



**ORDINARY MEETING OF COUNCIL**  
**MONDAY, 26 JUNE 2023**

**AGENDA**

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**AGENDA**

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**CITY AUDIT COMMITTEE MEETING**  
HELD ON 15 JUNE 2023

**DEVELOPMENT SERVICES COMMITTEE MEETING**  
HELD ON 19 JUNE 2023

**CORPORATE SERVICES COMMITTEE MEETING**  
HELD ON 20 JUNE 2023

**CHIEF EXECUTIVE OFFICER'S REPORT**

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# 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, 26 JUNE 2023**

**JOANNE ABBISS  
CHIEF EXECUTIVE OFFICER**

**22 June 2023**

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## **1                    DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

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## **2                    RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE**

Leave of Absence previously granted to Cr G Nixon

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

The following questions were taken on notice at the Ordinary Meeting of Council on Monday 12 June 2023 and responses (summarized below) forwarded in a letter by the Chief Executive Officer.

### **Adam Marshall – Clifton Street, Kelmscott**

Q1        Would the City permit installation of a metered power outlet at Alfred Skeet Oval to run Better Beans Coffee trailer? This will reduce our carbon footprint significantly in line with City's Strategic Community Plan's objective to minimise corporate and community carbon footprints within the City.

*Mayor: The question will be taken on notice and a response provided in writing. The point of contact in regard to this matter will be the Executive Director Technical Services, Mike Andrews.*

**Response**

As previously advised, the City has complex considerations where requests are for commercial interests on community sites, and on this basis would generally not proceed with this type of request. The City has no obligation to provide a metered power outlet at Alfred Skeet Oval to run a traders permit from and City officers believe there may be other options available that are within the trader's own reach to reduce his carbon footprint.

Q2 In regard to the Forrestdale Hub Redevelopment, can we please be considered by the planning department when planning the route of trucks and various other activity so that our operation at Alfred Skeet Oval may not be disrupted?

*Mayor: Safety is paramount when it comes to access and egress of machinery. The question will be taken on notice and a response provided in writing.*

**Response**

Better Beans operates in front of Alfred Skeet at present. As previously advised, the City will keep you informed of any activities that may prevent the ongoing operation of your trailer during the construction period. If there is conflict when the project progresses, the City may consider whether there are any alternate temporary locations available for you to operate from.

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**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.*

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**5 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

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**6 PETITIONS**

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**7 CONFIRMATION OF MINUTES**

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HELD ON 12 JUNE 2023. .... (ATTACHED)
- 

**8 ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT  
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**9 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN  
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Nil

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**11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

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**12                    URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR  
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WITHOUT DISCUSSION**

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**14                    MATTERS REQUIRING CONFIDENTIAL CONSIDERATION**

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**15                    CLOSURE**

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# CITY OF ARMADALE

## MINUTES

OF CITY AUDIT COMMITTEE HELD IN THE FUNCTION ROOM,  
ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON THURSDAY,  
15 JUNE 2023 AT 7.00PM.

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**PRESENT:**

Cr G J Smith (Chair)  
Cr P A Hetherington  
Cr S Mosey (Deputy to Cr G Nixon)  
Mr S Linden (Independent Member)

**APOLOGIES:**

Cr G Nixon (Leave of Absence)  
Cr E J Flynn (Chairperson)  
Cr R Butterfield, Mayor  
Cr J Keogh (Deputy to Cr R Butterfield)

**OBSERVERS:**

Nil.

**IN ATTENDANCE:**

Ms J Abbiss	Chief Executive Officer
Ms S van Aswegen	Executive Director Community Services (Teams)
Mr M Hnatojko	Executive Manager Corporate Finance
Mr M Hingley	KPMG (to 7.18pm)
Ms M Brouwer	KPMG (to 7.18pm)
Mr V Raj	Assistant Director OAG (to 7.18pm)
Ms J Cranston	Executive Assistant Community Services
Mrs A Owen-Brown	Executive Assistant Corporate Services (Teams)

**Note:**

The Audit Committee is a formally appointed committee of council responsible to that body and does not have any power or duty from the Council. As the matters discussed may be of a sensitive and confidential nature which, if disclosed could reasonably be expected to impair the effectiveness of the audit process, the Audit Committee meetings are closed to the public. – Council resolution CS53/10/2020 refers.

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

**DISCLAIMER**

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The Disclaimer for protecting Councillors and staff from liability of information and advice given at Committee meetings to be read.

**DECLARATION OF MEMBERS' INTERESTS**

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Nil

**QUESTION TIME**

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Nil

**DEPUTATION**

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Nil

**CONFIRMATION OF MINUTES**

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**RECOMMEND**

Minutes of the City Audit Committee Meeting held on 16 March 2023 be confirmed.

Moved Cr P A Hetherington

**MOTION CARRIED**

**(4/0)**

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## CITY AUDIT COMMITTEE

15 JUNE 2023

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### **1.1 - EXTERNAL AUDIT PLAN 2022/23**

WARD : ALL

FILE No. : M/326/23

DATE : 6 June 2023

REF : MH

RESPONSIBLE : Executive Director  
MANAGER Corporate Services

**In Brief:**

- The Office of the Auditor General and KPMG will attend the meeting to present and take questions regarding the External Audit Plan for 2022/23.
- Recommend that Council endorse the External Audit Plan for 2022/23.

### **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**

4.3 Financial Sustainability (Leadership)

### **Legal Implications**

- *Local Government (Audit) Regulations 1996*
- *Australian Accounting Standards*

**Council Policy/Local Law Implications**

Nil.

**Budget/Financial Implications**

Nil - the costs of the External Audit for 2022/23 are allowed for in the Annual Budget

**Consultation**

- KPMG/OAG

**BACKGROUND**

The external audit process and sign off on the City's accounts for 2021/22 concluded in March 2023. Annually, the external auditors provide an audit plan and strategy document to the City as the commencement of the audit process. The plan intends to provide the City with the audit focus areas, the procedures to be employed over those areas, deliverables and timelines.

**DETAILS OF PROPOSAL**

The Audit Plan has identified 8 key focus areas for the audit. A number of them are the same as every year however this year there will be a focus on the Valuation of Infrastructure Assets due to the revaluation that is required to occur during this financial year. The 8 key focus areas are;

- Existence and Valuation of Infrastructure Assets
- Existence and Valuation of Fixed Assets
- Revenue
- Landfill Site Rehabilitation Asset and Liability
- Contracts and Procurement
- Personnel Costs and Related Liabilities
- Cash, Cash Equivalents and Term Deposits
- IT General Controls and Systems

The interim audit will commence in early July with the year end audit procedures commencing early October.

Apart from the City's annual financial statements, the audit program includes the expenditure on Roads to Recovery, Local Roads and Community Infrastructure funding, Deferred Pensioners Statement and the Statements of Income and Expenditure for Anstey Keane and North Forrestdale Development Contribution Plans.

The timeline of the upcoming audit targets an OAG sign off by the end of November 2023. In order to achieve this timeline it requires regular discussions between the KPMG Engagement Team, the OAG and City Officers.

## CONCLUSION

The objective of the annual External Audit Plan is to provide the City with the key audit focus areas and the audit risk assessment to be employed during the audit. The procedures performed during the audit will enable KPMG/OAG to assess whether the financial statements for the City present fairly the City's financial position as at 30 June 2023

## ATTACHMENTS

1. City of Armadale Audit Plan June 2023 - *This matter is considered to be confidential under Section 5.23(2) (c) of the Local Government Act, as the matter relates to a contract entered into or which may be entered into by the City of Armadale*

## RECOMMEND

CA4/6/23

**That Council endorses the External Audit Plan 2022/23.**

**Moved Cr P A Hetherington  
MOTION CARRIED**

**(4/0)**

## ***1.2 - INTEGRITY FRAMEWORK REVIEW 2023/24***

WARD : ALL

FILE No. : M/285/23

DATE : 19 May 2023

REF : DB/BG

RESPONSIBLE : Executive Director  
MANAGER Corporate Services

### **In Brief:**

- Council endorsed the City's Integrity Framework in 2022.
- In accordance with the Framework a review of the City's integrity benchmarks is to be completed annually.
- Recommend that Council note the Integrity Framework Review.

### **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**

*4.1.3 Develop organisational frameworks to achieve consistency, transparency and clarity of decision making processes.*

*4.1.5 Establish comprehensive governance policies and processes.*

*CBP 4.1.5.5 Implement the Public Sector Commission's Integrity Framework.*

### **Legal Implications**

Nil.

### **Council Policy/Local Law Implications**

Policy ADM 23 – Misconduct, Fraud and Corruption is relevant to the Integrity Framework and its continued development.

### **Budget/Financial Implications**

Nil. It is anticipated ongoing development of the Integrity Framework will not require additional resources.

### **Consultation**

- Public Sector Commission
- ELT.

## **BACKGROUND**

On 27 June 2022, Council adopted the City's Integrity Framework. The development of the Integrity Framework was following the Public Sector Commission (PSC) releasing an Integrity Strategy for WA Public Authorities. In 2021 the PSC released a range of resources for public authorities to assist in the development of individual agency Integrity Frameworks.

## **DETAILS OF PROPOSAL**

When endorsing the Integrity Framework, Council resolved to undertake a review in 12 months to measure the City's implementation. A desktop assessment of how the City compares using the Public Sector Commission's self-assessment tool. The desktop assessment demonstrates that, whilst the City is making progress in the development of suitable internal controls to manage potential integrity issues, there is still work to be done to fully realise the maturity model developed by the PSC.

## **COMMENT**

Since the adoption of the Integrity Framework in 2022, a number of improvements have been identified in respect of the City's management of integrity issues generally, as well as core focus areas that are noted in the self-assessment.

Council will recall at its meeting on 24 April 2023, it was identified that there was an opportunity to improve the City's Code of Conduct for Elected Members and Candidates, and the Complaints Handling Policy and directed a review of the Code of Conduct to occur. This is a core focus area of the Integrity Strategy, and the review of the Code of Conduct will dovetail with its overall objectives.

Similarly, the City's Code of Conduct for Employees and Volunteers is due for review, as this has not been done since its adoption in early 2022, noting that some deficiencies have been identified and planned to be rectified.

The Public Sector Commission has contacted local government, including the City, to provide assistance to local government in the further development of integrity measures. Officers intend to take up the offer from the Public Sector Commission at the appropriate time as it will be beneficial to obtain better practice advice to ensure the development of better systems as well as provide an opportunity to inform the Public Sector Commission on some of the issues impacting the sector and how this translates to the day-to-day business of local governments.

The adopted Integrity Framework notes that, for it to be successful, the following corporate objectives should be embedded within our normal business processes:

1. Integrity matters are incorporated into all aspects of the business as a standing item.
2. Integrity risks are incorporated into the City's Risk Register and are constantly monitored and reviewed.
3. Integrity risks are presented to the Audit and Risk Committee.
4. Integrity checks are conducted as a normal recruitment process.
5. Regular networking opportunities with other local governments and public organisations on integrity matters.
6. The City continues the use of formal notification processes such as newsletters, emails and meetings.
7. Integrity reporting processes are advertised and encouraged.
8. The roles and responsibilities of the leadership team is to include a focus on integrity management.
9. The City is committed to learn from internal and external reports on integrity management.

The review has found that the City is in a developing stage of achieving its integrity strategy and further progress is required in order for the above stated goals to become embedded in the City's organisational culture.

During the last 12 months the City has made significant progress with the review of delegations related to powers contained under the *Local Government Act*, *Cat Act* and *Dog Act* to ensure compliance with the relevant updated legislation and to vary delegations where necessary to aid comprehension and ensure that the relevant officers are able to more easily understand the basis and scope of the authority delegated to them.

During the 22/23 financial year the City has tested the processes and systems in place during the application of the complaints handling policy. These processes have highlighted the resilience of the processes in place but have also identified areas where the City could further refine practices.

The review together with other audits identify that the City has opportunity to be more proactive with regards to issues of statutory compliance. In addition, being more proactive in making integrity a key focus for all stakeholders in the City including employees and external partners is also an opportunity. Leadership from Council and senior executives at the City is crucial in ensuring that educating staff and other stakeholders of the City's expected standards and that benchmarking is undertaken to show progress made in this space.

The review corroborated the findings of the Regulation 17 report by Moore Australia which showed that despite progress made, the City needed to develop a fraud and corruption risk assessment and control plan, an online compliance calendar and better train staff in relation to Public Interest Disclosure procedures and the City's approach to managing misconduct, fraud and corruption generally.

It is worth noting that the Integrity Framework Maturity Self Assessment Tool is developed by the Public Service Commission for the Western Australian public service as a whole and some recommendations are unsuitable or inappropriate for local government generally and the City specifically.

## **OPTIONS**

Council can choose not to accept the findings made with respect to the Integrity Framework Maturity Self Assessment Tool, however the results of the self assessment tool are intended for use as guidance in the Council's endeavours to improve governance within the City.

## **CONCLUSION**

The first review of the City's integrity framework represents the beginning of the City's ongoing review of the maturity of its integrity procedures and progress made since the establishment of the integrity framework. The review demonstrates that the City has made progress in areas in which attention and resources have been focused, most notably the comprehensive review of delegations undertaken this year. Whilst the City has demonstrated compliance with statutory requirements, the review demonstrates that to excel at demonstrating integrity throughout the City staff need to be further engaged and empowered to be aware of the importance of integrity and ethical considerations within the City.

## **ATTACHMENTS**

1. [Integrity Framework Maturity Self Assessment Tool - Armadale 2023](#)

## **RECOMMEND**

CA5/6/23

**That Council note the completed Integrity Framework Maturity Self Assessment Tool.**

**Moved Cr P A Hetherington**  
**MOTION CARRIED**

**(4/0)**

***COUNCILLORS' ITEMS***

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Nil

***CHIEF EXECUTIVE OFFICER'S REPORT***

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**MEETING DECLARED CLOSED AT 7.28PM**



CITY AUDIT COMMITTEE		
SUMMARY OF ATTACHMENTS		
15 JUNE 2023		
ATT NO.	SUBJECT	
<b>1.2 INTEGRITY FRAMEWORK REVIEW 2023/24</b>		
1.2.1	Integrity Framework Maturity Self Assessment Tool - Armadale 2023	

*The above attachments can be accessed from the Minutes of the City Audit Committee meeting of 15 June available on the City's website*

# CITY OF ARMADALE

## MINUTES

**OF DEVELOPMENT SERVICES COMMITTEE HELD IN THE FUNCTION ROOM,  
ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON MONDAY, 19  
JUNE 2023 AT 7.00PM.**

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**PRESENT:** Cr M J Hancock (Chair)  
Cr S Mosey (Deputy Chair)  
Cr R Butterfield  
Cr P A Hetherington  
Cr K Kamdar  
Cr G J Smith  
Cr S S Virk

**APOLOGIES:** Nil

**OBSERVERS:** Cr S Peter JP  
Cr M Northcott

**IN ATTENDANCE:** Ms J Abbiss Chief Executive Officer  
Mr P Sanders Executive Director Development Services  
Mr J Lyon Executive Director Corporate Services – (via Teams)  
Ms S van Aswegen Executive Director Community Services - (via Teams)  
Mr L Puig Manager Economic Development and Advocacy  
- (7.00.pm to 7.24pm)  
Ms D Dagostino Manager Health Services  
- (7.00.pm to 7.05pm)  
Ms N Cranfield Executive Assistant EDDS

**PUBLIC:** Nil

*“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**

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The Disclaimer for protecting Councillors and staff from liability of information and advice given at Committee meetings was not read by the Chair as there were no members of the public present.

## **DECLARATION OF MEMBERS' INTERESTS**

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Nil.

## **QUESTION TIME**

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Nil.

## **DEPUTATION**

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Nil.

## **CONFIRMATION OF MINUTES**

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## **RECOMMEND**

**Minutes of the Development Services Committee Meeting held on 15 May 2023 be confirmed.**

**Moved Cr R Butterfield**  
**MOTION CARRIED**

**(7/0)**

## **ITEMS REFERRED FROM INFORMATION BULLETIN - ISSUE 8 - MAY 2023**

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*Committee noted the information and no further items were raised for discussion and/or further report purposes.*

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## DEVELOPMENT SERVICES COMMITTEE

19 JUNE 2023

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### ***1.1 - MOSQUITO MANAGEMENT OPTIONS***

WARD : ALL  
FILE No. : M/277/23  
DATE : 15 June 2023  
REF : DD  
RESPONSIBLE : EDDS  
MANAGER

**In Brief:**

- At its meeting on 19 December 2022, Council considered a report on mosquito management and treatment options. Council resolved to defer consideration of the Recommendation until a response is received from the Member for Jandakot in regard to State Government assistance with mosquito mitigation measures on Piara Nature Reserve and Anstey Keane Bushland area.
- This report includes details of the response from the Member for Jandakot and options for the City's mosquito management plan including treatment options for Piara Nature Reserve.
- Recommend that Council resolve to:
  - List for Council's consideration as part of the 2023/24 budget and Long Term Financial Plan a proposal for the City to amend its Mosquito Management Plan to include some State Government owned land which would include:
    - Funding up to \$100,000 for the first year (including a vehicle, equipment, ~~and~~ chemicals, analysis, PPE and a comprehensive audit of the City's mosquito breeding areas to determine priority treatment areas) and \$64,000 p.a thereafter; and
    - An additional 1.0 FTE (up to \$105,701 p.a including on costs).
  - Support the City making an application to join the South Metropolitan Contiguous Local Authority Group and authorise the CEO to enter into a Memorandum of Understanding (MOU).

#### **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*

- 1.2 Improve Community Wellbeing
  - 1.2.4 Facilitate the delivery of health and wellbeing programs and services within the community
- 2.1 Conservation and restoration of the natural environment
  - 2.1.7 Biodiversity is managed to preserve and improve ecosystem health.
  - 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.

*Community Health and Wellbeing Plan*

- 11.2.1.2 Minimise the impact of mosquito borne disease in the community through: educating residents and visitors to the City of the risks posed by local mosquito populations and the steps they can take to protect themselves, educating residents on ways they can prevent breeding around their home and provide an emergency response in the event of an outbreak of mosquito borne disease in the region.
- 11.2.2.2 Implement the City's statutory responsibilities for providing health protection for the community, as legislated by the *Public Health Act 2016*, *Food Act 2008*, *Tobacco Products Control Act 2006*, *Environmental Protection Act 1986* and the *Health (Miscellaneous Provisions) Act 1911*, subsidiary legislation and local laws.

**Legal Implications**

*Health (Miscellaneous Provisions) Act 1911*

*Environmental Protection and Biodiversity Conservation Act 1999*

**Council Policy/Local Law Implications**

*City of Armadale Health Local Laws 2002*

**Budget/Financial Implications**

The City's Environmental Health Technician currently allocates 1 day a week to mosquito monitoring and treatment (0.2FTE).

**Both options are listed as proposals for Council's consideration as part of the 2023/24 budget and Long Term Financial Plan.**

Option 1 to support amending the City's Mosquito Management Plan include monitoring and treatment of some State Government owned land would require:

- Funding of \$100,000 (including a vehicle, equipment, ~~and~~ chemicals, analysis, PPE and a comprehensive audit of the City's mosquito breeding areas to determine priority treatment areas) initially and \$64,000 p.a thereafter; and
- An additional 1.0FTE (up to \$105,701 including on costs).

Option 2 to support expanding the City's Mosquito Management Plan to increase its monitoring and control measures of City owned/managed land and up to two high priority State Government owned land would require:

- Once off funding up to \$35,000 to engage a contractor to undertake a site assessment of the mosquito breeding activities at Piara Nature Reserve and apply chemical treatment if required;
- Additional funding of \$8,000 (chemicals and equipment); and
- An additional 0.5FTE (up to \$52,850 including on costs);

### **Consultation**

1. Department of Health
2. Other Local Governments

### **BACKGROUND**

At its meeting on 17 October 2022, the Development Services Committee considered a Councillor Referral Item – Mosquito issues in parts of Piara Waters and Harrisdale and recommended:

*“That Council request a report containing all areas in the City in regards to mosquito treatment including funding, likely costs and establish a list of priority treatment areas”.*

At its meeting on 24 October 2022, Council resolved:

*“That Council, prior to requesting a report, instruct the Mayor to meet with the Local Member for Jandakot, Yaz Mubarakai to request funding to treat mosquitoes in State owned land within his jurisdiction. Following this that Council request a report containing all areas in the City in regards to mosquito treatment including funding, likely costs and establish a list of priority treatment areas”.*

Due to the City experiencing a period of population growth and development and given the proximity of residential areas to drainage systems, bushland, wetlands and other water courses, there is an increased risk of residents being exposed to disease-vector and nuisance mosquitoes. In 2014 and 2015 the City's mosquito monitoring program of the suburbs of Piara Waters, Roleystone and Wungong identified three species (*Aedes notoscriptus*, *Culex annulirostris* and *Culex quinquefasciatus*) as potential disease-vector and/or nuisance biting risk to residents which warranted the development of the City's targeted Mosquito Management Plan (MMP).

The MMP currently only includes the mosquito management of City owned and managed land and does not include State Government land. There are a number of significant wetlands within the City that are potential breeding sites for mosquitoes such as Piara Nature Reserve and Forrestdale Lake which are managed by Department of Biodiversity, Conservation and Attractions (DCBA). The City sought action from DCBA on undertaking mosquito control at Piara Nature Reserve to which they formally responded *“DBCA does not financially contribute to mosquito monitoring or control programs”* and that these programs are considered to be local government's responsibility. The Department of Health (DoH) has a funding scheme available to local governments who have a significant public health risk or nuisance associated with mosquitoes therefore it is considered that funding to treat State

Government land within local governments is already provided for, however this funding is limited and does not cover the full cost.

DCBA recommended that *“the City consult with the DoH regarding mosquito numbers at Piara Nature Reserve and should continued monitoring and advice from DoH deem treatment necessary, DBCA would support a treatment program coordinated by the City”*. Other local governments such as Cities of Kwinana, Mandurah and Cockburn have the same challenge but on a far larger scale, eg. The Spectacles is 360 hectares of natural bush and wetlands containing a Water Corporation Peel main drain with the overall site being managed by DCBA. After years of negotiations with the DCBA, the City of Kwinana are now waiting to trial the effectiveness of the proposed aerial treatment control option.

At its meeting on 19 December 2022, Council considered a report regarding an analysis of the mosquito treatment options within the City including associated costs, funding opportunities and the identification of priority treatment areas. Council resolved:

*“That Council defer consideration of the Recommendation until such time as a response is received in relation to correspondence to be sent to the Member for Jandakot requesting State Government assistance with mosquito mitigation measures on Piara Waters Nature Reserve and Anstey Keane Bushland area”*.

The City wrote to the Member for Jandakot, Mr Yaz Mubarakai, on 1 February 2023 as requested, the main point being expressed:

*“It would be appreciated if you could address the need for State Government funding to be provided for the management of mosquitoes in Piara Nature Reserve and the Anstey Keane Bushland”*.

On 23 March 2023, the Member for Jandakot provided the following response:

*On behalf of Yaz Mubarakai MLA, please find the following advice provided by the office of the Minister for Environment and the Department of Biodiversity, Conservation and Attractions:*

- 1. The Department of Biodiversity, Conservation and Attractions (DBCA) manages Piara Nature Reserve as part of Jandakot Regional Park.*
- 2. Piara Nature Reserve is in good condition and is managed for the purpose of conservation. DBCA aims to protect and enhance the reserve’s environmental values through active management.*
- 3. DBCA does not financially contribute to mosquito monitoring or management programs across the Perth metropolitan area.*
- 4. DBCA considers these programs to be the responsibility of local government with the Department of Health (DoH) as the State Government partner.*
- 5. Funding and support are available to local governments through the DoH’s Contiguous Local Authority Group scheme.*
- 6. DBCA recommends that the City of Armadale consult with DoH regarding health risks posed by mosquitos at Piara Nature Reserve.*
- 7. The City wrote to DBCA in December 2021, requesting a mosquito treatment of Piara Nature reserve.*
- 8. DBCA advised that if DoH deemed mosquito treatment necessary at Piara Nature Reserve, DBCA would support a treatment coordinated by the City.*



Information provided in this response is largely known by the City and included in the report to Council at its meeting in December 2022. The advice did not provide any additional commitment for funding to treat State Government managed land such as Piara Nature Reserve. The advice reiterates that the DBCA does not contribute financially to mosquito monitoring or management programs across the Perth metropolitan area, with limited funding available from the Department of Health.

The City further explored the option to join a Contiguous Local Authority Group (CLAG) and determined it could make an application to join the Southern Metropolitan (Cities of Cockburn and Kwinana) CLAG.

## **RESEARCH**

### **Statutory requirements for mosquito control**

Mosquitoes are not just a nuisance they are a significant public health risk as they can transmit a number of serious human diseases. In WA, some types of mosquitoes can transmit debilitating diseases such as Ross River Virus (RRV) and Barmah Forest Virus (BFV). In WA, mosquito-borne diseases are notifiable diseases which require medical professionals to report confirmed cases to the DoH who then forward the patient's details to the relevant Local Government for follow up to determine the possible location where the disease was contracted.

Currently, there are no specific legal requirements for Local or State Government agencies to carry out mosquito control, however there are a number of Local Governments, including the City, that have adopted local laws either under the *Health (Miscellaneous Provisions) Act 1911* or the *Local Government Act 1995* to address mosquitoes as a nuisance.

The future enactment of Part 5 of the *Public Health Act 2016* mandates the requirement of Local Governments to adopt a Public Health Plan addressing community health needs and concerns. Council adopted its Community Health and Wellbeing Plan 2021-2024 in August 2021, which includes action 11.2.1.2 which indicates that the City will:

*“Continue to implement Mosquito Management Plan, maintenance and management of mosquito populations within the City through relevant trapping, interventions (e.g. treatment with larvicide) and community education.”*

### **Mosquito Management Plan (MMP)**

Although mosquitoes have the potential to spread disease or pose a nuisance biting risk, they play an important role in natural ecosystems throughout their lifecycle. Larvae feed on decaying leaves, organic matter and microorganisms in waterbodies, adults act as pollinators as they feed on nectar and they are also a food source for other insects, fish and animals.

Mosquitoes undergo a short four stage life cycle development consisting of egg, larva, pupa and adult which can last from 5-7 days in summer and up to several weeks in the colder months. Mosquitoes can breed in a variety of environmental conditions and breeding habitats. Mosquitoes breed in stagnant/slow moving water such as fresh to brackish or saltwater natural/ constructed water bodies, storm water drains and water-holding containers.

Mosquito management aims to reduce the prevalence of nuisance mosquitoes but more importantly the risk of the public contracting a mosquito-borne disease.

The City's Health Service is responsible for facilitating the implementation, management and review of the actions under the MMP, which provides an integrated approach to mosquito management that includes a mosquito monitoring program and physical, cultural, chemical and biological control measures/strategies.

The City's Technical Services is responsible for ensuring new subdivision infrastructure and City built infrastructure is designed and managed to minimize mosquito breeding areas.

**1. *Mosquito Monitoring Program***

During the mosquito breeding season (September-March) the City undertakes routine surveillance of mosquito activity at predetermined locations (chosen as a result of previous findings) including:

- Monthly trapping - adult mosquitoes are collected using carbon dioxide (CO<sub>2</sub>) baited light traps that are attached to a tree overnight.
- Monthly larvae dipping - larvae are collected from standing water using a "dipper".
- External contractor identifies the collected mosquito and larval specimens on a species level to help identify possible breeding sites e.g. environmental waterbodies, drains, water holding containers and therefore determine whether or not control measures are necessary and if so what type of control measure is required.

During the 2021/22 monitoring season, the City set up 81 traps across 13 suburbs (Bedforddale, Camillo, Champion Lakes, Forrestdale, Harrisdale, Haynes, Hilbert, Kelmscott, Mt Nasura, Mt Richon, Piara Waters, Roleystone and Seville Grove). Additionally, a total of 10 dip samples were collected across six suburbs (Armada, Champion Lake, Piara Waters, Kelmscott, Bedforddale, and Camillo). Larval specimens were only sent for lab identifications on initial detection at the site or if no trappings were conducted at the site. In total, 52 sites across 12 suburbs were monitored with 115 dipping conducted.

**2. *Physical Control***

As a part of the Mosquito Monitoring Program potential physical control measures are identified and reported to the relevant City Departments to undertake the works, including but not limited to:

- Maintenance of stormwater drains to facilitate draining and prevent water pooling;
- Maintenance of City managed waterbodies to limit and thin vegetation growth (excluding conservation areas); and
- Filling in small depressions e.g. uneven land clearing, wheel ruts, etc.

The City's Town Planning Scheme identifies parcels of land that require a Structure Plan to be prepared to guide subdivision and development which includes areas that may have the potential to be effected by mosquito breeding due to proximity to wetlands/waterways. Mosquito Management Plans are often required to be submitted as a part of a Structure Plan in some of the City's growth areas.

**3. *Cultural Control***

Cultural control is critical to successful mosquito management. The main objectives are to prevent backyard breeding and to reduce the incidence of residents bitten by mosquitoes. This is achieved through community education programs and increasing awareness of the nuisance and health risks associated with mosquitoes. Residents are encouraged to raise their mosquito concerns with the City so an investigation can be instigated and appropriate management action taken, in addition to being considered for future mosquito monitoring. Service request investigations are an opportunity for officers to provide information directly to residents on how they can control mosquitoes on their property.

