



**ORDINARY MEETING OF COUNCIL
MONDAY, 25 AUGUST 2025**

AGENDA

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AGENDA

REPORTS

**DEVELOPMENT SERVICES COMMITTEE MEETING
HELD ON 18 AUGUST 2025**

**CORPORATE SERVICES COMMITTEE MEETING
HELD ON 19 AUGUST 2025**

CHIEF EXECUTIVE OFFICER'S REPORT

NOTICE OF MEETING AND AGENDA

CR _____

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

MONDAY, 25 AUGUST 2025

**JOANNE ABBISS
CHIEF EXECUTIVE OFFICER**

21 August 2025

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

2 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

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

Nil

4 PUBLIC QUESTION TIME

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

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.

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Nil

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7 CONFIRMATION OF MINUTES

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BUSINESS ARISING FROM REPORT

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Nil

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14 MATTERS REQUIRING CONFIDENTIAL CONSIDERATION

15 CLOSURE

CITY OF ARMADALE

MINUTES

OF DEVELOPMENT SERVICES COMMITTEE HELD IN THE COMMITTEE ROOM, ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON MONDAY, 18 AUGUST 2025 AT 7:00PM.

Opening and Acknowledgement Of Country *read by Cr S Stoneham*

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

PRESENT: Dr C M Wielinga(Chair)
Cr M Silver (Deputy Chair)
Cr J Keogh
Cr S Peter JP
Cr L Sargeson
Cr G J Smith
Cr S Stoneham

APOLOGIES: Nil

OBSERVERS: Mayor R Butterfield (*via Teams*)

IN ATTENDANCE:	Mr P Sanders	Executive Director Development Services
	Mr J Lyon	Executive Director Corporate Services (<i>via Teams</i>)
	Mr M Southern	Executive Director Technical Services
	Mr P Rosser	A/Head of Strategic Planning, Place & Development
	Mr P Hoole	Head of Community Infrastructure Planning
	Mrs W Stanley	Community Infrastructure Planning Coordinator (<i>via Teams</i>)
	Mr R Sklarski	Project Manager Contribution Arrangements (<i>left 7.13pm</i>)
	Ms N Butler	Senior Project Officer Contribution Arrangements (<i>left 7.13pm</i>)
	Mrs N Mathieson	Executive Assistant Development Services

PUBLIC: 2

DISCLAIMER

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

DECLARATION OF MEMBERS' INTERESTS

Cr G Smith

- *Armada Bowls and Tennis Clubs Shared Facility Concept Plans*

QUESTION TIME

Nil

DEPUTATION

Nil

CONFIRMATION OF MINUTES

RECOMMEND

Minutes of the Development Services Committee Meeting held on 21 July 2025 be confirmed.

Moved Cr J Keogh

MOTION CARRIED

7/0

ITEMS REFERRED FROM INFORMATION BULLETIN - ISSUE 12 - AUGUST 2025

No items were raised for further investigation or report.

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DEVELOPMENT SERVICES COMMITTEE

18 AUGUST 2025

1. STRATEGIC PLANNING

- 1.1 ANSTEY KEANE DEVELOPMENT CONTRIBUTION PLAN NO. 4 -
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***1.1 - ANSTEY KEANE DEVELOPMENT CONTRIBUTION PLAN NO. 4 -
INFRASTRUCTURE COST SCHEDULE REVIEW 2025***

WARD : LAKE
FILE No. : M/401/25
DATE : 12 August 2025
REF : NB/RS
RESPONSIBLE : Executive Director
MANAGER : Development Services

In Brief:

- Council at its May 2025 meeting resolved to advertise the Draft Development Contribution Plan No.4 Report, Infrastructure Cost Schedule and Assessed / Proposed Values of land to be acquired in accordance with the provisions of Schedule 9B of the City's TPS No.4.
- The Draft DCP 4 Report and ICS was advertised for public comment for 36 days closing on 4 July 2025.
- Four (4) submissions were received during the advertising period which provided additional information warranting some minor modifications to the Draft ICS and DCP Report.
- Council is required to consider final approval of the DCP No.4 Report and ICS which includes a Cost per Hectare Base Rate of \$570,076.03 and a Cost Per Hectare Additional Rate of \$122,399.60.
- It is recommended that Council adopts the DCP No.4 Report and ICS.

Tabled Items

Nil

Decision Type

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

Officer Interest Declaration

Nil, but it is noted that the Development Contribution Plan No.4 (DCP 4) provides funding to the City for staff costs associated with administering DCP 4. These costs are included in the Infrastructure Cost Schedule (ICS) and reconciled on an annual basis.

Strategic Implications

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

- 1.3.1 Ensure the equitable provision of Community Facilities throughout the City.
- 1.4.4 Facilitate the provision of facilities, services and programs to meet the needs of the City's current and future demographics.
- 2.1.2 Improve the quality of water in the City's rivers, streams, brooks, drains and wetlands.
- 2.2.1 Focus on achieving a high level of streetscape amenity in new developments.
- 2.2.3 Develop, improve and maintain quality parks, playgrounds and public open spaces throughout the City.
- 2.5.1 Ensure the City's planning framework is modern, flexible, responsive and aligned to achieving the outcomes of the Strategic Community Plan and Corporate Business Plan.
- 3.3.1 Ensure the City has contemporary strategies and dynamic planning frameworks to be responsive to economic development opportunities and trends.
- 4.1.2 Develop and maintain a comprehensive suite of strategies and plans to guide the City's delivery of infrastructure and services to the community.
- 4.3.1 Deliver strategic financial planning to ensure that services are effectively delivered, assets are efficiently managed and renewed, and funding strategies are equitable and responsible.

Legal Implications

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

State Planning Policy 3.6 – Infrastructure Contributions

Town Planning Scheme No.4

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

Through DCP 4, the City collects development contributions which constitutes an external source of funding for the development of essential facilities and infrastructure that will provide benefits to the community within the Anstey Keane Urban Precinct.

DCP 4 includes the cost of providing a community and sporting facilities in the precinct. Although the DCP provides funding for the provision of the facilities/infrastructure, the City is required to fund the future recurrent operational and maintenance costs for the facilities and infrastructure that is delivered. The City also manages the financial impact of depreciation of these new assets. However, these assets are needed to deliver essential facilities and infrastructure to service the needs of the area.

Consultation

The DCP report and ICS including Assessed Values were advertised for a 36 day period from 29 May 2025 2024 to 4 July 2025 in accordance with the provisions of Schedule 9B of the City's Town Planning Scheme No.4 (TPS 4). As part of the public advertising process, landowners holding undeveloped/un-subdivided parcels of land with subdivision potential within the Development Contribution Area were notified of the advertising period in writing and the DCP documentation was placed on the Engage Page on the City's website.

BACKGROUND

DCP 4 provides a mechanism to equitably share the cost of providing common infrastructure within the Anstey Keane Urban Precinct which will result in the delivery of essential infrastructure and facilities in a coordinated manner to benefit future residents within the area.

The DCP 4 Report is referenced within TPS 4 and contains information and instructions on the operation of DCP 4 as periodically reviewed in accordance with the Scheme. The ICS, which is included within the DCP 4 report, contains the estimated cost of infrastructure in DCP 4 inclusive of administration costs, cost contribution rates and details of developable land area.

At its meeting of 19 May 2025 (M/821/24), Council resolved to approve advertising of the Draft DCP 4 Report and Draft ICS 2025, including the Assessed Values contained in the ICS, including a Cost per Hectare Base Rate of \$586,753.36 and a Cost Per Hectare Additional Rate of \$122,399.60.

DETAILS OF PROPOSAL

The common infrastructure items to be funded by DCP No.4 are set out in Schedule 9B of TPS No.4. This report discusses the submissions received during the advertising period and recommends approval of the DCP 4 report, amended Infrastructure Cost Schedule, including a Cost Contribution per hectare Base Rate and Additional Rate.

COMMENT AND ANALYSIS

A summary of submissions received during the 36-day advertising period is provided as follows:

Total No. of submissions received:	4
No. of submissions of conditional support/no objection:	1
No. of submissions of objection:	1
No. of submissions with comment only:	2

Refer to the Confidential Attachments for location plan of submitters and list of submitter's details.

The issues raised by the submissions have been summarised and a recommendation made on each submission in the attached 'Schedule of Submissions'.

The main issues raised in the submissions, together with a comment and recommendation on each issue, are outlined below.

Issue 1 – The submitter notes that there has been a significant increase in in DCP Infrastructure Costs relating to the widening and construction of Anstey Road, and ATCO High Pressure Gas Pipeline.

Comment

The most recent Infrastructure Cost Schedule costings for these items were established by means of obtaining revised estimates and are largely the result of increases in construction costs since the last ICS Review in 2022. The DCP will only seek to fund infrastructure that is considered to be necessary to serve the DCA, and in administering the DCP.

Recommendation

Not supported.

Issue 2 – The submitter cites that the Anstey Road infrastructure item costs are impeding lot creation reliant on Anstey Road and is compromising the amenity of the estate.

Comment

As part of consultation for the Annual Review, the City received two combined submissions which explored the possibility of redesigning the Anstey Road upgrade seeking to reduce costs to modify the road design. It is worth noting that the City has been working with the submitters' consultants and ATCO on progressing a practical outcome for all parties for Anstey Road to expedite the works being implemented on the ground.

A considerable amount of work has already been carried out in preparing the civil design documentation for the road upgrade. Nonetheless, if there are opportunities to explore an alternative design for the Anstey Road upgrade and associated infrastructure items that could save costs without compromising the ultimate standard of road and the ATCO gas main, then the City will investigate alternative design options, in collaboration with the relevant stakeholders. The applicant's design has a number of issues and risks which require detailed consideration. The City needs to continue with the current design and costings as part of this review. The City will review the information submitted and will engage to develop an appropriate design for Anstey Road and the ATCO gas main or continue with the current design, if this design is considered appropriate.

Recommendation

Support in part.

Issue 3 – The submitter requested that the Additional Rate applied under the DCP to assist in funding Baileys Branch Drain, be replicated for landowners within Precinct 3 to account for under-provision of POS under their prospective Structure Plan.

Comment

DCP 4 contains an 'additional rate' mechanism that applies within the Precinct 2 area to ensure all landowners within the Precinct are contributing towards the provision of POS in an equitable manner. This is achieved either through the ceding of land for POS, or the payment of an additional contribution in lieu of the provision of POS.

The additional rate approach is predicated on the approved planning framework that applies within the DCA.

This arrangement provides an equitable approach to address precinct-wide disparities in POS land contributions within the DCA; where landowners over-providing POS towards the Bailey's Branch Drain would ultimately be reimbursed through the DCP by landowners who area underproviding.

The existing house lots that the submitter is referring to are a series of undeveloped residential properties aligning Armadale Road. These lots form the majority of Precinct 3, and are currently the subject of a Draft Structure Plan application with modifications required by Department of Planning Lands and Heritage (DPLH). If the structure plan is ultimately approved, then the WAPC decision will be implemented.

Recommendation

Not supported.

Issue 4 – Suggested Modifications to Methodology of Calculating Cost Contributions for Precinct 3. The submitter queries contributions calculation methodology for the whole of Precinct 3. They state that the current arrangement in place for Cost Contributions covering the household lots along Armadale Road was made on the assumption that the existing dwelling on each lot would be retained with only the balance land having the potential to be redeveloped. Should the Draft Structure Plan be approved, then the methodology for calculating Cost Contributions for these lots would no longer be applicable, and further, inequitable.

Comment

When the DCP was first incorporated into the Scheme, the City was uncertain as to the future development potential for the Existing House Lot, adopting an approach to recognise that existing houses may not be further subdivided or developed, therefore they should not pay DCP contributions.

Following on from Issue 3 above, there continues to be no Structure Plan in place in Precinct 3. In accordance with Clause 4.2 of Schedule 9B of the City's TPS4, the Scheme secures the ability for the City to act flexibly at its discretion, accounting for either outcome - subdivided as is, or subdivided following modifications that secure an increased density under an approved Structure Plan or other approval.

With reference to Lot 99 Armadale Road, the City accepts that there is reasonable cause to remove the Existing House Lot deduction on this particular lot where the land has been rezoned to Local Centre and the existing house demolished, with mixed-use service station development covering the site. Now that the works to implement the development approval have commenced, the contribution liability is triggered and the base rate subsequently applied, with no deduction.

Recommendation

Supported in Part.

Summary of Recommended ICS Modifications

In response to submissions received during the ICS advertising period and further as part of the officer review process, the following modifications to the advertised ICS 2025 and DCP Report are recommended:

DCP Administration Costs

As part of the City's review of interest earnings on the Anstey Keane DCP Reserve Account at the end of the 2024/2025 financial year, it was considered appropriate to update the forecast interest earnings for the years 2025 to 2032 based on an expected increase in interest earnings. The updated interest forecast has resulted in a minor reduction to the DCP cost per hectare base rate.

Updates to Contributions Collected

As the DCP has continued to operate during the advertising period, several additional contributions have been collected from developers, and it is therefore considered appropriate to reflect the additional developed land area and DCP income received since advertising of the Draft ICS commenced.

Removal of Existing House Lot Deduction – Lot 99 Armadale Road

With reference to Lot 99 Armadale Road, it is noted that Amendment No. 113, which rezoned the subject land from Urban Development to Local Centre was gazetted after the DCP first commenced operating on an interim basis.

At its meeting in June 2024, Council approved the development of a proposed service station, convenience store and three fast food outlets on the subject land. It is noted that the development has started earthworks. As the existing house has been demolished, based on equity principles, it is considered appropriate to remove the DCP deduction for the retention of the existing houses from the subject land in the ICS as the houses have been demolished. This modification results in an increase to the landowner's contribution liability and a minor decrease to the DCP cost per hectare base rate.

OPTIONS

The options for Council's consideration are as follows:

1. Approve the DCP 4 Infrastructure Cost Schedule 2025, DCP 4 Report and proposed Assessed Values with or without modifications.
2. Resolve to further revise the ICS costings before adopting the ICS 2025 and Assessed Values.

CONCLUSION

The modifications that have been recommended in the ICS have been in response to submissions received, and additional information identified during the advertising period and the following review period. These modifications have improved accuracy of the ICS 2025 (DCP Report) and have resulted in a minor decrease to the proposed advertised Contribution Costs per hectare base rate. Having regard to these factors, it is recommended that Option 1 be supported.

ATTACHMENTS

1. [Development Contribution Plan 4 Report](#)
2. Schedule of Submissions
3. Confidential - DCA04 - Submitters Names and Addresses - *This matter is considered to be confidential under Section 5.23(2) (b) of the Local Government Act, as the matter relates to the personal affairs of a person*
4. Confidential - DCA04 - Submitter Plan - *This matter is considered to be confidential under Section 5.23(2) (b) of the Local Government Act, as the matter relates to the personal affairs of a person*
5. DCA04 - Location Plans and DCA4 Plan
6. DCA04 Precincts and Deductions Plan
7. DCA04 - Infrastructure Items Plan
8. DCP 4 Draft Infrastructure Cost Schedule 2025
9. DCA04 2a - Anstey Road Upgrade Cost Estimate
10. DCA04 4b Relocation and Upgrade of ATCO Pipeline
11. DCA04 - Annual Status Report 2025
12. DCA04 Capital Expenditure Plan

RECOMMEND

D1/8/25

That Council:

1. **In accordance with Development Contribution Plan 4 in Schedule 9B of Town Planning Scheme No.4 approve the attached Development Contribution Plan 4 Report and Infrastructure Cost Schedule 2025, including the Assessed Values, which includes a Cost Contribution per hectare Base Rate and Additional Rate of \$570,076.03 and \$122,399.60 respectively.**
2. **Advise the submitters of the above decision.**

**MOVED Cr L Sargeson, OPPOSED Cr S Peter
Seconded Cr J Keogh
MOTION CARRIED**

6/1

1.2 - OMNIBUS LOCAL PLANNING POLICY REVIEW 2025

WARD : ALL

FILE No. : M/422/25

DATE : 12 August 2025

REF : SD

RESPONSIBLE : Executive Director
MANAGER Development
Services

In Brief:

- The Omnibus Local Planning Policy Review 2025 relates to the following four local planning policies:
 - PLN 2.9 Landscaping
 - PLN 3.3 Home Occupation, Home Businesses and Rural Home Businesses
 - PLN 3.6 Ancillary Dwellings – Control of Additional Accommodation
 - PLN 5.1 Highway Development
- The review has identified general changes for three policies including corporate rebranding; terminology improvements such as removing mandatory words; adding citations; updating references; and correcting or updating policy content.
- Review of PLN 2.9 recommends adding canopy cover trees to landscaping requirements as recommended by the City's Canopy Cover Working Group.
- Review of PLN 3.3 recommends renaming and changing policy requirements, given that home occupations are now a land use exempt from development approval in all zones.
- The review of PLN 3.6 recommends renaming, given the policy applies to ancillary dwellings in Rural zones.
- The review of PLN 5.1 recommends revocation, as the application and objectives of the policy are otherwise addressed in the broader planning framework.

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 2020-2030

Key Outcomes

- *Outcome 2.5: Quality Development that Enhances the Amenity and Liveability of the City*
 - *Objective 2.5.6 Seek improvements to the nature and standard of developments within the City.*
- *Outcome 3.3: Responsive and Flexible Support of Business*
 - *Objective 3.3.1 Ensure the City has contemporary strategies and dynamic planning frameworks to be responsive to economic development opportunities and trends.*
- City of Armadale Corporate Business Plan 2024/25 – 2027/28

Key Actions and Projects

- *2.2.2.1 Review and implement the City's Urban Forest Strategy*
- *2.5.1.1 Prepare and implement a new Local Planning Strategy*
- *2.5.2.1 Advocate for the retention of trees in new subdivisions and developments*

Other City of Armadale strategic documents relevant to the omnibus policy review include:

- Local Planning Strategy 2016
- Draft Local Planning Strategy (2024)

Legal Implications

- *Planning and Development Act 2005*
- *Planning and Development (Local Planning Schemes) Regulations 2015*
- Town Planning Scheme No. 4

Council Policy/Local Law Implications

- PLN 2.9 Landscaping
- PLN 3.3 Home Occupation, Home Businesses and Rural Home Businesses
- PLN 3.6 Ancillary Dwellings – Control of Additional Accommodation

- PLN 5.1 Highway Development

Budget/Financial Implications

Costs to publish a notice in the local newspaper confirming amendment or revocation of policy can be met through departmental operational budget.

