



# Public Agenda Briefing Forum

Notes

13 August 2024



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**1. Official Opening**

The Presiding Member opened the meeting at 6:25pm and welcomed Councillors, Staff, Members of the Public Gallery and those watching via live stream. The Presiding Member also acknowledged the Traditional Owners of the land on which we meet the Whadjuk Noongar people.

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

**Mayor**

Margaret Thomas JP

**Councillors**

**South East Ward**

Geoff Stallard (Presiding Member)

**South West Ward**

Mary Cannon

Brooke O'Donnell

**North West Ward**

Lisa Cooper

Dylan O'Connor

**North Ward**

David Modolo

Kathy Ritchie

**Members of Staff**

**Chief Executive Officer**

Anthony Vuleta - Chief Executive Officer

**Executive Team**

Sinead McGuire - Director Asset Services

Freya Ayliffe - A/Director Community Engagement

Gary Ticehurst - Director Corporate Services

**Management Team**

Mandy Skeates - Manager Economic & Cultural Services

**Administration Support**

Darrell Forrest - Governance Advisor

Donna McPherson - Executive Assistant to the CEO

**Members of the Public 2**

**Members of the Press Nil.**

**Apologies**

Cr John Giardina

Nathan Ritchie - Director Development Services

**Leave of Absence Previously Approved Nil.**

**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*.)

3.1.1 Nil.

**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.

3.2.1 Nil.

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

4.1 Nil.

**5. Public Question Time**

5.1 Nil.

**6. Public Statement Time**

6.1 Nil.

**7. Public Submissions Received in Writing**

7.1 Nil.

**8. Petitions Received**

8.1 Nil.

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**9. Confidential Items Announced But Not Discussed**

No items presented.

**10. Reports to Council**

**10.1. Development Services Reports**

No reports presented.

**10.2. Asset Services Reports**

No reports presented.

**10.3. Corporate Services Reports**

**10.3.1. Corporate Business Plan - Quarterly Update - April to June 2024**

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

The Director Corporate Services provided a presentation on this report.

Cr Ritchie queried whether councillors were aware the Biodiversity Strategy and the Climate Action Plan (2.1.3.4) are listed as Largely Lagging – Action Needed lagging and have no resources allocated to them. Are there any as budgetary considerations or other reasons why there no action in the 2023/24 year.

The Director Asset Services advised the City is progressing a draft implementation plan for these which will better define the resourcing of both of these strategies and will assist in progressing operations. A list of strategies which align with the Biodiversity Strategy and the Climate Action plan have been progressed and this information can be provided.

Cr O'Donnell queried the delivery of the Reconciliation Action Plan [RAP] (1.1.2.3) and would like to understand better the reasons.

The A/Director Community Engagement acknowledged the RAP delivery was below expectations and advised the City was in the process of employing resource to assist with the deliverables.

Mayor Thomas queried the reason for the Town Teams (1.3.1.2) comment is this Largely Lagging – Action Needed is this because there is only one?

The Chief Executive Officer advise he recently met with Town Team representatives to discuss upcoming projects within the City Centre and to look at other opportunities for projects. Town Teams are looking to create other teams within the City. These groups are a valuable asset to the city and are encouraged.

Cr Modolo queried the comments made in relation to Food Organics Garden Organics [FOGO] (2.3.1.3).

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The Director Assets Services advise this will be reviewed.

Mr Peter Forrest, Kalamunda, made a statement in relation to activity centre actions (3.1.1.2) and in particular traffic and pedestrian access within the City.

Ms Cynthia Pickering, Kalamunda, made a statement in support of issues raised by Mr Peter Forrest.

