



# Public Agenda Briefing Forum

11 August 2020

Agenda

# Our Vision



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

### Core Values

**Service** We deliver excellent service by actively engaging and listening to each other.

**Respect** We trust and respect each other by valuing our differences, communicating openly and showing integrity in all we do.

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

**Ethics** We provide honest, open, equitable and responsive leadership by demonstrating high standards of ethical behaviour.

### Aspirational Values

**Creativity** We create and innovate to improve all we do.

**Courage** We make brave decisions and take calculated risks to lead us to a bold and bright future.

**Prosperity** We will ensure our District has a robust economy through a mixture of industrial, commercial, service and home based enterprises.

**Harmony** We will retain our natural assets in balance with our built environment.

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

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



## **INFORMATION FOR THE PUBLIC ATTENDING PUBLIC AGENDA BRIEFING**

Agenda Briefing Forums will involve Elected Members, employees as determined by the Chief Executive Officer and external advisors (where appropriate) and will be open to the public. **The Briefing Session will be held at the City of Kalamunda commencing at 6.30pm.**

Agenda Briefing Forums will provide the opportunity for Elected Members to be equally informed and seek additional information on matters prior to the presentation of such matters to the next Ordinary Council Meeting for formal consideration and decision.

## PROCEDURES FOR PUBLIC AGENDA BRIEFING FORUMS

The following procedures will apply to all Public Agenda Briefing Forums conducted by the City of Kalamunda:

- a) Public Agenda Briefing Forums will be open to the public except for matters of a confidential nature. Determining matters of a confidential nature shall be in accordance with the *Local Government Act 1995 (WA)*.
- b) The Chief Executive Officer will ensure timely written notice and an agenda for each Public Agenda Briefing Forum will be provided to all Elected Members, members of the public and external advisors (where appropriate).
- c) Relevant employees of the City of Kalamunda will be available to make a presentation or respond to questions on matters listed on the agenda for the Public Agenda Briefing Forum.
- d) All Elected Members will be given a fair and equal opportunity to participate in the Public Agenda Briefing Forum.
- e) The Presiding Member will ensure that time is made available to allow for all matters of relevance to be covered.
- f) Elected Members, employees and relevant consultants shall disclose their interests on any matters listed for the Public Agenda Briefing Forum. When disclosing an interest the following is required:
  - i. Interests are to be disclosed in accordance with the provisions of the *Local Government Act 1995*, the *Local Government (Rules of Conduct) Regulations 2007* and the *City's Code of Conduct*.
  - ii. Elected Members disclosing a financial interest will not participate in that part of the forum relating to the matter to which their interest applies and shall depart the room.
  - iii. Employees with a financial interest in a matter may also consider it appropriate to depart the room when the matter is being considered, however there is no legislative requirement to do so.
- g) Minutes shall be kept of all Public Agenda Briefing Forums. As no decisions are made at a Public Agenda Briefing Forum, the minutes need only be a general record of the items covered but shall record any disclosure of interests as declared by individuals. A copy of the minutes is to be tabled at the next Ordinary Meeting of Council.

## PROCEDURES FOR PUBLIC QUESTION TIME

### Questions Asked Verbally

Members of the public are invited to ask questions at Public Agenda Briefing Forums.

- a) Questions asked at a Public Agenda Briefing Forum must relate to a matter contained on the agenda.

- b) A register will be provided for those persons wanting to ask questions to enter their name. Persons will be requested to come forward in the order in which they are registered, and to give their name and suburb.
- c) Public question time will be limited to two (2) minutes per member of the public, with a limit of two (2) verbal questions.
- d) Statements are not to precede the asking of a question during public question time. Statements should be made during public submissions.
- e) The Presiding Member may extend public question time in intervals of 10 minutes, but the total time allocated for public question time is not to exceed 50 minutes in total.
- f) Questions are to be directed to the Presiding Member and shall be asked politely, in good faith, and are not to be framed in such a way as to reflect adversely or to be defamatory to any particular Elected Member or City of Kalamunda employee.
- g) The Presiding Member shall decide whether to:
  - i. accept or reject any question and his/her decision shall be final;
  - ii. nominate a City of Kalamunda employee to respond to the question (who make take such question on notice in which case, provision of a response shall be in accordance with the City's Standing Orders); or
  - iii. take a question on notice (in which case, a written response will be provided as soon as possible and included in the agenda of the next Ordinary Council Meeting).
- h) Where an Elected Member is of the opinion that a member of the public is:
  - i. asking a question at a Public Agenda Briefing Forum that is not relevant to a matter listed on the agenda; or
  - ii. making a statement during public question time,they may bring it to the attention of the Presiding Member who will make a ruling.
- i) Questions and any responses will be summarised and included in the notes of the meeting.

#### **PROCEDURES FOR PUBLIC STATEMENT TIME**

- a) Members of the public are invited to make statements at Briefing Forums.
- b) Statements made at a Briefing Forum must relate to a matter contained in the agenda.
- c) A register will be provided for those persons wanting to make a statement to enter their name. Persons will be requested to come forward in the order in which they are registered, and to give their name and full address.
- d) Public Statement Time will be limited to two (2) minutes per member of the public.

- e) Public Statement Time will be allocated a maximum time of ten (10) minutes. Public Statement Time is declared closed following the ten (10) minute allocated time period, or earlier if there are no further statements.
- f) Statements are to be directed to the Presiding Member and are to be made politely in good faith and are not to be framed in such a way as to reflect adversely or be defamatory on a particular Elected Member or City of Kalamunda employee.
- g) A member of the public attending a Briefing Forum may present a written statement rather than make the statement verbally if he or she so wishes.
- h) Statements will be summarising and included in the notes of the Briefing Forum.

### **Questions in Writing**

- a) Questions must relate to a matter contained in the Agenda Briefing Forum agenda.
- b) The City will accept a maximum of five written questions per member of the public. To ensure equality and consistency, each part of a multi-part question will be treated as a question in its own right.
- c) Written questions unable to be responded to at the Public Agenda Briefing Forum will be taken on notice. In this case, a written response will be provided as soon as possible and included on the agenda of the next Ordinary Council Meeting.
- d) Questions and any response will be summarised and included in the notes of the meeting.
- e) It is not intended that question time should be used as a means to obtain information that would not be made available if it was sought from the City's records under Section 5.94 of LG Act or the FOI Act.
- f) Where the response to a question(s) would require a substantial commitment of the City's resources, the Chief Executive Officer will determine that it is an unreasonable impost upon the City and may refuse to provide it. The Chief Executive Officer will advise the member of the public that the information may be sought in accordance with the FOI Act.

### **Questions of Clarification**

Members of the public may ask questions of clarification at Public Agenda Briefing Forums.

- a) Questions of clarification asked at a Public Agenda Briefing Forum must relate to a matter contained on the agenda.
- b) The period at which members of the public may ask questions of clarification must follow the presentation of reports.

- c) Questions of clarification will otherwise be governed by the same requirements and procedures as set out above from 5.1(i) to 5.1(n).

### **Acknowledgement of Traditional Owners**

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

#### **Emergency Procedures**

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

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

We ask that you do not move your vehicle as this could potentially block access for emergency services vehicles.

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

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**1. Official Opening**

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

Cr Margaret Thomas – Leave of Absence

**3. Declarations of Interest**

**3.1. Disclosure of Financial and Proximity Interests**

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

**3.2. Disclosure of Interest Affecting Impartiality**

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

**4. Announcements by the Member Presiding Without Discussion**

**5. Public Question Time**

*Public question time will be allocated a maximum of 10 minutes and will be limited to two (2) minutes per member of the public, with a limit of two (2) verbal questions per member of the public.*

*Statements are not to precede the asking of a question during public question time. Statements should be made during public submissions.*

*For the purposes of Minuting, these questions and answers will be summarised.*

**6. Public Statement Time**

*A period of maximum 10 minutes is provided to allow public statements from the gallery on matters relating to a matter contained on the agenda or the functions of Council. Public Statement Time will be limited to two (2) minutes per member of the public.*

*Public Statement Time is declared closed following the 10 minute allocated time period, or earlier if there are no further statements.*

*For the purposes of Minuting, these statements will be summarised.*

- 7. Public Submissions Received in Writing**
- 8. Petitions Received**
- 9. Confidential Items Announced But Not Discussed**

10. Reports to Council

10.1. Development Services Reports

10.1.1. **Proposed Amendment No.103 - Lot 613 (4) Varley Street, Lesmurdie - Reclassifying to 'Civic and Community' Local Scheme Reserve**

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

Previous Items	OCM 25/2020
Directorate	Development Services
Business Unit	Approval Services
File Reference	PG-LPS-003/103
Applicant	TPI Planning
Owner	State of Western Australia

Attachments	1. Scheme Amendment Applicant Report [10.1.1.1 - 64 pages]
	2. Development Application Plans [10.1.1.2 - 7 pages]
	3. Development Application Applicant Report [10.1.1.3 - 16 pages]
	4. Late Submission from St Ives [10.1.1.4 - 4 pages]

**TYPE OF REPORT**

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

## STRATEGIC PLANNING ALIGNMENT

### *Kalamunda Advancing Strategic Community Plan to 2027*

#### **Priority 1: Kalamunda Cares and Interacts**

**Objective 1.1** - To be a community that advocates, facilities and provides quality lifestyles choices.

**Strategy 1.1.1** - Facilitates the inclusion of the ageing population and people with disability to have access to information, facilities and services.

**Strategy 1.1.2** - Empower, support and engage and with young people, families and our culturally diverse community.

**Strategy 1.1.3** - Facilitate opportunity to pursue learning.

#### **Priority 1: Kalamunda Cares and Interacts**

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

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

#### **Priority 1: Kalamunda Cares and Interacts**

**Objective 1.3** - To support the active participation of local communities.

**Strategy 1.3.1** - Support local communities to connect, grow and shape the future of Kalamunda.

#### **Priority 3: Kalamunda Develops**

**Objective 3.1** - To plan for sustainable population growth.

**Strategy 3.1.1** - Plan for diverse and sustainable housing, community facilities and industrial development to meet changing social and economic needs.

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

**Objective 4.2** - To proactively engage and partner for the benefit of community.

**Strategy 4.2.1** - Actively engage with the community in innovative ways.

## EXECUTIVE SUMMARY

1. The purpose of this report is for Council to consider the adoption of Local Planning Scheme Amendment No.103 (Amendment 103) to Local Planning Scheme No. 3 (Scheme) for the purposes of public advertising.

2. Amendment 103 proposes to amend the Scheme by:
  - a) Deleting 'PART 3 –RESERVES' in its entirety and inserting a new 'PART 3 – RESERVES' consistent with the 'Model Provisions for Local Planning Schemes' contained in the *Planning and Development (Local Planning Schemes) Regulations 2015*.
  - b) Reclassifying Lot 613 Varley Street, Lesmurdie (known as Reserve 29190) from a 'Local Open Space' local scheme reserve to a 'Civic and Community' local scheme reserve as depicted on the Scheme Amendment Map.
  - c) Introducing a new 'Civic and Community' local scheme reserve on the Scheme Map legend.
  - d) Insert new provisions to allow for 'additional uses for local reserves' consistent with the 'Model Provisions for Local Planning Schemes' contained in the *Planning and Development (Local Planning Schemes) Regulations 2015* and list additional uses for Lot 613 Varley Street, Lesmurdie (known as Reserve 29190).
  - e) Re-number Tables and references to Tables throughout the Scheme Text and update the Table of Contents to reflect this amendment.
  
3. Preliminary advertising was undertaken in accordance with Local Planning Policy 11 – Public Notification of Planning Proposals. One late submission was received to the amendment which provided comment to the future development planned for the site.
  
4. It is recommended Council adopt Amendment 103 for the purposes of public advertising, subject to modifications

## BACKGROUND

5. **Locality Plan:**



6. **Land Area:** 3701m<sup>2</sup>  
**Local Planning Scheme Zone:** Local Open Space  
**Metropolitan Region Scheme Zone:** Urban
7. The subject site (Lot 613 (4) Varley Street, Lesmurdie) is 3701m<sup>2</sup> in area and is bounded by Varley Street, Pax Hill Reserve (Nature Playground), Girl Guides Hall, Sanderson Road Centre and St Ives Retirement Village.
8. Under the Scheme, the subject site is currently reserved 'Local Open Space' and is a crown title reserve which was vested to the Lesmurdie Baptist Church on 18 March 1997 for the purpose of 'Church Purposes – Community and Recreational facility'.
9. Lesmurdie Community Care, a related entity to Lesmurdie Baptist Church, has submitted a development application to the City of Kalamunda to construct a multi-purpose community building on the subject site (See Attachments 2 & 3).
10. The multi-purpose building includes facilities for mentoring/counselling, Mothers Groups, Fathers Groups, Seniors Hub, Food Bank/Practical Crisis assistance, Mental Health First Aid Courses, Meeting space for Clarege Retirement Village Residents, an office for Clarege Retirement Village Manager, an office for a Financial Assistance Manager, café and training room/hall space which can be used for community activities.
11. In addition, the community building is intended to be used for temporary medical and specialist practitioners to provide affordable medical services (particularly for aged persons in the immediate locality). These services would be for short periods of 4-5weeks at a time with a maximum of 2 practitioners at any one time. Services would include podiatry, physiotherapy and Dietetics.
12. The development application is currently being assessed under the current local open space reserve classification, with the intent that the proposed Scheme amendment will formalise the proposed use under the Scheme.

## DETAILS AND ANALYSIS

13. In light of the proposed multi-purpose community building and the designated purpose of the reserve being for 'Church Purposes – Community and Recreational Facility', the existing Local Open Space Reserve is no longer consistent with the designation and use of the site. Accordingly, a scheme amendment has been submitted to amend the zoning to 'Civic and Community Reserve' and render the reserves portion of the scheme consistent with the 'Model Provisions for Local Planning

Schemes' (Model Provisions) in the *Planning and Development (Local Planning Schemes) Regulations 2015* (LPS Regulations 2015).

14. The City is currently in the process of preparing a new Local Planning Strategy and, subsequently, a new Local Planning Scheme No.4 (LPS4). Amendment 103 proposed to include other administrative modifications to the Scheme to align it with the Model Provisions noting that the Scheme was prepared before the establishment of the Model Provisions in 2015.
15. The preparation of LPS4 is scheduled and as such, making significant modifications to the existing Scheme to align it with the Model provisions at this time may create unintended inconsistencies and incompatibilities within the Scheme. During the preparation of LPS4, the Scheme will be comprehensively reviewed in its totality and prepared in accordance with the Model Provisions contained within the LPS Regulations 2015. It is not considered appropriate to make significant administrative amendments to the existing Scheme to align it with the Model Provisions in the context of the comprehensive review underway as part of LPS4.
16. In accordance with Local Planning Policy 18 – Requirements of Local Planning Scheme Amendments (LPP18), all applications for scheme amendments must be accompanied by a Land Use Scoping Statement and Master Plan. These documents must be submitted to provide the City with some comfort surrounding the future use of the site, when considering applications for a change in zoning or land use permissibility.
17. In this instance, a development application has been submitted concurrent with the application to amend the zoning of the site to 'Civic and Community'. The documentation provided with the development application (see attachments 2 and 3), addresses the requirements of LPP 18 and satisfies all elements to be addressed by the Land Use Scoping Statement and Master Plan as follows:

18.	<b>LPP 18 – Elements to be Addressed</b>	<b>Submitted Development Application</b>
	<b>Scale and Intensity of Use</b> – types of proposed activities, hours of operation and number of people likely to occupy the development.	As listed in the applicant's report (attachment 3) the estimated number of visitors is 114 including staff and the hours of operation vary for each community group using the facility.
	<b>Streetscape</b> – Impact on the streetscape/immediate area.	The proposed community centre is setback in excess of 9.0m from the street and is consistent with the existing streetscape of the Lesmurdie Baptist Church

<p><b>Tree Preservation</b> – extent subsequent future development will impact existing vegetation. Where trees are to be removed, details to be annotated on site plan.</p>	<p>The submitted plans are overlaid over the existing vegetation and trees being retained have been annotated on the submitted floor plans</p>
<p><b>Open Space</b> – extent of site to be maintained as open space.</p>	<p>The proposed community centre is not subject to an open space requirement under the scheme.</p>
<p><b>Site Limitation/Constraints</b> – Outline any limitations on the development of the land.</p>	<p>The proposal has been designed to retain an existing significant tree within the proposed ‘fenced play area’ at the rear of the development.</p>
<p><b>Prevailing Amenity</b> – amenity impacts that could arise from approval of the application including traffic, parking or noise.</p>	<p>The City has not requested a noise impact assessment as part of the development assessment process as there is not seen to be a land use conflict. Traffic and Parking assessments have both been requested from the City’s engineers.</p>
<p><b>Location of Building</b> - Indicative location of proposed buildings.</p>	<p>See attachment 2 for a copy of the proposed community centre plans</p>
<p><b>Incidental and Additional Uses</b> - Likely additional uses</p>	<p>As listed in the applicant’s report (Attachment 3), the intended incidental uses to community purpose include, consulting rooms and café/restaurant.</p>
<p><b>Concept Drawings</b> - conceptual drawing of the property including staging</p>	<p>See attachment 2 for a copy of the proposed community centre including proposed staging and future development</p>
<p><b>Traffic Assessment</b> - preliminary traffic impact assessment to be provided</p>	<p>A traffic impact assessment has been requested by the City’s engineers as part of the development assessment process.</p>
<p><b>Effluent Disposal</b> - Effluent Management Statement to be submitted if not connected to sewer</p>	<p>The proposal has been assessed by the City’s Environmental Health Officers as part of the development assessment process, and relevant conditions have been recommended.</p>



<b>Stormwater Disposal</b> - statement/plan to be submitted	The City's engineers have recommended a conditions on the development application to ensure stormwater is disposed of appropriately.
<b>Car Parking</b> - preliminary statement/plan to be submitted	A carparking assessment has been requested by the City's engineers as part of the development assessment process.
<b>Bushfire Management</b> - Dependant on the anticipated outcomes, a Bushfire Attack Level Assessment or Bushfire Management Plan may be required	A bushfire management plan has been submitted with the development application for a community centre.
<b>Noise Management</b> – May be required where the City deems a proposed land use may conflict with the surrounding land uses.	The City has not requested a noise management assessment, as there is not considered to be a land use conflict.

19. Therefore, the City has not requested a formal Land Use Scoping Statement or Master Plan, as the future development of the site has been clearly demonstrated through the submitted development application and the requirements of LPP 18 have been addressed.
20. Considering the above, the City is supportive of progressing the proposed amendment subject to the removal of parts 1, 4 and 5 from Amendment 103. The retention of parts 2 & 3 will enable the designated use of the reserve to be rendered consistent with the zoning of the land and will facilitate the future development in accordance with the development application for the multi-purpose community centre currently with the City for assessment.

## APPLICABLE LAW

### 21. **Planning and Development (Local Planning Schemes) Regulations 2015**

Regulation 34 – terms used to describe a Basic, Standard or Complex amendment

Regulation 35 cl (1) – requires a resolution of the local government adopt or refuse to adopt to amend a local planning scheme

Regulation 35 cl (2)(a) – the resolution must specify whether the amendment is a basic, standard or complex

Regulation 35 cl (2)(b) – need to include an explanation as to why the amendment is classified either a basic, standard or complex.

Regulation 37 – Resolution to proceed to advertise complex amendment

Regulation 47 – Resolution to proceed to advertise standard amendment

### 22. **Planning and Development Act 2005**

Section 81 and 82 – the amendment must be referred to the Environmental Protection Authority for their comments prior to advertising.

### 23. **City of Kalamunda Local Planning Scheme No.3**

Under the provisions of the Scheme the site is currently zoned reserve – public open space. Under clause 3.4 of the Scheme:

*'a person must not -*

*a) use a Local Reserve; or*

*b) commence or carry out development on a Local Reserve.*

*Without first having obtained planning approval under Part 9 of the Scheme'.*

## APPLICABLE POLICY

### 24. **State Planning Policy 3.7 - Planning in Bushfire Prone Areas**

Clause 6.3 of SPP 3.7 sets out the information required to accompany higher order strategic planning documents. Consistent with clause 6.3, a Bushfire

Management Plan has been submitted with the proponent's request to amend the Scheme.

25. **Local Planning Policy 18 – Requirements of Local Planning Scheme Amendments**

Local Planning Policy 18 (LPP18) requires a 'Land Use Scoping Statement' and 'Master Plan' be submitted with a scheme amendment. These documents are intended to provide the City with a level of background information addressing land use planning and to provide Council with a greater level of detail regarding intended outcomes. In this instance the submitted development application for a multi-purpose community building satisfies the policy requirements of LPP18 as discussed in details and analysis above.

**STAKEHOLDER ENGAGEMENT**

26. **Internal Referrals**

The proposed change of zoning was referred to all internal departments at the City and no concerns regarding the amendment were raised.

27. **Preliminary Advertising**

Preliminary community consultation was undertaken in accordance with Local Planning Policy 11 – Public Notification of Planning Proposals. Letters were sent to landowners and occupiers within a 200m radius from the subject site and a notification was posted on the City's Website. During the 14 day consultation period, no comments were received from the community during the consultation period.

28. Following the closure of the advertising period a late submission was received from St Ives Lesmurdie (See Attachment 4). The concerns of the submission can be summarised as follows:

- a) Potential noise impacts from the 'future shed', 'future half basketball court', potential evening events and movement on the firebreaks in proximity to the St Ives units;
- b) Potential light spill impacts from 'future half basketball court';
- c) Potential increased traffic & vehicle parking in the area;
- d) Potential security concern for units which are in proximity to the fire break between St Ives and the subject lot;
- e) Potential disruption to the current quiet living environment enjoyed by residents and residents of surrounding aged care facilities;
- f) Potential impact to the existing café at Sanderson Road shops if another cafe was to open in the area; and
- g) General concerns over some of the support services proposed.

29. The above concerns submitted by St Ives will be addressed through the development application process where noise impacts, traffic impacts, built form impacts and land use impacts are considered, and amendments are requested accordingly. It should be noted that both the half basketball court and shed are 'future proposed' and will be part of a separate development application process which affected landowners will have the opportunity to comment on.
30. **External Referrals**  
Should Council resolve to adopt Amendment No.103 for the purpose of advertising, it will be submitted to the Environmental Protection Authority for comment and then advertised in accordance with the requirements of the Regulations and Local Planning Policy 11 (as amended) as a standard amendment.
31. The advertising period will be for a minimum of 42 days and will include but not be limited to:
- a) issuing letters to landowners affected by the Amendment and those
  - b) within a 300-metre radius of the subject site;
  - c) a notice on the City's media platform;
  - d) a notice in the local newspaper;
  - e) display of the Amendment at the City's Administrative Centre;
  - f) letters to relevant public and service authorities; and
  - g) signage on site.
32. Should the City resolve to adopt Scheme Amendment No.103 for the purpose of public advertising, the community and relevant public authorities will be provided an opportunity to outline their concerns and for these concerns to be addressed through the planning process when the Amendment is brought back to Council for final approval.

## **FINANCIAL CONSIDERATIONS**

33. Council previously approved a 50% reduction in fees for the scheme amendment (OCM 25/2020). Accordingly, 50% of the costs of the amendment will be borne by the Applicant and the remaining 50% covered by the City.

## SUSTAINABILITY

### Social Implications

34. Lesmurdie Community Care (LCC) is an entity which is active in trying to meet the needs of the local community and provide opportunities for people who may need additional support. The proposed rezoning of the site would facilitate a community centre which benefits the local community.

