



# Public Agenda Briefing Forum

Notes

8 April 2025



Public Agenda Briefing Forum - 8 April 2025

---

## INDEX

<b>1. Official Opening</b> .....	<b>3</b>
<b>2. Attendance, Apologies and Leave of Absence</b> .....	<b>3</b>
<b>3. Declarations of Interest</b> .....	<b>4</b>
<b>4. Announcements by the Member Presiding Without Discussion</b> .....	<b>4</b>
<b>5. Public Question Time</b> .....	<b>4</b>
<b>6. Public Statement Time</b> .....	<b>4</b>
<b>7. Public Submissions Received in Writing</b> .....	<b>4</b>
<b>8. Petitions Received</b> .....	<b>4</b>
<b>9. Confidential Items Announced But Not Discussed</b> .....	<b>5</b>
<b>10. Reports to Council</b> .....	<b>6</b>
<b>10.1. Development Services Reports</b> .....	<b>6</b>
10.1.1. Response to Petition - Lot 6 (60) Repatriation Road and Lot 12 (30) Foti Road, Pickering Brook - Use Not Listed - Water Extraction .....	6
10.1.2. Award of Tender - RFT-2419 - Hartfield Park Modular Change Rooms and Store ....	15
10.1.3. Amendment 117 to Local Planning Scheme No. 3 – Structure Plan Rationalisation.	21
<b>10.2. Asset Services Reports</b> .....	<b>29</b>
10.2.1. Asset Management Policy.....	29
10.2.2. Metropolitan Regional Roads Group Roads Rehabilitation Program - 2026/2027 Submissions .....	33
10.2.3. Stirk Park Lighting /Closed-Circuit Television (CCTV) - Project Request.....	39
10.2.4. Metropolitan Regional Roads Group Road Improvement - 2026/2027 Submissions .....	46
10.2.5. eQuote 2024-02 Mulching and Green Waste Removal - Award of Tender.....	54
<b>10.3. Corporate Services Reports</b> .....	<b>60</b>
<b>10.4. Community Services Reports</b> .....	<b>60</b>
<b>10.5. Office of the CEO Reports</b> .....	<b>60</b>
10.5.1. Customer Service Results 2024.....	60
10.5.2. Adoption of Amended Council Policy Service 1. ....	71
10.5.3. Commemorative Recognition Policy - Draft .....	76
<b>11. Closure</b> .....	<b>80</b>

Public Agenda Briefing Forum - 8 April 2025

---

**1. Official Opening**

The Presiding Member opened the meeting at 6:30pm and welcomed Councillors, Staff, Members of the Public Gallery and those watching via live stream. The Presiding Member also acknowledged the Traditional Owners of the land on which we meet the Whadjuk Noongar people.

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

**Mayor**

Margaret Thomas JP

**Councillors**

**South East Ward**

John Giardina

Geoff Stallard (Presiding Member)

**South West Ward**

Mary Cannon

**North West Ward**

Lisa Cooper

Dylan O'Connor

**North Ward**

David Modolo

Kathy Ritchie

**Members of Staff**

**Chief Executive Officer**

Anthony Vuleta - Chief Executive Officer

**Executive Team**

Sinead McGuire - Director Asset Services

Luke Ellis - Director Community Services

Gary Ticehurst - Director Corporate Services

Nathan Ritchie - Director Development Services

**Management Team**

Chris Lodge - Manager Strategic Planning

Chris Thompson - Manager Waste & Fleet Services

Rory Smith - Manager Asset Delivery

Kath Parkinson - Manager Customer & Public Relations

Rhonda Bowman - Manager Governance

Cardia Mariani- Principal Statutory Planner

Keeshan Doobree - Program Manager

Shaphal Subedi - Coordinator Asset Management

Dale Coyne - Coordinator Waste Services

**Members of the Public 3**

**Members of the Press Nil.**

**Apologies**

Cr Brooke O'Donnell

**Leave of Absence Previously Approved** Nil.

**3. Declarations of Interest**

**3.1. Disclosure of Financial and Proximity Interests**

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

3.1.1 Nil.

**3.2. Disclosure of Interest Affecting Impartiality**

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

3.2.1 Nil.

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

4.1 Nil.

**5. Public Question Time**

Public questions will be allowed and received following the presentation of the report.

**6. Public Statement Time**

Public questions will be allowed and received following the presentation of the report.

**7. Public Submissions Received in Writing**

7.1 Nil.

**8. Petitions Received**

8.1 Nil.

Public Agenda Briefing Forum - 8 April 2025

---

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

- 9.1 Item 10.1.1 Response to Petition - Lot 6 (60) Repatriation Road and Lot 12 (30) Foti Road, Pickering Brook - Use Not Listed - Water Extraction – **Confidential Attachments** - Petition 1 Objection Proposed Use Not Listed ( Water Extraction) & Petition 2 Objection Proposed Use Not Listed ( Water Extraction)

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

- 9.2 Item 10.1.2 Award of Tender - RFT-2419 - Hartfield Park Modular Change Rooms and Store – **Confidential Attachment** –

Reason for Confidentiality: *Local Government Act 1995 (WA) Section 5.23 (2) (c) - "a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting."*

- 9.3 Item 10.2.3 Stirk Park Lighting / CCTV - Project Request - S– **Confidential Attachment** – Stirk Park Lighting & CCTV – Petition

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

- 9.4 Item 10.2.5 eQuote 2024-02 Mulching and Green Waste Removal - Award of Tender **Confidential Attachment** – e Quote 2402-02 - Tender Evaluation Report

Reason for Confidentiality: *Local Government Act 1995 (WA) Section 5.23 (2) (c) - "a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting."*

Public Agenda Briefing Forum - 8 April 2025

---

**10. Reports to Council**

**10.1. Development Services Reports**

**10.1.1. Response to Petition - Lot 6 (60) Repatriation Road and Lot 12 (30) Foti Road, Pickering Brook - Use Not Listed - Water Extraction**

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

The Principal Statutory Planner provided a presentation on this report.

Councillor Modolo sought clarification in relation to water monitoring and the role the City has in the approval process. The Principal Statutory Planner provided clarification on the City's role and advised the City would seek clarification as to the issue raised in relation to monitoring in the catchment area.

Previous Items	N/A
Directorate	Development Services
Business Unit	Approval Services
File Reference	FT-01/030
Applicant	N/A
Owner	G S & L O'MEAGHER
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 3.1** - To plan for sustainable population growth.**Strategy 3.1.1** - Plan for diverse and sustainable activity centres, housing, community facilities and industrial development to meet future growth, changing social, economic and environmental needs.**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.**Strategy 3.3.3** - Plan for strong activity centres and employment areas to meet the future needs of the community, industry, and commerce.**Priority 3: Kalamunda Develops****Objective 3.4** - To be recognised as a preferred tourism destination.**Strategy 3.4.1** - Facilitate, support and promote, activities and places to visit.**Strategy 3.4.2** - Advocate and facilitate Agri Tourism opportunities for rural properties to flourish.**Priority 4: Kalamunda Leads****Objective 4.1** - To provide leadership through transparent governance.**Strategy 4.1.1** - Provide good governance.**EXECUTIVE SUMMARY**

1. The City of Kalamunda (City) has received two (2) petitions raising concern with a development application which seeks to obtain development approval to extract groundwater for the purpose of bottling at Lot 12 (No. 30) Foti Road, and Lot 6 (No. 6) Repatriation Road, Pickering Brook (the subject sites). The petitions have been signed by forty-seven residents (in total) who reside in the vicinity of the subject sites and set out objections to the proposed development application.
2. The City received a development application for a use not listed (Water Extraction) which was advertised in accordance with Schedule 2 Clause 64 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. Methods of advertising included a letter sent to all landowners and occupiers within a 200m radius of the site, a sign on site and a notice on the City's Website (Engage Portal).

Public Agenda Briefing Forum - 8 April 2025

---

3. The recommendation is Council NOTE the matters raised in the Petitions and the City's response. At the time of this report the development application is still in the assessment phase. The method and timing of a decision is not known.

**BACKGROUND**

4. **Land Details:**  
 The subject sites are zoned 'Rural' under the MRS and zoned 'Rural Agriculture' under the City of Kalamunda Local Planning Scheme No.3 (LPS3).

Land Area:	
Lot 12 (30) Foti Road, Pickering Brook:	33,267sqm (3.33ha)
Lot 6 (6) Repatriation Road Pickering Brook:	56,810sqm (5.68ha)
Local Planning Scheme Zone:	
Lot 12 (30) Foti Road, Pickering Brook & Lot 6 (6) Repatriation Road Pickering Brook	Rural agriculture
Metropolitan Regional Scheme Zone:	
Lot 12 (30) Foti Road, Pickering Brook & Lot 6 (6) Repatriation Road Pickering Brook	Rural
Public Drinking Water Source Area	Middle Helena Catchment Area P2 Surface Water
Lot 12 (30) Foti Road, Pickering Brook & Lot 6 (6) Repatriation Road Pickering Brook	Water Subcatchment – Helena Pipehead
Bushfire Prone Area as designated by the Fire and Emergency Service Commissioner	Yes – Bushfire prone area



5. **Locality Plan:**



6. The sites contain an existing single house (Lot 6, 60 Repatriation Rd) with orchard planting and associated infrastructure to both lots.
7. The City received a development application for a use not listed (Water Extraction). The details of the application comprise the following:
  - a) Installation of supporting structures (sea container pump and filtration house, storage tanks etc)
  - b) Extraction of 30,000kl per annum (30,000,000 litres) or 90,000 litres per day.
  - c) Onsite storage to manage daily stored volumes.
  - d) Daily collections for transportation to off-site third-party bottling facility.
8. The objectives of the 'Rural Agriculture' zone as set out in the Local Planning Scheme No 3 are:
  - a) To protect and maintain the hills horticultural industry.
  - b) To ensure the conservation of soil and water resources important to the wellbeing of the horticulture industry.
  - c) Ensure that land uses, activities and land management practices are consistent with natural resources conservation and are compatible with public water supply objectives.

- d) To limit the amount of subdivision supported to that which complies with the subdivisional land use and development requirements of this zone.
- e) To conserve the physical and visual environment of the area.
- f) Encourage the reduction of bush fire hazard.

### DETAILS AND ANALYSIS

9. The petitions object to the development application on the following grounds (both petitions listed the below items):
1. **Depletion of Groundwater Resources** The proposed water extraction will significantly deplete the groundwater resources in the Perth Hills, adversely affecting residents who rely on these resources for their daily needs.
  2. **Increased Spread of Dieback** Water extraction will increase the spread of dieback in the surrounding native vegetation, further endangering the local ecosystem.
  3. **Impact on Lifestyle and Amenity** The proposal will negatively impact the personal lifestyles and amenities of local residents, diminishing their quality of life.
  4. **Reduction in Downstream Water Availability** Properties downstream will experience reduced water availability, further exacerbating the already limited water supply in the area.
  5. **Disturbance of Peace and Quiet** The proposal will disturb the tranquil environment of the neighbourhood, affecting the peaceful enjoyment of properties in the vicinity.
  6. **Increased Traffic Hazards** Continual heavy-duty truck movements associated with the proposal will create significant traffic hazards, posing risks to road safety.
  7. **Contravention of the P2 Catchment Scheme** The proposal is contrary to the principles and guidelines of the P2 catchment scheme, which aims to protect water quality and availability.
  8. **Discrimination Against Small Businesses** The proposal unfairly disadvantages small businesses reliant on water resources, many of which have implemented water treatment plants to prevent contamination and responsibly manage groundwater.

10. The below table provides a summary of the key concerns raised in the petitions and the City's comments in accordance with Clause 67(2)(y), of the Regulations.

