



CITY OF VINCENT

AGENDA

Council Briefing 2 December 2025

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. Where in-person meetings are not permitted due to a direction issued under the *Public Health Act 2016* or the *Emergency Management Act 2005* questions and/or statements may be submitted in writing and emailed to governance@vincent.wa.gov.au by 3pm on the day of the Council proceeding. Please include your full name and suburb in your email.
7. Shortly after the commencement of the meeting, the Presiding Member will ask members of the public to come forward to address the Council and to give their name and the suburb in which they reside or, where a member of the public is representing the interests of a business, the suburb in which that business is located and Agenda Item number (if known).
8. Questions/statements are to be made politely in good faith and are not to be framed in such a way as to reflect adversely or be defamatory on an Elected Member or City Employee.
9. Where practicable, responses to questions will be provided at the meeting. Where the information is not available or the question cannot be answered, it will be "*taken on notice*" and a written response will be sent by the Chief Executive Officer to the person asking the question. A copy of the reply will be included in the Agenda of the next Ordinary meeting of the Council.
10. It is not intended that public speaking time should be used as a means to obtain information that would not be made available if it was sought from the City's records under Section 5.94 of the *Local Government Act 1995* or the *Freedom of Information Act 1992* (FOI Act). The CEO will advise the member of the public that the information may be sought in accordance with the FOI Act.

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

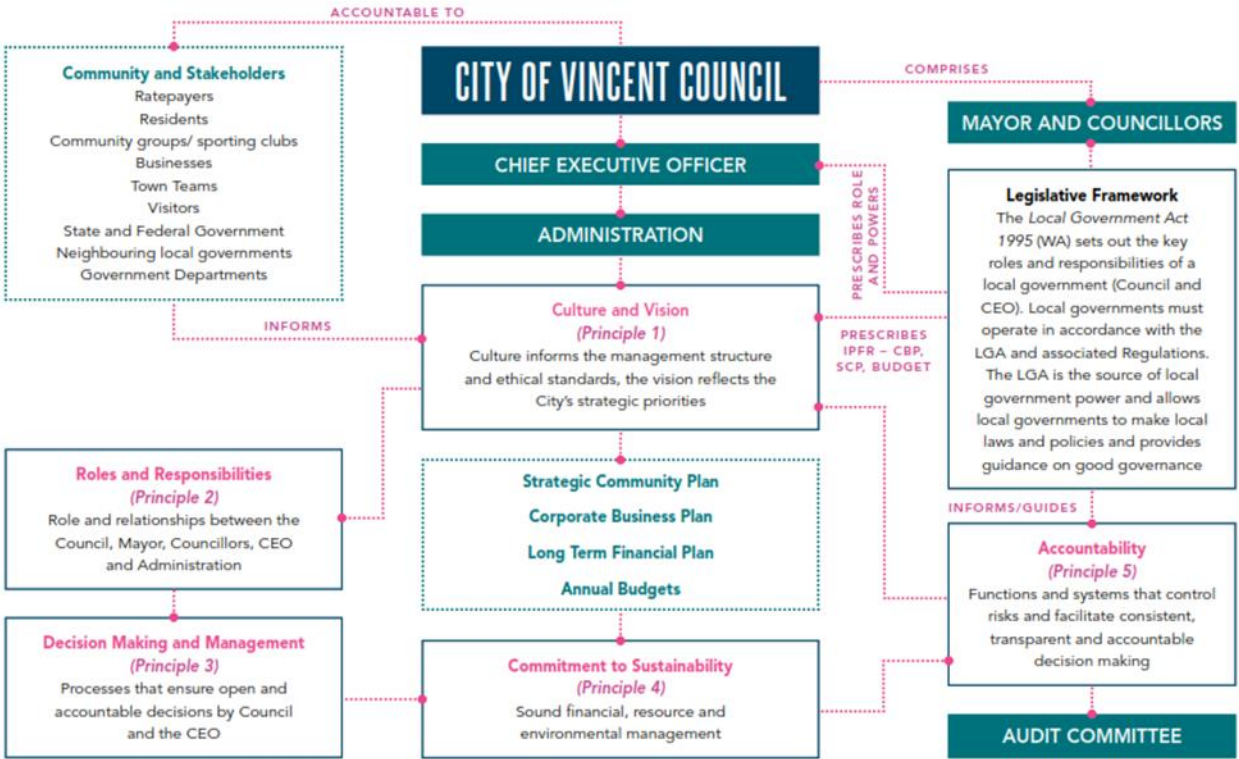
RECORDING AND WEBSTREAMING OF COUNCIL MEETINGS

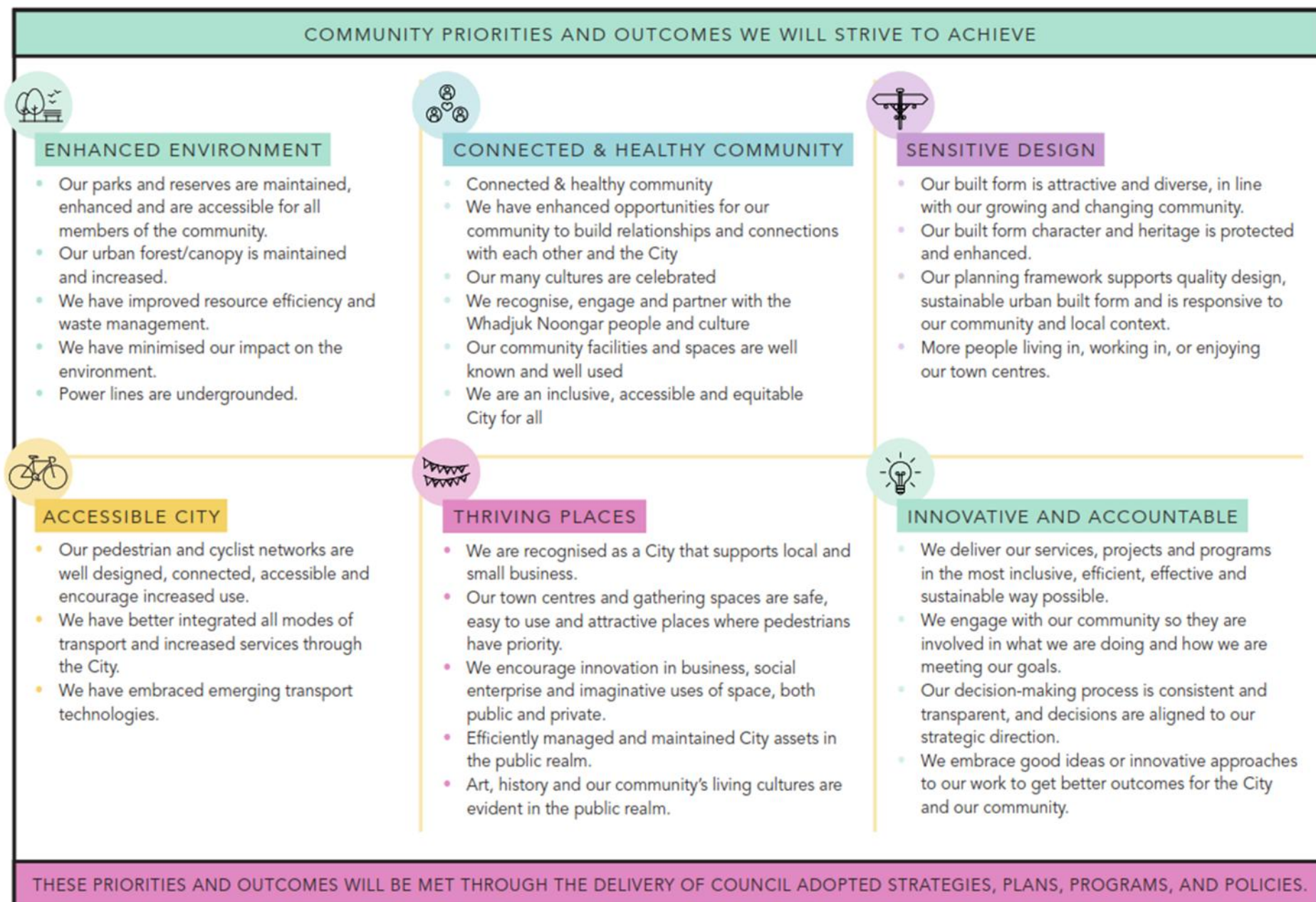
- All Council proceedings are recorded and livestreamed in accordance with the [Council Proceedings - Recording and Web Streaming Policy](#).
- All recordings are retained as part of the City's records in accordance with the State Records Act 2000.
- All livestreams can be accessed at <https://www.vincent.wa.gov.au/council-meetings/livestream>
- 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	7
2	Apologies / Members on Leave of Absence	7
3	Public Question Time and Receiving of Public Statements	7
4	Declarations of Interest	7
5	Strategy & Development	8
5.1	No. 36 (Lot 23; D/P: 1493) View Street, North Perth - Proposed Alterations and Additions to a Single House (Amendment to Approved)	8
5.2	No. 11 (Lot: 1; STR: 48405) St Albans Avenue, Highgate - Proposed Change of Use from Grouped Dwelling to Grouped Dwelling and Holiday House	19
5.3	Outcome of Advertising and Approval of Local Planning Policy - Built Form and Local Planning Policy - Character Area Guidelines	35
5.4	Outcome of Advertising and Adoption of Local Heritage Survey and Amended Heritage List	43
5.5	Outcome of Advertising and Adoption of Leederville Town Centre Place Plan 2025-2030	51
6	Infrastructure & Environment	57
6.1	Loftus Recreation Centre - Review of Annual Lease Payments for FY25/26 by Belgravia Health & Leisure Group Pty Ltd	57
6.2	Beatty Park Toilet and Store/Changeroom	62
7	Community & Business Services	69
7.1	Financial Statements as at 31 October 2025	69
7.2	Authorisation of Expenditure for the Period 01 October to 31 October 2025	73
7.3	Investment Report as at 31 October 2025	76
8	Chief Executive Officer	79
8.1	Corporate Document Register: 2025 Implementation Review and 2026 Review Program	79
8.2	Council Recess Period 2025-26 - Delegated Authority to the Chief Executive Officer [ABSOLUTE MAJORITY DECISION REQUIRED]	82
8.3	Information Bulletin	85
9	Motions of Which Previous Notice Has Been Given	86
	Nil	
10	Representation on Committees and Public Bodies	86
	Nil	
11	Confidential Items/Matters For Which The Meeting May Be Closed ("Behind Closed Doors")	87
11.1	Waste to Energy Options	87
11.2	Declaration of Secondary Employment – Chief Executive Officer	87
12	Closure	88

CITY OF VINCENT GOVERNANCE FRAMEWORK 2020 OVERVIEW





1 DECLARATION OF OPENING / ACKNOWLEDGEMENT OF COUNTRY

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

2 APOLOGIES / MEMBERS ON LEAVE OF ABSENCE

Cr Alex Castle is on approved leave of absence from 22 November 2025 to 08 December 2025.

3 PUBLIC QUESTION TIME AND RECEIVING OF PUBLIC STATEMENTS

4 DECLARATIONS OF INTEREST

5 STRATEGY & DEVELOPMENT

5.1 NO. 36 (LOT 23; D/P: 1493) VIEW STREET, NORTH PERTH - PROPOSED ALTERATIONS AND ADDITIONS TO A SINGLE HOUSE (AMENDMENT TO APPROVED)

Ward: North

Attachments: 1. Consultation and Location Plan 
2. Development Plans 
3. Determination Advice Notes 

RECOMMENDATION:

That Council:

1. ADVISES the Department of Planning Lands and Heritage that it SUPPORTS the grant of an easement for the benefit of the landowner of No.36 (Lot:23; D/P: 1493) View Street, North Perth pursuant to Section 144 of the *Land Administration Act 1997* over the portion of the adjacent road reserve required to accommodate the awning posts and associated footings, as shown in Attachment 2. All costs associated with the easement shall be at the landowner's/applicant's expense; and
2. In accordance with the provisions of the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme, APPROVES the application for Alterations and Additions to Single House (Amendment to Approved) at No. 36 (Lot: 23; D/P: 1493) View Street, North Perth in accordance with the plans shown in Attachment 2, deleting all conditions and advice notes of approval 5.2021.230.1 and imposing the following conditions and associated determination advice notes contained in Attachment 3:
 - 2.1 This approval is for Alterations and Additions to Single House (Amendment to Approved) as shown on the approved plans dated 10 November 2025. No other development forms part of this approval;
 - 2.2 Prior to the issue of a Building Permit, the applicant shall submit and have approved a schedule of materials, colours and finishes for the development to the satisfaction of the City;
 - 2.3 Prior to the issue of a Building Permit, an easement shall be placed on the certificate of title and deposited plan for the subject lot pursuant to Section 144 of the *Land Administration Act 1997* for the benefit of the landowner. All costs associated with the easement shall be at the landowner's/applicant's expense;
 - 2.4 Prior to the lodgement of a Building Permit for the proposed development on No. 36 View Street, North Perth ("the land"):
 - 2.4.1 The owner of the land shall enter into a deed of agreement ("Agreement") with the City whereby the owner:
 - 2.4.2 Indemnifies the City against any loss or damage to any property or thing, or death or injury to any person, in accordance with the terms of the Agreement; and
 - 2.4.3 Agrees to take out and maintain a policy of public liability insurance with a reputable insurer in an amount and on terms satisfactory to the City; and
 - 2.5 The owner of the land shall maintain and, if required by the City, remove at its cost the awning structure and associated infrastructure within the road reserve to the satisfaction of the City;

3. Prior to the completion of the development, one tree shall be planted in the View Street verge adjacent to the subject lot, in accordance with the City's specifications and to the satisfaction of the City;
4. Any existing street trees within the verge in front of the lot shall be protected and maintained through the duration of construction to the satisfaction of the City;
5. At all times the pedestrian thoroughfare between the awning structure and No. 36 View Street shall be kept clear of obstructions and shall allow for unimpeded pedestrian movement, to the satisfaction of the City; and
6. All stormwater produced on the subject land shall be retained on site. Stormwater from the awning located within the road reserve may be discharged to the City's drainage system at the expense of the applicant/landowner, to the satisfaction of the City.

EXECUTIVE SUMMARY:

The purpose of this report is to consider an amendment to a previous development approval for Alterations and Additions to a Single House at No. 36 View Street, North Perth.

On 21 December 2021, under delegated authority, the City approved a cantilevered awning extending over the adjoining View Street and Peach Street road reserves, with no posts. The current application seeks to amend that approval by extending the awning area and introducing steel posts located within the road reserve.

As the amended structure includes posts fixed into City-managed Crown land, the application must be determined by Council, and tenure arrangements must be formalised through an easement under Section 144 of the *Land Administration Act 1997* and a deed of indemnity and maintenance.

The site historically operated as a corner store from at least 1923 and featured an awning with posts wrapping around the corner of the building, which was removed between 1961 and 1965.

Though the place is not heritage-listed, the proposal has been reviewed by a heritage specialist and architect from the City's Design Review Panel. They support the awning as an appropriate reinstatement of this historic architectural element that improves interpretation of the place and contributes positively to the streetscape.

The proposal has been assessed against Clause 67 of the *Planning and Development (Local Planning Schemes) Regulations 2015 (Deemed Provisions)*, and the relevant legal and governance framework applying to structures in the road reserve.

Community consultation was undertaken on two occasions, and no submissions were received. External Government agencies raised no objections, and the Department of Planning, Lands and Heritage (DPLH) confirmed that an easement is the appropriate tenure mechanism.

The proposal is acceptable on planning grounds and is recommended for approval, subject to conditions.

PROPOSAL:

The subject site is located at No. 36 View Street, North Perth, as shown on the location plan in **Attachment 1**.

A development application for a cantilevered awning extending into the View Street and Peach Street road reserves (with no posts) was approved under delegated authority on 21 December 2021, with a four-year approval timeframe expiring on 21 December 2025.

This amendment proposes to:

- extend the awning area; and
- include steel posts located within the road reserve.

Details of the proposed development are as follows:

- Total awning area: approximately 84.8 square metres.
- View Street:
 - Awning length: 13.5 metres.
 - Due to the slope of View Street, the height varies between 2.75 metres and 3.1 metres.
- Peach Street:
 - Awning length: 20.2 metres.
- Within lot boundary:
 - A small portion of the awning is located within the western property boundary, with the majority of the structure and posts within the Local Road reserve.

The applicant has advised that prolonged exposure to weather has led to moisture issues within the dwelling, including visible moisture on internal walls and window frames. Re-establishing the awning is intended to provide weather protection, reinstate the appearance of the historic corner store, and address these issues.

The applicant has also advised that steel posts are required to ensure structural integrity based on civil engineering advice, and that a cantilevered structure is not suitable for this location due to structural performance and safety concerns.

A stepped portion of the awning along the Peach Street frontage is required to maintain a minimum 2.7 metre clearance from services and assets.

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

DELEGATION:

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

This is because the delegation does not extend to applications for 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 Minister's for Land's authorisations.

While the previously approved cantilevered awning satisfied the delegation (no supports in the road reserve), the current proposal introduces posts fixed into the road reserve. The application therefore falls outside the scope of delegated authority and must be determined by Council.

BACKGROUND:

	36 View Street, North Perth	Local Road Reserves
Landowner:	Bruno Ciminata	State of Western Australia. The City has care, control, and management of these road reserves under Section 55 of the <i>Land Administration Act 1997</i> .
Applicant/Client:	Peter Tsalis	
Date of Application:	20 November 2024	
Zoning:	MRS: Urban LPS2: Residential R Code: R30	MRS: Urban LPS2: Reserve: Local Road R Code: N/A
Built Form Area:	Residential	N/A
Existing Land Use:	Single House	N/A
Proposed Use Class:	N/A – The application relates to works only and does not propose any change of land use.	
Lot Area:	451.9 square metres	N/A
Right of Way (ROW):	No	
Heritage List:	No	

Site Context

The subject site is located at the corner of View Street to the north and Peach Street to the west, as shown in the location plan in **Attachment 1**.

The lot at No. 36 View Street is zoned Residential R30 under Local Planning Scheme No. 2. The extended awning is proposed within the Local Road reserve.

The lot is long and narrow, with a frontage of approximately 10.6 metres to View Street and a length of approximately 43.6 metres to Peach Street. An existing dwelling is built up to both street boundaries at the corner, with large windows and an entry door addressing the corner in a manner characteristic of a historic corner store.

The verge areas are predominantly paved, connecting to pedestrian paths along both streets. Services in the verge include a phone bollard and a telephone pit. On-street parking is available immediately adjacent to the site along both street frontages.



Figure 1: The subject site located at the corner of View Street and Peach Street

Streetscape

The subject site and adjoining properties north of View Street are zoned Residential R30, and properties to the south are zoned Residential R40 under LPS2. They are within the Residential Built Form Area under the City's Built Form Policy.

The immediate surrounding development comprises predominately one to two storey single houses and grouped dwellings.

The streetscape character is a mix of contemporary dwellings and heritage-listed properties, including east of Peach Street opposite the subject site.

Further north-east along View Street is North Perth Primary School. To the east are the North Perth Town Hall and Lesser Hall, and commercial and intact heritage buildings toward Fitzgerald Street.

There are no similar awning structures located within the road reserve in the immediate locality.

Site History

The subject site historically operated as a corner store attached to a dwelling. Historic imagery dating back to at least 1923 shows a metal awning with posts wrapping around the corner of the building from View Street to Peach Street. The awning was a complementary element to the corner store and contributed to the local character of the area.

The awning was removed between 1961 and 1965 for reasons that are unknown. The original corner store operations pre-date the City's records, and no formal planning approvals are held for that use. Photographs document its operation as a corner store up until November 2019, when it last registered as an operating food business and was placed on hold by the owner while renovations were pursued. Since then, the premises has continued to operate as a dwelling but has not operated as a commercial use.

In December 2021, a development application for a cantilevered awning (no posts) projecting into the road reserve was approved under delegated authority. It is valid for a period of four years to substantially commence the approved development. At that time, Local Planning Policy No. 7.4.9 – Encroachments over Crown Lands was used to guide assessment of development within the road reservation. That policy has since been revoked in 17 October 2023.



Figure 2: The original 1923 awning located at the corner of View Street and Peach Street

DETAILS:**Summary Assessment**

The portion of the awning located within the property boundary has been assessed against the Residential Design Codes (R-Codes) and the City's Built Form Policy, including relevant standards for awning height and projection. A summary table of this assessment is provided below.

Planning Element	Deemed-to-Comply/ Acceptable Outcomes (or equivalent)	Previously Approved	Requires the Discretion of Council
Street Setbacks		✓	
Lot Boundary Setbacks		✓	
Building Height		✓	

Assessment of the works located within the View Street and Peach Street road reserves has been completed against matters to be given due regard under Clause 67(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This includes considerations such as compatibility with local character, amenity impacts, pedestrian access, and traffic and safety, and is detailed in the Comments section of this report.

CONSULTATION/ADVERTISING:First Community Consultation Period

Community consultation was undertaken in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* for a period of 14 days from 15 October to 29 October 2025.

The method of advertising included:

- a notice on the City's website; and
- letters to 16 adjoining landowners and occupiers.

At the close of the advertising period, no submissions were received.

Second Community Consultation Period

A second 14-day consultation period was undertaken from 29 October to 12 November 2025, extending notification to properties within 200 metres along View Street and Peach Street to obtain a broader streetscape response.

Under the City's Community and Stakeholder Engagement Policy, development on City-owned or managed land is classified as a 'complex development application'. This would ordinarily require wider consultation and additional methods of notification. The Policy allows advertising requirements to be modified where the scale and impacts of a proposal are limited.

Given the modest nature of the awning and its impacts being confined to the immediate View Street and Peach Street interfaces, the consultation approach was adjusted to a targeted 14-day period without a site sign or newspaper notice.

No submissions were received during the consultation period.

