



ORDINARY MEETING OF COUNCIL
MONDAY, 11 MARCH 2024

AGENDA

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AGENDA

REPORTS

COMMUNITY SERVICES COMMITTEE MEETING
HELD ON 5 MARCH 2024

TECHNICAL SERVICES COMMITTEE MEETING
HELD ON 6 MARCH 2024

CHIEF EXECUTIVE OFFICER'S REPORT

NOTICE OF MEETING AND AGENDA

CR _____

PLEASE TAKE NOTICE that the next **ORDINARY MEETING OF COUNCIL** will be held in the Council Chambers, Orchard Avenue, Armadale at **7.00pm**

MONDAY, 11 MARCH 2024

**JOANNE ABBISS
CHIEF EXECUTIVE OFFICER**

7 March 2024

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

2 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Leave of Absence previously granted to Cr M Silver ,Cr P A Hetherington and Cr S Stoneham

**3 ADVICE OF RESPONSE TO PREVIOUS PUBLIC QUESTIONS
TAKEN ON NOTICE**

Nil

4 PUBLIC QUESTION TIME

Public Question Time is allocated for the asking of and responding to questions raised by members of the public.

*Minimum time to be provided – 15 minutes (unless not required)
Policy and Management Practice EM 6 – Public Question Time has been adopted by Council to ensure the orderly conduct of Public Question time and a copy of this procedure can be found at <http://www.armadale.wa.gov.au/PolicyManual>.*

It is also available in the public gallery.

The public's cooperation in this regard will be appreciated.

5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6 PETITIONS

7 CONFIRMATION OF MINUTES

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HELD ON 26 FEBRUARY 2024..... (ATTACHED)

**8 ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT
DISCUSSION**

**9 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN
GIVEN – WITHOUT DISCUSSION**

Nil

10 REPORTS

10.1 COMMUNITY SERVICES COMMITTEE MEETING
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BUSINESS ARISING FROM REPORT

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BUSINESS ARISING FROM REPORT

10.3 CHIEF EXECUTIVE OFFICER'S REPORT
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BUSINESS ARISING FROM REPORT

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

**12 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR
BY DECISION**

**13 MATTERS FOR REFERRAL TO STANDING COMMITTEES –
WITHOUT DISCUSSION**

14 MATTERS REQUIRING CONFIDENTIAL CONSIDERATION

- 14.1 Technical Services - Item 8.1 - Eighth Road Upgrade - Project Update
- 14.2 Technical Services - Item 9.2 - Landfill Leachate Ponds

15 CLOSURE

CITY OF ARMADALE

MINUTES

OF COMMUNITY SERVICES COMMITTEE HELD IN THE COMMITTEE ROOM,
ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON TUESDAY, 5
MARCH 2024 AT 7:00PM.

PRESENT: Cr M Silver (Chair)
Cr P A Hetherington (Deputy Chair)
Cr K Busby
Cr K Kamdar
Cr J Keogh
Cr S Stoneham
Cr C M Wielinga

APOLOGIES: Nil

OBSERVERS: Cr L Sargeson (*left the meeting at 7:07pm*)
Cr G J Smith

IN ATTENDANCE:	Ms J Abbiss	Chief Executive Officer
	Mrs S van Aswegen	Executive Director Community Services
	Mr J Lyon	Executive Director Corporate Services
	Mr C Halpin	Manager Recreation Services
	Mrs R Milnes	Manager Community Development
	Mr A Kish	Senior Legal Advisor
	Mr B Garvey	Co-ordinator City Governance
	Ms J Cranston	Executive Assistant Community Services

PUBLIC: 1

*“For details of Councillor Membership on this Committee, please refer to the City’s website
– [www.armadale.wa.gov.au/your council/councillors](http://www.armadale.wa.gov.au/your_council/councillors).”*

DISCLAIMER

As there were members of the public present, the Disclaimer for protecting Councillors and staff from liability of information and advice given at Committee meetings was read.

DECLARATION OF MEMBERS' INTERESTS

Nil

QUESTION TIME

Public question time was opened at 7:04pm

1. Martin Mahoney - 1 Merida Turn, Seville Grove WA 6112

- Q. Can the Council please investigate if there can be any changes made to discourage anti-social behaviour by some dog owners regarding off lead exercising of dogs. The current rules allow for dogs to be exercised off lead in most parks, provided they are always kept under effective control and not act in an aggressive manner or cause nuisance or harm.

The issue is that virtually nobody exercising their dog off-lead conform to these restrictions, the average owner not having the skills needed to control their dog, and consequently causing injury, distress and inconvenience. This situation has got worse with dog ownership having spiked during Covid19. The current situation has prompted me to avoid using the excellent parks in our locality as well as costing me \$1,200 in vet bills.

I have brought this topic up several times on the local Seville Grove Community Facebook page and every time have had dozens of replies supporting a need to change.

Some small changes like changes in dog registration to allow off lead exercising only if the owner passes a control test, or more fenced areas specifically for off lead exercise would allow all residents to be able to use the excellent parks and reserves without fear.

- R. The Executive Director Community Services advised that the City can review the Local Law as it has been eight years since the last Review. Council's position can also be reviewed on which parks do and do not allow dogs off-lead.

The CEO advised that the Local Law does not need to be reviewed to change the designation of Reserves. This can be a stand alone decision of Council and can be raised at a Council meeting as a Matter for Referral.

Public question time was declared closed at 7:08pm

DEPUTATION

Nil

CONFIRMATION OF MINUTES

RECOMMEND

Minutes of the Community Services Committee Meeting held on 6 February 2024 be confirmed.

Moved Cr K Busby

MOTION CARRIED

(7/0)

ITEMS REFERRED FROM INFORMATION BULLETIN

Report on Outstanding Matters – Community Services Committee

Items referred from the Information Bulletin – Issue 2 – February 2024

None of the items from the Community Services Information Bulletin required clarification or a report for a decision of Council

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COMMUNITY SERVICES COMMITTEE

5 MARCH 2024

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1.1 - RECONCILIATION ACTION PLAN WORKING GROUP DRAFT TERMS OF REFERENCE

WARD : ALL

FILE No. : M/45/24

DATE : 5 February 2024

REF : RM

RESPONSIBLE : Executive Director
MANAGER Community Services

In Brief:

- This report presents the Reconciliation Action Plan Working Group Draft Terms of Reference.
- Recommend that Council endorse the Reconciliation Action Plan Working Group Draft Terms of Reference.

Tabled Items

Nil

Decision Type

- ☐ **Legislative** The decision relates to general local government legislative functions such as adopting/changing local laws, town planning schemes, rates exemptions, City policies and delegations etc.
- ☒ **Executive** The decision relates to the direction setting and oversight role of Council.
- ☐ **Quasi-judicial** The decision directly affects a person's rights or interests and requires Councillors at the time of making the decision to adhere to the principles of natural justice.

Officer Interest Declaration

Nil

Strategic Implications**Strategic Community Plan
Community*****1.2 Improve Community Wellbeing***

- 1.2.2 Facilitate the alignment of service and program delivery to identify social priorities within the community

1.4 An Inclusive and Engaged Community

- 1.4.4 Encourage the provision of culturally appropriate services and programs in the City

Reconciliation Action Plan

Governance

Action 1: Establish and maintain an effective RAP Working Group (RWG) to drive governance of the RAP

- Review and update Terms of Reference for RWG

Public Health and Wellbeing Plan

11.3 *Improve and Maintain Aboriginal and Torres Strait Islander Health and Wellbeing*

11.3.1.1 Consider developing a Reconciliation Action Plan for the City of Armadale

- Improve health and wellbeing outcomes for the local Aboriginal and Torres Strait Islander community

Legal Implications

Nil

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

Nil

Consultation

1. Reconciliation Action Plan Working Group

BACKGROUND

The RAP Working Group

The City's Reconciliation Action Plan (RAP) Working Group was established in December 2022. Membership comprises four City Councillors, four community members and six City Officers. The City's Aboriginal Development Lead and one of Councillors are the Co-Chairs of the Group.

The initial primary purpose of the RAP Working Group was to oversee and direct the development of the Reconciliation Action Plan, meeting monthly to progress this work. Upon the endorsement of the RAP by Reconciliation Australia and Council, the RAP Working Group's role is to now have oversight of the RAP's implementation and evaluation.

The RAP Working Group Terms of Reference was approved by the RAP Working Group at the time of the Group's establishment. At that point the RAP Working Group was not included in Council's appointment process to groups, and Councillors requested inclusion informally.

Therefore, these Terms of Reference are now presented to Council given the RAP Working Group is part of the Councillor appointment process due to its inclusion in the Council meeting calendar as "an occasional advisory, reference or working group established by Council and external entities".

DETAILS OF PROPOSAL

The draft RAP Working Group Terms of Reference 2023 – 2025 is now presented to Council. The Terms of Reference are attached. All the sections are listed as follows:

- Objectives
- Membership
- Meetings
- Roles and Responsibilities
- Conflicts of Interest
- Reporting
- Resources and budget
- Review
- Variations
- Term

The RAP Working Group have reviewed and approved the draft Terms of Reference.

ANALYSIS

The RAP Working Group is important to ensuring the City progresses the actions in the RAP. The draft Terms of Reference provides a clear framework for the governance and operation of the group, conducive to maximising the benefit of the members' expertise, local knowledge and insight.

OPTIONS

Council has the following options:

1. Endorse the draft RAP Working Group Terms of Reference as attached to this report.
2. Does not endorse the draft RAP Working Group Terms of Reference as attached to this report.
3. Amends the draft RAP Working Group Terms of Reference as attached to this report.

Option 1 is recommended.

CONCLUSION

The draft RAP Working Group Terms of Reference is presented to Council for endorsement. It outlines the elements required for the successful governance and operation of the RAP Working Group in order for the City to satisfactorily implement, monitor and evaluate the RAP.

ATTACHMENTS

1. [Reconciliation Action Plan Working Group - Terms of Reference](#)

RECOMMEND

C4/3/24

That Council endorse the draft RAP Working Group Terms of Reference as attached to this report.

**Moved Cr P A Hetherington
MOTION CARRIED**

(7/0)

2.1 - CONFERENCE ATTENDANCE - NATIONAL SPORTS AND PHYSICAL ACTIVITY CONVENTION - JUNE 2024

WARD : ALL

FILE No. : M/34/24

DATE : 31 January 2024

REF : CH

RESPONSIBLE : Executive Director
MANAGER : Community Services

In Brief:

- The National Sports and Physical Activity Convention is to be held in Melbourne on 27-28 June 2024.
- A link to the full program for the conference is included in this report.
- This report seeks nominations for Councillor attendance as a delegate to the National Sports and Physical Activity Convention 2024.

Tabled Items

Nil

Decision Type

- ☐ **Legislative** The decision relates to general local government legislative functions such as adopting/changing local laws, town planning schemes, rates exemptions, City policies and delegations etc.
- ☒ **Executive** The decision relates to the direction setting and oversight role of Council.
- ☐ **Quasi-judicial** The decision directly affects a person's rights or interests and requires Councillors at the time of making the decision to adhere to the principles of natural justice.

Officer Interest Declaration

Nil

Strategic Implications

- 4.1 Visionary Civic leadership and sound governance
- 4.1.3 Support the role of the elected body
- 4.1.3.2 Facilitate appropriate training and development opportunities for Councillors

Legal Implications

General assessment of relevant legislation (e.g. *Local Government Act 1995*) has not revealed any restrictions.

