

Public Agenda Briefing Forum

Draft Agenda

Tuesday 9 April 2019



**city of
kalamunda**



Core Values

- Service:** We deliver excellent service by actively engaging and listening to each other.
- Respect:** We trust and respect each other by valuing our differences, communicating openly and showing integrity in all we do.
- Diversity:** We challenge ourselves by keeping our minds open and looking for all possibilities and opportunities.
- Ethics:** We provide honest, open, equitable and responsive leadership by demonstrating high standards of ethical behaviour.

Aspirational Values

- Creativity:** We create and Innovate to Improve all we do.
- Courage:** We make brave decisions and take calculated risks to lead us to a bold and bright future.
- Prosperity:** We will ensure our District has a robust economy through a mixture of industrial, commercial, service and home based enterprises
- Harmony:** We will retain our natural assets in balance with our built environment

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



www.kalamunda.wa.gov.au

city of
kalamunda

INFORMATION FOR THE PUBLIC ATTENDING PUBLIC AGENDA BRIEFING

Agenda Briefing Forums will involve Elected Members, employees as determined by the Chief Executive Officer and external advisors (where appropriate) and will be open to the public.

The Briefing Session will be held in the Function Room of the City of Kalamunda commencing at 6.30pm.

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

PROCEDURES FOR PUBLIC AGENDA BRIEFING FORUMS

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

- a) Public Agenda Briefing Forums will be open to the public except for matters of a confidential nature. The guide in determining those matters of a confidential nature shall be in accordance with the *Local Government Act 1995* (WA).
- b) Dates and times for Public Agenda Briefing Forums will be set more than one (1) week in advance where practicable, and appropriate notice given to the public.
- c) The Chief Executive Officer will ensure timely written notice and an agenda for each Public Agenda Briefing Forum will be provided to all Elected Members, members of the public and external advisors (where appropriate).
- d) Ordinarily, the Mayor is to be the Presiding Member at Public Agenda Briefing Forums. However, should Elected Members wish to rotate the role of Presiding Member for a particular meeting, those Elected Members present may select, by consensus, a Presiding Member for the relevant Public Agenda Briefing Forum from amongst themselves to preside at that Public Agenda Briefing Forum.
- e) Relevant employees of the City of Kalamunda will be available to make a presentation or respond to questions on matters listed on the agenda for the Public Agenda Briefing Forum.
- f) All Elected Members will be given a fair and equal opportunity to participate in the Public Agenda Briefing Forum.
- g) The Presiding Member will ensure that time is made available to allow for all matters of relevance to be covered.
- h) Elected Members, employees and relevant consultants shall disclose their interests on any matters listed for the Public Agenda Briefing Forum. When disclosing an interest the following is required:
 - i. Interests are to be disclosed in accordance with the provisions of the *Local Government Act 1995*, the *Local Government (Rules of Conduct) Regulations 2007* and the *City's Code of Conduct*.
 - ii. Elected Members disclosing a financial interest will not participate in that part of the forum relating to the matter to which their interest applies and shall depart the room.
 - iii. Employees with a financial interest in a matter may also consider it appropriate to depart the room when the matter is being considered, however there is no legislative requirement to do so.
- i) Minutes shall be kept of all Public Agenda Briefing Forums. As no decisions are made at a Public Agenda Briefing Forum, the minutes need only be a general record of the items covered but shall record any disclosure of interests as declared by individuals. A copy of the minutes is to be attached to the following Ordinary Council Meeting for Council to review and confirm as being a true and accurate summary of the preceding forum.
- j) At any Public Agenda Briefing Forum, Elected Members may foreshadow a request to the Chief Executive Officer for the Chief Executive Officer to prepare a report on a matter they feel is appropriate to be raised and which is to be presented at a future Public Agenda Briefing Forum.
- k) Requests of this nature may not be accepted by the Chief Executive Officer at forums, but instead, Elected Members wishing to formalise such a foreshadowed request, shall submit a Notice of Motion to that effect to the Chief Executive Officer in accordance with the *City's Standing Orders Local Law 2015 (City's Standing Orders)*

PROCEDURES FOR PUBLIC QUESTION TIME

Questions Asked Verbally

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

- a) Questions asked at a Public Agenda Briefing Forum must relate to a matter contained on the agenda.
- b) A register will be provided for those persons wanting to ask questions to enter their name. Persons will be requested to come forward in the order in which they are registered, and to give their name and full address.
- c) Public question time will be limited to two (2) minutes per member of the public, with a limit of two (2) verbal questions per member of the public.
- d) Statements are not to precede the asking of a question during public question time. Statements should be made during public submissions.
- e) Members of the public are encouraged to keep their questions brief to enable everyone who desires to ask a question to have the opportunity to do so.
- f) Public question time will be allocated a minimum of 30 minutes. Public question time is declared closed following the expiration of the allocated 30 minute time period, or earlier if there are no further questions.
- g) The Presiding Member may extend public question time in intervals of 10 minutes, but the total time allocated for public question time is not to exceed 50 minutes in total.
- h) Questions are to be directed to the Presiding Member and shall be asked politely, in good faith, and are not to be framed in such a way as to reflect adversely or to be defamatory to any particular Elected Member or City of Kalamunda employee.
- i) The Presiding Member shall decide whether to:
 - i. accept or reject any question and his/her decision shall be final;
 - ii. nominate a City of Kalamunda employee to respond to the question (who make take such question on notice in which case, provision of a response shall be in accordance with the City's Standing Orders); or
 - iii. take a question on notice (in which case, a written response will be provided as soon as possible and included in the agenda of the next Ordinary Council Meeting).
- j) Where an Elected Member is of the opinion that a member of the public is:
 - i. asking a question at a Public Agenda Briefing Forum that is not relevant to a matter listed on the agenda; or
 - ii. making a statement during public question time,they may bring it to the attention of the Presiding Member who will make a ruling.
- k) Questions and any responses will be summarised and included in the minutes of the meeting.
- l) It is not intended that question time should be used as a means to obtain information that would not otherwise be made available if the information was sought from the City's records under Section 5.94 of the *Local Government Act 1995* (WA) (**LG Act**) or the *Freedom of Information Act 1992* (**FOI Act**).
- m) Where the response to a question(s) would require a substantial commitment of the City's resources, the Chief Executive Officer will determine that it is an unreasonable impost upon the City of Kalamunda and may refuse to provide it. The Chief Executive Officer will advise the member of the public that the information may be sought in accordance with the FOI Act.

PROCEDURES FOR PUBLIC STATEMENT TIME

- a) Members of the public are invited to make statements at Briefing Forums.
- b) Statements made at a Briefing Forum must relate to a matter contained in the agenda.
- c) A register will be provided for those persons wanting to make a statement to enter their name. Persons will be requested to come forward in the order in which they are registered, and to give their name and full address.
- d) Public Statement Time will be limited to two (2) minutes per member of the public.
- e) Members of the public are encouraged to keep their statements brief to enable everyone who desires to make a statement to have the opportunity to do so.
- f) Public Statement Time will be allocated a maximum time of ten (10) minutes. Public Statement Time Is declared closed following the ten (10) minute allocated time period, or earlier if there are no further statements.
- g) Statements are to be directed to the Presiding member and are to be made politely in good faith and are not to be framed in such a way as to reflect adversely or be defamatory on a particular Elected Member or City of Kalamunda employee.
- h) Where an Elected Member is of the opinion that a member of the public is make a statement at a Briefing Forum that is not relevant to a matter listed on the agenda, they may bring it to the attention of the Presiding Member who will make a ruling.
- i) A member of the public attending a Briefing Forum may present a written statement rather than make the statement verbally if he or she so wishes.
- j) Statements will be summarising and included in the notes of the Briefing Forum.

Questions in Writing

- a) Questions must relate to a matter contained in the Agenda Briefing Forum agenda.
- b) The City will accept a maximum of five written questions per member of the public. To ensure equality and consistency, each part of a multi-part question will be treated as a question in its own right.
- c) Questions lodged by the close of business on the working day immediately prior to the scheduled Agenda Briefing Forum will be responded to, where possible, at the Agenda Briefing Forum. These questions, and their responses, will be distributed to Elected Members and made available to the public in written form at the meeting.
- d) The Presiding Member shall decide to accept or reject any written question and his/her decision shall be final. Where there is any concern about a question being offensive, defamatory or the like, the Presiding Member will make a determination in relation to the question. Questions determined as offensive, defamatory or the like will not be published. Where the Presiding Member rules questions to be out of order, an announcement to this effect will be made at the meeting, including the reason(s) for the decision.
- e) The Presiding Member may rule questions out of order where they are substantially the same as questions previously submitted and responded to.
- f) Written questions unable to be responded to at the Public Agenda Briefing Forum will be taken on notice. In this case, a written response will be provided as soon as possible and included on the agenda of the next Ordinary Council Meeting.
- g) A person who submits written questions may also ask questions at a Public Agenda Briefing Forum and questions asked verbally may be different to those submitted in writing.
- h) Questions and any response will be summarised and included in the minutes of the meeting.

- i) It is not intended that question time should be used as a means to obtain information that would not be made available if it was sought from the City's records under Section 5.94 of LG Act or the FOI Act.
- j) Where the response to a question(s) would require a substantial commitment of the City's resources, the Chief Executive Officer will determine that it is an unreasonable impost upon the City and may refuse to provide it. The Chief Executive Officer will advise the member of the public that the information may be sought in accordance with the FOI Act.

Questions of Clarification

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

- a) Questions of clarification asked at a Public Agenda Briefing Forum must relate to a matter contained on the agenda.
- b) Questions of clarification will be limited to two (2) minutes per member of the public, with a limit of two (2) verbal questions per member of the public.
- c) The period at which members of the public may ask questions of clarification must follow the presentation of reports.
- d) Statements are not to precede the asking of a question of clarification. Statements should be made during public submissions.
- e) The period for questions of clarification will be allocated a minimum of 15 minutes. This time is declared closed following the expiration of the allocated 15 minute time period, or earlier if there are no further questions. The Presiding Member may extend public question time in intervals of 5 minutes, but the total time allocated for public question time is not to exceed 30 minutes in total.
- f) Questions of clarification will otherwise be governed by the same requirements and procedures as set out above from 5.1(i) to 5.1(n).

Acknowledgement of Traditional Owners

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

Emergency Procedures

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

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

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

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

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1. Official Opening

2. Attendance, Apologies and Leave of Absence

3. Declarations of Interest

3.1. Disclosure of Financial and Proximity Interests

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

3.2. Disclosure of Interest Affecting Impartiality

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

4. Announcements by the Member Presiding Without Discussion

5. Public Question Time

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

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

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

6. Public Statement Time

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

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

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

7. Public Submissions Received in Writing

8. Petitions Received

9. Confidential Items Announced But Not Discussed

10. Reports to Council

10.1. Development Services Reports

10.1.1. Forrestfield / High Wycombe Industrial Area Stage 1 - Design Guidelines - Draft for the Purposes of Public Advertising

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

Previous Items	OCM 105/2012
Directorate	Development Services
Business Unit	Strategic Planning
File Reference	PG-STU-028
Applicant	City of Kalamunda
Owner	N/A

Attachments	1. Forrestfield / High Wycombe Stage 1 Industrial Area: Draft Design Guidelines 2019 [10.1.1.1]
	2. F F- HW Stage 1 Industrial Area Structure Plan Map [10.1.1.2]
	3. Forrestfield / High Wycombe Stage 1 Industrial Area: Design Guidelines 2012 [10.1.1.3]

EXECUTIVE SUMMARY

1. The Forrestfield / High Wycombe Industrial Area Stage 1: Design Guidelines (Design Guidelines) provide guidance to the City of Kalamunda for the assessment of development within the Forrestfield / High Wycombe Industrial Area.
2. The Design Guidelines have been reviewed to incorporate the relevant changes to the adopted Forrestfield / High Wycombe Industrial Area Structure Plan as modified and to provide a contemporary planning policy which aligns with the City’s current planning framework.
3. It is recommended Council adopts the Design Guidelines for the purpose of public advertising for a period of not less than 28 days.

