



Ordinary Council Meeting

AGENDA

Tuesday 26 March 2024

NOTICE OF MEETING

ORDINARY COUNCIL MEETING

Dear Councillors

Notice is hereby given that the next Ordinary Meeting of Council will be held in the Council Chambers, Administration Centre, 2 Railway Road, Kalamunda on **Tuesday 26 March 2024 at 6.30pm.**



Nathan Ritchie
A/Chief Executive Officer
21 March 2024

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 Exits, Fire Extinguishers and Outdoor Assembly Area as displaced on the wall of the Council Chambers.

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

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

Our Vision



Connected Communities, Valuing Nature and Creating our Future Together

Core Values

Service: We demonstrate a 'can do' attitude, we listen, we understand, and we go above and beyond when we serve others.

Professionalism: We look, speak, act & do what it takes to show others we are reliable, respectful and competent.

Quality: We think clearly, plan mindfully, act decisively, measure carefully and review regularly everything we do.

Aspirational Values

Courage: We make brave decisions and take calculated risks to lead us to a bold and bright future. We show courage in our pursuit for the protection of the environment, for the well being of our people and to support the economy.

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

Innovation: We believe in a workplace where you're safe to try new things – where we can push the boundaries of the norm and learn from things that don't always go according to plan. We strive for a just and blameless culture that respects people as individuals and paves the way to genuine learning and improvement.

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

kalamunda.wa.gov.au



Webcasting Notice

Please note that tonight's meeting, other than the confidential sessions, are being recorded and will be placed on Council's website.

All in attendance and those addressing Council should refrain from making offensive/defamatory statements as there may be legal implications.

Council takes all care when maintaining privacy, however members of the public gallery and those addressing Council should be aware that you may be recorded.

INFORMATION FOR PUBLIC ATTENDANCE

Welcome to this evening's meeting. The following information is provided on the meeting and matters which may affect members of the public.

If you have any queries related to procedural matters, please contact a member of staff.

Ordinary Council Meetings – Procedures

1. Council Meetings are open to the public, except for Confidential Items listed on the Agenda.
2. Members of the public who are unfamiliar with meeting proceedings are invited to seek advice prior to the meeting from a City Staff Member.
3. To facilitate the smooth running of the meeting, silence is to be observed in the public gallery at all times.
4. All other arrangements are in general accordance with Council's Standing Orders, the Policies and decision of the City or Council.

Deputations and Public Question Time

These sessions in the Council Meeting provides an opportunity for people to ask any question of the Council or speak publicly on any matter.

Public Question Time

Public Question Time session will be conducted in accordance with the provisions of the Local Government Act and the City's Standing Orders.

Where a member of the public raises a question during Public Question Time, a response will be provided where Councillors or staff have the necessary information at hand; if not, a reply will be provided at a later time. There is a limit of one question per speaker per meeting.

Deputations

All speakers are limited to ten minutes, with a one-minute warning given to speakers prior to the ten-minute time period elapsing. The commencement and conclusion of time shall be advised by the Mayor/Chairperson.

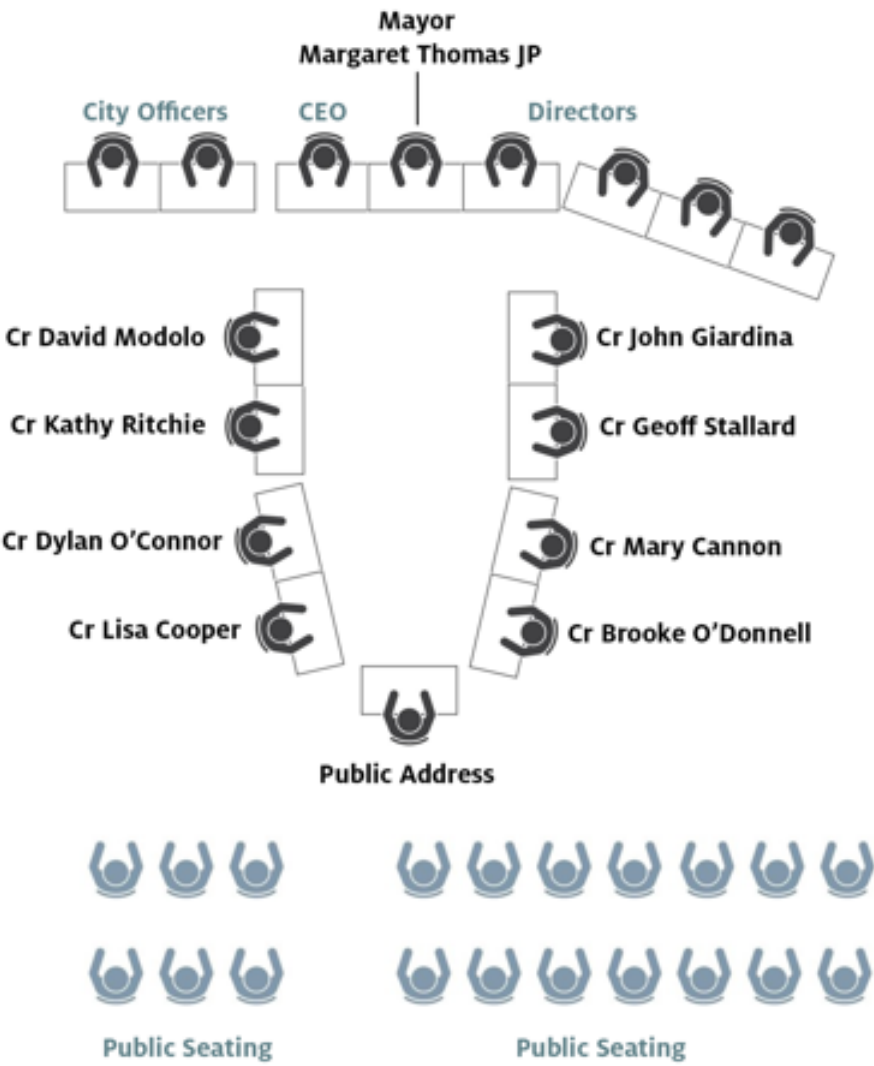
It should be noted that speakers at Council meetings do not enjoy any protection from parliamentary-style privilege. Therefore, they are subject to the risk of defamation action if they make comments about individuals.

In the event that speaker makes potentially offensive or defamatory remarks about any person, the Mayor/Chairperson will ask them to refrain from such comments.

The Mayor/Chairperson has the discretion to withdraw the privilege to speak where a speaker continues to make inappropriate or offensive comments about another person, or make a point of order ruling if a speaker breaches the Guidelines.

Only the audio recording of the public address speakers will be heard on Council's webcast. Visual images of the speaker will not be captured as part of that webcast.

Council Chambers Seating Plan



Schedule of Agenda Briefing Forums and Council Meetings - 2024

Ordinary Meetings of Council (OCM) commence at 6:30pm.
Public Agenda Briefing Forums (Agenda Briefing) commence at 6:30pm.

Month	Date	Meeting
February 2024	13	Public Agenda Briefing
	27	Ordinary Council Meeting
March 2024	12	Public Agenda Briefing
	26	Ordinary Council Meeting
April 2024	9	Public Agenda Briefing
	23	Ordinary Council Meeting
May 2024	14	Public Agenda Briefing
	28	Ordinary Council Meeting
June 2024	11	Public Agenda Briefing
	25	Ordinary Council Meeting
July 2024	9	Public Agenda Briefing
	23	Ordinary Council Meeting
August 2024	13	Public Agenda Briefing
	27	Ordinary Council Meeting
September 2024	10	Public Agenda Briefing
	24	Ordinary Council Meeting
October 2024	8	Public Agenda Briefing
	22	Ordinary Council Meeting
November 2024	12	Public Agenda Briefing
	26	Ordinary Council Meeting
December 2024	3	Public Agenda Briefing
	10	Ordinary Council Meeting

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1. Official Opening

2. Attendance, Apologies and Leave of Absence Previously Approved

3. Public Question Time

3.1. Questions Taken on Notice at Previous Meeting

3.1.1 Janelle Sewell (taken on Notice 27 February 2024)

Q. In the past 15 to 20 years has there been another instance where council has revoked a policy without public consultation, a public agenda briefing or strategy session?

A. There has been numerous general Council Policies revoked without public consultation or public agenda briefing. A local planning policy is ordinarily amended or replaced by a new policy, which is advertised in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*. The City is unaware of any instances where a Local Planning Policy similar in nature to LPP33 has been revoked without a report first being included in the public agenda briefing (or former Planning Committee Meeting) agenda.

3.2. Public Question Time

A period of not less than 15 minutes is provided to allow questions from the gallery on matters relating to the functions of Council. For the purposes of Minuting, these questions and answers will be summarised.

4. Petitions/Deputations

5. Applications for Leave of Absence

6. Confirmation of Minutes from Previous Meeting

6.1 That the Minutes of the Ordinary Council Meeting held on 27 February 2024 be confirmed as a true and accurate record of the proceedings following a change of the voting requirements of Item 11.2 from Simple to Absolute Majority.

Moved:

Seconded:

Vote:

Statement by Presiding Member

"On the basis of the above Motion, I now sign the Minutes as a true and accurate record of the meeting of 27 February."

7. Announcements by the Member Presiding Without Discussion

8. Matters for Which the Meeting may be Closed

- 8.1 Item 10.4.5 Ray Owen Sports Centre Management Committee New Nomination – **Confidential Attachments** - Attachment 1 - ROSCMC nomination 23-25 and Attachment 2 - ROSCMC Nomination 23-25

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

- 8.2 Item 10.5.2 Debtors and Creditors Reports for the month of February 2024 - **Confidential Attachments** - 1. Creditor Payments for the Period ended 29 February 2024 – (Confidential) – 2. Corporate Credit Card Payments 23 December 2023 to 24 January 2024 – (Confidential)

Reason for Confidentiality: Local Government Act 1995 (WA) Section 5.23 (2) (e) - *"matter that if disclosed, would reveal - (i) a trade secret; (ii) information that has a commercial value to a person; or (iii) information about the business, professional, commercial or financial affairs of a person; - where the trade secret or information is held by, or is about a person other than the local government"*

- 8.3 Item 10.7.2 A&R Item 9.2.1 Project Management - Internal Audit – **Confidential Attachment** - ReportDraft Internal Audit Report - Project Management – Final

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

- 8.4 Item 16.1 Tabled Documents
HATBAC Minutes 12 February 2024 Confidential Attachment
SSRAG Minutes 19 February 2024 Confidential
SSRAG Minutes 26 February Confidential Attachment

9. Disclosure of Interest

9.1. Disclosure of Financial and Proximity Interests

- a) Members must disclose the nature of their interest in matters 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*.)

9.2. 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.

10. Reports to Council

10.1. Development Services Reports


10.1.1. Funeral Parlour and Offices - Lot 192 (326) Hale Road, Wattle Grove

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

Previous Items	N/A
Directorate	Development Services
Business Unit	Approval Services
File Reference	3.009297
Applicant	Edge Planning & Property
Owner	S Quaresimin

Attachments	1. Development Plans - Lot 192 (326) Hale Road, Wattle Grove [10.1.1.1 - 9 pages]
	2. Renders - Lot 192 (326) Hale Road, Wattle Grove [10.1.1.2 - 8 pages]
	3. Transport Impact Statement - Lot 192 (326) Hale Road, Wattle Grove [10.1.1.3 - 26 pages]
	4. Civil Design Certification - Lot 192 (326) Hale Road, Wattle Grove [10.1.1.4 - 11 pages]
	5. Arborist Report - Lot 192 (326) Hale Road, Wattle Grove [10.1.1.5 - 19 pages]
	6. Planning Report - Lot 192 (No. 326) Hale Road, Wattle Grove [10.1.1.6 - 15 pages]
	7. Consultancy Report - Lot 192 (326) Hale Road, Wattle Grove [10.1.1.7 - 17 pages]
	8. Submissions Table - Lot 192 (326) Hale Road, Wattle Grove [10.1.1.8 - 13 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

STRATEGIC PLANNING ALIGNMENT

Kalamunda Advancing Strategic Community Plan to 2031

Priority 3: Kalamunda Develops

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

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

Strategy 3.3.2 - Attract and enable new investment opportunities.

EXECUTIVE SUMMARY

- 1. The purpose of this report is to consider a development application for a Funeral Parlour and Offices at Lot 192 (326) Hale Road, Wattle Grove (the subject site).
- 2. The development application was advertised in accordance with Clause 64 of the *Planning and Development (Local Planning Schemes) Regulations 2015* and the City of Kalamunda Local Planning Policy 11 – Public Notification of Planning Proposals. There was a significant community response.
- 3. It is recommended Council approve the application for the proposed Funeral Parlour and Offices at Lot 192 (326) Hale Road, Wattle Grove, subject to appropriate conditions and advice notes.

BACKGROUND

4. **Land Details:**

Land Area:	9,293sqm
Metropolitan Region Scheme Zone:	Urban
Local Planning Scheme Zone:	Urban Development
Use Class and Permissibility:	Funeral Parlour – “D” in commercial zone Funeral Parlour – “A” in mixed use zone

5.

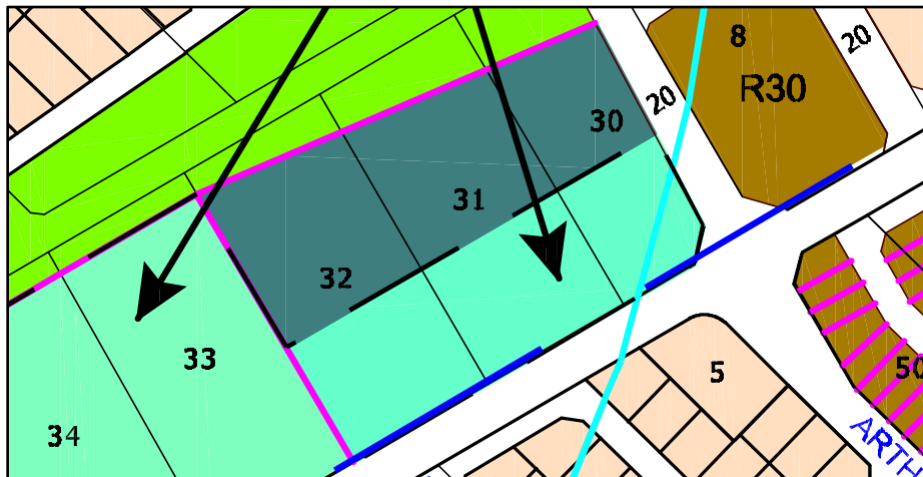
Locality Plan:



6.

