City of Stirling

Ordinary Meeting of the 42nd Council

11 November 2025

Minutes

To: The Mayor and Councillors

Here within the Minutes of the Ordinary Meeting of Council of the City of Stirling held Tuesday 11 November 2025 in the City of Stirling Council Chamber, 25 Cedric Street, Stirling.



Stevan Rodic | Chief Executive Officer

Our Vision, Mission and Values

Vision

A sustainable City with a local focus.

Mission

To serve our community by delivering efficient, responsive and sustainable service.

Values

The City of Stirling's core values are:

- Approachable
- Responsive
- Transparent
- Innovative.

Disclaimer

Members of the public should note that in any discussion regarding any planning or other application that any statement or intimation of approval made by any member or officer 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. No action should be taken on any item discussed at a Council meeting prior to written advice on the resolution of the Council being received.

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EMERGENCY PROCEDURES

The City of Stirling values the health and safety of all visitors to its facilities.

The following evacuation procedures are to be followed in the event that an emergency occurs.

- When the emergency alarm sounds, please remain calm.
- Comply with any instructions given by emergency personnel, including the City's Fire Warden.
- The Fire Warden will assess the immediate area for danger.
- If required, the Fire Warden will instruct all in attendance to evacuate – please follow their directions promptly and calmly. Proceed, as directed, to the Assembly Area (evacuation point).
- If you have impaired mobility, the Fire Warden can assist with your safe evacuation.
- Do not re-enter the building until authorised to do so.

The Assembly Area is located on the grassed area near the entrance to the basement carpark from Puccini Court. The Fire Warden will direct you to the correct location in the event of an emergency.


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ARMSTRONG POINT

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1. OFFICIAL OPENING

The Presiding Member declared the Ordinary Meeting of Council open at 6.31pm.

2. ATTENDANCE AND APOLOGIES

ATTENDANCE

Mayor	Mayor Mark Irwin
Councillors	Councillor Andrea Creado Councillor Damien Giudici Councillor Chris Hatton Councillor Daniela Ion Councillor Tony Krsticevic Councillor Suzanne Migdale Councillor Teresa Olow Councillor Rob Paparde Councillor Karlo Perkov Councillor Stephanie Proud JP Councillor Elizabeth Re Councillor Lisa Thornton

Employees	Chief Executive Officer - Stevan Rodic Director Community Development - Michael Quirk Director Infrastructure - Andrew Murphy Director Planning and Development - Amanda Sheers Acting Director Corporate Services - Matthew Thomas Manager City Future - Emille van Heyningen Manager Commercial Portfolio - Jon Morellini Manager Development Services - Giovanna Lumbaca Manager Governance - Brad Sillence Chief Technology Officer - Miriam Sanchez-Blanco Acting Chief Financial Officer - Gurjot Pawar Head of Community Engagement - James Murphy Service Lead Built Environment & Health - Joseph Rowe-Martin Service Lead Planning - James Fletcher Lead Elected Member Services - Sean McDiarmid Senior Governance Officer - Leanne Prior Senior Governance Officer - Casey Taylor Senior Media Advisor - Liam Croy
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APOLOGIES

Councillor Michael Dudek

3. APPROVED LEAVE OF ABSENCE

Councillor Joe Ferrante (granted a leave of absence for the period 11 November 2025).

4. DISCLOSURES OF INTEREST

Where a member has disclosed a financial or proximity interest in an item, they must leave the Chamber for consideration of that item.

Where a member has disclosed an impartiality interest in an item, they may remain in the Chamber. The member is required to bring an independent mind to the item and decide impartially on behalf of the City of Stirling and its community.

Planning and Development Committee - 4 November 2025

Councillor Daniela Ion disclosed an Impartial Interest in Item 12.1/CF1, as she is a member of the Mount Lawley Society.

Mayor Mark Irwin disclosed an Impartial Interest in Item 12.1/8.1, as he discussed neighbouring land parcels.

Council - 11 November 2025

Councillor Tony Krsticevic disclosed an Impartial Interest in Item 12.1/8.1, as he owns a property close to this location.

Mayor Mark Irwin disclosed a Financial Interest in Item 18.1.

Councillor Elizabeth Re disclosed an Impartial Interest in Item 18.1, as the person is known to her.

5. PETITIONS

5.1 EPETITION - OBJECTION TO DA FOR 24-HOUR DIANELLA HOSTEL

The following ePetition containing 706 verified signatures has been received by the City:

"We, the undersigned, do respectfully request that the Council reject Development Application #DA25/0741 for 9 Salar Place, Dianella. The 3x1 property is being illegally operated as a 24-hour commercial hostel under the name Youcomeau, without planning approval, in breach of the law. It accommodates 18 guests per night in unsafe and overcrowded conditions . This unlawful operation is causing serious and ongoing harm to the safety, wellbeing, and amenity of our previously quiet and safe neighbourhood, including drug use, aggressive and antisocial behaviour, an increase in noise and traffic, problems with rubbish, and child endangerment. This dangerous hostel operates just metres from local primary schools, parks and playgrounds. We no longer feel safe in our own homes or street. We have no way of knowing who is staying there. Our children are being approached and are not safe while this continues. Despite over a year of community complaints, the City has allowed this unapproved use to continue. The owner has defied planning and emergency building orders, ignored compliance notices, and shown clear disregard for the law. Now, they are seeking retrospective approval with an application full of false claims, misleading data, and deliberate omissions. Approving this application would set a dangerous precedent, undermine community trust, and send a message that laws can be ignored without consequence. If this can happen here, it can happen anywhere in the City of Stirling. We call on all Councillors to protect our families and reject DA25/0741 in full."

Following Council's resolution, the ePetition will be forwarded to the Development Services Business Unit for consideration and appropriate action.

5.2 PETITION - FOOTPATH - ELABANA CRESCENT, DIANELLA

The following petition containing seven verified signatures has been received by the City:

"We, the undersigned, do respectfully request that the Council pause the installation of the new footpath proposed for Elabana Crescent, Dianella until a review of the Crossover Policy has been undertaken.

Residents have expressed concern that the current Crossover Policy results in the removal of functional preferred crossovers without adequate consultation or consideration of individual circumstances.

We believe that pausing the installation will allow time for a thorough review of the policy including whether greater flexibility can be provided to residents who wish to retain their crossover, where it is safe and practical to do so. Further the Policy's review should consider the savings that providing more flexibility to retain existing crossovers could mean for the City's costs. Thank you."

Following Council's resolution, the petition will be forwarded to the Engineering Services Business Unit for consideration and appropriate action.

Council Resolution

1125/001

Moved Councillor Perkov, seconded Councillor Paparde

That Council RECEIVES the petitions tabled at the Council meeting held Tuesday, 11 November 2025 and the petitions be REFERRED to the Chief Executive Officer for the appropriate action.

The motion was put and declared CARRIED (13/0).

For: Councillors Creado, Giudici, Hatton, Ion, Krsticevic, Migdale, Olow, Paparde, Perkov, Proud, Re, Thornton and Mayor Irwin.
Against: Nil.

All petitions will have an update available in due course on the Petition Status Update page of the City's website which can be accessed here

6. RESPONSES TO PREVIOUS QUESTIONS FROM MEMBERS OF THE PUBLIC TAKEN ON NOTICE

All Public Question Time responses from the previous Council meeting were published in the minutes of that meeting.

Nil.

7. PUBLIC QUESTION TIME

Public Question Time is included in the live stream. Members of the public are only required to state their name and suburb when addressing the meeting.

Members of the public who wish to ask question/s at the Council meeting are requested to submit these through the City's online Public Question Time submission form (click here).

7.1 PUBLIC QUESTION TIME - T WILSON

The following questions were submitted by T Wilson, Crawley WA 6009, prior to the Council Meeting held Tuesday, 11 November 2025.

Q1. "In the Council Minutes 4 March 2025, A Bradley asked about costs of the new Hamersley Book Nook and was told that the technology cost $70,000. Has demand for the Civica remote book locker in Hamersley (the Hamersley book nook) equalled the number of lockers available, or would you have purchased a larger or smaller unit in retrospect?"

A1. The Director Community Development advised that the City's library locker (known as the Hamersley Book Nook) was supplied by Bibliotheca, not Civica. The Book Nook has 39 lockers in total which was based on research and projected community demand. Approximately 300 items are collected from the Book Nook each month which aligns with the number of lockers provided.

Q2. "Has the City of Stirling made use of the digital display on the book locker to inform the public of other council operations?"

A2. The Director Community Development advised that the Book Nook is an outdoor model which has a smaller digital display screen compared to indoor models. For this reason, it is not suitable for promotional information. Although, a separate digital display screen is being installed in early 2026 to enable promotion of City activities and events.

Q3. "Do you have any advice for other councils who are considering introducing this service, including budgeting for staffing numbers to deliver the library items."

A3. The Director Community Development advised that it was important for local governments to engage with their communities and investigate innovative ways for residents to access library services. The Hamersley Book Nook was provided in direct response to residents who expressed a strong desire for access to a library collections and services.

7.2 PUBLIC QUESTION TIME - M SLATER

The following questions were submitted by M Slater, Stirling WA 6021, at the Council Meeting held Tuesday, 11 November 2025.

The following questions relate to Item 14.1 on the Agenda:

Q1. "The anti-social behaviour by the people fishing in Princeton and Roselea estates has escalated causing danger for wildlife and residents. Are there any other measures the City can take in the meantime to move these individuals on while we wait for the anti-fishing laws to be passed?"

A1. The Director Community Development advised that the City does not require any additional provisions at this stage, noting that this is a challenging issue for the City to manage. Rangers are doing their best to respond. Since 1 July 2025, they have handled approximately 248 inquiries and attended the lakes 176 times, demonstrating a strong commitment to addressing the matter.

While further action may be possible, the City's local laws do provide authority to move people on. However, as these are young people, the City prefers not to rely on enforcement measures. The current focus remains on continued Ranger attendance and encouraging these youths to move on.

The City is also working to partner with WA Police and the RSPCA where concerns about animal cruelty or criminal activity arise. The City acknowledges that this is not an ideal situation for residents and is committed to resolving it. Rangers will continue to maintain a presence and do their part to manage the issue.

Q2. "It has become clear that the verbal requests to move on, whether from Rangers or the Police, are ineffective with these individuals, most of them will become verbally abusive to Rangers as well and refuse to leave. We just want to know once the fishing ban is passed, how does the Council plan to enforce this? Will the Rangers be able to confiscate fishing rods as this may be the only effective way to stop these kids and other adults and force them to leave?"

A2. The Director Community Development advised that when reviewing the provisions of the local law, the City will consider both infringement options and whether there is capacity to confiscate equipment. Education and consistent patrolling of the lakes are considered key strategies. Experience has shown that when young people are asked to pack up and move on, they generally comply. However, this approach needs to be applied consistently. The City will also examine whether the local law provides authority to confiscate equipment as part of its response.

7.3 PUBLIC QUESTION TIME - J JACOBS

The following questions were submitted by J Jacobs, Stirling WA 6021, at the Council Meeting held Tuesday, 11 November 2025.

The following questions relate to Item 14.1 on the Agenda:

Q1. *"Looking at the City of Stirling website, the feeding of wildlife is an illegal offence under the Biodiversity Conservation Act 2016 and the City of Stirling Health Local Law 2009. This can cause damage to their health, severely impact their quality of life from malnutrition (not to mention the fishhooks and lines). Do you think the City of Stirling is doing everything it can at this time to protect the swans?"*

A1. The Director Community Development advised that the City is doing as much as possible to address this issue and acknowledges that existing local laws provide provisions to manage the situation. However, the demographic involved is primarily minors, and issuing infringements is unlikely to resolve the problem.

The City has committed to residents that Rangers will continue their efforts to attend the area and encourage compliance. While future amendments to local laws may assist, the current provisions are sufficient. The priority remains consistent Ranger presence and proactive engagement to address the issue.

Q2. *"It appears that Rangers may have more authority under the legislation and under the City's local laws than either they, or we, previously understood. Why is that? Given that some laws allow them to confiscate equipment involved in these offences, why are these powers not being exercised? Why is this not already happening?"*

A2. The Mayor advised that this is a complex matter, as most instances involve underage children. While 'No Fishing' signs are in place at these reserves, Council acknowledges the challenges in enforcement.

Managing the issue will remain complex, requiring coordination with agencies such as WA Police and the RSPCA. It is not as simple as issuing infringements, given the circumstances. The City and Council understand residents' concerns and these will be considered in the item on tonight's agenda.

Q3. *"Can I have a commitment that if residents can provide names, proof of children committing these offences, that it will be followed up by the City of Stirling to speak to parents regarding these matters?"*

A3. The Director Community Development advises that the City advises caution when engaging with young people involved in these activities, particularly in relation to taking photographs or collecting personal details. While this has been a source of frustration for some residents, the preferred approach is to contact the Community Safety Hotline, WA Police, or the RSPCA as the first point of action. If residents have relevant information, they are encouraged to forward it to the Community Safety team. However, given the age of those involved, the City recommends exercising care and discretion in all interactions.

7.4 PUBLIC QUESTION TIME - M MASIELLO

The following questions were submitted by M Masiello, Trigg WA 6029, at the Council Meeting held Tuesday, 11 November 2025.

The following questions relate to the funding for the proposed coastal boardwalk:

Q1. "$25 million is a significant sum of money to create a third 850m path along land that is not owned by the City, considering the beach access and existing path that could be widened. If the necessary approvals were to be granted, please confirm if the City has received a commitment from State or Federal Government, or any private source, to fund the construction of the proposed boardwalk. If not, has the City lodged an application for State, Federal, or private funding?"

A1. The Mayor advised that the City has not received any commitment from State or Federal Government or private sources to fund the construction of the proposed boardwalk.

Q2. "If the necessary approvals are granted and there is no commitment from State, Federal or private funding, would the City proceed with construction of the proposed boardwalk using ratepayer funds?"

A2. The Mayor advised it would be an agenda item for Council to consider if that situation eventuated.

Q3. "Will the Councillors be given full disclosure of how the proposed boardwalk will be funded, prior to consideration of the proposal, if the proposal progresses?"

A3. The Mayor advised that they would be given full disclosure.

7.5 PUBLIC QUESTION TIME - M BOND

The following questions were submitted by M Bond, Scarborough WA 6019, at the Council Meeting held Tuesday, 11 November 2025.

The following questions relate to the proposed coastal boardwalk and parking throughout Trigg and Scarborough:

Q1. "The Urbis report cited the boardwalk would disperse traffic loads from Scarborough precinct to Trigg precinct, however the report is inaccurate and the boardwalk would likely magnify the current parking problems. How will the City of Stirling solve or alleviate the ongoing parking problem at Scarborough and Trigg?"

A1. The Mayor advised that parking issues in Scarborough have been an ongoing challenge. Council has previously considered temporary parking solutions. However, there is no available space to provide additional parking in the area. The City will continue to advocate for improved transport options as a long-term solution. The Local Member for Scarborough has recently secured State Government funding for the Surf CAT initiative, which aims to reduce car dependency and improve access to the precinct.

Q2. "Installing parking wayfinding in Scarborough is a total failure and the numbers displayed are inaccurate and sensors require recalibrating resulting in dangerous traffic and pedestrian conditions. Who audits the accuracy of the parking wayfinding signage?"

A2. The Director Community Development advised that the City acknowledges that parking wayfinding is not the sole solution for Scarborough Beach and anticipated that adjustments would be required over time. Unlike a gated car park, the precinct has multiple entry points, which necessitates ongoing recalibration of the system. It serves as a useful tool to help visitors decide whether to enter the precinct and manage congestion by guiding traffic flow. The City recognises that this is not a complete solution but considers it one of several useful measures being implemented to improve parking management in Scarborough.

Q3. "Beachgoers, Surfing WA clientele, restaurants and nippers all need to park somewhere. Are you considering building new carparks?"

A3. The Mayor advised that the question would be taken on notice and a written response provided.

Additional Information

A3. The City and Council acknowledge the ongoing parking pressures experienced around the Scarborough and Trigg Beach precincts, however there are no plans at this stage to construct new car parks. Instead, the City continues to explore opportunities to improve the efficiency and accessibility of existing parking facilities, including enhanced signage and wayfinding at key entry points to assist drivers in locating available parking more easily. In addition, the State Government recently announced the introduction of a new Surf CAT bus route, which is expected to improve the reliability and convenience of public transport services to these coastal precincts. This initiative aims to reduce the number of private vehicles accessing the area, thereby easing parking demand. Furthermore, the proposed coastal boardwalk project includes a key objective of improving pedestrian connectivity between Scarborough and Trigg. This will enable visitors to park in one precinct, and safely and conveniently access the other on foot, helping to distribute parking demand more evenly across the area.

At 6.53pm in accordance with Clause 5.2(14) of the City of Stirling's Meeting Procedures Local Law 2021, Mayor Mark Irwin ruled that Public Question Time be EXTENDED.

7.6 PUBLIC QUESTION TIME - R HADLEY

The following questions were submitted by R Hadley, Woodlands WA 6018, at the Council Meeting held Tuesday, 11 November 2025.

The following question relates to the Perth Glory Football Club:

Q1. "Why has $1.25 million of ratepayers funds been allocated to Perth Glory Football Club?"

A1. The Director Community Development advised that the facilities for Perth Glory have been entirely funded by the State Government. The City received $1.2 million in State Government funding, which covered upgrades to the change rooms, improvements to the playing fields, installation of perimeter fencing, and all necessary infrastructure for Perth Glory. No ratepayer funds were used for these works.

Q2. The Presiding Member ruled Mr Hadley's second question out of order.

The following question relates to the proposed coastal boardwalk:

Q3. "In the Scarborough-centric City of Stirling Boardwalk Survey, only 1,700 people out of a total population of 249,000 were in favour, yet Mayor Irwin, you have continued to state that the community have overwhelming supported your motion. Why?"

A3. The Mayor advised that the City reported that the consultation received overwhelming support and was one of the most significant engagement processes undertaken. In comparison, a recent State Government-led consultation for an Edith Cowan development precinct attracted only 600 engagements, highlighting the scale and success of the City's process. Council considers this a highly successful consultation outcome.

7.7 PUBLIC QUESTION TIME - L THOMPSON

The following questions were submitted by L Thompson, Trigg WA 6029, at the Council Meeting held Tuesday, 11 November 2025.

The following question relates to the proposed coastal boardwalk:

Q1. "During the boardwalk community consultation period a significant marketing campaign commenced to facilitate the electronic submissions. What was the total cost of running the community consultation process for the proposed coastal boardwalk, including but not limited to printing, distribution of flyers, direct mail outs, officer time in hosting drop-in sessions, including any applicable overtime rates for the 7.30am sessions and the four hour session on Sunday, 10 August for the 14 or more council staff?"

A1. The Mayor advised that the question would be taken on notice and a written response provided.

The following question relates to a tabled petition, Item 5.1 of the Council meeting held 9 September 2025:

Q2. "Residents collected over 1,696 signatures on a hard copy petition, against a boardwalk, which is one of the largest petitions collected and submitted to the City. Why does the City continue to ignore the significant level of opposition to this proposal and why did you not mention this petition when you were selling overwhelming support for the project to the media since you had access to it?"

A2. The Mayor advised that the boardwalk item will be presented to the next Community and Resources Committee meeting to be held 18 November 2025. The petition submitted will be taken into consideration, along with the outcomes of community consultation and any additional feedback received.

Q3. "I'm aware that multiple large environmental community groups have made objections to the boardwalk. Stirling Natural Coast Care and Friends of Trigg bushland are two vital organisations that actively assist with the care, maintenance, weeding, education, and revegetation of this reserve.

When will the feedback from all these key stakeholder community groups be reported? Will the Councillors have access to them, and why has it taken so long to share the information?

A3. The Mayor advised the consultation concluded just prior to the caretaker period, and no Council meeting has been held since. The next Council cycle, which includes the Community and Resources Committee meeting, will consider the consultation outcomes and any additional feedback provided, including information submitted by community groups. It is anticipated that Council will acknowledge the consultation results at that time.

Additional Information

A1. The total cost of running the community consultation process for the proposed coastal boardwalk was $16,697.54.

7.8 PUBLIC QUESTION TIME - R MURPHY

The following questions were submitted by R Murphy, Karrinyup WA 6018, at the Council Meeting held Tuesday, 11 November 2025.

The following questions relate to the proposed coastal boardwalk:

Q1. "The City's Coastal Boardwalk Concept Consultation Outcomes Report provides a summary of feedback supporting and objecting to the proposed boardwalk between Scarborough and Trigg Beach. Of the 2,075 responses received from within the City of Stirling, being fewer than 1% of the residents, can the City confirm that equal weight and value was given to online submissions regardless of the detail and expertise of each submission?"

A1. The Mayor advised that in terms of submissions, all responses are given equal weight when counted. Longer, detailed research submissions and brief comments are treated the same in terms of numerical value. While context is considered when presenting information to Council, there are no additional points or priority assigned based on the length or detail of a submission.

Q2. "At the Electors General Meeting on 24 March 2025 a question was asked as to why no engagement had occurred with the Wadjak Nyoongar people about the cultural heritage of the remanent coastal dune system before $500,000 was allocated to a coastal boardwalk proposal. Documents obtained under FOI included an internal email from a senior City officer to staff which states "We received a question at the EGM regarding engagement with the traditional owners as part of the Boardwalk project. While they don't think we need to over engage at this time, a lack of engagement with Aboriginal stakeholders may be a tactic used by the anti-boardwalk campaign to discredit the City's feasibility study.

Can the Mayor explain the disrespectful attitude expressed towards the Wadjak Nyoongar people, the residents, and groups that are legitimately campaigning against the City's third coastal boardwalk proposal and explain the inference in this email that engagement with Wadjak Nyoongar people is to deflect criticism?"

A2. The Director Community Development advised that the context for the instruction to City officers was based on the current stage of the project. The City regularly engages with Wadjak elders and the Wadjak community. It was not considered the appropriate time in the project for deep engagement. However, conversations had already taken place with local elders and Wadjak representatives.

The intention behind the level of engagement was to proceed carefully, acknowledging that different organisations within the community held varying views on the boardwalk proposal. The approach aimed to ensure respectful engagement while recognising the sensitivities involved at this stage of the project.

Q3. "The internal email referred to in my previous question, also states that "Engagement with Aboriginal stakeholders is important, but will need to be managed delicately and not over emphasised, given mixed views amongst Elected Members." Can the Mayor explain what is meant by the above statement, and explain what the mixed views amongst Elected Members towards the involvement of Aboriginal stakeholders are?"

A3. The Mayor advised that the question will be taken on notice and a written response provided.

Additional Information

A3. This statement is a City officer perspective that Elected Members views on the Coastal Boardwalk Feasibility Study will be informed through a range of factors including (but not limited to) Aboriginal cultural heritage, environmental impact, economic development impact, pedestrian safety impact, capital cost and community consultation outcomes. The City officer perspective was that individual Elected Members will likely have mixed views on the relative importance of each of these factors, including Aboriginal cultural heritage, when making decisions. For clarity, this email was not referring to any view that Elected Members may have towards the involvement of Aboriginal stakeholders.

7.9 PUBLIC QUESTION TIME - H DYMOND

The following questions were submitted by H Dymond, Karrinyup WA 6018, at the Council Meeting held Tuesday, 11 November 2025.

The following questions relate to the proposed coastal boardwalk:

Q1. *"Council adopted the City of Stirling Coastal Hazard Risk Management and Adaption Plan in 2023 as required under the State Coastal Planning Policy 2.6. The plan recommends avoiding further permanent development on land that has been identified as prone to erosion over the last 100 years and that no development take place on the undeveloped coastal dunes at South Trigg. Why then is the Council considering building a boardwalk through the middle of this vulnerable remnant coastal dune system?"*

A1. The Mayor advised that Council will consider and discuss all relevant factors of this matter when the item is presented. This includes the information contained in the Coastal Hazard Risk Management and Adaption Plan, the outcomes of public consultation, feedback received, and advice from consultants including potential impacts on the dunes and the benefits the project may provide.

Q2. *"The South Trigg Beach Class A Reserve is a Bush Forever area and is Sector 6 of the Trigg Bushland Reserve. It's a unique parabolic dune system, geographically rare on the Swan Coastal Plain. Why, then, is the Council considering building a damaging boardwalk structure through the middle of this remnant, geologically rare, parabolic coastal dune system that is recommended for protection by its own Trigg Bushland Management Plan?"*

A2. The Mayor advised that Council will consider all relevant factors when considering the next stage of the proposal. This includes community feedback, the details of the next steps in the project, an assessment of the potential impacts on the coastal environment, and the anticipated benefits of the development.

Q3. *"The 13ha South Trigg Beach Class A Reserve is the only Class A Reserve on the City's 7km coastal strip. The City of Stirling, as land manager, has a responsibility to protect Class A Reserves within its boundaries. The destruction of habitat and fragmentation of natural areas are well known as the primary cause of decline in biodiversity. Why, then, is the Council considering a third coastal boardwalk proposal through the South Trigg Beach Class A Reserve?"*

A3. The Mayor advised that this proposal originated from community and Councillor input. Council is now progressing through the decision-making process to determine whether the boardwalk can be constructed without causing significant environmental impacts. All information gathered during this process - including community feedback, consultation outcomes, and technical assessments - will be considered to ensure an informed decision is made.

Q4. *"I note that during the consultation period the majority of residents within 200m of the proposed site voted against it."*

A4. The Mayor advised that Council acknowledged this and that this consideration would form part of the item presented at a future meeting. The intent is to review consultation processes comprehensively, including engagement within a 100m and 200m radius, as well as feedback from those outside the City. All of this will be taken into account to provide a complete picture for Council's decision-making.

7.10 PUBLIC QUESTION TIME - L JACK

The following questions were submitted by L Jack, Karrinyup WA 6018, at the Council Meeting held Tuesday, 11 November 2025.

The following questions relate to the proposed coastal boardwalk:

Q1. *"If this proposed Boardwalk is constructed, would it be used as a viewing platform for beach sporting events such as surf lifesaving or surfing competitions and championships? Would it be used in bids as Stadia Infrastructure to help attract major surf lifesaving events or surfing events to the Scarborough and Trigg beaches?"*

A1. The Mayor advised that it would be unlikely to be a primary viewpoint for events due to its location as most events would take place in Scarborough or Trigg point, not between the two. The Scarborough and Trigg areas are currently highly successful in achieving rights to hold events. It is a difficult question to answer in detail at this stage in the proposal.

Q2. *"Have any representatives from either Surf Lifesaving or surfing volunteers or professionals had any input, formally or informally, into the any of the design elements of this proposed boardwalk?"*

A2. The Mayor advised he is not aware of any specific consultation with these groups, apart from through consultation with the public.

Q3. *"It's impossible for me to believe that the lead campaigner for the coastal boardwalk, a local veteran, surf lifesaving champion, and sports infrastructure campaigner, is not known to you. So, why haven't you declared that he is known to you? Why have you, on numerous occasions, shut down questions regarding your relationship with him at Council meetings?"*

A3. The Mayor advised that their paths rarely cross and there is no reason to disclose an interest in this instance. The person being referred to has had no involvement in the City of Stirling's work on this project to date or the decision-making process.

8. APPLICATIONS FOR LEAVE OF ABSENCE

Councillor Michael Dudek requests a leave of absence for the remainder of the Council meeting on this date (11 November 2025) to 16 November 2025, inclusive.

Councillor Rob Paparde requests a leave of absence for the period 18 November 2025 to 25 November 2025 inclusive.

Councillor Andrea Creado requests a leave of absence for the period 4 December 2025 to 15 December 2025 inclusive.

Council Resolution

1125/002

Moved Councillor Krsticevic, seconded Councillor Re

That Council APPROVES the following Leaves of Absence:

a) Councillor Michael Dudek's request for a leave of absence for the period 11 November 2025 to 16 November 2025, inclusive.

b) Councillor Rob Paparde's request for a leave of absence for the period 18 November 2025 to 25 November 2025 inclusive.

c) Councillor Andrea Creado's request for a leave of absence for the period 4 December 2025 to 15 December 2025 inclusive.

The motion was put and declared CARRIED (13/0).

For: Councillors Creado, Giudici, Hatton, Ion, Krsticevic, Migdale, Olow, Paparde, Perkov, Proud, Re, Thornton and Mayor Irwin.
Against: Nil.

9. CONFIRMATION OF MINUTES

Council Resolution

1125/003

Moved Councillor Hatton, seconded Councillor Olow

1. **That the Minutes of the Ordinary Meeting of Council of 23 September 2025 be confirmed as a true and correct record of proceedings.**

2. **That the Minutes of the Special Meeting of Council of 23 October 2025 be confirmed as a true and correct record of proceedings.**

3. **That the Minutes of the Special Meeting of Council of 28 October 2025 be confirmed as a true and correct record of proceedings.**

The motion was put and declared CARRIED (13/0).

For: Councillors Creado, Giudici, Hatton, Ion, Krsticevic, Migdale, Olow, Paparde, Perkov, Proud, Re, Thornton and Mayor Irwin.
Against: Nil.

10. ANNOUNCEMENTS BY THE PRESIDING MEMBER

10.1 WELCOME TO THE 42ND COUNCIL AND CONGRATULATIONS COUNCILLOR DANIELA ION

This is the first full Council meeting of the 42nd Council of the City of Stirling. I would like to congratulate all Councillors who are returned through the election process, many of you with overwhelming results and support from your community. An endorsement of the work and advocacy you do. Congratulations to you all.

I would also particularly like to welcome our newest Councillor, Councillor Daniela Ion. We very much congratulate you on being elected to represent your community. I know it has been a passion of yours for a long time, and that you are well-known within the community. You have a great community grounding in the work that you do. I know that you are going to be a fantastic advocate, alongside your co-Ward Councillor Damien Giudici, for the Inglewood Ward. We look forward to working with you over the next four years.

10.2 ACKNOWLEDGEMENT OF REMEMBRANCE DAY 2025

I would like to acknowledge that today is a very solemn day, as it is Remembrance Day. The flags were flown at half-mast and I would like to thank those Councillors who supported today's commemorations at the Mount Lawley War Memorial Service held by Mt Lawley/Inglewood RSL; the Lake Gwelup Service held by the Osborne Park RSL and Rotary Clubs of Osborne Park and Karrinyup; the Stirling Civic Garden Service held by the Naval Association of Australia (Perth North Sub-Branch); and the North Beach Memorial Service held by the North Beach RSL.

Thank you, Councillors, for attending those services and laying wreaths on the behalf of the community, and congratulations to all of our RSL Sub-branches on doing a wonderful service to the community.

10.3 2025 LG PROFESSIONALS WA HONOUR AWARDS

On Wednesday, 5 November 2025 I along with Chief Technology Officer Miriam Sanchez-Blanco, Service Lead Strategic Change Jo Christofides and team members from the Community Development Directorate, attended the LG Professionals WA Honour Awards held at Crown Perth.

I am pleased to advise that the City won the Partnerships and Collaboration Award for its Auslan Storytime program, which provides free storytelling sessions led by a Deaf presenter in Auslan with support from an interpreter. It is the first ongoing delivery of such a program in the State and the City partnered with Deaf Connect to bring it to Western Australia, supported by funding from the State Library of WA's Better Beginnings program. Congratulations to that team, and everyone involved, on delivering a brilliant and wonderful program.

The City also took out the Innovative Management Initiative Award for its Copilot and Data Classification Project, which has set a benchmark for responsible artificial intelligence adoption and data governance in WA's local government sector. In 2024/25, the City ran a trial of Microsoft Copilot which validated the Australian Government's findings of an average one-hour daily productivity gain per user, with City trial participants reporting time savings of 4.39 hours per week. I would like to thank and congratulate all the staff involved with this project. It is pleasing to see the operations that are conducted in the background get recognition. We have received overwhelming positive feedback from other Local Government CEO's and Mayors on these innovations, who are now able to implement these into their own organisations.

11. UNRESOLVED BUSINESS FROM PREVIOUS MEETING

Nil.

12. REPORTS AND RECOMMENDATIONS OF COMMITTEES

12.1 PLANNING AND DEVELOPMENT COMMITTEE - 4 NOVEMBER 2025

12.1/DS1 REVIEW OF CITY PROCESSES IN RELATION TO RESIDENTIAL HOARDING

Business Unit:	Development Services	Service: Environmental Health
Ward:	Not Applicable	Location: City Wide
Applicant:	Not Applicable	

Role

Information - *Receiving information about the City or its community.*

Council Resolution

1125/004

Moved Councillor Migdale, seconded Councillor Krsticevic

1. **That Council NOTES the City's recent review of its current practices in relation to domestic hoarding and squalor indicates that the City's approach is aligned with the Department of Health guidelines and the standard for best practice in Western Australia.**

2. **That Council CONSIDERS funding of up to $100,000 during the 2025/2026 mid-year budget review for the purpose of undertaking property clean-ups to improve the City's ability to respond to severe domestic hoarding and squalor.**

3. **That a REPORT be prepared within six months on the options available to mitigate and manage residential hoarding.**

The motion was put and declared CARRIED (13/0).

For: Councillors Creado, Giudici, Hatton, Ion, Krsticevic, Migdale, Olow, Paparde, Perkov, Proud, Re, Thornton and Mayor Irwin.
Against: Nil.

Committee Recommendation

1. That Council NOTES the City's recent review of its current practices in relation to domestic hoarding and squalor indicates that the City's approach is aligned with the Department of Health guidelines and the standard for best practice in Western Australia.

2. That Council CONSIDERS funding of up to $100,000 during the 2025/2026 mid-year budget review for the purpose of undertaking property clean-ups to improve the City's ability to respond to severe domestic hoarding and squalor.

3. That a REPORT be prepared within six months on the options available to mitigate and manage residential hoarding.

Officer's Recommendation

1. That Council NOTES the City's recent review of its current practices in relation to domestic hoarding and squalor indicates that the City's approach is aligned with the Department of Health guidelines and the standard for best practice in Western Australia.

2. That Council CONSIDERS funding of up to $100,000 during the 2025/2026 mid-year budget review for the purpose of undertaking property clean-ups to improve the City's ability to respond to severe domestic hoarding and squalor

Purpose

To provide Council with an overview of the City's approach in dealing with properties impacted by hoarding behaviour and significant accumulation of disused materials, in response to a Notice of Motion resolved by Council (Council Resolution Number 0725/017) at its meeting held 1 July 2025.

Details

At its meeting held 1 July 2025, Council resolved (Council Resolution Number 0725/017) for the City to review current policies and monitoring practices, in relation to the broader implications of hoarding issues, to align with best practice and Department of Health guidelines.

It is important to distinguish between collecting, which involves the intentional acquisition and organisation of items for personal interest or value, and compulsive hoarding or Hoarding Disorder, which is a recognised mental health condition characterised by persistent difficulty discarding possessions, leading to clutter that disrupts living spaces and daily functioning. Compulsive hoarding is typically characterised by excessively acquiring and having persistent difficulty discarding possessions, leading to an accumulation of disused items and waste. Hoarding Disorder, as outlined in the WA Health guideline (Attachment 2) is recognised as a complex mental health condition that significantly impacts individuals, their families, and the broader community, requiring a coordinated response from local government and service providers to manage associated public health risks. Compulsive hoarding can often lead to severe domestic squalor, creating an unsanitary living environment which can pose health and safety risks to residents and the community. Hoarding often only becomes visible in its advanced stages, and the City usually only becomes aware of hoarding when it has progressed considerably and is impacting the health and amenity of surrounding residents.

The City's Environmental Health team receives service requests regarding hoarding from residents and external agencies such as WA Police, Department of Health, Department of Communities, RSPCA, carers, and social workers. The City does not proactively search for hoarder properties nor undertake surveillance of properties where there is no reasonable evidence of hoarding behaviour. Ongoing monitoring of known hoarder properties is structured around scheduled inspections and agreed timeframes with occupants, as unscheduled meetings are often met with hostility and can create distrust. Environmental Health will monitor progress at hoarder properties, though will not deviate from agreed timeframes.

