



Public Agenda Briefing Forum

8 June 2021

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



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.

Acknowledgement of Traditional Owners

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

Emergency Procedures

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

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

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

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

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1. Official Opening

2. Attendance, Apologies and Leave of Absence

3. Declarations of Interest

3.1. Disclosure of Financial and Proximity Interests

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

3.2. Disclosure of Interest Affecting Impartiality

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

4. Announcements by the Member Presiding Without Discussion

5. Public Question Time

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

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

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

6. Public Statement Time

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

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

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

7. Public Submissions Received in Writing

8. Petitions Received

9. Confidential Items Announced But Not Discussed

Item 10.4.1 Consideration of a Draft Business Case for a New Aquatic Facility for Public Advertising - Confidential Attachments - Attachment One - Needs Assessment - On-Line Survey Results and Attachment Three - Needs Assessment - Recent and Proposed Aquatic Facility Developments

Reason for Confidentiality: Local Government Act 1995 (WA) Section 5.23 (2) (b) - "the personal affairs of any person."

Item 10.4.3 Consideration of Tenders for the supply and implementation of a Customer Relationship Management System – 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."

10. Reports to Council

10.1. Development Services Reports

10.1.1. Response to Motion (AGM 02/21) from Annual Meeting of Electors

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

Previous Items	AGM 2/2021
Directorate	Development Services
Business Unit	Strategic Planning
File Reference	3.009297
Applicant	Nil.
Owner	Nil.
Attachments	Nil

TYPE OF REPORT

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

STRATEGIC PLANNING ALIGNMENT

Kalamunda Advancing Strategic Community Plan to 2027

Priority 4: Kalamunda Leads

Objective 4.1 - To provide leadership through transparent governance.

Strategy 4.1.1 - Provide good governance.

EXECUTIVE SUMMARY

1. The purpose of this report is to consider resolution AGM 02/2021 from the Annual Electors' meeting held 16 March 2020. The resolution urges Councillors to place a moratorium on the rezoning of all rural zoned land within the City of Kalamunda (City) until such time as Council have had the opportunity to fully consider the draft Local Biodiversity Strategy (LBS), a draft document that at the time of preparing this report has closed for community comment and the feedback is being assessed and finalisation of the documentation considered.
2. Good governance and proper planning processes would suggest that a blanket moratorium denying consideration of a request to rezone rural land in the City is not appropriate, and that each request should be assessed on its merits having regard to the current planning framework, relevant considerations and the desired future for the locality.
3. It is recommended that the Council resolve to not support a blanket moratorium but have due regard to the current and draft LBS when considering any request to rezone land within the City.

BACKGROUND

4. At the 16 March 2021 Annual General Meeting of Electors the following resolution was passed:

*RESOLVED AGM 2/2021:
That this meeting of electors urges Councillors to place a moratorium on the rezoning of all rural zoned lands in the City until such time as Councillors have had the opportunity to fully consider the 2020 Kalamunda Local Biodiversity Strategy currently out for public consultation.*
5. The LBS was endorsed by Council for the purposes of community consultation at the December 2020 Ordinary Council Meeting (OCM262/2020).
6. Community feedback on the LBS commenced in early 2021 and closed on 13 April 2021. The City is currently reviewing the feedback from the community as well as validating the analysis and is scheduled to report back to Council regarding adoption of the finalised LBS by the end of Q4 2021.
7. There are extensive areas of land in the City district, particularly in the scarp and hills area, zoned Rural in one form or another.

8. A review of the Local Planning Strategy and Local Planning Scheme No. 3 is also currently underway. While it is a lengthy process with a number of steps and touch points with; Council, the State Government and community, the schedule is to finalise the review by July 2022 for Council endorsement. Following endorsement, the documents would be forwarded to the WAPC and Minister for final consideration.

DETAILS AND ANALYSIS

9. It is worthy of note that some recommendations contained within the draft LBS recommend changes to planning matters that may require new Planning Policies, amendments to the Local Planning Scheme or consideration within the new Local Planning Scheme.
10. If the Council adopt the electors' resolution it would mean that the Council would establish a predetermined position and not be prepared to consider or progress any request or proposal to rezone any land within the Special Rural, Rural Composite, Rural Agriculture, Rural Landscape Interest, and the Rural Conservation zoned areas anywhere within the City.
11. It is important to note the resolution is unclear on the duration of a prospective moratorium as it relies on the Council "...having had an opportunity to fully consider..." the LBS. For the purposes of this report, it is assumed the Council will have fully considered the LBS once submissions and responses to those submissions have been considered, as well as validating the analysis as part of the finalisation process and the Council endorsing the final version of the LBS. As noted above, adoption of the LBS is scheduled by Q4 2021.
12. Part 3 Division 1 – General, of the *Local Government Act 1995* (section 3.1) states that the general function of the Local Government is to provide for the good government of persons within its district. Imposing a moratorium as requested would unduly restrict the Council undertaking a key function of the local government on behalf of its community. It is considered Council would not be fulfilling its obligations to provide good governance, in such circumstances.
13. The provisions in the *Development (Local Planning Schemes) Regulations 2015* allow the Council to resolve to not proceed to advertise a proposed amendment to the local planning scheme. It is implied that some documentation has been prepared and considered by the local government. In other words, a resolution to not proceed, on the basis of a previous decision of a blanket moratorium, without considering the merits of the proposal may not be considered sufficient or appropriate.

14. A dissatisfied landowner having made a request for rezoning and the Council resolving not to proceed, may make a “representation” under s76(1) of the *Planning and Development Act 2005* to the Minister to order the local government to prepare and submit for consideration an amendment to a local planning scheme. Such an order would only be to allow the process to commence and would not bind the Council on the future of the rezoning process or its outcome. The point being made, is that this process requires the Council to have given consideration to the request and not determine it on the basis of a pre-determined blanket moratorium.
15. While the Minister may issue an order under Section 76, the related Planning Bulletin (102/2010) provides some criteria that the Minister would apply, including:
- “i. the extent to which, even if the applicant’s representation has some merit, whether there are good grounds for deferring the initiation of the proposed scheme or amendment at this time, notably where:
- i. *the relevant local planning scheme is currently being amended or is proposed to be amended soon in any event (where there is often a moratorium on further amendments being considered during this time); or*
 - ii. *a relevant planning instrument or policy is currently a ‘seriously entertained’ draft proposal, and once finalised, is likely to have a substantial impact on the contents and subject matter of the applicant’s proposed a scheme or amendment (for example, where local government was preparing a draft Activity Centre Structure Plan in relation to the same area), and....”*
16. The City’s strategic environmental framework would be considered, or given due regard through the consideration process of any proposed amendment. The incorporation of any of the recommendations coming out of the City’s broader strategic environmental framework and into the current LPS3 or the new Local Planning Scheme, is not likely for considerable time given the lengthy planning processes involved.
17. It should be noted that there is no right of review (appeal) should the Council resolve not to proceed with an amendment to its local planning scheme or if the Minister refuses to issue an order.
18. It is generally accepted that good planning decisions are made on the basis of the current planning framework, and on the merits of the proposal, at that point in time. Making decisions on the basis of a predetermined moratorium placed over all rural zoned land is not

conducive to properly examining a proposal and making a good planning decision for the broader community.

19. The Local Planning Strategy and Local Planning Scheme are currently being considered for review. A report to the Council to formally initiate these processes through the WAPC is anticipated in Q4 2021. At some point in this process, it may be appropriate to place a moratorium on requests for rezoning, however any recommendation of this nature is not likely to occur until after the reviewed scheme has been advertised, and may only be applicable to some proposed scheme amendments. The purpose of a moratorium in these instances is primarily administrative and to allow for the orderly transition of an old local planning scheme to a new one.
20. An alternative, and more appropriate, resolution would be to request that due consideration be given to the City's broader strategic environmental framework (adopted and draft) at the time, if and when, a request to rezone rural land is made.

APPLICABLE LAW

21. Local Government Act 1995 – Section 3.1 Governance.
22. Planning and Development Act 2005 – Section 76
23. Planning and Development (Local Planning Schemes) Regulations 2005
24. Local Planning Scheme No. 3

APPLICABLE POLICY

25. Nil.

STAKEHOLDER ENGAGEMENT

26. Should the Council resolve to proceed with a request to rezone land there is a statutory obligation for the proposal to be advertised for comment.

FINANCIAL CONSIDERATIONS

27. N/A

SUSTAINABILITY

- 28. Any request for rezoning to be considered by the Council will include a comprehensive environmental analysis as part of the documentation presented, including consideration of the City’s broader strategic environmental framework.
- 29. It is also important to note that any planning proposal is required to be considered against and to comply with the requirements of relevant local, state and federal environmental legislation and assessment requirements.

RISK MANAGEMENT

30.	Risk: Council adopts the electors’ resolution and risks reputational damage.		
	Consequence	Likelihood	Rating
	Significant	Possible	High
	Action/Strategy		
	Consider an alternative resolution to satisfy the intent of the electors’ resolution and meet the obligations of the local government to consider each planning proposal on its individual merit having regard for the City’s strategic environmental framework and in compliance with relevant local, state and federal environmental legislation and assessment requirements.		

CONCLUSION

- 31. While the Council could seek to place a moratorium on the rezoning of all rural zoned land in the City, this is a very broad-brush approach to planning in the City and is not considered to represent good governance, or an appropriate way to deal with planning matters.
- 32. Having regard to the current and proposed planning framework at the time, including the City’s strategic environmental framework, for any request made to rezone land, is considered the proper and orderly way to proceed. This approach recognises and respects the intent of the electors’ resolution, while maintaining the City’s decision-making obligations.

Voting Requirements: Simple Majority

RECOMMENDATION

That Council:

1. NOTE the resolution (AGM 02/2021) of the Annual General Meeting of Electors dated 16 March 2021 and the recommendations contained in this report.
2. NOT place a moratorium on the rezoning of all rural zoned lands in the City.
3. NOTE that each planning proposal is required to be considered on the merits of the particular proposal, and due regard will be given, among other matters, to the City's strategic environmental framework (adopted and draft) when considering any future proposals to rezone rural land.

10.2. Asset Services Reports

10.2.1. Zig Zag Cultural Centre Asset Management Plan 2021

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	4.00009549
Applicant	N/A
Owner	N/A
Attachments	1. Zig Zag Cultural Centre Asset Management Plan 2021 [10.2.1.1 - 31 pages]

TYPE OF REPORT

Advocacy	When Council is advocating on behalf of the community to another level of government/body/agency
<input type="checkbox"/> Executive	When Council is undertaking its substantive role of direction setting and oversight (e.g. accepting tenders, adopting plans and budgets)
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 endorsement of a new asset management plan for the Zig Zag Cultural Centre (ZZCC). The Zig Zag Cultural Centre Asset Management Plan (AMP) is an assessment of the building asset and funding forecasts for the management of those assets over the long term. The key focus of this plan is on asset renewals and maintenance and not on the facility operations.
2. The buildings have a current gross replacement cost of \$4,184,000, depreciation \$94,000 per year, average annual renewal expenditure of \$17,000 and average annual maintenance expenditure of \$68,000. Based on detailed building condition inspections, the renewal works over the next 15 years requires average annual funding of \$29,000.
3. Council is requested to endorse the ZZCC AMP 2021, noting the proposed funding levels will be included in the annual budget process and Capital Works Program.