BACKGROUND

4. **Land Details:**

Land Area:	Approx. 69ha
Local Planning Scheme Zone:	Industrial Development
Metropolitan Regional Scheme Zone:	Urban

5. **Locality Plan:**



6. The Forrestfield / High Wycombe Industrial Area is partially located in Forrestfield and High Wycombe and is bounded by Roe Highway, Berkshire Road, Milner Road and Sultana Road West.
7. The Design Guidelines were originally endorsed at the Special Council Meeting held on 27 August 2012 subject to modifications. Those modifications were incorporated into the final Design Guidelines (Attachment 3).
8. The Design Guidelines were prepared to provide guidance for the assessment of development within the Forrestfield / High Wycombe Industrial Area. The Structure Plan for the Forrestfield / High Wycombe Industrial Area (Stage 1) was approved by the Western Australian Planning Commission (WAPC) in 2013.
9. The Design Guidelines area originally incorporated land to the north, known as Stages 2 and 3. This area is now commonly referred to as Forrestfield North (Residential Precinct and Transit Oriented Development Precinct). Since the announcement by the State Government in 2014 to deliver a train station in the area, the direction for 'Stages 2 and 3' changed to a residential outcome. Due to this change, the review of the Design Guidelines removes this area.
10. On 25 September 2017 Council adopted modifications to the Forrestfield / High Wycombe Industrial Area Structure Plan (Attachment 2).

11. On 4 April 2018, the WAPC requested the City modify the Structure Plan. The City is currently in the process of finalising the modifications.
12. The Structure Plan Modifications are summarised below:
 - a) reducing the minimum lot sizes for Lots 3-6 Ashby Close, Lots 50-52 Sultana Road West and Lot 547 Berkshire Road from 1 hectare to 3000m²;
 - b) revised road and movement network plans; and
 - c) introducing additional development standards to support composite residential/land uses on Lot 50 Sultana Road West, this was originally requested to be removed by the WAPC, however was later accepted.

DETAILS

13. The Design Guidelines contains principles, guidelines and some mandatory requirements relating to:
 - a) land use;
 - b) site development;
 - c) built form (including signage);
 - d) environmental management;
 - e) landscaping; and
 - f) site amenity.
14. The objectives of the Design Guidelines are to:
 - a) facilitate a pleasant working environment, attractive streetscapes, and contribute to the protection of value in business investment within the area;
 - b) encourage attractive developments that are well designed, with functional and efficient buildings and site layouts;
 - c) encourage industries that are environmentally compatible with surrounding zones and activities;
 - d) encourage the development of high quality, attractive and sustainable landscaped areas and streetscapes;
 - e) encourage greater sustainability through energy and water-efficient building design and site development.
 - f) encourage water conservation through sustainable stormwater management, water-wise landscaping and water efficient reticulation in accordance with the Water Sensitive Urban Design principles.
 - g) minimise the impact of new industrial development on the environment and amenity of neighbouring residential properties;
 - h) minimise the impact of new industrial development on identified sensitive areas such as native bushland and waterways;
 - i) minimise unsightly and poorly planned and maintained developments;
 - j) encourage the value of existing and future business investment by insisting upon quality development throughout the Policy Area; and
 - k) encourage improved residential/light industrial interface for Lot 50 Sultana Road West.
15. The Design Guidelines are required to be modified to incorporate the additional development standards to support the composite uses on Lot 50 Sultana Road West.

16. The required modifications also provide an opportunity to review the Design Guidelines in their entirety to improve the effectiveness during the assessment of development, and to provide a contemporary planning policy that aligns with the City's current planning framework.
17. The modifications incorporated, that introduce additional development standards to support composite residential/land uses on Lot 50 Sultana Road West, are as follows -
 - a) Vehicle access for Lot 50 Sultana Road West shall be permitted via Sultana Road West for residential purposes only, all other land uses shall be from the Nardine Close extension (Road 2A) unless otherwise approved by Council.
 - b) Any fencing forward of the street setback line at Lot 50 Sultana Road West shall be a maximum height of 1.8m above natural ground level and materials shall be consistent with P-DEV 57 Street Fencing and Walls Residential Zoned Land Policy requirements and Table 2 to the satisfaction of the City of Kalamunda.
 - c) Any buildings within 30m of the front boundary for Lot 50 Sultana Road West shall be commensurate with a residential scale. The maximum wall height in this area shall be 6m and the façade shall incorporate glazing and clearly definable entry points to the satisfaction of the City of Kalamunda.
18. Additional modifications of the Design Guidelines as a result of a review of the document are as follows -
 - a) Administrative typographical edits, such as changing Shire to City.
 - b) Aligning Vision/Statement of Intent with approved Structure Plan.
 - c) Design Guidelines area amended to only include Stage 1 (bounded by Roe Highway, Berkshire Road, Milner Road and Sultana Road West). Mapping amended to reflect boundary change.
 - d) Zoning map amended to only include Stage 1 and provide up to date zoning.
 - e) Updated terminology to be consistent throughout the document.
 - f) Removed unnecessary information where the Local Planning Scheme is duplicated.
 - g) Requirements for trees in car parking areas amended from one shade tree every six bays to one shade tree every four bays to align with the City's Landscaping Information Sheet.
 - h) The number of access points to a site shall be limited to one access point per 40m lot frontage.

STATUTORY AND LEGAL CONSIDERATIONS

19. The Design Guidelines have been prepared in accordance with Schedule 2 of the *Planning and Development (Local Planning Scheme) Regulations 2015 (WA)* (Regulations).

POLICY CONSIDERATIONS

20. The Design Guidelines are Local Planning Policy prepared and adopted pursuant to Part 2 of the Scheme.

COMMUNITY ENGAGEMENT REQUIREMENTS

Internal Referrals

21. The various elements of the Design Guidelines were assessed by the City from the perspective of relevant development-oriented disciplines.

External Referrals

22. Should Council adopt the Design Guidelines for the purpose of public advertising, the City will ensure the Design Guidelines are sent to landowners within the Forrestfield / High Wycombe Industrial Area for comment.
23. It is recommended the Design Guidelines are advertised for a period of not less than 28 days.

FINANCIAL CONSIDERATIONS

24. Costs associated with the preparation and public advertising of the document are met through the Development Services annual budget.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

25. *Kalamunda Advancing Strategic Community Plan to 2027*

Priority 3: Kalamunda Develops

Objective 3.1 - To plan for sustainable population growth.

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

SUSTAINABILITY

Social Implications

26. Design Guidelines ensure industrial developments are attractive places for people to work.

Economic Implications

27. Design Guidelines assist to guide and facilitate attractive developments within the industrial area which in turn creates an attractive employment hub within the City.

Environmental Implications

- 28. The Design Guidelines have landscaping requirements to reduce the 'heat island' impacts from extensive areas of hard stand, provide shade and increase amenity within the Industrial Area.
- 29. The Design Guidelines have waste discharge requirements for equipment and vehicle cleaning, servicing etc., (not captured by the wastewater system) which must be cleaned and filtered prior to entry into the stormwater system.
- 30. The Design Guidelines recommend land owners install external rainwater tanks to irrigate planted areas (and/or provide water for internal domestic use such as toilet flushing). The recycling of grey water will be encouraged.

RISK MANAGEMENT CONSIDERATIONS

31.	Risk: The provisions of the Design Guidelines are not fully implemented during the assessment of development proposals.		
	Likelihood	Consequence	Rating
	Possible	Moderate	Medium
	Action/Strategy		
	Review the Design Guidelines every year to ensure the provisions are implementable and contemporary.		

OFFICER COMMENT

- 32. The Design Guidelines have been reviewed to incorporate the relevant changes to the adopted Forrestfield / High Wycombe Industrial Area Structure Plan as modified and to provide a contemporary planning policy which aligns with the City's current planning framework.
- 33. The Design Guidelines have been modified to incorporate the additional development standards to support the composite uses on Lot 50 Sultana Road West.
- 34. The required modifications also provided an opportunity to review the Design Guidelines in their entirety to improve the effectiveness during the assessment of development and to provide a contemporary planning policy that aligns with the City's current planning framework.
- 35. It is recommended Council adopts the Forrestfield / High Wycombe Industrial Area Design Guidelines for the purpose of public advertising for not less than 28 days.

Voting Requirements: Simple Majority

RECOMMENDATION

That Council ADOPT the Forrestfield / High Wycombe Industrial Area Design Guidelines for the purposes of public advertising for not less than 28 days.

10.1.2. Local Planning Policy P-DEV 63 - Consulting Rooms in Residential Areas: Adoption for the Purposes of Public Advertising

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

Previous Items	Nil
Directorate	Development Services
Business Unit	Approval Services
File Reference	3.009297
Applicant	N/A
Owner	N/A

Attachments	1. P DEV 63 Consulting Rooms in Residential Areas Draft for Advertising [10.1.2.1]
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EXECUTIVE SUMMARY

1. The purpose of this report is to consider the adoption of draft Local Planning Policy P-DEV 63 – Consulting Rooms in Residential Areas (Policy) for the purposes of public advertising.
2. The Policy has been prepared to ensure Consulting Rooms in areas zoned Residential and designated Residential under a Structure Plan maintain the amenity and character of the area while providing an opportunity for the development of small businesses which service local communities within the City of Kalamunda (City).
3. It is recommended Council adopt the Policy for the purposes of public advertising.

BACKGROUND

4. The City periodically reviews, revokes, and adds new policies to provide a level of consistency and transparency in decision-making and to ensure Council has a clear policy position regarding various planning matters.
5. This Policy has been prepared in response to Amendment 81 of the City's Local Planning Scheme No.3 (Scheme). Amendment 81 involved the modification of Table 1 (Zoning Table) and the change of the land use 'Consulting Rooms' from an 'X' to an 'A' use in Residential zoned land.
6. Under clause 4.3.2 of the Scheme, an 'X' use means a use that is not permitted and an 'A' use, means the use is not permitted unless the local government has exercised its discretion by granting planning approval after first having the proposal advertised to the public.

DETAILS

7. The primary objectives of the Policy are to:
 - a) ensure consulting rooms maintain the amenity and character of the areas in which they are proposed;
 - b) streamline the assessment process for minor consulting room proposals; and
 - c) guide the decision-making process for determining such applications.

