, Cr Vernon, Cr Mack, Cr Hill, Cr Fishwick, Cr Gobbert, Cr Dudek, Cr Ferrante, Cr Hatton, Cr Xamon, Cr Miles, Cr Wright*
Against: *None*

8.1 Confirmation of Minutes - Ordinary Council meeting - 26 February 2026

ADOPTION BY EXCEPTION RESOLUTION
Moved: Cr Vernon |Seconded: Cr Ferrante
That the minutes of the Ordinary Meeting of Council held on 26 February 2026 be confirmed as a true record of the proceedings.

Carried - 12/0
For: *Cr Proud, Cr Vernon, Cr Mack, Cr Hill, Cr Fishwick, Cr Gobbert, Cr Dudek, Cr Ferrante, Cr Hatton, Cr Xamon, Cr Wright, Cr Miles*
Against: *None*

8.2 Confirmation of Minutes - Special Council Meeting - 19 March 2026

ADOPTION BY EXCEPTION RESOLUTION

That the minutes of the Special Meeting of Council held on 19 March 2026 be confirmed as a true record of the proceedings.

Moved: Cr Vernon|Seconded: Cr Ferrante

Carried - 12/0

For: *Cr Proud, Cr Vernon, Cr Mack, Cr Hill, Cr Fishwick, Cr Gobbert, Cr Dudek, Cr Ferrante, Cr Hatton, Cr Xamon, Cr Wright, Cr Miles*

Against: *None*

8.3 Confirmation of Minutes - Special Council Meeting - 16 April 2026

ADOPTION BY EXCEPTION RESOLUTION

That the Minutes of the Special Council Meeting held on 16 April 2026 be confirmed as a true record of the proceedings.

Moved: Cr Vernon|Seconded: Cr Ferrante

Carried - 12/0

For: *Cr Proud, Cr Vernon, Cr Mack, Cr Hill, Cr Fishwick, Cr Gobbert, Cr Dudek, Cr Ferrante, Cr Hatton, Cr Xamon, Cr Wright, Cr Miles*

Against: *None*

9. CHIEF EXECUTIVE OFFICERS REPORTS

9.1 Financial Statements for the months ended 28 February 2026 and 31 March 2026

MOTION

That Council: Receive the Financial Statements set out in the Attachments for the months ended 28 February 2026 and 31 March 2026.

Moved: Cr Vernon|Seconded: Cr Gobbert
Carried - 12/0

For: *Cr Proud, Cr Vernon, Cr Mack, Cr Hill, Cr Fishwick, Cr Gobbert, Cr Dudek, Cr Ferrante, Cr Hatton, Cr Xamon, Cr Wright, Cr Miles*

Against: *None*

9.2 List of Accounts paid for the months ended 28 February 2026 and 31 March 2026

ADOPTION BY EXCEPTION RESOLUTION

That Council: Note the list of accounts paid under delegated authority to the Chief Executive Officer for the months ended 28 February 2026 and 31 March 2026, in accordance with regulation 13(1) of the Local Government (Financial Management) Regulation 1996.

Moved: Cr Vernon|Seconded: Cr Vernon
Carried - 12/0

For: *Cr Proud, Cr Vernon, Cr Mack, Cr Hill, Cr Fishwick, Cr Gobbert, Cr Dudek, Cr Ferrante, Cr Hatton, Cr Xamon, Cr Wright, Cr Miles*

Against: *None*

10. MEMBERS INFORMATION BULLETIN

10.1 Members Information Bulletin No 97

Note: **Cr Michael Dudek** left from the meeting at 7:03PM.
Cr Dudek was not in the Chamber and did not take part in the vote for item 10.1

MOTION

That Council:
Receives the Members Information Bulletin No. 97.

Moved: Cr Hill|Seconded: Cr Wright
Carried - 11/0

For: *Cr Proud, Cr Vernon, Cr Mack, Cr Hill, Cr Fishwick, Cr Gobbert, Cr Ferrante, Cr Hatton, Cr Xamon, Cr Bedworth, Cr Wright*

Against: *None*

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12. URGENT BUSINESS

Nil

13. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

14. MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC

Nil

15. NEXT MEETING

The next Ordinary meeting of Council will be held on the 11 June 2026 at the City of Stirling commencing at 6.00pm.

16. CLOSURE

The Chair closed the meeting at 7.04 pm, the Chair thanked the City of Stirling for their hospitality and use of their meeting facilities.

Signed .....
Chairperson

Dated .....

DATE: THURSDAY, 30 APRIL 2026
TIME: 5:00 PM
LOCATION: COUNCIL CHAMBER, CITY OF STIRLING, 25 CEDRIC STREET, STIRLING, 6021

MINDARIE REGIONAL COUNCIL

mrc.wa.gov.au

MINDARIE REGIONAL COUNCIL

mrc.wa.gov.au

Special Meeting

Minutes

SPECIAL COUNCIL MEETING MINUTES - THURSDAY, 30 APRIL 2026

MINDARIE REGIONAL COUNCIL

mrc.wa.gov.au

NOTICE OF MEETING

Councillors of the Mindarie Regional Council are advised that an Special Council Meeting will be held on Thursday, 30 April 2026 commencing at 5:00 PM - Council Chamber, City of Stirling, 25 Cedric Street, Stirling, 6021.

The agenda pertaining to the meeting follows.
Your attendance is respectfully requested.

Yours faithfully

SCOTT CAIRNS
Chief Executive Officer

MINDARIE REGIONAL COUNCIL – MEMBERSHIP

Cr S Proud, JP (Stephanie) - Chair	City of Stirling
Cr K Vernon (Karen) Deputy Chair	Town of Victoria Park
Cr G Mack (Gary)	Town of Cambridge
Cr A Hill (Adrian)	City of Joondalup
Cr R Fishwick, JP (Russ)	City of Joondalup
Cr L Gobbert, JP (Liam)	City of Perth
Cr M Dudek (Michael)	City of Stirling
Cr J Ferrante (Joe)	City of Stirling
Cr C Hatton (Chris)	City of Stirling
Cr A Xamon (Alison)	City of Vincent
Cr P Bedworth (Phil)	City of Wanneroo
Cr J Wright (Jordan)	City of Wanneroo

NB: Although some Councils have nominated alternate members, it is a requirement that a Council carries a specific resolution for each occasion that the alternate member is to act.

Mindarie Regional Council (MRC) constituent members: Town of Cambridge; City of Joondalup; City of Perth; City of Stirling; Town of Victoria Park; City of Vincent; City of Wanneroo

MINDARIE REGIONAL COUNCIL

mrc.wa.gov.au

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chair declared the meeting open at 5.08pm.

2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Member Council	Councillor Present
Town of Cambridge	Cr Gary Mack
City of Joondalup	Cr Adrian Hill Cr Russ Fishwick, JP
City of Perth	Cr Liam Gobbert, JP
City of Stirling	Cr Michael Dudek Cr Joe Ferrante Cr Chris Hatton Cr Stephanie Proud, JP (Chair)
Town of Victoria Park	Cr Karen Vernon (Deputy Chair)
City of Vincent	Cr Alison Xamon
City of Wanneroo	Cr Paul Miles Cr Jordan Wright, JP

Apologies
Cr Bedworth, City of Wanneroo

MRC OFFICERS PRESENT
Chief Executive Officer, Ms Adnana Arapovic Executive Manager Corporate Services, Mr Ron Back Governance Advisor, Mr Peter Bentley Executive Assistant, Ms Deborah Toward Human Resources Manager, Ms Sonia Cherico Operations Manager, Mr Chris Revill IT Engineer, Mr Reece Vellios IT Specialist, Mr Curtis Mill

MRC Observers
Nil

Visitors
Mr Graham Castledine, Castledine Legal and Mediation
Mr Scott Cairns, Consultant

Members of the Public Present
One member of the public present

The following Member Council Observers were also present.

Member Council	Observers
Town of Cambridge	Ms Lisa Clack Mr Lindon Mellor
City of Joondalup	Ms Nico Claassen Mr Michael Bertolini
City of Perth	Mr Allan Mason
City of Stirling	Mr Andrew Murphy Ms Yvette Plimbley
Town of Victoria Park	Ms Alison Luobikis
City of Vincent	Mr Aaron Griffiths Mr Peter Varris
City of Wanneroo	Mr John Gault Ms Amber Croker

3. DECLARATION OF INTERESTS

Nil

4. PUBLIC QUESTION TIME

WRITTEN QUESTIONS RECEIVED PRIOR TO THE MEETING HELD ON APRIL 30, 2026.

Ms Mary O'Byrne, Kinross

Q1: May I please request both copies of the complete exemptions granted to both the City of Stirling 2003 and the City of Vincent 2007. The response to include the exemption letter enacted by Vincent in December 2025?
CEO RESPONSE: Yes. Copies will be provided.

Q2: There are seven councils involved in the Tamala Park Mindarie Regional Council: Stirling, Wanneroo, Joondalup, Cambridge, Victoria Park, Vincent and Perth. Outline in full the commercial advantages / disadvantages accruing to the MRC's individual council members if the Tamala Park Landfill gains an extension to its operational life as a result of individual member councils obtaining Waste Delivery Exemptions as per criteria described in 7.1 of this Special Meeting Agenda?
CEO RESPONSE: MRC can not speak as to the commercial

advantages/disadvantages that each member council may accrue as this information is not available to MRC. This question would be better directed to those member councils for comment.

QUESTIONS ASKED VERBALLY AT THE COUNCIL MEETING HELD ON APRIL 30, 2026.

Ms Mary O'Byrne, Kinross

Q1. What can the MRC do to put local odour afflicted community members from Wanneroo and Joondalup in pole position in MRC deliberations, in this matter of waste delivery exemption?
CEO RESPONSE: The CEO took the question on notice.

Q2. Which member councils are seeking waste delivery exemptions?
CEO RESPONSE: All member councils.

5. ANNOUNCEMENT BY THE PRESIDING PERSON

The CEO has invited Mr Castledine to join us this evening. Mr Castledine has provided legal advice to MRC for many years, and should any legal matters arise during our discussions, we may call upon him for guidance.
If the meeting does move into legal matters, the meeting will move into closed session whilst discussing legal advice.
Mr Castledine, welcome to the meeting.

6. PETITIONS/DEPUTATIONS/PRESENTATIONS

DEPUTATION - Ms O'Byrne, Kinross

I refer elected members to Rebecca O'Donnell's question, at the MRC OCM, 26 February 2026
The question was: *Will you consider closing the landfill straight away, or bringing the closure date dramatically forward with a definite date?*
I refer you to the CEO response:
The estimated closure date at Tamala Park landfill is directly linked to the amount of waste received daily. In short, MRC is not in direct control of the final closure date. Based on current waste volumes, the landfill component of the Tamala Park site is expected to close in 2028–2029. Under the terms of its licence, MRC is working towards the final landfill profile or design as approved by the Environmental Protection Authority in 1990. The landfill is in the late stages of its operational life, and MRC remains mandated to continue receiving waste from approximately 300,000 households across all seven member councils.
I draw your attention to the words *"remains mandated."* This implies to me an expectation that the landfill is approaching its end. The community member was not asking for a change

to the landfill design at this time; she was asking whether the landfill could be closed earlier than the 2028–29 projections.
The answer to that question is clearly yes, if certain actions are taken by this regional council. I will return to that point.

