



Special Council Meeting

UNCONFIRMED MINUTES

16 December 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

Mary Cannon

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

Nathan Ritchie – Director Development

Gary Ticehurst - Director Corporate

Sinead McGuire – Director Infrastructure

Luke Ellis – Director Community

Management Team

Rhonda Bowman - Manager Governance

Kath Parkinson – Manager Communications

Administration Support

Molly Rogers-Thomson - Executive Officer to the CEO

Members of the Public 1

Members of the Press Nil.

Apologies Nil.

3. Public Question Time

3.1. Questions Taken on Notice at Previous Meeting

3.1.1 Nil.

3.2. Public Question Time

3.2.1 Nil.

4. Petitions/Deputations

4.1 Nil.

5. Announcements by the Member Presiding Without Discussion

Before we progress tonight's meeting, I want to take a moment to acknowledge the tragic events that occurred at Bondi Beach on Sunday afternoon.

On behalf of the City of Kalamunda, I extend our deepest sympathies to the families, friends, and communities affected by this heartbreaking loss of life.

Our thoughts are with everyone impacted - the victims, their loved ones, the first responders, and the broader community who are grieving in the wake of this tragedy.

Moments like this remind us of the fragility of life and the importance of compassion and care for one another - values that connect and strengthen communities right across our country.

As we approach the end of the year, I want to wish everyone a safe holiday. May this time be filled with kindness, tolerance, and generosity

It's also timely to remind you all that the City's offices will close from 12pm on Wednesday, 24 December, and reopen at 8am on Monday, 5 January.

If you need to get in touch during this period, please contact our main office line - your call will be escalated as needed, or our staff will get back to you in the new year.

Thank you, and please take care of yourselves and each other.

6. Matters for Which the Meeting may be Closed

6.1 Nil.

7. Disclosure of Interest

7.1. Disclosure of Financial and Proximity Interests

a. Members must disclose the nature of their interest in matter to be discussed at the meeting. (Section 5.56 of the *Local Government Act 1995*.)

b. Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting. (Section 5.70 of the *Local Government Act 1995*.)

7.1.1 Nil.

7.2. Disclosure of Interest Affecting Impartiality

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

7.2.1 Nil.

8. Reports to Council

8.1. Development Reports

No reports presented.

8.2. Infrastructure Reports

No reports presented.

8.3. Corporate Reports

No reports presented.

8.4. Community Reports

No reports presented.

8.5. Chief Executive Officer Reports

8.5.1. Annual Report 2024/2025

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

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

Attachments	1. City of Kalamunda Annual Report 2024-2025 [8.5.1.1 - 65 pages]
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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 accept the City's 2024/2025 Annual Report and set a date for the Annual General Meeting of Electors.
2. The Annual Report is prepared to advise the Community on the activities of the local government. It also contains the audited Annual Financial Report.
3. It is recommended Council accepts the 2024/2025 Annual Report and sets Tuesday 3 February 2026 as the date for the Annual General Meeting of Electors.

BACKGROUND

4. In accordance with section 5.53 of the *Local Government Act 1995* (Act), a local government is required to prepare an Annual Report for each financial year.
5. The Act further requires a local government to accept the Annual Report for a financial year no later than 31 December in the year after that financial year, subject to the availability of the Auditor's Report.

DETAILS AND ANALYSIS

6. The Annual Report is prepared to advise the Community on the statutory and financial activities of the local government, demonstrating its compliance with the Act. It reports on the annual outcomes achieved by the organisation against the strategic priorities, objectives and strategies set out in the Strategic Community Plan – Kalamunda Advancing, and against the criteria and requirements prescribed by the Act and the *Local Government (Administration) Regulations 1996* (Regulations).
7. The Annual Report contains the audited Annual Financial Report, Audit Report, and statutory reports and information required by the Act and Regulations.
8. The 2024/2025 Annual Report as presented includes all information as required in accordance with recent amendments to the Regulations, including demographic information provided related to elected members.
9. Once adopted by Council, section 5.55 of the Act requires the CEO to give local public notice of the availability of the Annual Report, and Council is required to set a date for convening the Annual General Meeting of Electors, at which the Annual Report is to be presented in accordance with the Regulations.

APPLICABLE LAW

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

APPLICABLE POLICY

- 11. There are no policy considerations with respect to the Annual Report.

STAKEHOLDER ENGAGEMENT

- 12. All Directorates within the City of Kalamunda have been involved in the preparation of the 2024/2025 Annual Report.
- 13. As noted previously, the Act requires the Chief Executive Officer give local public notice of the availability of the Annual Report as soon as practicable after the Annual Report has been accepted by the local government.

FINANCIAL CONSIDERATIONS

- 14. The costs of preparing and printing the Annual Report are funded within the existing budget.

SUSTAINABILITY

- 15. N/A

RISK MANAGEMENT

16.	Risk: The Annual Report is not accepted as required by the Act		
	Consequence	Likelihood	Rating
	Moderate	Unlikely	Low
	Action/Strategy		
	Ensure the Annual Report is prepared in time to meet the legislative Requirements.		

CONCLUSION

- 17. The Annual Report demonstrates that the City is meeting its strategic priorities, objectives and strategies as set out in the Strategic Community Plan, and demonstrates the City's compliance with the requirements of the Act and Regulations

Voting Requirements: Absolute Majority

RESOLVED SCM 08/2025

That Council:

1. Pursuant to section 5.54 of the *Local Government Act 1995*, ACCEPT the City of Kalamunda 2024/2025 Annual Report as contained at Attachment 1.
2. DETERMINES the date of the Annual General Meeting of Electors to be Tuesday 3 February 2026.

Moved: **Cr Lisa Cooper**

Seconded: **Cr John Giardina**

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

Against: **Nil**

CARRIED UNANIMOUSLY / ABSOLUTE MAJORITY (9/0)

9. Motions of Which Previous Notice has been Given

9.1 Nil.

10. Meeting Closed to the Public

10.1 Nil.

11. Closure

The meeting was declared closed at 6.36pm.