

Public Agenda Briefing Forum - 11 June 2019 Attachments

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P-DEV 23 - Pergolas

Management Procedure	Relevant Delegation

Purpose

To provide guidelines for assessment of pergolas.

Background

Prior to the introduction of the Building Regulations 2012, the Shire of Kalamunda did not require the submission of an application for a building permit to construct a free standing or attached pergola constructed at ground level.

Policy Statement

1. A Building Permit is not required for an open, unroofed, tubular steel or timber pergola (with or without "hit and miss" timber or tubular steel battens, or shade cloth), and either freestanding or attached to the side/rear/front of a Class 1 dwelling building subject to:
 - a. It is no more than 2.4m in height;
 - b. covers an area not exceeding 20m² ; and
 - c. located at ground level.
2. Pergolas shall be constructed from new materials, unless otherwise approved by the Principal Building Surveyor.
3. A Building Permit is required for a pergola clad with impervious roof sheeting, (ie. verandah/patio), or a pergola that is not constructed at ground level, (eg balconies or upon an elevated deck), or any pergola in excess of the other parameters listed in point 1. above.

Related Local Law			
Related Policies			
Related Budget Schedule			
Legislation	Building Regulations 2012 Schedule 4 Part 2 Table		
Conditions			
Authority			
Adopted	23 November 2015	Next Review Date	



31st March 2019

Chief Executive Officer
City of Kalamunda
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KALAMUNDA WA 6926

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Western Australia 6953
Mobile: 0402 349 224
Email: info@planninghorizonswa.com.au
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Attention: Planning Department

Dear Sir / Madam,

Subject: **PROPOSED SCHEME AMENDMENT FOR ADDITIONAL USE OF SHOP (PHARMACY) TO EXISTING MEDICAL CENTRE AT LOT 4 (51) CANNING ROAD, KALAMUNDA**

On behalf of the owner of the subject property, please accept the enclosed proposed Scheme Amendment to the City of Kalamunda's Local Planning Scheme No.3. This proposal seeks the inclusion of an additional use of 'Shop', specifically for a pharmacy, to be added to the subject property. The subject property has a current land use of Medical Centre with an incidental use for 'Pharmacy'.

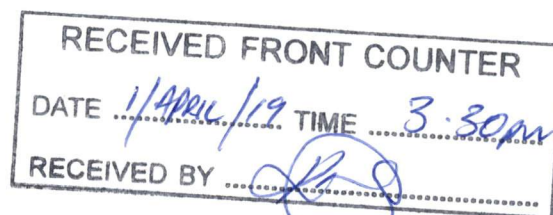
We trust the information provided is acceptable. If further information or clarification is required at any time, please do not hesitate to contact Ben McCarthy on mobile 040 234 9224 or email info@planninghorizonswa.com.au

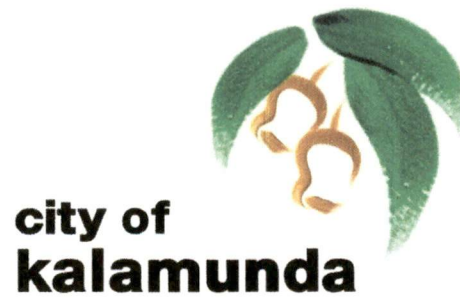
We look forward to a favourable determination at the City's earliest opportunity.

Regards,

A handwritten signature in blue ink, appearing to read 'B. McCarthy'.

Benedict McCarthy
Director - Planning Services





City of Kalamunda

Local Planning Scheme No.3

Amendment No.102

***Additional use of 'Shop' (Pharmacy) at
Lot 4 (No.51) Canning Road, Kalamunda***

Prepared by



March 2019

Scheme Amendment No.102 – 51 Canning Road, Kalamunda

Disclaimer

This report has been prepared by Planning Horizons solely for the benefit and use of the client and owners of the subject property.

Prepared for: Dr Kiran Puttappa

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Document Version Control

Version	Date	Description	Author	Review
1	21/03/19	Initial	BM	RJM
2	25/03/19	Review	BM	RJM
3	27/03/19	Client Review	BM	Dr KP
4	29/03/19	Final Draft	BM	Dr KP
5	31/03/19	Submitted to Kalamunda	BM	Dr KP

Scheme Amendment No.102 – 51 Canning Road, Kalamunda

FORM 2A

**Planning and Development Act 2005
RESOLUTION TO PREPARE AMENDMENT
TO LOCAL PLANNING SCHEME**

***City of Kalamunda
Local Planning Scheme No.3
Amendment No.102***

Resolved that the Local Government pursuant to section 75 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by:

ADDITIONAL USE OF 'SHOP' (PHARMACY) TO THE EXISTING MEDICAL CENTRE AT LOT 4 (51) CANNING ROAD, KALAMUNDA

The amendment is standard under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reason(s):

- 1. The amendment is consistent with local planning strategy for the scheme that has been endorsed by the Commission;**
- 2. The amendment will have minimal impact on land in the scheme area that is not the subject of the amendment;**
- 3. The amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;**
- 4. The amendment is not a complex or basic amendment.**

Dated this _____ day of _____ 20__

(Chief Executive Officer)

Scheme Amendment No.102 – 51 Canning Road, Kalamunda

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1. Introduction

1.1. Site Details

The subject property is located at Lot 4 (no.51) Canning Road, Kalamunda. It is located within the Mixed-Use precinct of the City of Kalamunda's Local Planning Scheme No.3 with a lot area of 1,457sqm.

The current land use of the subject property is medical centre. The Kalamunda GP Medical Centre has recently been constructed on the subject property and is now operational. The medical centre was granted planning approval by the City of Kalamunda on 14th December 2017. As part of the Development Application, a pharmacy was proposed within the medical centre development. The pharmacy was approved as an incidental use with restrictions. There are 27 car bays on site servicing the medical centre and incidental pharmacy.

1.2. Proponent

The owners of the subject property have engaged Planning Horizons Development Solutions to act on their behalf and submit this proposed Scheme Amendment for the additional use of 'Shop' to the City of Kalamunda.

1.3. Land Ownership

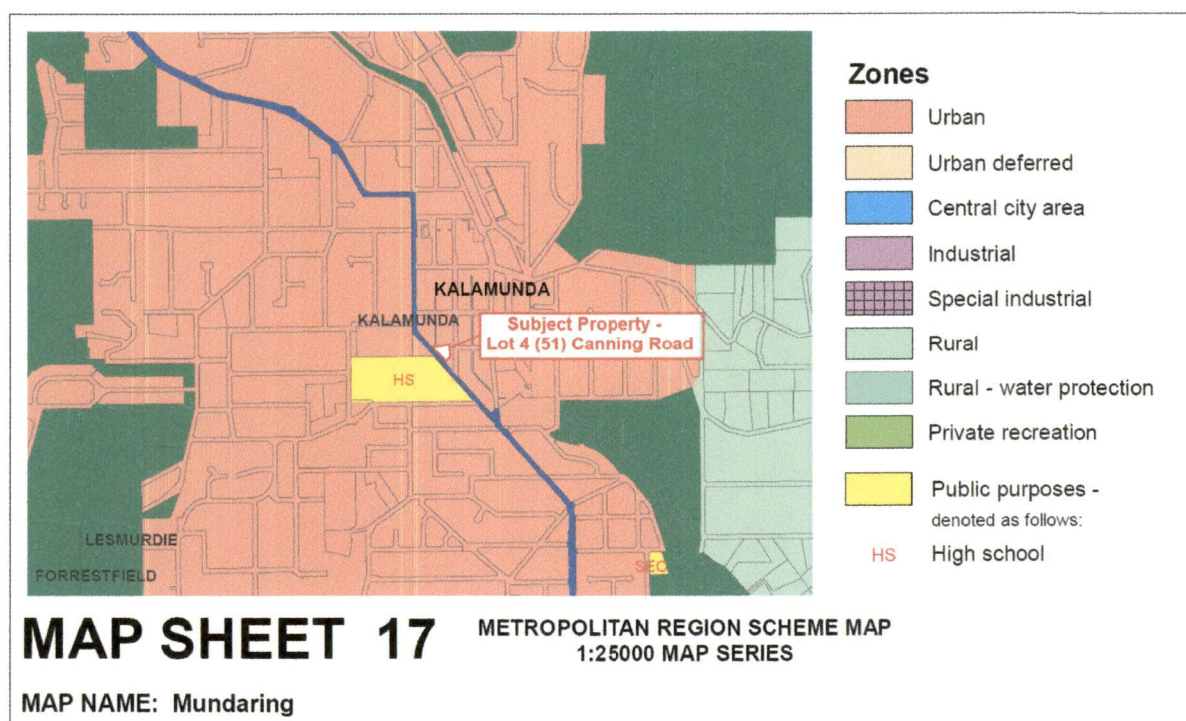
The subject property is owned by K & J Puttappa Kalamunda Bare Pty Ltd.

2. Strategic and Statutory Framework

2.1. State Planning Context

2.1.1. Metropolitan Region Scheme

The subject property is zoned 'Urban' pursuant to the Metropolitan Region Scheme (MRS).



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2.1.2. State Planning Policies & Strategies

No state planning policies or strategies are relevant to this proposed Scheme Amendment other than the following:

1. SPP 3.7 Planning for Bushfire Prone Areas

As the proposed land use is already in operation as an incidental use, the proposed additional use, allowing the pharmacy to operate independently from the medical centre, and given that the building is less than 12 months old, complying with all bushfire requirements of the development approval, it is assessed that no further BAL assessment is required at this time and given that no material changes are happening physically on site as part of this scheme amendment, no further bushfire mitigation measures are required at this time.

2.2. Local Planning Context

2.2.1. Local Planning Scheme

The City of Kalamunda Local Planning Scheme No.3

The subject site is zoned Mixed Use with an R Coding of R20/40.

	P: Means that the use is permitted by the Scheme. D: Means that the use is not permitted unless the council has granted planning approval. A: Means that the use is not permitted unless the Council has granted planning approval after giving notice in accordance with Clause 9.4 (Advertise). X: Prohibited Use	District Centre	Commercial	Mixed Use
	USE CLASSES			
	Multiple Dwelling	D	D	D
	Night Club	A	A	X
	Office	P	P	D
ALSO REFER TO TABLE 2 SITE REQUIREMENTS AND TABLE 3 PARKING REQUIREMENTS	Park Home Park	X	X	X
	Place of Worship	D	D	A
	Public Utility	P	P	P
	Recreation - Private	D	D	D
	Reception Centre	P	P	A
	Research and Technology Premises AMD 48 GG 10/5/13	X	X	X
	Resource Recovery Centre AMD 68 GG 29/01/16	X	X	X
	Restaurant AMD 66 GG 3/7/15	P	P	A
	Restricted Premises	X	X	X
	Rural Pursuit	X	X	X
	Salvage Yard	X	X	X
	Service Station	P	P	X
	Shop	P	P	X
	Showroom	P	P	X
	Single Bedroom Dwelling	D	D	D
	Single House	D	D	P
	Stable	X	X	X

The existing pharmacy is currently approved as an incidental use, being auxiliary to the predominant use which is a medical centre. This application seeks to apply for an additional use for this site.

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The Pharmacy use is defined in LPS3 as a "Shop" which is described as:

"shop" means premises other than a bulky goods showroom, a liquor store – large or a liquor store – small used to sell goods by retail, to hire goods, or to provide services of a personal nature, including hairdressing or beauty therapy services;

AMD 85 GG 25/08/17

Objectives of the Mixed-Use Zone:

The subject site is located within approximately 1km from the Kalamunda Town Centre in an area which contains an eclectic mix of residential single and grouped dwellings, medical centres, fire stations, scout halls, Motor Vehicle Hire and Sales as well as professional offices and consulting rooms.

The objectives as listed in Clause 4.2.5 Other Zones of LPS3

- *'To provide for business and other commercial uses, but excluding shopping.*
- *'To provide for and encourage residential uses, but on the basis of recognition that the zone allows for considerably more non-residential activities than does a Residential zone.*
- *'To provide for professional, civic uses, medical and health related uses.*
- *'To provide for leisure and entertainment uses on a small scale so as not to unduly impinge on the amenity of the residential component of the zone.*
- *'To ensure that the development in the zone is of such design, size, scale and appearance to be compatible with nearby uses or zones, particularly the Residential zones.'*

A Pharmacy which is attached to a medical / health related service as part of the existing approved medical GP centre is a land use which is usually attached with co-existing doctors who issue prescriptions which can be filled by a pharmacist. It is presented that this land use is appropriate in the Mixed-Use zone and will not detract from the commercial centre of Kalamunda Town Centre.

It is therefore stated that given that the medical centre and pharmacy are in existence, there are no amenity issues associated with the anticipated support from Council for a Pharmacy "Shop" operating as an additional use in this location.

2.2.2. Local Planning Policies

Local Planning Policy P-Dev 64 – Requirements for Local Planning Scheme Amendments

As the subject site will not require any further development works it is requested that the City of Kalamunda does not require preliminary consultation with the community regarding this proposed additional use for a Pharmacy "shop" land use.

In comparison to other additional use proposals currently a development stage with the City, this proposal is relatively innocuous. There are no built form, noise, amenity, traffic or land use conflict or interface issues with surrounding properties, and therefore it is our assessment that preliminary consultation prior to Council considering the Consent to Advertise request will not serve any real or functional purpose and we therefore request that this additional step in the Scheme Amendment process be avoided in this instance. This will save in time and money for my client in reduced processing times for this Standard amendment process.

2.2.3. Local Planning Strategies

The main thrust of the Shire of Kalamunda Local Planning Strategy 2010 is as follows:

1. *The promotion and enhancement of the Kalamunda Town Centre and Forrestfield Forum as the main centres in the Hills and Foothills respectively.*

The current proposal does not detract from the Kalamunda Town Centre nor the Forrestfield Forum Activity Centres and is a stand-alone combined GP Clinic and Pharmacy on Canning Road.

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2. *The protection of the natural environment and biodiversity.*

The building is existing and no trees or natural environment will be affected.

3. *The provision of a range of housing types to suit the demographic profile.*

This proposal does not affect the provision of housing but is within a precinct with a higher degree of housing typology diversity in comparison to many other parts of Kalamunda.

4. *The promotion of local employment growth based on airport development, industrial expansion in the freight sector and home-based businesses.*

Not applicable to this application.

5. *The encouragement of well-designed commercial activity centres in the community.*

This application does not affect commercial activity centres in that operations and building are existing.

6. *The encouragement and promotion of tourism activities where appropriate.*

This application does not affect tourism activity in Kalamunda in that operations and building are existing.

7. *The provision of excellent recreational and community facilities throughout the Shire.*

Not applicable to a Pharmacy "shop" land use.

8. *The expansion of new industrial areas to take advantage of the State industrial and transport policies and opportunities at Perth Airport.*

Not applicable to a Pharmacy "shop" land use.

9. *The expansion of new urban areas in a sustainable manner, providing increased housing and lifestyle opportunities; local employment opportunities and protection of biodiversity and the natural environment.*

Local employment opportunities are created through the successful operation of the pharmacy. The current operation limitations imposed by the City of Kalamunda of the initial development application are overly limited and do affect the economic viability of the pharmacy operation and its business model.

10. *The maintenance of quality and economic viability of the rural areas without adverse impacts on the environment.*

Not application to the Pharmacy "shop" land use in the Mixed-use zone.

11. *The promotion of excellent public transportation and the efficient development of physical infrastructure.*

The subject site is located on a high frequency bus route.

Clause 2.4.5. Retail and Commerce (outside Kalamunda Town Centre) of the Local Planning Strategy states the following vision Statements.

- *Activity centres will be attractive, economically successful places, accessible and well connected to residents.*
- *Develop centres in accordance with the hierarchy of centres.*
- *Ensure centres are capable of meeting a range of local community needs and are appropriately integrated with local community facilities.*

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- *Have regard to the interface between centres and adjoining communities in regard to design, traffic, parking, noise and lighting.*

The existing modern GP Medical Centre which was built in 2018 is located outside of the Kalamunda Town Centre but within close proximity (1km approximately) and is located on the main north south road into the Town Centre from Lesmurdie, Walliston, Carmel and Pickering Brook.

The land use is appropriately located in context to the activity centre and is not of a scale to which would cause distraction or detract from the retail functions of the Activity Centre, for the reasons that this pharmacy does primarily service the medical centre to which it is attached, however, given its current incidental land use classification, does not allow it to service passer-by trade, and therefore its economic viability is dampened as a result.

The design, traffic, parking, light and noise will remain as existing with no changes proposed other than the ability to have primary access to the Pharmacy from the primary car parking area rather than having to be directly serviced and entered from the medical centre operation.

3. Site Analysis

3.1. Topographical Features

The subject site is located on a terraced site with existing retaining walls and associated buildings, car park and landscaping. Considerable rock was removed in order to construct the existing building in recent construction.

3.2. Land Capability

The subject site is built with a new medical centre and Pharmacy which was completed in 2018.

3.3. Native Vegetation

The scheme amendment will result in no further building works.

3.4 Infrastructure Availability

The scheme amendment will result in no further requirements for infrastructure or utility additional provisions, given that the development on site is less than 12 months old, this is adequately provided and existing.

4. Amendment Proposal and Type

4.1. Amendment Specifications - Standard

This is considered to be a Standard Scheme Amendment due to:

1. The amendment is consistent with local planning strategy for the scheme that has been endorsed by the Commission;
2. The amendment will have minimal impact on land in the scheme area that is not the subject of the amendment;
3. The amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;
4. The amendment is not a complex or basic amendment.

Scheme Amendment No.102 – 51 Canning Road, Kalamunda

4.2 Proposed Scheme Amendment

The proposed Scheme Amendment is for the additional use of 'Shop' to be placed on the subject property. Specifically, the 'Shop' use will be for a pharmacy. A pharmacy is existing within the recently constructed GP Medical Centre development, but as an incidental use only. The planning approval issued on 14th December 2017 for medical centre restricts the use of the pharmacy to an incidental use to serve patients / patrons of the medical centre only, and not available to the general public outside of the medical centre.

The proposed scheme amendment is simply to permit the pharmacy to be used as a pharmacy as would be expected at any other pharmacy throughout the City of Kalamunda.

No structural or layout modifications are to be made to the existing incidental pharmacy, as part of the proposed additional use of 'shop' pharmacy.



Plan 1 – Location of the existing 'Incidental' pharmacy as constructed, is to be the same location as the proposed additional use of 'Shop' pharmacy.

Scheme Amendment No.102 – 51 Canning Road, Kalamunda



Plan 2 – Site plan of the constructed GP Medical Centre, noting the close proximity of the carpark to the pharmacy tenancy.

4.3 Rationale for Amendment

There are several reasons for the proposal of this Scheme Amendment:

1. The main clientele the subject 'shop' pharmacy will appeal to are primarily those visiting the GP Medical Centre, and those secondary 'opportunistic' customers passing by;
2. There will be no detrimental impact on the pharmacies within the local area. The closest pharmacy is approximately 1.2km from the subject GP Medical Centre. To provide a point of reference, in the Kalamunda City Centre, there are 4 independent pharmacies within 250m of each other. Some are less than 100m from each other;
3. The subject tenancy is less than 40sqm, and is therefore physically limited to the size and scale of goods and services it can provide. There is future potential for the pharmacy to consume the adjoining pathology room, but this will add less than a 14sqm to the total 'shop' area;
4. The existing infrastructure and built services of the GP Medical Centre and 'Incidental' pharmacy means no physical change to the existing built environment is required or proposed as part of this Scheme Amendment. To the unawares, it would appear as if there is no change to the existing built form and site operation;
5. There will be no change to the existing approved car parking requirement;
6. The proposed additional use of 'Shop' pharmacy is not expected to generate any additional traffic on Canning Road. As per item 1 above, the main clientele will be those visiting the GP Medical Centre or those passing by. The 'Shop' pharmacy use is not expected to generate a notable increase of single trips from nearby residences to the subject pharmacy;
7. The 'Shop' pharmacy will be able to provide and stock a broader provision of pharmacy supplies and services with the increased available patronage. This will not only benefit the existing and future GP medical patients, but also the general local community, particularly those with accessibility issues and disabilities;
8. Provides excellent accessibility for persons with disabilities who find accessing pharmacy services and goods at other pharmacies problematic due to increased distance from car park or poor / aged disability parking and accessibility provision. The subject site has excellent high-quality brand-new parking and accessibility for disabled persons;
9. The City of Kalamunda have a significant elderly population who often require emergency medical attention. When they attend the medical centre with an emergency, the current pharmacy is not able to dispense the required medication with a Medicare subsidy. Conversion of the pharmacy from the current 'Incidental' use to 'Shop' will permit the full pharmacy licence to be issued to the premises, which will then permit the dispensing of emergency medications to elderly patients in timely way and under Medicare subsidy;
10. Furthermore, to item 9 above, without a full pharmacy licence, the existing 'Incidental' pharmacy will not be able to dispense a significant level of emergency medication. Even when it is to the GP Medical Centre's patients. This will require the elderly or very sick patients requiring the emergency medication to travel to another pharmacy to collect. This is an unacceptable service provision for the City's residents and community;
11. It will enable a better service to be provided to medical patients;
12. It will enable a better utilisation of land and existing built services;
13. Limiting the patronage of the pharmacy to an 'Incidental' use is not of strong logic. Such limitation will be of no benefit to the community, and is arguably to the detriment of the local community;
14. The purpose of this amendment is to improve the existing approved uses on the subject site by removing an inconsistency in the existing Local Planning Scheme applicable to the GP Medical Centre;

Scheme Amendment No.102 – 51 Canning Road, Kalamunda

15. It is considered to be good and proper planning to provide a community use pharmacy with an accessible car park on a main arterial road within proximity to the Kalamunda City Centre; and
16. The amendment will have no detrimental impact on the existing amenity of the locality.

5. Conclusion

Pursuant to Section 75 of the Planning and Development Act 2005, we request the Council consider and adopt an amendment to Local Planning Scheme No.3 by:

- Approving an additional use of 'Shop' (pharmacy) to the existing GP Medical Centre at Lot 4 (No.51) Canning Road, Kalamunda.

The amendment to Local Planning Scheme No.3 will allow proper active use of the existing onsite pharmacy to the full capabilities of the land use, and the existing built environment.

The amendment to Local Planning Scheme No.3 will have no detrimental impact upon the amenity of the locality, nor the local Kalamunda community.

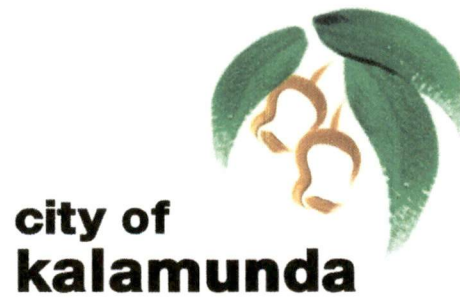
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We look forward to a favourable determination at the City's earliest opportunity.

Regards,



Benedict McCarthy
Director - Planning Services



City of Kalamunda

Local Planning Scheme No.3

Amendment No.102

***Additional use of 'Shop' (Pharmacy) at
Lot 4 (No.51) Canning Road, Kalamunda***

Prepared by



March 2019

Scheme Amendment No.102 – 51 Canning Road, Kalamunda

Planning and Development Act 2005
RESOLUTION TO AMEND LOCAL PLANNING SCHEME

City of Kalamunda
Local Planning Scheme No.3
Amendment No.102

Resolved that the Local Government pursuant to section 75 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by:

ADDITIONAL USE OF 'SHOP' (PHARMACY) TO THE EXISTING MEDICAL CENTRE AT LOT 4 (51) CANNING ROAD, KALAMUNDA

**AMENDMENT MAP
(IF APPLICABLE)**

INSERT COLOUR ZONING MAPS HERE

- **INCLUDE EXISTING SCHEME MAP – showing the current zoning of the subject site and surrounding area.**
- **INCLUDE PROPOSED AMENDMENT MAP – identifies the proposed changes to the subject land, all other lots (i.e. those not being changed) are to be shown as white.**
- **Maps should be:**
 - **Legible and Clear;**
 - **Include a legend, north point & scale**
 - **Includes designations (SCA, R codes etc (as required))**

FORM 6A

COUNCIL ADOPTION

This Standard Amendment was adopted by resolution of the Council of the City of Kalamunda at the [NAME] Meeting of the Council held on the [day] day of [month], 20[year].

.....
MAYOR/SHIRE PRESIDENT

.....
CHIEF EXECUTIVE OFFICER

COUNCIL RESOLUTION TO ADVERTISE

by resolution of the Council of the City of Kalamunda at the [NAME] Meeting of the Council held on the [day] day of [month], 20[year], proceed to advertise this Amendment.

.....
MAYOR/SHIRE PRESIDENT

.....
CHIEF EXECUTIVE OFFICER

COUNCIL RECOMMENDATION

This Amendment is recommended [for support/ not to be supported] by resolution of the City of Kalamunda at the [NAME] Meeting of the Council held on the [number] day of [month], 20[year] and the Common Seal of the City of Kalamunda was hereunto affixed by the authority of a resolution of the Council in the presence of:

.....
MAYOR/SHIRE PRESIDENT

.....
CHIEF EXECUTIVE OFFICER

WAPC ENDORSEMENT (r.63)

.....
**DELEGATED UNDER S.16 OF
THE P&D ACT 2005**

DATE.....

FORM 6A - CONTINUED

APPROVAL GRANTED

.....
DATE.....

P-DEV 65 – Public Art Contributions Policy

**Local Planning Policy and
Management Procedure**

Relevant Delegation

Approval Services/Economic Development

Adopted

~~26 March 2019~~

Next Review Date

~~26 March 2021~~

Commented [PV1]: Why are these dates highlighted and not current? It hasn't been adopted yet nor is it due for review?

Commented [CL2R2]: Deleted dates – will add them in when it is infact adopted, then add a review date



1. Introduction

Public art is an important part of the City of Kalamunda (the City) built and natural environment. Public art supports local identity and pride of a public place or space. It can also attract people to live, work or recreate in a place, thereby encouraging associated cultural and economic activity.

This policy relates to the provision of public art for third party development proposals that require planning approval as well as significant public works undertaken by the City itself, provides guidance on the format of public art contributions, and specifies the type and location of public art.

2. Policy Objectives

2.1 Objectives

This policy aims to:

- a) Facilitate the provision of public art through development proposals contributions;
- b) Develop and promote community identity;
- c) Improve the quality of the City's built environment;
- d) Inform the procurement, siting, commissioning and installation of art into public places;
- e) Include elements of design that reflect unique aspects of the area (history, natural environment);
- f) Enhance the amenity and activity options available to local residents and visitors;
- g) Enhance the provision of public art for the enjoyment of residents and visitors; and;
- h) Provide opportunities for local artists.

3. Application of Policy

This policy applies to all applications for development approval where the estimated cost of development exceeds one million dollars, with the exception of a single house, grouped dwelling, ancillary dwelling or any ancillary structures.

4. Statutory Authority / Legal Status

This Policy has been prepared under and in accordance with Schedule 2 of the *Planning and Development (Local Planning Scheme) Regulations 2015*.

5. Policy Statement

5.1 Public Art Contribution

- a) A contribution for Public Art should be provided for any development requiring planning approval valued over one million dollars (\$1 million) – ex GST. The value of the contribution is one percent (1%) of the total estimated cost of development

(including the budgeted costs for contingencies), with a maximum contribution cost cap of \$250,000 ex GST.

~~b) For building renewal works undertaken by the City of Kalamunda, the City will contribute 2% of the total estimated costs including the budgeted costs for contingencies. A contribution for Public Art should be provided for any significant works undertaken by the City that are Community Facility projects and Streetscape enhancement projects that have an approved project budget exceeding one million dollars (ex GST & City overheads). This contribution is one percent (1%) of the approved project budget (ex GST & City overheads) with a maximum cap of \$250,000.~~

~~b)c) An applicant/owner may choose to make a public art contribution by either:~~

- ~~i) Coordinating the public art project with a professional artist having regard for any Public Art Master Plan and the approval of the City, or;~~
- ~~ii) Paying a cash-in-lieu contribution to the City for public art having regard for any Public Art Master Plan, with a 10% discount to the required fee.~~

~~e)d) The public art contribution is to be stipulated as a condition of development approval or approval of project budgets for City projects covered by this Policy.~~

5.2 The Artwork

a) The applicant can meet their public art contribution needs by addressing one of the following:

- i) By integrating public art on-site as a development component;
- ii) By providing public art onsite or in a publicly accessible area within the vicinity of the site subject to approval of the City, and/or;
- iii) By payment of cash in lieu to the City's Public Art Fund for the provision of public art.

b) The required public art must:

- i) Be produced by a professional artist(s);
- ii) Provide a plaque or similar item installed on or nearby the public art which details the name of the installation, the artist and date the art was installed and recognise who funded or made a contribution towards the artwork through the City of Kalamunda Public Art Policy;
- iii) Be installed and completed prior to the first occupation of the new development and maintained afterwards by the owner(s);
- iv) Be low maintenance, robust, durable and resistant to vandalism in nature, and;

- v) Be submitted with a brief Public Art Report.

5.3 Types of Public Art

- a) Public art, subject to approval at the discretion of the City, may include the following types:

- i) stand-alone sculptural works of art;
- ii) artistic objects displayed or showcased in a public space (such as a sculpture, or moving image projection;
- iii) building features and enhancements which are unique and produced by a professional artist specifically for the purpose of the development;
- iv) murals, tiles, mosaics or bas-relief covering walls, floors and walkways;
- v) 3D works which can be freestanding or wall-supported;
- vi) Community art projects coordinated by a professional artist, resulting in tangible art works
- vii) artworks that identify or interpret a significant site, person, community, history or event (such as an interpretive marker, heritage trail, or monument);
- viii) an artist's conceptual contribution to the planning and design of the public domain (such as a playground design or the fabric of a building);
- ix) the involvement of artists working on integrated elements within urban infrastructure;
- x) artworks that may be integrated within landscaping projects or may be the landscaping or earthworks themselves; and
- xi) a component of an infrastructure or capital works project (such as functional street furniture, ~~lighting or signage~~).

- b) The following types of public art should not be provided:

- i) Business logos, wording or names related to the development or Owner/Applicant;
- ii) Directional elements such as supergraphics, signage or colour coding.
- iii) 'Art objects' which are mass produced such as fountains, statuary or playground equipment.
- iv) "Off the shelf" art and/or art reproductions.
- v) Landscaping or generic hardscaping elements which would normally be associated with the project.
- vi) Services or utilities necessary to operate or maintain artworks.
- vii) Temporary and ephemeral art installations such as performance art, music, dance or exhibitions which result in short-term impact
- ~~vii)viii) Art that requires significant ongoing curation and maintenance costs borne by the City.~~

5.4 Public Art Report

Public art applications in the City must be accompanied with a brief report including:

- a) Details of the artist's qualifications, experience and suitability;
- b) Detailed plans of the artwork(s);
- c) A description of the artwork, including the motivation behind it and its meaning;
- d) Any opportunities for participation in the artworks program by local community and school groups;
- e) Details of cost calculations for public art;
- f) Details of requirements and written consent from the artist for any ongoing care or maintenance provisions by the landowner(s),
- g) Details of proposed ongoing curation and maintenance costs and;
- h) Written acknowledgement of the implications of the Copyright Amendment (Moral Rights) Act 2000, how the artist will be acknowledged, consent for any required maintenance or relocation and consent for the City of Kalamunda to publish images of the artwork.

5.5 Kalamunda Art Advisory Committee (KAAC)

The role of the Art Advisory Committee is to guide and inform [Public Art in Public Places](#) processes, as well as [assisting with applying](#) the provisions of the Public Art Local Planning Policy [and any Public Art Master Plan](#).

The KAAC is a sub-committee of Council nominated in accordance with the City's Local Planning Scheme No. 3, Clause 10.3, to provide professional advice in relation to public art installations.

~~All development applicants and City Officers are accountable for implementing the policy and ensuring that every person or organisation contracted to or acting on their behalf adheres to this policy.~~

6. Definitions

6.1 Ancillary Structures

Includes structures which are additional to the primary development such as an outbuilding, ancillary dwelling, patio, water tank, verandah, fencing, hardstand areas, carparking or other additions to an existing land use.

6.2 Estimated Cost of Development

Estimated cost of development includes all costs associated with the preparation, construction and full completion of a development, including all materials, labour, servicing and ancillary costs [and includes the budgeted project contingency costs](#).

6.3 Professional Artist

Means an artist with extensive Public Art experience. A Professional Artist can be defined as a person who fits into at least two of the following categories:

- a) A person who has a tertiary qualification in the visual arts, or when the brief calls for it, other art forms such as multimedia, or;
- b) A person who has a track record of exhibiting and selling artwork at reputable art galleries, or;
- c) A person who is represented in major public collections, or;
- d) A person who earns more than 50% of their income from arts related activities such as undertaking public art commissions.

6.4 Public Art

"Public Art" refers to artwork in any medium, planned and executed in a publicly accessible area, specifically created to be experienced within the public realm. The creation of Public Art considers the site context and its accessibility to the public. It is widely understood to encompass many forms, materials, processes and intended goals.

6.5 Publicly Accessible Area

Refers to both indoor and outdoor spaces that are physically or visually accessible to the wider public and includes parks, open plazas, road reserves, civic centres and library foyers.

6.6 Public Art Fund

A fund held in an account by the City for the purposes of accumulating cash-in-lieu contributions made under this policy. The funds are to be used by the City, or persons nominated by the City, for the provision of public art within the City of Kalamunda. Council Policy XX – Public Art Policy This Policy and any Public Arts Master Plan will guide the selection, review and delivery process for use of the accumulated funds.

