



ORDINARY MEETING OF COUNCIL
MONDAY, 23 JUNE 2025

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AGENDA

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CITY AUDIT COMMITTEE MEETING
HELD ON 11 JUNE 2025

DEVELOPMENT SERVICES COMMITTEE MEETING
HELD ON 16 JUNE 2025

CORPORATE SERVICES COMMITTEE MEETING
HELD ON 17 JUNE 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, 23 JUNE 2025

**JOANNE ABBISS
CHIEF EXECUTIVE OFFICER**

19 June 2025

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

2 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Leave of Absence previously granted to Cr P A Hetherington and Cr S S Virk

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)
Policy and Management Practice EM 6 – Public Question Time has been adopted by Council to ensure the orderly conduct of Public Question time and a copy of this procedure can be found at <http://www.armadale.wa.gov.au/PolicyManual>.*

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

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Nil

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BUSINESS ARISING FROM REPORT

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Nil

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15 CLOSURE

CITY OF ARMADALE

MINUTES

OF CITY AUDIT COMMITTEE HELD IN THE COMMITTEE ROOM,
ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON
WEDNESDAY, 11 JUNE 2025 AT 7.00PM.

OFFICIAL OPENING & ACKNOWLEDGEMENT OF COUNTRY

Read by Cr S Peter

The City respectfully acknowledges the past and present traditional owners of this land on which we are meeting, the Wadjuk people of the Noongar nation. The City pays its respects to the Aboriginal Elders past, present and always, and to extend that respect to any Aboriginal people in the room.

PRESENT:

Cr S Peter (Chair)
Cr P A Hetherington (Deputy Chair)
Mayor R Butterfield
Cr M S Silver

APOLOGIES:

Cr S J Mosey
Mr S Linden (Independent Member)
Cr J Keogh

OBSERVERS:

Cr L Sargeson

IN ATTENDANCE:

Mr P Sanders	A/Chief Executive Officer
Mr J Lyon	Executive Director Corporate Services
Mr P Balley	Executive Director Technical Services
Mr M Hnatojko	Executive Manager Corporate Finance
Mr A Sheik	Assistant Director - OAG
Mr H Badshah	Manager KPMG
Ms M Bell	Head of City Legal
Ms P Davis	Audit Lead
Mr R Pryce	Manager Corporate Strategy and Performance (Teams)
Mrs A Owen-Brown	Executive Assistant Corporate Services

Note:

The Audit Committee is a formally appointed committee of council responsible to that body and does not have any power or duty from the Council. As the matters discussed may be of a sensitive and confidential nature which, if disclosed could reasonably be expected to impair the effectiveness of the audit process, the Audit Committee meetings are closed to the public.
– Council resolution CS53/10/2020 refers.

*“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 City Audit Committee Meeting held on 12 March 2025 be confirmed.

Moved Cr S Peter

MOTION CARRIED

4/0

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CITY AUDIT COMMITTEE

11 JUNE 2025

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1.1 - EXTERNAL AUDIT PLAN 2024/25

WARD : ALL
FILE No. : M/332/25
DATE : 23 May 2025
REF : MH
RESPONSIBLE : Executive Director
MANAGER : Corporate Services

In Brief:

- The Office of the Auditor General and KPMG will attend the meeting to present and take questions regarding the External Audit Plan for 2024/25.
- Recommend that Council endorse the External Audit Plan for 2024/25.

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 (Leadership)

Legal Implications

- *Local Government (Audit) Regulations 1996*
- *Australian Accounting Standards.*

Council Policy/Local Law Implications

Nil.

Budget/Financial Implications

Nil - the costs of the External Audit for 2024/25 are allowed for in the Annual Budget

Consultation

- KPMG/OAG.

BACKGROUND

Annually, the external auditors provide an audit plan and strategy document to the City at the commencement of the audit process. The plan intends to provide the City with the audit focus areas, the procedures to be employed over those areas, deliverables and timelines.

DETAILS OF PROPOSAL

The Audit Plan has identified seven (7) key focus areas for the audit. A number of them are the same as every year. The 7 key focus areas are:

- Infrastructure Assets
- Revenue Recognition
- Rehabilitation Provision
- Employee Costs and Provisions
- Contracts and Procurement
- IT General Controls and Systems
- Management override of controls.

The interim audit commenced in late May with the year end audit procedures commencing early October.

Apart from the City's annual financial statements, the audit program includes the expenditure on Roads to Recovery, Local Roads and Community Infrastructure funding, Deferred Pensioners Statement and the Statements of Income and Expenditure for Anstey Keane and North Forrestdale Development Contribution Plans.

The timeline of the upcoming audit anticipates an OAG sign off by the end of November 2025. In order to achieve this timeline it requires regular discussions between the KPMG Engagement Team, the OAG and City Officers. Last financial year 2023/24 year sign off was achieved mid December 2024.

CONCLUSION

The objective of the annual External Audit Plan is to provide the City with the key audit focus areas and the audit risk assessment to be employed during the audit. The procedures performed during the audit will enable KPMG/OAG to assess whether the financial statements for the City present fairly the City's financial position as at 30 June 2025.

ATTACHMENTS

1. City of Armadale Audit Plan - FY 2025 - *This matter is considered to be confidential under Section 5.23(2) (c) of the Local Government Act, as the matter relates to a contract entered into or which may be entered into by the City of Armadale*

Committee Discussion

*Committee discussed the Rehabilitation Provision noted on page 11 of the attached Audit Plan and requested that this be identified as the **Landfill** Rehabilitation Provision.*

RECOMMEND

CA1/6/25

That Council endorse the External Audit Plan 2024/25.

Moved Cr R Butterfield
MOTION CARRIED

4/0

***1.2 - OUTCOMES OF AUDIT - DEVELOPMENT CONTRIBUTION PLAN RESERVE
ACCOUNTS 2023/24***

WARD : LAKE
RANFORD
FILE No. : M/252/25
DATE : 16 April 2025
REF : RS
RESPONSIBLE : Executive Director
MANAGER Corporate Services

In Brief:

- This report presents the Independent Auditor's Report relating to the City's Development Contribution Reserve Accounts for the financial year ended 30 June 2024.
- It is recommended that the Council notes the unqualified (clear) Development Contribution Reserve Audit Reports.

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, but it is noted that the City's Development Contribution Plans (DCPs) provide funding to the City for staff costs associated with administering the City's DCPs.

Strategic Implications

- 1.2.3 Provide for a diverse range of active and passive recreational pursuits within the City.
- 1.3.1 Ensure the equitable provision of Community Facilities throughout the City.
- 2.5.1 Ensure the City's planning framework is modern, flexible, responsive and aligned to achieving the outcomes of the Strategic Community Plan and Corporate Business Plan.

Legal Implications

- *Local Government Act 1995*
- *Planning and Development Act 2005*
- *Planning and Development (Local Planning Schemes) Regulations 2015*
- Town Planning Scheme No. 4
- WAPC's State Planning Policy 3.6 – Infrastructure Contributions
- Australian Accounting Standards
- International Financial Reporting Standards.

Council Policy/Local Law Implications

Nil.

Budget/Financial Implications

Through the City's Development Contribution Plan frameworks, contributions are collected from landowners which constitute an external source of capital funding for the development of essential facilities and infrastructure that provide benefits to the respective DCP areas of North Forrestdale (Piara Waters and Harrisdale) and Anstey Keane (Forrestdale).

Consultation

- External Auditor, KPMG
- Public consultation of the DCP annual reviews in accordance with Town Planning Scheme No. 4 (TPS 4).

BACKGROUND

The City has prepared its Annual Income and Expenditure Statements for the year ending 30 June 2024, in accordance with the Australian Accounting Standards and the requirements of TPS 4 and the Western Australian Planning Commission's State Planning Policy No. 3.6 – Infrastructure Contributions (SPP 3.6).

Part 5A 7.2 of TPS 4 provides that the local government is to make available an audited annual statement of accounts for the relevant development contribution area as soon as practicable after the audited annual statement of accounts becomes available.

The purpose of SPP 3.6 is to set out the principles and requirements that apply to the establishment and collection of infrastructure contributions in new and established areas. The monitoring and reporting requirements set out in the Policy provide that infrastructure costs should be reviewed at least annually to ensure the cost contributions are keeping pace with actual costs of infrastructure. In addition to TPS 4, this includes the requirement for an audited annual statement of accounts for each DCP reserve account in accordance with the monitoring and reporting requirements set out in Section 3.5 of the SPP 3.6 Guidelines.

It is important that Local Governments involved with the administration of DCPs have good processes to collect, maintain, and spend these contributions to ensure the funds are appropriately spent.

The financial statements were delivered to the City's external Auditors, KPMG in August 2024. The audit field work was subsequently conducted, and the Certified Audited Statements were finally issued by KPMG on 8 April 2025.

DETAILS OF PROPOSAL

The Certified Annual Income and Expenditure Statements are attached to this report. The two statements relate to the North Forrestdale DCP 3 Reserve Account and the Anstey Keane DCP 4 Reserve Account, with each reserve account operating independently.

COMMENT

The audited statements provide an instructive snapshot of income and expenditure cash flows within each of the DCP Reserve Accounts across the previous financial year and the closing reserve account balances assist the City with planning for the funding and delivery of important CAPEX works as part of the City's Long Term Financial Plan.

The external auditor has confirmed that income and expenditure reported in each of the reserve account statements appear reasonable and there were no misstatements identified which required correction.

It should be noted that the audited statements are included in reporting to Council via Development Services Committee as part of annual reviews undertaken of the DCPs. The audited statements are also published on the City's website as it is important for the City to be able to demonstrate to developers that the collection and expenditure of development contribution income is undertaken in a responsible and transparent manner.

CONCLUSION

External Auditors, KPMG, undertook an audit of the Development Contribution Plan Statement of Income and Expenditure for North Forrestdale DCP 3 Reserve Account and the Anstey Keane DCP 4 Reserve Account for the year ended 30 June 2024 in accordance with Western Australian Planning Commission's State Planning Policy No. 3.6 – Infrastructure Contributions. The unqualified (clear) audit reports have been provided to the Audit Committee for noting and will be uploaded onto the City's website for compliance and transparency purposes.