8. The Policy states the following matters should be given regard when considering consulting rooms in residential areas:
 - a) traffic impact;
 - b) noise attenuation;
 - c) visual privacy;
 - d) overshadowing; and
 - e) streetscape and urban design

STATUTORY AND LEGAL CONSIDERATIONS

9. The local government may prepare a Local Planning Policy with regard to any matter related to the planning and development of the Scheme area.

*(Schedule 2 Clause 3(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*)*

10. The City's Scheme and Local Planning Policies are required to be approved for advertising and then adopted by Council at the end of the advertising period having regard to any submissions received.

*(Schedule 2 Clause 4(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*)*

11. A Local Planning Policy does not bind the City in its application of discretion but must be given due regard. If a Local Planning Policy is inconsistent with the Regulations and the Scheme provisions, the then Regulations and the Scheme prevail.

*(Schedule 2 Clause 4(5) of the *Planning and Development (Local Planning Schemes) Regulations 2015*)*

12. Under the Regulations and the Scheme, the land use of Consulting Rooms is defined as follows:

"Consulting rooms means premises used by no more than 2 health practitioners at the same time for the investigation or treatment of human injuries or ailments and for general outpatient care."

POLICY CONSIDERATIONS

13. The Policy follows the adopted Council templates with some small modifications for improved structure, legibility and clarity.

COMMUNITY ENGAGEMENT REQUIREMENTS

Internal Referrals

14. As the Policy specifically relates to statutory planning, the Policy was not required to be assessed from other disciplines. However, development applications will be required to be referred on a case by case basis.

External Referrals

15. Should Council resolve to adopt the Policy for the purposes of public advertising, the Policy will be advertised for public comment in accordance with Local Planning Policy P-DEV 45 – Public Notification of Planning Proposals for a period of 21 days, which is consistent with the period specified in Schedule 2, Part 2 Clause 4 (2) of the Regulations.

FINANCIAL CONSIDERATIONS

16. All costs incurred during the advertising of the Policy will be met through the Approval Services budget.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

17. *Kalamunda Advancing Strategic Community Plan to 2027*

Priority 3: Kalamunda Develops

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

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

SUSTAINABILITY

Social Implications

18. If the Policy is adopted, the City and Council will be provided with guidance in the assessment and determination of consulting room proposals in residential areas to ensure the amenity and character of the areas are maintained.
19. The community may have greater access to local services within Residential areas.

Economic Implications

20. The Policy facilitates good planning outcomes, and the opportunity for small businesses to be established within the local communities they service.

Environmental Implications

21. Nil.

RISK MANAGEMENT CONSIDERATIONS

- 22.
- | | | |
|---|--------------------|---------------|
| Risk: The Policy is not adopted resulting in inconsistent application of planning advice and decisions. | | |
| Likelihood | Consequence | Rating |
| Unlikely | Moderate | Low |
| Action/Strategy | | |
| Ensure Council is aware of the importance of having sound and robust planning policies to support the Scheme when assessing applications. | | |
- 23.
- | | | |
|---|--------------------|---------------|
| Risk: The Policy is not adopted resulting in a lack of guidance to assist Council in determining the merit of proposed consulting room applications. | | |
| Likelihood | Consequence | Rating |
| Unlikely | Moderate | Low |
| Action/Strategy | | |
| Ensure Council is aware of the importance of having sound and robust planning policies to support the Scheme when assessing applications. | | |
- 24.
- | | | |
|--|--------------------|---------------|
| Risk: The policy does not achieve its stated objectives. | | |
| Likelihood | Consequence | Rating |
| Unlikely | Moderate | Low |
| Action/Strategy | | |
| Consider reviewing the Policy and/or undertaking education programs to assist the community and applicants to better understand the stated objectives. | | |

OFFICER COMMENT

25. The proposed Policy will ensure the amenity of residential areas is maintained and not adversely impacted by Consulting Rooms.
26. As the proposed Policy will ensure future development is consistent with the provisions of the Residential Design Codes, there is no requirement to refer the document to the Western Australian Planning Commission.

Voting Requirements: Simple Majority

RECOMMENDATION

That Council ADOPTS draft Local Planning Policy P-DEV 63 – Consulting Rooms in Residential Areas, for the purposes of advertising for a period of 21 days, pursuant to Clause 4 (1) of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulation 2015*.

10.1.3. Proposed Outbuilding - Lot 34 (194) Gooseberry Hill Road, Maida Vale

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

Previous Items	Nil
Directorate	Development Services
Business Unit	Approval Services
File Reference	GS-01/194
Applicant	Andras (Andrew) Szombathy
Owner	Andras (Andrew) Szombathy
Attachments	<ol style="list-style-type: none"> 1. Annotated Site Plan [10.1.3.1] 2. Annotated Elevation Plan [10.1.3.2] 3. submission table [10.1.3.3]

EXECUTIVE SUMMARY

1. The purpose of this report is to consider an application for an Outbuilding (Shed) at Lot 34 (194) Gooseberry Hill Road, Maida Vale (Site).
2. The Applicant is seeking variations to the required side setback distance as stated within State Planning Policy 3.1 - Residential Design Codes (R Codes), as well as a pitched roof height and floor area variations to the City's Local Planning Policy P-DEV 20 – Outbuildings and Sea Containers (Policy).
3. A total of four submissions were received to the proposal, comprising one non-objection and three objections. The concerns raised in the objections were principally in relation to the bulk and scale of the proposal and its impact on the visual amenity, and the potential use of the outbuilding for commercial purposes.
4. While the comments received are valid planning considerations, the application was assessed based on its merits having regard to the design principles of the R Codes and the Policy. With the exception of the aggregate floor area, it is considered the proposal is unlikely to have an impact the on the amenity of adjoining landowners and occupiers.
5. It is recommended Council approve the application, subject to appropriate conditions.

BACKGROUND

6. Land Details:

Land Area:	1161.000 m ²
Local Planning Scheme Zone:	Residential R10
Metropolitan Regional Scheme Zone:	Urban

7. **Locality Plan:**



8. The Site currently contains a single residence and its associated structures (existing outbuilding and fencing).

DETAILS

9. The Applicant is seeking approval for an Outbuilding comprising the following:
- a) floor area of 115.38sqm;
 - b) proposed wall height of 3m;
 - c) proposed height to pitch of 4.435m;
 - d) side boundary setback of 1.2m; and
 - e) rear boundary setback of 1.2m.

Plans of the development are included as Attachment 1 and 2

10. In support of the proposal, the Applicant has stated that the outbuilding will not be used for commercial or industrial purposes. The outbuilding will however be used to restore old vehicles, tinker with machinery and for personal storage associated with a residential land use. The applicant intends to level the land in order to dispose of stormwater run-off on site.

STATUTORY AND LEGAL CONSIDERATIONS

Local Planning Scheme No.3

11. Clause 4.2.1 (Objectives of the Zones – Residential) of Local Planning Scheme No. 3 (Scheme) stipulates that the objectives of the Residential zone are as follows:

- a) *To provide primarily for single residential development whilst allowing for a range of residential densities in order to encourage a wide choice of housing types within the shire;*
- b) *To give consideration to grouped dwelling developments if the site is near amenities and can be integrated into the single residential environment;*
- c) *To facilitate a range of accommodation styles and densities to cater for all community groups inclusive of the elderly, young people in transition and the handicapped. Such accommodation is supported where it is appropriately situated in proximity to other services and facilities; and*
- d) *To encourage the retention of remnant vegetation.*

Planning and Development (Local Planning Schemes) Regulations 2015

12. In considering an application for planning approval, Clause 67 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations) requires the Council to have due regard to a number of matters, including:

- a) *the compatibility of the development within its settings;*
- b) *amenity in the locality; and*
- c) *any relevant submissions received on the application.*

13. In the event Council does not support the proposed development, there is a right of review (appeal) to the State Administrative Tribunal under part 14 of the *Planning and Development Act (2005)*.

POLICY CONSIDERATIONS

State Planning Policy 3.1 – Residential Design Codes

14. The following table outlines the variations that are being sought to the Residential Design Codes:

Aspect of Proposal	Deemed-To-Comply Provision	Proposed by Applicant	Variation to R-Codes
Side Setback	1.5m	1.2m	0.3m (20%)

15. As indicated in the above table, where any aspect of a proposal does not satisfy the Deemed to Comply provisions of the R-Codes, an assessment of the proposal is made against the Design Principles.

The Design Principles are described below:

5.1.3 Lot Boundary Setback

P3.1 Buildings set back from lot boundaries or adjacent buildings on the same lot so as to:

- a) reduce impacts of building bulk on adjoining properties;*
- b) provide adequate direct sun and ventilation to the building and open spaces on the site and adjoining properties; and*
- c) minimise the extent of overlooking and resultant loss of privacy on adjoining properties.*

16. In addition to the above design principle, the following clause of the R-Codes applies specifically to Outbuildings:

5.4.3 Outbuildings

P3 Outbuildings that do not detract from the streetscape or the visual amenity of residents or neighbouring properties.

Local Planning Policy P-DEV 20 – Outbuildings and Sea Containers

17. Section 1.3 (Objectives) of the Policy stipulates that the objectives of the Policy are as follows:

- a) ensure the amenity of the locality and streetscape is preserved through orderly planning of any development of outbuildings, detached garages including sheds, rainwater tanks and sea containers within the City of Kalamunda;
- b) to ensure that outbuildings are of an appropriate scale and form in the context of the size of the lot, location of the outbuilding, environmental characteristics of the area, and existing buildings on the site;
- c) facilitate the intended use of the outbuilding while not creating an adverse impact to the surrounding landowners;
- d) to give due consideration for proposals incorporating outbuildings, detached garages and sea containers where there are legitimate constraints on the subject lot; and
- e) to establish clear guidelines for the placement, streetscape consideration and aesthetics of sea containers.

18. Under the Policy, an outbuilding has the same meaning as defined in the Residential Design Codes, as follows:

"Outbuilding – *An enclosed non-habitable structure that is detached from any dwelling."*

19. Assessment against the Policy has determined the following variations. It should be noted that where the proposal does not meet the deemed to comply requirements of the Policy, an assessment must be made against the relevant design principles of the Policy.

Aspect of Proposal	Deemed-To-Comply Provision	Proposed by Applicant	Variation to P-DEV 20
Pitched Roof Height	4.2m	4.435m	0.235m (5.6%)
Floor Area of Outbuilding	90m ²	115.38m ²	25.38m ² (28.2%)
Maximum Aggregated Floor Area of All Outbuildings	90m ²	157.763m ²	67.763m ² (75.29%)

Assessment against the design principles of the Policy:

Acceptable Design Outcome	Proposed by Applicant	Compliant with Policy (Y/N)
Compliant with R-Code Setback requirements.	Rear: 1m Side: 1.5m	Yes No
Meet the construction requirements of AS3959-2009 Construction of Buildings (Where located in a Bushfire Prone Area).	Will require compliance in order to satisfy a building permit for an outbuilding in a bushfire prone area.	Yes
Will not reduce areas of open space below the deemed-to-comply requirements of the R-Codes.	71.9%	Yes
Outbuilding(s) located behind the main dwelling alignment and not directly visible from a street or public space.	Rear of property, hidden behind dwelling on site	Yes
Are not located within an area where there is historical evidence of flood waters reaching high levels	Not located in such an area	Yes
Does not result in the excessive or unnecessary removal of vegetation. Where tree removal is required, the applicant will be required to plant established trees in replacement at the discretion of the City's Environmental Services Department.	No vegetation near the proposed location of outbuilding	Yes
Will not unduly impact on the amenity of an adjoining property owner/occupier	Objections received from surrounding residents.	No
Where side and/or rear setback variations are sought the	Side setback variation proposed of 1.2m in lieu of	No

<p>applicant shall demonstrate that there will not be a visual impact on adjoining properties, this may be mitigated via vegetative screening.</p>	<p>1.5m is considered minor and no objections from neighbours west of the proposed outbuilding were received.</p>	
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COMMUNITY ENGAGEMENT REQUIREMENTS

Internal Referrals

- 20. The City assessed the proposal and received comments from an Environmental Health perspective which noted that the leach drains were found to be an acceptable distance away from the proposal. No other comments to the proposal were received.