### Economic Implications

35. Nil

### Environmental Implications

36. The proposed rezoning has no environmental implications. With regard to future development, LCC has liaised with the Friends Group – Friends of Pax Hill to ensure vegetation worthy of retention is retained. This includes a significant tree being maintained in the future fenced play area.

## RISK MANAGEMENT

37.	<b>Risk:</b> The proposed scheme amendment is not supported by Council and the existing zone may restrict development on site consistent with the designated purpose of the reserve.		
	<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
	Moderate	Unlikely	Low
	<b>Action/Strategy</b>		
	Council supports the proposed scheme amendment subject to modification.		

## CONCLUSION

38. Amendment No.103 is consistent with the applicable strategic and statutory planning framework and will remove an anomaly under the scheme where the designated purpose for a reserve is not consistent with the reserve zone.
39. Having regard to the above, it is recommended that Council adopts Scheme Amendment No. 103 for the purpose of public advertising subject to modification.

## RECOMMENDATION

That Council:

1. ADOPT proposed Local Planning Scheme Amendment 103 to Local Planning Scheme No.3 for Lot 613 (4) Varley Street, Lesmurdie in accordance with Attachment 1, pursuant to Section 75 of the *Planning and Development Act 2005* for the purposes of public advertising subject to the following modification:  
  
Remove the following parts from Amendment 103:
  - (1) *Deleting 'PART 3 –RESERVES' in its entirety and inserting a new 'PART 3 – RESERVES' consistent with the 'Model Provisions for Local Planning Schemes' contained in the Planning and Development (Local Planning Schemes) Regulations 2015.*
  - (4) *Insert new provisions to allow for 'additional uses for local reserves' consistent with the 'Model Provisions for Local Planning Schemes' contained in the Planning and Development (Local Planning Schemes) Regulations 2015 and list additional uses for Lot 613 Varley Street, Lesmurdie (known as Reserve 29190).*
  - (5) *Re-number Tables and references to Tables throughout the Scheme Text and update the Table of Contents to reflect this amendment.*
2. CONSIDER Amendment 103 to Local Planning Scheme No.3 as a standard amendment under clause 35 (2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, for the following reasons:
  - a) The amendment would have minimal impact on land in the scheme area that is not the subject of the amendment; and
  - b) The amendment does not result in any significant environmental, social, economic or governance impacts in the scheme area.
3. AUTHORISE the advertising of amendment 103 to Local Planning Scheme No.3 for public comment for a period of 42 days in accordance clause 47 of the *Planning and Development (Local Planning Schemes) Regulations 2015* and sections 81 and 82 of the *Planning and Development Act 2005*.
4. FORWARD proposed Scheme Amendment No.103 to Local Planning Scheme No.3 to the Environmental Protection Authority for comment pursuant to sec 81 of the *Planning and Development Act 2005*.

## 10.1.2. Proposed Amendment No.104 - Various Lots - Cambridge Reserve Community Enhancement Project

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

Previous Items	OCM240/2017 and OCM21/2019
Directorate	Development Services
Business Unit	Strategic Planning
File Reference	CM-01/012
Applicant	City of Kalamunda
Owner	State Government – Crown Land

Attachments	1. Cambridge Reserve Summary Report with Technical Appendices [10.1.2.2 - 524 pages]
	2. City of Kalamunda - Local Planning Scheme No. 3 - Amendment No. 104 [10.1.2.3 - 5 pages]

### TYPE OF REPORT

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

### STRATEGIC PLANNING ALIGNMENT

*Kalamunda Advancing Strategic Community Plan to 2027*

#### Priority 3: Kalamunda Develops

**Objective 3.1** - To plan for sustainable population growth.

**Strategy 3.1.1** - Plan for diverse and sustainable housing, community facilities and industrial development to meet changing social and economic needs.

### Priority 3: Kalamunda Develops

**Objective 3.2** - To connect community to quality amenities.

**Strategy 3.2.1** - Optimal management of all assets.

#### EXECUTIVE SUMMARY

1. The purpose of this report is for Council to consider the adoption of:
  - a) Cambridge Reserve revised Concept Plan Options 1 and 2 (Attachment 1); and
  - b) Amendment 104 to Local Planning Scheme No. 3 (LPS3) which proposes to transfer approximately 3.85 hectares of Local Scheme Reserve - Local Open Space to the Urban Development zone (Attachment 2);for the purposes of public advertising.
2. Amendment 104 is proposed to facilitate the Cambridge Reserve Community Enhancement Project (Cambridge Reserve Project) which will deliver high quality local open space improvements, an aged care facility, residential development, roads and supporting infrastructure.
3. It is recommended that the Council adopt the Amendment 104 and the revised concept plans for public advertising.

#### BACKGROUND

4. **Locality Plan:**





5. Cambridge Road Reserve is approximately 8.9ha (89,397m<sup>2</sup>) in size located approximately 500m south-east of the Forrestfield District Centre. The site comprises seven lots owned by the Crown and managed by the City of Kalamunda. The site is zoned Urban under the Metropolitan Region Scheme (MRS) and Local Scheme Reserve – Local Open Space under LPS 3.
6. The Cambridge Reserve Concept Plan was adopted by the Council at the 26 February 2019 Ordinary Council Meeting (OCM21/19). On 27 Feb 2019, the City forwarded the concept plan to the Department of Planning, Lands and Heritage (DPLH) requesting the initiation of the public open space transfer process in accordance with State Government administrative policy formerly referred to as 'Section 20A / Section 152 of the Public Recreation Disposal Guidelines'.
7. In March 2019, the DPLH reviewed the project information and wrote to the City outlining concerns regarding the survey methodology outlined under a previous Level 2 Flora and Vegetation Survey (December 2012) and environmental values on the north-eastern portion of the site, on the advice of the Department of Biodiversity, Conservation and Attractions (DBCA).
8. The City has since engaged an independent environmental consultant to carry out a further flora survey and floristic community type (FCT) analysis in Spring 2019. At the same time, further technical studies commenced. The following list summarises the technical reports completed:
  - a) Flora Survey and FCT Analysis;
  - b) Preliminary Environmental Management Plan;
  - c) Geotechnical Report;
  - d) Water Modeling and Local Water Management Strategy;
  - e) Bushfire Management Plan;
  - f) Revised Concept Design - Options 1 and 2;
  - g) Revised Summary Report;
  - h) Revised Technical Note;
  - i) Revised Landscaping Costings; and,
  - j) Infrastructure and Servicing Report.
9. The flora survey completed in 2019 confirmed the presence of a Threatened Ecological Community (TEC) in the north-east portion of the site. The concept plan was subsequently re-designed to avoid and protect the TEC. Further liaison with the DBCA has confirmed that the additional flora survey, together with a revised Concept Design has clarified the issue to the satisfaction of the DBCA.

10. Revised Concept Plans 1 and 2 were developed (Attachment 1) which can be adapted depending on the preferred lot size of an aged care provider and maintain flexibility. The following summarises the key difference between the two options:

- a) Option 1 incorporates a 1.5ha aged care site;
- b) Option 2 incorporates a 1ha aged care site with a road connecting Mallow Way to the new centrally located road proposed in the Concept Plan. This option also proposes additional potential for residential lots to the north-east of the aged care site.

The revised concept plans are proposed to be advertised as part of the statutory advertising process required for Amendment 104.

11. **Work-To-Date**

After the identification of Cambridge Reserve in 2011, through a lands study undertaken by the City, as being suitable for a portion to be transferred to facilitate improvements, the City undertook preliminary technical studies in 2012 and 2013 which found that some portions of the site are suitable for development. On this basis, the City progressed with preliminary community consultation and developed concepts. The preliminary consultation process indicated the community were not receptive to the proposal and the process was discontinued at the time.

12. Since the initial investigations and consultation in 2012 and 2013, the City has undertaken several strategic investigations including the development of an Aged Accommodation Strategy 2016.

13. The City's Aged Accommodation Strategy 2016 included the following key recommendations:

- a) The City should not directly undertake Aged Care developments;
- b) The City should utilise government assets to encourage retirement living and aged care developments;
- c) Encourage the expansion of existing providers and shared facilities; and,
- d) Prioritise sites close to existing services and amenities.

14. During the Council's consideration of the Aged Accommodation Strategy 2016, the document was referred to the City's Aged Care Advisory Committee (Committee) and the following (summarised) comments were provided for the Council's consideration:

- a) The City should provide land at minimal cost to appropriate developers to encourage retirement and aged care facilities.

- b) The City has a role in monitoring and stimulating service providers to develop in the City. The City should look at barriers to entry and eliminate red tape wherever possible.
15. In response to this strategic direction and comments received from the Committee, the City reviewed the objectives of the Cambridge Reserve development project. In doing this, the City identified an opportunity to action some of the recommendations of the Aged Accommodation Strategy and deliver broader community outcomes by delivering a mixture of residential, aged accommodation and improved public open space (POS) areas on the site.
16. In 2017 and 2018, the City revisited the project and engaged planning and design consultants Urbis to revise the concept with the intent of providing an aged care component to the project and revise the concepts for landscape improvements which are less maintenance intensive and more sympathetic to the natural environment.
17. In February and March 2018, the City undertook preliminary community consultation to determine the key values that Cambridge Reserve holds for the community and the key themes of enhancement that the community desires. Preliminary consultation included an onsite workshop, a survey, an information stall at Forrestfield Shopping Centre, and a call for written submissions.
18. The outcomes from the preliminary consultation informed the preparation of a draft concept plan; which included an aged care site, retained bushland, landscaping upgrades, playground, over 55's accommodation and residential lots.
19. Public advertising was undertaken for the draft concept plan between July and August 2018 and included a community workshop, survey, information stalls at Forrestfield Shopping Centre and Forrestfield Library and a request for submissions. A draft concept plan was also workshopped with the City's technical staff.
20. The concept plan was endorsed by Council at the Ordinary Council Meeting held on 26 February 2019 and it was resolved to progress further technical studies and initiate the land transfer process.
21. In February 2019, the City requested comment from the DPLH on the adopted concept plan. The DPLH and the DBCA responded in March 2019 with some concerns relating to the methodology and results of the flora surveys prepared during previous investigations 2012 and 2017.

22. In response, the City engaged an independent consultant to undertake a third flora and fauna survey in Spring 2019. At the same time, consultants were engaged to undertake the following technical studies:
- a) Environmental Management Plan including the flora/fauna survey and Floristic Community Type (FCT) Analysis;
  - b) Water Modelling Report and Local Water Management Strategy;
  - c) Geotechnical Report;
  - d) Bushfire Management Plan;
  - e) Infrastructure and Servicing Report;
  - f) Landscaping Cost Estimates; and
  - g) A revised concept plan to address the findings of the additional technical studies.

The additional technical studies are provided in Attachment 1.

23. In summary, the results of the technical studies found two main constraints:
- a) The capacity of the existing seasonal drainage sump is insufficient and needs to be increased to account for a 1 in 100 year flood level to service the development envisaged through the revised concept plan; and
  - b) The three areas of TEC were present onsite; two were identified as 3c – Forrestfield Complex and one was identified as 20a – Banksia Woodland.
24. The concept plan that was first adopted by the Council in February 2019 was subsequently re-designed, to account for the new information, to respond to the additional technical studies (Attachment 1). Key aspects of the revised concept plan include:
- a) Aged Care Site with an option of 1ha or 1.5ha.
  - b) Retention, protection, and enhancement of the TEC.
  - c) Implementation of buffers which extend the TEC protection zone and act as low fuel load managed parkland for bushfire setbacks.
  - d) Drainage sump reconfigured into a constructed wetland utilising Water Sensitive Design Principles.
  - e) Playground relocated and increased in size. Half basketball court added to cater for a wider variety of age groups.
  - f) Comprehensive path network featuring nature-play, exercise equipment, sensory experiences, signage, and seating areas.
  - g) Development area reconfigured to avoid the TEC resulting less impact on existing residents to Mallow Way and York Street/Cambridge Reserve.

- h) Development area includes reclaimed land because of drainage re-configuration to utilise land already cleared.
- i) A proposed northern drainage basin and road extension located under the power easement located north-east of the site.
- j) Residential lots ranging between (225m<sup>2</sup> - 642m<sup>2</sup>) overlooking the local open space.

## DETAILS AND ANALYSIS

- 25. The LPS3 Amendment proposes to rezone a 3.47ha (34,675.58m<sup>2</sup>) portion of the site to the Urban Development zone to facilitate the Cambridge Reserve Project. The balance of the site is proposed to remain as a Local Reserve - Local Open Space.
- 26. The LPS3 provides the following objectives for the Urban Development zone:
  - a) To provide orderly and proper planning through the preparation and adoption of a Structure Plan setting the overall design principles for the area.
  - b) To permit the development of land for residential purposes and for commercial and other uses normally associated with residential development.
- 27. The proposed Amendment 104 will facilitate the preparation of a Local Structure Plan (LSP) which will be prepared in the second half of 2020 to be considered concurrently with Amendment 104. It is noted that the technical studies necessary to prepare an LSP have been undertaken which will facilitate a timely LSP determination.
- 28. The proposal is considered a Standard amendment for the following key reasons:
  - 1. The amendment is consistent with the City of Kalamunda Local Planning Strategy 2010 (Endorsed by the WAPC in 2013) strategic action to provide housing for the ageing population with an initiative to rezone land for well-located aged care facilities.
  - 2. The amendment is consistent with the Metropolitan Region Scheme Urban zone, that provides for areas in which a range of activities are undertaken including residential, commercial, and recreational land uses.
  - 3. The amendment would have minimal impact on land in the scheme area that is not the subject of the amendment.
  - 4. The amendment is not a complex or basic amendment.

29. In 2016, the former Department of Lands (now DPLH) advised that the site is capable of being transferred under Section 20A / 152 of the Public Recreation Disposal Guidelines subject to specific criteria being met, including community engagement. The City is currently working through the details of the land transfer process with the DPLH based on the advice received.
30. The City, through the concept development process has satisfied the criteria advised by the then Department of Lands (now DPLH), this included but is not limited to:
- a) Sign post the affected reserve to indicate the change.
  - b) Advertise the proposal in a local newspaper.
  - c) Notify landowners by mail and outline the feedback received.
  - d) Provide a summary of the results to the DPLH.
  - e) Provide DPLH with details and evidence of the level of public consultation undertaken together with the results.
  - f) Provide DPLH with comments from the DPLH – Land Use Planning division.
31. Initial feedback from a Council Strategic Briefing Session in May 2020 found that further consultation with aged care providers was required to determine the size of the aged care site. The revised concept plans, Options 1 and 2, allow for flexibility to have a 1.5ha or 1ha aged care site depending on market demand, which can be addressed later during preparation of a Structure Plan and be informed with an Expressions of Interest from the market and further detailed information relevant to the transfer. The following table provides a comparison between the revised Cambridge Reserve Concept Plan Option 1 and 2:

	Option 1	Option 2
<b>Age Care site</b>	1.5ha (17%*)	1 ha (11%*)
<b>Local Open Space</b>	5.14ha (58%*)	5.14ha (58%*)
<b>Residential lots</b>	34 lots 1.16ha (13%*)	42 lots 1.45ha (16%*)
<b>Roads</b>	1.1ha (12%*)	1.31ha (15%*)

*\*Approximate percentage based on 8.9ha site area of Cambridge Reserve*

32. The proposed LPS3 Amendment is not impacted whether the preference of Council or the market is for Option 1 or 2 or even an alternative option that may come about as a result of advertising. As a result of the technical studies undertaken for the site, it is evident that there is a defined segment of the site that is suitable for development and this is reflected in

the proposed LPS3 amendment. Deferring the detail of the urban layout to a Structure Plan enables the City to obtain certainty in terms of the development of the land through a rezoning and allowing for further information to be provided through an expression of interest in the development of the land from the market. Once those expressions are received, the Structure Plan may be tailored within the confines of the principles of the plan accordingly.

33. The proposed LPS3 Amendment is the next step in initiating the land transfer process as approved by Council in February 2019. The proposed amendment is seeking to change a 3.47ha (34,675.58m<sup>2</sup>) portion currently Local Open Space reserve to the Urban Development zone. Note that the proposed urban development zone is 3.3ha (32,786m<sup>2</sup>) plus a 0.19ha (1,889.58m<sup>2</sup>) portion within the Western Power easement for a proposed road reserve to be created to the north east, which in total equates to the total area of 3.47ha (34,675.58m<sup>2</sup>) of proposed urban development area.

#### **APPLICABLE LAW**

34. *The Planning and Development Act 2005* states that if a local government resolves to prepare a standard amendment to a local planning scheme under regulation 35(1) the local government must prepare a notice for the WAPC giving reasons for consideration as a standard amendment prior to undertaking public advertising.
35. *The Planning and Development (Local Planning Schemes) Regulation 2015*; Part 5, Div.1, s34 outlines the reasons the proposal is considered a standard local planning scheme amendment. In summary the applicable reasons the proposed scheme amendment is considered a standard amendment, is because it is:
- a) The amendment is consistent with the City of Kalamunda Local Planning Strategy 2010 (Endorsed by the WAPC in 2013) strategic action to provide housing for the ageing population with an initiative to rezone land for well-located aged care facilities.
  - b) The amendment is consistent with the Metropolitan Region Scheme Urban zone, that provides for areas in which a range of activities are undertaken including residential, commercial, and recreational land uses.
  - c) The amendment would have minimal impact on land in the scheme area that is not the subject of the amendment.
  - d) The amendment is not a complex or basic amendment.

36. The *Lands Administration Act 1997* outlines the process for transfer of Crown land in fee simple.

#### **APPLICABLE POLICY**

37. The Western Australian Planning Commission (WAPC) Development Control Policy 2.3 – Public Open Space in Residential Areas outlines the process for ceding public open space because of subdivision. The policy recognises that there may be occasions where discretion is warranted in the operation of the policy to secure better land utilisation for public benefit (Part 4.1.2).
38. In 2016, the former Department of Lands (now DPLH) advised that the site is capable of being transferred under Section 20A / 152 of the Public Recreation Disposal Guidelines subject to specific criteria being met, including community engagement. The City is currently working through the details of the land transfer process with the DPLH based on the advice received.
39. The City, through the concept development process has satisfied the criteria advised by the then Department of Lands (now DPLH), this included but is not limited to:
- a) Sign post the affected reserve to indicate the change.
  - b) Advertise the proposal in a local newspaper.
  - c) Notify landowners by mail and outline the feedback received.
  - d) Provide a summary of the results to the DPLH.
  - e) Provide DPLH with details and evidence of the level of public consultation undertaken together with the results.
  - f) Provide DPLH with comments from the DPLH – Land Use Planning division.

#### **STAKEHOLDER ENGAGEMENT**

40. In accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*, should Council adopt the proposed LPS3 Amendment for public advertising, the local government must undertake consultation for no less than 42 days (s.47(4)). Starting from the day notification is published in the local newspaper, advertising is to include:
- a) A notice in a local newspaper.
  - b) Make a copy available in the office of the local government.
  - c) Provide a copy to each local government authority likely affected by the proposal; and
  - d) Publish a copy of the notice and amendment on the website.



41. The City's Local Planning Policy 11 – Public Notification of Planning Proposals states a Standard Local Planning Scheme Amendment is to be advertised for a minimum of 42 days and include letters to surrounding landowners.

## **FINANCIAL CONSIDERATIONS**

42. Cost of advertising for the proposed LPS3 Amendment is to be met through existing Development Services budget allocation for advertising and promotions.
43. The cost of technical studies to date have been met by the previous annual municipal budget approved by Council. Should the project be recommended to progress, it is likely to result in a need for further technical studies and detailed design which will be put to Council as a separate consideration as part of the annual budget review or as the Scheme Amendment progresses beyond initial advertising.

## **SUSTAINABILITY**

### **Social Implications**

44. The proposed amendment would enable an increase in the range of land uses which could be located within the site including aged care and residential. Such a development could support ageing in place, so residents remain close to existing social and family networks, and intergenerational mingling through shared use of the local open space.
45. The proposed LPS3 Amendment would enable the City to sell a portion of the land which will be used to directly fund local open space improvements onsite (or on nearby community infrastructure within Forrestfield), plus encouraging local residents to enjoy the upgraded playground, trails, bushland and parkland.

### **Economic Implications**

46. Changing a section of the site to an urban development zone would provide the framework to sell a portion to the private market thereby generating the resources required for upgrades to the public open space. Benefits of this process are anticipated to include delivery of improved public open space facilities, revegetation and ongoing maintenance of remnant bushland, jobs generated through construction and preparation of the site, as well as ongoing healthcare jobs within the aged care sector.

## Environmental Implications

47. The proposal is to rezone only a portion of the site where the aged care, residential sites and road reserves would be created whilst retaining the balance as a local open space reserve. The proposed design results in the retention of all TEC identified onsite and areas of vegetation good quality or better. It is acknowledged that should development of the site proceed then it would likely result in the removal of vegetation within the scheme amendment area to facilitate construction of aged care site, residential accommodation and supporting services and infrastructure.

## RISK MANAGEMENT

48.

<b>Risk:</b> That the proposed scheme amendment is not adopted for advertising resulting in cancellation of the project.		
<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
Major	Possible	High
<b>Action/Strategy</b>		
Council consider adoption of the proposed Local Planning Scheme Amendment for formal advertising to continue progressing the Cambridge Reserve Community Enhancement Project.		

49.

<b>Risk:</b> That the proposed scheme amendment is adopted for advertising along with the revised Concept Plan resulting in the perception that the community was not adequately consulted on the project.		
<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
Moderate	Possible	Medium
<b>Action/Strategy</b>		
Council consider adoption of the proposed local planning scheme amendment to initiate public consultation and provide opportunity for the community to review the proposal and revised Concept Plan. Advertising to occur in accordance with the <i>Planning and Development (Local Planning Scheme) Regulations 2015</i> and the City's Local Planning Policy 11 – Public Notification of Planning Proposals.		

50.

**Risk:** The proposed scheme amendment is adopted for advertising resulting in the substantial removal of remnant vegetation from the site due to site preparation works, drainage basin re-configuration or future development as the project progresses.

Consequence	Likelihood	Rating
Major	Possible	High

**Action/Strategy**

A scheme amendment in of itself will not result in any physical works occurring onsite. Further to public advertising Council will be given an opportunity to review the submissions, consider technical studies and consider adoption of the proposed local planning scheme amendment. Subject to approval, further detailed engineering drawings and landscaping plans are to be provided at a later stage.

51.

**Risk:** The DPLH do not proceed with or support the land transfer and the project does not proceed.

Consequence	Likelihood	Rating
Major	Possible	High

**Action/Strategy**

Clearly articulate the process followed in accordance with the advice from the Department of Lands (now DPLH).

## CONCLUSION

52. The proposed Scheme Amendment proposes to change a 3.47ha (34,675.58m<sup>2</sup>) portion of the site from Local Open Space reserve to an Urban Development zone.
53. The portion of the reserve subject to the amendment relates to the areas shown as aged care, residential and road reserves in the Cambridge Reserve Project, while the balance will be retained as a Local Open Space reserve.
54. Having regard to the above, it is recommended that Council adopts Scheme Amendment No. 104 for the purpose of public advertising.

