



# Ordinary Council Meeting

MINUTES

Tuesday 25 November 2025

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**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

David Modolo

**South West Ward**

Brooke O'Donnell

**North West Ward**

Sue Bilich

Lisa Cooper

**North Ward**

Josh Clark

Kathy Ritchie

**Members of Staff**

**Chief Executive Officer**

Anthony Vuleta - Chief Executive Officer

**Executive Team**

Regan Travers – A/Director Development

Gary Ticehurst - Director Corporate

Sinead McGuire – Director Infrastructure

Luke Ellis – Director Community

**Management Team**

Rhonda Bowman - Manager Governance

Chris Lodge – Manager Strategic Planning and Property

**Administration Support**

Molly Rogers-Thomson - Executive Officer to the CEO

**Members of the Public** 20

**Members of the Press** Nil.

**Apologies** Cr Mary Cannon

**3. Public Question Time**

**3.1. Questions Taken on Notice at Previous Meeting**

Nil.

**3.2. Public Question Time**

**3.2.1 Michael Ryan (High Wycombe)**

Q1. What is the current unimproved land price (englobo price) for High Wycombe South (HWS)? Properties in HWS are generally inhabited.

A1. The most recent Land Valuation for the High Wycombe South (HWS) Residential Precinct was undertaken in June 2024 and is published through Appendix J of the draft Development Contribution Plan Report (DCPR) (September 2024).

Q2. We ask the City to provide comment on the consideration of the house in the sale of a property to a developer. When a developer wants to buy the property how do they determine the value of the house?

A2. The Land Valuation completed in 2024 assumes land is unimproved, meaning it is the assessed market value of the land itself, without buildings or other improvements. The City is not a licensed land valuer and therefore is unable to provide further comment on this matter. It is recommended that you contact a licensed land valuer to obtain further advice.

Q3. Is the house therefore classed at zero dollars? The developer doesn't pay anything for the house?

A3. Refer to my previous response.

**3.2.2 Jeff Noske (High Wycombe)**

Q1. Why is the City of Kalamunda discouraging potential lifestyle property buyers in High Wycombe South, when they phone and enquire about said properties?

A1. When anyone contacts the City officers to seek planning advice the advice given will be consistent with the property zoning. With specific reference to keeping horses, depending on the scale, it may not be able to be approved.

Q2. If I don't sell my property, I'm licensed for horses and can keep my horses?

A2. If there is an existing approved land use in an area, that can continue. This is covered by non-conforming use rights under the City's planning scheme.

Q3. But I wouldn't be able to sell my property as a horse property?

A3. The City is not providing you any direct advice on how you market your property.

### **3.2.3 Hannah Lill (Kalamunda)**

Q1. There is a development at the Sanderson Road Shops. A tree is on the boundary of the development works that appears to be affected by the pressures of the development. Is there a tree protection plan in place for that tree and was it followed?

A1. Taken on notice.

Q2. How will the City ensure that tree protection plans are followed with respects to the new McDonalds development and preserving the existing Marri trees at the site?

A2. There are a number of conditions relating to tree protection. Both before construction commences and the construction phase. There is a requirement for a private arborist to be on site to ensure any works are in accordance with the tree protection plan. If the public sees anything concerning during that construction phase, they can report it to the City officers to investigate.

Q3. Will the Draft Future Forest Policy be presented in March 2026? Interested to know is the extended time frame due to likely changes to the policy or updates, and how many responses have been submitted so far?

A3. The City received high quality engagement through the consultation period with the Draft Future Forest Policy. Around 150 submissions of varying length were received. The content of those submissions is still being worked through so the City can understand what the key elements are for the community and make sure Council is presented with something that accurately reflects any concerns or feedback. Submissions acknowledge a need for improvement and need to get the balance correct in the future.

## **4. Petitions/Deputations**

4.1 Mr Jarrod Ross made a deputation on Item 10.1.5, Scheme Amendment 116 on behalf of the developers, Satterley Property Group.

- 4.2 Ms Hannah Lill (Kalamunda) presented a petition relating to the Draft Future Forest Policy.
- 4.3 Ms Donna Gaham (Kalamunda) made a deputation on tree preservation related to the recently approved McDonalds development.

*Cr Bilich left the Chamber at 7.14pm*

*Cr Bilich returned to the Chamber at 7.19pm.*

**5. Applications for Leave of Absence**

Nil.

**6. Confirmation of Minutes from Previous Meeting**

6.1 RESOLVED OCM 2025/151

That the Minutes of the Ordinary Council Meeting held on 14 October 2025, as published and circulated, are confirmed as a true and accurate record of the proceedings.

Moved: Cr Lisa Cooper

Seconded: Cr David Modolo

Vote: For: **Mayor Margaret Thomas, Cr Kathy Ritchie, Cr John Giardina, Cr David Modolo, Cr Brooke O'Donnell, Cr Sue Bilich, Cr Lisa Cooper and Cr Josh Clark**

Against: **Nil**

**CARRIED UNANIMOUSLY (8/0)**

6.2 RESOLVED OCM 2025/152

That the Minutes of the Special Council Meeting held on 21 October 2025, as published and circulated, are confirmed as a true and accurate record of the proceedings.

Moved: Cr Kathy Ritchie

Seconded: Cr Lisa Cooper

Vote: For: **Mayor Margaret Thomas, Cr Kathy Ritchie, Cr John Giardina, Cr David Modolo, Cr Brooke O'Donnell, Cr Sue Bilich, Cr Lisa Cooper and Cr Josh Clark**

Against: **Nil**

**CARRIED UNANIMOUSLY (8/0)**

6.3 RESOLVED OCM 2025/153

That the Minutes of the Special Council Meeting held on 28 October 2025, as published and circulated, are confirmed as a true and accurate record of the proceedings.

Moved: **Cr Lisa Cooper**

Seconded: **Cr David Modolo**

Vote: For: **Mayor Margaret Thomas, Cr Kathy Ritchie, Cr John Giardina, Cr David Modolo, Cr Brooke O'Donnell, Cr Sue Bilich, Cr Lisa Cooper and Cr Josh Clark**

Against: **Nil**

**CARRIED UNANIMOUSLY (8/0)**

**Statement by Presiding Member**

*"On the basis of the above Motions, I now sign the Minutes of 14 October 2025; 21 October 2025 and 28 October 2025 as a true and accurate record of the meetings."*

**7. Announcements by the Member Presiding Without Discussion**

Good evening everyone, As we near the end of the year, it's been another busy and inspiring month across our City -filled with moments that remind me just how vibrant and dedicated our community.

We began the month by celebrating the heart of our City - the people. On 1 November, we held our Exceptional Community Leaders Dinner, an evening to acknowledge the individuals and groups who give so generously of their time and talents. It was a celebration of what makes our City so special - people looking out for one another.

Just a few days later, I was thrilled to see our CEO, Anthony Vuleta, recognised with LG Pro's WA Medal. This is a prestigious honour, and a

fitting tribute to Anthony's leadership, integrity, and vision. On behalf of all of us - congratulations, Anthony.

Celebrating local excellence continued on 8 November at the Kalamunda Chamber of Commerce Annual Business Awards. It's always a pleasure to see the creativity, resilience and innovation of our business community on full display.

On 10 November, I had the privilege of sitting on the judging panel for the Darling Range Learning Community Citizenship Project, interviewing some truly impressive young people. Their sense of community, awareness and purpose left me hopeful for the future.

The day after, I joined many of you at the Kalamunda War Memorial for Remembrance Day, led by our local RSL Sub-Branch. It was a moving service, as we paused to honour those who served and those who never came home.

I'd like to thank Cr Ritchie for representing the City at the Perth Sky Sculpture Park's Artist Tour on 15 November - an exciting milestone in a bold new arts destination for our region.

I also had the opportunity to meet with the Hon John Carey MLA on 18 November, continuing our strong advocacy efforts on housing, planning and local investment.

On 20 November, I attended the WALGA East Metropolitan Zone Meeting - a valuable chance to collaborate with neighbouring councils and strengthen our voice across the region.

On Saturday, we proudly opened the Wattle Grove Community-Led Dog Park, a fantastic example of grassroots collaboration. I also dropped into the Kalamunda Men's Shed Open Day, and later that day represented the City at the City of Swan Leadership Symposium - a full day, but an energising one.

Then on Sunday, I was honoured to attend the launch of the Plants of Kalamunda book - a labour of love that celebrates the unique biodiversity of our region, and a reminder of how deeply connected our community is to place.

And yesterday, I attended the official opening of Kalamunda Senior High School's new Teaching Block and Visual Arts Centre - a real investment in the next generation, and a wonderful outcome for the students, staff and families who have helped shape that vision.

My month was packed with local highlights, and I want to thank you all, as always, for the opportunity to serve this remarkable community.

*Director Community left the Chamber at 7.25pm*

*Director Community returned to the Chamber at 7.27pm.*

## **8. Matters for Which the Meeting may be Closed**

- 8.1 Confidential item, 10.1.2 Property Matter - Divestment of Surplus Land Assets – **Confidential Attachments** - Urch & Mcrae HLBC Final Report February 2025, Carmel HLBC Final Report February 2025, Opteon Urch & Mcrae Land Valuation 3.10.25, Opteon Carmel Land Valuation Report 3.10.25, and Submission Table.

Reason for Confidentiality: *Local Government Act 1995 (WA) Section 5.23 (2) (b) - "the personal affairs of any person."*

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 Confidential item, 10.1.3 Scheme Amendment 118 - Short Term Rental Accommodation – **Confidential Attachments** - CONFIDENTIAL ATTACHMENT - Submissions

Reason for Confidentiality: *Local Government Act 1995 (WA) Section 5.23 (2) (b) - "the personal affairs of any person."*

- 8.3 Item 10.6.3 Debtors and Creditors Reports for the month of October 2025 – **Confidential Attachments** - Creditor Payments for the Period ended 31 October 2025 (Confidential) and Corporate Credit Card Payments 26 August 2025 - 25 September 2025 (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"*

## **9. Disclosure of Interest**

Nil.

**10. Reports to Council**

**10.1. Development Reports**

**10.1.5. Scheme Amendment 116**

By agreement of the Elected Members, the order of business was changed to deal with this matter first.

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

Previous Items OCM 2025/38  
 Directorate Development Services  
 Business Unit Approval Services  
 File Reference PG-LPS-003/116  
 Applicant Taylor Burrell Barnett  
 Owner Dawsons Garden World Trust and Water Corporation

- Attachments
1. Attachment 1 Submission Response Table [**10.1.5.1** - 4 pages]
  2. Attachment 2 BAL Contour Map [**10.1.5.2** - 1 page]
  3. Attachment 3 Scheme Amendment Report [**10.1.5.3** - 21 pages]
  4. Attachment 4 Amended Plan [**10.1.5.4** - 1 page]
  5. Attachment 5 DoE Response [**10.1.5.5** - 1 page]
  6. Attachment 6 MRWA Response [**10.1.5.6** - 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 3: Kalamunda Develops

**Objective 3.1** - To plan for sustainable population growth.

**Strategy 3.1.1** - Plan for diverse and sustainable activity centres, housing, community facilities and industrial development to meet future growth, changing social, economic and environmental needs.

### Priority 3: Kalamunda Develops

**Objective 3.3** - To develop and enhance the City's economy.

**Strategy 3.3.1** - Facilitate and support the success and growth of businesses.

## EXECUTIVE SUMMARY

1. The purpose of this report is for Council to consider whether to adopt Amendment 116 (A116) to Local Planning Scheme 3.
2. The Scheme Amendment proposes to amend Local Planning Scheme No. 3 (LPS3) to modify the existing density coding from 'Residential – R15' to 'Residential – R40' for Lots 1, 2, 47, 48, 100 (eastern portion), 105, and 106 Reynolds Road, Forrestfield.
3. It is recommended that Council proceed with Amendment 116, without modifications and submits Amendment 116 to the Western Australian Planning Commission for approval.

## BACKGROUND

### 4. **Historic Details:**

Historically, the site has been utilised as a growing centre for Dawson's Garden World. The broader area has predominantly been residential since development commenced in the 1970s.

### 5. **Land Area:**

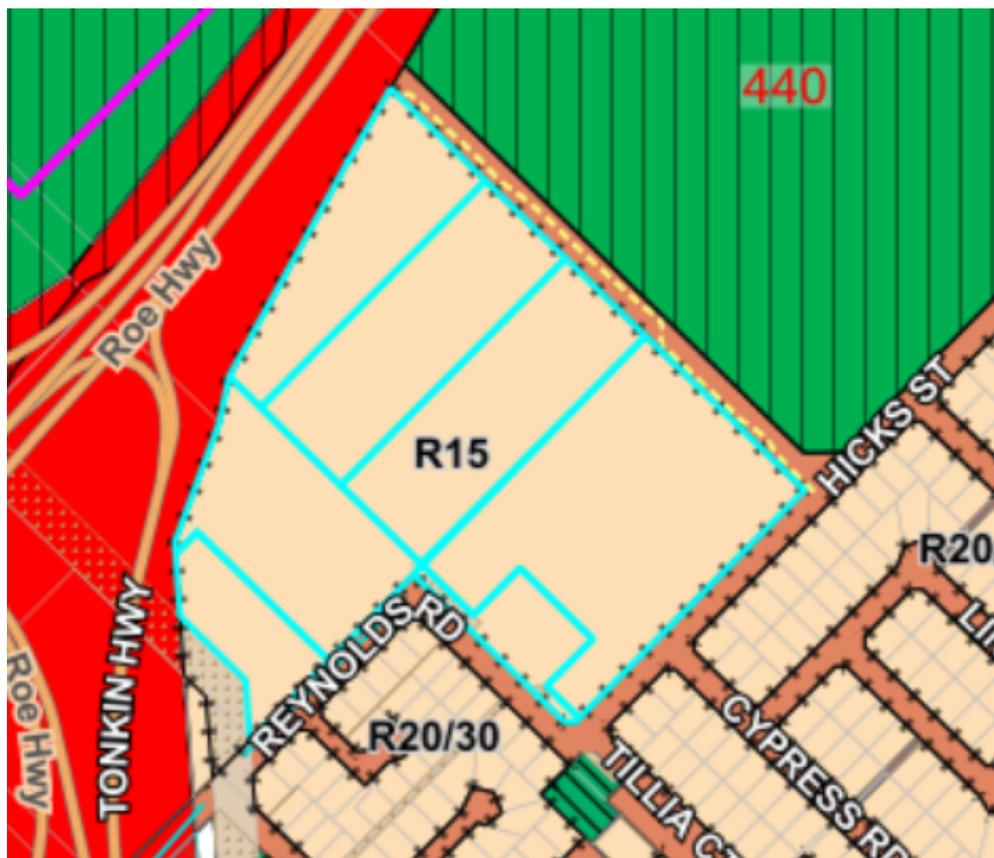
The total land area of the subject sites is provided within the table below:

Lot 1 Reynolds Road, Forrestfield	0.549ha
Lot 2 Reynolds Road, Forrestfield	3.674ha
Lot 47 Reynolds Road, Forrestfield	2.042ha
Lot 48 Reynolds Road, Forrestfield	2.044ha
Lot 100 Reynolds Road, Forrestfield	1.812ha
Lot 105 Reynolds Road, Forrestfield	0.757ha
Lot 106 Reynolds Road, Forrestfield	1.629ha
<b>TOTAL LAND AREA:</b>	<b>12.507ha</b>

6. **Land Details:**

Metropolitan Region Scheme Zone	Urban
Local Planning Scheme Zone	Residential
R-Code	R15

7. **Zoning Plan:**



8. **Locality Plan:**



9. The subject sites are located east of the intersection of Roe and Tonkin Highways.
10. As demonstrated in the Zoning Plan, surrounding sites to the east have a dual density code of R20/30.
11. To the north-east of the subject site is Parks and Recreation Reservation, which encompasses Pioneer Park, and is also covered by a Bush Forever area (Site 440).
12. The subject site is relatively flat with a fall of approximately 2m across 160m from the northeast to the southwest.

### **DETAILS AND ANALYSIS**

13. The applicant is seeking to amend Local Planning Scheme No. 3 (LPS3) to modify the density coding of the subject sites from Residential (R15) to Residential (R40).
14. The subject site falls within the North-East Sub-regional Planning Framework and is identified as an 'Urban' area.
15. The proposed scheme amendment does not alter the use of the land from its current zoning under the Metropolitan Scheme (MRS). The proposal is considered to be consistent with the objectives of the Urban zone.

16. The proposed scheme amendment is consistent with the zone objectives for land zoned 'Residential' under LPS3. The zone objectives are:
- a) To provide primarily for single residential development whilst allowing for a range of residential densities in order to encourage a wide choice of housing types within the Shire.
  - b) To give consideration to grouped dwelling developments if the site is near amenities and can be integrated into the single residential environment.
  - c) To facilitate a range of accommodation styles and densities to cater for all community groups inclusive of the elderly, young people in transition and the handicapped. Such accommodation is supported where it is appropriately situated in proximity to other services and facilities.
  - d) To encourage the retention of remnant vegetation.

17. Pursuant to section 83A of the *Planning and Development Act 2005*, the Department of Planning, Lands and Heritage (the Department), has resolved to require the local government to modify the scheme amendment, pursuant to Section 83A(2)(b) of the *Planning and Development Act 2005*, by:

- (a) Deleting and replacing the amendment text with:  
"modify the existing density coding of the following lots from R15 to R40:
  - Lots 1, 2, 47, 48, 105 and 106; and
  - the eastern portion of Lot 100; each of Reynolds Road, Forrestfield".
- (b) Providing an amendment map that depicts the proposed increased density code to the amendment area, that is to no longer include the south-western portion of Lot 100 on D72027 (No. 108) Reynolds Road, Forrestfield, which is subject to the Dampier-Bunbury Natural Gas Pipeline easement.

In accordance with the above advice, the scheme amendment was modified to exclude the southern portion of Lot 100, as this forms part of the of the Dampier Bunbury Natural Gas Pipeline, which is contained within an easement.

18. The proposed increase in density to R40 aligns with state and local planning objectives, facilitating urban infill and housing diversity while addressing the increase in population in Forrestfield. The 2021 Local Housing Strategy identifies Forrestfield and High Wycombe as currently experiencing the highest forecast population in addition to the highest residential densities. A projected population increase of 1,777 people is expected in Forrestfield between 2021 and 2041.

