



Ordinary Council Meeting

MINUTES

Tuesday 14 October 2025

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1. Official Opening

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

2. Attendance, Apologies and Leave of Absence Previously Approved

Mayor

Margaret Thomas JP (Presiding Member)

Councillors

South East Ward

John Giardina

Geoff Stallard

South West Ward

Mary Cannon

Brooke O'Donnell

North West Ward

Lisa Cooper

Dylan O'Connor

North Ward

Kathy Ritchie

David Modolo

Members of Staff

Chief Executive Officer

Anthony Vuleta - Chief Executive Officer

Executive Team

Nathan Ritchie - Director Development

Gary Ticehurst - Director Corporate

Sinead McGuire – Director Infrastructure

Luke Ellis – Director Community

Management Team

Rhonda Bowman - Manager Governance

Jane Hogueveen – Manager People and Culture

Freya Ayliffe – A/Manager Place and Community Experience

City Staff

David Baker – Senior Governance Officer

Cameron Chisholm – Place Lead

Administration Support

Molly Rogers-Thomson - Executive Officer to the CEO

Members of the Public 11

Members of the Press Nil.

Apologies Nil.

Leave of Absence Previously Approved Nil.

3. Public Question Time

3.1. Questions Taken on Notice at Previous Meeting

3.1.1 Hannah Lill, Kalamunda

Q1. Photos provided by Hannah Lill show recent examples of what is being referenced. Would the draft Future Forest policy have had a more favourable outcome than what is pictured?

A1. The examples provided appear to be either on residential land or facilitating residential development. In the absence of new development such as a new house of subdivision - it's likely that an exemption for tree removal would have applied - so the result on the ground would be consistent with the examples provided.

If development or was proposed, it's likely the Future Forest Policy would have required the landowner to either conduct offset planting or provide an offset contribution - if they chose not to facilitate the retention of existing trees within the new development.

3.2. Public Question Time

Nil.

4. Petitions/Deputations

4.1 A deputation was received from Mr Roly Ritchie (Walliston) regarding an update on the Darling Range Hub.

4.2 A deputation was received from Naomi Lewis and Sandy Letz (Wattle Grove) regarding Item 10.4.1 - Enclosed Dog Park Needs Assessment - In Response to Community Request in Wattle Grove.

5. Applications for Leave of Absence

5.1 Nil.

6. Confirmation of Minutes from Previous Meeting

RESOLVED OCM 2025/140

That the Minutes of the Ordinary Council Meeting held on 23 September 2025, as published and circulated, are confirmed as a true and accurate record of the proceedings.

Moved: **Cr Lisa Cooper**

Seconded: **Cr Geoff Stallard**

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

Against: **Nil**

CARRIED UNANIMOUSLY (9/0)

Statement by Presiding Member

"On the basis of the above Motion, I now sign the Minutes as a true and accurate record of the meeting of 23 September 2025."

7. Announcements by the Member Presiding Without Discussion

It's been a busy few weeks since our last meeting in September, and I've been fortunate to attend a number of wonderful community events that really reflect the vibrancy and heart of the City.

On 26 September, I had the pleasure of attending the 2025 Young Artist Awards, where our local creative talent was once again on full display.

Every year, I'm blown away by the imagination and skill of our young artists - they remind us that the future of the arts in Kalamunda is in very good hands.

On 6 October, I joined the Red Hat Ladies Morning Tea. Their commitment to friendship and fun is infectious, and it's always lovely to see how groups like this contribute to community wellbeing.

That same day, I also met with the Member for Forrestfield Hon. Stephen Price MLA for our regular catch-up, continuing to advocate for local priorities.

And yesterday – 13 October - I met with Minister for Tourism Hon. Reece Whitby MLA to discuss the State Government's \$4 million commitment towards the Kalamunda Tourism Hub.

This project will play a significant role in boosting local tourism, supporting local businesses, and strengthening our position as the gateway to the Perth Hills.

Before tonight's meeting, we had the great pleasure of hosting an afternoon tea in honour of Geof Irvin, who has been officially recognised as a Freeman of the City of Kalamunda.

It was a truly special celebration with Geof, his family, and friends. Geof's decades of service to our community - from his leadership with the RSL, to his tireless volunteering and mentoring with the Kalamunda Secondary Education Support Centre - have left a lasting mark on our City.

This recognition is richly deserved, and it was heartwarming to see the love and admiration shared for him today.

As we near the end of this current Council term, I also want to take a moment to acknowledge and thank two of our colleagues - Deputy Mayor Dylan O'Connor and Councillor Geoff Stallard - who are finishing their time on Council.

I've had the privilege of serving alongside both Dylan and Geoff for many years, and I can say without hesitation that they have each made an enormous contribution to the City of Kalamunda.

Dylan's energy, passion and deep care for our community have been evident in everything he's done - from championing youth engagement to supporting local business. His leadership and steady presence as Deputy Mayor have been invaluable.

Geoff has brought incredible wisdom, compassion, and integrity to her role. His strong advocacy for our community has made a real and lasting difference.

Both Dylan and Geoff have embodied what it means to serve with heart - and on behalf of Council and our community, I want to sincerely thank them for their dedication, their teamwork, and their friendship.

I wish you both all the very best for whatever comes next. Your impact on this City will be long remembered.

In closing, I'd like to thank everyone - Councillors, staff and our community - for your ongoing commitment and collaboration as we continue building a thriving, inclusive and sustainable City of Kalamunda.

And a quick reminder - if you haven't already voted in this year's local government elections, I encourage you to get involved and have your say. If it's too late to post your ballot, you can still drop it off at the City's Administration Building before 6pm this Saturday.

Every vote counts.

The Mayor invited retiring Councillor Cr Dylan O'Connor to say a few words.

This evening marks my final meeting as deputy mayor and a councillor of the City of Kalamunda. It feels a little surreal to be saying that, but more than anything, I feel grateful. Grateful for the years of working alongside such dedicated people who genuinely care about this community.

To our City staff, from those in the operations centre, the Walliston transfer station, the libraries, sports and rec staff, the finance team, the planners, engineers, and admin teams who keep the wheels turning, thank you to you all. Your professionalism, your pride in your work, and your commitment to the community is what makes this City run. I've seen the effort you put in and often quietly and without fanfare. I want you to know it doesn't go unnoticed.

I also want to acknowledge with respect and gratitude our former CEO Rhonda Hardy who passed away after a long illness. Rhonda's dedication, strength, and care for staff and community have left a lasting mark on me.

It has been a great honour to serve my community of High Wycombe, Maida Vale and Forrestfield and the greater City of Kalamunda. I am grateful for the continued support I have received from the community at each and every election. I have been fortunate to be part of many lives over the years, and I'm extremely humbled by the kindness and graciousness many people have shown me.

To my fellow elected members, both those here tonight and those I've served with over the years, I want to acknowledge you. Local government isn't easy. It takes time away from family. It tests your patience, and it can weigh heavily at times. But we do it because we care, because we believe in making our community better. Each of you has given something of yourself in the service of others and that's worth recognising.

