

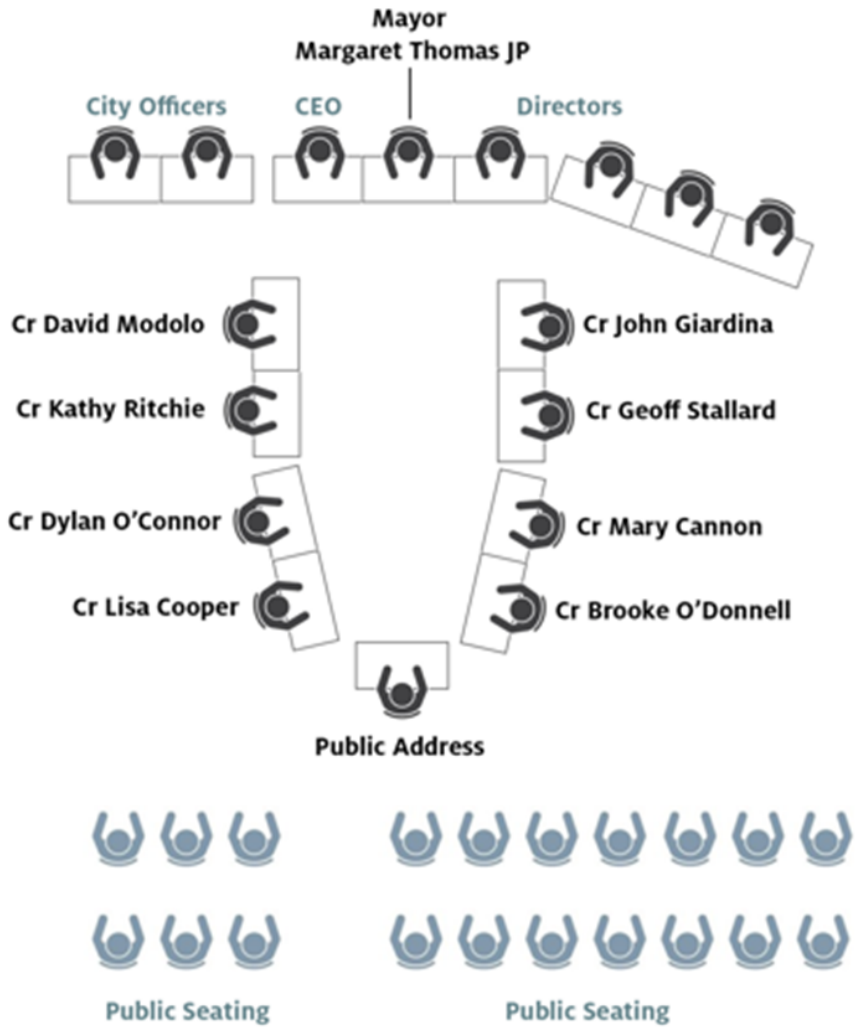


Ordinary Council Meeting

MINUTES

Tuesday 27 August 2024

Council Chambers Seating Plan



INDEX

1. Official Opening.....	4
2. Attendance, Apologies and Leave of Absence Previously Approved	4
3. Public Question Time	5
4. Petitions/Deputations	6
5. Applications for Leave of Absence	6
6. Confirmation of Minutes from Previous Meeting	6
7. Announcements by the Member Presiding Without Discussion	7
8. Matters for Which the Meeting may be Closed	8
9. Disclosure of Interest.....	9
10. Reports to Council.....	10
10.1. Development Services Reports	10
10.2. Asset Services Reports	10
10.3. Corporate Services Reports	11
10.3.1. Corporate Business Plan - Quarterly Update - April to June 2024.....	11
10.4. Community Engagement Reports.....	15
10.4.1. Cultural Activities and Event Sponsorship and Donations 2024/2025.....	15
10.5. Office of the CEO Reports	20
10.6. Chief Executive Officer Reports	20
10.6.1. Monthly Financial Statements to 31 July 2024.....	20
10.6.2. Debtors and Creditors Reports for the month of July 2024	29
10.6.3. Rates Debtors Report for the Period Ended 31 Aug 2024	37
10.6.4. Award of Tender – Provision of an Enterprise Resource Planning System (ERP) [RFT 2319].....	41
10.7. Audit & Risk Committee.....	43
10.7.1. Audit & Risk Committee 6 August 2024 Recommendations	43
10.7.2. A&R 9.3.1. Interim External Audit Findings - 2023-24 Financial Year	43
10.7.3. A&R 9.3.2. Internal Audit Plan 2024-2027	44
10.7.4. A & R 9.3.3. City of Kalamunda Risk Profile	44
11. Motions of Which Previous Notice has been Given	45
11.1. Community Event 'Red Flags in Toxic Relationships'	45
11.2. Positive Pathways Conference - Small Towns.....	46
11.3. Kalamunda Rugby Union Club 50th Anniversary	47
12. Questions by Members Without Notice	47
13. Questions by Members of Which Due Notice has been Given.....	49
14. Urgent Business Approved by the Presiding Member or by Decision.....	50
15. Meeting Closed to the Public	50
16. Tabled Documents	51
17. Closure.....	51

1. Official Opening

The Presiding Member opened the meeting at 6:30pm and welcomed Councillors, Staff, Members of the Public Gallery and those watching via live stream. The Presiding Member also acknowledged the Traditional Owners of the land on which we meet the Whadjuk Noongar people.

2. Attendance, Apologies and Leave of Absence Previously Approved

Mayor

Margaret Thomas JP (Presiding Member)

Councillors

South East Ward

John Giardina

Geoff Stallard

South West Ward

Mary Cannon

Brooke O'Donnell (online)

North West Ward

Lisa Cooper (online)

Dylan O'Connor

North Ward

David Modolo

Kathy Ritchie

Members of Staff

Chief Executive Officer

Anthony Vuleta - Chief Executive Officer

Executive Team

Sinead McGuire - Director Asset Services

Freya Ayliffe - A/Director Community Engagement

Rajesh Malde - A/Director Corporate Services

Nathan Ritchie - Director Development Services

Management Team

Brett Byfield - Coordinator Corporate Systems

Mandy Skeates - Manager Economic & Cultural Services

Administration Support

Darrell Forrest - Governance Advisor

Donna McPherson - Executive Assistant to the CEO

Members of the Public 2

Members of the Press Nil.

Apologies

Gary Ticehurst - Director Corporate Services

Leave of Absence Previously Approved Nil.

3. Public Question Time

3.1. Questions Taken on Notice at Previous Meeting

3.1.1 Michael Ryan, High Wycombe (taken on notice 23 July 2024)

Q1. Can the community please have a copy of the attachment to the Department of Transport document dated 25 June 2012, which is referred to in their correspondence dated 18 October 20213?

A1. It is noted that the Department of Transport submission dated 16 May 2012 was in response to the draft Forrestfield / High Wycombe Industrial Area Local Structure Plan which was not the subject of the questions raised at the 28 May 2024 Ordinary Council Meeting. The question was in relation to Metropolitan Region Scheme 1282/57. The City is in the process of obtaining this background information and will contact Mr Ryan with a copy once available.

Q2. Please provide details of correspondence from the Main Roads, Department of Transport, PTA, WAPC, DPLH, or any relevant 'approval authority' which approves the City delaying construction of the industrial road for Sultana Road West, and for a delay it seems of 25years [2016 to 2041]. Development Control 4.1 should otherwise have been complied with and the road already constructed. The answer to be provided in the Minutes noting the dates and terms of the exemption. I, for one, will challenge the grounds for any exemptions the City has. Road construction ASAP.

A2. The City has not deferred the delivery of Sultana Road West for 25 years. Consistent with the sequencing of other infrastructure in the Forrestfield / High Wycombe Stage 1 Industrial Area (FF/HW Industrial Area), priority and timing for the delivery of infrastructure is guided by a range of principles and in particular, the availability of funding for the infrastructure being a key consideration. The City has not identified a source of pre-funding for Sultana Road West, however this would be necessary in order to bring forward its delivery and will be investigated in the context of normalising the FF/HW Industrial Area.

Q3. When will the City be presenting Council with its submission and seek approval to send the DCP for High Wycombe South to the WAPC. We need 4 weeks to review it and then present questions to Council at the Public Agenda Briefing Forum (PABF) Council Meeting. Will the City provide us with 4 weeks access to the DCP before the PABF Council meeting instead of the usual 4 days?

- A3. The City is currently considering submissions and updating technical inputs to finalise its recommendation on Amendment 113 to Local Planning Scheme No. 3. While the City is unable to confirm the Council meeting date at this stage, it is aiming to complete the report for Council's consideration by September 2024. The publication of the agenda will be undertaken in accordance with relevant requirements of the Local Government Act and Regulations.

3.2. Public Question Time

3.1 Peter Forrest, Kalamunda

- Q. Would council consider the idea of transplanting the roses in garden beds on Canning Road to another location to assist with road safety for pedestrians and improve visibility when turning on and off Canning Road into and out of the town centre?

