



Public Agenda Briefing Forum

Notes

9 September 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

Mayor

Margaret Thomas JP

Councillors

South East Ward

John Giardina

Geoff Stallard

South West Ward

Mary Cannon

North West Ward

Lisa Cooper (Presiding Member)

Dylan O'Connor

North Ward

Kathy Ritchie

David Modolo

Members of Staff

Chief Executive Officer

Anthony Vuleta - Chief Executive Officer

Executive Team

Sinead McGuire - Director Asset Services

Luke Ellis - Director Community Services

Lloyd Peters – A/Director Corporate Services

Nathan Ritchie - Director Development Services

Management Team

Rhonda Bowman - Manager Governance

Administration Support

Clare Kenward - Executive Assistant to the DC

Molly Rogers-Thomson - Executive Officer – CEO

Members of the Public 2

Members of the Press Nil.

Apologies Cr Brooke O'Donnell

Leave of Absence Previously Approved Nil.

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*.)

3.1.1 Nil.

3.2. 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.

3.2.1 Nil.

4. Announcements by the Member Presiding Without Discussion

4.1 Nil.

5. Public Question Time

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

6. Public Statement Time

6.1 Mr Michael Ryan (Kalamunda) Mr Michael Ryan made a statement in relation to item 10.1.1. Market Led Projects, regarding High Wycombe South.

7. Public Submissions Received in Writing

7.1 Nil.

8. Petitions Received

8.1 Nil.

9. Confidential Items Announced But Not Discussed

Development Services Reports - Property Matter Cambridge Reserve Enhancement Project

Note: Items listed on Confidential Agenda at 10.1.1

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

10. Reports to Council

10.1. Development Services Reports

10.1.1. Market Led Proposals

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

A presentation was provided by Chris Lodge, Manager – Strategic Planning

Councillors sought clarification on various aspects of the proposal and queried how this proposal would impact the role of the council in these matters. Information was provided by the Manager Strategic Planning.

Previous Items	Not applicable
Directorate Business Unit	Development Services Strategic Planning and Property
File Reference	
Applicant	Not applicable
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 3: Kalamunda Develops

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

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 4: Kalamunda Leads

Objective 4.1 - To provide leadership through transparent governance.

Strategy 4.1.1 - Provide good governance.

Priority 4: Kalamunda Leads

Objective 4.2 - To proactively engage and partner for the benefit of community.

Strategy 4.2.1 - Actively engage with the community in innovative ways.

EXECUTIVE SUMMARY

1. The purpose of this report is to provide the Council with information to support the City's direction regarding the assessment and decision-making process for Market-Led Proposals (MLPs), which are unsolicited requests to purchase or lease land for private or commercial purposes.
2. The City does not currently have a policy position regarding the management of MLPs.
3. The recommendation is for the Council to consider the preparation of a policy.

BACKGROUND

4. Our City is undergoing significant transformation, and Council will continue its commitment to creating a liveable, connected, accessible, and sustainable community. Community-driven ideas and proposals play an important role in shaping this growth and development. At times, proposals for the use of City land may be submitted outside of a formal competitive process; in such cases, these are considered Market-Led Proposals (MLPs).

5. Unsolicited or proponent-initiated approaches are becoming increasingly common as the City's property activities become more visible to the market. These enquiries have included proposals to directly lease, purchase, or develop City-managed land or assets, outside of a competitive and transparent process.
6. At present, there is no dedicated policy framework within the City to guide the assessment and decision-making for such proposals. In the absence of clear guidelines, unsolicited approaches are managed on a case-by-case basis. This can create challenges in relation to probity, transparency, governance, and the allocation of costs and risks between the City and the proponent.

DETAILS AND ANALYSIS

7. Some examples of approaches the City has received recently are provided as follows, noting that in the absence of a Market-Led Proposal policy position, these remain at an informal enquiry stage:
 - Landowners in the Hatch Court Light Industrial Area seeking a land swap agreement with the City to jointly benefit the construction of the new road and the development potential of the proponent's site;
 - Several enquiries from private developers seeking opportunities to partner with the City to deliver the Edney Road land subdivision project;
 - Organisation offering special needs childcare services requesting to lease a City owned asset with a proposal to undertake upgrades to the building in exchange for a rent abatement;
 - Multiple enquiries through the Land Services team from property owners adjacent to underutilised reserves proposing to either solely or jointly purchase land, thereby relieving the City of management and maintenance costs;
 - Request from a commercial business to use an unconstructed road reserve for storage under a lease or licence agreement (Carolyn Way);
 - Food and Beverage Operator, seeking the use (exclusivity) of the Lions Lookout Reserve.

