



**ORDINARY MEETING OF COUNCIL
MONDAY, 9 FEBRUARY 2026**

AGENDA

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AGENDA

REPORTS

**TECHNICAL SERVICES COMMITTEE MEETING
HELD ON 2 FEBRUARY 2026**

**COMMUNITY SERVICES COMMITTEE MEETING
HELD ON 3 FEBRUARY 2026**

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 FEBRUARY 2026

**JOANNE ABBISS
CHIEF EXECUTIVE OFFICER**

5 February 2026

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**

The following questions were taken on notice at Council's meeting of 15 December 2025 and responses (summarized below) are provided.

Mr Brian Gilman

Q-1 Given the City refuses to place any upper limit on legal expenditure funded by ratepayers, will Council commit to publishing quarterly updates detailing the total legal costs incurred in relation to the Mansfield matter and all associated legal and SAT proceedings?

Response

We refer to the City's responses to questions taken on notice on 10 and 24 November 2025. This matter is subject to further legal proceedings having been referred to the State Administrative Tribunal at the request of Mr Mansfield pursuant to section 90(2) of the Equal Opportunity Act 1984 (WA). Accordingly, the City will not be providing any additional comment at this time.

Q-2 Library Costing – Plausibility of Refusal

The City stated it could not estimate the cost of operating the Armadale Library for a single Saturday without “significant staff time.” Can the City explain how long it would take to identify the applicable Saturday pay rates for rostered staff, and whether this task would reasonably take more than a matter of minutes? So we can estimate, please provide:

- How many staff normally work there?
- What is their hourly rate?
- Annual rent of the building.

Response

The original question posed on 24 November 2025, that the response regarding “significant staff time” related to, requested the inclusion of an overhead calculation. To provide an accurate internal overhead allocation would require significant staff time.

Q-3 Selective Reliance on Legal Status

Why is the City able to repeatedly reference, in detail, the dismissal of Mr Mansfield’s Equal Opportunity complaint, yet simultaneously assert that it cannot address any substantive questions because of legal reasons?

Response

It is a statement of fact that Mr Mansfield’s complaint was dismissed as lacking in substance by the Equal Opportunity Commissioner under section 89 of the Equal Opportunity Act 1984 (WA). It was the dismissal of the complaint as lacking in substance by the Commissioner under section 89 of the Equal Opportunity Act 1984 (WA) that enlivened Mr Mansfield’s ability to request that the Commissioner refer the complaint to the State Administrative Tribunal under Section 90(2) of the Equal Opportunity Act 1984 (WA).

As stated in the City’s response to questions taken on notice on 10 and 24 November 2025, as this matter is subject to further legal proceedings having been referred to the State Administrative Tribunal by the Commissioner at the request of Mr Mansfield, the City will not be providing any additional comment at this time.

Q-4 Council Oversight and Governance

If all decisions relating to the 8 November library closure are attributed solely to the CEO, does Council accept that it exercised no governance, oversight, or review role in a decision that resulted in the closure of a major public facility?

Response

Under section 5.41 of the Local Government Act 1995 (WA), it is the CEO who is responsible for managing the local government’s administration and operations, the provision of services and facilities and the management, supervision and direction of employees.

Q-5 Assessment of Proportionality

Given Council declined to say whether the Armadale Library has ever previously been closed due to a peaceful WAPOL approved public rally in

proximity, how is the community to assess whether the 8th November closure was proportionate, reasonable, or unprecedented?

Response

WA Police did not advise that the public rally was going to be peaceful. The CEO was advised by WA Police that there was going to be a public rally, and that conditions had been placed on the rally by WA Police. It was then the responsibility of the CEO to act in accordance with their statutory duty of care to ensure the health and safety of workers under the Work Health and Safety Act 2020 (WA).

Q-6 Identification of Non-Psychosocial Risks

The City has stated that the risks identified were not purely psychosocial. Will the City specify—without breaching legal privilege—the nature or category of any physical or operational risks identified, or confirm that no such concrete risks were formally documented?

Response

As stated in the response to questions on notice of 24 November 2025, the CEO made the conclusion as to risk based on the definitions and requirements of the Work Health and Safety (General) Regulations 2022 and the Work Health and Safety Act 2020 and that those risks were to the City's ability to comply with their duty of care under s.19 of the Work Health and Safety Act 2020.

Q-7 Observations Versus Conclusions

If WA Police set the permit conditions and Council officers observed parts of the rally, why does the City refuse to state whether any actual misconduct, disorder, or safety risk materialised during the rally itself?

Response

The assessment of the conduct of the rally is a matter for the WA Police who set the permit conditions.

Q-8 Ideological Neutrality in the Workplace

Does Council accept that displaying workplace posters describing certain viewpoints as “TRASH” may contribute to a hostile or exclusionary environment for employees holding lawful beliefs, and if not, will Council explain how such messaging aligns with the requirement for ideological neutrality in a public authority?

Response

As stated in the response to questions on notice of 24 November, appropriate workplace behaviour and conduct is governed by the:

- *Australian Human Rights Commission Act 1986 (Cth);*
- *Equal Opportunity Act 1984 (WA);*
- *Fair Work Act 2009 (Cth);*
- *Sex Discrimination Act 1984 (Cth);*
- *Work Health and Safety Act 2020 (WA);*
- *Racial Discrimination Act 1975 (Cth);*
- *Disability Discrimination Act 1992 (Cth);*
- *Age Discrimination Act 2004 (Cth);*

- *Spent Convictions Act 1988 (WA);*
- *Industrial Relations Act 1979 (WA);*
- *Corruption, Crime and Misconduct Act 2003 (WA);*
- *Local Government Act 1995 (WA) and associated Regulations;*
- *City of Armadale Code of Conduct for Employees and Volunteers; and*
- *City of Armadale Respectful Workplace Behaviours Operational Procedure.*

Q-9 Protection of Lawful Expression

If Council cannot state whether penalising lawful speech constitutes misconduct because the question is said to be “hypothetical,” how can employees or the public have confidence that staff are protected from ideological discrimination in practice?

Response

As stated in the response to questions on notice of 24 November, appropriate workplace behaviour and conduct is governed by the:

- *Australian Human Rights Commission Act 1986 (Cth);*
- *Equal Opportunity Act 1984 (WA);*
- *Fair Work Act 2009 (Cth);*
- *Sex Discrimination Act 1984 (Cth);*
- *Work Health and Safety Act 2020 (WA);*
- *Racial Discrimination Act 1975 (Cth);*
- *Disability Discrimination Act 1992 (Cth);*
- *Age Discrimination Act 2004 (Cth);*
- *Spent Convictions Act 1988 (WA);*
- *Industrial Relations Act 1979 (WA);*
- *Corruption, Crime and Misconduct Act 2003 (WA);*
- *Local Government Act 1995 (WA) and associated Regulations;*
- *City of Armadale Code of Conduct for Employees and Volunteers; and*
- *City of Armadale Respectful Workplace Behaviours Operational Procedure.*

Mr Stuart Chapman – Mt Claremont

Q-1 Documentary Transparency

Given the City repeatedly asserts compliance with its statutory duties while declining to release contemporaneous records, will Council commit to releasing—subject to lawful redactions—all risk assessments, internal briefings, and communications relied upon to justify the closure of the Armadale Library on 8 November due to a nearby WA Police permit approved rally?

Response

The City will disclose information to the extent permitted and required by law.

Q-2 Observation Instructions

Were City officers instructed by the CEO, or any delegate, to observe the rally on 8 November?

Response

Yes.

Q-3 Nature of Instructions

If such instructions were given to observe the protest, what were the specific purposes or parameters of those observations?

Response

The CEO requested, subject to other tasks that may arise on the day that would take priority, that if a Ranger could safely do so, could they drive past and provide an estimate of the number of attendees.

Q-5 Reporting of Observations

What observations were made by City officers who observed the rally, and were those observations formally recorded, and was the CEO informed of them?

Response

The observation provided to the CEO was "Update for protest memorial park, 10 persons on site. Posters and campaign material."

Q-6 Lord Mayor, when did you become aware of the SAT proceedings?

Response

The Mayor and councillors were advised on 24 October 2025.

Q-7 Lord Mayor, when did you become aware that the Library was being closed because of a WAPOL approved awareness campaign against the City of Armadale, in support of Mr Mansfield?

Response

The Mayor and councillors were advised on 7 November 2025.

Q-8 Does the council think it is too important to be accountable to citizens?*

Response

Council is accountable to its community as required by the Local Government Act 1995 and other statutory instruments.

**Pursuant to the City's Standing Orders Local Law, the original preface to the question contained an adverse reflection. In accordance with Regulation 11(e) of the Local Government (Administration) Regulations 1996 a summary of the question has been provided.*

Q-9 What steps does the Council have in place to prevent workplace bullying?

Response

As stated in the response to questions on notice of 24 November, appropriate workplace behaviour and conduct is governed by the:

- *Australian Human Rights Commission Act 1986 (Cth);*
- *Equal Opportunity Act 1984 (WA);*
- *Fair Work Act 2009 (Cth);*

- *Sex Discrimination Act 1984 (Cth);*
- *Work Health and Safety Act 2020 (WA);*
- *Racial Discrimination Act 1975 (Cth);*
- *Disability Discrimination Act 1992 (Cth);*
- *Age Discrimination Act 2004 (Cth);*
- *Spent Convictions Act 1988 (WA);*
- *Industrial Relations Act 1979 (WA);*
- *Corruption, Crime and Misconduct Act 2003 (WA);*
- *Local Government Act 1995 (WA) and associated Regulations;*
- *City of Armadale Code of Conduct for Employees and Volunteers; and*
- *City of Armadale Respectful Workplace Behaviours Operational Procedure.*

Q-10 Does the Council have in place an insurance policy to pay for employment and discrimination claims brought against it? If so, can you please provide a copy of it?

Response

Insurance policies held by the City contain confidential commercial information and details of insurance arrangements will only be disclosed to the extent permitted and required by law.

Q-11 How many customer room bookings were disrupted by the library closure on the 8th of November 2025 due to a lawful permit approved peaceful rally?

Response:

There was 1 booking for a room on 8 November 2025 and the City worked with the people impacted to provide alternative options.

Q-12 How many people use the Armadale library which was closed because of a lawful WA Police permit approved peaceful rally on a normal Saturday?

Response

The number of people using the library does vary across the year, however on the equivalent Saturday in 2024 there were 430 entries counted (albeit this does not necessarily equate to 430 separate people).

4 PUBLIC QUESTION TIME

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

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

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

It is also available in the public gallery.

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

5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6 PETITIONS

7 CONFIRMATION OF MINUTES

7.1 PREVIOUS ORDINARY COUNCIL MEETING
HELD ON 15 DECEMBER 2025. (ATTACHED)

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

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

Nil

10 REPORTS

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BUSINESS ARISING FROM REPORT

10.3 CHIEF EXECUTIVE OFFICER'S REPORT
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11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

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

14 MATTERS REQUIRING CONFIDENTIAL CONSIDERATION

15 CLOSURE

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 1 December 2025 be confirmed.

**Moved Cr S Stoneham
MOTION CARRIED**

8/0

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

2 FEBRUARY 2026

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***1.1 - ARMADALE KELMSCOTT HOSPITAL BUS STOP (NORTH BOUND) -
SHELTER VIABILITY AND COST***

WARD : MINNAWARRA
FILE No. : M/585/25
DATE : 27 January 2026
REF : JS
RESPONSIBLE : Executive Director
MANAGER : Technical Services

In Brief:

- At the Ordinary Council Meeting on 8 September 2025 Council resolved to investigate the viability and cost of installing a bus shelter opposite the Armadale Hospital.
- As part of the associated investigation, an opportunity has arisen to partner with the Public Transport Authority to install a shelter at no cost to the City.
- It is recommended that Council accept the Public Transport Authority's offer and support the installation of a bus shelter at this location.

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 impact on the following objectives of the Strategic Community Plan 2026-2035:

- 2.3.2 Maintain assets to be functional, safe, affordable and sustainable.

Legal Implications

- *Local Government Act 1995*
- *Public Transport Authority Act 2003.*

The installation will comply with relevant Public Transport Authority (PTA) approval and coordination requirements. No additional statutory approvals are required beyond standard PTA processes.

Council Policy/Local Law Implications

Nil.

Budget/Financial Implications

Accepting the PTA's offer would result in no capital cost to the City. Maintenance of the shelter could be accommodated within existing operational budgets and any renewal could be assessed at the end of the shelter's useful life.

Consultation

- PTA.

BACKGROUND

At the Ordinary Meeting of Council held on 14 July 2025, Cr J Keogh referred the following matter to the Technical Services Committee:

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

This referral item was considered at the Ordinary Meeting of Council held on 8 September 2025, where Council resolved to:

Receive a report on the viability and cost of the installation of a bus shelter opposite the Armadale Hospital in time to be considered as part of the Mid-Year budget process.

Staff have completed this investigation and during this process have identified an opportunity to partner with the PTA to deliver a shelter for this location.

Initial investigations focused on the cost of installing a new bus shelter at this location. Based on advice from the PTA, the bus stop does not meet the boarding thresholds required to qualify under the PTA Bus Shelter Subsidy Program. Under normal circumstances, the installation of a new shelter at this location would therefore require full City funding, with an estimated capital cost of \$25,000.

DETAILS OF PROPOSAL

Following the resolution of Council, staff conducted a site-specific investigation for Bus Stop No. 10005 (Albany Highway Armadale Kelmscott Hospital). This investigation identified that the alignment could support the installation of the appropriate hardstand to the PTA's accessibility standards. There are no site-specific considerations that should add additional construction costs, and it is estimated that a bus shelter could be installed for the typical price of between \$25,000 and \$30,000. The daily boardings currently sit below the PTA's co-contribution threshold, so under normal circumstances, the City would generally be liable for 100 per cent of the construction cost.

As part of the investigation, consultation with the PTA identified that this stop forms part of their 2025/26 accessibility improvement program. This program of works updates older hardstands to those that are compliant with modern accessibility standards and is funded by the PTA. The PTA, as part of these works, have offered the City the opportunity to install a re-purposed bus shelter from the Byford Rail Extension project at this location. The offer would be at no cost to the City of Armadale.

ANALYSIS

While Bus Stop No. 10005 does not meet standard weekday boarding thresholds for the installation of a new shelter, its location opposite a major health facility presents a clear community benefit, particularly in relation to accessibility and passenger comfort. The availability of a repurposed shelter provides an opportunity to improve amenity at this location without committing to a new capital asset. The re-purposed shelter would be in good condition, requiring limited maintenance, with the ongoing need considered at the end of the shelter's useful life as part of renewal planning.

Staff have made enquiries with the PTA if the offer of re-purposed shelters would be available to other stops across the City that may have higher utilisation, however no confirmation has been received that this offer would be available at other locations. If the shelters were available, the City may still be liable for the cost of any hardstand modifications that would be required.

OPTIONS

Council has the following options:

Option 1 – Accept the PTA's offer of a re-purposed bus shelter to be placed at Bus Stop No. 10005 (Albany Highway Armadale Kelmscott Hospital) as part of their accessibility improvement works.

Option 2 – Continue to enquire around the availability of re-purposed shelters for stops with higher utilisation and consider the installation of a shelter at Bus Stop 10005 as part of the 2025/26 mid-year budget review.

Option 3 – Not accept the PTA's offer of a re-purposed shelter.

Option 1 is recommended.

CONCLUSION

The assessment confirms that a bus shelter can be installed at Bus Stop No. 10005, opposite Armadale Hospital, within the existing road reserve.

The use of a repurposed shelter provides an opportunity to improve passenger amenity at this location without new capital expenditure. Progressing this option does not limit future consideration of higher-usage bus stops through standard funding processes.

ATTACHMENTS

1. [↓](#) Attachment 1 - Design Location of Bus Shelter ID 10005
2. [↓](#) Attachment 2 - Approved Drawing - Rev 2

RECOMMEND

T1/2/26

That Council:

Accept the PTA's offer of a re-purposed bus shelter to be placed at Bus Stop No. 10005 (Albany Highway Armadale Kelmscott Hospital) as part of their accessibility improvement works.

Moved Cr J Keogh

MOTION CARRIED

8/0

1.2 - ARMADALE GOLF COURSE CARPARK SURFACING - ALTERNATIVE TREATMENTS REQUEST

WARD : MINNAWARRA
FILE No. : M/1/26
DATE : 27 January 2026
REF : JS/MK
RESPONSIBLE : Executive Director
MANAGER : Technical Services

In Brief:

- At the Ordinary Council Meeting on 12 February 2024 Council resolved to prepare a detailed design and refined cost estimate for the proposed surfacing of the Armadale Golf Course carpark for future budget consideration, utilising a modified crumb rubber mixture.
- Subsequent assessment and design development has identified that delivery of the project using the originally indicated pavement treatment is unlikely to be achievable within the approved budget.
- It is recommended that Council endorse the use of other construction methodologies that will allow the sealing of the carpark within the adopted budget.

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

City of Armadale Strategic Community Plan 2026-2035:

- 1.3.1 Ensure the equitable provision of Community Facilities throughout the City.
- 2.3.2 Ensure that the City's assets are appropriately maintained, functional, affordable, safe and sustainable for current and future generations.

Legal Implications

Nil.

Council Policy/Local Law Implications

- ENG13 – Asset Management.

Budget/Financial Implications

A budget of \$300,000 has been allocated in the 2025/26 capital works program for the sealing of the Armadale Golf Course carpark and associated crossover works. The financial implications of each option is outlined within the body of the report.

Consultation

- Intra-directorate
- Armadale Golf Club.

BACKGROUND

The City entered into a lease agreement with Golf Oracle Pty Ltd for the Armadale Golf Course on 1 July 2016, for a ten-year term expiring on 30 June 2026. The lease agreement includes options to renew for two additional five-year periods up to a maximum expiry of 30 June 2036.

As part of the Operating Expenses in the lease agreement, the tenant is listed as being responsible for the costs involved in maintaining, repairing, refurbishing, renovating or replacing the Land or the Complex. However, as the carpark area sits outside of the leased area, as well as the works being the construction of a carpark area and not general maintenance of an existing asset, these works are not considered to fall within the tenant's maintenance responsibilities in the lease agreement. The responsibility instead resides with the City.

The unsealed carpark surface has historically generated issues relating to dust, surface deterioration, drainage performance and overall amenity, and was identified as being materially below the standard of comparable metropolitan golf course facilities.

A petition was presented to Council dated 26 June 2023, detailing 184 signatures, requesting:

We the undersigned request that the Council surfaces the car parking area of Armadale Golf Course with a suitable bituminous material in line with all the other Council owned sporting establishments. The existing car park surface is extremely sub-standard in comparison to the car parks of other Perth Metropolitan Council owned golf courses.

This petition was considered at the Ordinary Council Meeting held on 12 February 2024. Council resolved (T1/2/24) to:

1. *Note the Officer's comment and endorse Option 3*
2. *Inform the petition convener.*

The Option 3 solution proposed to prepare a detailed design for a modified crumb rubber asphalt carpark and crossover construction at an estimated cost of \$250,000 to be considered in the draft 2024/25 Annual Budget deliberations. The endorsed concept at that time provided for a sealed carpark accommodating approximately 51 parking bays. The proposed treatment was a modified crumb rubber asphalt pavement, proposed to achieve improved durability, whole-of-life value and alignment with the City's sustainability objectives.

A budget of \$300,000 was allocated as part of the 2025/26 Annual Budget.

DETAILS OF PROPOSAL

Following Council Resolution T1/2/24, officers progressed the Armadale Golf Club carpark from concept to detailed design to refine constructability, scope and cost assumptions.