I'd like to acknowledge Councillor Geoff Stallard for your unwavering commitment to serving this community. Thank you and I look forward to

raising a toast to you later. To Mary, Lisa, and David, I wish you all the best in the upcoming election. If you are unsuccessful, please know that you can be proud of your time on council and I thank you sincerely. As I step away from this role, I wish the next council all the very best. You'll have challenges, no doubt, but also opportunities. Opportunities to lead with honesty, to act with integrity, and to serve with heart. If I could leave the next council one piece of advice, it would be this. Never leave this council chamber having compromised your integrity or your values. Decisions come and go, but how you conduct yourself will always matter most.

My time in elected office is over, but as the great Doc Neeson from The Angels asked, "am I ever going to see your face again?" Well, in this chamber tonight, the correct answer is, who knows? Never say never. It's been an honour to serve this community and a privilege to serve alongside each of you. Thank you.

The Mayor invited retiring Councillor Cr Geoff Stallard to say a few words

Always hard to follow someone who speaks so eloquently as Councillor O'Connor has. And thank you, Dylan. I was just wondering before we started the meeting, should I have requested a leave of absence? I was just wondering because I may not be around for a while.

On the other note, I'd like to thank you Mayor Margaret Thomas for the opportunity to say a few words. You and the other leaders have ensured that the City has remained on an even keel. So, thank you. A special thank you to the current and past Councillors for your time, effort, and support throughout my 26-year journey as a Councillor. I wish the Councillors seeking re-election, Mary, Lisa, David, the best of luck in the upcoming election Saturday night. To Councillor Dylan O'Connor, best wishes for your future. Your passion, wisdom, community dedication, and your friendship has made being a Councillor a more rewarding experience.

I concur with Dylan about the staff, but I won't go through all the details, but I'll just paraphrase it. To the staff, I thank you for the loyalty to the City. Also, your tolerance and friendship over the past 26 years. It's also good to see my ex-students joining and succeeding at the City. And to quote something for Councillor Ritchie, "it's called invasion and succession. We don't know where they'll end up, but who knows? Maybe at the top."

To the amazing caterers, Desiree, Carli, Esther, and your team who have cared for us. We have been spoiled and pampered by you. A special thank you for your food and particularly your recipes that I've borrowed.

To my fellow ward Councillors, particularly John Giardina, whose passion, energy, guidance, and friendship over my duration as a Councillor has

made it all possible. We have been a team. We speak regularly, disagree at times, but have always maintained a passion for the City and especially our own community. We may not have finished the job, but I hope those who follow will be able to continue the hard work, especially when dealing with the state and federal arms of government.

A special thank you to the South and South East Ward residents who trusted me to represent them. Best wishes to all of you and others throughout the City who have contacted me over the years.

One cannot successfully implement and often afford the governing process without the dedication of our volunteers. A big thank you. You are rare and wonderful people. We are all in your debt. Also, to David Downing who's in the public gallery tonight. Thank you for your attendance and helping to keep us straight and honest. Thank you, David. While we may not have got it right all the time, I am sorry for those who we couldn't help. To those who have provided feedback, I have learned from it.

One less positive aspect to the aggressive and abusive residents who claim we had vested interests. What rubbish. I suggest you look in the mirror and not judge us by your own shallow standards. If you think you can do the job, I challenge you. Get up and volunteer, too.

To finish off, as a Councillor, we all owe a lot to our families. Their support and tolerance of our absence, incessant phone calls, grumpiness, and the external harassments. We owe you a lot. To my wife Cecilia, you needed the patience of a saint. I couldn't have succeeded or survived without your love and support. So, to quote the Truman Show "in case I don't see you all, good afternoon, good evening, and good night."

8. Matters for Which the Meeting may be Closed

- 8.1 Item 10.6.3 Debtors and Creditors Reports for the month of September 2025 – **Confidential Attachments** - Creditor Payments for the period ended 30 September 2025 – Confidential and Corporate Credit Card Payments for the period 29 July to 26 August 2025 - Confidential

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

- 8.2 Confidential item, 10.5.1 CEO Performance Review, will be considered behind closed doors at Item 15 of this agenda.

Reason for Confidentiality: *Local Government Act 1995 Section 5.23 (2) (a) – "a matter affecting an employee of employees."*

9. Disclosure of Interest

9.1. Disclosure of Financial and Proximity Interests

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

9.1.1 Anthony Vuleta declared a Direct Financial Interest on Item 10.5.1 CEO Performance Review. This item affects Mr Vuleta's employment contract as the CEO of the City of Kalamunda.

9.2 Disclosure of Interest Affecting Impartiality

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

9.2.1 Nil.

10. Reports to Council

10.1. Development Services Reports

No reports presented

10.2. Asset Services Reports

No reports presented

10.3. Corporate Services Reports

No reports presented

10.4. Community Services Reports

10.4.1. Enclosed Dog Park Needs Assessment - In Response to Community Request in Wattle Grove

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

Previous Items	OCM 2025/66
Directorate	Community Services
Business Unit	Recreation and Leisure
File Reference	
Applicant	
Owner	

Attachments	1. Dog Park - Enclosed Dog Park & Off Lead Exercise Area - Needs assessment [10.4.1.1 - 28 pages]
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TYPE OF REPORT

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

issued under other Legislation or matters that could be subject to appeal to the State Administrative Tribunal

STRATEGIC PLANNING ALIGNMENT

Kalamunda Advancing Strategic Community Plan to 2031

Priority 1: Kalamunda Cares and Interacts

Objective 1.2 - To provide a safe and healthy environment for community to enjoy.

Strategy - 1.2.3 Provide high quality and accessible recreational and social spaces and facilities.

Strategy 1.2.2 - Advocate and promote healthy lifestyle choices by encouraging the community to become more active citizens.

EXECUTIVE SUMMARY

1. The purpose of this report is to provide an assessment on the need for enclosed dog parks and off-lead dog exercise areas across the City, in response to a community led petition for a new dog park in Wattle Grove.
2. A needs assessment was undertaken as provided in Attachment One that identified the City has:
 1. Sufficient district level enclosed dog parks to meet current and future population projections through to 2046.
 2. A distribution and accessibility gap for enclosed dog parks at a Neighbourhood level in the hills suburbs.
 3. A gap in the City's provision of dog exercise areas in:
 - a. High Wycombe south;
 - b. Wattle Grove south;
 - c. Sections of Forrestfield; and
 - d. Pickering Brook (pending population thresholds)
3. It is recommended that Council:
 1. ADOPT the needs assessment including the standards of provision to guide future development as per Attachment One.
 2. ENDORSE the City engaging with interested community leaders / parties to investigate and plan the development of two new neighbourhood level enclosed dog parks at existing gazetted sites within:
 - o Kalamunda / Gooseberry Hill
 - o Lesmurdie / Walliston

3. ENDORSE the City conducting location assessments to identify future off-lead dog exercise areas to inform strategic land use planning within the areas of:
 - High Wycombe south
 - Wattle Grove south
 - Sections of Forrestfield
 - Pickering Brook (Pending population thresholds)

BACKGROUND

4. At the Ordinary Council Meeting (OCM) held on 25 March 2025 a petition was presented to Council requesting an investigation into the suitability of an enclosed dog park in Wattle Grove. The basis for the request is that Wattle Grove does not currently have an enclosed dog park, with dog owners having to drive to surrounding areas within the City.
5. At the OCM held on 27 May 2025, Council resolved to request the Chief Executive Officer to provide a report to Council by October 2025 on:
 1. A suburb-based priority ranking on the need for enclosed dog parks within the City.
 2. A standard of provision for enclosed dog parks within the City with an indicative costing.
 3. A recommended approach to program the install of enclosed dog parks within the City.
6. In response to the community petition, the City undertook a preliminary assessment that identified a potential need for an enclosed dog park in Wattle Grove, thus supporting a community led enclosed dog park in Wattle Grove, however noting a City-wide strategic assessment was planned.