<b>Petition Comment</b>	<b>Officer Comments</b>
Depletion of Groundwater Resources	Noted. While orcharding and agricultural operations do facilitate a component of aquifer recharge all aquifers rely on rainwater for the bulk of recharge. Further information is required to understand the impacts of the proposed operation in this location.
Increased Spread of Dieback	Noted. Further information is required to understand the wider environmental impacts of the proposal.
Impact on Lifestyle and Amenity	The planning assessment process considers whether a development proposes an acceptable amenity impact. For development which does involve noise, odours, and traffic, it is typical for development approvals to include conditions or approval. The conditions are the planning tool to ensure that the acceptable level of amenity impact is maintained for the duration of the approval, and does not become an issue after years of operation City has the capacity to impose conditions in relation to operation management to safeguard local amenity.
Reduction in Downstream Water Availability	Noted. Further information is required to understand the impacts of the proposed operation in this location.
Disturbance of Peace and Quiet	The City has the capacity to impose conditions in relation to operation management to safeguard local amenity.
Increased Traffic Hazards	The City has the capacity to impose conditions to manage traffic and associated hazards.

<p>Contravention of the P2 Catchment Scheme</p>	<p>The subject site is located in an unproclaimed groundwater area, as defined under the Rights in Water and Irrigation Act 1914, therefore groundwater abstraction cannot be licensed by the department of Water and Environmental Regulation (DWER) under the Act. In unproclaimed groundwater areas, land use activities, including commercial water bottling activities, are regulated by the relevant Local Government Authority (LGA) through the development approvals process under the <i>Planning and Development Act 2005</i>.</p> <p>Priority 2 (P2) areas are defined and managed to maintain or improve the quality of the drinking water source with the objective of risk minimisation. P2 areas occur within PDWSAs where the land is zoned rural and the risks need to be minimised. Low levels of development consistent with the rural zoning are considered appropriate (generally with conditions) in P2 areas.</p> <p>In accordance with Water Quality Protection Note No. 25 - Land use compatibility tables for public drinking water source areas (DWER, 2021), "Water Bottling" is an undefined land use. In this case, DWER have confirmed the proposed groundwater extraction is consistent with volumes already being extracted for the existing orchard land use. As such the proposed land use is considered to be acceptable given that there is no intensification of the existing use. Notwithstanding the City has the capacity to impose operational management conditions that are in accordance with the principles of orderly and proper planning.</p>
<p>Discrimination Against Small Businesses</p>	<p>While the City has stated aims of to develop and enhance the City's economy as set out in the Kalamunda Advancing Strategic Community Plan to 2031 the</p>

Public Agenda Briefing Forum - 8 April 2025

	<p><i>Planning &amp; Development (LPS) Regulations 2015</i> does not include economic viability as a valid assessment criterion.</p> <p>Councillors as representatives of the public do have a broader remit for assessment and can consider this point but should note it is not a valid planning concern.</p>
--	---

**APPLICABLE LAW**

- 11. *Planning and Development (Local Planning Schemes) Regulations 2015.*
- 12. *Local Planning Scheme No. 3*

**APPLICABLE POLICY**

- 13. Nil.

**STAKEHOLDER ENGAGEMENT**

- 14. The development application was advertised to all landowners and occupiers within a 200m radius of the site. A sign was placed on site and the application was listed on the City’s Engage page to facilitate the public reviewing the supporting documentation.

**FINANCIAL CONSIDERATIONS**

- 15. Nil.

**SUSTAINABILITY**

- 16. The petition raises concerns that the public have in relation to resource sustainability which can be further assessed via the development application.

**RISK MANAGEMENT**

17.	<p><b>Risk:</b> The development application does not adequately address amenity impacts such as resource management, environmental concerns, impacts on surrounding food production and local amenity.</p>		
	<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
	Moderate	Possible	Medium
	<b>Action/Strategy</b>		

Ensure during the assessment phase of the application, the potential amenity implications are adequately addressed through the requisite technical documents and ensuring ongoing compliance through appropriate conditions. Internal and external technical advice will be sought and considered as part of the assessment process.

**CONCLUSION**

- 18. The City is currently assessing the development application and working through the objections raised in the petition, and other submissions, with the proponent.
- 19. Further information has been requested by the City and will need to be assessed before the application can be determined. At this stage it is unclear whether the City (under delegation) or Council (at an future Ordinary Council Meeting) will determine the application.
- 20. The City’s response to the matters raised in the petition is for Council’s information and noting.

**Voting Requirements: Simple Majority**

**RECOMMENDATION**

That Council NOTE the matters raised in the Petition – *Proposed Use Not Listed (Water Extraction); Lot 12 (30) Foti Road and Lot 6 (60) Repatriation Road, Pickering Brook, WA 6076* - and the City of Kalamunda’s response.

Public Agenda Briefing Forum - 8 April 2025

---

**10.1.2. Award of Tender - RFT-2419 - Hartfield Park Modular Change Rooms and Store**

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

The Program Manager provided a presentation on this item.

Council sought clarification on figures provided within the report. The Program Manager advised this would be verified and updated in report if required.

Council sought clarification in relation to the configuration of the construction. This information was provided.

Previous Items	OCM 157/2022, OCM 40/2024, SCM 87/2024, OCM 159/2024
Directorate	Development Services
Business Unit	City Transformation
File Reference	
Applicant	N/A
Owner	N/A
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 1.2** - To provide a safe and healthy environment for community to enjoy.

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

### **EXECUTIVE SUMMARY**

1. The purpose of this report is to consider the award of the tender RFT 2419 Hartfield Park Modular Change Rooms and Store.
2. It is recommended Council accepts the submission from Ausco Modular to construct a modular, transportable change rooms and storage shed to be located at Hartfield Park, Forrestfield WA.

### **BACKGROUND**

3. The City of Kalamunda (City) invited submissions from Registered Building Contractors to construct modular, transportable change rooms and storage shed to be located at Hartfield Park, Forrestfield WA.
4. The City will be the owner of the facility and lease the buildings and assigned surrounds to Forrestfield United Football Club (FUFC). Currently FUFC utilise very small change rooms within the Hartfield Park Recreation Centre (adjacent to the Football Club stadium). The intent is to develop 2 full size change rooms plus a storage facility as standalone facilities away from the Recreation Centre.
5. This project will be funded by a combination of external grant funds and City funding. To meet funding conditions the City (and its Contractor) will be required to complete this project before 30 November 2025.

### **DETAILS AND ANALYSIS**

6. Hartfield Park Sporting precinct is located in Forrestfield, Western Australia. It is bounded by Hale Road to the north west, Hartfield Road to the north east, Tonkin Highway to the west and Hartfield Golf Course to the south.
7. The precinct is the largest sporting precinct and most activated within the City of Kalamunda.
8. Masterplans have been developed (and in turn revised) in 2010 and 2021 to identify long term plans to meet the needs of the community in this precinct. In turn, development actions to implement the Master Plan are largely dependent on available funding and as such the Master Plan is envisaged to be rolled out in stages.



- 9. Stage 2A of the Hartfield Park Master Plan is currently in execution phase on the back of significant grant funding from the Federal and State Governments along with significant investment by the City.
- 10. The City issued RFT 2419 through its e-Tendering Portal and advertisement in the Western Australian newspaper. Receipt of Tender submissions closed at 2pm AWST Friday 31 January 2025.
- 11. Four submissions were received, and an Evaluation panel was convened to assess the tender submissions.
- 12. The tender submissions were assessed to ensure compliance as set out in the tender invitation. All submissions were then assessed against the qualitative criteria as set out in the tender invitation.

13. The qualitative Criteria and weighting were as follows:

Qualitative Criteria	Weighting
Relative Experience & Expertise	50%
Resource Planning & Availability	25%
Workplace Systems	10%
Constructability	10%
Local Benefits and Aboriginal Engagement	5%

14. The Tender Assessment Panel determined that a Qualitive Pass Mark (QPM) of 60% would be set for the tender of this nature.

The summary assessment outcome in ranked order is detailed in the following table below: <b>Company Name</b>	<b>Qualitative Total Score</b> (Weighted @ 100%)	<b>Rank</b>	<b>Status</b>
Kilmore Group Pty Ltd	75.50%	1	PASS
Ausco Modular	65.00%	2	PASS
Pyramid Constructions (WA) Pty Ltd	48.00%	3	FAIL
Schlager Group Pty Ltd	42.50%	4	FAIL

- 15. This assessment demonstrates that two of the four Tenderers exceeded the required QPM of 60%.
- 16. Two conforming Tender submissions met the required QPM and were advanced to the price assessment stage of the evaluation process as noted in the following table:

Public Agenda Briefing Forum - 8 April 2025

The summary assessment outcome in ranked order is detailed in the following table below: <b>Company Name</b>	<b>Qualitative Total Score</b> (Weighted @ 100%)	<b>Rank</b>	<b>Status</b>
Ausco Modular	65.00%	1	PASS
Kilmore Group Pty Ltd	75.50%	2	PASS

**ALTERNATIVE BID**

- 17. Ausco Modular has submitted as Alternative Bid which is based on a one modular building structure in lieu of Three singular modules. The tender package has allowed for the submission of alternative tenders under section 7.17 of the request for tender.
- 18. The Alternative Tender from Ausco Modular has been accepted after consultation with the Client, City Engineers and the Architect. The Single Modular design is more cost effective and will reduce the deliverable time.
- 19. An alternative location has been recommended which is adjacent to the proposed Tender location.  
Alternative Bid for One Modular building:
  - a) Compliant with Wastewater service requirements
  - b) Provides additional flexibility to relocate building if required
  - c) Simplifies Drainage service requirements
  - d) Mitigates security concerns with 'dead space' and improved passive surveillance compared to Original Tender.
- 20. Preliminary work has been completed for acceptance and viability of the alternative one modular structure.

**APPLICABLE LAW**

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

**APPLICABLE POLICY**

- 22. Chief Executive Officer Directions – CS51 – Purchasing has been followed and complied with.

**STAKEHOLDER ENGAGEMENT**

- 23. Engagement with sporting clubs has been undertaken as part of the project. Key stakeholder representatives are supportive of the original and revised proposal.

- 24. The City is committed to engaging and keeping the clubs informed. Following Council approval, the City will notify the Clubs of the proposed direction.

**FINANCIAL CONSIDERATIONS**

- 25. The budget provided for the Hartfield Park Modular Change Rooms and Storeroom is \$1,592,973.00 The total anticipated project cost inclusive of professional fees and construction contingency is \$1,465,846.96.

LRC14 - Federal	\$328,667
CDG1428 - Federal	\$771,333
City of Kalamunda	\$492,973

- 26. Ausco Modular ranked second in the Qualitive Criteria and provided the lowest conforming schedule of rates Tender Price. Considering both the Qualitive criteria and assessment of price, the consensus of the tender panel is that Ausco Modular is the recommended tenderer.

**SUSTAINABILITY**

- 27. The redevelopment of these facilities will enhance the City's assets, benefit the local community, and improve the experience for users and players during training and competitions.

**RISK MANAGEMENT**

- 28.

<b>Risk:</b> The contractor fails to fulfil the timeline requirements of the contract, resulting in external funding being excluded.		
<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
Critical	Unlikely	High
<b>Action/Strategy</b>		
Ensure the contractor provides a construction timeline that fulfills grant funding dues dates.		

29.

<b>Risk:</b> Alternative Design Risk - The contractor fails to fulfil the timeline requirements of the contract, resulting in external funding being excluded.		
<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
Critical	Unlikely	High
<b>Action/Strategy</b>		
Ensure the contractor provides a construction timeline that fulfills grant funding dues dates.		

**CONCLUSION**

- 30. The existing facilities used by the sporting club is not fit for purpose. Construction of modular change rooms and storeroom will allow a fit for purpose facility which will continue the social capital benefit as well as encourage new memberships and growth.
- 31. The budget provided for the Hartfield Park Modular Change Rooms and Storeroom is \$1,592,973.00 The total anticipated project cost inclusive of professional fees and construction contingency is \$1,465,846.96.
- 32. It is recommended that Council ACCEPTS the submission from Ausco Modular for \$957,960.87 excluding GST to construct a modular, transportable change rooms and storage shed to be located at Hartfield Park, Forrestfield WA.

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

**RECOMMENDATION**

That Council ACCEPT the submission from Ausco Modular for \$957,960.87 excluding GST to construct a modular, transportable change rooms and storage shed to be located at Hartfield Park, Forrestfield WA.

Public Agenda Briefing Forum - 8 April 2025

---

### 10.1.3. Amendment 117 to Local Planning Scheme No. 3 – Structure Plan Rationalisation

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

The Manager Strategic Planning provided a presentation on this report.

