



ORDINARY MEETING OF COUNCIL
MONDAY, 28 JULY 2025

AGENDA

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AGENDA

REPORTS

DEVELOPMENT SERVICES COMMITTEE MEETING
HELD ON 21 JULY 2025

CORPORATE SERVICES COMMITTEE MEETING
HELD ON 22 JULY 2025

CHIEF EXECUTIVE OFFICER'S REPORT

NOTICE OF MEETING AND AGENDA

CR _____

PLEASE TAKE NOTICE that the next **ORDINARY MEETING OF COUNCIL** will be held in the Council Chambers, Orchard Avenue, Armadale at **7.00pm**

MONDAY, 28 JULY 2025

JASON LYON
A/CHIEF EXECUTIVE OFFICER

24 July 2025

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

2 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Leave of Absence previously granted to Cr C M Wielinga and Cr M J Hancock

**3 ADVICE OF RESPONSE TO PREVIOUS PUBLIC QUESTIONS
TAKEN ON NOTICE**

Nil

4 PUBLIC QUESTION TIME

Public Question Time is allocated for the asking of and responding to questions raised by members of the public. Minimum time to be provided – 15 minutes (unless not required)

A Public Question Time Policy has been adopted by Council outlining the procedures to ensure the orderly conduct of Public Question time and a copy of these procedures can be found at

<https://my.armadale.wa.gov.au/service/about-council/publications-and-governance/delegations-and-council-policies>

It is also available in the public gallery.

The public's cooperation in this regard will be appreciated.

5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6 PETITIONS

7 CONFIRMATION OF MINUTES

7.1 PREVIOUS ORDINARY COUNCIL MEETING
HELD ON 14 JULY 2025. (ATTACHED)

**8 ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT
DISCUSSION**

**9 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN
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Nil

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BUSINESS ARISING FROM REPORT

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BUSINESS ARISING FROM REPORT

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

**12 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR
BY DECISION**

**13 MATTERS FOR REFERRAL TO STANDING COMMITTEES –
WITHOUT DISCUSSION**

14 MATTERS REQUIRING CONFIDENTIAL CONSIDERATION

15 CLOSURE

CITY OF ARMADALE

MINUTES

OF DEVELOPMENT SERVICES COMMITTEE HELD IN THE COMMITTEE ROOM, ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON MONDAY, 21 JULY 2025 AT 7:01PM.

Official Opening and Acknowledgement Of Country read by Cr M Silver

The City of Armadale acknowledge the Traditional Owners and the Custodians of the land upon which we stand, work and play. We acknowledge Aboriginal people as the First Peoples of this land and the waters, as they are part of them spiritually and culturally. We acknowledge their ancestors, the Elders past and present, who have led the way for us to follow in their footsteps and the emerging leaders of today and tomorrow.

PRESENT: Cr M Silver (Deputy Chair)
Mayor R Butterfield
Cr J Keogh
Cr L Sargeson
Cr G J Smith
Cr S Stoneham

APOLOGIES: Dr C M Wielinga (Leave of Absence)
Cr S Peter JP

OBSERVERS: Nil

IN ATTENDANCE: Mr P Sanders Executive Director Development Services
Mr M Southern Executive Director Technical Services
Mr P Rosser A/Head of Strategic Planning, Place & Development
Mr P Hoole Head of Community Infrastructure
Mrs N Mathieson Executive Assistant Development Services

PUBLIC: 1

DISCLAIMER

The Disclaimer for protecting Councillors and staff from liability of information and advice given at Committee meetings was read out as members of the public present.

DECLARATION OF MEMBERS' INTERESTS

Nil

QUESTION TIME

Ms Veronica Hansen – 8 Protector Grove, Roleystone

Q1: Now that the Lease and Licensing Policy has been approved, do we have a timeline on when Officers will be reviewing submissions for example the Roleystone Markets for co-leasing arrangements for the Community Garden Shed for example?

Response: The Chair advised that Policy is handled by the Community Services Directorate and reverted to the Executive Director Development Services for further comment.
Executive Director Development Services advised that the question will be taken on notice and a response will be provided in writing by the relevant Directorate.

DEPUTATION

Nil

CONFIRMATION OF MINUTES

RECOMMEND

Minutes of the Development Services Committee Meeting held on 16 June 2025 be confirmed.

**Moved Cr L Sargeson
MOTION CARRIED**

6/0

ITEMS REFERRED FROM INFORMATION BULLETIN - ISSUE 10 - JULY 2025

No items were raised for report or further investigation.

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DEVELOPMENT SERVICES COMMITTEE

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1.1 - ROLEYSTONE COMMUNITY GARDEN SECURITY UPDATE

WARD : ALL

FILE No. : M/208/25

DATE : 4 July 2025

REF : DK

RESPONSIBLE : Executive Director
MANAGER Development Services

In Brief:

- In September 2023, Council requested the Mobile Closed-Circuit Television (MCCTV) monitoring of the Roleystone Community Garden and a Policy review of the City's Community Garden Policy, then a report on the outcomes.
- The MCCTV was in place from November 2023 to September 2024.
- Recommend that Council:
 1. Note the results of the trial use of the Mobile Closed-Circuit Television (MCCTV) trailer at the Roleystone Community Garden.

Tabled Items

N/A

Decision Type

- ☐ **Legislative** The decision relates to general local government legislative functions such as adopting/changing local laws, town planning schemes, rates exemptions, City policies and delegations etc.
- ☒ **Executive** The decision relates to the direction setting and oversight role of Council.
- ☐ **Quasi-judicial** The decision directly affects a person's rights or interests and requires Councillors at the time of making the decision to adhere to the principles of natural justice.

Officer Interest Declaration

Nil

Strategic Implications

1.2.1 Strategic Community Plan

Objectives - Advocate for the delivery of services and programs as well as increased resources to contribute to improvements in community safety.

Corporate Business Plan 2025 – 28

1.2.4.1 Implement Community Health and Wellbeing Plan Community

1.3.1 Ensure the equitable provision of Community Facilities throughout the City.

1.3.1.1 Review the Community Infrastructure Plan

Legal Implications

Nil

Council Policy/Local Law Implications

COM9 – Community Garden Policy
ENG18 – CCTV

Budget/Financial Implications

Nil

Consultation

- Recreation Services
- Ranger Services
- Property Services
- Service Delivery

BACKGROUND

At the Council meeting held on 10 October 2022, the following matter was referred to the Community Services Committee:

"That the matter of investigating security measures to support the Roleystone Community Garden (fencing and/or CCTV are desired options) be referred to the Community Services Committee".

At its meeting on 19 December 2022, Council resolved (C34/12/22) to:

1. *Request a report that includes:*
 - (i) *Options available to address the ongoing security issues at the Roleystone Community Garden.*
 - (ii) *The estimated capital and asset renewal costs of the security options identified.*
 - (iii) *Potential funding sources for the security options.*
 - (iv) *A comparative analysis of security measures at other community gardens within the City.*

A subsequent report was then considered by Council at its meeting on 11 September 2023 (C21/9/23), where Council resolved the following:

1. *Note the contents of this report.*
2. *Request a review of the current Community Garden Policy.*
3. *Use the City's mobile CCTV to monitor the garden area.*
4. *Receive a report after the monitoring and the Policy review has been done.*
5. *Support the Roleystone Community Garden with community-based initiatives, and other support consistent with the Community Gardens Policy.*

DETAILS OF PROPOSAL

This report outlines the steps taken by the City to supplement Council's decision on 11 September 2023 including;

- *Request a review of the current Community Garden Policy.*
- *Use the City's mobile CCTV to monitor the garden area.*
- *Receive a report after the monitoring and the Policy review has been done.*
- *Support the Roleystone Community Garden with community-based initiatives, and other support consistent with the Community Gardens Policy.*

COMMENT

The Community Garden is located at 44 Jarrah Road, Roleystone and is approximately 772sqm in size, with approximately 416sqm of garden bed spaces. The remainder of the site has established trees and provides a natural canopy for the site adjoining the shed. The site is located within the Cross Park Reserve and is also adjacent to the oval, skatepark and Roleystone Hall.

Community Garden Policy Review

The Community Garden policy underwent extensive review and Council adopted an amendment to the Policy at its 24 September 2024 meeting.

Use the City's mobile CCTV to monitor the garden area and Receive a report after the monitoring and the Policy review has been done

The City activated the Mobile Closed-Circuit Television (MCCTV) trailer and positioned the camera facing the garden space from November 2023 to September 2024. During this time officers across Ranger Services, Community Infrastructure Planning and Recreation Services attended the site ensuring the system was operational and capturing the garden space.

No written reports of vandalism or damage to the community garden were reported to the City during this period. The City is unable to determine if this outcome is a direct representation of the MCCTV intervention.

Support the Roleystone Community Garden with community-based initiatives, and other support consistent with the Community Gardens Policy.

The City has continued to respond to requests and has implemented the Community Garden Policy.

ANALYSIS

The MCCTV was in place for ten months. MCCTV is now being used in other areas around the City of Armadale. At the time of writing, the MCCTV trailer is in operation at the Armadale Fitness and Aquatic Centre (AFAC) for crime prevention following reports of theft in the car park.

The Community Garden space has experienced varying stages of utilisation throughout the monitoring period. These changes could be impacted by numerous factors such as season changes, a change in membership numbers, member interest, etc.

The City will continue to support crime prevention at all community facilities, in line with the crime prevention initiatives across the City's public assets.

OPTIONS

Council has the following options:

1. Note the contents of this report and the results of the trial use of the MCCTV at the Community Garden.
2. Request further information on the initiatives.

CONCLUSION

The Roleystone Community Garden has raised some security concerns that can unfortunately be quite common for spaces open to the public. Undertaking crime prevention initiatives remains a key priority for the City, with the most effective use of resources to focus on the broader area and measures to discourage anti-social behavior. It is recommended that Council note the results of the trial use of the MCCTV at the Community Garden.

ATTACHMENTS

1. [Roleystone Community Garden - Aerial](#)
2. [Roleystone Community Garden Images](#)

RECOMMEND

D1/7/25

That Council:

1. **Note the contents of this report and the results of the trial use of the Mobile Closed-Circuit Television (MCCTV) trailer at the Roleystone Community Garden.**

Moved Cr R Butterfield
MOTION CARRIED

6/0

****1.2 - REVIEW OF DELEGATIONS - DEVELOPMENT SERVICES DIRECTORATE**

WARD : ALL

FILE No. : M/241/25

DATE : 4 July 2025

REF : DB/GW

RESPONSIBLE : Executive Director
MANAGER Development Services

In Brief:

- On 25 July 2022, Council commenced a process to review all delegations of authority to the Chief Executive Officer (CEO), to be undertaken in two tranches (Tranche 1 and Tranche 2)
- All Council to CEO delegations in Tranche 1 were reviewed by Council in June 2023.
- Tranche 2 delegations relevant to Development Services Directorate are presented for adoption by Council, for functions arising from the *Planning and Development Act 2005* and the City's Town Planning Scheme No. 4.
- Recommend that Council adopt the delegations as presented.

Tabled Items

Nil.

Decision Type

- ☒ **Legislative** The decision relates to general local government legislative functions such as adopting/changing local laws, town planning schemes, rates exemptions, City policies and delegations etc.
- ☐ **Executive** The decision relates to the direction setting and oversight role of Council.
- ☐ **Quasi-judicial** The decision directly affects a person's rights or interests and requires Councillors at the time of making the decision to adhere to the principles of natural justice.

Officer Interest Declaration

Nil.

Strategic Implications

The following aspiration of the City's Strategic Community Plan 2020-2030 is relevant:

Aspiration 4 – Leadership

- 4.1. Develop organisational frameworks to achieve consistency, transparency and clarity of decision making processes.

Legal Implications

Delegations of authority are made using enabling legislation, which in this case is the –

- *Local Government Act 1995*
- *Planning and Development (Local Planning Schemes) Regulations 2015.*

Heads of power in the above legislation allow Officers to exercise functions and powers that would otherwise need to be exercised Council.

Council Policy/Local Law Implications

New and revised delegations should not alter the ability of the City to use local laws or policies. Some policies may require an administrative amendment to reflect a change in the name of a delegation; however, the heads of power remain the same.

Budget/Financial Implications

Nil.

Consultation

1. Development Services Directorate.
2. Chief Executive Officer.
3. Executive Leadership Team.

BACKGROUND

At the OCM of 25 July 2022, Council commenced a process to review all of its delegations of authority to the CEO (CS36/7/22). Due to the substantial amount of work involved in the undertaking it was split into two tranches.

Review of all Tranche 1 delegations is complete, with the results reported to Council for adoption on 12 June and 24 June 2023. Council performed a subsequent review of those delegations on 24 June 2024 to satisfy annual review requirements prescribed by the relevant legislation that provided the heads of power to delegate.

Council adopted new delegations for *Public Health Act 2016*, *Building Act 2011*, and *Food Act 2008* functions at its meeting on 28 April 2025 (D2/4/25).

This left the remaining delegations in Tranche 2 for review. A wide-ranging assessment of the City's remaining existing delegations that had not been subject to a detailed review has now been conducted and benchmarked against other local governments in the Perth metropolitan area, as well as against templates provided by the Western Australian Local Government Association (WALGA). Legislative requirements were reviewed, and where necessary, internal legal review on particular powers and the delegable status of those powers.

DETAILS OF PROPOSAL

The delegations detailed in this report require updating to stay abreast of changes to legislation and current industry practices.

In addition, the system administrators of the cloud-based Attain system, which the City uses to manage its delegations (amongst other functions) have provided an updated and improved delegated authority template to better demonstrate functions and powers that have been delegated, in detail. This was in response to requests from the City for a better template to serve a more contemporary approach to making and managing instruments of delegated authority. It was viewed as an opportunity to make changes to the City's instruments of delegation and improve their utility.

Delegations pertaining to Development Services Directorate (Planning Services) have been reviewed and updated, numbering nine (9) in total. These are summarised in the table below:

No.	Title	Summary of changes requested
9.1.1	Developer Contribution Plans – acquisition of land, credit offsets contributions	Updates DS 13.0. Format, updates references to heads of power, comprehensive conditions and advertising of reviews of DCP's.
9.1.2	Town Planning Scheme No. 4 – development control	Updates DS 7.0. Format, updates references to heads of power and incorporates DS 1.0, DS 4.0 and DS 10.0 as all are functions associated with development control.
9.1.3	Determine applications involving properties listed on the Municipal Heritage Inventory and/or Local Heritage Survey	Updates DS 9.0. Format, updates references to heads of power and clarifying current terminology to be used.
9.1.5	Issue, refuse and rescind Tree Preservation Notices	Updates DS 14.0. Format and updates references to heads of power.
9.1.6	Exercise discretion on behalf of Council to reach determination, where appropriate, of appeals/reviews processed by mediation	Updates DS 8.0. Format, updates references to heads of power and clarifying that it includes administrative actions associated with SAT.
9.1.7	Structure Plans and Local Development Plans	Updates DS 12.0. Format and updates references to heads of power.
9.1.8	Enforcement and Direction Notices – Planning and Development Act 2005	New. Deals with the express ability to undertake enforcement proceedings.
1.1.15	Notices requiring certain things to be done by owner or occupier of land	No change.
DS 11.0	Determine requests for tree removal or maintenance	To be revoked. Redundant as this function is dealt with as part of a development application

COMMENT

With the passage of time, changes to relevant legislation and some of the City's policies, it is important that these delegations are reviewed for suitability and updated. Council will note the proposed new and replacement delegations have new designator numbers as well. This is consistent with the previous delegations of authority that were presented to Council in the Tranche 1 phase of the review of delegations.

By and large, the delegations presented for review are limited to format changes and corrections to reflect current terminology and heads of power. The opportunity has been taken to consolidate some instruments into one, as evidenced by '9.1.2 Town Planning Scheme No. 4 – development control' to capture those day-to-day functions arising from the management of development applications, reduce duplication and provide for ease of reference for officers and the public.