The enclosed dog park will be constructed on the Promenade Public Open Space (POS) (also referred to as Lenihan Reserve), Wattle Grove, which is an existing permitted dog exercise area. The community-led project is progressing well, making use of recycled fencing and material from an existing site within the City, supporting both sustainability and cost-efficiency.

A community design day will be held on site on 25 October, with construction/build day scheduled to occur on 8 November 2025.

The project is a strong example of a cost-effective approach to achieving positive community outcomes, driven and led by the community itself.

DETAILS AND ANALYSIS

7. The City has now completed a City wide needs assessment into the provision of enclosed dog parks and off-lead dog exercise areas as provided in Attachment One.
8. Enclosed dog parks are defined as spaces that are enclosed by a fence with various amenities provided, whereas an off-lead dog exercise area is a public open space that allows dogs to exercise off lead.
9. The needs assessment process involved the following:
 - a review of industry standards, to determine applicable facility hierarchies and catchments;
 - analysis into City demographics and dog registration rates;
 - a review of existing facilities provided;
 - a benchmark review of the type and quantity of facilities provided in other local governments;
 - development of a standards of provision relevant to the City's unique geography and residential density; and
 - analysis of catchment mapping to determine facility distribution and accessibility.

Enclosed Dog Park Assessment Findings

10. The City currently provides three enclosed dog parks including:
 - Elmore Dog Park, located off Elmore Way, High Wycombe
 - Hales Dog Park, located off Crimson Boulevard, Forrestfield
 - Promenade POS site, located off Hale Road, Wattle Grove

The Wattle Grove Dog Park (Promenade POS) was initiated from a community led petition, resulting in the City supporting the community to develop a low cost / small scale project. It is planned for installation in late 2025.
11. The 2023 community engagement surveys on dog exercises areas identified that 83% of the 203 survey respondents supported more enclosed dog parks, particularly within hills suburbs.
12. The review into relevant industry standards identified that there is limited guidance for local governments to guide the quantity and type of enclosed dog parks in Perth, Western Australia. As such, the City conducted a benchmark assessment of six other Perth metropolitan, local governments, which determined that on the basis of population, on average one enclosed dog park is provided for every 35,000 residents.
13. Industry standards supported the classification of both Elmore Way Dog Park and the Hales Dog Park as district level amenities, as they attract a

higher level of users due to its size and quality of the amenity. The Wattle Grove Dog Park is a neighbourhood level as it is smaller in size and quality.

14. Based on a current estimated City population of 64,570 and a forecast population of 73,445 to 2046, the City is sufficiently provisioned for district level dog parks when applying the benchmark standard of 1:35,000. The catchment mapping analysis however identified a gap in the hills suburbs based on accessibility and distribution of amenity at a neighbourhood level. The mapping further evidences that the foothills suburbs are well serviced for enclosed dog parks.

15. In order to address the accessibility and distribution gap in the hills suburbs it is proposed to engage with interested community leaders / parties to investigate and plan the development of two new neighbourhood level enclosed dog parks at existing gazetted sites within Kalamunda / Gooseberry Hill and Lesmurdie / Walliston.

Off-Lead Dog Exercise Areas Findings

16. The City has 24 gazetted off lead dog exercise areas, that are geographically spread across the City's public open space network, while there are seven dog prohibited areas.
17. Local governments across Perth use the State Governments Public Open Space Classification Framework to classify its various Public Open Spaces. The framework provides a guide to the purpose, function, accessibility, size, hierarchy and design public open space.
18. In assessment of the framework an 800m catchment radius is determined as being an appropriate walkability catchment for off lead Dog Exercise Areas.
19. Mapping analysis of the 24 gazetted exercise areas identified that the hills suburbs are well serviced, whilst there are identified gaps in several areas including High Wycombe south, sections of Forrestfield, Wattle Grove south and Pickering Brook subject to future population thresholds.
20. In order to address the accessibility and distribution gap in the hills suburbs it is proposed to conduct location assessments for future off lead dog exercise areas to inform strategic land use planning in those areas.

Standards of Provision

21. A standards of provision for enclosed dog parks and off lead dog exercise areas as per Table 1 has been developed to guide future planning and development within the City.

Table 1: Standards of provision for enclosed dog parks and off lead dog exercise areas

Hierarchy	Catchment / Distance	Type of Dog Exercise Areas	Minimum Requirements
Local	800m catchment	Off lead dog exercise areas only	• Signage • Bins & Bag dispenses
Neighbourhood (Community led)	1.5km catchment 15 min walk 5–10-minute drive	Off lead dog exercise areas & small scale enclosed dog parks (0.2–0.5ha)	• Low cost approach • Fenced/Enclosed Area • Bench/seating • Signage • Bins & Bag dispenses
District	3km catchment 30min walk 15 minute drive	Off lead dog exercise areas & Medium scale enclosed dog parks (0.5 to 1ha)	• Fenced/Enclosed Area • Dual dog areas • Dual lock gates/entry • Agility equipment • Bench/seating • Signage • Bins & Bag dispenses • Accessible pathways • Car parking
Regional	Regional level provision is considered beyond the City's capacity and responsibility to provide, therefore provision should be focused at a Neighbourhood and District level.		

Strategic Directions

22. Based on the above needs assessment analysis and findings the below strategic directions have been developed to guide future decision making in relation to enclosed dog parks and off lead dog exercise areas.
23. Enclosed Dog Parks
 - The City has sufficient district level dog parks to meet current and future population projections through to 2046.
 - The City has a distribution and accessibility gap for access to enclosed dog parks at a neighbourhood level in the hills suburbs.
24. Dog Exercise Areas
 - There is a gap in the City's provision of dog exercise areas in:
 - High Wycombe south;
 - Wattle Grove south;
 - sections of Forrestfield; and
 - Pickering Brook (Pending future population thresholds).