State Government Referrals:

The application was referred to relevant external State Government agencies for comment, including:

- DPLH;
- Water Corporation; and
- Western Power.

Submissions were received from all three agencies.

Water Corporation confirmed the proposal would not have an adverse impact on their infrastructure and Western Power provided a submission with no comment on the proposal.

DPLH provided comment on the appropriate tenure arrangements for the structure, detailed below.

Department of Planning, Lands and Heritage

As the proposed awning includes steel posts within Crown land (the road reserve) managed by the City, DPLH was requested to advise on the appropriate tenure mechanism.

DPLH confirmed that:

- An easement under Section 144 of the *Land Administration Act 1997* is the appropriate tenure arrangement;
- The easement will be non-exclusive, retaining public access and the City's management responsibility; and
- The easement deed will include provisions relating to indemnity, insurance, maintenance and construction requirements, and will be prepared and administered by DPLH at the applicant's cost.

These matters are further detailed in the Legal/Policy section of this report.

Design Review Panel (DRP):

Referred to DRP: Yes

The proposal was referred to a member of the City's Design Review Panel with heritage and architectural expertise.

Comments were sought on the historic value of reinstating the awning, and the proposal's effect on the amenity and character of the area.

The DRP member supports the proposal for the following reasons:

- The form and materiality of the awning are appropriate and consistent with the historical photograph, which depicts an awning with squared posts extending into the road reserve.
- While the new canopy extends further than the original, the façade has already been altered over time, and the new awning will improve the interpretation of the place's original corner shop function and restore a key architectural feature.
- The place is not on the City's Municipal Heritage Inventory or within a heritage precinct, and the proposed works will not adversely impact any heritage values.

The DRP member also recommended that a materials and colour schedule be submitted, noting that colour selection should be informed by the historic photograph, with a darker roof and post colour and a lighter fascia.

A condition of approval has been imposed requiring submission and approval of a materials and colours schedule. This schedule can be referred back to the DRP member as part of condition clearance.

LEGAL/POLICY:

- *Planning and Development Act 2005*;
- *Land Administration Act 1997*;
- *Planning and Development (Local Planning Schemes) Regulations 2015*;
- *Local Government (Uniform Local Provisions) Regulations 1996*;
- *City of Vincent Local Government Property Local Law 2021*;
- *City of Vincent Local Planning Scheme No. 2*;
- *Community and Stakeholder Engagement Policy*; and
- *Vibrant Public Spaces Policy*.

Land Administration Act 1997

The awning posts are proposed within the road reserve, which is Crown land owned by the State and managed by the City under Section 55(2) of the *Land Administration Act 1997*. Tenure arrangements are required to formalise the ongoing presence of the structure.

DPLH has advised that:

- An easement granted by DPLH under Section 144 of the *Land Administration Act 1997* is the appropriate tenure mechanism;
- The easement would be registered on the certificate of title and deposited plan;
- The easement would be non-exclusive, so public access is retained and the City remains the management body; and
- The easement deed would include indemnity, insurance, maintenance and construction provisions, and would be prepared and administered by DPLH at the applicant's cost (including valuation, legal drafting, plan preparation and stamp duty).

Based on confirmation by the City that:

- The steel posts are removable and the concrete footings do not prevent future removal of the awning if required;
- Public access to the road reserve will not be restricted;
- All necessary planning and building approvals will be obtained; and
- Western Power and Water Corporation have confirmed that the structure will not adversely affect essential services.

While the easement will provide appropriate tenure arrangement for the awning structure, including the encroachment of the posts and associated footings on the road reserve, the management and maintenance of the structure and infrastructure will be managed through a separate agreement between the City and the landowner.

A condition of approval has been recommended to ensure the easement is in place before a Building Permit is issued.

Local Government (Uniform Local Provisions) Regulations 1996

Under regulation 17 of the *Local Government (Uniform Local Provisions) Regulations 1996*, any works carried out within a public thoroughfare will require the landowner to obtain the City's authority. This includes the installation of structures within a road reserve.

To meet these requirements, the City will enter into a deed of agreement with the landowner. This deed is a formal legal document that sets out the landowner's responsibilities for the structure.

In this case, the deed will:

- ensure the owner indemnifies the City against any liability arising from the awning posts and associated footings being located in the road reserve;
- require the owner to maintain appropriate public liability insurance; and
- confirm that the owner must maintain and, if required by the City, remove the structure at their cost.

A condition of approval has been recommended to ensure the deed is executed before a Building Permit is issued.

Local Government Property Local Law 2021

The awning structure is located over local government property (Crown land managed by the City). Approval under the *Local Government Property Local Law 2021* is therefore required.

In this case, the grant of development approval and a Building Permit, together with compliance with imposed conditions, will constitute the approval for the purposes of the Local Law.

Vibrant Public Spaces Policy

The City's Vibrant Public Spaces Policy addresses public-facing activation initiatives such as parklets, eatlets and temporary installations within the public realm.

Given that this application relates to a permanent awning structure associated with a dwelling on private property, rather than public activation infrastructure, the Policy is afforded limited weight in this assessment.

The assessment primarily relates to matters contained in Clause 67 of the Deemed Provisions including DRP advice, and the land tenure framework.

RISK MANAGEMENT IMPLICATIONS:

There are minimal risks to Council and the City's business functions when determining this application, subject to the recommended conditions and tenure arrangements.

Risks are mitigated through:

- an easement under the *Land Administration Act 1997*;
- a deed of agreement securing indemnity, insurance and maintenance/removal at the owner's cost;
- retention of public access to the road reserve;
- maintenance of a clear and safe 1.5 metre pedestrian thoroughfare; and
- the ability to remove the awning in the future if required.

Approval of this application is not expected to set a precedent for similar posts in the road reserve because of its specific circumstances, including:

- the historical existence of an awning in this location;
- the previous approval for a cantilevered awning on this site; and
- site-specific DRP support.

Any future proposals for structures on City-owned or managed land will be assessed on their own merits against Clause 67 of the Deemed Provisions, LPS2, applicable legislation and relevant policies.

STRATEGIC IMPLICATIONS:

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

Sensitive Design

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

Innovative and Accountable

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

SUSTAINABILITY IMPLICATIONS:

While the works are limited to the construction of an awning, the structure provides some urban cooling and weather protection benefits at the street interface. The recommended condition for an additional street tree to be planted will further contribute to greening and urban heat mitigation.

PUBLIC HEALTH IMPLICATIONS:

This report does not have any implications on the priority health outcomes of the City's *Public Health Plan 2020-2025*.

FINANCIAL/BUDGET IMPLICATIONS:

There are no financial or budget implications for the City arising from this report. All costs associated with the easement and legal documentation will be borne by the applicant.

COMMENTS:Summary Assessment

The proposal satisfies the relevant planning considerations and is recommended for approval, subject to conditions, for the following key reasons:

- Reinstatement of Historic Built Form: The awning historically existed in this location as part of the original corner store, dating back to at least 1923. Reinstatement of the awning with posts strengthens the authenticity and interpretation of the building's historic function and contributes positively to the character of the area.
- Streetscape and Character: The awning improves the presentation of the corner to View Street and Peach Street, responds appropriately to the scale and form of the existing dwelling, and sits comfortably within a streetscape context that includes heritage-listed buildings, without creating undue bulk or enclosure of the public realm.
- Amenity, Landscape and Pedestrian Movement: The proposal does not remove vegetation or increase hardstand within the verge. A condition of approval requires planting of an additional street tree, located within the View Street verge to avoid existing drainage infrastructure within the Peach Street verge. A 1.5 metre pedestrian thoroughfare is maintained beneath the awning, consistent with the City's standards, and must be kept free of obstructions. This would ensure safe and legible pedestrian movement, and shade for pedestrians.
- Design Quality and DRP Support: The City's DRP member supports the form, materiality and height of the awning, noting its consistency with historic imagery and its positive contribution to streetscape character. A materials and colours schedule will be required as a condition of approval and can be referred to the DRP as part of condition clearance.
- Traffic and Safety: The awning posts do not obstruct the view of approaching vehicles or pedestrians at the View Street / Peach Street intersection and are positioned outside the area where clear visibility is required for safe turning. The posts are also comparable to other standard verge elements, such as street trees and light poles, and are acceptable within this low-speed residential street environment.
- Tenure and Governance: Tenure will be formalised through an easement under Section 144 of the *Land Administration Act 1997*, with non-exclusive access to retain public use of the road reserve. A deed of agreement will secure indemnity, insurance and maintenance obligations, ensuring the interests of the State Government and the City are protected.
- Consultation and State Government Agency Referrals: Two rounds of community consultation were undertaken and no submissions were received. DPLH, Water Corporation and Western Power raised no objections, and DPLH confirmed the easement approach.
- Precedent and Future Proposals: The circumstances are unique due to the historic presence of the awning with posts, the previous approval for a cantilevered awning on this site, and the site-specific DRP support. Any future structures on City-managed land would be assessed on their own merits under Clause 67 of the Planning Regulations, the LPS2 and relevant legislation and policies, and are not bound by this decision.

Administration Comments

In determining this application, the City is required to consider the extent to which the proposal satisfies the relevant matters under Clause 67(2) of the Deemed Provisions. The detailed assessment is outlined below.

- Surveillance and Activation: The awning maintains passive surveillance and visual connection between the building and the street. It does not obstruct windows or entries and allows the building to continue to address both View Street and Peach Street, consistent with its historic corner store form. The proposal does not reduce activation or overlooking of the public realm.
- Contribution to Amenity and Character: The awning contributes positively to the amenity and character of View Street and Peach Street by reinstating a verandah element that historically formed part of the corner store. It reflects the original commercial shopfront and sits appropriately within a streetscape of contemporary dwellings and heritage-listed properties.
- Streetscape Contribution: From a streetscape perspective, The awning reintroduces a historic built form element on a prominent corner, in a contemporary manner that respects the scale and form of the existing building. The open nature and height of the awning ensure it does not create excessive bulk or enclosure and is compatible with surrounding development. The structure improves visual interest at the intersection and reinforces the historic corner store character.
- Adaptive Reuse Potential: Although the current use of the building is a Single House, the awning improves the presentation of the corner and maintains the building's adaptability for potential future commercial use.
- Landscape Contribution: The proposal does not involve the removal of any street trees or other vegetation, and does not increase hardstand paved areas within the verge. A condition of approval has been recommended requiring an additional street tree to be planted in the View Street verge. The Peach Street verge is not suitable for the planting of additional street trees due to existing drainage infrastructure within the verge. This would improve shade, urban cooling and visual amenity while contributing to the City's broader urban canopy.
- Pedestrian Movement and Access: The development plans demonstrate that a minimum 1.5 metre wide pedestrian accessway would be maintained beneath the awning. This is consistent with the City's standards and is sufficient to allow safe pedestrian passage. To ensure this outcome is maintained, a condition of approval has been recommended requiring that the pedestrian thoroughfare between the awning and the building remain free of obstructions and allow unimpeded pedestrian movement at all times. This preserves pedestrian safety and legibility within the road reserve. The awning also provides weather protection, improving pedestrian amenity.
- Traffic Safety and Sightlines: The location of the posts does not interfere with required intersection sightlines along View Street and Peach Street. This is a low-speed Local Road with existing on-street parking, and the addition of slim posts at the back of the verge does not introduce a safety risk. The posts sit behind the kerb and function similarly to other fixed verge elements such as trees or light poles. Their spacing and alignment are acceptable from a traffic engineering and safety perspective.
- DRP Comments: The City's DRP member supports the awning. They advised that the form and materials appropriately reflect the historic awning with posts shown in archival photographs. Although the canopy is wider than the original, the shopfront has already been altered, and the new awning improves interpretation of the building's former corner-shop function and reinstates an architectural element. As the site is not heritage-listed and outside a heritage precinct, no adverse heritage impacts were identified. A condition of approval requires a materials and colours schedule, which can be referred to the DRP member to ensure consistency with the historic imagery and streetscape context.

5.2 NO. 11 (LOT: 1; STR: 48405) ST ALBANS AVENUE, HIGHGATE - PROPOSED CHANGE OF USE FROM GROUPED DWELLING TO GROUPED DWELLING AND HOLIDAY HOUSE

Ward: South Ward

- Attachments:**
1. Consultation and Location Map 
 2. Development Plans 
 3. Operations Management Plan 
 4. Code of Conduct 
 5. Clause 67 Assessment 
 6. Summary of Submissions - Administration Response 
 7. Summary of Submissions - Applicant Response 
 8. Determination Advice Notes 

RECOMMENDATION:

That Council, in accordance with the provisions of the City of Vincent Local Planning Scheme No. 2, **APPROVES** the application for Change of Use from Grouped Dwelling to Grouped Dwelling and Holiday House at No. 11 (Lot: 1, STR: 48405) St Albans Avenue, Highgate, 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 Approval

- 1.1 This approval relates to a Change of Use from Grouped Dwelling to Grouped Dwelling and Holiday House as shown on the approved plans dated 26 May 2025. No other development forms part of this approval; and
- 1.2 This approval is for Holiday House as defined in the City of Vincent Local Planning Scheme No. 2. The use of the subject land for any other land use may require further approval from the City;

2. Time Limited Approval

- 2.1 This approval is granted for a term of 12 months from the date the use commences, after which date the Holiday House use shall cease and the use of the site shall revert to a Grouped Dwelling, unless a further approval is obtained prior to the expiration of this period; and
- 2.2 The operator is required to notify the City of Vincent in writing seven days prior to commencement of the Holiday House land use;

3. Operation of the Use

- 3.1 The Holiday House use is permitted for a maximum of 182 days in a calendar year (181 nights of accommodation);
- 3.2 The Holiday House shall accommodate a maximum of four (4) guests and no visitors at any one time;
- 3.3 The Holiday House shall operate with a minimum stay period of three consecutive nights per booking;
- 3.4 Use of the outdoor living area is prohibited between the hours of 9:00pm – 8:00am;
- 3.5 The rear service courtyard, including the drying court and bin store area, shall not be used by Holiday House guests for any purpose of outdoor recreation or entertaining. These areas shall be used only for waste disposal, bin movements and associated service functions, to the satisfaction of the City;

- 3.6 The Holiday House shall operate in accordance with the approved Operations Management Plan and Code of Conduct, dated 17 October 2025, at all times for the duration of the use. A copy of the approved Code of Conduct shall be provided to guests of the Holiday House at the time of check-in and displayed in a prominent location within Holiday House;
- 3.7 Check-in and check-out activities associated with the Holiday House shall not occur between 9:00pm and 8:00am;
- 3.8 Guests of the Holiday House shall not use the easement area for any purpose other than placing rubbish in the bin and moving bins for waste disposal, collection or return to their storage area, and to the satisfaction of the City. The easement shall remain unobstructed at all times;
- 3.9 Prior to the commencement of the Holiday House use, a copy of the approved Operations Management Plan and Code of Conduct, shall be provided to all adjoining and adjacent properties; and
- 3.10 An A4 sized sign shall be provided on site and made visible from the street at the front of the dwelling, identifying the property as a Holiday House and detailing the contact number of the manager or owner. This sign is to comply with the City's Local Planning Policy: Signs and Advertising, to the satisfaction of the City;

4. Parking Permits

No residential parking permits shall be made available for use by guests of the Holiday House, to the satisfaction of the City;

5. Booking and Complaint Records

A written record of all complaints received in relation to the Holiday House, including the date, nature of the complaint and the action taken, must be kept and made available to the City on request; and

6. Caretaker and Response Time

A nominated contact person with authority to manage the Holiday House must be contactable at all times and must respond to complaints within 24 hours. Contact details must be provided to adjoining and adjacent landowners prior to commencement and kept updated.

EXECUTIVE SUMMARY:

The purpose of this report is to consider an application for development approval for a change of use from Grouped Dwelling to Grouped Dwelling and Holiday House.

The subject site is zoned Residential R50 under the City of Vincent Local Planning Scheme No. 2 (LPS2). The site and adjoining properties are within the Residential Built Form Area under the City's Local Planning Policy No. 7.1.1 – Built Form (Built Form Policy), and form part of the St Albans Avenue Character Retention Area.

The subject site is bounded by St Albans Avenue to the north-east, a single storey house to the north-west, a two storey single house to the south-east, and a two storey grouped dwelling to the south-west.

The St Albans Avenue context contains a mixture of single-storey and two-storey dwellings

The application seeks approval to use the subject site as a Holiday House, which is un-hosted short term rental accommodation (STRA) for a maximum of six months of the year. This is equivalent to a maximum of 182 days per year or 181 nights of accommodation, with the dwelling used by the landowners as a Grouped Dwelling for the remaining six months.

No building works are proposed.

The key operational details are:

- maximum of four guests;
- no visitors permitted;
- minimum stay of three consecutive nights;
- no on-site parking for guests; and
- operation in accordance with an Operations Management Plan and Code of Conduct.

Discretion is sought in relation to the appropriateness of the Holiday House use in the Residential zone and departures to the locational and parking standards of the City's Draft Local Planning Policy: Short Term Accommodation (Draft Short Term Accommodation Policy), which has been afforded significant weight as a seriously entertained planning instrument.

The proposal has been assessed against the relevant planning framework, including:

- the Residential zone objectives under LPS2;
- the objectives and standards of the existing Short Term Accommodation Policy and the Draft Short Term Accommodation Policy; and
- the relevant matters listed in clause 67 of the Deemed Provisions, including compatibility with existing and future amenity, parking demand, and the adequacy of proposed management measures.

The dwelling would continue to function as a permanent residence for half of each year, and the Holiday House use is limited to four guests, a minimum stay of three nights and a maximum of 182 days per year. This is relevant to maintaining long-term housing supply in the Residential zone consistent with the draft objective introduced through Amendment No. 13 to LPS2, as well as the draft Policy.

The site is within walking distance of Beaufort Street's commercial, hospitality and entertainment activities and high-frequency bus services.

The dwelling's main outdoor living area is located in the front setback facing St Albans Avenue, rather than adjoining rear courtyards, and access to the rear dwelling via the easement is unchanged.

The limited scale and part-time nature of the use means that the property continues to contribute to long-term housing supply for the remainder of each year. The number of guests is comparable to a small household. This, combined with the location of the outdoor living area, the requirement for quiet hours between 9:00pm and 8:00am, and detailed management measures, provides a planning basis that the use can operate in a way that is compatible with the residential character of St Albans Avenue and the expected amenity of the Residential zone in this location.

The Operations Management Plan and Code of Conduct include guest screening, booking requirements, quiet hours, restrictions on the use of the outdoor living area, clear complaint response procedures and obligations on the caretaker. The proposed management measures focus on limiting late-night outdoor activity, managing guest behaviour and providing clear complaint response pathways, which are relevant to protecting the amenity, safety and security of surrounding residential properties.

These measures are capable of being enforced through conditions of approval requiring complaint and booking records and the provision of caretaker details to immediate neighbours. Together with the physical layout of the site and observed on-street parking conditions, they provide a practical means of preventing and addressing amenity impacts if they arise.

The Draft Short Term Accommodation Policy favours locating un-hosted Holiday Houses within activity centres or adjacent to non-residential uses, and providing on-site parking. In this case, the departures from the locational and parking standards are addressed by the limited scale and part-time nature of the use, the proximity to Beaufort Street and high-frequency public transport, and the evidence of available on-street parking capacity.

A time-limited approval of 12 months is recommended so that the City can monitor the actual operation of the use and any complaints received that would inform any subsequent longer-term approval if sought.

Having due regard to the planning framework, the physical relationship between the dwelling and adjoining properties, the surrounding context and the proposed management approach, the application is considered capable of operating in a way that maintains the amenity expected in the Residential zone. The proposal is recommended for approval, subject to conditions, including a 12-month time-limited approval.

PROPOSAL:

The application proposes a change of use of the subject site from Grouped Dwelling to Grouped Dwelling and Holiday House. A location plan is included as **Attachment 1**.

The application seeks approval to use the existing dwelling on the subject site as STRA, for a maximum of six months of the year. This is equivalent to a maximum of 182 days per year or 181 nights of accommodation.

For the remaining half of the year, the dwelling would be used as a Grouped Dwelling for residential purposes by the landowners.

Details of the proposed operation of the Holiday House are summarised as follows:

- Un-hosted accommodation;
- Maximum of four guests per booking at any one time;
- Minimum stay of three consecutive nights for all bookings;
- No on-site car parking bays available to guests; and
- Management by the landowners and a caretaker.

The applicant's Development Plans are included as **Attachments 2**. An Operations Management Plan and Code of Conduct have been submitted to guide the operation, included as **Attachments 3 and 4**, respectively.

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.

The application received six objections during the first community consultation period, and four reaffirmed objections during the second community consultation period.

BACKGROUND:

Landowner:	Aaron Paul Damiani & Sonja Damiani
Applicant:	Aaron Paul Damiani & Sonja Damiani
Client:	Aaron Paul Damiani & Sonja Damiani
Date of Application:	3 June 2025
Zoning:	MRS: Urban LPS2: Zone: Residential R Code: R50
Built Form Area:	Residential
Existing Land Use:	Grouped Dwelling
Proposed Use Class:	Grouped Dwelling – 'P' use Holiday House – 'A' use
Lot Area:	251 square metres
Site Area:	415 square metres
Right of Way (ROW):	No
Heritage List:	No

Site Context and Zoning

The subject site is bounded by St Albans Avenue to the north-east, a single storey house to the north-west, a two storey single house to the south-east, and a two storey grouped dwelling to the south-west, as shown in the Location Plan included at **Attachment 1**.

The site and adjoining and adjacent properties are zoned Residential R50 under LPS2 and are within the Residential Built Form Area under the City's Built Form Policy. The site also forms part of the St Albans Avenue Character Retention Area, which applies to all dwellings fronting St Albans Avenue and seeks to maintain the established residential streetscape.

The subject site contains two existing grouped dwellings. The subject dwelling fronts St Albans Avenue. The adjoining grouped dwelling to the rear at No. 11A St Albans Avenue fronts the Right of Way.

