



ORDINARY MEETING OF COUNCIL
MONDAY, 9 JUNE 2025

AGENDA

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AGENDA

REPORTS

COMMUNITY SERVICES COMMITTEE MEETING
HELD ON 3 JUNE 2025

TECHNICAL SERVICES COMMITTEE MEETING
HELD ON 4 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, 9 JUNE 2025

**JOANNE ABBISS
CHIEF EXECUTIVE OFFICER**

5 June 2025

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

2 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

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

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BUSINESS ARISING FROM REPORT

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Nil

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- 14.1 Chief Executive Officer's - Item 1.1 - Executive Director Technical
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- 14.2 Chief Executive Officer's - Item 1.2 - Leasing: Armadale Library -
Armadale Central Shopping Centre

15 CLOSURE

CITY OF ARMADALE

MINUTES

**OF COMMUNITY SERVICES COMMITTEE HELD IN THE COMMITTEE ROOM,
ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON TUESDAY, 3
JUNE 2025 AT 7:00PM.**

Cr Silver declared the meeting open at 7:00pm

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

PRESENT:

Cr M Silver (Chair)
Cr P A Hetherington (Deputy Chair)
Cr K Busby
Cr J Keogh
Cr S Stoneham

APOLOGIES:

Cr K Kamdar
Dr C M Wielinga

OBSERVERS:

Mayor R Butterfield
Cr L Sargeson
Cr G J Smith
Cr S J Mosey (*via Teams*)

IN ATTENDANCE:

Mr R Porter	A/Executive Director Community Services
Mr P Sanders	Executive Director Development Services
Mr J Lyon	Executive Director Corporate Services (<i>via Teams</i>)
Mr P Balley	A/Executive Director Technical Services (<i>via Teams</i>)
M C Halpin	Manager Recreation Services
Mr L Annese	Community Facilities & Recreation Coordinator
Mrs A Dunsmore	Community Facilities Officer - Agreements
Ms J Cranston	Executive Assistant Community Services

PUBLIC:

1

DISCLAIMER

As there were members of the public present, the Disclaimer for protecting Councillors and staff from liability of information and advice given at Committee meetings was read.

DECLARATION OF MEMBERS' INTERESTS

Nil

QUESTION TIME

Nil

DEPUTATION

Nil

CONFIRMATION OF MINUTES

RECOMMEND

Minutes of the Community Services Committee Meeting held on 6 May 2025 be confirmed.

Moved Cr P A Hetherington

MOTION CARRIED

5/0

ITEMS REFERRED FROM INFORMATION BULLETIN

Report on Outstanding Matters – Community Services Committee

Items referred from the Information Bulletin – Issue 7 – May 2025

None of the items from the Community Services Information Bulletin required clarification or a report for a decision of Council.

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COMMUNITY SERVICES COMMITTEE

3 JUNE 2025

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1.1 - PARTIES TO THE LICENCE OF BRIAN O'NEILL RESERVE COMMUNITY CENTRE - RESERVE 5247, LOT 29 ON DEPOSITED PLAN 222071

WARD : ALL

FILE No. : M/188/25

DATE : 14 March 2025

REF : AD/LA

RESPONSIBLE : Executive Director
MANAGER Community Services

In Brief:

- Following Council decision (C1/12/24), a workshop was held in March 2025 which covered the proposed use of the reserve, as well as addressing the organisation names: Roleystone Men's Community Shed Inc. and Waterwheel Community Shed Inc.
- Waterwheel Community Shed Inc. have withdrawn their request for the development of a community garden and request to extend the licenced area.
- Authorise the Council adopt the officers recommendation as outlined in the 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

- 1.1 A strong sense of community spirit
 - 1.1.1 Provide opportunities to connect individuals to each other and the wider community
 - 1.1.2 Build inter-dependent and resilient community groups
- 1.2 Active community life that is safe and healthy
 - 1.2.1 Recognise, value and support everyone
 - 1.2.2 Provide opportunities to improve health outcomes for everyone
- 1.3 The community has the services and facilities it needs
 - 1.3.1 Plan for services and facilities in existing and emerging communities
- 2.1 Attractive and functional public places

- 2.1.1 Deliver attractive and functional streetscapes, open spaces, City buildings and facilities
- 2.1.2 Protect and enhance the character of the City's spaces

Legal Implications

- *Local Government Act 1995*, section 3.58 –Disposing of Property
- *Local Government (Functions and General) Regulations 1996*, regulation 30(2) (b) – Dispositions of property excluded from Act
- *Land Administration Act 1997*, Part 4 – Reserves

Council Policy/Local Law Implications

Council Policy - Lease and License

Budget/Financial Implications

Nil

Consultation

1. Waterwheel Community Shed Inc.
2. Relevant City Departments
 - a. City Legal
 - b. Parks Operations

BACKGROUND

Brian O'Neill Memorial Reserve is located at 2 Waterwheel Road, Bedfordale and the reserve is Crown Land vested to the City through a Management Order (0955458). The Management Order is for the land use of "Recreation and Community Purposes" and the City has the power to lease or licence for any term not exceeding 21 years, subject to the consent of the Minister for Lands. Brian O'Neill Memorial Reserve Community Centre was built in 1985, and extended in 1994, as a purpose-built facility for the Bedfordale Volunteer Bushfire Brigade. Due to size and site constraints, Council considered the future location of the Bedfordale Bush Fire Brigade in August 2019, where it was resolved (C26/8/19) to investigate options for a new fire station site.

A part of the resolution was to consider;

- e) Potential future options for the current fire station.

In November 2020, Council endorsed (C37/11/20) Armadale Community Men's Shed Inc., and Roleystone Men's Community Shed Inc. as the preferred community groups to occupy the Brian O'Neill Memorial Reserve Community Centre at 2 Waterwheel Road, Bedfordale following the relocation of the Bedfordale Bush Fire Brigade to their new facility. Council resolved:

That Council:

1. *Authorise the Chief Executive Officer to submit a request to the Department of Planning, Lands and Heritage to amend the Management Order purpose of Reserve R5247, (known as Brian O'Neill Memorial Reserve) located at Lot 29 No. 2 Waterwheel Road, Bedfordale, from 'Bushfire Brigade Purposes & Recreation' to 'Public Recreation and Community Purposes' with a Power to Lease to facilitate the occupancy of Community Groups.*
2. *Authorise the Chief Executive Officer to lodge the required application forms and Statutory Declarations to progress Part 1 above, subject to the contamination investigation report being completed.*
3. *Endorse Armadale Community Men's Shed/Roleystone Men's Community Shed as the preferred community group to occupy the facility at 2 Waterwheel Road, Bedfordale, following its vacation by the Bedfordale Volunteer Bushfire Brigade.*
4. *Receive a further report as to:*
 - a. *Proposal for occupancy arrangements, including responsibilities for ongoing costs.*
 - b. *Scope of any proposed capital works, including a proposed funding model.*

In July 2021, Council endorsed (C22/7/21) the occupancy arrangements and responsibilities for ongoing costs for Armadale Community Men's Shed Inc. and Roleystone Men's Community Shed Inc. The peppercorn value of \$100 was split 50/50 between the two groups, with each group having to pay a rental fee of \$50.

In July 2022, Roleystone Men's Community Shed Inc. signed their licence with the City for the Brian O'Neill Memorial Reserve Community Centre. Armadale Community Men's Shed Inc. decided not to sign their respective licence primarily due to limited storage space for the amount of equipment owned as well as the distance from Armadale CBD. Officers met with Armadale Community Men's Shed to discuss solutions to the identified barriers, however, the group maintained their decision. This led to Roleystone Men's Community Shed Inc. being the sole occupants of the Brian O'Neill Memorial Reserve Community Centre.

In July 2023, Waterwheel Community Shed Inc. applied for consideration of a community garden at the premises. This was received by internal departments and initially placed on hold due to the review of the Community Garden Policy. It was also identified that the licenced area would need to be extended to allow for any approved community garden.

In December 2024, a report was presented to Council to consider the extension of the licenced area to include the grassed area to facilitate the development of a community garden at 2 Waterwheel Road, Bedfordale, where Council recommended that a workshop was to be coordinated to provide further information (C1/12/24).

The workshop was held in March 2025 and covered the proposed use of the reserve, as well as addressing organisation names: Roleystone Men's Community Shed and Waterwheel Community Shed Inc.

DETAILS OF PROPOSAL

Request for a Community Garden and Extension to Current Licenced Area

Waterwheel Community Shed Inc. have withdrawn their request for the development of a community garden and request to extend the licenced area at 2 Waterwheel Road, Bedfordale.

Parties to the Licence for Brian O'Neill Memorial Community Centre

The licence for the occupancy of Brian O'Neill Memorial Community Centre is currently between the City of Armadale and Roleystone Men's Community Shed Inc. It is proposed that the City and Roleystone Men's Community Shed Inc. mutually terminate the existing licence and the City enter into a new licence for the occupancy of Brian O'Neill Memorial Reserve Community Centre with Waterwheel Community Shed Inc. under the key terms outlined below:

Licensee	Waterwheel Community Shed Inc.
Licensed Area	<p><u>Land</u> 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	Five (5) years with a further five (5) year option.
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. • The Licensee agrees to provide to the Licensor: <ul style="list-style-type: none"> - a copy of the Licensee's audited annual statement of

	<ul style="list-style-type: none">accounts for each year;- advice of any changes in its office holders during the Term; and- 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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COMMENT

Organisation Names

Roleystone Men's Community Shed Inc. (A1015844L) and Waterwheel Community Shed Inc. (A1044295A) are two legally separate entities registered with the Department of Energy, Mines, Industry Regulation and Safety. Additionally, both of these entities have separate ABNs. Both organisations have the same office bearers, hold concurrent annual general meetings and have a similar purpose.

Roleystone Men's Community Shed Inc did not initially change their name to Waterwheel Community Shed Inc. for a variety of reasons including implications to existing grants, GST and charitable status. Officers understand that the intention was for Roleystone Men's Community Shed Inc. to be deregistered once all grants had been acquitted and once the existing licence was available for renewal.

Roleystone Men's Community Shed Inc. and Armadale Community Men's Shed Inc. first considered the name Waterwheel Community Shed Inc. when both organisations were anticipated to enter into a licence for the occupancy of Brian O'Neill Memorial Reserve Community Centre. Waterwheel Community Shed Inc. was considered to be reflective of the new facility location as it is situated on Waterwheel Road, Bedfordale. Additionally, Waterwheel Community Shed Inc's intention is to be inclusive to the entire community and shift the focus from being primarily male based. Although both organisations legally exist, the main operations and activities are conducted under Waterwheel Community Shed. It's important that the parties to the agreement are reflective of those who are conducting business at the licenced premises.

Disposition of Property

In accordance with section 3.58(5) of the Act and regulation 30(2)(b) of the *Local Government (Functions and General) Regulations 1996*, the disposition of the property (as in, a proposed licence to Waterwheel Community Shed Inc.) is a disposition that is exempt from the requirements of the Act because it is a disposition (lease, sale or otherwise dispose of) to an incorporated body the objects of which are charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature and the members are not entitled or permitted to receive any pecuniary profit from the body's transactions. Accordingly, public notice is not required to be given.