Current Policy Title (Abbreviation)	Proposed Policy Title (Abbreviation)
P-DEV 22 – Parking of Commercial Vehicles on Private Property (P-DEV 22)	Local Planning Policy 1 – Commercial Vehicle Parking (LPP1)
P-DEV 42 – Signage on Private Property (P-DEV 42)	Local Planning Policy 2 – Advertising Signage (LPP2)
P-DEV 46 – Effluent Disposal from Ancillary Accommodation and Caretakers Dwellings in the Middle Helena Catchment Area (P-DEV 46)	Local Planning Policy 3 – Effluent Disposal (Ancillary Accommodation in Middle Helena Catchment) (LPP3)
P-DEV 47 – Effluent Disposal from Agri-tourist Development in the Middle Helena Catchment Area (P-DEV 47)	Local Planning Policy 4 – Effluent Disposal (Agri-tourist Development in Middle Helena Catchment) (LPP4)
P-DEV 50 – Ancillary Dwellings (P-DEV 50)	Local Planning Policy 5 – Ancillary Dwellings (LPP5)
P-DEV 52 – Telecommunications Infrastructure (P-DEV 52)	Local Planning Policy 6 – Telecommunications Infrastructure (LPP6)
P-DEV 51 – Planning and Development Compliance Policy (P-DEV 51)	Local Planning Policy 7 – Compliance (LPP7)
P-DEV 61 – Retention and Upgrade of Grouped Dwellings (P-DEV 61)	Local Planning Policy 8 - Retention and Upgrade of Grouped Dwellings (LPP8)
P-DEV 54 – Dual Density Design Guidelines (P-DEV 54)	Local Planning Policy 9 – Dual Density Design (LPP9)
P-DEV 56 – Family Day Care and Child Care Premises (P-DEV 56)	Local Planning Policy 10 – Family Day Care and Child Care Premises (LPP10)
P-DEV 45 – Public Notification of Planning Proposals (P-DEV 45)	Local Planning Policy 11 – Public Notification of Planning Proposals (LPP11)
P-DEV 55 – Places of Worship Policy (P-DEV 55)	Local Planning Policy 12 – Place of Worship (LPP12)
P-DEV 57 – Street Fencing, Walls and Gates Policy (P-DEV 57)	Local Planning Policy 13 – Street Fencing, Walls and Gates (LPP13)
P-DEV 41 – Framework for Assessing Requests for Variations to the Number of Car Parking Bays (P-DEV 41)	Local Planning Policy 14 – Car Parking (LPP14)
P-DEV 20 – Outbuildings and Sea Containers (P-DEV 20)	Local Planning Policy 15 – Outbuildings and Sea Containers (LPP15)
P-DEV 60 – Design Advisory Committees (P-DEV 60)	Local Planning Policy 16 – Design Advisory Committee (LPP16)
P-DEV 48 – Extensions of Approvals, Refunding, Waiving and Reducing Planning and Building Fees (P-DEV 48)	Local Planning Policy 17 – Planning Administration (LPP17)
P-DEV 64 – Requirements of Local Planning Scheme Amendments (P-DEV 64)	Local Planning Policy 18 – Requirements of Local Planning Scheme Amendments (LPP18)
P-DEV 62 – MKSEA Design Guidelines (P-DEV 62)	Local Planning Policy 19 – MKSEA Design (LPP19)

Local Planning Policy 23 - Retaining Walls and Fill Policy			
Management Procedure		Relevant Delegation	
Adopted		Next Review Date	June 2021

Purpose

1.0 Background

This Policy has been prepared to provide an objective-based framework to streamline the assessment of development applications for retaining walls and filling of land in the City of Kalamunda (City) without adversely affecting the amenity of neighbouring properties or the natural landscape features and environmental values of the surrounding area.

2.0 Application of the Policy

Unless exempted in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*, (Regulations) all proposed retaining walls and filling of land must be assessed in accordance with this Policy.

Retaining walls required to address conditions of subdivision approval do not require development approval under the local planning scheme (Section 157 of the *Planning and Development Act 2005*) (Act). Notwithstanding the above, drawings are required to be submitted to the City for approval detailing levels, drainage, nature of soil, and physical features as required in order address requirements of the relevant subdivision approval. The City will consider retaining wall heights and potential amenity impacts in accordance with the objectives of this policy.

3.0 Statutory Authority / Legal Status

This Policy has been prepared in accordance with Schedule 2, Clause 3(1) of the Regulations and Part 7 of the Residential Design Codes of Western Australia (R Codes).

(a) Relationship to Local Planning Scheme No.3.

The Policy has been prepared, advertised and adopted pursuant to Part 2 Local Planning Scheme No.3 (Scheme). The Policy augments and is to be

read in conjunction with the provisions of the Scheme relating to development.

If there is a conflict between this Policy and LPS3, the Scheme prevails.

(b) Relationship to other state planning/ development control policies.

This Policy has due regard to and should be read in conjunction with the following state planning policies:

- i) State Planning Policy 1 – State Planning Framework.
- ii) State Planning Policy 3.1 – Residential Design Codes.
- iii) State Planning Policy 3.7 Planning in Bushfire Prone Areas.
- iv) State Planning Policy - Liveable Neighbourhoods.

(c) This policy must be read in conjunction with City of Kalamunda Local Planning Policies.

Local Planning Policies relevant to this policy are:

- i. Local Planning Policy P-DEV 20 - Outbuildings and Sea Containers.
- ii. Local Planning Policy P-DEV 45 - Public notification of planning proposals.
- iii. Local Planning Policy P-DEV 57 - Street Fence, Wall and Gate Policy.
- iv. Local Planning Policy P-DEV 61 - Retention and Upgrade of Grouped Dwellings.
- v. Local Planning Policy P-DEV 54 - Dual Density Design Guidelines.

4.0 Policy objectives

The objectives of this Policy are to:

- a) To ensure Retaining Walls and Filling of Land maintains the amenity and character of the areas where they are proposed;
- b) Minimise the impacts of retaining walls and fill on the natural environment and landscape; and
- c) To streamline the assessment process for Retaining Walls and Filling of Land.

5.0 Definitions

Natural ground level – the levels on a site which precede the proposed development, excluding any site works unless approved by the decision maker or established as part of subdivision of the land preceding development.

Wall height – the vertical distance from the natural ground level at the boundary immediately adjacent to the retaining wall to the top of the retaining wall.

Retaining wall – means a wall constructed in brick, stone, concrete or limestone material designed to retain soil.

Terracing – means the creation of one or more raised sections of earth with vertical or sloping sides and flat levels formed across a site.

6.0 Policy Statement

6.1 Development Approval

A retaining wall is exempt from requiring development approval where it meets the following deemed to comply requirements:

- a) Is less than 0.5 metres in height; and
- b) If greater than 0.5 metres in height, is setback from the lot boundary in accordance with the Clause 6.7 of the Explanatory Guidelines of the R Codes.

All retaining walls are required to be designed by a suitably qualified structural engineer.

Fill is exempt from requiring development approval where it meets the following deemed to comply requirements:

- a) Not exceeding 0.5 metres above natural ground level between the front lot boundary and the building; and
- b) Not exceeding 0.5 metres above natural ground level and not less than 1 metre of a side boundary.

6.2 Existing Amenity

Development Applications must demonstrate acceptable impact with regard to:

- a) Streetscape;
- b) Visual Privacy;
- c) Scale;
- d) Overshadowing; and
- e) Streetscape and Urban Design.

6.3 Wall Heights

Development Applications must demonstrate acceptable impact with regard to:

- a) Building design consistent with the prevailing streetscape;
- b) Bulk and scale in the context of the development;
- c) Setbacks consistent with prevailing streetscape;
- d) Balance of cut and fill; and
- e) Walls consistent with elements 6.2 (a-d) of this policy must be terraced for any sections of retaining wall which exceed 1.0 metre in height from natural ground level.

6.4 Landscaping

Development Applications must demonstrate acceptable design with regard to:

- a) Landscaping, a Landscape Plan is to be provided for consideration prior to determination;

- b) A minimum 1.0m landscaping strip adjoining the perimeter of any onsite parking area is to be provided;
- c) Adjoining verge areas are required to be landscaped, reticulated and maintained to the satisfaction of the City;

6.5 Fill

Development Applications must demonstrate acceptable design with regard to:

- a) Fill material must be clean, and solid earth/sand or clean inert material that is free of contaminants, organic material, putrescible or refuse matter, or any other deleterious matter.
- b) The type composition and source of fill material is to be geotechnically suitable, and any fill is to be adequately compacted to support the resultant development and land use; and
- c) Any changes to ground level through excavation or filling must not cause harm or damage to public health or the natural environment as a result of the contamination of land.

P-DEV 14 – Earthworks

Management Procedure	Relevant Delegation

Purpose

To provide guidelines for considerations of applications involving earthworks.

Policy Statement

Where cut and fill is required to produce a platform for building in areas other than sand:

1. The residence shall be constructed entirely on the cut area; or,
2. Where a residence is to be constructed partially on cut and partially on fill, the excavated material is to be placed outside the building area to form batters and embankments and the platform is to be filled with sand, consolidated in even lifts, not exceeding 600mm, to produce a density which will resist seven blows per 300mm of a standard 16mm diameter penetrometer.
3. As an alternative to point 2 above, structural engineered designed and certified pile and beam foundations into natural uncut ground in the fill area are acceptable.
4. Sand pads up to 500mm in height need not be retained at the time of construction of the building, but must be retained within 12 months by a minimum of rock pitching, slabbing or growth of suitable ground cover.
5. Where sand pads extend up to the property boundary, formal retaining walls must be installed prior to the placement of the sand fill. Any boundary retaining wall in excess of 500mm in height above the ground immediately below it will require formal Planning and Building approval.
6. Sand pads in excess of 500mm in height shall require an Engineer's Certificate showing checks made at each 300mm of consolidation and shall be retained before the building exceeds plate height.
7. Method of retention shall be such as to provide that no newly formed embankment shall be more than 1.5m in height unless otherwise approved by the Shire.
8. Method of retention shall be subject to the approval of the Shire's Principal Building Surveyor, or if dispute arises, the Council.
9. The height shall be measured vertically at a horizontal distance of 1800mm from the edge of the building.

10. Variations from this policy to be made only on the receipt of a Consulting Engineer's details and certificates establishing the stability of the compaction and the design.
11. In assessing applications for over-height cut and or fill, consideration shall be given to the impact on adjoining property owners and the aesthetics of the area. Where in the opinion of the Principal Building Surveyor that the impact would be significant, comment shall be sought from affected property owners. If objections are received and an amicable solution cannot be mediated, the application is to be referred to Council for determination.
12. In addition to point 10 above, in Residential and Urban Development zones all applications where the intended finished floor or paving level will exceed 500mm above the natural ground level at the boundary will be assessed in accordance with the provisions of the Residential Design Codes, Part 7.4 Element 7.4.1 Visual Privacy.
13. In other zones where in the opinion of the Principal Building Surveyor significant impact will occur, comment shall be sought from affected property owners. If objections are received and/or the fill exceeds 1.5m in height above the existing ground level and a satisfactory outcome cannot be reached the application is to be referred to Council for determination.
14. The cost associated with the construction of retaining walls is the responsibility of the person or persons changing the natural level of land at the boundary.

(Footnote: This policy to be read in conjunction with Environmental Policies ENV2: Environmental Impact – Earthworks and Foundations, ENV6: Hillside Protection – Guidelines for Development, and ENV3: Environmentally Sensitive Areas – Guidelines for Development, in relevant zones).

Related Local Law			
Related Policies			
Related Budget Schedule			
Legislation	<i>Residential Design Codes and National construction Code – Building Code of Australia</i>		
Conditions			
Authority			
Adopted	23 November 2015	Next Review Date	

Project Plan

Waste Plan Project

June 2019



city of
kalamunda

Document History

Version	Date	Status	Key Changes Made	Author/s
Rev 0	13 May 2019	Initial Draft	Quality Control	Jason Buckley Brett Jackson
Rev 1	15 May 2019	Council report attachment	Financial model and project schedule update	Jason Buckley Brett Jackson
Rev 2	17 May 2019	Update to Council report and attachment	Minor edits and inclusion of WasteSorted details	Jason Buckley Brett Jackson

Document Owner: Director Asset Services

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1. Project Summary

1.1. Purpose

The purpose of this document is to outline the requirements for developing a Waste Plan for the City of Kalamunda in accordance with the requirements of the State Waste Avoidance and Resource Recovery Strategy 2030 (WARR Strategy) and the *Waste Avoidance and Resource Recovery Act 2007* (WARR Act).

The Waste Plan will replace the City of Kalamunda Waste Strategy 2013-2022.

It is also intended the document will form the basis of the Council's endorsement of the key deliverables for the project to allow for the development of the Waste Plan to proceed on an agreed basis.

1.2. Working Title for the Proposed Project

The working title for the project is ***Waste Plan Project***. The full project description is Development of City of Kalamunda Waste Plan Project.

1.3. Project Custody

The project is the responsibility of the Asset Services directorate and the following roles are described:

Role	Name	Position
Decision Makers:	Elected Members	Council
Project Sponsor:	Rhonda Hardy	Chief Executive Officer
Project Director:	Brett Jackson	Director Asset Services
Project Manager:	Chris Thompson	Manager Asset & Waste Operations
Project Support:	Tyson Anderson	Supervisor Resource Recovery

1.4. Objective(s)

The objective of the Waste Plan Project is to deliver a plan for the City that:

- aligns with the State WARR Strategy and WARR Act and Regulations;
- identifies the actions required under the State WARR Strategy;
- itemises and plans for the City's various waste process identified in **Appendix B**;
- prepare a timeline for delivering the adopted strategies;
- identifying the resourcing and financial commitments with a funding strategy (including fee structure);
- adopt the Better Bins program and make a funding application; and
- Development of a community engagement strategy and education program.

1.5. Strategic Alignment

This Waste Plan Project aligns with the following strategies:

Strategic Community Plan Kalamunda Advancing 2027

- Priority 2: Kalamunda Clean and Green
 - Objective 2.1 - To protect and enhance the environmental values of the City.
 - Strategy 2.1.3 - Community engagement and education in environmental management.
 - Objective 2.3 - To reduce the amount of waste produced and increase the amount of reuse and recycling of waste.
 - Strategy 2.3.1 - Identify and implement strategies to reduce waste.
- 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.

It also aligns with the initiatives within the 2018-2022 Corporate Business Plan.

1.6. Project Complexity

The Waste Plan Project will provide long term direction for the City in terms of waste reduction goals and diversion from landfill. This will entail structural changes to the property bin collection system, education, management of the City's waste and also be cognisant of the RRF (Waste to Energy) facility contract through the Eastern Metropolitan Regional Council (EMRC).

The project is multi-faceted with financial and community engagement elements and will take about twelve months to complete.

Elected members will be fully engaged in developing the Waste Plan and setting the direction for the future provision of waste services to the community.

Given the wide scope of the project and the impacts on the whole Kalamunda community the Waste Plan Project is considered to be reasonably complex requiring senior executive oversight.

1.7. Potential Benefits

The perceived benefits of undertaking the Waste Plan Project is to enable the City to prepare a plan that achieves the outcomes of the WARR Strategy and complies with the requirements of the WARR Act. Just as important, the Waste Plan will provide a strategy for the City to meet its objectives set out in its Strategic Community Plan to reduce waste produced and increase recycling. It will also provide the plan to identify and implement strategies to reduce waste.

The Waste Plan will assist in achieving the objectives in the draft Local Environmental Strategy 2018 to:

- a) Protect the City's natural resources.
- b) Increase recycling and up-cycling.
- c) Partner with the community to reduce waste to landfill.

Upon the realisation of the Waste Plan there will be environmental benefits from the reduction in waste generation and reuse/recovery of materials avoiding landfill. There will also be financial benefits by avoiding the high (and expected increasing) costs of landfill.

It is expected the Waste Plan will be consistent with the community's expectations that the City is environmentally responsible and facilitates the aspirations of the residents to participate in environmentally responsible waste practices.

Outcomes will be measurable through reduction in waste generated and diversion from landfill.

Whilst yet to be determined, this project has a subsidy objective of setting in place a cost and revenue structure for ratepayers that ideally **may** reduce fees and charges from the City.

1.8. Feasibility Statement

The Waste Plan project will be managed and delivered by the City's staff and external resources as required. The City has the capacity and capability to develop the Waste Plan and consider the resourcing requirements and delivery implications of the strategies developed as part of the Waste Plan.

1.9. Recommendation

It is recommended that the project plan be endorsed to allow the City to properly develop its Waste Plan in an orderly fashion, cognisant of the multiple issues that need to be identified and dealt with in developing the Waste Plan.

2. Business Assessment

2.1. Situation Assessment and Problem Statement

Background

Within the WARR Act, provisions are made for the creation of the Waste Authority and for the development of a waste strategy.

The State Government released its WARR Strategy in late February 2019 which will necessitate fundamental changes to how the City is involved, impacted and impacts others on waste.

The new WARR Strategy aims to make WA a sustainable, low-waste, circular economy in which human health and the environment are protected from the impacts of waste. The objectives of the WARR Strategy are:

Table 1: WARR Strategy Objectives

Objectives			Target 2025	Target 2030
1.	Avoid	Generate less waste	10% reduction per capita	20% reduction per capita
2.	Recover	Recover more value and resources from waste*	70% material recovery	75% material recovery
3.	Protect	Protect the environment by managing waste responsibly		No more than 15% landfilled

* A further specific target relating to Waste to Energy projects is that from 2020 energy is recovered only from residual waste.

The key elements of the WARR Strategy are provided in **Appendix A**.

To achieve the objectives the most significant initiative is for a consistent three bin kerbside collection system including food organics and garden organics (FOGO) to be provided by all local governments in the Perth and Peel region by 2025 supported by State Government financial mechanisms.

Underpinning the WARR Strategy is the State Government's Waste Avoidance and Resource Recovery Strategy Action Plan (Action Plan) which sets out the blueprint for how the State views the rollout of the WARR Strategy to occur.

The Action Plan focuses on eight key elements of the WARR Strategy:

- a) state wide consistent communications and messaging;
- b) a consistent three-bin kerbside collection system in the Perth & Peel region by 2025;
- c) implement sustainable procurement practices within state government;
- d) implement local government waste plans aligned to the WARR Strategy;
- e) review of the waste levy to meet the objectives of the WARR Strategy;
- f) a strategic review of WA's waste infrastructure (including landfill);
- g) data collection systems to allow timely assessment of performance; and
- h) funding support for resource recovery.

Whilst the headline item is the roll out by 2025 of three-bin systems (which includes the introduction of a FOGO bin) for kerbside collection, there are many other factors to be considered and dealt with. It is necessary to develop and implement a project plan such that the City has in place its waste strategy and action plans that are consistent with the WARR Act as well as the City's Strategic Community Plan.

Details

A key deliverable of the WARR Strategy is for each local government to prepare a 'Waste Plan' in accordance with section 40 of the WARR Act and regulation 20 of the *Waste Avoidance and Resource Recovery Regulations 2008* (WARR Regulations).

This section and regulations prescribe the matters that may be included in Waste Plans and are listed in **Appendix B**.

The Department of Water and Environmental Regulation (DWER) has oversight over this legalisation and the requirements of Waste Plans prepared by local governments. The DWER will be providing pre-populated template documents for local governments to use, however they will not be available until later this year.

The matters listed in the WARR Act and Regulations in **Appendix B** are a useful guide and the basic approach for the content of Waste Plans is:

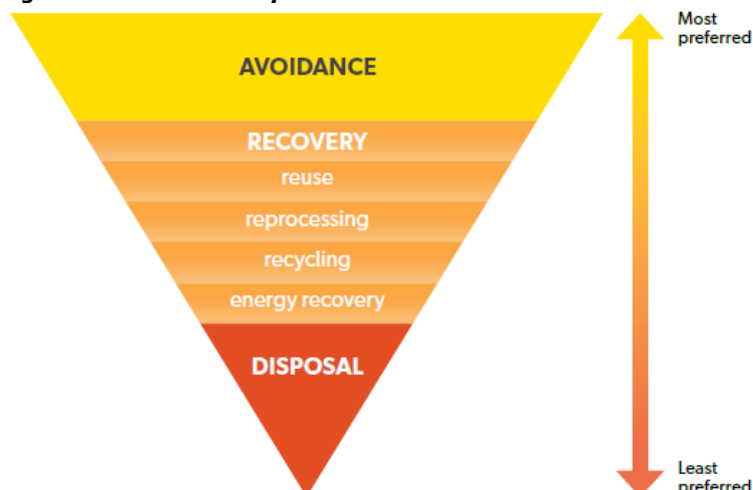
- a) what is the current waste generation/recovery rate for all services and the City's activities;
- b) what is the Target in the Strategy that needs to be achieved; and
- c) what is the pathway/key actions to move from current performance to achieving the Targets.

The WARR Strategy sets out a clear hierarchy of preferences in dealing with waste. Section 5 of the WARR Act specifies the objectives of the Act including "*resource management options against the following hierarchy –*

- (i) *avoidance of unnecessary resource consumption;*
- (ii) *resource recovery (including reuse, reprocessing, recycling and energy recovery);*
- (iii) *disposal."*

These objectives are demonstrated diagrammatically in the following chart:

Figure 1: Waste Hierarchy



The City's Waste Plan will need to comply with this hierarchy.

There are two key approaches that will need to be taken in achieving the outcomes of the WARR Strategy:

- a) resident behaviours will need to change in generating less waste ('Avoidance'); and
- b) the City will need to change the processes used in disposing of waste to maximise the 'Recovery' aspects shown above.

A key component of the WARR Strategy is the concept of a 'Circular Economy'. This is an alternative approach to a traditional linear economy (make, use, dispose) in which we keep resources in use as long as possible – extracting the maximum value from them while in use, then recovering and reusing products and materials.

Three core principles underpin a circular economy:

1. Design out waste and pollution.
2. Keep products and materials in use.
3. Regenerate natural systems.

This concept is illustrated in the following diagram.

Figure 2: Circular Economy



The WARR Strategy has 50 strategies and will be reviewed on a five year basis. To enable the strategies to be implemented an Action Plan has been prepared prioritising the actions to achieve the strategy. The Action Plan will be reviewed annually and will be a key reference document to monitor the progress of the Waste Strategy.

Local government is a significant participant in relation to achieving the strategies and each of these mentioned above impact on local government to varying degrees. The City's Waste Plan will address the relevant strategies.

As shown in the waste hierarchy, energy recovery is the lowest level of the recovery options before disposal so that only materials that cannot be processed by other means are sent to the Waste to Energy plant. The contractual arrangements with the Waste to Energy Contractor contemplates the introduction of the three-bin system and the resultant reduction in tonnages.

The three-bin system promoted within the WARR Strategy comprises:

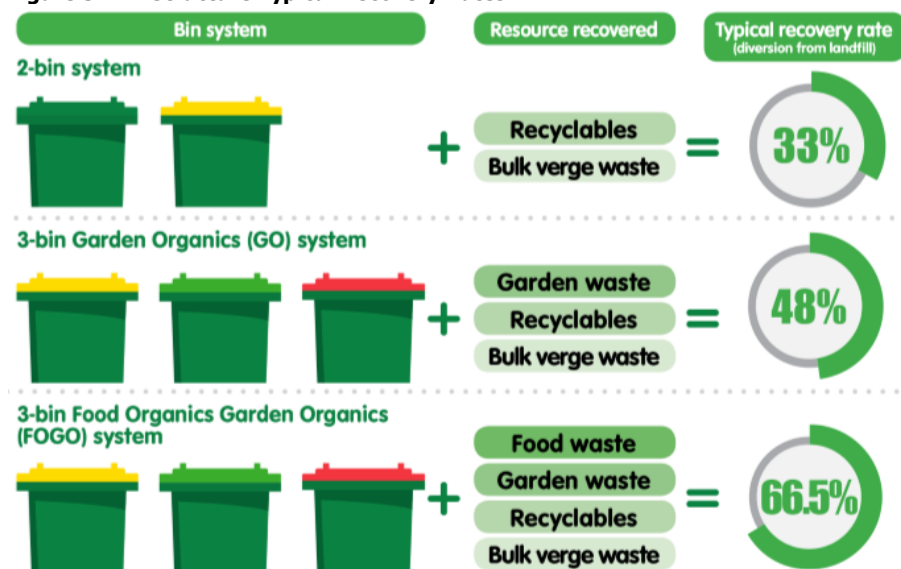
- A yellow lidded bin for recycling materials (as exists in the City at present).
- A lime green lidded bin for FOGO materials which can be processed into mulch and/or compost.
- A red lidded bin for other waste (normally sent to landfill, however can be processed at the Waste to Energy Plant as a better alternative).

It is to be noted that upon implementation of this system (combined with the Waste to Energy plant), the City will achieve more than 90% diversion of kerbside collection waste from landfill.

The Waste Authority have supplied typical recovery rates for the various bin structures used by local governments. A two-bin system with general waste and comingled recycling results in an estimated recovery up to 33%, however this is the upper end that can be expected from this system with recovery rates from 22% by some councils including the City of Kalamunda. The next best bin structure option is to add a garden organics bin with a three-bin system which achieves an overall recovery rate of 48% and this is considered to be accurate. The highest recovery rate from the bin system is a three-bin system with a combined food organics and garden organics (FOGO) bin achieving a 66.5% recovery rate.

These bin structure recovery rates are shown diagrammatically below.

Figure 3: Bin Structure Typical Recovery Rates



As discussed above, most of the residue (33.5% of waste in this diagram) will be sent to the Waste to Energy plant, thus resulting in more than 90% diversion from kerbside collections.

Key objectives for the development of the City's Waste Plan are:

- aligns with the State WARR Strategy 2030 and WARR Act and Regulations;
- identifies the actions required under the State WARR Strategy 2030;
- itemises and plans for the City's various waste process identified in **Appendix B**;
- prepare a timeline for delivering the adopted strategies;
- identifying the resourcing and financial commitments with a funding strategy (including fee structure);
- adopt the Better Bins program and make a funding application; and
- development a community engagement strategy and education program.

Comment was made on the draft WARR Strategy during the public consultation period. One matter of concern was that the intent of having an universal 3 bin kerbside system in all Perth & Peel Councils by 2025 may not be appropriate for Councils with large rural areas (such as Kalamunda) where a 3rd bin for FOGO may not achieve better outcomes than rural residents re-using food and garden organics on their properties. In discussions with the Waste Authority, this matter has been acknowledged and the City may be able to progress a partial roll out of the 3rd bin in the short term.

One of the early works to be endorsed is that Council submits an application under the State's Better Bins Funding program. This program requires applications to be submitted by 30 June 2019. This program can provide up to \$30 per residence towards the provision of the three-bin system, which would help defray City costs in the setting up of the new system. It is proposed that the City lodges its application (to have it in the system) with a condition that a subsequent Council decision is needed to change to whichever Bin system is decided at the appropriate time.

It is important to note that this report is not seeking to have any Waste Strategy or Waste Plan adopted for immediate implementation, rather it is a project plan for actions that the City will need to undertake to develop and then seek Council endorsement of a Waste Plan. Key to the success of any Waste Plan to be adopted will be engagement with the Community.

Current Business Needs Assessment (Met/Not Met)

The City presently has a two-bin system with general waste being disposed of by landfill at Red Hill managed by the EMRC and the material from the recycling bin being processed and managed by Cleanaway.

The City will need to introduce a third FOGO bin in order to meet the strategies expressed in the WARR Strategy.

The City also provides its residents with general waste and greenwaste bulk bins (3m³). Each residence is entitled to any combination of three bulk bins per financial year, with additional greenwaste bins available to larger properties for bushfire prevention. Whilst the greenwaste collection is fully recycled there is currently no material recovered from the general waste bulk bin with all waste collected sent to landfill at Red Hill.

The waste profile of kerbside waste shows that the City's recovery rate is 22% and 18% from Mobile Garbage Bins (MGBs) as shown in Table 2.

Table 2: Kerbside Waste Profile 2017/18

	Landfill Tonnes	Recycle Tonnes	Total Tonnes	Recovery Tonnes	Recovery %
Kerbside - MGBs	18,986	5,162	24,148	4,439	18%
Vergeside - Bulk Waste	2,443	0	2,443	0	0%
Vergeside - Green	0	1,887	1,887	1,887	100%
Total Kerbside	21,429	7,049	28,478	6,326	22%
Average per Resident (kgs) p/annum	363.5	119.6	483.1	107.3	
Average per Resident (kgs) p/week	7.0	2.3	9.3	2.1	

In addition, a free waste transfer station (Walliston Waste Transfer Station) is provided for its residents which accepts waste streams ranging from batteries, tyres and greenwaste.

The recovery rate at the transfer station is relatively high at almost 80% as shown in Table 3.

Table 3: Waste Transfer Station Waste Profile 2017/18

	Landfill Tonnes	Recycle Tonnes	Total Tonnes	Recovery Tonnes	Recovery %
Mixed Drop-off	2,936	0	2,936	0	0%
Dry Recyclables Drop-off	0	6,866	6,866	6,866	100%
Green Waste Drop-off	0	4,300	4,300	4,300	100%
Total Transfer Station	2,936	11,166	14,102	11,166	79%

The City achieves a 40% recovery rate for waste generated from Council operations. Street sweeping waste is not able to be recovered and is sent to landfill. Similarly, public litter bins are sent to landfill. However construction and demolition waste is crushed and used in drainage works and any surplus removed by a contractor for reuse by other customers in construction activities.

Table 4: Council Operations Waste Profile 2017/18

	Landfill Tonnes	Recycle Tonnes	Total Tonnes	Recovery Tonnes	Recovery %
Street Sweeping	886	0	886	0	0%
Construction & Demolition	0	704	704	704	100%
Public Places	169	0	169	0	0%
Special Events	0	0	0	0	0%
Total Council Operations	1,055	704	1,759	704	40%

On an overall performance basis the City achieved a 41% recovery rate principally due to the contribution of the transfer station as detailed in Table 4.

Table 5: Overall City of Kalamunda Waste Profile 2017/18

	Landfill Tonnes	Recycle Tonnes	Total Tonnes	Recovery Tonnes	Recovery %
Kerbside	21,429	7,049	28,478	6,326	22%
Transfer Station	2,936	11,166	14,102	11,166	79%
Council Operations	1,055	704	1,759	704	40%
Total	25,420	18,919	44,339	18,196	41%
Average per Resident (kgs) p/annum	431.2	321.0	752.2	308.7	
Average per Resident (kgs) p/week	8.3	6.2	14.5	5.9	

Gap Analysis between Current Situation and Objectives

The Department of Water and Environmental Regulation collect waste statistics from each council in an annual census. This year the data for kerbside collections was reported for the first time on the MyCouncil website in March 2019 (<https://www.mycouncil.wa.gov.au/Council/CompareAllCouncil>).

Benchmarking data, sorted in recycled percentage order, for the 32 Perth and Peel Councils for the 2017/18 year are shown in **Appendix D**.

The data shows that the average performance of these councils is a recovery rate of 36% from kerbside MGBs and vergeside bulk waste and garden waste collections. The City of Kalamunda recovery rate from kerbside collections is 22%. The percentages range from 22% to 61% with those Councils that have delivered waste to a waste treatment facility with the highest recovery rates, followed by those with a third organics only bin. The total waste per resident is averaged at 441 kgs annually within the range of 288 to 500 kgs per resident. The City of Perth has the lowest kgs per resident which could be explained by low levels of greenwaste per resident and

apartment living. If the City of Perth is excluded the next lowest council generates 350 kgs per resident.

It is noted that residents within the City of Kalamunda generate about 480 kg of waste annually per resident, which is the 7th highest within the councils that make up the Perth and Peel Region. Of this 480 kg, only 22% of it is diverted from landfill and is equal lowest performance whilst there are about 1/3rd (10) of the councils less than 25% recovery. Essentially the councils without a third green waste bin or not delivering to an AWT (Alternative Waste Treatment) facility are at the low end of the range.

To achieve the targets under the WARR Strategy the City's residents would need to reduce (on average) 48 kgs per year by 2025 and 97 kgs by 2030. However, if all councils achieved the targets this would maintain the City's ranking per resident as the 7th highest generators of waste. To be at the average of all councils then the reduction in kgs per resident would need to be 86 kgs (18% reduction) by 2025 and 131 kgs (27% reduction) by 2030. The reduction of 131 kgs is equivalent to 2.5 kgs per week.

Further to achieve the material recovery targets the City would need to implement the third FOGO bin, which according to the Waste Authority would result in 66% recovery. The balance to achieve 70% recovery by 2025 and 75% by 2030 would need to come from an improvement in contamination rates of the recycling and FOGO bins. The City of Kalamunda will be well placed to achieve the target when the Waste to Energy Facility is operational and 95% of waste delivered is diverted from landfill, however, this does not result in the recovery of materials.

It is to be noted that the statistics in the MyCouncil website are not subject to independent audit or verification.

The targets and reduction amounts are shown in Table 6.

Table 6: Reduction and Recovery Targets

Table 6: Reduction and Recovery Targets					
	Current	2025		2030	
		Target	Reduction	Target	Reduction
Avoid - Generate less waste per resident					
City of Kalamunda	483 kg	435 kg	48 kg (10%)	386 kg	97 kg (20%)
Average Perth and Peel	441 kg	397 kg	44 kg (10%)	352 kg	89 kg (20%)
City of Kalamunda to achieve average	483 kg	397 kg	86 kg (18%)	352 kg	131 kg (27%)
Recover – Increase material recovery %					
City of Kalamunda	22%	70%	(48%)	75%	(53%)
Average Perth and Peel	36%	70%	(34%)	75%	(39%)

2.2. Options considered

Option 1 – Do Nothing

The City may choose to not take any action and continue managing the waste services to the community in accordance with the current arrangements. However, this will not see any improvement in the City's reduction in waste or recovery of materials. It has been highlighted through the MyCouncil benchmarking data that other councils are achieving better results with the City in the lower quartile of recycling performance.

However, the City is a participant in the Waste to Energy RRF project through the EMRC that will see diversion rates of 95% of waste delivered to the facility. Whilst the waste will be diverted from landfill it will not result in the recovery of materials which is a higher objective on the waste hierarchy. Further the WARR Strategy is proposing that only residue is sent to waste to energy facilities by 2020.

This option is an extreme risk for the City in terms of reputational and compliance issues.

Option 2 – Preferred Option

The City adopt the principles of the WARR Strategy and implement a three-bin FOGO waste system and apply for funding under the better bins program (currently \$30 per bin) to assist in offsetting the roll-out costs.