External Referrals

- 21. The proposal was advertised to adjoining landowners in accordance with the City’s P-DEV 45 – Public Notification of Planning Proposals. During the advertising period four responses were received, comprising three objections, two of which were from the one landowner, and one non-objection.
- 22. The key concerns raised by both objectors are as follows:
 - a) the height and dimensions of the outbuilding are of an inappropriate scale for a residential area;
 - b) the excessive floor area and height will cause a significant visual impact to surrounding neighbours;
 - c) it does not conform with different requirements of both the Residential Design Codes and the City’s P-DEV 20 – Outbuildings and Sea Containers;
 - d) the intended use of the outbuilding is questionable due to the applicant’s business operations; and
 - e) there are pre-existing noise concerns due to using an outbuilding for works and this will be exacerbated by allowing the shed to be approved.
- 23. The Applicant was contacted regarding the objections raised and requested to provide revised plans showing a design more in-line with the R Codes and the Policy provisions. It was requested that the wall height and pitched height be reduced to the maximum permissible heights of 3m and 4.2m. The floor area of the outbuilding was also requested to be reduced to a maximum of 90m². In this instance, the Applicant only agreed to reduce the wall height to be compliant with the Policy.
- 24. A summary of the concerns raised by the objectors have been included in the submitters table (Attachment 3). Responses to the concerns raised have been included as part of the Officer Comment section of this report.

FINANCIAL CONSIDERATIONS

- 25. Nil.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

26. *Kalamunda Advancing Strategic Community Plan to 2027*

Priority 3: Kalamunda Develops

Objective 3.1 - To plan for sustainable population growth.

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

SUSTAINABILITY

Social Implications

27. The aggregate floor has the potential to impact on the amenity of surrounding landowners.

Economic Implications

28. Nil.

Environmental Implications

29. Nil.

RISK MANAGEMENT CONSIDERATIONS

30.	Risk: The outbuilding may adversely impact the visual amenity experienced by neighboring properties.		
	Likelihood	Consequence	Rating
	Possible	Moderate	Medium
	Action/Strategy		
	Ensure the cumulative impact of the increased floor area is addressed through conditions of the planning approval with the removal and/or modification to the existing outbuilding on site.		

OFFICER COMMENT

31. Although the proposed outbuilding does not comply with the ridge height, setback and floor area requirements of the relevant policies, Council can still exercise its discretion by approving the outbuilding where the proposal has satisfied the design principles of the R Codes and the Policy.

32. Having regard to the design principles of the above-mentioned policies and the concerns raised by the objectors, Officers have considered concerns regarding potential business activities, as well as the setbacks, pitched roof height and floor area.

33. **Potential Business Activities**

The City is aware of previous complaints concerning an alleged commercial business being operated from the Site. However, investigation by the City could find no evidence to substantiate the alleged claims. It is noted the Applicant is proposing to use the outbuilding to “tinker” with machinery and vehicles for domestic use only.

34. Noting the advice of the proponent, the City cannot refuse a proposal without sufficient evidence of an intended use or a sufficient breach of design or deemed-to-comply requirements. It is important to note Council is obligated to determine the application based on the information submitted against the existing statutory planning framework; past, current or possible future compliance-related issues are not relevant in the determination of the application. In this instance, the benefit of the doubt would need to be given to the applicant. The proposal can be adequately conditioned to enforce an intended type of use at the approval stage.

35. **Side Setback, Pitched Roof Height and Floor Area**

A setback distance of 1.5m is proposed for the proposed outbuilding along the western side boundary in lieu of the proposed 1.2m, due to the length of the building being greater than 9m. The outbuilding is setback 6m to the eastern side boundary to adjoining residents fronting Acacia Road. The applicant is seeking a variation to this setback in order to mimic the compliant rear setback distance. The reduced setback may attribute to a greater impact of the building bulk towards the adjoining properties along Bugendore Street as opposed to adjoining residents on Acacia Road. However, the proposed variation of 300mm is considered minor and therefore unlikely to cause a detrimental impact on the adjoining land owners. It is noted that none of the adjoining landowners on Bugendore Street provided comment to the proposal which may suggest an indifference to the reduced setback.

36. Similar to the reduced side boundary setback, the proposed variation to the roof pitch height of 235mm is considered minor and unlikely to impact on the amenity of the adjoining residents.

37. With respect to the increased floor area and aggregate area, it is noted that the latter represents a significant increase of 67.763m² (75.29%) on the area of 90sqm permitted under the Policy. Whilst each application needs to be considered on its merits having regard to the particular characteristics of the site, notably its size (1160m²) and the location of the existing and proposed shed to the rear of the site, it is considered that the cumulative impact of the combined floor areas is likely to impact on the visual amenity of the surrounding area. It is therefore recommended the existing shed be removed to ensure the aggregate is reduced to an acceptable level or modified to not be classified as an outbuilding.

38. In conclusion, the proposed variations to the R Codes and Policy, with respect to the side setback, pitched roof height, floor area and aggregated floor area, are considered appropriate in the context of the site, the nature of the subject lot and impact on residents. On this basis it is recommended approval is to be granted subject to appropriate conditions.

Voting Requirements: Simple Majority

RECOMMENDATION

That Council APPROVES the application from Andras (Andrew) Szombathy received on 3 January 2019 for a proposed Outbuilding (Shed) at Lot 34 (194) Gooseberry Hill Road, Maida Vale, subject to the following conditions:

- a) The development shall only be carried out in accordance with the stamped approved plan(s), drawing(s) and document(s) including any recommendations made, stamped and returned to the Applicant with this decision notice, including any amendments to those plans as shown in red;
- b) Stormwater must be disposed of on site to the satisfaction of the City of Kalamunda;
- c) The existing outbuilding located on the subject property shall be removed and/or modified such that the building is not classified as an outbuilding within 30 days of the completion of the proposed outbuilding, to the satisfaction of the City of Kalamunda;
- d) The Applicant must provide a schedule of colours and materials to the satisfaction of the City of Kalamunda prior to the issue of a building permit; and
- e) The Outbuilding shall not be used for commercial, industrial, or habitable purposes and can only be used for purposes directly related to the use of the land for residential purposes.

10.1.4. City of Kalamunda: Closed Circuit Television Strategy

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

Previous Items	N/A
Directorate	Development Services
Business Unit	Community Safety Services
File Reference	CO-CCS-075
Applicant	N/A
Owner	N/A

Attachments	1. City of Kalamunda Closed Circuit Television Strategy [10.1.4.1]
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EXECUTIVE SUMMARY

1. The purpose of this report is for Council to adopt the Closed-Circuit Television (CCTV) Strategy.
2. The City of Kalamunda (City) has installed CCTV to protect community safety and public assets at a number of sites within the City. The number, type and cost of the CCTV network has grown over time. Recognising the importance of CCTV and the cost to the community to both install and maintain the network, the City has commissioned the development of a CCTV Strategy (Strategy).
3. The Strategy provides direction to the City on how to determine the type, location and function of CCTV within its district. The Strategy does this through a risk-based priority of specific strategies focused across three areas being operations, expanding and funding. The CCTV Strategy also provides assessment criteria which allows the City to prioritise the locations for its CCTV installation and maintenance program.
4. It is recommended that Council adopt the Strategy.

BACKGROUND

5. The City installed CCTV systems as a tool to improve community confidence and to support the protection of City facilities and assets.
6. The City operates approximately 100 cameras for community safety in public spaces and on buildings.
7. Current daily use extends to local police using CCTV for review and investigation purposes, however with greater insight, City operations will benefit further in support of ranger services, tackling illegal dumping and emergency detection, monitoring and management.
8. Federal and State Government funding continues to be made available and installations continue to be rolled out on the back of government funding.

9. The City is consolidating its existing CCTV network by verifying camera requirements, identification of future needs and determining short, medium and long term maintenance requirements to manage the network expansion and control costs.
10. The City's CCTV Strategy sets out to capture existing technical and functional requirements to ensure CCTV is applied consistently within the City's Strategic Planning Framework. To achieve this, the strategy focuses on three strategic areas:
 - a) operations;
 - b) expanding the network; and
 - c) funding the CCTV Network.

DETAILS

11. The Strategy established three key principles for guiding the operations and establishment of CCTV within the City as follows:
 - a) Operations
 - b) Expanding
 - c) Funding
12. Strategy One (Operations), establishes the important day to day roles and responsibilities, allocation of resources, managing cost and measuring performance.
13. Strategy Two (Expanding), sets out how the City will achieve CCTV system requirements and expand the CCTV network into the future.
14. Strategy Three (Funding) establishes the funding arrangements for the CCTV network and system expansion.
15. A detailed breakdown of the objectives and actions within the strategies are outlined within the Strategy.

STATUTORY AND LEGAL CONSIDERATIONS

16. *Surveillance Devices Act 1998*

Relevantly, provides that, with some exceptions not relevant to this report, a "private activity", as defined in section 3 (as below) cannot be freely observed or recorded.

"private activity means any activity carried on in circumstances that may reasonably be taken to indicate that any of the parties to the activity desires it to be observed only by themselves, but does not include an activity carried on in any circumstances in which the parties to the activity ought reasonably to expect that the activity may be observed"

If however, a person is in a place that has public access without means of screening out observers, it would be reasonable to expect any activity in this

place to not be considered as private and may accordingly be recorded via CCTV.

17. Section 27 *Surveillance Devices Act 1998* states:

Use of optical surveillance devices in the public interest

- (1) A person who is a party to a private activity may use an optical surveillance device to record visually the private activity if a principal party to the private activity consents expressly or impliedly to that use and there are reasonable grounds for believing that the use of the optical surveillance device is in the public interest.*
- (2) A person who is acting on behalf of a party to a private activity may use an optical surveillance device to record visually or observe the private activity if a principal party to the private activity consents expressly or impliedly to that use and there are reasonable grounds for believing that the use of the optical surveillance device is in the public interest.*
- (3) A person who has under his or her care, supervision or authority a child or a protected person who is a principal party to a private activity may, on behalf of the child or protected person, use an optical surveillance device to record visually or observe the private activity if there are reasonable grounds for believing that the use of the listening device —*

 - (a) will contribute towards the protection of the best interests of the child or protected person; and*
 - (b) is in the public interest.*
- (4) In this section —*
protected person means a person who by reason of mental impairment is unable to consent in accordance with subsection (1) or (2) to the use of an optical surveillance device.

