



# Ordinary Council Meeting

AGENDA

Tuesday 23 September 2025

## **NOTICE OF MEETING**

### **ORDINARY COUNCIL MEETING**

Dear Councillors

Notice is hereby given that the next Ordinary Meeting of Council will be held in the Council Chambers, Administration Centre, 2 Railway Road, Kalamunda on **Tuesday 23 September 2025 at 6.30pm.**



Anthony Vuleta

**Chief Executive Officer**

18 September 2025

#### **Acknowledgement of Traditional Owners**

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

#### **Emergency Procedures**

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

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

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

# Our Vision



## Connected Communities, Valuing Nature and Creating our Future Together

### Core Values

**Service:** We demonstrate a 'can do' attitude, we listen, we understand, and we go above and beyond when we serve others.

**Professionalism:** We look, speak, act & do what it takes to show others we are reliable, respectful and competent.

**Quality:** We think clearly, plan mindfully, act decisively, measure carefully and review regularly everything we do.

### Aspirational Values

**Courage:** We make brave decisions and take calculated risks to lead us to a bold and bright future. We show courage in our pursuit for the protection of the environment, for the well being of our people and to support the economy.

**Diversity:** We challenge ourselves by keeping our minds open and looking for all possibilities and opportunities.

**Innovation:** We believe in a workplace where you're safe to try new things—where we can push the boundaries of the norm and learn from things that don't always go according to plan. We strive for a just and blameless culture that respects people as individuals and paves the way to genuine learning and improvement.

**Our simple guiding principle will be to ensure everything we do will make the City of Kalamunda socially, environmentally and economically sustainable.**

[kalamunda.wa.gov.au](http://kalamunda.wa.gov.au)



## Webcasting Notice

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

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

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

## INFORMATION FOR PUBLIC ATTENDANCE

Welcome to this evening's meeting. The following information is provided on the meeting and matters which may affect members of the public.

If you have any queries related to procedural matters, please contact a member of staff.

### Ordinary Council Meetings – Procedures

1. Council Meetings are open to the public, except for Confidential Items listed on the Agenda.
2. Members of the public who are unfamiliar with meeting proceedings are invited to seek advice prior to the meeting from a City Staff Member.
3. To facilitate the smooth running of the meeting, silence is to be observed in the public gallery at all times.
4. All other arrangements are in general accordance with Council's Standing Orders, the Policies and decision of the City or Council.

### Deputations and Public Question Time

These sessions in the Council Meeting provides an opportunity for people to ask any question of the Council or speak publicly on any matter.

#### Public Question Time

Public Question Time session will be conducted in accordance with the provisions of the Local Government Act and the City's Standing Orders.

Where a member of the public raises a question during Public Question Time, a response will be provided where Councillors or staff have the necessary information at hand; if not, a reply will be provided at a later time. There is a limit of one question per speaker per meeting.

#### Deputations

All speakers are limited to ten minutes, with a one-minute warning given to speakers prior to the ten-minute time period elapsing. The commencement and conclusion of time shall be advised by the Mayor/Chairperson.

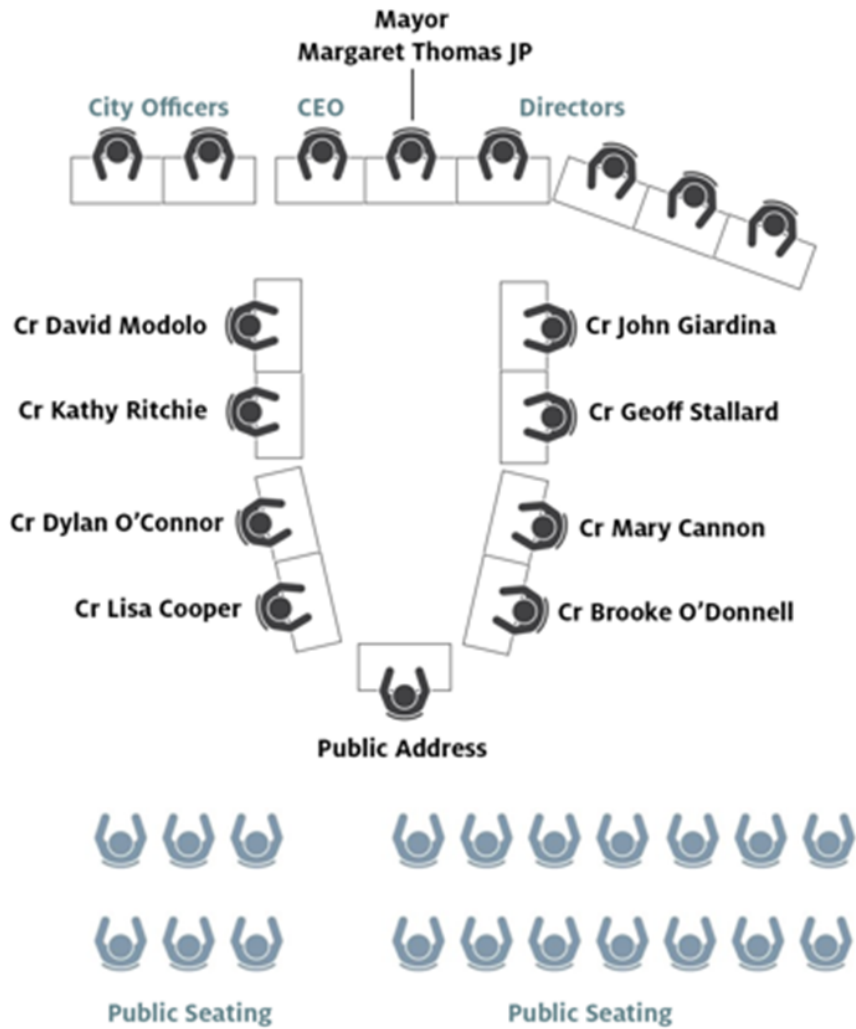
It should be noted that speakers at Council meetings do not enjoy any protection from parliamentary-style privilege. Therefore, they are subject to the risk of defamation action if they make comments about individuals.