Previous  
Items

Directorate	Corporate Services
Business Unit	Director Corporate Services
File Reference	3.009509
Applicant	City of Kalamunda
Owner	City of Kalamunda

Attachments	1. Quarterly Corporate Plan Report April - June 2024 [10.3.1.1 - 58 pages]
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**TYPE OF REPORT**

Advocacy	When Council is advocating on behalf of the community to another level of government/body/agency
Executive	When Council is undertaking its substantive role of direction setting and oversight (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 2031*

**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 provide Council with the progress on the City of Kalamunda's (City) achievement against "Kalamunda Achieving: Corporate Business Plan 2023-2027" for the period April to June 2024.
2. On average, actions from the Corporate Business Plan are 88.3% complete at the end of the final quarter, 30 June 2024.
3. It is recommended that Council notes the quarterly report for the Corporate Business Plan for the period April to June 2024.

**BACKGROUND**

4. Kalamunda Achieving: Corporate Business Plan 2023-2027 (CBP) was endorsed by Council at the Special Council Meeting on 26 June 2023.
5. The CBP outlines the major projects, including capital works and operational recurrent services for the City. It then links those projects and services to the Asset Plans, Long Term Financial Plan and Workforce Plan.
6. The CBP is a component of the City of Kalamunda's integrated planning and reporting framework.
7. The Chief Executive Officer, Directors and Managers have individual performance objectives directly linked to their achievement of the CBP in 2023/24.

**DETAILS AND ANALYSIS**

8. The CBP is comprised of 4 Strategic Priority areas, being:
  1. Kalamunda Cares and Interacts
  2. Kalamunda Clean and Green
  3. Kalamunda Develops
  4. Kalamunda Leads
9. There are 132 individual actions set out within the CBP for the 2023/24 year. Progress reporting is provided as Attachment 1 to this report.
10. The report reflects the management progress report against the work schedule for each of the individual actions, as at 30 June 2024.
11. The CBP actions are on average 88.3% complete. The average target at the end of the final quarter is 93.6%, indicating that progress, on average, is slightly behind schedule. The average target is less than 100% because some actions have been deferred to later years.

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- 12. Achievement of target is measured by comparing the target completion % to the actual completion %. For example, if the target is 25%, but the action is actually 50% complete, this represents an achievement of 200%.

**APPLICABLE LAW**

- 13. All local governments are required, by legislation, to develop a Corporate Business Plan to fulfil the statutory obligations of section 5.56 of the *Local Government Act 1995 (WA)*, which is effectively the City's 'plan for the future'.
- 14. The *Local Government (Administration) Regulations 1996* provides detail as to the content of the Corporate Business Plan.

**APPLICABLE POLICY**

- 15. Nil.

**STAKEHOLDER ENGAGEMENT**

- 16. This report reflects input from Directors and Managers throughout the City.
- 17. Various external stakeholders and community members have been involved in the achievement of the CBP.

**FINANCIAL CONSIDERATIONS**

- 18. This plan is delivered within the City's approved Annual Budget and Long Term Financial Plan.

**SUSTAINABILITY**

- 19. Nil.

**RISK MANAGEMENT**

20.	<p><b>Risk:</b> The City lacks transparency in its achievement of the statutory requirements of the Corporate Business Plan leading to reputational impacts</p>		
	<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
	Moderate	Unlikely	Low
	<b>Action/Strategy</b>		
	Quarterly reports are provided to Council of progress against the CBP and are publicly available		



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**CONCLUSION**

- 21. The City is working to carry out the actions listed in the Corporate Business Plan. On average, actions from the Corporate Business Plan are 88.3% complete at the end of the final quarter of 2023/2024.

**Voting Requirements: Simple Majority**

**RECOMMENDATION**

That Council NOTE the quarterly report for the Kalamunda Achieving: Corporate Business Plan 2023-2027 for the period April to June 2024.

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**10.4. Community Engagement Reports**

**10.4.1. Cultural Activities and Event Sponsorship and Donations 2024/2025**

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

The A/Director Community Engagement provided a presentation on this report.

Cr Brook O’Donnell requested councillor be provided with details in relation to all requests made for this funding within this programme.

The A/Director Community Engagement provided information in relation to this request.

Cr Kathy Ritchie sought clarification in relation to the criteria applied to approval of grants.

The Manager Economic and Cultural Services provided clarification in relation to eligibility and advised the report to council would be amended to include this information.