19. The proposed increase in density to R40 is considered acceptable in the context of the adjoining residential areas which provide for split density coding of R20/30 and R25/40.

20. **Residential Design Codes**

An increase in the density code from R15 to R40 will provide flexibility in street blocks to explore variety in width and depth of front-loaded lots to create a variety of housing options.

Lots at the R40 code would have a minimum and average lot size requirement of 180m<sup>2</sup> and 220m<sup>2</sup> respectively.

A Local Development Plan (LDP) would be required to be prepared and recommended by the City as a condition of subdivision approval to guide future development.

21. **Bush Forever**

The subject site does not contain any bushland identified by State Planning Policy 2.8, however, is adjacent to a site designated as 'Bush Forever'. This site has been largely degraded with only a small portion of the site containing significant vegetation.

22. **Noise**

The site falls almost entirely within the road and rail noise buffer from Roe and Tonkin Highways to the north and west. The proposed scheme amendment does not seek to alter the current zoning of the land and therefore a noise assessment is not considered to be necessary at this stage.

23. **Bushfire**

A portion of the site is designated 'bushfire prone area' in the state Map of Bush Fire Prone Areas. However, the City is satisfied that a Bushfire Management Plan (BMP) is not necessary at the scheme amendment stage. Under SPP 3.7, a scheme amendment is a strategic proposal which necessitates a BMP to be prepared in support of the proposal. However, following the scheme amendment a broader subdivision application will be lodged, which would necessitate a BMP.

A preliminary Bushfire Attack Level (BAL) Report and Contour Report has been prepared which demonstrates the impact of the surrounding bushfire risk on the future subdivision of the site. The entire bushfire risk

is manageable, requiring setbacks to dwellings which interface with the eastern and northern boundaries to an acceptable BAL rating.

24. **Water Supply and Sewerage**

The Water Corporation has confirmed that existing infrastructure can support the increased demand for water and increased flows that will be associated with increasing the density of dwellings on the sites.

25. **Gas Supply and Communications**

Gas and Communications infrastructure have the capacity to supply these services to dwellings with the R40 density coding.

**APPLICABLE LAW**

26. **[Planning and Development \(Local Planning Schemes\) Regulations 2015](#)**

Regulation 35 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations) requires a resolution of a local government to adopt or refuse to adopt an application to amend a local planning scheme, as well as justification for the type of amendment proposed (basic, standard, or complex).

27. Pursuant to Regulation 35, the proposal is considered to be a 'standard amendment' for the following reasons:

- a) an amendment relating to a zone or reserve that is consistent with the objectives identified in the scheme for that zone or reserve
- b) an amendment that is consistent with a local planning strategy for the scheme that has been endorsed by the Commission
- c) an amendment that does not result in any significant environmental, social, economic or governance impacts on land in the scheme area

28. **[Planning & Development \(Local Planning Schemes\) Regulations 2015](#)**

Regulation 35 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations) required a resolution of a local government to adopt or refuse to adopt an application to amend a local planning scheme, as well as justification for the type of amendment proposed (basic, standard or complex)

## **APPLICABLE POLICY**

29. **[State Planning Policy 2.8 – Bushland Policy for the Metropolitan Region](#)**  
Consideration is applied to SPP 2.8, which provides an implementation framework that will ensure bushland protection and management issues in the Perth Metropolitan Region are appropriately addressed and integrated with broader land use planning and decision-making.
30. **[State Planning Policy 3.7 – Planning in Bushfire Prone Areas](#)**  
A portion of the subject sites falls within a bushfire prone area. In accordance with SPP 3.7, a BMP is required for strategic planning proposals.
31. **[State Planning Policy 5.4 – Road and Rail Noise](#)**  
The subject sites are bound by Roe and Tonkin Highway. Quiet house design mechanisms therefore may be applicable to some of the future lots created in subdivision of the subject sites.
32. **[State Planning Policy 7.0 – Design of the Built Environment](#)**  
SPP7.0 provides a framework for considering high quality-built form and building design outcomes. The subject site is visible from a regionally significant road. It is likely that any future development application to develop or redevelop the site will be assessed against SPP7.0.
33. **[The Residential Design Codes](#)**  
The Residential Design Codes will apply to the subdivision of the subject sites and guide development.
34. **[City of Kalamunda Local Housing Strategy](#)**  
The 2021 Local Housing Strategy identifies Forrestfield and High Wycombe as currently experiencing the highest forecast population. A projected population increase of 1,777 people is expected in Forrestfield between 2021 and 2041.
35. **[Local Planning Policy 2 – Advertising Signage and Local Planning Policy 11 – Public Notification of Planning Proposals](#)**  
The proposal was advertised in accordance with the Planning & Development (LPS) Regulations 2015 and LPP11 and the outcome is discussed further below, a sign of site was prepared as part of the advertising process.
36. **[Local Planning Policy 18 – Requirements of Local Planning Scheme Amendments](#)**  
The City of satisfied the level of detail provided is in accordance with the requirements to progress a Standard Scheme Amendment.

## **STAKEHOLDER ENGAGEMENT**

37. Public Advertising Pursuant to r47 of the Regulations, A114 was advertised for a period of 42 days from 1 August 2025 to 12 September 2025 via the following methods:
- a) A notice on the City of Kalamunda's website
  - b) A sign on site
  - c) Letters to surrounding landowners
  - d) Letters to relevant external agencies.

38. Seven (7) submissions were received during the advertising period, comprising three (3) objections, one (1) comment, and three (3) non objections.

39. The submissions raised concerns regarding construction noise, increased traffic, drainage and the increased densities bringing unwanted persons into the area. Detailed responses to the submission can be viewed in Attachment 1, however most of the concerns raised can be addressed in the broader subdivision of the subject sites.

40. **Department of Education**

The Department of Education has noted that whilst the Department has no in-principle objections to the proposed LPS Amendment, the Department will continue to monitor the student enrolment demand as development progresses within the locality. It is requested that the local government and/or proponents engage with the Department at future preparation of localised planning instruments to ensure it can suitably forward plan for the public education needs of the locality.

41. **Main Roads Western Australia**

Main Roads had no objections to the scheme amendment, and stated the following in their correspondence:

Roe Highway is a proclaimed Control of Access Road pursuant to Section 28A of the Main Roads Act 1930. No Access to Roe Highway is permitted.

42. **Department of Fire and Emergency Services**

DFES had advised that a BMP would be required in support of the application, in line with SPP 3.7. A portion of the subject sites falls within a bushfire prone area. In accordance with SPP 3.7, a BMP is required for strategic planning proposals and will be required for a scheme

amendment. Therefore, DFES declined to provide formal comment in absence of a BMP.

The officer assessment deemed the bushfire risk could be appropriately managed through a BMP at the subdivision stage, so it was appropriate to go against the advice of DFES in this instance and delay the BMP until a broader subdivision of the site. This is further supported by the attach BAL contour map which demonstrates the bushfire risk can be appropriately managed.

## **FINANCIAL CONSIDERATIONS**

43. All costs associated with the Scheme amendment will be borne by the Applicant.

## **SUSTAINABILITY**

### **44. Social**

The proposed increase in density will contribute to greater housing diversity and availability within the area, supporting a broader range of household types and lifestyles.

Higher density development also tends to enhance social vibrancy by concentrating residents closer to existing amenities, services, and community facilities, fostering greater interaction and community cohesion.

### **45. Economic**

The increase in density will accommodate an increased population which can generate economic benefits for local commercial centres by stimulating the economy.

### **46. Environmental**

The proposed increase in density will promote more efficient use of land and existing infrastructure, helping to reduce the pressure for urban expansion and associated environmental impacts. The site benefits from proximity to established open space areas, with further opportunities for landscaping and public open space improvements to be incorporated at the subdivision and development stages.

In addition, the land's favourable topography and soil conditions minimise the need for extensive earthworks, thereby reducing potential environmental disturbance. The site is also well serviced by existing public

transport routes, supporting sustainable travel options and reinforcing the environmental benefits of the proposal.

**RISK MANAGEMENT**

47.

<b>Risk:</b> increase in density will lead to increased noise and traffic from future development.		
<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
Moderate	Likely	Moderate
<b>Action/Strategy</b>		
Traffic Impact Assessment to be prepared as part of the subdivision to address how the increased traffic can be managed.		

48.

<b>Risk:</b> Increase in bushfire risk/population exposed to bushfire.		
<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
High	Unlikely	Moderate
<b>Action/Strategy</b>		
A bushfire management plan will be prepared at the subdivision stage to demonstrate how bushfire risk will be appropriately managed across the proposed lots.		

49.

<b>Risk:</b> increase in density puts strain on local schools.		
<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
Moderate	Likely	Moderate
<b>Action/Strategy</b>		
Future population growth within the area is expected to increase demand for schools; however, this demand is anticipated to be accommodated through the natural progression of development and the establishment of additional educational facilities over time.		

**CONCLUSION**

50. The applicant is seeking an amendment to the Scheme to modify the existing density coding from 'Residential - R15' to 'Residential - R40' for Lots 1, 2, 47, 48, 100 (eastern portion), 105, and 106 Reynolds Road, Forrestfield.

51. The increase in density supports residential development that aligns with the City of Kalamunda's Local Housing Strategy and Local Planning Strategy. The increase in density will improve diversity and increase

density to meet current and future population needs while ensuring compatibility with the surrounding residential character.

52. Advertising of the proposed amendment has provided City the opportunity to fully consider the implication of the proposed density change and determine the suitability of the subject site for future higher density development at the R40 coding, demonstrating this as a viable scheme amendment.
53. Noting the above, it is recommended that Council adopts A116.

<b>Voting Requirements: Simple Majority</b>
---------------------------------------------

RESOLVED OCM 2025/154

That Council:

1. Pursuant to Part 5, Division 2, Regulation Clause 50(2) and Clause 50(3)(a) of *the Planning and Development (Local Planning Schemes) Regulations 2015*, resolves to SUPPORT proposed Standard Amendment 116 to the Local Planning Scheme No, 3, without modification as outlined in **Attachment 3**.
2. AUTHORISE the Mayor and Chief Executive Officer to sign and affix the common seal to the Form 6A document as shown in **Attachment 3**.
3. DIRECTS the Chief Executive Officer to refer Scheme Amendment No. 116 to Local Planning Scheme No. 3 and a schedule of submissions (Attachment 2) received to the Western Australian Planning Commission for a recommendation to the Minister for Planning to approve the proposed amendment pursuant of Part 5, Division 3, Regulation 53 of *the Planning and Development (Local Planning Schemes) Regulations 2015*.
4. NOTES that Amendment No. 116 to Local Planning Scheme No. 3 would be published in the government gazette following approval from the Minister for Planning.

Moved: **Cr David Modolo**

Seconded: **Cr John Giardina**

Vote: For: **Mayor Margaret Thomas, Cr Kathy Ritchie, Cr John Giardina, Cr David Modolo, Cr Brooke O'Donnell, Cr Sue Bilich, Cr Lisa Cooper and Cr Josh Clark**

Against: **Nil**

**CARRIED UNANIMOUSLY (8/0)**

**10.1.1. Seeking Deferral of the Pickering Brook and Surrounds Metropolitan Region Scheme**

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

Previous Items OCM 37/2021  
 Directorate Development Services  
 Business Unit Strategic Planning and Property Services  
 File Reference n/a  
 Applicant n/a  
 Owner n/a

Attachments 1. MRS Amendment Map (Dec 2020) [**10.1.1.1** - 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 3: Kalamunda Develops**

**Objective 3.1** - To plan for sustainable population growth.

**Strategy 3.1.1** - Plan for diverse and sustainable activity centres, housing, community facilities and industrial development to meet future growth, changing social, economic and environmental needs.

### Priority 3: Kalamunda Develops

**Objective 3.3** - To develop and enhance the City's economy.

**Strategy 3.3.1** - Facilitate and support the success and growth of businesses.

**Strategy 3.3.2** - Attract and enable new investment opportunities.

**Strategy 3.3.3** - Plan for strong activity centres and employment areas to meet the future needs of the community, industry, and commerce.

### Priority 3: Kalamunda Develops

**Objective 3.4** - To be recognised as a preferred tourism destination.

**Strategy 3.4.1** - Facilitate, support and promote, activities and places to visit.

## EXECUTIVE SUMMARY

1. The purpose of this report is to provide Council with the opportunity to request the Western Australian Planning Commission (WAPC) defer the decision on the Metropolitan Region Scheme (MRS) Amendment to rezone approximately 14ha of land from Rural to an Urban zone to expand the Pickering Brook townsite (refer Attachment 1).
2. Deferring a decision on the Amendment would allow an opportunity for the City to address bushfire safety concerns recently detailed by Department of Fire and Emergency Services (DFES), to increase the likelihood of a positive outcome on the decision.
3. This approach may alleviate the risk of the WAPC not initiating the MRS Amendment, which would require restarting the entire process, leading to significant delays, additional costs, and wasted resources.

## BACKGROUND

4. The Pickering Brook Townsite MRS amendment request is the result of a long and complex history of planning for the Pickering Brook townsite expansion.
5. The City of Kalamunda Local Planning Strategy 2010 (LPS), endorsed by the WAPC in 2013, recommended the investigation of an area of land within Pickering Brook for a potential townsite expansion.
6. The LPS includes the following relevant strategies:

*“Review the Pickering Brook Townsite with the intention of consolidating the uses and giving it a focus.”*

*“Undertake comprehensive planning analysis of the Pickering Brook Townsite and surrounds to investigate potential for the creation of new lots.”*

7. The State Government’s Pickering Brook and Surrounds Sustainability and Tourism Strategy – Part 1 – Pickering Brook Townsite (PB Part 1 Strategy) was published in November 2020 and recommends the progression of an MRS Amendment to expand the Pickering Brook townsite and urbanise a 14-hectare portion of land for the purposes of a townsite expansion. A Bushfire Risk Assessment and Management Plan was prepared to support the townsite proposal.
8. In March 2021, Council resolved to request the WAPC to amend the MRS to re-zone approximately 14ha of land in the townsite from a Rural zone to an Urban zone.
9. Following the City’s submission to DPLH, the preliminary referral process identified two focus areas:
  - Risk to the Middle Helena Catchment Area Land Use and Water Management Strategy and compliance with the Government Sewerage Policy. In response, the City commissioned updates to the District Water Management Strategy and submitted information to DPLH in late 2022 which was, based on DPLH officer advice, deemed to satisfy this matter.
  - Bushfire Risk – DFES does not support a proposed expansion of the townsite due to concerns with the bushfire risk assessment and the recommendations of the BMP.

## **DETAILS AND ANALYSIS**

10. **Bushfire:**  
The Pickering Brook locality is within an area classified as bushfire prone by DFES and a comprehensive bushfire risk analysis was undertaken by Emerge Associates in April 2020 for the townsite expansion scenarios, in accordance with relevant national emergency risk guidelines and Australian standards.
11. The assessment considered the likelihood and consequential impact of a potential bushfire that may threaten the townsite and drew upon historical bushfire information for the area.  
  
The assessment identified that a bushfire was likely to occur on average every five years and that the consequence could be catastrophic with fatalities and loss of buildings to be expected unless exposure is managed successfully. Based on the assessment the current overall risk rating for the existing Pickering Brook townsite and expansion scenario areas is considered ‘extreme’.

12. A Bushfire Management Plan (BMP) was prepared in 2020 for the townsite expansion and recommends the implementation of a broad range of bushfire protection measures to reduce the overall bushfire risk to the community to as low as considered to be reasonably practicable. Measures include reducing ignition, minimising community exposure to bushfire, and managing bushfire risk. These measures would be the responsibility of state and local government, and landowners.
13. The Department of Fire and Emergency Services (DFES), including the Office of Bushfire Risk Management, does not support a proposed expansion of the townsite due to concerns with the bushfire risk assessment and the recommendations of the BMP. DFES considers the bushfire risk level for the townsite will remain 'high' to 'extreme' even if all recommendations of the BMP are implemented.
14. The bushfire risk assessment and BMP acknowledge it is not possible to reduce bushfire risk in Pickering Brook to zero regardless of all recommended protection and management measures, and that implementation of the measures would have benefit to the existing Pickering Brook community.
15. The City as the proponent of the proposal, and State Government as the decision-maker for approving an expansion of the townsite through the rezoning process, need to balance consideration of the remaining bushfire risk with potential benefits of any proposal to the local community.
16. As part of the preliminary assessment process for the MRS, DFES have raised concerns relating to the bushfire risk to people, property and infrastructure, without sufficient demonstration of how the risk could be mitigated to an acceptable level.
17. DFES has welcomed engagement on proposed mitigation measures to reduce the bushfire risk.
18. The bushfire planning framework, State Planning Policy 3.7 and the Planning for Bushfire Guidelines, were updated in November 2024. A review of the BMP is necessary, in order to address the changes to the bushfire planning framework, since its original preparation in 2020.
19. **Initiation of MRS Amendment by the WAPC**  
The City has not been provided with a specific date that the proposed MRS Amendment will be considered by the WAPC. However, based on the current DFES position and BMP, the WAPC may decide to not initiate the proposal. This could restart the process, leading to significant delays, additional costs, and wasted resources.

20. In light of the risk identified above, the City recommends that a deferral is sought from the WAPC on the decision regarding the MRS amendment, to allow for time for the City to work together with DPLH and DFES to address the bushfire concerns and mitigation measures in the BMP.

### **APPLICABLE LAW**

21. *Planning and Development Act 2005*  
Outlines the procedure for requesting an MRS Amendment and information required.
22. Local Planning Scheme No. 3 (LPS3)  
The LPS3 is required to be consistent with the MRS Zoning and will subsequently be required to be amended should there be any change to the zoning.

### **APPLICABLE POLICY**

23. State Planning Policy 3.7 – Bushfire  
Promotes a risk-based approach that integrates bushfire management into planning decisions early, balancing safety with environmental and community sustainability.
24. Pickering Brook and Surrounds: Sustainability and Tourism Strategy Part 1 - Pickering Brook Townsite November 2020 and Pickering Brook and Surrounds: Sustainability and Tourism Strategy Part 2 – Facilitating Sustainable Economic Opportunities June 2025.

Together, these strategies seek to balance townsite expansion with sustainable tourism and agricultural development, creating economic opportunities while preserving the unique environmental and rural character of Pickering Brook and its surrounds.