The subject dwelling is an existing single-storey dwelling with two bedrooms and two bathrooms. The outdoor living area is located within the primary street setback area, fronting St Albans Avenue, with an approximate area of 44 square metres. This outdoor space includes a front verandah and paved area, enclosed with permeable fencing and landscaping to the street and north-western boundary. A drying court and bin storage area are located at the rear of the dwelling, adjacent to the shared boundary with the adjoining dwelling at No. 11A St Albans Avenue.

The subject dwelling has no on-site car parking and currently relies on on-street parking. The dwelling is eligible for up to two residential parking permits in accordance with the City's Parking Permits Policy. The adjoining dwelling at No. 11A St Albans Avenue has on-site parking for two vehicles, accessed from the Right of Way.

Easement

An easement along the south-eastern boundary of the subject site provides a pedestrian right of way to the rear lot at No. 11A St Albans Avenue to St Albans Avenue. This is for the purposes of pedestrian access to St Albans Avenue.

No changes or modifications to the physical form or legal function of the easement are proposed as part of this application. The planning implications of the easement, including access, safety and amenity, are addressed in the Comments section of this report.

Holiday House Operation History

The subject site has not previously operated as Un-hosted Short Term Rental Accommodation under an exemption from requiring development approval provided for under the *Planning and Development (Local Planning Schemes) Regulations 2015* (Deemed Provisions).

A review of booking data available to the City through the Short-Term Rental Accommodation Register identifies that the property has not historically operated as STRA and has not registered for future STRA bookings. The applicant is seeking approval to formally commence operations as a Holiday House.

Surrounding Context

Immediate Context

The immediate adjoining properties are summarised as follows:

- No. 9 St Albans Avenue – Two-storey single house to the south-east:
 - Outdoor living area located adjacent to the side setback area of the subject site.
 - Bedrooms with major openings orientated to St Albans Avenue or internally within the site.
 - On-site car parking for two cars, accessed from the Right of Way.
- No. 15 St Albans Avenue – Single-storey single house to the north-west:
 - Outdoor living area located at the rear of the property, separated from the subject site.
 - Porch facing St Albans Avenue, separated from the subject site's outdoor living area.
 - No on-site car parking.

- No. 11A St Albans Avenue – Two-storey grouped dwelling to the south-west:
 - Outdoor living area located to the south of the dwelling, addressing the Right of Way.
 - Rear courtyard/services area adjacent to the shared boundary with the subject dwelling.
 - Ground floor major opening from the living area orientated towards the shared boundary with the subject dwelling.
 - On-site car parking for two cars, accessed from the Right of Way.

Broader Context

The surrounding locality comprises medium-density single and two-storey dwellings to the north-east and north-west, three-storey multiple dwellings to the south and south-east, and commercial development along Beaufort Street to the east and south-east.

Beaufort Street is approximately 85 metres east of the subject site and accommodates a mix of commercial land uses including Taverns, Restaurant/Cafés, Small Bars, a Place of Worship, Offices and Shops.

St Albans Avenue is located at the southern end of the Beaufort Street Town Centre. The subject site itself is zoned Residential and does not form part of the Mixed Use or Commercial zones that apply along sections of Beaufort Street.

Existing commercial developments at the intersection of St Albans Avenue and Beaufort Street currently include:

- No. 2 St Albans Avenue – Office for an advertising agency, trading 9:00am–5:00pm Monday to Friday, with vehicle access from St Albans Avenue.
- No. 423-449 Beaufort Street – Place of Worship, operating from 9:00am-2:00pm Monday to Wednesday and Friday, and 9:30am-12:00pm on Sunday. Two kitchen catering businesses operate outside the hours listed, and vehicle access from St Albans Avenue.
- No. 442-446 Beaufort Street – Mixed use development including Tavern, Restaurant/Café, Shop (hairdresser) and Offices. The Tavern (Si Paradiso) operates 5:00pm–10:00pm Wednesday, Thursday and Sunday, 5:00pm–12:00am Friday and 12:00pm–12:00am Saturday.

A map showing the land uses in the surrounding locality is provided in **Figure 1** below.

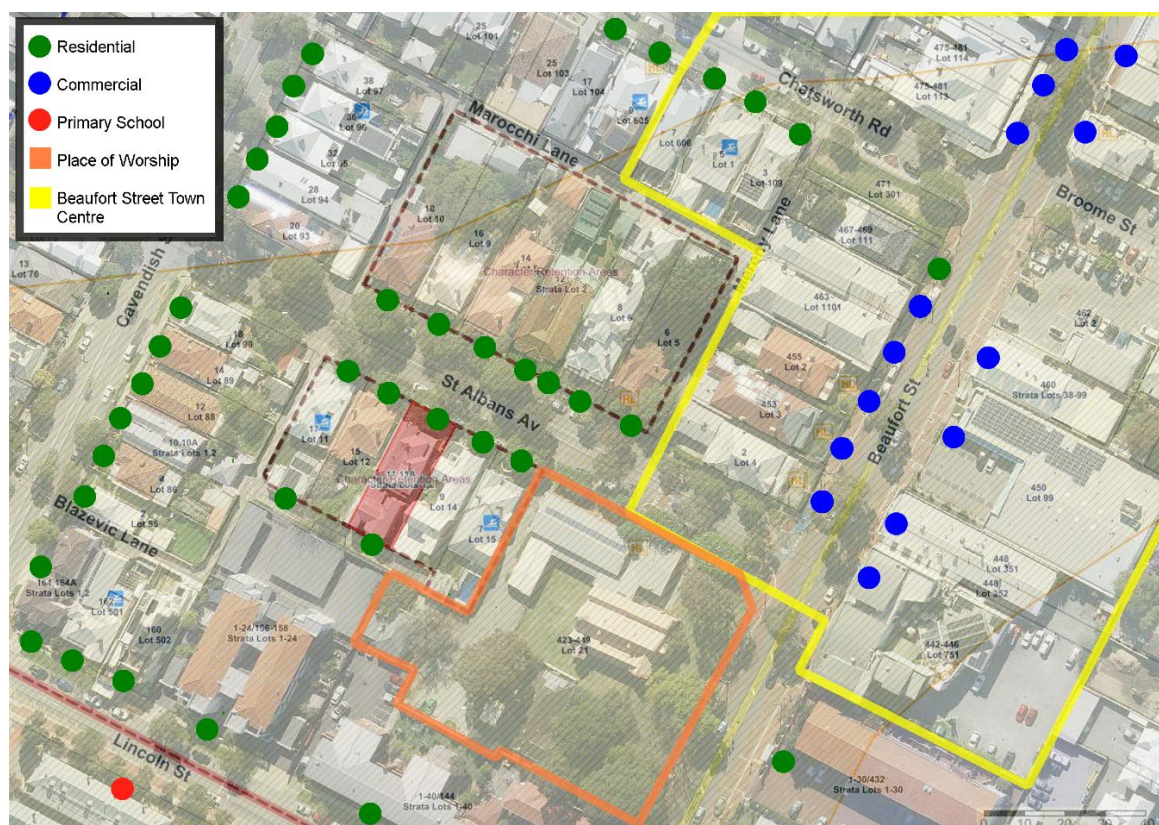


Figure 1 – Surrounding Land Uses

Future Planning Context

The City's Local Planning Strategy (LPS) identifies the St Albans Avenue area as a medium density residential area, based on [Figure 1](#) of the Strategic Plan. The area to the east of Beaufort Street and parts of the area south of Lincoln Street are identified for high density residential.

The overall density of the immediate St Albans Avenue context is unlikely to increase significantly because most lots cannot be developed beyond two dwellings and the area is affected by Clause 32(1) of LPS2, which restricts multiple dwellings. This means the existing medium density character is expected to remain.

The commercial properties in close proximity to the subject site fronting Beaufort Street, being No. 423-449 Beaufort Street, No. 2 St Albans Avenue, No. 453 Beaufort Street and No. 455 Beaufort Street are Heritage Listed. This limits the scale of redevelopment likely to occur on those properties.

The existing development on Beaufort Street includes a mixture of residential and commercial land uses which are likely to intensify over time, consistent with the Beaufort Street Town Centre Planning Framework (BSTCPF). The BSTCPF envisages increased intensity of development along Beaufort Street from a built form perspective.

Draft Short Term Accommodation Policy

At its [12 August 2025 meeting](#), Council approved the adoption of the City's Draft Short Term Accommodation Policy and Amendment No. 13 to LPS2 (Amendment 13).

Further detail on the effect of the Draft Short Term Accommodation Policy and Amendment 13 is included in the Planning Assessment and Legal/Policy sections of this report.

In summary, the draft Policy:

- Places greater emphasis on protecting long-term housing supply in Residential zones;
- Seeks to locate short term accommodation near established commercial and cultural activity and high-frequency public transport; and
- Requires that noise and amenity impacts be proactively managed through scale, location and management measures.

Beaufort Street Town Centre Planning Framework

At its [12 August 2025 meeting](#), Council approved the adoption of the BSTCPF, which guides future development along Beaufort Street and surrounding properties.

The framework applies to properties within the core of the Town Centre, commencing at the intersection of No. 2 St Albans Avenue and No. 442-446 Beaufort Street. The Town Centre and Sub-Precincts do not include the St Albans Avenue Character Retention Area or No. 423-449 Beaufort Street.

The subject site and adjoining St Albans Avenue properties fall outside the BSTCPF area and are not subject to its built form provisions.

DETAILS:

The applicable planning controls are contained within LPS2, the City's Local Planning Policy: Short Term Accommodation and the Draft Local Planning Policy: Short Term Accommodation.

In accordance with clause 67(2)(b) of the Deemed Provisions, the application has been assessed having due regard to the Draft Short Term Accommodation Policy as a seriously entertained planning instrument.

The Draft Short Term Accommodation Policy has been afforded significant weight because it has been adopted by Council, is directly relevant to the proposal and is imminent in taking effect upon the gazettal of Amendment No. 13 or by 1 January 2026, whichever occurs first.

Summary Assessment

In each instance where the proposal requires the exercise of discretion, the relevant planning element is set out 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		✓
Management Plan/Code of Conduct	✓	
Bookings and Visitors	✓	
Guests	✓	
Complaints Management Procedure	✓	

Detailed Assessment

The elements that require the discretion of Council are outlined below:

Land Use	
Use Class Permissibility	Proposal
LPS2 – Zoning Table 'P' use.	<i>Residential Zone:</i> Holiday House – 'A' Use
Draft Short Term Accommodation Policy	
Acceptable Development Provisions	Proposal
General Standards – Location Criteria 1.1.1 The development should be located within the following zones: - Local Centre; or - District Centre/Regional Centre; or - Commercial; or - Centre	The development is located the Residential property zone.
General Standards – Location Criteria 1.1.2 Where located within the Residential or Mixed Use Zones, Holiday House uses are to be: - Within 100 metres of a transit stop on a high-frequency public transport route; and - Meet the land use-specific location criteria provided in 2.1.	The subject site is within approximately 162 metres and 166 metres of transit stops on a high-frequency bus route.
Un-hosted Short-Term Rental Accommodation – Location Criteria – 2.1.1 Holiday House uses 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 site does not directly adjoin non-residential uses. The broader context includes nearby commercial uses on Beaufort Street that contribute to ambient activity.
Un-hosted Short-Term Rental Accommodation – Parking – 2.3.1 The development should provide a minimum of 2 onsite car parking bays.	The development does not include on-site car parking bays.

Planning and Development (Local Planning Schemes) Regulations 2015

In accordance with Clause 67(2) of the Deemed Provisions, Council is to have due regard to a range of matters to the extent that they 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.

Administration's assessment of the relevant Clause 67 matters is provided in the Comments section of this report. A detailed assessment against all relevant matters is provided in **Attachment 5**.

Local Planning Scheme No. 2

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

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

These objectives are one of the matters to which Council must have due regard under the Deemed Provisions.

Amendment No. 13 to LPS2

Amendment No. 13 seeks to modify the first objective of the Residential Zone in LPS2 to consider long-term housing supply. The drafted objective is as follows:

- *To provide for a range and supply of long-term housing options and a choice of residential densities to meet the needs of the community.*

Amendment 13 is to be given due regard and discussed further in the Legal/ Policy section of this report.

CONSULTATION/ADVERTISING:

Community consultation was undertaken in accordance with the Deemed Provisions for a period of 14 days between 1 September 2025 and 15 September 2025.

The method of consultation included a notice on the City's website, a sign on the St Albans Avenue frontage of the site, and 13 letters mailed to the owners and occupiers of all properties on St Albans Avenue and to the strata management of the multiple dwelling development at No. 156-158 Lincoln Street, as shown in **Attachment 1**. This was undertaken in accordance with the City's Community and Stakeholder Engagement Policy.

Due to the proposed departures from the Draft Short Term Accommodation Policy's on-site parking standard, Administration extended consultation to all properties within the St Albans Avenue Character Retention Area. This is because any increased parking demand arising from the lack of on-site bays would be experienced across St Albans Avenue as a whole.

During the initial consultation period, the City received seven submissions comprising:

- Six submissions in objection to the proposal; and
- One submission that neither supported nor objected, but provided comments.

The number of submissions received is not, in itself, a determinative planning consideration. The decision-maker is required to focus on the planning relevance and substance of the issues raised.

The comments received that neither supported nor objected to the proposal raised:

- Concerns that the STRA may attract or result in anti-social behaviour within the Residential zone; and
- Concerns as to how the Operations Management Plan and Code of Conduct would be enforced to protect amenity.

The objections raised the following matters:

- Potential impacts of STRA on long-term housing availability.
- Concerns that introducing a commercial land use in this location would result in amenity issues including noise and disruption to surrounding residential properties.
- Concerns that the location of the outdoor living area could result in amenity impacts to neighbours.
- Concerns that the absence of on-site car parking could reduce on-street parking availability and generate additional traffic issues.

Amended Information

Following the initial consultation period, the applicant submitted revised and additional information in response to community feedback and a request for further information from the City. This included an updated Operations Management Plan, an updated Parking Management Plan, a Complaints Management Plan and an updated Code of Conduct.

In accordance with the Community and Stakeholder Engagement Policy, the proposal was re-advertised for seven days from 20 October 2025 to 27 October 2025. The purpose of the re-advertising was to give all previous submitters an opportunity to review the revised information and provide further comment. During this period:

- Four previous submitters reaffirmed their objections on the same grounds as their original submissions.
- One previous submitter reaffirmed their comments that they neither supported nor objected.
- Two previous submitters did not respond, and their original submissions therefore remained unchanged.

A summary of submissions and Administration's response is included as **Attachment 6**. The applicant's response to submissions is included as **Attachment 7**.

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 Strategy;
- City of Vincent Local Planning Scheme No. 2;
- Draft Amendment No. 13 to Local Planning Scheme No. 2;
- Community and Stakeholder Engagement Policy;
- Local Planning Policy: Short Term Accommodation;
- Draft Local Planning Policy: Short Term Accommodation; and
- Local Planning Policy: Non-Residential Parking.

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.

Amendment No. 13 to Local Planning Scheme No. 2 and Draft Local Planning Policy: Short Term Accommodation

At its 12 August 2025 meeting, Council adopted Amendment No. 13 to Local Planning Scheme No. 2 and the Draft Local Planning Policy: Short Term Accommodation.

These were both initiated by Council in response to the State Government's reform initiatives in relation to short term rental accommodation, including amendments to the Deemed Provisions.

As part of these reforms, all local governments are required to amend their local planning schemes to be consistent with the changes to the Deemed Provisions by 1 January 2026.

Amendment No. 13 to LPS2

Amendment No. 13 was initiated to give statutory effect to the State's STRA reforms.

It has been advertised, adopted by Council, and is currently with the Minister for Planning for final consideration. The amendment may be approved, refused or approved with modifications.

The amendment seeks greater consideration of long-term housing supply in the Residential zone. Under Clause 67(2)(b) of the Deemed Provisions, a proposed scheme amendment that is seriously entertained must be given due regard. Amendment No. 13 is seriously entertained because:

- It directly addresses the type of development proposed;
- It has undergone public advertising;
- It has been formally adopted by Council; and
- Its operative effect is imminent, subject only to the Minister's decision.

For these reasons, significant weight has been given to Amendment No. 13 in the assessment of this application.

Draft Local Planning Policy: Short Term Accommodation

The draft Policy forms the policy framework that will apply once Amendment No. 13 is in effect (or by 1 January 2026, whichever occurs first).

It has been advertised, adopted by Council, and will commence concurrently with the gazettal of Amendment No. 13 or by 1 January 2026.

In summary, the draft Policy places greater emphasis on:

- Protecting long-term housing supply in Residential zones;
- Locating short term accommodation near established activity areas and public transport; and
- Ensuring that noise and amenity impacts are proactively managed.

As with Amendment No. 13, the draft Policy is seriously entertained for the purposes of Clause 67(2)(b) because it:

- Directly relates to the proposed Holiday House use;
- Has been publicly advertised;
- Has been adopted by Council; and
- Will take effect imminently.

Accordingly, the draft Policy has also been afforded significant weight in the assessment of this application.

RISK MANAGEMENT IMPLICATIONS:

There are minimal risks to Council and the City's business function when Council exercises its discretionary power to determine a development 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 Grouped Dwelling to Grouped Dwelling and Holiday House 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 considerations addressed in the planning assessment.

FINANCIAL/BUDGET IMPLICATIONS:

There are no financial or budget implications for the City arising from the determination of this application.

COMMENTS:Summary Assessment

Administration recommends that the application be approved, subject to conditions, having assessed it against the applicable planning framework. The key considerations are summarised below and are then expanded in the following sections.

Scale and Duration of Use

The Holiday House component is limited to a maximum of 182 days (181 nights) per year. For the remaining half of the year the dwelling is used as a Grouped Dwelling by the landowners.

This ensures that the property continues to contribute to long-term housing supply, which aligns with the Residential zone objective of providing long-term housing opportunities as proposed by Amendment 13 to LPS2 and contained in the draft Policy. The maximum of four guests and prohibition on visitors limits the level of activity, rather than a larger commercial operation.

Location Near Activity and Public Transport

The site is located close to Beaufort Street, which contains a range of hospitality and commercial uses, and is within walking distance of high frequency bus services.

This context means that activity and movement already occurs in the broader area. The proposal provides a form of visitor accommodation that is limited in scale and can take advantage of these amenities without introducing changes to the built form. This supports the Draft Short Term Accommodation Policy objective of locating short term accommodation near established cultural and hospitality attractions and public transport.

Compatibility with Surrounding Dwellings

The dwelling's main outdoor living area is located in the front setback facing St Albans Avenue. It is separated from neighbouring outdoor living areas and major openings by distance, building orientation and fencing.

The proposed quiet hours and restriction on use of the outdoor area between 9:00pm and 8:00am further limit the potential for noise to impact nearby outdoor spaces and bedrooms. This helps ensure that the use is compatible with the residential character and amenity of adjoining properties.

Car Parking Arrangements

The proposal does not provide on-site parking. The City's parking survey data for St Albans Avenue identifies that there are 36 on-street parking bays and that the peak occupancy during the survey period was 44 percent. This indicates that there was available capacity on the street at the times surveyed.

The likely car ownership associated with four guests is similar to a small household and is unlikely to significantly affect the available capacity identified in the survey.

Conditions of approval ensure guests are not eligible for residential parking permits and require information to be provided to guests on local parking restrictions and public transport, which further manages on-street parking demand.

Management, Guest Behaviour and Complaints

The Operations Management Plan and Code of Conduct set out how guests will be screened, how noise and behaviour would be managed and how complaints would be handled. Measures include restricting bookings to certain guest profiles, requiring a minimum stay of three nights, defining quiet hours, and setting out consequences for breaches.

Conditions of approval require a caretaker to respond to complaints within 24 hours, the keeping of a complaints register, and provision of contact details of the caretaker to immediate neighbours. This provides a framework for managing and responding to issues and allows the City to rely on documented evidence if concerns are raised.

Access Easement and Safety

The subject lot contains an easement along the south-eastern boundary that provides pedestrian access to the rear lot at No. 11A St Albans Avenue. The proposal does not alter the physical form or legal function of this easement.

The Code of Conduct requires guests to be informed that the easement is an accessway. The easement is visible from the street and from adjoining properties, which assists with passive surveillance.

A condition of approval would ensure that the easement remains unobstructed at all times. This addresses the planning aspects of safety and access, noting that any private disputes about easement rights remain civil matters between landowners.

Administration Comment

In considering the acceptability of the Holiday House use, Council is required to consider the objectives of the of the Short Term Accommodation Policy and Draft Policy, objectives of the Residential zone under LPS2 including the effect of Amendment 13, and the matters to be considered under Clause 67 of the Deemed Provisions.

Applicant Justification

The applicant's Operations Management Plan (**Attachment 3**) includes written justification for the proposal. In summary:

- The subject site is proposed to operate as a Holiday House for half of the year and remain as a Grouped Dwelling for the remaining half of the year. The continued use of the property as a Grouped Dwelling would ensure that the property is actively maintained, protected and secured when the landowners reside at the property.
- The part-time nature of the Holiday House use provides the surrounding community with a tangible point of contact. For six months of the year, the landowners would be on-site and available for queries. For the remainder of the year, a Caretaker would be available for complaints and queries. Contact details for the landowners and caretaker would be provided to surrounding neighbours prior to commencement of the use.