Mutually Agreeing to Terminate the Current Licence and Enter into a New Agreement Under the Same Terms as Current Licence

The City and Roleystone Men's Community Shed Inc. can mutually agree to bring the current licence to an end for the purpose of entering into a new licence under the same terms as their current licence with Waterwheel Community Shed Inc.

The current licence expires in July 2027 with a further five year option available. The termination of the current licence could take effect once the new licence with Waterwheel Community Shed Inc. is executed to ensure that there is no lapse of time between the two agreements being in effect and reducing the associated risks.

This process is contingent on both the City and Roleystone Men's Community Shed Inc. being mutually agreeable to terminate the current licence for the purposes of entering into a new licence with Waterwheel Community Shed Inc. City officers met with the group and they have indicated that they are willing to mutually terminate the licence if the terms (with a minor amendment outlined below to electricity usage) remain the same. The group would be reluctant to terminate their current licence prior to its expiry if the City were to propose significant changes to the current terms. The City is unable to terminate the agreement with Roleystone Men's Community Shed Inc. unless it is mutually agreed or there is other cause.

Agreement Terms

Term

As per the Policy – Lease and Licence, it recommended that the term of the agreement be five years (5) with a 5 year option.

Rent

It is proposed that Waterwheel Community Shed Inc would pay \$50 per annum which is consistent with the current licence with Roleystone Men's Community Shed Inc. This deviates from the Policy - Lease and Licence which states that peppercorn rent is as determined annually in the City's Schedule of Fees and Charges. Peppercorn rent is \$104 within the 2024/25 Fees and Charges.

Outgoings

The group have recently enquired about the electricity usage at the Brian O'Neil Memorial Reserve. After investigation, it has been discovered that the group are paying 100% electricity costs for the whole premises, which includes the on-site bore, which primarily services the building (responsibility of the group) but also the irrigation on the reserve (responsibility of the City). After consultation with the City's Parks Department, an estimate was provided that the irrigation of the reserve would use approximately 20% of the overall power consumption. As part of the updated key terms, it's being proposed to reflect this change in outgoings of electricity. Officers understand the group are agreeable to this proposal.

Management Order

The Management Order allows for Council to lease or licence this property for "Recreation and Community Purposes" which is consistent with the purposes of Waterwheel Community Shed Inc. and Roleystone Men's Community Shed Inc. The City will be required to apply to the Minister of Lands for approval.

OPTIONS

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 CEO 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> 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	Five (5) years with a further five (5) year option.
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

	<p>water systems under normal and compliant operations. Licensee to be responsible for any costs, which are not considered ordinary maintenance costs.</p> <ul style="list-style-type: none">• Notwithstanding subclause 4.2(1)(c) (Outgoings), the Licensee will only be responsible for eighty percent (80%) of outgoing charges 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.• 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- 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.
7. Do nothing.

CONCLUSION

Roleystone Men's Community Shed Inc. and Waterwheel Community Shed Inc. are two legally separate entities. Mutually agreeing to terminate the existing licence with Roleystone Men's Community Shed Inc. and entering into a new licence with Waterwheel Community Shed Inc. ensures that the appropriate organisation is party to the licence.

The key terms of the proposed new licence agreement with Waterwheel Community Shed Inc. are consistent with Roleystone Men's Community Shed Inc's existing licence with a minor change to outgoing charges.

Options 1, 2, 3, 4, 5 and 6 are recommended for reasons outlined in the report.

ATTACHMENTS

There are no attachments for this report.

RECOMMEND

C1/6/25

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	Five (5) Two (2) years. with a further five (5) year option.
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	Cost of all claims resulting from the group's activities that fall within the City excess on building insurance (currently \$5,000 per incident); <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 outgoing charges 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.• 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- 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.

6. Authorise the Chief Executive Officer to undertake any additional administrative actions required to give effect to Council's resolution.

Moved Cr S Stoneham, Opposed Cr J Keogh
Seconded Cr M Silver
MOTION CARRIED

3/2

****2.1 - ANNUAL REVIEW OF DELEGATIONS - COMMUNITY SERVICES
DIRECTORATE**

WARD : ALL
FILE No. : M/284/25
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.
- Delegations for *Dog Act 1976* and *Cat Act 2011* functions have a similar annual review requirement.
- 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 (in this case, *Local Government Act 1995*, *Dog Act 1976*, *Cat Act 2011*) 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* requires delegations made under the Act to be reviewed at least once by the delegator in every financial year. Similar annual review requirements exist in the *Dog Act 1976* (s. 10AB(2)) and the *Cat Act 2011* (s. 47).

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

Nil

Consultation

1. Community Services Directorate.

BACKGROUND

At Council's ordinary meeting of 12 June 2023 (C15/6/23), Council adopted new delegations of authority to the Chief Executive Officer for functions and powers of the –

- *Local Government Act 1995*
- *Dog Act 1976*
- *Cat Act 2011*.

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 10 June 2024 to ensure compliance with the Act (C16/6/24).

DETAILS OF PROPOSAL

The delegations are presented to Council for review.

An amendment is requested to delegation '**1.1.7 Dealing with confiscated, impounded or uncollected goods**' to ensure the proper authority is given to exercise the power.

Due to the wording used by the Act, where differing terms are used in order to authorise a person to perform some functions, ambiguity arises as to whether authorising a person to impound an item under section 3.39 of the Act is something that is given directly by the CEO under section 9.10(2) of the Act, or given by the local government (i.e. Council).

Advice obtained by the City’s external legal service provider noted that there are nuances between s. 9.10(2) of the Act where the CEO “...*may appoint persons...to be authorised persons for the purposes of 1 or more specified laws...*” (where the Act is one such specified law) and section 3.39 that provides “...*an employee authorised by a local government for the purpose...*”

The advice in essence is that these heads of power are not the same. The power to authorise a person under section 3.39 of the Act is a power vested in the local government, meaning a delegation to the CEO will be required to authorise persons to perform the task.

The draft delegation attached to this report details the change required.

With respect to the remainder of the delegations for Community Services Directorate, no amendments are requested from what Council adopted on 12 June 2023 and reviewed on 10 June 2024. The full list is as follows.

1.1.3	Administration of leases and licences	No change requested
1.1.5	Power of entry	No change requested
1.1.6	Declare vehicle is an abandoned vehicle wreck	No change requested
1.1.7	Dealing with confiscated, impounded or uncollected goods	Change requested – see attached
1.1.8	Disposal of sick or injured animals	No change requested
1.1.30	Appointment of Poundkeepers	No change requested
1.1.31	Free use of local government facilities	No change requested
1.1.32	Donations, community grants and requests for financial assistance	No change requested
1.1.34	Sponsorship and grant applications, agreements and acquittals	No change requested
2.1.1	Local Law Relating to Dogs – licencing and administration	No change requested
2.1.3	Local Government Property Local Law – Approve, issue and determine conditions of permits	No change requested
2.1.4	Local Government Property Local Law - administration	No change requested
5.1.1	Cat Act 2011 – administration of functions and powers	No change requested
6.1.1	Dog Act 1976 – registration functions	No change requested
6.1.2	Dog Act 1976 – dog control and enforcement functions	No change requested
6.1.3	Dog Act 1976 – administration	No change requested

OPTIONS

Council can review and affirm the delegations as they are 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 amendment, it is recommended that there is no change required to the delegations presented in the attachment to this report.

ATTACHMENTS

1. [1](#) Community Services Directorate - review of delegations

RECOMMEND

C2/6/25

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.**

ABSOLUTE MAJORITY RESOLUTION REQUIRED

Moved Cr P A Hetherington
MOTION CARRIED

5/0

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.

EXECUTIVE DIRECTOR COMMUNITY SERVICES REPORT

Nil

MEETING DECLARED CLOSED AT 7:35PM

COMMUNITY SERVICES COMMITTEE		
SUMMARY OF ATTACHMENTS		
3 JUNE 2025		
ATT NO.	SUBJECT	
2.1 ANNUAL REVIEW OF DELEGATIONS - COMMUNITY SERVICES DIRECTORATE		
2.1.1	Community Services Directorate - review of delegations	

The above attachments can be accessed from the Minutes of the Community Services Committee meeting of 3 June 2025 available on the City's website.

CITY OF ARMADALE

MINUTES

OF TECHNICAL SERVICES COMMITTEE HELD IN THE COMMITTEE ROOM,
ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON
WEDNESDAY, 4 JUNE 2025 AT 7.03PM.

OFFICIAL OPENING & ACKNOWLEDGEMENT OF COUNTRY

Read by Cr P A Hetherington

The City respectfully acknowledges the past and present traditional custodians 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 K Busby (Chair)
Cr S S Virk (Deputy Chair)
Mayor R Butterfield
Cr M J Hancock
Cr P A Hetherington
Cr J Joy JP
Cr S Stoneham (Deputy to Cr S J Mosey)

APOLOGIES:

Cr K Kamdar

OBSERVERS:

Cr J Keogh
Cr L Sargeson
Cr G Smith
Cr S J Mosey (*via Teams*)

IN ATTENDANCE:

Mr P Balley PhD	A/Executive Director Technical Services
Mr J Lyon	Executive Director Corporate Services
Mr G Taylor	Head of Environmental & Sustainability
Ms A Luobikis	Head of Service Delivery
Mr N Burbridge	Sustainability Project Manager
Ms A Lazaroo	Executive Assistant Technical 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 no members of the public were present.

DECLARATION OF MEMBERS' INTERESTS

Nil

QUESTION TIME

Nil

DEPUTATION

Nil

CONFIRMATION OF MINUTES

RECOMMEND

Minutes of the Technical Services Committee Meeting held on 5 May 2025 be confirmed.

Moved Cr M J Hancock

MOTION CARRIED

7/0

ITEMS REFERRED FROM INFORMATION BULLETIN

Outstanding Matters and Information Items

Various Items

Monthly Departmental Reports

Technical Services Works Programme

No items were raised for clarification or report.

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TECHNICAL SERVICES COMMITTEE

4 JUNE 2025

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1.1 - CONFERENCE ATTENDANCE - ROAD SAFETY CONFERENCE - 20 - 23 OCTOBER 2025

WARD : ALL

FILE No. : M/216/25

DATE : 3 April 2025

REF : NM

RESPONSIBLE : Executive Director
MANAGER Technical Services

In Brief:

- The Road Safety Conference will be held in Perth from 20 – 23 October 2025.
- The program for the conference has not yet been released.
- This report seeks nominations for Councillor attendance for the Road Safety Conference 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

- 4.1 Visionary Civic leadership and sound governance
- 4.1.3 Support the role of the elected body.
- 4.1.3.2 Facilitate appropriate training and development opportunities for Councillors.

Legal Implications

General assessment of relevant legislation (*e.g. Local Government Act 1995*) has not revealed any restrictions.

Council Policy/Local Law Implications

- Council Policy – Elected Member and CEO Professional Development
- Council Policy ADM3 – Conferences and Training
- Council Policy EM1 – Reimbursement of Councillor's Expenses

Budget/Financial Implications

Funds are available in the Elected Member Development Budget.

Registration Fees are \$1,470.00 for Early Bird registration prior to 21 July and \$1,615.00 after that date.

Consultation

Nil

BACKGROUND

The Conference is held annually across Australia with the aim of bringing together road safety stakeholders and decision makers from Australasia and international jurisdictions to facilitate collaboration and information sharing.

Nominations for Councilor attendance is requested at this Council Meeting in order to facilitate timely registrations.