### **STAKEHOLDER ENGAGEMENT**

25. No stakeholder engagement has been required for this Council report, requesting to seek a deferral for the Pickering Brook and Surrounds MRS amendment.

### **FINANCIAL CONSIDERATIONS**

26. Costs associated with the preparation of this report are to be met through the City's annual budget.

27. Should Council resolve to support the deferral of the MRS amendment, costs associated with the preparation of the deferral request to DPLH are also to be met through the City's annual budget.

28. Should:

- i. Council resolve to support the deferral of the MRS amendment and;
- ii. WAPC agree to defer the MRS amendment to update the BMP and work with DFES to address the bushfire concerns

The costs associated with the updates and review of the BMP will need to be considered as part of the City's future budget. The City will seek to partner with the lead State agency, DPLH, regarding funding opportunities and technical resources to support the implementation of the Pickering Brook Part 1 report.

### SUSTAINABILITY

29. Requesting a deferral rather than risking a decision to not initiate the MRS Amendment is an economically sustainable option, because it prevents the need to restart the MRS amendment process from the beginning. This would involve duplicating work, incurring additional administrative costs, and delaying timelines.

A deferral allows outstanding bushfire issues to be addressed within the current MRS amendment process.

### RISK MANAGEMENT

30.	<b>Risk:</b> The Pickering Brook townsite expansion proposed MRS Amendment is not initiated by the WAPC or ultimately refused by the Minister, and the townsite remains the same size and population.		
	<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
	Significant	Likely	Medium
	<b>Action/Strategy</b>		
	Support the deferral of the MRS amendment, to allow time to address bushfire risks and mitigation measures to enable a positive recommendation of an approval for the MRS amendment by the Minister / WAPC.		

### CONCLUSION

31. The expansion of the Pickering Brook townsite aligns with the City's Local Planning Strategy and has been a strategic planning project that the City and previous Council's of the City have supported for a significant period of time.

32. For the reasons outlined in the Details and Analysis section of this report and in the context of facilitating a positive recommendation to the WAPC / Minister for the determination of the MRS amendment, it is recommended that the City seeks a deferral on the decision. The deferral provides an opportunity to address the bushfire concerns with DPLH and DFES, to increase the likelihood of a positive outcome on the decision.

<b>Voting Requirements: Simple Majority</b>
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RESOLVED OCM 2025/155

That Council REQUEST the Chief Executive Officer to seek a deferral on the decision for the Pickering Brook Metropolitan Region Scheme Amendment from the Western Australian Planning Commission, to allow additional time for the City of Kalamunda, the Department of Planning, Lands and Heritage and the Department of Fire and Emergency Services to work collaboratively to address the bushfire concerns raised by the Department of Fire and Emergency Services.

Moved: **Cr John Giardina**

Seconded: **Cr David Modolo**

Vote: For: **Mayor Margaret Thomas, Cr Kathy Ritchie, Cr John Giardina, Cr David Modolo, Cr Brooke O'Donnell, Cr Sue Bilich, Cr Lisa Cooper and Cr Josh Clark**

Against: **Nil**

**CARRIED UNANIMOUSLY (8/0)**

## 10.1.2. Property Matter - Divestment of Surplus Land Assets

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

Previous Items	OCM 2025/24
Directorate	Development Services
Business Unit	Strategic Planning
File Reference	3.00297
Applicant	N/A
Owner	City of Kalamunda
Attachments	Nil

### 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 2027*

#### **Priority 3: Kalamunda Develops**

**Objective 3.3** - To develop and enhance the City's economy.

**Strategy 3.3.1** - Facilitate and support the success and growth of businesses.

#### **Priority 4: Kalamunda Leads**

**Objective 4.1** - To provide leadership through transparent governance.

**Strategy 4.1.1** - Provide good governance.

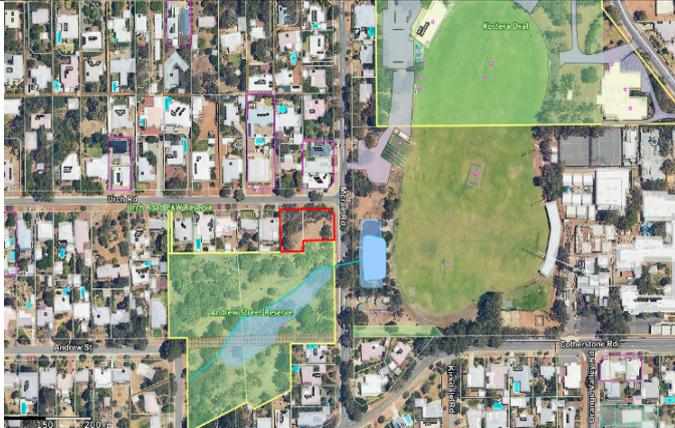
### EXECUTIVE SUMMARY

1. The purpose of this report is to seek the Council's endorsement to approve the sale of the following properties following public advertising in accordance with s3.58 of the *Local Government Act 1995* (the Act):
  1. Lot 8 (3) Urch Road, Kalamunda.
  2. Lot 7 (12) Mcrae Road, Kalamunda; and
  3. Lot 23 (152) Carmel Road, Carmel.
2. The City of Kalamunda has previously identified the three subject properties as being surplus to requirements. Understanding the development opportunities that exist for the City owned properties and anticipated revenue from the sale and/or development this presents, the City commenced due diligence investigations in 2023 culminating in the preparation of a High-Level Business Case (HLBC) for each property (refer to confidential Attachments 1 & 2).
3. In February 2025 Council resolved (OCM 2025/24) to proceed with Option 1 of the HLBC for the subject properties, namely, to proceed with the disposal of the subject properties in accordance with the provisions of s3.58 of the Act. The decision of Council in February 2025 does not fetter its current decision with respect to whether it grants final approval to sell the subject properties.
4. In July 2025, the City appointed Ray White Kalamunda (RWK) as the selling agent for the subject properties, with the properties to be advertised through an Expression of Interest (EOI) process.
5. In August 2025, the subject properties were marketed by RWK for a period of three weeks, culminating in 20 offers being received across all three properties as detailed in Table 1 of this report.
6. In accordance with s3.58 of the Act, the subject properties were advertised for a period of two weeks commencing on 10 October 2025 and concluding on 24 October 2025. At the conclusion of the advertising period, a total of 17 submissions had been received, 16 for Urch and Mcrae and 1 for Carmel.
7. Having regard to the investigations contained in HLBC and the submissions received to the proposal, it is recommended that in accordance with s3.58 of the Act the Council grants approval for the disposal of the subject properties as recommended in Table 2 of this report.

## BACKGROUND

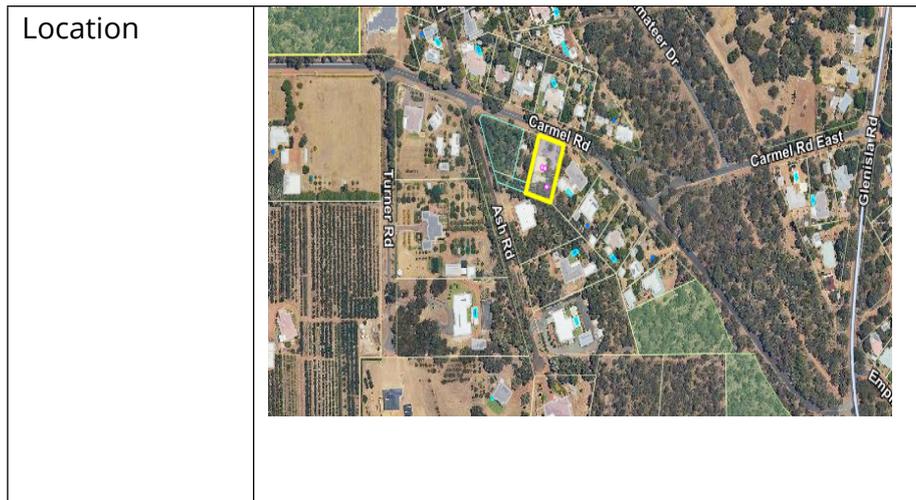
5. **Land Details:**  
**Lot 8 (3) Urch Road and Lot 7 (12) Mcrae Road, Kalamunda**

Land Area:	Lot 8 - 964m <sup>2</sup>
	Lot 7 - 1,014m <sup>2</sup>

Metropolitan Region Scheme	Urban
Local Planning Scheme No.3	Residential R10/R20
Land Use Permissibility	Residential Community Civic
Location	

6. **Land Details:**  
**Lot 23 (152) Carmel Road, Carmel**

Land Area	2,026m <sup>2</sup>
Metropolitan Region Scheme	Urban
Local Planning Scheme No.3	Residential Bushland R5
Land Use Permissibility	Residential Community Civic



7. In February 2025, Council resolved (OCM 2025/24) the following:

*That Council:*

1. *RECEIVE the information contained in this confidential report and the High-Level Business Cases in Confidential Attachments 1 and 2.*
2. *ADOPT the officer recommendation for Option 1 as listed within the body of the distributed report.*
3. *NOTE the gross proceeds from the disposal of the land assets will be allocated to the Land Development Reserve, minus \$50,000 to environmental improvements and not maintenance, within the immediate locality as an offset for potential loss of mature trees on the subject lots.*

8. With regard to Point 2 of the Council resolution, Option 1 of the confidential Council report recommended that Council proceed with the divestment of the subject properties.

9. In June 2025, the City requested the following real estate agents to provide a quote for their services to market the subject properties:

- Ray White Kalamunda
- The Professionals Kalamunda
- Provincial Real Estate Kalamunda

10. Having considered the three submissions, RWK was selected in August 2025 as the preferred selling agent on the following basis:

- The market appraisal for the subject properties was considered reflective of market conditions
- The market appraisal was reflective of likely development costs to be incurred by the prospective purchaser
- RWK demonstrated a sound understanding of the market potential for each lot
- The submission from RWK was more aligned with the approach requested by City

- The fee proposal was very competitive

11. The market appraisal provided by RWK in their submission recommended the following pricing for each lot:

- Lot 8 (3) Urch Road - Offers from \$450,000
- Lot 7 (12) Mcrae Road – Offers from \$499,000
- Lot 23 (152) Carmel Road – Offers from \$589,000

12. In addition to the above market appraisals, the City in October 2025 commissioned Opteon Land Valuers to prepare market land valuations for each of the properties (refer Confidential Attachments 3 & 4). The valuations are noted below:

- Lot 8 (3) Urch Road - \$575,000
- Lot 7 (12) Mcrae Road –\$625,000
- Lot 23 (152) Carmel Road –\$540,000

The timing of the valuations satisfy the requirements of s3.58(4) of the Act.

13. The subject properties were marketed through an Expression of Interest (EOI) process and advertised for a period of three weeks commencing on 20 August 2025 and concluding on 10 September 2025.

14. The marketing campaign for the subject properties incorporated the following:

- Signs being placed on site
- Open days being held on each of the lots, with information packs being provided to interested parties
- Properties listed on major real estate portals, including Realestate and Domain
- Extensive social media coverage, including regular social postings and video content across Facebook and Instagram

15. At the conclusion of the selling period, RWK had received a total of 20 offers across all three properties. The details are provided in the following table:

Property	Number of Offers Received	Range of Offers	Recommended Offer/Buyer
Lot 8 (3) Urch Road	8	\$485k - \$590k	\$590k Dewhirst Family Pty Ltd & Silver Mink Holdings Pty Ltd
Lot 7 (12) Mcrae Road	10	\$485 -\$650k	\$650 Matthew & Jessica Lacey

Lot 23 (152) Carmel Road	2	\$620k - \$650k	\$650k Thomas Smith
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**Table 1:** Ray White Kalamunda - Selling Period Details September 2025

16. The recommended offers from RWK outlined in Table 1 are considered well above the original market appraisal provided by RWK, but in keeping with the land valuation provided by Opteon and reflective of current market conditions.

**DETAILS AND ANALYSIS**

16. The purpose of this report is to seek Council’s approval for the sale of the following properties, the recommended purchasers and offers following advertising of the proposal in accordance with s3.58 of the Act as outlined in Table 2 below:

Property	Recommended Purchaser	Recommended Offer
Lot 8 (3) Urch Road, Kalamunda	Dewhirst Family Pty Ltd & Silver Mink Holdings Pty Ltd as Trustee for P & K Rando Family Trust	\$590,000
Lot 7 (12) Mcrae Road, Kalamunda	Matthew & Jessica Lacey	\$650,000
Lot 23 (152) Carmel Road, Carmel	Thomas Smith	\$650,000

**Table 2:** Ray White Kalamunda Recommended Purchaser/Offer

17. In accordance with s3.58 of the Act, the subject properties were advertised for a period of two weeks commencing on 10 October 2025 and concluding on 24 October 2025. The advertising comprised the following:
- Letters to be sent to all residents within a 200m radius of the site
  - Letter to include a link to an online submission form
  - Public notice to be included in local and state newspapers
  - Details exhibited on a notice board at the City’s administrative offices and libraries
  - Opportunity for written submissions to be received via web/porta, post and email.
18. At the conclusion of the advertising period, a total of 17 submissions had been received, comprising 16 submissions for the Urch and Mcrae properties and one submission for the Carmel Road property.
19. Of the 16 submissions received, 12 did not support the proposal, with the balance either in support or providing comment to the proposal. The one submission received for the Carmel Road property did not support the

proposal. Refer Confidential Attachment 5 for the details of the submissions received and the City responses.

20. The report presented to the Public Agenda Briefing on 11 November 2025 suggested that the 20 offers was an indicator of community support for the proposal. The City has updated this report to clarify this statement. It is recognised the 20 offers is an indicator of demand for the subject residential land in the hills of Kalamunda and Carmel but is not a direct comparison for the purposes of considering all submissions received as part of the advertising process under s.3.58 of the Act.
21. The principal reasons raised by residents who did not support the proposal are summarised below:

**Loss of Vegetation over the Urch and Mcrae Lots and lack of Environmental Rigor in the Assessment Process**

It is acknowledged that the existing vegetation on the subject site is important from a community and environmental perspective and there will likely be the loss of vegetation associated with future residential development of the subject properties. The City will need to manage this process by applying relevant Scheme and Policy provisions, and where practically possible ensure the potential loss of vegetation is minimised through the appropriate siting and design of the dwellings.

22. The potential loss of trees on site arising from the sale of the land must be balanced against the social and economic benefits the sale would deliver in terms of housing opportunities for the community and the enhancement and delivery of community based projects. The demand for housing in Kalamunda was evident with the 20 bids/offers that RWK received from interested parties across all three properties during the selling period.
23. Acknowledging the potential loss of vegetation, Council in February 2025 (OCM 2025/24) resolved to allocate \$50,000 from the sale of both lots for environmental improvements to existing areas of local open space including Andrew Street Reserve. In the event that Council approves the sale of the subject properties, then the City will finalise a Project Plan as a priority and consult with the local community regarding the expenditure of the funds.
24. As part of its due diligence process, the City has given due regard to the environmental values and undertaken an appropriate level assessment of the natural vegetation in consultation with the Department of Biodiversity Conservation and Attractions. This involved a targeted survey of both lots and the adjoining road reserve.

25. The survey identified 11 trees worthy of retention and a mixture of species, some native to Western Australia, including Marri and Jarrah and some native to Eastern Australia including Southern Mahogany. The survey however revealed no Threatened, Priority or Ecological Communities which would have required the retention of the vegetation under the *Biodiversity Conservation Act 2016*.
26. **The loss of the Urch and Mcrae lots for use as Public Open Space**
- The informal use of the subject lots over many years by the community for access to Andrew Street Reserve from Urch and Mcrae Roads has created a perception in the community that the lots comprise part of the Andrew Street Reserve.
27. The subject lots are zoned 'Urban' under the Metropolitan Region Scheme and 'Residential R10/20' under the provisions of the City's Local Planning Scheme No 3 and therefore can be considered for residential use. Importantly, the lots are not classified as reserved land, and do not form part of the adjoining Andrew Street Reserve. The local community will continue to have access to the adjoining 2.3ha reserve for passive and active recreational pursuits.
28. **The nature of Community Engagement regarding the proposal**
- The disposal of land by local government is regulated under S3.59 and 3.58 of the Act. This section outlines the requirements local government must follow for the disposal of property to ensure transparency and fairness in the process.
29. As outlined in the Applicable Law and Stakeholder Engagement sections of this report, the Act establishes the process and the sequence the City must follow with respect to the method of disposal, i.e. by tender or EOI and the advertising requirements for the disposal.
30. In regard to advertising requirements established under s3.58(3) of the Act, the following methods were undertaken by the City:
- Letters to be sent to all residents within a 200m radius of the site
  - Letter to include a link to an online submission form
  - Public notice to be included in local and state newspapers
  - Details exhibited on a notice board at the City of Kalamunda administration offices and libraries within the City
  - Opportunity for written submissions to be received via web/porta, post and email

31. In addition to the regulatory advertising requirements established under s3.58, the City undertook extensive additional consultation associated with the marketing of the subject lots to ensure that the community was aware of the proposal and could seek further information, including:
- Information letter sent to residents out regarding the proposed sale
  - On-site signage - Installed on the Urch and McRae lots to clearly alert local residents and passers-by
  - Resident enquiries and conversations - City staff have responded to residents who reached out after receiving the letter or noticing the signage, providing information, answering questions, and noting their feedback
  - Resident enquiries and conversations - City staff have responded to residents who reached out after receiving the letter or noticing the signage, providing information, answering questions, and noting their feedback.
32. The extent of community consultation the City has undertaken since Council resolved in February 2025 to proceed, not approve, with the sale of the subject properties has focused on informing residents, gathering feedback through enquiries and submissions, and making sure Elected Members have a full understanding of community views.
33. This reflects the principles in the City's Communication and Engagement Policy, ensuring engagement occurs before decisions are finalised and that community input forms a meaningful part of Council's deliberations.
34. **Lack of Due Process followed under the Local Government Act 1995**
- Whilst the City has met its obligations for the disposal of the subject properties under s3.59 and s3.58 of the Act, it is acknowledged that the process established under the relevant provisions is problematic. In particular, the timing of the public consultation and Council deliberations creates the perception that Council has given in principle approval for the disposal of land prior to the community having an opportunity to formally consider the proposal.
35. To ensure an open and transparent process and more confidence for the community in the process, consideration should be given to reforming s3.58 of the Act to require local government to consult with community prior to progressing with the advertising requirements under s3.58, i.e. marketing. This would enable Council to give consideration whether to proceed with the disposal of land having heard the view of the community. Moreover, the City in developing a Policy position regarding the divestment of land, could establish this process as a Policy provision.