A new instrument is presented in the form of ‘9.1.8 Enforcement and Direction Notices – *Planning and Development Act 2005*’ to separate the general function of enforcement activity from other planning functions. This links to section 218 of the *Planning and Development Act 2005* where an offence is prescribed if a person carries out a development in breach of a Local Planning Scheme or if a condition of a development approval is unmet.

OPTIONS

Council has the following options:

1. Adopt the draft delegations attached with or without modifications and revoke the existing delegations as recommended.
2. Not adopt the delegations and request additional information or explanation.

CONCLUSION

The assessment and revision of the attached delegations and the overarching process involved represents a significant body of work to improve the City’s delegation structure. For all practical purposes, little will change for Officers in the course of their day-to-day duties and the powers delegated are largely the same as those used currently.

ATTACHMENTS

1. [Development Services Directorate - Review of Delegations](#)
2. [Development Services Directorate - Review of Delegations \[CLEAN\]](#)

RECOMMEND

D2/7/25

That Council:

1. **In accordance with clause 82 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* and section 5.42(1)(b) of the *Local Government Act 1995*, make the following delegations of authority to the Chief Executive Officer, for the powers and functions prescribed in the respective instruments –**
 - a) **9.1.1 Developer Contribution Plans – acquisition of land, credit offsets contributions**
 - b) **9.1.2 Town Planning Scheme No. 4 – development control**
 - c) **9.1.3 Determine applications involving properties listed on the Municipal Heritage Inventory or Local Heritage Survey**
 - d) **9.1.5 Issue, refuse and rescind Tree Preservation Notices**
 - e) **9.1.6 Exercise discretion on behalf of Council to reach determination, where appropriate, of appeals processed by mediation**
 - f) **9.1.7 Structure Plans and Local Development Plans**
 - g) **9.1.8 Enforcement and Direction Notices – *Planning and Development Act 2005***

2. Repeal the following delegations of authority to the Chief Executive Officer –
 - a) DS 1.0 Planning powers and duties
 - b) DS 4.0 Strata title certificates
 - c) DS 7.0 Exercise Powers under the Town Planning Scheme Policies, and provide advice/recommendations to the WAPC for Subdivisions, Amalgamations, Strata and Survey Strata applications for all areas of the City
 - d) DS 8.0 Exercise discretion on behalf of Council to reach determination, where appropriate, of appeals processed by mediation
 - e) DS 9.0 Determine applications involving properties listed on the municipal heritage inventory or Local Heritage Survey
 - f) DS 10.0 Determine the necessity, duration and extent of advertising of development services applications
 - g) DS 11.0 Determine requests for tree removal or maintenance
 - h) DS 12.0 Make Decisions, Recommendations and Determine Structure Plans, Activity Centre Plans and Local Development Plans Under Parts 4.5 and 6 of the Deemed Provisions.
 - i) DS 13.0 Authority to implement works or grant Credit offsets for infrastructure works in a Development Contribution Plan included in Town Planning Scheme No. 4
 - j) DS 14.0 Issue, Refuse, and Rescind Tree Preservation Notices
3. Review, for the purposes of compliance with section 5.46(2) of the *Local Government Act 1995*, delegation ‘1.1.15 Notices requiring certain things to be done by owner or occupier of land’; and
4. Authorise the Chief Executive Officer to correct any minor formatting or grammatical errors that may be identified in the above instruments, provided any such corrections do not alter the content of the delegation.

ABSOLUTE MAJORITY RESOLUTION REQUIRED

Moved Cr L Sargeson
MOTION CARRIED

6/0

COUNCILLORS' ITEMS

Nil

EXECUTIVE DIRECTOR DEVELOPMENT SERVICES REPORT

The Executive Director provided an update on the recent planning proposals which have been received by the City.

MEETING DECLARED CLOSED AT 7.31pm

DEVELOPMENT SERVICES COMMITTEE SUMMARY OF ATTACHMENTS 21 JULY 2025		
ATT NO.	SUBJECT	
1.1 ROLEYSTONE COMMUNITY GARDEN SECURITY UPDATE		
1.1.1	Roleystone Community Garden - Aerial	
1.1.2	Roleystone Community Garden Images	
1.2 REVIEW OF DELEGATIONS - DEVELOPMENT SERVICES DIRECTORATE		
1.2.1	Development Services Directorate - Review of Delegations	
1.2.2	Development Services Directorate - Review of Delegations [CLEAN]	

The above attachments can be accessed from the Minutes of the Developmnet Services Committee meeting of 21 July available on the City's website

CITY OF ARMADALE

MINUTES

OF CORPORATE SERVICES COMMITTEE HELD IN THE COMMITTEE ROOM,
ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON TUESDAY,
22 JULY 2025 AT 7.00PM.

OFFICIAL OPENING & ACKNOWLEDGEMENT OF COUNTRY

Read by Cr S Peter

I would like to respectfully acknowledge the traditional owners of the land on which we meet today the Wadjuk people of the Noongar nation and pay my respects to their Elders past, present and emerging and thank them for the custodianship within the City of Armadale.

PRESENT:

Cr S Peter JP	(Chair)
Cr J Joy JP	
Cr L Sargeson	
Cr G J Smith	
Cr S S Virk	
Cr S Stoneham	Deputy to Cr S J Mosey

APOLOGIES:

Cr S J Mosey
Cr M J Hancock (Leave of Absence)
Dr C M Wielinga (Leave of Absence) – Deputy to Cr Hancock

OBSERVERS:

Cr J Keogh
Mayor R Butterfield (7.20pm – 8.01pm)

IN ATTENDANCE:

Mr J Lyon	A/Chief Executive Officer
Mr P Sanders	Executive Director Development Services
Mr M Southern	Executive Director Technical Services
Ms S van Aswegen	Executive Director Community Services (Teams)
Mr M Hnatojko	Executive Manager Corporate Finance
Mr R Pryce	Manager Corporate Strategy & Performance
Ms M Bell	Head of City Legal (Teams)
Mr D Baker	Senior Governance Advisor (Teams)
Mr B Bell	Manager ICT
Mrs A Owen-Brown	Executive Assistant Corporate Services

PUBLIC:

Nil.

“For details of Councillor Membership on this Committee, please refer to the City’s website – www.armadale.wa.gov.au/mayor-councillors-and-wards.”

DISCLAIMER

The Disclaimer for protecting Councillors and staff from liability of information and advice given at Committee meetings was not read as there were no members of the public present.

DECLARATION OF MEMBERS' INTERESTS

Nil.

QUESTION TIME

Nil.

DEPUTATION

Nil.

CONFIRMATION OF MINUTES

RECOMMEND

Minutes of the Corporate Services Committee Meeting held on 17 June 2025 be confirmed.

Moved Cr L Sargeson
MOTION CARRIED

6/0

ITEMS REFERRED FROM INFORMATION BULLETIN

Items in Issue No. 10

Progress Report

Progress Report on Contingency, Operational & Strategic Projects

Outstanding Matters & Information Items

Report on Outstanding Matters – Corporate Services Committee

Economic Development

Tourism & Visitor Centre Report

Report of the Common Seal

No items were raised for further investigation or report.

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CORPORATE SERVICES COMMITTEE

22 JULY 2025

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1.1 - LIST OF ACCOUNTS PAID - MAY 2025

WARD : ALL
FILE No. : M/376/25

DATE : July 2025
REF : MH
RESPONSIBLE : Executive Director
MANAGER : Corporate Services

In Brief:

- The report presents, pursuant to Regulation 13(1), (2) and (3) and 13A (1) and (2) of the *Local Government (Financial Management) Regulations 1996*, the List of Accounts paid for the period 1 May to 31 May 2025 as well as the credit card and fuel card statements for the month of May 2025.

Tabled Items

Nil.

Decision Type

- ☐ **Legislative** The decision relates to general local government legislative functions such as adopting/changing local laws, town planning schemes, rates exemptions, City policies and delegations etc.
- ☒ **Executive** The decision relates to the direction setting and oversight role of Council.
- ☐ **Quasi-judicial** The decision directly affects a person's rights or interests and requires Councillors at the time of making the decision to adhere to the principles of natural justice.

Officer Interest Declaration

Nil.

Strategic Implications

4. Leadership
- 4.3 Financial Sustainability
- 4.3.2 Undertake active financial management to ensure that the annual budget is achieved and any variances are promptly identified and addressed.

Legal Implications

Section 6.10 (d) of the *Local Government Act 1995* refers, ie.

6.10 Financial management regulations

Regulations may provide for —

- (d) the general management of, and the authorisation of payments out of —*
 - (i) the municipal fund; and*
 - (ii) the trust fund, of a local government.*

Regulation 13(1), (2) & (3) and 13A (1) and (2) of the *Local Government (Financial Management) Regulations 1996* refers, ie.

- 13. *Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.*
 - (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*
 - (a) the payee's name;*
 - (b) the amount of the payment;*
 - (c) the date of the payment; and*
 - (d) sufficient information to identify the transaction.*
 - (2) A list of accounts for approval to be paid is to be prepared each month showing -*
 - (a) for each account which requires council authorization in that month —*
 - (i) the payee's name; and*
 - (ii) the amount of the payment; and*
 - (iii) sufficient information to identify the transaction;*
 - and*
 - (b) the date of the meeting of the Council to which the list is to be presented.*
 - (3) A list prepared under subregulation (1) or (2) is to be —*
 - (a) presented to the Council at the next ordinary meeting of the Council after the list is prepared; and*
 - (b) recorded in the minutes of that meeting.*
- 13A *Payments by employees via purchasing cards*¹
 - (1) If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared -*
 - (a) the payee's name;*
 - (b) the amount of the payment;*
 - (c) the date of the payment; and*
 - (d) sufficient information to identify the payment*
 - (2) A list prepared under subregulation (1) is to be —*
 - (a) presented to the Council at the next ordinary meeting of the Council after the list is prepared; and*
 - (b) recorded in the minutes of that meeting.*

¹ [Regulation 13A inserted: SL 2023/106 r. 6.]

Council Policy/Local Law Implications

Nil.

Budget/Financial Implications

All accounts paid have been duly incurred and authorised for payment as per approved payment procedures.

Consultation

Nil.

BACKGROUND

Pursuant to Section 5.42 of the *Local Government Act 1995 (Delegation of some powers and duties to CEO)*, Council has resolved to delegate to the CEO (*Delegation Payment from Municipal and Trust Funds refers*) the exercise of its powers to make payments from the municipal and trust funds.

COMMENT

The List of Accounts paid for the period 1 May to 31 May 2025 is presented as an attachment to this report as well as the credit card statements for the period ended 26 May 2025 and the monthly fuel card statements for the period ended 31 May 2025.

ATTACHMENTS

1. [↓](#) Monthly Cheque and Credit Card Report - May 2025
2. [↓](#) Monthly Fuel Card Transactions - Period Ending 31 May 2025

RECOMMEND

CS1/7/25

That Council note the List of Accounts paid as presented in the attachment to this report and summarised as follows:

Municipal Fund

Accounts and direct debits paid totaling \$11,412,512.25, cheque numbers 484 to 493, transactions 30438 to 31364 and Payrolls dated 11 May and 25 May 2025.

Credit Cards

Accounts paid totalling \$7,408.63 for the period ended 26 May 2025.

Fuel Cards

Accounts paid totalling \$14,364.40 for the month ended 31 May 2025.

**Moved Cr J Joy
MOTION CARRIED**

6/0

*****1.2 - STATEMENT OF FINANCIAL ACTIVITY - MAY 2025***

WARD : ALL
FILE No. : M/377/25

DATE : July 2025
REF : MH
RESPONSIBLE : Executive Director
MANAGER : Corporate Services

In Brief:

- This report presents the City's Monthly Financial Report for the eleventh (11) month period ended 31 May 2025.
- This report recommends accepting the Financial Report for the eleventh (11) month period ended 31 May 2025, noting there are reportable actual to budget material variances for the period.

Tabled Items

Nil.

Decision Type

- ☐ **Legislative** The decision relates to general local government legislative functions such as adopting/changing local laws, town planning schemes, rates exemptions, City policies and delegations etc.
- ☒ **Executive** The decision relates to the direction setting and oversight role of Council.
- ☐ **Quasi-judicial** The decision directly affects a person's rights or interests and requires Councillors at the time of making the decision to adhere to the principles of natural justice.

Officer Interest Declaration

Nil.

Strategic Implications

4. Leadership
- 4.3 Financial Sustainability
- 4.3.2 Undertake active financial management to ensure that the annual budget is achieved, and any variances are promptly identified and addressed.

Legal Implications

*Local Government Act 1995 – Part 6 – Division 3 – Reporting on Activities and Finance
Local Government (Financial Management) Regulations – Part 4 – Financial Reports.*

Local Government Act 1995 – s.6.11 Reserve accounts

- (1) Subject to subsection (5), where a local government wishes to set aside money for use for a purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose.*
- (2) Subject to subsection (3), before a local government —*
 - (a) changes* the purpose of a reserve account; or*
 - (b) uses* the money in a reserve account for another purpose, it must give one month's local public notice of the proposed change of purpose or proposed use.*

** Absolute majority required.*
- (3) A local government is not required to give local public notice under subsection (2) -*
 - (a) where the change of purpose or of proposed use of money has been disclosed in the annual budget of the local government for that financial year; or*
 - (b) in such other circumstances as are prescribed.*
- (4) A change of purpose of, or use of money in, a reserve account is to be disclosed in the annual financial report for the year in which the change occurs.*
- (5) Regulations may prescribe the circumstances and the manner in which a local government may set aside money for use for a purpose in a future financial year without the requirement to establish and maintain a reserve account.*

Council Policy/Local Law Implications

Nil.

Budget/Financial Implications

The Statement of Financial Activity, as presented, refers and explains.

Consultation

Nil.

BACKGROUND

A local government is required to prepare a statement of financial activity reporting on the revenue and expenditure as set out in the annual budget for that month. The details in the statement are those as prescribed and the statement is to be reported to Council.

COMMENTS

Presented as an attachment this month, is the eleventh monthly financial statement for the new financial year (presented in nature and type format) prepared from information posted in the OneCouncil system.

For the purposes of reporting other material variances from the Statement of Financial Activity, the following indicators, as resolved by Council, have been applied.

Revenue

Material variances are identified where, for the period being reported, the actual varies to the budget by an amount of (+) or (-) \$100,000 and in these instances an explanatory comment has been provided.

Expense

Material variances are identified where, for the period being reported, the actual varies to the budget by an amount of (+) or (-) \$100,000 and in these instances an explanatory comment has been provided.

For the purposes of explaining each Material Variance, a three part approach has been taken.