The CEO stated that bringing closure forward would require one of two things: either a change to the approved design, which is a matter for the regulator I don't think that will happen; or an increase in the amount of waste received. Neither changes would be easy and could have unintended consequences, including making landfill operations harder to control and more likely to impact nearby residents.
The community understands that closing the landfill immediately is not possible and would leave a large air-filled void inconsistent with the final design and would worsen the landfill's environmental performance. Eventually, the position presented is that MRC is not in direct control of the landfill's closure date.
Without intending offence, this position may give the impression that MRC operates as a law unto itself by virtue of being a regional council - exempt from meaningful accountability to local odour affected communities - and has already engaged in confirmation bias. This perception is reinforced by the recent removal of community participation from MRC meetings, with only two member councils affected by odour having to travel to Stirling Civic Centre at the new unfriendly family time of 6:00 pm, making attendance next to impossible. The regulator may seem to appear to be an independent, but the community is entitled to question whether it is genuinely assessing outcomes that are in the best interests of affected communities and consistent with relevant legislation.

How can the community properly understand what is currently occurring between DWER and MRC at the landfill site, with the work almost finished - such as the installation of leachate evaporation and storage beds - before any final DWER decision? The CEO recently stated, in response to Nicole Nelson's question, that two work applications submitted to the regulator were the product of exhaustive technical discussions with DWER prior to being finalised and submitted.

The cheapest and most unsatisfactory outcome for this community appears to have already been determined. I would like to see this put before an independent arbitrator.

What is the purpose behind the intention of some member councils seeking waste delivery exemptions at this late stage in the landfill's life? Experience shows that member councils are often motivated by the economic benefit to their own ratepayers. I had personal contact with a local mayor who told me he could not work for my community members because he was responsible only to his own ratepayers. That conversation occurred in December 2025.
There are a number of speculative possibilities here. The CEO stated that the closure estimate is directly linked to the amount of waste received daily to the landfill from the seven member councils, and that MRC is not in direct control of the final closure date. I question whether the CEO is correct in that.
If any MRC member councils are granted waste delivery exemptions, those councils will in effect be applying the brakes to closure. This would prolong landfill operations, extend adverse conditions at the site, and increase harm to affected communities. In effect there would be a delay in landfill closure.

MRC councillors cannot necessarily prolong the miseries of the odour affected communities. Doing so increases risks to groundwater and the aquifer, greenhouse gas impacts on residents, schools, and childcare centres, and causes greater despair and mental health impacts within the community. I have conducted extensive door-knocking in all the affected areas and can confirm the level of distress caused by this landfill.

There may be a putative trail of culpability arising from decisions taken by the MRC in relation to this landfill site. The pull back from landfill closure at this stage is unconscionable. Anything that unnecessarily keeps the landfill open longer is unjust to odour suffering local communities. Evidence supporting this position is contained in the Talis report released last year with the works applications, and in the EPN of November 2024. There is a mechanism to close the landfill earlier than 2028–29. Under the terms of its licence I acknowledge that MRC is currently working towards the final landfill profile or design as approved in 1990 and that the landfill is in the late stages of its operational life. The MRC supposedly remains mandated to continue to receive waste from approximately 300,000 households.
Elected members should refuse waste delivery exemptions to continue this mandate and bring in, with State Government assistance, if necessary, inert materials that would dilute the leachate which is hyper-saturated in the landfill and putting stress on the liners and increasing the plume in the aquifer, and the system bringing closure to this foul landfill.

MINDARIE REGIONAL COUNCIL

mrc.wa.gov.au

7. CHIEF EXECUTIVE OFFICERS REPORTS

7.1 Waste Delivery Exemptions

MOTION

That Council:

Receive this report and note the responses to the questions posed in the Notice to Call a Special Meeting.

ALTERNATE MOTION

Moved: Cr Vernon | Seconded: Cr Xamon

That Council:

1. GRANTS an exemption from the provisions of clause 4.A1 of the Constitution Agreement from 1 July 2026 onwards, to any Mindarie Regional Council (**MRC**) constituent municipality that notifies MRC in writing by 30 June 2026 that it has formally endorsed all associated waste to energy agreement documents presented to it by MRC in 2026;
2. DECLARES that any constituent municipality that has not notified MRC by 30 June 2026 in accordance with point 1 above, will not be exempt from the requirements of clause 4.A1 of the Constitution Agreement;
3. REQUESTS the Chief Executive Officer to report to the July 2026 Council meeting as to the notifications received from constituent municipalities by 30 June 2026.

Reasons:

Participation in waste-to-energy aligns with all our broader strategic waste management objectives of sustainability including waste diversion, reducing landfill reliance and supporting long-term environmental outcomes for the Mindarie regional district.

Prompt endorsement of the waste to energy agreements will allow MRC to proceed with greater confidence in planning, financing, and operational arrangements, which enhances financial and operational capacity, and ultimately benefits all member councils.

Linking the exemption to formal endorsement by 30 June 2026 incentivises member councils to make timely, informed decisions, which will strengthen contractual certainty for all member councils and MRC.

Importantly, the proposed grant of exemptions is conditional, time-bound, and applies equally to all member councils. This ensures fairness while maintaining accountability through the requirement for written notification of endorsed contract documentation.

This proposal for granting exemptions recognises that different member councils may be at varying stages of readiness in their decision-making about waste to

energy. Providing flexibility promotes inclusivity and reinforces the cooperative intent of regional collaboration underpinning the MRC.
Without the exemption, procedural constraints under clause 4.A1 of the Constitution Agreement could put at risk or delay the ability of member councils to secure their own waste to energy agreements with the available waste to energy operators. This alternate motion reduces administrative barriers and helps avoid delays that could increase costs or jeopardise the project.
The proposed resolution does not compel participation by any member council but instead provides an enabling mechanism for those member councils that are ready to proceed, and respects each member council's own governance processes and decision-making autonomy.

Granting an exemption to member councils who give notice of their endorsement of the waste to energy contract agreements by 30 June 2026 provides a practical pathway for member councils who wish to participate in waste-to-energy to do so without being constrained by clause 4.A1 of the Constitution Agreement if other member councils are not yet ready to endorse the waste to energy agreements.

Note: **Cr Joe Ferrante** left the meeting at 5:51 PM.
Note: **Cr Joe Ferrante** re-entered the meeting at 5:52 PM.

Moved: Cr Proud|Seconded: Cr Vernon
Procedural Motion
That the meeting be adjourned until 7pm.
Reasons: To allow the Ordinary Council meeting to commence at 6pm, as planned.

CARRIED - 12/0
For: *Cr Proud, Cr Vernon, Cr Mack, Cr Hill, Cr Fishwick, Cr Gobbert, Cr Dudek, Cr Ferrante, Cr Hatton, Cr Xamon, Cr Wright, Cr Miles*
Against: *None*

At 5.55pm, the Chair declared the meeting **adjourned.**

At 7.18 pm, the Chair declared the meeting **resumed.**

Moved: Cr Wright|Seconded: Cr Dudek
Procedural Motion
1. That the meeting be closed to the public
2. Requests all persons seated in the public gallery to leave the meeting
3. Permits CEO, MRC staff and Visitors to remain in the meeting

Reasons: The meeting will be closed to the public, to the extent necessary, to consider legal advice.
CARRIED - 12/0
For: *Cr Proud, Cr Vernon, Cr Mack, Cr Hill, Cr Fishwick, Cr Gobbert, Cr Dudek, Cr Ferrante, Cr Hatton, Cr Xamon, Cr Wright, Cr Miles*
Against: *None*

At 7.22pm, Doors closed and Member Council Officers and members of the public seated in the gallery left the meeting.

Moved: Cr Proud|Seconded: Cr Miles
Procedural Motion
That Council:
Reopen the meeting to the public.
CARRIED - 12/0

For:	*Cr Proud, Cr Vernon, Cr Mack, Cr Hill, Cr Fishwick, Cr Gobbert, Cr Dudek, Cr Ferrante, Cr Hatton, Cr Xamon, Cr Wright, Cr Miles*
Against:	*None*

The meeting reopened to the public at 8.08 pm, doors opened and Member Council Officers and one member of the public returned to the gallery.

Moved: Cr Fishwick
Procedural Motion
REFERS Item 7.1 back to the Chief Executive Officer for further assessment of the legal, governance and fiscal implications for the Mindarie Regional Council and requests the Chief Executive Officer to provide a report to a future Council meeting addressing:

1. the fiscal viability and financial implications of granting exemptions under clause 4.A2 of the Constitution Agreement, including the impact on Mindarie Regional Council's operational revenue and post-closure obligations;
2. the legal and constitutional implications of any proposed exemption arrangements, including compliance with clauses 4.A2 and 5.2 of the Constitution Agreement and the requirements of section 3.65 of the *Local Government Act 1995*;
3. the governance and administrative law risks associated with granting exemptions without full consideration of all relevant factors and procedural fairness to all constituent municipalities;
4. the current exemption status of all constituent municipalities and the implications of any differential treatment; and the status and implications of the Mindarie Regional Council's lodged regulatory application relating to the leachate storage ponds and piggyback liner.

Meeting Note: The Chair ruled the procedural motion out of order.

Moved: Cr Fishwick
Procedural Motion
That Council:
REFERS Item 7.1 back to the Chief Executive Officer.

Meeting Note: The Chair ruled the procedural motion out of order.

Meeting Note: Cr Vernon requested that the words used by Cr Fishwick when speaking against the motion be recorded in the minutes, the Chair ruled in favour. Administration has a record of the words used by Cr Fishwick and the words are publicly available in the audio recording of the meeting.

The Chair called for the vote on the Alternate Motion

ALTERNATE MOTION

Moved: Cr Vernon | Seconded: Cr Xamon

That Council:

1. GRANTS an exemption from the provisions of clause 4.A1 of the Constitution Agreement from 1 July 2026 onwards, to any Mindarie Regional Council (**MRC**) constituent municipality that notifies MRC in writing by 30 June 2026 that it has formally endorsed all associated waste to energy agreement documents presented to it by MRC in 2026;
2. DECLARES that any constituent municipality that has not notified MRC by 30 June 2026 in accordance with point 1 above, will not be exempt from the requirements of clause 4.A1 of the Constitution Agreement;
3. REQUESTS the Chief Executive Officer to report to the July 2026 Council meeting as to the notifications received from constituent municipalities by 30 June 2026.

Carried - 7/5

For: Cr Proud, Cr Vernon, Cr Mack, Cr Gobbert, Cr Ferrante, Cr Hatton, Cr Xamon

Against: Cr Hill, Cr Fishwick, Cr Dudek, Cr Wright, Cr Miles

8. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

9. URGENT BUSINESS

Nil

10. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

11. MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC

Nil

12. NEXT MEETING

The next meeting of Council will be held on the 11 June 2026 at City of Stirling, commencing at 6.00pm

13. CLOSURE

The Chair closed the meeting at 9.05 pm and thanked the City of Stirling for their hospitality and use of their meeting facilities.

Signed .....
Chairperson

Dated .....