Site Details:

The subject site is located within the Wattle Grove Cell 9 Structure Plan. The Structure Plan designates a commercial zone to the front of the lot addressing Hale Road and a mixed-use zone to the rear of Lot 32 as shown in the image below.



7.

Under the City of Kalamunda's Local Planning Scheme No. 3, a Funeral Parlour is 'D' land use under the commercial zone and an 'A' land use under the mixed-use zone. An Office is a 'P' use in the commercial zone and a 'D' use in the mixed-use zone. The proposed land uses are capable of approval, subject to mandatory advertising and the normal regulated

planning considerations in accordance with cl.67 of the deemed provisions.

8. The subject site is located on Hale Road and is currently occupied by existing rural buildings and structures such as sea containers. Across the road to the south of the site, there are residential dwellings with an R20 density code.
To the west of the site, there is a neighbourhood shopping centre, including a day care centre, a restaurant, and a fuel station.
9. There are existing mature trees within the subject site, some of which are proposed to be retained by this development.
10. All vehicle access is proposed from Hale Road.
11. The objectives of the 'Urban Development' zone outlined within the City of Kalamunda's Local Planning Scheme No. 3 are:
 - a) To provide orderly and proper planning through the preparation and adoption of a Structure Plan setting the overall design principles for the area.
 - b) To permit the development of land for residential purposes and for commercial and other uses normally associated with residential development.

DETAILS AND ANALYSIS

12. The development proposes the following:
 - a) A funeral parlour with reception and office areas, viewing room, meeting rooms, body preparation area, fridges, toilets and parking for hearses;
 - b) Interim storage of bodies in a refrigerated facility;
 - c) Parking for the hearse and other funeral vehicles enables the loading/unloading of a body to be undertaken within the building;
 - d) Vehicle access to and from the site will be provided via an existing crossover plus an additional crossover onto Hale Road. Site access and on-site manoeuvrability will cater for hearses, other funeral vehicles and for delivery vehicles;
 - e) Total of 74 car parking bays (41x for visitors and 33x for staff);
 - f) 12 covered parking bays for hearses;
 - g) Seating for 100 people in the chapel with 3 staff;
 - h) A maximum of 2 services per day plus 1 viewing per day;

- i) The office will accommodate 20 permanent staff plus as-required 30 additional staff who will work casual/part time hours. It is estimated that the maximum number of staff on site at any time will be 33;
 - j) The expected funeral parlour operating hours are between 8.30am to 4.30pm Monday to Friday. There will only be occasional services on a Saturday; and
 - k) Retention of significant trees on site.
13. There will be no crematorium on the site.
14. The operator of the Funeral Parlour is 'Seasons Funeral Homes'. Seasons Funeral Homes are seeking to operate the headquarters of their business from this site, with offices being located on the upper floor. The offices will be an incidental land use to the primary land use which is the funeral parlour.
15. A Funeral Parlour is defined as the following in the City's Local Planning Scheme No. 3:
- a) Means premises used to prepare and store bodies for burial or cremation.

Parking and Access

16. The City's Scheme requires 1x car parking bay per every staff member and 2x visitor bays for a Funeral Parlour under Table 3 – Parking Requirements. A total of 35x car parking bays are required and the application proposes a total of 74x parking bays. There is an overall surplus of parking provided on site.
17. The application proposes two crossovers on Hale Road. One crossover will allow entry to the site and the other will allow exit from the site. All vehicles are only permitted to perform a left-in turn from Hale Road into the site and a left-out turn out of the site to Hale Road.
18. To ensure there is clear wayfinding, appropriate signage is provided at the entry and exit points to the site. Additional signage and wayfinding is also proposed within the site to assist with internal flow of vehicles in the parking area.
19. Due to the nature of the land use, people attending the site may not be familiar with the access arrangements to and from the site. Therefore, the City has also recommended a condition of the approval for the operator of the Funeral Parlour to engage personnel to assist with traffic management and traffic flow for visitors attending the site before and after a funeral service.

Traffic

20. As per the Transport Impact Statement, the peak traffic generation for this development is 50 vehicle movements during any hour.
21. Staff movements are unlikely to coincide with the service arrival and departure times and there will be sufficient time in between the services to ensure that the departure and arrival times do not overlap for staff working hours and funeral services.
22. In accordance with the Western Australian Planning Commission's Transport Impact Assessment Guidelines, an increase of 10 to 100 peak hour vehicles would have a low to moderate impact. The estimated 50 vehicles per hour is deemed as being acceptable and the traffic is not likely to coincide with the road network peaks.
23. It is also noted that Main Roads are currently working towards the upgrade of Tonkin Highway which will be transformed to a freeway standard link with six lanes, creating a free-flowing environment and a safer, more efficient transport route.

Community Benefit

24. With a view of providing additional community benefit as part of the proposal, the applicant has advised that they are supportive of some of the meeting rooms being available for community groups between 6.00pm – 9.00pm on weekdays within their site.

There is no requirement in the applicable planning framework to provide a measurable 'community benefit', which makes the provision of meeting rooms for community use a private matter for the operator to manage.

25. The applicant advised that they are willing to make all practical efforts to fit into and benefit the Wattle Grove community.

Planning In Bushfire Prone Areas

26. The subject site is not mapped as being Bushfire Prone by the Office of Bushfire Risk Management (OBRM). Therefore, the provisions of State Planning Policy 3.7 – Planning in Bushfire Prone Areas are not applicable to this development.

Design Review Panels (DRP)

27. This application was referred to the City's DRP on two occasions – in July 2023 and August 2023. The DRP commended the applicant on making significant changes to the plans since the original review of July 2023.
28. After the first round of the DRP meeting in July 2023, the applicant made the following changes to the proposal:
- a) Increase landscaping and retain more existing mature trees on site
 - b) Provide sustainable features such as water sensitive plant selections, energy efficient and water saving fixtures and fittings, provision of solar panels and batteries and sustainable design and construction methods.
 - c) Improved circulation for safety.
29. It is considered that the proposal is a high-quality development, with the built form and aesthetics which will set apart this building from the rest of the development on Hale Road. The proposal is located within a commercial strip and the City has a high expectation for the built form and landscaping outcome, which has been delivered by this application.
30. The subject site has key features such as the creek at the rear and existing trees on site. The creek and mature trees are key components of the site which add to the character of the locality. Incorporating these elements into the overall development to contribute to the local context and character of Kalamunda and add to the sense of place for visitors and staff of the premises.
31. The Panel provided the applicant with its review and commended the applicant on the overall built form and scale of the proposal and the landscape outcome which seeks to retain mature trees within the site. At the DRP meeting in August 2023, the following comments were provided to the applicant:

"The panel commends the applicant on embracing the feedback to date. The overall impression was the applicant has responded to the feedback and where incorporated, has resulted in a much-improved design."

Infrastructure Contribution Arrangements

32. Regulation 73(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015* states that a local government must not levy a contribution for the provision of infrastructure unless there is a Development Contribution Plan (DCP) in place over an area.

33. Schedule 11 of the City's Local Planning Scheme No. 3 provides for infrastructure contributions under the Infrastructure Cost Sharing Arrangement (ICSA) to be made to support actual or anticipated growth in the Cell 9 area.
34. A condition and advice note have been recommended to ensure the payment of a contribution for the subject site towards the ICSA for Cell 9 pursuant to the Scheme.

Public Art Contributions

35. The City's Local Planning Policy 26 (LPP26) Public Art is applicable to all development where the estimated cost of development exceeds \$500,000 with the exception of some residential based proposals. The estimated value of the proposed development is \$3.5 million.
36. The City has considered the individual merits of the proposed development and concluded that it generates a planning need for public art for the following reasons:
- a) The subject site is prominent in the context of the Wattle Grove commercial precinct and will be highly visible from Hale Road. The provision of public art is expected to offset the impact of the change in character of the site consistent with the aspirations of the planning framework.
 - b) There would be a benefit to passing traffic / pedestrians along Hale Road to incorporate some form of artwork that is visually pleasing.
 - c) The development encompasses a standalone building, with landscaping and carparking to the external boundaries of the site. Whilst there will be trees and landscaping provided along the lot boundaries, the area will not be entirely screened.
37. A condition has been recommended on the determination, requiring a public art contribution equal to \$35,000 within the subject site, or alternatively a cash-in-lieu payment made to the City of Kalamunda's Public Art Fund.

Vegetation

38. As this application was lodged and assessed prior to the Council's resolution to revoke Local Planning Policy 33 (LPP33) – Tree Retention, assessment has been completed against the provisions of the policy.

Note: the Urban Development Zone assessment has been applied as the LPS3 Zoning is Urban Development and the Structure Plan designates the Mixed Use and Commercial Zones.

39. The following assessment is conducted under LPP33:

Requirement	Provided	Complies
9 large trees and 9 small trees OR; 1 large tree and 17 medium trees.	9x existing trees are being retained on site. 31x additional new trees are being planted. Total of 40x trees on site.	Yes
1 tree to be provided for every 4 uncovered parking bays.	1 tree has been provided for every 4 uncovered parking bays as per the landscaping plan	Yes

40. The nine existing trees being retained on site is a positive outcome for the site. The mature trees will provide benefits through shade, habitat for birds, reduction in the urban heat island effect, increased canopy cover and contribution to the local sense of place to the City of Kalamunda which is known for its trees.

41. The proposal is consistent with LPP33.

Arborist Review and Retained Trees

42. As outlined within the Arborist Report, all bar one tree with a high or very high retention value has been incorporated into the design.
43. Two large lemon scented gums (*Corymbia citriodora*) which are closest to Hale Road are being retained, which will assist with the landscaping within the front setback area.
44. Four marri trees (*Corymbia calophylla*) have 'high' retention value due to their size and because they are endemic. The design of the development has facilitated the retention of these trees. The landowner will be required to carefully manage and protect the trees during the construction process.
45. Two large mature Weeping peppermint trees (*Agonis flexuosa*) in 'excellent' condition are located at the rear of the property and will be retained by this development.
46. Retention of the high and very high value trees is a positive outcome for the future visitors to the site which will benefit from the immediate amenity impact. Tree retention is also a good planning outcome for the community which have become accustomed to the large trees contributing to the character of the area for many years.

47. A condition is recommended that the applicant submit a tree protection plan prior to the commencement of works on site. The tree protection plan will require protective fencing and signage around each tree which is being retained to protect the tree from the construction process.

APPLICABLE LAW

48. Planning and Development Act 2005
49. Planning and Development (Local Planning Schemes) Regulations 2015
50. City of Kalamunda Local Planning Scheme No. 3

APPLICABLE POLICY

51. Wattle Grove Cell 9 Structure Plan
52. State Planning Policy 7.0 – Design of the Built Environment
53. Local Planning Policy 11 – Public Notification of Planning Proposals
54. Local Planning Policy 16 – Design Review Panels
55. Local Planning Policy 24 – Development Contribution Arrangements
56. Local Planning Policy 26 – Public Art Contributions
57. Local Planning Policy 33 – Tree Retention

STAKEHOLDER ENGAGEMENT

58. The development application was advertised in accordance with Clause 64 of the *Planning and Development (Local Planning Schemes) Regulations 2015* and the City of Kalamunda Local Planning Policy 11 – Public Notification of Planning Proposals. The application was advertised for a 14-day period to landowners and occupiers within a 100m radius of the subject site.
59. The City went above the minimum advertising requirements to ensure that all landowners and occupiers within a 100m radius were provided with a letter to view the plans and make a submission on the proposal.
60. During the consultation process, the City received a total number of 274 submissions comprising of 250 objections, 20 submissions of support and 4 submissions providing comments only.
61. The key themes outlined in the submissions consisted of the following matters:
- a) Negative atmosphere and stigma.
 - b) Traffic and parking concerns.
 - c) Contradiction to residential character.
 - d) Impacts on local economy.
 - e) Incompatibility with the zone and residential surroundings.

- f) Community and cultural sensitivity.
- g) Religious considerations.
- h) Impacts on mental health and well-being.

62. The table below provides the City's responses to the key themes outlined in the submissions:

Summary of Submission	City's Response
Negative Atmosphere and Stigma	<p>It is noted that some elements of the community may hold negative views associated with Funeral Parlours. The proposed land use is capable of being considered on this land, and the proposed development has a high-quality built form and landscaping outcome with the provision of up to 40x trees and the retention of 9x existing mature trees on the site.</p> <p>The overall built form and landscaping will create a positive amenity to allow for families and friends to honour and celebrate the life of a loved one.</p>
Traffic and Parking Concerns	<p>The development provides 74x car parking bays and 12x covered parking bays for the hearses. The total amount of car parking bays provided exceeds the Parking Requirements (Table 3) of the City of Kalamunda Local Planning Scheme No. 3.</p> <p>The development ensures all vehicles will enter and exit the property in forward gear which is important for safety.</p> <p>The Transport Impact Statement prepared for this application states that the peak development traffic is unlikely to coincide with the road network peaks.</p>
Contradiction to Residential Character	<p>The subject site is zoned Commercial and Mixed Use under the Wattle Grove Cell 9 Structure Plan.</p> <p>Under the City' Scheme, a Funeral Parlour is 'D' land use under the commercial zone and an 'A' land use under the mixed-use zone. Therefore, the land use can be considered under these zones, subject to the City's review and assessment of the proposal on its merits after advertising has been completed. The land use is considered to be compatible with the commercial and mixed-use zoning allocated to the site. The</p>

	<p>commercial land use is also consistent with the other commercial tenancies along Hale Road.</p> <p>The funeral parlour building is located 30m away from the primary street boundary. With the setback provided, the verge and the road in between, the funeral parlour is unlikely to impact on the character of the residential area across the road due to the buffer. The landscaping and trees being retained will also assist with the screening of the building.</p> <p>The proposed land use and hours of operation comply with the <i>Environmental Protection (Noise) Regulations 1997</i>.</p>
Impacts on Economy	The objection is not supported on the grounds argued in the submission table.
Incompatibility with the zone and the residential surroundings	The subject site is not zoned Residential. The site is zoned Commercial and Mixed Use under the Wattle Grove Cell 9 Structure Plan. The land use can be considered under these zones, subject to the City's review and assessment of the proposal on its merits after advertising has been completed.
Community & Cultural Sensitivity	<p>It is acknowledged that the local community of Wattle Grove has a unique and diverse range of cultural backgrounds and religious practices relating to funeral rituals.</p> <p>All the funeral related activities and operational activities will be located within the building and within the site. Outside of the building, there is carparking and a gathering space which is similar to the activities which would taken place in the adjoining commercial tenancies of Hale Road.</p> <p>It is acknowledged that the view of coffins passing by may be visible, however, the funeral hearses will be loaded within the building and hearses with coffins will be limited to two a day with services times being 10am and 2pm.</p>
Religious Considerations:	Although it is acknowledged that the community members may follow a diverse array of traditions, rituals and ceremonies during funerals, these are not valid planning issues for consideration under the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> .