It is noted that these types of enquiries can become protracted and convoluted due to the lack of a structured assessment and determination process, leading to applicants losing interest or seeking alternative pathways to invest.

8. Many state and local authorities have developed a MLP Policy to provide a clear framework for receiving, evaluating, and responding to unsolicited proposals. The City has commenced a review of these policies and identified common elements in these policies which:
- **Set out guiding principles** – including alignment with the Strategic Community Plan, transparency, community benefit, probity, financial sustainability, and risk management.
 - **Establish a staged process** – from preliminary screening through to detailed assessment, ensuring early identification of non-viable proposals and reducing wasted time and resources.
 - **Define roles and responsibilities** – clarifying decision-making authority between Administration, Council, and external agencies such as Department of Planning Lands and Heritage and WA Planning Commission.
 - **Ensure cost and risk allocation** – by requiring proponents to fund technical studies, investigations, and replacement of any impacted public amenities.
 - **Embed community engagement** – ensuring that proposals are considered in the context of public interest and expectations.
 - **Provide probity and governance safeguards** – ensuring compliance with the Local Government Act 1995 (s.3.58 Disposal of Property) and avoiding reputational risk.
9. The policy objective is to create a fair, consistent and transparent approach to the consideration and assessment of MLPs and to better facilitate an agreed process and framework that should be adopted. Any agreed policy framework should care for the community's interest by ensuring environmental, social, cultural or strategic significance are well considered and protected.
10. Should the Council wish to prepare a policy, it will involve:
- Reviewing and adapting State Government and peer local government MLP frameworks to suit the City's context.
 - Integration with existing and proposed Governance frameworks to ensure compliance with statutory requirements.
 - Presenting a draft policy to Council for consideration prior to public consultation.
 - Community engagement and the consideration of submissions and amendments to the draft policy.
 - Presenting to Council a final policy for adoption.
11. The adoption of a MLP policy would provide the City with a consistent, transparent, and robust approach to unsolicited proposals, balancing community benefit with commercial opportunities while safeguarding governance standards.

APPLICABLE LAW

12. *Local Government Act 1995*
 Local Government (Functions and General) Regulations 1996

APPLICABLE POLICY

13. The City does not have a dedicated policy framework to guide the assessment and decision-making for MLPs.

STAKEHOLDER ENGAGEMENT

14. Should the Council resolve to prepare a policy, community engagement will be undertaken in accordance with the City's policy Service 5: Communication and Engagement.

FINANCIAL CONSIDERATIONS

15. An important consideration of the evaluation of MLP is whether it represents value for money and an acceptable return on investment to the City. These evaluation principles are typically included as policy guidance to provide confidence to both proponents and the City.
16. MLPs can support the City's long term financial position and a wide range of re-investment opportunities to satisfy the City's Strategic Community Plan priorities, and the principles may be extended beyond land and property opportunities in the future.
17. The introduction of fees and charges would be necessary to support the application of a policy to facilitate cost recovery and operational value for money outcomes on the evaluation process.

SUSTAINABILITY

18. MLPs can contribute to investment in community assets or services to benefit a growing and changing population, and additional development opportunities consistent with the City's growth aspirations.
19. Sustainability principles would be necessary inclusions in a policy to ensure any proposal satisfies a public interest test.

RISK MANAGEMENT

20. **Risk:** Transparency and Probity. Direct negotiation with a single proponent can raise perceptions of favouritism or lack of competition

Consequence	Likelihood	Rating
Significant	Possible	High
Action/Strategy		
Publish clear criteria to ensure decisions are consistent and defensible. Independent probity oversight for significant proposals. Report MLP decision-making and key justifications to Council and, where appropriate, to the community.		

Risk: Value for Money. Without competitive tendering, it's harder to benchmark costs and benefits.		
Consequence	Likelihood	Rating
Significant	Possible	High
Action/Strategy		
Independent valuation/benchmarking of costs and benefits. Apply a public value test (community, social, financial outcomes). Ensure full cost recovery from proponents. Use transparent evaluation criteria to guide decisions. Obtain probity/independent review for significant proposals.		

Risk: Resource Burden. Managing proposals can be resource-intensive, requiring specialist expertise in procurement, finance, planning, and risk management.		
Consequence	Likelihood	Rating
Moderate	Likely	Medium
Action/Strategy		
Staged MLP process to filter out low-value or unviable proposals early. Leverage external expertise (consultants, probity advisors) when needed with cost recovery from proponents. Use clear internal roles and workflows to streamline assessments. Prioritise proposals that align strongly with strategic objectives to focus resources.		