Council sought information in relation to the rationalisation. The Manager Strategic Planning advised the City was satisfied obligations have been met.

Council also questioned if there would be more rationalisation in the future. The Manager Strategic Planning advised there would likely be further rationalisation.

Previous Items	OCM 145/2024, OCM 161/2024
Directorate	Development Services
Business Unit	Strategic Planning
File Reference	3.010449, 3.010504
Applicant	N/A
Owner	N/A

Attachments	1. Local Planning Scheme Amendment No.117 Initiation Report [ <b>10.1.3.1</b> - 36 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 3.1** - To plan for sustainable population growth.**Strategy 3.1.1** - Plan for diverse and sustainable activity centres, housing, community facilities and industrial development to meet future growth, changing social, economic and environmental needs.**Priority 3: Kalamunda Develops****Objective 3.3** - To develop and enhance the City's economy.**Strategy 3.3.3** - Plan for strong activity centres and employment areas to meet the future needs of the community, industry, and commerce.**Priority 4: Kalamunda Leads****Objective 4.1** - To provide leadership through transparent governance.**Strategy 4.1.1** - Provide good governance.**EXECUTIVE SUMMARY**

1. The purpose of this report is for the Council to consider formally commencing the first stage of normalising inessential local structure plans as part of a program to simplify information and processes within the City of Kalamunda local planning framework in preparation for a new local planning scheme and strategy.
2. A rationalisation report previously presented to Council in December 2024 (OCM 161/2024) identified that the City of Kalamunda has eight structure plans which are to be revoked by 19 October 2025. A 'Basic' Scheme Amendment 117 (A117) to Local Planning Scheme No. 3 (LPS 3) has been prepared to facilitate this revocation process.
3. The purpose of A117 is to transfer the zones and reserves shown on the eight structure plans into LPS3, to ensure the City of Kalamunda (City) maintains appropriate development controls upon expiration of the structure plans on 19 October 2025. This process is termed 'normalisation' of structure plans.
4. It is recommended that the Council resolve to prepare A117 to LPS3.

**BACKGROUND**

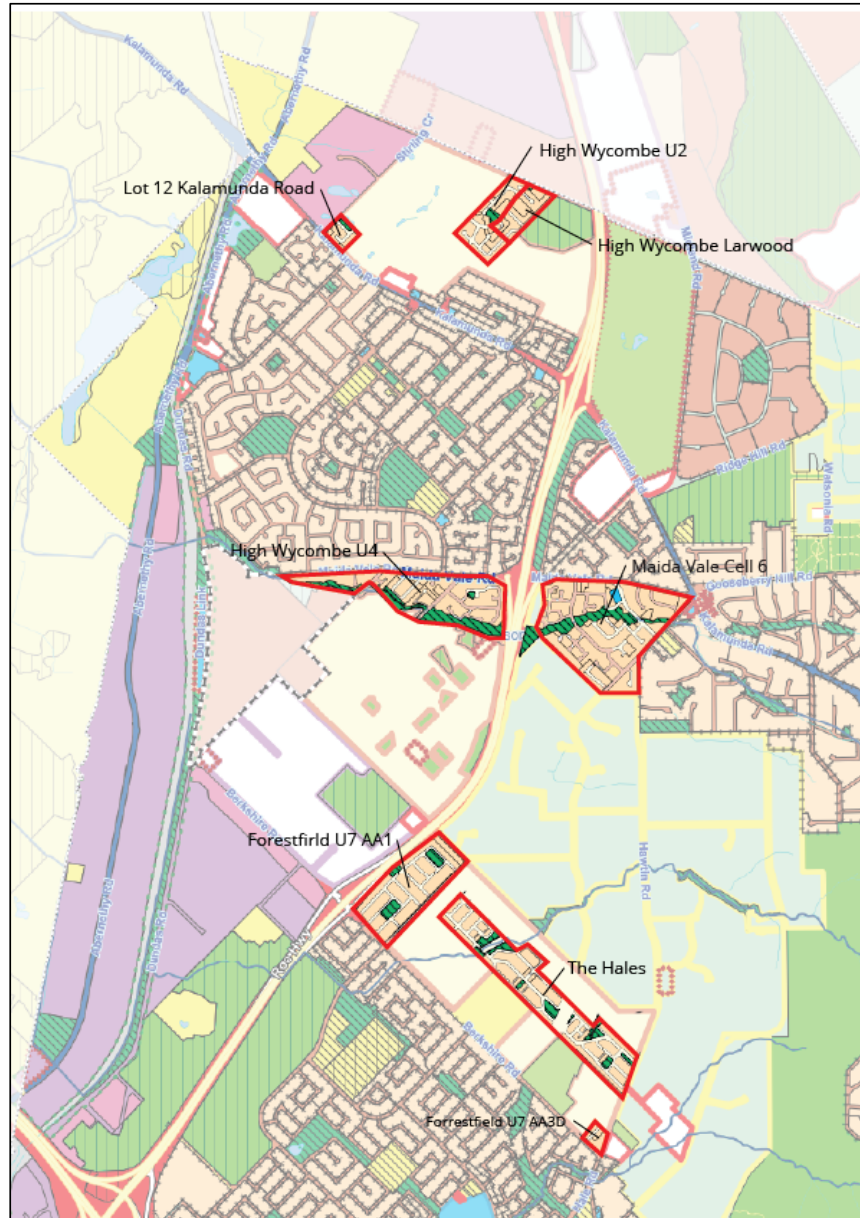
- 5. As part of the Western Australian Planning Commission’s (WAPC) ongoing planning reform, a ten-year duration of approval period was set for Structure Plans. Legacy planning instruments in place upon gazettal of the Planning Regulations on 19 October 2015 automatically received ten-year approval expiration period up to 19 October 2025.
- 6. A subsequent Structure Plan and Local Development Plan Rationalisation Report was endorsed by Council on 10 December 2024 (item 10.1.3) which included actions to normalise Structure Plans.
- 7. The report identified eight (8) Structure Plans to be normalised into Local Planning Scheme No. 3 through a Basic scheme amendment as part of Phase 1 – Before 19 October 2025.
- 8. Normalisation of the Structure Plans will simplify the planning process for the City and community by reducing the number of planning instruments. Instead of the zoning and land use being provided by the structure plan, the zoning and land use permissibility is provided by the operative local planning scheme.
- 9. As such, A117 Initiation Report has been prepared (Attachment 1) detailing the Structure Plans to be normalised.

**DETAILS AND ANALYSIS**

- 10. The initiation report outlines the Structure Plans to be normalised by removing the Urban Development zone, applying the zoning from the plan into the scheme, and revoking the Structure Plan.
- 11. The amendment affects the following Structure Plans:

Maida Vale Cell 6 U6
ODP Urban Cell 7 (U7) for Forrestfield Landowner Agreement Area 1
High Wycombe Area U2 ODP
ODP Agreement Area 3D Forrestfield
ODP Lot 12 Kalamunda Rd High Wycombe
High Wycombe Urban Area U2 – Larwood Crescent ODP U2
High Wycombe Urban Area Structure Plan U4
Forrestfield Local Structure Plan (The Hales)

12. A map showing the location of each of the structure plans is shown below.



13. Upon the amendment taking effect, the approval of the above structure plans is to be revoked in accordance with Regulation 35A of the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations). Thereafter, any information regarding the zoning, residential density and requirements will be able to be sourced directly from the LPS 3.



14. Regulation 35 of the Regulations requires a resolution of a local government to adopt or refuse to adopt an application to amend a local planning scheme, as well as justification for the type of amendment proposed (basic, standard, or complex).
15. Pursuant to Regulation 34, the proposal is considered to be a 'basic amendment' for the following reasons:
- a) *an amendment to the scheme map that is consistent with a structure plan, activity centre plan or local development plan that has been approved under the scheme for the land to which the amendment relates if the scheme currently includes zones of all the types that are outlined in the plan.*
  - b) *an amendment to the scheme so that it is consistent with a region planning scheme that applies to the scheme area if the amendment will have minimal effect on the scheme or landowners in the scheme area.*

**APPLICABLE LAW**

16. *Planning and Development Act 2005 (PD Act)*

The PD Act is legislation that establishes Western Australia's land use planning system, including the making and amending of local planning schemes.

Pursuant to Regulation 47, and in accordance with s81 and s82 of the PD Act, following adoption, the amendment must be referred to the Environmental Protection Authority (EPA) for their comments.

17. *Planning and Development (Local Planning Scheme) Regulations 2015*

Pursuant to regulation 35(2) of the Regulations, the local government resolution must specify whether the amendment is a complex, standard or basic amendment.

A117 is a basic amendment under Regulation 34 for the reasons previously outlined above.

If the amendment is approved, the structure plans will be revoked in accordance with Regulation 35A.

18. City of Kalamunda Local Planning Scheme No. 3  
Clause 6.2.7 of LPS 3 – Operation of Structure Plan outlines that a structure plan commences operation on the date it is adopted by the local government.

A117 seeks to normalise the structure plans which will lapse on 19 October 2025.

**APPLICABLE POLICY**

19. WAPC Western Australian Planning Manual Guidance for Structure Plans. Local Planning Policy 18 – Requirements of Local Planning Scheme Amendments.

**STAKEHOLDER ENGAGEMENT**

20. Preliminary engagement with the DPLH has been ongoing since 2020. Advice has been received on rationalisation of Structure Plans.
21. Stakeholder engagement is not required for Basic scheme amendments.

**FINANCIAL CONSIDERATIONS**

22. No immediate financial costs are anticipated as a direct outcome of this initiation report. Costs associated with Basic scheme amendments are to be met through the Development Services annual budget.

**SUSTAINABILITY**

23. Social Implications  
The normalisation of the structure plans will simplify the planning process potentially resulting in more efficient approval times and making it easier to navigate development approval processes and contribute to achieving social and cultural objectives of Kalamunda Advancing and associated strategic documents.
24. Economic Implications  
The normalisation of structure plans should make it easier to navigate development approvals and help achieve the economic goals outlined in Kalamunda Advancing and related strategic documents.
25. Environmental Implications  
The normalisation process can assist in recalibrating the local planning framework, focusing on the City's sustainability priority areas and reflecting the community's expectations.

**RISK MANAGEMENT**

26.	<b>Risk:</b> The Amendment is not progressed to the required standard or within the required timeframes, resulting in non-compliance with the Planning and Development (Local Planning Schemes) Regulations 2015.		
	<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
	Moderate	Unlikely	Low
	<b>Action/Strategy</b>		
	Continued engagement with stakeholders and apply appropriate project management principles to the scheme amendment process.		

27.	<b>Risk:</b> The Western Australian Planning Commission and Minister for Planning direct the City to advertise the amendment as standard or significant.		
	<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
	Moderate	Unlikely	Low
	<b>Action/Strategy</b>		
	The time frame from this amendment being submitted to approval expiration date (19 October 2025) allows for an advertising process to be completed.		

**CONCLUSION**

- 28. As identified in the attached report, it is now an appropriate time for the structure plans discussed above to be revoked, and the applicable zones and reserves normalised into the scheme.
- 29. Recognising these zones and reserves within LPS3 will avoid the future need to seek WAPC approval to extend the approval period of the existing structure plans and remove a redundant layer of planning control.
- 30. The changes proposed reflect good contemporary planning practice and provide greater flexibility to the landowner in a manner that do not pose any significant adverse impact on surrounding development.

**Voting Requirements: Simple Majority**

**RECOMMENDATION**

That Council:

- 1. RESOLVE to prepare an amendment to Local Planning Scheme No.3 pursuant to Section 75 of the *Planning and Development Act 2005* by:

- a) Rezoning lots within the eight Structure Plans identified in the table below from 'Urban Development' to the designated zoning as depicted on the Scheme Amendment Map.

Maida Vale Cell 6 U6
ODP Urban Cell 7 (U7) for Forrestfield Landowner Agreement Area 1
High Wycombe Area U2 ODP
ODP Agreement Area 3D Forrestfield
ODP Lot 12 Kalamunda Rd High Wycombe
High Wycombe Urban Area U2 – Larwood Crescent ODP U2
High Wycombe Urban Area Structure Plan U4
Forrestfield Local Structure Plan (The Hales)

- b) Reclassify land within the eight Structure Plans identified above from 'Urban Development' to 'Local Open Space' and 'Local Road' as depicted on the Scheme Amendment Map.