DETAILS OF PROPOSAL

The Road Safety Conference 2025 program has not yet been released. Registrations open 14 April 2025 with Early Bird Discount on Conference Fees ending 21 July 2025.

<https://australasianroadsafetyconference.com.au/>

COMMENT

This conference aims to facilitate collaboration and information sharing between road safety stakeholders and decision-makers from Australasia and beyond.

CONCLUSION

The indicative content of the Road Safety Conference is assessed as being beneficial to the City, and in general relating to the long-term strategies of local government and future road safety within the City.

It should be noted that the Conference dates coincide with the 22 October, Ordinary Council Meeting (Special Council Meeting).

ATTACHMENTS

There are no attachments for this report.

T1/6/25

RECOMMEND

That Council:

Nominate Councillor S Stoneham as a delegate/s to the 2025 Road Safety Conference.

Moved Cr S Stoneham

Seconded Cr M J Hancock

MOTION CARRIED

7/0

***2.1 - BUILDINGS AND FLEET CARBON FOOTPRINT AND CORPORATE
GREENHOUSE ACTION PLAN UPDATE***

WARD : ALL

FILE No. : M/295/25

DATE : 8 May 2025

REF : NB

RESPONSIBLE : Executive Director
MANAGER : Technical Services

In Brief:

- This report provides an update on the implementation of the City of Armadale's 2020/21 to 2029/30 Corporate Greenhouse Action Plan (the Plan), with a specific focus on the Chief Executive Officer (CEO) KPI related to the update of carbon footprints associated with Buildings and Fleet.
- Most of the recommendations in the Plan have been completed or are currently in progress, with several significant initiatives delivered since the last update including the finalisation of a Climate Change Declaration and a Climate Change Emergency Declaration.
- Projections based on current market conditions indicate that the City is on track to offset Scope 1 and 2 emissions by 2030. However, this relies on the continued realisation of several assumptions, which must be monitored closely, with appropriate responsive actions implemented as needed.
- Recommend that Council note the contents of this report, which provides 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.

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 subject of this report has an impact on the following objectives of the Strategic Community Plan 2020-2030:

- 2.1 Conservation and restoration of the natural environment
- 2.1.1 Sustainability initiatives are supported and implemented throughout the City.
- 2.1.4 Minimise corporate and community carbon footprints within the City of Armadale.

Corporate Business Plan

- *2.1.4.1 – Develop for adoption by Council a Corporate Greenhouse Action Plan.*

Strategic Environmental Commitment (ENG21):

- The City of Armadale will promote environmental sustainability in accordance with section 3.1(1A) of the *Local Government Act 1995 (WA)*. This includes the need to plan for, and to plan for mitigating, risks associated with climate change.
- Minimise the City's carbon footprint.

Legal Implications

General assessment of relevant legislation (e.g. *Local Government Act 1995*) has not revealed any restrictions.

Council Policy/Local Law Implications

The City's Strategic Environmental Commitment (ENG21), aligned to the Strategic Community Plan, includes an objective to "*Minimise the City's carbon footprint*".

Budget/Financial Implications

There are no budget implications as a result of the recommendations of this report.

Consultation

- Intra Directorate

BACKGROUND

In September 2021, Council endorsed the *City of Armadale 2020/21 to 2029/30 Corporate Greenhouse Action Plan* (T55/9/21 refers) (the 'Plan'):

Council endorse the 2020/21 to 2029/30 Corporate Greenhouse Action Plan as amended with a change to the emissions reduction target to be consistent with Option 5 (Zero emissions by 2030) as described in this report.

The Plan outlines recommended abatement activities across the City's waste, building and fleet portfolios with the overarching goal of achieving net zero (Scope 1 and 2) emissions by 2030. A separate target of Net Zero Emissions is also proposed for the year 2050.

The Plan comprises 24 actions, including Action 23:

Provide an analysis to Council as part of the biennial Environmental Services report on the financial impact of achieving the carbon abatement target.

This should cover:

- *The results of updated modelling from the Solid Waste Calculator, which is influenced by the type and quantities of waste received and forecast for the Landfill Site*
- *Flare performance*
- *The spot price of Australian Carbon Credit Units, facilitating forecast income calculations*
- *Purchase price of offsets under the Climate Active scheme*

Furthermore, a Councillor item in February 2025 (T4/2/25 refers) led to the following recommendation:

1. *Request annual progress reporting on the City of Armadale Corporate Greenhouse Action Plan be provided to Councillors, commencing in Q1 of the 2026 calendar year.*
2. *Consider increasing the annual transfer into the carbon reserve for monitoring and management of a greater scope of emissions and to fund additional initiatives and on the ground projects to mitigate the footprint associated with the City's Waste, Buildings and Fleet.*

Previous forecasts estimated carbon footprints for Building and Fleet based on data captured in 2019/20. Consequently, a CEO KPI was established for 2024/25:

Acquire data capture capability to enable Carbon Reporting for Buildings and Fleet for the City with the following milestones:

- *RFQ Awarded to Consultant by March 2025*
- *Initial carbon reports for Building and Fleet by June 2025.*

This report aims provide an update on the status of the CEO KPI. As carbon accounting for Buildings and Fleet is a critical component of the Plan, it is also timely to update on the implementation of recommendation 23 and progress toward meeting the objective of the Councillor item, even though full reporting is not due until Q1 2026.

DETAILS OF PROPOSAL

Carbon Accounting

The carbon forecast underpinning the Plan, is illustrated below.

Table 1: City of Armadale Carbon Footprint

	20/21 tCO ₂	21/22 tCO ₂	22/23 tCO ₂	23/24 tCO ₂	24/25 tCO ₂	25/26 tCO ₂	26/27 tCO ₂	27/28 tCO ₂	28/29 tCO ₂	29/30 tCO ₂	Total tCO ₂
Waste*	51,335	53,068	54,726	55,294	55,846	56,382	56,902	57,406	54,645	52,023	547,627
Buildings	4,410	4,497	4,628	4,759	4,890	4,934	5,021	5,108	5,196	5,414	48,856
Fleet	203	208	214	221	227	235	240	246	251	259	2,309
Total	55,948	57,774	59,568	60,275	60,963	61,551	62,164	62,761	60,092	57,696	598,961

* Excludes the impact of the flaring projects as any Australian Carbon Credit Units generated are sold.

Over the ten-year period, the Plan projects that the City will produce circa 600,000 tonnes of CO₂-e of carbon emissions. This forecast incorporates Scope 1 (direct emissions from Waste) and Scope 2 emissions (indirect emissions from Buildings and Fleet), in accordance with the accounting methodology approved under the Plan.

Scope 1 emissions, also known as ‘direct emissions’, are released into the atmosphere as a result of activities at a facility level, from owned or controlled sources such as the Armadale Landfill and Recycling Facility (ALARF). Scope 2 emissions arise from the utilisation of purchased energy or fuel.

Council has elected not to account for Scope 3 emissions in the Plan. These are indirect emissions (other than scope 2), generated across the City’s broader operations. They occur as a consequence of organisational activities but originate from sources that are not owned or controlled by the City, as discussed further below.

Under the Plan, the carbon footprint of Municipal Solid Waste from residents is not accounted for once this is delivered to the Kwinana Energy Recovery Facility (KERF). The carbon footprint will sit with Avertas, owned by Acciona.

The methodology underpinning the original carbon forecast is as follows:

- Waste emissions: Calculated using the Federal Government Solid Waste Calculator, with inputs from the City’s weighbridge software
- Buildings: Emissions figures for 2019/20 were calculated using specialist software as a baseline, with population forecasts used to estimate emissions growth. Energy usage from bills was converted to carbon totals using Emissions Factors.
- Fleet: Calculated following the same approach as for buildings.

Scope 1 emissions, from the landfill account for approximately 91% of the City’s total emissions.

Target Options

In 2021, the Council deliberated on several options to finalise a carbon target for the period from 2020/21 to 2029/30:

Table 2: Options Considered by Council

Target	Rationale for Target
1. Emissions at 2005 Levels by 2030	2005 commonly used as a baseline year
2. 28% Reduction on 2005 Levels by 2030	Aligned to Australian National target
3. 45% Reduction on 2005 Levels by 2030	Based on IPCC publication ' <i>Special Report - Global Warming of 1.5 Degrees C</i> ', it states that 'to limit global warming to 1.5 degrees. Global net human-caused emissions of carbon dioxide would need to decrease by approximately 45% from 2010 levels by 2030, reaching 'net zero' by 2050.
4. 75% Reduction on 2005 Levels by 2030	Based on recommended Climate Council target
5. Zero emissions by 2030	Elimination of the City's carbon footprint
6. Offset Buildings and Fleet only for 2020/21 to 2029/30	Many LGs with or without Landfill Sites only have targets in relation to Buildings and Fleet.

* Federal Government National target for 2030 has subsequently changed to 43% below 2005 levels. Western Australia does not have a target for 2030.

Council endorsed Option 5: achieving Zero emissions by 2030. The plan clearly specifies that this target applies to Scope 1 and 2 emissions.

The required amount of abatement to meet this target was calculated to support a progressive and gradual reduction in carbon emissions over the period in the outlined Plan. To achieve the necessary reductions, the Plan initially estimated that 384,750tCO₂-e of offsets would be required.

Additionally, the Plan forecasts the Landfill Flaring Project would generate 69,009tCO₂-e over the life of the project. However, this cannot be counted as abatement toward reducing the City's carbon footprint, as it is assumed these assets will be sold, generating income at today's prices estimated as \$1,842,894 (analysed below).

Carbon Accounting Methodology

Although the City is not required to report under the *National Greenhouse and Energy Reporting Act 2007* (NGER Act) which sets out carbon footprint requirements, relevant guidelines are followed in accounting for Scope 1 and 2 emissions. Reporting for Scope 3 emissions is not mandatory under the Act and is not completed under the Plan.

For information purposes, over the last three years, greater clarity has been provided regarding the accounting for Scope 3 emissions, and the type of activities that should be considered for those choosing to report voluntarily. The following information is presented for completeness.

According to the Greenhouse Gas Protocol, established in 1990 to provide a consistent framework for greenhouse gas reporting, '*Scope 3 can account for over 90% of a company's total Scope 1, 2 and 3 emissions*'.

Scope 3 emissions are categorised into fifteen different types, classified as either 'upstream' or 'downstream'. Some examples are provided below:

Table 3: Scope 3 Emissions

Upstream Scope 3 Emissions	
1. Purchased Goods and Services	Extraction, production and transportation of goods and services purchased
2. Capital Goods	Extraction, production, and transportation of capital goods purchased or acquired
5. Waste generated in operations	Disposal and treatment of waste generated in the reporting company's operations in the reporting year
7. Employee Commuting	Transportation of employees between their homes and their worksites during the reporting year
Downstream Scope 3 Emissions	
12. End of Life Treatment of Sold Products	Waste disposal and treatment of products sold by the reporting company at the end of their life.
15. Investments	Operation of investments (including equity and debt investments and project finance).

Some of the Scope 3 categories are not relevant to Local Government and are primarily targeted at commercial enterprises such as manufacturers.

Monitoring and managing Scope 3 emission may be considered in the future; however, at this time, the focus remains on Scopes 1 and 2 emissions, given the level of control and the limited resources available.