In the event that speaker makes potentially offensive or defamatory remarks about any person, the Mayor/Chairperson will ask them to refrain from such comments.

The Mayor/Chairperson has the discretion to withdraw the privilege to speak where a speaker continues to make inappropriate or offensive comments about another person, or make a point of order ruling if a speaker breaches the Guidelines.

Only the audio recording of the public address speakers will be heard on Council's webcast. Visual images of the speaker will not be captured as part of that webcast.

## Council Chambers Seating Plan



## Schedule of Agenda Briefing Forums a Council Meetings - 2025

Ordinary Meetings of Council (OCM) commence at 6:30pm.  
Public Agenda Briefing Forums (Agenda Briefing) commence at 6:30pm.

	Agenda Briefing	Ordinary Council
February	Tuesday 11	Tuesday 25
March	Tuesday 11	Tuesday 25
April	Tuesday 8	Tuesday 22
May	Tuesday 13	Tuesday 27
June	Tuesday 10	Tuesday 24
July	Not required	Tuesday 22
August	Tuesday 12	Tuesday 26
September	Tuesday 9	Tuesday 23
October	Tuesday 7	Tuesday 14
November	Tuesday 11	Tuesday 25
December	Tuesday 2	Tuesday 9



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**1. Official Opening**

**2. Attendance, Apologies and Leave of Absence Previously Approved**

**3. Public Question Time**

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

3.1.1 Michael Ryan, High Wycombe (taken on notice 26 August 2025)

**Q1. On about 10 July 2014, at least four (4) people at the Shire of Kalamunda saw on a computer screen that the local scheme rezonings had been completed for Stage 3. The zonings had previously been Rural according to correspondence from the Shire.**

**Can at least one (1) of the 4 persons advise landowners in Stage 3 what the new zoning was, that was shown on the screen.**

**We were respective Ratepayers, and the zoning changes affected our properties.**

A1. Please refer to previous responses provided in relation to this matter on 22 July 2025. The email correspondence from the Department of Planning on 10 July 2014 which included the statement "... the MRS & local scheme rezonings have been completed" in relation to the Stage 3 Precinct in High Wycombe, was not factual. The zoning of the land within the Stage 3 area was Rural under the Metropolitan Region Scheme and Special Rural under the Local Planning Scheme No. 3.

**Q2. Are the GRV Rates which are charged to an incoming buyer, increased above our current classification. Lifestyle buyers are likely to decline subdivision to residential size blocks.**

A2. If the nature of the land use of the property does not change, it would be rated as it did to the previous owner. We cannot speculate whether the new owner would subdivide or not considering the rates charged is not the sole variable when making investment decision in purchasing the property.

**Q3. Will they ever face an economic penalty for staying as they are as 1Ha - 1.25Ha size block.**

A3. The City is unable to speculate and unable to comment on a future unknown "economic penalty" that the new owners or current owners face by maintaining their block size.

**Q4. Will the same GRV Rates classification apply should they resell to another lifestyle buyer.**

A4. Yes, as long property land use has not changed. See response to Q1 above

**Q5. Will Councillors please ensure the message is delivered to the Premier, Minister for Planning and the CEO City of Kalamunda to desist with a planning procedure, set out below, that relies in my view on what can be described as an ultimatum to wither and die here or succumb to accepting prices which have degenerated to be about 40% below market value.**

A5. Yes, the City is communicating with these stakeholders regarding the challenges in transiting the Residential Precinct, including the impacts of land value on the existing communities, land assembly and ultimately development timing and outcomes.

3.1.2 Shayla Strapps, Kalamunda (taken on notice 26 August 2025)

**Q1 The City has stated that the February 2025 resolution was not a “final decision” to sell the land, but rather to commence the disposal process.**

**Could the City please clarify what specific action or resolution will constitute “the decision” in this matter?**

A1 At the conclusion of the selling period for the Urch and McRae lots, the City of Kalamunda is required under s3.58 of the *Local Government Act 1995* to advertise the proposed method of disposal, i.e. the Expression of Interest (EOI) for a minimum period of two weeks and for the Council to consider any submissions received during the advertising period.

At the conclusion of the advertising period, the City will prepare a report to Council which will include details of the properties concerned, details of the proposed method of disposal and outlining the content of, and responses to all submissions received pertaining to the proposal. It is at this point that the Council, having considered all relevant matters, will make a final decision on whether to approve the disposal of the Urch and McRae lots.

**Q2                    What specific engagement activities (beyond an informational letter and a static webpage) have been undertaken to invite community feedback on the proposed sale?**

A2                    In addition to the informational letter sent to nearby residents, the City used the following channels to ensure the community is aware of the proposal and has opportunities to provide input:

- On-site signage - Installed on the Urch and McRae lots to clearly alert local residents and passers-by.
- Resident enquiries and conversations - City staff have communicated with and met with several residents who reached out after receiving the letter or noticing the signage, providing information, answering questions, and responded to questions and noted feedback.
- Digital communication - A dedicated webpage was created to provide background information and updates. The City also shared the proposal through its official Facebook page on 4 June, alongside other "Have Your Say" opportunities. This ensured the information was visible to a wide audience, encouraged community members to click through to further details, and prompted discussion in both the City's channels and wider community groups. City staff monitored feedback and responded where appropriate.

By combining letters, signage, resident conversations, and online communication, the City has sought to provide clear, accessible information through multiple channels so the community can stay informed and participate.