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

That Council:

1. ADOPT Option 1 and Option 2 of the revised concept plan in accordance with Attachment 1 - Cambridge Reserve Technical Appendices, C and D, for the purpose of public advertising concurrently with Amendment 104.
2. ADOPT the Local Planning Scheme Amendment 104 to Local Planning Scheme No. 3 for a portion of Lots 2346 and 12366 York Street, Lot 7876 Cambridge Road, Lots 2850 and 3487 Moira Avenue, Lot 1 Anderson Road and Lot 9835 Mallow Way, Forrestfield, in accordance with Attachment 2, pursuant to Section 75 of the Planning and Development Act 2005 for the purposes of public advertising.
3. CONSIDER Amendment 104 to Local Planning Scheme No. 3 as a standard amendment under clause 35 (2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, for the following reasons:
  - a) The amendment is consistent with the City of Kalamunda Local Planning Strategy 2010 (Endorsed by the WAPC in 2013) strategic action to provide housing for the ageing population with an initiative to rezone land for well-located aged care facilities.
  - b) The amendment is consistent with the Metropolitan Region Scheme Urban zone, that provides for areas in which a range of activities are undertaken including residential, commercial, and recreational land uses.
  - c) The amendment would have minimal impact on land in the scheme area that is not the subject of the amendment.
  - d) The amendment is not a complex or basic amendment.
4. AUTHORISE the advertising of Amendment 104 to Local Planning Scheme No. 3 for public comment for a period of 42 days in accordance clause 47 of the *Planning and Development (Local Planning Schemes) Regulations 2015* and sections 81 and 82 of the *Planning and Development Act 2005*.
5. FORWARD proposed Scheme Amendment No.104 to Local Planning Scheme No.3 to the Environmental Protection Authority pursuant to section 81 of the *Planning and Development Act 2005*.

### 10.1.3. Development Services - Regulatory Services Update: January – June 2020

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

Previous Items	OCM 31/2020
Directorate	Development Services
Business Unit	Approval Services, Environmental Health and Community Safety
File Reference	N/A
Applicant	N/A
Owner	N/A

Attachments	1. Development Services Graphs and Figures [10.1.3.1 - 11 pages]
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#### TYPE OF REPORT

- Advocacy When Council is advocating on behalf of the community to another level of government/body/agency
- Executive When Council is undertaking its substantive role of direction setting and oversight (e.g. accepting tenders, adopting plans and budgets)
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#### STRATEGIC PLANNING ALIGNMENT

*Kalamunda Advancing Strategic Community Plan to 2027*

##### Priority 4: Kalamunda Leads

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

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

##### Priority 4: Kalamunda Leads

**Objective 4.2** - To proactively engage and partner for the benefit of community.

**Strategy 4.2.1** - Actively engage with the community in innovative ways.

## EXECUTIVE SUMMARY

1. The purpose of this report is to provide a half yearly update on the regulatory services provided by the City of Kalamunda (the City) with respect to the Approval Services, Environmental Health and Community Safety for the period January 2020 to June 2020.
2. Reporting on the regulatory services of Development Services promotes transparency and accountability in the function and operation of Approval Services, Environmental Health and Community Safety.
3. Through the reporting process, the City is able to benchmark its statistics against other local governments as part of the Western Australian Local Government Association (WALGA) Local Government Performance Monitoring annual report.
4. Council is recommended to note the report and information.

## DETAILS AND ANALYSIS

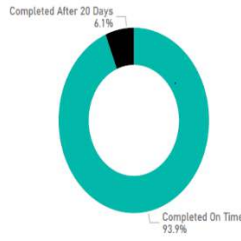
5. **Approval Services – Statutory Planning**  
The statutory timeframes for the processing of development applications are as follows:
  - a) 60 days to determine applications where no consultation is required.
  - b) 90 days where consultation is required.
6. Notwithstanding the statutory timeframes, the City has introduced three categories of development applications with the following internal target timeframes:
  - a) Basic Development Applications - where no advertising is required and a basic level of assessment is required, commonly referred to as 'Fast Track Applications' – 20 days.
  - b) Standard Development Applications – where no advertising is required and a standard level of assessment is required – 60 days.
  - c) Complex Development Applications – where advertising is required and comprehensive level of assessment is required – 90 days.
7. For the six-month period, the City processed a total of 207 development applications, of these 97% were assessed within the agreed time frames as noted above. It is evident from the statistics below that the City is achieving a high level of compliance with its regulatory obligations.

8. Results for the January – June 2020 period are as follows:

**Basic Development Applications – 20 Days**

BASIC Applications  
January to June 2020

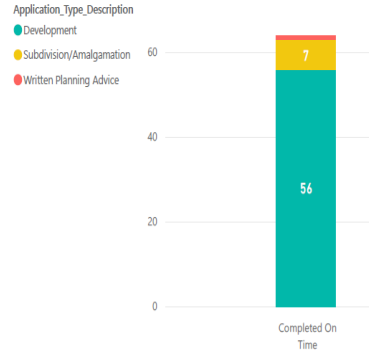
Month   
Multiple selections



9. **Standard Development Applications – 60 Days**

STANDARD Applications  
January to June 2020

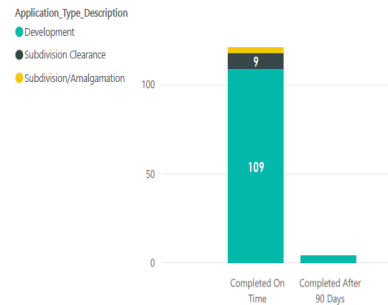
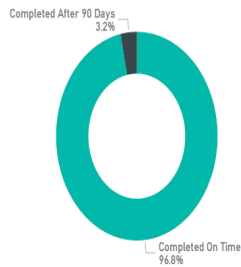
Month   
Multiple selections



10. **Complex Development Applications – 90 Days**

COMPLEX Applications  
January to June 2020

Month   
Multiple selections



11. Importantly, the introduction of the 'Basic' category of planning applications has meant the City is pro-actively looking to fast track applications which normally would be processed within a 60-day timeframe in accordance with the current planning legislation. In this regard, a total of 39 development applications were processed as fast track applications, of which 94% of applications were processed within the 20 day timeframe.

12. **Approval Services – Building**

For the 6-month period, a total of 489 certified and uncertified building permits were processed within the statutory timeframes.

Application Type	Number processed	Statutory Approval Time Days	Statutory Approval Time Achieved %
Building Approval Certificates	18	10	100%
Certified Building Applications	201	10	98%
Uncertified Building Applications	226	25	98%
Occupancy Permits	11	10	100%

13. From the above table, it is evident that the City is meeting its statutory obligations with respect to the processing of building permits.

14. **Customer Survey Responses**

In July 2018, the City commenced including a customer survey form for all development planning applications processed by the City. In 2019, the City also included the processing of all building permits. The responses through the survey provide valuable feedback particularly in relation to where the City can improve its customer service in the processing of planning and building applications.

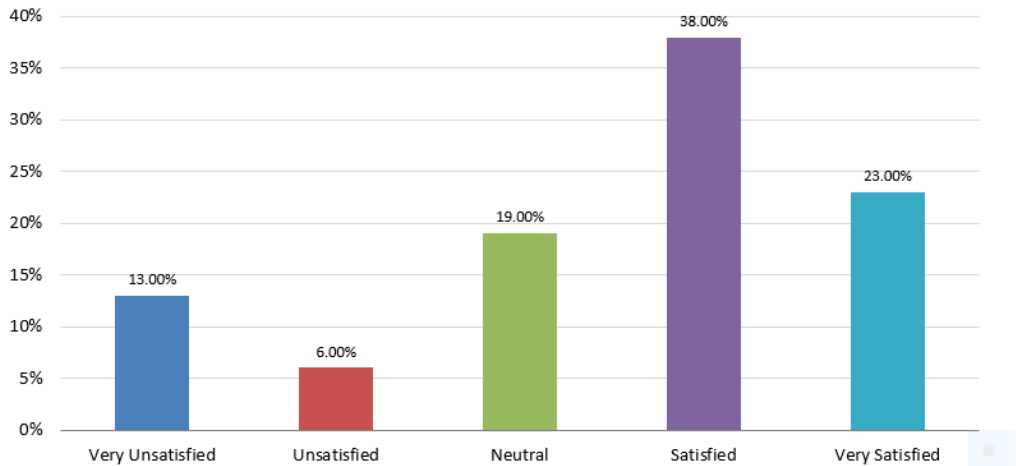
15. **Statutory Planning**

For the period January – June 2020, the City received a total of 47 responses to the survey questions. In response to the principal question of the level of service provided, 81% of respondents stated that they were either satisfied, very satisfied, or neutral, with 19% indicating they were unsatisfied or very unsatisfied.

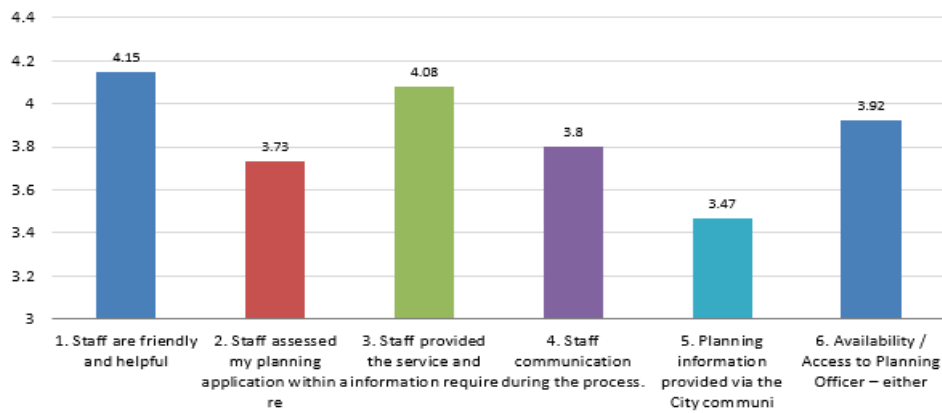


16. The following details the responses received to questions asked in the customer survey:

**How satisfied were you with the level of service provided?**



17. Please indicate the level of service received for the following services during your application process.



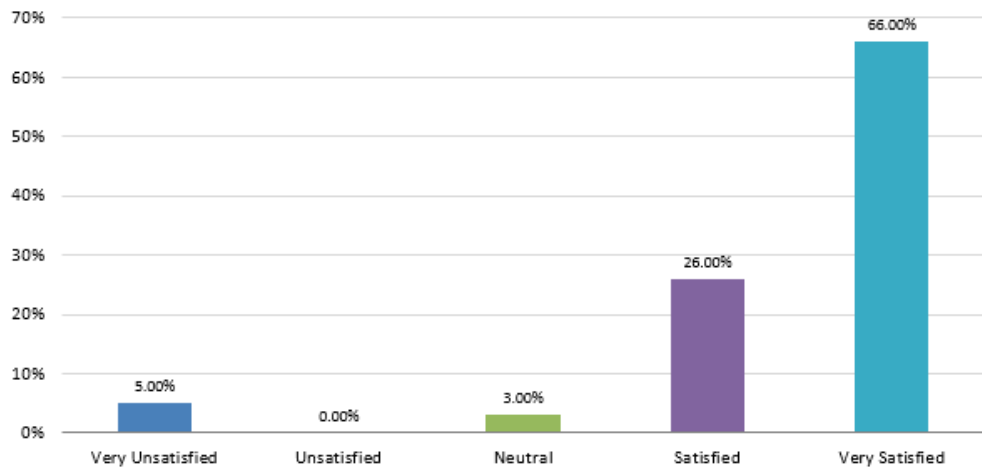
18. The 19% or 9 responses received that were unsatisfied or very unsatisfied provides valuable feedback and an opportunity for the City to identify areas for improvement. On reviewing the negative feedback received, it was evident from the available information that community expectations regarding the timeframes for assessing development applications were not consistent with the statutory timeframes applicable to the City. To ensure applicants have a better understanding of the regulatory timeframes, all acknowledgment letters sent out to applicants now include the applicable statutory timeframes.

19. **Building**

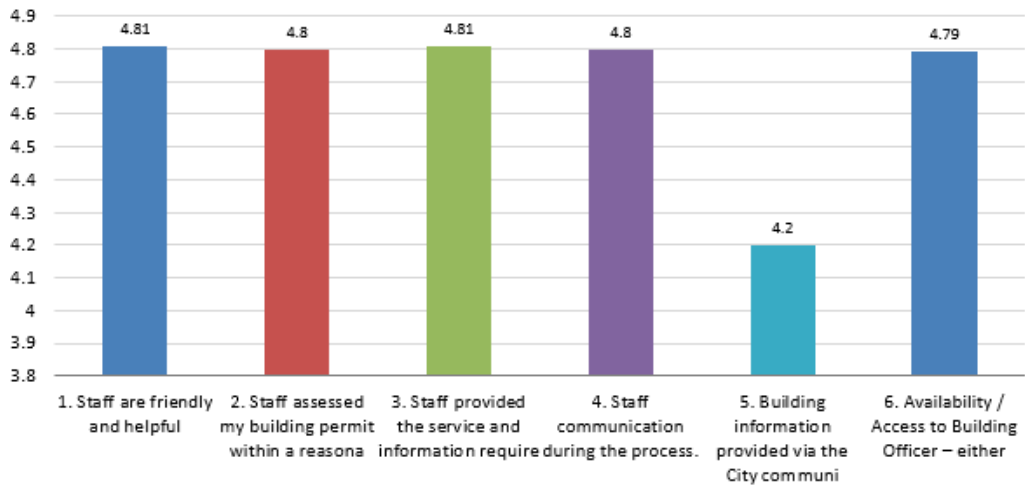
For the period January – June 2020, the City received a total of 38 responses, with 95% of respondents stating that they were either satisfied, very satisfied, or neutral, with 5% indicating they were very unsatisfied with respect to the level of service provided.

20. The following details the responses received to questions asked in the customer survey:

**How satisfied were you with the level of service provided?**



21. Please indicate the level of service received for the following services during your application process.



22. **Environmental Health and Community Safety**  
**Environmental Health**

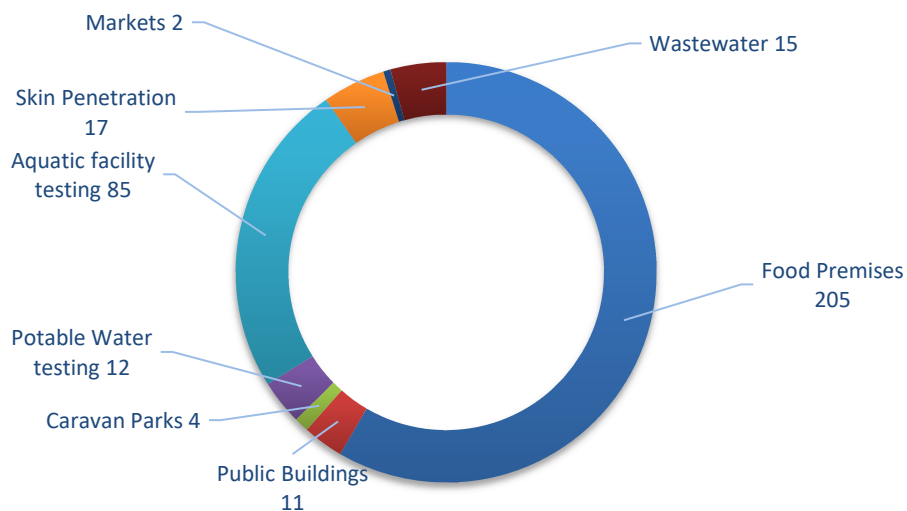
The City's Environmental Health team are responsible for administering a variety of legislation such as the *Food act 2008, Health (Miscellaneous Provisions) act 1911, Public Health Act 2016, Environmental Protection Act 1986 etc.*

23. Environmental Health Officers undertake surveillance of food businesses, and other premises such as public buildings, lodging houses, caravan parks, tattoo parlours etc. to ensure hygiene standards are being maintained for the community.

24. They also assess applications for on-site wastewater treatment systems, noise and dust management plans, new food businesses and provide technical health advice on planning, building and event referrals as well as investigating community service requests to ensure any potential public health risks are minimised. This period they have also been busy with providing advice to businesses on their Covid-19 requirements, particularly Covid-19 Safety Plans.

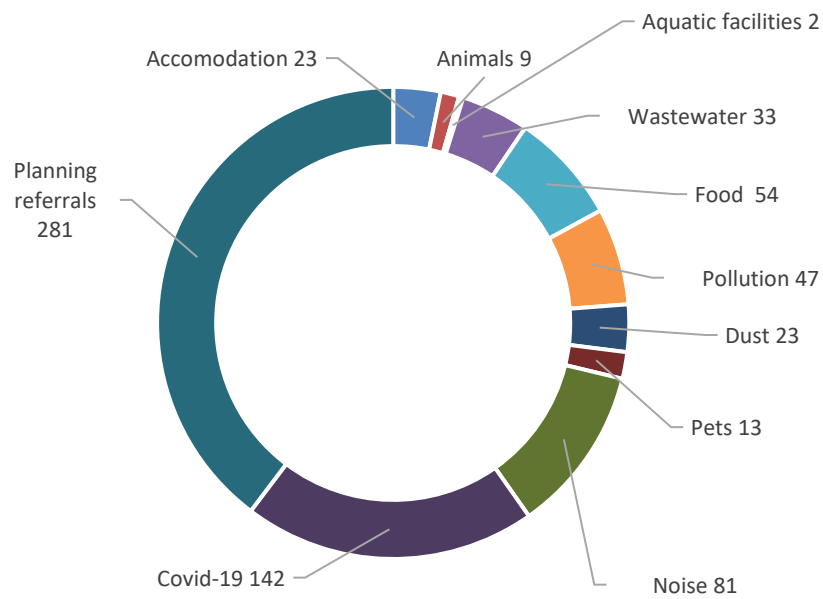
25. For the January 2020 to June 2020 period, the Environmental Health team undertook 205 food safety risk assessments and collected 85 water samples from aquatic facilities across the City. It should also be noted during this period, many businesses such as food businesses, aquatic facilities, skin penetration and many public buildings were either shut or operating under strict restrictions due to Covid-19.

26. Health Assessments:



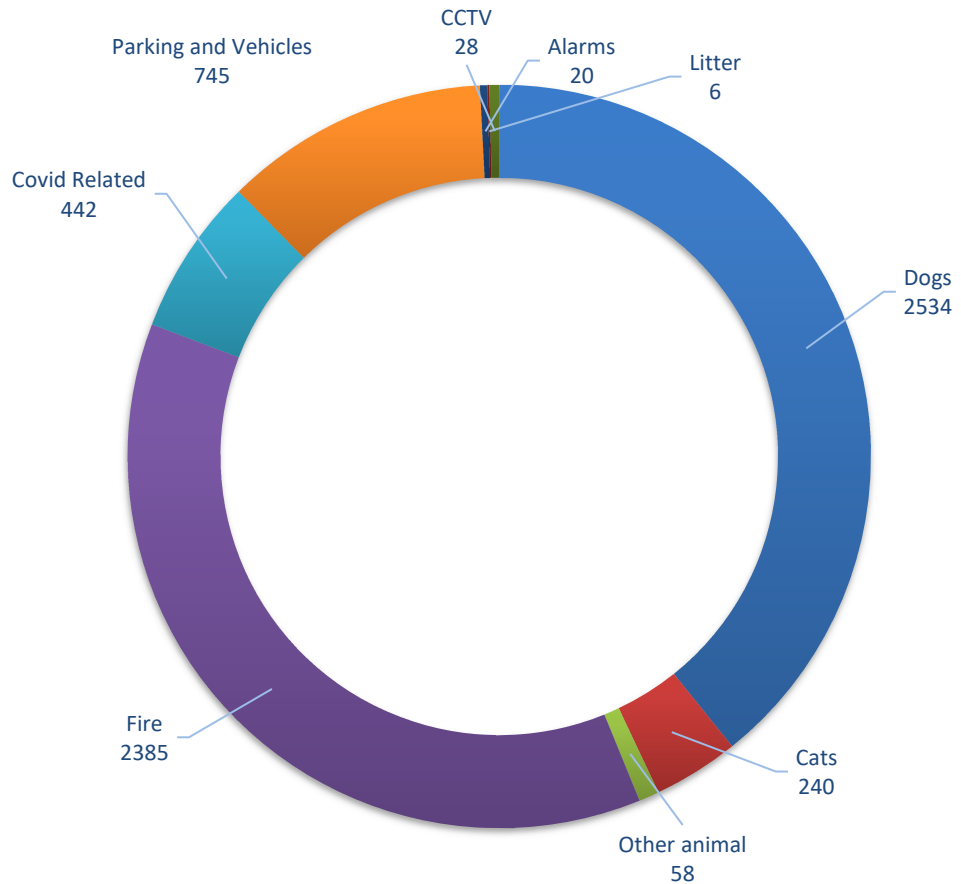
27. The team also responded to a variety of other matters, these include providing technical health advice on 281 planning referrals, investigation of 81 noise complaints, 47 pollution and 23 dust related issues. The team also responded to 54 matters relating to food safety and 23 regarding accommodation. One specific matter during this period was dealing with 142 Covid-19 related matters. This includes providing advice both internally and externally on a variety of questions and including reviewing Covid-19 Safety Plans for a variety of community groups, internal business units such as our Libraries and private businesses.

28. Below is a summary of the other health related matters dealt with by the Environmental Health team:



29. **Community Safety**  
The Community Safety team consists of Rangers and Fire Control and Emergency Management Officers. The duties of the team are diverse, and they are responsible for administering a variety of legislation including but not limited to City of Kalamunda Local Laws, Dog Act 1976, Cat Act 2011, Control of Vehicles and the Emergency Management Act 2005 etc.

30. Below is a summary of the number and nature of matters dealt with by the City's Community Safety team:



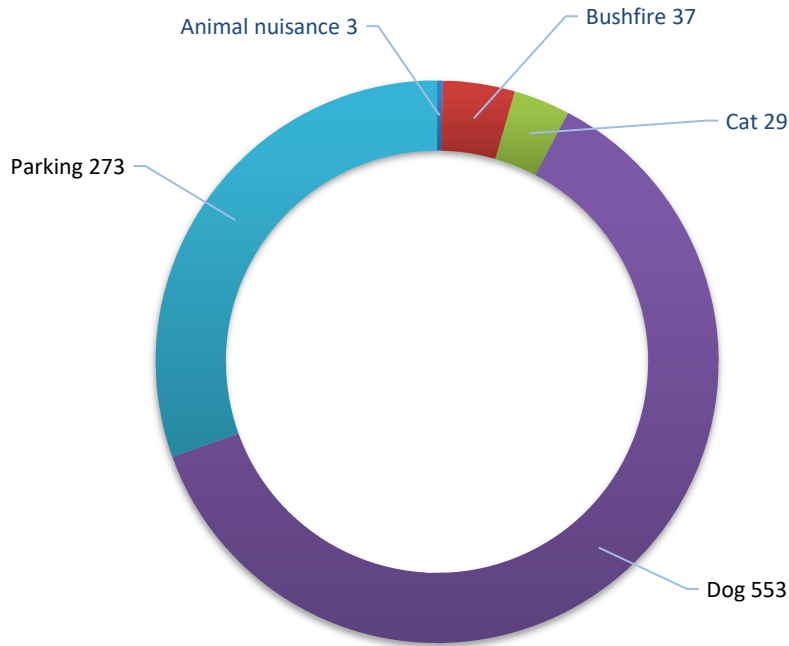
31. The Community Safety team continue to respond to a significant amount of dog and fire related matters. At least 42% of dog related matters can be attributed to dog exercise areas. About 20% include dog barking and dogs wandering. Only 3% are in relation to dog attacks, however this does not necessarily take into account some of the severity of these attacks, and there has been at least 34 attacks on people and 43 attacks on other animals for this period.