Mental Health & Well-Being:	Mental health and well-being are not valid planning considerations under the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> .
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63. Attachment 8 is a full summary of the submissions including both the applicant’s response and the City’s comments.

FINANCIAL CONSIDERATIONS

64. Should Council not support the officer recommendation and refuse the application, the applicant may exercise their rights to appeal the decision through the State Administrative Tribunal (SAT). In which case, the City would need to engage legal representation. The cost of SAT appeals varies based on the complexity of the matters in dispute. Officers estimate the cost of appropriately qualified representation for this development application to range from \$30,000 if conditions are changed and approximately \$60,000 if the application is refused.
65. Should Council not support the officer recommendation, the applicant may pursue approval as a fresh Joint Development Assessment Panel (JDAP) application. The final determination on such an application would be made by the five person JDAP panel, which includes two elected members. This would have a financial burden on the applicant due to additional application fees. There would not be any direct financial cost to the City, however the City would still need to provide a Responsible Authority Report to the JDAP panel which would take Officer’s time to complete.

SUSTAINABILITY

66. N/A

ADDITIONAL INFORMATION – PETITION

67. Council received a petition at the Public Agenda Briefing Forum 12 February 2024 objecting to this development application. The petition contains 799 signatories, of those signatures 21 were double ups, 7 had no signature and 5 had two names with one signature.
68. The Petition can be found in Confidential Attachment 1.
69. The objections in relation to the development outlined below from the petition:

"We believe this development will have negative effects on our community, including:

- 1. Decreased property values due to lower demand.*
- 2. Increased traffic congestion and parking issues.*
- 3. Noise pollution from activities like embalming and Mourner gatherings.*
- 4. Emotional, Cultural and Religious discomfort associated with living near/direct facing death-related facilities.*
- 5. Potential alteration of community character, leading to stigma or negative perceptions.*
- 6. Inappropriate location -Bereavement not compatible with fine dining, childcare centre, Primary school, tuition centre, Gym, Medical facilities in proximity. If you are a local resident of Kalamunda council who shares our concerns, we urge you to sign this petition and to attend the council meeting as below at the Kalamunda council office."*

70. The matters raised in the petition reflect the key concerns of submissions received during formal consultation period. As the concerns have been addressed in the Stakeholder Engagement section of this report, the petition has not resulted in any change to the Officer Recommendation.

RISK MANAGEMENT

71.	Risk: If the development application is not supported by Council, the applicant may appeal the decision through the State Administrative Tribunal (SAT). Costs associated with an appeal are estimated to range between \$60,000 and \$100,000.		
	Consequence	Likelihood	Rating
	Moderate	Possible	Medium
	Action/Strategy		
	Demonstrating the planning merits of the proposal to Council through the report, and the financial implications associated with a SAT appeal.		

72.	Risk: The proposal may impact on the amenity of the adjoining properties.		
	Consequence	Likelihood	Rating
	Moderate	Unlikely	Low
	Action/Strategy		
	The City to provide appropriate conditions of planning approval to ensure potential amenity impacts are managed and adhered to.		

73.

Risk: If the development application is not supported by Council, future applicants may be more likely to apply through the JDAP, which means that Council will have less visibility of the assessment process and application of discretion, as Council will not be the determining authority.

Consequence	Likelihood	Rating
Moderate	Possible	Low

Action/Strategy

The City to provide appropriate conditions of planning approval to ensure potential amenity impacts are managed and adhered to.

CONCLUSION

74. It is recommended that Council approve the application for the proposed Funeral Parlour and Offices at Lot 192 (326) Hale Road, Wattle Grove, subject to the recommended conditions and advice notes.

Voting Requirements: Simple Majority

RECOMMENDATION

That Council:

- NOTE the matters raised in the Petition in Confidential Attachment 1.
- In accordance with Clause 68(2)(b) of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*, APPROVE the Development Application for the Funeral Parlour and Offices at Lot 192 (326) Hale Road, Wattle Grove (DA23/0499), subject to the following conditions:
- The development being carried out in accordance with the plan(s)/drawing(s) and document(s) (including any recommendations made) listed below, including any amendments to those plans as shown in red.

Rev.	Title	Date	Prepared by
SKO8	Development Plans	14/02/2024	Mulder Kampman Design
-	Arborist Report	15/09/2023	Treeswest Australia
C	Civil Design Certification	18/09/2023	Pritchard Francis
2306002-TIS-001 Rev C	Transport Impact Statement	8/02/2024	Shawmac

- For the duration of development, all stormwater drainage from roofed and paved areas being disposed of onsite as per the Geotechnical report and Storm water Drainage Plans to the satisfaction of the City of Kalamunda.

5. The incidental use of office must be restricted to use by the occupier of the Funeral Parlour and must not be made available for public use, with the exception of community purpose, to the satisfaction of the City of Kalamunda for the duration of development.
6. Staff numbers must be limited to no more than 33 staff on-site at any one time to the satisfaction of the City of Kalamunda for the duration of development.
7. For the duration of the development, the operator of the Funeral Parlour must engage personnel to assist with traffic management and traffic flow for visitors attending the site prior to the commencement and following the conclusion of a funeral service, to the satisfaction of the City of Kalamunda.
8. For the duration of the development, car parking areas must always be available for their intended purpose and must not be used for any alternative purpose at any time to the satisfaction of the City of Kalamunda for the duration of development.
9. Chemical or fuel storage areas shall be suitably enclosed and bunded to the satisfaction of the City of Kalamunda for the duration of development.
10. The proposed mechanical wash-down bay must drain to a sewer via a sediment trap and oil separator to the Water Corporation's requirements and must comply with Department of Water: Water Quality Protection Note: Mechanical Equipment Wash-down to the satisfaction of the City of Kalamunda for the duration of development.
11. Prior to the commencement of development works on site, the applicant must provide a detailed Tree Protection Plan to the satisfaction of the City of Kalamunda. The Tree Protection Plan must outline management measures to ensure compliance with AS4970-2009 (Protection of Trees on Development Sites) and must include the following to the satisfaction of the City of Kalamunda:
 - i. Install protective fencing to prevent any damage to the trees in general accordance with Section 4.3 of AS4970-2009;
 - ii. Provide signage identifying the 'Tree Protection Zone' on exclusion fencing;
 - iii. Ensure trees are protected from harm during works on site; and
 - iv. Include the protection trees on adjoining properties which have the potential to be impacted by development works.
12. Prior to the commencement of development works on site, a geotechnical report in accordance with AS 1726 Geotechnical Site Investigations is to be submitted to the satisfaction of the City of Kalamunda, to inform designs such as earthworks, subsoil drainage, groundwater management, stormwater drainage, erosion control, slope stability, retaining walls, small structure footings, and road pavements.

13. Prior to applying for a building permit, engineering drawings for the modifications of Hale Road (including but not limited to the median strip) are to be submitted to and approved to the satisfaction of the City of Kalamunda. Prior to occupation of the development, all works are to be completed at the cost of the applicant / landowner in accordance with the approved engineering drawings as per advice and recommendation of Transport Impact Statement and to the specification and satisfaction of the City of Kalamunda.
14. Prior to applying for a building permit, arrangements must be made to ensure that a Cost Contribution will be made for Lot 192 (No. 326) Hale Road, Wattle Grove towards the Infrastructure Cost Sharing Arrangement for Cell 9 pursuant to the City of Kalamunda Local Planning Scheme No. 3 to the satisfaction of the City of Kalamunda.
15. Prior to applying for a building permit, the applicant/landowner is to submit, and have approved by the City of Kalamunda, detailed information relating to external finishes and colour schemes. Prior to the occupation of the development, the approved external finishes and colour schemes are to be implemented into the development, to the satisfaction of the City of Kalamunda and maintained for the duration of the development.
16. Prior to applying for a building permit, a Construction Management Plan must be prepared by the landowner/applicant to the satisfaction of the City of Kalamunda. The Construction Management Plan shall detail how the construction of the development will be maintained including the following:
 - i. Public safety and security;
 - ii. Hours of construction;
 - iii. Traffic management plans during construction, including any proposed road closures;
 - iv. Dust management plan
 - iv. Toilet facilities for construction workers;
 - v. Protection of public infrastructure;
 - vi. How materials and equipment will be delivered, stored and removed from the site;
 - vii. Parking arrangements for staff, contractors and visitors;
 - viii. Construction Waste disposal strategy and location of waste disposal bins;
 - ix. Details of cranes, large trucks or similar equipment which may block public thoroughfares during construction, and how they are to be managed;
 - x. How dust, noise, erosion, lighting and environmental hazards and will be managed during the stages of construction;
 - xi. Complaint management procedure; and
 - xii. Other matters likely to impact on surrounding property owners.

The Construction Management Plan must be implemented prior to the commencement of works and thereafter maintained for the duration of works to the satisfaction of the City of Kalamunda.

17. Prior to applying for a Building Permit, a Waste Management Plan must be prepared by the landowner to the satisfaction of the City of Kalamunda. The Waste Management Plan must include the following detail:
 - i. The location of the bin storage areas and bin collection areas (all storage and loading areas must be screened from the streetscape).
 - ii. The number, volume and type of bins, and the type of waste to be placed in the bins.
 - iii. Management of the bins and the bin storage areas, including cleaning rotation and moving bins to and from the bin collection areas; and
 - iv. Frequency of bin collections.
 - v. Appropriate traffic management measures to mitigate conflicts between private vehicles and waste collection vehicles.
 - vi. Other matters likely to impact on surrounding property owners.

The approved Waste Management Plan must be implemented for the duration of the development by the landowner to the satisfaction of the City of Kalamunda.

18. Prior to occupation of the development, the Funeral Parlour and Offices must be connected to the reticulated sewerage network to the satisfaction of the City of Kalamunda.
19. Prior to occupation of the development, crossovers and access driveways must be designed and constructed to the specification and satisfaction of the City of Kalamunda.
20. Prior to occupation of the development, the Landscape Plan must be implemented and then maintained in perpetuity to the satisfaction of the City of Kalamunda.
21. Prior to occupation of the development, hardstand areas must be paved, sealed and drained to the satisfaction of the City of Kalamunda.
22. Prior to occupation of the development, the landowner must locate and screen the following components of the development so that they are not visible from any road to which the site has frontage, adjoining properties or otherwise on display from any public vantage point:
 - i. Refuse storage areas.
 - ii. Service equipment.
 - iii. Mechanical ventilation.
 - iv. Refrigeration units.
 - v. Storage areas for machinery, materials or the like.

23. Prior to occupation of the development, the landowner/applicant must contribute towards public art, pursuant to City of Kalamunda Local Planning Policy 26.
24. Prior to occupation of the development, all car parking areas must meet the following requirements:
25.
 - i. The provision and maintenance of a minimum of 74 car parking spaces which are designed, constructed, sealed, kerbed, drained and marked in accordance with Australian/New Zealand Standard AS/NZS 2890.1:2004, Parking facilities, Part 1: Off street car parking;
 - ii. The provision and maintenance car parking space(s) dedicated to people with disabilities, which are designed, constructed, sealed, kerbed, drained and marked in accordance with Australian/New Zealand Standard AS/NZS 2890.6:2009, Parking facilities, Part 6: Off street parking for people with disabilities and which are linked to the main entrance of the development by a continuous accessible path of travel designed and constructed in accordance with Australian Standard AS 1428.1 2009, Design for access and mobility, Part 1: General Requirements for access New building work;
 - iii. Vehicle parking, manoeuvring and circulation areas are to be suitably constructed, sealed, kerbed, line marked and drained to the specification and satisfaction of the City of Kalamunda and Australian Standard AS2890; and;
 - iv. Comply with the above requirements and be maintained to the satisfaction of the City of Kalamunda for the duration of the development.
26. Prior to occupation of the development, bicycle facilities shall be provided in accordance with Australian Standard AS 2890.3 to the satisfaction of the City of Kalamunda. The facilities shall thereafter be retained for the duration of the development.

Advice Notes

1. With regard to condition 21, the City of Kalamunda's Local Planning Policy 26 (Public Art Contributions) provides a concise and documented procedure for public art contributions to provide for consistent management and transparent process by the City.
2. With regard to condition 21, the applicant/landowners are advised that a public art contribution of \$35,000 applies to this approval, which can be provided through either a public art contribution within the subject site or within a public area within the vicinity of the subject site equal to \$35,000, or alternatively the provision of a \$35,000 as in lieu payment to the City of Kalamunda's Public Art Fund.

3. With regard to condition 12, the Applicant is advised that Cell Infrastructure Contributions in the Cell 9 Infrastructure Cost sharing Arrangement (ICSA) are calculated based on dwelling yield of the subject land. The ICSA identifies a yield of 20 lots for the subject land.
4. Stormwater drainage must be designed and constructed in accordance with a geotechnical report and in accordance with City's "Stormwater Design Guidelines for Subdivisional and Property Development" and to the satisfaction of the City of Kalamunda.
5. This development approval does not authorise the removal of any vegetation other than any identified for removal on the approved plan(s).
6. The applicant must submit floor plans (to scale) and an application for a Certificate of Approval under the Health (Public Buildings) Regulations 1992 to the City of Kalamunda and receive approval prior to use of the building.
7. With regard to condition 8, the applicant is advised that failure to comply with the relevant water quality protection notes may lead to a breach of the Environmental Protection (Unauthorised Discharges) Regulations 2004.
8. The applicant is reminded of their obligation to comply with *The Cemeteries Act 1986*.
9. Line marking and signage to be approved and implemented in consultation with Main Roads WA and to the satisfaction of the City of Kalamunda.
10. A Traffic Management Plan (TMP) is required for any works in the road reserve or impacting the road reserve. Submit a TMP in accordance with Main Roads WA's Traffic Management for Works on Roads Code of Practice, to the City. For non-complex TMPs submit the TMP at least 14 calendar days before commencing work, and for complex TMPs a minimum of 21 days before commencing work. The Traffic Management Plan must be approved before work impacting the road reserve can commence.
11. A certified Building Permit will be required for the commercial building.
12. The applicant is advised about the following matters relating to the Demolition Permit:
 - i. Old effluent disposal system and any stormwater soakwells to be fully removed from site and the excavations filled with clean compacted fill endemic to the site
 - ii. Site to be raked and picked clean of any asbestos products.
 - iii. Tree stumps to be grubbed out and the excavations filled with clean compacted fill.