ATTACHMENTS

1. [↓](#) DCA03 NF Audit 2024 Statement with Signed KPMG Audit report
2. DCP NF Audit Clearance Letter
3. DCA04 AK Audit 2024 Statement with Signed KPMG Audit report
4. DCP AK Audit Clearance Letter

RECOMMEND

CA2/6/25

That Council notes KPMG's unqualified audit reports for the Development Contribution Plan Statement of Income and Expenditure for North Forrestdale DCP 3 Reserve Account and the Anstey Keane DCP 4 Reserve Account for the year ended 30 June 2024.

Moved Cr Silver

MOTION CARRIED

4/0

2.1 - RISK MANAGEMENT POLICY REVIEW

WARD : ALL

FILE No. : M/338/25

DATE : 26 May 2025

REF : AO/RP

RESPONSIBLE : Executive Director
MANAGER Corporate Services

In Brief:

- The revised Risk Management Policy is presented for endorsement, following endorsement by SOHAG.
- Recommend that City Audit Committee endorse the Risk Management Policy for approval by Council.

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

Aspiration 4 - Leadership

Outcome 4.1 - Strategic Leadership and Effective Management

Objective 4.1.3 - Develop organisational frameworks to achieve consistency, transparency and clarity of decision making processes.

Corporate Business Plan

Action 4.1.3.1 - Deliver the Governance and Risk Improvement Program (GRIP) & mature the Risk Management System.

Legal Implications

Local Government Act 1995 (WA)

Local Government (Audit) Regulations 1996

r.17. CEO to review certain systems and procedures

- 1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
 - (a) risk management; and*
 - (b) internal control; and*
 - (c) legislative compliance.**
- 2) The review may relate to any or all of the matters referred to in sub regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.*
- 3) The CEO is to report to the audit committee the results of that review.*

Council Policy/Local Law Implications

This Policy establishes Council's commitment to risk management, consistent with ISO 31000:2018 – Risk Management.

Budget/Financial Implications

Nil.

Consultation

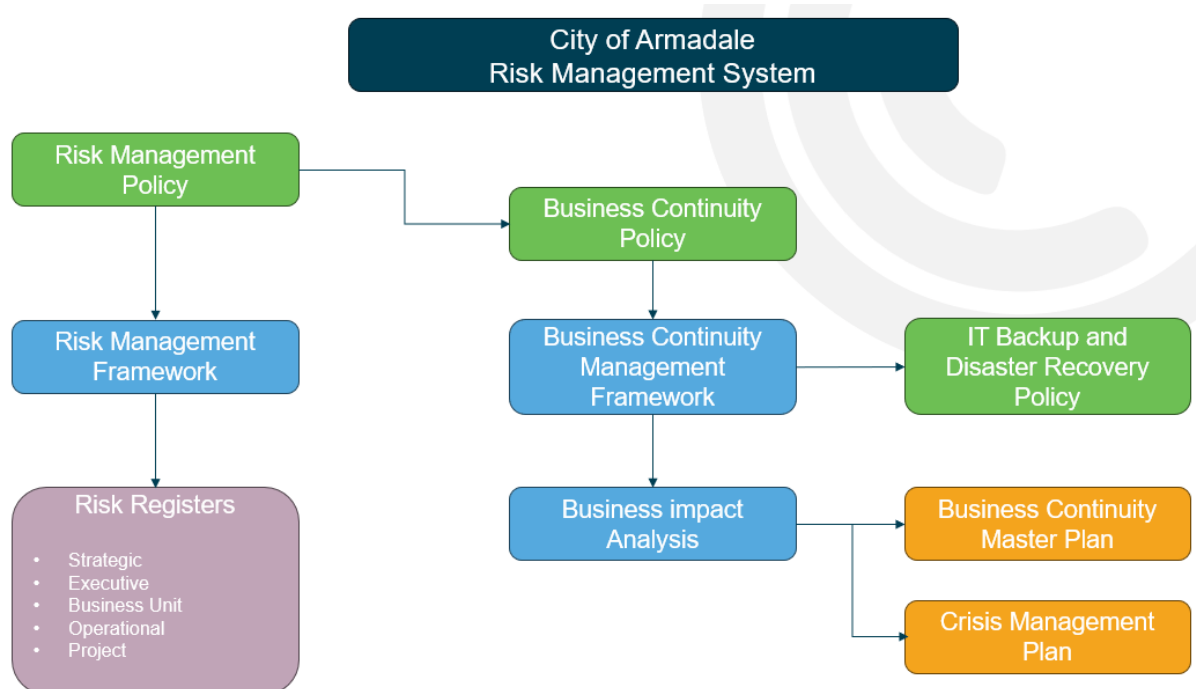
- Council – Workshops 30 September 2024 and 11 February 2025
- Executive Leadership Team (ELT)
- Strategy and Performance Team
- City Legal Team.

BACKGROUND

Effective risk management at the City of Armadale requires regular review of the key components of the City's risk management system, mainly, the Risk Management Policy and the Risk Management Framework. These documents guide the City's approach to identifying, assessing, managing, and reporting risk.

The Risk Management Policy sets out the high-level direction from Council on how the City should approach risk. It establishes the principles and rules under which risk is governed, including the City's risk appetite. The Risk Management Framework translates this direction into practical guidance for administration, outlining processes and responsibilities to ensure risks are managed in accordance with Council's expectations.

The relationship between these documents and the broader risk management system is illustrated below:



A key element of the Risk Management Policy is the City's risk appetite, defined as the amount and type of risk the City is willing to accept or pursue in achieving its objectives. Council sets the high-level risk appetite through a series of risk appetite statements, which are then operationalised by Management through specific risk assessment criteria in the Framework.

As part of this review, the City's risk appetite has been expanded to include additional risk categories, developed in consultation with Council. The risk appetite statement categories are proposed as follows:

- Natural Environment
- Work Health and Safety
- Emergency Management
- Reputation
- Governance
- Legal and Compliance
- Financial Health
- Services
- Infrastructure Assets
- Technology and Data
- Heritage and Culture
- Partnerships
- Investment and Economic Development.

Regular reviews of the Policy and Framework are essential to ensure their continued relevance and effectiveness, particularly following significant changes in the risk landscape or major risk events. This commitment to continuous improvement ensures the City's risk management practices remain fit for purpose and resilient to emerging challenges.

The requirement to review and update the Risk Management Policy also stems from:

- The CEO's Report on Audit Regulation 17, tabled on 16 March 2023 (commonly referred to as the "Regulation 17 Report"), and
- The 2024/25 Corporate Business Plan (CBP) Action 4.1.3.1 – Deliver the Governance and Risk Improvement Program (GRIP) and mature the Risk Management System.

Attached to this report are:

- The current Risk Management Policy (Comparison Draft)
- A revised Risk Management Policy
- Updated and expanded Risk Appetite Statements for Council's consideration.

DETAILS OF POLICY

The attached Policy follows a review of the City's existing Risk Management Policy aimed at:

- Strengthen alignment between the Policy, Council's Vision, and the City's Strategic Objectives, promoting a more objective-centric approach to risk management;
- Clarify roles and responsibilities related to risk management across the organisation;
- Clearly articulate the purpose and intent of the Policy; and
- Enhance the articulation of the City's risk appetite through clearly defined Risk Appetite Statements.

This review has been undertaken:

- In response to recommendations outlined in the Regulation 17 Report
- With reference to relevant international standards, including ISO 31000:2018 – Risk Management and ISO 22301:2019 – Business Continuity
- In consultation with the Executive Leadership Team (ELT), with feedback incorporated into the draft
- In collaboration with Council through a series of workshops to inform the refinement of the Policy and development of the Risk Appetite Statements
- Endorsed by the Standing Order House Advisory Group (SOHAG) and recommended for formal consideration by the City Audit Committee (CAC) following the change of the draft risk appetite category “Infrastructure Assets” from “Opportunistic” to “Balanced”.

The revised Policy has also been reformatted using the City’s updated Policy template.

COMMENT

The attached revised Risk Management Policy is an important component in sustaining and maturing the City’s overall Risk Management Framework. Within the City’s Risk Management Framework, the Policy provides direction from the highest level, providing direction across the organisation. A key component of this Policy is the risk appetite, which Council has reviewed as part of the Policy. It sets the foundation for a consistent, transparent, and accountable approach to managing risk, aligned with both legislative requirements and best practice. Adoption of this Policy will ensure that the City can meet the expectations of the Regulation 17 Report and support the effective implementation of the City’s Governance and Risk Improvement Program (GRIP).

The review and update of the Policy have been guided by the following considerations:

- Addressing high-priority actions from the Regulation 17 Report – The revised Policy directly supports the delivery of key risk management recommendations, particularly those deemed high priority.
- Alignment with broader Regulation 17 outcomes – In addition to the Policy, the review is aligned with ongoing updates to the Risk Management Framework, ensuring an integrated and consistent risk management system.
- Compliance with current standards – The Policy has been updated to reflect the requirements and terminology of ISO 31000:2018 – Risk Management and ISO 22301:2019 – Business Continuity, improving the City’s compliance with contemporary best practices.
- Improved readability and clarity – Grammatical and formatting changes have been made to enhance the clarity and accessibility of the document for all users across the organisation.
- Terminology consistency – Updates have been made to ensure alignment with strategic language used in the Council’s Vision and the City’s Objectives, reinforcing the Policy’s relevance and application.
- Defined Risk Appetite Statements – A key addition to the Policy is the inclusion of clearly defined Risk Appetite Statements, Council has reviewed these as part of the Policy review process and they will support informed, transparent decision-making and provide greater consistency in how risk is understood and managed throughout the organisation.

Together, these updates ensure the Policy remains a practical and strategic tool for embedding a culture of risk awareness, accountability, and resilience within the City of Armadale.

OPTIONS

1. CAC recommend the attached draft Policy be presented to Council.
2. CAC recommend the attached draft Policy be presented to Council with changes.
3. CAC recommend Officers further review the document/policy.