Management Plan & Code of Conduct

The Operations Management Plan and Code of Conduct include management measures and strategies relating to parking, noise, guest screening, waste, neighbour relations, pets, complaints and use of the outdoor living area. Key measures include:

- Guest screening to ensure bookings are only accepted from specified guest profiles including mature couples, small families and business travellers. Bookings from multiple unrelated adults, school leavers, party groups or people without valid verification or positive review history are not accepted. Guests must confirm agreement to the house rules and Code of Conduct before a booking is accepted.
- A maximum of four guests with no visitors permitted at the property.
- Bookings only through recognised short-stay platforms, such as Airbnb.
- Identification of quiet hours between 9:00pm and 8:00am, with use of outdoor living areas restricted after 9:00pm and limited furniture outdoors to encourage guests to use internal living areas.
- Notification to guests that noise complaints or breaches to the house rules would result in warnings or eviction.
- A complaints procedure, including provision of Caretaker contact details to adjoining and adjacent properties so any issues can be raised promptly
- Notification to guests of the existence and purpose of the easement.

Administration's Assessment – Land Use Acceptability

Council must be satisfied that the proposed Holiday House is appropriate in this location and will not result in unreasonable adverse impacts on the amenity of neighbouring properties or the broader locality.

The Deemed Provisions define amenity as '*...all those factors which combine to form the character of an area and include the present and likely future amenity*'.

Having regard to that definition, the proposal would be compatible with the existing and likely future amenity for the reasons set out below.

- Intensity of the Use: The proposed Holiday House is limited in scale with a maximum of four guests, no visitors, no pets to be left unattended and a minimum stay of three nights, operating for no more than six months of the year. The Operations Management Plan and Code of Conduct restrict the types of bookings accepted through guest screening and require guests to agree to house rules before confirming a stay.

These controls are directed at avoiding "party house" scenarios and are relevant to ensuring that the intensity of the use does not result in unreasonable amenity impacts for surrounding residential properties.

- Appropriateness within Immediate Context: The design and layout of the dwelling assist in managing impacts on adjoining properties. The main outdoor living area is in the front setback facing St Albans Avenue rather than towards neighbouring rear outdoor areas. Adjoining outdoor areas and major openings are either orientated away from the subject site or physically separated by distance and fencing.

The subject site is also located two properties away, or 24 metres, away from St Albans Church, and in close proximity to other commercial uses on Beaufort Street that generate background activity and vehicle movements. In this context, the proposed level of activity associated with up to four guests is not expected to introduce an unreasonable noise and activity profile to St Albans Avenue, supported by the management measures and quiet hours.

- Appropriateness within the Broader Context: The proposed development is located within walkable distance of the Beaufort Street Town Centre (approximately 87 metres), Hyde Park (approximately 360 metres), HBF Park (approximately 1 kilometre) and high-frequency bus services (approximately 170 metres). This satisfies the draft Policy objective for short term accommodation to be located near established activity and transport. The use would contribute to the range of visitor accommodation types available within this established inner-city area.
- Separation and Use of Outdoor Living Area: The subject dwelling is suitably separated from sensitive areas on adjoining properties. The outdoor living area faces St Albans Avenue and does not directly overlook adjoining rear outdoor spaces. Separation distances, building orientation and fencing reduce the potential for direct noise transfer.

A condition of approval restricting use of the outdoor living area between 9:00pm and 8:00am ('quiet hours') further limits the risk of late-night noise affecting nearby bedrooms and outdoor areas.

- Noise Generation: The combination of guest limits, minimum stay, pets not to be left unattended, quiet hours and restrictions on use of the outdoor living area is expected to limit excessive noise and late-night outdoor activity. Conditions of approval would secure these controls and make them enforceable, and support its compatibility with the surrounding properties.

If issues arise, the City would be able to rely on the management plan and the complaint records required by conditions of approval to determine whether the use is operating consistent with the terms of the approval.

- Car Parking Arrangements: The existing grouped dwelling does not provide any onsite car parking, and the proposal does not alter this arrangement. The assessment focuses on whether the Holiday House use would generate additional parking demand beyond what the street can reasonably accommodate.

The City's parking survey for St Albans Avenue recorded 36 on-street bays, restricted to 3P between 8:00am and 5:30pm Monday to Friday, with a peak occupancy of 44 percent during the survey period from Friday 9 May 2025 to Sunday 11 May 2025. This demonstrates that, at the times surveyed, more than half of all bays remained available, including during typical visitor arrival and departure periods.

Based on the maximum of four guests, the expected parking demand (typically one or two vehicles) is comparable to the existing residential use of the dwelling and can be accommodated within the documented on-street capacity without materially altering parking availability for residents or nearby businesses.

Conditions of approval ensure that guests are not eligible for residential parking permits and require information to be provided to guests about local parking restrictions. The Operations Management Plan and Code of Conduct reinforce this by informing guests that no onsite parking is available, and by encouraging the use of public transport.

The site is within 170 metres of high-frequency bus services on Beaufort Street with direct links to the Perth Busport and CBD, and approximately 1.3 kilometres from East Perth Train Station. This level of accessibility provides a genuine alternative to private vehicle use and is expected to further moderate parking demand.

The combination of survey data, the limited scale of the use, existing street capacity, transport accessibility and enforceable management controls would ensure the proposal would not result in an unreasonable impact to on-street parking availability or local traffic conditions for St Albans Avenue.

- Impact of Existing of Non-Residential Parking: St Albans Avenue already experiences vehicle movements and parking demand from nearby residential and non-residential uses, including commercial premises on Beaufort Street. In this context, the additional parking demand associated with the proposed Holiday House is not expected to materially affect the existing parking environment or amenity, supported by the conditions of approval relating to management measures and restriction on use of parking permits.
- Compatibility with Surrounding Commercial Uses: The surrounding area contains a mix of residential and commercial uses that generate varying levels of activity. The proposed Holiday House is consistent with this mix of uses and inner-city context, and would not introduce a materially different activity profile.
- Impacts to Long-Term Housing: The Holiday House is proposed to operate for a maximum of six months of the year and the dwelling would be used as a Grouped Dwelling for the remainder of the year. The part-time nature of the use means the dwelling continues to provide long-term housing opportunities for half of the year, which is consistent with the objective of maintaining long-term housing supply in Residential zones in both Amendment 13 to LPS2 and the draft Policy.
- Impact on Easement: The proposal does not alter the physical or legal function of the existing easement providing pedestrian access to No. 11A St Albans Avenue. The management measures require guests to be informed that the easement is an accessway and that gathering of guests here is not permitted. The easement is visible from St Albans Avenue and overlooked by adjoining development, which provides passive surveillance.

A recommended condition of approval would ensure that the easement is kept unobstructed at all times and only used by guests as access to dispose of waste and for bin collection. These measures are sufficient to address the planning aspects of access and safety, noting that the enforcement of easement rights remains a civil matter between landowners.

Operations Management Plan and Code of Conduct

The Operations Management Plan and Code of Conduct, included as **Attachments 3 and 4**, outline detailed measures relating to parking management, noise management, guest screening, waste management, neighbour relations, pets, complaints management and use of the outdoor living area.

These management measures are consistent with and support the nature and scale of the use and, together with the dwelling's layout and the conditions of approval, would ensure that the use can operate without undue impact on surrounding residential amenity.

Time Limited Approval

The City's Short Term Accommodation Policy contemplates time-limited approvals where a proposal is located within the Residential zone and does not meet the general and specific standards of the draft Policy. This provides an opportunity to assess performance before considering any longer-term approval.

An initial 12-month approval period is recommended. This reflects the Residential zoning, the departures from the draft Policy's location and parking standards, and the need to test the operation of the use in practice.

The time-limited approval would allow the City to monitor any complaints, on-street parking conditions and the operation of the management measures. These could be taken into account in assessing any future application to extend the approval period.

5.3 OUTCOME OF ADVERTISING AND APPROVAL OF LOCAL PLANNING POLICY - BUILT FORM AND LOCAL PLANNING POLICY - CHARACTER AREA GUIDELINES

- Attachments:**
1. Local Planning Policy: Built Form 
 2. Local Planning Policy: Character Area Guidelines 
 3. Summary of Submissions: Character Area Guidelines 
 4. Schedule of Modifications - Character Area Guidelines 

RECOMMENDATION:**That Council:**

1. **PROCEEDS** with amendments to Local Planning Policy: Built Form, included as Attachment 1, and Local Planning Policy: Character Area Guidelines, included as Attachment 2, pursuant to Schedule 2, Clause 5(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*;
2. **FORWARDS** the Local Planning Policy: Built Form and Local Planning Policy: Character Area Guidelines to the Western Australian Planning Commission for approval pursuant Schedule 2 Clause 4(3A) of the *Planning and Development (Local Planning Schemes) Regulations 2015* and in accordance with Part A, Clause 3.2.3b of the Residential Design Codes Volume 1 and Clause 1.2.2 of the Residential Design Codes Volume 2; and
3. **NOTES** that:
 - Administration will publish a notice in accordance with Clause 87 of the *Planning and Development (Local Planning Schemes) Regulations 2015* following approval from the Western Australian Planning Commission for the Local Planning Policy: Built Form and Local Planning Policy: Character Area Guidelines; and
 - Should standards of either the Local Planning Policy: Built Form and/or Local Planning Policy: Character Area Guidelines not be approved by the Western Australian Planning Commission, a further report will be presented back to Council.

PURPOSE OF REPORT:

For Council to consider the outcomes of community consultation on amendments to Local Planning Policy: Built Form (Built Form Policy, **Attachment 1**), and Local Planning Policy: Character Area Guidelines (Character Area Guidelines, **Attachment 2**).

DELEGATION:

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

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

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

BACKGROUND:State Government Reform

Since 2024 the State Government has been undertaking reform of the Residential Design Codes (R Codes) which guide the assessment of residential development throughout WA.

The City has reviewed some of its local planning policies because:

- As part of the R Codes reforms, any local planning policy provisions that amend, replace or augment R Codes development standards which require Western Australian Planning Commission (WAPC) approval must be endorsed by the WAPC by April 2026 to continue to have effect.
- If those provisions are not approved, the relevant aspects of development will default back to the base R Codes standards, which generally allow greater building height and lower landscaping.
- These amendments preserve and support the City's existing standards and character expectations until they can be comprehensively reviewed as part of the City's Local Planning Scheme review which will occur in 2026.

Review of City's Local Planning Policies

The following City policies are being reviewed because of this State Government reform:

• WAPC Approval Required
• <u>Built Form Policy</u> • Establishes Built Form Areas throughout the City with standards and local housing objectives to achieve built form aspirations for each area. • WAPC approval is required for building height, boundary setbacks, landscaping and sightlines standards.
• <u>Character Area Guidelines</u> • Establishes standards and local housing objectives to ensure residential development is consistent with the characteristics of areas that are valued by the community. • WAPC approval is required for building height and vehicle access standards.
• WAPC Approval Not Required
• <u>Policy No. 7.5.10 – Sustainable Design (Sustainable Design Policy)</u> • Establishes objectives and encourages Environmentally Sustainable Design (ESD) initiatives for new developments and renovations. • WAPC approval is not required. This is being reviewed to improve the existing ESD initiatives that are within the Built Form Policy through an incentive-based approach.
• <u>Policy No. 7.5.5 – Domestic Satellite Dishes, Microwave Antennae and Tower Masts (Policy No. 7.5.5)</u> • Establishes standards and objectives that guides residential telecommunications infrastructure. • WAPC approval is not required. The standards have been superseded by the Built Form Policy and the R Codes.

At its meeting on [12 August 2025](#) Council approved amendments to the Built Form Policy, Character Area Guidelines, and the Sustainable Design Policy, along with the revocation of Policy No. 7.5.5, for the purposes of advertising.

This report relates to the outcomes of advertising of the Built Form Policy and Character Area Guidelines.

The Sustainable Design Policy is being reviewed following community consultation and will be presented to a future Council Meeting in early 2026.

No submissions were received on Policy No. 7.5.5, and this was revoked on 12 November 2025.

DETAILS:Community Consultation

Community consultation for the amendments to the Built Form Policy and Character Area Guidelines occurred for 22 days from 20 October 2025 to 11 November 2025, in accordance with the City's [Community and Stakeholder Engagement Policy](#) and the Regulations.

The methods of advertising included:

- Emails sent to nine planning consultants, builders and architects who are regular applicants of development applications within the City.
- Surveys on Imagine Vincent.
- 635 letters sent to occupiers and owners of properties within the various Character Areas.
- Notices published in Perth Now Central on 20 October 2025, on the City's social media on 28 October 2025, and at the City's Administration Building and Library.
- Notices published on the City's e-news on 23 October 2025 and 6 November 2025, and monthly business e-news on 31 October 2025.

Local Planning Policy: Built Form Consultation Outcomes

One submission was received on the Built Form Policy which objected to the vehicle sightlines standards because this would prevent an owner building to the boundary of a right-of-way (ROW).

Administration's response to this submission is included in the Comments section.

While only one submission was received, the methods of consultation resulted in outreach to 8,181 people, ensuring that there was adequate awareness and opportunities for submissions to be provided.

Character Area Guidelines Consultation Outcomes

A total of 12 submissions were received including five in support, six objecting, and one which provided comments.

The key themes raised during community consultation are summarised below.

The submissions in support generally valued the City's approach to Character Areas for protecting significant and unique characteristics of the respective areas.

The key submissions in objection related to concerns that:

- The approach to Character Areas does not work and excludes individual properties with character that are outside of these areas and scattered across the City.
- The development standard relating to the placement and design of verandahs does not reflect the intent of the Orange Avenue and Hope Street Character Area.
- The local housing objectives should avoid new development imitating existing building character features.
- The standards do not support contemporary fencing styles and materials within The Boulevard and Matlock Street Character Area.

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

Proposed Modifications

Following community consultation Administration has made modifications to the Built Form Policy and Character Area Guideline:

- Built Form Policy – These include minor administrative changes such as clause numbering and general edits to spelling and formatting.

The map has also been updated to exclude the areas that are subject to the Beaufort Street, William Street, North Claisebrook and Pickle District Planning Frameworks. The respective frameworks would be the primary document which guides redevelopment in each of these areas.

- Character Area Guidelines – These include:
 - The Orange Avenue and Hope Street Character Area standards have been reworded to encourage verandahs as part of new development.
 - The local housing objectives in The Boulevarde and Matlock Street, Florence Street, Prospect Place, Hammond Street, Strathcona Street, Wilberforce, and Orange Avenue and Hope Street Character Areas have been updated to clarify that new development should respond sympathetically and complementary to the existing character.
 - The Lacey Street Character Area map has been updated to show contributory and non-contributory places, consistent with the existing Character Area Guidelines.
 - Building height standards have been included for Florence Street, Prospect Place, Hammond Street, Strathcona Street, Wilberforce Street, Lacey Street, and Auckland Street Character Areas as these did not previously specify height standards.
 - Minor administrative changes relating to grammar, formatting, and the inclusion of a definitions list.

A schedule of modifications which outlines these changes to the Character Areas Guidelines is included in **Attachment 4**.

The updated Built Form Policy and Character Area Guidelines are included in **Attachments 1 and 2**.

LEGAL/POLICY:Planning Framework

The *Planning and Development Act 2005* and the Regulations provide the criteria for amending local planning policies. Clause 5 of the Regulations provides for a local planning policy to be amended.

The amendments to the Built Form Policy and Character Area Guidelines would ensure these policies align with recent planning reform by the State Government.

These would also seek approval from the WAPC to vary relevant standards of the R Codes to ensure that the built form outcomes reflect the community expectations and Vincent's local context.

Modifications to Residential Design Codes

Clause 3.2.3 of the R Codes Volume 1 and Clause 1.2.2 of the R Codes Volume 2 allow for local planning policies to amend, replace and/or augment a standard.

Approval from WAPC for the following standards of the Built Form Policy and Character Area is required for these to be enforceable:

	Built Form Policy	Character Area Guidelines
R Codes Volume 1	• Building Height • Lot Boundary Setbacks • Landscaping • Sightlines	• Building Height • Vehicle Access
R Codes Volume 2	• Tree Canopy & Deep Soil Areas	N/A

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

Modifications to R Codes Volume 1	Modifications to R Codes Volume 2
• <i>Warranted due to a specific need identified by the decision-maker related to that particular locality or region.</i> • <i>Consistent with the relevant provisions of SPP 7.0 Design of the Built Environment.</i> • <i>Consistent with the general objectives of the R-Codes Volume 1, as well as the section objectives and the design principles of Part B and C (as applicable).</i> • <i>Able to be properly implemented and audited by the decision-maker as part of the ongoing building approval process.</i> • <i>Consistent with orderly and proper planning.</i>	• <i>Warranted due to a specific need related to that particular locality or region.</i> • <i>Consistent with the Element Objectives of the R-Codes Volume 2.</i> • <i>Can be properly implemented and audited by the decisionmaker as part of the ongoing building approval process.</i>

In determining these standards, the WAPC may:

- Approve the respective standard/s – either as currently draft or subject to modifications; or
- Refuse the respective standard/s.

If the standards are not approved by the WAPC by 10 April 2026 these would not be able to be applied to developments, and the R Codes would apply by default.

Application of draft Local Planning Policies to Development Applications

The Built Form Policy and Character Area Guidelines are not 'seriously entertained' and therefore are not a relevant consideration for current development applications.

This is because WAPC approval is neither 'certain' nor 'imminent'.

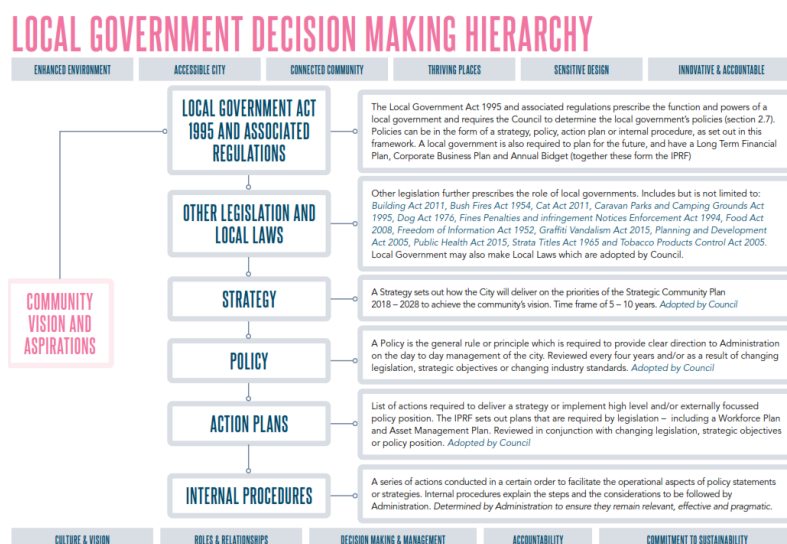
Corporate Document Development Policy

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](#) guides Council and Administration on the development, consultation requirements, implementation, review, amendment and repeal of Corporate Documents.

In accordance with section 2.3 of the Corporate Document and 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 review of the Built Form Policy and Character Area Guidelines has been undertaken in accordance with the Corporate Document Development Policy.



RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to approve the amendments to the Built Form Policy and Character Area Guidelines. This is because the amendments would maintain a contemporary suite of policies that reflects Council and community expectations for development outcomes.

WAPC Approval

Obtaining WAPC approval for the various standards would ensure that these policies can be implemented and enforced for developments following 10 April 2026 to maintain these expectations.

If the WAPC does not approve the standards of the Built Form Policy and/or Character Area Guidelines, development will default to the R Codes standards.

This will generally allow greater building height and lower landscaping outcomes that do not align with the City's intended future streetscape character or community expectations.

Administration has met with the Department of Planning, Lands and Heritage officers throughout the review to understand and respond to any concerns raised to mitigate this risk.

If the standards are not approved or are required to be modified by the WAPC, these would be presented back to a future Council Meeting for further consideration.

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.

Sensitive Design

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.

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 – Lead, advocate and collaborate to restore and enhance our local ecosystems and environment.

Enhanced Environment Strategy

This is in keeping with the following key sustainability outcomes of the City's Enhanced Environment Strategy 2025-2030:

Urban Greening & Biodiversity – A Greener Vincent

FINANCIAL/BUDGET IMPLICATIONS:

The City's existing operational budget is sufficient to progress with the Built Form Policy and Character Area Guidelines.

COMMENTS:

The review of the Built Form Policy and Character Area Guidelines is important to ensure that new development on private land throughout the City respects Vincent's streetscape context and character and provides for greater urban tree canopy and amenity.

It is necessary to seek approval from the WAPC for various standards across the Built Form Policy and Character Area Guidelines. This is so that these standards can be applied to developments and enforced through conditions of approval to ensure these outcomes can be delivered.

The review also improves the usability, legibility and consistency of the Built Form Policy and Character Area Guidelines through a simplified layout, clearer formatting, and refined wording. This would ensure these are user-friendly and can be easily understood and applied.

Local Planning Policy: Built Form

- Approval of Standards – The Built Form Policy would ensure that the status quo is kept in respect to the City's current strategic and community expectations for key elements including building height, landscaping, and sightlines.

These elements require WAPC approval and cannot be applied or enforced without this.

- Building Height – No increases to building heights are proposed.

A comprehensive review of building heights would occur through the Local Planning Scheme review, including how heights should transition between areas of higher and lower density and how they align with planned growth areas that are needed to meet the State Government's density targets.

- Landscaping & Boundary Setbacks – Increases landscaping areas and tree canopy cover on private property beyond the minimum required by the R Codes to contribute towards improved amenity.

This would be achieved through boundary setbacks which provide better opportunities for site responsive design that supports increased useable outdoor space, landscaping and tree retention and provision.

This would also align with City's Enhanced Environment Strategy which aims to increase tree canopy on private land from 10% to 15% by 2030.

- Sightlines – Ensures vehicle and pedestrian safety at the intersection of roads, driveways and ROW's consistent with the Australian Standards.

One submission objected to the proposed 1 metre sightline standard at ROW intersections. They were concerned it may prevent fences being built to the boundary where neighbouring fences already exist.

These standards would apply only to new development, maintains pedestrian and vehicle safety consistent with Australian Standards, and does not require removal of existing approved structures.

- Administrative Modifications – These include minor administrative changes relating to grammar and formatting and would improve the readability and accuracy.