13. If the bore is not being used for the landscaped areas, it is to be capped off and if housed in a well, the well is to be grubbed out and the excavation filled with clean compacted fill endemic to the site.
14. If any of the fencing is to be replaced, a BA20A form is required to be signed by the effected neighbour.
15. The second floor is only accessed via stairs which will require a Performance solution for an exemption from the need for a lift.
16. The applicant is advised that the floor area is in excess of 500m², therefore hydrants and hose reels are required. If mains pressure cannot be achieved, then pumps and tanks will be required which will affect the design.
17. Any damages to public assets arising during the course of the development activity are to be repaired and restored in accordance with the "Local Government Guidelines for Restoration and Reinstatement in WA" and to the satisfaction of the City of Kalamunda.
18. The applicant is advised to manage and minimise dust during the works and after completion in accordance with the Department of Environment and Conservation's "Guideline for Managing the Impacts of Dust and Associated Contaminants from Land Development Sites, Contaminated Sites Remediation and Other Related Activities".
19. The applicant is required to manage noise and vibration during the works in accordance with Australian Standard AS 2436 "Guide to Noise and Vibration Control on Construction, Demolition and Maintenance Sites".
20. The applicant is reminded of their obligations to comply with the "Land development sites and impacts on air quality: a guideline for the prevention of dust and smoke pollution from land development sites in Western Australia", prepared by the Department of Water and Environment Regulation.
21. This development approval does not authorise the erection of any signage not exempted by Schedule 5 (Exempted advertisements) of the City of Kalamunda Local Planning Scheme No. 3.
22. With regard to condition 3, reference to community purpose recognises the voluntary offer by the applicant to facilitate limited access of the office for public use by community groups between 6pm and 9pm on weekdays. Any operational requirements are expected to be managed by the applicant/owner.

10.2. Asset Services Reports

No reports presented.

10.3. Corporate Services Reports

No reports presented.


10.4. Community Engagement Reports

10.4.1. Customer Service Results 2023

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

Previous Items	
Directorate	Community Engagement
Business Unit	Customer Service and PR
File Reference	
Applicant	
Owner	
Attachments	Nil

TYPE OF REPORT

Advocacy	When Council is advocating on behalf of the community to another level of government/body/agency
Executive	When Council is undertaking its substantive role of direction setting and oversight (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 1: Kalamunda Cares and Interacts

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

Strategy 1.1.1 -- Ensure the entire community has access to information, facilities and services.

Strategy 1.1.2 - Empower, support and engage all of the 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 1.2.2 - Advocate and promote healthy lifestyle choices by encouraging the community to become more active citizens.

Priority 1: Kalamunda Cares and Interacts

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

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

Priority 4: Kalamunda Leads

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

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

EXECUTIVE SUMMARY

1. The purpose of this report is to provide Council with an update on the City of Kalamunda's (City) customer service results for 2023.
2. The City's customer service has continued to achieve the service level expectations set.
3. The recommendation is to note the Customer Service results for 2023.

BACKGROUND

4. In June 2022 the City of Kalamunda adopted its Customer Service Strategy 2022 – 2026.

5. The key objectives of the strategy are to:
- promote a holistic approach to customer service, encouraging a smooth, seamless “one-touch” customer experience.
 - be responsive and agile in-service delivery, recognising one size doesn’t fit all and offering a range of service delivery options.
 - support and encourage staff through training and information sharing to be proactive and anticipate community needs, always striving to exceed expectations.

Customer Service Principles

6.	1.	Customers will receive timely responses.	<ul style="list-style-type: none"> We will always provide an estimation of timeframe for response at each interaction. We will update customers on the status of their enquiry at regular intervals. Customer referrals across business units will be as minimal as possible. We monitor the timeliness of our correspondence.
	2.	Customer interactions will be meaningful.	<ul style="list-style-type: none"> We aim to handle enquiries at first point of contact. All staff will have access to accurate and up-to-date information. Staff will seek to understand enquiries to the deepest possible level before responding. All responses to customers will be personalised and professional. Even when we may need to say ‘we can’t’ we will offer options for things we ‘can do’
	3.	Each customer will be made to feel like the only customer.	<ul style="list-style-type: none"> We will ask our customers how they like to receive information and deliver it accordingly. We recognise ‘one-size does not fit all’ and we will be flexible in our service offerings. We will always do more to exceed expectations. Complex requests and complaints will be handled with priority.
	4.	We will help our customers to help themselves.	<ul style="list-style-type: none"> We offer and promote integrated self-service options. We explore and use innovative technology solutions that makes accessing information easy. Online information will be available 24/7 and enabled for mobile devices. As many transactions as possible will be automated. Develop simple guides and instructions to help customers understand our processes.
	5.	Our customers are informed and will help inform our services.	<ul style="list-style-type: none"> We will consider the customer’s perspective and actively seek feedback often, in different ways. We will admit when we get it wrong, reviewing and improving our processes each time. We will communicate on any new service (or fee) or expected change in levels of service as early as possible.

		<ul style="list-style-type: none">• Our people and our customers will be our best advocates.
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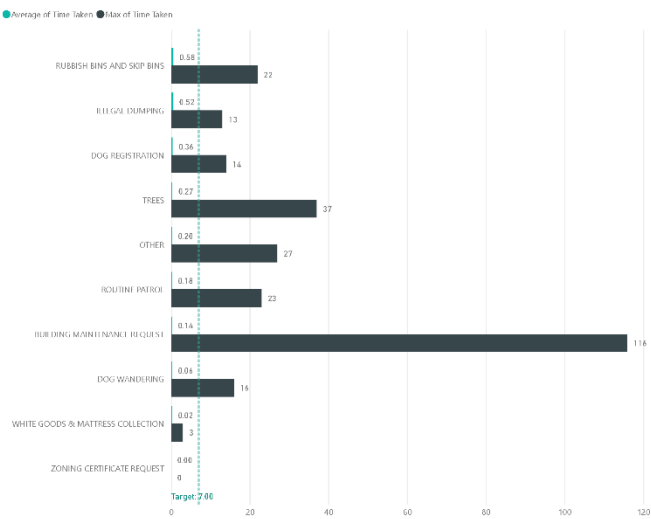
Customer Service Promise

- 7. Supported by innovative technology solutions and regular best practice training, staff will be proactive, focus on future planning to meet business objectives and work collaboratively, with the customer experience always in mind.
- 8. All City interactions with customers will be-
 - a) timely and meaningful.
 - b) transparent in all that we do and decisions we make.
 - c) changed and adapted for continuous improvement.

DETAILS AND ANALYSIS

- 9. The City continued to focus on a combination of concepts including cultural change, technological and process improvement, and a centralised service model - with increased self-service options and improvements based on customer feedback.
- 10. Our customers are the 'key influencers' in the development, improvement and delivering of our services.
- 11. Overall, customer requests have been responded to in a timely matter with an average time taken for all customer requests sitting significantly under the target of 7 days. Some requests require further information from the applicant which can result in a delay to response time.
- 12. The following provides an overview of the City of Kalamunda customer results for 2023, with the average response time further reduced to 0.25days. 99.67%of the 19,931 requests were completed in less than 5 working days.

Customer Requests - Response Times (in days) for the Top 10 Categories



Year

2023

Average Response Time across all Requests

0.25 days

Requests Completed in 7 Days or Less

99.67%

Count of Requests - 2023

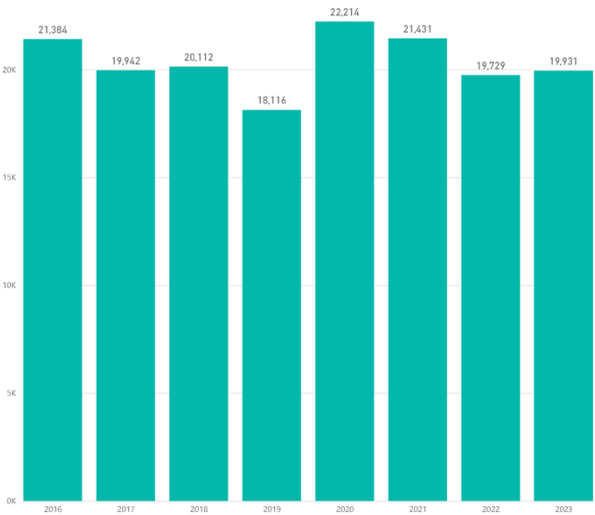
19931

Count of Requests - 2022

19729

Count of Requests - 2021

21431



13.

% Overdue

% of Requests with Time taken > 7 Days - 2023

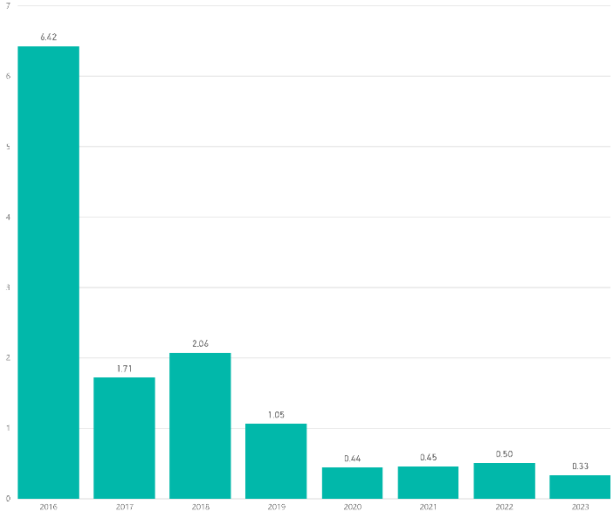
0.33 %

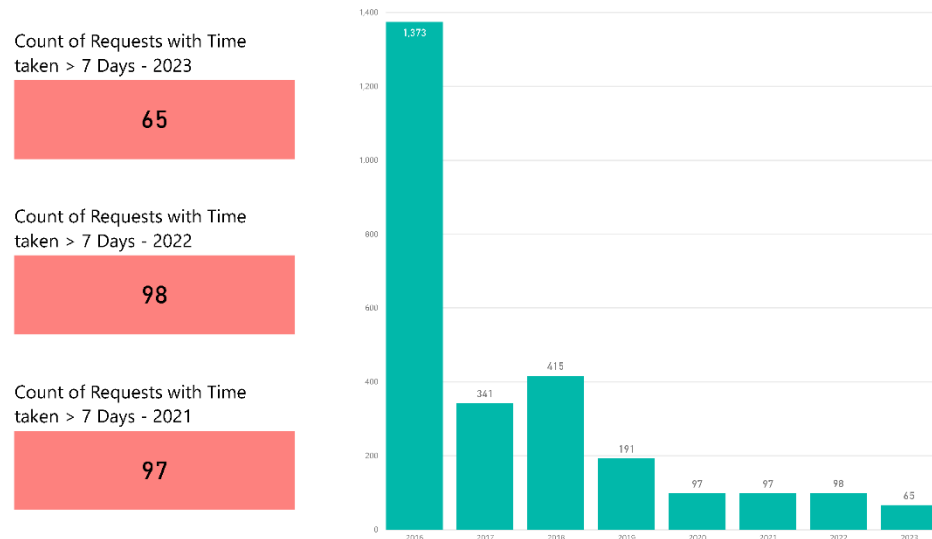
% of Requests with Time taken > 7 Days - 2022

0.50 %

% of Requests with Time taken > 7 Days - 2021

0.45 %



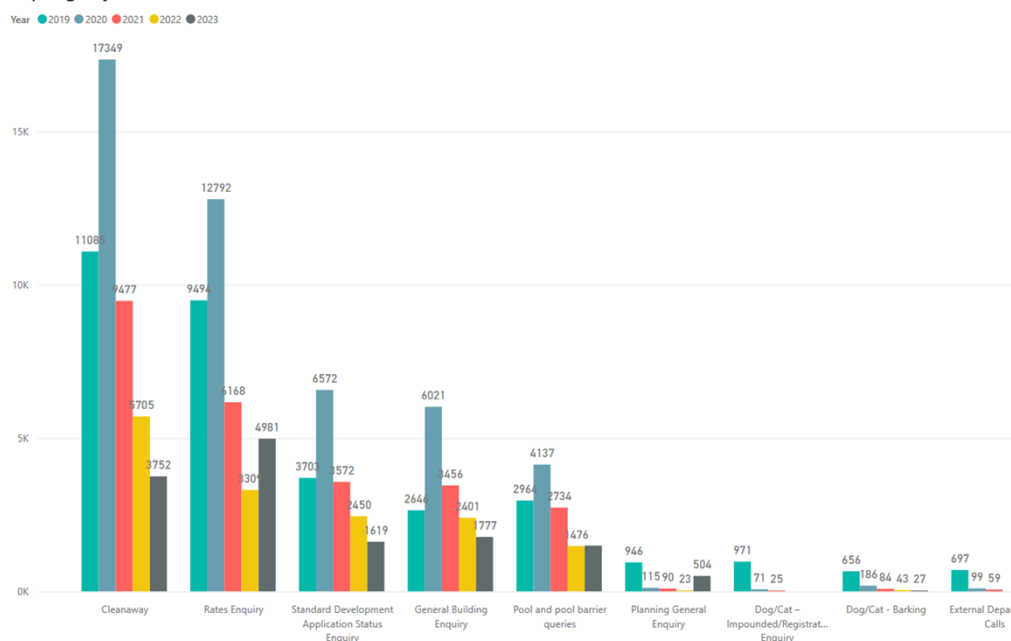


14. In the 2023 Customer Service Report, the top three tags for phone calls, were: Rates Enquiry with 4,981 enquiries, followed by Cleanaway at 3,752, and General Building Enquiries at 1,777.