## **APPLICABLE LAW**

34. Section 3.59 of the *Local Government Act 1995* (Act) requires all land transactions including major land transactions be reported to Council for consideration and resolution.
35. The proposal to dispose of land owned by the City in freehold is considered a 'land transaction' as defined under sec 3.59(1) of the Act, which means an agreement, or several agreements for a common purpose, under which a local government is to –
- a. Acquire or dispose of an interest in land; or
  - b. Develop land;
36. Disposal to sell the subject properties is regulated under *Part 3 Division 3* s.3.58 of the Act.
37. S3.58(2) of the Act enables the local government to dispose of the subject site either by public auction or tender, or by an alternative means under s3.58(3) which will require the local government to advertise the proposed method of disposal and for Council to consider any submissions received.
38. s3.58(4) of the Act requires the details of the disposal required under S(3)(a)(ii) to include –
- a. *the names of all other parties concerned; and*
  - b. *the consideration to be received by the local government for the disposition; and*
  - c. *the market valuation of the disposition –*
    - I. as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*
    - II. as declared by a resolution of the local government on the basis of a valuation carried out not more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the disposition.*

## **APPLICABLE POLICY**

39. Service 5: Communication and Engagement.

## **STAKEHOLDER ENGAGEMENT**

40. Under S3.58(3)(a) of the Act, before agreeing to dispose of a property, a local government is required to advertise the proposed disposal by:
- I. describing the property concerned; and
  - II. giving details of the proposed disposition; and

III. inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and

- b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

## **FINANCIAL CONSIDERATIONS**

41. Costs and revenue associated with the divestment of the subject properties will be sourced from and returned to the Land Development Reserve. The proposed divestments are an important component of the City's strategic management and review of land assets, and long term objectives for revenue diversification and financial sustainability.

## **SUSTAINABILITY**

### **Social Implications**

42. The sale of the subject properties will generate revenue to support delivery of projects and improvements which meet the needs of the community.
43. Divestment of the subject properties to the market will support the delivery of more housing opportunities in the City during a housing crisis and constrained property market.

### **Economic Implications**

44. Disposal and/or development of the subject properties will generate revenue to support the City's long term financial position and support ongoing revenue diversification initiatives under its property portfolio through the Property Development Reserve.
45. Furthermore, property projects utilising the Property Development Reserve will prioritise social and economic development, and environmental enhancement opportunities.

### **Environmental Implications**

46. Residential development of the subject properties will result in the loss of some vegetation however, this can be managed through the development application process and with the appropriate siting and design of buildings.
47. To address the loss of some vegetation over the subject properties, Council at its February OCM (OCM 24/2025) resolved to allocate \$50,000 from the sale of the subject properties for environmental improvements within the

immediate locality including Andrew Street Reserve to offset the potential loss of mature vegetation on the subject properties.

**RISK MANAGEMENT**

48. <b>Risk:</b> Loss of onsite Vegetation.		
<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
Moderate	Likely	Medium
<b>Action/Strategy</b>		
Loss of vegetation onsite to be assessed at the development application stage of the planning process and managed through the application of Scheme/Policy provisions and appropriate siting and design of the buildings.		

**CONCLUSION**

- 49. In accordance with the Council resolution in February 2025 (OCM 2025/24) the City has followed due process under s3.58 of the Act and progressed with the disposal of the subject properties through the selling, marketing phase of the proposal, and undertaken additional informal consultation with the local community. It is acknowledged that there is an opportunity to increase the level of community engagement and transparency to build on the statutory process established under s3.58.
- 50. It is considered that the extent of community consultation both formally and informally reflects the principles in the Service 5: City’s Communication and Engagement Policy, ensuring engagement occurs before decisions are finalised and that community input forms a meaningful part of Council’s deliberations. Further learnings regarding this process will inform a review of engagement processes as part of the formulation of future updates to the City’s Long term Financial Plan and associated strategies and policies on the strategic management of land assets and property matters, expected to be considered by the Council in 2026.
- 51. In regard to the environmental concerns raised by the community, it is acknowledged that future residential development of the subject properties will likely result in the loss of some existing vegetation. This can however be managed and where possible minimised through the development application process. The environmental concerns however need to be balanced against the social and economic benefits the sale of the properties will bring. In particular, more housing opportunities and revenue to support community based projects, and the City’s long term financial sustainability.

52. Whilst several submissions received to the proposal that there is some concern in the community regarding the proposal, there is also some measure of support, and whilst this this is not reflected in the number of submissions received, the 20 offers received suggest that on balance that there is support from those in the community and demand for the investment and new opportunities to build home in the City of Kalamunda.
53. Having regard to the above, it is recommended that in accordance with s3.58 of the Act that Council approves the sale of the subject properties as outlined in Table 2 of this report.

**Voting Requirements: Simple Majority**

RESOLVED OCM 2025/156

That Council:

1. RECEIVE the information contained in this confidential report, High-Level Business Cases, Submission Table and the Market Land Valuations in Confidential Attachments 1-6.
2. AUTHORISE the Chief Executive Officer pursuant to section 9.49A(4) of the *Local Government Act 1995* to enter into and execute a contract of sale on behalf of the local government for each disposition of property, inclusive of any requisite administrative actions necessary to give effect to each disposition of property:

<b>Property</b>	<b>Recommended Purchaser</b>	<b>Recommended Offer</b>
Lot 8 (3) Urch Road, Kalamunda	Dewhirst Family Pty Ltd & Silver Mink Holdings Pty Ltd as Trustee for P & K Rando Family Trust	\$590,000
Lot 7 (12) Mcrae Road, Kalamunda	Matthew & Jessica Lacey	\$650,000
Lot 23 (152) Carmel Road, Carmel	Thomas Smith	\$650,000

3. NOTE the gross proceeds from the disposal of the land assets will be allocated to the Land Development Reserve, minus \$50,000 to environmental improvements and not maintenance, within the immediate locality as an offset for potential loss of mature trees on the subject lots.
4. ALLOCATES \$50,000 to the Environmental Reserve to be drawn for Andrew Street Reserve environmental improvements to be determined via a budget bid.
5. REQUESTS the Chief Executive Officer present a report to the Council in 2026 containing recommendations to enhance the City of Kalamunda’s engagement processes in respect to the strategic management of land assets.

Moved: **Mayor Margaret Thomas**

Seconded: **Cr Josh Clark**

Vote: For: **Mayor Margaret Thomas, Cr Kathy Ritchie, Cr John Giardina, Cr David Modolo, Cr Brooke O'Donnell, Cr Sue Bilich, Cr Lisa Cooper and Cr Josh Clark**

Against: **Nil**

**CARRIED UNANIMOUSLY (8/0)**

### 10.1.3. Scheme Amendment 118 - Short Term Rental Accommodation

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

Previous Items	OCM 2025/79
Directorate	Development Services
Business Unit	Approval Services
File Reference	PG-LPS-003/118
Applicant	N/A
Owner	N/A
Attachments	1. Scheme Amendment Report [ <b>10.1.3.1</b> - 15 pages]
Confidential Attachment	Submissions

#### 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 3: Kalamunda Develops**

**Objective 3.3** - To develop and enhance the City's economy.

**Strategy 3.3.1** - Facilitate and support the success and growth of businesses.

**Priority 3: Kalamunda Develops**

**Objective 3.4** - To be recognised as a preferred tourism destination.

**Strategy 3.4.1** - Facilitate, support and promote, activities and places to visit.

## EXECUTIVE SUMMARY

1. The purpose of this report is for Council to consider the outcomes of the community consultation on proposed Local Planning Scheme Amendment 118 (Amendment 118) and to support Amendment 118, without modification.
2. The scheme amendment proposes to amend the City of Kalamunda Local Planning Scheme No. 3 (LPS3) to update the scheme text to introduce new and revised land use classes and general definitions to facilitate State Government reforms for Short Term Rental Accommodation (STRA).
3. It is recommended that Council proceed with Amendment 118, without modification and submits Amendment 118 to the Western Australian Planning Commission for approval.

## BACKGROUND

4. On 9 November 2023, the State Government announced new regulations for Short-Term Rental Accommodation (STRA) in Western Australia.

The State government also progressed amendments to the *Planning and Development (Local Planning Schemes) Regulations 2015 (Regulations)* to introduce 'Hosted Short-Term Rental Accommodation' and 'Unhosted Short-Term Rental Accommodation' land uses and associated exemptions from the requirement to obtain development approval.

5. The State Government has advised all local governments will be expected to amend their local planning schemes to implement the changes, which will ensure determinations can be issued ahead of STRA Registration Scheme becoming mandatory by January 2026.
6. The City has prepared Amendment 118 to LPS3 to align with the Regulations.
7. At its meeting on 24 June 2025, Council approved Amendment 118 for the purposes of advertising.

## DETAILS AND ANALYSIS

8. 'Hosted Short-Term Rental Accommodation' will be exempt from requiring any development approval.

9. 'Unhosted Short-Term Rental Accommodation' will be exempt from requiring any development approval if the property is not rented for more than 90 nights in a 12-month period.
10. The amendments to the Regulations have now been finalised which include:
  - a) New definitions to be introduced into all local planning schemes which deal with STRA;
  - b) Statewide exemptions from development approval for hosted STRA properties;
  - c) Exemptions for unhosted STRA within the Perth metropolitan area where the owner does not intend to rent their property out for more than 90 nights within a 12-month period;
  - d) Revised tourism land uses that can be adopted into local planning schemes
11. Ultimately, the proposed amendments to the Scheme will make it easier for landowners to pursue short term accommodation within the City of Kalamunda (City), which aligns with multiple strategic aspirations of the City, and broadly will result in good planning outcomes.
12. Amendment 118 to LPS3 is contained as Attachment 1, proposing to replace existing STRA land uses with new land uses to align with the Regulations.
13. The amendment seeks to:
  - Delete the following land uses from LPS3: Bed and Breakfast, Chalets – short term accommodation, Model and Tourist Development.
  - Introduce the following land uses to LPS3: Hosted Short Term Rental Accommodation, Unhosted Short Term Rental Accommodation, Tourist and Visitor Accommodation
  - Introduce the following General Definitions to LPS3: Cabin and Chalet
14. The City has provided for a greater level of flexibility for short term rental accommodations within the Residential Zone to allow for a greater diversity in housing offerings and tourism opportunities.

## **APPLICABLE LAW**

15. *Planning and Development Act 2005 (PD Act)*

The PD Act is legislation that establishes Western Australia's land use planning system, including the making and amending of local planning schemes.

16. Planning and Development (Local Planning Scheme) Regulations 2015

Regulation 35 of the Regulations requires a resolution of a local government to adopt or refuse to adopt an application to amend a local planning scheme, as well as justification for the type of amendment proposed (basic, standard, or complex).

Pursuant to Regulation 35, the proposal is considered to be a 'standard amendment' for the following reasons:

- a) The amendment would have minimal impact on land in the scheme area that is not the subject of the amendment;
- b) The amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;
- c) The amendment is not considered a complex or basic amendment.
- d) The amendment would be consistent with Planning Bulletin 115/2024, which states that if a scheme amendment introduces or changes permissibility for new short-term rental and traditional accommodation uses, it will be generally progressed as a standard amendment.

Clause 50 of the Regulations requires the local government to consider all submissions made during community consultation and make a resolution to support the amendment with or without modification, or to not support the amendment.

In accordance with Clause 53 of the Regulations, once Council has considered Amendment 118, it is submitted to the WAPC along with the submissions received and the City's responses.

The WAPC would present the amendment with a recommendation to the Minister for Planning within 60 days.

### **APPLICABLE POLICY**

17. Planning Bulletin 115/2024 provides guidance for Local Government in implementing the changes through the planning framework for STRA.

This amendment has been conducted in accordance with the guidance provided in Planning Bulletin 115/2024.

18. The City’s Local Planning Policy 29 – Unhosted Holiday Houses was adopted by Council at its Ordinary Council Meeting on 22 September 2020.

The policy seeks to provide direction on the assessment of development applications for unhosted holiday houses within the City of Kalamunda without adversely affecting the amenity of neighbouring properties and to support tourism.

The City forecasts reviewing this Policy to reflect the updated planning framework, and further explore ways to achieve good planning outcomes as they relate to short term accommodation within the City.

**STAKEHOLDER ENGAGEMENT**

19. Community consultation for Amendment No. 118 occurred for 42 days from 29 August 2025 to 10 October 2025, in accordance with the City’s Community and Stakeholder Engagement Policy and the Regulations.

The methods of advertising included:

- Publishing the Scheme Amendment on the City’s website (Engage)
- Promotion on the City’s social media account

20. At the close of advertising, the City received one submission, supporting the amendment.

See details below for a summary of the submission:

Submission	Summary of Submission	City’s Comment
1	Supports the Scheme amendment to align Short Term rental accommodation and Tourist visitor accommodation	Noted

**FINANCIAL CONSIDERATIONS**

21. No immediate financial costs are anticipated as a direct outcome of this initiation report. Costs associated with scheme amendments are to be met through the Development Services annual budget.

**SUSTAINABILITY**

**Social Implications**

22. The scheme amendment will simplify the planning process as it will align with the State Government’s exemptions for STRA, simplifying the

development approval processes and once operating, accommodation may contribute to achieving the social and cultural objectives of Kalamunda Advancing and associated strategic documents.

### Economic Implications

23. The scheme amendment by simplifying the planning process is expected to allow some proposals to proceed without the need to provide expensive technical reports for bushfire assessment. Short stay accommodation within the City facilitates retention of visitors to the City's tourism attractions, aligning with broad tourism goals.

### Environmental Implications

24. The Scheme Amendment does not propose any direct environmental impact. Development Applications are required to deal with relevant environmental matters through the planning assessment and approval processes.

### RISK MANAGEMENT

25.

<b>Risk:</b> The Amendment is not progressed to the required standard or within the required timeframes, resulting in non-compliance with the <i>Planning and Development Act 2005</i> and the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> .		
<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
Moderate	Unlikely	Low
<b>Action/Strategy</b>		
Action the Officer Recommendation.		

26.

<b>Risk:</b> Council resolves not to proceed with Amendment 118 for the purpose of adoption by the WAPC.		
<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
Moderate	Unlikely	Low
<b>Action/Strategy</b>		
The Minister for Planning may direct Amendment 118 to LPS3 to be completed without Council involvement in accordance with section 76 of the <i>Planning and Development Act 2005</i> .		

### CONCLUSION

27. The proposed changes of Amendment 118 to LPS3 would ensure consistency with the recent updates to the Regulations.

28. It is recommended that the Council resolve to support Amendment 118, without modification.

<b>Voting Requirements: Simple Majority</b>
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RESOLVED OCM 2025/157

That Council:

1. Pursuant to Part 5, Division 2, Regulation Clause 50(2) and Clause 50(3)(a) of the Planning and Development (Local Planning Schemes) Regulations 2015, resolves to SUPPORT proposed Standard Amendment 118 to the Local Planning Scheme No, 3, without modification as outlined in Attachment 1.
2. AUTHORISE the Mayor and Chief Executive Officer to sign and affix the common seal to the Form 6A document as shown in Attachment 1
3. DIRECTS the Chief Executive Officer to refer Scheme Amendment No. 118 to Local Planning Scheme No. 3 and a schedule of submissions (Attachment 2) received to the Western Australian Planning Commission for a recommendation to the Minister for Planning to approve the proposed amendment pursuant of Part 5, Division 3, Regulation 53 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
4. NOTES that Amendment No. 118 to Local Planning Scheme No. 3 would be published in the government gazette following approval from the Minister for Planning;
5. NOTES that the City's Local Planning Policy 29 – Unhosted Holiday Houses will be reviewed to amend the policy to reflect the updated planning framework.

Moved: **Cr David Modolo**

Seconded: **Cr Lisa Cooper**

Vote: For: **Mayor Margaret Thomas, Cr Kathy Ritchie, Cr John Giardina, Cr David Modolo, Cr Brooke O'Donnell, Cr Sue Bilich, Cr Lisa Cooper and Cr Josh Clark**

Against: **Nil**

**CARRIED UNANIMOUSLY (8/0)**

### 10.1.4. Local Planning Policy 35 - Hatch Court Light Industrial Area

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

Previous Items OCM 2025/128  
 Directorate Development Services  
 Business Unit Approval Services  
 File Reference 3.009297  
 Applicant Nil  
 Owner Nil

Attachments 1. Draft Local Planning Policy 35 – Hatch Court Light Industrial Area

#### 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
<b>X</b>	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 3: Kalamunda Develops**

**Objective 3.1** - To plan for sustainable population growth.

**Strategy 3.1.1** - Plan for diverse and sustainable activity centres, housing, community facilities and industrial development to meet future growth, changing social, economic and environmental needs

**Priority 3: Kalamunda Develops**

**Objective 3.3** – To develop and enhance the City’s economy.

**Strategy 3.3.1** – Facilitate and support the success and growth of businesses.

**Strategy 3.3.2** – Attract and enable new investment opportunities.

**Strategy 3.3.3** – Plan for strong activity centres and employment areas to meet the future needs of the community, industry, and commerce.

### **EXECUTIVE SUMMARY**

1. The purpose of this report is for Council to consider the adoption of Draft Local Planning Policy 35 (LPP35) for the purpose of public advertising.
2. LPP35 is intended to guide subdivision and development within the Hatch Court Light Industrial Area in a manner that does not prejudice or prevent coordinated planning and infrastructure delivery in future through a Local Structure Plan (LSP), Development Contribution Plan (DCP), and Design Guidelines
3. Council is recommended to adopt LPP35 for the purposes of public advertising.