Methodology to Achieve Targets

As highlighted above, the Plan initially indicated that approximately 91% of the City's carbon footprint over the duration of the Plan was attributed to ALARF, requiring the abatement of 384,750tCO₂-e (covering Scope 1 and 2 emissions - Waste, Buildings and Fleet).

Consistent with the guidance of the Climate Active Scheme, the City seeks to reduce carbon emissions where practicable and only utilises carbon offsets when necessary.

Given the significant footprint associated with ALARF, much of the focus of the Plan has been on mitigation measures at the site. However, it should be noted that various other abatement initiatives have been implemented across the City's building portfolio and community emissions, these are discussed below. Currently, a flare is installed at ALARF, as part of the Landfill Flaring Project.

This flare converts methane into carbon dioxide and is the most effective abatement mechanism. However, at its most effective, the flare has only been able to reduce approximately 20-30% of ALARF annual carbon footprint. Additionally, other practices such as green waste segregation, which prevents decomposition into the landfill and the generation of methane are employed at ALARF. The green waste is processed and returned to the site to be re-used as mulch for the community.

In the absence of the ability to completely eliminate any residual emissions through abatement, and with waste still being landfilled, the City's focus in the Plan is on offsetting the remaining carbon footprint of ALARF.

Consequently, given that flaring can only achieve limited reduction, the key strategy in achieving the targets of the Plan is for the City to purchase offsets, alongside implementing on-ground projects to reduce emissions from buildings and fleet.

The Landfill Flaring Project is registered under the Climate Solutions Fund and has the capacity to generate Australian Carbon Credit Units (ACCUs). The value of these ACCUs may increase from the current estimate of \$28.50 (used in calculations below) as 2030 approaches. The Plan forecasts that this project will generate approximately 69,009tCO₂-e over its entire lifespan.

The approach outlined in the Plan is to sell these ACCUs on the open market and use the proceeds to purchase lower-cost offsets, which are permitted under the Climate Active Scheme. These offsets are expected to be sourced from overseas projects. This approach allows the City to offset a greater portion of its carbon footprint than if the ACCUs were simply surrendered (retired for 'free' and used to reduce the City's carbon footprint).

Calculations underpinning the approach as outlined in the 2021 Plan, are highlighted as follows:

Table 4: Carbon Offsetting – Income Generated and Costs

Component	Qty Required	Price Per Unit \$	(Cost)/Revenue \$	Comments
Offsets Required	384,750	4 ¹	(1,539,000)	Required to progressively implement the target.
ACCU's Generated for Sale	69,009	15.70 ¹	834,000	Gross figure of \$1,084,000, less compliance costs (\$105,000) and other CGAP costs of (\$145,000)
Residual Funds Required			705,000	

¹ Assumed market rates prevailing for the price of ACCU's and alternative offsets.

The remaining funds required for offsets purchases (\$705,000) will be provided by municipal funds, transferred annually into a dedicated 'Carbon Reserve' at a rate of \$88,000 per annum from 2022/23 to 2029/30. This ensure sufficient funds are accumulated to purchase necessary offsets by the end of 2030.

The plan incorporates the following assumptions:

1. The operational lifespan of ALARF, and the timing of the transfer to the Kwinana Energy Recovery Facility (KERF).
2. The productivity of the Landfill Flaring Project and the projected amount of ACCUs generated (assumed 9,833tCO₂-e per annum until a project completion in December 2026 resulting in a total amount generated of 69,009tCO₂-e)
3. The 'sales price' of ACCUs and their value on the open market (\$15.70 per tonne)
4. The quantity of offsets required to eliminate the City's carbon footprint (assumed 384,750tCO₂-e)
5. The market price of offsets required (assumed \$4/tCO₂-e)

These will be revisited as part of this report.

It should be noted that, as it stands, the 'ACCU accreditation life' of landfill flaring projects, is 12 years. This means the City's will end in December 2026.

ANALYSIS

Progress on Actions of the Plan

The Plan includes 24 recommendations related to carbon mitigation climate adaptation. These recommendations are the result of a benchmarking exercise against a set of potential

initiatives, developed by Ernst and Young for WALGA. They are further enhanced by staff suggestions, and additional opportunities unique to the City.

The majority of actions are already in progress or have been completed. A summary of their status is included in Attachment One.

Key initiatives delivered include:

- Council adoption of a Climate Change Declaration and Climate Change Emergency Declaration.
- Finalisation of a new three-year contract for electricity for contestable sites (those utilising in excess of 50Mw per annum), secured from renewable sources under the WALGA Sustainable Energy Project (Phase 2).
- Successful grant application under the Community Energy Upgrade Fund for a heat pump at AFAC (\$175,000).
- Extension of the Landfill Flaring Project from 7 to 12 years, providing additional capacity to generate ACCUs
- Armadale Aquatic Centre: Implementation of a 500kW battery system, in partnership with Synergy, as part of Project Symphony, to operate in tandem with the existing 500kW solar system
- **Supporting the** installation of a 1.34Mw Community Battery system at Harrisdale Playing Field, benefitting over 500 households (also as part of Project **Jupiter**)
- Installation of renewable energy infrastructure at additional City facilities (AFAC, ALARF, Bedforddale Volunteer Bushfire Brigade, Seville Grove Library, Armadale Visitors Centre)
- Adoption and commencement of the Fleet Transition Strategy, including the installation of four AC Electric Vehicle Chargers (two at AFAC and two at the Admin Centre) and a DC charger (Admin Centre).

The combined value of solar and battery systems installed at City facilities is approximately \$1.7m, funded entirely through external funding sources such as the Local Roads and Community Infrastructure Program or Project Symphony.

Moving forward, a critical focus is the continued expansion of infrastructure associated with the Landfill Flaring Project. An annual capital budget has been allocated for this purpose, specifically for expanding well-heads and pipework. Discussions have commenced with the City's contractor, regarding how this expansion will integrate with the cover and capping of the landfill as it progresses towards its final closure. This will maximise the City's potential for generating ACCUs.

Reforecast of Carbon Footprint

With consultant support, the emissions associated with the ALARF have been reviewed and reforecast in accordance with guidance under the NGER Act. This reflects revised timelines for the commencement of deliveries to the Kwinana Energy Recovery Facility (KERF).

The updated forecasts are as follows. These include the most current figures for Buildings and Fleet, resulting from the procurement of specialist software, in line with the objectives of the CEO KPI highlighted earlier.

Table 5: Revised 2020/21 to 2029/30 Carbon Forecast

	20/21 tCO ₂	21/22 tCO ₂	22/23 tCO ₂	23/24 tCO ₂	24/25 tCO ₂	25/26 tCO ₂	26/27 tCO ₂	27/28 tCO ₂	28/29 tCO ₂	29/30 tCO ₂	Current Total tCO ₂	Previous Total tCO ₂
Waste	58,260	58,836	61,084	62,701	63,186	61,837	61,268	58,293	55,470	52,789	593,724	547,627
Buildings	8,480	5,583	4,161	4,338	4,446	4,553	4,664	4,788	4,917	5,048	50,978	48,856
Fleet*	1,326	1,530	1,898	2,066	1,946	1,846	1,746	1,646	1,546	1,446	16,996	2,309
Total	68,067	65,949	67,143	69,104	69,578	68,236	67,678	64,728	61,933	59,283	661,698	598,961

* Notional decrease of 100 tonnes per year to reflect the implementation of the Fleet Transition Strategy (Light vehicles)

Waste

Note: Waste emissions were last updated for the Council report in August 2024. They will be revised in conjunction with the upcoming update to the Strategic Waste Management Plan (currently in progress), to ensure all assumptions align with the latest site plans.

Since the finalisation of the Plan, carbon emissions associated with waste has increased from 547,627 to 593,724 tCO₂-e, due to:

- Delays in the commissioning of the KERF Plant, with increased levels of Municipal Solid Waste (MSW) deposited at ALARF.
- Updates in the Federal Government Solid Waste Calculator, which now assigns higher carbon factors to waste tonnes.
- Implementation of previous audit recommendations regarding proportional waste allocations between MSW and Construction and Demolition waste.

Buildings

Electricity supply to contestable buildings (those exceeding the 50MwH per annum threshold) is procured through the WALGA Sustainable Energy Project. As all energy is sourced from renewable providers, it does not contribute to the City's carbon footprint.

Accordingly, the Building footprint has been adjusted by deducting 18,500tCO₂-e to account for contestable sites supplied from renewable energy. The forecast also assumes similar energy supplies will remain in place for the remainder of the Plan.

These figures are now more accurate, thanks to the implementation of specialist software for recording carbon footprints. While the updated estimates show an increase compared to previous figures, this is largely offset by the procurement of renewable power energy contracts.

Fleet

More accurate figures are now included into the forecasts, resulting in a total fleet footprint of 16,996tCO₂-e. This represents a significant increase on previous estimates. These are forecast to reduce over the next five years, as a result of the implementation of the Fleet Transition Strategy for light vehicles.

Summary

The above analysis highlights that, over the course of the Plan, the City's total carbon footprint is projected to be 661,698tCO₂-e (previously 598,961tCO₂-e). This increase is mainly due to the extended use of the Landfill site and more accurate estimates in relation to the City's fleet portfolio.

The following table and graph highlight a tapered approach towards abating and offsetting against Scope 1 and 2 emissions, using the revised forecasts (note – the starting point – emissions data from 2019/20 – has been restated to reflect more accurate figures for buildings and fleet).