32. Fire related matters is another significant area, and this figure includes fire-break inspections conducted between January and March for the 19/20 fire season, issuing of fire permits and investigating fire complaints particularly during the restricted burn period and total fire ban days. Restricted burn periods were extended well into April this year due to dry soil conditions.

33. Parking and vehicle related matters was still high considering many businesses and schools were closed or were operating under restrictions due to Covid-19. Many of our popular outdoor attractions in the Perth Hills were extremely busy, with parking being a key issue. Further to this, the Rangers. as part of their commitment to Eyes on the Street, responded to

over 440 Covid-19 related matters. This mainly included undertaking patrols of parks, playgrounds, skate parks etc. during Phases 1, 2, & 3 of the Covid-19 restrictions.

34. Below is a summary of the number of cautions and/or infringements issued so far this year with approximately 62% attributed to dog related matters and 30.5% for parking offences. Bushfire related matters only made up 4% of the total cautions and/or infringements.



#### APPLICABLE LAW

35. *Planning and Development (Local Planning Schemes) Regulations 2015 Clause 75 – Time for deciding applications for development approval.*
36. *Building Act 2011 Sec 59 - Certified Building Permits Sec 23(1) – Uncertified Building Permits*
37. *Health (Miscellaneous Provisions) Act 1911  
Public Health Act 2016  
Food Act 2008  
Environmental Protection Act 1986  
Caravan Parks and Camping Grounds Act 1997  
City of Kalamunda Local Laws*
38. *Dog Act 1976  
Cat Act 2011*

*Bush Fires Act 1954*  
*City of Kalamunda Local Laws*

#### APPLICABLE POLICY

39. Nil.

#### STAKEHOLDER ENGAGEMENT

40. N/A

#### FINANCIAL CONSIDERATIONS

41. N/A

#### SUSTAINABILITY

42. Nil

#### RISK MANAGEMENT

43.	<b>Risk:</b> Statutory timeframes are not met.		
	<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
	Moderate	Possible	Medium
	<b>Action/Strategy</b>		
	Undertake monthly regulatory performance reviews to ensure statutory timeframes are being met by service areas.		
44.	<b>Risk:</b> Due to COVID-19 restrictions, patronage (as a result of more day-trippers) to the City's natural attractions significantly increase resulting in higher levels of non-compliance and complaints which impacts the City's ability to dispatch resources to ensure compliance with Local Laws and other legislative requirements.		
	<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
	Significant	Likely	High
	<b>Action/Strategy</b>		
	Monitor workloads and ensure appropriate resources are allocated to deal with demand to maintain compliance with Local Laws and other legislative requirements.		

## CONCLUSION

45. The introduction of half yearly performance-based reporting provides Council and the local community with transparency and accountability regarding the City's regulatory functions and customer service standards.
46. The provisions of information and statistics also assists with Council having a comprehensive understanding of the demand of services on the City's regulatory units to assist with ensuring an appropriate resource allocation to the services provided.

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

That Council NOTE the Development Services - Regulatory Services Update for the period January 2020 – June 2020.



### 10.1.4. Wattle Grove Cell 9 Guided Development Scheme Report - Adoption for the Purpose of Advertising

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

Previous Items	193/2019
Directorate	Development Services
Business Unit	Strategic Planning
File Reference	PG-DEV-013
Applicant	N/A
Owner	Various
Attachments	<ol style="list-style-type: none"><li>1. Cell 9 Guided Development Scheme Report [10.1.4.1 - 26 pages]</li><li>2. Wattle Grove Cell 9 ODP [10.1.4.2 - 1 page]</li><li>3. Examples of Rate Methodology in Previous Reviews [10.1.4.3 - 3 pages]</li></ol>

#### TYPE OF REPORT

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

#### STRATEGIC PLANNING ALIGNMENT

*Kalamunda Advancing Strategic Community Plan to 2027*

##### Priority 3: Kalamunda Develops

**Objective 3.1** - To plan for sustainable population growth.

**Strategy 3.1.1** - Plan for diverse and sustainable housing, community facilities and industrial development to meet changing social and economic needs.

**EXECUTIVE SUMMARY**

1. The purpose of this report is for Council to consider the outcome of the annual review of the Wattle Grove Cell 9 – Guided Development Scheme (GDS) Report and advertise the updated contribution rate for public comment.
2. The review to the GDS has resulted in a decrease in the contribution rate from \$24,187 per lot to \$22,275 per lot. This is due primarily to a reduction in Western Power costs for Hale Road and an increase in the projected lots to be developed for Lot 42 (No. 12) Bruce Road, Wattle Grove.
3. It is recommended Council advertise the proposed GDS (Attachment 1) for the purpose of public comment for a period of not less than 28 days by post to the affected landowners.

**BACKGROUND**

4. **Land Details:**

<b><u>Land Area:</u></b>	Approx. 250ha
<b><u>Local Planning Scheme Zone:</u></b>	Residential / Local Open Space/ Mixed Use / Commercial / Community Purpose
<b><u>Metropolitan Regional Scheme Zone:</u></b>	Urban

5. **Locality Plan:**



6. Outline Development Plan:



7. The Wattle Grove Cell 9 area operates as an Outlined Development Plan (ODP) with administrative provisions and GDS provisions incorporated in Schedule 11 of Local Planning Scheme No. 3 (Scheme). The ODP is included for information (Attachment 2). ODP's predate the preparation of local structure plans (LSPs), however operate in the same manner.

8. Following the gazettal of the GDS in October 1997, Council was required to adopt a GDS Report and cost schedule. The GDS and the associated cost schedule sets out in detail the calculation of cost contributions for development in accordance with the methodology shown in the GDS report. The GDS needs to be a dynamic document to maintain the currency of the cost of infrastructure, land and other GDS items. The GDS report does not form part of LPS 3 but, once adopted by Council, must be reviewed annually.

9. The GDS was last reviewed in August 2019 where Council adopted a rate of \$24,187.

10. The previous reviews of the report resulted in the following contribution rates:

Date Amended	Rate
1/11/2001	\$7,100
1/11/2002	\$8,100
1/11/2003	\$10,000

1/11/2004	\$12,550
19/07/2005	\$13,550
1/03/2006	\$15,500
1/09/2006	\$19,050
1/03/2007	\$22,050
1/03/2008	\$24,650
1/11/2008	\$25,500
1/11/2009	\$25,500
1/06/2011	\$26,450
1/01/2013	\$27,335
25/03/2014	\$27,315
27/08/2015	\$27,816
22/05/2017	\$26,588
27/08/2019	\$24,187

11. Previous reviews of the GDS report have referred to the document as a Development Contribution Plan (DCP). The City has reverted to the original name of the document (Guided Development Scheme), as the GDS was initiated prior to the establishment of State Planning Policy 3.6 Development Contribution for Infrastructure (SPP3.6) and therefore does not operate in accordance with SPP3.6 and Clause 6.5 of the Scheme.

#### DETAILS AND ANALYSIS

12. The proposed GDS report is a technical document with input from Engineering, Finance and Planning perspectives, the GDS is an effective way to simplify and summarise all the different aspects involved with arriving at a contribution rate.
13. At each GDS review, all factors contributing to the contribution rate must be reviewed. The significant factors reviewed are as follows:
- a) Remaining lot yield;
  - b) Land requiring acquisition;
  - c) Land valuation;
  - d) Cost of works outstanding;
  - e) Administration costs;
  - f) Works priorities; and
  - g) Calculation methodology.
14. *Remaining lot yield*  
The future lot yield is expected to provide the contributions necessary to clear all the remaining GDS costs. As at June 2020, approximately 374 new lots are expected to be created.

15. 20 new lots have been created since the latest GDS rate was adopted on 27 August 2020.
16. Previous GDS reviews have estimated a 4900m<sup>2</sup> block being retained on Lot 42 (No. 12) Bruce Road, Wattle Grove. This estimation was a result of past discussions with the landowner. The City has decided to remove this assumption and reflect the subdivision potential of the property to align with all other sites in Cell 9 which have development potential. It is not common practice to make assumptions based on individual circumstances, rather taking a consistent approach for subdivision potential across the project area. It should be noted that should a 4900m<sup>2</sup> block be retained in any case, that property would still have subdivision potential and would still be liable to contributions to the Cell 9 GDS were it to subdivide further.
17. This has resulted in an additional 10 lots projected to be created for Lot 42 (No. 12) Bruce Road.
18. *Land Valuation*  
An independent land valuer assigns value to land required to be acquired for public purposes as outlined by the ODP. The valuation report assigned a land valuation rate of \$165/m<sup>2</sup> to be utilised for determining estimated land acquisition costs for the remaining areas of land acquisition.
19. The property market is expected to be affected by the COVID-19 pandemic although it is too early to quantify the extent of the impact on the economy and property market. There is likely to have been a change in market sentiment. Property markets are less volatile than other markets (such as finance and equity markets). Past cycles indicate there is a lag for when property markets react to economic events. In the short-term there may be reduced buyer demand, and a reluctance by vendors to reduce prices, resulting in lower sales volumes and longer selling periods. The extent of any decline in values is presently uncertain and may depend on whether this is a short-term event or has longer term consequences.
20. A land valuation will be undertaken at the next review to determine any impact on land value that may have been caused by the COVID-19 pandemic.
21. The GDS takes responsibility for acquiring GDS road reserve land as outlined in Schedule 11 of the Scheme. The GDS is also responsible for acquiring Public Open Space land where it is identified on the ODP. Under the GDS, there is generally no liability for landowners to vest Public Open Space in the Crown free of charge (i.e. 10% POS), this requirement is fulfilled by virtue of fulfilling GDS contribution requirements.

22. A \$765,699 contingency has been added to cover land acquisition costs in excess of the estimated cost of acquisition. This is in excess of the \$200,000 previously allocated to land contingency. The amount allocated to land contingency reflects a 20% contingency on total estimated land acquisition costs and is due to recent land purchases undertaken by the City in Cell 9 which have included a 10% solatium and following negotiations with landowners have exceeded the estimated land purchase cost. Advice from the land valuers indicated a contingency of 10% plus the 10% to cover for solatium is appropriate.

23. The following table brings together the road reserve and Public Open Space acquisitions along with an allowance for miscellaneous land purchase, which may be required through the course of detailed design and construction works:

Item	Area of Remaining Acquisition (m2)	Cost of Remaining Acquisition (\$)
Road Reservation	0	0
Public Open Space	23,203	\$3,828,495
Miscellaneous Land Purchase	---	\$210,000

24. Since the last review 520m2 of road reserve and 4936m2 of POS has been purchased.

25. Miscellaneous land acquisition related works are costs which may be required through the course of detailed design work, such as compensation for improvements and remediation work.

26. A nominal figure of \$200,000 has been applied to miscellaneous land acquisition related works plus a 5% contingency of \$10,000. This figure will be reviewed at the time the City commences the remaining land acquisitions and receives a valuation from a quantity surveyor on miscellaneous land acquisition related works. This figure is consistent with the amount allocated in previous reviews.

27. *Costs of Works Outstanding*

Item	Remaining Cost
Hale Road	\$4,419,657.00
Arthur / Wimbridge / Sheffield Projects	\$0.00
Woodlupine Brook Improvements	\$2,439,200.00
Developer Drainage Works	\$792,000.00
SUBTOTAL	\$7,650,857.00

Contingency	<b>\$504,500.00</b>
Education Department Loan	<b>\$3,909,092.00</b>
Land for Roads	<b>\$0.00</b>
Land for Public Open Space	<b>\$3,828,495.00</b>
Miscellaneous Land Acquisition Related Expenses	<b>\$210,000.00</b>
Land contingency	<b>\$765,699.00</b>
Administrative Items	<b>\$661,000.00</b>
<b>Total</b>	<b>\$17,529,643.00</b>

The above remaining estimates are as of 30 June 2020.

28. A contingency has been applied for the Woodlupine Brook Improvements, Hale Road, Developer Drainage Works, Project Management and Miscellaneous Land Acquisition Related Works.
29. A contingency of 10% has been applied to the Woodlupine Brook Improvements and a contingency of 5% has been applied to all other infrastructure related items.
30. Woodlupine Brook contingency of 10% has been applied due to advice received in relation to the extent of Acid Sulphate Soils (ASS) located within the base of the existing main drain. Due to this advice it is anticipated that Woodlupine Brook improvements estimated costs may increase. These costs will be reviewed at the next GDS review.
31. Project management costs which previously had an individual line item allocation has now been assimilated into the individual projects (Hale and Woodlupine). This is to align with the payment process where the project manager allocates time dedicated to each individual project, money is then taken out from that individual project on that basis.
32. *Completed Works*  
Since the last review no items have been completed.
33. *Administration Costs*  
The administration costs have been reviewed to reflect the project timeframe left for the GDS to operate. This was calculated based on the length of the scheme to date and the amount of lots developed in that time to determine the average number of lots developed each year. The remaining lots were then divided by the average lots developed each year to calculate the estimated number of years remaining in the GDS. Based on this equation it is estimated there are five years remaining for the GDS to operate. This will be reviewed on a yearly basis.

34. On this basis there is an estimated remaining cost of \$661,000.
35. The administration of the GDS includes, but is not limited to, the following key tasks:
- a) Legal/Land acquisition management;
  - b) GDS annual review;
  - c) Land valuation; and
  - d) Planning related time and costs.
36. *Works Priorities*  
Subdivision and development within a GDS are staged over a number of years. Contributions are generally collected at the time of subdivision or development. In this context, contributions are collected on a staged basis and there are not always enough funds within the GDS to deliver all of the infrastructure included. For this reason, Council need to establish a priority of works schedule for the provision of GDS infrastructure.
37. Clause 5 of the GDS contains the priority works schedule and outlines the key principles utilised to guide the identification of infrastructure priorities. Subject to the availability of funding, the City has determined the following items as the current order of priority:
- a) Woodlupine Brook Improvements design and construction (Ongoing 2020/2021);
  - b) Hale Road design and construction (2020/2021);
  - c) Developer drainage works (Ongoing);
  - d) Administration Cost (Ongoing);
  - e) Remaining Land Acquisitions / Miscellaneous Land Acquisition Costs; and
  - f) Education Department Loan
38. The identification of priorities will be undertaken as part of the annual cost estimate review and associated GDS update.
39. *Calculation Methodology*  
Schedule 11 of LPS 3 sets out the Cell Infrastructure Contribution requirement.  
  
The calculation for this requirement is derived as follows:
- Net outstanding costs = remaining costs – funds held as money  
Remaining lot yield = R - Code yield or Commercial zone equivalent
- Contribution Rate = Net outstanding costs (\$)



## Remaining lot yield

Using the following figures, the new contribution rate can be calculated.

Remaining costs	\$17,529,643
Funds held in bank	\$9,198,948
Remaining lot yield	374 lots or lot equivalent
Contribution Rate	\$22,275 per lot

$$\text{Contribution Rate} = \frac{(\$17,529,643 - \$9,198,948)}{374} = \$22,275 \text{ per lot}$$

40. *Funds Held as Money*

A recent review of the Forrestfield / High Wycombe Stage 1 Industrial Area DCP found that funds held as money was incorrectly factored into the calculation of the DCP rate, due to the provisions of the Clause 6.5 in the City's LPS 3 and SPP3.6. The City undertook a review of the Cell 9 GDS to determine whether funds held as money had also been incorrectly included in the GDS rate methodology.

## 41. The City determined that funds held as money had not been factored into the GDS for the following reasons:

- a) The GDS is not subject to the provisions of Clause 6.5 of LPS 3 and SPP3.6. The GDS is only subject to the provisions of Schedule 11 of LPS 3.
- b) A historic review of past GDS reviews found that funds held as money has been factored into the GDS rate methodology since very early in the GDS history (and likely since inception). The following GDS reports were reviewed; 2004, 2005, 2006, 2007, 2008, 2011, 2012, 2014 and 2015. All GDS reports factored in funds held as money as part of the rate methodology. Refer to Attachment 3 for examples of this in the 2004, 2005 and 2008 reports.
- c) It would be impractical to review the GDS rate methodology given the historic implications associated with reviewing the GDS since inception, which has been operating for approximately 20 years and is nearing the end of its operation.
- d) There have been no objections, to the City's knowledge, received on the rate methodology for the GDS.

**APPLICABLE LAW**

## 42. The GDS contributions are administered and determined in accordance with the provisions of Schedule 11 of LPS3.

## **APPLICABLE POLICY**

43. The annual review has regard for State Planning Policy 3.6 Development Contributions for Infrastructure (SPP3.6). Noting that the Cell 9 Wattle Grove GDS pre-dates the establishment of SPP3.6 and is administered in accordance with Schedule 11 of LPS3.

## **STAKEHOLDER ENGAGEMENT**

44. Previous experience has seen a positive result from advertising and engaging with landowners prior to formal consideration of the GDS review by Council. As such, it is recommended to advertise this review to the landowners who are yet to develop for a period of at least 28 days. Discussions will be held with any concerned landowners and the GDS review will then be presented back to Council for a decision to finally adopt the rate.

## **FINANCIAL CONSIDERATIONS**

45. The operation of the GDS presents a major administrative responsibility for the City. While the GDS is self-funded, the City has an implicit obligation to efficiently and effectively manage the revenues and works.

## **SUSTAINABILITY**

### **Social Implications**

46. The provision of infrastructure in a timely, coordinated and responsible manner can have a significant impact on the quality of life for both existing and future residents. Impacts on the quality of life need to be considered along with individuals' expectations. This review enables the proposed infrastructure to be delivered in an efficient and financially responsible manner.

### **Economic Implications**

47. The implementation of GDSs assist in the timely, efficient and equitable provision of infrastructure that may in turn facilitate economic growth and employment creation.

### **Environmental Implications**

48. The proposed GDS provides upgrades to Woodlupine Brook, including the purchase of land for the purpose of Public Open Space. Landscaping and water course upgrades will enable the area to be utilised for more active uses by the community and to reduce erosion.

49. Consultation has occurred with the Water Corporation and Department of Water in the development of the designs for water course upgrades.

## RISK MANAGEMENT

50.

<b>Risk:</b> The GDS does not generate enough funds to undertake works.		
<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
Unlikely	Major	Medium
<b>Action/Strategy</b>		
Ensure annual reviews account for the cost of infrastructure and the remaining development has the capacity to cover these costs. Ensure regular reviews of funding capacity.		

51.

<b>Risk:</b> Contribution rate is objected to by landowners.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Possible	Significant	High
<b>Action/Strategy</b>		
Ensure aspects of the review are clearly identified in the reporting documentation. Provide landowners a process to highlight concerns and have these concerns responded to / addressed.		

## CONCLUSION

52. The review to the GDS has resulted in a reduction in the contribution rate from \$24,187 per lot to \$22,275. This is due primarily to a reduction in Western Power costs for Hale Road and an increase in the projected lots to be developed for Lot 42 (No. 12) Bruce Road, Wattle Grove.
53. The GDS has a positive cash flow at present, with a cash balance of \$9,198,948. There are a number of infrastructure projects planned in the short term as outlined in the works priorities, which will bring the cash balance down.

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

That Council:

1. ADOPT for the purpose of public advertising for a period of at least 28 days, the proposed Development Contribution Plan Report (Attachment 1) and reviewed rate of \$22,275 (GST free) per dwelling yield.
2. REQUEST the Chief Executive Officer advise the affected landowners of the review.

## 10.2. Asset Services Reports

### 10.2.1. Kalamunda Road Functional Review - Abernethy Road to Roe Highway Adoption

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

Previous Items	OCM 175/2019; OCM 35/2020
Directorate	Asset Services
Business Unit	Asset Planning
File Reference	4.00009360
Applicant	N/A
Owner	N/A

Attachments	1. Kalamunda Road Stage 2 Technical Report [10.2.1.1 - 131 pages]
	2. Kalamunda Road Section 1 Abernethy to Wittenoom Concept Plan [10.2.1.2 - 1 page]
	3. Kalamunda Road Section 2 Wittenoom to Cyril Concept Plan [10.2.1.3 - 1 page]
	4. Kalamunda Road Section 3 Cyril to Roe Concept Plan [10.2.1.4 - 1 page]
	5. Kalamunda Rd - Engagement Report v 3 [10.2.1.5 - 18 pages]
	6. Kalamunda Road Engagement Comments and City's Responses [10.2.1.6 - 19 pages]
	7. Kalamunda Road Upgrade Petition [10.2.1.7 - 11 pages]

#### TYPE OF REPORT

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

## STRATEGIC PLANNING ALIGNMENT

*Kalamunda Advancing Strategic Community Plan to 2027*

### Priority 1: Kalamunda Cares and Interacts

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

**Strategy - 1.2.1** Facilitate a safe community environment.

### Priority 1: Kalamunda Cares and Interacts

**Objective 1.3** - To support the active participation of local communities.

**Strategy 1.3.1** - Support local communities to connect, grow and shape the future of Kalamunda.

### Priority 3: Kalamunda Develops

**Objective 3.2** - To connect community to quality amenities.

**Strategy 3.2.2** - Provide and advocate for improved transport solutions and better connectivity through integrated transport planning.

## EXECUTIVE SUMMARY

1. The purpose of this report is to seek Council adoption of the final Kalamunda Road Functional Review and Upgrade Plan (Plan). The Plan will then be used to inform future development activities, planning for and programming of capital works and preparation of grant submissions.
2. In July 2019, the Council adopted the results of a community consultation and endorsed the study to proceed on the basis of a "Lower Capacity Main Street". Subsequently in March 2020 the Council endorsed the plan for advertising to the community.
3. Council is requested to adopt the plan.

## BACKGROUND

4. The purpose of this project was to determine and plan for the optimum function of Kalamunda Road between Roe Highway and Abernethy Road into the future. The project needed to identify a preferred future vision of the functionality of the road and then to complete investigations and modelling to identify relevant costs, designs and works plans which will allow Council to make an informed judgement on the proposal.
5. The City appointed Cardno (WA) Pty Ltd in February 2019 to undertake this project in two stages.

6. Stage 1 of the project involved the preparation of concept plans and to undertake community consultation on these concepts. The community consultation element involved engagement with residents, business owners and other stakeholders via an online survey as well as direct engagement with the community and business owners through a series of workshops, and preliminary constraints mapping and preliminary technical analysis of low impact and high impact options.
7. Stage 1 was completed and reported to Council in July 2019 (OCM 175/2019). Following receipt of 224 survey responses and after considering the responses and comments, the Council adopted the recommendation to proceed with Stage 2 on the basis of a “Lower Capacity Main Street”.
8. In March 2020, Council endorsed the Stage 2 designs of the Lower Capacity Main Street for community consultation (OCM 35/2020).