APPLICABLE LAW

25. *Local Government Act 1995*
 Dog Act 1976

APPLICABLE POLICY

26. Nil.

STAKEHOLDER ENGAGEMENT

27. Community engagement was undertaken with the community in 2021 and 2023 on the Dog Exercise Management Areas Plan, with the key findings summarised in paragraph 11 of the report.
28. Officers have worked closely with the lead members of the Wattle Grove dog park petition to plan for the new low cost community led enclosed dog park.

FINANCIAL CONSIDERATIONS

29. The most recent District level enclosed dog park project undertaken by the City was the Elmore Dog Park, which began in 2018 and was completed in 2021. The current replacement value is estimated at \$513,000 in 2025.
30. The neighbourhood level community led enclosed dog park approach is a place making initiative that aims to provide safe and suitable public amenities at a low cost. This low cost approach can be achieved through the donation of construction labour and materials and/or repurposing of materials in collaboration with community.
31. The estimated cost to the City for providing an additional neighbourhood level community led enclosed dog parks is \$5,000 - \$10,000 each. The estimated life cycle value of each is estimated at \$41,000 over 30 years.
32. It should be noted that whilst the City will be responsible for ongoing maintenance costs, this may potentially be reduced (in comparison to other park maintenance) due to the enhanced community ownership and care of the space.

SUSTAINABILITY

33. The neighbourhood level community led enclosed dog park approach encourages sustainability through the repurposing and recycling of suitable materials.
34. Facilities such as fenced dog exercise areas encourage responsible pet ownership, promotes healthy pets and pet owners and creates safer, more cohesive communities.

RISK MANAGEMENT

35.	Risk: Without a City wide needs assessment and development of strategic directions for enclosed dog parks future development will be ad hoc and unsustainable for the City.		
	Consequence	Likelihood	Rating
	Significant	Possible	High
	Action/Strategy		
	The City has now undertaken a City wide needs assessment that identified strategic directions to guide future decision making and provision levels for enclosed dog parks and dog exercise areas across the City.		

CONCLUSION

36. The City has completed a City wide needs assessment into the provision of enclosed dog parks and off-lead dog exercise areas as provided in Attachment One.
37. The needs assessment identified that:
- The City has sufficient district level dog parks to meet current and future population projections through to 2046.
 - The City has a distribution and accessibility gap for access to enclosed dog parks at a neighbourhood level in the hills suburbs, which is to be achieved through a low cost / community led approach, similar to the Wattle Grove Dog Park.
 - There is a gap in the City's provision of dog exercise areas in:
 - High Wycombe south;
 - Wattle Grove south;
 - sections of Forrestfield; and
 - Pickering Brook (Pending future population thresholds).

Voting Requirements: Simple Majority

RESOLVED OCM 2025/141

That Council:

1. ADOPT the needs assessment including the standards of provision to guide future development as per Attachment One.
2. ENDORSE the City engaging with interested community leaders / parties to investigate and plan the development of two new neighbourhood level enclosed dog parks at existing gazetted sites within:
 - Kalamunda / Gooseberry Hill
 - Lesmurdie / Walliston
3. ENDORSE the City conducting location assessments to identify future off-lead dog exercise areas to inform strategic lane use planning within the areas of:
 - High Wycombe south
 - Wattle Grove south
 - Sections of Forrestfield
 - Pickering Brook (Pending population thresholds)

Moved: **Cr John Giardina**

Seconded: **Cr Mary Cannon**

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

Against: **Nil**

CARRIED UNANIMOUSLY (9/0)

10.5. Office of the CEO Reports

10.5.1. CEO Performance Review

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

STRATEGIC PLANNING ALIGNMENT

Kalamunda Advancing Strategic Community Plan to 2031

Priority 4: Kalamunda Leads

Objective 4.1 - To provide leadership through transparent governance.

Strategy 4.1.1 - Provide good governance.

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

Voting Requirements: Simple Majority

RESOLVED OCM 2025/149

That Council:

1. NOTE the three confidential reports provided by the Council appointed Consultant.
2. APPROVE the recommendations of the Council appointed Consultant as contained in confidential attachment 1.
3. APPROVE the recommendations of the Council appointed Consultant as contained in confidential attachment 4.
4. NOTE the recommendations of the Council appointed consultant as contained in confidential attachment 3.

Moved: **Mayor Margaret Thomas**

Seconded: **Cr Lisa Cooper**

Vote: For: **Mayor Margaret Thomas, Cr Dylan O'Connor, Cr Geoff Stallard, Cr Mary Cannon, Cr Lisa Cooper and Cr Kathy Ritchie**

Against: **Cr John Giardina, Cr Brooke O'Donnell and Cr David Modolo**

SIMPLE MAJORITY (6/3)

10.6. Chief Executive Officer Reports

10.6.1. Monthly Financial Statements to 30 September 2025

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

Previous Items	N/A
Directorate	Corporate Services
Business Unit	Financial Services
File Reference	FIR-SRR-006
Applicant	N/A
Owner	N/A
Attachments	1. Statement of Financial Activity for the three months ended 30 September 2025 [10.6.1.1 - 1 page] 2. Statement of Net Current Funding Position as at 30 September 2025 [10.6.1.2 - 1 page] 3. Statement of Financial Position as at 30 September 2025 [10.6.1.3 - 1 page] 4. 2025-26 Budget Amendment - September 2025 [10.6.1.4 - 1 page]

TYPE OF REPORT

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

STRATEGIC PLANNING ALIGNMENT

Kalamunda Advancing Strategic Community Plan to 2031

Priority 4: Kalamunda Leads

Objective 4.1 - To provide leadership through transparent governance.

Strategy 4.1.1 - Provide good governance.

EXECUTIVE SUMMARY

1. The purpose of this report is to provide Council with the Statutory Financial Statement for the three months ended 30 September 2025.
2. The Statutory Financial Statements report on the activity of the City of Kalamunda (City) with the comparison of the period's performance against the Annual Budget 2025-26 adopted by Council on 24 June 2025.

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

A result of the above is that with the carry forward amendments made in July, the budget closing position is in deficit by \$1,839,617 which is primarily due to the opening surplus position not having been updated as it is dependent on the audit being finalised. Based on the draft June 2025 financials, this position will re-balance once the opening surplus position is corrected.

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

BACKGROUND

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

DETAILS AND ANALYSIS

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

FINANCIAL COMMENTARY

Draft Statement of Financial Activity by Nature and Type for the three months ended 30 September 2025.

7. This Statement reveals a net result surplus of \$63,271,686 compared to the budgeted surplus of \$51,323,861 resulting in a variance of \$11,947,825. The variance is largely due to an operating activities variance of \$6,455,239 and variance of \$6,016,142 & \$(523,554) respectively from investing & financing activities.