The initial concept design proposed a fully sealed carpark comprising 51 bays with two access points, constructed using a modified crumb rubber asphalt pavement. Following the adoption of the Council resolution, staff developed this design in consultation with the lessor and internal stakeholders. This consultation confirmed that there is no requirement for two access points and a preference for a single point of public access. It was further confirmed that a single access arrangement does not impact the day-to-day operation, safety, or ongoing maintenance of the facility. The layout was refined accordingly to improve access, circulation and overall usability, while remaining consistent with planning, emergency access and egress requirements.

At the time of endorsement, this configuration was considered deliverable within the approved funding, however, cost estimates on current market pricing indicate that constructing the carpark to this standard would cost at least \$550,000. On this basis, delivery using the adopted methodology is no longer achievable within the approved budget.

Following this assessment, cost estimates were prepared for alternative pavement treatments, including the use of recycled materials. The City has appropriate volumes of asphalt road profilings stored on City managed land at Lot 51 Armadale Road. This land forms part of the Armadale Regional Recreation Reserve precinct, with remediation required at some stage during the project. Using this material for this project will save material costs and reduce the environmental impact of this project by diverting material from landfill.

The use of recycled pavement materials enables delivery of a formalised and functional carpark that represents a clear improvement on the existing informal arrangement, addressing issues with surface condition and drainage previously observed on site. This approach allows the project to be delivered within the adopted budget and responds to the ongoing supply constraints associated with modified crumb rubber asphalt. The updated design will have a capacity for approximately 60 vehicles and utilise the existing graded area, with no impact on the existing trees.

The proposed approach reflects the progression of the project from concept through detailed design and demonstrates officers' efforts to identify a viable delivery solution that aligns with Council's original intent and available funding.

OPTIONS

Council has the following options:

Option 1 – Endorse the use of alternative pavement treatments to enable delivery of the carpark within the approved 2025/26 budget.

Option 2 – Do not endorse the change in construction methodology and defer consideration of project funding to the 2025/26 Mid-Year Budget Review.

Option 1 is recommended.

CONCLUSION

Council previously resolved to progress the detailed design and cost investigation for the sealing of the Armadale Golf Course carpark and associated crossover works. Subsequent assessment has identified that delivery of the originally indicated pavement treatment is unlikely to be achievable within the available budget under current market and constructability conditions.

This report presents options for Council's consideration to either enable a flexible delivery approach that maintains the intent of the original Council Resolution, whilst addressing secondary operational challenges.

ATTACHMENTS

1. [Attachment 1 - Armadale Golf Course Carpark - Initial Concept Plan](#)
2. [Attachment 2 - Armadale Golf Course Carpark - Location Map](#)
3. [Attachment 3 - Armadale Golf Course Carpark - Layout](#)

RECOMMEND

T2/2/26

That Council endorse the use of alternative treatment options to facilitate the sealing of the Armadale Golf Course carpark within the allocated 2025/26 budget.

Moved Cr S Peter

MOTION CARRIED

8/0

2.1 - POCKET FORESTS - MIYAWAKI METHOD (REFERRAL ITEM)

At the Council meeting held on 10 November 2025, Cr S J Mosey referred the following matter to the Technical Services Committee.

That the matter of consideration of the Miyawaki method of pocket forests for trial be referred to the Technical Services Committee.

Comment from Cr S J Mosey

I have recently become aware of the Miyawaki Method of creating Pocket Forests and some of the great success being experienced with this method here in Perth.

Full details of the referral by Cr Mosey have been provided to Councillors under separate cover.

Officer Comment

The Miyawaki Method is not specifically named in the draft Urban Forest Strategy - this is deliberate. The draft Strategy provides flexibility to apply different planting methods in different locations, based on site conditions, canopy need, risk, and the outcomes sought. This allows the most appropriate method to be used rather than prescribing a single approach.

The overall intent of the referral aligns with the direction of the draft Urban Forest Strategy, which is currently being finalised. The Strategy and its supporting implementation plan when adopted by Council will guide future canopy expansion initiatives, including how and where alternative planting techniques may be applied.

Any future consideration of the Miyawaki Method would be assessed through the Urban Forest Implementation Plan to ensure alignment with Council's adopted priorities and available resources. It is not recommended to commence a trial of implementation methodologies prior to Strategy adoption.

ATTACHMENTS

There are no attachments for this report.

RECOMMEND

T3/2/26

That Council:

Note the Officer comment.

**Moved Cr S Peter
MOTION CARRIED**

8/0

2.2 - LONG TERM PARKING - RIVA ENTRANCE PIARA WATERS (REFERRAL ITEM)

At the Council meeting held on 12 May 2025, Cr M Silver referred the following matter to Technical Services Committee.

That the matter of a report regarding long term parking concerns on Riva Entrance, Piara Waters be referred to the Technical Services Committee.

Comment from Cr M Silver

I would like to request that a report be prepared on the investigation of implementing timed parking restrictions during peak school and business hours for the public parking bays surrounding the Piara Waters Primary School and the adjoining medical precinct on Riva Entrance, as shown on the attached map.

Full details of the referral by Cr Silver have been provided to Councillors under separate cover.

Officer Comment

The City has the ability to apply time restrictions to on-street parking under the City's *Parking and Parking Facilities Local Law*.

The section of Riva Entrance referred to forms the northern boundary of Riva Primary School and was assessed as part of the School Parking Plan endorsed by Council in February 2022. That assessment did not identify a need for time-restricted parking, but was early in the operations of the school-

The adjoining medical precinct and the Novelli Pavilion both provide their own private parking facilities with no time restrictions. A desktop review suggests that the provision of bays for these facilities is appropriate.

Staff can prepare a report on parking restrictions on Riva Entrance if Council resolves to do so, which would include reviewing the bay utilisation.

ATTACHMENTS

There are no attachments for this report.

RECOMMEND

T4/2/26

That Council:

Be provided with a report that includes:

- **Assessment of current parking use, including commercial and employee vehicles and their rotation for the public parking bays surrounding Riva Primary School and the adjoining medical precinct on Riva Entrance**
- **Consultation with users of Riva Primary School, local residents and owners of nearby businesses regarding current parking use**
- **Options for timed parking restrictions**
- **Analysis of the associated enforcement mechanisms available within the City's Parking Local Law and whether any amendments are recommended.**

**Moved Mayor R Butterfield
MOTION CARRIED**

8/0

COUNCILLORS' ITEMS

Nil.

EXECUTIVE DIRECTOR TECHNICAL SERVICES REPORT

1 Forrestdale Pavilion Construction Delay

The Executive Director Technical Services provided an update on the progress of the Forrestdale Pavilion Construction to Councillors.

MEETING DECLARED CLOSED AT 7.22 PM

TECHNICAL SERVICES COMMITTEE SUMMARY OF ATTACHMENTS 2 FEBRUARY 2026		
ATT NO.	SUBJECT	
1.1 ARMADALE KELMSCOTT HOSPITAL BUS STOP (NORTH BOUND) - SHELTER VIABILITY AND COST		
1.1.1	Attachment 1 - Design Location of Bus Shelter ID 10005	
1.1.2	Attachment 2 - Approved Drawing - Rev 2	
1.2 ARMADALE GOLF COURSE CARPARK SURFACING - ALTERNATIVE TREATMENTS REQUEST		
1.2.1	Attachment 1 - Armadale Golf Course Carpark - Initial Concept Plan	
1.2.2	Attachment 2 - Armadale Golf Course Carpark - Location Map	
1.2.3	Attachment 3 - Armadale Golf Course Carpark - Layout	

The above attachments can be assessed from the Minutes of the Technical Services Committee meeting of 2 February 2026 available on the City's website.

CITY OF ARMADALE

MINUTES

OF COMMUNITY SERVICES COMMITTEE HELD IN THE COMMITTEE ROOM,
ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON TUESDAY, 3
FEBRUARY 2026 AT 7:00PM.

OFFICIAL OPENING & ACKNOWLEDGEMENT OF COUNTRY

Cr Hetherington 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 P A Hetherington (Chair)
Cr K Busby (Deputy Chair)
Cr K Jorgensen
Cr S Peter (Deputy to Cr Thomas) (*via Teams*) (*left the meeting at 7:45pm*)
Cr M Silver
Cr S Stoneham
Dr C M Wielinga

APOLOGIES: Cr T Thomas

OBSERVERS: Mayor R Butterfield
Cr J Keogh
Cr L Sargeson
Cr G J Smith
Cr S J Mosey

IN ATTENDANCE: Mrs S van Aswegen Executive Director Community Services
Mr G Dixon Manager Libraries & Heritage
Mr C Halpin Manager Recreation Services
Mrs R Milnes Manger Community Development
Mr R Porter Manager Ranger & Emergency Services
Mr L Annese Community Facilities & Recreation Co-ordinator
Mrs A Dunsmore Community Facilities Officer
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

Cr P A Hetherington

- 4.1 – Bushire Brigade Names (Referral Matter)

Cr J Keogh

- 4.1 – Bushire Brigade Names (Referral Matter)

QUESTION TIME

Nil

DEPUTATION

Nil

CONFIRMATION OF MINUTES

RECOMMEND

Minutes of the Community Services Committee Meeting held on 2 December 2025 be confirmed.

Moved Cr K Busby

MOTION CARRIED

6/0

ITEMS REFERRED FROM INFORMATION BULLETIN

Report on Outstanding Matters – Community Services Committee

Items referred from the Information Bulletin

If any of the items listed above require clarification or a report for a decision of Council, this item to be raised for discussion at this juncture.

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3 FEBRUARY 2026

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1.1 - DRAFT REVISED FINANCIAL ASSISTANCE POLICY

WARD : ALL
FILE No. : M/4/26
DATE : 27 January 2026
REF : RM
RESPONSIBLE MANAGER : Executive Director
Community Services

In Brief:

- This report presents a draft revised Policy: *Financial Assistance*.
- Recommend that that Council endorse the draft revised Policy: *Financial Assistance*.

Tabled Items

Nil

Decision Type

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

Officer Interest Declaration

Nil

Strategic Implications

Strategic Community Plan

- 1.2 Improve Community Wellbeing
1.2.1 Align services and programs with the community's social priorities, and support community safety initiatives
- 1.4 An Inclusive and Engaged Community supported by diverse voices and active participation
1.4.3 Ensure the provision of culturally appropriate services and programs in the City
- 4.1 Strategic Leadership and sound management
4.1.2 Implement Integrated Planning and Governance frameworks enabling the City's strategic objectives to be achieved, providing for strong governance and integrity, and continually improving City services for the benefit of the community.

Legal Implications

- *Local Government Act 1995:*
s2.7 – The role of the Council – “(2) (b) determine the local government’s policies”

Council Policy/Local Law Implications

This Policy – *Financial Assistance* will be added to the City’s Policy Manual as an amended policy.

Budget/Financial Implications

The categories of the current Policy comprise the following annual budget allocation for the 2025/26 financial year:

- Donations and Scholar Awards: \$65,372
- Community Grants Program: \$88,681

Consultation

- Standing Order House Advisory Group (SOHAG)
- Executive Leadership Team (ELT)
- Primary Schools within the City of Armadale
- Community Services Directorate

BACKGROUND

Council policies are an essential part of Council’s governance framework. They guide Council and officers in the context of Council’s decision making. Policies can be developed to respond to legislative requirements, discretionary legislated powers and/or non-legislated functions/activities of Council.

The objectives of the amended draft Policy: *Financial Assistance (Policy)* are to:

- (a) recognise and assist individuals and organisations that provide services and support to residents of the City of Armadale;
- (b) respond to requests for financial assistance from individuals and organisations in line with the City’s Strategic Community Plan; and
- (c) equitably support capacity building of the large number of community organisations operating in the City.

The Policy cites definitions and terms relating to the City’s process of providing financial assistance, and details the following related categories:

Donations

- Sporting, recreation and development donations
- Fundraising donations
- Nutrition in Schools Program
- General donations

Community Grants Program

- Equipment grants
- Community events or a one-off activity
- Community project (extended program)

Annual School Scholarship Initiative for Secondary Schools

Council made the following resolution at the Ordinary Council Meeting on 16 October 2023 (C28/10/23):

That Council:

- 1. Endorse the addition of the fiscal amount to be allocated to the Annual School Scholarships Initiative of up to \$50 per local primary school.*
- 2. Endorse that the Annual School Scholarships Initiative is now offered to local primary schools to nominate one Year 6 student as an award recipient.*
- 3. That the increase of \$1,450 in the allocation of the Annual School Scholarship Initiative for Primary schools be included in the mid-year budget review.*

The allocation of \$1450, based on 29 local Primary Schools including Education Support Centres, for the Annual School Scholarship Initiative for Primary Schools was approved in the 2023/24 mid-year budget review.

Once the allocation of the funds was endorsed by Council, officers planned for the implementation of the Annual School Scholarship Initiative. This commenced with liaising with local Primary Schools to establish a suitable timeframe, how the award would be granted (for example money, a book or a voucher) to best suit the recipients, and to establish the eligibility criteria. The schools agreed with the eligibility criteria and suggested that an Officeworks voucher would best serve the needs of the students. In September 2025, eight Primary Schools responded to the invitation to participate in the Annual School Scholarship Initiative.

An amended Financial Assistance Policy incorporating the Annual Scholar Awards for Primary Schools and eligibility criteria was presented to the Standing Orders House Advisory Group (SOHAG) on 21 July 2025 resulting in the following recommendation:

- 1. Review policy for consistency (e.g. the use of Scholar Award).*
- 2. City officers to include a policy condition advising Scholar Award recipients that the City requires public acknowledgement of the Award at the award event.*
- 3. Refer the amended draft Policy: Financial Assistance to the Community Services Committee for consideration and recommendation to Council.*

DETAILS OF PROPOSAL

It is proposed that Council adopt the draft revised Policy: *Financial Assistance* with the addition of the Annual Scholar Awards for Primary Schools. The purpose of the initiative is to support Year Six students with their transition to secondary school. Each school is eligible for \$50, with schools electing to have their nominated student receive this in the form of a voucher.

The draft revised Financial Assistance Policy contains the additions recommended by SOHAG comprising:

- The term ‘Scholar Award’ is consistently used in the relevant section of the draft revised Policy
- The following condition is included in both the Secondary and Primary School categories: *The school acknowledges the City of Armadale Scholar Award in their advertising and promotional material and at the school event.*

ANALYSIS

The draft revised Policy: *Financial Assistance* now includes the Scholar Award for Primary Schools as an element of how the City supports children in their last year of primary school to transition to their first year of secondary school.

It also includes the terminology and additional condition recommended by SOHAG.

OPTIONS

Council has the following options:

1. Endorse the draft revised Policy: *Financial Assistance*.
2. Do not endorse the draft revised Policy: *Financial Assistance*.

Option 1 is recommended.

CONCLUSION

The draft revised Policy: *Financial Assistance* contains the inclusion of the Scholar Award for Primary Schools established by Council resolution C28/10/23 and includes eligibility criteria developed in consultation with local primary schools and reviewed by SOHAG.

ATTACHMENTS

1. [Draft Revised Financial Assistance Policy 2026 - with tracked changes](#)
2. [Draft Revised Financial Assistance Policy 2026 - clean copy](#)

Cr Silver moved an alternate recommendation.

That Council

1. Endorse the amended draft Policy: *Financial Assistance*.
2. Review the amount allocation of the Annual Scholar Award through the budget allocation process.

MOVED Cr M Silver, OPPOSED Cr K Busby
Motion lapsed due to lack of a seconder.

RECOMMEND

C1/2/26

That Council endorse the amended draft Policy: *Financial Assistance*.

**Moved Cr K Busby
MOTION CARRIED**

6/0

1.2 - PROPOSED RECONCILIATION STRATEGY

WARD : ALL
FILE No. : M/32/26
DATE : 27 January 2026
REF : RM
RESPONSIBLE : Executive Director
MANAGER : Community Services

In Brief:

- This report presents:
 - The rationale behind the proposed transition from a Reconciliation Action Plan to a draft Reconciliation Strategy.
 - The draft revised Terms of Reference for the Reconciliation Strategy Working Group to oversee the development of the proposed Reconciliation Strategy.
- Recommend that Council:
 - Endorse the proposed transition from a Reconciliation Action Plan to a draft Reconciliation Strategy to be presented to Council for endorsement in September 2026.
 - Endorse the draft revised Terms of Reference for the Reconciliation Strategy Working Group to oversee the development of the proposed Reconciliation Strategy.

Tabled Items

Nil

Decision Type

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

Officer Interest Declaration

Nil

Strategic Implications

Strategic Community Plan 2026-2025

1.2 Improve Community Wellbeing

- 1.2.1 Align services and programs with the community's social priorities, and support community safety initiatives

- 1.4 An Inclusive and Engaged Community supported by diverse voices and active participation
- 1.4.3 Ensure the provision of culturally appropriate services and programs in the City

Legal Implications

Nil

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

The proposed Reconciliation Strategy (RS) will be developed in-house by relevant staff under the oversight of the Reconciliation Strategy Working Group, hence there will be nil costs for an external consultant. Costs associated with membership to Reconciliation WA, consultation fees for the Aboriginal Elders and other community members and catering for the meetings will total approximately \$7500. There is a 2025/26 budget allocation of \$20,000 for reconciliation initiatives.

Consultation

- Reconciliation Action Plan Working Group
- Local Aboriginal Elders
- Reconciliation WA

BACKGROUND

The Reconciliation Action Plan

The City's Reconciliation Action Plan (RAP) 2023 – 2025 was endorsed by Council at the Ordinary Council Meeting on 16 October 2023, with the following resolution:

That Council endorse the proposed draft Reconciliation Action Plan 2023 – 2025.

The RAP comprises the following discrete sections:

- Our vision for reconciliation
- Our business
- The City's approach to reconciliation
- Area 1: Relationships
- Area 2: Respect
- Area 3: Opportunities
- Area 4: Governance

Under the four areas, the RAP includes a total of 14 actions and under those actions, 71 deliverables are assigned to eight City of Armadale business units. The majority of the actions and deliverables are those that Reconciliation Australia (RA) require the City to include in the RAP. RA allowed the City to determine additional deliverables uniquely relevant to the local area.

Every April, officers present a progress report to Council with updates on the RAP's actions, and an annual report in September to RA. Since the commencement of the implementation of the RAP, 50% of the actions have been completed, whilst 50% are either in progress or have not commenced. Under the RA RAP program, the RAP is overdue to be reviewed and subsequently endorsed by RA and Council.

The Reconciliation Action Plan Working Group

The City's RAP Working Group was established in December 2022 and comprised Councillors, City staff and community members. The initial primary purpose of the RAP Working Group was to oversee and direct the development of the RAP and this was reflected in the Terms of Reference the Group adopted.

Upon the endorsement of the RAP by RA and Council, the RAP Working Group's role was amended to have oversight of the RAP's implementation and evaluation and this was reflected in an amended Terms of Reference. Council endorsed these amended Terms of Reference at the Ordinary Council Meeting in March 2024 (C4/3/24) as follows:

That Council endorse the draft RAP Working Group Terms of Reference as attached to this report.

The RAP Working Group then became part of the biennial Council appointment of Working Groups process following an election due to its inclusion in the Council meeting calendar as "an occasional advisory, reference or working group established by Council and external entities".

DETAILS OF PROPOSAL

It is proposed that the City transitions from a RAP under RA to developing its own Reconciliation Strategy comprising locally relevant actions whilst retaining a dedicated Working Group with an amended Terms of Reference. Reconciliation WA (RWA) has provided advice that it will support the City as an RWA member outside of RA's RAP program.

Whilst RA provides a respected national framework, RWA leads reconciliation efforts specifically for Western Australians. RWA focuses on local cultural contexts, histories and WA-based strategies. National frameworks can feel prescriptive, whereas local programs such as those offered by RWA allow for more innovation and responsiveness to local priorities. The City will therefore have greater autonomy in developing its Reconciliation Strategy to maximise the local impact and efficacy of its reconciliation efforts, which are based on the City's long-standing commitment to its ongoing positive relationship with the local Aboriginal community and to reconciliation.