2. CONSIDER proposed Local Planning Scheme Amendment No.117 to Local Planning Scheme No.3 as a 'Basic Amendment' under Regulation 35(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:

- a) *an amendment to the scheme map that is consistent with a structure plan, activity centre plan or local development plan that has been approved under the scheme for the land to which the amendment relates if the scheme currently includes zones of all the types that are outlined in the plan.*
- b) *an amendment to the scheme so that it is consistent with a region planning scheme that applies to the scheme area if the amendment will have minimal effect on the scheme or landowners in the scheme area.*

3. FORWARD proposed Scheme Amendment No.117 to Local Planning Scheme No.3 to the Environmental Protection Authority for comment pursuant to Section 81 of the *Planning and Development Act 2005*.

4. FORWARD proposed Scheme Amendment No. 117 to Local Planning Scheme No. 3 to the Western Australian Planning Commission for comment within 21 days of the resolution to adopt the basic amendment, pursuant to Regulation 58 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Public Agenda Briefing Forum - 8 April 2025

---

**10.2. Asset Services Reports**

**10.2.1. Asset Management Policy**

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

The Coordinator Asset Management provided a presentation on this report.

Council sought clarification in relation to the policy. This information was provided by the Coordinator Asset Management and the Director Asset Services.

Previous Items	OCM 130/2012; OCM 157/2016; OCM 302/2021
Directorate	Asset Services
Business Unit	Asset Planning & Delivery
File Reference	EG-CMP-025; 4.00009549
Applicant	N/A
Owner	N/A
Attachments	<ol style="list-style-type: none"> <li>1. Asset Management Policy - 2021 [<b>10.2.1.1</b> - 3 pages]</li> <li>2. Asset Management Policy Proposed 1 [<b>10.2.1.2</b> - 3 pages]</li> </ol>

**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.

**EXECUTIVE SUMMARY**

1. The purpose of this report is to consider and endorse the outcome of the review of the City of Kalamunda’s (City) Asset Management Policy.
2. This review is aimed at ensuring the Policy is current and relevant to strategic objectives of Council and the current operational environment of the City.

**BACKGROUND**

3. The policy was adopted by Council 12 October 2021 (OCM 302/2021) with a two-year life, and the review is therefore overdue.

**DETAILS AND ANALYSIS**

4. The revised Asset Management Policy includes the following key changes:
  - Updated to define the roles of Council and the City in the asset management process. Council are the custodians of the City’s assets and the City will enact Council’s vision through asset management planning and budgeting practices.
  - Updated to provide clarity and transparency regarding the function of asset management and the link to the City’s financial sustainability. Robust asset management practices assist Council in understanding the medium to long term implications of asset related decisions.
5. A key consideration of asset management is the creation of new assets versus upkeep of the existing portfolio. There is a risk of asset deterioration if assets renewals are not funded in accordance with the Asset Management Plans.

Public Agenda Briefing Forum - 8 April 2025

---

6. Asset deterioration can result in existing assets not being safe or fit-for-purpose for the community. A challenge of the budget process is to balance the required funding to upkeep the existing asset portfolio whilst considering proposals for new assets. If new assets are required to service the community, an appropriate funding strategy should be considered for the lifecycle of the asset(s), so that it does not compromise funding for the existing portfolio. The Policy has been updated to outline best practice consideration of this issue during the budget process.

#### **APPLICABLE LAW**

7. *Local Government Act 1995 (WA)*  
*Local Government (Financial Management) Regulations 1996*  
 Integrated Planning and Reporting Framework and Guidelines

#### **APPLICABLE POLICY**

8. Nil

#### **STAKEHOLDER ENGAGEMENT**

9. Internal consultation was carried out on the revised policy.

#### **FINANCIAL CONSIDERATIONS**

10. The City's asset portfolio has a total estimated gross replacement value of approximately \$975.01 Million. The investment decisions of the portfolio can have a significant impact on the long-term financial sustainability of the City. Assets must be created and maintained with an understanding of the cost-benefit and life cycle costs.
11. The City will continue to brief Council on the specific financial implications as determined in Asset Management Plan reviews and the budget process.

#### **SUSTAINABILITY**

12. Assets are created, maintained and renewed to provide services to the community. The impact on the social fabric of the community is significant if assets are not fit for purpose and/or rationalised to meet the changing needs of the community.

Public Agenda Briefing Forum - 8 April 2025

---

**RISK MANAGEMENT**

13.

<b>Risk:</b> Lack of investment in the asset portfolio resulting in asset deterioration or failure.		
<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
Significant	Unlikely	Medium
<b>Action/Strategy</b>		
City staff to continue to implement asset management protocols and include critical renewals in the annual budget process for Council's consideration. City staff to continue to report Asset Management Plan financial implications to Council.		

**CONCLUSION**

14. It is recommended that Council adopt the revised Asset Management Policy to continue pursuing a best practice approach to management of its portfolio.

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

**RECOMMENDATION**

That Council ADOPT the revised Asset Management Policy as shown in Attachment 1.



Public Agenda Briefing Forum - 8 April 2025

---

**10.2.2. Metropolitan Regional Roads Group Roads Rehabilitation Program - 2026/2027 Submissions**

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

The Coordinator Asset Management provided a presentation on this report.

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. Summary Project Cost [ <b>10.2.2.1</b> - 2 pages]
-------------	--

**TYPE OF REPORT**

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

**STRATEGIC PLANNING ALIGNMENT**

*Kalamunda Advancing Strategic Community Plan to 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 2026/2027 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 part of Welshpool Road East, Ridge Hill Road, Kalamunda Road (2 sections), Abernethy Road North Bound, Abernethy Road South Bound.

### 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 2026-2027 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 projects were identified based on condition assessment data, a minimum number of vehicles per day, road types (District Distributor A and B types of Roads - Main Roads criteria), and Road Asset Management Plan forecast.
7. 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).

8. 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. The Minister for Transport, on recommendations from the MRWA and State Road Funds to the Local Government Advisory Committee, ultimately approves the allocation of funding.
9. 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. This year they have requested to nominate the additional projects more than the cap, up to a limit of \$1.5 Million.
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) Welshpool Road East, LM, (1020002) Road Rehabilitation, Lesmurdie Road to Silverdale Road, SLK 4.75 to 5.34
  - b) Ridge Hill Road, MV, (1020023) Road Rehabilitation, Midland Road to Bridle Drive, SLK 0.00 to 0.37
  - c) Kalamunda Road, HW, (1020001) Road Rehabilitation, Hawkvale Road to Wittenoom Road, SLK 5.90 to 6.99
  - d) Kalamunda Road, HW, (1020001) Road Rehabilitation, Midland Road to David Street, SLK 4.56 to 4.96
  - e) Abernethy Road (North Bound), FF, (1020997), Road Rehabilitation, 460m South of Hudswell Road to 330m South of Hudswell Road, SLK 2.25 to 2.38
  - f) Abernethy Road (South Bound), FF, (1020997), Road Rehabilitation, 170m South of Hudswell Road to 30m North of Hudswell Road, SLK 2.54 to 2.74.

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 are placed. In Attachment 1, the abbreviations used are:
- a) PMB – polymer-modified bitumen, a type of bitumen with elastic properties;
  - b) CRM – crumb rubber modified bitumen, a type of bitumen incorporating crumb rubber.
  - c) DGA - dense graded asphalt, an asphalt designed for high and heavy traffic loads;
  - d) SMA - stone mastic asphalt, asphalt with a higher bitumen content for flexibility; and
  - e) 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 25 April 2025.
14. Advice on the successful projects for the 2026-2027 financial year is normally issued early in the calendar year, in this case, early 2026. The City will then list the projects in the capital works program for consideration in the 2026-2027 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. The projects have been identified through the City’s Road Asset Management Plan. Owners, residents and businesses directly affected by the projects will be contacted in advance of the works.

**FINANCIAL CONSIDERATIONS**

18. The list of Road Rehabilitation Projects for 2026/2027 outlined in Attachment 1 indicates a total estimated MRRG contribution of \$1,331,727 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,

and this year they have also requested to nominate the additional projects more than the cap, up to a limit of \$1.5 Million.

- 19. Should the City be successful in achieving grant funding totalling in the order of \$900,000 as part of the 2026/2027 program, then it will need to contribute in the order of \$450,000 plus overheads from municipal funding.
- 20. The 2026/27 and future years of the Long-Term Financial Plan (LTFP) 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.
 

<b>Risk:</b> The City fails to secure grant funding leading to additional rates funding needs.		
<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
Major	Unlikely	Medium
<b>Action/Strategy</b>		
The City continues to plan in a timely fashion for submissions for grant funding under the MRRG program.		
  
- 24.
 

<b>Risk:</b> 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.		
<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
Major	Possible	High
<b>Action/Strategy</b>		
The City continues to plan in a timely fashion for submissions for grant funding under the MRRG program.		

Public Agenda Briefing Forum - 8 April 2025

---

### **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. Council endorsement is required for the submissions, with the final list of projects to be considered as part of the 2026/2027 capital works program budget.

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

### **RECOMMENDATION**

That Council ENDORSE the City of Kalamunda submission of projects for the 2026/2027 Metropolitan Regional Roads Group Road Rehabilitation Projects Program, as set out in Attachment 1.

Public Agenda Briefing Forum - 8 April 2025

---

**10.2.3. Stirk Park Lighting /Closed-Circuit Television (CCTV) - Project Request**

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

The Manager Asset Delivery provided a presentation on this report.

Council was advised by circular prior to the meet the recommendation to be presented to council for decision will differ from the recommendation presented in this report. Council sought clarification on this change.

Council sought clarification as to the range of CCTV coverage within the Park.

Previous Items	OCM 38/2022 OCM160/2020
Directorate	Asset Services
Business Unit	Asset Planning & Delivery
File Reference	KL-02/018
Applicant	N/A
Owner	N/A
Attachments	Nil

**TYPE OF REPORT**

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

## STRATEGIC PLANNING ALIGNMENT

*Kalamunda Advancing Strategic Community Plan to 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.

### Priority 1: Kalamunda Cares and Interacts

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

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

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

### Priority 3: Kalamunda Develops

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

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

## EXECUTIVE SUMMARY

1. The purpose of this report is to provide an update to Council in accordance with commitments made in the December 2024 Ordinary Council Meeting (OCM) as a petition.
2. Two local residents presented a petition requesting the City of Kalamunda (City) consider the installation of permanent lighting and Closed-Circuit Television (CCTV) at Stirk Park Skate Park at the 10 December 2024 OCM.
3. A temporary mobile CCTV tower and floodlight was installed at Stirk Park, capturing the Skate Park area in April 2024.
4. The temporary lighting has been in place since December 2024 (programmed to switch off at 9pm each day) through to February 2025.

## BACKGROUND

5. A Change.Org Online Petition was launched in May 2024, which included 1280 signatures and called for both lighting and CCTV be installed at Stirk Park permanently to improve the overall safety of the area and users.
6. A deputation to present the petition to Council was provided by two community members. The Presiding Member accepted the petition during the December 2024 Ordinary Council Meeting (OCM).



7. During this OCM, Questions by Members Without Notice clarified that a report would be provided to Council in the coming months.
8. In response to increasing incidents of antisocial behaviour at the Skate Park, the City installed a mobile CCTV tower in April 2024. Since the installation of the mobile CCTV tower, the Western Australian Police (WAPOL) have reported a noticeable reduction in incidents.
9. The floodlight, which forms part of the CCTV tower was activated in December 2024, after the City was made aware, through the petition, that lighting was an issue. Feedback from skate park users, is that the lighting does not meet their needs as it is only one light tower, which is not adequate to light the entire skate park, it is also not very bright.

#### **DETAILS AND ANALYSIS**

10. The petition is provided as Attachment 1 to this report.
11. The detail of the petition is to request permanent lighting and CCTV to the newly constructed Skate Park within Stirk Park.
12. Following the request, a due diligence review of the project has been completed, which considers:
  - Alignment with the City's Strategies, Policies and Plans
  - Current Site Considerations
  - Future Site Considerations

The findings of this analysis are summarised below:

#### **CCTV Strategy 2022 - 2027**

- CCTV at the Stirk Park Skate Park meets the requirements of the City CCTV Strategy
- CCTV at Stirk Park toilets and playground does meet the requirements of the City CCTV Strategy
- The City has been advised by the West Australian Police Force (WAPOL) that incidents of anti-social behaviour have reduced, since temporary CCTV has been in place.