The City also educates the community on mosquitoes and mosquito-borne diseases at City supported events such as the “Let’s Connect Expo” and “Movies in March” by promoting the City’s Mosquito Management Program and the Department of Health’s ‘Fight the Bite’ campaign. The public are encouraged to take measures to limit the impact mosquitoes and mosquito-borne disease may have on their health and lifestyle. Information on mosquito abundance, mosquito-borne disease and mosquito management activities are also provided through the City’s social media platforms and the City’s website.

Increasing community awareness for future developments is also important. During the subdivision approval process, should it be identified that there is potential for residents to be effected by mosquito activity and the Western Australian Planning Commission agree, a notification, pursuant to Section 165 of the *Planning and Development Act 2005*, can be placed on the certificate of title of the proposed lot(s) advising of the potential hazard.

**4. *Chemical Control***

The City’s chemical control measures do not include spraying/fogging (adulticide) to kill adult mosquitoes, the City only applies an insecticide (larvicide) to kill mosquito larvae. Adulticides used in fogging activities will kill other flying insects (e.g. bees, dragonflies) and can also be lethal to fish. The City uses two types of larvicide - Vectoprine and Prolink, the two active ingredients used in these larvicides are S-methoprene which inhibits the growth of the larvae so they cannot develop into an adult and *Bti* (*Bacillus thuringiensis israelensis*) which is a bacterial toxin that kills the larvae. The type of larvicide used is dependent on the breeding site and the larval stage. These chemicals are the most environmentally appropriate products available for mosquito control and are utilised across the world. Both of these larvicides have been approved for use by the Australian Pesticides and Veterinary Medicines Authority and are certified for the management of mosquitoes in natural and urban environments.

During the 2022/23 monitoring season, the City applied 32 larvicide treatments within Armadale, Bedfordale, Brookdale, Camillo, Champion Lakes, Kelmscott, Piara Waters, and Seville Grove- 11 of which were applied to sites in Piara Waters surrounding Piara Nature Reserve. This is a significant increase compared to the 2021/22 season where larvicide was only applied on 5 occasions throughout the City.

**5. *Biological Control***

Biological control is the most natural option and it is achieved by maintaining healthy, self-sustaining ecosystems to promote natural predation of mosquitoes. To promote healthier aquatic systems, the City reduces the use of nutrient rich fertilisers in public parks that run into a wetlands, therefore assisting in managing the nutrient levels in the water.

### ***MMP Planning***

The City continues to follow the suggested recommendations of the MMP to improve its effectiveness:

- Continue adult and larval mosquito monitoring at Piara Waters, Roleystone and Wungong to identify factors contributing to peak abundances and breeding sites (including more detailed habitat characterisation) for species of concern, enabling targeted management;
- Establish monitoring sites for the suburbs of Armadale and Kelmscott, due to the high number of RRV notifications, and where possible include monitoring of additional suburbs in the future, to increase baseline data for the area;
- Identify and investigate potential larval habitat throughout the City of Armadale, to determine potential waterbodies supporting breeding, via mapping or ground-truthing of sites, with the aim of establishing habitat characterisations for species of concern;
- Conduct pre and post-treatment monitoring of adult and larval mosquitoes to assess effectiveness of management actions;
- Determine costings for controls and begin implementation of priority management actions, which may include the development of additional, step-by-step procedures;
- Review and update the Mosquito Management Plan on an annual basis (initially), and consider addition of treatment triggers (based on the results of monitoring and management), to improve efficiency of mosquito management response;
- Undertake an intensive public awareness campaign to reduce the habitat and number of container breeding mosquito species within the area, focusing on rural and semi-rural suburbs; and
- Revise existing guidelines for the development of mosquito management plans for land developers in the future, clearly outlining roles and responsibilities for long-term management actions.

### **Mosquito Abundance**

There is no specific threshold of the number of adult mosquitoes captured in a trap that prompts local government intervention, rather local governments depend on:

- analysis of mosquito activity for the area;
- the species of mosquitoes detected; and
- the reported impact to residents.

In general, if more than 200 mosquitoes are caught in a trap, the breeding site may need to be investigated and treated. This is not a specific standard and is influenced by the number of resident concerns raised and species of mosquitos identified (e.g. non-biters, vectors or nuisance species). It should be noted that many local governments with high mosquito activity have mosquito counts in the thousands.

The City's mosquito counts are often below 50, increasing to over 200 in periods of prime breeding conditions. Mosquito breeding is heavily dependent on the weather conditions given that larvae require water to breed, for example a year with flooding rain that creates standing water accompanied by hot temperatures would see a significant increase in the number of mosquitoes.

In 2022/23 a total of 3,743 adult mosquitoes were collected from 81 CO<sub>2</sub> light traps set up by the City which included significant numbers of:

- *Aedes notoscriptus* and *Culex annulirostris* (known to transmit RRV) in 13 suburbs including: Harrisdale, Kelmscott, Roleystone and Seville Grove, represented by the data in Column A of **Table 2**.
- *Culex quinquefasciatus*, a nuisance mosquito as they bite humans but are unable to transmit disease and *Culex globocoxitus*, a species that rarely bites humans were identified mainly in Forrestdale, Harrisdale, Haynes and Piara Waters, represented by the data in Column B of **Table 2**.

A total of 593 larval specimens were collected from dip samples in Armadale, Champion Lakes, Piara Waters, Kelmscott, Bedforddale, and Camillo. Out of the total larval specimens, only 7 were identified as *Aedes notoscriptus* and were found in Armadale and Kelmscott. 483 specimens were identified as *Culex quinquefasciatus* mainly from Armadale, Kelmscott and Bedforddale. Other species identified includes *Aedes alboannulats*, *Culex australicus*, *Anopheles annulipes s.l.*, *Culicidae sp* and *Culex sp*. These species are unable to transmit diseases.

### Public Health Risk or Nuisance

Whilst the City does undertake routine surveillance it relies on residents to report their concerns about the number of mosquitoes and/or a biting nuisance to identify other potential breeding sites to ensure mosquitoes are being managed effectively. In 2022/23, the City received 6 mosquito related service requests or enquiries. Of these 50% were related to backyard breeding and 33% were related to breeding in the natural environment and 17% were related to development issues which showed a similar trend to the statistics from the previous year.

It is evident in **Table 1** that prior to this breeding season (due to additional trapping and dipping) the higher number of mosquitoes trapped reflects the number of service requests being received for that area with the exception of Wungong in 2020/21 where there were lot of mosquitoes but no service requests. However, it also suggests that the higher numbers of mosquitoes were more likely causing a nuisance rather than a public health issue.

**Table 1.** Number of mosquito service requests received, adult mosquitoes trapped and RRV cases by suburb for the last 3 seasons.

	2022/23			2021/22			2020/21		
Suburb	A	B	C	A	B	C	A	B	C
Armadale	-	-	-	4	585	2	8	2077	-
Bedforddale	-	17	-	-	-	4	-	-	-
Camillo	2	33	-	-	-	2	2	-	1
Champion Lakes	-	111	-	-	-	-	-	-	-
Forrestdale	-	383	-	3	198	-	1	1045	2
Harrisdale	-	799	-	2	501	-	1	5	-
Haynes	-	322	-	1	736	-	1	-	-
Hilbert	1	134	-	1	-	-	-	3	-
Kelmscott	2	118	1	-	21	4	4	545	-
Mt Nasura	-	13	-	1	-	1	5	29	-
Mt Richon	-	25	-	1	-	-	-	-	-
Piara Waters	1	1575	1	7	2513	1	4	5489	3
Roleystone	-	79	1	3	251	5	1	171	4

	2022/23			2021/22			2020/21		
Suburb	A	B	C	A	B	C	A	B	C
Seville Grove	-	134	1	1	-	-	1	-	1
Wungong	-	-	-	-	5	1	-	1787	-
<b>Total</b>	<b>6</b>	<b>3743</b>	<b>4</b>	<b>24</b>	<b>4942</b>	<b>20</b>	<b>28</b>	<b>11300</b>	<b>11</b>

A. Mosquito service requests received

B. Adult mosquitoes trapped

C. RRV notifications

*Note: A drop in mosquito numbers this breeding season may be due to the Bureau of Meteorology declaring in March 2023 that La Nina weather conditions were finally over after 3 summers. These weather conditions supported mosquito breeding with record floods and warm conditions.*

As of 24 May 2023, only 4 Ross River Virus (RRV) notifications have been received for 2022/23 monitoring season from Roleystone, Piara Waters, Kelmscott and Seville Grove. However, of the 4 notifications received only one case (Kelmscott) reported their most likely place of exposure was within the City.

This is a decrease compared with 20 RRV notifications received from 2021/2022 monitoring season where Roleystone was the suburb with the highest number of locally acquired RRV cases as per the year before. High numbers of RRV in Roleystone were most likely due to heavily wooded areas and bushlands that are natural breeding sites of the *Aedes notoscriptus* mosquito in addition to residential breeding habitat from water holding containers e.g. water tanks, pot plant bases, drains, gutters, stagnant swimming pools, etc.

**Table 2** shows that vector species are prevalent in a number of suburbs, however mosquitoes need an “*amplified host*” to spread mosquito-borne disease. Meaning that a kangaroo or other large mammal carrying a transmittable virus (e.g. RRV) must first be bitten by the mosquito, before the mosquito can transmit that virus to humans. Suburbs with more dense residential housing such as Piara Waters and Harrisdale are generally low risk areas for mosquito-borne disease, as the amplified host population nearby is low however the mosquitoes do cause a public nuisance. This table also reveals the effect weather conditions have on mosquito numbers with the 2020/21 data being significantly higher than the previous and post years.

**Table 2.** Number of adult mosquitoes trapped (according to species type) by suburb for the last 3 seasons.

		2022/23			2021/22			2020/21		
Suburb (#)	Avg	A	B	C	A	B	C	A	B	C
Armadale (0)	-	-	-	-	414	118	53	1794	250	33
Bedfordale (1)	17	11	4	2						
Camillo (2)	17	12	20	1						
Champion Lakes (7)	16	20	75	16	48	23	61	39	96	14
Forrestdale (3)	128	44	274	65	45	97	56	768	262	15
Harrisdale (14)	58	157	471	171	226	229	46	4	1	0
Haynes (8)	41	46	205	71	637	72	27	-	-	-
Hilbert (3)	45	35	83	16	-	-	-	1	2	0
Kelmscott (3)	40	82	33	3	10	8	3	158	384	3
Mt Nasura (1)	13	6	7	-	-	-	-	6	23	0
Piara Waters (31)	13	12	12	1	1062	864	587	3566	1145	778
Roleystone (3)	51	477	836	262	162	81	8	82	86	3
Seville Grove (3)	27	53	24	2						
Wungong (0)	45	78	51	5	1	4	0	1585	159	43



**A** – Biting vector species (will bite and capable of transmitting disease) – public health risk

**B** – Biting non-vector species (will bite but unable to transmit disease) – public nuisance

**C** – Non-biting species (rarely bite) – public nuisance

**(#)** – Number of traps set in the 2022/23 season

**Avg** – Average number of mosquitoes caught in a trap

### **Mosquito breeding in State Government managed land**

The City is receiving concerns from residents regarding mosquito numbers near the large wetlands surrounding the City's growth suburbs managed by State Government agencies. The City does not treat State managed/owned land, however mosquito surveillance does occur near a number of sites. Given this, it is likely that some of these wetlands are potentially breeding mosquitoes. Confirmation would require access to such sites to conduct assessments being granted by the relevant State Government land management agency. This would require the City gaining approval from the relevant State Government agency to gain access to their property and if required undertake the required treatment. Although mosquito breeding does occur in wetlands such as these, surveillance and investigations have shown that breeding occurs more often in open drains containing small amounts of stagnant water, such as swales, which are located throughout the City. Chemical treatment is easily applied to the drains managed by the City, however there are many that belong to the Water Corporation which are inaccessible therefore they are not monitored or treated.

The DoH's Medical Entomology unit provided preliminary advice, based on the City's RRV statistics and the species being identified from its mosquito traps. The advice indicated that it is unlikely that there are extensive natural breeding sites around the Piara Waters and Harrisdale area, apart from Forrestdale Lake. In comparison, Thomsons Lake (Cockburn) and The Spectacles (Kwinana) have quite widespread breeding that impacts on nearby residents. It is more likely that the mosquito issues being reported are localised to breeding in drains or constructed wetlands.

Although DoH has identified Forrestdale Lake as a likely breeding site, it is a RAMSAR conservation wetland, therefore negotiations with the DCBA on possible monitoring and treatment would be required.

### **State Government Funding**

The DoH provides support for local government mosquito management programs through the Contiguous Local Authorities Group (CLAG) funding scheme. CLAGs are formed by one or more adjoining local governments that share common mosquito problems, there are currently 19 CLAGs across WA, only four of which are within the metropolitan area:

- East Swan River (Towns of Bassendean and Victoria Park and Cities of Bayswater, Belmont and Swan);
- Peel (Cities of Mandurah and Rockingham and Shires of Murray and Waroona);
- Southern Metropolitan (Cities of Cockburn and Kwinana);
- Swan-Canning Rivers (Cities of South Perth, Canning, Melville and Perth).

If the City were to consider joining a CLAG, approval will need to be sought from the Mosquito Control Advisory Committee (MCAC), with the minimum requirements being:

- Demonstrating the City has a public health risk and/or a significant nuisance issue associated with mosquitoes;
- Develop a memorandum of understanding (MoU) with adjoining local governments and the DoH;
- Have the City's Mosquito Management Plan approved by the DoH;

- Submit a CLAG annual report, detailing activities undertaken by the group;
- Commit to contribute 50% funding towards mosquito management requests submitted to the MCAC (may be an option in the future); and
- Commit to contribute annually to a trust fund to ensure CLAG members have the capacity to undertake mosquito management in a year when mosquitoes are particularly significant.

#### *Benefits of joining a CLAG*

CLAG members are eligible for financial contribution towards:

- Mosquito larvicides (50%);
- Public education efforts;
- Mosquito management related equipment (50%);
- Minor earthworks to eliminate mosquito breeding sites (50%);
- Staff mosquito control training (1 free registration per annum).

Being in a CLAG gives members the opportunity to develop a positive, knowledge sharing relationship with the DOH, which becomes extremely beneficial should the City experience an event such as a RRV outbreak. In addition, quarterly meetings provide a forum for officers to share technical information and experiences, which can aid in improving management practices.

#### *Costs of joining a CLAG*

The City will benefit from joining a CLAG however it will impact staffing resources through:

- Attendance at quarterly meetings;
- Additional data collection and record keeping to provide sufficient information for annual reporting to DoH;
- Additional monitoring (when required by DoH) to obtain evidence to support funding submissions;
- Submitting an annual budget proposal to the DoH before the start of the financial year in order to apply for funding.

### **Treatment Options and Costs**

As mentioned throughout this report, treatment options are determined on a case by case basis upon a site assessment. Treatment of open drains, stormwater drains, unkempt swimming pools and small environmental waterbodies are quite straightforward and can be achieved within a short timeframe with minimal impact on staff resources. In regard to large waterbodies including wetlands, assessment and treatment options become more complex and time consuming especially on State Government owned land.

To provide an estimate of costs associated with chemical treatment, the City obtained quotes for the potential treatment of Piara Nature Reserve in Piara Waters by a contractor. The following options were provided:

1. Short Term Program (30 day control)  
Involves a site assessment, pre and post treatment larvae dipping/species identification, application of granulated VectoPrime to entire waterbody. Larvicide cost between \$5,000 and \$10,000 depending on waterbody area and depth.



2. Long Term Slow-Release and Supplement Program (up to 5 months control)  
Involves a site assessment, pre and post treatment larvae dipping/species identification, application of granulated VectoPrime to open waterbody and application of Prolink briquettes (tethered to star picket) to the shallow edges of the waterbody. Larvicide cost between \$5,000 and \$10,000 depending on waterbody area and depth. Installing star pickets would be additional.
3. Long Term Slow-Release Program (up to 5 months control)  
Involves a site assessment, pre and post treatment larvae dipping/species identification, application of Prolink briquettes (tethered to star picket in shallow edges) to the entire waterbody. Larvicide cost approx. \$12,000 but up to \$30,000 if there is significant flooding. Installing star pickets would be additional.

The table below shows an estimate of the cost of engaging an external contractor compared to City officers undertaking the work.

Task	Contractor	City officer
Site assessment	3 hours = \$320	4 hours = \$228
Pre and post treatment larvae dips (10 dips)	6 hours = \$480	6 hours = \$342
Larvae identification (10 dips)	1 hour per dip = \$880	2-3 hours per dip = \$1,140-\$1,710
Larvicide application (8-10 hours)	2 officers = \$1,280	2 officers = \$912
Data management/entry	2 hours = \$160	2 hours = \$114
Assessment report	6 hours = \$480	6 hours = \$342
Other costs	\$1,340	\$285
Total	\$4,940	\$3,933*

\* Long term options will require purchase of star pickets (approx. 550 = \$3,500) and continued funding for replacement star pickets, which are removed, stolen, etc...

Long term options are preferred however they are very labor intensive and the amount of larvicide required can be very costly. The process involves star pickets being installed in the waterbody at a rate of 10-20m<sup>2</sup> with a larvicide briquette then getting attached, the briquette breaks down slowly in water therefore require replacement for ongoing control. Depending on the depth of the waterbody this is achieved by officers wading or by watercraft. This would require at least 2 officers onsite and a third officer if there are significant safety issues for example the presence of snakes in wetlands.

Due to the safety issues and difficulties accessing wetlands, other local governments have considered other alternatives. For example, this year the City of Bayswater became the first local government to engage the services of a drone company to apply larvicide to City wetlands, which have a substantially more mosquitoes than the City. Due to strict regulations around flying drones in populated areas, the process took over 2 years to implement.

Although the City can provide mosquito treatment at a lower cost, the City's Health Services would require additional funding and staff resources to expand the current MMP to effectively monitor and treat to the extent that is required for the City's growth suburbs and State Government owned/managed land.

The request for additional staff resources (0.5FTE up to \$52,850p.a including on costs) and funding (\$8,000 for chemicals) to expand the current MMP to increase monitoring and control measures is included in the City's Book of Proposals for Council review. Alternatively if the City were to amend the current MMP to include the monitoring and treatment of some State owned land and to undertake extensive mosquito breeding monitoring throughout the City to identify priority treatment areas, the additional staff would increase to 1.0FTE (up to \$105,701p.a including on costs) and given the long term commitment it would need significant funding, including but not limited to:

- Additional dedicated 4WD vehicle fitted with all the required equipment to enable site accessibility in rough terrain and for large sites and to ensure vehicle availability for scheduled works (currently Health Services have a 2 cab 2WD utility which is insufficient) - \$46,000 for initial purchase then \$10,000p.a thereafter for maintenance
- Additional larvicides and associated hardware for long term options - \$50,000
- Additional mosquito identification costs - \$5,000
- Appropriate Personal Protection Equipment (PPE) - \$1,000
- Additional storage for additional equipment and larvicides - \$1,000.

## ANALYSIS

### *CLAG Funding*

Further investigation into the CLAG funding scheme revealed that the City's RRV statistics could demonstrate a significant public health risk required for CLAG eligibility and it appears that the benefits outweigh the costs. Given this and the recommendation in the City's MMP to join a CLAG, the Manager Health Services attended the Southern Metropolitan (Cities of Cockburn and Kwinana) CLAG meeting on 21 March 2023 to further investigate the benefits of joining. At this meeting it was confirmed that the City would be accepted to the group should the City gain the required approvals.

### *Priority Areas for Treatment*

The City is dedicated to providing an effective mosquito management program to reduce the public health risk and nuisance risk to its residents. The City's MMP is designed to be adaptive with the annual review assessing the effectiveness of current operations and identifying future priority areas so the required amendments can be made. Based on the data obtained from the 2021/22 breeding season, the annual report recommended the following:

- Additional trapping and dipping proposed in Bedfordale, Roleystone, Seville Grove, Armadale, Wungong and Forrestdale due to the high mosquito numbers and RRV cases (trapping to continue in Piara Waters, Champion Lakes, Harrisdale, Haynes and Kelmscott).
- More proactive cultural control measures to reduce the RRV risk caused by the "backyard breeder" mosquitoes, especially in suburbs such as Kelmscott, Roleystone and Wungong, where these species are more prevalent. It is essential that residents are aware that they also play an important role in mosquito management by taking measures at their own property to reduce breeding habitats and undertaking personal protection as the City is unable to treat all breeding areas.

In the current 2022/23 breeding season, although mosquito numbers being trapped have decreased this is mostly likely due to the dry weather conditions as well as the additional trapping and dipping that was undertaken as recommended in last year's annual report. Additional adult trapping and larvae dipping in Piara Waters surrounding Piara Nature Reserve resulted in 11 larvicide applications however the number of mosquitoes trapped in the area continued to exceed 1000 for the season. These numbers may be attributed to the lack of monitoring of Piara Nature Reserve which is why the site requires a thorough assessment.

For the purpose of this report, a list of priority treatment areas cannot be identified until extensive mosquito breeding monitoring has been undertaken throughout the City which could be achieved by the addition of a 1.0FTE undertaking a comprehensive audit of all areas within the City. Although the City's Health Service was able to undertake additional trapping and dipping this season it was in a limited capacity and only extended to areas already identified as a concern.

Investigations into mosquito service requests from residents will continue to provide important information/feedback to the effectiveness of treatment and inform consideration of priority areas across the City.

#### *Treatment Options*

As detailed in this report, chemical treatment of mosquitoes in environmental waterbodies is a complex process that requires technical knowledge of mosquitoes to determine the best treatment option. The City does not simply treat areas such as wetlands because they have the potential to breed mosquitoes, monitoring must occur to determine if larvae are present and are at levels of concern, then assessment of the need for treatment can be considered.

It is common for residents to want a quick fix such as spraying/fogging to kill adult mosquitoes when they are causing a nuisance. However this approach only delivers short term relief as the breeding issue is not resolved and chemicals used to kill all flying insects are harmful to fish, therefore this approach is only considered if there is an immediate serious public health risk.

Given the increasing community concern in the Piara Waters area, the consistent high mosquito numbers (even after additional monitoring and treatment) and the public health risk due to consistent RRV cases, it would be recommended that an external contractor be engaged to assess the mosquito breeding activity at Piara Nature Reserve as it retains water throughout the year as a one off task (Option 2 or 3 \$10-35,000); if there is a significant issue long term treatment be implemented.

From historical aerial photographs other wetlands surrounding, Piara Waters, Harrisdale and Forrestdale (apart from Forrestdale Lake) appear to completely dry out from January to July, therefore long term treatment is not an option. However, there are a large number of open drainage networks throughout the area that hold water throughout the year; some are City owned and others belong to Water Corporation or WA Planning Commission. Ideally, it would be recommended that all the open drainage networks within the City holding water are monitored monthly and either short or long term treatment is undertaken but, as detailed in this report, it would require additional staff and funding beyond what is proposed. Currently, Health Services is only able to dedicate 0.2FTE of its Environmental Health Technician to the implementation of the MMP. There are a number of local governments that have at least one or two FTE Environmental Health Officers, or Technical Officers or Mosquito Control Officers dedicated to mosquito management.

The City are currently monitoring the accessible open drainage network on City managed land and have been treating, where necessary, in response to concerns from Piara Water and Harrisdale residents.

## OPTIONS

Council have the following options:

1. List for Council's consideration as part of the 2023/24 budget and Long Term Financial Plan a proposal for the City to amend its Mosquito Management Plan to include some State Government owned land which would include:
  - a. Funding up to \$100,000 for first year (including a vehicle, equipment, chemical, analysis, PPE and a comprehensive audit of the City's mosquito breeding areas to determine priority treatment areas) and annual funding up to \$64,000 thereafter; and
  - b. An additional 1.0FTE – Environmental Health Technician/Mosquito Management Officer (up to \$105,701p.a including on costs).
2. List for Council's consideration as part of the 2023/24 budget and Long Term Financial Plan a proposal for the City to expand its Mosquito Management Plan to increase its monitoring and control measures (primarily on City owned/managed land, with the inclusion of up to two high priority State Government owned land) which would include:
  - a. Once off funding up to \$35,000 to engage a contractor to undertake a site assessment of the mosquito breeding activities at Piara Nature Reserve and apply chemical treatment if required (subject to DCBA permission);
  - b. Annual funding up to \$8,000 for additional chemicals and equipment; and
  - c. An additional 0.5FTE – Environmental Health Technician/Mosquito Management Officer (up to \$52,850 p.a including on costs)

*Note: It is intended that continued monitoring or treatment of Piara Nature Reserve following the initial assessment and treatment will be performed by the proposed additional 0.5FTE.*
3. Resolve not to support the City amending its Mosquito Management Plan to include some State Government owned land and expanding its Mosquito Management Plan to increase monitoring and control measures.

## CONCLUSION

The City has received confirmation from the Member for Jandakot that State Government will not provide assistance with mosquito mitigation measures on Piara Nature Reserve and Anstey Keane Bushland area.

An increase in adult mosquito trapping sites and larval dipping sites has prompted additional larvicide applications, which in turn has somewhat reduced the number of mosquitoes and service requests. However, this increase in service level has impacted the City's Health Service with a reduction in the level of service of other areas of work the Environmental Health Technician is responsible for as a matter of prioritisation.

The City has determined that as a part of its current mosquito management program regardless of whether the City provides treatments for mosquitos on State Government land or not, it should make an application to join the South Metropolitan CLAG in an effort to secure additional funding, share technical knowledge with local governments experiencing similar issues and to create a supportive partnership with the DoH.

The options reflect the different options of the level of service the City can deliver. If the desire is for an all-inclusive City wide all year round proactive approach to mosquito management then Option 1 will achieve this. Option 2 is a more modest version of Option 1 with mosquito management being limited to the breeding season and only 2 additional State Government owned sites and Option 3 will see the City maintain the existing level of service.

Therefore Option 1 is recommended.

### **ATTACHMENTS**

There are no attachments for this report.

### **RECOMMEND**

**D12/6/23**

#### **That Council:**

- 1. List for Council's consideration as part of the 2023/24 budget and Long Term Financial Plan a proposal for the City to amend its Mosquito Management Plan to include some State Government owned land, which would include:**
  - a) Funding up to \$100,000 for first year (including a vehicle, equipment, chemical, analysis, PPE and a comprehensive audit of the City's mosquito breeding areas to determine priority treatment areas) and annual funding up to \$64,000 thereafter; and**
  - b) An additional 1.0FTE – Environmental Health Technician/Mosquito Management Officer (up to \$105,701p.a including on costs).**
- 2. Support the City making an application to join the South Metropolitan Contiguous Local Authority Group and authorise the CEO to enter into a Memorandum of Understanding (MOU).**

**Moved Cr S S Virk**  
**MOTION CARRIED**

**(7/0)**

*Manager Health Services left the meeting at 7.05pm and did not return.*

## ***2.1 - ECONOMIC DEVELOPMENT STRATEGY 2023 - 2028***

WARD : ALL  
FILE No. : M/203/23  
DATE : 15 June 2023  
REF : LP  
RESPONSIBLE : EDDS  
MANAGER

### **In Brief:**

- This report presents the proposed City of Armadale Economic Development Strategy 2023-2028.
- Recommend that Council endorses the proposed Economic Development Strategy 2023-2028.

### **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 subject of this report has impact on the following objectives of the Strategic Community Plan 2020-2030 and Corporate Business Plan 2022-2026:

#### **Aspiration 3 - Economy**

##### **3.3 Responsive and flexible support of business**

- 3.3.1 Ensure the City has contemporary strategies and dynamic planning frameworks to be responsive to economic development opportunities and trends.

### **Legal Implications**

Nil.

### **Council Policy/Local Law Implications**

Nil.

### **Budget/Financial Implications**

Provision has been made within the 2023/24 Budget and Long Term Financial Plan estimates for the expenditure associated with Economic Development key actions and projects.

### **Consultation**

As part of the development of the proposed Economic Development Strategy, the City consulted with the following stakeholder groups, local businesses and staff within the organisation:

<b>Stakeholder</b>	<b>Type</b>	<b>Date</b>
Local businesses	Interview – President Business Armadale Chamber of Commerce	24 Nov 2022
	Members Workshop - Business Armadale Chamber of Commerce	7 Dec 2022
	Online survey to local businesses (45 responses)	February 2023
	Interview – Commercial landscaping services	11 Jan 2023
	Interview – Private investment group / developer	23 Jan 2023
	Interview – Construction company	24 Jan 2023
	Interview – Commercial machinery company	25 Jan 2023
	Interview – National property developer	2 Feb 2023
	Interview – Western Power (Service / WA Government)	2 Feb 2023
City of Armadale	Councillor Workshop	6 Dec 2022
	Executive Leadership Team	22 Nov 2022
		21 Feb 2023
		16 May 2023
	Intra Directorate - Officers workshop (1)	9 Feb 2023
	Intra Directorate - Officers workshop (2)	23 Mar 2023

### **BACKGROUND**

The City of Armadale has experienced some of the strongest population growth in Western Australia over the last decade and in the last three years has grown at a significantly higher rate than the greater Perth Metropolitan area.

As the designated Strategic Metropolitan Centre for the Perth South East corridor, Armadale services a diverse and growing community and provides an increasingly critical range of economic and community services as the centre of the surrounding region.

In the past, the City of Armadale has implemented previous Economic Development Strategies with the purpose of providing direction for local business growth and job generation, guiding sustainable growth throughout the City.

The proposed Economic Development Strategy (the Strategy) builds on past achievements and provides the framework to guide the City's vision to have a vibrant and sustainable economy that provides a diversity of jobs and investment opportunities. This vision builds on the City's strengths and assets, and promotes the emerging opportunities for growth and development.