A. Taken on notice.

4. Petitions/Deputations

4.1 Nil.

5. Applications for Leave of Absence

5.1 Nil.

6. Confirmation of Minutes from Previous Meeting

6.1 RESOLVED OCM 102/2024

That the Minutes of the Ordinary Council Meeting held on XXX, as published and circulated, are confirmed as a true and accurate record of the proceedings.

Moved: **Cr Kathy Ritchie**

Seconded: **Cr Geoff Stallard**

Vote: For: **Mayor Margaret Thomas, Cr Dylan O'Connor, Cr John Giardina, Cr Geoff Stallard, Cr Mary Cannon, Cr Brooke O'Donnell, Cr Lisa Cooper, Cr Kathy Ritchie and Cr David Modolo**

Against: **Nil**

CARRIED UNANIMOUSLY (9/0)

7. Announcements by the Member Presiding Without Discussion

This past month has been a whirlwind of events, highlighting the strength and diversity of our incredible community.

At the end of July, I joined the Kalamunda Volunteer Bushfire Brigade at their annual awards night. It was a deeply moving evening, honouring the dedication of our volunteers who work tirelessly to keep us safe. My heartfelt thanks go to Councillor Giardina for joining us and showing support for these remarkable individuals.

Our community's spirit shone brightly again with the launch of a special Intergenerational Storytelling project at Lesmurdie Senior High School. This initiative, which has been developing for months, pairs 14 local seniors with Year 11 students from the school. These seniors will share their life stories with the students, fostering a beautiful connection between generations. It's a wonderful example of how we can bridge the gap between age groups and preserve our community's rich history.

We also had the privilege of recognising outstanding volunteers at the Hasluck Volunteer Awards Ceremony. This year, 15 local heroes were honoured for their contributions across various vital areas, including environmental conservation, sports leadership, and youth education. Their dedication truly embodies the spirit of Kalamunda, and I am deeply grateful for their unwavering commitment to improving our community.

Next we welcomed a delegation from Nogi Machi, Japan, including their Board of Education and Junior High School officials. Councillor Ritchie, our CEO, and I had the pleasure of showing them around our Council Chambers and discussing our community and local government operations. The exchange of gifts and ideas was a wonderful opportunity to strengthen the bonds of friendship and cultural exchange between our communities.

We also participated in the In Your Neighbourhood event hosted by the Hawaiian Forrestfield Shopping Centre. This event allowed us to share information about the City's services, priorities, and initiatives for the coming year.

Lastly, I had the joy of attending the Kalability Kickability Carnival. It was truly heartwarming to see the community come together in such an inclusive and supportive environment, celebrating the spirit of fun and togetherness.

Before I wrap up, I'd like to extend heartfelt congratulations to two of our City staff who were recognised as finalists in the Rhonda Hardy Women of Excellence Award by the Australian Local Government Women's Association – WA Branch. Amberley Bradley, Coordinator of Community Services, and Amanda Widjaja, Manager of Asset Maintenance, are both outstanding leaders who make us proud every day.

I also want to acknowledge Nicole O'Neill, our former Director Community Engagement, who received a commendation. The top honour went to Rebecca Maccario, Manager of Strategic and Organisational Development at the City of Joondalup.

On behalf of the City, I'd like to congratulate all nominees on their well-deserved recognition in honour of our former CEO, who was a true champion of women's leadership.

Thank you all for your continued dedication to making Kalamunda a thriving and connected community.

8. Matters for Which the Meeting may be Closed

- 8.1 Item 10.6.2 Debtors and Creditors Reports for the month of July 2024 – **Confidential Attachments** - 1. Creditor Payments for the Period ended 31 July 2024 2. Corporate Credit Card Payments 28 May to 26 June 2024 –

Reason for Confidentiality: *Local Government Act 1995 (WA) Section 5.23 (2) (e) - "matter that if disclosed, would reveal - (i) a trade secret; (ii) information that has a commercial value to a person; or (iii) information about the business, professional, commercial or financial affairs of a person; - where the trade secret or information is held by, or is about a person other than the local government"*

- 8.2 Item 10.6.4 Award of Tender – Provision of an Enterprise Resource Planning System (ERP) [RFT 2319]

Reason for Confidentiality: *Local Government Act 1995 (WA) Section 5.23 (2) (c) - "a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting."*

8.3 Item 10.7.2 A&R 9.3.1 Interim External Audit Findings - 2023-24 Financial Year – **Confidential Attachment**

Reason for Confidentiality: *Local Government Act 1995 (WA) Section 5.23 (2) (f) - "a matter that if disclosed, could be reasonably expected to - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; (ii) endanger the security of the local government's property; or (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety"*

8.4 Item 10.7.3 A&R 9.3.2 Internal Audit Plan 2024-2027 - **Confidential Attachment**

Reason for Confidentiality: *Local Government Act 1995 (WA) Section 5.23 (2) (f) - "a matter that if disclosed, could be reasonably expected to - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; (ii) endanger the security of the local government's property; or (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety"*

9. Disclosure of Interest

9.1. Disclosure of Financial and Proximity Interests

- a) Members must disclose the nature of their interest in matters to be discussed at the meeting. (Section 5.56 of the *Local Government Act 1995*.)
- b) Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting. (Section 5.70 of the *Local Government Act 1995*.)

9.1.1 Nil.

9.2. Disclosure of Interest Affecting Impartiality

- a) Members and staff must disclose their interest in matters to be discussed at the meeting in respect of which the member or employee had given or will give advice.

9.2.1 Mayor Margaret Thomas declared an Interest Affecting Impartiality on Item 11.2 for Positive Pathways Conference Small Towns. Mayor Thomas is giving the opening address at the conference and will be hosting an event at her property in Pickering Brook.

9.2.2 Cr John Giardina declared an Interest Affecting Impartiality on Item 11.2 for Positive Pathways Conference Small Towns. Cr Giardina will be volunteering at the conference.

9.2.3 Mr Anthony Vuleta declared an Interest Affecting Impartiality on Item 11.2 for Positive Pathways Conference Small Towns. Mr Vuleta will be presenting at the conference.

10. Reports to Council

10.1. Development Services Reports

No reports presented.

10.2. Asset Services Reports

No reports presented.

10.3. Corporate Services Reports

10.3.1. Corporate Business Plan - Quarterly Update - April to June 2024

Declaration of financial / conflict of interests to be recorded prior to dealing with each item.

Previous Items	
Directorate	Corporate Services
Business Unit	Director Corporate Services
File Reference	3.009509
Applicant	City of Kalamunda
Owner	City of Kalamunda

Attachments	1. Corporate Plan Report April - June 2024 [10.3.1.1 - 58 pages]
-------------	--

TYPE OF REPORT

Advocacy	When Council is advocating on behalf of the community to another level of government/body/agency
Executive	When Council is undertaking its substantive role of direction setting and oversight (eg accepting tenders, adopting plans and budgets)
√ Information	For Council to note
Legislative	Includes adopting Local Laws, Town Planning Schemes and Policies. When Council determines a matter that directly impacts a person's rights and interests where the principles of natural justice apply. Examples include town planning applications, building licences, other permits or licences issued under other Legislation or matters that could be subject to appeal to the State Administrative Tribunal

STRATEGIC PLANNING ALIGNMENT

Kalamunda Advancing Strategic Community Plan to 2031

Priority 4: Kalamunda Leads

Objective 4.1 - To provide leadership through transparent governance.

Strategy 4.1.1 - Provide good governance.

EXECUTIVE SUMMARY

1. The purpose of this report is to provide Council with the progress on the City of Kalamunda's (City) achievement against "Kalamunda Achieving: Corporate Business Plan 2023-2027" for the period April to June 2024.
2. On average, actions from the Corporate Business Plan are 88.3% complete at the end of the final quarter, 30 June 2024.
3. It is recommended that Council notes the quarterly report for the Corporate Business Plan for the period April to June 2024.

BACKGROUND

4. Kalamunda Achieving: Corporate Business Plan 2023-2027 (CBP) was endorsed by Council at the Special Council Meeting on 26 June 2023.
5. The CBP outlines the major projects, including capital works and operational recurrent services for the City. It then links those projects and services to the Asset Plans, Long Term Financial Plan and Workforce Plan.
6. The CBP is a component of the City of Kalamunda's integrated planning and reporting framework.
7. The Chief Executive Officer, Directors and Managers have individual performance objectives directly linked to their achievement of the CBP in 2023/24.

DETAILS AND ANALYSIS

8. The CBP is comprised of 4 Strategic Priority areas, being:
 1. Kalamunda Cares and Interacts
 2. Kalamunda Clean and Green
 3. Kalamunda Develops
 4. Kalamunda Leads
9. There are 132 individual actions set out within the CBP for the 2023/24 year. Progress reporting is provided as Attachment 1 to this report.
10. The report reflects the management progress report against the work schedule for each of the individual actions, as at 30 June 2024.
11. The CBP actions are on average 88.3% complete. The average target at the end of the final quarter is 93.6%, indicating that progress, on average, is slightly behind schedule. The average target is less than 100% because some actions have been deferred to later years.

