



# Public Agenda Briefing Forum 11 February 2020

DRAFT AGENDA Ordinary Council Meeting Tuesday  
25 February 2020

# Our Vision



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

### Core Values

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

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

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

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

### Aspirational Values

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

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

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

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

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

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



## INFORMATION FOR THE PUBLIC ATTENDING PUBLIC AGENDA BRIEFING

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



## INDEX

<b>1. Official Opening .....</b>	<b>10</b>
<b>2. Attendance, Apologies and Leave of Absence .....</b>	<b>10</b>
<b>3. Declarations of Interest .....</b>	<b>10</b>
<b>4. Announcements by the Member Presiding Without Discussion .....</b>	<b>10</b>
<b>5. Public Question Time .....</b>	<b>10</b>
<b>6. Public Statement Time .....</b>	<b>10</b>
<b>7. Public Submissions Received in Writing .....</b>	<b>11</b>
<b>8. Petitions Received .....</b>	<b>11</b>
<b>9. Confidential Items Announced But Not Discussed.....</b>	<b>11</b>
<b>10. Reports to Council .....</b>	<b>12</b>
<b>10.1. Development Services Reports .....</b>	<b>12</b>
10.1.1. Department of Planning, Lands and Heritage - Draft Residential Aged Care Position Statement - City of Kalamunda Submission.....	12
<b>10.2. Asset Services Reports .....</b>	<b>18</b>
10.2.1. Provision of Electric Vehicle Charging Stations .....	18
10.2.2. Pomeroy Road Traffic Assessment.....	24
10.2.3. Consideration of Tenders for Provision of General Electrical Maintenance Services and Provision of Irrigation Electrical Maintenance Services (RFT1907).....	29
10.2.4. Consideration of Tenders for General Tree Services (RFT 1912).....	34
10.2.5. Consideration of Tenders for the Provision of Extruded Concrete Kerbing Services (RFT 1919) .....	39
<b>10.3. Corporate Services Reports.....</b>	<b>44</b>
10.3.1. Proposed Road Reserve Realignment - Canning Road and Canning Mills Road, Carmel/Canning Mills.....	44
10.3.2. Establishment of the Economic Development Advisory Group and Adoption of Terms of Reference .....	52
<b>10.4. Office of the CEO Reports.....</b>	<b>57</b>
10.4.1. Scott Reserve Draft Master Plan.....	57
<b>11. Closure.....</b>	<b>68</b>

**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**

- 9.1 Item 10.2.3 Consideration of Tenders for Provision of General Electrical Maintenance Services and Provision of Irrigation Electrical Maintenance Services (RFT1907) – Confidential Attachment – Tender Evaluation Report – Reason for Confidentiality: Local Government Act 1995 (WA) Section 5.23 (2) (c) - "a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting."
- 9.2 10.2.4 Consideration of Tenders for General Tree Services (RFT 1912) – Confidential Attachment – Reason for Confidentiality: Local Government Act 1995 (WA) Section 5.23 (2) (c) - "a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting."
- 9.3 10.2.5 Consideration of Tenders for the Provision of Extruded Concrete Kerbing Services (RFT 1919) – Confidential Attachment- Reason for Confidentiality: Local Government Act 1995 (WA) Section 5.23 (2) (c) - "a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting."

**10. Reports to Council**

**10.1. Development Services Reports**

**10.1.1. Department of Planning, Lands and Heritage - Draft Residential Aged Care Position Statement - City of Kalamunda Submission**

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

Previous Items	N/A
Directorate	Development Services
Business Unit	Strategic Planning
File Reference	3.009297
Applicant	N/A
Owner	City of Kalamunda

Attachments	1. Draft Position Statement Residential Aged Care [10.1.1.1 - 5 pages]
	2. City of Kalamunda - Submission [10.1.1.2 - 18 pages]
	3. KACAC Comments from Members [10.1.1.3 - 4 pages]

**TYPE OF REPORT**

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

**STRATEGIC PLANNING ALIGNMENT**

*Kalamunda Advancing Strategic Community Plan to 2027*

**Priority 1: Kalamunda Cares and Interacts**

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

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

## **EXECUTIVE SUMMARY**

1. The purpose of this report is to note the release of the Western Australian Planning Commission's (WAPC) Draft Position Statement for Residential Aged Care (PSRAC) (Attachment 1) released for public comment in October 2019 and endorse the City's submission.
2. The City has prepared a submission for the WAPC to consider, which includes a table of comments, background information, and case studies of prominent aged care sites within the City (Attachment 2).
3. The Kalamunda Aged Care Advisory Committee (KACAC) was briefed on the PSRAC and the City's submission on the 4 December 2019 and some members have prepared additional comments for the Council's consideration (Attachment 3).

## **BACKGROUND**

4. A position statement is intended to set out the policy position of the WAPC with respect to a particular matter. A position statement is similar to an information sheet (formerly called a Planning Bulletin) which is released by the State Government to help explain and guide the intent and objectives of planning legislation, policy and practice.

## **DETAILS AND ANALYSIS**

5. In summary the key points of the City's response include:
  - a) Definitions are considered appropriate.
  - b) The strategic led approach to aged care needs through analysis in local housing and planning strategies is generally supported.
  - c) Identifying aged care development as a 'P' (Permitted) use may not result in faster approvals as the works component of developments will often require public advertising in any case.
  - d) The recommendation for Local Development Plans to guide design is supported.
  - e) Further exploration of key industry trends in aged care like inter-generational aged care facilities and alternative forms of housing accommodation would help provide alternative options.
  - f) The document could further assist by acknowledging the inherent constraints of delivering aged care in rural areas by providing specific technical guidance in relation to services such as minimum lot size requirements, minimum standards for effluent disposal where not connected to sewer, preferred built form outcomes or specifying typical ancillary uses.
  - g) Further guidance around facilitating private-public partnerships is needed.

For further information on these points, refer to Attachment 2 - City of Kalamunda Submission.

6. One of the changes proposes the inclusion of definitions for 'Residential Aged Care Facility' and 'Retirement Village' to be included in Local Planning Schemes, and land use permissibility to include aged care as a 'P' use in a residential zone, 'X' use in an industrial zone, and 'D' or 'A' use in a rural zone.
7. 'P' = Permitted. Means that the use is permitted by the Scheme.  
 'D' = Discretionary. Means the use is not permitted unless Council has granted planning approval.  
 'A' = Advertise. Means the use is not permitted unless Council has granted planning approval after giving notice (advertise)  
 'X' = Prohibited use
8. The City of Kalamunda Local Planning Scheme No. 3 (LPS3) currently has two definitions for considering proposals for aged care and accommodation proposals: 'Aged/Dependant Dwellings' and 'Aged Residential Care'. Current land use permissibility in the LPS3 is shown in Table 1 below:

Table 1. Local Planning Scheme No. 3 extract of land use Zoning Table

	District Centre	Commercial	Mixed Use	Residential	Residential Bushland	Light Industry	General Industry	Service Station	Private Clubs and Inst.	Special Rural	Rural Composite	Rural Agriculture	Rural Landscape Interest	Rural Conservation	Industrial Development
Aged/Dependent Dwellings	D	D	P	P	A	X	X	X	D	X	X	X	X	X	X
Aged Residential Care	D	D	A	A	A	X	X	X	P	X	X	X	X	X	X

### APPLICABLE LAW

9. The draft PSRAC notes that the WAPC will support amendments to incorporate the statutory content from the position statement into the *Planning and Development (Local Planning Schemes) Regulations 2015* as model or deemed provisions. This would ensure that Local Planning Schemes will be consistent with the definitions provided in the Draft PSRAC.

### APPLICABLE POLICY

10. The Draft PSRAC is influenced by and is related to the following State Planning Policies (SPP):
11. **SPP 2.5 – Rural Planning**  
 A policy which guides planning and environmental health considerations for agricultural, horticultural and animal premises. Will apply to any future application for aged care in rural regions.

12. **SPP 2.7 – Public Drinking Water Source**  
A policy to protect and manage public drinking water source areas from incompatible land uses and pollution in order to maintain the quality of the drinking water. Applicable if a proposed aged care site is located within a public drinking water source area.
13. **SPP 3.7 – Planning in Bushfire Prone Areas**  
A policy to guide development in bushfire prone areas, in particular with relation to vulnerable land uses such as an aged care facility.
14. **SPP 5.1 – Land Use Planning in the Vicinity of Perth Airport**  
A policy to guide development which is or may in the future be affected by aircraft noise.
15. **SPP 5.4 – Road and Rail Noise**  
Guides development which may be affected by road or rail noise, which proposed aged care sites should avoid.
16. **SPP 4.1 – Industrial Interface**  
Guides planning decisions with the aim of protecting the long-term future operation of industry and infrastructure facilities, by avoiding encroachment from sensitive land uses and potential land use conflicts. Applicable in cases where an aged care site may be located adjacent to an industrial area such as Forrestfield North and Forrestfield Stage 1 Industrial area.

## **STAKEHOLDER ENGAGEMENT**

17. The draft PSRAC is open for public comment and can be accessed via the Department of Planning, Lands and Heritage website.
18. KACAC reviewed the contents of the draft PSRAC on 4 December 2019 and some members have prepared comments for Council's consideration (Attachment 3). The comments have been noted and integrated into the City's submission, where possible.

## **FINANCIAL CONSIDERATIONS**

19. This submission has been prepared by the City and costs associated with the preparation of the submission have been covered under the Development Services Budget.