CONCLUSION

The revised Risk Management Policy will continue to strengthen the City's risk management practices. It reflects Council's strategic direction, aligns with contemporary risk standards, and addresses key recommendations arising from the Regulation 17 Report. Through clearer articulation of roles, responsibilities, and risk appetite, the Policy will provide a strong foundation for consistent and effective risk management across the organisation.

The revised Risk Management Policy has been endorsed by SOHAG and further endorsement by the CAC will not only ensure compliance with legislative and audit requirements but also support the City's broader objective to enhance governance, decision-making, and resilience in the face of emerging risks.

Council's consideration and adoption of the revised Risk Management Policy is recommended.

ATTACHMENTS

1. Risk Management Policy - 2025 Comparison Draft
2. Risk Management Policy - 2025 Draft
3. Risk Appetite 2025 - Risk Management Policy - Attachment A

RECOMMEND

CA3/6/25

That the Draft Risk Management Policy – 2025 be adopted.

Moved Cr P A Hetherington
MOTION CARRIED

4/0

COUNCILLORS' ITEMS

Nil.

MEETING DECLARED CLOSED AT 7.37PM

CITY AUDIT COMMITTEE		
SUMMARY OF ATTACHMENTS		
11 JUNE 2025		
ATT NO.	SUBJECT	
1.2 OUTCOMES OF AUDIT - DEVELOPMENT CONTRIBUTION PLAN RESERVE ACCOUNTS 2023/24		
1.2.1	DCA03 NF Audit 2024 Statement with Signed KPMG Audit report	
1.2.2	DCP NF Audit Clearance Letter	
1.2.3	DCA04 AK Audit 2024 Statement with Signed KPMG Audit report	
1.2.4	DCP AK Audit Clearance Letter	
2.1 RISK MANAGEMENT POLICY REVIEW		
2.1.1	Risk Management Policy - 2025 Comparison Draft	
2.1.2	Risk Management Policy - 2025 Draft	
2.1.3	Risk Appetite 2025 - Risk Management Policy - Attachment A	

The above attachments can be accessed from the Minutes of the City Audit Committee meeting of 11 June available on the City's website

CITY OF ARMADALE

MINUTES

OF DEVELOPMENT SERVICES COMMITTEE HELD IN THE COMMITTEE ROOM, ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON MONDAY, 16 JUNE 2025 AT 7:00PM.

Official Opening and Acknowledgement Of Country read by Cr J Keogh

The City respectfully acknowledges the Traditional Custodians of the land upon which we are meeting tonight, the Wadjuk people of the Noongar nation and pay my respects to the Aboriginal Elders past, present and always, and to extend that respect to any Aboriginal people in the room.

PRESENT:

Dr C M Wielinga(Chair)
Cr M Silver (Deputy Chair)
Mayor R Butterfield
Cr J Keogh
Cr L Sargeson
Cr G J Smith
Cr S Mosey (*Deputy to Cr S Stoneham*)

APOLOGIES:

Cr S Stoneham
Cr S Peter JP

OBSERVERS:

Nil

IN ATTENDANCE:

Mr P Sanders	Executive Director Development Services
Mr J Lyon	Executive Director Corporate Services
Ms D Dagostino	Manager Health Services (<i>left 7.10pm</i>)
Mrs N Mathieson	Executive Assistant Development Services

PUBLIC:

Nil

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 Development Services Committee Meeting held on 19 May 2025 be confirmed.

Moved Cr L Sargeson

MOTION CARRIED

7/0

ITEMS REFERRED FROM INFORMATION BULLETIN - ISSUE 8 - JUNE 2025

No items were raised for report or further investigation.

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DEVELOPMENT SERVICES COMMITTEE

16 JUNE 2025

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1.1 - POLICY REVIEW - OCCUPATION OF A CARAVAN OTHER THAN AT A CARAVAN PARK

WARD : ALL

FILE No. : M/323/25

DATE : 9 June 2025

REF : DD

RESPONSIBLE : Executive Director
MANAGER Development Services

In Brief:

- This report details the review of Council Policy – Occupation of a Caravan other than at a Caravan Park which was prompted by amendments to the *Caravan Parks and Camping Grounds Regulations 1997* in September 2024.
- In May 2024, Council reviewed and amended the existing Occupation of a Caravan other than at a Caravan Park Policy (D7/5/24 refers), however further changes are now required, and this is proposed to occur via a new Policy title.
- Recommend that Council:
 1. Adopt the draft Temporary Accommodation Policy.
 2. Revoke the Occupation of a Caravan other than at a Caravan Park Policy.

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

1.2 Improve Community Wellbeing

1.2.4 Facilitate the delivery of health and wellbeing programs and services within the community.

Corporate Business Plan 2023/24 – 2026/27

1.2.4.1 Implement Community Health and Wellbeing Plan

Community Health and Wellbeing Plan 2021-2024

- 11.2.2.2 Implement the City's statutory responsibilities for providing health protection for the community, as legislated by the *Public Health Act 2016*, *Food Act 2008*, *Tobacco Products Control Act 2006*, *Environmental Protection Act 1986* and the *Health (Miscellaneous Provisions) Act 1911*, subsidiary legislation and local laws.

Legal Implications

1. *Caravan Parks and Camping Grounds Act 1995*
2. *Caravan Parks and Camping Grounds Regulations 1997*

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

Nil

Consultation

1. Planning Services
2. Building Services
3. City Legal
4. Executive Leadership Team
5. Standing Order House Advisory Committee

BACKGROUND

On 1 September 2024, the Department of Local Government, Sport and Cultural Industries introduced amendments to the *Caravan Parks and Camping Grounds Regulations 1997*, extending local governments approval powers to allow temporary accommodation on private land for up to 24 months.

It was intended that the changes would streamline the application process for temporary accommodation approvals on private land, cut red tape and offer more flexibility for local governments.

Previously, local governments could only provide approvals for a maximum of three months, or up to 12 months if the proposed arrangement was in a caravan and the person had a building or demolition permit. Standard camping approvals for longer than three months required a separate application to the Minister for Local Government.

The City currently has a Council Policy – Occupation of a Caravan other than at a Caravan Park, which outlines the circumstances as to when the City will approve camping on private land for more than three days, being:

1. Visitors to the occupier of a house for up to 28 consecutive days provided that the caravan is used in conjunction with the sanitary and ablution facilities of the house.
2. Owner/s of land where a current building permit is in force for up to 12 consecutive months provided that the caravan is occupied in association with construction of a

new house on the land, the land is zoned as General Rural or Rural Living, and the caravan is provided with adequate sanitary and ablution facilities connected to an approved onsite wastewater system.

All other applications to occupy a caravan other than at a caravan park are to be considered on their individual merits by Council.

In May 2024, Council reviewed and amended its policy (D7/5/24 refers), and in September 2024, the Regulations were updated. Given the current policy does not cater for the amendments to the Regulations a further review was required.

This report provides an overview of the review of the policy which highlights the implications the amendments have on City operations.

DETAILS OF PROPOSAL

This report proposes to revoke the existing Occupation of a Caravan other than at a Caravan Park Policy and replace it with a new renamed Temporary Accommodation Policy, given the extensive amendments. The policy name aligns with terms used by the Department of Local Government, Sport and Cultural Industries and other local governments.

The draft Temporary Accommodation Policy has been prepared to meet the following objectives:

1. Guide the application and approval of temporary accommodation (greater than five days) for a maximum of 24 consecutive months, where health, safety and hygiene requirements are in place.
2. Ensure the applicant has a legal right to occupy the land on which the temporary accommodation is proposed.
3. Acknowledge the option for a renewal of an application following the expiry of a permit.

COMMENT

In July 2024, the WALGA State Council proposed a new advocacy position, suggesting that “tiny homes on wheels” could offer an alternative and affordable housing option to assist in addressing the housing shortage. However, between July and August 2024, no further consultation occurred with local government authorised officers responsible for implementing the legislative reform. On 22 August 2024, the Department of Local Government, Sport and Cultural Industries announced amendments to the *Caravan Park and Camping Ground Regulations 1997*, which took effect on 1 September 2024.

Following the announcement, media coverage created confusion within the community by frequently using the term “tiny homes on wheels” which is not clearly defined under the Regulations. The Department of Local Government, Sport and Cultural Industries advises on their website that “*Local governments are encouraged to avoid the tiny home phrase and, dependent on the nature of its design, refer to the dwelling either as a caravan, a camp or a building.*”

Since the amendments took effect, the City has received a significant number of enquiries, primarily from residents seeking approval for “ancillary accommodation” which is controlled by the Town Planning Scheme No.4 rather than a caravan or “vehicle on wheels” which is included in the Regulations.

It is important to note that changes to ancillary accommodation have already occurred to make accommodation easier to build. This is a current option that is already open to a significant portion of the City's lots.

Differences between Caravans and Ancillary Dwellings

Caravans

- The occupation and use of a caravan on private land other than in a caravan park in governed by the *Caravan Parks and Camping Grounds Regulations 1997*.
- A caravan is defined as a vehicle that is fitted or designed for habitation. A vehicle is defined as a conveyance (other than a train, vessel or aircraft) capable of being propelled or drawn on wheels.
- A caravan is classed as a light vehicle (under 4,500kg) and is required to be licensed by the Department of Transport.
- A caravan must have wheels attached to it and maintained in such a condition that it is able to be moved under its own power or be towed within 24 hours of services attached being disconnected.
- A caravan is not considered as a “dwelling” or “building” under planning legislation/policy.

Ancillary dwellings

- The occupation and use of an ancillary dwelling on private land are controlled by the City's Town Planning Scheme No.4 and are exempt from development approval if they comply with all relevant deemed-to-comply requirements in the Residential Design Codes, including not exceeding 70m² and meeting the setback requirements within the City's Town Planning Scheme.
- Ancillary dwelling is defined as a building that is permanent, self-contained and capable of being used independently of the existing dwelling on the site. Commonly termed a “granny flat”.
- Ancillary dwelling does not have wheels attached.
- Depending on the zoning of the land, the following policies may apply:
 - WAPC's State Planning Policy 7.3 – Residential Design Codes (R-Codes)
 - WAPC's State Planning Policy 3.7 – Planning in Bushfire Prone Areas
 - Local Planning Policies including but not limited to *PLN 3.4 Outbuildings* and, *PLN 3.6 Ancillary Dwellings*.