The process of developing the RS will be comprehensive, with the RS Working Group meeting monthly rather than quarterly to determine the actions. The Aboriginal Elders will be engaged at the outset to provide ideas for the actions and re-engaged throughout the development of the Reconciliation Strategy to ensure the Reconciliation Strategy Working Group is on track. City of Armadale staff will be updated and consulted as part of the development process so it remains a whole of organisation approach. RWA will be consulted with at agreed intervals to ensure the City's draft actions align with good practice in the WA context.

There are no legal requirements or penalties associated with the City choosing not to develop a RAP under the RA framework. While it is not possible to predict with certainty whether the absence of an RA-endorsed RAP would lead to negative perceptions, it is pertinent to note that many organisations, including local governments and schools in WA, have recently moved away from a formal RAP to progress locally tailored approaches to reconciliation. Seeking guidance from bodies such as RWA and local Aboriginal Elders further demonstrates a genuine and informed commitment to reconciliation, even without a RA-endorsed RAP.

Evaluation and Reporting

The efficacy of the composition of the Reconciliation Strategy Working Group will be evaluated on an ongoing basis with the quality and timeliness of the development of the RS a key factor.

The Reconciliation Strategy itself will be evaluated on a per action item basis (ie measuring outputs and quantitative data and what changes have occurred in the reconciliation process for the Aboriginal and non-Aboriginal communities). As noted, a progress report is presented to Council on the actions in the City's Reconciliation Action Plan every April. The same arrangement can apply to report on the progress of the proposed Reconciliation Strategy.

The Draft Revised Terms of Reference

The draft revised Terms of Reference are attached. All the sections are listed as follows:

- Objective
- Membership
- Meetings
- Roles and Responsibilities
- Conflicts of Interest
- Reporting
- Resources and budget
- Review
- Variations
- Term

The amendments include:

- Replacement of the term 'Reconciliation Action Plan' with 'Reconciliation Strategy'
- The Working Group will comprise up to eight staff members instead of six, and up to five community members instead of seven. This allows for more aboriginal staff to attend as it is difficult to attract community members who are able to consistently attend
- Frequency of the meetings – during the RS's development, the Group will meet monthly, and once it is endorsed, meetings may change to quarterly
- One of the roles of the Group is to seek advice from Reconciliation WA instead of Reconciliation Australia
- Replacement of the term 'City of Armadale department' with 'City of Armadale business unit'.

ANALYSIS

The City of Armadale's first RAP was endorsed in October 2023; sound progress has been made on the actions to date and a new RAP is due to be developed.

The proposal to transition from a RAP to a Reconciliation Strategy is based on the City effecting more meaningful and impactful reconciliation by determining locally relevant actions. This process and the implementation going forward will be supported with advice from RWA and Aboriginal Elders.

RAPs are not legislated and the City will not attract a penalty for not continuing with a RAP and seeking to pursue a different strategy. RWA has assured officers it is ready to assist any organisation with its reconciliation journey whether this is based on a RAP or not. Not all Local Governments and other organisations continue with RAPs; more are seeking to develop their own strategies with actions that apply to their local communities. There can be significant value in working with RA to develop a RAP, however, at this stage of its reconciliation journey and given the City's positive relationship with the Aboriginal community outside of the RAP program, it has now been proposed an independent Strategy is developed.

The proposed Reconciliation Strategy Working Group is important to ensure the City progresses the actions in the proposed Reconciliation Strategy. The draft Terms of Reference provides a clear framework for the governance and operation of the group, conducive to maximising the benefit of the members' expertise, local knowledge and insight.

OPTIONS

Council has the following options:

1. Endorse the proposed transition from a Reconciliation Action Plan to a draft Reconciliation Strategy to be presented to Council for endorsement in September 2026.
2. Do not endorse the proposed transition from a Reconciliation Action Plan to a draft Reconciliation Strategy.
3. Endorse the draft revised Terms of Reference for the Reconciliation Strategy Working Group to oversee the development of the proposed Reconciliation Strategy.
4. Do not endorse the draft revised Terms of Reference for the Reconciliation Strategy Working Group.
5. Endorse the current Elected Members of the RAP Working Group to become members of the Reconciliation Strategy Working Group.
6. Do not endorse the current Elected Members of the RAP Working Group to become members of the Reconciliation Strategy Working Group.

Options 1, 3 and 5 are recommended.

CONCLUSION

The transition from a Reconciliation Action Plan to a draft Reconciliation Strategy under the guidance of the proposed Reconciliation Strategy Working Group and local Aboriginal Elders and in consultation with Reconciliation WA will maximise the City's work towards meaningful reconciliation by focusing on locally relevant actions.

Importantly, it will continue to serve to solidify the ongoing positive relationship between the City and the local Aboriginal community, and like the RAP will provide a documented commitment to ensuring reconciliation is a long term, key focus of the City.

ATTACHMENTS

1. [↓](#) Draft Reconciliation Strategy Working Group - Terms of Reference - tracked changes
2. [↓](#) Draft Reconciliation Strategy Working Group - Terms of Reference - clean copy

RECOMMEND

C2/2/26

That Council:

1. **Endorse the proposed transition from a Reconciliation Action Plan to a draft Reconciliation Strategy to be presented to Council for adoption in September 2026.**
2. **Endorse the draft revised Terms of Reference for the Reconciliation Strategy Working Group to oversee the development of the proposed Reconciliation Strategy.**
3. **Endorse the current Elected Members of the RAP Working Group to become members of the Reconciliation Strategy Working Group.**

Moved Cr S Stoneham
MOTION CARRIED

6/0

2.1 - RUSHTON PARK - SHARED USE AGREEMENT

WARD : ALL
FILE No. : M/53/25
DATE : 27 January 2026
REF : AD/LA
RESPONSIBLE : Executive Director
MANAGER : Community Services

In Brief:

- The Department of Education has requested the City of Armadale grant a licence to the Department of Education over part of Reserve 21897 and part of Lot 194 on Deposited Plan 159477 as a 'shared use site'.
- There has previously been a licence agreement in place at this site which has now expired.
- Recommend that Council endorse the 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

Strategic Community Plan 2026-2035 (SCP):

- 1.2 Improve Community Wellbeing
 - 1.2.3 Facilitate the delivery of health and wellbeing programs and services within the community
- 1.3 Community facilities meet community needs
 - 1.3.1 Provide facilities and services to meet the growth demands and diverse needs of the wider Armadale community
- 1.4 An Inclusive and Engaged Community supported by diverse voices and active participation
 - 1.4.2 Encourage the provision of inclusive and accessible facilities, services and programs within the community.

Legal Implications

- *Local Government Act 1995*, Section 3.58 – Disposing of Property
- *Local Government (Functions and General) Regulations 1996*, Regulation 30 – Dispositions of property excluded from Act s. 3.58:

Council Policy/Local Law Implications

Policy – *Lease and Licence*

Budget/Financial Implications

The Department will pay a sum of \$13,367 per annum (exclusive of GST) increasing with CPI to the City as a contribution for ongoing routine maintenance for the reserve. The costs of any major maintenance will be split equally between the City of Armadale and the Department of Education.

Consultation

1. Department of Education
2. Internal Departments
 - Recreation Services
 - Community Infrastructure Planning
 - Service Delivery – Parks
 - City Legal

BACKGROUND

Kelmscott Primary School (KPS) have utilised a portion of Rushton Park through a licence agreement which was executed in March 2010. The term of the licence was for ten (10) years, expiring in March 2020. KPS currently still have exclusive use of the top oval during school terms on Monday to Friday between 8:30am and 3:30pm. Prior to this formal arrangement being in place, an informal agreement allowed KPS to access the reserve on a hire basis where they booked and paid hire fees as appropriate. In 2004, the Department of Education (the Department) commenced discussions with the City of Armadale (the City) in relation to the licence agreement for Rushton Park.

Rushton Park has hosted the Kelmscott Agricultural Show (the Show) for the past 125 years. The Show is an important event for both Kelmscott Agricultural Society (KAS) and the City which is held annually at Rushton Park. The Show remains an event run by volunteers from the community. It is the second largest agricultural show in the metropolitan area. The City has long provided in-kind support to KAS by providing free use of Rushton Park and Kelmscott Hall as well as other assistance. The responsibilities of both KAS and the City are outlined in a Memorandum of Understanding (C6/4/19) which had an initial three (3) year term, ending in August 2024, with two (2) additional three (3) year extension options available, allowing it to be extended through to August 2030.

DETAILS OF PROPOSAL

1. The proposal is to enter into a licence with the Department of Education (the Department) for a term of twenty (20) years for the use of a portion of Rushton Park at 60 River Road, Kelmscott WA 6111. It is proposed that a licence be entered into based on the following key terms:

Occupier	Department of Education																
Licensed Area	<p>Portion of 60 River Road, Kelmscott also known as Rushton Park. Also known as the below:</p> <p>(a) Lot 30 on Deposited Plan 255765 and being the whole of the land in Qualified Certificate of Crown Land Title Volume LR3147 Folio 282 also known as Reserve 21897; and</p> <p>(b) Lot 194 on Deposited Plan 159477 and being the whole of the land in Certificate of Title Volume 1057 Folio 813.</p> <p>As delineated and shaded grey on the plan contained in Annexure 1.</p>																
Term	Twenty (20) Years.																
Commencement	Upon signing by both parties.																
Contribution for Routine Maintenance	\$13,367 per annum (exclusive of GST) increasing with CPI payable by the Department of Education to the City of Armadale.																
Authorised Times of Use	8.00am and 4.00pm on all school days and other such times as are first agreed to by the Parties in writing.																
Insurance	Department of Education to be responsible for Public Liability Insurance and Workers Compensation Insurance to the value of \$20 Million.																
Outgoings	City of Armadale to be responsible for outgoings.																
Maintenance	<p>The Department of Education and the City of Armadale shall share those costs incurred for any Major Maintenance in accordance with the table set out below:</p> <table border="1" data-bbox="486 1232 1369 1680"> <thead> <tr> <th>Activity</th> <th>Department</th> <th>City</th> </tr> </thead> <tbody> <tr> <td>Major maintenance of irrigation</td> <td>50%</td> <td>50%</td> </tr> <tr> <td>Rectification of the grass dying</td> <td>50%</td> <td>50%</td> </tr> <tr> <td>Major maintenance of the reticulation servicing the facilities</td> <td>50%</td> <td>50%</td> </tr> <tr> <td>Major maintenance of the bore located on the Local Government land</td> <td>50%</td> <td>50%</td> </tr> </tbody> </table>		Activity	Department	City	Major maintenance of irrigation	50%	50%	Rectification of the grass dying	50%	50%	Major maintenance of the reticulation servicing the facilities	50%	50%	Major maintenance of the bore located on the Local Government land	50%	50%
Activity	Department	City															
Major maintenance of irrigation	50%	50%															
Rectification of the grass dying	50%	50%															
Major maintenance of the reticulation servicing the facilities	50%	50%															
Major maintenance of the bore located on the Local Government land	50%	50%															
Additional Terms	<ul style="list-style-type: none"> - The Department of Education acknowledges that the City of Armadale shall be entitled to exclusive use of the Facilities for a period of time in October each year for the purposes of the Kelmscott Agricultural Society Show (the Kelmscott Show). - The Department of Education acknowledges the Kelmscott Agricultural Society uses the Facilities for undertaking the community event “The Kelmscott Show”. The Department of Education and the Principal will work with the City of Armadale to ensure the safe and efficient undertaking, (including the construction and dismantling of shade facilities) for the Show. 																

COMMENT

Licence over Rushton Park

The licence over the portion of Rushton Park will grant the Department use of the City’s facilities for sporting and recreational purposes during the Department’s authorised times of use. This will achieve objectives of both the City’s Strategic Community Plan (2026-2035) as well as the Policy – *Lease and Licence* by ensuring access to a safe and accessible facility that allows KPS to meet the diverse needs throughout the school. This licence will provide greater community use of a public open space and will maximise recreational opportunities. In developing the licence, the City and the department have worked collaboratively to outline the responsibilities and conditions for the use and maintenance of the portion of the reserve, including cost sharing for the development, maintenance and renewal of assets. The key terms proposed are consistent with key terms that have been negotiated for other executed shared use agreements such as Novelli Reserve, Rossiter Oval and Harrisdale High School Oval.

The agreement for the shared use site will apply to a portion of two lots, as indicated on the attached site map (see Annexure 1).

Routine Maintenance and Major Maintenance

The Department shall pay the sum of \$13,367 per annum (exclusive of GST) increasing with CPI as their contribution towards the routine maintenance of the facility. This figure was calculated in consultation with the City’s Service Delivery team. This figure incorporates routine maintenance which includes, but not limited to, weekly mowing and irrigation checks at the facility, weed control and general tidy up of the reserve. This figure is consistent with all other licences negotiated between the City and the Department.

The Department will be responsible for 50% of the costs for all major maintenance incurred at the portion of the reserve as identified below:

Activity	Department	City
Major maintenance of irrigation	50%	50%
Rectification of the grass dying	50%	50%
Major maintenance of the reticulation servicing the facilities	50%	50%
Major maintenance of the bore located on the Local Government land	50%	50%

Disposition of Property

In accordance with section 3.58(5) of the Act and regulation 30(2)(c)(ii) of the *Local Government (Functions and General) Regulations 1996*, the disposition of the property (as in, a proposed licence to Department of Education) is a disposition that is exempt from the requirements of the Act because it is a disposition (lease, sale or otherwise disposal of) to a department, agency, or instrumentality of the Crown in right of the State. Accordingly, public notice is not required to be given.

Term of Licence

The twenty (20) year term is consistent with all other licences that the City has executed with the Department. This includes licences for Novelli Reserve, Rossiter Playing Fields and Harrisdale High School Oval. This term length reflects both historical precedent and practical considerations related to long-term community and infrastructure planning for both the City and the Department.

Purpose and Benefits of Licences

Licences between the City and the Department are based on the following principles:

- To provide optimal provision of community infrastructure;
- To provide a cost effective way for the parties to deliver community infrastructure; and
- To reduce duplication of community infrastructure.

The licence for Rushton Park between the City and the Department will provide a number benefits including:

- Activation of public open space during traditionally non peak times (business hours).
- Joint contributions to the maintenance of the proposed licenced area.

KPS will have access to the portion of the reserve during the authorised hours of use. As KPS does not have an oval within its own grounds, this arrangement allows students to use the reserve for sports classes, recess, lunch breaks and school carnivals during those times.

The Kelmscott Agricultural Show

A key aspect of negotiations have been to ensure that KAS continue to have exclusive access to Rushton Park to allow for the set up, delivery and pack down of the annual Show. During this period each year, KPS will not have access to the facilities.

OPTIONS

Option 1: 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 shared use document on behalf of the local government and apply the City’s Common Seal.

Occupier	Department of Education
Licensed Area	Portion of 60 River Road, Kelmscott also known as Rushton Park. Also known as the below: (a) Lot 30 on Deposited Plan 255765 and being the whole of the land in Qualified Certificate of Crown Land Title Volume LR3147 Folio 282 also known as Reserve 21897; and (b) Lot 194 on Deposited Plan 159477 and being the whole of the land in Certificate of Title Volume 1057 Folio 813. As delineated and shaded grey on the plan contained in Annexure 1.
Term	Twenty (20) Years
Commencement	Upon signing by both parties.
Contribution for Routine Maintenance	\$13,367 per annum (exclusive of GST) increasing with CPI payable by the Department of Education to the City of Armadale

Authorised Times of Use	8.00am and 4.00pm on all school days and other such times as are first agreed to by the Parties in writing.		
Insurance	Department of Education to be responsible for Public Liability Insurance and Workers Compensation Insurance to the value of \$20 Million.		
Outgoings	City of Armadale to be responsible for outgoings.		
Maintenance	The Department of Education and the City of Armadale shall share those costs incurred for any Major Maintenance in accordance with the table set out below:		
	Activity	Department	City
	Major maintenance of irrigation	50%	50%
	Rectification of the grass dying	50%	50%
	Major maintenance of the reticulation servicing the facilities	50%	50%
	Major maintenance of the bore located on the Local Government land	50%	50%
Additional Terms	<ul style="list-style-type: none"> - The Department of Education acknowledges that the City of Armadale shall be entitled to exclusive use of the Facilities for a period of time in October each year for the purposes of the Kelmscott Agricultural Society Show (the Kelmscott Show). - The Department of Education acknowledges the Kelmscott Agricultural Society uses the Facilities for undertaking the community event “The Kelmscott Show”. The Department of Education and the Principal will work with the City of Armadale to ensure the safe and efficient undertaking (including the construction and dismantling of shade facilities) for the Show. 		

Option 2: Do not authorise the Chief Executive Officer and Mayor to execute a shared use agreement with the Minister of Education for a portion of Rushton Park, as delineated in this report.

CONCLUSION

The proposed key terms are consistent with other executed licences between the City and the Department. The proposed licence allows for continuation of previous arrangements with the Department for use by KPS. The licence will assist in activating the portion of the reserve during non-peak times whilst also providing space for KPS to undertake school activities. The proposed licence will also ensure that the appropriate access is granted for KAS to continue to deliver the Show.

Option 1 is recommended for the reasons outlined in this report.

ATTACHMENTS

1. [Annexure 1 - Site Plan](#)

RECOMMEND

C3/2/26

That Council:

1. **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**

Occupier	Department of Education															
Licensed Area	<p>Portion of 60 River Road, Kelmscott also known as Rushton Park. Also known as the below:</p> <p>(a) Lot 30 on Deposited Plan 255765 and being the whole of the land in Qualified Certificate of Crown Land Title Volume LR3147 Folio 282 also known as Reserve 21897; and</p> <p>(b) Lot 194 on Deposited Plan 159477 and being the whole of the land in Certificate of Title Volume 1057 Folio 813.</p> <p>As delineated and shaded grey on the plan contained in Annexure 1.</p>															
Term	Twenty (20) Years.															
Commencement	Upon signing by both parties.															
Contribution for Routine Maintenance	\$13,367 per annum (exclusive of GST) increasing with CPI payable by the Department of Education to the City of Armadale.															
Authorised Times of Use	8.00am and 4.00pm on all school days and other such times as are first agreed to by the Parties in writing.															
Insurance	Department of Education to be responsible for Public Liability Insurance and Workers Compensation Insurance to the value of \$20 Million.															
Outgoings	City of Armadale to be responsible for outgoings.															
Maintenance	<p>The Department of Education and the City of Armadale shall share those costs incurred for any Major Maintenance in accordance with the table set out below:</p> <table border="1"> <thead> <tr> <th>Activity</th> <th>Department</th> <th>City</th> </tr> </thead> <tbody> <tr> <td>Major maintenance of irrigation</td> <td>50%</td> <td>50%</td> </tr> <tr> <td>Rectification of the grass dying</td> <td>50%</td> <td>50%</td> </tr> <tr> <td>Major maintenance of the reticulation servicing the facilities</td> <td>50%</td> <td>50%</td> </tr> <tr> <td>Major maintenance of the bore located on the Local Government land</td> <td>50%</td> <td>50%</td> </tr> </tbody> </table>	Activity	Department	City	Major maintenance of irrigation	50%	50%	Rectification of the grass dying	50%	50%	Major maintenance of the reticulation servicing the facilities	50%	50%	Major maintenance of the bore located on the Local Government land	50%	50%
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Additional Terms	<ul style="list-style-type: none">- The Department of Education acknowledges that the City of Armadale shall be entitled to exclusive use of the Facilities for a period of time in October each year for the purposes of the Kelmscott Agricultural Society Show (the Kelmscott Show).- The Department of Education acknowledges the Kelmscott Agricultural Society uses the Facilities for undertaking the community event “The Kelmscott Show”. The Department of Education and the Principal will work with the City of Armadale to ensure the safe and efficient undertaking (including the construction and dismantling of shade facilities) for the Show.
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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 21897, Part Lot 30 on Deposited Plan P255765, Rushton Park to the Department of Education 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*.