#### **Stirk Park Masterplan & Designs**

- The Masterplan identified the need to redevelop the site including the provision of a new playground and Skate Park , including the need to improve lighting throughout the park.

- During the detailed planning for stage, one being the new playground and skate park strong community feedback was received to improve lighting and CCTV at the site, inclusive of the skate park area.
- At the 25 August 2020, Ordinary Council Meeting, Council adopted the concept designs for the new playground and Skate Park , which included lighting for the skate park and CCTV.

**Asset Management Policy**

- The State CCTV Policy and City's Policy on CCTV require a formal CCTV Assessment (Crime Prevention Through Environmental Design (CPTED)) to be completed for any new project and/or asset being delivered. CPTED assessments are an industry tool which allows quantitative assessment of the need for the infrastructure. The calculations are particular to both identify the risk but also to balance the capital and ongoing costs with this need.
- Perth Access Control have estimated that the ongoing maintenance costs would be \$2,000 per year.

**Current Site Considerations:**

- Western Power have capacity to service the works through the existing on-site infrastructure, noting spare capacity within the Site Main Switch Board (SMSB) and Distribution Board (DB).
- No light pollution has been recorded from the existing temporary light. If the project proceeds, consideration of LED lighting is recommended to reduce light spill to neighbouring properties.
- Conduits have been pre-installed which will reduce the costs of installation. This proactive approach allows for future upgrades, such as additional lighting, CCTV, or event power, without the need for extensive excavation or disruption to the park.

13. **Future Site Considerations:**

It is noted that the requested works require assessment of opportunities for integration with adjacent projects such as:

<b>Project</b>	<b>Current Status</b>	<b>Proposed Construction</b>
New toilet project	Tender Preparation	September to November
Water Corporation Wastewater Pumpstation	Not currently on the Water Corporation 5	N/A

Public Agenda Briefing Forum - 8 April 2025

---

	year capital works program.	
Existing Toilet	To be removed at appropriate stage of the Master Plan	Not planned at this stage
Carpark and traffic calming measures	Design initiated 24/25	Construction to commence in 25/26
Wider development within and around Stirk Park	Subject to future budget considerations	N/A

14. A safety assessment suggests that CCTV could be installed near the existing toilets and the Skate Park to improve security.
15. The Skate Park is frequently used by both the local and wider community, well after sunset. The addition of lighting on a timer would enable use for longer period time, particularly in the winter months, when day light hours are reduced, which will have the following benefits:
  - Increase place activation by youth
  - Health benefits through increased opportunity for physical activity
  - Security Benefits - CCTV surveillance is widely recognised as a valuable tool for safeguarding people and property. It serves as an active deterrent, helping to reduce and manage antisocial behaviour, substance-related crimes and offences against individuals and property and enhances the community's perception of safety and property security.

**APPLICABLE LAW**

16. *Local Government Act 1995*  
 AS/NZS 1158.0 Lighting for Roads and Public Spaces.  
 Australian Standard AS 62676  
 Surveillance Devices Act 1998  
 Security and Related Activities (Control) Act 1996

**APPLICABLE POLICY**

17. Local Planning Policy 32 – Public Open Space (LPP32)  
 Policy 15: Closed Circuit Television (CCTV) Surveillance  
 Service 4: Asset Management Policy

**STAKEHOLDER ENGAGEMENT**

- 18. Stakeholder feedback has been received through the petition, and has been ongoing through the trial period.
- 19. Additional project consultation will be required if the project is supported to proceed with key stakeholders, including Western Australian Police (WAPOL), Skate Park Users and residents in close proximity to Stirk Park.

**FINANCIAL CONSIDERATIONS**

- 20. The project is estimated to cost \$260,000 (ex GST). The scope of works is limited to 4 poles, lighting and CCTV. However, the City recommend that CCTV is extended to include the existing toilet block as an outcome of the CPTED assessment.

**SUSTAINABILITY**

- 21. LED lighting is recommended, providing an energy efficient proposal.

**RISK MANAGEMENT**

22.

<b>Risk:</b> Vandalism of the CCTV system at the proposed Skate Park .		
<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
Moderate	Unlikely	Medium
<b>Action/Strategy</b>		
Position cameras strategically to deter tampering and ensure regular maintenance and monitoring to address any damage promptly.		

**CONCLUSION**

- 23. The City notes the petition provided and will continue project development for Council’s consideration as part of the 2025/26 budget process.

Public Agenda Briefing Forum - 8 April 2025

---

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

**RECOMMENDATION**

That Council:

1. APPROVE in principle support of the Stirk Park Permanent Lighting and Closed-Circuit Television project.
2. REQUEST the Chief Executive Officer list sufficient funds for a needs assessment for consideration in the 2025/2026 annual budget process.

Public Agenda Briefing Forum - 8 April 2025

---

### 10.2.4. Metropolitan Regional Roads Group Road Improvement - 2026/2027 Submissions

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

The Manager Asset Delivery provided a presentation on this report.

Council sought clarification in relation to funding of the projects. The information requested was provided by the Manager Asset Delivery.

Previous Items	OCM 175/2019; OCM 35/2020; OCM 169/2020; OCM 72/2021; OCM 99/2022; OCM 61/2023
Directorate	Asset Services
Business Unit	Asset Planning
File Reference	4.00011767
Applicant	N/A
Owner	N/A
 Attachments	 1. Summary Project Cost - Attachment 1 [ <b>10.2.4.1</b> - 2 pages] 2. Kalamunda- Hawkevale Intersection Upgrade Concept Design - Attachment 2 [ <b>10.2.4.2</b> - 1 page] 3. Canning Road Upgrade Map - Attachment 3 [ <b>10.2.4.3</b> - 1 page]

#### TYPE OF REPORT

Advocacy	When Council is advocating on behalf of the community to another level of government/body/agency
✓ Executive	When Council is undertaking 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.**EXECUTIVE SUMMARY**

1. The purpose of this report is to seek Council endorsement to submit funding applications under the 2026/2027 Metropolitan Regional Roads Group (MRRG) Road Improvement Projects Program for two projects.
2. The projects proposed for MRRG submission are:
  - **Kalamunda Hawkevale Road Upgrade:** (Stage 2) – Construction): Estimated at \$1,370,600.
  - **Canning Road Upgrade:** (Stage 1) – Design, Services Relocation, and Vegetation Clearing): Estimated at \$1,600,000.

Both projects align with the City of Kalamunda's (City) strategic transport planning objectives and will contribute to improved road safety and network efficiency.

3. MRRG Road Improvement Projects differ from Road Rehabilitation Projects in that they focus on upgrading roads to enhance traffic capacity, safety, and overall network efficiency, rather than maintenance and resurfacing. MRRG submissions are due in May 2025.
4. It is recommended Council endorse the two projects for funding submissions to the 2026/27 MRRG program,

**BACKGROUND**

5. Each year, Main Roads WA (Main Roads) invites project submissions for funding consideration as part of the MRRG Road Improvement Projects Program. This report is to consider projects for the 2026-2027 financial year.

6. MRRG Road Improvement Projects differ from Road Rehabilitation Projects in that they focus on upgrading roads to enhance traffic capacity, safety, and overall network efficiency, rather than maintenance and resurfacing. This funding opportunity allows the City to implement critical infrastructure improvements that will provide long-term benefits to the community, such as improved road conditions, enhanced pedestrian and cyclist safety, and better transport connectivity.
7. The MRRG program provides grants covering up to two-thirds of the cost for road improvement projects aimed at enhancing safety, efficiency, and network capacity. These projects focus on roads carrying significant traffic volumes, ensuring they meet modern road standards and improve transport network reliability.
8. Submissions are assessed and prioritised based on criteria including road condition, crash history, and projected benefits, before final approval by the Minister for Transport.
9. **The Kalamunda-Hawkevale Road Upgrade Project**  
The Kalamunda-Hawkevale Road Upgrade originates from the Kalamunda Road Functional Review, endorsed by Council in 2019 and 2020. This review identified key congestion points and opportunities for local road connectivity improvements. The plan (OCM 175/2019), which was subsequently adopted by Council in August 2020 (OCM 169/2020).
10. The City then engaged engineering consultants for design and intersection modelling to support a new grant submission. In July 2022, Council endorsed an application for the 2023/2024 and 2024/2025 MRRG Road Improvement Funding rounds, with an estimated total cost of \$1.9 million.
11. However, the funding body (MRRG) would only consider applications on a yearly basis. Consequently, only the first stage, encompassing design and service relocation, was approved for the 2023/2024 funding round, with an estimated cost of \$777,810. This first stage is currently underway and is projected for completion in the 2025/2026 financial year, with a future funding application required for the construction phase. The overall goal of the upgrade is to enhance traffic flow and accessibility in anticipation of local growth.
12. **Canning Road Upgrade Project**  
The Canning Road Upgrade was initially proposed under the Black Spot Program. However, due to the extent of necessary scope modifications, it exceeded the program's funding limits.



- 13. The revised design now aligns with Main Roads WA (MRWA) standards and incorporates key safety enhancements, including improved road geometry, better sightlines, and traffic-calming measures. Addressing long-standing safety concerns along Canning Road is a priority, particularly given its high crash history and its role as a key regional transport route.

**DETAILS AND ANALYSIS**

- 14. **Kalamunda-Hawkevale Road Upgrade – Stage 2 Construction 26/27**  
 Stage 2 will deliver a range of improvements to enhance traffic flow, safety, and overall network efficiency. The works include a new roundabout at the Hawkevale Road intersection, a new road connection at Range Court, and the closure of Range View Road with a cul-de-sac treatment. Additionally, streetscaping enhancements and upgraded street lighting will improve the urban environment and visibility at key intersections.
- 15. Shared path upgrades will improve pedestrian and cyclist connectivity, while drainage modifications will support new road alignments and mitigate flooding risks. Upgrades to signage and line marking will further improve traffic safety and efficiency.
- 16. Key construction considerations include potential power pole relocations, with some power cables possibly being placed underground to enhance safety and aesthetics.
- 17. Tree management will involve the removal of two small trees and one medium-sized tree at the end of Range Court to facilitate Telstra service relocations and the new road connection to Kalamunda Road. To offset this, eight replacement trees will be planted nearby. A mature tree at the Kalamunda Road and Hawkevale Road intersection will undergo an Arboricultural assessment to ensure protection during works.
- 18. The estimated cost for Stage 2 is \$1,400,000, with the City seeking 2/3 funding from the MRRG program. The remaining cost will be covered by the City's contribution, at 1/3 the cost.

<b>Kalamunda Hawkevale Road Upgrade</b>	<b>Cost</b>
MRRG Funding (66.6%)	\$933,333
City Contribution (33.3%)	\$466,667
<b>Total Cost</b>	<b>\$1,370,600</b>

- 19. **Canning Road - Road Upgrade – Stage 1 Design 26/27**  
 Stage 1 of the Canning Road Upgrade is all about making the road wider and safer. We're planning for 3.5m wide lanes with a 2m shoulder, which will really help traffic flow better and cut down on congestion. Plus, wider shoulders and clear zones will give everyone, including cyclists and pedestrians, more room and improve safety.
- 20. Stage 1 is necessary to facilitate the relocation of Western Power poles and secure the required tree clearing permits from the Department of Water and Environmental Regulation (DWER). These preparatory works are critical to ensuring that the road upgrades can proceed smoothly without delays.
- 21. The City has already engaged an environmental consultant to prepare an assessment report and assist with the tree clearing permit application.
- 22. Additionally, an underground utility scan has been completed to identify any infrastructure that may be impacted by the proposed works, helping to avoid disruptions during future construction phases.
- 23. Further progress has been made through collaboration with a lighting designer to address street lighting upgrades, and Western Power has been engaged to finalise plans for the relocation of electrical infrastructure. A preliminary design audit has been conducted, and a safety assessment of the entire Canning Road corridor has been completed to refine the project scope and ensure that safety improvements are fully incorporated.
- 24. The estimated cost for Stage 1 is \$1,600,000. The City is seeking 2/3 funding from the MRRG program, with the remaining cost to be covered by the City's contribution.
- 25.

