

Ordinary Council Meeting

Agenda

26 November 2025

Notice is hereby given of an Ordinary Meeting of Council to be held in Council Chambers, City of Kwinana Administration Centre commencing at 6:00pm. Wayne Jack, Chief Executive Officer

Members of the public who attend Council meetings should not act immediately on anything they hear at the meetings, without first seeking clarification of Council's position. Persons are advised to wait for written advice from the Council prior to taking action on any matter that they may have before Council. Agendas and Minutes are available on the City's website <https://www.kwinana.wa.gov.au/>

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1 OPENING AND ANNOUNCEMENT OF VISITORS

Presiding Member to declare the meeting open and welcome all in attendance.

Presiding Member to announce that the Ordinary Council Meeting is being live streamed and recorded in accordance with the City's Live streaming and Recording Council Meetings policy.

By being present at this meeting, members of the public consent to the City recording and livestreaming their image and/or voice.

2 ACKNOWLEDGEMENT OF COUNTRY

Presiding Member to read the Acknowledgement of Country:

"It gives me great pleasure to welcome you all here and before commencing the proceedings, I would like to acknowledge that we come together tonight on the traditional land of the Nyoongar people and we pay our respects to their Elders past and present."

3 DEDICATION

Councillor Matthew Rowse to read the dedication:

"May we, the Elected Members of the City of Kwinana, have the wisdom to consider all matters before us with due consideration, integrity and respect for the Council Chamber."

"May the decisions made be in good faith and always in the best interest of the greater Kwinana community that we serve."

4 ATTENDANCE, APOLOGIES, LEAVE(S) OF ABSENCE (PREVIOUSLY APPROVED)

Apologies:

Unknown at the time of issuing the Agenda.

Leave(s) of Absence (previously approved):

Nil

5 PUBLIC QUESTION TIME

In accordance with the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996*, any person may during Public Question Time ask any question.

In accordance with Regulation 6 of the *Local Government (Administration) Regulations 1996*, the minimum time allowed for Public Question Time is 15 minutes.

A member of the public who raises a question during Question Time is to state his or her name and address.

Members of the public must provide their questions in writing prior to the commencement of the meeting. A public question time form must contain all questions to be asked, include contact details and the form must be completed in a legible form.

Please note that in accordance with Section 3.4(5) of the *City of Kwinana Standing Orders Local Law 2019* a maximum of two questions are permitted initially. An additional question will be allowed by the Presiding Member if time permits following the conclusion of all questions by members of the public.

6 RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

6.1 PETITIONS

A petition must –

- be addressed to the Mayor;
- be made by electors of the district;
- state the request on each page of the petition;
- contain at least five names, addresses and signatures of electors making the request;
- contain a summary of the reasons for the request;
- state the name of the person to whom, and an address at which, notice to the petitioners can be given; and
- be respectful and temperate in its language and not contain language disrespectful to Council.

The only motion which shall be considered by the Council on the presentation of any petition are –

- that the petition be received;
- that the petition be rejected; or
- that the petition be received and a report prepared for Council.

6.2 PRESENTATIONS

In accordance with Clause 3.6 of the *Standing Orders Local Law 2019* a presentation is the acceptance of a gift, grant or an award by the Council on behalf of the local government or the community.

Prior approval must be sought by the Presiding Member prior to a presentation being made at a Council meeting.

Any person or group wishing to make a presentation to the Council shall advise the CEO in writing before 12 noon on the day of the meeting. Where the CEO receives a request in terms of the preceding clause the CEO shall refer it to the presiding member of the Council committee who shall determine whether the presentation should be received.

A presentation to Council is not to exceed a period of fifteen minutes, without the agreement of Council.

6.3 DEPUTATIONS

In accordance with Clause 3.7 of the *Standing Orders Local Law 2019*, any person or group of the public may, during the Deputations segment of the Agenda with the consent of the person presiding, speak on any matter before the Council or Committee provided that the person has requested the right to do so in writing addressed to the Chief Executive Officer by noon on the day of the meeting:

- setting out the agenda item to which the deputation relates;
- whether the deputation is supporting or opposing the officer's or committee's recommendation; and
- included sufficient detail to enable a general understanding of the purpose of the deputation.

A deputation to Council is not to exceed a period of fifteen minutes, without the agreement of Council.

7 CONFIRMATION OF MINUTES

7.1 MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 29 OCTOBER 2025

RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held on 29 October 2025 be confirmed as a true and correct record of the meeting.

8 DECLARATIONS OF INTEREST (FINANCIAL, PROXIMITY, IMPARTIALITY - BOTH REAL AND PERCEIVED) BY MEMBERS AND CITY OFFICERS

Section 5.65(1) of the *Local Government Act 1995* states:

A member who has an interest in any matter to be discussed at a council or committee meeting that will be attended by the member must disclose the nature of the interest —

in a written notice given to the CEO before the meeting; or
at the meeting immediately before the matter is discussed.

Section 5.66 of the *Local Government Act 1995* states:

If a member has disclosed an interest in a written notice given to the CEO before a meeting then —

before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present immediately before the matters to which the disclosure relates are discussed.

9 REQUESTS FOR LEAVE OF ABSENCE

10 ITEMS BROUGHT FORWARD FOR THE CONVENIENCE OF THOSE IN THE PUBLIC GALLERY

11 ANY BUSINESS LEFT OVER FROM PREVIOUS MEETING

12 RECOMMENDATIONS OF COMMITTEES

12.1 MINUTES OF THE BOOLA MAARA ABORIGINAL CONSULTATIVE COMMITTEE MEETING HELD ON 3 NOVEMBER 2025

SUMMARY

The City of Kwinana Aboriginal Consultative Committee is established by the City of Kwinana with the primary purpose of enhancing the relationship between the City and Committee members, while focusing on the dual objectives of environmental guardianship and the wellbeing of the Aboriginal community. This committee recognises the vital role of the Aboriginal community in Kwinana and aims to ensure their perspectives and expertise are integrated into the decision-making processes of the City.

OFFICER RECOMMENDATION

That Council notes the Minutes of the Boola Maara Aboriginal Consultative Committee held on 3 November 2025.

VOTING REQUIREMENT

Simple majority

DISCUSSION

The primary purpose of the Committee is to provide Council with expertise in relevant Aboriginal cultural matters to assist its decision making of the Kwinana Community. The Committee will assist the Council in making culturally appropriate, respectful, and informed decisions pertaining to community matters, particularly those affecting the Aboriginal community and the environment.

STRATEGIC IMPLICATIONS

Outcome: Leadership / Boordiya Katidjin (Leader of knowledge)
Objective: Proactive leadership

N/A - There is no specific action in the CBP, yet this report will help achieve the indicated outcomes and strategic objectives.

SUSTAINABILITY FRAMEWORK

Sustainability Priority Area

3 - Liveability

4 - Engagement and Social Inclusion

LEGAL/POLICY IMPLICATIONS

No legal/policy implications have been identified as a result of this report or recommendation.

FINANCIAL/BUDGET IMPLICATIONS

There are no financial implications that have been identified as a result of this report or recommendation.

ASSET MANAGEMENT IMPLICATIONS

No asset management implications have been identified as a result of this report or recommendation.

ENVIRONMENTAL/PUBLIC HEALTH IMPLICATIONS

No environmental or public health implications have been identified as a result of this report or recommendation.

COMMUNITY ENGAGEMENT

There are no community engagement implications as a result of this report or recommendation.

ATTACHMENTS

1. Minutes - Boola Maara Aboriginal Consultative Committee Meeting - 3 November 2025
[12.1.1 - 14 pages]

12.2 MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING HELD ON 20 NOVEMBER 2025

SUMMARY

The Audit, Risk and Improvement Committee is an advisory body formally established by the City of Kwinana Council. The Committees role is to support the Council in fulfilling its governance responsibilities. While the Committee provide recommendations and advice, it does not hold executive powers or possess delegated authority from the Council, nor does it participate in management functions, processes, or procedures.

OFFICER RECOMMENDATION

That Council:

- 1. Note the Minutes of the Audit, Risk and Improvement Committee held on 20 November 2025 as at attachment 12.2.1, and;**
- 2. Take to Council for adoption the following Items:**
 - I) 8.6 - Development Contributions Annual Status Report 2024-2025; and**
 - II) 9.2 - Adoption of the Annual Report (Including the Full Set of Audited Financial Statements) for the Year Ending 30 June 2025.**

VOTING REQUIREMENT

Simple majority

DISCUSSION

The purpose of the Committee is to provide the oversight of:

- the robustness of the internal control framework;
- the integrity and appropriateness of external reporting, and accountability arrangements within the organisation for these functions;
- the robustness of internal risk management systems, including the City's processes, practices and procedures;
- internal and external audit;
- accounting policy and practice;
- significant projects and programs of work, with a focus on appropriate risk management;
- compliance with applicable laws, regulations, standards and best practice guidelines for public entities;
- the establishment and maintenance of controls to safeguard the City's financial and non-financial assets;
- Council's risk appetite and the acceptability of level of risk; and
- provide oversight and advise to support continuous improvement in governance, risk management, and internal controls, thereby enhancing the organisation's strategic direction and performance.

STRATEGIC IMPLICATIONS

N/A - There is no specific action in the CBP, yet this report will help achieve the indicated outcomes and strategic objectives.

SUSTAINABILITY FRAMEWORK**Sustainability Priority Area**

3 - Liveability

LEGAL/POLICY IMPLICATIONS

No legal/policy implications have been identified as a result of this report or recommendation.

FINANCIAL/BUDGET IMPLICATIONS

There are no financial implications that have been identified as a result of this report or recommendation.

ASSET MANAGEMENT IMPLICATIONS

No asset management implications have been identified as a result of this report or recommendation.

ENVIRONMENTAL/PUBLIC HEALTH IMPLICATIONS

No environmental or public health implications have been identified as a result of this report or recommendation.

COMMUNITY ENGAGEMENT

There are no community engagement implications as a result of this report or recommendation.

ATTACHMENTS

1. Minutes - Audit, Risk and Improvement Committee Meeting - 20 November 2025 [12.2.1 - 43 pages]

13 ENBLOC REPORTS

14 REPORTS – COMMUNITY

15 REPORTS - ECONOMIC

Nil

16 REPORTS - NATURAL ENVIRONMENT

Nil

17 REPORTS - BUILT INFRASTRUCTURE

17.1 MINOR AMENDMENT TO LOCAL PLANNING POLICY 10 - COMMERCIAL VEHICLE PARKING

SUMMARY

Local Planning Policy No. 10 - Commercial Vehicle Parking (LPP 10) has been reviewed in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*. Aside from minor textual changes, the review has identified that the Policy continues to serve its intended purpose, remains consistent with the Scheme and Deemed Provisions, and no significant issues have arisen that warrant amendment of the provisions.

The purpose of this report is to recommend that Council resolve to adopt amended LPP 10, without public consultation.

OFFICER RECOMMENDATION

That Council:

1. In accordance with cl. 5(2), Schedule 2, *Planning and Development (Local Planning Schemes) Regulations 2015*:
 - a. Adopts amended Local Planning Policy No. 10 – Commercial Vehicle Parking (LPP 10), as per Attachment 17.2.1;
 - b. Determine that the amendments to LPP 10 are minor and therefore public consultation is not required.
2. Notes that a notice of the Council's decision will be published on the City's website.

VOTING REQUIREMENT

Simple majority

DISCUSSION

In accordance with the City's review program for local planning policies, Local Planning Policy No. 10 – Commercial Vehicle Parking (LPP 10) has been reviewed. The review found that:

- The Policy continues to provide appropriate guidance for the assessment of applications for commercial vehicle parking.
- The objectives of balancing residential amenity with the needs of commercial vehicle operators remain relevant.
- No significant operational or implementation issues have been identified since its adoption.
- The Policy aligns with the City's Local Planning Scheme No. 2 and the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Minor textual changes have been made to ensure LPP 10 aligns with contemporary planning legislation, for example changing 'planning approval' to 'development approval'. Attachment 17.2.3 shows the full extent of proposed changes.

Section 4.2.9 of the current LPP 10 implies that the City can revoke a development approval for commercial vehicle parking. This provision is inconsistent with cl. 77 of the Deemed Provisions which only enables a development approval to be amended or cancelled upon request of the landowner, not simply by a decision of the local government. Section 4.2.9 of LPP 10 is therefore beyond the power of a local planning policy and is recommended to be deleted.

STRATEGIC IMPLICATIONS

Outcome:	Environmental Stewardship / Ngalla djoorapiny ngank boodjar (Looking after mothers' beautiful country)
Objective:	Retain and improve our streetscapes and open spaces
Action in CBP:	Review and update the City's Local Planning Policy Framework to align with the new Local Planning Scheme

How does this proposal achieve the outcomes and strategic objectives?