### **BACKGROUND**

4. Council at its meeting on 26 July 2022 (OCM 94/2022) adopted for public advertising a previous version of LPP35.
5. The previous version of LPP35 divided the Hatch Court Light Industrial Area into two precincts – A and B. Development was not supported in Precinct A prior to Local Structure Planning, but was permitted in Precinct B. Precinct B comprised only one property fronting Adelaide Street, while all other land covered by the Policy was included in Precinct A.
6. Affected landowners objected to the previous Policy, resulting in Council (on 22 October 2024, OCM 137/2024) deciding to abandon that Policy and to instead prepare a Local Structure Plan, Development Contribution Plan, and Design Guidelines for the Hatch Court Light Industrial Area. The City has appointed a consultant team for this work, and the project is now underway.
7. Development and subdivision applications continue to be received for land within the Hatch Court Light Industrial Area, despite the need for more coordinated planning and infrastructure provision through a Structure Plan, Development Contribution Plan and Design Guidelines (most recently by the Metro Outer DAP on 19 August 2025 – DA25/0154).
8. In recognition of the mounting development interest in the Area, Mayor Thomas presented a Notice of Motion to Council on 26 August 2025 to prepare a new Draft Local Planning Policy for the Hatch Court Light Industrial Area, to introduce appropriate planning controls pending

finalisation of the City's proposed LSP, DCP and Design Guidelines for the area.

9. The Mayor's Motion was unanimously adopted by Council and is reproduced below (OCM 2025/128):

*That Council:*

*"1. REQUESTS the Chief Executive Officer to prepare a Draft Local Planning Policy for Council's consideration relating to the Hatch Court Light Industrial Area, to introduce appropriate planning controls ensuring that subdivision and development which precedes adoption of the City's proposed Local Structure Plan, Development Contribution Plan and Design Guidelines for the area:*

- a) Does not prejudice or preclude the orderly and proper planning of the area via the Structure Plan;*
- b) Does not prejudice or preclude the timely and coordinated delivery of common infrastructure that is reasonably required for and generated by development in the area; and*
- c) Is accompanied by relevant details and technical information to address these requirements.*

*2. NOTES the City will notify the Department of Planning, Lands and Heritage, and landowners within the Hatch Court Light Industrial Area of Council's resolution."*

10. This Council Report and the attached Draft LPP35 are provided in response to Council's resolution above.

## **DETAILS AND ANALYSIS**

11. The Hatch Court Light Industrial Area comprises approximately 30 hectares of land and is in the north-western corner of High Wycombe generally bounded by Kalamunda Road, Stirling Crescent and Adelaide Street. The area is zoned Light Industry under the City's Local Planning Scheme No. 3 (LPS3).
12. The City owns Lot 13 Hatch Court, which is within the area covered by Draft LPP35.
13. Draft LPP35 will introduce planning controls for the area so that any subdivision and development occurring prior to adoption of a Local

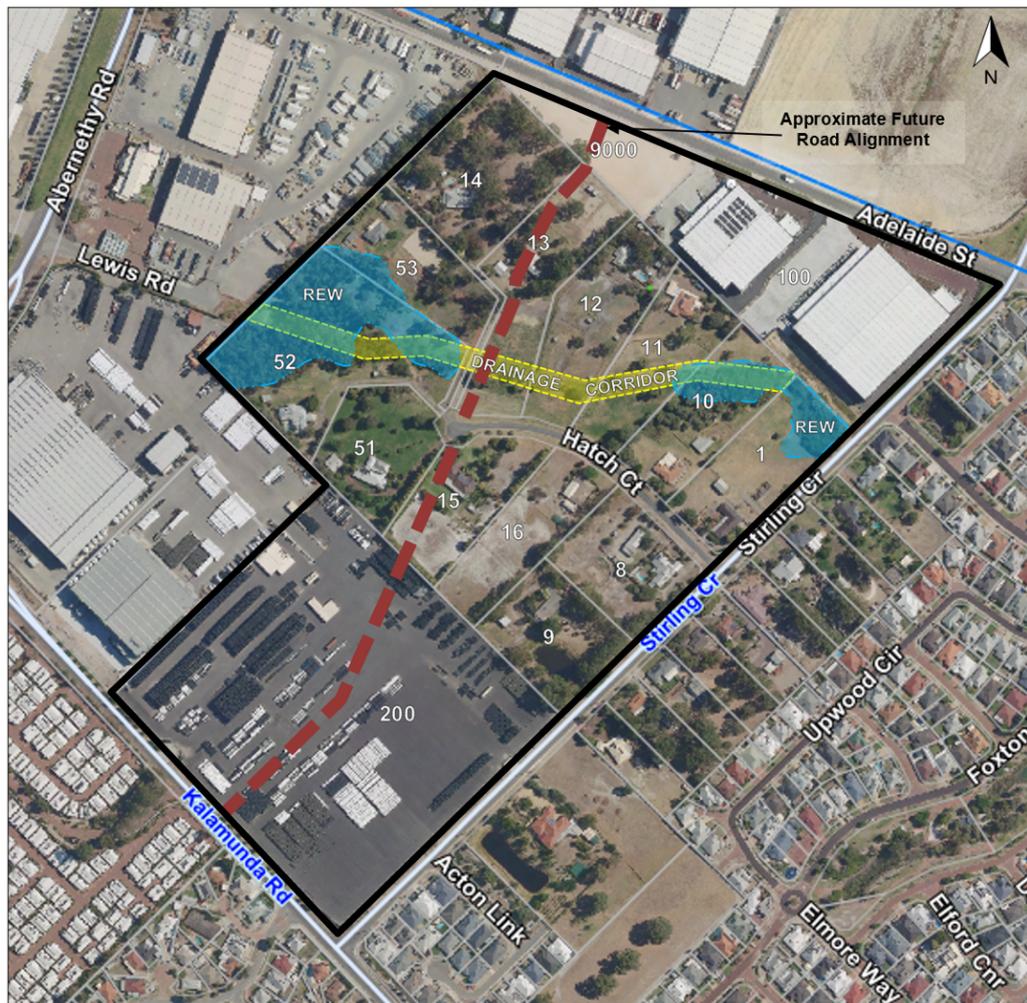
Structure Plan, Development Contribution Plan and Design Guidelines for the area:

- a) Does not prejudice or preclude the orderly and proper planning of the area via a Structure Plan;
  - b) Does not prejudice or preclude the timely and coordinated delivery of common infrastructure that is reasonably required for and generated by development in the area;
  - c) Is accompanied by relevant details and technical information to address these requirements; and
  - d) If approved, is subject to a condition requiring satisfactory arrangements to be made with the City for payment of the landowner's development contribution in accordance with the Hatch Court Development Contribution Plan once adopted in future.
14. There are four key components to Draft LPP35 – Application, Advertising, Assessment, and Conditions. These components are summarised in the paragraphs below.
15. Application – Based on specific planning considerations for the Hatch Court Light Industrial Area, the Policy prescribes (in clauses 6.1 and 6.2) a minimum level of information that must be submitted for an application to be accepted. This information relates to the Resource Enhancement Wetlands (REW) in the area; drainage; the width and alignment of Hatch Court; and the need for a future road connection between Adelaide Street and Kalamunda Road. Clause 6.3 extends these information requirements to the subdivision process.
16. Advertising – Clause 6.3 of the Policy prescribes that every application for development within the Hatch Court Light Industrial Area will be advertised for public comment, unless the City waives that requirement in accordance with clause 6.4.
17. Assessment – The Policy introduces the concept of “Sacrificial Development” which can occur in the meantime, in areas that may be needed for wetland management, drainage, Hatch Court road widening, or a new road alignment in future. This is supplemented by clauses 7.1 and 7.3 setting out how the City will assess and respond to applications.
18. Conditions – Clause 7.2 of the Policy lists some of the conditions which the City may impose or recommend for subdivision and development applications in the Hatch Court Light Industrial Area. These conditions include – imposing time-limited approvals, ceding land free of cost for road

widening, applying easements on land for drainage and future road alignment purposes, and requiring proponents to enter into binding agreements with the City to fulfil their development contribution obligations in future once the Hatch Court Development Contribution Plan is adopted.

19. LPP35 has been informed by the precedent of information required and conditions imposed on subdivision and development applications within the Hatch Court Light Industrial Area in recent years.

20. Figure 1 (Policy Area) from Draft LPP35 is shown below.



21. The Approximate Future Road Alignment shown in Figure 1 has the highest potential impact on Lots 15 and 200 south of Hatch Court. Importantly, however, LPP35 does not require subdivision or development on those lots to give up land free of cost for that future road, as the need for and cost of that road is yet to be determined through the current Structure Planning project. Rather, the Policy:

- a) Requires any such application to depict the owner’s preferred alignment of that road;
  - b) Requires development to make provision for and be suitably setback from that future road, unless the development is “Sacrificial Development”; and
  - c) Enables the City to impose or recommend a condition requiring an easement to protect the future alignment of that road.
22. Lots 13 and 9000 north of Hatch Court are also burdened by the Approximate Future Road Alignment shown in Figure 1 but are less impacted than Lots 15 and 200. This is because:
- a) The City acquired Lot 13 in late 2024 for the express purpose of facilitating the road connection between Hatch Court and Adelaide Street; and
  - b) The City has entered into an agreement with the owner of Lot 9000 to acquire the land needed to extend the future road connection through to Adelaide Street. This agreement was a requirement of the development approval granted for Lot 9000 on 26 May 2023 (DAP/23/02417) and subdivision approval 16413 granted on 3 May 2024.
23. Public Advertising of Draft LPP35 will allow landowners within the Hatch Court Light Industrial Area and the adjacent residents to have their say on the planning framework proposed by the LPP.
24. Public advertising of draft LPP35, will also be subject to additional advertising requirements to cover for the Christmas period as per Schedule 2 Part 1 of the *Planning and Development (Local Planning Schemes) Regulations 2015 (‘Deemed Provisions’)* and the City’s Local Planning Policy 11 – Public Notification of Planning Proposals which will require a 35 day advertising period for draft LPP35.

## **APPLICABLE LAW**

25. LPP35 has been prepared under and in accordance with Schedule 2 Part 2 of the ‘Deemed Provisions’.
26. In accordance with clause 27(2) of the Deemed Provisions, the City may approve a development application in an area where a Structure Plan is required but has not yet been prepared (as is the case for the Hatch Court Light Industrial Area) if the City is satisfied that the proposed development

or subdivision does not conflict with the principles of orderly and proper planning; and would not prejudice the overall development potential of the area.

LPP35 will provides guidance for the City when exercising this judgement.

## **APPLICABLE POLICY**

27. State Planning Policy 4.1 – Industrial Interface (SPP 4.1) applies to existing and new industrial areas and industrial uses. Its purpose is to protect industry from encroachment of sensitive land uses and, conversely, to protect sensitive land uses from potentially hazardous industrial activity.
28. SPP 4.1 will apply in addition to LPP35, ensuring that development within the Hatch Court Light Industrial Area considers and responds to the residential land uses on the opposite side of Stirling Crescent.
29. The provisions of LPP35 which require satisfactory arrangements to be made with the City for all owners to fulfil their development contribution obligations once the DCP is adopted in future, will ensure that:
  - A fair and equitable cost-sharing arrangement is implemented for the coordinated development of the Hatch Court Light Industrial Area; and
  - The City and future developing landowners are not unduly burdened by common infrastructure and administrative costs that ought to be shared by all landowners in the precinct.
30. This arrangement is supported by:
  - Clause 6.10.2 of State Planning Policy 3.6 – Infrastructure Contributions (SPP 3.6), which states –

*“Interim arrangements, such as Deed of Agreements, should be agreed and implemented via conditions of subdivision or development to contribute to the cost of providing community and/or development infrastructure.”*
  - Local Planning Policy 25 – Interim Development Contribution Arrangements (LPP 25) which states –

*“In the interests of progressing development in the area, a condition of approval can be included on a subdivision and/or development approval, which requires a legal agreement between the parties to address the matter of the contribution requirement (Refer Part 2.2.1.3 of this Policy). The legal agreement referred to as an Interim Development Contribution Arrangement (IDCA), provides a means by which subdivision and*

*development conditions relating to interim contributions can be cleared and cost contributions made, allowing development to progress prior to formal gazettal of the DCP. Through this Policy, the City provides guidance to landowners as to what it deems to be a satisfactory arrangement.*

31. In accordance with SPP 3.6, clause 6.5 of the Scheme and Local Planning Policy 24 – Development Contribution (LPP24), a Scheme Amendment will also be presented to Council in the near future, to formally establish the Hatch Court Light Industrial Area as a Development Contribution Area (DCA) with corresponding provisions introduced into Local Planning Scheme No. 3.

### **STAKEHOLDER ENGAGEMENT**

32. In accordance with Clause 4(2) of the Deemed Provisions, the advertising period of an LPP must not be less than 21 days.
33. In accordance with Local Planning Policy 11 – Public Notification of Planning Proposals advertising of LPP35 is to include notice on a social media platform, local newspaper advertisement and display of documents at the City's Administration Centre. Based on the timing of this recommended advertising, it is noted that the holiday periods including 15 December to 15 January, require an additional 14 days to be added to the consultation period (total of 35 days).
34. Letters will also be sent to impacted landowners within the Hatch Court Light Industrial Area, residents on the opposite side of Stirling Crescent, and to relevant public agencies and service authorities.

### **FINANCIAL CONSIDERATIONS**

35. LPP35 has been prepared in collaboration with the City by LK Advisory (a member of the consultant team appointed to prepare the Hatch Court LSP, DCP and Design Guidelines), as a minor variation to the approved scope of work.

### **SUSTAINABILITY**

36. **Environment**  
LPP35 requires subdivision and development applications within the Hatch Court Light Industrial Area to be accompanied by technical information from suitably qualified consultants to address local environmental considerations – namely wetlands and drainage.
37. LPP35 also requires public advertising and referral of development applications to the Department of Water and Environmental Regulation

(DWER), and Department of Biodiversity, Conservation and Attractions (DBCAs) to ensure that due consideration is given to all relevant environmental features within the area.

38. **Economic**

Facilitating development of the Hatch Court Industrial Area prior to adoption of a LSP, DCP and Design Guidelines will generate additional employment and broaden the City's economic base.

39. **Social**

LPP35 neither promotes nor prevents the reasonable subdivision and development of land in the Hatch Court Light Industrial Area ahead of the City's LSP, DCP, and Design Guidelines. Rather, the Policy provides a framework for landowners wishing to subdivide or develop to ensure their activities do not prejudice or preclude the orderly and proper planning and overall development potential of the area.

40. Potential impacts of development within the Hatch Court Light Industrial Area on the residential land opposite Stirling Crescent will be considered through public advertising of development applications and application of SPP 4.1.

**RISK MANAGEMENT**

41.	<b>Risk:</b> Development occurs in the area without guidance and before the City can finalise its LSP, DCP and Design Guidelines.		
	<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
	Significant	Possible	High
	<b>Action/Strategy</b>		
	Adopt LPP35 for advertising to seek comments from all relevant stakeholders. LPP35 will introduce a vital interim planning framework to guide the appropriate subdivision and development of land ahead of the City's LSP, DCP and Design Guidelines.		

**CONCLUSION**

42. LPP35 responds to Council's resolution from 26 August 2025 (OCM2025/128) and will provide essential guidance and planning controls for subdivision and development within the Hatch Court Light Industrial Area prior to adoption of a LSP, DCP and Design Guidelines.

43. Adopting LPP35 for public advertising will allow Council to consider comments from all affected landowners and stakeholders before deciding whether to formally adopt the LPP after the public advertising has closed.

<b>Voting Requirements: Simple Majority</b>
---------------------------------------------

RESOLVED OCM 2025/158

That Council ADOPT the proposed Local Planning Policy 35 – Hatch Court Light Industrial Area for the purposes of advertising pursuant to Schedule 2, Part 2, Clause 4(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Moved: **Cr Lisa Cooper**

Seconded: **Cr David Modolo**

Vote: For: **Mayor Margaret Thomas, Cr Kathy Ritchie, Cr John Giardina, Cr David Modolo, Cr Brooke O'Donnell, Cr Sue Bilich, Cr Lisa Cooper and Cr Josh Clark**

Against: **Nil**

**CARRIED UNANIMOUSLY (8/0)**

## 10.2. Infrastructure Reports

### 10.2.1. Provision & Management of Light Vehicles

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

Previous Items	OCM 49/2010; OCM 137/2014
Directorate	Infrastructure
Business Unit	Waste, Fleet & Facilities
File Reference	EG-CMP-025
Applicant	N/A
Owner	N/A

- |             |                                                                                                                                                                                                                                                                 |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Attachments | <ol style="list-style-type: none"> <li>Attachment 1 - 2014 Provision and Management of Light Vehicles Policy [<b>10.2.1.1</b> - 1 page]</li> <li>Attachment 2 - Provision &amp; Management of Light Vehicles Policy 2025 [<b>10.2.1.2</b> - 3 pages]</li> </ol> |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

#### 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 2: Kalamunda Clean and Green**

**Objective 2.1** - To protect and enhance the environmental values of the City.

**Strategy 2.1.1** - Implementation of the Local Environment Strategy

### **Priority 2: Kalamunda Clean and Green**

**Objective 2.2** - To achieve environmental sustainability through effective natural resource management.

**Strategy 2.2.2** -Work towards a Carbon Neutral Footprint of City-operated areas.

### **Priority 3: Kalamunda Develops**

**Objective 3.2** - To connect community to key centres of activity, employment and quality amenities.

**Strategy 3.2.1** - Ensure existing assets are maintained to meet community expectations.

## **EXECUTIVE SUMMARY**

1. The purpose of this report is to consider and endorse the outcome of the review of the City of Kalamunda's (City) Provision and Management of Light Vehicles Policy and future funding.

## **BACKGROUND**

2. The management of the City's light vehicle fleet is being administered through management procedures, the City's budget/long term financial plan processes and Provision and Management of Light Vehicles Policy which was adopted by Council 22 September 2014 (OCM 137/2014). A review is therefore necessary.

## **DETAILS AND ANALYSIS**

3. The revised Provision and Management of Light Vehicles Policy includes the following key changes:
  - a) Updated practices;
  - b) To provide clarity;
  - c) Operational need primary consideration;
  - d) Environmental considerations i.e. Hybrid, Electric Vehicles;
  - e) Employee Responsibilities;
  - f) Weighted assessment;
  - g) Introduces employee contribution towards private useage; and.
  - h) Focus on safety as vehicle defined as a place of work.
4. A key consideration of fleet/plant in respect to asset management is the optimum replacement of vehicles versus maintenance/upkeep of the existing vehicles. There is a risk of asset deterioration if vehicle renewals are not funded in accordance with life cycle costing and the 10-year plant replacement program.