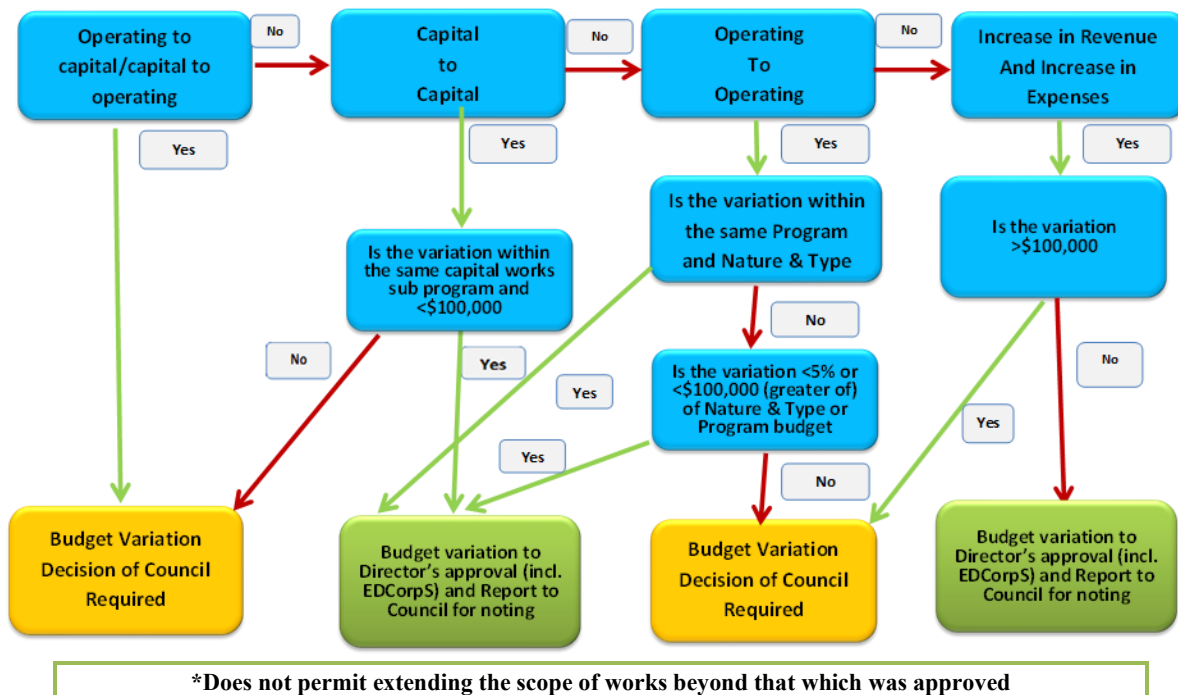
The parts are:

1. **Period Variation**
Relates specifically to the value of the Variance between the Budget and Actual figures for the period of the report.
2. **Primary Reason**
Explains the primary reasons for the period Variance. As the report is aimed at a higher level analysis, minor contributing factors are not reported.
3. **Budget Impact**
Forecasts the likely dollar impact on the Annual Budget position. It is important to note that figures in this part are 'indicative only' at the time of reporting, for circumstances may subsequently change.

At the 26 May 2025 Ordinary Meeting, Council adopted the Budget Variations Process Map which increased the Capital variation to \$100,000 and the Operating to Operating variation at \$100,000 to align with the overall adopted material variation threshold. Budget variations are presented to Council for authorisation by 'Absolute Majority' in circumstances where a forecast variation requires a movement from:

- Operating to Capital.
- Capital to Capital for amounts above \$100,000
- Capital to Operating.
- Operating to Operating for amounts greater than 5% or \$100,000 (whichever is greater).

Budget Variation Process Map



The May 2025 decision of Council also permitted the Chief Executive Officer to amend a grant funded capital works budget, if there was a corresponding increase in the grant funding.

The Chief Executive Officer is authorised to approve amendments to capital budgets that are fully funded by external sources and that require an increase cost, commensurate with an increase in funding, but do not necessarily change scope. This caters for circumstances where Developer Contribution Works (which are pre-approved by Council) can be varied in terms of timing of delivery, if required.

DETAILS

Presented as an attachment is the Monthly Statement of Financial Activity for the eleventh (11) month period ended 31 May 2025. The Monthly Statements are based on the model statements provided to the sector, which have been developed by Moore Australia, in conjunction with the Department of Local Government, Sport and Cultural Industries.

The May financials include the amended budget surplus as previously reported as the approved transfer to Reserve will appear in the June preliminary financials.

Capital Program Update

Included in the monthly report as an attachment is the list of the capital program as at the end for May 2025. Attachments are provided separately for projects above \$250K and projects under \$250K. At the end of May, actual spend plus commitments totalled \$28.8M.

	Budget (incl C/Fwds)	Actuals (May 2025)	Commitments (May 2025)	Total (Spend plus commitments)
Under \$250k	\$7,816,505	\$3,108,786	\$1,403,566	\$4,512,352
Over \$250K	\$48,645,217	\$6,733,481	\$17,556,470	\$24,289,951
Total	\$56,461,722	\$9,842,267	\$18,960,036	\$28,802,303

Notable Variations

The variations noted in the Attachment – *Statement of Financial Activity* present the May YTD Budget and Actuals. The major variations occurring are additional revenues from fees, charges and interest, and the timing of materials and contracts expenditure in a number of Business Units including Waste Services, Environment Programs, ICT and Planning. Given that the financial year is drawing to a close, a number of the in progress projects may need some funding carried forward to the next financial year in order for them to be completed.

Depreciation is budgeted to be much higher than actual due to delays in major projects over recent years so this is also showing a material variation.

Rates Debtors

Outstanding rate debtors over one year, greater than \$250 outstanding and without any form of payment arrangement is summarised below.

May-25		Non Pensioner						TOTAL	
		One Year		Two Years		Three + Years			
		#	\$	#	\$	#	\$	#	\$
ALL	Year One	356	459,306	124	289,732	120	261,085	600	1,010,123
ALL	Year Two				156,768		94,566		251,334
ALL	Year Three						0		0
TOTAL		356	459,306	124	446,500	120	355,651	600	1,261,457

Change from last month -31 -\$41,518 -8 -\$28,787 -18 -\$180,598 -57 **-\$250,903**

YTD Change -1,085 -\$1,800,915 -229 -\$1,131,169 -219 -\$1,806,077 -1,533 **-\$4,738,161**

A further \$251K has been collected from debtors who are currently not on payment arrangements. \$4.74M has now been collected since July 1. The team will continue to focus on these debtors leading right up until June 30 and the July rates strike.

Sundry Debtors

The total of Sundry Debtors 120+days has remained the same at \$0.82M. The breakdown for the 120 day plus category is:

- \$678K is with Fines Enforcement Registry for collection
- \$36K relate to Waste commercial customer which is now the subject of legal review and follow up
- A further \$47K relate to Planning and Building debtors (dilapidated building demolition), \$24K of which will now be presented to council for consideration in July – see separate agenda report Debt Write Off
- A number of community organisations make up the balance.

ATTACHMENTS

1. [↓](#) Monthly Financial Report - May 2025
2. [↓](#) Capital Program - May 2025 (\$250k plus)
3. [↓](#) Small Balance Write Off - Rates - May 2025

RECOMMEND

CS2/7/25

That Council:

1. Pursuant to Regulation 34 of the *Local Government (Financial Management) Regulations 1996* accept the Statement of Financial Activity for the eleventh (11) month period ended 31 May 2025.
2. Note that there are reportable actual to budget material variances for the year-to-date period ending 31 May 2025.
3. Note the \$59.51 small rates debts written off under Delegation 1.1.22 and Sub Delegation 1.2.22.

ABSOLUTE MAJORITY RESOLUTION REQUIRED

Moved Cr G J Smith
MOTION CARRIED

6/0

*****1.3 - DEBT WRITE OFFS***

WARD : ALL
FILE No. : M/391/25
DATE : 23 June 2025
REF : MH
RESPONSIBLE : Executive Director
MANAGER : Corporate Services

In Brief:

- As preparation continues for the production of the annual financial statements, Officers review the collectability of all debts owed to the City.
- This report recommends that two (2) debtors owing more than \$2K are written off as uncollectable. The write off total is \$27,653.75.

Tabled Items

Nil.

Decision Type

- ☐ **Legislative** The decision relates to general local government legislative functions such as adopting/changing local laws, town planning schemes, rates exemptions, City policies and delegations etc.
- ☒ **Executive** The decision relates to the direction setting and oversight role of Council.
- ☐ **Quasi-judicial** The decision directly affects a person's rights or interests and requires Councillors at the time of making the decision to adhere to the principles of natural justice.

Officer Interest Declaration

Nil.

Strategic Implications

Outcome 4.3: Financial Sustainability

4.3.2 Deliver pro-active financial management to ensure the annual budget is achieved and any material variances are promptly identified and addressed.

Legal Implications

The *Local Government Act 1995* states that:

6.12. Power to defer, grant discounts, waive or write off debts

(1) Subject to subsection (2) and any other written law, a local government may —

(a) when adopting the annual budget, grant a discount or other incentive for the early payment of any amount of money; or*

(b) waive or grant concessions in relation to any amount of money; or

(c) write off any amount of money,

which is owed to the local government.

** Absolute majority required.*

(2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.

(3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.

(4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.

Council Policy/Local Law Implications

Nil.

Budget/Financial Implications

An amount of \$27,653.75 currently included in the 120 day plus sundry debtors owed to the City will be removed and the payments not collected.

Consultation

- Community Services, Technical Services and Development Services
- External Debt Collection Agents.

BACKGROUND

Each year as part of the preparations for the financial year closure and preparation of financial statements, Officers review the collectibility of debts owed to the City. Council has provided a delegation to the Chief Executive Officer 1.1.22 Defer, write off, grant a Concession or authorise a waiver for monies owing which allows for debts under \$2,000 to be written off without Council approval.

The two (2) debts for Council above \$2K for Council to consider writing off are currently in the 120 days plus category of sundry debtors and they are:

1. Estate of E A Martin
2. Messy Mats

COMMENT

Estate of E A Martin - \$24,068.00

This invoice was raised by Building Services and relates to demolition works of a deceased estate at 18 Thomas Street Armadale which was deemed necessary due to the property's extremely hazardous condition.

The Building Compliance Team first inspected the property in March 2021 in response to significant public safety concerns including the presence of broken glass, syringes, friable asbestos, multiple structural failures, and occupation by squatters and vagrants.

Initial arrangements were made to secure the site by boarding up the property while awaiting the transfer of ownership through the deceased estate process however, in May 2021, the contractor engaged to provide a quote for the service advised they could not proceed with the work due to the significant presence of asbestos and the associated WorkSafe responsibilities.

On 19 May 2021, given the escalating public health and safety risks, an Emergency Building Order was issued requiring demolition of the structure within 21 days. The Building Order expired on 9 June 2021. Demolition was undertaken in the absence of a signed caveat to enable cost recovery as neither the Public Trustee nor the Mortgagee accepted legal possession of the property.

As legal ownership could not be established at the time of works, the resulting debt of \$24,068.00 is considered unrecoverable and is therefore recommended for write-off.

Messy Mats - \$3,585.75

Messy Mats owe the City \$3,585.75 and were a regular hirer who utilised City facilities between 2021 and 2023. In June 2021 a clash of bookings resulted in the disruption to Messy Mats operations. This disruption was jointly contributed to by both Messy Mats and the City.

The CEO approved a waiver of \$837 (CD/119291/21), reducing the debt from \$4,422.75 and this was communicated to Messy Mats in 2021. Messy Mats contacted the City in 2023 when an remaining amount of \$3,585.75 was followed up by City Officers. Messy Mats advised that they wanted a higher amount to be waived in 2021 due to loss of perishables. Communications spanned several months.

Messy Mats did not settle their outstanding invoices and the City stopped taking any further bookings from the hirer in December 2023, in line with the Terms and Conditions of Hire.

The City engaged with debt collectors in July 2024 and Messy Mats disputed the amount owing. Pursuing the debt further will involve additional cost outlays by the City, additional Officer time, and may not result in the full debt being recovered.

Therefore it is recommended that the debt of \$3,585.75 be written off.

OPTIONS

Option 1 – Write Off the Debts as follows:

That Council approve that a total of \$27,653.75 is written off and removed from the sundry debtors listing owed to the City.

1. Estate of E A Martin - \$24,068.00 and/or
1. Messy Mats \$3,585.75.

Option 2 - Not write off the debts as follows:

1. Estate of E A Martin - \$24,068.00 and/or
2. Messy Mats \$3,585.75.

This option leaves the debts remaining unpaid and remain included in the 120 day plus owed category. However, if that decision is made it is likely that the city will incur more costs that may exceed the amount of the debt than could be recovered.

ATTACHMENTS

There are no attachments for this report.

RECOMMEND

CS3/7/25

That Council, pursuant to Section 6.12 of the *Local Government 1995*, write off the following debts owed to the City:

1. Estate of E A Martin - \$24,068.00
2. Messy Mats \$3,585.75.

ABSOLUTE MAJORITY RESOLUTION REQUIRED

**Moved Cr S Stoneham
MOTION CARRIED**

6/0

2.1 - STRATEGIC COMMUNITY PLAN (SCP) REVIEW - UPDATE

WARD : ALL

FILE No. : M/413/25

DATE : 4 July 2025

REF : RP

RESPONSIBLE : Executive Director
MANAGER Corporate Services

In Brief:

- The report presents the Draft Aspirations, Outcomes, and Objectives for the Strategic Community Plan.
- Endorsement of the draft strategic direction is sought to enable Phase 2 of community engagement needed to finalise the review of the Plan.

Tabled Items

Nil.

Decision Type

- ☐ **Legislative** The decision relates to general local government legislative functions such as adopting/changing local laws, town planning schemes, rates exemptions, City policies and delegations etc.
- ☒ **Executive** The decision relates to the direction setting and oversight role of Council.
- ☐ **Quasi-judicial** The decision directly affects a person's rights or interests and requires Councillors at the time of making the decision to adhere to the principles of natural justice.

Officer Interest Declaration

Nil.

Strategic Implications

The review of the Strategic Community Plan (SCP) and the associated community engagement process directly contribute to achieving the Aspirations, Outcomes, and Objectives outlined in the plan, as detailed below:

Strategic Community Plan Alignment:

- **Aspiration 4 – Leadership and Innovation**
The review and engagement process strengthens the City's ability to lead through innovation and strategic planning.
- **Outcome 4.1 – Strategic Leadership and Effective Management**
 - **Objective 4.1.2:** The review supports the development and maintenance of a comprehensive suite of strategies and plans, ensuring effective management of infrastructure and services aligned with community needs.
- **Outcome 4.4 – Effective Community Engagement**
 - **Objective 4.4.2:** The proposed engagement activities are designed to achieve best practice in community engagement, ensuring that the voices of residents are heard and incorporated into the strategic decision-making process.

Legal Implications

The Integrated Planning and Reporting Framework is governed by the *Local Government (Administration) Regulations 1996*, which sets out the minimum requirements for a Strategic Community Plan.

Local Government (Administration) Regulations 1996 Regulation 19C states:

19C. Strategic community plans, requirements for (Act s. 5.56)

- (1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
 - (2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.
 - (3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.
 - (4) A local government is to review the current strategic community plan for its district at least once every 4 years.
 - (5) In making or reviewing a strategic community plan, a local government is to have regard to —
 - a. the capacity of its current resources and the anticipated capacity of its future resources; and
 - b. strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and
 - c. demographic trends.
 - (6) Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.
 - (7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.
- *Absolute majority required.
- (8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.
 - (9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.
 - (10) A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.

The Draft Strategic Community Plan Aspirations, Outcomes and Objectives presented achieves all of the regulatory requirements for the Strategic Community Plan review.

Council Policy/Local Law Implications

Nil.

Budget/Financial Implications

If endorsed, the Draft SCP Aspirations, Outcomes, and Objectives will inform the planned community engagement activities outlined in the previously approved Community Engagement Plan. The total estimated cost of delivering these activities was approximately \$62,000. This has not changed since endorsement of the plan and is accommodated within the current budget

Consultation

- Council:
 - Workshop 25 September 2024
 - Workshop 30 April 2025
 - Workshop 10 June 2025
 - Workshop 1 July 2025
- Executive Leadership Team
- Intra Directorate
- Inter Directorate.

BACKGROUND

The SCP serves as a long-term vision for the City, capturing the community's aspirations and goals for the future. To effectively implement the SCP, the City develops rolling Corporate Business Plans (CBPs), which provide a detailed, shorter-term roadmap of actions needed to achieve the broader vision outlined in the SCP. The CBP is a four-year plan that is updated annually, while the SCP itself is reviewed every two years, with a comprehensive major review conducted every four years. This current project represents that major review.