This review has identified that LPP 10 continues to uphold a clear framework that manages commercial vehicle parking while safeguarding residential amenity and neighbourhood character.

SUSTAINABILITY FRAMEWORK

Sustainability Guiding Principle

8 - Integrated and Transparent Decision-making

Sustainability Priority Area

4 - Engagement and Social Inclusion

How does this proposal achieve the guiding principle and priority area?

The review reflects transparent decision-making and provides clarity for the community on the continued relevance of the Policy.

LEGAL/POLICY IMPLICATIONS

LPP10 is adopted as a local planning policy under Part 2, Division 2 of Schedule 2 'Deemed Provisions', *Planning and Development (Local Planning Schemes) Regulations 2015*. The 'Deemed Provisions' prescribe the process for amending a local planning policy.

FINANCIAL/BUDGET IMPLICATIONS

There are no financial/budget implications related to the recommendation of this report.

ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications related to the recommendation of this report.

ENVIRONMENTAL/PUBLIC HEALTH IMPLICATIONS

There are no environmental/public health implications related to the recommendation of this report.

COMMUNITY ENGAGEMENT

Cl. 5(2) of Schedule 2 'Deemed Provisions', *Planning and Development (Local Planning Schemes) Regulations 2015* enables a local government to amend a local planning policy without advertising the amendment if, in the opinion of the local government, the amendment is a minor amendment.

It is recommended that Council consider these amendments to LPP10 as minor as:

- The amendments are minor textual changes to align the policy wording with contemporary planning legislation; and
- The amendments remove a provision that is beyond power of a local planning policy under the Planning Regulations.

ATTACHMENTS

1. Attachment 1 - Local Planning Policy 10 - Commercial Vehicle Parking - Amended [17.1.1 - 4 pages]
2. Attachment 2 - Local Planning Policy 10 - Commercial Vehicle Parking [17.1.2 - 5 pages]
3. Attachment 3 - Local Planning Policy 10 - Commercial Vehicle Parking - Tracked changes [17.1.3 - 5 pages]

17.2 CONDITIONAL DELEGATION OF AWARD OF REQUATIC REFURBISHMENT TENDERS TO THE CHIEF EXECUTIVE OFFICER

SUMMARY

The City, on behalf of the Kwinana Community, is progressing a refurbishment and expansion of the Kwinana Recquatic health and wellbeing complex. The Recquatic project is substantially funded through a Federal Government grant, which operates to a tight deadline – under the grant conditions, the project is required to be completed by March 2028. Creating a significant challenge in achieving the timeframe under the grant, was the time between the confirmation of the City's successful award of the grant, and the completion of the grant agreement. In short, time is tight, and while the project timeline is targeted at achieving the March 2028 deadline, every opportunity to accelerate the program needs to be pursued.

As part of assisting to keep the project on time, it is recommended that the Council delegate to the Chief Executive Officer the power award the Early Contractor Involvement and Design and Construct (ECI and D&C) tender, under regulation 18 of the *Local Government (Functions and General) Regulations 1996 (Regulations)*, conditional on a report being provided to the next convenient Ordinary Council Meeting, following the exercise of delegation, providing details of the basis for the decision, including, as relevant, the financial commitment.

OFFICER RECOMMENDATION

That Council delegate to the Chief Executive Officer, for the Kwinana Recquatic Project, the power to:

- a) Award all tenders under regulation 18 of the Local Government (Functions and General) Regulations 1996; and**
- b) The CEO to provide a report to an Ordinary Council Meeting that notes the award of Expression of Interest or Tender and provides the basis on which the decision was made and, where relevant, the financial commitment.**

VOTING REQUIREMENT

Absolute majority

DISCUSSION

While the award of contracts is generally an operational matter, the Regulations recognise that it is appropriate for a Council to be involved in committing the organisation to obligations under large contracts, by defaulting tendered contract award to the Council. The *Local Government Act 1995* provides for a delegation of this power, allowing individual local governments to approach tender award in the context of the individual organisation (considering the financial risk in the context of the budget and fund-raising capacity, and the value of typically operational contracts). The City of Kwinana's approach seeks to push strategic project tenders (such as building construction) to the Council, with operational tenders (such as oval mowing) awarded by delegation. This approach recognises the increased risk associated with larger construction contracts and provides a greater opportunity to promote major capital investments funded through the Council budget.

As noted above, the City of Kwinana Recquatic refurbishment project is operating to a very tight timeframe, and the additional time it takes to progress through a Council award of a tender, is problematic. To address this issue, it is recommended that Council provide a limited conditional delegation to the Chief Executive Officer for the purpose of awarding tenders related to delivering the project. The exercise of the delegation is expected to be for the award of the ECI and D&C tender (note that this is a single contract). All other contracts related to the project are expected to fall within the existing delegations and authorities. However, it is relevant to note that the ECI and D&C contract does have a provision that will allow the City to return to market if the Chief Executive Officer is not satisfied with the final D&C price, following the ECI component of the contract – if this occurs, the new D&C tender will also be awarded by the Chief Executive Officer.

Recognising the importance of major contracts being subjected to public scrutiny through a public report to the Council, it is recommended that the limited delegation be conditional on a report being presented to the next convenient Ordinary Council Meeting, providing the basis on which the tender was awarded, for Council noting. This report will contain the same information that is typically provided to the Council as part of a request to award a tender, which is the same information that is used by the Chief Executive Officer in awarding a tender.

As noted above, the ECI and D&C contract will have a mechanism to finalise a price, or return to market, prior to the commencement of the D&C component. Managing provisions within the contract is within the existing authority of the Chief Executive Officer and does not require a delegation. However, due to the size of the commitment at this point, a memorandum will be sent to Councillors if the decision is made to continue with the existing contract to the D&C phase or otherwise return to market. This decision will be guided by the City's independent Project Manager and independent Quantity Surveyor. As this is the point where the City is committed to the project construction, it is considered appropriate that the Council is informed.

STRATEGIC IMPLICATIONS

Outcome:	Quality of Life / Ngalang moorditj wirrin (Our strong spirit)
Objective:	Improved health and wellbeing
Action in CBP:	Complete the redevelopment of the Kwinana Recquatic Centre

How does this proposal achieve the outcomes and strategic objectives?

This proposal is directly related to delivering this project.

SUSTAINABILITY FRAMEWORK

Sustainability Guiding Principle

2 - Community Wellbeing

8 - Integrated and Transparent Decision-making

Sustainability Priority Area

3 - Liveability

How does this proposal achieve the guiding principle and priority area?

This proposal is directly related to the refurbishment of the City of Kwinana Recquatic facility, to provide enhanced opportunity for improving the health and wellbeing of the growing Kwinana community.

LEGAL/POLICY IMPLICATIONS

The Council has the power to delegation a number of powers, including the power to award tenders.

FINANCIAL/BUDGET IMPLICATIONS

Nil. The intent of this report is to assist with keeping the Recquatic project on time, reducing any risk of non-compliance with the Federal financial grant.

ASSET MANAGEMENT IMPLICATIONS

Nil

ENVIRONMENTAL/PUBLIC HEALTH IMPLICATIONS

Nil

COMMUNITY ENGAGEMENT

Nil – this report is administrative in nature, seeking a limited additional delegation for the Chief Executive Officer. This proposal was discussed with Councillors at a recent briefing. It is recommended that the delegation be conditional on a follow up report to Council providing details of the decision.

ATTACHMENTS

Nil

17.3 DEVELOPMENT CONTRIBUTIONS ANNUAL STATUS REPORT 2024-2025

SUMMARY

The City is required to prepare an Annual Status Report of its Development Contribution Plans, in accordance with cl. 6.10.18 of State Planning Policy 3.6: Infrastructure Contributions (SPP3.6). The Annual Status Report provides an overview of the delivery of infrastructure specified in each of the City's Development Contribution Plans (DCPs) and the financial position of the Development Contribution Funds.

The Development Contributions Annual Status Report for Financial Year 2024 – 2025 has been prepared and is presented to Council for information. The Annual Status Report is to be provided to the Department of Planning, Lands and Heritage, and published on the City's website.

AUDIT, RISK AND IMPROVEMENT COMMITTEE RECOMMENDATION

That Council note the Development Contribution Plans Annual Status Report FY 2024 – 2025 (Attachment 17.3.1).

VOTING REQUIREMENT

Simple majority

DISCUSSION

State Planning Policy 3.6 - Infrastructure Contributions (SPP 3.6) sets out the principles and considerations for development contributions, including the form, content, and processes.

SPP 3.6 requires an annual review of the estimated cost for infrastructure still to be delivered by each Development Contribution Plan (DCP). The annual review will also include a review of undeveloped land or dwelling yield, and include updated land valuations where land is to be acquired by the DCP. All this information is compiled in the Cost Apportionment Schedule and DCP Report applicable for each DCP.

The status of the City's reviews is as follows:

	Last Review / Date of Cost Apportionment Schedule	Scheduled Review / Comments
DCP 1	13 December 2023	Scheduled for March 2026. Estimated infrastructure costs have been obtained. Land valuer engaged.
DCPs 2 – 7	14 May 2025	Minor review underway, scheduled to be completed by 30 November 2025.
DCPs 8 – 15	28 February 2024	Scheduled for February 2026. Review of dwelling yield projections has been more complicated than anticipated.

		Estimated infrastructure costs have been obtained.
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In addition to the annual review of cost estimates, Clause 6.10.18 of SPP 3.6 requires local governments to report on the delivery of infrastructure specified in the DCPs and the financial position of the Development Contribution Funds in the form of an annual status report. It is intended that the annual reporting provides a snapshot, or high-level summary, of the progress of the DCP, to ensure the fundamental principles of transparency and accountability are upheld throughout the life of the DCP.

The Development Contribution Plan Annual Status Report FY 2024 - 2025 (the Report) has been prepared using the model template provided in Schedule 5 of SPP 3.6. The Report aligns with the annual financial statements up to 30 June 2025 and can be found as Attachment 8.7.1.

In summary, the Report highlights the following changes since the last Annual Report in 2022:

- Net collection of \$11,011,329 in cost contributions (1 July 2024 – 30 June 2025), with a total \$80,348,732.46 collected through the City's Development Contributions as of 30 June 2025.
- Additional \$2,282,261.01 in interest earned on Development Contribution Fund (DCF) (1 July 2024 – 30 June 2025), total interest to date earned amounting to \$10,888,083.89 as of 30 June 2025
- Total expenditure for the lifetime of the DCPs of \$93,569,530.14.
- Commencement of delivery of Public Open Space in Anketell North (DCP4 – Item 2) as subdivision progresses.
- Progression of delivery of Public Open Space in Mandogalup (DCP6 – Item 2) as subdivision progresses, including POS D, POS 5, POS 7.
- Commencement of Thomas Oval changing rooms in April 2025 to be completed by March 2026. The DCP/City Funding amount is \$1,191,049 for this project.
- Commencement of Wellard West Pavilion construction in progress to be completed by June 2026. Total Project cost \$6,319,641.

Once considered by the Audit and Risk Committee the Report will be published on the City's website and provided to the Department of Planning, Lands and Heritage.

STRATEGIC IMPLICATIONS

Outcome:	Quality of Life / Ngalang moorditj wirrin (Our strong spirit)
Objective:	Enhanced public spaces
Action in CBP:	Administer and implement the Development Contribution Plans for community and standard infrastructure
Objective:	Pride in our place
Outcome:	Built Environment/ Ngalak Moort Mia Mia (Family gathering places)
Objective:	Building communities
Action in CBP:	Administer and implement the Development Contribution Plans for community and standard infrastructure

How does this proposal achieve the outcomes and strategic objectives?

The preparation of the Annual Status Report is a requirement of SPP 3.6 and demonstrates the City's commitment to responsible, transparent and accountable administration of the local planning scheme, and management of DCP funds.

SUSTAINABILITY FRAMEWORK

Sustainability Guiding Principle

8 - Integrated and Transparent Decision-making

Sustainability Priority Area

3 - Liveability

How does this proposal achieve the guiding principle and priority area?

DCPs are a tool for coordinating and funding necessary infrastructure for future communities.

LEGAL/POLICY IMPLICATIONS

The Report is a reporting requirement of State Planning Policy 3.6: Infrastructure Contributions.

FINANCIAL/BUDGET IMPLICATIONS

The Report provides a summary of the financial position of the Development Contribution Funds as at 30 June 2025.

ASSET MANAGEMENT IMPLICATIONS

The Report provides an update on development contributions paid to the City towards infrastructure, credits provided for works in kind, as well as a status and delivery of infrastructure.

ENVIRONMENTAL/PUBLIC HEALTH IMPLICATIONS

There are no environmental / public health implications associated with this item.