## **SUSTAINABILITY**

### **Social Implications**

20. The intent behind the PSRAC is to streamline and encourage the provision of an appropriate supply and diversity of residential aged care options by establishing a consistent, simplified and clear approvals framework supported by a strategically led planning system.

### Economic Implications

- 21. Aged Care sites are largely delivered by the private sector. In this regard, providing guidance around site suitability and land permissibility would assist providers in making informed choices regarding feasibility of aged care developments.

### Environmental Implications

- 22. Aged residential care developments are generally an intensive land use with a greater building bulk and scale and high numbers of residents, employees and visitors. Allowing aged residential care to be considered in rural areas requires careful consideration of the potential impact on amenity and environmental impacts, particularly in rural areas.

### RISK MANAGEMENT

23.	<b>Risk:</b> The City’s submission on the Draft Position Statement: Residential Aged Care is not given regard by the WAPC and results in the issues raised by the City not being considered by the WAPC.		
	<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
	Moderate	Unlikely	Low
	<b>Action/Strategy</b>		
	Council considers and endorses a submission prior to the comment period closing on 28 February 2020.		

### CONCLUSION

- 24. Overall, the City is generally supportive of the intent and objectives of the draft PSRAC. The City’s submission seeks greater clarification around the provision of aged care within rural areas with acknowledgement these are significantly more constrained than in residential areas.
- 25. The PSRAC is considered to have a narrow focus and could include more reference to contemporary trends and the diverse methods available for delivering aged care through: single story grouped dwellings, multiple dwellings, intensive care unit with lodgings, mixed-use or inter-generational living, cooperative aged care village, multi-generational at home care, or externally assisted home care. Further clarification is also sought on the market conditions and background research that has informed the recommendations.
- 26. The City has developed a working knowledge and expertise in the field of aged care developments from a local government perspective. As the WAPC finalises the document and considers possible policy and planning scheme requirements, the City would be prepared to work with and assist the department at a technical level.



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

**RECOMMENDATION**

That Council:

1. NOTE the release of the State Government Draft Position Statement for Residential Aged Care for public comment.
2. ENDORSE the City of Kalamunda comments to be forwarded to the Western Australian Planning Commission for consideration.
3. NOTE the comments provided by members of the Kalamunda Aged Care Advisory Committee.
4. ADVISE the Western Australian Planning Commission that the City would be prepared to assist with the further development of the Position Statement and any subsequent policy or guidelines.

## 10.2. Asset Services Reports

### 10.2.1. Provision of Electric Vehicle Charging Stations

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

Previous Items	N/A
Directorate	Asset Services
Business Unit	Asset Services
File Reference	3.002622
Applicant	N/A
Owner	City of Kalamunda
Attachments	Nil

#### TYPE OF REPORT

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

#### STRATEGIC PLANNING ALIGNMENT

*Kalamunda Advancing Strategic Community Plan to 2027*

#### **Priority 2: Kalamunda Clean and Green**

**Objective 2.2** - To achieve environmental sustainability through effective natural resource management.

**Strategy 2.2.2**- Use technology to produce innovative solutions to reduce power and water usage.

### Priority 3: Kalamunda Develops

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

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

#### EXECUTIVE SUMMARY

1. The purpose of this report is to inform Council of issues surrounding a proposal that the City of Kalamunda (City) installs an Electric Vehicle (EV) Charging Station (Station) within the City.
2. There are no technical barriers to installing such a Station. The report discusses other matters such as cost, demand for a Station and sustainability for consideration.
3. It is recommended that Council note this report.

#### BACKGROUND

4. During 2019/2020 budget workshops with Council, the Administration was requested to investigate and report on issues surrounding a desire to install a Station within the Kalamunda Town Centre.

#### DETAILS AND ANALYSIS

5. According to the Electric Vehicle Council of Australia, in 2018 there were ~2,200 new EVs purchased in Australia. Western Australia accounts for about 11% of all new passenger car sales in Australia<sup>1</sup>, hence it could be estimated that there were ~240 new EVs in WA in 2018. The EV Council also reports similar new EV purchases in 2017. This provides an indication of the potential demand for Stations. In earlier years, the number of EVs was not significant.
6. Several suppliers within Australia provide Stations for use in both private and public spaces. The details within this report stem from one supplier who was open with their costs and technical details.
7. A Station essentially provides an electric power point that is suitable to charge electric vehicles whilst parked. The critical factor in selecting a Station is the desired electric recharge provided during each vehicle's parking time.

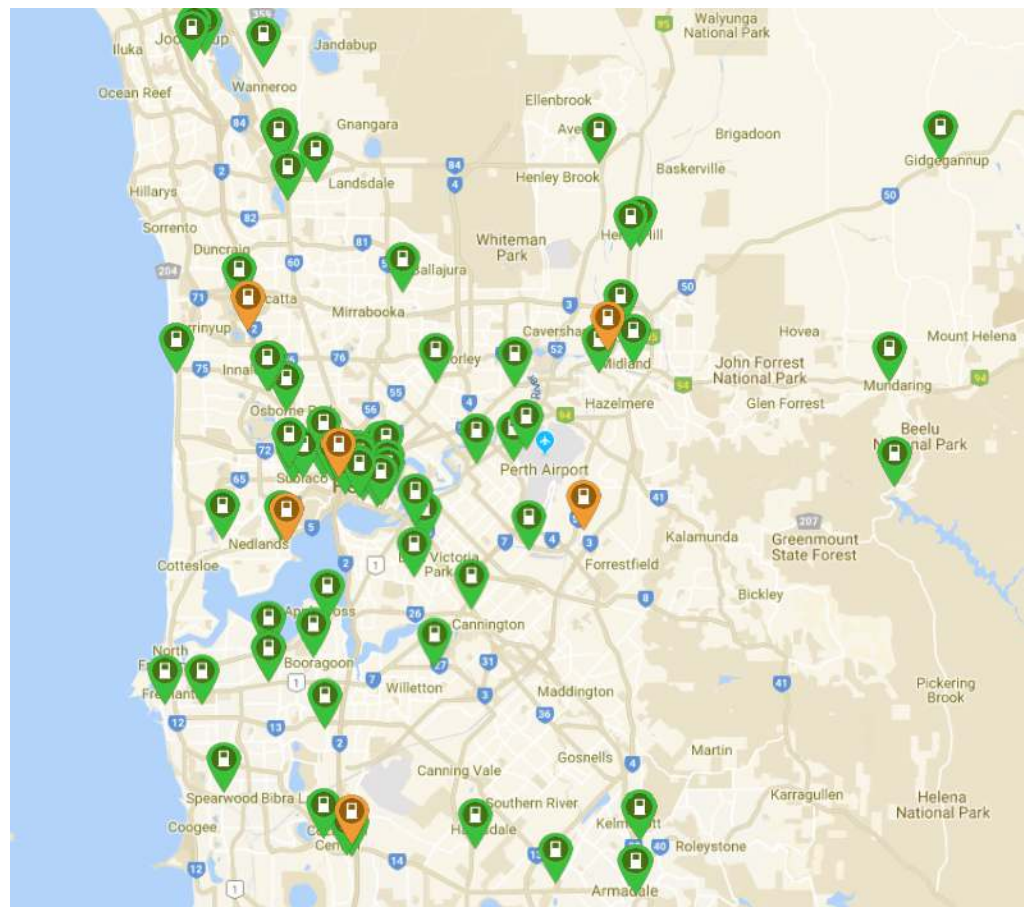
---

<sup>1</sup> Australian Bureau of Statistics

8. A typical Station in a public domain looks like:



9. The image below shows the geographic location of Stations in publicly accessible areas, noting that there appear to be none in the immediate proximity to the Kalamunda Town Centre:



10. Type 1 Stations are predominantly used in domestic/long term parking areas. They typically would provide enough capacity to recharge a vehicle over an extended (typically 10 hour) parking period.
11. Type 2 Stations have higher electrical capacity and could recharge a typical EV in one hour. Some Stations can cater for two vehicle parking bays but used concurrently would double the time to fully charge both vehicles.
12. Type 3 Stations provide a rapid 20 to 30 minute full charge for an EV. They usually only service one vehicle at a time.
13. Two main costs are involved - the supply and installation of the Station itself and Western Power charges to provide sufficient electric capacity at the point of installation. Whilst the former is relatively known and independent of site, the latter is largely dependent on the Western Power network capacity at the proposed location for the Station.
14. A proposed site was selected in the public car park adjacent to Kalamunda Library to allow Western Power to provide a high-level cost estimate of their headworks. A Type 2 Station (capable of serving two vehicles concurrently) would cost \$5,500 for the Station and \$13,500 for Western Power headworks at a total cost of \$19,000. These costs are indicative and subject to competitive quotation.
15. The City of Swan has installed a Type 3 Station at their Civic Centre. This cost the City of Swan approximately \$47,000.
16. In a public space application either a Type 2 or Type 3 station should be used given the expected parking time versus recharge capacity provided. The significant additional costs, both in the Station and Western Power headworks make a Type 3 station significantly more expensive than a Type 2.
17. A decision would also need to be taken whether the City was to provide the power free or charge the user. For this purpose, if we assume a Type 2 Station that it is used for two hours per day, seven days per week this equates to an annual cost to the City of electricity consumed of \$4,800 based on a 'public tariff' of \$0.31 per kWh. Suppliers of Stations provide a 'smart card/phone app' compatible billing system for charging users. The City of Swan provide a publicly accessible Station and charge users \$0.40 per kWh. On this comparison, the City's margin for power charge/power cost would be \$1,500 pa.