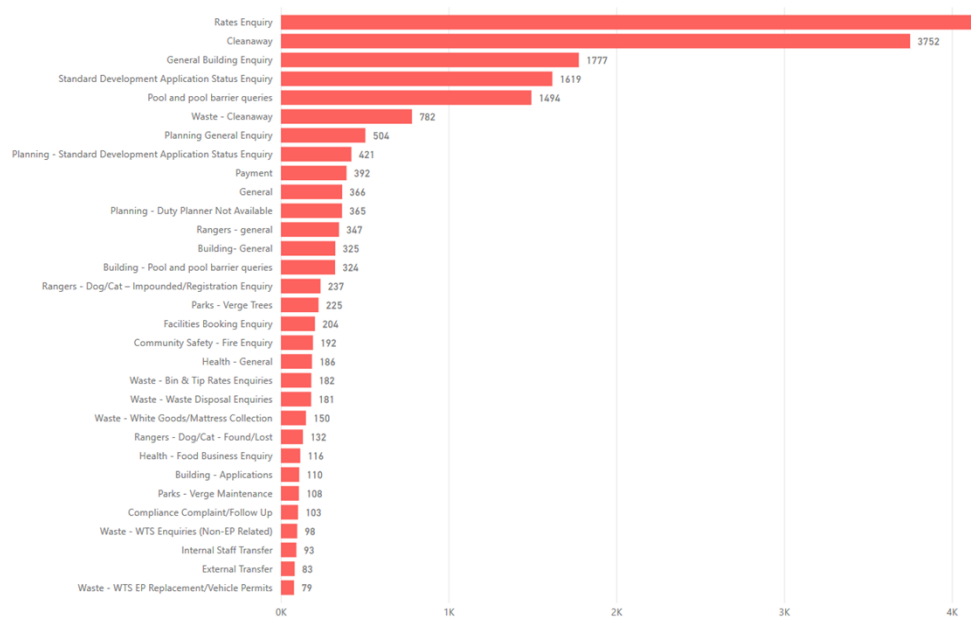


15. This data underscores our commitment to providing timely and relevant information, contributing to a positive customer experience. We will continue to build on these successes to enhance overall service delivery.

Top tags by Year



2023 - Top tags (number of times tag used, not number of calls, as calls may have more than one tag)



APPLICABLE LAW

16. *Local Government Act 1995*

APPLICABLE POLICY

17. Service 5 – Communication and Engagement
18. Service 01 – Managing Unreasonable Conduct by Customers

STAKEHOLDER ENGAGEMENT

19. The City received feedback year-round relating to Customer Service and reviews all feedback, suggestions and complaints which are received to improve the customer experience.
20. Feedback from residents has continued to have a positive sentiment overall.
21. Results are circulated throughout the organisation to all business units as part of an informing campaign, along with a weekly report issued to business units on items requiring action.

FINANCIAL CONSIDERATIONS

22. Services are provided within the current budget parameters.

SUSTAINABILITY

23. The City's Customer Service Strategy is based around a series of actions, which will improve sustainability in the customer service space from both a social and environmental perspective, with increased self service capability and a reduction in print.

RISK MANAGEMENT

24.

Risk: Customer Service Results are not monitored to ensure ongoing achievement of Strategy objectives.		
Consequence	Likelihood	Rating
Moderate	Unlikely	Low
Action/Strategy		
Ensure regular reporting to Council with quarterly updates and annual review.		
25.

Risk: Customer Service Strategy is not implemented by the due date		
Consequence	Likelihood	Rating
Moderate	Unlikely	Low
Action/Strategy		
An annual implementation plan is developed each year and reported against, to ensure that over the lifetime of the strategy all objectives are successfully achieved.		

CONCLUSION

- 26. The City remains focused on best practice, with works to ensure services are as accessible as possible currently underway, with the expansion of locations customers can access services.
- 27. The Customer Service Strategy provides clear direction for the City, along with ensuring customers understand how the City will interact and what to expect in terms of customer service.
- 28. Continuous review and improvement, led by our customers feedback is important to ensure the City continues to maintain and improve on results and the overall customer experience.
- 29. The success of the Customer Service Strategy Implementation to date is a credit to the entire organisation.
- 30. There is a strong customer centric focus and culture that is continuing to strengthen.

Voting Requirements: Simple Majority

RECOMMENDATION


That Council NOTE the Customer Service Results for 2023.

10.4.2. Community Sporting and Recreation Facilities Fund and Club Night Light Program Funding applications 2024/2025

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

Previous Items	OCM 52/2023; OCM 132/2022 and OCM 259/2021
Directorate	Community Engagement
Business Unit	Community Development
File Reference	
Applicant	City of Kalamunda
Owner	City of Kalamunda
Attachments	Nil

TYPE OF REPORT

Advocacy	When Council is advocating on behalf of the community to another level of government/body/agency
 Executive	When Council is undertaking its substantive role of direction setting and oversight (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 3: Kalamunda Develops

Objective 3.2 - To connect community to key centres of activity, employment and quality amenities.

Strategy 3.2.2 - Develop improvement plans for City assets such as parks, community facilities, playgrounds to meet the changing needs of the community.

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. The purpose of this report is to seek Council endorsement for two (2) grant funding applications to the Department of Local Government, Sport and Cultural Industries (DLGSC) for the following 2024/25 grant funding rounds being:
 - a) the Community Sporting and Recreation Facilities Fund (CSRFF) – Part 1; and
 - b) the Club Night Light Program (CNLP) – Part 2.
2. The following grant applications are seeking to be submitted to DLGSC being:
 1. **CSRFF Program (Part 1)** – City of Kalamunda application for the construction of two new tennis courts, with LED floodlighting and fencing at Hartfield Park.
 2. **CNLP Program (Part 2)** – Pickering Brook Sports Club (PBSC) application for the installation of new sports floodlighting at George Spriggs Reserve.
3. **CSRFF Program (Part 1)**
It is recommended that Council:
 1. ENDORSE an application from the City of Kalamunda to the Community Sporting and Recreation Facility Fund in the March 2024 Small Grants Round for an external funding contribution of \$200,000 towards the construction of two new tennis courts, with LED floodlighting and fencing at Hartfield Park.
 2. NOTE that this project is ranked for the purposes of the Community Sporting and Recreation Facility Fund (CSRFF) program as the first and only priority within the City for the 2024/2025 CSRFF Small Grants Round in March 2024.
CNLP Program (Part 2)
It is recommended that Council:
 1. ENDORSE an application from the Pickering Brook Sports Club to the Club Night Light Program (CNLP) in the March 2024 Small Grants Round for an external funding contribution of \$183,389 towards for the installation of new sports floodlighting at George Spriggs Reserve.
 2. NOTE in the event of a successful Club Night Light Program funding application, an amount of up to \$91,695 for the Pickering Brook Sports Club application for the installation of new sports lighting will need to be considered as part of the City's 2024/25 annual budget deliberation process.

3. NOTE that this project is ranked for the purposes of the Club Night Light Program (CNLP) as the first and only priority within the City for the 2024/25 CNLP Small Grants Round in March 2024.

BACKGROUND

4. The State Government through the DLGSC provides financial assistance to community groups and local governments to develop basic infrastructure for sports and recreation, through two programs being the CSRFF and the CNLP.
5. In 2021, the State Government established the CNLP, which is investing \$10 million over four years, and is specifically for the construction of sports floodlighting projects.
6. The CSRFF program currently has a funding allocation of \$20 million for the 2024/25 financial year, for all other basic sports related infrastructure developments, such as, new pavilions, new ovals or unisex changerooms.
7. The programs aim to increase participation in sports and recreation with an emphasis on increasing physical activity through the provision of well-planned facilities.
8. Historically the maximum grants available from these grant programs is no greater than one third of the total estimated project cost. In 2023, DLGSC altered this criteria to allow projects within the Small Grants categories to receive up to half of the total estimated project cost to a maximum grant of \$200,000.
9. The CSRFF and CNLP Small Grant Rounds are for projects with a total estimated project cost of up to \$500,000 and is offered twice a year in March and July.
10. Applications for the programs are to be submitted to DLGSC by 4pm on the 29 March 2024.
11. It is anticipated that successful applicants will be advised in June/July 2024, with funds to be expended by June 2025.

DETAILS AND ANALYSIS

12. **CSRFF Application One – HPMP Stage 2A – Installation of two new tennis courts, with LED lighting and fencing.**

13. At the 24 August 2021, Ordinary Council Meeting (OCM), Council resolved (OCM 259/2021) to adopt the Hartfield Park Master Plan (HPMP) Stage 2 – co-location strategy which, identified the need for the installation of two new tennis courts, with LED lighting to a community level and fencing, for the Forrestfield Tennis Club (FTC) as part of the co-location with the Forrestfield & Districts Bowling Club (FDBC).
14. The FTC has an estimated membership base of 175 persons, which has steadily increased over the last three years.
15. During the 2022 Federal Government Election, the City secured a funding commitment of \$5.4 million towards the HPMP Stage 2 projects which included the co-location of the FDBC and FTC's clubrooms and installation of two new tennis courts with LED lighting and fencing.
16. The City has submitted two previous CSRFF Forward Planning applications for the HPMP Stage 2 projects, inclusive of the co-location of the Bowls / Tennis clubs and new tennis courts in both September 2021 and September 2022 (OCM 131/2022).
17. In February 2022, the City was successful in receiving a grant of \$620,000 through the CSRFF program towards HPMP Stage 2 projects being the unisex changerooms for AFL / Little Athletics and Rugby League and new little athletics infrastructure, however both applications were unsuccessful in receiving funding in relation to the co-location of the Bowls / Tennis clubs and new tennis courts.
18. At the 18 April 2023, OCM, Council resolved (OCM 52/2023) to endorse the HPMP Stage 2 funding strategy for the \$5.4 million Federal Government election commitment and noted that the City will lodge a future CSRFF application seeking additional funding support specifically for the installation of two new tennis courts with LED lighting and fencing at Hartfield Park.
19. **CNLP Application – PBSC – New Sports Floodlighting**
20. The PBSC is based at George Spriggs Reserve, Pickering Brook with a total estimated membership base of 350 persons. The Pickering Brook Football Club (PBFC) is a member of the overarching PBSC based at George Spriggs Reserve with an estimated membership of 94 persons.
21. In 2021, the PBSC applied through the City's Capital Grants Program seeking funding assistance for the installation of new sports floodlighting on George Spriggs Reserve, Pickering Brook.

22. The Strategic Sport and Recreation Committee (SSRC) supported the need for the project and submitting a CNLP application in September 2022.
23. At the 27 September 2022, OCM, Council resolved (OCM132/2022) to endorse the PBSC's CNLP application for the installation of new sports floodlighting.
24. The submitted application included a significant funding component through the Federal Governments Building Better Regions Fund (BBRF), however following the Federal Government's decision to discontinue the BBRF program, the PBSC decided to withdraw the CNLP application. Subsequently the PBSC and City have developed a revised funding submission for the CNLP.
25. The existing sports floodlighting currently consists of six floodlighting towers of varying heights and quality across the site. An asset lighting audit that was completed in 2016 identified that the existing sports floodlighting does not meet the required, Australian Standards for large ball sports training activities (50 lux), supporting the need to upgrade the site.
26. As a result of the insufficient sports floodlighting available, training is restricted for safety reasons to the limited areas of the field that are lit. This restricts the PBFC's ability to safely utilise the entire reserve for training. Due to this the PBFC trains directly under the limited lighting available, resulting in increased wear and tear issues.
27. The aim of the project is to increase the amount of illuminated space available by lighting the entire oval for training purposes and to provide the PBFC with the ability to host community level night matches (100 lux) as per the 2024 AFL facility guidelines.
28. The project involves the replacement of the existing lighting infrastructure and installation of four new sports lighting towers, LED luminaries, Halytech lighting control system and upgrade of the site main switch board.
29. Overall, the project will lead to an increase in physical activity, as it will enable the PBFC to extend their hours of training, host night matches meet their future growth expectations, and achieve the outcomes of the City's Public Health Plan.

DLGSCI Local Government Assessment

- 30. The DLGSC requires the City to assess and rank each application in its locality in priority order, relative to the funding program priorities. DLGSC then undertake their own assessment and approval process against the programs funding criteria.
- 31. In summary, both projects strongly align to the grant program criteria and as they are in separate grant programs, both applications have a priority ranking of 1 of 1.

APPLICABLE LAW

- 32. *Section 5.56 of the Local Government Act 1995 (WA)* requires that the local government plan for the future of the district.

APPLICABLE POLICY

- 33. Capital Grants Clubs & Community Groups (Governance 11).
- 34. Sports Floodlighting Policy (Service 13).

STAKEHOLDER ENGAGEMENT

- 35. The HPMP Stage 2 was adopted by Council in August 2021 (OCM 259/2021), following a community engagement and internal review process. The HPMP Stage 2 has been endorsed by FDBC and FTC, and will continue to be engaged through the detailed design phases currently underway. Furthermore, Tennis West are supportive of this project.
- 36. The design for the installation of new sports lighting for the PBSC has been reviewed by the City's relevant Technical Officers as part of the Capital Grants/SSRC process in 2022. This project has been endorsed by the PBSC, PBFC and WAFC.
- 37. The DLGSC has advised all projects are eligible for the respective CSRFF and CNLP's funding rounds.

FINANCIAL CONSIDERATIONS

- 38. The funding implications for each grant program, including the City of Kalamunda's funding contribution towards each project is outlined below:

39. **CSRFF Application One – HPMP Stage 2A – Installation of two new tennis courts, with LED lighting and fencing.**

An amount of \$53,357 is currently listed in the City's 2023/24 financial year Budget to commence the full colocation project for bowls and tennis clubs, inclusive of the two new tennis courts.

At the 18 April 2023, OCM, Council resolved (OCM 52/2023) to endorse the HPMP Stage 2 funding strategy, for the \$5.4m Federal Government funding, which specifically itemised the two new tennis courts with LED lighting and fencing and the need to seek a CSRFF grant. The funding split is proposed as below:

Organisation	Contributions ex GST
CSRFF (State)	\$200,000
City	\$20,000
Federal Government (Priority Community Infrastructure Program)	\$260,000
Total Estimated Project Cost	\$500,000

It is noted that whilst the City is eligible to apply for up to 50% of the total estimated project cost, to a maximum of \$200,000, a grant of up to one third (33%) may only be provided, in line with historical CSRFF policy.

40. The City's financial contribution towards the project would be subject to finalisation of the 2024/25 financial year budgets and a successful outcome of the CSRFF application.

41. If the CSRFF application is unsuccessful or the full amount is not attained then, Council will need to consider the following:

- fund the shortfall through the Federal Government grant funding in line with the previously approved funding allocations.
- fund the shortfall through municipal funding as part of the City's 2024/25 annual budget deliberation process;
- jointly fund the full amount of the shortfall between the City and Federal Government; and
- not progress the project in the 2024/25 financial year and reapply for funding through the next suitable CSRFF grant round.