Moved Cr K Jorgensen
MOTION CARRIED

6/0

****2.2 - ALL ABILITIES SPORTS TEAMS FEES AND CHARGES**

WARD : ALL
FILE No. : M/745/25
DATE : 27 January 2026
REF : LA
RESPONSIBLE MANAGER : Executive Director
Community Services

In Brief:

- This report outlines the proposal to alter the City's approach in charging adult all abilities teams, consistent with the recommendation from the November 2025 Standing Orders House Advisory Group meeting.
- Recommend that Council endorse the amendment of the City's Schedule of Fees and Charges to insert an adults all abilities team fee that is based on the community hourly reserve hire rate for hours used in lieu of the current fixed cost per senior player.

Tabled Items

Nil

Decision Type

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

Officer Interest Declaration

Nil

Strategic Implications

Strategic Community Plan 2026-2035

1.2 Improve Community Wellbeing

- 1.2.2 Take an adaptive approach to the provision of a diverse range of active and passive recreational opportunities within the City

1.4 An Inclusive and Engaged Community

- 1.4.2 Encourage the provision of inclusive and accessible facilities, services and programs within the community

Legal Implications

1. *Local Government Act 1995*
2. *Disability Services Act 1993*
2. *Disability Services Regulations 2004*
3. *Equal Opportunity Act 1984*
4. *Local Government (Financial Management) Regulations 1996*

Council Policy/Local Law Implications

Policy – *Financial Assistance*

Policy – *Community Facilities and Reserves Fees and Charges*

Budget/Financial Implications

Charging adult all abilities teams for reserve usage based on the community hourly rate in lieu of the fixed per senior player charge per season will impact the City's hiring revenue. The extent of the impact on the hiring revenue is dependent on the individual teams and their usage but is likely to be insignificant.

Consultation

1. Local Governments:
 - a. Cities of Melville, Subiaco, Mandurah, Cockburn, Canning, Joondalup, Vincent, Stirling, Kwinana, Swan, Wanneroo, Kalamunda, Gosnells, Shires of Serpentine-Jarrahdale and Murray and Town of Cambridge.
2. West Australian Football Commission
3. Department of Creative Industries, Tourism and Sports
4. Internal departments

BACKGROUND

At the Council meeting held on 8 May 2023, Cr Keogh referred the following matter to the Community Services Committee:

That the matter of review of fees for all-abilities football team be referred to the Community Services Committee.

Officers presented a report to Council on 10 July 2023 where Council resolved the following (C17/7/23):

That Council request City officers to work with the Kelmscott Bulldogs Football Club, and other all-abilities Clubs within the City to investigate ways the City can support all abilities sport and provide the outcome via memo to Councillors

Officers detailed their findings following consultation with Kelmscott Bulldogs Football Club and other All Abilities Clubs on 21 September 2023.

At the Council meeting held on 16 October 2023, Cr Keogh referred the following matter to the Community Services Committee:

That the matter of provision of waiver of seasonal ground usage fees per player of Integrated teams be referred to the Community Services Committee

Officers presented a report to Council on 18 December 2023 where Council resolved the following (C37/12/23):

That Council refers the matter of a Grant Scheme for all-abilities adult sports and other activities in line with the current City of Melville Grant Scheme to SOHAG for deliberation.

Officers presented a report to SOHAG on 17 November 2025 where SOHAG recommended:

1. *That SOHAG recommends in accordance with section 6.16(3)(b) of the Local Government Act 1995, Council amends* the Schedule of Fees and Charges to insert an adult all-abilities teams fee based on the community reserve hourly hire rate (\$13.50) for hours used in lieu of the current fixed cost per senior player (\$86 per season).*

Particulars	Fee
<i>Adult all abilities team community reserve hourly rate</i>	<i>\$13.50 per hour</i>

2. *Refer the proposed amendment to the Schedule of Fees and Charges to the Community Services Committee for consideration and recommendation to Council.*
3. *At the time of the next review of Policy – Community Facilities and Reserves Fees and Charges, include information on all abilities senior teams being charged at the reserve hourly rate.*

DETAILS OF PROPOSAL

In accordance with the 17 November 2025 SOHAG recommendation, the proposal is to amend the City’s Schedule of Fees and Charges to insert an adults all abilities team fee that is based on the community hourly reserve hire rate for hours used in lieu of the current fixed cost per senior player.

Please see below proposed information to be added to the 2025/26 City’s Schedule of Fees and Charges:

Particulars	Fee
Adults all abilities teams community reserve hourly rate (includes change room use but excludes floodlight and community facility use)	\$13.50

This proposal would require an absolute majority resolution.

COMMENT

All Abilities Donation Scheme

The SOHAG report detailed officers’ investigation into an All Abilities Donation Scheme within the City’s Policy – *Financial Assistance* in line with the City of Melville’s ActiveLink program with the following considerations outlined:

- The ActiveLink program’s objective is to assist residents who have low income and is not specific to people who are living with disability.
- Requesting evidence to demonstrate that applicants are living with a disability could lead to reputational, compliance and community risk to the City.
- Donations wouldn’t be exclusive for applicants participating in an all abilities team. People living with a disability who are participating in mainstream teams would also be eligible.
- Requiring applicants to reside in the City and the activity to be based in the City may cause challenges.
 - This may limit the amount of activities that applicants can be considered for given that availability or existence of specific all abilities teams or activities may be underrepresented within the City.
 - This may cause barriers for players living with a disability who don’t reside in the City but play for a City based all abilities team (such as Kelmscott Bulldogs Football Club) given the small amount of all abilities teams throughout the state.
- The administration of the proposed donation scheme would be resource intensive involving multiple City departments.
- The City of Melville are undertaking a review on the ActiveLink program with a scoping report to be completed due to the ongoing increase in demand, budget and resources required for this program. It is anticipated that if the City of Armadale implements this donation scheme, that it will also increase year on year with further increases required to budget and resources.

Budget and Resourcing

Please see below approximate budget that was included in the November 2025 SOHAG report for the City to implement a new donation scheme:

Item	Cost per annum
Salaries (2 FTE)	\$170,000
Donations	\$80,000
Communications and Marketing	\$5,000
Total	\$255,000

The above budget takes into consideration the following:

- The allocated donation pool of \$80,000 is similar to what City of Melville have allocated for their ActiveLink program.
- The allocated donation pool would allow for 266 successful applications if \$300 was approved for each applicant.
- Based on 2021 Census data, there were 4,373 people in the City who reportedly needed help in their day-to-day lives due to a disability (which had increased from 2016).
- With the inclusion of “other activities” the level of demand for this initiative is unknown. However, an assumption is that there may be more than 266 people interested in applying for the donation based on the 2021 Census data. Additionally, City of Melville stopped accepting ActiveLink applications for 2025/26 after two months as the funding was fully exhausted.
- It is anticipated that a new donation category with similar levels of applications and assessments would be similar to the City of Melville ActiveLink Program and would require additional 2 FTE at approximately \$170,000 per year to effectively deliver the scheme.

This includes but is not limited to increased requirements to establish and verify approved activity suppliers, initial establishment of an application form and assessment process, ongoing set up of new suppliers, ongoing marketing of the program, assessment of applications, ongoing response to enquiries from applicants and suppliers, raising purchase orders, producing specific vouchers for each applicant, organisation of payment to suppliers and ongoing management of the program.

City of Melville administers their ActiveLink program through online software called SmartyGrant allowing applications, assessments and other functions to be completed online and streamlining processes. The City of Armadale currently does not have similar software, and all current donations and grants are administered and processed manually. The acquisition of software similar to City of Melville's would further increase the funding requirements and the cost associated with the software is unknown at this stage.

Information provided by Kelmscott Bulldogs Football Club

The initial Councillor referral item was based on Kelmscott Bulldogs Football Club (KBFC) and the provision of financial assistance to their all abilities team (which is currently the only adults all abilities team in the City). In discussions with KBFC, they have advised that the club is comfortable in budgeting for community reserve hire fees for their all abilities team like all other players. KBFC have expressed concerns that the all abilities team utilise the reserve significantly less than mainstream teams for training and fixtures yet are charged at the same rate.

The seasonal reserve charge (per senior player) allows for up to two training sessions and one match per week and includes use of change rooms and venue management rooms. This is applied consistently regardless of whether senior players only train once a week or miss particular game days.

Imposing of New Fee for Adults All Abilities Teams in the Schedule of Fees and Charges

Given that all abilities teams may use the reserves significantly less than mainstream teams for training and fixtures, imposing a reserve hourly charge for adult all abilities teams would ensure that these teams are charged based on their usage. The fee suggested is consistent with the City's "Community Reserve Hourly Rate" which is already listed within the City's Schedule of Fees and Charges.

KBFC are currently the only senior club who have an all abilities team. However, the proposed fee allows for future application to new all abilities teams that may be developed across all sports.

It is important to note that the proposed fee is only applicable to adult all abilities teams' use of the reserve and change rooms and does not extend to the use of the floodlights or community facilities. The use of floodlights and community facilities will raise additional charges consistent with the City's Schedule of Fees and Charges.

Junior All Abilities Teams

The proposed imposition of the new fee for all abilities teams will not apply to juniors as juniors already receive a junior subsidy within Policy - *Community Facilities and Reserves Fees and Charges*. An excerpt of the junior subsidy from this Policy can be seen below.

2. Junior subsidy

Use of reserves or community facilities by junior sports clubs and other similar not for profit associations (participants under 18 years of age) will be subsidised 100%. These groups will receive the subsidy on either community facilities or reserves, not both, with the following restrictions:

Community Facilities	Maximum 5 hours per week and 1 committee meeting per month per group.
Reserves	2 training sessions and 1 match play booking per week per team or association. In addition, clubs/associations are eligible for access to a facility for 1 committee meeting per month.

Additional hire of community facilities or reserves above the restrictions outlined will be charged at the community rate.

Review of Policy – Community Facilities and Reserves Fees and Charges

Subject to the Council resolution of this report, officers intend to include information on applicable fees for adult all abilities teams when the Policy – *Community Facilities and Reserves Fees and Charges* is reviewed. This is consistent with the recommendation from the November 2025 SOHAG meeting. At the time of this review, the Policy would be presented to both SOHAG and Council. This will not stop the new fee being applied in the interim.

OPTIONS

Council has the following options:

1. Endorse the amendment of the City's Schedule of Fees and Charges to to insert an adults all abilities team fee that is based on the community hourly reserve hire rate for hours used in lieu of the current fixed cost per senior player.
2. Do not endorse the amendment of the City's Schedule of Fees and Charges to insert an adults all abilities team fee that is based on the community hourly reserve hire rate for hours used in lieu of the current fixed cost per senior player.

CONCLUSION

Participating in sport provides a number of physical, social and mental benefits for the community. Ensuring that the community, including people living with a disability, can access sport and experience these benefits are vital. Imposing a new fee for adult all abilities teams based on the community hourly reserve rate will ensure that these teams are charged recognising their limited usage throughout their respective seasons.

Option 1 is recommended for the reasons outlined in the report.

ATTACHMENTS

There are no attachments for this report.

RECOMMEND

C4/2/26

That Council:

1. In accordance with section 6.16(3)(b) of the *Local Government Act 1995*, amends the Schedule of Fees and Charges to insert an adults all-abilities teams fee based on the community reserve hourly hire rate (\$13.50) for hours used in lieu of the current fixed cost per senior player (\$86).

Particulars	Fee
Adults all abilities teams community reserve hourly rate (includes change room use but excludes floodlight and community facility use)	\$13.50

2. Give local public notice of the intent to amend the fees and charges in accordance with section 6.19 of the *Local Government Act 1995*.

ABSOLUTE MAJORITY RESOLUTION REQUIRED

Moved Cr K Jorgensen
MOTION CARRIED

6/0

***2.3 - TEMPORARY OCCUPANCY ARRANGEMENTS - ARMADALE
ENVIRONMENTAL CENTRE AND MARMUM MIA MIA***

WARD : ALL
FILE No. : M/800/25
DATE : 27 January 2026
REF : AD/VL/LA
RESPONSIBLE : Executive Director
MANAGER : Community Services

In Brief:

- On 19 October 2025, the Armadale Environmental Centre and toilet block was destroyed by fire. As a result, both the Environmental Centre Management Committee and Marmum Mia Mia Aboriginal Corporation require temporary relocation to alternative facilities.
- Recommend that Council endorse the 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

Strategic Community Plan 2026-2035 (SCP):

- 1.3 Community facilities meet community needs
 - 1.3.1 Provide facilities and services to meet the growth demands and diverse needs of the wider Armadale community
- 1.4 An Inclusive and Engaged Community supported by diverse voices and active participation
 - 1.4.2 Encourage the provision of inclusive and accessible facilities, services and programs within the community.

Legal Implications

- *Local Government Act 1995:*
 - 6.12 – Power to defer, grant discounts, waive or write off debts
 - (1)(b) – waive or grant concessions in relation to any amount of money
- *Delegation 1.1.22 Defer, write off, grant a concession or authorise a waiver for monies owing*
 - The Chief Executive Officer has authority to write off or waive monies owing, provided the waiver does not exceed \$2000
- *Health (Miscellaneous Provisions) Act 1911*
- *Public Building Regulations 2012*

Council Policy/Local Law Implications

Policy – *Lease and Licence*

Policy – *Community Facilities and Reserve Fees and Charges*

Budget/Financial Implications

The total hire fees for the Environmental Centre Management Committee (ECMC) to operate from Creyk Pavilion Club Room for an estimated 24 month period will amount to \$12,504. Any Council decision to waive this hire fee will reduce the City's hiring revenue.

The total hire fees for Marmum Mia Mia to operate from the Champion Centre for an estimated 15 month period will amount to \$600. Any Council decision to waive this hire fee will reduce the City's hiring revenue.

Consultation

1. Environmental Centre Management Committee
2. Marmum Mia Mia
3. Relevant internal departments
 - a. City Legal
 - b. Service Delivery
 - c. Environmental and Sustainability
 - d. Community Development
 - e. Health
 - f. Community Infrastructure Planning

BACKGROUND

Armada Environmental Centre was opened in 1993 (previously the Field Study Centre) and was located at 10 Triton Crescent, Bedfordale. The Crown Land on which the facility was located is vested to the City of Armadale under a Management Order (50082). The facility was occupied under a management agreement by the Environmental Centre Management Committee (ECMC), which commenced on 10 November 2016 and expired on 10 November 2022. There is no holding over clause for this management agreement, however, the agreement terms were still in effect at the time of the fire through operation by conduct.

This Committee includes the below user groups:

- Armadale Wildflower Society Armadale Branch
- Armadale Settlers Common Working Group

- Armadale Gosnells Landcare Group
- Bushcare and Environment Working Group and associated Friends of Groups

Settlers Common Willow Heights (previously the Plymouth Brethren Meeting Hall) is also located on the above block and is occupied by Marmum Mia Mia Aboriginal Corporation (MMMAC) through a management agreement which commenced on 1 July 2017 and expired on 30 June 2022. There is no holding over clause for this management agreement, however, the agreement terms are still in effect through operation by conduct.

Settlers Common Willow Heights was constructed in 1934 and relocated to Armadale Settlers Common (ASC) following the widening of the Albany Highway in 1997.

ASC has cultural heritage significance for the following reasons:

- The place has aesthetic value as an attractive bushland reserve, incorporating walk trails, picnic areas and community buildings in its picturesque setting.
- The place has historic value as one of only a few remaining public commons in Western Australia.
- The place has social value as a long-standing 'commonage' - land that has been publicly owned and available since 1897 and is currently used for passive bushland recreation.

On 19 October 2025 the Armadale Environmental Centre, neighbouring toilet block and storage shed was destroyed by fire. Although Settlers Common Willow Heights was not damaged by the fire, the loss of the toilet block has resulted in the premises no longer meeting the minimum requirements for public use. In accordance with the *Health (Miscellaneous Provisions) Act 1911* and the *Public Building Regulations 2012*, adequate and accessible sanitary facilities must be provided for any building used by the public. As these facilities are currently unavailable, the building is deemed unsuitable for public occupation and must not be used by the public until the toilets are reinstated and compliant with relevant legislative requirements.

DETAILS OF PROPOSAL

Officers have been consulting with both ECMC and MMMAC to investigate future occupancy arrangements given that both of their respective facilities are not habitable.

Environmental Centre

Officers have worked with ECMC to identify through their needs to find a suitable location. It was determined that Creyk Pavillion Clubroom would be most suitable, as it allows the group to have exclusive use of a room within the pavilion including storage.

Under delegation *1.1.22 Defer, write off, grant concession or authorize a waiver for monies owing*, the CEO has waived the fee of \$1,677 for ECMC to utilise the Creyk Pavilion Clubroom until 28 March 2026. This report is seeking Council to authorise a further waiver of fees of \$12,504 for a 24 month period until 28 March 2028.

The hire fee amount of \$12,504 incorporates the following:

- 21 hours per month at \$19.50 (Category 2 Facility) per hour for the 24 month period
- 10 hours per day at \$19.50 (Category 2 Facility) once every two months for workshops over the 24 month period

- An external storage room at \$14 per month over the 24 month period.

Noting that the community facility hire fees may be subject to change when Council review and endorse the City's Schedule of Fees and Charges each year.

Marmum Mia Mia Aboriginal Corporation

Officers have engaged with the MMMAC to find a suitable location. It was determined that a meeting room in Champion Centre would be most suitable, as it allows the group to have a regular space that they can have their monthly meetings.

Under delegation *1.1.22 Defer, write off, grant concession or authorize a waiver for monies owing*, the CEO has waived the fee of \$460 for MMMAC to utilise Champion Centre until 21 December 2026. This report is seeking a further waiver of fees of \$600 for a 15 month period until the 28 March 2028. This aligns the dates with the waiver for ECMC.

This hire fee has been calculated based on a fee of \$20 per hour for 2 hours per month over the 15 month period.

The waiver for MMMAC is below the \$2,000 threshold of delegation *1.1.22 Defer, write off, grant concession or authorize a waiver for monies owing*, however, as it spans over more than two financial years, it is appropriate for the proposal to be presented to Council for its determination.

Noting that the community facility hire fees may be subject to change when Council review and endorse the City's Schedule of Fees and Charges each year.

COMMENT

The Armadale Environmental Centre provided a venue for groups to conduct workshops, host meetings and provides a base from which to study the natural features of the reserve.

Pre-fire Usage - External groups

Group/Organisation	Usage Description	Frequency
Armadale Wildflower Society	Monthly meetings	Second Thursday, February to November 7:15 pm
Armadale Settlers Common Working Group	Scheduled monthly meetings	First Thursday, February to November, 5:30 pm
Armadale Gosnells Landcare Group	Bi-monthly meetings	Every two months
Bushcare & Environment Working Group and Friends Groups	Fortnightly meetings	Ongoing

Pre-fire Usage - City of Armadale

Activity / Program	Usage Description	Frequency
Volunteer Training	Training and plenary sessions	Two training sessions + two plenaries
Bush Breakfast	Annual community event	Once per year
Arts Festival – “Art on the Scarp”	Event	Runs for approximately three weeks annually

Waiver Timeframes

The timeframe for the reinstatement or development of a facility and toilet block at Armadale Settlers Common is unknown at this stage. Officers have proposed that Council waive fees until 28 March 2028, however, noting that officers may need to present a further report to Council if the development or reinstatement is not completed within this timeframe and ECMC and MMMAC require use of Creyk Pavilion Clubroom and Champion Centre for an extended period.

Insurance

On 19 November 2025, City Legal met with LGIS and their Loss Adjuster. During this meeting, City Legal sought clarification on whether LGIS would cover the temporary relocation costs of both the ECMC and MMMAC. LGIS advised that relocation coverage applies only to the City in the event of an incident and does not extend to leaseholders.