Armadale has the momentum, infrastructure investment, exceptional advantages, and exciting opportunities to realise. The proposed Strategy will support local businesses, community and other stakeholders to secure genuine and meaningful outcomes that enhance the City's local economy.



## **DETAILS OF PROPOSAL**

The City's aspiration, as stated in its Strategic Community Plan, is to be a place of natural beauty, rich in heritage and respectful of culture, with diverse landscapes and lifestyles, and a wealth of business and investment opportunities.

To attract and sustain the investment required to achieve this aspiration and to ensure people are able to access the businesses, jobs and services required from a Strategic Metropolitan Centre, the City must have a clear and compelling strategy. The new Strategy is critical to support:

- the promotion of job creation;
- diversity in the economy;
- attract investment;
- driving competitiveness; and
- sustaining economic growth.

Four priority focus areas and objectives have been identified that if championed, facilitated, and invested in, will unlock the potential of Armadale's economy and realise benefits for local businesses and our community. The priority focus areas and objectives are:

### **Our People and Businesses**

The City will support our existing businesses and residents to learn, grow and lead in our economy.

#### *Objectives:*

1. Champion Armadale as a great place to visit, live, work and study to attract talent and skills and expenditure for local businesses.
2. Engage proactively with local businesses to share information and understand the needs, opportunities and support needed by the business community.
3. Support the development of local skills for local jobs.

### **Our City Centre**

The City will champion our Armadale City Centre to attract investment and enhance vibrancy.

#### *Objectives:*

1. Build momentum for more investment in the City Centre based on transformative projects – proactively plan for the 'next steps' to ensure opportunities and benefits are realised.
2. Encourage and enable community and business activation initiatives in the City Centre.
3. Invest in the development and maintenance of high-quality places and infrastructure that attracts enterprises and visitors to the City Centre.



### **Our Business Parks, Commercial Precincts and Employment Hubs**

The City will act as a facilitator between industry and Government to progress transformative investment and industry development in our business parks, commercial precincts, and employment hubs.

Objectives:

1. Promote the City's business parks, commercial precincts and employment hubs to attract major tenants that will bring investment and jobs to Armadale.
2. Act as a facilitator between industry and Government to progress transformative investment and industry development.
3. Support the maintenance of attractive commercial areas and business parks that build pride and encourage investment.

### **Our Visitor Economy**

The City will help unlock Armadale's tourism potential.

Objectives:

1. Promote the region as a unique and desirable destination for visitors and businesses alike.
2. Facilitate product and destination development through advocacy, support, and connections.
3. Build a collective vision for the City's tourism region through engagement with Armadale's tourism businesses and stakeholders.

These priorities areas and objectives build on Armadale's existing strengths and natural advantages, as well as driving forward progress in areas where there is already momentum towards positive change.

### **COMMENT**

A key focus of the City is to plan for the future to create and sustain economic growth. The proposed Strategy focuses on creating an environment that attracts businesses and helps to diversify the local economy by promoting the growth of different sectors. It will help to create the conditions for economic growth that benefits the local community.

The proposed Strategy directly supports the vision, aspiration and objectives set out in the City's Strategic Community Plan. It also aligns with the current Corporate Business Plan while also informing future planning as economic priorities, opportunities and challenges evolve.

### **ANALYSIS**

The following opportunities were identified during the development of the Strategy to deliver impact for business and community. These opportunities are:

- Build a cohesive and positive identity for Armadale, where all members of the business community feel part of something 'bigger', playing a strong role in the region.
- Advocate and develop networks that help attract investment and major tenants to the City's business parks.

- Continue to improve the City's systems, communications and leadership to make Armadale a great place to establish and grow a business.
- Ensure business and residents are informed and supported through periods of change and disruption.
- Help clear bottlenecks with State Government agencies that delay development.
- Act innovatively and proactively. Ensure momentum is maintained around the construction of major projects so that positive impacts are secured for the economy.
- Explore and facilitate projects that make the City Centre bustling, safe and inviting to visitors, businesses, and residents.
- Invest in and promote the City's assets, infrastructure, and places to contribute to a thriving tourism economy.

## **OPTIONS**

Council has the following options:

1. Endorse the proposed Economic Development Strategy 2023-2028 with or without amendments.
2. Resolve to not endorse the proposed Economic Development Strategy 2023-2028 at this time.

## **CONCLUSION**

The proposed Economic Development Strategy builds upon the success of previous activities and plans, and future aspirations, including the vision of the Armadale Strategic Metropolitan Centre Structure Plan, the City Investment Framework, the City's Corporate Business Plan and the its Strategic Community Plan 2020-2030, which is the blueprint for the future direction of the City of Armadale and its community. Therefore, Option 1 is recommended.

## **ATTACHMENTS**

1. [↓](#) Economic Development Strategy 2023-2028

## **RECOMMEND**

**D13/6/23**

**That Council endorse the proposed Economic Development Strategy 2023-2028.**

**Moved Cr R Butterfield**

**MOTION CARRIED**

**(7/0)**

## ***2.2 - TOURISM STRATEGY 2023 - 2028***

WARD : ALL  
FILE No. : M/204/23  
DATE : 15 June 2023  
REF : LP  
RESPONSIBLE : EDDS  
MANAGER

### **In Brief:**

- This report presents the proposed City of Armadale Tourism Strategy 2023 – 2028.
- Recommend that Council endorses the proposed Tourism Strategy 2023-2028.

### **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 subject of this report has impact on the following objectives of the Strategic Community Plan 2020-2030 and Corporate Business Plan 2022-2026:

#### **Aspiration 3 - Economy**

- 3.4.1 Ensure the City has contemporary strategies and dynamic planning frameworks to be responsive to tourism opportunities and trends.
- 3.4.2 Encourage the development of new attractions, accommodation and activities for tourists, particularly day trippers.
- 3.4.3 Foster strategic partnerships with key stakeholders to market the City's tourism offering and promote investment in new developments.

### **Legal Implications**

Nil.

### **Council Policy/Local Law Implications**

Nil.

### **Budget/Financial Implications**

Provision has been made within the 2023/24 Budget and Long Term Financial Plan estimates for the expenditure associated with Tourism Strategy key actions and projects.

### **Consultation**

As part of the development of the proposed Tourism Strategy, the City of Armadale consulted directly with the following stakeholder groups, local businesses and staff within the organisation:

<b>Stakeholder</b>	<b>Type / Meetings</b>	<b>Date</b>
Key Tourism Stakeholders	Destination Perth – Regional Tourism Organisation	12 January 2023
	Tourism WA – State Government	19 January 2023
	Department of Biodiversity, Conservation and Attractions DBCA – State Government	15 February 2023
	Forum Advocating Cultural and Eco Tourism FACET	16 February 2023
	Western Australia Indigenous Tour Operators Council WAITOC	11 April 2023
Local Tourism Stakeholders	Araluen Estate Golf Course	1 February 2023
	Armadale Settlers Common Management Group	15 February 2023
	Araluen Botanic Gardens	8 March 2023
	Avocados Bar, Café and Accommodation	18 April 2023
	Raeburn Orchards	18 April 2023
	The Naked Apple Cidery	17 May 2023
City of Armadale	Executive Leadership Team	21 February 2023 23 May 2023
	Armadale Champion Centre	1 March 2023
	Intra-Directorate Stakeholders Workshop	2 March 2023
	Councillors Workshop	28 March 2023
Community	Community Online Survey (85 Responses)	From 1 April to 30 April 2023

## **BACKGROUND**

The City's previous Tourism Strategies (2019/22 & 2020/22) were largely disrupted by the global pandemic and volatile economic conditions, resulting in limited tourism development activities with some being adapted to suit the highly unpredictable and vulnerable environment at the time.

However, as Western Australia continues to navigate its way forward, with travel numbers returning to pre-COVID19 levels, there has been opportunity to review past activities and build upon these to consider new types of travelers and how the City of Armadale can assist to highlight new trends which will add value to the region's tourism offerings and by default boost the City's visitor economy.

The proposed Tourism Strategy recognises that the key priority in achieving objectives set by the City's Corporate Business Plan (CBP) is to establish better stakeholder engagement, to have buy-in from the local industry and dedicated resources to drive and coordinate actions and initiatives.

The key objectives within the Strategy have been derived from a wide range of sources including research from previous strategies, case studies and business cases on specific areas of tourism plus insights into other local government successes and tourism initiatives. All objectives and initiatives align with the objectives of the City's Strategic Community Plan (SCP) and its Corporate Business Plan (CBP).

## **DETAILS OF PROPOSAL**

The proposed Tourism Strategy is built around three Key Focus Areas:

1. Stakeholder Engagement;
2. Destination and Product Development; and
3. Effective Marketing and Visitor Servicing.

As stated in the SCP (Aspiration 3 – Economy), the City of Armadale will adapt its approach and become more ambitious in how it imagines its future self. The continued development of a local tourism industry will be central to this endeavor. Armadale is well positioned to capitalise on its strategic advantages such as proximity to Perth, escarpment, State forests; and has the ability to compete with the Swan Valley as a popular site for day-trip tourists.

The City is well-positioned to deliver on this Strategy, with many natural and existing assets providing a sound foundation to build upon. While the need to expand Armadale's tourism product and offerings is essential for growth, this cannot be achieved without robust support and engagement from the local sector, associated tourism businesses, State Government and the varied associated service units within its organisation. This will be a major focus as first steps in initiating this new Strategy.

With Western Australia now open for business, the State is experiencing an exceptional rebound in international and interstate visitation, with visitors seeking the type of experiences Armadale can and does offer. Since the pandemic an increase in day-trippers from regional and metropolitan locales has also significantly lifted.

New areas of opportunity will be championed and developed, including:

**Agritourism** - which could be of great benefit to existing orchardists and horticulturalists, to diversify businesses by pivoting and offering additional income streams.

**Unique and Boutique Accommodation** - a lack of quality accommodation is limiting the potential to grow the overnight and weekend warrior market.

**Tracks and Trails** - as the City continues to work on establishing a world-class and sustainable trails offering, learnings from regions can be explored, particularly from those who have had recent success in developing these natural assets.

**Cultural Tourism** - working with the Armadale Champion Centre and the Western Australian Indigenous Tourism Operators Council, the City can stimulate the creation of authentic Aboriginal culture experiences, which continue to celebrate the stories of First Nations people and country, as well as strengthen reconciliation and community connections.

Another of the City's aspirations, as stated in the SCP, is to be a place of natural beauty, rich in heritage and respectful of culture, with diverse landscapes and lifestyles, and a wealth of business and investment opportunities.

Attracting visitors and tourism investment will be the catalyst to drive:

- job creation within the hospitality and tourism sector;
- diversity within the tourism economy;
- attracting investment in the hospitality and tourism sector (and by default, service industries);
- drive collaboration; and
- foster economic growth and community pride.

To support this, the City of Armadale has prepared the proposed Tourism Strategy 2023-2028. Within the strategy, key actions and projects have been identified. If these items are proactively and effectively championed, facilitated, and adopted, it will elevate the potential of Armadale's tourism economy.

## **COMMENT**

A key focus of the City is to advocate for investment to drive economic development, this objective underpins the Tourism Strategy along with ensuring Armadale is an attractive proposition to entice new residents, business and leisure visitors and assist to change preconceptions of the place. The tourism sector is a key area of opportunity and growth for the City of Armadale, which can assist to achieve all of these items and much more.

This is an exciting time to be embarking on a new Tourism Strategy, with growing investment and interest in the sector from all levels of government. Now is the time to be bold, to form strong collaborations, be visionary and ensure a sustainable way forward, which compliments, conserves and considers the best interests of both the natural and built environment. It is time to make the City of Armadale a 'standout' destination for locals and visitor alike.

## **ANALYSIS**

The following opportunities were identified during the development of the Tourism Strategy to deliver a range of diverse and exciting tourism offerings to attract both new investors as well as business and leisure visitors.

- Development of world-class tracks and trails within a natural bush setting;
- Work to attract unique and/or niche accommodation options;
- Work to deliver exceptional cultural experiences and events;
- Encourage collaboration among tourism operators to foster strong networks;
- Promote and facilitate job creation opportunities and training within the tourism and hospitality sectors and elevate the sector as a career path with exciting opportunities;
- Build a culture of positivity and turn current perceptions through tourism.

## **OPTIONS**

Council has the following options:

1. Endorse the proposed Tourism Strategy 2023-2028 with or without amendments.
2. Resolve to not endorse the proposed Tourism Strategy 2023-2028 at this time.

## **CONCLUSION**

The proposed Tourism Strategy 2023-2028 builds upon the objectives and actions within the City's new Economic Development Strategy, Visitor Economy pillar as well as the City's Strategic Community Plan 2020-2030 and the Corporate Business Plan 2023-2026, which is the blueprint for the future direction of the City and its community. Therefore, Option 1 is recommended.

## **ATTACHMENTS**

1. Tourism Strategy 2023-2028

## **RECOMMEND**

**D14/6/23**

**That Council endorse the proposed Tourism Strategy 2023-2028.**

**Moved Cr R Butterfield**  
**MOTION CARRIED**

**(7/0)**

*Manager Economic Development and Advocacy left the meeting at 7.24pm and did not return.*

### ***2.3 - CONFIDENTIAL REPORT - PROPOSED ARMADALE REGIONAL HEALTH AND MEDICAL PRECINCT BUSINESS CASE***

#### **MEETING CLOSED TO PUBLIC**

MOVED Cr Butterfield

*That the meeting be closed to members of the public as the matter is considered to be confidential under Section 5.23(2)(h) of the Local Government Act, as it deals with other matters as may be prescribed.*

Motion Carried (7/0)

Meeting declared closed at 7.11pm.

WARD : MINNAWARRA

FILE No. : M/317/23

DATE : 15 June 2023

REF : LP

RESPONSIBLE  
MANAGER : EDDS

#### **Tabled Items**

Nil.

#### **In Brief:**

- A confidential report is presented in the Confidential Attachments to this Agenda.

#### **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 subject of this report has impact on the following objectives of the Strategic Community Plan 2020-2030 and Corporate Business Plan 2022-2026:

#### **Aspiration 3 – Economy**

- 3.1 Increased economic growth, job creation and retention, as well as educational opportunities.
- 3.1.1 Facilitate vibrant and prosperous activity centres throughout the City.
- 3.1.5 Facilitate the development of high quality middle density projects within the City Centre.
- 3.1.7 Utilise the City's landholdings within the City Centre to stimulate private sector investment, job creation, educational opportunities and increased residential population.
- 3.3 Responsive and flexible support of business.
- 3.3.1 Ensure the City has contemporary strategies and dynamic planning frameworks to be responsive to economic development opportunities and trends.



**Legal Implications**

Nil.

**Council Policy/Local Law Implications**

Nil.

**Budget/Financial Implications**

Provision has been made within the 2023/24 Budget and Long Term Financial Plan estimates for the expenditure associated with further engagement and lobbying that is part of the City's advocacy activities.

**ATTACHMENTS**

1. Confidential Report - Proposed Armadale Regional Health and Medical Precinct Business Case  
- *This matter is considered to be confidential under Section 5.23(2) (c) of the Local Government Act, as the matter relates to a contract entered into or which may be entered into by the City of Armadale*

**RECOMMEND**

**D15/6/23**

**That Council adopt the recommendation as outlined in the Confidential report.**

**Moved Cr P A Hetherington  
MOTION CARRIED**

**(7/0)**

**MEETING OPENED TO PUBLIC**

MOVED Cr Butterfield that that the meeting be opened.

Motion carried (7/0)

Meeting declared open at 7.23pm

**3.1 - PROPOSED BASIC AMENDMENT NO.122 TO TOWN PLANNING SCHEME  
NO.4 - OMNIBUS NO.8**

WARD : All  
FILE No. : - M/180/22  
DATE : 15 June 2023  
REF : DS  
RESPONSIBLE : EDDS  
MANAGER  
APPLICANT : N/A  
LANDOWNER : N/A  
SUBJECT LAND : Various  
ZONING  
MRS / : Various  
TPS No.4 : Various

**In Brief:**

- Proposed Omnibus Amendment No.122 to TPS No.4 meets the “basic” amendment definition under Clause 34 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
- A basic amendment has an expedited process and does not require an advertising phase.
- The proposals within Amendment No.122 primarily normalise areas in accordance with approved Structure Plans and resolve minor inconsistencies and errors within the Scheme maps.
- It is recommended that Council adopt and forward Amendment No.122 to TPS No.4 to the Western Australian Planning Commission for consideration and adoption.

**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**

- 2.5.1 Ensure the City’s planning framework is modern, flexible, responsive and aligned to achieving the outcomes of the Strategic Community Plan and Corporate Business Plan.
- 2.5.6 Constantly seek improvements to the nature and standard of developments within the City.

**Legal Implications**

*Planning and Development Act 2005*  
*Planning and Development (Local Planning Schemes) Regulations, 2015*  
Metropolitan Region Scheme (MRS)  
Town Planning Scheme No.4

**Council Policy/Local Law Implications**

Local Planning Strategy 2016

**Budget/Financial Implications**

Nil.

**Consultation**

Nil.

**BACKGROUND**

The inclusion of minor updates in an omnibus Scheme Amendment provides an efficient and effective process to make several updates to the Scheme, whilst minimising expenditure in terms of the City's resources.

Amendment No.122 includes minor updates to the Scheme that fit the definition of a “*basic*” amendment. A basic amendment has benefits over a “*standard*” amendment in that it does not require advertising for public review. However the types of proposals that can be included in a basic amendment are strictly prescribed and limited.

A basic amendment under Clause 34 Part 5 of the *Planning and Development (Local Planning Scheme) Regulations 2015* means any of the following amendments to a local planning scheme:

- (a) *an amendment to correct an administrative error;*
- (b) *an amendment to the scheme so that it is consistent with the model provisions in Schedule 1 or with another provision of the local planning scheme;*
- (c) *an amendment to the scheme text to delete provisions that have been superseded by the deemed provisions in Schedule 2;*
- (d) *an amendment to the scheme so that it is consistent with any other Act that applies to the scheme or the scheme area;*
- (e) *an amendment to the scheme so that it is consistent with a State planning policy;*
- (f) *an amendment to the scheme map to include a boundary to show the land covered by an improvement scheme or a planning control area;*
- (g) *an amendment to the scheme map that is consistent with a structure plan, activity centre plan or local development plan that has been approved under the scheme for the land to which the amendment relates if the scheme currently includes zones of all the types that are outlined in the plan;*
- (h) *an amendment that results from a consolidation of the scheme in accordance with section 92(1) of the Act;*
- (i) *an amendment to the scheme so that it is consistent with a region planning scheme that applies to the scheme area if the amendment will have minimal effect on the scheme or landowners in the scheme area.*

## DETAILS OF PROPOSAL

Amendment No.122 is a City of Armadale proposal that maintains a responsive scheme aligned to the Strategic Community Plan and Corporate Business Plan.

Amendment No.122 consists of the following proposals:

1. Normalisation of Commercial zones throughout Piara Waters and Harrisdale in accordance with approved Structure Plans.
2. Normalisation of Residential zones throughout Piara Waters and Harrisdale in accordance with approved Structure Plans.
3. Updating the Special Control Area Map 3 for Development Area Contribution Structure Plan in accordance with the normalisation of Piara Waters and Harrisdale.
4. Minor Town Planning Scheme No.4 (TPS No.4) map amendments to resolve errors and inconsistencies.

Details of each proposal are discussed under the Comment section.

## COMMENT

### Proposal 1: Normalisation of Commercial zones throughout Piara Waters and Harrisdale

Parts of Piara Waters and Harrisdale are currently zoned “Urban Development Zone” which delegates zoning to an approved Structure Plan. These areas have now been developed in accordance with Structure Plans adopted by the City/Council and approved by the Western Australian Planning Commission. The zoning can be normalised to align the City’s TPS No.4 with the approved Structure Plans.

Amendment No.122 includes three centres that operate as “Local Centre” or “Mixed Business/Residential” zones, but are currently zoned “Urban Development” or “Residential” under the current TPS No.4 map. The proposed normalisation of zones are as follows:

Proposal No.	Location	Existing Zoning	Proposed Zoning	Notes
Proposal 1 – Map 1	Portions of Lots 9000 and 107 adjoining Shephard Court, Harrisdale	Urban Development	Local Centre	N/A
Proposal 1 – Map 2	Multiple lots adjoining Erade Drive including Lots 1, 1102, 1017, 1018, 1019 and 1020, Piara Waters comprising the CY O’Connor ERADE (Education, Research and Development Employment) Village.	Residential	Local Centre	Retain existing Additional Use No.35 over lots. (see explanation below)
Proposal 1 – Map 3	Lot 101 and 502 Nicholson Road, Piara Waters. (Local Centre)  Lot 104 Armadale Road and a portion of Lot 8005 Greywacke Entrance, Piara Waters (Public Purpose)	Urban Development	Local Centre and Public Purpose	Retain existing Restricted Use No.4 over lots. (see explanation below)

Proposed changes to Map 2 and Map 3 also require amendments to the existing Additional Use or Restricted Use requirements under the Scheme Text as follows:

- Additional Use No.35 exists within TPS No.4 and therefore all that is required is an update to the “Description of Land” under Schedule 2 of the TPS No.4 to refer to the correct lot numbers and remove those lots that are developed for residential purposes (i.e. remove Additional Use No.35 from the residential lots on TPS No.4 maps).
- Restricted Use No.4 exists within TPS No.4 and therefore all that is required is an update to the “Description of Land” under Schedule 3 of the TPS No.4 to refer to the latest lot number.

Proposal 1 mapping amendments and text changes for the normalisation of commercial zones in Piara Waters and Harrisdale are consistent with Clause 34 (g) of the *Regulations* as the proposals are consistent with the underlying Structure Plans. Amending “Convenience Store” land use to “Service Station” under the new Additional Use is consistent with both Clause 34 (a) and 34 (b) of the regulations, as this amendment corrects an administrative change that resulted from the City being required to make the scheme consistent with the Model Scheme Text.

#### Proposal 2: Normalisation of Residential zones throughout Piara Waters and Harrisdale

Similar to the commercial normalisation under Proposal 1, there are several residential areas in Piara Waters and Harrisdale that have been subdivided and require normalisation. Five separate mapping proposals all propose to rezone areas from “Urban Development” zone to either the “Residential” zone or “Parks and Recreation” and “Public Purpose” Reservations under the City’s TPS No.4. See Proposal 2 – Maps 1 to 3 in the Attachments.

Where a Residential zone is proposed, the corresponding R-Codes that are shown on the approved Structure Plans are also amended on the TPS No.4 maps. All changes proposed are in accordance with the Structure Plans adopted by the City/Council and approved by the Western Australian Planning Commission.

There are parts of Harrisdale and Piara Waters under Urban Development zone have not been subdivided and developed and will be normalised at a later date through subsequent future Scheme Amendments or TPS No.5.

The mapping amendments under Proposal 2 for the normalisation of Piara Waters and Harrisdale residential zones are consistent with Clause 34 (g) of the *Regulations* as the proposals are consistent with the underlying Structure Plans.

#### Proposal 3: Updating the Special Control Area Map 3 in accordance with the normalisation of Piara Waters and Harrisdale

Proposal 3 removes “Development Areas (Structure Plan)” from the Scheme Maps as they are no longer required after the areas in Proposals 1 and 2 have been normalised. Some Development Areas remain on the Scheme Maps because either the Structure Plan still has relevance over the site, or the area hasn’t proceeded through subdivision and development.

The mapping amendments under Proposal 3 are consistent with Clause 34 (f) and 34 (g) of the *Regulations* as the proposals are removing sections of the Development Areas that are no longer required and are consistent with the underlying Structure Plans. When this amendment is finalised and the Structure Plan zonings are included in the City’s Scheme, the City will progress the revoking of the relevant Structure Plan or portions of Structure Plans to reflect the outcome of the Scheme Amendment.

Proposal 4: Several minor TPS No.4 map amendments to resolve minor errors

Proposal 4 consists of 13 mapping amendments that resolve minor issues within the TPS No.4 maps, rectifying incorrect zones and formalising pedestrian access ways. Below is a brief description of each proposal:

Proposal No.	Location	Existing Zoning	Proposed Zoning	Justification
Proposal 4 – Map 1	Portions of Lot 9000 Ashworth Way, Brookdale	Residential	Unzoned	Formalising road reserves for Flematti Circuit and Ashworth Way through Lot 9000 (as per subdivision 134872) and updated R-codes
Proposal 4 – Map 2	Lot 2598 Millen Street, Mount Nasura	Parks and Recreation (Local) Reserve	Residential	Lot incorrectly zoned for Parks and Recreation, should be zoned residential and form part of adjoining Lot 107 to west.
Proposal 4 – Map 3	A portion of Lot 155 Sherwood Court, Armadale (former PAW)	Parks and Recreation (Local) Reserve	Residential	A portion of a residential lot incorrectly zoned for Parks and Recreation. The former Public Access Way has been closed.
Proposal 4 – Map 4	A portion of Lot 1104, Pomelo Way, Seville Grove (former PAW)	Unzoned	Residential	Land is unzoned and should be included in Residential zone, as the former Public Access Way has been closed.
Proposal 4 – Map 5	A portion of Lot 558 Felgate Loop and Lot 555 Becket Court, Camillo (former PAW)	Unzoned	Residential	Land is unzoned and should be included in Residential zone, as the former Public Access Way has been closed.
Proposal 4 – Map 6	A portion of Lot 1187 Armanda Drive and Lot 555 O'Sullivan Drive, Camillo (former PAW)	Unzoned	Residential	Land is unzoned and should be included in Residential zone, as the former Public Access Way has been closed.
Proposal 4 – Map 7	A portion of Lots 1 and 2 Possum Place, Kelmscott (former PAW)	Unzoned	Residential	Land is unzoned and should be included in Residential zone, as the former Public Access Way has been closed.
Proposal 4 – Map 8	A portion of Lot 1678 Beralala Court, Camillo (former PAW)	Unzoned	Residential	Land is unzoned and should be included in Residential zone, as the former Public Access Way has been closed.

Proposal No.	Location	Existing Zoning	Proposed Zoning	Justification
Proposal 4 – Map 9	A portion of Lot 280 Drayton Court, Kelmscott (former PAW)	Unzoned	Residential	Land is unzoned and should be included in Residential zone, as the former Public Access Way has been closed.
Proposal 4 – Map 10	A portion of Lot 250 Carrungal Place, Armadale (former PAW)	Unzoned	Residential	Land is unzoned and should be included in Residential zone, as the former Public Access Way has been closed.
Proposal 4 – Map 11	A portion of Lot 100, Clybucca Place and Lot 1719 Urana Road, Armadale (former PAW)	Unzoned	Residential	Land is unzoned and should be included in Residential zone, as the former Public Access Way has been closed.
Proposal 4 – Map 12	Lot 55 Shepherd Court, Harrisdale	Unzoned	Urban Development	A residential subdivision (number 161764) has been approved over an existing Public Access Way between Sherpard Court and Hatch Court. Council supported the Public Access Way closure. The land should be rezoned to Urban Development zone.

Proposal 4 mapping amendments are consistent with Clause 34 (a) of the *Regulations* as the proposals resolve minor corrections within the Scheme maps to reflect various decisions.

#### Proposal 5: Minor Text Amendment to Zoning Table

Previous Scheme Amendments (No.54 and 72) made changes to the Zoning Table and associated “Notes” that follow the Zoning Table and provide additional information. The previous amendments removed and reordered the Notes, but didn’t update references in the Zoning Table to Notes 6 and 7. Proposal 5 amends text in the Zoning Table from “*ZONES (Note 6 and Note 7)*” to “*ZONES (Note 3 and 4)*”

Proposal 5 is consistent with Clause 34 (a) of the *Regulations* as the text change resolves an administrative error.

## **ANALYSIS**

Amendment No.122 proposes several Scheme Map and Text updates consistent with the Basic amendment provisions of Clause 34 of the *Planning and Development (Local Planning Scheme) Regulations*.

Should the amendment be adopted by Council it will be forwarded directly to the WAPC for its consideration and recommendation to the Minister for final adoption. A basic Scheme



Amendment does not need advertising or to proceed back to Council for final adoption unlike a standard Scheme Amendment.

## OPTIONS

Council could:

1. Adopt the Scheme Amendment as proposed.
2. Adopt the Scheme Amendment subject to modification or remove any part of the omnibus proposals.
3. Decline to adopt the Scheme Amendment if it considers the proposed omnibus proposals to be contrary to the orderly and proper planning of the area or for other stated reasons.

## CONCLUSION

The City's omnibus amendment proposes to normalise commercial and residential areas in the Harrisdale and Piara Waters Precincts, in addition to other minor amendments to the Scheme Text and Maps of TPS No.4. All parts are in accordance with Clause 34 for a basic amendment under the *Planning and Development (Local Planning Scheme) Regulations*.

Should Council endorse the proposed changes, then Scheme Amendment No.122 will be forwarded to the WAPC for its consideration and recommendation to the Minister of final adoption.

Given the above, Option 1 is recommended.