POLICY CONSIDERATIONS

- 18. The Strategy complies with Council Policy S-IT04 – IT Security, recognising the need for all new and existing installations to comply with ICT policy and procedures.
- 19. The Strategy ensures the City complies with Council Policy C-AS-01 Asset Management, through the introduction of systematic and cyclical reviews of all CCTV. Thereby, ensuring the assets are well managed, valued and depreciated in accordance with appropriate best practice and applicable Australian Standards allowing for effective and informed decision making.

COMMUNITY ENGAGEMENT REQUIREMENTS

Internal Referrals

20. The City ensured the Strategy was developed having regard for the following related disciplines:
- a) Community Safety Services;
 - b) Asset & Waste Operations;
 - c) Asset Planning and Management; and
 - d) Information Technology.
21. The City's General Counsel has reviewed the Strategy and Annexures.

External Referrals

22. The City contracted consultants to undertake a study of the City's CCTV network and develop the Strategy in consultation with the working group.
23. The City has consulted with the WA Police in the development of the Strategy. Comments provided during working group meetings were incorporated into the document.
24. The Strategy was presented to the Community Safety and Crime Prevention Advisory Committee (Committee). Feedback from the Committee was incorporated into the Strategy.

FINANCIAL CONSIDERATIONS

25. The installation and maintenance of CCTV will have financial implication for the City. The City received grant funding for the installation of CCTV and the on-going maintenance is now captured as part of the City's Asset Management registers.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

26. *Kalamunda Advancing Strategic Community Plan to 2027*

Priority 1: Kalamunda Cares and Interacts

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

Strategy - 1.2.1 Facilitate a safe community environment.

Priority 4: Kalamunda Leads

Objective 4.1 - To provide leadership through transparent governance.

Strategy 4.1.1 - Provide good governance.

SUSTAINABILITY

Social Implications

- 27. CCTV cameras have the potential of creating unintended effects, good and bad. The “halo effect” refers to the potential for greater security in areas outside the view of cameras; this could be offset by the “displacement effect,” which pushes antisocial activity to other parts of the city. Cameras could also promote a false sense of security and lead citizens to take fewer precautions, or they could also cause more crimes to be reported, and therefore lead to a perceived increase in crime.
- 28. The Strategy will assist in mitigating some of these risks of the “halo effect” and “displacement effect”, through the introduction of assessment criteria for camera locations.

Economic Implications

- 29. The Strategy will minimise the cost of both acquiring and maintaining the City’s CCTV network by ensuring a consistent approach. The Strategy establishes assessment criteria which ensures cameras are both maintained and acquired where they are needed the most.

Environmental Implications

- 30. The Strategy addresses the issue of CCTV camera towers becoming unsightly, through the introduction of Crime Prevention Through Environmental Design (CPTED) principles for all new CCTV installations. The use of CPTED principles will not only minimise the number of towers required but use nature land features to minimise crime, thereby enhancing the visual landscape.

RISK MANAGEMENT CONSIDERATIONS

- 31.

Risk: The City is ineffective in installing CCTV in the correct locations.		
Likelihood	Consequence	Rating
Possible	Significant	High
Action/Strategy		
Implementation of the Strategy will ensure cameras are placed in areas of highest need and that CPTED principles are used to minimise the number and maintenance cost to the network.		

- 32.

Risk: Unlawful and antisocial behaviour is undetected due to ineffective CCTV installation program.		
Likelihood	Consequence	Rating
Possible	Significant	High
Action/Strategy		
Implementation of the Strategy will ensure cameras are placed in areas of highest need.		

33.	Risk: Lack of policy regarding the recording of private activities.		
	Likelihood	Consequence	Rating
	Possible	Significant	High
	Action/Strategy		
	Implementation of the CCTV Strategy will ensure cameras are placed at locations and only film activities which are permitted under the <i>Surveillance Devices Act 1998</i> .		

OFFICER COMMENT

- 34. The City is a contributor to the broader State CCTV Strategy, providing access to live footage of public space CCTV to the WA Police Force at the Forrestfield Police Station. The CCTV strategy aligns with the arrangements established to assist the WA Police Force and has received their endorsement.
- 35. The Strategy and its associated policy and procedures appoints the Manager Community Safety Services as an authorised person, CCTV Manager and custodian of the Strategy.
- 36. It is recommended that Council adopt the Closed Circuit Television Strategy as outlined in Attachment 1.

Voting Requirements: Simple Majority

RECOMMENDATION

That Council ADOPTS the Closed-Circuit Television Strategy as outlined in Attachment 1.

10.1.5. Wattle Grove South Concept Planning and Consultation – Scope of Works - Support to Request Quotations

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

Previous Items	OCM 35/2019
Directorate	Development Services
Business Unit	Strategic Planning
File Reference	PG-MRS-024
Applicant	City of Kalamunda
Owner	N/A

- Attachments 1. Wattle Grove South – Concept Planning and Consultation Program – Scope of Works **[10.1.5.1]**

EXECUTIVE SUMMARY

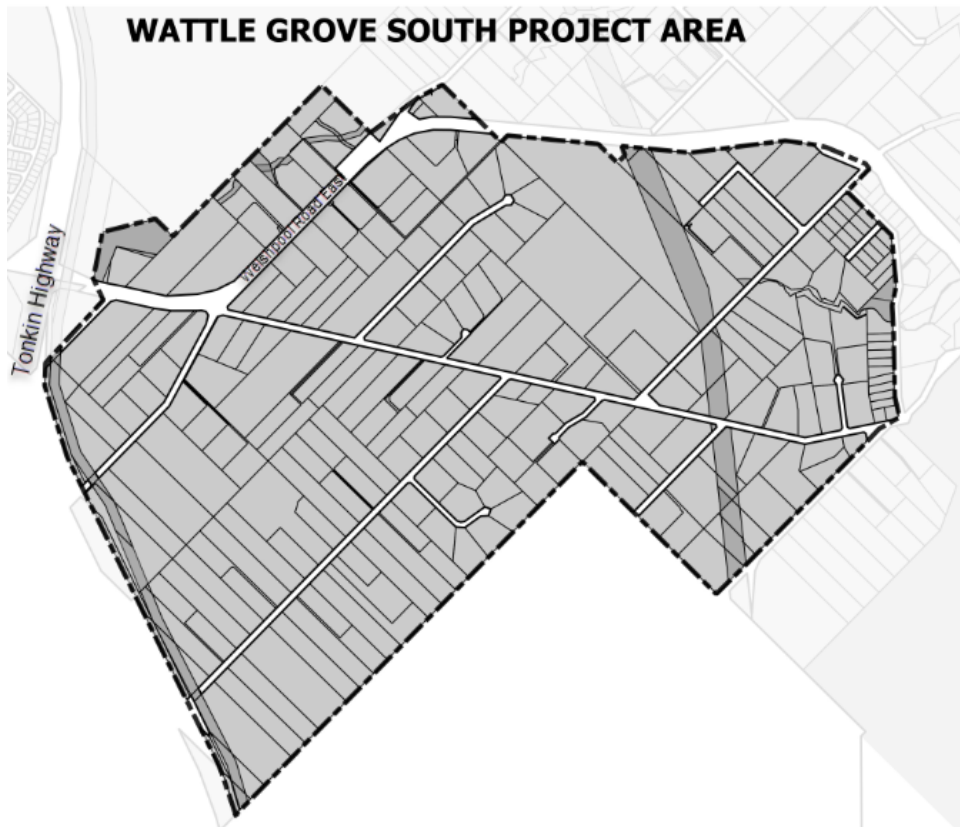
1. The scope of works has been prepared in response to Council’s resolution 26 February 2019 Ordinary Council Meeting which resolved to seek the services of a suitably qualified consultant to conduct a comprehensive community consultation program to determine the level of community support for a variety of land use concept plans for the area known as Wattle Grove South.
2. The consultant is to identify community values and issues related to the Wattle Grove South area and capture their ideas and input during the preparation of the Concept Plans.
3. It is recommended the Council support the scope of works as outlined in Attachment 1 and request the City to seek quotations.

BACKGROUND

4. **Land Details:**

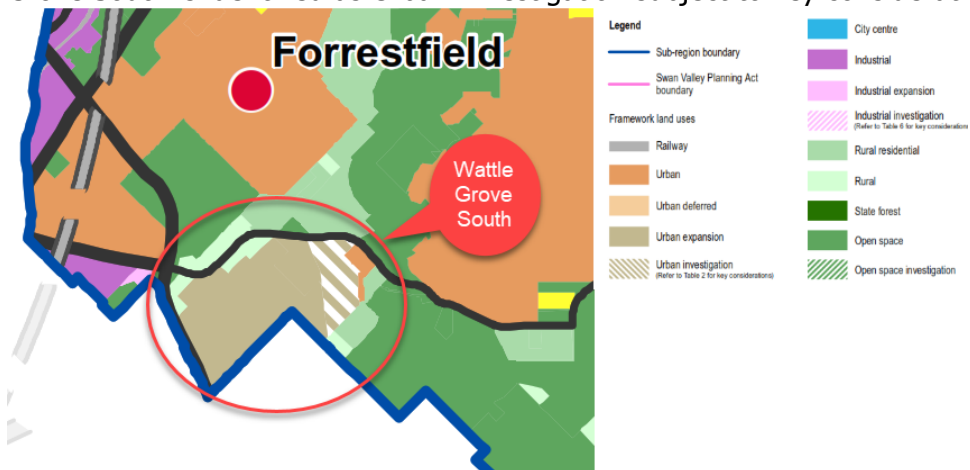
Land Area:	Approx. 400ha
Local Planning Scheme Zone:	Special Rural and Rural Composite
Metropolitan Regional Scheme Zone:	Rural

5. **Locality Plan:**



6. The City's Local Planning Strategy 2010 identifies part of Wattle Grove South as an Urban Investigation area.

7. The Western Australian Planning Commission's (WAPC) North-East Sub-Regional Planning Framework (Framework), adopted in 2018, identifies the majority of Wattle Grove South as an Urban Expansion area. An eastern portion of Wattle Grove South is identified as Urban Investigation subject to key considerations.



8. In September 2017, the City appointed a planning consultant to undertake the Wattle Grove Feasibility Study. The Study was completed in May 2018 and presented to Council in July 2018 to consider the recommendations of the Study.

9. Council Resolved to:

- a) *NOTE the Wattle Grove South Feasibility Study, as outlined in Attachment 1.*
- b) *SUPPORT continuing with the next phases of planning, subject to community consultation on the land use options as part of the preparation of the draft District Structure Plan.*

10. The community consultation process undertaken during August and September 2018, included two workshops and a survey.

11. The Wattle Grove South project was presented to a Special Council Meeting (SCM) on Monday 22 October 2018 to determine the next phase in the project. The resolution of Council was as follows:

Alternative Motion 2:

That Council:

- a) *ACCEPTS the community consultation outcomes shown in Attachments 1, 2 and 3.*
- b) *NOTES that community views vary in relation to the potential for commercial / light industry uses south of Crystal Brook Road, with most participants and submitters stating opposition to the proposal.*
- c) *NOTES that some community views support various forms of residential or a mixture of residential and commercial / light industry uses.*
- d) *NOTES the community engagement outcomes in relation to the environmental values of the area.*
- e) *REQUEST the Chief Executive Officer to prepare a report to Council, by May 2019, detailing the process and requirements, including cost, for establishing a Consultative Community Committee of Council to consider recommendations for the future of Wattle Grove South.*

12. A Special Electors Meeting (SEM) was called on 3 December 2018. The purpose of the meeting is as listed in the Public Notice of the Special Elector's Meeting published on 13 November 2018, being:

- a) *To consider the following motion in a Petition from Electors of the City of Kalamunda:*

"The Electors here present call upon the Council to immediately cease all efforts to rezone up to 310 hectares of the area described as Wattle Grove South in the draft Industrial Development Strategy for industrial purposes in order to reflect the outcome of recent community consultation which shows that an overwhelming majority of residents want Council to reject this environmentally destructive land use option".