Upon receipt of referrals concerning hoarding, the City's Officers will first investigate, to determine whether the concerns raised are justified and will then assess the severity and impact on the community. Where concerns are validated, the City's Environmental Health Officers will work with property owners and occupants to voluntarily clean-up and remove any accumulated items. This may involve organising additional bulk-waste collections through the City's Waste Services team, connecting residents with external contractors, agencies, and mental health services. This can be a lengthy process and rarely resolves the issues to the satisfaction of impacted neighbours.

In situations where residents are uncooperative, they are still given the opportunity to address the accumulated items before the City issues any formal notices or directions. Where formal action is required, the City has a range of options available under different legislation to set clean-up timeframes, compel action and if required act in default of occupants and property owners. Where the City is required to act in default and undertake property clean-ups the associated costs can be recovered through court action and through memorials placed on property titles.

Where the City does take formal action such as issuing clean-up notices, declaring properties uninhabitable, pursuing court action, or undertaking clean-up works, all enforcement action is undertaken in accordance with the Environmental Health Enforcement Procedure (Attachment 1). The Environmental Health Enforcement Procedure specifies the guiding principles for all enforcement action, namely that it is graduated and proportionate in approach, authorised by law, impartial and procedurally fair, consistent, and in the public interest.

Prior to undertaking any formal action, consideration is given to the impact any action may have on the longer-term behaviour of the offender. The difficulty hoarders have in discarding possessions is typically made significantly worse where these possessions are forcibly removed through enforced property clean-ups. Often the rate of hoarding is accelerated and the difficulty in discarding possessions is further aggravated following enforced clean-ups, which make longer term resolution of these cases difficult. This consideration must also be balanced with the City's duty-of-care towards its residents. Where the City becomes aware of health issues and is able to intervene, the City has an obligation to protect the health of its residents to the extent that it is reasonable and practicable.

The WA Department of Health developed a tool kit to assist Local Governments in dealing with hoarding and squalor cases (Attachment 2). This tool kit was developed in 2013 and is currently under review to ensure that it aligns with the new *Public Health Act 2016*. The introduction of the *Public Health Act 2016* and the transition away from the *Health (Miscellaneous Provisions) Act 1911* has further complicated how hoarding and squalor is managed both informally and through enforcement action. The enforcement tools in the *Public Health Act 2016* are outcome-based, and they apply to a broader range of scenarios than the equivalent tools in the *Health (Miscellaneous Provisions) Act 1911.* The City is currently seeking legal advice on how best to apply these tools and operate effectively under the new legislative framework. The City also has the ability to undertake property clean-ups of the external areas of a property under Section 3.25 of the *Local Government Act 1995.*

The City's approach to dealing with hoarders is to prioritise a productive long-term relationship, balancing compassion and patience with firm expectations and consideration for the broader community impacts to align with the City's values. Undertaking enforced property clean-ups normally will irreversibly damage any working relationship and will have significant time and cost implications.

The City's Environmental Health team is currently managing approximately 30 known hoarder properties. This is in addition to approximately 120 service requests received annually concerning properties perceived to be unsightly or unkempt with significant waste stockpiles, excluding cases associated with illegal dumping on private property.

Financial Assessment and Implications

The City does not currently have any funding allocated in the 2025-2026 financial year budget dedicated to managing hoarding and squalor issues. The costs associated with the clean-up of properties impacted by hoarding and squalor vary; waste removal costs can vary considerably and there are often additional costs associated with gaining access to properties (locksmiths, vehicle removal, and relocation etc). This does not include indirect costs associated with City Officer attendance and use of City assets.

Dedicated funding for the purpose of undertaking property clean-ups would improve the City's ability to respond to severe domestic hoarding and squalor. A submission will be made at the 2025/2026 mid-year budget review for Council's consideration of funding of up to $100,000.

Stakeholder Engagement

Noting the transition away from the *Health (Miscellaneous Provisions) Act 1911* to the *Public Health Act 2016*, the City consulted with the WA Department of Health confirming the development of an updated Local Government toolkit for dealing with severe domestic hoarding.

Recommended Action

That Council notes the City's current practices in relation to domestic hoarding and squalor are aligned with the Department of Health guidelines and the standard for best practice in Western Australia. Officers will make a submission for consideration of funding for the purpose of undertaking discretionary property clean-ups for the 2026-2027 financial year budget.

Relevant Policies, Legislation and Council Resolutions

Health (Miscellaneous Provisions) Act 1911
Public Health Act 2016
Local Government Act 1995

Meeting Date	Council Resolution Number	Council Resolution
1 July 2025	0725/017	1. That Council NOTES the actions currently underway in relation to the property at 68 Dundas Road, Inglewood and that, should the circumstances change, officers will consider commencing the process for the City to undertake a property cleanup. 2. That the City REVIEWS its current policies and monitoring practices, in relation to the broader implications of hoarding issues, to align with best practice and Department of Health guidelines and PRESENTS this review back to Council within the next four months. 3. That Council INSTALLS hoarding to secure the property and CONSIDERS the installation of the City's temporary CCTV as a matter of urgency, as there is now frequent trespass and drug related crime being undertaken at 68 Dundas Road, Inglewood.

In relation to item 1 of the above Council Resolution (0725/017), the property ownership matters have been resolved, and the clean-up works are progressing.

Sustainable Stirling 2022-2032

Key Result Area: Our leadership

Objective: A well-governed City

Priority: Comply with legislation, standards and obligations

Strategic Risk

Strategic Risk	Risk Appetite
Reputation	The City will ensure that any decisions that may affect the City's reputation are made at the appropriate level with stakeholders remaining informed and engaged.

Relevant Documents and Information

Attachments

Attachment 1 - Environmental Health Enforcement Procedure ⇩

Attachment 2 - Hoarding and Severe Domestic Squalor - A Toolkit for Local Government - WA Department of Health ⇩

Attachment 3 - Hoarding Case Study - Westminster (previously circulated to Councillors under confidential separate cover)

Available for viewing at meeting

Nil.

Linked Documents

Nil.

Environmental Health Enforcement Procedure

Responsible Directorate	Planning and Development
Responsible BusinessUnit/s	City Future – Environmental Health
Responsible Officer	Coordinator Environmental Health – Jason Jenke

Objective

The objective of this procedure is to ensure that enforcement action taken by Environmental Health Officers aligns with the principles of effective and ethical enforcement and is:

- graduated and proportionate in approach,
- authorised by law,
- impartial and procedurally fair,
- consistent, and
- in the public interest.

Scope

This procedure applies to all enforcement action taken by Environmental Health Officers under Environmental Health Legislation, including:

- *Environmental Protection Act 1986*
  - *Environmental Protection Regulations 1987*
  - *Environmental Protection (Noise) Regulations 1997*
  - *Environmental Protection (Unauthorised Discharge) Regulations 2004*
- *Food Act 2008*
  - *Food Regulations 2009*
- *Health (Miscellaneous Provisions) Act 1911*
  - *Health (Public Buildings) Regulations 1992*
  - *Health (Skin Penetration Procedure) Regulations 1998*
  - *Health (Asbestos) Regulations 1992*
  - *Health (Aquatic Facilities) Regulations 2007*
- *Public Health Act 2016*
- *Local Government Act 1995*

Principles

Graduated and Proportionate Enforcement

The graduated enforcement approach provides a mechanism for the initial use of less severe enforcement options. If the application of these enforcement options does not achieve compliance, officers can undertake more significant enforcement. The application of a graduated response should be a general principle but not be applied so rigorously as to prevent application of enforcement options that are proportionate to the non-compliance identified. The proportionality of an enforcement response must be balanced by the severity of the alleged offence. A proportionate response ensures that in any particular case the enforcement response is commensurate with the severity of the non-compliance. The application

of these principles will ensure that, where appropriate, offenders are provided with an opportunity to address non-compliances before more severe enforcement action is taken.

Authorised By Law

Authorised officers must not exceed their powers vested to them under Environmental Health legislation and their specific delegations under the City's Delegation Register. Enforcement action should only proceed where it is supported by evidence which is:-

- collected (and secured) and sufficient to substantiate the alleged non-compliance;
- properly obtained within the requirements of Environmental Health legislation, and criminal law more broadly; and,
- admissible under the rules of evidence and sufficient to establish beyond a reasonable doubt that an offence has been committed.

Enforcement action should not proceed unless there is a reasonable prospect of a conviction, were the matter to be placed before a court.

Impartiality and Procedural Fairness

Environmental Health Officers must be consistent in the way they apply enforcement actions and there should not be any arbitrary or inexplicable differences in the way individual cases, or classes of cases are treated. There must be no discrimination, (i.e. ethnicity, religion, age or gender, race, colour, sex, social position, marital status, sexual preference, political opinions or cultural views) of the alleged offender when undertaking enforcement action. Enforcement action must be timely to ensure the person or business associates the action with the non-compliance in order to undertake the necessary remedial action.

Consistency

Consistent enforcement of Environmental Health legislation is fundamental to ensure that the public and industry are not unfairly advantaged or disadvantaged. The City will ensure that Environmental Health Officers are trained adequately and performance is monitored to ensure that enforcement is delivered in a consistent manner.

Public Interest

The overriding consideration in taking enforcement action will always be in the interest of protecting public health and safety.

Enforcement Options

In instigating enforcement action there are various options available which vary between different Environmental Health legislation. The severity of the different enforcement options will vary based on the relevant area of Environmental Health legislation and the specific circumstances of the offence. Enforcement action should only be executed following consideration of the above principles and consultation with Senior Environmental Health Officers or Coordinator Environmental Health. Enforcement options may include, in approximate order of severity:

A) Written warnings
B) Statutory Improvement notices or work orders
C) Infringement notices
D) Prohibition orders
E) Seizures
F) Institution of Legal proceedings (prosecution)

A) Written Warnings

Warning letters should detail the exact nature of the offence, cite the relevant legislation and specific provisions breached, the timeframe for compliance, and the intention of the enforcement agency to enforce the legislation should the offender fail to rectify the non-compliance. As Environmental Health legislation is intended to be outcome based, officers should not stipulate specific actions or remedies required, so as not to the limit the ways in which an individual or business can achieve compliance or unnecessarily impede their operations. Failure to comply with a warning letter will result in more severe enforcement action. Further written warnings should not be issued for continued or repeated non-compliance.

B) Directions and Notices

The ability to issue a general statutory notice exists under various pieces of Environmental Health legislation. These notices can require certain works to be completed and/ or prohibit certain activities from being undertaken.

Non-compliance with a general notice is an offence and in some cases the City can undertake the works required in the notice. In some circumstances, the costs of the works can be recovered by placing a notice on the title of the land or through the Courts.

An Environmental Health Officer may issue a notice to a person or business if it is believed that there are grounds for serving the notice in accordance with the relevant legislation. Notices should only be issued when it is considered to be an appropriate option (i.e. capable of providing sufficient incentive to the person or business to address the matter). These are not appropriate for significant breaches (serious or imminent threat to public health) of Environmental Health legislation.

The Environmental Health Officer should conduct follow-up assessments within a reasonable timeframe after the notice has expired. In the case of Improvement Notices issued under the *Food Act 2008*, a follow up assessment should be undertaken within 21 days of expiry of the notice. Extensions to the date of compliance provided in a notice may be granted at the discretion of the Environmental Health Officer that served the notice and may only be granted before the end of the period specified in the notice.

Where a statutory notice does not achieve compliance, consideration should be given to taking more severe enforcement action. Further notices should not be issued for continued or repeated non-compliance.

C) Infringement Notices

An infringement notice is a notice to the effect that the person to whom it is directed has committed a specified offence under Environmental Health legislation and requires payment of a specified modified penalty monetary amount for the offence within a prescribed time. These are not appropriate for significant breaches (serious or imminent threat to public health) of Environmental Health legislation.

Infringement Notices can be used where there is a pattern of minor non-compliances (i.e. cleanliness issues which are unlikely to cause contamination), or a serious non-compliance (i.e. high risk of food contamination) or where one of the following administrative offences occurs:

- Obstructing, impersonating or intimidating an authorised officer,
- Failing to notify conduct of a food business,
- Failure to receive a mandatory Food Safety Audit in accordance with the assigned frequency, or
- Conducting an unregistered food business.

An infringement can only be issued in the prescribed form and within the timeframe from the offence having occurred as specified by the relevant Environmental Health legislation.

An Infringement Notice may be withdrawn at any time by sending a withdrawal notice in the prescribed form to the alleged offender. If an infringement notice is withdrawn after the modified penalty has been paid, the amount paid must be refunded. An infringement notice should only be withdrawn where it has been issued in error or the alleged offender can demonstrate that there were significant extenuating circumstances outside of their control that prevented them from complying with the relevant legislation.

Infringement notices may be reviewed by submitting a written request to the City. A request to review an infringement notice must be supported by evidence to justify why the infringement should be withdrawn. A request for review of an infringement notice will be assessed by the Coordinator Environmental Health with the applicant being notified of the result of their dispute in writing within 10 business days.

D) Prohibition Orders

Prohibition orders may be issued where it is necessary to prevent or mitigate a serious danger to public health or where an improvement notice has been issued and there has been a failure to comply with the specified criteria.

A prohibition order must specify any provision of the legislation to which it relates; and may specify particular action to be taken by a person or business to ensure compliance with the provision of the legislation to which it relates. It must also specify the relevant section of legislation under which it is being issued. A brief of evidence sufficient to prove all the elements of an offence to instigate a prosecution will be the normal standard required prior to the issue of a prohibition order. Breach of a prohibition order is an offence and will normally result in prosecution.

Environmental Health legislation provides for compensation to be paid if the person to whom the order was issued suffers a loss because of the order and there were insufficient grounds for making the prohibition order.

E) Seizure

The ability to seize equipment, food or other items exists under various Environmental Health legislation. Environmental Health Officers have the authority to seize items that the Officer believes, on reasonable grounds, is evidence that an offence has been committed. The requirements of seizures, including provisions for compensation, vary depending on the legislation under which the seizure is executed. Seizures function as both evidence gathering tool and as an immediate injunction to address both serious public health risks or ongoing non-compliance. A seizure should only be executed following consultation with Senior Environmental Health Officers or Coordinator Environmental Health. Where a seizure does not result in compliance and the matter is escalated, consultation should extend to the Manager City Future.

All seizures should be undertaken with at least two Environmental Health Officers present. A seizure of noisy equipment under section 82A of the *Environmental Protection Act 1986* should only be undertaken with the WA Police in attendance.

F) Prosecution

Prosecution will normally be reserved for the most serious breaches or matters where less severe enforcement action has not changed the non-compliant behaviour. Proceedings must only be initiated within the timeframe from the offence having occurred as is specified by the relevant Environmental Health

legislation. For proceedings initiated under the *Food Act 2008,* the City as the appropriate enforcement agency must provide notification of conviction to the WA Department of Health. The notification must be made in the prescribed form within 14 days from the final notice of conviction.

Where appropriate, prior to commencing proceedings consideration should be given to providing the alleged offender with a final warning letter which has been drafted by the solicitor acting for the City.

Office use only

Relevant delegations	Not Applicable
Initial Implementation	Date 6 February 2023 Author Matthew Brittan – Senior Environmental Health Officer
Last reviewed	Date 6 February 2023 Officer Stevan Rodic – Director Planning and Development
Next review due	Date 6 February 2025

Government of Western Australia
Department of Health
Public Health and Clinical Services

Hoarding and Severe Domestic Squalor

A Toolkit for Local Government

Delivering a **Healthy WA**

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Acknowledgments

Foot in the Door Guidelines: Stepping Towards a Solution to Resolve Incidents of Severe Domestic Squalor in South Australia.

Hoarding and Squalor: A Practical Resource for Service Providers in Victoria.

Introduction

Local government authorities and service providers have dealt with situations of hoarding and squalor for many years. There is increasing recognition that this public health issue is having a severe impact on the individuals involved, their families and any children or dependents, including animals, in their home. It can also impact neighbours and the surrounding community and often requires significant resources from local government and other services responding. For this reason, some Australian states have developed recommendations regarding the most appropriate response to situations of hoarding and squalor in their area. These have driven the development of a Western Australian toolkit to aid local government authorities in their response to situations of hoarding and squalor.

The Purpose of this Toolkit

This toolkit was primarily written to support Environmental Health Officers of local government in their response to individuals living in conditions of hoarding and squalor. It aims to:

- Raise awareness of the various agencies who may be of assistance to local government when managing cases of hoarding and squalor;
- Provide for a consistent approach to hoarding and squalor cases by Local Government; and
- Improve the benefits of a coordinated effort through cross agency responses.

Compulsive Hoarding

Nearly everyone keeps some things that they don't need or use. Compulsive hoarders acquire more items than non-hoarders and although the items may be similar, people who hoard often collect identical and multiple types of the same item. Initially the individual's possessions may be organised but as the volume of items increases disorganisation generally follows.

There is no explicit definition of compulsive hoarding however the widely accepted international definition of compulsive hoarding is made up of three primary characteristics:

- The acquisition of and failure to discard a large number of possessions that appear to be useless or of limited value.
- Living spaces are cluttered to the point that they can't be used for the activities for which they were designed.
- Significant distress or impairment in functioning, caused by the hoarding.

(Frost, Gross 1993)

Animal Hoarding

The hoarding of animals is a specific type of hoarding, generally accompanied by the hoarding of other items, where individuals accumulate a large number of animals for whom they are unable to provide adequate care. It is a complex behaviour resulting from psychological and behavioural deficits that may impede on a person's ability to care for themselves and their animals.

Characteristics of Animal Hoarding

- Failure to provide minimal standards of sanitations, space, nutrition and veterinary care for the animals,
- Inability to recognise the effects of this failure on the welfare of the animals, human members of the household and the environment,
- Obsessive attempts to accumulate or maintain a collection of animals in the face of progressively deteriorating conditions, and
- Denial or minimisation of problems and living conditions for people and animals.

(Patronek et al 2006)

Whilst animal hoarding may begin as an act of compassion, eventually the needs of the animals are neglected and compulsive care giving, despite being inadequate, is pursued to fulfil the unmet needs of the person.

Severe Domestic Squalor

Squalor describes an unsanitary living environment that has arisen from extreme and/or prolonged neglect and poses substantial health and safety risks to people or animals residing in the affected premises, as well as in the community.

Severe domestic squalor is a term used primarily in Australia and refers to households that are

- extremely cluttered,

- in an unsanitary or terrible condition, and
- where the accumulation of items such as personal possessions, rubbish, excrement and decomposing food creates an environment that jeopardises the health and wellbeing of the occupants.

A typical outcome of this results in daily living activities such as cooking, bathing and sleeping becoming difficult or impossible.

Extreme cases of severe domestic squalor can also impact on neighbours, such as the property being a fire hazard, emitting a foul odour or harbouring vermin.

Responding to Hoarding and Squalor

The following information is designed to guide local government Environmental Health Officers in their response to cases of hoarding and squalor.

Principles Underpinning the Service Response

The role of the Environmental Health Officer typically focuses on the public and environmental health impact of poor living conditions rather than on the needs of the individual. The Department of Health recommends that the following principles be considered when planning a response to situations of hoarding and squalor.

- Competence – Individuals living in situations of hoarding and squalor are considered competent to make informed decisions unless there is evidence to the contrary.
- Self-determination – With the appropriate information and support that recognises diversity, individuals should be encouraged to make their own decisions.
- Appropriate protection – Where a person is not competent to make their own decisions due to mental incapacity or being a younger person or child, it may be necessary to appoint a guardian or administrator. Even when a person or child is unable to make all decisions themselves, their views should be taken into account as far as possible. The welfare of any affected animals must also be appropriately protected.
- Promote personal and social wellbeing – The promotion of a person's, child's or animal's safety and wellbeing is essential and equally important.
- Recognition of relationships – All responses to hoarding and squalor cases should be respectful and inclusive of existing relationships that are considered important to the person living in those conditions.
- Collaborative responses – Effective prevention and response requires a collaborative approach that recognises the complexity of the issue, and the roles, skills and experience of appropriate services, including those responding from regulatory and support frameworks.
- Community engagement – The most effective response is achieved when agencies and services work collaboratively and in partnership with the community.

(Victorian Department of Health 2013).

All agencies involved in this complex issue need to work together to ensure that range of services involved address these principles.

Intra-Agency Collaboration

Local Government have a range of services which can work together to manage typical cases of hoarding and squalor. Whilst collaborating with external agencies will enable the most comprehensive response, local government should have internal services that can assist people living in hoarding and squalor conditions.

A best practice response to cases of hoarding and squalor is often a shared responsibility amongst service providers. The combined expertise across a range of agencies can deliver a coordinated effort with an integrated service to achieve sustainable outcomes for people living with hoarding and squalor.

Local government is often the first point of contact in cases of observed hoarding and squalor conditions. Local government often has the most appropriate suite of services within its organisation to best coordinate the response. This includes Environmental Health, Community Services and Disability Services Departments. Each local government authority may have a slightly different approach to the type of coordination that best suits the circumstance.

This coordinated approach is recommended in the following literature: SA Guidelines 'A Foot in the Door', NSW Catholic Community Services Severe Domestic Squalor Pilot Project (2009), VIC Department of Health Discussion Paper (2013) and Practical Resource for Service Providers (2013).

Which Services Respond

Individuals with hoarding behaviours or those living in a squalid environment may have multiple or chronic issues which need to be addressed. For example the person may:

- Be difficult to engage, have been stigmatised by worker perceptions or have limited trust in the system, service providers and other people
- Have behaviour management or poor self-management issues
- Not have accessed reliable and accurate clinical assessments (and have a possible undiagnosed condition)
- Have an acquired brain injury, physical health issues, mental health issues, suicide/self-harm issues, an intellectual disability, use alcohol or other drugs or be exposed to violence
- Have experienced or be at risk of homelessness
- Have dependents including people who are elderly, frail, disabled, children or animals
- Have neglected the state of buildings and surrounding property.

A coordinated response suggests that each service provider should have a means by which an individual client can be linked to other services as required to meet their complete range of needs (including those of animals), in a timely manner.

Currently there are different types of existing services who respond largely independently to cases of hoarding and squalor.

The Benefits of Service Coordination

For the person with hoarding and squalor:

- Provision of up-to-date information about all services available in the local area and who best to contact in specific circumstances
- Each service provider can act as an access point to alternative services – allowing clear and consistent inter-referral pathways
- Improved response times to requests for information and referral
- Information can be provided once and transferred confidentially between relevant service providers as required- no need to repeat their information
- Improved and timely identification of needs
- Consistent service standards from each provider

Initial Referral

Local government often receive referrals or requests for assistance in cases of people living in hoarding and squalor conditions. This may result in the local government employees becoming the 'key worker' or coordinator of such cases. Local government can provide assistance to the client and also refer the person to other appropriate health and community services such as mental health, aged care, drug and alcohol, non-government organisation or Home and Community Care (HACC) services.

Local government may also be contacted by neighbours, friends or relatives who have concerns or complaints regarding someone living in hoarding or squalor conditions. Other agencies may also be notified of or discover hoarding and squalor issues in their clients and contact local government.

To assist the investigation process, it is recommended that the following information is collected and recorded when an initial referral or request for assistance is received;

- Length of time person has been living in unclean conditions
- Type of housing person lives in (privately owned, rented or public housing)
- Family, carer, friend or neighbour visiting regularly?
- Occurrence of neighbour disputes
- Utilities in home and community services
- Person's character, habits and medial/psychiatric history
- Others living in house or animals
- Language or communication barriers

If the referral indicates that the situation poses a risk to public health, the Environmental Health Officer may undertake an inspection. Prior to this occurring, and only if possible, it may be beneficial to identify who has a relationship of trust with the person living in hoarding and squalor conditions (the person's family, friends or next of kin, GP or other agencies who may be assisting the person). This approach may also reveal which other agencies have already taken steps to manage the hoarding and squalor situation prior to local government involvement.

Referral and Disclosure of Personal Information

Referral is the transmission of personal or health information relating to an individual from one agency to another. This is done for the purpose of further assessment, care or treatment. Referral between agencies is vital to interagency collaboration and providing a holistic service to people living in situations of hoarding and squalor.

All agency personnel need to handle a clients personal and health information in accordance with the requirements imposed by the relevant privacy legislation. Privacy laws require that if an organisation is going to collect personal or health information, the client must be informed of the intended use of the information. The client must also consent in writing to the collection, proposed use and future disclosure of the information.

It is recommended that common agreements should be reached between service agencies regarding the disclosure of information, to ensure that the sharing of a client's personal and health information between services occurs in accordance with privacy laws.

The Home Visit

The purpose of the initial home visit is to;

- determine if hoarding is present;
- assess whether the person is living in squalor and to rate the extent of the squalor;
- assess the nature and severity of any associated health and lifestyle issues; and

Environmental Health Officers should follow their usual procedure in arranging an inspection to the person's home. Often the agency that received the initial referral will conduct the first home visit. In some cases it may be appropriate for another staff member or agency to either undertake the visit or accompany the EHO conducting the visit. Such instances could be where certain risks have been identified, such as child neglect, poor animal welfare or a fire hazard, or if the client is known to have developed rapport with a particular agency's staff member.

The nature of the initial contact made with the client is extremely important as it can have a significant bearing on the client's acceptance of help. Generally, the client is more likely to be successfully engaged if an interest is shown in them (sensitivity and respect) and their particular reason for needing help. If the person agrees to accept help, the likelihood of achieving significant change and improving conditions for the individual and others is considerably greater.

Options that could be considered include:

- If the person is too fearful to open the door, try leaving a note in the mailbox or under the door, asking them to make contact. Keeping privacy concerns in mind, discrete enquiries with neighbours might be of assistance.
- If the person requests an interpreter or has inadequate language skills, a professional interpreter should be used. Refer to your organisation's procedures regarding the engagement and use of interpreters. Cultural and linguistic factors can impact on the success of engagement with the person.
- Ask the person how he/she feels that they could benefit from help, and identify the perceived needs.
- Be persistent, sensitive to the person's needs and careful not to overwhelm them. Even if their initial reaction is negative and they reject any intervention, it is still important to continue to try to establish a relationship.
- Avoid imposing your own values and judgement. Many people living in squalor often do not even perceive that their home is dirty.
- Take time**.** An immediate focus on a need for cleaning can cause distress, and sabotage chances of achieving a successful alliance.

Safety

Home visits are regarded as a workplace activity and as such, current OH&S legislative requirements apply. Two staff should conduct the initial home visit during office hours.

Staff should not visit a client at home if:

- the assessed risk of aggression is 'high' or 'extreme'
- violence is known to have recently occurred and the perpetrator (consumer or other person) is at the address or is likely to return or arrive during the visit
- the consumer or other person/people present is exhibiting signs of aggression and/or intoxicated by alcohol and/or drugs

Staff Movements - Checking Out and In

Organisational procedures should be in place to ensure that staff movements are documented. This should include the use of an office log, which should allow for the inclusion of:

- comprehensive details relating to the staff member and the client being visited, including the name, address and telephone number of the client being visited, any other appointments that the staff will be conducting while out and the order in which visitations are expected to occur
- the expected time of arrival at the nominated venue or venues if conducting several visits or appointments
- the expected length of each visit or appointment
- contact details of the worker, e.g. mobile phone number
- a description of the vehicle to be used including colour, registration and type/model
- expected time of return should be documented and the staff member should be expected to report back to the office by phone in circumstances where the visit has gone beyond the expected timeframe.

Agencies must ensure that there are effective procedures in place to:

- monitor and investigate delays
- determine staff locations
- where necessary, initiate emergency procedures
- advise others of any problem.

Upon Arrival at a Consumer Home Visit

- Park on the street where you can't be parked in or obstructed.
- Do not enter the home if you can hear people arguing at the premises, if you see people using alcohol or drugs at the premises or if you feel threatened.
- Keep your car in good repair and with a full gas tank.
- Present your employee identification badge.
- Carry only what you need in your bag; leave your credit cards, cheque book and other personal valuables at home.

- Put a single car key on a key ring or chain and keep it in your pocket so that it is easily accessible if you need to leave quickly.
- If you become concerned for your safety or are threatened with physical harm upon arrival for a consumer visit, you should:
  - leave immediately
  - drive to a safe location and then contact the office, or if urgent, contact the police and then your manager
  - if necessary proceed to the nearest police station.

During a Home Visit

All staff should receive full training in identifying and managing risks, such as risk of aggression and hazards around the home. The following safety procedures should be adhered to by all staff during home visits.

- Be cautious when entering a consumer's home.
- If an unfamiliar person opens the door, make sure the client is home and that you feel safe before entering, it may be necessary to abandon the visit if you have any concerns.
- Ask whether there are other people at home. Be aware of the presence of others.
- Be aware of house layout and your exit routes.
- Keep your keys and mobile phone on you.
- Take a torch for seeing in poorly lit areas, tools for removing face plates and other hardware that may hide pests, a telescoping mirror for seeing under drawers, in corners of cabinets and specimen containers for collecting pests for identification.
- Take a camera to take pictures of existing conditions that may factor into any treatment plan or intervention.
- Conduct a quick assessment by asking yourself:
  - is the consumer coherent?
  - is there anything different in their demeanour?
  - are they exhibiting signs of agitation or aggression?
  - is there any evidence of alcohol or drug use?
  - are other people present?
  - is anyone arguing?
  - are there any weapons?
  - is the home in disarray or different than usual?
- For an interview, stay in the living room or dining room.
- Sit in a hard-backed chair. You can get up faster from a firm chair than from a soft sofa.
- Wear closed toe shoes and consider taking along a second pair of shoes to change into after the visit.
- Leave your shoes on. If your client doesn't want you wearing shoes, mention that you have to wear them because of your employer's health and safety policy.
- Take masks, booties, plastic gloves and hazmat suits with you for use when needed. If you need to use protective clothing, provide some to the person whose premises you are inspecting to reduce the feelings of separateness between worker and client.

- Using strong smelling masking applicators (such as Vicks, or essential oils) or try sucking on honey lemon cough drops are a way to help you deal with odours in a home.
- Consider applying a heavy spray of cologne on one shoulder so that you can turn your head and inhale it when required.
- Take a clip board to help with taking important notes from a standing position.
- Keep a plastic bag in your vehicle to place your closed toe shoes in and tie them up if possible after a visit.
- Wet wipes are useful to keep in your car for a quick wipe down of yourself or bag if you feel it is needed.
- Do not approach animals you do not know. Aggressive animals in particular, should be put into a separate room. Request this if the family does not offer.

Speaking with Someone with Hoarding behaviours

DON'T

• Use judgmental language

• Use words that devalue or negatively judge possessions.

• Let your non-verbal expression say what you're thinking.

• Make suggestions about the person's belongings.

• Try to persuade or argue with the person. *• Touch the person's belongings without explicit permission*.

DO

• Imagine yourself in the hoarding client's shoes.

• Match the person's language.

• Use encouraging language.

• Highlight strengths.

• Focus the intervention initially on safety and the immediate needs of the client and gradually work towards a strategy on discarding possessions.

Dealing with Aggression

- Be aware of your own body language.
- Stay calm.
- Keep your arms at your sides with your palms up. This is less threatening and the individual can see that you do not have a weapon. Never clench your fists.
- Don't contradict or try to touch an angry person.
- Keep your voice calm. Don't argue with him/her. Speak slowly using simple, precise words and be polite.
- Be cautious about making eye contact. Some people find this a threat or challenge.

- Let the person know you are listening. Restate what he/she said in your own words.
- If possible, keep a safe distance from the person.
- Watch the person's body language, including shaking or clenching fists, or a change in posture. He/she may be ready to do something physical.
- If the person is quietly looking off into space after a period of venting, he/she may be considering some action to take against you. You should say something out of the ordinary to get the person's attention.
- Leave the house quietly if you think the person is going to lose control.

The Assessment

It is useful to carefully distinguish hoarding disorder from non-pathological collecting, as well as from the general medical conditions that may result in the accumulation of possessions. Each case of hoarding and severe domestic squalor can differ significantly in nature and severity and it is unlikely that any two cases will be treated the same. The associated risks to the individual, neighbours and the community may also vary depending on the degree of hoarding and severe domestic squalor on the property. For this reason several assessment scales have been designed to allow service providers to objectively assess the severity of the situation, inform the appropriate intervention strategies and also provide a common language and understanding of each case across agencies. These include:

- The Environmental Cleanliness and Clutter Scale (Halliday, Snowdon 2006)
- Clutter Image Rating Scale (Steketee, Frost 2007)
- The Severe Domestic Squalor Assessment Scale (Government of South Australia)
- Hoarding Rating Scale (Tolin et al 2008)

Use of these assessment tools does not require specific training and can provide useful information about the severity of hoarded materials, hoarding behaviour and squalor. They can also be shared with other agencies that may be involved in the case and can be useful when coordinating a response between multiple services.

A modified assessment tool has been developed for use in Western Australia and can be found in Appendix 1. The use of this tool is recommended to all local governments as it provides a standardised assessment of the condition of the property and the associated risks. It reduces the need for multiple assessments of the property to be undertaken. It also avoids the risk of insensitive language being used to describe the condition of an individual's home. The assessment should ideally be conducted in conjunction with the client and in the person's home. If the specific individual is not available or refuses to be interviewed, this interview may be administered through a reliable informant.

Photographs and video recording may be taken during home visits to accompany any documentation of inspections. Dated photographs can be useful during remediation activities or where legal action is deemed to be necessary.

Part A

The first part of the assessment, Part A, is aimed at determining the presence of hoarding disorder. The questions contained in this interview relate to each of the six criteria needed to evaluate the presence of hoarding disorder. The questions asked in Part A appear in the box below and should be asked during the course of the interview, while the text in *italics* is present only to assist the EHO. For a diagnosis (strong indication) of hoarding disorder all five criteria must be endorsed.

Part A
1) Do you experience difficulty discarding or parting with possessions? ☐ Yes → Go to question 2 ☐ No → Hoarding Disorder is not present, go to Part B *This question aims to identify persistent difficulty discarding or parting with possessions, regardless of their actual value. This may include throwing away, selling, giving away, recycling, etc.*
2) Do you intentionally keep these items? Are they important or useful for you? Do you generally feel distressed or upset when discarding possessions? ☐ Yes to both questions → Go to question 3 ☐ No → Hoarding Disorder is not present, go to Part B *These questions are intended to evaluate whether the accumulation of objects is intentional/active and whether the discarding process causes distress (or would cause distress, in cases where discarding is entirely avoided). Where the accumulation is due to passive accumulation, or where the discarding process does not cause distress, hoarding disorder is not present and the accumulation is a result of some other cause.*
3) Do you have a large number of possessions which congest or clutter your home? ☐ Yes → Go to question 4 ☐ No → Hoarding Disorder is not present, go to Part B *The difficulty discarding possessions results in the accumulation of possessions that congest and clutter active living areas and substantially compromises their intended use. "Clutter" refers to the presence of a large number of items that are lying about in a disorganised way. The question refers to the key living spaces such as bedrooms, kitchen, or living room but excludes garages, attics, lofts, basements, and other areas that may commonly be cluttered in the homes of non-hoarding individuals. To meet this criterion, active living spaces that are necessary for everyday life must be cluttered to the extent that their use is substantially compromised. If unclear, ask about the level of obstruction for particular rooms. The presence of clutter may also be quantified with other available instruments such as the Clutter Image Rating Scale1. On the Clutter Image Rating Scale, a room score greater than 4 is usually indicative of clinically significant clutter, however this is only for guidance and all available information needs to be taken into account.*
4) Do the difficulties discarding clutter cause you distress? Do the difficulties or the clutter interfere with your family life, friendship or ability to perform well at work or home?