42. **CNLP - PBSC – Sports Floodlighting**

An amount of \$366,778 is currently included in the City's long term financial plan in the 2024/2025 financial year towards this project, as per the below proposed funding split being:

Organisation	Contributions ex GST
CNLP (State)	\$183,389
City	\$91,695
PBSC	\$91,695
Total Estimated Project Cost	\$366,778

It is noted that whilst the PBSC is eligible to apply for up to 50% of the total estimated project cost, to a maximum of \$200,000, a grant of up to one third (33%) may only be provided, in line with historical CNLP policy.

43. The City's financial contribution towards the project would be subject to finalisation of the 2024/2025 financial year budget and a successful outcome of the CNLP application.

44. If the CNLP application is unsuccessful or the full amount is not attained then, Council will need to consider the following:

- a) fund the shortfall through municipal funding as part of the City's 2024/25 annual budget deliberation process;
- b) jointly fund the full amount of the shortfalls between the City and PBSC; or
- c) not progress the project in the 2024/25 financial year and reapply for funding through the next suitable CNLP grant round.

SUSTAINABILITY

45. **Social Implications**

The provision of high-quality community sport and recreation facilities is essential in developing a positive sense of community health wellbeing.

46. **Environmental Implications**

The sports floodlighting projects will install LED sports floodlighting which provides environmental benefits and potential operational savings to the user groups and City.

47. **Economic Implications**

The implementation of the two applications will likely provide local job opportunities and provide increased economic activity to the local community during the construction phase.

RISK MANAGEMENT

48.	Risk: That the CSRFF and CNLP applications are unsuccessful requiring the City to explore alternate funding sources.		
	Consequence	Likelihood	Rating
	Moderate	Possible	Medium
	Action/Strategy		
	Detailed funding applications aligned to the grant funding criteria will be submitted to DLGSC. If unsuccessful, Council and the relevant sporting clubs would need to reconsider the proposed funding strategies, including consideration of a further City and / or Club contribution and / or determination of reapplying in the next suitable CSRFF or CNLP funding rounds.		

49.	Risk: That the City is unable to deliver the project due to several major competing priorities.		
	Consequence	Likelihood	Rating
	Significant	Possible	High
	Action/Strategy		
	Council must consider the City's capacity to deliver projects and where possible, prioritise the delivery of grant funded projects given they have specific delivery timeframes. If successful, the CSRFF grants are expected to be acquitted by 15 June 2025, if not grant extension may need to be sought, which is not viewed favourably by funding bodies and may affect future funding applications. To mitigate this risk the City has a dedicated Strategic Projects Director to deliver all HPMP Stage 2 projects.		

CONCLUSION

50. The City is seeking to submit the following grant applications in priority order to the below DLGSC funding programs:
1. **CSRFF Program (Part 1)** – City of Kalamunda application for the construction of two new tennis courts, LED floodlighting and fencing at Hartfield Park.
 2. **CNLP Program (Part 2)** – PBSC application for the installation of new sports floodlighting at George Spriggs Reserve.
51. In summary, it is recommended that Council endorse the submission of the CSRFF grant application and the CNLP grant application to DLGSC.

Voting Requirements: Simple Majority

RECOMMENDATION

That Council:

Community Sporting and Recreation Facility Fund Program (Part 1)

That Council:

1. ENDORSE an application from the City of Kalamunda to the Community Sporting and Recreation Facility Fund in the March 2024 Small Grants Round for an external funding contribution of \$200,000 towards the construction of two new tennis courts, with LED floodlighting and fencing at Hartfield Park.
2. NOTE that this project is ranked for the purposes of the Community Sporting and Recreation Facility Fund (CSRFF) program as the first and only priority within the City for the 2024/2025 CSRFF Small Grants Round in March 2024.

Club Night Light Program (Part 2)

That Council:


1. ENDORSE an application from the Pickering Brook Sports Club to the Club Night Light Program in the March 2024 Small Grants Round for an external funding contribution of \$183,389 towards for the installation of new sports floodlighting at George Spriggs Reserve.
2. NOTE in the event of a successful Club Night Light Program funding application, an amount of up to \$91,695 for the Pickering Brook Sports Clubs application for the installation of new sports lighting will need to be considered as part of the City's 2024/25 annual budget deliberation process.
3. NOTE that this project is ranked for the purposes of the Club Night Light Program (CNLP) as the first and only priority within the City for the 2024/25 CNLP Small Grants Round in March 2024.

10.4.3. Ray Owen Sports Centre Management Committee New Nomination

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

Previous Items	OCM 187/2023
Directorate	Community Engagement
Business Unit	Community Development
File Reference	
Applicant	N/A
Owner	N/A
Attachments	<div>1. Attachment 1: ROSCMC Terms of Reference September 2023 [10.4.3.1 - 5 pages]</div> <div>1. Ray Owen Sports Centre Management Committee Terms of Reference</div> <div>2. Confidential Attachment – Nomination Forms</div>

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 1: Kalamunda Cares and Interacts

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

Strategy 1.1.2 - Empower, support and engage all of the 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 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 community member's nominations for the Ray Owen Sports Centre Management Committee (ROSCMC) for the term 2023- 2025.
2. In February 2024, ROSCMC accepted the resignation of one of the Kalamunda and Districts Basketball Association (KDBA) representatives. KDBA has now nominated a new ROSCMC representative and a deputy representative for the consideration of Council.
3. This report recommends that Council endorse the nominations for new memberships for the ROSCMC for the period from March 2024 to October 2025.

BACKGROUND

4. Council has the ability, under Local Government Act 1995, to establish Advisory and Management Committees to assist in the provision of advice on various matters.
5. The Ray Owen Sports Centre (ROSC) is a City of Kalamunda (City) asset managed under a Licence Agreement between the City, the Kalamunda and Districts Basketball Association (KDBA) and Kalamunda and Districts Netball Association (KDNA).
6. The ROSCMC advises and makes recommendations to Council on a range of strategic and/or policy issues regarding the development, care and management of the ROSC.

7. One of the previously appointed nominees for the ROSCMC, representing KDBA resigned in February 2024.

DETAILS AND ANALYSIS

8. The purpose of each of the City of Kalamunda Advisory and Management Committees is outlined in their respective terms of reference.
9. The ROSCMC, as per the Terms of Reference (Attachment One), consists of up to six (6) members, five (5) voting members and one (1) non-voting member comprising:
- i. Two representatives from KDBA
 - ii. Two representatives from KDNA
 - iii. Two representatives from the City of Kalamunda, one member being a Councillor and a staff member appointed as a non-voting member.
10. Further to this, the ROSCMC Terms of Reference, allow each member association to nominate a Deputy Member, who is entitled to attend in the absence of an appointed member.
11. KDBA has now nominated a new ROSCMC representative and a deputy representative in line with the Terms of Reference for the consideration of Council (Attachment Two).

APPLICABLE LAW

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

APPLICABLE POLICY

13. Council Policy Governance 13: Appointment of Community Members to Advisory Committees and Reference Groups.

STAKEHOLDER ENGAGEMENT

14. KDBA has endorsed nominations for the ROSCMC.

FINANCIAL CONSIDERATIONS

15. Nil.

SUSTAINABILITY

16. Nil.

RISK MANAGEMENT

17.

Risk: Uneven representation between the member associations (KDBA and KDNA) may affect equitable decision making.

Consequence

Likelihood

Rating

Moderate

Unlikely

Low

Action/Strategy

Regular review of the Terms of Reference to ensure equal representation for both member associations.

CONCLUSION

18. The City recommends appointing the KDBA's nominations for a new ROSCMC representative and a deputy representative in line with the Terms of Reference and in accordance with Attachment Two.

Voting Requirements: Absolute Majority

RECOMMENDATION

That Council:

1. APPOINT the Ray Owen Sports Centre Management Committee Nominees as per Attachment Two.
2. NOTE the City of Kalamunda will write to the nominees and advise of the outcome.

10.5. Office of the CEO Reports

No reports presented.


10.6. Chief Executive Officer Reports

10.6.1. Monthly Financial Statements to 29 February 2024

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

Previous Items	N/A
Directorate	Corporate Services
Business Unit	Financial Services
File Reference	FIR-SRR-006
Applicant	N/A
Owner	N/A
Attachments	<div><div>1.</div><div>Statement of Financial Activity for eight months ended 29 February 2024 [10.6.1.1 - 1 page]</div></div> <div><div>2.</div><div>Statement of Net Current Funding Position as at 29 February 2024 [10.6.1.2 - 1 page]</div></div> <div><div>3.</div><div>Statement of Financial Position as at 29 February 2024 [10.6.1.3 - 1 page]</div></div> <div><div>4.</div><div>Proposed Budget Amenmends [10.6.1.4 - 1 page]</div></div>

TYPE OF REPORT

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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.

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

EXECUTIVE SUMMARY

1. The purpose of this report is to provide Council with the Statutory Financial Statements for the period ended 29 February 2024.
2. The Statutory Financial Statements report on the activity of the City of Kalamunda (City) with the comparison of the period's performance against the Mid-Year budget review adopted by the Council on 27 February 2024 for the 2023/2024 financial year and minor amendments subsequently to the reporting date.
3. It is recommended that Council receives the draft Monthly Statutory Financial Statements for the month of February 2024, which comprise:
 - a) Statements of Financial Activity (Nature or Type) for the period ended 29 February 2024.
 - b) Net Current Funding Positions, note to financial report as of 29 February 2024.
 - c) Adopts minor changes to the budget with no change to the surplus result being the same as reported.

BACKGROUND

4. The Statement of Financial Activity (Attachment 1), incorporating various sub-statements, has been prepared in accordance with the requirements of the *Local Government Act 1995 (Act)* and Regulation 34 of the *Local Government (Financial Management) Regulations 1996*.

DETAILS AND ANALYSIS

5. The Act requires the Council to adopt a percentage or value to be used in reporting variances against the Budget. Council has adopted the reportable variances of 10% or \$50,000 whichever is greater.

FINANCIAL COMMENTARY

Draft Statement of Financial Activity by Nature and Type for the eight months ended 29 February 2024

6. This Statement reveals a net result surplus of \$32,653,608 compared to the budget for the same period of \$24,868,346 resulting in a variance of \$7,785,264. This is largely due to \$1,571,557 lower spend on operating activities (excluding depreciation costs) and similarly \$6,300,759 in Investing activities.

Operating Revenue

7. Total Revenue including rates is slightly under budget by \$137,997. This is made up as follows:
- a) Rates generation is trending along the budget with a minor variance of \$29,346.
 - b) Operating Grants, Subsidies and Contributions are below budget by \$207,741. The variance is attributable to the timing of operating grants not yet received or recorded as income as budgeted.
 - c) Fees and Charges are over budget by \$118,433. The variance is attributable to;
 - i. Recovery of Project Management cost from Cell 9 of \$35,916,
 - ii. Statutory Planning Services application fees are above budget by \$24,336, and
 - iii. Kalamunda Performing Arts Centre income is higher than budget by \$16,427.
 - d) Interest income is under budget by \$169,494. The variance is a timing difference with maturities of long-term deposits coming in later months.
 - e) Other Revenue is above budget by \$30,155, and the variance is mainly due to Fines and Penalties (Environmental Health Services) are higher than budget by \$27,066.

Operating Expenditure

8. Total expenditure is under budget by \$5,228,178. The significant variances within the individual categories are as follows:
- a) Employment Costs are under budget by \$240,292 which is due to a combination of timing of the backpay for the EBA agreement for salaried officers effective from 1 January 2024, vacant positions, leave provision adjustments and the aggregate result of minor variances in several business units.
 - b) Materials and Contracts are under budget by \$1,273,985. The variance is mainly due to the timing of building maintenance and infrastructure maintenance costs and lower waste contractor costs.

- c) Utilities are under budget by \$60,273, the variance is due to a \$78,550 under spend on utilities by Parks and Reserves facilities.
- d) Depreciation, although a non-cash cost, is tracking over budget by \$6,801,976 due to increase in book value of infrastructure assets consequent to the recent revaluation. No adjustment was made in the budget at Mid-Year Budget Review as it is a non-cash adjustment which has no impact on the closing position.
- e) Interest expense is tracking below the reportable variance threshold whereas Insurance expenses are over budget due to advance payment of insurance premiums.
- f) Other expenditure is under budget by \$57,280. The variance is mainly due to \$44,000 Donations to Community Groups and \$30,000 Projects-Sponsorships are unspent.

Investing Activities

Non-operating Grants and Contributions

- 9. The non-operating grants and contributions is over budget by \$737,366. This is mainly due to the timing difference of receipts of grants for capital works projects and the project delivery.

Capital Expenditure

- 10. The total Capital Expenditure on Property, Plant, Equipment, and Infrastructure Assets (excluding Capital Work in Progress) is under budget by \$5,576,354. The project delivery is expected to pick-up speed in the last quarter of the year with a number of R2R projects assigned to be completed in the coming months.

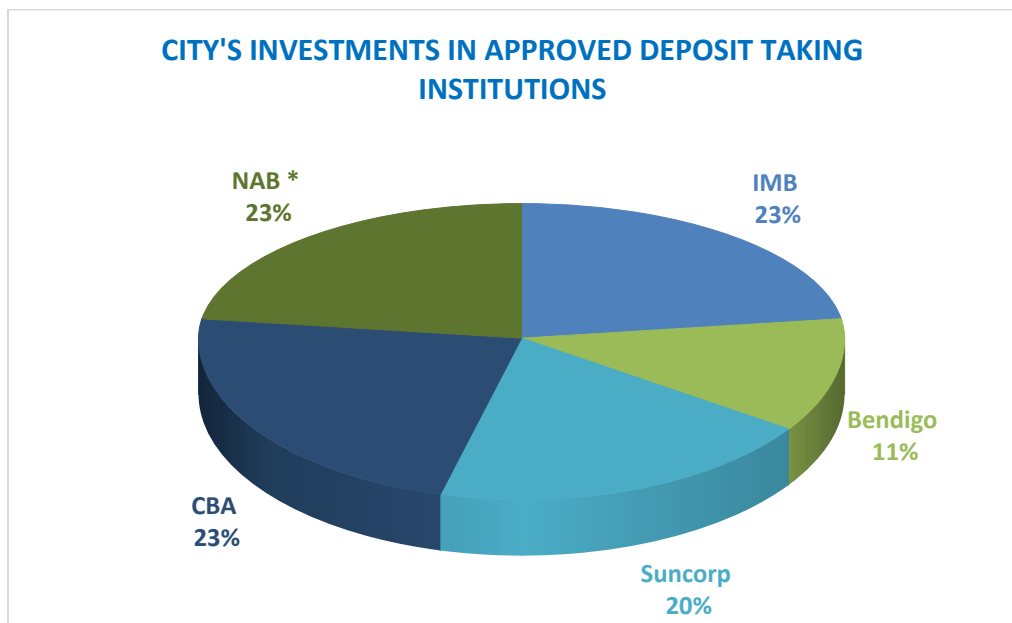
Financing Activities

- 11. The amounts attributable to financing activities show a variance of \$509,973 which is mainly due to the developer contributions and year-end lease adjustment entries yet to be passed.