A vote from electors was undertaken, with the result being 173 votes in favour of the motion and 17 votes being against the motion.

13. The following motion was put and adopted at the 26 February 2019 Ordinary Meeting of Council:

That Council:

- a) *REQUEST the Chief Executive Officer to cease investigations into the establishment of a Consultative Community Committee of Council to consider recommendations for the future of Wattle Grove South.*
- b) *REQUEST the Chief Executive Officer to create a partial budget allocation in the 2018/2019 Mid-year Review, to commence the process, and the balance to be allocated in the 2019/2020 annual budget for engaging the services of suitably qualified consultants to conduct a comprehensive community consultation program to determine the level of community support for a variety of land use concept plans that incorporate the following design principles:*
- i. Exclude any general or light industrial land uses.*
 - ii. Reflect and acknowledge existing lifestyle and recreational opportunities of the area.*
 - iii. A high-quality residential outcome that includes a range of densities.*
 - iv. Include an appropriate amount of commercial development based on best practice design principles, including but not limited to public transport, technology, educational, medical and retail opportunities.*
 - v. Retain existing vegetation and tree canopy cover where possible.*
 - vi. Consider tourism development opportunities that embrace the environmental, social and financial aspects of the City of Kalamunda.*
 - vii. Provide for modern sustainable housing design principles including renewable energy capture, water sensitive urban design, storage, sharing capabilities and smart city initiatives.*
 - viii. The subject area 'Wattle Grove South' to also include the land to the north of Welshpool Road East bounded by Tonkin Hwy, Lewis Road and Hartfield Golf Course.*

DETAILS

14. The Scope of Works (Attachment 1) is to address the requirements set out in the motion adopted by Council on 26 February 2019.

15. **Scope of Service**

The outcome of the consultants responsibilities is the submission of a comprehensive community consultation program with landowners within and bordering the subject area to determine the level of community support for a variety of land use concept plans that incorporate the following design principles:

- a) Exclude any general or light industrial land uses.
- b) Reflect and acknowledge existing lifestyle and recreational opportunities of the area.
- c) A high-quality residential outcome that includes a range of densities.
- d) Include an appropriate amount of commercial development based on best practice design principles, including but not limited to public transport, technology, educational, medical and retail opportunities.
- e) Retain existing vegetation and tree canopy cover where possible.

- f) Consider tourism development opportunities that embrace the environmental, social and financial aspects of the City of Kalamunda.
 - g) Provide for modern sustainable housing design principles including renewable energy capture, water sensitive urban design, storage, sharing capabilities and smart city initiatives.
16. The scope of services will include the preparation of the draft documentation, attendance to any modifications required as a result of public advertising / consultation or reviews of the documentation, and presentation to Council. It can be assumed the City will undertake all necessary reporting requirements to Council.
17. **Background Research / Existing Reports and Studies**
The consultant is to gather relevant background data and research to:
- a) Scope existing conditions and issues.
 - b) Engage with stakeholders around issues that can be addressed in the development of Concept Plans.
 - c) Identify existing Local, State and Federal Government strategic work and policies that could be used as the basis for managing growth and change. This could include housing, employment, economic, social, recreational, transport or retail projections, strategies or policies.
 - d) Utilise the existing data in the Feasibility Study and collect additional data where required. Relevant data may include existing conditions and potential opportunities, demographic analysis, population projections, economic and retail analysis, urban design and built form, transport, services and infrastructure analysis.
18. **Concept Plans**
The consultant is to prepare a number of Concept Plans which identify a combination of appropriate zonings and land uses which respond to the opportunities and constraints, strategic planning direction and the key principles and values of the area.
19. The Concept Plans are to cover matters including but not limited to:
- a) Exclude any general or light industrial land uses.
 - b) Reflect and acknowledge existing lifestyle and recreational opportunities of the area.
 - c) A high-quality residential outcome that includes a range of densities.
 - d) Include an appropriate amount of commercial development based on best practice design principles, including but not limited to public transport, technology, educational, medical and retail opportunities.
 - e) Retain existing vegetation and tree canopy cover where possible.
 - f) Consider tourism development opportunities that embrace the environmental, social and financial aspects of the City of Kalamunda.
 - g) Provide for modern sustainable housing design principles including renewable energy capture, water sensitive urban design, storage, sharing capabilities and smart city initiatives.
20. The Concept Plans are to be supported by a Technical Report outlining the key principles behind each plan.

21. **Community / Stakeholder Engagement**

The consultant is to identify community values and issues related to the Wattle Grove South area and capture their ideas and input during the preparation of the Concept Plans. A detailed communications plan needs to be developed in consultation with the City. The comprehensive community consultation program is to be coordinated and delivered by the successful consultant.

22. The consultation program is to include, but not limited to:

- a) Community enquiry by design style workshops / information sessions with landowners within and bordering the subject area;
- b) Facilitate inputs from large groups of landowners with varying views and opinions;
- c) Undertake surveys and ensure those not actively involved are provided an opportunity to have their say;
- d) Conduct various meetings (to be determined by the consultant) with:
 - i. Council at Strategic Briefings (at least four)
 - ii. Landowners and community representatives (various TBD)
 - iii. City Staff (various)
- e) Based on the consultation, formulate a findings report that proposes recommendations to be considered / incorporated into the Concept Plan based on consultation.

23. **Deliverables**

- a) Concept Plans
 - i. Concept Plan Maps and Technical Report
- b) Community / Stakeholder Engagement
 - i. Consultation Findings and Outcomes Report

STATUTORY AND LEGAL CONSIDERATIONS

24. Should Council proceed with the planning for Wattle Grove South, the *Planning and Development Act 2005* (the Act) establishes procedures relating to the amendments to the MRS. If the WAPC initiates the proposed amendment(s), then ultimately the amendment(s) will be determined by the Minister for Planning and the State's Governor.

25. The Act allows for amendments to the MRS to be processed as either 'minor' or 'major' depending on whether they are considered to constitute a substantial alteration to the MRS or not. Whether to lodge the amendment(s) as minor or major will be determined during the preparation of the MRS amendment(s) documentation and in consultation with the Department of Planning, Lands and Heritage (DPLH).

26. Should Council proceed with the planning for Wattle Grove South, the *Planning and Development Act (Local Planning Schemes) Regulations 2015* (the Regulations) establishes procedures relating to the amendments to Local Planning Scheme No. 3. If the City initiates the amendment(s), then ultimately the amendment(s) will need to be approved by Council and then determined by the Minister for Planning.

27. The Concept Plans when developed would not constitute a Structure Plan for the purposes of the Regulations but will inform subsequent stages of the formal planning process.

POLICY CONSIDERATIONS

28. **Perth and Peel @ 3.5million - North-East Sub-Regional Planning Framework**
In March 2018, the WAPC released the final Perth and Peel @ 3.5 million suite of documents, including the Sub-Regional Frameworks. These documents identify how the vision set out in Directions 2031 for a City of 3.5 million people by 2050 can be realised.
29. The North-East Sub-Regional Framework (Framework) is a spatial plan of the north-east region, which will provide guidance on strategic planning for the next 35 to 40 years. This Framework encourages a consolidated urban form that limits the identification of new greenfield areas to where they provide a logical extension to the urban form and places a greater emphasis on urban infill and increased residential density of existing urban areas. Under this Framework, the subject site is identified as 'Urban Expansion' and 'Urban Investigation'.

COMMUNITY ENGAGEMENT REQUIREMENTS

Internal Referrals

30. Nil.

External Referrals

31. Community consultation on Wattle Grove South was undertaken in August – September 2018 and included two workshops and a survey.
32. The scope includes the requirement for the consultant to develop a comprehensive consultation program which is to include and not be limited to workshops, information sessions and surveys.

FINANCIAL CONSIDERATIONS

33. Costs associated with the delivery of the scope will be met through the City's Development Services budget.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

34. *Kalamunda Advancing Strategic Community Plan to 2027*

Priority 1: Kalamunda Cares and Interacts

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

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

Priority 3: Kalamunda Develops

Objective 3.1 - To plan for sustainable population growth.

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

SUSTAINABILITY

Social Implications

35. The concept planning identified in the scope is to reflect and acknowledge existing lifestyle and recreational opportunities of the area.

Economic Implications

36. The scope for delivering the concept plans is to consider a high-quality residential outcome that includes a range of densities.
37. The scope for delivering the concept plans is to consider an appropriate amount of commercial development based on best practice design principles, including but not limited to public transport, technology, educational, medical and retail opportunities.
38. The scope for delivering the concept plans is to consider tourism development opportunities that embrace the environmental, social and financial aspects of the City of Kalamunda.
39. Should the area be developed at some stage in the future it would represent a significant development opportunity within the City.
40. Increased levels of development as a consequence of further detailed planning will result in more jobs within the building and construction industry.

Environmental Implications

41. The community consultation undertaken in August – September 2018 highlighted the importance and high value placed upon the environment in Wattle Grove. The environmental values of the area have not been assessed in detail through site specific flora and fauna studies. Until this work is undertaken the environmental values have not been scientifically mapped.
42. The scope for delivering concept plans is to retain existing vegetation and tree canopy cover where possible.
43. The scope for delivering concept plans is to provide for modern sustainable housing design principles including renewable energy capture, water sensitive urban design, storage, sharing capabilities and smart city initiatives.

RISK MANAGEMENT CONSIDERATIONS

44. **Risk:** The community is not receptive the community engagement program.
- | Consequence | Likelihood | Rating |
|--|-------------------|---------------|
| Significant | Possible | High |
| Action/Strategy | | |
| In coordination with the City's communications team ensure that the consultation program is comprehensive and inclusive. | | |
45. **Risk:** The fee proposals are significantly beyond the City's estimated budget
- | Consequence | Likelihood | Rating |
|---|-------------------|---------------|
| Significant | Possible | High |
| Action/Strategy | | |
| Request quotations for numerous consultants to ensure a range of fees and proposals are received. | | |
46. **Risk:** The City ceases progressing planning for the area leaving the planning process open to the development industry or the State Government to progress.
- | Consequence | Likelihood | Rating |
|---|-------------------|---------------|
| Possible | Significant | High |
| Action/Strategy | | |
| The City continues to undertake technical investigations (i.e. environmental studies) and concept planning into the future development of Wattle Grove South. | | |
47. **Risk:** Progressing with certain land use outcomes identified within the concept plans will result in issues for those who hold alternative views.
- | Consequence | Likelihood | Rating |
|---|-------------------|---------------|
| Likely | Significant | High |
| Action/Strategy | | |
| Progress with on-going consultation and education on land use options with an aim of seeking general agreement amongst the community. | | |

OFFICER COMMENT

48. The scope of works has been prepared in response to Council's resolution at the 26 February 2019 Ordinary Council Meeting which resolved to seek the services of suitably qualified consultant to conduct a comprehensive community consultation program to determine the level of community support for a variety of land use concept plans.