Statistics for Development Applications
As at the end of May 2026

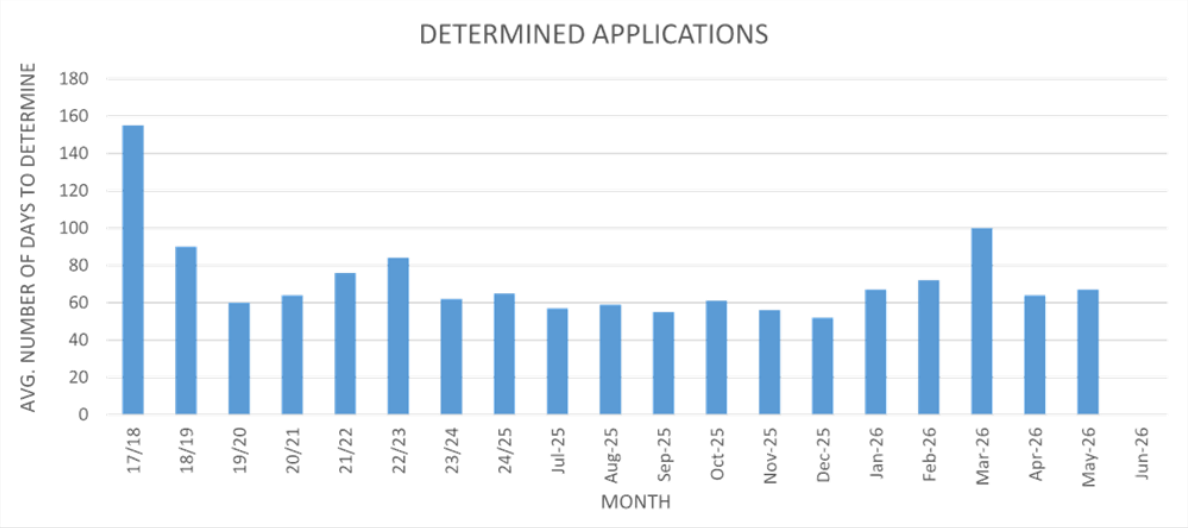
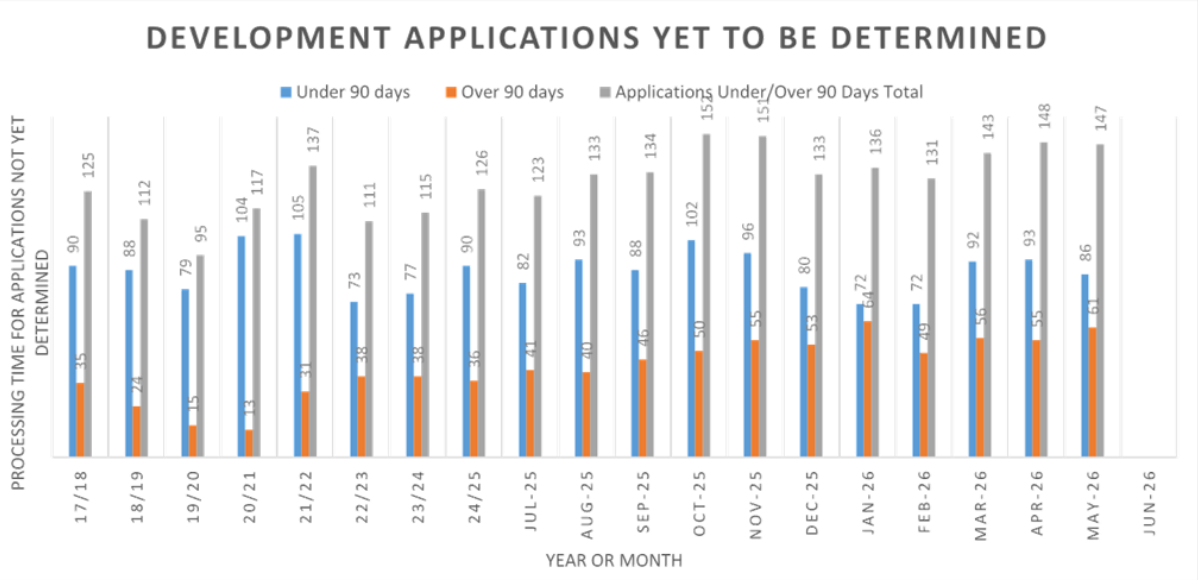


Table 1: Minimum, Average and Maximum Processing Timeframes for determined applications in each financial year since 2017/2018 and each month since July 2025.

Processing Days	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	Jul 25	Aug 25	Sept 25	Oct 25	Nov 25	Dec 24	Jan 26	Feb 26	Mar 26	Apr 26	May 26	Jun 26
Minimum	1	0	0	0	1	0	9	0	2	13	0	1	11	0	6	27	14	0	13	
Average	155	85	60	64	76	84	62	65	57	59	55	61	56	52	67	72	100	64	67	
Maximum	1008	787	499	268	298	280	145	137	90	114	98	114	192	141	168	263	687	177	306	

	20/21	21/22	22/23	23/24	24/25	Jul 25	Aug 25	Sept 25	Oct 25	Nov 25	Dec 25	Jan 26	Feb 26	Mar 26	Apr 26	May 26	Jun 26
DA's Determined *(excludes exempt from approval or cancelled)*	403	385	281	311	337	42	26	33	32	32	37	26	25	29	18	31	
Value of Determined DA's *(in millions)*	217	143	417	405	416	21	12.6	10.6	11.2	7.5	13.4	12.7	32.5	19.4	5.9	16.0	



	Jul 25	Aug 25	Sept 25	Oct 25	Nov 25	Dec 25	Jan 26	Feb 26	Mar 26	Apr 26	May 26	Jun 26
DA's lodged	39	37	34	51	30	23	32	26	41	23	27	
DA's to be Determined	123	133	134	152	151	133	136	131	144	148	147	
Value of DA's to be Determined *(in millions)*	44.8	47.7	65.2	107	110.4	110.5	119.9	109.8	120.7	126.7	122.2	

REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS
AS AT 28 MAY 2026

NO.	ADDRESS & SAT REVIEW NO.	DATE RECEIVED	APPLICANT	REVIEW MATTER & COMMENTS
1.	Nos. 41-43 & 45 Angove Street, North Perth (DR 81 of 2023)	1 June 2023	Hidding Urban Planning/Lavan	Application for review of a Development Assessment Panel decision to refuse an application for a Service Station on 3 May 2023. ********** Directions hearing 16 June 2023. Mediation 4 July 2023, with Mayor Cole and interested community members in attendance to make a presentation. Second mediation 14 August 2023 vacated. Mediation 10 October 2023 also vacated. Matter listed for directions hearing on 10 November 2023 to schedule a new date for mediation. This was vacated. Matter was listed for directions on 2 February 2024 with the applicant to provide additional information by 11 January 2024. Applicant yet to provide any additional information, matter still proceeded to the directions hearing on 2 February 2024. Directions hearing vacated and the matter was listed to further mediation on 27 February 2024 which was scheduled for 6 May 2024. Following this the matter was listed for a further mediation to be held on 2 July 2024. This was vacated and rescheduled to 2 September 2024. The mediation was cancelled on 30 August 2024 and the matter was listed for a further directions hearing on 27 September 2024. Following this the matter was listed for a further directions hearing on 1 November 2024. Following this the SAT made orders for a further directions hearing on 17 January 2024, with the applicant to provide additional information by 13 December 2024. Matter scheduled for a directions hearing on 14 February 2025 with the applicant to provide additional information by 31 January 2025. This information was received by the DAP Executive Director and provided to the City on 13 March 2025 and listed for mediation on 9 April 2025. Following this mediation the matter was listed for a further mediation on 27 June 2025, with the applicant to provide additional information to the DPLH by 11 June 2025. Information was received by the DAP Executive Director and was provided to the City on 16 June 2025. Following this mediation the matter has been listed for a further mediation on 2 September 2025, with the applicant to provide additional information to the DPLH by 22 August 2025. Mediation was vacated and rescheduled to 22 October 2025, with applicant to provide additional information to the DPLH by 8 October 2025. Following this mediation the matter has been listed for a further mediation on 16 December 2025. The mediation was vacated and orders made for the matter to proceed to reconsideration. The orders require dates for the reconsideration to be provided prior to 30 January 2026. The DPLH have advised that the applicant has not provided any dates for the submission of information for the reconsideration and further orders to schedule the timing for a reconsideration have not been finalised. On 10 February 2026, DPLH advised that orders had been agreed between the parties and filed with the SAT for the reconsideration of the matter, including

REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS
AS AT 28 MAY 2026

NO.	ADDRESS & SAT REVIEW NO.	DATE RECEIVED	APPLICANT	REVIEW MATTER & COMMENTS
				the following dates: • The applicant to provide the respondent with an amended application package for reconsideration on or before 8 May 2026; and • The Respondent is to reconsider their decision by 7 August 2026. Formal orders issued by the SAT confirming the above dates on 10 February 2026. DPLH have advised that an amended application package was not received by the 8 May 2026 due date. The City is seeking a further update from DPLH regarding updated timing for lodgement and reconsideration. *Representation by: DAP Executive Director*
2.	Nos. 41-43 Angove Street, North Perth (DR 138 of 2024)	11 October 2024	Lavan	Application for review of a Council decision to refuse an application for Alterations and Additions to Service Station on 20 August 2024. ********** The matter was listed for a directions hearing on 11 October 2024. On 10 October 2024 the directions hearing was vacated and rescheduled to 20 December 2024. The purpose of rescheduling the directions hearing is to allow the parties to prepare a Statement of Issues Facts and Contentions (SIFC) to define the issues under contention and inform future programming for the matter. <u>Preliminary Hearing</u> The SAT issued orders on 10 October 2024 with the following key dates prior to the directions hearing: • 22 November 2024 – Respondent's Statement of Issues, Facts and Contentions due to SAT. • 13 December 2024 – Applicant's Statement of Issues, Facts and Contentions due to SAT. On 11 December 2024 the SAT made orders to extend the time in which the Applicants SIFC is due to the SAT to 20 December 2024 and listed the matter for a Directions Hearing on 7 February 2025. The date for the Applicants SIFC was subsequently extended until 17 January 2025 and was submitted. Following this Directions Hearing the matter was listed for a preliminary hearing on 22 and 23 July 2025. The purpose of the preliminary hearing is to deal with the legal issues relating to the application being: • Issue 1: Does the subject site have the benefit of existing use rights or non-conforming use rights for use as a 'service station'? • Issue 2: If the answer to Issue 1 is yes, is clause 23 of the City of Vincent Local Planning Scheme No. 2 engaged or is clause 60 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* engaged, such that development approval is required? The outcome of this preliminary hearing would determine whether a further hearing would be needed to deal with the planning merits of Council's refusal. The preliminary hearing concluded on 22 July 2025. SAT published its decision on 24 October 2025 which determined that: • The site has existing use rights as a 'service station'. • Development approval is required for the works.

REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS
AS AT 28 MAY 2026

NO.	ADDRESS & SAT REVIEW NO.	DATE RECEIVED	APPLICANT	REVIEW MATTER & COMMENTS
				The matter has been listed for a directions hearing on 14 November 2025 to programme the matter for a further hearing on the remaining issues including the inadequacy of landscaping, the built form being inconsistent with the desired streetscape of Angove Street, and amenity impacts including the health risk from emissions, traffic flow and safety, and noise. Full Hearing The 14 November 2025 directions hearing was vacated with the consent of the City and the applicant because it was agreed that the matter would progress to a full hearing on the planning merits of the proposal. Awaiting confirmation of when the full hearing would be scheduled based on the availability of the SAT member and would not be before 20 May 2026. The SAT issued orders on 13 November 2025 and 20 November 2025 setting out with the following key dates for final hearing: • 4 December 2025 – Applicant to file any amended plans identifying the works sought to be approved. • 9 March 2026 – Applicant and Respondent witness statements due to SAT. • 20 March 2026 – Expert witnesses in each field of expertise are to confer with one another and prepare a joint statement. • 27 March 2026 – Joint statements signed by each expert witness due to SAT. • 1 May 2026 – Respondents without prejudice conditions due to SAT. • 15 May 2026 – Applicant response to without prejudice conditions due to SAT. • 20 May 2026 – SAT final hearing for a duration of 7 days, commencing on-site. The orders were amended on 28 January 2026 to account for a 2 week delay in the applicant providing amended plans. The amended key dates are as follows: • 23 March 2026 – Applicant and Respondent witness statements due to SAT. • 13 April 2026 – Expert witnesses in each field of expertise are to confer with one another and prepare a joint statement. • 24 April 2026 – Joint statements signed by each expert witness due to SAT. • 4 May 2026 – Respondents without prejudice conditions due to SAT. • 11 May 2026 – Applicant response to without prejudice conditions due to SAT. • 20 May 2026 – SAT final hearing for a duration of 7 days, commencing on-site. The Final Hearing commenced on 20 May 2026 and is due to finish on 28 May 2026. Following the final hearing, the SAT will have 90 days to review and provide their decision. *Representation by: Administration & McLeods*

REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS
AS AT 28 MAY 2026

NO.	ADDRESS & SAT REVIEW NO.	DATE RECEIVED	APPLICANT	REVIEW MATTER & COMMENTS
3.	No. 40 Guildford Road, Mount Lawley (DR 188 of 2024)	13 December 2024	Western Australian Planning Commission	Application for review of a Council decision to issue a Heritage Conservation Notice for the property on 23 April 2024, with the notice having been issued on 15 November 2024. ********** Matter listed for a directions hearing on 7 February 2025. Following this the matter was listed for a mediation on 13 March 2025. Mediation held on 13 March 2025 with SAT issuing orders setting out: • The applicant to provide additional information to the City on or before 5 May 2025; • Pursuant to s.31(1) of the *State Administrative Tribunal Act 2004*, Council is invited to reconsider its decision on or before 24 June 2025; and • The matter is listed for a directions hearing on 4 July 2025. Additional information was received on 5 May 2025 and was presented to Council at its June 2025 meeting. At this meeting Council affirmed its decision to issue the Heritage Conservation Notice. The directions hearing on 4 July 2025 was to consider how the matter will progress however, on 3 July 2025 the directions hearing was vacated and rescheduled until 3 October 2025. On 2 October 2025 the directions hearing was vacated and rescheduled until 13 February 2026. The purpose of this is to allow for the lodgement and determination of a development application on the site before the next directions hearing, which was lodged on 10 October 2025. The 13 February 2026 directions hearing has been vacated and the matter will be relisted to a further directions hearing on 15 May 2026. This date aligned with the determination timeframe for the development application for the site, which was approved by the WAPC at its meeting on 18 March 2026. The 15 May 2026 directions hearing was vacated a relisted to a further directions hearing on 7 August 2026 to allow the applicant the opportunity to consider the timing of satisfying conditions and works associated with the WAPC's March 2026 development approval. *Representation by: Administration & McLeods*
4.	No. 11 St Albans Avenue, Highgate (DR 1 of 2026)	5 January 2026	Sonja Damiani	Application for review of Council decision to refuse an application for Change of Use from Grouped Dwelling to Grouped Dwelling and Holiday House on 9 December 2025. ********** The matter was listed for a directions hearing on 20 February 2026. Following this the SAT issued orders and the matter has been listed for mediation, commencing on-site at 9:30am on 10 March 2026, with the Mayor and Councillors invited to attend. The mediation date was relisted to 30 March 2026 on agreement between the parties. The mediation date was relisted to 18 May 2026 on agreement between the parties. • The matter was attended on 18 May 2026, which commenced on site at 10.00am and continued to the SAT offices. The matter was attended by the Mayor, Administration, the Applicant, the SAT Member and the third party. At the SAT offices, the third party was permitted 10 minutes to provide a presentation on the matter. Thereafter, the Mediation was continued with the Mayor, Administration, the Applicant and the SAT Member. • The matter is listed for a Directions Hearing on 19 June 2026, at 11.30am and shall be attended by the Applicant, Administration and the SAT member via teleconference. *Representation by: Administration*

REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS
AS AT 28 MAY 2026

NO.	ADDRESS & SAT REVIEW NO.	DATE RECEIVED	APPLICANT	REVIEW MATTER & COMMENTS
5.	No 128A Harold Street, Mount Lawley (DR 52 of 2026)	7 April 2026	Lawrence Game	Application for review of Council decision to refuse an application for Change of Use from Single House to Single House and Unhosted Short Term Rental Accommodation on 10 March 2026. ********** The matter has been listed for a directions hearing on 15 May 2026. Following the directions hearing, the SAT issued orders and the matter has been listed for mediation, commencing on-site at 2:00pm on 11 June 2026, with the Mayor and Councillors invited to attend. *Representation by: Administration*

METRO INNER DEVELOPMENT ASSESSMENT PANEL (DAP)
REGISTER OF APPLICATIONS RELATING TO THE CITY OF VINCENT
AS AT 28 MAY 2026

No.	ADDRESS	APPLICANT	PROPOSAL	DATE APPLICATION RECEIVED	DAP MEETING DATE	STATUS
1.	No. 31 Jugan Street, Mount Hawthorn	Urbanista Town Planning	Form 1 – Multiple Dwellings (15)	9 October 2025	Not yet scheduled	The application is under assessment following the lodgement of additional information. The City's Responsible Authority Report is currently due on 29 June 2026.
2.	No. 292 Beaufort Street, Perth	Urbis	Form 1 – Alterations and Additions to Tavern	2 December 2025	Not yet scheduled	The City's Responsible Authority Report is currently being reviewed, which was submitted on 27 May 2026. A DAP meeting has been scheduled for 9:30am on 9 June 2026.
3.	No. 441 William Street, Perth	Lateral Planning	Form 1 – Mixed Use Development	10 January 2026	Not yet scheduled	The application is under assessment following the lodgement of additional information. The City's Responsible Authority Report is currently due on 3 June 2026.
4.	No. 19 Lincoln Street, Perth	G Living	Form 1 – Multiple Dwellings (7)	15 January 2026	Not yet scheduled	The application is on stop the clock as the City has requested further information. The due date for the Responsible Authority Report will be updated upon receipt of the information requested by the City.
5.	Nos. 370 and 374 Oxford Street, Mount Hawthorn	Lateral Planning	Form 2 – Mixed Use Development	6 March 2026	Not yet scheduled	The City has requested further information and the application is currently on stop the clock until the requested information is provided. The due date for the Responsible Authority Report will be updated upon receipt of the information requested by the City.

METRO INNER DEVELOPMENT ASSESSMENT PANEL (DAP)
REGISTER OF APPLICATIONS RELATING TO THE CITY OF VINCENT
AS AT 28 MAY 2026

No.	ADDRESS	APPLICANT	PROPOSAL	DATE APPLICATION RECEIVED	DAP MEETING DATE	STATUS
6.	No. 357 Oxford Street, Mount Hawthorn	Urbanista Town Planning	Form 1 – Commercial Development	5 March 2026	Not yet scheduled	The application is under assessment. The application is currently undergoing community consultation, closing on 26 May 2026. The application is on stop the clock as the City has requested further information. The RFI was sent to the applicant on 20 May 2026 and was accepted on the same day. The due date for the Responsible Authority Report will be updated upon receipt of the information requested by the City.
7.	No. 177 Scarborough Beach Road, Mount Hawthorn	PTS Town Planning	Form 2 – Extension of Time	23 April 2026	Not yet scheduled	The application is under assessment. A Responsible Authority Report due date is currently due on 9 July 2026.

DAP Process Improvements:
The City's Administration continues to support DAP processes. This includes assisting with early confirmation of the availability of Elected Members who are DAP Members to attend meetings. Administration also circulates the Responsible Authority Report to all Elected Members for DAP items.

CITY OF VINCENT DESIGN REVIEW PANEL (DRP)
REGISTER OF APPLICATIONS CONSIDERED BY DESIGN REVIEW PANEL
AS AT 28 MAY 2026

ADDRESS	APPLICANT	PROPOSAL	DRP MEETING DATE	REASON FOR REFERRAL
No applications have been presented to the Design Review Panel in this period.				

CITY OF VINCENT

INFORMATION BULLETIN

TITLE:	**Register of Petitions – Progress Report – June 2026**
DIRECTORATE:	**Chief Executive Officer**

DETAILS:

Petitions received by the City of Vincent are read out at the Council Meeting and are referred to the appropriate Director for investigation and report. This normally takes 6-8 weeks and the purpose of this report is to keep the Council informed on the progress of the petitions which have been reported to the Council.

A status report is submitted to Council as an Information Bulletin item on a monthly basis.

The following petitions still require action or are in the process of being actioned.

Key Index:
CEO: Chief Executive Officer
EDCBS: Executive Director Community & Business Services
EDIE: Executive Director Infrastructure & Environment
EDSD: Executive Director Strategy & Development

Date Rcd	Subject	Action Officer	Action Taken
11/3/2026	A petition with 27 signatures has been received from Vesna and Robert Trajcevski 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.	EDIE	**In progress** Received at Council Meeting 21 April 2026. The report will be presented mid-year, as investigations need to be completed, the results of which should be included in the report. Petitioner has been advised.

[TRIM ID: D18/35574]

CITY OF VINCENT

INFORMATION BULLETIN

TITLE:	**Register of Notices of Motion – Progress Report – June 2026**
DIRECTORATE:	**Chief Executive Officer**

DETAILS:

A status report is submitted to Council as an Information Bulletin item on a monthly basis.

The following Notices of Motion still require action or are in the process of being actioned.

Key Index:
CEO: Office of the CEO
EDCBS: Executive Director Community & Business Services
EDIE: Executive Director Infrastructure & Environment
EDSD: Executive Director Strategy & Development

Details	Action Officer	Comment
Public Health Advertising Restrictions and Advocacy 1. REQUESTS the Chief Executive Officer to enter into discussions with oOh!media to seek amendments to the City's bus shelter advertising agreement to prohibit advertising that promotes unhealthy food and beverages, alcohol, e-cigarettes, gambling products or services, arms manufacturers and the fossil fuel industry; 2. REQUESTS the Chief Executive Officer to advise Council of the outcome of those discussions; and 3. REQUESTS the Western Australian Local Government Association (WALGA) to develop an advocacy position consistent with the State Government's Public Health Plan regarding advertising of unhealthy food and beverages, alcohol, smoking, e-cigarettes, and gambling products or services. This advocacy position would be used to advocate with other not-for-profit agencies (including, but not limited to, the Cancer Council, Heart Foundation and Diabetes WA) for banning the advertising of these products by State Government agencies or on State Government land.	**EDS&D** **EDCBS**	**In progress** Administration has contacted oOh!media to commence discussions to amend the bus shelter advertising agreement.

Details	Action Officer	Comment
Native Bird Protection and Preparedness for an Avian Flu Outbreak That, in light of the increasing and multifaceted threats facing native birds, that Council REQUESTS: 1.the Chief Executive Officer to prepare a report to be provided to Council by July 2026 detailing: 1.1.a proposed approach for the City to prepare for a potential avian flu outbreak; and 1.2.recommendations on additional measures the City could take to better protect native birds noting indicative costs and resource requirements. 2.the report explore initiatives including: 2.1.reviewing lighting strategies to minimise disruption to nocturnal and migratory species; 2.2.reviewing street tree pruning practices to better protect birds and nests; 2.3.installing more shaded water sources and nesting boxes in public areas; 2.4.promoting bird-safe urban design; 2.5.providing subsidies for nest box installations on private property; 2.6.expanding community engagement in bird conservation; and 2.7.installing signage that discourages bird feeding in public spaces.	**EDIE**	**In progress** Report to be provided to Council July 2026
Safe Trading Site That Council **REQUESTS** the Chief Executive Officer present a report to Council within three months with a recommended implementation model for a safe trading site in the City of Vincent for online marketplace exchanges. The report should address: An appropriate location in a high foot traffic area, close to parking and public transport Site infrastructure, including lighting, CCTV, seating, shade, accessibility and signage Public communications Resource and cost implication	**EDIE**	**In Progress - Ongoing** Presentation was given at Council Workshop 31 March 2026. Review of sites to progress over the next 12 to 18 months.
Plant Based Food Systems	**EDSD** **EDIE**	**In progress** This is ongoing and Administration will implement the NOM outcomes through existing planned policies and strategies.