18. It is believed that there are no grant funded schemes available to fund this project and as such would be solely from Municipal funding. If the City installed a Type 2 Station and charged for consumption the payback would be in the order of 13 years.
19. There is no supporting evidence at this time to suggest that there will be a significant take up of the EV charging station.
20. Consideration also needs to be given to converting one or two parking bays from 'open' use to 'restrictive' use for EVs only and whether this has unintended consequences of public backlash during busy parking periods.
21. Environmental considerations of this matter relate predominantly to the take up of Electric Vehicles over that of fossil fuel (petrol / diesel / LPG) vehicles. Industry reporting suggests that a typical fossil fuelled car emits 250g of CO<sub>2</sub> per km, whereas an EV requires (electricity from a power station) an equivalent emission of 170g of CO<sub>2</sub> per km. This figure will reduce as Australia moves further away from fossil fuel power stations towards renewable energy. In New Zealand (for example) where 84% of power generated is renewable, a typical EV requires 15g of CO<sub>2</sub> emissions from power generation.

#### **APPLICABLE LAW**

22. The *Parking and Public Facilities 2019* Local Law governs approvals for certain types of parking stalls.

#### **APPLICABLE POLICY**

23. Nil.

#### **STAKEHOLDER ENGAGEMENT**

24. At this stage of the proposal, no stakeholder engagement is warranted. The City may be able to work with the local businesses to determine if there is feasibility of a partnership approach to installing a Station in a privately operated car park, however this has not been explored as yet.

#### **FINANCIAL CONSIDERATIONS**

25. The potential costs for an EV Station are detailed in the report.

**SUSTAINABILITY**

- 26. It is uncertain if the provision of EV Stations would have any demonstrable benefit to the commercial businesses in the City through increased visitation.
- 27. In itself, the City providing one EV Station does not have reduced carbon footprint benefits for the City. However, if more consumers choose to purchase electric vehicles because of the increasing availability of charging stations throughout the greater Perth region, then there are demonstrable benefits in reduced usage of fossil fuels and greenhouse gases on a broader community scale.

**RISK MANAGEMENT**

28.	<b>Risk:</b> The take up of EV Stations falls below expectations leading to a longer payback period.		
	<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
	Insignificant	Possible	Low
	<b>Action/Strategy</b>		
	This risk is accepted as is.		

**CONCLUSION**

- 29. This report outlines the salient financial and environmental issues regarding an EV Station. The project may not be viable solely on financial grounds however consideration of longer-term environmental issues may be relevant.

**Voting Requirements: Simple Majority**

**RECOMMENDATION**

That Council NOTE this report into matters regarding an Electric Vehicle Charging Station for use by the public in the City of Kalamunda.

## 10.2.2. Pomeroy Road Traffic Assessment

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

Previous Items	N/A
Directorate	Asset Services
Business Unit	Asset Planning
File Reference	4.00009238, PM-01/GEN
Applicant	N/A
Owner	N/A
Attachments	1. Proposed Concept Designs - Pomeroy Road [ <b>10.2.2.1</b> - 1 page]

### TYPE OF REPORT

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

### STRATEGIC PLANNING ALIGNMENT

*Kalamunda Advancing Strategic Community Plan to 2027*

#### Priority 1: Kalamunda Cares and Interacts

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

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

#### Priority 3: Kalamunda Develops

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

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



## EXECUTIVE SUMMARY

1. The purpose of the report is to consider the result of a Traffic Treatments Assessment and subsequent public consultation in the immediate area for proposed traffic treatments on Pomeroy Road, between Welshpool Road East and Canning Road.
2. The majority of respondents to the consultation objected to the proposal. As a result of there not being a clear causal factor to the speeding and safety risk, and consequently not a clear solution, the City proposes at this time not to proceed with any treatments.
3. It is recommended that Council note the outcomes of this consultation and endorse a recommendation that no further works are listed on forward works programs at this time.

## BACKGROUND

4. The City received a single complaint of speeding in July 2018 for Pomeroy Road, between Welshpool Road East and Canning Road.
5. Following this complaint and as resources permitted, a standard Traffic Treatments Assessment (TTA) was conducted, resulting in a score of 53 and a recommendation to investigate treatment options. Concept designs were prepared and sent to the surrounding residents for comment.

## DETAILS AND ANALYSIS

6. The crash history of Pomeroy Road from 2014 to 2018 includes seven crashes at the Welshpool Road East intersection, four at the Canning Road intersection, one at McNabb Place and three along the road near Welshpool Road East. The Welshpool Road East intersection recently was the subject of a Road Safety Audit with recommendations for actions to improve safety which are in progress.
7. The City regularly addresses concerns regarding speeding and hooning by undertaking a TTA. The assessment produces a score after considering the 85<sup>th</sup> percentile speed, traffic volumes, crash history, road geometry, activity generators and the proportion of heavy vehicles using the road. The 85<sup>th</sup> percentile speed limit is used as it is an accepted industry-standard matrix to guide decisions relating to speed, safety and to minimise risk.

8. The assessment process recommends a level of treatment based on different thresholds. Scores above 50 identify the priority need for physical traffic treatments, scores ranging between 35 and 50 trigger only low-cost solutions, and scores below 35 do not warrant prioritised action by the City.
9. The assessment for Pomeroy Road resulted in a score of 53. The recommendation is that suitable solutions be found to address traffic issues.
10. There is no strong evidence to suggest the causes of the speeding so standard traffic calming measures were proposed for consideration.
11. Following the assessment, the City arranged for concept designs to be prepared. These are shown in Attachment 1. They show:
  - a) a blister island and traffic island in the centre of Pomeroy Road at the Reid Road intersection;
  - b) a deviation with traffic islands at the Pruiti Crescent intersection;
  - c) a single direction deviation traffic island near the McNabb Place intersection (labelled incorrectly as Rockdale Place); and
  - d) 60 km/hr speed zone sign at Canning Road end (a matching sign was proposed for the Welshpool Road East end).
12. To gauge local acceptance of the concepts, the City issued the three concepts listed above as (a) to (c) to the local residents for feedback in August 2019. The speed zoning sign was not sent as this is subject to demonstrated reduction in operating speed and requires separate Main Roads WA approval. Whether or not this would be proceeded with was considered to be a matter for decision at another time, once the traffic treatments had been installed.
13. Feedback was received from 26 residents, with 17 objecting to the proposal. The main areas for objection were:
  - a) not needed, lack of perceived effectiveness;
  - b) speeding perceived to be a minor problem with most people obeying the speed limit; and
  - c) longer travel times.
14. Generally, the City expects to receive some objections to any design, however the proportion of objections to support were unusually high.
15. Following the feedback, the City considered the relative merit of the designs. Although every method of slowing traffic provides benefits to road user safety, the specific designs proposed do not directly influence the causes of prior crashes. When considering the large number of other

roads in the City that have higher TTA scores and more severe crash histories, the City recommends not proceeding with traffic treatments at this time.

**APPLICABLE LAW**

- 16. a) *Local Government Act (1995);*  
 b) *Main Roads Act (1930);* and  
 c) *Road Traffic Code (2000).*

**APPLICABLE POLICY**

- 17. There are no policies directly related to this item.

**STAKEHOLDER ENGAGEMENT**

- 18. The proposal was sent to local residents for feedback.

**FINANCIAL CONSIDERATIONS**

- 19. At this stage, the proposed designs have not been incorporated into any forward works programs.
- 20. There would be limited sustainability benefits in adopting these works.

**RISK MANAGEMENT**

21.	<b>Risk:</b> There may be crashes in the future that could have been avoided by delivering traffic calming treatments, which lead to reputational damage to the City.		
	<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
	Moderate	Rare	Low
	<b>Action/Strategy</b>		
	The City regularly reviews crash histories and traffic data and recommends treatments where feasible.		

## CONCLUSION

22. Although it is desirable to dramatically reduce crash risk by lowering operating speeds, it is recognised that this proposal would be considered a low priority and not able to be delivered for many years due to severe funding constraints.

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

## RECOMMENDATION

That Council ENDORSE the recommendation not to undertake traffic treatments on Pomeroy Road (Welshpool Road East to Canning Road) at this time noting the level of community objections to the proposals.

### 10.2.3. Consideration of Tenders for Provision of General Electrical Maintenance Services and Provision of Irrigation Electrical Maintenance Services (RFT1907)

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

Previous Items	OCM 06/2015
Directorate	Asset Services
Business Unit	Asset & Waste Operations
File Reference	AD-TEN-005
Applicant	N/A
Owner	City of Kalamunda
Attachments	Nil
Confidential Attachment	<u>Reason for Confidentiality:</u> <i>Local Government Act 1995 s5.23 (c) "a contract entered into, or which may be entered into, by the local government which relates to a matter to be discussed at the meeting."</i>

#### TYPE OF REPORT

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

#### STRATEGIC PLANNING ALIGNMENT

*Kalamunda Advancing Strategic Community Plan to 2027*

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

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

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

## EXECUTIVE SUMMARY

1. The purpose of this report is to seek Council approval to award a tender seeking to engage a contractor for the Provision of General Electrical Maintenance Services and Provision of Irrigation Electrical Maintenance Services (RFT 1907).
2. This will be a services contract providing labour and materials to undertake a variety of preventative and reactive electrical maintenance tasks in City owned building facilities and electrical systems used for irrigation of open spaces.
3. It is recommended Council accept the tender from Burgess Enterprises Australia Pty Ltd, t/a Kalamunda Electrics ACN 159 828 798 based on the schedule of rates for an initial three-year period with the option to extend two one-year options.