49. The Concept Plans prepared by the consultant are to incorporate a number of key principles including protecting environmental values, high quality residential outcomes and reflect existing lifestyles and recreational opportunities.
50. The consultant is to identify community values and issues related to the Wattle Grove South area and capture their ideas and input during the preparation of the Concept Plans. A detailed communications plan needs to be developed in consultation with the City. The comprehensive community consultation program is to be coordinated and delivered by the successful consultant.

Voting Requirements: Simple Majority

RECOMMENDATION

That Council:

1. SUPPORT the scope of works as outlined in Attachment 1.
2. REQUEST the Chief Executive Officer to seek quotations in accordance with the scope of works as outlined in Attachment 1.

10.2. Asset Services Reports

10.2.1. Woodlupine Creek Landscape Management Plan

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

Previous Items	OCM 29/2012
Directorate	Asset Services
Business Unit	Parks & Environmental Services
File Reference	EG-CMP-018
Applicant	N/A
Owner	N/A

Attachments	1. Woodlupine Creek MP Report FINAL [10.2.1.1]
	2. Woodlupine Hydrology report [10.2.1.2]

EXECUTIVE SUMMARY

1. The purpose of this report is to seek endorsement of the Woodlupine Creek Forrestfield District Centre Landscape Management Plan, December 2014 (LMP).
2. The LMP was a priority action of the Forrestfield District Centre Structure Plan (2012), in conjunction with the Woodlupine Creek Hydrology Study (Essential Environmental 2014), for guiding development of the creek line public open space between Strelitzia Avenue and Dawson Avenue, Forrestfield.
3. Endorsement of the LMP will guide detailed erosion control, landscape upgrade designs, consultation and other works to be undertaken for this location, as resourcing permits.

BACKGROUND

4. Since the adoption of the Forrestfield District Centre Structure Plan in 2012 and the completion of the priority actions to produce the LMP (2014) – shown as Attachment 1 and Hydrology Study (2014) shown as Attachment 2, there has been limited activity to implement the LMP. Council's endorsement of the LMP will allow for planning, budgeting and community feedback on the implementation of the recommendations and actions.
5. In early 2017, the Water Corporation initiated a project to address erosion in Woodlupine Brook, a drain under their control and care. The Plans were however considered inappropriate by the Friends of Woodlupine Brook (FoWB), a City endorsed community group operating within the Woodlupine Brook reserve.
6. The FoWB sought to employ 'softer' treatments that emulated the natural water course. They consulted the South East Region Centre for Urban Landcare (SERCUL) a sub-regional Natural Resource Management organisation, requesting support for their alternative views to the Water Corporation's plans.

7. Since this time the City has been working collaboratively with the FoWB and key stakeholders to develop a project scope appropriate for treatment of the site.
8. The objective for any work in this area is to implement erosion control measures:
 - a) informed by the data from the Hydrology study;
 - b) meeting the needs of Water Corporation from their drainage responsibility perspectives; and
 - c) that upgrades the amenity of the adjacent public open space in keeping with community expectations.

DETAILS

9. *The Forrestfield District Centre Structure Plan* (adopted 16 April 2012), set the goals of the LMP and Hydrology Study (2014) to achieve the outcome of "Woodlupine Brook to become a significant high amenity focal point for the community".
10. A number of priority actions were adopted for the Forrestfield District Centre Structure Plan, including to "Prepare and adopt a management plan for Woodlupine Creek and allocate funds to address pressing issues of erosion and public access". The goals of the LMP were to:
 - a) address the issues of stormwater management in public and private lots, decreased water quality, loss of stream ecosystem function, decreased amenity value;
 - b) integrate waterway improvements with adjacent developments to develop a coordinated approach to ongoing management;
 - c) increase community appreciation of the brook; and
 - d) improve pedestrian access, cycling access and safety along the creek line.
11. The Hydrology Study data and analysis has been endorsed by the Water Corporation for use for erosion design, which will require approval from Water Corporation and Department of Water and Environmental Regulation.
12. By approving the LMP, the detailed design for the erosion control works and associated reserve improvements can be undertaken and progressed for community engagement, funding and implementation.

STATUTORY AND LEGAL CONSIDERATIONS

13. The City of Kalamunda is responsible for the management of the public open space with some shared responsibility with the Water Corporation for the creek and its infrastructure. The City is currently working with Water Corporation to properly delineate the respective areas of responsibility.
14. There are no registered heritage sites, or sites listed on the City's Municipal Inventory within the study area. However, consultation with regard to Aboriginal and local cultural heritage is viewed as an essential element of the project engagement plan.

15. There are no known constraints with respect to native plants and animals, given the degraded nature of the creek and little to no native vegetation requiring clearing.
16. A permit to interfere with bed and banks of a gazetted stream may be required from Department of Water and Environmental Regulation.

POLICY CONSIDERATIONS

17. Environment Policy ENV4-Flood and Stream Management.
18. Environment Policy ENV7-Protection of the Environment.

COMMUNITY ENGAGEMENT REQUIREMENTS

Internal Referrals

19. The City will refer to the endorsed LMP and other planning and management strategies, to review alignment of the design proposals for each stage of the Woodlupine Brook erosion and landscape development.

External Referrals

20. The resulting erosion control proposal and associated landscape improvement concept will be reviewed by key agencies and stakeholders including community, prior to detailed design completion.

FINANCIAL CONSIDERATIONS

21. The City has allocated \$50,000 in the 2018/2019 budget to progress the concept development and detailed design for erosion control and reserve landscaping for the first stage between Strelitzia to Dawson Avenues.
22. Implementation of the detailed proposals will be a consideration by Council for inclusion in forthcoming capital works programs. The Water Corporation have committed to erosion control works within the water course. It is anticipated that municipal funding is required for the reserve improvements associated with these works.
23. The City has also initiated advocacy for funding of the project to the Federal Government. However, no commitment has been received to date.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

24. *Kalamunda Advancing Strategic Community Plan to 2027*

Priority 1: Kalamunda Cares and Interacts

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

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

Strategy - 1.2.1 Facilitate a safe community environment.

Priority 2: Kalamunda Clean and Green

Objective 2.1 - To protect and enhance the environmental values of the City.

Strategy 2.1.1 - Enhance our bushland, natural areas, waterways and reserves.

Strategy 2.1.2 - Support the conservation and enhancement of our biodiversity.

Strategy 2.1.3 - Community engagement and education in environmental management.

SUSTAINABILITY

Social Implications

25. Although degraded, Woodlupine Brook was recognised in the *Forrestfield District Centre Forrestfield District Centre Structure Plan (2012)* as having a high amenity, social and environmental value. The site offers potential to be a major asset to the local community.

Economic Implications

26. The Forrestfield District Centre Forrestfield District Centre Structure Plan (2012) included Woodlupine Brook and the surrounding reserves as a key function of the economic potential for the location. It has the potential to be an attractant for commercial activity and centre visitors.

Environmental Implications

27. The LMP has identified a broad concept for the overall improvement in environmental values of the site and as a biodiversity corridor linking surrounding parkland and water bodies.

RISK MANAGEMENT CONSIDERATIONS

28.	Risk: The City undertakes improvement works in an uncoordinated fashion lacking strategic purpose.		
	Likelihood	Consequence	Rating
	Unlikely	Moderate	Low
	Action/Strategy		
	Adoption and eventual implementation of a LMP.		
29.	Risk: Not progressing the improvements to Woodlupine Brook in this location, will increase community dissatisfaction.		
	Likelihood	Consequence	Rating
	Likely	Moderate	High
	Action/Strategy		
	Implement an approved LMP to allow progress of design and consultation.		

OFFICER COMMENT

30. Officers have been supporting a community working group, the Forrestfield Woodlupine Brook Living Stream Project Working Group formed early 2017 by local community members and including key management agencies and the Forrestfield Forum shopping centre owners. The community members have been advocating for local, state and federal support to progress the project. City officers have assumed project management responsibility to scope the objectives, design requirements and coordinate meetings and approvals.
31. The Woodlupine Creek Forrestfield District Centre Landscape Management Plan (2014) requires endorsement by Council to enable the project to progress through design, consultation and costing for implementation of erosion and amenity improvements.

Voting Requirements: Simple Majority

RECOMMENDATION

That Council ENDORSES the City of Kalamunda's Woodlupine Creek Forrestfield District Centre Landscape Management Plan, December 2014 shown as Attachment 1 as the basis of future strategic and operational planning in the area.

10.3. Office of the CEO Reports

10.3.1. Community Engagement Campaigns 2018 - Review

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

Previous Items
Directorate
Business Unit
File Reference
Applicant
Owner

Office of the CEO
Customer & Public Relations

Attachments 1. Community Engagement Report - 2018 - R 6
[10.3.1.1]

EXECUTIVE SUMMARY

1. The purpose of this report is to provide Council with the City of Kalamunda Community Engagement Campaigns 2018 Review report (Report).
2. The Report has been prepared to showcase the results of community engagement campaigns undertaken in 2018.
3. The City of Kalamunda (City) engaged on community engagement projects with more than 27,000 stakeholders in 2018, showcasing strong community interest in City projects and activities. The recommendation is for Council to receive the report.

BACKGROUND

4. Local government is the most effective tier of government for engaging with the community by having existing networks and relationships which enable engagement with the people directly affected. The smaller population size within a local government area means a much higher percentage of the population can be consulted than in other tiers of government.
5. The City developed its first Community Engagement Strategy in 2013, the Strategy was a four-year plan.
6. The City adopted its revised Community Engagement Strategy in 2017 to support Council to deliver quality community engagement and provide a process giving transparency to the Community on how the City will engage with them.
7. "Kalamunda Engages – Community Engagement Strategy 2017" provides direction, definition and critical information for staff and the community to use when determining how to engage on the many and various topics that confront the City of Kalamunda.

8. The City uses the iap2 Spectrum to assist and guide in the communication and engagement process. The model identifies five levels where communication and interactive opportunities are selected, depending on project purpose, audience and the expected influence of each. Each project or issue being managed may have varying resource implications and various levels of potential influence within one activity, with a need to move up and down the engagement spectrum.

Inform	Consult	Involve	Collaborate	Empower
Public Participation objective				
To provide the public with balanced and objective information to assist 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 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				
The City will keep the community informed.	The City will keep the community informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. The City will seek community feedback on drafts and proposals.	The City will work with the community to ensure that concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	The City will work together with the community to formulate solutions and incorporate advice and recommendations into the decisions to the maximum extent possible.	The City will implement what the community decide.