This will involve converting the existing general waste bin to a FOGO bin collected weekly (due to waste volume and health reasons) and the lids be replaced with a lime green lid. A new 140 litre general waste bin be provided to each property with a red lid which accepts any waste remaining that cannot be placed in the yellow-lidded recycling bin or lime green-lidded FOGO bin. The standard recycling bin to be a 360 litre bin for new properties or opt-in upon request from existing residents. This bin structure is shown in the diagram below.

Figure 4: Standard FOGO Bin Structure



An option for the City to consider is to not provide the FOGO bin to the rural areas in the east of the City due to the lower need for these residents to use an organic bin due to residents managing this material themselves on their own properties and anecdotal feedback from some of those residents that the third bin is not wanted.

A summary of the changes to the waste system is described in Table 7 with the system structural changes highlighted in yellow.

Table 7: Bin System Options

	Bin Size	Lid Colour	Frequency	Disposal/ Processing
Current				
General Waste	240 ltr	Green	Weekly	Red Hill (EMRC)
Recycling	240 ltr	Yellow	Fortnightly	MRF (Cleanaway)
Weekly bin volume equivalent	360 ltr			
Proposed – Option 1				
General Waste	140 ltr	Red	Fortnightly	Red Hill/WtE
Recycling	240 ltr (360 option)	Yellow	Fortnightly	MRF (Cleanaway)
FOGO	240 ltr	Lime	Weekly	TBD
Weekly bin volume equivalent	430/490 ltr			
Proposed – Option 2				
Main Areas				
General Waste	140 ltr	Red	Fortnightly	Red Hill/WtE
Recycling	240 ltr (360 option)	Yellow	Fortnightly	MRF (Cleanaway)
FOGO	240 ltr	Lime	Weekly	TBD
Weekly bin volume equivalent	430/490 ltr			
Rural Areas				
General Waste	240 ltr	Red	Weekly	Red Hill/WtE
Recycling	204 ltr	Yellow	Fortnightly	MRF (Cleanaway)
Weekly bin volume equivalent	360 ltr			

A financial analysis has been prepared comparing the cost for each of the options as shown in **Appendix F**.

The capital cost of purchasing new bins and bin lid changes after deducting the Better Bins rebate of \$30 per bin is shown Table 8. This results in a saving of \$684,000 on rolling out new bins to 22,800 properties. There is no subsidy for changing the bin lid colours in the current Better Bins program.

Table 8: Bin System Capital Costs

	Bin Type (litre)	No of Properties	Unit Cost	Cost Excluding Better Bins Rebate	Cost Including \$30 Better Bins Rebate
Option 1 - All Areas					
General Waste	140	22,800	\$55	\$1,254,000	\$570,000
Recycling (new or on request)	360	1,000	\$73	\$73,000	\$73,000
FOGO - Lime Green Lids	240	22,800	\$18	\$410,000	\$410,000
Total				\$1,737,000	\$1,053,000
Option 2 - Excluding Rural					
General Waste	140	22,000	\$55	\$1,210,000	\$550,000
Recycling (new or on request)	360	960	\$55	\$53,000	\$53,000
FOGO - Lime Green Lids	240	22,000	\$18	\$396,000	\$396,000
Total				\$1,659,000	\$999,000

The full financial analysis is detailed in **Appendix F** and a summary of the costs shown in

Table 9 that follows. The costs are based on the collection, processing and disposal rates applicable in the 2018/19 financial year with the exception of the recycling processing rate which has been increased due to the expected increase in cost due to the impacts of contamination and the 'China Sword' policy. These costs will be different in future years. However, the model is appropriate for assessing the relative costs of the three-bin FOGO system against current costs to inform the City's decision making.

The financial model allows for the recovery of the capital cost of the bin roll-out and the bin lid change over 15 years but, from a cash flow perspective, the capital cost of \$1 million would need to be funded up front and recovered from the waste fee over that period. If the amortisation of the existing and new bins is added (\$230,000 pa), the initial capital cost could be recovered within 5 years. The City needs to consider how to fund the upfront capital cost which could come from allocating funds to reserve in the lead up to the initiation or consider a one-off property charge of approximately \$46 per property, or a mix of the two.

At this time the City has not been provided with a cost of processing FOGO and disposing of any residue from that process. The costs between the current two-bin system and option 1 for the full roll-out of FOGO will breakeven at a combined FOGO processing and residue charge of \$124 p/tonne, assuming 95% recovery from FOGO (i.e. 5% contamination of the FOGO bin) and 60% recovery rate from the overall waste system. This is inclusive of the recovery of capital costs.

If the cost of FOGO processing is less than \$124 p/tonne the City would have a cost saving of \$10,000 to \$11,000 for every \$1 the processing rate is lower than \$124 p/tonne. The converse is true for every \$1 FOGO processing is above the breakeven amount. The current landfill rate is \$178.50 p/tonne which is \$55 more than the breakeven FOGO processing rate. Therefore the City's worst case exposure (based on landfilling the collection if processing was more expensive) is approximately \$600,000 per year, or \$26 per property impact on the waste fee. It is not considered likely that FOGO processing would be the same or cost more than landfill. However, it is beneficial to have visibility over the maximum parameters.

This analysis does not consider the reduced cost of the Waste to Energy facility which is understood to be at approximately 5% lower than the current landfill rate. So the maximum exposure would be reduced by \$30,000 at \$570,000 per year (\$25 per property).

If the overall FOGO system achieved 65% recovery in line with the Waste Authority's expectation the breakeven FOGO rate would increase to \$130 p/tonne not taking into account the reduced cost of the Waste to Energy facility.

The financial analysis demonstrates that the costs of Option 1 (full roll-out) and Option 2 (excluding rural areas) are materially the same and there is no financial consideration in selecting one option over the other. Although the collection and processing costs will be about \$66,000 per year less, the extra landfill cost offsets that saving at about \$66,000 more expensive.

The administrative burden of managing two different waste services (rural, and all other areas) adds complexity and unnecessary risk of mischarging occurring. The additional complexity is not able to be quantified at this time.

The financial summary of the comparative financial information referred to above is shown in Table 9.

Table 9: Operating Expense Comparison

Two-Bin System Recovery Rate		18%			
Three-Bin System Recovery Rate Option 1		60%			
Three-Bin System Recovery Rate Option 2		59%			
FOGO Bin Recovery Rate		95%			
FOGO Processing Cost p/Tonne		\$124			
	Collection Cost	Processing Cost	Landfill Cost	Bin Amortisation	Total
Current					
General Waste	\$1,030,000	\$0	\$3,392,000	\$84,000	\$4,506,000
Recycling	\$498,000	\$284,000	\$0	\$84,000	\$866,000
Total	\$1,528,000	\$284,000	\$3,392,000	\$168,000	\$5,372,000
Option 1 - All Areas					
General Waste	\$515,000	\$0	\$1,501,000	\$65,000	\$2,081,000
Recycling	\$498,000	\$284,000	\$0	\$84,000	\$866,000
FOGO	\$1,030,000	\$1,311,000	\$0	\$84,000	\$2,425,000
Total	\$2,043,000	\$1,595,000	\$1,501,000	\$233,000	\$5,372,000
Difference to Current	\$515,000	\$1,311,000	(\$1,891,000)	\$65,000	\$0
Option 2 - Excluding Rural					
General Waste	\$497,000	\$0	\$1,448,000	\$63,000	\$2,008,000
Recycling	\$480,000	\$274,000	\$0	\$81,000	\$835,000
FOGO	\$993,000	\$1,265,000	\$0	\$81,000	\$2,339,000
Rural - General Waste	\$36,000	\$0	\$119,000	\$3,000	\$158,000
Rural - Recycling	\$17,000	\$10,000	\$0	\$3,000	\$30,000
Total	\$2,023,000	\$1,549,000	\$1,567,000	\$231,000	\$5,370,000
Difference to Current	\$495,000	\$1,265,000	(\$1,825,000)	\$63,000	(\$2,000)
Difference to Option 1	(\$20,000)	(\$46,000)	\$66,000	(\$2,000)	(\$2,000)

The costs shown in Table 9 are contractor costs and the City's overheads and other costs are excluded. The total of contract and City costs factor into the bin fee charged to property owners.

2.3. Key Stakeholders

Name, Unit or Organisation	Internal/External	Relationship to Project	Degree of Influence (High/Medium/Low)
Community	External	Customers	High
Council	Internal	Decision makers	High
CEO	Internal	Project Sponsor	High
Department of Water and Environmental Regulation	External	Regulator	Medium
Waste Authority	External	Waste Policy/Funding	Medium
WALGA	External	Advisory	Low
EMRC	External	Waste Disposal providers	Low
Brett Jackson	Internal	Project Director	High
Gary Ticehurst	Internal	Financial	High
Nicole O'Neill	Internal	Communications	Medium
Chris Thompson	Internal	Project Manager	High
Tyson Anderson	Internal	Project Support	High

2.4. Consultation

The Communications Plan is to be developed in liaison with the Customer and Public Relations team. The Communications Plan will meet the requirements of the City of Kalamunda Community Engagement Strategy 2017 and the International Association for Public Participation (IAP2) Spectrum of Public Participation as shown in Table 10.

Table 10: IAP2 Spectrum of Public Participation

Inform	Consult	Involve	Collaborate	Empower
Public Participation Objective				
To provide the public with balanced and objective information to assist them in understanding the problems, alternatives, opportunities and/or solution.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
Obligations to the Public				
We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. We will seek your feedback on drafts and proposals.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will work together with you to formulate solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

The proposed engagement level is to initially 'Inform' the community of the drivers for changing the waste service and then 'Involve' the community in the decision making of the future service delivery having regard to the WARR Strategy and the Community Strategic Plan objectives to reduce the amount of waste produced and increase the amount of reuse and recycling of waste.

It is proposed that the City adopt the WasteSorted communications toolkit, developed by the Waste Authority, to ensure the City maintains consistent messaging in relation to the three-bin system with other councils. It is also a condition of receiving the Better Bins funding that education and engagement activities are consistent with the toolkit. Advice (in part) has been received from the Waste Authority concerning the WasteSorted toolkit as follows:

"WasteSorted is a brand and a communication toolkit developed to help local governments communicate with their residents on the importance of separating their waste and sorting it correctly to reduce contamination in their kerbside bin services.

The WasteSorted toolkit provides templates and icons that local governments can customise to suit their needs when communicating with residents on how to use their bins. The toolkit aims to standardise communications across local governments, helping to achieve higher recovery rates through correct waste separation at the source.

Local governments participating in the Better Bins program are required to use the WasteSorted toolkit or equivalent communications. The Better Bins funding agreement requires that education and engagement activities utilise the toolkit or demonstrate consistency with it, as per Schedule 1, clause 3(b)(iii)."

At this time engagement with the community relating to waste has been achieved through the Community Strategic Plan and the draft Local Environment Strategy 2018. Extensive engagement was undertaken in 2017 and 2018 on the Local Environment Strategy with reducing waste identified as one of the four key themes as depicted below. 98% of survey respondents said reducing and reusing waste is important.

Figure 5: Community Key Environmental Themes



Various extracts relating to reducing waste from the Draft Local Environment Strategy are shown below. The short term and long term action plan is shown in **Appendix G**.



REDUCING WASTE

Reducing waste is critical to maintaining a healthy community through clean air, water, habitat & biodiversity.



We want to reduce waste

Clean, litter-free bushland, streams and parks are good for wildlife and people. By reducing waste, we lower our energy use, our need for landfill sites and the risk of contaminating natural areas. You said that we need to do more with reducing, recycling and reusing waste.



REDUCING WASTE

12% of comments regarding priorities for the City to attend to waste management

- » Recycling
- » Upcycling
- » Education on the importance of recycling
- » Innovations and alternatives to landfill.
- » Enforcing controls of illegal dumping
- » Red bins for green matter

Engagement has occurred with the Waste Authority concerning the Better Bins Application process and education sessions attended concerning the WARR Strategy.

3. Proposed Scope

3.1. Scope Definition

The scope of the project is to develop a Waste Plan for the City of Kalamunda in accordance with the requirements of the WARR Strategy and the WARR Act.

Table 11: Waste Plan Project Proposed Scope

Element	Detail
Objectives	The objective of the Waste Plan Project is to deliver a plan for the City that: <ul style="list-style-type: none"> a) aligns with the State WARR Strategy and WARR Act and Regulations; b) identifies the actions required under the State WARR Strategy; c) itemises and plans for the City's various waste process identified in Appendix B; d) prepare a timeline for delivering the adopted strategies; e) identifying the resourcing and financial commitments with a funding strategy (including fee structure); and f) adopt the Better Bins program and make a funding application Development of a community engagement strategy and education program.
Outcome	The Waste Plan will provide direction for the future of the City's waste services and specifically how it will address the targets under the WARR Strategy.
Output	The output will be a strategy plan addressing all the City's waste streams.
Quality Criteria	The Waste Plan must meet the statutory requirements of the WARR Act and effectively address the reduction, reuse and recovery of waste.
Customer(s)	The Waste Plan will be used by the City to provide waste services to the community and also meet the requirements of the Department of Water and Environmental Regulation as part of the State Government's overall WARR Strategy.

3.2. Deliverables

It is proposed that the Waste Plan will be developed over a period of 6 to 12 months to enable the Council to endorse the Plan by June 2020. Whilst not exhaustive, the Waste Plan will touch upon the following relevant issues:

- a) timing & nature of the three-bin system;
- b) container deposit scheme & issues for City of Kalamunda;
- c) community engagement & education;
- d) long term plan for Walliston Transfer Station;
- e) Waste Local Law;
- f) State v City roles;
- g) issues related to costs and timing of processing waste streams;
- h) impacts upon waste fees for ratepayers;
- i) impacts upon City's road works contracts (re-use of recycled materials);
- j) impacts upon City's construction contracts (mandatory recycling of demolition);
- k) EMRC – regional in-house waste collection service; and
- l) existing Cleanaway contract.

3.3. Assumptions

The main assumptions are:

- a) The City will endorse the objectives of the WARR Strategy to:
 - i. generate less waste with a 10% reduction per capita by 2025 and 20% reduction per capita by 2030; and
 - ii. recover more value and resources from waste with 70% material recovery by 2025 and 75% material recovery by 2030.
- b) The City uses its "best endeavours" to meet the WARR Strategy reduction and material recovery targets for 2025 and 2030, noting the targets are ambitious.
- c) An application will be made under the Better Bins program for the roll-out of the three bin system with the introduction of the FOGO service.
- d) The issue concerning the use, quality (Australian Standard) and markets for the volume of compost generated from the FOGO bin is resolved by the State Government and industry which may impact FOGO processing costs.
- e) Education to encouraging residents to improve their reuse and recycling behaviour is coordinated by the State Government and that consistent messaging is achieved across the State.

3.4. Constraints

The main constraints are:

- a) Funds for the initial capital outlay of the extra waste bin and lid replacement program.
- b) The need to adopt a Waste Plan in accordance with the requirements of the WARR Act.
- c) Project resourcing and staff availability to develop the Waste Plan.

3.5. Scope of Work

Table 12: Waste Plan Scope of Work

Part of the Project (Inside Scope)	Responsibility
Development of the Waste Plan	Project Director
Appointment of waste management professional	Project Manager
Contract management of the waste management professional	Project Manager
Better Bins application	Project Manager/Project Support
Community Engagement	Communications team
Financial modelling including waste charges calculation	Project Manager/Project Support
Waste and Recycling collection and processing contract renewal	Project Manager
Waste Local Law	Project Manager
Not Part of the Project (Outside Scope)	Responsibility
Implementation of the three bin FOGO system	
Uncertain or Unresolved	
Roll-out to rural areas	

3.6. Implementation Strategy

The estimated resources that will be required to implement the proposed project are detailed in Table 13.

Table 13: Waste Plan Project Implementation Strategy

Element	Detail	Issues
Project Schedule	<p>It is proposed that the Waste Plan will be developed over a period of 6 to 12 months to enable the Council to endorse the Waste Plan by June 2020.</p> <p>A project schedule has been prepared as shown in Appendix H. The schedule is subject to review by the Project Control Group.</p>	The Waste Plan will require the endorsement of elected members through briefing and Council Meetings for approval. The community will be engaged with respect to the development of the Waste Plan.
Budget Estimate	A budget of \$50,000 is allocated to facilitate the development of the Waste Plan. Funding to be allocated from the Waste Reserve.	Quotes have not been obtained for this work and the budget is a provisional amount subject to competitive quoting.
Other Resources	<p>The primary resource for this project will be for external professionals with waste management expertise.</p> <p>The Project will be overseen by a Project Control Group (PCG) made up of staff from the Asset Services Directorate responsible for waste services. The PCG will allocate the resourcing levels of the respective staff involved.</p>	The Waste Plan Project will compete with other responsibilities of staff and no additional in-house resources have been allocated. Sufficient time allocation needs to be committed to this project.

4. Project Management Outline

4.1. Governance

The governance structure of the project will include a Project Sponsor and a Project Control Group (PCG). The project sponsor is the CEO and the PCG reports to the CEO. The Waste Plan will be approved by the Council.

The respective roles are shown below.

Role	Name	Position
Decision Makers:	Elected Members	Council
Project Sponsor:	Rhonda Hardy	Chief Executive Officer
Project Director:	Brett Jackson	Director Asset Services
Project Manager:	Chris Thompson	Manager Asset & Waste Operations
Project Support:	Tyson Anderson	Supervisor Resource Recovery

The PCG for the developing the City's Waste Plan (Waste Plan PCG) comprises:

Project Director:	Brett Jackson
Project Manager:	Chris Thompson
Project Support:	Tyson Anderson

Changes to scope including methodology will be vetted by the Waste Plan PCG with final approval by the CEO (Project Sponsor).

The Waste Plan PCG will meet weekly. The meetings will include status reports on the main tasks.

4.2. Key Risks and Issues

The main risks that could be encountered in this project and proposed strategies for mitigating these risks are outlined below:

Risk: The City does not prepare a Waste Plan, resulting in reactionary responses to waste management that creates a poor reputation, regulatory intervention and low waste diversion.		
Likelihood	Consequence	Rating
Likely (4)	Major (4)	Extreme (16)
Action/Strategy		
Project Team and resources allocated to preparing the Waste Plan in accordance with the State WARR Strategy.		

Risk: The project plan does not deliver the outcomes needed to effectively inform actions for the future, resulting in inefficient operations, increased costs and loss of reputation.		
Likelihood	Consequence	Rating
Possible (3)	Significant (3)	High (9)
Action/Strategy		
Formation of the Project Control Group to oversee quality of specifications and task briefs. Regular status reports on tasks.		

Risk: The Council does not accept the need to introduce the three-bin (FOGO) structure resulting in non-compliance with the Waste Strategy, regulatory intervention, poor reputation and low waste diversion.		
Likelihood	Consequence	Rating
Likely (4)	Major (4)	Extreme (16)
Action/Strategy		
Briefings to elected members on the State WARR strategy and the City's response. Likelihood that the Waste Authority/DWER will consider some areas of the City, due to rural nature, exempt from 3 bin roll-out.		

Risk: The financial costs of implementing the Waste Plan are prohibitive resulting in substantially increased waste fees to ratepayers if proceeded with.		
Likelihood	Consequence	Rating
Possible (3)	Major (4)	High (12)
Action/Strategy		
Careful financial modelling and development of funding strategies including access to the Better Bin funding program.		

Risk: The community is not engaged and does not respond positively to the change in the waste system resulting in significant customer relationship issues affecting reputation and staff resourcing requirements.		
Likelihood	Consequence	Rating
Possible (3)	Major (4)	High (12)
Action/Strategy		
Community engagement strategy has been identified as a priority action.		

5. Endorsement/Approvals

Acceptance	
Signed Project Director: Brett Jackson – Director Asset Services	Date: / /2019
Signed Project Sponsor: Rhonda Hardy – Chief Executive Officer	Date: / /2019

6. Glossary

Term	Definition
Action Plan	State Waste Avoidance and Resource Recovery Strategy Action Plan
Circular Economy	An alternative to a traditional linear economy (make, use, dispose) in which we keep resources in use for as long as possible – extracting the maximum value from them while in use, then recovering and reusing products and materials.
DWER	Department of Water and Environmental Regulation
EMRC	Eastern Metropolitan Regional Council
FOGO (Food Organics Garden Organics)	Food organics include waste food, inedible food, and parts of food that are not consumed and/or are considered undesirable (such as seeds, bones, coffee grounds, skins and peels). Garden organics include organic wastes that arise from gardening and maintenance activities, such as lawn clippings, leaves, cuttings and branches. FOGO can also include other organic wastes that may be compatible with FOGO collections and can include items such as paper and cardboard.
IAP2	International Association for Public Participation - Spectrum of Public Participation
Kerbside waste collection	A regular containerised service that collects waste from a residents' kerbside.
MGBs	Mobile Garbage Bins
Municipal solid waste (MSW)	Waste primarily collected from households and local governments through waste and recycling collections.
MyCouncil	A State Government website that displays benchmark data collected on all councils in Western Australia. https://www.mycouncil.wa.gov.au/Council/CompareAllCouncil
Organic waste	Waste materials from plant or animal sources, including garden waste, food waste, paper and cardboard.
PCG	Project Control Group
Residual waste	Waste that remains after the application of a better practice source separation process and recycling system, consistent with the waste hierarchy as described in section 5 of the <i>Waste Avoidance and Resource Recovery Act 2007</i> (WARR Act).
Resource recovery	The process of extracting materials or energy from a waste stream through re-use, reprocessing, recycling or recovering energy from waste.
Vergeside service	Local government services that collect a range of materials from the verge for recovery or disposal.
WARR Act	<i>Waste Avoidance and Recovery Act 2007</i>
WARR Regulations	<i>Waste Avoidance and Recovery Regulations 2008</i>
WARR Strategy	State Waste Avoidance and Resource Recovery Strategy 2030
Waste avoidance	Refers to the prevention or reduction of waste generation, or the prevention or reduction of the environmental impacts (for example toxicity) of waste generation.
Waste diversion	The act of diverting a waste away from landfill for another purpose such as re-use or recycling.
Waste Plan	City of Kalamunda Waste Plan
WtE	Waste to Energy

Appendix A - Key WARR Strategy Elements

VISION	Western Australia will become a sustainable, low-waste, circular economy in which human health and the environment are protected from the impacts of waste.			Supporting documents Other documents which align with or support this strategy <i>Waste Avoidance and Resource Recovery Strategy 2030</i> include the: <ol style="list-style-type: none">1. <i>Waste Avoidance and Resource Recovery Strategy 2030 Action Plan</i>2. <i>Waste Authority position and guidance statements</i>3. <i>State Waste Infrastructure Plan</i>4. <i>Annual Business Plan</i>5. <i>Waste Data Strategy</i>
OBJECTIVES	Avoid <i>Western Australians generate less waste.</i>	Recover <i>Western Australians recover more value and resources from waste.</i>	Protect <i>Western Australians protect the environment by managing waste responsibly.</i>	
TARGETS	<ul style="list-style-type: none">2025 – 10% reduction in waste generation per capita2030 – 20% reduction in waste generation per capita	<ul style="list-style-type: none">2025 – Increase material recovery to 70%2030 – Increase material recovery to 75%From 2020 – Recover energy only from residual waste	<ul style="list-style-type: none">2030 – No more than 15% of waste generated in Perth and Peel regions is landfilled.2030 – All waste is managed and/or disposed to better practice facilities	
HEADLINE STRATEGIES	<ul style="list-style-type: none">A consistent three bin kerbside collection system, which includes separation of food organics and garden organics from other waste categories, to be provided by all local governments in the Perth and Peel region by 2025 and supported by State Government through the application of financial mechanisms.Implement local government waste plans, which align local government waste planning processes with the <i>Waste Avoidance and Resource Recovery Strategy 2030</i>.Implement sustainable government procurement practices that encourage greater use of recycled products and support local market development.Provide funding to promote the recovery of more value and resources from waste with an emphasis on focus materials.Review the scope and application of the waste levy to ensure it meets the objectives of <i>Waste Avoidance and Resource Recovery Strategy 2030</i> and establish a schedule of future waste levy rates with the initial schedule providing a minimum five year horizon.Develop state-wide communications to support consistent messaging on waste avoidance, resource recovery and appropriate waste disposal behaviours.Review and update data collection and reporting systems to allow waste generation, recovery and disposal performance to be assessed in a timely manner.Undertake a strategic review of Western Australia’s waste infrastructure (including landfills) by 2020 to guide future infrastructure development.			

Appendix B - Waste Plan Requirements

Section 40(3) of the WARR Act

The waste plan may include —

- (a) population and development profiles for the district;
- (b) an assessment of significant sources and generators of waste received by the local government;
- (c) an assessment of the quantities and classes of waste received by the local government;
- (d) an assessment of the services, markets and facilities for waste received by the local government;
- (e) an assessment of the options for reduction, management and disposal of waste received by the local government;
- (f) proposed strategies and targets for managing and reducing waste received by the local government;
- (g) proposed strategies and targets for the efficient disposal of waste received by the local government that cannot be recovered, reused or recycled;
- (h) an implementation programme that identifies the required action, timeframes, resources and responsibilities for achieving these strategies and targets;
- (i) such other matters as may be prescribed by the regulations.

Regulation 20 of the WARR Regulations

For the purposes of section 40(3)(i) of the Act the following matters are prescribed —

- (a) an assessment of the significant sources of waste generated by the operations of the local government;
- (b) an assessment of the quantities and classes of waste generated by the operations of the local government;
- (c) an assessment of the services, markets and facilities for waste generated by the operations of the local government;
- (d) an assessment of the options for reduction, management and disposal of waste generated by the operations of the local government;
- (e) proposed strategies and targets for managing and reducing waste generated by the operations of the local government;
- (f) proposed strategies and targets for the efficient disposal of waste generated by the operations of the local government that cannot be recovered, reused or recycled;
- (g) an implementation programme that identifies the required action, timeframes, resources and responsibilities for achieving these strategies and targets.

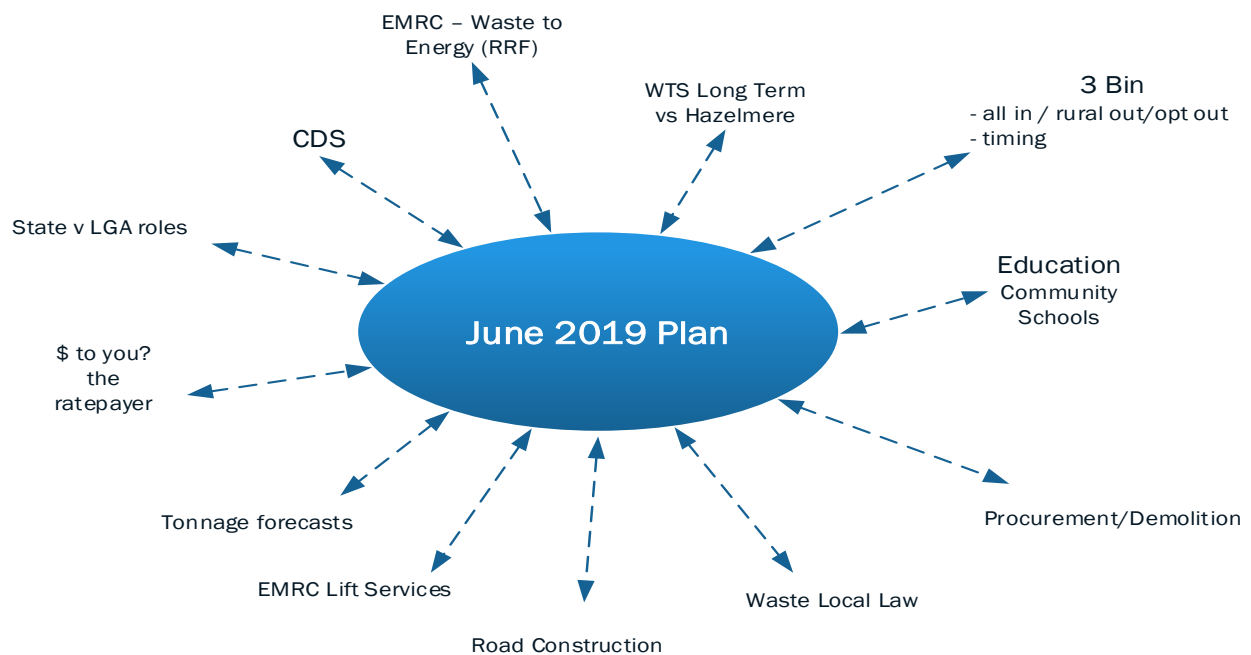
Appendix C - Waste Processes

A draft SWOT for existing waste processes was developed and considered by the Project Control Group on Monday 25 March 2019 as shown in the diagram below.

The main issues identified were:

- 3 bins (where) – Better bins, rural area roll-out (Waste Authority approval).
- FOGO processing – timing.
- Container Deposit Scheme (CDS) – transfer/Cleanaway; WTS; charity; businesses.
- Construction and Demolition (C&D) – MRRG; technical.
- Cleanaway – 1year extensions; new contract.

SWOT: Existing Waste Process



Appendix D - MyCouncil Waste Statistics 2017/18

2017/18 MyCouncil - Waste Data

Perth and Peel Region

<https://www.mycouncil.wa.gov.au/Council/CompareAllCouncil>

No.	Name	Population ABS ERP at 30 June 2018	Kerbside General Waste To Landfill (tonnes)	Kerbside General Waste To AWT (tonnes)	Total Kerbside General Waste (tonnes)	Kerbside Co- mingled Recycling (tonnes)	Kerbside garden organics or FOGO (tonnes)	Vergeside Bulk Waste (tonnes)	Vergeside Bulk Garden Organics (tonnes)	Total All Waste	Total Kerbside Waste (MGBs only)	All Services	Kerbside Services (MGBs only)	Kerbside General Waste To Landfill	Kerbside General Waste To AWT	Kerbside Co- mingled Recycling	Kerbside Garden Organics or FOGO	Vergeside Bulk Waste	Vergeside Bulk Garden Organics	Total Waste per Resident Kgs	Rank Waste per Resident
1	East Fremantle (Town)	7,811		2,422	2,422	1,065		152	265	3,904	3,487	61%	60%		50%	83%		15%	100%	500	1
2	Cockburn (City)	112,165		26,275	26,275	13,553	2,210	3,219	1,937	47,194	42,038	61%	63%		50%	83%	98%	7%	100%	421	25
3	Melville (City)	101,940		28,172	28,172	11,796	2,019	2,166	3,809	47,962	41,987	60%	60%		47%	83%	100%		100%	470	13
4	Joondalup (City)	160,031	11,383	39,183	50,566	16,430		3,749	6,285	77,030	66,996	55%	52%		53%	85%		34%	100%	481	8
5	Fremantle (City)	30,868	1,374	7,455	8,829	3,544		840	654	13,867	12,373	54%	54%		50%	83%		19%	100%	449	17
6	Wanneroo (City)	203,679		56,811	56,811	17,651		6,059	4,226	84,747	74,462	53%	53%		43%	85%		16%	100%	416	26
7	Nedlands (City)	22,554	4,818		4,818	2,050	2,674	824	798	11,164	9,542	52%	45%			81%	99%	86%	100%	495	5
8	Cottesloe (Town)	8,188	1,430	405	1,835	1,391	476	212	160	4,074	3,702	50%	46%		2%	87%	100%	81%	100%	498	2
9	Stirling (City)	220,249	39,980	3,294	43,274	22,244	16,768	5,471	3,591	91,348	82,286	47%	45%		62%	83%	99%	47%	100%	415	27
10	Vincent (City)	36,088	3,853	7,857	11,710	3,667		630	214	16,221	15,377	46%	46%		52%	81%		37%	100%	449	16
11	Cambridge (Town)	28,481	5,834		5,834	3,602	2,442	1,085	1,146	14,109	11,878	43%	41%			69%	99%	7%	100%	495	3
12	Rockingham (City)	133,389	27,392		27,392	15,146	10,766	2,422	1,684	57,410	53,304	43%	42%		81%	96%		15%	100%	430	22
13	Murray (Shire)	17,653	3,530		3,530	1,846		361	507	6,244	5,376	37%	32%			92%		32%	100%	354	31
14	Claremont (Town)	10,704	1,927		1,927	1,377		201	461	3,966	3,304	33%	26%			63%			100%	371	30
15	Mosman Park (Town)	9,067	2,125		2,125	1,361		348	487	4,321	3,486	33%	27%			70%			100%	477	11
16	Victoria Park (Town)	36,601		11,902	11,902	3,250		1,076	1,250	17,478	15,152	33%	29%		12%	91%		12%	100%	478	9
17	Peppermint Grove (Shire)	1,721	327	110	437	211		55	93	796	648	31%	23%		2%	70%			100%	463	14
18	Mundaring (Shire)	39,139	8,733		8,733	3,818		1,349	718	14,618	12,551	30%	26%			85%		28%	100%	373	29
19	Subiaco (City)	17,106	4,265	974	5,239	1,557	672	421		7,889	7,468	29%	27%		2%	83%	100%	80%		461	15
20	Bayswater (City)	68,232	17,486		17,486	5,080	5,170	4,713		32,449	27,736	28%	29%			83%	72%	24%		476	12
21	Perth (City)	27,762	5,363		5,363	2,342	99	178	12	7,994	7,804	26%	26%			83%	100%	31%	100%	288	32
22	Armadale (City)	87,634	26,460		26,460	7,010		2,376	3,513	39,359	33,470	26%	18%			85%		26%	100%	449	18
23	Belmont (City)	41,510	12,662		12,662	3,442		3,624	830	20,558	16,104	24%	18%			85%		31%	100%	495	4
24	Gosnells (City)	123,325	36,766		36,766	9,400		3,837	4,139	54,142	46,166	24%	18%			86%		16%	100%	439	19
25	Mandurah (City)	85,302	29,022		29,022	8,177		1,911	2,382	41,492	37,199	24%	19%			86%		22%	100%	486	6
26	Bassendean (Town)	15,739	5,111		5,111	1,515		421	454	7,501	6,626	23%	19%			81%		8%	100%	477	10
27	Canning (City)	92,965	26,763		26,763	6,978		2,981	2,995	39,717	33,741	23%	17%			82%		12%	100%	427	23
28	South Perth (City)	43,554	13,021		13,021	4,043		672	658	18,394	17,064	23%	20%			85%		14%	100%	422	24
29	Kwinana (City)	43,511	12,271		12,271	3,386		1,997	1,432	19,086	15,657	23%	18%			83%		5%	100%	439	20
30	Kalamunda (City)	58,946	18,986		18,986	5,162		2,443	1,887	28,478	24,148	22%	18%			86%			100%	483	7
31	Swan (City)	143,374	43,461		43,461	12,079		3,857	2,994	62,391	55,540	22%	18%			85%		15%	100%	435	21
32	Serpentine-Jarrahdale (Shire)	30,933	7,555		7,555	2,352		1,141	675	11,723	9,907	22%	19%			81%			100%	379	28
		2,060,221	371,898	184,860	556,758	196,525	43,296	60,791	50,256	907,626	796,579	36%	33%		35%	82%	96%	28%	100%	441	

Appendix E - WARR Strategy Action Plan

Actions Impacting the City of Kalamunda

1. Communications to support consistent messaging on waste avoidance, resource recovery and appropriate waste disposal behaviours	
Actions	City's Role
1.1. WasteSorted communications toolkit Build on and maintain the existing local government communications toolkit for consistent messaging relating to better practice kerbside service delivery and to support FOGO implementation in Perth and Peel.	Adopt the WasteSorted communications toolkit to provide a consistent message and support of FOGO implementation. Liaise with the Customer and Public Relations team.
1.6. Support local government waste management Support local government to improve waste management through innovation and education.	Engage with DWER and Waste Authority to access supporting mechanisms.
1.7. Better practice local government waste services Develop and publish better practice guidance for food organics and garden organics (FOGO) kerbside services, vergeside waste collection services and drop-off facilities to support local government development of waste plans and their adoption of better practice.	Adopt and use the better practice guidance for FOGO developed by DWER.
1.13. Better Bins at sporting and cultural venues Require use of Better Bins infrastructure (where appropriate) and messaging in sporting and cultural venues.	Assess the opportunity to implement Better Bins infrastructure at all City of Kalamunda community and sporting events. Liaise with the Community Development team.
2. Three bin kerbside collection system, which includes separation of food organics and garden organics from other waste categories, supported by State Government through the application of financial mechanisms.	
Actions	City's Role
2.2. Revise Better Bins with a FOGO focus Review and update the Better Bins funding program and better practice guidelines for kerbside collection to include, and support the adoption of, three bin FOGO collection systems.	Make an application for funding under the Better Bins program to implement a three-bin system.
2.3. Plan for three bin FOGO system roll out In consultation with local government, develop a plan for the phased introduction of three bin FOGO kerbside collection systems in Perth and Peel, including coverage requirements, processing and infrastructure needs, market scoping and development, mechanisms for transition from non-FOGO two and three bin services, and flexibility to allow for contractual transition.	Engage with DWER and Waste Authority in preparation of the City's Waste Plan addressing coverage, processing and infrastructure needs, market scoping and development, transition mechanisms and contractual transition.
2.4. Implement three bin FOGO system Implement three-bin FOGO systems across local governments in the Perth and Peel region, with funding support through the revised Better Bins program.	Adopt the three-bin FOGO system and implement in accordance with the City's Waste Plan.