Consultation

- Planning Services

BACKGROUND

Council in September 2024 (D22/9/24 refers) adopted the Omnibus Local Planning Policy Review 2024 for the following:

- PLN 2.5 Erosion Prevention and Sediment
- PLN 2.10 Environmentally Sustainable Design
- PLN 3.12 Percent for Public Art
- PLN 4.1 Industrial Sites and Estates

The Omnibus Local Planning Policy Review 2025 represents another tranche of review for the following local planning policies:

- PLN 2.9 Landscaping
- PLN 3.3 Home Occupation, Home Businesses and Rural Home Businesses
- PLN 3.6 Ancillary Dwellings – Control of Additional Accommodation
- PLN 5.1 Highway Development

DETAILS OF PROPOSAL

As part of the Omnibus Local Planning Policy Review 2025, it is recommended that the following policies be amended:

- PLN 2.9 Landscaping
- PLN 3.3 Home Occupation, Home Businesses and Rural Home Businesses
- PLN 3.6 Ancillary Dwellings – Control of Additional Accommodation

It is also recommended that the following policy be revoked:

- PLN 5.1 Highway Development

The proposed omnibus review is presented for Council's consideration. Copies of the draft amended policies for PLN 2.9, PLN 3.3 and PLN 3.6 are included in the Attachments, with the proposed amendments in green text.

Council is required to follow the procedure in the Deemed Provisions of *P&D Regulations 2015* to amend and/or revoke the policies.

Although not yet mandatory, the Omnibus Review has addressed the content and advice in the Department of Planning, Lands and Heritage (DPLH) draft WA Planning Manual – Local Planning Policies (2024), particularly Section 5.0 (Reviews), Section 6.0 (Amending) and Appendix 1 (Template), with a relevant extract from Section 6.0 provided below:

“When preparing an amendment to a local planning policy the local government must follow the same procedure as when prepare a new policy but does not need to advertise the amendment if it is determined to be ‘minor’ ... where it does not materially alter the strategic intent or application of the policy. This may include amendment(s) that relate to the following considerations:

- ***Administrative*** – correct administrative errors such as typographical errors, updates to reference, or other non-material adjustments.
- ***Clarification*** – clarify the existing policy without introducing new provisions or significantly altering existing ones.
- ***Format and content*** – bring the policy in line with the template approved by the WAPC.
- ***Align with local planning scheme*** – address conflicts within the scheme (including Schedule 2 of the Regulations).
- ***Align with State planning framework*** – address inconsistencies with the State planning framework.”

The DPLH advice reiterates that policy terminology is to provide guidance for exercising discretion by decision-makers. As such, mandatory or controlling language such as ‘shall’, ‘must’, and ‘not permitted’ are not to be contained in a local planning policy.

COMMENT

The outcome of the review of PLN 2.9, PLN 3.3, PLN 3.6 and PLN 5.1 and the justification for the recommended changes to three policies and revocation of one policy, is outlined below for Council’s consideration.

General Modifications

The four subject policies have been reviewed with three amended to reflect the following general modifications:

- a) Corporate rebranding using the current City of Armadale policy template.
- b) Replacing mandatory or controlling language such as ‘shall’, ‘must’, and ‘not permitted’ with softer words such as ‘will’, ‘may’ or ‘to’ where appropriate, plus simplification of language.
- c) Using the full title *Planning and Development (Local Planning Schemes) Regulations 2015*, Town Planning Scheme No. 4 and Residential Design Codes Volume throughout where applicable.
- d) Adding a citation to the Introduction section of each policy to confirm preparation under Schedule 2 of the *P&D Regulations 2015*.
- e) Correcting typographical and formatting issues, clarifying some policy statements and provisions, and correcting any possible conflicts with relevant legislation, strategies and guides.

PLN 2.9 Landscaping

PLN 2.9 aims to conserve and enhance the natural environmental biodiversity attributes of the district, provide guidance and requirements on landscaping design and provide a common theme for landscaping that encourages the enhancement of biodiversity.

PLN 2.9 was last amended by Council in July 2022 to address improved landscaping and street tree planting through modified road cross-sections; local development plans requirements; corner lot depth ratios; and landscape master planning and management.

In addition to the recommended general modifications above, the recommended modifications in the amended policy are as follows:

- a) In Section 1. Introduction, adding 'change' to read 'Climate change adaption' and deleting reference to global warming; and replacing 'trees' with a broader description of 'plants' which help to reduce the urban heat island effect.
- b) Using correct full titles of Urban Forest Strategy and Biodiversity Strategy throughout.
- c) In Section 4.3.6 adding 'canopy cover trees' for landscaping master plans/strategies and street tree conditions, as requested by the Canopy Cover Working Group to better address the objectives of the City's Urban Forest Strategy.
- d) In Section 4.3.8, correcting reference to the Western Australian Planning Commission's draft Liveable Neighbourhoods 2015.

PLN 3.3 Home Occupations, Home Businesses and Rural Home Businesses

PLN 3.6 aims to provide residents with the opportunity to conduct activities from their homes in small scale enterprises within strict guidelines to ensure local amenity is not compromised, and to facilitate small scale activities that do not necessarily warrant location in the activity centres or industrial zones.

PLN 3.6 was last amended by Council in September 2020 to include reference to the new Special Rural zone and text provision changes in Amendment No. 97 to Town Planning Scheme No. 4, and to include a new land use of rural home business.

In addition to the recommended general modifications above, the recommended modifications in the amended policy are as follows:

- a) Changing the title and policy to delete Home Occupations, which is a land use exempt from development approval in all applicable zones as per the *P&D Regulations*.
- b) In Section 1. Introduction, simplify wording including deletion of home occupations and the applicable zones which are repeated in Section 2.
- c) In Section 2. Application of Policy, deleting home occupations.
- d) In Section 3. Policy Objectives adding the word 'business' to 'activities.'

- e) Adding new title of Application Assessment for Section 4.1 and deleting text relevant to home occupations in Sections 4.1, 4.2 and 4.3.
- f) Changing the Policy Note to confirm that the policy is not applicable to home occupations, and for reference include the home occupation definition from Town Planning Scheme No. 4.
- g) Deleting the Compatibility Table 5.1 relevant to Home Occupations, and renumbering retained tables relevant to Home Businesses and Rural Home Businesses.

PLN 3.6 Ancillary Dwellings – Control of Additional Accommodation

PLN 3.6 aims to ensure ancillary dwellings can provide accommodation for people who live independently or semi-independently to primary dwellings without compromising the services and amenities of surrounding properties.

PLN 3.6 was last amended by Council in May 2020 to include reference to the new Special Rural zone and text provision changes in Amendment No. 97 to Town Planning Scheme No. 4.

In addition to the recommended general modifications above, the recommended modifications in the amended policy are as follows:

- a) Changing the title to Ancillary Dwellings in Rural Zones to reflect the application of the policy; and deleting the unnecessary words ‘Control of Additional Accommodation’.
- b) In Policy Statement 4.1.4, deleting unnecessary words such as ‘to the City’s satisfaction; replace ‘and’ with ‘or’; and change ‘approved buildings’ to ‘approved dwelling’ to avoid compatibility with non-habitable structures in Policy Statement 4.1.4.
- c) In Position Statement 4.2, replacing the word ‘allowed’ with more appropriate planning term ‘permissible’.
- d) Modifying the Definition of Ancillary Dwelling to match the definition from the Residential Design Codes Volume 1.

PLN 5.1 Highway Development

PLN 5.1 aims to encourage uninterrupted movement of traffic, minimise conflicts between traffic passing, entering or leaving properties and between pedestrians and motor vehicles. PLN 5.1 was last amended by Council in April 2012 to refine wording and terminology for consistency with other policies.

The Metropolitan Region Scheme (MRS) designates reserves for Primary Regional Roads (e.g. Albany Highway) and Other Regional Roads (e.g. Champion Drive). MRS Clause 28 Notice of Resolution and Instrument of Delegation 2025/04 provide the power, process and guidance to local government and other decision-makers, and the requirement to consult with and satisfy the recommendation of Main Roads Western Australia for development fronting a Primary Regional Road.

The review of PLN 5.1 concludes that the policy is no longer fit for purpose or necessary to assist development assessment given the applicable contemporary planning framework and is recommended for revocation.

ANALYSIS

Schedule 2, Part 2, Division 3, Clauses 4, 5 and 6 of the *P&D Regulations 2015* outlines the procedure for making a local planning policy; substantially amending an existing policy; or revoking a local planning policy. Should Council resolve to make a planning policy or substantial changes, the City must advertise the proposed policy for a minimum period of 21 days, with submissions to be considered by Council, prior to proceeding with the policy.

Clause 5(2) of the *P&D Regulations 2015* allows advertising to be waived, if in the opinion of the local government, the amendment is considered minor. The proposed modifications to PLN 2.9, PLN 3.3 and PLN 3.6 are considered minor in nature and therefore do not require advertising for public comment.

Clause 6 in Schedule 2, Part of the *P&D Regulations 2015* allows local governments to revoke a local planning policy by adoption of a subsequent policy or by a published notice of revocation. PLN 5.1 Highway Development is considered no longer necessary and revocation is recommended.

OPTIONS

In relation to the omnibus policy review of PLN 2.9, PLN 3.3, PLN 3.6 and PLN 5.1, the options available to Council are:

1. Resolve to adopt all or some the amended local planning policies, with or without further modifications.
2. Resolve to adopt all or some of the amended policies, with or without further modifications, for public advertising purposes.
3. Resolve to not adopt all or some of the amended local planning policies.
4. Resolve to revoke all or some of the current local planning policies.

Option 1 is recommended in relation to amended PLN 2.9 Landscaping, PLN 3.3 Ancillary Dwellings – Control of Additional Accommodation, and PLN 3.6 Home Occupations, Home Businesses and Rural Home Businesses, as the proposed amendments are considered to be practical and minor, with public advertising considered unnecessary.

Option 4 is recommended in relation to PLN 5.1 Highway Development with the policy no longer fit for purpose or necessary given the applicable contemporary planning framework.

CONCLUSION

The review of PLN 2.9, PLN 3.3 and PLN 3.6 has highlighted a number of worthwhile and necessary amendments to the policies.

The changes include appropriate updates to naming and terminology; corporate rebranding using the current City of Armadale template; adding policy adoption citations; improving references to relevant legislation, strategies and guidelines; and modest improvements to policy statement and provisions.

Due to the minor nature of the proposed changes for PLN 2.9, PLN 3.3 and PLN 3.6, it is recommended that Council adopts the draft amended policies without advertising.

The review of PLN 5.1 Highway Development has concluded that the policy is no longer fit for purpose or necessary to assist development assessment given the applicable contemporary planning framework, and is recommended for revocation.

ATTACHMENTS

1. Local Planning Policies (Current)
2. Amended Local Planning Policies (Marked Up)
3. Amended Local Planning Policies (Clean)

RECOMMEND

D2/8/25

That Council:

1. Pursuant to Schedule 2, Part 2, Division 2, Clause 5 of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*, resolves to adopt the following amended local planning policies, without advertising, as shown in the Attachments:
 - PLN 2.9 Landscaping (**as amended at Committee**)
 - PLN 3.3 Home Businesses and Rural Home Businesses
 - PLN 3.6 Ancillary Dwellings In Rural Zones
2. Pursuant to Schedule 2, Part 2, Division 2, Clause 6 of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*, resolves to revoke the following policy as shown in the Attachments:
 - PLN 5.1 Highway Development
3. Directs the Chief Executive Officer to publish one notice in a local newspaper circulating in the district listing the three amended local planning policies PLN 2.9, PLN 3.3 and PLN 3.6 adopted by Council and revocation of PLN 5.1, pursuant to the Schedule 2, Part 2 Clause 4(4), Clause 6(b) and Part 12, Clause 87 of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Moved Dr C M Wielinga
MOTION CARRIED

7/0



AERIAL PHOTOGRAPH
Jandakot Treeby District Structure Plan

200 0 200 400m



SCALE 1 : 20000

1.3 - DRAFT JANDAKOT TREEBY DISTRICT STRUCTURE PLAN

WARD : LAKE
FILE No. : M/436/25
DATE : 12 August 2025
REF : MK
RESPONSIBLE : EDDS
MANAGER

In Brief:

- The Western Australian Planning Commission (WAPC) have referred the Draft Jandakot Treeby District Structure Plan to the City inviting submissions.
- Recommend that Council request Officers lodge a submission with WAPC on the draft structure plan that identifies matters that should be taken into consideration by WAPC when making a determination.

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 Draft District Structure Plan (DSP) area is within the City of Cockburn. As such, no aspect of the Draft DSP directly aligns with any of the objectives of the City's Strategic Community Plan 2020-2030, which only applies to the City of Armadale. Nevertheless, it is important to consider how certain proposals within the Draft DSP (such as District Playing Fields, Activity Centres, school provision, road function etc) might impact infrastructure located within the City.

Legal Implications

Nil.

Council Policy/Local Law Implications

Nil.

Budget/Financial Implications

Nil.

Consultation

The Draft Structure Plan was referred to the City's Development Assessment Unit for comment on the proposals contained in the structure plan, any issues that the State Government needs to take into consideration when determining this structure plan and impact on the current planning framework for the City of Armadale (e.g. adopted Structure Plans within City of Armadale abutting Warton Road).

BACKGROUND

The DSP area is within the City of Cockburn and abuts the City of Armadale's western boundary along Warton Road between Mason Road and Nicholson Road adjacent to Piara Waters. The attached Location Plan and Aerial Photo identify the boundaries of the District Structure Plan (DSP).

The DSP area was originally identified in the Perth and Peel @3.5 million South Metropolitan Peel Sub-regional Framework (2018) as a Planning Investigation area. Under this framework, Planning Investigation Areas were areas that had been classified for further planning investigation as part of the strategic reconsideration of land use in the sub-region. Key considerations were listed for the investigation of the Jandakot Treeby area before the WAPC would consider supporting the area for Urban Expansion. The Key Considerations identified for the Jandakot Treeby area were:

- Protection of the Jandakot groundwater resources – impact, risks and management;
- Protection of significant environmental values in the area; and
- Noise issues associated with the operation of Jandakot Airport.

These investigations were required to be undertaken prior to any related Metropolitan Region scheme amendment processes.

Subsequently, in 2022, the WAPC published an update report on the Planning Investigation areas identified in the 2018 frameworks. With regard to the Jandakot Treeby Planning Investigation Area (PIA) the following statement was made by the WAPC:

The State Government has committed to undertake an integrated and whole-of-Government strategic review of water and land use values in the Jandakot water protection area as a priority. The review will inform further consideration by the WAPC and State Government regarding future policy settings within the broader Jandakot water protection area, including the PIA. For the interim period until the review is completed, the PIA will remain as a Planning Investigation Area.

Following the completion of the review of the Jandakot water protection area, the South Metropolitan Peel Sub-regional Framework Plan was modified and the Jandakot Treeby Planning Investigation area was changed to an "Urban Expansion" area.

The WAPC requested the main land developers owning land within the Jandakot Treeby area to collaborate to prepare a joint District Structure Plan for the now Urban Expansion Area prior to an MRS amendment being considered. The Draft DSP has now been lodged with the Western Australian Planning Commission for approval.

DETAILS OF PROPOSAL

Below is a summary from the application of the dwellings, lots and land uses that will potentially be produced by this Structure Plan:

Item	Data	
Total area covered by the DSP	580.06 ha	
Area of each land use proposed:		
Residential		
<i>Residential</i>	296.00 ha	4,440 lots
<i>Rural Residential, Subject to Site Specific Investigation*</i>	219.78 ha	330 lots
Total		4,770 lots
Commercial		
<i>Neighbourhood Centre</i>	5 ha	
Schools		
<i>Primary Schools</i>	17 ha	4 schools
<i>High School</i>	10 ha	1 school
Public Open Space		
<i>Potential Future Regional Open Space</i>	13.24 ha	
<i>Public Open Space</i>	5.76 ha	
<i>District Open Space (Sporting Facilities)</i>	9 ha	2 x 4.5ha sites
Other		
<i>Zoning as per the City of Cockburn TPS3</i>	3.73 ha	
Summary		
Estimated Dwellings		4,770 lots
Estimated Population**		12,900 people

* Land Use Subject to Site Specific Investigation - 330 Lots is calculated on the assumption that 10% of the total area is found to be available for residential development at a rate of 15 dwellings per hectare. Under a 'high growth scenario' (25% of land available for development) this land would provide approximately 825 lots, increasing the total DSP yield to approximately 5,250.

** Based upon average number of 2.7 people per dwelling for Treeby (ABS Census 2021).

Attached is the Draft District Structure Plan Map and further links to the documents being advertised are included in the following website link <https://haveyoursay.dplh.wa.gov.au/jtdsp>.

The District Structure Plan (DSP) outlines the Planning framework for the preparation of more detailed Local Structure Plans to be prepared in the future.

The following Technical appendices were included with the DSP:

- Bushfire Management Plan;
- Environmental Assessment Report (including Archaeological and Ethnographic);
- Acoustic Assessment;
- Transport Impact Assessment;
- District Water Management Strategy (including Landscape Masterplan);
- Activity Centre Assessment;
- Servicing Report; and
- Community Needs Assessment.

COMMENT

Assessment of the Draft District Structure Plan (DSP) has identified that the following matters that should be identified to the Western Australian Planning Commission for their consideration when progressing and determining the outcome of the DSP.

Schools and Other Community Infrastructure

Timely development of schools and other community infrastructure within the Draft DSP area should be coordinated so that additional undue burden is not placed on schools and community infrastructure within Piara Waters and Harrisdale. The existing public schools in Piara Waters have substantial student numbers and a significant number of temporary infrastructure as a result, with traffic and parking concerns. It is likely that in the early stages of development of land in the Draft DSP area that residents in that area will rely on schools in the Piara Waters area (and existing Treeby area) particularly until new facilities are constructed in the draft DSP area. Piara Waters High School and the primary school that will open to the south of the High School in 2027 would be impacted. The Education Department will need to acquire and build new schools in the early stages of development of the DSP area, noting that other existing primary schools are already beyond their originally forecast capacities.

The Draft DSP identifies that four (4) primary schools and one (1) high school will be required within the area. The ratio of schools to residents needs to be carefully considered as household sizes in the South Metropolitan area tend to be larger than the average household size for the whole of the Metropolitan area. This has significant implications for schools.

Warton Road/Jandakot Road

The City of Armadale has already completed upgrades to Warton Road in recent years to accommodate traffic volumes forecast as a result of the development areas on the eastern side of Warton Road with limited funding from the City of Cockburn. Future upgrades to Warton Road and its intersections will be required given the existing network is already at capacity in areas. To accommodate traffic generated by development within the Draft DSP area and growth, these upgrades should be coordinated and funded by City of Cockburn/relevant developers. This should be identified in the DSP.