Character Area Guidelines

- Approval of Standards – The Character Area Guidelines would ensure that the status quo is kept in respect to protecting the existing unique features and streetscapes of each of the City's Character Areas and ensure that new development does not visually dominate its surroundings.

This is achieved through alignment with the City's current strategic and community expectations for key elements including building height and access which require WAPC approval. These elements cannot be applied or enforced without this.

- Inclusion of Building Height – Building height standards have now been included for Florence Street, Prospect Place, Hammond Street, Strathcona Street, Wilberforce Street, Lacey Street and Auckland Street Character Areas as these did not previously contain a height standard.

The building height standards are consistent with the existing standards to the Built Form Policy and does not result in any increases to heights.

This avoids unintended height increases if the Built Form Policy building height standards are not approved by the WAPC and ensures that the respective Character Area Guidelines clearly outlines the desired building height outcome to reflect the existing streetscape context.

- Other Modifications – Further modifications have also been made in response to community consultation submissions:
 - Orange Avenue and Hope Street Character Area – The standards have been updated so that new dwellings provide verandahs which would cover the full façade rather than a portion. This would maintain this defining element of the desired streetscape character which is defined by dwelling façades that incorporate verandahs and contribute to an open and active street presence.
 - Sympathetic Development – The Local Housing Objectives have been updated for various Character Area for new development to be sympathetic to rather than matching the existing character. This would align with the Burra Charter and supports designs that complement the established character while avoiding unauthentic outcomes and imitation.
 - Lacey Street Character Area – The existing Character Area Guidelines includes a map that identifies contributory and non-contributory places. This was inadvertently removed from the advertised version of the amended Guidelines and has been included to clearly outline the respective properties.
 - Administrative Modifications – These include minor administrative changes relating to grammar and formatting and would improve the readability and accuracy.

5.4 OUTCOME OF ADVERTISING AND ADOPTION OF LOCAL HERITAGE SURVEY AND AMENDED HERITAGE LIST

- Attachments:**
1. Heritage List December 2025 
 2. Local Heritage Survey December 2025 
 3. Thematic History December 2025 
 4. Place Record Forms (Existing Places) 
 5. Place Record Forms (New Entries) 
 6. Summary of Submissions 
 7. Stage 2 Heritage Review Places 
 8. Schedule of Modifications 

RECOMMENDATION:

That Council:

1. **ADOPTS** the:
 - 1.1 **Amended Heritage List** included in Attachment 1, in accordance with Schedule 2, Part 3 Clause 8(1) and 8(3) of the *Planning and Development (Local Planning Schemes) Regulations 2015*; and
 - 1.2 **Local Heritage Survey, Thematic History, and updated Place Record Forms** included in Attachments 2, 3, 4 and 5 in accordance with Part 8 Clause 103(1) of the *Heritage Act 2018*;
2. **NOTES** that the Heritage Council of Western Australia, and all owners and occupiers of places included on the adopted Heritage List and Local Heritage Survey will be notified, in accordance with Part 8 Clause 103(4) of the *Heritage Act 2018* and Part 3 Clause 8(4) of the *Planning and Development (Local Planning Schemes) Regulations 2015*;
3. **APPROVES** the commencement of Stage 2 of the Heritage Review, which includes consulting with the affected owners and occupiers that are included in Attachment 7 of:
 - **New entries on the Local Heritage Survey** proposed for inclusion on the Heritage List;
 - **Existing Category 3 places on the Heritage List**; and
 - **Existing Category 4 places** proposed for removal from the Heritage List;
4. **NOTES** that any objections or submissions received through Stage 2 consultation will be presented to Council for consideration prior to any changes to the Heritage List.

PURPOSE OF REPORT:

For Council to consider the outcomes of community consultation on Stage 1 of the City's Heritage Review including the draft:

- Amended Heritage List (**Attachment 1**).
- Local Heritage Survey (LHS, **Attachment 2**).
- Thematic History (**Attachment 3**).
- Place Record Forms (**Attachment 4 and 5**).

The report also seeks Council approval to commence Stage 2 of the Heritage Review, which involves consulting with owners/occupiers of:

- New LHS entries proposed for inclusion on the Heritage List.
- Category 3 places; that may or may not warrant ongoing inclusion.
- Category 4 places to be removed from the Heritage List.

DELEGATION:

The *Heritage Act 2018* (Heritage Act) requires local governments to prepare a LHS to identify and record places that are, or may become, of cultural heritage significance.

The *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations) requires the local government to establish and maintain a heritage list identifying places of cultural heritage significance and worthy of built heritage conservation.

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

Council has not provided any delegation to Administration for preparing a LHS or Heritage List.

BACKGROUND:

The City commenced its Heritage Review in 2024 to meet its obligations under the Heritage Act which requires a LHS and Heritage List to be prepared for all places of significance.

This review is being completed in two stages.

- Stage 1 updates and modernises the City's heritage information to comply with the Heritage Act, without changing the status or protection of any existing heritage-listed places.
- Stage 2 will assess which places should stay on, be added to, or be removed from the Heritage List, following consultation with the landowners.

Stage 1 of Heritage Review

This includes the preparation of a new LHS, and the consolidation of the existing [Municipal Heritage Inventory](#) (MHI) and [City of Perth Heritage Inventory](#) (CPHI) into an amended Heritage List.

This is because the purpose of the LHS is to identify and record places that have cultural heritage significance. This is then used to inform the subsequent listing of places on the Heritage List.

Only when a place is included on the Heritage List is it protected under the City's Local Planning Scheme No. 2 (LPS2). This would mean that it could not be demolished without first receiving development approval.

The MHI and CPHI currently perform both functions at once by recording places of cultural heritage significance which is the role of the LHS, as well as providing statutory protection as the Heritage List.

The City's existing approach is inconsistent with the Heritage Act which requires these functions to be separated. Stage 1 corrects this.

As part of Stage 1:

- The draft LHS updates the City's Thematic History and adds new places to the LHS that are not currently on the MHI or CPHI and have been identified as having cultural significance.
- The amended Heritage List consolidates the MHI and CPHI without adding new places, although categories of heritage significance have been updated to align with the City's [Local Planning Policy: Assessing Cultural Heritage Significance](#) (Cultural Heritage Significance Policy).

At its meeting on [13 May 2025](#), Council approved the draft LHS and amended Heritage List for the purposes of community consultation.

Stage 2 of Heritage Review

This would commence following the Stage 1 being finalised and include:

- A review of the new places of cultural heritage significance that were added to the LHS through Stage 1 for elevation to the Heritage List.
- A review of the Category 3 and Category 4 places that are currently listed on the Heritage List.

This is because the Cultural Heritage Significance Policy identifies that Category 3 places may be included on the Heritage List, and Category 4 places are below the threshold and should not be included on the Heritage List.

DETAILS:Community Consultation

The draft LHS and amended Heritage List were advertised for 24 days from 13 June 2025 to 7 July 2025 in accordance with the City's [Community and Stakeholder Engagement Policy](#) and the Regulations.

The methods of advertising included:

- Notices published on the City's website and exhibited on the notice board at the City's Administration and Library and Local History Centre.
- 2,600 letters sent out to owners and occupiers of properties currently listed in the CPHI and MHI.
- 110 letters sent out to owners and occupiers of properties proposed to be included in the draft LHS.
- A survey on Imagine Vincent.
- Notice published in the 19 June 2025 issue of Perth Now Central, and on the City's social media on 16 June 2025 and 26 June 2025.
- Notice provided to Department of Planning, Lands and Heritage (DPLH).

At the conclusion of this period a total of 14 submissions were received, with 11 from the community and three from State government authorities.

Submissions from the community included:

	Submissions received	Support	Objection	General
Local Heritage Survey	9	3	5	1
Heritage List	2	0	2	0
Total	11	3	7	1

The key comments in support related to the inclusion of places on the LHS as an important step in recognising their heritage value.

The key comments in objection related to concerns that:

- Some of the new LHS entries lack heritage significance to warrant inclusion, and inclusion would impact on future redevelopment opportunities.
- The categorisation of places on the amended Heritage List should be changed to reflect recent changes to either the places themselves, or surrounding context, which have reduced the heritage significance.

A summary of submissions with Administration's response is included in **Attachment 6**.

State Government Agencies

The City did not consult directly with either the Water Corporation or Public Transport Authority. Both agencies provided submissions of no comment.

The City did consult with the Department of Planning, Lands and Heritage (DPLH) which provides administrative and policy support to the Heritage Council of Western Australia (HCWA).

The DPLH expressed support for the draft Local Heritage Survey and amended Heritage List. DPLH also recommended:

- Refining the Heritage List by excluding Category 4 places and reviewing Category 3 places for future inclusion, in line with the State Government's LHS guidance.
- Enhancing documentation in the Heritage List by including place descriptions, reasons for listing, and noting significant interiors.
- Correcting minor inconsistencies in the draft LHS, such as discrepancies in place counts, category edits, and naming conventions for State Registered Heritage Places.

HCWA will be notified following Council's adoption of the documents.

A summary of the DPLH submission is included in **Attachment 6** along with Administration's responses.

Proposed Modifications

Following community consultation, Administration made minor administrative modifications.

These are included in **Attachment 8**, and the key modifications are summarised below:

- Corrected inHerit ID numbers, property addresses and naming conventions.
- Minor formatting refinements.
- Clarifications to individual place record forms for consistency.
- Separating the LHS, Thematic History and Place Records Forms as individual documents for improved useability.

The updated documents are included in **Attachments 1 – 5**.

LEGAL/POLICY:

Heritage Act 2018

Clause 103(1) requires all local governments to prepare and publish an LHS.

Clause 104 outlines that the purpose of a LHS is to:

- *Identify and record places that are, or may become, of cultural heritage significance in its district;*
- *Assist the local government in making and implementing decisions that are in harmony with cultural heritage values;*
- *Provide a cultural and historical record of its district;*
- *Provide an accessible public record of places of cultural heritage significance to its district; and*
- *Assist the local government in preparing a heritage list or list of heritage areas under a local planning scheme.*

Clause 103(4) requires the LHS to be provided to the HCWA, each owner and occupier of the listed places, and be made publicly available once it has been approved by Council.

Administration will notify HCWA and the owners and occupiers of places included on the LHS and Heritage List following adoption by Council. The LHS, Thematic History, Place Record Forms and Heritage List will also be published on the City's website.

Planning and Development (Local Planning Schemes) Regulations 2015

Clause 8(1) requires a heritage list to be established and maintained which identifies places that are of cultural heritage significance and worthy of built heritage conservation.

Clause 8(3) requires notification in writing to each owner and occupier of places that are proposed to be entered on or removed from the heritage list, or where a place on the heritage list is proposed to be modified.

Clause 8(4) requires the HCWA and owners and occupiers of each place to be notified of any entry, removal or modification to the heritage list.

Local & State Planning Policies

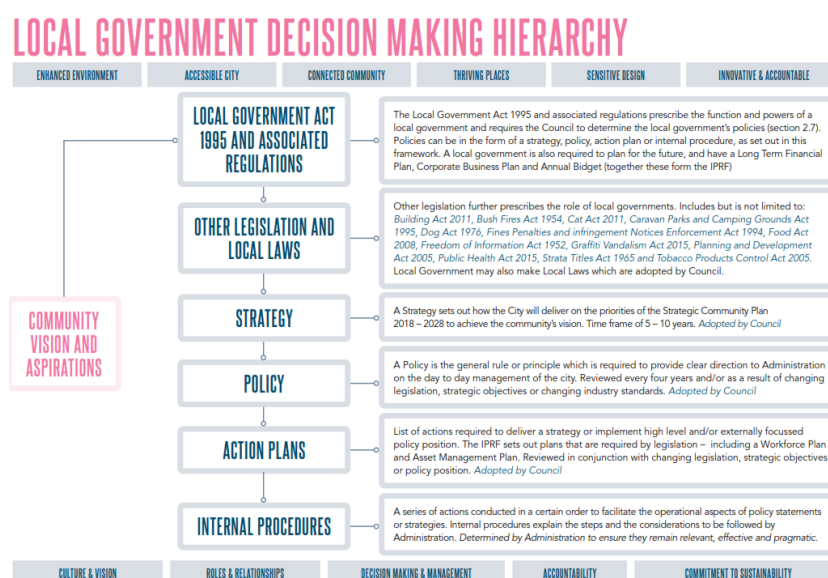
The draft LHS and amended Heritage List have been prepared in accordance with the following:

- [State Planning Policy 3.5 Historic Heritage Conservation](#) which sets out the principles of sound and responsible planning to conserve and protect Western Australia's heritage.
- The City's [Cultural Heritage Significance Policy](#) which provides clear direction on the assessment and management of places having cultural heritage significance within the City.
- The City's [Local Planning Policy: Amending the Local Heritage Survey, Heritage List and Designating Heritage Areas](#) (LHS and Heritage List Policy) which provides clear direction on the process for amending the Heritage List and LHS.

Corporate Document Development Policy

The City's Corporate Document Development Policy sets out the process for the development and review of the City's corporate documents.

The draft LHS and amendments to the Heritage List have been prepared in accordance with the Corporate Document Development Policy. The preparation of these is required by the Heritage Act and Regulations as set out above.



RISK MANAGEMENT IMPLICATIONS

Low: Adoption of the draft LHS and amended Heritage List is low risk as the review has been undertaken in accordance with the requirements of the Heritage Act and the Regulations, with places assessed against the City's relevant local planning policies.

Stage 1 modernises and separates the City's heritage documents in accordance with the Heritage Act without changing the statutory protection of any existing heritage-listed place. All current listings remain unchanged, and no new places are added to the Heritage List as part of Stage 1.

The risk associated with Stage 2 is that some owners may be concerned about their place being added to, retained on, or removed from the Heritage List.

This is due to perceived impacts on redevelopment potential. This risk will be managed through clear, targeted consultation explaining the process, thresholds, and implications. All submissions will be reported to Council before any changes are made to the Heritage List.

A potential perception risk exists that progressing Stage 1 or commencing Stage 2 could weaken protection for heritage places.

This is a perception risk only because:

- Stage 1 does not alter the status or protection of any heritage place.
- The commencement of Stage 2 involves consultation only, with no changes to the Heritage List.
- Any proposed addition, elevation, retention, or removal of a place to/from the Heritage List would return to Council for decision before Stage 2 is completed.

This ensures protection remains in place and prevents misunderstanding about the process.

Delaying the progress of this Heritage Review would prolong the use of a framework that does not align with the Heritage Act or State guidance.

Overall, risks are low and can be effectively managed through clear communication, targeted consultation, and Council's role in determining any future changes to the Heritage List.

STRATEGIC IMPLICATIONS:

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

Sensitive Design

Our built form character and heritage is protected and enhanced.

SUSTAINABILITY IMPLICATIONS:

Sustainable Vincent Framework & Enhanced Environment Strategy

This does not contribute to any specific sustainability outcomes of the Sustainable Vincent Framework or Enhanced Environment Strategy, however the LHS and Heritage List aim to record and protect places of cultural heritage significance.

The protection and reuse of existing building stock would broadly align with the Resource Conservation priority area and outcomes to conserve resources and work towards a circular economy.

FINANCIAL/BUDGET IMPLICATIONS:

All costs associated with Stages 1 and 2 of the Heritage Review, including the draft LHS and the amended Heritage List, would be met through the City's operational budget.

COMMENTS:

Stage 1 of the Heritage Review aims to maintain the status quo in relation to the City's heritage framework, while modernising this to meet the Heritage Act requirements and continuing to align with the SCP objective that *"Our built form character and heritage is protected and enhanced"*.

This would be achieved through the adoption of the draft LHS and amended Heritage List:

- By having a standalone LHS the City would have a record of all places in Vincent which may have cultural heritage significance. This would inform any future additions to the Heritage List.
- The amended Heritage List would consolidate the existing MHI and CPHI into the City's new Heritage List. All existing listed places will remain on the amended Heritage List ensuring these continue to be protected under the City's LPS2.

This would then support the City in progressing Stage 2 of the Heritage Review.

Completion of Stage 1 of Heritage Review

- **Local Heritage Survey** – The draft LHS would include all existing MHI and CPHI properties, and 14 new entries that were nominated by the community and the City's heritage consultant, as well as the Janet Street Heritage Area and Lacey Street Precinct which are not currently included on the MHI.

The Place Record Forms and supporting information would be available on the City's website and the State heritage database [inHerit](#), ensuring user friendly access to heritage information for community members, the Local History Centre, and other stakeholders.

- **Heritage List** – The amended Heritage List consolidates the existing MHI and CPHI into the City's new Heritage List. All existing listed places will remain on the amended Heritage List, and no new places would be added as part of Stage 1.
- **No Modifications to LHS or Heritage List Places** – No changes are proposed to any of the places that would be included on either the draft LHS or amended Heritage List following community consultation:
 - The draft LHS identifies management categories for each place that would then inform whether these should be elevated to the Heritage List in the future.
 - The inclusion of these existing and new places would ensure that there is updated records of all places that have cultural significance, including a statement of significance, and outline of historical information, and supporting photos.
 - The inclusion of new places on the draft LHS does not impose any additional statutory requirements related to either redevelopment or demolition of a place. Inclusion on the draft LHS would inform whether these places should be elevated to the Heritage List.
 - All existing heritage-listed places on the MHI and CPHI would remain on the amended Heritage List.

New inclusions on the LHS would be considered for elevation to the Heritage List as part of Stage 2 of the Heritage Review.

- **No Modifications to Management Categories** – No changes are proposed to any of the management categories of the places that would be included on either the draft LHS or amended Heritage List following community consultation:
 - Stage 1 of the Heritage Review ensures that the categories have been updated to be consistent with the Cultural Heritage Significance and LHS & Heritage List Policies that were approved by Council in 2024.
 - This was informed by the updated record and assessment of heritage significance undertaken by the City's heritage consultant, and the recategorisation aligns with the contemporary policy setting.
 - This would mean that there are no statutory implications to any places currently listed as part of Stage 1.

In maintaining the status quo and ensuring ongoing protection of all currently heritage-listed places through Stage 1, this does mean that some places would remain on the amended Heritage List but would be below the threshold for inclusion. Stage 2 would include a further review of these places.

- **Administrative Modifications** – Following community consultation Administration has made minor administrative changes to the draft LHS and amended Heritage List. These changes include grammatical and administrative errors and formatting adjustments. These are further detailed in **Attachment 8**.

Progress of Stage 2 of Heritage Review

Following the adoption of the draft LHS and consolidation of the amended Heritage List, Administration will progress with Stage 2 of the Heritage Review.

This would include consultation with property owners and occupiers of new places proposed to be added to and whether existing places should remain on the Heritage List to ensure the Heritage List is consistent with the City's Cultural Heritage Significance and LHS & Heritage List Policies.

The outcomes of this consultation will be reported to Council before any changes are made to the Heritage List.

The impacted places are included in **Attachment 8**.

- Heritage Management Categories – The City's Cultural Heritage Significance and LHS & Heritage List Policies set out the thresholds of whether places should be included on the Heritage List based on the respective management category:

Level of Significance	New Classification	Previous Classification	Description	Heritage list
Exceptional	Category 1	Category A	Essential to the heritage of the locality. Rare or outstanding example	All places to be included in the heritage list
Considerable	Category 2	Category A	Very important to the heritage of the locality	All places to be included in the heritage list
Some/moderate	Category 3	Category B	Contributes to the heritage of the locality	Places may be included in the heritage list
Little	Category 4	No category	Has elements or values worth noting for community interest but otherwise makes little contribution	Below the threshold for inclusion into the heritage list

- Review of Existing Category 3 Places – There are 138 existing Category 3 places that have been carried over to the Heritage List.

The Cultural Heritage Significance and LHS & Heritage List Policies outline Category 3 places *may* be included in the Heritage List.

Through Stage 1 Administration's default position is that these were all carried over into the amended Heritage List. This was in recognition of both the previous MHI or CPHI listing and ensuring continuity of protection.

Stage 2 proposes to review and retain each of these places in consultation with the respective owners.

- New Additions to Heritage List – 13 new places added to the LHS through Stage 1 and are identified as Categories 2 and 3 are proposed to be added to the Heritage List in consultation with the property owners.
- Owner Consultation – The Regulations requires the local government to notify owners and occupiers of heritage places when a new entry is proposed, or an existing entry on the Heritage List is being modified.

Stage 2 consultation would be for a minimum period 21 days, in accordance with the City's [Community and Stakeholder Engagement Policy](#) and would include:

- Letters distributed to owners and occupiers of the new entries proposed to be added to the Heritage List and existing Category 3 and 4 places on the Heritage List.
- Notices published on the City's website, social media, in the Administration and Library and Local History Centre, and in the local newspaper.

Any submissions received would be assessed on a case by case basis and be presented to Council for consideration as part of Stage 2 of the amended Heritage List.

5.5 OUTCOME OF ADVERTISING AND ADOPTION OF LEEDERVILLE TOWN CENTRE PLACE PLAN 2025-2030

- Attachments:**
1. **Leederville Town Centre Place Plan 2025-2030 - Summary of Submissions** 
 2. **Leederville Town Centre Place Plan 2025-2030** 

RECOMMENDATION:

That Council **ADOPTS** the Leederville Town Centre Place Plan 2025-2030.

PURPOSE OF REPORT:

To consider the outcomes of community consultation and adopt the Leederville Town Centre Place Plan 2025 to 2030.

DELEGATION:

Section 2.7(c) of the *Local Government Act 1995* sets out the role of Council as 'being to plan strategically for the future of the district'.

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

Council has not provided any delegation to Administration for adopting and revoking Place Plans.

BACKGROUND:

At its Ordinary Meeting on [12 August 2025](#), Council approved the draft Leederville Town Centre Place Plan 2025–2030 (LTCP 25–30) for the purpose of community consultation.

The LTCP 25–30 has been prepared in accordance with the City's endorsed approach to Place Management. Council adopted this approach on [23 August 2016](#), including the preparation of a Place Plan for each of the City's town centres.