As part of the major review process, the City of Armadale must engage with its electors and ratepayers to ensure their input is reflected in the updated plan. To support this, Council approved a Communications and Engagement Plan at its meeting on 10 December 2024, providing a framework for meaningful consultation and community involvement.

Specifically, the engagement was proposed to occur over two phases:

Phase One: Visioning & Liveability

Utilizing an independent community engagement survey as the key tool for gathering insights into the liveability of our local area.

Phase Two: Consultation

Community feedback from the survey conducted in phase one is analysed and used to develop and update the aspirations and objectives within the SCP. Phase two consultation involves engaging with the community to ensure the feedback they initially provided has

been effectively considered, and to provide opportunity for developing understanding of how this information influences the SCP as a whole.

Since endorsing the Communications and Engagement Plan, the City has completed Phase 1 of engagement - Visioning. This phase reached more than 1,400 community members through the Community Views Survey, which was designed to capture both the community's vision for the future and their current experience of living in the City of Armadale.

COMMENT

The results of the Visioning and Livability survey were presented to Council at a workshop held on 30 April 2025. Subsequently two workshops were held with Elected Members on 10 June 2025 and 1 July 2025 respectively to review the proposed aspirations and outcomes of the draft SCP and to consider further the objectives that will deliver the outcomes sought.

The attached Draft Strategic Community Plan (SCP) Aspirations, Outcomes, and Objectives is the result of this iterative process. It has combined community input with Councillor views on issues that are of strategic importance for the City to deliver the future vision for Armadale.

Outcomes from the two workshops were circulated to Elected Members on 9 July, indicating changes resulting from the two workshops. This report seeks to confirm the revised aspirations, outcomes and objectives for inclusion in a draft SCP for further community consultation.

OPTIONS

1. Approve the Draft Strategic Community Plan (SCP) Aspirations, Outcomes, and Objectives as detailed in the attachment.
2. Approve the Draft Strategic Community Plan (SCP) Aspirations, Outcomes, and Objectives as detailed in the attachment, with modifications.
3. Defer approval for further consideration.

ATTACHMENTS

1. [Strategic Community Plan Review - Draft SCP Aspirations, Outcomes and Objectives - 2025](#)

RECOMMEND

CS4/7/25

That Council approve the Draft Strategic Community Plan (SCP) Aspirations, Outcomes and Objectives as attached to be used in further community engagement.

Moved Cr L Sargeson
MOTION CARRIED

6/0

3.1 - REVOKE POLICY ADM3 CONFERENCES, SEMINARS AND TRAINING

WARD : ALL
FILE No. : M/392/25
DATE : 23 June 2025
REF : DB/LS/MBL
RESPONSIBLE : Executive Director
MANAGER : Corporate Services

In Brief:

- Council Policy ‘ADM3 Conferences, Seminars and Training’ was made by Council on 4 March 2003.
- As part of local government reforms, the *Local Government (Administration) Regulations 1996* required local governments to make or update policies to expressly deal with matters relating to elected member training and professional development.
- Council made the necessary policy update to account for the reforms on 24 February 2025 by amending policy ‘Elected Member and Chief Executive Officer Professional Development’
- Recommend that Council revoke policy ‘ADM3 Conferences, Seminars and Training’ as it is redundant.

Tabled Items

Nil.

Decision Type

- ☒ **Legislative** The decision relates to general local government legislative functions such as adopting/changing local laws, town planning schemes, rates exemptions, City policies and delegations etc.
- ☐ **Executive** The decision relates to the direction setting and oversight role of Council.
- ☐ **Quasi-judicial** The decision directly affects a person’s rights or interests and requires Councillors at the time of making the decision to adhere to the principles of natural justice.

Officer Interest Declaration

Nil.

Strategic Implications

The following aspiration of the City's Strategic Community Plan 2020-2030 is relevant:

Aspiration 4 – Leadership

Outcome 4.1: Strategic Leadership and Effective Management

4.1.5 Establish comprehensive governance policies and processes

Legal Implications

- Section 5.128 of the *Local Government Act 1995* – Policy for continuing professional development
- Regulation 37 of the *Local Government (Administration) Regulations 1996* - Fees and expenses (Act s. 5.129(4))

Council Policy/Local Law Implications

The report recommends the revocation of Council Policy ADM 3 – Conferences, Seminars and Training.

Budget/Financial Implications

Nil.

Consultation

- Executive Leadership Team
- SOHAG.

BACKGROUND

Council originally adopted the policy ‘ADM 3 Conferences, Seminars and Training’ on 4 March 2003 and reviewed it in July 2012, December 2015 and January 2016.

SOHAG prioritised a list of 10 policies on 9 December 2024 for review in 2025, with ADM3 being third on SOHAG’s priority list.

Section 5.128 of the *Local Government Act 1995* requires a local government to adopt a policy in respect of reimbursement of expenses of elected members and the CEO. As a consequence of amendments to the *Local Government (Administration) Regulations 1996* (Regulations) Council adopted amendments to its Policy ‘Elected Member and Chief Executive Officer Professional Development’ on 24 February 2025 (CS7/2/25) that encompasses the subject matter of ADM 3 in better detail.

DETAILS OF PROPOSAL

The provisions of ADM 3 as they relate to elected members are now covered by Policy '*Elected Member and Chief Executive Officer Professional Development*' because it covers such matters as attendance at non-mandatory events, reimbursements for travel costs, limitations on same and so forth.

Crucially, the new policy covers the Salaries and Allowances Tribunal determinations on the amounts that are able to be remunerated to elected members for travel, accommodation, meals, child care and incidentals, and those other expenses that are eligible in accordance with the Regulations.

As a consequence, it now remains for ADM3 to be submitted for revocation, following the changes to the Elected Member and Chief Executive Officer Professional Development policy.

ATTACHMENTS

1. [↓](#) ADM3 - Conferences, Seminars and Training [FOR REVOCATION]
2. [↓](#) Policy - Elected Member and CEO Professional Development

RECOMMEND

CS5/7/25

That Council revoke Council Policy ADM 3 Conferences, Seminars and Training.

Moved Cr S Stoneham
MOTION CARRIED

6/0

3.2 - DLGSC CONSULTATION PAPER - MANDATORY COMMUNICATIONS AGREEMENTS

WARD : ALL

FILE No. : M/397/25

DATE : 25 June 2025

REF : DB/MBL/LS

RESPONSIBLE MANAGER : Executive Director
Corporate Services

In Brief:

- The *Local Government Amendment Act 2023* created the basis for a range of reforms for implementation in the sector, including a requirement for local governments to implement communications agreements between Council and the CEO.
- The DLGSC has released a consultation package setting out the detail of the requirement, with submissions requested by 22 August 2025.
- Recommend that Council take the opportunity to make a submission on the proposal, based on the matters identified in this report.

Tabled Items

Nil.

Decision Type

- ☐ **Legislative** The decision relates to general local government legislative functions such as adopting/changing local laws, town planning schemes, rates exemptions, City policies and delegations etc.
- ☒ **Executive** The decision relates to the direction setting and oversight role of Council.
- ☐ **Quasi-judicial** The decision directly affects a person's rights or interests and requires Councillors at the time of making the decision to adhere to the principles of natural justice.

Officer Interest Declaration

Nil.

Strategic Implications

The City's Strategic Community Plan 2020 – 2030 contains the following relevant aspirations:

Aspiration 4 – Leadership

Outcome 4.1: Strategic Leadership and Effective Management

The recommendation of the report supports Council's objectives expressed in the Aspirations of the Strategic Community Plan.

Legal Implications

The discussion paper proposes amendments to the *Local Government (Administration) Regulations 1996*. If brought into effect, the proposals will require local governments to review and replace communications agreements every 2 years following a local government election.

Council Policy/Local Law Implications

The proposal will impact the following policies of Council:

- Access to information and request for assistance by Elected Members – adopted 24 August 2020 (CS39/8/20)
- Communication between Elected Members and City employees – 29 September 2020 (CS47/9/20)

Budget/Financial Implications

Nil.

Consultation

- Executive Leadership Team
- Mayor and Councillors (briefing).

BACKGROUND

On 18 May 2023 Assent was given to the *Local Government Amendment Act 2023* (Amendment Act), with substantial portions of the Amendment Act coming into effect on days that are yet to be proclaimed.

Numerous parts of the Amendment Act have come into effect already, examples being electoral reforms, live streaming of Council meetings, and other reforms relating to roles and responsibilities of council members and Chief Executive Officers.

As one aspect of local government reform, the Amendment Act introduced a head of power to require local governments to have a communications agreement. Section 74 of the Amendment Act inserted new sections 5.92A, 5.92B and 5.92C into the *Local Government Act 1995* detailing these new provisions.

Section 74 of the Amendment Act has not yet come into effect (to be Proclaimed).

Section 5.92A(2) of the *Local Government Act 1995*, when it comes into effect, broadly defines what a communications agreement is, in the following way:

- (2) *A communications agreement is a written agreement between the council and the CEO that regulates the following —*
 - (a) *the access of council members and committee members to information held by the local government under section 5.92 or otherwise, including the following —*
 - (i) *the steps that a council member or committee member who wants access to information must take;*
 - (ii) *the steps that the CEO must take if a council member or committee member wants access to information;*

- (b) *other requests for information that council members and committee members may make to the local government, including the following —*
 - (i) *the steps that a council member or committee member who wants to request information must take;*
 - (ii) *the steps that the CEO must take if a council member or committee member requests information;*
- (c) *the way in which, and the circumstances in which, dealings may be had, and communications may be made, between —*
 - (i) *a council member or committee member; and*
 - (ii) *an employee;*
- (d) *any prescribed matter.*

The Department of Local Government, Sport and Cultural Industries (DLGSC) has released a consultation paper detailing how it proposes to implement the communications agreement requirements, with sector submissions invited on the proposal until 22 August 2025.

DETAILS OF PROPOSAL

The consultation package issued by DLGSC included the following:

- a) The consultation paper itself
- b) The draft regulations
- c) The proposed draft Minister's Order (for local governments that don't have a communications agreement – this becomes the default).

Section 5.92B of the *Local Government Act 1995*, which has yet to be Proclaimed, contains the head of power requiring the Minister for Local Government to make a default communications agreement by Order. As part of the consultation package, a draft default communications agreement has been provided.

The DLGSC proposes that the new requirement will come into effect on 19 October 2025 (day after election day). Until a local government makes its own communications agreement, the default communications agreement made by the Minister (by way of an Order) will become the instrument to be used until then.

The most important aspect to be understood is that a communications agreement (where the local government makes one) is valid only for the term of the 'current' Council, and ceases to have effect on election day. A new communications agreement will need to be agreed upon by the CEO and Council after the election. In essence it means an adopted communications agreement will have a lifespan of 2 years.

ANALYSIS

Section 5.92 of the Act prescribes the basic authority for access to information for council members, and the exclusions. The communications agreement proposal and the accompanying draft regulations seek to establish what is effectively a management practice for this section of the Act.

Nevertheless, the concept of making a policy setting to govern communications and provision of service to elected members is not new. Many local governments have a policy for this purpose, inclusive of the City with its policies 'Access to Information and Requests for

Assistance by Elected Members' adopted by Council on 24 August 2020 (CS39/8/20) and 'Communication between Elected Members and City employees' adopted on 29 September 2020 (CS47/9/20).

The City's current policies referred to above are limited to requiring elected member requests to be directed to the CEO or Executive Director, and that the CEO is to establish processes to manage elected member requests, and communications with officers. The direct implications for the City from the proposals are:

- Replacing the existing policies with a communications agreement
- Amending both codes of conduct, as the draft regulations will require a nexus to be created where a council member or an employee acts contrary to a communications agreement
- Ensuring existing procedures for dealing with elected member requests for information or assistance comply with the requirements proposed
- Relying on the default communications agreement after a local government election until a new communications agreement is made
- Default number of local government employees to be nominated as contact points for council members is 4 (Band 1 local governments).

There is no requirement for a communications agreement to be consistent with or based on the default version. The basis of the regulations, as proposed, are that a communications agreement made by a local government is to provide for specified things, and mechanisms to facilitate them. If made by a local government, a communications agreement:

- is to be adopted by absolute majority
- cannot be adopted or amended during a caretaker period
- expires at the end of a caretaker period (i.e. it is effective for the 2-year term of a Council between elections); or
- expires if the CEO who agreed to the communications agreement, ends their employment before the end of a caretaker period
- cannot be made without the agreement of the CEO; and
- is to be published on the local government's website.

The draft regulations propose that a local government code of conduct must be amended to require a local government employee to comply with a communications agreement.

A parallel amendment also proposes to modify the *Local Government (Model Code of Conduct) Regulations 2021* to require a council member to observe the requirements of a communications agreement, creating a consequential behavioural breach of a local government's code of conduct for council members.

Officers assess there are a range of issues with the provisions that are set out in the draft regulations and default communications agreement. These are summarised in the table below.

Table 1

Current method	Proposed	Issues identified
Policies made at the discretion of local governments	Draft Regulations - communications agreements required	No limitation on the types of contraventions of a communications agreement that could (or should) be actionable under the code of conduct
No structure around communications policies made by local governments	Amends Sch. 1 cl. 20(3) of the <i>Local Government (Model Code of Conduct) Regulations 2021</i>	Draft regulations propose to add “ <i>making a request for information or a request for assistance regarding an administrative matter in accordance with the local government’s communications agreement</i> ” to expand the circumstances in which a council member may direct an employee. It implies such a request may be made in a manner that is an attempt to direct a local government employee and has the effect of allowing this without being a breach of a rule of conduct.
No lawful basis to use or create an enforcement or redress mechanism	N/A	Recurrent breaches of a communications agreement are not considered. This should be addressed by the draft regulations as it would be unreasonable to expect the local government to not have a means to deal with repeat behaviour – it should not simply be a case of going back to the start every time
Local governments are free to determine their communications and service arrangements based on their local needs or their structure	Inserts r. 28C into the <i>Local Government (Administration) Regulations 1996</i>	Draft regulations require all correspondence issued by a Mayor or President to be provided to all council members (unless the Mayor directs otherwise in “exceptional circumstances”). Mayors of Band 1 local governments can potentially issue a substantial volume of correspondence. This creates an additional administrative burden for local governments, and the construction of the default communications agreement is interpreted that a Mayor or President who does not do so, will be in breach of a communications agreement and in theory (as the DLGSC has written it) in breach of the code of conduct. This measure appears to be unnecessary and for an unspecified reason.
Nil – as above	‘Default’ communications agreement made by Minister Clause 15(4)	Council is the final decision-maker of a dispute over access to information or assistance – without recourse. This has the potential to be abused against a council member, or alternatively, against a CEO unless there is some form of qualifier included (cl. 15(4) of the default agreement)
	Clause 21(2)	A request for information or assistance involving an impending Council meeting should also have a limitation if the council member has already had a notice of motion or rescission motion, complaint or other request rejected for that matter
	Clause 12(1)(d)	Including a requirement to provide information on “ <i>an issue or situation of broad public concern or interest within the district</i> ”. This could mean anything
	N/A	There is no limitation on repeat or recurring requests for information or assistance about the same matter – this is open to abuse if not restricted in some way. This is important if a council member has already been through the process
	Clause 14	The default communications agreement at clause 14 deals with the circumstances where certain information is not required to be provided, and lists a number of grounds for this. An additional ground should be included, where a request involves information for a matter that is not within the local government’s role or jurisdiction

Current method	Proposed	Issues identified
	N/A	The drafting of the default communications agreement, generally, is overly complex for governing what are essentially day-to-day administrative matters raised by council members, providing unnecessary duplicity around the statutory obligations of council members already prescribed by the Act, and in multiple locations in the draft regulations

The draft regulations are clear in that a communications agreement to be made by a local government must contain provisions to include content regulating the provision of **information**, and the provision of **assistance** to a council member.