COMMUNITY ENGAGEMENT

The Annual Status Report will be published on the City's website to inform the community. No specific engagement is required to prepare the Report.

ATTACHMENTS

1. Development Contribution Plans Annual Status Report FY 2024-2025 [**17.3.1** - 32 pages]

18 REPORTS - CIVIC LEADERSHIP

18.1 COUNCIL POLICY REVIEW

SUMMARY

Council policies are high-level statements articulating the intent of the City's strategic objectives as well as guiding the City's operations. These policies serve as essential frameworks, outlining principles and expectations that direct how the City manages its responsibilities, interacts with the community, and aligns its services with long-term vision and values. Appropriate policies help strengthen the City's governance by ensuring a clear, shared understanding of priorities, and support consistency in decision-making and outcomes across different departments and leadership terms.

To ensure that Council policies remain relevant and effective, a structured review process has been established. High-risk policies, those that address critical areas or carry significant legal or operational implications, are subject to review every two years. This frequent review cycle helps guarantee that these important policies stay current with best practices, legislative updates, and emerging risks. In contrast, lower-risk policies are reviewed every four years, which balances the need for oversight with operational efficiency.

While scheduled reviews are important, policies may also be updated outside of these intervals when necessary. Such updates may be prompted by changes in legislation, organisational procedures, or other relevant factors that could affect the policy's intent or application. This proactive approach ensures that the City's policies are not only compliant with regulatory requirements but also continue to address the evolving needs and expectations of the community. Reviews may be triggered outside of scheduled intervals if material changes arise that significantly affect a policy's purpose or operation.

The following existing Council policies have been subject to review and are now recommended for adoption by Council:

- Promotional Street Banners on Gilmore (**Attachment 18.1.1**)
- Freedom of the City (**Attachment 18.1.3**)
- Payments to Employees above Contract or Award when Finishing Employment with the City (**Attachment 18.1.5**)

For ease of reference, both a version highlighting tracked changes, and a clean version of each policy have been provided.

OFFICER RECOMMENDATION

That Council adopt the following Council policies as amended:

- **Promotional Street Banners on Gilmore (Attachment 18.1.1)**
- **Freedom of the City (Attachment 18.1.3)**
- **Payments to Employees above Contract or Award when Finishing Employment with the City (Attachment 18.1.5)**

VOTING REQUIREMENT

Simple majority

DISCUSSION

The report presented to Council recommends approval of the updated policies and includes both tracked change and clean versions of each document to promote clarity and transparency. This approach allows Council members and stakeholders to easily review the proposed revisions and understand the reasoning behind each change.

Below is a detailed table summarising the amendments made to each policy.

Amended Policies for Adoption

The following policies have been reviewed and are recommended for adoption (as amended):

Policy Name	Comment
Promotional Street Banners on Gilmore	The Customer and Communication team has reviewed the City's Promotional Street Banners on Gilmore policy. As a result, a minor amendment was made to section 1.7.1 to specify that vaping advertisements are not permitted under this policy. A tracked change version of this policy is located at Attachment 18.1.2 .
Freedom of the City	The <i>Freedom of the City Council Policy</i> has undergone a comprehensive review to improve clarity, consistency, and alignment with current governance practices. Key updates include reformatting to meet the City's current policy template, adding legislative references, and refining the purpose and objectives to better reflect the intent of recognising exceptional and enduring community service. The policy scope and eligibility criteria have been expanded to include residency requirements, exclusions for current Elected Members and employees, and provision for posthumous recognition. The nomination and assessment process has been clarified, outlining the role of the Freedom of the City Working Group and confidentiality requirements. Additional updates include formalising procedures for awarding and revoking the title, clarifying privileges and presentation details, and updating administrative information such as review dates and document references. A tracked change version of this policy is located at Attachment 18.1.4 .
Payments to Employees above Contract or Award when Finishing Employment with the City	The Council policy, "Payments to Employees above Contract or Award when Finishing Employment," has been reviewed in line with the established review period. It was determined that no substantive changes were required that would alter the intent of the policy. However, as the previous document used an outdated template, minor amendments have been made to update the policy to the current council policy template. This update included the addition of headings and statements for alignment purposes. These adjustments do not affect the underlying intent of the policy. A tracked change version of this policy is located at Attachment 18.1.6 .

STRATEGIC IMPLICATIONS

Outcome: Leadership / Boordiya Katidjin (Leader of knowledge)
Objective: Proactive leadership

How does this proposal achieve the outcomes and strategic objectives?

Although there is no specific action to the City's SCP or CBP the review, adoption and revoking of Council Policies should reflect the City desired achievements of the outcomes and objective of the visionary leadership of the City.

SUSTAINABILITY FRAMEWORK**Sustainability Guiding Principle**

8 - Integrated and Transparent Decision-making

Sustainability Priority Area

3 - Liveability

How does this proposal achieve the guiding principle and priority area?

Through these policies, the City of Kwinana demonstrates visionary leadership dedicated to acting for its community, modelling accountable and ethical governance, and strengthening trust with the community. The City's approach to policy development and review ensures that sustainability principles are embedded in its operations, promoting a healthier, more resilient, and sustainable community.

LEGAL/POLICY IMPLICATIONS

Local Government Act 1995

2.7. Role of council

- 1) *The council governs the local government's affairs and, as the local government's governing body, is responsible for the performance of the local government's functions.*
- 2) *The council's governing role includes the following —*
 - a) *overseeing the allocation of the local government's finances and resources;*
 - b) *determining the local government's policies;*
 - c) *planning strategically for the future of the district;*
 - d) *determining the services and facilities to be provided by the local government in the district;*
 - e) *selecting the CEO and reviewing the CEO's performance;*
 - f) *providing strategic direction to the CEO.*

5.50. Payments to employees in addition to contract or award

- 1) *A local government is to prepare a policy in relation to employees whose employment with the local government is finishing, setting out —*

- a) *the circumstances in which the local government will pay an employee an amount in addition to any amount to which the employee is entitled under a contract of employment or award relating to the employee; and*
 - b) *the manner of assessment of the additional amount.*
- (1a) *A local government must not make any payment of the kind described in subsection (1)(a) unless the local government has adopted a policy prepared under subsection (1).*
- 2) *A local government may make a payment —*
- a) *to an employee whose employment with the local government is finishing; and*
 - b) *that is more than the additional amount set out in the policy prepared under subsection (1) and adopted by the local government, but local public notice is to be given in relation to the payment made.*
- 3) *The value of a payment or payments made to a person under this section is not to exceed such amount as is prescribed or provided for by regulations.*
- 4) *In this section a reference to a payment to a person includes a reference to the disposition of property in favour of, or the conferral of any other financial benefit on, the person.*
- 5) *The CEO must publish the policy prepared under subsection (1) and adopted by the local government on the local government's official website.*

FINANCIAL/BUDGET IMPLICATIONS

There are no financial implications that have been identified as a result of this report or recommendation.

ASSET MANAGEMENT IMPLICATIONS

No asset management implications have been identified as a result of this report or recommendation.

ENVIRONMENTAL/PUBLIC HEALTH IMPLICATIONS

No environmental or public health implications have been identified as a result of this report or recommendation.

COMMUNITY ENGAGEMENT

There are no community engagement implications as a result of this report or recommendation.

ATTACHMENTS

- 1. Council Policy Promotional Street Banners on Gilmore [18.1.1 - 6 pages]
- 2. Tracked Changes Council Policy Promotional Street Banners on Gilmore [18.1.2 - 6 pages]
- 3. Council Policy Freedom of the City [18.1.3 - 5 pages]
- 4. Tracked Changed Freedom of the City [18.1.4 - 5 pages]
- 5. Council Policy Payment to Employees above Contract or Award when Finishing [18.1.5 - 4 pages]
- 6. Tracked Change Payment to Employees above Contract or Award when Finishing [18.1.6 - 4 pages]

18.2 BUDGET REVIEW SEPTEMBER 2025

SUMMARY

This report presents the initial budget review for 2025/2026 financial year. Its primary objective is to finalise the carry-forwards from the 2024/2025 financial year, amend the opening surplus and incorporate a few budget adjustments to update the adopted budget.

OFFICER RECOMMENDATION

That Council:

- a. **Adopts the Budget Review Report 2025/2026 at Attachment 18.2.1 and adopts the budget adjustments to the 2025/2026 Budget.**
- b. **Notes a net increase in Operating Activities of \$1,283,080 as per Attachment 18.2.1 – Statement of Financial Activity by Nature or Type.**
- c. **Notes a net increase in Investing Activities of \$761,013 as per Attachment 18.2.1– Statement of Financial Activity by Nature or Type; and;**
- d. **Notes a net decrease in Financing activities of \$1,328,738 as per Attachment 18.2.1 – Statement of Financial Activity by Nature or Type.**

VOTING REQUIREMENT

Absolute majority

DISCUSSION

The primary objective of this budget review is to finalise the capital and operating project carry forwards for the financial year 2024/2025 and to revise the estimated opening surplus.

Several amendments have been made to the original budget since its adoption, and these are shown as the 'Current Budget' in Attachment 18.2.1. Additional adjustments to the Current Budget are carried out during the year in response to changing circumstances, to maintain fiscal control. These changes are recorded as the 'Updated Budget Estimates' in Attachment 18.2.1.

As the financial statements for 2024/2025 near completion, it is now possible to revise estimates related to carry forwards and the opening surplus. This budget review aims to identify any material deviations from the existing budget and to propose appropriate amendments for Council's consideration. While not required by the Local Government Act or the Financial Management Regulation, conducting this review is regarded as a sound governance measure.

Opening Surplus Position

When the budget was adopted, the opening surplus was estimated to be \$2,654,277. However, this balance has been revised based on the actual financial statements for 2024/2025 and is now \$3,497,527, representing an increase of \$843,250. This increase can be attributed to the following factors:

- Further carried forward of projects totalling \$1,673,568 have been included in this review.
- The opening surplus had forecasted a 75% advance FAGS grant payment; however, the Federal Government reduced the advanced payment to 50% resulting in a decrease of grant income of \$841,276 and a corresponding decrease to the opening operating surplus.

Budget Variations

Outlined below is a summary of the major variances to the Revised Budget as indicated in Attachment 18.2.1, Statement of Financial Activity Note 2- Explanation of Material Variances.

Operating Activities – Revenue

Revenue from Operating Activities have increased by \$2,389,569 and is made of the following variances:

Operating grants, subsidies and contributions (refer note 5- Attachment 18.2.1) have increased by \$1,060,009 due to:

- Advanced payment of FAGS grant for 2025-26 was budgeted for 75% in 2024-25 and 25% in 2025-26 but we only received 50% in June 2025 therefore FAGS grant had to be increased by a further 25% (\$841,276) in this review.
- \$130,000 increase in DPLH - Coastal Adaptation Plan - Review & Update (carry forward to 2025-26).
- \$40,936 increase in Shared Use Agreements - Department of Education - Facilities & Sportsgrounds.

Fees and Charges have increased by \$599,527:

- Rates administration charge increased by \$104,021 due to reallocation from interest income.
- Increase in building permit fees of \$165,525 and town planning fees of \$96,667.
- \$115,036 increase in sundry sales.

Interest earning increased by \$759,217 mainly from additional interest income of \$953,220 for reserve investments and offset by \$99,973 reallocated to rates administration charge and \$91,296 reduction in municipal interest income.

Operating Activities – Expenditure

Operating expenditure has increased by \$1,128,882 and is comprised of the following variances.

Employee Costs increased by \$127,315 of which \$179,177 relates to salary increase for two new positions in City's Operation (funded by savings from Parks, Reserves & Gardens and Tree Planting Project) and offset by \$58,423 in workers compensation premium.

Materials and Contract increased by \$574,334 due to the following variations:

- Carry forward of operating projects from 2024-2025, \$79,000 consultants for strategic purposes and \$65,000 for coastal adaptation project.
- Additional funding for consultants for One Council configuration & support of \$80,000
- Consultants for Kwinana Village service review for \$78,000
- Increase in electrical works of \$98,714 and other contractors cost of \$185,823.
- \$110,528 increase in Deferred Management Fees maintenance expenses, this will be funded by sales proceeds of units.
- Temporary staff costs increased by \$33,989.

Finance Costs decreased by \$151,037 due to the loan of \$6.8m for the administration building renovation rescheduled until Jan 2026 resulting in reduction of interest for six months.

Other Expenditure has increased by \$641,501 which is mainly due to land settlement value contributed by the developer exceeding the required amount by \$400,958 for DCA4 and compulsory Public Open Space (POS) purchase of \$200,788 for DCA5.