**Q3                    How does the City justify describing this as "engagement" under its own Communication and Engagement Policy, which requires genuine opportunities for community input and that engagement must "begin early and be part of project scoping and milestones identification, rather than being a one (1) off event or undertaken after a final decision"?**

A3                    The City's intent is to ensure that community voices are heard before Council makes any final decision. While the potential sale of the Urch and McRae lots was identified during earlier scoping, no decision has yet been made by the Elected Members.

This stage of the process is about informing residents, gathering feedback through enquiries and submissions, and making sure Elected Members

have a full understanding of community views. Submissions received will be collated and reported to Council for consideration. This reflects the principles in the City's Communication and Engagement Policy, ensuring engagement occurs before decisions are finalised and that community input forms a meaningful part of Council's deliberations.

**Q4                    If I am mistaken, please identify the dates, methods, and opportunities provided for community members to submit feedback on the proposed sale prior to any final decision.**

**A4**                    Community members have been, and will continue to be, provided with opportunities to contribute feedback before Council determines the proposal:

- Current stage – The selling period concluded on 10 September 2025.
- Formal advertising in accordance with s3.58 of the *Local Government Act 1995*. The proposal will be advertised for a minimum of two weeks. During this period the City will undertake the following:
  - A public notice will appear in a local newspaper.
  - Letters will be sent to all residents within 200m of the site, including details of the proposal and a link to an online submission form.
  - Exhibition on the notice board of the City's Administration Centre and Libraries.
  - Written submissions will be welcomed by web/portal submission, post and email.

**Q5                    How will these offers and the accompanying reports be presented so that the community has a genuine opportunity to review, understand, and respond to them?**

**A5**                    The public advertising period will include all relevant information pertaining to the disposal, including the names of all the parties seeking to purchase, the latest market valuations and the recommended offer from Ray White Kalamunda for each lot. The local community will have two weeks to provide a response to the City.

The City's report to Council for the Public Briefing Agenda and the Ordinary Council Meeting agenda will include details of the properties concerned, details of the proposed disposal, including the recommended offer for each lot and the market valuation for each lot. The agenda's will

be published and the report available for viewing on the Thursday afternoon prior to the Tuesday meeting date. There will be an opportunity for residents to make a deputation at both meetings to Council on the proposal.

**Q6                    What mechanisms will be provided to ensure community submissions are sought, recorded, and meaningfully considered prior to Council making its final decision?**

A6                    As outlined in the response to question 4, letters will be sent to all residents within 200m of the site, including details of the proposal and a link to an online submission form. Written submissions will be welcomed by web/portal submission, post and email.

All feedback received - whether through enquiries, conversations, or formal submissions - will be collated and included in the Council report ensuring transparency and enabling Elected Members to carefully consider community sentiment before making any decision.

**Q7                    Has the City considered how the recent SAT decision might affect its own approach to tree retention and approvals, particularly in relation to the trees on the blocks at Urch and McRae Roads?**

A7                    The Zorzi case does not establish any new planning law, it only clarifies existing established standards. Thus, the SAT decision has no bearing on future decision making.

Instead, the Council has initiated for advertising a new planning policy to establish the acceptable threshold of when vegetation constitutes development and also establish exemptions. At this stage it is too early to know what form the final version of the Policy would require of development on the Urch and McRae lots. The Policy will aim have to have tree removal balanced with tree replacement.

**Q8                    Why was no thorough analysis of the trees on these blocks, for example the age and heritage value, provided to Councillors prior to the February 2025 resolution?**

A8                    As part of the City's due diligence process, the City in consultation with the Department of Biodiversity Conservation and Attractions undertook an assessment of the natural vegetation which included a targeted survey of both lots and adjoining road reserve.

No Threatened, Priority or Ecological Communities were identified at the time of the study, which would have required the retention of the

vegetation under the Biodiversity Conservation Act 2016. 11 trees were however noted on site with low scale vegetation located on the Urch Road verge. This information was included in the officer report to Council in February 2025.

### **3.2. Public Question Time**

*A period of not less than 15 minutes is provided to allow questions from the gallery on matters relating to the functions of Council. For the purposes of Minuting, these questions and answers will be summarised.*

### **4. Petitions/Deputations**

### **5. Applications for Leave of Absence**

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

That the Minutes of the Ordinary Council Meeting held on 26 August 2025, as published and circulated, are confirmed as a true and accurate record of the proceedings.

Moved:

Seconded:

Vote:

#### **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 26 August 2025."*

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

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

- 8.1 Item 10.6.3 Debtors and Creditors Reports for the month of August 2025 – **Confidential Attachments** - Creditor Payments for the period ended 31 August 2025 and Confidential and Corporate Credit Card Payments for the period 27 June to 28 July 2025 - Confidential

Reason for Confidentiality: Local Government Act 1995 Section 5.23 (2) (e) - *"matter that if disclosed, would reveal - (i) a trade secret; (ii) information that has a commercial value to a person; or (iii) information about the business,*

*professional, commercial or financial affairs of a person; - where the trade secret or information is held by, or is about a person other than the local government"*

**9. Disclosure of Interest**

**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*.)

**9.2. 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.



## 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.*

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.
12. **Additional Information following the Public Agenda Briefing Forum 9 September 2025**
- A question was asked at the Public Agenda Briefing Forum on 9 September 2025, regarding how conflicts of interest and standards of probity would be considered in a future policy.
13. It is expected that conflicts of interest will be identified and disclosed at the earliest possible stage in the consideration of a MLP. Control measures, to be identified as part of the policy development, will need to

be included to ensure identification, management and monitoring of conflicts of interest.

14. Probity principles will be required to be developed to support open, transparent, fair and consistent processing of MLPs. Detailed consideration of these principles will be developed should the Council resolve to prepare a policy.