The draft regulations also contain a requirement to include content for requests for assistance or information where a Commissioner is in place at a local government. Whilst this may not seem relevant to the City, the regulations are clear in that the communications agreement “must” make this provision.

Positive aspects are recognition that “incidental or social interactions” between council members and employees can and do occur, and that requests for information or administrative assistance are not permitted in these circumstances.

Another positive aspect is that the default communications agreement expressly deals with the principle that a CEO or employee is not required to respond to a request “outside of office hours”.

OPTIONS

It is proposed that the City’s response to the consultation paper and proposed reforms are based on the matters identified in Table 1. It is on this basis that conditional support for the proposed reforms is recommended. Council may choose to adopt a different approach and object to the proposed reforms on the basis of the issues identified.

CONCLUSION

The lack of a structured method of providing service/administrative support and information to elected members has arisen in the sector before, where problems have occurred at local governments that either did not have an agreement or policy in place, or where elected members have contravened the agreement/policy, with no available recourse. This was highlighted by the Inquiry into the City of Perth. This is the genesis of the DLGSC proposal.

On one hand the proposal may be viewed as removing a local government’s independence and freedom to make a communications policy/agreement to suit its particular needs, structure or circumstances. However, the contrary view is that creating a general structure around how the function is to be performed – with an enforcement mechanism – is welcome, with local governments retaining the freedom to make their own communications agreements outside of the default presented by the Minister, subject to it being compliant with the legislation.

On balance, whilst the draft regulations that have been proposed are *generally* sound, aside from the issues identified, the draft default communications agreement contains provisions that are foreseeably able to be misused. This default communications agreement should be revised to address these concerns. It is recommended that Council give its conditional support to the proposal, on the basis of the issues identified being addressed.

ATTACHMENTS

1. [↓](#) Consultation Paper - DLGSC communications agreements
2. [↓](#) Consultation draft - Local Government Amendment Regulations
3. [↓](#) Draft Ministerial Order - default communications agreement

RECOMMEND

CS6/7/25

That Council:

1. **Conditionally support the reforms proposed by the Department of Local Government, Sport and Cultural Industries in respect of proposed amendments to the *Local Government (Administration) Regulations 1996* for the implementation of mandatory communications agreements, and the proposed Local Government (Default Communications Order) 2025.**
2. **That the basis of Council's submission is that set out in Table 1 of this report.**

Moved Cr S S Virk
MOTION CARRIED

6/0

4.1 - NATIONAL ECONOMIC DEVELOPMENT CONFERENCE 2025

WARD : ALL

FILE No. : M/240/25

DATE : 14 April 2025

REF : LP

RESPONSIBLE : Executive Director
MANAGER Corporate Services

In Brief:

- The National Economic Development Conference (NEDC25) will be held in Newcastle, NSW on 28-30 October 2025.
- Recommend that consideration to be given to nominate a Councillor(s) to attend.

Tabled Items

Nil.

Decision Type

- ☐ **Legislative** The decision relates to general local government legislative functions such as adopting/changing local laws, town planning schemes, rates exemptions, City policies and delegations etc.
- ☒ **Executive** The decision relates to the direction setting and oversight role of Council.
- ☐ **Quasi-judicial** The decision directly affects a person's rights or interests and requires Councillors at the time of making the decision to adhere to the principles of natural justice.

Officer Interest Declaration

Nil.

Strategic Implications

Strategic Community Plan 2020 – 2030

Aspiration 3 Economy

Outcome 3.1 Increased economic growth, job creation and retention, as well as educational opportunities.

Outcome 3.2 Positive image and identity for the City

Outcome 3.3 Responsive and flexible support of business

Legal Implications

Nil.

Council Policy/Local Law Implications

- Elected Member and Chief Executive Officer Professional Development Policy.

Budget/Financial Implications

The cost of the conference is estimated at \$3,745 per delegate. Includes registration fee (\$1,745 excl. GST), accommodation (2 nights \$600 est.), flights (\$1,000 est.), and travel allowances (\$300 est.).

Funds are available in the Elected Member Development Budget should a Councillor be nominated to attend.

Consultation

Nil.

BACKGROUND

The 2025 National Economic Development Conference (NEDC25) will be held in Newcastle from 28 to 30 October 2025. Hosted by Economic Development Australia, the event is Australia's premier gathering of economic development professionals from across all levels of government, the private sector, and industry.

With the theme "Shaping Tomorrow's Economy", NEDC25 will explore the key forces transforming Australia's economy and present actionable strategies to build resilient, inclusive, and future-ready communities. The program features keynote addresses, panel discussions, study tours, breakout sessions, and networking events including a welcome function and the National Economic Development Awards Gala.

DETAILS OF PROPOSAL

NEDC25 will provide insights and strategic tools to support inclusive and future focused economic development at the local level. The three day program will cover a broad range of issues relevant to economic development professionals, including:

Study Tours (Day 1)

Innovation and Sustainability: Exploring Newcastle's transition from an industrial economy to a knowledge-based city. Local Action, Global Impact: Highlighting local initiatives with global influence.

Shaping a Creative Community: Showcasing Newcastle's cultural investment to attract talent and grow creative industries.

Conference Sessions (Days 2 & 3):

Keynote Presentations from national and international thought leaders, including Dr Christian Ketels (World Bank) and Dr Ben Hamer (Futurist and Sociologist).

Panel Discussions on energy evolution, AI, workforce development, and Indigenous economic empowerment.

Breakout Sessions covering themes such as regional transformation, investment attraction, the role of data in economic development, and renewable energy.

COMMENT

Participation in NEDC25 offers valuable learning and networking opportunities that align with the City's Economic Development priorities and the implementation of the Economic Development Strategy.

The City was previously represented at NEDC in 2023, supporting the advancement of key actions identified in the Strategy and the Corporate Business Plan. Attendance at this national event contributes to the City's capability to develop evidence-based policy and innovative local responses.

In line with Council Policy, formal approval is required for Elected Members to attend interstate professional development and networking events. Payment, funding or reimbursement of monies in relation to professional development, conferences or seminars for an Elected Member is not to occur if the Elected Member's term of office ends within three months and the event in question occurs in the three month period (*refer s.2.1(b) of the Elected Member and Chief Executive Officer Professional Development Policy*).

ATTACHMENTS

1. [NEDC25 Program](#)

RECOMMEND

CS7/7/25

That Council:

Nominates Cr S Peter to attend the National Economic Development Conference to be held in Newcastle, NSW on 28-30 October 2025.

**Moved Cr S Peter
MOTION CARRIED**

6/0

4.2 - CONSULTANT AND CONTRACTOR COST (REFERRAL ITEM)

At the Council meeting held on 26 May 2025, Cr L Sargeson referred the following matter to the Corporate Services Committee.

That the matter of Consultant and Contractor cost be referred to the Corporate Services Committee.

Comment from Cr L Sargeson

I'd like to request that the need for cost saving through inhouse work rather than outsourcing to consultants and/or contractors be considered.

I also request that details of these costs be presented clearly in reports, preferably on a separate sheet.

Officer Comment

The referral matter seeks to deal with the following:

- Identify cost savings through insourcing outsourced services;
- Establish Staff levels that reduce the reliance on consultants and contractors for providing services, programs and projects;
- Understand (detail) the City's expenditure on consultants and contractors.

If the Council supports a further report on the referral matter, the report would address the following:

- Setting out the range of services, programs and projects that are provided by the City and the extent to which those services, programs and projects are insourced or outsourced. This information would be primarily drawn from the information provided in the draft operational budgets provided to Councillors. This is provided at the Business Area level only.
- Providing general commentary on the circumstances that influence City's decisions to engage contractors and consultants, providing examples.
- Providing general commentary on how the City currently manages growth in City Services from urban development, and the impact on the mode (insource/outsource) of service delivery.
- Providing general advice on the process that a Local Government may undertake to systematically review services, programs and projects, which would examine activities, decision making criteria and insourcing and outsourcing options.

Officers currently have a number of Council endorsed projects and actions, most associated with the Corporate Business Plan objectives. Therefore the advice provided in a report would only be general in nature.

It is noted that in April this year, Councillors requested the Chief Executive Officer to provide a further report as soon as reasonably practicable on the potential costs and approaches to contracting and insourcing Parks and Landscaping Maintenance Services to manage the City's growth. At the time, Officers indicated that the report would take some time to research and prepare, and it was likely that a report would be submitted to the November meeting (at the earliest).

This particular referral matter could be considered similar to the intent of the report referenced above and may be informed by the information contained in the report on Parks and Landscaping Maintenance Services, to be issued to Council later this year.

Finally, it is noted that the City uses specialist consultants to assist in delivering many of its services.

ATTACHMENTS

There are no attachments for this report.

RECOMMEND

CS8/7/25

That Council note the Officer Comment.

Moved Cr L Sargeson
MOTION CARRIED

6/0

4.3 - MAYOR'S ANNOUNCEMENTS (REFERRAL ITEM)

At the Council meeting held on 23 June 2025, Cr L Sargeson referred the following matter to the Corporate Services Committee.

That the matter of Councillor attendance at formal functions (eg. Citizenship ceremonies) being recorded in the Mayor's announcements at Ordinary Council Meetings be referred to the Corporate Services Committee. Policies and procedures to be reviewed and amended accordingly

Comment from Cr L Sargeson

During Ordinary Council Meetings, it is customary for presiding Mayors to announce Councillor attendance at formal events, such as citizenship ceremonies. The current practice should be updated to reflect this practice.

Officer Comment

City of Armadale Standing Orders Local Law

The *City of Armadale Standing Orders Local Law 2016* provides for, at item 3.6

3.6 Announcements by the Person Presiding Without Discussion

(1) At any meeting of the Council or a committee the person presiding may announce or raise any matter of interest or relevance to the business of the Council or committee or propose a change to the order of business.

Role of the Mayor

The role of the Mayor is established in the *Local Government Act 1995*, s2.8

- 1) The mayor or president —
 - a. provides leadership and guidance to the council and council members, including guidance as to the roles of the council and council members; and
 - b. acts as the principal spokesperson for the local government, and carries out civic and ceremonial duties on behalf of the local government, at all times acting consistently with council decisions; and
 - c. presides at meetings of the council, ensuring that meetings are orderly and held in accordance with this Act; and
 - d. promotes, facilitates and supports positive and constructive working relationships among council members; and
 - e. liaises with the CEO on the local government's affairs and the performance of its functions.

Mayor Announcements

Announcements by the Mayor at Ordinary Council Meetings are part of the Mayor's role. Refer clause 3.6 (1) from the *Standing Orders Local Law 2016* as mentioned earlier. See previous page for details.

The content and presentation of announcements therefore is a matter for the Mayor to determine as the Mayor sees fit.

The Current Practice

Currently, the announcement of Councillor attendance at certain events relies on Councillors confirming an invitation via an RSVP. It is usual practice that speech notes are prepared in advance of certain events, including Citizenship Ceremonies for the Mayor to acknowledge attendance by Councillors and dignitaries. This is prepared based on the RSVPs to the event. It is not always practical or possible to amend these preparatory notes to include additional Councillor names at late notice or following an event.

Should Councillors wish to seek their attendance at ceremonies and events recorded in the Mayor's Announcements, then Councillors should use the RSVP process to ensure their names are recorded at ceremonies and events. The practice should remain straight forward and within current resource allocations.

ATTACHMENTS

There are no attachments for this report.

RECOMMEND

CS9/7/25

That Council note the Officer Comment.

Moved Cr S Peter

Seconded Cr S Stoneham

Opposed Cr L Sargeson

MOTION CARRIED

4/2

**4.4 - INFORMATION COMMUNICATION TECHNOLOGY (ICT) STRATEGIC PLAN -
UPDATE - CONFIDENTIAL ITEM COVER REPORT**

MEETING CLOSED TO PUBLIC

MOVED Cr Sargeson that the meeting be closed to members of the public as the matter to be discussed, if disclosed, would reveal information that has a commercial value to a person. (Section 5.23 (2) (c) of the *Local Government Act 1995*).

Motion Carried (6/0)

Meeting declared closed at 7.44pm

WARD : ALL
FILE No. : M/350/25
DATE : 4 June 2025
REF : AO
RESPONSIBLE : Executive Director
MANAGER : Corporate Services

In Brief:

- A confidential report is presented as an Attachment to this Agenda.

Strategic Implications

4.1 Strategic Leadership and Effective Management

4.1.2 Develop and maintain a comprehensive suite of strategies and plans to guide the City's delivery of infrastructure and services to the community.

4.1.4 Constantly review the efficiency and effectiveness of the City's service delivery.

4.2 A Culture of Innovation

4.2.1 Embrace the use of technology to improve customer service and achieve improved efficiency and effectiveness of City functions.

Legal Implications

Nil.

Council Policy/Local Law Implications

Nil.

Budget/Financial Implications

Nil.

Consultation

A Confidential Report is presented as an Attachment to this Agenda.

RECOMMEND

CS10/7/25

That the Recommendation in the attached Confidential Report be adopted.

Moved Cr L Sargeson

MOTION CARRIED

6/0

MEETING OPENED TO PUBLIC

MOVED Cr Virk that that the meeting be opened to members of the public.
Motion Carried (6/0)

Meeting declared open at 8.00pm

COUNCILLORS' ITEMS

Nil.

This refers to any brief updates from Councillors from their attendance at Working Group or Advisory Group meetings on which they represent Council.

CHIEF EXECUTIVE OFFICER'S REPORT

Nil.

EXECUTIVE DIRECTOR'S REPORT

Nil.

MEETING DECLARED CLOSED AT 8.01PM

CORPORATE SERVICES COMMITTEE		
SUMMARY OF ATTACHMENTS		
22 JULY 2025		
ATT NO.	SUBJECT	
1.1 LIST OF ACCOUNTS PAID - MAY 2025		
1.1.1	Monthly Cheque and Credit Card Report - May 2025	
1.1.2	Monthly Fuel Card Transactions - Period Ending 31 May 2025	
1.2 STATEMENT OF FINANCIAL ACTIVITY - MAY 2025		
1.2.1	Monthly Financial Report - May 2025	
1.2.2	Capital Program - May 2025 (\$250k plus)	
1.2.3	Small Balance Write Off - Rates - May 2025	
2.1 STRATEGIC COMMUNITY PLAN (SCP) REVIEW - UPDATE		
2.1.1	Strategic Community Plan Review - Draft SCP Aspirations, Outcomes and Objectives - 2025	
3.1 REVOKE POLICY ADM3 CONFERENCES, SEMINARS AND TRAINING		
3.1.1	ADM3 - Conferences, Seminars and Training [FOR REVOCATION]	
3.1.2	Policy - Elected Member and CEO Professional Development	
3.2 DLGSC CONSULTATION PAPER - MANDATORY COMMUNICATIONS AGREEMENTS		
3.2.1	Consultation Paper - DLGSC communications agreements	
3.2.2	Consultation draft - Local Government Amendment Regulations	
3.2.3	Draft Ministerial Order - default communications agreement	
4.1 NATIONAL ECONOMIC DEVELOPMENT CONFERENCE 2025		
4.1.1	NEDC25 Program	

The above attachments can be accessed from the Minutes of the Corporate Services Committee meeting of 22 July available on the City's website

CHIEF EXECUTIVE OFFICER’S REPORT

28 JULY 2025

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1.2 COUNCILLORS INFORMATION BULLETIN - ISSUE NO 11/2025	76
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****1.1 - ANNUAL BUDGET - FINANCIAL YEAR 2025/26**

WARD : ALL

FILE No. : M/341/25

DATE : 18 June 2025

REF : MH

RESPONSIBLE : Executive Director
MANAGER Corporate Services

In Brief:

- This report presents the 2025/26 Annual Budget, which has been developed through the City's adopted Long Term Financial Plan, a series of Councillor workshops and informing decisions of Council.
- The Report Recommendation proposes that the Council imposes Differential Rates and adopts the 2025/26 Annual Budget as attached.