<b>Canning Road - Road Upgrade</b>	<b>Cost</b>
MRRG Funding (66.6%)	\$1,066,664
City Contribution (33.3%)	\$533,333
<b>Total Cost for Stage 1</b>	<b>\$1,600,000</b>

**APPLICABLE LAW**

- 26. The *Main Roads Act 1930* provides for the City to manage local roads, which includes road upgrades.

**APPLICABLE POLICY**

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

**STAKEHOLDER ENGAGEMENT**

- 28. Community Engagement Summary

Year	Responses	Details
2019 (Phase 1)	224	Identified key concerns with the proposed intersection design
2020 (Phase 2)	29	62% of respondents supporting the proposed design
2023 survey	12	Seven comments, four opposing views, and one in support
<b>Public Petition</b>		<b>Signatures</b>
Petition supporting proposed design		306

Further stakeholder engagement with affected residents will be undertaken in 2025/2026 prior to construction in 2026/2027.

**FINANCIAL CONSIDERATIONS**

- 29. Should the City be successful in achieving grant funding for both projects, totalling in the order of \$2 million as part of the 2026/2027 program, then it will need to contribute in the order of \$1 million.
- 30. The City has already committed \$303,710 towards Stage 1 of the Kalamunda-Hawkevale Road Upgrade, part of the total design cost of \$822,250 for the design year. To now halt the construction phase would mean that this investment could be seen as wasted, as the funds spent on the design work would not result in any tangible progress or improvements. Moving forward with construction will ensure that the City's investment is realised and contributes to the successful delivery of the project.
- 31. Looking ahead, the Canning Road Upgrade is estimated to cost \$3,200,000 for Stage 2 construction. To complete this phase, the City will need to contribute \$1,066,667 unless the construction works are staged in smaller, more manageable extents. The need for staging will depend on project timelines, available resources, and funding capacity, with the City exploring options to balance costs effectively while delivering the project efficiently.

**SUSTAINABILITY**

- 32. **Kalamunda-Hawkevale Road Upgrade (Stage 2):**  
Focuses on long-term efficiency by improving traffic flow and upgrading infrastructure. Shared path upgrades support sustainable transport. While some trees will be removed, replacements will be planted.
  
- 33. **Canning Road Upgrade (Stage 1):**  
Aims for a safer, more efficient road through design. Preliminary work considers environmental impacts with assessments and utility scans to minimise future disruptions.

**RISK MANAGEMENT**

34.

<b>Risk:</b> The City fails to secure grant funding leading to additional rates funding needs.		
<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
Major	Possible	High
<b>Action/Strategy</b>		
The City continues to improve its submission quality, project estimating and project management to comply with grant funding requirements.		

35.

<b>Risk:</b> There is significant dissatisfaction from the community regarding the future change in road conditions.		
<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
Major	Unlikely	Medium
<b>Action/Strategy</b>		
The City will be undertaking consultation with affected landowners and attempt to address any outstanding concerns following the detailed design process and well before project construction.		

**CONCLUSION**

- 36. The City has identified the Kalamunda-Hawkevale Road Upgrade (Stage 2) and the Canning Road Upgrade (Stage 1) as important projects to submit for consideration under the 2026/2027 MRRG Road Improvement Projects Program.

Public Agenda Briefing Forum - 8 April 2025

---

37. These projects are focused on enhancing road capacity, safety, and the overall efficiency of our transport network. Council endorsement of these applications is requested to enable the City to pursue this vital external funding and progress these necessary road improvements, which will provide significant long-term benefits to the community and support the City's transport objectives.

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

**RECOMMENDATION**

That Council ENDORSE the City of Kalamunda submission for:

1. Stage 2 (Construction) of the Kalamunda-Hawkevale Road Upgrade Project for the 2026/2027 Metropolitan Regional Roads Group Road Improvement Projects Program, based on the concept design as shown in Attachment 2.
2. Stage 1 (Design and Services Relocation) of the Canning Road Upgrade Project for the 2026/2027 Metropolitan Regional Roads Group Road Improvement Projects Program as shown in Attachment 3.

Public Agenda Briefing Forum - 8 April 2025

---

**10.2.5. eQuote 2024-02 Mulching and Green Waste Removal - Award of Tender**

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

The Coordinator Waste Services provided a presentation on this report.

Council sought clarification as to various aspects of the tender.

Previous Items	OCM 161/2017
Directorate	Asset Services
Business Unit	Asset Waste & Fleet
File Reference	AD-TEN-005
Applicant	N/A
Owner	N/A

Attachments	Nil
-------------	-----

Confidential Attachment	<u>Reason for Confidentiality: Local Government Act 1995 s5.23 (c)</u> <i>"a contract entered into, or which may be entered into, by the local government which relates to a matter to be discussed at the meeting."</i>
-------------------------	---

**TYPE OF REPORT**

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

**STRATEGIC PLANNING ALIGNMENT**

*Kalamunda Advancing Strategic Community Plan to 2031*

**Priority 2: Kalamunda Clean and Green**

**Objective 2.3** - To reduce the amount of waste produced and increase the amount of reuse and recycling of waste.

**Strategy 2.3.1** - Implement the City's Waste Plan aligned to the State Waste Avoidance and Resource Recovery Strategy.

**EXECUTIVE SUMMARY**

1. The purpose of this report is to consider the award of eQuote 2024-02 Mulching and Removal of Green Waste.
2. The estimated expenditure within this contract over the period of 5 years is approximately \$1.2 million.
3. The Contract will be for a period of three (3) years with an option to extend by two (2) x twelve-month (12) periods at the sole discretion of the Principal.
4. It is recommended Council accept the eQuote from Western Tree Recyclers ACN 125 483 230 of 119 McLaughlan Road, Postans WA 6167 for Green Waste Mulching and Removal services as per the schedule of rates set out in the Confidential Attachment 1 to this report.

**BACKGROUND**

5. The City of Kalamunda provides its residents with the Walliston Transfer Station at 155 Lawnbrook Road, Walliston, WA 6076 which receives various waste and recyclable materials for subsequent transfer to other recycling facilities.
6. Green Waste is one of the waste components that is segregated for subsequent processing and is the highest volume of material received at the Walliston Transfer Station out of any other stream of waste.
7. The City issued eQuote 2024-02 on 28th January 2025 on the WALGA Panel Contract PSP007-(005,006,007,008,011).
8. The Request for Tender scope was based on historical data of processed green waste at the Walliston Transfer Station, estimated to be over 15,000 cubic metres per year.

- 9. The scope of services involves Green Waste processing which comprises, receiving and stockpiling largely uncontaminated Green Waste. Shredding of the stockpiled Green Waste to a specified size and transportation of shredded Green Waste from the Walliston Transfer Station.

**DETAILS AND ANALYSIS**

- 10. The City issued eQuote 2024-02 on 28th January 2025 on the WALGA Panel Contract PSP007-(005,006,007,008,011).
- 11. The City only received one submission from Western Tree Recyclers.
- 12. An Evaluation Panel was convened of suitably qualified City Officers to assess the submission received.
- 13. The Evaluation Process was firstly reviewed by the Senior Procurement and Contracts Officer for the compliance evaluation. The compliant submission was then assessed against qualitative criteria.
- 14. The predetermined Qualitative Pass Mark (QPM) for eQuote 2024-02 was set at 60% before undertaking the Evaluation Process.
- 15. The Qualitative Criteria for the contract was determined as follows:

Qualitative Criteria	Weighting
a) Relevant Experience	20%
b) Key Personnel & Subcontractors	25%
c) Tenderer’s Resources	25%
d) Demonstrated Understanding	25%
e) Local Benefits	5%

- 16. The submission exceeded the qualitative criteria scoring 82%. No clarifications were sought by the Panel in relation to the qualitative assessment undertaken.
- 17. A price assessment was then undertaken to determine the contract offers to confirm the offer provided the City with a best value outcome
- 18. The eQuote 2024-02 Evaluation Report is provided as Confidential Attachment 1 to this report.



19. The recommended submission best satisfied the City's requirements by:
- a) Exceeding the qualitative assessment benchmark.
  - b) Proven capacity and capability to provide Green Waste Mulching and Removal Services for the City.
  - c) Have the skills and experience to carry out the services requested in this contract.
  - d) Providing a value for money outcome.

**APPLICABLE LAW**

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

**APPLICABLE POLICY**

21. CEOD-CS51 – Purchasing, has been followed and complied with.

**FINANCIAL CONSIDERATIONS**

22. The price received exceeded the City's budget allocation for its annual spend on Mulching and Removal of Green Waste, which will be incorporated as part of the 25/26 budgeting process and will vary from year-to-year over the life of the contract and will be dependent on:
- a) Annual CPI increases
  - b) Increase/decrease in Green Waste volumes.
23. The use of Mulching and Removal of Green Waste under this contract will form part of approved annual expenditure budgets in Waste Services.
24. Consideration of total contract including the Tender pricing schedule and other relevant costs, such as mulching and removal costs to the facility.

**SUSTAINABILITY**

25. The City of Kalamunda Waste Plan June 2020 has actions to meet the States Waste Avoidance Strategy Targets through measures to generate less waste, to recover more value and resources from waste and protect the environment by managing waste responsibly.

**RISK MANAGEMENT**

26.

<b>Risk:</b> The contractor is unable to mulch green waste material due to machinery down time or low staff which may lead to an accumulation of green waste, causing a potential hire hazard.		
<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
Critical	Possible	High
<b>Action/Strategy</b>		
a) Be willing to accept old or hire equipment to be used until new equipment can be procured. b) Award Tender by May 2025 giving the successful Tenderer the lead time to put in place the resources (Labour & Plant). c) Have the services carried out frequently, keeping the stockpile to smaller sizes.		

27.

<b>Risk:</b> That a delivery point for processing of one waste stream emerges which hadn't been forecast requiring negotiation of collection prices.		
<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
Moderate	Unlikely	Low
<b>Action/Strategy</b>		
a) A range of alternate facilities are available to accept the material.		

28.

<b>Risk:</b> Awarded Contractor cannot provide mulching and removal services for the amount of waste generated.		
<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
Moderate	Unlikely	Low
<b>Action/Strategy</b>		
a) Request more frequent servicing to keep the volumes smaller if the City felt that Western Tree Recyclers wasn't able to keep up with big volumes.		

**CONCLUSION**

29. The delivery of eQuote 2024-02 Mulching and Removal of Green Waste will allow the City to carry out its role in the provision of these essential services relating to green waste collection and processing for the health and safety and reduced fire risk of its residents throughout the City.

Public Agenda Briefing Forum - 8 April 2025

---

30. The City is satisfied that the recommended tenderer has demonstrated experience, the capability, capacity, along with experienced staff and resources available to provide the City with the required services
31. The price offered provides the City with sufficient certainty to forecast annual budgets every year of the contract irrespective of the known changes to waste management processes.

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

**RECOMMENDATION**

That Council ACCEPT the tender from Western Tree Recyclers ACN 125 483 230 for Mulching and Removal of Green Waste as per the schedule of rates set out in the Confidential Attachment 1 to this report, for the initial three (3) years with an option to extend by (2) two x (12) twelve-month periods at the sole discretion of the City of Kalamunda.

Public Agenda Briefing Forum - 8 April 2025

---

**10.3. Corporate Services Reports**

No reports provided.

**10.4. Community Services Reports**

No reports provided.

**10.5. Office of the CEO Reports**

**10.5.1. Customer Service Results 2024**

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

The Manager Customer & Public Relations provided a presentation on this report.

Previous Items	
Directorate	Office of the CEO
Business Unit	Customer & PR
File Reference	
Applicant	
Owner	
Attachments	<ol style="list-style-type: none"> <li>1. FACILITIES BOOKING STATS 2022 2025 [<b>10.5.1.1</b> - 2 pages]</li> <li>2. CUSTOMER REQUESTS STATS 2024 [<b>10.5.1.2</b> - 3 pages]</li> <li>3. Customer Service Enquiries 2024 [<b>10.5.1.3</b> - 5 pages]</li> </ol>

**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 2024.
2. The City's customer service has continued to exceed the service level expectations set, with notable improvements in average response times and request completion rates.
3. The recommendation is to note the Customer Service Results for 2024.