Investing Activities

Total investing activities increased by \$761,013 and is contributed by the below major adjustments:

Capital grants, subsidies and contributions (refer note 6- Attachment 18.2.1) increased by \$1,925,472; mainly due to:

- An election commitment grant of \$135,000 has been allocated for park upgrades
- Additional \$160,000 funding from Main Road to upgrade Gilmore Avenue
- \$710,760 new funding from Federal Government for tree planting
- \$27,092 Kwinana Loop Trail upgrade
- DCA contribution income increased for DCA4 and DCA5 by \$400,958 and \$200,788 respectively for POS purchased, DCA14 and DCA 15 increased by \$127,697 and \$85,131 due to carry forward of works for Thomas Oval change room extension and carry forward for DCA12 contribution of \$78,207 for Wellard West clubroom/community centre project

Property, plant and equipment increased by \$1,821,106 (refer note 3- Attachment 18.2.1) for the following reasons:

- Tree planting increased by \$710,760 due to new grant commitment from Federal Government.
- MRRG-Gilmore Ave increased to \$240,000 due to additional funding received.

Projects carried forward from 2024/2025 increased expenditure by \$890,925 relates to the following projects:

- \$70,000 plant replacement
- \$78,220 DCA 12 local sporting ground
- \$212,844 Thomas Oval changeroom extension
- \$55,275 Wellard Road/Henley Blvd blackspot
- \$193,487 Margaret Feilman A/C replacement
- \$70,789 Sulphur Road street scape
- \$42,000 Pace Road car park drainage upgrade

Financing Activities

The major variance attributable to financing activities relates to increase in Transfer from Reserve of \$1,659,957 and Transfer to Reserves of \$3,082,220 (refer to note 4 - Attachment 18.2.1).

Transfer from Reserves includes the following adjustments:

- \$353,228 from Asset management Reserve, mainly for Margaret Feilman A/C replacement of \$193,487, \$29,721 for building contingency and \$80,000 for MRRG Gilmore Ave.
- \$78,000 for Banksia Park Reserve and Kwinana Village service review
- City infrastructure reserve of \$64,355 for Darius Community centre improvements
- \$196,475 public art works for Thomas Road Percent for Art
- \$400,958 from DCA4 and \$200,788 from DCA5 Reserves for compulsory POS purchases
- Increase in DCA14 and DCA 15 Reserves transfers by \$127,697 and \$85,131 due to carry forward of works for Thomas Oval change room extension
- DCA 12 contribution increased by \$78,207 due to carry forwards for Wellard West clubroom/community centre project

Transfer to Reserves increased by \$3,082,220 for the following reasons:

- As a result of increased opening surplus and additional income identified in this budget review, \$1 million was transferred to the asset management reserve, \$500,000 to the plant and equipment replacement reserve, and \$500,000 to the Kwinana Recquatic reserve. These allocations are intended to support the City in funding the replacement of critical infrastructure assets.

- \$25,000 transferred to strategic initiative reserve
- Reserve interest income increased by \$953,220
- \$104,000 contribution income increased for DCA 14

STRATEGIC IMPLICATIONS

Outcome: Leadership / Boordiya Katidjin (Leader of knowledge)
Objective: Accountable and ethical governance

SUSTAINABILITY FRAMEWORK

Sustainability Guiding Principle
 3 - Thriving Local Economy

Sustainability Priority Area
 3 - Liveability

LEGAL/POLICY IMPLICATIONS

There are no legal/policy implications as a result of this proposal.

FINANCIAL/BUDGET IMPLICATIONS

After considering all adjustments in this budget review, including changes to the opening surplus, the result is a net surplus of \$36,578.

ASSET MANAGEMENT IMPLICATIONS

The additional allocation of funds towards the renewal of road projects will be included in the City's asset management strategy.

ENVIRONMENTAL/PUBLIC HEALTH IMPLICATIONS

There are no environmental implications associated with this report.

COMMUNITY ENGAGEMENT

There are no community engagement implications as a result of this report.

ATTACHMENTS

1. 2025-2026 City of Kwinana Oct Budget Review [**18.2.1** - 19 pages]

18.3 QUARTERLY PERFORMANCE REPORT STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN - QUARTER 1, JULY TO SEPTEMBER 2025

SUMMARY

Council has endorsed a 'Plan for the Future' made up of the City's Strategic Community Plan (SCP) and a Corporate Business Plan (CBP). These plans set out outcomes, strategic objectives and actions that have been developed to achieve the community's vision for the City.

Each quarter, Council are provided a report detailing the City's progress against the adopted actions within the SCP and CBP. The report for the first quarter of the 2025/2026 financial year is provided at Attachment 18.3.1 for Councils information and noting.

Following the completion of the SCP major review and the revised versions of the SCP and CBP being adopted by Council at the Ordinary Council Meeting held on 25 June 2025, this is the first quarter of reporting on the latest CBP version.

OFFICER RECOMMENDATION

That Council note the Quarterly Performance Report (Quarter 1, July to September 2025) detailed in Attachment 18.3.1.

VOTING REQUIREMENT

Simple majority

DISCUSSION

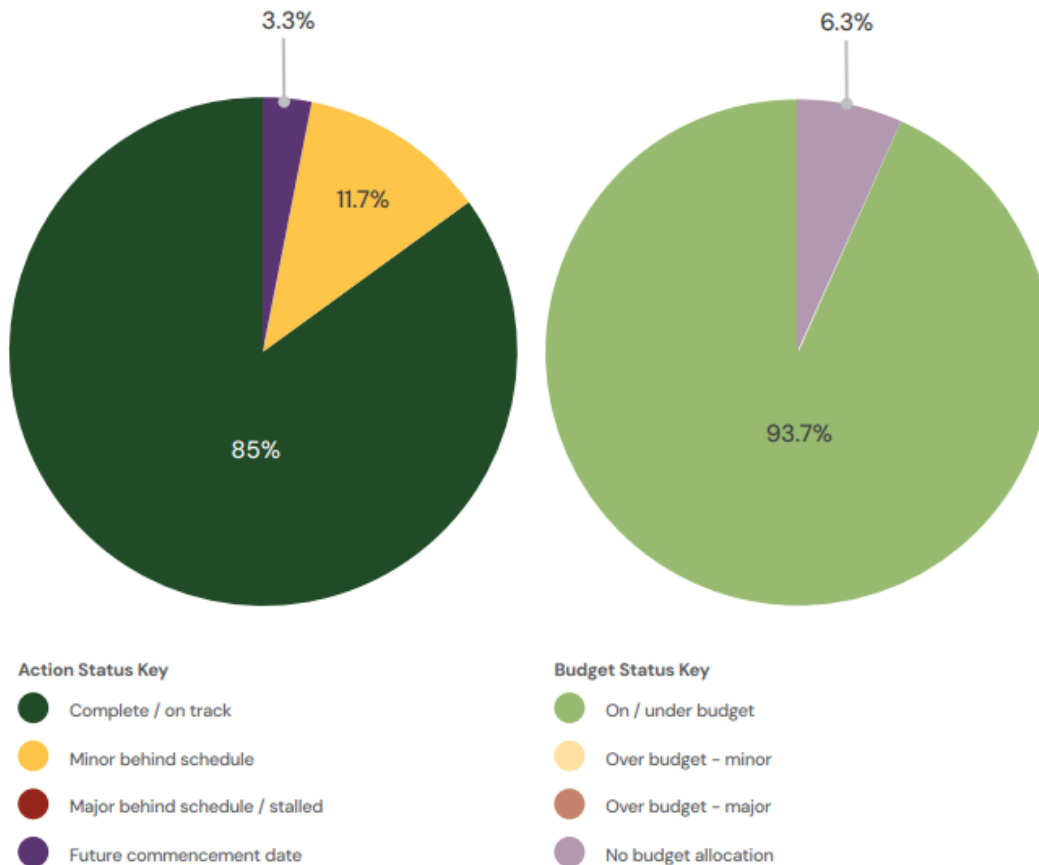
The *Integrated Planning and Reporting - Framework and Guidelines 2016* (Department of Local Government and Communities) recommend implementing quarterly reporting to inform Council of the City's performance against community outcomes, enabling the City to respond to changing priorities. A Quarterly Strategic Community Plan and Corporate Business Plan Performance Report is provided to Council each quarter.

Key highlights from the quarter include:

- the launch of the Community Safety Survey in partnership with the Western Australia Police Force in September;
- the adoption of the Arts and Culture Strategy;
- progress continues on the Natural Areas Management Plan, with notable achievements such as formalising the natural area handover process, completing Dieback Green Card training, and establishing a Fire Management Working Group;
- Community Services and Partnerships team, through the Early Years Officer, has formed a partnership with the Child and Adolescent Health Service (CAHS) to facilitate the achievement of Commitment 2 of the Early Years Strategy: "Children access healthcare that assists their development."; and
- Elected Member Onboarding and Induction Program has also been reviewed and prepared in anticipation of the upcoming Local Government Election.

The majority of actions in the report are being progressed and are on track. However, some actions have been delayed, in this instance an explanation of the delay has been provided. A summary of the quarter's actions overall progress is provided below:

Progress updates summary



STRATEGIC IMPLICATIONS

Outcome: Leadership / Boordiya Katidjin (Leader of knowledge)

Objective: Accountable and ethical governance

N/A - There is no specific action in the CBP, yet this report will help achieve the indicated outcomes and strategic objectives.

SUSTAINABILITY FRAMEWORK

Sustainability Guiding Principle

2 - Community Wellbeing

8 - Integrated and Transparent Decision-making

Sustainability Priority Area

3 - Liveability

4 - Engagement and Social Inclusion

LEGAL/POLICY IMPLICATIONS

No legal/policy implications have been identified as a result of this report or recommendation.

FINANCIAL/BUDGET IMPLICATIONS

There are no financial implications that have been identified as a result of this report or recommendation.

ASSET MANAGEMENT IMPLICATIONS

No asset management implications have been identified as a result of this report or recommendation.

ENVIRONMENTAL/PUBLIC HEALTH IMPLICATIONS

No environmental or public health implications have been identified as a result of this report or recommendation.

COMMUNITY ENGAGEMENT

There are no community engagement implications as a result of this report or recommendation.

ATTACHMENTS

1. C P 0052 - Quarterly Performance Report JU L- SEPT 2025 V 5 [18.3.1 - 53 pages]

18.4 REVIEW OF ELECTED MEMBER POLICIES

SUMMARY

Council policies are high-level statements articulating the intent of the City's strategic objectives and guiding the City's operations. These policies serve as essential frameworks, outlining principles and expectations that direct how the City manages its responsibilities, interacts with the community, and aligns its services with long-term vision and values. Appropriate policies help strengthen the City's governance by ensuring a clear, shared understanding of priorities, whilst supporting consistency in decision-making and outcomes across different departments and leadership terms.

Section 5.90A(2) of the *Local Government Act 1995* (**Act**) requires the City to adopt a policy addressing the attendance of Council Members and the Chief Executive Officer at events. The Elected Members and Chief Executive Officer Attendance at Events Policy was adopted by Council on 9 August 2023.

In addition, section 5.129 provides that the City may establish and administer policies relating to the fees and expenses provided to Council Members. The City adopted the Elected Members, Allowances, Expenses and Gifts Policy on 9 August 2023.

Both policies have been reviewed and are presented to Council for consideration and formal adoption.

OFFICER RECOMMENDATION

That Council adopts the following reviewed policies:

- 1) **Elected Member and Chief Executive Officer Attendance at Events (Attachment 18.4.1); and**
- 2) **Elected Member Allowances, Expenses and Gifts (Attachment 18.4.3).**

VOTING REQUIREMENT

Absolute majority

DISCUSSION

Elected Member and Chief Executive Officer Attendance at Events

The *Elected Member and Chief Executive Officer Attendance at Events Policy* defines the City of Kwinana's approach to managing and approving attendance at events for Elected Members and the Chief Executive Officer. Developed in accordance with section 5.90A of the Act, this policy seeks to uphold standards of transparency, accountability, and consistency in participation at official functions, regardless of whether attendance is paid for, sponsored, or complimentary.

The policy sets out clear procedures for obtaining approval to attend events, including both pre-approved events and those requiring discretionary approval. It details the mechanisms for securing authorisation, ensuring that all participation aligns with the principles of good governance.

In compliance with sections 5.87A–5.87C of the Act, the policy clarifies obligations relating to the declaration of gifts and the appropriate management of conflicts of interest. It identifies categories of pre-approved events that are exempt from conflict-of-interest disclosure requirements, supporting efficient and transparent reporting practices.

The policy prescribes procedures for recording attendance at events and registering any gifts received. It also details the circumstances under which associated costs, such as travel and accommodation, may be covered by the City, ensuring fair and consistent application of entitlements.

A priority order for the allocation of invitations is specified, guiding the process for managing and distributing event invitations among eligible recipients. The document includes clear definitions of key terms to support consistent interpretation and implementation across the organisation.