BACKGROUND

4. The facility is broken up into five main functional areas being the visitors centre, art gallery, café, public toilet and seminar room. The café is currently under a five-year lease expiring on 30 May 2021, with a further three by five-year term options available. Under the lease the Lessee is responsible for all maintenance and renewals for painting, fit out and kitchen appliances.
5. Council determined that it required an asset management plan for the ZZCC as a deliverable within the Corporate Business Plan for 2020/21.

DETAILS AND ANALYSIS

6. The AMP includes the following components:
 - a) Current Status of Assets;
 - b) Maintenance and Renewal Works Program;
 - c) Upgrades and Disability Access;
 - d) Financial Summary; and
 - e) Improvements, Monitoring and Review.
7. To inform the plan and forecast renewal works, detailed inspections were undertaken at a component level. These "Level 2" building inspections help to determine the estimated remaining useful life of the individual components. The resulting renewal works have been prioritised by year and included in the Capital Works Program. The resulting financial implications are explained below under Financial Considerations.

8. The preparation of this plan was supported by the Commercial and Cultural Services and the Building Maintenance business units. The Commercial and Cultural Services unit provided details on future upgrades, and the Building Maintenance unit provided the details on the planned and reactive maintenance schedules and reviewed the proposed 15-year renewal program.
9. The future renewal funding has identified and recommended the following major works in the first five years:
 - a) 2022/23 renewal of seminar room and public toilet gas hot water storage unit and ring main for \$20,000;
 - b) 2022/23 internal and external painting for \$75,000;
 - c) 2023/24 renewal of timber decking to the north side of the seminar room for \$25,000;
 - d) 2026/27 renewal of the gallery and seminar room commercial dishwasher for \$10,000; and
 - e) 2027/28 re-oiling of all exterior ceiling lining boards for \$20,000.
10. It is important to note that this AMP is directed towards an optimum refurbishment program that is consistent with the current use requirements of the ZZCC. If the City determined to change the direction that the ZZCC was to be used for then the necessary changes to the building structure, fabric and fit out to enact this new direction would be a new capital works program. The AMP would then need to be revised to reflect the changed asset base.

APPLICABLE LAW

11. The City is required to produce a plan for the future under S5.56 (1) of the *Local Government Act 1995 (WA)* and supporting *Local Government (Administration) Regulations 1996 (WA)*.

APPLICABLE POLICY

12. The AMP has been prepared in line with Service Policy 4: Asset Management.

STAKEHOLDER ENGAGEMENT

13. Internal consultation was undertaken with the Commercial and Cultural Services and the Building Maintenance business units.
14. Being an internal management plan, the AMP is not intended to be consulted with the wider community.

FINANCIAL CONSIDERATIONS

- 15. The building has a gross replacement cost of \$4,184,400.
- 16. Based on the past five years of historical expenditure, the average annual renewal expenditure is \$17,000 with an average annual maintenance expenditure of \$68,000.
- 17. Based on detailed building condition inspections undertaken, the renewal works identified over the next 15 years equates to a required average annual renewal funding of \$29,000. This is an increase of \$12,000 per year over the current level of funding.
- 18. The average annual maintenance budgets are considered appropriate to undertake the required statutory and non-statutory maintenance based on the 15-year average annual renewal funding proposed.

SUSTAINABILITY

- 19. Maintaining the standard of the building will continue to support, encourage and promote the active participation in social and cultural events within the community.

RISK MANAGEMENT

20.

Risk: The lack of effective planning for future renewal of assets leads to inefficient annual budgeting and less than optimal application of funds.		
Consequence	Likelihood	Rating
Moderate	Almost Certain	High
Action/Strategy		
Ensure asset management activities continue in line with national practice. Continue to improve practices, program funding for renewals and engagement with relevant stakeholders on levels of service.		

CONCLUSION

- 21. The renewal works identified over the next 15 years requires an average annual renewal funding of \$29,000 to maintain the facility in line with current service expectations.
- 22. The capital upgrades, new works and the disability access items will be scoped, estimated and submitted for consideration in future budgets.

Voting Requirements: Simple Majority

RECOMMENDATION

That Council

1. ENDORSE the Zig Zag Cultural Centre Asset Management Plan 2021.
2. NOTE the total future renewal of \$150,000 will be listed for consideration in the annual budgets from 2022/23 to 2027/28.

10.2.2. Hartfield Park Recreation Centre Asset Management Plan 2021

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	4.00009549
Applicant	N/A
Owner	N/A
Attachments	1. Hartfield Park Recreation Centre Asset Management Plan 2021 [10.2.2.1 - 31 pages]

TYPE OF REPORT

Advocacy	When Council is advocating on behalf of the community to another level of government/body/agency
<input type="checkbox"/> Executive	When Council is undertaking its substantive role of direction setting and oversight (e.g. accepting tenders, adopting plans and budgets)
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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 endorsement of a new asset management plan for the Hartfield Park Recreation Centre (HPRC). The HPRC Asset Management Plan (AMP) is an assessment of the building asset and funding forecasts for the management of those assets over the

long term. The key focus of this plan is on asset renewals and maintenance and not on the facility operations.

2. The building has a current gross replacement cost of \$10,657,000, with depreciation \$271,000, historic annual renewal expenditure of \$115,000, and annual maintenance expenditure of \$131,000. Based on detailed building condition inspections, the renewal works over the next 15 years requires average annual funding of \$80,000 (a decrease).
3. Council is requested to endorse the Hartfield Park Recreation Centre Asset Management Plan 2021, noting the proposed funding levels will be included in the annual budget process and Capital Works Program.

BACKGROUND

4. The Hartfield Park Recreation Centre (HPRC) is broken up into five main functional areas: Main Basketball Stadium, Gymnasium, Squash Courts, Group Fitness Room and Creche. The adjoining Forrestfield United Soccer Club is not covered under this AMP.
5. Council determined that it required an AMP for HPRC as a deliverable within the Corporate Business Plan for 2020/21.

DETAILS AND ANALYSIS

6. The AMP includes the following components:
 - a) Current Status of Assets;
 - b) Maintenance and Renewal Works Program;
 - c) Upgrades and Disability Access;
 - d) Financial Summary; and
 - e) Improvements, Monitoring and Review.
7. To inform the plan and forecast renewal works, detailed inspections were undertaken at a component level. These "Level 2" building inspections help to determine the estimated remaining useful life of the individual components. The resulting renewal works have been prioritised by year and included in the Capital Works Program. The resulting financial implications are explained below under Financial Considerations.
8. The preparation of this plan was supported by the Community Development and Building Maintenance business units. The Building Maintenance unit provided the details on the planned and reactive maintenance schedules and reviewed the proposed 15-year renewal program.

9. The future renewal funding has identified and recommended the following major works in the first five years:
- a) 2022/23 external painting of \$80,000;
 - b) 2023/24 internal painting of \$50,000, air conditioning renewals in creche, and spin cycle room of \$17,000, renew change room hot water storage units for \$20,000, and renovate squash court one for \$20,000;
 - c) 2024/25 renovate creche bathrooms for \$52,200, and renovate squash court two for \$20,000;
 - d) 2025/26 renew basketball court exhaust extraction fans for \$20,000, renew main foyer / creche evaporative air conditioning for \$40,000, and renovate squash court three for \$20,000; and
 - e) 2026/27 renew roof sheeting to group fitness and spin cycle roof for \$45,000 and renovate squash court four for \$20,000.
10. It is important to note that this AMP is directed towards an optimum refurbishment program that is consistent with the current use requirements of HPRC. If the City determined to change the direction that HPRC was to be used for then the necessary changes to the building structure, fabric and fit out to enact this new direction would be a new capital works program. The current AMP would then need to be revised to reflect the changed asset base.

APPLICABLE LAW

11. The City is required to produce a plan for the future under S5.56 (1) of the *Local Government Act 1995 (WA)* and supporting *Local Government (Administration) Regulations 1996 (WA)*.

APPLICABLE POLICY

12. The HPRC AMP has been prepared in line with Service Policy 4: Asset Management.

STAKEHOLDER ENGAGEMENT

13. Internal consultation was undertaken with the Community Development and the Building Maintenance business units.
14. Being an internal management plan, the HPRC AMP is not intended to be consulted with the wider community.

FINANCIAL CONSIDERATIONS

- 15. The building has a gross replacement cost of \$10,657,000 and annual depreciation of \$271,000.
- 16. Based on the past five years of historical expenditure, the average annual renewal expenditure is \$115,000 with an average annual maintenance expenditure of \$131,000.
- 17. Based on detailed building condition inspections undertaken, the renewal works identified over the next 15 years equates to a required average annual renewal funding of \$80,000 (a reduction).
- 18. The proposed 2021/22 Maintenance Budget of \$107,000 is considered appropriate to undertake the required statutory and non-statutory maintenance based on the 15-year average annual renewal funding proposed.

SUSTAINABILITY

- 19. Maintaining the standard of the building will continue to support, encourage and promote the active participation in social and cultural events within the community.

RISK MANAGEMENT

20.

Risk: The lack of effective planning for future renewal of assets leads to inefficient annual budgeting and less than optimal application of funds.		
Consequence	Likelihood	Rating
Moderate	Almost Certain	High
Action/Strategy		
Ensure asset management activities continue in line with national practice. Continue to improve practices, program funding for renewals and engagement with relevant stakeholders on levels of service.		

CONCLUSION

- 21. The renewal works identified over the next 15 years requires an average annual renewal funding of \$80,000 to maintain the facility in line with current service expectations.

22. The current listed upgrade works have been scoped, estimated, and submitted for consideration for inclusion through the Capital Works Program for the 2021/22 Annual Budget. Nil disability access upgrades or improvements were identified as part of the building renewal inspections.

Voting Requirements: Simple Majority

RECOMMENDATION

That Council

1. ENDORSE the Hartfield Park Recreation Centre Asset Management Plan 2021.
2. NOTE the total future renewal of \$364,200 will be listed for consideration in the annual budgets from 2022/23 to 2027/28.

10.2.3. Tonkin Highway / Hale Road Interchange: Status Update

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

Previous Items	OCM 242/2020; OCM 27/2021
Directorate	Asset Services
Business Unit	Asset Planning
File Reference	3.009322; 3.009280
Applicant	N/A
Owner	N/A
Attachments	1. MRWA Response - Hale Road and Tonkin Highway [10.2.3.1 - 1 page]

TYPE OF REPORT

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

Kalamunda Advancing Strategic Community Plan to 2027

Priority 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 advise Council of the outcomes of a request to the State Government regarding the design of the proposed Tonkin Highway / Hale Road interchange.

2. The City sought from the State Government an alternate plan to their current plan to remove the need for Hale Road traffic travelling northbound on Tonkin Highway to exit onto Roe Highway and re-join Tonkin Highway at the signalised intersection of Roe Highway / Tonkin Highway ramps.
3. The State Government has advised that they will not be undertaking such alternate planning.
4. It is recommended that Council receive the response from the State Government noting their rationale for their decision and no further action be taken.

BACKGROUND

5. A Notice of Motion was tabled and debated at the 24 November 2020 Ordinary Council Meeting. Council determined that (OCM 242/2020):
That Council REQUEST the Mayor write to the Minister for Transport; Planning and the Chief Executive Officer write to Main Roads Western Australia, requesting:
 - a) *An indicative plan showing grade separated intersection layout of Tonkin Highway and Hale Road with full access on all legs of the interchange be provided.*
 - b) *That this alternate plan removes the need for Hale Road traffic travelling northbound on Tonkin Highway to exit onto Roe Highway and re-join Tonkin Highway at the signalised intersection.*
 - c) *That Main Roads Western Australia facilitates a community meeting to outline both the existing and alternate layouts and invites the Minister for Transport; Planning to attend.*
6. This matter was then progressed and a subsequent report provided to Council at the 23 March 2021 Ordinary Council Meeting. Council determined that (OCM 27/2021):
That Council:
 1. *DOES NOT advocate further for inclusion of south facing ramps on the proposed Hale Road / Tonkin Highway Interchange.*
 2. *ACKNOWLEDGE the correspondence from the Minister for Transport; Planning and Main Roads WA in response to the Notice of Motion 242/2020 and seek a response to the matter regarding north bound access from Hale Road to Tonkin Highway.*
 3. *ADVISE the State Government that the City expects that the State fully fund improvements to the local road network resultant from any*

impacts of traffic changes due to the implementation of the Hale Road / Tonkin Highway Interchange.