3. Implement sustainable procurement practices that encourage greater use of recycled products and support local market development.	
Actions	City's Role
3.1. Identify options and priority actions to reduce waste through procurement In consultation with industry and State Government, identify priority sustainable government procurement measures, reporting requirements and policies, and engage with State Government agencies and obtain commitment to these within negotiated timeframes.	Identify opportunities to implement sustainable procurement measures including reporting. Liaise with the Procurement, Asset teams and other services areas to embed sustainable procurement practices in purchasing regimes.
3.2. Implement reducing waste through procurement program Lead collaboration between State Government agencies and industry to implement sustainable government procurement measures and policies.	Engage with DWER on sustainable procurement practices.
3.3. Develop better practice procurement framework Work with DWER to review the State Supply Commission's Sustainable Procurement Policy and Disposal of Goods Policy to reduce waste, increase recycling and increase use of recycled products in goods and services procurement; and incorporate any new requirements into relevant guidance materials. Such work may seek to: <ul style="list-style-type: none"> • Streamline existing guidance materials; • Draw upon DWER and other agencies' experience to incorporate examples of better practice; and • Develop a communications plan for the updated documents. 	Review better practice procurement framework developed by the State and adopt practices where relevant and appropriate.
4. Implement local government waste plans, which align local government waste planning processes with the Waste Avoidance and Resource Recovery Strategy 2030.	
Actions	City's Role
4.1. Develop waste plan support and guidance In consultation with local government, develop model plans and guidance to support the development of local government waste plans that are consistent with the waste strategy and form part of the local government integrated planning process.	Develop the City's Waste Plan consistent with the requirements of DWER.
4.2. Notify local governments of waste plan requirements Provide relevant local governments with written notice of the requirements to develop waste plans.	Act on the notice provided by DWER to develop the City's Waste Plan.
4.3. Support local governments to meet waste plan requirements Provide local governments with support and assistance to meet ongoing waste plan preparation, review and reporting requirements.	Engage with DWER and Waste Authority to access supporting mechanisms.

5. Review the scope and application of the waste levy to ensure it meets the objectives of the Waste Avoidance and Resource Recovery Strategy 2030 and establish a schedule of future waste levy rates with the initial schedule providing a minimum five year horizon.	
Actions	City's Role
5.1. Waste levy review In consultation with relevant stakeholders, undertake a review of the scope and application of the waste levy to ensure it meets the objectives of the waste strategy.	Advocate for an allocation of the waste levy that supports local governments in meeting the objectives of waste reduction and reuse as the first priority for the funds as opposed to subsidising unrelated State Government operations.
6. Undertake a strategic review of Western Australia's waste infrastructure (including landfills) by 2020 to guide future infrastructure development.	
Actions	City's Role
6.3. Guidance for waste infrastructure planning Work with the Department of Planning, Lands and Heritage to develop the planning instruments and guidance for local government and developers necessary to facilitate appropriate siting and design of waste facilities (including landfills).	Consider the implications on the City's land use planning of any guidance provided by the Department of Planning in relation to siting and design of waste facilities. Liaise with the Strategic Planning team.
7. Review and update data collection and reporting systems to allow waste generation, recovery and disposal performance to be assessed in a timely manner.	
Actions	City's Role
7.1. Waste Data Strategy Develop, release and implement the Waste Data Strategy.	Ensure the City's data and waste records are compliant with the reporting requirements under the State's Waste Data Strategy and that they can be produced efficiently and are maintained accurately.

8. Provide funding to promote the recovery of more value and resources from waste with an emphasis on focus materials.	
Actions	City's Role
<p>8.2. Facilitate waste avoidance and recovery Identify priority areas of need for funding, and establish a funding program(s) to support adoption of waste avoiding practices and behaviour and/or the recovery of resources from waste, with an emphasis on:</p> <ul style="list-style-type: none"> • focus materials • reuse and low-waste alternatives • community, government and industry initiatives that lead to waste avoidance and resource recovery • increasing the uptake of better practice approaches 	<p>Monitor and apply for any funding opportunities to access funding for the City's better practice waste initiatives.</p>

Appendix F - Waste Operating Expenses (MGBs)

	Bin Type (litre)	Collection Cost			Processing Recycling / FOGO	Landfill Cost					Bin Cost Amortisation	Total Cost
		No of Lifts p/Collection	Collection Frequency	Collection Total		Waste Proportion	Tonnes	Recovery Rate	Landfill Tonnes	Landfill Total		
Current												
General Waste	240	21,130	52	\$1,030,000		79%	19,000		19,000	\$3,392,000	\$84,000	\$4,506,000
Recycling	240	18,950	26	\$498,000	\$284,000	21%	5,160	86%	722		\$84,000	\$866,000
Total		40,080		\$1,528,000	\$284,000	100%	24,160	18%	19,722	\$3,392,000	\$168,000	\$5,372,000
Option 1 - All Areas												
General Waste	140	21,130	26	\$515,000		35%	8,408		8,408	\$1,501,000	\$65,000	\$2,081,000
Recycling	240/360	18,950	26	\$498,000	\$284,000	21%	5,160	86%	722		\$84,000	\$866,000
FOGO	240	21,130	52	\$1,030,000	\$1,311,000	44%	10,592	95%	530		\$84,000	\$2,425,000
Total		61,210		\$2,043,000	\$1,595,000	100%	24,160	60.0%	9,660	\$1,501,000	\$233,000	\$5,372,000
Difference to Current		21,130		\$515,000	\$1,311,000			42%	(10,063)	(\$1,891,000)	\$65,000	\$0
Option 2 - Excluding Rural												
General Waste	140	20,389	26	\$497,000		34%	8,113		8,113	\$1,448,000	\$63,000	\$2,008,000
Recycling	240/360	18,285	26	\$480,000	\$274,000	21%	4,979	86%	697		\$81,000	\$835,000
FOGO	240	20,389	52	\$993,000	\$1,265,000	42%	10,221	95%	511		\$81,000	\$2,339,000
Rural - General Waste	240	741	52	\$36,000		3%	667		667	\$119,000	\$3,000	\$158,000
Rural - Recycling	240	665	26	\$17,000	\$10,000	1%	181	86%	25		\$3,000	\$30,000
Total		60,469		\$2,023,000	\$1,549,000	100%	24,160	59%	10,013	\$1,567,000	\$231,000	\$5,370,000
Difference to Current		20,389		\$495,000	\$1,265,000			40%	(9,710)	(\$1,825,000)	\$63,000	(\$2,000)
Difference to Option 1		(741)		(\$20,000)	(\$46,000)			-1%	353	\$66,000	(\$2,000)	(\$2,000)

Assumptions	
Total Properties	22,800
Total Rural Properties	800
Better Bins Bin Subsidy	\$30
Bin Cost and Delivery (140 litre)	\$55
Bin Cost and Delivery (240 litre)	\$55
Bin Cost and Delivery (360 litre)	\$73
Bin Lid Change	\$18
Bin Amortisation (years)	15
Landfill Percentage (Option 1)	34.8%
Landfill Cost Per Tonne	\$178.50
Recycling Processing Cost p/Tonne	\$55.00
FOGO Bin Recovery Rate	95.0%
FOGO Processing Cost p/Tonne	\$123.80
General Waste Collection Cost p/Lift	\$0.937
Recycling Collection Cost p/Lift	\$1.01
FOGO Collection Cost p/Lift	\$0.937
Rounded places	3

Appendix G - Draft Local Environment Strategy (Waste)



Our aim	In the short term	Within the next 10 years
Protect the City's natural resources	Reduce pollution emissions into the environment, through planning provisions and revised work practices.	Adopt the Environmental Land Use Planning Strategy.
		Works and contract controls to minimise pollution and waste.
Increase recycling and up-cycling.	Set targets for diverting waste to landfill	A target for recycled waste is defined and met e.g. 50% of recyclable materials currently sent to landfill are recycled
Partner with the community to reduce waste to landfill	Increase community, business and City waste education and responsible behaviours.	Transparent and accountable waste reporting that meets aspirational targets.
	Provide more accessible and regular community recycling stations.	Develop creative community upcycling programs.
	Encourage up-cycling and reuse of items through composting, community garden workshops and possibly a tip recycle shop	

Appendix H - Project Schedule

City of Kalamunda

Project Name: Waste Plan

Project Manager: Chris Thompson
Project Deliverable: Completed Waste Plan
Scope Statement: Develop a Waste Plan for the City of Kalamunda in accordance with the requirements of the WARR Strategy and the WARR Act.

Start Date: 29 April 2019

End Date: 26 May 2020

Overall Progress: 4%

Ref	Tasks	Responsible	Start	End	Days	Progress	Status	Week Beginning	Week 1 29 Apr 19	Week 2 6 May 19	Week 3 13 May 19	Week 4 20 May 19	Week 5 27 May 19	Week 6 3 Jun 19	Week 7 10 Jun 19	Week 8 17 Jun 19	Week 9 24 Jun 19	Week 10 1 Jul 19	Week 11 8 Jul 19	Week 12 15 Jul 19	Week 13 22 Jul 19	Week 14 29 Jul 19	Week 15 5 Aug 19	Week 16 12 Aug 19	Week 17 19 Aug 19
1	Prerequisites																								
1.1	Kick-off Meeting	Brett Jackson	6-May-19	7-May-19	1	100%	Goal																		
1.2	Project Plan Prepared	Jason Buckley	28-Apr-19	15-May-19	17	100%	In Progress																		
2	Initiation																								
2.1	Council Endorsement of Waste Project Plan	Brett Jackson	25-Jun-19	26-Jun-19	1	25%	Goal																		
3	Better Bins Application																								
3.1	Prepare Better Bins Application	Chris T/Tyson A	7-May-19	25-Jun-19	49	50%	In Progress																		
3.2	Lodge Better Bins Application	Chris T/Tyson A	26-Jun-19	30-Jun-19	4	0%	Not Started																		
3.2	Better Bins Agreement (Waste Authority)	Brett J/Chris T	1-Jul-19	30-Aug-19	60	0%	Not Started																		
3.2	Council decision to enter Better Bins Agreement	Brett J/Chris T	1-Jul-19	30-Sep-19	91	0%	Not Started																		
4	Kalamunda Waste Plan																								
4.1	Engage Waste Management Professional	Chris Thompson	26-Jun-19	2-Aug-19	37	0%	Not Started																		
4.2	Workshop Issues with Elected Members	Brett J/Chris T	5-Aug-19	6-Aug-19	1	0%	Milestone																		
4.3	Waste Plan preparation	Chris T/External	7-Aug-19	4-Oct-19	58	0%	Not Started																		
4.3	PAB/OCM to consult on Waste Plan	Brett J/Chris T	8-Oct-19	22-Oct-19	14	0%	Not Started																		
5	Community Engagement																								
5.1	Inform (IAP2) Awareness campaign	Chris T/Nicole O	27-Jun-19	31-Jul-19	34	0%	Not Started																		
5.2	Involve(IAP2) Community Consultation	Chris T/Nicole O	23-Oct-19	20-Dec-19	58	0%	Not Started																		
5.3	Review Community Outcomes	Brett J/Chris T	21-Dec-19	30-Jan-20	40	0%	Not Started																		
6	FOGO Processing Strategy																								
6.1	Forecast Tonnage	Chris T/Tyson A	3-Aug-19	30-Aug-19	27	0%	Not Started																		
6.2	Engage EMRC	Brett Jackson	3-Sep-19	1-Nov-19	59	0%	Not Started																		
6.3	EMRC consider/timing	EMRC	1-Oct-19	31-Dec-19	91	0%	Not Started																		
7	Adopt Final Waste Plan																								
7.1	Review FOGO timing	Brett J/Chris T	2-Jan-20	28-Feb-20	57	0%	Not Started																		
7.2	Review CDS plan	Chris Thompson	3-Aug-19	31-Oct-19	89	0%	Not Started																		
7.3	Review WTS plan	Chris T/Tyson A	2-Jan-20	28-Feb-20	57	0%	Not Started																		
7.4	Develop final Waste Plan	Brett J/Chris T	2-Mar-20	30-Apr-20	59	0%	Not Started																		
7.5	Adoption of Final Waste Plan	Brett J/Chris T	25-May-20	26-May-20	1	0%	Goal																		
8	Outcome 1: 2020/21 Roll-out																								
8.1	Fees and Charges	Chris T/Tyson A	2-Jan-20	28-Feb-20	57	0%	Not Started																		
8.2	Budget Adoption	Brett Jackson	1-Jun-20	30-Jun-20	29	0%	Not Started																		
8.3	Bin Roll-out Plan	Chris T/Tyson A	1-Mar-20	30-Jun-20	121	0%	Not Started																		
8.4	Commence three bins	Chris T/Tyson A	30-Jun-20	1-Jul-20	1	0%	Goal																		
9	Waste and Recycling Collection Contract																								
9.1	Extend term - Oct 2019 to Oct 2020	Chris Thompson	1-Jun-19	30-Oct-19	151	0%	Not Started																		
9.2	Specification - new contract	Chris T/External	1-Nov-19	31-Jan-20	91	0%	Not Started																		
9.3	Tender - new contract	Chris T/Procure	1-Feb-20	31-Mar-20	59	0%	Not Started																		
9.4	Tender assessment	Tender Team	1-Apr-20	20-May-20	49	0%	Not Started																		
9.5	Award new tender	Brett J/Chris T	1-Jun-20	31-Jul-20	60	0%	Not Started																		
9.6	Potential new tender start-up	Contractor	1-Aug-20	31-Oct-20	91	0%	Not Started																		
9.7	Commencement	Chris T/Tyson A	31-Oct-20	1-Nov-20	1	0%	Goal																		
Waste Plan	Brett J/Chris T	29-Apr-19	26-May-20	393	4%	In Progress																			

Project Name: Waste Plan

Project Manager:

Project Deliverable:

Scope Statement:

Ref	Tasks	Week 18 26 Aug 19	Week 19 2 Sep 19	Week 20 9 Sep 19	Week 21 16 Sep 19	Week 22 23 Sep 19	Week 23 30 Sep 19	Week 24 7 Oct 19	Week 25 14 Oct 19	Week 26 21 Oct 19	Week 27 28 Oct 19	Week 28 4 Nov 19	Week 29 11 Nov 19	Week 30 18 Nov 19	Week 31 25 Nov 19	Week 32 2 Dec 19	Week 33 9 Dec 19	Week 34 16 Dec 19	Week 35 23 Dec 19	Week 36 30 Dec 19	Week 37 6 Jan 20	Week 38 13 Jan 20	Week 39 20 Jan 20	Week 40 27 Jan 20	Week 41 3 Feb 20	Week 42 10 Feb 20	Week 43 17 Feb 20
1	Prerequisites																										
1.1	Kick-off Meeting																										
1.2	Project Plan Prepared																										
2	Initiation																										
2.1	Council Endorsement of Waste Project Plan																										
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4.3	Waste Plan preparation																										
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9.5	Award new tender																										

City of Kalamunda

Project Name: Waste Plan

Project Manager:

Project Deliverable:

Scope Statement:

Ref	Tasks	Week 44 24 Feb 20	Week 45 2 Mar 20	Week 46 9 Mar 20	Week 47 16 Mar 20	Week 48 23 Mar 20	Week 49 30 Mar 20	Week 50 6 Apr 20	Week 51 13 Apr 20	Week 52 20 Apr 20	Week 53 27 Apr 20	Week 54 4 May 20	Week 55 11 May 20	Week 56 18 May 20	Week 57 25 May 20	Week 58 1 Jun 20	Week 59 8 Jun 20	Week 60 15 Jun 20	Week 61 22 Jun 20	Week 62 29 Jun 20	Week 63 6 Jul 20	Week 64 13 Jul 20	Week 65 20 Jul 20	Week 66 27 Jul 20	Week 67 3 Aug 20	Week 68 10 Aug 20	Week 69 17 Aug 20
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City of Kalamunda

Project Name: Waste Plan

Project Manager:

Project Deliverable:

Scope Statement:

Ref	Tasks	Week 70 24 Aug 20	Week 71 31 Aug 20	Week 72 7 Sep 20	Week 73 14 Sep 20	Week 74 21 Sep 20	Week 75 28 Sep 20	Week 76 5 Oct 20	Week 77 12 Oct 20	Week 78 19 Oct 20	Week 79 26 Oct 20	Week 80 2 Nov 20	Week 81 9 Nov 20	Week 82 16 Nov 20	Week 83 23 Nov 20	Week 84 30 Nov 20	Week 85 7 Dec 20	Week 86 14 Dec 20	Week 87 21 Dec 20	Week 88 28 Dec 20
1	Prerequisites																			
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9.6	Potential new tender start-up																			
9.7	Commencement																			
	Waste Plan																			

Working Draft **City of Kalamunda: Draft Tourism Development Strategy**

Prepared by: Tourism Community Reference Group



**city of
kalamunda** 76

City of Kalamunda

DRAFT Tourism Development Strategy 2019 - 2025

February 2019



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ACKNOWLEDGEMENTS

The City of Kalamunda adopted a community-led approach to production of this Tourism Development Strategy through engagement of a Tourism Community Reference Group (TCRG), who aimed to bring a community-driven focus centred on protecting the area's natural beauty and cultural heritage, supporting local businesses and residents, and coordinating a network of key individuals motivated to drive change.

This Tourism Development Strategy was authored by the Chair of the Kalamunda TCRG, Francesca Flynn, who worked in collaboration with the TCRG, City of Kalamunda staff and councillors, and the wider community throughout the production of this document.

We wish to acknowledge the hard work, dedication and commitment shown by members of the Kalamunda Tourism Community Reference Group (TCRG) and thank them for volunteering their time to bring a community-led approach to driving tourism in Kalamunda. The TCRG comprises:

- TCRG Chair: Francesca Flynn, Operations Manager Perth Observatory
- TCRG Deputy Chair: Caroline Babbage, President of Kalamunda Chamber of Commerce
- Bob Melville, former President of Tourism Association of WA
- Mack McCormack, Owner of Chalet Rigi Restaurant, Piesse Brook
- Eric and Lucy Radice, Owners of La Fattoria Perth Hills Restaurant and Orchard
- Judy Poletti, Bickley Valley land owner
- Rebekah Wilson, Owner of Lawnbrook Estate and Packing Shed Restaurant, Bickley Valley
- Michael Collins, Wattle Grove resident and FACET Board Member
- Kerry Ann-Winmar, Owner of Nyungar Tours, South Perth

We also wish to acknowledge the City of Kalamunda's staff and councillors, in particular Mayor John Giardina, who vision it was to create a Tourism Development Strategy for Kalamunda and realise the region's true tourist potential. City staff, led by CEO Rhonda Hardy, have been immensely supportive of the unique community-led approach of this Strategy and it is this innovation that has enabled the TCRG to develop this extraordinary flagship Tourism Development Strategy – developed BY the community, FOR the community.

Finally, and most importantly, we wish to acknowledge the community of Kalamunda who have shown tremendous enthusiasm and backing for development of this Strategy and provided invaluable feedback through a series of community workshops. Without community engagement, this Strategy would not exist, and we are immensely grateful for the opportunity to share community insights and develop a one-of-a-kind Community-led Strategy.

The Kalamunda TCRG is proud to share our Vision of establishing the City of Kalamunda as a major tourist destination with a sustainable and vibrant future for visitors and locals alike; a future filled with remarkable visitor experiences, innovative partnerships and ventures, and a connected and passionate community. In delivering this Tourism Development Strategy, we look forward to an exciting future of making our vision a reality.

1. INTRODUCTION

Scattered throughout the extensive Darling Scarp is the Perth Hills region, an increasingly popular tourist destination set within pristine Western Australian bush. Kalamunda, one of the region's character townships, enjoys a lofty view over Perth and the Swan Coastal Plain, and exudes a gentle country charm and historical elegance.

Kalamunda offers a range of experiences centred on stunning natural beauty, rich cultural heritage, and gourmet food and wine establishments delivering local produce and friendly service. The rolling Bickley Valley and Carmel region boasts award-winning family-owned boutique wineries, breweries and orchards, whilst surrounding National Parks offer endless freedom to interact with nature via world-class mountain bike and walking trails that meander past creeks and waterfalls through pristine forest. Kalamunda's bustling townsite is a vibrant setting for socialising and engagement with local arts, heritage and culture, and it enjoys an ideal location only 30 minutes from Perth CBD.

The first European settler in the area was Benjamin Mason who built a successful timber station. By 1872, he and his partner Francis Bird had constructed a horse-drawn wooden tram to transport timber to the Canning River. Stirk Cottage, the first dwelling on the future townsite, was built in 1881 by the Stirk family, and by 1891, the tram was replaced with a steel tracked Zig Zag Railway designed to overcome the scarp's steep gradient. Many orchards were established in the surrounding fertile valley soils and by 1902, the Kalamunda townsite was created. The area quickly developed into a popular tourist destination and weekend retreat, with the Zig Zag railway taken over by the State Government for passenger transport and extending from Midland through to Karragullen at its peak.

By the 1920s, Kalamunda had been cemented as a premier health and spa resort, with thousands of visitors journeying "up-the-hill" to escape City life and experience the rural tranquillity of a nearby cool mountain retreat. The Kalamunda Hotel saw fame as a world-class visitor resort until World War II, which saw an immediate down-turn in visitors from which Kalamunda never fully recovered. The Zig Zag railway became economically unviable in 1949 and the track removed in 1952. Since the 1950s, Kalamunda has continued to grow to meet demand for property within commuting distance of Perth, and whilst it thrives with natural beauty and cultural heritage, it is yet to reach its full potential in terms of re-establishing its status as an iconic Perth tourist destination.

The City of Kalamunda's "*Strategic Community Plan – Kalamunda Advancing 2017-2027*" identifies a key priority as the production of a **Tourism Development Strategy** leveraging the award-winning Experience Perth Hills brand to promote Kalamunda's many food and wine establishments and cultural heritage assets; maximise visitor numbers; and drive economic growth and diversity.

The City of Kalamunda adopted a community-led approach to production of the Tourism Development Strategy through engagement of a Tourism Community Reference Group, who bring a community-focus centred on protecting the area's natural beauty and cultural heritage, supporting local businesses/residents, and coordinating a network of individuals motivated to drive change.

2. VISION AND MISSION

Vision: To establish the City of Kalamunda as a major tourist destination with a sustainable and vibrant future

Mission: To create remarkable and memorable visitor experiences that celebrate our natural environment and rich cultural heritage, to maximise opportunities for innovative partnerships and tourism ventures, and to work collaboratively with the community to create committed and passionate local ambassadors for the City.

3. METHODOLOGY

This Tourism Development Strategy is designed to guide the City of Kalamunda in achieving their vision and mission, by providing a community-led framework for tourism planning, destination branding and product marketing over the next six financial years (2019-2025). A community-led approach was adopted by the City in production of this Strategy, with key steps identified below:

1. **Kalamunda Tourism Visioning Workshop** to identify key themes and community stakeholders
2. **Tourism Community Reference Group** established to lead engagement and drive focus
3. **Community Engagement Workshops** to obtain detailed feedback on key strengths, opportunities and constraints for developing tourism products in Kalamunda
4. **Data Review and Collation** to transcribe and summarise community feedback
5. **Draft Tourist Development Strategy** authored by City of Kalamunda and Chair of TCRG
6. **Summary Workshops** to enable TCRG to review key strategies and provide comment
7. **Council Review** to seek approval for release for public comment
8. **Public Review** period to allow comment on the draft Strategy
9. **Final Tourism Development Strategy** amended based on public comment
10. **Adoption by Council** for implementation by the City

4. ALIGNMENT WITH STRATEGIES

This Tourism Development Strategy seeks to align with existing City of Kalamunda strategies that set the broader planning context for tourism development in the region, including:

- Public Open Space Strategy (2018)
- Economic Development Strategy (2017)
- Kalamunda Advancing - Strategic Community Plan: 2017-2027 (2017)
- Kalamunda Bicycle Plan (2017)
- Hills Rural Strategy 2014 (2015)
- Community Development Plan
- Annual Business Plan & Budget

This Tourism Development Strategy also seeks alignment with developing City of Kalamunda strategies that will directly impact tourism development, including:

- **Local Planning Scheme (LPS) amendment** – successful implementation of this Strategy requires close collaboration with the City's Planning Department and adoption of key Tourism Precincts and Strategies into the updated LPS (anticipated 2019).
- **Kalamunda Activity Centre Plan** – will address key components of this Strategy through redevelopment of the Kalamunda townsite to celebrate its character, strong and engaged community, and vibrancy as a social hub to live/work/play.
- **Arts and Cultural Policy/ Art in Public Places Policy** – will address key components of this Strategy through placing creative practise at the heart of the Kalamunda community, strengthening sense of place and visual appeal, and promoting engaging arts and cultural experiences.
- **Industrial Development Policy** - opportunity for developments to support tourism, including potential hotel and commercial complexes that complement the natural environment.

5. TOURISM CONTEXT

5.1. Federal

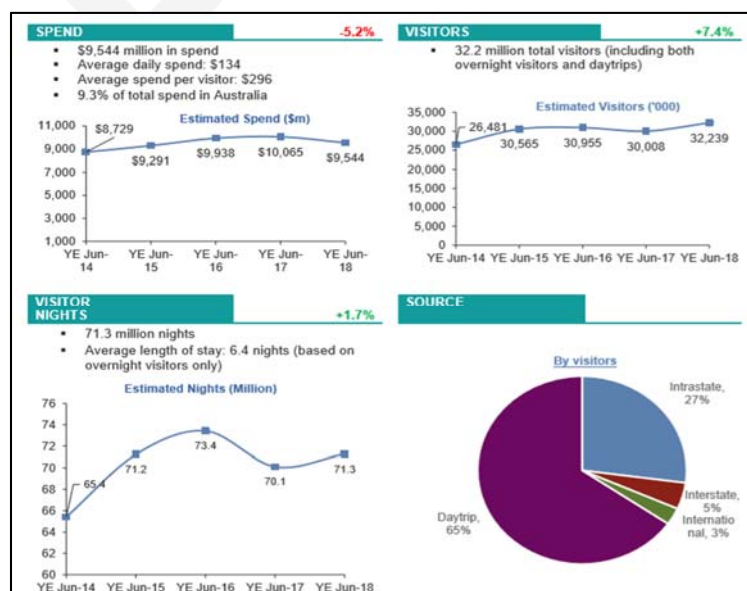
Tourism Australia is the Australian Federal Government agency responsible for attracting international visitors to Australia, both for leisure and business. It is active in 15 key areas including advertising, PR and media, trade shows and industry programs, online communications and consumer promotions and research. In 2010, Tourism Australia released a national strategy entitled “*Tourism 2020*” - a whole-of-government and industry long-term strategy designed to build the resilience and competitiveness of Australia’s tourism industry and grow its economic contributions. The strategy focuses on improving performance by pursuing new opportunities for growth and increased consumer spending and addressing supply-side factors. The primary goal of “*Tourism 2020*” is to achieve more than \$115 billion in overnight spend by 2020 (up from \$70 billion in 2009).

5.2. State

Tourism WA is the State Government agency responsible for developing tourism in WA and promoting it as an extraordinary tourism destination. It works in partnership with industry, private sector and government to develop and promote WA’s tourism experiences, attract events to the State, and help the tourism industry thrive, including providing funding, strategic direction, domestic marketing, research and other resources. In response to “*Tourism 2020*”, Tourism WA published **WA Tourism 2020 Strategy** in 2012, which describes 7 strategic ‘pillars’ of growth (Brand; Infrastructure; Business Travel; Regional Travel; Indigenous Tourism; Events; Asia) linked by ongoing operations, to deliver a goal of **doubling tourism spend from \$6 billion in 2010 to \$12 billion by 2020**.

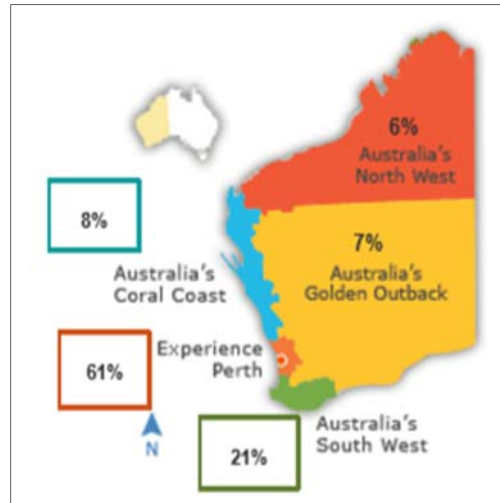
Tourism Council WA is the peak body representing tourism businesses, industries and regions in WA. It promotes the value of tourism, facilitates sustainable tourism development and advocates industry policy on behalf of members, comprising more than 1,500 private and public sector organisations including aviation, accommodation, venues, hospitality, tours, attractions and events sectors. The Council is also the peak body for WA regional and industry tourism associations.

Tourism makes an increasingly significant contribution to the WA economy. In 2016-2017, Tourism WA reported that the tourism industry employed over 7.7% of the WA workforce and was valued at \$11.8 billion by Gross State Product (GSP) – a rise of 0.9% from the previous year and over \$3 billion in 4 years (2012-2013 \$8.6 billion GSP). However, whilst 2017-2018 saw an increase of 7.4% in overnight and daytrip visitors to or within WA, visitor spend declined by 5.2%, largely due to reduced length of stays by interstate and international visitors and declining daily spend of intrastate visitors.



5.3. Local

Within WA, there are 5 Government funded regional tourism organisations who work both independently and in partnership with Tourism Australia, Tourism Western Australia, the tourism industry and key local stakeholders to promote tourism across the State. The City of Kalamunda sits within the **Perth Region Tourism Organisation** or “**Destination Perth**” (formerly Experience Perth), which captures around 60% of visitors to the State.



Source: Tourism WA

Destination Perth is the region's peak destination marketing organisation responsible for promoting Perth and its surrounds as a desirable leisure destination. It is a not-for-profit marketing organisation established in 2004 to act as the primary body for the marketing of Perth to domestic and international consumers, travel trade and media. Their vision is to establish the Perth region as a globally recognised must-visit tourist destination through increased visitor numbers, length of stay and visitor spending in the region. Their focus is on building destination awareness within Australia and targeted international markets through a program of marketing initiatives that grow sustainable tourism for the region.

Destination Perth represents Perth and its surrounds, comprising six tourism precincts:

1. Perth City
2. Fremantle and Rottnest Island
3. Sunset Coast
4. Peel and Rockingham
5. Swan Valley and Darling Range
6. Avon Valley

Whilst the City of Kalamunda currently falls within the “Swan Valley and Darling Range” tourism precinct; recent focus from both the State Government and Tourism Industry Bodies has been centred on creation of a separate tourism precinct for the Perth Hills, which is in many ways a hugely different visitor experience to the Swan Valley. The Perth Hills are a hidden gem which by contrast to other food and wine focused destinations, offers a more intimate connection with the natural environment and boutique family-owned venues where you can meet the maker and hear personal stories. Aligning with the “*Taste 2020 Tourism WA Strategy*”, Kalamunda offers a smaller-scale, rustic and personal charm enhanced by rich cultural heritage and burgeoning calendar of Special Events.