Risk: Missed opportunities to capture value and benefit from market driven initiatives.		
Consequence	Likelihood	Rating
Moderate	Likely	Medium
Action/Strategy		
Promote the framework to industry and community to encourage quality submissions. Benchmark and monitor trends to identify emerging opportunities.		

Align evaluation criteria with strategic priorities to capture long-term community and economic value.
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CONCLUSION

21. The City periodically reviews its land assets to identify land that may be suitable to sell or lease. A key principle is ensuring value for money and provide fair and transparent processes by offering the land for sale or lease through the open market.
22. There are times however where Council has not advertised a specific parcel of land for sale or lease and it receives a request from a resident, business or other government organisation to purchase or lease land.
23. It is considered best practice to have adopted policy guidance to enable an evaluation process to consider the details of the associated proposal. This includes considering the proponent's intended use of the land, the potential impacts and benefits of that use, long term strategic objectives and the forecast value for money outcomes.

Voting Requirements: Simple Majority

RECOMMENDATION

That Council REQUEST the Chief Executive Officer prepare a Market Led Proposal Policy for Council's consideration by 9 December 2025, for the purposes of initiating public advertising.

10.2. Asset Services Reports

No reports presented

10.3. Corporate Services Reports

No reports presented

10.4. Community Services Reports

10.4.1. Cultural Activities and Event Sponsorship and Donations 2025/2026

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

A presentation on Cultural Activities and Event Sponsorship and Donations 2025/2026 was provided by Marilyn Keys, Events Coordinator.

Councillors sought clarification on various aspects of the report including how many requests were not supported, what would happen to any leftover budget and who is on the selection panel that decides which groups or events receive support.

Previous Items	
Directorate	Community
Business Unit	Economic Development and Experience
File Reference	
Applicant	
Owner	
Attachments	Nil

TYPE OF REPORT

	Advocacy	When Council is advocating on behalf of the community to another level of government/body/agency
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issued under other Legislation or matters that could be subject to appeal to the State Administrative Tribunal

STRATEGIC PLANNING ALIGNMENT

Kalamunda Advancing Strategic Community Plan to 2031

Priority 1: Kalamunda Cares and Interacts

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

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

EXECUTIVE SUMMARY

1. The purpose of this report is to consider the outcome of applications for the Cultural Activities and Event Sponsorship Program 2025/26.
2. The City of Kalamunda Cultural Activities and Event Sponsorship and Donations Program aims to support organisations and community groups in the running of events that have a direct benefit to the local community and visitors.
3. Council is being asked to consider approving \$7,000 to the Wildflower Association and \$2,000 to Australian Defence Force (ADF) Veterans Health and Wellbeing event.

BACKGROUND

4. Applications for sponsorship opened 7 March and closed 21 April 2025.
5. The Program has two categories
 1. *Category 1 - Small Event Sponsorship (Donations)* – for eligible not-for-profit or community groups.
 2. *Category 2 - Cultural Activities & Event Sponsorship* – for larger events with clear local/visitor benefit and strong City promotion.
6. The program is a competitive process with the total funding pool capped at \$30,000 as approved through the 2025/26 annual budget.
7. Feedback following the 2023/24 round identified that the application document was not clear; subsequently, the application process was revised to enhance clarity, streamline content, and improve overall usability.

DETAILS AND ANALYSIS

8. The 2025/26 round was promoted via the City's website, social media, electronic direct mail and materials at City facilities (libraries and Administration Centre).
9. To be considered events must:
 - Be accessible, free or low-cost.
 - Demonstrate benefit to the wider community or a specific community group.
 - Align with the City's objectives as set out in the Strategic Community Plan.
 - Provide promotional opportunities for the City.
10. Examples of events that may be supported include, but are not limited to:
 - Cultural or community events.
 - Carnivals, festivals or fairs held within the City.
 - Community development and welfare events or programs for specific target groups.
11. **Assessment approach**

Applications were screened for eligibility, then assessed against the below criteria:

 1. *Quality:*
 - A vibrant and achievable program
 - Enhance a strong sense of community to benefit residents and attract visitors
 - Provide positive exposure for the City's brand image locally and regionally.
 2. *Reach:*
 - Provide a communications plan demonstrating how the reach will be achieved.
 - Demonstrate benefit to the wider community or a specifically targeted community group.
 3. *Good Planning:*
 - Demonstrate that the event has the potential to contribute to economic development of the region.
 - Demonstrate the applicant has considered target market, timing, location, programming & costs.
 - Demonstrate that the applicant has the capacity and skills to plan and deliver the event.
 4. *Financial Responsibility*
 - The applicant must show a detailed budget of how funding will be dispersed.
 - The applicant must demonstrate their ability to acquit at a high level
 - Show potential toward sustainability with the development of viable long-term relationships and community outcomes.
 - The event must be low cost or free and
 - Meet mutually beneficial reciprocal business benefits to provide adequate return on investment for the City.