## BACKGROUND

4. The Contract Term on the previous Electrical Maintenance Works (Tender RFT 1406) has expired. The City sought Tenders for General Electrical Maintenance Works for the next term as well as the option of Irrigation Electrical Maintenance works in order to improve efficiencies in this area.

## DETAILS AND ANALYSIS

5. The City issued RFT 1907 seeking to engage a contractor to provide general electrical and/or irrigation electrical maintenance services for a three-year period, with two optional single year extensions at the City's discretion. Tenders closed on 28 October 2019, with seven tenders received by the closing date.
6. Tenders received by the closing date were from the following companies (in alphabetical order):
  - a) Burgess Enterprises Australia Pty Ltd t/a Kalamunda Electrics;
  - b) Electritech Industries;
  - c) Fault Finders WA Pty Ltd;
  - d) Northlake Electrical;
  - e) Ozwire Electrical Pty Ltd;
  - f) Paramount Electrical Services; and
  - g) Pearmans Electrical Mechanical Services.
7. An Evaluation Panel was convened of suitable qualified City officers to assess the tenders received.

8. Tenders were assessed in a staged process of firstly checking for compliance to matters set out in the tender invitation. Compliant tenders were then assessed against qualitative criteria (again set out in the tender invitation). The Qualitative Criteria and weighting were determined as follows:

Qualitative Criteria	Weighting
Relevant Experience	20%
Key Personnel & Subcontractors Skills & Experience	20%
Tenderer's Resources	20%
Demonstrated Understanding of Tasks	20%
Assessment of OH&S processes adopted in typical tasks	20%

9. Tenders which met or exceeded the qualitative pass mark of 60% were then assessed for price.
10. Four of the seven tender submissions met the required qualitative pass mark.
11. The four compliant tenders were ranked as follows regarding the Qualitative Criteria:

Tenderer	Score	Rank
Burgess Enterprises Australia Pty Ltd t/a Kalamunda Electrics	76%	1
Northlake Electrical	72%	2
Pearmans Electrical Mechanical Services	62%	3
Electritech Industries	60%	4

12. A price assessment was then undertaken for these four tenders to determine the best value for money outcome for the City.
13. The Tender Evaluation Report is provided as Confidential Attachment 1 to this report. This Attachment also assesses the anticipated costs for labour for the range of tasks anticipated by the City each year.
14. The recommended tender best satisfied the City's requirements in terms of:
- meeting or exceeding the qualitative assessment benchmark;
  - proven capacity and capability to undertake the work;
  - satisfying reference checks from previous clients;

- d) satisfying independent financial reference checks of the proposed contractor; and
- e) providing the best value for money outcome.

15. The contract term is proposed to be an initial three-year term with two further one-year extensions at the City's discretion. The schedule of rates will increase annually by CPI. It is estimated that the spend in the first year will be \$450,000 pa and generally similar amounts in subsequent years.

**APPLICABLE LAW**

16. Section 3.57 of *Local Government Act 1995*. Part 4 of the *Local Government (Functions and General) Regulations 1996*.

**APPLICABLE POLICY**

17. Policy C-PP01 – Purchasing, has been followed and complied with.

**FINANCIAL CONSIDERATIONS**

18. It is estimated that this Contract will be in the order of \$450,000 pa. Expenditure allocations will be funded from within operational and capital works budgets.

**SUSTAINABILITY**

19. Nil.

**RISK MANAGEMENT**

20.	<b>Risk:</b> The Contractor fails to fulfil the requirements of the contract, leading to increased costs to the City through re-tendering.		
	<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
	Insignificant	Unlikely	Low
	<b>Action/Strategy</b>		
	<ul style="list-style-type: none"> <li>a) Corporate scorecard confirms financial viability of contractor.</li> <li>b) Formal and detailed Qualitative criteria within Tender minimise risk.</li> </ul>		



## CONCLUSION

21. After evaluating all the submissions from the various suppliers and taking all the risks into consideration, it is believed that Kalamunda Electrics will be the best suitable supplier to provide the City with General Electrical Maintenance Services and Irrigation Maintenance Services.

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

## RECOMMENDATION

That Council ACCEPT the tender for both Part A & B – General Electrical Maintenance Services and Irrigation Electrical Maintenance Services (RFT 1907) from Burgess Enterprises Australia Pty Ltd t/as Kalamunda Electrics ACN 159 828 798, as per the schedule of rates set out in Confidential Attachment 1 to this report for an initial three-year term with two further one-year extensions at the City's discretion.

### 10.2.4. Consideration of Tenders for General Tree Services (RFT 1912)

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

Previous Items	OCM 127/2016
Directorate	Asset Services
Business Unit	Parks & Environmental Services
File Reference	AD-TEN-005
Applicant	N/A
Owner	City of Kalamunda
Attachments	Nil
Confidential Attachment	<u>Reason for Confidentiality:</u> <i>Local Government Act 1995 s5.23 (c) "a contract entered into, or which may be entered into, by the local government which relates to a matter to be discussed at the meeting."</i>

#### TYPE OF REPORT

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

#### STRATEGIC PLANNING ALIGNMENT

*Kalamunda Advancing Strategic Community Plan to 2027*

**Priority 1: Kalamunda Cares and Interacts**

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

**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.*

**Priority 3: Kalamunda Develops**

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

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

## EXECUTIVE SUMMARY

1. The purpose of this report is to seek Council approval to award a tender seeking to engage a contractor to provide General Tree Services (RFT 1912).
2. This will be a services contract providing labour and materials to undertake general tree services including, target pruning, tree removal, chipping and stump grinding throughout the City of Kalamunda.
3. It is recommended Council accept the tender from Beaver Tree Services Aust Pty Ltd ACN 093 584 788, based on the schedule of rates for an initial three-year period with the option to extend for two single year options.

## BACKGROUND

4. The City undertakes tree maintenance of all cultured trees and some naturally occurring trees growing within its streetscapes, public open spaces and conservation areas. The volume of work in this area has necessitated the use of contractors to supplement the available inhouse staff and plant.
5. The contract Term for the previous General Tree Services (Tender RFT 1604) has expired. The City sought Tenders for General Tree Services.
6. This Tender is separate from the Powerline Vegetation Management (RFT 1909) recently awarded by Council that primarily deals with clearing vegetation away from electrical powerlines which requires different resourcing and expertise in working near powerlines.

**DETAILS AND ANALYSIS**

7. The City issued RFT 1912 seeking to engage a contractor to provide general tree services including, target pruning, tree removal, chipping and stump grinding, for a three-year period, with two optional single year extensions at the City's discretion. Tenders closed on 26 September 2019, with seven tenders received by the closing date.
8. Tenders received by the closing date were from the following companies (in alphabetical order):
- a) Beaver Tree Services Aust Pty Ltd;
  - b) Geoff's Tree Service Pty Ltd;
  - c) Kennedys Tree Services;
  - d) MPK Tree Services;
  - e) Total Tree Services;
  - f) Tree Care Pty Ltd; and
  - g) WA Tree Works
9. An Evaluation Panel was convened of suitable qualified City officers to assess the tenders received.
10. Tenders were assessed in a staged process of firstly checking for compliance to matters set out in the tender invitation. Compliant tenders were then assessed against qualitative criteria (again set out in the tender invitation). The Qualitative Criteria and weighting were determined as follows:

Qualitative Criteria	Weighting
Ability to Carry Out the Work	40%
Tenderer's Resources	40%
Occupational Safety and Health, Environmental Management	20%

11. Tenders which met or exceeded the qualitative pass mark of 60% were then assessed for price.
12. Five of the seven tender submissions met the required Qualitative Pass Mark (QPM).

13. The five compliant tenders were ranked as follows regarding the Qualitative Criteria:

Tenderer	Score	Rank
Kennedys Tree Services	78%	1
Geoff's Tree Service Pty Ltd	76%	2
Tree Care Pty Ltd	72%	3
Beaver Tree Services Aust Pty Ltd	70%	4
MPK Tree Services	70%	4

14. This contract is a schedule of rates contract relating to tree removal (depending on size of tree), stump removal (depending on size of tree), limb / branch services (depending on height), emergency call out, termite control and traffic management.
15. It was decided to tabulate the schedule of rates for each service from each tender passing the QPM as the means of price assessment.
16. The tender assessment report is provided as Confidential Attachment 1 to this report.
17. The recommended tender best satisfied the City's requirements in terms of:
- a) meeting or exceeding the qualitative assessment benchmark;
  - b) proven capacity and capability to undertake the work;
  - c) satisfying reference checks from previous clients;
  - d) satisfying independent financial Corporate Scorecard check; and
  - e) providing the best value for money outcome.
18. The Evaluation Panel recommend that Beaver Tree Services Aust Pty Ltd as the preferred tender for RFT 1912 based on their tender schedule of rates.
19. Section 3.57 of *Local Government Act 1995*. Part 4 of the *Local Government (Functions and General) Regulations 1996*.

#### APPLICABLE POLICY

20. Policy C-PP01 – Purchasing, has been followed and complied with.

#### FINANCIAL CONSIDERATIONS

21. It is estimated that this Contract will be in the order of \$500,000 annually depending on approved budgets in each Financial Year.

**SUSTAINABILITY**

- 22. Effective tree management provides for sustainable environmental outcomes from having well maintained and healthy trees.

