

Public Agenda Briefing Forum

10 November 2026

City of Kalamunda


City of Kalamunda
RICH Values
We treat everyone with dignity, fairness, and kindness—valuing diverse perspectives, listening with empathy, and fostering an inclusive environment where all voices are heard and appreciated.
Respect
We act with honesty, transparency, and accountability—upholding ethical standards, taking responsibility for our actions, and consistently doing what is right, even when no one is watching.
Integrity
We build trust through empathy, honest feedback, and mutual support—creating a safe, respectful environment where people thrive and grow. We care enough to be candid, knowing that truth shared with compassion strengthens us all.
Care
We communicate truthfully and openly—building trust through transparency, owning our actions, and fostering a culture where integrity and authenticity guide every interaction.
Honesty

INFORMATION FOR THE PUBLIC ATTENDING PUBLIC AGENDA BRIEFING

Agenda Briefing Forums will involve Elected Members, employees as determined by the Chief Executive Officer and external advisors (where appropriate) and will be open to the public. **The Briefing Session will the held at the City of Kalamunda commencing at 6.30pm**.

Agenda Briefing Forums will provide the opportunity for Elected Members to be informed and seek additional information on matters prior to the presentation of such matters to the next Ordinary Council Meeting for formal consideration and decision.

Acknowledgement of Traditional Owners

We wish to acknowledge the traditional custodians of the land we are meeting on, the Whadjuk Noongar people. We wish to acknowledge their Elders' past, present and future and respect their continuing culture and the contribution they make to the life of this City and this Region.

Emergency Procedures

Please view the position of Exits, Fire Extinguishers and Outdoor Assembly Area as displaced on the wall of the Council Chambers.

In case of an emergency follow the instructions given by City Staff.

Please remain at the assembly point until advised it is safe to leave.

Webcasting Notice

Please note tonight's meeting, other than the confidential sessions, are being recorded and live streamed.

All in attendance and those addressing Council should refrain from making offensive/defamatory statements as there may be legal implications.

Council takes all care when maintaining privacy, however members of the public gallery and those addressing Council should be aware that you may be recorded.

PROCEDURES FOR PUBLIC AGENDA BRIEFING FORUMS

The following procedures will apply to all Public Agenda Briefing Forums conducted by the City of Kalamunda:

a. Public Agenda Briefing Forums will be open to the public matters of a confidential nature will not be presented. The guide in determining those matters of a confidential nature shall be in accordance with the *Local Government Act 1995* (WA).
b. Dates and times for Public Agenda Briefing Forums will be set more than one (1) week in advance where practicable, and appropriate notice given to the public.
c. The Chief Executive Officer will ensure timely written notice and an agenda for each Public Agenda Briefing Forum will be provided to all Elected Members, members of the public and external advisors (where appropriate).
d. Ordinarily, the Mayor is to be the Presiding Member at Public Agenda Briefing Forums. However, should Elected Members wish to rotate the role of Presiding Member for a particular meeting, those Elected Members present may select, by consensus, a Presiding Member for the relevant Public Agenda Briefing Forum from amongst themselves to preside at that Public Agenda Briefing Forum.
e. Relevant employees of the City of Kalamunda will be available to make presentation or respond to questions on matters listed on the agenda for the Public Agenda Briefing Forum.
f. All Elected Members will be given a fair and equal opportunity to participate in the Public Agenda Briefing Forum.
g. The Presiding Member will ensure time is made available to allow for all matters of relevance to be covered.
h. Elected Members, employees and relevant consultants shall disclose their interests on any matters listed for the Public Agenda Briefing Forum. When disclosing an interest, the following is required:
    i. Interests are to be disclosed in accordance with the provisions of the *Local Government Act 1995,* the *Local Government (Rules of Conduct) Regulations 2007* and the City's *Code of Conduct*.
    ii. Elected Members disclosing a financial interest will not participate in that part of the forum relating to the matter to which their interest applies and shall depart the room.
    iii. Employees with a financial interest in a matter may also consider it appropriate to depart the room when the matter is being considered, however there is no legislative requirement to do so.
i. Minutes shall be kept of all Public Agenda Briefing Forums. As no decisions are made at a Public Agenda Briefing Forum, the minutes need only be a general record of the items covered but shall record any disclosure of interests as declared by individuals. A copy of the minutes is to be attached to the following Ordinary Council Meeting for Council of the preceding forum.
j. At any Public Agenda Briefing Forum, Elected Members may foreshadow a request to the Chief Executive Officer for the Chief Executive Officer to prepare a report on a matter they feel is appropriate to be raised and which is to be presented at a future Public Agenda Briefing Forum.
k. Requests of this nature may not be accepted by the Chief Executive Officer at forums, but instead, Elected Members wishing to formalise such a foreshadowed request, shall submit a Notice of Motion to that effect to the Chief Executive Officer in accordance with the *City's Standing Orders Local Law 2015* (**City's Standing Orders**).

PROCEDURES FOR PUBLIC QUESTION TIME

Questions Asked Verbally

Members of the public are invited to ask questions at Public Agenda Briefing Forums.

a. Questions asked at a Public Agenda Briefing Forum must relate to a matter contained on the agenda.
b. A register will be provided for those persons wanting to ask questions to enter their name. Persons will be requested to come forward in the order in which they are registered, and to give their name and full address.
c. Public question time will be limited to two (2) minutes per member of the public, with a limit of two (2) verbal questions per member of the public.
d. Statements are not to precede the asking of a question during public question time. Statements should be made during public submissions.
e. Members of the public are encouraged to keep their questions brief to enable others who desire to ask a question to have the opportunity.
f. Public question time will be allocated a minimum of 30 minutes. Public question time is declared closed following the expiration of the allocated 30 minute time period, or earlier if there are no further questions.
g. The Presiding Member may extend public question time in intervals of 10 minutes, but the total time allocated for public question time is not to exceed 50 minutes in total.
h. Questions are to be directed to the Presiding Member and shall be asked politely, in good faith, and are not to be framed in such a way as to reflect adversely or to be defamatory to any particular Elected Member or City of Kalamunda employee.
i. The Presiding Member shall decide whether to:
    i. accept or reject any question and his/her decision shall be final;
    ii. nominate a City of Kalamunda employee to respond to the question (who make take such question on notice in which case, provision of a response shall be in accordance with the City's Standing Orders); or
    iii. take a question on notice (in which case, a written response will be provided as soon as possible and included in the agenda of the next Ordinary Council Meeting).
j. Where an Elected Member is of the opinion that a member of the public is:
    i. asking a question at a Public Agenda Briefing Forum that is not relevant to a matter listed on the agenda; or
    ii. making a statement during public question time,

    they may bring it to the attention of the Presiding Member who will make a ruling.
k. Questions and any responses will be summarised and included in the minutes of the meeting.
l. It is not intended that question time should be used as a means to obtain information that would not otherwise be made available if the information was sought from the City's records under Section 5.94 of the *Local Government Act 1995* (WA) (**LG Act**) or the *Freedom of Information Act 1992* (**FOI Act**).
m. Where the response to a question(s) would require a substantial commitment of the City's resources, the Chief Executive Officer will determine that it is an unreasonable impost upon the City of Kalamunda and may refuse to provide it. The Chief Executive Officer will advise the member of the public that the information may be sought in accordance with the FOI Act.