Council Policy/Local Law Implications

- Council Policy ADM3 – Conferences and Training
- Council Policy EM1 – Reimbursement of Councillor's Expenses

Budget/Financial Implications

Allowances for Councillor and Officer attendance at conferences have been made within the 2023/24 Budget and Long Term Financial Plan estimates.

Consultation

- Intra Directorate

BACKGROUND

The National Sports and Physical Activity Convention is the peak conference for the Sport and Recreation industry in Australia and will be held in Melbourne in June 2024. The conference is attended by Local Government Managers, State and National Sporting executives and other industry related professionals. The conference seeks to provide a program designed to stimulate and challenge industry professionals.

Nominations for Councillor attendance are requested at this Community Services Committee Meeting, to be presented to the 11 March 2024 Ordinary Council Meeting, in order to facilitate timely registrations.

DETAILS OF PROPOSAL

The theme of the 2024 conference is Inspire Innovation – Drive Participation. Sport and Recreation facilities across all sectors continue to face a range of funding uncertainties, changing participation patterns, non-traditional community expectations and fundamental changes in usage patterns. The theme reflects key topics which underpin the increased need for sporting bodies, Government at all levels and design experts to continue to evolve and meet the changing demands and demographics of leisure. The conference program can be found here <https://nationalsportsconvention.com.au/program-2024/>

COMMENT

The conference theme resonates strongly with the City's Recreation department as it seeks to maximise utilisation across the various facilities and suburbs with the City of Armadale. This includes minimising barriers to facility use, partnering with under-represented user groups to ensure sport/leisure meet the needs of existing and emerging users, and ensuring that the City's leisure facilities and their services are accessible and inclusive, reflecting the communities they serve.

The conference streams include:

- Active Cities, Communities and People
- Community Sport and Leisure Facilities
- Aquatic and Leisure Management
- Sports Grounds and Activity Spaces
- Participation and Inclusion
- Sports Management

- Play
- Schools and Sport

Each of these topics is an area being actively explored by the City's Recreation department. In addition to the formal program, the conference also provides the opportunity to interact with colleagues from various sectors across the country and discuss cross-sector solutions to the challenges facing the profession.

Attendance costs including travel and accommodation amount to approximately \$4,000pp.

The Manager Recreation Services will be attending as a delegate to the 2024 National Sports and Physical Activity Convention.

CONCLUSION

The National Sports and Physical Activity Convention 2024 offers a program of interest to the recreation sector, including Local Government. The conference brings together recreation professionals from across Australia to share best practice, innovation, and discuss industry trends.

Attendance at the conference is considered beneficial as the City of Armadale faces new challenges of increased and diversified demand, challenges in planning new facilities, and ensuring our leisure facilities are both sustainable and utilized within the community.

ATTACHMENTS

There are no attachments for this report.

RECOMMEND

C5/3/24

That Council nominate Councillor **Silver as a delegate to the 2024 National Sports and Physical Activity Convention.**

OR

~~**Should no nomination be received, then the recommendation is as follows:**~~

~~**Make no nomination for Councillor attendance at the 2024 National Sports and Physical Activity Convention.**~~

**Moved Cr K Busby
MOTION CARRIED**

(7/0)

COUNCILLORS' ITEMS

Nil

This refers to any brief updates from Councillors from their attendance at Working Group or Advisory Group meetings on which they represent Council.

EXECUTIVE DIRECTOR COMMUNITY SERVICES REPORT

Nil

MEETING DECLARED CLOSED AT 7:16PM

COMMUNITY SERVICES COMMITTEE		
SUMMARY OF ATTACHMENTS		
5 MARCH 2024		
ATT NO.	SUBJECT	
1.1	RECONCILIATION ACTION PLAN WORKING GROUP DRAFT TERMS OF REFERENCE	
1.1.1	Reconciliation Action Plan Working Group - Terms of Reference	

The above attachments can be accessed from the Minutes of the Community Services Committee meeting of 5 March available on the City's website

CITY OF ARMADALE

MINUTES

OF TECHNICAL SERVICES COMMITTEE HELD IN THE COMMITTEE ROOM,
ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON
WEDNESDAY, 6 MARCH 2024 AT 7.00PM.

PRESENT:

Cr K Busby (Chair)
Cr S S Virk (Deputy Chair)
Mayor R Butterfield
Cr M J Hancock
Cr P A Hetherington
Cr J Joy
Cr K Kamdar
Cr S J Mosey

APOLOGIES:

Nil

OBSERVERS:

Cr G Smith
Cr S Stoneham
Cr S Peter
Cr L Sargeson

IN ATTENDANCE:

Ms J Abbiss	Chief Executive Officer
Mr M Andrews	Executive Director Technical Services
Mr J Lyon	Executive Director Corporate Services (via Teams)
Ms C Omacini	Coordinator Environment Technical Services
Mr S Amasi	Manager Design Technical Services (via Teams)
Ms N Mathieson	Senior Administration Officer Technical Services

PUBLIC:

2

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– www.armadale.wa.gov.au/your_council/councillors.”*

DISCLAIMER

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DECLARATION OF MEMBERS' INTERESTS

Nil

QUESTION TIME

Nil

DEPUTATION

Nil

CONFIRMATION OF MINUTES

RECOMMEND

Minutes of the Technical Services Committee Meeting held on 5 February 2024 be confirmed.

Moved Cr S S Virk

MOTION CARRIED

(8/0)

ITEMS REFERRED FROM INFORMATION BULLETIN

Outstanding Matters and Information Items

Various Items

Monthly Departmental Reports

Technical Services Works Programme

No items were raised for report or further investigation.

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6 MARCH 2024

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1.1 - DRAFT CITY OF ARMADALE BIODIVERSITY STRATEGY 2024 - 2029

WARD : ALL
FILE No. : M/18/24
DATE : 18 January 2024
REF : CO
RESPONSIBLE : Executive Director
MANAGER : Technical Services

In Brief:

- In 2019 Council endorsed an Environmental Management Framework (EMF). The EMF includes five strategic documents that inform the five-year operational plan.
- The Corporate Business Plan action 2.1.5.1 identified the Biodiversity Strategy to be the first of the five strategies to be developed.
- A draft Biodiversity Strategy is presented for Council's consideration and endorsement.
- Recommend that Council endorse the Biodiversity Strategy 2024 – 2029.

Tabled Items

Nil

Decision Type

- ☐ **Legislative** The decision relates to general local government legislative functions such as adopting/changing local laws, town planning schemes, rates exemptions, City policies and delegations etc.
- ☒ **Executive** The decision relates to the direction setting and oversight role of Council.
- ☐ **Quasi-judicial** The decision directly affects a person's rights or interests and requires Councillors at the time of making the decision to adhere to the principles of natural justice.

Officer Interest Declaration

Nil.

Strategic Implications

A draft Biodiversity Strategy has been recently prepared for Council's consideration and endorsement. The Biodiversity Strategy is intended to achieve objectives of the City of Armadale (CoA) Corporate Business Plan 2023/2027, Strategic Community Plan 2020-2030 (SCP), and Strategic Environmental Commitment as described below.

Strategic Community Plan 2020 – 2030: Outcome 1: Conservation and restoration of the natural environment.

- Action 2.1.7 - biodiversity is managed to preserve and improve ecosystem health.

- Action 2.1.8 - facilitate the creation of partnerships and support strategies for the maintenance and enrichment of the natural environment.
- Action 2.1.9 - ensure that the health of the City's natural environment is regularly monitored and the effectiveness of environmental programs are periodically assessed.

Strategic Environmental Commitment.

- Preserve and enhance the City's natural areas.
- Ensure development outcomes are sensitive to pre-existing environmental values.

Corporate Business Plan 2023/2027

- Action 2.1.5.1 - develop and implement a revised Local Biodiversity Strategy by mid-2024.

Legal Implications

General assessment of relevant legislation (e.g. *Local Government Act 1995*) has not revealed any restrictions.

Council Policy/Local Law Implications

The Biodiversity Strategy recommends the development of two new policies. This includes a policy and procedure for avoidance, mitigation and offset of impacts on biodiversity assets and an environmental protection policy. The components of these policies are further detailed in Attachment 1, Table 24.

The Biodiversity Strategy recommends the review of Local Planning Policy PLN 2.7. Environmental Management and Improvement Policy for Development of Constrained Land.

General assessment has not revealed any applicable Local Laws.

Budget/Financial Implications

The Biodiversity Strategy identifies actions to be integrated into a five-year operational plan. Therefore, budget and resource implications are to be considered as part of the integrated financial and business planning and are not included in-the Strategy document.

Consultation

The following consultation supported development of the Biodiversity Strategy.

- Subject matter expert (SME) workshops held in August 2023.
- City of Armadale (CoA) inter-department workshop, hosted by consultant "Focused Vision" (FV) in October 2023.
- External stakeholder workshop including community members of the Bushcare and Environment Working Group, Friends Groups, Reserve Custodians and Armadale Gosnells Landcare Group. The workshop was hosted by FV in October 2023.
- Councillor workshop hosted by FV in October 2023.
- Intra-departmental review of action plan distributed January 2024.

In all workshops, FV presented an overview of the indicators of state and invited workshop participants to identify threats to biodiversity and opportunities for response.

BACKGROUND

On 5 August 2019 (T35/8/19) Council endorsed an Environmental Management Framework (EMF). The framework (Figure 1) includes the development of five strategic documents that inform the five-year operational plan. The requirement for a Biodiversity Strategy is also reflected in Corporate Business Plan 2023/2027 (CBP) action 2.1.5.1.

The Biodiversity Strategy (Attachment 1) is the first of the five strategic documents to be prepared to achieve the EMF and CBP commitments.

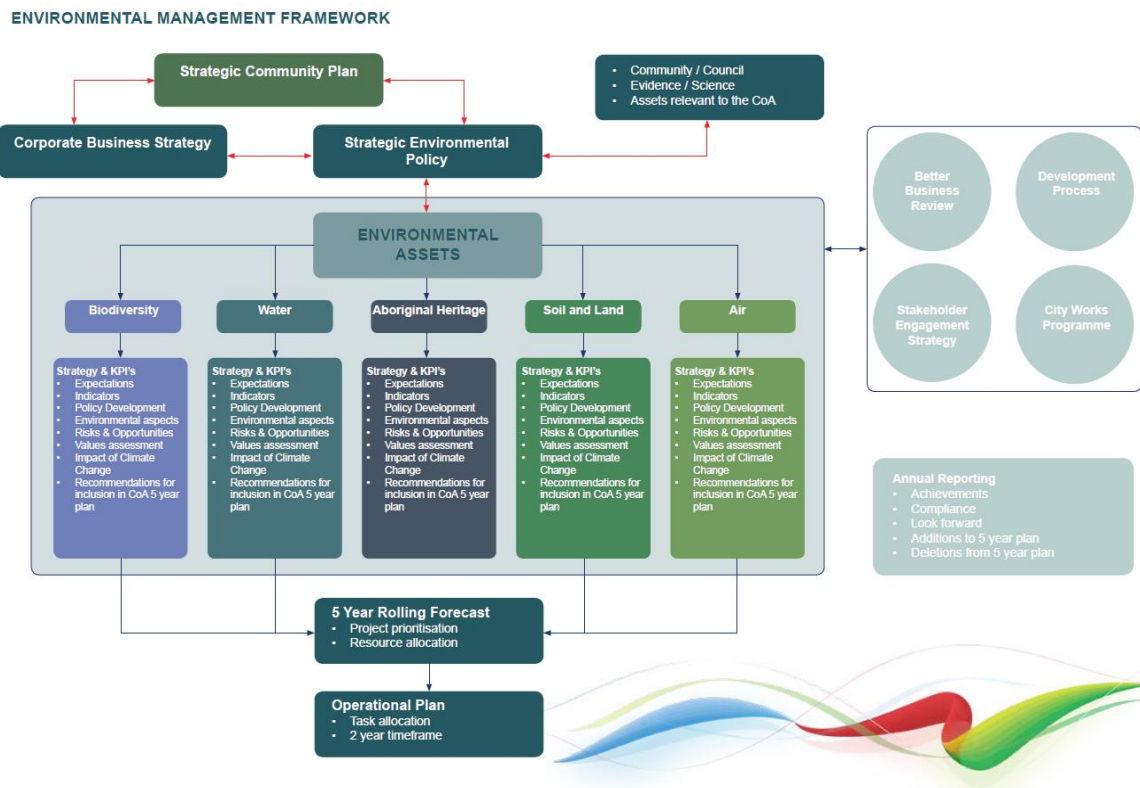


Figure 1 – City of Armadale Environmental Management Framework

DETAILS OF PROPOSAL

Strategy preparation

The preparation of the Biodiversity Strategy included the following key actions.