5.4. Perth Hills Tourism Alliance

The Perth Hills Tourism Alliance is a collaboration between the neighbouring local government authorities of the Perth Hills region aiming to coordinate marketing efforts and resources to increase visitor numbers, maximise branding opportunities, and attract increased investment to the region.

The Alliance, who comprise the Cities of Kalamunda, Armadale, Swan and the Shires of Mundaring and Serpentine and Jarrahdale, are working closely with Destination Perth to develop an integrated tourism brand for the Perth Hills, focusing on combined Perth Hills marketing and visitor maps, a coordinated social media, online and visitor centre experience, and promotion of industry training opportunities.

Each Local Government Area within the Alliance has signed a Memorandum of Understanding to forge an agreement to work in collaboration to develop combined tourism products for the wider Perth Hills region, and the Alliance meet on a regular basis with a remit to encourage positive promotion of the wider Perth Hills region.

5.5. Perth Hills Tourism Taskforce

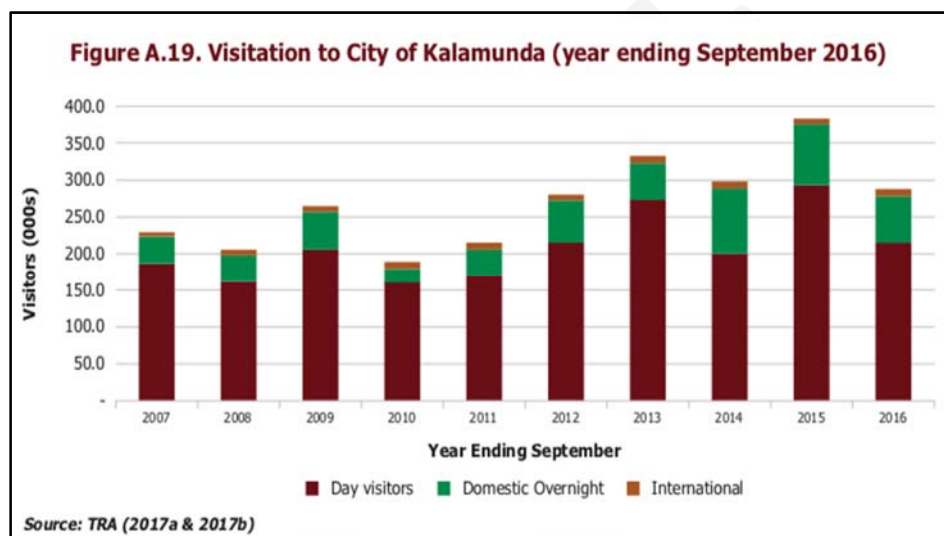
Focus on the Perth Hills was cemented in June 2018 by WA Premier Mark McGowan who announced the Perth Hills Tourism Taskforce to be led by Tourism Minister Paul Papalia and Planning Minister Rita Saffioti and include collaboration between the City of Kalamunda and surrounding Local Government Authorities. The Taskforce aims to address planning, tourism and agricultural challenges to create a more sustainable economic future for landowners, encourage job growth for new and existing businesses, and engage with the community to retain and strengthen cultural heritage values. Key focuses will include development of the Pickering Brook townsite, improved accommodation facilities, opportunities for horticultural businesses to expand into eco and agritourism, and branding and marketing of the Perth Hills region. The Premier was clear in his commitment, stating:

“Our picturesque Hills have so much to offer, and they are right on our doorstep. It’s time we develop a proper plan for this precinct, so it can thrive into the future and attract more visitors, boosting our local tourism industry and creating new jobs along the way.”

6. KALAMUNDA TOURISM MARKET

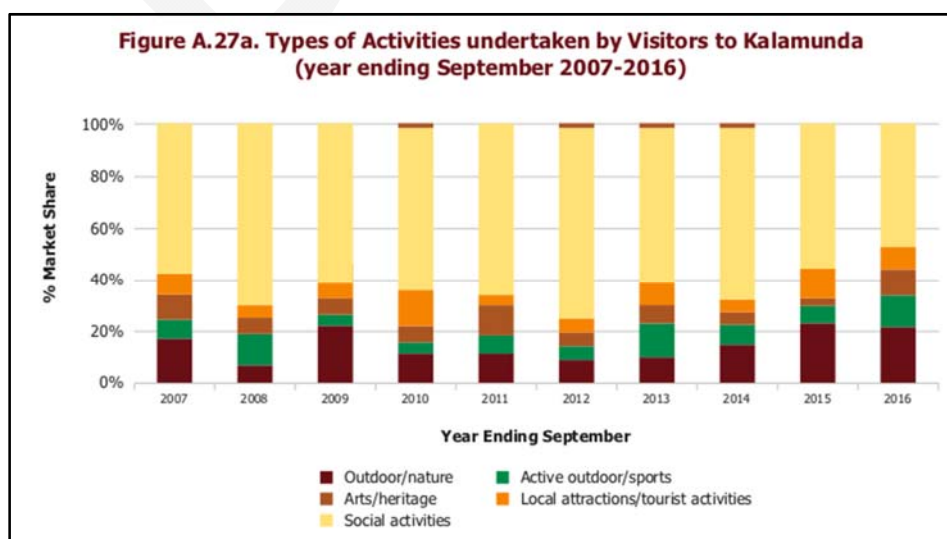
Over the last five years, Kalamunda has welcomed an average of 295,000 visitors a year who make the trip “up to the hill” (source: Tourism Research Australia). Most of these (75%) are “day visitors”, whilst the remainder are “domestic overnight visitors” (22%) with only 3% comprising international visitors. Domestic overnight visitors are most likely to come from Perth or regional WA, day visitors are most likely to come from the eastern regions of Perth, whilst international visitors are most likely to come from the UK. Strategic opportunities exist to “convert” day visitors to overnight visitors and increase interstate and international visitor numbers, whilst retaining spend from local visitors.

Average growth in visitor numbers to Kalamunda is around 8.7% each year, with the largest increases reported in domestic overnight visitors (+26%) and international visitors (+17%). The over 55 demographic is the main visitor group, making up 36% of all visitors, although Kalamunda is experiencing increasing visitor numbers in the 20-29 age group.



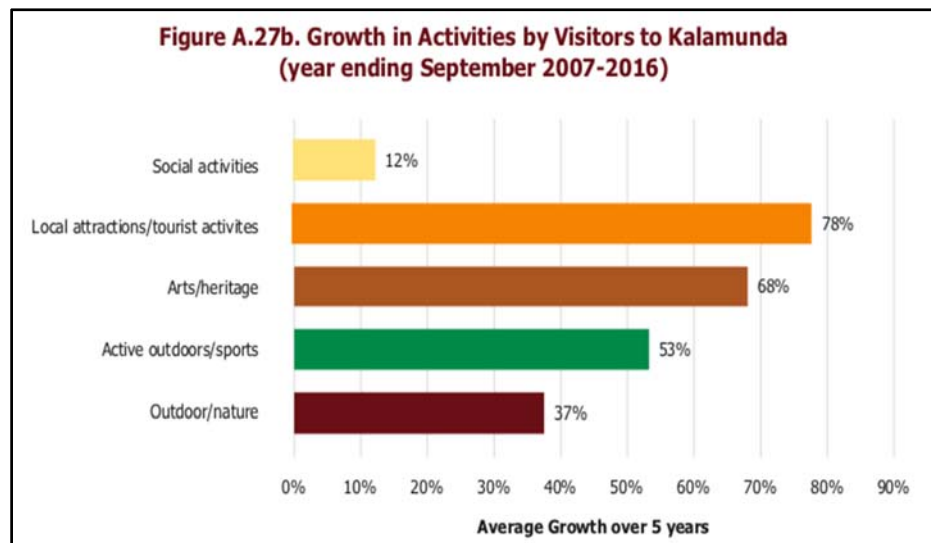
Visitation to City of Kalamunda by type (Tourism Research Australia)

‘Social’ activities”, including dining out/bars, visiting family/friends or shopping, were reported as the main visitor activity (48%) in Kalamunda, followed by participation in outdoor/nature activities (23%), active outdoor sports (12%), arts/heritage activities (10%) and visiting local attractions (8%). “Visiting Friends and Family” was the major reason for visiting Kalamunda with this accounting for approximately 40% of visitors over the last five years.



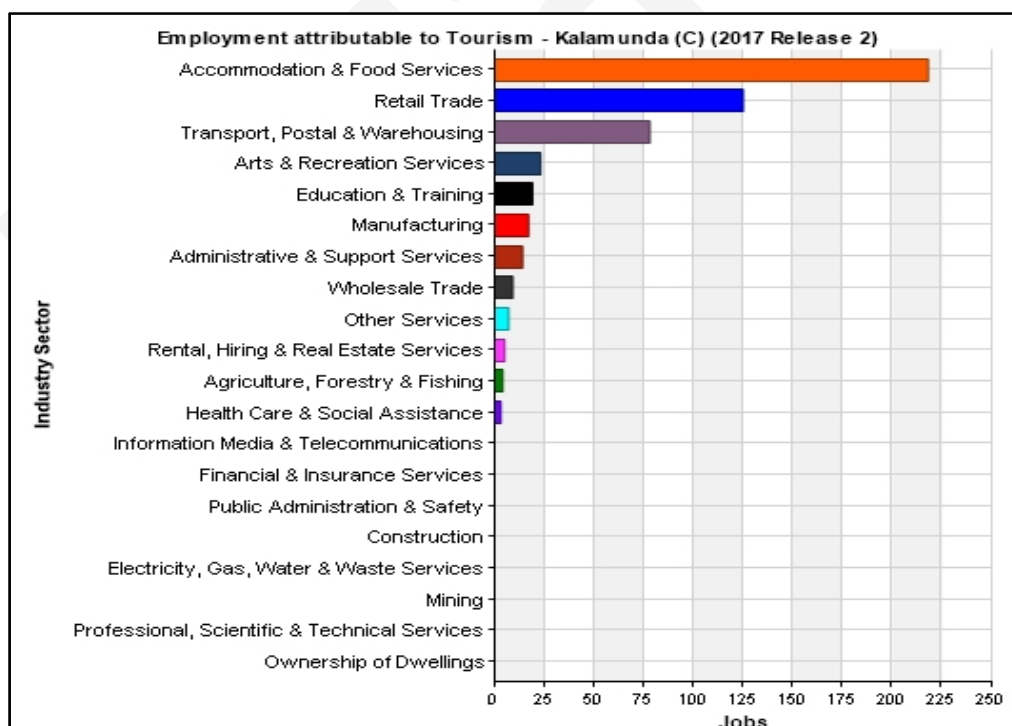
Types of Activities undertaken by Visitors (Tourism Research Australia)

With respect to growth trends, whilst social activities have remained the most popular visitor activity, it showed the lowest growth rate (12%) over the 2007 – 2016 period. Conversely, significant increases in visits to local attractions and tourist activities (78%), arts and heritage attractions (68%) and active/outdoor sports (53%) were reported, representing an increased demand from visitors for tourism experiences, and reflecting the State-wide focus on key attractions over recent years.



Growth Activities by Visitors (Tourism Research Australia)

The value of tourism to the Kalamunda economy is \$112.4 million with an estimated 523 jobs created across industry sectors such as retail, accommodation, cafes/restaurants, and cultural and recreational services.



Source: REMPLAN

While the Kalamunda economy is not dominated by tourism, it holds huge potential. Kalamunda's rich diversity of tourist products, if properly developed, invested and managed, can offer a significant boost to the economy through visitor expenditure. As identified in the City's 2017 Economic Development Strategy: *"With the right mix of proactive product development, destination marketing and destination management activities, Kalamunda can reach its tourism potential."*

7. KALAMUNDA TOURIST PRECINCTS

7.1. Kalamunda Townsite

Kalamunda townsite is located 25km east of Perth and a short 30-minute drive from Perth CBD. It is situated 300 metres above sea level on the Darling Scarp, is bound by National Parks and State forest, and offers magnificent views over the Swan Coastal Plain. European settlement dates from 1860, with the townsite boasting several points of historical and cultural interest including Heritage Trails, Stirk Cottage and the Zig Zag Scenic Drive. It is home to the Kalamunda Cultural Precinct, featuring Kalamunda History Village and Steam Locomotive, Zig Zag Gallery, and the award-winning Experience Perth Hills Visitor Centre, which provides a range of visitor services and information.

The townsite has become a hub for world-class mountain bike and walking trails; hosting the Northern Terminus of the Bibbulmun Track and offering connection to the Munda Biddi. A strong café and market culture is firmly entrenched, with flourishing artisan, farmers and night markets operated by Kalamunda Chamber of Commerce and Kalamunda Rotary, showcasing local produce and artistic talent. A range of restaurants, bars and historical taverns offer lively venues for socialising, whilst nearby Stirk Park provides a historical stage for open air concerts and special events. The townsite hosts numerous art galleries and studios, offering the chance to purchase local artwork and learn new skills during workshops and artist residencies.

Further south, the neighbouring suburb of Lesmurdie delivers the stunning Lesmurdie Falls National Park, with breathtaking views of the cascading falls and surrounding Swan Coastal Plain, and a chance to encounter native wildlife at Kanyana Wildlife Rehabilitation Centre.

Despite proximity to Perth Airport, there are no significant commercial hotel developments in the City and tourist accommodation is limited to small bed and breakfast offerings. Public transport from Perth CBD is available via a direct 60-minute Transperth bus service from St Georges Terrace to Kalamunda's Mead St, and various buses operate within the townsite and surrounding suburbs. The closest rail link is Midland, with connecting buses to Kalamunda. The future Forrestfield-Airport Link, which forms part of METRONET, will see Kalamunda connected to Perth Airport and Midland via rail, significantly expanding visitor transport options.

7.2. Bickley Valley and Carmel

The Bickley Valley and Carmel region is located a short drive south-east/south of Kalamunda townsite and is characterised by rolling valleys, winding roads, boutique wineries, vineyards and orchards, rustic day spas and luxury retreats, and State Forest/National Parks.

The popular Bickley and Carmel Wine Trail winds its way through a cluster of small family-owned wineries, cideries and breweries offering award-winning beverages and dining options showcasing fresh local produce, from simple platters to à la carte dining.

The area boasts world-class mountain bike experiences; with over 40 km of signed single-tracks, Kalamunda Trails is the most popular mountain bike destination in WA. They are situated in picturesque National Park and State Forest and connect with the Munda Biddi. Trail management involves community stewardship by the Kalamunda Mountain Bike Collective (KMBC); a not-for-profit association that aims to develop trail networks and encourage participation in the sport.

Bickley Valley is home to the Perth Observatory; a unique tourist attraction where science and history come to life through telescopes and artefacts. Last year, it hosted over 200 events attended by 10,000 visitors, including telescope viewings, heritage tours, school programs, star adoptions, public lectures, Aboriginal tours and global science events. Recent funding is set to transform WA's

oldest Observatory into a “Living Museum of Science and Technology” through creation of an Aboriginal Astronomy Centre, redevelopment of the museum, and improved visitor facilities.

Given proximity to Mundaring Weir, some areas are located within a Public Drinking Water Source area meaning that recreation and leisure activities are governed by the Department of Water and Environmental Regulation (DWER) Operational Policy 13 to protect water quality in the catchment.

Tourist accommodation needs are serviced by several small-scale boutique establishments offering rustic sophistication that reflects the rural nature of the Bickley Valley, including a variety of five-star award-winning spa resorts and luxury retreats. A large majority of the area is not serviced by regular public transport, so visitors are required to have their own transport.

7.3. Pickering Brook

Located 15 minutes south-east of Kalamunda, Pickering Brook is a former mill town previously connected by the Upper Darling Railway at the turn of the 20th century. Following decline of the timber industry, much of the fertile valley became home to family-run orchards involved in apple, stone-fruit and grape production. Seasonal produce is often available direct from the farm-gate and some orchards offer “pick-your-own” experiences.

A growing number of small-scale boutique wineries and cideries can be found within the grounds of the working orchards, with a focus on orchard-originated food, wine and cider in an intimate setting. Challenges exist due to agricultural land-use zoning throughout most of the area, particularly restrictions on subdivision, lot size and waste-water treatment for properties not on mains sewerage. The June 2018 State Government “Perth Hills Tourism Taskforce” aims to focus on redevelopment of the Pickering Brook townsite and opportunities for horticultural businesses to expand into eco and agritourism. Potential exists for a wide variety of experiences that leverage our key strengths, including working farm holidays, eco-stays, and “glamping under the stars”.

Tourist accommodation needs are serviced by several family-owned bed and breakfast establishments. A large majority of the area is not serviced by public transport, so visitors are required to have their own transport.

7.4. Foothill Suburbs

Whilst a natural focus for tourism is the spectacular landscapes of the National Park and State Forest that make up the eastern portion of the City of Kalamunda, opportunities should equally be sought to improve visitor facilities in suburbs lying at the foothills of the scarp. These suburbs, comprising High Wycombe, Maida Vale, Forrestfield and Wattle Grove, are well connected to the Kalamunda townsite via regular public transport and offer access to major road links including the Roe and Tonkin Highways. The eastern boundary of Perth Airport directly neighbours the foothill suburbs from High Wycombe in the north to Wattle Grove in the south and opportunity should be leveraged from the Forrestfield-Airport rail link to foster strong relationships with Perth Airport.

Forrestfield is home to Hartfield Country Park and Golf Club, an award-winning championship 18-hole course set in natural bush with spectacular views of the Darling Range and located just 10 minutes from Perth Airport. The City of Kalamunda’s premier leisure facility, Hartfield Park Recreation Centre, is also located in Forrestfield, where refurbished facilities provide a wide range of recreational opportunities and a thriving social environment.

Like nearby Pickering Brook, Wattle Grove was historically involved in timber production and fruit growing. Orchards continue to operate in the area alongside other agricultural uses including poultry farms, equestrian studs, agistment paddocks, horticultural nurseries, pet kennels, hobby farms and cattle breeders. The WA Planning Commission’s (WAPC) North-East Sub-Regional Planning Framework, adopted March 2018, identifies the majority of Wattle Grove South as Urban Expansion/

Urban Investigation Area. As a result of community opposition, Wattle Grove South was removed as an investigation area from the City's draft Industrial Development Strategy in October 2018, however, its status remains in the WAPC Framework.

7.5. Cycling Precinct

The cycling precinct comprises the extensive network of road and mountain bike trails which extend throughout the City of Kalamunda. The cycling network is considered a separate precinct in its own right; extending throughout the City and connecting key tourism precincts to provide a City-wide approach to visitor flow.

The City's 2017 *Bicycle Plan* identifies the following route types within Kalamunda's cycling precinct:

- **Primary Routes:** high-quality regional routes such as the existing and proposed Principal Shared Paths (PSPs) along Roe Highway, Tonkin Highway and railway corridors, which are also the backbone of the cycling network in Perth Metropolitan Area. These paths provide high-quality direct cycling connections completely separated from road traffic.
- **Secondary Routes:** safe and directional connections between Primary Routes and major attractions or facilities such as shopping centres, sporting and civic facilities.
- **Local Routes:** provide safe cycling conditions in local (predominantly residential) areas, collecting cycling traffic from local roads within suburbs and distributing it to the primary and secondary networks.
- **Training Routes:** provide training or sports cyclists with designated routes in which to undertake long distance rides in on-road environments. These are normally located on rural or semi-rural roads but can also include other major access roads to these areas.

The Bicycle Plan offers the opportunity to overcome one of the key barriers to encouraging greater cycle tourism in the City – the condition of the cycling network and lack of clearly defined, high-quality touring routes.

8. COMMUNITY CONSULTATION

8.1. Tourism Community Reference Group

The City of Kalamunda adopted a community-led approach to production of this Strategy through engagement of a **Tourism Community Reference Group** (TCRG) who worked in collaboration with the City to host a series of interactive community workshops and develop this Strategy. Community engagement is vital to the successful implementation of this Strategy, by ensuring local residents and businesses are connected, passionate and committed to the City's tourism vision.

The TCRG was formed following an Initial Tourism Visioning Workshop hosted by the City in May 2018 and attended by key community stakeholders. The TCRG comprises nine residents and business operators who volunteered their time to bring a community-led approach to the Strategy, focusing on protecting the area's natural beauty and cultural heritage, supporting local businesses/residents, and coordinating a network of motivated individuals to drive change.

- **Chair:** Francesca Flynn, Operations Manager Perth Observatory (Author of Strategy)
- **Deputy Chair:** Caroline Babbage, President of Kalamunda Chamber of Commerce and Owner of Fawkes House Spa Retreat, Carmel
- Bob Melville, Vice President of Kalamunda Chamber of Commerce, former President of Tourism Association of WA
- Mack McCormack, Owner of Chalet Rigi Restaurant, Piesse Brook
- Eric and Lucy Radice, Owners of La Fattoria Perth Hills Restaurant and Orchard
- Judy Poletti, Bickley Valley land owner
- Rebekah Wilson, Owner of Lawnbrook Estate and Packing Shed Restaurant, Bickley Valley
- Michael Collins, Wattle Grove resident and FACET Board Member
- Kerry Ann-Winmar, Owner of Nyungar Tours, South Perth

The TCRG worked in collaboration with City of Kalamunda staff and councillors throughout the production of this document.

8.2. Community Engagement Workshops

The TCRG hosted six interactive Community Engagement Workshops facilitated by the TCRG Chair and City of Kalamunda. The workshops focused on key tourism themes and were designed to gather information on what the community wants and expects from tourism in Kalamunda. The workshops were well attended by over 150 residents, businesses owners, community organisations and government agencies. A full list of workshop participants is provided in Appendix 1.

Workshop	Location	Date	Participants
Agri-Tourism, Food & Wine, Accommodation and Retail Tourism	City of Kalamunda Function Room, 2 Railway Rd	19 Sept 2018	52
Special Events Tourism	Zig Zag Cultural Centre, Seminar Room, 50 Railway Rd	25 Sept 2018	16
Heritage, Arts & Culture Tourism	Perth Observatory, 337 Walnut Rd, Bickley	27 Sept 2018	17
Aboriginal Tourism	Perth Observatory	2 Oct 2018	19
Active Adventures, Cycling & Sport Nature Based & Physical Attractions	City of Kalamunda Function Room	17 Oct 2018	30
Tourism Support Services, Infrastructure, Marketing & Planning	City of Kalamunda Function Room	24 Oct 2018	17

Workshop participants were asked to consider four questions to gain insight into strengths, weaknesses, opportunities and threats associated with tourism in Kalamunda.

1. Describe our key tourism products or offerings available in the City of Kalamunda?
2. What opportunities exist for tourism experiences/products?
3. What constraints exist for tourism experiences/products?
4. It would be interesting if we could.....?

A large volume of data was collected, which provided a diverse range of local opinions, community insights, suggestions and industry views, that form the basis of this Tourism Development Strategy. All data collected during workshops was transcribed in full as presented in Appendix 2.

9. KALAMUNDA'S TOURISM STRENGTHS

When asked to describe where our strengths lie in tourism products or experiences offered by the City of Kalamunda, the following key themes emerged in community feedback:

- **A charming and historical townsite**, offering a wide range of social activities centred on café/restaurants, museums, heritage attractions, markets, art galleries and cultural experiences that allow engagement with our friendly and connected local community.
- **Unique vantage point** at the top of the escarpment offering spectacular elevated views over Perth and the Swan Coastal Plain.
- **Stunning backdrop of pristine natural beauty** in National and Regional Parks that provide endless opportunities to interact with nature, including towering forest, rolling valleys and hills, meandering creeks, pools and waterfalls, and an abundance of native flora and fauna.
- **Award-winning boutique wineries, breweries, cideries and restaurants** within a small locality, offering fresh seasonal produce and opportunity to engage with local families.
- **World-class mountain, road bike and hiking trails** through outstanding National and Regional Park landscape, with potential to host large-scale events in connection with the Bibbulmun Track and Munda Biddi trail.
- **Engaged and active arts community** with a wide range of public artwork, art galleries and travelling exhibitions, studios, artist residences, open-air theatre and music concerts.
- **Rich cultural heritage attractions** including award-winning Perth Observatory, Kalamunda History Village and strong links with Aboriginal culture including Noongar name.
- **Flourishing Special Events Calendar** including annual Perth Hills Spring Festival, Bickley Valley Harvest Festival, Summer Series Movie Festival, Jazz in the Park, Quit Targa West, Zig Zag Festival, Kalamunda Agricultural Show, Corymbia Festival and well-established markets.
- **Luxury boutique accommodation** including small-scale high-end spa retreats, family-owned bed and breakfasts and home stays that offer an intimate window into Kalamunda life.
- **Proximity to Perth CBD and Perth Airport** with State Government funded improvements to public transport and future rail connection through the Metronet Forrestfield-Airport Link.
- **Strong and connected local community** including thriving community-led markets, active engagement groups, and an abundance of volunteer-led organisations.

10. TOURIST OPPORTUNITIES AND CONSTRAINTS

When asked to describe opportunities and challenges relating to the development of tourism within the City of Kalamunda, the following key themes emerged in community feedback:

10.1. Opportunities

1. Revitalise the Kalamunda Townsite to improve visual appeal and build connectivity:

- Rejuvenate Haynes Street to improve aesthetic appeal of shop fronts and commercial units
- Use public art, street furniture and gardens to add colour and texture
- Revitalise empty commercial space via innovative “start-ups/pop-ups” or community hub
- Investigate traffic control measures and pedestrianisation zones

2. Leverage Kalamunda’s unique location and setting to maximise opportunities:

- Develop products that showcase views over Swan Coastal Plain e.g. Zig Zag, Lesmurdie Falls
- Develop “photographic viewpoints” at key locations to encourage social media posts/tags
- Partner with local operators to promote major attractions including Bibbulum Track, Munda Biddi Trail, Perth Observatory and Kalamunda History Village.
- Promote proximity of Kalamunda to Perth CBD and neighbouring Perth Airport

3. Encourage tourism products that cement Kalamunda as a key tourism destination:

- Boutique wineries, cideries, orchards, breweries and restaurants offering fresh local produce
- World-class bike trails through unspoiled National Parks ready to support global events
- Strong links with Noongar heritage present opportunity to create authentic Aboriginal tourism products including guided tours, public art, workshops and festivals
- Expand Special Events in collaboration with key attractions and globally recognised events
- Develop interactive app to provide easily accessible and single information source for visitors

4. Improve constraints associated with Planning to encourage new business ventures:

- Investigate subdivision in agricultural areas to support environmentally sensitive ventures such as agri and eco-tourism, open-orchards, working/hobby farms, eco-stays and glamping
- Champion wastewater management for landowners not connected to mains sewerage to support new tourism ventures that are sensitive to our drinking water catchment location
- Manage bushfire risk including improved road access to support increased visitor numbers

5. Improve Kalamunda destination marketing, branding and signage:

- Develop striking and memorable destination marketing that identifies Kalamunda as a key tourist destination with a niche brand to complement that of the wider Perth Hills region
- Improve how visitors navigate to Kalamunda including creation of bold welcoming entry statements along key transport links and improved directional signage
- Adopt consistent Perth Hills branding in collaboration with other local government authorities to promote cohesion within the region
- Improve information signage for key attractions and combine with walking tours to promote visitor engagement
- Facilitate visitor navigation via visually appealing and easily-identifiable road and trail signs

6. Improve transport links, services and resources:

- Leverage the new rail link to Forresterfield including regular connecting buses
- Improve local transport links and investigate set fares to encourage hop-on/hop-off use
- Develop tour packages combining attractions, transport and accommodation
- Develop relationships with Perth Airport and tour operators at refurbished Fremantle Docks
- Increase parking facilities to support larger visitor numbers

7. Increase and diversify tourist accommodation:

- Investigate medium-sized hotel to cater for larger visitor numbers and leverage proximity to Perth Airport and major transport links
- Encourage alternative accommodation that celebrates our natural setting, e.g. camping, glamping, eco-resorts, air-crete domes and tree-house cabins,
- Experience Perth Hills Visitor Centre to be a potential conduit for accommodation booking

10.2. Constraints

1. Financial pressure on local businesses and community organisations:

- Lack of significant funding opportunities and support for new and existing businesses throughout all levels of Federal, State and Local government
- Competition from other more established food and wine destinations

2. Restrictions from Bushfire risk management:

- State Planning Policy 3.7 (Planning in Bushfire Prone Areas) limits new developments, particularly in relation to road access capable of supporting higher visitor numbers

3. Restrictions from Public Drinking Water Source Area:

- DWER Policy 13 (Recreation within Public Drinking Water Source Areas on Crown Land) limits recreational land use and development
- Lack of State guidance on waste-water management for properties not on mains sewerage
- New ventures face arduous and economically unfeasible off-site water treatment
- "Way-forward" sought through review of Policy 13 (anticipated 2019) and production of a catchment District Water Management Strategy

4. Restricted access and land-use on government or privately-owned land:

- City houses extensive Water Corporation owned-land and State National Parks managed by the Department of Biodiversity Conservation and Attractions (DBCA)
- Recent conflicting interests include removal of informal bike trails on the Zig Zag by DBCA due to environmental degradation and soil erosion concerns
- Opportunity to strengthen relationship with DBCA and other landowners to achieve shared goals to protect and celebrate the natural environment through eco-sensitive tourism

5. City of Kalamunda planning restrictions

- LPS considered obstructive and disconnected with the City's tourism vision
- Seen to limit and delay progress rather than a mechanism of encouraging new ventures
- Lack of support to guide businesses through "red-tape" approvals with City and State
- Kalamunda developed in piecemeal fashion under differing planning regimes, resulting in an ad-hoc and fragmented town centre that lacks cohesion of architecture, land use and access.
- Opportunity to revitalise planning process and support ventures that align with the tourism vision through the updated LPS currently under development (anticipated 2019)

6. Inadequate tourist services and infrastructure:

- Limited directional and information signage, and lack of entry statements/welcome
- Inadequate parking, public transport and toilets
- Limited business opening hours - major tourist destinations offer extended opening hours
- Limited mobile phone and Wi-Fi coverage and lack of interactive tourist app
- Absence of medium sized hotel and limited caravan/RV and camping facilities
- Lack of trackable statistical data on visitor numbers by the City of Kalamunda

11. TOURISM DEVELOPMENT STRATEGIES

Strategy 1: Create and maintain welcoming, inclusive and accessible facilities for visitors to enjoy the natural and built environment

- 1.1 Improve visitor access to and navigation between key attractions, precincts and services
- 1.2 Provide accessible and robust tourism support services that exceed visitor expectations
- 1.3 Develop diverse and unique accommodation offerings that encourage visitors to stay longer

Strategy 2: Leverage Kalamunda's natural beauty and award-winning attractions to grow destination appeal and recognition

- 2.1 Enhance Kalamunda townscape to grow vibrant and engaging "rural village" atmosphere
- 2.2 Promote key attractions that secure Kalamunda's reputation as a premier tourist destination
- 2.3 Preserve and celebrate the natural environment through eco-sensitive outdoor adventures

Strategy 3: Develop arts, heritage and culture opportunities that engage creative investment, participation and community pride

- 3.1 Promote Kalamunda as a thriving arts, heritage and cultural hub within the Perth Hills
- 3.2 Lead authentic and culturally-aware Aboriginal tourism experiences
- 3.3 Expand Special Events to offer diverse, stimulating and globally recognised programs

Strategy 4: Further develop the Kalamunda tourism brand and destination marketing to raise awareness and inspire visitor interest

- 4.1 Foster strong awareness and recognition of the Kalamunda brand
- 4.2 Work towards cohesive and connected regional Perth Hills branding and marketing
- 4.3 Increase Kalamunda's share of local, intrastate, interstate and international tourism markets

Strategy 5: Encourage an innovative and collaborative tourism industry that supports local business and drives economic growth

- 5.1 Provide dedicated and industry-specific support services for local tourism operators
- 5.2 Foster strong partnerships with key stakeholders, industry bodies and local community
- 5.3 Lead innovation through creative collaboration and progressive forward-thinking ethos

To ensure a continued community-led approach, it is recommended that the City of Kalamunda engage a Tourism Advisory Committee of Council by at least October 2019 to lead the successful implementation of this Strategy and the Action Plan contained within.