There will be a need for alternative routes to be provided within the draft DSP area to relieve pressure on the Warton Road and Nicholson Road roundabout and the Warton Road and Jandakot Road roundabout. This should be identified in the DSP. Whilst the City is committed to assisting with design advice, future upgrades should be coordinated by the City of Cockburn (including funding) because the road widenings have already occurred in the City of Armadale (with little to no ability to provide further widenings in the City of

Armadale). The City of Armadale met the whole cost of the construction of these roundabouts without contributions from other Local Governments.

The City has been engaging with Shawmac and the Department of Planning Lands and Heritage (DPLH) in recent months with regard to the Jandakot Road Planning Study being prepared by DPLH. The City has provided comment particularly with regard to the existing roundabouts on Warton Road and their ability to cope with forecast traffic volumes that are included in the DSP. One of the logical structure planning solutions is to provide alternative north-south local distributor routes to be built within the DSP area to enable some of the traffic to move internally and avoid the two (2) roundabouts. Piara Waters has several existing north-south local distributor roads (Southampton Drive, Sheet Road, Harrisdale Drive, Wright Road, Nicholson Road etc, that serve this function but the Draft DSP area has none and there are not any proposed in the Draft DSP area.

The future issue of pedestrians crossing Warton Road to and from the Treeby area to access Piara Waters High School and shops has also been identified by the City (relating to the Jandakot Road Planning Study) as an area of concern. Treeby is currently in the catchment for Piara Waters High School and it is likely that future development areas under the Jandakot Treeby DSP will also be within the catchment for the high school in the future, as the only High School proposed in the draft DSP is in the far western portion of the DSP area rather than central to the DSP area.

Accordingly, the DSP should address the need to establish safe pedestrian links across Warton Road and a shared path on the western side of Warton Road. The Draft DSP should identify that these facilities need to be funded/coordinated by the City of Cockburn. The City of Armadale/Developer Contribution Plan for Piara Waters West coordinated/funded construction of a shared path on the eastern side of Warton Road.

Previous comment provided to the Department of Planning, Lands and Heritage's Planning and Engineering team with regard to the Jandakot Road Planning Study should be forwarded to the DPLH team assessing the draft District Structure Plan.

It is possible that Warton Road may be identified to eventually come under State control as part of the Future Metropolitan Roads program. This is updated every 12 months. Warton Road is already designated as a Primary Freight Route.

Public Transport

The DSP needs to address the need for planning of new or extension of existing public transport routes within the DSP area and connections to Piara Waters/Harrisdale areas and across the region.

Protection of Environmental Values

Review of the Environmental Assessment report lodged with the Draft DSP has identified the following matters:

- The Draft DSP report states that approximately 82.9ha of remnant native vegetation will be retained as 'Rural Residential' and that more than half of this is Banksia woodland (classified as Priority 3 at State level and Endangered at Commonwealth level). It is considered that retention of this vegetation within the Rural Residential zone will not afford adequate protection. Clearing would likely occur for fire breaks and asset protection zones, building construction, driveways etc. More adequate protections are

required for this vegetation complex, particularly where surveys have determined the condition of the vegetation is Good or Excellent.

- The Environmental Assessment document also states that the Draft DSP area contains approximately 139.78ha of foraging habitat for Carnaby's cockatoo and 137.59ha for Baudin's cockatoo (both critically endangered). It is proposed that Foraging habitat for black cockatoo species is proposed to be retained as 'Rural Residential, subject to site specific investigation' or within areas of POS. Leaving much of this existing Foraging habitat within the Rural Residential zone leaves the vegetation vulnerable to clearing especially for bushfire protection purposes or future development.
- Ten (10) wetlands are mapped as being within the DSP area with the DSP proposing to retain their current status as 'Rural Residential – Subject to Site Specific Investigation'. Better protection for these wetlands and their associated vegetation and buffers needs to be considered (such as Parks and Recreation reservations in the Metropolitan Region Scheme) to prevent degradation of the wetland values.

Another important impact of these areas not being determined in the DSP is that if they change to an urban/residential land uses, then the existing traffic modelling, school and community/sporting infrastructure is under estimated and the area will be significantly under provided with significant impact on the community and surrounding communities.

ANALYSIS

The draft District Structure Plan (DSP) is recognized in the Perth and Peel @3.5 million South Metropolitan Peel Sub-regional Framework which (following the 2022 re-examination of Planning Investigation Areas) identifies the DSP area for Urban Expansion.

The DSP has been prepared as a precursor to future Metropolitan Region Scheme Amendments to rezone the land to Urban or Urban Deferred and relevant Regional Reserves such as Regional Parks and Recreation and High School Reserves. The MRS amendment will also need to address the requirement for widening of Warton Road at the roundabout locations to enable future upgrade of the roundabouts to accommodate the increased traffic volumes through the roundabouts as a result of development in the Draft DSP area.

Subsequent planning processes that will require completion prior to subdivision occurring in the area include:

- Metropolitan Region Scheme Amendment;
- Local Planning Scheme Amendments (City of Cockburn); and
- Local Structure Plans (LSP's for each of 4 precincts identified in the DSP).

There will be public advertising requirements for each of the above future processes and where the areas covered by those processes abut the boundary between the City of Cockburn and the City of Armadale, there should be direct referral to the City of Armadale for comment. Precinct 3 of the DSP abuts the City of Armadale's western boundary.

Development is expected to occur over multiple stages with staging and timing of development being informed by landownership coordination, servicing provision and the removal of site constraints (e.g. the existing Kennel Zone on Warton Road in Treeby). The Staging Plan contained in the DSP identifies that Precinct 3 (adjacent to the City of Armadale) will likely have a development timeframe of 11-40 years. However, it is considered that continuing high demand for residential land supply in Perth may see much

shorter timeframes for development of Precinct 3 and the WAPC's predictions on the timing have not been accurate in the past.

OPTIONS

Council has the following options:

1. Request Officers lodge a submission with the WAPC outlining their comments on the Draft District Structure Plan as outlined in this report with or without modifications.
2. Resolve to not make a submission to the WAPC on the District Structure Plan.

CONCLUSION

Preparation of the Draft District Structure Plan for the Jandakot Treeby area (DSP) is consistent with the identification of the area for Urban Expansion under the Perth and Peel @3.5 million South Metropolitan Peel Sub-regional Framework. The draft DSP enables identification of matters to be addressed in subsequent planning processes including amendments to the Metropolitan Region Scheme and the City of Cockburn Local Planning Scheme and more detailed local structure plans in the future.

The City of Armadale considers it is important that the DSP identifies the coordination and funding requirements for infrastructure within and adjacent to the DSP (including which organisations will be responsible for these matters) particularly with regard to:

- Warton Road – upgrades, pedestrian links and Shared Paths.
- Ratios for provision of schools and other community facilities in the Draft DSP area and potential interim impacts on City of Armadale facilities.
- Planning for Public Transport provision.
- Ratios for provision of District Open Space and Playing Fields in the Draft DSP area so that the DSP area is ultimately self-sufficient in this regard.
- Protection measures for wetlands and remnant vegetation within the draft DSP area such as inclusion in Regional Parks and Recreation Reserves.

It is recommended that Council request Officers lodge a submission with the Western Australian Planning Commission addressing the matters raised in this report. As such, Option 1 is recommended.

ATTACHMENTS

1. Structure Plan
2. Staging Plan
- 3 **Jandakot/Treeby District Structure Plan**
(additional map included as per Committee recommendation to council)

Officer Recommendation

That Council:

1. Request Officers lodge a submission to the Western Australian Planning Commission outlining matters that the WAPC should take into consideration when finalising the Structure Plan as discussed in this report.
2. Advise the City of Cockburn of its submission.

Dr C Wielinga moved an alternate recommendation.

COMMITTEE RECOMMENDATION

D3/8/25

That Council:

1. **Request Officers lodge a submission to the Western Australian Planning Commission outlining matters that the WAPC should take into consideration when finalising the Structure Plan as discussed in this report including the addition of the following matter:**
 - **Protection measures for wetlands and remnant vegetation within the draft DSP area such as inclusion in Regional Parks and Recreation Reserves in the MRS with particular consideration given for the reservation of the Priority Ecological Community Banksia Woodlands and Critically Endangered Carnaby's and Baudin's cockatoo foraging habitat as indicated in the attached plan.**
2. Advise the City of Cockburn of its submission.

Moved Dr C M Wielinga
MOTION CARRIED

7/0

2.1 - ARMADALE BOWLS AND TENNIS CLUBS SHARED FACILITY CONCEPT PLANS

Cr G Smith declared an impartial interest disclosure as he is a social member and volunteer at the Armadale District Bowling Club. As a consequence, there may be a perception that his impartiality on the matter may be affected, but declared that he would set aside this association, consider the matter on its merits and vote accordingly.

WARD : MINNAWARRA
FILE No. : M/277/25
DATE : 12 August 2025
REF : WS
RESPONSIBLE : Executive Director
MANAGER : Development Services

In Brief:

- The Long-Term Financial Plan (LTFP) endorsed in February 2025, includes provision of \$11,400,000 for a new shared bowls/tennis facility to commence delivery at Gwynne Park from 2028/29.
- Recommend that Council endorse the concept plans as presented in the Attachments of this report and request Officers proceed with planning and design to be undertaken from 2027/28 for commencement of delivery in 2028/29 in the current location occupied by the current bowls facility.

Tabled Items

N/A

Decision Type

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

Officer Interest Declaration

Nil.

Strategic Implications

Strategic Community Plan

- 1.3.1 Ensure the equitable, evidence-based provision of Community Facilities throughout the City.
- 1.4.2 Encourage the provision of inclusive and accessible facilities, services and programs within the community.
- 1.4.4 Facilitate the provision of facilities, services and programs to meet the needs of the City's current and future demographics.

Corporate Business Plan

- 1.3.1 Ensure the equitable provision of Community Facilities throughout the City
- 1.3.1.3 Progress the development of Gwynne Park
- 2.3.3 Maintain the City's Assets effectively in order to meet service levels throughout their life cycle.

Legal Implications

- Any building works associated with the project would need to be carried out in accordance with the Building Code of Australia (BCA) and any other relevant legislation and/or Australian Standards.

Council Policy/Local Law Implications

Assessment of Policy/Local Law indicates that the following is applicable:

- ENG13 – Asset Management
- Lease and License Policy

Budget/Financial Implications

The Long-Term Financial Plan (LTFP) endorsed in February 2025, includes provision of \$11,400,00 for a new shared bowls/tennis facility to be delivered in 2028/29. The City will review the likely grant sources as part of its preparation of the LTFP later this year.

Consultation

- Councillor Workshop - 29 March 2021 and Briefing - 6 June 2023
- State Sporting Associations
- Facility leaseholders and user groups
- Department of Cultural Industries, Tourism and Sport.
- Architects (Bollig Design Group)
- Other City internal departments as required.

BACKGROUND

At its July 2024 meeting, Council was presented with a Concept Plan for a co-located bowls/tennis facility. For that report co-location referred to buildings with shared spaces, while a shared building referred to buildings with a shared roof only and all separate spaces for each club. The shared spaces in the co-location concept would need to meet the requirements of both clubs. Councillors advised that the Concept Plan did not achieve their vision of two clubs under one roof with clear separation of the two sports and resolved as follows:

That Council request Officers to complete the Concept Planning phase for a new shared facility within the existing vicinity of the Armadale District Bowling Club and report back to Council prior to commencement of Schematic Design. (C17/7/24)

DETAILS OF PROPOSAL

The purpose of this report is to present Council with Concept Plans and order of probable costs for a new shared facility replacing the current bowls and tennis pavilions at Gwynne Park reserve. A concept floor plan and elevations are shown as Attachments. These plans will provide a guide for the final design and will be further refined in the next stages of design work. It is proposed that Council direction will inform future works at Gwynne Park for the bowling and tennis pavilions.

The Concept Plan includes separate spaces for both tennis and bowls under the one roof and with clear separate entrances.

- Tennis:
 - Small improvement to the kitchen area.
 - Addition of a game day room.
 - Additional storage space.
 - An improved the club room.
 - Inclusion of cleaner's room.
- Bowls
 - Social spaces combined into one large area that can be separated into two spaces with a retractable acoustic wall.
 - Inclusion of a cleaner's room.
 - Inclusion of gopher parking spaces.
 - Committee room and office space located near the entrance.
- Overall
 - Toilets and showers align more closely with the National Construction Code.
 - Toilets are located closer to the bowling greens and tennis courts.
 - Inclusion of bin stores for both sides of the building.
 - Provision of a Communications Room for housing critical networking and telecommunications equipment.

COMMENT

Gwynne Park is in the South Mid-Catchment area of the City's Community Infrastructure Plan. The South Mid-Catchment consists of the suburbs of Armadale South, Mt Richon, Brookdale and Wungong.

Forecast population	Forecast year			
	2025	2030	2035	2040
Population	14,185	14,713	15,728	18,507

By 2040, the population of the South Mid-Catchment is expected to grow by approximately 4,321 people typically through infill development. The South Mid-Catchment is primarily built out and the provision of additional community infrastructure may not be possible, instead the improvement of existing community infrastructure to increase capacity for more users can be undertaken.

Gwynne Park is in the Profile Area – Armadale South. Armadale South has a SEIFA index of 811.8 putting it in the bottom 3% of areas in Australia. Compared to the City of Armadale, Armadale South has a higher proportion of lone persons households (37.2% compared to 20.5%) and a higher proportion of one parent households (15.9% compared to 12.3%).

The high amount of lone person and one parent households within the South Mid catchment drives a need for spaces, which can create opportunities for social interactions and foster community connections. Ensuring these spaces are affordable is equally important.

Gwynne Park is a district level reserve and it is currently the City's largest recreation reserve at 16.26ha. The City of Armadale Parks Facilities Strategy considers district open space as areas principally designed to provide for organised formal sport and will generally include

recreation space and some nature space. These areas serve several neighbourhoods, with players and visitors travelling from surrounding districts.

Armadale Tennis Pavilion

The modest tennis pavilion was constructed in 1974. The building is over fifty years old and as reported in July 2024 requires a substantial amount of work to bring it up to an acceptable standard. There has never been a lease on this building.

There are currently 14 courts at Gwynne Park – four hard courts and 10 grass courts. Currently the grass courts are not being used. The hard courts recently had new lighting installed. In the July 2024, report it was noted that there were significant cracks in the hard courts and at a recent visit, the City's Officers were advised that now only three courts were considered playable by club representatives and this is limiting usage.

Current hard-court usage includes:

- Schools during term one and four:
 - Dale Christian School – Monday, Wednesday and Friday mornings.
 - John Calvin Christian College – Monday, Tuesday, Wednesday and Friday afternoons.
- A regular ladies group on Thursday mornings.
- Coaching sessions are held on Tuesday afternoons and Saturday mornings.
- Some adhoc usage.

Playing numbers can fluctuate at clubs for a variety of reasons. As reported in previous Council reports while current usage is low, it should be noted that previously there were 200 members playing at this site. The City currently only has tennis courts in Kelmscott (9) and Roleystone (8).

There is currently no registered tennis club at Gwynne Park. The courts are currently being managed by past Presidents of the Armadale Tennis Club with minimal assistance from other community members. Officers are currently working with these representatives to reinstate a functioning committee with a new constitution being endorsed for lodgement with the Department of Local Government, Industry Regulation and Safety (LGIRS) reestablishing the club. The City's Officers have experienced challenges in recent years of the club being unresponsive including to offers of club development support. There has been some improvement with group communication in recent months and Council has been keen to support the tennis club and its users including future generations.

Armadale Bowling Club

The Armadale Bowling Club facility was constructed in 1956, with extensions in 1978. The lease on the building expired in October 2019 and holding over clauses currently apply. Despite the age of the building being almost 70 years, it has been well maintained over the years by the leaseholder.

The City's Officers have been meeting with representatives from the Armadale District Bowling Club to discuss pending works and seek feedback on potential improvements for a new facility. Spectator viewing, a "sense of club" and the ability to display memorabilia was high on the club's priorities. The Club provided City Officers with a list of suggestions for a new facility and all reasonable proposals were incorporated into Concept Plans.

The Club is experiencing significant growth and currently the club has 313 members. This membership is broken down as follows and is growing weekly:

1. Adult bowling members – 62 and growing
2. Junior bowling members – 4
3. Social members – 141
4. Darts members – 19
5. Bridge members – 19
6. Pool members – 47
7. Life members - 5

The Club hosts multiple community organisations and events that include activities such as the “The Fathering Project”, an initiative sponsored by Telethon, the Rotary Club and Communicare. “Sunset Bowls and BBQs” - these events provide fathers and father figures the opportunity to bond with their children over fun activities on the green, followed by a community dinner; Groove Time - is a nonprofit community organisation that offers individuals with disabilities a chance to socialize with their peers and caregivers and various other fundraiser events.

Within the leased area there are four bowling greens at the Armadale District Bowling Club. Currently only two greens are being used. Only one of these greens is synthetic – green “B”. This synthetic green is nearing the end of its useful life. The Club has been very successful through its advocacy efforts to secure an election commitment of \$100,000 to upgrade green “A” to synthetic. To better accommodate the Club’s growing membership, the provision of two synthetic greens is considered a more suitable and sustainable solution. The Club states that having two usable greens made from the same materials would assist the Club in attracting larger events including state competitions. Such a proposal would require consideration to this process. Depending on future works completed by the City the Club may also renovate C green to create a community-based green for barefoot bowls and community/school events.



ANALYSIS

The City has appointed Bollig Design Group (the Consultant) to develop Concept Plans for this project.

Scope and functionality

For the December 2020 Council report, a design brief was prepared based on the Tennis Infrastructure Planning, Design & Delivery Resource (2018), feedback from tennis representatives and the existing facility provision. While this design brief was for a separate stand-alone building, similar functionality has been incorporated into this new Concept Plan.

Bowls Australia Construction and Refurbishment Guidelines do not provide any functionality requirements for new pavilions and instead focuses on aesthetics, environmentally sustainable design and spaces and their relationships with other areas.

The City's Consultant was asked to design a shared facility with similar sized rooms and amenities as the current buildings and provide additional amenities where required to meet the National Construction Code and an increase in spaces to improve functionality. Additional features included cleaners and communications rooms, a game day room in tennis, bin stores and gopher parking at the Bowling club. The Consultant was requested to design a facility that would not impact trees on the site or current parking arrangements.

Officers met with City internal departments and representatives from the Armadale Bowling Club and Armadale Tennis with preliminary concept sketches. Comments have been incorporated into the Concept Plan provided, where possible, as part of this report.

Participation data

Tennis Australia's Tennis 2020 facility development and management framework note one court to every 1,500 people is optimum. With a current population of 14,186 people living in the south mid catchment indicates an optimum (not minimum or recommended) provision of 9 courts. The projected population of this catchment is 18,507 by 2040 which would be 12 courts as optimum.