## ATTACHMENTS

1. Scheme Text Changes - TPS No.4 - Amendment No.122
2. Copy of Proposal Maps 1-12 - TPS No.4 - Amendment No.122

## RECOMMEND

D16/6/23

**That Council:**

1. Pursuant to Part 5 of the *Planning and Development Act 2005* to adopt, without modification, Amendment No.122 to Town Planning Scheme No.4 as a "*Basic Amendment*" in accordance with Part 5 Clause 34 – Basic Amendment subsections a), b), f) and g) of the *Planning and Development (Local Planning Schemes) Regulations 2015* to:
  - a. Amend the Scheme Maps in accordance with "*Amendment No.122 - Proposal 1 - Map 1*" to "*Amendment No.122 - Proposal 1 – Map 3*" as per the adopted Structure Plans;
    - i. Rezone portions of Lots 9000 and 107 adjoining Shephard Court, Harrisdale from "*Urban Development*" to "*Local Centre*";
    - ii. Rezone Lots 1, 1102, 1017, 1018, 1019 and 1020, Piara Waters from "*Residential*" to "*Local Centre*";
    - iii. Rezone Lot 101 and 502 Nicholson Road from "*Urban Development*" to "*Local Centre*", Piara Waters; and



- iv. **Rezone Lot 104 Armadale Road and a portion of Lot 8005 Greywacke Entrance, Piara Waters from “Urban Development” to “Public Purpose”.**
- b. **Modify the Description of Land for Additional Use No.35 under Schedule 2 from “Part of Lot 114 Warton Road and part of Lot 3 Nicholson Road, Forrestdale comprising the CY O’Connor ERADE (Education, Research and Development and Employment) Village being the area identified on Scheme Map.” to state “Lots 1, 1102, 1017, 1018, 1019 and 1020, Piara Waters comprising the CY O’Connor ERADE (Education, Research and Development Employment) Village.”;**
- c. **Modify the Description of Land for Restricted Use No.4 under Schedule 3 from “Lots 2, 3 & 4 Nicholson Road, Piara Waters.” to state “Lot 101 and 502 Nicholson Road, Piara Waters.”**
- d. **Amend the Scheme Maps in accordance with “Amendment No.122 - Proposal 2 - Map 1” to “Amendment No.122 - Proposal 2 – Map 4” as per the adopted Structure Plans:**
  - i. **Rezone Residential areas from the “Urban Development” zone to the “Residential” zone including the R-Codes; and**
  - ii. **Rezone Reserves from the “Urban Development” zone to the “Parks and Recreation” or “Public Purpose” Reservations.**
- e. **Amend the Scheme Maps to modify the Special Control Area No.3 boundaries as shown on “Amendment No.122 – Proposal 3 for “Development Area (Structure Plan) (Schedule 8)”;**
- f. **Amend the Scheme Maps in accordance with “Amendment No.122 - Proposal 4 - Map 1” to “Amendment No.122 - Proposal 4 – Map 12” as follows:**
  - i. **Rezone portions of Lot 9000 Ashworth Way, Brookdale from “Residential” zone to “Unzoned”;**
  - ii. **Rezone Lot 2598 Millen Street, Mount Nasura and a portion of Lot 155 Sherwood Court, Armadale from “Parks and Recreation (Local)” Reservation to “Residential” zone;**
  - iii. **Rezone of the following lots from “Unzoned” to “Residential” zone:**
    - A portion of Lot 1104, Pomelo Way, Seville Grove;**
    - A portion of Lot 558 Felgate Loop and Lot 555 Becket Court, Camillo;**
    - A portion of Lot 1187 Armanda Drive and Lot 555 O’Sullivan Drive, Camillo;**
    - A portion of Lots 1 and 2 Possum Place, Kelmscott;**
    - A portion of Lot 1678 Berala Court, Camillo;**
    - A portion of Lot 280 Drayton Court, Kelmscott;**
    - A portion of Lot 250 Carringal Place, Armadale;**
    - A portion of Lot 100, Clybucca Place and Lot 1719 Urana Road, Armadale;**
  - iv. **Rezone Lot 55 Shepard Court, Harrisdale from “Unzoned” to “Urban Development” zone;**
- g. **Modify the top row of the Zoning Table from “ZONES (Note 6 and Note 7)” to “ZONES (Note 3 and Note 4)”.**

2. Refer the above Amendment to Town Planning Scheme No.4 to the Environmental Protection Authority (EPA) pursuant to Section 81 of the *Planning and Development Act 2005*.
3. Authorise the Mayor and the Chief Executive Officer to execute the Amendment documents.
4. Forward a copy of the amendment to the Western Australian Planning Commission for its consideration and request the Hon Minister for Planning; Lands; Housing; Homelessness grant final approval to the amendment.
5. Authorise the Mayor and Chief Executive Officer to execute modified Amendment documents, should the Hon Minister for Planning; Lands; Housing; Homelessness grant final approval to the Amendment subject to minor modifications.
6. Should the Western Australian Planning Commission or Hon Minister for Planning; Lands; Housing; Homelessness require any of the proposal(s) included in this Scheme Amendment to be advertised, then Council supports the deletion of such proposal(s) from Amendment No.122 to enable this Scheme Amendment to proceed.

Moved Cr S S Virk  
MOTION CARRIED

(7/0)

**\*\*4.1 - DEVELOPMENT SERVICES DIRECTORATE - REVIEW OF DELEGATION -  
S. 3.25 LOCAL GOVERNMENT ACT 1995 POWERS**

WARD : ALL  
FILE No. : M/301/23  
DATE : 8 June 2023  
REF : DB  
RESPONSIBLE : EDDS  
MANAGER

**In Brief:**

- On 25 July 2022 Council undertook a review of delegations to the CEO (under the *Local Government Act, Dog Act, Cat Act*) to ensure compliance with the requirements of enabling legislation.
- This review was made on the premise that a detailed review and update of the City's delegations would occur in time for the subsequent 12 month milestone.
- The detailed review is being presented in tranches. Tranche 1 of that detailed review is complete and a *Local Government Act* delegation relevant to Development Services Directorate presented for consideration.
- Recommend that Council adopt the delegation as attached to this report.

**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. *Develop organisational frameworks to achieve consistency, transparency and clarity of decision making processes.*

### **Legal Implications**

Delegations of authority are made using enabling legislation (in this case, the *Local Government Act 1995*) to allow Officers to exercise functions and powers that would otherwise be required to be exercised by Council.

Section 5.46(2) of the *Local Government Act 1995* (Act) requires delegations made under the Act to be reviewed at least once by the delegator in every financial year.

### **Council Policy/Local Law Implications**

New and revised delegations should not alter the ability of the City to use local laws or policies. Some policies may require an administrative amendment to reflect a change in the name of a delegation; however, the heads of power remain the same.

### **Budget/Financial Implications**

Nil.

### **Consultation**

- Directorate Managers
- Chief Executive Officer
- ELT
- External legal services provider in some cases.

## **BACKGROUND**

At Council's meeting on 25 July 2022, Council reviewed, for the purposes of compliance with section 5.46(2) of the Act, section 47 of the *Cat Act 2011* and section 10AB(2) of the *Dog Act 1976*, all of the City's delegations of authority from Council to the CEO (CS36/7/22).

This followed an in-depth review commenced by the Standing Order House Advisory Group (SOHAG) in 2020, which ultimately recommended to Council to review, amend or approve a number of delegations (both existing and new) that covered a range of functions and business areas. Fifty two (52) in total were subject to review.

The review of the delegations by Council was made on the premise that a detailed assessment of the City's existing delegations would continue to be conducted. This would allow the City to account for changes in legislation, address any anomalies or issues with current delegations, and any operational gaps in functions and powers that are delegated.

Due to the timing of the review falling due by the end of this financial year to achieve compliance with the Act, it will not be possible for SOHAG to review the delegations and still allow the City to be compliant with legislative requirements. Consequently, the delegations are being presented to committees for consideration and recommendation to Council.

## DETAILS OF PROPOSAL

As noted earlier, Council's review on 25 July 2022 was for the purpose of satisfying the compliance requirements of the enabling legislation behind those delegations where review by the delegator is required on an annual basis. It did not constitute a detailed review to evaluate the efficacy of each instrument, however, it was understood that this was to be done in time for the next review anniversary.

Since then, a wide ranging assessment of the City's existing delegations that had not been subject to detailed review has been conducted and benchmarked against other local governments in the Perth metropolitan area, as well as against templates provided by the Western Australian Local Government Association (WALGA). Legislative requirements were reviewed, and where necessary, advice obtained from external legal service providers on particular powers and the delegable status of those powers.

This assessment eventually led Officers to form the view that for the remaining delegations that had not been reviewed, the City's existing delegation structure, and many individual delegations, were no longer fit for purpose and did not reflect current industry practice or legislative requirements.

In addition, the system administrators of the cloud-based Attain system, which the City uses to manage its delegations (amongst other functions) have provided an updated and improved delegated authority template to better demonstrate functions and powers that have been delegated, in detail. This was in response to requests from the City for a better template to serve a more contemporary approach to making and managing instruments of delegated authority. It was viewed as an opportunity to make a generational change to the City's instruments of delegation and improve their utility.

Overall, the delegations are proposed to be dealt with in the following way:

**Tranche 1** – delegations that require annual review. *Local Government Act 1995, Cat Act 2011, Dog Act 1976*. Delegations in this Tranche to be presented to the respective Committees responsible for the function being administered.

**Tranche 2** – all other delegations that do not require an annual review. This will include non-*Local Government Act* delegations for Development Services and *Bush Fires Act 1954* delegations. Delegations in this Tranche are still being assessed, with internal consultation ongoing.

A revised primary delegation encompassing powers of Section 3.25 of the *Act* is presented. Development Services Directorate is the predominant user of this function, however, the functions of s. 3.25 of the *Act* are also used periodically by Technical Services Directorate staff.

**1.1.15 Notices requiring certain things to be done by owner or occupier of land.** It is proposed to replace the current “Notices requiring certain things to be done by property owner/occupier” with the attached revision. The revised delegation is more prescriptive in terms of the actual function delegated and that which is able to be exercised, uses the terminology contained within s. 3.25 of the *Act*, and is in an improved format.

***The current and draft proposed delegations are included in the Attachments to this report.***

Currently, the delegation contains the function shown as follows:

**Function**

1. *Issue a notice in writing requiring certain things to be done by owner or occupier of land in accordance with Schedule 3.1 of the Local Government Act 1995; and*
2. *If the person fails, do anything it considers necessary to achieve the purpose for which the notice was given, including recovering any associated costs as a debt.*

The proposed replacement (attached) details the function more accurately:

**Function**

1. *Give a person who is the owner or, unless Schedule 3.1 indicates otherwise, the occupier of land a notice in writing relating to the land requiring the person to do anything specified in the notice that —*
  - (a) *is prescribed in Schedule 3.1, Division 1; or*
  - (b) *is for the purpose of remedying or mitigating the effects of any offence against a provision prescribed in Schedule 3.1, Division 2 [Act, s. 3.25(1)]*
2. *Do anything the local government considers necessary to achieve, so far as is practicable, the requirements of a notice issued pursuant to s. 3.25 of the Act where the person who is given the notice fails to comply with it [Act, s. 3.26(1)]*
3. *Recover the cost of anything done by the local government pursuant to s. 3.26(2) as a debt due from the person who failed to comply with the notice [Act, s. 3.26(3)]*

The revised delegation also references a limitation on the exercise of the power, contained within Schedule 3.1 of the *Act*. This is not referenced in the current delegation.

**COMMENT**

Council will note the proposed replacement delegation has a new designator number as well. Eventually, once all delegations have been adopted they will all form part of a revised Register of Delegations that will be structured like a piece of legislation, with the delegated powers being separated by their respective heads of power. All will be numbered sequentially with sub-delegations similarly separated by head of power and sequential numbering.

Council is requested to adopt the delegation that is presented, with any such desired modifications as the case may be, and specify that the delegation does not come into effect until a future date, in this case, 7 August 2023.

The reason for this is to allow time for Officers to create sub-delegations for approval by the CEO, so that the sub-delegations are able to come into effect at the same time as the principal delegation. This is necessary due to the changes proposed in the attached draft and the fact that if adopted, the existing delegation is required to be repealed. Consequently, any sub-delegation made under a current delegation will cease to have legal effect as its source of authority will no longer exist.

Section 59(1)(b) of the *Interpretation Act 1984* provides broad discretion to a delegator when making or granting a delegated power. Notwithstanding the technical requirements of the *Act* when making a delegation, section 5.45(1)(a) of the *Act* itself appears to grant Council the ability to delegate its authority in the manner proposed, particularly when a limitation of time is involved:

*“(a) a delegation made under this Division has effect for the period of time specified in the delegation or where no period has been specified, indefinitely...”*

Council can therefore specify a period of time when the delegation comes into effect, in its resolution.

## **OPTIONS**

Council has the following options:

- 1) Adopt the draft delegation attached, and revoke the existing delegation as recommended.
- 2) Not adopt the delegation and request additional information or explanation. The City will still be compliant with the annual review requirement of section 5.46 of the *Act*, as Council will have made a decision to accept or not accept the draft delegation.

## **CONCLUSION**

The assessment and revision of the attached delegation and the overarching process involved represents a significant body of work to overhaul the City’s delegation structure and bring about a contemporary change to how the City makes and exercises its functions and powers.

For all practical purposes, little will change for Officers in the course of their day to day duties and the powers delegated are the same as those used currently. What these changes will do is improve transparency around how Council delegates, and what specific legislative functions are delegated, whilst creating a clear and unambiguous link between the legislation through to the proper exercise of a power.

## **ATTACHMENTS**

1. DRAFT proposed delegation - s. 3.25 Local Government Act powers
2. CURRENT delegation - s. 3.25 Local Government Act powers
3. Local Government Act 1995 - Schedule 3.1 - Powers under notices to owners or occupiers of land

## **RECOMMEND**

D17/6/23

### **That Council:**

**In accordance with section 5.42(1) of the *Local Government Act 1995*, delegate to the Chief Executive Officer the exercise of the powers and duties prescribed in the instrument of delegation specified by the Attachment 4.1.1 of this report, and that –**

1. **Pursuant to section 5.45(1)(a) of the *Local Government Act 1995*, the instrument of delegation has effect from 7 August 2023;**
2. **Upon the coming into effect of the instrument of delegation on 7 August 2023, and in accordance with section 5.45(1)(b) of the *Local Government Act 1995*, instrument of delegation specified by Attachment 4.1.2 of this report is revoked in its totality;**
3. **Authorise the Chief Executive Officer to correct any identified minor grammatical, formatting or punctuation errors to the delegation once adopted, provided the correction does not represent a change to the function or power delegated.**

## **ABSOLUTE MAJORITY RESOLUTION REQUIRED**

**Moved Cr M J Hancock  
MOTION CARRIED**

**(7/0)**



***COUNCILLOR ITEMS***

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Nil.

***EXECUTIVE DIRECTOR DEVELOPMENT SERVICES REPORT***

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The Executive Director Development Services provided an update on the following:

- The progress of reports and development applications received for the Armadale rail viaduct design and construction and new DevelopmentWA referral of the Development Application for a portion of the Eleventh Road Bridge within the Redevelopment Area. The next Councillor briefing by MetroNet/MetConnx to be held on 28 June 2023.
- Recent lodgement and referral by DevelopmentWA of the Harrisdale/Haynes Shopping Centre Development Application.

**MEETING DECLARED CLOSED AT 7.29 PM**

<b>DEVELOPMENT SERVICES COMMITTEE</b> <b>SUMMARY OF ATTACHMENTS</b> <b>19 JUNE 2023</b>		
<b>ATT NO.</b>	<b>SUBJECT</b>	
<b>2.1 ECONOMIC DEVELOPMENT STRATEGY 2023 - 2028</b>		
2.1.1	Economic Development Strategy 2023-2028	
<b>2.2 TOURISM STRATEGY 2023 - 2028</b>		
2.2.1	Tourism Strategy 2023-2028	
<b>3.1 PROPOSED BASIC AMENDMENT NO.122 TO TOWN PLANNING SCHEME NO.4 - OMNIBUS NO.8</b>		
3.1.1	Scheme Text Changes - TPS No.4 - Amendment No.122	
3.1.2	Copy of Proposal Maps 1-12 - TPS No.4 - Amendment No.122	
<b>4.1 DEVELOPMENT SERVICES DIRECTORATE - REVIEW OF DELEGATION - S. 3.25 LOCAL GOVERNMENT ACT 1995 POWERS</b>		
4.1.1	DRAFT proposed delegation - s. 3.25 Local Government Act powers	
4.1.2	CURRENT delegation - s. 3.25 Local Government Act powers	
4.1.3	Local Government Act 1995 - Schedule 3.1 - Powers under notices to owners or occupiers of land	

*The above attachments can be accessed from the Minutes of the Development Services Committee meeting of 19 June available on the City's website*

# CITY OF ARMADALE

## MINUTES

OF CORPORATE SERVICES COMMITTEE HELD IN THE FUNCTION ROOM,  
ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON TUESDAY,  
20 JUNE 2023 AT 7.00PM.

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**PRESENT:**

Cr K Busby (Chair)  
Cr J Keogh (Deputy Chair)  
Cr M J Hancock  
Cr P A Hetherington  
Cr M Silver  
Cr S Peter  
Cr S Mosey (Deputy to Cr Nixon)

**APOLOGIES:**

Cr G Nixon (Leave of Absence)

**OBSERVERS:**

Cr G J Smith  
Cr M S Northcott (*Teams*)  
Cr R Butterfield (*Teams*)

**IN ATTENDANCE:**

Ms J Abbiss	Chief Executive Officer
Mr J Lyon	Executive Director Corporate Services
Mr P Sanders	Executive Director Development Services
Mr M Andrews	Executive Director Technical Services ( <i>Teams</i> )
Ms S van Aswegen	Executive Director Community Services ( <i>Teams</i> )
Mr M Hnatojko	Executive Manager Corporate Services
Mr B Bell	Manager ICT
Ms M Bell	Manager City Governance ( <i>Teams</i> )
Mr A Kish	Senior Legal Advisor ( <i>Teams</i> )
Mr D Baker	Senior Governance Officer ( <i>Teams</i> )
Ms L Southon	Governance Support Officer ( <i>Teams</i> )
Mrs A Owen-Brown	Executive Assistant Corporate Services

**PUBLIC:**

Nil.

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

## **DISCLAIMER**

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The Disclaimer for protecting Councillors and staff from liability of information and advice given at Committee meetings to be read.

## **DECLARATION OF MEMBERS' INTERESTS**

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Nil.

## **QUESTION TIME**

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Nil.

## **DEPUTATION**

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Nil.

## **CONFIRMATION OF MINUTES**

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## **RECOMMEND**

**Minutes of the Corporate Services Committee Meeting held on 16 May 2023 be confirmed.**

**Moved Cr P A Hetherington**  
**MOTION CARRIED**

**(7/0)**

## **ITEMS REFERRED FROM INFORMATION BULLETIN**

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### **Items in Issue No.14**

#### **Progress Report**

Progress Report on Contingency, Operational & Strategic Projects

#### **Outstanding Matters & Information Items**

Report on Outstanding Matters – Corporate Services Committee

#### **Economic Development**

Tourism & Visitor Centre Report

#### **Report of the Common Seal**

*Committee noted the information and no further items were raised for discussion and/or further report purposes.*

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20 JUNE 2023

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**1.1 - LIST OF ACCOUNTS PAID - APRIL 2023**

WARD : ALL

FILE No. : M/112/23

DATE : 27 February 2023

REF : MH

RESPONSIBLE : Executive Director  
MANAGER Corporate Services

**In Brief:**

- The report presents, pursuant to Regulation 13(1), (3) and (4) of the *Local Government (Financial Management) Regulations 1996*, the List of Accounts paid for the period 1 April to 30 April 2023 as well as the credit card statements for April 2023.

**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. Leadership
- 4.3 Financial Sustainability
- 4.3.2 Undertake active financial management to ensure that the annual budget is achieved and any variances are promptly identified and addressed.

**Legal Implications**

Section 6.10 (d) of the *Local Government Act 1995* refers, ie.

**6.10 Financial management regulations**

*Regulations may provide for —*

- (d) *the general management of, and the authorisation of payments out of —*
    - (i) *the municipal fund; and*
    - (ii) *the trust fund,*
- of a local government.*

Regulation 13(1), (3) & (4) of the *Local Government (Financial Management) Regulations 1996* refers, ie.

**13. Lists of Accounts**

- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*
  - (a) *the payee's name;*
  - (b) *the amount of the payment;*
  - (c) *the date of the payment; and*
  - (d) *sufficient information to identify the transaction.*
- (3) *A list prepared under subregulation (1) is to be —*
  - (a) *presented to the council at the next ordinary meeting of the council after the list is prepared; and*
  - (b) *recorded in the minutes of that meeting.*
- (4) *After the list referred to in subregulation (1) has been prepared for a month the total of all other outstanding accounts is to be calculated and a statement of that amount is to be presented to the council at the meeting referred to in subregulation (3)(a).*

**Council Policy/Local Law Implications**

Nil.

**Budget/Financial Implications**

All accounts paid have been duly incurred and authorised for payment as per approved purchasing and payment procedures.

**Consultation**

Nil.

**BACKGROUND**

Pursuant to Section 5.42 of the *Local Government Act 1995 (Delegation of some powers and duties to CEO)*, Council has resolved to delegate to the CEO (*Delegation Payment from Municipal and Trust Funds refers*) the exercise of its powers to make payments from the municipal and trust funds.

**COMMENT**

The List of Accounts paid for the period 1 April to 30 April 2023 is presented as an attachment to this report as well as the credit card statements for April 2023.

**ATTACHMENTS**

1. [↓](#) Monthly Cheque and Credit Card Report - April 2023

**RECOMMEND****CS17/6/23**

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 \$12,036,541.36 on cheque numbers 178 to 188, transactions 7232 to 8212 and Payrolls dated 2 April, 16 April and 30 April 2023.

**Credit Card**

Accounts Paid totalling \$6,268.75 for the period ended April 2023.

Moved Cr S Peter  
**MOTION CARRIED**

**(7/0)**



***1.2 - STATEMENT OF FINANCIAL ACTIVITY - APRIL 2023***

WARD : ALL

FILE No. : M/232/23

DATE : 28 April 2023

REF : MH

RESPONSIBLE : Executive Director  
MANAGER Corporate Services

**In Brief:**

- This report presents the City's Monthly Financial Report for the ten (10) month period ended 30 April 2023.
- This report recommends accepting the Financial Report for the ten (10) month period ended 30 April 2023, noting there are reportable actual to budget material variances for the period.

**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. Leadership
- 4.3 Financial Sustainability
- 4.3.2 Undertake active financial management to ensure that the annual budget is achieved and any variances are promptly identified and addressed.

**Legal Implications**

*Local Government Act 1995 – Part 6 – Division 3 – Reporting on Activities and Finance  
Local Government (Financial Management) Regulations – Part 4 – Financial Reports.*

*Local Government Act 1995 – s.6.11 Reserve accounts*

- (1) Subject to subsection (5), where a local government wishes to set aside money for use for a purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose.*
- (2) Subject to subsection (3), before a local government —*
  - (a) changes\* the purpose of a reserve account; or*
  - (b) uses\* the money in a reserve account for another purpose, it must give one month's local public notice of the proposed change of purpose or proposed use.*

*\* Absolute majority required.*
- (3) A local government is not required to give local public notice under subsection (2) -*
  - (a) where the change of purpose or of proposed use of money has been disclosed in the annual budget of the local government for that financial year; or*
  - (b) in such other circumstances as are prescribed.*
- (4) A change of purpose of, or use of money in, a reserve account is to be disclosed in the annual financial report for the year in which the change occurs.*
- (5) Regulations may prescribe the circumstances and the manner in which a local government may set aside money for use for a purpose in a future financial year without the requirement to establish and maintain a reserve account*

**Council Policy/Local Law Implications**

Nil.

**Budget/Financial Implications**

The Statement of Financial Activity, as presented, refers and explains.

**Consultation**

Nil.

**BACKGROUND**

A local government is required to prepare a statement of financial activity reporting on the revenue and expenditure as set out in the annual budget for that month. The details in the statement are those as prescribed and the statement is to be reported to Council.

## COMMENT

Presented as an attachment this month, is the tenth monthly financial statement (presented in nature and type format) prepared from information posted in the OneCouncil system.

For the purposes of reporting other material variances from the Statement of Financial Activity, the following indicators, as resolved by Council, have been applied.

### **Revenue**

- Material variances are identified where, for the period being reported, the actual varies to the budget by an amount of (+) or (-) \$100,000 and in these instances an explanatory comment has been provided.

### **Expense**

- Material variances are identified where, for the period being reported, the actual varies to the budget by an amount of (+) or (-) \$100,000 and in these instances an explanatory comment has been provided.

For the purposes of explaining each Material Variance, a three part approach has been taken. The parts are:

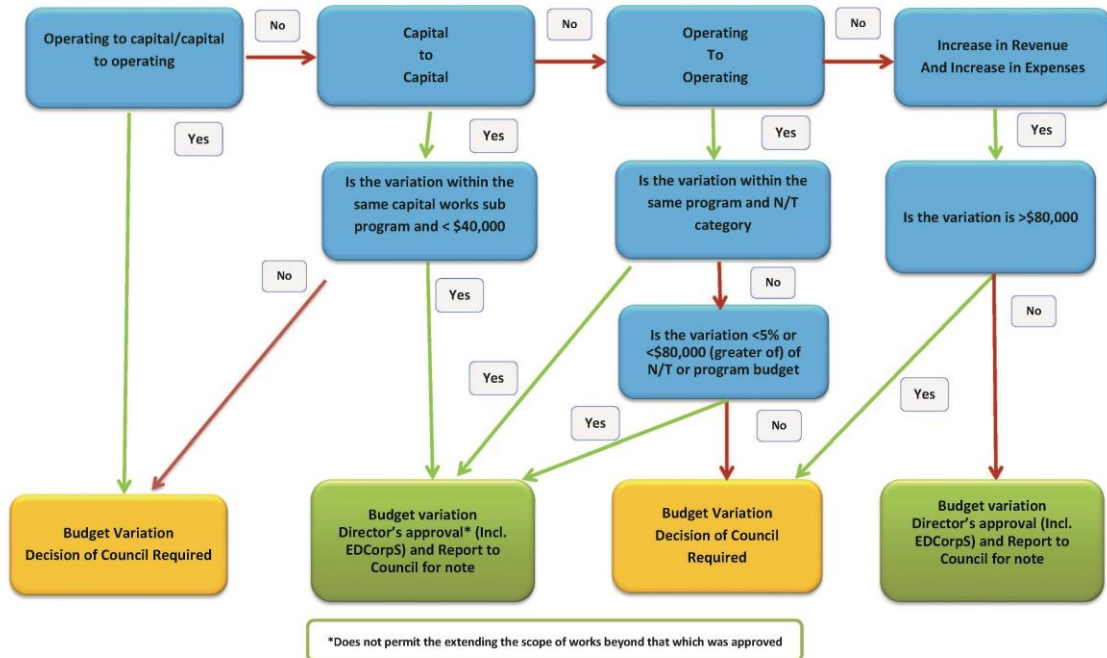
1. **Period Variation**  
Relates specifically to the value of the Variance between the Budget and Actual figures for the period of the report.
2. **Primary Reason**  
Explains the primary reasons for the period Variance. As the report is aimed at a higher level analysis, minor contributing factors are not reported.
3. **Budget Impact**  
Forecasts the likely dollar impact on the Annual Budget position. It is important to note that figures in this part are 'indicative only' at the time of reporting, for circumstances may subsequently change.

At the 27 June 2022 Ordinary Meeting, Council adopted the Budget Variations Process Map which was the same as that adopted for FY22. Budget variations are presented to Council for authorisation by 'Absolute Majority' in circumstances where a forecast variation requires a movement from:

- Operating to Capital
- Capital to Capital over \$40,000
- Capital to Operating
- Operating to Operating for amounts greater than 5% or \$80,000 (whichever is greater).



### Budget Variation Process Map



## DETAILS

Presented as an attachment is the Monthly Statement of Financial Activity for the ten (10) month period ended 30 April 2023.

### Capital Carry Forward Program Update

Included in the monthly reports is the status of the capital carry forward program as at the end of April 2023 to tie in with the monthly financials report. This is a historical perspective and the Executive Leadership Team regularly review the current status.

The information provided below has been prepared in the format previously reported and is broken up into the different phases as listed.

### Project Delivery Phases

The capital projects in the table below have been categorised into the project phases that each project is in.

The phases are:

1. Planning phase – This phase entails establishing the project team and resources, confirming the project business case, and undertaking the project precedent prior to initiating the project. This may include agency approvals, Council approval, business case modelling and concept design, and in some cases land acquisition and utility service provider advice.
2. Design phase - This phase as it suggests includes the detailed design and specifications for the project, the full project costings, and regulatory approvals.
3. Procurement & Contracts phase – This phase establishes the contracts and resources required to construct and deliver the project and confirms the stages of construction.
4. Construction phase – Effectively the project build and test.
5. Project completion phase – This phase involves acceptance and handover/practical completion and any peripheral works to complete the project which do not form part of the main project.