12. TOURIST DEVELOPMENT STRATEGIES ACTION PLAN

STRATEGY 1:

Create and maintain welcoming, inclusive and accessible facilities for visitors to enjoy the natural and built environment

1.1 Improve visitor access to and navigation between key attractions, precincts and services		
Actions	Responsibility	Timing
Conduct major tourism signage audit: <ul style="list-style-type: none"> - Identify optimum locations for wayfinding signage and entry stacks. - Install bold, colourful and welcoming entry statements along major transport links. - Identify major tourist attractions, precincts and services to include in directional signage. - Improve wayfinding signage to provide easily-identifiable and visually appealing signs at key locations for road and trail users. - Audit walking and cycling trails to improve navigational and information signs directing users to nearby attractions or services. - Review signage to improve and facilitate disability access. - Improve information signage for key visitor attractions and combine with walking tours to promote visitor engagement. 	TBC	TBC
Improve delivery and quality of tourist information: <ul style="list-style-type: none"> - Review printed and digital tourist maps relating to Kalamunda to assess usability. - Update visitor maps with new developments to keep them relevant and dynamic. - Audit Tourist Information bays and maintain with up-to-date information, maps and visually appealing displays. - Investigate increased WiFi Hotspot coverage to enable self-guided tours and digital wayfinding. - Develop holistic interactive Kalamunda tourism app that combines maps, navigation, cultural heritage information, special events and promotions. - Prepare a Kalamunda tourism investment prospectus to attract investors to the region. 	TBC	TBC
Engage with key stakeholders: <ul style="list-style-type: none"> - Foster strong relationship with Perth Airport and promote link through Forrestfield-Airport rail link. - Collaborate with Main Roads WA to identify optimum locations for directional and entry statement signage on major transport routes. - Work with DBCA, DFES, Department of Water, Water Corporation and other stakeholders to manage access and land-use. - Collaborate with key tourism bodies including Tourism WA, Destination Perth and local Visitor Centres, to maintain up-to-date information. 	TBC	TBC
1.2 Provide accessible and robust tourism support services that exceed visitor expectations		
Actions	Responsibility	Timing
Increase and improve road access to and within City of Kalamunda: <ul style="list-style-type: none"> - Work with Main Roads, DBCA and other stakeholders to review road infrastructure to and within Kalamunda and surrounding National Parks. - Work with DFES to improve access to tourism precincts in adherence with Policy 3.7 (Planning in Bushfire Prone Areas). - Audit and improve vehicle access to National Parks including off-road access in partnership with DBCA. 	TBC	TBC
Increase parking facilities and accessibility: <ul style="list-style-type: none"> - Review and increase parking capacity at key attractions/points of interest and ensure cost-effective options to encourage longer stays. - Develop facilities for coach/bus parking to encourage day trip excursions and work with DBCA to manage parking within National Parks. 	TBC	TBC

Advocate for and develop public transport offerings: <ul style="list-style-type: none"> - Work with State Government to increase transport opportunities to Kalamunda, including shuttle from Perth CBD. - Leverage development of Forresterfield Train Station to include regular buses to tourist precincts via the foothill suburbs. - Develop the Kalamunda bus station to make it more accessible, visually appealing, user friendly and connected to the town centre. - Forge strong relationship with Perth Airport to develop connecting road, bus and rail networks. - Improve local transport links throughout Tourist Precincts through commercially operated shuttle buses featuring set day or weekend fares to encourage hop-on/hop-off use by visitors. 	TBC	TBC
Increase profile and service diversity of the Experience Perth Hills Visitor Centre: <ul style="list-style-type: none"> - Investigate and implement more robust booking system for attractions and events; - Visitor Centre to be actively marketed as a conduit for booking accommodation. - Investigate opportunity for online sales website. - Implement Local Products Policy to support local producers, artists and suppliers. - Research options for liquor licensing and sale of locally produced wine at the Visitor Centre. - Develop "day" and "weekend" packages which combine key attractions with group transport. - Investigate innovative visitor information opportunities and interactive displays. - Liaise with other VCs, particularly Perth Hills Mundaring and Armadale, to ensure cohesion. 	TBC	TBC
Increase and improve ablution amenities and waste-water management facilities: <ul style="list-style-type: none"> - Audit public toilet facilities in the City to identify locations where additional facilities are required. - Work with DBCA to manage toilets in National Parks. - Lobby State Government to develop management procedures to support tourism development in drinking water catchments. - Champion innovative wastewater treatment facilities to enable tourist ventures to manage wastewater in a cost efficient and sustainable manner. 	TBC	TBC
1.3 Develop diverse and unique accommodation offerings that encourage visitors to stay longer		
Actions	Responsibility	Timing
Increase tourist accommodation capacity: <ul style="list-style-type: none"> - Investigate medium-sized hotel development to cater for larger visitor numbers and leverage proximity to Perth Airport and major transport links. - Environmentally-sensitive development to be located on brownfield land, in keeping with Kalamunda's cultural heritage, and providing clear benefit to the community e.g. transport such as shuttle bus and coordinated special events. 	TBC	TBC
Expand low-cost camping and recreational vehicle amenities: <ul style="list-style-type: none"> - Audit current facilities, including privately owned holiday parks and National Parks, to investigate demand for increased offerings. - Investigate demand for increased facilities including overnight stops, powered sites, wastewater dump points and electric charge facilities. - Explore options for DBCA campgrounds to be located within surrounding National Parks. 	TBC	TBC
Encourage alternative and boutique accommodation: <ul style="list-style-type: none"> - Provide support for unique accommodation that maximises the beauty of our natural setting e.g. glamping, air-crete domes and tree-house cabins. - Investigate opportunity for small-scale, open-air options that showcase the views over Perth and the Swan Coastal Plain. - Investigate opportunity for Tiny House Policy, pioneered by the City of Fremantle, to provide small-scale and alternative accommodation options. - Encourage accommodation providers to develop tourist products in collaboration with local tourism operators to inspire longer stays. 	TBC	TBC

STRATEGY 2

Leverage Kalamunda's natural beauty and award-winning attractions to grow destination appeal

2.1 Enhance Kalamunda townsite to create vibrant and engaging “rural village” atmosphere		
Actions	Responsibility	Timing
Improve visual appeal and charm of Kalamunda town centre: <ul style="list-style-type: none"> - Create central and focal meeting point focusing on rejuvenation of Haynes Street as a bustling high street. - Develop cost effective and simple method to improve aesthetic appeal of shops and commercial units e.g. colours, patterns, screens and awnings. - Use public art, outdoor furniture, decorative lighting, information signage and street gardens to add features and points of interest. - Use the City's planning process to support ventures that reflect our history and environment and are in keeping with a “small-village” feel. - Revitalise empty commercial space by developing or supporting innovative “start-ups/pop-ups” or locations for community hubs. - Improve connection to the Northern Terminus of the Bibbulmun Track including visual appeal of the nearby St Barnaby's Church wall. - Preserve and protect cultural and historical assets that enhance the townsite's character e.g. protection of heritage trails from urban development. - Kalamunda Activity Centre Plan will redevelop the townsite to celebrate its character and vibrancy as a social hub to live, work and play. 	TBC	TBC
Provide opportunities to interact with the local community and “bring life onto the street”: <ul style="list-style-type: none"> - Encourage live entertainment e.g. acoustic and classical sessions at bars/wineries, comedians and open-mic nights and open-air concerts. - Promote night-time activities e.g. markets, pop-up street bars, walking tours, and late-night theatre and music gigs. - Encourage interactive experiences e.g. street performers, magicians and art buskers. - Increase diversity and capacity of cafés, restaurants and bars that offer alfresco seating, outdoor dining, good acoustics and landscape views. - Expand shaded public seating with beneficial vantage points where visitors can sit and watch the world go by. 	TBC	TBC
Improve accessibility and functionality of the town centre and provide strong connections to tourism precincts: <ul style="list-style-type: none"> - Improve connections between key attractions within town centre e.g. Haynes St, Zig Zag Scenic Drive, Stirk House, Bibbulmun Track, History Village. - Improve public transport facilities through better connection with the bus station and increased number of bus stops. - Work with Transperth or private companies to expand public transport services through the centre and between surrounding tourism precincts. - Investigate commercially operated shuttle buses featuring set fares to encourage hop-on/hop-off use by visitors. - Improve traffic control measures and speed limits to manage and guide vehicle flow through key areas. - Increase road crossings and paved footpaths and investigate potential pedestrianisation zones to improve walkability e.g. Haynes Street, Railway Rd. - Improve wayfinding signage to provide easily-identifiable and visually appealing signs at key locations for road and trail users. - Increase parking capacity, improve access from carparks to key attractions, and ensure cost-effective options to encourage longer stays. - Improve cycling facilities and infrastructure e.g. increased cycle lanes, paved tracks, bike racks and bike lock-ups. 	TBC	TBC
2.2 Promote key attractions that secure Kalamunda's reputation as a premier tourist destination		
Actions	Responsibility	Timing
Promote award-winning and boutique wineries, cideries, breweries and restaurants: <ul style="list-style-type: none"> - Strong marketing to cement Kalamunda as a key Perth metro food and wine destination, uniquely different to Swan Valley and Margaret River. 	TBC	TBC

<ul style="list-style-type: none"> - Encourage local businesses to coordinate openings to achieve coverage all-week long across several establishments and extend opening hours over public and school holidays. - Encourage venues that maximise our natural setting e.g. alfresco dining, open-air seating and landscape views, or reflect our cultural heritage. - Encourage vendors to focus on providing seasonal and fresh produce from local suppliers with opportunities for farm-to-plate experiences. - Advocate for bars and restaurants to showcase diversity of locally-produced beverages e.g. beers, ciders, wines and soft drinks. - Promote and support agri-tourism ventures e.g. open-orchards, "pick-your-own", working farms/allotments and apiaries. - Encourage operators to add a personal touch to visitor experiences e.g. meet the maker and sharing personal tales of family-operated businesses. - Host national and international culinary events, competitions and festivals at City owned venues or encourage events at private owned venues. - Champion wastewater management for landowners not connected to mains sewerage to support new tourism ventures in the catchment area. - Work in partnership with Transperth and private operators to improve local transport links between venues to support businesses who extend their opening hours e.g. potential shuttle bus. - Work closely with tourism operators to maintain best-practice alcohol awareness. 		
<p>Develop and market iconic "Hero Attractions" that entice visitors to the region:</p> <ul style="list-style-type: none"> - Develop active adventure activities at Lesmurdie Falls in partnership with DBCA that showcase the spectacular views and surrounding National Park e.g. climbing, abseiling, ziplining and tree-top walks. - Expand and upgrade the world-class Kalamunda Trails in partnership with DBCA and KMBC e.g. increased trail network and land access, improved facilities, and hosting of international events and competitions. - Increase collaboration and support for Perth Observatory, a unique historical tourist attraction that provides a gateway to our universe through telescope viewings, exploration of Aboriginal culture and global science, e.g. host community events, improve transport links, and leverage marketing appeal. - Develop the Kalamunda Cultural Precinct as an engaging focal point that offers an award-winning Visitor Centre and cultural heritage via Kalamunda History Village and Zig Zag Gallery, e.g. expand KHV openings and services, repair steam locomotive, and improve connection with Haynes Street. - Promote Kalamunda as a Market Town and expand offerings in collaboration with Chamber of Commerce and Rotary Kalamunda to encourage arts and cultural engagement e.g. markets featuring live music and pop-up markets at Perth Observatory that include astronomy or Aboriginal themes. - Produce Zig Zag Feasibility Study to convert under-utilized Zig Zag Scenic Drive into a Hero Attraction and fulfil its potential as an iconic heritage attraction with stunning views. Community suggestions include a replica train to transport passengers up the scarp, installation of a cable cart, luge or zipline, removal of vehicle access, construction of revolving café/restaurant, and eco-glamping that offers extraordinary vantage. 	TBC	TBC
2.3 Preserve and celebrate the natural environment through eco-sensitive outdoor adventures		
Actions	Responsibility	Timing
<p>Promote world-class mountain biking and road cycling facilities:</p> <ul style="list-style-type: none"> - Market Kalamunda as a world-class cycling hub offering spectacular scenery, challenging landscapes and easy-access from Perth metro. - Improve cycling infrastructure in townsite e.g. increased cycle lanes, paved tracks, bike racks and bike lock-ups. - Expand, upgrade and improve the Kalamunda Trails mountain bike network and facilities in partnership with key stakeholders. - Work with DBCA and KMBC to manage and map informal trails network. - Work with Munda Biddi Foundation to identify opportunities to strengthen its connection with Kalamunda. - Review road safety for bike users e.g. increased road crossings, cycle lanes, sealed paths and improved links from townsite to mountain bike circuits. 	TBC	TBC

<ul style="list-style-type: none"> - Remove accident blackspot by diverting cyclists from Mundaring Weir Road onto alternative routes with low traffic e.g. Hummerston Road. - Audit cycling trails to improve navigational and information signage directing users to nearby attractions or services. - Identify opportunities to host national and international cycling events, including a potential annual "Hero Event" e.g. week-long cycling festival. - Work with residents to build a more tolerant acceptance of cyclists in the City. - Work with other local government authorities to encourage cross-boundary cycling events. - Leverage the thriving local cycling community and work collaboratively to provide a community-led approach to developing Kalamunda's trails. 		
Expand opportunities for outdoor activities, including hiking and active adventures: <ul style="list-style-type: none"> - Expand, upgrade and improve key hiking trails in partnership with DBCA. - Work with Bibbulmun Track Foundation to improve connection of the town centre with the northern terminus. - Investigate potential to extend footpath from Bibbulmun Track northern terminus through the town centre to Stirk Park or the Zig Zag. - Audit walking trails to improve navigational and information signage directing users to nearby attractions or services. - Expand and diversify outdoor active adventure products that exploit our natural setting e.g. abseiling, climbing, high-ropes, and tree-top walks. - Investigate opportunities for ziplining that maximise our elevated vantage point and deep valleys e.g. Lesmurdie Falls and Kalamunda National Park. - Seek opportunities to host national sporting events e.g. annual King of the Mountain triathlon combining running, road cycling and mountain biking. - Encourage outdoor accommodation offerings that promote interaction with nature e.g. camping, glamping, tree-cabins and air-crete domes. - Develop outdoor activities for children through increased "nature play" infrastructure e.g. large playground development in foothills. - Develop geo-caching and "treasure-hunting" opportunities. 	TBC	TBC
Preserve and protect Kalamunda's natural environment: <ul style="list-style-type: none"> - Work with key Government stakeholders and community groups to protect and preserve Kalamunda's natural environment. - Prioritise the preservation of natural assets e.g. protection of heritage trails from urban development. - Increase coverage of native garden beds, particularly in the town centre and foothill suburbs, to attract birds, bees and other wildlife. - Encourage protection of and interaction with native wildlife through Kanyana Wildlife Rehabilitation Centre. - Encourage growth of astro-tourism, a niche and expanding market, by protecting dark skies from light pollution through appropriate public lighting. 	TBC	TBC
Celebrate Kalamunda's striking natural beauty, elevated location and unique landscapes: <ul style="list-style-type: none"> - Develop visitor attractions at locations that leverage the stunning views over the Swan Coastal Plain e.g. Zig Zag, Lesmurdie Falls and Lions Lookout. - Install "photographic viewpoints" at key locations that showcase Kalamunda's diversity and encourage social media posts/tags. - Strong marketing to showcase Kalamunda's backdrop of pristine natural beauty and abundant National Parks. 	TBC	TBC
Work with key stakeholders to improve accessibility of land for recreational use: <ul style="list-style-type: none"> - Develop strong partnerships with key landowners to achieve shared goal of protecting and celebrating the environment through tourism. - Seek opportunities to expand land access to National Parks and State forest, including review of key vehicle entry points, trails and "off-limit" areas. - Seek enterprise between DBCA, Water Corporation and KMBC to bring a progressive and cohesive approach to developing mountain bike trails. - Consult with DWER on updated Policy 13 Recreation within Public Drinking Water Source Areas on Crown Land (anticipated 2019). - Lobby State Government and DWER to produce a District Water Management Strategy to guide and support development of tourism products in drinking water catchments, particularly endorsement of innovative wastewater treatment facilities for properties not connected to mains sewerage to enable tourist ventures to manage wastewater in a cost efficient and sustainable manner. 	TBC	TBC

STRATEGY 3

Develop arts, heritage and culture opportunities that engage creative investment, participation and community pride

3.1 Advance Kalamunda as a thriving arts, heritage and cultural hub within the Perth Hills		
Actions	Responsibility	Timing
Identify, connect, develop and promote arts and cultural tourism attractions and providers: <ul style="list-style-type: none"> - Establish and maintain a publicly available network of key arts and cultural attractions, providers and stakeholders within the City. - Work with Kalamunda Arts Advisory Committee to develop and implement the “<i>Arts and Cultural Policy</i>” and “<i>Art in Public Places</i>” policy. - Invest in public artworks that create a strong Kalamunda identity, a focal point for social media tags and improved visual appeal of public places. - Support and engage Kalamunda-based artists where ever possible to grow local talent. - Develop and support interactive arts and cultural programs that encourage visitor participation and engagement. - Work with the local arts community to maximize participation in arts and cultural programs by all generations of residents and visitors. - Develop public artwork opportunities that allow community participation and create a sense of ownership and pride e.g. mural on St Barnaby’s wall. - Identify opportunities to enhance arts and culture programs by incorporating elements of our natural environment or choosing unique host venues. - Increase engagement by residents to become more involved in the arts e.g. as creators, audience and source of ideas. - Ensure that arts and cultural contributions are recognised for their value. 	TBC	TBC
Preserve, protect and share the rich history and cultural heritage of Kalamunda: <ul style="list-style-type: none"> - Establish and maintain a publicly available network of key historical attractions, providers and stakeholders within the City. - Use State and Municipal Registers to identify significant historical buildings and work with key stakeholders to develop the registers further. - Prioritise the protection and preservation of historical and cultural heritage assets e.g. protection of heritage trails from urban development. - Partner with local attractions to develop heritage tour packages that combine attractions and transport with a historical focus. - Promote and support historical focused Hero Attractions e.g. Kalamunda History Village, Perth Observatory and Zig Zag Scenic Drive. - Increase interpretative signage for historical attractions e.g. information signs at former historical sites within Pickering Brook townsite. - Develop self-guided heritage tours, both walking and driving, which encourage visitors to learn about our past at their own speed. - Leverage community support through promotion and backing of local groups e.g. Pickering Brook Heritage Group, Kalamunda Historical Society. - Encourage and support unique heritage experiences e.g. School of Clock Making led by Watch and Clock Makers Association of WA. 	TBC	TBC
3.2 Lead authentic and culturally aware Aboriginal tourism experiences		
Actions	Responsibility	Timing
Develop and promote strong Aboriginal cultural identity: <ul style="list-style-type: none"> - Clarify and promote Noongar origin of the name Kalamunda and leverage connection with Noongar warrior Yagan through his brother Mundi. - Develop Aboriginal marketing and brand for the City of Kalamunda in collaboration with Traditional Land Owners. - Establish Advisory Panel with local Elders and operators to guide Aboriginal tourism and ensure cultural protection, permissions and approval. 	TBC	TBC
Expand and grow Aboriginal-led tourism products: <ul style="list-style-type: none"> - Develop Hartfield Park to promote Aboriginal culture e.g. walking trails, information signs, art installations, sacred trees, fire pit and yarning circles. - Develop self-guided and operator-led walking tours that document and celebrate Noongar occupation of Kalamunda and the wider Perth Hills. - Develop Aboriginal-led accommodation offerings through State Government Camping with Custodians program. 	TBC	TBC

<ul style="list-style-type: none"> - Collaborate with Perth Observatory to promote their Aboriginal Astronomy Centre which aims to celebrate 60,000 years of Noongar sky stories. - Support employment of Aboriginal youth e.g. proposed Aboriginal Nature Trekz (ANTZ) led by Koya Aboriginal Corporation at Perth Observatory. - Develop experiences showcasing native bush tucker e.g. harvesting of native flora, cooking classes, and cafes offering local bush tucker. - Engage Noongar Artists through Art in Public Places Policy to create authentic and vibrant artwork celebrating Kalamunda's Noongar heritage. - Develop a program of Special Events focusing on the six Noongar seasons and culminating in Makuru Arts Festival celebrating the Noongar "winter" season e.g. artist workshops, cooking classes, music and theatre, and public education. 		
<p>Promote understanding and awareness of Aboriginal culture:</p> <ul style="list-style-type: none"> - Develop interpretative signage sharing knowledge of local Aboriginal culture, heritage, songlines and dreaming. - Work with State Government to protect, promote and expand registered Aboriginal heritage sites. - Work with key stakeholders and Traditional Land Owners to identify new Aboriginal sites of interest and ensure protection of their heritage. - Work with key stakeholders to research, document and share stories of Wadjuk occupation of Kalamunda prior to arrival of European settlers. 	TBC	TBC
<p>3.3 Expand Special Events program to offer diverse, stimulating and globally recognised programs</p>		
<p>Actions</p>	<p>Responsibility</p>	<p>Timing</p>
<p>Develop and expand existing Special Events program:</p> <ul style="list-style-type: none"> - Combine Kalamunda Show with a food and wine event showcasing local producers. - Develop a Kalamunda Gourmet Escape satellite event comprising a weekend long festival of gourmet food and beverages. - Increase open-air concert offerings hosted at City and privately-owned venues e.g. Stirk Park, Perth Observatory and local wineries. - Develop series of events to complement the long-established annual Perth Festival (previously Perth International Arts Festival). - Create local hub for annual Fringe Festival through partnership with organisers and register of City-owned venues. - Improve offerings and promotion of Bickley Carmel Harvest Festival to encourage higher visitor numbers. - Support and promote global astronomy and public education events at Perth Observatory. - Develop tourist-facing competitions e.g. barista competitions. - Investigate potential for annual "Sculpture in the Trees" event in similar vein to Sculpture by the Sea event. - Investigate potential for Farmers Market to be expanded to include Pickering Brook oval (in addition to Kalamunda town centre). - Develop and expand Corymbia and Makuru Festivals offerings including increased local and state-wide promotion. 	TBC	TBC
<p>Improve organisation and coordination of Special Events program:</p> <ul style="list-style-type: none"> - Promote and communicate a calendar of events with key stakeholders sufficiently in advance to allow preparation and marketing. - Distribute calendar of events amongst key tourism industry bodies and at Perth CBD hotels and Visitor Centre. - Work with bordering local government areas to coordinate regional events and avoid clashes e.g. Open Studios on different weekends. - Provide advice and networking to tourist attractions and community members who are looking to develop new events e.g. liquor licensing. 	TBC	TBC
<p>Investigate and develop opportunities for flagship annual "Hero Events" – community suggestions include:</p> <ul style="list-style-type: none"> - Food festival and long table lunch/dinner event at independent venue to showcase diversity of local produce e.g. Perth Observatory. - Progressive dinner held across several establishments with accompanying transport. - World-class sporting events e.g. King of the Mountain, international competitions. - Kalamunda rodeo in collaboration with local pony club e.g. Walliston Pony Club. - Large "Woodstock"-style music festival within City parks e.g. Kalamunda Oval. - Event to capitalize on the location of the northern terminus of Bibbulmun track e.g. "Bibfest". - International wedding festival to promote Kalamunda's wineries and historical attractions as a key wedding destination. 	TBC	TBC

STRATEGY 4

Further develop the Kalamunda tourism brand and destination marketing to raise awareness and inspire visitor interest

4.1 Foster strong awareness and recognition of the Kalamunda brand		
Actions	Responsibility	Timing
Strengthen Kalamunda brand through striking, bold and memorable marketing: <ul style="list-style-type: none"> - Develop striking and memorable logo and associated destination marketing that identifies Kalamunda as a key tourist destination. - Produce concise, clever, conceptual and customer centric marketing with a niche “Kalamunda” identity that complements the Perth Hills brand. - Develop catchy and memorable slogan capturing what Kalamunda represents to a tourist e.g. Gateway to the Hills. - Investigate potential to improve “Experience Perth Hills” brand and remove confusion by incorporating the name “Kalamunda”. - Create bold, visually-appealing and welcoming entry statements along key transport links and improved directional signage. - Invest in public artworks that create a strong Kalamunda identity and a focal point for #Kalamunda social media tags. - Install “photographic viewpoints” at key locations that showcase Kalamunda’s diversity and encourage social media posts/tags. - Investigate opportunity for celebrity selfie in Kalamunda to go viral on social media and spark “copycat” selfies. - Engage a professional photographer to produce catalogue of marketing imagery demonstrating range of visitor opportunities and beauty of natural and built environments to be used by the City of Kalamunda and key tourism industry bodies e.g. Destination Perth. - Provide City of Kalamunda staff and volunteers with key marketing messages and images for use in promoting attractions and events e.g. slogans, logos, information on Hero Attractions and Events, key resources to support tourist visitors etc. - Develop tourist survey, potentially in connection with tourism app, that provides clear and measurable feedback on visitor experiences. - Partner with local operators, within and outside the City, to promote awareness of major attractions including Bibbulum Track, Munda Biddi Trail, Perth Observatory and Kalamunda History Village. - Leverage opportunities available through the 2018 Excellence in Local Government Tourism Award bestowed to the Experience Perth Hills brand. 	TBC	TBC
Increase advertising efforts and promotion: <ul style="list-style-type: none"> - Tap in to Scoop Digital marketing. - Investigate opportunities for promotion through Western Tourism Radio (87.6 FM). - Leverage Federal and State funding for tourism marketing and local/interstate promotion. - Focus on local print, radio and online marketing to target day visitors and encourage them to “convert” to overnight visitors. - Organise annual exposition at Parliament House to showcase Kalamunda’s diversity and increase awareness amongst State politicians. - Develop short marketing film for online promotion and investigate opportunity to engage local filmmakers e.g. aerial drone footage. - Develop holistic interactive Kalamunda tourism app that combines maps, navigation, cultural heritage information, special events and promotions. - Investigate opportunities for visually striking advertising within Arrivals Terminals at neighbouring Perth Airport. - Investigate free and paid advertising opportunities available to Local Government Authorities through Tourism WA and Destination Perth. 	TBC	TBC
4.2 Work towards cohesive and connected regional Perth Hills branding and marketing		
Actions	Responsibility	Timing
Develop and support Perth Hills tourism branding: <ul style="list-style-type: none"> - Develop and adopt consistent Perth Hills branding in collaboration with other local government authorities to promote cohesion within the region. 	TBC	TBC

<ul style="list-style-type: none"> - Create a Perth Hills destination marketing plan and promotional strategy in collaboration with other local government authorities, including clear definition of the geographical boundaries of the “Perth Hills”. - Create a shared fund or reserve to support Perth Hills tourism marketing across relevant local government authorities. - Work in conjunction with the Perth Hills Tourism Alliance to facilitate improved opportunities for marketing and promotion with collective collateral across several Local Government Authorities. - Work in partnership with Destination Perth to have “Perth Hills” recognised as a separate tourism precinct distinct to Swan Valley. 		
<p>Work closely with the State Government’s Perth Hills Tourism Taskforce to achieve common goals:</p> <ul style="list-style-type: none"> - Work closely with the Perth Hills Tourism Taskforce to facilitate opportunities for redevelopment, shared marketing and branding, and joint promotion and advertising. - Address strategic planning challenges at a regional level (e.g. bushfire risk, waste water use) through regular and proactive engagement with the Taskforce and key stakeholders including DBCA, DFES, Department of Water and others. - Focus on providing a solution to shared goals in partnership with the Taskforce, including redevelopment of the Pickering Brook townsite, provision of increased accommodation facilities and opportunities for horticultural businesses to expand into eco and agritourism, and branding and marketing of the Perth Hills region. 		
<p>4.3 Increase Kalamunda’s share of local, intrastate, interstate and international tourism markets</p>		
<p>Actions</p>	<p>Responsibility</p>	<p>Timing</p>
<p>Increase marketing and promotion to interstate and international markets:</p> <ul style="list-style-type: none"> - Investigate opportunities for advertising on international airlines and cruise operators servicing Perth e.g. inflight magazines, short video adverts. - Investigate opportunities for visually striking advertising within Arrivals Terminals at neighbouring Perth Airport. - Increase marketing of Kalamunda at key “tourist hot spots” within Perth and WA e.g. Visitor Centres, hotel chains, regional airports, roadhouses. - Leverage global-astronomy events held by Perth Observatory e.g. live stream of eclipses viewed by up to 5 million people globally. - Investigate opportunities for overseas marketing in print and online forms in key countries e.g. UK, Singapore, Malaysia. - Investigate and promote “Sister City” relationship. - Work with Tourism WA and Destination Perth to lobby interstate and international travel journalists to visit and review Kalamunda. 	<p>TBC</p>	<p>TBC</p>
<p>Develop specific tourism packages or services targeting international travelers:</p> <ul style="list-style-type: none"> - Develop holistic “day” and “weekend” packages which combine key attractions, food/beverages and group transport. - Develop relationship with key cruise/tour operators at newly refurbished Fremantle Docks and promote “day” packages to incoming passengers. - Look for opportunities to host and promote globally-recognised or international events and competitions. - Investigate medium-sized hotel development that leverages proximity to Perth Airport and major transport links. - Improve public transport links for international visitors who do not have their own vehicle. - Encourage tourism operators to become “China-ready” and “India Ready” through provision of training and support for new applicants. 	<p>TBC</p>	<p>TBC</p>

STRATEGY 5

Encourage an innovative and collaborative tourism industry that supports local business and drives economic growth

5.1 Provide dedicated and industry-specific support services for local tourism operators		
Actions	Responsibility	Timing
Design and implement City of Kalamunda specific support services: <ul style="list-style-type: none"> - Designate a member of staff to “walk” tourism businesses through City of Kalamunda and State Government department approvals requirements. - Provide a single contact person to communicate with new tourism business ventures and connect them with the existing network of businesses. - Develop tourism-specific networking events to encourage collaborations and partnerships. - Offer training opportunities to upskill tourism operators in best-practice customer service, marketing and promotion. - Offer training opportunities and support for businesses who want to become “China Ready” and “India Ready”. - Work with key stakeholders to provide professional advice to businesses to maintain and improve their offerings and enhance visitor experience. - Develop planning templates and guidelines for tourism operators to guide them through complex planning approvals. - Develop Local Planning Scheme that supports tourism operators and recognises the economic contribution tourism brings e.g. strong connection between City’s tourism vision and Planning Department, adoption of key tourism precincts and strategies into LPS. - Lobby State Government to develop management procedures to support tourism development in drinking water catchments. 	TBC	TBC
5.2 Foster strong partnerships with key stakeholders, industry bodies and local community		
Actions	Responsibility	Timing
Identify and communicate regularly with key stakeholders and industry bodies: <ul style="list-style-type: none"> - Create Tourism Stakeholder database detailing relevant contacts and identifying City staff responsible for relationship management. - Regularly review key stakeholders and continually investigate potential new contacts for ongoing engagement. - Establish regular (at least quarterly) face-to-face meetings with Tourism WA and Destination Perth to keep them informed of recent developments. - Maintain relationship with Tourism Council of Western Australia and ensure continued accreditation of the Perth Hills Visitor Centre. - Maintain initial monthly meetings with the Perth Hills Tourism Alliance to sustain momentum of regional focus. - Host bi-annual events attended by key stakeholders and tourism operators to encourage networking and local partnerships. - Foster strong relationship with neighbouring Perth Airport and promote link through Forrestfield-Airport rail link. - Collaborate with Main Roads WA and DBCA to identify optimum locations for directional and entry statement signage on major transport routes and increase/improve road access to and within the City and its surrounding National Parks. - Work with DBCA, Water Corporation and other stakeholders to manage access and land-use particularly in relation to Policy 13. Work closely with DFES to assess and manage bush fire risks: <ul style="list-style-type: none"> - Establish strong relationship with key staff at DFES to identify and overcome challenges associated with adherence to Policy 3.7 (Planning in Bushfire Prone Areas) including regular meetings and updates. Communication should be proactive and not reactive. - Work to secure early “buy-in” to this Strategy by DFES such that common goals can be shared. - Promote a “can-do” attitude to overcoming challenges, rather than adopting a “too hard” approach. - Work in partnership with DFES and the State Government, particularly Perth Hills Tourism Taskforce, to overcome challenges associated with planning and bushfire management, e.g. lot size, road access and access to water. 	TBC	TBC

Work closely with the community to involve them in key decision-making processes: <ul style="list-style-type: none"> - Create a Tourism Community Advisory Committee to provide feedback from local residents and business owners on all aspects of tourism. - Work with the local community to promote understanding around the value of tourism and create community ambassadors through regular workshops and Q&A sessions. 				
5.3 Lead innovation through creative collaboration and progressive forward-thinking ethos				
Actions			Responsibility	Timing
<ul style="list-style-type: none"> - Research and develop initiatives to support the growth of the MICE market (Meetings, Incentives, Conferences and Events). - Promote innovative and unique community-led approach of this Tourism Development Strategy. - Investigate opportunities to tailor the City's planning process to facilitate the application process, support new tourism ventures and encourage more creativity in town planning e.g. staged planning conditions, designated Planning Officer assigned solely to tourism-related applications, delayed fees to allow operators to recoup money rather than paying upfront and controlled development conditions. - Investigate opportunity for reduced rates to support tourism operators. - Champion innovative wastewater treatment facilities to enable tourist ventures to manage wastewater in a cost efficient and sustainable manner. 			TBC	TBC

13. Appendices

Appendix 1 Community Workshop Participants

Appendix 2 Community Workshop Responses

Draft

DRAFT

Register of Delegations from Council



**city of
kalamunda**

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LOCAL GOVERNMENT ACT 1995

LGA1 Notice Requiring a Thing to be Done

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	
Date Last Reviewed:	26 June 2018

Legislation:	Local Government Act 1995, ss. 3.25 & 3.26
Power or Duty of the Local Government which is being delegated:	<p>3.25. Notices requiring certain things to be done by owner or occupier of land</p> <p>(1) A local government may give a person who is the owner or, unless Schedule 3.1 indicates otherwise, the occupier of land a notice in writing relating to the land requiring the person to do anything specified in the notice that —</p> <p>(a) is prescribed in Schedule 3.1, Division 1; or</p> <p>(b) is for the purpose of remedying or mitigating the effects of any offence against a provision prescribed in Schedule 3.1, Division 2.</p> <p>3.26. Additional powers when notices given</p> <p>(1) This section applies when a notice is given under section 3.25(1).</p> <p>(2) If the person who is given the notice ("notice recipient") fails to comply with it, the local government may do anything that it considers necessary to achieve, so far as is practicable, the purpose for which the notice was given.</p> <p>(3) The local government may recover the cost of anything it does under subsection (2) as a debt due from the person who failed to comply with the notice.</p>
<p>DETAILS</p> <p>Under section 5.42 of the Local Government Act 1995, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under sections 3.25 and 3.26 of the Local Government Act 1995.</p>	

Related Documents	
Council Policy:	n/a
Administration Policy/Procedure:	n/a
Notes:	<p>Local Government Act 1995</p> <p>3.24 Authorising persons under this subdivision</p> <p>The powers given to a local government by this Subdivision can only be exercised on behalf of the local government by a person expressly authorised by it to exercise those powers.</p>

LGA2 Tenders and Expressions of Interest

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	26 June 2018
Date Last Reviewed:	26 June 2018

Legislation:	Sections 3.57, 5.42 and 5.43 of the <i>Local Government Act 1995</i> [The Act] and Part IV of the Local Government (Functions and General) Regulations 1996 [F&G r.]
Power or Duty of the Local Government which is being delegated:	Refer to details below for the specific powers and duties delegated to the CEO for the calling of tenders, expressions of interest and administration of the tender process.