PROCEDURES FOR PUBLIC STATEMENT TIME

a. Members of the public are invited to make statements at Briefing Forums.
b. Statements made at a Briefing Forum must relate to a matter contained in the agenda.
c. A register will be provided for those persons wanting to make a statement to enter their name. Persons will be requested to come forward in the order in which they are registered, and to give their name and full address.
d. Public Statement Time will be limited to two (2) minutes per member of the public.
e. Members of the public are encouraged to keep their statements brief to enable everyone who desires to make a statement to have the opportunity to do so.
f. Public Statement Time will be allocated a maximum time of ten (10) minutes. Public Statement Time Is declared closed following the ten (10) minute allocated time period, or earlier if there are no further statements.
g. Statements are to be directed to the Presiding member and are to be made politely in good faith and are not to be framed in such a way as to reflect adversely or be defamatory on a particular Elected Member or City of Kalamunda employee.
h. Where an Elected Member is of the opinion that a member of the public is make a statement at a Briefing Forum that is not relevant to a matter listed on the agenda, they may bring it to the attention of the Presiding Member who will make a ruling.
i. A member of the public attending a Briefing Forum may present a written statement rather than make the statement verbally if he or she so wishes.
j. Statements will be summarised and included in the notes of the Briefing Forum.

Questions in Writing

a. Questions must relate to a matter contained in the Agenda Briefing Forum agenda.
b. The City will accept a maximum of five written questions per member of the public. To ensure equality and consistency, each part of a multi-part question will be treated as a question in its own right.
c. Questions lodged by the close of business on the working day immediately prior to the scheduled Agenda Briefing Forum will be responded to, where possible, at the Agenda Briefing Forum. These questions, and their responses, will be distributed to Elected Members and made available to the public in written form at the meeting.
d. The Presiding Member shall decide to accept or reject any written question and his/her decision shall be final. Where there is any concern about a question being offensive, defamatory or the like, the Presiding Member will make a determination in relation to the question. Questions determined as offensive, defamatory or the like will not be published. Where the Presiding Member rules questions to be out of order, an announcement to this effect will be made at the meeting, including the reason(s) for the decision.
e. The Presiding Member may rule questions out of order where they are substantially the same as questions previously submitted and responded to.
f. Written questions unable to be responded to at the Public Agenda Briefing Forum will be taken on notice. In this case, a written response will be provided as soon as possible and included on the agenda of the next Ordinary Council Meeting.
g. A person who submits written questions may also ask questions at a Public Agenda Briefing Forum and questions asked verbally may be different to those submitted in writing.
h. Questions and any response will be summarised and included in the minutes of the meeting.
i. It is not intended that question time should be used as a means to obtain information that would not be made available if it was sought from the City's records under Section 5.94 of LG Act or the FOI Act.

j. Where the response to a question(s) would require a substantial commitment of the City's resources, the Chief Executive Officer will determine that it is an unreasonable impost upon the City and may refuse to provide it. The Chief Executive Officer will advise the member of the public that the information may be sought in accordance with the FOI Act.

Questions of Clarification

Members of the public may ask questions of clarification at Public Agenda Briefing Forums.

a. Questions of clarification asked at a Public Agenda Briefing Forum must relate to a matter contained on the agenda.
b. Questions of clarification will be limited to two (2) minutes per member of the public, with a limit of two (2) verbal questions per member of the public.
c. The period at which members of the public may ask questions of clarification must follow the presentation of reports.
d. Statements are not to precede the asking of a question of clarification. Statements should be made during public submissions.
e. The period for questions of clarification will be allocated a minimum of 15 minutes. This time is declared closed following the expiration of the allocated 15 minute time period, or earlier if there are no further questions. The Presiding Member may extend public question time in intervals of 5 minutes, but the total time allocated for public question time is not to exceed 30 minutes in total.
f. Questions of clarification will otherwise be governed by the same requirements and procedures as set out above from 5.1(i) to 5.1(n).

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1. Official Opening

2. Attendance, Apologies and Leave of Absence

3. Declarations of Interest

3.1. 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*.)

3.2. Disclosure of Interest Affecting Impartiality

a. Members must disclose an interest in matters to be discussed at the meeting that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest (Regulation 22 of the Local Government (Model Code of Conduct) Regulations 2021).

b. Employees must disclose an interest in matters in which reports or advice are provided to Council in which the employee has, or could be reasonably be perceived to, have an interest adversely affecting the employees' impartiality in the matter (Code of Conduct for Employees).

4. Announcements by the Member Presiding Without Discussion

5. Public Question Time

Public questions will be allowed and received following the presentation of the report.

6. Public Statement Time

Public statements will be allowed and received following the presentation of the report.

7. Public Submissions Received in Writing

8. Petitions Received

Any petitions received will be presented at the next Ordinary Council Meeting.

9. Confidential Items Announced But Not Discussed

10. Reports to Council

10.1. Development Reports

10.1.1. Dedication of Portion of Reserve 37320 as Road - High Wycombe South

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

Previous Items	Nil
Directorate	Development Services
Business Unit	Strategic Planning and Property
File Reference	202806; BR-20/020 (RESERVE)
Applicant	McMullen Nolan Group Pty Ltd on behalf of High Wycombe Land Estate Pty Ltd
Owner	State of Western Australia
Voting Requirements	**Simple Majority**
Attachments	1. High Wycombe South Residential Precinct Local Structure Plan [**10.1.2.1** - 1 page] 2. Approved Subdivision Plan [**10.1.2.2** - 1 page] 3. Road Dedication Plan [**10.1.2.3** - 1 page]

TYPE OF REPORT

Legislative

Includes adopting Local Laws and Town Planning Schemes. 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.

EXECUTIVE SUMMARY

1. The purpose of this report is for Council to consider an application received by the City of Kalamunda (City) from McMullen Nolan Group Pty Ltd (MNG) acting on behalf of High Wycombe Land Estate Pty Ltd (Applicant) to dedicate a portion of Reserve 37320, being Lot 10209 on Plan 13417 (Road Land) as road.

2. The dedication request is in accordance with Western Australian Planning Commission (WAPC) subdivision approval 202806, which requires a portion of Reserve 37320 to be dedicated as road.

3. It is recommended that Council support the proposed dedication, subject to conditions.

OFFICER RECOMMENDATION

That Council, in accordance with section 56 of the *Land Administration Act 1997,* REQUESTS the Minister for Lands to dedicate as road that portion of Lot 10209 on Plan 13417 shown delineated and marked as "Portion to be Dedicated as Road Under the LAA 1997" on Plan 106134-SK-058-A (Attachment 3), subject to the following conditions:

1. The Applicant to pay all costs of and incidental to the proposed dedication, including but not limited to the cost of surveys, approvals, service relocations, easements, document preparation and lodgement, and fees.
2. The Applicant to indemnify the City of Kalamunda and the Minister for Lands against any claim for compensation in an amount equal to the amount of all costs and expenses reasonably incurred by the City of Kalamunda and the Minister for Lands in considering and granting the dedication request.
3. The proposed dedication to only occur once the Department of Planning, Lands and Heritage is satisfied that the subdivision will proceed in accordance with Western Australian Planning Commission approval 202806.

BACKGROUND

4. In August 2023, the WAPC endorsed the High Wycombe South Residential Precinct Local Structure Plan (LSP) to coordinate and guide urban development. The LSP is provided as Attachment 1.