- 12. Achievement of target is measured by comparing the target completion % to the actual completion %. For example, if the target is 25%, but the action is actually 50% complete, this represents an achievement of 200%.

APPLICABLE LAW

- 13. All local governments are required, by legislation, to develop a Corporate Business Plan to fulfil the statutory obligations of section 5.56 of the *Local Government Act 1995 (WA)*, which is effectively the City’s ‘plan for the future’.
- 14. The *Local Government (Administration) Regulations 1996* provides detail as to the content of the Corporate Business Plan.

APPLICABLE POLICY

- 15. Nil.

STAKEHOLDER ENGAGEMENT

- 16. This report reflects input from Directors and Managers throughout the City.
- 17. Various external stakeholders and community members have been involved in the achievement of the CBP.

FINANCIAL CONSIDERATIONS

- 18. This plan is delivered within the City’s approved Annual Budget and Long Term Financial Plan.

SUSTAINABILITY

- 19. Nil.

RISK MANAGEMENT

20.	Risk: The City lacks transparency in its achievement of the statutory requirements of the Corporate Business Plan leading to reputational impacts		
	Consequence	Likelihood	Rating
	Moderate	Unlikely	Low
	Action/Strategy		
	Quarterly reports are provided to Council of progress against the CBP and are publicly available		

CONCLUSION

21. The City is working to carry out the actions listed in the Corporate Business Plan. On average, actions from the Corporate Business Plan are 88.3% complete at the end of the final quarter of 2023/2024.

Voting Requirements: Simple Majority

RESOLVED OCM 103/2024

That Council NOTE the quarterly report for the Kalamunda Achieving: Corporate Business Plan 2023-2027 for the period April to June 2024.

Moved: **Cr Dylan O'Connor**

Seconded: **Cr David Modolo**

Vote: For: **Mayor Margaret Thomas, Cr Dylan O'Connor, Cr John Giardina, Cr Geoff Stallard, Cr Mary Cannon, Cr Brooke O'Donnell, Cr Lisa Cooper, Cr Kathy Ritchie and Cr David Modolo**

Against: **Nil**

CARRIED UNANIMOUSLY (9/0)

10.4. Community Engagement Reports

10.4.1. Cultural Activities and Event Sponsorship and Donations 2024/2025

Declaration of financial / conflict of interests to be recorded prior to dealing with each item.

Previous Items	
Directorate	Community Engagement
Business Unit	Economic and Cultural Services
File Reference	
Applicant	
Owner	
Attachments	1. Cultural Activities and Event Sponsorship Reccomendations 24 25 (1) [10.4.1.1 - 1 page]

TYPE OF REPORT

Advocacy	When Council is advocating on behalf of the community to another level of government/body/agency
√ Executive	When Council is undertaking its substantive role of direction setting and oversight (eg accepting tenders, adopting plans and budgets)
Information	For Council to note
Legislative	Includes adopting Local Laws, Town Planning Schemes and Policies. When Council determines a matter that directly impacts a person’s rights and interests where the principles of natural justice apply. Examples include town planning applications, building licences, other permits or licences issued under other Legislation or matters that could be subject to appeal to the State Administrative Tribunal

STRATEGIC PLANNING ALIGNMENT

Kalamunda Advancing Strategic Community Plan to 2031

Priority 1: Kalamunda Cares and Interacts

Objective 1.3 - To support the active participation of local communities.

Strategy 1.3.2 - Encourage and promote the active participation in social and cultural events in the City of Kalamunda.

EXECUTIVE SUMMARY

1. The purpose of this report is to consider the outcome of applications for the Cultural Activities and Event Sponsorship Program 2024/25.
2. The City of Kalamunda Cultural Activities and Event Sponsorship and Donations Program aims to support organisations and community groups in the running of events that have a direct benefit to the local community and visitors.
3. The recommendation is to approve funding for Event Sponsorship as per Attachment 1.

BACKGROUND

4. Applications for Cultural Activities and Event Sponsorship and Donations Program opportunities opened on 5 April 2024 and closed on 15 May 2024.
5. All Event Sponsorships and Donations were assessed against the 2024/25 Guidelines, which includes two tiers of sponsorship being:
 - Small Event Sponsorship (eligible groups must be not-for-profit organisations, charitable organisations or community groups) and;
 - Cultural Activities & Event Sponsorship (larger events that have a direct benefit to the community or visitors and offers positive promotion of the City).
6. The Event Sponsorship program is a competitive process with a capped amount available to be awarded each year.
7. The Event Sponsorship and Donations budget for 2024/25 was approved at the Special Council Meeting on 1 July 2024.

DETAILS AND ANALYSIS

8. The City promoted the 2024/25 Cultural Activities and Event Sponsorship and Donations funding round via social media, website, electronic direct mail and hard copies distributed to City Libraries and Administration Centre.
9. To be considered for sponsorship events must:
 - Be accessible, free or low-cost.
 - Demonstrate benefit to the wider community or a specific community group.
 - Align with the City's values and objectives as set out in the Strategic Community Plan.

- Provide promotional opportunities for the City.
10. Examples of events that may be supported include but are not limited to:
- Cultural or community events.
 - Carnivals, festivals or fairs held within the City.
 - Community development and welfare events or programs for specific target groups
11. The Event Donations program (small events sponsorship) aims to support a wide range of organisations and initiatives and as such, organisations are assessed on a case-by-case basis. Eligible groups must be:
- Not-for-profit organisations
 - Charitable organisations
 - Community organisations
12. Cultural Activities & Event Sponsorship eligibility is much broader:
- The City 's Cultural Activities & Event Sponsorship (CA&ES) program aims to support organisations and community groups in the running of larger events that have a direct benefit to the local community or visitors to the City and offer positive promotion of the City's brand to its target markets.
- All approved events are required to submit an event application and agree to the conditions applied regarding acquittal procedures.
13. Attachment 1 details the successful applicants and proposed amount of funding for approval.

APPLICABLE LAW

14. *Local Government Act 1995*

APPLICABLE POLICY

15. Service 6 – Event Sponsorship and Donations

STAKEHOLDER ENGAGEMENT

16. Advertising and promotion was undertaken to raise awareness of the grant round being open.

FINANCIAL CONSIDERATIONS

17. Funding of \$30,000 was approved as part of the 2023/25 Budget. The allocation is within this amount.

SUSTAINABILITY

- 18. A panel of relevant expertise reviews each application against the criteria within the application, with a strong focus on sustainability, seeking joint funding and partnership opportunities as a priority.

RISK MANAGEMENT

19.	Risk: That Events are unable to progress due to unforeseen circumstances.		
	Consequence	Likelihood	Rating
	Moderate	Possible	Medium
	Action/Strategy		
	Ensure clear guidance for event organisers to facilitate a robust event.		

CONCLUSION

- 20. It is noted that there were a small number of applications for funding in this round, with some of the applications submitted being incomplete. The administration did follow up with the groups that submitted incomplete applications, however, they did not submit any further documentation or a revised application.
- 21. All organisations who are successful in receiving event sponsorship are required to ensure the City of Kalamunda is referenced in their promotional materials and at their events.

Voting Requirements: Simple Majority

RESOLVED OCM 104/2024

That Council APPROVE the Events Sponsorship and Donations applications as detailed in Attachment 1.

Moved: **Cr Geoff Stallard**

Seconded: **Cr Dylan O'Connor**

Vote: For: **Mayor Margaret Thomas, Cr Dylan O'Connor, Cr John Giardina, Cr Geoff Stallard, Cr Mary Cannon, Cr Brooke O'Donnell, Cr Lisa Cooper, Cr Kathy Ritchie and Cr David Modolo**

Against: **Nil**

CARRIED UNANIMOUSLY (9/0)

10.5. Office of the CEO Reports

No reports presented.

10.6. Chief Executive Officer Reports

10.6.1. Monthly Financial Statements to 31 July 2024

Declaration of financial / conflict of interests to be recorded prior to dealing with each item.

Previous Items	N/A
Directorate	Corporate Services
Business Unit	Financial Services
File Reference	FIR-SRR-006
Applicant	N/A
Owner	N/A
Attachments	<ol style="list-style-type: none"> 1. Statement of Financial Activity for the month ended 31 July 2024 [10.6.1.1 - 1 page] 2. Statement of Net Current Funding Position as at 31 July 2024 [10.6.1.2 - 1 page] 3. Statement of Financial Position as at 31 July 2024 [10.6.1.3 - 1 page] 4. 2024-2025 Revised Operating Budget Adjustments [10.6.1.4 - 1 page] 5. 2024-2025 Carry forward CAPEX Budget Adjustments [10.6.1.5 - 1 page]

TYPE OF REPORT

Advocacy	When Council is advocating on behalf of the community to another level of government/body/agency
Executive	When Council is undertaking its substantive role of direction setting and oversight (e.g. accepting tenders, adopting plans and budgets)
Information	For Council to note
√ Legislative	Includes adopting Local Laws, Town Planning Schemes, and Policies. When the Council determines a matter that directly impacts a person’s rights and interests where the principles of natural justice apply. Examples include town planning applications, building licenses, other permits or licenses issued under other Legislation or matters that could be subject to appeal to the State Administrative Tribunal

STRATEGIC PLANNING ALIGNMENT

Kalamunda Advancing Strategic Community Plan to 2031

Priority 4: Kalamunda Leads

Objective 4.1 - To provide leadership through transparent governance.