Previous Items	
Directorate	Community Engagement
Business Unit	Economic and Cultural Services
File Reference	
Applicant	
Owner	
Attachments	1. Cultural Activities and Event Sponsorship Reccomendations 24 25 [10.4.1.1 - 3 pages]

**TYPE OF REPORT**

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

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## STRATEGIC PLANNING ALIGNMENT

*Kalamunda Advancing Strategic Community Plan to 2031*

### Priority 1: Kalamunda Cares and Interacts

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

**Strategy 1.3.2** - Encourage and promote the active participation in social and cultural events in the City of Kalamunda.

## EXECUTIVE SUMMARY

1. The purpose of this report is to consider the outcome of applications for the Cultural Activities and Event Sponsorship Program 2024/25.
2. The City of Kalamunda Cultural Activities and Event Sponsorship and Donations Program aims to support organisations and community groups in the running of events that have a direct benefit to the local community and visitors.
3. The recommendation is to approve funding for Event Sponsorship as per Attachment 1.

## BACKGROUND

4. Applications for Cultural Activities and Event Sponsorship and Donations Program opportunities opened on 5 April 2024 and closed on 15 May 2024.
5. All Event Sponsorships and Donations were assessed against the 2024/25 Guidelines.
6. The Event Sponsorship program is a competitive process with a capped amount available to be awarded each year.
7. The Event Sponsorship and Donations budget for 2024/25 was approved at the Special Council Meeting on 1 July 2024.

## DETAILS AND ANALYSIS

8. The City promoted the 2024/25 Cultural Activities and Event Sponsorship and Donations funding round via social media, website, electronic direct mail and hard copies distributed to City Libraries and Administration Centre.
9. To be considered for sponsorship events must:
  - Be accessible, free or low-cost.
  - Demonstrate benefit to the wider community or a specific community group.

- Align with the City's values and objectives as set out in the Strategic Community Plan.
  - Provide promotional opportunities for the City.
10. Examples of events that may be supported include but are not limited to:
- Cultural or community events.
  - Carnivals, festivals or fairs held within the City.
  - Community development and welfare events or programs for specific target groups
11. The Event Donations program aims to support a wide range of organisations and initiatives and as such, organisations are assessed on a case-by-case basis. Eligible groups must be:
- Not-for-profit organisations
  - Charitable organisations
  - Community organisations
12. All approved events are required to submit an event application and agree to the conditions applied regarding acquittal procedures.
13. Attachment 1 details the applicants and proposed amount of funding for approval.

**APPLICABLE LAW**

14. *Local Government Act 1995*

**APPLICABLE POLICY**

15. Service 6 – Event Sponsorship and Donations

**STAKEHOLDER ENGAGEMENT**

16. Advertising and promotion was undertaken to raise awareness of the grant round being open.

**FINANCIAL CONSIDERATIONS**

17. Funding of \$30,000 was approved as part of the 2023/25 Budget. The allocation is within this amount.

**SUSTAINABILITY**

18. The City reviews each application with a strong focus on sustainability, seeking joint funding and partnership opportunities as a priority.

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**RISK MANAGEMENT**

19.

<b>Risk:</b> That Events are unable to progress due to unforeseen circumstances.		
<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
Moderate	Possible	Medium
<b>Action/Strategy</b>		
Ensure clear guidance for event organisers to facilitate a robust event.		

**CONCLUSION**

- 20. It is noted that there were a small number of applications for funding in this round.
- 21. All organisations who are successful in receiving event sponsorship are required to ensure the City of Kalamunda is referenced in their promotional materials and at their events.

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

That Council APPROVE the Events Sponsorship and Donations applications as detailed in Attachment 1.

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**10.5. Office of the CEO Reports**

No reports presented.

**11. Closure**

There being no further business, the Presiding Member declared the Meeting closed at 7:00pm.

I confirm these Minutes to be a true and accurate record of the proceedings of this Council.

Signed: \_\_\_\_\_  
Presiding Member

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2024.