Table 6: Reduction in Carbon Footprint Over Time

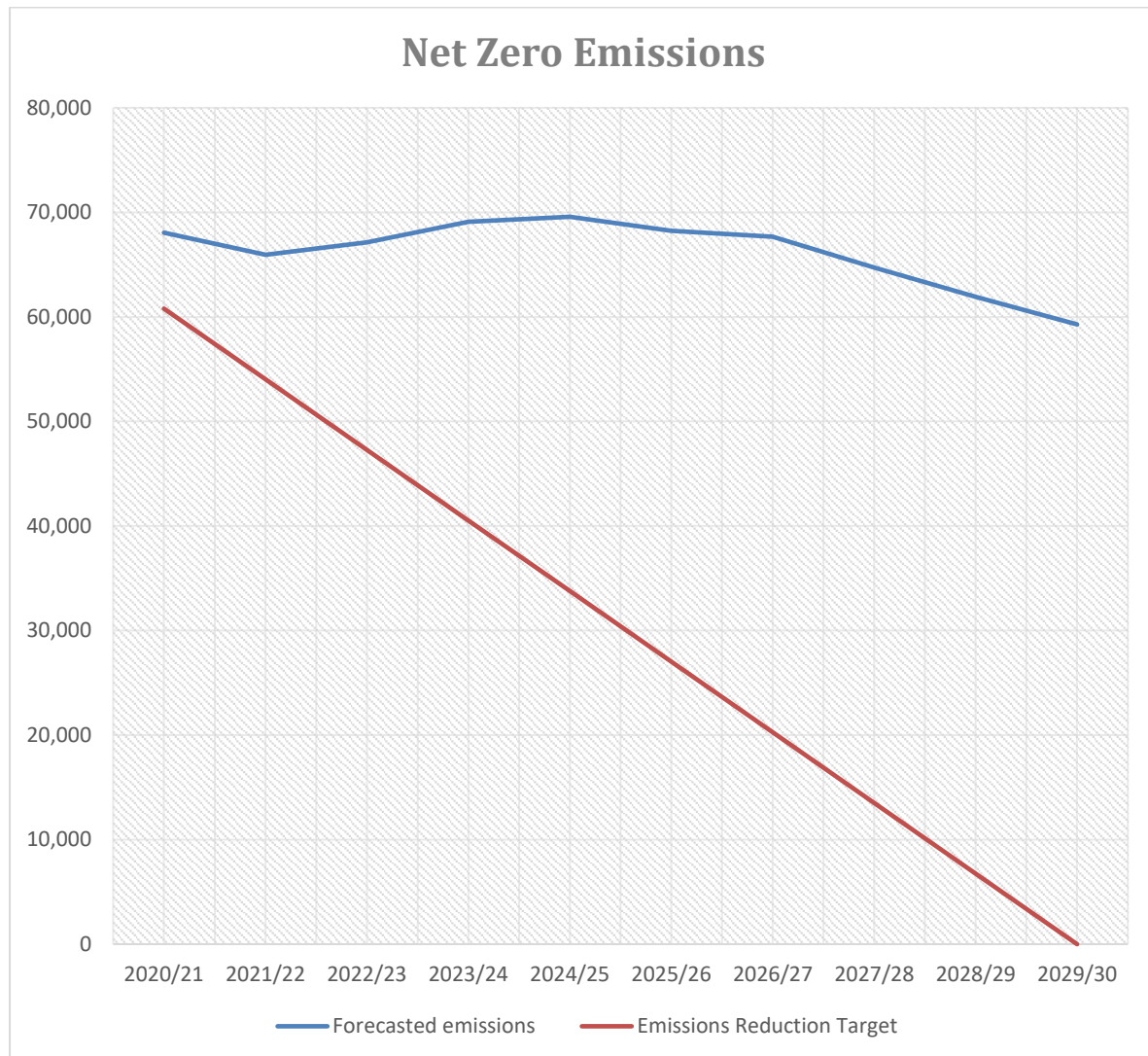
Year	Actual/Forecasted Emissions (Revised)	Emissions Reduction Target (Revised)	Annual shortfall/Offsets Required
2019/20		67,548* (Revised)	
2020/21	68,066	60,793	7,273
2021/22	65,949	54,038	11,910
2022/23	67,143	47,284	19,860
2023/24	69,105	40,529	28,576
2024/25	69,578	33,774	35,804
2025/26	68,236	27,019	41,217
2026/27	67,678	20,264	47,414
2027/28	64,727	13,510	51,217
2028/29	61,933	6,755	55,178
2029/30	59,283	0	59,283
Total Offsets	661,698	Offsets Required	357,732

* Consists of Waste – 57,918tCO₂-e, Buildings – 8,430tCO₂-e, Fleet – 1,200tCO₂-e

The starting emissions figure of 67,548 tCO₂-e is updated and reflects changes in the Federal government Solid Waste (emissions) Calculator. In addition, the results of the introduction of software to capture building and fleet carbon footprints are incorporated (this includes historical data for 2019/20). The above table highlights a progressive approach towards the achievement of the target, rather than meeting zero Scope 1 and 2 emissions just for 2029/30.

The following graph visually highlights this approach. The gap between the blue and red lines represents the amounts of offsets required in any one year.

Figure 2: Revised Graph Highlighting Net Zero Emission Trajectory



The number of offsets required is now calculated as 357,732tCO₂-e. This is different to the original projected figure of 384,750tCO₂-e.

Review of Assumptions – Income and Costs

The CGAP included the following assumptions, critical to forecasting of carbon abatement requirements and associated costs.

Table 7: Review of Assumptions

Component	Assumption	Update on Assumption	Officer comment
Landfill Flaring Project Abatement	Annual abatement of 9,833tCO ₂ -e, with a total of 69,009tCO ₂ -e generated	City currently has a balance of 43,196 units in its account. Future claims for the period June 2024 to December 2026 (2.5 year period) are anticipated. Assuming 7,500tCO ₂ -e will be generated per annum until December 2026, the total anticipated balance will be 43,196 + (2.5 years x 7,500) = 61,946tCO ₂ -e generated	Lower income/budget levels are attributable to a decrease in flare performance. Actual CO ₂ emissions (15,692 tCO ₂ -e over the past two years) were lower than the initial forecast (19,666 tCO ₂ -e).
Sales Price for ACCUs	\$15.70	Spot price c\$34.30 as at 8 April 2025 - https://coremarkets.co/resources/market-prices Consultant report suggests an achievable range of \$30-40. \$35 used as a base for forecasting, amended to \$29.75 to account for 15% broker fees.	Additional income from increased price per tonne.
Quantity of Offsets Required	384,750tCO ₂ -e	4357,732tCO ₂ -e.	Reduction in number of Offsets required – reduced cost.
Cost of Offsets	\$4 per tCO ₂ -e	\$6.50 per unit (renewable energy), used as per previous baselining report (see attached consultant's report).	Increase in price of Offsets – higher cost. Offsets will be procured from overseas.

Attachment 2 ‘Carbon Market Update’ is a consultant report analysing current carbon/offsets pricing trend, reflecting current market conditions. These factors are incorporated into the above assumptions.

The last Offsets (Compliance) Report for the Landfill Flaring Project indicates 15,692tCO₂-e of abatement generated over two years. Hence a revised assumption projects approximately 7,500 tonnes per annum of abatement generation until project completion in December 2026 (2.5 years remaining).

Based on the above analysis, a revised projection of income and costs associated with selling ACCUs, and ‘re-purchasing’ offsets is highlighted below:

Table 8: Table 3: Carbon Offsetting – Income Generated and Costs

Component	Qty tCO ₂ -e	Price Per Unit \$	(Cost)/Revenue \$	Comments
Offsets Required	357,732	6.50 ¹	(2,325,258)	Required to progressively implement the target.
ACCUs Generated for Sale	61,946	29.75	1,842,894	May increase in advance of 2030.
Residual Funds Required			(482,364)	

1. Renewable Energy – Verra, Gold Standard – overseas sourced.

As a result, the residual funding requirement remains within the original reserve projection of \$705,000, assuming the City purchases offsets at the lowest available price (i.e. a worst-case scenario).

The Plan recommended a ‘Carbon Reserve’ to cover the \$705,000 cost. This reserve will receive an annual allocation from municipal funds of \$88,000 (from 2022/23 to 2029/30) to meet the residual fund needs.

This funding arrangement remains adequate, however, it is highly susceptible to market fluctuations, changes in waste management practice at the landfill site, and evolving waste carbon accounting methodologies. Additionally, it is dependent on the City's ability to purchase lower cost overseas offsets.

As stated in the Plan, all assumptions regarding pricing are subject to prevailing market forces and must be subject to regular review going forward.

Potential for Expert Assistance

In response to the previous update to Council on the implementation of the Plan, \$130,000 was allocated for the provision of external expertise on the following matters:

1. Assessing the feasibility and potential financial impacts of accounting for Scope 3 emissions (including major projects for example) and understanding how this might impact targets and costs.
2. Investigating the extent to which LGs across Australia account for Scope 3 emissions and waste emissions, and whether these are incorporated into their targets.
3. Exploring the potential to account for carbon sequestration undertaken by the City (such as planting activities etc).
4. Providing clear guidance on the pathways to achieve 'Carbon Neutrality' and/or 'Net Zero' in accordance with Science Based Targets Corporate Net Zero Standard, including rules around public reporting.
5. Identifying opportunities to implement an internal carbon pricing mechanism in relation to projects and initiatives.
6. Projecting future prices of ACCUs with guidance on when the City might need to sell them, considering factors such as vintage of ACCUs, and any other relevant considerations.
7. Developing an Offsets Strategy that considers for example:
 - The City's financial constraints
 - The existing and projected stock of ACCUs from the Landfill Flaring Project.
 - A prioritisation framework for offset purchases, based on factors such as geographical origin, type (e.g. renewable energy vs carbon sequestration).
 - 'Pipeline' projects that may become available in the near future; and
 - Identifies a potential 'cocktail' of offsets, and net financial cost of the proposed approach.
8. Identifying the resources required (internal and external) to deliver on the initiatives proposed.

Officers have issued a Request for Quotation to a comprehensive list of suppliers to complete the above analysis. However, all but one declined to respond, and the respondent was deemed non-compliant.

Feedback has suggested that the scope of works is very comprehensive and/or too broad. Consequently, Officers will be re-drafting the scope for a re-issue to market.

The above components will be refined and prioritised to maximise the potential for a high-quality supplier to be engaged. Consequently, the focus will be on items 1, 6, 7 and 8.

Sale of Australian Carbon Credit Units

The Climate Active scheme in Australia provides guidance for entities seeking to become carbon neutral and/or reduce their carbon footprint. This includes regulations regarding which carbon credits/offsets may be used.

The ‘vintage’ of an offset indicates the year in which they are created. The City’s current portfolio of Australian Carbon Credit Units is highlighted below:

Table 9: City of Armadale ACCU Portfolio

ACCU Quantity – tCO₂-e	Vintage
7,094	2018/19
20,410	2023/24
15,692	2024/25

Climate Active have engaged consultants to review and update the technical standards, including the consideration of potential changes to the eligible vintage year for offsets. This could involve aligning the allowable vintage closely with the reporting year, potentially maintaining a maximum age of seven years.

It is anticipated that revised guidance on vintage could be implemented within the next 18-24 months. Consequently, there is a risk that unless the City sells 7,094tCO₂-e of ACCU’s during this period, these credits may become worthless. At the rates of approximately \$29.75 per ton, this represents a potential value of around \$210,000.

During the approval of the City’s CGAP, Council previously recognised that the oldest vintage ACCUs should be sold first on the voluntary market (Recommendation 6):

“Council authorise the sale to the Voluntary Market of surplus carbon credits (7,094tCO₂-e) and those generated in the period 20 June 2020 to 13 December 2021.”

The sale of these credits has not previously occurred due to a recognised need to receive further expert advice on the timing of a sale, as highlighted in the August 2024 report to the Technical Services Committee. This has worked to the City’s advantage due to a significant increase in the value of ACCU’s over time. However, the potential change in the Climate Active rules means that the sale of these is now a necessity.

As highlighted above, additional studies (‘Potential for Expert Assistance’) are planned to determine optimal timing for the sale of the remaining ACCUs, including those generated after 2021.

Therefore, Officers within the Sustainability team will collaborate with City’s Governance Team to coordinate and manage the sale of 7,094 of the City’s ACCUs in the upcoming financial year.

All income from the sale of ACCUs will be credited into the Carbon Reserve, in accordance with Recommendation 24 of the CGAP, which involves creating a dedicated fund to ring-fence carbon credit income, facilitate the purchase of carbon offsets, and support the implementation of the Corporate Greenhouse Action Plan 2020/21 to 2029/30.

OPTIONS

Option 1

Council notes 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.

Option 2

Council notes 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, and requests amendments.

CONCLUSION

The City of Armadale Corporate Greenhouse Action Plan 2020/21 to 2029/30 was approved in September 2021. It includes 24 recommendations focused on carbon abatement and climate adaptation. It is founded on a strategy to achieve Net Zero Scope 1 and 2 emissions by 2030.

This report provides an update on the implementation of the recommendations of the Plan and updates the City's carbon forecast to the end of 2029/30. It also addresses a CEO KPI related to the carbon footprint of the City's Buildings and Fleet, as well as Council's request for an update on the implementation of the Plan.