Strategy 4.1.1 - Provide good governance.

Strategy 4.1.2 - Build an effective and efficient service-based organisation.

EXECUTIVE SUMMARY

1. The purpose of this report is to provide Council with the Statutory Financial Statements for the period ended 31 July 2024.
2. The Statutory Financial Statements report on the activity of the City of Kalamunda (City) with the comparison of the period's performance against the budget adopted by Council on 1 July 2024 and any subsequent amendments for the 2024/2025 financial year to the reporting date.
3. It is recommended that Council receives the draft Monthly Statutory Financial Statements for the month of July 2024, which comprise:
 - a) Statement of Financial Activity by Nature for the period ended to 31 July 2024.
 - b) Net Current Funding Position, note to financial report as of 31 July 2024.
 - c) Statement of Financial Position for the period ended to 31 July 2024.

BACKGROUND

4. The Statement of Financial Activity (Attachment 1), incorporating various sub-statements, has been prepared in accordance with the requirements of the *Local Government Act 1995 (Act)* and Regulation 34 of the *Local Government (Financial Management) Regulations 1996*.
5. The Statement of Financial Position (Attachment 3, incorporating various sub-statements, has been prepared in accordance with the requirements of the *Local Government Act 1995 (Act)* and Regulation 35 of the *Local Government (Financial Management) Regulations 1996*.

DETAILS AND ANALYSIS

6. The Act requires the Council to adopt a percentage or value to be used in reporting variances against the Budget. Council has adopted the reportable variances of 10% or \$50,000 whichever is greater.

FINANCIAL COMMENTARY

Draft Statement of Financial Activity by Nature and Type for the twelve months ended 31 July 2024

7. This Statement reveals a net result surplus of \$67,074,619 compared to the budget for the same period of \$54,721,838 resulting in a variance of \$12,352,783. This is largely due to higher opening surplus than budgeted worth \$7,930,843. The balance of the variance is primarily comprised of the operating activities variance of \$2,673,656 and a variance of \$2,556,967 in investing activities.

The opening surplus position reported is an interim position, subject to year-end provisions and adjustments and final agreed upon changes as part of the external audit planned to be concluded in October 2024.

Operating Revenue

8. Total Revenue including rates is over budget by \$121,568. This is made up as follows:
- a) Rates generation is trending along the budget with a minor variance of \$224,402 mainly as a result of UV valuation changes not incorporated when the budget was modelled.
 - b) Operating Grants, Subsidies and Contributions are under budget by \$89,070. The variance is attributable to the timing of a confidential settlement with the City. The third party has been billed in August and funds are expected shortly.
 - c) Fees and Charges are over budget by \$75,345. The variance is attributable to Environmental Health Fee collection being higher than budget by \$78,837.
 - d) Interest income is over budget by \$28,473. The variance is attributed to the higher interest rates available and the lower capital works expenditure which has resulted in a higher-than-expected cash balance available for investment.
 - e) Other Revenue is above budget by \$137,717, and the variance is mainly due to discount in software licences that the City has been able to negotiate that was not budgeted otherwise.
 - f) Ex-Gratia Rates Revenue is tracking lower than budget by \$114,466 due to a timing variance in relation to the Ex-Gratia Rates due from the Dampier Bunbury Gas Pipeline.

Operating Expenditure

9. Total expenditure is under budget by \$2,815,843. The significant variances within the individual categories are as follows:
- a) Employment Costs are under budget by \$750,207 which is due to minor delays in the recruitment of new and vacant positions across several business units. Hiring activity is currently being undertaken to fill several positions.
 - b) Materials and Contracts are under budget by \$1,836,840. The variance is mainly due to the timing of invoices for waste services, building maintenance and infrastructure maintenance costs in the first month for which accruals will be processed to recognise this. .
 - c) Utilities are below budget by \$110,524 largely due to lower than budgeted street lighting costs, which is a timing issue.
 - d) Depreciation, although a non-cash cost, is tracking under budget by \$152,186 due to estimated depreciation being recorded pending adjustments to be posted after Capitalisation of Infrastructure and Building Assets as year-end process.
 - e) Interest expense is tracking within the reportable variance threshold, whereas Insurance is over budget by \$60,417 due to higher insurance premium expense for Community Halls & Buildings, Ray Owen Sports Centre and Leased Properties.
 - f) Other expenditure is under budget by \$26,518. The variance is mainly due to timing difference of donations & contributions expenditure than budgeted.

Investing Activities

Non-operating Grants and Contributions

10. The non-operating grants and contributions is under budget by \$125,674. This is mainly due to the timing difference of receipts of grants for capital works projects and the project delivery.

The City has completed the final quarter reporting for the Local Roads Community & Infrastructure Programme and have received confirmation that \$453,130 in respect for LRCIP Phase 3 for Stirk Park Playground improvements will be paid in August 2024.

Capital Expenditure

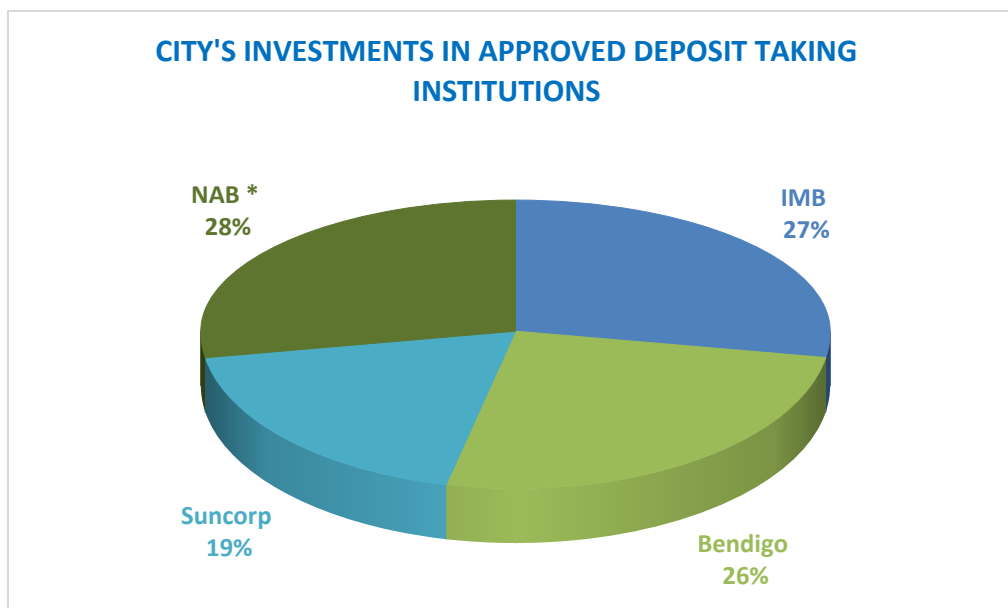
11. The total Capital Expenditure on Property, Plant, Equipment, and Infrastructure Assets (excluding Capital Work in Progress) is under budget by \$2,615,658. Phasing of the projects is being looked into to better align the expenditure with the budget.

Financing Activities

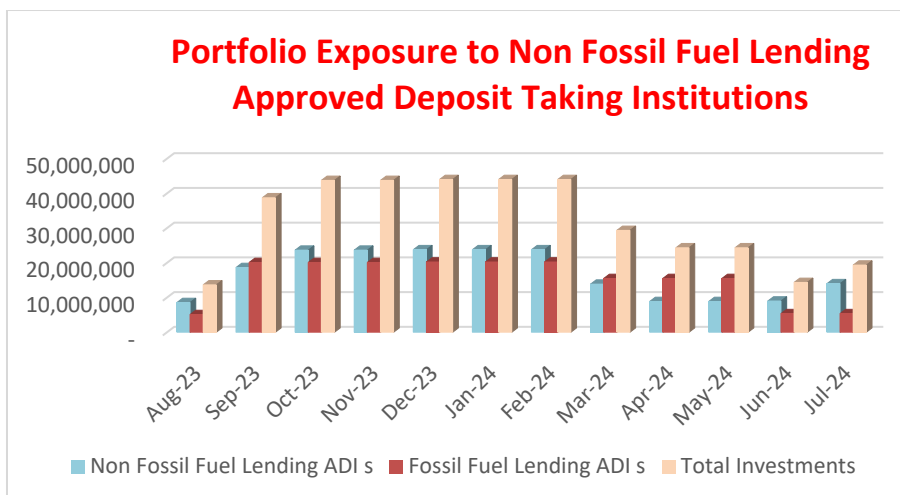
12. The amounts attributable to financing activities show a variance from budget by \$808,685 which is mainly due to the timing difference of reserve transfers that are usually made towards the year end.