5. On 25 June 2026, the WAPC approved an application to subdivide 43 Brae Road, High Wycombe, subject to conditions. The approved subdivision plan is provided as Attachment 2.

6. On 31 August 2026, the Applicant submitted a request to the City to dedicate the Road Land. The Road Land is depicted in Attachment 3, where it is labelled as "Portion to be Dedicated as Road Under the LAA 1997".

COMMENT

7. The Road Land is part of Reserve 37320.

8. Reserve 37320 is owned by the State of Western Australia and managed by the City pursuant to a management order. The Reserve is a bridle trail.

9. Dedication means that land becomes a road for public use. In this instance, the proposed dedication means that the Road Land will be converted from a bridle trail to a road. It will remain available for public use.

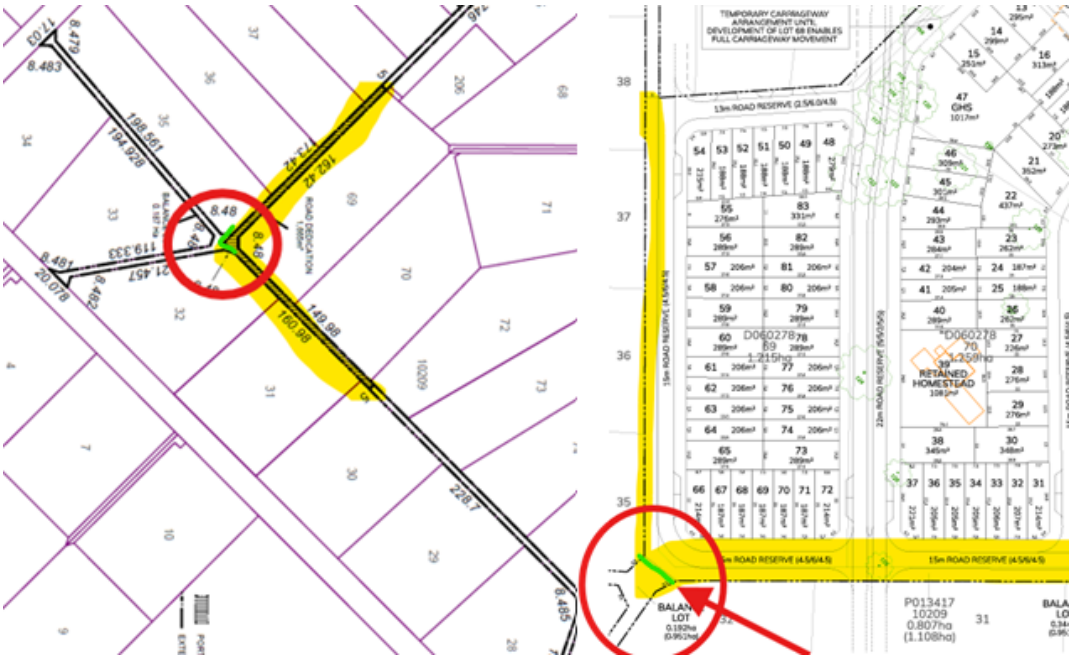
10. The Road Land is zoned Urban Development under the City of Kalamunda Local Planning Scheme No. 3 and is classified as Residential Medium Density under the High Wycombe South Residential Precinct LSP.

11. The locality in which the Road Land is located is transitioning to an urban environment. Infrastructure will be required to support the new community.

12. The proposal aligns with the City's strategic goals by providing the necessary infrastructure for urban growth.

13. The proposal is required to facilitate WAPC approval 202806, as the approved subdivision plan shows the Road Land as future road reserve. The dedication of the Road Land is required as a separate process under the *Land Administration Act 1997*.

14. There is a slight discrepancy between the dedication plan and the subdivision plan, which is depicted in the image below. The discrepancy relates to the truncation of the road reserve area being changed to what appears to be a right angle, resulting in a minor increase in the area proposed for dedication. There are no concerns with dedicating the additional land, as the additional area is minimal and the proposal remains consistent with the subdivision approval.



15. The subdivision process will appropriately address development issues, such as servicing, bushfire mitigation, vegetation management, and earthworks.

OPTIONS

16. **Approve the Officer Recommendation**

    It is recommended that Council request the Minister for Lands to dedicate the Road Land as road, subject to conditions regarding costs, indemnity and timeframe. This option will facilitate the approved subdivision. The recommended conditions protect the City from being exposed to costs associated with the dedication and align the timing of the dedication with the subdivision.

17. **Amend the Officer Recommendation**

    Amending the recommendation may result in the City being exposed to risks that are addressed by the recommended conditions.

18. **Not Approve the Officer Recommendation**

    If the proposed dedication is not supported, then the approved subdivision will be unable to proceed in its present form.

19. **Defer the Item**

    The deferral of this item may delay the approved subdivision.

LEGISLATIVE CONSIDERATIONS

20. *Land Administration Act 1997*

s. 56 Dedication of land as road

POLICY CONSIDERATIONS

21. The proposal is consistent with the City's Service 4: Asset Management Policy, as it facilitates the creation of a road reserve required to implement the approved subdivision and support future community needs.

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 3.2 - To connect community to key centres of activity, employment and quality amenities.
Strategy 3.2.3 - Provide and advocate for improved transport solutions and better connectivity through integrated transport planning.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Internal Engagement	
Process	**Outcome**
The dedication application was reviewed by Approval Services and Development Engineering.	Approval Services confirmed that the proposed dedication is consistent with WAPC subdivision approval 202806. Development Engineering has no concerns with the proposed dedication.

External Engagement	
Process	**Outcome**
Comprehensive community engagement has previously been undertaken as part of the rezoning and structure planning processes in the LSP area. As part of the structure planning processes, the City received two submissions regarding the bridle trails. The first submission requested that bridle trails be retained as part of the Public Open Space (POS). The second submission commented on the environmental values within the bridle trails and access for horse riders.	The City considered these submissions and responded that the environmental values of the existing bridle trails are acknowledged. Wherever possible, bridle trails have been included in Local Open Space or Conservation Areas and may form part of a broader pedestrian network at the detailed design phase for the POS areas. The WAPC considered the submissions received and decided to approve the Residential Precinct LSP with a Residential Medium Density land use classification. The Road Land forms part of land identified as reserve adjacent to the broader open space network identified in the LSP, and repurposing the Road Land as road reserve is considered the most practical outcome.

FINANCIAL CONSIDERATIONS

22. The Applicant has provided written confirmation that it will be responsible for the costs associated with the proposal, including but not limited to the cost of surveys, document preparation and lodgement, relocation or modification of services, easements to protect services and fees.

23. These costs will be determined by third parties, including the Applicant's surveyor, Landgate, the Department of Planning, Lands and Heritage, and utility service providers. It is the responsibility of the Applicant to obtain quotes or cost estimates from the relevant third parties.

SUSTAINABILITY

24. **Social Implications**

No significant social implications have been identified.

25. **Economic Implications**

The proposal facilitates the approved subdivision and aligns with the City's strategic goals by providing the infrastructure necessary to support urban growth.

26. **Environmental Implications**

The proposal gives effect to an approved subdivision and does not introduce any new environmental considerations requiring assessment through this process.