☐ Yes to one or both questions → Go to question 5 ☐ No → Hoarding Disorder is not present, go to Part B *The hoarding causes clinically significant distress or impairment in social, occupational, or other important areas of functioning (including maintaining a safe environment for self and others). Note that some individuals with poor insight may not acknowledge being distressed, though any attempts to discard possessions by third parties will result in distress or anger.*
5) Do you have any general medical conditions or a history of head injury? ☐ Yes → Go to next question ☐ No → Hoarding Disorder is present. *Review available medical history for neurological disorders and inquire about history of severe head trauma. Some relevant conditions include traumatic brain injury, surgery or infections of the central nervous system (e.g., herpes simplex encephalitis).* Did you have difficulties with discarding/clutter before you became ill/ suffered a head injury? ☐ Yes → Hoarding Disorder is present. ☐ No → Hoarding Disorder is not present, go to Part B *Try to establish whether there is a clear temporal link between the medical condition and the onset of the hoarding behaviour. As limited medical information will be available, the EHO should err on the side of caution with criteria 5.*

Part B

Part B of the assessment is the Environmental Cleanliness and Clutter Scale, which is used to rate the degree and various aspects of uncleanliness and lack of functionality in rooms such as the kitchen, bedroom and bathroom. It also rates other indicators of squalor such as odour and vermin. Assessors should circle the box or number that best fits their observations in relation to the different items. These descriptions are meant to be indicative, but professional discretion may be used to decide between one category and another. For example, the consequences of living in severe domestic squalor may be heightened if vulnerable people (e.g. children, the elderly or the disabled) are living in the dwelling and intervention may be necessary regardless of the total score. Where possible, all rooms should be inspected before making a rating. In some cases it may not be possible to assess all of the living spaces (e.g. if the client refuses access to the property). In such cases, the assessor should complete as many sections in the assessment as possible and use professional discretion on whether further action is necessary.

Part B – Squalor Assessment

1. Accessibility

How easy is it to enter and move around the dwelling?

0	1	2	3
Easy	Somewhat Impaired	Moderately Impaired	Severely Impaired
0 – 29%	30 – 59%	60 – 89%	90 – 100%
% of floor space inaccessible for use or walking across			

2. Accumulation of Refuse or Garbage

In general, is there evidence of excessive accumulation of garbage or refuse e.g. food refuse, packaging, discarded containers or other unwanted material?

0	1	2	3
None	A Little	Moderate	A Lot
	Bins overflowing, up to 10 emptied containers scattered around.	Garbage and refuse littered throughout the dwelling.	Garbage and waste piled knee high, clearly no recent attempt to remove garbage.

3. Accumulation of Items of Little Obvious Value

In general, is there evidence of accumulation of items that most people would consider useless or should be thrown away?

0	1	2	3
None	A Little	Moderate	A Lot
	Items are organised and do not impede movement or prevent access to appliances.	Items cover furniture in most areas and have accumulated throughout the dwelling.	Items are piles waist high in most areas. Cleaning would be difficult or impossible, appliances are

			inaccessible.

4. Cleanliness of Floors and Carpets			
0 Acceptably Clean in All Rooms	**1** Mildly Dirty Floors and carpets look like they haven't been cleaned for days. Some scattered rubbish.	**2** Very Dirty Floors and carpets very dirty and looks like they haven't been cleaned for some time.	**3** Filthy With rubbish or dirt throughout.

5. Cleanliness of Walls, Furniture Surfaces and Window Sills			
0 Acceptably Clean in All Rooms	**1** Mildly Dirty Dusty or dirty surfaces. Dust or dirt is easily removed by finger or damp cloth.	**2** Very Dirty Grime or dirt on walls. Cobwebs and other signs of neglect. Greasy, messy, wet and/or grubby furniture	**3** Filthy Walls and surfaces are so dirty that an average person would not wish to touch them.

6. Bathroom and Toilet			
0 Acceptably Clean in All Rooms	**1** Mildly Dirty Dusty or dirty surfaces. Dust or dirt is easily removed by finger or damp cloth.	**2** Very Dirty Grime or dirt on walls. Cobwebs and other signs of neglect. Greasy, messy, wet and/or grubby furniture	**3** Filthy Walls and surfaces are so dirty that an average person would not wish to touch them.
7. Kitchen and Food			
0 Clean & Hygienic	**1** Mildly Dirty & Unhygienic Dirty cook-top and work surfaces. Refuse mainly in the bin.	**2** Moderately Dirty & Unhygienic Oven, surfaces and floor are dirty. Bins overflowing. Some rotten or mouldy food. Fridge unclean.	**3** Very Dirty & Unhygienic Oven, surfaces and cupboards filthy. Large amount of refuse and garbage over surfaces and floor. Putrid food.

8. Odour			
0 None	**1** Unpleasant e.g. urine smell present, unaired room.	**2** Moderate Bad but can remain in the room.	**3** Unbearable Assessor has to leave the room very soon due to odour.

9. Vermin			
0 None	**1** Few e.g. cockroaches.	**2** Moderate Visible evidence of vermin in moderate numbers e.g. droppings and chewed papers.	**3** Infestation Alive and/or dead in large numbers.

10. Sleeping Area			
0 Clean and Tidy	**1** Mildly Unclean Untidy, bed unmade, sheets unwashed for weeks.	**2** Moderate Bed sheets unclean and stained. Clothes and/or rubbish over floor areas.	**3** Unbearable Sleep surface unclean or damaged. Either no sheets or extremely dirty bed linen.

Total Score: _____

Do you think that this person is living in Squalor?			
No	Yes with mild clutter	Yes with moderate clutter	Yes with severe clutter

Additional Comments:

Part C

Part C of the assessment aims to identify other aspects of the property or clients living circumstances where assistance may be required.

Part C – Living Conditions Assessment
1. Is there running water in the dwelling?
2. Is the electricity and/or gas connected and working?
3. Are there animals present? Are they being appropriately fed and cared for?
4. Is the dwelling structurally unsafe?
5. Are there vulnerable people living on the property? Are they being adequately cared for?
6. Is there an increased fire risk associated with the property?
7. Are there OH&S risks associated with the property?

Where the response to any of the above questions is 'yes', note the details below.

Assessment Results

Part A Results

Hoarding disorder is a serious psychological condition that can only be diagnosed by a psychiatrist, but any intervention must take the results of Part A into account. Part A of the assessment is designed to distinguish between those living with hoarding disorder from those living with chronic disorganization. If a client has a positive result from Part A of the assessment it is likely compulsive hoarding disorder may be present. Environmental Health Officers are typically trained to respond to the symptoms of hoarding and squalor (such as addressing specific situations causing public health risks), rather than responding to the underlying cause. They are not in a position to offer psychiatric or psychological support which requires specialist clinical services.

Those suffering from chronic disorganisation however, may recognise the problem of clutter impeding their lifestyle, but may feel helpless to do anything about it. They can benefit greatly from invention by the EHO and achieve a positive outcome.

Part B Results

A score of less than 12
A score of less than 12 indicates the property is below the level of moderate or severe squalor, and immediate intervention is not required. However, in some cases professional judgement may indicate that some risks are present that require attention (sometimes immediately). It may also be appropriate to provide the client with some basic support services to prevent the situation from escalating. Ratings of less than 10 imply that although the person may need help with cleaning or sorting out possessions, they do not live in severe domestic squalor.

A score of 12 or more
A score of 12 or more is indicative of a property in moderate or severe squalor and corrective action is required. A rating of 20 or more usually means that the person lives in severe domestic squalor.

An inspection undertaken by an Environmental Health Officer may reveal that there are no breaches to the Local Laws or Health Act. If that is the case it is still recommended that other services are contacted to prevent, as much as possible, those breaches occurring in the future. The type of services enlisted depends on the conditions identified.

Part C Results

The results from Part C will provide further indication of where interventions may be necessary.

Intervention

When a living environment containing hoarded items and squalor causes distress, impairment or is unsafe to the person or the immediate neighbourhood, an intervention is required. Intervention from Environmental Health Officers may only be necessary when hoarded items are posing a risk to public health. However some situations of significant hoarding not posing a risk to public health may still be impacting negatively on the person and may require intervention from relevant service providers. The following information is primarily for interventions in compulsive hoarding cases including those resulting in severe domestic squalor.

The Quick Fix is Ineffective

International and national stakeholders from various sectors agree that the quick fix, a one off enforced physical clean-up, is an ineffective response to compulsive hoarding cases and it is discouraged because:

- It can cause extreme anxiety, trauma, depression and even suicide as the person has not willingly consented to the clean-up
- The home will revert to its original state, filled with collected items
- It does not address the underlying psychological disorder, only removes the symptoms of hoarding behaviours

(Mogan 2010).

Efforts to remove the physical evidence of compulsive hoarding behaviours, or another underlying mental or physical condition, does not typically bring about change. Health services (including mental health) and community services need to work with the person to achieve gradual and sustainable change.

The use of legislation to manage a case of hoarding and/or squalor can have both positive and negative effects. The threat of legislation can provide useful leverage to engage a person, particularly those who are disorganised and/or those who need external motivation. Further to this, legislation provides a formal opportunity to approach and engage clients in their home. For example, often people who are disorganised or hoard do not agree to treatment until after they have been threatened with eviction or some other negative consequence that is external to the distress or impairment caused directly by their hoarding behaviours. Whilst this may appear to be a stronger inflexible intervention, it can actually enable a more flexible and supportive approach to evolve. This approach however, has associated risks as it may destabilise a vulnerable individual. The issuing of Notices also starts an administrative process that can lead to court and lengthy legal processes if the occupant is non-compliant.

Photographs that were taken during the initial home visit and taken at monthly or other intervals can be useful to assist ongoing engagement and provide some positive reinforcement of progress achieved.

Arranging Cleaning Services

Although not an effective sustainable solution to hoarding and squalor, the clearing and cleaning of a property may be necessary and can be required under the *Health Act 1911*. An example of this is where a tenant is at risk of eviction and homelessness if the condition of their

property does not improve. Another situation is where the living conditions are posing immediate threat to an individual's health and well-being. Temporary accommodation may be considered in these circumstances.

An agreement in writing between the client and cleaning service can be used to identify which items are to be removed during cleaning. This document may be used to prevent subsequent accusations from the client that items were moved without their permission or stolen.

A flow chart regarding the planning for cleaning for co-operative and unco-operative clients can be found in Appendix 2 and 3 respectively and a copy of a Cleaning Services Agreement can be found at Appendix 4.

Accessibility

Where a door cannot be opened fully or you can't get to a window, means of exit and entrance in an emergency are blocked. This is a problem if there is a fire where someone needs to get out quickly. Fire companies may not be able to get into the area to fight the fire or may not be able to send in personnel out of fear for the fire fighter's safety. The client should be encouraged to clear an unobstructed pathway through the residence to allow for safe access and egress.

Animal Services

Animals often become unintentional victims in situations of Squalor and Hoarding. The environment, in which they are being forced to exist, can be quite dangerous for them and detrimental to their health and well being. They may be neglected or inappropriately cared for. There may also be instances in which the pet owner is being removed from a squalid environment (e.g. to be hospitalised or moved into new accommodation) and they are unable to take their animals with them. The RSPCA should be contacted where animal cruelty or neglect is suspected. Each local government is encouraged to compile a list of local services that be able to assist with the temporary care or re-homing of animals.

Asbestos

When damaged or weathered asbestos is found on a property a remediation plan must be developed.

The Department of Environment Regulation (DER) can provide advice on the regulation and advice on the safe transport and disposal of asbestos materials and the Department of health can provide advice on the safe handling of asbestos materials in the public and residential sectors.

Children

Children who are living in situations of squalor and hoarding need to be carefully considered. The chaos of a squalid or cluttered environment may put their physical, mental and social well being at risk or increase the likelihood of them being neglected. The contact point for concern regarding children living in squalid or cluttered environments is the Department for Child Protection and Family Support.

If you are concerned about a child's wellbeing, contact the Department's district office closest to where the child lives or the Crisis Care Unit after hours.

If you make a report or disclose relevant information to the Department, there is legislative protection for the notifier. These are:

- Protection of identity - with some exceptions, your identity must not be disclosed without your consent. For further information, refer to section 240 of the *Children and Community Services Act 2004*.
- Legal protection – you are not subject to legal liability under State law providing the information is provided in good faith.
- Professional protection – authorised disclosure of information cannot be held to constitute unprofessional conduct or a breach of professional ethics. As a result you cannot be disciplined by your professional body or incur any formal professional negative consequences at your workplace.

When you contact the Department, the Duty Officer will gather and record information that you provide and decide how best to respond. The type of information that the officer will gather includes:

- details about the child/young person and family
- the reasons you are concerned
- the immediate risk to the child
- whether or not the child or family has support
- what may need to happen to make the child safe
- your contact details, so that the officer can call you to obtain further information if required or to provide feedback.

You do not need to have all the details about the child or family when you contact the Department.

Cleaning Services

Environments which have become squalid will usually require a high quality professional clean or a forensic clean. There are a number of companies who offer these services. The cost of their service will depend upon the severity of the squalor and the intensity required for the clean. You would need to contact the company to arrange a quote, companies can be found in the yellow pages under professional/forensic cleaners, many of these companies also have websites.

Mould

Prolonged exposure to mould may be particularly harmful. Research in this area has not been conclusive. Symptoms caused by exposure to mould may include;

- Respiratory illness or asthma;
- Watery, itchy, red eyes;
- Chronic cough;
- Headaches or migraines;
- Rashes (dermatitis); and
- Sinus problems, blocked nose and sneezing.

A remediation plan should be developed with the client where evidence of mould is found. More information on mould is available from the Department of Health's Public Health website.

Vermin

Vermin (including rats, cockroaches, fleas, mice, bed bugs and flies) are one of the many consequences of Squalor and Hoarding. Unfortunately vermin infestation will not only impact upon the person living in the squalid environment but also those in surrounding properties and will therefore need to be very promptly addressed.

Where evidence of vermin is found, a treatment plan should be drawn up and agreed upon with the client. The Department of Health produces a "Facts on Rats" leaflet which details the signs of rat presence and treatment for rats and a "Fleas" leaflet, which may also provide assistance to the client.

The Compliance Role of the Environmental Health Officer

It is sometimes the case that despite the best efforts of Environmental Health Officers and other support services, that individuals living in situations of hoarding and domestic squalor are not responsive to the intervention strategies and their property remains in a state that causes a nuisance or danger to public health. There are also situations where the individual is competent and capable of making the decision to improve the standard of their property and carry out the works to do so, however choose not to. In these cases it may be necessary for Environmental Health Officers to use a legislative approach.

The Health Act 1911 empowers local government to develop local laws regarding how situations of hoarding and domestic squalor causing a nuisance or danger to public health can be dealt with by Environmental Health Officers. A simplified version of the section of the Health Act pertaining to situations of hoarding and squalor can be found in Appendix 8.

Information about Service Providers

Government Agencies

North Metropolitan Health Service (08) 9346 3333 **www.nmahs.health.wa.gov.au**

South Metropolitan Health Service (08) 9318 7500
www.southmetropolitan.health.wa.gov.au

WA Country Health Service **www.wacountry.health.wa.gov.au**

Home and Community Care (HACC)

HACC is a cost-shared program between the Commonwealth and State/Territory Governments. It provides funding for services that support people who live at home and whose capacity of independent living is at risk of premature or inappropriate admission to long term residential care.

A person may be eligible for HACC if they:

- are older and frail and having difficulty with everyday tasks
- have a disability
- are the carer of a frail older person or someone with a disability

HACC Regional Assessment Services (RAS) will assess a person's eligibility for HACC support and identify their needs and goals. Following the assessment the RAS assessor will refer the client for appropriate support within or outside the HACC program.

The HACC Program seeks a contribution from clients toward the cost of the support services provided that is fair and affordable. The contribution is based on the level of support that a person receives. People receiving a number of support services from HACC service providers are protected from paying excessive fees by an applied limit called a 'Fees Cap'. The HACC Fees Cap is increased annually effective 1 July. No person will be denied a service because they cannot afford to pay.

Services which are provided under the program include:

- Counselling, support, information and advocacy
- Domestic assistance
- Social support
- Nursing care
- Personal care
- Allied health care
- Respite care
- Centre based day care
- Food services
- Home maintenance
- Home modification
- Transport

For more information, visit the WA Department of Health
www.health.wa.gov.au/hacc/home/index.cfm

Commonwealth Respite and Carelink Centres

Information centres for older people, people with disabilities and those who provide care and services

Centres provide free and confidential information on community aged care, disability and other support services available locally, interstate or anywhere in Australia

For more information 1800 052 222

Department of Environment Regulation

The Atrium, Level 4
168 St Georges Terrace.
Perth WA 6000

Tel: (08) 6467 5000
Fax : (08) 6467 5562
Email address: info@der.wa.gov.au
Website: www.der.wa.gov.au

Regional offices contact details

Albany - 120 Albany Highway, Albany WA 6330
Phone: 08 9842 4567
Fax: 08 9841 7105
Email: southcoast@der.wa.gov.au

Booragoon 181-205 Davy Street, Booragoon
Phone: 08 9333 7510
E: grswanbooragoon@der.wa.gov.au

Broome - 111 Herbert Street, Broome WA 6725
Phone: 08 9195 5538
Fax: 08 9193 5027

Bunbury - Cnr of Dodson Road and South West Highway, Bunbury
Phone: 08 9725 4300
Email: grswanbunbury@der.wa.gov.au

Geraldton - Level 1, 201 Foreshore Drive, Geraldton WA 6531
Phone: 08 9964 0901
Email: midwest@der.wa.gov.au

Kalgoorlie - 32 Brookman Street, WA 6433
Phone: 08 9080 5555
Fax: 08 9021 7831
Email: goldfields@der.wa.gov.au

Karratha - Lot 3 Mardie/Anderson Roads, Karratha WA 6714
Phone: 08 9182 2000
Fax: 08 9144 2000
Email: northwest@der.wa.gov.au

Kununurra - Lot 248 Ivanhoe Road, Kununurra WA 6743
Phone: 08 9168 4200
Fax: 09 9168 2179

Mental Health Services

- Specialist mental health services are in place in the public sector and also in the private sector.
- Mental Health Services (MHS) provide mental health services across the age spectrum, including crisis response, assessment, inpatient and community treatment, rehabilitation and support to people experiencing mental health problems and disorders, and their families and carers.
- In a number of MHSs, there are designated Specialist Mental Health Services for Older People that have a specialist capacity to assess, treat and manage a complex range of mental health disorders in older people.
- People who live in severe domestic squalor are often referred to Specialist Mental Health Services for Older People or Adult Mental Health Services, in order to assess whether a mental health problem may have precipitated or led to the unclean living situation. Some people may be transferred to an inpatient unit under the Mental Health Act as mentally ill or mentally disordered, permitting a brief period of hospitalisation for assessment and ongoing management.

For more information contact WA Department of Health on (08) 9222 4222,
www.health.wa.gov.au

Aged Care Assessment Teams (ACATs)

- Aged Care Assessment Teams (ACATs) comprehensively assess the needs of frail older people and assist them and their carers to access available care services appropriate to their needs.
- ACATs provide information to suitable care options, and can help arrange access or referral to appropriate residential or community care services such as Home and Community Care (HACC). ACAT assessment and approval is required before people can access residential aged care, Community Aged Care Packages (CACPs) or Extended Care at Home (EACH) Packages.

ACATs provide a range of assessments including:

- The duration and severity of domestic squalor
- Whether the person has dementia or other health issues
- How the person is managing financially
- Whether the person is at risk of abuse

Other ACAT services include:

- Negotiating with family/friends and offering appropriate support
- Organising cleaning

For further information contact Local Aged Care Assessment Teams through the local Area Health Service.

Office of the Public Advocate

Guardians appointed by the State Administrative Tribunal. *The Guardianship and Administration Act 1990* provides for the appointment of guardians to safeguard the best interests of adults with decision-making disabilities. These disabilities may be as a result of:

- Intellectual disability
- Mental illness
- Acquired brain injury
- Dementia

Guardianship may be considered an option where there is:

- A need for somebody with legal authority to make decisions in the best interests of a person with a decision-making disability
- Unresolved conflict between family members and/or primary care providers about the person's best interests
- Concern that the person may be at risk of neglect, exploitation or abuse.

For more information contact 1300 858 455 or (08) 9278 7300 or visit **http://www.publicadvocate.wa.gov.au**

Department for Child Protection and Family Support

Crisis Care Line : (08) 9223 1111
Country free call: 1800 199 008

Metropolitan Offices

Armadale	(08) 9497 6555	Cannington	(08) 9351 0888
Fremantle	(08) 9431 8800	Joondalup	(08) 9301 3600
Midland	(08) 9274 9411	Mirrabooka	(08) 9344 9666
Perth	(08) 9214 2444	Rockingham	(08) 9527 0100

Regional Offices

Albany	(08) 9841 0777	Broome	(08) 9193 8400
Bunbury	(08) 9722 5000	Busselton	(08) 9752 5600
Carnarvon	(08) 9941 7222	Collie	(08) 9734 1699
Derby	(08) 9193 3700	Esperance	(08) 9083 2566
Fitzroy Crossing	(08) 9163 9800		
Geraldton	(08) 9965 9500	Halls Creek	(08) 9168 6114
Kalgoorlie	(08) 9022 0700	Karratha	(08) 9185 0200
Katanning	(08) 9821 9000	Kununurra	(08) 9168 0333
Laverton	(08) 9088 2900	Leonora	(08) 9037 2300
Mandurah	(08) 9583 6688	Manjimup	(08) 9771 6000
Meekatharra	(08) 9981 1104	Merredin	(08) 9041 6900
Moora	(08) 9653 0100	Mullewa	(08) 9961 1004

Narrogin	(08) 9881 0123	Newman	(08) 9175 4600
Norseman	(08) 9039 1129	Northam	(08) 9621 0400
Onslow	(08) 9184 3900	Roebourne	(08) 9182 0500
South Hedland	(08) 9160 2400	Tom Price	(08) 9188 0100
Wyndham	(08) 9161 3500		

Department of Housing

The Department of Housing seeks to improve people's access to secure, appropriate and affordable housing. The services they offer include:

- Homeless advisory service 1800 065 418

  The purpose of the Homeless Advisory Service is to provide information to primary and secondary homeless people that will assist them to seek their own accommodation. Every effort is made by the Homeless Advisory Service to assist homeless people to link with crisis accommodation services.

- Public housing
- Community housing
- Private rental assistance

Albany (08) 9845 7144
Armadale (08) 9391 1600
Broome (08) 9158 3600
Bunbury (08) 9792 2111
Busselton (08) 9781 1300
Cannington (08) 935h0 3244
Carnarvon (08) 9941 6500
Derby (08) 9158 4000
Esperance (08) 9072 3000
Fremantle (08) 9432 5300
Geraldton (08) 9923 4444
Halls Creek (08) 9168 9300
Joondalup (08) 9404 3300
Kalgoorlie (08) 9093 5288
Karratha (08) 9189 1700
Kununurra (08) 9166 5100 or 1800 646 960
Kwinana (08) 9411 9500
Mandurah (08) 9586 6100
Manjimup (08) 9771 7800
Meekatharra (08) 9956 5000
Merredin (08) 9081 3800
Midland (08) 9250 9191
Mirrabooka (08) 9345 9655
Narrogin (08) 9881 2802
Northam (08) 9690 1900
South Headland (08) 9160 2800
Victoria Park (08) 9350 3700

For more information and to contact your local Department of Housing branch visit **www.dhw.wa.gov.au**

WA Health

- WA Health provides acute care facilities (public hospitals), community health services and public health programs
- Directly operates some residential and community care services, and provides longer-term hospital care through public sector mental health and aged care services

- Area Health Services (AHSs) provide a range of population-based aged care, mental health, drug and alcohol rehabilitation services, in addition to general health services
- WA Health shares responsibility with the Australian Government of Health and Ageing (DoHA) for the operation of ACATs under the Aged Care Assessment Program
- WA Health also administers the health component of the HACC Program, under which it provides community nursing, allied health and some day care services

For more information contact the WA Department of Health (08) 9222 4222,
www.health.wa.gov.au

Legal Aid – Social Inclusion Programme

The Social Inclusion Program at Legal Aid WA helps people to resolve civil law problems which are impacting on their daily lives. The focus of the program is to assist people who are on a low income, vulnerable and at risk of social exclusion. The Social Inclusion Program is available to all Western Australians.
Legal Aid can also assist with appropriate referrals to relevant support agencies, financial counselling services, Ombudsmen, dispute resolution services or other specialist services.
The service is free and confidential.

Telephone InfoLine: 1300 650 579
Open Monday to Friday 8.30 am to 4.30 pm (Australian Western Standard Time) except public holidays

Perth Office:	55 St Georges Terrace ,Perth, WA 6000
Telephone:	(08) 9261 6222
Facsimile:	(08) 9325 5430
Postal Address:	PO Box L916, Perth WA 6842

Non-Government Agencies

Anglicare Housing Advocacy Support Service (HASS)

- Supported Housing Assistance Program (SHAP) – Assists people over 50 to acquire and remain in secure housing or helps make a successful transition from supported accommodation to independent living. Assists with applications, finding accommodation, writing letters, removals. HASS also administers Community Aged Care Packages and can help arrange a variety of services to support independent living.
- Fremantle/Kwinana (08) 6310 0500
- Mandurah/Pinjarra (08) 9581 0502
- Stabilising Homes Mandurah (08) 9581 0583
- Stabilising Tenancies Rockingham (08) 9528 0701
- Family Housing (08) 9263 2081

Support and Advocacy Service for People in Private Rental Accommodation (SAS)

Accept referrals from real estate agents or landlords or other relevant agencies.

- Armadale (08) 9497 6555
- Cannington (08) 9351 8800
- Joondalup (08) 9301 3600
- Midland (08) 9274 9411
- Perth (08) 9214 2444
- Rockingham (08) 9527 0100

UnitingCare West Private Tenancy Support Service

Uniting Care West works with people at risk of being homeless due to private rental issues and provides practical assistance to those in metropolitan Perth experiencing a temporary housing crisis. They aim to assist and support individuals or families at the earliest opportunity before debts or tenancy issues become unmanageable and work with tenants and property managers to achieve positive outcomes.

For more information contact (08) 9220 1288

St Bartholomew's House

St Bartholomew's House helps people who are homeless or at risk of homelessness achieve positive life outcomes. They have Homeless & Transitional Support Service which offers secure accommodation and support services for single men aged 18 years and above experiencing homelessness. Crisis accommodation is only available for 7 days, depending on the support needs of the resident. Residents are provided with a private bedroom, shared bathroom facilities, laundry facilities, designated smoking areas and three meals a day. Residents who are eligible and choose to be part of the Transitional Accommodation program will be provided with a private room with en-suite and TV, communal laundry facilities and self catering facilities in the communal kitchen located on each floor. All residents on the transitional program will be provided with, and expected to participate in, one on one case management on a weekly basis

to provide advice, advocacy and emotional support and develop an individualized case management plan to aid residents in moving on and into a more independent life. Self-referrals and walk-ins are accepted but any prospective residents are encouraged to call first and complete a telephone interview. This provides the service with the opportunity to advise if there are any current vacancies and if they require any documentation from health practitioners that may be required for the face to face interview. A referral form must be completed for service users with a mental health diagnosis, returning from Hospital or with a specific high care need and are only accepted during office hours, not on weekends or public holidays. There is a waiting list for applicants with high support needs.

St Bart's Mental Health Support Services coordinate accommodation for people living with a mental illness who need 2-4 hours support per day in order to live independently in the community. Community Supported Residential Units (CSRUs) are medium to long term accommodation for people living with a mental illness who need 2-4 hours support per day in order to live independently in the community.

All residents of the CSRU's must -

- Be referred by the local mental health service
- Be aged between 18 – 65 on entry
- Be living with a mental illness
- Have support needs of between 2 – 4 hours per day
- Have the desire to live in the CSRU
- Have provided informed consent
- Have significant links to the area
- Be homeless or at risk of homelessness (may be living with elderly parents/family and be at risk of losing their tenancy)

Address: 7 Lime Street, EAST PERTH WA 6004
Telephone: 08 9323 5100
Facsimile: 08 9325 3699
Email: reception@stbarts.org.au

Australian Red Cross

The Australian Red Cross has a number of programs to support people to maintain their housing, avoid homelessness and link people with housing providers as well as employment, health, finance and social integration services.

110 Goderich Street, East Perth WA 6004

Phone: 08 9225 8888
Freecall: 1800 810 710
Fax: 08 9325 5112

WestAus Crisis Centre – Peel Region Only

WestAus Crisis & Welfare Services has been in operation since 1994 and provides assistance to people who are behind with their rent payments, facing eviction and having difficulties with their property manager. Their qualified support workers work in partnership with clients to:

- Get their tenancy back on track.
- Increase knowledge and skills in areas that will assist in maintaining tenancy in the long term.
- Assist clients to develop links to other community resources and services.
- Advocate on their client's behalf with other agencies and creditors.
- Assist with mediation and conflict resolution in relation to private rental.
- Provide regular home visits to maintain the long term success of their rental.

Telephone: (08) 9582 9920 Or (08) 9582 7757
Website: http://westauscrisis.org.au/index.php

Tenancy WA Inc.

Tenancy WA Inc. is an independent, not-for-profit, specialist community legal centre who provide free, quality legal services to residential tenants across Western Australia. They work with and on behalf of tenants; community members and services; and governments to improve the capability of residential tenants to maintain successful tenancies and resolve their own tenancy issues. Their mission is to provide free quality legal services including information, advice, casework, representation, referrals, community legal education, training, law and policy reform advocacy.

Advice line:

9:00am-4:00pm Monday to Friday (except public holidays)

- 9221 0088 (Metropolitan)
- 1800 621 888 (Country callers – Free call)

Contact details: 2/18 Plain Street
East Perth WA 6004

admin@tenancywa.org.au
http://www.tenancywa.org.au/

Perth Home Care Services

Perth Home Care Services (PHCS) are a non-denominational, community benefit organisation that specialises in delivering person-centred solutions to support people to live at home with dignity. PHCS is based in Perth, with offices in Osborne Park and Jandakot. PHCS operates under the name 'Regional Home Care Services' (RHCS) outside of the Perth metropolitan area, with offices in Toodyay and Geraldton, providing support to people in regional areas, such as the Wheatbelt and the Midwest. They also support people in Broome and Carnarvon.

For a subsidised fee, PHCS help clients get up, showered and ready for the day, help you with shopping, household chores and errands, help prepare meals and provide a break for regular carers.

Crisis Respite: (08) 9204 7801

Head Office: 30 Hasler Road (level 2), Osborne Park WA 6017
Postal Address: PO Box 1597, Osborne Park DC 6916
(08) 9204 7800 admin@phcs.org.au

Jandakot: Unit 1, 234 Berrigan Drive Jandakot WA 6164
(08) 9412 3400

Mandurah: 1/98 Pinjarra Road Mandurah WA 6210
(08) 9582 4800

Geraldton: Level 1 Lotteries House, 114 Sanford Street, Geraldton WA 6530
(08) 9920 7600

Wheatbelt: 98 Stirling Terrace Toodyay WA 6566
(08) 9574 9800

Animal Hoarding

Royal Society for the Prevention of Cruelty to Animals (WA) (RSPCAWA)

The mission of RSPCAWA is to improve the welfare of animals through leadership, collaboration with stakeholders and the provision of quality services. They have the power to investigate animal cruelty, protect all animals from abuse, neglect, and abandonment under the State's *Animal Welfare Act 2002*.

Phone: 9209 9300

Fax: 9248 3144

Email: rspca@rspcawa.asn.au

Web: **www.rspcawa.asn.au**

Report Cruelty: 1300 CRUELTY (1300 278 3589)

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Tolin, D. F., Frost, R. O, Steketee, G., Gray, K. D., and Fitch, K.E. 2008. The Economic and Social Burden of Compulsive Hoarding. *Psychiatry Research.* 160:200-211.

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Appendices

Appendix 1 Hoarding and Squalor Assessment Tool

Demographic details					
Name of person	Surname		Other names		
Date of birth *and/or* approximate age of person					
Gender	Male		Female		
Marital status	Single	Married/ de facto	Widowed	Divorced	Separated	Not sure?
Address					
Does he/she live alone?	Yes		No		
If not, who with?					
Number and type of pets					
Home ownership	Owner	Tenant – private	Tenant – DOH	Other – non-owner (e.g. lodger)	
Accommodation type	House	Unit	Bedsit	Other (specify)	
How long has he/she been living like this?	Less than 1 year	1–3 years	4–10 years	Over 10 years	
Known medical illnesses and/or disabilities:					
Mental disorders now or in the past:					
Name of Assessor: Date:					

Part A – Assessment for Hoarding Disorder
1) Do you experience difficulty discarding or parting with possessions? ☐ Yes → Go to question 2 ☐ No → End, go to Part B
2) Do you intentionally keep these items? Are they important or useful for you? Do you generally feel distressed or upset when discarding possessions? ☐ Yes to both questions → Go to question 3 ☐ No → End, go to Part B
3) Do you have a large number of possessions which congest or clutter your home? ☐ Yes → Go to question 4 ☐ No → End, go to Part B
4) Do the difficulties discarding clutter cause you distress? Do the difficulties or the clutter interfere with your family life, friendship or ability to perform well at work or home? ☐ Yes to one or both questions → Go to question 5 ☐ No → End, go to Part B
5) Do you have any general medical conditions or a history of head injury? ☐ Yes → Go to next question ☐ No → Go to Part B Did you have difficulties with discarding/clutter before you became ill/ suffered a head injury? ☐ Yes → Go to Part B ☐ No → Go to Part B

Part B – Squalor Assessment			
1. Accessibility How easy is it to enter and move around the dwelling?			
0 Easy	**1** Somewhat Impaired	**2** Moderately Impaired	**3** Severely Impaired
0 – 29%	30 – 59%	60 – 89%	90 – 100%
% of floor space inaccessible for use or walking across			

2. Accumulation of Refuse or Garbage In general, is there evidence of excessive accumulation of garbage or refuse e.g. food refuse, packaging, discarded containers or other unwanted material?			
0 None	**1** A Little Bins overflowing, up to 10 emptied containers scattered around.	**2** Moderate Garbage and refuse littered throughout the dwelling.	**3** A Lot Garbage and waste piled knee high, clearly no recent attempt to remove garbage.

3. Accumulation of Items of Little Obvious Value In general, is there evidence of accumulation of items that most people would consider useless or should be thrown away?			
0 None	**1** A Little Items are organised and do not impede movement or prevent access to appliances.	**2** Moderate Items cover furniture in most areas and have accumulated throughout the dwelling.	**3** A Lot Items are piles waist high in most areas. Cleaning would be difficult or impossible, appliances are inaccessible.

4. Cleanliness of Floors and Carpets			
0 Acceptably Clean in All Rooms	**1** Mildly Dirty Floors and carpets look like they haven't been cleaned for days. Some scattered rubbish.	**2** Very Dirty Floors and carpets very dirty and look like they haven't been cleaned for some time.	**3** Filthy With rubbish or dirt throughout.

5. Cleanliness of Walls, Furniture Surfaces and Window Sills			
0 Acceptably Clean in All Rooms	**1** Mildly Dirty Dusty or dirty surfaces. Dust or dirt is easily removed by finger or damp cloth.	**2** Very Dirty Grime or dirt on walls. Cobwebs and other signs of neglect. Greasy, messy, wet and/or grubby furniture	**3** Filthy Walls and surfaces are so dirty that an average person would not wish to touch them.

6. Bathroom and Toilet			
0 Acceptably Clean in All Rooms	**1** Mildly Dirty Dusty or dirty surfaces. Dust or dirt is easily removed by finger or damp cloth.	**2** Very Dirty Grime or dirt on walls. Cobwebs and other signs of neglect. Greasy, messy, wet and/or grubby furniture	**3** Filthy Walls and surfaces are so dirty that an average person would not wish to touch them.

7. Kitchen and Food			
0 Clean & Hygienic	**1** Mildly Dirty & Unhygienic Dirty cook-top and work surfaces. Refuse mainly in the bin.	**2** Moderately Dirty & Unhygienic Oven, surfaces and floor are dirty. Bins overflowing. Some rotten or mouldy food. Fridge unclean.	**3** Very Dirty & Unhygienic Oven, surfaces and cupboards filthy. Large amount of refuse and garbage over surfaces and floor. Putrid food.

8. Odour			
0 None	**1** Unpleasant e.g. urine smell present, unaired room.	**2** Moderate Bad but can remain in the room.	**3** Unbearable Assessor has to leave the room very soon due to odour.

9. Vermin			
0 None	**1** Few e.g. cockroaches.	**2** Moderate Visible evidence of vermin in moderate numbers e.g. droppings and chewed papers.	**3** Infestation Alive and/or dead in large numbers.