#### **APPLICABLE LAW**

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

#### **APPLICABLE POLICY**

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

#### **STAKEHOLDER ENGAGEMENT**

17. 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**

18. 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.
19. 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.
20. 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**

21. 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.

22. Sustainability principles would be necessary inclusions in a policy to ensure any proposal satisfies a public interest test.

## RISK MANAGEMENT

23.

<b>Risk:</b> Transparency and Probity. Direct negotiation with a single proponent can raise perceptions of favouritism or lack of competition		
<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
Significant	Possible	High
<b>Action/Strategy</b>		
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.		

<b>Risk:</b> Value for Money. Without competitive tendering, it's harder to benchmark costs and benefits.		
<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
Significant	Possible	High
<b>Action/Strategy</b>		
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.		

<b>Risk:</b> Resource Burden. Managing proposals can be resource-intensive, requiring specialist expertise in procurement, finance, planning, and risk management.		
<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
Moderate	Likely	Medium
<b>Action/Strategy</b>		
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.		

<b>Risk:</b> Missed opportunities to capture value and benefit from market driven initiatives.		
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Consequence	Likelihood	Rating
Moderate	Likely	Medium
<b>Action/Strategy</b>		
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.		

## CONCLUSION

24. 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.
25. 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.
26. 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**
- 10.3.        **Corporate Services Reports**
- 10.4.        **Communty 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.*

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
✓	Executive	When Council is undertaking its substantive role of direction setting and oversight (eg accepting tenders, adopting plans and budgets
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**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)**

<b>Event Name</b>	<b>Description</b>	<b>Strategy / Plan</b>
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 Garden" events- this year, fund raising will go to creating the corpus of the Kalamunda	SCP Priority 1: Kalamunda Cares & Interacts  Kalamunda - Social Inclusion Plan  Community Health and Wellbeing Plan

	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 - 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 &amp; Interacts</p> <p>Tourism Development Strategy</p> <p>Community Health and Wellbeing Plan</p>
ADF Veterans - Veterans Health and Wellbeing event.	Held during Veterans Health Week, the expo will offer guidance to Veterans around current resources and assets available to Australian	The event will provide a much needed overview of resources to support veterans,	<p>SCP Priority 1: Kalamunda Cares &amp; Interacts</p> <p>Kalamunda - Social Inclusion Plan</p> <p>Community Health &amp; Wellbeing Plan</p>

	<p>Defence Force members and families.</p> <p>Sponsorship amount of \$2,000</p>	<p>carers, and families and will outline how to improve their overall health and wellbeing.</p>	
<p>Zig Zag Community Arts Inc &amp; Kalamunda Chamber of Commerce - 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 community support over the last few years</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 &amp; Interacts</p> <p>Kalamunda - Social Inclusion Plan</p> <p>Community Health &amp; Wellbeing Plan</p> <p>Arts &amp; Culture Strategy</p>

15. It is proposed the City will enter into a Partnership Agreement to a value of up to \$10,000 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.

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

<b>Risk:</b> Failure to deliver event due to stakeholder complexity and/or group capacity		
<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
Moderate	Possible	Medium
<b>Action/Strategy</b>		
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 - Harmony in the Hills funding application will be supported separately through a Partnership Agreement up to \$10,000.
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.



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

**10.6. Chief Executive Officer Reports**

**10.6.1. Monthly Financial Statements to 31 August 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	<div><div>1.</div><div>Statement of Fin Activity for the two months ended 31 August 2025 [<b>10.6.1.1</b> - 1 page]</div></div> <div><div>2.</div><div>Statement of Net Current Funding Position as at 31 August 2025 [<b>10.6.1.2</b> - 1 page]</div></div> <div><div>3.</div><div>Statement of Financial Position as at 31 August 2025 [<b>10.6.1.3</b> - 1 page]</div></div>

**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 two months ended 31 August 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 closing position is in deficit 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 August 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 two months ended 31 August 2025.**

7. This Statement reveals a net result surplus of \$69,784,515 compared to the budgeted surplus of \$59,236,959 resulting in a variance of \$10,547,556. The variance is largely due to an operating activities variance of \$6,655,331 and variance of \$4,428,801 & \$(536,574) respectively from investing & financing activities.

### **Operating Revenue**

8. Total Revenue including rates is over budget by \$1,197,253. This is made up as follows:
- a) Rates generation remained along budget with a minor variance of \$275,225 mainly due to actual billing amount was higher than budgeted amount. The variance is attributed to when the modelling was done for the budget which was in April 2025 after which the database has been updated with interim rates and also the annual UV valuation file from Landgate which normally comes in late May or June 2025.
  - b) Operating Grants, Subsidies and Contributions are over budget by \$849,795. The variance is mainly due to \$705,703 over budget due to contribution from reimbursement of Cell 9 projects expenses.
  - c) Profit on asset disposal is under budget by \$246,211 as certain land parcels earmarked for sale have not yet been finalised. Approval has recently 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 \$ 216,653. The variance is attributable to the supervision fee collected by Environmental Health Service remained over budget by \$81,946, fee on inspection of pools that remained over budget by \$77,089 and project management fee charged on Strategic Projects was over budget by \$13,749.
  - e) Interest income is above budget by \$91,635 mainly due to \$105,873 higher interest resulted on the reserves investment. As per the Rates report, the City's collections have been higher than previous years which has allowed increased cashflows for investments and opportunities to earn more interest income.