- Review of the implementation of the *City of Armadale Local Biodiversity Strategy 2009*.
- Dataset analysis to describe (indicate) the state of biodiversity assets and threats to biodiversity in the City of Armadale, updating the *City of Armadale State of the Environment Report 2017*.
- Gap and opportunity analysis of the indicators of state and current response summary.
- Preparation of a subject matter expert (SME) biodiversity risk matrix in consideration of indicators of state, threats, existing response, and opportunities for best practice.
- Consultation including internal officer (cross business unit) workshop, environmental stakeholder workshops, Councillor workshop and intra-department review of actions.

The Biodiversity Strategy is provided as Attachment 1 for Council consideration.

Vision

The vision for the Biodiversity Strategy is to contribute to the achievement of outcome 2.1 (*conservation and restoration of the natural environment*) of the City of Armadale Strategic Community Plan 2020 – 2030 (SCP), specifically SCP objectives 2.1.7, 2.1.8 and 2.1.9:

- *2.1.7 Biodiversity is managed to preserve and improve ecosystem health.*

- *2.1.8 Facilitate the creation of partnerships and support strategies for the maintenance and enrichment of the natural environment.*
- *2.1.9 Ensure that the health of the City's natural environment is regularly monitored, and the effectiveness of environmental programs are periodically assessed.*

Objectives

The Biodiversity Strategy intends on achieving the following 10 objectives. The language of the objectives aligns with the language of SCP objectives.

1. Corporate activities are undertaken in a manner that protects and enhances the natural environment.
2. Biodiversity assets are protected during the land use change process.
3. Ecological condition of biodiversity assets is enhanced as part of the land use change process.
4. The condition of biodiversity assets in natural areas managed by the City of Armadale are enhanced.
5. Strong partnerships are fostered for the maintenance and enrichment of the natural environment across all tenures of land.
6. The condition of biodiversity assets infected with dieback in City managed natural areas is enhanced.
7. The ecological health of fauna populations in the City is enhanced.
8. The impact on feral animals on City of Armadale biodiversity values is reduced.
9. Private landowners are supported in the identification, management, and improvement of condition of biodiversity assets on private land.
10. Best practice biodiversity management is reviewed on an ongoing basis and the strategy adapt actions accordingly.

Response

The draft Biodiversity Strategy analyses indicators of the state of biodiversity and threats to biodiversity assets. A total of 31 risks to biodiversity are identified and grouped into five risk categories (Table 1). Only risks where the City of Armadale has potential influence in response, are included.

Table 1: Categories of risks to biodiversity values in the City.

No.	Risk Category
1	Biodiversity loss associated with land-use change
2	Biodiversity Loss associated with poor management of on ground threats (dieback, weeds, edge effects, fire regime) across multiple tenures
3	Lack of knowledge to inform biodiversity management
4	Loss of community connection and engagement with the environment and natural areas
5	Biodiversity loss associated with corporate practices and business activities (excluding natural area management)

Using a consequence and likelihood risk assessment process, the Biodiversity Strategy affords an initial risk rating to the 31 risks. This is repeated in consideration of existing City actions (controls).

The draft Biodiversity Strategy identifies an additional 19 controls (Attachment 1, Table 24) across the 31 risks. A residual risk rating is provided after each control is applied (Attachment 1. Appendix F, Table F5).

The output of the risk assessment process is 19 actions that are categorised as high, medium or low priority for implementation. The priority is determined from the residual risk rating (Attachment 1. Table 24). Eight actions rank as high priority, four actions rank as medium priority, and seven actions rank as lower priority.

COMMENT

Integration of the City of Armadale Local Biodiversity Strategy 2008 (LBS) into the Biodiversity Strategy

Local Biodiversity Strategies are tools used in accordance with WA Local Government Association guidelines (2004) to protect biodiversity through integration with land use planning processes. The City adopted a LBS in 2008.

The EMF and its supporting five strategies provide an opportunity for the LBS to be integrated into the Biodiversity Strategy. To support integration, the Biodiversity Strategy included a review of the implementation of the LBS (Attachment 1. Appendix A) and undertook an analysis of state of assets and a gap and opportunity analysis (Attachment 1, Appendix E).

The LBS review found that of the 31 actions, 28 actions were completed or ongoing as part of usual business, and three actions were incomplete.

Of the three incomplete actions, two actions (9 and 11) are integrated as actions of the Biodiversity Strategy. One incomplete action is not included into the Biodiversity Strategy. Action 25 (*ensure time and resource allocations are made to monitor and report on achievement of LBS targets and the implementation of the LBS Action Plan*) is not recommended for inclusion because:

- a number of the targets are not measurable against a target (using language such as “maximise”) or are now achieved as part of usual business operations (Target 1, 3, 5, 6, 10 and 14).
- some targets relate to areas of land that are not in the City’s control or direct influence (i.e.: Target 2, 4, 7 & 9).
- some targets (i.e.: 11, 12 and 13) reference specific protection requirements for land areas (in hectares), an approach no longer supported by officers. This is because targets assumed all vegetation was of similar condition and/or value and did not consider the balancing needs of other elements of community infrastructure or facility provision. Any report of achievement of protection based on hectare, would not accurately depict achievements in protection of higher quality assets.

Limitations of the prioritisation process

The priority afforded to each action and outcome does not consider the importance of achievement of other objectives that may align with other strategic objectives, only focusing on the impact on biodiversity assets.

ANALYSIS

This report recommends endorsement of the Biodiversity Strategy by Council without further community consultation. This is because the strategy closely aligns with the objectives of the SCP and was developed with input of the environmental stakeholder community and Council. It is intended the Biodiversity Strategy will be a public document available on the City website.

Priority ranking supports integration of actions into five-year operational planning, in a way that also considers the priority of the four other strategies of the EMF which is in development.

Table 2 summarises the priority ranking afforded to each the objectives and outcomes of the Biodiversity Strategy.

Table 2 Alignment of Biodiversity Strategy objectives and outcomes and priority rating.

Objective	Outcome	Priority
1. Corporate activities are undertaken in a manner that protects and enhances the natural environment.	Outcome 8: A Policy and Procedure for Avoidance, Mitigation and Offset of impacts on biodiversity assets is prepared and endorsed by Council.	HIGH
	Outcome 11: An Environmental Protection Policy is prepared and adopted by Council.	MEDIUM
2. Biodiversity assets are protected during the land use change process.	Outcome 1: Additional mechanisms for the protection of Biodiversity are included into the Town Planning Scheme, Local Planning Strategy and Local Planning Policies.	HIGH
	Outcome 10: A process for ongoing review of progress and success of the Wungong River Management Plan and Detailed Design is developed and implemented.	MEDIUM
	Outcome 13: A procedure & schedule for review of policy effectiveness is established & implemented.	LOW
	Outcome 14: Environment and Sustainability internal guidance documents are reviewed and updated on an ongoing basis.	LOW
	Outcome 15: Environment and Sustainability internal guidance documents are reviewed and updated on an ongoing basis.	LOW
	Outcome 16: A Natural Area Legal Agreement Template associated with bonds is developed and continuously improved.	LOW
	Outcome 17: PLN 2.7. Environmental Management and Improvement Policy for Development of Constrained Land is reviewed.	LOW
3. Ecological condition of biodiversity assets are enhanced as part of the land use change process.	Outcome 7: External guidance for achievement of environmental conditions associated with the land use change process is developed.	HIGH
4. The condition of biodiversity assets in	Outcome 2: A consolidated Natural Area Management Plan for City LNAs is developed and endorsed by Council.	HIGH

Objective	Outcome	Priority
natural areas managed by the City of Armadale is enhanced.	Outcome 10.	MEDIUM
5.Strong partnerships are fostered for the maintenance and enrichment of the natural environment across all tenures of land	Outcome 12: A new AGLG Business Plan is prepared and adopted by Council.	MEDIUM
	Outcome 18: An integrated Environment and Sustainability Community Engagement and Education Plan is prepared and endorsed by Council.	LOW
6. The condition of biodiversity assets infected with dieback in City managed natural areas is enhanced.	Outcome 3: A proposal to expand the dieback treatment program is develop, for Council endorsement & subsequently integrated into a Natural Area Plan.	HIGH
7.The ecological health of fauna populations in the City is enhanced.	Outcome 4: A consolidated Fauna Management Plan is prepared and endorsed by Council.	HIGH
8.The impact on feral animals on City of Armadale biodiversity values is reduced.	Outcome 5: A proposal to expand the feral animal control program is developed and endorsed by Council.	HIGH
9.Private landowners are supported in the identification, management, and improvement of condition of biodiversity assets on private land.	Outcome 6: A 5-year program delivery proposal for Habitat Links Program is developed and referred for Council endorsement if required.	HIGH
10.Best practice biodiversity management is reviewed on an ongoing basis and the strategy adapts actions accordingly.	Outcome 9: A Review of best practice procedures for the management of local biodiversity in other jurisdictions is completed.	MEDIUM
	Outcome 19: Risk assessment and control measures of the Biodiversity Strategy are reviewed annually	LOW

OPTIONS

The following four options are presented for Councils consideration.

1. Endorse the draft Biodiversity Strategy without revision.
2. Endorse the draft Biodiversity Strategy, subject to amendments.
3. Request revision of the draft Biodiversity Strategy and subsequent referral back to Council for consideration and endorsement.
4. Release the draft Biodiversity Strategy for community comment, with referral back to Council for consideration of any community comments received.

It is officer's recommendation that Option 1 is supported.

CONCLUSION

The endorsement of the Biodiversity Strategy by Council will contribute to the achievement of outcome 2.1 (*conservation and restoration of the natural environment*) of the SCP, specifically objectives 2.1.7, 2.1.8 and 2.1.9.

The Biodiversity Strategy will be the first of five strategic documents to be prepared to achieve the requirements of the EMF that was previously endorsed by Council (T35/8/19).

Priority ranking of actions in the Biodiversity Strategy supports the integration of actions into five-year operational planning, in manner that considers actions of the four other strategies of the EMF.

However, whilst allocating priority to actions, the Strategy does not provide an indication of the costs of implementing the actions or the capacity of the organisation to deliver them. Similarly, it does not provide an analysis of the potential achievability of some of the actions, particularly with respect to land use planning frameworks where the City may have little influence or is not the decision maker. The Strategy should act as an informing strategy to the Corporate Business Plan, the Long Term Financial Plan and Four Year Budget, the Business Area Plans for associated teams and the Annual Budget, as well as providing a clear reflection of Council's policy intent with respect to biodiversity to guide City officers in day to day decision making.