10. Sleeping Area			
0 Clean and Tidy	**1** Mildly Unclean Untidy, bed unmade, sheets unwashed for weeks.	**2** Moderate Bed sheets unclean and stained. Clothes and/or rubbish over floor areas.	**3** Unbearable Sleep surface unclean or damaged. Either no sheets or extremely dirty bed linen.

Total Score: _____

Do you think that this person is living in Squalor?			
No	Yes with mild clutter	Yes with moderate clutter	Yes with severe clutter

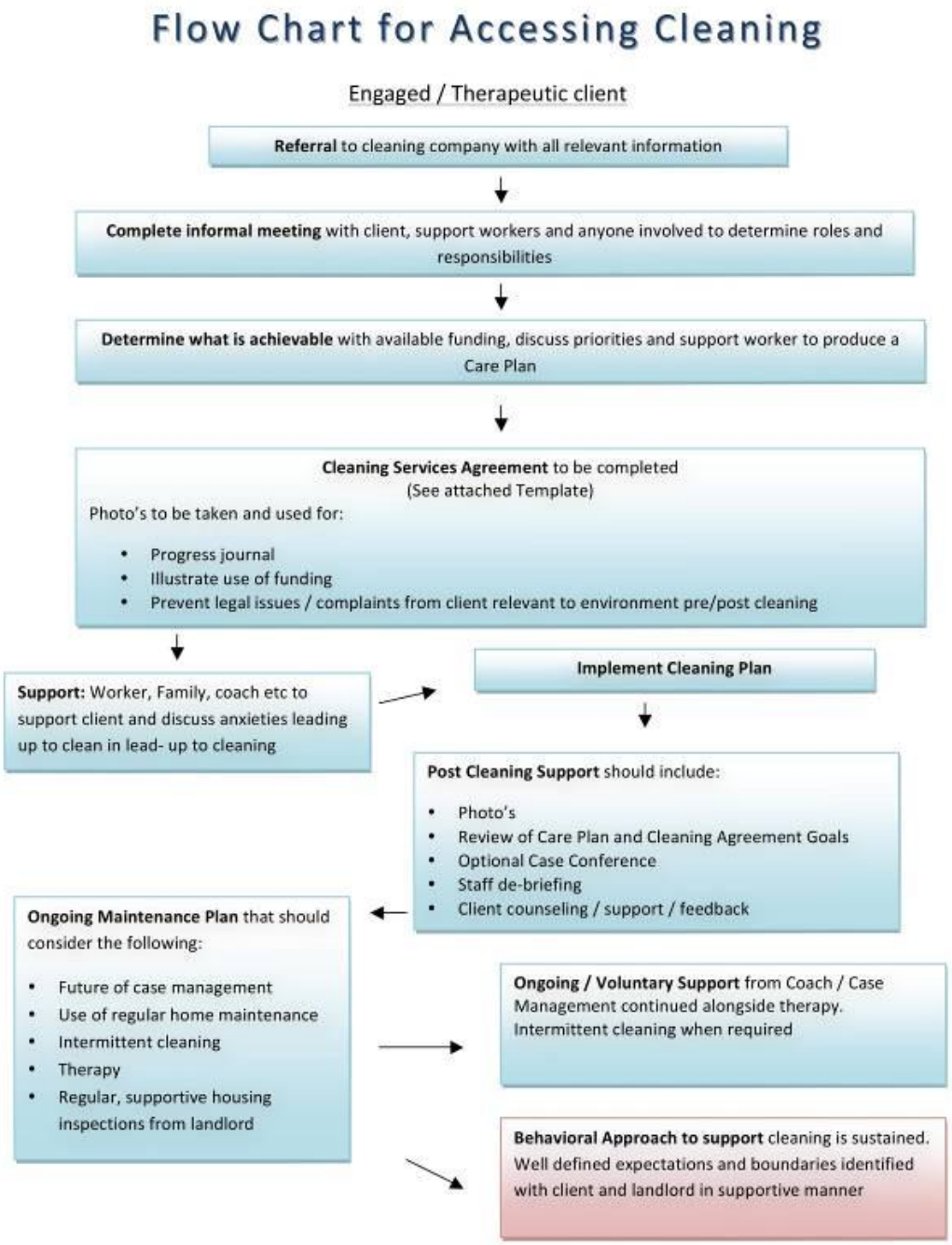
Additional Comments:

Part C – Living Conditions Assessment
1. Is there running water in the dwelling?
2. Is the electricity and/or gas connected and working?
3. Are there animals present? Are they being appropriately fed and cared for?
4. Is the dwelling structurally unsafe?
5. Are there vulnerable people living on the property? Are they being adequately cared for?
6. Is there an increased fire risk associated with the property?
7. Are there OH&S risks associated with the property?

Where the response to any of the above questions is 'yes', please note the details below.

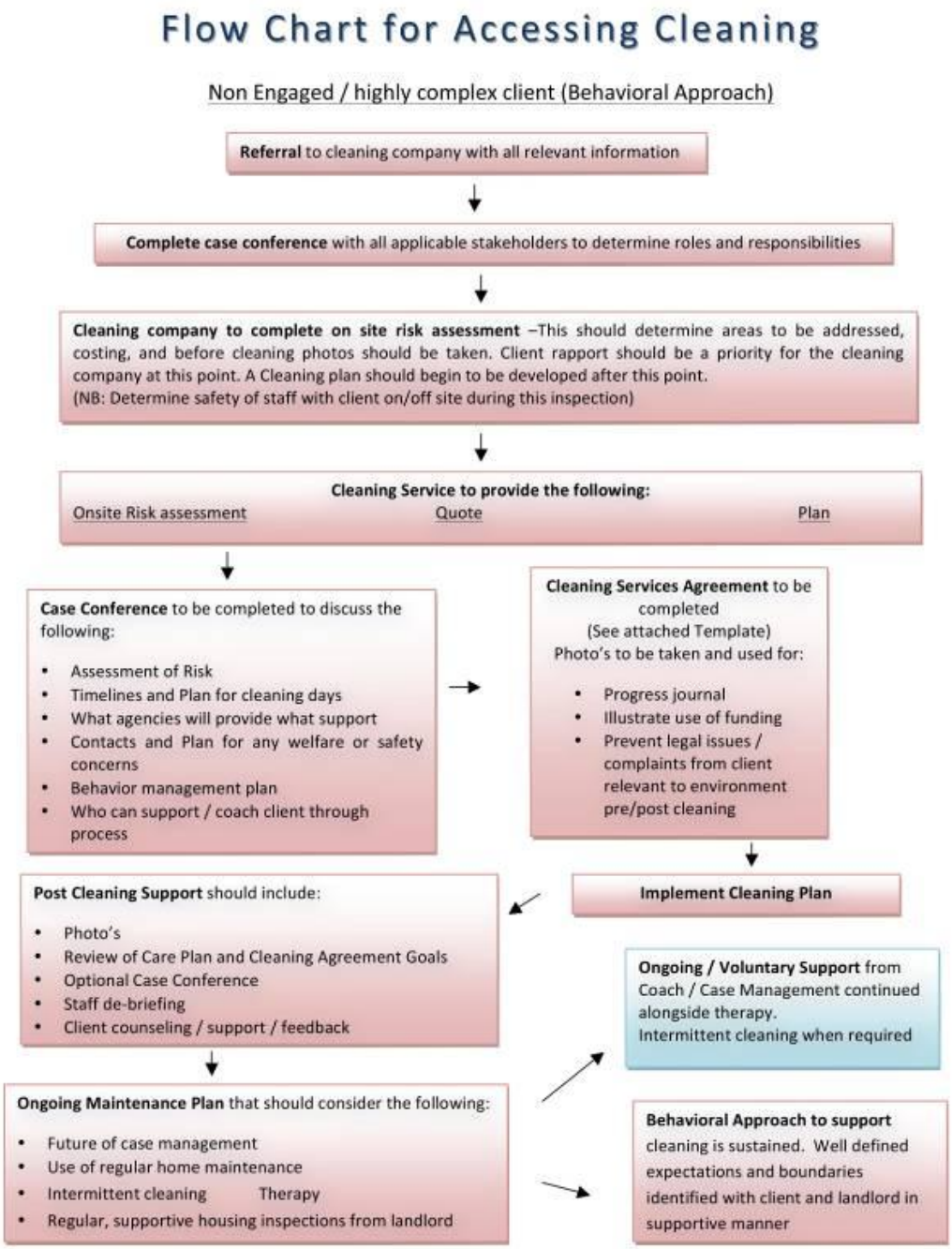
Appendix 2 Planning for the Provision of Cleaning for Engaged Client

(Lodden-Mallee Region Hoarding Working Group 2012).



Appendix 3 Planning for the Provision of Cleaning for Disengaged Client

(Lodden-Mallee Region Hoarding Working Group 2012).



Appendix 4 Cleaning Services Agreement

(Lodden-Mallee Region Hoarding Working Group 2012).

This is an agreement between:

Name of service:
Name of cleaning business:
Client name:

Client telephone:
Client address:
Date of cleaning visit: Time:
Rooms to be cleaned:
Articles/items to be removed:
Articles/items not to be removed:

Signed (cleaning business): Date:

I, _____ (insert name), agree to the cleanup of my property and removal of unwanted items as stated at the top of this form. I acknowledge that it is my responsibility to clearly identify the items that I do not wish to be removed and the areas I do not want to be cleaned. It is also my responsibility to be present during the cleanup to ensure that it is undertaken according to the stated action plan. I understand that where I have accessed a cleaning service referred to me, that the referral service (e.g. people, clinical, animal, housing, local municipal council) is not liable for any damages or removal of non-authorised items that may occur during the process of the cleanup.
Signed (client): Date:

Referral service: Worker's name:
Program: Date:

Appendix 5 Health Act Interpretation for Hoarding and Domestic Squalor

This section outlines the powers of a local government, as described in Part 5, Division 1 of the Health Act 1911.

In advanced cases of hoarding or domestic squalor, the local government has two options:

i. Proceed under sections 135 then 137 then 140 (if applicable), or
ii. Proceed under section 139 then 140 (if applicable).

Option (i)

The local government resolves to declare a house (or part thereof) unfit for human habitation (Section 135). This notice can specify that the house or any part of the house cannot be occupied by any person after a specified time. Once such a notice has been issued, it is an offence for any person to occupy the house or part of the house that has been declared unfit.

Once the house has been declared unfit for human habitation due to conditions of hoarding and domestic squalor, the local government can (under a Section 137 notice) direct the owner of the house to carry out works or take down and remove the house within the time frame specified in that notice. It is possible that the notice may only direct the owner to take down and remove the house and not allow them to undertake other works.

A person who takes down a house, building or other structure, whether or not this is because of a notice from local government, they must clean the land to the local governments' satisfaction and remove all rubbish to a place specified by the local government.

Option (ii)

If the local government is of the opinion that the house is in need of repair or in a state of uncleanness (without declaring it unfit for human habitation), the local government may issue a notice (under Section 139) directing the owner to clean and/or repair the house within a time specified in the notice.

If the owner is not compliant with the notice the local government can then do the works specified and recover the costs from the owner (Section 140). The procedure is specified in the *Registration, Enforcement and Discharge of Local Authority Charges on Land Regulations.* The local government can sell or dispose of materials from the building, the money can be used to recoup the costs of doing the works and if there is a surplus, must be paid to the owner.

If the local government is taking down and removing a house that has been declared unfit due to hoarding and domestic squalor, any authority that supplies the house with electricity, gas or water should be requested to make sure that equipment, fixtures and fittings in or around the house supplying electricity, gas or water are removed and will not interfere the taking down and removal of the house.

Any person who is affected by any notice is able to apply to the State Administrative Tribunal for a review of that notice.

Under Section 145, a medical officer of health can order that a house or part of house, furniture and items be cleansed to the satisfaction of an environmental health officer. The occupier must comply with this order. If the owner or occupier is not compliant with the order and the medical officer agrees it is necessary, the local government can carry out the order and recover the costs from the owner or occupier. This does not replace the person from the penalty of not carrying out the work themselves and they have still made themselves liable by their default.

Registration of Charges Against Land in Pursuant of Health Act 1911 (Original advice provided by McLeods for City of Cockburn).

Step by Step:

1) Section 371 of the Health Act 1911 (Act) provides that, where a local government carries out work under the Act, the cost of that work is recoverable from the owner of the land the subject of the work, and will constitute a charge on that land, until paid.

2) Section 372 of the Act provides that the abovementioned charge must be registered and administered in accordance with the *Registration, Enforcement and Discharge of Local Authority Charges on Land, Regulations* (Regulations).

A local government cannot serve the Notice of Intention to Register Charge against Land and Premises before the works are completed and the costs have been paid by the local government. However the local government must always advise the owners that they intend to place the cost of the works as a charge on the land. The right of the owner to dispute the charge and the process to follow should also be advised.

Note; if the officer is not serving the documents in person, the documents must be served by registered mail, not regular post. Regulation 1(4) of the *Registration, Enforcement and Discharge of Local Authority Charges on Land Regulations* provides that the Notice of Intention to Register a Charge must be served by registered post to the actual address of the owner if that address is known or, where that address is not known (such as in this instance), to the address shown on the Certificate of Title.

Accordingly, the Notice of Intention to Register a Charge should be served by registered post to the address shown on the Certificate of Title, which should be the same as shown on the Notice itself.

It does not matter that the Notice may be returned to the local government. For the purposes of having the charge registered, it is important that the procedures in the Regulations are followed. Provided those procedures are followed, Landgate will register the charge.

3) Regulation 1 requires a local government to serve a Notice of Intention to Register Charge against Land and Premises, in accordance with Form A, on the owner of the land. The Notice provides that the local government will apply to register the charge after the expiration of three days from service. The right of the owner to dispute the charge and the process to follow should also be advised. Service can be affected by prepaid registered letter, process server or in person to ensure that service is properly affected. The process server should be able to provide an affidavit, confirming that service was affected.

4) The owner, once served, can serve a Notice of Dispute, in accordance with Form B, on the local government within three days. If such a Notice of Dispute is received, the local government must refer the dispute to the Magistrates Court within 10 days. The Court will then list the matter for hearing in the next 7 days. A representative of the local government needs to attend that hearing, or the matter will be determined in its absence. If the notice under which the

work was carried out is found to be invalid, or the work has been carried out otherwise than in accordance with the Act, then the local government (presumably) would be unable to register the charge, and the costs would not be recoverable. The unsuccessful party to the dispute will also be liable for court costs.

5) If the owner does not serve a Notice of Dispute within three days, the local government can proceed to register completed Forms C and D at Landgate, along with;

- a statutory declaration by an authorised officer of the local government ;
- a copy of the completed Form A Notice; and
- payment of the Landgate registration fee.

The charge will then be registered against the land.

6) The charge will remain on the land until the debt is satisfied, and will prevent the land from being able to be transferred until that time. The charge is removed by the registration of completed Forms H and I at Landgate, with payment of the Landgate registration fee.

7) If the charge is registered, then the local government should be able to recover its costs from the owner even if the owner does not have the ability to pay the costs, as the land should not be capable of disposal until the local government executes a completed Form H, confirming that the costs have been paid.

This document can be made available in alternative formats on request for a person with a disability.

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Delivering a **Healthy WA**

12.1/DS2 DEVELOPMENT APPLICATION - LOT 549, HOUSE NUMBER 9, SALAR PLACE, DIANELLA - CHANGE OF USE FROM SINGLE HOUSE TO RESIDENTIAL BUILDING (UNAUTHORISED DEVELOPMENT APPLICATION)

Business Unit:	Development Services	Service: Planning Services	
Ward:	Inglewood	Location: 9 Salar Place Dianella	
Applicant:	Dingnuan Lai		Reference: DA25/0741

Role

Quasi-Judicial - *Determining applications from the community.*

Council Resolution

1125/005

Moved Councillor Migdale, seconded Councillor Giudici

That pursuant to Clause 68(2) of the Planning and Development (Local Planning Schemes) Regulations 2015, the application for a Change of Use from Single House to Residential Building (Attachment 1) at Lot 549, House Number 9, Salar Place, Dianella be REFUSED for the following reasons:

a. Pursuant to Schedule 2, Part 9, Clause 67 (2)(a) and (b) of the Planning and Development (Local Planning Schemes) Regulations 2015, the development is not consistent with orderly and proper planning with the development not compatible with or complementary to existing residential development;

b. Pursuant to Schedule 2, Part 9, Clause 67 (2)(g) and (s) of the Planning and Development (Local Planning Schemes) Regulations 2015, the development proposes a car parking shortfall onsite which will result in a major car parking problem and will have an adverse impact on the surrounding locality;

c. Pursuant to Schedule 2, Part 9, Clause 67 (2)(m) and (n) of the Planning and Development (Local Planning Schemes) Regulations 2015, the scale of the development is incompatible within its setting and will have a negative impact on the residential amenity of the locality; and

d. Pursuant to Schedule 2, Part 9, Clause 67 (2)(y) of the Planning and Development (Local Planning Schemes) Regulations 2015, submissions received in relation to the proposed development raise valid concerns in relation to the proposed scale and operation of the proposal which will have adverse impacts on surrounding properties.

The motion was put and declared CARRIED (13/0).

For: Councillors Creado, Giudici, Hatton, Ion, Krsticevic, Migdale, Olow, Paparde, Perkov, Proud, Re, Thornton and Mayor Irwin.
Against: Nil.

Committee Recommendation

That pursuant to Clause 68(2) of the Planning and Development (Local Planning Schemes) Regulations 2015, the application for a Change of Use from Single House to Residential Building (Attachment 1) at Lot 549, House Number 9, Salar Place, Dianella be REFUSED for the following reasons:

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c. Pursuant to Schedule 2, Part 9, Clause 67 (2)(m) and (n) of the Planning and Development (Local Planning Schemes) Regulations 2015, the scale of the development is incompatible within its setting and will have a negative impact on the residential amenity of the locality; and

d. Pursuant to Schedule 2, Part 9, Clause 67 (2)(y) of the Planning and Development (Local Planning Schemes) Regulations 2015, submissions received in relation to the proposed development raise valid concerns in relation to the proposed scale and operation of the proposal which will have adverse impacts on surrounding properties.

Officer's Recommendation

That pursuant to Clause 68(2) of the Planning and Development (Local Planning Schemes) Regulations 2015, the application for a Change of Use from Single House to Residential Building (Attachment 1) at Lot 549, House Number 9, Salar Place, Dianella be REFUSED for the following reasons:

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b. Pursuant to Schedule 2, Part 9, Clause 67 (2)(g) and (s) of the Planning and Development (Local Planning Schemes) Regulations 2015, the development proposes a car parking shortfall onsite which will result in a major car parking problem and will have an adverse impact on the surrounding locality;

c. Pursuant to Schedule 2, Part 9, Clause 67 (2)(m) and (n) of the Planning and Development (Local Planning Schemes) Regulations 2015, the scale of the development is incompatible within its setting and will have a negative impact on the residential amenity of the locality; and

d. Pursuant to Schedule 2, Part 9, Clause 67 (2)(y) of the Planning and Development (Local Planning Schemes) Regulations 2015, submissions received in relation to the proposed development raise valid concerns in relation to the proposed scale and operation of the proposal which will have adverse impacts on surrounding properties.

Purpose

Decision Required:	**Variation to a Development Standard**
Element:	Nil
Location Plan / Photograph:	Nil
Proposal Plans:	As per Attachment 1
Development Issue:	Land Use – Residential Building
Applicant's Justification:	Nil
Consultation Required:	Completed - Submissions Received

Site Details

LPS3:	**Zoning:**	Residential R20
	Use Class:	Residential Building
	Use Type:	D - Not permitted unless the Council has exercised its discretion by granting planning approval
Site Area:	733m^2	

Background

The City is in receipt of an unauthorised development application for a Change of Use from a 'Single House' to a 'Residential Building' at Lot 549, House Number 9, Salar Place, Dianella. The property has been subject to a compliance investigation as the use commenced operation without having obtained necessary approvals. Whilst the City has initiated a prosecution in relation to this matter, the development application the subject of this report is to be determined by Council based on its merits.

The City received a ‘call-in’ request for the development application to be determined by Council, submitted by former Councillor David Lagan and Councillor Damien Giudici on 17 July 2025 and 21 July 2025 respectively, for the following reason:

> *The application does not meet the requirements that would allow peaceful use or comfortable use of living for others residing in the street.*

Since June 2024, the City has been actively documenting all relevant issues, actions taken, and supporting evidence. The City has issued a directions notice and undertaken prosecution action under the Magistrates Court under the *Planning and Development Act 2005* (the Act) as well as separate building orders and prosecution proceedings under the *Building Act 2011*.

A brief overview of the key events in relation to planning matters associated with this property is provided below.

- June 2024: The City began to receive complaints about an alleged unauthorised hostel with associated parking and amenity issues. The City began actively investigating the matter, documenting relevant issues and supporting evidence.

- October 2024: The applicant was invited to lodge a development application under the City's Local Planning Scheme No.3 (LPS3) to enable the consideration of use of the land against the relevant planning framework.

- October 2024 to December 2024: The applicant advised the City that a development application would be submitted seeking to obtain approval for a proposed 'Hostel'. The timeframe provided to the landowner to submit their development application was extended through to December 2024.

- March 2025: A Section 214 (S214) Written Direction provided by the City’s appointed lawyers under the Act for the land use to cease was issued to the landowner.

- June 2025: The development application which is the subject of this report was lodged with the City.

- June 2025: The City initiated prosecution of the landowner for failing to comply with the Written Direction under the Act.

- September 2025: A preliminary hearing date in the Magistrates Court was attended by the City’s officers, and the accused (the landowner) was required to enter a plea. Following the preliminary hearing, a trial allocation date has been scheduled for January 2026.

Short-Term Rental Accommodation Register (STRA) Registration

The STRA register is provided and maintained by the Department of Local Government, Industry Regulation and Safety (LGIRS), formerly known as the Department of Energy, Mines, Industry Regulation and Safety (DEMIRS).

The STRA register is an initiative of the Western Australian (WA) State Government through the *Short-Term Rental Accommodation Act 2024* to gather information and regulate the STRA sector in WA.

Individual self-contained houses/units that are provided for short term accommodation on a commercial basis are required to be registered.

It is now mandatory for all STRA to be registered in the STRA register, before the premises can be advertised, or bookings taken for the premises.

The Applicant registered the property on the Short-Term Rental Accommodation (STRA) register in March 2025.

City's Local Planning Policy 6.19 – Short Term Rental Accommodation

As part of the State Government's introduction of a consistent approach to STRA in November 2024, Council supported Scheme Amendment No.113 to LPS3 to align the City's planning scheme with the *Short-Term Rental Accommodation Planning Regulations 2024*.

The *Short-Term Rental Accommodation Planning Regulations 2024* introduce land use definitions for 'Hosted STRA' (a permitted use in a Residential zone), and 'Unhosted STRA' (a discretionary use in a Residential zone).

Officers anticipate a decision from the Minister for Planning and Lands on this scheme amendment before the end of the year.

To assist in decision making for 'Unhosted STRA,' in August 2025 Council resolved to adopt the outcomes of advertising and adopted Local Planning Policy 6.19 – Short-Term Rental Accommodation (LPP 6.19) to guide the exercise of discretion in assessing development applications for 'Unhosted STRA'.

LPP 6.19 will only come into effect when Scheme Amendment No.113 is gazetted.

Details

The subject site is a corner lot property located at the intersection of Salar Place and Gordon Road West. The subject site is surrounded by residential properties and is zoned Residential under LPS3 with a density coding of R20.

The submitted development application proposes a change of land use from 'Single House' to 'Residential Building'. The details of the development application are as follows:

- A maximum of 18 guests at any one time, utilising five bedrooms. The owner retains one of these rooms for private use.
- Seven car parking bays, comprising four enclosed bays and three externally accessible bays on the property within the gated area.
- The proposed operating hours are 24 hours a day on any day, with guests self-checking-in and checking-out typically between 10.00am and 8.00pm.
- Service visits, being cleaning or maintenance, are to occur during standard hours (not specified in the application).
- The development does not involve any structural changes.
- Parties or events are not permitted with prior consent from management.
- Pets are not allowed.

Consultation

The application was advertised for a period of 14 days in accordance with the City's Local Planning Policy 6.18 - Public Consultation and Clause 64 of the Planning and Development (Local Planning Schemes) Regulations 2015. Consultation commenced on 16 July 2025 and concluded on 30 July 2025. There were 25 submissions received, with the type of submission received relevant to the location of the submitter provided and summarised in the table below.

Submissions Received	Within 100m Radius of Proposed Site	Within 200m radius of the Proposed Site	Within the City of Stirling	Outside of the City of Stirling
SUPPORT	0% (0)	4% (1)	0% (0)	0% (0)
OBJECT	48% (12)	48% (12)	0% (0)	0% (0)
OTHER (Not Stated/No opinion/conditional)	0% (0)	0% (0)	0% (0)	0% (0)

Also provided is the number of submissions received in which a matter was raised, and the City's response to the matter in the table below:

Number of times matter was raised	Matter	Officer Comment
11	The proposed development results in public safety concerns related to antisocial behaviour, public drinking, drug use etc.	These matters are largely for the attention of WA Police and/or the City's Community Safety team, and should be reported at the time of any such occurrences, particularly criminal activity and anti-social behaviour.
7	The proposed development is not consistent with a Short Stay Accommodation use	The land use does not align with the definition of a 'Short Stay Accommodation' as defined under the City's LPS3. As such it has been assessed as a 'Residential Building'. Refer to the Planning Assessment comments for further information on the land use considerations.
7	Increased traffic and safety concerns in relation to the proposed development.	The shortfall of onsite parking bays and likely adverse impact on the surrounding streets is not supported. Refer to the Planning Assessment comments for further information on parking provision.
7	Noise and adverse impact on amenity in relation to the proposed development.	Noise is regulated by the Environmental Protection (Noise) Regulations 1997, which sets prescribed standards for noise emissions and refers to several Australian Standards for measurement and compliance. Refer to the Planning Assessment comments for further information on amenity considerations.
4	The scale of the proposed use is not consistent with surrounding development.	The proposal, which seeks to accommodate up to 18 persons, is of a scale that in its context is incompatible with the local area, which is primarily low density residential.
3	Negative impact on property values.	Impact on property values is not a relevant planning consideration.
2	Concerns regarding waste collection and adequacy in relation to the scale of the proposed development.	Should the development be supported, further waste collections may be required to ensure waste will be managed effectively and sustainably.

Number of times matter was raised	Matter	Officer Comment
2	The approval of the proposed development would set an undesirable precedent.	Every development application is assessed by the City on its own merits, against the relevant planning framework applicable at the time, noting that each site and proposal is different.
1	Concerns in relation to the building classification.	Refer Planning Assessment comments in relation to building considerations.
1	Support for short-term and long-term accommodation options, especially due to the struggles with finding rental accommodation.	The City acknowledges the importance of supporting both short-term and long-term accommodation options, particularly in regard to the ongoing challenges relating to rental housing.

Planning Assessment

Land Use

The application was lodged by the applicant as 'Short Stay Accommodation' which is defined under LPS3 as follows:

> *Short Stay Accommodation:*
>
> *means a dwelling designed or intended to be used for the purpose of human habitation on a temporary basis for a maximum time period of 6 consecutive weeks for a single person or single family, and includes a serviced apartment, but does not include a Residential Building, Hotel or Motel;*

With regard to the ‘Short Stay Accommodation’ land use definition, the City has determined the dwelling is not being used by "a single person or single family". Officers substantiate this based on the investigation undertaken to date, of note being the number of bunk beds observed within the property and the manner in which accommodation within the property has been marketed online.

The City has determined use of the property would instead be better aligned with the land use of 'Residential Building' as defined in LPS3 by reference to the Residential Design Codes definition, which is as follows:

> *Residential Building - a building or portion of a building, together with rooms and outbuildings separate from such building but incidental thereto; such building being used or intended, adapted or designed to be used for the purpose of human habitation:*
>
> - *temporarily by two or more persons; or*
> - *permanently by seven or more persons, who do not comprise a single family, but does not include a hospital or sanatorium, a prison, a hotel, a motel or a residential school.*

The City has gathered evidence demonstrating the unauthorised use of the property has continued in a manner consistent with this definition being “temporarily by two or more persons”.

A ‘Residential Building’ land use is a ‘Discretionary’ (D) listed use within the Residential zone, which means that the use is not permitted unless Council has exercised its discretion by granting planning approval.

Amenity

Pursuant to Clause 67(n) of the Planning and Development (Local Planning Scheme) Regulations 2015 the amenity of the locality is a relevant matter for Council to consider.

‘Amenity’ is defined under the Planning and Development (Local Planning Scheme) Regulations 2015 as follows:

> *…means all those factors which combine to form the character of an area and include the present and likely future amenity.*

In considering all those factors which form the character of the area, the amenity of the locality has been summarised below.

The subject site is zoned ‘Residential’ under LPS3 and has a residential density coding of R20. This existing R20 density code is not proposed to change in the future as per Draft Local Planning Scheme No.4 (LPS4). The immediate surrounding properties to the north, south, east and west are also zoned ‘Residential’ under LPS3, with a residential density coding of R20. The prevailing surrounding development is residential in nature and is intended to remain primarily for residential development, with some small-scale commercial uses permitted as per the zoning table which sets out the land use permissibility in the planning framework.

The development is inconsistent with the existing and intended residential amenity of the locality. The intensity of use, hosting up to 18 guests with 24-hour operations, introduces a level of activity, and parking that exceeds typical residential expectations. The transient nature of guests, increased vehicle movements, and commercial-style servicing detracts from the character of the area and may adversely impact both current and future amenity.

Car Parking

The City has assessed parking against Local Planning Policy 6.7 - Parking and Access (LPP 6.7). The land use of 'Residential Building' is not specifically listed under LPP 6.7, but as the activity/use is similar to that of a Motel, Hostel or Boarding House which provides the following parking rate under LPP 6.7:

One bay per separately lodged bedroom; or
One bay per separately lodged bed in a shared bedroom.

There are 18 bed bunks which are individually available in shared bedrooms (rather than whole bedrooms). As such, the higher parking rate is applicable, being one bay per separately lodged bed in a shared bedroom. A total parking requirement of 18 parking bays is required to be provided onsite.

Seven constructed parking bays are available onsite, resulting in a shortfall of 11 parking bays. Whilst there is on-street parking available, the City is not supportive of such a significant parking shortfall in consideration of the context of the site and the proposal, given the likely undue adverse impact on the surrounding roads in response to informal and unmanaged on-street car parking.

Building Classification

For the existing building to be used as transient accommodation for the number of unrelated persons as proposed, an Occupancy Permit will need to be to be obtained for a change of classification from the current Class 1a to the appropriate Class 2-9 building classification, which is likely to be Class 3. As a part of this change of class, the building will need to be considered against the requirements of Volume 1 of the National Construction Code (NCC) and will be subject to different requirements to that of its current classification. Some key areas of consideration would include but are not limited to, fire-resisting construction requirements, fire/smoke hazard service requirements, accessibility and provisions for escape. The City anticipates that substantial building works would need to be completed to bring the building into compliance with these requirements, which would also need to be addressed in a Building Permit application prior to an Occupancy Permit being sought.

Based on the information provided, the development in its current form is unlikely to appropriately meet the relevant NCC requirements; a change of building class through a Building Permit and Occupancy Permit would be required to accommodate the change in land use which seeks to accommodate up to 18 unrelated persons.

Objectives of the Residential Zone

The Residential zone under Clause 4.2.12 under LPS3 is as follows:

a) *To provide for residential development at a range of densities with a variety of housing type and size, to meet the current and future needs of the community.*
b) *To provide for a range of non-residential uses, which are compatible with and complementary to residential development.*

The development does not meet the objective of providing varying housing types and sizes to meet current and future community needs. Instead of contributing to the diversity of housing options at a scale reflective of its context, the development introduces an accommodation model for transient occupancy.

The development does not meet the objective of providing for non-residential uses that are compatible with and complementary to residential development. The scale and intensity of the use, accommodating up to 18 guests with frequent turnover, introduces a level of activity that is not in keeping with the low-density residential character of the area. The parking provision is inadequate for the number of guests, likely resulting in overflow onto surrounding streets and creating safety and amenity concerns.

Planning and Development (Local Planning Schemes) Regulations 2015

The City is to have due regard to the relevant matters under Planning and Development (Local Planning Schemes) Regulations 2015 to the extent that, in the opinion of the City, those matters are relevant to the subject development application. The City has assessed the proposal against all relevant matters under Clause 67(2) of the Planning and Development (Local Planning Schemes) Regulations 2015 with the following matters not supported as per the below table.

Clause 67 – Matters to be Considered	
Provision	**Officer Comment**
(a) the aims and provisions of this Scheme and Scheme and any other local planning scheme operating within the Scheme area;	The proposed Residential Building use is inconsistent with the objectives of the Residential zone of the site as per LPS3, as the scale of the development is not compatible with and complementary to the residential development in the locality.
(b) the requirements of orderly and proper planning including scheme or amendment to this Scheme that has been advertised under the Planning and Development (Local Planning Schemes) Regulations 2015 or any other proposed planning instrument that the local government is seriously considering adopting or approving;	The development has been assessed in accordance with the applicable local and state planning legislation and is not supported. The scale of the proposed land use is not consistent with the established and future amenity of the area. The development results in a significant car parking shortfall which is likely to result in an adverse impact on the surrounding road network with unmanaged on-street car parking. Although the City has prepared draft LPS4 and commenced advertising, LPS4 is not imminent nor certain at this time. Accordingly, whilst there is no zoning or density change proposed to the subject site under LPS4, no weight should be given to draft LPS4 when determining this application.

Clause 67 – Matters to be Considered	
Provision	**Officer Comment**
(*g*) *any local planning policy for the Scheme area;*	The City's assessment of the development application has considered the relevant local planning policies, including but not limited to, LPP 6.7. The proposed car parking shortfall is significant and is not supported as it is likely that there will be an overflow onto surrounding streets and creating safety and amenity concerns
(m) the compatibility of the development with its setting, including – *(i) the compatibility of the development with the desired future character of its setting; and* *(ii) the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development.*	The proposed development is considered to be incompatible with the desired future character of its setting. The scale and intensity of the proposal are not consistent with the established or intended low-density residential character of the locality. In particular, the development's operational nature will likely have an undue adverse impact on the amenity of adjoining properties and the broader community. The site's location on a corner lot within a cul-de-sac further exacerbates concerns regarding its relationship to surrounding development, particularly in terms of traffic generation, parking demand, and visual impact.
(n) the amenity of the locality including the following – *(i) environmental impacts of the development;* *(ii) the character of the locality;* *(iii) social impacts of the development*	The proposed development is considered inappropriate within this setting, as it does not positively contribute to the existing or intended future character of the locality. The scale and nature of the proposal are likely to result in adverse impacts on local amenity, including increased traffic, parking demand, and potential noise and activity levels inconsistent with the surrounding residential environment.
(s) the adequacy of — *(i) the proposed means of access to and egress from the site; and* *(ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles;*	The development provides inadequate car parking for the proposed use and is likely to result in adverse impacts relating to safety in response to unmanaged on-street car parking.

Clause 67 – Matters to be Considered	
Provision	**Officer Comment**
(y) any submissions received on the application;	The application has been formally advertised in accordance requirements of Clause 64 of the Planning and Development (Local Planning Schemes) Regulations 2015 with comments received. These submissions have been considered as part of the City's assessment.

The planning assessment detailing key considerations is provided in Attachment 2.

Referrals

The matter has been referred internally to relevant business units, being the City's Waste Services, Environmental Health and Building Services teams. Detailed referral comments are provided in Attachment 2.

Recommended Action

It is recommended that Council endorses the recommendation to refuse the development application due to its undue adverse impact on the residential locality as the scale of the proposal is not compatible or complementary with its existing and future residential context.

Policy Implications

Nil.

Financial Implications

Nil.

Sustainable Stirling 2022-2032

Key Result Area: Our built environment

Objective: A liveable City

Priority: Facilitate diverse housing choice for our community

Priority: Improve the quality, liveability and identity of local areas

Strategic Risk

Strategic Risk	Risk Appetite
Community	The City will ensure that it engages with the community in accordance with its Community and Stakeholder Engagement Plan.