7. This report now considers the outcome of item 2 of the March OCM decision.

DETAILS AND ANALYSIS

8. Currently vehicles turning from Hale Road onto Tonkin Highway have direct connection and do not need to leave and re-enter Tonkin Highway at Roe Highway.
9. The current planning design once the interchange project is completed for the northbound access from Hale Road onto Tonkin Highway will require vehicles from Hale Road to travel along an exit ramp on Tonkin Highway to the Roe Highway overpass and travel through a signalised intersection back onto a Tonkin Highway on ramp from Roe Highway.
10. The City wrote to the Minister for Transport; Planning and the Managing Director of Main Roads WA (MRWA) in December 2020 and April 2021 seeking an alternate plan for the northbound access that removed this inefficient access from Hale Road onto Tonkin Highway.
11. The acting Managing Director of MRWA responded to the Mayor and CEO on 12 May 2021. The response is provided as Attachment 1 to this report.
12. The specific rationale from MRWA is that their current design “offers the best balance between traffic efficiency, environmental considerations, local amenity and cost.”
13. It was noted that Council in reaching their decision regarding southbound access issues noted the Private Property and Bush Forever matters. It would appear for consistency’s sake that Council considers these issues regarding the northbound access issue.
14. It is acknowledged that the proposed northbound arrangements appear to provide increased travel time to access Tonkin Highway from Hale Road. It is also noted that far greater benefits to many more road users in reducing traffic congestion will result once the grade separated interchange of Hale Road and Tonkin Highway occurs.
15. It is disappointing that MRWA did not even provide the City with a simple sketch of any alternate arrangement supporting their view of why it was not preferred. However, it appears unlikely that continuing to advocate on this matter will provide any meaningful improvements.

APPLICABLE LAW

16. The following Acts would be referenced in any further consideration of this matter:
- a) *Planning and Development Act 2005;*
 - b) *Main Roads Act 1930;* and
 - c) *Land Administration Act, 1997.*

APPLICABLE POLICY

17. Communication and Engagement (Service 5).

STAKEHOLDER ENGAGEMENT

18. No formal or informal community engagement has been undertaken in response to MRWA's letter.

FINANCIAL CONSIDERATIONS

19. Nil.

SUSTAINABILITY

20. MRWA's position reflects that removal of trees and vegetation in a Bush Forever area would be required to consider any alternate plan. This would be viewed as having a negative sustainability outcome.

RISK MANAGEMENT

- 21.
- | | | |
|---|-------------------|---------------|
| Risk: That the City is exposed to reputational impacts for not being able to achieve improved traffic flow from Hale Road onto Tonkin Highway in a northerly direction compared to the current proposal of MRWA. | | |
| Consequence | Likelihood | Rating |
| Moderate | Likely | Medium |
| Action/Strategy | | |
| The City provides MRWA's response to the matter as required for the community. | | |

CONCLUSION

22. On the balance of matters surrounding this issue, it is recognised MRWA's consideration of environmental, private land and financial imposts upon the community at large has led them to their decision not to explore alternates and share these with the City. It is felt that it would be a fruitless exercise to continue pushing this issue.

Voting Requirements: Simple Majority

RECOMMENDATION

That Council RECEIVE the response from the State Government noting their rationale for their decision and no further action be taken.

10.2.4. Consideration of Potential Solar Farm Location

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

Previous Items	OCM 262/2019; OCM 200/2020
Directorate	Asset Services
Business Unit	Asset Services
File Reference	3.009592; DW-02/120
Applicant	City of Kalamunda
Owner	City of Kalamunda
Attachments	1. Community Engagement Report - Pioneer Park Future Use [10.2.4.1 - 86 pages]

TYPE OF REPORT

Advocacy	When Council is advocating on behalf of the community to another level of government/body/agency
<input type="checkbox"/> Executive	When Council is undertaking its substantive role of direction setting and oversight (e.g. accepting tenders, adopting plans and budgets)
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 2.2.1 - Facilitate the appropriate use of water and energy supplies for the City.

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

EXECUTIVE SUMMARY

1. The purpose of this report is to seek endorsement that the preferred location for a solar farm for the City of Kalamunda (City) would be within the contaminated site known as Pioneer Park.
2. The basis of this report comes from further community consultation specific to the proposed site stemming from 2019 consultation regarding the support of the community to the general idea of a solar farm.
3. It is recommended that Council note the next steps in this project including Expressions of Interest for a project partner and further development of the contaminated site management plan.

BACKGROUND

4. At the October 2020 Ordinary Council Meeting, a feasibility study into a solar farm was received by Council. It was resolved (OCM 200/2020) that Council:
 1. *RECEIVE the report (Attachment 1) regarding the feasibility of a solar farm at Pioneer Park.*
 2. *ENDORSE the following actions to be undertaken by the City:*
 - a) *develop and implement a community engagement plan regarding the concept of a solar farm at Pioneer Park;*
 - b) *consult at senior level with WAPC to seek their approval in principle or otherwise for a solar farm to be located at Pioneer Park;*
 - c) *complete the studies to resolve the status of the contaminated site or otherwise for Pioneer Park; and*
 - d) *seek Expressions of Interest from the market into the potential for development of the site at Pioneer Park for a solar farm.*
 3. *RECEIVE a subsequent report on the subject at an appropriate time.*
5. The City has completed Item 2a) and can report progress on items 2b) and 2c).

DETAILS AND ANALYSIS

6. The 2020 Catalyse Community Engagement Survey produced a strong response regarding the community’s view as to the City’s role in leadership and advocacy in terms of climate change and sustainability as shown in the following extract -



7. The Solar Farm initiative has been undertaken by the City partially in response to the Community sentiment regarding sustainability leadership by the City.

8. Between June and July 2019, the City undertook community engagement regarding sustainability in general and solar power specifically. A total of 371 responses were received during this period reflecting strong support for a solar farm initiative.

9. During March 2021, the City undertook further community consultation regarding the potential for a solar farm specifically located at Pioneer Park. A total of 121 responses were received with 98 (81%) responding that Pioneer Park was a suitable location for a solar farm.

10. Within this engagement phase was specific letter box drops to nearby residents and schools to ensure that they were aware of the proposal.

11. The community engagement report is included as Attachment 1 to this report.

12. Specific matters raised during the community engagement, such as access, suitability of the site, amenity and the loss of open space will be taken up as the project progresses.

13. Regarding the WAPC consultation, the advice provided to the City was that WAPC would only consider the proposal if a genuine Development Application was lodged and would not be providing any ‘in principle’ support or advice.

14. This matter whilst it is a risk to the project viability can be dealt with later and as such is not a barrier to continuing the project planning.

15. The City is continuing investigations into the necessary remediation or other treatment of Pioneer Park (and Brand Road tip site) in terms of contaminated sites. This work will continue through 2021/22.
16. Based on the above findings, it is proposed that the project continues to the Expression of Interest phase.

APPLICABLE LAW

17. *Local Government Act 1995*
Planning and Development Act 2005
Contaminated Sites Act 2003

APPLICABLE POLICY

18. Governance 8: Risk Management.

STAKEHOLDER ENGAGEMENT

19. As detailed in Attachment 1 to this report.

FINANCIAL CONSIDERATIONS

20. The current 2020/21 budget provides resources for contaminated site investigations and works, including Pioneer Park.
21. The draft 2021/22 budget provides \$5,000 to develop and undertake the Expression of Interest process.

SUSTAINABILITY

22. This project if developed will see a significant increase in the renewable energy component of the City's overall electricity consumption.
23. The selection of Pioneer Park for the solar farm is likely to be the best and highest use given the nature of the contaminated site.

RISK MANAGEMENT

24.	Risk: The City is unable to find project partners willing to invest in the project within suitable terms resulting in project delays whilst alternatives are considered.		
	Consequence	Likelihood	Rating
	Moderate	Unlikely	Low
	Action/Strategy		
	Evidence exists of many suitable partnerships underway in this area.		

CONCLUSION

25. The community sentiment is in favour of Pioneer Park being firmed up as a potential solar farm site. Planning should now continue on that basis.

Voting Requirements: Simple Majority

RECOMMENDATION

That Council NOTE this report into the progress of the Solar Farm project.

10.3. Corporate Services Reports

10.3.1. City of Kalamunda Creative Communities: An Arts Strategy Consideration of modifications

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

Previous Items

Directorate Corporate Services

Business Unit Commercial and Cultural Services

File Reference

Applicant City of Kalamunda

Owner N/A

Attachments 1. Creative Communities Summary of Findings [6ZKG]
[10.3.1.1 - 4 pages]

TYPE OF REPORT

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

STRATEGIC PLANNING ALIGNMENT

Kalamunda Advancing Strategic Community Plan to 2027

Priority 1: Kalamunda Cares and Interacts

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

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

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

Strategy 1.1.3 - Facilitate opportunity to pursue learning.

Priority 1: Kalamunda Cares and Interacts

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

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

Priority 1: Kalamunda Cares and Interacts

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

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

Strategy 1.3.2 - Encourage and promote the active participation in social and cultural events.

Priority 3: Kalamunda Develops

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

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

Priority 4: Kalamunda Leads

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

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

EXECUTIVE SUMMARY

1. The purpose of this report to consider and endorse for community consultation proposed modifications to the City of Kalamunda Arts Strategy 2019.
2. The proposed modifications have been identified through comprehensive consultation with all internal stakeholders.
3. It is recommended that Council REQUEST the Chief Executive Officer to undertake community consultation in response to the internal Arts Strategy review and provide a report to Council with the consolidated findings and a new draft strategy.

BACKGROUND

4. The City of Kalamunda, through its Arts Advisory Committee, endorsed Creative Communities: An Arts Strategy in 2019. This three-year Arts Strategy identified four objectives:
 - a) Diversify the economy of the City by ensuring that the contribution by the arts is well-recognised for its value enabling this part of the economy to continue growing;
 - b) Increase engagement by residents to become more involved in the many disciplines of the arts as creators, audience and source of ideas;
 - c) Increase arts investment to the City from diverse external sources;
 - d) Improve the visual appeal of communities and public places across the City so that they are used and valued by residents and so that visitors want to return to explore the City.

5. Three Key Focus Areas were identified, with actions to be implemented 2019-2021.
 - a) Place-making and Identity: Urban and commercial developments and renewal.
 - b) Community Enrichment, Creativity and Pride: Shared experiences created by and for residents and visitors to Kalamunda City;
 - c) The Kalamunda City Economy: The Arts growing, diversifying and recognised as a valued part of local life.

6. At the Ordinary Council Meeting of 15 December 2020, Council resolved:

That Council:
 1. NOTE the advice received from the Kalamunda Arts Advisory Committee.
 2. REQUEST the Chief Executive Officer undertake a comprehensive review of the Arts Strategy 2019 to address the following matters:
 - a) Ensuring any City projects designated as requiring an art component, are identified by the City, and submitted to Council for approval during annual budget deliberations.
 - b) The creation of a volunteer panel of artists to provide advice to the City during the development of concept designs of projects requiring artistic input as designated by Council.
 - c) Any other matters within the Arts Strategy identified as requiring adjustment or clarification.