ANALYSIS

In November 2024, planning, building, and health officers began discussions on the proposed policy amendments to establish the circumstances under which approvals would be granted, considering planning, building and health requirements.

A supporting document, *Guideline – Temporary Accommodation*, has been prepared for the application of the draft Policy. This guide is not intended to form part of the Policy but will be used as part of the supporting framework for its implementation.

SOHAG COMMENTS

The Standing Order House Advisory Committee (SOHAG) considered the draft policy at its meeting on 19 May 2025 and recommended that the draft policy be referred to the Development Services Committee for consideration.

OPTIONS

Council has the following options:

1. Adopt the draft Temporary Accommodation Policy without amendments and revoke the Occupation of a Caravan other than at a Caravan Park Policy.
2. Adopt the draft Temporary Accommodation Policy with amendments and revoke the Occupation of a Caravan other than at a Caravan Park Policy.
3. Revoke the Occupation of a Caravan other than at a Caravan Park Policy without replacement.

CONCLUSION

The amendments to the *Caravan Parks and Camping Grounds Regulations 1997* have expanded local government authority to approve temporary accommodation on private land for up to 24 months. In response, a comprehensive review of the City's existing policy was undertaken to ensure alignment with the new regulatory framework while maintaining appropriate health, safety, and amenity standards.

Given the extent of the amendments required, it is proposed that the existing *Occupation of a Caravan other than at a Caravan Park Policy* be revoked and replaced with the newly developed *Temporary Accommodation Policy*. This new policy and supporting guideline provide clarity and consistency for assessing applications, defines acceptable types of temporary accommodation, and establishes acceptable zoning requirements, site positioning, wastewater management, and facility provisions.

Adopting this policy will enable the City to effectively manage temporary accommodation approvals while ensuring public health, safety and community expectations are upheld.

ATTACHMENTS

1. [Draft Policy - Temporary Accommodation](#)
2. Current Policy - Occupation of a Caravan Other than at a Caravan Park

RECOMMEND

D1/6/25

That Council:

1. **Adopt the draft Temporary Accommodation Policy.**
2. **Revoke the Occupation of a Caravan Other than at a Caravan Park Policy.**

Moved Cr L Sargeson
MOTION CARRIED

7/0

2.1 - TRAFFIC LIGHTS ADVOCACY - ARMADALE CITY CENTRE (REFERRAL ITEM)

At the Council meeting held on 28 April 2025, Cr J Keogh referred the following matter to the Development Services Committee.

That the matter of traffic light advocacy positions be referred to the Development Services Committee.

Comment from Cr Keogh

It is my understanding that the City is currently advocating for Traffic lights to be installed on the intersections of Armadale Road and Church Avenue and Armadale Road and Orchard Avenue.

I would also like to ask for a list of intersections that the City has identified a need for traffic light installations for.

Full details of Cr. Keogh's referral have been distributed to Councillors by separate memo.

Officer Comment

The intersection of Armadale Road/Church Avenue has been the subject of various intersection options over a number of years. As part of the MetroNet's Byford Railway Extension (BRE) Project, Armadale Road was recently upgraded, including the intersection of Armadale Road/Church Avenue. Works are nearly completed, with landscaping of Minnawarra Park and other similar works still to be completed. Traffic lights are not proposed to be installed as part of the current works.

When undertaking the design for road intersection works, it is common practise to design the works having regard to the potential ultimate road design and intersection. Armadale Road/Church Avenue intersection could have several ultimate configurations:

1. Left-in/left-out only intersection – The City would not support this restriction in movements, due to loss of access and impacts on local businesses and residents accessing the City Centre.
2. Roundabout – Provides full vehicle movements, however large increase in size that would impact the significant stand of trees in the northern verge of Armadale Road and require additional widening from Minnawarra Park. Roundabouts can impact pedestrian movements.
3. Traffic lights – Traffic lights require less land area than a roundabout, therefore will have less impact on the significant stand of trees in the northern verge of Armadale Road and require less widening from Minnawarra Park. Traffic lights can provide pedestrian controlled crossings, which are more suitable than the above two options.

No works were undertaken as part of the BRE project at the intersection of Armadale Road and Orchard Avenue, with the exception of some minor paving treatments to the median.

The City does not have a list of intersections identified for future traffic light installations. The design of intersections is considered as part of the traffic assessment for individual road upgrades. Main Roads WA determine all intersection designs that include traffic light proposals and are responsible for arterial road planning and construction.

ATTACHMENTS

There are no attachments for this report.

Cr L Sargeson left the meeting, the time being 7:26 pm

Cr L Sargeson returned to the meeting, the time being 7:27 pm

RECOMMEND

D2/6/25

That Council:

- 1. Request Officers consult Council on any traffic light proposals suggested for Armadale Road.**

Moved Cr J Keogh
MOTION CARRIED

7/0

COUNCILLORS' ITEMS

Nil

EXECUTIVE DIRECTOR DEVELOPMENT SERVICES REPORT

Nil

MEETING DECLARED CLOSED AT 7.41pm

DEVELOPMENT SERVICES COMMITTEE		
SUMMARY OF ATTACHMENTS		
16 JUNE 2025		
ATT NO.	SUBJECT	
1.1	POLICY REVIEW - OCCUPATION OF A CARAVAN OTHER THAN AT A CARAVAN PARK	
1.1.1	Draft Policy - Temporary Accommodation	
1.1.2	Current Policy - Occupation of a Caravan Other than at a Caravan Park	

The above attachments can be accessed from the Minutes of the Development Services Committee meeting of 16 June 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,
17 JUNE 2025 AT 7.00PM.

OFFICIAL OPENING & ACKNOWLEDGEMENT OF COUNTRY

Read by Cr S J Mosey

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

APOLOGIES:

Cr S S Virk (Leave of Absence)

OBSERVERS:

Mayor R Butterfield
Cr J Keogh
Cr P Hetherington (Teams)

IN ATTENDANCE:

Mr P Sanders	A/Chief Executive Officer
Mr J Lyon	Executive Director Corporate Services
Mr P Balley	Executive Director Technical Services
Mr M Hnatojko	Executive Manager Corporate Services
Ms A Luobikis	Head of Service Delivery
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

Cr Sargeson

Item 1.1 List of Accounts Paid - April

Councillor Sargeson disclosed that he had an association with one of the payees on the List of Accounts Paid – April 2025. As a consequence, he advised that there may be a perception on the basis of his non-financial interests that his impartiality on the matter may be affected, but declared that he would set aside this association, consider the matter on its merits and vote accordingly.

QUESTION TIME

Nil.

DEPUTATION

Nil.

CONFIRMATION OF MINUTES

RECOMMEND

Minutes of the Corporate Services Committee Meeting held on 20 May 2025 be confirmed.

Moved Cr L Sargeson

MOTION CARRIED

7/0

ITEMS REFERRED FROM INFORMATION BULLETIN

Items in Issue No. 7

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

17 JUNE 2025

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1.1 - LIST OF ACCOUNTS PAID - APRIL 2025

Councillor Sargeson disclosed that he had an association with one of the payees on the List of Accounts Paid – April 2025. As a consequence, he advised that there may be a perception on the basis of his non-financial interests that his impartiality on the matter may be affected, but declared that he would set aside this association, consider the matter on its merits and vote accordingly.

WARD : ALL
FILE No. : M/336/25

DATE : March 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 April to 30 April 2025 as well as the credit card and fuel card statements for the month of April 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 April to 30 April 2025 is presented as an attachment to this report as well as the credit card statements for the period ended 24 April 2025 and the monthly fuel card statements for the period ended 30 April 2025.

ATTACHMENTS

1. [Download](#) Monthly Cheque and Credit Card Report - April 2025
2. Monthly Fuel Card Transactions - Period Ending 30 April 2025

RECOMMEND

CS1/6/25

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 \$11,756,477.02, cheque numbers 475 to 483, transactions 29613 to 30437 and Payrolls dated 13 April and 27 April 2025.

Credit Cards

Accounts paid totalling \$6,300.02 for the period ended 24 April 2025.

Fuel Cards

Accounts paid totalling \$15,396.34 for the month ended 30 April 2025.

**Moved Cr L Sargeson
MOTION CARRIED**

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

WARD : ALL
FILE No. : M/337/25

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

In Brief:

- This report presents the City's Monthly Financial Report for the tenth (10) month period ended 30 April 2025.
- This report recommends accepting the Financial Report for the tenth (10) month period ended 30 April 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 eighth 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.