Ausplay data estimates 5.1% of the adult population play tennis in Australia. If City Officers apply 5% percent to the current adult population of the South Mid population (10,552 persons 18+) there could be potentially 520 persons participating in the sport of tennis at Gwynne Park.

Likewise, Ausplay data estimates 0.9% of the adult population play bowls in Australia. If City Officers apply 0.9% percent to the current adult population of the South Mid population (10,552 persons aged 18+) there could be 95 persons participating in the sport of bowls at Gwynne Park.

Numbers will escalate in both sports if surrounding catchments populations are included.

Project budget and cost estimates

The LTFP endorsed in February 2025 includes provision of \$11,400,00 for a new shared bowls/tennis facility to commence delivery from 2028/29. The City's Consultant was made aware of the monies allocated in the LTFP for this project and was asked to develop Concept Plans within this allocation.

Each community facility delivered by the City, has several hold-points through the project's development, which provide an update to each project's estimate. This is a preferred cost-effective common practice which utilises estimated material and contractor rates at each point in time, overlaid by an estimate accuracy that progressively refines as illustrated by the bullet-points below. Further, it needs to be recognised that every project's estimate is not locked in until the point at which a contract is in place and then, theoretically, the only changes to the budget should be due to project provisional sums being actualised or approved variations, potentially including the consequence of latent conditions.

The hold-points referenced above may be a combination of the following:

1. Concept Design (approximately +/- 40%), supporting the Project Initiation Document.
2. Schematic Design (approximately +/- 20%), used to provide currency of estimate using a Quantity Surveyor.
3. Detailed Design (approximately +/- 5%), which informs the Construction Contract Award process and final pricing.

An Order of Probable Costs (OPC) has also been prepared for this report, and it has been based on the Concept Plans only. Current cost estimates for a new shared bowls/ tennis facility are \$8,246,563. The amount is based on today's costs and does not include escalation to 2028/29 when this project is currently being proposed to commence construction. As the project is at the Concept Design stage, a variance of +/-40% should be considered when assigning a budget allowance. In this case, the latest OPC of \$8.2M with a 40% loading equates to approximately \$11.48M. As such, the existing budget allowance in the current LTFP is appropriate.

Additional items considered by the OPC include:

- Demolition of the existing buildings.
- External site works
- Contingencies.

The OPC does not consider:

- Escalations for delivery at a future point in time
- Any work on the tennis courts
- Any work on the bowling greens
- Public Art
- Loose furniture and equipment
- Computing equipment and services
- Operable walls to separate spaces in the Bowling Club as shown on the concept.
- Portable amenities during construction
- Replacement of external amenities such as sheds with three phase power and BBQ areas or water tanks and bores.

Noting:

- The Bowling Club's maintenance equipment is electric and three phase power is essential for charging. Likewise, water tanks are essential in maintaining the greens. It should be noted that synthetic greens also need watering.
- Tennis require storage for maintenance equipment for the courts. If the courts were synthetic it is likely they will require less storage.

Currently the project is in the LTFP for commencement of delivery in 2028-2029. The cost estimate referred to in this report is at the stage of Concept Design and does not allow for construction at a future date.

OPTIONS

Council has the following options:

1. Endorse the concept plans as presented in the Attachments of this report and request Officers proceed with planning and design to be undertaken in 2027/28 to commence delivery from 2028/29 in the current location occupied by the current bowls facility.
2. Request further work.
3. Retain the current facilities and undertake renewal works when necessary.

CONCLUSION

Both pavilions are at a point where consideration should be given to renewal or replacement. The proposed new pavilion will provide the current and future members with appropriate and functional amenities and as with any new sporting/community facilities, the new pavilion will be inclusive to everyone. Option 1 is the preferred option.

ATTACHMENTS

1. Gwynne Park Bowls Tennis Shared Facility - Concept Plans
2. Gwynne Park Bowls Tennis Shared Facility - Elevations based on concept
3. Gwynne Park Bowls Tennis Shared Facility - Site Plan
4. Armadale Bowling Club - Existing Floor Plan
5. Armadale Tennis Pavilion - Existing Floor Plan
6. Gwynne Park Aerial

RECOMMEND

D4/8/25

That Council:

1. **Endorse the concept plans as presented in the Attachments of this report and request Officers proceed with planning and design to be undertaken in 2027/28 for commencement of delivery from 2028/29 in the current location occupied by the current bowls facility.**

Moved Cr G J Smith
MOTION CARRIED

7/0

2.2 - CITY OF ARMADALE CREST AT THE ARMADALE DISTRICT HALL

WARD : MINNAWARRA
FILE No. : M/160/24
DATE : 12 August 2025
REF : WS/ PH
RESPONSIBLE : Executive Director
MANAGER : Development Services

In Brief:

- In September 2023 Council referred an item for the installation of a crest at the Armadale District Hall to the Community Services Committee.
- The City of Armadale crest and logo are the organisation's primary corporate brand marks. The City's logo is the major visual branding while the crest is used for formal civic purposes.
- Recommend that Council note the progress of the City's Signage Style Guide and, upon its finalisation, consider the installation of signage recognising the City within the vicinity of each of the City's halls, using the City of Armadale logo, subject to available funding.

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

1.1.4 Preserve and celebrate the City's built, natural and cultural heritage.

Corporate Business Plan

3.2.2.1 Implement the Signage Strategy

Legal Implications

The Armadale District Hall is included in the City's Local Heritage Survey as Management Category 1 and the Heritage Council WA (HCWA) State Heritage Register. Any significant

works are required to be approved by the HCWA under the *Heritage of Western Australia Act 1990*.

Council Policy/Local Law Implications

Assessment of Policy/Local Law indicates that the following are applicable:

- Policy ADM10 – Use of City Crest and Logo
- Armadale District Hall Conservation Plan
- Town Planning Scheme No 4, Part 7 – Heritage Protection, and Part 9.3 – Additional Material for Heritage Matters.
- Local Heritage Survey
- City of Armadale Signage Strategy 2023-2027

Budget/Financial Implications

There are currently no funds available in the budget or the Long Term Financial Plan for this proposal.

Consultation

1. Department of Planning, Lands and Heritage
2. City departments

BACKGROUND

A successful redeveloped Armadale District Hall (the Hall) was reopened to the public in 2019. The Hall underwent significant renovation and was complemented by a new hireable space

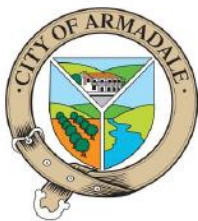
At the Council meeting held on 11 September 2023, the following matter was referred to the Community Services Committee.

That the matter of the Armadale crest at the Armadale Hall be referred to the Community Services Committee.

The referral item sought recognition of the City of Armadale in the Armadale District Hall with the installation of the City's crest above the stage.

Officer's comment:

The City of Armadale has a traditional Council crest – refer below:



Costs of purchasing a crest would vary depending on size and the materials the image is printed on.

The space above the stage is contoured, as shown in the photo below. The suitability of the construction materials used in this space would need to be examined before such an installation could proceed.



The appropriateness of such installation should also be considered carefully as the Armadale District Hall was opened in 1936 and the crest was not introduced until 1979. The Hall is on the State Register of Heritage Places and at the very least advice should be obtained from the Heritage Council of WA before erecting the crest. The Armadale Hall is also listed as a Category A in the City's Local Heritage Survey which is available on the City's Website. A Conservation Management Plan document was also written for the development when the expansion of the hall was constructed.

At its meeting on 12 February 2024, Council resolved (C2/2/24):

That Council request a report on options and costings for the placement of the City of Armadale Crest in the Armadale District Hall.

The current logo was adopted by Council at its meeting in December 2002 (CS/102/02). At this meeting it was resolved:

1. *That the new City of Armadale logo, as depicted and outlined in the attached "Logo and Rationale" be adopted.*
2. *That progress on a new City corporate style-guide be noted.*
3. *That a public launch of the new logo be tentatively set to coincide with the 2002 Civic Dinner to be held on 14th December 2002.*
4. *That the Council crest continue to be used for formal civic purposes.*

The City's Signage Strategy 2023-2027 was approved by Council in its January 2023 meeting (CE07/1/23). At this meeting, it was resolved that:

That Council approve the City of Armadale Signage Strategy 2023-2027 as attached to this report.

The Corporate Business Plan - Action 3.2.2.1 states: *Implement the Signage Strategy*. This implementation is subject to funding.

An important recommendation for the implementation of the Signage Strategy was to update and refresh the City's signage style guide. This is currently being worked on by Officers.

DETAILS OF PROPOSAL

This report outlines the suitability of installing a crest at the Armadale District Hall and the potential costs.

When considering acknowledging the City at the Armadale at the Armadale District Hall, the following items need consideration.

The Hall

The Armadale District Hall was opened on 12 December 1936. In June 2016 Council endorsed the City's Heritage Precinct Master Plan. A redeveloped Armadale District Hall including a new Lesser Hall was one of the elements of this Master Plan.

In May 2019 the newly redeveloped Armadale District Hall with additional spaces was officially reopened.

The original Hall, where the stage is located, is on the City's Local Heritage Survey and is a Category one building with an exceptional level of significance. Key considerations in terms of Heritage significance include Aesthetic, Historic and Scientific value. Details regarding these aspects are provided below.

Aesthetic value

The Armadale District Hall has aesthetic value as a competently built hall, which displays the characteristics of the Inter-War Art Deco style used to produce a well composed principal elevation and appropriately embellished interior. It has landmark qualities as a distinctive building set in a prominent, lightly raised, open site.

Historic Value

The hall is associated with the development of Armadale and the immediate district that evolved out of the Depression years. The establishment of the place in 1936 represents the renewed optimism that was emerging at the end of the Depression. As the second community hall built in Armadale, the Armadale District Hall is representative of the increase in population and consolidation of the district which had occurred in the 1920s and continued following the Depression.

The hall was designed by eminent Western Australian architectural firm Oldham Boas & Ednie-Brown and constructed by well established builders J.B. Hawkins & Son.

Scientific Value

Armadale District Hall is highly valued by the local and regional communities for its social, cultural and aesthetic associations and in particular for its use as a picture theatre until c1958. This was illustrated in March 2001, when rallies were staged opposing the redevelopment of the site for commercial use. As the district's community centre since 1936, and the venue for balls, dances, public meetings, displays, fundraising, wedding receptions, school concerts and similar events, the hall contributes to the local community's sense of place.

The original hall was placed on the State Register of Heritage Places on 26 August 2003. Only places of State cultural heritage significance are entered in this Register. A

Conservation Management Plan was also written for the restoration and development with expansion of the hall was constructed.

Any significant works are required to be approved by the Heritage Council of WA (HCWA) under the *Heritage of Western Australia Act 1990*.

In consideration of this, Officers contacted the Heritage Council of WA (HCWA) seeking advice on such an installation. The advice provided stated: *“Basically, it would come down to where Council decide they would like to install the crest and the size. In general fixing into significant fabric of the building needs to be reversible - so drilling into mortar joints would be best if the crest was to be installed in the original Hall.”*

The Department of Planning, Lands and Heritage also advised that the Crest would probably fall under the signage policies of the City’s Conservation Management Plan – Palassis October 2001.

Signage:

Signage can clutter and confuse the experience of places with cultural heritage significance. It is therefore necessary to limit its use.

Policy 27

The installation or permanent display of commercial, directional and regulatory signage on the site is generally unacceptable. Exceptions may be made where:

- *The signage is for temporary use and has no physical impact on the building fabric*
- *The signage is required to protect the fabric of the place or the physical wellbeing of visitors; or*
- *The signage is low key and part of an interpretation strategy for the place.*

Policy 28

A uniform signage policy for the building should be developed, internal signage should be based on the gilt lettering found on the door to the dressing rooms. Any new signage should be should, however, be discernible as new fabric and not a direct copy of the existing. Exit signs should be based on the early exit sign extant above the stair gallery (so long as they comply with current safety regulations).

Additional comments from the Department of Planning, Lands and Heritage include:

Its location and distinctive art deco façade makes it a landmark building. Generally additional signage to this external façade would not be supported.

‘Stick on engraving’ (which can be removed) to the glazing of the doors could be considered depending on the glazing. Closer inspection is needed to identify if it is original glazing.

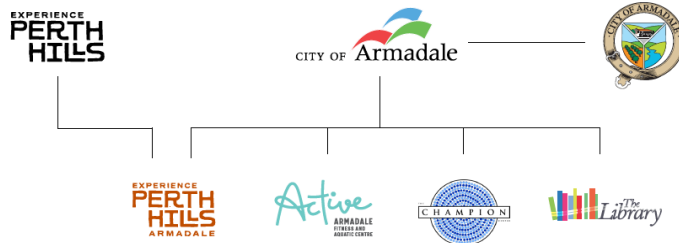
COMMENT

The Crest

In preparation for its change to Town status in 1979, the Shire of Armadale Kelmscott became the Town of Armadale and adopted a crest design which is still used as the official City of Armadale crest today, with the exception being that the word 'Town' is now replaced with 'City'. This crest has been retained for use in an official capacity on important civic

documentation and/or signage etc. and is used at the instruction of the City of Armadale and the Council.

The City's brand hierarchy is displayed below:



The City of Armadale's style guide states that the traditional Council crest should be applied for applications specifically related to the Council itself while the City's logo is the major visual branding. Implementing dual branding, such as combining the crest and logo on signage, is not supported by the City's Signage Strategy. It also introduces risks of visual clutter, inconsistent application and increased production complexity.

ANALYSIS

The City's Halls:

The City of Armadale has seven community halls:

- Armadale District Hall
- Bedforddale Hall
- Forrestdale Hall
- John Dunn Hall
- Karragullen Hall
- Kelmscott Hall
- Roleystone Hall

Typically, community halls differ from community centres in that community halls are a specific building or space within a larger community centre. Community halls are often used for gatherings, events and activities. Community Centres on the other hand is a broader term that can encompass multiple facilities, including community halls, meeting rooms, and other services, serving as a hub for community activities and services.

The City's halls do not have consistent signage.

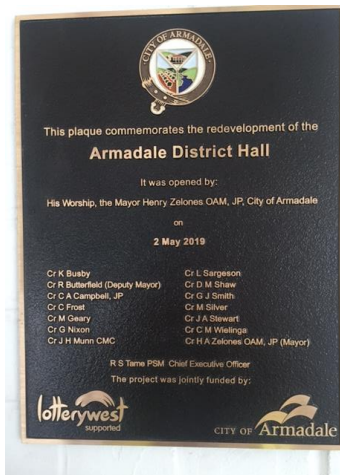
Armadale District Hall

At the Armadale District Hall there is a foundation stone on the building from when the building was originally constructed.



At the Armadale District Hall there is a small plaque on the exterior of the building recognising that the building is on the State Register of Heritage Places. The words Armadale District Hall are on the façade of the building and there is a small sign in the garden at the corner of Jull St and Church Avenue. The signage includes the City's logo and the text "Centenary Grove.". There is no other signage that recognises the City.

On the interior of the building there is a small plaque that was installed following the restoration and redevelopment works that recognises the City and includes a copy of the crest as shown below:



This plaque meets the requirements in the draft Signage Style Guide currently being reviewed.

Bedforddale Hall

There is a small plaque inside the hall recognising the "Town of Armadale" and a sign on the road.



Forrestdale Hall

There is currently nothing recognising the City on or in the Forrestdale Hall. Locality signage has been recently installed on the corner of Weld Street, Forrestdale and building signage will be considered during the redevelopment of the Hall.

John Dunn Hall

The John Dunn Hall has a small plaque installed that refers to the Shire of Armadale-Kelmscott and it is the only Hall that recognises the City on the exterior of the building itself.



Karragullen Hall

There is nothing on the building recognising the City at this location. A small plaque adorns the walls but only recognises the Minister for Works at the time of opening.



Kelmscott Hall

There is currently nothing recognising the City on the Kelmscott Hall.

Roleystone Hall

There is currently nothing recognising the City on the Roleystone Hall. There is a plaque on the reserve which incorporates the use of the belt from the crest.

Armadale District Hall is the only hall on the State Heritage Register and the Local Heritage Survey. The Karragullen Hall is also on the Local Heritage Survey. No other halls appear in either document.

City of Armadale Crest and Logo

The City of Armadale crest and logo are the organisation's primary corporate brand marks. Both brand marks are trademarked.

The City has a policy for the use of the City's crest and logo (ADM10); however, the objective of the policy is to ensure consistent management and appropriate use of the City's corporate crest, logo, sub-brand logos and other related branding elements by external organisations and groups only. The Policy does not mention any requirements for the City's Halls.

The policy puts the following criteria on external organisations for the use of the logos and crest:

- 1) *Use of the branding, logos or crest is to be in accordance with the City's Style Guide and the Communications & Marketing Standards.*
- 2) *The City is to determine a period for which the approval remains valid.*
- 3) *The City retains the right to withdraw its approval, with the applicant subsequently being obligated to remove the City's corporate branding, logos or crest from their materials and circulation.*

4) *Any other conditions deemed appropriate to the circumstances of the application.*

The consistent and professional application of these ensures appropriate recognition for the City while also protecting brand and reputation. To avoid brand dilution and visual inconsistency, the City Officers recommended that the Council's crest only be used in ceremonial or commemorative applications (e.g. plaques, official invitations), not public-facing signage. The City's logo remains the single point of brand recognition on signage.

Costs

Signage costs can differ significantly depending on size and materials. Examples include:

Drop n Shop Signage from 2022. Digital printed ACM with UV laminate. 3m x 2.4m \$1251 ex GST.

Proposed University Study Hub signage 2025. Digital printed ACM with UV laminate. Main Entrance Sign - 5540 x 660mm and Secondary Entrance Sign - 5420 x 780mm \$1,682 ex GST; 2.1m x 1.2m \$592 ex GST respectively and pylon roadside signage, overall size 1960 x 4100mm \$4,322 ex GST.

Signage recently installed Champion Lakes Community Centre 600 x 600mm aluminium composite signage. Digital printed vinyl graphics with clear UV laminate cost \$75 per sign. It should be noted that this cost was for the sign only as it was attached to existing infrastructure.

Subject to funding, this report proposes that Councillors consider the approval and installation of signage recognising the City within the vicinity of all the City's community halls once the review of the Signage Style Guide is completed as this will ensure consistent messaging and cohesive design standards are maintained across the City and make budgeting for this project easier.

OPTIONS

Council has the following options:

1. Note the progress of the City's Signage Style Guide and, upon its finalisation, consider the installation of signage recognising the City within the vicinity of each of the City's halls, using the City of Armadale logo, subject to available funding.
2. Note the report and take no further action.