FY21/22 CFWDS with Funding Source – 30 April 2023			Spend % is actual and committed purchase orders against budget		
	Original Project Budget	Cfwd Budget	Spend	Funding Source	Comments
	\$	\$	%		
<b>Planning Phase</b>					
Landfill Gas Capture	315,300	315,300	4%	Reserve	This project is deferred until FY24
Railway Avenue	2,990,000	2,990,000	0%	Grant/Muni	Design is still on hold as we await advice to see if there is an opportunity to repeat the City of Gosnells' in principle agreement with PTA to work within the rail reserve
Eighth Rd	5,657,300	1,500,000	0%	Grant	Design consultant is progressing well with refining design. The majority of land acquisitions have been completed bar Lot 300 (WP owned block).  Service relocation progressing and WP have commenced with 30% complete. NBN, ATCO, Telstra others to follow.
Hawkestone Rd	58,900	56,674	0%	Muni	Design review and land acquisition in progress – construct FY24
Street Lighting New	25,000	21,743	100%	Muni	Completed – final invoices pending
Kelmscott Streetscape	75,000	75,000	0%	Muni	Guidelines being developed with project due to commence in FY24
Champion Lakes Resource Centre	291,000 (Revised Nov 22)	277,678 (Revised)	19%	Reserve	The City has received a revised quote for the Carport structure which aligns to CLRA user group requirements. Options to complete the scope of works for

FY21/22 CFWDS with Funding Source – 30 April 2023			Spend % is actual and committed purchase orders against budget		
	Original Project Budget	Cfwd Budget	Spend	Funding Source	Comments
	\$	\$	%		
					the building are being investigated.
St Francis Xavier Church	100,000	97,000	11%	Muni	City's Development Services are finalising a scope of work for the site's fencing and retaining wall requirements.
Final Cover and Rehab – Landfill	7,280,000	2,000,000	1%	Reserve	DEWR approvals in progress. The project strategy is under review and will be considered in the FY24 Budget
Stereo Armadale Hall	40,000	40,000	63%	Muni	Target completion – Qtr 4 FY23
Basketball Backboards	90,000	90,000	100%	Muni	In line with school holidays, the project will be delivered in the first two weeks of July 2023.
Public Art	100,000	100,000	43%	Muni	Target completion for Derry Ave mural – Qtr 3 FY23
<b>Total Planning Phase</b>	<b>17,022,500</b>	<b>7,563,395</b>			
<b>Detailed Design Phase</b>					
Entry Statement – Forrestdale	24,000	23,760	2%	Muni	Completion in Qtr 4 FY23, subject to manufacturing works
Entry Statement – Kelmscott	24,000	24,000	0%	Muni	Completion in Qtr 4 FY23, subject to manufacturing works
Municipal Reserves	73,400	73,400	0%	Muni	In design currently – completion of works Qtr 4 FY23
Rothery Park	320,000	317,250	0%	Reserve	In design currently – completion of works Qtr 4 FY23
Gwynne Park Pavilion	185,000	160,860	0%	Muni	Design to be completed – second half FY23
Alfred Skeet Oval Pavilion	42,000	133,833	13%	Muni	Design options for the refurbishment are being sourced.
Piara Waters Library	9,240,000 (Revised Mar 23)	2,534,600 (Revised)	15%	Reserve	Geared Construction has been awarded the contract to build the PWL for \$7.88M. Construction started on 8 May 2023 and is programmed to complete late May 2024.
Morgan Park	3,756,500	386,000 (Revised)	99%	Grant	The architect is revising the concept plan to more closely align with the project brief. Construction of the new pavilion likely to start in May 2024 pending design completion in December 2023.
Forrestdale Hub	5,835,000	600,000 (Revised)	85%	DCP/Muni	The concept design was recognised as completed and the hold point lifted, with the design progressing onto the schematic stage. A cost plan estimate, based on the concept, has identified a significant cost increase. This will be assessed in the coming FY as part of the design phase and optioneering.
Drop n Shop Parking and Entrance Road	100,000	100,000	0%	Reserve	Project start date deferred – to be carried forward.
<b>Detailed Design Total</b>	<b>19,599,900</b>	<b>4,353,703</b>			

FY21/22 CFWDS with Funding Source – 30 April 2023			<i>Spend % is actual and committed purchase orders against budget</i>		
	Original Project Budget	Cfwd Budget	Spend	Funding Source	Comments
	\$	\$	%		
<b>Procurement and Contracts Phase</b>					
Gwynne Park	30,000	29,550	100%	Muni	Completed
Neilson Avenue	25,900	25,900	11%	Muni	MRWA has asked for a redesign to accommodate 19m semi-trucks. This has tree and WP asset implications and so this project will continue into FY24. Further advice to follow.
Reg Williams Reserve	120,000	117,806	92%	Muni	Completed
Shipwreck Park	170,000	170,000	100%	Muni	Works have commenced on site with the completion of the structural wall and roof frame. Quotations are being sourced for the required electrical power supply to the new Changing Places Public Toilets.
<b>Procurement Total</b>	<b>345,900</b>	<b>343,256</b>			
<b>Construction Qtr 1 Completion</b>					
Data Connection - landfill	35,500	16,206	0%	Reserve	Completion date pending external service provider
Lina Hart Reserve	45,000	45,000	99%	Muni	Completed
Rosette Park	58,100	58,100	92%	Muni	Completed
Champion Centre solar	100,000	42,702	0%	Muni	Completed
<b>Construction Qtr 1 Completion Total</b>	<b>238,600</b>	<b>162,008</b>			
<b>Construction Qtr 2 Completion</b>					
CCTV – Landfill	33,400	30,500	0%	Reserve	Upgrade CCTV when the new weighbridge has been installed.
Corondale Reserve	674,800	528,513	100%	POS/T	Completed
Gwynne Park	96,500	81,527	80%	Muni	Completed
Ticklie Park	760,300	87,648	13%	POS/T	Project Completed (consolidation period)
Trailer Transfer Area	100,000	52,056	100%	Reserve	Completed
Weighbridge Replacement	380,000	351,146	100%	Reserve	Expected to be completed Q3 FY23
San Jacinta Reserve	35,000	31,800	39%	Muni	Completed
Bedfordale Pavilion	683,000	429,694	100%	Muni	Project Completed
Robot Park	90,000	89,396	75%	Muni	Completed
<b>Construction Qtr 2 Completion Total</b>	<b>2,853,000</b>	<b>1,682,280</b>			
<b>Construction Qtr 4 Completion</b>					



FY21/22 CFWDS with Funding Source – 30 April 2023			<i>Spend % is actual and committed purchase orders against budget</i>		
	Original Project Budget	Cfwd Budget	Spend	Funding Source	Comments
	\$	\$	%		
RK Bush Fire Brigade	5,390,900 (Revised)	4,329,247 (Revised)	98%	Grant and Reserve	The project is almost 50% complete with the project on program to finish in the second quarter of FY23/24.
<b>Completion Phase – Qtr 1</b>					
Armada Road	179,300	116,416	3%	Grant/Muni	Project Completed – funds carried forward were not required
John Dunn Pavilion	3,843,000 (Revised Apr 23)	1,112,342 (Revised)	100%	Muni and Reserve	Works still in progress – architectural and structural engineering scope of works for the entrance rectification works is being finalised and ready for tendering mid June. Options for rectifying the waterproof membrane and concrete cover to the reinforcement is being finalised for the change room decking. Occupation of the lower ground new change rooms, existing store rooms and canteen was opened 2 May 2023.
Palomino Reserve	84,000	65,072	100%	Muni	Construction Phase & 95% work complete. Expecting variations from Western Power. Waiting consultant inspection.
Rotary Park	24,000	7,582	31%	Muni	Completed
Rushton Park	11,900	10,613	100%	Muni	Completed
Trailer Transfer Area	49,400	38,094	82%	Reserve	Works in progress – nearing completion
Westfield Heron Reserve	1,500,100	322,470	80%	Grant	Completed – final invoices pending payment
Warton Rd	904,300	173,300	100%	Muni	Invoice provided by COG
Alderson Park	75,000	51,724	100%	Muni	Completed
Chiltern Estate	100,000	6,862	48%	Muni	Completed
Bronzewing Reserve	75,000	31,492	18%	Muni	Completed
Creyk Park	20,000	16,078	37%	Muni	Project in consolidation
AFAC Solar	722,300	74,471	78%	Grant	Works in progress
Leachate Drainage	50,000	14,124	69%	Reserve	Project start date deferred – to be carried forward.
Site Fencing Landfill	50,000	37,784	59%	Reserve	Project start date deferred – to be carried forward.
Security Landfill	50,000	31,183	58%	Reserve	Project start date deferred – to be carried forward.
Optic Fibre to Depot	210,000	163,020	0%	Muni	Under review
<b>Completion Phase – Qtr 1 Total</b>	<b>7,948,300</b>	<b>2,272,627</b>			
<b>Completion Phase – Qtr 4</b>					
Skeet Rd Planting	345,100	7,529	100%	DCP	Completed
Skeet Rd Consolidated	307,600	41,796	76%	Reserve	Maintenance period extended



FY21/22 CFWDS with Funding Source – 30 April 2023			Spend % is actual and committed purchase orders against budget		
	Original Project Budget	Cfwd Budget	Spend	Funding Source	Comments
	\$	\$	%		
<b>Completion Phase – Qtr 4 Total</b>	<b>652,700</b>	<b>49,325</b>			
<b>Supplier Delay</b>					
Heavy Plant Items	2,864,000	2,864,000	100%	Reserve	All items ordered
Light Fleet Items	1,125,158	1,125,158	90%	Reserve	Most items ordered
<b>Supplier Delay Total</b>	<b>3,989,158</b>	<b>3,989,158</b>			
<b>CFWD PROJECT TOTAL (Revised)</b>		<b>24,744,999</b>			<b>Original carry forward \$18.84M</b>

Rates Debtors

The rates debt data for \$250 and over (excluding pensioners) as produced by the system is provided below. The table provides a summary of the non pensioner ratepayers that at the end of the month have no direct debit or special payment arrangement in place. Focus on the collection of or confirming payment arrangements for these ratepayers is continuing.

Apr-23		Non Pensioner							
		One Year		Two Years		Three + Years		TOTAL	
		#	\$	#	\$	#	\$	#	\$
ALL	Year One	314	401,945	160	336,656	156	334,648	630	1,073,249
ALL	Year Two				208,373		317,257		525,630
ALL	Year Three						480,139		480,139
<b>TOTAL</b>		<b>314</b>	<b>401,945</b>	<b>160</b>	<b>545,029</b>	<b>156</b>	<b>1,132,044</b>	<b>630</b>	<b>2,079,018</b>

**Change from last month**      -10    -\$12,986      -4    -\$14,815      -7    -\$43,719      -21    -\$71,520

**YTD Change**                      -663    -\$855,016      -82    -\$262,168      -59    -\$315,926      -804    -\$1,433,110

Sundry Debtors

The 120 day plus category remains at \$1m of which \$0.65m has been referred to the Fines Enforcement Registry. 60 day and 90 day totals are now reduced to levels at approx. \$100k each and collection of these outstanding amounts continues.

OneCouncil Implementation

The Statements as presented once again represent the most accurate information available but may be subject to change as the OneCouncil data processes are still being validated following the remediation work undertaken over the last few months. The revenue transactions are now automated and reconciliations are able to be performed on a timely basis going forward.

**ATTACHMENTS**

1. Small Balance Rates Interest Written Off - April 2023
2. Statement of Financial Activity - April 2023

**RECOMMEND**

CS18/6/23

**That Council pursuant to Regulation 34 of the *Local Government (Financial Management) Regulations 1996* (Financial Activity Statement Report) accept the Statement of Financial Activity for the ten (10) month period ended 30 April 2023; and:**

- i. Note that there are reportable actual to budget material variances for the period**
- ii. Note the \$281.30 small rates debts written off under Primary Delegation 1.0 and Secondary Delegation CORPS 1.1.**

Moved Cr S Peter

**MOTION CARRIED**

(7/0)

***1.3 - ADOPTION OF VALUE FOR REPORTING MATERIAL VARIANCES***

WARD : ALL

FILE No. : M/230/23

DATE : 28 April 2023

REF : MH

RESPONSIBLE : Executive Director  
MANAGER Corporate Services

**In Brief:**

- Each financial year Council is required to set a value for reporting material variances in monthly statements of financial activity.
- This report recommends that the values adopted by Council for the current 2022/23 financial year remain unchanged for the coming 2023/24 financial year, ie:
  - Revenues – Material variances will be identified, where the actual varies to budget by an amount of (+) or (-) \$100,000.
  - Expenses – Material variances will be identified where the actual varies to budget by an amount of (+) or (-) \$100,000.
- This report also recommends that the reporting thresholds for budget variations be approved. These have increased as to what was adopted in the current financial year.

**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**

Outcome 4.1: Strategic Leadership and effective management

4.1.2 Develop and maintain a comprehensive suite of strategies and plans to guide the City's delivery of infrastructure and services to the community.

4.3.1 Undertake strategic financial planning to ensure that appropriate services are effectively delivered, assets are efficiently managed and renewed, and funding strategies are equitable and responsible.

**Legal Implications**

The *Local Government Act 1995* states that:

*2.7. Role of council*

*(1) The council —*

- (a) governs the local government's affairs; and*
- (b) is responsible for the performance of the local government's functions.*

*(2) Without limiting subsection (1), the council is to —*

- (a) oversee the allocation of the local government's finances and resources; and*
- (b) determine the local government's policies.*

*6.8. Expenditure from municipal fund not included in annual budget*

*(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —*

- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or*
- (b) is authorised in advance by resolution\*; or*
- (c) is authorised in advance by the mayor or president in an emergency.*

*\* Absolute majority required.*

The *Local Government (Financial Management) Regulations 1996* – Regulation 34 Clause 5 – states:

*Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS (Australian Accounting Standards), to be used in statements of financial activity for reporting material variances.*

AASB 1031 (Australian Accounting Standards Board) relates to the issue of materiality. Whilst there are a number of factors associated with materiality, the notion of materiality influences whether an item or an aggregate of items is required to be recognised, measured or disclosed in accordance with the requirements of an Australian Accounting Standard.

**Council Policy/Local Law Implications**

Nil.

**Budget/Financial Implications**

Nil.

**Consultation**

- Accounting advisors
- Other local governments.

**BACKGROUND**

Each year Council is required to adopt a percentage or value for the purposes of reporting material variances in the (Monthly) Financial Activity Statement. This value or percentage is then used throughout the financial year to identify potential instances where actual revenues and expenditures may not be in keeping with Council's budget. The early identification of potential budget variances can assist in better utilisation and allocation of Council funds and resources.

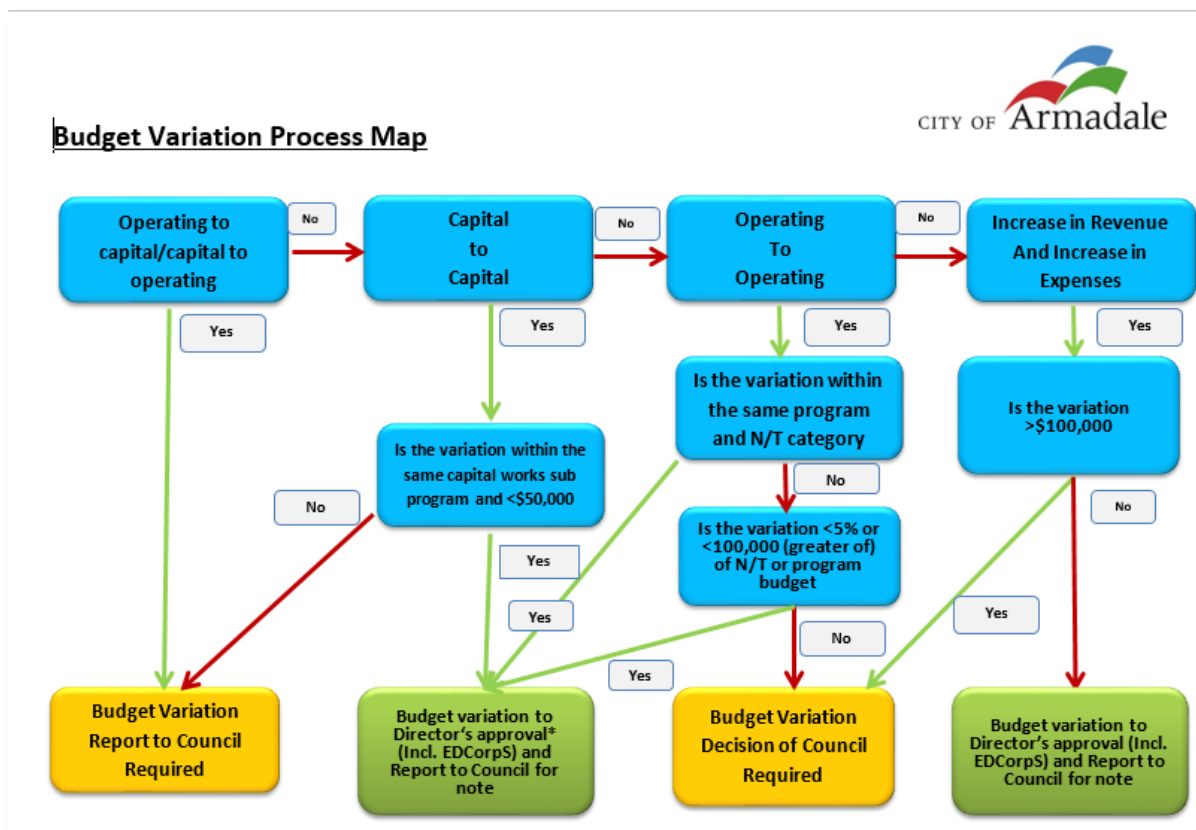
For the current 2022/23 financial year, Council adopted the following material variance factors:

- i) Revenues – Material variances will be identified where, for each Management Area, for the period being reported, the actual varies to budget by an amount of (+) or (-) \$100,000.
- ii) Expenses – Material variances will be identified where, for each Management Area, for the period being reported, the actual varies to budget by an amount of (+) or (-) \$100,000.

The values chosen are believed to provide a good indication of variances to budget that require closer examination, and if necessary, remedial action. The values as proposed have worked well for the identification of potential variances in the past, and are, from a financial management perspective, felt to adequately serve the purpose for which they are resolved.

The Annual Budget is a financial estimate of expected revenues and expenditures and inevitably, variations do arise largely due to economic factors. During the year, budget variations may be necessary to reallocate budgets within services and manage the overall financial position, or to respond to changes in the economy. This is a critical financial management process that requires endorsement by the Council in the exercise of its duty under s2.27(2)(a) of the *Local Government Act 1995*.

The following budget variation process map is submitted to Council for endorsement. The circumstances in which a budget variation is submitted to Council is outlined in the process and a general threshold of \$100,000 is included. This has increased from \$80,000 adopted last year and is now at the same level as the material variance threshold recommendation.



Variations will be presented to Council for authorisation by “Absolute Majority” in circumstances where a forecast variation requires a movement from:

- Operating Expense to Capital Expense or vice versa
- Capital to Capital where the variation is over \$50,000 but within the same capital works sub program
- Capital to Capital where funds are moved from one sub program to a different sub program
- Operating to Operating for amounts greater than 5% or \$100,000 (whichever is greater) or where any funds are moved to a different operating program and nature and type
- Capital programs where the scope of works has changed from that originally approved by Council

The proposed budget variation process map facilitates budget management at the Council and officer level. Specific to capital works, where a capital to capital variation is requested, if the capital works job is within the same sub program (for instance footpaths), then the respective Director can amend the budget between capital jobs to accommodate variations for unforeseen circumstances, up to \$50,000. This has increased from \$40,000 to reflect the increased cost of materials and labour that is currently being experienced and expected to continue somewhat into FY24. Importantly, this does not permit any new jobs or extended scope of works beyond the scope which was originally approved.

The Chief Executive Officer is authorised to approve amendments to capital budgets that are fully funded by external sources and that require an increase cost, commensurate with an increase in funding, but do not necessarily change scope. This caters for circumstances where Developer Contribution Works (which are pre-approved by Council) can be varied in terms of timing of delivery, if required.

## COMMENT

Taking into account the commentary held in AASB 1031 (Materiality), the understood intent for which the material variances values are intended to serve and the successful use of these values from past financial years, it is proposed that the same values of \$100,000 be used again in the 2023/24 financial year.

For instances where Budget Variations are required to accommodate business and operational changes, the Budget Variation process with the proposed amended threshold amounts, will be applied.

## ATTACHMENTS

There are no attachments for this report.

## RECOMMEND

CS19/6/23

**That Council, pursuant to Regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, adopt the following values for reporting material variances and budget variations in the monthly Statements of Financial Activity during the 2022/23 financial year. There is no change recommended to the material variances threshold, a \$10,000 increase from \$40,000 to \$50,000 for Capital to Capital Budget Variations and \$80,000 to \$100,000 for Operating to Operating Budget Variations from the previous year, ie:**

1. **Revenues - material variances will be identified where, for each Management Area, for the period being reported, the actual varies to budget by an amount of (+) or (-) \$100,000.**
2. **Expenses - material variances will be identified where, for each Management Area, for the period being reported, the actual varies to budget by an amount of (+) or (-) \$100,000.**
3. **Authorise the Chief Executive Officer to vary the budget, except in the following circumstances, which require the proposed variations to be presented to Council for authorisation by “Absolute Majority”:**
  - **Capital to Operating or vice versa**
  - **Capital to Capital, unless:**
    - **the value is less than \$50,000 within the same sub program and does not extend the original scope of works approved; or**
    - **the increases to a capital budget is fully funded by external sources and is commensurate with an increase in funding, and does not necessarily change scope**
  - **Operating to Operating for amounts greater than 5% or \$100,000 (whichever is greater) or where funds are moved to a different program and nature and type**
  - **Where no budget is provided for an additional purpose (s6.8 of the *Local Government Act 1995*)**

**Moved Cr J Keogh, Seconded Cr M J Hancock**

**Opposed Cr S Peter**

**MOTION CARRIED**

**(6/1)**

***\*\*2.1 - CORPORATE SERVICES DIRECTORATE - REVIEW OF DELEGATIONS***

WARD : ALL  
FILE No. : M/278/23  
DATE : 17 May 2023  
REF : DB  
RESPONSIBLE : Executive Director  
MANAGER : Corporate Services

**In Brief:**

- On 25 July 2022 Council undertook a review of delegations to the CEO (under the Local Government Act, Dog Act, Cat Act) to ensure compliance with the requirements of enabling legislation.
- This review was made on the premise that a detailed review and update of the City's delegations would occur in time for the subsequent 12 month milestone.
- The detailed review is being presented in tranches. Tranche 1 of that detailed review is complete and delegations relevant to Corporate Services Directorate functions are presented for consideration.
- Recommend that Council adopt the delegations as attached to this report.

**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. *Develop organisational frameworks to achieve consistency, transparency and clarity of decision making processes.*

### **Legal Implications**

Delegations of authority are made using enabling legislation (in this case, the *Local Government Act 1995*) to allow Officers to exercise functions and powers that would otherwise be required to be exercised by Council.

Section 5.46(2) of the *Local Government Act 1995* (Act) requires delegations made under the Act to be reviewed at least once by the delegator in every financial year.

### **Council Policy/Local Law Implications**

New and revised delegations should not alter the ability of the City to use local laws or policies. Some policies may require an administrative amendment to reflect a change in the name of a delegation; however, the heads of power remain the same.

### **Budget/Financial Implications**

Nil.

### **Consultation**

- Directorate Managers
- Chief Executive Officer
- ELT
- External legal services provider in some cases.

### **BACKGROUND**

At Council's meeting on 25 July 2022, Council reviewed, for the purposes of compliance with section 5.46(2) of the Act, section 47 of the *Cat Act 2011* and section 10AB(2) of the *Dog Act 1976*, all of the City's delegations of authority from Council to the CEO (CS36/7/22).

This followed an in-depth review commenced by the Standing Order House Advisory Group (SOHAG) in 2020 which ultimately recommended to Council to review, amend or approve a number of delegations (both existing and new) that covered a range of functions and business areas. Fifty two (52) in total were subject to review.

The review of the delegations by Council was made on the premise that a detailed assessment of the City's remaining existing delegations would continue to be conducted. This would allow the City to account for changes in legislation, address any anomalies or issues with current delegations, and any operational gaps in functions and powers that are delegated.

Due to the timing of the review falling due by the end of this financial year to achieve compliance with the Act, it will not be possible for SOHAG to review the delegations and still allow the City to be compliant with legislative requirements. Consequently, the delegations are presented to committees for consideration and recommendation to Council.

## **DETAILS OF PROPOSAL**

As noted earlier, Council's review on 25 July 2022 was for the purpose of satisfying the compliance requirements of the enabling legislation behind those delegations where review by the delegator is required on an annual basis. It did not constitute a detailed review to evaluate the efficacy of each instrument, however, it was understood that this was to be done in time for the next review anniversary.

Since then, a wide ranging assessment of the City's remaining existing delegations that had not been subject to a detailed review has now been conducted and benchmarked against other local governments in the Perth metropolitan area, as well as against templates provided by the Western Australian Local Government Association (WALGA). Legislative requirements were reviewed, and where necessary, advice obtained from external legal service providers on particular powers and the delegable status of those powers.

This assessment eventually led Officers to form the view that for the remaining delegations that had not been reviewed, the City's existing delegation structure, and many individual delegations, were no longer fit for purpose and did not reflect current industry practice or legislative requirements.

In addition, the system administrators of the cloud-based Attain system, which the City uses to manage its delegations (amongst other functions) have provided an updated and improved delegated authority template to better demonstrate functions and powers that have been delegated, in detail. This was in response to requests from the City for a better template to serve a more contemporary approach to making and managing instruments of delegated authority. It was viewed as an opportunity to make a generational change to the City's instruments of delegation and improve their utility.

Where more than one delegation is identified that has the same head of power, generally a single replacement is proposed combining them. The remaining delegations are proposed to be replaced like-for-like with a version using the updated format.

The delegations are proposed to be dealt with in the following way:

**Tranche 1** – delegations that require annual review. *Local Government Act 1995, Cat Act 2011, Dog Act 1976*. Delegations in this Tranche to be presented to the respective Committees responsible for the function being administered.

**Tranche 2** – all other delegations that do not require an annual review. This will include Development Services delegations and *Bush Fires Act 1954* delegations. Delegations in this Tranche are still being assessed, with internal consultation ongoing.

Draft delegations for the Corporate Services Directorate, as well as specific delegations to the CEO, are attached to this report numbering 14 in total. It is proposed that these delegations will replace existing delegations as follows.

**Local Government Act 1995 Delegations – Council to CEO**

**1.1.1 - Appointment of Acting Chief Executive Officer.** Replaces “Appointment of Acting Chief Executive Officer”. This is essentially a carryover of the existing delegation into the new format.

**1.1.2 - Local Government Act 1995 - legal proceedings.** Replaces “Action, notices, proceedings, prosecutions and withdrawals – *Local Government Act 1995*”. The proposed replacement specifies the local government’s ability to undertake proceedings pursuant to the Act and the *Criminal Procedure Act 2004*, and sets out the functions that may be undertaken, in detail.

**1.1.16 - Expressions of interest for goods and services.** Replaces “Procurement of Goods and Services”. A new approach for delegation of procurement functions is proposed. Currently, all procurement functions (encompassing tenders, EOIs, and panels of preferred suppliers) is contained in a single instrument. It is proposed to split the functions into three new delegations. It is considered this will be beneficial to allow more specific sub-delegation of core procurement functions, and make it easier for Officers to understand the functions that are delegated. The three procurement delegations proposed are based on WALGA templates, however they carryover much of the functions of the City’s existing procurement delegation, with greater detail added. This change will not impact Council’s recent review of the Procurement of Goods and Services Policy (CS13/4/23) other than some terminology changes to reflect the titles of new delegations.

**1.1.17 - Tenders for goods and services.** As above. New delegation to replace (in part) the existing procurement delegation.

**1.1.18 - Panels of pre-qualified suppliers for goods and services.** As above. New delegation to replace (in part) the existing procurement delegation.

**1.1.21 - Payments from municipal and trust funds.** Replaces “Payments from Municipal and Trust Funds”. A carryover of the existing delegation in an updated format.

**1.1.22 - Defer, write off, grant a concession or authorise a waiver for monies owing.** Replaces “CORPS 1.0 Defer, write off, grant a concession or authorise a waiver for monies owing” and “CORPS 12.0 Waive or grant concessions for promotional activities in recreation centres”. This proposes to combine two delegations with the same power into one. Whilst it is acknowledged these two delegations may have been developed for different reasons, the head of power in both is the same, making one redundant.

This proposed delegation contains, as per CORPS 1.0, the ability to write off any amount of money [Act, s. 6.12(1)(c)], but contains the restriction of the Act where the local government cannot grant a waiver or concession for a rate or service charge.

**1.1.23 - Power to invest and manage investments.** Replaces “Power to Invest” and is a carryover of the existing delegation with added detail in respect of the relevant requirements of the Act.

**1.1.24 - Rate record amendment.** Replaces “CORPS 9.0 Rate Record Amendment” and is a carryover of the existing delegation with added detail in respect of the relevant requirements of the Act.

**1.1.25 - Agreement for payment of rates and service charges.** Replaces “Administration of Rates Assistance & Financial Hardship Policy”, “Administration of A Smarter Way to Pay Policy” and “CORPS 2.0 Agreements for Payments”. Delegations for implementing policies are not required. Officer opinion is that such an arrangement creates a misconception that the lawful source of authority comes from the policy, not a delegation of authority from Council. The delegation is required to delegate the source of authority from the Act to make an agreement with a person for the payment of rates or service charges [Act, s. 6.49]; the policy merely places guidelines around the circumstances in which this will be done. The proposed draft delegation resolves this and references the existing policies.

This delegation also supersedes the functions of CORPS 2.0 as it has the same head of power, and refers to the City’s existing policies.

**1.1.26 - Determine due dates for rates or service charges.** Replaces “CORPS 10.0 Determine Due Date for Rates or Service Charges” and is a carryover of the existing delegation with added detail in respect of the relevant requirements of the Act.

**1.1.27 - Rate Record – Objections.** This is a proposed new delegation that does not currently exist at the City and is based on the WALGA template. It provides the authority to deal with an objection from a person to a rate record entry that concerns the person or rateable property the person owns.