Elected Member Allowances, Expenses and Gifts

The Elected Members Allowances, Expenses and Gifts Policy seeks to establish a transparent, compliant framework for the support provided to Elected Members of the City of Kwinana during their official duties. This policy ensures that allowances, expense reimbursements, and equipment provisions are managed in accordance with legislative requirements, including the Act and determinations by the Salaries and Allowances Tribunal. By clearly outlining entitlements, responsibilities, and procedures, the policy promotes accountability, effective performance, and fair treatment of Elected Members. It also safeguards public resources and maintains community trust by specifying the conditions under which payments, reimbursements, equipment, and gifts are provided, and by ensuring all processes are subject to oversight and regular review.

Amended Policies for Adoption

The following policies have been reviewed and are recommended for adoption as amended:

Policy Name	Comment
Elected Member and Chief Executive Officer Attendance at Events	<p>The <i>Council Policy – Elected Member and Chief Executive Officer Attendance at Events</i> has been comprehensively reviewed and updated to improve transparency, accountability, and alignment with the Act and associated regulations. The policy now includes an expanded section of definitions that clearly outlines key terms such as <i>event</i>, <i>gift</i>, <i>conflict of interest</i>, <i>pre-approved event</i>, and <i>spouse/partner</i>. This ensures greater consistency and clarity in interpretation and application of the policy provisions.</p> <p>The approval process for attending events has been strengthened, with clearer procedures established for both pre-approved and non-pre-approved events. Requests for approval are now required to be submitted at least three business days before an event, and responsibilities for authorising attendance have been clarified with the Chief Executive Officer (CEO) approving events for the Mayor, and the Mayor approving those for Elected Members and the CEO. A provision for verbal approval has also been included for late or urgent invitations where time does not permit a written request.</p> <p>The reporting and disclosure obligations have been reinforced to ensure full compliance with legislative requirements. The revised policy specifies that all gifts, tickets, and event attendances must be</p>

	<p>declared in accordance with sections 5.87A–5.87C of the Act, and that these must be recorded in the City's Form 4 Gift Register. It also highlights that failure to disclose within the required timeframe may result in penalties under the Act.</p> <p>Further detail has been added regarding the management of conflicts of interest. The policy now specifies when gifts or attendance at events are considered to create a financial interest and provides a list of exempt organisations such as WALGA, Local Government Professionals Australia, and government departments. This clarification supports Elected Members and the CEO in understanding when disclosure and recusal are required.</p> <p>The section on event attendance has been refined to outline a clear hierarchy for allocating invitations, giving priority to the Mayor, Deputy Mayor, Elected Members, the CEO, and then senior officers where relevant to their role. The policy also establishes a process for reallocating invitations and provides guidance on when spouse or partner attendance may be approved, ensuring City-funded attendance remains appropriate and justifiable.</p> <p>Updates to the CEO and Elected Member provisions provide further clarity on how invitations may be accepted, declined, or reassigned to others. The policy now requires notification of all event attendance to be provided to the Council Governance and Administration Officer and the Executive Assistant to the CEO and Mayor, ensuring administrative oversight.</p> <p>Clarifications have been made around payment and expenses related to attendance at events. The revised policy confirms that the City may pay reasonable associated costs such as travel and accommodation when attendance is deemed to provide public value, subject to formal application and approval processes.</p> <p>The list of pre-approved events has been significantly expanded to clearly identify circumstances under which attendance does not constitute a disclosable interest. These include official representation roles such as speaking or presenting at events, attendance at sponsorship functions, community and cultural events, professional development sessions, and City-hosted ceremonies or functions.</p> <p>Finally, the policy formatting and governance information have been updated, including details on the responsible team, document control, and the next review date, which is scheduled for October 2027. These changes ensure the policy remains current, practical, and reflective of contemporary governance standards. A tracked changed version can be located at Attachment 18.4.2.</p>
<p>Elected Member Allowances, Expenses and Gifts</p>	<p>The <i>Elected Members Allowances, Expenses and Gifts Policy</i> has undergone a full review, resulting in a combination of amendments to existing provisions and the inclusion of several new sections to improve transparency, consistency, and compliance with legislative requirements. The following provides a summary outlining which elements have been amended and which have been newly included within the policy.</p> <p>The Purpose, Objective, and Scope sections have been amended to provide clearer intent, reflecting a stronger focus on transparency, accountability, and alignment with the Act, <i>Local Government (Administration) Regulations 1996</i>, and <i>Salaries and Allowances Act</i></p>

	<p>1975. The Definitions section has been expanded and newly included to clearly define key terms such as <i>ICT equipment</i>, ensuring consistent interpretation across the policy.</p> <p>Within the Allowances section, provisions for the Mayoral, Deputy Mayoral, and Elected Member allowances have been amended to specify that these are to be paid at the <i>maximum amounts determined by the Salaries and Allowances Tribunal</i>. Payment frequency has also been amended to clarify that allowances will now be paid <i>monthly in arrears on the fifth day of the following month</i>. A Superannuation section has been included in relation to recent changes that now allows for Elected Member to be paid superannuation.</p> <p>The Information and Communication Equipment section has been significantly amended and expanded, and now includes new inclusions detailing the provision, management, and maintenance of ICT equipment. This includes new requirements that devices be deducted from the ICT allowance over the term of office, and that all City-issued devices remain the property of the City unless purchased at their depreciated value following approval by the Chief Executive Officer. Newly included provisions outline maintenance responsibilities, security obligations, and the process for obtaining technical support.</p> <p>The Reimbursable Expenses section has been amended and expanded to provide greater clarity on what expenses are eligible for reimbursement. Detailed criteria have been included for travel, public transport, rideshare, and parking reimbursements, including the requirement for approved claim forms, supporting documentation, and alignment with Australian Taxation Office rates. The section also now includes a new provision on Childcare Costs, outlining that reimbursement is limited to the lesser of the actual cost incurred or the maximum amount permitted under the <i>Salaries and Allowances Act 1975</i>.</p> <p>Under Other Support, Supplies and Gifts, existing provisions for supplies such as business cards and name badges have been amended to specify their official use and replacement conditions. The Insurance section has been amended and expanded to clearly describe the coverage types provided to Elected Members personal accident, corporate travel, Elected Member liability, and public liability along with specific entitlements and exclusions. A new section has been included for Medical Expenses, allowing limited reimbursement up to \$500 for eligible costs incurred while performing official duties.</p> <p>The Gifts from the Local Government section has been amended to align with legislative changes, confirming that gifts may only be provided upon retirement following a full four-year term of office, with a newly included clause specifying that the value is capped at <i>\$100 per year of service, to a maximum of \$1,000</i>. Another new inclusion the Accompanying Person on Official City Business clause allows the Chief Executive Officer to approve the cost of one accompanying person when an Elected Member attends an official City event in a representative capacity.</p> <p>Finally, a new provision for Parental Leave has been included in accordance with section 2.25(5B) of the Act, granting Elected Members up to six months' leave following the birth, adoption, guardianship, or fostering of a child.</p>
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	A tracked changed version can be located at Attachment 18.4.4.
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STRATEGIC IMPLICATIONS

Outcome: Leadership / Boordiya Katidjin (Leader of knowledge)
Objective: Accountable and ethical governance
Objective: Proactive leadership

How does this proposal achieve the outcomes and strategic objectives?

Although there is no specific action to the City's SCP or CBP the review, adoption and revoking of Council Policies should reflect the City desired achievements of the outcomes and objective of the visionary leadership of the City.

SUSTAINABILITY FRAMEWORK

Sustainability Guiding Principle

8 - Integrated and Transparent Decision-making

Sustainability Priority Area

6 - Responsible Investment and Procurement

How does this proposal achieve the guiding principle and priority area?

Through these policies, the City of Kwinana demonstrates visionary leadership dedicated to acting for its community, modelling accountable and ethical governance, and strengthening trust with the community. The City's approach to policy development and review ensures that sustainability principles are embedded in its operations, promoting a healthier, more resilient, and sustainable community.

LEGAL/POLICY IMPLICATIONS

Local Government Act 1995

5.90A. Policy for attendance at events

1) *In this section — event includes the following —*

- a) a concert;*
- b) a conference;*
- c) a function;*
- d) a sporting event;*
- e) an occasion of a kind prescribed for the purposes of this definition.*

2) *A local government must prepare and adopt* a policy that deals with matters relating to the attendance of council members and the CEO at events, including —*

- a) the provision of tickets to events; and*
- b) payments in respect of attendance; and*
- c) approval of attendance by the local government and criteria for approval; and*
- d) any prescribed matter.*

** Absolute majority required.*

3) *A local government may amend* the policy.*

** Absolute majority required.*

4) *When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.*

5.98. Fees, reimbursements and allowances for council members

(1A) *In this section —*

determined means determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7B.

1) *A council member who attends a council or committee meeting is entitled to be paid —*

- a) the fee determined for attending a council or committee meeting; or*
- b) where the local government has set a fee within the range determined for council or committee meeting attendance fees, that fee.*

(2A) *A council member who attends a meeting of a prescribed type at the request of the council is entitled to be paid —*

- a) the fee determined for attending a meeting of that type; or*
- b) where the local government has set a fee within the range determined for meetings of that type, that fee.*

2) *A council member who incurs an expense of a kind prescribed as being an expense —*

- a) to be reimbursed by all local governments; or*
- b) which may be approved by any local government for reimbursement by the local government and which has been approved by the local government for reimbursement, is entitled to be reimbursed for the expense in accordance with subsection (3).*

3) *A council member to whom subsection (2) applies is to be reimbursed for the expense —*

- a) where the extent of reimbursement for the expense has been determined, to that extent; or*
- b) where the local government has set the extent to which the expense can be reimbursed and that extent is within the range determined for reimbursement, to that extent.*

4) *If an expense is of a kind that may be approved by a local government for reimbursement, then the local government may approve reimbursement of the expense either generally or in a particular case but nothing in this subsection limits the application of subsection (3) where the local government has approved reimbursement of the expense in a particular case.*

5) *The mayor or president of a local government is entitled, in addition to any entitlement that the mayor or president has under subsection (1) or (2), to be paid — (a) the annual local government allowance determined for mayors or presidents; or (b) where the local government has set an annual local government allowance within the range determined for annual local government allowances for mayors or presidents, that allowance.*

6) *A local government cannot make any payment to, or reimburse an expense of, a person who is a council member or a mayor or president in that person's capacity as council member, mayor or president unless the payment or reimbursement is in accordance with —*

- a) this Division; or*
- b) a policy adopted by the local government under section 5.129.*

(6A) *Neither subsection (6), nor any other provision of this Act, prevents a local government from doing the following —*

- a) *making a unanimous resolution as referred to in the Taxation Administration Act 1953 (Commonwealth) Schedule 1 section 12-45(1)(e);*
- b) *if the local government makes such a resolution — doing anything under the Taxation Administration Act 1953 (Commonwealth), the Superannuation Guarantee (Administration) Act 1992 (Commonwealth) or any other law of the Commonwealth as a result of the making of the resolution.*

5.98A. Allowance for deputy mayor or deputy president

- 1) *A local government may decide* to pay the deputy mayor or deputy president of the local government an allowance of up to the percentage that is determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7B of the annual local government allowance to which the mayor or president is entitled under section 5.98(5).*

** Absolute majority required*

- 2) *An allowance under subsection (1) is to be paid in addition to any amount to which the deputy mayor or deputy president is entitled under section 5.98.*

5.99. Annual fee for council members in lieu of fees for attending meetings

A local government may decide that instead of paying council members a fee referred to in section 5.98(1), it will instead pay all council members who attend council or committee meetings —*

- a) *the annual fee determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7B; or*
- b) *where the local government has set a fee within the range for annual fees determined by that Tribunal under that section, that fee.*

** Absolute majority required.*

5.99A. Allowances for council members in lieu of reimbursement of expenses

- 1) *A local government may decide* that instead of reimbursing council members under section 5.98(2) for all of a particular type of expense it will instead pay all eligible council members —*
 - a) *the annual allowance determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7B for that type of expense; or*
 - b) *where the local government has set an allowance within the range determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7B for annual allowances for that type of expense, an allowance of that amount,*

and only reimburse the member for expenses of that type in excess of the amount of the allowance.