Impacts to ECMC and MMMAC

The requirement for both groups to relocate to an alternative facility during the planning phase, and any subsequent works, will temporarily disrupt their volunteers and operational capacity. For example, MMMAC has advised that while operating from a temporary venue, they will need to reduce the number of meetings they hold. ECMC is able to conduct the majority of its operations from the Creyk Pavilion Clubroom, however, this arrangement results in the loss of capacity to deliver its on ground programs at Settlers Common while simultaneously having access to a dedicated facility. The waiver of hire fees would assist to minimise these impacts and support both groups to maintain service continuity and financial sustainability.

OPTIONS

1. Authorise a waiver of hire fees between 28 March 2026 and 28 March 2028 up to a value of \$12,504 for Environmental Centre Management Committee to utilise the Creyk Pavilion Club Room.
2. Do not authorise a waiver of hire fees between 28 March 2026 and 28 March 2028 up to a value of \$12,504 for Environmental Centre Management Committee to utilise the Creyk Pavilion Club Room.
3. Authorise a waiver of hire fees between 21 December 2026 and 28 March 2028 up to a value of \$600 for Marmum Mia Mia Aboriginal Corporation to utilise the Champion Centre.

4. Do not authorise a waiver of hire fees between 21 December 2026 and 28 March 2028 up to a value of \$600 for Marmum Mia Mia Aboriginal Corporation to utilise the Champion Centre.

CONCLUSION

Given the operational impacts currently being experienced by both groups, it is proposed that a waiver of fees will assist in preventing further disruptions while a temporary or permanent solution is identified. The waiver of fees will assist in maintaining the ongoing sustainability of both groups.

Options 1 and 3 are recommended for the reasons outlined in the report.

ATTACHMENTS

There are no attachments for this report.

RECOMMEND

C5/2/26

That Council:

1. **In accordance with Section 6.12 of the *Local Government Act 1995*, authorise a waiver of hire fees between 28 March 2026 and 28 March 2028 up to a value of \$12,504 for Environmental Centre Management Committee to utilise the Creyk Pavilion Club Room.**
2. **In accordance with Section 6.12 of the *Local Government Act 1995*, authorise a waiver of hire fees between 21 December 2026 and 28 March 2028 up to a value of \$600 for Marmum Mia Mia Aboriginal Corporation to utilise the Champion Centre.**

Moved Cr S Stoneham
MOTION CARRIED

6/0

****3.1 - MAKING OF CAT AMENDMENT LOCAL LAW**

WARD : ALL
FILE No. : M/40/26
DATE : 15 January 2026
REF : RP
RESPONSIBLE : Executive Director
MANAGER : Community Services

In Brief:

- The City has completed the statutory public notice period for the proposed Cat Amendment Local Law, required to give effect to undertakings requested by the Joint Standing Committee on Delegated Legislation ('JSCDL').
- Six submissions were received, generally supporting stronger cat management and raising concerns about containment, nuisance and enforcement.
- The amendment local law is confined to implementing the JSCDL undertakings and introduces no new measures.
- It is recommended that Council make the City of Armadale Cat Amendment Local Law in accordance with section 3.12(4) of the *Local Government Act 1995*.

Tabled Items

Nil

Decision Type

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

Officer Interest Declaration

Nil

Strategic Implications

The following goal from the Strategic Community Plan 2026 – 2035 is relevant;

Aspiration 4 Leadership
Outcome 4.1 Strategic leadership and sound management

Objective 4.1.2 Implement Integrated Planning and Governance frameworks enabling the City's strategic objectives to be achieved, providing for strong governance and integrity, and continually improving City services for the benefit of the community

Legal Implications

- *Local Government Act 1995*, section 3.12 – Procedure for making local laws
- *Local Government Act 1995*, section 3.73 – Caretaker provisions
- *Cat Act 2011*, section 79 – Local law-making powers

The Joint Standing Committee on Delegated Legislation ('JSCDL') accepted the City's undertakings on 19 August 2025 and required specific amendments to the Cat Local Law 2024. The City must now complete the amendment process in full compliance with section 3.12 of the *Local Government Act 1995*.

Council Policy/Local Law Implications

The amendment will modify the City of Armadale Cat Local Law 2024 to implement the JSCDL's required changes. No new policy implications arise.

Budget/Financial Implications

Costs associated with advertising, printing and gazettal can be accommodated within existing budget allocations.

Consultation

1. City Legal
2. Executive Leadership Team
3. Department of Local Government, Sport and Cultural Industries
4. Joint Standing Committee on Delegated Legislation
5. Public submissions (6 November – 18 December 2025)
6. City libraries, Customer Service, and Communications teams for statutory notice display

BACKGROUND

The City has a long history of attempting to establish a contemporary and enforceable cat control framework. The first attempt occurred in 2015, when Council considered a draft cat local law following public consultation. At that time, Council resolved not to proceed with the local law and instead reinstated a prohibited cat area in the Environment, Animals and Nuisance Local Law. In 2017, Council resolved not to proceed with that amendment either, leaving the City without a dedicated cat control local law.

In November 2020, the Armadale Bushcare and Environmental Working Group again raised concerns regarding the impact of roaming cats on biodiversity and requested that the City revisit the matter. In response, Ranger and Emergency Services and Governance undertook a detailed review of contemporary cat local laws across Western Australia, including recent decisions of the JSCDL. This work culminated in the preparation of a new draft Cat Local Law, presented to Council in April 2023.

At its meeting of 24 April 2023 (C8/4/23), Council resolved to propose a Cat Local Law, with additional bushland areas added to Schedule 3 as cat-prohibited areas and setting a limit of four cats without a permit. Council also resolved to advocate to the Minister for Local Government for amendments to the *Cat Act 2011* to introduce mandatory cat confinement.

Following an eight-week public consultation period in 2024, Council adopted the City of Armadale Cat Local Law 2024 at its meeting on 16 December 2024 (C3/12/24). The local law was published in the Government Gazette on 22 January 2025 and came into operation on 5 February 2025.

As required under the local law-making process, the City provided the gazetted local law and supporting documentation to the JSCDL for parliamentary scrutiny. On 23 June 2025, the JSCDL wrote to the City identifying several provisions that exceeded the powers conferred by the *Cat Act 2011*. The JSCDL requested that the City provide undertakings to amend the local law within six months, including the deletion of clause 2.2, removal of the definition of “effective control”, amendments to nuisance provisions, and other consequential changes.

On 14 July 2025 (C4/7/25), Council resolved to provide the undertakings requested by the JSCDL and to initiate the amendment process under section 3.12 of the *Local Government Act 1995*. The JSCDL subsequently granted a two-month extension to the amendment timeframe due to the caretaker period associated with the 2025 local government elections.

On 11 August 2025 (C5/8/25), Council endorsed the draft City of Armadale Cat Amendment Local Law for public notice and Ministerial referral. The City then commenced the statutory public notice period following the conclusion of the caretaker period.

Public notice of the proposed amendment local law was given from 6 November to 18 December 2025, including:

- publication in the Armadale Examiner Newspaper
- publication on the City’s website
- a pinned social media post for the full six-week period
- display at all City libraries and the Customer Service Centre
- availability of the proposed local law and undertaking documents for inspection

Copies of the proposed amendment local law were also provided to the Departmental CEO in accordance with section 3.12(3)(b) of the *Local Government Act 1995*.

Six submissions were received during the public notice period. These submissions expressed strong community concern regarding wildlife protection, roaming cats, cat hoarding, nuisance behaviour, and the desire for mandatory containment. While supportive of stronger cat management, the submissions largely sought measures that fall outside the powers granted to local governments under the *Cat Act 2011* and beyond the scope of the JSCDL undertakings. The City has now completed all procedural requirements under section 3.12 of the *Local Government Act 1995* and is in a position to present the amendment local law to Council for final adoption.

DETAILS OF PROPOSAL

It is proposed that Council make the City of Armadale Cat Amendment Local Law in accordance with section 3.12(4) of the *Local Government Act 1995*. The amendment local law implements the JSCDL's required changes, including:

- deletion of the definition of "effective control"
- deletion of clause 2.2
- amendments to nuisance provisions
- updates to references to the *Veterinary Practice Act 2021*
- amendments to permit-related clauses
- deletion of Schedule 2 item 2
- consequential amendments

The proposed City of Armadale Cat Amendment Local Law as contained in **Attachment 1** has been drafted to amend the City of Armadale Cat Local Law 2024 as requested by the JSCDL.

For convenience, a tracked changes version of the City of Armadale Cat Local Law 2024 to demonstrate the effect of amendments has been prepared as contained within **Attachment 2**.

COMMENT

The submissions received during the public notice period demonstrate a high level of community interest in cat management and reflect a consistent theme of concern regarding the impact of roaming cats on wildlife, neighbourhood amenity and the wellbeing of both domestic and feral cats. Many respondents expressed strong support for stricter measures such as mandatory 24-hour containment, reduced cat-number limits, and enhanced enforcement powers to address nuisance behaviour and cat hoarding. While these views highlight the community's desire for stronger regulatory tools, the measures sought fall outside the scope of what can be achieved through this amendment local law. The City is legally required to implement the undertakings issued by the JSCDL, and cannot introduce new provisions relating to containment or roaming restrictions without amendments to the *Cat Act 2011*.

Notwithstanding these limitations, the amendment local law ensures that the City's existing cat control framework remains valid, enforceable and compliant with parliamentary requirements. The amendments remove provisions identified by the JSCDL as exceeding the powers of the *Cat Act 2011*, while retaining the City's ability to address nuisance behaviour, regulate cat numbers through a permit system, and enforce cat-prohibited areas. The submissions received reinforce the importance of ongoing advocacy to the State Government for broader legislative reform, particularly in relation to containment and roaming cats, which cannot be implemented at a local level under the current legislative framework. The proposed amendment local law therefore represents a necessary and appropriate step to maintain the integrity of the City's local law while continuing to support responsible cat ownership and community expectations within the limits of State legislation.

ANALYSIS

The *Cat Act 2011* sets clear limits on the matters a local government may regulate through a cat local law.

The JSCDL determined that several provisions of the City's Cat Local Law 2024 exceeded those powers, particularly in relation to containment, roaming restrictions and the definition of "effective control". As a result, the City was required to provide undertakings to amend the local law. The amendment local law now presented to Council is therefore confined to implementing those undertakings and ensuring the City's local law remains valid, enforceable and compliant with State legislation. It does not introduce new provisions or expand the scope of the local law beyond what the Cat Act permits.

The submissions received during the public notice period reflect strong community support for stricter cat management, including mandatory containment, reduced cat-number limits and enhanced enforcement powers. While these concerns are acknowledged and align with broader community expectations, they cannot be addressed through this amendment local law due to the legislative constraints of the *Cat Act 2011* and the specific requirements imposed by the JSCDL.

The City will continue to enforce the Cat Act within its existing powers and advocate for State-level reform to enable stronger cat management tools. The proposed amendment local law represents a necessary and appropriate step to maintain the integrity of the City's regulatory framework while meeting parliamentary requirements.

OPTIONS

There are two (2) options available to Council:

1. Make the City of Armadale Cat Amendment Local Law as presented.
2. Decline to make the City of Armadale Cat Amendment Local Law and provide alternative direction.

Option 1 is recommended.

CONCLUSION

The City has completed all statutory requirements under section 3.12 of the *Local Government Act 1995*. The amendment local law implements the JSCDL's required changes and ensures the City's local law remains valid and enforceable. It is recommended that Council proceed to make the City of Armadale Cat Amendment Local Law.

Should Council decide not to proceed with making the Cat Amendment Local Law, there is a significant risk that the JSCDL will move to disallow the City's original Cat Local Law in its entirety, leaving the City without a valid cat management local law.

Committee Discussion

The Committee noted that the background information in the report did not mention Council tried to reinstate a cat prohibited area at Churchman Brook Estate but were unable to legally do this.

ATTACHMENTS

1. [↓](#) City of Armadale Cat Amendment Local Law - DRAFT
2. [↓](#) City of Armadale Cat Local Law 2024 - Inclusive of Cat Amendment Local Law Changes

RECOMMEND

C6/2/26

That Council:

1. **In accordance with section 3.12(4) of the *Local Government Act 1995*, MAKE the City of Armadale Cat Amendment Local Law as attached to this report.**
2. **In accordance with section 3.12(5) of the *Local Government Act 1995*, request the Chief Executive Officer to publish the local law in the Government Gazette and provide a copy to the Minister for Local Government.**
3. **After Gazettal, in accordance with section 3.12(6) of the *Local Government Act 1995*, request the Chief Executive Officer to give local public notice:**
 - **stating the title of the local law**
 - **summarising its purpose and effect**
 - **specifying the day on which it comes into operation**
 - **advising that the local law is published on the City's website and available for inspection**
4. **Following Gazettal, request the Chief Executive Officer to provide a copy of the local law and a completed explanatory memorandum to the Joint Standing Committee on Delegated Legislation.**

ABSOLUTE MAJORITY RESOLUTION REQUIRED

**Moved Cr S Stoneham
MOTION CARRIED**

6/0

4.1 - BUSHFIRE BRIGADE NAMES (REFERRAL MATTER)

Cr P A Hetherington declared a non-financial interest in this item on the basis that his daughter is a member of the Roleystone Karragullen Volunteer Bushfire Brigade. As a consequence, there may be a perception his impartiality on the matter may be affected, but declared that he would set aside this association, consider the matter on its merits and vote accordingly.

Cr J Keogh declared a non-financial interest in this item on the basis that he is a member of the Roleystone Volunteer Fire and Rescue Service. As a consequence, there may be a perception his impartiality on the matter may be affected, but declared that he would set aside this association, consider the matter on its merits and vote accordingly.

At the Council meeting held on 15 December 2025, Cr Keogh referred the following matter to the Community Services Committee.

That the matter of the City Bushfire Brigade names be referred to the Community Services Committee.

Comment from Cr Keogh

I have had anecdotal reports on issues regarding the similar naming of the RKVBFB (Roleystone-Karragullen Volunteer Bush Fire Brigade) to the pre-existing Roleystone VFRS (Volunteer Fire and Rescue).

Cr Keogh's further comments have been forwarded under separate cover.

Officer Comment

Background

The Roleystone Volunteer Bush Fire Brigade ('VBFB') was first established in 1957. In 1999, the Roleystone Volunteer Fire and Rescue Service ('VFRS') was formed to provide additional structural firefighting capability for the Roleystone community. Although the two services were managed separately, with the bush fire brigade under the City's administration and the fire and rescue service under the Fire and Emergency Services Authority ('FESA'), and later the Department of Fire and Emergency Services ('DFES'), both operated from the shared facility at 48 Jarrah Road, Roleystone, maintained distinct turnout areas, and relied heavily on a volunteer base that was largely dual-registered across both services. Together, the members of the two services were also incorporated under the *Associations Incorporation Act 2015 (WA)* as the Roleystone Volunteer Fire Brigade Inc ('RVFB Inc').

In 2021, following a formal report, Council concluded that the Roleystone VBFB could no longer operate effectively under the existing structure or from the shared facility. As a result, Council resolved to cancel the brigade's registration and establish a new entity, being the Roleystone Karragullen VBFB, which assumed responsibility for the former turnout area and later moved its operations into the new facility at 59 Springdale Road, Karragullen.

Feedback

To further understand Cr Keogh's referral, officers have engaged with the relevant local brigades and DFES to obtain operational feedback and assess any practical implications arising from the current naming arrangements. The following feedback was provided:

Roleystone Karragullen Volunteer Bush Fire Brigade

The brigade Captain advised that, in their experience on the fireground, the only issue encountered to date has been the occasional selection of an incorrect T-card at the Incident Control Point. These instances have been infrequent, were quickly recognised and corrected, and had not resulted in operational delays, safety concerns, or confusion during incident response.

He further noted that when Roleystone Karragullen VBFB and Roleystone VFRS attended the same incident outside the district, any potential for confusion has been effectively managed through established fireground protocols. In such situations, Roleystone Karragullen VBFB operates under the callsign "Karragullen", which provides clear differentiation between the two services. This practice is well understood by crews and incident management teams and has not presented any operational issues.

Drawing on this experience, the brigade Captain advised that the current name was functioning appropriately within existing operational systems and procedures. The minor issues observed did not, in his view, indicate a systemic problem or a need for further intervention, as existing controls and standard operational practices were sufficient to manage them.

He also commented that these occasional issues are largely attributable to the relative newness of the Roleystone Karragullen VBFB. As awareness grows across the broader firefighting community regarding the distinction between Roleystone Karragullen VBFB and Roleystone VFRS, he expects such occurrences to diminish, consistent with how other similarly named brigades operate alongside one another without difficulty.

The brigade Captain also sought clarification that, should a name change be pursued, the brigade wished to understand the proposed consultation process and who would be responsible for meeting the significant costs associated with implementing such a change.

Roleystone Volunteer Fire and Rescue Service

An email requesting feedback on this matter was sent to the brigade Captain on 5 January 2026, and then followed up with a phone call, however no formal feedback has been received prior to finalisation of this report.

Bedforddale Volunteer Bush Fire Brigade

The brigade Captain reported that, in their experience, they had not experienced any operational issues arising from the current naming arrangements. He also advised that they have previously worked alongside similarly named brigades in other localities without difficulty.

Armada Volunteer Fire and Rescue Service

The brigade Captain advised that the members had not raised any concerns regarding the current naming arrangements.

Department of Fire and Emergency Services

From an operational perspective, the District Officer advised that there had been no safety-related reports lodged in relation to the current brigade naming conventions.

He also noted that staffing changeovers within the department, particularly the use of temporary or acting personnel, may create a higher potential for confusion among staff who are less familiar with the area.

2021 Decision

Research regarding the 2021 Council decision indicates that the inclusion of both locality names was a deliberate decision of Council shaped by strong community sentiment.

At the time, there were concerns that dissolving the former Roleystone VBFB could be perceived by residents as the loss of their local service. Incorporating both Roleystone and Karragullen into the new brigade's name was intended to reassure the community that the service had not ceased, but would continue under a new structure while maintaining the same response area.

Retaining Roleystone within the name was also considered an important acknowledgement of the brigade's legacy. The intention was that the life members of the original Roleystone VBFB, along with the full-service history of all transferring volunteers, would be carried forward into the new brigade. Including Roleystone in the title was therefore designed to honour the history, service, and contributions of those members and to preserve continuity with the brigade's longstanding identity.

Analysis

The operational feedback received indicated that while the potential for naming-related confusion was acknowledged, there had been one minor operational matter related to T cards with no incidents having been formally reported through DFES and/or the City's safety channels. It was also noted that ongoing training, increasing familiarity with the newer brigade's identity, and established fireground protocols continue to strengthen operational clarity, with the expectation that any residual confusion will further diminish as awareness across the wider firefighting community grows over time.

When considered in the broader context of the Western Australian emergency services sector, it is evident that identical or closely aligned brigade names are common and generally managed without significant operational difficulty. Numerous examples exist where VFRS, VFES and VBFB brigades share the same locality name or operate with only minor variations, including the following examples:

- Denmark VFRS & Denmark East VBFB
- Dunsborough VFRS & Dunsborough VBFB
- Gingin VFRS & Gingin VBFB
- Harvey VFRS & Harvey Hills VBFB
- Kalamunda VFRS & Kalamunda VBFB
- Kwinana VFRS & Kwinana South VBFB
- Nannup VFRS, Nannup East VBFB & Nannup Brook VBFB
- Narrogin VFRS, Narrogin Valley VBFB & Narrogin South VBFB
- Ravensthorpe VFRS, Ravensthorpe Town VBFB & Ravensthorpe North VBFB
- Toodyay VFRS & Toodyay Central VBFB
- Waroona VFES & Waroona West VBFB

This was the situation in Roleystone for many decades as the RVBFB and the RVFRS were two separate operational entities sharing similar names. The RVFB Inc was not an operational entity.