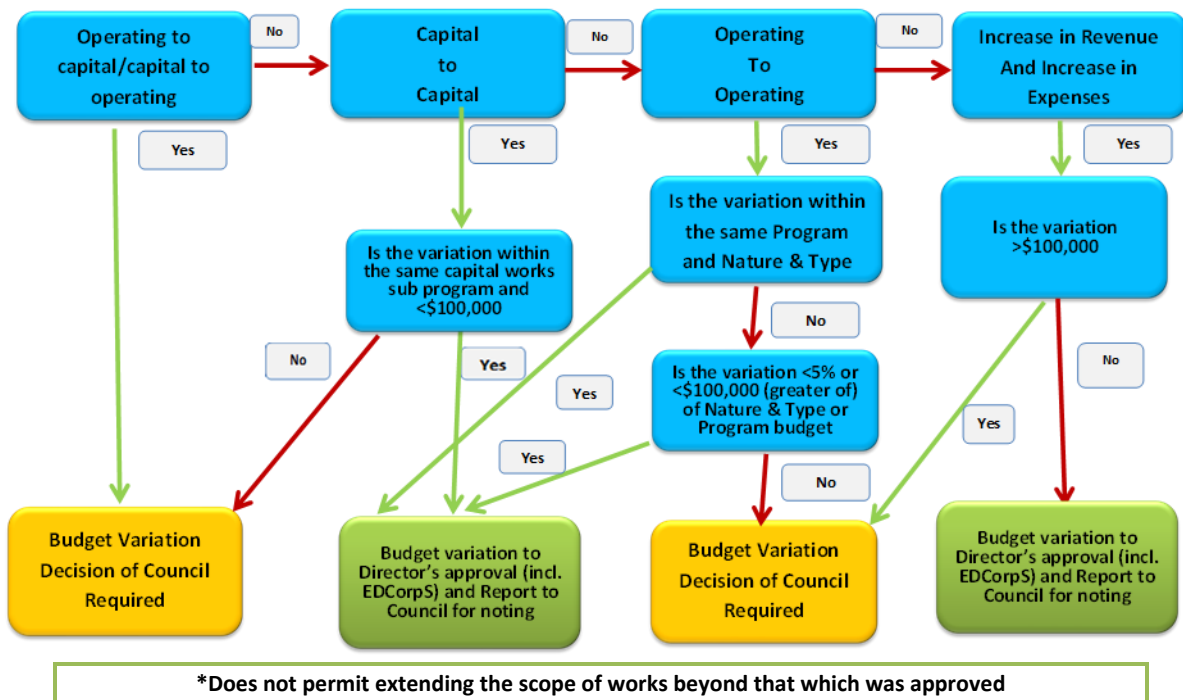
The parts are:

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 tenth (10) month period ended 30 April 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.

Capital Program Update

Included in the monthly report as an attachment is the list of the capital program as at the end for April 2025. Attachments are provided separately for projects above \$250K and projects under \$250K. At the end of April, actual spend plus commitments totalled \$28.1M.

	Budget (incl C/Fwds)	Actuals (Apr 2025)	Commitments (Apr 2025)	Total (Spend plus commitments)
Under \$250k	\$7,816,505	\$3,038,589	\$1,333,041	\$4,371,630
Over \$250K	\$48,645,217	\$5,833,579	\$17,913,423	\$23,747,002
Total	\$56,461,722	\$8,872,168	\$19,246,464	\$28,118,632

Notable Variations

The variations noted in the Attachment – *Statement of Financial Activity* present the April 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.

Amended FY25 Budget Surplus and the FY26 Annual Budget

In March this year, Council considered the FY25 budget review, adopting budget amendments that now projects a FY25 budget surplus of \$838,931.

The amended budget position was recently discussed at a budget workshop with Councillors. Councillors expressed a preference to transfer the funds to the Future Projects Reserve Fund , with a notation being provided in the Monthly Financial Statements to indicate the amount in the Future Projects Reserve Fund transferred from the FY25 Budget.

Furthermore, it was noted that Councillors will be reviewing the final budget surplus later this year, once the final position is known – likely to be around September/October. This will provide Councillors with the opportunity to determine the application of those funds.

To put this into effect, a decision of Council is required this month, which will then enable the next set of Monthly Financial Statements to be updated for the reserve transfer.

Rates Debtors

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

Apr-25		Non Pensioner							
		One Year		Two Years		Three + Years		TOTAL	
		#	\$	#	\$	#	\$	#	\$
ALL	Year One	387	500,824	132	306,871	138	411,264	657	1,218,959
ALL	Year Two				168,416		124,985		293,401
ALL	Year Three						0		0
TOTAL		387	500,824	132	475,287	138	536,249	657	1,512,360

Change from last month -26 -\$37,400 -6 -\$16,700 -17 -\$84,000 -49 **-\$138,100**

YTD Change -1,054 -\$1,759,397 -221 -\$1,102,382 -201 -\$1,625,479 -1,476 **-\$4,487,258**

A further \$138K has been collected from debtors who are currently not on payment arrangements. \$4.5M 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 reduced slightly to \$0.82M. The breakdown for the 120 day plus category is:

- \$670K is with Fines Enforcement Registry for collection
- \$36K relate to Waste commercial customers which will now be presented to Council for consideration in July
- A further \$47K relate to Planning and Building debtors, which should be collected
- A number of community organisations make up the balance.

ATTACHMENTS

1. Monthly Financial Report - April 2025
2. Capital Program - April 2025 (\$250k plus)
3. Small Balance Write Off - Rates - April 2025

Alternative Recommendation

An alternative recommendation was moved for part 3 of the Officer Recommendation as follows:

3. ***Approves a transfer to the ~~Future Projects~~ **Asset Renewal** reserve Fund of \$838,931 and requests a notation be added to the Monthly Financial Statement Report attachment, at Note 5 (Reserve Funds).***

Moved Cr S Peter

Second Cr M Silver

Opposed Cr M Hancock

MOTION LOST 1/6

RECOMMEND

CS2/6/25

That Council:

1. Pursuant to Regulation 34 of the *Local Government (Financial Management) Regulations 1996* accept the Statement of Financial Activity for the tenth (10) month period ended 30 April 2025.
2. Note that there are reportable actual to budget material variances for the year-to-date period ending 30 April 2025.
3. Approves a transfer to the Future Projects reserve Fund of \$838,931 and requests a notation be added to the Monthly Financial Statement Report attachment, at Note 5 (Reserve Funds).
4. Note the \$337.14 small rates debts written off under Delegation 1.1.22 and Sub Delegation 1.2.22.

ABSOLUTE MAJORITY RESOLUTION REQUIRED

Moved Cr M J Hancock

MOTION CARRIED

7/0

****2.1 - ANNUAL CORPORATE BUSINESS PLAN REVIEW 2025/26 - 2028/29**

WARD : ALL
FILE No. : M/340/25
DATE : 26 May 2025
REF : RP
RESPONSIBLE : Executive Director
MANAGER : Corporate Services

In Brief:

- In line with the Integrated Planning and Reporting Framework, the City's Corporate Business Plan has been reviewed and updated for accuracy and relevancy. The draft Corporate Business Plan 2025/26 to 2028/29 is presented to Council for adoption.
- This report recommends that Council, in accordance with Regulation 19DA(6) of the *Local Government (Administration) Regulations 1996*, adopts the 2025/26 – 2028/29 Corporate Business Plan as presented in the attachment to 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 is the highest level planning document, capturing the aspirations, outcomes and objectives of the Community and Council. Adoption of the revised Corporate Business Plan will achieve the following strategic direction:

Aspiration: 4 – Leadership

Outcome 4.1 – Strategic leadership and effective management

Objective 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.

Key Action and Project (KAP) 4.1.2.1 – Implement and optimise the Integrated Planning and Reporting Framework

Legal Implications

All local governments are required to produce a plan for the future under s5.56 (1) of the *Local Government Act 1995* (the Act). In accordance with s5.56(2) of the Act, a local government is to ensure that plans for the future are compliant with any regulations made about planning for the future of the district.

In accordance with Regulation 19DA of the *Local Government (Administration) Regulations 1996*, the draft Corporate Business Plan as presented to Council covers at least 4 financial years, takes into account and actions the Strategic Community Plan, and has been developed with regard to the City's resources.

The voting requirement for adoption, or modification, of a Corporate Business Plan is an absolute majority of Council.

Council Policy/Local Law Implications

Nil.

Budget/Financial Implications

Financial implications of the Corporate Business Plan actions are considered as part of the annual revision of the Long Term Financial Plan.

Consultation

- Councillors
- Executive Leadership Team
- Organisational Management Team.
- City Staff.

BACKGROUND

Section 5.56 of the *Local Government Act 1995* requires each local government ‘to plan for the future of the district’, by developing plans in accordance with the regulations. A Plan for the future under s5.56 of the *Local Government Act 1995* consists of a Strategic Community Plan and a Corporate Business Plan.

The regulatory requirements for the Corporate Business Plan stipulate that it:

- Has a minimum term of 4 financial years.
- Identifies and prioritises the principal strategies and activities the City will undertake in response to the aspirations and objectives stated in the Strategic Community Plan.
- Guides the City’s internal business planning by expressing the priority operations that are within the capacity of the local government’s resources.
- References resourcing considerations such as asset management, workforce and long-term financial planning.
- Is adopted by Council by an absolute majority.
- Is reviewed annually, as it is the main ‘driver’ for the Annual Budget.

The Corporate Business Plan has been reviewed, including a workshop with Councillors in May, and is now presented for consideration.

DETAILS OF PROPOSAL

The City’s Corporate Business Plan details Key Actions and Projects (KAPs) the City will undertake over the next four years to meet the Community’s vision for the future. The annual review provides the opportunity to assess these KAPs for relevancy, to confirm completed actions and confirm expected timelines.

Each KAP has been classified as a:

- Program: a collection of projects, usually as part of a strategy or plan.
- Project: an action that produces an output and has a defined start and finish date.
- Service: a task that occurs on an ongoing basis.

The City’s Staff, Management, and Executive Leadership Teams have reviewed all KAPs and made suggested changes. The proposed changes, generally minor in nature and were workshopped with Councillors on 27 May. Councillors made suggestions and these changes have been incorporated into the new draft Corporate Business Plan 2025/26 – 2028/29.

A summary of modifications by section follows.