5. A light vehicle policy manages risks, ensures compliance and protects employees and city assets. Policies clarify employee responsibilities and employer obligations for using city vehicles, covering safety, maintenance and compliance of road rules.

#### **APPLICABLE LAW**

6. *Local Government Act 1995 (WA) Section 2.7 Role of Council;*  
*Local Government (Financial Management) Regulations 1996*  
*Work Health and Safety Act 2020*

#### **APPLICABLE POLICY**

7. Provision and Management of Light Vehicles Policy (OCM 137/2014).

#### **STAKEHOLDER ENGAGEMENT**

8. Internal consultation was carried out with key stakeholders from Governance, People & Culture, Finance, Corporate and Fleet (Workshop) business units on the proposed policy.

#### **FINANCIAL CONSIDERATIONS**

9. The City's light fleet portfolio has a total estimated gross replacement value of approximately \$4 Million. The investment decisions of the portfolio can have an impact on the operational efficiency of the City's fleet and the long-term financial sustainability. Vehicles must be purchased and maintained with an understanding of cost-benefit and life cycle costs.
10. The City will continue to brief Council on the specific financial implications as determined in 10 Year Plant replacement program and annual budget processes.
11. To transition away from the City's reliance on borrowing money (loans/line of credit) to fund plant replacements over the long term it is proposed to establish and maintain a separate Plant Replacement Reserve Fund.

#### **SUSTAINABILITY**

12. The automotive industry is responsible for 10% of the worlds carbon dioxide emissions which impact on planetary health. The draft reviewed policy aims to demonstrate a commitment to transformative change

through the use of hybrid, electric vehicles etc., in an affordable fashion for the City.

**RISK MANAGEMENT**

13.

<b>Risk:</b> Lack of investment in the Plant portfolio resulting in asset deterioration or failure.		
<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
Significant	Unlikely	Medium
<b>Action/Strategy</b>		
City staff continue to implement asset management protocols and include critical renewals in the annual budget process for Council's consideration. City staff continue to report Asset Management Plan financial implications to Council. Establishment of a Plant Reserve Fund to set aside monies for future replacement/purchases.		

**CONCLUSION**

14. It is recommended that Council adopt the Provision and Management of Light Vehicles Policy to continue pursuing a best practice approach to management of its Fleet portfolio.

**Voting Requirements: Simple Majority**

RESOLVED OCM 2025/159

That Council:

1. ADOPT the revised Provision and Management of Light Vehicles Policy as shown in Attachment 2.
2. ESTABLISH and maintain a specific Plant Reserve Fund for the purpose of setting aside money for the future replacement of both light and heavy vehicles, machinery and equipment.

Moved: **Cr Brooke O'Donnell**

Seconded: **Cr Lisa Cooper**

Vote: For: **Mayor Margaret Thomas, Cr Kathy Ritchie, Cr John Giardina, Cr David Modolo, Cr Brooke O'Donnell, Cr Sue Bilich, Cr Lisa Cooper and Cr Josh Clark**

Against: **Nil**

**CARRIED UNANIMOUSLY (8/0)**

**10.3. Corporate Reports**

**10.3.1. Corporate Business Plan - Quarterly Update - July to September 2025**

*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. Quarterly Progress Report July- September 2025  
 [10.3.1.1 - 84 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 2024-2028" for the period July to September 2025.
2. On average, actions from the Corporate Business Plan are 28.2% complete at the end of the first quarter, 30 September 2025.
3. It is recommended that Council notes the quarterly report for the Corporate Business Plan for the period July to September 2025.

## **BACKGROUND**

4. Kalamunda Achieving: Corporate Business Plan 2024-2028 (CBP) was endorsed by Council at the Ordinary Council Meeting on 27 May 2025.
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 Chief Executive Officer's KPIs for 2024-2025 have also been added to the document, to provide Council with information on progress towards achieving these goals.
7. The CBP is a component of the City of Kalamunda's integrated planning and reporting framework.

## **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 136 individual actions set out within the CBP. 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 September 2025.
11. The CBP actions are on average 28.2% complete. The average target at the end of the first quarter is 25%, indicating that progress, on average, is ahead of schedule.

## **APPLICABLE LAW**

- 12. 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*, which is effectively the City's 'plan for the future'.
- 13. The *Local Government (Administration) Regulations 1996* provides detail as to the content of the Corporate Business Plan.

**APPLICABLE POLICY**

- 14. Nil.

**STAKEHOLDER ENGAGEMENT**

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

**FINANCIAL CONSIDERATIONS**

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

**SUSTAINABILITY**

- 18. Nil.

**RISK MANAGEMENT**

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

**CONCLUSION**

- 20. The City is working to carry out the actions listed in the Corporate Business Plan. On average, actions from the Corporate Business Plan are 28.2% complete at the end of the first quarter of 2025/2026.

<b>Voting Requirements: Simple Majority</b>
---------------------------------------------

RESOLVED OCM 2025/160

That Council NOTE the quarterly report for the Kalamunda Achieving: Corporate Business Plan 2024-2028 for the period July to September 2025.

Moved: **Cr Lisa Cooper**

Seconded: **Cr David Modolo**

Vote: For: **Mayor Margaret Thomas, Cr Kathy Ritchie, Cr John Giardina, Cr David Modolo, Cr Brooke O'Donnell, Cr Sue Bilich, Cr Lisa Cooper and Cr Josh Clark**

Against: **Nil**

**CARRIED UNANIMOUSLY (8/0)**

**10.4. Community Reports**

**10.5. Office of the CEO Reports**

**10.5.1. 2026 Council Meeting Dates**

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

Previous Items	OCM 150/2024, OCM 295/2019
Directorate	CEO's Office
Business Unit	Governance
File Reference	
Applicant	N/A
Owner	N/A
Attachments	Nil

**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.

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

## **EXECUTIVE SUMMARY**

1. This report presents a proposed schedule of Ordinary Council (OCM) and Public Agenda Briefing Forum (PABF) meeting dates for the 2026 calendar year.
2. In accordance with the *Local Government (Administration) Regulations 1996*, the Chief Executive Officer is required to publish the detail of meeting dates and location(s) for the forthcoming calendar year.
3. The current meeting cycle adopted by Council in 2019 provides for the PABF to be held on the second Tuesday of each month and the OCM on the fourth Tuesday, with no meetings scheduled in January.
4. It is recommended Council adopt the dates of the PABF and OCM as detailed in the table.

## **BACKGROUND**

5. Section 5.4 (b) of the *Local Government Act 1995* (Act) provides for Council to call OCM's, and section 5.25 (1) (g) of the Act and Regulation 12 of the *Local Government (Administration) Regulations 1996* requires at least once every year a local government is to give local public notice of the dates, time and place for OCM and committee meetings required to be open to members of the public.
6. Council affirmed its current meeting structure in 2019 (OCM 295/2019). The proposed meeting dates broadly align with what was adopted by Council for 2025 and previous years.

## **DETAILS AND ANALYSIS**

7. The current meeting structure and cycle has been in operation for a number of years and appears to be appropriately meeting the operational and strategic direction of Council and the needs of the community, with no major issues identified for either Council or the community.
8. It has been the custom of the City for no meetings to be scheduled in January and the meetings for December to be brought forward by one week.
9. The following schedule of the proposed meeting dates for 2026 has been developed to account for Council's preference for the scheduling of meetings, as follows:

Month 2026	Public Agenda Briefing Forum	Ordinary Council Meeting
January	N/A	N/A
February	10 February 2026	24 February 2026
March	10 March 2026	24 March 2026
April	14 April 2026	28 April 2026
May	12 May 2026	26 May 2026
June	9 June 2026	23 June 2026
July	14 July 2026	28 July 2026
August	11 August 2026	25 August 2026
September	8 September 2026	22 September 2026
October	13 October 2026	27 October 2026
November	10 November 2026	24 November 2026
December	8 December 2026	15 December 2026

10. The fall of public holidays does not materially affect the scheduling of meetings in 2026. Public holidays will occur in –

- January – Thursday the 1<sup>st</sup> and Monday 26<sup>th</sup> (New Years’ Day and Australia Day)
- March – Monday 2<sup>nd</sup> (Labor Day)
- April – Friday 3<sup>rd</sup> (Good Friday), Monday the 6<sup>th</sup> (Easter Sunday Public Holiday) and Monday 27<sup>th</sup> (ANZAC Day)
- June – Monday 1<sup>st</sup> (WA Day)
- September – Monday 28<sup>th</sup> (King’s Birthday)
- December – Friday 25<sup>th</sup> and Monday 28<sup>th</sup> (Christmas Day and Boxing Day)

Proposed changes to public holiday scheduling and composition are currently before State Parliament and if passed as proposed, will not come into effect until the 2028 calendar year.

## APPLICABLE LAW

11. Section 5.4(b) of the Act provides for the Council to call OCM’s, with section 5.25(1)(g) of the Act specifying regulations to set out the detail of any notice required.

12. Regulation 12 of the *Local Government (Administration) Regulations 1996* prescribes the manner and content of public notice to be given in respect of meetings for the forthcoming calendar year:

**“12. Publication of meeting details (Act s. 5.25(1)(g))**

(1) *In this regulation —*

**meeting details**, for a meeting, means the date and time when, and the place where, the meeting is to be held.

- (2) The CEO must publish on the local government's official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held —
  - (a) ordinary council meetings;
  - (b) committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public.
- (3) Any change to the meeting details for a meeting referred to in subregulation (2) must be published on the local government's official website as soon as practicable after the change is made.
- (4) *If a local government decides that a special meeting of the council is to be open to members of the public, the CEO must publish the meeting details for the meeting and the purpose of the meeting on the local government's official website as soon as practicable after the decision is made.* (emphasis in original)

#### **APPLICABLE POLICY**

13. Nil.

#### **STAKEHOLDER ENGAGEMENT**

14. This report recommends no change to Council's established meeting structure or cycle; therefore no stakeholder engagement has occurred. However public notice will be given in the required way (the City's website, social media) for community information.

#### **FINANCIAL CONSIDERATIONS**

15. Adoption of the proposed meeting dates will not incur additional expenditure outside of Council's current adopted budget or for the 2026/2027 Financial Year.

#### **SUSTAINABILITY**

16. N/A

#### **RISK MANAGEMENT**

17. <b>Risk:</b> Council does not approve a schedule of meetings as required by the legislation.		
<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
Moderate	Unlikely	Low
<b>Action/Strategy</b>		
Ensure the Council meets its legislative obligations by adopting a schedule of meetings, prior to the next calendar year commencing.		

**CONCLUSION**

18. The proposed meeting dates for 2026 are structured in the same manner as that previously adopted by Council in 2024 and 2025. This structure appears to meet the needs of Council and the community. It is on this basis Council is requested to adopt the meeting schedule, as proposed.

**Voting Requirements: Simple Majority**

RESOLVED OCM 2025/161

That Council in accordance with section 5.25(1)(g) of the *Local Government Act 1995* and Regulation 12(1) of the *Local Government (Administration) Regulations 1996*, ENDORSE for local public notice purposes, the following Council meeting dates, times and places for the period 1 January 2026 to 31 December 2026 inclusive:

**(1) Meeting dates**

Month 2026	Public Agenda Briefing Forum	Ordinary Council Meeting
January	N/A	N/A
February	10 February 2026	24 February 2026
March	10 March 2026	24 March 2026
April	14 April 2026	28 April 2026
May	12 May 2026	26 May 2026
June	9 June 2026	23 June 2026
July	14 July 2026	28 July 2026
August	11 August 2026	25 August 2026
September	8 September 2026	22 September 2026
October	13 October 2026	27 October 2026
November	10 November 2026	24 November 2026
December	8 December 2026	15 December 2026

**(2) Meeting times and places**

- (a) All Ordinary Council Meetings and Agenda Briefing Forums to be held in the Council Chambers at the City of Kalamunda Administration Centre, 2 Railway Road Kalamunda and commence at 6:30pm, unless otherwise specified.

(b) All Ordinary Council Meetings and Agenda Briefing Forums, unless otherwise specified or determined by Council resolution, are open to the public.

(3) Any variation to the adopted schedule of meetings for 2026 will be advised by notice on the City's website and social media channels.

Moved: **Cr Kathy Ritchie**

Seconded: **Cr Josh Clark**

Vote: For: **Mayor Margaret Thomas, Cr Kathy Ritchie, Cr John Giardina, Cr David Modolo, Cr Brooke O'Donnell, Cr Sue Bilich, Cr Lisa Cooper and Cr Josh Clark**

Against: **Nil**

**CARRIED UNANIMOUSLY (8/0)**

**10.6. Chief Executive Officer Reports**

**10.6.1. Monthly Financial Statements to 31 October 2025**

*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"> <li>1. Statement of Financial Activities for the period ended 31 October 2025 [<b>10.6.1.1</b> - 1 page]</li> <li>2. Net Current Funding Position as at 31 October 2025 [<b>10.6.1.2</b> - 1 page]</li> <li>3. Statement of Financial Position as at 31 October 2025 [<b>10.6.1.3</b> - 1 page]</li> <li>4. 2025-26 Budget Amendment - OCM 25.11.2025 [<b>10.6.1.4</b> - 1 page]</li> </ol>

**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.

**EXECUTIVE SUMMARY**

1. The purpose of this report is to provide Council with the Statutory Financial Statement for the four months ended 31 October 2025.
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 Annual Budget 2025-26 adopted by Council on 24 June 2025.

The opening balances in the reported financials are based on the draft financial reports of 2024-25 pending final year-end adjustments, closure of subledgers, land and building revaluation entries and provisions movements which are yet to be finalised including the external audit for the year 2024-25.

A result of the above is that with the carry forward amendments made in July, the budget closing position is in deficit by \$1,794,617 which is primarily due to the opening surplus position not having been updated as it is dependent on the audit being finalised. Based on the draft June 2025 financials, this position will re-balance once the opening surplus position is corrected.

3. It is recommended that Council receives the draft Monthly Statutory Financial Statements for the month of October 2025 and note the Voted Works details.

**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 four months ended 31 October 2025.**

7. This Statement reveals a net result surplus of \$51,469,662 compared to the budgeted surplus of \$43,124,889 resulting in a variance of \$8,344,772. The variance is largely due to an operating activities variance of \$2,092,374 and variance of \$6,832,465 & \$(580,064) respectively from investing & financing activities.

### **Operating Revenue**

8. Total Revenue including rates is over budget by \$975,646. This is made up as follows:
- a) Rates generation remained along budget with a minor variance of \$186,218 mainly due to the actual billing amount was higher than budgeted amount. Interim rating has also commenced in the month.
  - b) Operating Grants, Subsidies and Contributions are over budget by \$946,926. The variance is mainly due to \$728,112 over budget due to contributions from reimbursement of Cell 9 projects expenses.
  - c) Profit on asset disposal is under budget by \$473,332 as certain land parcels earmarked for sale have not yet been finalised. Approval has recently been granted by Council to commence disposal pending community consultation on some surplus land parcels which will be completed in the next few months of the year. This is deemed to be a timing matter.
  - d) Fees and Charges remained over budget by \$124,717. The variance is attributable to the pool inspection fees are higher by \$76,844 with the budget understated not reflecting the increase applied to the inspection fees as part of the budget adoption.
  - e) Interest income is above budget by \$205,596 mainly due to improved cash flow collections from the Rates section and lower than expected capital expenditure spend.
  - f) Other Revenue is over budget by \$92,747 and the variance is mainly due to recognising a 2025-26's free subscription for software

licencing. In line with the Australian Accounting Standard's Board, the City is required to reflect the value of the benefit the City is deemed to have received.

- g) Ex-Gratia Rates Revenue is tracking lower than budget by \$107,226 due to a timing variance in relation to the receipt of the Ex-Gratia Rates due from the Dampier Bunbury Natural Gas Pipeline (DBNGP). The funds normally get paid in the later part of the year.

### **Operating Expenditure**

- 9. Total expenditure is under budget by \$1,138,724. The significant variances within the individual categories are as follows:
  - a) Employment Costs remained slightly over budget by \$(59,476) with the overall variance sitting at 0.5% of budget.
  - b) Materials and Contracts are under budget by \$1,856,309. The variance is mainly due to a timing difference for building and infrastructure maintenance costs worth \$1,086,787 and waste services worth \$455,365.
  - c) Utilities are tracking along the budget with minor positive variance of \$63,597 with the bulk coming from parks maintenance worth \$55,162 from reduced running of reticulation equipment due to seasonal factors with Perth experiencing a wet winter and lower street lighting bills worth \$16,865.
  - d) Depreciation, although a non-cash cost, is tracking above budget with a variance of \$(683,884). This is partially due to the capitalisation of assets as of 30 June 2025.
  - e) Interest expense remained below the budget by \$12,447. The major reason for the variance is due to the timing of the drawdown of the Asset Finance Loan on Fleet Vehicles dependant on the delivery of the vehicles.
  - f) Insurance expense is tracking over budget by \$(116,772) due to the LGIS premium received for buildings that was higher than budgeted. The trend will be monitored over next few months and any adjustment in the budget will be made, if required at the mid-year review.
  - g) Loss on Asset Disposal reported an adverse variance of \$26,136 related primarily to disposal of a vehicles that was not budgeted.

- h) Other expenditure is under budget by \$40,364 mainly due to a timing difference of contributions and donations to community groups and land acquisition costs of \$10,265 budgeted for the Forrestfield Industrial Area Scheme.

### **Investing Activities**

#### **Non-operating Grants and Contributions**

- 10. The non-operating grants and contributions is under budget by \$7,638,104. This is mainly due to a timing difference.

#### **Capital Expenditure**

- 11. The total Capital Expenditure on Property, Plant, Equipment, and Infrastructure Assets is under budget by \$13,791,777. The delayed spend is due to the City working through some large projects which are progressing through various stages. A review will be undertaken to determine any major adjustments required in Capex for mid-year review of 2025/26 Budget.