Statement of Net Current Funding Position as of 31 July 2024

13. The commentary on the net current funding position is based on a comparison of July 2024 to the July 2023 actuals.
14. Net Current Assets (Current Assets less Current Liabilities) total \$98.3 million. The restricted cash position is \$35.6 million which is higher than the previous year's balance of \$23.4 million due to lower Capital expenditure in 2023/2024.
15. The following graph indicates the financial institutions where the City has investments as of 31 July 2024. Investments yields are between 4%-5.5% depending on length of deposits.



*Financial Institutions with Investments in the Fossil Fuel Industry



- 16. Rates debtors are currently \$42.4 million with the 1st Instalment due date set at 20 August 2024 by which time a significant portion of the amount outstanding is expected to be paid. Details are contained in the Rates Report to Council.
- 17. Sundry debtors have increased from \$243,615 to \$543,865 of which \$421,678 consist of current debt due within 30 days. Details are contained in the Debtors and Creditors Report to Council.
- 18. Receivables Other represent \$20.8 million including:
 - a) Emergency Service Levy receivables \$7.0 million.
 - b) Receivables Sanitation \$11.7 million.
- 19. Provisions for annual and long service leave have decreased by \$362,717 from \$4.7 million to \$4.3 million when compared to the previous year. Year-end provision adjustments are yet to be completed which could impact the closing position.

Proposed Budget Amendments

- 20. Operating Projects changes as follows:

A review of the financials, project delivery timelines and estimated costs has necessitated some budget lines to be amended to accommodate new requirements of the following projects.

 - N547 – Specified Asset Data Collection
 - N589 – Completion of Pits & Drains Asset Data Collection

The details are stated in the Attachment Operating Expenditure adjustments detailed in Attachment 4.

The net impact is the operating surplus position for 2024/25 will be reduced by \$254,000 which will be offset by a higher closing 2023/24

surplus position by the same amount as the expenditure planned in 2023/24 didn't occur.

21. Capital Works changes as follows:

As part of the deliberation of the 2024/25 Annual Budget which were concluded in June 2024, an estimate of the carry over amount was made for projects that were ongoing and were earmarked as having un-spent funds that would be needed to be completed in 2024/25 financial year.

The City has completed a review of the 2023/24 projects and require minor amendments in the carry over amounts to allow for corrections of these estimates. These are detailed in Attachment 5 with an amount \$114,529 requested for amendment with impacts determined across reserves and grants & contributions.

The \$114,529 amendment reduces the closing surplus position which will be offset by the amended opening surplus position once the 2023/24 financials are audited.

22. Voted Works:

The budget provisioned an amount of \$100,000 for voted works. No applications have been received at this point.

APPLICABLE LAW

23. *The Local Government Act 1995 s6.8 and the Local Government (Financial Management) Regulations 1996 s34 and s35.*

APPLICABLE POLICY

24. Nil.

STAKEHOLDER ENGAGEMENT

Internal Referrals

25. The City's executive and management monitor and review the underlying business unit reports which form the consolidated results presented in this report.

External Referrals

26. As noted in point 22 above, the City is required to present to the Council a monthly statement of financial activity with explanations for major variances.

FINANCIAL CONSIDERATIONS

27. The City’s financial position continues to be closely monitored to ensure it is operating sustainably and to allow for future capacity.

SUSTAINABILITY

Social Implications

28. Nil.

Economic Implications

29. Nil.

Environmental Implications

30. Nil.

RISK MANAGEMENT

31.

Risk: Over-spending the budget.		
Consequence	Likelihood	Rating
Moderate	Possible	Medium
Action/Strategy		
Monthly management reports are reviewed by the City and Council. Procurement compliance is centrally controlled via the Finance Department.		

32.

Risk: Non-compliance with Financial Regulations		
Consequence	Likelihood	Rating
Moderate	Unlikely	Low
Action / Strategy		
The financial report is scrutinised by the City to ensure that all statutory requirements are met. Internal Audit reviews to ensure compliance with Financial Regulations. External Audit confirms compliance.		

CONCLUSION

33. The City's Financial Statement as of 31 July 2024 reflects the un-audited closing surplus position and is subject to change with year-end provisions and agreed upon audit adjustments.

Voting Requirements: Absolute Majority

RESOLVED OCM 105/2024

That Council

1. RECEIVE the Monthly Statutory Financial Statements for the period ended 31 July 2024 which comprises:
 - a) Statement of Financial Activity (Nature or Type) for period ended 31 July 2024 (Attachment 1).
 - b) Net Current Funding Position, note to financial report as of 31 July 2024 (Attachment 2).
 - c) Statement of Financial Position as of 31 July 2024 (Attachment 3).
2. Pursuant to section 6.8 (1)(c) of the *Local Government Act 1995* AUTHORISE amendment to the 2024/25 Budget as detailed in Attachments 4 and 5.

Moved: **Cr Geoff Stallard**

Seconded: **Cr Dylan O'Connor**

Vote: For: **Mayor Margaret Thomas, Cr Dylan O'Connor, Cr John Giardina, Cr Geoff Stallard, Cr Mary Cannon, Cr Brooke O'Donnell, Cr Lisa Cooper, Cr Kathy Ritchie and Cr David Modolo**

Against: **Nil**

CARRIED UNANIMOUSLY/ABSOLUTE MAJORITY (9/0)

10.6.2. Debtors and Creditors Reports for the month of July 2024

Declaration of financial / conflict of interests to be recorded prior to dealing with each item.

Previous Items	N/A
Directorate	Corporate Services
Business Unit	Financial Services
File Reference	FI-CRS-002
Applicant	N/A
Owner	N/A
Attachments	<ol style="list-style-type: none"> 1. Creditor Payments for the Period ended 31 July 2024 - (Public) [10.6.2.1 - 17 pages] 2. Corporate Credit Card Payments 28 May to 26 June 2024 - (Public) [10.6.2.2 - 2 pages] 3. Summary of Debtors for the month of July 2024 [10.6.2.3 - 2 pages] 4. Summary of Creditors for month of July 2024 Final Report [10.6.2.4 - 1 page]
Confidential Attachments	<ol style="list-style-type: none"> 1. Creditor Payments for the Period ended 31 July 2024 – (Confidential) 2. Corporate Credit Card Payments 28 May to 26 June 2024 – (Confidential)

Reason for Confidentiality: *Local Government Act 1995 (WA) Section 5.23 (2) (e) - "matter that if disclosed, would reveal - (i) a trade secret; (ii) information that has a commercial value to a person; or (iii) information about the business, professional, commercial or financial affairs of a person; - where the trade secret or information is held by, or is about a person other than the local government"*

TYPE OF REPORT

Advocacy	When Council is advocating on behalf of the community to another level of government/body/agency
Executive	When Council is undertaking its substantive role of direction setting and oversight (e.g., accepting tenders, adopting plans and budgets)
Information	For Council to note
√ Legislative	Includes adopting Local Laws, Town Planning Schemes, and Policies. When Council determines a matter that directly impacts a person’s rights and interests where the principles of natural justice apply. Examples include town planning applications, building licenses, other permits or licenses issued under other Legislation, or matters that could be subject to appeal to the State Administrative Tribunal

STRATEGIC PLANNING ALIGNMENT

Kalamunda Advancing Strategic Community Plan to 2031

Priority 4: Kalamunda Leads

Objective 4.1 - To provide leadership through transparent governance.

Strategy 4.1.1 - Provide good governance.

EXECUTIVE SUMMARY

1. The purpose of this report is to provide Council with details of payments made from Municipal and Trust accounts together with outstanding debtors and creditors for the month of July 2024.
2. The report provides details of payments made from the Municipal and Trust Fund Accounts for the month of July 2024. It also includes details of employee purchases via purchasing cards for 28 May to 26 June 2024.
3. It is recommended that Council receive the list of:
 - a) payments made from the Municipal and Trust Fund Accounts for the month of July 2024,
 - b) payments made by employees via purchasing cards from 28 May to 26 June 2024.
The above two lists are in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996* (Regulation 13 & 13A); and
 - c) the outstanding debtors report and a creditors interim report for the month of July 2024.

BACKGROUND

4. Trade Debtors and Creditors are subject to strict monitoring and control procedures.
5. In accordance with *the Local Government (Financial Management) Regulations 1996* (Regulation 13) reporting on payments made from Municipal Fund and Trust Funds must occur monthly.
6. Effective from 1 September 2023 under *Local Government (Financial Management) Regulations 1996* (Regulation 13A)
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 information for each payment made since the last list was prepared;
 - a) The payee's name
 - b) The amount of the payment

- c) The date of the payment
- d) Sufficient information to identify the payment.

DETAILS AND ANALYSIS

Debtors

- 7. Sundry debtors as of 31 July were \$543,865. This includes \$422,918 of current debts and \$1,240, unallocated credits (excess or overpayments).
- 8. Invoices over 30 days total \$98,913, debts of significance:
 - a) Municipal Workcare, \$42,045, Workers Compensation;
 - b) City of Kalgoorlie Boulder, \$21,560, GIS Shared Service;
 - c) Water Corporation, \$10,000, Waterwise Grant;
 - d) Kalamunda District Rugby Union, \$9,884, Players Fees/Utilities; and
 - e) Forrestfield United Football Club, \$3,140, Utilities.
- 9. Invoices over 60 days total \$299, debts of significance – nil.
- 10. Invoices over 90 days total \$22,975, debts of significance:
 - a) Municipal Workcare, \$12,974, Workers Compensation; and
 - b) Private Citizen, \$9,281 Fire Break – Reimbursement.