** Absolute majority required.*

- 2) *For the purposes of subsection (1), a council member is eligible to be paid an annual allowance under subsection (1) for a type of expense only in the following cases —*
 - a) *in the case of an annual allowance that is paid in advance, if it is reasonably likely that the council member will incur expenses of that type during the period to which the allowance relates;*
 - b) *in the case of an annual allowance that is not paid in advance, if the council member has incurred expenses of that type during the period to which the allowance relates.*

5.100. Fees paid and expenses reimbursed to committee members

1) *In this section —*

committee member means a person who is a committee member but who is neither a council member nor an employee;

determined means determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7BAA

2) *A committee member who attends a meeting of the committee is entitled to be paid —*

- a) *the fee determined for attending a committee meeting; or*
- b) *if the local government has set a fee within the range determined for committee meeting attendance fees — that fee.*

3) *A committee member who attends a meeting of a prescribed type at the request of the council is entitled to be paid —*

- a) *the fee determined for attending a meeting of that type; or*
- b) *if the local government has set a fee within the range determined for meetings of that type — that fee.*

4) *Subsection (5) applies if a committee member incurs —*

- a) *an expense that is of a kind prescribed as being an expense to be reimbursed by all local governments; or*
- b) *an expense —*
 - i. *that is of a kind prescribed as being an expense which may be approved by any local government for reimbursement by the local government; and*
 - ii. *which has been approved by the local government for reimbursement.*

5) *The committee member must be reimbursed for the expense —*

- a) *if the extent of reimbursement for the expense has been determined — to that extent; or*
- b) *if the local government has set the extent to which the expense can be reimbursed and that extent is within the range determined for reimbursement — to that extent.*

6) *If an expense is of a kind that may be approved by a local government for reimbursement, the local government may approve reimbursement of the expense either generally or in a particular case but nothing in this subsection limits the application of subsection (5) if the local government has approved reimbursement of the expense in a particular case.*

7) *A local government cannot make any payment to, or reimburse an expense of, a person who is a committee member in that person's capacity as committee member unless the payment or reimbursement is in accordance with this section.*

5.129. Fees and expenses

1) *A local government may prepare and adopt* a policy under which the local government undertakes to do 1 or more of the following —*

- a) *pay a fee to a council member in relation to their participation in a course of training that they are required to complete under section 5.126;*
- b) *reimburse a council member for a fee or other expense incurred by the council member in relation to their participation in a course of training that they are required to complete under section 5.126;*
- c) *pay a fee to a council member in relation to their participation in continuing professional development under the local government's policy under section 5.128;*

d) *reimburse a council member for a fee or other expense incurred by the council member in relation to their participation in continuing professional development under the local government's policy under section 5.128. * Absolute majority required.*

2) *The local government may do the following —*

a) *amend* the policy at any time;*

b) *revoke* the policy at any time (with or without replacing it).*

Local Government (Administration) Regulations 1996

31. Expenses to be reimbursed (Act s. 5.98(2)(a))

1) *For the purposes of section 5.98(2)(a), the kinds of expenses that are to be reimbursed by all local governments are —*

a) *rental charges incurred by a council member in relation to one telephone and one facsimile machine; and*

b) *child care and travel costs incurred by a council member because of the member's attendance at a council meeting or a meeting of a committee of which he or she is also a member; and*

c) *child care and travel costs incurred by a council member in completing the training required by section 5.126(1).*

34AC. Gifts to council members, when permitted etc. (Act s. 5.100A)

1) *The retirement of a council member who has served at least one full 4 year term of office is prescribed under section 5.100A(a) as circumstances in which a gift can be given to the council member.*

2) *The amount of \$100 for each year served as a council member to a maximum of \$1 000 is prescribed under section 5.100A(b) in respect of a gift given to a council member in the circumstances set out in subregulation (1).*

Salaries And Allowances Act 1975

7B Determinations as to Fees and Allowances of Local Government Councillors

1) *In this section —*

elected council member means a person elected under the Local Government Act 1995 as a member of the council of a local government.

2) *The Tribunal is to, from time to time as provided by this Act, inquire into and determine —*

a) *the amount of fees, or the minimum and maximum amounts of fees, to be paid under the Local Government Act 1995 to elected council members for attendance at meetings; and*

b) *the amount of expenses, or the minimum and maximum amounts of expenses, to be reimbursed under the Local Government Act 1995 to elected council members; and*

c) *the amount of allowances, or the minimum and maximum amounts of allowances, to be paid under the Local Government Act 1995 to elected council members.*

3) *Section 6(2) and (3) apply to a determination under this section.*

FINANCIAL/BUDGET IMPLICATIONS

Financial implications in relation to this report have been included within the City of Kwinana's Annual Budget.

ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications have been identified as a result of this report or its recommendation.

ENVIRONMENTAL/PUBLIC HEALTH IMPLICATIONS

There are no environmental or public health implications have been identified as a result of this report or its recommendation.

COMMUNITY ENGAGEMENT

There are no community engagement requirements in relation to this report, once adopted these policies will be made available on the City's website.

ATTACHMENTS

1. Council Policy Elected Member and Chief Executive Officer Attendance at Ev [18.4.1 - 16 pages]
2. Tracked Change Elected Member and Chief Executive Officer Attendance at Ev [18.4.2 - 16 pages]
3. Council Policy Elected Members Allowances Expenses and Gifts [18.4.3 - 9 pages]
4. Tracked Changed Elected Members Allowances Expenses and Gifts (1) [18.4.4 - 15 pages]

18.5 PROPOSED DISPOSITION BY WAY OF LEASE - SUITE 16, DARIUS WELLS LIBRARY & RESOURCE CENTRE WITH THE SMITH FAMILY

SUMMARY

The City of Kwinana (**City**) is the owner of the Darius Wells Library and Resource Centre (**Darius Wells**) situated at 2 Robbos Way in Kwinana, being part of Lot 107 on Deposited Plan 70670, comprised in Certificate of Title Volume 2786 Folio 114. The Smith Family seek to continue their lease of Suite 16 (**Premises**) from the City, being a 96.3m² office space located on the first floor of the Darius Wells.

This report seeks Council approval of a new lease of the Premises to The Smith Family, who are a non-profit organisation, specifically an independent children's charity in Australia. They are officially registered with the Australian Charities and Not-for-profits Commission (ACNC).

Rent of \$16,170.00 per annum is proposed, which has been determined by applying a 30% discount to the valuation amount, in accordance with the City's Leasing Policy (**Policy**).

The disposition of the premises is not required to be advertised in accordance with section 3.58 of the *Local Government Act 1995 (Act)*, as the lease is an exempt disposition under regulation 30(2)(b)(i) of the *Local Government (Functions and General) Regulations 1996*.

OFFICER RECOMMENDATION

That Council:

1. Authorise the valuation undertaken on the 25 February 2025, as at Attachment 18.5.1, which was carried out more than six months before the proposed disposition, to be a true indication of the value at the time of the proposed disposition.
2. Approve the continuation of a lease to The Smith Family for Suite 16, Darius Wells Library and Resource Centre, 2 Robbos Way, Kwinana Town Centre for a term of 2 years with a further 2 years at an initial rental of \$16,170.00 per annum; and
3. Authorise the Chief Executive Officer to negotiate and execute a lease with The Smith Family on the City's behalf, including making any amendments not significant in nature.

VOTING REQUIREMENT

Absolute majority

DISCUSSION

The Smith Family is a national Australian children's education charity dedicated to creating better futures for children in need. They help disadvantaged Australian children get the most out of their education by providing long-term emotional, practical, and financial support.

Their flagship program, Learning for Life, links students with sponsors who help cover the costs of essential school items (like uniforms and books) and provides access to learning and mentoring programs. Their work is focused on breaking the cycle of poverty by ensuring students have the resources, skills, and motivation to stay engaged in school and complete Year 12.

The Valuation was carried out more than six months before any proposed disposition assuming Council resolve to dispose of the Premises at its Ordinary Council Meeting scheduled to be held on 26 November 2025. Whilst the Valuation is dated more than six months before the proposed disposition, City Officer's believe that a subsequent valuation would not be materially different from the valuation obtained on 10 February 2025. Accordingly, City Officers recommend that Council resolve that it believes the Valuation carried out on 10 February 2025 contains a true indication of the current value of the Premises.

A rental income of \$23,100.00 is reflected in the valuation, however allowing for a 30% discount in accordance with the City's Leasing Policy rent will be \$16,170.00 pa. Proposed term for the new lease will be 2 years with the option to extend for a further 2 years.

STRATEGIC IMPLICATIONS

There are no strategic implications as a result of this proposal.

SUSTAINABILITY FRAMEWORK

Sustainability Guiding Principle

2 - Community Wellbeing

Sustainability Priority Area

4 - Engagement and Social Inclusion

How does this proposal achieve the guiding principle and priority area?

This proposal supports Community Wellbeing by promoting equitable access to education and improving life outcomes for disadvantaged children, thereby strengthening the wellbeing and resilience of the broader community.

It aligns with Engagement and Social Inclusion by fostering participation, inclusion, and opportunity for children who may otherwise face social and educational exclusion.

LEGAL/POLICY IMPLICATIONS

Section 3.58 (3) and (4) of the Local Government Act 1995 states:

- (3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*
- (a) *it gives local public notice of the proposed disposition —*
 - (i) *describing the property concerned; and*
 - (ii) *giving details of the proposed disposition; and*
 - (iii) *inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and*
 - (b) *it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*
-

- (4) *The details of a proposed disposition that are required by subsection (3)(a)(ii) include —*
- (a) *the names of all other parties concerned; and*
 - (b) *the consideration to be received by the local government for the disposition; and*
 - (c) *the market value of the disposition —*
 - (i) *as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*
 - (ii) *as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.*

Regulation 30 of the Local Government (Functions and General) Regulations 1996 states:

- (1) *disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.*
- (2) *A disposition of land is an exempt disposition if —*
- (a) *the land is disposed of to an owner of adjoining land (in this paragraph called the transferee) and —*
 - (i) *its market value is less than \$5 000; and*
 - (ii) *the local government does not consider that ownership of the land would be of significant benefit to anyone other than the transferee; or*
 - (b) *the land is disposed of to a body, whether incorporated or not —*
 - (i) *the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and*
 - (ii) *the members of which are not entitled or permitted to receive any pecuniary Profit from the body's transactions; or*
 - (c) *the land is disposed of to —*
 - (i) *the Crown in right of the State or the Commonwealth; or*
 - (ii) *a department, agency, or instrumentality of the Crown in right of the State or the Commonwealth; or*
 - (iii) *another local government or a regional local government; or*
 - (d) *it is the leasing of land to an employee of the local government for use as the employee's residence; or*
 - (e) *it is the leasing of land for a period of less than 2 years during all or any of which time the lease does not give the lessee the exclusive use of the land; or*
 - (f) *it is the leasing of land to a person registered under the Health Practitioner Regulation National Law (Western Australia) in the medical profession to be used for carrying on his or her medical practice; or*
 - (g) *it is the leasing of residential property to a person.*
- (2a) *A disposition of property is an exempt disposition if the property is disposed of within 6 months after it has been —*
- (a) *put out to the highest bidder at public auction, in accordance with section 3.58(2)(a) of the Act, but either no bid is made or any bid made does not reach a reserve price fixed by the local government; or*
 - (b) *the subject of a public tender process called by the local government, in accordance with section 3.58(2)(b) of the Act, but either no tender is received or any tender received is unacceptable; or*
 - (c) *the subject of Statewide public notice under section 3.59(4) of the Act, and if the business plan referred to in that notice described the property concerned and gave details of the proposed disposition including —*
 - (i) *the names of all other parties concerned; and*

- (ii) *the consideration to be received by the local government for the disposition; and*
 - (iii) *the market value of the disposition as ascertained by a valuation carried out not more than 12 months before the proposed disposition.*
- (2b) *Details (see section 3.58(4) of the Act) of a disposition of property under subregulation (2a) must be made available for public inspection for at least 12 months from the initial auction or tender, as the case requires.*
- (3) *A disposition of property other than land is an exempt disposition if —*
 - (a) *its market value is less than \$20 000; or*
 - (b) *the entire consideration received by the local government for the disposition is used to purchase other property, and where the total consideration for the other property is not more, or worth more, than \$75 000.*

FINANCIAL/BUDGET IMPLICATIONS

These leases will provide an annual income of \$16,170.00 plus GST. The total income before the discount would be \$23,100.00 plus GST. The cost of the lease, valuation and administration costs will be partially reimbursed as outlined in the Fees and Charges 2025/2026.

ASSET MANAGEMENT IMPLICATIONS

The implications for this report are the ongoing management and administration.

ENVIRONMENTAL/PUBLIC HEALTH IMPLICATIONS

No implication have been identified as a result of this report or recommendation.

COMMUNITY ENGAGEMENT

As a result of the continuation of this leasing of the premises to The Smith Family there will be various continued positive community benefit to families and their children.

ATTACHMENTS

1. Valuation v 014-25 Suites 1, 10, 13 & 16 Darius Wells, 2 (Lot 107) Robbos Way, Kwinana 10.02.25 [**18.5.1** - 19 pages]

18.6 ACCOUNTS FOR PAYMENT FOR THE MONTH ENDED 31 OCTOBER 2025

SUMMARY

The purpose of this report is to present to Council a list of accounts paid under delegated authority for the month ended 31 October 2025 as required by the *Local Government (Financial Management) Regulations 1996*.