Details:

Pursuant to Sections 5.42 and 5.43 of the *Local Government Act 1995*, the Chief Executive Officer is delegated authority to:

1. call tenders [F&G r.11 (1)].
2. determine a sole supplier arrangement, if, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, [F&G r.1 1(f)].
3. invite tenders although not required to do so [F&G r.13].
4. determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r.14 (2a)].
5. determine the information that is to be disclosed to those interested in submitting a tender [F&G r.14 (4) (a)].
6. vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&G r.14(5)].
7. evaluate tenders, by written evaluation, and decide which is the most advantageous to accept [F&G r.18 (4)].
8. to accept any tender for the provision of goods or services that does not exceed a total contract price of \$350,000 subject to the following condition;

Condition:

A tender is not to be accepted where the tendered amount is greater than the estimated budget allocated for the goods or service

Or,

reject any tenders for the provision of goods or services that does not exceed a total contract price of \$350,000, in accordance with the requirements of the Functions and General Regulations [F&G r.18(2) and (4)]

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9. determine that a variation proposed is minor in context of the total goods or services sought through the invitation to tender, within the \$value detailed as a condition on this Delegation, and to then enter into minor variations with the successful tenderer before entering into a contract [F&G r.20 (1) and (3)].

Condition:

A minor variation is not to be amount that is greater than 10% of the estimated value of the contract for the goods or service

10. seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18 (4a)].
11. decline any tender [F&G r.18 (5)].
12. choose the next most advantageous tender to accept if the chosen tenderer is unable or unwilling to form a contract OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer, [F&G r.20(2)].
13. vary a contract after it has been entered into, provided the variation does not change the scope of the contract OR is a renewal or extension that was included in the original tender submission in accordance with r.11(2)(j). [F&G r.21A].
14. accept another tender where within 6-months of either accepting a tender, a contract has not been entered into OR the successful tenderer agrees to terminate the contract [F&G r.18(6) & (7)].

Related Documents	
Council Policy:	C-PP01
Administration Policy/Procedure:	CM-PP01
Notes:	

LGA3 Lease and Licence Agreements

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	
Date Last Reviewed:	26 June 2018

Legislation:	<i>Local Government Act 1995, s.3.58</i>
Power or Duty of the Local Government which is being delegated:	<p>3.58. Disposing of property (1) In this section — “dispose” includes to sell, lease, or otherwise dispose of, whether absolutely or not; “property” includes the whole or any part of the interest of a local government in property, but does not include money.</p>
<p>DETAILS</p> <p>Under section 5.42 of the <i>Local Government Act 1995</i>, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council to lease; sub-lease; or reassign a lease of property under section 3.58 of the <i>Local Government Act 1995</i>.</p>	

Related Documents	
Council Policy:	FAC12 - Lease, Licence and Rent of Council Owned or Controlled Properties FAC21 - Use and Development of Facilities
Administration Policy/Procedure:	N/A
Notes:	Applies to lease and licence agreements.

LGA4 Disposal of Surplus Property and Materials

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	
Date Last Reviewed:	26 June 2018

Legislation:	<i>Local Government Act 1995</i> , s.3.58; Local Government (Functions and General) Regulations 1996, r.30
Power or Duty of the Local Government which is being delegated:	<p>3.58. Disposing of property</p> <p>(1) In this section — “dispose” includes to sell, lease, or otherwise dispose of, whether absolutely or not; “property” includes the whole or any part of the interest of a local government in property, but does not include money.</p> <p>30. Dispositions of property to which section 3.58 of Act does not apply</p> <p>(3) A disposition of property other than land is an exempt disposition if —</p> <p>(a) its market value is less than \$20 000; or</p> <p>(b) it is disposed of as part of the consideration for other property that the local government is acquiring for a consideration the total value of which is not more, or worth more, than \$50 000.</p>
<p>DETAILS</p> <p>Under section 5.42 of the <i>Local Government Act 1995</i>, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under section 3.58 of the <i>Local Government Act 1995</i> where –</p> <p>the disposition of property is an exempt disposition in accordance with Regulation 30(3) of the Local Government (Functions and General) Regulations 1996.</p>	

Related Documents	
Council Policy:	
Administration Policy/Procedure:	
Notes:	

LGA6 Access to Local Government Information

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	
Date Last Reviewed:	26 June 2018

Legislation:	<i>Local Government Act 1995</i> , ss. 5.94 – 5.96; Local Government (Administration) Regulations 1996, r.29 & 29A
Power or Duty of the Local Government which is being delegated:	<p>5.94. Public can inspect certain local government information A person can attend the office of a local government during office hours and, unless it would be contrary to section 5.95, inspect, free of charge, in the form or medium in which it is held by the local government...</p> <p>5.95. Limits on right to inspect local government information (7) Subsection (6) does not apply in respect of information in relation to a local government if — (a) the information is prescribed as information that is confidential but that may be available for inspection if the local government so resolves; and (b) the local government has resolved that the information is to be available for inspection</p>
<p>DETAILS</p> <p>Under section 5.42 of the <i>Local Government Act 1995</i>, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under sections 5.94 to 5.96 of the <i>Local Government Act 1995</i>.</p>	

Related Documents	
Council Policy:	INF3 – Freedom of Information INF4 – Record Keeping Policy
Administration Policy/Procedure:	n/a
Notes:	

LGA7 Write Off of Debts up to \$1,000

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	
Date Last Reviewed:	26 June 2018

Legislation:	<i>Local Government Act 1995</i> , s.6.12
Power or Duty of the Local Government which is being delegated:	6.12. Power to defer, grant discounts, waive or write off debts (1) Subject to subsection (2) and any other written law, a local government may — (c) write off any amount of money, which is owed to the local government.

DETAILS

Under section 5.42 of the *Local Government Act 1995*, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under section 6.12(1)(c) of the Local Government Act 1995, where –

- a) the relevant debt does not exceed \$1,000;
- b) all reasonable avenues of debt recovery action have been exhausted; and
- c) a summary of all debts written off under delegated authority, along with reasons, is provided to Council as part of the monthly financial report.

Related Documents	
Council Policy:	n/a
Administration Policy/Procedure:	n/a
Notes:	

LGA8 Investment of Surplus Funds

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	
Date Last Reviewed:	26 June 2018

Legislation:	<i>Local Government Act 1995</i> , s 6.14 Local Government (Financial Management) Regulations 1996, Regulation 19 and 19C
Power or Duty of the Local Government which is being delegated:	The Investment of the City of Kalamunda's surplus funds held in the municipal or the trust funds of a local government that is not, for the time being, required by the local government for any other purpose is to be invested in accordance with Section 6.14 of the <i>Local Government Act 1995</i> and regulations 19 and 19C of the Local Government (Financial Management) Regulations 1996.

DETAILS

Pursuant to Section 5.42 of the *Local Government Act 1995*, the Chief Executive Office is delegated authority to invest surplus funds of the City of Kalamunda's funds held in the municipal or the trust funds of a local government that is not, for the time being, required by the local government for any other purpose.

The investment of these funds is to be in accordance with Section 6.14 of the *Local Government Act 1995* and regulations 19 and 19C of the Local Government (Financial Management) Regulations 1996.

Related Documents	
Council Policy:	C-FIN2 Investments
Administration Policy/Procedure:	CM-FIN2 - Investments
Notes:	

LGA9 Appointment of "Authorised Persons"

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	
Date Last Reviewed:	26 June 2018

Legislation:	<i>Local Government Act 1995</i> , s.9.10
Power or Duty of the Local Government which is being delegated:	<p>(1) The local government may, in writing, appoint persons or classes of persons to be authorised for the purposes of performing particular functions</p> <p>(2) The local government is to issue to each person so authorised a certificate stating that the person is so authorised, and the person is to produce the certificate whenever required to do so by a person who has been or is about to be affected by any exercise of authority by the authorised person.</p>

DETAILS

Under section 5.42 of the *Local Government Act 1995*, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under section 9.10 of the *Local Government Act 1995*.

Applies to the appointment of authorised persons or classes of persons under the *Local Government Act 1995*, the Local Government (Miscellaneous Provisions) Act 1960, and those local laws which have been made under these Acts.

Related Documents	
Council Policy:	
Administration Policy/Procedure:	
Notes:	<p>Local Government (Miscellaneous Provisions) Act 1960</p> <p>The Department of Local Government & Regional Development's Guideline No. 17 (Delegations, January 2007) states that - Section 2 of the Local Government (Miscellaneous Provisions) Act 1960 effectively incorporates the provisions of that Act into the <i>Local Government Act 1995</i>, and therefore the delegation provisions of the <i>Local Government Act 1995</i> apply to the Local Government (Miscellaneous Provisions) Act 1960."</p>

LGA10 Write Off of Rates Interest up to \$5

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	21 December 2009
Date Last Reviewed:	26 June 2018

Legislation:	<i>Local Government Act 1995, s.6.12</i>
Power or Duty of the Local Government which is being delegated:	<p>6.12. Power to defer, grant discounts, waive or write off debts</p> <p>(1) Subject to subsection (2) and any other written law, a local government may —</p> <p>(c) write off any amount of money, which is owed to the local government</p>
<p>DETAILS</p> <p>The Chief Executive Officer is delegated the authority to write off small amounts of rates interest charges up to a maximum of \$5 (five dollars) per property.</p>	

Related Documents	
Council Policy:	n/a
Administration Policy/Procedure:	n/a
Notes:	

LGA11 Write Off of Rates Debts up to \$100

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	15 March 2010
Date Last Reviewed:	26 June 2018

Legislation:	<i>Local Government Act 1995, s.6.12</i>
Power or Duty of the Local Government which is being delegated:	<p>6.12. Power to defer, grant discounts, waive or write off debts</p> <p>(1) Subject to subsection (2) and any other written law, a local government may —</p> <p>(c) write off any amount of money, which is owed to the local government.</p>
<p>DETAILS</p> <p>The Chief Executive Officer is delegated the authority to write off minor rates debt owed up to a maximum of \$100 (one hundred dollars) per property.</p>	

Related Documents	
Council Policy:	n/a
Administration Policy/Procedure:	n/a
Notes:	

LGA12 Common Seal

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	21 June 2010
Date Last Reviewed:	26 June 2018

Legislation:	Section 9.49A (2) of the <i>Local Government Act 1995</i>
Power or Duty of the Local Government which is being delegated:	The common seal of a local government is not to be affixed to any document except as authorised by the local government.
<p>DETAILS</p> <p>The Chief Executive Officer is delegated authority to affix the common seal of the City of Kalamunda to any document which requires the affixing of the common seal to be validly executed.</p>	

Related Documents	
Council Policy:	n/a
Administration Policy/Procedure:	n/a
Notes:	<p><i>Local Government Act 1995</i></p> <p>9.49A. Execution of documents</p> <p>(2) The common seal of a local government is not to be affixed to any document except as authorised by the local government.</p>

LGA13 Granting Concessions

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	16 August 2010
Date Last Reviewed:	26 June 2018

Legislation:	Section 6.12 of the <i>Local Government Act 1995</i>
Power or Duty of the Local Government which is being delegated:	Power to grant concessions in relation to any amount of money owed to the Shire of Kalamunda
<p>DETAILS</p> <p>Pursuant to section 5.42 of the Local Government Act 1995, the Chief Executive Officer is delegated authority to exercise the powers or discharge the duties of the Council in regard to the granting of concessions in relation to money owed to the City of Kalamunda as fees or charges for use of or admission to any Recreation Centre or Sporting Ground, the Kalamunda Aquatic Centre and other similar facility or property owned, controlled, managed or maintained by the City.</p> <p>RESOLVED OCM 112/2010 That the Chief Executive Officer provide Council with a quarterly report of the use of this delegation.</p>	

Related Documents	
Council Policy:	
Administration Policy/Procedure:	
Notes:	<p>6.12. Power to defer, grant discounts, waive or write off debts</p> <p>(1) Subject to subsection (2) and any other written law, a local government may —</p> <ul style="list-style-type: none"> (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; (b) waive or grant concessions in relation to any amount of money; or (c) write off any amount of money, which is owed to the local government. <p>*Absolute majority required.</p> <p>(2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.</p> <p>(3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.</p> <p>(4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.</p>

LGA16 Closing of Thoroughfares to Vehicles (ENG 2)

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	22 February 2016
Date Last Reviewed:	26 June 2018

Legislation/Policy:	Sections 3.50 and 3.50A of the <i>Local Government Act 1995</i>
Power or Duty of the Local Government which is being delegated:	<p>S3.50. Closing certain thoroughfares to vehicles</p> <p>(1) A local government may close any thoroughfare that it manages to the passage of vehicles, wholly or partially, for a period not exceeding 4 weeks.</p> <p>(1a) A local government may, by local public notice, order that a thoroughfare that it manages is wholly or partially closed to the passage of vehicles for a period exceeding 4 weeks.</p> <p>(2) The order may limit the closure to vehicles of any class, to particular times, or to such other case or class of case as may be specified in the order and may contain exceptions.</p> <p>(6) An order under this section has effect according to its terms, but may be revoked by the local government, or by the Minister, by order of which local public notice is given.</p> <p>S3.50A. Partial closure of thoroughfare for repairs or maintenance</p> <p>Despite section 3.50, a local government may partially and temporarily close a thoroughfare, without giving local public notice, if the closure —</p> <p>(a) is for the purpose of carrying out repairs or maintenance; and</p> <p>(b) is unlikely to have a significant adverse effect on users of the thoroughfare.</p>

Pursuant to Sections 5.42 and 5.43 of the Local Government Act 1995, the Chief Executive Officer is delegated power to:

1. Close a thoroughfare, wholly or partially, subject to section 3.50 (1) of the *Local Government Act 1995*.
2. Close a thoroughfare, wholly or partially, subject to sections 3.50 (1)(a) and 3.50 (4) of the *Local Government Act 1995*.
3. Close a thoroughfare, wholly or partially, subject to section 3.50A of the *Local Government Act 1995*.
4. Revoke an order to close a thoroughfare, subject to section 3.50 (6) of the *Local Government Act 1995*.

The permanent closure of thoroughfares is to be referred to Council for determination.

CROSS REFERENCES (If any):

Management Practice No.		Policy No.:	
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Notes:	<p>RESOLVED OCM 17/2016</p> <p>That Council:</p> <p>1. Adopts Delegation No.ENG2 – Closure of Certain Thoroughfares (Attachment 1)</p> <p>Moved: Cr John Giardina</p> <p>Seconded: Cr Allan Morton</p> <p>Vote: CARRIED UNANIMOUSLY / ABSOLUTE MAJORITY (11/0)</p>
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BUILDING ACT 2011

BLD1 Building Matters – Permits, Certificates and Orders

Delegation from:	Council
Delegated to:	Refer attached list
Date Adopted:	16 April 2012
Date Last Reviewed:	26 June 2018

Legislation:	Powers of authorised employees/officers to perform the duties and functions of the <i>Building Act 2011</i> pertaining to buildings and associated incidental structures.
Power or Duty of the Local Government which is being delegated:	Section 20 – Granting of Building Permits Section 21 – Granting of Demolition Permits Section 22 – Refusal of Permits Section 58 – Granting and Refusing Occupancy Permits and Building Approval Certificates Section 65 – Consider extending the period of duration of an Occupancy permit or Building Approval Certificate Section 110 – Issue Building Orders Section 117 – Revoke Building Orders

DETAILS

Pursuant to the *Building Act 2011*, section 127 - Delegation:

- a local government may delegate any of its powers or duties as a permit authority under another provision of this Act.
- A delegation of a local government's powers or duties may only be to a person employed by the local government under Local Government Act 1995, section 5.36.
- The delegation must be in writing executed by or on behalf of the local government.
- A person to whom a power or duty is delegated under this section cannot delegate that power or duty.
- A person exercising or performing a power or duty that has been delegated to the person under this section is to be taken to do so in accordance with the terms of the delegation unless the contrary is shown.

Related Documents	
Council Policy:	
Administration Policy/Procedure:	
Notes:	

Attachment: BLD1: DELEGATIONS – Building Services				
Building Act 2011	Section	Type	Authorised Person	Delegated persons
Delegation	s127, s20, s21, s22 s58	Delegation from Council to an employee of the Shire	CEO	To an employee of the City of Kalamunda in accordance with section 5.36 of the Local Government Act 1995
Granting and refusing to grant Building, Occupancy, and Demolition Permits	s20, s21, s22 s58	Granting of and the Refusal to grant a Building or Demolition Permit for certified and uncertified applications, and also Occupancy Permits		<p>Principal Building Surveyor:</p> <p>Subject to the following qualifications -</p> <p>Building Surveyor Level 1</p> <p>No restrictions</p> <p>Building Surveyor Technician</p> <p>Limited to a building with a max floor area not exceeding 500m² and not exceeding 2 stories in height – includes unauthorised buildings.</p> <p>Building Surveyor Level 2</p> <p>Limited to a building with a max floor area not exceeding 2000m² and not exceeding 3 stories in height - includes unauthorised buildings.</p>
Granting and refusing to issue Certificates	s58,	Building Approval Certificate		As above.
Extending times	s65	Consider extending the period of duration of an Occupancy Permit or Building Approval		Principal Building Surveyor
Building Orders	s110	Issue Building Orders		Principal Building Surveyor
Building Orders - Swimming Pool Fencing	s110	Issuing Building Orders pertaining to swimming pool security fencing		All Building Surveyors, Swimming Pool Inspector, Compliance Officers
Revoke Building Orders	s117	Revoking Orders		Principal Building Surveyor

BLD2 Building Matters – Building Authorisations

Delegation from:	Council
Delegated to:	Refer attached list
Date Adopted:	16 April 2012
Date Last Reviewed:	26 June 2018

Legislation:	Part 8 – Enforcement, of the Building Act 2011 powers of authorised employees/officers in respect to compliance matters pertaining to buildings and associated incidental structures.
Power or Duty of the Local Government which is being delegated:	Section 100 – Entry powers Section 101 – Powers after entry for compliance purposes Section 102 – Obtaining information and documents Section 103 – Use of force and assistance Section 106 – Application for warrant to enter a place

DETAILS

Pursuant to the Building Act 2011, Division 2 section 96 - Authorised persons.

- a local government may, by instrument in writing, designate a person employed by the local government under the Local Government Act 1995 section 5.36, as an authorised person for the purpose of this Act in relation to buildings and incidental structures located, or proposed to be located, in the district of the local government.

s100 – Entry powers

- For compliance purposes an authorised person may at any reasonable time enter and remain on the places as prescribed in (1) of this section.
- The authorised person **is not** entitled to enter a part of a place in use as a residence except –
 - With the consent of an adult occupier; or
 - Under the authority of an entry warrant; or
 - To take action under section 118(2) in relation to an emergency building order.

s101 – Powers after entry for compliance purposes

- An authorised person who enters a place under section 100(1) or under the authority of an entry warrant may, for compliance purposes, do any of the things listed in (1) of this section
- In taking action 118(2) in respect of a building order that requires a person to cause a building or incidental structure to be evacuated, an authorised person may direct any person to leave the building or incidental structure.
- If an authorised person takes anything away from the place, the authorised person must give the occupier of the place a receipt for the thing.

s102 – Obtaining information and documents

- An authorised person, for compliance purposes, may do any of the things listed in paragraphs (1),(2), and (3) of this section

s103 – Use of force and assistance

- An authorised person may use assistance and force that is reasonably necessary in the circumstances when exercising a power under the Act but cannot use force against a person
- If the use of reasonable force is likely to cause significant damage to property, an

REGISTER OF DELEGATIONS FROM COUNCIL

authorised person is not entitled to use force unless under specific circumstances as detailed in this section

- An authorised person may request a police officer or other person to assist the authorised person in exercising powers under this Act
- In addition to the powers of a police officer, a police officer –
 - a) Has all the functions and powers of an authorised person under this Act; and
 - b) May use reasonable force to remove from a building or incidental structure a person who fails to leave when directed to do so under section 101(2)
- While a person is assisting an authorised person at the request of the authorised person and in accordance with this Act, the person –
 - a) Has the same powers; and
 - b) Is subject to the same responsibilities; and
 - c) Has the same protection from liability,
 as in like circumstances would be conferred or imposed on the authorised person

s106 – Entry warrant to enter place

- An authorised person may apply to a JP for an entry warrant authorising the entry for a compliance purpose
- An authorised person may apply for an entry warrant even if, under this Act, the authorised person may enter the place without an entry warrant
- The application must be made in accordance with the Criminal Investigations Act 2006 section 13 and section 13(8) of that Act applies in relation to the entry warrant
- An application for a warrant must include the details as listed in (4) of this section.

Related Documents	
Council Policy:	
Administration Policy/Procedure:	
Notes:	

Attachment: BLD2: BUILDING AUTHORISATIONS				
Building Act 2011	s100	Entry Powers	Authorised Officer	
				Principal Building Surveyor
				Senior Building Surveyor
				Building Surveyor
				Assistant Building Surveyor
				Swimming Pool Fencing Inspector/Compliance Officer
				Customer Advocate Coordinator
				Planning Liaison Officer
Building Act 2011	s101	Powers after entry for compliance purposes	Authorised Person	
				Principal Building Surveyor
				Senior Building Surveyor
				Building Surveyor
				Assistant Building Surveyor
				Swimming Pool Fencing Inspection/ Compliance Officer
				Customer Advocate Coordinator
				Planning Liaison Officer
Building Act 2011	s102	Obtaining information and documents	Authorised Person	
				Principal Building Surveyor
				Senior Building Surveyor
				Building Surveyor
				Assistant Building Surveyor
				Swimming Pool Fencing Inspector/ Compliance Officer
				Customer Advocate Coordinator
				Planning Liaison Officer
Building Act 2011	s103	Use of force and assistance	Authorised Person	
				Principal Building Surveyor
				Senior Building Surveyor
				Senior Development Compliance
				Swimming Pool Fencing inspector/ Compliance Officer
Building Act 2011	s106	Application for warrant to enter a place	Authorised Person	Principal Building Surveyor

BLD3 Building Matters – Enforcement - Fines, Penalties and Infringement Notices

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	16 April 2012
Date Last Reviewed:	26 June 2018

Legislation:	<i>Building Act 2011 – S.127</i>
Power or Duty of the Local Government which is being delegated:	<ol style="list-style-type: none"> 1. Part 8 of the <i>Building Act 2011</i> – Enforcement - powers of authorised employees/officers in respect to compliance matters pertaining to buildings and associated incidental structures. 2. Part 10 of the <i>Building Regulations 2012</i> – Issue of Infringement Notices for Offences specified in Schedule 6 of the Regulations

DETAILS

1. That in accordance with section 127 of the *Building Act 2011* (the Act), the Chief Executive Officer is delegated power to designate authorised persons pursuant to section 96 (3) of the Act, to prepare, sign, and serve notices in relation to fines, penalties and enforcement with respect to the sections of the Act detailed in Part A of the Attachment to this delegation.
2. That in accordance with section 127 of the *Building Act 2011* (the Act), the Chief Executive Officer is delegated power to appoint persons pursuant to regulation 70 of the *Building Regulations 2012* to issue Infringement Notices for those offences specified in Scheduled 6 of the regulations and detailed in Part B of the Attachment to this delegation.

Related Documents	
Council Policy:	
Administration Policy/Procedure:	
Notes:	

Part A

<i>Attachment: FINES, PENALTIES, AND ENFORCEMENT</i>	
s96(3) A local government may, by instrument in writing, designate a person employed by the local government under the Local Government Act 1995 section 5.36, as an authorised person for the purposes of this Act in relation to buildings and incidental structures located, or proposed to be located, in the district of the local government	
That in accordance with s93(3) of the Act the persons serving or acting in the positions of Principal Building Surveyor and Manager Statutory Planning and Building be authorised to prepare, sign, and serve notices in relation to the following sections of the Building Act 2011, until that delegation is revoked.	
Offence	Section of the Act
No building work without a permit	s9
No demolition work without a demolition permit	s10
Non-compliance with either a building or demolition permit	s29
Not displaying details of a building or demolition permit in accordance with the regulations	s30
Notice of completion – not provided within 7 days of completion	s33
Notice of cessation – failure to provide notification within 7 days	s34
Builder to ensure building is constructed to comply with the permit and applicable building standards	s37(1)
Where work is undertaken without a building permit each owner is to ensure that the construction has been undertaken to comply with the standards applicable to that building structure	s37(2)
Builder to ensure the building is demolished to comply with the permit and applicable building standards that applies to the demolition	s38(1)
Where demolition work is undertaken without a demolition permit each owner is to ensure that the demolition has been undertaken to comply with the building standards applicable to that demolition work	s38(2)
Occupancy permits - Owner or occupier of a completed building is not to occupy, use or permit to be occupied or used without an occupancy permit	s41
Failure to display an occupancy permit	s42
Occupation, use of buildings to comply with occupancy permits	s43
Compliance with occupancy permit generally	s44
No encroachment without consent or court order	s76
Other land not to be adversely affected without consent or court order	s77
No protection structure in or on other land without consent or court order	s78
Certain work not to affect party walls etc. without consent or court order	s79
Fences not to be removed without consent or court order	s80
No access to other land without consent or court order, and notification	s81
When notice about effect on other land required	s84
Application for court order if no consent – failure to notify the person affected by the consent within 7 days	s86(4)
Non-compliance with a building order	s115
Obstruction in relation to a building order	s116

False or misleading information	s147
Contravention of regulations	s149

Part B

Section/Regulations	Offence	Modified penalty
s.33(1)	Failure to give notice of completion (BA7)	\$500
s.34(3)	Failure to give notice of cessation	\$250
s.42	Failure to display or bring attention to occupancy permit details	\$250
s.76(1)	Encroachment beyond boundaries without consent, court order or other authority	\$2,500
s.80(1)	Removal of fence, gate or other barrier to land without consent, court order or other authority	\$1,000
s.80(3)	Failure to erect adequate temporary barrier	\$1,000
r.50(1)	Failure to install barrier around private swimming pool	\$1,000
r.56(1)	Failure to ensure smoke alarms compliant prior to transfer of dwelling	\$1,000
r.58	Failure to ensure smoke alarms compliant prior to tenancy	\$1,000

LOCAL GOVERNMENT (Financial Management) Regulations 1996

FMR1 Payments from Municipal and Trust Funds

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	
Date Last Reviewed:	26 June 2018

Legislation:	Local Government (Financial Management) Regulations 1996, r. 12(1)
Power or Duty of the Local Government which is being delegated:	<p>(1) A payment may only be made from the municipal fund or the trust fund —</p> <p>(a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or</p> <p>(b) otherwise, if the payment is authorised in advance by a resolution of the council.</p>

DETAILS

Under section 5.42 of the *Local Government Act 1995*, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under Regulation 12 of the Local Government (Financial Management) Regulations 1996, in regard to the making of payments from the municipal and trust funds.

Related Documents	
Council Policy:	
Administration Policy/Procedure:	
Notes:	<p>Local Government Act 1995</p> <p>6.10. Financial management regulations</p> <p>Regulations may provide for —</p> <p>(d) the general management of, and the authorisation of payments out of —</p> <p>(i) the municipal fund; and</p> <p>(ii) the trust fund, of a local government</p>

PLANNING AND DEVELOPMENT ACT 2005 & LOCAL PLANNING SCHEME NO.3

PLN1 Planning Matters

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	21 June 2010
Date Last Reviewed:	26 June 2018

Legislation:	Shire of Kalamunda Local Planning Scheme No 3; Planning and Development Act 2005; Planning and Development (Local Planning Schemes) Regulations 2015
Power or Duty of the Local Government which is being delegated:	
<p>DETAILS</p> <p>Pursuant to Clause 82 of the Deemed Provisions, the Chief Executive Officer is delegated authority to exercise the powers or discharge the duties of the Council in regard to the following:-</p> <p>Advertising</p> <p>To advertise proposals in accordance with Local Planning Scheme No. 3 (the Scheme).</p> <p>Determination of Applications</p> <p>To apply discretion and determine applications under Part 6, 7, 8, 9 and 10 of the Deemed Provisions and Parts 4 and 5 of the Scheme.</p> <p>To apply discretion and determine applications under Clause 29 and 45 of the Deemed Provisions (amendment of Structure Plans and Activity Centre Plans). To apply discretion to the remainder of Part 4 and Part 5 of the Deemed Provisions to the extent that the discretion relates only to the preparation of an amendment to a Structure Plan or Activity Centre Plan.</p> <p>Subdivision Applications and Clearances</p> <p>To make recommendations to the Western Australian Planning Commission on all subdivision and amalgamation applications and to endorse applications for clearance where relevant conditions have been satisfied.</p> <p>Appeals (Reviews)</p> <p>To attend the State Administrative Tribunal on behalf of Council and to determine conditions to be applied to applications the subject of mediation or successful appeal and to enter into Minute of Consent Orders accordingly.</p> <p>Enforcement and Administration</p> <p>Any of its powers, and the discharge of any of its duties, under Part 10 of the Deemed Provisions.</p>	
Related Documents	

REGISTER OF DELEGATIONS FROM COUNCIL

Council Policy:	All relevant Local Planning Policies prepared under Part 2 of the Deemed Provisions.
Administration Policy/Procedure:	
Notes:	<p>Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 – Deemed Provisions.</p> <p>82. Delegations by local government</p> <p>(1) The local government may, by resolution, delegate to a committee or to the local government CEO the exercise of any of the local government's powers or the discharge of any of the local government's duties under this Scheme other than this power of delegation.</p>

STRATA TITLES ACT 1985

STA1 Strata Titles

Delegation from:	Council
Delegated to:	Chief Executive Officer Manager Building Services
Date Adopted:	
Date Last Reviewed:	26 June 2018

Legislation:	Strata Titles Act 1985, s.23
Power or Duty of the Local Government which is being delegated:	<p>(4) A local government may, either generally or as otherwise provided by the instrument of delegation, by writing under the seal of the local government, delegate to an employee of the local government any of the functions conferred on local governments under this Act, other than the functions so conferred by subsection (3) and section 24.</p> <p>(5)</p>
<p>DETAILS</p> <p>Under section 23(4) of the Strata Titles Act 1985, the Chief Executive Officer and the Manager Building Services are delegated to exercise the powers or discharge the duties of the Council under the Strata Titles Act 1985.</p>	

Related Documents	
Council Policy:	n/a
Administration Policy/Procedure:	n/a
Notes:	

BUSH FIRES ACT 1954

BFA1 Prohibited Burning Times - Amendment

Delegation from:	Council
Delegated to:	Mayor and Chief Bush Fire Control Officer (jointly)
Date Adopted:	
Date Last Reviewed:	26 June 2018

Legislation:	Bush Fires Act 1954, s. 17
Power or Duty of the Local Government which is being delegated:	(7) (a) Subject to paragraph (b), in any year in which a local government considers that seasonal conditions warrant a variation of the prohibited burning times in its district the local government may, after consultation with an authorised CALM Act officer if forest land is situated in the district, vary the prohibited burning times in respect of that year in the district or a part of the district by — (i) shortening, extending, suspending or reimposing a period of prohibited burning times; or (ii) imposing a further period of prohibited burning times.
<p>DETAILS</p> <p>Under section 17(10) of the Bush Fires Act 1954, the Mayor and Chief Bush Fire Control Officer are delegated to exercise the powers or discharge the duties of the Council under section 17(7) of the Bush Fires Act 1954.</p>	

Related Documents	
Council Policy:	n/a
Administration Policy/Procedure:	n/a
Notes:	<p>Bush Fires Act 1954</p> <p>17(10) A local government may by resolution delegate to its mayor, or president, and its Chief Bush Fire Control Officer, jointly its powers and duties under subsections (7) and (8).</p>

BFA2 Proceedings Under the Bush Fires Act

Delegation from:	Council
Delegated to:	Chief Bush Fire Control Officer
Date Adopted:	
Date Last Reviewed:	26 June 2018

Legislation:	<i>Bush Fires Act 1954</i> , s. 59
Power or Duty of the Local Government which is being delegated:	<p>59. Prosecution of offences</p> <p>(2)(a) A person authorised by the Minister, a member of the Authority, an officer of the Authority, an authorised CALM Act officer, a member of the Police Force, or a local government, may institute and carry on proceedings against a person for an offence alleged to be committed against this Act.</p>
<p>DETAILS</p> <p>Under section 59(3) of the <i>Bush Fires Act 1954</i>, the Chief Bush Fire Control Officer is delegated to exercise the powers or discharge the duties of the Council under section 59 of the Bush Fires Act 1954.</p>	

Related Documents	
Council Policy:	n/a
Administration Policy/Procedure:	n/a
Notes:	<p><i>Bush Fires Act 1954</i></p> <p>59(3) A local government may, by written instrument of delegation, delegate authority generally, or in any class of case, or in any particular case, to its bush fire control officer, or other officer, to consider allegations of offences alleged to have been committed against this Act in the district of the local government and, if the delegate thinks fit, to institute and carry on proceedings in the name of the local government against any person alleged to have committed any of those offences in the district, and may pay out of its funds any costs and expenses incurred in or about the proceedings.</p>

BFA3 Appointment of Bush Fire Control Officers

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	16 August 2010
Date Last Reviewed:	26 June 2018

Legislation:	<i>Bush Fires Act 1954, s.38</i>
Power or Duty of the Local Government which is being delegated:	<p>38. Local government may appoint bush fire control officer</p> <p>(1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.</p>
<p>DETAILS</p> <p>Pursuant to section 48 of the Bush Fires Act 1954, the Chief Executive Officer is delegated authority to appoint Bush Fire Control Officers, Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officers for the City of Kalamunda.</p>	

Related Documents	
Council Policy:	
Administration Policy/Procedure:	
Notes:	<p>48. Delegation by local governments</p> <p>(1) A local government may, in writing, delegate to its chief executive officer the performance of any of its functions under this Act.</p> <p>(2) Performance by the chief executive officer of a local government of a function delegated under subsection (1) —</p> <p style="padding-left: 40px;">(a) is taken to be in accordance with the terms of a delegation under this section, unless the contrary is shown; and</p> <p style="padding-left: 40px;">(b) is to be treated as performance by the local government.</p> <p>(3) A delegation under this section does not include the power to subdelegate.</p> <p>(4) Nothing in this section is to be read as limiting the ability of a local government to act through its council, members of staff or agents in the normal course of business.</p>

FOOD ACT 2008

FOOD1 Prohibition Orders – Section 65 of the Food Act 2008

Delegation from:	Council
Delegated to:	Chief Executive Officer Director Planning and Development Services
Date Adopted:	20 September 2010
Date Last Reviewed:	26 June 2018