ATTACHMENTS

1. [Biodiversity Strategy Draft Master 17 Feb 2024](#)

RECOMMEND

T1/3/24

That Council:

1. **Endorse the Biodiversity Strategy 2024 – 2029 as an informing strategy to the Corporate Business Plan, the Long Term Financial Plan and Four Year Budget, the Business Area Plans for associated teams and the Annual Budget, as well as providing a clear reflection of Council's policy intent with respect to biodiversity to guide City officers in day to day decision making.**

Moved Mayor R Butterfield
MOTION CARRIED

(8/0)

**2.1 - ARMADALE GOSNELLS LANDCARE GROUP BUSINESS PLAN AND
MEMORANDUM OF UNDERSTANDING 24/25 TO 28/29**

WARD : ALL
FILE No. : M/10/24
DATE : 8 January 2024
REF : CO
RESPONSIBLE : Executive Director
MANAGER : Technical Services

In Brief:

- The current Armadale Gosnells Landcare Group (AGLG) Business Plan and Memorandum of Understanding (MOU) between AGLG and Cities of Armadale and Gosnells will expire 30 June 2024.
- A draft AGLG Strategic Plan, Business Plan and MOU has been produced for the next five years.
- This report recommends that Council endorse the Armadale Gosnells Landcare Group Business Plan 2024/25 to 2028/29 and authorise the CEO to sign the MOU between partners, following further review by City officers.

Tabled Items

Nil

Decision Type

☐ **Legislative**

The decision relates to general local government legislative functions such as adopting/changing local laws, town planning schemes, rates exemptions, City policies and delegations etc.

☒ **Executive**

The decision relates to the direction setting and oversight role of Council.

☐ **Quasi-judicial**

The decision directly affects a person's rights or interests and requires Councillors at the time of making the decision to adhere to the principles of natural justice.

Officer Interest Declaration

Nil.

Strategic Implications

The draft Armadale Gosnells Landcare Group (AGLG) Strategic Plan, Business Plan and Memorandum of Understanding (MOU) will assist in achieving the following outcomes and objectives of the City of Armadale Strategic Community Plan (SCP) 2020 – 2030:

- Outcome 1.1: Foster and Strengthen Community Spirit
- Outcome 1.2: Improve Community Wellbeing
- Outcome 1.4: An Inclusive and Engaged Community.
- Outcome 2.1: Protection and Restoration of the Natural Environment and the Reduction of Environmental Impacts.
- Objective 2.1.2: Improve the quality of water in the City's rivers, streams, brooks, drains and wetlands.

- Objective 2.1.4: Protect soil and land resources throughout the City.
- Objective 2.1.5: Biodiversity is managed to preserve and improve ecosystem health.
- Objective 2.1.6: Facilitate the creation of partnerships and support strategies for the maintenance and enrichment of the natural environment and recognise the connection that members of the local Aboriginal community share with City-managed land, through the implementation of on-ground initiatives.

The aforementioned AGLG Business Plan, Strategic Plan and MOU will also contribute to the achievement of the following Council endorsed documents:

- City of Armadale Reconciliation Action Plan - Recognise the ongoing connection that members of the local Aboriginal and Torres Strait Islander communities share with City managed land through the implementation of on -ground initiatives.
- Targets of the Corporate Greenhouse Action Plan 20/21 to 29/30.
- Roley Pools Heritage Walk Trail Management Plan.
- Strategic Environmental Commitment.

As a major review of the SCP is planned which will lead to implementation in July 2025 i.e. at the commencement of FY26, the City will consider the outputs from that process at the time to ensure alignment of AGLG activities.

Legal Implications

General assessment of relevant legislation (e.g. *Local Government Act 1995*) has not revealed any restrictions.

Council Policy/Local Law Implications

General assessment has not revealed any applicable Policies/Local Laws.

Budget/Financial Implications

This report recommends that Council endorse the draft AGLG Business Plan 2024/25 to 2028/29. The business plan confirms the financial contribution of \$1,001,770 from the CoA (over five years) and \$1,001,770 from the CoG (over five years) to fund the employment of three AGLG officers. This equates to combined investment \$2,003,540 over the five-year period.

City of Gosnells (CoG) Officers have indicated in-principle support, however the matter is yet to be considered by their Council.

The annual contribution over the five-year period is shown in the table below.

Annual Contributions					
	2024/25	2025/26	2026/27	2027/28	2028/29
City of Gosnells	\$188,961	\$193,910	\$201,004	\$206,248	\$211,647
City of Armadale	\$188,961	\$193,910	\$201,004	\$206,248	\$211,647
Total	\$377,922	\$387,820	\$402,008	\$412,496	\$423,294

Consultation

The following CoA business units have been consulted: Environmental and Sustainability, Human Resources, Service Delivery, Information Communication and Technology, Asset Lifecycle, and Governance and Administration.

The draft AGLG Strategic Plan 24/25 to 28/29 has been prepared in consultation with the AGLG Committee and AGLG Management Committee. The AGLG Management Committee has both representation of the appointed AGLG executive and includes officers of both partner Councils.

BACKGROUND

The AGLG is an independent, incorporated, local Natural Resource Management (NRM) group, established in 1998 in response to community concern about the declining health and degradation of the Canning, Southern and Wungong Rivers.

The AGLG operates within the Cities of Armadale and Gosnells, the boundaries of which closely align to the catchments of the Upper Canning, Southern and Wungong Rivers. The AGLG is a leading environmental networking group representing approximately 14,500 volunteers.

The organisation is currently governed by its Strategic Plan, Business Plan, Constitution (endorsed by the Department of Commerce and passed at the AGLG 2018 Annual General Meeting 24/10/2018), and Memorandum of Understanding (MOU) between the AGLG, CoA and CoG.

The current AGLG Strategic Plan, Business Plan, and MOU is due to expire 30 June 2024. Consequently, a new agreement is necessitated to provide AGLG and the City certainty over funding levels and operational responsibilities.

The revisions can be summarised as:

- Updated review of performance, analysis of value of investment, and financial projections in the Business Plan.
- Minor amendments to roles and responsibilities in the MOU.

The following draft documents are attached:

- Armadale Gosnells Landcare Group Strategic Plan 24/25 to 28/29 – Attachment 1
- Armadale Gosnells Landcare Group Business Plan 24/25 to 28/29 – Attachment 2
- Armadale Gosnells Landcare Group & Partner Councils Memorandum of Understanding 24/25 to 28/29 – Attachment 3.

DETAILS OF PROPOSAL

Since 2014, through the adoption of Business Plans and supporting MOUs, the CoA and CoG (hereafter referred to as Partner Local Governments) have jointly funded the salaries and on-costs of AGLG employees as a means to achieve the objectives of a jointly adopted Business Plan.

The independence of the AGLG provides opportunities for the securing of external investment that is not directly available to CoA and CoG and to engage with volunteers at an independent community level delivering on-ground environmental outcomes.

One of the purposes of the AGLG Business Plan 2024/25 to 2028/29 is to provide financial certainty, as a basis for resource and activity planning and decision making. This also provides the City with an indication of how AGLG will continue to meet strategic objectives.

A copy of the draft AGLG Business Plan 24/25 to 28/29 is provided as Attachment 2. The document provides an overview of organisational structure, a summary of previous performance, a review of the current business and financial projections.

A copy of the AGLG and partner Councils MOU 24/25 to 28/29 is provided as Attachment 3. The document provides an administrative framework for the AGLG and each partner local government.

Some of the key elements of the Business Plan and MOU are summarised below.

1. Organisational structure and relationship to each partner Local Government.

The AGLG governance structure includes two committees. The “AGLG Committee” includes membership of community representatives. The executive roles of the Committee are appointed in accordance with constitution (Attachment 4).

Representation on the “Employment Management Committee” includes AGLG executive roles and the Partner Local Government staff. It undertakes the management of business and staff matters.

There are three employees that are directly employed by the AGLG with the advice and assistance of the CoA. The HR of the employees is administered by the CoA, as described in the MOU. The current position levels and remuneration packages of the three AGLG positions were recently benchmarked as part of the preparation of the draft Business Plan presented for Council’s consideration and endorsement.

Internal review of the benchmarking exercise by the CoA officers indicates that the positions are classified correctly. Whilst annual reviews of the position descriptions occur, including review associated with recruitment activities, a major review of the position descriptions is proposed as part of contract development in the new business cycle in 24/25 to 28/29.

The AGLG organisational structure is illustrated in Figure 1. There is no proposed change in the structure or staffing within the new Business Plan that is presented for Council consideration.



Figure 1. Organisational structure of the Armadale Gosnells Landcare Group

2. Performance analysis and return on investment in the current business cycle 2019/20 to 2023/24

The City's investment in AGLG facilitates indirect access to grant funding that is invested into weed control, revegetation, fencing and environmental project delivery and volunteer contribution to delivery of on-ground works – funds that are not accessible by either of the Partner Local Governments in their own right.

In the last full business plan year (2022/ 23) the, AGLG has delivered:

- The provision of support to nine environmental volunteer friends' groups.
- The coordination of planting 272 days for friends' groups, including participation from the wider public (up to Jan 2024).
- The provision of support to 31 local youth groups, including schools and scouts.
- The environmental restoration of 10 sites in the City of Gosnells and 13 sites in the City of Armadale (up to October 2023).
- Raising awareness of local environmental initiatives through community workshops and information events (e.g. wildlife nesting box workshop, macroinvertebrate citizen science project, soil care workshop).
- The delivery of environmental restoration projects, including the Araluen Walk Trail Project on the Upper Canning River (mid delivery).

The following table summarises the Group's achievements over the previous business cycle in the City of Armadale.

Table 1: AGLG Performance 2019/20 – 2023/24

Metric	Total
Project sites	132
Plants in-ground	584,500 (75-80% survival rate)
Volunteers engaged	14,500
Total volunteer hours	29,500
Volunteer in-kind value	\$738,000
Grant Funding	\$2,022,500

Return on investment calculations can be used to contextualise value added by AGLG, relative to the financial support provided by Partner Local Government:

Table 2: Return on Investment Calculation – Current Business Cycle

	2019/20 to 2023/24
Grant Funding	\$2,022,500
Volunteer in-kind value	\$738,000
Total Value Add	\$2,760,500 (a)
Local Government Funding	\$1,530,500 (b)
Return on Investment	\$1.80/\$1.00 (a/b)

For every dollar invested, the Partner Local Governments received \$1.80 of added value for on ground initiatives. This is in addition to the non-monetary benefits the AGLG contributes, for example, social well-being, health, environmental education and advocacy.

Undertaking an advocacy role, the AGLG were a key stakeholder, to Federal Government, to secure significant funding for the Canning, Southern and Wungong Rivers. It is anticipated that \$10 million dollars for the delivery of catchment management will be delivered in the period 2023/24 to 2027/28.

3. Proposed City of Armadale contributions to next business cycle - 2023/24 to 2027/28

The administration of the draft AGLG Business Plan and MOU requires a financial contribution of the CoA to the employment of three AGLG officers.

This equates to \$1,001,770 invested over a five-year period. The funding model is dependent on the co-contribution of the CoG. The annual contribution over the five-year period is shown in the Table 3 below.

Table 3: Proposed annual contributions of Partner Local Government to the delivery of the AGLG Business Plan.