DETAILS AND ANALYSIS

7. A staged approach to reviewing the Strategy has commenced with the following methodology undertaken:

Stage 1: Consultation with internal stakeholder departments (listed below).

Stage 2: Review findings of Internal Review and present Council with draft findings and modifications and seek endorsement to proceed to Community Consultation.

Stage 3: Conduct Community consultation (3 in person workshops proposed, 1 online workshop proposed).

Stage 4: Prepare draft Arts Strategy and present to Council for endorsement of referral to Advisory committees.

Stage 5: Prepare Final Strategy for presentation to Council.

8. The internal consultation involved stakeholder departments including Arts and Culture, Tourism and Economic Development, Community Development, Community Engagement, Events, Planning, Assets, People Services and the Executive Management Team has been completed. (Full commentary listed in Appendix 1).

9. The key themes and findings of the Internal review are summarised below:

- a) The role of the Arts Advisory Committee within the framework of the strategy is unclear and needs to be reviewed.
- b) As a city led strategy, a stronger link to the Strategic Community Plan is required. This includes a timeframe alignment and strong connection to the City's priority areas. Additionally, a welcome to country and CEO or Mayor's forward is desired.
- c) The strategy could be more inclusive with stronger representation of our Culturally and Linguistically Diverse (CALD) community, Seniors, Families and Youth. Several strategic documents don't appear to be included such as the Youth strategy.
- d) Current cultural facilities and activities should become a feature of the strategy and actions to enhance and improve. The Zig Zag Gallery and the Kalamunda Performing Arts Centre are pivotal to our creative

community and play a minimal role in the focus of the Strategy (focus areas to be redeveloped).

- e) References to built form and planning related matters should be removed. Planning strategies, urban design and commercial developments are addressed through planning policy and covered in the Public Art Policy.

- 10. It is now proposed that community consultation be undertaken on the proposed modifications to develop a new Arts Strategy for Council Consideration.
- 11. The recommended community consultation process includes at least three in person workshops being held together with one “online” workshop to maximise community input.

APPLICABLE LAW

- 12. *Local Government Act 1995*

APPLICABLE POLICY

- 13. Not applicable.

STAKEHOLDER ENGAGEMENT

- 14. A staged approach to reviewing the Strategy has commenced with the following methodology undertaken:

Stage 1: Consultation with internal stakeholder departments including Arts and Culture, Tourism and Economic Development, Community Development, Community Engagement, Events, Planning, Assets and People Services. The Executive Management Team were also consulted (Findings listed in Appendix 1).

Stage 2: Review findings of Internal Review and present Council with draft findings and modifications and seek endorsement to proceed to Community Consultation.

Stage 3: Conduct Community consultation (3 in person workshops proposed at locations throughout the City, 1 online workshop
During this time members of the community unable to attend a workshop also encouraged to have their say online or submit a feedback form.

Stage 4: Prepare draft Arts Strategy and present to Council for endorsement of referral to Advisory committees.

Stage 5: Prepare Final Strategy for presentation to Council, to be complete by September OCM to align with appointment of new Advisory committee in October 2021.

FINANCIAL CONSIDERATIONS

15. Several activities and programs references within the Draft Arts Strategy have a financial implication and will be subject to Council budgeting processes. All activities and programs will be considered in the context of the City's strategic priorities.
16. Successful implementation of the Arts Strategy will be impacted by both the availability of operational funds for program delivery as well as staffing resources and capacity.
17. Costs associated with the proposed community consultation and preparation of documentation are met through the current Cultural Services annual budget.
18. Some actions and strategies detailed within the document will be required to be funded as separate decisions of Council as part of future budgeting processes. Identification in the Strategy does not imply that all actions will be funded, these are separate future budget considerations and a decision of Council.

SUSTAINABILITY

Social Implications

19. A thriving Arts and Cultural Community can provide local employment, local creative opportunity and opportunity for social connection and inclusion. Additionally, Arts and Cultural engagement stimulates intrinsic responses such as increased self-belief, self-empowerment, sense of belonging and other outcomes that contribute to the improved social wellbeing of people and their communities.

Economic Implications

20. Expansion of Cultural Hubs and creative activity will increase economic output to the city. In 2017, the Bureau of Communications and Arts Research released figures to indicate that the cultural and creative activity in Australia contributed \$117 billion dollars to the economy.

Environmental Implications

21. An engaged arts and cultural community are a powerful tool to implement and influence positive social change particularly in relation to environmental issues.

RISK MANAGEMENT

- 22.
- | | | |
|---|-------------------|---------------|
| Risk: The community disagrees with the strategic direction and actions of the strategy. | | |
| Consequence | Likelihood | Rating |
| Possible | Moderate | Medium |
| Action/Strategy | | |
| Undertake community engagement and appropriately respond to submissions received and adjust the document as part of the finalisation of the Strategy. | | |
- 23.
- | | | |
|---|-------------------|---------------|
| Risk: Lack of coordination in the development of the Art Strategy results in an uncoordinated and reactive approach to delivery of the Strategy. | | |
| Consequence | Likelihood | Rating |
| Likely | Moderate | Medium |
| Action/Strategy | | |
| Adopt the draft strategy for the purposes of community consultation. | | |
- 24.
- | | | |
|---|-------------------|---------------|
| Risk: Expectations for the delivery of Arts and Cultural activities are too high and cannot be achieved or funded. | | |
| Consequence | Likelihood | Rating |
| Possible | Moderate | Medium |
| Action/Strategy | | |
| Undertake community engagement and appropriately respond to submissions received and adjust the document as part of the finalisation of the Strategy. | | |

CONCLUSION

25. A review of the Creative Communities: An Arts Strategy was resolved by Council on 15 December 2020 with a staged approach (Details and Analysis).

Internal consultation has highlighted several themes in relation to the current strategy which include:

- a) Strategic alignment to the Community Strategic Plan is not evident and needs to be revised.
- b) The revised Arts Strategy will inform the future growth of the Arts and Cultural sector and ensure future success for the City of Kalamunda.
- c) It is noted that the Strategy will be influenced by Community Consultation which will assist in refining opportunities, strategies, and actions for focus areas.
- d) A city led, inclusive Arts Strategy that aligns with the strategic direction of the city will ensure the high-level objectives of the current and renewed strategy are realised.

Voting Requirements: Simple Majority

RECOMMENDATION

That Council ENDORSE the full review and revision of the Creative Communities: An Arts Strategy based on in the internal feedback received and undertake community consultation for the review of the 'Creating Communities: An Arts Strategy'.

10.4. Office of the CEO Reports

10.4.1. Consideration of a Draft Business Case for a New Aquatic Facility for Public Advertising

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

Previous Items	OCM23/2013
Directorate	Office of the CEO
Business Unit	Community Development - Leisure Planning
File Reference	
Applicant	City of Kalamunda
Owner	City of Kalamunda
Attachments	<ol style="list-style-type: none"> 1. Needs Assessment For New Aquatic Facility [10.4.1.1 - 77 pages] 2. Business Case For New Aquatic Facility [10.4.1.2 - 60 pages] 3. Attachment Two - Needs Assessment - Potential Aquatic Centre Sites [10.4.1.3 - 49 pages]
Confidential Attachments	<ol style="list-style-type: none"> 1. Attachment One - Needs Assessment - On-Line Survey Results 2. Attachment Three - Needs Assessment - Recent and Proposed Aquatic Facility Developments

Reason for Confidentiality: Local Government Act 1995 (WA) Section 5.23 (2) (b) - "the personal affairs of any person."

TYPE OF REPORT

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<input type="checkbox"/> Executive	When Council is undertaking is substantive role of direction setting and oversight (eg accepting tenders, adopting plans and budgets)
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STRATEGIC PLANNING ALIGNMENT

Kalamunda Advancing Strategic Community Plan to 2027

Priority 1: Kalamunda Cares and Interacts

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

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

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

Priority 1: Kalamunda Cares and Interacts

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

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

Priority 3: Kalamunda Develops

Objective 3.1 - To plan for sustainable population growth.

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

Priority 3: Kalamunda Develops

Objective 3.2 - To connect community to quality amenities.

Strategy 3.2.1 - Optimal management of all assets.

Priority 4: Kalamunda Leads

Objective 4.1 - To provide leadership through transparent governance.

Strategy 4.1.1 - Provide good governance.

EXECUTIVE SUMMARY

1. The purpose of this report is for Council to endorse the needs assessment report and the draft business case for new aquatic facilities (the Business Case) for the purpose of seeking public comment.
2. The Business Case outlines investigations and recommendations in terms of aquatic facility provision within the City of Kalamunda (City), to meet the current and future needs of the community, in a sustainable manner. Given the level of detail and complexity of the Business Case it is recommended an extended community comment period be considered.

3. It is recommended that Council endorses the Needs Assessment (Attachment One) and the draft Business Case proposal for new aquatic facilities (Attachment Two) for the purposes of a 60-day public advertising.

BACKGROUND

4. The City has previously undertaken several studies on the future of the Kalamunda Water Park including:
 - a) Aquatic Feasibility Study 2007
 - b) Future of Hartfield Park Recreation Centre 2013
 - c) Community Facilities Plan 2011 - 2031.
5. In 2013, Creating Communities completed a study into the "Future of Hartfield Park Recreation Centre". The study identified an opportunity to provide an aquatic's component to the existing dry facilities at Hartfield Park Recreation Centre. A major constraint for this opportunity is the removal of significant natural vegetation on a Bush Forever site. Due to this constraint the site was not progressed any further leaving the City at that time with no specific site for a future aquatic centre.
6. At the March 2013, Ordinary Council Meeting, the following resolution was carried:

That Council:

 1. *Receives the report for the Future of Hartfield Park Recreation Centre Study.*
 2. *Agrees to the development of a comprehensive business case for a collocated Aquatic/Recreation facility within the Shire by 2023, once the decision of the amalgamation has been finalised.*
7. The City currently operates the Kalamunda Water Park (KWP), located on Canning Road, Kalamunda through a Management Agreement with Belgravia Leisure. The facility is operated seasonally, through the months of November to March each year. The facility currently provides an unheated outdoor 50m pool, learn to swim pool, toddlers pool and water slides that is supported by a kiosk, administration area and semi-enclosed changerooms.
8. The KWP has serviced the community well for over 55 years, however the facility is now nearing the end of its useful life and the original design of the facility is no longer considered adequate for the contemporary needs of the community.

9. Over the last few years, the KWP main pool shell has experienced numerous water leaks due its age and subsequent condition. Suitably qualified experts have advised that these issues will continue, and likely increase in frequency and severity. In essence, the main pool shell requires a complete replacement, as it is nearing the end of its useful life and repairs are no longer a practical or a viable long-term option for the City.
10. Similarly, the water slides are also nearing the end of their useful life and require replacement in the near term.
11. In 2018, the City undertook preliminary investigations into the costs of simply replacing the 50m outdoor unheated pool with a new 50 outdoor unheated pool. This preliminary investigation indicated a replacement cost in the order of \$3.5m. These exclude any improvements to the user facilities (changerooms etc)
12. In the 2020/21 financial year, the KWP had a total of 38,000 visitors. The visitation rates over the last two years have been reduced due to COVID-19 restrictions such as lockdowns. Prior to COVID-19 the KWP was averaging around 42,000 visitors a season. The annual net subsidy for the KWP is \$230,000.
13. For several years now, the City has regularly received feedback from the community that the KWP no longer meets their expectations, primarily due to the water being cold (heating required); the need for year-round access to heated water and improved amenities, such as enclosed showers and hot water. These factors can strongly be attributed to a stagnant visitation rate that has been experienced for many years.
14. In response to the KWP nearing the end of its useful life and the previous Council resolution (OCM23/2013), the City engaged Complete Community Solutions (CCS) Strategic in September 2019 to develop a Needs Assessment report and Business Case. The Business Case is now presented to Council for consideration and endorsing for the purposes of seeking public comment.