Relevant Documents and Information

Attachments

Attachment 1 - Proposal Plans and Applicant's Justification ⇩

Attachment 2 - Planning Assessment ⇩

Available for viewing at meeting

Nil

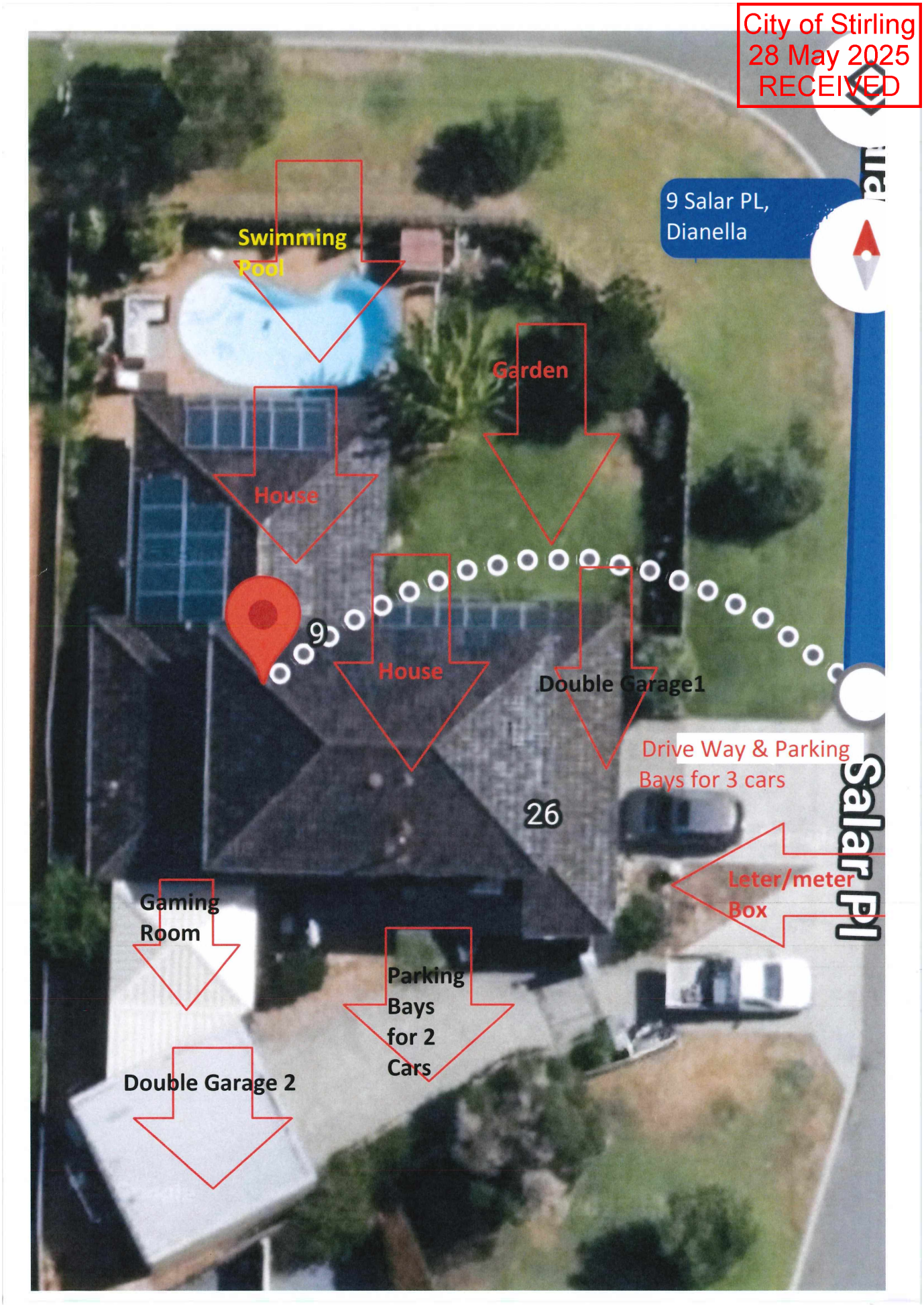
Linked Documents

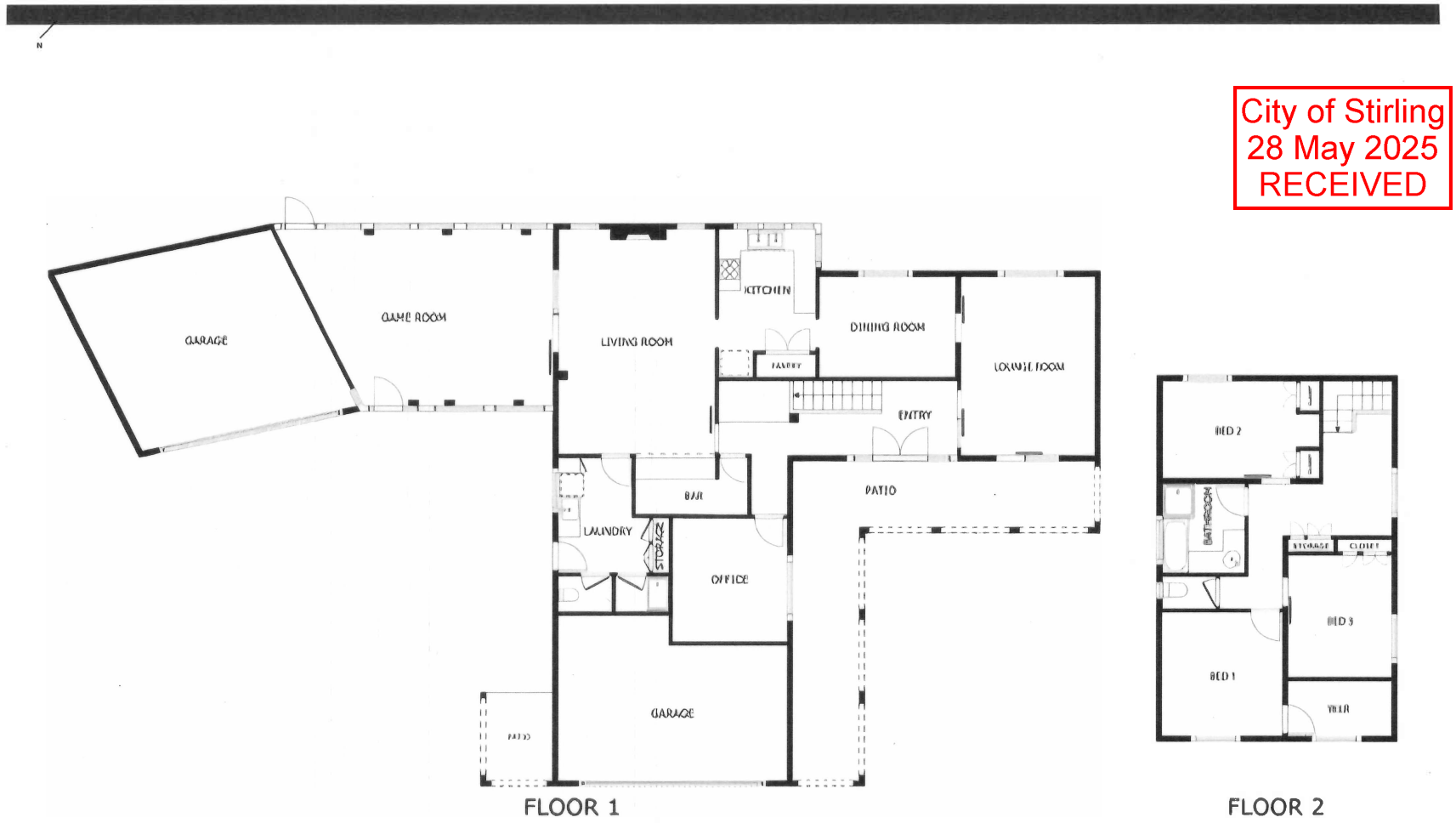
Nil

Attachment 1 -
Proposal Plans


27
29
31
33
35
37
39
Gordon Rd West
28
9
18-20
22
24
Salar Pl
8
7
32
6-6A
30
4A-4B
5
28
1-3
26
5


27
31
35
37
9
22
Salar Pl
5
4A-4B


City of Stirling
28 May 2025
RECEIVED
9 Salar PL,
Dianella
Swimming
Pool
Garden
House
9
House
Double Garage1
Drive Way & Parking
Bays for 3 cars
26
Salar Pl
Leter/meter
Box
Gaming
Room
Parking
Bays
for 2
Cars
Double Garage 2



9 Salar Pl, Dianella WA
Scale (approx.): 1:44 — calculated based on Dining Room (3.6m x 2.71m). This plan exceeds the minimum submission scale of 1:100.

City of Stirling
6 Jun 2025
RECEIVED

Short Stay Accommodation – Additional Information

STRA Registration Number: STRA6059ZM7ZV67D

1. Portion of the dwelling to be used as short stay accommodation:

At present, one room is retained for the owner's private use, and the remainder of the dwelling is made available for short stay accommodation. The owner may consider offering the entire dwelling for short stay use in the future, in accordance with relevant regulations and approval.

2. Maximum number of guests:

A maximum of 18 guests are permitted per booking.

3. Minimum or maximum day(s) allowed per booking:

The minimum stay is 1 night. There is currently no maximum limit on the length of stay.

4. Waste management:

Three separate bins are provided for appropriate waste disposal:
- Red-lidded bin – General waste
- Yellow-lidded bin – Recyclables
- Green-lidded bin – Garden waste

Waste collection is scheduled for every Thursday. Guests are provided with a house manual containing clear instructions on waste separation, bin usage, and collection schedules.

5. Conflict resolution:

The owner is responsible for all conflict resolution and guest communication. In the event of complaints or disturbances, guests are required to contact the owner directly. A prompt response will be provided to address the issue.
Emergency contact number: 0449 237 518.

YouComeAu, 2025- *9 Salar Place, Dianella WA 6059*

City of Stirling
28 May 2025
RECEIVED

Brief Transport Assessment Report

Property: 9 Salar Place, Dianella
Purpose: Short-Term Rental Application

---

1. Description of the Development:
The proposed development involves the use of an existing residential property at 9 Salar Place, Dianella as a short-term rental accommodation. The property features 5 bedrooms and common living areas designed to host guests temporarily. The development does not involve any structural changes and will operate under residential guidelines for short-term stays.

2. Vehicle Access Arrangement:
Vehicle access is provided via Salar Place, a low-traffic residential street with direct driveway access to the property. Entry and exit points are clear and unobstructed, allowing for safe ingress and egress by passenger vehicles.

3. Provision for Service Vehicles:
The property can accommodate light service vehicles (such as cleaners, gardeners, or delivery vans) using the driveway and outdoor parking spaces. There is sufficient turning space on-site to allow vehicles to enter and leave in a forward direction, reducing the need for reversing onto the street.

4. Parking Provision:
The site includes two enclosed garages offering a total of four indoor parking spaces, along with five outdoor parking bays on-site within the property. This exceeds the typical requirements for short-stay accommodations and ensures adequate off-street parking for guests and service providers.

5. Hours of Operation:
As a short-term residential rental, the property will operate 24 hours a day, with guest check-in and check-out typically occurring between 10:00 AM and 8:00 PM. Service visits (e.g., cleaning or maintenance) will occur during standard daytime hours.

6. Estimate of Daily Traffic Volumes and Vehicle Types:
The site is expected to generate approximately 4–8 light vehicle trips per day, mainly comprising passenger vehicles belonging to guests. Occasional trips by light commercial vehicles (e.g., cleaners or delivery services) are expected no more than once per day. The traffic volume generated is minor and will not adversely impact local road conditions.

7. Location of Nearest Bus Stops and Level of Accessibility:
The nearest bus stop is located approximately 450 meters. Regular services connect the area to surrounding suburbs and the central business district. Public transport options are considered moderately accessible for guests without private vehicles.

8. Pedestrian Access and Facilities:
The property is served by sealed footpaths on both sides of Salar Place, allowing safe pedestrian movement to nearby streets and public transport stops. The area is well-lit and suitable for foot traffic.

9. Cycle Access and Facilities:
Local streets provide safe, low-speed environments suitable for cycling. While there are no dedicated cycle lanes on Salar Place, nearby roads offer shared bike routes, and guests may store bicycles securely on the property. Additional facilities (such as outdoor bike racks) can be added if required.

10. Conclusion:
The proposed short-term rental use of 9 Salar Place, Dianella is expected to have a negligible impact on the surrounding transport network. Adequate parking and access are available on-site, and the estimated traffic volume remains within typical residential limits. The location offers reasonable access to public transport and supports active travel by foot or bicycle. No specific traffic mitigation is deemed necessary.

City of Stirling
28 May 2025
RECEIVED

City of Stirling
6 Jun 2025
RECEIVED

Stay Policy of YouComeAu

1. **Check-In and Check-Out**:

- Check-in time is from 1400hrs, and check-out time is by 1000hrs.

- Detailed instructions for key pickup/code entry will be provided upon booking confirmation.

2. **House Rules**:

- Keep quite **AT ALL TIMES** to respect the comfort of other guests and neighbors.

- Smoking is strictly prohibited inside the property. Designated smoking areas are located outside the main door near the swimming pool.

- Pets are not allowed.

- Parties or events are not permitted without prior consent from management.

- ***Parking MUST be within the premises of the residence, street parking is not permitted.***

3. **Security and Safety**:

- Guests are responsible for securing keys and keyless entry codes.

- Emergency contact information: 0449 237 518.

- ***In case of fire or medical emergency, dial 000.***

4. **Cleaning and Maintenance**:

- Guests are expected to maintain cleanliness during the stay and properly dispose of trash.

- Housekeeping services are carried out in public area daily.

5. **Additional Policies**:

- ***Guests are expected to respect neighbors and community rules.***

6. **Communication and Enforcement**:

- Violation of policies may result in fines, eviction, or forfeiture of the security deposit.

Thank you for choosing to stay with ***YouComeAu***. Please don't hesitate to contact us if you have any questions or need assistance during your stay.

Management,

YouComeAu, 2025- *9 Salar Place, Dianella WA 6059*

City of Stirling
29 May 2025
RECEIVED

Stay Policy of YouComeAu

1. **Check-In and Check-Out**:

- Check-in time is from 1400hrs, and check-out time is by 1000hrs.

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- Violation of policies may result in fines, eviction, or forfeiture of the security deposit.

Thank you for choosing to stay with ***YouComeAu***. Please don't hesitate to contact us if you have any questions or need assistance during your stay.

Management,

YouComeAu, 2025- *9 Salar Place, Dianella WA 6059*

Attachment 2 - Planning Assessment

Planning and Legislative Implications

The proposal was assessed against the relevant planning framework, with the key considerations of the planning assessment provided below in further detail.

1. Local Planning Scheme No.3
    a. Residential Zone Objectives
2. Local Planning Policy 6.7 – Parking and Access (6.7)
3. Planning and Development (Local Planning Schemes) Regulations 2015
4. Internal Referrals
5. Draft Local Planning Scheme No. 4 (LPS4)

1. Local Planning Scheme No.3

Lot 549, House Number 9, Salar Place, Dianella (subject site) is zoned 'Residential' with a residential density coding of R20 in accordance with Local Planning Scheme No.3 (LPS3). Clause 4.2.12 of LPS3 outlines the objectives of the 'Residential' zone, an assessment against the objectives is contained below:

Local Planning Scheme No.3	
Objective	**Comment**
a) To provide for residential development at a range of densities with a variety of housing type and size, to meet the current and future needs of the community.	The proposed development is for a Change of Use from Single House to Residential Building, however based on the proposed operation the development is for a commercial use.
b) To provide for a range of non-residential uses, which are compatible with and complementary to residential development.	The proposal is non-residential nature, given it operates on a commercial basis whereby funds are exchanged for temporary accommodation purposes. The proposed management of the 'Residential Building' which seeks to accommodate up to 18 persons at a given time is not considered to compatible or complimentary its surrounding residential development resulting in unacceptable adverse impacts on neighbours.

The City's assessment concludes that the based on the scale and intensity of the proposal, the proposed development is not appropriate in the Residential zone.

Land use definitions (Residential Building):

The application was lodged by the applicant as 'Short Stay Accommodation' which is defined under LPS3 as follows:

> *Short Stay Accommodation:*
>
> *means a dwelling designed or intended to be used for the purpose of human habitation on a temporary basis for a maximum time period of 6 consecutive weeks for a single person or single family, and includes a serviced apartment, but does not include a Residential Building, Hotel or Motel;*

With regard to the 'Short Stay Accommodation' land use definition, the City has determined the dwelling is not being used by "a single person or single family". Officers substantiate this based on the investigation undertaken to date, of note being the number of bunk beds observed within the property and the manner in which accommodation within the property has been marketed online.

The City has determined use of the property would instead be better aligned with the land use of 'Residential Building' as defined in LPS3 by reference to the Residential Design Codes definition, which is as follows:

> *Residential Building - a building or portion of a building, together with rooms and outbuildings separate from such building but incidental thereto; such building being used or intended, adapted or designed to be used for the purpose of human habitation:*
>
> - *temporarily by two or more persons; or*
> - *permanently by seven or more persons, who do not comprise a single family, but does not include a hospital or sanatorium, a prison, a hotel, a motel or a residential school.*

The City has gathered evidence demonstrating the unauthorised use of the property has continued in a manner consistent with this definition being "temporarily by two or more persons".

A 'Residential Building' land use is a 'Discretionary' (D) listed use within the Residential zone, which means that the use is not permitted unless Council has exercised its discretion by granting planning approval.

2. Local Planning Policy 6.7 – Parking and Access (LPP 6.7)

The City has assessed parking against the City's Local Planning Policy 6.7 - Parking and access (LPP 6.7. The land use of 'Residential Building'

is not specifically listed under LPP 6.7, but the activity/use is considered similar to that of a Motel, Hostel or Boarding House which provides the following parking rate:

LPP 6.7 Parking and Access			
Land Use	**Policy Rate**	**Proposed**	**Bays Required**
• Boarding House • Hostel • Hotel • Motel	• 1 bay per separately lodged bed-room; or • 1 bay per separately lodged bed in a shared bedroom.	18 bed bunks.	18 car bays required
		Total Required:	18 car bays
		Total Provided:	7 car bays
		Total Surplus / Shortfall:	11 bays – Discretion sought

The proposed development seeks discretion regarding the abovementioned provisions of LPP 6.7 with consideration undertaken against the following objectives of LPP 6.7:

LPP 6.7 Parking and Access	
Objective	**Officers Comment**
• *To ensure development provides an appropriate level of car parking, reflecting supply and demand so that a major parking problem is unlikely to occur;*	The proposed development does not provide an appropriate level of car parking to meet the anticipated demand generated by the use. The shortfall of 11 car bays is considered inadequate, particularly given the development's potential to accommodate up to 18 guests and one permanent resident at any one time, resulting in the possibility of up to 19 vehicles requiring on-site parking. The subject site is a corner lot with existing vehicular access from within a cul-de-sac, which further limits the capacity for safe and effective parking arrangements. Additionally, both Salar Place and Gordon Road West are classified as Local Roads under the City's Functional Road Hierarchy. There are two bays are located within the garage attached to the dwelling (in a side-by-side configuration) which could be accessed

LPP 6.7 Parking and Access	
Objective	**Officers Comment**
	easily by guests. However, the other five parking bays on-site are considered to be more difficult to access. Of these five bays, two bays are provided side by side in the free-standing garage, with a further two bays (side-by-side) located on the uncovered driveway in front of this free-standing garage, and there is a further bay in front of those bays in the uncovered driveway to the south of the property. Managing parking, specifically managing access to individual vehicles parked in those five bays at various times, will likely be challenging given guests may be unrelated. It is likely that this parking provision will result in overflow into the local road network as an easier alternative to parking in those five bays on-site. The proposal is likely to result in a major parking issue and does not satisfy the objective
• *To ensure safe, convenient, and efficient access for pedestrians, cyclists, and motorists;*	Vehicular access to the subject site is currently provided via Salar Place, a cul-de-sac servicing 10 residential properties. The proposed development, which may generate up to 19 additional vehicles on-site at any one time, is considered to significantly increase traffic volumes on this local road. This increase is likely to compromise the safety, convenience, and efficiency of access for pedestrians, cyclists, and motorists, particularly given the constrained nature of the cul-de-sac and its classification as a Local Road under the City's Functional Road Hierarchy.
• *To prioritise access by public transport, walking and cycling;*	In accordance with the Residential Design Codes, the subject site is classified as a Location B, meaning it is not situated within a 250-metre walkable catchment of a high-frequency public transport route, nor within an 800-metre walkable catchment of a train station.

LPP 6.7 Parking and Access	
Objective	**Officers Comment**
	As such, the site lacks convenient access to public transport infrastructure, and the proposed development does not adequately prioritise access by walking, cycling, or public transport.
• *To facilitate the provision of adequate bicycle parking and end of trip facilities;*	There is no provision for bicycle parking or additional end of trip facilities considered as part of this application
• *To provide a balanced parking supply that does not exceed the capacity of the road network, with sufficient publicly accessible parking;*	The shortfall of 11 car bays, combined with the potential for up to 19 vehicles on-site at any one time, is likely to result in overflow parking onto surrounding streets. The site is accessed via Salar Place, a cul-de-sac servicing 10 residential properties, and is located at the intersection with Gordon Road West. The absence of sufficient accessible parking and the potential for congestion and reduced safety for other road users indicates that the proposal does not meet the objective.
• *To ensure that an oversupply of parking does not occur that discourages alternative forms of transport; and*	The proposed development results in a shortfall of 11 car parking bays, which represents a significant shortfall relative to the expected demand. This shortfall is likely to lead to increased reliance on private vehicles without adequate accommodation, thereby discouraging the use of alternative modes of transport such as public transit, cycling, or walking.
• *To ensure the amount of parking is not detrimental to the urban design and character of the locality.*	The proposed development is considered to have a detrimental impact on the established character of the locality. The subject site is situated on a corner lot within a cul-de-sac, in an area that is contextually defined by low-density residential development. The scale and intensity of the proposed parking arrangement is not considered to be compatible with the prevailing urban design and residential character of the surrounding area, and therefore does not meet the objective of ensuring that parking provision does not adversely affect the locality.

The City's assessment concludes that the proposed development does not meet the LPP objectives.

3. <u>Planning and Development (Local Planning Schemes) Regulations 2015</u>

The proposed development is required to be considered against the relevant matters listed under Clause 67 (2) of the Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015. Commentary on the relevant considerations is provided below:

Clause 67 – Consideration of application by local government Provision	Officer Comment
(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;	The proposed Residential Building is a 'D' Use within the Residential zoning of the site as per LPS3, meaning that the use is not permitted unless Council has exercised its discretion by granting planning approval. An assessment has been undertaken against the 'Residential' Zone Objectives which demonstrates the proposal is inconsistent with the objectives.
(b) the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the Planning and Development (Local Planning Schemes) Regulations 2015 or any other proposed planning instrument that the local government is seriously considering adopting or approving;	The development has been assessed in accordance with the applicable local and state planning instruments and is not supported. The scale of the proposed land use is not consistent with the established and likely future amenity of the area and the development results in a significant car parking shortfall which is likely to result in an adverse impact on the surrounding road network with unmanaged on-street car parking. Although the City has prepared Draft LPS4 and commenced advertising of LPS4 is not imminent nor certain at this time. Accordingly whilst there is no zoning or density change proposed to the subject site under LPS 4, no weight should be given to Draft LPS4 when determining this application.
(g) any local planning policy for the Scheme area;	The City's assessment of the development application has considered the relevant local planning policies including *Local Planning Policy No. 6.7 – Parking and Access*. The proposed car parking shortfall is significant and is not supported with concerns regarding safety issues from unmanaged street parking.
(m) the compatibility of the development with its setting, including — (i) the compatibility of the development with the desired future character of its setting; and	The proposed development is considered to be incompatible with the desired future character of its setting. The scale and intensity of the proposal are not consistent with the established or intended low-density residential character of the locality.

Clause 67 – Consideration of application by local government Provision	Officer Comment
(ii) the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;	In particular, the development's operational nature will have an adverse impact on the amenity of adjoining properties and the broader community. The site's location on a corner lot within a cul-de-sac further exacerbates concerns regarding its relationship to surrounding development, particularly in terms of traffic generation, parking demand, and visual impact.
(n) the amenity of the locality including the following — (i) environmental impacts of the development; (ii) the character of the locality; (iii) social impacts of the development;	The proposed development is considered inappropriate within this setting, as it does not positively contribute to the existing or intended future character of the locality. The scale and nature of the proposal are likely to result in adverse impacts on local amenity, including increased traffic, parking demand, and potential noise and activity levels inconsistent with the surrounding residential environment.
(r) the suitability of the land for the development taking into account the possible risk to human health or safety;	These matters are discussed in the Building Comments section.
(s) the adequacy of — (i) the proposed means of access to and egress from the site; and (ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles;	The development provides for inadequate car parking for the proposed use.
(t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;	This level of traffic generation is considered excessive in the context of the site's location within a cul-de-sac (Salar Place), which currently services only 10 residential properties. The anticipated increase in traffic is likely to result in congestion, reduced safety for pedestrians and cyclists, and adverse impacts on the residential amenity of the area.
(u) the availability and adequacy for the development of the following — (i) public transport services; (ii) public utility services; (iii) storage, management and collection of waste; (iv) access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities);	The subject site is not in close proximity to public transport services. The existing development is connected to the relevant public utility services. The upgrade of the existing waste facilities is required to address the relevant comments from waste.

Clause 67 – Consideration of application by local government Provision	Officer Comment
(v) access by older people and people with disability;	
(y) any submissions received on the application;	The application has been formally advertised in accordance requirements of Clause 64(3) of the Planning and Development (Local Planning Schemes) Regulations 2015 with comments received. These submissions have been considered as part of the City's assessment with valid planning matters raised.

The City's assessment concludes that the proposed development does not appropriate satisfy all relevant matters as per Clause 67 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

4. Internal Referrals

The application has been referred to the relevant internal business units with the following comments provided:

Waste Services:

- Waste and bins to be managed internally by owners and residents.
- Options for Upgraded bin sizes available as well as additional waste services available.
- Upgrade Red lid general waste bin from 140L to 240L if required.
- Upgrade the yellow recycling bin to 240L to 360L if required.
- Second service available- 1 x 140L red, 1 x 240L yellow and 1 x 240L green- standalone service cost and establishment fees apply.

The existing waste collection services are insufficient to provide for the number of guests/persons and requires upgrade to address the above comments from Waste.

Building Services:

For the existing building to be used as transient accommodation for the number of unrelated persons as proposed, an Occupancy Permit will need to be to be obtained for a change of classification from the current Class 1a to the appropriate Class 2-9 building classification, which is likely to be Class 3. As a part of this change of class, the building will need to be considered against the requirements of Volume 1 of the National Construction Code (NCC) and will be subject to different requirements to that of its current classification. Some key areas of consideration would include but are not limited to, fire-resisting construction requirements, fire/smoke hazard service requirements, accessibility and

provisions for escape. The City anticipates that substantial building works would need to be completed to bring the building into compliance with these requirements, which would also need to be addressed in a Building Permit application prior to an Occupancy Permit being sought.

Based on the information provided, the development in its current form is unlikely to appropriately meet the relevant NCC requirements, with a change of building class through a Building Permit and Occupancy Permit would be required to accommodate the change in land use which seeks to accommodate up to 18 unrelated persons.

The existing building does not meet the building requirements for a Class 3 building classification and would require significant upgrades/alterations.

Environmental Health:

The following advice notes are recommended, should the proposed development be supported.

Advice Notes

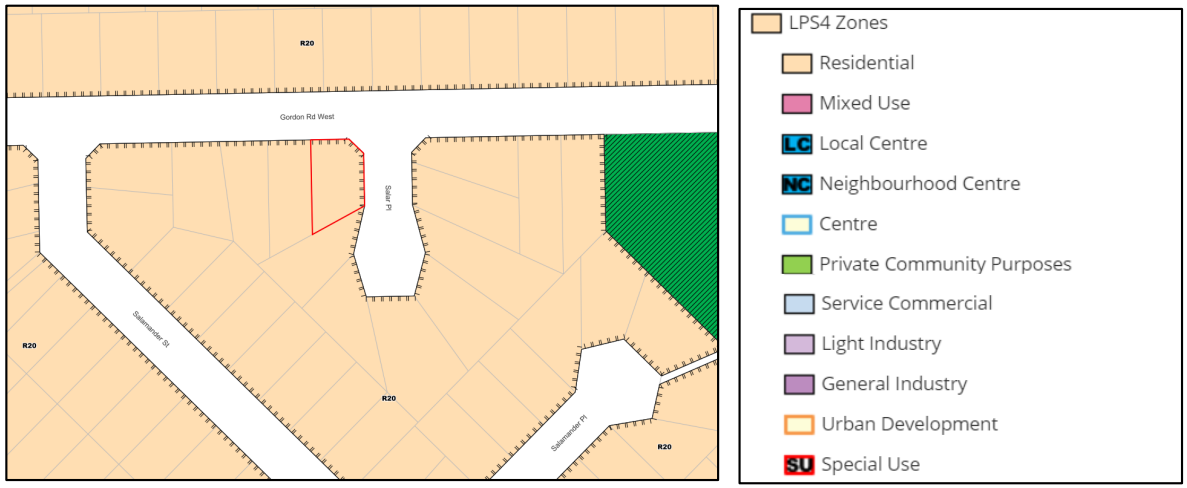
- Comply with City of Stirling Health Local Law 2009 Part 8 - Lodging Houses.
- Apply for registration of the Lodging House.
- Acceptable plans indicating the position and type of all proposed fittings and fixtures and details of floor, wall and ceiling finishes and floor drainage to be submitted prior to internal fit out.
- Provide enough laundry fixtures as per the Local Law.
- Provision of 1 oven and 2, 4 burner stoves.
- Potential nuisance from artificial light to be addressed in accordance with
- Australian Standard AS4282-1997

5. Draft Local Planning Scheme No. 4 (LPS4)

On 10 June 2025, Council resolved (Council Resolution 0625/004) to support with modifications proposed Draft Local Planning Scheme 4 (LPS 4) and submit the documents to the Western Australian Planning Commission. The City finalised advertising draft LPS4 on 24 January 2025. The relevant proposed planning provisions for the subject site include:

- Zoning: Residential Zone.
- Dwelling is proposed to be a 'P' Land Use under draft LPS4.
- The objectives for the Residential are proposed to be:
    - 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.



Councillor Daniela Ion disclosed an Impartial Interest in Item 12.1/CF1, as she is a member of the Mount Lawley Society.

12.1/CF1 HERITAGE AWARDS 2026 - APPOINTMENT OF ELECTED MEMBERS FOR JUDGING PANEL

Business Unit:	City Future	Service: Schemes, Policies & Heritage	
Ward:	City Wide	Location: Not Applicable	
Applicant:	Not Applicable		Reference: Not Applicable

Role

Executive - *Governing the City and the community through executive powers.*

Moved Councillor Migdale, seconded Councillor Re

That Council APPOINTS the following Elected Members to the Heritage Awards 2026 Judging Panel:

1. Councillor Damien Giudici
2. Councillor Suzanne Migdale

During debate it was suggested that an extra Elected Member be appointed to the Heritage Awards 2026 Judging Panel.

With the agreement of the mover and seconder, Councillor Elizabeth Re was INCLUDED as the appointed third member and formed a part of the substantive motion.

Council Resolution

1125/006

Moved Councillor Migdale, seconded Councillor Re

That Council APPOINTS the following Elected Members to the Heritage Awards 2026 Judging Panel:

1. Councillor Damien Giudici

2. Councillor Suzanne Migdale

3. Councillor Elizabeth Re

The substantive motion was put and declared CARRIED (13/0).

For: Councillors Creado, Giudici, Hatton, Ion, Krsticevic, Migdale, Olow, Paparde, Perkov, Proud, Re, Thornton and Mayor Irwin.
Against: Nil.

Committee Recommendation

That Council APPOINTS the following Elected Members to the Heritage Awards 2026 Judging Panel:

1. Councillor Damien Giudici

2. Councillor Suzanne Migdale

Officer's Recommendation

That Council APPOINTS the following Elected Members to the Heritage Awards 2026 Judging Panel:

1. _____

2. _____

Purpose

To seek the Council's appointment of two Elected Members to form part of the Heritage Awards 2026 judging panel.

Background

At its meeting held 18 February 2003, Council endorsed a proposal for the inaugural Heritage Awards Program (Item 11.1/PL4). The purpose of the program is to increase awareness of the City's heritage and to recognise the contributions made by individuals, community groups, businesses, and government bodies to the conservation of local built heritage.

The Heritage Awards Program is as a biennial event, and the City has held 11 successful programs to date since 2003.

Nominations are required for two Elected Members to join the judging panel for the Heritage Awards 2026.

Consultation

The Heritage Awards seek to increase public awareness of, and interest in, the City's built Heritage. As such, it will be subject to specific communication strategies to ensure that this objective is met.

The City will send letters to homeowners and applicants who have submitted a development application within the Heritage Area over the past five years, as well as to recipients of a Heritage Rebate during that time. Letters will also be sent to owners of properties listed on the City's Heritage List and Local Heritage Survey.

In addition to these targeted letters, the City will promote the information on its website and via its email banner. Posters and flyers have also been created to encourage nominations, which will be distributed to local businesses within the Heritage Area.

Planning Comment

Scope of Awards

The Heritage Awards focus on works that conserve the built environment and streetscape of the City's Heritage Places, and the enhancement of heritage within the wider community. By recognising conservation of the built environment, an opportunity exists for the City to promote the benefits of proactive heritage management processes, and to recognise community groups or individuals for their contributions to educate and/or promote heritage within their communities.

The Awards contain a number of categories which promote conservation of the built environment; new developments within a Heritage Area; and contributions the community has made to promote heritage.

Judging Panel

A judging panel will need to be established to assess nominations received and undertake site visits at nominated properties. Site visits will likely occur in late February/March 2026. The number of hours required for this will depend on the number of applications received.

Judging panel members will also be required to attend the Heritage Awards Ceremony which will be held in May/June 2026.

The judging panel will comprise of:

- Two Elected Members;
- One representative member of the Mount Lawley Society;
- A heritage consultant; and
- The City's Senior Planning Officer Heritage.

A qualified Heritage Consultant has already been appointed.

Awards will be given to all Heritage category winners, along with the relevant Builder or Architect of the proposal at the Awards Ceremony.

Recommended Action

The judging panel for the Heritage Awards requires Elected Member representation and therefore it is recommended that Council appoints two Elected Members for the Heritage Awards 2026 judging panel.

Policy Implications

Nil.

Financial Implications

The costs associated with the Heritage Awards 2026 are contained within the City Future Business Unit budget.

Sustainable Stirling 2022-2032

Key Result Area: Our economy

Objective: A vibrant City

Priority: Support the City's cultural sector to create vibrancy in our local areas

Key Result Area: Our built environment

Objective: A liveable City

Priority: Improve the quality, liveability and identity of local areas

Strategic Risk

Strategic Risk	Risk Appetite
Funding	The City will take sufficient financial risk to enable it to achieve its strategic objectives, providing it does not significantly impact on the long term financial sustainability of the City.

Relevant Policies, Legislation and Council Resolutions

Meeting Date	Council Resolution Number	Council Resolution
13 February 2024	0224/017	*That Council APPOINTS the following Elected Members to the Heritage Awards 2024 Judging Panel:* *1. Councillor Suzanne Migdale.* *2. Councillor Joe Ferrante.* 3. *Councillor David Lagan.*
7 December 2021	1221/022	*That Council NOMINATES the following Elected Members for the History and Heritage Awards 2022 Judging Panel:-* • *Councillor Suzanne Migdale* • *Councillor Felicity Farrelly* • *Councillor Bianca Sandri* • *Councillor Elizabeth Re* • *Councillor David Lagan*

Relevant Documents and Information

Attachments

Nil.

Available for viewing at the meeting

Nil.

Linked Documents

Nil.