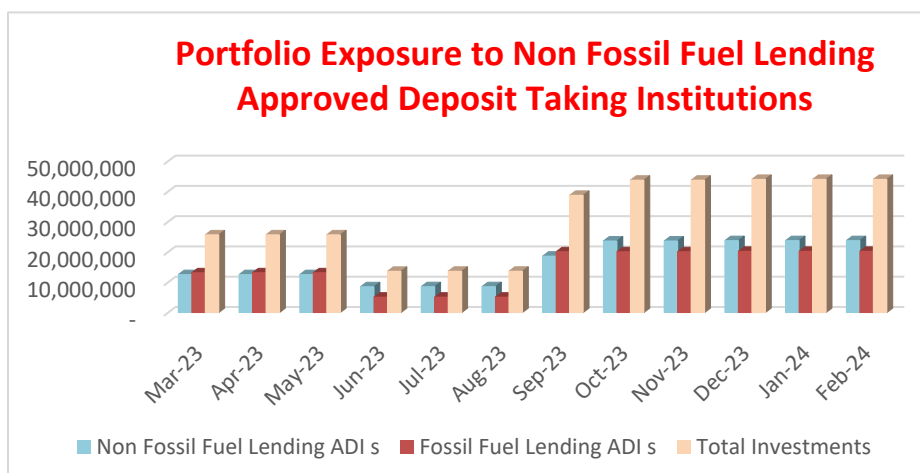
Statement of Net Current Funding Position as of 29 February 2024

- 12. The commentary on the net current funding position is based on a comparison of February 2024 to the February 2023 actuals.
- 13. Net Current Assets (Current Assets less Current Liabilities) total \$53.1 million. The restricted cash position is \$24.7 million which is slightly higher than the previous year's balance of \$24.4 million.

14. The following graph indicates the financial institutions where the City has investments as of 29 February 2024;



- 15.



*Financial Institutions with Investments in the Fossil Fuel Industry

16. Trade and other receivables outstanding comprise rates and sundry debtors totalling \$3.9 million.
17. Sundry debtors have decreased from \$234,385 to \$154,281 of which \$6,529.72 consist of current debt due within 30 days. Details are contained in the Debtors and Creditors Report to Council.
18. Receivables Other represent \$2.0 million including:
a) Emergency Service Levy receivables \$0.6 million.
b) Receivables Sanitation \$0.8 million.

19. Provisions for annual and long service leave have decreased by \$218,390 from 4.5 million to \$4.2 million when compared to the previous year.

Proposed Budget Amendments

20. A review of the financials has required some accounts to be amended to correct an error, re-classification of asset balances and an update on additional fees and charges to reflect better actual results. The details are stated in Attachment 4.
21. The net effect of the amendments is nil to the reported position as part of the Mid-Year Review Budget reported in the previous month.

APPLICABLE LAW

22. *The Local Government Act 1995 s6.8 and the Local Government (Financial Management) Regulations 1996 s34 and s35.*

APPLICABLE POLICY

23. Nil.

STAKEHOLDER ENGAGEMENT

Internal Referrals

24. The City's executive and management monitor and review the underlying business unit reports which form the consolidated results presented in this report.

External Referrals

25. As noted in point 22 above, the City is required to present to the Council a monthly statement of financial activity with explanations for major variances.

FINANCIAL CONSIDERATIONS

26. The City's financial position continues to be closely monitored to ensure it is operating sustainably and to allow for future capacity. As noted above, significant variances will be reviewed and adjusted as part of the Mid-Year Budget Review conducted in February 2024 and the results subject to a separate paper to Council.

SUSTAINABILITY

Social Implications

27. Nil.

Economic Implications

28. Nil.

Environmental Implications

29. Nil.

RISK MANAGEMENT

30.	Risk: Over-spending the budget.		
	Consequence	Likelihood	Rating
	Moderate	Possible	Medium
	Action/Strategy		
	Monthly management reports are reviewed by the City and Council. Procurement compliance is centrally controlled via the Finance Department.		

31.	Risk: Non-compliance with Financial Regulations		
	Consequence	Likelihood	Rating
	Moderate	Unlikely	Low
	Action / Strategy		
	The financial report is scrutinised by the City to ensure that all statutory requirements are met. Internal Audit reviews to ensure compliance with Financial Regulations. External Audit confirms compliance.		

CONCLUSION

32. The City's Financial Statements as at 29 February 2024 reflect the audited surplus carried forward from 2022/2023.

Voting Requirements: Absolute Majority

RECOMMENDATION

That Council RECEIVE the Monthly Statutory Financial Statements for the period ended 29 February 2024 which comprises:

- a) Statement of Financial Activity (Nature or Type) for period ended 29 February 2024 (Attachment 1).
- b) Net Current Funding Position, note to financial report as of 29 February 2024 (Attachment 2).
- c) Statement of Financial Position as of 29 February 2024 (Attachment 3).
- d) Adopts by majority vote, budget amendments detailed as per Attachment 4.


10.6.2. Debtors and Creditors Reports for the month of February 2024

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

Previous Items	N/A
Directorate	Corporate Services
Business Unit	Financial Services
File Reference	FI-CRS-002
Applicant	N/A
Owner	N/A
Attachments	<ol style="list-style-type: none"> 1. Creditor Payments for the Period ended 29 February 2024 - (Public) [10.6.2.1 - 18 pages] 2. Corporate Credit Card Payments 23 December 2023 to 24 January 2024 - (Public) [10.6.2.2 - 1 page] 3. Summary of Debtors for the month of February 2024 [10.6.2.3 - 2 pages] 4. Summary of Creditors for month of February 2024 [10.6.2.4 - 1 page]
Confidential Attachments	<ol style="list-style-type: none"> 1. Creditor Payments for the Period ended 29 February 2024 – (Confidential) 2. Corporate Credit Card Payments 23 December 2023 to 24 January 2024 – (Confidential)

Reason for Confidentiality: *Local Government Act 1995 (WA) Section 5.23 (2) (e) - "matter that if disclosed, would reveal - (i) a trade secret; (ii) information that has a commercial value to a person; or (iii) information about the business, professional, commercial or financial affairs of a person; - where the trade secret or information is held by, or is about a person other than the local government"*

TYPE OF REPORT

Advocacy	When Council is advocating on behalf of the community to another level of government/body/agency
Executive	When Council is undertaking its substantive role of direction setting and oversight (e.g., accepting tenders, adopting plans and budgets)
Information	For Council to note
 Legislative	Includes adopting Local Laws, Town Planning Schemes, and Policies. When Council determines a matter that directly impacts a person's rights and interests where the principles of natural justice apply. Examples include town planning applications, building licenses, other permits or licenses 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 details of payments made from Municipal and Trust accounts together with outstanding debtors and creditors for the month of February 2024.
2. The report provides details of payments from the Municipal and Trust Fund Accounts for the month of February 2024. It also includes details of employee purchases via purchasing cards for 23 December 23 to 24 January 2024.
3. It is recommended that Council receive the list of payments:
 - a) made from the Municipal and Trust Fund Accounts for the month of February 2024, the list of payments;
 - b) made by employees via purchasing cards from 23 December 2023 to 24 January 2024 in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996* (Regulation 13 & 13A); and
 - c) the outstanding debtors and creditors report for the month of February 2024.

BACKGROUND

4. Trade Debtors and Creditors are subject to strict monitoring and control procedures.
5. In accordance with *the Local Government (Financial Management) Regulations 1996* (Regulation 13) reporting on payments made from Municipal Fund and Trust Fund must occur monthly.
6. Effective from 1 September 2023 under *Local Government (Financial Management) Regulations 1996* (Regulation 13A)
If a local government has authorised an employee to use a credit, debit or other purchasing card a list of payments made using the card must be prepared each month showing the following information for each payment made since the last list was prepared;
 - a) The payee's name
 - b) The amount of the payment
 - c) The date of the payment

- d) Sufficient information to identify the payment.

DETAILS AND ANALYSIS

Debtors

7. Sundry debtors as of 29 February were \$154,281. This includes \$127,511 of current debts and \$794 unallocated credits (excess or overpayments).
8. Invoices over 30 days total \$6,530, no debts of significance.
9. Invoices over 60 days total \$2,577, no debts of significance.
10. Invoices over 90 days total \$18,458, debts of significance:
 - a) Private Citizen, \$9,281 Fire Break – Reimbursement;
 - b) Private Citizen, \$4,070 Fire Break – Reimbursement; and
 - c) Private Citizen, \$2,126, Bond admin & Maintenance Fees.

Creditors

11. Payments totalling \$3,946,359.84 (excluding payroll) were made during the month of February 2024. Standard payment terms are 30 days from the end of the month, with local businesses and contractors on 14-day terms.
12. Significant Municipal payments (GST inclusive – where applicable) made in the month were:

Supplier	Purpose	\$
Cleanaway	Waste / recycling & bulk bin disposal services fees	464,903.47
Australian Taxation Office	PAYG payments	427,366.00
Synergy	Power charges including street lighting costs	410,648.64
City of Cockburn	Disposal of general waste from the weekly residential waste collection	210,028.67
Aware Super Pty Ltd	Superannuation contributions	200,738.94
Downer EDi Works Pty Ltd	Final Claim - Lawnbrook Road East & Lewis Road Road upgrades	122,562.47
Contraflow	Traffic management for various locations	118,448.04
Beaver Tree Services	General tree services / under powerlines pruning for various locations	107,625.04

AE Hoskins Building Services	Building maintenance works at various locations	96,510.79
Miracle Recreation Equipment	Supply & delivery of play equipment for Fleming Reserve	96,327.00
Dowsing Group Pty Ltd	Supply & lay concrete pathways, maintenance & misc. works at various locations	64,709.19
Mckay Earthmoving Pty Ltd	Plant equipment and operator hire for various locations	64,422.13
Michael Ronald & Jennifer Dawn Jose	Rates refund for overpayment due to input error by rate payer	63,066.45
Building Commission - Department of Mines, Industry Regulation & Safety	Building Levy - December 2023 & January 2024	58,531.03
For Park Australia (4Park Pty Ltd)	Supply & installation of new playground equipment for Magnolia & Fleming Reserves	53,562.30
OCE Corporate Pty Ltd - Office Cleaning Experts	Cleaning services / consumables for various locations	52,032.09
AMPAC Debt Recovery (WA)	Debt collection for outstanding rates and charges	50,687.94

These payments total \$2,662,170 and represent 67% of all payments for the month.

Payroll

13. Salaries are paid in fortnightly cycles. A total of \$1,315,491.78 was paid in net salaries for the month of February 2024.
14. Details are provided in Attachment 1/Confidential Attachment 1 after the creditors' payment listing.

Trust Account Payments

15. The Trust Accounts maintained by the City of Kalamunda (City) relate to the following types:
 - a) CELL 9 Trust;
 - b) Public Open Space funds,
 - c) NBN Tower Pickering Brook Trust

16. There are following payments made from Cell 9 Trust Accounts in February 2024.

Supplier	Purpose	\$
City of Kalamunda	Project Management Costs Oct-Dec 2023	25,736.50
Natural Area Management & Services (Reimbursement for payment done through the Municipal Account EFT 96011)	Progress payment 7 – Woodlupine Wattle Grove Living Stream Upgrade	\$2,450.00

APPLICABLE LAW

17. Regulation 12(1) of the *Local Government (Financial Management) Regulations 1996*.
18. Regulation 13 & 13A of the *Local Government (Financial Management) Regulations 1996*.

APPLICABLE POLICY

19. Debt Collection Policy S-FIN02.
20. Register of Delegations from Council to CEO.

STAKEHOLDER ENGAGEMENT

Internal Referrals

21. Various business units are engaged to resolve outstanding debtors and creditors as required.

External Referrals

22. Debt collection matters are referred to the City's appointed debt collection agency when required.

FINANCIAL CONSIDERATIONS

23. The City will continue to closely manage debtors and creditors to ensure optimal cash flow management.

SUSTAINABILITY

24. Nil.

RISK MANAGEMENT

Debtors

25.	Risk: The City is exposed to the potential risk of the debtor failing to make payments resulting in the disruption of cash flow.		
	Consequence	Likelihood	Rating
	Insignificant	Possible	Low
	Action/Strategy		
	Ensure debt collections are rigorously managed.		

Creditors

26.	Risk: Adverse credit ratings due to the City defaulting on the creditor.		
	Consequence	Likelihood	Rating
	Insignificant	Possible	Low
	Action/Strategy		
	Ensure all disputes are resolved in a timely manner.		

CONCLUSION

27. Creditor payments are within the normal trend range.

Voting Requirements: Simple Majority

RECOMMENDATION

That Council:

1. RECEIVE the list of payments made from the Municipal Accounts from the month of February 2024 (Confidential Attachment 1) in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996* (Regulation 13).
2. RECEIVE the list of payments made from 23 December 2023 to 24 January 2024 using Corporate Purchasing Cards (Confidential Attachment 2).


3. RECEIVE the outstanding debtors and creditors reports (Attachments 3-4) for the month of February 2024.

10.6.3. Rates Debtors Report for the Period Ended 29 February 2024

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

Previous Items	N/A
Directorate	Corporate Services
Business Unit	Financial Services
File Reference	FI-DRS-004
Applicant	N/A
Owner	N/A
Attachments	1. Rates Report February 2024 [10.6.3.1 - 1 page]

TYPE OF REPORT

Advocacy	When Council is advocating on behalf of the community to another level of government/body/agency
 Executive	When Council is undertaking 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 2031

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.

EXECUTIVE SUMMARY

- The purpose of this report is to provide Council with information on the rates collection percentage and the status of rates recovery actions.

2. The City of Kalamunda (City) levied rates for 2023/2024 on 1 July 2023 totalling \$43,709,067, with prior year outstanding rates of \$2,363,869 and interim rates of \$365,998 total rates collectable at 29 February 2024 is \$46,438,934. Collections to date stand at \$43,418,484.
3. It is recommended that Council receive the Rates Debtors Reports for the month ending 29 February 2024 (Attachments 1).