The majority of the actions in the Plan are complete or in progress.

Table 9: Summary of Progress – Recommendations Corporate Greenhouse Action Plan

No. of Recommendations	Completed	In Progress	To Be Commenced
24	9	9	6

The City's strategy of selling ACCUs, generated by the Landfill Flaring Project, to fund the 're-purchase' of a large volume of lower cost offsets remains a viable approach for achieving the City's target. However, this strategy is highly subject to fluctuating market conditions and the approach to waste management at the landfill site.

Accordingly, Option 1 is recommended.

Committee Discussion

Committee discussed amongst other matters, scope 1, 2 and 3 items, the quality of the offsets, whether offsets could be Australian offsets and what the implications are for the NetZero 2030 strategy. Committee were advised that the Carbon Rebaselining project will review and assess offset options, which will assist Council in a further review of the NetZero 2030 strategy.

ATTACHMENTS

1. [Progress on Actions of the Corporate Greenhouse Action Plan - June 2025 Report](#)
2. [Everclime - Carbon Market Update](#)

RECOMMEND

T2/6/25

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.

**Moved Cr S S Virk
MOTION CARRIED**

7/0

3.1 - HERITAGE SIGNAGE (REFERRAL ITEM)

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

That the matter of Heritage Signage be referred to the Technical Services Committee.

Comment from Cr J Keogh

Could the city please provide an update as to when the heritage signs across the city will be refurbished, particularly the ones around the Kelmscott town centre.

Officer Comment

The signage referred to is not owned by the City of Armadale and is therefore not recorded in the City's Asset Register. Ownership is held by Main Roads Western Australia (MRWA), with the signage having originated from a joint initiative between MRWA and Tourism WA in the 1980s.

The assets have been visually inspected onsite and are considered to be in poor condition. Officers will seek MRWA permission to remove the signage due to their condition and investigate whether the asset owner will replace the assets. Should the asset owner refuse to replace the assets, Officers will seek their permission to replace the assets.

ATTACHMENTS

There are no attachments for this report.

Officer Recommendation

That Council request Officers seek MRWA permission to replace signage.

COMMITTEE RECOMMENDATION

T3/6/25

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.**

**Moved Cr K Busby
MOTION CARRIED**

7/0

****3.2 - ANNUAL REVIEW OF DELEGATIONS - TECHNICAL SERVICES
DIRECTORATE**

WARD : ALL
FILE No. : M/285/25
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

N/A

Decision Type

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

Officer Interest Declaration

Nil.

Strategic Implications

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

1. Technical Services Directorate.

BACKGROUND

At Council's ordinary meeting of 12 June 2023 (T2/6/23 refers), 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 10 June 2024 to ensure compliance with the Act (T4/6/24 refers), with no changes requested to what was originally adopted.

DETAILS OF PROPOSAL

Delegations for Technical Services Directorate pertaining to functions of the Act exercised by Technical Services Directorate are presented for review in accordance with section 5.46(2) of the Act. No changes have been requested to any of these instruments. The delegations are –

1.1.9	Closing certain thoroughfares to vehicles	No change requested
1.1.10	Reserves under control of the local government	No change requested
1.1.11	Obstruction of footpaths and thoroughfares	No change requested
1.1.12	Public thoroughfare - dangerous excavations	No change requested
1.1.13	Requirement to construct, repair or remove crossing	No change requested
1.1.14	Private works on, over or under public places	No change requested
1.1.35	Particular things local governments can do on land that is not local government property	No change requested

The delegations are attached to this report.

OPTIONS

Council can review and affirm the delegations as they are, 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. On this basis it is recommended that there is no change required to the delegations presented in the attachment to this report.

ATTACHMENTS

1. [↓](#) Delegations for Review - Technical Services Directorate

RECOMMEND

T4/6/25

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.**

ABSOLUTE MAJORITY RESOLUTION REQUIRED

**Moved Cr R Butterfield
MOTION CARRIED**

7/0

COUNCILLORS' ITEMS

Nil

EXECUTIVE DIRECTOR TECHNICAL SERVICES REPORT

Nil

MEETING DECLARED CLOSED AT 7.38 pm

TECHNICAL SERVICES COMMITTEE		
SUMMARY OF ATTACHMENTS		
4 JUNE 2025		
ATT NO.	SUBJECT	
2.1	BUILDINGS AND FLEET CARBON FOOTPRINT AND CORPORATE GREENHOUSE ACTION PLAN UPDATE	
2.1.1	Progress on Actions of the Corporate Greenhouse Action Plan - June 2025 Report	
2.1.2	Everclime - Carbon Market Update	
3.2	ANNUAL REVIEW OF DELEGATIONS - TECHNICAL SERVICES DIRECTORATE	
3.2.1	Delegations for Review - Technical Services Directorate	

The above attachments can be accessed from the Minutes of the Technical Services Committee meeting of 4 June 2025 available on the City's website.

CHIEF EXECUTIVE OFFICER’S REPORT

9 JUNE 2025

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1.1 - EXECUTIVE DIRECTOR TECHNICAL SERVICES - APPOINTMENT

Grounds for Closure	: Section 5.23(2) (b) (c):
Public Interest	: Discussion of 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.

WARD	: ALL
FILE No.	: M/353/25
DATE	: 5 June 2025
REF	: JC
RESPONSIBLE MANAGER	: Chief Executive Officer

In Brief:

- The position of Executive Director Technical Services was advertised from 7 – 27 March 2025.
- A panel consisting of the CEO, Executive Director Development Services and the Human Resource Manager conducted interviews.
- A considerable amount of enquiries were received, leading to a total of 116 applications and 12 well-credentialed applicants were selected for interview.
- Interviews were held across 3 dates in April (7 – 15 April) and a second round interviews were conducted on 5 – 7 May.
- The Panel's Interview and Recommendation Report including the CEO's appointment recommendation is presented in the Confidential Attachment.

Tabled Items

Nil

Decision Type

- | | |
|--|--|
| <input type="checkbox"/> 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. |
| <input checked="" type="checkbox"/> Executive | The decision relates to the direction setting and oversight role of Council. |
| <input type="checkbox"/> 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

Relates to all aspects of the Strategic Community Plan

Legal Implications

Sections 5.37 and 5.39 of the *Local Government Act 1995* and Reg. 18B of the *Local Government (Administration) Regulations 1996*

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

The salary associated with this position is provided for in the 2025/26 Annual Budget.

Consultation

Interview Panel

BACKGROUND

The position of Executive Director Technical Services is a designated senior employee position as defined under Section 5.37 of the *Local Government Act 1995*. The CEO is to inform the Council of any proposal to appoint a senior employee. The Council may accept or reject the CEO's recommendation, but if the Council rejects a recommendation, it must inform the CEO of its reason for doing so. [Section 5.37(2)]

In accordance with Section 5.37 the position of Executive Director Technical Services was advertised nationally and, on the internet, and applications closed on 27 March 2025.

A total of 116 applications were received and twelve well-credentialed applicants were selected for interview.

The interview panel consisting of the CEO, Executive Director Development Services and the Human Resource Manager conducted formal first round interviews between 7 – 15 April 2025. The Panel held second round interviews between 5 – 7 May 2025.

COMMENT

All applicants hold current positions and requested strict confidentiality throughout the process. Accordingly, a summary of the interview process and the panel's deliberations are shown in the Confidential Attachment to this report.

The Confidential Report includes a recommendation to Council on the preferred applicant.

ATTACHMENTS

1. Confidential Report - Executive Director Technical Services - Appointment June 2025 - *This matter is considered to be confidential under Section 5.23(2) (b) (c) of the Local Government Act, as 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*

RECOMMEND

CEO1/6/25

That Council accept the recommendation in the Confidential Attachment.

1.2 - LEASING: ARMADALE LIBRARY - ARMADALE CENTRAL SHOPPING CENTRE

Grounds for Closure : Section 5.23(2) (e iii):
Public Interest : Discussion of 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.

WARD : MINNAWARRA
FILE No. : M/355/25
DATE : 5 June 2025
REF : AO
RESPONSIBLE MANAGER : Executive Director
Corporate Services

In Brief:

- A confidential report is attached for consideration.

Strategic Implications

- 1.2 Improve Community Wellbeing
 - 1.2.5 Create opportunities for lifelong learning and building community connections
- 3.1 Increased economic growth, job creation and retention, as well as educational opportunities

Legal Implications

- *Property Law Act 1969*

Council Policy/Local Law Implications

Nil.

Budget/Financial Implications

As outlined in the confidential report attachment.

Consultation

As outlined in the confidential report attachment.

A Confidential Report is attached for consideration.

ATTACHMENTS

1. Leasing - Armadale Library - Armadale Central Shopping Centre - *This matter is considered to be confidential under Section 5.23(2) (e iii) of the Local Government Act, as the matter, if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person*

CEO2/6/25

RECOMMEND

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

1.3 - COUNCILLORS INFORMATION BULLETIN - ISSUE NO 8/2025

WARD : ALL

FILE No. : M/89/25

DATE : 6 February 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. 8/2025 to be received by Council

Strategic Implications

The following general information and memorandums were circulated in Issue No 8/2025 on 5 June 2025.

COMMENT

Correspondence & Papers

Nil

Information from CEO Office

Employee Movements

Upcoming Social Media Posts

Information from Technical Services

Nil

Information from Community Services

Nil

Information from Corporate Services

Outstanding Matters & Information Items

Report on Outstanding Matters – Corporate Services Committee

Economic Development

Tourism & Visitor Centre Report

Report of the Common Seal

Information from Development Services

Outstanding Matters & Information Items

Report on Outstanding Matters - Development Services Committee

Review before the State Administrative Tribunal (SAT)

Health

Health Services Manager's Report – May 2025

Planning

Planning Applications Report – May 2025

Schedule of current Town Planning Scheme No.4 Amendments

Subdivision Applications - WAPC Approvals/Refusals – Dec 24 - May 2025

Subdivision Applications - Report on Lots Registered 2024/2025

Compliance Officer's Report – May 2025

Building

Building Services Manager's Report - May 2025

Building Health/Compliance Officer's Report – May 2025

Building Services – Reviews before SAT – May 2025

ATTACHMENTS

There are no attachments for this report.

RECOMMEND

CEO3/6/25

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



ORDINARY MEETING OF COUNCIL
MONDAY, 26 MAY 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, 26
MAY 2025 AT 7.00PM.

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Mayor Butterfield, declared the meeting open at 7.03pm.

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.

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 L Sargeson

Cr P A Hetherington

Dr C M Wielinga

Cr G J Smith

Cr S J Mosey

Cr S Stoneham

River Ward

River Ward

Ranford Ward

Palomino Ward

Palomino Ward

Heron Ward

Minnawarra Ward

Hills Ward

Hills Ward

IN ATTENDANCE:

Ms J Abbiss

Chief Executive Officer

Mr J Lyon	Executive Director Corporate Services
Mr P Sanders	Executive Director Development Services
Mr P Balley PhD	A/Executive Director Technical Services
Ms J Cranston	Executive Assistant Community Services

Public: 2

LEAVE OF ABSENCE:

Leave of Absence previously granted to Cr K Busby

APOLOGIES:

Apologies received from Cr M J Hancock, Cr S Peter JP, Cr M Silver and Cr S S Virk.