12.1/CF2 LPS4 LOCAL PLANNING POLICY - DEVELOPMENT APPROVAL EXEMPTIONS

Business Unit:	City Future	Service: Schemes, Policies & Heritage
Ward:	City Wide	Location: Not Applicable
Applicant:	Not Applicable	

Role

Legislative - *Making local laws, policies and planning instruments.*

Council Resolution

1125/007

Moved Councillor Migdale, seconded Councillor Re

That Council ADOPTS 'Local Planning Policy – Development Approval Exemptions' for the purpose of public advertising as shown in Attachment 1.

The motion was put and declared CARRIED (13/0).

For: Councillors Creado, Giudici, Hatton, Ion, Krsticevic, Migdale, Olow, Paparde, Perkov, Proud, Re, Thornton and Mayor Irwin.
Against: Nil.

Committee Recommendation

That Council ADOPTS 'Local Planning Policy – Development Approval Exemptions' for the purpose of public advertising as shown in Attachment 1.

Officer's Recommendation

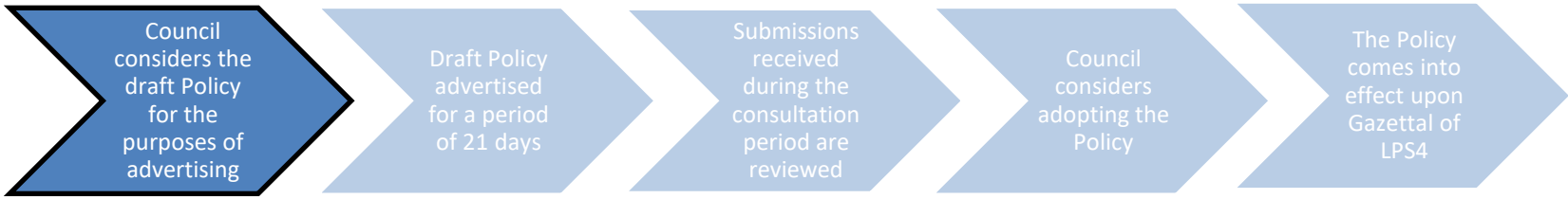
That Council ADOPTS 'Local Planning Policy – Development Approval Exemptions' for the purpose of public advertising as shown in Attachment 1.

Purpose

The City is currently progressing Local Planning Scheme No.4 (LPS4) and the City has been incrementally reviewing existing local planning policies to ensure they are fit for purpose and ready for adoption when LPS4 is gazetted.

In preparation of the adoption of LPS4, a suite of local planning policies will be presented to Council within the next eight months for consideration. Some policies may involve administrative changes only, meaning that advertising will not be required in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015 (Regulations)*. Other policies may incorporate additional modifications such as alignment with the State Planning framework, LPS4 and/or to amalgamate some policies. These types of local planning policy changes will be presented to Council to seek consent to advertise to enable submissions by the community prior to adoption.

As part of this review, draft Local Planning Policy – Development Approval Exemptions (Attachment 1) has been prepared and is now presented to Council for consideration for the purpose of public advertising. Should Council resolve to adopt the LPP for the purpose of advertising, the diagram below provides an outline of the process and an indication of the decision timeline.



Once the Policy has been finally approved by Council, it will only come into effect when LPS4 is gazetted.

Details

The proposed draft Local Planning Policy – Development Approval Exemptions is a new local planning policy following the review and amalgamation of LPP 6.13 (Markets - Exemption from Development Approval) and LPP 6.15 (Exemption from Requiring Development Approval).

A summary of the proposed changes to LPP 6.13 and LPP 6.15 into the amalgamated new Policy as outlined below is provided in Attachment 2.

Existing Planning Framework

All development requires approval unless expressly exempted by a planning instrument. Development exemptions within the City are currently governed by the following provisions:

- Planning and Development (Local Planning Schemes) Regulations 2015
- Local Planning Scheme No.3 (LPS3) (to be replaced by LPS4)
- Local Planning Policy 6.13 – Markets Exemption from Development Approval
- Local Planning Policy 6.15 – Exemption from Requiring Development Approval

Since the adoption of LPP 6.13 (i.e. November 2019) and LPP 6.15 (i.e. May 2020), there have been multiple changes to the State Planning Framework relevant to these policies. These changes, along with the upcoming transition from Local Planning Policy No.3 (LPS3) to LPS4, have prompted a review of how the City exempts development from requiring development approval.

Local Planning Scheme No.3

Clause 8.2 of LPS3 currently exempts certain types of development from requiring Development Approval. These exemptions are not carried forward into LPS4, as many exemptions are now addressed under the Regulations. For exemptions that will not be covered by either LPS4 or the Regulations, there is a need to address through policy provisions.

The draft policy will form part of the suite of local planning policies prepared for implementation upon the gazettal of LPS4 and will incorporate exemptions not covered by the Scheme or the Regulations.

LPP 6.13 Markets - Exemption from Development Approval (LPP 6.13)

LPP 6.13 was adopted by Council in 2019 (came into effect October 2020) to provide exemptions for Markets operating on non-residential zoned land, where no new buildings are constructed, and specific operational criteria are met. The purpose of this was to make it easier for community organisations to operate Markets. A copy of this policy is provided in Attachment 3.

Under LPS4, Markets are now a permitted ('P') use in all Commercial zones except for the 'Private Community Purposes' zone where it is a 'D' ('Discretionary) use. As such, the policy has been reviewed and is amended to include criteria allowing Markets to be exempt from requiring Development Approval in the 'Private Community Purposes' zone, provided they meet specified conditions.

This is in line with the objectives of the Private Community Purposes zone under LPS4, which are:

Private Community Purposes	• To provide sites for privately owned and operated education, recreation, institutions and places of worship. • To integrate private recreation areas with public recreation areas wherever possible. • To provide for a range of privately owned community facilities and uses that are incidental and ancillary to the provision of those facilities, which are compatible with surrounding development. • To ensure that the standard of development is in keeping with surrounding development and protects the amenity of the area.

LPP 6.15 - Exemption from Requiring Development (LPP 6.15)

LPP 6.15 was adopted by Council in 2020 to clarify which types of development are exempt under the Regulations, and to expand the range of exempt development. This includes exemptions for residential dwellings (where permitted under the State Planning Policy 7.3 – Residential Design Codes Volumes 1 and 2 (R-codes) and certain non-residential development. A copy of LPP 6.15 is provided in Attachment 4.

Residential development is governed by the applicable zone and density coding under the Local Planning Scheme. The overarching statutory framework is provided by the R-codes. Since the adoption of LPP 6.15, the R-Codes have undergone multiple amendments and are expected to be further updated in the near future. As a result, some existing exemptions within LPP 6.15 now conflict with the current R-Code provisions, while others have become outdated.

Although the policy was initially introduced to streamline development exemptions, the changes to the Regulations and R-Codes have now made parts of the Policy outdated which is adding complexity rather than simplifying the planning process. This prompted a review of the policy whereby provisions that duplicate or conflict with the Regulations and R-Codes have been removed or amended to ensure alignment with the current State Planning Framework.

Financial Assessment and Implications

The costs associated with advertising and adopting Local Planning Policies are covered within the City Future Business Unit budget.

Stakeholder Engagement

If Council resolves to advertise the amendments to Local Planning Policy 6.15 – Exemption from Requiring Development Approval, the consultation will be undertaken in accordance with the provisions of the Regulations and the City's Local Planning Policy 6.18 – Public Consultation.

The policy is required to be advertised for 21 days. A notification will be placed on the City's website and on the noticeboard in the City's Administration building for the duration of the advertising period. Elected Members will also be notified of the advertisement of the Policy via the Elected Member Portal.

Recommended Action

It is recommended that Council adopts Local Planning Policy – Development Approval Exemptions for the purpose of public advertising, as shown in Attachment 1.

Relevant Policies, Legislation and Council Resolutions

Local Government Act 1995

Meeting Date	Council Resolution Number	Council Resolution
19 November 2019	1119/008	3. That pursuant to the Planning and Development (Local Planning Schemes) Regulations 2015, Council PROCEEDS with (adopts) draft Local Planning Policy 6.13 – Markets – Exemption from Development Approval as shown in Attachment 2, following the gazettal of Scheme Amendment No.108.
26 May 2020	0520/022	1. That pursuant to the Planning and Development (Local Planning Schemes) Regulations 2015, Council PROCEEDS with (adopts) the modified draft Local Planning Policy 6.15 – 'Exemption from Requiring Development Approval' contained in Attachment 2, with further modifications to delete the words 'Developments that meet the following provisions do not require development approval' at the start of Section 5 from page 1 of the draft Local Planning Policy. 2. That the modified draft Local Planning Policy 6.15 – 'Exemption from Requiring Development Approval', be REFERRED to the Western Australian Planning Commission for approval of modification to the R-Codes that require approval of the Western Australian Planning Commission.

Sustainable Stirling 2022-2032

Key Result Area: Our built environment

Objective: A liveable City

Priority: Facilitate diverse housing choice for our community

Priority: Improve the quality, liveability and identity of local areas

Strategic Risk

Strategic Risk	Risk Appetite
Environment	The City will prioritise protection, enhancement and sustainability of the natural environment unless this cannot be achieved without significantly compromising the City's economic or social sustainability.

Relevant Documents and Information

Attachments

Attachment 1 - Development Approval Exemptions

Attachment 2 - Proposed Policy Changes

Attachment 3 - LPP 6.13 Markets Exemption from Development Approval

Attachment 4 - LPP 6.15 Exemption from Requiring Development Approval

Available for viewing at the meeting

Nil.

Linked Documents

Local Planning Scheme No.4

Policy Manual

Local Planning Policy - Development Approval Exemptions

1. CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* and Local Planning Scheme No. 4. This Policy may be cited as Local Planning Policy (LPP) Development Exemptions and Modifications.

2. INTRODUCTION

Clause 61 of Schedule 2, Part 7 of the *Planning and Development (Local Planning Schemes) Regulations 2015* specifies the types of works and land uses that do not require development approval from the local government.

Sub-clauses 61(1)(i) and 61(2)(g) provide authority for the local government to adopt a Local Planning Policy that identifies additional exemptions.

The purpose of this Policy is to outline further categories of development that are exempt from development approval, beyond those listed in Clause 61.

Specifically, this Policy:

- Supplements specific provisions of the Residential Design Codes (R-Codes);
- Exempts minor development works in residential and non-residential zones within the City of Stirling; and
- Identifies circumstances in which community markets are exempt from development approval.

3. OBJECTIVES

The objectives of this policy are:

a) To streamline the planning process by exempting low-impact developments that demonstrate no adverse impact on adjoining properties and/or the streetscape.

b) To enable greater flexibility in residential development where proposals demonstrably align with both the existing and likely future built form.

c) To enhance urban design quality and residential living standards by implementing a planning framework that aligns with the general objectives of the R-Codes.

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4. APPLICATION OF THIS POLICY

Where a proposal does not meet the specific provisions outlined in this policy, assessment will be undertaken against the broader objectives, apart from the R-Code Exemptions.

It does **not** exempt development from the requirement to obtain other relevant approvals or comply with applicable local laws, statutes, or policies—including, but not limited to, building and health permits.

Scope of Application

5(a) Applies to residential development on land within the City of Stirling subject to *Local Planning Scheme No 4*, including augmentations to the R-Codes.

5(b) Applies to development on residential and non-residential zoned land within the City of Stirling under *Local Planning Scheme No. 4*.

5(c) Applies to Market Stalls located on land zoned Private Community Purposes and Local Reserves including 'Local Roads' within the City of Stirling.

5. POLICY PROVISIONS

5(a) R-Code Exemptions

The R-Codes apply to all residential development throughout Western Australia and Clause 3.2 outlines instances where a local planning policy can modify the R-Codes either with or without WAPC approval.

The provisions listed in the table below replace the relevant deemed-to-comply requirements of the R-Codes Volume 1, except where modified or inconsistent with the local planning framework (i.e. Character Retention Guidelines).

Should the policy provision not be met the proposal shall be assessed against the relevant R-Code provision.

No.	Amend/Replace	R-Codes:	Policy:
1.	Part B Cl. 5.1.3 (C3.1) Lot Boundary Setbacks		
	Is amended to allow for a 3m height in lieu of 2.7m.	ii. for carports, patios, verandas or equivalent structures, the lot boundary setbacks in Table B and Tables 2a and 2b may be reduced to nil to the posts where the structure*: • is not more than 10m in length and 2.7m height; • is located behind the primary street setback; and • has eaves, gutters and roofs set back at least	ii. for carports, patios, verandas or equivalent structures, the lot boundary setbacks in Table B and Tables 2a and 2b may be reduced to nil to the posts where the structure*: • is not more than 10m in length and **3m** height; • is located behind the primary street setback; and • has eaves, gutters and roofs set back at least

Policy Manual

		450mm from the lot boundary.	450mm from the lot boundary.
		*Note: *There may also be building code requirements that apply.*	
WAPC Approval Required: Y/N		Date Approved by WAPC (if applicable): N/A	
2.	Part B Cl. 5.2.5 (C5) - Sightlines		
	Is amended to allow fencing within the sightline area where it has been demonstrated that pier dimensions and visibility do not obstruct sightlines in low-density areas.	No provision.	An added alternative option is included as shown below: iv. A fencing height up to 1.8m above natural ground level within 1.5m of where a driveway meets a street with: • no more than one support pier with a maximum horizontal dimension of 350mm; and • no more than two panels (inclusive of a sliding or swinging gate) with open style pickets that individually achieves a 1:10 spacing ratio (i.e. a 10mm picket with a 100mm space to the next picket).
WAPC Approval Required: Y/N		Date Approved by WAPC (if applicable): N/A	
3	Part B Cl. 5.4.3 - Outbuildings		
	Is amended to allow for a 3m height in lieu of 2.4 for large and multiple outbuildings and 2.7m for small outbuildings.	A. Small outbuilding iv. does not exceed a wall height of 2.7m; B. Large and multiple outbuildings iii. does not exceed a wall height of 2.4m	A. Small outbuilding iv. does not exceed a wall height of **3m;** B. Large and multiple outbuildings iii. does not exceed a wall height of **3m;**
WAPC Approval Required: Y/N		Date Approved by WAPC (if applicable): N/A	

5(b) Exempt Development Works

The exemptions listed in the table below do not apply where:

- a referral to the Metropolitan Region Scheme under the Instrument of Delegation is required prior to determination; or
- the bushfire requirements of the *Planning and Development (Local Planning Schemes) Regulations 2015* are applicable;
- Where development is considered to have an adverse impact on the streetscape and/or adjoining properties.

The following development does not require approval:

Applies to:	Condition(s)

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a) Alterations to non-residential buildings **Except where the property is: affected by the *Heritage Act 2018*, is listed on the *City of Stirling Heritage* List and/or located within a Heritage Protection Area.**	Alterations to the building facades (to the primary and secondary street) where: i. the height of the building is not increased; and ii. the alignment to a street is not altered by more than 300mm; and iii. meets all requirements of the City's Local Planning Scheme and relevant local planning framework.
b) Grouped Dwelling development that results in no more than two dwellings on a parent lot.	i. That meets all requirements of the City's Local Planning Scheme and any relevant local planning framework, and ii. The deemed-to-comply provisions of the R-Codes Volume 1.
c) In addition to the exemptions provided under Clause 61(1)(b)(7) of Schedule 2, Part 7 of the Planning and Development (Local Planning Schemes) Regulations 2015, **Grouped Dwelling additions** are exempt from development approval where they meet the following criteria. **Except where the property is: affected by the *Heritage Act 2018*, is listed on the *City of Stirling Heritage* List and/or located within a Heritage Protection Area.**	i. The development meets all requirements of the City's Local Planning Scheme and any relevant Local Planning Framework, and ii. The deemed-to-comply provisions of the R-Codes Volume 1.
d) Transportable Containers	Where present on the property for no more than 9 consecutive days in any 12-month period.
d) Viewing Platforms	When used to market homes in an approved development, to show potential views, and are: i. limited to one per development site; and ii. on-site for a maximum of 3 months within a 12-month period; and iii. within the maximum building height of the approved development; and iv. located behind all street setback areas; and v. setback a minimum of 7.5m from any lot boundary.
e) Incidental Structures ***Except where; at a place listed on the Heritage List or where located within the Heritage Special Control Area and is in the front setback area; attached to the front facing portion of a building including the roof.***	Such as but not limited to: • Satellite dish; • Air Conditioner; • Solar Panel; • Shade structure or sail; • Screening; • Clothes line • Swimming Pools - below ground for private use only.

5(c) Markets

Development Approval Exemption – Private Community Purposes Zone

Markets are exempt from requiring Development Approval within the *Private Community Purposes* zone under the City's Local Planning Scheme provided all the following conditions are met:

- No new buildings are constructed. Markets may operate from existing buildings, temporary structures, vehicles, trailers, or similar setups.
- The Market operates no more than one day per week.
- The Market includes no more than 30 stalls.
- The market is not open to the public:
  - Between 7:00pm and 7:00am, Monday to Saturday
  - Between 7:00pm and 9:00am on Sundays
  - On Christmas Day, Good Friday, or Easter Sunday
- Vendor arrival is not permitted before 6:00am.
- The Market and associated parking must be located at least 150 metres from any lot zoned for 'Residential' use.
- Market operations must not conflict with parking requirements for the site's primary use.
- A minimum of two car parking bays per stall must be provided.

Markets on Public Land

Markets proposed on Local Reserves are also exempt from Development Approval under the Scheme. These proposals will be assessed through the City's Event Application process.

6. DEFINITIONS

Unless otherwise provided for in this Policy, definitions have the same meaning as the Residential Design Codes (R-Codes), the City's Local Planning Scheme and the *Planning and Development (Local Planning Schemes) Regulations 2015*. The following additional definitions apply to this policy.

Market	Means premises used for the display and sale of goods from stalls by independent vendors; *Note: For the purpose of this definition, a stall includes any structure whether fixed or moveable, temporary or permanent, vehicles, trailers and the like. The sale of goods includes the sale of food or drinks from a stall.*

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Transportable Containers	Means a moveable container, sea container, shipping container or the like, that is being used to transport goods to and/or from the property.

7. OTHER RELEVANT DOCUMENTS

- Local Planning Scheme No.4 Scheme Text
- State Planning Policy 7.3 Residential Design Codes
- Planning and Development (Local Planning Schemes) Regulations 2015
- The City's Event Application Guidelines and Requirements

OFFICE USE ONLY:

Policy Type: Local Planning Policy **Policy Owner: City Future**	**Policy No. 6.15 (LPP6.15)** **Latest adopted review date: 15 Feb 2022**

Policy Type: Local Planning Policy **Policy Owner: City Future**	**Policy No. 6.13 (LPP6.13)** **Latest adopted review date: 1 Oct 2020**

Proposed Policy Changes

Project Brief:

To review and where required update current local planning policies to accompany and support the impending adoption of LPS 4.

The Western Australian Planning Commission has prepared a draft WA Planning Manual which includes the manner and form that Local Planning Policies should take. The draft WA Planning Manual - Local Planning Policies specifies how the title of the policy should be displayed with a preference to the policy name only, however, it does not preclude the use of Policy numbering. To align with this State Planning framework numbering has not been included in this policy, however, should the City consider including policy numbering later this can be done as a minor administrative process change.

The two exemption policies LPP6.13 and LPP6.15 have been amalgamated to streamline where exemptions from requiring development approval can be viewed. Details on the two policies and the proposed changes are provided below.

LPP6.13 – Markets – Exemption from Development Approval

LPP6.13 came into effect October 2020. Whilst the policy provided criteria for exempting Markets in the Business; Hotel; Industry; District Centre; Local Centre; Mixed Business; Mixed Use; Private Institution or Regional Centre and Civic zones, Markets are listed as a 'P' use in these zones under LPS3. This means that the policy provisions don't currently apply as it is already a permitted use with no Scheme requirements.

Similarly, under LPS 4 Markets are a permitted ('P') use in the Mixed Use, Local Centre, Neighbourhood Centre, Centre and Service Commercial zones. Markets are a discretionary ('D') use in the Private Community Purpose zone. Therefore, an exemption has been applied for this zone only where specific criteria is met. This results in the policy provisions being reduced and simplified in the draft exemptions policy. The changes are summarised in the table below:

Current LPP6.13 Provisions	Changes	Comment
Formatting	The incorporated elements of this policy have been re-formatted in accordance with the State Governments draft Local Planning Policy template.	The changes to the formatting will ensure that the City's local planning policy framework aligns with the State's vision for a consistent local planning policy framework across all local governments.
Objectives	The objectives of the policy have been removed.	The current policy sets out criteria to be met to exempt the use from requiring development approval. The policies are not intended to be an assessment tool for when the exemption is not met.

Proposed Policy Changes

Applications subject of this Policy	Reference to the types of zones the application applies to have been updated to reflect the change in zone names under Local Planning Scheme No.4 (LPS4). Additionally, the zones listed as a 'P' use have been removed to accurately reflect that the use is a permitted use under LPS4 without any criteria being imposed.	These changes ensure that the planning framework accurately reflects the statutory provisions.
Exemptions from requiring Development Approval on zoned land.	The zones under a) have been amended and j) has been removed.	The redundant zone names have been removed with the policy provision applying to the relevant discretionary zone only. Additionally, the allowance for no car parking requirements in the Civic zone has been removed as there is no longer a Civic zone, now included in the Centre zone in which 'Markets' are a permitted use without any set criteria making this provision obsolete.

LPP6.15 – Exemption from Requiring Development Approval

LPP 6.15 Policy main changes are detailed below:

Existing Policy Provision No.		Change proposed	Reason
1.	Formatting	Format change to align with the draft WA Planning Policy.	The changes to the formatting will ensure that the City's local planning policy framework aligns with the State's vision for a consistent local planning policy framework across all local governments.
2.	Point 5a – Amends Clause 5.1.3 Lot Boundary Setback as follows: "C3.1 Buildings which are set back in accordance with the following provisions, subject to any additional measures in other elements of the R-Codes:	Amending the current policy from 3.5m to 3m. The R-Codes include this provision with a 2.7m height provision.	The R-Codes were reviewed and released 10 April 2024. Part C under this review increased the patio height from 2.7m to 3m. To ensure consistency with Part C and to pre-empt any future updates to Part B the height has been reduced from 3.5m to 3m.

Proposed Policy Changes

	vii. for patios, verandas or equivalent structures, (with pillars and posts with a horizontal dimension of 450mm by 450mm, or less), that are additions to an existing dwelling, the lot boundary setbacks in Table 1 and Table 2a and 2b may be reduced to nil to the posts where the structure; a. is not more than 10m in length or **3.5m in height**; and b. is located behind the primary street setback; and c. has eaves, gutters and roofs set back at least 450mm from the lot boundary.”		The 3m height allowance is still an increase from the R-Code Part B provision, and provides a consistent approach regardless or which Part of the R-Codes.
3.	Point 5b - Boundary wall to any number of boundaries in areas coded R30 and higher.	This provision has been removed.	At the time that this provision was included in the policy, only one boundary wall was allowed under the R-Codes. The R-Codes have since been amended to allow for two boundary walls. Given this has been given due consideration by DPLH and not changed through the adoption of the R-Codes in April 2024, the R-Codes deemed to comply provisions should prevail.

Proposed Policy Changes

			By removing this exemption, it means that Should DPLH do another review of Part B the Policy won't be out of line with these amendments.
4.	Point 5c - Sightlines	No change - currently in the exemptions policy for Part B (which is for low density development sites).	The provision came about because of a 2016 SAT case, however, can't be applied to Part C without DPLH approval as it is listed as a clause that can't be augmented in the R-Codes. In reviewing the SAT decision, it appears that this was not intended to apply in other situations without review i.e. the 350mm pier and 1:10 ratio worked in that site situation however street trees and other obstructions need to be given due consideration as well. Therefore, the provision isn't included in the amended policy for Part C which is for medium density development sites.
5.	Point 5d – Outdoor living area. This provision allows for one-third uncovered outdoor living area in lieu of two-thirds.	Provision removed.	This provision could potentially impact on the ability of a residential site to provide adequate deep soil areas for landscaping and tree planting which in turn could impact on the health and longevity of trees. Given the City's strategic objective is to increase tree canopy coverage amending the deemed-to-comply provisions of the R-Codes is seen to contradict this attempt.
6.	Point 5e – Outbuildings. The provision relates to Part B for 'Large and Multiple Outbuildings' only and allows for a wall height	An additional provision has been included for Small Outbuildings to have a 3m wall height in lieu of 2.7m as per the R-Codes.	Part C of the R-Codes came into effect 10 April 2024, with this allowing for 3m wall height for all outbuildings.

Proposed Policy Changes

	of 3m in lieu of the R-Code provision of 2.4m		Allowing a 3m wall height for 'Small Outbuildings' under Part B, aligns with the provision for Part B 'Large and Multiple Outbuildings' and with the Part C provisions. Small Outbuildings under the R-Codes can have a wall height of 2.7m however under the Building Regulations any small outbuilding with a wall height greater than 2.4m requires a building permit. Therefore, increasing the wall height for a 'Small' outbuilding to 3m has no further impact from a building permit perspective.
7.	Point 4 - 6b) Grouped Dwelling development that results in no more than two dwellings on a parent lot, that meets all requirements of Local Planning Scheme No. 3, relevant Local Planning Framework and the deemed-to comply provisions of the R-Codes Volume 1.	Retention of this provision is supported.	Upon investigating this existing provision, there has been limited uptake of this exemption allowance i.e 7.2% of 2 Grouped Dwellings applications didn't have associated DA's (data taken over a 1-year timeframe). The recommendation is to retain the exemption and investigate the reasons for the lack of uptake in a later and more complex review of the policy.
8.	Point 4 - 6c) Additions or alterations to a Grouped Dwelling that meets all requirements of Local Planning Scheme No. 3 and the deemed-to-comply provisions of the R-Codes.	Retention of this provision	The *Planning and Development (Local Planning Schemes) Regulations 2015* now includes exemptions through clause 61. (7) for various additions that meet the deemed to comply provisions of the R-Codes such as: - Ancillary dwellings - Outbuilding - An external fixture - A boundary wall or fence - A patio

Proposed Policy Changes

			- A pergola - A verandah - A deck - A garage or a - Carport The existing policy exempts the requirement for Development Approval for Group Dwelling additions. This policy retains this exemption for additions that are not listed above where they meet the requirements of the Local Planning Scheme any relevant Local Planning Framework and the deemed-to-comply provisions of the R-Codes Volume 1.
9.	Point 6 – a) Non-residential building component	This provision has been modified slightly to include a secondary street façade not just the primary street building façade.	Alterations to non-residential primary street facades are exempt under the current policy but there is no reason why this should not be exempt for each street façade (for corner sites) given the criteria ensures that the changes have minimal impact on the streetscape.

Policy Manual

6.13 MARKETS - EXEMPTION FROM DEVELOPMENT APPROVAL

1 Introduction

The purpose of this Policy is to identify the circumstances where 'Markets' (such as, but not limited to Swap Meets or Farmers Markets) are exempt from requiring Development Approval under the Scheme.

2 Objectives

- *To increase social connectedness and inclusivity in developing a thriving, healthy and active community; and*
- *To ensure that small scale, low impact community Markets can operate in a way that does not impact on the amenity of surrounding residential properties.*

3 Applications Subject of this Policy

This Policy applies to any proposal to operate a Market on zoned land, on 'Local Reserves' and on 'No Zone' land (roads, rights of way and pedestrian access ways), whether indoors or outdoors. It does not apply to proposals to operate on land under control of the Metropolitan Redevelopment Authority.

4 Exemption from requiring Development Approval on zoned land

Markets are exempt from requiring Development Approval on zoned land where:

a) The Market is located on land zoned as: 'Business', 'Hotel', 'Industry', 'Civic', 'District Centre', 'Local Centre', 'Mixed Business', 'Mixed Use', 'Private Institution' or 'Regional Centre';

b) The Market does not require the construction of any new buildings, but may operate from existing buildings, temporary buildings, temporary structures, vehicles, trailers and the like;

c) The Market operates for no more than one day per week;

d) The Market contains no more than 30 Market Stalls;

e) The Market does not open to the public between 7pm and 7am Monday to Saturday, and between 7pm and 9am on Sundays, or on Christmas Day, Good Friday or Easter Sunday;

f) No vendors to the Market arrive before 6am;

g) The Market and all associated car parking is located a minimum of 150 metres from any part of a lot that has a 'Residential' land use;

h) The operation of the Market does not conflict with parking requirements for the predominant use of the site

i) 2 car parking bays per Market Stall are provided in 'Business', 'Hotel', 'Industry', 'District Centre', 'Local Centre', 'Mixed Business', 'Mixed Use', 'Private Institution' or 'Regional Centre' zones; and

j) In 'Civic' zones, no car parking is required for a Market.

Markets that do not meet the requirements of this Local Planning Policy will be assessed against the objective of this policy.

Note: the zoning of land can be checked by using 'StirlingMaps' which is available on the City's website

Policy Manual

5 Exemption from requiring Development Approval on public land

Proposals to operate Markets on 'Local Reserves' and 'No Zone' land are exempt from the requirement to obtain Development Approval under the Scheme and will be processed through the City's 'Event Application' process.

6 Relevant legislation and policies

Local Planning Scheme No. 3.
Local Planning Policy 6.1 Advertisings Signs Policy.
The City's Event Application Guidelines and Requirements.

7 Definitions

The terms 'Market', 'Buildings', and 'Temporary buildings' are defined in Local Planning Scheme No 3, which can be found on the City's website using the following link https://www.stirling.wa.gov.au/your-city/documents-and-publications/planning-and-building/develop-my-property/local-planning-scheme-3-text

OFFICE USE ONLY:

Local Planning Scheme No.3 – Local Planning Policy History:

Action	Resolution Number	Effective Date
Adopted	1119/008	1 Oct 2020

Policy Manual

6.15 EXEMPTION FROM REQUIRING DEVELOPMENT APPROVAL

This document has been prepared under Schedule 2 of the *'Planning and Development (Local Planning Schemes) Regulations 2015' and the City of Stirling 'Local Planning Scheme No.3'.*

1. INTRODUCTION

This Policy outlines development that is exempt from requiring development approval in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 Clause 61(1)(Table Item 20) and Clause 61(2)(g). These are additional to the exemptions from requiring development approval contained in the City of Stirling's Local Planning Scheme No. 3, the Planning and Development (Local Planning Schemes) Regulations 2015, Local Development Plans and other City of Stirling Local Planning Policies.

2. PURPOSE

To exempt certain development from requiring a development approval where the development will not have an adverse impact on the streetscape or adjoining properties.

3. APPLICATION OF THIS POLICY

This Policy applies to all development on land within the City of Stirling where Local Planning Scheme No. 3 applies. This Policy does not exempt development from obtaining other approvals and compliance with relevant local laws, statutes and policies such as building and health permits.

4. DEFINITIONS

Unless otherwise provided for in this Policy, definitions have the same meaning as the Residential Design Codes (R-Codes) Volume 1, Local Planning Scheme No. 3 and the *Planning and Development (Local Planning Schemes) Regulations 2015*. The following additional definitions apply to this policy.

Transportable Containers:	means a moveable container, sea container, shipping container or the like, that is being used to transport goods to and/or from the property.

5. REQUIREMENTS FOR RESIDENTIAL DWELLINGS

These provisions replace or amend the relevant deemed-to-comply requirements of the R-Codes Volume 1, except where modified elsewhere by the local planning framework (i.e. Character Retention Guidelines):

a) R-CODES CLAUSE 5.1.3 LOT BOUNDARY SETBACK is amended to include:

"C3.1 Buildings which are set back in accordance with the following provisions, subject to any additional measures in other elements of the R-Codes:

vii. for patios, verandas or equivalent structures, (with pillars and posts with a horizontal dimension of 450mm by 450mm, or less), that are additions to an existing dwelling, the lot boundary setbacks in Table 1 and Table 2a and 2b may be reduced to nil to the posts where the structure;
   a. is not more than 10m in length or 3.5m in height; and
   b. is located behind the primary street setback; and
   c. has eaves, gutters and roofs set back at least 450mm from the lot boundary."

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b) R-CODES CLAUSE 5.1.3 LOT BOUNDARY SETBACK C3.2 iii. is replaced with:

"C3.2 Boundary walls may be built behind the street setback (specific in Table 1 and in accordance with clauses 5.1.2 and 5.2.1), within the following limits and subject to the overshadowing provisions of clause 5.4.2 and Figure Series 11:

iii. in areas coded R30 and higher, walls not higher than 3.5m for two-thirds the length of the balance of the site boundary behind the front setback, to any number of site boundaries; or"

c) R-CODES CLAUSE 5.2.5 SIGHT LINES C5 is replaced with:

"C5.1 Development no higher than 0.75m above natural ground level within 1.5m of where:

i. a driveway meets a street; or
ii. two streets intersect.

C5.2 Fencing no higher than 1.8m high above natural ground level within 1.5m of where a driveway meets a street with:

i. no more than one support pier with a maximum horizontal dimension of 350mm; and
ii. no more than two panels (inclusive of a sliding or swinging gate) with open style pickets that individually achieve a 1:10 spacing ratio (i.e. a 10mm picket with a 100mm space to the next picket)."

d) R-CODES CLAUSE 5.3.1 OUTDOOR LIVING AREA is amended to include:

"C1.3 Where patios are an addition to an existing dwelling, the outdoor living area is to be provided:

i. in accordance with Table 1;
ii. behind the street setback area;
iii. directly accessible from the primary living space of the dwelling;
iv. with a minimum length and width dimension of 4m; and
v. with at least one-third of the required area without permanent roof cover."

e) R-CODES CLAUSE 5.4.3 OUTBUILDINGS C3 TABLE B. LARGE AND MULTIPLE OUTBUILDINGS is replaced with:

"i. individually or collectively does not exceed 60m2 in area or 10 per cent in aggregate of the site area, whichever is the lesser;
ii. set back in accordance with Table 2a;
iii. do not exceed a wall height of 3.0m;
iv. do not exceed a ridge height of 4.2m;
v. not located within the primary or secondary street setback area; and
vi. does not reduce the open space and outdoor living area requirements in Table 1."

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6. WORKS ON A PROPERTY EXEMPT FROM REQUIRING DEVELOPMENT APPROVAL

Works within a lot that are:

- not located on a property affected by the *Heritage Act 2018*;
- not on a place listed on the City of Stirling Heritage List;
- not on a property within a Heritage Protection Area;
- not required to be referred by the Metropolitan Region Scheme Instrument of Delegation prior to determination; or
- not subject to the bushfire requirements of the *Planning and Development (Local Planning Schemes) Regulations 2015*;

do not require development approval in the following instances:

a) ALTERATIONS OF FRONT FACADES of non-residential components of buildings where:

i. the height of the building is not increased; and

ii. the alignment to the street is not altered by more than 300mm; and

iii. meets all requirements of Local Planning Scheme No. 3 and relevant Local Planning Framework.

b) GROUPED DWELLING development that results in no more than two dwellings on a parent lot, that meets all requirements of Local Planning Scheme No. 3, relevant Local Planning Framework and the deemed-to-comply provisions of the R-Codes Volume 1.

c) Additions or alterations to a GROUPED DWELLING that meets all requirements of Local Planning Scheme No. 3, relevant Local Planning Framework and the deemed-to-comply provisions of the R-Codes Volume 1.

d) TRANSPORTABLE CONTAINERS that are present on the property for no more than 9 consecutive days in total for a 12 month period.

e) VIEWING PLATFORMS used as part of the sale of individual dwellings in an approved development, to demonstrate the prospective views, that are:

i. limited to one per development site; and

ii. on-site for a maximum of 3 months in any 12 month period; and

iii. within the maximum building height of the approved development; and

iv. behind all street setback areas; and

v. setback a minimum of 7.5m from any lot boundary.