#### **Financing Activities**

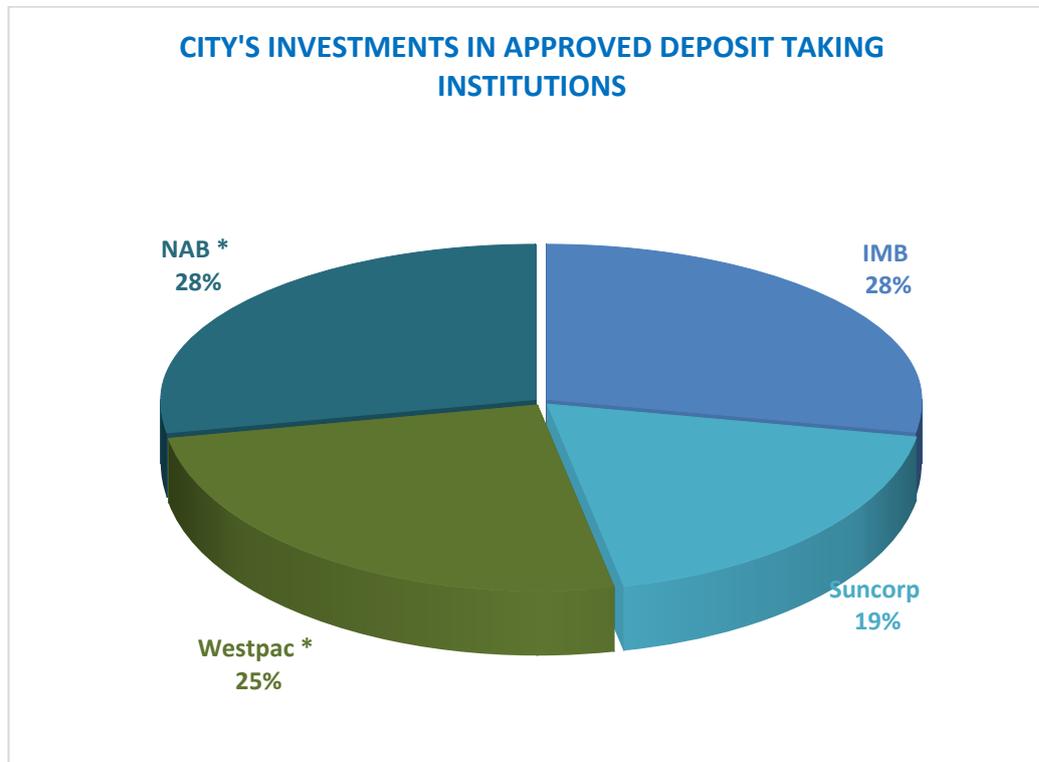
- 12. The amounts attributable to financing activities show a variance from budget by \$(580,064) which is mainly due to transfers to reserves required as a result of Budget 2025-26. These are normally done at the year end.

#### **Statement of Net Current Funding Position as of 31 October 2025**

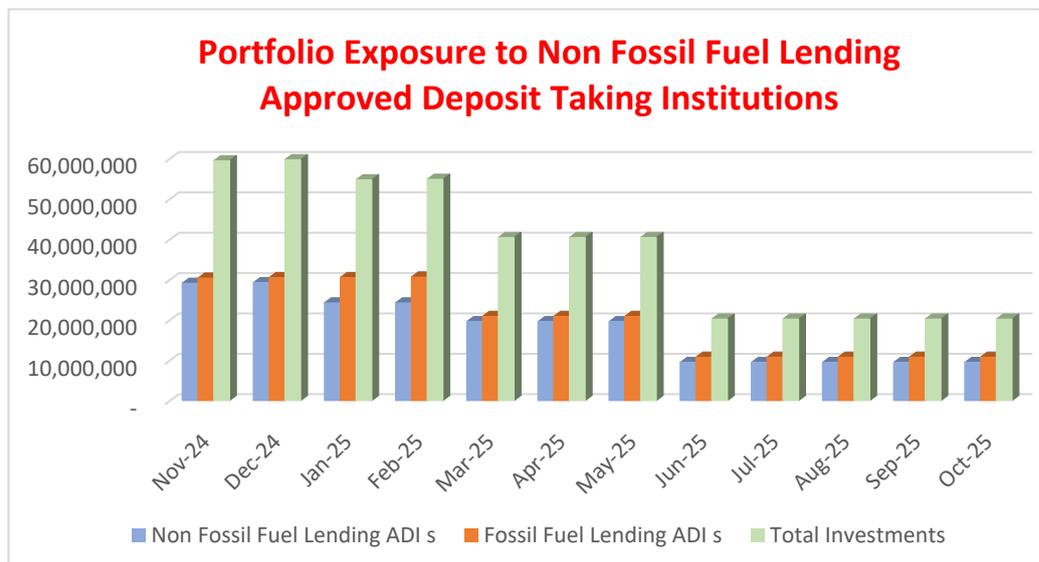
- 13. The commentary on the net current funding position is based on a comparison of October 2025 to the October 2024 actuals.
- 14. Net Current Assets (Current Assets less Current Liabilities) total \$113.3 million as compared to \$85.3 million for the previous year. The current assets include \$30.7 million receivable from EMRC, which was previously classified under non-current receivables. The restricted cash position is \$36.5 million which is slightly higher than the previous year's balance of \$36.3 million.
- 15. The following graph indicates the financial institutions where the City has investments as of 30 October 2025. Investments yields are between 4%-4.6% depending on the length of deposits. The Reserve Bank of Australia previously reduced the cash rate by a further 15 basis points to 3.60% which will have an adverse effect on investment income in the outer months as core inflation stabilises.

Recent economic data, indicates that further interest rates cuts are less likely this financial year.

16.



\*Financial Institutions with Investments in the Fossil Fuel Industry



17. Rates debtors are currently \$16.6 million (and similarly \$16.5 million in 2024), further details are contained in the Rates Report to Council.

18. Sundry debtors are stable at \$0.95 million. Further details are contained in the Debtors and Creditors Report to Council.

19. Receivables Other represent \$36.1 million including:  
a) Emergency Service Levy receivables \$2.3 million.  
b) Receivables Sanitation \$1.2 million.  
c) Receivable from EMRC \$30.7 million.  
The above is all part of the rates billing cycle and form part of the rates statement for each property.
20. Provisions for annual and long service leave have increased by \$593,466 from \$5.3 million to \$5.8 million when compared to the previous year. The majority of the provision is cash backed via specific reserves.

### **Proposed Budget Amendments and Voted Works**

21. There is no proposed notice of motions on voted works for this month hence there are no budget amendments for Voted Works. An allocation of \$100,000 remains.
22. There are two budget amendments that are being requested and detailed under Attachment 4.

Summary of the changes are:

2025.11.1 – Kalamunda Readers Festival – \$5,185 funded Partially via ALIA Community Cohesion Grant worth \$9,000 and the balance funded via additional revenue generated from running the event.

2025.11.2 – Welshpool Road East, Lewis Roundabout projects and Drainage Design package and encompassing eight sub-projects - \$250,000 via Asset Enhancement Reserve.

2025.11.3 – Community led place activation of footy goals at Fleming Reserve. Funding of \$3k will be donated from community members with the difference of \$5,120 being transferred from the City's Community Events budget.

The above changes have \$1,815 net positive change to the closing surplus position.

### **APPLICABLE LAW**

23. *Local Government Act 1995 s6.8*  
*Local Government (Financial Account 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 23 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.	<b>Risk:</b> Over-spending the budget.		
	<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
	Moderate	Possible	Medium
	<b>Action/Strategy</b>		
Monthly management reports are reviewed by the City and Council. Procurement compliance is centrally controlled via the Finance Department.			

32.	<b>Risk:</b> Non-compliance with Financial Regulations		
	<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>

Moderate                      Unlikely                      Low

**Action / Strategy**

---

The financial report is scrutinised by the City to ensure 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 October 2025 reflects a large draft closing surplus position of \$8,344,772. The opening surplus position is likely to change with the year-end adjustments yet to be passed including the pending external audit review.

<b>Voting Requirements: Absolute Majority</b>
-----------------------------------------------

RESOLVED OCM 2025/162

1. That Council RECEIVE the Monthly Statutory Financial Statement for the month of October 2025 which comprises:
  - a) Statement of Financial Activity (Nature or Type) (Attachment 1).
  - b) Statement of Net Current Funding Position, note to financial report. (Attachment 2).
  - c) Statement of Financial Position (Attachment 3).
  
2. ADOPTS by absolute majority the budget amendment as in Attachment 4.

Moved:                **Cr Lisa Cooper**

Seconded:          **Cr Kathy Ritchie**

Vote:                      For: **Mayor Margaret Thomas, Cr Kathy Ritchie, Cr John Giardina, Cr David Modolo, Cr Brooke O'Donnell, Cr Sue Bilich, Cr Lisa Cooper and Cr Josh Clark**

Against: **Nil**

**CARRIED UNANIMOUSLY (8/0)**

## 10.6.2. Rates Debtors Report for the Period Ended 31 October 2025

**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	Nil

### 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 2025/2026 on 15 July 2025. The amount collectable (excluding deferred rates balance of \$1,146,750) as of 31 October 2025 was \$52,618,920. This balance includes, initial billing, interims and the brought forward balance from 2024/25. Collections to date stand at \$36,174,133.

**BACKGROUND**

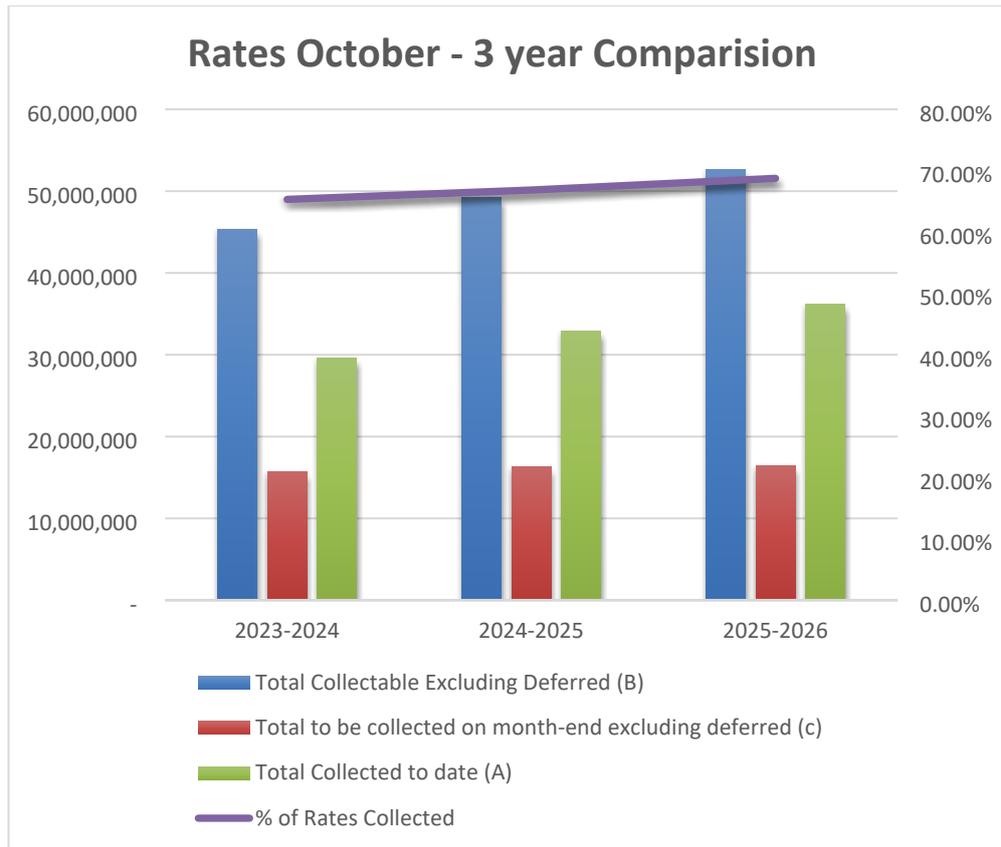
3. Rate Notices were issued on 15 July 2025 with the following payment options available:

<b>Options</b>		<b>Payment Dates</b>		
Full payment	19 August 2025			
Two instalments	19 August 2025	23 December 2025		
Four instalments	19 August 2025	21 October 2025	23 December 2025	24 February 2026

**DETAILS AND ANALYSIS**

4. A total of 24,169 notices were issued on 15 July 2025. This consisted of 19,642 mailed rates notices, and 4,527 of eRates notices (18.7% take-up saving more than \$7,100 in postage and printing). Compared to last year (3,506 eRates), the uptake has increased by 29%.
5. As of 31 October 2025, rates levied and collectable for the 2025/2026 Financial Year total is \$52,618,920 (excluding deferred rates), with collections standing at \$36,174,133.
6. The above collection of \$36,174,133 represents a collection rate of 68.75% which is significantly better than the previous year of 66.84%. For reference, below is a chart comparing the collection rates for the last three years.

7.



8.

From the above chart the following observations are made:

- a) The quantum of collectable and collected rates is higher in 2025/26 than previous years because the base amount is higher each year.
- b) The City Rates Team with seasoned professionals who are actively managing the debt outstanding. This is particularly noted in the amount outstanding for previous years having reduced by 22% (\$571,247).
- c) The % collectable at 31 October 2025 is 31.25% which will be a point of focus for the Rates Team to work towards. In this regard, work is being done to review and update the City's collection and hardship policies and procedures.
- d) The City sent out "final 7 Day notices" in October 2025 which will be followed up with Final Demand Letter and General Procedure Claims in November/December 2025.

9.

The interim rating has commenced for 2025/2026. To 31 October 2025 \$25,344 has been raised for the interim rating Revenue. Due to systems issues at Landgate, there has been a sector wide delay in the release of the property changes roll which is impacting on the City generating

interim. rates. It is believed this is a timing matter and will be resolved in the coming months.

10. The first instalment due date was 19 August 2025. The following observations should be noted:

- a) A total of 14,291 properties representing 57.09% of the total number of rateable properties were noted to have paid in full or were in credit.
- b) A total of 9,642 ratepayers has taken up an instalment option or have entered a payment arrangement.
- c) It is noted that the number of properties on Direct Debit and in particular, Payment Arrangements have increased reflecting the current economic environment.

The following table showing Properties choosing to pay by instalments or payment arrangements:

<b>Option</b>	<b>Description</b>	<b>2025/26 Interim Number</b>	<b>2024/25 Number</b>
Option 2 on Rates Notice	Two instalments	1,761	1,763
Option 3 on Rates Notice	Four instalments	6,597	6,397
Direct Debit	Pay by direct debit	1,104	1,000
Payment Arrangement	Pay by payment Arrangement	180	82
<b>Total</b>	<b>Ratepayers on payment options</b>	<b>9,642</b>	<b>9,242</b>

11. Call recording software has been utilised in the Rates Department since 2015, primarily for customer service purposes, as it allows calls to be reviewed for training and process improvement purposes. For the period 1 Oct 2025 to 31 Oct 2025, there was a total of 831 calls, equating to 40.44 hours of call time.

**APPLICABLE LAW**

12. 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**

13. The City's rates collection procedures are in accordance with the Debt Collection Policy CEO Direction 5.5.

## **STAKEHOLDER ENGAGEMENT**

### **Internal Referrals**

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

### **External Referrals**

15. The higher-level debt collection actions will be undertaken by an external collection agency appointed by the City.

## **FINANCIAL CONSIDERATIONS**

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

## **SUSTAINABILITY**

### **Social Implications**

17. Debt collection can have implications upon those ratepayers facing financial hardship and the City must ensure equity in its debt collection policy and processes.
18. 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**

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

### **Environmental Implications**

20. 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. It is heartening to see a significant uptake in eRates with a 29% increase from the previous year.

**RISK MANAGEMENT**

21.

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

**CONCLUSION**

22. The current year collection rate is higher at 68.75% compared to 66.84% last year. The City continues to effectively implement its rate collection strategy.

**Voting Requirements: Simple Majority**

RESOLVED OCM 2025/163

That Council RECEIVE the Rates Debtors Report for the Period ending 31 October 2025.

Moved: **Cr David Modolo**

Seconded: **Cr Josh Clark**

Vote: For: **Mayor Margaret Thomas, Cr Kathy Ritchie, Cr John Giardina, Cr David Modolo, Cr Brooke O'Donnell, Cr Sue Bilich, Cr Lisa Cooper and Cr Josh Clark**

Against: **Nil**

**CARRIED UNANIMOUSLY (8/0)**

### 10.6.3. Debtors and Creditors Reports for the month October 2025

**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"> <li>1. Summary of Creditors for month of Oct 2025 [<b>10.6.3.1</b> - 1 page]</li> <li>2. Summary of Debtors for the month of October 2025 [<b>10.6.3.2</b> - 2 pages]</li> <li>3. Creditor Payments for the Period ended 31 October 2025 (Public) [<b>10.6.3.3</b> - 13 pages]</li> <li>4. Corporate Credit Card Payments 26 August 2025 - 25 September 2025 (Public) [<b>10.6.3.4</b> - 4 pages]</li> </ol> |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

- |                          |                                                                                                                                                                                                                                    |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Confidential Attachments | <ol style="list-style-type: none"> <li>1. Creditor Payments during the month of October 2025 – Confidential</li> <li>2. Corporate Credit Card Payments for the period 26 August 2025 – 25 September 2025 - Confidential</li> </ol> |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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 October 2025.
2. The report provides details of payments made from the Municipal and Trust Fund Accounts for the month. It also includes details of employee purchases via purchasing cards from 26 August 2025 to 25 September 2025.
3. It is recommended that Council receive the list of:
  - a) payments made from the Municipal and Trust Fund Accounts for the month of October 2025
  - b) payments made by employees via purchasing cards from 26 August to 25 September 2025.
  - c) the outstanding debtors and creditors report for the month of October 2025.

## BACKGROUND

4. Trade Debtors and Creditors are subject to strict monitoring and control procedures.
5. In accordance with regulation 13 of the *Local Government (Financial Management) Regulations 1996*, 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 October was \$954,223.02. This includes \$914,042 of current debts and \$3,434, unallocated credits (excess or overpayments).
- 8. Invoices over 30 days total \$12,804 debts of significance:
  - a) IQ Premium Homes Pty Ltd, \$5,343, bond.
- 9. Invoices over 60 days total \$13,943, debts of significance:
  - a) Intuity, \$1,650, hall hire; and
  - b) Giovanni's, \$1,396, Health Services fee.
- 10. Invoices over 90 days total \$16,868, debts of significance:
  - a) N-Com Pty Ltd, \$4,989.67, lease fees, payment plan in progress;
  - b) Kalamunda City FC, \$3,818, utilities;
  - c) Private Citizen, \$2,532, Veterinary fees, pending commencement of direct debit due to financial hardship;
  - d) Municipal Workforce, \$1,863, Workers Compensation reimbursement; and
  - e) Kalamunda Chamber of Commerce, \$1,580, reserve hire, pending resolution for request to waive fees.