9. The City is committed to clear, consistent and timely communications, providing stakeholders with opportunities to be informed, participate, engage and contribute to the decisions made by Council on issues that affect them.
10. The City utilises the engagement portal '*EngageHQ*' to raise awareness, inform and engage community members in discussion and gain feedback on issues affecting the City.
11. *EngageHQ* defines users as Aware, Informed and Engaged based on their level of interaction. A user who is classed as Aware will have visited at least one page. A user who is classed as informed will have visited multiple pages, read frequently asked questions and/or looked at key dates. A user who is defined as engaged will have actively participated in Surveys, polls or told stories using the site.
12. The City also utilises a number of special events, community workshops, information sessions and pop up displays at local shopping centres and other public places to raise awareness and engage with the Community on a variety of different subjects on an ongoing basis.

DETAILS

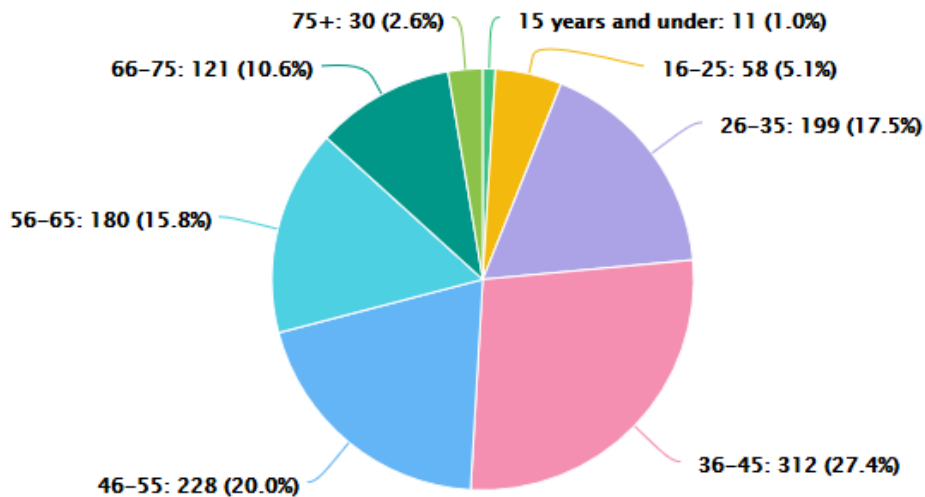
13. A diverse range of media and communication tools were utilised to promote, inform, engage and help to activate our community. This is to assist the City reach, inform, and involve our residents in community events, policy development and decisions that affect their lives.
14. In 2018 this included:
 - a) City of Kalamunda Website;
 - b) Engage Kalamunda Website (Engage HQ);
 - c) City of Kalamunda Facebook Pages;
 - d) Monthly e-news;
 - e) LinkedIn;
 - f) Local Events;
 - g) City of Kalamunda personnel;
 - h) You Tube;
 - i) Community networks, services and partners;
 - j) Promotional Flyers;
 - k) Direct Mail; and
 - l) Newspaper / Digital Newspaper Promotions.
15. In 2018, 27,600 visitors accessed the City's engagement portal.
16. The most frequent source of traffic to the engagement portal was by social media, closely followed by those accessing the site direct, with each campaign supported by traditional advertising promoting the engagement portal via advertisements, direct mail and face to face interaction.
17. The City has primarily used the engagement portal as a source for residents to provide feedback via surveys.

- 18. The City asked the community for formal feedback, via a survey or submission on 96 different projects, with 2510 submissions made online (Attachment 1).
- 19. The six projects with the highest number of contributions are as follows:
 - a) Hale Road/Woolworths Survey
 - b) Name that Suburb Competition Survey
 - c) Kalamunda Skate Park Survey
 - d) Kalamunda Road/ Newburn/ Chipping Upgrades Survey
 - e) Wattle Grove South Visioning and Values Survey
 - f) Bicycle Plan Survey

20. The age bracket of Community Survey participants was:

1%	15 years and under
5.1%	16 – 25 years
17.5%	26 - 35 years
27.4%	36 – 45 years
20.0%	46 – 55 years
15.8%	56 – 65 years
10.6%	66 – 75 years
2.6%	75 + years

This is shown in the graph below:



- 21. The City introduced the process for commenting on development applications to the engagement platform in late 2017.
- 22. In 2018 there were 6,200 visits to the engagement portal to view information relating to development applications.

23. The three development application projects with the highest level of community interest were:
- a) Clearing of vegetation and establishment of educational facility: Lesmurdie Road, Lesmurdie;
 - b) Place of Worship, Community Hall and Culvert Crossing: Lewis Road, Wattle Grove; and
 - c) Proposed Local Development Plan: Gavour Road, Wattle Grove.
24. It was common practice for development applications and related planning projects to have informal drop in sessions, supporting community members desire to find out more and be informed to assist in making a submission on an application should they wish to.
25. For all projects seeking comment the City has encouraged both hard copy and online submissions. In the case of surveys being lodged in hard copy, site administrators have entered the results into the City's engagement portal.
26. The top three key dates for specific projects, based on the number of views by the community were:
- a) Draft Industrial Development;
 - b) Wattle Grove South – Visioning and Values; and
 - c) Local Structure Plan – Forrestfield North
- In a direct correlation, these projects had some of the highest number of attendees at workshops and drop in sessions.
27. The top three documents based on downloads from the community were:
- a) 2017 Bicycle Plan – Summary Report (Released 2018);
 - b) Cambridge Reserve – Concept Design; and
 - c) Local Structure Plan – Forrestfield North.
28. The top three FAQ'S based on views by the community were:
- a) Hale Road / Woolworths;
 - b) Local Structure Plan – Forrestfield North; and
 - c) Maida Vale Reserve Master Plan.
29. The City has also continued to embrace and expand on the use of advisory committees and reference groups in the City, which sits in the Empower spectrum of the Community Engagement Strategy.
- a) The Kalamunda Arts Advisory Committee met for the first time and assisted to undertake the creation of the draft Arts Strategy and develop a draft Public Art Policy.
 - b) Kalamunda Environmental Advisory Committee continued to provide strategic advice on several key projects and assisted to develop the draft Local Environment Strategy.
 - c) The Disability and Carers Advisory Committee continued to oversee the implementation of the Disability Access and Inclusion Plan, also setting up the All Abilities Online forum.

- d) The Kalamunda Aged Care Advisory Committee continued to strongly advocate for Aged Care in the region, and hosted a Retirement Living Forum.
- e) Community Safety and Crime Prevention Committee was re-established in 2018 and have been working on the City's CCTV strategy and commenced a review of the Community Safety and Crime Prevention Plan.
- f) The Bushfire Advisory Committee have continued to focus on Bushfire mitigation within the City, providing advice on the City's Fire Hazard Assessment Plan.
- g) In 2018 a Tourism Reference Group was formed to assist with the development of the new Tourism Development Strategy.
- h) Youth Action Kalamunda, the Youth Advisory Committee, continued to work in partnership with the City on the implementation of the Youth Plan.
- i) The Kalamunda Community Centre Reference Group formed in late 2017 and have been assisting with the planning, location and design of the new Centre in consultation with the wider community.

STATUTORY AND LEGAL CONSIDERATIONS

30. Nil.

POLICY CONSIDERATIONS

31. City of Kalamunda Community Engagement Policy

COMMUNITY ENGAGEMENT REQUIREMENTS

Internal Referrals

32. None required.

External Referrals

33. None required.

FINANCIAL CONSIDERATIONS

34. All works have been carried out within approved budget parameters.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

35. *Kalamunda Advancing Strategic Community Plan to 2027*

Priority 1: Kalamunda Cares and Interacts

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

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

Priority 4: Kalamunda Leads

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

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

SUSTAINABILITY

Social Implications

36. Empowering communities is the most challenging approach to community engagement however offers the greatest rewards in building capacity. There is a commitment by the initiators of the engagement to participate as a stakeholder and to share power in decision-making to achieve collaborative action.

Economic Implications

37. Nil.

Environmental Implications

38. Nil.

RISK MANAGEMENT CONSIDERATIONS

39.	<p>Risk: Recommendations of the Community Engagement Campaigns 2018 review are not actioned.</p>						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Likelihood</th> <th style="width: 33%;">Consequence</th> <th style="width: 33%;">Rating</th> </tr> </thead> <tbody> <tr> <td>Unlikely</td> <td>Significant</td> <td>Medium</td> </tr> </tbody> </table>	Likelihood	Consequence	Rating	Unlikely	Significant	Medium
Likelihood	Consequence	Rating					
Unlikely	Significant	Medium					
	<p>Action/Strategy</p> <p>Ensure clear rationale for community engagement requirements and undertake additional training to further embed community engagement in the culture of the organisation.</p>						

OFFICER COMMENT

40. The importance and value of engaging with the community, seeking to act in a participatory manner, can never be underestimated. The City has maintained strong ties with the environmental community, cultural community and demographic specific groups and believe being in close contact with the pulse of the community leads to good governance and effective decision making.

41. The City’s engagement platform has enabled community members to stay informed in regard to projects, as well as having one ‘source of truth’ for finding out what projects are currently listed for community engagement.

42. Engagement ranged from surveys seeking the opinions of the community in relation to preparing for natural hazards; traffic treatments; urban, industrial and park designs; collaborative development of community strategy to name a few.

43. The marketing and communication process for each of the campaigns undertaken was similar in nature, encompassing traditional advertising, social media and face-to-face interactions.
44. Analysis of the results of each project indicate that planning matters, those of a more controversial nature, or where community opinion was diverse, attracted the largest number of submissions.
45. A key observation from community engagement specialists at the City is the need to ensure there is a high level of trust in the community, as such Officers recommend community engagement take place before any significant work is undertaken on a project. Pre-consultation to ascertain the various views of community members is recommended with all projects of this nature moving forward. This is a change that Officers have worked across various departments at the City to implement as a result.
46. The most obvious example of where this would have been beneficial was the community engagement campaigns for both Wattle Grove South and the City of Kalamunda Industrial Strategy, which included the Wattle Grove South landholding.
47. In the example of Wattle Grove South, community engagement commenced after a technical feasibility study had been undertaken. This resulted in a lack of trust, with many community members believing the City had a preferred position, of which it did not. Lobby groups quickly formed and this was showcased in the results of the initial consultation undertaken. The community was highly engaged, with record numbers at community meetings and a significant number of submissions made. Relationships between landowners and the City were negatively impacted. Officers believe ongoing work in this area and the recent motion of Council will provide adequate parameters for the discussion regarding land use planning to continue more effectively in 2019.
48. With the Industrial Strategy, a similar result occurred, due to the timing and the inclusion of a portion of Wattle Grove land for further investigation. Pre-consultation with impacted landowners, before the development of the strategy, would have showcased community views on the matter. In the end, this consultation process was effective, with the City listening to the community and following the community consultation process Wattle Grove South was removed from the Industrial Development Strategy.
49. The use of the engagement portal provides improved reporting of community engagement activities undertaken across the City.
50. The City is committed to best practice and is focused on continual improvement in the community engagement space.
51. Training and education continue to be undertaken across the City to further educate staff on the important of community engagement.

Voting Requirements: Simple Majority

RECOMMENDATION

That Council:

1. RECIEVES the City of Kalamunda Community Engagement Campaigns 2018 Review report.
2. NOTES requirements for ongoing Community Engagement Training.
3. NOTES the City of Kalamunda will undertake community engagement prior to technical feasibility studies, to ensure the views of the community inform any proposed new projects or services.

11. Closure