CONCLUSION

The City of Armadale's Style Guide states that the Council crest should be applied for applications specifically related to the Council itself while the City's logo is the major visual branding. Implementing dual branding, such as combining the crest and logo on signage, is not supported by the City's Signage Strategy, introduces risks of visual clutter, inconsistent application, and increased production complexity. It is recommended that Council wait for the Signage Style Guide to be completed, then consider approval of the installation of signage recognising the City within the vicinity of each of the City's halls, using the City of Armadale logo.

ATTACHMENTS

There are no attachments for this report.

RECOMMEND

D5/8/25

That Council:

- 1. Note the progress of the City's Signage Style Guide and, upon its finalisation, consider the installation of signage recognising the City within the vicinity of each of the City's halls, using the City of Armadale logo, subject to available funding.**

**Moved Cr J Keogh
MOTION CARRIED**

7/0

2.3 - BUSINESS DEVELOPMENT - KELMSCOTT (REFERRAL ITEM)

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

That the matter of business development in Kelmscott be referred to the Development Services Committee.

Comment from Cr J Keogh

The Kelmscott town centre is in need of investment and upgrades to amenity and request the City undertake the following:

- Ensure that commercial business are complying with the landscaping guidelines for trees and carparking ratios.
- If there are historical situations where these guidelines are not the case, request the City investigate costings for buying or subsidising the cost for buying back existing car bays from commercial businesses and installing trees.
- Consider as part of the Economic Development Plan to engage with businesses in Kelmscott to see what avenues exist to help stimulate further economic development.
- Engage with the owner/s of the brick power\telecommunications structure along Albany Hwy with the aim of gaining permission to paint some form of mural on it to help develop further amenity.



Officer Comment

The City's Landscape Guidelines only apply where they are referenced or included as part of a Landscape Condition in a development approval. The City's Planning Compliance Officers are continuing to liaise with property owners to ensure compliance with landscaping requirements and ongoing maintenance in-accordance with relevant development approvals.

The City has engaged consultants to prepare a Public Realm Strategy for Kelmscott, which includes a focus on land in road reserves. The Strategy does not include the investigation or development of costings for buying or subsidising the cost for buying back existing car bays from commercial businesses and installing trees. Such a proposal would be a new proposal requiring investigation and consideration by the City and Council as it requires detailed investigations, costing and resources to consider the proposal, as there are no funds or resources

allocated for this task. The City's Officers do not recommend delaying the progress of the Kelmscott Public Realm Strategy.

The City's Economic Development Team is already engaging with businesses in Kelmscott as part of its Business Support initiatives under the City's Economic Development Strategy.

The brick structure shown in the picture above is a Western Power transformer and NBN pillar. The structure/transformer is located in the road reserve so the City would need to liaise with both Western Power, NBN and Main Roads WA to seek permission to undertake any works. The Arts and Culture Strategy refers to a community art category called 'Responsive programming' which are ad hoc art projects that are carried out according to the needs of the community. This can include community murals, however the Strategy notes that these types of projects should be either low cost or are funded externally. Regardless of whether it is approached as a community art project (where people are invited to participate in installing the artwork under the guidance of a professional artist) or the City commissions an artist to create and install the mural, it would still require detailed investigation and a resource commitment with new funding that is currently not included in the City's Long Term Financial Plan.

ATTACHMENTS

1. Were Here for Your Business Flyer Electronic

RECOMMEND

D6/8/25

That Council:

1. **Request:**
 - **A further report be received on options for encouraging the installation of trees by commercial businesses in existing car parking areas.**
 - **The Chief Executive Officer to enquire with Western Power, Main Roads WA and/or NBN on the possibility of utilising the brick pillar (in the vicinity of 2734 Albany Hwy, Kelmscott) for a public mural and provide a further report back to Council, including indicative costs, if permission is able to be obtained.**
 - **That the above may be further considered in the mid-year budget review.**
2. **Request the Chief Executive Officer to provide information and advice to Councillors on:**
 - **Compliance work undertaken by the City for Development Approvals with respect to landscaping requirements and/or maintenance issues in the Kelmscott District Centre with private/commercial land uses.**
 - **An update on the activities of the City's Economic Development Team with respect to engagement with businesses in Kelmscott.**

MOVED Cr J Keogh, OPPOSED Cr S Peter

Seconded Cr S Stoneham

MOTION CARRIED

4/3

COUNCILLORS' ITEMS

Nil

EXECUTIVE DIRECTOR DEVELOPMENT SERVICES REPORT

The Executive Director provided an update on various aspects of the MetroNet Project, including the gateway treatments and paving along Commerce Avenue.

MEETING DECLARED CLOSED AT 8.38pm

DEVELOPMENT SERVICES COMMITTEE		
SUMMARY OF ATTACHMENTS		
18 AUGUST 2025		
ATT NO.	SUBJECT	
1.1 ANSTEY KEANE DEVELOPMENT CONTRIBUTION PLAN NO. 4 - INFRASTRUCTURE COST SCHEDULE REVIEW 2025		
1.1.1	Development Contribution Plan 4 Report	
1.1.2	Schedule of Submissions	
1.1.5	DCA04 - Location Plans and DCA4 Plan	
1.1.6	DCA04 Precincts and Deductions Plan	
1.1.7	DCA04 - Infrastructure Items Plan	
1.1.8	DCP 4 Draft Infrastructure Cost Schedule 2025	
1.1.9	DCA04 2a - Anstey Road Upgrade Cost Estimate	
1.1.10	DCA04 4b Relocation and Upgrade of ATCO Pipeline	
1.1.11	DCA04 - Annual Status Report 2025	
1.1.12	DCA04 Capital Expenditure Plan	
1.2 OMNIBUS LOCAL PLANNING POLICY REVIEW 2025		
1.2.1	Local Planning Policies (Current)	
1.2.2	Amended Local Planning Policies (Marked Up)	
1.2.3	Amended Local Planning Policies (As amended at Committee)	
1.2.3	Amended Local Planning Policies (Clean)	
1.3 DRAFT JANDAKOT TREEBY DISTRICT STRUCTURE PLAN		
1.3.1	Structure Plan	
1.3.2	Staging Plan	
1.3.2	Jandakot/Treeby District Structure Plan (additional map included as per Committee recommendation to Council)	
2.1 ARMADALE BOWLS AND TENNIS CLUBS SHARED FACILITY CONCEPT PLANS		
2.1.1	Gwynne Park Bowls Tennis Shared Facility - Concept Plans	
2.1.2	Gwynne Park Bowls Tennis Shared Facility - Elevations based on concept	
2.1.3	Gwynne Park Bowls Tennis Shared Facility - Site Plan	
2.1.4	Armadale Bowling Club - Existing Floor Plan	

2.1.5	Armadale Tennis Pavilion - Existing Floor Plan	
2.1.6	Gwynne Park Aerial	
2.3 BUSINESS DEVELOPMENT - KELMSCOTT (REFERRAL ITEM)		
2.3.1	Were Here for Your Business Flyer Electronic	

The above attachments can be accessed from the Minutes of the Development Services Committee meeting of 18 August available on the City's website

CITY OF ARMADALE

MINUTES

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

OFFICIAL OPENING & ACKNOWLEDGEMENT OF COUNTRY

Read by Cr S J Mosey

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

PRESENT:

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

APOLOGIES:

Nil.

OBSERVERS:

Cr P Hetherington
Cr S Stoneham
Cr J Keogh
Dr C Wielinga 7.28-8.10pm
Mayor Butterfield (Teams)
Cr M Silver (Teams) 7.12-7.40pm
Cr K Busby (Teams) 7.50-8.10pm

IN ATTENDANCE:

Mr J Lyon	ACEO/Executive Director Corporate Services
Mr P Sanders	Executive Director Development Services
Mr M Southern	Executive Director Technical Services
Mr L Puig	Manager Economic Development and Advocacy
Ms T Beggs	Tourism Development Specialist
Mr M Khosravi	Head of Design
Mrs A Owen-Brown	Executive Assistant Corporate Services

PUBLIC:

Nil.

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

DISCLAIMER

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

DECLARATION OF MEMBERS' INTERESTS

Nil.

QUESTION TIME

Nil.

DEPUTATION

Nil.

CONFIRMATION OF MINUTES

RECOMMEND

Minutes of the Corporate Services Committee Meeting held on 22 July 2025 be confirmed.

Moved Cr L Sargeson
MOTION CARRIED

7/0

ITEMS REFERRED FROM INFORMATION BULLETIN

Items in Issue No. 12

Progress Report

Progress Report on Contingency, Operational & Strategic Projects

Outstanding Matters & Information Items

Report on Outstanding Matters – Corporate Services Committee

Economic Development

Tourism & Visitor Centre Report

Report of the Common Seal

No items were raised for further investigation or report.

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CORPORATE SERVICES COMMITTEE

19 AUGUST 2025

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1.1 - LIST OF ACCOUNTS PAID - JUNE 2025

WARD : ALL
 FILE No. : M/424/25
 DATE : 11 August 2025
 REF : MH
 RESPONSIBLE : Executive Director
 MANAGER : Corporate Services

In Brief:

- The report presents, pursuant to Regulation 13(1), (2) and (3) and 13A (1) and (2) of the *Local Government (Financial Management) Regulations 1996*, the List of Accounts paid for the period 1 June to 30 June 2025 as well as the credit card and fuel card statements for the month of June 2025.

Tabled Items

Nil.

Decision Type

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

Officer Interest Declaration

Nil.

Strategic Implications

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

Legal Implications

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

6.10 Financial management regulations

Regulations may provide for —

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

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

13. *Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.*

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

13A *Payments by employees via purchasing cards*¹

- (1) *If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared -*
- (a) *the payee's name;*
 - (b) *the amount of the payment;*
 - (c) *the date of the payment; and*
 - (d) *sufficient information to identify the payment*
- (2) *A list prepared under subregulation (1) is to be —*
- (a) *presented to the Council at the next ordinary meeting of the Council after the list is prepared; and*
 - (b) *recorded in the minutes of that meeting.*

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

Council Policy/Local Law Implications

Nil.

Budget/Financial Implications

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

Consultation

Nil.

BACKGROUND

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

COMMENT

The List of Accounts paid for the period 1 June to 30 June 2025 is presented as an attachment to this report as well as the credit card statements for the period ended 26 June 2025 and the monthly fuel card statements for the period ended 30 June 2025. The payments this month included our annual loan repayments to WATC \$2.4M and the fourth quarter Emergency Services Levy \$1.2M.

ATTACHMENTS

1. [1](#) Monthly Cheque and Credit Card Report - June 25
2. Monthly Fuel Card Transactions - Period Ending 30 June 2025

RECOMMEND**CS1/8/25**

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

Municipal Fund

Accounts and direct debits paid totaling \$17,093,701.20, cheque numbers 494 to 495, transactions 31365 to 32285 and Payrolls dated 8 June and 22 June 2025.

Credit Cards

Accounts paid totalling \$8,880.75 for the period ended 26 June 2025.

Fuel Cards

Accounts paid totalling \$13,944.59 for the month ended 30 June 2025.

Moved Cr S Peter

MOTION CARRIED

7/0

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

WARD : ALL
 FILE No. : M/425/25
 DATE : 11 August 2025
 REF : MH
 RESPONSIBLE : Executive Director
 MANAGER : Corporate Services

In Brief:

- This report presents the City's Monthly Financial Report for the twelfth (12) month period ended 30 June 2025.
- This report recommends accepting the Financial Report for the twelfth (12) month period ended 30 June 2025, noting there are reportable actual to budget material variances for the period and that this report is preliminary with the final end of year position still in the process of being completed.

Tabled Items

Nil.

Decision Type

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

Officer Interest Declaration

Nil.

Strategic Implications

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

Legal Implications

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

Local Government Act 1995 – s.6.11 Reserve accounts

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

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

Council Policy/Local Law Implications

Nil.

Budget/Financial Implications

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

Consultation

Nil.

BACKGROUND

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

COMMENTS

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

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

Revenue

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

Expense

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

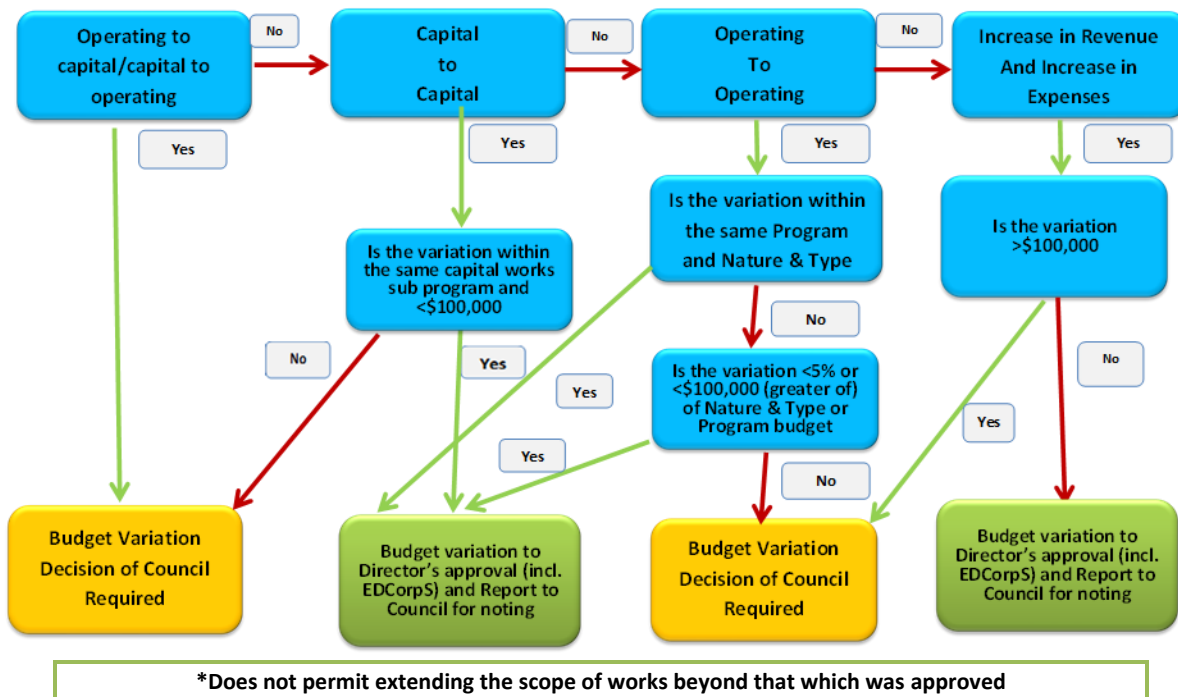
For the purposes of explaining each Material Variance, a three part approach has been taken.

The parts are:

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

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

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

Budget Variation Process Map

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

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

DETAILS

Presented as an attachment is the Monthly Statement of Financial Activity for the twelfth (12) month period ended 30 June 2025. The Monthly Statements are based on the model statements provided to the sector, which have been developed by Moore Australia, in conjunction with the Department of Local Government.

The position for the end of June presented is preliminary as a number of end of financial year activities are still being undertaken, including:

- Reserve transfers
- Balance sheet reconciliations
- Final adjustments for employee leave provisions
- Works in Progress, works completed and asset capitalisation review.
- Finalising carried forward programs and works.

The target date for the provision of finalised end of year accounts to the Auditors is mid-September with the latest possible date for this being 30 September.

Capital Program Update

Included in the monthly report as an attachment is the list of the capital program as at the end for June 2025. Attachments are provided separately for projects above \$250K and projects under \$250K. At the end of June, actual spend plus commitments totalled \$29.7M. Included later in this Agenda, is the report for Carry Forwards for projects that have yet to be finalised.

	Budget (incl C/Fwds)	Actuals (June 2025)	Commitments (June 2025)	Total (Spend plus commitments)
Under \$250k	\$7,816,505	\$4,090,943	\$1,107,431	\$5,198,374
Over \$250K	\$48,645,217	\$8,531,189	\$16,014,770	\$24,545,959
Total	\$56,461,722	\$12,622,132	\$17,122,201	\$29,744,333

Notable Variations

The variations noted in the Attachment – *Statement of Financial Activity* present the June YTD Budget and Actuals.

Depreciation is budgeted to be much higher than actual due to delays in major projects over recent years so this is also showing a material variation. Included later in this Agenda, is the report for Carry Forwards for projects that have yet to be finalised.

Rates Debtors

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

Jun-25		Non Pensioner							
		One Year		Two Years		Three + Years		TOTAL	
		#	\$	#	\$	#	\$	#	\$
ALL	Year One	344	446,688	110	268,232	112	247,640	566	962,560
ALL	Year Two				135,268		47,748		183,016
ALL	Year Three						0		0
TOTAL		344	446,688	110	403,500	112	295,388	566	1,145,576

Change from last month -12 -\$12,618 -14 -\$43,000 -8 -\$60,263 -34 **-\$115,881**

YTD Change -1,097 -\$1,813,533 -243 -\$1,174,169 -227 -\$1,866,340 -1,567 **-\$4,854,042**

A further \$116K has been collected from debtors who are currently not on payment arrangements. \$4.85M has now been collected since July 1.

At the end of the financial year, a total of 566 properties remained without a payment arrangement or completion of debts owed to the City. This is down from 2133 properties at the start of the financial year. External legal assistance has made a big impact on these collections as well as some determined follow-up work by the Rates team. Unfortunately, there are still a relatively large number of properties that are still on the list to be rectified and this work will continue into the new financial year. As always happens annually, a number of new properties will appear on the list in the one year category due to the economic climate.

Sundry Debtors

The total of Sundry Debtors 120+days has remained the same at \$0.81M. The breakdown for the 120 day plus category is:

- \$678K is with Fines Enforcement Registry for collection
- \$36K relate to Waste commercial customers which is under legal review
- A further \$45K relate to Planning and Building debtors of which \$23k which was written off by Council in July and will take effect in the next Monthly Financial Statements – CS3/7/25
- A number of community organisations make up the balance.

ATTACHMENTS

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

RECOMMEND

CS2/8/25

That Council:

1. Pursuant to Regulation 34 of the *Local Government (Financial Management) Regulations 1996* accept the Statement of Financial Activity for the twelfth (12) month period ended 30 June 2025.
2. Note that there are reportable actual to budget material variances for the year-to-date period ending 30 June 2025 and note that this report is preliminary only for the end of June.
3. Note the \$27.20 small rates debts written off under Delegation 1.1.22 and Sub Delegation 1.2.22.

ABSOLUTE MAJORITY RESOLUTION REQUIRED

Moved Cr S Peter

MOTION CARRIED

7/0

2.1 - REVOCATION OF REDUNDANT HUMAN RESOURCE POLICIES

WARD : ALL
FILE No. : M/470/25
DATE : 24 July 2025
REF : DB/MBL
RESPONSIBLE : Executive Director
MANAGER : Corporate Services

In Brief:

- Officers have identified a number of policies made by Council in the past that relate to Human Resource functions of the City, that are no longer required.
- Recommend that Council revoke the policies identified by this report.