Financial Implications

Any change to a brigade's name carries significant financial implications as it requires the replacement of a wide range of operational, administrative and identity-based items currently in use. The resulting costs span both essential operational assets and the numerous visual and identification components relied upon in routine brigade activities.

Items that would require updating include station signage, street signage, vehicle markings, equipment labelling, tunics and dress shirts, PPE name identifiers, helmet stickers, brigade-funded shirts and merchandise items held by volunteers.

While essential operational items for bush fire brigades are funded through the Local Government Grants Scheme ('LGGS') many of the identity-based or non-essential items fall outside LGGS eligibility. In these cases, bush fire brigades must rely on a combination of City funded submissions, local fundraising efforts or personal contributions from volunteers themselves.

Given that many of these items have been acquired over years of volunteer fundraising and individual expenditure, the cumulative cost of replacement is expected to be substantial. The Roleystone Karragullen VBFB have expressed concern that it would not be reasonable for the volunteers to absorb these costs should the City choose to change the brigade's name.

ATTACHMENTS

There are no attachments for this report.

RECOMMEND

C7/2/26

That Council note the officers report.

**Moved Cr S Stoneham
MOTION CARRIED**

6/0

COUNCILLORS' ITEMS

1. Australia Day (Cr Kerry Busby)

Cr Busby congratulated the Events Team on an outstanding Australia Day event.

EXECUTIVE DIRECTOR COMMUNITY SERVICES REPORT

Nil

MEETING DECLARED CLOSED AT 8:18PM

COMMUNITY SERVICES COMMITTEE		
SUMMARY OF ATTACHMENTS		
3 FEBRUARY 2026		
ATT NO.	SUBJECT	
1.1 DRAFT REVISED FINANCIAL ASSISTANCE POLICY		
1.1.1	Draft Revised Financial Assistance Policy 2026 - with tracked changes	
1.1.2	Draft Revised Financial Assistance Policy 2026 - clean copy	
1.2 PROPOSED RECONCILIATION STRATEGY		
1.2.1	Draft Reconciliation Strategy Working Group - Terms of Reference - tracked changes	
1.2.2	Draft Reconciliation Strategy Working Group - Terms of Reference - clean copy	
2.1 RUSHTON PARK - SHARED USE AGREEMENT		
2.1.1	Annexure 1 - Site Plan	
3.1 MAKING OF CAT AMENDMENT LOCAL LAW		
3.1.1	City of Armadale Cat Amendment Local Law - DRAFT	
3.1.2	City of Armadale Cat Local Law 2024 - Inclusive of Cat Amendment Local Law Changes	

The above attachments can be accessed from the Minutes of the Community Services Committee meeting of 3 February 2026 available on the City's website.

CHIEF EXECUTIVE OFFICER’S REPORT

9 FEBRUARY 2026

INDEX

1. REPORTS

1.1 **ANNUAL GENERAL MEETING OF ELECTORS AND ANNUAL REPORT
2024/202575

1.2 COUNCILLORS INFORMATION BULLETIN - ISSUE NO 1/202680

ATTACHMENTS82

****1.1 - ANNUAL GENERAL MEETING OF ELECTORS AND ANNUAL REPORT
2024/2025**

WARD : ALL
FILE No. : M/46/26
DATE : 3 February 2025
REF : LS/KP
RESPONSIBLE : Executive Director
MANAGER : Corporate Services

In Brief:

- This report presents the timetable for the Annual Report process, the endorsement of the Annual Report for 2024/2025 and holding the Annual General Meeting of Electors.
- The report recommends the Annual General Meeting of Electors be held on Wednesday **25 March 2026** at 7:00pm in the Function Room at Council's Administration Centre, 7 Orchard Avenue, Armadale.

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

Nil

Legal Implications

Preparation, acceptance and presentation of the Annual Report at a general meeting of electors is a requirement of the *Local Government Act 1995* (Act). The *Local Government (Administration) Regulations 1996* prescribe the detail required to be published in an Annual Report.

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

Report Recommendation is consistent with budget allocations.

Consultation

- Mayor
- Chief Executive Officer
- Executive Leadership Team (ELT)
- Manager Communications and Engagement.

DETAILS OF PROPOSAL

In accordance with section 5.53 of the *Local Government Act 1995* (Act) a local government is required to prepare an Annual Report for each financial year, and consequently accept the Annual Report (s. 5.54) no later than 31 December after that financial year, unless the auditor's report is not available in time.

It is a subsequent requirement of section 5.27 of the Act to give local public notice and convene a general meeting of the electors of the district (the Annual General Meeting) once every financial year. The purpose of the Annual General Meeting is for the presentation of the local government's Annual Report for the preceding year, as well as any prescribed subject matter.

The City's Audit Committee was presented with the City's Annual Financial Statements and Auditor's Report on 10 December 2025.

The purpose of this Report is for Council to:

- a) consider and accept (absolute majority required) the 2024/25 Annual Report pursuant to the requirements of section 5.54 of Act; and
- b) determine the date, time and place of the Annual General Meeting of Electors (AGM) pursuant to the requirements of section 5.27 of the Act.

The financial statements were delivered to the City's external Auditors, KPMG on behalf of the Office of the Auditor General (OAG) on 30 September 2025. The audit field work was conducted from 6 October to 31 October 2025 and the audit reviewed and confirmed by the OAG on 11 December 2025. The Annual Financial Report and Auditor's Independent Audit Report were adopted by Council on 15 December 2025 for inclusion in the Annual Report 2024/25.

ANNUAL REPORT

Section 5.53(2) of the Act outlines that the Annual Report is to contain the following information:

- A report from the Mayor and Chief Executive Officer

- An overview of the plan for the future of the district including major initiatives that are proposed to commence or to continue in the next financial year
- The financial report for the financial year
- The Auditor's report for the financial year
- Information as prescribed in relation to payments made to employees
- Information relating to the City's Disability Access and Inclusion Plan
- Information about trading undertakings
- Information about land transactions
- Information about fees, expenses and allowances paid to council members
- Information about capital grants, subsidies and contributions
- Information relating to the register of complaints about the conduct of council members
- Other information as prescribed including reference to the City's Information Statement, Public Interest Disclosure Act and Record Keeping requirements.

The Annual Report for a financial year is to be accepted by Council no later than 31 December after the respective financial year for which the Annual Report pertains (**unless the Auditors Report is not available**). On this occasion the Auditors Report was not available until the last Council meeting of 2025, and as noted above, was presented to the Audit Committee on 10 December 2025, confirmed by the OAG on 11 December 2025 and adopted by Council on 15 December 2025.

The Act requires the CEO to give local public notice of the availability of the Annual Report, as soon as practicable after the report has been accepted by the Council and must publish the Annual Report on the local government's official website within 14 days after acceptance.

The draft Annual Report for the year ending 30 June 2025 is presented as an attachment to this report, in accordance with the Act and regulations. It is submitted to Council in conjunction with the adopted financial report and auditors report for the 2024/25 financial year.

ANNUAL GENERAL MEETING OF ELECTORS

Timetable for the Adoption of the Annual Report and the holding of the Annual Electors Meeting.

A timetable is presented below with a proposed date for the Annual Electors Meeting.

Activity	Proposed Dates
Auditor to provide Audit Completion Report and lodge with the Mayor/CEO	Completed
OAG sign off on Annual Financials	Completed
City Audit Agenda to Councillors 72hrs prior to meeting	Completed
City Audit Committee meeting recommending to Council acceptance of the Auditor's Report and Annual Financial Report.	Completed
Council adoption of Auditor's Report and Annual Financial Report.	Completed
Finalised Annual Report document to be included as an attachment to CEO's report to Council	Monday 9 February 2026 (this report)
Ordinary Council Meeting to: <ol style="list-style-type: none"> 1. Accept the 2024/25 Annual Report (absolute majority required) and set the date, time and place of the AGM of Electors. (the Annual Report must be accepted prior to 31 December unless the	Monday 9 February 2026

Activity	Proposed Dates
<i>Auditor's Report is not available in time for the Annual Report to be accepted by 31 December, the Annual Report is to be accepted by the local government no later than 2 months after the auditor's report becomes available – section 5.54(1) and 5.54(2) of the LGA refers and the AGM must be held within 56 days of the Annual Report being accepted – section 5.27(2) of the LGA refers)</i>	
CEO to convene AGM by giving each Councillor at least 14 days' notice of the date, time, place and purpose of the meeting, via memo.	Thursday 19 February 2026
Local Public Notice of the AGM to be given of the availability of the Annual Report and the date, time and place of the AGM. (Minimum 14 days required)	Thursday 19 February – Thursday 5 March 2026
Colour/Printed version of the Annual Report to be available, distributed to Councillors and be made available to the public at the public libraries and on the City's website	Thursday 26 February 2026
Annual General Meeting of Electors to be held in the Function Room at Council's Administration Centre, 7 Orchard Avenue Armadale, commencing at 7pm	Wednesday 25 March 2026
Ordinary Council Meeting. Minutes of AGM to be reported to Council via the CEO's report – Council to accept the minutes of the AGM and determine any decisions in response to decisions made at the AGM <i>(NB: all motions passed at the AGM are to be considered by Council at the next ordinary meeting after the AGM or if that's not practicable, then at the first ordinary council meeting thereafter – section 5.33 of the LGA refers)</i>	Monday 28 April 2026 or Monday 11 May 2026

OPTIONS

There are two options to consider:

Option 1

Approve the timetable for the adoption of the Annual Report and the holding of the AGM and endorse the Annual Report for 2024/2025 – this is the preferred option.

OR

Option 2

Approve the adoption of the Annual Report (with or without modifications) and an amended timetable for the holding of the Annual Electors Meeting to that which is presented in this Report.

CONCLUSION

It is recommended that Council approve the timetable for the adoption of the Annual Report and the holding of the Annual Electors Meeting as presented in this Report.

ATTACHMENTS

1. [↓](#) 2024-25 Annual Report - Separate attachment

RECOMMEND

CEO1/2/26

That Council:

1. Pursuant to section 5.54 of the *Local Government Act 1995*, accept* the 2024/25 Annual Report for the year ending 30 June 2025, as presented in the attachment to this report; and
2. Pursuant to section 5.27 of the *Local Government Act 1995*, hold the Annual General Meeting of Electors on Wednesday 25 March 2026 at 7pm in the Function Room at Council's Administration Centre, 7 Orchard Avenue, Armadale.

ABSOLUTE MAJORITY RESOLUTION REQUIRED

1.2 - COUNCILLORS INFORMATION BULLETIN - ISSUE NO 1/2026

WARD : ALL
FILE No. : M/826/25
DATE : 17 December 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. 1/2026 to be received by Council

Strategic Implications

The following general information and memorandums were circulated in Issue No 1/2026 on 5 February 2026.

COMMENT

Correspondence & Papers

NIL

Information from CEO Office

Employee Movements

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

Nil

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 – January 2026

Planning

Planning Applications Report – January 2026

Schedule of current Town Planning Scheme No.4 Amendments

Subdivision Applications - WAPC Approvals/Refusals - January 2026

Subdivision Applications - Report on Lots Registered 2025/2026

Compliance Officer's Report – January 2026

Building

Building Services Manager's Report - January 2026

Building Health/Compliance Officer's Report – January 2026

Building Services – Reviews before SAT – January 2026

ATTACHMENTS

There are no attachments for this report.

RECOMMEND

CEO2/2/26

That Council acknowledge receipt of Issue 1/2026 of the Information Bulletin

CHIEF EXECUTIVE OFFICER'S REPORT

ATTACHMENTS

9 FEBRUARY 2026

ATT NO.	SUBJECT	PAGE
1.1 ANNUAL GENERAL MEETING OF ELECTORS AND ANNUAL REPORT 2024/2025		
1.1.1	2024-25 Annual Report - Separate attachment	83

2024/25
ANNUAL REPORT

**Refer Separate
attachment**



**ORDINARY MEETING OF COUNCIL
MONDAY, 15 DECEMBER 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, 15 DECEMBER 2025 AT 7.00PM.

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Mayor reflected on the tragic events that occurred at Bondi Beach yesterday and made the following statement:

“On behalf of the City of Armadale, our Council and our community I extend our deepest condolences to the families, friends and loved ones of those who have lost their lives and to all of those who were injured or affected by this senseless act of violence.

Our thoughts are also with the first responders and medical staff who acted so swiftly and courageously in the face of such confronting circumstances.

Events like this deeply shock our communities and remind us of the importance of compassion, connection, and looking out for one another. We stand in solidarity with the Bondi community and with all Australians who are grieving at this time.

I would now like to ask we observe a minute’s reflection for those who have been impacted.”

Council, officers and the public in attendance observed a minute’s reflection.

Mayor Butterfield, declared the meeting open at 7.14 pm.

Acknowledgement to Country

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

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

PRESENT:

Her Worship, Mayor R Butterfield presided over

Deputy Mayor, Cr J Keogh

Cr K Jorgensen

Cr T Thomas

Cr L Sargeson

Cr P A Hetherington

Cr Dan Newman JP

Dr C M Wielinga

Cr K Busby

Cr G J Smith

Cr M Silver

Cr A Singh

Cr S Stoneham

River Ward

River Ward

Ranford Ward

Palomino Ward

Palomino Ward

Heron Ward

Heron Ward

Minnawarra Ward

Minnawarra Ward

Lake Ward

Lake Ward

Hills Ward

IN ATTENDANCE:

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

Public: 2

LEAVE OF ABSENCE:

Leave of Absence previously granted to Cr S J Mosey and Cr S Peter

APOLOGIES:

Nil

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

The following questions were taken on notice at Council's Meeting on 24 November 2025 and responses (summarized below) are provided.

Allan Simpson - Stratton

Q-1 Given there is a limit of \$40,000 in damages from the City of Armadale, will the City promise not to spend more than this on the legal expenses for the upcoming SAT proceedings??

Response

The City has previously advised that as this matter is subject to further legal proceedings, the City will not be providing any additional comment at this time.

Q-2 How much does it cost to operate the Armadale library on a normal Saturday, including staff costs, overhead and rent?

Response

To be able to respond to this question would require a significant amount of staff time to undertake the data collection and analysis to provide an accurate answer, and therefore given the other service priorities, the City is not in a position to provide the answer to the question.

Q-3 If what Declan Manfield is saying is found to be true in any way will the City apologise?

Response

The City has previously advised that as this matter is subject to further legal proceedings, the City will not be providing any additional comment at this time.

Q-4 Was the closure of the Armadale library on Saturday the 8 November the first time the library has been closed due to public meetings being held in different locations.

Response

Whether the library has been closed previously is not a relevant consideration in the exercise of the CEO's statutory duty of care to ensure the health and safety of workers under the Work Health and Safety Act 2020.

Q-5 Does the Council fully support the CEO's decision to close the library on 8 November? Further will any internal reviews or disciplinary actions be undertaken in response to this unprecedented event.

Response

It is the CEO who has the statutory duty of care to act to ensure the health and safety of workers under the Work Health and Safety Act 2020.

Stuart Chapman – Mt. Claremont

Q-1 Poster in the Council workplace saying "Don't be TRASH". Followed by an acronym for TRASH – transphobic racist, ableist, sexist, homophobic. This poster was reportedly displayed for several months. Is it appropriate that such value laden or politically charged posters be displayed in the Council workplace and what policies govern this?

Response

Appropriate workplace behaviour and conduct is governed by the:

- *Australian Human Rights Commission Act 1986 (Cth);*
- *Equal Opportunity Act 1984 (WA);*
- *Fair Work Act 2009 (Cth);*
- *Sex Discrimination Act 1984 (Cth);*
- *Work Health and Safety Act 2020 (WA);*
- *Racial Discrimination Act 1975 (Cth);*
- *Disability Discrimination Act 1992 (Cth);*
- *Age Discrimination Act 2004 (Cth);*
- *Spent Convictions Act 1988 (WA);*
- *Industrial Relations Act 1979 (WA);*
- *Corruption, Crime and Misconduct Act 2003 (WA);*
- *Local Government Act 1995 (WA) and associated Regulations;*
- *City of Armadale Code of Conduct for Employees and Volunteers; and*
- *City of Armadale Respectful Workplace Behaviours Operational Procedure.*

Q-2 The free speech union organized a rally on the 8 November in support of former library officer Declan Mansfield for which I was the local organizer. On what basis did the CEO determine that a protest organized by the Free Speech Union could possibly be dangerous or intimidating for library staff?

Response

The CEO acted on the basis that they have a statutory duty of care to ensure the health and safety of workers under the Work Health and Safety Act 2020.

Q-3 Was the 8 November rally observed by council officers or representatives?

Response

Parts of the rally were observed.

Q-4 If so, what conclusions were reached regarding the rally's conduct. Was it assessed as unruly, disruptive, disrespectful or in any way potential concern for library staff and if so on what grounds?

Response

The assessment of the conduct of the rally is a matter for the WA Police who set the permit conditions.

Q-5 Will the City organize a confidential independent survey to see if there is bullying in Armadale library and commit to publishing the results?

Response

The City is not aware of any finding to support the requested action in this question. The City understands that Mr Mansfield's complaint was dismissed by the Equal Opportunity Commissioner under section 89 of the Equal Opportunity Act 1984. Section 89 allows the Commissioner to dismiss a complaint, by notice in writing addressed to the complainant, where the Commissioner is satisfied that a complaint is frivolous, vexatious, misconceived, lacking in substance or relates to an act that is not unlawful by reason of a provision of this Act. The City understands that the matter is now subject to further legal proceedings after being referred to the State Administrative Tribunal at the request of the complainant, which means the City will not be providing any additional comment at this time.

Q-6 It was said in response to a previous question concerning concealment of books that when concerns were raised with the Manager of Library Services immediate action was taken to directly counsel library staff members regarding their responsibilities in line with the ALIA statement on free access to information. Does the council regard hiding Helen Joyce's book in the manner shown in Declan's video freespeechunion.au support Declan as misconduct?

Response

Council is prohibited by the Local Government Act 1995 and the Local Government (Model Code of Conduct) Regulations 2021 from becoming involved in administrative matters involving employees.

Q-7 Why did the council not take disciplinary action against those responsible? Is it because Council could not identify them or they decided not to?

Response

Council is prohibited by the Local Government Act 1995 and the Local Government (Model Code of Conduct) Regulations 2021 from becoming involved in administrative matters involving employees.

Q-8 It was said in response to a previous question that staff and volunteers are required to comply with the City's Code of Conduct and legislative requirements related to discrimination, bullying or harassment. Respectfully I believe this question was not a full answer to the question. Does the Council agree, please answer, yes or no - Is it misconduct to penalise anyone for gender critical views in the workplace?

Response

It is not possible to provide a yes or no answer to this hypothetical question.

Q9 Is it misconduct to penalize someone for writing in the Spectator?

Response

For misconduct to be established, the evidence must support such a finding in accordance with the requirements of the Corruption, Crime and Misconduct Act 2003.

Q-10 Was it misconduct to penalize Mr Mansfield for his particular writings in the Spectator if this is what happened?

Response

The City is not aware of any finding to support the allegations or insinuations in this question. The City understands that Mr Mansfield's complaint was dismissed by the Equal Opportunity Commissioner under section 89 of the Equal Opportunity Act 1984. Section 89 allows the Commissioner to dismiss a complaint, by notice in writing addressed to the complainant, where the Commissioner is satisfied that a complaint is frivolous, vexatious, misconceived, lacking in substance or relates to an act that is not unlawful by reason of a provision of this Act. The City understands that the matter is now subject to further legal proceedings after being referred to the State Administrative Tribunal at the request of the complainant, which means the City will not be providing any additional comment at this time.

Q-11 It was said in response to a previous question the City provides training commensurate with its legislative responsibilities. Does the City accept that providing training based on DI ideology rather than bona fide anti-discrimination law is incompatible with those legal responsibilities?