**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:
  - a) promote a holistic approach to customer service, encouraging a smooth, seamless “one-touch” customer experience.
  - b) be responsive and agile in-service delivery, recognising one size doesn’t fit all and offering a range of service delivery options.
  - c) 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"> <li>• We will always provide an estimation of timeframe for response at each interaction.</li> <li>• We will update customers on the status of their enquiry at regular intervals.</li> <li>• Customer referrals across business units will be as minimal as possible.</li> <li>• We monitor the timeliness of our correspondence.</li> </ul>
	2.	Customer interactions will be meaningful.	<ul style="list-style-type: none"> <li>• We aim to handle enquiries at first point of contact.</li> <li>• All staff will have access to accurate and up-to-date information.</li> <li>• Staff will seek to understand enquiries to the deepest possible level before responding.</li> <li>• All responses to customers will be personalised and professional.</li> <li>• Even when we may need to say ‘we can’t’ we will offer options for things we ‘can do’.</li> </ul>
	3.	Each customer will be made to feel like the only customer.	<ul style="list-style-type: none"> <li>• We will ask our customers how they like to receive information and deliver it accordingly.</li> <li>• We recognise ‘one-size does not fit all’ and we will be flexible in our service offerings.</li> <li>• We will always do more to exceed expectations.</li> <li>• Complex requests and complaints will be handled with priority.</li> </ul>
	4.	We will help our customers to help themselves.	<ul style="list-style-type: none"> <li>• We offer and promote integrated self-service options.</li> </ul>

		<ul style="list-style-type: none"> <li>• We explore and use innovative technology solutions that makes accessing information easy.</li> <li>• Online information will be available 24/7 and enabled for mobile devices.</li> <li>• As many transactions as possible will be automated.</li> <li>• Develop simple guides and instructions to help customers understand our processes.</li> </ul>
5.	Our customers are informed and will help inform our services.	<ul style="list-style-type: none"> <li>• We will consider the customer’s perspective and actively seek feedback often, in different ways.</li> <li>• We will admit when we get it wrong, reviewing and improving our processes each time.</li> <li>• We will communicate on any new service (or fee) or expected change in levels of service as early as possible.</li> <li>• Our people and our customers will be our best advocates.</li> </ul>

**Customer Service Promise**

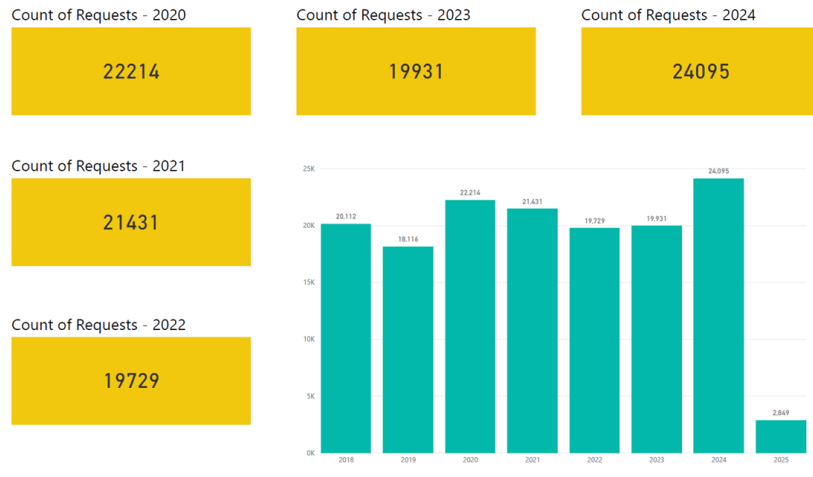
- 7. Supported by innovative technology solutions and regular best practice training, staff will be proactive, focus on future planning to meet business objectives and work collaboratively, with the customer experience always in mind.
- 8. All City interactions with customers will be-
  - a) timely and 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. Customer requests in 2024 have been responded to in a remarkably efficient manner, with the average response time across all requests further reduced to 0.24 days, which represents a continued improvement from 0.28 days in 2023. This result is significantly below the target of 7

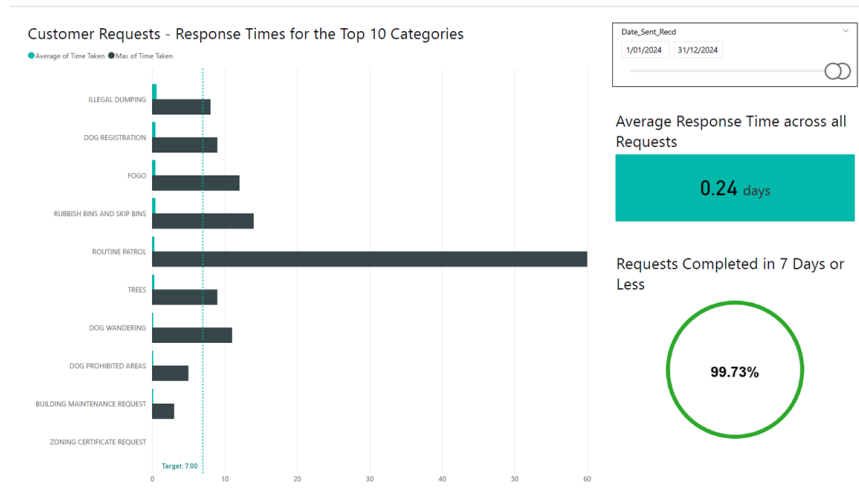
days, demonstrating the City's exceptional commitment to timely service delivery.

12. The following provides an overview of the City of Kalamunda customer results for 2024:
- Total customer requests processed: 24,095 (an increase from 19,931 in 2023)
  - Average response time: 0.24 days (improved from 0.28 days in 2023)
  - Percentage of requests completed within 7 days: 99.73% (improved from 99.66% in 2023)
  - Number of requests exceeding 7 days: 64 (down from 67 in 2023, despite handling over 4,000 more requests)

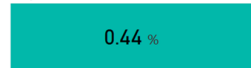




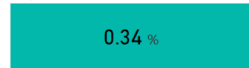
Public Agenda Briefing Forum - 8 April 2025



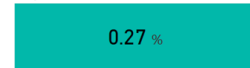
% of Requests with Time taken > 7 Days - 2020



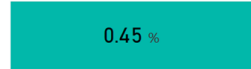
% of Requests with Time taken > 7 Days - 2023



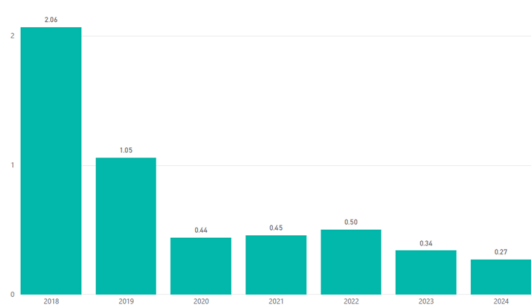
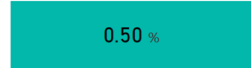
% of Requests with Time taken > 7 Days - 2024



% of Requests with Time taken > 7 Days - 2021

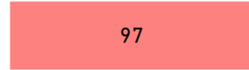


% of Requests with Time taken > 7 Days - 2022

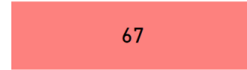


Public Agenda Briefing Forum - 8 April 2025

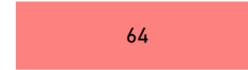
Count of Requests with Time taken > 7 Days - 2020



Count of Requests with Time taken > 7 Days - 2023



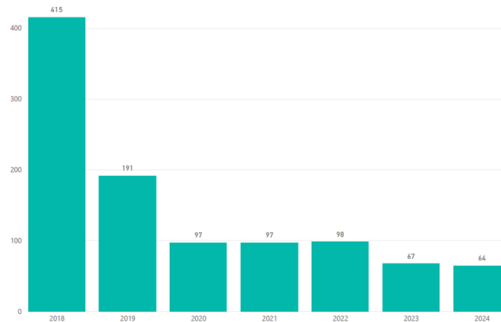
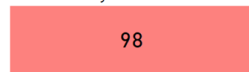
Count of Requests with Time taken > 7 Days - 2024



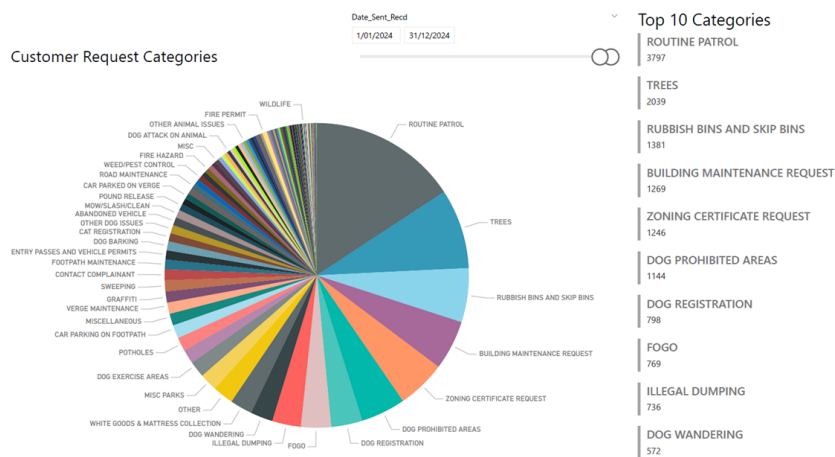
Count of Requests with Time taken > 7 Days - 2021



Count of Requests with Time taken > 7 Days - 2022



13. Key statistics for 2024 show substantial improvements in several areas:
- The percentage of requests taking longer than 7 days has decreased to 0.27% (from 0.34% in 2023), highlighting the City's commitment to prompt service delivery.
  - The highest volume of customer requests occurred in November (2,914), followed by September (2,300), aligning with the annual animal registration period and FOGO roll-out.
  - The top request categories remain consistent with previous years, with Routine Patrol (3,797), Trees (2,039), and Rubbish Bins and Skip Bins (1,381) being the most common.

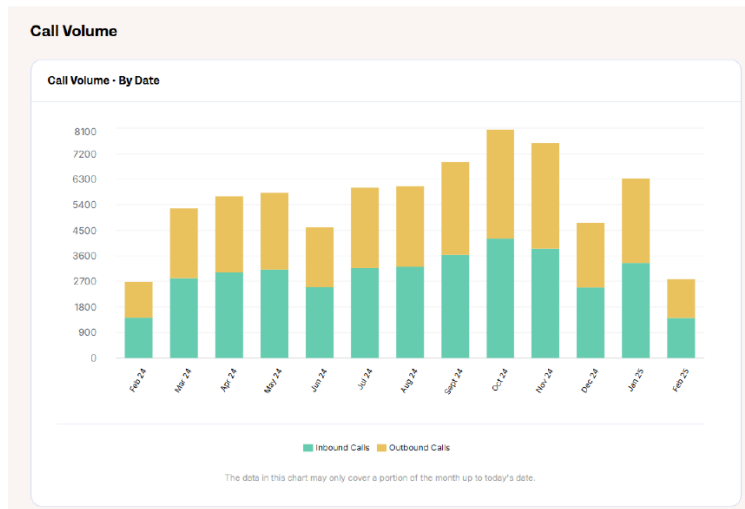


14. Customer service response metrics by category in 2024 show impressive performance:

Public Agenda Briefing Forum - 8 April 2025

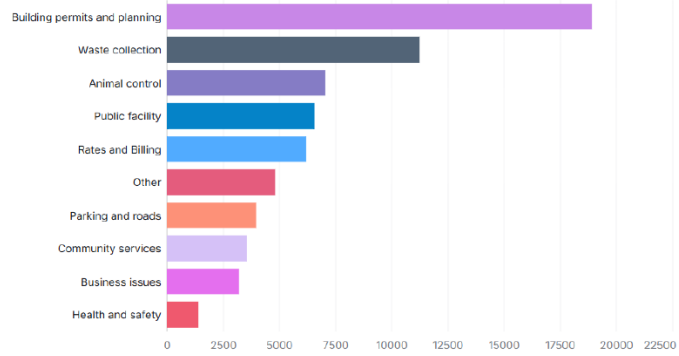
- Routine Patrol requests averaged 0.00 days response time
- Dog Registration requests averaged 0.04 days response time
- Zoning Certificate requests averaged 0.06 days response time
- Building Maintenance requests averaged 0.10 days response time

15. In the 2024 Customer Service Front Counter Call Report, the Customer Service team handled a total of 72,544 calls throughout the year, averaging 199 calls per day. The top three topics for phone enquiries were:
1. Building permits and planning
  2. Waste collection
  3. Animal Control



Public Agenda Briefing Forum - 8 April 2025

Service Delivery - Topics



- 16. The implementation of the duty planner appointment system has redirected more customer inquiries to phone channels, demonstrating the City's adaptability in service delivery methods. Additionally, the FOGO roll-out in 2024 generated a significant increase in customer inquiries, which were efficiently managed by the customer service team.
- 17. The City has begun collecting departmental statistics for walk-in customers in December 2024, which will provide valuable data for future resource planning and service improvement.
- 18. In 2024, the City's facility bookings increased to 7,878 (up from 7,684 in 2023), generating \$329,831 in revenue - a 16% increase from the previous year.