OFFICE USE ONLY:

Local Planning Scheme No.3 - Local Planning Policy History:

Action	*Council Date*	*Resolution No.*	*Effective Date*
Council Adopted	*26 May 2020*	*0520/022*	*Nil*
WAPC Approval	*26 Oct 2021*		
Modified	*15 Feb 2022*	*0222/006*	*16 Mar 2022*

Policy Manual

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12.1/CD1 PUBLIC ART ON PRIVATE LAND ASSESSMENT PANEL - APPOINTMENT OF PUBLIC ART PROFESSIONALS

Business Unit:	Community Development	Service: Libraries, Arts & Community History
Ward:	City Wide	Location: Not Applicable
Applicant:	Not Applicable	

Role

Executive - *Governing the City and the community through executive powers.*

Council Resolution

1125/008

Moved Councillor Migdale, seconded Councillor Giudici

1. That Council ENDORSES the Public Art of Private Land Assessment Panel Terms of Reference, as per Attachment 1.

2. That Council APPROVES the new pool of Public Art Professionals for the Public Art on Private Land Assessment Panel for a two-year period from November 2025 to November 2027, as per Attachment 2.

The motion was put and declared CARRIED (13/0).

For: Councillors Creado, Giudici, Hatton, Ion, Krsticevic, Migdale, Olow, Paparde, Perkov, Proud, Re, Thornton and Mayor Irwin.
Against: Nil.

Committee Recommendation

1. That Council ENDORSES the Public Art of Private Land Assessment Panel Terms of Reference, as per Attachment 1.

2. That Council APPROVES the new pool of Public Art Professionals for the Public Art on Private Land Assessment Panel for a two-year period from November 2025 to November 2027, as per Attachment 2

Officer's Recommendation

1. That Council ENDORSES the Public Art of Private Land Assessment Panel Terms of Reference, as per Attachment 1.

2. That Council APPROVES the new pool of Public Art Professionals for the Public Art on Private Land Assessment Panel for a two-year period from November 2025 to November 2027, as per Attachment 2

Purpose

To seek Council's approval for the new pool of panel members for the Public Art on Private Land Assessment Panel for a two-year term from 15 November 2025 to 15 November 2027.

Details

At its meeting held 6 December 2022, Council resolved (Council Resolution Number 1222/023) to adopt the Local Planning Policy (LPP) 6.12 Public Art on Private Land and also resolved (Council Resolution Number 1222/018) to approve the establishment of a Public Art on Private Land Assessment Panel.

The Policy aims to enhance the visual, cultural, and social character of the urban environment by integrating public art into private developments. It supports the City's broader goals of improving amenity, fostering a sense of place, and promoting cultural identity, especially in areas undergoing urban intensification.

The Policy requires developments valued at $2 million or more (excluding GST) to contribute a minimum of 1% of the project cost toward public art through direct installation. This initiative is guided by the City's Public Art Masterplan and Developer's Guide to Public Art, ensuring that artworks are meaningful, site-responsive, and contribute positively to the community's experience of the built environment.

The Panel reviews proposals to ensure that they satisfy the public art on private land condition and comply with the criteria of the Policy. The Panel consists of City Officers and public art professionals as peer assessors.

While the Public Art on Private Land Assessment Panel has been in place for approximately two years, given the $2 million (or more) policy threshold for 1% of the project cost going toward public art installation, only three Panel Assessment meetings have been held with a total of seven submissions being considered, including five submissions for public art proposals at the latest panel meeting, held 16 October 2025.

It is understood that numerous developments have recently been conditioned so it is expected that more proposals will soon be presented to the Panel for review. This necessitates continuation of the Panel including the appointment of suitably qualified Public Art Professionals as peer assessors for a two-year period. The Public Art Professional panel members bring extensive experience, including construction and architectural insight, along with industry credibility that assures a well-rounded, robust review of proposals presented to satisfy the public art on private land condition.

As per Attachment 1, the Public Art on Private Land Assessment Panel consists of the following individuals:

- Manager Community Development (Chair)
- Manager Development Services
- Two Public Art Professionals as Peer Assessors (paid external panel members)

A quorum consisting of at least four panel members is required for a meeting to proceed with two Public Art Professionals to be present at the meeting or submit a report for consideration at the meeting. Elected Members are to be advised when a public art proposal is being considered in their Ward and invited to attend as an observer.

Financial Assessment and Implications

The Public Art Professional panel members are paid a fee for their time and expertise to review applications and attend meetings. The current recommended fee as per industry standards is $300 per meeting, which allows for one hour preparation time and up to two hours meeting time – a total of three hours at $100 per hour (fee to be reviewed annually). The approximate annual cost for Public Art Professional Panel members is estimated at between $3,000 and $4,200 based on between five and seven meetings per annum.

Stakeholder Engagement

Expressions of Interest were sought from the existing panel members along with the previous panel nominations from 2023. Seven nominations were received with all being recommended to the pool as panel members for the next two-year term from November 2025 to November 2027.

Recommended Action

That Council approves the new pool of Public Art Professionals for the Public Art on Private Land Assessment Panel for a two-year period from November 2025 to November 2027.

Relevant Policies, Legislation and Council Resolutions

Local Planning Policy 6.12 Public Art on Private Land

Local Government Act 1995

Meeting Date	Council Resolution Number	Council Resolution
6 December 2022	1222/023	That pursuant to the Planning and Development (Local Planning Schemes) Regulations 2015, Council PROCEEDS with (adopts) amended Local Planning Policy 6.12 – 'Public Art on Private Land' in a modified form as shown in Attachment 1.
6 December 2022	1222/018	1. That Council ENDORSES the establishment of a Public Art on Private Land Assessment Panel. 2. That Council ENDORSES the Public Art on Private Land Assessment Panel Terms of Reference as per Attachment 1, with the following amendments to the Panel Membership. • Chair - Manager Customer and Communications (or delegate) • Minute Taker - Project Officer • 1 x assessor - Manager Development Services (or delegate) • 1 x assessor - Public Art Officer (convener) • 1 x assessor - Public Art Professional (peer assessor appointed from pool of external panel members) 3. That Council lists for CONSIDERATION a budget allocation of $3,000 in the 2023/2024 financial year and annually to implement the Public Art on Private Land Assessment Panel.

Sustainable Stirling 2022-2032

Key Result Area: Our built environment

Objective: A liveable City

Priority: Improve the quality, liveability and identity of local areas

Objective: An attractive and well-maintained City

Priority: Provide quality well-maintained sporting reserves, parks and open spaces for the community

Key Result Area: Our economy

Objective: A vibrant City

Priority: Support the City's cultural sector to create vibrancy in our local areas

Strategic Risk

Strategic Risk	Risk Appetite
Reputation	The City will ensure that any decisions that may affect the City's reputation are made at the appropriate level with stakeholders remaining informed and engaged.
Purpose	The City will pursue community and sector leadership through forward thinking decision making, and alignment of its services and operations with its strategic objectives.

Relevant Documents and Information

Attachments

Attachment 1 - TOR Public Art Panel ⇩

Attachment 2 - Summary of Public Art on Private Land Assessment Panel Nominations ⇩

Available for viewing at meeting

Nil.

Linked Documents

Nil.

Public Art on Private Land Assessment Panel Terms of Reference

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Name

The name of the panel shall be the Public Art on Private Land Assessment Panel (the Panel)

Purpose

The Public Art on Private Land Assessment Panel has been formed to provide specialist advise to evaluate proposals for public art against criteria specified in Local Planning Policy 6.12, Public Art on Private Land. The Panel may also provide advice on City plans, studies, structure plans and policies that involve or have the potential to involve public art.

Aims and Objectives

Public Art has cultural, environmental, social and economic values, and provides a significant community benefit by:

- Making an area liveable with a local distinctiveness and a sense of place;
- Promoting an understanding and appreciation of our cultural and natural heritage;
- Helping define notions and perceptions of a place that create and enhance cultural and community identity.
- Enhancing the built environment by creating meaningful public spaces;
- Improving the public experiences of buildings and spaces; and
- Contributing to cultural tourism by enhancing visitor experiences of a place.

Membership

The Panel will consist of individuals with expertise and experience in both public art and planning development applications.

- **Panel Membership shall consist of:**
  - Manager Community Development (Chair)
  - Manager Development Services
  - Two Public Art Professionals as Peer Assessors (paid external panel members)

Elected Members will be advised when a public art proposal is being considered in their Ward and will be invited to attend as an observer. Additional relevant staff members may be invited as required.

- **Public Art Professionals**
  A pool of Public Art Professionals will be established who will be called on to attend Panel meetings on a rotational basis. Each meeting of the Panel is to comprise of two (2) Public Art Professionals to

assess proposals and to provide professional and technical advice to the panel in relation to public art.

Public Art Professionals will be sought through an Expression of Interest process with the aim to recruiting a pool of up to eight professionals; four public artists; and four public art consultants. These panel members will be appointed by Council for a period of two years in line with the Local Government election cycle. A sitting fee in line with industry standards is payable per meeting.

- **Conflict of Interest**
  - Where a member of the Panel has a financial interest (as defined by the Local Government Act 1995) in a matter to be considered by the panel, the member must disclose the interest to the convener of the meeting in writing and must not participate or be present during any discussions on the matter.
  - Where a member of the panel has an impartiality interest in a matter to be considered by the Panel (an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest arising from kinship, friendship or membership of an association), the member must disclose the nature of the interest to the convener of the meeting, prior to any discussion on the matter.

- **Confidentiality**
  Proceedings of Panel meetings and details of any proposal before the Panel are to remain confidential unless such details are disclosed in an authorised manner by a City officer to applicable applicant or presented in a report which is available to the public.

Meetings

Meetings of the Panel will be held at the City of Stirling Administration Centre on a monthly basis, or more frequently as required, but no more than once a fortnight. The convener will be responsible for the coordination of room bookings, meeting invitations and correspondence with the applicant of public art proposals.

A Panel meeting cannot proceed unless a quorum comprising a minimum of four (4) members is present, two of which to be Public Art Professionals.

Should a member of the panel (City Officer) be unable to attend a scheduled meeting, they shall inform the convener and nominate a proxy to attend in their absence.

Agenda and Minutes

City Officers will be responsible for preparing the meeting agenda and taking minutes.
The agenda template will consist of:

- Matters arising from previous meeting
- Public Art Applications for assessment
- An Assessment Matrix completed by each assessor and Panel Assessment Outcome
- Report on non-compliant developments
- Other business relating to public art in developments

Public Art on Private Land Assessment Panel Nominations

Nominations received

Nominations from experienced public art professionals to sit on the Public Art on Private Land Assessment Panel were open from 08 July 2025 until 25 July 2025. A total of seven nominations were received and a summary of their skills and experience are detailed below.

Recommended Nominations

Nominee	Summary of skills and experience	Recommended for panel
Ashleigh Whyte *Consultant & Artist*	Experienced public art consultant, curator and multidisciplinary artist with over 10 years' experience in industry. Currently Senior Arts and Cultural Consultant at FORM. Previously the Public Arts Officer at City of Perth 2014 – 2023. Currently a member of the City of Belmont Public Art Advisory panel.	Yes
Paul Caporn *Consultant & Artist*	Artist and Director of Art Services Perth (Formerly Parallax Productions). Well known as a problem solver and is often called upon to solve issues caused by poor design development and/or execution. Experience over 30 years in public art and art collection management. Has worked for most LGA's and institutions including AGWA. His work is represented in numerous public collections. Highly regarded technical expertise.	Yes
Peteris Ciemitis (local) *Consultant & artist*	Urban Planner of more than 40 years, Peteris is a strong advocate for the inclusion of art in the public realm. He developed the template for Developer Percent for Art policy for use by LGA's and wrote the 1st one for Vincent in 1999. He co-wrote the review Percent for Art 2.0 which surveyed every LGA in metro Perth and identified the issues and challenges faced by LGA's and artists and how it can be improved. He is also a leading artist in his own right.	Yes
Stuart Green (local) *Artist*	Stuart Green is a prolific public artist for more than 30 years. To facilitate this, he runs Big Spoon Design studio, employing 5 full time staff. His has worked in public art commissions for more than 30 years. His studio has mentored 3 Indigenous artists on major commissioned works – Shane Pickett Armadale Interpretive Centre; Lance Chadd's Yagan Square	Yes

DRAFT AGENDA NOT TO BE DISCLOSED TO THE PUBLIC

	statement artwork and Sandra Hill's Stolen Generation Acknowledgement artwork at Wellington Square.	
Lucy Harper (local) *Consultant*	Experienced curator and project manager. Notable projects include The Giants of Mandurah and Noongar Biddis Kaarl Keip (City of Stirling). Worked on numerous public art strategy projects and project managed art projects. Currently working for City of Fremantle (Public Art Officer) and Artify Consulting (Senior Curator), formerly with FORM.	Yes
Simon Venturi *Consultant*	Runs an architectural practise and public art consultancy NOMA* Over 20 years' experience in public art and architecture. Member of the Melville and Vincent Public Art Advisory panels. Currently on the Design Review Panel for City of Stirling (Co-Deputy Chair).	Yes
Tony Pankiw (local) *Artist*	Prolific local public artist for almost 30 years. Designs and fabricates all his own aluminium sculptures giving him an excellent understanding of technical requirements. Has created work for Local Government, State Government, and private developers.	Yes

DRAFT AGENDA - NOT TO BE RELEASED TO THE PUBLIC

Public Art on Private Land Assessment Panel Nominations

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Recommended Nominations

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Paul Caporn *Consultant & Artist*	Artist and Director of Art Services Perth (Formerly Parallax Productions). Well known as a problem solver and is often called upon to solve issues caused by poor design development and/or execution. Experience over 30 years in public art and art collection management. Has worked for most LGA's and institutions including AGWA. His work is represented in numerous public collections. Highly regarded technical expertise.	Yes
Peteris Ciemitis (local) *Consultant & artist*	Urban Planner of more than 40 years, Peteris is a strong advocate for the inclusion of art in the public realm. He developed the template for Developer Percent for Art policy for use by LGA's and wrote the 1st one for Vincent in 1999. He co-wrote the review Percent for Art 2.0 which surveyed every LGA in metro Perth and identified the issues and challenges faced by LGA's and artists and how it can be improved. He is also a leading artist in his own right.	Yes
Stuart Green (local) *Artist*	Stuart Green is a prolific public artist for more than 30 years. To facilitate this, he runs Big Spoon Design studio, employing 5 full time staff. His has worked in public art commissions for more than 30 years. His studio has mentored 3 Indigenous artists on major commissioned works – Shane Pickett Armadale Interpretive Centre; Lance Chadd's Yagan Square	Yes

	statement artwork and Sandra Hill's Stolen Generation Acknowledgement artwork at Wellington Square.	
Lucy Harper (local) *Consultant*	Experienced curator and project manager. Notable projects include The Giants of Mandurah and Noongar Biddis Kaarl Keip (City of Stirling). Worked on numerous public art strategy projects and project managed art projects. Currently working for City of Fremantle (Public Art Officer) and Artify Consulting (Senior Curator), formerly with FORM.	Yes
Simon Venturi *Consultant*	Runs an architectural practise and public art consultancy NOMA* Over 20 years' experience in public art and architecture. Member of the Melville and Vincent Public Art Advisory panels. Currently on the Design Review Panel for City of Stirling (Co-Deputy Chair).	Yes
Tony Pankiw (local) *Artist*	Prolific local public artist for almost 30 years. Designs and fabricates all his own aluminium sculptures giving him an excellent understanding of technical requirements. Has created work for Local Government, State Government, and private developers.	Yes

Council Resolution

1125/009

Moved Councillor Migdale, seconded Councillor Proud

That the balance of the Planning and Development Committee meeting recommendations be ADOPTED by exception resolution in accordance with Clause 4.7 of the City of Stirling Meeting Procedures Local Law 2021.

The motion was put and declared CARRIED (13/0).

For: Councillors Creado, Giudici, Hatton, Ion, Krsticevic, Migdale, Olow, Paparde, Perkov, Proud, Re, Thornton and Mayor Irwin.

Against: Nil.

12.1/CF3 DEVELOPMENT CONTRIBUTION PLAN FOR RIGHTS OF WAY IMPROVEMENT WORKS - FIVE-YEARLY REVIEW

Business Unit:	Engineering Services	Service: Design Services
Ward:	City Wide	Location: City Wide
Applicant:	Not Applicable	

Role

Executive - *Governing the City and the community through executive powers.*

Council Resolution

1125/010

Moved Councillor Migdale, seconded Councillor Proud

That the report on the review of the Development Contribution Plan for Rights of Way Improvement Works in Local Planning Scheme No.3 be RECEIVED.

The motion was put and declared CARRIED (13/0) by exception resolution.

For: Councillors Creado, Giudici, Hatton, Ion, Krsticevic, Migdale, Olow, Paparde, Perkov, Proud, Re, Thornton and Mayor Irwin.
Against: Nil.

Committee Recommendation

That the report on the review of the Development Contribution Plan for Rights of Way Improvement Works in Local Planning Scheme No.3 be RECEIVED.

Officer's Recommendation

That the report on the review of the Development Contribution Plan for Rights of Way Improvement Works in Local Planning Scheme No.3 be RECEIVED.

Purpose

For Council to consider a periodic review of the operation of the Development Contribution Plan for Rights of Way Improvement Works in accordance with Local Planning Scheme No.3 (LPS3) and State Planning Policy 3.6 Infrastructure Contributions.

Details

The City's Development Contribution Plan for Rights of Way Improvement Works (DCP) in LPS3 was gazetted and came into operation on 15 December 2015. The DCP was enacted to implement the aims of the City Rights of Way Management Strategy which sought to upgrade Categories 1, 2 and 3 Rights of Way (ROWs) using City Funds and Development Contributions. The DCP provides a structured system for the collection of development contributions to co-fund the ROW construction and lighting infrastructure works from owners of land abutting a ROW when development or subdivision occurs.

The operation of the DCP is also guided by the current revised State Planning Policy 3.6 Infrastructure Contributions (SPP3.6) which came into effect on 30 April 2021, and upon advice received from the Department of Planning, Lands and Heritage (DPLH).

The DCP currently has a lifespan of 20 years, until 15 December 2035. Under the provisions of the DCP and SPP3.6, the DCP is required to be reviewed when considered appropriate, but no longer than five years from the date of commencement. Though unstated, for plans longer than 10-year durations, reviews at 5-yearly intervals thereafter are recommended by the DPLH.

The DCP was last reviewed in 2020 prior to its fifth anniversary. The review was received by Council on 27 October 2020 (Council Resolution Number 1020/029). A further five-year review is now due before the tenth anniversary of the DCP on 15 December 2025.

The scope, process and purpose of the review are not defined in the provisions of the DCP nor SPP3.6. Similarly to the last review, this report will address the following aspects:

- Infrastructure program delivery and standard;
- Administration compliance and financial status;
- Amendments and anticipated changes; and
- Planning outcomes.

Infrastructure Program

Delivery and Status

The ROW infrastructure upgrade program consists of:

- Construction and concurrent lighting installation for 156 unsealed and partially sealed ROWs and laneways in the DCP; and
- Retrofit lighting installation for 159 ROWs and laneways that were already sealed but not lit at the commencement of the DCP.

The Rights of Way Management Strategy originally envisioned a 10-year upgrade program. However, due to rising construction costs and annual budgetary constraints has limited the number of ROWs able to be completed each year, the program duration has gradually been extended since then and the program is now at 20 years, i.e. completion by 2032/33 financial year.

The ROW construction works started in the 2013/14 financial year. ROW lighting installation works were delayed slightly and commenced in the 2015/16 financial year due to additional time required to resolve design and specifications standards suitable for laneway environment. Since then, ROW construction works for unsealed or partially sealed laneways include concurrent lighting installations, whilst previously sealed laneways are subject to lighting retrofit works.

Based on the current budget allocation pattern keeping with inflation, the indicative completion of the entire infrastructure upgrade program is 2032/33 financial year (a total works program duration of 20 years). Should there be an increase to the budget to accelerate the program or vice versa, or any additional ROWs to the program, this would correspondingly change the program completion further. In any event, there is an obligation for the City to complete delivery of the infrastructure works before the expiry of the DCP.

As of 30 June 2025, being the conclusion of 12 years since commencement of the works, the City has completed:

- 100 laneways (64%) fully constructed and lit;
- Six laneways (4%) constructed but not yet lit; and
- 79 previously sealed laneways (50%) retrofitted with lighting.

The number of laneways being upgraded with construction and lighting each year has declined from around ten ROWs per year during the early years of the program to around five ROWs per year in the last two years. The reduction has largely been attributed to budgetary constraints and at the same time, escalation in construction costs, most notably since COVID-19 where annual budget allocations have not increased to keep pace with cost escalations to maintain the previous rates of completion.

The number of laneways being retrofitted with lights has also fluctuated however the rate has trended back up to around ten laneways per year in the last two years. As previously discussed, the lowering rate of annual completion, particularly with regards to the full construction and lighting program, has meant that the expected program completion schedule has also now been extended until 2032/33, an increase of three years since the last review in 2020.

To correspond with the planned ROW works, ROWs held in private ownership have progressively been converted to public street under the *Land Administration Act 1997* to vest them under the City's care and management. There are currently 27 ROWs remaining to be dedicated as roads, including 14 that are in progress at the DPLH. In the last two years, considerable administrative delay has been experienced with the laneway dedication process whilst the DPLH underwent a review of its administrative procedures. The review appears to have now been completed and most issues raised by DPLH has been resolved recently to enable resumption of dedication requests.

Design and Standards

ROW construction works generally comprise of bitumen sealing, concrete kerbing, soak well drainage and intersection treatments. Where required, ancillary works such as concrete crossover aprons, retaining walls, bollards and speedhumps may also be included. These works are designed based on the City's standard ROW specifications to meet individual site features for durability, safety, and functionality. ROW lightings comprise of 5.0m high light poles, with LED luminaires connected to mains power via a main switchboard bollard which have been designed specifically to suit the narrow laneway environment and proximity of dwellings. Laneway lightings are maintained by the City and do not form part of the street lighting circuit managed by Western Power.

ROW design standards have largely remained the same since the commencement of the program. Some of the minor changes that have occurred include changes to the LED luminaire type and changing the light pole type from fibre glass to hot-dipped galvanised in response to supply constraints and durability issues, and a re-designed footpath alignment at intersections to improve sightlines.

Asbestos contaminations have been found during construction in a few instances which have necessitated additional costs for removal of contaminated materials. This issue remains a risk due to illegal dumping and improper removal of asbestos fencing adjoining unsealed ROWs in the past.

In general, the ROW upgrade works have been well received and the improvement in amenity are generally welcomed by adjoining residents. Site-specific issues raised by residents are addressed by the City through design adjustment or mitigation works wherever possible.

Given that the works program is now more than 50% completed and there is no major issue identified with the works standard and specifications, major changes to the design and standards are not proposed.

Administration

The administration and enforcement of development contributions for ROW improvement works is currently guided by the provisions of Part 6B 'Development Contribution Areas' and Schedule 11A 'Development Contribution Plan for Rights of Way Improvement Works' of LPS3, as well as SPP3.6.

Development Contribution Plan Report and Cost Apportionment Schedule

In accordance with the requirements of LPS3, a Development Contribution Plan Report (DCP Report) and a Cost Apportionment Schedule (CAS) were adopted by Council on 1 March 2016 (Council Resolution Number 0316/017). The DCP Report provides a summary of the contribution plan and contains a table listing the Rights of Way to be upgraded, and the CAS sets out the applicable cost contribution rate for calculating an owner's liability under the DCP.

The DCP Report has been updated periodically following changes to the DCP. The most recent update to the DCP Report was 25 June 2024 to reflect Council's increase to the development exemption threshold from $100,000 to $124,000 for relief from payment of contributions by an owner in the DCP (Council Resolution Number 0624/021).

The cost contribution rates set out in the CAS have been reviewed by Council annually and verification of the City's cost estimates were obtained from an independent quantity surveyor as required by LPS3 each year. The CAS was last reviewed on 1 July 2025 (Council Resolution Number 0725/007). Since 2020, Council had shown a preference for using the average of the City's cost estimates and the adopted cost rates for the preceding 2 years in setting the new cost rate for the next 12 months. This had the effect of modulating sudden peaks and troughs in the rates from year to year to some degree. A summary of the adopted contribution cost rates (per lineal metre of lot abuttal) for the past five years are shown in the **Table 1** below.

Infrastructure Type	2021 Review	2022 Review	2023 Review	2024 Review	2025 Review
ROW Construction	$531.97	$625.10	$804.70	$828.15	$916.78
ROW Lighting – Concurrent with construction	$110.50	$109.95	$111.09	$121.01	$114.35
ROW Lighting – Retrofit	$140.10	$142.26	$202.01	$222.91	$235.04

Table 1 - Summary of the Adopted Contribution Cost Rates (per lineal metre of lot abuttal)

ROW construction costs have increased significantly over the past 5 years, greatly influenced by increase in materials costs as a consequence of supply constraints and increased demand as the economy recovered post Covid-19. Lighting installation costs when undertaken as part of the ROW construction have generally stabilised over the last 5 years with only minor fluctuations from year to year. However, lighting retrofit costs have trended upwards year to year.

Complaints relating to contributions liability have become less frequent as the DCP progressed. Where they do arise, the argument tends to be due to either the delivery of the planned works being some years away or not yet completed and therefore the complainants did not perceive a benefit in paying the contributions until then, or that the works had been completed some years ago and the complainants were under the impression that they should not be retrospectively charged for the works. These complaints are usually resolved with the complainants by explaining the nature and operation of a DCP.

The City continues to offer the option of a payment plan to owners who may wish to pay their contributions in bi-monthly instalments. The payment plan terms vary according to the amount due, with a minimum 6-month term for accounts less than $5,000 up to a maximum 24-month term for accounts more than $15,000. A one-off administration fee currently equivalent to $90 per 6-month term is payable up front. The payment plan option has been popular as it relieves financial pressure for owners during the building process.

Financial Status

The DCP area currently comprises about 4,959 lots which abut a ROW/laneway subject to infrastructure upgrade in the DCP. Of these, at least 925 lots have paid or are in the process of paying off their contributions to date.

Development contributions received from owners in the DCP area since the commencement of the DCP on 15 December 2015 up to 30 June 2025 are shown in Table 2. Contributions which had been received from owners prior to the DCP that have since been applied to upgrade works are also included in the ROW construction contribution amounts.

Category	Amount
ROW Construction Contributions	$2,702,479
ROW Lighting Contributions	$1,394,323
Total	$4,096,747

Table 2 – Development Contributions Received from Owners in the DCP Area

The number of contributions received from owners prior to the DCP that are still held in trust accounts pending ROW construction works currently totals $465,676. These deposits continue to accrue interests until the respective ROWs are constructed whereupon the funds are then transferred to the ROW construction contribution account.

The amount of development contributions collected by the City is influenced by the parameters set out in the DCP as well as other external factors. These include:

- The exemption threshold value set by Council, which currently exempts developments valued at $124,000 or less that do not access a ROW;
- The contribution cost rates adopted by Council from year to year for calculating an owner's contribution amount;
- Administration of the DCP provisions;
- Local development and building construction activity and outlook;
- Individual owners' property goals and aspirations;

The City commenced the ROW upgrade works program in the 2013/14 financial year. As of 30 June 2025, the program has spent $35,753,114 on ROW construction and lighting installation works. In accordance with the provisions of the DCP, survey, design and administrative costs associated with implementing the works and the DCP are excluded from the DCP and are borne entirely by the City.

The 2025/26 capital works budget for the ROW upgrade program is $4,549,734, inclusive of carry forwards from the previous year and allocation for asbestos contamination removals.

The year-by-year contributions received and infrastructure expenditures under the DCP and the proportion of the former to the latter are shown in Table 3 below.

Financial Year	Contributions Received	Infrastructure Cost	Percentage of Cost Recovered
2013/14	-	$ 1,726,619	0%
2014/15	-	$ 2,745,137	0%
2015/16	$ 272,880 **	$ 2,844,792	9.6%
2016/17	$ 531,747	$ 3,026,921	17.6%
2017/18	$ 522,333	$ 2,891,583	18.1%
2018/19	$ 394,816	$ 2,860,040	13.8%
2019/20	$ 437,005	$ 3,633,635	12.0%
2020/21	$ 426,513	$ 3,467,338	12.3%
2021/22	$ 265,543	$ 3,324,698	8.0%
2022/23	$ 421,166	$ 3,233,256	13.0%
2023/24	$ 402,885	$ 2,844,555	14.2%
2024/25	$ 421,859	$ 3,154,540	13.4%
Total	**$ 4,096,747**	**$ 35,753,114**	**11.5%**

Table 3 – Year-by-year Contributions Received and Infrastructure Expenditures

(**) DCP commencement - part year only

At the commencement of the DCP, the proportion of developer contributions to infrastructure costs was expected to be around 28%. The contributions collected to date have yet to reach this level, most likely a reflection of the economic climate and challenging housing construction market. Nevertheless, the DCP currently has a further 10 years to expiry (subject to no significant variation to this timeline on gazettal of Local Planning Scheme No.4 (LPS4)) and future conditions may improve the ratio from what has been collected to date. However, it seems unlikely that the percentage of funding from development contributions will reach the original expected level by the expiry of the DCP.

DCP Reserve Account

A Reserve Account is maintained by the City for the purpose of operating the DCP in accordance with the requirements of LPS3 and SPP3.6. The Reserve Account reflects contribution funds received and expended for works in the DCP area.

To date, the expenditures incurred for ROW upgrade works have been more than the contribution amounts collected each year. Therefore, all contribution funds collected have been applied towards the cost of works each year and the Reserve Account balance is zero as of 30 June 2025. The expenditures incurred that were not covered by the contributions received are funded by the City from City Funds each year. This pattern is expected to continue until the works program is concluded.

The DCP Reserve Account is audited annually as part of the City's annual financial audit to ensure compliance with the requirements of LPS3. A copy of the Auditor's statement is published in the City's Annual report each year.

Annual Status Reports

Under the revised SPP3.6 which came into effect on 30 April 2021, additional reporting requirements in the form of an Annual Status Report is required to be prepared to provide a summary of the status of the DCP with respect to the delivery of infrastructure and financial status. The City has prepared and published an Annual Status Report for the DCP on the City's website each year since 2020/21 and also provided a yearly return to the DPLH for their information.

Amendments

Since the last 5-yearly review of the DCP in 2020, the City has initiated four amendments to LPS3 with the intention of adding, reinstating, or removing ROWs to the DCP. A summary of these and their status is as follows:

(i) Amendment No 114 (Herdsman-Glendalough Structure Plan) to insert ROW Nos 22003 and 22024 into the DCP – the amendment has been set aside by DPLH;
(ii) Amendment No 120 to remove ROW Nos 29013, 28023, part of 18005 and 22042; insert ROW No 16079 – the amendment was gazetted on 7 June 2022;
(iii) Amendment No 124 to reinstate the ROWs previously removed from the DCP by the Scarborough Redevelopment Area scheme – the amendment was gazetted on 9 August 2023;
(iv) Amendment No 128 to insert ROW No 22015 – the amendment was refused.

Local Planning Scheme No. 4

On 10 June 2025, Council resolved to adopt draft LPS4 after considering the submissions received from advertising. The draft LPS4 proposes to carry forward the DCP into the new Scheme for continuation of the DCP. LPS4 is currently before the Western Australian Planning Commission (WAPC) for approval.

Draft LPS4 contains a 'Period of Operation' clause under which the DCP will expire on the 15 December 2035, which is the same date the current DCP is expected to expire.

The draft Scheme proposes updates to infrastructure contribution provisions to align with anticipated amendments to the *Planning and Development (Local Planning Schemes) Regulations 2015*. Notably, the first single house or associated outbuildings on a lot that has not been subdivided since the DCP's commencement will be exempt from development contributions.

Further clarification will be required as to whether the exemption will extend to additions or alterations to existing single houses including garages accessed via a laneway. This may significantly affect future collection of contributions under the DCP particularly with respect to Category 3 ROWs in Heritage Protection Areas that have no infill development potential but will benefit from laneway access.

The draft LPS4 also provides for the future review of the DCP within five years from the gazettal.

Planning Outcomes

As more ROWs are completed, the benefits become more evident to adjoining lot owners. Residents waiting for their abutting laneways to be upgraded are keen for their laneways to be upgraded sooner. Anecdotally, past reluctance by developers to orient infill dwellings to Category 2 laneways have also reduced significantly in recent years despite relaxation of Council's policy in this regard since 2018. Upgraded laneways provide an attractive street frontage to infill developments and in many cases enabled the retention of existing dwellings and reducing the need for additional crossovers onto the existing primary streets and the removal/relocation of street trees.

Although most Category 1 ROWs had been constructed prior to the DCP, the retrospective installation of lighting in these laneways under the DCP improved the amenity further by improving visibility and safety at night, particularly for pedestrians and cyclists. Nearly 50% of retrofit lighting of these laneways have so far been completed under the program. The fully upgraded laneways provide an alternative access to developments that would otherwise have to obtain access from a higher traffic main road or have constrained service access for commercial developments.

Category 3 ROWs are located in the Heritage Protection Areas and abut most lots which do not have infill development potential. These laneways comprise the smallest proportion of laneways in the upgrade program, with only 18 laneways in this category. As existing dwellings along these laneways are renovated over time, the addition of outbuildings and garages accessed from rear laneways enables the existing character streetscapes to be retained. Approximately 50% of these laneways have been upgraded so far. The upgraded laneways provide a fully functional access option for rear garage additions on the adjoining lots, sparing the loss of front gardens, street trees, and predominant dwelling frontage to the primary streets.

Financial Assessment and Implications

The funding model adopted by Council for the implementation of the Rights of Way Management Strategy proposed a combination of City Funds and developer contributions to fund the construction and lighting works program for Category 1, 2 and 3 ROWs. The DCP was formulated and administered under LPS3 to collect development contributions from lot owners abutting these ROWs to fund the infrastructure works.

The funding model originally envisaged that the proportion of funds from development contributions would comprise about 40% of the ROW infrastructure costs, assuming that minor developments valued at less than $5,000 are exempt from contribution payments. However, the estimated proportion of development contribution funds was subsequently revised to 28% when the contribution exemption threshold was modified to $100,000 by Council when the DCP was adopted for inclusion into LPS3.

Based on the annual development contributions received in the last 10 years, it is unlikely that the proportion of development contributions to infrastructure costs expended will reach the anticipated 28% under the original funding model, especially if exemptions are extended to single houses and associated outbuildings under LPS4.

Prior to the expiry of the DCP, should the proportion of costs recovered fall below expectations, the option to extend the expiry of the DCP could be investigated. A variation to the DCP would require a Scheme amendment and the requisite WAPC approval, public consultation, and Ministerial approval.

Stakeholder Engagement

Nil.

Recommended Action

The DCP provides a structured and transparent mechanism for collecting and administering development contributions to supporting the funding of the City's ROW construction and lighting program. The City has complied with the necessary administrative provisions and policies associated with the DCP and the SPP3.6. Pending finalisation and gazettal of LPS4, no major issue has been identified with respect to administration of the contributions to date. The City is continuing to deliver the ROW infrastructure works every year and although the pace of the program has been slower than originally planned due to budgetary constraints and cost escalations, the works program is still expected to be completed prior to the expiry of the DCP at this time.

The contributions received as a proportion of costs has been below the level originally anticipated primarily due to external factors. An increase to the contributions exemption value from $124,000 is not currently recommended given this was last revised in 2024 and is considered sufficient to provide relief to minor alterations to existing developments. With contributions level being significantly below the original expectation, increasing the exemption value will have a further negative effect on cost recovery.

It is recommended that no changes be made to the core operative provisions of the DCP and ROW infrastructure program at this time.