Details	Action Officer	Comment
		This includes the new Climate Transition Action Plan, and review of the Public Health Plan, Waste Strategy, Events Policy and Health Foods Policy. Plant-based principles and best practice would be incorporated into future policy and strategy preparation. Administration will investigate opportunities for increased education and advocacy as part of the ongoing implementation of the Enhanced Environment Strategy.

Laneway Upgrade Program	**EDSD** **EDCBS** **EDIE**	**In progress** The *Love Your Laneway* small grants program has been established and launched to support the beautification and activation of laneways across the City. Promotion is underway and applications are open.
Animal Local Law – Cat Containment	**EDIE**	**In progress** Legal advice has been provided to Council Members. Waiting on Joint standing Committee on delegated legislation review of City of Bayswater Cat Local Laws before determining approach to advocacy. Sept 25, State Govt. announced it will amend the Cat Act to enable local government to make and enforce local laws regarding cat containment.
Electric Vehicle Charging Infrastructure in the City of Vincent	**EDIE / EDSD**	**In progress** Administration is implementing the NOM outcomes. This is ongoing. Advocacy letter sent to relevant State Government Ministers on 9 January 2025 with a response being received in May 2025. Administration is currently working with the PICG and Western Power to lead a trial for charging infrastructure to be incorporated into public realm infrastructure. An MOU for the project was signed by the PICG Mayors and CEO's in December 2025. Project workshop held in May 2026 and next workshop scheduled for June 2026.
Protection and promotion of trees on private land	**EDSD**	**In progress** Administration is implementing the NOM outcomes. This is ongoing. Review of Trees of Significance Policy approved by Council at December 2024 meeting for the purposes of community consultation. Consultation concluded 13 February 2025. SAT decision of Town of Cambridge was finalised early August 2025 and the outcomes were discussed at the September 2025 Council Workshop. Policy options discussed at the Council Workshop in March 2026 and to be presented back to Council for approval to advertise in June 2026.

ACTION REGISTER JUNE 2026

Council Meeting	Agenda Report Item	Resolution Action Item	Council Decision	Director	Comments
19/05/2026	No. 188 (Lot: 1; D/P: 33790) Vincent Street, North Perth - Proposed Alterations and Additions to Place of Worship	3.1 Prepares a report for Council's consideration at its 15 September 2026 Ordinary Meeting of Council. 3.2 Updates Attachment 2 – Development Plans to remove annotations referring to aspects of the development being refused.	Carried with amendment 8/0	EDSD	In progress.
19/05/2026	Approval to Advertise Local Area Traffic Management Policy - Standard Amendment	That Council APPROVES for the purpose of community consultation, the draft Local Area Traffic Management (LATM) Policy, at Attachment 1, and authorises Administration to advertise the draft Policy in accordance with the City's Corporate Document Development Policy and Community and Stakeholder Engagement Policy.	Carried 7/1	EDIE	
19/05/2026	Notice of Motion - Mayor Alison Xamon - Public Health Advertising Restrictions and Advocacy	2. REQUESTS the Chief Executive Officer to advise Council of the outcome of those discussions; and	Carried 7/0	EDSD	Discussions with oOh!media regarding proposed advertising restrictions are ongoing. Officers are working through the contractual implications of the requested amendments.
21/04/2026	Advertising of Local Planning Policy: Heritage Area Guidelines, Local Planning Policy: Character Area Guidelines and Proposed Lacey Street Heritage Area	2. NOTES that any submissions received during the advertising period would be presented to Council for consideration.	Carried en bloc	EDSD	To be returned to Council following completion of advertising and consideration of submissions.
21/04/2026	Approval to Advertise Amended Community and Stakeholder Engagement Policy	That Council APPROVES the proposed amendments to the Community and Stakeholder Engagement Policy at Attachment 1 for the purpose of community consultation.	Carried en bloc	EDCBS	Community Consultation will commence by the end of April. The Outcome of Advertising Report will go back to OMC 16 June 2026
10/03/2026	Native Bird Protection and Preparedness for an Avian Flu Outbreak	That, in light of the increasing and multifaceted threats facing native birds, that Council REQUESTS: 1. the Chief Executive Officer to prepare a report to be provided to a Council Workshop by July 2026 detailing: 1.1. a proposed approach for the City to prepare for a potential avian flu outbreak; and 1.2. recommendations on additional measures the City could take to better protect native birds noting indicative costs and resource requirements. 2. the report explore initiatives including: 2.1. reviewing lighting strategies to minimise disruption to nocturnal and migratory species; 2.2. reviewing street tree pruning practices to better protect birds and nests; 2.3. installing more shaded water sources and nesting boxes in public areas; 2.4. promoting bird-safe urban design; 2.5. providing subsidies for nest box installations on private property; 2.6. expanding community engagement in bird conservation; and 2.7. installing signage that discourages bird feeding in public spaces.	Carried 8/0	EDIE	
10/02/2026	Approval to Advertise Amended Policy - Verge Treatments - Standard Amendment	That Council further amend the Verge Treatment Policy at Attachment 1 by: 1. RETITLE the amended clause 2 "Mowing and Cleaning of Street Verges" to "Maintenance of Street Verges"; and 2. ADD the following new sub-clause – "2.3 Landscaping of verges and medians A verge and median of a main and distributor road within the City that is not otherwise maintained by an adjoining landowner will be landscaped and maintained by the City." ;and 3. APPROVE the amended Verge Treatment Policy at Attachment 1 for the purpose of community consultation, replacing the 'Verge Treatments, Plantings and Beautification Policy (Policy No. 2.2.4).	Carried with amendment 7/0	EDIE	Advertising - 18 March - return to council June 2026
10/02/2026	Approval to Advertise Amended Policy - Rights of Way - Standard Amendment	That Council APPROVES the draft amended Rights of Way Policy, at Attachment 1, for the purpose of community consultation, which is proposed to replace Laneways and Rights of Way Policy, (Policy No. 2.2.8)	Carried en bloc	EDIE	Advertising - 18 March 2026 return to council June 2026

Council Meeting	Agenda Report Item	Resolution Action Item	Council Decision	Director	Comments
9/12/2025	Loftus Recreation Centre - Review of Annual Lease Payments for FY25/26 by Belgravia Health & Leisure Group Pty Ltd	3. REQUESTS that Council be provided with an update by 30 June 2026 on the operational and financial performance of Loftus Recreation Centre (including membership, utilisation and revenue trends, operating result and any material change to the City's financial exposure) and be advised earlier should any material financial or operational risks arise prior to that date;	Carried 8/1 with Amendment	EDIE	Report to Council being prepared for June 2026 OCM
12/08/2025	Advertising of Policy Nos. 7.1.1 - Built Form Policy, Local Planning Policy: Character Area Guidelines, 7.5.10 - Sustainable Design, and revocation of 7.5.5 - Domestic Satellite Dishes Microwave Antennae and Tower Masts	3. NOTES that any submissions received during the advertising period on the respective policies would be presented to Council for consideration.	Carried en bloc	EDSD	Built Form Policy and Character Area Guidelines approved at December 2025 OMC and submitted to WAPC for final approval. ESD Policy to be presented to OMC in second half of 2026 for final approval. Domestic Satellite Dishes Policy received no submissions and was revoked 12 November 2025.
8/04/2025	Advertising of Draft Amended Local Planning Strategy	NOTES that: Any submissions received during the advertising period for the Draft Amended Local Planning Strategy would be presented to Council for consideration.	Carried 7/0	EDSD	To be presented to Council following advertising.
11/02/2025	Notice of Motion - Mayor Xamon - Animal Local Law - Cat Containment	That Council REQUESTS the Chief Executive Officer to: 1. Seek further additional external legal advice on whether cat containment provisions are currently enabled within the Cat Act 2011; 2. Request that the State Government bring forward the review of the Cat Act 2011 to include provisions to enable Local Governments to enact Local Laws with cat containment provisions; 3. Present this advice to Council for consideration to go out for consultation on whether the Animal Local Law 2022 should be amended accordingly; and 4. Consider further consultation on amending the Animal Local 2022 to include provisions for cat containment, pending the additional external legal advice received.	Carried unanimously 9-0	EDIE	Legal advice has been provided to Council Members. Waiting on Joint standing Committee on delegated legislation review of City of Bayswater Cat Local Laws before determining approach to advocacy.
11/02/2025	Response to Petition - William Street Town Centre Public Artwork Commission	4. RECEIVES a project closure report following practical completion which includes: • Outline of the EOI process including conception and assessment for this project and how this can be improved for future projects. • Identify a process to obtain Engineering feedback and assess key services; and • Identify an approach for the accurate assessment of proposed projects before financial commitments are made and executed.	carried with amendment 9-0	EDSD	To be commenced after completion of artwork.
11/02/2025	Response to Petition - William Street Town Centre Public Artwork Commission	3. REQUESTS the Chief Executive Officer investigate alternate locations for the artwork and present a report back to Council by June 2025.	carried with amendment 9-0	EDSD	Preferred site, proposed contract variation and draft engagement plan presented to February 2026 Workshop. Council to consider formally changing location of artwork at June 2026 Ordinary Council Meeting.
11/02/2025	Responses to Motions carried at the Annual General Meeting of Electors held on 11 December 2024	Gas Appliances (Incentives) – That Council NOTES Administration is currently investigating opportunities to incentivise electrification as part of the GreenTrack program through the review of Policy No. 7.1.1 – Built Form and 7.5.10 – Sustainable Design that will be progressed in 2025, and the Climate Transition Adaption Plan that is scheduled to be developed in 2025/26.	carried 9-0	EDSD	Review of Built Form Policy and amended ESD Policy approved for advertising August 2025 OMC. Built Form Policy approved at December 2025 OMC. ESD Policy to be presented to OMC in second half of 2026 for final approval. Preparation of Climate Plan has commenced and will progress through 2026/27.
11/02/2025	Responses to Motions carried at the Annual General Meeting of Electors held on 11 December 2024	Motion 4.3 Gas Appliances (Residential and Businesses) – That Council NOTES: • Administration is currently investigating opportunities to promote electrification within the local planning framework through a review of Policy No. 7.1.1 – Built Form and 7.5.10 – Sustainable Design. This review would be presented to Council by mid-2025 prior to undertaking community consultation.	carried 9-0	EDSD	Review of Built Form Policy and amended ESD Policy approved for advertising August 2025 OMC. Built Form Policy approved at December 2025 OMC. ESD Policy to be presented to OMC in second half of 2026 for final approval. Preparation of Climate Plan has commenced and will progress through 2026/27.