- f) Other Revenue is over budget by \$117,382 and the variance is mainly due to recognising 2025-26's related free subscription. 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 \$2,673,660. The significant variances within the individual categories are as follows:
  - a) Employment Costs remained under budget by \$120,746 due to some vacancies in various teams.
  - b) Materials and Contracts are under budget by \$2,290,952. The variance is mainly due to a timing difference for building and infrastructure maintenance costs. An appropriate accrual will be passed in the following month.
  - c) Utilities are tracking along the budget with minor variance that is below the reporting threshold.
  - d) Depreciation, although a non-cash cost, is tracking in line with the budget with a minor variance of \$241,165. This is partially due to a delay in the capitalisation of assets as at 30 June 2025 which is underway and will be recorded in September as part of year end accounting adjustments.
  - e) Interest expense remained below the budget by \$5,520. The major reason for the variance is the delay of drawdown of Asset Finance Loan on Fleet Vehicles due to the logistical challenges in the delivery of the vehicles.
  - f) Insurance expense is tracking over budget by \$58,258 due to LGIS premium received for buildings was higher than budgeted. The trend will be monitored over next few months and any adjustment in the budget will be made, if required.
  - g) Loss on Asset Disposal adverse variance of \$14,091 relates primarily to disposal of a vehicle that was not budgeted.

- h) Other expenditure is under budget by \$33,525 mainly due to a timing difference of contributions and donations to community groups and land acquisition costs of \$15,666 budgeted for Forrestfield Industrial Area Scheme.

## **Investing Activities**

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

- 10. The non-operating grants and contributions is under budget by \$2,849,650. 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 \$7,242,847. The delayed spend is due to the City working through some large projects which are in various stages in 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**

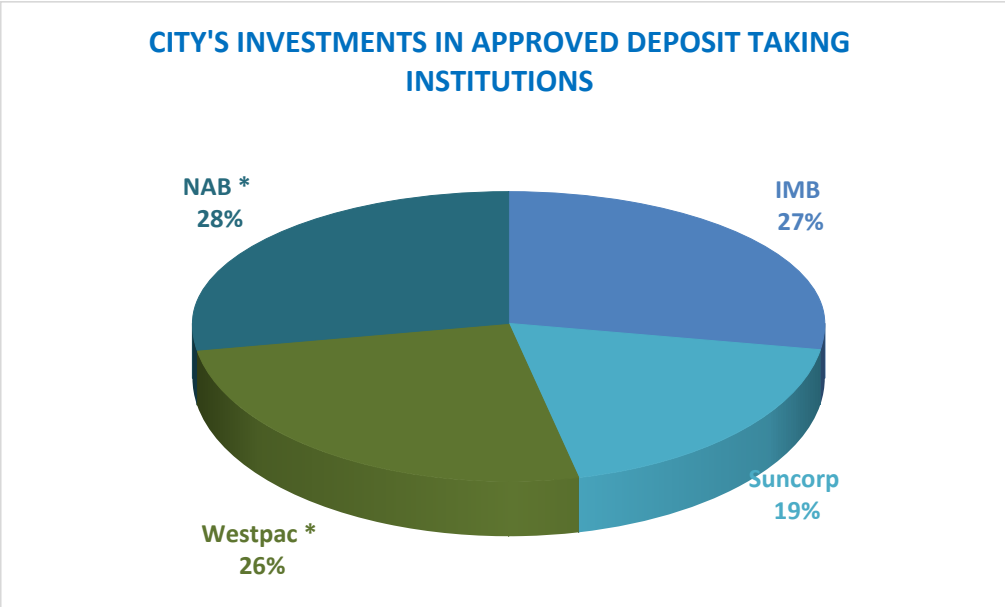
- 12. The amounts attributable to financing activities show a variance from budget by \$536,574 which is mainly due to transfers to reserves required as a result of Budget 2025-26. These are normally done at the year end.

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

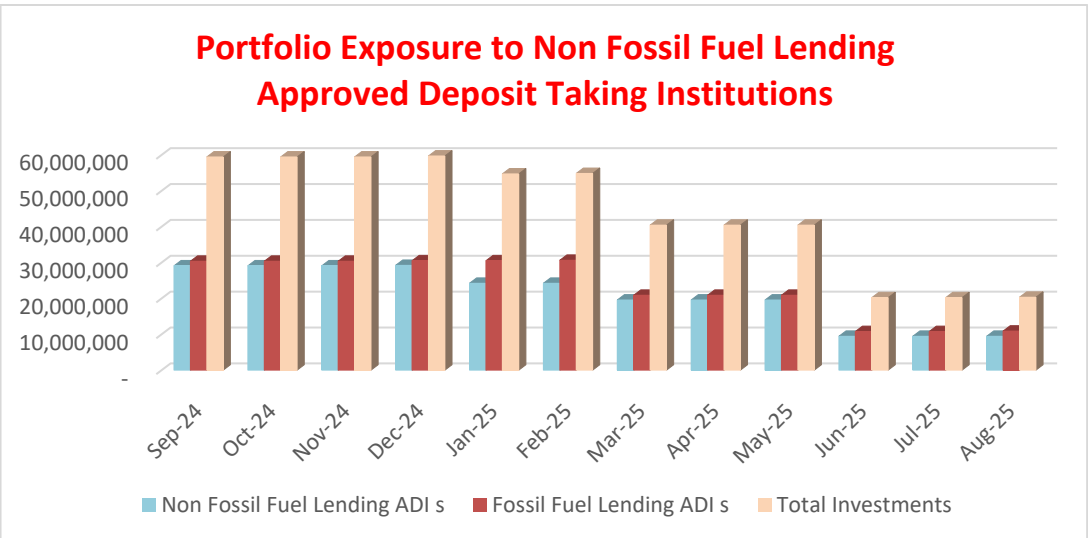
- 13. The commentary on the net current funding position is based on a comparison of August 2025 to the August 2024 actuals.
- 14. Net Current Assets (Current Assets less Current Liabilities) total \$100.2 million as compared to \$94.7 million for the previous year. The restricted cash position is \$35.2 million which is slightly lower than the previous year's balance of \$35.7 million.
- 15. The following graph indicates the financial institutions where the City has investments as of 31 August 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 that 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 \$23.6 million (\$22.9 m in 2024), further details are contained in the Rates Report to Council.