Place Plans are place-based strategic action plans that guide the allocation of funding and resources in key precincts and enable the City to coordinate change that enhances liveability, sustainability, walkability and economic vitality. This approach also aligns with the City's Local Planning Strategy, which focuses future population growth within town centres, emerging precincts and urban corridors.

The draft LTCP 25–30 sets out Vincent's vision for the future of the Leederville Town Centre and identifies the key actions needed to make the town centre an even better place to live, work and visit.

It was developed by reviewing the outcomes of the Leederville Town Centre Place Plan 2021–2025 (LTCP 21-25), undertaking a context and gap analysis to understand what has changed since 2021, and engaging with local stakeholders to ensure the Plan continues to reflect community needs and aspirations.

The updated Place Plan aligns with broader planning projects, strategic documents and community priorities. It is grounded in up-to-date evidence and reflects both emerging opportunities and ongoing challenges.

Key actions in the draft LTCP 25–30 include major public space upgrades (Oxford Street Reserve, Water Corporation Main Drain and Leederville Oval), improved walking and cycling connections, a trial to pedestrianise Oxford Street, laneway activation, and an interpretation strategy to celebrate local character and guide future public realm development.

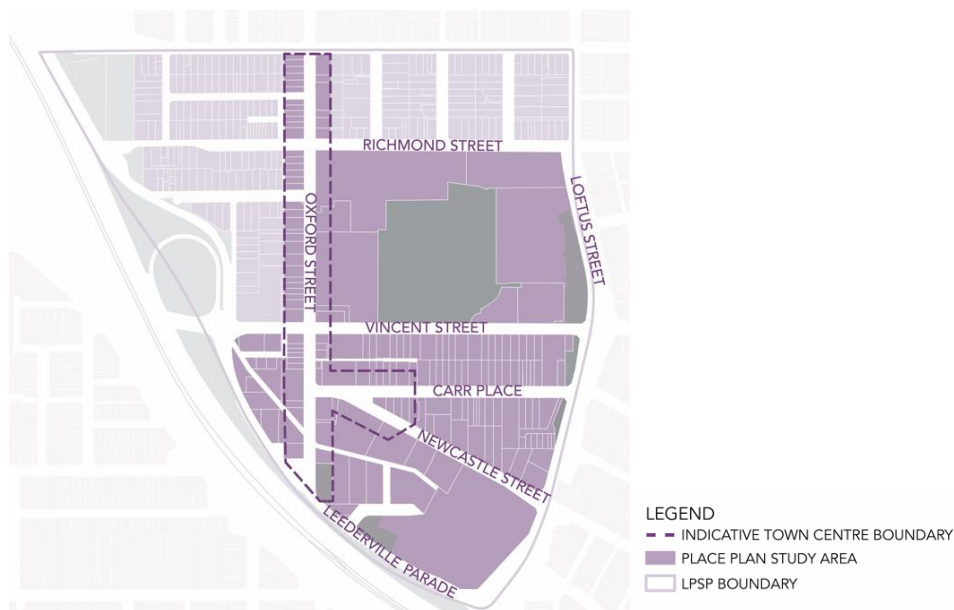


Figure 1 – Town Centre Boundary Map

DETAILS:

Community Consultation

The draft LTCPP 25-30 was advertised for 21 days between 14 August and 3 September 2025 in accordance with the City's [Community and Stakeholder Engagement Policy](#).

Advertising methods included:

- Notices on the City's website, e-newsletters and social media;
- Posters and flyers in civic facilities and popular local venues such as The Good Grocer Leederville IGA, Re-Store, Luna Palace Cinemas Leederville, Tip Top Arcade, Oxford Foyer and the NMTAFE Campus;
- 1,025 letters to nearby property owners and occupiers;
- 74 emails to previous focus group participants, the local town team Leederville Connect and local businesses;
- Four pop-up sessions in the town centre attended by about 40 people in total;
- Targeted conversations with local businesses and stakeholders; and
- Online survey on Imagine Vincent

The project also received media coverage by PerthNow Central, The West Australian, 6PR Afternoons and Channel 9 Perth.

Outcomes of the Community Consultation

A total of 47 submissions were received, with 80 percent of the submitters Vincent ratepayers and strong overall support:

- 91 percent supported the draft LTCPP 25–30.
- 78 percent believed it would achieve its objectives.
- No respondents opposed the Plan.

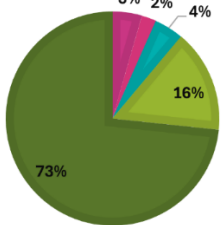
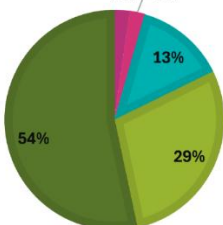
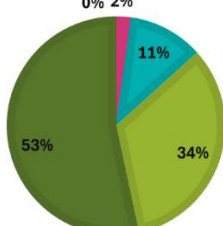
What We Heard

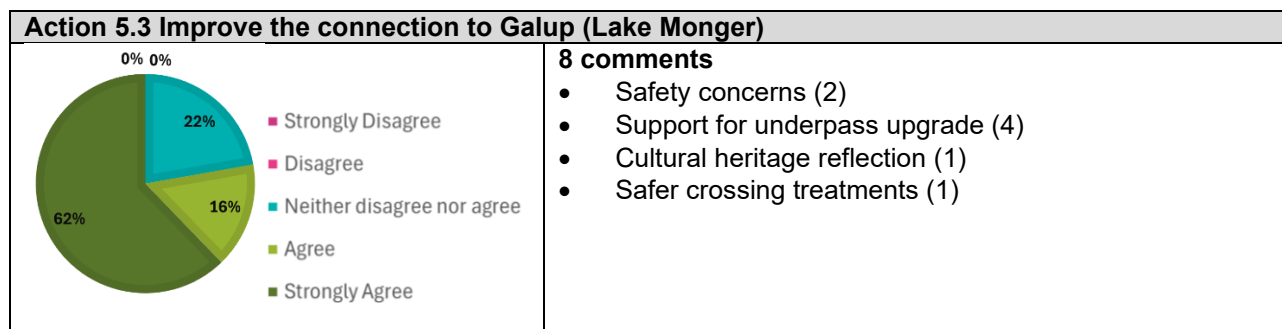
Community feedback was generally positive, with strong support for the vision, direction and the focus on walking, cycling, vibrancy, and high-quality public spaces.

Overall themes included:

- Enthusiasm for trialling the pedestrianisation and activation of Oxford Street.
- Support for major public space upgrades including Oxford Street Reserve, Leederville Oval and the Main Drain Corridor.
- Interest in improved transport connections and clearer parking management.
- Requests for universal access improvements at Leederville Station.
- Safety and access concerns relating to connections to Galup (Lake Monger).
- Acknowledgment of the place plan addressing current and future needs with cohesive actions, while a desire for greater implementation detail and design clarity was noted.

The following actions generated the most discussion. This section summarises the feedback only. Administration's response and recommended modifications appear in the Comments section of this report.

Consultation data (Imagine Vincent)	Key comments from all submissions
Action 4.1 Reimagine Oxford Street as a place that puts pedestrians first	
 5% Strongly Disagree 2% Disagree 4% Neither disagree nor agree 16% Agree 73% Strongly Agree	17 comments • Support for pedestrianisation (6) • Public transport management during trial (3) • Access and commute concerns (2) • Business access concerns (2) • Suggestions for trial implementation (3) • Night-time safety (1)
Action 2.3 Increase parking efficiencies across the town centre	
 2% Strongly Disagree 2% Disagree 13% Neither disagree nor agree 29% Agree 54% Strongly Agree	11 comments • Suggestions around discounted parking (2) • Differentiated parking limits (4) • Vincent Street congestion (1) • Parking enforcement (2) • Need for pick-up/drop-off zones (1) • Frame Court line marking (1)
Action 2.6 Advocate for a Leederville Station upgrade	
 0% Strongly Disagree 2% Disagree 11% Neither disagree nor agree 34% Agree 53% Strongly Agree	8 comments • Need for universal access (3) • Covered ramp required (1) • Better integration with town centre (3) • Request for City-led community advocacy tools (1)



Submissions from State Government Agencies

- **Water Corporation:** Supportive, noting the potential to enhance the Main Drain Corridor as a green, pedestrianised link, while highlighting that any upgrades will require their approval. They also requested a modification to Figure 25 to clarify that William Traylen Gardens is privately owned.
- **Main Roads Western Australia:** Supportive, particularly of proposed improvements to pedestrian and cyclist networks and parking and access policies. Expressed interest in collaborating with the City and noted the need for assessments, approvals, and potential restrictions for implementation.

A detailed summary of submissions received in relation to the draft Place Plan and Administration's responses is included in **Attachment 1**. It also includes verbatim comments received during the 'pop up' engagement sessions marked as 'Pop-up Comments'.

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](#) (CDDP) sets out the process for the development and review of the City's corporate documents. The LTCPP would align with section 2.4 of the CDDP:

The purpose of an action plan is to set the pathway or process to deliver a strategy or implement high level and/or externally focused policy positions.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to adopt the LTCPP 25-30. It has been prepared in alignment with the existing Strategic Community Plan and other City strategies. The LTCPP 25-30 has been informed by extensive engagement with the community and relevant stakeholders via three Community Focus Group workshops. The outcomes of the public consultations reconfirmed the community's support for the Place Plan.

STRATEGIC IMPLICATIONS:

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

Enhanced Environment

Our parks and reserves are maintained, enhanced and are accessible for all members of the community.

Accessible City

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

Our many cultures are celebrated.

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

We are an inclusive, accessible and equitable City for all.

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.

Art, history and our community's living cultures are evident 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.

More people living in and working in or enjoying our town centres.

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 Vincent and our community.

SUSTAINABILITY IMPLICATIONS:

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

Sustainable Transport

Urban Greening and Biodiversity

Waste Reduction

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

Increased physical activity

Reduced smoking

FINANCIAL/BUDGET IMPLICATIONS:

Any future budget allocations to implement the LTCP 25-30 would be considered through annual budget processes. The implementation of the Place Plan actions will be funded through a mix of operational budget, capital budget, external grants and Community Benefit Framework co-contributions.

COMMENTS:

Administration assessed all feedback against the purpose and scope of a Place Plan. This analysis identified three targeted refinements to improve clarity and reflect feedback, without altering the strategic intent of the LTCPP 25–30.

Responses to Community Consultation Feedback*Modifications Made*

Theme	Change Made	Reason	Source of Feedback
Action 2.2 – Vincent Street pedestrian and cyclist environment	Added wording emphasising balanced consideration of all transport modes.	Addresses concerns about shared paths, cyclist behaviour and safety.	Community feedback
Action 2.6 – Advocacy for Leederville Station upgrade	Added wording clarifying how the City may provide information to the community to support advocacy.	Responds to request for community involvement in advocacy.	Community feedback
Figure 25 – William Traylen Gardens ownership	Updated map legend to 'William Traylen Gardens (Privately Owned)'.	Reflects Water Corporation preference and clarifies ownership.	Water Corporation submission

These changes have been incorporated into the final LTCPP 25–30 and are shown in red in **Attachment 2**.

Some issues raised during community engagement did not result in changes to the Place Plan for the following reasons:

- Implementation detail: Matters such as the management of a potential Oxford Street pedestrianisation trial, coordination of public transport, and night-time safety considerations will be addressed during future project design rather than through the high-level Place Plan.
- Operational issues: Items like parking enforcement, line-marking and other day-to-day management matters are handled through the City's operational processes and do not require amendments to the Plan.
- Matters outside the City's direct control: Some suggestions relate to infrastructure or decisions led by State Government agencies, such as a full upgrade of Leederville Station, and therefore sit outside the scope of Place Plan modifications.
- Already addressed in the draft Plan: Some feedback reiterates items already incorporated into the draft LTCPP 25–30 and does not require further change.

This ensures the Plan remains strategic, focused and deliverable.

6 INFRASTRUCTURE & ENVIRONMENT

6.1 LOFTUS RECREATION CENTRE - REVIEW OF ANNUAL LEASE PAYMENTS FOR FY25/26 BY BELGRAVIA HEALTH & LEISURE GROUP PTY LTD

- Attachments:**
1. Belgravia letter dated 6 November 2025 - Confidential
 2. Belgravia Financial Statements FY20-21 and FY22-23 - Confidential
 3. Belgravia FY24 and FY25 P&L Results - Confidential

RECOMMENDATION:

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 30 June 2026 in the amount of \$96,873.12; 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.

PURPOSE OF REPORT:

For Council to consider reviewing the rent for FY25/26 and varying the lease with Belgravia Health and Leisure Group Pty Ltd (Belgravia) (ACN 005 087 463) in respect of Loftus Recreation Centre.

DELEGATION:

Delegation 2.2.18 – Disposing of Property by Leases and Licences of Council's adopted register of Delegations, Authorisations and Appointments only applies to minor variations of category 3 leases. Reduction of rent is not considered a minor variation.

BACKGROUND:

Lease and Contract

Belgravia leases part of the Loftus Recreation Centre at Lot 501 (99) Loftus Street, Leederville pursuant to a Lease (Lease) between Belgravia and the City. At the same time as the Lease was entered into, the City and Belgravia executed a Deed of Contract (Contract). The Contract runs concurrently with the Lease and governs the operation and management of the Loftus Recreation Centre by Belgravia.

The Loftus Recreation Centre provides multi-court sports and fitness programs to the Vincent community. The Lease and Contract with Belgravia commenced on 1 January 2007. Pursuant to the terms of the Contract, Belgravia would manage Loftus Recreation Centre following the redevelopment of the sports facility initially for 10 years plus another 10 years. At its Ordinary Council Meeting on [26 July 2022](#), Council approved and extension to Belgravia of the Lease and Contract until 31 December 2027.

The Contract includes a profit share arrangement and a loan repayment provision relating to the repayment by Belgravia of the City's \$3 million loan which funded the redevelopment of the Loftus Recreation Centre. Pursuant to the Contract, Belgravia is required to make loan repayments to the City and the City is required to use the loan repayments to pay off the principal and interest owing by the City under the loan.

Financial assistance

Council has approved the following financial assistance to Belgravia to date:

Year	Description	Amount
30 June 2020	COVID -19 deferred payments	\$ 64,900.72
26 July 2022	Rental credit equal to 50% of annual land tax amount (Jan 2022 – June 2023)	\$ 39,408.98
22 October 2024	Reduction of FY24/25 rent by 50%	\$ 94,143.00
	Total	\$198,452.70

In May 2024, the WA State Manager for Belgravia met with the City to discuss the ongoing financial challenges at Loftus Recreation Centre. He indicated that since the period Pre-Covid they had observed a consistent downward trend (except for the COVID-19 pandemic when Jobkeeper payments were received) of the venue's financial performance, which they considered was not sustainable for Belgravia.

Belgravia provided their audited financial statement showing the increasing losses since the FY2020/21 financial year and proposed a waiver of the monthly rent and suspension of the Covid deferred rent repayments to allow them to reduce their annual deficit to less than \$100K for the remainder of the Lease and Contract term.

Council approved the use of the Loftus Recreation Centre Reserve Fund at the Mid-Year Budget Review FY2023/24 to make several enhancements to the facility. These improvements included the purchase of pilates machines, refurbishment of an area for pilates classes, upgrade of gym cardio equipment and improvements to the gym layout. These upgrades were expected to enhance the facility's appeal and marketability, potentially increasing patronage and revenue to Belgravia. The new pilates area was opened in September 2024.

On [22 October 2024](#), Council approved their request for a rent reduction and Covid-19 deferred repayments for the FY24/25 with a review to be conducted before any further reduction was considered.

DETAILS:Request by Belgravia

In early 2025, management at the Loftus Recreation Centre underwent significant internal change following the resignation of the Facility Manager. A temporary manager was appointed while Belgravia undertook a transition to a new operations structure. This process took several months and is now complete, with a new WA State Manager also commencing.

The new State Manager has since met with the City to outline the ongoing financial challenges at Loftus Recreation Centre. He advised that although performance has improved, the centre's financial position remains unsustainable for Belgravia without the continuation of a rent reduction arrangement. The reasons are outlined in Belgravia's letter to the City dated 6 November 2025 attached as **Attachment 1**.

The initiatives undertaken by Belgravia in FY24/25 to improve the operational and financial performance of the centre include:

- Courts strategy – enhancing court hire by attracting new sports and user groups and enhancing court sports program.
- Enhance membership by targeting key market segments and expanding pilates programme.
- Enhance room hire by ensuring group optimisation.
- Café operations – transitioned management of the café in-house to enhance service quality and improve financial performance.
- Cost control measures and labour efficiencies.

Belgravia has provided audited financial statements demonstrating a modest improvement in losses compared to the previous reporting period. The audited information for FY20/21 to FY24/25 are included at **Attachments 2 and 3**.

Belgravia is requesting that the current 50% rent reduction be extended for the 2025/26 financial year, with a further review to occur in May 2026. Their aim is to reduce the annual operating deficit to below \$100,000.

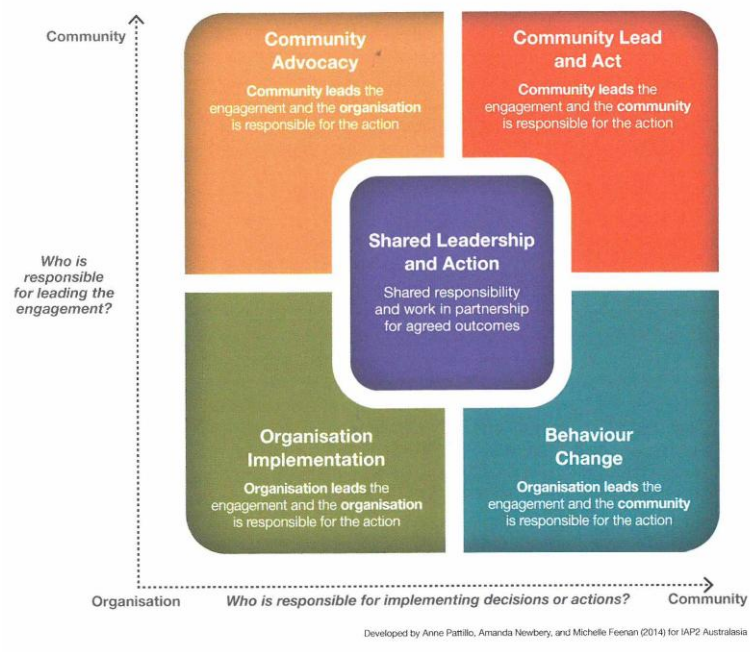
Current payments to the City

The table below shows that the current annual payments by Belgravia amount to approximately \$674,000 under the Lease and Contract depending on Outgoings which is a variable fee. This does not include the 50% rent reduction.

	Monthly (November 2025)	Annual
Rent (lease fee)	\$16,145.51	\$193,746.12
Covid deferred payments	\$1,248.09	\$14,977.08
Contribution to Reserve Fund	\$6,604.99	\$79,259.88
Outgoings (variable fee)	\$8,858.75	\$106,305.00
Loan Servicing	\$23,332.00	\$279,984.00
TOTAL Monthly payments (inc GST)	\$55,399.98	\$674,272.08

CONSULTATION/ADVERTISING:

Administration's consultation with Belgravia has resulted in the City making some enhancements to the facility at Loftus Recreation Centre and Belgravia adjusting their operations, which is aimed at increasing Belgravia's membership, reducing expenditure and generating additional revenue.



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.

LEGAL/POLICY:

Belgravia is a Category 3 tenant under the Property Management Framework. Delegation 2.2.18 of the City's Delegated Authority Register does not extend to variation of lease (except for minor variations) under category 3 which requires a specific resolution of Council.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to reduce the rent as the rent received will still cover the outgoings for the facility and the required loan payments.

RISK CATEGORY	RISK APPETITE / TOLERANCE STATEMENT	DESCRIPTOR /CLARIFICATION
Financially Volatile Decisions	The City has a <i>low appetite</i> 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)
Decisions causing Budget Deficiency	The City has a <i>low tolerance</i> for decisions or actions that result in material deficiency in achievement of budgeted: Surplus Balance sheet ratios Profit and loss ratios Rate of return on investments	Based on risk consequence criteria - Risk of loss or missing budget more than \$100,000 (0.035% - 0.17% of operating budget)

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:

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

PUBLIC HEALTH IMPLICATIONS:

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

FINANCIAL/BUDGET IMPLICATIONS:

A reduction in revenue for FY 2025/26 of \$8,072.76 per month totalling \$96,873.12.

COMMENTS:

The recent change of management is showing promising results. With ongoing facility renewals and upgrades Administration is confident the changes should allow Belgravia to affect positive changes in the operations of the Loftus Recreation Centre.

As mentioned in previous reports the ongoing popularity of Beatty Park Leisure Centre makes it difficult to manage two large facilities in such proximity especially as Loftus Recreation Centre has not had the same capital investment as Beatty Park.

Options for the future use of Loftus Recreation Centre will be considered in detail before the end of the current lease in 2027 with strong interest shown by several parties including the new management team from Belgravia.

6.2 BEATTY PARK TOILET AND STORE/CHANGEROOM

- Attachments:**
1. Respondent 1 Elevation and Layout 
 2. Respondent 2 Elevation and Floor Plan 
 3. Respondent 3 Elevations and Layout 
 4. Respondent 4 Elevation and Layout 

RECOMMENDATION:

That Council:

1. **NOTES** the identified higher construction costs associated with the expanded scope and improved built form outcome for the Beatty Park Reserve Public Toilet and Store/Changeroom Facility;
2. **ENDORSES** Respondent 3 (Rebus Restrooms) as the successful submission of the Request for Quote (RFQ) for the Beatty Park Reserve Public Toilet and Store/Changeroom Facility;
3. **BY ABSOLUTE MAJORITY APPROVES** the following amendments to the 2025/26 Annual Budget to accommodate the expanded scope for the Beatty Park Reserve Public Toilet and Store/Changeroom Facility:
 - a. A net increase in the Capital Expenditure Budget of \$190,000; and
 - b. A net decrease in the closing surplus of \$190,000 resulting in a forecasted year end surplus at 30 June 2026 of \$396,054.