Annual Contributions					
	2024/25	2025/26	2026/27	2027/28	2028/29
City of Gosnells	\$188,961	\$193,910	\$201,004	\$206,248	\$211,647
City of Armadale	\$188,961	\$193,910	\$201,004	\$206,248	\$211,647
Total	\$377,922	\$387,820	\$402,008	\$412,496	\$423,294

Note: the annual increase is based on a projection of program expenditure (see 8.3 of the business plan) and incorporates operational expenses and indexation in line with the City of Armadale's Industrial Agreement.

In addition to the annual financial contribution, the Business Plan and MOU proposes that consistent with previous years, that CoA absorbs the following:

- Administration of payroll, recruitment, selection and induction of new employees.
- Industrial relations advice and dispute settlement.
- Performance management of staff, provision of corporate training.
- City of Armadale officer representation on the Employment Management Committee, AGLG Committee and attendance at Annual General Meeting.
- Workstation support, provision of storage space at depot, provision of meeting venues. parking space at administration centres.
- Lease of vehicles on behalf of AGLG (cost recovered).
- Provision of Secretarial support.

4. Key Budget Items

The requested annual contribution in the first year of the business plan (2024/25) is \$188,961. This is \$18,659 higher than the 2023/24 annual contribution per partner Local Government for 2023/24, totaling \$37,318.

The increase contribution facilitates the following:

- The salary (at existing level) for three officers with an annual salary increase applied at 4%, 3.5%, 3% in the first three years of business case delivery, with a provisional sum calculated at 3% and 3% in years 4 and 5, to be informed by future City of Armadale Enterprise Industrial Agreements.

- On cost for three officers (11% superannuation, workers compensation insurance, mobile phone, vehicle leases (2), vehicle maintenance and training) with a 2% index applied.
- Additional operational expenses of \$25,000 for financial management, insurance, and consultation fees, with a 2% index applied.

It is to be noted:

- The allocation of a fixed sum for book-keeping is requested in consideration of the low-level experience in financial accounting that the environmental professionals may hold, and in context considers the size of the potential grant funding likely to exceed \$2 million dollars.
- The proposed Partner Local Governments contribution does not consider potential increase costs that may result when new employment contracts are prepared, noting that the existing contracts of employment end 30 June 2024. If required, any additional costs unable to be absorbed will see a revised position returned to Council for approval.
- The financial contribution is equitable across the CoA and CoG. The non-financial contributions are not equitable across Partner Local Governments, with the CoA having additional responsibilities for administration of payroll, secretarial assistance, recruitment and selection of candidates. However, it is important to note that in a reciprocal arrangement, the CoG undertakes these additional tasks for the cross local government Switch Your Thinking Program.
- The requested annual contribution does not include costs associated with long absences of staff such as long service leave, maternity leave, parental leave or sickness or injury. It also does not include expenses associated with new equipment, equipment servicing, uniform, PPE for staff and volunteers and catering and other costs associated with hosting community events.

5. Forecast of the return-on-investment 2023/24 to 2027/28

Grant income fluctuates with changes in funding opportunities or changes in needs of environmental groups and is highly opportunistic and tends to fluctuate around election cycles.

In consideration of likely fluctuations and performance in previous business cycles, the draft Business Plan describes three scenarios each with assumptions regarding funding investment and volunteer engagement to predict value for money within the AGLG program. The financial projections include the requested financial contributions shown in Table 4 below and in the draft Business Plan (Attachment 2).

Table 4: Planned financial scenario of the Armadale Gosnells Landcare Group for the business cycle 2023/24 to 2027/28.

Sources	2024-25	2025-26	2026-27	2027-28	2028-29
External Grant Funding					
Riverbank	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Community Rivercare	\$111,600	\$71,700	\$63,000	\$63,000	\$63,000
Swan Canning River Urban Forest Program ¹	\$70,000	\$42,000	\$24,000		
State NRM	\$27,000	\$27,000	\$27,000	\$27,000	\$27,000
SALP	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
Federal Government (other)					
Total Grant Funding	\$338,600	\$270,700	\$244,000	\$220,000	\$220,000
Volunteers engaged	5905	5905	5905	5905	5905
Total Volunteer hours (\$38/hour)	\$224,390	\$224,390	\$224,390	\$224,390	\$224,390
¹ Funding for the Swan Canning River Urban Forest program concludes during the 2026-27 financial year.					
Total Return (Grant income + Volunteers Hours)	\$562,990	\$495,090	\$468,390	\$444,390	\$444,390
City of Armadale - Annual Contribution	\$188,961	\$193,910	\$201,004	\$206,248	\$211,647
City of Gosnells - Annual Contribution	\$188,961	\$193,910	\$201,004	\$206,248	\$211,647
Total Council Contribution	\$377,923	\$387,819	\$402,007	\$412,496	\$423,294
Return on Investment	\$1.49	\$1.28	\$1.17	\$1.08	\$1.05
For Business Cycle					\$1.21

Table 4 illustrates a conservative prediction for the AGLG income over the next five-years that Partner Local Governments would receive. For the Planned scenario, this is \$2,415,250 in grant funding and volunteer contribution. This averages a return on investment of \$1.14 for each \$1.00 contributed. The Federal Government line represents the potential opportunities that may arise which would provide an even greater return on investment for the City.

Also provided in the draft business plan is a best-case scenario. The best-case scenario predicts an addition \$866,950 on the planned case return where each partner Local Government would receive an average return on investment of \$1.65 for each \$1.00 contributed. A worst-case scenario predicts a decrease of \$321,688 when compared to the Planned scenario, with the average return on investment remaining close to 100% at \$1.05 for each \$1.00 contributed.

Best case, conservative and worst-case predictions were developed on the basis of ten years of financial data and incorporates the proposed financial contributions of Partner Local Governments are shown in Tables 6, 7 and 8 of Attachment 2.

COMMENTS

Limitations of the draft business plan are further discussed below.

1. Adoption of contribution values prior to review of Contracts of Employment.

Whilst the forecast figures for partner Council contributions include projected salary increases based on existing levels of employment, they do not consider potential increased costs that could arise from the preparation of new employment contracts and any associated changes to conditions, position levels or remuneration packages.

Differences in the forecast contribution values and costs associated with employment will be considered by the AGLG Management Committee and presented to Council for consideration if this results in a requirement to review Partner Local Government contributions.

2. Rededication of previous years' unspent contributions from Partner Local Government

Previous Business Plans and MOUs did not specify the rededication of any unspent Partner Local Government contribution funds.

Surplus contribution funds have previously been allocated to an AGLG operational budget. This budget is used for purchase of equipment, equipment maintenance, personal protective equipment, public event costs, additional salary costs during staff extended leave, and other operational costs that were not included in the calculations informing the Partner Local Government contribution value. In the current year of the business cycle, surplus contribution funds and bank interest accumulated by the AGLG was also utilised to fund an external bookkeeper.

Table 5 provides a summary of expenditure of the combined annual contributions from Partner Local Governments in the current business cycle. Unspent contributions in the first four years of the Business Plan equates to \$8,709.91. For 2023/2024, the unspent contribution value is currently \$302,404.68 (current as per 19/1/24). This is because of only partial expenditure of funding in the current financial year, and it anticipated to be fully spent at end of financial year.

Table 5: Summary of expenditure of the annual contributions from Partner Local Governments.

	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Annual Contribution (\$)	\$284,738.30	\$289,841.20	\$364,667.60	\$369,628.60	\$374,665.50
Unspent Contribution (\$)	-\$1,638.93	-\$9,209.67	-\$7,272.55	\$26,831.06	\$302,404.68

The draft Memorandum of Understanding (Attachment 3) propose the following.

- The AGLG retain unspent contributions they receive from Partner Local Government for use during periods of long absences of AGLG staff such as long service leave, maternity/paternity leave or injury etc.
- Use any interest earned from holding annual contribution funds for operational expenses not covered by the Business Plan budget, such as servicing and purchasing of equipment, purchasing of uniforms and personal protective equipment for AGLG staff and volunteers, printing and development of promotional and educational materials,

software subscriptions and website hosting fees, contributions to project implementation, catering for community events, etc.

3. Financial position of the AGLG

The AGLG have advised of the financial position of the organisation including \$240,000 that is partially invested in a fixed term bank deposit to maximise revenue to the organisation. This funding has accumulated since the AGLGs inception in 1998 and is a result of investment interest, donations, costs recovered through industry/business involvement in planting events and unspent local government contribution.

These funds are a critical contingency that are used for long absences of staff such as long service leave, maternity leave, parental leave or sickness or injury. The funds also provide for expenses associated with new equipment, equipment servicing, uniform, PPE for staff and volunteers and catering and other costs associated with hosting community events.

4. Language of the memorandum of understanding & procurement relationship

The draft MOU (Attachment 3) was developed by a consultant on behalf of the AGLG, with only minor amendment to the previous MOUs requested.

Internal review of the document by City officers has identified a need for further maturation of the agreement in consultation with AGLG and CoG.

Specifically, the following matters require address.

- Modification of the document language, particularly as relates to legal relationships between the parties.
- Review of the City role in administration of payroll and performance management particularly in recognition of the contractor/consultant relationship.
- Address of requirements and obligations as relate to the procurement of services.
- Dispute resolution procedures.

ANALYSIS

The objectives of the AGLG Strategic Plan and Business Plan closely align with the Strategic objectives of the CoA.

A review of performance of the AGLG in the 2019/20 to 2023/24 business cycle demonstrates a positive return on the CoA previous investment.

The draft AGLG Business Plan 2024/25 to 2028/29 presented for Council's consideration forecasts continued positive return on \$1,001,770 invested over a five-year period.

The draft Business Plan recommends the City's contribution to staff salaries for the AGLG Business Plan delivery with an additional \$25,000 per annum (shared by partner Councils). Differences in the forecast contribution values and costs associated with employment will be considered by the AGLG Management Committee and presented to Council for reconsideration of the contribution values (if required).

The AGLG works in close partnership with City Officers in delivery of projects and programs.

A number of projects extend beyond 30 June 2024. If the City were to cease the contribution arrangements for delivery commitments, the CoA would be required to administer the Swan Canning Rivers Urban Forest Project (\$397,717) and the Riverbank Projects (\$41,614) in order to meet commitments of direct Collaborative Agreement with funding bodies. In addition, \$120,220.72 would require expenditure through project delivery for projects where the AGLG is in contract directly with funding bodies.

Council endorsement of the AGLG Business Plan will confirm the strategic direction of the AGLG in alignment with the objectives of the City of Armadale Strategic Community Plan. It also provides AGLG with reassurance of the City of Armadale's financial contribution over a five year period to the delivery of the Strategic Plan.

A draft MOU is provided for Council's consideration. This provides Council with an understanding of the breadth of commitments of the City. However, further review of the MOU is recommended by officers with regards to legal language, administration of payroll, obligations as relate to procurement and dispute resolution. Council's authorisation of the CEO to sign the MOU on behalf of the City, following further review by officers and partners will facilitate these revisions to occur administratively prior to the expiry of the existing agreement on 30 June 2024.