DETAILS AND ANALYSIS

15. **Business Case for New Aquatic Facility within the City**
The Business Case provides the City with a framework and staged strategy to deliver adequate aquatic infrastructure to the community now and into the future.

16. The Business Case has involved a detailed analysis into the community's needs and desires, current and projected demographics, potential sites, industry trends, development options and implications, staging and financial modelling.
17. The Business case provides insight into the costs of provision of aquatic facilities under the various options. It is not a firm cost estimate given the preliminary concept nature of the report. The City will be required to undertake further detailed analysis and costings once a preferred model and site or sites have been determined by Council.

Community Consultation

18. In November 2019, the City undertook a detailed community consultation process including:
 - a) Two community workshops which attracted over 50 participants.
 - b) A community visioning survey which attracted over 680 responses.One on one discussions with relevant stakeholders including local sporting clubs and State Sporting Associations.
19. In summary, the community consultation process identified a strong community need for modern and contemporary aquatic facilities within the City with over 85% of respondents indicating support for a new aquatic facility.
20. In particular, the community expressed a desire for both indoor and outdoor heated aquatic facilities, access to facilities year-round, be accessible for the entire community and be within proximity to residents. This confirmed the regular feedback received from the community prior to the study commencing. The local community also viewed aquatic facilities as providing an essential service for undertaking physical activity (lap swimming), teaching the essential skill of swimming, cooling off during summer and providing fun activities for all ages.
21. Respondents to the survey indicated a preference for a new aquatic facility to be developed at the existing KWP site and/or in the foothills as it is currently underserved by aquatic facilities, however it should be noted that a higher number of hills residents participated than foothills residents in the survey.

Trends in Contemporary Aquatic Facility Provision

22. The provision of aquatic facilities has evolved from being predominately outdoors and seasonal (i.e. KWP) to year round multifunctional facilities that provide a mix of outdoor and indoor pools and are collocated with other community facilities such as indoor sports courts, libraries and communities centres. It is also becoming more common for these

multifunctional facilities to be colocated with health and education services, to create a community hub.

23. Community hubs are effectively a one stop shop to service a range of social, recreational, health and wellbeing needs of the community. The community hub approach is also an effective method of land use planning, can increase service delivery opportunities, increase facility utilisation, activate town centres and improve operational efficiencies of community facilities.

Community Needs Assessment

24. The community consultation process, demographic, trends and facility planning analysis informed a detailed community needs assessment that identified the following:
- a) The KWP is reaching the end of its useful life and does not meet the contemporary needs of the City's entire community.
 - b) The City's projected population of 71,400 residents by 2041 (1d Forecast) supports the need for a district level aquatic facility within its locality, according to community facility planning guidelines (Facility to population ratio - 1:75,000).
 - c) An aquatic facility catchment analysis identified a service gap in the foothills area (including the suburbs of Forrestfield, Wattle Grove, High Wycombe and Maida Vale), where the majority of the City's population resides and is forecasted to grow from 37,648 residents to 46,337 residents by 2041 (1d Forecast).
 - d) There is no privately or publicly operated aquatic centre within the City that meets all of the needs espoused by the Community.
 - e) There is limited number of alternative smaller aquatic facilities within the City that are privately operated however they do not meet all of the needs. The nearest publicly accessible facilities of any size for the foothills community is generally beyond a 5km catchment, which supports the service gap identified. The hills suburbs are currently serviced by the KWP, however apart from KWP the nearest publicly accessible facilities are up to 10km away.
 - f) The City has a strong demand from the community for a new contemporary aquatic facility and that such a facility would provide significant health and wellbeing benefits.
 - g) Trend is contemporary aquatic facility provision support the community hub approach to maximise the social, economic and wellbeing benefits for the community.
 - h) The three swimming clubs based in the City, who have a combined membership of over 400 persons and their associated State Sporting Associations are all supportive of improving aquatics infrastructure within the City, presenting an opportunity to work with these

organisations to maximise usage and sustainability of any development.

Site Analysis and Rationale

- 25. The Business Case identified a total of 19 sites within the City that may potentially be able to locate an aquatic facility. Most of these sites were ruled out due to private ownership, insufficient size, proximity to other facilities or significant known development constraints.
- 26. In summary, two potential sites have been recommended in the Business Case, namely the existing KWP site and the community purposes site within the Forrestfield North District Structure Plan (FNDSP) (commonly referred to as High Wycombe South). These sites were the only sites to be of sufficient size, are well located near transportation links and have manageable site constraints.
- 27. In the case of the FNDSP, a further opportunity is presented as the potential aquatic facility could be collocated with the draft planned district level community centre and library as per the Forrestfield North Community Infrastructure Plan, which was endorsed by Council as part of the FNDSP.

State Government Community Facility Planning

- 28. METRONET has developed a concept for a multi-purpose community hub and aquatic centre adjacent to the new High Wycombe Station, however it is currently unfunded with efforts to secure commonwealth contributions planned.

Potential Development Opportunities

- 29. Based on the community needs assessment the Business Case finalised the following four potential development options for further consideration being:

Development Opportunities	Key Facility Components
Kalamunda Option 1a - Existing KWP	<ul style="list-style-type: none"> • Heated outdoor 50m pool. • New water slides. • Upgraded administration and changerooms.
Kalamunda Option 1b - Existing KWP	<ul style="list-style-type: none"> • Heated indoor 25m pool and indoor learn to swim pool. • New administration and changerooms. • New water slides. • Creche.

High Wycombe Option 2a - Foothills Aquatics Facility	<ul style="list-style-type: none"> • Heated indoor 25m pool and indoor learn to swim pool. • Spa, Sauna, steam room and hydrotherapy pool. • Fitness centre including gymnasium and group fitness studios. • New administration and changerooms. • New water slides. • Café and Creche.
High Wycombe Option 2b - Foothills Aquatics Facility	<ul style="list-style-type: none"> • Same as option 2a, plus heated outdoor 50m pool.

30. During the development of the Business Case, the full redevelopment of KWP site (Option 1a and 1b together as one build) was not deemed appropriate due to:
- a) community facility planning analysis indicating that the most feasible location for a large aquatic and leisure facility is in the foothills where the largest portion of the City's population resides now and into the future.
 - b) potential facility duplication and over servicing of the community reducing the financial performance of both facilities with increased costs for two large scale facilities in operation at the same time.
31. The Business Case recommends that subject to detailed feasibility, the City develop two aquatic facilities being:
- a) Option 1a – KWP heated outdoor 50m pool (seasonal operation); and
 - b) Option 2b – Foothills Aquatic Facility.

If a two aquatic facility model is not deemed financially affordable for the City, then the Business Case recommends investment in only Option 2b – Foothills Aquatics Facility. This is deemed to be the preferred facility, given:

- a) the level of service it is proposed to offer the entire City as part of the multifunctional community hub approach.
- b) being close to the majority of the City's population base, therefore likely attracting the greatest utilisation.
- c) being close to major transportation links, that can best service the entire City.
- d) offering activation opportunities for the FNDSP; and
- e) the opportunity to attract external advocacy funding, given the preliminary study being undertaken by the State Government.

APPLICABLE LAW

32. Local Government Act 1995.

APPLICABLE POLICY

33. Risk Management (Governance 8) ensures consistent, efficient and effective assessment of risk in all planning, decision making and operational processes.
34. Disability, Access and Inclusion (Service 3) ensures an inclusive community through compliance with the Disability Services Act 1993 and Regulations 2004.
35. Asset Management (Service 4) ensures assets reflect a sustainable approach to service delivery and meet the current and future needs of the community.
36. Communications and Engagement (Service 5) to guide the community engagement process and strategy for the Public Advertising period.

STAKEHOLDER ENGAGEMENT

37. In the development of the Business Case, the Consultant undertook a detailed community consultation process including:
- Two community workshops in November 2019 which attracted over 50 participants.
 - A community visioning survey in November 2019 which attracted over 680 responses: and
 - One on one discussions with relevant stakeholders including local sporting clubs and State Sporting Associations.
38. The Consultant obtained input and feedback from within the various service areas within the City including: Planning, Finance, Economic Development, Development Services, Library Services, Asset Services and Asset Delivery.
39. The Consultant and City Officers have liaised with the State Government through multiple agencies including DPLH, DWA and METRONET in the development of the City's Business Case and provided input into the State's business case for a community hub within the FNDSP.
40. The Consultant presented outcomes of the Needs Assessment, consultation, and initial concepts to a Council strategy session in July 2020. The key findings of the Business Case and the proposed development

options were then workshopped with Council at a strategy session in October 2020.

41. City Officers further presented the Business Case to Councillors in February 2021. Councillors then attended an aquatic facilities study tour to Armadale Aquatic and Fitness Centre and Cannington Leisureplex in March 2021.
42. It is now proposed that the community comment process be released to the community for a 60-day Public Advertising period including:
 - a) A copy of the Needs Assessment and the Business Case is to be provided to relevant user groups and stakeholders.
 - b) Placed on the City's website and other social media channels.
 - c) Published on *Engage Kalamunda*.
 - d) A copy of the Needs Assessment and the Business Case will be located at key City of Kalamunda locations.
 - e) A media release and advertisement will be placed in the local newspaper.
 - f) A feedback survey is developed to solicit which of the options the community would support, if the community will support the proposal that capital funding will need to be provided from external funding sources through advocacy effort and if the community is prepared to fund the ongoing operating costs through a rate increase for any of the options provided.

FINANCIAL CONSIDERATIONS

Existing Net Subsidy KWP

43. The existing net subsidy to operate the KWP, under a management agreement with Belgravia Leisure, is approximately \$230,000 per annum. This is assessed as being a relatively efficient model for the City, however it is noted that the facility no longer meets the contemporary needs and expectations of the community.

Operational Financial Modelling

44. The Consultant has developed financial models for the proposed developments within the Business Case. The financial models are based on a series of industry benchmarks, projected attendances (incorporating the anticipated impact of one or two facilities), existing performance of KWP and existing market conditions.
45. The financial model provides both a conservative and optimistic approach. It does not include corporate overheads and depreciation. The financial

models are also based on the assumption of mature facility operations which may not be the case in early years of operations which may result in lower than forecast revenues in early years. These matters will need to be fully identified during detailed feasibility stage once an option or options have been selected.