**1.1.29 - Contract formalities.** This is a proposed new delegation using a WALGA template to give the CEO the authority to sign and deal with contracts, and contract variations, including all administrative actions relating to same.

### **Local Laws Delegations – Council to CEO**

**2.1.2 – Administration of City of Armadale Local Laws.** Replaces “Administration of Local Laws”. Change: lists the local laws to be administered and the functions that are excepted, in detail.

In addition to the proposed new and replacement delegations, there are a number that are recommended for deletion legislative change has now superceded them. These are:

**CORPS 19.0 COVID-19 Pandemic.** On 4 November 2022 the State Government ended Western Australia’s COVID-19 State of Emergency. This had the effect of terminating a range of legislated powers relating to powers of government departments and local governments to undertake activities that related to, or were affected by, the State of Emergency. Accordingly, this delegation is no longer required.

**NEW TBC Give local public notice of changes to scheduled Council or Committee meetings.** The *Local Government Regulations Amendment Regulations (No. 2) 2020*

amended regulation 12 of the *Local Government (Administration) Regulations 1996* and made this a function of the CEO. Accordingly the delegation is now redundant and should be revoked.

**NEW TBC Appointment of Authorised Persons/Authorised Officers.** This delegation is now redundant as the function has been devolved to the CEO by section 9.10(2) of the Act. The CEO has the ability to appoint authorised persons for the purposes of one or more laws specified by s. 9.10(1). Those specified laws are:

- (a) the *Local Government Act 1995*
- (b) the *Caravan Parks and Camping Grounds Act 1995*
- (c) the *Cat Act 2011*
- (d) the *Cemeteries Act 1986*
- (e) the *Control of Vehicles (Off-road Areas) Act 1978*
- (f) the *Dog Act 1976*
- (g) subsidiary legislation made under an Act referred to above, which includes regulations and local laws
- (h) a written law prescribed by regulations (none are so prescribed).

The appointment of Poundkeepers was dealt with by a dedicated delegation presented to Community Services Committee, as it appears that function is not one encompassed by s. 9.10(2) of the Act.

#### **Delegations requiring further review**

As part of the overall assessment of delegations, a number have been identified that require further detailed assessment. These are:

- 1. CORPS 11.0 Disposal of Property**
- 2. CORPS 6.0 Legal Representation for Councillors and Employees**
- 3. CORPS 7.0 Recognition of Service by Councillors**
- 4. NEW TBC Action, notices, proceedings, prosecutions and withdrawals – any other written law**
- 5. DS 3.0 Sale of Land Assets**
- 6. DS 27.0 Execution of Documents – Landgate**
- 7. NEW TBC Authorised to sign Memorandums of Understanding**
- 8. NEW TBC Planning, building and other development related applications where the City is the applicant/land owner**

These delegations are enclosed as a separate attachment to this report. Whilst Council is requested to review the above delegations for the purposes of compliance with the Act, new or redrafted replacements are not presented at this time because the function, and any policies associated with them, will require further detailed assessment. The results of this assessment will be presented to Council when complete.

## COMMENT

Council will note the proposed new and replacement delegations have new designator numbers as well. Whilst these may, on the face of it, seem to have no real coherent sequence as shown in this report, eventually, once all delegations have been adopted they will all form part of a revised Register of Delegations that will be structured like a piece of legislation, with the delegated powers being separated by their respective heads of power. All will be numbered sequentially with sub-delegations similarly separated by head of power and sequential numbering.

Council is requested to adopt the delegations that are presented, with any such desired modifications as the case may be, and specify that the delegations do not come into effect until a future date, in this case, 7 August 2023.

The reason for this is to allow time for Officers to create sub-delegations for approval by the CEO, so that the sub-delegations are able to come into effect at the same time as the principal delegations. This is necessary due to the changes proposed in the attached drafts and the fact that if adopted, existing delegations are required to be repealed. Consequently, any sub-delegation made under a current delegation will cease to have legal effect as its source of authority will no longer exist.

Section 59(1)(b) of the *Interpretation Act 1984* provides broad discretion to a delegator when making or granting a delegated power. Notwithstanding the technical requirements of the Act when making a delegation, section 5.45(1)(a) of the Act itself appears to grant Council the ability to delegate its authority in the manner proposed, particularly when a limitation of time is involved:

*“(a) a delegation made under this Division has effect for the period of time specified in the delegation or where no period has been specified, indefinitely...”*

Council can, therefore, specify a period of time when the delegations come into effect, in its resolution.

## OPTIONS

1. Adopt the draft delegations attached, and revoke the existing delegations as recommended.
2. Not adopt the delegations and request additional information or explanation on them. The City will still be compliant with the annual review requirement of section 5.46 of the Act, as Council will have made a decision to accept or not accept the draft delegations.

## CONCLUSION

The assessment and revision of the attached delegations and the overarching process involved represents a significant body of work to overhaul the City's delegation structure and bring about a contemporary change to how the City makes and exercises its functions and powers.



For all practical purposes, little will change for Officers in the course of their day to day duties and the powers delegated are the same as those used currently. What these changes will do is improve transparency around how Council delegates, and what specific legislative functions are delegated, whilst creating a clear and unambiguous link between the legislation through to the proper exercise of a power.

#### **ATTACHMENTS**

1. DRAFT Corporate Services Directorate delegations
2. CURRENT Corporate Services Directorate delegations
3. Delegations requiring further review

#### **RECOMMEND**

CS20/6/23

**That Council in accordance with section 5.42(1) of the *Local Government Act 1995*, delegate to the CEO the exercise of the powers and duties prescribed in the instruments of delegation specified by Attachment 1 of this report, and that –**

1. Pursuant to section 5.45(1)(a) of the *Local Government Act 1995*, the instruments of delegation have effect from 7 August 2023;
2. Upon the coming into effect of the instruments of delegation on 7 August 2023, and in accordance with section 5.45(1)(b) of the *Local Government Act 1995*, instruments of delegation specified by Attachment 2 of this report are revoked in their totality;
3. Note that, for the purposes of compliance with section 5.46(2) of the *Local Government Act 1995*, the following delegations are reviewed and further assessment is required –
  - a) CORPS 11.0 Disposal of Property
  - b) CORPS 6.0 Legal Representation for Councillors and Employees
  - c) CORPS 7.0 Recognition of Service by Councillors
  - d) NEW TBC Action, notices, proceedings, prosecutions and withdrawals – any other written law
  - e) DS 3.0 Sale of Land Assets
  - f) DS 27.0 Execution of Documents – Landgate
  - g) NEW TBC Authorised to sign Memorandums of Understanding
  - h) NEW TBC Planning, building and other development related applications where the City is the applicant/land owner
4. Authorise the CEO to correct any identified minor grammatical, formatting or punctuation errors to the delegations once adopted, provided the correction does not represent a change to the function or power delegated.

#### **ABSOLUTE MAJORITY RESOLUTION REQUIRED**

Moved Cr M J Hancock  
MOTION CARRIED

(7/0)

### **3.1 - PROJECT MANAGEMENT FRAMEWORK - UPDATE**

WARD : ALL  
FILE No. : M/292/23  
DATE : 22 May 2023  
REF : TC/JP  
RESPONSIBLE : Executive Director  
MANAGER : Corporate Services

**In Brief:**

- The project management framework has been developed into a guidance document, processes and templates to meet business requirements.
- Change management and training has commenced to give embedment in the organisation the best chance for success.
- Recommend that Council note the contents of this update report.

#### **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**

- 4.1.3.8 Embed a project management approach to service delivery throughout the organisation.



**Legal Implications**

Nil.

**Council Policy/Local Law Implications**

Nil.

**Budget/Financial Implications**

Nil.

**Consultation**

- Intra Directorate
- Inter Directorate
- Other local governments and organisations.

**BACKGROUND**

Project delivery holds significant importance within the City as it is a crucial component of its core functions and business activities. By successfully executing projects, the City is able to enhance the public value provided to the community through the introduction of new and improved services, facilities, and infrastructure. With a diverse range of projects being undertaken, spanning across the 160+ City services, as well as a capital investment program with an annual budget of approximately \$30-\$35 million, effective project management becomes imperative.

The City acknowledges the benefits of adopting a structured approach to project management and delivery, recognising its potential to minimise risks and maximise value throughout the various stages of project implementation. As a result, the development and integration of a tailored Project Management Framework (PMF) into the City's operations has been identified as a key action in the Corporate Business Plan. This is emphasised in importance as a Key Performance Indicator for the CEO, highlighting the organisation's commitment to effective project management and delivery. This strategic initiative aims to establish a standardised and efficient framework that aligns with the City's goals, ensuring optimal project outcomes and delivering maximum value to the community.

## **ANALYSIS**

### Project Management Current Practice

The City is currently engaged in several high value and high profile projects that are either in progress or in the early stages of development. These projects encompass a wide range of complexities and risks, which are currently not governed by a standardised and recognised approach within the organisation.

### Resources and Lessons Learnt

The City proactively collaborated with other organisations to examine their diverse approaches to the development and integration of project management practices. This collaborative effort provided valuable insights and lessons learned regarding successful implementation strategies and potential pitfalls to avoid.

### Business Requirements

In order to effectively understand and meet the needs of the organisation, thorough efforts have been made to gather comprehensive business requirements. This process involves engaging with stakeholders from various departments and levels of the organisation to identify and document the specific needs, objectives, and desired outcomes related to the PMF.

### Framework Development

The development and integration of the PMF have been carried out using a design, build, and test model, ensuring a thorough and iterative approach. As part of this process, several scenario pilot projects have been undertaken to validate and refine the framework. These pilot projects have covered a range of key project types, including major capital projects in the community infrastructure domain, minor capital projects focusing on footpath upgrades, IT initiatives related to application development, and program-level projects addressing social priorities.

The scenario pilot projects have served as practical test cases for the PMF, allowing project teams to apply the framework in real-world settings and assess its effectiveness. Through these pilot projects, valuable insights have been gained, and any necessary adjustments or enhancements have been made to the framework. This iterative approach has ensured that the PMF is tailored to the specific needs and requirements of the organisation and its diverse project portfolio.

### Organisational Integration

Presently, the City's program manager is collaborating with project managers across the organisation to incorporate the PMF into both ongoing and newly initiated projects. This collaborative effort extends to various projects including the Culture Roadmap Program of Works, Piara Waters Library, Forrsetdale Hub, Community Infrastructure Strategy, and Regulation 17 actions, among others. This process involves providing guidance and enhancing the organisation's capabilities to align with the progressive approach adopted for the PMF implementation.

### Growth and Improvement

The PMF approach has been intentionally designed to facilitate the growth and advancement of organisational maturity in project management. It recognises that project management practices and capabilities evolve over time, and aims to provide a structured path for continuous improvement.

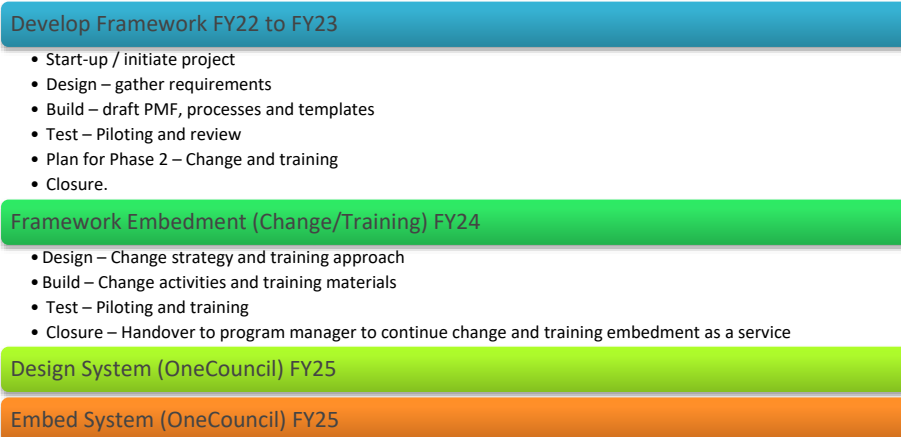
## **COMMENT**

### What is a Project Management Framework?

The Project Management Framework (PMF) is a structured and comprehensive approach to project management, based on the PRINCE2 methodology with tailored elements specific to the organisation's needs. It provides a standardised set of principles, processes, and practices to guide project planning, delivery, and control. The PMF serves as a roadmap for project managers and teams, ensuring consistency and alignment across projects within the organisation.

The PMF encompasses key components such as project governance, stages, reporting requirements, and change management processes. It outlines the roles and responsibilities of project stakeholders, defines project objectives and scope, establishes project controls and monitoring mechanisms, and outlines the approach for risk management and quality assurance.

### Staged Delivery Program for the PMF



### What has been produced in this financial year?

#### Phase 1- Develop Framework

- Stage 1, encompassing the start-up and project initiation, was concluded in December 2021. During this stage, fundamental planning documents, including the project brief and initiation documentation, were developed to establish the project for successful delivery and implementation.

- Stage 2, which focused on gathering business requirements, reached its completion in March 2022. This stage resulted in the compilation of a comprehensive and informative list of requirements, which were categorised and utilised as the foundation for tailoring the PMF in the subsequent stage.
- Stage 3, marked the commencement of the PMF build, which reached its conclusion in December 2022. This stage involved the development of an initial draft of the PMF guidance document, along with the creation of processes and templates. These deliverables were based on and validated against the previously gathered business requirements.
- Stage 4, the piloting and review phase of the initial PMF draft was initiated, reaching its completion in April 2023. By piloting the draft with key subject matter experts within the organisation, we successfully tested the effectiveness and robustness of the guidance document, processes, and templates. Valuable feedback was received, allowing us to refine the PMF into a final draft that is tailored to meet its intended purpose. The revised final draft was further reviewed by the executive leadership team, incorporating their feedback and making necessary updates.

The City's communication and marketing team successfully created a published version of the final draft PMF, which was carefully reviewed and updated by the project team.

#### What are we planning to do over the next few years?

##### Next year

- The project will focus on the development of a comprehensive change strategy and training approach. These key components will serve as a roadmap for successfully implementing and integrating the PMF into the organisation's culture.
- The change strategy will be aligned with the progressive approach to change management adopted by this project. This will involve live piloting of the PMF with our project managers in both ongoing and upcoming projects.
- Training platforms and materials will be created to cater to a wide range of employees, including new starters as well as project managers. These resources will focus on building capabilities and ensuring that all employees have a clear understanding of the City's expectations regarding project management and delivery, as outlined in the PMF.

##### Future years

- The City's Program Manager will remain actively involved within the organisation to drive change and training initiatives, aiming to enhance capabilities and foster the growth of project management maturity.
- The design phase of the Onecouncil project will be initiated, which will include the project lifecycle management (PLM) module. This module will serve as the foundational system for project management within the organisation, aligning with the City's PMF.
- The Onecouncil project team with the assistance of the Program manager will work to establish and embed the PLM module in to the organisation as the primary project management tool.

### Benefit Realisation

Implementing a PMF in the City yields several advantages, fostering a more productive and efficient organisation that prioritises informed decision-making and actively strives for project success. The following table highlights the key benefits of a PMF:

<b>Benefits of a Project Management Framework (PMF) in The City of Armadale</b>	
<b>Enhanced project planning and control</b>	
<b>Improved resource allocation and utilisation</b>	
<b>Streamlined communication and collaboration</b>	
<b>Mitigated risks and proactive issue management</b>	
<b>Consistent project delivery and quality assurance</b>	
<b>Increased stakeholder satisfaction and engagement</b>	
<b>Optimised use of available resources and budget</b>	
<b>Better alignment of projects with strategic organisational goals</b>	

The benefits in the City also positively impact council members in several ways. It provides them with the necessary tools, information, and processes to function more effectively. These impacts are illustrated in the table below:

<b>Benefit Area</b>	<b>Description</b>	<b>Measurable Impact</b>
<b>Enhanced Decision-Making</b>	Council members have access to accurate and up-to-date project information, enabling informed decisions based on reliable data and insights.	Decrease in project requiring midyear budget reviews  Decrease in the amount of carry forward project in future years
<b>Increased Transparency</b>	Visibility into project progress, timelines, and resource allocation, fostering accountability and ensuring council members are well-informed about project status.	Increased confidence in the organisation's capability to deliver  Increase confidence when communicating with the community
<b>Improved Governance</b>	Standardised processes and procedures in the PMF align projects with organisational goals, regulatory requirements, and best practices, resulting in effective oversight and governance by council members.	Increase in the achievement of measures detailed in the strategic community plan Increased confidence that project success can be achieved
<b>Efficient Resource Allocation</b>	Council members can optimise project prioritisation by understanding resource utilisation in the organisation. Through this the yearly delivery portfolios and programs are sized to be achievable with the resources available to the organisation.	Increase in project success  Decrease in carry forward projects  Decrease in staff turnover due to being over capacity  Capital investment is right sized to an achievable portfolio and program.  Increase in the effectiveness of the City's Investment portfolio.
<b>Risk Management</b>	The PMF includes robust risk management processes that enable council members to identify, assess, and mitigate strategic risks associated with Key and complex projects, minimising	Increased alignment to the City's Risk appetite  Decrease in the City's exposure to risk that is not controlled

Benefit Area	Description	Measurable Impact
	negative impacts and protecting the interests of the council and community.	Increased in decision making based on appetite for risk
<b>Improved Collaboration</b>	The PMF fosters collaboration among council members, the community, project teams, and stakeholders through clear communication channels, effective teamwork, and information exchange, enhancing overall project outcomes.	Decrease in carry forward project  Increase in proactive correct action taken for projects failing to meet defined tolerances (time, budget, risk, quality)  Increase in community satisfaction with communication  Increase in alignment to community expectation
<b>Community Impact</b>	Well-implemented PMF ensures efficient, timely, and budget-conscious project delivery, resulting in the timely provision of services, infrastructure, and improvements that positively impact the community and enhance residents' quality of life.	Increase in the achievement of measures detailed in the strategic community plan

## CONCLUSION

The project management framework project is nearing completion of the development phase and is being integrated into the organisation. The purpose of this report is to provide an update on the roadmap that will serve as a guide going forward. In order to sustain progress, it is essential to identify and understand the change management and training needs for the upcoming second year. The specific paths the organisation will pursue will be determined by the availability of resources and the organisation's capacity to actively engage in the process.

## ATTACHMENTS

1. Project Management Framework - Project Lifecycle
2. Project Management Framework Manual

## RECOMMEND

CS21/6/23

**That Council note the update report on the Project Management Framework project.**

**Moved Cr Silver  
MOTION CARRIED**

**(7/0)**

### **3.2 - ANNUAL BUDGET - RATES (REFERRAL ITEM)**

At the Council meeting held on Monday, 24 April 2023, Cr S Peter referred the following matter to the Corporate Services Committee.

*That the matter of a report on the preparation of the 2024/25 Budget based on the zero rate rise to ease the inflationary pressure on residents be referred to the Corporate Services Committee.*

#### **Comment from Cr S Peter**

As inflation rose higher than expected, living costs have significantly impacted Australians in many areas. The majority of the residents of the City of Armadale are middle income earners, and they are experiencing the consequences of the high cost of living due to unprecedented inflation and lower wage growth.

As per available data, the City has made a \$3.2M surplus in FY2022 with 7.4% WA CPI and 6.4% WALGA LGCI. So, I request that a report on the zero percent rate increase this year (FY2024) to reduce the inflationary pressure on its residents be presented to Council.

#### **Officer Comment**

The basis for Council's review and position on service cost and rate increases is set out in the Long Term Financial Plan, Rating Strategy and the Rating Objects and Reasons report.

Council reports refer:

- Long Term Financial Plan (LTFP) – 2024 – 2043 (CS61/12/22)
- Year End Financial Position – 30 June 2022 (CS62/12/22)
- Review of 2022/23 Annual Budget (CS12/4/23)
- Notice of Intention to Impose Differential Rates 2023 (Special Council Meeting 29 May 2023)

More recently, Councillor workshops on the financial strategies, scenarios and assumptions; and the Rates for FY24 have informed Councillors to help their decision making.

Council has also considered a report of the FY22 Budget Surplus, which set out the reasons that the budget concluded with a surplus. Report *Year End Financial Position – 30 June 2022* (CS62/12/22) refers.

Council decided:

*“That Council:*

1. *Note the report of the year end position (subject to final audit) and the resulting surplus of \$3,202,000.*



2. Pursuant to section 6.8 of the Local Government Act 1995, amend\* the adopted 2022/23 Annual Budget as follows:

a) the net current asset position brought forward to provision for:

Closing Surplus (Net Current Asset Position) \$16,029,223

Less:

- |  |              |
|--|--------------|
| 1. Projects Carry Forwards                                 | -\$7,223,888 |
| 2. Financial Assistance Grant, Paid in Advance             | -\$2,997,306 |
| 3. Performance based Workers Compensation Reserve transfer | -\$365,000   |
| 4. Previously Unallocated FY21 Surplus                     | -\$2,273,673 |

Plus Projects in Progress:

- |   |          |
|---|----------|
| 5. Roleystone Theatre - Loan Funds to be drawn down | \$38,848 |
| 6. OneCouncil Project - Loan Funds unspent          | -\$6,204 |

Year End Surplus \$3,202,000

3. The FY22 surplus is to be considered by Council following financial planning and budgeting workshops to discuss options.
4. Note that the balance of the FY21 surplus is set aside in the Future Projects reserve and any allocations of those funds as determined by Council, will be reported to Council through the monthly financial statements report.
5. Note that the FY22 surplus and any allocations of those funds as determined by Council, will be reported to Council through the monthly financial statements report."

Council was advised the closing surplus, represented by the Net Current Asset position is \$16,029,223. After allowing for carried forward funds for projects, the advanced payment of the Federal Assistance Grant (FAG), provision for Workers Compensation adjustment transfer to Reserve, the previously unallocated surplus from FY21 (\$2,273,673 – CS70/11/21) and loan funds to be drawn down on projects in progress, the remaining available surplus for Council's discretion is \$3,202,000.

The variance to the amended budget was made up of a combination of increases or decreases to the operating budget along with the finalisation of asset capitalisations and changes to accounting treatments.

Council has received advice that the application of a budget surplus to subsidise a rate increase is not a sustainable practice. In the year following a subsidy, Council would need to increase the rates for that particular year to cover both the subsidy amount and the cost increase required to provide City services to the same level of service. In effect ratepayers would receive a two year increase in one go.

Council has previously adopted the position of setting aside budget surpluses in reserves for future project works or project contingencies.



## **ATTACHMENTS**

There are no attachments for this report.

### *Committee Discussion*

*Councillor Peter presented the recommendation. Committee discussed briefly and put to the vote.*

## **RECOMMEND**

**CS22/6/23**

**That Council note the officer's report and consider affordable rates setting in the Long Term Financial Plan.**

**Moved Cr S Peter  
MOTION CARRIED**

**(7/0)**

### **3.3 - MEDIA STRATEGIES - EXAMINER NEWSPAPERS (REFERRAL ITEM)**

At the Council meeting held on Monday, 27 February 2023, Cr J Keogh referred the following matter to the Corporate Services Committee:

*That the matter of the City considering, as part of its tourism and media strategies, to include City of Armadale material in the Armadale Examiner newspaper and prioritise certain social media posts be referred to the Corporate Services Committee.*

#### **Comment from Cr J Keogh**

I believe it is important that the City of Armadale has consistent positive messaging for our community.

I have noticed on occasion that there has been extended periods of time (a week or more) where there has not been a social media post (Facebook or Instagram) that is promoting a positive aspect of the Armadale community. Sometimes the posts are more administrative or a public notice type post.

I think we should ensure we have at least one positive post a week on our social media pages. For example, information on a businesses, or a park or service the city provides. Generally, this is done quite well. This matter is being raised to ensure we do not have extended periods of time between positive messaging to our community.

#### **Officer Comment**

The City's Communication Strategy 2022-2026 (available for download here: <https://www.armadale.wa.gov.au/plans-and-strategies>) delivers a vision and framework for the City's communications and engagement, responding to the following outcome and objective in the Strategic and Corporate Business Plan 2020 – 2030:

Outcome 4.4: Effective Community Engagement and Communications

4.4.2 Align the City's communications and marketing strategies and activities to facilitate the delivery of the Strategic Community Plan and Corporate Business Plan.

The City's communication aims are to:

1. Create continuous connections with our community that integrates City and Council activities into the everyday experience of residents, ratepayers, local businesses and stakeholders.
2. To ensure our community understands our intentions, challenges and decision-making processes.
3. To build trust and add value to all members of the community.

#### **Social media**

Frequency and type of information may vary by social network. The Communications & Marketing Team monitor trends and regularly adjusts to keep up with algorithm updates and industry best practice. Furthermore, social media algorithms will not show our followers all of our content, so if social media followers are relying on their newsfeed alone to see the City's content, some posts may be missed.

Typically, the City's approach to utilising Social media leverages:

- Content type cycles through a range of subjects to cover as many City departments as possible
- Content (and content type), adjusted in response to community engagement. Content decisions are data driven – that is, posts reflect more of what people want to see/are interested in, less of what they are not.
- Extra space is reserved for safety, bushfire and total fire ban messaging during the summer months
- All of the major events are promoted throughout the year (Australia Day, Movies in March, Music in the Mall, Armadale Arts Festival, Outside the Frame, Armadale Highland Gathering and the Perth Kilt Run, Carols by Candlelight, etc.) are also positive community news stories and are consistently share on our social networks.

For reference, the City's communications channels are broader than the aforementioned and also includes (but is not limited to):

- Email marketing
- Out-of-Home advertising (billboards, shopping centre panels, bollards, train station billboards) across the greater Perth region
- Digital advertising
- Radio (local, niche and mainstream stations)
- Print materials
- Collaborations with Destination Perth, Perth is OK!, etc.
- Armadale Alive is published every month (except for January) which showcases news, stories and happenings from across the City
- Media releases and media statements are pitched to various news outlets (including the Examiner) every week
- Other department-specific advertisements with community-focused projects and events are booked as required.

## **ATTACHMENTS**

There are no attachments for this report.

### Committee Discussion

*Committee discussed social media updates and print media options as well as the City's Media Strategy. Committee agreed to receive an update on the number of updates and recent activity administratively.*

## **RECOMMEND**

**CS23/6/23**

**That Council note the officer's comment in this report and request an update be circulated administratively.**

**Moved Cr J Keogh  
MOTION CARRIED**

**(7/0)**

### **3.4 - FEASIBILITY STUDY FOR CABLE CAR PROJECT (REFERRAL ITEM)**

At the Council meeting held on Monday, 13 February 2023, Cr S Peter referred the following matter to the Corporate Services Committee:

*That the matter of feasibility report for a cable car project connecting the City Centre, Roleystone and Kelmscott be referred to the Corporate Services Committee.*

#### **Comment from Cr S Peter**

One of the City's fundamental aspirations is to make Armadale a robust local economy with diverse employment opportunities by 2030. However, most residents are still working outside the City.

The Tourism Council of WA published a report in 2016 about the missing pieces to meet the demand of Perth as a destination of Tourism. The Cable Car was one of the three pieces that needed to be added to reach WA tourism.

I request a report on the feasibility of a cable car project connecting the City Centre, Roleystone and Kelmscott to utilise the current and future tourism possibilities based on the City's natural resources. The study may include that the cable car system is commercially viable without government funding, and the City's role will be only an advocacy position.

#### **Officer Comment**

##### *The Missing Pieces – The Perth Cable Car*

This document by the Tourism Council of WA, released in 2016, mentioned in the Referral Item, is specific to major inner-city tourism interventions in and around the Perth CBD. This document outlines key tourism infrastructure such as the Perth Arena, Optus Stadium, Crown Perth, the new WA Museum and other inner-city attractions. The notion of building a cable car is presented in the context of adding onto the redevelopment Elizabeth Quay and its masterplan at the time at an estimated construction cost of \$60 million to \$80 million. This cable car travels from Elizabeth Quay to Kings Park, a distance of less than 4 km. A round trip from Armadale through Roleystone and Kelmscott is a distance of approximately 20km. Based on the Perth Cable Car costings from 2016, construction cost could be more than three times.

Construction of a cable car in WA has not gained sufficient traction by State Government, the Botanic Gardens and Parks Authority (Kings Park), or by the private sector.

Although planning for the development of major tourism attractions in the Perth Hills region has merit, *The Missing Pieces* document by the Tourism Council should be considered in its original purpose and context.

*New Tourism Strategy*

The City of Armadale is currently preparing a new Tourism Strategy to be endorsed by Council later this year. As part of the development of this strategic guiding document, the City has consulted with key stakeholders, local businesses and local tour operators, at no time has a cable car been identified as a project or a key means to drive visitation to the region.

While a cable car would provide an interesting way to travel between Roleystone, Kelmscott and Armadale, the question in relation to what other attractions, activities, accommodation and amenities exist to support this magnitude of investment must be asked.

Many famous cable cars exist around the world in spectacular tourism locations and exist to elevate travellers to grand snowy peaks(Whistler, Canada) or island-hopping (Ba Na Hills, Vietnam), however, generally speaking, visitors choose the destination first, then decide to do the cable car as an activity while there. Before considering a major infrastructure project like this one, the City needs to consider enhancing and/or increasing the density and diversity of other tourism offerings to support a major investment of this kind. A commercial investor is unlikely to spend in excess of \$60 million dollars, without the assurance of a profitable return.

Therefore it is recommended that the City focuses on activities which they have direct control over such as those initiatives proposed as a result of stakeholder engagement that is informing its new Tourism Strategy. It is important to note that these initiatives have been tailored specifically within the context of Armadale and are within the City's operational capability.