OFFICER RECOMMENDATION

That Council:

1. **Accepts the list of accounts, totalling \$10,615,245.64 paid under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* for the period ended 31 October 2025, as detailed at Attachment 18.6.1**
2. **Accepts the detailed transaction listing of credit card expenditure paid for the period ended 31 October 2025, as detailed at Attachment 18.6.2**

VOTING REQUIREMENT

Simple majority

DISCUSSION

Council has delegated, to the Chief Executive Officer, the exercise of its power to make payments from the City's Municipal and Trust funds. In accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996* a list of accounts paid is to be provided to Council, where such delegation is made.

The following table summarises the payments for the period by payment type, with full details of the accounts paid contained within **Attachment 18.6.1**.

Payment Type	Amount (\$)
Automatic Payment Deductions *	\$ 69,948.15
Cheque	\$ 453.35
EFT Payments	\$ 8,002,027.39
Payroll Payments	\$ 2,542,816.75
Total Attachment 22.7.1	\$ 10,615,245.64

*Automatic Payment deductions include a payment of **\$40,958.76** for credit card payments. A detailed transaction listing of credit card expenditure paid for the period ended 31 October 2025, is included at **Attachment 18.6.2**.

A detailed listing of October 2025 payments, including short descriptions for each payment, is provided in **Attachment 18.6.1**.

STRATEGIC IMPLICATIONS

Outcome: Quality of Life / Ngalang moorditj wirrin (Our strong spirit)
Objective: Thriving local economy

SUSTAINABILITY FRAMEWORK

Sustainability Guiding Principle
3 - Thriving Local Economy

Sustainability Priority Area
3 - Liveability

LEGAL/POLICY IMPLICATIONS

Regulation 13 of the *Local Government (Financial Management) Regulations 1996* states:

13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

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; and*
 - b. *the amount of the payment; and*
 - c. *the date of the payment; and*
 - d. *sufficient information to identify the transaction.*
2. *A list of accounts for approval to be paid is to be prepared each month showing*
 - a. *for each account which requires council authorisation in that month —*
 - i. *the payee's name; and*
 - ii. *the amount of the payment; and*
 - iii. *sufficient information to identify the transaction, and*
 - b. *the date of the meeting of the council to which the list is to be presented.*
3. *A list prepared under sub-regulation (1) or (2) 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.*

FINANCIAL/BUDGET IMPLICATIONS

All expenditure included in the list of payments is in accordance with City's annual budget. Any expenditure in relation to Perth South West Metropolitan Alliance (PSWMA) are made by the City and reimbursed by the Alliance.

ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications that have been identified as a result of this report.

ENVIRONMENTAL/PUBLIC HEALTH IMPLICATIONS

There are no implications on any determinants of health as a result of this report.

COMMUNITY ENGAGEMENT

There are no community engagement implications as a result of this report.

ATTACHMENTS

1. AP Payment Listing Summary Report Oct 2025 [**18.6.1** - 9 pages]
2. Credit Card Transactions Report Oct 1 (1) [**18.6.2** - 5 pages]

18.7 ADOPTION OF THE ANNUAL REPORT (INCLUDING THE FULL SET OF AUDITED FINANCIAL STATEMENTS) FOR THE YEAR ENDING 30 JUNE 2025

DECLARATION OF INTEREST

There were no declarations of interest declared.

SUMMARY

The Audit Committee is to examine the Annual Financial Report (Part 1- Annual Report), review any matters raised by the Auditor in the Management Reports and ensure that appropriate action is taken in respect to those matters raised.

This report presents the audited Annual Financial Report including the Independent Auditor's Closing Report from the City's Auditors for the year ended 30 June 2025. An unqualified opinion is expected to be issued, meaning that the City of Kwinana's financial records and statements are fairly and appropriately presented, and in accordance with Australian Accounting Standards Board (AASB) and the Local Government Act 1995.

A copy of the draft Annual Report 2024/25 (Part 1 – Community) for the year ended 30 June 2025 is also attached for the Audit and Risk Committee's review (**Attachment 18.7.6**). The Annual Report is comprised of two parts, namely, Part 1 – Community and Part 2 – Annual Financial Report which together comprise the City's complete Annual Report 2024-2025 and meet the City's legislative reporting requirements of Section 5.53(1) of the Local Government Act 1995.

In addition to acceptance of the Annual Report, approval of Council will be sought to set the date of the Annual Electors' General Meeting.

AUDIT, RISK AND IMPROVEMENT COMMITTEE RECOMMENDATION

That Council:

- 1. Approve the following Statements:**
 - a) Audited Annual Financial Statements (Part 2 – Annual Report) for the year 30 June 2025, as detailed at Attachment 18.7.1.**
 - b) Independent Auditor's Closing Report and Management Letters (Financial Audit and Information Technology (IT) General Control Audit) at Attachments 18.7.2, 18.7.3 and 18.7.4.**
 - c) The Management Representation letter for the year ended 30 June 2025 at Attachment 18.7.5**
- 2. Adopt the Annual Report 2024/25, Part 1 – Community, as detailed at Attachment 18.7.6 and Part 2 – Annual Financial Report at Attachment 18.7.1.**
- 3. Advertise the availability of the Annual Report in accordance with Section 5.55 of the Local Government Act 1995.**

4. Accept in accordance with Section 5.27 of the Local Government Act 1995 the Electors' General Meeting to be held on the 11 February 2026 commencing at 5pm.

VOTING REQUIREMENT

Absolute majority

DISCUSSION

For the year ended 30 June 2025 the City of Kwinana was audited directly by the Office of the Auditor General (OAG) for Western Australia unlike previous years where OAG contract auditors have been conducting the City's audit. As a requirement of the Local Government Act 1995 the City's Auditors are required to report on certain compliance matters and any other matters which arise during their audit. The Independent Auditors Report, Closing Report and the Management Letters is the format in which the Auditors report this information.

The Office of the Auditor General has issued its 'Auditors Closing Report' which provides a scope of the audit and highlights the findings raised which are detailed within the management letters and the appropriate management comment have been made which are detailed at Attachments 18.7.3 and 18.7.4. The findings cover both the Financial and the Information Technology (IT) General Control audit.

In accordance with the Terms of Reference of the Audit and Risk Committee, the Committee must review the Audited Annual Financial Statements and audit findings. Approval is also sought for the Committee to endorse the Annual Financial Statements together with the management representation letter. The audited financial statements, a key component of Part 2 of the City's Annual Report, are scheduled to be presented at the Electors General Meeting on 11 February 2026.

Audit Findings

The audit findings are split into Finance and IT General Control Audits. The details findings and management comments for these audits are at Attachments **18.7.3** and **18.7.4**.

Finance Audit

The findings detailed in the management letter pertain to the interim audit (**Attachment 18.7.3**), which was presented to the Audit, Risk and Improvement Committee on 9 June 2025 and have since been addressed. No additional audit findings were identified during the final financial audit.

IT General Control Audit

The Office of the Auditor General (OAG) has been auditing the City for a few years. All findings from the last audit were addressed prior to the end of the financial year; accordingly, on the expectation that the audit is carried out against the same standard each year, the City anticipated no or a very limited number of minor findings. As noted below, however, this year there are 14 findings, including findings that have previously been resolved by the City with the OAG.

The challenge with the IT General Controls Audit is that there is not a 'set of rules or expectations' that the City can tick off to ensure the OAG standard is met – instead, the audit findings come down to the opinion of the individual conducting the audit, even where the individual's opinion differs from the City and previous OAG auditors. This problem of an individual opinion also creates an issue with the method used to address a particular risk – the experience with the current auditor is that the only way to address a risk is the way considered correct by the auditor, and alternative methods, that the City considers to be equal or greater in effectiveness, are not accepted.

Previously, the City has been able to discuss its approach to a risk, including accepting a risk, and this has been considered satisfactory.

Notwithstanding the general dissatisfaction with the lack of consistency and clear expectations of the OAG, the auditor has identified three critical issues that should be addressed with urgency. The three issues are related to network and software vulnerabilities which are currently being addressed and are expected to be resolved within the next 6 months.

The following is a summary of the IT general control findings for this financial year, the details of these finding is at **Attachment 18.7.4**:

Index of findings	Potential impact on audit opinion	Rating			Prior year finding
		Significant	Moderate	Minor	
1. Network security management		✓			
2. Background screening			✓		
3. Network access management			✓		
4. OneCouncil access management			✓		
5. Antimalware controls			✓		
6. Data loss prevention			✓		
7. Vulnerability management			✓		
8. Server room maintenance			✓		
9. Cloud vendor assurance			✓		
10. Continuity management			✓		
11. Change management				✓	
12. Contract management				✓	
13. Governance over IT and security				✓	
14. IT asset inventory				✓	

Annual Report

Section 5.27 of the Local Government Act 1995 requires a general meeting of electors to be held not more than 56 days after the local government accepts the annual report.

If Council adopts the Annual Report, the Electors' General Meeting (EGM) is required to be held not later than 13 January 2026. It is therefore proposed that the EGM be held prior to the first Ordinary Council Meeting of 2026, being 11 February 2026 at 5pm.

Upon acceptance of the Annual Report and approval of the EGM date and time, statutory advertising will take place within the district, and the final version of the Annual Report will be distributed through the Administration Centre and at the City Library. Additionally, the Annual

Reports will be made available for viewing on the night of the Elector's General Meeting and available on the City's website.

Annual Financial Statement

The 2025 Audited Annual Financial statement is included as Part 2 of the Annual Report at **Attachment 18.7.1**. A detailed analysis of the Annual Financial Statement is presented below.

Prior year adjustments

Due to the Infrastructure's team's regular review of the asset database in OneCouncil, the team identified asset amounting to \$2,034,276 to be duplicated in the city books. During subdivision of properties, developers have included pre-existing asset along with new asset data. This has occurred prior to 1 July 2023, and this correction has been treated as prior period error in accordance with AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors. Refer to note 32.

The City has therefore determined that:

- Depreciation was overstated by \$35,109 and \$35,160 for the year ended 30 June 2023 and 30 June 2024 respectively;
- Infrastructure assets were overstated by \$2,034,276 at 1 July 2023 and \$1,999,116 at 30 June 2024.
- Retained surplus was overstated by \$2,034,276 at 1 July 2023 and \$1,999,116 at 30 June 2024.

The City has retrospectively applied the corrections and adjustments to the impacted financial statement line items.

Closing Surplus

The closing surplus for the 30 June 2024 was \$3,311,400. The 2025/2026 adopted Annual Budget estimated a closing surplus brought forward was \$2,654,277. The increase in surplus of \$843,250 is primarily attributed to:

- Further carried forward of projects totalling \$1,673,568.
- The opening surplus had forecasted a 75% advance FAGS grant payment, however the Federal Government reduced the advanced payment to 50% resulting in a decrease of grant income of \$841,276 and a corresponding decrease to the opening operating surplus.

Operating Revenue

The total operating revenue was \$81,357,272 and reflects a \$4,184,863 (5.42%) increase on last financial year's total operating revenue. This favourable increase is a result of:

- Rates increased by \$3,198,152 due to 4.2% annual rates increase and rates growth of \$908,140 represented by interim ratings
- Fees and Charges increase by \$2,426,174. The increase was due to \$758,722 for building and planning applications, \$875,796 waste services revenue, \$269,449 Banksia Park management fees from sale of villas and \$245,946 for Engineering services supervision and inspection fees.
- Other Revenue of \$1,572,320 has decreased primarily due to the fair value adjustment of Banksia Park retirement village.

Operating Expenditure

The total operating expenditure of \$101,981,479 reflects a \$9,000,892 (9.68%) increase on last financial year's total operating expenditure and is made up of the following:

- Employee Costs increased by 3,611,594, contributed by \$259,776 increase in workers compensation premium, \$712,898 increase for annual leave and long service taken and the remainder was due to the annual wage increment increase.
- Materials and Contracts increased by \$2,964,483 predominantly due to implementation of waste services Go Bins project.

- Depreciation increased by \$1,374,118 and was contributed by \$7,378,962 asset additions to the various asset classes and \$9,763,150 new contributed assets relating to infrastructure and parks received by the City. The other contributing factor was the revaluation of Infrastructure parks and ovals in 2023/24 financial year.

Non-Operating Revenue

The total non-operating revenue of \$14,596,848 reflects a \$690,554 increase on last financial year's total non-operating revenue. It was contributed by recognition of additional income relating to the contributed assets.

Acquisition of assets

The total acquisition of property, plant and equipment and infrastructure increased by \$15,180.