Creditors

- 11. Payments totalling \$6,729,422.37 (excluding payroll) were made during the month of July 2024. Standard payment terms are 30 days from the end of the month, with local businesses and contractors on 14-day terms.

Administration have received in the past few months multiple requests to remove or redact names of individuals to protect their identity as payees. Based on the legislation and consulting with the Department, the administration have modified the names of payees from their full names to just show initials and surname where payments have been made to individual persons (see **Attachment 2**). The above does not affect Councillor names which is already public information.

12. Significant Municipal payments (GST inclusive – where applicable) made in the month were:

Supplier	Purpose	Amount (\$)
Cleanaway	Waste / recycling & bulk bin disposal services fees	840,404.42
LGIS WA	1st instalment – LGIS insurance - workers compensation - 30/06/24 - 30/06/25	640,169.75
Australian Taxation Office	PAYG payments	636,958.23
Aware Super Pty Ltd	Superannuation contributions	317,062.27
Kalamunda Electrics	Electrical supplies, installations, repairs and maintenance for various locations	265,842.25
Department of Education	Contribution - 2023/24 costs related to Ray Owen Reserve project	247,500.00
City of Cockburn	Disposal of general waste from the weekly residential waste collection	234,813.65
Dowsing Group Pty Ltd.	Supply & lay concrete pathways, maintenance & misc. works at various locations	231,849.33
Miracle Recreation Equipment	Supply & delivery of play equipment for magnolia reserve	172,788.00
Synergy	Power charges	163,113.92
Natural Area Management & Services	Supply, delivery and planting of plants as Tree Planting Program & Reserve Revegetation	121,878.85
Western Australian Treasury Corporation	Payment for Government guarantee fee invoice - June 2024 & repayment of loan no. 221.	121,067.18
Roe Management Pty Ltd.	Works bond refund - WAPC161915 - Coldwell Road	88,848.36
Carabiner Architects Pty Ltd.	Design services - Hartfield Park Master Plan - Stage 2	86,764.78
EV Charging Systems Pty Ltd.	Supply & delivery of electric vehicle charging station at operations centre including bollards & signage	85,481.07
Main Roads (WA)	Supply and install of signs and pavement markings for Strelitzia Avenue Forrestfield & Holmes Road Maida Vale	78,889.59
Beaver Tree Services	General tree services / under powerlines pruning for various locations	77,063.30
Cybercx Pty Ltd	Crowdstrike complete 2024 renewal - 01/07/24 - 30/06/25	72,686.58
McKay Earthmoving Pty Ltd	Plant equipment and operator hire for various locations	68,165.14

Contraflow	Traffic management for various locations	66,129.58
OCE Corporate Pty Ltd - Office Cleaning Experts	Cleaning services / consumables for various locations	65,923.07
Nintex Pty Ltd	Nintex process manager subscription July 1, 2024 to June 30, 2025	61,755.43
Sifting Sands	Maintenance sand clean at various reserves & playground areas	51,966.75

These payments total \$4,797,121.50 and represent 71% of all payments for the month.

Payroll

13. Net salaries (excluding taxes, superannuation and other deductions) are paid in fortnightly cycles. A total of \$2,154,888.62 was paid in net salaries for the month of July 2024.
14. Details are provided in Confidential Attachment 1 after the creditors' payment listing.

Trust Account Payments

15. The Trust Accounts maintained by the City of Kalamunda (City) relate to the following types:
 - a) CELL 9 Trust;
 - b) Public Open Space funds,
 - c) NBN Tower Pickering Brook Trust
16. The following payments (GST exclusive) were made from the Trust Accounts in July 2024.

Cell 9		Amount (\$)
Date	Description	
29/07/2024	City of Kalamunda – for Project Management Costs April – June 2024	7,354.00
31/07/2024	Rawlinsons WA – for Peer Review of Opinion of Probale costs submitted for the Bruce Road POS	4,950.00
31/07/2024	McGees Property – for review of Infrastructure Cost Sharing Arrangement - 2024	2,250.00

APPLICABLE LAW

17. Regulation 12(1) of the *Local Government (Financial Management) Regulations 1996*.
18. Regulation 13 & 13A of the *Local Government (Financial Management) Regulations 1996*.

APPLICABLE POLICY

19. Debt Collection Policy S-FIN02.
20. Register of Delegations from Council to CEO.

STAKEHOLDER ENGAGEMENT

Internal Referrals

21. Various business units are engaged to resolve outstanding debtors and creditors as required.

External Referrals

22. Debt collection matters are referred to the City's appointed debt collection agency when required.

FINANCIAL CONSIDERATIONS

23. The City will continue to closely manage debtors and creditors to ensure optimal cash flow management.

SUSTAINABILITY

24. Nil.

RISK MANAGEMENT

Debtors

25.	Risk: The City is exposed to the potential risk of the debtor failing to make payments resulting in the disruption of cash flow.						
	<table border="1" style="width: 100%;"> <tr> <th style="width: 33%;">Consequence</th> <th style="width: 33%;">Likelihood</th> <th style="width: 33%;">Rating</th> </tr> <tr> <td>Insignificant</td> <td>Possible</td> <td>Low</td> </tr> </table>	Consequence	Likelihood	Rating	Insignificant	Possible	Low
Consequence	Likelihood	Rating					
Insignificant	Possible	Low					
	Action/Strategy						
	Ensure debt collections are rigorously managed.						

Creditors

26.	Risk: Adverse credit ratings due to the City defaulting on the creditor.						
	<table border="1" style="width: 100%;"> <tr> <th style="width: 33%;">Consequence</th> <th style="width: 33%;">Likelihood</th> <th style="width: 33%;">Rating</th> </tr> <tr> <td>Insignificant</td> <td>Possible</td> <td>Low</td> </tr> </table>	Consequence	Likelihood	Rating	Insignificant	Possible	Low
Consequence	Likelihood	Rating					
Insignificant	Possible	Low					
	Action/Strategy						
	Ensure all disputes are resolved in a timely manner.						

CONCLUSION

27. Creditor payments are within the normal trend range.

Voting Requirements: Simple Majority

RESOLVED OCM 106/2024

That Council:

1. RECEIVE the list of payments made from the Municipal Accounts for the month of July 2024 (Confidential Attachment 1) in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996* (Regulation 13).
2. RECEIVE the list of payments made from 28 May to 26 June 2024 using Corporate Purchasing Cards (Confidential Attachment 2) in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996* (Regulation 13A).
3. RECEIVE the outstanding debtors report and creditors interim reports (Attachments 3-4) for the month of July 2024.

Moved: **Cr Kathy Ritchie**

Seconded: **Cr David Modolo**

Vote: For: **Mayor Margaret Thomas, Cr Dylan O'Connor, Cr John Giardina, Cr Geoff Stallard, Cr Mary Cannon, Cr Brooke O'Donnell, Cr Lisa Cooper, Cr Kathy Ritchie and Cr David Modolo**

Against: **Nil**

CARRIED UNANIMOUSLY (9/0)

10.6.3. Rates Debtors Report for the Period Ended 31 Aug 2024

Declaration of financial / conflict of interests to be recorded prior to dealing with each item.

Previous Items	N/A
Directorate	Corporate Services
Business Unit	Financial Services
File Reference	FI-DRS-004
Applicant	N/A
Owner	N/A
Attachments	1. Rates Report July 2024 [10.6.3.1 - 2 pages]

TYPE OF REPORT

Advocacy	When Council is advocating on behalf of the community to another level of government/body/agency
✓ Executive	When Council is undertaking its substantive role of direction setting and oversight (e.g. accepting tenders, adopting plans and budgets)
Information	For Council to note
Legislative	Includes adopting Local Laws, Town Planning Schemes and Policies. When Council determines a matter that directly impacts a person’s rights and interests where the principles of natural justice apply. Examples include town planning applications, building licences, other permits or licences issued under other Legislation or matters that could be subject to appeal to the State Administrative Tribunal

STRATEGIC PLANNING ALIGNMENT

Kalamunda Advancing Strategic Community Plan to 2031

Priority 4: Kalamunda Leads

Objective 4.1 - To provide leadership through transparent governance.

Strategy 4.1.1 - Provide good governance.

Strategy 4.1.2 - Build an effective and efficient service-based organisation.

EXECUTIVE SUMMARY

1. The purpose of this report is to provide Council with information on the rates collection percentage and the status of rates recovery actions.

2. The City of Kalamunda (City) levied rates for 2024/2025 on 1 July 2024 totalling \$47,050,028, with prior year outstanding rates of \$3,179,750 resulting in total rates collectable at 30 June 2025 to be \$49,074,962 (excludes deferred rates balance of \$1,154,816). Collections to date stand at \$6,997,470. This represents a collection rate of 14.26% which is comparable to the previous year of 13.34%. The detail is available in Attachment 1.
3. It is recommended that Council receive the Rates Debtors Reports for the month ending 30 June 2025 (Attachments 1).