#### **DETAILS AND ANALYSIS**

9. One of the key outtakes from the conceptual planning and selection of making Kalamunda Rd a Local Capacity Main Street is that the target maximum capacity of the road system is 15,000 vehicles per day.
10. This report focuses on two main issues for Council – the proposed layout of Kalamunda Road and intersections (paragraphs 10 to 21) prepared prior to Community Consultation and the outcomes of the Community consultation on this Plan (paragraphs 22 to 33) in response to the target vehicle movement capacity.
11. Stage 2 of the project, involved identifying constraints, traffic modelling, access needs, confirmation of pedestrian and cycling infrastructure needs, stakeholder consultation and preparation of concept designs.
12. The technical report on the investigations associated with Stage 2 is included as Attachment 1. The concept designs are also provided as separate Attachments 2, 3 and 4.
13. The project is broken into three sections (with sub sections as needed):
  - a) Section A: Abernathy Rd to Wittenoom Rd;
  - b) Section B: Wittenoom Rd to Cyril Rd (including roundabout); and
  - c) Section C: Cyril Rd to Roe Highway

14. Key features of the concept designs include:
- a) a new roundabout at the intersection of Stirling Crescent and Kalamunda Road;
  - b) closure of Fernan Road access to Kalamunda Road;
  - c) a signalised pedestrian crossing at Fernan Road (subject to Main Roads WA approvals);
  - d) retention of the roundabout at Newburn Road and Kalamunda Road;
  - e) a new roundabout at the intersection of Cyril Road and Kalamunda Road;
  - f) a new roundabout at the intersection of Range Court and Kalamunda Road;
  - g) closure of the existing Range View Road access to Kalamunda Road with the opening of Range Court to align with Hawkevale Road at a new roundabout;
  - h) higher quality and extent of cycling and pedestrian infrastructure; and
  - i) improved streetscaping, plants, trees and lighting
15. Key information arising from the traffic modelling includes:
- a) Kalamunda Road is near or at its operational capacity in the vicinity of Hawkevale Road, being 15,000 vehicles per day;
  - b) an estimated 4,823 vehicles will be diverted to the wider road networks as a result of constraining the traffic volumes on Kalamunda Road;
  - c) the types of intersection upgrades are proposed to reflect the level of service of the respective intersections. Intersections that are not proposed to be upgraded have been modelled to operate effectively within the timeframe of the study; and
  - d) there are no speed limit changes proposed as a result of this work.
16. As set out in the Technical Report (Attachment 1), assessment of existing demand and known / potential developments has suggested a prioritisation and staging of works to be undertaken, cognisant of the significant project cost. These have been aggregated by the City into three groupings: High, Medium and Low Priority.
17. It is noted that the Technical Report includes costs for land take in Section 1 which have been excluded from the cost budgets as they are viewed as developer costs based on the subdivision needs for this area.



18. The High Priority projects are:
- a) Section 2B which involves retaining the roundabout at Newburn Road and installing a new roundabout at Cyril Road, with streetscaping improvements in between, including at Kenneth Road (\$1.48 Million);
  - b) Section 2C which involves improvements at the High Wycombe Village Shopping Centre with the closure of Fernan Road and pedestrian crossing there (\$440,000); and
  - c) Section 3 which involves from Cyril roundabout to Roe Highway a new roundabout at the intersection of Range Court and Kalamunda Road, and the closure of Range View Road (\$1.88 Million).
19. The Medium Priority projects are:
- a) Section 1A which involves road and median works from Abernethy Rd to a new Roundabout at Stirling Cr (\$4.51 Million); and
  - b) Section 1B which involves road and median works from the Stirling Cr roundabout to Wittenoom Rd (\$1.25 Million)
20. The Low Priority project is Section 2A which includes road and median works between the High Wycombe Shopping Centre and Newburn Rd (\$1.79 Million).
21. The anticipated benefits of this project include the following:
- a) determine the most feasible and preferred function for Kalamunda Road taking into consideration community feedback as well as long-term traffic and movement network demands;
  - b) ensure that the role of Kalamunda Road within the broader movement network continues to function as an effective, efficient and safe road connection for the local community;
  - c) significantly improve road safety for non-motorised road users such as pedestrians, cyclists and other vulnerable users;
  - d) significantly increase active transport and public transport use through the provision of supporting infrastructure;
  - e) provide clarity for the City of Kalamunda and landowners in the area with regard to future land ownership and urban development in the context of the future function and design of Kalamunda Road;
  - f) secure support from Council and relevant State Government agencies including the Department of Transport, Main Roads Western Australia, Public Transport Authority and the Department of Planning, Lands and Heritage with regard to the future function and design of Kalamunda Road; and

- g) ensure that the preferred design aligns with Council and State Government policies and strategies including the City's draft Traffic and Transport Policy, the City's future Integrated Transport Strategy and general higher order road network planning in the area.
  
- 22. The stakeholder consultation report for Stage 1 is included in the Attachment 5 Community Engagement Report. Responses to issues raised is provided as Attachment 6.
  
- 23. The Kalamunda Road Functional Review and Upgrade Plan Draft Report was issued for consultation with the community from 21 April to 18 May 2020.
  
- 24. The consultation was delivered under a Communications and Engagement Plan that follows the International Association for Public Participation best practice principles.
  
- 25. 5,000 copies of the survey were issued to addresses adjacent to the proposed works, with advertising also undertaken online and responses recorded through the City's Engage website.
  
- 26. Details of the reach and other engagement statistics are available to view in the Community Engagement Report, provided as Attachment 5.
  
- 27. 47 responses were received on the survey, with 89.6% of respondents from High Wycombe. 72.2% of respondents supported the proposed concept plan. One submission was received. All responses are included in Attachment 6.
  
- 28. Those whom strongly and mostly agreed provided comments that reflected:
  - a) appreciation of the roundabouts in specific locations;
  - b) appreciation of the use of roundabouts to enable traffic flow, discourage heavy vehicles, and improve safety; and
  - c) appreciation of safety and aesthetics.
  
- 29. Those whom disagreed and strongly disagreed provided comments relating to:
  - a) dislike of roundabouts;
  - b) feedback regarding specific intersection treatments/proposals; and
  - c) concerns that the treatments won't be effective, particularly around heavy vehicles.

30. Responses to specific comments are provided in Attachment 5
31. Most of the concerns will be addressed as the City progresses to detailed design, which will include more detailed consultation with the local community.
32. The City received a petition relating to a specific aspect of the project on 24 July 2020 which was tabled at the 28 July 2020 OCM. The petition is provided as Attachment 7 and will be responded to here. The petition was signed by 243 people, 191 of them stated as being Electors, requesting that:
- a) Range View Road be closed and the roundabout be installed as proposed;
  - b) A median island (written as “medium strip”) not be installed outside number 442 Kalamunda Road; and
  - c) The verge outside number 442 not be reduced.
33. In response to these three items:
- a) The City notes the strong support for the roundabout, while noting also the number of concerns specifically raised by Range Court residents for the same proposal. This will require further consultation before the project proceeds to detailed design.
  - b) The noted median island is indicative and this type of feature can be located as needed to suit local access needs while providing lane delineation and separation.
  - c) The question about verge parking is not fully supported as this perpetuates an ongoing road safety concern if not designed appropriately. The subject address is a chiropractor business and it is believed the signatories are customers or otherwise associated to the business. Businesses are required to provide sufficient parking for their operations within their premises, and not on the verge. The City will have further discussions with the proprietor to identify how they can best manage their customers’ parking needs.
34. The Kalamunda Road Functional Review and Upgrade Plan is now proposed to be adopted as per Attachments 1 to 5.

#### **APPLICABLE LAW**

35. *Local Government Act 1995.*

#### **APPLICABLE POLICY**

36. Nil.

## STAKEHOLDER ENGAGEMENT

37. The community was consulted in Stage 1 as identified in a previous report OCM 175/2019.
38. Community consultation was arranged to seek feedback on the draft report. This has been reported above in the detail.
39. The results of the phase 2 Stakeholder Consultation are discussed above in the details, with the full report available at Attachment 5.

## FINANCIAL CONSIDERATIONS

40. The anticipated project costs, excluding land take, are:
- |                 |                  |
|-----------------|------------------|
| High Priority   | \$ 3.80 M        |
| Medium Priority | \$ 5.76 M        |
| Low Priority    | \$ 1.79 M        |
| <b>Total</b>    | <b>\$ 11.35m</b> |

The land take requirements, if these could not be directly recovered from developer contributions would add a further \$ **2.73 M** to the project budget.

41. The City may be able to secure some small portion of funding for these works as part of the existing Metropolitan Regional Road Group road funding provided to Local Governments, State and Commonwealth Black Spot funding and allocation from the annual Direct Grants scheme. It is to be noted however that the significant costs associated with the project will mean it that unless we can secure other grant funding or election commitments at State and Commonwealth level it will take the City at least 10 -20 years to be able to fund the upgrades from its own municipal rates revenue.

## SUSTAINABILITY

42. The planned upgrade of Kalamunda Road is expected to provide the following benefits:
- ensure that the role of Kalamunda Road within the broader movement network continues to function as an effective, efficient and safe road connection for the local community;
  - significantly improve road safety for non-motorised road users such as pedestrians, cyclists and other vulnerable users;
  - significantly increase active transport and public transport use through the provision of supporting infrastructure;

- d) provide indirect economic benefits to the community through increase in amenity and quality of living; and
- e) provide environmental benefits by limiting emissions and noise growth from traffic and enhancing street environments.

## RISK MANAGEMENT

43.	<b>Risk:</b> That the modelling and assumptions are incorrect leading to poor outcomes.		
	<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
	Moderate	Unlikely	Low
	<b>Action/Strategy</b>		
	As this is a long-term plan, there will be ample time to review modelling and update over time with current data.		

44.	<b>Risk:</b> Inability to source funding for the work that results in the City not able to realise the benefits.		
	<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
	Significant	Unlikely	Medium
	<b>Action/Strategy</b>		
	Continue to seek funding sources suited to the type of work.		

## CONCLUSION

- 45. The public has been consulted on the Kalamunda Road Functional Review and Upgrade Plan Draft Report.
- 46. This Plan puts the City in a strong position of being able to plan the future upgrade of the road and take advantage of funding opportunities as they arrive.
- 47. With no impediment being identified, the plan can now be finalised and put into use.

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

That Council:

1. ADOPT the Kalamunda Road Functional Review and Upgrade Plan as shown in Attachments 1 to 4 to this report.
2. NOTE the response to the Petition received at the 28 July 2020 Ordinary Council Meeting.

### 10.3. Corporate Services Reports

#### 10.3.1. Kalamunda Chamber of Commerce’s request for a Partnership Agreement with the City of Kalamunda

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

Previous Items	Directorate	Corporate Services
	Business Unit	Commercial and Cultural Services - Economic Development
File Reference	Applicant	Kalamunda Chamber of Commerce (The Chamber)
	Owner	
Attachments	1.	City of Kalamunda & Kalamunda Chamber of Commerce Partnership Proposal 2020 [10.3.1.1 - 5 pages]
	2.	City of Kalamunda Kalamunda Chamber of Commerce Partnership Agreement 2020 2021 Final [10.3.1.2 - 6 pages]

#### TYPE OF REPORT

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

## STRATEGIC PLANNING ALIGNMENT

*Kalamunda Advancing Strategic Community Plan to 2027*

### Priority 1: Kalamunda Cares and Interacts

**Objective 1.3** - To support the active participation of local communities.

**Strategy 1.3.1** - Support local communities to connect, grow and shape the future of Kalamunda.

### Priority 3: Kalamunda Develops

**Objective 3.3** - To develop and enhance the City's economy.

**Strategy 3.3.1** - Facilitate and support the success and growth of industry and businesses.

### Priority 3: Kalamunda Develops

**Objective 3.4** - To be recognised as a preferred tourism destination.

**Strategy 3.4.1** - Facilitate, support and promote, activities and places to visit.

**Strategy 3.4.2** - Advocate and facilitate diversification options for the rural properties to flourish.

### Priority 4: Kalamunda Leads

**Objective 4.2** - To proactively engage and partner for the benefit of community.

**Strategy 4.2.1** - Actively engage with the community in innovative ways.

**Strategy 4.2.2** - Increase advocacy activities and develop partnerships to support growth and reputation.

## EXECUTIVE SUMMARY

1. The purpose of this report is to consider the Kalamunda Chamber of Commerce's (The Chamber) request for a Partnership Agreement with the City of Kalamunda (City) for the financial year 2020/21 with a one-year option to 2021/22.
2. The Chamber's partnership request has a value of in-kind/in lieu requests estimated at \$15,851 and cash requests of approximately \$21,000 to a total estimated value of \$36,851 for the following:
  - a) KCC Farmers Market and KCC Night Market;
  - b) Office space in the Perth Hills Visitor Centre;
  - c) Use of the City's conference room, Forrestfield Library Conference Room and/or Zig Zag Cultural Centre seminar room;
  - d) KCC members to join the Perth Hills Visitor Centre;
  - e) Bickley Harvest Festival, and
  - f) Kalamunda Christmas lights.



3. The financial relationship between the Chamber and the City was previously underpinned by the following:
- a) A two-year partnership agreement with the City which expired 9 November 2019.
  - b) A five-year Memorandum of Understanding with the City which expired on 31 December 2019.
  - c) A five-year lease agreement for use of an office in the Perth Hills Visitor Centre, which commenced in 2011 and expires 30 September 2021.
  - d) Event sponsorship requests for the annual Bickley Harvest Festival and Kalamunda Christmas Lights.

The most recent financial relationship consisted of in-kind/in lieu requests estimated at \$15,851 and cash of approximately \$16,000 to a total estimated value of \$31,851 for 12 months.

4. It is recommended that Council endorse the Chamber's requests for a Partnership Agreement with the City of Kalamunda for the financial year 20/21 with a one-year option to 21/22 to the value of \$16,851. It should be noted that the City does not currently support the Chamber's request to provide funding to the Bickley Harvest Festival.

## **BACKGROUND**

5. The City has provided support to the Chamber for many years via a range of sponsorships and agreements. Since 2017, this has included:
- a) 19 December 2017: Council resolved to approve execution of a sponsorship agreement between the City and the Chamber (OCM 246/2017)  
The Sponsorship agreement included:
    - i. fee waivers for trading in thoroughfares and public spaces licence for both the Night Market (Value of \$1,264) and Farmers Market (Value of \$7,007) plus waste management (Value of \$1,600).
    - ii. Lease agreement for use of an office (with free WIFI) upstairs in the Perth Hills Visitor Centre which includes a fee waiver to the value of \$3,880 (not including cleaning and utility charges). This has been in place since 2011 and expires 30 September 2021.
    - iii. 50% fee waiver for members of the Chamber to also join the Perth Hills Visitor Centre (Value of \$1100).

- b) On 28 May 2019: Council resolved to approve a Gold Sponsorship valued at \$15,000 for the Kalamunda Chamber of Commerce to run the Harvest festival (OCM 117/2019).
- c) On 24 September 2019: The Chamber submitted a fee waiver request to make use of the Town Hall for markets. Council resolved to refuse the fee waiver request and recommended the Chamber include this in their annual sponsorship request due in November 2019. (OCM 228/2019).

## DETAILS AND ANALYSIS

- 6. The Request received from the Chamber is for a Partnership Agreement with the City of Kalamunda for the financial year 2020/2021 with a one-year option.
- 7. The details of the assistance sought are:

Detail	Cost
A waiver of fees and charges for the 'trading in thoroughfares and public spaces licence' for the KCC Farmers Market and KCC Night Market and including waste management	\$9,871
A waiver of fees for use of an office upstairs in the Perth Hills Visitor Centre (not including cleaning and utility charges)	\$3,880
A waiver of fees for the use of the City of Kalamunda conference room, Forrestfield Library Conference Room and/or Zig Zag Cultural Centre seminar room, for up to 6 times per year for Chamber workshops, seminars and events	\$1,000
A 50% fee waiver for KCC members to join the Perth Hills Visitor Centre	\$1,100
Funding request for the Bickley Harvest Festival	\$20,000
Funding request for the Kalamunda Christmas lights	\$1,000
<b>Total</b>	<b>\$36,851</b>

- 8. In return, the Chamber will provide to the City (Estimated value \$3,500+):
  - a) Recognition as sole Platinum Sponsor of the Chamber.
  - b) Complimentary membership to KCC with a listing in the online directory (valued at \$400 p/a).
  - c) Complimentary sponsorship of the New Business of the Year category at the KCC Business Excellence Awards (valued at \$1000) and presentation of the award.

- d) The opportunity to address the Business Excellence Awards or any replacement event as KCCs Platinum Sponsor.
  - e) Complimentary tickets for 12 guests at the annual Business Excellence Awards Event or any replacement event (value \$1200).
  - f) Two free stalls annually to display/promote the City of Kalamunda (or event) at the KCC Farmers Market (valued at \$320) and the KCC Night Markets (valued at \$520).
  - g) City of Kalamunda banner to be displayed at the following KCC events: Farmers Market, Night Market, workshops & sundowners. (City to supply 3 banners for regular use at markets/festival)
  - h) An invitation to attend KCC training workshops for City of Kalamunda Staff (value \$20pp).
  - i) An invitation to attend KCC sundowners for City of Kalamunda staff at no charge.
  - j) City of Kalamunda logo on all KCC membership brochures/flyers/posters and website.
  - k) Advertise City of Kalamunda events on KCC Facebook/Instagram and monthly e-newsletter.
9. The 2020/21 Annual Budget has not provided any funding for the Kalamunda Chamber of Commerce. In response to the COVID-19 Pandemic, the City made significant savings in discretionary budget lines in order to deliver a budget that provided funding relief to those community members facing significant financial hardship as a result of the pandemic. As a result, the funding for several events, including the Bickley Harvest Festival was not provided in the 2020/21 budget.
10. The provision of some level of financial assistance will help the Chamber and businesses to promote economic development opportunities. Accordingly, this Partnership Agreement contains a funding request of \$15,851 comprised of in-kind/in lieu items and a cash request of \$21,000. Significantly, the cash requested included an amount of \$20,000 to support the Bickley Harvest Festival.
11. Given the current fiscal environment, the City is currently unable to support the Chamber's request to provide funding for the Bickley Harvest Festival valued at \$20,000.
12. It is recommended that the Chamber pursue grant or sponsorship funding to assist in promoting this valuable event. The City proposes to work in partnership with the Chamber to secure grant or sponsorship funding to support the Bickley Harvest Festival.
13. The Chamber states that its vision is to be recognised as providing quality information and services that fulfil the business needs of its members.
- The Chamber will achieve its Vision through:
- a) Identifying and facilitating training opportunities for business members.
  - b) Providing opportunities for youth within the City of Kalamunda.

- c) Promoting employment opportunities to local educational establishments.
  - d) Acting as an advocate for members.
  - e) Acting as a conduit between governing bodies.
  - f) Providing opportunities for members to showcase their business.
  - g) Recognising business members achievements and excellence.
14. The Chamber describes its mission is to:
- a) support, advocate and promote small business in all industry sectors across the Kalamunda Region.
  - b) Recognise and reward the value of local business and connecting the community with excellence in business practice.
15. The Chamber has undertaken a review of its operations resulting in the development of a new strategic plan. The Chamber is focussed on growing its membership base, providing an improved value proposition and being better able to support the entire Kalamunda region.
16. The Chamber has also committed to providing its Strategy Plan to the City, which will include KPIs, with advice as to any updates which may affect the operation of the partnership agreement. In addition, the Chamber will provide a 6-monthly report to the City setting out its performance against the KPIs and performance in relation to the undertakings in the Partnership Agreement with explanations for variances where applicable.
10. Noting the provision of public funds to the Chamber, to ensure the demonstration of good governance, the Chamber has agreed to provide the city with a copy of the monthly agenda and minutes as distributed, and a copy of the annual financial statement and report as prescribed in the Associations Incorporation Act 2015 (WA), with such conditions included in the agreement.
11. The City has an obligation to ensure that commercial and partnership arrangements deliver strong value for money for residents and ratepayers as evidenced by outcomes demonstrated against key performance indicators.

#### **APPLICABLE LAW**

17. N/A.

#### **APPLICABLE POLICY**

18. N/A.

## **STAKEHOLDER ENGAGEMENT**

19. Advice has been received from the Tourism and Economic Development business units.
20. Negotiations between the City and the Executive of the Kalamunda Chamber of Commerce have taken place.

## **FINANCIAL CONSIDERATIONS**

21. The Kalamunda Chamber of Commerce's submitted draft Partnership Agreement has been estimated to have an approximate of in-kind/in lieu and cash value of \$36,851 per annum.
22. The 2020/21 Budget does not contain any funding for the Kalamunda Chamber of Commerce Partnership Agreement.
23. The City is unable to support the Chamber's request to provide funding for the Bickley Harvest Festival valued at \$20,000. As a result, the estimated in kind/in lieu request is valued at \$15,851 and the cash value of the Partnership Agreement is \$1,000.

## **SUSTAINABILITY**

### **Social Implications**

24. It is acknowledged that the Night Market, Farmers Market and Bickley Harvest Festival bring both locals and visitors into the Town of Kalamunda and Bickley Valley, availing themselves of the tourism, retail and hospitality offerings of the region, therefore enhancing the lifestyle and activation opportunities in the region.

### **Economic Implications**

25. The Chamber predominantly runs on the work of volunteer members however they also provide employment for a number of part time workers. A continued Partnership Agreement would support the valuable work undertaken by the Chamber in support of the small business community.

### **Environmental Implications**

26. Nil.

**RISK MANAGEMENT**

27.

<b>Risk:</b> The City opts not to renew the Partnership Agreement resulting in criticism from the Chamber and member businesses.		
<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
Moderate	Possible	Medium
<b>Action/Strategy</b>		
The City could provide funding support through an alternative mechanism.		

<b>Risk:</b> The City is unable to demonstrate value for money from the Partnership Agreement with the Chamber		
<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
Moderate	Possible	Medium
<b>Action/Strategy</b>		
Ensure that any funding agreements contain performance measures which the Chamber must report against on a bi-annual basis.		

<b>Risk:</b> The City is criticized by the community for not providing funding for the Bickley Harvest Festival.		
<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
Moderate	Possible	Medium
<b>Action/Strategy</b>		
The City works in partnership with the Chamber to secure external funding support for the Bickley Harvest Festival.		

**CONCLUSION**

- 28. The Chamber has undertaken a review of its operations resulting in the development of a new strategic plan. The Chamber is focussed on growing its membership base, providing an improved value proposition and being better able to support the entire Kalamunda region.
- 29. The Proposed Partnership Agreement now includes specific performance measures and targets relating to the benefits that the City will receive as a result of the Agreement.
- 30. The amount requested by the Chamber as part of the Proposed Partnership Agreement is a combination of \$15,851 in lieu/in kind and \$21,000 cash for a total investment of \$36,851.

31. The City recommends that Council endorse the partnership agreement with the Kalamunda Chamber of Commerce providing the following financial assistance:
- a) In-kind contributions \$15,851
  - b) Cash Contribution \$1,000 to be found at the first budget review.

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

- 1. That Council NOTES the partnership agreement as negotiated with the Kalamunda Chamber of Commerce as outlined in Attachment 1.
- 2. That Council approves financial assistance of \$16,851 for the 2020/21 financial year comprised of \$15,851 in kind contribution and \$1,000 cash contribution.