Tabled Items

Nil.

Decision Type

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

Officer Interest Declaration

Nil.

Strategic Implications

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

Aspiration 4 – Leadership

Outcome 4.1: Strategic Leadership and Effective Management

4.1.5 Establish comprehensive governance policies and processes

Legal Implications

- *Local Government Act 1995, s. 5.41* – Role of CEO.

Council Policy/Local Law Implications

The report recommends revoking the following policies made by Council:

1. ADM4 Staff Study Policy (adopted 4 March 2003 C6/2/03)
2. ADM5 Staff Establishment Levels (adopted 4 March 2003 C6/2/03)
3. ADM7 Defence and Emergency Service – Staff Paid Leave for Volunteer Duty (adopted 4 March 2003 C6/2/03)
4. ADM14 Safety and Health (adopted 3 August 2005)
5. AMD16 Equal Employment Opportunity (adopted 21 November 2005 CS102/11/05).

Budget/Financial Implications

Nil.

Consultation

- Human Resources business unit
- Executive Leadership Team
- Standing Orders and House Advisory Group (SOHAG).

BACKGROUND

A review conducted by officers of the Human Resources business unit identified the abovementioned policies as no longer required. This is because the functions of these policies are now dealt with by other instruments, or the policies are redundant.

SOHAG reviewed the request on 21 July 2025 and recommended that Council revoke the policies listed.

DETAILS OF PROPOSAL

It is recommended the policies identified are revoked by Council without replacement. The following table demonstrates how the policy functions are currently managed:

Existing policy	Current method
ADM4 Staff Study Policy	Dealt with by the City's existing Industrial Agreement (2024)
ADM5 Staff Establishment Levels	Redundant
ADM7 Defence and Emergency Service – Staff Paid Leave for Volunteer Duty	Dealt with by the City's existing Industrial Agreement (2024)
ADM14 Safety and Health	Dealt with by the City's existing Industrial Agreement (2024) and Code of Conduct for Employees and Volunteers
AMD16 Equal Employment Opportunity	Dealt with by both of the City's Codes of Conduct and HR Operational Procedure – Respectful Workplace Behaviour

COMMENT

These policies were adopted by Council. In addition to the reasons provided above, these policies and their associated Management Practices are problematic as they potentially infringe on the Chief Executive Officer's powers/responsibilities under section 5.41 of the *Local Government Act 1995* – management of local government employees.

CONCLUSION

It is appropriate for these policies to be revoked by Council, as the functions have been replaced by more contemporary mechanisms that align with the CEO's responsibilities under the *Local Government Act 1995* and the City's Industrial Agreement (2024).

ATTACHMENTS

1. HR policies for revocation

RECOMMEND

CS3/8/25

That Council:

1. **Revoke the following policies:**
 - a) **ADM4 Staff Study Policy**
 - b) **ADM5 Staff Establishment Levels**
 - c) **ADM7 Defence and Emergency Service – Staff Paid Leave for Volunteer Duty**
 - d) **ADM14 Safety and Health**
 - e) **AMD16 Equal Employment Opportunity.**

Moved Cr L Sargeson
MOTION CARRIED

7/0

2.2 - 2025 WALGA LOCAL GOVERNMENT CONVENTION AND REGISTRATION OF VOTING DELEGATES FOR THE ANNUAL GENERAL MEETING - SEPTEMBER 2025

WARD : ALL
FILE No. : M/475/25
DATE : 25 July 2025
REF : SD
RESPONSIBLE MANAGER : Executive Director
Corporate Services

In Brief:

- The 2025 WA Local Government Convention will be held this year from Monday 22 to Wednesday 24 September 2025 at the Perth Convention and Exhibition Centre.
- The Convention brings together Elected Members and Local Government staff from across WA.
- As part of the Convention, the 2025 WALGA Annual General Meeting will be held on Tuesday, 23 September 2025.
- Member Councils are entitled to be represented by (2) voting delegates, either elected members or serving officers.
- The City is usually represented by the Mayor and Zone Delegates at the Convention.

Tabled Items

Nil.

Decision Type

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

Officer Interest Declaration

Nil.

Strategic Implications

4.1 Strategic Leadership and effective management.

Legal Implications

Nil.

Council Policy/Local Law Implications

- Elected Member and CEO Professional Development.

Budget/Financial Implications

Registrations for the Local Government Convention will be accommodated from the Members Development Account.

Consultation

Nil.

COMMENT

WALGA Local Government Convention

WALGA's annual Local Government Convention brings together hundreds of Elected Members and Local Government staff from across Western Australia to discuss and examine important issues and trends facing the sector.

The overarching theme for this year's convention is "*Lean into Legacy*".

The decisions we make today are the building blocks for tomorrow.

Leaving a lasting, positive legacy as a Local Government means making choices that endure far beyond election cycles.

Decisions that champion community well-being, drive economic development and create sustainable communities for generations to come.

Councillors were forwarded details of the Convention on 27 June and invited to advise of their interest in registering by 1 August 2025.

WALGA Annual General Meeting

The 2025 Annual General Meeting for the WA Local Government Association will be held as part of the Local Government Convention on Tuesday 23 September 2025.

Pursuant to the WALGA Constitution, all Member Councils are entitled to be represented by two (2) voting delegates. Voting delegates may be either elected members or serving officers.

Check-in and voting at the AGM will be conducted electronically, via the Local Government Convention app. Information on downloading the app, checking in to the AGM and how to vote will be sent to all registered Voting Delegates and Proxies prior to the AGM.

Council is usually represented by its two South East Zone delegates (Mayor Butterfield and Cr Silver). In the event either Mayor Butterfield or Cr Silver are unable to attend on the day it will be prudent to register deputy voting delegates. The two deputy South East Zone delegates are Crs Keogh and Virk.

As of the 5 August, only the Mayor and Cr Silver have requested to be registered for the Convention and will be attending the AGM.

It is recommended that Council nominate two deputy delegates in the event that any of the Zone delegates are unable to attend on the day. There is no requirement for Councillors to register for the Convention if they are only interested in attending the AGM. Though there is no cost involved for attending the AGM, Councillors will still need to be registered.

ATTACHMENTS

There are no attachments for this report.

RECOMMEND

CS4/8/25

That Council:

- 1. Register Mayor Butterfield and Cr Silver as its voting delegates for the 2025 WALGA Annual General Meeting to be held on Tuesday, 23 September 2025.**
- 2. Register Cr Keogh and Cr Peter as its deputy voting delegates in the event that either Mayor Butterfield or Cr Silver are unable to attend the WALGA AGM on this day.**

**Moved Cr J Joy
MOTION CARRIED**

7/0

2.3 - ELECTED MEMBERS ENTITLEMENTS POLICY

WARD : ALL
FILE No. : M/477/25
DATE : 28 July 2025
REF : PD
RESPONSIBLE : Executive Director
MANAGER : Corporate Services

In Brief:

- A review has been undertaken of the existing Elected Member policies detailing prescribed and discretionary entitlements and were combined into a single policy detailing all Elected Member entitlements.
- Recommend that the Council endorse the proposed Elected Member Entitlements Policy and rescind four previous policies detailed below.

Tabled Items

Nil.

Decision Type

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

Officer Interest Declaration

Nil.

Strategic Implications

Strategic Community Plan

Aspiration 4 - Leadership

Outcome 4.1 - Strategic Leadership and Effective Management

Objective 4.1.5 – Establish comprehensive governance policies and processes

Legal Implications

- *Local Government Act 1995* (WA)
- *Local Government (Administration) Regulations 1996* (WA).

Council Policy/Local Law Implications

- Reimbursement of Councillor's Expenses (EM1)
- Councillor's Use of Council Facilities and related Management Practice (EM2)
- Councillor Communications (EM9)
- Provision and Use of Mayoral Vehicle Policy and related Management Practice (EM13).

Budget/Financial Implications

Nil.

Consultation

- SOHAG
- Executive Leadership Team
- City Legal.

BACKGROUND

As part of the City's strategy for continual improvement of the governance policies and processes and following a recent Salaries and Allowances Tribunal determination regarding the Elected Member's ICT allowance, a review has been undertaken of the existing Elected Member policies detailing prescribed and discretionary entitlements.

DETAILS OF PROPOSAL

The review of the Elected Member's policies and management practices relating to fees, allowances, reimbursements and entitlements has been undertaken to ensure clarity, consistency and compliance with the amended *Local Government Act 1995*, *Local Government (Administration) Regulations 1996* and a recent Salaries and Allowances Tribunal determination.

The review identified that the Elected Member entitlements were detailed over a number of different City policies. The proposed revised policy combines these separate policies into one Elected Member Entitlements Policy that not only simplifies and streamlines the policy suite but also enables clear and simple guidance regarding the Elected Members entitlements.

The development of a single policy to detail the Elected Member entitlements is a common practice across a number of Local Governments. In drafting this policy, significant consideration was given to the City of Perth's revised entitlements policy as their redrafting occurred based on recommendations from the 2020 Inquiry which detailed governance best practice.

The City's current fees, allowances and reimbursement practices are as follows:

- Meeting attendance fees for all Elected Members are currently paid in advance on a quarterly basis.
- The Mayor and Deputy Mayor annual allowance is currently paid in advance on a quarterly basis.
- The ICT Allowance is paid to all Elected Members in advance on a quarterly basis.
- Travel expenses for attendance of Council and Committee meetings are currently paid in arrears on a quarterly basis.
- Discretionary expense reimbursements, including other travel expenses, are paid upon the receipt of a reimbursement request form substantiated by tax invoices.

Following discussions at SOHAG, a review of all Band 1 Perth metropolitan Councils revealed that the majority of Councils pay their Elected Member's meeting attendance fees and allowances on a monthly basis in arrears. The Elected Members Entitlements policy has proposed the adoption of this payment method for all allowances, to ensure consistency within the local government sector.

For further detail, a summary of how the legislative framework and SAT determinations work together to determine the allowable level of the Elected Members fees, allowances and reimbursements each year has been attached.

REVOKE POLICY

The draft Elected Member Entitlements Policy combines the fees, allowances, reimbursements and entitlements previously detailed across four separate policies. The adoption of the revised policy will enable the rescinding of the following policies:

- 1) Reimbursement of Councillor's Expenses (EM1)
- 2) Councillor's Use of Council Facilities and related Management Practice (EM2)
- 3) Councillor Communications (EM9)
- 4) Provision and Use of Mayoral Vehicle Policy and related Management Practice (EM13).

ATTACHMENTS

1. Elected Member Entitlements Policy - Final 3 DRAFT
2. Policy EM 1 Reimbursement of Councillor's Expenses -to be revoked
3. Policy EM 2 Councillors Use of Council Facilities - to be revoked
4. Policy EM 9 Councillor Communications - to be revoked
5. Policy EM 13 Provision and Use of Mayoral Vehicle - to be revoked
6. Elected Member Entitlements Flowchart

Alternative Recommendation

Moved that the Policy be amended for allowances paid to the Mayor and Deputy Mayor be amended as follows:

Meeting Attendance Fees and Allowances

(s5.98, s5.98A and s5.99 of the Local Government Act 1995)

- Elected Members, including the Mayor and Deputy Mayor, shall be paid an annual attendance fee in accordance with the ~~maximum~~ average amount for Band1 as determined by the Salaries and Allowances Tribunal and as provided for in the Annual Budget.
- The Mayor and Deputy Mayor shall be paid the ~~maximum~~ average annual allowance for Band1 as provided for in the Annual Budget in accordance with the determination by the Salaries and Allowances Tribunal.

MOVED Cr S Peter, SECONDED Cr S S Virk
OPPOSED Cr L Sargeson
MOTION LOST 2/5

Committee Discussion

Committee further discussed the item and agreed to amend the policy to include smart phones under the Information, Communications and Technology Allowance; point 3; and adopt the policy as amended below.

RECOMMEND

CS5/8/25

That Council:

1. **Adopt the draft Elected Members Entitlements Policy as amended to include smart phones under the Information, Communications and Technology Allowance; point 3 to read:**
 - *The City will provide Elected Members with a suitable device of their choice, such as an iPad, Tablet or Laptop or smart phone from a list of City ICT approved devices, that will be supported by the City's ICT department and its security environment.*
2. **Revoke the following policies:**
 - (a) **Reimbursement of Councillor's Expenses (EM1)**
 - (b) **Councillor's Use of Council Facilities and related Management Practice (EM2)**
 - (c) **Councillor Communications (EM9)**
 - (d) **Provision and Use of Mayoral Vehicle Policy and related Management Practice (EM13).**

Moved Cr S J Mosey, Seconded Cr J Joy
Opposed Cr S S Virk
MOTION CARRIED

3.1 - TRAILS MASTER PLAN

WARD : ALL

FILE No. : M/289/25

DATE : 6 May 2025

REF : LP/JL

RESPONSIBLE : Executive Director
MANAGER Corporate Services

In Brief:

- This report presents the City's proposed Trails Masterplan 2025-2028 for endorsement by Council.
- Recommend that Council:
 1. endorse the proposed City of Armadale Trails Master Plan 2025-2028 as a strategic guide for further investment into the Trails Network enhancement and promotion.
 2. Note an Implementation Plan will be developed for further consideration by Council during the long-term financial planning and annual budget processes.

Tabled Items

Nil.

Decision Type

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

Officer Interest Declaration

Nil.

Strategic Implications

The subject of this report has an impact on the following objectives of the Strategic Community Plan 2020-2030 and Corporate Business Plan 2022-2026:

Aspiration 3 - Economy

3.4.1 Ensure the City has contemporary strategies and dynamic planning frameworks to be responsive to tourism opportunities and trends.

3.4.2 Encourage the development of new attractions, accommodation, and activities for tourists, particularly day trippers.

3.4.3 Foster strategic partnerships with key stakeholders to market the City's tourism offering and promote investment in new developments.

Aspiration 4 – Leadership

4.1.1 Advocate for the delivery of key transformational projects.

Economic Development Strategy 2023-2028

Our Visitor Economy

11. Facilitate product and destination development through advocacy, support and connections.

Tourism Strategy 2023-2028

4.1.1 Advocate for the delivery of key transformational projects.

Legal Implications

Based on historical knowledge of relevant legislation, there are no restrictions.

Council Policy/Local Law Implications

Assessment of all Policies/Local Laws will take place on a case-by-case basis specific to each initiative to be implemented.

Budget/Financial Implications

The adoption of the recommendation contained in this report has no financial implication, however provision should be considered in future Budgets and the Long-Term Financial Plan for expenditure associated with implementing the key actions and projects identified in the Trails Master Plan 2025-2028.

The Plan is a strategic guiding document; it does not provide specific costings or detailed project budgets. Implementation will occur in stages, with each project requiring further planning, site assessment, community consultation and design before cost estimates are confirmed.

Funding strategies, including grants, partnerships and external contributions, will be explored to optimise Council expenditure. A detailed implementation plan will be developed as priority projects progress.

Consultation

- City of Armadale Elected Members, Executive Leadership Team, and intra-directorate.
- Community consultation (28 May – 30 June 2024)
- Community open-door / drop-in event (19 June 2024)
- Department of Biodiversity, Conservation and Attractions (DBCA)
- Department of Local Government, Sport and Cultural Industries (DLGSC)
- West Cycle, Trails WA, Hike West, Break the Boundary
- Australian Trail Horse Riders Association
- Whadjuk Aboriginal Corporation and Aboriginal local Elders via the Armadale Champion Centre
- Shires and Cities: Serpentine Jarrahdale, Kalamunda, Gosnells, Cockburn, Beverley, Wandering.

As part of the development of the Plan, the following Council workshops took place:

24 April 2024 - Opportunity for Councillors to meet the Consultant, to understand the project and the methodology to be employed to achieve the final Plan. Discussion of opportunities and constraints took place.

27 August 2024 - This session provided Councillors with initial outcomes and recommendations from the consultants, to ask questions and provide feedback.

25 September 2024 - The City hosted a feedback and Q&A session with Councillors to provide further clarification on key elements of the draft Trails Master Plan, with the goal of addressing feedback and finalising the document. During the session, the consultant addressed questions and gathered valuable input from Councillors to help refine the Plan prior to endorsement.

BACKGROUND

In 2018, the need for a Trails Master Plan was identified. Following the 2023 adoption of the City's Tourism Strategy, Council endorsed the development of the Plan to guide future investment and trails-related activities.

Aligned with the City's Strategic Community Plan 2020-2030, Tourism Strategy 2023–2028 and Biodiversity Strategy 2024–2029, the proposed Plan supports the development of sustainable trail infrastructure across the municipality and aligns with State frameworks such as the WA Strategic Trails Blueprint 2022–2027.

The methodology implemented for the development of the Plan included:

- Stakeholder and Community Consultation
- Trail and Facility Audit and Gap Analysis
- Constraint Definition and Opportunity Planning
- Prioritisation Framework and Master Plan Preparation.

Success to date – Trails Development and Participation

As a result of developing the draft Trails Master Plan, the City of Armadale has continued to build its reputation as a future trails destination through a series of strategic wins in the trails and outdoor recreation sector, led by its Tourism Strategy.

In 2023, the City was awarded a *Hiking Participation Grant* from DLGSC to support the development of the *Six Seasons Trails* project.

Delivered in partnership with The Hike Collective, the Six Seasons Trails series has delivered six guided hikes across three Noongar seasons, and has attracted approximately 16 participants per tour, predominantly from outside the Armadale region.

In addition, Beelya Cultural Tours delivered a Noongar cultural tour at Forrestdale Wetlands, attracting 20 participants and generating positive media attention. The City is continuing to work with Beelya Cultural Tours to develop further offerings.

The City also secured the hosting rights for the 2024 State Trails Forum, which brought more than 160 attendees to the Armadale District Hall and further elevated the City's profile in the trails and events sector.

Building on this momentum, the City has also been successful in securing an additional *Hiking Participation Grant* for the 2024–2025 period to deliver the *Spring Steps 2025* initiative, further expanding its nature-based tourism offerings. This time they will work with hiking company *Off the Beaten Track* to deliver a three-month program of guided hikes with seniors, teens and families.

The City of Armadale was invited to join the Trails WA advisory board for Heritage and Urban trails for the 2024 Top Trails selection. Armadale's trails featured in the Top 100 trails in WA.

Adoption of the Plan will support future funding applications and cross-agency collaboration, positioning the City to lead sustainable trail development within the Perth Hills and Peel region.

DETAILS OF PROPOSAL

The City engaged an experienced consultant to develop the City of Armadale Trails Master Plan 2025-2028. The proposed Plan identifies three priority areas or objectives that require consideration and development to support the growth of trails in the Armadale region. These are:

1. Develop a cohesive and diverse trail network
2. Implement robust governance and management
3. Market and promote the experiences on offer.