CBP 24/25 Page #	Section	Updates
0	Cover	Date change
1	Armadale where country meets City	No change
2	Values	New City values
3	Contents...	No change
4	A message from the Mayor and Chief Executive Officer...	Date change Updated message from the Mayor & CEO
5	Role of the Corporate Business Plan...	No change
6	Image	No change
7-8	Our City in 2025	Capital projects financials, roads and pathways updated
9-10	Our Community Profile in 2025	2025 Demographics, and forecasts
11	Key Informing Plans and Strategies...	No change
12	Asset Management Planning	Updated assets figures
13	Risk Management	No change
14	Influencing Plans and Strategies	Updated to include newly adopted ISPs
15-16	Capital Investment 2025 – 2028	Updated capital investment figures
17-18	Key Projects Funding and Timeline: 2025/26 - 2028/29	Updated figures and timelines for 2025/26 - 2028/29
19	Our Performance	No change
20	How to use this Corporate Business Plan	No change
21-22	Aspiration 1 – Community Statement	No change
23- 30	Aspiration 1 - Community Outcomes, Objectives, Strategies, Key Actions and Projects, Responsible Area, 4 year deliverables	KAPs Updated: 10 renamed, 8 scheduling changes, and 1 (removed). Deliverables for FY29 added.
31-32	Aspiration 2 – Environment Statement	No change.
33-44	Aspiration 2 – Environment Outcomes, Objectives, Strategies, Key Actions and Projects, Responsible Area, 4 year deliverables	KAPs Updated: 10 renamed, scheduling changes, and 1 (removed). Deliverables for FY29 added.
45-46	Aspiration 3 – Economy Statement	No change.
47-54	Aspiration 3 - Economy Outcomes, Objectives, Strategies, Key Actions and Projects, Responsible Area, 4 year deliverables	KAPs Updated: 7 renamed, scheduling changes, and 2 (removed). Deliverables for FY29 added.
55-56	Aspiration 4 – Leadership Statement	No change.
57-64	Aspiration 4 – Leadership Outcomes, Objectives, Strategies, Key Actions and Projects, Responsible Area,	KAPs Updated: 7 renamed, 6 scheduling changes, and 2 (removed).

	4 year deliverables	Deliverables for FY29 added.
65-66	Financials	Updated financial numbers
67-68	Images	No change
69	Back page	No change

In addition, the worksheets that informed Councillors of the proposed changes, issued for the CBP workshop are included in attachment two, and have been updated following Councillor feedback at the workshop.

COMMENT

The Integrated Planning and Reporting process, comprising Strategic Community and Corporate Business Planning is one of the most important activities that Councillors undertake in their role. It requires a clear vision, well-informed decisions regarding strategic priorities and clear measurements of objectives and outcomes. If the processes are sufficiently resourced, robust and integrated, it will lead to Council achieving the community outcomes it desires.

A review of the Corporate Business Plan has been conducted initially through consultation with the management, executive teams, management teams, City staff and subsequently with Councillors through a workshop held on the 27 May 2025.

Concurrently, a major review of the Strategic Community Plan is being undertaken which will inform the next iteration of the Corporate Business Plan and other informing plans and strategies next year. This review is programmed to be completed by September this year.

CONCLUSION

Following a review of the City's Corporate Business Plan, incorporating the requirements of the Strategic Community Plan 2020–2030 and informed by the Long Term Financial Plan, the draft Corporate Business Plan 2025/26 to 2028/29 is presented to Council for adoption.

ATTACHMENTS

1. Corporate Business Plan Review - KAP Tables Post Council Workshop
2. Corporate Business Plan 2025-26 - 2028-29

Officer Recommendation

That Council, in accordance with Regulation 19DA(6) of the Local Government (Administration) Regulations 1996, adopts the 2025/6-2028/29 Corporate Business Plan as presented in the attachment to this report.

Committee Discussion

Cr Peter moved an Alternative Recommendation. Committee discussed and voted as below.

RECOMMEND

CS3/6/25

That Council, in accordance with Regulation 19DA(6) of the Local Government (Administration) Regulations 1996, adopts the 2025/6-2028/29 Corporate Business Plan as presented in the attachment to this report, with the following amendments:

- **Add: 1.1.4.2** Consider a natural Aboriginal cultural heritage inventory for the City of Armadale
- **Add: 2.1.5.5** prioritise the preserving and improving of the eco system on City managed public land and verges in the delivery of projects and services
- **Add: 2.1.7.3** present biennial report on city's canopy cover – and include the delivery of the service in FY26 and FY28
- **Add: 2.3.1.7** develop a proposal to deliver a green infrastructure asset management plan
- **Amend 2.5.2.1** Advocate for the retention of trees in new subdivisions and development on private and public land
- **Add: 3.2.2.3** Increase bush tucker and bush medicine opportunities for visitors
- **Retain: 2.2.1.1** Advocate for larger road reservations to enable street trees in the renewal of liveable neighbourhoods and advocate to the WAPC to impose subdivision conditions for planting street trees
- **Add: 2.2.1.2** Advocate for the appropriate location of underground infrastructure to enable the planting of more trees
- **Retain: 4.3.1.5** Seek to increase the number of industrial and commercial developments in order to reduce the reliance on residential rates

ABSOLUTE MAJORITY RESOLUTION REQUIRED

Moved Cr S Peter
Seconded Cr S Mosey
MOTION CARRIED

7/0

****3.1 - ANNUAL REVIEW OF DELEGATIONS - CORPORATE SERVICES
DIRECTORATE AND OFFICE OF THE CEO**

WARD : ALL
FILE No. : M/283/25
DATE : 2 May 2025
REF : DB
RESPONSIBLE : Manager City
MANAGER Governance

In Brief:

- Section 5.46(2) of the *Local Government Act 1995* requires delegations made under the Act to be reviewed at least once annually
- Recommend that Council review and adopt the delegations 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 City's adopted Strategic Community Plan 2020-2030 contains the following relevant outcome:

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

Legal Implications

Delegations of authority are made using enabling legislation to allow Officers to exercise functions and powers that would otherwise require to be exercised by Council. Section 5.46(2) of the *Local Government Act 1995* (Act) requires delegations made under the Act to be reviewed at least once by the delegator in every financial year.

Council Policy/Local Law Implications

Nil.

Budget/Financial Implications

Nil.

Consultation

- Corporate Services Directorate.

BACKGROUND

At Council's ordinary meeting of 26 June 2023 (CS20/6/23), Council adopted new delegations of authority to the Chief Executive Officer for functions and powers of the Act.

This represented the outcome of a wide ranging assessment of the City's existing delegations, which included benchmarking 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, advice obtained from external legal service providers on particular powers and the delegable status of those powers.

Council reviewed these delegations on 24 June 2024 to ensure compliance with the Act (CS33/6/24), with minimal changes requested to what was originally adopted.

DETAILS OF PROPOSAL

Delegations for Corporate Services Directorate are presented for review for compliance with section 5.46(2) of the Act. These are presented with no changes requested, with the exception of one, detailed below:

1.1.16	Disposing of property involving land or buildings	No change requested
1.1.21	Payments from municipal and trust funds	No change requested
1.1.22	Defer, write off, grant a concession or authorise a waiver for monies owing	Change requested – see attached
1.1.23	Power to invest and manage investments	No change requested
1.1.24	Rate record amendment	No change requested
1.1.25	Agreement for payment of rates and service charges	No change requested
1.1.26	Determine due dates for rates or service charges	No change requested
1.1.27	Rate Record – Objections	No change requested

A minor amendment is requested to ‘1.1.22 Defer, write off, grant a concession or authorise a waiver for monies owing’ specifically the conditions attached to the exercise of the power, to clarify the frequency a grant of concession or waiver may be made, and to whom. This is shown marked up in the attachment.

Delegations for functions and powers allocated to the Office of the CEO are presented in the second attachment bundle, for the following:

1.1.1	Appointment of Acting Chief Executive Officer	No change requested
1.1.2	Local Government Act 1995 – legal proceedings	No change requested
1.1.16	Expressions of interest for goods and services	No change requested
1.1.17	Tenders for goods and services	No change requested
1.1.18	Panels of pre-qualified suppliers for goods and services	No change requested
1.1.29	Contract formalities	No change requested
2.1.2	Administration of City of Armadale Local Laws	No change requested

OPTIONS

Council can review and affirm the delegations as they are, reject the changes that are proposed or make changes to the functions or powers delegated.

CONCLUSION

The delegations adopted by Council are working appropriately for the City to acquit its responsibilities. Aside from the single delegation highlighted for a minor amendment, it is recommended that there is no change required to the delegations presented in the attachment to this report.

ATTACHMENTS

1. Corporate Services Directorate and Office of the CEO delegations - 2025 review

RECOMMEND

CS4/6/25

That Council:

1. For the purposes of compliance with section 5.46(2) of the *Local Government Act 1995*, review the delegations of authority contained in the attachment to this report.
2. Amend delegation of authority '1.1.22 Defer, write off, grant a concession or authorise a waiver for monies owing' as shown in the attachment to this report.
3. Authorise the Chief Executive Officer to correct any identified minor grammatical, formatting or punctuation errors to the delegations, provided the correction does not represent a change to the function or power delegated.

ABSOLUTE MAJORITY RESOLUTION REQUIRED

Moved Cr S Peter
MOTION CARRIED

7/0

4.1 - CCTV UPDATE

At the Council meeting held on 10 March 2025, Cr J Keogh referred the following matter to the Corporate Services Committee.

That the matter of a CCTV update be referred to the Corporate Services Committee.

Comment from Cr J Keogh

I would like to have an updated list of CCTV cameras run by the city.

Officer Comment

The City has provided a list of CCTV camera locations to Councillors under separate cover.

A report on CCTV Cameras at specific locations would include legal implications (*Surveillance Devices Act 1998*), policy (*ENG 18*) obligations, and financial and strategic implications.

ATTACHMENTS

There are no attachments for this report.

Officer Recommendation

Council note the Officer Comment.

Committee Discussion

Cr Joy moved the following alternative recommendation.

RECOMMEND

CS5/6/25

That Council request City Officers to keep Council updated on a quarterly basis on proposed and newly installed CCTV camera locations through the Information Bulletin.

**Moved Cr J Joy
MOTION CARRIED**

7/0

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

1. Consideration of Proposed Differential Rates 2025/26

Executive Director Corporate Services provided Councillors with an update on the process to consider differential rates following public submissions, and the application to the Department of Local Government for the Ministers approval to impose differential rates.