OPTIONS

The following options are presented for consideration:

1. Approve the Armadale Gosnells Landcare Group Business Plan 2024/25 to 2028/29, noting further revision of forecast contribution values may be referred by the AGLG Management Committee following preparation of new employment contracts.
2. Not approve the Armadale Gosnells Landcare Group Business Plan 2024/25 to 2028/29, ceasing the collaborative funding arrangements or seeking revision.
3. Authorise the Chief Executive Officer to sign the Memorandum of Understanding between the Armadale Gosnells Landcare Group, City of Armadale and City of Gosnells, subject to review by City officers and partners to address the matters identified in this report.
4. Not authorise the Memorandum of Understanding between the Armadale Gosnells Landcare Group, City of Armadale and City of Gosnells, requesting review of the document by officers and resubmission to Council for consideration.
5. Not approve the Memorandum of Understanding between the Armadale Gosnells Landcare Group, City of Armadale and City of Gosnells, ceasing the collaborative funding arrangements or seeking revision.

Option 1 and 3 are recommended.

CONCLUSION

The current Memorandum of Understanding between AGLG and the Partner Local Governments will expire 30 June 2024. A similar situation exists for the business plan for the Armadale Gosnells Landcare Group. All three AGLG officer positions contracts of employment expire on 30 June 2024.

Over the last five years, the AGLG has maintained the increased levels of both volunteer activity and grant income. The latter is now at \$2 million. Over the duration of the current term, the level of added value for every dollar invested in the program averages \$1.80.

A new business plan has been produced for the next five years. The new plan recommends the provision of additional funds to cover costs of annual financial management and an increase to staff salaries, forecast using percentage increases informed by the City of Armadale Enterprise Bargaining Agreement for three years and estimated for an additional 2 years.

From a financial perspective, the planned scenario sees AGLG returning likely minimum added value of \$1.21 for every dollar invested.

The objectives of the AGLG Strategic Plan and Business Plan closely align with the Strategic objectives of the CoA.

Council's endorsement of the draft Business Plan will enable existing commitments of the AGLG and the City (as relates to existing grant funding, collaborative agreements, and projects) to be achieved.

Council's authorisation of the CEO to sign the MOU between CoA, CoG and AGLG (subject to further revision by City officers as identified in this report), facilitates the continuation of the relationship following the expiry of the existing MOU agreement on 30 June 2024.

As a result of these considerations. Options 1 and 3 are recommended.

ATTACHMENTS

1. AGLG Strategic Plan 2024-25 to 2028-29_Draft 3
2. AGLG Business Plan 2024-25 to 2028-29 Draft 5
3. Memorandum of Understanding - AGLG 2024-25 to 2028-29 Draft 3
4. Armadale Gosnells Landcare Group (AGLG) Constitution Model Rules adopted 2018

RECOMMEND

T2/3/24

That Council:

- 1. Endorse the Armadale Gosnells Landcare Group Business Plan 2024/25 to 2028/29, noting further revision of forecast contribution values may be referred by the AGLG Management Committee following preparation of new employment contracts.**
- 2. Authorise the Chief Executive Officer to sign the Memorandum of Understanding between the Armadale Gosnells Landcare Group, City of Armadale and City of Gosnells, subject to revision by City officers.**

Moved Mayor R Butterfield
MOTION CARRIED

(8/0)

3.1 - FOOTPATH - WARD CRESCENT, KELMSCOTT (REFERRAL ITEM)

At the Council meeting held on 16 October 2023, Cr Michael Hancock referred the following matter to Technical Services Committee.

That the matter of a footpath on Ward Crescent, Kelmscott be referred to the Technical Services Committee.

Comment from Cr Michael Hancock

The existence of the two PAW connecting Ward Crescent to Camillo Road and the Kelmscott Train Station would indicate that a pedestrian path along Ward Crescent is a missing logical link. Can we investigate the opportunity to provide this infrastructure as part of a future budget allocation?

Full details of the referral by Councillor Hancock have been provided to Councillor's under separate cover.

Officer Comment

In 2021, City officers presented the Skeletal Path Network plan (SPN3) (Attachment 1) which identifies the requirements of a path along Ward Crescent, Kelmscott (Attachment 2).

The Ward Crescent path project is recognised as requiring funding from the CIL Reserve account for its construction. Remaining amount left as at January 2024 is \$99,221 and the estimated cost in 2021 for delivering this project is \$190,400.

The funding for CIL paths comes from infill development and is dependent upon the rate of development, making it difficult to estimate a construction timeframe.

- The City has 12 CIL path projects listed in SPN3.
- Four projects are located in Kelmscott and eight projects located in Armadale.
- The first two projects (which were both located in Kelmscott) have already been constructed – these were Foster Road and Arnott Court/Erica Street.
- Ward Crescent is the next CIL path project located in the Kelmscott area.

If this project was identified as being municipal funded under SPN3 it would be ranked 115 with an estimated timing of more than 15 years away, sitting outside of the current 5 year estimated footpath expenditure levels.

Missing paths are a frequently raised matter by Councillors, with a number of paths having been raised since 2021 as referral items. On each occasion, City Officers have invested time and responded with a reference to the Skeletal Path Network Assessment (SPN3) – endorsed by Council in 2021. None of the missing paths raised as a Referral Item have been successful in an amendment to the previously objectively ranked SPN3 approved by Council.

Suggested Officer Recommendation

Follow the adopted SPN3 outcomes and await available CIL funding for the delivery of the Ward Crescent path in Kelmscott.

ATTACHMENTS

1. Endorsed SPN3 Grant Funded Projects
2. FP-KS-31

RECOMMEND

T3/3/24

That Council:

consider funding the cash-in-lieu shortfall for the Ward Crescent footpath in the 2024/2025 budget.

Moved Cr M J Hancock
MOTION CARRIED

(8/0)

3.2 - FOOTPATH/CYCLEWAY ON RANFORD ROAD (REFERRAL ITEM)

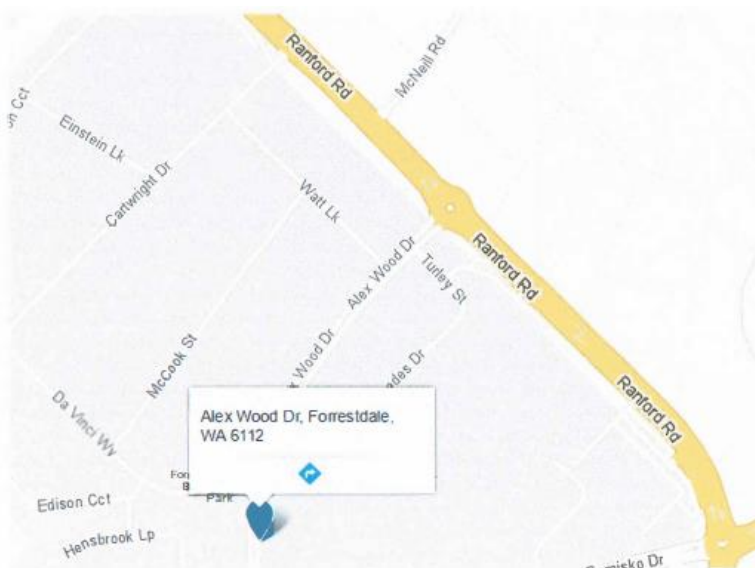
At the Council meeting held on 27 November 2023, Cr L.Sargeson referred the following matter to Technical Services Committee.

That the matter of a footpath/cycleway on Ranford Road (Southside) between Cartwright Drive and Alexwood Drive and entry to Forrestdale Industrial area be referred to the Technical Services Directorate.

Comment from Cr L.Sargeson

I request the Skeletal pathway plan be reviewed and a higher priority be allocated to complete "join up" the two missing lengths/areas.

Full details of the referral by Councillor Sargeson have been provided to Councillor's under separate cover.



Officer Comment

The path length between Cartwright Drive and Alexwood Drive sits amongst a series of missing links along Ranford Road extending between Balannup Road to Lake Road.

In 2021, City officers presented Strategic Path Network plan (SPN3) which includes the Principle Shared Path (PSP) missing links along Ranford Road in Forrestdale. There is a total length of approximately 2.1km requiring construction for the PSP to be fully connected to existing path infrastructure (Refer Attachment 1). It would be preferential to deliver a bundled scope across the total length of Ranford Road due to the reduced cost and increased connectivity benefits.

The Ranford Road PSP project is recognised as requiring external funding for its construction. The City will be required to identify and obtain future funding opportunities through grants such as the most commonly utilised Department of Transport's (DoT) West

Australian Bike Network (WABN) annual grant application process. Currently DoT has been unable to confirm the next tranche of funding opportunities under this program.

This project is the first external funded PSP project identified in SPN3 and would therefore be given highest priority when applying for applicable grant funding opportunities when they become available. It is ranked first due to its location being on an arterial road with high traffic volume and speed, has no existing path on the opposite side of the road and would require minimal to no vegetation clearing. These factors form part of the adopted footpath scoring evaluation criteria.

If this project was identified as being municipal funded under SPN3 it would be ranked 53 with an estimated timing of more than six years away, sitting outside of the current five year estimated footpath expenditure levels.

Suggested Recommendation

Follow the adopted SPN3 outcomes and await grant funding opportunities for the delivery of the Ranford Road PSP project for its full length.

ATTACHMENTS

1. FP-F-05
2. Endorsed SPN3 Grant Funded Projects

RECOMMEND

T4/3/24

That Council:

Follow the adopted SPN3 outcomes and await grant funding opportunities for the delivery of the Ranford Road PSP project for its full length.

Moved Cr P A Hetherington
MOTION CARRIED

(8/0)

MEETING CLOSED TO PUBLIC

MOVED Cr Busby that that the meeting be closed to members of the public as the matters to be discussed, if disclosed, would reveal information that has a commercial value to a person.(Section 5.23(2) (e ii) of the Local Government Act.

Motion Carried (8/0)

Meeting declared closed at 7.28pm

3.3 - EIGHTH ROAD UPGRADE - PROJECT UPDATE

WARD : ALL

FILE No. : M/24/24

DATE : 23 January 2024

REF : NM

RESPONSIBLE : Executive Director
MANAGER Technical Services

In Brief:

- A confidential report is presented at Attachment B-1 to this Agenda.

Strategic Implications

- 2.3 Functional, inclusive and sustainable infrastructure
 - 2.3.5 The City maintains its operational infrastructure in the most cost-effective manner to sustain service delivery.
- 2.5 Quality development that enhances the amenity and liveability of the City.
 - 2.5.6 Constantly seek improvements to the nature and standard of developments within the City.

Legal Implications

Sections 5.36, 5.38 and 5.39 of *Local Government Act 1995*.

Council Policy/Local Law Implications

Nil.

Consultation

- 1. Intra-Directorate.

A Confidential Report is presented at Attachment B-1 to this Agenda.

Discussion of this matter in an open meeting would on balance be contrary to the public interest because the matter relates to a contract entered into or which may be entered into by the City of Armadale; AND the matter, if disclosed, would reveal information that has a commercial value to a person.

T5/3/24

That Council adopt the recommendation as outlined within the Confidential Attachment.

**Moved Cr K Busby
MOTION CARRIED**

(5/4)

3.4 - LANDFILL LEACHATE PONDS

WARD : ALL
FILE No. : M/84/24
DATE : 21 February 2024
REF : NM
RESPONSIBLE : Executive Director
MANAGER : Technical Services

In Brief:

- A confidential report is presented at Attachment B-1 to this Agenda.

Strategic Implications

2.4 Sustainable waste management.

2.4.1 The City will provide a contemporary, responsive and affordable waste management service to the community that balances environmental, social and financial sustainability outcomes.

Legal Implications

Sections 5.36, 5.38 and 5.39 of Local Government Act 1995.

Council Policy/Local Law Implications

Nil.

A Confidential Report is presented at Attachment B-1 to this Agenda.