46. Section 10.3 of the Business Case identifies estimated revenues and costs of the two preferred options operating at the same time as follows:

	Option 1a		Option2b	
Key Components	Hills Facility KWP Stage 1 50m pool + LTS + new slides		Foothills Facility HWCH - 900m ² Fitness indoor 25m - LTS = hydro + slides + 50m outdoors	
Capital Outlay	\$7,555,946		\$31,907,585	
Operating Scenarios	Conservative	Optimistic	Conservative	Optimistic
Annual Attendance	45,000	60,000	370,000	415,000
Operating Income	\$361,985	\$ 509,398	\$ 3,387,930	\$3,953,510
Operating Expenditure	\$1,081,114	1,088,564	\$4,715,883	\$ 4,725,348
Operating Loss	\$ 719,129	\$ 579,186	\$ 1,327,953	\$771,838
Subsidy per patron	\$15.98	\$ 9.65	\$3.59	\$1.86

47. Section 10.4 of the Business Case shows a slightly more favourable projected operating model if option 2 (b) only was operated by the City. This is shown by the following table:

	Option 2b	
Key components	HWCH complete - 900m2 fitness + indoor 25m + LTS + Hydro	
	+ Slides + Outdoor 50m	
CAPEX	\$31,907,585	
OPEX Scenarios	Conservative	Optimistic
Attendance	400,000	465,000
OPEX Income	\$ 3,723,800	\$ 4,398,200
Opex Expenditure	\$ 4,720,497	\$ 4,739,015
Corporate O'heads	\$ -	\$ -
Operating loss	\$ 996,697	\$ 340,815
Total net cost	\$ 996,697	\$ 340,815
User subsidy	\$ 2.49	\$ 0.73

48. Moreover, as the City undertakes large scale capital investments such as these, there is an increase in the value of assets under City management. The City undertakes annual asset renewal programs which are geared towards not only maintaining these assets in good order but also demonstrate prudent financial management required by the State Government through the Integrated Planning and Reporting Framework. This Framework has Asset Sustainability targets for each Local Government measured as a ratio of annual investment in asset renewals compared to the annual depreciation of these assets.
49. In essence this means that as the City grows its asset base it also needs to grow its recurring annual capital investment in asset renewals. The quantum of this recurring annual capital investment will depend on what facility or facilities are developed and their capital value. Development of KWP Option 1a would necessitate an increase of \$135,000 in the City's asset renewal annual spend whilst development of HWCH Option 2b would necessitate an increase of \$576,000 in the City's asset renewal spend and both centres together would necessitate an increase of \$711,000 in the City's asset renewal annual spend.

50. It is important to note that the any operating loss incurred & increase in asset renewals will be a charge against total rates revenue. Should these costs not be able to be absorbed within the total rates revenue of the City, rates will be required to be increased as a one-off step increase once the preferred aquatic centre outcome is constructed to cover the immediate increase in operating expenses and asset renewal costs. Year on year thereafter, the operating cost increases and asset renewal projects would be included as part of the necessary annual budget processes to determine the year-on-year rate increases.
51. The operational financial modelling will need to be continually analysed and updated by relevant industry experts during the next planning and facility detailed design stages. At the appropriate stage the City will also further consider the management arrangements for each facility, i.e. operated by the City or externally outsourced to professional aquatic facility operators.

Impact on Operational Financial Capacity

52. The financial modelling indicates that operating only one facility within the City is the most sustainable approach.
53. All financial models considered within the Business Case effectively result in a necessary increase in rate funded subsidy to operate aquatic facilities as there does not appear to be any scenario where the aquatic facilities will operate without same.
54. A two aquatic facility model (in the conservative option analysis) may result in an equivalent one-off rate rise (operating loss and asset renewal uplift) of approximately 6.8%, while HWCH by itself facility model may conservatively result in an equivalent one off rate rise of approximately 3.6%, both with ongoing cost increases annually to be covered by rate subsidies unless alternative funding can be sourced.
55. While rate rises are one option to meet the estimated increased net subsidies, alternative measures such as the review and rationalisation of assets that are no longer functional, outdated and underperforming and / or a reduction in service levels of existing services may assist.
56. It is also noted in the Business Case that for the Foothills Aquatics Facility could be collocated with the community hub component (Library and Community Centre) this would require an additional \$16 million. The estimated total project cost for this combined facility is \$48 million. This would only be able be realised through external funding from State or Federal Government.

57. It should be noted that at this stage these figures are high level cost estimates, inclusive of preliminaries, escalation, public art policy, contingencies, and professional fees. Detailed capital and whole of life costings will be developed prior to the implementation of each project identified within the draft Business Case.
58. The implementation of the Foothills Aquatic Facility (Option 2b) project will form part of the City's advocacy strategy to both State and Federal Governments, given the potential significant community benefits gained across the City's entire community.
59. Pending the outcome of the City's advocacy efforts for the Foothills Aquatic Facility and determination of feasibility in respect of ongoing costs a potential funding strategy for Option 1a (KWP heated outdoor pools) may include:
- Consideration through the annual budget deliberation processes.
 - Loan funding; and
 - Grant funding through the State Governments, Community Sporting and Recreation Facilities Fund program.
60. It is reasonable to expect that a 10-20 year timeframe, in line with development that will occur as an outcome of the FNDSP, will be required to complete the implementation of the Business Case, with the schedule of works needing to be staged in such a manner that will ensure maximum opportunity for the City to leverage external funding and advocacy.
61. **Land for the High Wycombe Community Hub**
Discussions with senior staff within the State Government indicate that the land for the future community hub at High Wycombe should be a community purpose reserve under ownership of the Crown with appropriate management orders to the relevant authority.

SUSTAINABILITY

Social Implications

62. The Business Case has identified a strong need within the City for improved community facilities that delivery contemporary health and wellbeing benefits. Contemporary aquatic facilities are the preferred manner to achieve this need. A healthy and active community can result in:
- a) improved physical activity levels, therefore reducing common health issue amongst the community (i.e. diabetes, heart disease);
 - b) improved mental wellbeing of the community, as physical activity can reduce mental stress and anxiety.

- c) an activated community that will improve its social cohesion and networks; and
- d) reduced reliance on the health system.

63. National sports participation data indicates that passive sporting pursuits such as the swimming, running, walking and gymnasiums are amongst the most popular activities in Australia, and likely to continue to grow into the future. This increase in popularity is likely attributed to society becoming more time poor. Swimming is also known for being a lifelong healthy lifestyle activity for all ages and abilities.
64. Community hubs exposes a community to the full spectrum of services, resulting increased community awareness and usage of these services and greater accessibility and throughput.
65. Contemporary aquatic and community facilities require good public transport connections to ensure accessibility for the entire community. The best opportunity for the City to achieve this is for the proposed Foothills Aquatic Facility to be located within the FNDSP area adjacent to the High Wycombe train station.

It is understood that the Public Transport Authority (PTA) is currently reviewing bus services throughout the City in preparation for the new train station.

The City will continue to advocate for improved bus accessibility to the area, which will ensure the Foothills Aquatic Facility is well connected to the entire City.

A key focus for the City in working with the PTA will be ensuring key activity centres are linked through servicing (i.e. Kalamunda Town Centre – High Wycombe Station Precinct)

Economic Implications

66. The implementation of the Business Case will assist in providing local job opportunities and provide increased economic activity to the City of Kalamunda during the construction phase and post construction. It is estimated the economic multiplier effect of a \$32 million investment would be five times that or \$160 million circulating into the local economy.
67. It has been estimated that implementation of the Business Case will result in local job creation both during the construction phase as well as the ongoing operational requirements for staffing such facilities.

68. The Foothills Aquatic Facility is proposed to be located adjacent to the High Wycombe train station which is envisaged to be a mixed use residential and commercial area. Development of the Foothills Aquatic Facility will highly likely activate the train station precinct and become a vibrant destination for the community. This type of development may even stimulate additional commercial and residential development within the Transit Oriented development area.

Environmental Implications

69. The conceptual building design process for the Foothills Aquatic Facility is envisaged to be an environmentally sustainable facility and the City will aim for the development to be an exemplar of sustainability and low carbon footprint performance. This would be achieved through robust investigations into energy systems, building construction and landscaping to achieve these outcomes.

70. One of the primary areas where energy consumption and carbon footprint is impacted is within the pool heating systems. Specific studies will be need to identify and model costs and carbon footprint for the various technologies that may be able to be deployed including:

- a) Geothermal
- b) Evacuated Solar Tube heating
- c) Gas boilers
- d) Heat pumps
- e) Electrode Boilers
- f) Gas Cogeneration Plant

RISK MANAGEMENT

71.	Risk: Existing KWP fails prior to any new aquatic centres/s being available leading to a community without aquatic facilities for some time.		
	Consequence	Likelihood	Rating
	Critical	Possible	High
	Action/Strategy		
	If KWP is selected as part of the preferred development, consideration be given to having design ready for construction tender to minimise the overall time before a new pool is available.		
	City enters into agreements with other aquatic centres providers to facilitate resident access as an interim measure.		

72.

Risk: The City is unable to justify a cogent advocacy plan due to not being able to determine a preferred aquatic centre outcome thus losing funding opportunities.		
Consequence	Likelihood	Rating
Critical	Likely	Extreme
Action/Strategy		
Given the City is reliant of external capital funding the City requires an adopted Aquatic Facilities Business Case to ensure advocacy opportunities can be pursued.		

73.

Risk: The adopted Business Case may raise community expectation for improvements that may not be affordable in the short term.		
Consequence	Likelihood	Rating
Major	Likely	Extreme
Action/Strategy		
Ensure community is informed as part of the communications process that improvements are subject to the final consideration of Council, external funding, and budget availability.		

74.

Risk: The adopted Business Case may service the community with aquatic facility provision which may not be affordable or sustainable for the City.		
Consequence	Likelihood	Rating
Major	Possible	High
Action/Strategy		
Following the public advertising period, the affordability, sustainability, and development options available in the Business Case Plan can be further considered by Council.		

CONCLUSION

75. In response to the KWP nearing the end of its useful life and the previous Council resolution (OCM23/2013), the City engaged Complete Community Solutions (CCS) Strategic in September 2019, to develop the Business Case.
76. In summary, the community needs assessment process identified a strong community need for modern and contemporary aquatic facilities within the City. Based on over 680 responses received through the community consultation process, over 85% of respondents indicated support for a new aquatic facility within the City.

77. The Business Case recommends that subject to feasibility the City develop two aquatic facilities being:
- Option 1a – KWP heated outdoor 50m pool (seasonal operation); and
 - Option 2b – Foothills Aquatic Facility.

If a two aquatic facility model is not deemed feasible for the City, then the Business Case recommends investment in only Option 2b – Foothills Aquatics Facility. This is deemed to be the preferred facility, given:

- the level of service it is proposed to offer the entire City as part of the multifunctional community hub approach.
 - being close to the majority of the City's population base, therefore likely attracting the greatest utilisation.
 - being close to major transportation links, that can best service the entire City.
 - offering activation opportunities for the HWTS; and
 - opportunity to attract external advocacy funding.
78. The key issue the community will need to understand is the cost of the provision of aquatic facilities and provide their feedback on whether ratepayers are prepared to fund such facilities. This will need to be a key question during the comment period.
79. The Business Case is now presented to Council for consideration and endorsing for the purposes of seeking public comment.

Voting Requirements: Simple Majority

RECOMMENDATION

That Council ENDORSE the Needs Assessment Report and the draft Business Case shown as Attachment 1 and 2 for a new aquatic facility within the City of Kalamunda for the purpose of a 60-day public comment period.

10.4.2. Inclusive Kalamunda- Social Inclusion Plan 2021-2025 Draft

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

Previous Items	OCM213/2019 OCM265/2020
Directorate	Office of CEO
Business Unit	Community Development & PR
File Reference	
Applicant	
Owner	
Attachments	Inclusive Kalamunda Social Inclusion Plan 2021-2025

TYPE OF REPORT

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

STRATEGIC PLANNING ALIGNMENT

Kalamunda Advancing Strategic Community Plan to 2027

Priority 1: Kalamunda Cares and Interacts

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

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

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

Strategy 1.1.3 - Facilitate opportunity to pursue learning.