PURPOSE OF REPORT:

The purpose of this report is to present the Request for Quotation (RFQ) outcome and the updated design for the Beatty Park Reserve Public Toilet and Store/Changeroom Facility, and to seek Council approval for a budget increase. The original budget allowed for a public toilet and store, but the inclusion of an incidental changeroom and improved built-form outcomes has increased the project cost.

DELEGATION:

Delegation does not extend to approving budget variations.

Under **DA2.1 – Budget Implementation**, any increase to a project budget requires Council approval.

Under **DA3.3 – Contracts & Procurement**, the CEO may award contracts only where sufficient budget is available.

As the RFQ exceeds the current budget, Council approval is required.

BACKGROUND:

At the [Ordinary Council Meeting of 13 May 2025 \(Item 10.2\)](#), Council resolved to:

1. *ENDORSE in principle the installation of a toilet block including storeroom at Beatty Park Reserve.*
2. *NOTE the \$100,000 commitment from Perth Soccer Club through the Women's World Cup Legacy Funding program to partially fund this project.*
3. *REQUEST the final location, design and budget are presented to Council for authorisation prior to construction.*

A report was presented to the Council Workshop 23 September 2025 with discussion centred around the importance of providing a functional, durable facility that can accommodate increased future use, especially by women's teams. Council expressed support for a layout incorporating two toilets, a storeroom and an incidental changeroom, with the club to maintain the changeroom and storeroom components.

An RFQ was subsequently called through the WALGA preferred supplier program for the Beatty Park Reserve new toilet block; inclusive of changeroom and storeroom. Four (4) submission were received. The preferred submission exceeds the adopted project budget described in the OCM report of 13 May 2025.

This report provides an update on the outcome of the RFQ process and seeks Council approval to address the budget shortfall.

DETAILS:

The RFQ for the provision of the Beatty Park Reserve Public Toilet and Store/Changeroom comprised two separable portions design/documentation and site preparation/construction. The RFQ was issued to five (5) suppliers on the WALGA Preferred Supplier Panel on 31 October 2025, in line with Purchasing Policy and Local Government Regulations. The RFQ closed on 19 November 2025.

RFQ Submissions

Four (4) submissions were received.

Perspectives and Floor Layouts of these submissions are described in **Attachments 1-4**.

Evaluation Panel

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

- three voting members with relevant operational expertise; and
- one non-voting Procurement and Contracts Officer providing quotation preparation guidance and probity advice.

All panel members were required to declare any actual or perceived conflicts of interest in relation to the Respondents. No conflicts were disclosed.

The panel carried out the assessment of the submissions in accordance with the City's evaluation process in a fair and equitable manner.

Evaluation Method and Weighting

The qualitative weighting method of RFQ evaluation was selected to evaluate the offers for this requirement.

The qualitative criteria and weighting used in evaluating the submissions received were as follows:

Portion 1. Qualitative Criteria		Weighting
1	Demonstrated understanding of the required service	60%
2	Capacity, Skills and Experience	10%
3	Environmental and Social	5%
4	Product Form, and maintenance ease	25%

Portion 2. Qualitative Criteria		Weighting
1	Demonstrated understanding of the required service	60%
2	Capacity, Skills and Experience	30%
3	Environmental and Social	10%

Compliance Assessment

Four (4) offers received were assessed as fully compliant:

Four (4) offers received were assessed as compliant, with respondent 4 having significant gap.

Qualitative Assessment Portion 1

Respondent	Weighted Percentage Score	Qualitative Ranking	Comment
Respondent 3	79%	1	Significant relevant experience demonstrated to meet requirements.
Respondent 2	76%	2	Demonstrated relevant experience to meet requirements.
Respondent 1	74%	3	Demonstrated relevant experience to meet requirements.
Respondent 4	43%	4	Significant gaps in ability to demonstrate capability to deliver to the requirements.

Qualitative Assessment Portion 2

Respondent	Weighted Percentage Score	Qualitative Ranking	Comment
Respondent 1	80%	1	Significant relevant experience demonstrated to meet requirements.
Respondent 3	77%	2	Significant relevant experience demonstrated to meet requirements.
Respondent 2	62%	3	Demonstrated relevant experience to meet requirements.
Respondent 4	39%	4	Significant gaps in ability to demonstrate capability to deliver to the requirements.

Price Assessment

The panel carried out a comparison of the submitted rates offered by compliant Respondents. Respondent (4) did not progress to this stage of the evaluation.

Respondent	Portion 1	Portion 2	Total (ex GST)
Respondent 3	\$307,360	\$136,420	\$443,780
Respondent 2	\$148,388	\$180,508	\$328,896
Respondent 1	\$202,315	\$74,040	\$276,355

Evaluation Summary Portion 1

Respondent	Weighted Percentage Score	Qualitative Ranking	Total Price (ex GST)	Price Rank
Respondent 3	79%	1	\$307,360	3
Respondent 2	76%	2	\$148,388	1
Respondent 1	74%	3	\$202,315	2

Evaluation Summary Portion 2

Respondent	Weighted Percentage Score	Qualitative Ranking	Total Price (ex GST)	Price Rank
Respondent 1	80%	1	\$74,040	1
Respondent 3	77%	2	\$136,420	2
Respondent 2	62%	3	\$180,508	3

Risk Assessment

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

Respondent #	Compliance with RFQ	Operational/Service Delivery Risk	Contractual Risk	Risk Rank
Respondent 1	Compliant with specifications and contractual terms.	Medium – Clear methodology and sound capability; no critical assumptions raised. The use of aluminium slats and colourbond wall cladding secured with the self-tapping, screws, raises questions of robustness and longevity.	Low – No contractual departures. Acceptable and industry-standard risk allocation.	2
Respondent 2	Compliant with specifications and contractual terms, with some clarifications required.	Moderate – Clear methodology and sound capability; no critical assumptions raised. The use of aluminium slats and colourbond wall cladding secured with the self-tapping, screws, raises questions of robustness and longevity.	Moderate – No contractual departures. Acceptable and industry-standard risk allocation.	3
Respondent 3	Fully compliant with specifications and contractual terms.	Low – No contractual departures. Acceptable and industry-standard risk allocation. 50-year engineering life span design.	Low – No contractual departures. Acceptable and industry-standard risk allocation.	1
Respondent 4	Partially compliant with specifications and contractual terms.	Medium – Multiple critical assumptions not covered; some may impact delivery if not managed closely, especially timing of project completion.	Moderate – Assumptions impact scope, cost, and risk allocation. Several items not addressed would require contract variation if triggered.	4

Evaluation Summary

The evaluation panel has assessed all submissions and concluded that **Respondent 3 (Rebus Restrooms)** offers the best value for money for the Beatty Park Reserve Toilet and Store/Changeroom Facility.

The recommendation is based on the following key factors:

- **Fully compliant** with all submission and specification requirements;
- **Ranked 1st** in the qualitative assessment, demonstrating a high level of capability, experience, and understanding of the project requirements for the built form component (Portion 1) and close second ranking in the civil works component (Portion 2);
- **High-Quality Materials and Finishes.**
 - Engineering design life span of 50 years.
 - Heavy-duty timber-framed internal divider walls.
 - External walls with textured lower sections and upper-level façade panels reflecting Beatty Park's heritage architecture.
 - Robust internal finishes, including epoxy-painted floors, triple-coat internal paint, and stainless steel architectural fittings.
- **Long-Term Sustainability:** The proposed built form is engineered for a design life of 50 years, ensuring durability and reduced lifecycle costs.
- **Eco-Friendly Construction:** Utilisation of precast concrete materials enhances robustness while supporting environmental sustainability.
- **Tailored Design:** The submission meets the requirement for a multi-use toilet facility and integrates urban and heritage considerations specific to Beatty Park Reserve.
- **User and Cleaner Friendly:** The design prioritises accessibility, ease of maintenance, and overall user experience.
- **Timely Delivery:** Off-site construction methodology ensures compliance with the project's tight timeframe. Company has a proven track record of delivering similar projects.
- **Sustainability Features:** Incorporation of LED sensor lighting for energy efficiency.

The respondent has demonstrated a sound understanding of the site and the City's built form and operational requirements.

Based on these considerations, the panel recommends awarding the contract to **Rebus Restrooms** for the provision of the Beatty Park Reserve Toilet and Store/Changeroom Facility.

CONSULTATION/ADVERTISING:

The community was consulted (7 October – 30 October 2024) on the two possible locations for the toilet block. A total of 135 survey responses were received during the consultation period. No outstanding preference was identified. City Officers have determined as the preferred option due to its connectivity to Beatty Park Leisure Centre, playground and car park, proximity to neighbouring footpath and available space for future development.



Image 1: Toilet Block and Store/Changeroom Location

LEGAL/POLICY:

Section 6.8 of the Local Government Act 1995 provides –

*(1) A local government is not to incur expenditure from its municipal fund for an **additional purpose** except where the expenditure –*

(a) is incurred in a financial year before the adoption of the annual budget by the local government; or

(b) is authorised in advance by resolution (Absolute majority); or

(c) is authorised in advance by the mayor or president in an emergency.

*(1a) In subsection (1) — **additional purpose** means a purpose for which **no expenditure estimate** is included in the local government's annual budget.*

RISK MANAGEMENT IMPLICATIONS:

Low: It is low risk for Council to endorse the installation of a toilet block at Beatty Park Reserve, as the project aligns with identified community needs and established use of the reserve.

The project is aligned with the Council's adopted Appetite and Risk Tolerance Statement as following - The City supports investments, activities and developments that result in a sustainable future for our community while meeting the current needs of our residents.

SUSTAINABILITY IMPLICATIONS:

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.

We have improved resource efficiency and waste management.

We have minimised our impact on the environment.

Connected and 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 are an inclusive, accessible and equitable City for all.

We protect, improve and promote public health and wellbeing within Vincent.

Thriving Places

Efficiently managed and maintained City assets in the public realm.

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.

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

Increased physical activity

FINANCIAL/BUDGET IMPLICATIONS:

The original 2025/26 adopted project budget was \$300,000, which included Perth Soccer Club's \$100,000 contribution.

Following the RFQ process and confirmation of the expanded scope, the revised total project cost is \$490,000. This includes a \$50,000 contingency allowance for potential variations and unforeseen site conditions.

Funding Source	Cost (ex GST)
CoV 2025/2026 Budget Allocation	\$200,000.00
Perth Soccer Club Contribution (Grant)	\$100,000.00
Additional Budget Request (including \$50,000 contingency)	\$190,000.00
TOTAL PROJECT COST	\$490,000.00

OPERATIONAL MAINTENANCE:

The annual operational maintenance cost of the toilet block costs approximately \$25,000. Regular maintenance ensures the toilet block remains clean, safe for users, and extends its lifespan.

Perth Soccer Club will be responsible for the ongoing maintenance of the store and changeroom components of the facility.

COMMENTS:

Beatty Park Reserve remains an important active and passive recreation asset for the community. The ongoing growth of Perth Soccer Club's female program and their financial contribution provides an opportunity to deliver a facility of significant community benefit at a subsidised cost to the City.

7 COMMUNITY & BUSINESS SERVICES

7.1 FINANCIAL STATEMENTS AS AT 31 OCTOBER 2025

Attachments: 1. Financial Statements as at 31 October 2025 

RECOMMENDATION:

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

PURPOSE OF REPORT:

To present the statement of financial activity for the period ended 31 October 2025.

DELEGATION:

Regulation 34 (4) of the Local Government (Financial Management) Regulations 1996 requires the local government to prepare a statement of financial activity each month, which is to be presented to Council within 2 months after the end of the relevant month.

BACKGROUND:

Regulation 34 (1) of the *Local Government (Financial Management) Regulations 1996* requires a local government to prepare each month a statement of financial activity including the sources and applications of funds, as compared to the budget.

DETAILS:

The following documents, included as **Attachment 1**, comprise the statement of financial activity for the period ended **31 October 2025**:

Note	Description	Page
1.	Statement of Financial Activity by Nature or Type Report	1
2.	Net Current Funding Position	2
3.	Statement of Financial Position	3
4.	Summary of Income and Expenditure by Service Areas	4-6
5.	Capital Expenditure including Funding graph and Capital Works Schedule	7-11
6.	Cash Backed Reserves	12
7.	Receivables: Rates and Other Debtors	13
8.	Beatty Park Leisure Centre Financial Activity	14

Explanation of Material Variances

The materiality thresholds used for reporting variances are 10% and \$20,000, respectively. This means that variances will be analysed and separately reported when they are more than 10% (+/-) of the year-to-date budget and where that variance exceeds \$20,000 (+/-). This threshold was adopted by Council as part of the budget adoption for 2025/26 and is used in the preparation of the statements of financial activity when highlighting material variance in accordance with *Financial Management Regulation 34(1) (d)*.

In accordance with the above, all material variances as at 31 October 2025 have been detailed in the variance comments report in **Attachment 1**.

Revenue by Nature or Type (on page 1) is tracking higher than the YTD budgeted revenue by \$492,200 (0.8%). The following items materially contributed to this position:

- A favourable variance of \$362,535 in Fees and Charges due to a timing variance.
 - \$332,582 favourable Ranger Services fees and charges,
 - \$151,168 favourable Beatty Park fees and charges, partially offset by:
 - \$64,529 unfavourable Lease fees income,
 - \$64,152 unfavourable Food Premises Licences fees.
- A favourable variance in interest earnings of \$329,597 mostly due to higher cash balances.
- A favourable variance of \$59,088 in Rates revenue mainly due to a timing variance.
- An unfavourable timing variance in Operating grants, subsidies and contributions of \$113,110.
- An unfavourable variance in Service charges due to lower Underground Power Service charges \$95,263.
- A unfavourable variance of \$50,647 in Other revenue mainly due to a timing variance

Expenditure by Nature or Type (on page 1) is favourable, attributed by an under-spend of \$7,052,427 (25.7%). The following items materially contributed to this position:

1.

- \$4,961,492 favourable Depreciation expense due to timing variances.
- \$2,110,103 favourable Materials and Contracts mainly due to timing variances from:
 - \$1.3m of UGP charges included in FY24-25,
 - \$149,323 favourable Public Works,
 - \$122,908 favourable Waste Services,
 - \$85,000 favourable City Buildings,
 - \$74,065 favourable Policy and Place.
- \$71,206 favourable Interest expense due to timing variances
- \$40,570 unfavourable Other expenditure due to timing variances.
- \$26,659 unfavourable Utility expense due to timing variances.
- \$23,145 unfavourable Employee related costs due to timing variances.

Surplus Position

The surplus position brought forward to 2025/26 is \$5,082,481 compared to the adopted budget amount of \$4,160,616. It is anticipated the actual opening surplus figure will be adjusted after the year audit has been finalised in November 2025.

The favourable opening surplus position is mainly due to capital carry forwards, higher operating revenue due to higher fees and charges and a higher brought forward Financial Assistance Grant payment, and lower operational expenditure.

Underground Power charges of \$1.3m have been included in the 2024/25 result to account for costs incurred in the previous financial year.

A budget adjustment will be required to reduce operational costs to account for Underground Power charges recognised in the prior year and account for capital carry forward amounts.

Content of Statement of Financial Activity

An explanation of each report in the Statement of Financial Activity (**Attachment 1**), along with some commentary, is below:

1. Statement of Financial Activity by Nature or Type Report (Note 1 Page 1)

This statement of financial activity shows revenue and expenditure classified by Nature or Type.

2. Net Current Funding Position (Note 2 Page 2)

'Net current assets' is the difference between the current assets and current liabilities, less committed and restricted assets.

3. Statement of Financial Position (Note 3 Page 3)

This statement of financial position shows the new current position and the total equity of the City.

4. Summary of Income and Expenditure by Service Areas (Note 4 Page 4-6)

This statement shows a summary of operating revenue and expenditure by service unit including variance commentary.

5. Capital Expenditure and Funding Summary (Note 5 Page 7-11)

The full capital works program is listed in detail in Note 5 in **Attachment 1**. The attachment includes a summary of the year-to-date expenditure of each asset category and the funding source associated to the delivery of capital works.

6. Cash Backed Reserves (Note 6 Page 12)

The cash backed reserves schedule provides a detailed summary of the movements in the reserve portfolio, including transfers to and from the reserve. The balance as at 31 October 2025 is \$30,173,342.

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 31 October 2025, the outstanding rates debtors balance was \$17,973,030 including Underground Power service charges. The percentage of collectable outstanding rates and service charges at this date were 32.06% and 38.06% respectively.

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

Total trade and other receivables at 31 October 2025 were \$4,915,083. Below is a summary of the significant items with an outstanding balance over 90 days:

- \$2,603,705 relates to unpaid infringements over 90 days. Infringements that remain unpaid for more than two months are referred to the Fines Enforcement Registry (FER), which then collects the outstanding balance on behalf of the City for a fee.
- \$137,042 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 31 October 2025, the Centre reported a net operating surplus of \$806,515 against the year-to-date budgeted net operating surplus of \$87,649, mainly due to a depreciation timing variance.

CONSULTATION/ADVERTISING:

Not applicable.

LEGAL/POLICY:

Section 6.4 of the Local Government Act 1995 requires a local government to prepare an annual financial report for the preceding year and other financial reports as prescribed.

Regulation 34 (1) of the Local Government (Financial Management) Regulations 1996 requires the local government to prepare a statement of financial activity each month, reporting on the source and application of funds as set out in the adopted annual budget.

A statement of financial activity and any accompanying documents are to be presented at an Ordinary Meeting of the Council within two months after the end of the month to which the statement relates. *Section 6.8 of the Local Government Act 1995* specifies that a local government is not to incur expenditure from its Municipal Fund for an additional purpose except where the expenditure is authorised in advance by an absolute majority decision of Council.

RISK MANAGEMENT IMPLICATIONS:

Low: Provision of monthly financial reports to Council fulfils relevant statutory requirements and is consistent with good financial governance.

STRATEGIC IMPLICATIONS:

Reporting on the City's financial position is aligned with the City's *Strategic Community Plan 2022-2032*:

Innovative and Accountable

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

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

Our community is satisfied with the service we provide.

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

Expenditure within this report facilitates various projects, programs, services and initiatives that contribute to protecting/enhancing the City's built and natural environment and to improving resource efficiency.

PUBLIC HEALTH IMPLICATIONS:

Expenditure within this report facilitates various projects, programs and services that contribute to the priority health outcomes within the City's *Public Health Plan 2020-2025*.

FINANCIAL/BUDGET IMPLICATIONS:

As contained in this report.

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

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

Recommendation:

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

EFT payments, including payroll		\$ 10,003,010.05
Cheques	82810	\$350.40
Direct debits, including credit cards		\$ 256,537.86
 Total payments for September 2025		 \$10,259,898.31

PURPOSE OF REPORT:

To present to Council the list of expenditure and accounts paid for the period 01 October 2025 to 31 October 2025.

DELEGATION:

Regulation 13(1) and (3) of the *Local Government (Financial Management) Regulations 1996* requires that a list of accounts A list prepared under sub regulation (1) is to be presented to Council at the next ordinary meeting of Council after the list is prepared.

BACKGROUND:

Council has delegated to the Chief Executive Officer (Delegation No. 2.2.18) the power to make payments from the City's Municipal and Trust funds.

In accordance with *Regulation 13(1)* of the *Local Government (Financial Management) Regulations 1996* a list of accounts paid by the Chief Executive Officer is to be provided to Council, where such delegation is made.

The list of accounts paid must be recorded in the minutes of the Council Meeting.

DETAILS:

The Schedule of Accounts paid for the period 01 October 2025 to 31 October 2025, covers the following:

FUND	CHEQUE NUMBERS/ BATCH NUMBER	AMOUNT
Municipal Account (Attachment 1, 2 and 3)		
EFT Payments	3240-3253	\$8,202,141.95
Payroll by Direct Credit	October 2025	\$1,800,868.10
Sub Total		\$10,003,010.05
Cheques	82810	\$350.40
Sub Total		\$350.40
Direct Debits (including Credit Cards)		
Lease Fees		\$39,098.54
Loan Repayments		\$54,063.78
Bank Charges – CBA		\$147,701.29
Credit Cards		\$15,674.25
Sub Total		\$256,537.86
Total Payments		\$10,259,898.31

CONSULTATION/ADVERTISING:

Not applicable.

LEGAL/POLICY:

Regulation 12(1) and (2) of the *Local Government (Financial Management) Regulations 1996*:

“12. Payments from municipal fund or trust fund, restrictions on making

(1) A payment may only be made from the municipal fund or the trust fund —

- if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or*
- otherwise, if the payment is authorised in advance by a resolution of Council.*

(2) Council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to Council.”

Regulation 13(1) and (3) of the *Local Government (Financial Management) Regulations 1996*:

“13. Lists of Accounts

(1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared –

- the payee’s name; and*
- the amount of the payment; and*
- the date of the payment; and*
- sufficient information to identify the transaction.*

(3) *A list prepared under sub regulation (1) is to be —*

- *presented to Council at the next ordinary meeting of Council after the list is prepared; and*
- *recorded in the minutes of that meeting.”*

RISK MANAGEMENT IMPLICATIONS

Low: Management systems are in place that establish satisfactory controls, supported by the internal and external audit functions. Financial reporting to Council increases transparency and accountability.

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

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

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

Our community is satisfied with the service we provide.

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

Expenditure covered in this report includes various projects, programs, services and initiatives that contribute to protecting/enhancing the City's built and natural environment and to improving resource efficiency.

PUBLIC HEALTH IMPLICATIONS:

Expenditure covered in this report includes various projects, programs and services that contribute to the priority health outcomes within the City's *Public Health Plan 2020-2025*.