Discussion of this matter in an open meeting would on balance be contrary to the public interest because the matter, if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person.

T6/3/24

That Council adopt the recommendation as outlined within the Confidential Attachment.

**Moved Cr P A Hetherington
MOTION CARRIED**

(8/0)

MEETING OPENED TO PUBLIC

MOVED Cr Hetherington that that the meeting be opened to members of the public at 8.20pm.
Motion Carried (8/0)

COUNCILLORS' ITEMS

Nil

EXECUTIVE DIRECTOR TECHNICAL SERVICES REPORT

Executive Director report presented.

MEETING DECLARED CLOSED AT 8.22pm

TECHNICAL SERVICES COMMITTEE SUMMARY OF ATTACHMENTS 6 MARCH 2024		
ATT NO.	SUBJECT	
1.1 DRAFT CITY OF ARMADALE BIODIVERSITY STRATEGY 2024 - 2029		
1.1.1	Biodiversity Strategy Draft Master 17 Feb 2024	
2.1 ARMADALE GOSNELLS LANDCARE GROUP BUSINESS PLAN AND MEMORANDUM OF UNDERSTANDING 24/25 TO 28/29		
2.1.1	AGLG Strategic Plan 2024-25 to 2028-29_Draft 3	
2.1.2	AGLG Business Plan 2024-25 to 2028-29 Draft 5	
2.1.3	Memorandum of Understanding - AGLG 2024-25 to 2028-29 Draft 3	
2.1.4	Armadales Gosnells Landcare Group (AGLG) Constitution Model Rules adopted 2018	
3.1 FOOTPATH - WARD CRESCENT, KELMSCOTT (REFERRAL ITEM)		
3.1.1	Endorsed SPN3 Grant Funded Projects	
3.1.2	FP-KS-31	
3.2 FOOTPATH/CYCLEWAY ON RANFORD ROAD (REFERRAL ITEM)		
3.2.1	FP-F-05	
3.2.2	Endorsed SPN3 Grant Funded Projects	

The above attachments can be accessed from the Minutes of the Technical Services Committee meeting of 6 March available on the City's website

CHIEF EXECUTIVE OFFICER’S REPORT

11 MARCH 2024

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1.1 - COUNCILLORS INFORMATION BULLETIN - ISSUE NO 3/2024

WARD : ALL

FILE No. : M/112/24

DATE : 6 March 2024

REF : MC

RESPONSIBLE : Chief Executive Officer
MANAGER

In Brief:

- Councillor's Information Bulletin – Councillors are advised to take note of the information submitted in Issue No. 3/2024 to be received by Council

Strategic Implications

The following general information and memorandums were circulated in Issue No 3/2024 on 7 March 2024.

COMMENT

Correspondence & Papers

NIL

Information from Human Resources

Employee Movements

Information from Technical Services

NIL

Information from Community Services

NIL

Information from Corporate Services

Progress Report

Progress Report on Contingency, Operational & Strategic Project

Outstanding Matters & Information Items

Report on Outstanding Matters – Corporate Services Committee

Economic Development

Tourism & Visitor Centre Report

Report of the Common Seal

Information from Development Services

Outstanding Matters & Information Items

Report on Outstanding Matters - Development Services Committee

Review before the State Administrative Tribunal (SAT)

Design Review Panel Meetings – Dec 2023/Feb 2024

Health

Health Services Manager's Report – Feb 2024

Planning

Planning Applications Report – Feb 2024

Schedule of current Town Planning Scheme No.4 Amendments

Subdivision Applications - WAPC Approvals/Refusals - Dec 2023/Feb 2024

Subdivision Applications - Report on Lots Registered 2023/2024

Compliance Officer's Report – Feb 2024

Building

Building Services Manager's Report - Dec 2023/Feb 2024

Building Health/Compliance Officer's Report - Dec 2023/Feb 2024

ATTACHMENTS

There are no attachments for this report.

RECOMMEND

CEO1/3/24

That Council acknowledge receipt of Issue 3/2024 of the Information Bulletin



ORDINARY MEETING OF COUNCIL
MONDAY, 26 FEBRUARY 2024

MINUTES

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CITY OF ARMADALE

MINUTES

OF ORDINARY COUNCIL MEETING HELD IN THE COUNCIL CHAMBERS,
ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON MONDAY, 26
FEBRUARY 2024 AT 7.00PM.

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Mayor Butterfield, declared the meeting open at 7.00 pm.

To begin I would like to pay my respects to the traditional custodians of this land, the Whadjuk people of the Noongar nation and Elders past, present and emerging.

2 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (previously approved)

PRESENT:

Her Worship, Mayor R Butterfield presided over

Deputy Mayor, Cr J Keogh

Cr J Joy

Cr K Kamdar

Cr S Peter JP

Cr L Sargeson

Cr P A Hetherington

Cr M J Hancock

Cr C M Wielinga

Cr K Busby

Cr G J Smith

Cr M Silver

Cr S S Virk

Cr S Stoneham

River Ward

River Ward

Ranford Ward

Ranford Ward

Palomino Ward

Palomino Ward

Heron Ward

Heron Ward

Minnawarra Ward

Minnawarra Ward

Lake Ward

Lake Ward

Hills Ward

IN ATTENDANCE:

Ms J Abbiss

Mr J Lyon

Mr P Sanders

Mr M Andrews

Mrs S D'Souza

Chief Executive Officer

Executive Director Corporate Services

Executive Director Development Services

Executive Director Technical Services

CEO's Executive Assistant

Public: Nil

LEAVE OF ABSENCE:

Nil

APOLOGIES:

Apology received from Cr S J Mosey

**3 ADVICE OF RESPONSE TO PREVIOUS PUBLIC QUESTIONS
TAKEN ON NOTICE**

Nil

4 PUBLIC QUESTION TIME

Nil

5 APPLICATIONS FOR LEAVE OF ABSENCE

5.1 Request for Leave of Absence – Cr Kerry Busby

Request for leave of absence received from:

- Cr Kerry Busby for the period Wednesday 10 April to Tuesday 16 April 2024 inclusive; and
- Cr Paul Hetherington for Monday 11 March 2024.

MOVED Cr S Peter

That Council grant leave of absence received from:

- **Cr Kerry Busby for the period Wednesday 10 April to Tuesday 16 April 2024 inclusive (does not include an Ordinary Council Meeting); and**
- **Cr Paul Hetherington for Monday 11 March 2024 (includes 1 Ordinary Council Meeting- 11 March 2024)**

MOTION not opposed, DECLARED CARRIED (14/0)

FOR: Mayor Butterfield, Cr Joy, Cr Keogh, Cr Kamdar, Cr Peter, Cr Sargeson, Cr Hetherington, Cr Wielinga, Cr Hancock, Cr Smith, Cr Busby, Cr Silver, Cr Virk, Cr Stoneham

6 PETITIONS

Nil

7 CONFIRMATION OF MINUTES

**7.1 PREVIOUS ORDINARY COUNCIL MEETING
HELD ON 12 FEBRUARY 2024.**

MOVED Cr K Busby that the Minutes of the Ordinary Council Meeting held on 12 February 2024 be confirmed as a true and accurate record.

MOTION not opposed, DECLARED CARRIED (14/0)

FOR: Mayor Butterfield, Cr Joy, Cr Keogh, Cr Kamdar, Cr Peter, Cr Sargeson, Cr Hetherington, Cr Wielinga, Cr Hancock, Cr Smith, Cr Busby, Cr Silver, Cr Virk, Cr Stoneham

8 ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

1. Mayors Announcements

Tuesday 13 February 2024

- Attended a Metconnx BRE, Activation Artwork – Artist Shortlisting panel all day at their offices at the General Post Office in the City.

Thursday 15 February 2024

- Participated in the shortlisting of artists for the Metconnx BRE, Seventh Rd Artwork, remotely.

Friday 16 February 2024

- Attended an interview with the ABC to discuss illegal dumping of mattresses and product stewardship.

Saturday 17 February 2024

- Cr Keogh attended the Zones Championships hosted by Dale Little Athletics (Under 7 - Under 15 age groups) on my behalf.
- Attended a regular HFM radio interview with James Wray, to talk about upcoming events in the City.

Sunday 18 February 2024

- Addressed participants at the Every Woman Triathlon and started the main race, held at Champion Lakes Regatta Centre, which was sponsored by the City of Armadale.

Tuesday 20 February 2024

- Attended an announcement with Tanya Plibersek, Minister for Environment and Water; Sam Lim MP, Member for Tangney and Zaneta Mascarenhas MP, Member for Swan, for Rivers Funding at the SERCUL office. South East Corridor Council Mayor's were also there – Mayor Teresa Lynes, City of Gosnells, Mayor Karen Vernon, Town of Victoria Park and Mayor Patrick Hall, City of Canning.
- Attended a briefing prior to the South East Metro Zone meeting along with Cr Silver.

Wednesday 21 February 2024

- Attended the South East Metro Zone meeting with Cr Silver and the CEO, hosted by the City of Armadale.

Thursday 22 February 2024

- Attended a meeting with the CEO and Shadow Minister Donna Faragher MLC, Member for East Metropolitan to discuss local issues.
- Presided over two citizenship ceremonies which welcomed 100 new citizens. Shadow Minister Donna Faragher MLC and Minister Dr Brian Walker MLC attended. Cr's Smith, Peter, Sargeson also attended the ceremonies.

Friday 23 February 2024

- Attended a meeting with the CEO and Yaz Mubarakai MLA, Member for Jandakot to discuss local issues.

Saturday 24 February 2024

- Cr Smith, Cr Hetherington and myself attended a luncheon at the Armadale RSL.

Sunday 25 February 2024

- Cr Keogh attended the Shivajayanti Festival at the Kelmscott Hall on my behalf.

9 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN – WITHOUT DISCUSSION

Nil

10 REPORTS

10.1 CORPORATE SERVICES COMMITTEE MEETING

Report of the Corporate Services Committee held on 20 February 2024.

MOVED Cr S Peter that the report be received.

MOTION not opposed, DECLARED CARRIED (14/0)

FOR: Mayor Butterfield, Cr Joy, Cr Keogh, Cr Kamdar, Cr Peter, Cr Sargeson, Cr Hetherington,
Cr Wielinga, Cr Hancock, Cr Smith, Cr Busby, Cr Silver, Cr Virk, Cr Stoneham

BUSINESS ARISING FROM REPORT

Recommendation CS1/2/24 - List of Accounts Paid - December 2023

MOVED Cr S Peter

That Council note the List of Accounts paid as presented in the attachment to this report and summarised as follows:

Municipal Fund

Accounts paid totaling \$14,928,806.72 on cheque numbers 297 to 308, transactions 15303 to 16069 and Payrolls dated 10 December and 24 December 2023.

Credit Cards

Accounts paid totalling \$5,781.31 for the period ended 31 December 2023.

Fuel Cards

Accounts paid totalling \$4,268.66 for the month ended 15 December 2023.