Priority 1: Kalamunda Cares and Interacts

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

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

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

Strategy - 1.2.1 Facilitate a safe community environment.

EXECUTIVE SUMMARY

1. The purpose of this report is to seek endorsement of the draft Inclusive Kalamunda - Social Inclusion Plan 2021-2025 (the Plan) for the purpose of public advertising.
2. The Plan provides a framework to ensure everyone has equal access and equal opportunities, within our community.
3. This report recommends that Council endorse the draft Social Inclusion Plan 2021-2025 for the purpose of advertising for public comment for a period of 28 days, pursuant to the City of Kalamunda Engagement Strategy.

BACKGROUND

4. RESOLVED OCM 265/2020 That Council:
 1. *ENDORSE the results of Community Engagement as per the Community Engagement Report.*
 2. *NOTE the City of Kalamunda Community Directory.*
 3. *ENDORSE the proposal to develop a Community Inclusion Plan which will include deliverables related to the Disability Access and Inclusion Plan, the Age Friendly Plan, Social Inclusion and Kalamunda Connected - Active Citizenship Plan.*

DETAILS AND ANALYSIS

5. Social inclusion is about providing equal opportunities for all in our community. Everyone deserves equal access and equal opportunities to participate in society.

6. The City currently has several Plans and Strategies in place, with objectives, strategies and actions that has a Social Inclusion focal points.

These Plans and Strategies are:

- a) Community Health and Wellbeing Plan (2018-2022)
- b) Community Safety Crime Prevention Plan (2020-2025)
- c) Youth Plan (2017 – 2022)
- d) Age Friendly Plan
- e) Disability Access and Inclusion Plan (2017 – 2022)
- f) Innovate reconciliation Action Plan (2019 – 2021)
- g) Kalamunda Advancing Strategic Community Plan 2017 – 2027
- h) Kalamunda Achieving Corporate Business Plan
- i) Kalamunda Connected – Creating Active Citizens Plan (2018 – 2020)

7. The Plan includes deliverables related to, the *Disability Access and Inclusion Plan 2017 – 2022 (DAIP)* and the *Age Friendly Strategy & Action Plan, Social Inclusion and Kalamunda Connected – Active Citizenship Plan*.

8. The Plan is divided into seven key goals which currently align to the DAIP, Active Citizens Plan and Age Friendly. Beneath each goal is detailed guiding aims. These aims are broad statements of how the City will include, connect, educate and advocate for Community.

9. The City has identified four pillars of social inclusion which are

- a) **Include**
This pillar encourages thinking about all community when designing and organising events, programs and activities.
- b) **Connect**
This pillar is about connecting community to local service providers who can assist. The City will create opportunities and support partnerships.
- c) **Educate**
This pillar is about giving City staff and local community the right information about access and inclusion, ensuring events, programs and projects are welcoming to everyone in the community.
- d) **Advocate.**
This pillar is about the City's role in making sure the voices of our community are heard and listened to by other organisations and government departments and agencies who impact on the community's access and inclusion needs.

10. These pillars have been established to lead the fundamental development of goals and aims to ensure the City contributes towards achieving social inclusion.

APPLICABLE LAW

11. *Local Government Act 1995*
Disability Services Act 1993 (Amended 2004)
Equal Opportunity Act 1984
Australian Human Rights Commission Act 1986 (Cth)
Disability Discrimination Act 1992 (Cth)
Racial Discrimination Act 1975 (Cth)
Sex Discrimination Act 1984 (Cth)
Disability Discrimination Act 1992 (Cth)
Age Discrimination Act 2004 (Cth)

APPLICABLE POLICY

12. Disability Access and Inclusion Plan (2017-2022)

STAKEHOLDER ENGAGEMENT

13. The City has undertaken extensive engagement with non-government organisations, other local governments, and the community in regard to social inclusion.
The types of engagement included surveys, social media platforms, community workshops and one on one conversations. From this feedback and visioning the City created the Plan.

FINANCIAL CONSIDERATIONS

14. N/A

SUSTAINABILITY

15. Enhanced social inclusion will provide an opportunity to connect with the wider community and create opportunities for greater participation in City initiatives, operations and employment.

The development of the Plan has the potential to recognise the importance of improving the terms for individuals and groups to take part in society and more so in our community.

RISK MANAGEMENT

16.

Risk: Social Inclusion Plan not progressed.		
Consequence	Likelihood	Rating
Moderate	Unlikely	Medium
Action/Strategy		
Ensure clear understanding of the benefits of social inclusion, and how a formalized plan at a Local Government level will assist. Progress with advertising the draft Inclusive Kalamunda Plan seeking public comment.		

CONCLUSION

17. The development of the Plan will be a significant step forward in addressing and improving social inclusion in the City. The plan will be inclusive of all the members of the City’s community. Strong community cohesion provides opportunity, promotes social harmony and ensures greater equality.

Voting Requirements: Simple Majority

RECOMMENDATION

That Council ENDORSE the draft Kalamunda- Social Inclusion Plan 2021-2025 for the purpose of public advertising.

10.4.3. Consideration of Tenders for the Supply and Implementation of a Customer Relationship Management System

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

Previous Items	
Directorate	Chief Executive Officer’s Office
Business Unit	Customer & Public Relations
File Reference	4.0001004
Applicant Owner	
Attachments	1. The Customer Service Principals Achieved [10.4.3.1 - 5 pages]
Confidential Attachment	1. Tender Evaluation Report
	<i>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."</i>

TYPE OF REPORT

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

STRATEGIC PLANNING ALIGNMENT

Kalamunda Advancing Strategic Community Plan to 2027

Priority 1: Kalamunda Cares and Interacts

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

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

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

Priority 1: Kalamunda Cares and Interacts

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

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

Priority 3: Kalamunda Develops

Objective 3.2 - To connect community to quality amenities.

Strategy 3.2.1 - Optimal management of all assets.

Priority 4: Kalamunda Leads

Objective 4.1 - To provide leadership through transparent governance.

Strategy 4.1.1 - Provide good governance.

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

Priority 4: Kalamunda Leads

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

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

EXECUTIVE SUMMARY

1. The purpose of this report is to consider the award of a tender for the supply and implementation of a Customer Relationship Management System (CRMS)
2. The City issued a Request for Tender seeking to engage a supplier for the Provision of a Customer Relationship Management System (RFT 2022).
3. It is recommended Council accept the lump sum tender from Telstra Corporation Limited ABN: 33 051 775 556. The total estimated value of this contract is \$1,182,485.

BACKGROUND

4. The tender for a CRM seeks to transform the way in which the City of Kalamunda interacts with its customers, while dramatically improving the tools and processes for our staff that serve the residents of the City of Kalamunda.

5. Council adopted the Customer Service Strategy in November 2017. The Current strategy is due to be completed at the end of 2021. One of the key outcomes of the Customer Service Strategy is the implementation of a CRM.

6. The current SynergySoft Customer Requests system has limited functionality. Its limitations include:
 - a) No field interface, meaning that Customer Requests are either completed via hardcopy, or outside of the system in email.
 - b) No online portal, meaning that there is a poor feedback loop (through email or letter) back to the customer.
 - c) No workflow system to guide a Customer Request through a process, meaning that there can be significant variations in how a job is completed.
 - d) No single view of customer and poor search function for customer requests making it difficult to provide customers updates and to achieve first call resolution.
 - e) No calculation capability for how much each customer request costs the City of Kalamunda.
 - f) Reporting on Customer Requests currently doesn't show the full process.
 - g) Poor integration with other systems, meaning that there is significant duplication of effort.
 - h) Poor Knowledgebase and FAQ access for front line staff, meaning that simple jobs still go through a full Customer Request process, rather than being dealt with early.

7. There is a significant hidden cost to working with the current system, and its limited capabilities.

8. A Proof of Concept (PoC) project was implemented. . The 8-week mini project had City staff attend workshops, reviewing current processes against the default customer request types in the technology solution. These workshops enabled staff to demonstrate benefits realisation of a CRM. It allowed an end to end test of selected processes, to review how it would work in real world situations, from the Portal all the way through to the mobile app.

The Proof of Concept was successful, it showed that a system of that nature could digitise and dramatically improve the efficiency processes along with improving service to customers.

9. Some findings from the Proof of Concept were:
The field application would completely remove the requirement for paper records.
- a) Improved location information to field officers, as the map shows exactly where the customer request relates to you.
 - b) Residents can raise a Request through a Customer Portal, allowing them greater control and reducing workload on administrative staff.
 - c) Improved interaction with residents, as the portal allows viewing of actions undertaken, and pushing of notifications.
 - d) The Knowledgebase and FAQ capabilities in Salesforce would centralise information for staff to access, allowing for improved responses to customer questions.
 - e) A significant reduction in duplicate cases, as the Map Capability shows residents where current projects and customer requests are active, while allowing them to follow Customer Requests that are active.
 - f) Improved customer request time to complete, as automatic routing of requests, which may reduce the number of staff required to be involved in each customer request.
 - g) Improved transparency on Customer Requests, as the Workflow capability allows for identifying where the greatest amount of time is taken, and what plant and resources were used.

DETAILS AND ANALYSIS

10. The City issued RFT 2022 seeking to engage a suitably experienced supplier to provide a Customer Relationship Management System. Tenders closed on the 9 November 2020, with seven conforming tenders received by the closing date. A copy of the Tender evaluation report is provided as Attachment 1.
11. Tenders received by the closing date were from the following companies (in alphabetical order):
- a) Deloitte Perth
 - b) Open Office Holdings Pty Ltd
 - c) Open Systems Technology Pty Ltd
 - d) TechnologyOne Limited
 - e) Telstra Corporation Limited
 - f) The Trustee for IT Vision
 - g) Transaction Services Group
 - h) Two21 Pty Ltd
12. An Evaluation Panel was convened of suitable qualified City Officers to assess the tenders received.

13. Tenders were assessed in a staged process, initially a check for compliance to matters set out in the tender invitation was undertaken. 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	15%
Key Personnel & Experience	15%
Tenderer's Resources	20%
Demonstrated Understanding	50%

14. Compliant tenders which met or exceeded the qualitative pass mark of 60% were then assessed for price.
15. One tender (TechnologyOne Limited's tender) was identified as non-compliant, while one tender was found to be Partially Compliant only, with Transaction Services Group supplying a tender for only the optional part of the tender, Facilities Management System.
16. The six compliant tenderers were ranked as follows regarding the Qualitative Criteria:

Tenderer	Score	Rank
Deloitte Perth	84.44%	1
Two21 Pty Ltd	71.89%	2
Telstra Corporation	61.83%	3
The Trustee for IT Vision	61.33%	4
Open Office Holdings Pty Ltd	40.72%	5
Open Systems Technology Pty Ltd	40.72%	5

17. Four tenderers achieved the required minimum of 60% as a Qualitative Pass Mark (QPM). The remaining two tenderers below the required QPM were eliminated from further assessment.
18. A price assessment was then undertaken for the remaining four tenderers to determine the best value for money outcome for the City.
19. The Tender Evaluation Report is provided as Confidential Attachment 1 to this report.

20. 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 reference checks of the proposed contractor; and
 - e) Providing the best value for money outcome.
21. The Evaluation Panel has recommended Telstra Corporation's tender for Dynamics 365 CRM as the preferred Tender.
22. The basis of the contract is to engage the Contractor on a lump sum price to undertake the supply and implementation of a Customer Relationship Management System.
23. The contract is proposed to be for five years.