Response

The City is not aware of any finding to support the allegations or insinuations in this question. The City understands that Mr Mansfield's complaint was dismissed by the Equal Opportunity Commissioner under section 89 of the Equal Opportunity Act 1984. Section 89 allows the Commissioner to dismiss a complaint, by notice in writing addressed to the complainant, where the Commissioner is satisfied that a complaint is frivolous, vexatious, misconceived, lacking in substance or relates to an act that is not unlawful by reason of a provision of this Act. The City understands that the matter is now subject to further legal proceedings after being referred to the State Administrative Tribunal at the request of the complainant, which means the City will not be providing any additional comment at this time.

Q-12 Can the Council please publish the materials it has in respect of protecting view point diversity?

Response

The City is unaware of what materials are being referred to.

Q-13 It was said in response to a question that the Armadale library was closed to ensure work health and safety of staff. On what information did the CEO conclude that there was a risk?

Response

The CEO made the conclusion based on the definitions and requirements of the Work Health and Safety (General) Regulations 2022 and the Work Health and Safety Act 2020 .

Q-14 What specifically were the health and safety risks identified?

Response

The risks were to the City's ability to comply with their duty of care under s.19 of the Work Health and Safety Act 2020.

Q-15 Were they purely psychosocial in nature?

Response

No

Q-16 Who informed the CEO of the alleged risk, and was the Manager Libraries involved in that decision? Has the City reported this to the Public Sector Commission and does the CEO commit to publishing all relevant records and being completely transparent about what happened regarding the closure of the library.

Response

The CEO was advised of the protest by WA Police. The CEO acted in accordance with their statutory duty of care to ensure the health and safety of workers under the Work Health and Safety Act 2020. There is no requirement to report the closure of the library to the Public Sector Commission.

Q-17 Given that the Council must have known of the reason for the libraries closure prior to last Council's meeting, why was the question taken on notice rather than answered on the night?

Response

There is no statutory prohibition on taking questions on notice and providing considered answers in writing following the meeting.

4 PUBLIC QUESTION TIME

1 Brian Gillman

Q1 Given the City refuses to place any upper limit on legal expenditure funded by ratepayers, will Council commit to publishing quarterly updates detailing the total legal costs incurred in relation to the Mansfield matter and all associated legal and SAT proceedings?

Mayor: The question refers to a legal matter that is currently active and will be taken on notice.

Q2 The City stated it could not estimate the cost of operating the Armadale Library for a single Saturday without "significant staff time." Can the City explain how long it would take to identify the applicable Saturday pay rates for rostered staff, and whether this task would reasonably take more than a matter of minutes? So we can estimate, please provide:

- How many staff normally work there?
- What is their hourly rate?
- Annual rent of the building.

Mayor: Thank you that is quite a complicated question and I will take it on notice.

Q3 Why is the City able to repeatedly reference, in detail, the dismissal of Mr Mansfield's Equal Opportunity complaint, yet simultaneously assert that it cannot address any substantive questions because of legal reasons?

Mayor: This relates to a legal matter and will be taken on notice

- Q4 If all decisions relating to the 8 November library closure are attributed solely to the CEO, does Council accept that it exercised no governance, oversight, or review role in a decision that resulted in the closure of a major public facility?

Mayor: The question is taken on notice

- Q5 Given Council declined to say whether the Armadale Library has ever previously been closed due to a peaceful WAPOL approved public rally in proximity, how is the community to assess whether the 8th November closure was proportionate, reasonable, or unprecedented?

Mayor: The question is taken on notice

- Q6 The City has stated that the risks identified were not purely psychosocial. Will the City specify—without breaching legal privilege—the nature or category of any physical or operational risks identified, or confirm that no such concrete risks were formally documented?

Mayor: The question is taken on notice

- Q7 If WA Police set the permit conditions and Council officers observed parts of the rally, why does the City refuse to state whether any actual misconduct, disorder, or safety risk materialised during the rally itself?

Mayor: The question is taken on notice

- Q8 Does Council accept that displaying workplace posters describing certain viewpoints as “TRASH” may contribute to a hostile or exclusionary environment for employees holding lawful beliefs, and if not, will Council explain how such messaging aligns with the requirement for ideological neutrality in a public authority?

Mayor: The question is taken on notice

- Q9 If Council cannot state whether penalising lawful speech constitutes misconduct because the question is said to be “hypothetical,” how can employees or the public have confidence that staff are protected from ideological discrimination in practice?

Mayor: The question is taken on notice

2 Stuart Chapman

Q1 Given the City repeatedly asserts compliance with its statutory duties while declining to release contemporaneous records, will Council commit to releasing—subject to lawful redactions—all risk assessments, internal briefings, and communications relied upon to justify the closure of the Armadale Library on 8 November due to a nearby WA Police permit approved rally?

Mayor: The question is taken on notice

Q2 Were City officers instructed by the CEO, or any delegate, to observe the rally on 8 November?

Mayor: The question is taken on notice

Q3 If such instructions were given to observe the protest, what were the specific purposes or parameters of those observations?

Mayor: The question is taken on notice

Q4 What observations were made by City officers who observed the rally, and were those observations formally recorded, and was the CEO informed of them?

Mayor: The question is taken on notice

Q5 Lord Mayor, when did you become aware of the SAT proceedings?

Mayor: I will have to jog my memory, I will get back to you

Q6 Lord Mayor, when did you become aware that the Library was being closed because of a WAPOL approved awareness campaign against the City of Armadale, in support of Mr Mansfield?

Mayor: The question is taken on notice

Q7 Given that you Lord Mayor consider it rude to ask whether the rally was observed, does the council think it is too important to be accountable to citizens?

Mayor: The question is taken on notice

Q8 What steps does the Council have in place to prevent workplace bullying?

Mayor: The question is taken on notice

Q9 Does the Council have in place an insurance policy to pay for employment and discrimination claims brought against it? If so, can you please provide a copy of it?

Mayor: The question is taken on notice

Q10 How many customer room bookings were disrupted by the library closure on the 8th of November 2025 due to a lawful permit approved peaceful rally?

Mayor: The question is taken on notice

Q11 How many people use the Armadale library which was closed because of a lawful WA Police permit approved peaceful rally on a normal Saturday?

Mayor: The question is taken on notice

Q12 Re. the Mayor's statement at the previous Council Meeting i.e. "I think it is extremely rude for you to suggest that I should be able to answer questions about what happened on that weekend and you cannot possibly expect me to answer as to whether the rally was observed or not."

Given the CEO was seated next to you at the meeting why did you not ask the CEO whether the rally had been observed rather than characterising my question as rude?

Mayor: I believe that I was talking about the way that you asked your question.

Q13 Given the council will vote on acceptance of the minutes shortly will any councillor here today be prepared to move a motion to amend the minutes and state that my question was a reasonable one and not extremely rude or does every councillor consider it extremely rude to ask whether the rally was observed.

Mayor: The Councillors' cannot respond to questions and will vote on confirming the minutes later during the meeting.

Question time closed at 7.24pm

5 APPLICATIONS FOR LEAVE OF ABSENCE

1 Request for Leave of Absence - Cr Silver (Cr Michelle Silver and Dr C M Wielinga)

Request for leave of absence received from Cr M Silver for the period Saturday 20 December 2025 to Tuesday 26 January 2026 inclusive.

Request for leave of absence received from Dr C M Wielinga for the period 24 December 2025 to 29 January 2026 inclusive.

MOVED Cr S Stoneham

That Council grant leave of absence to:

- **Cr Silver for the period Saturday 20 December 2025 to Tuesday 26 January 2026 inclusive (does not include an Ordinary Council Meeting); and**
- **Dr C M Wielinga for the period Wednesday 24 December 2025 to Thursday 29 January 2026 inclusive (does not include an Ordinary Council Meeting)**

MOTION not opposed, DECLARED CARRIED

13/0

FOR: Mayor Butterfield, Cr Keogh, Cr Jorgensen, Cr Thomas, Cr Sargeson, Cr Hetherington, Dr Wielinga, Cr Newman, Cr Smith, Cr Busby, Cr Silver, Cr Singh, Cr Stoneham

6 PETITIONS

Nil

7 CONFIRMATION OF MINUTES

7.1 PREVIOUS ORDINARY COUNCIL MEETING
HELD ON 24 NOVEMBER 2025.

MOVED Cr K Busby that the Minutes of the Ordinary Council Meeting held on 24 November 2025 be confirmed as a true and accurate record.

MOTION not opposed, DECLARED CARRIED 13/0

FOR: Mayor Butterfield, Cr Keogh, Cr Jorgensen, Cr Thomas, Cr Sargeson, Cr Hetherington,
Dr Wielinga, Cr Newman, Cr Smith, Cr Busby, Cr Silver, Cr Singh, Cr Stoneham

8 ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

1 Mayor's Announcements

Wednesday 26 November 2025

Attended National Growth Areas Alliance (NGAA) Federal Roundtable Discussion at the Australian Parliament House in Canberra. It was an opportunity for elected member delegates to see presentations from Ministers and Shadow Ministers, the launch of the NGAA's new policy paper on housing delivery constraints and recommendations, and an open discussion on the policy and funding reforms needed to deliver homes and infrastructure for our communities.

Attended the NGAA Annual Awards Night and received the Strategic Foresight and Innovation Award for the City's Advocacy Priorities Strategy.

Thursday 27 November 2025

Attended Local Government Housing Forum at Australian Parliament House. The Housing Forum brought together local government leaders, the housing sector, and key decision-makers to discuss practical solutions to Australia's housing challenges.

Cr Gary Smith attended and spoke on my behalf at the International Day of Disability– All Abilities Active event at AFAC.

Friday 28 November 2025

Was interviewed by Noongar Radio (100.9FM) regarding the Alcoa decision to remove Northern Jarrah Forest from exploration plans.

Attended and opened International Volunteers Day Event at Kelmscott Hall celebrating this year's theme of 'Every Contribution Matters'. Councillors Smith and Mosey were also in attendance.

Attended and presented at the ninth Armadale Writers' Award Presentation at Armadale Library. This year the City had more than 120 entries into the competition. Councillors Jorgensen, Sargeson, and Mosey were also in attendance.

Sunday 30 November 2025

Attended the AGM of Wallangarra Riding and Pony Club Annual Presentations. Councillors Smith and Mosey were also in attendance.

Tuesday 2 December 2025

Cr Sarah Stoneham attended the South East Corridor Councils Alliance (SECCA) Housing Breakfast Forum on my behalf. This event was to showcase the South East corridor and highlighted the four councils working together (City of Armadale, City of Gosnells, Town of Victoria Park and City of Canning).

Cr Scott Mosey attended and presented the school scholar award at Southern Hills Christian College on my behalf.

Wednesday 3 December 2025

Cr Michelle Silver attended and presented the school scholar award at Riva Primary School on my behalf.

Cr Dan Newman attended the John Wallaston Anglican Community School Praise and Thanksgiving on my behalf and presented the City of Armadale Scholarship Prize.

Thursday 4 December 2025

Attended and was elected as Chair of the South East Regional Energy Group (SEREG) meeting at Orchard House.

Friday 5 December 2025

Attended a meeting with Hon Dr Tony Buti MLA, Member for Armadale; Attorney General; Minister for Commerce; Tertiary and International Education; Multicultural Interests, City Officers, and members of the Armadale Bowls Club.

Attended the City of Cockburn Annual Civic Function.

Saturday 6 December 2025

Had an interview with 6PR regarding the City's Carols by Candlelight event being the most accessible event in Western Australia.

Cr Michelle Silver attended the South Tamil School Annual Concert on my behalf.

Monday 8 December 2025

Cr Dan Newman attended the Dale Christian School on my behalf and presented the Technology Buddies certificates, an initiative between the school and the Armadale Library where students assist seniors with using technology.

Tuesday 9 December 2025

Attended and spoke at the March Against Family and Domestic Violence (16 Days in WA March) Event at Memorial Park.

Attended the South East Corridor Councils Alliance (SECCA) Board Meeting at the Town of Victoria Park. This is a joint meeting between the Mayors and CEOs of the Cities of Armadale, Gosnells, Canning and Town of Victoria Park where joint priorities for 2026 were discussed.

Attended and presented the school scholar award at Clifton Hills Primary School.

Wednesday 10 December 2025

Cr Tony Thomas attended and presented the school scholar award at North Harrisdale Primary School on my behalf.

Cr Sarah Stoneham attended and presented the school scholar award at Roleystone Community College Year 10 Valedictory Night on my behalf.

Thursday 11 December 2025

Attended and spoke at the Lotterywest funding announcement for the Central Park project. Hon Dr Tony Buti MLA, Member for Armadale; Attorney General; Minister for Commerce; Tertiary and International Education; Multicultural Interests attended on

behalf of Deputy Premier Rita Saffioti and announced the State Government's contribution of \$4.5m towards the Armadale Central Park project. Hon Matt Keogh MP, Member for Burt, Minister for Defence Personnel; Minister for Veterans' Affairs also attended in support of the Federal Government's commitment to the project. Councillors Newman, Jorgensen, Keogh, Singh, Smith, Thomas, Stoneham, Busby, Sargeson and Hetherington were in attendance. Although it was a very warm morning, it was a lovely way to showcase all three tiers of government working together for positive community outcomes.

Cr Tony Thomas attended and presented the school scholar award at Xavier Catholic College on my behalf.

Cr Amit Singh attended the Piara Waters Senior High School Teaching and Learning Celebration on my behalf.

Attended and presented the school scholar award at the Kelmscott Primary School Year 6 Graduation.

Friday 12 December 2025

Attended and addressed the Armadale Region Business

Association Combined Chambers event at Araluen Estate. The event brought together the Armadale Chamber of Commerce and the Bullwinkel Chamber and celebrated business collaboration and support. Mr Adam Hort MLA, Shadow Minister for Police; Corrective Services; Youth was in attendance. Councillor Smith was also in attendance.

Attended the official office opening of Ms Trish Cook MP, Member for Bullwinkel, in Kalamunda, along with Mayors and Presidents from across the large electorate.

Saturday 13 December 2025

Attended and spoke at the Carols by Candlelight event. Councillors Busby, Silver, Smith, Hetherington, Keogh, Newman, Jorgensen, Singh and Thomas were also in attendance and part of the parade. It is always a lovely community event to wrap up the year.

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

Nil

10 REPORTS

10.1 TECHNICAL SERVICES COMMITTEE MEETING

Report of the Technical Services Committee held on 1 December 2025.

MOVED Cr K Busby that the report be received.

MOTION not opposed, DECLARED CARRIED

13/0

FOR: Mayor Butterfield, Cr Keogh, Cr Jorgensen, Cr Thomas, Cr Sargeson, Cr Hetherington, Dr Wielinga, Cr Newman, Cr Smith, Cr Busby, Cr Silver, Cr Singh, Cr Stoneham

BUSINESS ARISING FROM REPORT

Recommendation T1/12/25 - Contract Extension - Short Contract for the Collection and Processing of Recyclable Material (Confidential Cover Page)

MOVED Cr K Busby

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

MOTION not opposed, DECLARED CARRIED 13/0

FOR: Mayor Butterfield, Cr Keogh, Cr Jorgensen, Cr Thomas, Cr Sargeson, Cr Hetherington,
Dr Wielinga, Cr Newman, Cr Smith, Cr Busby, Cr Silver, Cr Singh, Cr Stoneham

Recommendation T2/12/25 - TEN/5/25 - Natural Area Management and Maintenance (Confidential Cover Page)

MOVED Cr K Busby

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

MOTION not opposed, DECLARED CARRIED 13/0

FOR: Mayor Butterfield, Cr Keogh, Cr Jorgensen, Cr Thomas, Cr Sargeson, Cr Hetherington,
Dr Wielinga, Cr Newman, Cr Smith, Cr Busby, Cr Silver, Cr Singh, Cr Stoneham

10.2 COMMUNITY SERVICES COMMITTEE MEETING

Report of the Community Services Committee held on 2 December 2025.

MOVED Cr P A Hetherington that the report be received.

MOTION not opposed, DECLARED CARRIED 13/0

FOR: Mayor Butterfield, Cr Keogh, Cr Jorgensen, Cr Thomas, Cr Sargeson, Cr Hetherington,
Dr Wielinga, Cr Newman, Cr Smith, Cr Busby, Cr Silver, Cr Singh, Cr Stoneham

BUSINESS ARISING FROM REPORT

Recommendation C1/12/25 - Confidential - Portion of Harold King - Intention to Lease

MOVED Cr P A Hetherington

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

MOTION not opposed, DECLARED CARRIED 13/0

FOR: Mayor Butterfield, Cr Keogh, Cr Jorgensen, Cr Thomas, Cr Sargeson, Cr Hetherington,
Dr Wielinga, Cr Newman, Cr Smith, Cr Busby, Cr Silver, Cr Singh, Cr Stoneham

Recommendation C2/12/25 - Piara Waters Senior High School - Shared Use Agreements for Hardcourts

MOVED Cr P A Hetherington

That Council:

1. **Endorse the key terms as outlined below and in accordance with section 9.49A of the *Local Government Act 1995* and 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.**

Occupier	City of Armadale (the City)
Owner	Department of Education (the Department)
Shared Use Area	Portion of Piara Waters Senior High School located at 8 Southampton Drive, Piara Waters. Parcel identifier: Lot 9010 On Deposited Plan 414089 as depicted in Annexure 1.
Commencement	Upon Signing by both parties.
Term	Ten (10) years with a further ten (10) year option.
Contribution	The Department to pay the City \$5,000 per annum with 2% fixed annual increase for routine maintenance of the hardcourts.
Hours of Use	<p>The Department shall be entitled to use the facilities between the hours of 8.00am and 4.00pm on all school days and such other times as are first agreed to by the Parties in writing.</p> <p>The City shall be entitled to use the facilities other than the times specified above and such other times as are first agreed to by the Parties in writing.</p>
Routine Maintenance	<p>Courts are attended by the City on a weekly basis for general cleanup and routine maintenance as required.</p> <ul style="list-style-type: none"> ▪ Routine/Weekly Maintenance to include: <ul style="list-style-type: none"> • Collection of litter • Weed control • Blow down surfaces • Visual inspection of equipment and minor repairs as required • Spot cleaning as required ▪ Quarterly works include: <ul style="list-style-type: none"> • Pressuring cleaning of courts ▪ Breakdown and fault repairs due to vandalism due to use of community groups or hirers is the responsibility of the CoA. ▪ Breakdown and fault repairs due to vandalism due to use of the school, the City will undertake repairs, but the Department are responsible for paying. ▪ Following large events, such as carnivals, the school will be responsible for making good any damage to the courts and restoring them to a clean state.

Major Maintenance	<p>Major maintenance costs are split 50/50 between the Department and the City for items including:</p> <ul style="list-style-type: none"> ▪ Replacement of backboards and goal posts and marking of courts as required. ▪ Resurfacing as required and when funding is available. <p>The City is responsible for 100% of the maintenance and replacement of the floodlights.</p>
Other	<p>The City is to be provided access to the courts during the Department's hours of use to conduct routine maintenance as agreed to by both parties.</p>

MOTION not opposed, DECLARED CARRIED 13/0

FOR: Mayor Butterfield, Cr Keogh, Cr Jorgensen, Cr Thomas, Cr Sargeson, Cr Hetherington, Dr Wielinga, Cr Newman, Cr Smith, Cr Busby, Cr Silver, Cr Singh, Cr Stoneham

Recommendation C3/12/25 - Appointment of Councillors to Local Recovery Coordination Group Sub-committees

MOVED Cr P A Hetherington

That Council appoint nominated Councillors to the following Local Recovery Coordination Group Sub-committees, for the period November 2025 to October 2027 as follows:

Sub-Committee Name	Chairperson	Deputy Chairpersons
Community & Wellbeing	Cr P A Hetherington	Cr T Thomas
Built & Infrastructure	Cr K Busby	Cr K Jorgensen
Economic & Financial	Cr K Jorgensen	Cr K Busby
Natural Environment	Dr C M Wielinga	Cr S Stoneham

MOTION not opposed, DECLARED CARRIED 13/0

FOR: Mayor Butterfield, Cr Keogh, Cr Jorgensen, Cr Thomas, Cr Sargeson, Cr Hetherington, Dr Wielinga, Cr Newman, Cr Smith, Cr Busby, Cr Silver, Cr Singh, Cr Stoneham

10.3 DEVELOPMENT SERVICES COMMITTEE MEETING

Report of the Development Services Committee held on 8 December 2025.