BACKGROUND

4. Rate Notices were issued on 16 July 2024 with the following payment options available:

Options	Payment Dates			
Full payment	20 August 2024			
Two instalments	20 August 2024	24 December 2024		
Four instalments	20 August 2024	22 October 2024	24 December 2024	25 February 2025

DETAILS AND ANALYSIS

5. A total of 24,024 notices were issued on 16 July 2024. This consisted of 20,072 mailed rates notices, and 3,509 of eRates notices (12% take-up saving more than \$5,600 in postage and printing).
6. As of 31 July 2024, rates Levied and collectable for the 2024/2025 Financial Year is total \$49,074,962 (excluding deferred rates), with collections standing at \$6,997,470. Default amounts as of 30 June 2024 will be reflected as arrears in the new billing coming out on 16 July 2024 and collections will commence from in September 2024 once the 1st instalment date, 20 August 2024, is passed.

APPLICABLE LAW

7. The City collects its rates debts in accordance with the *Local Government Act 1995* Division 6 – Rates and Service Charges under the requirements of Subdivision 5 – Recovery of unpaid rates and service charges.

APPLICABLE POLICY

8. The City’s rates collection procedures are in accordance with the Debt Collection Policy S-FIN02.

STAKEHOLDER ENGAGEMENT

Internal Referrals

9. The City's Governance Unit has been briefed on the debt collection process.

External Referrals

10. The higher-level debt collection actions will be undertaken by an external collection agency.

FINANCIAL CONSIDERATIONS

11. The early raising of rates in July allows the City's operations to commence operations without delays improving cashflow, in addition to earning additional interest income.

SUSTAINABILITY

Social Implications

12. Debt collection can have implications upon those ratepayers facing financial hardship and the City must ensure equity in its debt collection policy and processes.
13. The City has "a smarter way to pay" direct debit option to help ease the financial hardship to its customers. This has proved very effective with a growing number of ratepayers taking advantage of this option. A "Smarter Way to Pay" allows ratepayers to pay smaller amounts on a continuous basis either weekly or fortnightly, helping to reduce their financial burden.

Economic Implications

14. Effective collection of all outstanding debtors leads to enhanced financial sustainability for the City.

Environmental Implications

15. The increase in the take up of eRates, as a system of Rate Notice delivery, will contribute to lower carbon emissions due to a reduction in printing and postage.

RISK MANAGEMENT

16.

Risk: Failure to collect outstanding rates and charges leading to cashflow issues within the current year.		
Consequence	Likelihood	Rating
Moderate	Likely	Medium
Action/Strategy		
Ensure debt collections are rigorously maintained.		

CONCLUSION

17. The current year collection rate is 14.26% compared to 13.34% last year. The City continues to effectively implement its rate collection strategy.

Voting Requirements: Simple Majority

RESOLVED OCM 107/2024

That Council RECEIVE the Rates Debtors Report for the Period ending 31 July 2024 (Attachment 1).

Moved: **Cr David Modolo**

Seconded: **Cr Geoff Stallard**

Vote: For: **Mayor Margaret Thomas, Cr Dylan O'Connor, Cr John Giardina, Cr Geoff Stallard, Cr Mary Cannon, Cr Brooke O'Donnell, Cr Lisa Cooper, Cr Kathy Ritchie and Cr David Modolo**

Against: **Nil**

CARRIED UNANIMOUSLY (9/0)

10.6.4. Award of Tender – Provision of an Enterprise Resource Planning System (ERP) [RFT 2319]

Declaration of financial / conflict of interests to be recorded prior to dealing with each item.

Previous Items	
Directorate	Office of the CEO
Business Unit	
File Reference	
Applicant	Nil.
Owner	Nil.

Attachments

Confidential Attachments	<ol style="list-style-type: none">1. RFT 2319 – Evaluation Report for the Supply and Implementation of an Enterprise Resource Planning System (ERP)2. RFT 2319 – Provision of an Enterprise Resource Planning System ERP
--------------------------	---

Reason for Confidentiality: Local Government Act 1995 (WA) Section 5.23 (2) (c) - "a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting."

TYPE OF REPORT

	Advocacy	When Council is advocating on behalf of the community to another level of government/body/agency
✓	Executive	When Council is undertaking its substantive role of direction setting and oversight (e.g. accepting tenders, adopting plans and budgets)
	Information	For Council to note
	Legislative	Includes adopting Local Laws, Town Planning Schemes and Policies. When Council determines a matter that directly impacts a person's rights and interests where the principles of natural justice apply. Examples include town planning applications, building licences, other permits or licences issued under other Legislation or matters that could be subject to appeal to the State Administrative Tribunal

RESOLVED OCM 113/2024

That Council:

1. AWARD Tender RFT 2319 to Technology One ABN 84 010 487 180 for the provision of a Software as a Service (SaaS) Enterprise Resource Planning (ERP) System at a total cost of \$5,107,803 excluding GST for a six-year period followed by a four-year period at a cost of \$3,726,153 excluding GST.
2. APPROVE the Chief Executive Officer on behalf of Council to finalise the contract with the successful supplier

Moved: **Cr Dylan O'Connor**

Seconded: **Cr Geoff Stallard**

Vote: For: **Mayor Margaret Thomas, Cr Dylan O'Connor, Cr John Giardina, Cr Geoff Stallard, Cr Mary Cannon, Cr Brooke O'Donnell, Cr Lisa Cooper, Cr Kathy Ritchie and Cr David Modolo**

Against: **Nil**

CARRIED UNANIMOUSLY (9/0)

10.7. Audit & Risk Committee

10.7.1. Audit & Risk Committee 6 August 2024 Recommendations

RESOLVED OCM 108/2024

That Council adopted the Committee Recommendations of the Audit & Risk Committee held on 6 August 2024 en bloc.

Moved: **Cr Dylan O'Connor**

Seconded: **Cr Geoff Stallard**

Vote: For: **Mayor Margaret Thomas, Cr Dylan O'Connor, Cr John Giardina, Cr Geoff Stallard, Cr Mary Cannon, Cr Brooke O'Donnell, Cr Lisa Cooper, Cr Kathy Ritchie and Cr David Modolo**

Against: **Nil**

CARRIED UNANIMOUSLY (9/0)

10.7.2. A&R 9.3.1. Interim External Audit Findings - 2023-24 Financial Year

EN BLOC RESOLUTION OCM 108/2024

That Council ACCEPT the findings of the Interim Audit undertaken for the financial year ending 30 June 2024 contained in Confidential Attachment 2.

Moved: **Cr Dylan O'Connor**

Seconded: **Cr Geoff Stallard**

Vote: For: **Mayor Margaret Thomas, Cr Dylan O'Connor, Cr John Giardina, Cr Geoff Stallard, Cr Mary Cannon, Cr Brooke O'Donnell, Cr Lisa Cooper, Cr Kathy Ritchie and Cr David Modolo**

Against: **Nil**

CARRIED UNANIMOUSLY (9/0)

10.7.3. A&R 9.3.2. Internal Audit Plan 2024-2027

EN BLOC RESOLUTION OCM 108/2024

That Council:

1. ENDORSE the Internal Audit Charter (Confidential Attachment 1).
2. ENDORSE the Strategic Internal Audit Plan for 2024 to 2027 (Confidential Attachment 2).
3. NOTE that the City will issue a Request for Tender (RFT) for the provision of Internal Audit Services within the first quarter of the 2024/25 financial year.

Moved: **Cr Dylan O'Connor**

Seconded: **Cr Geoff Stallard**

Vote: For: **Mayor Margaret Thomas, Cr Dylan O'Connor, Cr John Giardina, Cr Geoff Stallard, Cr Mary Cannon, Cr Brooke O'Donnell, Cr Lisa Cooper, Cr Kathy Ritchie and Cr David Modolo**

Against: **Nil**

CARRIED UNANIMOUSLY (9/0)

10.7.4. A & R 9.3.3. City of Kalamunda Risk Profile

EN BLOC RESOLUTION OCM 108/2024

That Council:

1. ENDORSE the Risk Profile (Attachment 1).
2. ENDORSE the Strategic Risk Register (Attachment 2).
3. ADOPT the Integrated Risk Management Plan (Attachment 3).

Moved: **Cr Dylan O'Connor**

Seconded: **Cr Geoff Stallard**

Vote: For: **Mayor Margaret Thomas, Cr Dylan O'Connor, Cr John Giardina, Cr Geoff Stallard, Cr Mary Cannon, Cr Brooke O'Donnell, Cr Lisa Cooper, Cr Kathy Ritchie and Cr David Modolo**

Against: **Nil**

CARRIED UNANIMOUSLY (9/0)

11. Motions of Which Previous Notice has been Given

11.1. Community Event 'Red Flags in Toxic Relationships'

Application for Expenditure from the 2024/25 Voted Works Reserve

Voting Requirements: Absolute Majority

RESOLVED OCM 109/2024

That Council

1. APPROVE a contribution of \$8,157 from the Voted Works Reserve towards the Community Event 'Red Flags in Toxic Relationships' to be held on 9 and 23 October 2024 at the Woodlupine Family Community Centre and Kalamunda Performing Arts Centre.
2. Pursuant to section 6.8(1)(c) of the *Local Government Act 1995*, AUTHORISES an amendment to the 2024/2025 Budget to transfer \$8,157 from the Voted Works Reserve to fund the expenditure.