18. Sundry debtors have increased from \$0.6 million to \$1.7 million of which \$1.0 million consists of a major invoice to Department of Planning Heritage WA (DPLH) for High Wycombe Community Hub grant. The delay in invoice payment is mainly due to GST applicability that DPLH WA was reviewing. Further details are contained in the Debtors and Creditors Report to Council.

19. Receivables Other represent \$10.0 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 \$530,149 from \$4.29 million to \$4.83 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 no other budget amendments.

### **APPLICABLE LAW**

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

### **APPLICABLE POLICY**

- 24. Nil.

### **STAKEHOLDER ENGAGEMENT**

#### **Internal Referrals**

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

#### **External Referrals**

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

### **FINANCIAL CONSIDERATIONS**

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

### **SUSTAINABILITY**



## Social Implications

28. Nil.

## Economic Implications

29. Nil.

## Environmental Implications

30. Nil.

## RISK MANAGEMENT

31.	<b>Risk:</b> Over-spending the budget.		
	<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
	Moderate	Possible	Medium
	<b>Action/Strategy</b>		
	Monthly management reports are reviewed by the City and Council. Procurement compliance is centrally controlled via the Finance Department.		
32.	<b>Risk:</b> Non-compliance with Financial Regulations		
	<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
	Moderate	Unlikely	Low
	<b>Action / Strategy</b>		
	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 31 August 2025 reflects a large draft closing surplus position which is slightly higher to the forecast estimated 2025/26 opening position. The surplus position is likely to change with the year-end adjustments yet to be passed including the pending external audit review.

<b>Voting Requirements: Simple Majority</b>
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**RECOMMENDATION**

That Council RECEIVE the Monthly Statutory Financial Statement for the month of August 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).

## 10.6.2. Rates Debtors Report for the Period Ended 31 August 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

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

2. The City of Kalamunda (City) levied rates for 2025/2026 on 15 July 2025. The amount collectable (excluding deferred rates balance of \$1,146,750) as of 31 August 2025 was \$52,591,244. This balance includes, initial billing, interims and the brought forward balance from 2024/25. Collections to date stand at \$29,174,081.

## BACKGROUND

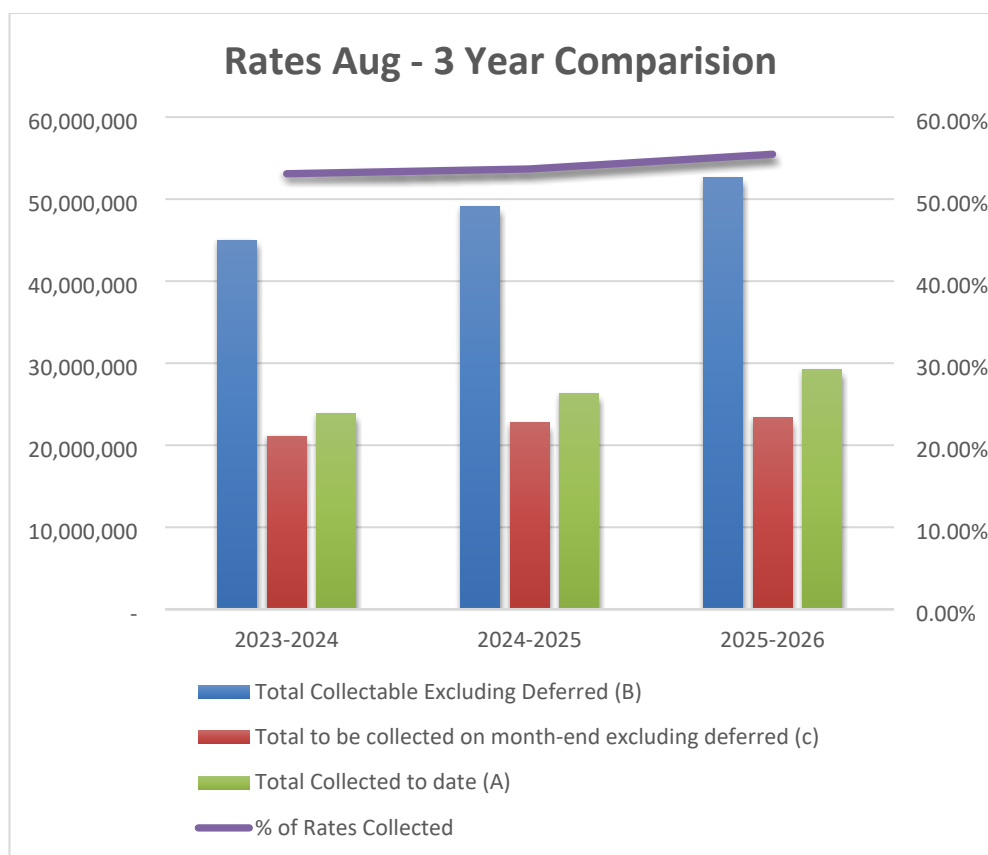
3. Rate Notices were issued on 15 July 2025 with the following payment options available:

Options	Payment Dates			
Full payment	19 August 2025			
Two instalments	19 August 2025	23 January 2025		
Four instalments	19 August 2025	21 October 2025	23 January 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% which is impressive.
5. As of 31 August 2025, rates levied and collectable for the 2025/2026 Financial Year total is \$52,591,244 (excluding deferred rates), with collections standing at \$29,174,081.
6. The above collection of \$29,174,081 represents a collection rate of 55.47% which is significantly better than the previous year of 53.68%. 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 31 Aug 2025 is 44.53% 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.