RISK MANAGEMENT

Consequence	Event	Rating	Action
Financial	The City may incur costs associated with the dedication if appropriate conditions are not imposed.	Low	Impose the recommended conditions requiring the Applicant to meet costs associated with the dedication, and to indemnify the City and the Minister for Lands.
Health & Safety	N/A		
Reputation	Community members may perceive that the City has supported the dedication without consultation.	Medium	Document that the dedication gives effect to an approved subdivision and that extensive consultation was undertaken through the rezoning and structure planning processes.
Operation	The dedication may proceed independently of the subdivision.	Low	Impose the recommended condition linking the timing of the dedication to commencement of subdivisional works.
Environment	N/A		
Compliance	Failure to comply with the requirements of s. 56 of *the Land Administration Act 1997.*	Low	Ensure the dedication request complies with legislative requirements.
Project	N/A		

REGIONAL SIGNIFICANCE

27. The proposal relates to land required for an approved local subdivision and is not considered to have any regional implications.

CONCLUSION

28. The proposed dedication is required to facilitate the approved subdivision and supports the provision of infrastructure for urban growth.

29. Subject to the recommended conditions, the proposal is considered appropriate and support is recommended.

10.2. Infrastructure Reports

10.2.1. RFT 2611 Supply of Wet Hire of Plant, Equipment and Labour for Minor Civil Works - Award of Tender

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

Previous Items	OCM 92/2021
Directorate	Infrastructure
Business Unit	Engineering & Parks Maintenance
File Reference	AD-TEN-005
Applicant	N/A
Owner	N/A
Voting Requirements	Simple Majority
Attachments	Nil
Confidential Attachments	1. RFT 2611 - Tender Evaluation Report - signed

Reason for Confidentiality: *Information contained in a tender received by the local government for a contract to the extent that (i) the information is a tendered price; or (ii) a tendered methodology for calculating a price [Act s. 5.23(4)(c)]*

TYPE OF REPORT

Executive

When Council is undertaking its substantive role of direction setting and oversight (e.g. accepting tenders, adopting plans, policies and budgets)

EXECUTIVE SUMMARY

1. To consider the award of tender RFT 2611 Supply of Wet Hire of Plant, Equipment and Labour for Minor Civil Works. To provide services to maintain the City of Kalamunda's (City) civil infrastructure assets.
2. It is recommended that Council accept the Tender for Supply of Wet Hire of Plant, Equipment and Labour for Minor Civil Works (RFT 2611) from McKay Earthmoving Pty Ltd (ABN 99 120 624 724) of 23 Headingly Road Kalamunda, Perth WA 6076 as per the Schedule of Rates set out in the Confidential Attachment 1 to this report. The estimated expenditure within this contract is

$720,000 (ex GST) per annum with an initial term of three years and two further one-year extensions at the City's discretion.

OFFICER RECOMMENDATION

That Council:

1. ACCEPT the Tender for Supply of Wet Hire of Plant, Equipment and Labour for Minor Civil Works (RFT 2611) from McKay Earthmoving Pty Ltd (ABN 99 120 624 724) of 23 Headingly Road Kalamunda, Perth WA 6076 as per the submitted Schedule of Rates set out in the Confidential Attachment 1 to this report for a three-year period from the date of formal agreement with two optional extensions of one year each at the City of Kalamunda's discretion. In accordance with the special and general condition of contract, associated specification and its submission in accordance with the Price schedule to Council for Tender award consideration.

BACKGROUND

4. The services proposed within this contract primarily involve the wet hire of plant, equipment and labour to undertake a range of minor civil maintenance works. These works include the excavation, repair and/or installation of drainage infrastructure such as reinforced concrete pipes, manholes and drainage structures, road pavement and verge repair and reinstatement works, construction and maintenance of open drainage systems and compensation basins, and the supply and placement of approved construction materials.

5. The contract also provides for associated civil works, site clean-up and waste removal, as well as the provision of suitably experienced labour and equipment to support Parks and engineering operations.

6. Due to the varied and specialised nature of these services, this tender enables the City to efficiently deliver planned maintenance programs, as well as respond to reactive and urgent operational maintenance requirements when required.

COMMENT

7. If Council accept the proposed tender, it enables Engineering & Parks Maintenance to deliver the required level of service to maintain the City's infrastructure assets and provide a safe and effective road and drainage network for residents, and visitors to the City of Kalamunda.

8. If Council rejects the proposed tender, the ability of Engineering & Parks Maintenance to deliver the required level of service and maintain the City's infrastructure assets may be significantly impacted, potentially affecting the

safety and reliability of the road and drainage network for residents, and visitors to the City of Kalamunda.

OPTIONS

9. Approve the officer's recommendation

   Outcome:

   It enables Engineering & Parks Maintenance to deliver the required level of service to upkeep the City's infrastructure assets and provide a safe road and drainage network for the residents and visitors of the City of Kalamunda.

10. Not approve the officer's recommendation

    Outcome:

    The ability of Engineering & Parks Maintenance to deliver the required level of service and maintain the City's infrastructure assets may be significantly impacted, potentially affecting the safety and reliability of the road and drainage network for residents, and visitors of the City of Kalamunda.

LEGISLATIVE CONSIDERATIONS

11. Section 3.57 of *Local Government Act 1995.* Part 4 of the *Local Government (Functions and General) Regulations 1996.*

POLICY CONSIDERATIONS

12. CEOD – CS51 – Purchasing, has been followed and complied with.

STRATEGIC PLANNING ALIGNMENT

Kalamunda Advancing Strategic Community Plan to 2031

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.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The proposed contract relates to the Supply of Wet Hire of Plant, Equipment and Labour for Minor Civil Works does not involve a change to service levels. In accordance with the IAP2 Spectrum of Public Participation, the level of engagement is considered Inform. No specific engagement with the Aboriginal community has been undertaken

as the contract is for routine maintenance activities and is not expected to impact Aboriginal heritage or cultural values.

FINANCIAL CONSIDERATIONS

13. The tendered cost for the services provided under this contract is within existing approved budget and will inform future annual budget process for the Civil Maintenance service area.

SUSTAINABILITY

14. Social: Approval of the proposed tender will improve public safety by reducing the risk of flooding, fire hazards, and associated impacts on residents, road users, and the community.

15. Economic: Approval of the proposed tender will support proactive asset maintenance, reducing the likelihood of costly asset failures, emergency response works, and damage to public and private property.

16. Environmental: Approval of the proposed tender will support the delivery of required service levels for drainage infrastructure, reducing the risk of winter flooding and fire hazards within open drains and compensation basins.

RISK MANAGEMENT

Consequence	Event	Rating	Action
Financial	Contract expenditure exceeds approved budgets due to unforeseen service demands, contract variations, or market cost increases.	Medium	Implement robust contract management, budget monitoring, and variation approval processes throughout the contract term.
Health & Safety	Failure to adequately manage health and safety risks resulting in injury to workers, contractors, or members of the public during service delivery.	High	Require compliance with WHS legislation, approved safety management systems, regular audits, and incident reporting.
Reputation	Inability to maintain infrastructure assets to the required standard resulting in	Medium	Monitor contractor performance against service levels and KPIs and address

	customer complaints, service dissatisfaction, or negative community perception.		issues through regular performance reviews.
Operation	Failure to deliver infrastructure asset maintenance services in accordance with contract requirements resulting in reduced asset performance, reliability, or service levels.	Medium	Establish clear performance standards, inspection programs, reporting requirements, and contract governance arrangements.
Environment	Infrastructure maintenance activities result in environmental harm, contamination, or non-compliance with environmental obligations.	Medium	Require environmental management controls, compliance monitoring, and implementation of corrective actions where required.
Compliance	Failure to comply with contractual, legislative, regulatory, or policy requirements resulting in investigation, penalties, or contractual disputes.	Medium	Maintain contract oversight through regular compliance reviews, audits, and contractor performance monitoring.
Project	Contractor is unable to deliver the required outcomes over the contract term due to resource constraints, poor performance, or changing service demands.	Medium	Undertake ongoing performance assessments, maintain contingency arrangements, and apply contract management controls to support long-term service delivery.