MEETING DECLARED CLOSED AT 8.07PM

CORPORATE SERVICES COMMITTEE		
SUMMARY OF ATTACHMENTS		
17 JUNE 2025		
ATT NO.	SUBJECT	
1.1 LIST OF ACCOUNTS PAID - APRIL 2025		
1.1.1	Monthly Cheque and Credit Card Report - April 2025	
1.1.2	Monthly Fuel Card Transactions - Period Ending 30 April 2025	
1.2 STATEMENT OF FINANCIAL ACTIVITY - APRIL 2025		
1.2.1	Monthly Financial Report - April 2025	
1.2.2	Capital Program - April 2025 (\$250k plus)	
1.2.3	Small Balance Write Off - Rates - April 2025	
2.1 ANNUAL CORPORATE BUSINESS PLAN REVIEW 2025/26 - 2028/29		
2.1.1	Corporate Business Plan Review - KAP Tables Post Council Workshop	
2.1.2	Corporate Business Plan 2025-26 - 2028-29	
3.1 ANNUAL REVIEW OF DELEGATIONS - CORPORATE SERVICES DIRECTORATE AND OFFICE OF THE CEO		
3.1.1	Corporate Services Directorate and Office of the CEO delegations - 2025 review	

The above attachments can be accessed from the Minutes of the Corporate Services Committee meeting of 17 June available on the City's website

CHIEF EXECUTIVE OFFICER’S REPORT

23 JUNE 2025

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1.1 - COUNCILLORS INFORMATION BULLETIN - ISSUE NO 9/2025

WARD : ALL
FILE No. : M/82/25
DATE : 19 June 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. 9/2025 to be received by Council

The following general information and memorandums were circulated in Issue No 9/2025 on 19 June 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

CEO4/6/25

That Council acknowledge receipt of Issue 9/2025 of the Information Bulletin.



ORDINARY MEETING OF COUNCIL
MONDAY, 9 JUNE 2025

MINUTES

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CITY OF ARMADALE

MINUTES

OF ORDINARY COUNCIL MEETING HELD IN THE COUNCIL CHAMBERS,
ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON MONDAY, 9
JUNE 2025 AT 7.00PM.

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Mayor Butterfield, declared the meeting open at 7:02pm.

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.

The Mayor welcomed former Mayor and Freeman of the City Spike Fokkema to the meeting.

Recording and Live Streaming of Proceedings

Welcome everyone, including those viewing online as our Council meeting is live-streamed.

Recordings of Council Meetings must not be copied, republished or reproduced without City permission. The recording will be a permanent record and remain available for you to view online

Please be aware that individuals could be held personally liable if your comments are defamatory.

Statements made during Council meetings are solely those of the person making them. Nothing expressed at Council Meetings can be attributed to the City, unless adopted by a Council resolution.

The Confirmed Minutes will be the official record of our meeting.

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

PRESENT:

Her Worship, Mayor R Butterfield presided over

Deputy Mayor, Cr J Keogh
Cr J Joy JP
Cr K Kamdar
Cr S Peter JP
Cr L Sargeson
Cr P A Hetherington
Cr M J Hancock
Dr C M Wielinga
Cr K Busby
Cr G J Smith

River Ward
River Ward
Ranford Ward
Ranford Ward
Palomino Ward
Palomino Ward
Heron Ward
Heron Ward
Minnawarra Ward
Minnawarra Ward

Cr M Silver	Lake Ward
Cr S S Virk	Lake Ward
Cr S J Mosey	Hills Ward
Cr S Stoneham	Hills Ward

IN ATTENDANCE:

Mr P Sanders	A/Chief Executive Officer
Mr J Lyon	Executive Director Corporate Services
Mr P Balley PhD	A/Executive Director Technical Services
Mr R Porter	A/Executive Director Community Services
Ms J Cranston	Executive Assistant Community Services

Public: 3

LEAVE OF ABSENCE:

Nil

APOLOGIES:

Nil

**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 Hancock and Cr Virk

Request for leave of absence received from:

- Cr M Hancock for the period Monday 7 July 2025 to Wednesday 13 August 2025 inclusive, and
- Cr S Virk for the period Monday 16 June 2025 to Thursday 3 July 2025 inclusive.

MOVED Dr C M Wielinga

That Council grant leave of absence to:

- Cr M Hancock for the period Monday 7 July 2025 to Wednesday 13 August 2025, inclusive (includes 3 Ordinary Council meetings – 14 July, 28 July and 11 August 2025), and
- Cr S Virk for the period Monday 16 June 2025 to Thursday 3 July 2025, inclusive (includes 1 Council meeting – 23 June 2025).

MOTION not opposed, DECLARED CARRIED

15/0

FOR: Mayor Butterfield, Cr Keogh, C J Joy, Cr Kamdar, Cr Peter, Cr Sargeson, Cr Hetherington, Cr Hancock, Dr Wielinga, Cr Smith, Cr Busby, Cr Silver, Cr Virk, Cr Mosey, Cr Stoneham

6 PETITIONS

Nil

7 CONFIRMATION OF MINUTES

7.1 PREVIOUS ORDINARY COUNCIL MEETING
HELD ON 26 MAY 2025.

MOVED Cr S Stoneham that the Minutes of the Ordinary Council Meeting held on 26 May 2025 be confirmed as a true and accurate record.

MOTION not opposed, DECLARED CARRIED 15/0

FOR: Mayor Butterfield, Cr Keogh, C J Joy, Cr Kamdar, Cr Peter, Cr Sargeson, Cr Hetherington, Cr Hancock, Dr Wielinga, Cr Smith, Cr Busby, Cr Silver, Cr Virk, Cr Mosey, Cr Stoneham

8 ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

1. Mayor's Announcements

Tuesday 27 May 2025

Attended the National Reconciliation Week breakfast held at the Champion Centre. Cr's Smith and Hetherington also attended. This year's theme is 'Bridging Now to Next'. According to Reconciliation Australia, "this theme reflects the ongoing connection between past, present and future. At a time when Australia faces uncertainty in its reconciliation journey, this theme calls on all Australians to step forward together."

Attended the Launch of Humans of Armadale 2025 held at the Kelmscott Hall. Cr's Smith, Mosey, Hetherington and Deputy Mayor Keogh also attended. Based on the famous Humans of New York, Humans of Armadale tells the individual stories of dozens of Armadale residents. These stories demonstrate diversity, courage, resilience and the power of connecting with others. Twenty-two City of Armadale residents nominated to share stories of their volunteering experience for the new, 2025 edition.

Saturday 31 May 2025

Attended the formal opening of the Southern Districts Rifle Club at the Gleneagles Range, Bedfordale along with Minister Reece Whitby and Hugh Jones MLA.

Friday 6 June 2025

Attended the Pride of Workmanship Awards at Honeyeater House. Local employers, managers, and small business owners were invited to nominate an employee or business to receive recognition for their "can-do attitude" and taking pride in their work.

The Rotary Club of Armadale holds an annual event known as the Pride of Workmanship Awards, which recognises employees who demonstrate a genuine commitment to their work and believe in the mantra of "Do it once - do it well". This year's event was held in partnership with the Armadale Chamber of Commerce. Councillors Smith, **Sargeson** and Kamdar also attended.

**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 3 June 2025.

MOVED Cr Silver that the report be received.

MOTION not opposed, DECLARED CARRIED

15/0

FOR: Mayor Butterfield, Cr Keogh, C J Joy, Cr Kamdar, Cr Peter, Cr Sargeson, Cr Hetherington,
Cr Hancock, Dr Wielinga, Cr Smith, Cr Busby, Cr Silver, Cr Virk, Cr Mosey, Cr Stoneham

BUSINESS ARISING FROM REPORT

Recommendation C1/6/25 - Parties to the Licence of Brian O'Neill Reserve Community
Centre - Reserve 5247, Lot 29 on Deposited Plan 222071

MOVED Cr K Busby

That Council:

1. Notes that Waterwheel Community Shed Inc. have withdrawn their request for development of a community garden and corresponding request to the extend the licenced area.
2. Pursuant to section 18(7) of the *Land Administration Act 1997*, authorise the Chief Executive Officer to obtain the approval of the Minister for Lands for the purpose of –
 - (a) disposal of a portion of Reserve 5247, Part Lot 29 on Deposited Plan 222071, Brian O'Neill Memorial Reserve Community Centre to the Waterwheel Community Shed Inc. by way of licence in accordance with section 3.58 of the *Local Government Act 1995* and regulation 30(2)(b) of the *Local Government (Functions and General) Regulations 1996*;
3. Terminates the existing user licence with Roleystone Community Men's Shed Inc. granted by Council on 12 July 2021 (C22/7/21) on the day the licence agreement is executed by the parties.
4. Does not proceed with a licence with Armadale Community Men's Shed.
5. Endorse the key terms as outlined below and in accordance with section 9.49A of the *Local Government Act 1995*, authorise the Mayor and Chief Executive Officer to execute the licence document on behalf of the local government and apply the City's Common Seal; and

Licensee	Waterwheel Community Shed Inc.
Licensed Area	<p><u>Land</u> Portion of Reserve 5247, Lot 29 on Deposited Plan 222071 being the whole of the land comprised in Crown Land Title Volume LR3009 Folio 196.</p> <p><u>Licensed Premises</u> The community facility constructed on the land and known generally as the Brian O'Neill Memorial Reserve Community Centre, including all structures, alterations, additions and improvements therein and adjoining car park as shaded in blue on the plan annexed hereto as Annexure 1.</p>
Term	Two (2) years.
Commencement	The date on which the last party executing the licence executes the licence.
Rent	\$50.00 per annum plus GST per annum, payable annually in advance.
Insurance	Licensee to be responsible for Public Liability Insurance and Workers Compensation Insurance to the value of \$20 Million.
Licensee responsibilities	<p>Cost of all claims resulting from the group's activities that fall within the City excess on building insurance (currently \$5,000 per incident);</p> <ul style="list-style-type: none"> Insurance for any property or equipment owned by the licensee; Insurance for community groups hiring spaces.
Outgoings	Licensee to be responsible for normal outgoings for occupied premises.
Maintenance	In accordance with the Maintenance Schedule outlining City and Occupant responsibilities.
Permitted Purpose	Community Shed and uses reasonably ancillary thereto.
Additional Terms	<ul style="list-style-type: none"> City to retain responsibility for the bio-waste and potable water systems under normal and compliant operations. Licensee to be responsible for any costs, which are not considered ordinary maintenance costs. Notwithstanding subclause 4.2(1)(c) (Outgoings), the Licensee will only be responsible for eighty percent (80%) of outgoings related to electricity charges including but not limited to meter rents and the cost of installation of any meter(s) or wiring and the Licensor will be responsible for the remaining twenty percent (20%) of such electricity charges. Notwithstanding subclause 4.2(1)(c) (Outgoings), the Licensor will deduct from the electricity charges an amount equivalent to the Licensor's cost of running the bore, to be determined by the Licensor. The Licensee agrees to provide to the Licensor: <ul style="list-style-type: none"> a copy of the Licensee's audited annual statement of accounts for each year; advice of any changes in its office holders during the Term; and

	<ul style="list-style-type: none">- any other information on the Licensee reasonably required by the Licensor• The Licensee agrees that it will not materially change its rules of association under the Associations Incorporations Act 2015.
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6. Authorise the Chief Executive Officer to undertake any additional administrative actions required to give effect to Council's resolution.