12. Category 1 Small events sponsorship (donations) up to \$1000 aims to support a wide range of organisations and initiatives that are assessed on a case-by-case basis. Awarding of this category is dealt with under delegation MISC2 – Donations, Grants and Contributions.

Eligible groups must be one of the below;

- i. Not-for-profit organisations
- ii. Charitable organisations
- or
- iii. Community organisations

Applications determined under delegation and as Per Policy (maximum funding of \$1,000)

Event Name	Description	Strategy / Plan
Teams Jigsaw Puzzle Competition	30 Teams of up to four people will compete against each other to complete identical 1,000 piece puzzles.	Strategic Community Plan (SCP) Priority 1: Kalamunda Cares & Interacts Social Inclusion Plan Community Health & Wellbeing Plan
Kalamunda Lapidary Club Annual Exhibition Weekend	The Kalamunda Lapidary Club Annual Exhibition Weekend will be held over two days	SCP Priority 1: Kalamunda Cares & Interacts Social Inclusion Plan Community Health & Wellbeing Plan
Spring In the Hills Photographic Competition 2025	Exhibition is open daily from 4-11 October, and open to the general public	SCP Priority 1: Kalamunda Cares & Interacts Arts & Culture Strategy
Kalamunda Community Foundation Open Garden, Concert and Monster Garden Sale	Romancing the Stone has been the location for many community fundraising events over the last 23 years raising \$644,000 for community causes through 74 concerts and 24 "Open	SCP Priority 1: Kalamunda Cares & Interacts Kalamunda - Social Inclusion Plan Community Health and Wellbeing Plan

	Garden" events- this year, fund raising will go to creating the corpus of the Kalamunda Community Foundation to provide funding support for Kalamunda community initiatives and causes.	
Seniors Week Bingo & Lunch	An accessible, enjoyable and beneficial to seniors of all backgrounds, the event is designed to foster social connection, enhance mental wellbeing and celebrate the valuable contributions of older adults in our community.	SCP Priority 1: Kalamunda Cares & Interacts Social Inclusion Plan Community Health and Wellbeing Plan
Let's celebrate Children's Week! Teddy Bears Picnic at Stirk Park.	The free community event encourages children and their care givers to enjoy a morning of outdoor play, connection and creativity in a relaxed welcoming environment.	SCP Priority 1: Kalamunda Cares & Interacts Social Inclusion Plan Community Health and Wellbeing Plan Youth Action Plan

13. Category 2 Cultural Activities & Event Sponsorship eligibility is broader; it aims to support organisations and community groups in the running of larger events that have;
- a direct benefit to the local community or visitors to the City, and,
 - offer positive promotion of the City's brand to its target markets.
14. Three applications were submitted for Category 2 funding which were;
1. Wildflower Association WA - Plants of Kalamunda
 2. The ADF Veterans Health and Wellbeing event.
 3. Zig Zag Community Arts Inc & Kalamunda Chamber of Commerce - Wellbeing Expo and Harmony in the Hills

Details of each application are provided in the below table.

Event Name	Details & Sponsorship Amount	Comments & Overall Score	Strategy/Plan
Wildflower Association WA - Plants of Kalamunda	<p>'Plants of Kalamunda' will provide identification and description of plants found within the City of Kalamunda. Similar publications, 'Wildflowers of the West Coast Hills Region' (1980s) and 'Darlington and Surrounds, Local Flora and Bushlands' (2011) are out of print and are no longer accurate in the nomenclature of our local flora. No other local government in the metropolitan area has a similarly comprehensive, specific wildflower guide except for 'Perth Plants, A Field Guide to the Bushland and Coastal Flora of Kings Park and Bold Park' by R. Barrett and E. P. Tay (2016).</p> <p>Sponsorship amount of \$7,000</p>	The guide provides an easy and accessible reference for identifying plants found around the Kalamunda area. The book will be a valuable tool to bring visitors to the Kalamunda area during the wildflower season which support the Spring Festival.	<p>SCP Priority 1: Kalamunda Cares & Interacts</p> <p>Tourism Development Strategy</p> <p>Community Health and Wellbeing Plan</p>
ADF Veterans - Veterans	Held during Veterans Health Week, the expo will offer guidance to	The event will provide a much needed	SCP Priority 1: Kalamunda Cares & Interacts