REGIONAL SIGNIFICANCE

17. N/A

CONCLUSION

18. The tender RFT 2611 Supply of Wet Hire of Plant, Equipment and Labour for Minor Civil Works will allow the City to maintain Infrastructure assets throughout the City to an acceptable level. The City is satisfied that the recommended tenderer has the capability and capacity and experience, to provide the services required under this tender to undertake minor civil maintenance works for the City of Kalamunda.

10.2.2. Kalamunda Local Bike Plan 2026

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

Previous Items	N/A
Directorate	Infrastructure
Business Unit	Asset Planning
File Reference	EG-CMP-033
Applicant	N/A
Owner	N/A
Voting Requirements	Simple Majority
Attachments	1. Attachment 2 – LBP Summary Report 2026 FINAL [**10.2.2.1** - 27 pages] 2. Attachment 3 - Appendix A - D [**10.2.2.2** - 48 pages] 3. Attachment 1 – LBP Technical Report 2026 FINAL [**10.2.2.3** - 145 pages]

TYPE OF REPORT

Executive

When Council is undertaking its substantive role of direction setting and oversight (e.g. accepting tenders, adopting plans, policies and budgets)

EXECUTIVE SUMMARY

1. This report seeks Council endorsement of the Kalamunda Local Bike Plan 2026 (the Plan), which outlines the strategic direction for the development and promotion of cycling within the City. The Plan will guide future infrastructure investment, planning, and advocacy efforts to improve connectivity, accessibility, and participation in cycling, in alignment with the City's vision of "Connected Communities, Valuing Nature and Creating our Future Together."
2. The City of Kalamunda was awarded $25,000 in grant funding through the Western Australian Bicycle Network (WABN) Grants Program, administered by the Department of Transport and Major Infrastructure (DTMI), to support the development of the Plan.

Of the $25,000 grant, $10,000 remains pending and is expected to be released by DTMI following Council endorsement.

OFFICER RECOMMENDATION

That Council:

1. ENDORSES the Kalamunda Local Bike Plan 2026, as contained in Attachment 1, as the strategic framework to guide future cycling infrastructure planning, prioritisation, advocacy and funding across the City.
2. CONSIDER the inclusion of funding for the delivery of the Kalamunda Local Bike Plan 2026, as outlined in Attachment 1, as part of the strategic future Long Term Financial Plan and annual budget processes.

BACKGROUND

4. The DTMI's Long-Term Cycle Network (LTCN) provides an aspirational, state-wide framework for the development of cycling infrastructure for people of all ages and abilities. Developed in partnership with local governments, the LTCN aims to support the delivery of a connected cycling network across Western Australia that expands transport options, enhances recreational opportunities, and supports tourism and economic activity. The LTCN comprises 12 regional strategies, including a dedicated strategy for the Perth and Peel metropolitan area.

5. The City developed its first Local Bike Plan in 2017 in collaboration with the DTMI, aligning with the objectives and network framework of the State's LTCN. As with other strategic planning documents, the Plan was intended to be reviewed periodically to ensure it remains responsive to changing community needs, emerging priorities and evolving transport networks. Following eight years of implementation, the 2017 Plan has reached the point where a comprehensive review is appropriate. The Kalamunda Local Bike Plan 2026 therefore provides an updated strategic framework to guide future cycling infrastructure investment, network planning and advocacy across the City.

6. PTG Consulting was engaged by the City through a competitive procurement process to assist in preparing the Plan. The scope of works included undertaking a comprehensive assessment of the existing cycling network, identifying current network gaps and improvement opportunities, and developing a proposed future cycling network with prioritised actions to guide the staged delivery of infrastructure and supporting initiatives across the City.

7. The Plan that has been developed assists the City in achieving the following objectives:

    a) Improve safety by planning and delivering a bike riding network that reduces conflict with motor vehicles and other path users, informed by crash history, network analysis and community feedback.
    b) Improve connectivity by establishing a comprehensive network of on-road and off-road facilities connecting residential areas with activity centres, schools, employment areas, public transport, recreational destinations, tourism attractions and neighbouring local government areas, supporting a broad range of journey purposes.
    c) Support people of all ages and abilities by providing a safe, comfortable, accessible and connected bike riding network that accommodates people with different abilities, confidence levels and riding experience, consistent with an 'all ages and abilities' approach.
    d) Support recreation and tourism by improving access to regional trails, recreational destinations and scenic routes, expanding opportunities for leisure riding and strengthening the City's position as a bike riding destination.
    e) Integrate bike riding with public transport by improving connections to High Wycombe Station and other public transport services, supported by appropriate bicycle access, parking and end-of-trip facilities.
    f) Encourage more people to ride through education, encouragement, advocacy and behaviour-change initiatives that promote bike riding as a safe, healthy, accessible and convenient transport and recreation option.
    g) Support implementation and investment by establishing a strategic framework to prioritise infrastructure improvements, guide future planning, inform the City's capital works program and support applications for external funding.

8. The Plan includes a proposed "Ultimate Cycling Network", based on the hierarchy established within the Western Australian Government's Long-Term Cycle Network (LTCN). The network comprises Primary, Secondary and Local Cycling Routes, as well as Safe Active Streets, Road Cycling Routes and Shared Path Connections, and aims to improve connectivity to key destinations including High Wycombe Station, activity centres, schools, employment areas and the wider metropolitan cycling network.

9. An Action Plan and Schedule of Works have been developed to guide implementation, covering infrastructure improvements, maintenance, advocacy, behaviour-change initiatives, school programs, cycling tourism and

end-of-trip facilities, subject to prioritisation, available funding and future Council budget approval.

COMMENT

10. The Plan assesses the City's existing cycling environment, including land use, key destinations and attractions, existing infrastructure and utilisation, and bicycle crash history. This assessment identifies current cycling patterns, network connections, infrastructure gaps and safety issues, providing the evidence base for the Plan's priorities and recommendations.

11. A number of significant infrastructure, land-use and active transport initiatives are planned or currently being progressed within and surrounding the City of Kalamunda. These initiatives provide strategic opportunities to enhance cycling connectivity, accessibility and safety, make bike riding a more attractive and practical option for everyday journeys, and support increased participation in cycling across the City.