Relevant Policies, Legislation and Council Resolutions

Local Planning Policy No. 6.5 Development and Subdivisions Abutting Rights of Way
Local Planning Scheme No.3
Local Government Act 1995
State Planning Policy 3.6 Infrastructure Contributions

Meeting Date	Council Resolution Number	Council Resolution
10 November 2009	1109/014	1. That the revised funding approach for the Rights of Way Management Strategy using City Funds and Development Contributions be ENDORSED in light of the advice from the Department of Regional Development and Lands (Local Government) in relation to the use of Differential General Rates and the difficulty associated with administering a rating-based system of funding on strata properties. 2. That a 10year program for upgrading and dedication of Categories 1, 2 and 3 Rights of Way and acquisition of Categories 4 and 5 Rights of Way be ENDORSED. 3. That the draft Rights of Way Management Strategy as modified and updated (reflecting the revised funding approach using only City Fund and Development Contributions) be ADOPTED. 4. [*Rescinded 2 February 2010 Council Resolution No. 0210/011*].
23 April 2013	0413/043	1. That, subject to the following modifications (as shown In Attachment 1 to the Manager City Planning's report), Amendment No. 5 to LPS3 be ADOPTED in a modified form, SIGNED, the Common Seal AFFIXED and FORWARDED to the Western Australian Planning Commission for final approval:- a. Amend Schedule 11A, Clause 13, Rights of Way Improvement Table to show construction required for Right of Way No. 28041;

Meeting Date	Council Resolution Number	Council Resolution
		b. Add new sub-clause to Schedule 11A, under Clause 3.1, to exclude patio, pergola, and shade sail on residential land from the requirement to pay development contributions; c. Amend Schedule 11A, Clause 1, Description of Development Contribution Area to include land abutting an area set aside for the purpose of widening a Right of Way shown in the Rights of Way Improvement Table and Rights of Way Maps 1, 2 and 3 respectively; d. Amend Schedule 11A, Clause 3.3, which required separate contributions from each strata Lot owner individually; e. Amend Schedule 11, Clause 3, of Area No. 4, (inserted as part of Amendment No. 1) as a consequence of changes to Part 6B required by the Western Australian Planning Commission to enable the original intent of the clause to continue operating without change; f. Amend Schedule 11A, clause 13 Rights of Way Improvement Table and clause 16 ROW Map 3 to remove ROW No. 28014 from the Infrastructure Works and Development Contribution Area in consideration of the unique circumstances relating to this ROW; and g. Amend Schedule 11A, Clause 3.1.4, to read as follows: '3.1.4 The development is a minor addition or modification to an existing development where the addition or modification is valued at $100,000 or less which value shall be adjusted from time to time by Council to reflect construction cost inflation, and there is no proposed new access nor modification to an existing access to the ROW or laneway from the land.' 1. That ROW No. 28014 be RE-CATEGORISED from category 3 to Category 4 subject to consultation with the owners of land abutting the ROW. 2. Council CONFIRMS its non-support for the implementation of a 'Differential Rating' scheme on owners fronting ROWs.

Meeting Date	Council Resolution Number	Council Resolution
		3. A further report be PRESENTED to the 'Infrastructure and Community Development Committee' upon completion of the draft design standards for lighting of ROWs for Council consideration.
1 March 2016	0316/017	1. That Council ADOPTS the development Contribution Plan report and Cost Apportionment Schedule (2016) for the Development Contribution Plan for Rights of Way Improvement Works and that it be made available to all owners within the said development contribution area. 2. That Council ENDORSES the establishment and maintenance of a Development Contribution Plan for Rights of Way Improvement Works Reserve Account. 3. That the adopted Development Contribution Plan Report and Cost Apportionment Schedule (2016) for the development Contribution Plan for Rights of Way Improvement Works be REVIEWED immediately and a report be PRESENTED back to the Community and Resources Committee.
27 October 2020	1020/029	That the review of the Development Contribution Plan for Rights of Way Improvement Works in LPS3 be RECEIVED.
25 June 2024	0624/021	1. That Council ADOPTS the draft Cost Apportionment Schedule for the Development Contribution Plan for Rights of Way Improvement Works (2024) as shown in Attachment 1, to take effect as from 1 July 2024. 2. That the maximum value of structural alterations to an existing development that qualifies for exemption from payment of development contributions in Schedule 11A of LPS3 be INCREASED from $100,000 to $124,000. 3. That the Development Contribution Plan Report be AMENDED accordingly to reflect Recommendation 2.
1 July 2025	0725/007	That Council ADOPTS the draft Cost Apportionment Schedule for the Development Contribution Plan for Rights of Way Improvement Works (2025) as shown in Attachment 1 to take effect as from 2 July 2025.

Sustainable Stirling 2022-2032

Key Result Area: Our built environment

Objective: An accessible and connected City

Priority: Provide and maintain safe and accessible roads and parking

Strategic Risk

Strategic Risk	Risk Appetite
Funding	The City will take sufficient financial risk to enable it to achieve its strategic objectives, providing it does not significantly impact on the long term financial sustainability of the City.
Purpose	The City will pursue community and sector leadership through forward thinking decision making, and alignment of its services and operations with its strategic objectives.

Relevant Documents and Information

Attachments

Nil.

Available for viewing at the meeting

Nil.

Linked Documents

Nil.

Mayor Mark Irwin disclosed an Impartial Interest in Item 12.1/8.1, as he discussed neighbouring land parcels.

Councillor Tony Krsticevic disclosed an Impartial Interest in Item 12.1/8.1 as he owns a property in close proximity to this location.

12.1/8.1 LEASE PROPOSAL – SCARBOROUGH

Confidentiality

This report is **CONFIDENTIAL** in accordance with Section 5.23(2) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:

(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

Council Resolution

1125/011

Moved Councillor Migdale, seconded Councillor Proud

That Council PROCEEDS with the confidential recommendation as outlined in the Recommended Action section of this report.

The motion was put and declared CARRIED (13/0) by exception resolution, by an absolute majority vote.

For: Councillors Creado, Giudici, Hatton, Ion, Krsticevic, Migdale, Olow, Paparde, Perkov, Proud, Re, Thornton and Mayor Irwin.
Against: Nil.

13. REPORTS FOR CONSIDERATION IN ACCORDANCE WITH CLAUSE 4.2(4) OF THE MEETING PROCEDURES LOCAL LAW 2021

In accordance with Clause 4.2(4) of the City of Stirling Meeting Procedures Local Law 2021, the Chief Executive Officer may include on the agenda of a Council meeting, in an appropriate place within the order of business, any matter which must be decided, or which he considers is appropriate to be decided, by that meeting.

13.1 APPOINTMENT OF TWO ALTERNATE MEMBERS TO THE 13 NOVEMBER 2025 MINDARIE REGIONAL COUNCIL MEETING

Business Unit:	Governance	Service: Council Governance
Ward:	Not Applicable	Location: Not Applicable
Applicant:	Not Applicable	

Role

Executive - *Governing the City and the community through executive powers.*

Council Resolution

1125/012

Moved Councillor Proud, seconded Councillor Hatton

That Council APPOINTS the following Elected Members to attend the Mindarie Regional Council meeting to be held 13 November 2025:

a. Councillor Damien Giudici as the deputy for Councillor Michael Dudek; and

b. Councillor Lisa Thornton as the deputy for Councillor Joe Ferrante

The motion was put and declared CARRIED (13/0).

For: Councillors Creado, Giudici, Hatton, Ion, Krsticevic, Migdale, Olow, Paparde, Perkov, Proud, Re, Thornton and Mayor Irwin.
Against: Nil.

Recommendation

That Council APPOINTS the following Elected Members to attend the Mindarie Regional Council meeting to be held 13 November 2025:

a. Councillor _____ as the deputy for Councillor Michael Dudek; and

b. Councillor _____ as the deputy for Councillor Joe Ferrante

Purpose

To enable Council to select two of the three nominated alternative representatives to attend the upcoming Mindarie Regional Council (MRC) meeting. The nominated alternative representatives are:

- Councillor Damien Giudici
- Councillor Daniela Ion
- Councillor Lisa Thornton

Details

A meeting of MRC is scheduled for 13 November 2025. Two of the City of Stirling's appointed representatives, Councillor Michael Dudek and Councillor Joe Ferrante, are unable to attend.

In accordance with the MRC Constitution, Council must formally resolve to appoint alternative members whenever an appointed representative is unavailable.

At its Special Meeting held on 28 October 2025, Council resolved (Council Resolution Number 1025/010) to appoint Councillors Damien Giudici, Daniela Ion, and Lisa Thornton as alternate members to the MRC. As such, Council is now requested to nominate two of these three alternates to attend the upcoming meeting in place of Councillors Dudek and Ferrante.

Financial Assessment and Implications

Alternate members of MRC do not receive a meeting attendance fee.

Stakeholder Engagement

Nil.

Recommended Action

To appoint two of the three MRC alternate representatives of the City of Stirling to attend the MRC meeting to be held 13 November 2025.

Relevant Policies, Legislation and Council Resolutions

Mindarie Regional Council Constitution
Local Government Act 1995

Meeting Date	Council Resolution Number	Council Resolution
28 October 2025	1025/010	1. That Council APPOINTS the following members to the Mindarie Regional Council for the period 29 October 2025 to 16 October 2027: • Councillor Michael Dudek • Councillor Joe Ferrante • Councillor Chris Hatton • Councillor Stephanie Proud 2. That Council APPOINTS Councillor Damien Giudici, Councillor Daniela Ion and Councillor Lisa Thornton for the period 29 October 2025 to 16 October 2027, to act as the City of Stirling alternate members to Mindarie Regional Council, noting that a formal resolution of Council is needed each time an alternate member's attendance at Mindarie Regional Council is required.

Sustainable Stirling 2022-2032

Key Result Area: Our leadership

Objective: A well-governed City

Priority: Comply with legislation, standards and obligations

Strategic Risk

Strategic Risk	Risk Appetite
Governance	The City will act with integrity and implement appropriate processes and controls to avoid breach of legislation.

Relevant Documents and Information

Attachments

Nil.

Available for viewing at meeting

Nil.

Linked Documents

Nil.

13.2 USE OF CIVIC FACILITIES FOR CITIZENSHIP CEREMONIES 2026

Business Unit:	Governance	Service: Council Governance
Ward:	City Wide	Location: City of Stirling Administration / Civic Building – 25 Cedric Street, Stirling WA 6021
Applicant:	Not Applicable	

Role

Executive - *Governing the City and the community through executive powers.*

Council Resolution

1125/013

Moved Councillor Re, seconded Councillor Paparde

That Council APPROVES the allocation of dates for 2026 Citizenship Ceremonies as detailed in this report

The motion was put and declared CARRIED (13/0).

For: Councillors Creado, Giudici, Hatton, Ion, Krsticevic, Migdale, Olow, Paparde, Perkov, Proud, Re, Thornton and Mayor Irwin.
Against: Nil.

Recommendation

That Council APPROVES the allocation of dates for 2026 Citizenship Ceremonies as detailed in this report

Purpose

This report provides Elected Members with the proposed dates for Citizenship Ceremonies in 2026 and the opening address allocation for Elected Members. The Mayor approves Civic events, including Citizenship Ceremonies, in accordance with his legislative function under the *Local Government Act 1995*, and under the City's policies. Any changes can be approved by the Mayor.

Details

The City receives requests from the Department of Home Affairs to host Citizenship Ceremonies. At each Citizenship Ceremony, members of Federal and State Parliament are invited to attend, along with Elected Members.

As per the Citizenship Ceremonies Code, Citizenship Ceremonies must not be scheduled on Federal or State sitting days. At the time of this report, there is no sitting schedule for Federal Parliament for 2026, therefore ceremony dates are based primarily on State sitting dates.

Citizenship Ceremonies are predominately held at 6.00pm on Wednesdays, with the exception of three special events – Australia Day, Harmony Day and Citizenship Day.

Ceremonies are held with up to 200 recipients, plus dignitaries, Elected Members, and recipient guests in attendance. The previous three years have shown a rough average of 1,800 recipients receiving Citizenship at the City per year. The number of Ceremonies scheduled reflects this number.

It is usual practice that the Deputy Mayor presides at Citizenship Ceremonies, and Ward Councillors take turns to present an opening address. The exception to this is Australia Day, Harmony Day and Citizenship Day. Opening Address requirements are provided to Elected Members by Elected Member Services.

To fairly distribute the opportunity to present an opening address at Citizenship Ceremonies among Elected Members, the below schedule has been created. Each Ward is scheduled an opening address in each half of the year, in alphabetical order. An extra ceremony in December has been scheduled in case of potential cancellations earlier in the year.

Proposed Citizenship Date	Opening Address	Note
Monday 26 January 2026	Mayor Mark Irwin	'Australia Day'
Wednesday 11 February 2026	Councillor Andrea Creado	
Wednesday 4 March 2026	Councillor Tony Krsticevic	
Saturday 21 March 2026	Deputy Mayor Karlo Perkov	'Harmony Day'
Wednesday 1 April 2026	Councillor Elizabeth Re	
Wednesday 29 April 2026	Councillor Chris Hatton	
Wednesday 27 May 2026	Councillor Daniela Ion	
Wednesday 3 June 2026	Councillor Suzanne Migdale	
Wednesday 1 July 2026	Councillor Teresa Olow	
Wednesday 22 July 2026	Councillor Michael Dudek	
Wednesday 5 August 2026	Councillor Rob Paparde	
Wednesday 26 August 2026	Councillor Stephanie Proud	
Wednesday 2 September 2026	Councillor Chris Hatton	
Thursday 17 September 2026	Deputy Mayor Karlo Perkov	'Citizenship Day'
Wednesday 7 October 2026	Councillor Damien Giudici	
Wednesday 28 October 2026	Councillor Joe Ferrante	
Wednesday 4 November 2026	Councillor Lisa Thornton	
Wednesday 9 December 2026	From reserve list below	

When an Elected Member is unable to attend a ceremony, their corresponding Ward Councillor will be asked to attend in their place.

If both Ward Councillors are unable to attend a Ceremony, the below reserve list of Councillors will be contacted to give the opening address. The reserve list will reflect the opposite order of the above Elected Member opening address schedule. The opportunity will be allocated to the Elected Members on the reserve list in the order in which they appear below.

The reserve list will be as follows:

- Councillor Lisa Thornton.
- Councillor Joe Ferrante.
- Councillor Damien Giudici.
- Councillor Stephanie Proud.
- Councillor Rob Paparde.
- Councillor Michael Dudek.
- Councillor Teresa Olow.
- Councillor Suzanne Migdale.
- Councillor Daniela Ion.
- Councillor Chris Hatton.
- Councillor Elizabeth Re.
- Councillor Tony Krsticevic.
- Councillor Andrea Creado.

If an Elected Member at the top of the list is unavailable when contacted, the next Elected Member on the list will be contacted, and so on, until one is confirmed to attend. Once an Elected Member has given an opening address at a ceremony, they will be moved to the bottom of the list, while the rest remain unchanged.

Where Citizenship Ceremonies are unable to be held due to reduced numbers of conferees or any other reason, the Citizenship Ceremony will be cancelled. The Elected Member scheduled to perform the opening address will be placed at the top of the reserve list to ensure fairness and equity to all.

Financial Assessment and Implications

Citizenship Ceremonies are funded within existing budget allocations.

Stakeholder Engagement

Nil.

Relevant Policies, Legislation and Council Resolutions

Use of the Civic Facilities requires approval of the Mayor as stipulated within the Civic Facilities Policy.

Civic Facilities Policy

Elected Member and CEO Attendance at Events Policy

Local Government Act 1995

Sustainable Stirling 2022-2032

Key Result Area: Our community

Objective: An inclusive and harmonious City

Priority: Build strong relationships with our multicultural and diverse community

Strategic Risk

Strategic Risk	Risk Appetite
Governance	The City will act with integrity and implement appropriate processes and controls to avoid breach of legislation.

Relevant Documents and Information

Attachments

Nil.

Available for viewing at meeting

Nil.

Linked Documents

Nil.

13.3 MILESTONE EVENT APPLICATION - REMEMBRANCE DAY OSBORNE PARK RETURNED & SERVICES LEAGUE SUB-BRANCH IN ASSOCIATION WITH THE ROTARY CLUBS OF OSBORNE PARK AND KARRINYUP

Business Unit:	Governance	Service: Council Governance
Ward:	Hamersley	Location: Lake Gwelup Reserve
Applicant:	Returned Service League – Osborne Park Sub-branch	

Role

Executive - *Governing the City and the community through executive powers.*

Council Resolution

1125/014

Moved Councillor Olow, seconded Councillor Thornton

That Council APPROVES a one-off donation of $2,296 to the Returned & Services League – Osborne Park Sub-branch to commemorate a Remembrance Day service that was held Tuesday 11 November 2025, in line with the Elected Member Entitlements Policy

The motion was put and declared CARRIED (13/0).

For: Councillors Creado, Giudici, Hatton, Ion, Krsticevic, Migdale, Olow, Paparde, Perkov, Proud, Re, Thornton and Mayor Irwin.
Against: Nil.

Recommendation

That Council APPROVES a one-off donation of $2,296 to the Returned & Services League – Osborne Park Sub-branch to commemorate a Remembrance Day service that was held Tuesday 11 November 2025, in line with the Elected Member Entitlements Policy

Purpose

For Council to consider the application from the Returned & Services League – Osborne Park Sub-branch for a donation towards coordinating a Commemorative Service at Lake Gwelup Reserve in 2025. Due to the Local Government Elections and no Council meetings being held in October 2025, this donation will be required to be made post-event.

Details

The Returned & Services League – Osborne Park Sub-branch (Osborne Park RSL) was established in 1916. The Sub-section currently has six volunteer staff and is open to veterans and their families.

The Osborne Park RSL has served the community with respectful commemorative services to the wounded and fallen of the nation's wars over the years.

This Commemorative Service will mark several milestone anniversaries in Australia's military history and will be held at Lake Gwelup reserve. The milestone anniversaries include the 80th anniversary of the end of the Second World War, the 110th anniversary of the Gallipoli campaign, and the 75th year since Australia's involvement in the Korean War ended.

This event is slated to be one of the largest Remembrance Day services held by Osborne Park RSL, with around 300 people from the local communities expected to attend. The 10th Light Horse Association, open to all ex and serving members of the 10th Light Horse Regiment cavalry unit in the Australian Army, will also be in attendance.

Financial Assessment and Implications

The Osborne Park RSL has provided the City of Stirling with a formal application for financial assistance, as per the Elected Member Entitlements Policy.

The Elected Member Entitlements Policy states the following:

"Subject to a Formal Application submitted to the City and approved by Council, a donation may be made in addition to the annual donation, towards holding a Significant Milestone celebration. A 'one-off' monetary donation will be available to the above branches of up to $6,000."

The Osborne Park RSL is seeking $2,296 towards the cost two marquees, chairs and catering service for the event. The Sub-branch, in association with the Rotary Clubs of Osborne Park and Karrinyup, will be providing in-kind contributions towards the Service, including additional infrastructure, staffing and audio equipment.

It is recommended that Council approves the request for $2,296 (from within the existing 2025/2026 budget) to assist with the Osborne Park RSL Remembrance Day Commemorative Service celebration.

Financial History

In the previous 2024/2025 financial year, on request from the Osborne Park RSL, the City donated the following funds in support of the Sub-branch's Commemorative Services.

Date	Commemorative Service	Donation Amount
2 August 2024	Annual ANZAC Day Donation 2024/2025	$3,000.00
	Total	**$3,000.00**

In the current 2025/2026 financial year, on request from the Osborne Park RSL, the City donated the following funds in support of the Sub-branch's Commemorative Services.

Date	Commemorative Service	Donation Amount
8 August 2025	Annual ANZAC Day Donation 2025/2026	$3,000.00
	Total	**$3,000.00**

Stakeholder Engagement

Nil.

Relevant Policies, Legislation and Council Resolutions

The Elected Member Entitlements Policy, as adopted by Council at its meeting held 29 October 2024 (Council Resolution Number 1024/022), provides for an annual donation of $3,000 to each of the City of Stirling Returned & Services League Sub-Branches, and $1,500 to the Naval Association of Australia Perth North Sub-section to assist in conducting the annual ANZAC Day service.

The Policy also provides for a 'one-off' financial contribution to be available for Milestone celebrations up to $6,000.

Sustainable Stirling 2022-2032

Key Result Area: Our community

Objective: An inclusive and harmonious City

Priority: Encourage active participation and volunteering

Priority: Build strong relationships with our multicultural and diverse community

Strategic Risk

Strategic Risk	Risk Appetite
Partnerships	The City will be proactive in improving existing relationships and working with new partners to grow its reputation as an organisation that the community, business, government and other organisations choose to engage with.

Relevant Documents and Information

Attachments

Nil.

Available for viewing at meeting

Nil.

Linked Documents

Nil.

14. NOTICES OF MOTION FOR CONSIDERATION

'Notices of Motion for Consideration' include a brief report to assist Council in deciding to approve or not approve the Motion.

A further and more detailed report will be submitted at a future Ordinary Council meeting for Motions that are approved, in accordance with Clause 4.5(2)(c) of the City of Stirling Meeting Procedures Local Law 2021.

Councillor Suzanne Migdale left the meeting at 7.56pm during consideration of item 14.1 and returned to the meeting at 8.01pm.

14.1 PROPOSED NOTICE OF MOTION - COUNCILLOR TERESA OLOW - AMENDMENT TO THE LOCAL GOVERNMENT PROPERTY LOCAL LAW 2009

Business Unit:	Governance	Service: Council Governance
Ward:	Not Applicable	Location: Not Applicable
Applicant:	Not Applicable	

Role

Executive - *Governing the City and the community through executive powers.*

Moved Councillor Olow, seconded Councillor Thornton

That Council PROGRESSES its amendment of the City of Stirling Local Government Property Local Law 2009 to include the prohibition of fishing at specified locations, including Roselea and Princeton Lakes, by February 2026.

Councillor Thornton seconded with the following amendment.

That Council PROGRESSES an amendment of the City of Stirling Local Government Property Local Law 2009 by February 2026, to include the prohibition of fishing at the following locations on local government property:

a. Roselea Lake;

b. Princeton Lakes;

c. Talia Lake;

d. Herdsman Lake (City controlled);

e. Jackadder Lake;

f. Lake Gwelup;

g. Careniup Wetlands;

h. Carine Regional Open Space;

Reason:

To individually list those lakes and wetlands where fishing will be prohibited.

The mover agreed to this amendment and it formed part of the substantive motion.

Procedural Motion
Moved Councillor Perkov, seconded Councillor Hatton

That item 14.1 Proposed Notice of Motion - Councillor Teresa Olow - Amendment to the Local Government Property Local Law 2009 be REFERRED to the Ordinary Meeting of Council to be held 25 November 2025 to allow more information to be provided to Elected Members.

The motion was put and declared LOST (5/8).

For: Councillors Giudici, Hatton, Ion, Krsticevic and Perkov.
Against: Councillors Creado, Migdale, Olow, Paparde, Proud, Re, Thornton and Mayor Irwin.

Discussion ensued.

During debate, it was suggested that the following locations be ADDED after Carine Regional Open Space.

i. Potenza Reserve;

j. Stirling Civic Gardens;

k. Dog Swamp Reserve;

l. Shearwater Spoonbill Reserve;

m. Cedric Grebe Reserve;

n. Dianella Regional Open Space;

o. Yokine Regional Open Space; and

p. Lilac Shannon Reserve.

The mover and seconder agreed to this amendment and it formed part of the substantive motion as follows:

That Council PROGRESSES an amendment of the City of Stirling Local Government Property Local Law 2009 by February 2026, to include the prohibition of fishing at the following locations on local government property:

a. Roselea Lake;
b. Princeton Lakes;
c. Talia Lake;
d. Herdsman Lake (City controlled);
e. Jackadder Lake;
f. Lake Gwelup;
g. Careniup Wetlands;
h. Carine Regional Open Space;
i. Potenza Reserve;
j. Stirling Civic Gardens;
k. Dog Swamp Reserve;
l. Shearwater Spoonbill Reserve;
m. Cedric Grebe Reserve;
n. Dianella Regional Open Space;
o. Yokine Regional Open Space; and
p. Lilac Shannon Reserve.

Council Resolution

1125/015

Moved Councillor Olow, seconded Councillor Thornton

That Council PROGRESSES an amendment of the City of Stirling Local Government Property Local Law 2009 by February 2026, to include the prohibition of fishing at the following locations on local government property:

a. Roselea Lake;

b. Princeton Lakes;

c. Talia Lake;

d. Herdsman Lake (City controlled);

e. Jackadder Lake;

f. Lake Gwelup;

g. Careniup Wetlands;

h. Carine Regional Open Space;

i. Potenza Reserve;

j. Stirling Civic Gardens;

k. Dog Swamp Reserve;

l. Shearwater Spoonbill Reserve;

m. Cedric Grebe Reserve;

n. Dianella Regional Open Space;

o. Yokine Regional Open Space; and

p. Lilac Shannon Reserve.

The motion was put and declared CARRIED (12/1).

For: Councillors Creado, Giudici, Hatton, Ion, Krsticevic, Migdale, Olow, Paparde, Perkov, Proud, Re and Thornton.
Against: Mayor Irwin.

Notice of Motion Recommendation

That Council PROGRESSES its amendment of the City of Stirling Local Government Property Local Law 2009 to include the prohibition of fishing at specified locations, including Roselea and Princeton Lakes, by February 2026.

Background provided by Elected Member

"On 3 December 2024, it was resolved by Council (Council Resolution Number 1224/019) to support the amendment of City of Stirling Local Government Property Local Law 2009. Although this amendment is yet to be progressed given the large number of local laws requiring review and/or amendment. The Local Government Property Local Law 2009 does not currently allow for the prohibition of fishing on local government property.

The community is advocating for legislation that would prohibit fishing at Roselea and Princeton Lakes, as well as other conservation-designated wetlands, so progressing this Local Law amendment provides the opportunity to cease this activity and ensure the protection of wildlife at these locations."

Details

The City's Local Government Property Local Law 2009 was adopted by Council at its meeting held 7 April 2009 and has been amended on a number of occasions. The general purpose of the City's Local Government Property Local Law is to control and regulate certain activities on local government property throughout the City's district. Although there are a number of provisions within the local law to regulate certain activities, it currently does not prevent fishing from occurring in lakes, wetlands and other artificial water bodies on the City's property.

Any amendment to a local law is required to follow the statutory process as prescribed by the *Local Government Act 1995.* This includes a mandatory six-week community consultation period.

In view of this, and should the Notice of Motion be supported, officers can prepare a report to be presented to the Council meeting to be held 10 February 2026 to commence the local law amendment process. This amendment is likely to be one of several possible amendments the City is considering.

Financial Assessment and Implications

Any costs associated with the local law-making process will be accommodated within the City's operational budget.

Sustainable Stirling 2022-2032

Key Result Area: Our leadership

Objective: A well-governed City

Priority: Comply with legislation, standards and obligations

Strategic Risk

Strategic Risk	Risk Appetite
Governance	The City will act with integrity and implement appropriate processes and controls to avoid breach of legislation.

Relevant Documents and Information

Attachments

Nil.

Available for viewing at the meeting

Nil.

Linked Documents

Nil.

14.2 PROPOSED NOTICE OF MOTION - COUNCILLOR DAMIEN GIUDICI - MINOR BOUNDARY REALIGNMENT

Business Unit:	Governance	Service: Council Governance
Ward:	Inglewood	Location: City of Stirling Boundary – Oxford Street, Inglewood
Applicant:	Not Applicable	

Role

Executive - *Governing the City and the community through executive powers.*

Council Resolution

1125/016

Moved Councillor Giudici, seconded Councillor Migdale

1. **That in accordance with the *Local Government Act 1995,* Council REQUESTS the preparation of a proposal to the Local Government Advisory Board recommending a realignment of the district boundary between the City of Stirling and the City of Bayswater, with the following effect:**

    a. **All properties located on the northwest side of Oxford Street, Maylands are to be included within the district of the City of Stirling; and**

    b. **All properties located on the southwest side of Crawford Road, between York Street and Oxford Street, Maylands, are to be included within the district of the City of Stirling.**

2. **That the City CONSULTS with the City of Bayswater, affected property owners and residents during the preparation of the proposal referred to in Part 1 above.**

3. **That Council NOTES the submission is to be considered by Council prior to its submission to the Local Government Advisory Board.**

The motion was put and declared CARRIED (13/0).

For: Councillors Creado, Giudici, Hatton, Ion, Krsticevic, Migdale, Olow, Paparde, Perkov, Proud, Re, Thornton and Mayor Irwin.
Against: Nil.

Notice of Motion Recommendation

1. That in accordance with the *Local Government Act 1995,* Council REQUESTS the preparation of a proposal to the Local Government Advisory Board recommending a realignment of the district boundary between the City of Stirling and the City of Bayswater, with the following effect:

    a. All properties located on the northwest side of Oxford Street, Inglewood are to be included within the district of the City of Stirling; and

    b. All properties located on the southwest side of Crawford Road, between York Street and Oxford Street, Inglewood, are to be included within the district of the City of Stirling.

2. That the City CONSULTS with the City of Bayswater, affected property owners and residents during the preparation of the proposal referred to in Part 1 above.

3. That Council NOTES the submission is to be considered by Council prior to its submission to the Local Government Advisory Board.

Background provided by Elected Member

"Elected Members have received a resident-led request to amend the district boundary between the City of Stirling and the City of Bayswater. The current zig-zag boundary along Oxford Street and Crawford Road creates confusion for residents and results in inconsistent service delivery, such as missed bin collections. The proposed realignment would establish a logical, straight-line boundary that places all affected properties within the City of Stirling, ensuring clarity for residents and the local governments alike."

Details

A diagram of the request in the Notice of Motion recommendation is contained in Attachment 1.

In accordance with Section 2.1 of the *Local Government Act 1995*, the Governor of Western Australia, on the recommendation of the Minister for Local Government (the Minister), may make an order to change the boundary of a district. The process for dealing with changes to the boundaries of local governments is contained in Schedule 2.1 of the *Local Government Act 1995.* A summary of the process is as follows:

1. A proposal to amend the boundary of a local government is submitted to the Local Government Advisory Board (the Advisory Board). A proposal is required to satisfy certain criteria, which are discussed further in this report.
2. The Advisory Board considers the proposal. If it determines the proposal is minor and does not require public submissions, the Advisory Board may recommend to the Minister for Local Government that an order be made to amend the boundaries in accordance with the request. The Minister may then accept or reject the proposal, and make an appropriate recommendation to the Governor.
3. If the proposal is determined not to be minor, the Advisory Board must conduct a formal inquiry. This includes public consultation and, if necessary, public hearings. If deemed appropriate, the Minister may require a poll of electors affected by the proposal. Alternatively, electors may request a poll be undertaken.
4. Subject to the outcome of a poll, the Minister may then accept or reject the proposal, and make an appropriate recommendation to the Governor.

A proposal to the Advisory Board must include:

- The nature of the proposal;
- The reasons for the proposal; and
- The anticipated effects on any affected local governments.

The Advisory Board also encourages local governments to reach mutual agreement on any proposed boundary amendments.

A proposal may be considered minor if it relates to:

- The transfer of individual lots or leases;
- Realignment of boundaries to correspond with changes in road alignments;
- Transfer of part lots to one local government; and
- Historic anomalies.

Further, any proposal is required to address the following eight guiding principles:

1. Community of interest;
2. Physical and topographical features;
3. Demographic trends;
4. Economic factors;
5. The history of the area;
6. Transport and communication;
7. Matters affecting the viability of local governments; and
8. The effective delivery of government services.

Officers may prepare a proposal aligned with the Notice of Motion for consideration at a future Community and Resources Committee meeting. Given the relatively minor nature of the boundary change - and subject to consultation with the City of Bayswater and affected residents - it is anticipated that the proposal will be classified as minor and will not require formal assessment by the Advisory Board.

Financial Assessment and Implications

Nil.

Sustainable Stirling 2022-2032

Key Result Area: Our leadership

Objective: A well-governed City

Priority: Provide local government sector leadership

Strategic Risk

Strategic Risk	Risk Appetite
Governance	The City will act with integrity and implement appropriate processes and controls to avoid breach of legislation.

Relevant Documents and Information

Attachments

Attachment 1 - Proposed Boundary Realignment ⇩

Available for viewing at meeting

Nil.

Linked Documents

Nil.


Harcourt Street
York Street
Crawford Road
York Street
Oxford Street
Crawford Road
Kennedy Street
Oxford Street
LGA_Boundaries_PROPOSED
main.Localities_LGATE_234
8.5 0 8.5 17 25.5 34
Meters
Maylands & Inglewood Border

15. NOTICES OF MOTION FOR CONSIDERATION AT THE NEXT MEETING

Councillor Rob Paparde left the meeting at 8.18pm during Item 15.

15.1 PROPOSED NOTICE OF MOTION - COUNCILLOR ELIZABETH RE - ADDITIONAL CATEGORIES IN 2027 ART AWARDS PROGRAM

Councillor Elizabeth Re submitted the following Notice of Motion at the Council meeting held 11 November 2025.

Notice of Motion Recommendation

That the City INTRODUCES additional categories for Youth, Senior, and General participants as part of the City of Stirling Future plan and 2027 Art Awards program, to further support City residents.

Reason for Motion

"To acknowledge the many talented artists that reside within the City of Stirling and promote their creativity and future budding artists."

15.2 PROPOSED NOTICE OF MOTION - COUNCILLOR ELIZABETH RE - POLICE STATION SITE OPTIONS AT MORRIS PLACE, INNALOO

Councillor Elizabeth Re submitted the following Notice of Motion at the Council meeting held 11 November 2025.

Notice of Motion Recommendation

That a report be PRESENTED to the Planning and Development Committee meeting to be held 3 February 2026 on the options available for the City of Stirling to deliver or assist in delivering affordable housing on the Police Station site at Morris Place, Innaloo, with the intent in partnering with the State Government's affordable housing incentives, to address the shortage of affordable housing for senior residents.

Reason for Motion

"Many senior residents at Innaloo and surrounding areas have been displaced due to the redevelopment and density development associated with the infill program, and safe, affordable housing is difficult to obtain and homelessness is on the rise. The ability to engage with State Government and private industry for development and potential land swaps."

16. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil.

17. NEW BUSINESS OF AN URGENT NATURE

Nil.

18. MATTERS BEHIND CLOSED DOORS

Council Resolution

1125/017

Moved Councillor Proud, seconded Councillor Giudici

That Item 18.1 - Legal Representation for a Council Member be CONSIDERED Behind Closed Doors in accordance with Section 5.23(2)(b) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:-

(b) the personal affairs of any person.

The motion was put and declared CARRIED (12/0).

For: Councillors Creado, Giudici, Hatton, Ion, Krsticevic, Migdale, Olow, Perkov, Proud, Re, Thornton and Mayor Irwin.
Against: Nil.

At 8.19pm the meeting was closed to the public.

Councillor Rob Paparde returned to the meeting at 8.20pm prior to consideration of Item 18.1.

Mayor Mark Irwin disclosed a Financial Interest in Item 18.1 and left the meeting at 8.21pm prior to consideration, accordingly.

Councillor Elizabeth Re disclosed an Impartial Interest in Item 18.1, as the person is known to her.

18.1 LEGAL REPRESENTATION FOR A COUNCIL MEMBER

Confidentiality

This report is **CONFIDENTIAL** in accordance with Section 5.23(2) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:-

(b) the personal affairs of any person.

Moved Councillor Migdale, seconded Councillor Proud

That Council PROCEEDS with the confidential recommendation, as contained in the Recommended Action section of this Report.

An amendment to the confidential recommendation was suggested. The mover and seconder agreed and it formed part of the substantive motion.

Council Resolution

1125/018

Moved Councillor Migdale, seconded Councillor Proud

That Council PROCEEDS with the confidential recommendation, as contained in the Recommended Action section of this Report, with an amendment.

The substantive motion was put and declared CARRIED (11/1).

For: Councillors Creado, Giudici, Hatton, Ion, Krsticevic, Migdale, Olow, Paparde, Perkov, Proud and Thornton.
Against: Cr Re.

Councillor Suzanne Migdale retired from the meeting at 8.44pm after Item 18.1.

Council Resolution

1125/019

Moved Councillor Paparde, seconded Councillor Proud

That the Meeting be REOPENED to the public.

The motion was put and declared CARRIED (11/0).

For: Councillors Creado, Giudici, Hatton, Ion, Krsticevic, Olow, Paparde, Perkov, Proud, Re and Thornton.
Against: Nil.

At 8.45pm the meeting was reopened to the public, and Mayor Mark Irwin returned to the meeting.

19. CLOSURE

The Presiding Member declared the meeting closed at 8.47pm.

These minutes were confirmed as a true and correct record of proceedings on:

Date: .....

SIGNED:

.....

Presiding Member Signature

.....

Presiding Member Name (*please print*)