APPLICABLE LAW

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

APPLICABLE POLICY

25. Purchasing Instruction CEO17 has been followed and complied with.

APPLICABLE STRATEGIES

26. Customer Service Strategy 2017-2021. Please see attachment 2 for further information on the Customer Services Principals achieved.

STAKEHOLDER ENGAGEMENT

27. Internal Stakeholders have been engaged with a full Proof of Concept. Officers have also reviewed community feedback and customer journeys to assess the CRM potential.

FINANCIAL CONSIDERATIONS

28. The budget pricing of this tender is a total of \$1,252,633 over 5 years ex GST.
29. The proposed CRMS has a lump sum cost of \$575,424.67 for implementation services, and \$108,705 for software licences for the first year. Over five years, the cost will be \$1,182,485.

30. Direct Savings from the implementation of a CRM are:
- a) Consolidation of current software, where capability is covered by the proposed CRM, have the potential to create cost savings of up to \$221,559 per year from 2022/2023
 - b) Significant fuel savings from improved routing, and reduced return to base requirements
 - c) Annual reduction in casual costs of \$18,112
 - d) 20% reduction in printing, reducing costs by \$10,000 per year
 - e) Minor reduction in Photocopier Lease costs, of \$1,617 per year
 - f) Contractor cost reduction, estimated to be \$82,152 per year, to be reinvested into preventative maintenance.
31. It is estimated that indirect savings of \$320,586 will accrue from 2022/2023, through a reduction in manual scheduling, improved communication, and enhanced field work capabilities. Upon realisation of these savings, the City will review resourcing allocations.

SUSTAINABILITY

32. The CRMS will significantly reduce printing, reducing the use of photocopiers and paper. Estimated to be a reduction of 4,200 pages per month, which is (according to Papercut’s Environmental Impact calculations):
- a) A reduction of 21.6kg of CO2 produced per month
 - b) A saving of a quarter of a tree per month
33. The CRM will improve data capture capabilities for a range of field work requirements such as vegetation surveys, and fire prevention actions.

RISK MANAGEMENT

34.

Risk: The Contractor does not undertake the works to the requirements of Cost or Scope.		
Likelihood	Consequence	Rating
Unlikely	Moderate	Low
Action/Strategy		
a. Staged works, to ensure that the City of Kalamunda and the Contractor are in alignment.		
b. Clearly defined scope of works and benchmarks developed.		
c. Staff will be heavily involved in all aspects of the project		

35.

Risk: The project does not achieve the benefits projected		
Likelihood	Consequence	Rating
Unlikely	Significant	Medium
Action/Strategy		
<ul style="list-style-type: none"> a. At each stage of the project implementation, review capabilities against the scoped benefits b. Follow Change Management processes, to ensure take up and process improvement in all areas c. Report to Executive on a monthly basis after implementation on benefits achieved d. With any proposed expansion of licensing, ensure costs are measured against expected benefits 		

CONCLUSION

36.

The implementation of a CRMS will dramatically improve the City of Kalamunda’s ability to provide customer service to the community, while also significantly improving efficiency in processes. In particular, it will positively impact:

- a) 24/7 submission of requests through the Customer Portal, with feedback loops for stages of the process.
- b) Field work, including information availability out in the field, inspection capabilities, scheduling and resourcing of field work, adding notes, documents, photos, and closing off jobs out in the field.
- c) Automation; of notifications, document generation, data capture and pushing, routing of works, telephone popups, contact capture.
- d) Stakeholder management; contact updating, contact linking, contact grouping. All of a customer’s contact points viewable on one screen.
- e) Process efficiency improvement. Reducing double handling, increasing visibility of each step in a process, significantly reducing the workarounds required of staff, all information about a case in the one place.
- f) Integration; integration of current systems with the CRMS, improving existing systems and removing software that is made redundant by the CRM’s capabilities.
- g) Expansion capability, using Microsoft’s Power Platform to build onto the CRM, increasing capabilities and centralising information.
- h) Knowledge articles, that can be available internally or externally, that increase first call resolution, and improve capability for customer self service.

- i) Chatbot capabilities will provide 24/7 coverage, while also providing another channel to our customer services team during work hours.

37. Telstra Corporate Limited are recommended as the preferred supplier.

Voting Requirements: Simple Majority

RECOMMENDATION

That Council APPROVE the award of the Implementation of a Customer Relationship Management System (RFT 2022) contract to Telstra Corporation Limited ABN: 33 051 775 556 for the price of \$1,182,485 over 5 years (excluding GST), inclusive of implementation and negotiated licensing costs.

10.4.4. Elected Members Training 2020-2021

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

Previous Items	OCM 151/2020
Directorate	Office of the CEO
Business Unit	Governance
File Reference	N/A
Applicant	N/A
Owner	
Attachments	<ol style="list-style-type: none"> 2020 21 Elected Member Training and Development Register [10.4.4.1 - 1 page] Governance 3 - Elected Members Entitlements Ttravel and Professional Development [10.4.4.2 - 7 pages]

TYPE OF REPORT

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

STRATEGIC PLANNING ALIGNMENT

Kalamunda Advancing Strategic Community Plan to 2027

Priority 4: Kalamunda Leads

Objective 4.1 - To provide leadership through transparent governance.

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

EXECUTIVE SUMMARY

1. For Council to receive a report on the training and development undertaken by elected members during the 2020-2021 financial year.
2. With the introduction of new provisions contained within the *Local Government Legislation Amendment Act 2019*, local governments must prepare a report for each financial year on the training completed by elected members in that financial year. The report must be placed on the City's website within one month after the end of the financial year in which the report relates.
3. This report highlights the training development undertaken by elected members during the 2020-2021 financial year, and details not only the mandatory training required under the *Local Government Act 1995* (Act), but also all other professional development events attended by elected members under Council's Policy Governance 3: Elected Members – Entitlements, Travel and Professional Development.
4. It is recommended that Council notes the training and development undertaken by Elected Members during the 2020-2021 financial year, as detailed in Attachment 1 and that it will be placed on the City's website on 31st July 2021 in accordance with the legislation.

BACKGROUND

5. On 16 September 2019 and as part of the State Government's local government reform agenda, certain provisions of the *Local Government Legislation Amendment Act 2019* came into operation which implemented a range of reforms to the Act to deliver on the principles of improved governance, transparency and accountability.
6. Improvements included the need for universal training for elected members, a mandatory code of conduct, chief executive officer employment and performance management standards, a revised gifts framework, and improved reporting and transparency to the community.
7. Local government is a complex entity and makes significant decisions that affect the local government's continued sustainability and community outcomes. Like any board or management structure, it is imperative that elected members have the appropriate skills to be able to undertake their roles to the best of their ability. Such skills are enhanced through the training and development offered to elected members throughout their term of Office.

8. The Minister for Local Government and the WA State Parliament recognise the need for elected members to undertake continual professional development in fulfilling their role of public office. The introduction of mandatory training requirements into the Act and the need for local governments to adopt a policy in relation to elected member continual professional development, support these views.

DETAILS AND ANALYSIS

9. Mandatory training for elected members was introduced as a mechanism for improved reporting and transparency to the community.

The Council Member Essentials training consists of the following five modules:

- Understanding Local Government.
- Serving on Council.
- Meeting Procedures.
- Conflicts of Interest.
- Understanding Financial Reports and Budgets.

10. The City, in conjunction with WALGA has provided the following dates for Councillors to do these modules if they hadn't already completed them previously.

- Understanding Local Government – 1 February 2020.
- Conflicts of Interest – 1 February 2020
- Understanding Financial Reports and Budgets – 6 June 2020
- Meeting Procedures – 15 August 2020
- Serving on Council conducted over 2 Days – 12 September 2020 & 10 October 2020

11. For the 2020-2021 financial year, the mandatory training undertaken by respective elected members, and the training and development undertaken by elected members under the provisions of Council Policy Governance 3: Elected Members – Entitlements, Travel and Professional Development is detailed in Attachment 2.

12. Due to the COVID-19 pandemic, certain modules of the Council Member Essentials training were not offered by WALGA and the City postponed these until they become available. Other training and development opportunities were also restricted. The City arranged with WALGA for those modules to be completed by October 2020.

13. It should also be noted that the mandatory training is only required to be completed within a period of twelve months (that is October 2020), by those elected members that were elected in the 2019 local government elections. Other elected members can undertake the mandatory training

if they so wish, but are not required to do so, until such time they may be re-elected at the 2021 local government elections. This date will also apply to gaining competency certificates in each unit.

14. The following Councillors were elected in October 2019
- Cr Kathy Ritchie
 - Cr Sue Bilich
 - Cr Lisa Cooper
 - Cr John Giardina
 - Cr Janelle Sewell
 - Cr Brooke O'Donnell
 - Cr Mary Cannon

APPLICABLE LAW

15. *Legislation Local Government Act 1995.*
Local Government (Administration) Regulations 1996.

Sections 5.126 and 5.127 of the Act were introduced around Elected Member training and reporting, as follows:

“5.126. Training for council members

(1) Each council member must complete training in accordance with regulations.

(2) Regulations may —

(a) prescribe a course of training; and

(b) prescribe the period within which training must be completed; and

(c) prescribe circumstances in which a council member is exempt from the requirement in subsection (1); and

(d) provide that contravention of subsection (1) is an offence and prescribe a fine not exceeding \$5 000 for the offence.

5.127. Report on training

(1) A local government must prepare a report for each financial year on the training completed by council members in the financial year.

(2) The CEO must publish the report on the local government’s official website within 1 month after the end of the financial year to which the report relates.”

The *Local Government (Administration) Regulations 1996* prescribes the Council Member Essentials training as being the mandatory training (as per section 5.126(1) of the Act) that elected members must complete within their first 12 months of Office.

APPLICABLE POLICY

16. To enable elected members to develop and maintain skills and knowledge relevant to their role, the City also has a Council Policy - Governance 3: Elected Members – Entitlements, Travel and Professional Development that includes provisions around Elected Member professional development.

STAKEHOLDER ENGAGEMENT

17. Nil.

FINANCIAL CONSIDERATIONS

18. The costs associated with Elected Members training during 2020-2021 is outlined as follows:

Mandatory Training	\$14,000
Conferences	\$0
Seminars / Training and Development Events	\$0

SUSTAINABILITY

19. Nil.

RISK MANAGEMENT

20.

Risk: Noncompliance with legislative requirements.		
Consequence	Likelihood	Rating
Moderate	Unlikely	Low
Action/Strategy		
Ensure an elected members training program is established and reported upon by 31 July each year.		

CONCLUSION

21. Despite the delay in course availability due to the COVID-19 pandemic, significant progress has been made in meeting the training and professional development requirements.
22. Three Units of the Council Members Essentials Course were provided to Elected Members in the 2019-2020 financial year. The remaining two Units were provided in the 2020-2021 financial year.

23. It should also be noted that elected members may also be undertaking their own personal and professional development outside of the City's training and development offered by the City.

Voting Requirements: Simple Majority

RECOMMENDATION

That Council:

1. NOTE the training and development undertaken by Elected Members during the 2020-2021 financial year shown as Attachment 1.
2. NOTE the 2020-2021 Elected Member Training and Development Schedule, as detailed in Attachment 1 will be placed on the City of Kalamunda's website.

11. Closure

12. Public Information

PROCEDURES FOR PUBLIC AGENDA BRIEFING FORUMS

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

- a. Public Agenda Briefing Forums will be open to the public matters of a confidential nature will not be presented. 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 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 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 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 others who desire to ask a question to have the opportunity.
- 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).