**RISK MANAGEMENT**

23.	<b>Risk:</b> The Contractor fails to fulfil the requirements of the contract, leading to increased costs to the City through re-tendering.		
	<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
	Insignificant	Unlikely	Low
	<b>Action/Strategy</b>		
	a) Corporate scorecard confirms financial viability of contractor. b) Formal and detailed Qualitative criteria within Tender minimise risk.		

**CONCLUSION**

- 24. After evaluating all the submissions from the various tenderers and taking all the risks into consideration, it is believed that Beaver Tree Services Aust Pty Ltd proved to be the best value for money for the provision of General Tree Services for the City of Kalamunda.

**Voting Requirements: Simple Majority**

**RECOMMENDATION**

That Council ACCEPT the tender for General Tree Services (RFT 1912) from Beaver Tree Services Aust Pty Ltd ACN 093 584 788, as per the schedule of rates set out in Confidential Attachment 1 to this report for an initial three-year term with two further one-year extensions at the City’s discretion.

## 10.2.5. Consideration of Tenders for the Provision of Extruded Concrete Kerbing Services (RFT 1919)

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

Previous Items	OCM 65/2016
Directorate	Asset Services
Business Unit	Asset Delivery
File Reference	AD-TEN-005
Applicant	N/A
Owner	N/A
Attachments	Nil
Confidential Attachment	<u>Reason for Confidentiality:</u> <i>Local Government Act 1995 s5.23 (c) "a contract entered into, or which may be entered into, by the local government which relates to a matter to be discussed at the meeting."</i>

### TYPE OF REPORT

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

### STRATEGIC PLANNING ALIGNMENT

*Kalamunda Advancing Strategic Community Plan to 2027*

#### Priority 3: Kalamunda Develops

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

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

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

## EXECUTIVE SUMMARY

1. The purpose of this report is to consider the acceptance of a tender for the provision of extruded concrete kerbing services for the City of Kalamunda (City).
2. The City issued a Request for Tender seeking to engage a contractor for Extruded Concrete Kerbing Services (RFT 1919).
3. It is recommended Council accept the schedule of rates tender from Glenview Machine Kerbing ACN 058 552 908 for a two-year period, with one single year option for extension.

## BACKGROUND

4. The provision of extruded concrete kerbing services is currently undertaken under Contract 1605 which commenced on 26 April 2016 and is due to expire on 26 April 2020.
5. The scope of works for this tender is for the provision of extruded concrete services of various kerbing profiles for a period of two years with an option to extend by one year as per specification and drawings to areas directed by the City for both operational (maintenance) and capital works.
6. It would not be as cost effective for the City to undertake these works in house given the specialist plant required and the 'ad hoc' nature of the works.

## DETAILS AND ANALYSIS

7. The City issued RFT 1919 seeking to engage a suitably experienced and qualified Civil Contractor to undertake the provision of extruded concrete kerbing services to areas directed by the City. Tenders closed on 3 January 2020, with three tenders received by the closing date.
8. Tenders received by the closing date were from the following companies (in alphabetical order):
  - a) Allstate Kerbing and Concrete;
  - b) Glenview Machine Kerbing; and
  - c) Hooza Pty Ltd the Trustee for the McCartney Family Trust t/as Kerb Doctor.
9. An Evaluation Panel was convened of suitable qualified City Officers to assess the tenders received.



10. Tenders were assessed in a staged process of firstly checking for compliance to matters set out in the tender invitation. Compliant tenders were then assessed against qualitative criteria (again set out in the tender invitation). The Qualitative Criteria and weighting were determined as follows:

Qualitative Criteria	Weighting
Relevant Experience	30%
Tenderer's Resources	20%
Key Personnel Skills & Experience	20%
Demonstrated Understanding of the Requirements	30%

11. Compliant tenders which met or exceeded the qualitative pass mark of 60% were then assessed for price.
12. The three compliant tenders were ranked as follows regarding the Qualitative Criteria:

Tenderer	Score	Rank
Allstate Kerbing and Concrete	68%	1
Glenview Machine Kerbing	60%	2
Kerb Doctor	55%	3

13. Two tenders achieved the required minimum of 60% as a Qualitative Pass Mark (QPM). The remaining tenderer below the required QPM was eliminated from further assessment.
14. A price assessment was then undertaken for the remaining two tenders to determine the best value for money outcome for the City.
15. The tender evaluation report is provided as Confidential Attachment 1 to this report.
16. The recommended tender best satisfied the City's requirements in terms of:
- meeting or exceeding the qualitative assessment benchmark;
  - proven capacity and capability to the undertake the work;
  - satisfying reference checks from previous clients;
  - satisfying independent financial reference checks of the proposed contractor; and
  - providing the best value for money outcome.

17. The Evaluation Panel has recommended Glenview Machine Kerbing as the preferred Tenderer based on having best satisfied all criteria in the Evaluation Process and having submitted the most competitive price for their services.
18. The basis of the contract is to engage the Contractor on an agreed set of rates to undertake works as needed and within budget provisions. As such, given the effort in scoping the necessary works from year to year, this is the preferred and most efficient way of undertaking works.
19. The contract is proposed to be for an initial term of two years with a further one-year extension option at the discretion of the City. Escalation of the schedule of rates has been set as changes in CPI for each year of the contract.

#### **APPLICABLE LAW**

20. Section 3.57 of *Local Government Act 1995*. Part 4 of the *Local Government (Functions and General) Regulations 1996*.

#### **APPLICABLE POLICY**

21. Policy C-PP01 – Purchasing, has been followed and complied with.

#### **FINANCIAL CONSIDERATIONS**

22. It is estimated that the annual spend on extruded concrete kerbing services will be in the order of \$100,000 to \$175,000 depending on the approved capital works infrastructure program and the extent of kerbing maintenance works. This cost forms part of the overall annual budget for both operational (maintenance) and capital works.

#### **SUSTAINABILITY**

23. Nil.

**RISK MANAGEMENT**

24.	<b>Risk:</b> The Contractor fails to fulfill the requirements of the contract, leading to increased cost to the City or delays in completing the works.		
	<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
	Unlikely	Moderate	Low
	<b>Action/Strategy</b>		
	a) Corporate Scorecard confirms financial viability of Contractor b) Formal and detailed qualitative criteria within tender minimises risk.		

**CONCLUSION**

25. Setting in place a contract with known costs for kerbing services for a potential three-year period is an effective and efficient process which overcomes the administrative burden of having to seek quotes on an ongoing basis for both ad hoc and programmed works.

**Voting Requirements: Simple Majority**

**RECOMMENDATION**

That Council ACCEPT the tender for the Provision of Extruded Concrete Kerbing Services (RFT 1919) from Glenview Machine Kerbing ACN 058 552 908 as per the schedule of rates set out in Confidential Attachment 1 for a two-year period from 26 April 2020, with the option of a one-year extension at the City's discretion.

### 10.3. Corporate Services Reports

#### 10.3.1. Proposed Road Reserve Realignment - Canning Road and Canning Mills Road, Carmel/Canning Mills

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

Previous Items	OCM 58/2013; OCM 115/2019; OCM 177/2019
Directorate	Corporate Services
Business Unit	Commercial and Cultural Services
File Reference	CN-01/GEN; CN-02/GEN
Applicant	City of Kalamunda
Owner	State of Western Australia
Attachments	1. Canning Road and Canning Mills Road Land Acquisition Plans [ <b>10.3.1.1</b> - 4 pages]

#### TYPE OF REPORT

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

#### STRATEGIC PLANNING ALIGNMENT

*Kalamunda Advancing Strategic Community Plan to 2027*

##### Priority 3: Kalamunda Develops

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

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

### Priority 3: Kalamunda Develops

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

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

#### EXECUTIVE SUMMARY

1. The purpose of this report is to provide Council with a progress report outline on OCM 177/2019, including timeframes, as required by paragraph 7 of OCM 177/2019.

#### BACKGROUND

2. On 23 July 2019, Council resolved as follows (OCM 177/2019):

That Council:

1. *REQUEST the Minister for Lands to permanently close those portions of the Canning Road and Canning Mills Road road reserve shown delineated and marked as "Proposed Future – Divested" on the plans attached to this report as Attachment 1, pursuant to section 58 of the Land Administration Act 1997 (WA).*
2. *REQUEST the Minister for Lands to excise and dedicate those portions of land shown delineated and marked as "Proposed Future – Acquired" on the plans attached to this report as Attachment 1, pursuant to section 56 of the Land Administration Act 1997 (WA).*
3. *CONFIRM the City of Kalamunda has complied with section 58(3) of the Land Administration Act 1997 (WA).*
4. *UNDERTAKE to comply with sections 56(2) and 58(2) of the Land Administration Act 1997 (WA).*
5. *AGREE that it will indemnify and keep indemnified the State of Western Australia, the Department of Planning, Lands and Heritage and the Minister for Lands (Indemnified Parties) and hold them harmless from and against all liabilities, obligations, costs, expenses or disbursements of any kind including, without limitation, compensation payable to any party under the Land Administration Act 1997 (WA) and/or the Native Title Act 1993 (Cth) which may be imposed on, or incurred by the Indemnified Parties relating to or arising directly or indirectly from the dedication of those portions of land shown delineated and marked as "Proposed Future – Acquired" on the plans attached to this report as*

*Attachment 1 pursuant to section 56 of the Land Administration Act 1997 (WA).*

6. *NOTE the dimensions and areas on the land acquisition plans (Attachment 1) are approximate. The deposited plans (Attachment 2) contain exact dimensions and areas.*
7. *REQUEST the Chief Executive Officer prepare a progress report outline on OCM 177/2019 including timeframes.*

## DETAILS AND ANALYSIS

3. By letter dated 9 September 2019, the City requested the Department of Planning, Lands & Heritage (DPLH) to realign the Canning Road and Canning Mills Road road reserve. The City also requested an outline of the process that the DPLH needs to undertake in order to complete this matter, including estimated timeframes.
4. On 22 November 2019, the City followed up its request for an outline of the process.
5. The DPLH provided the requested information to the City on 27 November 2019. Details provided in the Stakeholder Engagement section of this report.