Tabled Items

Nil

Decision Type

- ☐ **Legislative** The decision relates to general local government legislative functions such as adopting/changing local laws, town planning schemes, rates exemptions, City policies and delegations etc.
- ☒ **Executive** The decision relates to the direction setting and oversight role of Council.
- ☐ **Quasi-judicial** The decision directly affects a person's rights or interests and requires Councillors at the time of making the decision to adhere to the principles of natural justice.

Officer Interest Declaration

Nil

Strategic Implications

4.3 Financial Sustainability

- 4.3.1 Undertake strategic financial planning to ensure that appropriate services are effectively delivered, assets are efficiently managed and renewed, and funding strategies are equitable and responsible.

Legal ImplicationsSection 6.2 of the *Local Government Act 1995*.***Section 6.2 Local government to prepare annual budget***

- (1) *During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.*

** Absolute majority required.*

- (2) *In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56 and to prepare a detailed estimate for the current year of —*

(a) the expenditure by the local government; and

- (b) the revenue and income, independent of general rates, of the local government; and
- (c) the amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

The financial and budget implications are outlined in this report and detailed in the budget papers attached.

Consultation

- Councillors & Officers
- Local public notice of the proposed differential rates for 2025/26.

BACKGROUND

The following items refer:

- Adoption of the Long Term Financial Plan FY26 – (CS4/2/25) Adopted OCM 24/2/25
FY45
- Rates and Property Valuations Councillor Workshop 2/4/25
- Capital Investment Budget Councillor Workshop 30/4/25
- Operating Budgets Councillor Workshops
21/5/25 & 28/5/25
 - Development Services Directorate
 - Corporate Services Directorate
 - CEOs Directorate
 - Technical Services Directorate
 - Community Services Directorate
- Proposed Differential Rates for 2025/26 (CS3/4/25) Endorsed for Submissions
(CEO4/5/25) Submissions OCM 26/5/25
(CEO1/7/25) Submissions OCM 14/7/25

The draft 2025/26 Annual Budget has been prepared following analysis of the City's operating and financial position through the Long Term Financial Plan and the four year budget contained within. It is informed by the various informing plans and strategies of the City's Integrated Planning and Reporting Framework.

At the Ordinary Council meeting on 28 April 2025, Council resolved to give local public notice of its intention to impose differential rates in accordance with the Statement of Objects and Reasons. At the conclusion of the local notice period and after considering the 122 submissions received before the deadline, Council at the Ordinary Council Meeting on 26 May 2025 agreed to:

“include in the draft 2025/26 Annual Budget without modification, the following differential rates and general rates”:

Gross Rental Value Properties

<i>Differential Rate Category</i>	<i>Rate in the \$</i>	<i>Minimum Rate \$</i>
<i>Vacant Land</i>	<i>15.6916</i>	<i>1,265</i>
<i>Residential Improved</i>	<i>10.1225</i>	<i>1,460</i>
<i>Business Improved</i>	<i>10.5632</i>	<i>1,698</i>

Unimproved Value Properties

<i>General & Minimum Rate</i>	<i>0.5118</i>	<i>1,748</i>
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After receiving advice from the Department of Local Government on 17 June 2025, it was decided to re-advertise the local public notice of its intention to impose differential rates. At the conclusion of the second local notice period a further 23 submissions were received for a total of 144 submissions. After considering the 144 submissions received, Council at the Ordinary Council Meeting on 14 July 2025 agreed to;

“include in the draft 2025/26 Annual Budget without modification, the following differential rates and general rates”:

Gross Rental Value Properties

<i>Differential Rate Category</i>	<i>Rate in the \$</i>	<i>Minimum Rate \$</i>
<i>Vacant Land</i>	<i>15.6916</i>	<i>1,265</i>
<i>Residential Improved</i>	<i>10.1225</i>	<i>1,460</i>
<i>Business Improved</i>	<i>10.5632</i>	<i>1,698</i>

Unimproved Value Properties

<i>General & Minimum Rate</i>	<i>0.5118</i>	<i>1,748</i>
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Councillors were briefed on the draft 2025/26 City Directorate budgets and the Capital Investment budget through a series of workshops, which included reference to City plans, strategies and Council decisions which have informed the budget development.

The statutory budget is now attached, containing the financial statements and notes.

The main statements comprise:

- Statement of Comprehensive Income (the operating budget)
- Statement of Cashflows
- Statement of Financial Activity (formally the rate setting statement, outlining all operating and capital incomes and expenditures, and financing activities)
- Statement of Financial Position (the balance sheet)

DETAILS OF PROPOSAL**Financial Strategies**

The draft budget meets Council's financial objectives set out in the Long Term Financial Plan (LTFP) and balances the funding requirements between current and future generations of the City of Armadale. The latest iteration of the LTFP was adopted by Council in February 2025. Year One of the LTFP was used as the basis for the Annual Budget.

Key LTFP strategies include:

- Reducing the operating deficit through careful management of services, costs and revenues, despite a higher than average capital investment program;
- Ensuring sufficient funds are committed to and provide for an annual indexation of asset renewal (including future provisions);
- Limiting the amount of Municipal funds (rates) allocated to new and upgraded capital projects, whilst leveraging other sources of capital funds, including grants and contributions;
- Total borrowings at \$47.5M compared to a \$60M threshold; and
- Ensuring growth funds are applied to growth in services to support new communities.

The Operating Budget

The Operating budget is set out in the *Statement of Comprehensive Income*.

The City's operating revenue is budgeted to be \$147.8M exclusive of developer contributions and grants for capital projects. This revenue is set against budgeted operating expenditure (including depreciation of assets) of \$158.5M. This produces an operating deficit of -\$10.7M, or -\$7.4M after adjustments. The *cash* operating position, which excludes depreciation and other non-cash items² is a surplus of \$23M. These funds are applied to capital investment, debt repayment or set aside in cash reserves for future works.

Consistent with the LTFP, the draft budget provides for ratable property growth of 800, and corresponding growth in associated services. This includes Ranger Services, Park Services, Waste Services, Customer Services and a number of business support services.

Noteably this year, revenue from higher-than-average growth in FY25 has been applied to establishing the Urban Forrest Reserve. This will occur over two years, until the growth revenue is required to fund an increase in service costs resulting from the expansion of the public realm in the City Centre.

- | | |
|------------------------------------|----------------------|
| • Operating Budget | Councillor Workshops |
| ○ Development Services Directorate | 21/5/25 & 28/5/25 |
| ○ Corporate Services Directorate | |
| ○ CEOs Directorate | |
| ○ Technical Services Directorate | |
| ○ Community Services Directorate | |

² The cash operating position excludes non cash items such as profit, loss, depreciation and amortisation.

CITY OF ARMADALE				
STATEMENT OF COMPREHENSIVE INCOME				
FOR THE YEAR ENDED 30 JUNE 2026				
	Note	2025/26 Budget	2024/25 Est. Actual	2024/25 Budget
Revenue		\$	\$	\$
(i) Rates	2(a)	96,265,165	90,025,199	88,958,584
(ii) Grants, subsidies and contributions		6,530,960	11,044,848	7,774,500
(iii) Fees and charges	17	37,677,901	37,172,791	35,785,700
(iv) Interest revenue	10(a)	6,667,156	9,860,280	6,226,400
(v) Other revenue		671,991	908,074	961,600
		147,813,173	149,011,192	139,706,784
Expenses				
(vi) Employee costs		(59,696,230)	(58,030,708)	(56,680,100)
(vii) Materials and contracts		(57,954,120)	(52,385,493)	(52,133,200)
(viii) Utility charges		(5,309,844)	(4,364,827)	(4,564,300)
(ix) Depreciation	6	(30,501,843)	(29,872,616)	(34,506,400)
Finance costs	10(c)	(1,598,971)	(1,204,860)	(1,684,630)
Insurance		(1,593,594)	(1,356,963)	(1,412,400)
(x) Other expenditure		(1,849,427)	(1,525,020)	(7,779,880)
		(158,504,029)	(148,740,487)	(158,760,910)
Unadjusted Operating Deficit		(10,690,856)	270,705	(19,054,126)
		(10,690,856)		
Adjustments				
Wungong river project funded by reserve		382,603		
FAGS Grant Received in Advance		3,004,064		
Interest on Reserves restricted by Legislation excluding DCP		(139,400)		
		(7,443,589)		
Less :				
Depreciation		30,501,843		
Adjusted Cash Operating Surplus		23,058,254		

Notations to the Statement of Comprehensive Income:

- (i) Rates grew by \$2.8M in FY25 and are forecast to grow by \$1.8M in FY26 from 800 new rateable properties.
- (ii) Financial Assistance Grants have been partially prepaid at the end of June 2025 \$3M
- (iii) Fees and Charges have been indexed by 3.6% except for statutory fees
- (iv) Interest earnings have been increased slightly on last year's budget but down on actuals, reflecting a reducing interest rate
- (v) Other revenue includes various reimbursements to the City
- (vi) Employee costs are indexed in accordance with the City's Industrial Agreement and also an increase due to services growth
- (vii) Materials and Contracts have been indexed by 3.6% in addition to no-recurrent costs for the October 2025 Councillor election, which occurs every two years, and the cost of the valuation services for the next general property revaluation, which occurs every three years.
- (viii) Utility charges have increased by \$800k mainly due to energy tariffs
- (ix) Depreciation has been reduced, based on actual delivery of capital infrastructure (from \$34m to \$30m)
- (x) Other expenditure includes bank fees and charges and expenses not classified as materials and contracts

The Operating Position

Following a revaluation of the City's infrastructure assets in June 2023, the City's infrastructure assets value increased by +\$400M to \$1.6B, with a consequential increase in asset depreciation of approximately \$5M.

The adjusted operating deficit is \$7.4M, which is lower than expected due to higher growth revenues and lower depreciation, due to the reprogramming of some capital projects over later years.

Council is continuing its financial strategies to improve the operating position over the medium term (refer report CS4/2/245 - Long Term Financial Plan (LTFP) 2026-2045, adopted February 2025).

The Overall Budget

The overall budget set out in the *Statement of Financial Activity* remains balanced. This comprises all:

- (i) operating revenues and expenditures;
- (ii) capital revenues and expenditures; plus
- (iii) financing commitments (borrowings and cash reserves).

The comparative column shown in the statements for the FY25 Budget reflects the original budget adopted by Council in June last year. Throughout the year, Council reviews the budget and approves budget amendments to manage the budget implementation.

CITY OF ARMADALE STATEMENT OF FINANCIAL ACTIVITY FOR THE YEAR ENDED 30 JUNE 2026				
	Note	2025/26 Budget	2024/25 Est. Actual	2024/25 Budget
MOVEMENT IN SURPLUS OR DEFICIT				
Surplus at the start of the financial year	3	3,004,064	14,934,489	250,000
Amount attributable to operating activities		19,810,986	30,552,627	15,452,274
Amount attributable to investing activities		(22,251,576)	(21,158,213)	(16,894,000)
Amount attributable to financing activities		(563,474)	(21,324,839)	1,191,726
Surplus/(deficit) remaining after the imposition of general rates	3	0	3,004,064	0

Financial Assistance Grant Prepayment

On 23 June 2025, the City was advised that it would be receiving a prepayment of the FY25/26 of \$3,004,064, comprising \$1,836,225 General Purpose and \$1,167,839 Local Roads. The funds were paid on 27 June.

The prepayment is shown in the estimated actuals as a surplus of \$3M which is then the opening balance of the FY26 budget. The prepayment means that operating grants for FY26 has been reduced by \$3M in order to create a balanced position for FY26.

The Capital Investment Program

The FY26 capital investment program provisions a \$82.8M budget, delivering \$64.7M in new and upgraded assets, and \$18.1M for the renewal of existing assets. The uplift in new assets relates predominately to two transformational projects, the Armadale Regional Recreation Reserve Stage 1 and Central Park projects. Consistent with the Council's financial strategy, the budget allocates a further (net) \$4.3M to the asset renewal reserve, to ensure there are sufficient funds to renew assets in the future.

Details of the Capital Investment Program are set out in the budget schedules.

Cash Reserves

The City has established various reserves accounts to set aside funds for future projects, asset renewal and financial obligations. Cash reserves are committed for a purpose, and in the case of Development Contribution Schemes, in accordance with legislation.

Of note is the following:

- | | |
|---------------------------------------|--|
| (i) Asset Renewal | A net transfer to the reserves of \$4M is provisioned |
| (ii) Development Contribution Schemes | Transfers of a further \$8.7M is budgeted from development contributions for future infrastructure construction. |
| (iii) Future Projects | A total of \$4.3M is transferred from the Future Projects Reserve, which includes \$775k for the Gwynne Park Pavilion construction and \$3.5M for Central Park; |
| (iv) Future Projects – Waste | A net \$4.2M transfer from reserve is made which includes funding for the \$4M Waste (Landfill Site) capital program comprising Transfer Station \$1M and renewal of heavy plant and fleet \$3M. |

Urban Forest Strategy Reserve

As part of the LTFP adoption in February 2025, Officers provisioned \$1M available growth funds for the purpose of creating an Urban Forest Strategy Reserve. This will enable Urban Forest Strategy objectives to be delivered. The \$1M available is also provisioned for FY27 which would mean the Reserve would have \$2M applied to it.

The Annual Budget has the \$1M transfer to the Reserve included.

Borrowings

New loans totalling \$10.16M are provisioned, increasing the City's total borrowings to \$47.5M at the end of FY26. The loan borrowings are consistent with the LTFP financial strategies, enabling Council to fund projects and works, whilst managing debt servicing capacity. The new loans are for the Gwynne Park Pavilion construction and the Armadale Regional Recreation Reserve Stage 1.

The Economy

To inform decisions regarding the impact of cost escalations, the *Local Government Cost Index* (LGCI)³ is used by most local governments to guide budget decisions.

The Local Government Cost Index forecast for the year ended 30 June 2025 is expected to finish the year around 3.6%, and this has formed the basis for the annual budget preparation.

Rates Charges

This report proposes the imposition of differential rates pursuant to section 6.33(1)(a) and (c) of the *Local Government Act 1995* (the 'Act'), i.e. according to whether land is vacant and according to the purpose for which land is zoned under the three (3) planning schemes in use within the district.

The differential rates are levied on all non-rural rateable land within the City according to:

1. Whether or not the land is vacant land (section 6.33(1)(c) of the Act refers), and
2. The purpose for which land is zoned under the planning schemes in use within the district (section 6.33(1)(a) of the Act refers).

The City is again proposing three (3) differential rate categories for non-rural land valued on its gross rental value, namely:

- | | |
|------------|---|
| Category 1 | all vacant land |
| Category 2 | all improved land that is primarily residential in nature and is NOT zoned for business purposes;
and |
| Category 3 | all improved land that is zoned (pursuant to the City's Town Planning Scheme No.4, the Armadale Redevelopment Scheme 2004 and the Wungong Urban Water Redevelopment Scheme 2007) for business purposes. |

The City's rating strategy was incorporated into the Statement of Rating Objects and Reasons, which was recently advertised to the public. The document sets out information on the differential rating approach.

Ministerial Approval for imposition of differential rates

For Council to adopt the report recommendation regarding the imposition of the differential rates in the dollar relating to the rating category *GRV Residential – Minimum Rates*, Ministerial approval is required in accordance with Section 6.35(5) of the Act.

The Department for Local Government, Sports and Communities has indicated that the City can expect the Minister's approval to be received in time for this meeting.

Importantly, the Minister's approval must be received before the Council can impose the proposed differential rates, and the differential rates must be imposed before Council can adopt the annual budget. Therefore, the order of the report recommendation is deliberate.