The Plan proposes the creation of a diverse and cohesive trail network that showcases the City's unique environmental, cultural and recreational assets. Key recommendations include:

- Establishment of a lead agency and trails committee to coordinate governance, development and maintenance
- Advocate and support the development of the Wungong Trail Centre as a regional signature trail destination, catering to hiking and cycling
- Expansion of the Wungong River trail network, including entry level cross country and shared use trails
- Implementation of link trails to improve connectivity, access and distribution of infrastructure load
- Development of a cohesive marketing and promotional strategy to attract trail users and extend visitor stays.

Identifying and prioritising sustainable trail experiences for future trails development is a focus of the Plan, which will guide the City during the delivery of trail experiences that:

- Capture the rich and diverse history of the region
- Provide outdoor spaces and places for the local community
- Attract visitors to the region and the associated economic benefits
- Showcase and protect the region's unique cultural heritage, landscapes and biodiversity
- Encourage the dispersal of visitors across the region.

The next steps for the City to consider is to focus on a structured, accountable, and environmentally responsible approach to implementing trail projects. These steps include:

- **Form a Regional Trails Committee:** Create a dedicated Trails Committee including the City of Armadale, DBCA, Water Corporation, Traditional Custodians, and key stakeholder organisations. This body will oversee governance, funding, and strategic coordination.
- **Develop Implementation Plans:** Establish priority trail projects, assign lead agencies, set clear timelines, and coordinate resources to initiate early-stage “quick win” projects.
- **Promote and Monitor Trail Usage:** Establish systems for collecting and analysing trail usage data to guide ongoing planning, investment, and maintenance.
- **Support Volunteer and Partnership Programs:** Expand local volunteer programs and explore public-private partnerships to support trail maintenance, events, and tourism-related services.
- **Engage Stakeholders and the Community:** Maintain strong engagement with Traditional Custodians, trail user groups, and local communities to ensure inclusive planning and stewardship.
- **Conduct Environmental and Cultural Assessments:** Prior to any physical development, trail proposals must undergo formal environmental, cultural heritage, and land tenure evaluations to ensure sustainability and regulatory compliance.

- **Apply the Eight-Stage Trail Development Process:** All trail projects must follow a rigorous eight-stage development process as endorsed by the Department of Local Government, Sport and Cultural Industries. This includes:
 - Proposal development
 - Project framework and stakeholder coordination
 - Site and corridor assessments
 - Concept and detailed design
 - Construction
 - Ongoing management and maintenance planning.

The proposed Plan has taken into consideration all feedback received from the community, Councillors, other government agencies, and key stakeholders. An eight-stage trail development process, developed by the WA Government, is presented within the Plan which provides a framework for governance, sustainability, management, funding and stakeholder collaboration.

A number of early-stage, high-impact projects commonly referred to as "quick wins" have been identified to continue building momentum and community benefit. These projects focus on enhancing existing trail assets and delivering low-complexity developments that can be implemented in the short term.

In a manner that protects and enhances the environment, and with strong alignment to the City's strategic goals, these initiatives offer immediate improvements to trail quality, connectivity and user experience. These proposed quick wins include:

- **Enhancement of Existing Hiking Trails**
 - Focus on improving trail quality, signage, and user experience across already established hiking trails. These upgrades are seen as quick wins that can enhance appeal and usability without the need for new construction.
- **Wungong River Trail Network**
 - A developing proposal tied to the Wungong River Recreation Reserve.
 - Offers opportunities for beginner-level cycling trails and shared use paths for walkers and trail runners.
 - This project has been assigned a medium-high priority and is considered a strong early opportunity.
- **Roley Pool Reserve Walk**
 - Already popular and in use, with recommendations for ongoing enhancement under the Roley Pools Recreation and Signage Strategy.
 - Consider a manageable and impactful upgrade for early-stage implementation.
- **Forrestdale Lake Walk and Horse Trails**
 - Short, existing trails offering unique local experiences and require trail audits and minor upgrades.
- **Lloyd Hughes Park and Goolamrup Reserve Trails**
 - Small-scale trails suited to early attention for maintenance and connection into broader networks.

These projects deliver immediate benefits through relatively low-cost, low-complexity investments and act as strategic stepping stones toward larger, long-term initiatives such as the Wungong Trail Centre.

COMMENT

Community and stakeholder consultation, including input DBCA, DLGSC, and Whadjuk representatives, confirmed strong support for enhancing trail opportunities in the region. Trails align with local economic and tourism goals while protecting cultural and environmental values.

Public consultation identified significant demand for well-designed and maintained trails, particularly in areas offering engaging terrain and natural vistas. The Plan responds directly to this feedback while balancing environmental and cultural heritage protection.

Investing in trails is not only timely but directly aligned with the objectives outlined in the City's Tourism Strategy and Corporate Business Plan. At the core of these strategies are a commitment to driving economic development, attracting new residents, supporting local businesses, and positioning the City as an appealing destination for both leisure visitors and prospective investors.

Trails provide a high-impact, low-cost opportunity to deliver on these outcomes, generating visitation, enhancing liveability, and strengthening the City's appeal as a place to live, work, play and invest.

As a key pillar of the local tourism offering, trails create compelling nature-based experiences that help reframe outdated perceptions and showcase the region's unique natural assets. They also support local businesses, connect communities, and promote health and wellbeing, creating long-term value across economic, environmental and social dimensions.

The development of a Trails Master Plan comes at a time of unprecedented interest and funding in trail infrastructure from all levels of government. By embracing this opportunity, the City of Armadale can position itself as a standout destination in Perth's growing outdoor recreation economy, delivering benefits for today's community and for generations to come.

ANALYSIS

The City is positioned to become a regionally significant trail destination due to its proximity to the Perth metropolitan area, diverse landscapes and established transport links. The proposed Plan provides a sound basis for coordinated investment and supports the City's broader objectives to enhance liveability, activate local tourism and promote environmental resilience.

The proposed governance structure and implementation framework will ensure trail development aligns with land tenure requirements and statutory obligations, including protection of heritage and biodiversity values.

Constraints highlighted in the Plan are defined as key issues that may affect sustainable trail development and provision, including unique environmental factors, location, access, land use, landscape, ground conditions, soil types, existing recreation use, constraints, conflicts, sensitivities, and exclusion zones. Identified constraints in the area include:

- Conflicting land uses
- Environmental constraints, such as disease risk areas, the presence of threatened species or ecological communities, topography and hydrography
- Aboriginal and non-Aboriginal heritage registered sites and sites of known significance
- Tenure constraints, where potential trails traverse differing tenure types
- Conflicts between trail users.

Unsanctioned trails

During the development of the Plan, a significant network of unsanctioned or informal trails was identified, with desktop assessments indicating that over 70 km may exist within the project area. Heatmapping was used to identify usage hotspots, highlighting high-use trail areas. These unsanctioned trails are used by mountain bikers, walkers, and trail runners.

The implementation of the Plan recommendations offers an opportunity to formally assess the identified unsanctioned trails within relevant areas. Based on the assessment, actions may include closure, realignment, or upgrading of certain trails to integrate them into a sustainable, high-quality trail network.

OPTIONS

Council has the following options:

1. Endorse the proposed Trails Master Plan.
2. Amend the proposed Trails Master Plan.
3. Do not endorse the proposed Trails Master Plan.

Option 1 is recommended.

CONCLUSION

The City of Armadale Trails Master Plan provides a blueprint to transform the region into a leading trails destination.

Aligned with the City's broader strategic goals, the Plan outlines priority projects, governance models, and marketing opportunities that will drive economic growth, enhance community wellbeing, and celebrate our natural and cultural heritage.

With growing support for trail-based tourism, the City is well placed to lead the way in delivering sustainable, high-quality trail experiences for residents and visitors alike.

ATTACHMENTS

1. City of Armadale Trails Master Plan FINAL DRAFT

Officer Recommendation

That Council

1. Endorse the proposed City of Armadale Trails Master Plan 2025-2028 as a strategic guide for further investment into Trails Network enhancement and promotion.
2. Consider implementation plan actions through the long-term financial planning and annual budget processes.

Committee Discussion

Committee discussed in detail and agreed to the alternative Recommendation as below.

RECOMMEND

CS6/8/25

That Council:

- 1. Recommit the Trails Masterplan for further review incorporating the following:**
 - a. That Settler's Common becomes The Trail Centre for the City of Armadale.**
 - b. Initial new trails development is focussed on the Banyowla Trail Network and The Wungong River Trails Network.**
 - c. Future collaboration with Shire of Serpentine Jarrahdale be discussed for the potential development of the Wungong Gorge Trail Network.**
- 2. Request the revised Trails Masterplan be presented at the November Corporate Services Committee meeting.**

Moved Cr S Peter
MOTION CARRIED

7/0

***3.2 - RATES EXEMPTION APPLICATIONS - S6.26(2)(G) CHARITABLE PURPOSES
RESIDENTIAL AND CRISIS ACCOMMODATION***

MEETING CLOSED TO PUBLIC

MOVED Cr Peter that the meeting be closed to members of the public as discussion of this matter in an open meeting would on balance be contrary to the public interest. (*Section 5.23(2)(g) of the Local Government Act 1995.*)

Motion Carried (7/0)

Meeting declared closed at 8pm

WARD : MINNAWARRA
FILE No. : M/509/25
DATE : 7 August 2025
REF : AO
RESPONSIBLE : Executive Director
MANAGER : Corporate Services

In Brief:

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

Strategic Implications

4. Leadership
 - 4.1.2 Make decisions that are sound, transparent and strategic

Legal Implications

- *Local Government Act 1995* (as outlined in the confidential report attachment)

Council Policy/Local Law Implications

Nil.

Budget/Financial Implications

As outlined in the confidential report attachment.

Consultation

As outlined in the confidential report attachment

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

This matter is considered to be confidential under Section 5.23(2)(g) of the Local Government Act, as discussion of this matter in an open meeting would on balance be contrary to the public interest.

RECOMMEND

CS7/8/25

That the Recommendation in the attached Confidential Report be adopted.

Moved Cr S Peter

MOTION CARRIED

7/0

MEETING OPENED TO PUBLIC

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

Meeting declared open at 8.01pm

3.3 - PPS 2 OF 2025 - PROVISION OF TRAFFIC MANAGEMENT SERVICES PANEL

MEETING CLOSED TO PUBLIC

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

Motion Carried (7/0)

Meeting declared closed at 8.02pm

WARD : ALL
FILE No. : M/452/25
DATE : 22 July 2025
REF : AL/SA/MS
RESPONSIBLE : Executive Director
MANAGER : Corporate Services

In Brief:

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

Strategic Implications

- 2.2.4 Develop, improve and maintain quality parks, playgrounds and public open spaces throughout the City.
- 2.3.12 Ensure that the City's assets are appropriately maintained, functional, affordable, safe and sustainable for current and future generations

Legal Implications

Assessment of legislation indicates that the following apply:

- Section 3.57 *Local Government Act 1995* – Tenders for providing goods or services
- Division 2 *Local Government (Functions and General) Regulations 1996* – Tenders for providing goods or services

Council Policy/Local Law Implications

- Procurement Policy

Budget/Financial Implications

The proposed expenditure can be accommodated in the financial year 2025/2026 budget and Long-Term Financial Plan estimates commensurate with the successful tenderer recommended in this report.

Consultation

- Intra Directorate.

The matter is considered confidential under S5.23(2)(c) of the Local Government Act 1995 as the matter relates to a contract entered into or which maybe entered into, by the City of Armadale.

RECOMMEND

CS8/8/25

That the Recommendation in the attached Confidential Report be adopted.

Moved Cr S Peter

MOTION CARRIED

7/0

MEETING OPENED TO PUBLIC

MOVED Cr Peter that the meeting be opened to members of the public.
Motion Carried (7/0)

Meeting declared open at 8.10pm

COUNCILLORS' ITEMS

Nil.

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

CHIEF EXECUTIVE OFFICER'S REPORT

Nil.

EXECUTIVE DIRECTOR'S REPORT

Nil.

MEETING DECLARED CLOSED AT 8:10PM

CORPORATE SERVICES COMMITTEE		
SUMMARY OF ATTACHMENTS		
19 AUGUST 2025		
ATT NO.	SUBJECT	
1.1 LIST OF ACCOUNTS PAID - JUNE 2025		
1.1.1	Monthly Cheque and Credit Card Report - June 25	
1.1.2	Monthly Fuel Card Transactions - Period Ending 30 June 2025	
1.2 STATEMENT OF FINANCIAL ACTIVITY - JUNE 2025		
1.2.1	Monthly Financial Report - June 2025	
1.2.2	Capital Program - June 2025 (\$250K plus)	
1.2.3	Small Balance Write Off - Rates - June 2025	
2.1 REVOCATION OF REDUNDANT HUMAN RESOURCE POLICIES		
2.1.1	HR policies for revocation	
2.3 ELECTED MEMBERS ENTITLEMENTS POLICY		
2.3.1	Elected Member Entitlements Policy - Final 3 DRAFT	
2.3.2	Policy EM 1 Reimbursement of Councillor's Expenses -to be revoked	
2.3.3	Policy EM 2 Councillors Use of Council Facilities - to be revoked	
2.3.4	Policy EM 9 Councillor Communications - to be revoked	
2.3.5	Policy EM 13 Provision and Use of Mayoral Vehicle - to be revoked	
2.3.6	Elected Member Entitlements Flowchart	
3.1 TRAILS MASTER PLAN		
3.1.1	City of Armadale Trails Master Plan FINAL DRAFT	

The above attachments can be accessed from the Minutes of the Corporate Services Committee meeting of 19 August available on the City's website

CHIEF EXECUTIVE OFFICER’S REPORT

25 AUGUST 2025

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1.1 - COUNCILLORS INFORMATION BULLETIN - ISSUE NO 13/2025

WARD : ALL
FILE No. : M/84/25
DATE : 21 August 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. 13/2025 to be received by Council

The following general information and memorandums were circulated in Issue No 13/2025 on 21 August 2025.

COMMENT

Information from CEO Office

Employee Movements
Upcoming Social Media Posts

Information from Technical Services

Outstanding Matters and Information Items

Various Items
Monthly Departmental Reports
Technical Services Works Program

Information from Community Services

Outstanding Matters & Information Items

Report on Outstanding Matters
Upcoming Events
Library Upcoming Events
Community Development
Recreation Services
Library and Heritage Services

ATTACHMENTS

There are no attachments for this report.

RECOMMEND

CEO3/8/25

That Council acknowledge receipt of Issue 13/2025 of the Information Bulletin



ORDINARY MEETING OF COUNCIL
MONDAY, 11 AUGUST 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, 11
AUGUST 2025 AT 7.00PM.

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Mayor Butterfield, declared the meeting open at 7.01 pm.

Acknowledgement to Country

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

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

PRESENT:

Her Worship, Mayor R Butterfield presided over

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

IN ATTENDANCE:

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

Public: 5

LEAVE OF ABSENCE:

Leave of Absence previously granted to Cr M J Hancock

APOLOGIES:

Apology received from Cr Joy

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

Nil

4 PUBLIC QUESTION TIME

1 Mr M Modi - Wright Road, Piara Waters

Q1 Contacted the City via email in July regarding flooding adjacent to my residence opposite Burtonia Park. The water level could sometimes be at knee level and has been happening for the last 3 years. Unfortunately there's been no response from Council to the emails sent.

Mayor: Have noticed recent Facebook posts regarding the flooding in the area. Am not aware of previous contact with the City but will now ask the Executive Director Technical Services to investigate and we will advise you on the outcome and what actions can be taken going forward to resolve the matter.

Question time closed at 7.05pm

5 APPLICATIONS FOR LEAVE OF ABSENCE

5.1 Request for Leave of Absence – Cr Kerry Busby

Request for leave of absence received from Cr Kerry Busby for the period:

- Sunday, 5th October to Sunday, 12th October 2025 inclusive (does not include any Council meetings); and
- Saturday, 14th November to Friday, 21st November 2025 inclusive (does not include any Council meetings).

MOVED Cr P A Hetherington

That Council grant leave of absence to Cr Kerry Busby for the period:

- **Sunday, 5th October to Sunday, 12th October 2025 inclusive (does not include any Council meetings); and**
- **Saturday, 15th November to Friday, 21st November 2025 inclusive (does not include any Council meetings).**

MOTION not opposed, DECLARED CARRIED

13/0

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

6 PETITIONS

Nil

7 CONFIRMATION OF MINUTES

7.1 PREVIOUS ORDINARY COUNCIL MEETING HELD ON 28 JULY 2025.

MOVED Cr L Sargeson that the Minutes of the Ordinary Council Meeting held on 28 July 2025 be confirmed as a true and accurate record.

MOTION not opposed, DECLARED CARRIED 13/0

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

8 ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

1 Mayor's Announcements - 29 July to 11 August 2025

Wednesday 30 July 2025

Attended a Networking Sundowner at Coogee Surf Life Saving Club, an event part of the 2025 National Growth Areas Alliance (NGAA) National Congress event. The 2025 NGAA National Congress was held in Perth for the first time, hosted by City of Cockburn and City of Gosnells. A/CEO Jason Lyon was also in attendance.

Thursday 31 July 2025

Attended the Switch Your Thinking Local Government Forum hosted at the City of Gosnells and delivered a welcome speech in my capacity as Chair of SEREG. The full day forum was focused on Achieving Energy Efficiency by Design. The event featured a presentation by representatives from Stockland who spoke about their energy efficient developments which were not connected to gas. The developer has instead opted to use solar panels, home batteries and community batteries to utilise renewable energy to reduce household energy expenses. The Wildflower Estate developed by Stockland in Piara Waters is a gas free estate. Attended the 2025 NGAA Congress Day and was joined by Deputy John Keogh, Councillors Shanavas Peter, Michelle Silver, A/CEO Jason Lyon, and representatives from the City's Economic Development team. The theme for this year's National Congress was *the future of growth areas* and saw more than 90 participants from local councils and shires across Australia.

Friday 1 August 2025

Hosted a visit from Mayor Glenn Docherty and senior staff from the City of Playford in South Australia who were in Perth as part of the 2025 NGAA National Congress. Despite being in different states, the City of Armadale and the City of Playford have many things in common, which includes population size, rapid change from rural to urban living and geographical location near a major city.

Thursday 7 August 2025

Participated in a photoshoot to drive awareness for National Homelessness Week, and to increase donations for the Donation Bin Campaign which is running throughout August. The homelessness action donation drive is in support of Street Aid, Street Doctor and Homelessness We Care.