## APPLICABLE LAW

6. Section 56 of the *Land Administration Act 1997*(WA) relates to the dedication of land as road. Section 56(1)-(2) states as follows:

### 56. Dedication of land as road

- (1) *If in the district of a local government —*
  - (a) *land is reserved or acquired for use by the public, or is used by the public, as a road under the care, control and management of the local government; or*
  - (b) *in the case of land comprising a private road constructed and maintained to the satisfaction of the local government —*
    - (i) *the holder of the freehold in that land applies to the local government, requesting it to do so; or*
    - (ii) *those holders of the freehold in rateable land abutting the private road, the aggregate of the rateable value of whose land is greater than one half of the rateable value of all the rateable land*

*abutting the private road, apply to the local government, requesting it to do so;*

*or*

*(c) land comprises a private road of which the public has had uninterrupted use for a period of not less than 10 years,*

*and that land is described in a plan of survey, sketch plan or document, the local government may request the Minister to dedicate that land as a road.*

*(2) If a local government resolves to make a request under subsection (1), it must —*

*(a) in accordance with the regulations prepare and deliver the request to the Minister; and*

*(b) provide the Minister with sufficient information in a plan of survey, sketch plan or document to describe the dimensions of the proposed road.*

7. Section 58 of the *Land Administration Act 1997*(WA) relates to closing roads. Section 58(1)-(3) states as follows:

**58. Closing roads**

*(1) When a local government wishes a road in its district to be closed permanently, the local government may, subject to subsection (3), request the Minister to close the road.*

*(2) When a local government resolves to make a request under subsection (1), the local government must in accordance with the regulations prepare and deliver the request to the Minister.*

*(3) A local government must not resolve to make a request under subsection (1) until a period of 35 days has elapsed from the publication in a newspaper circulating in its district of notice of motion for that resolution, and the local government has considered any objections made to it within that period concerning the proposals set out in that notice.*

**APPLICABLE POLICY**

8. *Council Policy: Service 4: Asset Management* provides that “[i]n strategically managing the City’s asset portfolio, the City will... “[m]anage assets to support optimised service delivery.”

9. This proposal represents good asset management as:
- a) the portions of road reserve no longer required as road are proposed to be closed; and
  - b) the portions of land required as road are proposed to be dedicated.

## STAKEHOLDER ENGAGEMENT

10. Council's request for a progress report outline for this proposal was referred to the DPLH.
11. The DPLH advised the City as follows:

*The overarching proposal to realign Canning and Canning Mills Roads have been split into a number of different cases as they relate to differing tenure and have different requirements.*

*Job 152329 (Class 'A' Korung National Park) – Parts D, E, F, G, H*

*Now that the Council Resolution and indemnity has been provided, Land Use Management is awaiting the return of comments concerning both the closure and dedication of the new road sections. Once returned, the next steps will include:*

- *Section 24KA notification process – Approximately 1 month;*
- *Briefing Note to the Director General requesting authorisation for advertising and subsequent advertisement in The West Australian inviting public comment – Approximately 2 months;*
- *Letters sent to local MPs;*
- *Submission to the Minister for Lands in anticipation of being tabled before both houses of Parliament – Approximately 3 – 6 months depending on Parliamentary schedule.*

*Job 1902923 – Parts A and B*

*The Department is awaiting confirmation from the City that the Water Corporation (as Management Body) consents to the excision of the two portions of Reserve 10601 as registered over Lot 3462. Once received the next steps will include:*

- *Internal and external referrals for comment – 1 to 2 months;*
- *(If s. 24KA process is required add a month);*
- *City to nominate a surveyor, survey instructions are issued and the deposited plan is lodged at Landgate – 3 months;*
- *Road is dedicated and Deposited Plan approved – 1 month*

*Job 1902925 – Part C*

*The land subject to the excision (Lot 502 on Deposited Plan 412755, now Reserve 53447) has recently been vested pursuant to s. 152 of the*



*Planning and Development Act 2005 and I understand that [a] Management Order in favour of the City is in the process of being granted. However, excisions not exceeding 5% of the total area are generally permitted for road or public utility purposes being consistent with this proposal.*

- *Internal and external referrals for comment – 1 to 2 months;*
- *(If s. 24KA process is required add a month);*
- *City to nominate a surveyor, survey instructions are issued and the deposited plan is lodged at Landgate – 3 months;*
- *Road is dedicated and Deposited Plan approved – 1 month*

*Please note that these timeframes are indicative and may be subject to change dependent on a variety of factors. [DPLH] will keep you updated on the progress of these.*

12. Plans showing the land referred to above are attached to this report as Attachment 1.
13. In respect of Job 1902923 (Parts A and B), the DPLH has commented above that it is awaiting confirmation from the City that the Water Corporation (as Management Body) consents to the excision of the two portions of Reserve 10601. The City subsequently received the Water Corporation's consent and provided it to the DPLH.
14. In respect of Job 152329 (Class 'A' Korung National Park) (Parts D, E, F, G, H), the DPLH has commenced the s. 24KA notification process.
15. In respect of Job 1902923 (Parts A and B) and Job 1902925 (Part C), the DPLH has stated above that "If s. 24KA process is required add a month". The DPLH has subsequently confirmed that Job 1902923 (Parts A and B) will be subject to s. 24KA of the *Native Title Act 1993* (Cth), which will require notification that the DPLH will begin the process of undertaking. Job 1902925 (Part C), on the other hand, will not be subject to s. 24KA of the *Native Title Act 1993* (Cth).
16. In respect of Job 1902923 (Parts A and B) and Job 1902925 (Part C), the DPLH has advised above that deposited plans are required to be prepared by the City's nominated surveyor. The City's nominated surveyor has already completed the deposited plans. These plans will still need to be reviewed by the DPLH and may require amendment. However, the survey process is unlikely to take as long as the 3-month period indicated above given that the bulk of the survey work has been completed.

17. Deposited plans have already been lodged at Landgate in respect of Job 152329 (Class 'A' Korung National Park) (Parts D, E, F, G, H). Once this Job has been approved by Parliament, the DPLH will lodge further documents at Landgate to enable the road closures and road dedications the subject of this Job to occur.

## **FINANCIAL CONSIDERATIONS**

18. The costs of this proposal are outlined in the officer report for OCM 177/2019.
19. No costs are associated with the provision of this progress report outline.

## **SUSTAINABILITY**

### **Social Implications**

20. The proposed road reserve realignment will ensure the road reserve matches the constructed road.
21. The proposal will also enable the upgrade of the Canning Mills Road/Canning Road intersection, which will provide improved road alignment and sight lines at the intersection.

### **Economic Implications**

22. The economic lives of residents will not be impacted by this proposal.

### **Environmental Implications**

23. This proposal will have minimal environmental impact. Some trees will need to be removed to accommodate the proposed construction works.
24. Once the required road dedications have occurred, the design of the proposed realignment of the Canning Mills Road/Canning Road intersection and car parking area for the proposed roadside memorial at this intersection will be reviewed, with an application for a clearing permit to be made thereafter. The application will require a vegetation assessment to be undertaken in support, with this identifying the type and quantum of vegetation impacted.

**RISK MANAGEMENT**

25.	<b>Risk:</b> Main Roads Western Australia is not willing to consider transfer of portions of Canning Road and Welshpool Road East due to the constructed road not being wholly situated within the dedicated road reserve.		
	<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
	Possible	Significant	High
	<b>Action/Strategy</b>		
	Proceed with the road reserve realignment proposal.		

**CONCLUSION**

- 26. The purpose of this report is to provide Council with a progress report outline on OCM 177/2019, including timeframes, as required by paragraph 7 of OCM 177/2019.
- 27. The requested progress report outline is provided in the Stakeholder Engagement section of this report.
- 28. It is recommended that Council note the progress report outline.

**Voting Requirements: Simple Majority**

**RECOMMENDATION**

That Council NOTE the progress report outline, including estimated timeframes, in respect of the proposed realignment of the Canning Road and Canning Mills Road road reserve (OCM 177/2019).

### 10.3.2. Establishment of the Economic Development Advisory Group and Adoption of Terms of Reference

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

Previous Items	OCM 306/2019
Directorate	Corporate Services
Business Unit	Commercial and Cultural
File Reference	
Applicant	
Owner	
Attachments	1. KEDAC Terms of Reference [ <b>10.3.2.1</b> - 5 pages]

#### TYPE OF REPORT

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

#### STRATEGIC PLANNING ALIGNMENT

*Kalamunda Advancing Strategic Community Plan to 2027*

#### Priority 1: Kalamunda Cares and Interacts

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

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

### Priority 3: Kalamunda Develops

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

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

### Priority 4: Kalamunda Leads

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

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

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

## EXECUTIVE SUMMARY

1. The purpose of this report is for Council to:
  1. ESTABLISH the Economic Development Advisory Committee.
  2. ADOPT the Economic Development Advisory Committee Draft Terms of Reference.
  3. NOMINATE two elected members to the committee.
  4. REQUEST that the CEO commence the process for advertising for nominations from businesses and the community and provide a report to Council on the recommended nominees for approval.