9.

The interim rating will start for 2025-26 after the first due date which is 19 August 2025 with only minor changes made in the month of August. The interims are expected to commence in earnest from September 2025 onwards.

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

- a) A total of 12,913 properties representing 53.43% of the total number of rateable properties were noted to have paid in full or were in credit.
- b) A total of 9,630 ratepayers have taken up an instalment option or have entered into 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	1,796	1,763
Option 3 on Rates Notice	Four instalments	6,530	6,397
Direct Debit	Pay by direct debit	1,047	1,000
Payment Arrangement	Pay by payment Arrangement	257	82
<b>Total</b>	<b>Ratepayers on payment options</b>	<b>9,630</b>	<b>9,242</b>

11. Call recording software has been utilised in the Rates Department since 2015, primarily for customer service purposes, as it allows calls to be reviewed for training and process improvement purposes. For the period 1 Aug 2025 to 31 Aug 2025, there was a total of 884 calls, equating to 44.32 hours of call time.

#### APPLICABLE LAW

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

#### APPLICABLE POLICY

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

## **STAKEHOLDER ENGAGEMENT**

### **Internal Referrals**

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

### **External Referrals**

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

## **FINANCIAL CONSIDERATIONS**

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

## **SUSTAINABILITY**

### **Social Implications**

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

### **Economic Implications**

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

### **Environmental Implications**

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

## RISK MANAGEMENT

21.

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

## CONCLUSION

22. The current year collection rate is higher at 55.47% compared to 53.68% last year. The City continues to effectively implement its rate collection strategy.

<b>Voting Requirements: Simple Majority</b>
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## RECOMMENDATION

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




### 10.6.3. Debtors and Creditors Reports for the month of August 2025

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

Previous Items	N/A
Directorate	Corporate Services
Business Unit	Financial Services
File Reference	FI-CRS-002
Applicant	N/A
Owner	N/A
Attachments	<ol style="list-style-type: none"> <li>1. Creditor Payments for the Period ended 31 August 2025 (Public) [<b>10.6.3.1</b> - 12 pages]</li> <li>2. Corporate Credit Card Payments 27 June 2025 - 28 July 2025 (Public) [<b>10.6.3.2</b> - 4 pages]</li> <li>3. Summary of Debtors for the month of August 2025 [<b>10.6.3.3</b> - 2 pages]</li> <li>4. Summary of Creditors for month of August 2025 [<b>10.6.3.4</b> - 1 page]</li> </ol>
Confidential Attachments	<ol style="list-style-type: none"> <li>1. Creditor Payments for the period ended 31 August 2025 – Confidential</li> <li>2. Corporate Credit Card Payments for the period 27 June to 28 July 2025 - Confidential</li> </ol>

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

#### TYPE OF REPORT

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

## STRATEGIC PLANNING ALIGNMENT

*Kalamunda Advancing Strategic Community Plan to 2031*

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

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

**Strategy 4.1.1** - Provide good governance.

## EXECUTIVE SUMMARY

1. The purpose of this report is to provide Council with details of payments made from Municipal and Trust accounts together with outstanding debtors and creditors for the month of August 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 27 June to 28 July 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 August 2025
  - b) payments made by employees via purchasing cards from 27 June to 28 July 2025.
  - c) the outstanding debtors and creditors report for the month of August 2025.

## BACKGROUND

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

## DETAILS AND ANALYSIS

### Debtors

7. Sundry debtors as of 31 August was \$1,709,588. This includes \$128,602 of current debts and \$1, unallocated credits (excess or overpayments).
8. Invoices over 30 days total \$466,578 debts of significance:
  - a) Dept of Infrastructure, \$250,000, Grant;
  - b) Cooperative Bulk Handling, \$156,797, Cash in Lieu – Rates; and
  - c) West Australian Football, \$55,058, Contribution – change rooms.
9. Invoices over 60 days total \$1,092,642, debts of significance:
  - a) Dept of Planning, \$1,080,000, High Wycombe Hub – Grant.
10. Invoices over 90 days total \$21,765, debts of significance:
  - a) N-Com Pty Ltd, \$6,989.67, lease fees;
  - b) Private Citizen, \$3,815, fire hazard reduction burn;
  - c) Private Citizen, \$2,532, Veterinary Fees;
  - d) Kalamunda District Rugby Union, \$1,651;
  - e) Kalamunda Chamber of Commerce, \$1,580, reserve hire;
  - f) Proptel, \$1,500, Communications Tower; and
  - g) Servicestream, \$1,500, Communications Tower.

### Creditors

11. Payments totalling \$5,535,206.89 were made during the month of August 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	\$
Technology One Ltd	ERP Technology One SAAS fee - cost 2025/26 including user training fees	858,384.14
Gwelup Holdings Pty Ltd	Stage 1 payment for acquisition of local open space in the Cell 9 Wattle Grove (to be refunded to Muni by Cell 9 trust)	652,934.28
Australian Taxation Office	PAYG Tax Payments	512,433.54