Council Meeting	Agenda Report Item	Resolution Action Item	Council Decision	Director	Comments
11/02/2025	Responses to Motions carried at the Annual General Meeting of Electors held on 11 December 2024	1.Motion 4.2 – Scheme Amendment – That Council NOTES: •Community consultation on proposed amendments to Policy No. 7.6.3 – Trees of Significance will conclude on 13 February 2025 pursuant to its resolution from its meeting on 10 December 2024. The outcomes of community consultation would be presented to a future meeting by mid-2025; •The review of Policy No. 7.6.3 – Trees of Significance is one part of Administration's broader approach to improving tree canopy on private land. Other measures would include a further review of planning controls in the City's local planning framework, investigation of financial and non-financial incentives, community education and awareness, and advocacy to the State Government; and •If ultimately approved by Council, Administration would continue to monitor the implementation of an amended Policy No. 7.6.3 – Trees of Significance as part of this broader approach to tree protection.	carried 9-0	EDSD	Review of Trees of Significance Policy approved by Council at December 2024 meeting for the purposes of community consultation. Consultation concluded 13 February 2025. Policy options discussed at March 2026 Council Workshop and to be presented back to Council for approval to advertise June 2026. Amendments to Built Form Policy approved at December OMC and submitted to WAPC for final determination by June 2026.
19/03/2024	Notice of Motion - Mayor Alison Xamon - Protection and Promotion of Trees on Private Land	REQUESTS that the City: 2.1Prioritises the progress of planning controls to ensure greater protection of trees and canopy provision on private land; and 2.2Advocates to the Western Australian Planning Commission and Minister for Planning for greater protection of trees on private land.	Carried 9/0	EDSD	Review of Trees of Significance Policy approved by Council at December 2024 meeting for the purposes of community consultation. Consultation concluded 13 February 2025. Policy options discussed at the Council Workshop in March 2026 and to be presented back to Council for approval to advertise in June 2026. Amendments to Built Form Policy approved at December OMC and submitted to WAPC for final determination by May 2026.
12/12/2023	Response to Petition - Ellesmere Street, North Perth Parking	RECEIVES a further report at the conclusion of the collection of traffic data and public consultation.	Carried 7/0	EDIE	MEng - Short-Term concepts regarding to Traffic Calming to be explored before August 2025. Longer Term traffic intervention plans to be presented to Council in February 2027
12/12/2023	Response To Petition - Corner Scarborough Beach Road and Killarney Street - Maintenance and Infrastructure	REQUESTS administration to complete a review of the location of Scarborough Beach Road and Killarney Street for improved and additional signage and if warranted, provide a concept design on road infrastructure improvements to address road safety concerns which will be included in the wider precinct wide traffic modelling for the Mount Hawthorn area.	Carried 7/0	EDIE	MEng - Short-Term concepts relating to signage has been completed by Main Roads WA. Longer Term traffic intervention plans to be presented to Council in February 2027
8/03/2022	Sale of No. 26 Brentham Street, Leederville	APPROVES the disposal of the City's Lot 37 (No. 26) Brentham Street, Leederville, pursuant to section 3.58 of the Local Government Act 1995, via public tender, subject to amendment to Local Planning Scheme No. 2 (LPS2) to reclassify a portion of Lot 37 (No. 26) Brentham Street, Leederville from Public Open Space reserve to R60: 1.1 the Request For Tender criteria would include the terms of sale, offer, any conditions, proposed settlement date, and proposed future land use; an	Carried with Amendments from Mayor Cole and Cr Loden – 9/0	EDSD	Rosewood offer not accepted by Council August 2025. Public tender to be prepared for sale of site, with offers to be presented to a future Council Meeting.

Budget Workshop Items – 5 May 2026 **Total: 3**

There has been one Council Workshop since 19 May 2026.

The Budget Workshop was held on 5 May 2026, with the following items listed on the agenda.

Item	Subject
4.1	Workforce Plan Update 2026/27
4.2	Annual Budget 2026/27
4.3	Differential Rating Strategy 2026/27

CITY OF VINCENT

NOTES

Council Briefing

12 May 2026

Table of Contents

1 Declaration of Opening / Acknowledgement of Country 3
2 Apologies / Members on Approved Leave of Absence 3
3 Public Question Time and Receiving of Public Statements 4
4 Declarations of Interest 5
Reports With Discussion 6
5.1 No. 188 (Lot: 1; D/P: 33790) Vincent Street, North Perth - Proposed Alterations and Additions to Place of Worship 6
5.2 Outcome of Advertising, and Adoption of the City's Public Health Plan 2026 – 2031 8
6.2 Safe Trading Site - 62 Frame Court Carpark, Leederville 9
7.1 Financial Statements as at 31 March 2026 11
7.5 Event Sponsorship 2026/2027 12
7.7 Outcome of Advertising and Adoption of Amended Investment Policy 15
7.8 RFT CB541/2026 Christmas Lights Installations 16
8.2 Information Bulletin 17
Reports With No Discussion 19
6.1 Approval to Advertise Local Area Traffic Management Policy - Standard Amendment 19
7.2 Authorisation of Expenditure for the Period 1 March 2026 to 31 March 2026 20
7.3 Investment Report as at 31 March 2026 21
7.4 Differential Rating Strategy 2026/2027 22
7.6 Adoption of the Long Term Financial Plan 2026/27 - 2035/36 23
8.1 Proposed Partial Acquisition of Lot 807 From Catalina Regional Council 24
9 Motions of Which Previous Notice Has Been Given 25
10 Representation on Committees and Public Bodies 25
11 Confidential Items/Matters For Which the Meeting May be Closed 25
12 Closure 25

COUNCIL BRIEFING NOTES 12 MAY 2026

NOTES OF CITY OF VINCENT
COUNCIL BRIEFING
HELD AS E-MEETING AND AT THE ADMINISTRATION AND CIVIC CENTRE,
244 VINCENT STREET, LEEDERVILLE
ON TUESDAY, 12 MAY 2026 AT 6:00 PM

PRESENT:	**Cr Alex Castle**	**Presiding Member**
	Mayor Alison Xamon	**Mayor (electronically)**
	Cr Suzanne Worner	**North Ward**
	Cr Nicole Woolf	**North Ward**
	Cr Con Poulios	**North Ward**
	Cr Sophie Greer	**South Ward (electronically)**
	Cr Ashley Wallace	**South Ward**
	Cr Reece Wheadon	**South Ward**
IN ATTENDANCE:	**David MacLennan**	**Chief Executive Officer**
	Rhys Taylor	**Executive Director Community & Business Services**
	Jay Naidoo	**Executive Director Strategy & Development**
	Michael Hancock	**Manager Development & Design**
	Main Bhuiyan	**Manager Financial Services**
	Luke McGuirk	**Manager Engineering**
	Chris Dixon	**Senior Projects & Strategy Officer**
	Lisa Williams	**Executive Manager Communications & Engagement (left at 6.55pm after Item 7.8)**
	Isabel Mills	**Community and Civic Events Officer (left at 6.55pm after Item 7.8)**
	Prue Reddingius	**Manager Public Health and Built Environment**
	Joslin Colli	**Executive Manager Corporate Strategy & Governance**
	Wendy Barnard	**Executive Assistant to the Mayor and Council Support**
Public:	Approximately three members of the public.	

1 DECLARATION OF OPENING / ACKNOWLEDGEMENT OF COUNTRY

The Presiding Member, Alex Castle, declared the meeting open at 6.00pm and read the following Acknowledgement of Country statement:

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

2 APOLOGIES / MEMBERS ON APPROVED LEAVE OF ABSENCE

Cr Sophie Greer is on approved leave of absence from 11 February 2026 to 19 May 2026, but was in attendance.

Cr Ashlee La Fontaine was an apology for this meeting.

3 PUBLIC QUESTION TIME AND RECEIVING OF PUBLIC STATEMENTS

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

3.1 Stuart Neal of Fremantle - Item 5.1

His full statement can be heard here.

3.2 Murray Slavin of Fremantle – Item 5.1

His full statement can be heard here.

3.3 Edmond Nixon of North Perth – Item 5.1

His full statement can be heard here.

There being no further speakers, Public Question Time closed at approximately 6.09pm.

The following questions were submitted in writing prior to the Briefing.

3.4 Dudley Maier of Highgate – Items 6.1 and 7.4

Administration response is below in italics.

Item 6.1 - Local Area Traffic Management

At the bottom of page 6 of the Road Safety Management Plan (Appendix 2) it shows that at 50km/h, two out of ten persons survive a collision, and that at 40km/h, six out of ten persons survive a collision.

What is the corresponding ratio at 30 km/h?

Research undertaken internationally and reflected within Safe System principles adopted by Australian road safety agencies, indicates that survivability significantly increases as vehicle speeds reduce.

At an impact speed of 30 km/h, it is generally recognised that approximately 9 out of 10 pedestrians are likely to survive a collision.

Item 7.4 – Differential Rates Strategy

There is a claim that un-hosted Short Term Rental Accommodation (STRA) properties place a greater demand on local infrastructure including greater waste production, use of public amenities, and pressure on parking and local amenity (whatever pressure on local amenities means).

Does the City have any empirical evidence to back up these claims (e.g. weighed waste volumes for STRA properties as compared to non-STRA properties) or are these just anecdotal claims? If so, what statistics, gathered before 12 May, does the City have?

The City currently incurs costs related to STRA properties that are materially higher than the increase proposed in the new STRA differential rate.

Significant time is spent by Administration, particularly in relation to planning assessments and regulatory compliance with these costs not currently offset by relevant fees and charges. High level estimates indicate that waste generation and contamination rates are higher with STRA properties than general residential properties.

4 DECLARATIONS OF INTEREST

Cr Poulios declared a financial interest in Item 7.5 Event Sponsorship 2026/2027. The extent of his interest is that he is a Board Member of Floreat Athena Football Club, who have been recommended for a grant.

Cr Alex Castle declared an impartiality interest in Item 7.5 Event Sponsorship 2026/2027. The extent of her interest is she is friends with the organiser of one of the events that applied for funding in the 2026/2027 Event Sponsorship round.

Cr Suzanne Worner declared an impartiality interest in Item 7.5 Event Sponsorship 2026/2027. The extent of her interest is that she has previously worked with a number of the applicants, including being a former employee of one applicant.

Cr Suzanne Worner declared a financial interest in Item 7.5 Event Sponsorship 2026/2027. The extent of her interest is that she is the former General Manager of Revelation Film Festival.

Cr Nicole Woolf declared an impartiality interest in Item 7.5 Event Sponsorship 2026/2027. The extent of her interest is that she met with one of the applicants a year ago to discuss the broad concept of their event, but has had no involvement in the grant application.

REPORTS

The Presiding Member, Cr Alex Castle, requested Council Members to indicate:

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

COUNCIL MEMBER	ITEMS TO BE DISCUSSED
Mayor Xamon	7.1
Cr Castle	5.1, 5.2 and 6.2
Cr Worner	7.5
Cr Woolf	6.2, 7.8 and 8.2
Cr Poulios	7.8
Cr Greer	7.7

REPORTS WITH DISCUSSION

5.1 NO. 188 (LOT: 1; D/P: 33790) VINCENT STREET, NORTH PERTH - PROPOSED ALTERATIONS AND ADDITIONS TO PLACE OF WORSHIP

Ward: South

Attachments:

1. Consultation and Location Plan
2. Development Plans
3. Conservation Management Plan
4. Engineering Technical Note
5. Arborist Technical Report
6. Clause 67 Assessment
7. Applicant Response to Submissions
8. Administration Response to Submissions
9. Determination Advice Notes

RECOMMENDATION:

That Council, in accordance with the provisions of the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme:

1. APPROVES part of the application for Alterations and Additions to Place of Worship at No. 188 (Lot: 1; D/P: 33790) Vincent Street, North Perth, in accordance with the plans shown in Attachment 2, subject to the following conditions with the associated determination advice notes in Attachment 9:

   1.1 Development Approval

   This approval relates to Alterations and Additions to Place of Worship as shown on the approved plans dated 18 December 2025 and 31 March 2026. No other development forms part of this approval;

   1.2 Use of Premises

   1.2.1 This approval is for a Place of Worship as defined in the City of Vincent Local Planning Scheme No. 2. The use of the subject land for any other land use may require further approval from the City;

   1.2.2 The Place of Worship shall be limited to a maximum of 552 patrons at any one time;

   1.3 Landscaping

   1.3.1 Prior to the commencement of works, a detailed landscape and reticulation plan for the development site shall be lodged with and approved by the City.