Moved: **Mayor Margaret Thomas**

Seconded: **Cr John Giardina**

Vote: For: **Mayor Margaret Thomas, Cr Dylan O'Connor, Cr John Giardina, Cr Geoff Stallard, Cr Mary Cannon, Cr Brooke O'Donnell, Cr Lisa Cooper, Cr Kathy Ritchie and Cr David Modolo**

Against: **Nil**

CARRIED UNANIMOUSLY/ABSOLUTE MAJORITY (9/0)

11.2. Positive Pathways Conference - Small Towns

Mayor Margaret Thomas declared an Interest Affecting Impartiality on Item 11.2 for Positive Pathways Conference Small Towns. Mayor Thomas is giving the opening address at the conference and will be hosting an event at her property in Pickering Brook.

Cr John Giardina declared an Interest Affecting Impartiality on Item 11.2 for Positive Pathways Conference Small Towns. Cr Giardina will be volunteering at the conference.

Mr Anthony Vuleta declared an Interest Affecting Impartiality on Item 11.2 for Positive Pathways Conference Small Towns. Mr Vuleta will be presenting at the conference.

Application for Expenditure from the 2024/25 Voted Works Reserve

Voting Requirements: Absolute Majority

RESOLVED OCM 110/2024

That Council:

1. APPROVE a contribution of \$5,000 from Voted Works Reserve towards the Inaugural Small Towns Conference to be held from Tuesday, 17 September to Friday 20 September 2024.
2. Pursuant to section 6.8(1)(c) of the *Local Government Act 1995*, AUTHORISES an amendment to the 2024/2025 Budget to transfer \$5,000 from the Voted Works Reserve to fund the expenditure.

Moved: **Cr Geoff Stallard**

Seconded: **Cr David Modolo**

Vote: For: **Mayor Margaret Thomas, Cr Dylan O'Connor, Cr John Giardina, Cr Geoff Stallard, Cr Mary Cannon, Cr Brooke O'Donnell, Cr Lisa Cooper, Cr Kathy Ritchie and Cr David Modolo**

Against: **Nil**

CARRIED UNANIMOUSLY/ABSOLUTE MAJORITY (9/0)

11.3. Kalamunda Rugby Union Club 50th Anniversary

Application for Expenditure from the 2024/25 Voted Works Reserve

Voting Requirements: Absolute Majority

RESOLVED OCM 111/2024

That Council:

1. APPROVE a contribution of \$4,200 from the Voted Works Reserve towards the Kalamunda Rugby Union Club 50th Anniversary WA Grand Final Event, to be held on Saturday, 7 September 2024.
2. Pursuant to section 6.8(1)(c) of the *Local Government Act 1995*, AUTHORISES an amendment to the 2024/2025 Budget to transfer \$4,200 from the Voted Works Reserve to fund the expenditure.

Moved: **Cr Mary Cannon**

Seconded: **Cr Geoff Stallard**

Vote: For: **Mayor Margaret Thomas, Cr Dylan O'Connor, Cr John Giardina, Cr Geoff Stallard, Cr Mary Cannon, Cr Brooke O'Donnell, Cr Lisa Cooper, Cr Kathy Ritchie and Cr David Modolo**

Against: **Nil**

CARRIED UNANIMOUSLY/ABSOLUTE MAJORITY (9/0)

12. Questions by Members Without Notice

12.1 Polyphagous Shot-Hole Borer (PSHB) - Cr Ritchie

Q1. Does the City either have, or is developing, a plan for dealing with the polyphagous shot-hole borer (PSHB)?

A1. The Director Asset Services advised the City has organised training through the Department of Primary Industries which is being undertaken this Thursday. The majority of the City's operational crews will undertake the training to help the City identifying any cases as they undertake our field work.

In relation to the development of plans this is taken on notice.

Q2. Has contact been made with orchardists in the city to warn them of the of the PSHB and what preventative actions they may be able to take?

A2. Taken on notice.

Q3, Is the city aware of the state government funding which local governments can access to assist with the PSHB, and in replacing any trees that need to be removed?

A3. Taken on notice.

12.2 Woodlupine Brook - Cr O'Connor

Q. Last week Cr Cannon and I met with the Friends of Woodlupine_Brook Committee to discuss the pedestrian bridge which was removed as part of the Woodlupine_Brook upgrades.

Can I please have a status update on the design and cost to reinstate the pedestrian bridge and also if it the cost was determined, how long could it and what's involved in installing it?

A. The Director Asset Services confirmed advice on this will be provided to councillors in the coming weeks.

12.3 City Centre Heritage - Cr Modolo

Q1. Did the city approve the painting over of the grass tree motif on the building which as formerly the "Thai on the Hill restaurant" by new owners?

A1. Taken on notice.

Q2. Did the city approve the glass sliding door on the corner of the building?

A2. Taken on notice.

Q3. Did the city deem that the marine blue awning colour was consistent with the colour under heritage colour palette?

A3. Taken on notice.

Q4. I refer to the document which is supposed to prevent these outcomes the Built Form Design Guidelines and its purpose which is "*ensuring good quality design outcomes which are sympathetic to the character of Kalamunda*". It would seem the heritage protection measures urgently need review given the colour pallet used on the building does not seem to align with the guidelines.

A.4 Taken on notice.

The Director Development Services confirmed a review of the guidelines will be undertaken as part of the town planning scheme and local planning strategy, and we will consider if those protection measures with respect to heritage protection are adequate and contemporary to meet the city's future needs.

13. Questions by Members of Which Due Notice has been Given

13.1 Review of Speed Limits – Cr Giardina

Q. Has a review of the speed limits between Welshpool Road and Aldersyde Road Carmel been reviewed as requested?

A. Traffic counts were undertaken on Canning Road in 2023 to inform further discussions with Main Roads on speed limits in the area. In addition, a Road Safety Improvement investigation for Canning Road between Pomeroy Road and the southern boundary is scheduled to be undertaken during 2024/25 financial year. The findings of the investigation are anticipated to inform how the City will progress this item and potential future project.

13.2 Elizabeth Street & Railway Road Intersection – Cr O'Connor

Q. Can an update be provided to Council as to when a report will be presented on the proposed works at the intersection. In the meantime, could the sightlines be improved by removing overgrown vegetation and generally cleaning up the area?

A. A report on the proposed works at the intersection will be brought to Council for consideration at the September Ordinary Council Meeting. A review of the sight lines is under investigation by the City to inform vegetation pruning.

13.3 Repairs at Administration Centre – Cr Giardina

Q. Is there an update on when the repairs will be undertaken to the wall enclosing the air conditioners at the Administration Centre?

A. The repair works for the wall will commence 19 August 2024.

14. Urgent Business Approved by the Presiding Member or by Decision

14.1 Nil.

15. Meeting Closed to the Public

RESOLVED OCM 112/2024

That the Meeting be closed to the public to consider confidential items.

Moved: **Cr David Modolo**

Seconded: **Cr Mary Cannon**

Vote: For: **Mayor Margaret Thomas, Cr Dylan O'Connor, Cr John Giardina, Cr Geoff Stallard, Cr Mary Cannon, Cr Brooke O'Donnell, Cr Lisa Cooper, Cr Kathy Ritchie and Cr David Modolo**

Against: **Nil**

CARRIED UNANIMOUSLY (9/0)

The Meeting closed to the public at 7:16pm. All members of the public gallery left the Meeting, and all elected members and staff remained.

RESOLVED OCM 114/2024

That the Meeting be reopened to the public after consideration of confidential items.

Moved: **Cr Geoff Stallard**

Seconded: **Cr David Modolo**

Vote: For: **Mayor Margaret Thomas, Cr Dylan O'Connor, Cr John Giardina, Cr Geoff Stallard, Cr Mary Cannon, Cr Brooke O'Donnell, Cr Lisa Cooper, Cr Kathy Ritchie and Cr David Modolo**

Against: **Nil**

CARRIED UNANIMOUSLY (9/0)

The Meeting reopened to the public at 7:20 pm. All members of the public gallery returned to the Meeting. The Presiding Member read the resolutions to the Meeting.

16. Tabled Documents

Kalamunda Arts Advisory Committee Minutes June 2024
Ray Owen Sport Centre Management Committee - Minutes - 250724
Public Agenda Briefing Forum - Notes - 13 August 2024

17. Closure

There being no further business, the Presiding Member declared the Meeting closed at 7:21pm.

I confirm these Minutes to be a true and accurate record of the proceedings of this Council.

Signed: _____
Presiding Member

Dated this _____ day of _____ 2024.