10.4. Office of the CEO Reports

10.4.1. **Community Sporting and Recreation Facility Funding Program -2020 Annual & Forward Planning Applications**

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

Previous Items	N/A
Directorate	Office of the CEO
Business Unit	Leisure Planning
File Reference	
Applicant	City of Kalamunda
Owner	City of Kalamunda
Attachments	Nil

**TYPE OF REPORT**

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

**STRATEGIC PLANNING ALIGNMENT**

*Kalamunda Advancing Strategic Community Plan to 2027*

**Priority 1: Kalamunda Cares and Interacts**

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

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

**Strategy** - 1.2.1 Facilitate a safe community environment.



### Priority 1: Kalamunda Cares and Interacts

**Objective 1.3** - To support the active participation of local communities.

**Strategy 1.3.1** - Support local communities to connect, grow and shape the future of Kalamunda.

### Priority 3: Kalamunda Develops

**Objective 3.2** - To connect community to quality amenities.

**Strategy 3.2.1** - Optimal management of all assets.

## EXECUTIVE SUMMARY

1. The purpose of this report is to seek Council endorsement and rank in priority order two funding applications for the Department of Local Government, Sport and Cultural Industries (DLGSC) grant program known as the Community Sporting and Recreation Facilities Fund (CSRFF) 2021/22 Annual and Forward Planning round.
2. The two CSRFF funding applications being considered are:
  - a) Maida Vale Reserve – Sports floodlighting eastern playing fields; and
  - b) Ray Owen Pavilion – Construction of new unisex changerooms.
3. It is recommended that Council:
  - a) ENDORSE the submission of two Community Sporting and Recreation Facilities Fund applications in the 2021/22 Annual and Forward Planning grants round and rank them in the priority order of:
    - i. Maida Vale Reserve – Sports floodlighting eastern playing fields.
    - ii. Ray Owen Pavilion – Construction of new unisex changerooms.
  - b) NOTE in the event of a successful CSRFF funding application an amount of up to \$246,667 for the Maida Vale Reserve – Sports floodlighting project will need to be considered as part of the 2021/2022 annual budget deliberation process.
  - c) NOTE an amount of \$2 million has been included within the City's 2020/21 Budget for the additional female changeroom project across four sites, which includes the Ray Owen Pavilion project.

## BACKGROUND

4. Through the CSRFF program, the State Government provides financial assistance to community groups and local governments to develop basic infrastructure for sports and recreation.

5. The CSRFF program aims to increase participation in sports and recreation with an emphasis on increasing physical activity through the provision of well-planned facilities.
6. The maximum CSRFF grant available will be no greater than one third of the total estimated project cost.
7. The DLGSC requires the City to assess CSRFF applications and rank each application in priority order for funding. DLGSC then undertake their own assessment and approval process.
8. All CSRFF applications for the 2021/22 Annual and Forward Planning round are to be submitted to DLGSC by 4pm on the 11 September 2020.
9. It is anticipated that successful applicants will be advised in December 2020, with funds to be expended by June 2022 for annual grants or across multiple financial years for forward planning grants.
10. The timeline for the CSRFF application process has been brought forward in order to approve successful projects sooner, in the anticipation of them providing an immediate economic stimulus, in support of recovery efforts from COVID-19.

#### **DETAILS AND ANALYSIS**

11. **Maida Vale Reserve – Sports Floodlighting Eastern Playing Fields**
12. The Maida Vale Reserve eastern playing fields are predominately utilised by Kalamunda United Football Club (KUFC); West Australian Christian Football Association (WACFA) and Kalamunda Rangers (KR). Combined they have an estimated membership of 870 persons.
13. An asset lighting audit was completed in 2016 that identified the current lighting on the eastern playing fields does not meet the required Australian Standards for large ball sports training activities (50 lux), resulting in the need to upgrade the site.
14. As a result of the insufficient sports floodlighting available and number of players, training is restricted for safety reasons to the limited areas of the field that are lit. Users have managed this by spreading team training sessions over several nights to best utilise the lit areas of the field. Operating in this manner has placed strain on the users volunteers and operations, which are not sustainable for them in the long term.

15. The aim of the project is to increase the amount of lit space available on the eastern playing fields for night-time training purposes and to provide KUFC and WACFA with the ability to host night matches.
16. The demand for night sporting matches is increasing in frequency as a strategy by State Sporting Associations including Football West to attract greater participation in sport, particularly in the youth age groups, as they have the highest drop off rate of all age groups involved in sport.
17. The site's power is also currently at capacity and has multiple points of supply, resulting in regular issues for the users. To resolve these issues and prepare the site for future expansion a power upgrade is required at the site. These works are included within the 2020/21 budget subject to the approval of the City's Public Open Space Cash in lieu funding request to the Western Australian Planning Commission.
18. The site power supply issues and lack of suitable sports floodlighting on the eastern playing fields were supported through the adopted Maida Vale Reserve Master Plan.
19. Overall, the project will lead to an increase in physical activity, as it will enable the users to extend their hours of training, host matches and meet their future growth expectations.
20. The total estimated project cost is \$445,000. The CSRFF programs allows the project to receive up to one third of the total estimated project cost.
21. **Ray Owen Pavilion – Female Changeroom Extension Project**
22. The Kalamunda and Districts Football Club (KDFC) applied through the City's Capital Grants Program in 2018 for funding assistance for the construction of new unisex changerrooms for their female team. This project also supports the Lesmurdie Mazenod Cricket Clubs (LMCC) female teams.
23. The Strategic Sport and Recreation Committee supported the need for the project and concluded that the City should submit a future CSRFF application. The SSRC recommended the project be placed in the City's Long Term Financial Plan (LTFP) for the 2020/21 financial year and for further concept planning and cost estimates to be completed.
24. The primary users of the site are KDFC, LMCC, Mazenod Junior Football Club (MJFC) and Lesmurdie Mazenod Junior Cricket Club (LMJCC), who have a combined estimated membership of 758 persons.

25. In response to the growing need for unisex changerooms across the City, an amount of \$2 million was allocated in the 2020/21 budget to provide female changerooms across four sites including the Ray Owen Pavilion project.
26. The KDFC's applications aligns with the detailed planning currently underway for the four female changeroom projects across the City and it is in line with the Ray Owen Master Plan.
27. Overall, the provision of unisex changerooms is now a required amenity for community sporting groups and will support the continued growth of female participation in sport. They will also provide modern facilities for all users, which in turn will help attract new participants to the sport.
28. The total estimated project cost is \$650,000. The CSRFF program allows the project to receive up to one third of the total estimated project cost.
29. The two projects have been ranked in the above order due to the:
  - a) The City's CSRFF aligned assessment matrix;
  - b) SSRC assessment and prioritisation process; and
  - c) Level of community benefit for the projects given the number users affected.

#### **APPLICABLE LAW**

30. *Section 5.56 of the Local Government Act 1995 (WA)* requires that the local government plan for the future of the district.

#### **APPLICABLE POLICY**

31. Capital Grants Clubs & Community Groups (GOV11) provides key principles, priorities, needs and assessment criteria for future upgrades or new community and recreation infrastructure.
32. Active Reserves Sport Lighting Policy (FAC23)  
Council's contribution is to be restricted to the provision of sports lighting to meet Australian Standards up to a "training Level" only. However, the Policy allows the City to support projects up to a "community competition level" for large ball sports where adequately identified through either a Reserve Master Plan or business case.  
  
Clubs and community groups who are likely to benefit from a proposed sports floodlighting project, will be expected to contribute financially towards the project.

The MVRMP identified the need for competition level sports floodlighting for large ball sports at a community level, due to the changing nature of sports competitions being played at night to allow for greater participation.

## STAKEHOLDER ENGAGEMENT

33. Maida Vale Reserve sports floodlighting eastern playing fields design has been reviewed by the City's relevant Technical Officers. This project has been endorsed by KUFC, WACFA and KR.
34. Ray Owen Pavilion's construction of new unisex changerooms design has been reviewed by the City's relevant Technical Officers. This project has been endorsed by the KDFC, LMCC, MJFC and LMJCC.
35. The DLGSC has advised both projects are eligible for the CSRFF program.
36. Should the CSRFF funding be successful with DLGSC, further consultation will be undertaken with the relevant site stakeholders.

## FINANCIAL CONSIDERATIONS

37. The City of Kalamunda's contribution towards the proposed projects will be dependent on the outcome of the CSRFF applications.

### 38. **Maida Vale Reserve – Sports floodlighting eastern playing fields**

An amount of \$445,000 is included in the City's LTFP for the 2021/22 financial year towards this project.

The City's financial contribution towards the project would be subject to finalisation of the 2021/2022 financial year budget and a successful outcome of the CSRFF application or other significant external funding opportunities.

39. A breakdown of the project funding split is provided below:

Organisation	Funding Contributions ex GST and City overheads
CSRFF	\$148,333
City of Kalamunda	\$246,667
KUFC (refer to note one)	\$50,000
<b>Total Estimated Project Cost</b>	<b>\$445,000</b>

40. Note One: KUFC, WACFC and KR have confirmed that they are currently actively sourcing external funding opportunities other than the CSRFF program to make a further financial contribution towards the project.

41. **Ray Owen Pavilion – Construction of new unisex changerooms**

As resolved at the 30 June 2020, Special Council Meeting, Council adopted the 2020/2021 budget including funding of \$2 million for the additional female changeroom project across four sites in the City including the Ray Owen Pavilion project.

42. A breakdown of the project funding split is provided below:

<b>Organisation</b>	<b>Contributions ex GST</b>
CSRFF	\$216,666
City	\$373,334
Cricket Australia, through LMCC	\$30,000
KDFC	\$30,000
<b>Total Estimated Project Cost</b>	<b>\$650,000</b>

43. If the CSRFF grant applications are successful, then the grant must be acquitted for annual grants by 15 June 2022, or upon agreement with DLGSC to acquit the grant across multiple financial years.

44. If the CSRFF applications are unsuccessful then, Council would need to consider whether to:

- a) fund the full amount of the shortfalls (potentially an additional \$148,333 and \$216,666 exclusive GST respectively);
- b) require the relevant sporting clubs to fund the full amount of the shortfalls;
- c) agree to jointly fund the full amount of the shortfalls with the relevant sporting clubs;
- d) not to progress the projects in the 2021/22 financial year and seek to reapply for funding through the CSRFF program at the next opportunity being September 2021. Should this occur, funding would not be available until the 2022/23 financial year.

## SUSTAINABILITY

### Social Implications

45. The provision of high-quality community sport and recreation facilities is essential in developing a positive sense of community and health wellbeing.

**Economic Implications**

- 46. The implementation of the two applications will likely provide local job opportunities and provide increased economic activity to the local community during the construction phase and aid in future economic recovery from the COVID-19 pandemic.

**Environmental Implications**

- 47. The Maida Vale Reserve sports floodlighting project will install LED sports floodlighting which provides environmental benefits and potential operational savings to the user groups.
- 48. During the detailed design phase of the Ray Owen Pavilion unisex changeroom project environmental initiatives will be further considered within the project budget.

**RISK MANAGEMENT**

49.	<b>Risk:</b> That the CSRFF applications are unsuccessful.		
	<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
	Moderate	Possible	Medium
	<b>Action/Strategy</b>		
	Council and / or the relevant sporting clubs may decide to contribute the full amount of the total estimate project cost, or potentially consider reapplying in a future CSRFF funding round.		

50.	<b>Risk:</b> That the existing Maida Vale Reserve sports floodlighting on the eastern playing fields fail to continue operating.		
	<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
	Major	Unlikely	Medium
	<b>Action/Strategy</b>		
	Continue to monitor the condition of the existing sports floodlighting and undertake essential maintenance works as required.		

**CONCLUSION**

- 51. Two funding applications are being considered through the DLGSC CSRFF 2021/22 Annual and Forward Planning round being:
  - a) Maida Vale Reserve – Sports floodlighting eastern playing fields;
  - and

b) Ray Owen Pavilion – Construction of new unisex changerooms.

52. The two projects have been ranked in the above order due to the:
- a) The City's CSRFF aligned assessment matrix;
  - b) SSRC assessment and prioritisation process; and
  - c) Level of community benefit for the projects given the number users affected.

53. It is anticipated that successful applicants will be advised in December 2020, with funds to be expended by June 2022 for annual grants or across multiple financial years for forward planning grants.

In summary, it is recommended that Council endorse the submission of two CSRFF applications in the 2021/22 Annual and Forward Planning grant rounds.

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

That Council:

1. ENDORSE the submission of two Community Sporting and Recreation Facilities Fund applications in the 2021/22 Annual and Forward Planning grant rounds and rank them in the priority order of:
  - a) Maida Vale Reserve – Sports floodlighting eastern playing fields.
  - b) Ray Owen Pavilion – Construction of new unisex changerooms.
2. NOTE in the event of a successful CSRFF funding application an amount of up to \$246,667 for the Maida Vale Reserve – Sports floodlighting project will need to be considered as part of the 2021/2022 annual budget deliberation process.
3. NOTE an amount of \$2 million has been included within the City's 2020/21 Budget for the additional female changeroom project across four sites, which includes the Ray Owen Pavilion project.



## 10.4.2. Ray Owen Sports Centre Management Committee 2019/2021

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

Previous Items	OCM 166/2015 OCM 202/2019
Directorate	Office of the CEO
Business Unit	Community Development
File Reference	
Applicant	
Owner	
Attachments	<ol style="list-style-type: none"> <li>1. ROSCMC Terms of Reference (old) [10.4.2.1 - 4 pages]</li> <li>2. ROSCMC Terms of Reference (new) [10.4.2.2 - 4 pages]</li> <li>3. ROSCMC Minutes February 2020 [10.4.2.3 - 7 pages]</li> </ol>

### TYPE OF REPORT

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

### STRATEGIC PLANNING ALIGNMENT

*Kalamunda Advancing Strategic Community Plan to 2027*

#### Priority 1: Kalamunda Cares and Interacts

**Objective 1.3** - To support the active participation of local communities.

**Strategy 1.3.1** - Support local communities to connect, grow and shape the future of Kalamunda.

**Priority 4: Kalamunda Leads**

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

**Strategy 4.1.1** - Provide good governance.

**Priority 4: Kalamunda Leads**

**Objective 4.2** - To proactively engage and partner for the benefit of community.

**Strategy 4.2.1** - Actively engage with the community in innovative ways.

**EXECUTIVE SUMMARY**

1. The purpose of this report is for Council to:
  1. ADOPT the Ray Owen Sports Centre Management Committee Terms of Reference.
  2. APPOINT Kerryanne Williams from the Kalamunda & Districts Netball Association to the Ray Owen Sports Centre Management Committee.

**BACKGROUND**

2. Council has the ability, under *Local Government Act 1995*, to establish Advisory Committees to assist in the provision of advice on various matters.
3. The Ray Owen Sports Centre (ROSC) is a City asset managed under a Licence Agreement between the City and the Kalamunda & Districts Basketball Association (KDBA) and the Kalamunda & Districts Netball Association (KDNA).
4. The Ray Owen Sports Centre Management Committee (ROSCMC) advises and makes recommendations to Council on a range of strategic and/or policy issues regarding the development, care and management of the ROSC.
5. The ROSCMC membership consists of up to six (6) members, five (5) voting members and one (1) non-voting member comprising:
  - i. Two representatives from KDNA
  - ii. Two representatives from KDBA
  - iii. Two representatives from the City of Kalamunda, one member being a Councillor and a staff member appointed as a non-voting member.
6. At the December 2019 ROSCMC Meeting two representatives from KDBA were appointed; only one representative from KDNA was appointed.

7. At the February 2020 ROSCMC Meeting it was requested to alter the Terms of Reference in regard to *Point 7d Quorum*.

#### **DETAILS AND ANALYSIS**

8. In August 2019, Council adopted the revised Terms of Reference for the ROSCMC for the period November 2019 to October 2021.
9. As part of the revision, the Quorum terminology changed.
10. At the February 2020 ROSCMC Meeting the new changes were not supported by the Committee and it was requested to revert back to the previous terminology to ensure fair and equitable representation and participation for both KDBA, KDNA and the City.
11. The ROSCMC subsequently moved the following motion:
- The Committee request a change to the Terms of Reference to enable both Associations equal participation - 7(d) Quorum:
- From: A quorum shall consist of at least one half of the appointed members. If a quorum is not achieved the meeting can progress informally, with minutes prepared in accordance with established processes.
  - To: A quorum shall consist of at least one representative from each Association and one representative from the City of Kalamunda. If a quorum is not achieved the meeting can progress informally, with minutes prepared in accordance with established processes.
12. At the February 2020 ROSCMC Meeting in order to fulfill the ROSCMC membership requirements the nomination of Kerryanne Williams as the second representative from KDNA was accepted.

#### **APPLICABLE LAW**

13. Section 5.8 of the Local Government Act 1995 - Establishment of Committees
- Section 5.9(2)(c) of the Local Government Act 1995 - Types of Committees
- Section 5.11 (2)(d) of the Local Government Act 1995 - Tenure of Committee Membership.

#### **APPLICABLE POLICY**

14. Council Policy Governance 13: Appointment of Community Members to Advisory Committees and Reference Groups.

The application of this Policy ensures transparency in the selection and appointment of Community Members to the Ray Owens Sports Centre Management Committee.

### STAKEHOLDER ENGAGEMENT

15. Following Council consideration, the ROSCMC will be notified at their next scheduled meeting.

### FINANCIAL CONSIDERATIONS

16. Nil.

### SUSTAINABILITY

#### Social Implications

17. Nil.

#### Economic Implications

18. Nil.

#### Environmental Implications

19. Nil.

### RISK MANAGEMENT

20.	<b>Risk:</b> Uneven representation from the associations may affect equitable decision making.		
	<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
	Moderate	Unlikely	Low
	<b>Action/Strategy</b>		
	Regular review of the Terms of Reference and the efficacy of the Management Committee.		

### CONCLUSION

21. The changes to the Terms of Reference and appointment of Kerryanne Williams will ensure fair and equitable participation for both sporting associations.

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

That Council:

1. ADOPT the Revised Ray Owen Sports Centre Management Committee Terms of Reference (Attachment 2).
2. APPOINT Kerryanne Williams from the Kalamunda & Districts Netball Association to the Ray Owen Sports Centre Management Committee.

### 10.4.3. Stirk Park Master Plan - Stage One Concept Designs (Playground and Skate Park)

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

Previous Items	OCM 216/2017
Directorate	OCM 134/2018;
Business Unit	Office of the CEO
File Reference	Leisure Planning
Applicant	City of Kalamunda
Owner	City of Kalamunda
Attachments	<ol style="list-style-type: none"><li>1. Stirk Park Master Plan - Play Space Consultation Report and Concept Design [10.4.3.1 - 40 pages]</li><li>2. Stirk Park Master Plan - Skate Park Consultation and Concept Design Report [10.4.3.2 - 22 pages]</li><li>3. Stirk Park Master Plan - Stage One - Play Space and Skatepark Concept [10.4.3.3 - 2 pages]</li></ol>

#### TYPE OF REPORT

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#### STRATEGIC PLANNING ALIGNMENT

*Kalamunda Advancing Strategic Community Plan to 2027*

##### Priority 1: Kalamunda Cares and Interacts

**Objective 1.1** - To be a community that advocates, facilities and provides quality lifestyles choices.

**Strategy 1.1.1** - Facilitates the inclusion of the ageing population and people with disability to have access to information, facilities and services.

**Strategy 1.1.2** - Empower, support and engage and with young people, families and our culturally diverse community.

### Priority 1: Kalamunda Cares and Interacts

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

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

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

**Strategy - 1.2.1** Facilitate a safe community environment.

### Priority 1: Kalamunda Cares and Interacts

**Objective 1.3** - To support the active participation of local communities.

**Strategy 1.3.1** - Support local communities to connect, grow and shape the future of Kalamunda.

### Priority 3: Kalamunda Develops

**Objective 3.2** - To connect community to quality amenities.

**Strategy 3.2.1** - Optimal management of all assets.

### Priority 3: Kalamunda Develops

**Objective 3.4** - To be recognised as a preferred tourism destination.

**Strategy 3.4.1** - Facilitate, support and promote, activities and places to visit.

## EXECUTIVE SUMMARY

1. The purpose of this report is to consider the Stirk Park Master Plan (Plan) stage one priorities concept design and estimated costs as the basis to seek external funding.
2. Specialised consultancy services were appointed to undertake extensive community consultation, concept designs and cost estimates for stage one priorities identified within the Plan including a new playground, skate park, youth and sport precinct and improved pathway network.
3. This report recommends Council adopt the Stirk Park Master Plan stage one priority concept designs.

## BACKGROUND

4. Stirk Park is one of the City's premier public open space sites and is classified as a District Level Park. Stirk Park is located within the Kalamunda Town Centre and is one of the City's most popular public open spaces, often hosting regular major events. The Park also attracts both City residents and tourists regularly, which aids in activating the area and benefits the City economically.

5. The Plan was presented to Council at the July 2018 Council meeting, where the following resolution (OCM134/2018) was carried:

*That Council:*

1. *APPROVES an amendment to the Stirk Park Master Plan to include a skate park within the Youth Precinct Area, in lieu of the pump track.*
2. *APPROVES the progression of detailed designs for the following stage one priorities:*
  - a) *Playground Upgrade;*
  - b) *Youth and Sport Precinct; and*
  - c) *Path Network Upgrade.*

6. The Plan identified that the existing Kalamunda Skate Park on Canning Road would be relocated to Stirk Park.

7. The Town Teams Movement and Skate Sculpture were engaged during the 2019/20 financial year to assist the City of Kalamunda in undertaking extensive community consultation, concept designs and cost estimates for stage one priorities identified within the Plan including a new playground, skate park, youth and sport precinct and improved pathway network.

## DETAILS AND ANALYSIS

### 8. **Stirk Park - Playground and Youth and Sport Precinct**

The Town Teams Movement undertook a unique and expansive community engagement process in September 2019 to identify the various playground elements, themes and concepts to inform the playground design process.



9. The community engagement process involved a 'dot' mocracy survey, where school students at Kalamunda Primary School and Kalamunda Senior High School and community members at the Kalamunda Markets selected their preferred playground themes and elements for Stirk Park.
10. A 'Design by Enquiry' workshop was then held with student representatives from across eleven primary and secondary schools located in the City. A local family with a child living with disability also attended to provide a highly valuable insight into the design requirements needed to ensure an inclusive concept was developed for all community members.
11. The overall consultation process achieved direct engagement with approximately 600 community members and received more than 2,800 design comments, identifying the following key themes for the playground:
  - a) An authentically natural playground that captures the essence of Stirk Park and the uniqueness of the hill's region.
  - b) A connected place for everyone to utilise regardless of age, ethnicity or abilities.
  - c) An integrated natural treasure hunt that plays on the conceptual idea of the 'myth of Stirk Park'. This includes incorporating endemic animals such as the Quenda and / or Goanna into the playground design, along with local site and aboriginal history as part of a history bridge concept.
  - d) Development of playground zones to reflect the different age brackets that will utilise the playground.
  - e) Preferred playground equipment items and elements.
12. A summary of the consultation process and its findings by Town Teams Movement is provided in *Attachment One - Part A*
13. Based on the community consultation process, a concept design for the playground and youth and sport precinct has been developed as per *Attachment One - Part B*. The key playground design elements are:
  - a) Sports Elements:  $\frac{3}{4}$  sized basketball court and outdoor exercise equipment.
  - b) Picnic facilities: BBQs, bench seating and shade shelters.
  - c) Children's Play Equipment (2-7 years): Water play area in existing stream, sand play zones, musical instruments, cubby play area and junior play area with timber structures.
  - d) Tweenies (7-10 years): Intermediate timber play structure with all abilities access, excavated channel maze network, all abilities spinner and play tunnel.
  - e) Youth (10-14 years): Tree top lookouts with suspension bridges and slides, elevated climbing nets, double flying fox with all abilities seat, A- frame swings with all abilities seat and basket swing.
  - f) Chillout Zone.