³ Provided by the West Australian Local Government Association, the LGCI is calculated using the weighted annual change (increase) in the various cost elements that are used to provide Local Government services and projects.

Specified Area Rates

The Council's Rating Strategy also imposes Specified Area Rates (SARs) on certain locations in the district. SARs enable the enhancement of the general amenity of an area by way of increased service levels for the benefit of ratepayers/residents who live or work in the area. This may include services and activities such as litter control, verge and streetscape maintenance, verge mowing etc.

The authority to impose specified area rates is set out in section 6.37 of the *Local Government Act 1995*. This section requires that the money raised from a SAR be used for the purpose for which the rate was imposed, with any residual amount remaining being placed in a reserve for that same purpose. If an amount is not used, a refund or credit must be made.

The City has two categories of SARs – Townscape and Residential.

The Townscape Amenity Service has 4 business/commercial areas:

- Specified Area A – Armadale Town Centre
- Specified Area B – Kelmscott Town Centre
- Specified Area C – Kelmscott Industrial Area
- Specified Area D - South Armadale Industrial Area.

The Residential Amenity Service has two areas:

- Specified Area F – North Forrestdale
- Specified Area G – Champion Lakes.

Swimming Pool Inspection Charges

The City provides a comparatively low cost inspection service for owners and for the 2025/26 financial year this fee has remained the same at \$38.

All Local Governments are required to inspect private swimming pools, spas and the associated barrier fencing within a four yearly cycle, as per the *Building Act 2011*. Property owners who own a private swimming pool and/or spa are charged a swimming pool inspection levy, via their Rate Notice, to fund the expense associated with providing mandatory 4 yearly inspections.

Waste Charges

The City's waste collection and disposal charges have been increased this year from \$433.50 to \$449 for the residential service and from \$432 to \$447.50 for the commercial service.

The Waste charge for a full service provides the following services each year to rateable and non-rateable properties:

- Weekly general waste bin collection
- Fortnightly recycling bin collection
- One bulk verge collection
- Two green waste verge collections
- One booked mattress collection
- Four (4) tip passes (incl. Domestic Waste charge only).

The waste service charge includes the cost of the State Government's landfill levy of \$88 per tonne of waste. Of note, the Waste Authority advised that the levy will increase from 1st July 2027 to \$90 and \$93 for the following year.

State Government Imposed Emergency Services Levy

The Emergency Services Levy (ESL) is a State Government charge levied on all properties in Western Australia and is calculated based on the GRV subject to both a minimum and a maximum levy. There are several ESL categories, properties in the City of Armadale fall within Category 1, Category 3, Category 5 and Mining Tenement. The City is required to collect the levy on behalf of, and remit it to, the State Government. The ESL appears as a separate line item on the City of Armadale Rate Notice but it is included in the total due for payment. The State Government increase applied is around 5%, following on from a 5% increase for FY25.

Carried forward municipal funds for projects and works in progress

Each year the City will need to carry forward funds for capital projects and works that are in progress.

Councillors were previously provided with a listing of the projects in progress and likely to be carried forward in the Annual Budget Review (CS3/3/25). A report to confirm those projects and to amend the budget will be forthcoming in August, once the funds still available at 30 June have been confirmed.

In the interim period, Council will need to adopt a recommendation pursuant to section 6.8 (1) (b) of the *Local Government Act 1995* as follows:

That Council:

“...pursuant to Section 6.8(1)(b) authorises in advance:

- (i) all capital expenditure incurred from [*the budget adoption date*] to [*the August Council Meeting date*], which was provided for in the previous financial year's budget and commenced in the previous financial year; and;
- (ii) non-recurrent operational projects, which were provided for in the previous financial year's budget and commenced in the previous financial year, under contract.

SUMMARY

The preparation of the FY26 budget has been informed by the LTFP and Rating Strategy, consideration of scenarios and assumptions, and a further analysis of economic and social indicators.

The draft budget is premised on a general increase in operating revenues and expenses of 3.6%. Growth has been factored in for an additional 800 properties, corresponding with growth in services.

The adjusted operating deficit at \$7.4M, which includes asset revaluation increases will continue to remain a focus for the Long Term Financial Plan and associated strategies for the medium term, to reduce the deficit to within the target range.

The asset renewal commitment is \$17.6M, and the asset renewal cash reserve is aligned with the 50-year asset renewal funding strategy, with \$4M being transferred to the reserve in tis budget.

The Council has limited the application of Municipal funds to new and upgraded assets to \$2.6M, in accordance with its financial strategy.

Whilst borrowings is proposed to increase by \$10.1M, the total amount falls within the Council's targeted range.

Given the pace of the economy over recent years, the constraints in supply and the escalations of costs, the proposed FY26 budget, if adopted by Council, will ensure the City continues to plan and operate in a financially sustainable manner to provide valued services to the community.

ATTACHMENTS

1. [1](#) 2025-26 Draft Annual Budget-Separate Attachment

RECOMMEND

CEO/1/7/25

That Council:

1. Pursuant to Section 6/11 (1) of the *Local Government Act 1995*, establishes an Urban Forest Strategy Reserve Account for the purpose of delivery of urban forest strategy initiatives.
2. NOTE the approval of the Minister for Local Government provided on **[insert day]** July 2025 under s.6.35(5) of the *Local Government Act 1995*, to impose a minimum payment on vacant land of \$1,221, that does not comply with subsections (2), (3) or (4) of Section 6.35 of the *Local Government Act 1995*.
3. Pursuant to sections 6.32, 6.33 and 6.35 of the *Local Government Act 1995*, IMPOSE differential rates for the 25/26 financial year, based on whether the land is vacant land or the zoning of the land, in accordance with the following table:

Gross Rental Value Properties

<i>Differential Rate Category</i>	<i>Rate in the \$</i>	<i>Minimum Rate</i>
<i>Vacant Land</i>	<i>15.6916c</i>	<i>\$1,265</i>
<i>Residential Improved</i>	<i>10.1225c</i>	<i>\$1,460</i>
<i>Business Improved</i>	<i>10.5632c</i>	<i>\$1,698</i>

Unimproved Value Properties

<i>General & Minimum Rate</i>	<i>0.5118c</i>	<i>\$1,748</i>
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4. Pursuant to sections 6.32 and 6.37 of the *Local Government Act 1995*, IMPOSE specified area rates for the 2025/26 financial year in accordance with the following table and as set out in Note 2 of the Annual Budget:

Specified Area	Rate in \$/ (Cents)	No. of Properties	Rateable Value (\$GRV)	SAR to be Levied
A- Armadale Town Centre	0.4617	89	29,499,479	\$136,200
B- Kelmscott Town Centre	0.9329	80	8,264,649	\$77,100
C- Kelmscott Industrial Area	0.1800	348	12,555,777	\$22,600
D- South Armadale Industrial Area	0.3713	142	6,950,798	\$26,000
F - Harrisdale/Piara Waters	0.2848	5,100	120,793,474	\$344,000
G - Champion Lakes	0.2435	333	6,154,340	\$15,000

5. In accordance with the provisions of 36B and 36L of the *Fire and Emergency Services Authority of Western Australia Act 1998*, IMPOSE the 2025/26 State Government Emergency Services Levy Rates and Minimum and Maximum Payments on Residential, Vacant Land, Commercial, Industrial and Miscellaneous Lots as follows:

ESL Category	ESL Rate (Per \$GRV)	Minimum and Maximum ESL Charges By Property Use			
		Residential, Farming, and Vacant Land		Commercial, Industrial, and Miscellaneous	
		Minimum	Maximum	Minimum	Maximum
1	0.015216	\$108	\$533	\$108	\$305,000
2	0.011412	\$108	\$400	\$108	\$229,000
3	0.007608	\$108	\$267	\$108	\$153,000
4	0.005325	\$108	\$187	\$108	\$107,000
5	Fixed Charge \$108				
Mining Tenements	Fixed Charge \$108				

6. In accordance with the provisions of section 67, Division 3, Part 6 of the *Waste Avoidance and Recovery Act 2007*, IMPOSE the following domestic and commercial waste charges for the 2025/26 financial year:

Residential Waste Charge (weekly rubbish and fortnightly recycling)	Per Annum	\$449
Commercial Waste Charge (weekly rubbish and fortnightly recycling)	Per Annum	\$447.50
Additional Waste Refuse Service	Per Annum	\$320
Additional Recycling Service	Per Annum	\$102.50

7. In accordance with the provisions of section 6.45 of the *Local Government Act 1995*, OFFERS the following payment options for the payment of rates, specified area rates (where applicable), emergency services levy, domestic refuse charge and private swimming pool inspection fees:

One instalment:

Payment in full (including all arrears) within 35 days of the issue date of the annual rate notice.

Two Instalments:

The first instalment of 50% of the total current rates, specified area rates (where applicable), emergency services levy, domestic refuse charge, private swimming pool inspection fees and instalment charge, plus the total outstanding arrears payable within 35 days of the issue date of the annual rate notice.

The second instalment of 50% of the total current rates, specified area rates (where applicable), emergency services levy, domestic refuse charge, private swimming pool inspection fees and instalment charge, payable 63 days after the due date of the first instalment.

Four Instalments:

The first instalment of 25% of the total current rates, specified area rates (where applicable), emergency services levy, domestic refuse charge, private swimming pool inspection fees and instalment charge, plus the total outstanding arrears payable within 35 days of the issue date of the annual rate notice;

The second, third and fourth instalments, each of 25% of the total current rates, specified area rates (where applicable), emergency services levy, domestic refuse charge, private swimming pool inspection fees and instalment charge, payable as follows:

- **the second instalment 63 days after due date of the first instalment**
- **the third instalment 75 days after due date of the second instalment**
- **the fourth instalment 62 days after the due date of the third instalment.**

- 8. In accordance with *section 6.45(b) of the Local Government Act 1995*, OFFERS A Smarter Way To Pay in accordance with the City's Policy and as a further alternative option for the payment of rates.**
- 9. In accordance with the provisions of section 36S of the *Fire and Emergency Services Authority of Western Australia Act 1998*, IMPOSES the State Government's interest on all current and arrears amounts of Emergency Services Levy at the rate of 7% per annum, calculated on a simple interest basis on amounts which remain unpaid after 35 days from the issue date of the original rate notice, or the due date of an instalment and continues until the arrears is fully paid. Excluded are instalment current amounts not yet due under the two or four payment instalment option, registered pensioner portions and current government pensioner rebate amounts. Interest is calculated daily on the outstanding balance.**
- 10. In accordance with the provisions of section 6.45 of *the Local Government Act 1995*, for the 2025-26 financial year, IMPOSES the following administration fees and interest charges for payment of rates (including specified area rates), refuse charge and private swimming pool inspection fees:**

Two Instalment Option:

Interest on instalments of 5.5% *

An administration fee of \$nil;

Four Instalment Option:

Interest on instalments of 5.5%*

An administration fee of \$nil;

Special Payment Arrangements:

An administration fee of \$59.50 for non-direct debit is charged on each special payment arrangement. Interest of 7% may be charged on overdue amounts.

calculated in accordance with Regulation 69 of the *Local Government (Financial Management) Regulations 1996

- 11. In accordance with the provisions of section 6.13 and 6.51 of the *Local Government Act 1995*, IMPOSE interest on all current and arrears of rates, specified area rates (where applicable), current and arrears of refuse charges, current and arrears of private swimming pool inspection fees at a rate of 7% per annum, calculated on a simple interest basis on arrears amounts which remain unpaid and current amounts which remain unpaid after 35 days from the issue date of the original rate notice, or the due date of the instalment as the case may be and continues until the instalment is paid in full. Excluded are deferred rates and approved City payment arrangements. Interest is calculated daily on the outstanding balance.**
- 12. In accordance with the provisions of section 6.49 of the *Local Government Act 1995*, AUTHORISE the Chief Executive Officer to enter into special payment arrangements with ratepayers for the payment of general rates, specified area rates (where applicable), emergency services levy, refuse charges and private swimming pool inspection fees during the 2025/26 financial year.**
- 13. Pursuant to section 245A (8) of the *Local Government (Miscellaneous Provisions) Act 1960*, and regulation 53 of the *Building Regulations 2012*, IMPOSE a fee of \$38 per annum, to cover the actual costs of mandatory swimming pool inspections, which occur every four years.**
- 14. Following a review by the Western Australian Salaries and Allowances Tribunal, ADOPT the following:**
 - a) Set the annual attendance fee at \$35,478 for 2025/26, to be paid quarterly in advance to Councillors, or at such intervals as determined by individual Councillors, pursuant to section 5.99 of the *Local Government Act 1995* and regulation 30 of the *Local Government (Administration) Regulations 1996*;**
 - b) Set the annual attendance fee at \$53,200 for 2025/26, to be paid quarterly in advance to the Mayor, pursuant to section 5.99 of the *Local Government Act 1995* and regulation 30 of the *Local Government (Administration) Regulations 1996*;**

- c) Set the annual Mayoral Allowance at \$100,500 for 2025/26, to be paid quarterly in advance, pursuant to section 5.98(5) of the *Local Government Act 1995* and the Western Australia Salaries and Allowances Tribunal Determination pursuant to *Western Australia Salaries and Allowances Act 1975* section 7A and 7B;
 - d) Set the annual Deputy Mayoral Allowance at \$25,200 for 2025/26, to be paid quarterly in advance, pursuant to section 5.98A of the *Local Government Act 1995* and the Western Australia Salaries and Allowances Tribunal Determination pursuant to *Western Australia Salaries and Allowances Act 1975* section 7A and 7B; and
 - e) Set an annual Information and Communications Technology Allowance of \$4,207 for 2025/26, to be paid quarterly in advance, pursuant to section 5.99A of the *Local Government Act 1995* and the Western Australia Salaries and Allowances Tribunal Determination pursuant to *Western Australia Salaries and Allowances Act 1975* section 7A and 7B.
15. Pursuant to section 6.16 of the *Local Government Act 1995*, ADOPT the fees and charges set out in the Attachment.
16. ADOPT the Annual Budget for the year ended 30 June 2026 as detailed in the Attachment, comprising the Statement of Comprehensive Income by Nature and Type, Statement of Comprehensive Income by Program, Statement of Cash Flows, Statement of Financial Activity and supporting notes to and forming part of the Statutory Budget.
17. Pursuant to section 6.8 (1)(b) of the *Local Government Act 1995*, AUTHORISE in advance;
- (i) all capital expenditure incurred from 1 July 2025 to 28 August 2025, which were provided for in the previous financial year's budget and commenced in the previous financial year;
- and;
- (II) non-recurrent operational projects, which were provided for in the previous financial year's budget and commenced in the previous financial year, under contract.

ABSOLUTE MAJORITY RESOLUTION REQUIRED

1.2 - COUNCILLORS INFORMATION BULLETIN - ISSUE NO 11/2025

WARD : ALL
FILE No. : M/83/25
DATE : 24 July 2025
REF : MC
RESPONSIBLE : Chief Executive Officer
MANAGER

In Brief:

- Councillor's Information Bulletin – Councillors are advised to take note of the information submitted in Issue No. 11/2025 to be received by Council

The following general information and memorandums were circulated in Issue No 11/2025 on 24 July 2025.

COMMENT

Information from CEO Office

Employee Movements
Upcoming Social Media Posts

Information from Technical Services

Outstanding Matters and Information Items

Various Items

Monthly Departmental Reports

Technical Services Works Program

Information from Community Services

Outstanding Matters & Information Items

Report on Outstanding Matters

Upcoming Events

Library Upcoming Events

Community Development

Recreation Services

Library and Heritage Services

ATTACHMENTS

There are no attachments for this report.