MOTION not opposed, DECLARED CARRIED (14/0)

FOR: Mayor Butterfield, Cr Joy, Cr Keogh, Cr Kamdar, Cr Peter, Cr Sargeson, Cr Hetherington,
Cr Wielinga, Cr Hancock, Cr Smith, Cr Busby, Cr Silver, Cr Virk, Cr Stoneham

Recommendation CS2/2/24 - Statement of Financial Activity - December 2023

MOVED Cr S Peter

That Council:

- 1. Pursuant to Regulation 34 of the *Local Government (Financial Management) Regulations 1996* accept the Statement of Financial Activity for the sixth (6) month period ended 31 December 2023.**

- 2. Note that there are reportable actual to budget material variances for the period and this report is preliminary only for the end of December 2023.**

**MOTION DECLARED CARRIED BY AN ABSOLUTE
MAJORITY RESOLUTION OF COUNCIL**

(14/0)

FOR: Mayor Butterfield, Cr Joy, Cr Keogh, Cr Kamdar, Cr Peter, Cr Sargeson, Cr Hetherington,
Cr Wielinga, Cr Hancock, Cr Smith, Cr Busby, Cr Silver, Cr Virk, Cr Stoneham

Recommendation CS3/2/24 - Long Term Financial Plan (LTFP): 2025-2044

Committee Recommendation

That Council adopt the Long Term Financial Plan FY25-FY44 with the following changes:

- i) the Gwynne Park construction project of \$7,433,000 being brought forward from FY27 to FY26 in the Capital Investment (key projects) program, with associated funding sources;
- ii) the Forrestdale Hall construction project of \$6,532,700 being brought forward from FY29 to FY26 with associated funding sources; and
- iii) the Hilbert District Hall construction project of \$10,400,000 be moved from FY26 to FY27 with associated funding sources

MOVED Cr S Peter, SECONDED Cr K Kamdar
OPPOSED Cr C M Wielinga

That Council adopt the Long Term Financial Plan FY25-FY44.

MOTION LOST

(5/9)

FOR: Cr Peter, Cr Kamdar, Cr Joy, Cr Sargeson, Cr Silver
AGAINST: Cr Wielinga, Mayor Butterfield, Cr Keogh, Cr Hetherington, Cr Hancock, Cr Busby, Cr Smith
Cr Virk, Cr Stoneham

MOVED Cr K Busby, SECONDED Cr J Keogh
OPPOSED Cr S Peter

That Council adopt the Long Term Financial Plan FY25-FY44 with the following changes:

- i) **the Gwynne Park construction project of \$7,433,000 being brought forward from FY27 to FY26 in the Capital Investment (key projects) program, with associated funding sources;**
- ii) **the Hilbert District Hall construction project of \$10,400,000 be moved from FY26 to FY27 with associated funding sources and**
- iii) **Increasing the provision in FY26 for the Central Park project by \$5 million, from \$10 million to \$15 million, with a corresponding increase of \$5 million in the State/Commonwealth grant funding component from \$6 million to \$11 million.**

MOTION CARRIED

(11/3)

FOR: Cr Wielinga, Mayor Butterfield, Cr Keogh, Cr Hetherington, Cr Hancock, Cr Busby, Cr Smith
Cr Stoneham, Cr Joy, Cr Sargeson, Cr Silver
AGAINST: Cr Peter, Cr Kamdar, Cr Virk

Recommendation CS4/2/24 - Review of Code of Conduct Behaviour Complaints Handling Policy

MOVED Cr J Keogh , SECONDED Cr C M Wielinga
OPPOSED Cr K Busby

That Council refer the policy ‘Code of Conduct Behaviour Complaints Handling’ to SOHAG for more detailed consideration of the changes.

MOTION LOST

(2/12)

FOR: Cr Keogh, Cr Joy
AGAINST: Cr Wielinga, Mayor Butterfield, Cr Kamdar, Cr Peter, Cr Sargeson, Cr Hetherington, Cr Hancock, Cr Busby, Cr Smith, Cr Silver, Cr Virk, Cr Stoneham

MOVED Cr S Peter

That Council accept the amendments to the policy ‘Code of Conduct Behaviour Complaints Handling’ as detailed in the attachment.

MOTION not opposed, DECLARED CARRIED

(14/0)

FOR: Mayor Butterfield, Cr Joy, Cr Keogh, Cr Kamdar, Cr Peter, Cr Sargeson, Cr Hetherington, Cr Wielinga, Cr Hancock, Cr Smith, Cr Busby, Cr Silver, Cr Virk, Cr Stoneham

Recommendation CS5/2/24 - Amendment to Code of Conduct for Council Members, Committee Members and Candidates

MOVED Cr S Peter

That Council:

- 1. Amend the Code of Conduct for Council Members, Committee Members and Candidates by deleting clause 5.4.**
- 2. Renumber all subsequent clauses of Part 5 of the Code as a consequence of the deletion of clause 5.4.**
- 3. Request a full review of the Code by December 2024.**

MOTION DECLARED CARRIED BY AN ABSOLUTE MAJORITY RESOLUTION OF COUNCIL

(14/0)

FOR: Mayor Butterfield, Cr Joy, Cr Keogh, Cr Kamdar, Cr Peter, Cr Sargeson, Cr Hetherington, Cr Wielinga, Cr Hancock, Cr Smith, Cr Busby, Cr Silver, Cr Virk, Cr Stoneham

Recommendation CS6/2/24 - Committee Meetings Venue (Referral Item)

MOVED Cr L Sargeson, SECONDED Cr M Silver
OPPOSED Cr K Busby

That Council refer the matter back to Committee for further consideration of the alternate motion that during the summer months the standing committee meetings, be held in the function room of the City administration building.

MOTION LOST (5/9)

FOR: Cr Sargeson, Cr Kamdar, Cr Peter, Cr Silver, Cr Virk
AGAINST: Mayor Butterfield, Cr Keogh, Cr Joy, Cr Hetherington, Cr Hancock, Cr Wielinga, Cr Busby, Cr Smith, Cr Stoneham

MOVED Cr S Stoneham

That Council note the Officer's Comment.

MOTION not opposed, DECLARED CARRIED (14/0)

FOR: Mayor Butterfield, Cr Joy, Cr Keogh, Cr Kamdar, Cr Peter, Cr Sargeson, Cr Hetherington, Cr Wielinga, Cr Hancock, Cr Smith, Cr Busby, Cr Silver, Cr Virk, Cr Stoneham

Recommendation CS7/2/24 - Diploma Training for Councillors (Referral Item)

Moved Cr L Sargeson, SECONDED Cr S Peter
OPPOSED Cr K Busby

That Council refer the matter back to Committee for further consideration of the alternate motion that Council recommend the Mayor and Deputy Mayor positions complete the WALGA local government diploma as industry and best management practice.

MOTION LOST (2/12)

FOR: Cr Sargeson, Cr Peter
AGAINST: Mayor Butterfield, Cr Keogh, Cr Joy, Cr Kamdar, Cr Hetherington, Cr Hancock, Cr Wielinga, Cr Busby, Cr Smith, Cr Silver, Cr Virk, Cr Stoneham

MOVED Cr S Stoneham

That Council note the Officer's Comment.

MOTION not opposed, DECLARED CARRIED (14/0)

FOR: Mayor Butterfield, Cr Joy, Cr Keogh, Cr Kamdar, Cr Peter, Cr Sargeson, Cr Hetherington, Cr Wielinga, Cr Hancock, Cr Smith, Cr Busby, Cr Silver, Cr Virk, Cr Stoneham

At this juncture of the meeting, Cr Busby indicated his intention to move a procedural motion (Clause 11.1(a) of the City's Standing Orders) that Council proceed to the next business. However, this procedural motion was not put as the motion below was then moved by Cr Sargeson.

Recommendation CS8/2/24 - Prayer Before Meetings (Referral Item)

MOVED Cr P A Hetherington, SECONDED Cr S Stoneham
OPPOSED Cr J Joy

That Council note the officer's comment.

MOTION DECLARED CARRIED (10/4)

FOR: Mayor Butterfield, Cr Hetherington, Cr Kamdar, Cr Peter, Cr Hancock, Cr Wielinga, Cr Smith
Cr Silver, Cr Virk, Cr Stoneham
AGAINST: Cr Joy, Cr Busby, Cr Sargeson, Cr Keogh

Recommendation CS9/2/24 - Councillor Committee Attendance Records (Referral Item)

MOVED Cr L Sargeson,
OPPOSED Cr M Silver

That Council refer the matter back to Committee for further consideration of the alternate motion that Councillor City Standing Committees attendance be recorded "live" throughout the year.

MOTION LAPSED FOR WANT OF A SECONDER.

MOVED Cr M Silver

That Council note the Officer Comment.

MOTION not opposed, DECLARED CARRIED (14/0)

FOR: Mayor Butterfield, Cr Joy, Cr Keogh, Cr Kamdar, Cr Peter, Cr Sargeson, Cr Hetherington,
Cr Wielinga, Cr Hancock, Cr Smith, Cr Busby, Cr Silver, Cr Virk, Cr Stoneham

Recommendation CS10/2/24 - Use of Social Media by Councillors (Referral Item)

MOVED Cr S Peter

That Council note the Officer's Comment that the updated policy will be presented to SOHAG.

MOTION not opposed, DECLARED CARRIED (14/0)

FOR: Mayor Butterfield, Cr Joy, Cr Keogh, Cr Kamdar, Cr Peter, Cr Sargeson, Cr Hetherington,
Cr Wielinga, Cr Hancock, Cr Smith, Cr Busby, Cr Silver, Cr Virk, Cr Stoneham

Recommendation CS11/2/24 - Proposed Strategy for Employees (Referral Item)

MOVED L Sargeson

OPPOSED Cr M Hancock

That Council refer the matter back to Committee for further consideration of the alternate motion that the matter for Proposed training strategy to benefit employees.

MOTION LAPSED FOR WANT OF A SECONDER.

MOVED Cr S Peter

That Council note the Officer Comment.

MOTION not opposed, DECLARED CARRIED (14/0)

FOR: Mayor Butterfield, Cr Joy, Cr Keogh, Cr Kamdar, Cr Peter, Cr Sargeson, Cr Hetherington,
Cr Wielinga, Cr Hancock, Cr Smith, Cr Busby, Cr Silver, Cr Virk, Cr Stoneham

10.2 CHIEF EXECUTIVE OFFICER'S REPORT
Report of the Chief Executive Officer.

MOVED Cr S Peter that the report be received.

MOTION not opposed, DECLARED CARRIED (14/0)

FOR: Mayor Butterfield, Cr Joy, Cr Keogh, Cr Kamdar, Cr Peter, Cr Sargeson, Cr Hetherington,
Cr Wielinga, Cr Hancock, Cr Smith, Cr Busby, Cr Silver, Cr Virk, Cr Stoneham

BUSINESS ARISING FROM REPORT

Recommendation CEO5/2/24 - Councillors Information Bulletin - Issue No 2/2024

MOVED Cr S Peter

That Council acknowledge receipt of Issue 2/2024 of the Information Bulletin

MOTION not opposed, DECLARED CARRIED (14/0)

FOR: Mayor Butterfield, Cr Joy, Cr Keogh, Cr Kamdar, Cr Peter, Cr Sargeson, Cr Hetherington,
Cr Wielinga, Cr Hancock, Cr Smith, Cr Busby, Cr Silver, Cr Virk, Cr Stoneham

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

Nil

**13 MATTERS FOR REFERRAL TO STANDING COMMITTEES –
WITHOUT DISCUSSION**

1 Committee Room - IT Set-up (Cr Kerry Busby)

That the matter of a timeframe and as to what is needed to get the technology fixed in the Committee Room be referred to the Corporate Services Committee.

2 Homelessness in the City (Cr Jiby Joy)

That the matter of homelessness in the City be referred to the Community Services Committee.

14 MATTERS REQUIRING CONFIDENTIAL CONSIDERATION

Nil

15 CLOSURE

The Mayor, Cr Butterfield, declared the meeting closed at 8.30pm

MINUTES CONFIRMED THIS 11 MARCH 2024

MAYOR