   The plan shall be drawn to a scale of 1:100, be generally in accordance with the landscaping plans dated 31 March 2026, and shall show the following to the satisfaction of the City:

   - The location and type of proposed trees and plants;
   - Areas to be irrigated or reticulated;
   - Replacement of proposed Poincianas with appropriate selection of tree species (consistent with the City's Tree Selection Tool) to be located within the deep soil areas to maximise the provision of canopy coverage.

   The landscaping is to be maintained thereafter at the expense of the owners/occupiers for the life of the development, to the satisfaction of the City.

   1.3.2 All works shown in the approved landscape and reticulation plan as identified in Condition 1.3.1 shall be undertaken in accordance with the approved plans to the City's satisfaction, prior to the completion of works and maintained thereafter to the satisfaction of the City at the expense of the owners/occupiers;

1.4 Parking Management

Prior to the first use of the parking areas subject to the approval, a Parking Management Plan shall be submitted to and approved by the City. The Parking Management Plan is to include, but not limited to, addressing the following:

- Detailed management measures for the operation of the vehicular entry gate, to ensure access via Vincent Street, Alfonso Street and Camelia Street is readily available for visitors;
- The allocation of the car parking bays to ensure that there are a total of 95 formal bays provided and 28 informal temporary overflow bays; and
- Detailed management measures for the operation of the temporary overflow parking area.

The approved Parking Management Plan shall be implemented, and the development shall be carried out in accordance with the approved Parking Management Plan and approved plans, to the satisfaction of the City at the expense of the owners/occupiers;

1.5 11 short-term and 23 long-term bicycle parking spaces shall be provided on-site in accordance with Australian Standard AS2890.3 prior to the completion of works, to the satisfaction of the City;

1.6 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:

- The delivery of and delivery times for materials and equipment to the site;
- Parking arrangements for contractors and sub-contractors;
- Management of noise;
- Public communication and complaint handling procedure;
- Construction times; and
- Tree protection measures to be undertaken to conserve the Lemon Scented Gum tree (Tree ID No. 1) as identified for retention on the approved plans. The approved measures are to be monitored by the Arborist and implemented for the duration of the demolition and construction processes to the satisfaction of the City.

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

2. REFUSES part of the development application for Alterations and Additions to Place of Worship at No. 188 (Lot: 1; D/P: 33790) Vincent Street, North Perth, as shown on the plans shown in Attachment 2, for the following reasons:

2.1 Pursuant to Clause 67(2)(b), (l), (n), (o), (p) and (zc) of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015,* the objectives of the Residential Zone in the City of Vincent's Local Planning Scheme No. 2 and Local Planning Policy: Development Guidelines for Heritage Places, the proposed removal of trees identified as Tree ID's 22 to 32 (inclusive) and the eastern car parking area are not supported. The subject site is a State-registered heritage place and the existing mature trees are healthy, established landscape elements that form a contributory component of the heritage curtilage. As confirmed by the City's Design Review Panel, the trees make a significant contribution to the amenity, character, landscaping, natural environment, urban greening and present-day park-like setting of the place and locality. Their removal, and the introduction of additional hardstand and vehicle dominance associated with the eastern car parking area located forward of the building, would materially affect this setting and result in adverse impacts on the cultural heritage significance, visual amenity and character of the place and locality.

NO QUESTIONS ON NOTICE

COUNCIL BRIEFING NOTES 12 MAY 2026

5.2 OUTCOME OF ADVERTISING, AND ADOPTION OF THE CITY'S PUBLIC HEALTH PLAN 2026 – 2031

Attachments:

1. **Public Health Plan 2026-2031**
2. **Summary of Submissions and Administration Comment**
3. **Stakeholder Feedback: Cancer Council WA**
4. **Stakeholder Feedback: Royal Life Saving WA**
5. **Stakeholder Feedback: Neami National**

RECOMMENDATION:

That Council APPROVE the Public Health Plan 2026-2031 included in Attachment 1.

CR CASTLE:
In the community consultation table, we received 34 submissions. In the report, we detailed the organisational stakeholders we engaged with. Do the 34 submissions include organisational stakeholders?

MANAGER PUBLIC HEALTH & BUILT ENVIRONMENT:
No. Of the 34 submissions received through Imagine Vincent, 33 were from community members. One was from Injury Matters, who are an organisational stakeholder, but chose to complete a short survey submission on Imagine Vincent rather than providing a separate organisational submission. An additional four stakeholder submissions were received from North Metropolitan Health Service, Cancer Council WA, Royal Life Saving WA, and Neami National, totalling 38 submissions.

COUNCIL BRIEFING NOTES 12 MAY 2026

6.2 SAFE TRADING SITE - 62 FRAME COURT CARPARK, LEEDERVILLE

Attachments: **1. 2175 - Safe Trading Site_Map**

RECOMMENDATION:

That Council:

1. **APPROVES the establishment of a designated Safe Trading Site at the proposed location shown in Attachment 1; and**
2. **AUTHORISES the Chief Executive Officer to administer and enforce the operation of the site.**

CR WOOLF:
What will the actual design of the site be?

SENIOR PROJECTS AND STRATGY OFFICER:
Please see the below design for the safe trading site. Noting that currently the QR code for feedback links back to the City's webpage, but once council resolution has been passed, this page will contain the relevant information related to the site in Leederville.

CR GREER:
Is it possible to get a satellite image of the site – where the signage will go, etc?

SENIOR PROJECTS AND STRATGY OFFICER:
Please see the below aerial view showing the location of the safe trading site. The aerial view shows the proximity of the public parking and other parking options, with the proximity of the Leederville train station for public transport.

CITY OF VINCENT

SAFE TRADING SITE

The intended location of the signage is marked below, also with corflute pole wraps proposed to go around the parking poles.

7.1 FINANCIAL STATEMENTS AS AT 31 MARCH 2026

Attachments: 1. Financial Statements as at 31 Mar 2026

RECOMMENDATION:

That Council RECEIVES the Financial Statements for the month ended 31 March 2026 as shown in Attachment 1.

NO QUESTIONS ON NOTICE

At 6.33pm Cr Poulios left the meeting due to a previously declared financial interest.
At 6.33pm Cr Worner left the meeting due to a previously declared financial interest.

7.5 EVENT SPONSORSHIP 2026/2027

Attachments:
1. **Event Sponsorship Guidelines 2026-2027**
2. **Event Sponsorship 2026-2027 Applications Summary**

RECOMMENDATION

1. That Council APPROVES 2026/27 Event Sponsorship as follows:

Event	Amount
Revelation Perth International Film Festival Inc. **Revelation Perth International Film Festival**	$20,000
Perth Pre Loved Pty Ltd **Perth Pre Loved Market**	In-Kind Support
Perth Bears **Perth Beas Activation at Storm vs Sea Eagles**	In-Kind Support
Youth Pride Network **Queer Prom**	$10,000
Educated by Nature **A Day of Creative Play**	$5,000
Floreat Athena Soccer Club **The European Food and Wine Festival**	$10,000
Ellena Stacey **Fairytales in the Park**	$10,000
Reclink Australia **Reclink Cup**	$10,000
The Leederville Precinct **Leedy Artfest – Vol III**	$9,500
Mili Markets and Events **Taste**	$1,500
Perth International Jazz Festival **Jazz Picnic in the Park**	$20,000
The Spot (Dance Studio) **Electric Lane Dance Battle**	$5,000
Pisconeri Wholesalers – James De Leo **The Provedores Market**	$10,000
Perth International Arts Festival **Casa Musica**	$40,000
Rotary Club North Perth **Hyde Park Festival**	$20,000
Perth Design Week **Perth Design Week 2027: Hyde Park Design Talks**	In-kind Support
WA Youth Jazz Orchestra **2027 Season Launch**	$8,000
St Patricks Festival WA Inc **St Patricks Festival WA**	$20,000 + $3,000 (shuttle bus)
RTRFM **Neon Picnic**	$13,000
Brisbane Hotel Trading's **Perth Bears Inaugural Game Event**	$5,000
Perth Bears **Perth Bears First Game Activation**	$10,000
Liberation Cooperative **Perth Vegan Expo**	$20,000
Temp Gallery **A Place We Call Home: Northbridge**	$0
Curate Arts Incorporated **Moving Melodies**	$0
Leederville Connect	$0

Leederville Connect Events Calendar	
Remida Perth Inc **Crafts in the Park**	$0
Colombian Association WA **Little Candles Day**	$0
SRO Group of Companies **Blended**	$0
Sonlife Church **Christmas Festival**	$0
Middle Ground Pty Ltd **Leederville New Years Eve**	$0
TOTAL EVENT SPONSORSHIP	**$250,000**

2. NOTES:

1. **The 2026/27 budget will include provision of $250,000 for the administration of event grant funding; and**

2. **The allocation of 2026/27 Event Sponsorship remains subject to the recipient signing a Sponsorship Agreement with the City of Vincent identifying all related expectations and obligations.**

MAYOR XAMON:
Can you provide a general quantum of what 'In kind support' involves and the cost associated with the provision of this support?

EXECUTIVE DIRECTOR COMMUNITY & BUSINESS SERVICES:
Under the current Event Sponsorship Guidelines, in-kind support can include a combination of fee waivers and operational services depending on the nature and scale of each event:

Operational and fee waiver support
- *Waste and recycling services priced per bin and based on estimated attendance*
  - *General Waste: $22.70 per bin*
  - *Recycling: $19.04 per bin*
- *Ranger/parking arrangements, including reserved parking and Ranger assistance, valued based on the City's Fees and Charges and staff time.*
- *Hire of parks, facilities and use of car parks: as per Fees and Charges.*

Non-cash support provided within existing staff resources
- *Marketing and promotion through the City's website, fortnightly e-news and social media platforms (provided to all successful applicants).*
- *Accessibility and sustainability advice and guidance.*
- *Advice about Welcome to Country or Acknowledgement of Country.*

The value of in-kind operational support varies significantly between events and is dependent on factors including event size, duration, location and final operational requirements. These details are not always fully known at the time that sponsorship applications are assessed.

For Perth Pre-Loved Markets, the operator requires a booking of North Perth Town Hall for 8 hours once a month which equates to $432 per market or $5,184 over the 12 month sponsorship period if they operate once a month. Additional in-kind support requirements are still to be discussed.

For Perth Bears, the hire of Loton Park would depend on the duration it will be required for as this is charged at either half day or full day rates. Under the fees and charges, the hire fee is $625 per day for community groups and $3,500 per day for commercial operators. There are also bump in and bump out costs which may apply and will need to be discussed once the even application is received.

For Perth Design Week, the hire cost for Hyde Park will depend on where in the park they would like to be located and the duration they need the space for. Commercial bookings for the stage area are charged at $26 per hour.

Once event sponsorship has been endorsed, Administration works with each organiser as part of the event approvals process to determine the specific in-kind services required. Event applications and operational planning occur after funding decisions and when full event details are known.

CR WOOLF:
In relation to 'In kind support' is Council being asked to determine whether we provide the support, not what the support will be? Does the recommendation need to specifically reference whether 'In Kind support' is provided and to what extent?

EXECUTIVE DIRECTOR COMMUNITY & BUSINESS SERVICES:
Council is being asked to approve the event applications recommended for grant funding in accordance with the Community Funding Policy.

Council isn't required to approve the in-kind support. The recommendation has been updated for clarity.

CR GREER:
Can you provide a table which sets out which events are free, expected ticket prices, whether the event is classified as small, medium or large?