RECOMMEND

CEO/2/7/25

That Council acknowledge receipt of Issue 11/2025 of the Information Bulletin

CHIEF EXECUTIVE OFFICER'S REPORT

ATTACHMENTS

28 JULY 2025

ATT NO.	SUBJECT	PAGE
1.1	ANNUAL BUDGET - FINANCIAL YEAR 2025/26	
1.1.1	2025-26 Draft Annual Budget-Separate Attachment	78

2025/26 DRAFT ANNUAL BUDGET

**Refer Separate
attachment**



ORDINARY MEETING OF COUNCIL
MONDAY, 14 JULY 2025

MINUTES

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	NIL	10
13	MATTERS FOR REFERRAL TO STANDING COMMITTEES – WITHOUT DISCUSSION	10
1	TRAFFIC MANAGEMENT IMPROVEMENTS - HARRISDALE	10
2	ALCOHOL RISK POLICY - REVIEW	10
3	BUS STOP SEATS - RENEWAL	10
14	MATTERS REQUIRING CONFIDENTIAL CONSIDERATION	10
	NIL	10
15	CLOSURE.....	10

CITY OF ARMADALE

MINUTES

OF ORDINARY COUNCIL MEETING HELD IN THE COUNCIL CHAMBERS,
ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON MONDAY, 14
JULY 2025 AT 7.00PM.

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Mayor Butterfield, declared the meeting open at 7.00 pm.

Acknowledgement to Country

To begin I would like to pay my respects to the traditional custodians of this land, the Whadjuk people of the Noongar nation. The City pays its respects to the Aboriginal Elders past, present and always and extend that respect to any Aboriginal people in the room.

2 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (previously approved)

PRESENT:

Her Worship, Mayor R Butterfield presided over

Deputy Mayor, Cr J Keogh	River Ward
Cr J Joy JP	River Ward
Cr K Kamdar	Ranford Ward
Cr S Peter JP	Ranford Ward
Cr L Sargeson	Palomino Ward
Cr P A Hetherington	Palomino Ward
Cr K Busby	Minnawarra Ward
Cr G J Smith	Minnawarra Ward
Cr M Silver	Lake Ward
Cr S S Virk	Lake Ward
Cr S Stoneham	Hills Ward

IN ATTENDANCE:

Mr J Lyon	A/Chief Executive Officer
Mr P Sanders	Executive Director Development Services
Mr M Southern	Executive Director Technical Services
Mrs S Van Aswegen	Executive Director Community Services
Mrs S D'Souza	CEO's Executive Assistant

Public: Nil

LEAVE OF ABSENCE:

Leave of Absence previously granted to Cr M J Hancock and Cr S J Mosey

APOLOGIES:

Apology received from Dr C M Wielinga

**3 ADVICE OF RESPONSE TO PREVIOUS PUBLIC QUESTIONS
TAKEN ON NOTICE**

Nil

4 PUBLIC QUESTION TIME

Nil

5 APPLICATIONS FOR LEAVE OF ABSENCE

1 Request for Leave of Absence (Cr Paul Hetherington)

Request for leave of absence received from:

- Cr Hetherington for the period Monday 1 September to Wednesday 3 September 2025, inclusive; and
- Dr Wielinga for the period Tuesday 15 July to Friday 8 August 2025, inclusive

MOVED Cr S Peter

That Council grant leave of absence to:

- **Cr Hetherington for the period Monday 1 September to Wednesday 3 September 2025, inclusive. (Does not include an Ordinary Council Meeting).**
- **Dr Wielinga for the period Tuesday 15 July to Friday 8 August 2025 (includes 1 Ordinary Council Meeting – 26 July 2025)**

MOTION not opposed, DECLARED CARRIED

12/0

FOR: Mayor Butterfield, Cr Joy, Cr Keogh, Cr Kamdar, Cr Peter, Cr Sargeson, Cr Hetherington, Cr Smith, Cr Busby, Cr Silver, Cr Virk, Cr Stoneham

6 PETITIONS

Nil

7 CONFIRMATION OF MINUTES

7.1 PREVIOUS ORDINARY COUNCIL MEETING
HELD ON 23 JUNE 2025.

MOVED Cr L Sargeson that the Minutes of the Ordinary Council Meeting held on 23 June 2025 be confirmed as a true and accurate record.

MOTION not opposed, DECLARED CARRIED

12/0

FOR: Mayor Butterfield, Cr Joy, Cr Keogh, Cr Kamdar, Cr Peter, Cr Sargeson, Cr Hetherington, Cr Smith, Cr Busby, Cr Silver, Cr Virk, Cr Stoneham

8 ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

1 Announcements for the Period 24 June to 14 July 2025

Tuesday 24 - 27 June 2025

Attended the National General Assembly (NGA) of Local Government in Canberra which included the AGM. This year's theme was 'National Priorities Need Local Solutions' and was an opportunity for Mayors and other elected members to discuss key issues facing Local Government, advocate for federal funding and policy reform, and build partnerships across Australia.

Saturday 28 June 2025

Attended the Harber Park Tree Planting Event in Brookdale, where members of the community, Armadale Gosnells Landcare Group employees and Councillors helped plant hundreds of seedlings. Councillors Peter, Mosey and Smith also took part in the event.

Sunday 29 June 2025

Attended the Rath Yatra 2025 Celebration held at Novelli Pavilion. This was a cultural festival depicting the journey of the chariots – symbolising and promoting goodness, happiness and harmony in the community. Councillor Kamdar was also in attendance as was the Mayor of the City of Cockburn, Logan Howlett.

Monday 30 June 2025

Attended the funeral of Michael Morcombe AM. Michael was truly an incredible local, with a passion for birds. His groundbreaking photography techniques and sometimes unconventional methods has added to our understanding of the habits and distribution of Australian birds. He published over 50 books on birds, which has helped deepen people's connection to the natural world and inspired conservation efforts.

Tuesday 1 July 2025

Attended the Switched on Business Award, to present the award to the Wasteless Pantry in Mundaring, as part of a SEREG (South East Regional Energy Group) initiative.

Wednesday 2 July 2025

Cr Joy attended the Junior Dale Fest at the Kelmscott Hall, on my behalf.

Tuesday 8 July 2025

Attended the NAIDOC Event held at Bob Blackburn Oval. Hugh Jones MLA and Cr's Hetherington, Smith, Busby also attended.

Attended a WALGA Webinar about H5 Bird Flu.

9 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN – WITHOUT DISCUSSION

Nil

10 REPORTS

10.1 COMMUNITY SERVICES COMMITTEE MEETING

Report of the Community Services Committee held on 8 July 2025.

MOVED Cr M Silver that the report be received.

MOTION not opposed, DECLARED CARRIED 12/0

FOR: Mayor Butterfield, Cr Joy, Cr Keogh, Cr Kamdar, Cr Peter, Cr Sargeson, Cr Hetherington,
Cr Smith, Cr Busby, Cr Silver, Cr Virk, Cr Stoneham

BUSINESS ARISING FROM REPORT

Recommendation C1/7/25 - Community Venue Hire Policy - Review (Referral Matter)

MOVED Cr M Silver

That Council note the Officer's comments.

MOTION not opposed, DECLARED CARRIED 12/0

FOR: Mayor Butterfield, Cr Joy, Cr Keogh, Cr Kamdar, Cr Peter, Cr Sargeson, Cr Hetherington,
Cr Smith, Cr Busby, Cr Silver, Cr Virk, Cr Stoneham

Recommendation C2/7/25 - Armadale University Study Hub

MOVED Cr M Silver, SECONDED Cr K Busby

OPPOSED Cr S Peter

That Council:

- 1. Approve an amendment to the project budget to allocate an additional \$930,000 for the Armadale University Study Hub refurbishment project at Upper 145 Jull Street, funded as follows:**
- 2. Increase the Armadale SUSH Capital Works by \$930,000, from \$1,140,000 to \$2,070,000 in the FY25/26 Annual Budget.**
- 3. Increase the transfer from Asset Renewal Reserve by \$775,000; and allocate \$155,000 from Municipal Funds from the Civic Buildings Capital Budget, in the FY25/26 Annual Budget.**

**MOTION DECLARED CARRIED BY AN ABSOLUTE
MAJORITY RESOLUTION OF COUNCIL**

12/0

FOR: Mayor Butterfield, Cr Joy, Cr Keogh, Cr Kamdar, Cr Peter, Cr Sargeson, Cr Hetherington,
Cr Smith, Cr Busby, Cr Silver, Cr Virk, Cr Stoneham

Recommendation C3/7/25 - Fireworks Event Notice Applications - Cardile International Fireworks Pty Ltd

MOVED Cr M Silver

That Council:

- 1. Approve the Department of Mines, Industry Regulation and Safety ‘Fireworks Event Notice’ applications as per the confidential attachments, and;**
- 2. Authorise the CEO to sign and issue the Notices as attached.**

MOTION not opposed, DECLARED CARRIED

12/0

FOR: Mayor Butterfield, Cr Joy, Cr Keogh, Cr Kamdar, Cr Peter, Cr Sargeson, Cr Hetherington, Cr Smith, Cr Busby, Cr Silver, Cr Virk, Cr Stoneham

Recommendation C4/7/25 - Cat Local Law 2024 - Correspondence from the Joint Standing Committee on Delegated Legislation

MOVED Cr M Silver

That Council:

- 1. Notes the letter from the Joint Standing Committee on Delegated Legislation.**
- 2. Resolves to undertake to the Joint Standing Committee on Delegated Legislation that it will initiate the local law amendment process set out in section 3.12 of the *Local Government Act 1995*, with the purpose and intent to amend the *City of Armadale Cat Local Law 2024* within eight months as follows;**
 - a) delete the definition of 'effective control' in clause 1.4**
 - b) delete clause 2.2**
 - c) amend clauses 2.4(1) and (2) as follows:**
 - (1) The owner of a cat, ~~or any other person responsible for a cat,~~ shall not allow the cat to create a nuisance.**
 - (2) Where a cat is creating a nuisance, the local government may give a Notice to the owner of the cat ~~or any other person in control of the cat,~~ requiring that person to abate the nuisance.**
 - d) amend clause 4.2(2)(c) by deleting the phrase 'veterinary clinic or veterinary hospital as defined under section 2 of the *Veterinary Surgeons Act 1960*' and replacing it with the equivalent places and definitions in the *Veterinary Practice Act 2021***
 - e) amend clause 4.4(g) as follows:**
 - (g) accompanied by written evidence that either the applicant or another person who will have charge of the cats, will reside at the single or multiple dwelling or on the premises or, in the opinion of the local government, sufficiently close to the single or multiple dwelling or premises so as to ~~maintain effective control of the cats and ensure their~~ the health and welfare of the cats.**
 - f) delete clause 4.8(1)(a)**
 - g) delete clause 4.8(1)(f)**

- h) amend clause 8.2(1) by replacing the reference to section 84 with a reference to section 62
 - i) delete Schedule 2, item 2
 - j) make all consequential amendments arising from the above amendments.
- 3. Instructs the Chief Executive Officer not to enforce the *City of Armadale Cat Local Law 2024* to the contrary before it is amended in accordance with the undertakings given in point 2 above.
- 4. Ensure that a copy of the undertakings, given in point 2 above, accompanies the *City of Armadale Cat Local Law 2024* wherever it is made publicly available by the City, whether in hard copy or electronic form.
- 5. Instructs the Chief Executive Officer to prepare a letter to the Joint Standing Committee on Delegated Legislation advising of the Council resolution, for the Mayor's signature.
- 6. Instructs the Chief Executive Officer to prepare an Amendment Cat Local Law in accordance with section 3.12 of the *Local Government Act 1995*, to give effect to JSCDL undertakings.

MOTION not opposed, DECLARED CARRIED

12/0

FOR: Mayor Butterfield, Cr Joy, Cr Keogh, Cr Kamdar, Cr Peter, Cr Sargeson, Cr Hetherington,
Cr Smith, Cr Busby, Cr Silver, Cr Virk, Cr Stoneham

Recommendation C5/7/25 - Proposed Amendments to Policy - Lease and Licence

MOVED Cr K Busby

That Council:

- 1. Endorse the draft Policy – *Lease and Licence* as attached; and
- 2. be provided with quarterly updates on the implementation of the Policy.

MOTION not opposed, DECLARED CARRIED

12/0

FOR: Mayor Butterfield, Cr Joy, Cr Keogh, Cr Kamdar, Cr Peter, Cr Sargeson, Cr Hetherington,
Cr Smith, Cr Busby, Cr Silver, Cr Virk, Cr Stoneham

10.2 CHIEF EXECUTIVE OFFICER'S REPORT

Report of the Chief Executive Officer.

MOVED Cr S Peter that the report be received.

MOTION not opposed, DECLARED CARRIED

12/0

FOR: Mayor Butterfield, Cr Joy, Cr Keogh, Cr Kamdar, Cr Peter, Cr Sargeson, Cr Hetherington,
Cr Smith, Cr Busby, Cr Silver, Cr Virk, Cr Stoneham

BUSINESS ARISING FROM REPORT

Recommendation CEO1/7/25 - Proposed Differential Rates 2025/26 Budget Year

Councillors were advised via memo dated 11 July that there were no further differential rates submissions received from the public after noon on 10 July 2025 and by the close of the submission period at 5pm. Therefore there is no change to the information provided within the Differential Rates Report for consideration at the Council meeting.

MOVED Cr K Busby SECONDED Cr S Stoneham
OPPOSED Cr S Peter

That Council:

1. pursuant to s.6.36(4) of the *Local Government Act 1995*, **CONSIDER** the public submission(s) received, which respond to the local public notices on Council's intent to impose differential rates provided by the City; and
2. **AGREE** to include in the *draft 2025/26 Annual Budget* without modification, the following differential rates and general rates:

Gross Rental Value Properties

Differential Rate Category	Rate in the \$ (cents)	Minimum Rate
Vacant Land	15.6916	\$1,265
Residential Improved	10.1225	\$1,460
Business Improved	10.5632	\$1,698

Unimproved Value Properties

General & Minimum Rate	0.5118	\$1,748
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3. Pursuant to s.6.35(5) of the *Local Government Act 1995*, **AGREE** to seek the approval on the Minister for Local Government to impose a minimum payment on vacant land of \$1,265, that does comply with subsections (2), (3) or (4) of Section 6.35 of the *Local Government Act 1995*.

MOTION DECLARED CARRIED

8/4

FOR: Mayor Butterfield, Cr Joy, Cr Keogh, Cr Sargeson, Cr Hetherington, Cr Smith, Cr Busby, Cr Stoneham
AGAINST: Cr Kamdar, Cr Peter, Cr Silver, Cr Virk

Recommendation CEO2/7/25 - Councillors Information Bulletin - Issue No 10/2025

MOVED Cr S Peter

That Council acknowledge receipt of Issue No.10/2025 of the Information Bulletin

MOTION not opposed, DECLARED CARRIED

12/0

FOR: Mayor Butterfield, Cr Joy, Cr Keogh, Cr Kamdar, Cr Peter, Cr Sargeson, Cr Hetherington, Cr Smith, Cr Busby, Cr Silver, Cr Virk, Cr Stoneham

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

Nil

13 MATTERS FOR REFERRAL TO STANDING COMMITTEES – WITHOUT DISCUSSION

1 Traffic Management Improvements - Harrisdale (Cr Keyur Kamdar)

That the matter of traffic management improvements on Gracefield Boulevard between Keane Road and Fairhaven Street in Harrisdale be referred to the Technical Services Committee.

2 Alcohol Risk Policy - Review (Cr Keyur Kamdar)

That the matter of a review and amendment of the Alcohol Risk Policy be referred to the Development Services Committee

3 Bus stop Seats - Renewal (Cr John Keogh)

That the matter of bus stop seat renewal be referred to the Technical Services Committee.

14 MATTERS REQUIRING CONFIDENTIAL CONSIDERATION

Nil

15 CLOSURE

The Mayor Butterfield, declared the meeting closed at 7.25pm

MINUTES CONFIRMED THIS 28 JULY 2025

MAYOR