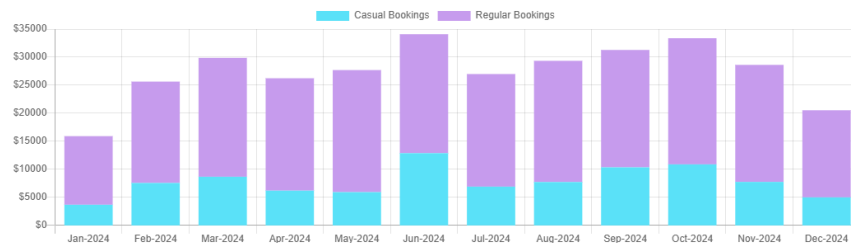
The top five revenue-generating hirers were:

1. The Way Christian Church (\$64,186)
2. Fount of Life Outreach Ministries Inc (\$56,301)
3. United Church of God - Au (\$46,437)
4. AtWork Au (\$36,453), and
5. Grace Community Church (\$34,320).

Bookings overview

Total: \$329,827.79

Revenue 2024



Public Agenda Briefing Forum - 8 April 2025

---

**APPLICABLE LAW**

- 18. *Local Government Act 1995*

**APPLICABLE POLICY**

- 19. Service 5 – Communication and Engagement
- 20. Service 01 – Managing Unreasonable Conduct by Customers

**STAKEHOLDER ENGAGEMENT**

- 21. 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.
- 22. Feedback from residents has continued to have a positive sentiment overall.
- 23. 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**

- 24. Services are provided within the current budget parameters.

**SUSTAINABILITY**

- 25. 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**

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

27.	<b>Risk:</b> Customer Service Strategy is not implemented by the due date		
	<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
	Moderate	Unlikely	Low
	<b>Action/Strategy</b>		
	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**

- 28. 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.
- 29. 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.
- 30. The impressive improvements in 2024 - including faster response times, higher request volumes, and lower percentages of delayed responses - demonstrate the City's successful implementation of its customer service objectives.
- 31. Continuous review and improvement, led by customer feedback, remains important to ensure the City continues to maintain and improve on results and the overall customer experience. The success of the Customer Service Strategy Implementation to date is a credit to the entire organisation, with 2024 data showing particularly strong performance across all metrics.
- 32. There is a strong customer-centric focus and culture that continues to strengthen, as evidenced by the exceptional service delivery statistics for 2024.

**Voting Requirements: Simple Majority**

**RECOMMENDATION**

That Council NOTE the Customer Service Results for 2024.

Public Agenda Briefing Forum - 8 April 2025

---

**10.5.2. Adoption of Amended Council Policy Service 1.**

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

The Manager Customer & Public Relations provided a presentation on this report.

Council sought clarification on various aspects of the Policy as presented.

Previous Items	Nil
Directorate	Office of the CEO
Business Unit	Customer & PR
File Reference	
Applicant	N/A
Owner	N/A
Attachments	<ol style="list-style-type: none"> <li>1. Policy Comparison [<b>10.5.2.1</b> - 16 pages]</li> <li>2. Service 1 Unacceptable Conduct Complaint Handling and Impact Management NEW [<b>10.5.2.2</b> - 5 pages]</li> <li>3. Managing Unreasonable Behaviour by Customers [<b>10.5.2.3</b> - 7 pages]</li> </ol>

**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, facilitates 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 4.1** - To provide leadership through transparent governance.**Strategy 4.1.1** - Provide good governance.**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 for Council to consider the request to adopt an amended and retitled Council Policy Service 1: Managing Unreasonable Behaviour by Customers, [*Council Policy Service 1: Unacceptable Conduct: Complaint Handling and Impact Management*] (Attachment 2).
2. The revised policy introduces stronger protections for staff and volunteers by ensuring compliance with the *Work Health and Safety Act 2020 (WA)*.
3. Legal obligations for elected members, Chief Executive Officer's (CEO), and senior managers are now explicitly referenced, emphasising personal liability for failing to maintain a safe work environment.

**BACKGROUND**

4. Following a complaint escalated to the Ombudsman's Office in late 2024, the City was advised to revise its policy to include a structured review process for access restrictions.



5. In response to the new WHS Act requirements, the policy now incorporates clearer protections for staff against aggressive, abusive, or threatening behaviour from customers.
6. A key objective of the policy update is to mitigate legal risks, including substantial fines and potential imprisonment for officers failing to uphold workplace safety duties.

### **DETAILS AND ANALYSIS**

7. Key Policy Updates
  1. Enhanced Workplace Safety Measures
    - Explicit recognition that unacceptable conduct is a workplace hazard under the WHS Act.
    - Defined mechanisms to escalate cases of customer aggression, harassment, and violence to law enforcement where necessary.
    - Clear guidelines for staff on managing unsafe interactions, including immediate termination of abusive conversations.
  2. Compliance with WHS Act 2020 (WA)
    - Increased personal liability for elected members, CEOs, and directors under the WHS Act if workplace risks are not effectively managed.
  3. Formalised Enforcement and Review Process
    - Introduction of a structured review mechanism for individuals subject to access restrictions, ensuring fairness and proportionality.
    - Regular quarterly reporting to Kalamunda Leadership Team (KLT) and Council on incidents, enforcement actions, and compliance measures.
    - Updated risk management framework to document and track incidents, ensuring accountability.
8. The changes reflect the City's proactive approach to improving service delivery and complaint management while maintaining workplace safety.
9. The policy also reinforces the City's commitment to fair and proportionate responses while ensuring compliance with relevant legal and governance requirements.

**APPLICABLE LAW**

- 10. *Local Government Act 1995*  
*Work Health and Safety Act (WHS Act) 2020 (WA)*

**APPLICABLE POLICY**

- 11. Nil

**STAKEHOLDER ENGAGEMENT**

- 12. Council may wish to consider the draft policy being advertised for the purposes of gauging support for the policy provisions.
- 13. Advertising would take place for a minimum of 28 days, with members of the community encouraged to make comment.

**FINANCIAL CONSIDERATIONS**

- 14. There are no financial implications unless public advertising is required which would be minimal and funded from the City's advertising budget.

**SUSTAINABILITY**

- 15. The revised policy supports sustainability by ensuring fair resource allocation and minimising workplace stress through effective complaint management processes.

**RISK MANAGEMENT**

16.	<p><b>Risk:</b> Failure to implement and enforce this policy exposes the City to significant WHS legal risks.</p>		
	<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
	High	Unlikely	Low
	<p><b>Action/Strategy</b></p> <p>Elected members, CEOs, and directors must proactively ensure compliance to avoid personal liability under WHS laws. Quarterly audits and reporting will be implemented to assess the policy's effectiveness in mitigating workplace risks.</p>		

Public Agenda Briefing Forum - 8 April 2025

---

### **CONCLUSION**

17. The revised policy aligns with best practices in workplace safety and WHS compliance.
18. Elected members, CEOs, and senior officers are personally responsible for ensuring staff safety under the WHS Act.

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

### **RECOMMENDATION**

That Council ADOPT the amended and retitled Council Service 1 Policy - Unacceptable Conduct: Complaint Handling and Impact Management (Attachment 2)

Public Agenda Briefing Forum - 8 April 2025

---

**10.5.3. Commemorative Recognition Policy - Draft**

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

The Manager Customer & Public Relations provided a presentation on this report.

Council sought clarification on various aspects of the policy. The Manager Customer & Public Relations provided information.

Previous Items	Nil
Directorate	Office of the CEO
Business Unit	Customer & PR
File Reference	
Applicant	N/A
Owner	N/A
Attachments	1. Draft Service 16 Commemorative Recognition (1) [10.5.3.1 - 3 pages]

**TYPE OF REPORT**

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

## 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.

### 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 4.1** - To provide leadership through transparent governance.

**Strategy 4.1.1** - Provide good governance.

### 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 for Council to consider the draft City of Kalamunda Commemorative Recognition Requests Policy (Attachment 1).
2. The policy aims to provide a structured and equitable process for managing public requests to install commemorative items in recognition of individuals who have significantly contributed to the community.
3. The recommendation is to endorse the draft Commemorative Recognition Requests Policy to ensure consistent governance in the assessment and approval of commemorative items.

## BACKGROUND

4. Recognising significant contributions from community members is an important aspect of civic engagement. This policy establishes criteria and processes for commemorative recognition, ensuring transparency, fairness, and appropriate stewardship of public spaces.

Public Agenda Briefing Forum - 8 April 2025

---

5. The policy applies to commemorative recognition requests related to individuals within the City of Kalamunda and includes provisions for memorial plaques and benches in designated areas.

**DETAILS AND ANALYSIS**

6. The draft policy outlines:
- **Commitment to Recognition** – The City of Kalamunda acknowledges individuals who have made substantial contributions.
  - **Equitable Application Process** – A fair and transparent process will be overseen by the Manager Customer & PR.
  - **Avoidance of Duplication** – Preventing redundancy with other commemorative services, such as those offered by the Metropolitan Cemeteries Board.
  - **Fee Structure** – Costs, including maintenance fees, will be included in the City's schedule of fees and charges.
  - **Decommissioning** – Items will be maintained for 20 years before possible removal.
7. Types of memorials supported:
- **Bench Plaques** – Small plaques on public benches.
8. Criteria for Commemorative Recognition:
- **Significant Contribution** – At least ten years of service or a substantial community impact.
  - **Community Impact** – Contributions in sectors such as sports, education, arts, or heritage.
  - **Unique Recognition** – Avoiding duplication of existing memorials.
  - **Eligibility** – Honourees must be deceased unless otherwise approved by Council.

**APPLICABLE LAW**

9. *Local Government Act 1995*  
Local Government (Administration) Regulations 1996

**APPLICABLE POLICY**

10. N/A

Public Agenda Briefing Forum - 8 April 2025

---

**STAKEHOLDER ENGAGEMENT**

11. Public consultation is not required for this policy.

**FINANCIAL CONSIDERATIONS**

12. Costs associated with commemorative requests, including maintenance fees, will be covered through the City's schedule of fees and charges.

**SUSTAINABILITY**

13. This policy provides a sustainable approach to commemorative recognition while ensuring the effective use of public spaces.

**RISK MANAGEMENT**

14.

<b>Risk:</b> Lack of clear guidance on commemorative requests.		
<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
Moderate	Unlikely	Low
<b>Action/Strategy</b>		
Ensure clarity in policy provisions and review as necessary.		

**CONCLUSION**

15. Commemorative recognition is an important way to honour community contributions. This policy provides a structured approach to ensure fair, transparent, and sustainable recognition practices within the City of Kalamunda.

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

**RECOMMENDATION**

That Council ADOPT the draft City of Kalamunda - Commemorative Recognition Requests Policy (Attachment 1).

Public Agenda Briefing Forum - 8 April 2025

---

**11. Closure**

There being no further business, the Presiding Member declared the Meeting closed at 7:53pm.