## BACKGROUND

2. Council has the ability, under the *Local Government Act 1995*, to establish Advisory Committees to assist in the provision of advice on various matters.
3. Advisory Committees provide an effective collaborative forum between the City and the Community.
4. At the Ordinary Council Meeting of 17 December 2019, Council requested the CEO present a report in respect to the formation of an Economic Development Advisory Committee which is inclusive of a draft Terms of Reference and a process for implementation of the committee (OCM 306/2019).

## DETAILS AND ANALYSIS

5. The City of Kalamunda has an existing five-year Economic Development Strategy (EDS) which was endorsed by Council in December 2017 and is currently being implemented within the Corporate Services Directorate. The EDS expires in December 2023.

6. Within our city's community there are a wide range of skilled businesses and residents whose views may assist the City of Kalamunda in the delivery of its' current Economic Development Strategy and also assist in the development of future strategies.

#### **APPLICABLE LAW**

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

#### **APPLICABLE POLICY**

8. Council Policy Governance 13: Appointment of Community Members to Advisory Committees and Reference Groups.
- The application of this Policy ensures transparency in the selection and appointment of Community Members to the Economic Development Advisory Committee.

#### **STAKEHOLDER ENGAGEMENT**

9. Following Council approval of the establishment of the Committee and Terms of Reference, a call for expressions of interest will be advertised via media channels, the City's home page and by invitation, for a minimum of three weeks.

#### **FINANCIAL CONSIDERATIONS**

10. It is estimate that the financial cost to the City of providing resources to support an advisory committee of Council is \$5,000 which will be funded from existing resources.

#### **SUSTAINABILITY**

##### **Social Implications**

11. Advisory Committees provide an effective collaborative forum between the City and the Community.

### Economic Implications

12. The formation of an Economic Development Advisory Committee will assist the City officers in their role of delivering the current Economic Development Strategy. The Economic Development Strategy is designed to support and facilitate economic growth.

### Environmental Implications

13. Nil.

### RISK MANAGEMENT

14.

<b>Risk:</b> The establishment of the Economic Development Advisory Committee fails to attract suitably skilled community members.		
<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
Insignificant	Unlikely	Low
<b>Action/Strategy</b>		
Appointment of community members to the Economic Development Advisory Committee is advertised and appointments are made against selection criteria		

15.

<b>Risk:</b> Committee goals are not aligned with the City's Economic Development Strategy goals and objectives.		
<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
Moderate	Possible	Medium
<b>Action/Strategy</b>		
Confirm Terms of Reference and roles and responsibilities of the Advisory Committee.		

### CONCLUSION

16. The City of Kalamunda has a current Five Year Economic Development Strategy that is being implemented. The Strategy expires in December 2023.
17. The formation of an Economic Development Advisory Committee will provide an opportunity for business and community input which will assist the City officers in their role of delivering relevant initiatives within the current Economic Development Strategy and for developing future strategies.

18. Upon adoption by Council of the Terms of Reference and the establishment of the Economic Development Advisory Committee, advertisements seeking nominations from business and the community will be sought. Following this, a report will be brought to Council at the next available ordinary council meeting to formalise the appointments with the first meeting to be held as per the required notice period.

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

## RECOMMENDATION

That Council:

1. ESTABLISH the Economic Development Advisory Committee.
2. ADOPT the Economic Development Advisory Committee Draft Terms of Reference.
3. APPOINT Cr                      and Cr                      as the two elected members to the Economic Development Advisory Committee.
4. REQUEST that the Chief Executive Officer commence the process for advertising for nominations from businesses and the community and provide a report to Council on the recommended nominees for approval as members of the Economic Development Advisory Committee.



## **10.4. Office of the CEO Reports**

### **10.4.1. Scott Reserve Draft Master Plan**

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

Previous Items	
Directorate	Office of the CEO
Business Unit	Leisure Planning
File Reference	
Applicant	City of Kalamunda
Owner	City of Kalamunda
Attachments	1. Scott Reserve MP Draft Report 22012020 FINAL - Attachment One [ <b>10.4.1.1</b> - 97 pages]

#### **EXECUTIVE SUMMARY**

1. The purpose of this report is to receive the draft Scott Reserve Master Plan (the Plan) for the purpose of seeking public comment (Attachment One).
2. The Plan outlines development opportunities and recommendations in terms of facility provision, and other future sport and recreation requirements to guide the sustainable development of Scott Reserve.
3. It is recommended that Council:
  - a) Endorses the Draft Scott Reserve Master Plan (Attachment One) for the purposes of public advertising.
  - b) Notes the community engagement process and strategy.

#### **BACKGROUND**

4. Scott Reserve is located on Newburn Road in High Wycombe, on Crown Land vested with the City for purposes of recreation. The reserve is approximately 7.12 ha in size.
5. Scott Reserve consists of two playing fields, a sports pavilion, High Wycombe Community Recreation Centre (HWCRC) and supporting infrastructure that services a diverse range of user groups and the local community. Edney Primary School also has a shared use agreement with the City for use of a portion of the reserve.

6. The key factors providing the catalyst for the development of the Plan include:
  - a) An increasing number of requests from user groups to improve and upgrade their facilities;
  - b) The ageing nature and functionality of the sports pavilion, HWCRC and supporting infrastructure;
  - c) The need to cater for increasing usage demands on the reserve;
  - d) The need to investigate potential options to maximise the efficient usage of the existing playing fields, sports pavilion, HWCRC and supporting facilities; and
  - e) The need to undertake a coordinated approach toward any future developments at Scott Reserve.
  
7. The Public Open Space Strategy, adopted by Council at the Ordinary Council Meeting 22 May 2018, indicated that High Wycombe has a Public Open Space shortfall for sporting reserves and that Scott Reserve serves as the primary sporting reserve for the suburb.
  
8. In June 2018, the City received a Community Sporting and Recreation Facilities Fund (CSRFF) grant of \$16,666 from the Department of Local Government, Sport and Cultural Industries to engage a consultant to assist in undertaking the Plan.
  
9. ABV Consultancy (the Consultant) were engaged in July 2018 to develop the Plan. The Plan is now presented to Council for consideration and endorsing for the purpose of seeking public comment.

## DETAILS

11. The Plan aims to provide a clear framework and objectives to assist the City in planning, developing, implementing and evaluating sustainable sport and recreation facilities at Scott Reserve into the future.
  
12. During the development of the Plan, an audit and review of facilities was undertaken, involving a visual inspection of the sports pavilion, HWCRC and other supporting infrastructure. The information obtained from the audit has been analysed to determine future facility requirements and upgrades at the Reserve.
  
13. A summary of the key proposed improvements which have been recommended, in response to the issues identified are outlined below:
  - a) Construction of a new sports pavilion and community centre;
  - b) Relocation and extension of cricket practice nets.

- c) Expansion of car parking;
- d) Improved youth and play spaces;
- e) Upgrades sports floodlighting; and
- f) Refurbishment of playing fields.

## STATUTORY AND LEGAL CONSIDERATIONS

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

## POLICY CONSIDERATIONS

15. Cash-in-lieu Assessment Criteria (FAC22) provides strategic direction to Council's decision-making on proposed cash in lieu projects.
16. Capital Grants Clubs & Community Groups (COMR21) provides key principles, priorities, needs and assessment criteria for future upgrades or new community and recreation infrastructure.
17. Reserve Sports Floodlighting Policy (FAC23) provides guidance on the provision and operational impact of sports floodlighting on the City's sporting reserves.

## COMMUNITY ENGAGEMENT REQUIREMENTS

### Internal Referrals

18. The Consultant obtained input and feedback from various service areas within the City including Parks, Environment, Development Services, Asset Services and Asset Delivery.

The Consultant presented a summary of key consultation themes, demand analysis and potential proposals to Councillors in March, April and November 2019.

### External Referrals

19. The following engagement strategy and process was undertaken in developing the Plan:
- a) A community survey was prepared for the broader community;
  - b) Two community drop-in sessions;
  - c) A community workshop;
  - d) Individual user group surveys;
  - e) Interviews with regular user groups of the Reserve;
  - f) Received comments through the City's website and Facebook page.

20. Following on from the initial consultation phase, the potential proposals were refined through further consultation including:
- a) A facilities site tour with the sporting user groups;
  - b) Four additional workshops and / or meetings with the sporting user groups;
  - c) One additional workshop with the HWCRC user groups; and
  - d) Two HWCRC gym member drop-in sessions.

## FINANCIAL CONSIDERATIONS

21. The overall cost of implementing the recommendations outlined within the Plan is estimated at \$10.74 million. It should be noted that at this stage these figures are high level indicative costs only, inclusive of preliminaries, contingencies and professional fees. Detailed capital and whole of life costings will be developed prior to the implementation of each project identified within the Plan.
22. Implementation of components of the Plan will be considered as part of Council's Long Term Financial Plan and will continue to be subject to annual budget deliberation processes and competing priorities.
23. In order to implement the Plan an advocacy campaign will be developed in consultation with the user groups to help attract significant external funding.
24. It is reasonable to expect that a 15 year timeframe may be required to complete the implementation of the Plan, with the schedule of works being staged in such a manner that will ensure maximum opportunity for the City to leverage external funding through such sources as:
- a) Lotterywest - 'Community Spaces Outdoor', 'Community and Workplace Buildings' and 'Furniture and Equipment' grants;
  - b) Department of Local Government, Sport and Cultural Industries - CSRFF;
  - c) Department of Planning, Lands and Heritage - Cash in Lieu Funding;
  - d) Sport Australia - Community Sport Infrastructure Grants; and
  - e) Other - State/Federal Government Advocacy, potential contribution from user groups of the reserve.