AE Hoskins Building Services	Progress claim for redevelopment of Norm Sadler Pavilion & building maintenance services at various locations	456,346.28
Resource Recovery Group (SMRC)	waste & recycling disposal services fees	281,769.32
Aware Super Pty Ltd	Superannuation contributions	236,807.34
Christou Design Group Pty Ltd	Variation to RFT for High Wycombe Community Hub Design Services	201,260.40
Synergy	Power charges	142,020.11
Contraflow	Traffic management for various locations	135,253.17
Modus Australia	Progress payment - fabrication and installation of toilet block at Magnolia Park	89,731.95
Dowsing Group Pty Ltd	Supply & lay concrete pathways, maintenance & Misc works at various locations	69,088.92
McKay Earthmoving Pty Ltd	Plant equipment and operator hire for various locations	65,398.45
WA Local Government Association (WALGA)	Association membership 2025/2026	62,444.11
Titanium Property Investment Pty Ltd	Progress claims - Food & Beverage Kalamunda LGA Masterplan Works	57,090.00
OCE Corporate Pty Ltd - Office Cleaning Experts	Cleaning services & consumables for various locations	51,988.52
Carabiner Architects Pty Ltd	Hartfield Park Master Plan Stage 2 - design fee	51,652.76
Kennedys Tree Services (Cosmag Pty Ltd)	Tree removal / under powerline pruning for various locations	51,310.62
ChoiceOne Pty Ltd	Temporary Labour Hire service fees	51,272.21
Capital Recycling	Transport & disposal waste stream for variation locations	51,174.64

These payments total \$4,078,360.76 and represent 74% of all payments for the month.

## Payroll

12. Salaries and wages are paid in fortnightly cycles. A total of \$1,676,072.55 was paid in net salaries and wages for the month of August 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 August 2025.

Cell 9		Amount (\$)
Date	Description	
31/08/2025	Natural Area Holdings Pty Ltd - Supply and installation of Revegetation at Woodlupine Brook, Wattle Grove	19,972.66
31/08/2025	Gwelup Holdings Pty Ltd - Payment for acquisition of local open space	652,934.28

## APPLICABLE LAW

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

## APPLICABLE POLICY

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

## STAKEHOLDER ENGAGEMENT

### Internal Referrals

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

### External Referrals

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

### FINANCIAL CONSIDERATIONS

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

### SUSTAINABILITY

23. Nil.

### RISK MANAGEMENT

#### Debtors

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

#### Creditors

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

### CONCLUSION

26. Creditor payments are within the normal trend range.

<b>Voting Requirements: Simple Majority</b>
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**RECOMMENDATION**

That Council:

1. RECEIVE the monthly lists of payments made from the Municipal Accounts for the month August 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 27 June to 28 July 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 August 2025.

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

### **11.1. Pickering Brook and Surrounds Sustainability and Tourism Strategy**

#### **MOTION**

#### **Pickering Brook and Surrounds Sustainability and Tourism Strategy**

<b>Voting Requirements: Simple Majority</b>
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That Council:

1. ACKNOWLEDGES the opportunities for economic development of the area of Pickering Brook and Surrounds, and the desire of local residents to realise these opportunities for the benefit of the community.
2. NOTES the Western Australian State Governments' publications;
  - a. Pickering Brook and Surrounds: Sustainability and Tourism Strategy Part 1 - Pickering Brook Townsite November 2020.
  - b. Pickering Brook and Surrounds: Sustainability and Tourism Strategy Part 2 – Facilitating Sustainable Economic Opportunities June 2025.
3. REQUEST that the Chief Executive Officer, in relation to Part 2,
  - a. Work on the objectives identified in a partnership approach and in-line with City objectives.
  - b. Develop a communications plan to advise the Picking Brook and surrounds community of the opportunities identified.

**Moved** Cr David Modolo

**Seconded**

#### **Rationale**

1. The Pickering Brook and Surrounds area presents unique opportunities for sustainable economic growth, tourism development, and community benefit. The State Government has recognised this potential through the release of its two key strategy documents: *Pickering Brook and Surrounds: Sustainability and Tourism Strategy Part 1 – Pickering Brook Townsite (2020)* and *Part 2 – Facilitating Sustainable Economic Opportunities (2025)*.
2. These documents, but particularly Part 2, provide a framework for unlocking local tourism and sustainability opportunities while preserving the natural character



and lifestyle valued by residents. Council's acknowledgement of these strategies ensures alignment between State and Local Government objectives, avoiding duplication of work and maximising access to resources and partnerships.

3. A proactive partnership approach between the City, the State Government, and the local community will be critical to realising these opportunities. Clear communication with residents and businesses is also essential to build awareness, foster participation, and ensure community aspirations are met.
4. By requesting the Chief Executive Officer to begin work on the objectives of Part 2 and to develop a communications plan, this motion ensures the City takes a leadership role in facilitating sustainable economic development while respecting the unique identity of Pickering Brook and its surrounds.

### **Officer Comments**

The City's Administration is supportive of this motion.

**12. Questions by Members Without Notice**

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

**13.1 Forrestfield Community – When will Streetscapes commence (Cr Cannon)**

Q. The Forrestfield community members want to know when the beginning of the streetscape of verges and roundabouts will commence?

A. Verge mowing is likely to commence in selected areas toward the end of September. Maintenance on priority roundabouts will occur through October and November. Powerline pruning of street trees has been completed for this calendar year, and tree pruning for non-powerline trees is actioned on an ongoing basis. The City can arrange inspections and works to be undertaken if provided with a specific area that requires maintenance.

**13.2 Parking at Lesmurdie Senior High School (Cr Stallard)**

Q. Indicated that we would look at some of the different locations for parking. We should be trying to encourage walk, riding, and public transport. Have the staff looked at this yet?

A. Officers are continuing to investigate parking options on Pomeroy and Reid Road. Some of the options discussed have concept designs completed, with additional options under review and will be completed in October in consultation with key stakeholders. In addition to design development, the City has written to the Director General of the Department of Education and the Minister for Education to advocate for improved parking and road safety solutions.

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

**15. Meeting Closed to the Public**

**16. Tabled Documents**

Local Emergency Management Committee Minutes 28 August 25  
Disability and Carers Advisory Group Meeting Notes 11 August 2025  
Ray Owen Sports Centre Management Committee Minutes 7 August 2025  
Public Agenda Briefing Forum Notes - 9 September 2025

**17. Closure**