MOTION not opposed, DECLARED CARRIED

15/0

FOR: Mayor Butterfield, Cr Keogh, C J Joy, Cr Kamdar, Cr Peter, Cr Sargeson, Cr Hetherington, Cr Hancock, Dr Wielinga, Cr Smith, Cr Busby, Cr Silver, Cr Virk, Cr Mosey, Cr Stoneham

Recommendation C2/6/25 - Annual Review of Delegations - Community Services Directorate

MOVED Cr Silver

That Council:

1. For the purposes of compliance with section 5.46(2) of the *Local Government Act 1995*, section 10AB(2) of the *Dog Act 1976* and section 47 of the *Cat Act 2011*, reviews the delegations of authority contained in the attachment to this report;
2. Amends delegation of authority '1.1.7 Dealing with confiscated, impounded or uncollected goods', as attached; and
3. Authorise the Chief Executive Officer to correct any identified minor grammatical, formatting or punctuation errors to the delegations, provided the correction does not represent a change to the function or power delegated.

MOTION DECLARED CARRIED BY AN

ABSOLUTE MAJORITY RESOLUTION OF COUNCIL 15/0

FOR: Mayor Butterfield, Cr Keogh, C J Joy, Cr Kamdar, Cr Peter, Cr Sargeson, Cr Hetherington, Cr Hancock, Dr Wielinga, Cr Smith, Cr Busby, Cr Silver, Cr Virk, Cr Mosey, Cr Stoneham

10.2 TECHNICAL SERVICES COMMITTEE MEETING

Report of the Technical Services Committee held on 4 June 2025.

MOVED Cr K Busby that the report be received.

MOTION not opposed, DECLARED CARRIED

15/0

FOR: Mayor Butterfield, Cr Keogh, C J Joy, Cr Kamdar, Cr Peter, Cr Sargeson, Cr Hetherington, Cr Hancock, Dr Wielinga, Cr Smith, Cr Busby, Cr Silver, Cr Virk, Cr Mosey, Cr Stoneham

BUSINESS ARISING FROM REPORT

Recommendation T1/6/25 - Conference Attendance - Road Safety Conference - 20 - 23
October 2005

MOVED Cr S Stoneham

That Council Nominate Councillor S Stoneham and Councillor L Sargeson as a delegate/s to the 2025 Road Safety Conference.

MOTION not opposed, DECLARED CARRIED 15/0

FOR: Mayor Butterfield, Cr Keogh, C J Joy, Cr Kamdar, Cr Peter, Cr Sargeson, Cr Hetherington,
Cr Hancock, Dr Wielinga, Cr Smith, Cr Busby, Cr Silver, Cr Virk, Cr Mosey, Cr Stoneham

Recommendation T2/6/25 - Buildings and Fleet Carbon Footprint and Corporate Greenhouse
Action Plan Update

MOVED Cr K Busby

That Council note the contents of this report, providing an update on the implementation of the 2020/21 to 2029/30 Corporate Greenhouse Action Plan and the achievement of the CEO KPI in relation to the carbon footprint of Buildings and Fleet.

MOTION not opposed, DECLARED CARRIED 15/0

FOR: Mayor Butterfield, Cr Keogh, C J Joy, Cr Kamdar, Cr Peter, Cr Sargeson, Cr Hetherington,
Cr Hancock, Dr Wielinga, Cr Smith, Cr Busby, Cr Silver, Cr Virk, Cr Mosey, Cr Stoneham

Recommendation T3/6/25 - Heritage Signage (Referral Item)

MOVED Cr K Busby

That Council:

- 1. Direct the CEO to request that Main Roads Western Australia, the asset owner, remove the old assets and replace them with new ones.**
- 2. If the asset owner refuses to update the assets, the City requests their permission to remove and replace the assets.**

MOTION not opposed, DECLARED CARRIED 15/0

FOR: Mayor Butterfield, Cr Keogh, C J Joy, Cr Kamdar, Cr Peter, Cr Sargeson, Cr Hetherington,
Cr Hancock, Dr Wielinga, Cr Smith, Cr Busby, Cr Silver, Cr Virk, Cr Mosey, Cr Stoneham

Recommendation T4/6/25 - Annual review of delegations - Technical Services Directorate

MOVED Cr K Busby

That Council:

- 1. For the purposes of compliance with section 5.46(2) of the *Local Government Act 1995*, reviews the delegations of authority contained in the attachment to this**

report; and

2. Authorise the Chief Executive Officer to correct any identified minor grammatical, formatting or punctuation errors to the delegations, provided the correction does not represent a change to the function or power delegated.

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

15/0

FOR: Mayor Butterfield, Cr Keogh, C J Joy, Cr Kamdar, Cr Peter, Cr Sargeson, Cr Hetherington,
Cr Hancock, Dr Wielinga, Cr Smith, Cr Busby, Cr Silver, Cr Virk, Cr Mosey, Cr Stoneham

10.3 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

15/0

FOR: Mayor Butterfield, Cr Keogh, C J Joy, Cr Kamdar, Cr Peter, Cr Sargeson, Cr Hetherington,
Cr Hancock, Dr Wielinga, Cr Smith, Cr Busby, Cr Silver, Cr Virk, Cr Mosey, Cr Stoneham

BUSINESS ARISING FROM REPORT

Recommendation CEO1/6/25 - Executive Director Technical Services - Appointment

This matter was dealt with under "Item 14 – Matters Requiring Confidential Consideration".

Recommendation CEO2/6/25 - Leasing: Armadale Library - Armadale Central Shopping
Centre

This matter was dealt with under "Item 14 – Matters Requiring Confidential Consideration".

Recommendation CEO3/6/25 - Councillors Information Bulletin - Issue No 8/2025

MOVED Cr G J Smith

That Council acknowledge receipt of Issue 8/2025 of the Information Bulletin.

MOTION not opposed, DECLARED CARRIED

15/0

FOR: Mayor Butterfield, Cr Keogh, C J Joy, Cr Kamdar, Cr Peter, Cr Sargeson, Cr Hetherington,
Cr Hancock, Dr Wielinga, Cr Smith, Cr Busby, Cr Silver, Cr Virk, Cr Mosey, 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**

Nil

14 MATTERS REQUIRING CONFIDENTIAL CONSIDERATION

MEETING CLOSED TO PUBLIC

MOVED Cr Hancock that that the meeting be closed to members of the public as the items to be discussed related to the following confidential items.

Motion Carried (15/0)

Meeting declared closed at 7:15pm. Members of the public left the meeting.

Moved Cr Peter that Standing Orders be suspended (Clause 9.5-Limitation of Number of Speeches and 9.6 - Limitation of Duration of Speeches).

Motion Carried (15/0)

Moved Cr Keogh that Standing Orders be resumed (Clause 9.5-Limitation of Number of Speeches and 9.6 - Limitation of Duration of Speeches)

Motion Carried (15/0)

The Executive Director Corporate Services returned to the meeting at 7:39pm.

Moved Cr Busby that Standing Orders be suspended (Clause 9.5-Limitation of Number of Speeches and 9.6 - Limitation of Duration of Speeches).

Motion Carried (15/0)

Moved Cr Hancock that Standing Orders be resumed (Clause 9.5-Limitation of Number of Speeches and 9.6 - Limitation of Duration of Speeches)

Motion Carried (15/0)

MEETING OPEN TO PUBLIC

MOVED Cr Mosey that that the meeting be opened from behind closed doors.

Motion Carried (15/0)

Meeting declared open at 7:48pm. No members of the public returned to the meeting.

Recommendation CEO1/6/25 - Executive Director Technical Services - Appointment

Confidential under Section 5.23(2)(b)(c) of the Local Government Act 1995.

Discussion on this matter in an open meeting would on balance be contrary to the public interest because the matter relates to the personal affairs of a person; AND the matter relates to a contract entered into or which may be entered into by the City of Armadale.

MOVED Cr K Busby

That Council accept the recommendation in the Confidential Attachment.

MOTION not opposed, DECLARED CARRIED

15/0

FOR: Mayor Butterfield, Cr Keogh, C J Joy, Cr Kamdar, Cr Peter, Cr Sargeson, Cr Hetherington,
Cr Hancock, Dr Wielinga, Cr Smith, Cr Busby, Cr Silver, Cr Virk, Cr Mosey, Cr Stoneham

Recommendation CEO2/6/25 - Leasing: Armadale Library - Armadale Central Shopping
Centre

Confidential under Section 5.23(2)(e iii) of the Local Government Act 1995.

*Discussion on this matter in an open meeting would on balance be contrary to the public
interest because the matter if disclosed, would reveal information about the business,
professional, commercial or financial affairs of a person.*

MOVED Cr S Stoneham

That Council adopt the recommendation as outlined in the confidential report.

MOTION not opposed, DECLARED CARRIED

15/0

FOR: Mayor Butterfield, Cr Keogh, C J Joy, Cr Kamdar, Cr Peter, Cr Sargeson, Cr Hetherington,
Cr Hancock, Dr Wielinga, Cr Smith, Cr Busby, Cr Silver, Cr Virk, Cr Mosey, Cr Stoneham

15 CLOSURE

The Mayor Butterfield, declared the meeting closed at 7:49pm

MINUTES CONFIRMED THIS 23 JUNE 2025

MAYOR