Operating Revenue

8. Total Revenue including rates is over budget by \$1,135,208. This is made up as follows:
- a) Rates generation remained along budget with a minor variance of \$236,133 mainly due to the actual billing amount was higher than budgeted amount. Interim rating has also commenced in the month.
 - b) Operating Grants, Subsidies and Contributions are over budget by \$821,426. The variance is mainly due to \$728,112 over budget due to contribution from reimbursement of Cell 9 projects expenses.
 - c) Profit on asset disposal is under budget by \$332,499 as certain land parcels earmarked for sale have not yet been finalised. Approval has recently been granted by Council to commence disposal on some surplus land parcels which will be completed in the next few months of the year. This is deemed to be a timing matter.
 - d) Fees and Charges remained over budget by \$ 308,314. The variance is attributable to the rates zoning and legal fee, which is up by \$110,345 deemed to be a timing matter and supervision fee collected by Environmental Health Service remained over budget by \$92,157 which is also deemed a timing matter as inspection fees are raised in September, but the fees have been phased evenly over all months. The rephasing will be resolved for the October report. In addition, pool inspection fees are higher by \$77,089 with budget understated and did not reflect the increase applied to the inspection fees as part of the budget adoption.

- e) Interest income is above budget by \$105,636 mainly due to improved cash flow collections from the Rates section and lower than expected capital expenditure spend.
- f) Other Revenue is over budget by \$103,24 and the variance is mainly due to recognising a 2025-26's free subscription for software licencing. In line with the Australian Accounting Standard's Board, the City is required to reflect the value of the benefit the City is deemed to have received.
- g) Ex-Gratia Rates Revenue is tracking lower than budget by \$107,226 due to a timing variance in relation to the receipt of the Ex-Gratia Rates due from the Dampier Bunbury Natural Gas Pipeline (DBNGP). The funds normally get paid in the later part of the year.

Operating Expenditure

9. Total expenditure is under budget by \$2,530,156. The significant variances within the individual categories are as follows:
- a) Employment Costs remained under budget by \$109,119 due to some vacancies in various business units.
 - b) Materials and Contracts are under budget by \$1,948,138. The variance is mainly due to a timing difference for building and infrastructure maintenance costs worth \$1,037,095 and waste services worth \$570,428. An appropriate accrual will be passed in the following month.
 - c) Utilities are tracking along the budget with minor positive variance of \$66,866 with the bulk coming from parks maintenance worth \$42,208 from reduced running of reticulation equipment put down to seasonal factors with Perth experiencing a wet winter and lower street lighting bills worth \$10,601.
 - d) Depreciation, although a non-cash cost, is tracking in line with the budget with a minor variance of \$362,368. This is partially due to a delay in the capitalisation of assets as of 30 June 2025.
 - e) Interest expense remained below the budget by \$12,087. The major reason for the variance is the delay of drawdown of the Asset Finance Loan on Fleet Vehicles due to the delays in the delivery of the vehicles.
 - f) Insurance expense is tracking over budget by \$40,258 due to the LGIS premium received for buildings that was higher than budgeted. The trend will be monitored over next few months and any adjustment in the budget will be made, if required at the mid-year review.

- g) Loss on Asset Disposal reported an adverse variance of \$26,136 related primarily to disposal of a vehicles that was not budgeted.
- h) Other expenditure is under budget by \$45,697 mainly due to a timing difference of contributions and donations to community groups and land acquisition costs of \$15,666 budgeted for the Forrestfield Industrial Area Scheme.

Investing Activities

Non-operating Grants and Contributions

- 10. The non-operating grants and contributions is under budget by \$5,259,565. This is mainly due to a timing difference with the grants triggered when a milestone is met.

Capital Expenditure

- 11. The total Capital Expenditure on Property, Plant, Equipment, and Infrastructure Assets is under budget by \$10,985,174. The delayed spend is due to the City working through some large projects which are progressing through the tender process. A review will be undertaken to determine any major adjustments required in Capex for mid-year review of 2025/26 Budget.

Financing Activities

- 12. The amounts attributable to financing activities show a variance from budget by \$523,554 which is mainly due to transfers to reserves required as a result of Budget 2025-26. These are normally done at the year end.

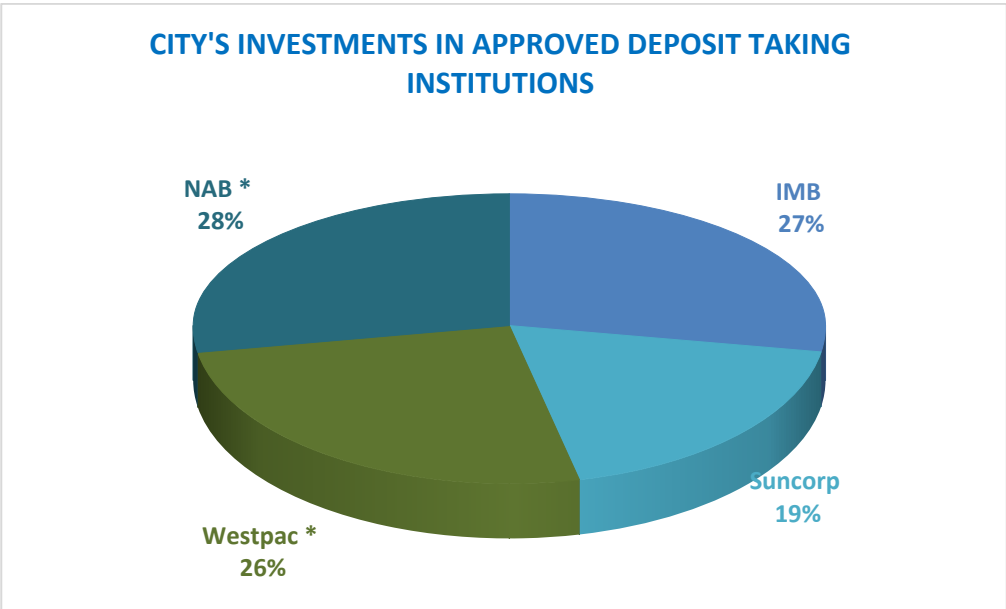
Statement of Net Current Funding Position as of 30 September 2025

- 13. The commentary on the net current funding position is based on a comparison of September 2025 to the September 2024 actuals.
- 14. Net Current Assets (Current Assets less Current Liabilities) total \$93.3 million as compared to \$91.0 million for the previous year. The restricted cash position is \$35.1 million which is slightly lower than the previous year's balance of \$35.3 million.
- 15. The following graph indicates the financial institutions where the City has investments as of 30 September 2025. Investments yields are between 4%-4.6% depending on the length of deposits. The Reserve Bank of Australia have reduced the cash rate by a further 15 basis points to 3.60% which will