Reserves

The reserve accounts balance of \$84,738,787 reflects a \$16,661,580 (24.47%) increase on last financial year's total reserve account balance of \$68,077,207. This movement is mainly reflected as follows:

Developer contributions reserves had 'transfers in' of \$11,011,329 for developer contribution fees received and interest on reserve investment of \$2,282,257, and 'transfers out' for \$1,892,504 due to annual adjustments for capital expenditure and administration. Overall, developer contributions reserves increased by \$11,401,079. The funds in these reserves are restricted for future infrastructure costs as per the City's Community Infrastructure plan.

Asset Management Reserve increased by \$3,404,298 for the funding of various capital projects including new and renewal works as per City's asset management plans.

Information technology Reserve was increased by \$676,160 for the funding of future IT infrastructure projects.

Refuse Reserve – decrease by \$1,078,835 due to the implementation of the Go Bin project.

Strategic Property Reserve was increased by \$956,756 from the proceeds of sale for unit 23 and 24 Meares Avenue, Kwinana (commercial properties) during the year.

Revaluation

The revaluation surplus has increased by \$7,242,000 as a result of the revaluation of land in the current financial year by an external valuer.

STRATEGIC IMPLICATIONS

Outcome: Leadership / Boordiya Katidjin (Leader of knowledge)
Objective: Continuous improvement and efficiency

N/A - There is no specific action in the CBP, yet this report will help achieve the indicated outcomes and strategic objectives.
SUSTAINABILITY FRAMEWORK

Sustainability Guiding Principle

3 - Thriving Local Economy

Sustainability Priority Area

3 - Liveability

LEGAL/POLICY IMPLICATIONS**Local Government Act 1995****6.4 Financial Report**

- (1) A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.
- (2) The financial report is to – (a) be prepared and presented in the manner and form prescribed; and (b) contain the prescribed information.
- 3) By 30 September following each financial year or such extended time as the Minister allows, a local government is to submit to its auditor –
- (a) the accounts of the local government, balanced up to the last day of the preceding financial year; and
 - (b) the annual financial report of the local government for the preceding financial year.

7.9. Audit to be conducted

- (1) An auditor is required to examine the accounts and annual financial report submitted for audit and, by the 31 December next following the financial year to which the accounts and report relate or such later date as may be prescribed, to prepare a report thereon and forward a copy of that report to –
- (a) the mayor or president; and
 - (b) the CEO of the local government; and
 - (c) the Minister.
- Section 7.12A of the Act provides further detail with respect to audits including that the auditor must meet with the local government at least once every financial year, and that the local government is to report to the Minister addressing any findings identified as significant by the auditor.

5.27 Electors' general meeting

- (1) A general meeting of the electors of a district is to be held once every financial year.
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.
- (3) The matters to be discussed at general electors' meetings are to be those prescribed.

5.53 Annual Reports

- (1) The local government is to prepare an annual report for each financial year.
- (2) The annual report is to contain –
- (a) a report from the mayor or president; and
 - (b) a report from the CEO; and
 - [(c), (d) deleted.]
 - (e) an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year;
 - (f) the financial report for the financial year; and
 - (g) such information as may be prescribed in relation to the payments made to employees; and
 - (h) the auditor's report for the financial year; and
 - (ha) a matter on which a report must be made under section 29(2) of the Disability Services Act 1993; and
 - (hb) details of entries made under section 5.121 during the financial year in the register of complaints, including –
 - (i) the number of complaints recorded in the register of complaints;
 - (ii) and how the recorded complaints were dealt with; and
 - (iii) any other details that the regulations may require; and
 - (iv) such other information as may be prescribed.

5.54 Acceptance of annual reports

(1) Subject to subsection(2), the annual report for a financial year is to be accepted* by the local government no later than 31 December after that financial year.

- Absolute majority required.

(2) If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

5.55 Notice of annual reports

(1) The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

5.56 Planning for the future

(1) A local government is to plan for the future of the district.

(2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

The Local Government (Audit) Regulations 1996 prescribe the following relating to the audit procedures:

9. Performance of audit

(2) An auditor must carry out an audit in accordance with the Australian Auditing Standards made or formulated and amended from time to time by the Auditing and Assurance Standards Board established by the Australian Securities and Investments Commission Act 2001 (Commonwealth) section 227A.

(3) An auditor must carry out the work necessary to form an opinion whether the annual financial report — (a) is based on proper accounts and records; and (b) fairly represents the results of the operations of the local government for the financial year and the financial position of the local government at 30 June in accordance with — (i) the Act; and (ii) the Australian Accounting Standards (to the extent that they are not inconsistent with the Act).

10. Report by auditor

(1) An auditor's report is to be forwarded to the persons specified in section 7.9(1) within 30 days of completing the audit.

(2) The report is to give the auditor's opinion on — (a) the financial position of the local government; and (b) the results of the operations of the local government.

(3) The report must include a report on the conduct of the audit.

(4) Where it is considered by the auditor to be appropriate to do so, the auditor is to prepare a management report to accompany the auditor's report and to forward a copy of the management report to the persons specified in section 7.9(1) with the auditor's report.

Disability Services Act 1993:**29. Report about disability access and inclusion plan**

(2) A local government or regional local government that has a disability access and inclusion plan must include in its annual report prepared under section 5.53 of the Local Government Act 1995 a report about the implementation of the plan.

FINANCIAL/BUDGET IMPLICATIONS

The 2025 end of year surplus for 2024/2025 was \$3,311,400. This surplus is mainly due to the advance payment of the Federal assistance grant and projects that were incomplete at end of the financial year. The estimate opening surplus for the 2025/2026 budget has been updated in the November 2025 Budget review.

The City has made provision for the Electors' General Meeting in its adopted budget for the 2025/2026 financial year. There will be a minimal budget implication to produce the Annual Report

(Part 1 - Community) as only a small print run will be produced. This has been budgeted at approximately \$800 with the cost being covered within the 2025/2026 Marketing and Communications Budget.

ASSET MANAGEMENT IMPLICATIONS

No asset management implications have been identified as a result of this report or recommendation.

ENVIRONMENTAL/PUBLIC HEALTH IMPLICATIONS

There are no implications on any determinants of health as a result of this report.

COMMUNITY ENGAGEMENT

There are no community engagement implications as a result of this report.

ATTACHMENTS

1. Amended Attachment 9.2.1 - V 15 2024-25- City of Kwinana AFR [**18.7.1** - 52 pages]
2. City of Kwinana - 30 June 2025 - Annual Financial Audit Exit Report [**18.7.2** - 26 pages]
3. Interim Management Letter Attachment - City of Kwinana - 30 June 2025 [**18.7.3** - 3 pages]
4. CONFIDENTIAL REDACTED - CONFIDENTIAL - Management Letter - IT General Controls Audit [**18.7.4** - 16 pages]
5. Part 1-Community - Annual Report 2024-2025 [**18.7.5** - 92 pages]
6. Management Representation Letter City of Kwinana 2025 Local Govern [**18.7.6** - 6 pages]

19 NOTICES OF MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

19.1 SEEDLING SUBSIDY SCHEME - BUDGET INCREASE FOR 2026/27 TO EXPAND PARTICIPATION

I, Councillor David Acker, give notice that at the next Ordinary Meeting of Council to be held on 26 November 2025, I intend to move the following motion:

MOTION

That Council requests the Chief Executive Officer to:

- 1. Increase the budget allocation for the Seedling Subsidy Scheme to \$25,000 in the 2026/27 financial year; and**
- 2. Review the program parameters to ensure the increased funding is used to expand community participation and enhance environmental outcomes under the Urban Forest Strategy.**

VOTING REQUIREMENT

Simple majority

RATIONALE

The Seedling Subsidy Scheme is a long-standing and valued environmental initiative that supports the City's Urban Forest Strategy and community sustainability goals.

Demand for the program continues to exceed supply, with allocations selling out within hours each year. While the 2025/26 budget increase to \$15,000 will deliver approximately 4,090 plants and serve around 205 households, a further increase to \$25,000 in 2026/27 would provide 6,810 plants, allowing around 340 households to participate an increase of 135 households at a modest additional cost.

This forward planning ensures the program continues to grow with community demand and contributes meaningfully to the City's long-term environmental targets.

ATTACHMENTS

Nil

19.2 OFFICER RESPONSE TO NOTICE OF MOTION

SUMMARY

Councillor Acker has given notice in writing to the Chief Executive Officer and presented the Notice of Motion to Council at the 26 November 2025 Ordinary Council Meeting, which states:

Increase the budget allocation for the Seedling Subsidy Scheme to \$25,000 in the 2026/27 financial year; and review the program parameters to ensure the increased funding is used to expand community participation and enhance environmental outcomes under the Urban Forest Strategy.

BACKGROUND

The Seedling Subsidy Scheme is an annual program provided to residents by the City every May-June. Residents are invited to register online, on a first-in first-allocated basis, for an allocation of 20 seedlings that are subsidised in cost by 50%. Once allocated, residents have a set timeframe to purchase their allocation from the City's designated nursery and are required to provide proof of residency at the time of their purchase.

CONSIDERATION OF THE NOTICE OF MOTION

The City supports the Notice of Motion put forward by Councillor Acker based on the following considerations:

Budget

The Scheme has been provided for many years and had maintained a static budget of \$4,000 until recent years during which its popularity has significantly increased. This rapid increase in demand resulted in allocations being exhausted very quickly upon release. The limited availability has become a cause of frustration for many residents. In response, and to also address the increasing cost to supply plants, the City has progressively increased the Scheme's budget in recent years as follows:

- 2022/23 - \$6,000
- 2023/24 - \$8,000
- 2024/25 - \$11,000
- 2025/26 - \$15,000 in addition to securing a further \$5,500 in grant funding

At current seedling price rates, the total 2025/26 budget of \$20,500 enables 350 allocations to be provided, being a significant increase from the 150 allocations able to be provided in 2024/25. It should be noted that increasing the budget of the Scheme does not noticeably impact the administrative cost to deliver the Scheme. Therefore, further budget increases to expand the scale of the Scheme can be accommodated without the need for additional resourcing costs. Additional funding will result in a direct increase in availability of allocations to address the growing popularity of the Scheme. Additional planting also provides environmental benefits to native flora, fauna and the public.

Program parameters

Alternative methods of delivering the Scheme have been analysed at the end of the past two financial years. Possible avenues to increase resident access to the Scheme were explored, including an assessment of both the utilisation of the seedlings and quantity provided.

Assessment of utilisation found that the overwhelming majority of those partaking in the Scheme had collected their full allocation of 20 subsidised plants, indicating strong demand for this level of

provision. From a biodiversity and urban canopy perspective, this was a positive finding as it indicates high demand for an impactful quantity of endemic species to be planted by residents at their homes. A lower utilisation rate would have indicated a lower quantity of demand. That outcome may have supported a lower allocation amount per property, however this was not the case.

By investigating the quantities offered by other local governments operating such schemes, it was found that there is consistency in either gifting 10 plants free of charge or gifting up to 10 plants through a subsidised purchase (as done by the City with 50% subsidy of up to 20 plants).

It was found that any reduction in the City's allocation quantity, while it might provide greater access to the Scheme, would bring the level of provision below that of industry norms. A reduction in the quantity provided per allocation would reduce the value of the program to residents taking part. An allocation reduction would also reduce the environmental benefits of each allocation through lower planting density. It was also found that local governments that gift their seedlings free of charge tend to do so due to a legacy of prior-provision rather than an evidence-based decision to do so.

The local governments contacted on these options provided consistent feedback that a subsidised plants scheme, rather than a gifted plants scheme, was the optimal method. A subsidised scheme requiring a monetary contribution ensures that a greater number of participants place a higher value on the plants they receive. This leads to reduced plant mortality and greater benefits. The current evidence supports the continued provision of 20 subsidised plants per allocation. The City will however continue to monitor allocation utilisation rates, industry trends and opportunities to improve the Scheme into the future.

RECOMMENDATION

It is recommended to support the Notice of Motion to increase the Seedling Subsidy Scheme budget from 2026/27 from the strategic initiative reserve and then from LTFP onwards and continue to periodically review the program parameters to ensure the Scheme's effectiveness is maximised. Furthermore, it is also recommended to incrementally increase the budget each year to accommodate, or ideally exceed, population growth and supply cost to ensure allocation quantities are not proportionally reduced.

ATTACHMENTS

Nil

20 NOTICES OF MOTIONS FOR CONSIDERATION AT THE FOLLOWING MEETING IF GIVEN DURING THE MEETING

21 LATE AND URGENT BUSINESS

22 REPORTS OF ELECTED MEMBERS

23 ANSWERS TO QUESTIONS WHICH WERE TAKEN ON NOTICE

24 MAYORAL ANNOUNCEMENTS

25 CONFIDENTIAL ITEMS

Nil

26 CLOSE OF MEETING