- g) New toilet block.
  - h) Two new bridges and an improved pathway network.
14. **Stirk Park – Skate Park**
- Skate Sculpture undertook an online engagement process in April 2020 to identify the various skate park elements and themes to inform the skate park design process.
15. The online community engagement process included a community survey, design templates to design your own skate park and an interactive brainstorming forum. A total of 156 responses were received from the community.
16. The community engagement process identified the following key themes for the skate park including:
- a) A design that caters to all skateboard, scooter and BMX users.
  - b) A design that caters to the various skill levels of all users.
  - c) A design that has a bowl, transition and street plaza sections.
  - d) Provide community safety elements including CCTV, lighting (on a timer to control usage), vegetation screening for potential noise mitigation and allow for good passive surveillance.
  - e) Provide supporting amenities such as water fountains, toilets and shade shelters.
17. A summary of the consultation process and its findings by Skate Sculpture is provided in *Attachment Two*.
18. Based on the community consultation process, a concept design for the skate park has been developed as per *Attachment Two*. The key skate park design elements are:
- a) Sections for a bowl, flow area and street plaza.
  - b) A separate yet connected learn to skate area for children.
  - c) A variety of skate elements for more skilled participants, that align with the skate sections for a bowl, transition and street area.
  - d) The existing landscape being integrated into the design, to create a blend of green space and skate elements.
  - e) Provision for shade and seating options.
  - f) Additional tree planting and screening to reduce noise and maintain good passive surveillance.
19. The skate park concept has been modelled on the Kalamunda Zig Zag shape, which provides the community with a strong connection and unique take on the skate parks design.
20. The Plan provided an indicative location for the skate park in the north west corner of the park. The design phase identified that shifting the skate park area slightly further to the south onto the higher ground, would create an ideal skate park location. In addition, utilising the higher ground

will avoid the skate park being impacted by a high water table, which has been confirmed through recent geotechnical studies.

21. Five responses received during the consultation process did not support a skate park in Stirk Park, however the decision to install a skate park at Stirk Park has previously been endorsed by Council at OCM134/2018. This current consultation process was to help inform the concept designs. Aspects of the feedback have been included in the concept designs such as the need for additional tree plantings, landscaping, security lighting and CCTV.
22. An overall concept design has also been developed for the Plans stage one priorities to ensure an integrated playground, youth and sport precinct and skate park design as provided in *Attachment Three*.
23. The next stage for progressing the Plans stage one priorities, is to seek and attain external funding sources, then develop detailed designs based on the concept plans.
24. Projects identified within the Plan that are not included in stage one will be undertaken as part of Stage 2, which is viewed as a long-term development (10 plus years).

#### **APPLICABLE LAW**

25. Local Government Act 1995 Section 3.18 (c) - Effective Management of Local Government Services and Facilities.

#### **APPLICABLE POLICY**

26. Cash-in-lieu Assessment Criteria (FAC22) provides strategic direction to Council's decision-making on proposed cash-in-lieu projects for which Stirk Park is eligible.

#### **STAKEHOLDER ENGAGEMENT**

27. The following engagement strategy and process was undertaken to promote the Plan and seek public comment:

Playground and Youth and Sport Precinct:

- a) 'Dot' mocracy survey and discussions at Kalamunda Primary School, Kalamunda Senior High School and Kalamunda Markets;
- b) One on one discussions with interested community members; and
- c) A comprehensive 'Design by enquiry' workshop with student representatives from eleven City schools, as well as a local family with a child living with a disability.

Skate Park:

- a) A community feedback survey on *Engage Kalamunda*;
- b) A copy of the survey was sent to all residents within Kalamunda, Gooseberry Hill, Lesmurdie and Maida Vale; all residents who had previously engaged with the City during and after the Plan; all skate park clinic participants; and the Youth Action Kalamunda group;
- c) One on one discussions with the skate park petition leaders and other local community members;
- d) Letters with a feedback form were sent to residents within a 200m radius of the Park;
- e) Design templates to design your own skate park;
- f) Online interactive brainstorming forum;
- g) A Drop-In session with selected survey participants to review the draft concept designs;
- h) Notices on the City's website and other social media channels including Facebook, Instagram and Twitter; and
- i) An advertisement was placed in the local newspaper on 10 April 2020.

28. In addition to this community engagement process, an extensive community engagement process was previously undertaken for the development of the Plan. During this stage the City received over 700 responses from the community, of which their feedback was also reviewed during the concept design process.

## FINANCIAL CONSIDERATIONS

29. The overall cost of developing the Plans stage one priorities is estimated at \$3.43 million. It should be noted that at this stage these figures are high level cost estimates only, inclusive of preliminaries, contingencies and professional fees.
30. An amount of \$2,040,000 has been included within the Council budget for 2020/21, however is subject to securing a successful Lotterywest funding application. If external funding sources are not secured, then the project will not proceed in the current financial year and the City will need to reconsider its funding approach and staging of the project.
31. Officers have recently met with Lotterywest representatives to discuss the project and have been advised to submit an expression of interest. Pending the success of this first stage, the City may be invited to progress a detailed application.

32. The project has been identified as being eligible for funding through a variety of funding sources as per below:

<b>Funding Source</b>	<b>Funding Amount</b>
City of Kalamunda (Public Open Space Cash in Lieu)	\$ 262,519
Lotterywest (State Government)	\$2,500,000
Community Safety Funding (Federal Government – CCTV and security lighting)	\$ 250,000
City of Kalamunda Municipal (Balance remaining)	\$ 417,481
<b>Total Estimated Project Cost</b>	<b>\$3,430,000</b>

33. In July 2020, the Minister for Transport; Planning approved the City's Public Open Space cash in lieu request of \$262,519 for the upgrade of facilities at Stirk Park.

## SUSTAINABILITY

### Social Implications

34. The proposed improvements at Stirk Park will:
- a) significantly enhance the social experiences for the whole community.
  - b) enable the fostering of positive community interactions across a diverse range and background of community members.
  - c) cater for persons of all age ranges and abilities, which will provide a more inclusive environment at Stirk Park.
  - d) strongly encourage and cater for large family and social outings.
  - e) create a safe environment for the community through the provision of lighting and CCTV.
  - f) provide the community with an opportunity to connect with the local environment (flora and fauna) through various play elements and the nature play theme.
  - g) provide the community with opportunities to explore local history and Aboriginal heritage information at the site, through the history bridge concept.
  - h) provide improved recreational opportunities, which will assist in increasing physical activity and providing mental wellbeing benefits to the community.

Overall, this will make Stirk Park a highly desirable destination for the whole community, particularly families and aid in strengthening the social connection and wellbeing across the entire community.

### Economic Implications

- 35. The implementation of the project will assist in providing local employment opportunities and provide increased economic activity to the Kalamunda community during the construction phase.
- 36. Stirk Park is located within the Kalamunda Town Centre and is already a tourism driver within Kalamunda. The proposed improvements will further activate the site and enhance its reputation as a destination park that will further increase tourism within Kalamunda. The increased visitations to Stirk Park as a result of the improvements will have an economic benefit to the local business community within Kalamunda.

### Environmental Implications

- 37. The concept design incorporates the existing vegetation within Stirk Park into the design and in fact enhances the vegetation with additional tree planting and landscaping.
- 38. The concept design will also enhance the northern portion of the Stirk Park stream by providing additional landscaping and rehabilitation works.
- 39. Sustainability design opportunities such as LED lighting, use of natural materials within the nature playground will be further refined during the detailed design stage.

### RISK MANAGEMENT

40.	<b>Risk:</b> The concept designs developed do not meet the community's expectations.		
	<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
	Moderate	Unlikely	Low
	<b>Action/Strategy</b>		
	A detailed and thorough community consultation process has been undertaken with the feedback received incorporated into the concept designs.		

41.	<b>Risk:</b> The City doesn't receive the full funding allocation for the project.		
	<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
	Possible	Moderate	Medium
	<b>Action/Strategy</b>		
	Target a variety of different funding sources as part of the proposed funding mix and develop detailed grant applications that highlight the need for the project and the extensive community consultation process undertaken.		

**CONCLUSION**

- 42. An extensive community consultation process was undertaken to develop the concept designs and cost estimates for the Plans stage one priorities.
- 43. The Plans stage one priority concept designs include the following key elements being a new nature playground, skate park, youth and sport precinct, universally accessible toilets, CCTV, improved pathway network, security lighting and car parking improvements. Further to this there are opportunities within the concept design to recognise local history of the site and local area including aboriginal heritage and local fauna and flora.
- 44. In summary, considering the level of consultation undertaken it is recommended that Council adopts the concept designs for the Plans stage one priorities, and endorses the submission of external funding applications to the identified funding bodies.

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

**RECOMMENDATION**

That Council:

- 1. ADOPT the concept designs for the Stirk Park Master Plan stage one priorities (Attachment One Part B, Attachment Two and Attachment Three).
- 2. ENDORSE the City seeking external grant funding opportunities for the Stirk Park Master Plan stage one priorities.

#### 10.4.4. Customer Service Results 2019 / 2020

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

Previous Items	N/A
Directorate	Office of the CEO
Business Unit	Customer and Public Relations
File Reference	
Applicant	
Owner	
Attachments	Nil

#### TYPE OF REPORT

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

#### STRATEGIC PLANNING ALIGNMENT

*Kalamunda Advancing Strategic Community Plan to 2027*

##### **Priority 1: Kalamunda Cares and Interacts**

**Objective 1.3** - To support the active participation of local communities.

**Strategy 1.3.1** - Support local communities to connect, grow and shape the future of Kalamunda.

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

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

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



### Priority 4: Kalamunda Leads

**Objective 4.2** - To proactively engage and partner for the benefit of community.

**Strategy 4.2.1** - Actively engage with the community in innovative ways.

#### EXECUTIVE SUMMARY

1. The purpose of this report is to provide an update on the Customer Service Results for 2019/2020 financial year, as a part of the Customer Service Strategy.
2. The Customer Service Strategy 2017/2021 (CSS) is the catalyst for bringing together an ongoing program of initiatives to focus the City of Kalamunda (City) on continually improving the customer service experience in all spaces and outlines the key principles, strategies, actions, and performance measures for improved customer service standards.
3. The recommendation is to note the results of the for 2019/2020 financial year.

#### BACKGROUND

4. Council adopted the CSS in November 2017.
5. The key objectives of the CSS are to:
  - a) Strive to achieve a new customer service ethos and deliver on the customer service promise and principles
  - b) To culturally optimise the organisation to achieve best practice customer service outcomes
  - c) To support and train staff to feel empowered, be proactive and work collaboratively toward business objectives and customer service excellence
  - d) To effectively communicate with our customers, internally and externally
6. The Customer Service Ethos is: We will focus on a combination of concepts including cultural change, technological and process improvement, and a centralised service model - with increased self-service options and improvements based on customer feedback.

The City's customers are the 'key influencers' in the development, improvement and delivering of our services.

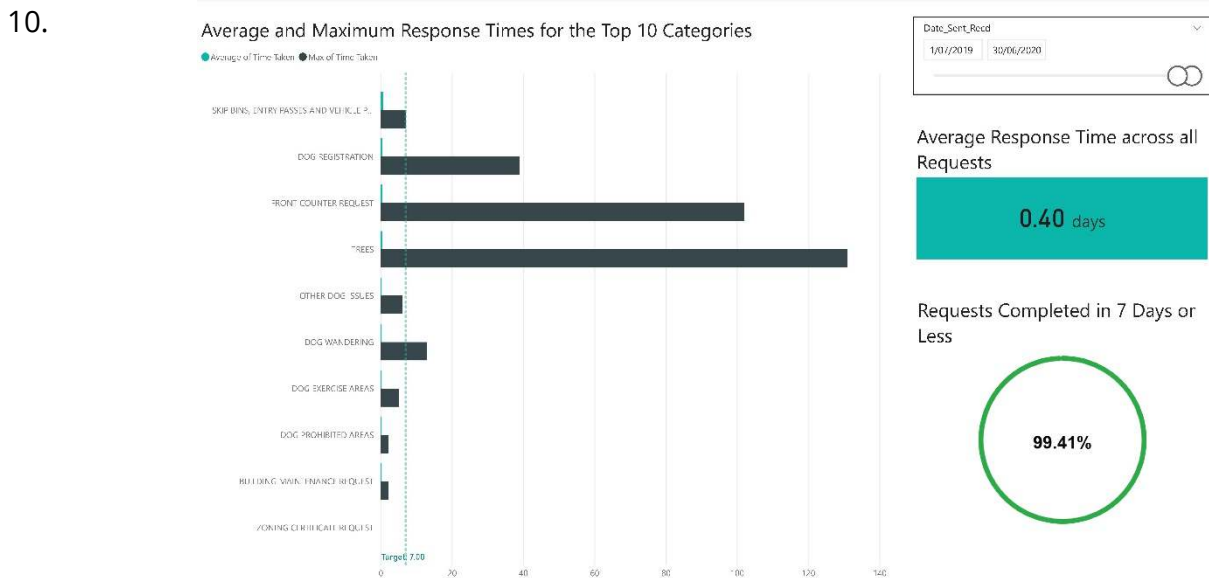
7. The Customer Service Promise is, "Supported by innovative technology solutions and regular best practice training, staff will be proactive, focus on future planning to meet business objectives and work collaboratively, with the customer experience always in mind." "All City interactions with customers will be timely and meaningful."
8. The adopted City of Kalamunda principles of Customer Service are as follows:

1.	<b>Customers will receive timely responses</b>	<ul style="list-style-type: none"> <li>a) We will always provide an estimation of timeframe for response at each interaction</li> <li>b) We will update customers on the status of their enquiry at regular intervals</li> <li>c) Customers referrals across business units will be as minimal as possible</li> <li>d) We monitor the timeliness of our correspondence</li> </ul>
2.	<b>Customer interactions will be meaningful</b>	<ul style="list-style-type: none"> <li>a) We aim to handle enquiries at first point of contact</li> <li>b) All staff will have access to accurate and up-to-date information</li> <li>c) Staff will seek to understand enquiries to the deepest possible level before responding</li> <li>d) All responses to customers will be personalised and professional</li> <li>e) Even when we may need to say, 'we can't' we will offer options for things we 'can do.'</li> </ul>
3.	<b>Each customer will be made to feel like the only customer</b>	<ul style="list-style-type: none"> <li>a) We will ask our customers how they like to receive information and deliver it accordingly</li> <li>b) We recognise 'one-size does not fit all' and we will be flexible in our service offerings</li> <li>c) We will always do more to exceed expectations</li> <li>d) Complex requests and complaints will be handled with priority</li> </ul>
4.	<b>We will help our customers to help themselves</b>	<ul style="list-style-type: none"> <li>a) We offer and promote integrated self-service options</li> <li>b) We explore and use innovative technology solutions that makes accessing information easy</li> <li>c) Online information will be available 24/7 and enabled for mobile devices</li> <li>d) As many transactions as possible will be automated</li> <li>e) Develop simple guides and instructions to help customers understand our processes</li> </ul>

5.	<p><b>Our customers are informed and will help inform our services</b></p>	<p>a) We will consider the customer’s perspective and actively seek feedback often, in different ways</p> <p>b) We will admit when we get it wrong, reviewing and improving our processes each time</p> <p>c) We will communicate on any new service (or fee) or expected change in levels of service as early as possible</p> <p>d) Our people and our customers will be our best advocates</p>
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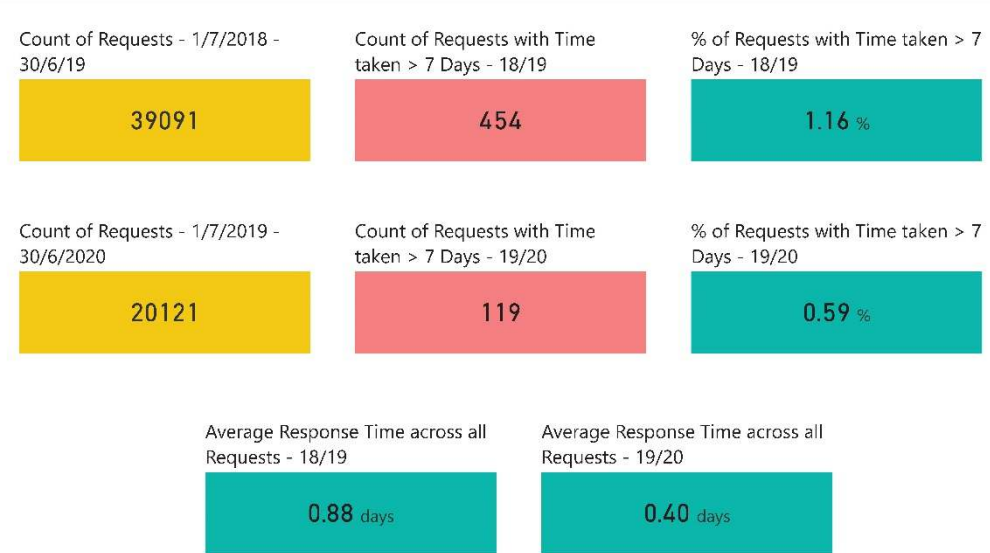
**DETAILS AND ANALYSIS**

9. The City has now been analysing customer service data since the implementation of the strategy, allowing for an analysis of 2018, 2019 and 2020 results, which has seen considerable and continued improvement in relation to the average response time in particular.



11. 99.41% of request across the 2019/2020 financial year were completed in 7 days or less.

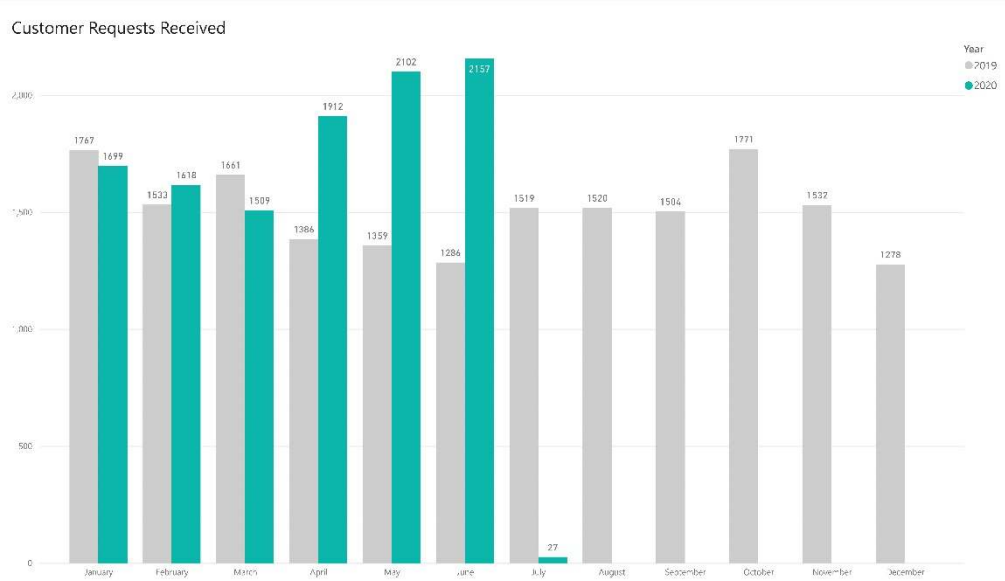
12.



13.

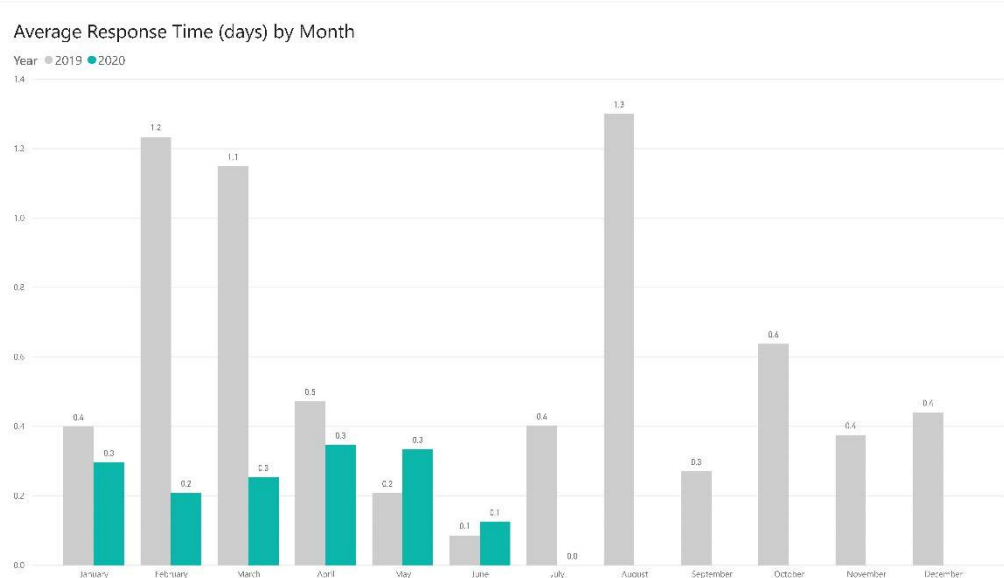
In reviewing the results of 2018/2019 and 2019/2020 the City displayed a considerable further improvement in the total number of requests. Overall the average response time across all requests went from 0.88 days to 0.40 days.

14.



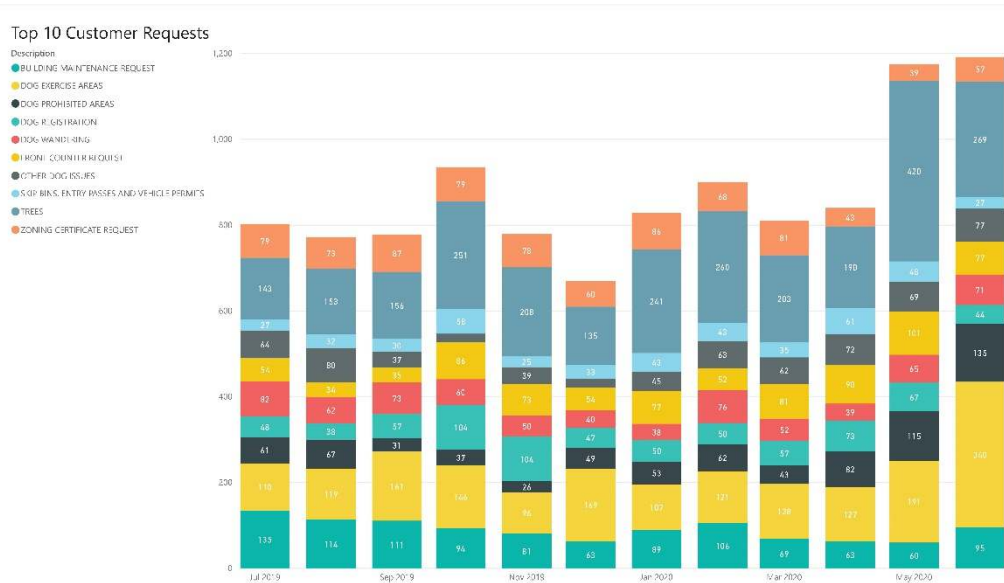
The number of customer service requests received in April, May and June increased in comparison to that time of year in 2019. It is noted this is during the time of the COVID-19 Pandemic, with face to face service not available and outstations closed. It was also a time where some community members were self-isolating and working from home.

15.



16. Despite the increase in the number of requests in April – June described in point 14, the average response time supported an extremely positive result, and was under 0.3 days for the period January– June 2020.