Current tourism initiatives will be presented in the new Strategy such as concentrating and capitalising on nature tracks and trails, in particular forming part of a national Trail Network, developing cultural tourism experiences, growing agri-tourist, advocating for the development of boutique accommodation, a boost to destination marketing activities and continued sponsorship of major events such as the Kelmscott Show, Araluen's Tulip Festival and others.

The Tourism Strategy will enable the City to focus on destination and product development, stakeholder engagement and effective marketing to drive desire and build its portfolio of tourism offerings. It is important to note that these initiatives have been tailored specifically to the context of Armadale and are within the City's operational and budget capabilities.

**ATTACHMENTS**

There are no attachments for this report.

Committee Discussion

*Councillor Peter spoke to the item and presented a recommendation. After some discussion, the motion was put to the vote.*

*“That Council continue to consider the opportunity of a cable car and similar projects in an advocacy role as it arises, which engages in developing new tourist attractions and activities to promote the City’s economic growth.”*

**RECOMMEND**

**CS24/6/23**

**That Council continue to consider the opportunity of a cable car and similar projects in an advocacy role as it arises, which engages in developing new tourist attractions and activities to promote the City’s economic growth.**

**Moved Cr S Peter, Seconded Cr Mosey  
MOTION LOST**

**(3/4)**

**3.5 - LEASING: 145 JULL STREET - VET (WA) MINISTERIAL CORPORATION  
(TRADING AS SOUTH METRO TAFE)**

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WARD : ALL  
FILE No. : M/288/23  
DATE : 22 May 2023  
REF : AO  
RESPONSIBLE : Executive Director  
MANAGER : Corporate Services

**In Brief:**

- A confidential report is presented as an Attachment to this Agenda.

**Strategic Implications**

Nil.

**Legal Implications**

- Sections 5.36, 5.38 and 5.39 of *Local Government Act 1995*
- *Local Government Act 1995*, section 3.58 –Disposing of Property
- *Local Government (Functions and General) Regulations 1996*, regulation 30(2) (c) (ii) – Dispositions of property excluded from Act
- *Property Law Act 1969*.

**Council Policy/Local Law Implications**

- Policy – Lease and License
- Property Local Law.

**Budget/Financial Implications**

The proposal extends South Metro TAFE's lease term for a further 12 months, with two 3 month extension options. This will increase rent revenues received in FY 2023/24 and if the extension options are exercised, in FY 2024/25.

**Consultation**

*A Confidential Report is presented as an Attachment to this Agenda.*

**RECOMMEND**

CS25/6/23

**That Council approve the recommendation as detailed in the attached Confidential Report.**

**Moved Cr P A Hetherington  
MOTION CARRIED**

**(7/0)**

**3.6 - LEASING: TELECOMMUNICATIONS TOWER - AMPLITEL**

**MEETING CLOSED TO PUBLIC**

7.48pm

Cr Busby moved that the meeting be closed to members of the public as the matter to be discussed, if disclosed, would reveal information that has a commercial value to a person.

WARD : ALL  
FILE No. : M/290/23  
DATE : 22 May 2023  
REF : AO  
RESPONSIBLE : Executive Director  
MANAGER : Corporate Services

**In Brief:**

- A confidential report is presented as an Attachment to this Agenda.

**Strategic Implications**

3.1 Increased economic growth, job creation and retention, as well as educational opportunities.

**Legal Implications**

- Sections 5.36, 5.38 and 5.39 of *Local Government Act 1995*
- *Local Government Act 1995*, section 3.58 – Disposing of Property
- *Property Law Act 1969*.

**Council Policy/Local Law Implications**

- Policy – Lease and License
- Property Local Law.

**Budget/Financial Implications**

The lease term is for a proposed 20 years at the current market rate with a market review after 10 years. This will increase rent revenues received for the term of the lease.

**Consultation**

*A Confidential Report is presented as an Attachment to this Agenda.*

**RECOMMEND**

CS26/6/23

**That Council approve the recommendation as detailed in the attached Confidential Report, as amended.**

**Moved Cr M J Hancock**

**MOTION CARRIED**

**(7/0)**



**3.7 - INFORMATION COMMUNICATION TECHNOLOGY (ICT) STRATEGIC PLAN - UPDATE**

WARD : ALL  
FILE No. : M/339/23  
DATE : 15 June 2023  
REF : AO  
RESPONSIBLE : Executive Director  
MANAGER : Corporate Services

**In Brief:**

- A confidential report is presented as an Attachment to this Agenda.

**Strategic Implications**

- 4.1 Strategic Leadership and Effective Management
- 4.1.2 Develop and maintain a comprehensive suite of strategies and plans to guide the City's delivery of infrastructure and services to the community.
- 4.1.4 Constantly review the efficiency and effectiveness of the City's service delivery.
- 4.2 A Culture of Innovation
- 4.2.1 Embrace the use of technology to improve customer service and achieve improved efficiency and effectiveness of City functions.

**Legal Implications**

Nil.

**Council Policy/Local Law Implications**

Nil.

**Budget/Financial Implications**

In February 2022, Council endorsed the ICT Strategy and the following Four Year Budget, to implement the Strategy. Subsequently, the LTFP/Four Year Budget and the Annual Budget were updated to incorporate the strategy.

**Consultation**

*A Confidential Report is presented as an Attachment to this Agenda.*

**RECOMMEND**

CS27/6/23

**That Council approve the recommendation as detailed in the attached Confidential Report.**

**Moved Cr S Mosey**

**MOTION CARRIED**

**(7/0)**

**MEETING OPENED TO PUBLIC**

8.10pm

Cr Mosey moved that the meeting be opened to members of the public.

***COUNCILLORS' ITEMS***

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**1. Costs of Preparing Reports to Council (Cr Kerry Busby)**

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Councillor Busby requested information regarding the costs of preparing a detailed report to Council with regard to monies and time. This information to be circulated administratively.

**RECOMMEND**

**CS28/6/23**

That Council refers the following Councillor Item:

- Costs of Preparing Reports to Council

To the relevant Directorate for action and/or report to the appropriate Committee.

**Moved Cr K Busby**  
**MOTION CARRIED**

**(7/0)**

***CHIEF EXECUTIVE OFFICER'S REPORT***

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Nil.

***EXECUTIVE DIRECTOR'S REPORT***

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**1. Submissions to Differential Rates**

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A report on the submissions to Differential Rates for 2023/24 will be circulated to Councillors later this week.

To date, 93 submissions have been received.

**MEETING DECLARED CLOSED AT 8.12PM**

<b>CORPORATE SERVICES COMMITTEE</b> <b>SUMMARY OF ATTACHMENTS</b> 20 JUNE 2023		
ATT NO.	SUBJECT	
<b>1.1 LIST OF ACCOUNTS PAID - APRIL 2023</b>		
1.1.1	Monthly Cheque and Credit Card Report - April 2023	
<b>1.2 STATEMENT OF FINANCIAL ACTIVITY - APRIL 2023</b>		
1.2.1	Small Balance Rates Interest Written Off - April 2023	
1.2.2	Statement of Financial Activity - April 2023	
<b>2.1 CORPORATE SERVICES DIRECTORATE - REVIEW OF DELEGATIONS</b>		
2.1.1	DRAFT Corporate Services Directorate delegations	
2.1.2	CURRENT Corporate Services Directorate delegations	
2.1.3	Delegations requiring further review	
<b>3.1 PROJECT MANAGEMENT FRAMEWORK - UPDATE</b>		
3.1.1	Project Management Framework - Project Lifecycle	
3.1.2	Project Management Framework Manual	

*The above attachments can be accessed from the Minutes of the Corporate Services Committee meeting of 20 June available on the City's website*

# CHIEF EXECUTIVE OFFICER’S REPORT

**26 JUNE 2023**

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***1.1 - COUNCILLORS INFORMATION BULLETIN - ISSUE NO 9/2023***

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WARD : ALL

FILE No. : M/265/23

DATE : 15 May 2023

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. 9/2023 to be received by Council

**Strategic Implications**

The following general information and memorandums were circulated in Issue No 9/2023 on 22 June 2023.

**COMMENT**

**Correspondence & Papers**

**Information from Human Resources**

Employee Movements

**Information from Technical Services**

**Outstanding Matters and Information Items**

Various Items

**Monthly Departmental Reports**

Technical Services Works Program

**Information from Community Services**

**Outstanding Matters & Information Items**

Report on Outstanding Matters

Library Upcoming Events

Community Planning

Community Development

Recreation Services

Library and Heritage Services

Ranger & Emergency Services

**Information from Corporate Services**

Nil

**Information from Development Services**

Nil

**ATTACHMENTS**

There are no attachments for this report.

**RECOMMEND**

**CEO2/6/23**

**That Council acknowledge receipt of Issue 9/2023 of the Information Bulletin**

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***1.2 - PROPOSED DIFFERENTIAL RATES 2023/24 BUDGET YEAR***

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WARD : ALL

FILE No. : M/325/23

DATE : 6 June 2023

REF : MH/JL

RESPONSIBLE : Executive Director  
MANAGER Corporate Services

**In Brief:**

This Report:

- Presents for Council's consideration details of the public submissions received up until 5pm on 21 June 2023 in response to the advertised proposed differential rates for the 2023/24 budget year.
- Seeks Council's determination of the proposed differential rates for inclusion in the draft FY24 budget.
- Requests the Minister for Local Government to approve the Vacant Land Minimum Rate.

**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**

Outcome 4.3 – Financial Sustainability

4.3.1 Undertake strategic financial planning to ensure the appropriate services are effectively delivered, assets are efficiently managed and renewed and funding strategies are equitable and responsible

### **Legal Implications**

The following sections of the *Local Government Act 1995* apply:

#### **6.35. *Minimum payment***

- (1) *Subject to this section, a local government may impose on any rateable land in its district a minimum payment which is greater than the general rate which would otherwise be payable on that land.*
- (2) *A minimum payment is to be a general minimum but, subject to subsection (3), a lesser minimum may be imposed in respect of any portion of the district.*
- (3) *In applying subsection (2) the local government is to ensure the general minimum is imposed on not less than:*
  - (a) *50% of the total number of separately rated properties in the district;*  
*or*
  - (b) *50% of the number of properties in each category referred to in subsection (6), on which a minimum payment is imposed.*
- (4) *A minimum payment is not to be imposed on more than the prescribed percentage of:*
  - (a) *the number of separately rated properties in the district; or*
  - (b) *the number of properties in each category referred to in subsection (6), unless the general minimum does not exceed the prescribed amount.*
- (5) *If a local government imposes a differential general rate on any land on the basis that the land is vacant land it may, with the approval of the Minister, impose a minimum payment in a manner that does not comply with subsections (2), (3) and (4) for that land.*
- (6) *For the purposes of this section a minimum payment is to be applied separately, in accordance with the principles set forth in subsections (2), (3) and (4) in respect of each of the following categories:*
  - (a) *to land rated on gross rental value; and*
  - (b) *to land rated on unimproved value; and*
  - (c) *to each differential rating category where a differential general rate is imposed.*

#### **6.32 *Rates and Services Charges***

- (5) *When adopting the annual budget, a local government —*
  - (a) *in order to make up the budget deficiency, is to impose\* a general rate on rateable land within its district, which rate may be imposed either —*
    - (i) *uniformly; or*
    - (ii) *differentially;*



**6.36. Local government to give notice of certain rates**

- (1) *Before imposing any differential general rates or a minimum payment applying to a differential rate category under section 6.35(6)(c) a local government is to give local public notice of its intention to do so.*
- (2) *A local government is required to ensure that a notice referred to in subsection (1) is published in sufficient time to allow compliance with the requirements specified in this section and section 6.2(1).*
- (3) *A notice referred to in subsection (1) —*
  - (a) *may be published within the period of 2 months preceding the commencement of the financial year to which the proposed rates are to apply on the basis of the local government's estimate of the budget deficiency; and*
  - (b) *is to contain —*
    - (i) *details of each rate or minimum payment the local government intends to impose; and*
    - (ii) *an invitation for submissions to be made by an elector or a ratepayer in respect of the proposed rate or minimum payment and any related matters within 21 days (or such longer period as is specified in the notice) of the notice; and*
    - (iii) *any further information in relation to the matters specified in subparagraphs (i) and (ii) which may be prescribed; and*
  - (c) *is to advise electors and ratepayers of the time and place where a document describing the objects of, and reasons for, each proposed rate and minimum payment may be inspected.*
- (4) *The local government is required to consider any submissions received before imposing the proposed rate or minimum payment with or without modification.*
- (5) *Where a local government —*
  - (a) *in an emergency, proposes to impose a supplementary general rate or specified area rate under section 6.32(3)(a); or*
  - (b) *proposes to modify the proposed rates or minimum payments after considering any submissions under subsection (4), it is not required to give local public notice of that proposed supplementary general rate, specified area rate, modified rate or minimum payment.*

If Council is of the view to impose the proposed rates **with modifications**, the *Local Government (Financial Management) Regulations 1996* require the reasons for the difference between what was advertised and what was adopted to be included in the Annual Budget and accompany the rate notice.

**23. Rates information required**

*The annual budget is to include —*

- (b) *if a differential general rate or minimum payment differs from the proposed rate or payment set forth in the local public notice given under section 6.36 —*
  - (i) *details of the rate or payment set forth in the public notice; and*
  - (ii) *reasons for the difference;*

**56. Rate notice, content of etc. (Act s. 6.41)**

- (4) *The following information is to accompany or be included in the rate notice —*
- (b) *if a differential general rate or minimum payment differs from the proposed rate or payment set forth in the local public notice given under section 6.36, reasons for the difference;*

**Council Policy/Local Law Implications**

Department of Local Government Policy Guidelines

**Budget/Financial Implications**

The total rate revenue for general rates is projected to be \$81.4M, plus \$1.1M in interim rates, a total of \$82.5M in general rate revenue. Coupled with grants, contributions, fees and charges, this contributes to the City's total budget of around \$160M. The funding sources enables the delivery of City services, the provision of community facilities, undertaking of capital works, the repayment of debt and transfers to cash reserves for future asset renewal and new projects.

**Table 1: Rates from Gross Rental Valued (GRV) & Unimproved Valued (UV) Properties**

Differential Rate Category	GRV/UV	Rate Yield
GRV Rated Properties (39,820)	\$817,639,000	\$80,700,000
UV Rated Properties (139)	\$146,172,000	\$700,000
<b>Total General Rates</b>		<b>\$81,400,000</b>
Add: Interim Rates		\$1,100,000
<b>TOTAL Rates</b>		<b>\$82,500,000</b>

The proposed differential rates were established in conjunction with the Long Term Financial Plan review and a review of the four year budget priorities, assumptions and scenarios. Councillors examined the budget scenarios and options and the calculation of the projected rate revenue, on which the differential rates are based:

1. Factors in an estimate (assumption) of +700 new rateable properties in the developing areas of the City; and
2. Applies an index of 4.5%, reflecting the FY23 end-of-year projection of the Local Government Cost Index (LGCI), issued by the West Australian Local Government Association.

The rate revenue enables the Council to adopt an overall balanced budget whilst ensuring the operating deficit<sup>1</sup> is within the parameters set by Council in the Long Term Financial Plan, for the forthcoming year.

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<sup>1</sup> the difference between the City's operating revenues and operating expenses, including depreciation of assets.

Also provided is an analysis of the impact of the general revaluation of the Gross Rental Valuation (GRV) of GRV rated properties, on which rates are calculated. The information illustrates how the Council would need to adjust the Rate-in-the-Dollar imposed on GRV rateable properties to receive the same rate revenue had the revaluation not been undertaken.

From 1<sup>st</sup> July 2024, the result of the GRV properties revaluation sees the GRV increase by 17.5% overall, up from \$695.6m to \$817.6m. A closer analysis reveals a 20.5% increase on residential properties, a 5% increase on commercial properties and a 7% increase on vacant land.

**Table 2: Adjusting the Rate in the Dollar**

	Pre- Revaluation	Post Revaluation	Post Revaluation +4.5%
<b>Total GRV</b>	<b>\$693,595,000</b>	<b>\$817,639,000</b>	<b>\$817,639,000</b>
<u>Vacant Land</u>			
Cents in the dollar	15.7919	13.9500	14.5778
Minimum Rate	\$1,076	\$1,124	\$1,175
<u>Residential Improved</u>			
Cents in the dollar	10.8799	8.9990	9.4040
Minimum Rate	\$1,242	\$1,298	\$1,356
<u>Business Improved</u>			
Cents in the dollar	9.8529	9.3908	9.8134
Minimum Rate	\$1,444	\$1,509	\$1,577
<b>Total GRV Rates</b>	<b>\$77,232,000</b>	<b>\$77,232,000</b>	<b>\$80,707,000</b>

### **Consultation**

Ratepayers/residents of the City of Armadale;  
Public Notice inviting public submissions on the proposed differential rates for 2023/24 was given:

- in the West Australian newspaper on Wednesday 31 May 2023;
- in the local Examiner newspaper and on LinkedIn on Thursday 1 June 2023; and
- on the City's website on Wednesday 31 May 2023.

The closing date for receipt of public submissions was 5pm 21 June 2023.

### **BACKGROUND**

The *Local Government Act 1995* (the Act) enables the imposition of rates to occur uniformly or differentially. If a Local Government intends to impose rates differentially, then the Act requires that public notice be provided and inviting public submissions on the proposal, which is to be outlined in a Statement of Rating Objects and Reasons.

At the Special Council Meeting held on 29 May 2023, Council considered a report on the proposed Statement of Rating Objects and Reasons, and resolved as follows:

*“That Council:*

- 1. ENDORSES the rating strategy, objects and reasons for each differential rating category and each minimum payment contained in the attachment to this report.*
- 2. pursuant to section 6.36 of the Local Government Act 1995, agree to provide local public notice of its intention to impose differential rates and minimum payments for the 2023/24 financial year (FY24) in accordance with the attached Statement of Rating Objects and Reasons, and as outlined below:*

	<i>Rate in the \$ (cents)</i>	<i>Minimum Payment \$</i>
<i>Vacant Land</i>	<i>14.5778c</i>	<i>1,175</i>
<i>Residential Improved</i>	<i>9.4040c</i>	<i>1,356</i>
<i>Business Improved</i>	<i>9.8134c</i>	<i>1,577</i>

#### Statement of Rating Objects and Reasons

The 2023/24 Statement of Rating Objects and Reasons, the subject of seeking public submissions, explains the Council's rating strategy and approach, and illustrates the changes from the previous year's rate increase that was applied.

Importantly, it outlines the principles of objectivity, fairness and equity, consistency, transparency and administrative efficiency that Council has considered in establishing the rating objects and reasons.

By the closing date for receipt of public submissions 104 submissions had been received.

#### **DETAILS OF PROPOSAL**

There has been 102 public submissions received up until 5pm on 21 June 2023 regarding the Council's proposal to impose differential rates, and specifically on the proposal to impose the differential *Residential rates*. Last year there were 149 submissions received in total.

The breakdown of the submissions by suburb is as follows;

Piara Waters	38
Harrisdale	33
Armada	5
Haynes	4
Hilbert	4
Wungong	3
Kelmscott	3
Bedfordale	2
Roleystone	2
Brookdale	1
Camillo	1
Karragullen	1
Mt Nasura	1
Seville Grove	1
Unknown	3

A summary of the submissions are provided in the attachment and the actual submissions are circulated to Councillors under separate confidential cover. The submissions have been categorised into four common themes:

1. The community is experiencing a hard time due to the cost of living increasing rapidly and ratepayers require Council to be compassionate at this time (66 of the 102 submissions)
2. The 4.5% increase is considered excessive and that a lower percentage of 2.5% or under would be more reasonable for ratepayers (21 of the 102 submissions)
3. Due to a lack of service provided by the City, a rates increase is not justified (5 of the 102 submissions)
4. The City needs to look at its current financial management to remove the need for an increase (10 of the 102 submissions)

## ANALYSIS

***“The community is experiencing a hard time due to the cost of living increasing rapidly and ratepayers require Council to be compassionate at this time”***

The main number of submissions (65) are asking for Council to reduce the rates increase due to the pressures of cost of living being experienced by the Community. Key economic and social data has informed financial planning and budget discussions, commentary of which is provided below.

### The Economy

Cost of living has escalated as an issue for the Australian community, spurred on by an increase in the Reserve Bank's cash rate, economic demand and supply issues pushing up prices, higher than average inflation and wage price indexing lagging cost of living indexing presently. Real wages have reduced, however, the Wage Price Index is indicating that wages are on the rise and economic growth in Western Australia remains strong. These issues continue to be part of the political narrative.

### Social Economic Disadvantage

The City of Armadale has a diverse community, and this is no more apparent than in the SEIFA index, last measured in 2021. The index indicates whilst some suburbs lay above the Perth average, others such as Armadale, Kelmscott, Camillo and Seville Grove have a degree of social disadvantage.

**Table 3: Index of Relative Socio-economic Disadvantage**

City of Armadale's small areas and benchmark areas

Area	2021 index	Percentile
Piara Waters	1087.6	93
Bedforddale District	1082.5	91
Harrisdale	1074.1	87
Roleystone - Karragullen	1068.0	84
Haynes	1045.8	70
Hilbert	1033.6	62
Mount Nasura	1030.6	60
Mount Richon	1017.8	52
Kelmscott (East)	1015.2	51
Champion Lakes	1011.6	49
Forrestdale	1001.5	43
Australia	1001.2	42
City of Armadale	990.0	36
Seville Grove	961.6	23
Kelmscott	943.2	18
Brookdale - Wungong	892.5	8
Camillo	866.6	6
Kelmscott (West)	865.6	6
Armadale (North)	852.4	5
Armadale	830.1	4
Armadale (South)	811.6	3

Greater Perth	1020.0	54
Western Australia	1011.0	48
Outer Metropolitan Growth Councils	997.4	41
National Growth Areas Alliance	986.4	34

**Source:** Australian Bureau of Statistics, Census of Population and Housing 2021.

### Average Rates

The City annually reviews and compares the average rates of medium to large size metropolitan Local Governments in Perth. This year, the review concludes that:

- The average property rate in the metropolitan area is \$1,854
- The average rate for the City of Armadale is \$1,916

This includes all property types - residential, commercial, and industrial. For the residential category only:

- The average property rate in the metropolitan area is \$1,454 (\$28/week)
- The average rate for the City of Armadale is \$1,667 (\$32/week)

The analysis above reflects the characteristics of each Local Government. Local Government districts which are highly urbanised and/or have a significant portion of the district with high-value commercial and industrial areas tend to have lower residential rates. The commercial and industrial properties contribute a larger share of the rate revenue required.

Armadale's rates are higher than the average because the district is not highly urbanised, nor does it have large/high value commercial or industrial areas. This places a higher reliance on residential rates to provide Local Government services.

### The impact of Local Government as a Taxation Body

It is useful to consider Local Government rates in the context with other Government taxation and charges.

As a percentage of total taxation revenue taken by the three tiers of government, 3.05% is attributable to Local Government across Australia. The Western Australian local government share of total taxation revenue is \$2.6b (0.38%).

**Table 4**

Levels of Government Taxation Revenue	2021-22 \$m	
<b>Commonwealth government</b>	550,609	80.61%
<b>State government</b>	111,605	16.34%
<b>Local government</b>	20,811	3.05%
<b>TOTAL</b>	<b>683,025</b>	<b>100.00%</b>

Source: Australian Bureau of Statistics *Taxation Revenue, Australia 2021/22*

Around 20% of Local Government Rates are spent on maintaining depreciating assets<sup>2</sup> with the balance utilised for services such as public libraries, recreation facilities, development approvals, local park maintenance and Ranger services.

Local Government Rates form only a small portion of the total taxation revenue paid by individuals and businesses across Australia, yet are essential for providing important services and infrastructure assets to the community.

### Financial Support and Hardship

The City also has two programs to assist ratepayers with the payment of rates – the *Smarter Way to Pay* program (with over 12,000 ratepayers using the program) and the Financial Hardship Policy.

The *Smarter Way to Pay* has been a popular option for ratepayers, as it allows rate payments to be tailored and spread across the year, with no additional costs or interest charges. In the current higher interest rate environment, this program provides ratepayers with flexibility and affordability.

***“The 4.5% increase is considered excessive and that a lower percentage of 2.5% or under would be more reasonable for ratepayers”.***

### Local Government Costs

The Local Government Cost Index (LGCI) is the City's "CPI" indicator. Provided by WALGA, it provides an indication of those changes in the WA economy that relate more closely to the functions of Local Government, and has been used as a guide to inform Council decisions on rate and cost increases

Council has generally taken into account the projected LGCI (current year, ending 30 June), when deciding on rate increases for the forthcoming year. However, the speed and extent of change in economic conditions, particularly over the past few years since the COVID

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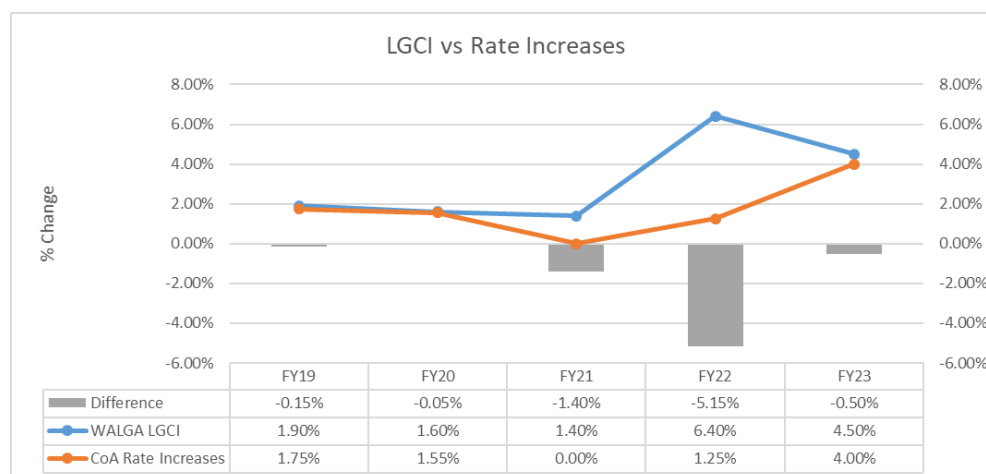
<sup>2</sup> Source: Australian Local Government Association <https://alga.com.au/policy-centre/financial-sustainability/current-financial-arrangements/>

Pandemic has created a gap between the rising cost of services and the main funding sources for those services - rates, fees and charges.

Illustrated in the table below, over the past five years, the City has increased rates by a total of 8.55%, an average of 1.71% per annum, to meet increasing cost. Over the same period, the LGCI has actually risen by 15.8%, an average of 3.16% per annum. The gap between the LGCI and rate increases is 7.25%. Translated into dollar terms, if the Council had followed the path of the Local Government Cost Index with respect to rate increases, it would have raised a further \$33M over that period.

**Table 5**

	FY19	FY20	FY21	FY22	FY23		
RATES	Actual	Actual	Actual	Actual	Projected	Total 5 Yrs	Avg p.a.
WALGA LGCI	1.90%	1.60%	1.40%	6.40%	4.50%	15.80%	3.16%
CoA Rate Increases	1.75%	1.55%	0.00%	1.25%	4.00%	8.55%	1.71%
<i>Difference</i>	-0.15%	-0.05%	-1.40%	-5.15%	-0.50%	-7.25%	-1.45%



Once a shortfall (gap) occurs, there is an ongoing impact on budget capacity to deliver services and the operating position of the City. Successive shortfalls and to the extremities seen are unusual and not sustainable.

The City currently has an operating deficit of \$4.5M, meaning that the operating revenues including rates are not sufficient to cover operating expenses and the depreciation of assets, which are worth \$1.5b to replace. The operating deficit has reduced from a projected -\$9.5M, as a result of the financial strategies that the Council has set in place over the last two years. Ensuring that funding sources keep pace with the cost of providing local government services is an important aspect of a local government's financial sustainability.

#### Other economic indicators

The analysis of the economy and the proposed differential rates has been informed by a backdrop of economic indicators. The components of the Local Government Cost Index (set out in items 2 to 5 below) along with key State economic indicators have been examined to understand the impact on households and City services.



**Table 6 LGCI Components**

	FY19	FY20	FY21	FY22	FY23
WALGA Indices	Actual	Actual	Actual	Actual	Projected
1. WALGA LGCI	1.90%	1.60%	1.40%	6.40%	4.50%
2. WALGA Employee Costs	1.60%	2.00%	1.50%	2.70%	3.80%
3. WALGA Materials & Contracts	1.60%	1.75%	-0.90%	5.70%	4.80%
4. WALGA Roads, Bridges & Construction	2.10%	1.40%	3.50%	12.00%	5.10%
5. WALGA Non-Residential Buildings	0.00%	-0.10%	1.40%	14.40%	1.80%

(Source WALGA/Australian Bureau of Statistics)

**Table 7 State Economic Indicators**

	FY19	FY20	FY21	FY22	FY23
STATE ECONOMIC INDICES	Actual	Actual	Actual	Actual	Projected
6. CPI WA	1.60%	0.10%	4.20%	7.40%	5.80%
7. Wage Price Index WA	2.20%	1.40%	2.30%	3.40%	3.60%
8. RBA Cash Rate	1.00%	0.50%	0.10%	0.10%	3.60%
9. Job Supply & Demand WA (# persons)	45,000	32,300	30,500	-16,600	-9,200
10. Gross State Product (Output)	1.60%	1.20%	3.30%	3.10%	3.75%

(Source WALGA/Australian Bureau of Statistics)

Economic data April 2023

In the context of the City's financial sustainability to maintain services and assets, the proposed differential rates were considered reasonable (in the economic circumstances).