    Key strategic opportunities identified through the Plan include:

    a) High Wycombe South – development of a major mixed-use and residential precinct, including Transit Oriented Development, higher and medium-density residential areas, light industrial uses and new road connections, providing opportunities to integrate cycling infrastructure from the outset.
    b) Wattle Grove South – future development providing opportunities to establish connected cycling routes and integrate cycling with emerging residential and activity areas.
    c) Maida Vale South – planned development providing opportunities to improve local cycling connectivity and connections to surrounding communities and key destinations.
    d) Roe Highway Principal Shared Path (PSP) Extension – an opportunity to strengthen regional cycling connectivity and provide improved connections between the City and the wider metropolitan cycling network.
    e) Tonkin Highway PSP – an important strategic cycling connection providing opportunities for longer-distance commuter and recreational cycling and improved access to the broader PSP network.
    f) Cycle Tourism – opportunities to leverage the City's natural environment, scenic routes, local attractions and existing cycling network to support cycling as a recreational and tourism activity.

g) Safe Active Streets – opportunities to improve local street environments for walking and cycling through traffic calming, safer crossings, improved connectivity and the creation of more comfortable neighbourhood cycling routes.

12. The Ultimate Network Plan establishes the long-term vision for the City of Kalamunda's cycling network and provides a strategic framework to guide the development of safe, connected and accessible cycling infrastructure.

The proposed network is structured around a clear hierarchy of routes, as defined in the LTCN, with each route classified according to its intended role and function within the broader cycling network:

a) Primary Routes – strategic regional connections, including Roe Highway, Tonkin Highway and the Dundas Road/Abernethy Road corridor.

b) Secondary Routes – key connections between major centres, destinations and strategic cycling corridors, including the Hills Spine, High Wycombe Station connections, Kalamunda Road, and connections between Wattle Grove, Lesmurdie and Maddington.

c) Local Routes – neighbourhood-level connections providing access to local destinations and linking residential areas with the Primary and Secondary networks.

d) Safe Active Streets – lower-speed local street connections designed to provide safer and more comfortable environments for cycling and walking, particularly for local trips.

e) Other Shared Paths – additional shared path connections that complement the primary, secondary and local cycling network.

f) Road Cycling Routes – routes suitable for on-road cycling, particularly where they provide strategic recreational and longer-distance cycling connections.

The Ultimate Network Plan is provided in Attachment 3, with the recommended development of each network hierarchy and route described in the relevant sections of the Plan itself.

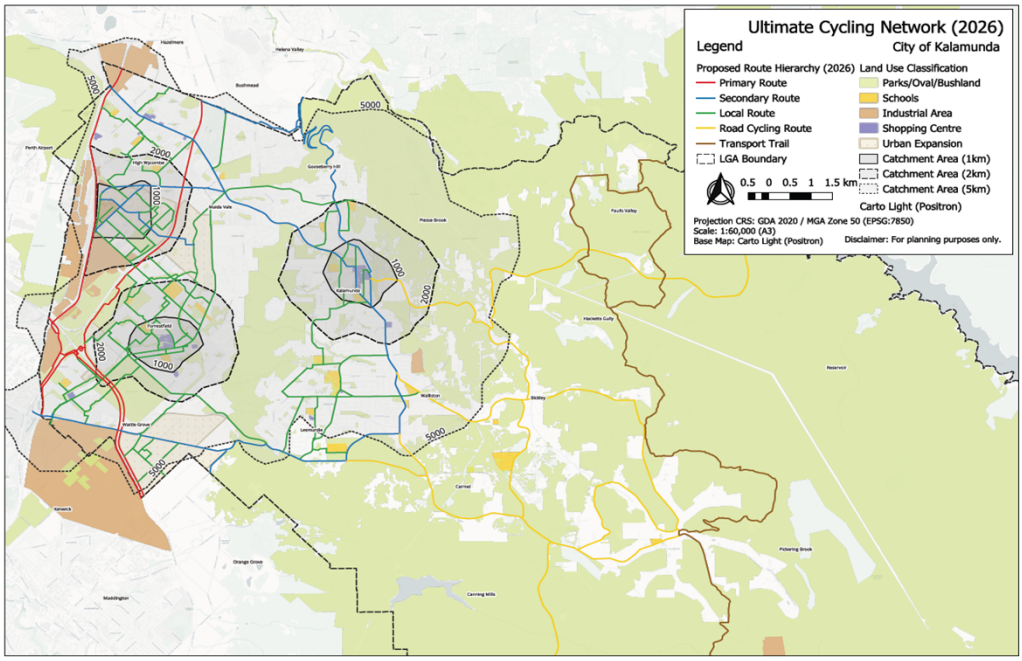


Figure 1 - Ultimate Network Plan

13. The Plan proposed staged planning of works, with proposed future infrastructure upgrades illustrated alongside the existing cycling network in the Ultimate Network Plan.

    The Plan contains a 'Schedule of Works' with recommended prioritisation for delivery, subject to funding availability:

    a) Short-term projects – higher-priority initiatives recommended for consideration and potential delivery within the next 10 years.
    b) Medium-to-long-term projects – generally anticipated beyond 10 years, subject to funding availability, project readiness and further investigation.
    c) Aspirational projects – longer-term opportunities that remain subject to funding and future strategic priorities.
    d) Projects with unspecified timeframes – opportunities identified for future consideration as funding, priorities and project requirements are established.

    Higher-cost and more complex projects are generally identified for medium-to-long-term delivery, recognising that these projects may require further feasibility investigations, stakeholder consultation, detailed design, approvals and significant funding prior to construction.

    The Schedule of Works provides a strategic framework for future investment; however, project timing and delivery will remain subject to funding availability, detailed investigation, design, approvals and Council priorities.

The cost estimates included in the Plan are preliminary and indicative only and will need to be reviewed and refined through subsequent feasibility, detailed design and project development stages.

14. A range of State and Australian Government funding programs and grant opportunities are available to support the planning, design, construction, safety improvements and promotion of cycling and active transport infrastructure. These opportunities, including the WABN Grants Program, Active Transport Fund, Black Spot Program, Low-Cost Urban Road Safety fund and community and school-based active travel grants, can assist the City in progressing priorities identified in the Local Bike Plan, subject to eligibility, funding rounds and availability. If endorsed, the Plan will also be integrated with the City's existing forward capital works program to identify opportunities for cycling infrastructure improvements to be delivered in conjunction with planned renewal, upgrade and new infrastructure projects, thereby maximising value and delivery efficiencies.

OPTIONS

15. **Option 1** – Endorse the Kalamunda Local Bike Plan 2026 (Recommended)

Endorsement will enable the City to consider funding through the Long Term Financial Plan and future budget processes, and apply for external grants and contributions including advocacy, to support the delivery of the Plan. The remaining $10,000 in WABN grant funding from the DTMI is subject to the applicable grant agreement and acquittal requirements and can be claimed once the Plan is Council endorsed.

Resources required to implement the Plan, including financial commitments, would be considered by Council through the City's Long Term Financial Plan and annual budget processes. This would enable Council to strategically assess funding requirements for cycling upgrades alongside other priorities, service needs and capital investment commitments across the City.

16. **Option 2** – Do not endorse the Kalamunda Local Bike Plan 2026

Under this option, the City's investment in developing the Plan may not achieve its intended outcomes. Not proceeding with the Plan may delay the delivery of improvements to cycling connectivity and safety, including addressing identified network gaps and community needs. There is also a risk that the remaining $10,000 in WA Bicycle Network (WABN) Grant funding may not be released if Council endorsement is a condition of the grant.

17. **Option 3** – Endorse the Plan and allocate dedicated annual funding

Under this option, Council could endorse the Plan and commit to allocating $250,000 per annum (or other amount for more staggered delivery) towards the implementation of priority cycling infrastructure projects identified within the Plan.