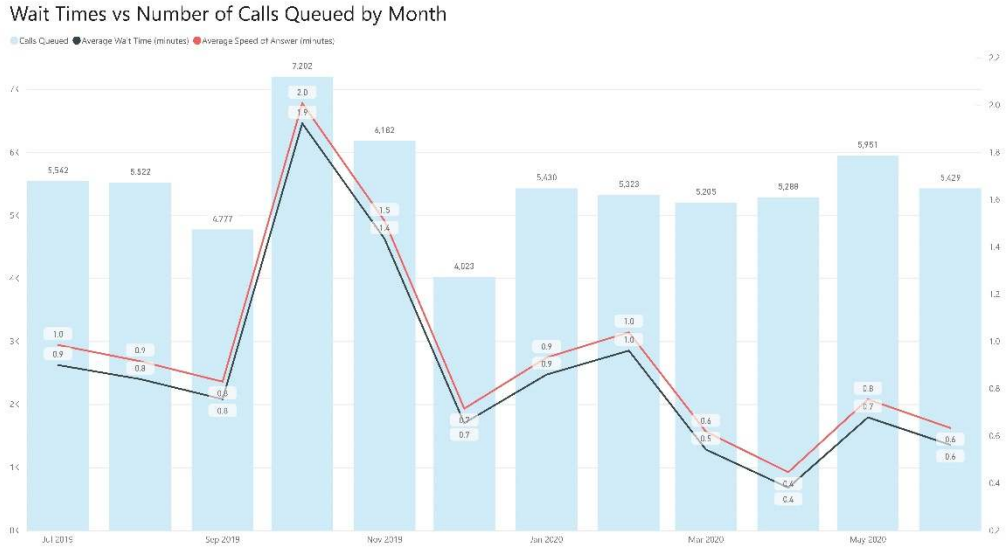
17.



18. The top 10 customer requests for 2019/2020 included trees, several requests regarding dogs, building maintenance requests, skip bins, entry passes, and vehicle permits, zoning certificate requests and general front counter requests.

19. Call Recording also continues to be monitored, reported on and analysed for further improvement opportunities across the organisation.

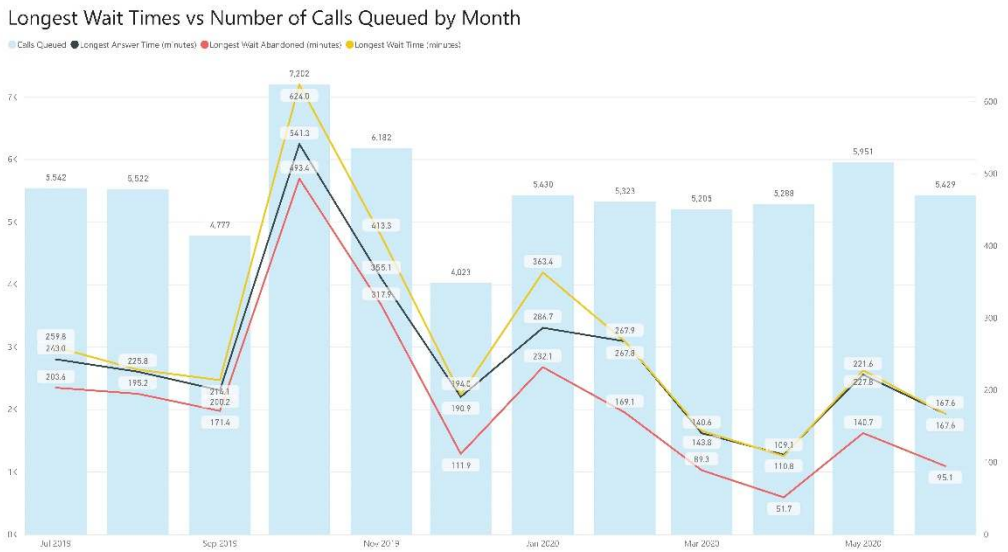
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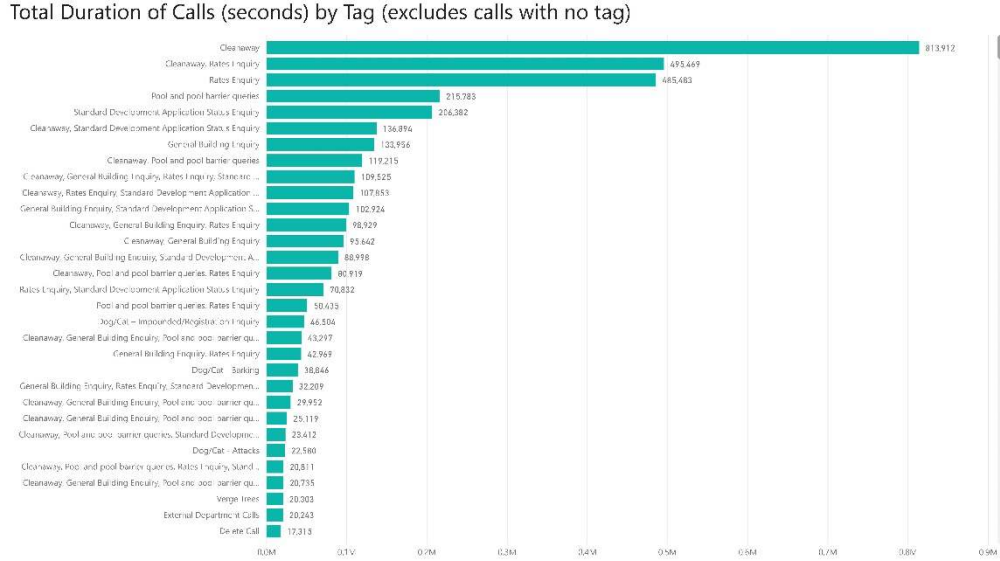
21.

The City continued to perform very well in relation to phone enquiries. With the average speed of answer at 1 minute or under for 10 months of the year. A spike in calls in October 2019, and to a lesser extent November, pushed numbers of calls queued reaching more than a 7,000 with a representative impact on wait times for the month.

22.



23.

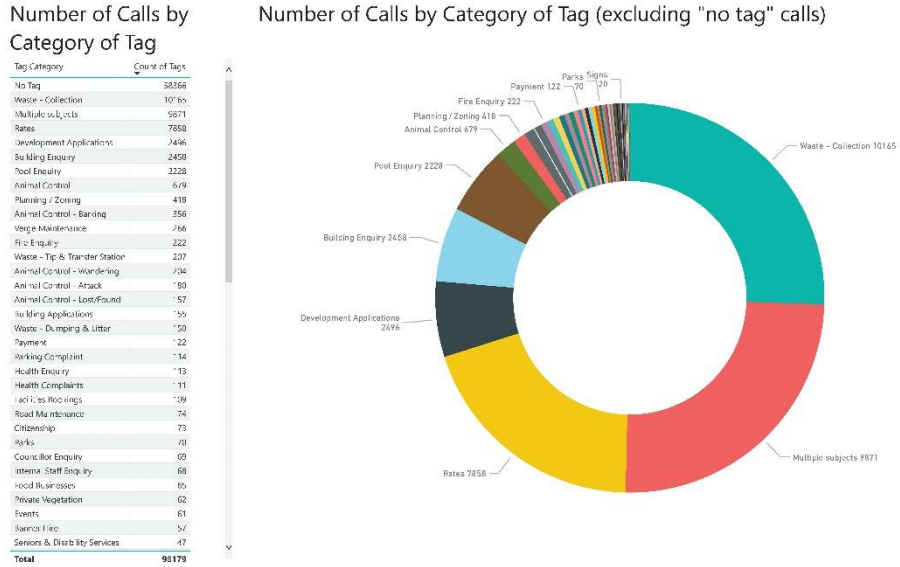


The graph above displays the total duration of calls by call tag – showing a significant amount of time relating to Cleanaway, rates, pools and barrier queries, development applications, building enquiries, dogs, and cats. The word cloud below displays this data in a visual representation.

24.

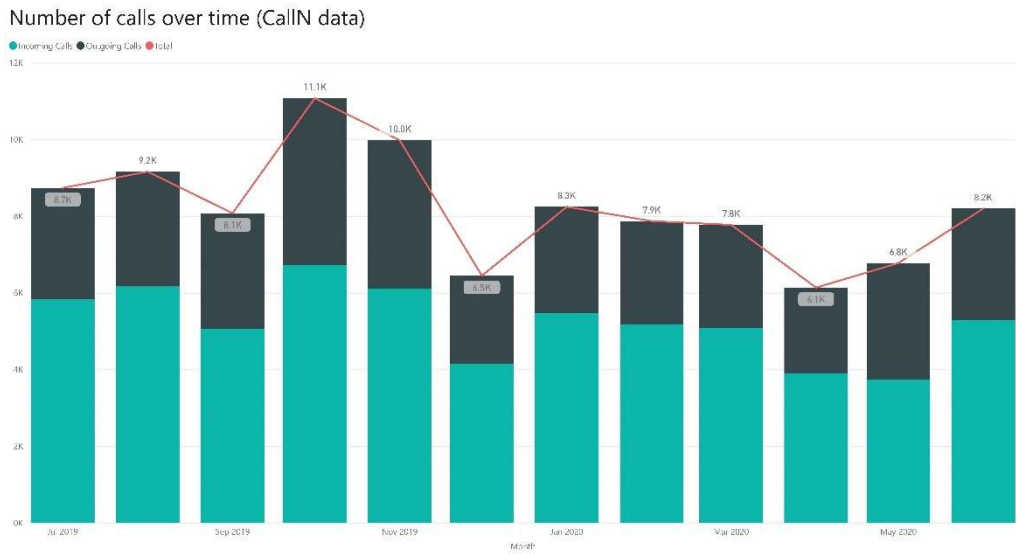


25.



The number of call tags per category highlighted the substantial number of calls about waste, followed by calls with multiple enquiries, rates, development applications, building and pool enquiries and then animal control.

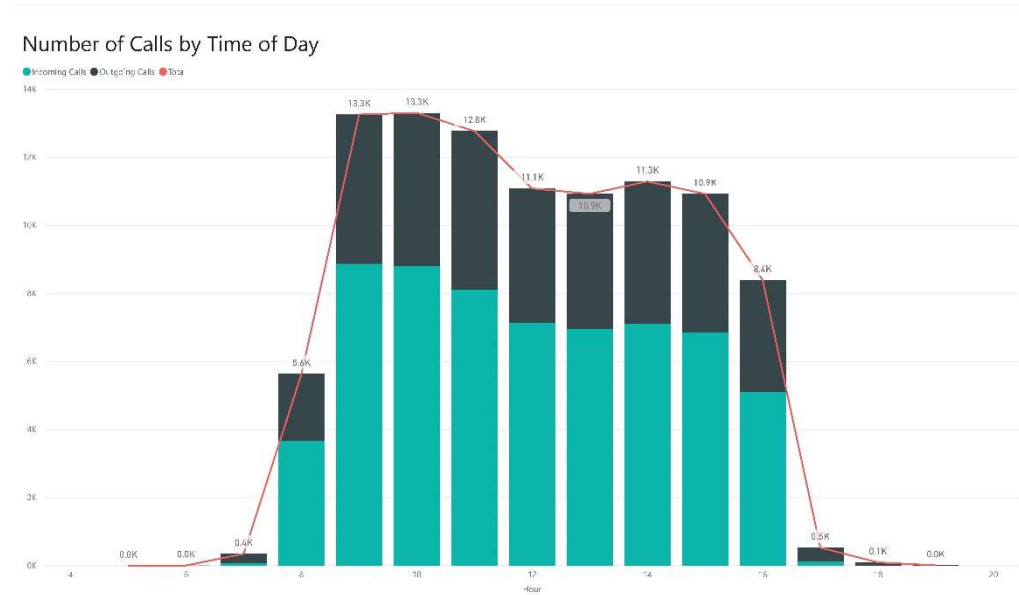
26.



The number of incoming calls was steady with spikes in October and November as referenced at point 21 of the report.



27.



A review of the annual statistics in relation to calls over the budget year show that call numbers are consistent per time of day, in line with the City's opening hours.

**APPLICABLE LAW**

28. *Local Government Act 1995*

**APPLICABLE POLICY**

29. Service 1 – Managing Unreasonable Conduct by Customers  
Service 5 - Communication and Engagement

**STAKEHOLDER ENGAGEMENT**

30. Results circulated throughout the Organisations to all Business Units as part of an informing campaign.

31. The City has a process allowing for continual feedback and suggestions from customers, which are utilised to review customer service opportunities.

32. Feedback from residents has continued to be extremely positive.

**FINANCIAL CONSIDERATIONS**

33. The CSS Implementation Plan is undertaken within the current budget parameters.

**SUSTAINABILITY**

34. N/A

**RISK MANAGEMENT**

35.	<b>Risk:</b> Customer Service Strategy is not implemented by the due date		
	<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
	Moderate	Unlikely	Low
	<b>Action/Strategy</b>		
	An annual implementation plan is developed each year and reported against, to ensure that over the lifetime of the strategy all objectives are successfully achieves. This is tracked monthly.		

**CONCLUSION**

36. The success of the CSS Implementation to date is a credit to the entire organisation.

37. There is a strong customer centric focus and culture that is continuing to strengthen.

**Voting Requirements: Simple Majority**

**RECOMMENDATION**

That Council NOTE the Customer Service Results for 2019.

## 10.4.5. Strategic Community Plan Review

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

Previous Items	N/A
Directorate	Office of the CEO
Business Unit	Customer & Public Relations
File Reference	
Applicant	
Owner	
Attachments	1. Strategic Community Plan Activity Schedule 002 [10.4.5.1 - 3 pages]

### TYPE OF REPORT

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

### STRATEGIC PLANNING ALIGNMENT

*Kalamunda Advancing Strategic Community Plan to 2027*

#### Priority 4: Kalamunda Leads

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

**Strategy 4.1.1** - Provide good governance.

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

#### Priority 4: Kalamunda Leads

**Objective 4.2** - To proactively engage and partner for the benefit of community.

**Strategy 4.2.1** - Actively engage with the community in innovative ways.

## EXECUTIVE SUMMARY

1. The purpose of this report is for Council to consider and endorse the strategy for and initiation of a review of the City of Kalamunda (City) Strategic Community Plan - Kalamunda Advancing 2027 (Plan).
2. The Plan is the key document within the Western Australian State Government legislated the Integrated Planning and Reporting Framework (IPR) for all local governments.
3. It is recommended that Council endorse the review of the Plan.

## BACKGROUND

4. In 2013 the Western Australian State Government legislated the Integrated Planning and Reporting Framework (IPR) for all local governments. The IPR ensures all local governments engage with their communities and enables community members and stakeholders to participate in shaping the future of their community and in identifying issues and solutions. In essence it is a process designed to:
  - a) Articulate the community's vision, outcomes and priorities
  - b) Allocate resources to achieve the vision, striking a considered balance between aspirations and affordability
  - c) Monitor and report progress.
5. The Plan documents the community's vision, outcomes and priorities. It is a ten-year plan that is desktop reviewed every two years with a major consultative review every four years.
6. The City of Kalamunda Strategic Community Plan - Kalamunda Advancing 2027 is the highest-level plan the City will prepare. Its purpose is to document the community's main priorities, expectations and aspirations for the City of Kalamunda over a 10-year time period and to plan strategies for achieving them. In doing this, the planning process will consider the issues and pressures affecting the community and the level of resources realistically available to achieve its aims and aspirations.
7. In 2013 the City of Kalamunda published Kalamunda Advancing: Strategic Community Plan To 2023 and in 2016 completed its major strategic community plan review. The major review has involved extensive engagement with the community and Council on Vision, Priorities and Outcomes.

8. As part of the 2016 Strategic Community Plan review of the City's vision was revisited to determine its relevance. When community engagement workshop and survey participants were asked to describe their desired vision for Kalamunda in ten Years, the prevailing aspiration of the City's community was – "Connection": the Vision is currently, "Connected Communities, Valuing Nature and Creating our Future Together"
9. The Corporate Business Plan is a four-year plan which details the services, operations and projects the City of Kalamunda will deliver to achieve the vision of the Strategic Community Plan. It articulates the City's commitments and the measurements that will be used to determine if the City is progressing towards the aspirations of the Strategic Community Plan.
10. Annual Business Plans are developed from the Corporate Business Plan. A new Corporate Business Plan will be developed in 2021, following adoption of the Strategic Community Plan.

#### **DETAILS AND ANALYSIS**

11. The Strategic Community Plan needs to include clear definition of the Council's strategic priorities, intentions for asset stewardship and service delivery, and resourcing implications over the coming decade – clearly linked to the community's aspirations.
12. The Current plan was adopted in 2017 and is now due for a 4-year review.
13. While a Council has a custodial role in initiating, preparing and maintaining the Strategic Community Plan, on behalf of the community, it is not wholly responsible for implementation. Other partners, such as Federal and State government and the Not-for-Profit sector and community groups, may also be engaged in delivering the long-term objectives.
14. The City of Kalamunda is proposing to conduct the next major review of its Strategic Community Plan between September 2020 and March 2021.
15. The review will include:
  - a) Research conducted to determine trends, issues and impacts
  - b) Community consultation undertaken through community workshops, online and paper surveys
  - c) The Plan refined with Council to develop the outcomes, objectives needed to achieve the overall vision
  - d) Plan drafted and strategies and measured developed.
  - e) Council endorsement of the draft Plan before release for public comment

- f) Final adjustments made to the Plan before final is presented to Council for consideration.

**APPLICABLE LAW**

16. Local Government Act 1995  
 17. Local Government Regulations 1996

**APPLICABLE POLICY**

18. Service 5 – Communication and Engagement

**STAKEHOLDER ENGAGEMENT**

19. Significant Community Engagement to be undertaken as a part of the review of the Strategic Community Plan. Please see Appendix 1 for the proposed Engagement Schedule.  
 20. In person and online workshops are proposed, along with surveys, all supported by an integrated marketing and communications plan including traditional advertising and social media.

**FINANCIAL CONSIDERATIONS**

21. Review to be undertaken in house with no additional resources allocated.

**SUSTAINABILITY**

22. N/A

**RISK MANAGEMENT**

23.	<b>Risk:</b> Strategic Community Plan is not reviewed and presented to Council during 2021.		
	<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
	Major	Possible	High
	<b>Action/Strategy</b>		
	Officers undertaking Strategic planning and prepare community engagement schedule to ensure that the review is completed in the necessary statutory time frames.		

## CONCLUSION

24. The Integrated Planning Framework process takes into account how the community is changing over time, with respect to demography, the nature of economic activity, people's expectations and so on. Technology is changing the way we communicate and interact with each other. The future may require different assets and services.

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

That Council ENDORSE the strategy for and initiation of the review of the City of Kalamunda Strategic Community Plan - Kalamunda Advancing 2027.

### 10.4.6. Proposed Renaming of John Reid Oval

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

Previous Items	N/A
Directorate	Office of the CEO
Business Unit	Customer and Public Relations
File Reference	
Applicant	
Owner	
Attachments	1. Forrestfield Football Club City Of Kalamunda Councillor Request for John Reid Oval Name Chnage_ [10.4.6.1 - 2 pages]

#### TYPE OF REPORT

- Advocacy      When Council is advocating on behalf of the community to another level of government/body/agency
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#### STRATEGIC PLANNING ALIGNMENT

*Kalamunda Advancing Strategic Community Plan to 2027*

#### **Priority 1: Kalamunda Cares and Interacts**

**Objective 1.1** - To be a community that advocates, facilities and provides quality lifestyles choices.



*Strategy 1.1.2*- Empower, support and engage and with young people, families and our culturally diverse community.

**Priority 4: Kalamunda Leads**

**Objective 4.2** - To proactively engage and partner for the benefit of community.

*Strategy 4.2.1* - Actively engage with the community in innovative ways.

**EXECUTIVE SUMMARY**

1. The City of Kalamunda (City) has received a request from the Forrestfield Football Club to consider renaming the John Reid Oval in Forrestfield.
2. The City does not have any policy to guide assessment of this request.
3. It is recommended that the consideration of this request be deferred until the City develops a policy for the naming of reserves and facilities and undertakes community consultation on the policy.

**BACKGROUND**

4. John Reid Oval was named after Cr John Reid who served as a Councillor for the Shire from 1973 to 1985.
5. Council named the site Reid Oval on the 18/08/1986.

**DETAILS AND ANALYSIS**

6. The City has received a request from the Forrestfield Football Club to consider renaming John Reid Oval to Terry Davidson Oval in recognition of service to the Football Club.
7. Many local governments have policies that help guide Council in the naming of Parks, Reserves, Buildings and the like. The City does not have such a policy in place.
8. It is noted that irrespective of any Council policy, the naming of all parks and recreational reserves needs to be formally approved by Landgate. Landgate have published policies and procedures for naming conventions which need to be adhered to and should be referenced in any Policy considered by Council.
9. Under section 1.1.4 of the Policies and Standards for Geographical Naming in Western Australia Version 02:2017 it is set out that, "Any change to an existing approved name is discouraged". As all official names

are meant to be enduring, any proposals to change the name of a feature, administrative boundary or road must include evidence of a compelling reason for such a change, for example the proposal is deemed to be in the public interest for safety reasons. Evidence of community consultation and feedback from all relevant agencies and jurisdictions must be included with the submission.

10. If Landgate determines that the name change is unnecessary or non-essential, yet there is enough community support for the change and it is compliant with the relevant naming policies and standards, it may be approved but it shall incur a service charge.
11. It is recognised that this request regarding renaming John Reid Oval will not be the last request that the City receives regarding naming of a park, reserve or building within the District and as such, developing and adopting a Policy in this regard provides the community, advocates and Council with appropriate guidance in the matter.
12. It is thus proposed that the City not consider changing the name of John Reid Oval at this time until such time that a Policy is developed.

#### **APPLICABLE LAW**

13. *Land Administration Act 1997*

#### **APPLICABLE POLICY**

14. Policies and Standards for Geographical Naming in Western Australia  
Version 02:2017

#### **STAKEHOLDER ENGAGEMENT**

15. It is proposed that Community engagement be undertaken in the development of a City of Kalamunda Policy for Naming of parks and facilities.

16.

#### **FINANCIAL CONSIDERATIONS**

17. N/A

**SUSTAINABILITY**

18. A society cannot function without reliable location information. One of the earliest and most enduring examples of this is place names. Names not only help people find locations, they provide an interesting insight into the history and culture of areas. In Western Australia we have a rich array of names for landmarks, towns, suburbs and streets.

They recognise our Aboriginal culture, colonial past, the contributions of important Western Australians and so much more. Our place names are an important part of who we are and what we value.

**RISK MANAGEMENT**

19.	<b>Risk:</b> Family of Mr John Reid are offended by the proposal		
	<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
	Possible	Significant	High
	<b>Action/Strategy</b>		
	The City proposes to undertake community consultation, explaining that a request has been made by the Forrestfield Football Club and asking for feedback from all parties before making any further recommendations to Council on this matter.		

**CONCLUSION**

20. In view of the lack of a Policy to provide guidance for Council on this issue, deferral of the request is considered appropriate.

21. Nevertheless, based on the Landgate Policies, in this instance an option may be for the Club to consider renaming their club rooms.

**Voting Requirements: Simple Majority**

**RECOMMENDATION**

That Council:

1. DEFER consideration of the request to rename John Reid Oval in Forrestfield and the Forrestfield Football Club advised accordingly.
2. REQUEST a Policy is developed for the naming or renaming of any locations in the City of Kalamunda which is brought to Council for endorsement for the purposes of community consultation.

**11. Closure**