MOVED Dr C M Wielinga that the report be received.

MOTION not opposed, DECLARED CARRIED 13/0

FOR: Mayor Butterfield, Cr Keogh, Cr Jorgensen, Cr Thomas, Cr Sargeson, Cr Hetherington, Dr Wielinga, Cr Newman, Cr Smith, Cr Busby, Cr Silver, Cr Singh, Cr Stoneham

BUSINESS ARISING FROM REPORT

Recommendation D1/12/25 - Requested Access to 43 William Street, Armadale

MOVED Dr C M Wielinga

That Council:

1. Advise the applicant that it is not prepared to support the requested access via the City's Lot 33 (41) William Street, Armadale due to concerns regarding access, pedestrian movements in the car park and future redevelopment potential.
2. Advise the applicant that the City may be prepared to consider supporting the requested access following a redesign of the proposed development with the pedestrian entry to the child care centre being from the street or a dedicated pedestrian path and not across the City's Lot 33 (41) William Street, Armadale.

MOTION not opposed, DECLARED CARRIED 13/0

FOR: Mayor Butterfield, Cr Keogh, Cr Jorgensen, Cr Thomas, Cr Sargeson, Cr Hetherington, Dr Wielinga, Cr Newman, Cr Smith, Cr Busby, Cr Silver, Cr Singh, Cr Stoneham

Recommendation D2/12/25 - Modifications Required to Proposed Amendment No.127 to Town Planning Scheme No.4 - Forrestdale Townsite East

MOVED Dr C M Wielinga

That Council:

1. Pursuant to the requirements of Clause 46C of the *Planning and Development (Local Planning Scheme) Regulations 2015*, the Council adopts the modified provisions for Amendment 127 as per the Department of Planning, Lands and Heritage's direction pursuant to section 83A of the *Planning and Development Act 2005*, in their email of 6 November 2025 as follows:

No.	Description of Land	Additional provisions applicable to subdivision and development
73.	Forrestdale Townsite East Urban Development Precinct	<p>73.1 Comprehensive planning for the area shall be undertaken by the preparation of a Structure Plan to guide subdivision and development.</p> <p>73.2 In addition to standard requirements, the following plans are to be prepared by the applicant and approved by the City of Armadale as part of the Structure Plan:</p> <ul style="list-style-type: none"> a) A Local Water Management Strategy, prepared in accordance with any relevant District Water Management Strategy, in consultation with the Department of Water and Environmental Regulation. b) A Bushfire Management Plan. c) An Acoustic Assessment to address

		<p>impact of transport noise.</p> <ul style="list-style-type: none"> d) A Traffic Impact Assessment that addresses the future upgrade and configuration of the Forrest Road / Armadale Road intersection. e) A Wildlife Protection and Relocation Plan for any threatened and priority fauna identified through a fauna survey within the structure plan area. f) A Tree Retention Plan, prepared to the satisfaction of the City and the EPA, that identifies significant trees and those proposed to be retained. <p>73.3 The Structure Plan shall provide for the following environmental values to be retained and where possible, enhanced through subdivision and development stages:</p> <ul style="list-style-type: none"> a) The retention of significant trees, including trees containing potentially suitable nesting hollows for threatened species of black cockatoo, unless it is demonstrated in the Tree Retention Plan to be required to accommodate necessary infrastructure or site works, such as drainage infrastructure or fill requirements. b) The retention of all Banksia woodlands, unless it is demonstrated in the Tree Retention Plan to be required to accommodate necessary infrastructure or site works, such as drainage infrastructure or fill requirements. c) The retention of the tree canopy to the extent possible, as shown in the Tree Retention Plan; and d) The retention of trees wherever possible to mitigate climate change, urban heat island effect and promote urban greening and tree canopy, as shown in the Tree Retention Plan. e) Wetland UFI 13140 and buffer, with the buffer extent informed by a wetland buffer assessment.
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2. Authorise the Mayor and Chief Executive Officer to execute the modified Amendment documents and forward the modified Amendment documentation to the Western Australian Planning Commission for Consent to Advertise by the Hon. Minister for Planning.
3. Write to the WAPC and the Hon. Minister for Planning requesting reconsideration of the modifications required by the Department of Planning, Lands and Heritage

under delegated authority from the Minister, on the basis that these modifications will not adequately protect tree canopy and species (including Priority 3 species and Threatened Ecological Communities) or enable achievement of an ultimate 30% tree canopy coverage within the amendment area.

- 4. Should the Minister require any further minor modifications prior to consent to advertise, then authorise the Mayor and Chief Executive Officer to execute the modified Amendment documents.**

MOTION not opposed, DECLARED CARRIED 13/0

FOR: Mayor Butterfield, Cr Keogh, Cr Jorgensen, Cr Thomas, Cr Sargeson, Cr Hetherington,
Dr Wielinga, Cr Newman, Cr Smith, Cr Busby, Cr Silver, Cr Singh, Cr Stoneham

Recommendation D3/12/25 - UDIA National Congress - Adelaide 16-18 March 2026

MOVED Dr C M Wielinga

That Council:

- 1. Nominates Cr A Singh and Cr J Keogh to attend the UDIA National Congress 2026 at The Adelaide Convention Centre, Adelaide, South Australia from 16th to 18th March 2026.**
- 2. Approve leave of absence for Cr A Singh and Cr J Keogh for attendance at the UDIA National Congress from 16th to 18th March 2026.**

MOTION not opposed, DECLARED CARRIED 13/0

FOR: Mayor Butterfield, Cr Keogh, Cr Jorgensen, Cr Thomas, Cr Sargeson, Cr Hetherington,
Dr Wielinga, Cr Newman, Cr Smith, Cr Busby, Cr Silver, Cr Singh, Cr Stoneham

Recommendation D4/12/25 - Confidential report - Request to name Armadale Badminton Centre.

MOVED Dr C M Wielinga

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

MOTION not opposed, DECLARED CARRIED 13/0

FOR: Mayor Butterfield, Cr Keogh, Cr Jorgensen, Cr Thomas, Cr Sargeson, Cr Hetherington,
Dr Wielinga, Cr Newman, Cr Smith, Cr Busby, Cr Silver, Cr Singh, Cr Stoneham

10.4 CORPORATE SERVICES COMMITTEE MEETING Report of the Corporate Services Committee held on 9 December 2025.

MOVED Cr M Silver that the report be received.

MOTION not opposed, DECLARED CARRIED 13/0

FOR: Mayor Butterfield, Cr Keogh, Cr Jorgensen, Cr Thomas, Cr Sargeson, Cr Hetherington,
Dr Wielinga, Cr Newman, Cr Smith, Cr Busby, Cr Silver, Cr Singh, Cr Stoneham

BUSINESS ARISING FROM REPORT

Recommendation CS1/12/25 - Application to Seize and Sell Multiple Properties Under Section 6.64 of the Local Government Act 1995

MOVED Cr M Silver

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

MOTION not opposed, DECLARED CARRIED 13/0

FOR: Mayor Butterfield, Cr Keogh, Cr Jorgensen, Cr Thomas, Cr Sargeson, Cr Hetherington, Dr Wielinga, Cr Newman, Cr Smith, Cr Busby, Cr Silver, Cr Singh, Cr Stoneham

Recommendation CS2/12/25 - List of Accounts Paid - October 2025

MOVED Cr M Silver

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 \$13,438,481.84, cheque numbers 525 to 530, transactions 35007 to 35977 and Payrolls dated 12 October and 26 October 2025.

Credit Cards

Accounts paid totalling \$9,363.06 for the period ended 27 October 2025.

Fuel Cards

Accounts paid totalling \$15,268.21 for the month ended 31 October 2025.

Cabcharge

Accounts paid totalling \$97.15 for the month ended 31 October 2025.

MOTION not opposed, DECLARED CARRIED 13/0

FOR: Mayor Butterfield, Cr Keogh, Cr Jorgensen, Cr Thomas, Cr Sargeson, Cr Hetherington, Dr Wielinga, Cr Newman, Cr Smith, Cr Busby, Cr Silver, Cr Singh, Cr Stoneham

Recommendation CS3/12/25 - Statement of Financial Activity - October 2025

MOVED Cr Silver

That Council:

- 1. Pursuant to Regulation 34 of the *Local Government (Financial Management) Regulations 1996* accept the Statement of Financial Activity for the fourth (4) month period ended 31 October 2025.**
- 2. Note that there are reportable actual to budget material variances for the year-to-date period ending 31 October 2025 and note that the opening balances provided are still subject to final audit confirmation and sign-off.**
- 3. Note the \$539.80 small rates debt written off under Delegation 1.1.22 and Sub Delegation 1.2.22**

MOTION DECLARED CARRIED BY AN ABSOLUTE MAJORITY RESOLUTION OF COUNCIL

13/0

FOR: Mayor Butterfield, Cr Keogh, Cr Jorgensen, Cr Thomas, Cr Sargeson, Cr Hetherington, Dr Wielinga, Cr Newman, Cr Smith, Cr Busby, Cr Silver, Cr Singh, Cr Stoneham

Recommendation CS4/12/25 - Year End Financial Position - 30 June 2025

Committee Recommendation

That Council *AMENDS the FY26 Budget opening balance (Net Current Asset Position) to \$17,642,247, and leaves the funds remaining of \$346,879 to be considered in the budget review in March 2026, after allowing for items (i) to (iv) below:

Closing Balance Net Current Assets FY25	\$17,642,247
Less:	
(i) Financial Assistance Grant paid in advance	\$3,004,064
(ii) Carried Forward Operating (CS3/10/25)	\$5,386,000
(iii) Carried Forward Capital (CS3/10/25)	\$8,580,500
(iv) Projects Rolled Over (CS3/10/25)	\$324,800
Remaining funds	\$346,879

MOVED Cr M Silver

That Council *AMENDS the FY26 Budget opening balance (Net Current Asset Position) to \$17,642,247, and:

- (a) Transfers \$300,000 to the future projects reserves; and**
- (b) Leave the funds remaining of \$46,879 to be considered in the budget review;**

after allowing for items (i) to (iv) below.

Closing Balance Net Current Assets FY25	\$17,642,247
Less:	
(i) Financial Assistance Grant paid in advance	\$3,004,064
(ii) Carried Forward Operating (CS3/10/25)	\$5,386,000
(iii) Carried Forward Capital (CS3/10/25)	\$8,580,500
(iv) Projects Rolled Over (CS3/10/25)	\$324,800
Remaining funds (applied to (a) and (b) above)	\$346,879

MOTION DECLARED CARRIED BY AN ABSOLUTE MAJORITY RESOLUTION OF COUNCIL 13/0

FOR: Mayor Butterfield, Cr Keogh, Cr Jorgensen, Cr Thomas, Cr Sargeson, Cr Hetherington, Dr Wielinga, Cr Newman, Cr Smith, Cr Busby, Cr Silver, Cr Singh, Cr Stoneham

Recommendation CS5/12/25 - Condition of Businesses in Kelmscott (Referral Item)

MOVED Mayor Butterfield

That Council request a report on actions and associated costs that the City could take or does undertake, to encourage businesses in the Strategic Metropolitan Centre and older District Centres, to improve the overall presentation of their premisses in order to foster community pride and economic activity.

MOTION not opposed, DECLARED CARRIED 13/0

FOR: Mayor Butterfield, Cr Keogh, Cr Jorgensen, Cr Thomas, Cr Sargeson, Cr Hetherington, Dr Wielinga, Cr Newman, Cr Smith, Cr Busby, Cr Silver, Cr Singh, Cr Stoneham

Recommendation CS6/12/25 - City's Website (Referral Item)

MOVED Cr M Silver

That City Officers seek feedback from elected Members on the suitability and functionality of the City's websites prior to a Councillor Workshop in 2026.

MOTION not opposed, DECLARED CARRIED 13/0

FOR: Mayor Butterfield, Cr Keogh, Cr Jorgensen, Cr Thomas, Cr Sargeson, Cr Hetherington,
Dr Wielinga, Cr Newman, Cr Smith, Cr Busby, Cr Silver, Cr Singh, Cr Stoneham

Recommendation CS7/12/25 - TEN 14/25: Supply of Four Waste Collection Vehicles - (Confidential Cover Report)

MOVED Cr M Silver

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

MOTION not opposed, DECLARED CARRIED 13/0

FOR: Mayor Butterfield, Cr Keogh, Cr Jorgensen, Cr Thomas, Cr Sargeson, Cr Hetherington,
Dr Wielinga, Cr Newman, Cr Smith, Cr Busby, Cr Silver, Cr Singh, Cr Stoneham

Recommendation CS8/12/25 - TEN 6/25: Turf Maintenance at Active Sports Fields and Public Open Spaces (Confidential Cover Report)

MOVED Cr M Silver

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

MOTION not opposed, DECLARED CARRIED 13/0

FOR: Mayor Butterfield, Cr Keogh, Cr Jorgensen, Cr Thomas, Cr Sargeson, Cr Hetherington,
Dr Wielinga, Cr Newman, Cr Smith, Cr Busby, Cr Silver, Cr Singh, Cr Stoneham

Recommendation CS9/12/25 - Rates Exemption Application - s6.26(2)(g) Land Used Exclusively for Charitable Purposes; 10 Alex Wood Drive Forrestdale Free Reformed Eucalypt Association Inc

MOVED Cr M Silver

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

MOTION not opposed, DECLARED CARRIED 13/0

FOR: Mayor Butterfield, Cr Keogh, Cr Jorgensen, Cr Thomas, Cr Sargeson, Cr Hetherington,
Dr Wielinga, Cr Newman, Cr Smith, Cr Busby, Cr Silver, Cr Singh, Cr Stoneham

10.5 CITY AUDIT COMMITTEE MEETING

Report of the City Audit Committee held on 10 December 2025.

MOVED Cr P A Hetherington that the report be received.

MOTION not opposed, DECLARED CARRIED 13/0

FOR: Mayor Butterfield, Cr Keogh, Cr Jorgensen, Cr Thomas, Cr Sargeson, Cr Hetherington,
Dr Wielinga, Cr Newman, Cr Smith, Cr Busby, Cr Silver, Cr Singh, Cr Stoneham

BUSINESS ARISING FROM REPORT

Recommendation CA1/12/25 - 2024/25 Financial Report and Auditors Report

The CEO confirmed receipt of the signed Auditor General's auditor's report together with the OAG-stamped Annual Financial Report. The reports were previously circulated to Councillors under cover of memo.

MOVED Cr P A Hetherington

That Council:

- 1. In accordance with section 5.54 of the *Local Government Act 1995*, accept* for inclusion in the City's 2024/25 Annual Report, the Annual Financial Report and Auditor's Independent Audit Report for the financial year ended 30 June 2025 as presented; and**
- 2. Accept the 2025 Audit Completion report as presented.**

ABSOLUTE MAJORITY RESOLUTION REQUIRED

MOTION DECLARED CARRIED BY AN ABSOLUTE MAJORITY RESOLUTION OF COUNCIL

13/0

FOR: Mayor Butterfield, Cr Keogh, Cr Jorgensen, Cr Thomas, Cr Sargeson, Cr Hetherington, Dr Wielinga, Cr Newman, Cr Smith, Cr Busby, Cr Silver, Cr Singh, Cr Stoneham

Recommendation CA2/12/25 - Audit Recommendation Follow Up Report - December 2025

MOVED Cr P A Hetherington

That Council note the Audit Recommendation Follow Up Report – December 2025.

MOTION not opposed, DECLARED CARRIED

13/0

FOR: Mayor Butterfield, Cr Keogh, Cr Jorgensen, Cr Thomas, Cr Sargeson, Cr Hetherington, Dr Wielinga, Cr Newman, Cr Smith, Cr Busby, Cr Silver, Cr Singh, Cr Stoneham

10.6 CHIEF EXECUTIVE OFFICER'S REPORT

Report of the Chief Executive Officer.

MOVED Cr S Stoneham that the report be received.

MOTION not opposed, DECLARED CARRIED

13/0

FOR: Mayor Butterfield, Cr Keogh, Cr Jorgensen, Cr Thomas, Cr Sargeson, Cr Hetherington, Dr Wielinga, Cr Newman, Cr Smith, Cr Busby, Cr Silver, Cr Singh, Cr Stoneham

BUSINESS ARISING FROM REPORT

Recommendation - List of Accounts Paid - November 2025

MOVED Dr C M Wielinga

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 \$12,764,381.98, cheque numbers 531 to 540, transactions 35978 to 36844 and Payrolls dated 9 November and 23 November 2025.

Credit Cards

Accounts paid totalling \$11,216.52 for the period ended 27 November 2025.

Fuel Cards

Accounts paid totalling \$16,575.92 for the month ended 30 November 2025.

Cabcharge

Accounts paid totalling \$300.14 for the month ended 30 November 2025.

MOTION not opposed, DECLARED CARRIED 13/0

FOR: Mayor Butterfield, Cr Keogh, Cr Jorgensen, Cr Thomas, Cr Sargeson, Cr Hetherington,
Dr Wielinga, Cr Newman, Cr Smith, Cr Busby, Cr Silver, Cr Singh, Cr Stoneham

Recommendation - Statement of Financial Activity - November 2025

MOVED Dr C M Wielinga

That Council:

- 1. Pursuant to Regulation 34 of the *Local Government (Financial Management) Regulations 1996* accept the Statement of Financial Activity for the fifth (5) month period ended 30 November 2025.**
- 2. Note that there are reportable actual to budget material variances for the year-to-date period ending 30 November 2025 and note that the opening balances provided are still preliminary as audit confirmation and sign off occurred during December.**

**MOTION DECLARED CARRIED BY AN ABSOLUTE
MAJORITY RESOLUTION OF COUNCIL 13/0**

FOR: Mayor Butterfield, Cr Keogh, Cr Jorgensen, Cr Thomas, Cr Sargeson, Cr Hetherington,
Dr Wielinga, Cr Newman, Cr Smith, Cr Busby, Cr Silver, Cr Singh, Cr Stoneham

Recommendation - Councillors Information Bulletin - Issue No 19/2025

MOVED Cr G J Smith

That Council acknowledge receipt of Issue 19/2025 of the Information Bulletin

MOTION not opposed, DECLARED CARRIED 13/0

FOR: Mayor Butterfield, Cr Keogh, Cr Jorgensen, Cr Thomas, Cr Sargeson, Cr Hetherington,
Dr Wielinga, Cr Newman, Cr Smith, Cr Busby, Cr Silver, Cr Singh, 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 Removal of TPO - 1 Ardross Street, Seville Grove (Cr Laurie Sargeson)

That the matter of the removal of the TPO on 1 Ardross Street, Seville Grove be referred to the Technical Services Committee.

2 Fallen Tree in Minnowarra Park (Cr John Keogh)

That the matter of the fallen tree in Minnowarra Park be referred to the Technical Services Committee.

3 Bushfire Brigade Names (Cr John Keogh)

That the matter of the City Bushfire Brigade names be referred to the Community Services Committee.

14 MATTERS REQUIRING CONFIDENTIAL CONSIDERATION

Nil

15 CLOSURE

The Mayor expressed her thanks to Councillors and officers for their contribution and support during 2025 and extended wishes for a wonderful and safe Christmas season and looked forward to seeing and working with everyone when Council is back in 2026.

Mayor Butterfield, declared the meeting closed at 7.56pm

MINUTES CONFIRMED THIS 9 FEBRUARY 2026

MAYOR