EXECUTIVE DIRECTOR COMMUNITY & BUSINESS SERVICES:
The table in the report has been updated to reflect the event category (small, medium or large) and whether the event is free or ticketed and the ticket price (as advised by the applicant at the time of funding application). This information is also included in Attachment 2 of the Council report.

At 6.43pm Cr Poulios returned to the meeting.
At 6.43pm Cr Worner returned to the meeting.

COUNCIL BRIEFING NOTES 12 MAY 2026

7.7 OUTCOME OF ADVERTISING AND ADOPTION OF AMENDED INVESTMENT POLICY

Attachments: 1. **Investment Policy**

RECOMMENDATION:

That Council ADOPTS the Investment Policy at Attachment 1.

CR GREER:
Section 15 – Ethical, Environmental and Social Investment – how would those dot points guide us to make it clear we prefer ethical?

EXECUTIVE DIRECTOR COMMUNITY & BUSINESS SERVICES:
Administration receives regular independent updates from Market Forces on authorised deposit-taking institutions (ADIs) with fossil fuel lending and investment exposure. This information is reviewed before the City deposits funds with relevant ADIs.

Upon further review Administration could not find equivalent independently verified and consistently available benchmarking information relating to broader social and ethical matters, including tobacco, alcohol or gambling exposure.

Administration recommends that further amendments are not made to Section 15 of the policy at this stage, and instead when independent data is available so the Ethical and Social intent can be more effectively achieved.

Management will continue to monitor developments in ESG and responsible investment reporting frameworks and investigate whether more reliable and practical benchmarking approaches become available for future policy considerations.

CR WALLACE:
How much has administration done to investigate the availability of information as to what banks are invested in, weapons etc?

EXECUTIVE DIRECTOR COMMUNITY & BUSINESS SERVICES:
Administration has undertaken a preliminary investigation into the availability of external information sources relating to ADIs with exposure to weapons.

Management identified that while there are recognised ESG and responsible investment organisations operating within Australia, including the Responsible Investment Association Australasia (RIAA), these frameworks are generally designed for investment funds, superannuation products and broader investment portfolios rather than local government banking counterparties or ADIs.

Management will continue to monitor developments in ESG and responsible investment reporting frameworks and investigate whether more reliable and practical benchmarking approaches become available for future policy considerations.

7.8 RFT CB541/2026 CHRISTMAS LIGHTS INSTALLATIONS

Attachments: 1. CB541-2026 Christmas Lights Installations Evaluation - Confidential

RECOMMENDATION:

That Council

1. **NOTES the outcome of the evaluation process for Request for Tender CB541/2026 Christmas Lights Installation; and**

2. **ACCEPTS the tender submission of The Factory Australia Pty Ltd for Request for Tender CB541/2026 Christmas Lights Installation.**

CR WOOLF:
Could you please provide some context about what we have spent in the past and how the proposed tender compares to last year?

EXECUTIVE MANAGER COMMUNICATIONS AND ENGAGEMENT
The scope of the proposed Christmas decoration tender has been based on the current budget and reflects the scale and approach delivered over the past three years.

The City prioritises installations in locations where they achieve the greatest impact. Each year we aim to provide a balanced mix across the City, taking into account considerations such as available space, power supply and suitable fixing points.

The budget determines the quantity and scale of lights and decorations that can be delivered, noting that costs continue to increase.

The successful tenderer has confirmed that decorations can be substituted on a like-for-like basis from year to year. This allows the City to refresh the look and feel across different locations while maintaining a degree of consistency in overall presentation within budget.

CR POULIOS
Can you advise how much have lights cost over last 3 years and who was the provider? Is this year's scope in line with previous years in terms of locations?

EXECUTIVE MANAGER COMMUNICATIONS AND ENGAGEMENT
The Factory Australia Pty Ltd have supplied the lights and decorations for the past 3 years.

Year	*Amount (Ex-GST)*
2025	*$111,500*
2024	*$110,310*
2023	*$100,000*

Traffic management for the installation and removal of the decorations is budgeted in addition to the above. Locations are selected based on minimum traffic management requirements. Traffic management costs for 2025/26 were $19,288.09 (incl. GST).

The tender scope was based on the budget, locations and scope of decorations from previous years.

Adding locations that require road closures increases would increase the traffic management budget for 2026/27.

At 6.55pm Executive Manager Communications & Engagement left the meeting and did not return.
At 6.55pm Community and Civic Events Officer left the meeting and did not return.

COUNCIL BRIEFING NOTES 12 MAY 2026

8.2 INFORMATION BULLETIN

Attachments:

1. **Unconfirmed Minutes of the Mindarie Regional Council Special Council Meeting held on 16 April 2026**
2. **Unconfirmed Minutes of the Catalina Regional Council Meeting held on 16 April 2026**
3. **Unconfirmed Catalina Regional Council Special Council Meeting Minutes**
4. **Statistics for Development Services Applications as at the end of April 2026**
5. **Register of Legal Action and Prosecutions Monthly - Confidential**
6. **Register of Legal Action - Orders and Notices Quarterly - Confidential**
7. **Register of State Administrative Tribunal (SAT) Appeals - Progress Report as at 23 April 2026**
8. **Register of Applications Referred to the Metro Inner-North Joint Development Assessment Panel - Current**
9. **Register of Applications Referred to the Design Review Panel - Current**
10. **Register of Petitions - Progress Report May 2026**
11. **Register of Notices of Motion - Progress Report - May 2026**
12. **Register of Reports to be Actioned - Progress Report - May 2026**
13. **Council Workshop Items since 22 April 2026**
14. **Council Briefing Notes - 14 April 2026**

RECOMMENDATION:

That Council RECEIVES the Information Bulletin dated May 2026.

CR WOOLF:
Is there livestreaming for State Administrative Tribunal final hearing for Nos. 41 – 43 Angove Street alterations and additions service station application?

MANAGER DEVELOPMENT & DESIGN:
No, Administration has sought advice from the State Administrative Tribunal (SAT) and SAT has advised that the final hearing will not be livestreamed. SAT is responsible for managing the hearing process.

Members of the public who wish to observe the hearing can attend in person at the SAT offices at No. 565 Hay Street, Perth.

The Imagine Vincent page will continue to be updated with key information about this matter, available here

CR WALLACE:
There was a request last year for Snap Send Solve information to be presented to Council, is there any update on that?

CHIEF EXECUTIVE OFFICER:
The Snap, Send Solve report for November 2025 to February 2026 was included in the April 2026 Information Bulletin.

ADDITIONAL INFORMATION:
The following Registers have been updated:

State Administrative Tribunal Register

- *Nos. 41-43 & 45 Angove Street, North Perth – Amended application package not received by the Department of Planning, Lands and Heritage by 8 May 2026, and Administration has followed this up.*

Development Assessment Panel Register

- *No. 31 Jugan Street, Mount Hawthorn – DAP confirmation on Responsible Authority Report (RAR) due date being 29 June 2026.*
- *No. 292 Beaufort Street, Perth – Extension of time request agreed with applicant, awaiting DAP confirmation on Responsible Authority Report due date.*

COUNCIL BRIEFING NOTES **12 MAY 2026**

- *No. 441 William Street, Perth – DAP confirmation on RAR due date being 3 June 2026.*
- *No. 19 Lincoln Street, Perth – Extension of time request agreed with applicant, awaiting DAP confirmation on RAR due date.*
- *No. 370-374 Oxford Street, Mount Hawthorn – DAP confirmation on RAR due date being 29 May 2026.*
- *No. 357 Oxford Street, Mount Hawthorn – DAP confirmation on RAR due date being 28 May 2026.*

REPORTS WITH NO DISCUSSION

6.1 APPROVAL TO ADVERTISE LOCAL AREA TRAFFIC MANAGEMENT POLICY - STANDARD AMENDMENT

Attachments:
1. Local Area Traffic Management (LATM) Policy
2. Road Safety Management Plan (RSMP)
3. Traffic Warrant Scoring System

RECOMMENDATION:

That Council APPROVES for the purpose of community consultation, the draft Local Area Traffic Management (LATM) Policy, at Attachment 1, and authorises Administration to advertise the draft Policy in accordance with the City's Corporate Document Development Policy and Community and Stakeholder Engagement Policy.

NO QUESTIONS ASKED

COUNCIL BRIEFING NOTES 12 MAY 2026

7.2 AUTHORISATION OF EXPENDITURE FOR THE PERIOD 1 MARCH 2026 TO 31 MARCH 2026

Attachments:
1. March 2026- Payments by Eft and Payroll
2. March 2026 - Payments by Direct Debits
3. March 2026 - Payments by Fuel Cards

RECOMMENDATION:

That Council RECEIVES the list of accounts paid under delegated authority for the period 01 March 2026 to 31 March 2026 as detailed in Attachments 1, 2, and 3 as summarised below:

EFT payments, including payroll	$ 11,775,138.54
Direct debits, including credit cards	$ 416,293.14
Total payment for Mrach 2026	$ 12,191,431.68

NO QUESTIONS ASKED

7.3 INVESTMENT REPORT AS AT 31 MARCH 2026

Attachments: 1. Investment Report as at 31 March 2026

RECOMMENDATION:

That Council NOTES the Investment Statistics for the month ended 31 March 2026 as detailed in Attachment 1.

NO QUESTIONS ASKED

7.4 DIFFERENTIAL RATING STRATEGY 2026/2027

Attachments:
1. **Statement of Financial Activity FY2026/27 (Draft)**
2. **Statement of Objects and Reasons for the Proposed Differential Rates and Minimum Payments for 2026/27**

RECOMMENDATION:

That Council:

1. **ADVERTISES by local public notice for a period of 21 days, in accordance with Section 6.36(1) of the *Local Government Act 1995,* its intention to levy the following differential rates and minimum rates in 2026/2027 as set out in the Statement of Objects and Reasons for the Proposed Differential Rates and Minimum Payments for 2026/2027, at Attachment 2; and**

2. **AUTHORISES the Chief Executive Officer to invite submissions from electors and ratepayers on the proposed differential rates and minimum payments for 2026/2027:**

	2026/27	
Rating Category	**Rate in the Dollar**	**Minimum Rate**
Residential	0.06477315	$1,685.55
Vacant	0.12900000	$1,794.97
Other	0.07146508	$1,700.00
Short Term Rental Accommodation	0.07772778	$2,022.66

NO QUESTIONS ASKED

7.6 ADOPTION OF THE LONG TERM FINANCIAL PLAN 2026/27 - 2035/36

Attachments: **1. Long Term Financial Plan 2026/27 - 2035/36**

RECOMMENDATION:

That Council:

1. ADOPTS the Long Term Financial Plan 2026/27 to 2035/36

NO QUESTIONS ASKED

COUNCIL BRIEFING NOTES 12 MAY 2026

8.1 PROPOSED PARTIAL ACQUISITION OF LOT 807 FROM CATALINA REGIONAL COUNCIL

Attachments: 1. Transfer of Land Document

RECOMMENDATION:

That Council:

1. AUTHORISE the acquisition of 1/12th of Lot 807 from the Catalina Regional Council for Nil consideration.
2. NOTE that the current market value of the land being acquired is $4,750,000 with the City's/Town's acquisition having a value of $395,833.
3. AUTHORISE the Mayor and CEO to sign and seal the Deed of Transfer to enact this transaction.

NO QUESTIONS ASKED

9 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

10 REPRESENTATION ON COMMITTEES AND PUBLIC BODIES

Nil

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

Nil

12 CLOSURE

There being no further business the meeting closed at 6.57pm.

9 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

10 REPRESENTATION ON COMMITTEES AND PUBLIC BODIES

12 CLOSURE