BACKGROUND

4. Rate Notices were issued on 14 July 2023 with the following payment options available:

Options	Payment Dates			
Full payment	18 August 2023			
Two instalments	18 August 2023	22 December 2023		
Four instalments	18 August 2023	20 October 2023	22 December 2023	23 February 2024

DETAILS AND ANALYSIS

5. A total of 24,219 notices were issued on 14 July 2023. This consisted of 20,710 mailed rates notices, and 3,509 of eRates notices (14% take-up saving more than \$5,000 in postage and printing).
6. As of 29 February 2024, rates Levied and collectable for the 2023/2024 Financial Year, (including interim rates of \$365,998) currently total \$46,438,934, with collections standing at \$43,418,484 This represents a collection rate of 95.66% and a significant improvement from the previous year when the collection rate for the same period stood at 92.91%.
7. A total of 8,612 ratepayers have taken up an instalment option (option 2 & 3 represented in the table below). This is an increase from 2022/2023 where 8,130 chose an instalment option. The first instalment due date was 18 August 2023. A total of 1,045 ratepayers have chosen to pay via direct debit, a significant increase from 350 in 2022/2023. Refer to the table below:

Option	Description	Number
Option 2 on Rate Notice	Two instalments	1,732
Option 3 on Rate Notice	Four instalments	6,880

A Smarter Way to Pay	Pay by Direct Debit over a mutually agreed period.	941
Direct Debit	Payment to be received by April 2024	104
Total	Ratepayers on payment options	9657

APPLICABLE LAW

8. The City collects its rates debts in accordance with the *Local Government Act 1995* Division 6 – Rates and Service Charges under the requirements of Subdivision 5 – Recovery of unpaid rates and service charges.

APPLICABLE POLICY

9. The City's rates collection procedures are in accordance with the Debt Collection Policy S-FIN02.

STAKEHOLDER ENGAGEMENT

Internal Referrals

10. The City's Governance Unit has been briefed on the debt collection process.

External Referrals

11. The higher-level debt collection actions will be undertaken by an external collection agency.

FINANCIAL CONSIDERATIONS

12. The early raising of rates in July allows the City's operations to commence without delays improving cashflow, in addition to earning additional interest income.

SUSTAINABILITY

Social Implications

13. Debt collection can have implications upon those ratepayers facing financial hardship and the City must ensure equity in its debt collection policy and processes.

14. The City has “a smarter way to pay” direct debit option to help ease the financial hardship to its customers. This has proved very effective with a growing number of ratepayers taking advantage of this option. A “Smarter Way to Pay” allows ratepayers to pay smaller amounts on a continuous basis either weekly or fortnightly, helping to reduce their financial burden.

Economic Implications

15. Effective collection of all outstanding debtors leads to enhanced financial sustainability for the City.

Environmental Implications

16. The increase in the take up of eRates, as a system of Rate Notice delivery, will contribute to lower carbon emissions due to a reduction in printing and postage.

RISK MANAGEMENT

17.	Risk: Failure to collect outstanding rates and charges leading to cashflow issues within the current year.		
	Consequence	Likelihood	Rating
	Moderate	Likely	Medium
	Action/Strategy		
	Ensure debt collections are rigorously maintained.		

CONCLUSION

18. With a current collection rate for the financial year of 95.66% (compared to 92.91% last year), the City continues to effectively implement its rate collection strategy.
19. As a consequence of a greater percentage of people opting for Instalments and payment arrangements, initial cashflow has been delayed this year. With the finalisation of the instalment option in February, cashflow is now tracking positively.

Voting Requirements: Simple Majority

RECOMMENDATION

That Council RECEIVE the Rates Debtors Report for the Period ending 29 February 2024 (Attachment 1).

10.6.4. Metropolitan Regional Roads Group Roads Rehabilitation Program - 2025/2026 Submissions

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

Previous Items	OCM 47/2023; OCM 06/2022; OCM 9/2021; OCM 34/020; OCM 92/2019; OCM 60/2018; OCM 85/2016
Directorate	Asset Services
Business Unit	Asset Planning & Delivery
File Reference	4.00011767
Applicant	N/A
Owner	N/A

Attachments	1. Metropolitan Regional Roads Group 2025 2026 Summary of Projects [10.6.4.1 - 1 page]
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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 (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 2031

Priority 3: Kalamunda Develops

Objective 3.2 - To connect community to key centres of activity, employment and quality amenities.

Strategy 3.2.1 - Ensure existing assets are maintained to meet community expectations.

Strategy 3.2.3 - Provide and advocate for improved transport solutions and better connectivity through integrated transport planning.

EXECUTIVE SUMMARY

1. The purpose of this report is to seek the endorsement of submissions for funding as part of the 2025/2026 Metropolitan Regional Roads Group (MRRG) Road Rehabilitation Projects Program.
2. The MRRG program provides the opportunity for local governments to seek a grant from the state government of two-thirds of the cost of projects for road rehabilitation projects. Funding is capped at \$900,000 per local government authority. The City has undertaken technical assessments across the road network and identified suitable projects that meet the grant criteria.
3. Council endorsement is requested for the six projects being parts of Maida Vale Road, Hale Road (two projects), Welshpool Road and Lesmurdie Road (two projects).

BACKGROUND

4. Each year, Main Roads WA (Main Roads) invites project submissions for funding consideration as part of the MRRG Road Rehabilitation Projects Program. This report is to consider projects for the 2025/2026 financial year.

DETAILS AND ANALYSIS

5. Road Rehabilitation Projects are those proposed for existing roads where a failed road section is to be brought back to pre-existing physical condition. This can be through milling, resealing, reconstruction, and resurfacing.
6. The City prepares grant submissions using the MRRG scoring system that includes the technical assessment of road conditions (roughness, cracking, deformation, and other road defects). Due to the need for technical condition assessment, the City engages specialist consultants to prepare the submissions.
7. When received by the MRRG, the submissions are reviewed, and a priority listing of all metropolitan local government authority projects is prepared. The list of projects is then reviewed by a sub-group of the MRRG, and the final list is returned to Main Roads. Main Roads then makes recommendations to the State Road Funds to the Local Government Advisory Committee.

8. It is the practice to submit bids for projects which exceed the cap allowable on the basis that during assessment each Council ultimately is usually funded for projects within the cap allowed, and those that don't receive funding are held in reserve if further funding becomes available during the relevant year.
9. The Minister for Transport and Planning ultimately approves the funding for the projects.
10. Funding is capped at \$900,000 per local government authority. Funding for projects is on the basis of two-thirds from the state and one-third from the City, however, the project estimates are based on 'core' construction costs only and not ancillary costs or overheads. The City would therefore be required to fund at least \$450,000 (with a notional total project value of approximately \$1,350,000) prior to the application of overheads.
11. The following six road rehabilitation projects have been prepared for submission to Main Roads, with further details in Attachment 1:
 - a) Maida Vale Road, from Roe Hwy Off Ramp to West of Plover Road
 - b) Hale Road, from Reynolds Road to Dawson Avenue
 - c) Hale Road, from Stringybark Drive to Berkshire Road
 - d) Welshpool Road Est, from Schofield Road to Gavour Road
 - e) Lesmurdie Road, from Godwin Street to Brady Road
 - f) Lesmurdie Road, from Glyde Road to Grove Road
12. The proposed treatments are all "mill and fill". This is where the existing surface and some pavement material is milled out using a type of grinding machine, and then new asphalt layers placed. In Attachment 1, the abbreviations used are:
 - a) PMB – polymer-modified bitumen, a type of bitumen with elastic properties;
 - b) DGA - dense graded asphalt, an asphalt designed for high and heavy traffic loads;
 - c) SMA - stone mastic asphalt, asphalt with a higher bitumen content for flexibility; and
 - d) SLK - straight line kilometre, a distance measure for roads.
13. Council's endorsement of these proposed projects is required to support the submissions for funding consideration. Submissions are due on 21 April 2024.

14. Advice on the successful projects for the 2025/2026 financial year is normally issued early in the calendar year, in this case, early 2025. The City will then list the projects in the capital works program for consideration in the 2025/2026 budget.

APPLICABLE LAW

15. There is no relevant legislation.

APPLICABLE POLICY

16. The assessment and renewal of infrastructure assets is undertaken in accordance with policy Service 4 – Asset Management.

STAKEHOLDER ENGAGEMENT

17. Being a technical assessment of road rehabilitation needs, no public consultation is normally undertaken. Owners, residents and businesses directly affected by the project will be contacted in advance of the works.

FINANCIAL CONSIDERATIONS

18. The list of Road Rehabilitation Projects for 2025/2026 outlined in Attachment 1 indicates a total estimated MRRG contribution of \$1,463,536 to undertake all projects. This exceeds the \$900,000 cap. However, the MRRG grant process requires further assessments and outcomes which result in the submissions being prioritised to fall within the \$900,000 cap.
19. Should the City be successful in achieving grant funding totalling in the order of \$900,000 as part of the 2025/2026 program, then it will need to contribute in the order of \$450,000 plus overheads from municipal funding.
20. The 2025/2026 and future years of the City's Capital Works Program include the maximum grant of \$900,000 and the City's contribution of \$450,000.

SUSTAINABILITY

21. Well-maintained roads contribute to transport efficiency and reduce economic cost to the community.
22. Milled old asphalt is commonly reused as pavement materials in other projects.

RISK MANAGEMENT

23.

Risk: The City fails to secure grant funding leading to additional rates funding needs.		
Consequence	Likelihood	Rating
Major	Unlikely	Medium
Action/Strategy		
The City continues to plan in a timely fashion for submissions for grant funding under the MRRG program.		

24.

Risk: The City fails to receive grant funding and is unable to rehabilitate the roads. The projects identified for the grants are reaching the end of their life and are expected to fail within a few years. This would have a significant economic impact on the community and reputational impact on the City.		
Consequence	Likelihood	Rating
Major	Possible	High
Action/Strategy		
The City continues to plan in a timely fashion for submissions for grant funding under the MRRG program.		

CONCLUSION

25.

As part of an ongoing, annual process, the City has assessed six projects for consideration with the MRRG Road Rehabilitation Project Program. The projects required specialist technical assessments of road conditions such as rutting and deformation.

26.

The resulting projects all meet the criteria for funding and will be shortlisted by the MRRG Eastern Sub-group with formal advice ultimately received from the Minister for Transport and Planning. Council endorsement is required for the submissions, with the final list of projects to be considered as part of the 2025/2026 capital works program budget.

Voting Requirements: Simple Majority

RECOMMENDATION

That Council ENDORSE the City of Kalamunda submission of projects for the 2025/2026 Metropolitan Regional Roads Group Road Rehabilitation Projects Program, as set out in Attachment 1.

10.7.1. Audit & Risk Committee Resolutions 19 March 2024

That Council ADOPT the recommendations of Item 10.7.2 and Item 10.7.3 en bloc.

Moved:

Seconded:

Vote:

10.7.2. Item 9.2.1 Project Management - Internal Audit Report

Voting Requirements: Simple Majority

RECOMMENDATION

That Council RECEIVE the details of the Internal Audit Review conducted during 2023/24 as presented in Confidential Attachment 1.

Moved:

Seconded:

Vote:

10.7.3. Item 9.5.1 2023 Compliance Audit Return

Voting Requirements: Simple Majority

RECOMMENDATION

That Council ADOPT the Compliance Audit Return for the year ending 31 December 2023 (Attachment 1).

Moved:

Seconded:

Vote:

11. Motions of Which Previous Notice has been Given

11.1. Pickering Brook Sports Ground – New Bore and Pump

Voting Requirements: Absolute Majority

That Council:

1. pursuant to section 6.8 (1) (b) of the Local Government Act 1995, AUTHORISE an amendment to the 2023/24 Budget to include the installation of a new Bore, Pump and associated works at the Pickering Brook Sports ground at a cost of \$25,000.
2. AUTHORISE the transfer of \$25,000 from the Asset Enhancement Reserve to fund the expenditure.

Moved: **Cr John Giardina**

Seconded

Vote:

Rationale:

Following discussions with committee members of the sports club committee and City of Kalamunda staff these works have been identified as critical to enable the oval playing surface to be properly maintained and ensure the safety of the players of the various sporting teams utilising the oval.

City staff estimated the costs for the works to be \$25,000.

Officer Comment:

The proposed works falls outside the scheduled maintenance works on all Council managed parks, gardens, sporting ovals, playgrounds, etc in the City of Kalamunda Local Government Area.

In facilitating the request for urgent repairs, staff have undertaken a preliminary assessment and visual inspection to determine whether these urgent repairs are required.

An order of magnitude cost budget of \$25,000 +/- have been established to secure a new water source (re-establishment of a bore).

Based on the assessment, the City engineers have agreed that these proposed works fall under the definition of urgent repairs.

Urgent repairs to City assets include:

- Emergency make-safes (these occur following damage and are necessary to ensure the property and residents are safe and secure);
- Necessary repairs to ensure the asset is usable and are required to mitigate the risk of further damage (so the asset is not exposed to significant additional damage), and
- Urgent repairs to damaged premises are required to ensure the safety or security of the building (such as preventing the risk of theft or further significant damage).

The above works falls under the above criteria and are required to be undertaken as soon as possible. Budget establishment and works are requested.

12. Questions by Members Without Notice

13. Questions by Members of Which Due Notice has been Given

13.1 Forrestfield Men's Shed (Cr Stallard) (taken on notice 27 February 2024)

Q. In conversation with various people, with interest, in the relocation of the Foothills Men's Shed it has been raised that the current proposal will be detrimental to the users of the Hockey Club. Would it be possible to reconsider the location of the Men's Shed to the land alongside the Forrestfield Bowls Club.

A. Consideration of this proposal is ongoing. Councillors will be briefed when the matter has been resolved.

14. Urgent Business Approved by the Presiding Member or by Decision

15. Meeting Closed to the Public

16. Tabled Documents

Ha TBAC Minutes 12 February 2024

Ha TBAC Minutes 12 February 2024 – Confidential Attachment – **Provided under separate cover**

BFAC GM Minutes October 20231012 Unconfirmed

Public Agenda Briefing Notes - 12 March 2024

SSRAG Minutes 19 February 2024

SSRAG Minutes 19 February 2024 – Confidential **Provided under separate cover**

SSRAG Minutes 26 February 2024

SSRAG Minutes 19 February 2024 Confidential **Provided under separate cover**

LEMC Minutes 29 February - Draft - Associated Reports

17. Closure