**Creditors**

- 11. Payments totalling \$6,633,448.83 were made during the month of October 2025. Standard payment terms are 30 days from the end of the month, with local businesses and contractors on 14-day terms.

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

Supplier	Purpose	\$
LGIS WA	LGIS insurance - 2nd instalment 30/06/25 - 30/06/26	659,785.03
AE Hoskins Building Services	building maintenance repairs at various locations including insurance claim works completed at Forrestfield tennis club	603,731.52
Cleanaway	Waste / recycling & bulk bin disposal services fees	544,890.41
Australian Taxation Office	PAYG Tax Payments	505,534.18
WA Carmax Pty Ltd T/A Bergmans Auto Group	Supply & delivery of new vehicles & accessories with installation	424,204.71

Aware Super Pty Ltd	Superannuation contributions	237,651.40
Dowsing Group Pty Ltd	Supply & lay concrete pathways, maintenance & misc. works at various locations	232,134.85
Newground Water Services Pty Ltd	Claim #1 - RFT 2509 - Ray Owen oval refurbishment	226,816.79
Resource Recovery Group (SMRC)	Waste & recycling disposal services fees	212,692.72
Synergy	Power charges	168,520.04
Contraflow	Traffic management for various locations	154,592.08
City of Cockburn	Waste disposal services from the weekly residential collection	107,379.41
Talis Consultants Pty Ltd Atf Talis Unit Trust	Consulting services for various area in environment management	106,500.17
Natural Area Management Services	Environmental and bushfire advice for the Carmel School house site & last payment for revegetation project at Woodlupine Brook, Wattle Grove	106,317.53
McKay Earthmoving Pty Ltd	Plant equipment and operator hire for various locations	84,497.66
OCE Corporate Pty Ltd - Office Cleaning Experts	Cleaning services / consumables for various locations	69,056.42
Sirsidynix Pty Ltd	Software subscription renewal fee	63,497.47
RPS AAP Consulting Pty Ltd	Part payment - for detailed site investigations at the Dawson Avenue, Forrestfield old landfill sites	61,875.00
Cardia Bioplastics (Aust) Pty Ltd	Supply & delivery of my ECO bag - 8l kitchen tidy bags	56,548.80
Kennedys Tree Services (Cosmag Pty Ltd)	Ttree removal / under powerline pruning for various locations	52,614.56

These payments total \$4,678,840.75 and represent 71% of all payments for the month.

### Payroll

12. Salaries and wages are paid in fortnightly cycles. A total of \$1,664,868.83 was paid in net salaries and wages for the month of October 2025.
13. Additional details are provided in Confidential Attachment 1 after the creditors' payment listing.

### Trust Account Payments

14. 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
15. The following payments (GST exclusive) were made from the Trust Accounts in the month of September 2025.

Cell 9		Amount (\$)
Date	Description	Amount (AUD)
31/10/2025	Natural Area Holdings Pty Ltd - Supply and installation of trees at Woodlupine Brook, Wattle Grove (C9S1)	86,548.18
31/10/2025	Field Advisory Pty Ltd - 2025 Land Valuation for Cell 9	2,000.00

#### **APPLICABLE LAW**

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

#### **APPLICABLE POLICY**

18. Debt Collection Policy CEO Direction 5.5.
19. Register of Delegations from Council to CEO.

#### **STAKEHOLDER ENGAGEMENT**

##### **Internal Referrals**

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

##### **External Referrals**

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

#### **FINANCIAL CONSIDERATIONS**

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

**SUSTAINABILITY**

23. Nil.

**RISK MANAGEMENT**

**Debtors**

24.	<b>Risk:</b> The City is exposed to the potential risk of the debtor failing to make payments resulting in the disruption of cash flow.		
	<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
	Insignificant	Possible	Low
	<b>Action/Strategy</b>		
	Ensure debt collections are rigorously managed.		

**Creditors**

25.	<b>Risk:</b> Adverse credit ratings due to the City defaulting on the creditor.		
	<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
	Insignificant	Possible	Low
	<b>Action/Strategy</b>		
	Ensure all disputes are resolved in a timely manner.		

**CONCLUSION**

26. Creditor payments are higher than the normal trend range due to the LGIS Insurance final invoice payment worth 659,785.03.

<b>Voting Requirements: Simple Majority</b>
---------------------------------------------

RESOLVED OCM 2025/164

That Council:

1. RECEIVE the monthly lists of payments made from the Municipal Accounts for the month October 2025 (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 26 August 2025 to 25 September 2025 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 and creditors reports (Attachments 1 & 2) for the month of October 2025.

Moved: **Cr Kathy Ritchie**

Seconded: **Cr Lisa Cooper**

Vote: For: **Mayor Margaret Thomas, Cr Kathy Ritchie, Cr John Giardina, Cr David Modolo, Cr Brooke O'Donnell, Cr Sue Bilich, Cr Lisa Cooper and Cr Josh Clark**

Against: **Nil**

**CARRIED UNANIMOUSLY (8/0)**

### 10.6.4. Change in Valuation Method - 15 and 21 Punai Place and 55 Glenisla, Bickley

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

Previous Items	
Directorate	Corporate
Business Unit	Financial Services
File Reference	
Applicant	City of Kalamunda
Owner	City of Kalamunda
Attachments	Nil

#### 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.

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

#### EXECUTIVE SUMMARY

1. The purpose of this report is for Council to support the approval for a change of valuation method from Unimproved Valued (UV) to Gross Rental Value (GRV) for the following lots:

- a) Lot 23 (15) Punai Place, Bickley
- b) Lot 24 (21) Punia Place, Bickley
- c) Lot 16 (55) Glenisla Road, Bickley

2. Under section 6.28 of the *Local Government Act 1995* (the Act), the Minister for Local Government (minister) is responsible for determining the method of valuation of land to be used by a local government as the basis for a rate and publish a notice of the determination in the *Government Gazette*.
3. It is recommended that Council approve the request for a change of valuation method from UV to GRV for three properties. The request will then be forwarded to the Minister for consideration and approval.

## BACKGROUND

4. Under section 6.28 of the *Local Government Act 1995* (the Act), the Minister is responsible for determining the method of valuation of land to be used by a local government as the basis for a rate and publish a notice of the determination in the *Government Gazette*.
5. In determining the method of valuation to be used by a local government, the Minister is to have regard to the general principle that the basis for a rate on any land should consider the following:
  - (a) where the land is used predominantly for rural purposes, the unimproved value (UV) of the land; and
  - (b) where the land is used predominantly for non-rural purposes, the gross rental value (GRV) of the land.
6. This authority has been delegated by the Minister to an officer of the Department of Local Government, Industry Regulation and Safety. Each local government has a role in ensuring the rating principles of the Act are correctly applied to rateable land within their district.

## DETAILS AND ANALYSIS

### 7. UV to GRV

ID	Lot	Plan	Address
A.	23	18826	15 Punai Place, Bickley WA 6076
B.	24	18826	21 Punai Place, Bickley WA 6076
C.	16	17681	55 Glenisla Rd, Bickley WA 6076

8. Pursuant to section 6.28 of the Act, the above properties valued on

unimproved values should be valued on gross rental value based on the following internal investigation:

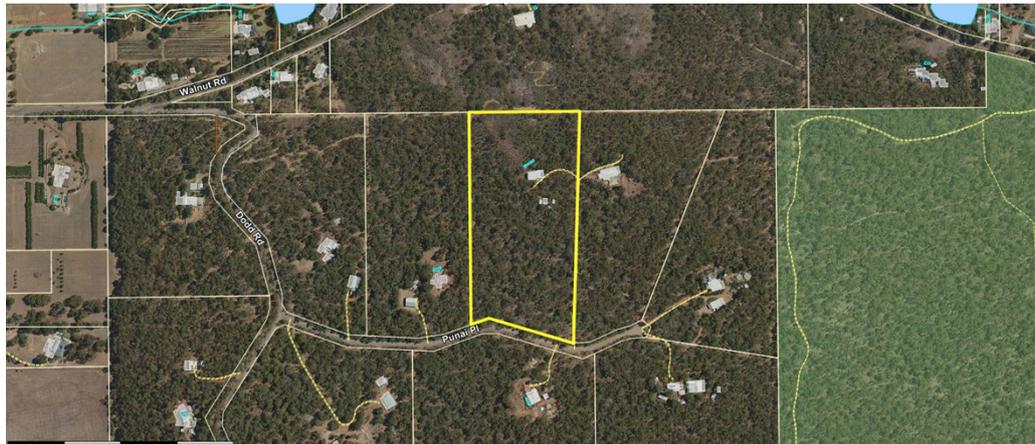
- Land Use Declaration Form (see attachments)
- Aerial and Lot site inspection and photos (see attachments)

9. Based on the above information, the predominant use of the property is considered "non-rural". In order to maintain an equitable rates base and in accordance with section 6.28 of the Act, it is recommended that the method of valuing this land area be changed from unimproved value to gross rental value.
10. Guidelines issued by the Department recommend that affected property owners be informed of proposed changes to the method of valuing their property, although a modified process may be considered where change is driven by large scale subdivisions.
11. **Lot 23 on Plan 18826 – 15 Punai Place, BICKLEY WA 6076**

An application pack was sent to the owners. This included the Land Use Declaration Form, Frequently Asked Questions and Extracts from the Act to help make a determination of which basis of valuation should apply "UV or GRV". The application pack included an estimate of the future rates based on the surrounding residential properties currently held under Gross Rental Valuation on the City's record. Please note this was an estimate only, and the actual GRV will be provided by the Valuer General's Office. The owner submitted a Land Use Declaration Form.

The estimated annual rates charged for this property are likely to decrease. A letter was sent to the owners confirming receipt of application and advising referral to Ordinary Council Meeting.

The Manager Financial Services along with the Rates Coordinator inspected the property. It was evident the property is being used for non-rural purposes.



12. **Lot 24 on Diagram 18826 – 21 Punai Place, BICKLEY WA 6076**

The review was sought by way of the owner contacting the City and submission of the Land Use Declaration form advising that their property is predominantly used as residential. The Manager Financial Services along with the Rates Coordinator inspected the property. It was evident that the property is being used for non-rural purposes.

A letter was sent to the owner confirming receipt of the application and site visit inspection completed. The letter included an estimate of the future rates based on the surrounding residential properties that currently hold Gross Rental Valuation on the City's record. It is it be noted this was an estimate only and it may be amended by the Valuer General's Office.

The estimate of the annual rates charge for this property is likely to decrease. The owners have declared, by completing the Land Use Declaration Form, that the above lots are used predominantly for non-rural purposes and should be assessed upon their gross rental value.

A letter was sent to the owners confirming receipt of application and advising referral to Ordinary Council Meeting.



13. **Lot No 16 on Diagram 17681 – 55 Glenisla Place, BICKLEY WA 6076**

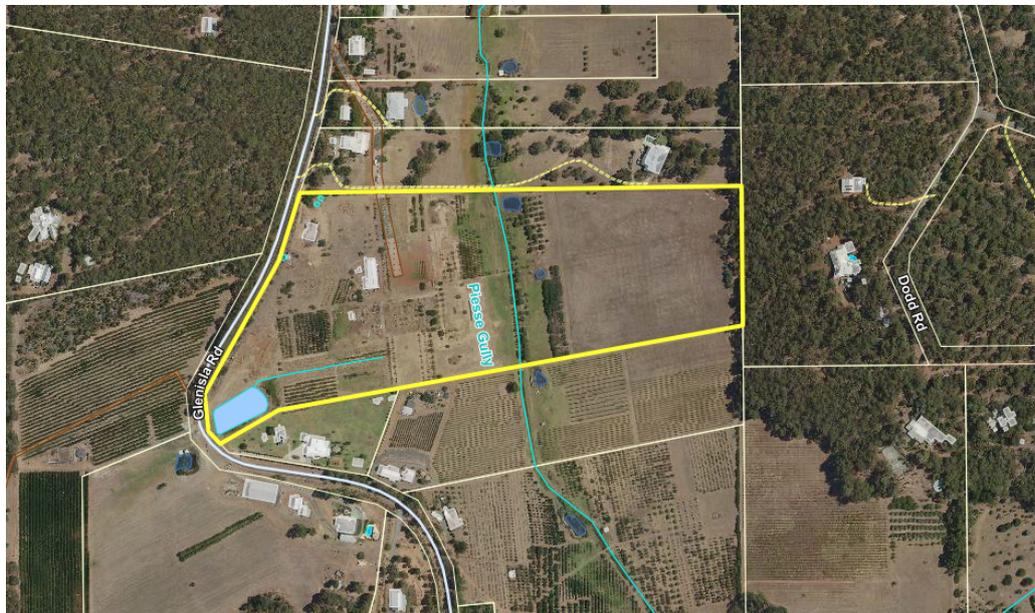
The review was sought by way of the owner contacting the City and submitting the Land Use Declaration Form advising that their property is predominantly used as residential.

Following an inspection of the property by the Rates Coordinator, it was evident the property is being used for non-rural purposes.

A letter was sent to the owner confirming receipt of the application and site visit inspection completed. The letter included an estimate of the future rates based on the surrounding residential properties that currently hold Gross Rental Valuation on the City Record. It is to be noted that this was estimate only and it may be amended by the Valuer General's Office. The estimate of the annual rates charges for his property is likely to decrease.

The owner has declared, by completing the Land Use Declaration Form that the above lot is used predominantly for non-rural purposes and should be assessed upon gross rental value.

A letter was sent to the owner confirming receipt of the application and advising referral to Ordinary Council meetings.



**APPLICABLE LAW**

14. Section 6.28 of the *Local Government Act 1995* provides:
- (1) *The Minister is to –*
    - (a) *Determine the method of valuation of land to be used by a local government as the basis for a rate; and*

*(b) Publish a notice of the determination in the Government Gazette.*

*(2) In determining the method of valuation to be used by a local government the Minister is to have regard to the general principle that the basis for a rate on any land is to be –*

*(a) Where the land is used predominantly for rural purposes, the unimproved value of the land; and*

*(b) Where the land is used predominantly for non-rural purposes, the gross rental value of the land.*

*(3) The unimproved value or gross rental value, as the case requires, of rateable land in the district of a local government is to be recorded in the rate record of that local government.*

*(4) Subject to subsection (5), for the purposes of this section the valuation to be used by a local government is to be the valuation in force under the Valuation of Land Act 1978 as at 1 July in each financial year.*

#### **APPLICABLE POLICY**

15. NIL

#### **STAKEHOLDER ENGAGEMENT**

16. The affected landowners have been contacted, and their consent has been received (see attachments)

#### **FINANCIAL CONSIDERATIONS**

17. A change in the method of valuation from UV to GRV will impact the City's rates revenue dependent upon the valuation provided by the Valuer General's Office. Based on the current financial year's GRV values, the approximate rates revenue loss for the properties included in this report would be \$3,270. The loss in rates would need to be covered when the City prepares its rates modelling for the coming budget year of 2026/2027.

#### **SUSTAINABILITY**

18. The City will undertake a broader review of the valuation methods for UV properties to ensure that rate changes are in accordance with their predominant land use.

#### **RISK MANAGEMENT**

19.

<b>Risk:</b>		
<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
Insignificant	Possible	Low
<b>Action/Strategy</b>		
Ensure rates modelling is updated to take into account the changes in valuation methodology so that overall rate revenue target is maintained. Furthermore, action requests for review of valuation from ratepayers' timely, to ensure accurate rates base for modelling.		

**CONCLUSION**

- 20. The report requests the Council to approve the request to the Minister of Local Government to change the method of valuation for 3 properties which will better present the landing rating methodology. The expected loss in revenue is approximately \$3,270.

**Voting Requirements: Simple Majority**

RESOLVED OCM 2026/165

That Council resolve to:

- 1. Request the Minister for Local Government to approve the change to the method of valuation of the land areas referred to in this report from unimproved values to gross rental values, in accordance with section 6.28 of the *Local Government Act 1995*.
  - A. Lot 23 on Plan 18826 – 15 Punai Place, BICKLEY WA 6076
  - B. Lot 24 on Diagram 18826 – 21 Punai Place, BICKLEY WA 6076
  - C. Lot 16 on 17681 – 55 Glenisla Rd, BICKLEY WA 6076

Moved: **Cr John Giardina**

Seconded: **Cr David Modolo**

Vote: For: **Mayor Margaret Thomas, Cr Kathy Ritchie, Cr John Giardina, Cr David Modolo, Cr Brooke O'Donnell, Cr Sue Bilich, Cr Lisa Cooper and Cr Josh Clark**

Against: **Nil**

**CARRIED UNANIMOUSLY (8/0)**

**11. Motions of Which Previous Notice has been Given**

Nil.

**12. Questions by Members Without Notice**

12.1 Referring to 3.1 Public Question Time (Cr John Giardina)

Q. Has Mr Ryan been informed of the significant work being undertaken by staff, the CEO and Directors with DCP's, the Minister and other stakeholders to progress this matter and secure government funding for associated costs?

A. Mr Ryan is aware of most of the work undertaken, though he may not be across the most recent developments. Staff, the CEO and Directors have been actively advocating with the Minister, WA Planning Commission and relevant departments for the past 12 months to progress the matter. While the process is complex and largely dependent on government decision-making, the City continues to pursue solutions and maintain strong relationships to move the issue forward.

12.2 Referring 3.1 Public Question Time (Mayor Margaret Thomas)

Q. Mr Ryan was asking tonight about the value of the land and the value of the houses. Is the City expected to know that?

A. The City is unable to accurately comment on the value of the land as the City will not be purchasing the properties. The unimproved value, on which property values are based, is outside the City's control. A structure plan remains in place and is currently being reviewed for possible modification. Property values fluctuate independently of the City.

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

Nil.

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

Nil.

**15. Meeting Closed to the Public**

Nil.

**16. Tabled Documents**

Public Agenda Briefing Forum - Notes - 11 November 2025 Ray Owen Sports  
Centre Management Committee - Minutes - 7 August 2025

**17. Closure**

I now declare the meeting closed at 7.54pm.