Legislation:	<i>Food Act 2008</i> , section 65
Power or Duty of the Local Government which is being delegated:	<p>65. Prohibition order</p> <p>(1) If the CEO or another enforcement agency believes on reasonable grounds —</p> <p>(a) that any of the circumstances specified in section 62(a), (b), (c) or (d) exist; and</p> <p>(b) that —</p> <p>(i) the proprietor of a food business has not complied with an improvement notice within the time required by section 63 for compliance; or</p> <p>(ii) the issue of the order is necessary to prevent or mitigate a serious danger to public health,</p> <p>the CEO or other enforcement agency may serve a prohibition order on the proprietor of the food business in accordance with this Part.</p>
<p>DETAILS</p> <p>Council delegates the power to issue prohibition orders for the purposes of section 65 of the <i>Food Act 2008</i> to the Chief Executive Officer and the Director Planning and Development Services in accordance with section 118(2) of the <i>Food Act 2008</i>.</p>	

Related Documents	
Council Policy:	
Administration Policy/Procedure:	
Notes:	<p>118. Functions of enforcement agencies and delegation</p> <p>(2) A function conferred or imposed on an enforcement agency may be delegated —</p> <p>(b) if the enforcement agency is a local government or a person or body, or a person or body within a class of persons or bodies, prescribed by the regulations — subject to subsections (3) and (4), in accordance with the regulations.</p>

FOOD 2 Appointment of Authorised Persons Under the Food Act 2008

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	15 March 2010
Date Last Reviewed:	26 June 2018

Legislation:	<i>Food Act 2008</i> , section 122
Power or Duty of the Local Government which is being delegated:	<p>122. Appointment of authorised officers</p> <p>(1) An enforcement agency may appoint a person to be an authorised officer for the purposes of this Act if —</p> <p>(a) the enforcement agency, having regard to any guidelines issued by the CEO under subsection (2), considers the person has appropriate qualifications and experience to perform the functions of an authorised officer; or</p> <p>(b) the person holds office as an environmental health officer under the Health Act 1911.</p>
<p>DETAILS</p> <p>Council delegates the power to appoint Authorised Persons for the purposes of the <i>Food Act 2008</i> to the Chief Executive Officer under Section 118 (2) of the <i>Food Act 2008</i>.</p>	

Related Documents	
Council Policy:	
Administration Policy/Procedure:	
Notes:	<p>118. Functions of enforcement agencies and delegation</p> <p>(2) A function conferred or imposed on an enforcement agency may be delegated —</p> <p>(b) if the enforcement agency is a local government or a person or body, or a person or body within a class of persons or bodies, prescribed by the regulations — subject to subsections (3) and (4), in accordance with the regulations.</p>

PUBLIC HEALTH ACT 2016

HLT 1 Appointment of Environmental Health Officers of the Public Health Act 2016

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	27 March 2017
Date Last Reviewed:	26 June 2018

Legislation:	<i>Public Health Act 2016</i> , Section 17.
Power or Duty of the Local Government which is being delegated:	<p>17. Appointment of environmental health officers</p> <p>(1) A local government may appoint one or more persons as environmental health officers.</p> <p>(2) An appointee may be —</p> <p>(a) a person employed by the local government under the <i>Local Government Act 1995</i> section 5.36; or</p> <p>(b) a person engaged by the local government under a contract for services.</p> <p>(3) A local government must not appoint a person as an environmental health officer unless the person has the qualifications and experience approved by the Chief Health Officer under section 18.</p> <p>(4) Two or more local governments may enter into arrangements for one or more persons to be appointed as environmental health officers for each of those local governments.</p> <p>(5) This section does not limit the <i>Local Government Act 1995</i> section 5.36.</p>
<p>DETAILS</p> <p>Council delegates the power to appoint Environmental Health Officers for the purposes of the <i>Public Health Act 2016</i> to the Chief Executive Officer under Section 17 of the <i>Public Health Act 2016</i>.</p>	

PUBLIC HEALTH ACT 2016

Health (Asbestos) Regulations 1992

HLT 2 – appointment persons or classes of persons to be authorised officers or approved officers for the purposes of the *Criminal Procedure Act 2004* Part 2

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	28 November 2017
Date Last Reviewed:	26 June 2018

Legislation:	<i>Public Health Act 2016</i> and <i>Health (Asbestos) Regulations 1992</i> - , <i>Regulation 15D.</i>
Power or Duty of the Local Government which is being delegated:	<p>15D. Infringement notices</p> <ol style="list-style-type: none"> (1) The offences specified in Schedule 1 are offences for which an infringement notice may be issued under the <i>Criminal Procedure Act 2004</i> Part 2. (2) The modified penalty specified opposite an offence in Schedule 1 is the modified penalty for that offence for the purposes of the <i>Criminal Procedure Act 2004</i> section 5(3). (3) The Chief Health Officer may, in writing, appoint persons or classes of persons to be authorised officers or approved officers for the purposes of the <i>Criminal Procedure Act 2004</i> Part 2. (4) The Chief Health Officer must issue to each authorised officer a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices. (5) A local government may, in writing, appoint persons or classes of persons to be authorised officers or approved officers for the purposes of the <i>Criminal Procedure Act 2004</i> Part 2 (6) Each local government that appoints a person as an authorised officer under subregulation (5) must issue to the officer a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices. (7) A local government may delegate a power or duty conferred or imposed on it by this regulation to the chief executive officer of the local government. (8) For the purposes of the <i>Criminal Procedure Act 2004</i> Part 2 <ol style="list-style-type: none"> (a) the prescribed form of an infringement notice is set out in Schedule 2; and (b) the prescribed form of a notice to withdraw an infringement notice is set out in Schedule 3.
<p>DETAILS</p> <p>Council delegates the power to appoint persons or classes of persons to be authorised officers or approved officers for the purposes of the <i>Criminal Procedure Act 2004</i> Part 2.</p>	

LOCAL LAWS

LL2 Local Laws

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	
Date Last Reviewed:	26 June 2018

Legislation:	Shire of Kalamunda Local Laws
Power or Duty of the Local Government which is being delegated:	
<p>DETAILS</p> <p>Under section 5.42 of the Local Government Act 1995, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under those local laws of the City of Kalamunda which have been made under the <i>Local Government Act 1995</i>.</p>	

Related Documents	
Council Policy:	DEV34 – Signs – General (Revoked 14.8.2010) ENV1 – Control and Eradication of Pest Plants ENV8 – Street Lawns and Gardens HLTH11 – Trading in Public Places – Conduct of Street Stalls by Voluntary Organisations (Revoked 11.6.2009) HLTH12 – Trading in Public Places – General Principles
Administration Policy/Procedure:	n/a
Notes:	

ENG1 Determination of Prohibited Parking Areas

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	21 March 2011
Date Last Reviewed:	26 June 2018

Legislation:	Clause 1.10 of the Shire of Kalamunda Parking and Parking Facilities Local Law 2008
Power or Duty of the Local Government which is being delegated:	Delegation of Authority by Council to the Chief Executive Officer to determine 'No Parking' areas within the City of Kalamunda.
<p>DETAILS</p> <p>Pursuant to Clause 1.10 of the Shire of Kalamunda Parking and Parking Facilities Local Law 2008, the Chief Executive Officer is delegated authority to exercise the powers or discharge the duties of the Council in regard to the determination of Prohibited Parking Areas within the City of Kalamunda.</p>	

Related Documents	
Council Policy:	
Administration Policy/Procedure:	
Notes:	

CAT ACT

CAT1 Cat Act 2001 Delegation of Powers

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	28 October 2013
Date Last Reviewed:	26 June 2018

Legislation:	Section 44 (1) of the <i>Cat Act 2011</i>
Section	Relevant Power or Duty Delegated
Section 3	A local government may approve in writing an operator of a cat management facility
Section 9	A local government may grant, renew or refuse an application for cat registration
Section 9(5)	A local government may require an applicant to give documents or information relating to registration, within a specified time of not more than 21 days and may require information to be verified by statutory declaration
Section 10	A local government may cancel the registration of a cat
Section 11	A local government is to issue a registration number, certificate and tag, including a replacement certificate or tag
Section 12	A local government must keep a cat register
Section 13	A local government must notify the owner of cat the outcome of a decision
Section 26	A local government may issue a cat control notice
Section 37	A local government may grant, renew or refuse an approval to breed application
Section 37(3)	A local government may require an applicant to give document or information relating to a breeder application, within a specified time of not more than 21 days and may require information to be verified by statutory declaration
Section 38	A local government may cancel an approval to breed
Section 39	A local government must issue a certificate to an approved breeder
Section 40	A local government must notify the person affected by the decision in writing of the outcome
Section 42	A local government is to administer local laws
Section 48	A local government may appoint, in writing, authorised persons
Section 49	A local government may recover the costs of having to destroy a cat
Section 37, Reg. 22	A local government may refuse an application to breed if the applicant has had an infringement in the past 12-months.

DETAILS

Under Section 44 (1) of the *Cat Act 2011*, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under the Sections of the *Cat Act 2011* specified above.

REGISTER OF DELEGATIONS FROM COUNCIL

Related Documents	
Council Policy:	
Administration Policy/Procedure:	
Notes:	

DOG ACT

DOG1 Dog Act 1976 – Delegation of Powers

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	25 November 2013
Date Last Reviewed:	26 June 2018

Legislation:	<i>Dog Act 1976</i>
Power or Duty of the Local Government which is being delegated:	Delegation of Authority by Council to the Chief Executive Officer for all powers and duties under the <i>Dog Act 1976</i>
<p>DETAILS</p> <p>Pursuant to Section 10AA(1) of the <i>Dog Act 1976</i>, the Chief Executive Officer is delegated to exercise the powers or discharge all of the powers and duties under the <i>Dog Act 1976</i>.</p>	

Related Documents	
Council Policy:	
Administration Policy/Procedure:	
Notes:	

MISCELLANEOUS

MISC1 Use of the City of Kalamunda Logo

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	
Date Last Reviewed:	26 June 2018

Legislation:	
Power or Duty of the Local Government which is being delegated:	
<p>DETAILS</p> <p>The Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council to –</p> <ul style="list-style-type: none"> • approve the use of the City of Kalamunda logo; • attach conditions to the approval of an application to use the logo; and • approve alterations to the logo components, and their relationship to each other, in accordance with Council policy 	

Related Documents	
Council Policy:	ADM19 – Use of Council Crest and Logo (Revoked June 2013)
Administration Policy/Procedure:	n/a
Notes:	

MISC2 Donations, Grants and Contributions

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	
Date Last Reviewed:	26 June 2018

Legislation:	
Power or Duty of the Local Government which is being delegated:	
<p>DETAILS</p> <p>Under section 5.42 of the Local Government Act 1995, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council to approve donations of up to \$1,000.</p> <p>The granting of any donation is subject to –</p> <ul style="list-style-type: none"> • compliance with Council's policies; • adequate provision having been made in the Annual Budget; and • compliance with the Local Government Act 1995. 	

Related Documents	
Council Policy:	COMR2 – Annual School Awards (Revoked 18 May 2015) COMR7 – Donations to Charitable Organisations (Revoked 18 May 2015) COMR8 – Donations to State Team Representatives (Revoked 18 May 2009) COMR11 – Community Initiative and Development Grants (Revoked 18 May 2009) COMR12 – Grants to Various Community Groups (Revoked 18 May 2015)
Administration Policy/Procedure:	n/a
Notes:	The CEO may not authorise a donation for which there is no budget provision (authorisation of unbudgeted expenditure requires an absolute majority decision of council, and can therefore not be delegated).

SES – Appointment of Local Co-Ordinator and Deputy Coordinator

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	
Date Last Reviewed:	26 June 2018

Legislation:	
Power or Duty of the Local Government which is being delegated:	
<p>DETAILS</p> <p>Under section 5.42 of the Local Government Act 1995, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council to –</p> <ul style="list-style-type: none"> a) recommend a candidate for the position of SES Local Co-ordinator; b) agree or disagree with the Director's recommendation to revoke the appointment of the Local Co-ordinator; and c) approve or not approve the appointment of a Deputy Co-ordinator. 	

Related Documents	
Council Policy:	
Administration Policy/Procedure:	
Notes:	<p>Constitution of Kalamunda Volunteer State Emergency Service Unit (Inc.) Clause 10.3 "The Local Co-ordinator shall be appointed by the Director on the recommendation of the appropriate Local Government. The appointment may be revoked by the Director only after consultation with and agreement by the appropriate Local Government."</p> <p>Clause 10.4 "The Deputy Co-ordinator shall be elected by members in general meeting and the appointment shall be approved by the Local Government."</p>

MISC4 Write Off of Emergency Services Levy Interest Amounts

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	
Date Last Reviewed:	26 June 2018

Legislation:	
Power or Duty of the Local Government which is being delegated:	
<p>DETAILS</p> <p>Under section 5.42 of the Local Government Act 1995, the Chief Executive Officer is delegated to write off Emergency Services Levy interest amounts of less than \$2.00 (two dollars) per property.</p>	

Related Documents	
Council Policy:	
Administration Policy/Procedure:	
Notes:	<p>FESA Manual of Operating Procedures 2007/08</p> <p>5.8.7 Local Governments may automatically write off small amounts of ESL Interest, where the total amount per property is less than \$2 per year</p>

MISC5 Fireworks Displays

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	
Date Last Reviewed:	26 June 2018

Legislation:	
Power or Duty of the Local Government which is being delegated:	
<p>DETAILS</p> <p>Under section 5.42 of the Local Government Act 1995, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council in regard to an Application for a Fireworks Display Permit, in accordance with Council policy.</p>	

Related Documents	
Council Policy:	FIRE2 – Fireworks Displays (Revoked June 2013)
Administration Policy/Procedure:	n/a
Notes:	<p>Application for a Firework Display Permit – Department of Consumer and Employment Protection</p> <p>Local government authority to provide comment, advising of objection or non-objection</p>

MISC6 – Public Liability Insurance

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	
Date Last Reviewed:	26 June 2018

Legislation:	
Power or Duty of the Local Government which is being delegated:	
<p>DETAILS</p> <p>Under section 5.42 of the Local Government Act 1995, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council to –</p> <p>determine claims against the City for injury, loss or property damage that do not exceed the City's insurance policy excess levels, subject to receipt of a release form.</p>	

Related Documents	
Council Policy:	n/a
Administration Policy/Procedure:	n/a
Notes:	

REVOKED DELEGATIONS

LL1 Common Seal

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	
DATE REVOKED	21 June 2010

Legislation:	Standing Orders Local Law 1990
Power or Duty of the Local Government which is being delegated:	<p>19.1 The Council's Common Seal</p> <p>(2) The common seal of the Local Government may only be used on the authority of the Council given either generally or specifically and every document to which the seal is affixed must be signed by the President and the CEO or a senior employee authorised by him or her.</p>
<p>DETAILS</p> <p>The Chief Executive Officer is delegated authority to exercise the powers or discharge the duties of the Council to execute documents and apply the Common Seal of the Shire of Kalamunda on behalf of the Council generally.</p>	

Related Documents	
Council Policy:	n/a
Administration Policy/Procedure:	n/a
Notes:	

LGA5 Organisational Structure

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	
DATE REVOKED	21 June 2010

Legislation:	Local Government Act 1995, s.5.2
Power or Duty of the Local Government which is being delegated:	<p>5.2. Administration of local governments The council of a local government is to ensure that there is an appropriate structure for administering the local government.</p>
<p>DETAILS</p> <p>Under section 5.42 of the <i>Local Government Act 1995</i>, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under section 5.2 of the <i>Local Government Act 1995</i>, to determine the organisational structure best able to deliver the Council's Strategic Plan.</p>	

Related Documents	
Council Policy:	ADM22 – Organisational Structure – (Revoked June 2013)
Administration Policy/Procedure:	n/a
Notes:	

PDA1 Planning Matters

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	
DATE REVOKED	21 June 2010

Legislation:	Local Planning Scheme No 3; Planning & Development Act 2005
Power or Duty of the Local Government which is being delegated:	
<p>DETAILS</p> <p>Under the relevant provisions of the Shire of Kalamunda's Planning Schemes, the <i>Planning and Development Act 2005</i> and the Local Government Act 1995, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council in regard to the following –</p> <ol style="list-style-type: none"> <p>Advertising</p> <p>To advertise and provide notice of applications for planning approval or consent, and to refer an application and submissions to Council, where required.</p> <p>Determination of Applications</p> <p>To determine applications for planning approval, planning consent or special approval, including –</p> <ol style="list-style-type: none"> any conditions to be imposed; and the period of validity of the approval or consent, in accordance with Council policy. <p>Conditions</p> <p>To impose conditions on development approval which relate to orderly and proper planning, preservation of the amenity of the locality, and other such conditions as deemed appropriate.</p> <p>Cash In Lieu</p> <p>To accept and determine cash in lieu payment.</p> <p>Setback Variations</p> <p>To approve setback variations to property boundaries for all buildings and outbuildings, subject to no valid objections in the opinion of the Director Planning and Development Services being submitted by the owner(s) of the adjoining affected property/properties within the specified period of notification.</p> <p>Keeping of Animals</p> <p>To approve the keeping of hooved and/or large animals under clause 5.18 of the Local Planning Scheme No3, where objections from adjoining owners/occupiers are either not received, or have been resolved, and where the keeping of such animals is permitted by the Scheme.</p> 	

7. Commercial Vehicle Parking

As a land use class under Local Planning Scheme No 3, the approval of commercial vehicle parking applications is covered by clause 2 of this instrument of delegation.

To approve applications for commercial vehicle parking that entail variation to the standard vehicle movement times, where no objections have been received from affected residents.

To renew applications for commercial vehicle parking, where no legitimate complaints regarding non-compliance with conditions of approval have been received during the previous 12 months. Where a written complaint has been received, the renewal application is to be referred to affected landowners. If no objection is received, the Chief Executive Officer may approve the application. If an objection is received, the application is to be referred to Council for determination.

8. Subdivision Applications and Clearances

To refer recommendations for subdivision/amalgamation applications to the Western Australian Planning Commission, in accordance with the following –

- a) Recommend approval of subdivision applications that are consistent with Local Planning Scheme No3, Council policy, the Residential Design Codes, an approved Outline Development Plan or Structure Plan, guided development scheme or subdivision guide plan as applicable
- b) Recommend refusal of subdivision applications that are not consistent with Local Planning Scheme No 3, Council policy, the Residential Design Codes, an approved Outline Development Plan or Structure Plan, guided development scheme or subdivision guide plan as applicable.
- c) Variation to the minimum lot sizes for residential subdivisions can be supported in accordance with the Western Australian Planning Commission Policy DC 2.2 (Residential Subdivision).

9. Appeals (Review)

To respond to appeals to defend the decision of Council or a delegated decision. If the appeal involves mediation, and as part of that mediation variation to any standard provision contained in any policy or the Scheme is sought, then the matter shall be forwarded to Council for consideration as to whether to support that variation.

To determine appropriate conditions to be recommended to be applied to applications the subject of a successful appeal to the State Administrative Tribunal (SAT), and enter into Minute of Consent Orders accordingly.

These delegations may only be exercised subject to compliance with the relevant legislation, and in accordance with Council policy.

Related Documents

Council Policy:	DEV1 — Additional Accommodation (Revoked 21.6.10) DEV2 — Amusement Machines and Amusement Centres DEV5 — Caravan Park Proposals - Guidelines for Assessment DEV6 — Cash in Lieu of Car Parking (Revoked 18 October 2010) DEV7 — Child Care Centres – Guidelines (Revoked 18 October 2010) DEV10 — Delegation of Authority - Determination of Development and
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REGISTER OF DELEGATIONS FROM COUNCIL

	<p>Subdivision Applications (Revoked 19 April 2010)</p> <p>DEV12 — Design Aesthetics – Guidelines (Revoked 21 June 2010)</p> <p>DEV16 — Fuel Storage Applications – Guidelines for Assessment (Revoked 18 October 2012)</p> <p>DEV17 — Igloo/Tunnel House Applications – Guidelines for Assessment (16 August 2010)</p> <p>DEV19 — Notification to Affected Landowners – Community Consultation – Advertising (Revoked 21 June 2010)</p>
Administration Policy/Procedure:	n/a
Notes:	<p>Local Planning Scheme No.3</p> <p>11.3 Delegations of Functions</p> <p>11.3.1 The local government may, in writing and either generally or as otherwise provided by the instrument of delegation, delegate to a committee or the Chief Executive Officer (CEO), within the meaning of those expressions under the Local Government Act 1995, the exercise of any of its powers or the discharge of any of its duties under the Scheme, other than this power of delegation.</p> <p>11.3.2 The CEO may delegate to any employee of the local government the exercise of any of the Chief Executive Officer's powers or the discharge of any of the Chief Executive's duties under clause 11.3.1.</p>

Powers Under Part 11 of Local Planning Scheme 3

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	21 December 2009
DATE REVOKED	21 June 2010

Legislation:	Local Planning Scheme No 3; Planning & Development Act 2005
Power or Duty of the Local Government which is being delegated:	Local Planning Scheme 3 Part 11 – Enforcement and Administration
<p>DETAILS</p> <p>Council delegates to the Chief Executive Officer the exercise of any of its powers, and the discharge of any of its duties, under Part 11 of the Shire of Kalamunda Local Planning Scheme No. 3.</p>	

Related Documents	
Council Policy:	
Administration Policy/Procedure:	
Notes:	<p>Local Planning Scheme No.3</p> <p>11.3 Delegations of Functions</p> <p>11.3.1 The local government may, in writing and either generally or as otherwise provided by the instrument of delegation, delegate to a committee or the Chief Executive Officer (CEO), within the meaning of those expressions under the Local Government Act 1995, the exercise of any of its powers or the discharge of any of its duties under the Scheme, other than this power of delegation.</p> <p>11.3.2 The CEO may delegate to any employee of the local government the exercise of any of the Chief Executive Officer's powers or the discharge of any of the Chief Executive's duties under clause 11.3.1.</p>

LMPA1 Building Approvals

Delegation from:	Council
Delegated to:	Manager Building Services
Date Adopted:	
DATE REVOKED	16 April 2012

Legislation:	Local Government (Miscellaneous Provisions) Act 1960, s.374 & 374AA
Power or Duty of the Local Government which is being delegated:	374. Plans of buildings to be approved by local government 374AA. Building approval certificates for unauthorised building work
<p>DETAILS</p> <p>Under section 374AAB of the Local Government (Miscellaneous Provisions) Act 1960, the Manager Building Services is delegated to exercise the powers or discharge the duties of the Council under sections 374 and 374AA of the Local Government (Miscellaneous Provisions) Act 1960.</p> <p>All building approvals are subject to compliance with the Local Government (Miscellaneous Provisions) Act 1960 and Regulations, and are to be in accordance with Council policy.</p>	

Related Documents	
Council Policy:	DEV8 - Delegation of Authority – Approval of Building Plans and Specifications
Administration Policy/Procedure:	n/a
Notes:	<p>Local Government (Building Surveyors) Regulations 2008 6(2) For the purposes of section 374AAB(2) of the Act, after the transition period, the authority to approve or refuse to approve plans and specifications submitted under section 374 of the Act or unauthorised building work in relation to any building must not be delegated to a person unless that person holds a Building Surveyor Level 1 certificate. (lesser qualifications specified for smaller buildings – refer Regs for details)</p> <p>374AAB. Delegation of authority to approve plans of buildings or unauthorised building work (5) A delegation under subsection (1), and any variation or revocation of it, must be in writing executed by the local government. (6) A person to whom authority is delegated under this section cannot delegate that authority.</p>

LMPA2 Buildings

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	
DATE REVOKED	16 April 2012

Legislation:	Local Government (Miscellaneous Provisions) Act 1960, Part XV; Building Regulations 1989
Power or Duty of the Local Government which is being delegated:	Part XV - buildings
<p>DETAILS</p> <p>Under section 5.42 of the <i>Local Government Act 1995</i>, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under –</p> <ul style="list-style-type: none"> • Part XV of the Local Government (Miscellaneous Provisions) Act 1960, and • the Building Regulations 1989, <p>in accordance with Council policy.</p> <p>This excludes sections 374 and 374AA of the Local Government (Miscellaneous Provisions) Act 1960, which deal with building approvals, and may only be delegated to a building surveyor.</p>	

Related Documents	
Council Policy:	DEV11 – Delegation of Authority – Issue of Stop Work Orders
Administration Policy/Procedure:	n/a
Notes:	<p><i>DLGRD Guideline #17 - Delegations</i></p> <p><i>Section 2</i> of the Local Government (Miscellaneous Provisions) Act 1960 effectively incorporates the provisions of that Act into the Local Government Act 1995, and therefore the delegation provisions of the Local Government Act 1995 apply to the Local Government</p>

LGA15 Land Asset Rationalisation – Disposal of Property – Additional Properties

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	
DATE REVOKED	27 June 2016

Legislation:	Section 3.58 of the <i>Local Government Act 1995</i>
Power or Duty of the Local Government which is being delegated:	(2) Except as stated in this section, a local government can only dispose of property to — (a) the highest bidder at public auction; or (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.

DETAILS

Under section 5.42 of the *Local Government Act 1995*, the Chief Executive Officer is delegated the power to dispose of the following properties, for not less than 90% of the valuation –

- 34 McRae Road, Kalamunda
- 46 Cotherstone Road, Kalamunda
- 2 Cabarita Road, Kalamunda
- 21 Andrew Street, Kalamunda
- 29 Barbical Place, Lesmurdie.

In accordance with section 5.43, Limits on delegations to CEO –

“A local government cannot delegate to a CEO any of the following powers or duties —
(d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph”,

the limit that has been set by Council is 5 million dollars (\$5,000,000).

Related Documents	
Council Policy:	
Administration Policy/Procedure:	
Notes:	<p><u>EN BLOC RESOLUTION OCM 199/2011</u></p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Dispose of, in accordance with the <i>Local Government Act 1995</i> Sections 3.58 and 3.59, the following properties: <ul style="list-style-type: none"> • 34 McCrae Road, Kalamunda • 46 Cotherstone Road, Kalamunda • 2 Cabarita Road, Kalamunda • 21 Andrew Street, Kalamunda • 29 Barbical Place, Lesmurdie 2. Provide The Professionals, Kalamunda with a six month exclusive

	<p>selling agent agreement for the sale of properties at:</p> <ul style="list-style-type: none">• 34 McCrae Road Kalamunda• 46 Cotherstone Road Kalamunda• 2 Cabarita Road Kalamunda• 21 Andrew Street Kalamunda• 29 Barbical Place Lesmurdie. <p>3. Accept the disposal of properties at the values listed in Attachment 2 – Valuations.</p> <p>4. Authorise the sale of a property for not less than 90% of valuation unless by Council resolution.</p> <p>5. Delegate to the Chief Executive Officer, in accordance with the Local Government Act 1995 Section 5.42, powers and duties to dispose of the properties.</p> <p>6. Delegate to the Chief Executive Officer, in accordance with the Local Government Act 1995 Section 5.43, a limit of five million dollars (\$5,000,000).</p> <p>Moved: Cr Bob Emery</p> <p>Seconded: Cr Allan Morton</p> <p>Vote: CARRIED UNANIMOUSLY (10/0)</p>
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LGA16 Tender – Development of 39 Maida Vale Road

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	19 December 2011
DATE REVOKED	25 May 2015

Legislation:	Local Government Act 1995, s. 3.57; Local Government (Functions and General) Regulations 1996, Part 4, Division 2.
Power or Duty of the Local Government which is being delegated:	<p>3.57. Tenders for providing goods or services</p> <p>(1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.</p>
<p>DETAILS</p> <p>Under section 5.42 of the Local Government Act 1995, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under section 3.57 of the Local Government Act 1995.</p> <p>In respect of choice of tender, the Chief Executive Officer is authorised to accept tenders up to a value of \$250,000. All tenders which exceed this value must be referred to Council for evaluation and decision.</p>	

Related Documents	
Council Policy:	
Administration Policy/Procedure:	
Notes:	<p><u>RESOLVED OCM 211/2011</u></p> <p>That Council:</p> <ol style="list-style-type: none"> That Council notes Confidential Attachments 1 and 2. Provide exclusive rights to Ventura Homes for the development of House and Land packages for the whole of the site at Lot 263(39) Maida Vale Road in Maida Vale. Pursuant to Section 5.42 (1) and Section 5.43 (b) of the Local Government Act 1995 delegates authority to Chief Executive Officer to accept Tenders for Construction works up to \$250,000 for this project. <p>Moved: Cr Margaret Thomas</p> <p>Seconded: Cr Justin Whitten</p> <p>Vote: CARRIED UNANIMOUSLY/ABSOLUTE MAJORITY (10/0)</p>

CPR1 Caravan Parks and Camping

Delegation from:	Council
Delegated to:	Manager Health Service, Environmental Health Officers
Date Adopted:	
DATE REVOKED	25 May 2015

Legislation:	Caravan Parks and Camping Grounds Regulations 1997, Reg
Power or Duty of the Local Government which is being delegated:	6. Local government A function conferred on a local government by these regulations may be performed by an authorised person appointed by that local government who is authorised in writing by that local government to do so
<p>DETAILS</p> <p>Those persons who have been appointed by Council as "authorised persons" for the purposes of the Caravan Parks and Camping Grounds Act 1995 are delegated to exercise the powers or discharge the duties of the Council under the Caravan Parks and Camping Grounds Regulations 1997.</p>	

Related Documents	
Council Policy:	
Administration Policy/Procedure:	
Notes:	

EXPIRED DELEGATIONS

MISC7 Traffic Consideration – Shopping Centre Kalamunda Road, High Wycombe

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	16 August 2010
EXPIRED	

Legislation:	Local Government Act 1995
Power or Duty of the Local Government which is being delegated:	Power to acquire land.
<p>DETAILS</p> <p>That Council delegates authority to the Chief Executive Officer to accept, in consultation with the Shire President, Deputy Shire President and Chairperson of General Services Committee, the offers for the purchase of 13 Ashford Road, 512 Kalamunda Road and 514 Kalamunda Road, in accordance with Confidential Attachment 1 (OCM 16August 2010).</p>	

Related Documents	
Council Policy:	
Administration Policy/Procedure:	
Notes:	

MISC8 Skate Park Construction – Fleming Reserve

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	20 September 2010
EXPIRED	

Legislation:	Local Government (Functions and General) Regulations 1996, r18 & 20
Power or Duty of the Local Government which is being delegated:	Choice of tender; Variation of requirements before entry into contract
<p>DETAILS</p> <p>RESOLVED OCM 138/10 (20 September 2010)</p> <p>That Council –</p> <p>Delegate authority to the Chief Executive Officer to:</p> <ol style="list-style-type: none"> a. Negotiate and accept the identified Pre-Contract variations; and b. Finalise the Tender with DME Contractors for construction of: <ol style="list-style-type: none"> i) Stage 1 to the value of \$255,281.00 ii) Stage 2 to the value of \$114,719.00 	

Related Documents	
Council Policy:	
Administration Policy/Procedure:	
Notes:	

LGA14 Land Asset Rationalisation – Disposal of Property

Delegation from:	Council
Delegated to:	Chief Executive Officer
Date Adopted:	18 April 2011
EXPIRED	

Legislation:	Section 3.58 of the Local Government Act 1995
Power or Duty of the Local Government which is being delegated:	(2) Except as stated in this section, a local government can only dispose of property to — (a) the highest bidder at public auction; or (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.

DETAILS

Under section 5.42 of the Local Government Act 1995, the Chief Executive Officer is delegated the power to dispose of the following properties –

- 39 Maida Vale Road Maida Vale
- 21 Andrew Street, Kalamunda
- 2 Cabarita Road, Kalamunda
- 29 Barbical Place, Lesmurdie
- 43 Boonooloo Road, Kalamunda.

In accordance with section 5.43, Limits on delegations to CEO –

-A local government cannot delegate to a CEO any of the following powers or duties —
(d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph||,

the limit that has been set by Council is 5 million dollars (\$5,000,000).

Related Documents	
Council Policy:	
Administration Policy/Procedure:	
Notes:	<p>RESOLVED OCM 50/2011</p> <p>1. That:</p> <ul style="list-style-type: none"> • 39 Maida Vale Road Maida Vale • 21 Andrew Street, Kalamunda • 2 Cabarita Road, Kalamunda • 29 Barbical Place, Lesmurdie • 43 Boonooloo Road, Kalamunda <p>be disposed of in accordance with Sections 3.58 and 3.59 of the Local Government Act 1995.</p> <p>2. That sworn valuations be obtained for each lot prior to being released for sale.</p> <p>3. That no lot be sold for less than its sworn value unless authorised by Council resolution.</p>

	<p>4. That the following properties be -Open Listed with the five Real Estate Agents that responded to the requested marketing proposal:</p> <ul style="list-style-type: none"> • 21 Andrew Street, Kalamunda • 2 Cabarita Road, Kalamunda • 29 Barbical Place, Lesmurdie • 43 Boonooloo Road, Kalamunda <p>5. That 39 Maida Vale Road be listed exclusively with the sole Real Estate Agent that identified this site as a development site.</p> <p>6. That in accordance with Section 5.42 of the Local Government Act 1995 – Delegation of some powers and duties to the CEO, the CEO be delegated the power to dispose of the properties.</p> <p>7. That in accordance with Section 5.43 of the Local Government Act 1995 – Limits on delegations to CEO, the limit be set at 5 million dollars (\$5,000,000) for properties the subject of this Report.</p> <p>8. That in accordance with Section 6.11 of the Local Government Act 1995 – Reserve accounts, establish the following reserve account from the proceeds (2.5% of gross proceeds) of selling freehold land parcels and any crown reserves:</p> <ul style="list-style-type: none"> • Environmental Reserve – to be used to fund environmental strategies, programs and projects. <p>10. Prior to the listing of the properties referred to in (4) above, the Chief Executive Officer cause the undertaking of an assessment of the vegetation on each of the properties with a view to ensuring that any significant vegetation identified is retained at development stage, where reasonably possible, by an appropriate means such as a building envelope. The Chief Executive Officer to request the Real Estate Agents to inform prospective purchasers of such requirements.</p> <p>11.</p> <p>Moved: Cr Margaret Thomas</p> <p>Seconded: Cr Allan Morton</p> <p>Vote: CARRIED UNANIMOUSLY/ABSOLUTE MAJORITY (11/0)</p>
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