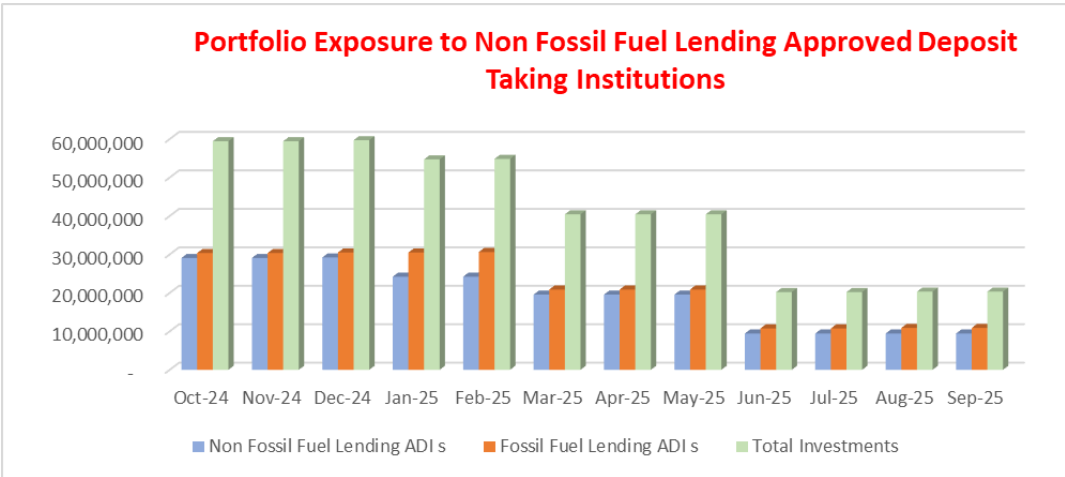
have an adverse effect on investment income in the outer months and the new financial year as core inflation stabilises.

The outlook shows there will be further cuts in the financial year as the inflation stabilises but also more importantly weakening economic indicators which will require fiscal stimulation.

16.



*Financial Institutions with Investments in the Fossil Fuel Industry



17.

Rates debtors are currently \$20.3 million (and similarly \$20.3 million in 2024), further details are contained in the Rates Report to Council.

18.

Sundry debtors are stable at \$0.3 million. Further details are contained in the Debtors and Creditors Report to Council.

19.

Receivables Other represent \$11.3 million including:
a) Emergency Service Levy receivables \$3.5 million.
b) Receivables Sanitation \$3.3 million.

The above is all part of the rates billing cycle and form part of the rates statement for each property.

20. Provisions for annual and long service leave have increased by \$656,587 from \$4.5 million to \$5.2 million when compared to the previous year. The majority of the provision is cash backed via specific reserves.

Proposed Budget Amendments and Voted Works

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

Summary of the changes are:

2025.10.1 – Depot CCTV \$14,000 funded via budget re-alignment from operating budgets.

2025.10.2 – Kalamunda BFB – PPE Lockers - \$45,000 funded via new grant from DFES.

2025.10.3 - McNabb Rd Resurfacing – additional spend funded via budget transfer Hicks Street Rd re-surfacing project.

The above changes have no net change to the closing surplus position.

APPLICABLE LAW

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

APPLICABLE POLICY

24. Nil.

STAKEHOLDER ENGAGEMENT

Internal Referrals

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

External Referrals

26. As noted in point 23 above, the City is required to present to the Council a monthly statement of financial activity with explanations for major variances.

FINANCIAL CONSIDERATIONS

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

SUSTAINABILITY

Social Implications

28. Nil.

Economic Implications

29. Nil.

Environmental Implications

30. Nil.

RISK MANAGEMENT

- 31.
- | Risk: Over-spending the budget. | | |
|---|------------|--------|
| Consequence | Likelihood | Rating |
| Moderate | Possible | Medium |
| Action/Strategy | | |
| Monthly management reports are reviewed by the City and Council. Procurement compliance is centrally controlled via the Finance Department. | | |
- 32.
- | Risk: Non-compliance with Financial Regulations | | |
|--|------------|--------|
| Consequence | Likelihood | Rating |
| Moderate | Unlikely | Low |
| Action / Strategy | | |
| The financial report is scrutinised by the City to ensure that all statutory requirements are met. | | |

Internal Audit reviews to ensure compliance with Financial Regulations.
External Audit confirms compliance.

CONCLUSION

33. The City's Financial Statement as of 30 September 2025 reflects a large draft closing surplus position of \$11,947,825. The surplus opening surplus position is likely to change with the year-end adjustments yet to be passed including the pending external audit review.

Voting Requirements: Absolute Majority

RESOLVED OCM 2025/143

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

Moved: **Cr Dylan O'Connor**

Seconded: **Cr Lisa Cooper**

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

Against: **Nil**

CARRIED UNANIMOUSLY (9/0)

10.6.2. Rates Debtors Report for the Period Ended 30 September 2025

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

Previous Items	N/A
Directorate	Corporate Services
Business Unit	Financial Services
File Reference	FI-DRS-004
Applicant	N/A
Owner	N/A
Attachments	Nil

TYPE OF REPORT

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

STRATEGIC PLANNING ALIGNMENT

Kalamunda Advancing Strategic Community Plan to 2031

Priority 4: Kalamunda Leads

- Objective 4.1** - To provide leadership through transparent governance.
- Strategy 4.1.1** - Provide good governance.
- Strategy 4.1.2** - Build an effective and efficient service-based organisation.

EXECUTIVE SUMMARY

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

2. The City of Kalamunda (City) levied rates for 2025/2026 on 15 July 2025. The amount collectable (excluding deferred rates balance of \$1,146,750) as of 30 September 2025 was \$52,609,721. This balance includes, initial billing, interims and the brought forward balance from 2024/25. Collections to date stand at \$32,514,201.

BACKGROUND

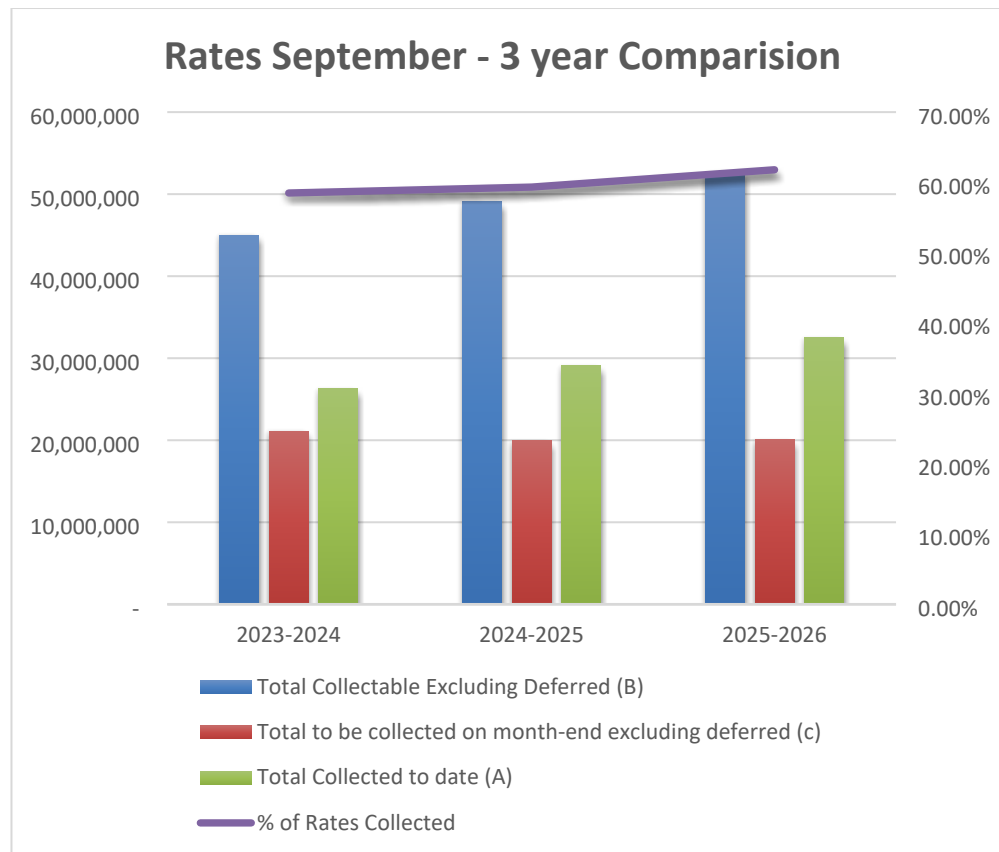
3. Rate Notices were issued on 15 July 2025 with the following payment options available:

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

DETAILS AND ANALYSIS

4. A total of 24,169 notices were issued on 15 July 2025. This consisted of 19,642 mailed rates notices, and 4,527 of eRates notices (18.7% take-up saving more than \$7,100 in postage and printing). Compared to last year (3,506 eRates), the uptake has increased by 29%.
5. As of 30 September 2025, rates levied and collectable for the 2025/2026 Financial Year total is \$52,609,721 (excluding deferred rates), with collections standing at \$32,514,201.
6. The above collection of \$32,514,201 represents a collection rate of 61.80% which is significantly better than the previous year of 59.34%. For reference, below is a chart comparing the collection rates for the last three years.

7.



8.

From the above chart the following observations are made:

- a) The quantum of collectable and collected rates is higher in 2025/26 than previous years because the base amount is higher each year.
- b) The City now has a stable Rates Team with seasoned professionals who are actively managing the debt outstanding. This is particularly noted in the amount outstanding for previous years having reduced by 13% (\$354,517).
- c) The % collectable at 30 Sep 2025 is 38.20% which will be a point of focus for the Rates Team to work towards. In this regard, work is being done to review and update the City's collection and hardship policies and procedures.
- d) The City sent out "final notices" in September 2025 which will be followed up with Final 7 Day notice and General Procedure Claims in October/November 2025.

9.

The interim rating has commenced for 2025/2026. To 30 Sep 2025 \$16,144 has been raised for the interim rating Revenue

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

- a) A total of 13,856 properties representing 57.33% of the total number of rateable properties were noted to have paid in full or were in credit.
- b) A total of 9,744 ratepayers has taken up an instalment option or have entered a payment arrangement.
- c) It is noted that the number of properties on Direct Debit and in particular, Payment Arrangements have increased reflecting the current economic environment.

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

Option	Description	2025/26 Interim Number	2024/25 Number
Option 2 on Rates Notice	Two instalments	1,827	1,763
Option 3 on Rates Notice	Four instalments	6,679	6,397
Direct Debit	Pay by direct debit	1,070	1,000
Payment Arrangement	Pay by payment Arrangement	168	82
Total	Ratepayers on payment options	9,744	9,242

11. Call recording software has been utilised in the Rates Department since 2015, primarily for customer service purposes, as it allows calls to be reviewed for training and process improvement purposes. For the period 1 Sep 2025 to 30 Sep 2025, there was a total of 998 calls, equating to 51.44 hours of call time.

APPLICABLE LAW

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

APPLICABLE POLICY

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

STAKEHOLDER ENGAGEMENT

Internal Referrals

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

External Referrals

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

FINANCIAL CONSIDERATIONS

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

SUSTAINABILITY

Social Implications

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

Economic Implications

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

Environmental Implications

20. The increase in the take up of eRates, as a system of Rate Notice delivery, will contribute to lower carbon emissions due to a reduction in printing and postage. It is heartening to see a significant uptake in eRates with a 29% increase from the previous year.

RISK MANAGEMENT

21.

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

CONCLUSION

22. The current year collection rate is higher at 61.80% compared to 59.34% last year. The City continues to effectively implement its rate collection strategy.

Voting Requirements: Simple Majority

RESOLVED OCM 2025/144

That Council RECEIVE the Rates Debtors Report for the Period ending 30 September 2025.

Moved: **Cr Geoff Stallard**

Seconded: **Cr Lisa Cooper**

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

Against: **Nil**

CARRIED UNANIMOUSLY (9/0)

10.6.3. Debtors and Creditors Reports for the month of September 2025

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

Previous Items	N/A
Directorate	Corporate Services
Business Unit	Financial Services
File Reference	FI-CRS-002
Applicant	N/A
Owner	N/A
Attachments	1. Summary of Debtors for the month of September 2025 [10.6.3.1 - 2 pages] 2. Summary of Creditors for the month of September 2025 [10.6.3.2 - 1 page] 3. Creditor Payments for the Period ended 30 September 2025 (Public) [10.6.3.3 - 12 pages] 4. Corporate Credit Card Payments 29 July 2025 26 August 2025 Public [10.6.3.4 - 3 pages]
Confidential Attachments	1. Creditor Payments for the period ended 30 September 2025 – Confidential 2. Corporate Credit Card Payments for the period 29 July to 26 August 2025 - Confidential

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

TYPE OF REPORT

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

STRATEGIC PLANNING ALIGNMENT

Kalamunda Advancing Strategic Community Plan to 2031

Priority 4: Kalamunda Leads

Objective 4.1 - To provide leadership through transparent governance.

Strategy 4.1.1 - Provide good governance.

EXECUTIVE SUMMARY

1. The purpose of this report is to provide Council with details of payments made from Municipal and Trust accounts together with outstanding debtors and creditors for the month of September 2025.
2. The report provides details of payments made from the Municipal and Trust Fund Accounts for the month. It also includes details of employee purchases via purchasing cards from 29 July to 26 August 2025.
3. It is recommended that Council receive the list of:
 - a) payments made from the Municipal and Trust Fund Accounts for the month of September 2025
 - b) payments made by employees via purchasing cards from 29 July to 26 August 2025.
 - c) the outstanding debtors and creditors report for the month of September 2025.

BACKGROUND

4. Trade Debtors and Creditors are subject to strict monitoring and control procedures.
5. In accordance with regulation 13 of the *Local Government (Financial Management) Regulations 1996*, reporting on payments made from Municipal Fund and Trust Funds must occur monthly.
6. Effective from 1 September 2023 under *Local Government (Financial Management) Regulations 1996* (Regulation 13A)
If a local government has authorised an employee to use a credit, debit or other purchasing card a list of payments made using the card must be prepared each month showing the following information for each payment made since the last list was prepared.
 - a) The payee's name
 - b) The amount of the payment
 - c) The date of the payment
 - d) Sufficient information to identify the payment.