#### The Operating Position of the City

A key measure of the medium to long term sustainability of a Local Government is its operating position. That is, the difference between the City's operating revenues and operating expenses, including the depreciation of assets. Ideally, the operating position should be around +/- 2% of the total operating budget. In the case of the City of Armadale, +/- \$2.5M.

Presently, the City's operating deficit is around -\$4.5M, which is outside of the City's targeted range. The Council has adopted a number of financial strategies to reduce the operating deficit, whilst maintaining levels of service.

As costs increase, the revenues which fund those service costs must also increase, if the operating position is to be at least maintained. Prudent financial management therefore suggests increasing revenues in conjunction with service cost increases – or reducing services.

***Due to a lack of service provided by the City, a rates increase is not justified.***

The submissions received highlighted specific examples of where service had not been provided for the ratepayers. Service levels have been established by the Council through various planning documents and strategies on what the Council believes is reasonable and affordable.

Recently however, supply issues in the market (materials, contractors and labour) have made the provision of services more challenging. This is occurring across Australia.

A lower than cost increase of rates would put more pressure on maintaining current service levels. Notwithstanding, a number of service improvement projects are being introduced into the City, including the delivery of a new Public Library in Piara Waters.

*The City needs to look at its current financial management to remove the need for an increase.*

In preparation of the budget, consideration has been given to other revenue sources and the cost of services, to reduce the requirement for a 4.5% rate increase to balance the budget. These considerations included:

- Fees and Charges
- Operating Grants
- Operating Revenue from Capital Assets
- Interest Earnings
- Services
- Revenue from new rateable properties (Growth)
- Budget Surplus vs Surplus to Budget
- Reserve Transfers

What was evident is that the Council is constrained with its ability to increase fees and charges further, increase operational grants, and leverage from capital assets. It is also challenging to maintain the current levels of services if rate increases do not keep pace with cost increases, due to past year's gaps.

#### The Federal Assistance Grant

Of particular note, the Federal Assistance Grant received from the Commonwealth Government has decreased in real terms. Annually, the City receives around \$2.1M as a general grant and \$1.8M allocated to roads. The Federal Financial Assistance Grants has slipped from one percent of Commonwealth taxation revenue in 1996 to just 0.52 percent today – a point not lost by the Australian Local Government Association (ALGA). The Association is current lobbying the Commonwealth Government to restore the Federal Assistance Grant to 1% of Commonwealth taxation revenue.

#### Interest Earnings

The City's interest earnings will increase in this year's budget. A large portion of interest is derived from cash reserves, and interest earnings are transferred to the source reserve fund. The Municipal Fund component of interest earnings will increase, but not to any large extent. It does close the 7.25% gap from previous years by around 0.5% and this has been factored into the budget.

Services

Over the years, successive Armadale Councils have made strategic choices around the provision of services to the community. More recently, and what is evident is that the financial strategy and budgetary measures put in place, Armadale residents continue to derive public value from City services, without a significant increase in rates being imposed.

The cumulative gap between cost increases and rates increases of \$33M, coupled with the \$4M decrease in operating deficit<sup>3</sup>, is indeed evidence of the effectiveness of Council's strategic approach, and the organisational efficiencies generated by staff.

As previously indicated, the gap between cost increases and rate increases is not sustainable. It is limiting the capacity and capability of the City to deliver projects in a timely manner and to maintain service levels. Inevitably, service levels will fall or potentially fail if successive gaps occur.

Revenue from new rateable properties (Growth)

The FY24 draft budget includes 700 new residential rateable properties at \$1,570 per rateable property. In subsequent years this drops to 650 per annum. The current LTFP illustrates growth impacts in the following table.

**TABLE 4.2 - Cumulative Growth**

	Budget Y1	LTFP Y1	LTFP Y2	LTFP Y3	LTFP Y4
	2023	2024	2025	2026	2027
Operating Revenue	1,785,900	3,556,300	5,344,600	7,218,800	8,282,711
Operating Expenditure	(1,557,000)	(3,248,825)	(4,407,496)	(5,862,048)	(6,715,950)
<b>Cumml.Net Growth p.a. (ex. depn)</b>	228,900	307,475	937,104	1,356,752	1,566,761
<i>plus: depreciation</i>	(435,581)	(874,852)	(1,321,049)	(1,789,486)	(2,238,002)
<b>Growth Impact on the Operating Position</b>	(206,681)	(567,377)	(383,945)	(432,734)	(671,241)

Whilst growth in rateable properties provides additional revenue, it also increases service costs associated with the new developing areas – new parks, roads, drains, community facilities and support services (such as Community and Ranger services). Along with depreciating assets, the impact on the City's operating position is actually -\$0.6M over the next four years.

Budget Surplus vs Surplus to Budget

Local Governments tend to adopt what is called a balanced budget. That is, the cost of services, capital works, debt repayment and transfers to cash reserves for future works is balanced exactly to the sources of funds including rates, fees and charges, grants, borrowings and transfers from cash reserves for works.

Inevitably, the actual result for a year will always be a surplus or deficit, and it is the extent of that surplus or deficit that is of interest.

In context, the City's operating budget is around \$108M, excluding depreciation as a non-cash item. A 2% variation would constitute +/- \$2.5M either way.

The last two years, the City has reported surpluses of \$2.3M and \$3.2M respectively. Whilst the FY23 surplus falls outside a 2% range, the causes of the FY23 surplus were reported in the December report to Council (CS62/12/22) as being derived from staff vacancies and

<sup>3</sup> reduced from a projected \$9M deficit

higher revenues from property development (planning/building/subdivisions) – a result of the lowest unemployment rate in 50 years, and the Government stimulus respectively. These conditions vary from the medium and long term trends.

To apply a surplus to subsidise a rate increase and balance the budget in effect defers the decision for that rate increase to the following year, and compounds the issue with the rate increase of the following year. The following table illustrates.

	Rate increase required		Subsidised rate increase	
	\$	%	\$	%
Current Year	\$80,000,000		\$80,000,000	
Year 1	\$82,400,000	3.0%	\$81,600,000	2.0%
Year 2	\$84,872,000	3.0%	\$84,872,000	4.0%
<b>Total Year 1 and 2</b>	<b>\$167,272,000</b>		<b>\$166,472,000</b>	

### Reserve Funds

Establishing cash reserves is a strategic decision of Council. The general proposition is that the current users of City services are charged (through rates or user pays fees) for the consumption of a service now, which requires a future obligation. For example, there is a component of the rates charge which ensures that the City is able to allocate sufficient funds for the replacement of assets. Funds are placed in an asset renewal reserve to be spent in the future when an asset is nearing the end of its useful life (eg, a road which needs to be resurfaced every 22 to 25 years, due to wear and tear).

There are other reasons a Local Government may have a reserve fund. For example, reserves funds for Developer Contribution Plans (DCPs) are held by the City to raise funds for community facilities and infrastructure in developing communities. These funds are paid by Developers and the City delivers the assets in accordance with the DCP.

Presently, the City's total cash reserves are projected to total around \$100M. The five main Reserve groupings are:

- Development Contribution Schemes (\$26M) (funded by developer contributions for assets in new areas in accordance with a development contribution plan)
- Asset Renewal Reserve (\$15M) (funded by Municipal funds, this reserve ensures the City has funds set aside to replace important assets – roads, footpaths, buildings when those assets need to be renewed or replaced).
- Waste Capital Works and Landfill Rehabilitation (\$24.5M) (Funded from Waste fees and charges. Funds are set aside for capital works and for land rehabilitation works at the landfill site when the site closes)
- Future Projects, including the Civic precinct reserve (\$21M) (These funds are set aside for future strategic transformational projects that benefit the wider community and funded from Municipal funds. Council is committing \$0.5M annually to the Civic Precinct reserve)
- Employee Liability Provision (\$9.5M) (These funds are set aside to cover employee long service and annual leave liability)

If reserve funds are utilised to subsidise a required rate increase, then it in effect defers the decision for that rate increase the following year, and compounds the issue with the rate increase of the following year.

### **Minister's approval for the Vacant Land Minimum Rate**

Once Council has considered submissions responding to the local public notice of the intention to impose differential rates and confirmed the proposed differential rates for FY24, it is required to seek the approval of the Minister for Local Government to impose the minimum rate for the Vacant Land category of differential rates.

This requirement is set out in s.6.35(5) of the *Local Government Act 1995*, which provides that:

*If a local government imposes a differential general rate on any land on the basis that the land is vacant land it may, with the approval of the Minister, impose a minimum payment in a manner that does not comply with subsections (2), (3) and (4) for that land.*

Section 6.35(3) states:

*In applying subsection (2) the local government is to ensure the general minimum is imposed on not less than:*

- (a) 50% of the total number of separately rated properties in the district; or*
- (b) 50% of the number of properties in each category referred to in subsection (6),*

Due to increased residential development activity and growth in new lots, the number of vacant land rateable properties has grown, which in turn has seen a growth in the minimum rated properties in this category.

Based on the current position, 2,126 (73.3%) of rateable properties in the Vacant Land category would be subject to the minimum rate, out of a total 2,900 rateable properties in this category. The percentage on minimum rate may increase due to further new properties by the end of the year.

### **OPTIONS**

Council has the following options:

Agree to include in the draft FY24 Annual Budget

1. The differential rates and total rate revenue outlined in the Statement of Rating Objects and Reasons the subject of public submissions. ie.

<b>Gross Rental Value Properties Payment</b>	<b>Rate in the \$ (cents)</b>	<b>Minimum \$</b>
Vacant Land	14.5778	1,175
Residential Improved	9.4040	1,356
Business Improved	9.8134	1,577

**2. Differential rates and total rate revenue indexed by some other amount.**

For each 0.5% reduction, rate revenue will fall by \$407,000.

**CONCLUSION**

Over the past few years, the Council has closely examined the City's financial position and future plans to ensure that the City continues to operate in a financial sustainable and responsible manner. It requires a delicate balance between meeting community demands and expectations for services, managing a growing community and ensuring that the services provided are reasonable and affordable through rates, fees and charges.

Council has shown great stewardship in making difficult but important decisions to maintain the City's financial sustainability. Similarly, the decision regarding the differential rates for FY24 (the subject of this report) falls into the same category. The economic climate remains volatile due to the impact of the pandemic and economic supply and demand pressures.

Whatever the decision of Council, it will not be taken lightly. Council has been thorough in its review and consideration of rates required to fund the FY24 budget. It has been anticipated that service costs overall in FY24 will continue to be impacted by inflationary factors. Cognisant of the City's operating position and financial sustainability, this report concludes that is prudent to confirm the differential rates as originally proposed, which takes into account an indexed increase in costs of 4.5%.

**ATTACHMENTS**

1. [1.2](#) 2023\_2024 Summary of Submissions

**RECOMMEND**

CEO3/6/23

**That Council:**

1. pursuant to s.6.36(4) of the *Local Government Act 1995*, **CONSIDER** the public submission/s received, which respond to the local public notice on Council's intent to impose differential rates provided by the City; and
2. **AGREE** to include in the *draft 2023/24 Annual Budget* without modification, the following differential rates and general rates:

**Gross Rental Value Properties**

Differential Rate Category	Rate in the \$ (cents)	Minimum Rate \$
Vacant Land	14.5778	1,175
Residential Improved	9.4040	1,356
Business Improved	9.8134	1,577

**Unimproved Value Properties**

General & Minimum Rate	0.4755	1,624
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3. Pursuant to s.6.35(5) of the *Local Government Act 1995*, AGREE to seek the approval on the Minister for Local Government to impose a minimum payment on vacant land of \$1,175, that does comply with subsections (2), (3) or (4) of Section 6.35 of the *Local Government Act 1995*.

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***1.3 - VARIATIONS TO THE WASTE TO ENERGY PROJECT WASTE SUPPLY  
AGREEMENT***

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WARD : ALL  
FILE No. : M/351/23  
DATE : 22 June 2023  
REF : SD  
RESPONSIBLE : Chief Executive Officer  
MANAGER

**In Brief:**

- A Confidential Report on the above matter is presented to this agenda

**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

*A Confidential Report is presented to this Agenda.*

*This matter is considered to be confidential under Section 5.23(2) (c) of the Local Government Act, as the matter relates to a contract entered into or which may be entered into by the City of Armadale.*

**ATTACHMENTS**

There are no attachments for this report.

**RECOMMEND**

CEO4/6/23

**That Council adopt the recommendation as presented in the Confidential Report.**



CHIEF EXECUTIVE OFFICER'S REPORT <b>ATTACHMENTS</b> 26 JUNE 2023		
ATT NO.	SUBJECT	PAGE
<b>1.2 PROPOSED DIFFERENTIAL RATES 2023/24 BUDGET YEAR</b>		
1.2.1	2023_2024 Summary of Submissions	131

# CHIEF EXECUTIVE OFFICER'S REPORT

131

26 JUNE 2023

	Suburb	SUMMARY OF SUBMISSION	KEY POINT
1	<del>CE/60130/23</del>	<del>Harrisdale</del>	<del>Cost of Living</del>
2	CE/60138/23	Armadale	Cost of Living
3	CE/60544/23	Roleystone	Cost of Living
4	CE/60546/23	Unknown	Cost of Living
5	CE/60557/23	Piara Waters	Cost of Living
6	CE/60558/23	Harrisdale	Cost of Living
7	<del>CE/60559/23</del>	<del>Piara Waters</del>	<del>Cost of Living</del>
8	CE/60565/23	Harrisdale	Cost of Living
9	CE/60572/23	Harrisdale	Cost of Living
10	CE/60685/23	Piara Waters	Cost of Living
11	CE/60882/23	Piara Waters	Cost of Living
12	CE/60891/23	Piara Waters	Cost of Living
13	CE/61052/23	Unknown	Cost of Living
14	CE/61064/23	Unknown	Cost of Living
15	CE/61082/23	Piara Waters	Cost of Living
16	CE/61097/23	Piara Waters	Cost of Living
17	CE/61113/23	Harrisdale	Cost of Living
18	CE/61119/23	Harrisdale	Cost of Living
19	CE/61129/23	Piara Waters	Cost of Living
20	CE/61178/23	Hilbert	Cost of Living
21	CE/61184/23	Harrisdale	Cost of Living
22	CE/61188/23	Haynes	Cost of Living
23	CE/61231/23	Harrisdale	Cost of Living
24	CE/61559/23	Hilbert	Cost of Living
25	CE/61830/23	Harrisdale	Cost of Living
26	CE/62058/23	Harrisdale	Cost of Living
27	CE/62437/23	Piara Waters	Cost of Living
28	CE/62959/23	Piara Waters	Cost of Living
29	CE/63429/23	Piara Waters	Cost of Living
30	CE/63503/23	Piara Waters	Cost of Living
31	CE/65523/23	Harrisdale	Cost of Living
32	CE/66272/23	Harrisdale	Cost of Living
33	CE/66277/23	Camillo	Cost of Living
34	CE/66320/23	Harrisdale	Cost of Living
35	CE/66337/23	Piara Waters	Cost of Living
36	CE/66340/23	Piara Waters	Cost of Living
37	CE/66356/23	Armadale	Cost of Living
38	CE/66360/23	Harrisdale	Cost of Living
39	CE/66381/23	Harrisdale	Cost of Living
40	CE/66385/23	Kelmscott	Cost of Living
41	CE/66493/23	Piara Waters	Cost of Living
42	CE/66585/23	Piara Waters	Cost of Living
43	CE/66595/23	Wungong	Cost of Living
44	CE/66734/23	Harrisdale	Cost of Living
45	CE/66906/23	Harrisdale	Cost of Living
46	CE/66922/23	Bedforddale	Cost of Living
47	CE/67089/23	Harrisdale	Cost of Living
48	CE/67106/23	Piara Waters	Cost of Living
49	CE/67107/23	Piara Waters	Cost of Living
50	CE/67108/23	Piara Waters	Cost of Living
51	CE/67136/23	Harrisdale	Cost of Living
52	CE/67139/23	Piara Waters	Cost of Living
53	CE/67140/23	Piara Waters	Cost of Living
54	CE/67141/23	Piara Waters	Cost of Living
55	CE/67159/23	Wungong	Cost of Living
56	CE/67188/23	MT Nasura	Cost of Living
57	CE/67218/23	Piara Waters	Cost of Living
58	CE/67778/23	Piara Waters	Cost of Living
59	CE/67841/23	Piara Waters	Cost of Living
60	CE/67843/23	Wungong	Cost of Living
61	CE/67924/23	Piara Waters	Cost of Living
62	CE/67939/23	Harrisdale	Cost of Living
63	CE/68136/23	Harrisdale	Cost of Living
64	CE/68171/23	Seville Grove	Cost of Living
65	CE/68367/23	Harrisdale	Cost of Living
66	CE/68370/23	Harrisdale	Cost of Living
67	CE/60304/23	Harrisdale	Financial Management
68	CE/61044/23	Piara Waters	Financial Management
69	CE/61075/23	Piara Waters	Financial Management
70	CE/61118/23	Harrisdale	Financial Management
71	CE/61133/23	Kelmscott	Financial Management
72	CE/61141/23	Armadale	Financial Management
73	CE/61210/23	Haynes	Financial Management
74	CE/66268/23	Hilbert	Financial Management
75	CE/66314/23	Armadale	Financial Management
76	CE/66316/23	Piara Waters	Financial Management
77	CE/61062/23	Piara Waters	Lack of Services
78	CE/61185/23	Armadale	Lack of Services
79	CE/61809/23	Kelmscott	Lack of Services
80	CE/63176/23	Brookdale	Lack of Services
81	CE/66258/23	Piara Waters	Lack of Services
82	CE/60534/23	Piara Waters	Lower Percentage
83	CE/60538/23	Piara Waters	Lower Percentage
84	CE/61047/23	Piara Waters	Lower Percentage
85	CE/61054/23	Piara Waters	Lower Percentage
86	CE/61068/23	Karragullen	Lower Percentage
87	CE/61069/23	Piara Waters	Lower Percentage
88	CE/61142/23	Hilbert	Lower Percentage
89	CE/61193/23	Piara Waters	Lower Percentage
90	CE/61247/23	Harrisdale	Lower Percentage
91	CE/61256/23	Roleystone	Lower Percentage
92	CE/61282/23	Harrisdale	Lower Percentage
93	CE/62401/23	Harrisdale	Lower Percentage
94	CE/62404/23	Harrisdale	Lower Percentage
95	CE/66279/23	Bedforddale	Lower Percentage
96	CE/66283/23	Harrisdale	Lower Percentage
97	CE/66344/23	Piara Waters	Lower Percentage
98	CE/66382/23	Haynes	Lower Percentage
99	CE/66393/23	Haynes	Lower Percentage
100	CE/66399/23	Harrisdale	Lower Percentage
101	CE/66457/23	Harrisdale	Lower Percentage
102	CE/67805/23	Harrisdale	Lower Percentage



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**ORDINARY MEETING OF COUNCIL**  
**MONDAY, 12 JUNE 2023**

**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, 12  
JUNE 2023 AT 7.00PM.

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### 1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

*The Mayor, Cr Butterfield, declared the meeting open at 7.00 pm.*

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

#### PRESENT:

Mayor, Cr R Butterfield  
presided over

River Ward

Deputy Mayor, Cr K Busby  
Cr J Keogh  
Cr K Kamdar  
Cr S Peter JP  
Cr P A Hetherington  
Cr M J Hancock  
Cr E J Flynn  
Cr G J Smith  
Cr M Silver  
Cr S S Virk  
Cr S J Mosey

Minnawarra Ward  
River Ward  
Ranford Ward  
Ranford Ward  
Palomino Ward  
Heron Ward  
Heron Ward  
Minnawarra Ward  
Lake Ward  
Lake Ward  
Hills Ward

#### IN ATTENDANCE:

Ms J Abbiss  
Mr P Sanders  
Mr M Andrews  
Mrs S Van Aswegen  
Mrs S D'Souza

Chief Executive Officer  
Executive Director Development Services  
Executive Director Technical Services  
Executive Director Community Services  
CEO's Executive Assistant

Public: 2

#### LEAVE OF ABSENCE:

Leave of Absence previously granted to Cr G Nixon

#### APOLOGIES:

Apology received from Cr M S Northcott

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

The following questions were taken on notice at the Special Meeting of Council on Monday 29 May 2023 and responses (summarized below) forwarded in a letter by the Chief Executive Officer.

**Meghan Travers**

Q4           With the GRV and the rates going up and given the average demographics in the City of Armadale are there concerns that a rate rise will effectively mean a number of defaulted rate payers in the same way that banks are faced with a bunch of defaulted loans?

*Mayor: That information is brought to our attention if there is a rise in people being unable to pay their rates. We do have a Hardship Policy which we have been using and which was reviewed during COVID and we are continuing with that policy. So we are trying to be as fair as possible and helping people to pay off their debt over a long period of time.*

Q-5       Has there been an increased usage of that?

*Mayor: The question will be taken on notice and a response provided in writing.*

**Response**

**No. The last applicant to enter into an arrangement under the Hardship Policy occurred last August. Most people are opting for the City's Smarter Way to Pay program.**

---

**4                   PUBLIC QUESTION TIME**

**1 Adam Marshall - Clifton Street, Kelmscott and Proprietor of Better Beans Coffee**

Q1           Would the City permit installation of a metered power outlet at Alfred Skeet Oval to run Better Beans Coffee trailer? This will reduce our carbon footprint significantly in line with City's Strategic Community Plan's objective to minimise corporate and community carbon footprints within the City.

*Mayor: The question will be taken on notice and a response provided in writing. The point of contact in regard to this matter will be the Executive Director Technical Services, Mike Andrews.*

Q2           In regard to the Forrestdale Hub Redevelopment, can we please be considered by the planning department when planning the route of trucks and various other activity so that our operation at Alfred Skeet Oval may not be disrupted?

*Mayor: Safety is paramount when it comes to access and egress of machinery. The question will be taken on notice and a response provided in writing.*

*Question time closed at 7.05pm*

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**5 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

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**6 PETITIONS**

Nil

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**7 CONFIRMATION OF MINUTES**

7.1 PREVIOUS SPECIAL COUNCIL MEETING  
HELD ON 29 MAY 2023.

**CORRECTION:**

Page 6 – Recommendation CEO5/5/2023 – Outcome of Voting to read “Motion Declared Carried (8/5)”

MOVED Cr E J Flynn that the Minutes of the Special Council Meeting held on 29 May 2023, subject to the above correction, be confirmed as a true and accurate record.

**MOTION not opposed, DECLARED CARRIED (12/0)**

7.2 PREVIOUS ORDINARY COUNCIL MEETING  
HELD ON 22 MAY 2023.

MOVED Cr E J Flynn that the Minutes of the Ordinary Council Meeting held on 22 May 2023 be confirmed as a true and accurate record.

**MOTION not opposed, DECLARED CARRIED (12/0)**

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

**1 Mayor's Announcements for Period 23 May to 12 June 2023**

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Wednesday 24 May 2023

- Attended the Senior Dale Fest at Armadale Arena. This was an event combining 7 local schools (Year 4 – 6) for a mass choir festival.

Thursday 25 May 2023

- Attended the National Reconciliation Week 2023, breakfast event held with the assistance of Mercy Care. Attendees watched a live feed of a program of Keynote speeches and interviews with elders from around the State. The event was organized by Mercy Care and many of their staff and executive attended on the morning, at the Champion Centre.

Monday 29 May 2023

- Attended a regular meeting with the CEO to discuss local issues.

Tuesday 30 May 2023

- Attended the official opening of new buildings at the Mamarapha College in Karragullen.

Wednesday 31 May 2023

- Attended South East Regional Energy Group meeting held at the City of Gosnells.
- Attended the Joint Policy Team meeting at WALGA.

Thursday 1 June 2023

- Attended the Reconciliation Action Plan Working Group Meeting in the Function Room.

Friday 2 June 2023

- Attended a morning tea for the City's volunteer Graffiti Group to thank them for their efforts at keeping our City clean. Graeme Hart received the Mayor's Award for being a Community Hero. Graeme was retiring from the group after 8 years of service with the graffiti cleaning group (and many more in other volunteer groups).

Saturday 3 June 2023

- Participated in the Armadale Gosnells Landcare Group Tree Planting along the Canning River at Pries Park, Kelmscott. Councillors Gary Smith and Scott Mosey also participated.

Monday 5 June 2023

- Spoke at the Samoan Independence Day celebrations at Kelmscott Hall.

Wednesday 7 June 2023

- Attended the Health Services Team Meeting.
- Attended the WALGA State Council Information Forum.

Saturday 10 June 2023

- Attended the Kelmscott Community Garden afternoon tea (fundraiser for the Cancer Council).

Monday 12 June 2023

- Attended a catch up with the CEO to discuss local matters.

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

Nil

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**10 REPORTS**

**10.1 COMMUNITY SERVICES COMMITTEE MEETING**

Report of the Community Services Committee held on 6 June 2023.

MOVED Cr M Silver that the report be received.

**MOTION not opposed, DECLARED CARRIED**

**(12/0)**



**BUSINESS ARISING FROM REPORT**

Recommendation C14/6/23 - Public Art Policy

MOVED Cr M Silver

**That Council endorse the amended draft Policy: *Public Art***

**MOTION not opposed, DECLARED CARRIED (12/0)**

Recommendation C15/6/23 - Community Services Directorate - Review of Delegations

MOVED Cr M Silver

**That Council:**

**In accordance with section 5.42(1) of the *Local Government Act 1995*; section 10AA(1) of the *Dog Act 1976*; section 44(1) of the *Cat Act 2011* and section 48 of the *Bush Fires Act 1954*, delegate to the CEO the exercise of the powers and duties prescribed in the instruments of delegation specified by Attachment 1 of this report, and that –**

- 1. Pursuant to section 5.45(1)(a) of the *Local Government Act 1995*, the instruments of delegation have effect from 7 August 2023; and**
- 2. Upon the coming into effect of the instruments of delegation on 7 August 2023, and in accordance with section 5.45(1)(b) of the *Local Government Act 1995*, instruments of delegation specified by Attachment 2 of this report are revoked in their totality.**
- 3. Authorise the CEO to correct any identified minor grammatical, formatting or punctuation errors to the delegations once adopted, provided the correction does not represent a change to the function or power delegated.**

**MOTION DECLARED CARRIED by an ABSOLUTE  
MAJORITY RESOLUTION OF COUNCIL (12/0)**

**10.2 TECHNICAL SERVICES COMMITTEE MEETING**

Report of the Technical Services Committee held on 7 June 2023.

Page 44 – The voting on Recommendation T2/6/23 to include that it was “Seconded by Cr Flynn”

MOVED Cr E J Flynn that the report, subject to the above correction, be received.

**MOTION not opposed, DECLARED CARRIED (12/0)**

## **BUSINESS ARISING FROM REPORT**

### Recommendation T1/6/23 - Petition - Request - Maintain Nature Space & Install Shade Solutions - Guerin Park and Columbia Parkway Gardens, Piara Waters

#### Committee Recommendation

That Council:

1. Endorse Options 1, 2, 4, 6, 8, 10, 12, 14 and 16
2. Inform the petition convener

MOVED Cr S Virk, SECONDED Cr M Silver

OPPOSED Cr E J Flynn

That Council:

3. Endorse Options 1, 2, 4, 6, 8 (including 53 Archdale Loop), 10, ~~12~~, 13, 14 and 16
4. Inform the petition convener

**MOTION LOST**

**(4/8)**

MOVED Cr E J Flynn, SECONDED Cr K Busby

OPPOSED Cr S Peter

**That Council:**

1. Endorse Options 1, 2, 4, 6, 8 (including 53 Archdale Loop), 10, 12, 14 and 16
2. Inform the petition convener

**MOTION DECLARED CARRIED**

**(7/5)**

### Recommendation T2/6/23 - Technical Services Directorate - Review of Delegations

MOVED Cr E J Flynn

**That Council:**

**In accordance with section 5.42(1) of the *Local Government Act 1995*, delegate to the CEO the exercise of the powers and duties prescribed in the instruments of delegation specified by Attachment 1 of this report, and that –**

1. Pursuant to section 5.45(1)(a) of the *Local Government Act 1995*, the instruments of delegation have effect from 7 August 2023; and
2. Upon the coming into effect of the instruments of delegation on 7 August 2023, and in accordance with section 5.45(1)(b) of the *Local Government Act 1995*, instruments of delegation specified by Attachment 2 of this report are revoked in their totality.

3. Authorise the CEO to correct any identified minor grammatical, formatting or punctuation errors to the delegations once adopted, provided the correction does not represent a change to the function or power delegated.

**MOTION DECLARED CARRIED BY AN ABSOLUTE  
MAJORITY RESOLUTION OF COUNCIL (12/0)**

**10.3 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 (12/0)**

**BUSINESS ARISING FROM REPORT**

Recommendation CEO1/6/23 - Councillors Information Bulletin - Issue No 8/2023

MOVED Cr E J Flynn

**That Council acknowledge receipt of Issue 8/2023 of the Information Bulletin**

**MOTION not opposed, DECLARED CARRIED (12/0)**

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**11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

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

Nil

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

Nil

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**14 MATTERS REQUIRING CONFIDENTIAL CONSIDERATION**

Nil

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**15 CLOSURE**

*The Mayor, Cr Butterfield, declared the meeting closed at 7.33pm*

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MINUTES CONFIRMED THIS 26 JUNE 2023

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MAYOR