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

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

#### Priority 2: Kalamunda Clean and Green

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

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

#### Priority 2: Kalamunda Clean and Green

**Objective 2.2** - To achieve environmental sustainability through effective natural resource management effective natural resource management.

**Strategy 2.2.1** - Facilitate the appropriate use of water and energy supplies for the City.

#### 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 Plan has identified current and future community needs in respect to sport and recreation infrastructure based on sport participation data and a community demographic analysis. The Plan will provide strategic direction, guidance and a long-term sustainable approach to the provision of sport and recreation facilities within the region.
28. Investment in Scott Reserve with updated sport and recreation facilities increases the value of the City's assets, provides benefits to the local community, improves community safety and enhances the user and player experiences for their training and competitions.

### Economic Implications

29. The implementation of the Plan may assist in providing local job opportunities and provide increased economic activity to the High Wycombe community during the construction phase.

### Environmental Implications

30. Whilst Scott Reserve is not a Bush Forever site, careful planning is required in order to ensure the protection of existing mature vegetation on the site.
31. Any new developments will need to ensure that any significant trees are identified through a detailed environmental assessment and where appropriate retained and protected.
32. The Plan identified that the site is also subject to high wind conditions and that the local community value the local environment, therefore additional tree planting has been recommended. This approach will help offset the removal of any trees identified through the detailed design stage.
33. The proposed new sports pavilion and community centre will be connected to the sewerage system.

### RISK MANAGEMENT CONSIDERATIONS

34.	<b>Risk:</b> Without the Plan, the City’s approach to future upgrades would be adhoc and nor would it be able to advocate effectively for external funding.		
	<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
	Possible	Moderate	Medium
	<b>Action/Strategy</b>		
	To progress the Plan to ensure future upgrades are planned effectively and advocacy opportunities are maximised.		
	<b>Risk:</b> The Plan may raise community expectations for improvements that may not be affordable in the near future.		
	<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
	Possible	Moderate	Medium
	<b>Action/Strategy</b>		

Ensure community is informed as part of the communications process that improvements are subject to external funding and budget availability.

#### OFFICER COMMENT

35. The Plan will be a strategic planning tool that can be integrated with Council's other related plans and documents, providing clear direction for future developments at Scott Reserve.
36. The Plan has been developed in a manner that endeavours to coordinate, prioritise and stage components of any future developments.
37. The main outcomes for the community will be increased opportunities to participate in physical activities through the improved provision and quality of community facilities and services.
38. In particular, the key recommendations outlined in the Plan include:
- a) Construction of a new sports pavilion and community centre;
  - b) Relocation and extension of cricket practice nets.
  - c) Expansion of car parking;
  - d) Improved youth and play spaces;
  - e) Upgrade of sports floodlighting; and
  - f) Refurbishment of playing fields.

#### Construction of a new sports pavilion and community centre

39. The sports pavilion is an ageing asset that does not meet the functional requirements of the user groups and requires upgrades to essential services such as water and gas. For the sports pavilion to meet the functional needs of the user groups the facility would require:
- a) Changerooms that are accessible and unisex;
  - b) Additional players and umpires change rooms;
  - c) Storage rooms;
  - d) First aid room;
  - e) Larger kitchen; and
  - f) Universally accessible toilets.

To upgrade the existing pavilion will trigger works to meet the current building and accessibility requirements, which will prove costly.

40. The HWCRC is an ageing asset that does not meet the functional requirements of its user groups as it primarily operates as a community centre, in a recreation centre design. The HWCRC activity room,  $\frac{3}{4}$  size indoor sports court, gymnasium, community stage and commercial

kitchen are used sparingly, due to design limitations. Overall the facility is considered to be significantly underutilised, which is a result of it not being functional to the needs of the community.

41. In February 2017, the HWCRC became an unstaffed facility, resulting in the reception and administration areas no longer being utilised and the gymnasium being converted to a 24/7 operation. As part of the Plan the Consultant completed an independent analysis of the HWCRC gym, which determined that there is not a sufficient need for a local government operated gymnasium in the High Wycombe area.
  
42. High Wycombe is well serviced by three private gymnasiums and other fitness businesses, which further increases when considering the surrounding suburbs of Forrestfield and Maida Vale. The HWCRC gymnasium has a continued low membership and utilisation base, which caters to a niche market. The analysis has determined that the provision of a “like for like” gymnasium within the new facility would significantly increase capital costs without improving its usage or viability as the current size of the gymnasium restricts any growth potential. In addition, the proposed community centre component is positioned in a constrained location, resulting in the facility likely needing to be double story, which will further increase capital costs.
  
43. It is proposed that the HWCRC gymnasium will continue to operate until the City secures a significant external funding source to implement the Plan. Upon the Plan being implemented it is proposed that the existing HWCRC gymnasium members, who are City residents are transitioned to either Hartfield Park Recreation Centre or to a private facility in High Wycombe.
  
44. As part of the proposed transition strategy the City may contribute towards a portion of their membership costs at either of these facilities for a period of up to two years. To understand if this option is amenable to members the City will workshop this proposal with them. The outcomes of the workshop will then be further considered by Council as part of the final Plan.
  
45. To substitute the provision of a gymnasium in the Plan it is proposed to provide outdoor fitness equipment and for the new community centre facility to provide an increased variety of group fitness classes including a gymnasium circuit and Living Longer Living Stronger programs for



persons 55 years and over, which in addition will provide improved socialising opportunities.

### **Relocation and extension of cricket practice nets**

46. In order to accommodate the new sports pavilion and community centre, the existing primary cricket practice nets will need to be relocated. The Plan proposes that they be relocated to the north western corner of the southern playing field, as the amenities will remain close to the new sports pavilion, which is important for players to access changerooms, equipment and toilets.
47. The proposed location of the cricket practice nets will require the removal of several mature native trees. This may require the City to apply for a tree clearing permit. The turf cricket practice nets will be extended by an additional two turf practice wickets (five in total). This will allow the users to better rotate the turf cricket practice wickets, therefore providing improved training opportunities.

### **Expansion of car parking**

48. A detailed car parking demand analysis was undertaken by the Consultant which identified a shortage of parking across the site during peak demands periods, the need to formalise car parking and to provide traffic calming measures along Wycombe Road.
49. The removal of the existing HWCRC provides an opportunity for an expanded southern car parking area, which will provide approximately an additional 60 bays. The car parking improvements along Wycombe Road will approximately provide a further 50 formalised bays. The proposed additional car parking bays will increase the supply of available car parking during peak times, however it is unrealistic to achieve neutrality for car parking demand, considering peak demand periods only occur within a small timeframe each week.

### **Improved youth and play spaces**

50. High Wycombe has a high portion of youth in the community, who often frequent Scott Reserve. The user groups, the community and the Edney Primary School each identified the need for improved youth and play spaces at Scott Reserve.
51. The Plan proposes a youth space including a mini basketball court with lighting, shade and seating and a nature play space in between the new sports pavilion and community centre. The collocated play space and

proposed new sports pavilion and community centre will provide passive surveillance and increased activation opportunities.

### **Upgrade of sports floodlighting**

52. The upgrade of sports floodlighting on the northern playing field is currently being delivered, having been funded entirely through external funding sources. The project is anticipated to be completed by June 2020. The early progression of this project will not impede the Plan. In addition, the Plan future proofs the site by identifying the need for a future sports floodlighting upgrades on the southern playing fields to AFL training standards.

### **Refurbishment of northern playing fields**

53. The Plan supports the refurbishment of the playing fields including new drainage and irrigation.
54. It is also noted that the presence of sting nematodes in the metropolitan area is widespread and that the current management program for the northern fields is proving adequate at this point in time, however shall need ongoing monitoring.

### **Community Engagement Process and Strategy**

55. In order to determine that the Plan meets the needs of the community, it is recommended that the plan be advertised to the community.
56. The community engagement process and strategy will include the plan being promoted through:
- a) the City's website and other social media channels;
  - b) Facebook page;
  - c) Publish on *Engage Kalamunda*;
  - d) A feedback survey;
  - e) Contact with people who participated in the consultation process and all users of Scott Reserve;
  - f) A copy of the Plan will be located at key City of Kalamunda locations;
  - g) A copy of the Plan being provided to all affected user groups and stakeholders;
  - h) A media release and advertisement will be placed in the local newspaper;
  - i) A letter be provided to all current HWCRC gymnasium members;
  - j) HWCRC gymnasium members be offered a one on one consultation meeting to discuss the Plan; and
  - k) A further community workshop will be conducted by the Consultant with user groups and HWCRC gymnasium members.

57. In summary, it is recommended that Council receives the Draft Scott Reserve Master Plan and advertises it to the community, with results then presented to Council for final consideration.

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

**RECOMMENDATION**

That Council:

1. ENDORSES the Draft Scott Reserve Master Plan (Attachment One) for the purposes of public advertising.
2. NOTES the community engagement process and strategy.

**11. Closure**