Deputy Mayor John Keogh attended the WA Aquatic and Recreation Industry (ARI) Awards held at the Perth Convention Centre on my behalf. The ARI Awards night is part of the WA Aquatic Recreation Conference & Trade Show and the Armadale Fitness and Aquatic Centre (AFAC) were shortlisted in the categories of 'Facility of the Year' and 'Swim School of the

Year' with Tiana Thomas been shortlisted in the 'Lifeguard of the Year' category. Councillor Michelle Silver also attended along with the Manager Recreation Services and recreation services staff. AFAC received two commendations on the evening.

Friday 8 August 2025

Attended the Outside the Frame Opening Night at the Armadale District Hall and presented the official welcome address, and to present certificates and prizes to award winners. This year for Outside the Frame, we have 98 students exhibiting with 99 artworks from across 20 schools. Special guest in attendance on the evening was Mr Hugh Jones MA, Member for Darling Range. Deputy Mayor Cr John Keogh, Councillors Paul Hetherington, Keyur Kamdar, Scott Mosey and Gary Smith were also in attendance on the evening. Thanks go to the Armadale Society of Artists who's members are minding the exhibition during opening hours.

Saturday 9 August 2025

Hosted the 2025 Pioneers Reunion at Kelmscott Hall with the theme celebrating the preservation and transformation of Wirra Willa Gardens. This year the City hosted more than 200 residents and special guests Hon Matt Keogh MP, Minister for Defence Personnel, Minister for Veterans' Affairs, and Member for Burt; and Ms Trish Cook MP, Member for Bullwinkel. I was also joined by Councillors Gary Smith, Michelle Silver, Shanavas Peter, Deputy Mayor John Keogh, Freeman of the City Jeff Munn and Spike Fokkema.

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 4 August 2025.

MOVED Cr K Busby that the report be received.

MOTION not opposed, DECLARED CARRIED

13/0

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

BUSINESS ARISING FROM REPORT

Recommendation T1/8/25 - Parking Controls Associated with Electric Vehicle Charging Bays

MOVED Cr K Busby

That Council:

Approve the installed parking control signage as identified in Attachment 1 and Attachment 2.

MOTION not opposed, DECLARED CARRIED

13/0

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

Recommendation T2/8/25 - Tender 40 of 2024 – Electrical Maintenance Services

Moved Cr S Peter

That the Confidential Recommendation T2/8/25 be considered under Item 14 – Matters Requiring Confidential Consideration.

MOTION not opposed, DECLARED CARRIED 13/0

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

Recommendation T3/8/25 - Tender 33 of 2024 - Cleaning Ancilliary Services

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 Kamdar, Cr Peter, Cr Sargeson, Cr Hetherington,
Dr Wielinga, Cr Smith, Cr Busby, Cr Silver, Cr Virk, Cr Mosey, Cr Stoneham

Recommendation T4/8/25 - Tender 2 of 2025 - Living Streams and Drainage

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 Kamdar, Cr Peter, Cr Sargeson, Cr Hetherington,
Dr Wielinga, Cr Smith, Cr Busby, Cr Silver, Cr Virk, Cr Mosey, Cr Stoneham

Recommendation T5/8/25 - Brookton Highway/Hill Street Intersection (Referral item)

MOVED Cr K Busby

That Council:

Note the contents of the memo dated 26 May 2025 as a response to the Councillor referral item.

MOTION not opposed, DECLARED CARRIED 13/0

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

10.2 COMMUNITY SERVICES COMMITTEE MEETING

Report of the Community Services Committee held on 5 August 2025.

CORRECTION:

Page 60 Recommendation C5/8/25 – Following to be added: Moved Cr Stoneham and outcome of voting was (4/0)

MOVED Cr M Silver that the report, subject to the above recommendation, be received.

MOTION not opposed, DECLARED CARRIED 13/0

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

BUSINESS ARISING FROM REPORT

Recommendation C1/8/25 - Amendment to the Perth Kilt Run 2025

MOVED Cr M Silver

That Council endorse the presentation of the 2.5km and 5km route of the Perth Kilt Run for 2025 as per the plan attached to the Committee report. ~~to be run on the 2.5km course.~~

MOTION not opposed, DECLARED CARRIED 13/0

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

Recommendation C2/8/25 - Occupancy at William Skeet Pavilion

MOVED Cr M Silver

That Council:

- 1. Authorise the Chief Executive Officer to negotiate the key terms of the lease directly with Forrestdale Sporting Association for exclusive use of a portion of the newly constructed William Skeet Pavilion for a one year term with a five year renewal option including the following spaces:**
 - **Function Room**
 - **Meeting Room**
 - **Kitchen**
 - **Meals Servery**
 - **Meals Cool Room**
 - **Bar Cool Room**
 - **Dry Store**
 - **Internal Servery Store**
 - **Plant Room 2**
 - **Internal Store**
 - **Female Toilet**
 - **Male Toilet**
 - **UAT**

2. Endorse the following areas to be managed by the City as hireable spaces:

- a) Change Room 1 - 4
- b) First Aid Room
- c) Umpire Room 1 - 2
- d) External Store 1 - 2
- e) Cleaner
- f) Bin Store
- g) Comms Room
- h) Plant Room 1
- i) UAB

3. Request a further report be presented to Council with the key terms of the lease for the newly constructed William Skeet Pavilion

MOTION not opposed, DECLARED CARRIED

13/0

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

Recommendation C3/8/25 - Occupancy at Gwynne Park Pavilion

MOVED Cr M Silver

That Council be provided with a report on the financial health, sustainability and compliance with the current Management Agreement of the Armadale Sporting Club; and the matter of leased area and hireable spaces of the new Pavilion be deferred until the aforementioned report is received and considered by Council.

MOTION not opposed, DECLARED CARRIED

13/0

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

Recommendation C4/8/25 - Variation to Roleystone Theatre Lease

MOVED Cr M Silver

That Council approve and authorise the Chief Executive Officer to execute a Deed of Variation to the Lease with the Roleystone Theatre Inc located at the Roleystone Theatre situated 587 Brookton Highway, Roleystone as follows:

1. Updated fixtures and fittings Annexure as attached to this report.

MOTION not opposed, DECLARED CARRIED

13/0

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

Recommendation C5/8/25 – City of Armadale Cat Amendment Local Law

The Mayor read aloud the purpose and effect of the proposed City of Armadale Cat Amendment Local Law:

“In accordance with section 3.12 of the Local Government Act 1995, Council proposes the City of Armadale Cat Amendment Local Law.

The purpose of the proposed amendment local law is to implement the Undertaking given by Council on 14 July 2025 to the Joint Standing Committee for Delegated Legislation, in respect of amendments required to the City of Armadale Cat Local Law 2024.

The effect of the proposed local law is that the Cat Local Law 2024 will be amended in the manner required by the Undertaking.”

MOVED Cr M Silver

That Council:

- 1. In accordance with section 3.12(3)(a) of the *Local Government Act 1995*, give local public notice that it proposes to make the City of Armadale Cat Amendment Local Law with the purpose and effect of the proposed local law to be summarised in the notice as follows:**
 - (a) the *purpose* of the proposed amendment local law is to implement the Undertaking given by the Council on 14 July 2025 to the Joint Standing Committee for Delegated Legislation, in respect of amendments required to the City of Armadale Cat Local Law 2024; and**
 - (b) the *effect* of the proposed local law is that the Cat Local Law 2024 will be amended in the manner required by the Undertaking.**
- 2. Further that the notice advise that copies of the City of Armadale Cat Amendment Local Law, as attached, may be inspected or obtained at places specified in the notice, with submissions about the proposed amendments able to be made on a day to be specified not less than 6 weeks after the notice is given;**
- 3. Pursuant to Section 3.12(3)(b) of the *Local Government Act 1995*, give a copy of the proposed City of Armadale Cat Amendment Local Law and a copy of the notice to the Minister and provide a copy of the proposed local law, in accordance with the notice, to any person requesting it;**
- 4. Note that any public and Ministerial responses will be reported to Council for consideration prior to making of the City of Armadale Cat Amendment Local Law and publication in the *Government Gazette*; and**
- 5. Authorise the CEO to undertake any necessary administrative actions in order to give effect to (1-4) above.**

MOTION not opposed, DECLARED CARRIED

13/0

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

10.3 CHIEF EXECUTIVE OFFICER'S REPORT

Report of the Chief Executive Officer.

MOVED Cr S Peter that the report be received.

MOTION not opposed, DECLARED CARRIED

13/0

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

BUSINESS ARISING FROM REPORT

Recommendation CEO1/8/25 - Contract of Employment - Senior Employee

MOVED Cr R Butterfield

**That the Confidential Recommendation CEO1/8/25 be considered under Item 14 –
Matters Requiring Confidential Consideration.**

MOTION not opposed, DECLARED CARRIED

13/0

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

Recommendation CEO2/8/25 - Councillors Information Bulletin - Issue No 12/2025

MOVED Cr S Peter

That Council acknowledge receipt of Issue 12/2025 of the Information Bulletin

MOTION not opposed, DECLARED CARRIED

13/0

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

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

11.1 Allocation of Funds - Drinking Fountain - Villatella Park, Piara Waters

The following motion has been proposed by Cr Virk in accordance with Clause 3.8 of the Standing Orders Local Law:

That Council allocate the required funds from the 2024/25 budget surplus for installing a drinking fountain at Villatella Park, Piara Waters.

COMMENT FROM CR VIRK

The request for a water fountain at Villatella Park, Villatella Gardens, Piara Waters has been ongoing for many years. This is the only main park for Riva Estate, kids and dogs walk around the park in the mornings and evenings. It is a busy park for Riva residents with no facilities.

BACKGROUND

At the Council meeting held on 24 September 2024, Cr S Virk referred the following matter to Technical Services Committee.

That the matter of drinking water fountain at Villatella Park in Piara Waters be referred to the Technical Services Committee.

Council subsequently considered this referral item on 11 November 2024 (T1/11/24) and decided to give consideration as part of the budget review. *That Council request that consideration is given as part of the mid year Budget review to allocating funds for the installation of a water fountain at Villatella Park.*

The item was again noted in the Budget Review report submitted to Council in March 2025 (CS3/3/25), along with a number of other items that Council had previously referred to the Budget Review under the heading “*Other Items – Not Currently Included – For Consideration*”.

Council did not include any of the items referred to above in the Amended Budget. Instead, during discussions some Councillors expressed the view that they would like to consider all items once the budget surplus was confirmed. However, no further guidance or directive was provided by Council.

OFFICER COMMENT

Policy

There are no Policy Matters relevant to this Notice of Motion.

Law

Standing Orders Local Law Clause 3.8 of the Standing Orders Local Law deals with Motions of which previous Notice has been made.

Budget

Advice previously provided to Council stipulates:

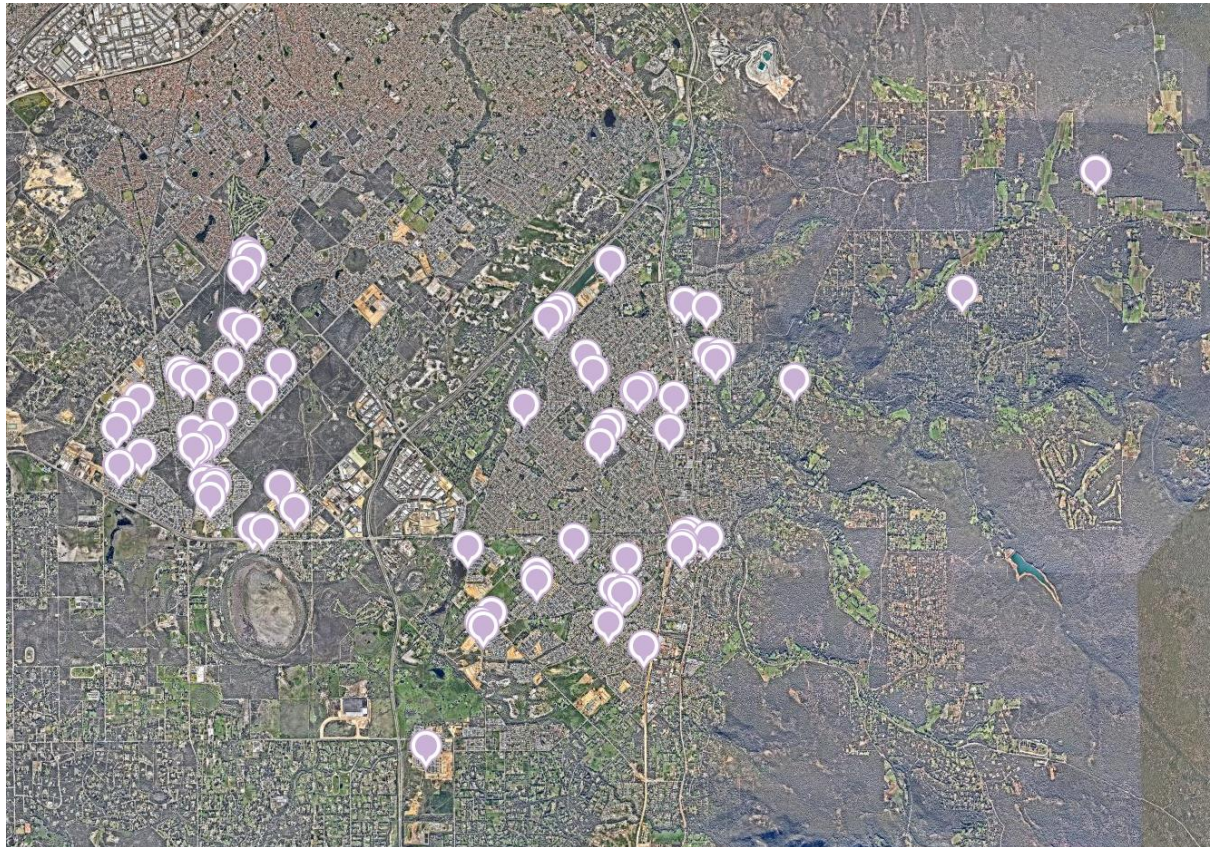
A drink fountain including connection can cost up to \$15,000 to supply and install. Drink fountains are a high maintenance item and are limited in provision under the Strategy to areas that are adjacent to BBQ picnic hubs, sporting spaces and dog parks.

The Amended Budget for FY25 forecast \$838,931, which Council decided to transfer to the Future Projects Reserve to ensure a balanced budget (CS2/6/25).

Officers have indicated to Council they expect to issue advice on the final end of year surplus around October this year, at which point a report will be submitted for consideration of the surplus.

Additional Information

For context, the City currently has 82 drink fountains under its current control, with more coming into the system, as parks are handed over from developers. Refer to the image below, the purple dots represent the locations of the drink fountains.



MOVED Cr S Virk, SECONDED Cr M Silver
OPPOSED Cr K Busby

That Council allocate the required funds from the 2024/25 budget surplus for installing a drinking fountain at Villatella Park, Piara Waters.

MOTION LOST

(5-8)

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

MOVED Cr S Peter, SECONDED Dr C Wielinga
OPPOSED Cr K Busby

That the item be referred to the next Technical Services Committee for consideration.

MOTION CARRIED

(9/4)

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

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

1 Alcoa's Bauxite Mining Activities on the Darling Range

In accordance with Clause 3.10 of the City of Armadale Standing Orders Local Law, the Mayor raised the following matter of urgent business to enable Council to make a submission to the EPA by the due date of 21 August 2025.

Ms Abbiss declared an impartiality interest in the matter due to her past involvement as a community member actively engaged, as part of a community group, in objecting to the adverse environmental, economic and social impact of Alcoa's mining operations in the Keysbrook Hills. Ms Abbiss declared that she is no longer involved in the community group and is no longer living in an area impacted by mining operations.

MOVED Cr R Butterfield

That Council:

- 1.OBJECTS to all Alcoa's bauxite mining activities, particularly exploratory drilling and all mining operations on the Darling Range, including in and the surrounds of the City of Armadale, on the grounds that such activity poses significant environmental and sustainability impacts, through:**
 - a. Permanent loss of biodiversity values of the Northern Jarrah Forest;**
 - b. spread of phytophthora die back disease in the susceptible Jarrah forest.**
 - c. loss of habitat of threatened species under the EPBC act such as Carnabys Baudin's and Red-tailed cockatoos.**
 - d. inadequacy of rehabilitation;**
 - e. risks to water quality and quantity;**
 - f. reduction in recreation, tourism and amenity values, opportunities and community access; and**
 - g. risk to the long-term character, public health and amenity of the Perth Hills region**
 - h. loss to tree canopy coverage increasing land heating across the Perth metropolitan area.**
- 2.DIRECTS the Chief Executive Officer to prepare a submission on behalf of the City of Armadale to the Environmental Protection Authority (EPA) opposing the development exploration envelope as shown in the *Figure 4 Exploration Development Envelope for Amended Assessment 2385*, to be submitted prior to the deadline of 21 August 2025.**
- 3.DIRECTS the Chief Executive Officer engage with neighbouring local governments — including the Shire of Mundaring, City of Gosnells, City of Kalamunda, and Shire of Serpentine Jarrahdale - to explore opportunities for a coordinated advocacy response and joint representation to the EPA and relevant State Ministers.**

MOTION not opposed, DECLARED CARRIED

13/0

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

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

Nil

14 MATTERS REQUIRING CONFIDENTIAL CONSIDERATION

MOVED Cr Peter that the meeting be closed to members of the public as discussion on the following matters in an open meeting would on balance be contrary to the public interest because the matters

- relates to a contract entered into or which may be entered into by the City of Armadale (Recommendation T2/8/25); and
- relates to an employee of Council. [Section 5.32(2)(a) of the *Local Government Act 1995*] (Recommendation CEO1/8/25)

Motion Carried (13/0)

Meeting declared closed at 7.54pm (There were no members of the public present at the time)

Recommendation T2/8/25 - Tender 40 of 2024 – Electrical Maintenance Services

MOVED K Busby, SECONDED Cr S Stoneham

OPPOSED Cr S Peter

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

MOTION DECLARED CARRIED (11/2)

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

AGAINST: Cr Peter, Cr Virk

Recommendation CEO1/8/25 - Contract of Employment - Senior Employee

Mr Lyon, Mr Sanders, Mr Southern, Mrs van Aswegen left the meeting.

Meeting declared closed at 8.04pm

MOVED Mayor Butterfield

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

MOTION not opposed, DECLARED CARRIED (13/0)

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

MOVED Cr Hetherington that the meeting be opened to members of the public.
Motion Carried (13-0)

Meeting declared open at 8.05pm.

Mr Lyon, Mr Sanders, Mr Southern and Mrs van Aswegen returned to the meeting.

The Mayor advised the meeting that both Confidential Recommendations were adopted by Council without amendment.

15 CLOSURE

The Mayor Butterfield, declared the meeting closed at 8.07pm

MINUTES CONFIRMED THIS 25 AUGUST 2025

MAYOR