FINANCIAL/BUDGET IMPLICATIONS:

All municipal fund expenditure included in the list of payments is in accordance with Council's annual budget.

7.3 INVESTMENT REPORT AS AT 31 OCTOBER 2025

Attachments: 1. Investment Report as at 31 October 2025 

RECOMMENDATION:

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

PURPOSE OF REPORT:

To advise Council of the nature and value of the City's Investments as at 31 October 2025 and the interest amounts earned YTD.

DELEGATION:

Regulation 34 (4) of the Local Government (Financial Management) Regulations 1996 requires the local government to prepare a statement of financial activity each month, which is to be presented to Council within two months after the end of the relevant month.

BACKGROUND:

The City's surplus funds are invested in bank term deposits for various terms to facilitate maximum investment returns in accordance with the City's Investment Policy (No. 1.2.4).

Details of the investments are included in **Attachment 1** and outline the following information:

- Investment performance and policy compliance charts;
- Investment portfolio data;
- Investment interest earnings; and
- Current investment holdings.

DETAILS:**Summary of Key Investment Decisions in this Reporting Period**

Total funds invested in the month of October 2025 were \$5 million while no funds matured during the same period.

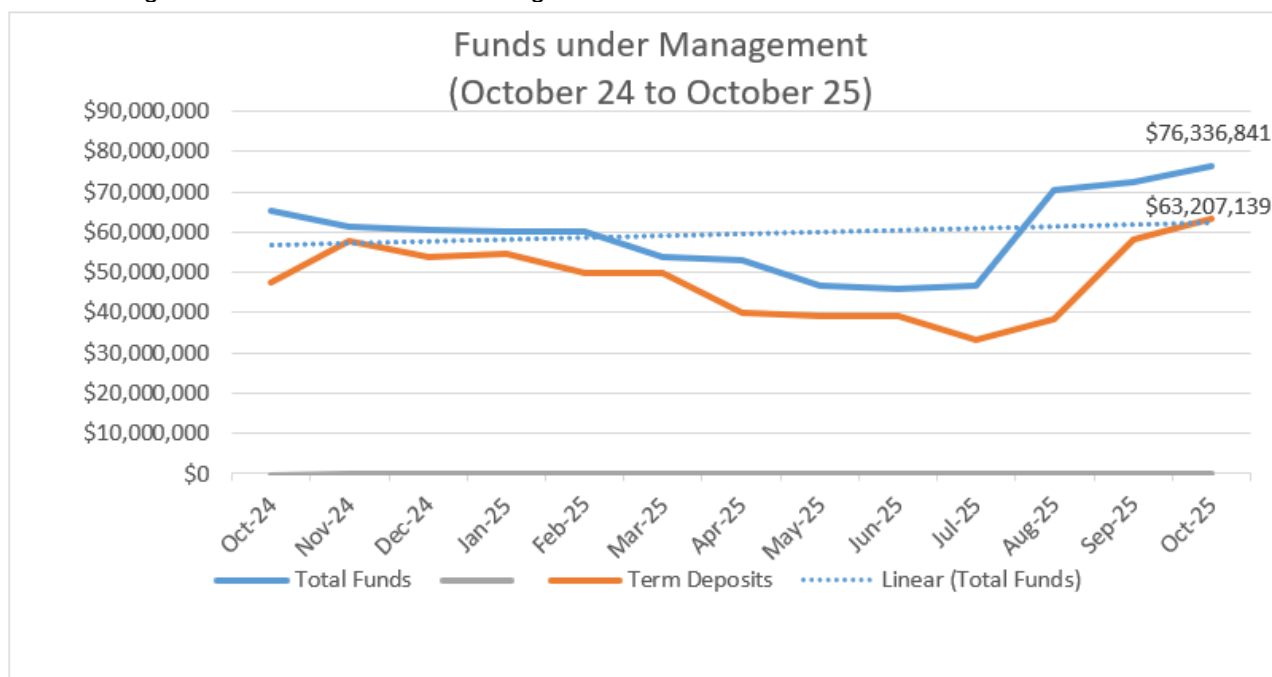
Investment Status

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

As at 31 October 2025, the total funds held in the City's operating accounts (including on call) was \$76,336,841 compared to \$65,359,032 for the period ended 31 October 2024. All funds are interest bearing as at 31 October 2025.

The total term deposit investments for the period ended 31 October 2025 were \$63,207,139 compared to \$47,606,168 for the period ended 31 October 2024.

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



Interest Status

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

Total Accrued Interest Earned on Investment	Budget Annual	Budget YTD	Actual YTD	% of YTD Budget	FY24/25 Actual
Municipal	860,000	265,740	390,593	146.98%	1,269,032
Reserve	800,000	308,400	411,697	133.49%	1,200,000
Subtotal	1,660,000	574,140	802,290	139.74%	2,469,032
Leederville Gardens Inc. Surplus Trust*	0	0	65,912	N/A	197,586
Total	1,660,000	574,140	868,202	151.22%	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 4.16% for current investments compared to the Reserve Bank 90 day accepted bill rate for October 2025 of 3.56%.

Sustainable Investments

The City's investment policy requires that in the first instance, the City considers rate of return of the fund. All things being equal, the City then prioritises funds with no current record of funding fossil fuels. The City can increase the number of non-fossil fuel investments but will potentially result in a lower rate of return.

Administration utilises a platform called 'Yield Hub' to ascertain the level of exposure banks have in fossil fuel activities and to determine daily interest rates published by banks.

The investment guidelines which is the supplementary document to the Council Investment Policy sets the maximum exposure limits to financial institutions at 90% as reflected in the below table. The majority of financial institutions lie within A-2 and A-1+ categories.

Short Term Rating (Standard & Poor's) or Equivalent	Direct Investments Maximum %with any one institution		Maximum % of Total Portfolio	
	Guideline	Current position	Guideline	Current position
A-1+	30%	23.8%	90%	46.4%
A-1	25%	0%	90%	0%
A-2	20%	15.8%	90%	53.6%

Administration will continuously explore options to ascertain if a balanced investment strategy can be developed where investments in divested banks can be increased with a minimal opportunity cost of loss in interest rate returns for instances when banks not divested in fossil fuel activities offer a higher rate of return.

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

Section 19(2)(b) of the *Local Government (Financial Management) Regulations 1996* requires that a local government establish and document procedures to enable the identification of the nature and location of all investments.

RISK MANAGEMENT IMPLICATIONS

Low: Administration has developed effective controls to ensure funds are invested in accordance with the City's Investment Policy. This report enhances transparency and accountability for the City's investments.

STRATEGIC IMPLICATIONS:

This is in keeping with the City's Strategic Community Plan 2023-2032:

Innovative and Accountable

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

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

Our community is satisfied with the service we provide.

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

This does not contribute to any specific sustainability outcomes of the City's Sustainable Environment Strategy 2019-2024, however focussing on non-fossil fuel investments contributes to a sustainable environment.

PUBLIC HEALTH IMPLICATIONS:

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

FINANCIAL/BUDGET IMPLICATIONS:

The financial implications of this report are as noted in the details section of the report. Administration is satisfied that appropriate and responsible measures are in place to protect the City's financial assets.

8 CHIEF EXECUTIVE OFFICER

8.1 CORPORATE DOCUMENT REGISTER: 2025 IMPLEMENTATION REVIEW AND 2026 REVIEW PROGRAM

- Attachments:**
1. Corporate Document Review Summary 
 2. Corporate Document Register and Review Plan 
 3. 2026 Review Program 

RECOMMENDATION

That Council:

1. **RECEIVES** the Corporate Document Review Summary at Attachment 1; and
2. **APPROVES** the:
 - 2.1 updated Corporate Document Register and Review Plan, at Attachment 2; and
 - 2.2 2026 Review Program at Attachment 3.

PURPOSE OF REPORT:

This report presents a review of the Corporate Document Register and Review Plan (Plan), as summarised in **Attachment 1**. It seeks approval of the updated Plan, at **Attachment 2**, and the proposed review program for 2026 at **Attachment 3**.

DELEGATION:

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

BACKGROUND:

The Corporate Document Register and Review Plan (Plan), previously the Policy Document Register and Review Plan, was presented and approved by Council at its 13 October 2020 meeting.

The Plan supports implementation of the [Corporate Document Development Policy](#) (Policy), in particular a systematic review of policies, plans and strategies (Corporate Documents), and their alignment with the priorities of the [Strategic Community Plan](#) (SCP). In accordance with clause 5.4 of the Policy, Administration is required to review the Plan annually and present the outcome of each review to Council.

DETAILS:

Corporate Document Development Framework

The City has established a comprehensive Corporate Document Development Framework that is embedded within the organisation. This Framework supports a clear and consistent review program comprising of the Policy, Strategy and Plan, and the associated review program. The effectiveness of this approach is reflected in the maintained and steadily increasing review output.

The monthly publication program enhances engagement and facilitates early consultation with Council Members through the provision of a monthly policy paper, resulting in robust and well-considered corporate document outcomes. Each policy paper report contains the initial findings of Administration’s review including background on the circumstance that led to original development of the policy, an evaluation of its effectiveness and consideration of community need or expectation.

Monthly policy papers have enabled Administration to engage with Council Members outside of the meeting cycle and present an opportunity for Council Members to seek comment, ask questions or request a meeting or Workshop on review findings and outcome proposals.

The Plan is a dynamic, centralised record that catalogues all corporate documents by directorate, review owner and review progress. It provides visibility into scheduled review due dates and approved early consultation dates, supporting coordinated governance and strategic planning across the organisation.

Since it was last reviewed by Council, Administration have made the following improvements to the Plan:

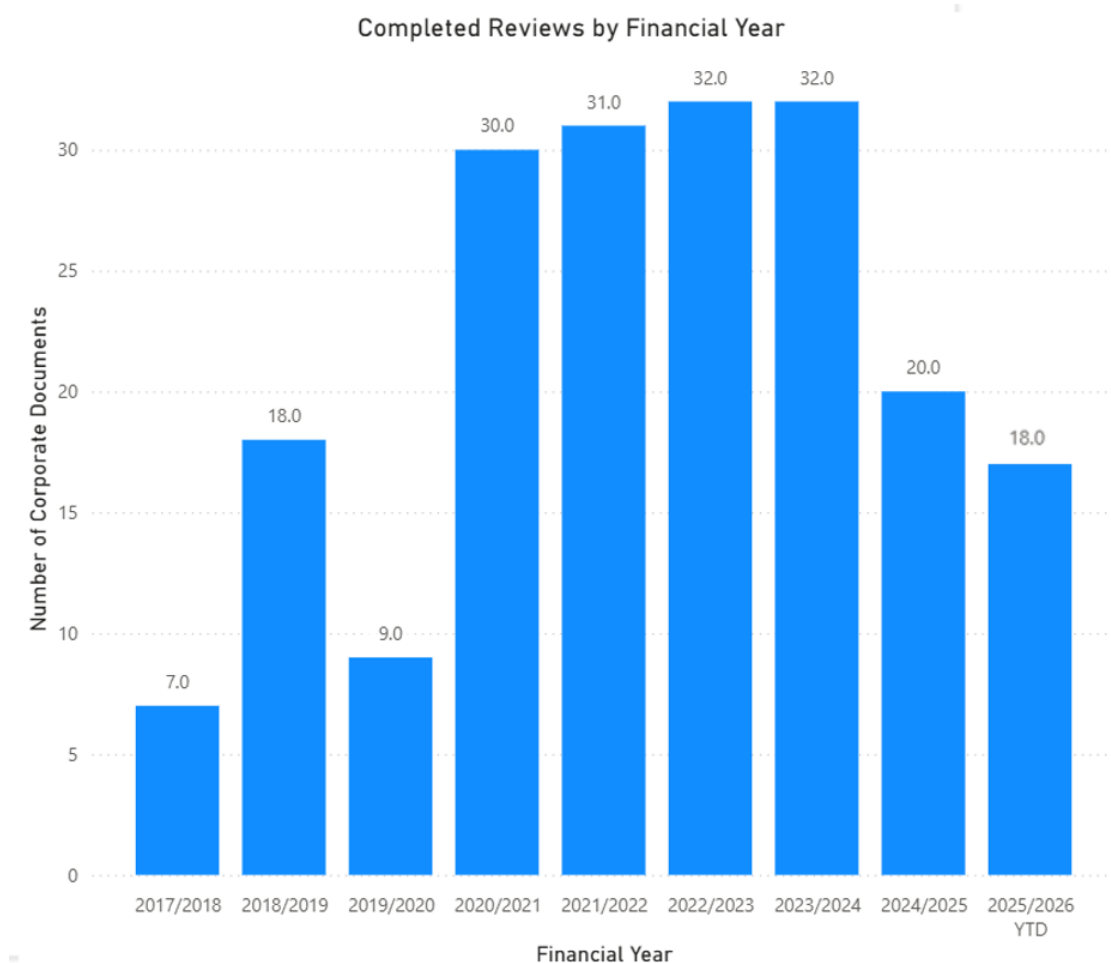
- Transitioned from an Excel-based format to a live SharePoint list to improve accessibility, usability, and operational efficiency for corporate document owners to track scheduled reviews;
- Developed a live Power BI dashboard to monitor review progress by directorate, officer, and document type; and
- Published an internal SharePoint site as a central resource for staff, providing access to review guidelines, templates, and tips to support both the review process and implementation of the Plan.

A copy of the Plan, at **Attachment 1**, details the agreed and proposed early consultation dates, and notes where an extension has been requested. Additional comments have also been tracked in the updated Plan as to why an extension is required.

2025 Review Summary

Since the Plan was adopted in October 2020, the corporate document review output exponentially increased. While the 2024/25 financial year did not continue to reflect this exponential growth, the current financial year to date has already achieved a comparable volume of reviews, indicating a strong upward trend.

Following Council's review of the Plan in 2024, Administration has delivered early consultation to Council Members through 20 policy paper reports across 10 publications, with 37 reviews finalised to date as detailed below.



The City currently maintains 107 corporate documents, comprising 17 plans, 81 policies and nine strategies. Of these, 33 per cent are past their scheduled review date, as detailed in **Attachment 2**.

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

In accordance with clause 5.4 of the [Corporate Document Development Policy](#), Administration is required to review the Plan annually and present the outcome of each review to Council.

RISK MANAGEMENT IMPLICATIONS

Risk Category	Risk Appetite and tolerance statement	description/clarifications
<i>Less than better practice for Governance, Due diligence, Accountability and Sustainability</i>	The City has a low risk tolerance for less than better practice decision making for governance, due diligence, accountability, and sustainability, as measured by accepted industry standards and practices.	The City's governance Framework (Framework) supports this tolerance level by defining the systems, policies, processes and a methodology for ensuring accountability and openness in the conduct of city business. The Framework describes the principles and key roles that guide Council in its decision-making and demonstrates to the community the processes by which the City uses to achieve its strategic priorities and undertake its service delivery.

Low: It is low risk for Council to approve the Plan and 2026 Review Program. The annual review of the review program is aligned with Council's adopted [Risk Appetite and Tolerance Statements](#). As outlined in the applicable section above, the schedule is in line with the Governance Framework as a tool that defines systems, processes and allows Council to track the progress of policy review. The annual review is a necessary accountability check to demonstrate that policies are being prioritised and progressed in line with the organisations strategic priorities.

STRATEGIC IMPLICATIONS:

Innovative and Accountable

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

SUSTAINABILITY IMPLICATIONS:

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

PUBLIC HEALTH IMPLICATIONS:

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

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

8.2	COUNCIL RECESS PERIOD 2025-26 - DELEGATED AUTHORITY TO THE CHIEF EXECUTIVE OFFICER
-----	---

Attachments: Nil

RECOMMENDATION:

1. That Council **DELEGATES BY ABSOLUTE MAJORITY**, pursuant to section 5.42 of the *Local Government Act 1995*, to the Chief Executive Officer, the power to deal with any items of business that may arise between 10 December 2025 and 2 February 2026, and which are not the subject of delegated authority already granted by Council, subject to:
 - 1.1 Reports being issued to all Council Members for a period of three business days with Council Members notified by phone prior to the delegated decision being made and no requests for 'call-in' of the matter being received from Council Members;
 - 1.2 Reports being displayed on the City's website for a period of three business days prior to the delegated decision being made;
 - 1.3 A report summarising the items of business dealt with under delegated authority being submitted for information to Council at its Ordinary Meeting to be held on 10 February 2026; and
 - 1.4 A Register of Items Approved under this Delegated Authority is being kept and made available for public inspection on the City's website during the period that the delegation applies;
2. **DETERMINES** for the purpose of section 5.43(d) of the *Local Government Act 1995* that the Chief Executive Officer is delegated authority to negotiate and approve the lease in respect of No. 4 View St, North Perth, up to a limit not exceeding the current gross rental value of the property, subject to the conditions in recommendation 1.1 to 1.4 above.

PURPOSE OF REPORT:

To obtain Council's approval to deal with some matters not already delegated to the Chief Executive Officer (CEO) arising during the 2025-26 Council recess period.

DELEGATION:

Section 5.42 of the *Local Government Act 1995* provides that an Absolute Majority decision of Council is required to the CEO the exercise of any of its powers or the discharge of any of its duties.

BACKGROUND:

Council will be in recess after the Ordinary Council Meeting on 9 December 2025 until the Council Briefing on 3 February 2026. Arrangements need to be made to enable urgent items of business that arise during this period to be dealt with by the CEO.

DETAILS:

The Council recess period is from 10 December 2025 to 2 February 2026, inclusive. A Council resolution is required to allow the CEO to make a decision on matters which may arise during this period for which no delegated authority currently exists. Matters which require an absolute majority decision are not able to be delegated, and will be considered at the 10 February 2026 Ordinary Meeting of Council.

Reports relating to decisions proposed to be made using the recess period delegations will be issued to all Council Members for review and comment for a period of three business days which would allow Council Members to:

- either comment on the proposed decision, and for those comments to be considered prior to any decision being made, or
- to 'call-in' the matter, thereby preventing the delegation being exercised.

If a matter is called in then it would be referred to the 10 February 2026 Ordinary Meeting of Council.

Leases

Council is required to approve all new Category 3 leases as defined in the City's Property Management Framework, except for those related to the Mount Claremont Municipal Depot.

In October 2025 Expressions of Interest (EOI) were invited for the lease of No. 4 View Street, North Perth. The EOI period closed on 12 November 2025, with one submission received.

Administration is currently awaiting additional documentation from the respondent to commence the evaluation process for the lease arrangement and following this, negotiations on the key lease terms would commence. This is expected to occur during the Council recess period.

The property is currently vacant and the approval of the lease would mean that the property is tenanted and activated to reduce the risk of antisocial or homeless behaviour.

In order for the City to approve this lease under delegated authority during the Council recess period once negotiations are completed, it is necessary for Council to delegate to the CEO the power to approve the lease for No. 4 View Street, North Perth.

CONSULTATION/ADVERTISING:

There is no statutory requirement for consultation with the community or Council Members in respect to items proposed to be decided under delegated authority during the recess period.

Items being processed under delegated authority will be published on the City's website and will be referred to Council Members for comment and 'call-in' for a period of three days prior to the delegated decision being made.

LEGAL/POLICY:

Under Section 5.42 of the *Local Government Act 1995* (Act), Council may, by absolute majority, delegate to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act, other than those referred to in section 5.43. Section 5.42(2) provides specifically that:

"(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation."

Section 5.43 of the Act includes the following:

"5.43 Limits on delegations to CEO

A local government cannot delegate to a CEO any of the following powers or duties —

- a) any power or duty that requires a decision of an absolute majority of the council;*
- b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;*
- c) appointing an auditor;*
- d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;*
- e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A, 5.100 or 5.129;*
- (f) borrowing money on behalf of the local government;*
- (g) hearing or determining an objection of a kind referred to in section 9.5;*
- (ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;*
- (h) any power or duty that requires the approval of the Minister or the Governor;*
- (i) such other powers or duties as may be prescribed."*

RISK MANAGEMENT IMPLICATIONS:

Risk Category	Risk Appetite / Tolerance Statement	Descriptor / clarification
<i>A breach in Delegated Authority</i>	The City has a very low risk tolerance for breach in delegated authority.	The recess-period delegation, including the temporary authority to negotiate and approve the lease for No. 4 View Street, is time-limited, narrowly scoped, and explicitly excludes all matters listed under section 5.43 of the Local Government Act 1995. The delegation only applies to items that cannot reasonably be delayed until February 2026 and are not already otherwise delegated. Strong governance controls apply: all proposed decisions must be circulated to Council Members for three business days, Council Members may “call-in” any matter, and all reports will be published on the City’s website prior to determination. A summary of all decisions made under this delegation will be provided to Council after recess. These measures ensure decisions remain within the authority granted by Council and align with the City’s very low risk tolerance for breaches of delegated authority.

Low: granting delegation to the CEO for functions otherwise determine by Council during the recess period is necessary to ensure business continuity for the City.

STRATEGIC IMPLICATIONS:

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

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.

SUSTAINABILITY IMPLICATIONS:

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

PUBLIC HEALTH IMPLICATIONS:

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

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

COMMENTS:

Nil.

8.3 INFORMATION BULLETIN

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

RECOMMENDATION:

That Council RECEIVES the Information Bulletin dated December 2025.

9 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

10 REPRESENTATION ON COMMITTEES AND PUBLIC BODIES

Nil

11 CONFIDENTIAL ITEMS/MATTERS FOR WHICH THE MEETING MAY BE CLOSED ("BEHIND CLOSED DOORS")

11.1 WASTE TO ENERGY OPTIONS

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

Local Government Act 1995 - Section 5.23(2):

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

11.2 DECLARATION OF SECONDARY EMPLOYMENT – CHIEF EXECUTIVE OFFICER

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

Local Government Act 1995 - Section 5.23(2):

- (b) the personal affairs of any person

LEGAL:

2.14 Confidential business

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

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

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

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

12 CLOSURE