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

The following questions were taken on notice at the Council's Meeting on Monday 12 May 2025 and responses below forwarded in a letter by the Chief Executive Officer dated 16 May 2025.

James Rai

- Q-1 Will the City consider installing bollards along the footpath of Wright Road to ensure pedestrian safety is prioritised??
- Q-2 Will the city consider revoking Piara Waters Football Club's use of the pavilion if the City or the club is unable to come up with a better parking solution for the safety of the residents?

Response

The City is aware of the parking issues surrounding the Piara Waters Pavilion.

Funding has been secured to construct an additional carpark with approximately 49 parking bays to serve this facility, with work scheduled to commence within this current financial year.

If parking issues persist after the new carpark is completed, the City will review and determine the appropriate course of action including consideration of physical measures to prevent parking on the footpath along Wright Road.

Parking on the footpath is prohibited under the City's Parking and Parking Facilities Local Laws. The City encourages you to continue reporting such incidents to the City's Ranger Services.

4 PUBLIC QUESTION TIME

Nil

5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6 PETITIONS

Nil

7 CONFIRMATION OF MINUTES

7.1 PREVIOUS ORDINARY COUNCIL MEETING
HELD ON 12 MAY 2025.

MOVED Cr K Kamdar that the Minutes of the Ordinary Council Meeting held on 12 May 2025 be confirmed as a true and accurate record.

MOTION not opposed, DECLARED CARRIED

10/0

FOR: Mayor Butterfield, Cr Joy, Cr Keogh, Cr Kamdar, Cr Sargeson, Cr Hetherington, Dr Wielinga,
Cr Smith, Cr Mosey, Cr Stoneham

8 ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

1. Mayor's Announcements

Thursday 15 May 2025

Met and presented the 2025 Senior Community Citizen of the Year Award to Nalin Jayawardena who was absent on the Australia Day Citizen of the Year Awards Ceremony. Nalin was nominated for his contribution to multiculturalism and diversity in Australia.

Nalin produced and sung the first tribute song for first nations people [in a different language] during the harmony week 2023. The song was acknowledged by the Hon Linda Burney MP. Minister of Indigenous Australians. After the Tsunami, Nalin produced and released a song to raise funds for a project run by Wesley College in Perth, to help Sri Lankan schools to rebuild.

Nalin has also provided support to 150 Sri Lankan lyrics writers to showcase their creations in Australia and around the world. He has produced and released almost 500 original songs (sung by him) and made sure to select many women lyricists to ensure gender equity in a male dominated field.

Friday 16 May 2025

Attended the 2025 FOCUS Photographic Competition in the Armadale Library, to announce and meet with the winners. The competition builds the photographic collection of Birtwistle

Local Studies Library. This year marks the tenth year of the photographic competition and was open to all adult amateur photographers. The theme for 2025 was Architectural Gems which encouraged people to capture the architectural gems within our district, both past and present, that showcase the local buildings and their surroundings. Councillors Mosey and Smith also attended the event.

Sunday 18 May 2025

Attended the Native Plants for Residents free plant give-away at the Champion Centre. It was wonderful to see so many local residents taking the opportunity to learn about and plant native plants in their outdoor spaces. This year the plants were grouped into preprepared packs which suited various planting conditions and approximately 5,400 plants were given away. Feedback regarding the efficiency of the give-away was very positive on the day. Councillors Smith, Silver, Mosey and Deputy Mayor Keogh also attended the event.

Thursday 22 May 2025

Chaired the South East Regional Energy Group (SEREG) meeting held at the City of Gosnells. Councillors Serena Williamson and Aaron Adams from City of Gosnells, Councillor Tricia Duggin from Shire of Serpentine Jarrahdale were also present at the meeting as well various Infrastructure, Sustainability, Waste and Environment staff from the member local governments, also attended.

Later in the evening, a Public Citizenship Ceremony was held at Kelmscott Hall where 126 new residents officially became Australian citizens. The Ceremony was hosted by Councillor Paul Hetherington and was officiated by Deputy Mayor John Keogh. Guest speaker for the evening was Mr Yaz Mubarakai MLA, Parliamentary Secretary to the Attorney General; Minister for Commerce; Tertiary and International Education; Multicultural Interests and Member for Oakford. Councillors Laurie Sargeson, Gary Smith, Shanavas Peter and Scott Mosey were also in attendance on the evening.

Sunday 25 May 2025

Attended and spoke at the Elected Members Sustainability Network event held at Harrisdale pavilion. It was a valuable opportunity to connect with fellow elected members from across the state and explore innovative strategies for promoting sustainability within our councils and communities. I was able to share our insights and involvement with Project Symphony and Project Jupiter and how the City facilitated the introduction of a 1.34mW community battery at Harrisdale Oval. Officers from SEREG also presented information on the Switch Your Thinking program.

Later that afternoon, I attended the Piara Spartans Carnival at Rossiter Pavillion, Piara Waters as a guest, to address the multicultural community who participated in the community sports carnival. There was also an extensive program of colourful and diverse cultural performances to entertain attendees. VIPS at this event included Dr Jags Krishnan, MLA, Member for Riverton, Cr Sam Virk, and Cr Shanavas Peter. The Piara Spartan Sports Club are one of the City's 2025 Community grant recipients.

10 REPORTS

10.1 DEVELOPMENT SERVICES COMMITTEE MEETING

Report of the Development Services Committee held on 19 May 2025.

MOVED Dr C M Wielinga that the report be received.

MOTION not opposed, DECLARED CARRIED

10/0

FOR: Mayor Butterfield, Cr Joy, Cr Keogh, Cr Kamdar, Cr Sargeson, Cr Hetherington, Dr Wielinga,
Cr Smith, Cr Mosey, Cr Stoneham

BUSINESS ARISING FROM REPORT

Recommendation D1/5/25 - Road Naming - Aarya Estate - Lot 9009 765 Warton Road, Piara Waters

MOVED Dr C M Wielinga

That Council support the proposal and seek approval from Landgate's Geographic Names Committee for the proposed road and park names in the Aarya Estate subdivision on Lot 9009 Warton Road, Piara Waters as shown on the attached plan with the following modifications:

Replace Korma Place with Cardamon Place

Replace Tikka Way with Fennel Way

Replace Kulfi Place with Anise Place

Delete the alternative names:

- 1. Szechuan**
- 2. Garlic**
- 3. Vindaloo**

Replace with

- 1. Mustard**
- 2. Clove**

MOTION not opposed, DECLARED CARRIED

10/0

FOR: Mayor Butterfield, Cr Joy, Cr Keogh, Cr Kamdar, Cr Sargeson, Cr Hetherington, Dr Wielinga,
Cr Smith, Cr Mosey, Cr Stoneham

Recommendation D2/5/25 - ANSTEY KEANE Development Contribution Plan No.4 - Infrastructure Cost Schedule Review 2025

MOVED Dr C M Wielinga

That Council in accordance with Clauses 4.4.5 and 4.8 of Development Contribution Plan 4 in Schedule 9B of Town Planning Scheme No.4, advertise the Proposed Assessed Values, Draft Development Contribution Plan 4 Report and Draft Infrastructure Cost Schedule 2025 that includes a Cost Contribution per hectare Base Rate and Additional Rate of \$586,753.36 and \$122,399.60 respectively for a minimum of 28 days.

MOTION not opposed, DECLARED CARRIED

10/0

FOR: Mayor Butterfield, Cr Joy, Cr Keogh, Cr Kamdar, Cr Sargeson, Cr Hetherington, Dr Wielinga,
Cr Smith, Cr Mosey, Cr Stoneham

Recommendation D3/5/25 - Proposed Lease - Metronet Byford Rail Extension - Lot 1, Lot 302 & Pt Lot 304 Abbey Road, Armadale

MOVED Dr C M Wielinga

That Council adopt the recommendation as detailed in the Confidential Report.

MOTION not opposed, DECLARED CARRIED

10/0

FOR: Mayor Butterfield, Cr Joy, Cr Keogh, Cr Kamdar, Cr Sargeson, Cr Hetherington, Dr Wielinga,
Cr Smith, Cr Mosey, Cr Stoneham

Recommendation D4/5/25 - Proposed Amendment No.128 To Town Planning Scheme No.4 - Short Term Rental Accommodation

MOVED Dr C M Wielinga

That Council:

1. Pursuant to Part 5 of the *Planning and Development Act 2005*, initiate standard scheme amendment (Amendment No. 128) to Town Planning Scheme No.4 to:

a. Insert the following definitions for ‘short term rental accommodation’ and ‘short term rental arrangement’ into Schedule 1 (1) General Definitions:

“short-term rental accommodation” —

- (a) means a dwelling provided, on a commercial basis, for occupation under a short-term rental arrangement; but**
- (b) does not include a dwelling that is, or is part of, any of the following —**
 - (i) an aged care facility as defined in the *Land Tax Assessment Act 2002* section 38A(1);**
 - (ii) a caravan park;**
 - (iii) a lodging-house as defined in the *Health (Miscellaneous Provisions) Act 1911* section 3(1);**
 - (iv) a park home park;**
 - (v) a retirement village as defined in the *Retirement Villages Act 1992* section 3(1);**
 - (vi) workforce accommodation;**

“short-term rental arrangement” means an arrangement under which —

- (a) a dwelling, or part of a dwelling, is provided for occupation by a person; and**
- (b) the person occupies the dwelling, or part of the dwelling, for a period or periods not exceeding a total of 3 months in any 12-month period;**

b. Insert the following definitions for ‘short term rental accommodation-hosted’ and ‘short term rental accommodation - unhosted’ into Schedule 1 (2) Land Use Definitions:

“short-term rental accommodation – hosted” means any of the following —

- (a) short-term rental accommodation where the owner or occupier, or an agent of the owner or occupier who ordinarily resides at the dwelling, resides at the same dwelling during the short-term rental arrangement;
- (b) short-term rental accommodation that is an ancillary dwelling where the owner or occupier, or an agent of the owner or occupier who ordinarily resides at the other dwelling on the same lot, resides at that other dwelling during the short-term rental arrangement;
- (c) short-term rental accommodation that is a dwelling on the same lot as an ancillary dwelling where the owner or occupier, or an agent of the owner or occupier who ordinarily resides at the dwelling, resides at the ancillary dwelling during the short-term rental arrangement;

“short-term rental accommodation – unhosted” means short-term rental accommodation that

- (a) is not hosted short-term rental accommodation; and
 - (b) accommodates a maximum of 12 people per night;
- c. Insert the land uses ‘short term rental accommodation- hosted’ and ‘short term rental accommodation - unhosted’ into the Zoning Table of Part 3 Zones and the Use of Land with the following levels of permissibility:

USE CLASSES	Residential	Special Residential	Rural Living	Special Rural	General Rural	Local Centre	District Centre	General Industry	Industrial Business	Mixed Business/Resi	Strategic Regional Centre
Short Term Rental Accommodation - Hosted	P	P	P	P	P	P	P	X	X	P	P
Short Term Rental Accommodation - Unhosted	D	D	D	D	D	D	D	X	X	D	D

- d. Delete the land use definition for Bed and Breakfast from Schedule 1 (2) Land Use Definitions and the Zoning Table.
2. Authorise the Mayor and the Chief Executive Officer to execute the Amendment documents, including if the Minister requires minor modifications to the Amendment prior to advertising.
 3. Forward a copy of the amendment to the Minister for consideration.