Whilst external funding opportunities are likely to be available through programs such as the WA Bicycle Network Grant, these funding streams commonly require a significant co-contribution from the City municipal funds.

However, as the dedicated funding allocation is not currently established within any existing budgets or any established reserve, committing to any level of funding at this stage would impact existing budgets allocated towards asset renewal, upgrade or service delivery. To maintain current budget allocations and service delivery yet also commit to additional annual funds towards cycling improvements, additional income would need to be secured, such as through future rate increases.

Whilst this option would provide a defined funding commitment it is not recommended. Determining a dedicated annual allocation for a single strategic initiative in isolation limits Council's ability to consider competing capital priorities and broader financial obligations through the Long Term Financial Plan process. There is also a risk that committing to a funding level outside of the City's established long-term financial planning framework may create an obligation that is not sustainable over time, potentially resulting in future reductions to the allocation and failure in delivering the Plan.

The consideration of future funding commitments through the Long Term Financial Plan and subsequent annual budget processes is considered the most prudent and sustainable approach. This enables Council to balance investment in cycling infrastructure against other competing priorities across the City, whilst developing well-planned funding strategies that maximise the likelihood of successful project delivery and long-term financial sustainability. An annual municipal funding allocation of $250,000 will be included for Councils consideration in the upcoming Long Term Financial Plan to support implementation of cycling improvements, providing Council with the opportunity to consider future funding commitments alongside other strategic needs and priorities.

LEGISLATIVE CONSIDERATIONS

18. The Kalamunda Local Bike Plan 2026 has been prepared having regard to relevant legislation, regulations, policies and planning frameworks applicable to cycling and active transport in Western Australia.

POLICY CONSIDERATIONS

19. The detailed policy review is provided in Attachment 3.

The policy review of relevant national, state, regional, and local policies, strategies, frameworks, and plans to ensure that the City of Kalamunda Local Bicycle Plan 2026 is aligned with higher-order policy directions, reflects regional transport and land use strategies, and integrates with the City's own planning and financial frameworks.

STRATEGIC PLANNING ALIGNMENT

Kalamunda Advancing Strategic Community Plan to 2031

Priority 3: Kalamunda Develops
Objective 3.2 - To connect community to key centres of activity, employment and quality amenities.
Strategy 3.2.3 - Provide and advocate for improved transport solutions and better connectivity through integrated transport planning.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Internal Engagement	
Process	**Outcome**
During preparation of the Plan, relevant City departments and business units were engaged to provide input in respect to existing programs, projects, operational considerations and opportunities for improvement. All relevant internal stakeholders were contacted at the draft report stage and provided an opportunity to review the document and provide feedback. The document was distributed for review and presentations were delivered by the Consultant.	Feedback received from internal stakeholders was considered in refining the draft Plan to improve its alignment with the City's existing strategies, projects, priorities and operational requirements. The internal review also assisted in identifying opportunities and ensuring the recommendations are practical and appropriately aligned with the City's broader objectives.

External Engagement	
Process	**Outcome**
The City's Communications team facilitated a public community consultation campaign that sought feedback from the community on cycling and e-rideable device use, travel patterns, experiences, safety perceptions, and the factors that encourage or discourage cycling within the City. A Facebook post was published on 23 January 2026 which received 3,700 impression (post seen), 131 clicks, 4 shares and generated 37% of the traffic records on the City's website 'engage' page relating to the project. The engage page received 394 visitors. 70 surveys were downloaded and 146 contributions were made. A range of key external stakeholders were also consulted during the preparation of the Kalamunda Local Bike Plan 2026, including neighbouring local governments, relevant State Government agencies and other relevant non-government organisations. The consultation sought to understand existing priorities, planned initiatives, network connections and opportunities to improve cycling outcomes across the City and surrounding areas.	The survey provided valuable community insights into current cycling behaviours, levels of confidence and safety, and key barriers and opportunities for increased cycling. The feedback was considered in refining the Plan and informing its recommendations and priorities. A detailed summary of the consultation process, responses and findings is provided in Attachment 3: Community Engagement Report. Consultation with neighbouring local governments was undertaken to compile cycling priorities and planned initiatives beyond the City's boundaries, supporting the development of a connected and coordinated cycling network across local government areas. Engagement with relevant State Government agencies provided an opportunity to review the proposed cycling infrastructure and network recommendations against existing State transport infrastructure, planning frameworks, policies and operational requirements, and to incorporate relevant feedback into the Plan. Feedback from external stakeholders was considered in refining the Plan and strengthening the alignment of its recommendations with broader regional and State cycling and active transport objectives.

FINANCIAL CONSIDERATIONS

20. The estimated total cost of the projects identified in the Plan is approximately $20 million for short-term works, $14.5 million for medium-term works and $19.5 million for long-term works. These estimates are preliminary and subject to further investigation, design development, detailed costing and confirmation of project scope.

21. No funding is currently committed to deliver the projects identified in the Plan, nor does this report seek a financial commitment to be made. Implementation will be dependent on future commitments made as part of strategic long term financial planning and annual budgeting processes, funding availability, including opportunities to obtain State and Australian Government grants and other external funding sources.

22. The City's financial capacity to fund new infrastructure is constrained by competing capital priorities and the ongoing requirement to renew and maintain its existing asset portfolio. Accordingly, any future investment in cycling infrastructure will need to be considered against competing community priorities and the City's long-term financial sustainability.

23. The Plan provides a strategic framework to assist the City in identifying and prioritising opportunities for external funding and, where appropriate, coordinating cycling improvements with other planned infrastructure and renewal works.

SUSTAINABILITY

24. Social: Improved cycling infrastructure will provide safer, more accessible and connected travel options for residents and visitors, supporting active lifestyles, community connectivity and access to key destinations.

25. Economic: Improved cycling connectivity can support local businesses and activity centres by increasing access to local destinations and encouraging active travel, while also providing opportunities to attract external funding for infrastructure delivery.

26. Environmental: Increasing cycling as an alternative to private vehicle travel can help reduce transport-related emissions, traffic congestion and reliance on fossil fuels, while supporting the City’s broader sustainability objectives.

RISK MANAGEMENT

Consequence	Event	Rating	Action
Financial	Failing to implement the Plan.	Low	This risk would be high if Council commits to a specific annual funding allocation as part of endorsing the Plan, as doing so would create an expectation and commitment to deliver the identified program of works. When aligned with the Officer Recommendation however the risk is low, as it proposes future funding commitments, and therefore delivery commitments, to be considered through the Long Term Financial Plan and annual budget processes to ensure they are affordable, sustainable and balanced against other City priorities – and that financial decisions are considered with long term financial sustainability to ensure commitments are achievable.
Health & Safety	Delayed implementation of identified cycling infrastructure improvements may limit opportunities to improve safety and connectivity for cyclists and other vulnerable road users.	Low	Use the Plan as a strategic reference when planning future transport, renewal and infrastructure projects, and when opportunities for funding or project integration arise.
Reputation	Community expectations may arise following endorsement of the Plan, particularly regarding the timing and delivery of identified projects.	Medium	Clearly communicate that the Plan provides a strategic framework and that project delivery is subject to funding, investigation, design, approvals and Council priorities.