Health and Wellbeing event.	<p>Veterans around current resources and assets available to Australian Defence Force members and families.</p> <p>Sponsorship amount of \$2,000</p>	<p>overview of resources to support veterans, carers, and families and will outline how to improve their overall health and wellbeing.</p>	<p>Kalamunda - Social Inclusion Plan</p> <p>Community Health& Wellbeing Plan</p>
<p>Zig Zag Community Arts Inc & Kalamunda Chamber of Commerce - Wellbeing Expo and Harmony in the Hills</p>	<p>In collaboration with Kalamunda Chamber of Commerce - Night Markets, the group proposes an evening of Multicultural Performances in Stirk Park as part of Western Australia's Harmony Week acknowledges the diverse background that exists in our community.</p> <p>More than half of all Australians were born overseas or have at least one parent who was born overseas. Inclusiveness and respect are crucial for creating strong, healthy communities. Harmony in the Hills Festival organised by Zig Zag Community Arts Inc has shown strong and growing</p>	<p>The event will be part of the Kalamunda Chamber of Commerce Night Market.</p> <p>This partnership enables the Zig Zag Community Arts group to deliver an activity despite their limited capacity. (refer further comment below re: partnership agreement)</p>	<p>SCP Priority 1: Kalamunda Cares & Interacts</p> <p>Kalamunda - Social Inclusion Plan</p> <p>Community Health& Wellbeing Plan</p> <p>Arts & Culture Strategy</p>

	community support over the last few years		
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15. It is proposed that the City will enter into a Partnership Agreement with the Zig Zag Community Arts and the Kalamunda Chamber of Commerce for the Harmony in the Hills event. This arrangement allows for staggered funding in-line with delivery milestones to manage risk as there are multiple parties involved.
16. All approved applications are required to submit an event application, to obtain relevant approvals, and agree to the conditions applied regarding acquittal procedures.

APPLICABLE LAW

17. *Local Government Act 1995*

APPLICABLE POLICY

18. Service 6 – Event Sponsorship and Donations

STAKEHOLDER ENGAGEMENT

19. Promotion occurred via the City's channels identified in paragraph 7. Applicants were offered pre-application guidance and, where possible, incomplete applications were followed up during assessment.

FINANCIAL CONSIDERATIONS

20. Funding of \$30,000 was approved as part of the 2025/26 Budget. The allocation is within this amount.
21. Successful applicants will enter into a funding agreement setting out payment milestones and deliverables.
22. Acquittal is required within eight weeks of event/program completion, with evidence of outcomes and City acknowledgement; failure to acquit may render applicant's ineligible for future funding.
23. Any remaining funding will be considered through the 2025/26 budget review process toward suitable community partnerships or utilised as seed funding to initiate and support new community-led place initiatives.

SUSTAINABILITY

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

RISK MANAGEMENT

25.

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

Risk: Failure to deliver event due to stakeholder complexity and/or group capacity		
Consequence	Likelihood	Rating
Moderate	Possible	Medium
Action/Strategy		
Fund through partnership arrangement with multiple parties that aligns funding to progress milestones		

CONCLUSION

26. Through delegation the City will support six events and subject to Council endorsement two further organisations will receive funding - The Wildflower Association and the ADF Veterans.
27. The Zig Zag Community Arts Inc & Kalamunda Chamber of Commerce - Wellbeing Expo and Harmony in the Hills funding application will be supported separately through a Partnership Agreement.
28. All organisations who are successful in receiving event sponsorship are required to ensure the City of Kalamunda is referenced in their promotional materials and at their events.

Voting Requirements: Simple Majority

RECOMMENDATION

That Council APPROVE the following Events Sponsorship, from the approved events budget:

1. \$7,000 to the Wildflower Association for the purposes of publishing Plants of Kalamunda, a book that identifies local flora found within the City of Kalamunda; and
2. \$2,000 to the Australian Defence Force Veterans for the purposes of a Veterans Health and Wellbeing event.

10.5. Office of the CEO Reports

No reports presented

11. Closure

There being no further business, the Presiding Member declared the meeting closed at 7.04pm.