DETAILS AND ANALYSIS

Debtors

7. Sundry debtors as of 30 September was \$296,996. This includes \$83,008 of current debts and \$91, unallocated credits (excess or overpayments).
8. Invoices over 30 days total \$31,166 debts of significance:
 - a) Kalamunda & District Netball, \$7,027, Utilities.
9. Invoices over 60 days total \$161,043, debts of significance:
 - a) Cooperative Bulk Handling, \$156,797, Cash in Lieu – Rates; and
 - b) Kalamunda City FC, \$3,818, Utilities.
10. Invoices over 90 days total \$21,871, debts of significance:
 - a) N-Com Pty Ltd, \$4,989.67, lease fees;
 - b) Private Citizen, \$3,315, fire hazard reduction burn;
 - c) Private Citizen, \$2,532, Veterinary Fees;

Creditors

11. Payments totalling \$8,325,913 were made during the month of September 2025. Standard payment terms are 30 days from the end of the month, with local businesses and contractors on 14-day terms.

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

Supplier	Purpose	\$
Department of Fire and Emergency Services (DFES)	Emergency service levy 2025/2026 - 1st quarter	2,548,295.19
Cleanaway	Waste / recycling & bulk bin disposal services fees	1,086,653.41
Australian Taxation Office	PAYG Tax Payments	511,254.36
Ae Hoskins Building Services	Progress claim # 6 - Norm Sadler Pavilion redevelopment including building maintenance services at various locations	359,672.77
Roadline Civil Contractors	Progress claims 1 & 2- Forrestfield / High Wycombe Industrial DCP - design and delivery road construction 2a - stage 2 - High Wycombe	237,432.96
Aware Super Pty Ltd	Superannuation contributions	236,942.43

City Of Cockburn	Waste disposal services from the weekly residential collection	221,403.12
Synergy	Power charges	193,782.41
Resource Recovery Group (SMRC)	Waste & recycling disposal services fees	184,735.66
Christou Design Group Pty Ltd	Variation to RFT 2310 - High Wycombe community HUB design services as per council decision 24 June 2025	156,810.50
Western Australian Treasury Corporation	Loan no. 227 & 228 fixed component	125,934.45
WA Carmax Pty Ltd T/A Bergmans Auto Group	Supply of 2 Isuzu DMax vehicles & accessories with installation	124,915.32
Prestige Property Maintenance Pty Ltd	Landscape maintenance services for various locations for August & September 2025	119,144.66
Contraflow	Traffic management for various locations	109,394.52
Modus Australia	Site works for sewer, water connections, fabrication and installation of toilet block at Magnolia Park	106,997.55
LGIS WA	Workers compensation - endorsement period 30/06/24 - 30/06/25 & an excess claim	92,132.78
Axent Holdings Pty Ltd	70% remaining balance for supply and install axent led - Australian fire danger warning signs (AFDRS), front end management system & poles and mounting accessories to suit axent AFDR	87,420.67
Capital Recycling	Transport & disposal waste stream for various locations	85,417.88
OCE Corporate Pty Ltd - Office Cleaning Experts	Cleaning services / consumables for various locations	67,168.76
Kennedys Tree Services (Cosmag Pty Ltd)	Tree removal / under powerline pruning for various locations	63,112.69
Martins Environmental Services Pty Ltd	Weed control and natural area maintenance	59,400.00
Mckay Earthmoving Pty Ltd	Plant equipment and operator hire for various locations	57,806.21
Eastern Metropolitan Regional Council (EMRC)	Domestic / waste charges - red hill tip, mattress & timber disposal fees	50,038.62

These payments total \$6,885,866.92 and represent 83% of all payments for the month.

Payroll

12. Salaries and wages are paid in fortnightly cycles. A total of \$1,677,166.24 was paid in net salaries and wages for the month of September 2025.
13. Additional details are provided in Confidential Attachment 1 after the creditors' payment listing.

Trust Account Payments

14. The Trust Accounts maintained by the City of Kalamunda (City) relate to the following types:
 - a) CELL 9 Trust;
 - b) Public Open Space funds,
 - c) NBN Tower Pickering Brook Trust
15. The following payments (GST exclusive) were made from the Trust Accounts in the month of September 2025.

Cell 9		Amount (\$)
Date	Description	
24/09/2025	Natural Area Holdings Pty Ltd - Supply and installation of trees at Woodlupine Brook, Wattle Grove (C9S1)	3,209.50
10/09/2025	Place Laboratory. Invoice 24803-04 dated 31/07/2025 (C9S7) - Supply & delivery of Land Landscape Design (Wattle Grove Cell 9)	9,460.00

APPLICABLE LAW

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

APPLICABLE POLICY

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

STAKEHOLDER ENGAGEMENT

Internal Referrals

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

External Referrals

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

FINANCIAL CONSIDERATIONS

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

SUSTAINABILITY

23. Nil.

RISK MANAGEMENT

Debtors

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

Creditors

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

CONCLUSION

26. Creditor payments are higher than the normal trend range due to the DFES 1st quarter payment worth 2,548,295.19.

Voting Requirements: Simple Majority

RESOLVED OCM 2025/145

That Council:

1. RECEIVE the monthly lists of payments made from the Municipal Accounts for the month September 2025 (Confidential Attachment 1) in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996* (Regulation 13).
2. RECEIVE the list of payments made from 29 July to 26 August 2025 using Corporate Purchasing Cards (Confidential Attachment 2) in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996* (Regulation 13A).
3. RECEIVE the outstanding debtors and creditors reports (Attachments 1 & 2) for the month of September 2025.

Moved: **Cr Dylan O'Connor**

Seconded: **Cr David Modolo**

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

Against: **Nil**

CARRIED UNANIMOUSLY (9/0)

11. Motions of Which Previous Notice has been Given

Nil.

12. Questions by Members Without Notice

Nil.

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

13.1 Kalamunda Road Round-a-bout Roadworks (Cr Cooper)

Q. Who is conducting the works on the round-a-bout on the intersection of Kalamunda Road and Roe Hwy?

A. The works are being undertaken by Main Roads WA.

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

Nil.

15. Meeting Closed to the Public

RESOLVED OCM 2025/146

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

Moved: **Cr Brooke O'Donnell**

Seconded: **Cr Mary Cannon**

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

Against: **Nil**

CARRIED UNANIMOUSLY (9/0)

The Meeting closed to the public at 7.04pm. All members of the public gallery and staff left the meeting. All Elected Members and the minute taker remained.

Meeting Reopened to the Public

RESOLVED OCM 2025/150

That the Meeting be reopened to the public.

Moved: **Cr Geoff Stallard**

Seconded: **Cr Mary Cannon**

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

Against: **Nil**

CARRIED UNANIMOUSLY (9/0)

The Meeting reopened to the public at 7.35pm. The Presiding Member read the resolutions to the Meeting.

16. Tabled Documents

Public Agenda Briefing Forum Notes 7 October 2025

17. Closure

There being no further business, the Presiding Member declared the Meeting closed at 7.35pm