Operation	Delivery of cycling infrastructure may require coordination with existing City programs, road projects, maintenance activities and other infrastructure works.	Low	Coordinate implementation through the City's existing project planning, asset management and capital works processes.
Environment	Failure to progressively improve active transport options may limit opportunities to support sustainable transport and reduce reliance on private vehicle travel.	Low	Use the Plan to support the development of cycling infrastructure and active transport initiatives consistent with the City's sustainability objectives.
Compliance	Cycling infrastructure projects will need to comply with relevant legislation, standards, policies, approvals and funding requirements.	Low	Undertake appropriate investigation, design and approval processes for individual projects prior to implementation.
Project	The delivery timeframe and scope of individual projects may change due to funding availability, further investigation, design requirements, approvals and changing priorities.	Medium	Progress projects where suitable external funding opportunities become available, subject to funding eligibility, project priorities and Council consideration.

REGIONAL SIGNIFICANCE

27. The Plan has regional significance as it supports connections between the City's cycling network, neighbouring local government areas, major transport corridors and the broader metropolitan cycling network, while aligning with relevant State Government active transport initiatives.

CONCLUSION

28. The Plan provides an updated strategic framework for developing a safe, connected and accessible cycling network across the City, informed by existing network conditions, community and stakeholder feedback, and relevant planning and policy directions.

29. The Plan identifies an Ultimate Cycling Network and a staged Schedule of Works to guide any future investment and prioritisation of cycling infrastructure, while

recognising that implementation will be subject to funding availability, project priorities and further investigation and design.

30. Implementation of the Plan will provide opportunities to improve social, economic and environmental outcomes, while enabling the City to leverage State and Australian Government funding opportunities to progressively deliver priority cycling projects.

10.3. Corporate Reports

No reports presented.

10.4. Community Reports

No reports presented.

10.5. Office of the CEO Reports

10.5.1. 2027 Council Meeting Dates

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

Previous Items	OCM 2025/161
Directorate	Office of the Chief Executive Officer
Business Unit	Governance
File Reference	
Applicant	N/A
Owner	N/A
Voting Requirements	**Simple Majority**
Attachments	Nil

TYPE OF REPORT

Executive

When Council is undertaking its substantive role of direction setting and oversight (e.g. accepting tenders, adopting plans, policies and budgets)

EXECUTIVE SUMMARY

1. This report presents a proposed schedule of Ordinary Council Meeting (OCM) and Public Agenda Briefing Forum (PABF) dates for the 2027 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.

OFFICER RECOMMENDATION

That Council in accordance with section 5.25(1)(g) of the *Local Government Act 1995* and 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 2027 to 31 December 2027 inclusive:

(1) Meeting dates

Month	Public Agenda Briefing Forum	Ordinary Council Meeting
January	N/A	N/A
February	9 February	23 February
March	9 March	23 March
April	13 April	27 April
May	11 May	25 May
June	8 June	22 June
July	13 July	27 July
August	10 August	24 August
September	14 September	28 September
October	5 October	12 October
November	9 November	23 November
December	7 December	14 December

(2) Meeting times and places

(a) All Ordinary Council Meetings and Public 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 2027 will be advised by notice on the City's website and social media.

BACKGROUND

4. 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.

5. Council affirmed its current meeting structure in 2019 (OCM 295/2019). The proposed meeting dates broadly align with what was adopted by Council for 2026 and previous years.

COMMENT

6. 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.

7. It has been custom of the City for no meetings to be scheduled in January and the meetings for December to be brought forward by one week.,

8. The proposed meeting schedule for October 2027 has been amended to accommodate the 2027 local government elections, with the PABF scheduled for the first Tuesday and OCM proposed for the second Tuesday.

9. The following schedule of the proposed meeting dates for 2027 has been developed to account for Council's preference for the scheduling of meetings, as follows:

Month	Public Agenda Briefing Forum	Ordinary Council Meeting
January	N/A	N/A
February	9 February	23 February
March	9 March	23 March
April	13 April	27 April
May	11 May	25 May
June	8 June	22 June
July	13 July	27 July
August	10 August	24 August
September	14 September	28 September
October	5 October	12 October
November	9 November	23 November
December	7 December	14 December

10. The fall of public holidays does not materially affect the scheduling of meetings in 2027. Public holidays will occur as follows:

Public holidays	
1 January (Friday)	New Years' Day
26 January (Tuesday)	Australia Day
1 March (Monday)	Labour Day
26 March (Friday)	Good Friday
28 March (Sunday)	Easter Sunday
29 March (Monday)	Easter Monday
25 April (Sunday)	ANZAC Day
26 April (Monday)	ANZAC Day (public holiday)
7 June (Monday)	WA Day
27 September (Monday)	King's Birthday
25 December (Saturday)	Christmas Day
26 December (Sunday)	Boxing Day
27 December (Monday)	Christmas Day public holiday
28 December (Tuesday)	Boxing Day public holiday

11. Changes to public holiday scheduling and composition have passed Parliament and will come into effect in the 2028 calendar year.

OPTIONS

12. Option 1 – As per Officer Recommendation

    Council may endorse the proposed meeting schedule as presented.

13. Option 2 – Amendments

    Council may resolve to amend the proposed meeting schedule.

14. Option 3 – Not approve

    Council may resolve to request Administration review the structure of the meeting schedule and adjust the proposed meeting schedule accordingly.

LEGISLATIVE CONSIDERATIONS

15. *Local Government Act 1995*

    Section 5.4(b) Calling Council meetings

    Local Government (Administration) Regulations 1996

    Regulation 12 Publication of meeting details

POLICY CONSIDERATIONS

16. Nil

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.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

This report recommends no change to Council's established meeting structure of cycle. No stakeholder engagement has occurred.

Internal Engagement	
Process	**Outcome**
N/A	

External Engagement	
Process	**Outcome**
Public notice will be given in the required way for community information.	N/A

FINANCIAL CONSIDERATIONS

17. Adoption of the proposed meeting dates will not incur additional expenditure outside of Council's current adopted budget or for the 2027/2028 financial year.

SUSTAINABILITY

18. Social

    N/A

19. Economic

    N/A

20. Environmental

    N/A

RISK MANAGEMENT

Consequence	Event	Rating	Action
Financial	N/A		
Health & Safety	N/A		
Reputation	N/A		
Operation	N/A		
Environment	N/A		
Compliance	Council does not approve a schedule	Low	Ensure the Council meets its legislative

	of meetings as required by legislation.		obligations by adopting a schedule of meetings, prior to commencement of the next calendar year.
Project	N/A		

REGIONAL SIGNIFICANCE

21. N/A

CONCLUSION

22. The proposed meeting dates for 2027 are structured in the same matter as that previously adopted by Council in 2025 and 2026. 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.

10.5.2. Freeman of the City Nomination

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

Previous Items	
Directorate	Office of the Chief Executive Officer
Business Unit	Governance
File Reference	N/A
Applicant	N/A
Owner	N/A
Voting Requirements	**Absolute Majority**
Attachments	Nil.
Confidential Attachments	1. Confidential Attachment 1 - Nomination for Freeman of the City 2. Confidential Attachment 2 - Endorsement 1 3. Confidential Attachment 3 - Endorsement 2

Reason for Confidentiality: *Information relating to the personal affairs of an individual [Act s. 5.23(4)(b)]*

11. Closure