MOTION not opposed, DECLARED CARRIED

10/0

FOR: Mayor Butterfield, Cr Joy, Cr Keogh, Cr Kamdar, Cr Sargeson, Cr Hetherington, Dr Wielinga, Cr Smith, Cr Mosey, Cr Stoneham

Recommendation D5/5/25 - Site Feasibility for Roleybushcare at Lina Hart Memorial Reserve

MOVED Dr C M Wielinga

That Council request officers to develop an appropriate concept design, engage with key stakeholders, conduct further investigations and then re-present to Council.

MOTION not opposed, DECLARED CARRIED 10/0

FOR: Mayor Butterfield, Cr Joy, Cr Keogh, Cr Kamdar, Cr Sargeson, Cr Hetherington, Dr Wielinga, Cr Smith, Cr Mosey, Cr Stoneham

Recommendation D6/5/25 - Provision of a Purpose-Built Commercial Nursery (Referral Item)

MOVED Dr C M Wielinga

COMMITTEE RECOMMENDATION

That Council consider the allocation of budget funding for a full business case for the investigation of the construction and operation of a nursery in the City of Armadale focused on the propagation of local endemic species from seed collected from local areas for supply to other local governments and not for profit environmental groups.

MOTION not opposed, DECLARED CARRIED 10/0

FOR: Mayor Butterfield, Cr Joy, Cr Keogh, Cr Kamdar, Cr Sargeson, Cr Hetherington, Dr Wielinga, Cr Smith, Cr Mosey, Cr Stoneham

10.2 CORPORATE SERVICES COMMITTEE MEETING

Report of the Corporate Services Committee held on 20 May 2025.

MOVED Cr S J Mosey that the report be received.

MOTION not opposed, DECLARED CARRIED 10/0

FOR: Mayor Butterfield, Cr Joy, Cr Keogh, Cr Kamdar, Cr Sargeson, Cr Hetherington, Dr Wielinga, Cr Smith, Cr Mosey, Cr Stoneham

BUSINESS ARISING FROM REPORT

Recommendation CS1/5/25 - List of Accounts Paid - March 2025

MOVED Cr S J Mosey

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 \$16,099,181.74, cheque numbers 462 to 474, transactions 28745 to 29612 and Payrolls dated 2 March, 16 March and 30 March 2025.

Credit Cards

Accounts paid totalling \$8,502.04 for the period ended 25 March 2025.

Fuel Cards

Accounts paid totalling \$14,999.69 for the month ended 31 March 2025.

MOTION not opposed, DECLARED CARRIED

10/0

FOR: Mayor Butterfield, Cr Joy, Cr Keogh, Cr Kamdar, Cr Sargeson, Cr Hetherington, Dr Wielinga,
Cr Smith, Cr Mosey, Cr Stoneham

Recommendation CS2/5/25 - Statement of Financial Activity - March 2025

MOVED Cr S J Mosey

That Council:

- 1. Pursuant to Regulation 34 of the *Local Government (Financial Management) Regulations 1996* accept the Statement of Financial Activity for the ninth (9) month period ended 31 March 2025.**
- 2. Note that there are reportable actual to budget material variances for the year-to-date period ending 31 March 2025.**
- 3. Note the \$1,486.00 small rates debts written off under Delegation 1.1.22 and Sub Delegation 1.2.22.**
- 4. Approve the following budget amendment for the Capital Works Budget Brookton Highway Hill Street Intersection Upgrade:**
 - a. Increase in the Capital Works Budget for**
 - i. CP981 - Brookton Highway Hill Street Intersection Upgrade \$250,000**
 - b. Decrease in the operation budgets for civil works by:**
 - i. 5500-410022-50020 Contractors (\$125,000)**
 - ii. 5500-410075-50000 Employee Costs (\$125,000).**

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

10/0

FOR: Mayor Butterfield, Cr Joy, Cr Keogh, Cr Kamdar, Cr Sargeson, Cr Hetherington, Dr Wielinga,
Cr Smith, Cr Mosey, Cr Stoneham

Recommendation CS3/5/25 - Adoption of Value for Reporting Material Variances 2025/26

MOVED Cr S J Mosey

That Council, pursuant to Regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, adopt the following values for reporting material variances and budget variations in the monthly Statements of Financial Activity during the 2025/26 financial year. There is no change recommended to the material variances threshold, a change of \$100,000 for the previously adopted \$50,000 threshold for Capital to Capital Budget Variations and no change to the \$100,000 threshold for Operating to Operating Budget Variations from the previous year, ie:

1. **Revenues - material variances will be identified where, for each Management Area, for the period being reported, the actual varies to budget by an amount of (+) or (-) \$100,000.**
2. **Expenses - material variances will be identified where, for each Management Area, for the period being reported, the actual varies to budget by an amount of (+) or (-) \$100,000.**
3. **Authorise the Chief Executive Officer to vary the budget, except in the following circumstances, which require the proposed variations to be presented to Council for authorisation by “Absolute Majority”:**
 - **Capital to Operating or vice versa**
 - **Capital to Capital, unless:**
 - **the value is less than \$100,000 (was \$50,000) within the same sub program and does not extend the original scope of works approved; or**
 - **The increases to a capital budget is fully funded by external sources and is commensurate with an increase in funding, and does not necessarily change scope**
 - **Operating to Operating for amounts greater than 5% or \$100,000 (whichever is greater) or where funds are moved to a different program and nature and type**
 - **Where no budget is provided for an additional purpose (s6.8 of the *Local Government Act 1995*).**

MOTION not opposed, DECLARED CARRIED

10/0

FOR: Mayor Butterfield, Cr Joy, Cr Keogh, Cr Kamdar, Cr Sargeson, Cr Hetherington, Dr Wielinga,
Cr Smith, Cr Mosey, Cr Stoneham

Recommendation CS4/5/25 - Conduct of 2025 Local Government Election

MOVED Cr S Stoneham

That Council:

1. **Declare*, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 2025 ordinary election, together with any other elections or polls which may be required;**
2. **Decide*, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the election will be as a Postal election; and**
3. **Authorise the Chief Executive Officer perform any necessary administrative or liaison tasks with the Western Australian Electoral Commissioner in order to facilitate the delivery of the election.**

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

10/0

FOR: Mayor Butterfield, Cr Joy, Cr Keogh, Cr Kamdar, Cr Sargeson, Cr Hetherington, Dr Wielinga,
Cr Smith, Cr Mosey, Cr Stoneham

Recommendation CS5/5/25 - Local Government Reform - Appointment of Committee Chairpersons and Deputy Chairpersons

MOVED Cr S J Mosey

That Council:

1. **Effective from 1 July 2025 in accordance with section 5.12(1) and Schedule 9.3 cl. 67(2) of the *Local Government Act 1995*, appoint*:**
 - a) **Cr S J Mosey, as Chairperson of the Corporate Services Committee;**
 - b) **Dr C Wielinga, as Chairperson of the Development Services Committee;**
 - c) **Cr M Silver, as Chairperson of the Community Services Committee;**
 - d) **Cr K Busby, as Chairperson of the Technical Services Committee; and**
 - e) **Cr S Peter, as Chairperson of the City Audit Committee.**
2. **Effective from 1 July 2025 in accordance with section 5.12(2) of the *Local Government Act 1995*, appoint*:**
 - a) **Cr S Peter JP, as Deputy Chairperson of the Corporate Services Committee;**
 - b) **Cr M Silver, as Deputy Chairperson of the Development Services Committee;**
 - c) **Cr P Hetherington, as Deputy Chairperson of the Community Services Committee;**
 - d) **Cr S S Virk, as Deputy Chairperson of the Technical Services Committee; and**
 - e) **Cr P Hetherington, as Deputy Chairperson of the City Audit Committee.**

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

10/0

FOR: Mayor Butterfield, Cr Joy, Cr Keogh, Cr Kamdar, Cr Sargeson, Cr Hetherington, Dr Wielinga,
Cr Smith, Cr Mosey, Cr Stoneham

Recommendation CS6/5/25 - Leasing: Armadale Library - Armadale Central Shopping Centre

MOVED Cr S J Mosey

That Council consider this item under “Item 14 – Matters Requiring Confidential Consideration.”

MOTION not opposed, DECLARED CARRIED

10/0

FOR: Mayor Butterfield, Cr Joy, Cr Keogh, Cr Kamdar, Cr Sargeson, Cr Hetherington, Dr Wielinga,
Cr Smith, Cr Mosey, Cr Stoneham

10.3 CHIEF EXECUTIVE OFFICER’S REPORT
Report of the Chief Executive Officer.

MOVED Cr G J Smith that the report be received.

MOTION not opposed, DECLARED CARRIED

10/0

FOR: Mayor Butterfield, Cr Joy, Cr Keogh, Cr Kamdar, Cr Sargeson, Cr Hetherington, Dr Wielinga,
Cr Smith, Cr Mosey, Cr Stoneham

BUSINESS ARISING FROM REPORT

Recommendation CEO4/5/25 - Proposed Differential Rates 2025/26 Budget Year

MOVED Cr S Stoneham

That Council:

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

<u>Gross Rental Value Properties</u>		
Differential Rate Category	Rate in the \$ (cents)	Minimum Rate
Vacant Land	15.6916	\$1,265
Residential Improved	10.1225	\$1,460
Business Improved	10.5632	\$1,698
<u>Unimproved Value Properties</u>		
General & Minimum Rate	0.5118	\$1,748

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

MOTION not opposed, DECLARED CARRIED

10/0

FOR: Mayor Butterfield, Cr Joy, Cr Keogh, Cr Kamdar, Cr Sargeson, Cr Hetherington, Dr Wielinga,
Cr Smith, Cr Mosey, Cr Stoneham

Recommendation CEO5/5/25 - Councillors Information Bulletin - Issue No 7/2025

MOVED Cr J Keogh

That Council acknowledge receipt of Issue 7/2025 of the Information Bulletin

MOTION not opposed, DECLARED CARRIED

10/0

FOR: Mayor Butterfield, Cr Joy, Cr Keogh, Cr Kamdar, Cr Sargeson, Cr Hetherington, Dr Wielinga,
Cr Smith, 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

1. Consultant and Contractor Cost (Cr Laurie Sargeson)

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

14 MATTERS REQUIRING CONFIDENTIAL CONSIDERATION

MEETING CLOSED TO PUBLIC

MOVED Cr Hetherington *that the meeting be closed to members of the public as the item to be discussed 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.*

Motion Carried (10/0)

Meeting declared closed at 7.16pm. Members of the public left the meeting.

Recommendation CS6/5/25 - Leasing: Armadale Library - Armadale Central Shopping Centre

An alternative motion to that recommended in the Committee report was put and resolved.

MOVED Cr S J Mosey

That Council adopt the alternative recommendation contained in the Confidential Report.

MOTION not opposed, DECLARED CARRIED

10/0

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

MEETING OPENED TO PUBLIC

MOVED Cr Keogh *that the meeting be opened to members of the public.*

Motion Carried (10/0)

Meeting declared opened at 7.19pm. No members of the public returned to the meeting.

15 CLOSURE

The Mayor Butterfield, declared the meeting closed at 7:19pm

MINUTES CONFIRMED THIS 9 JUNE 2025

MAYOR