

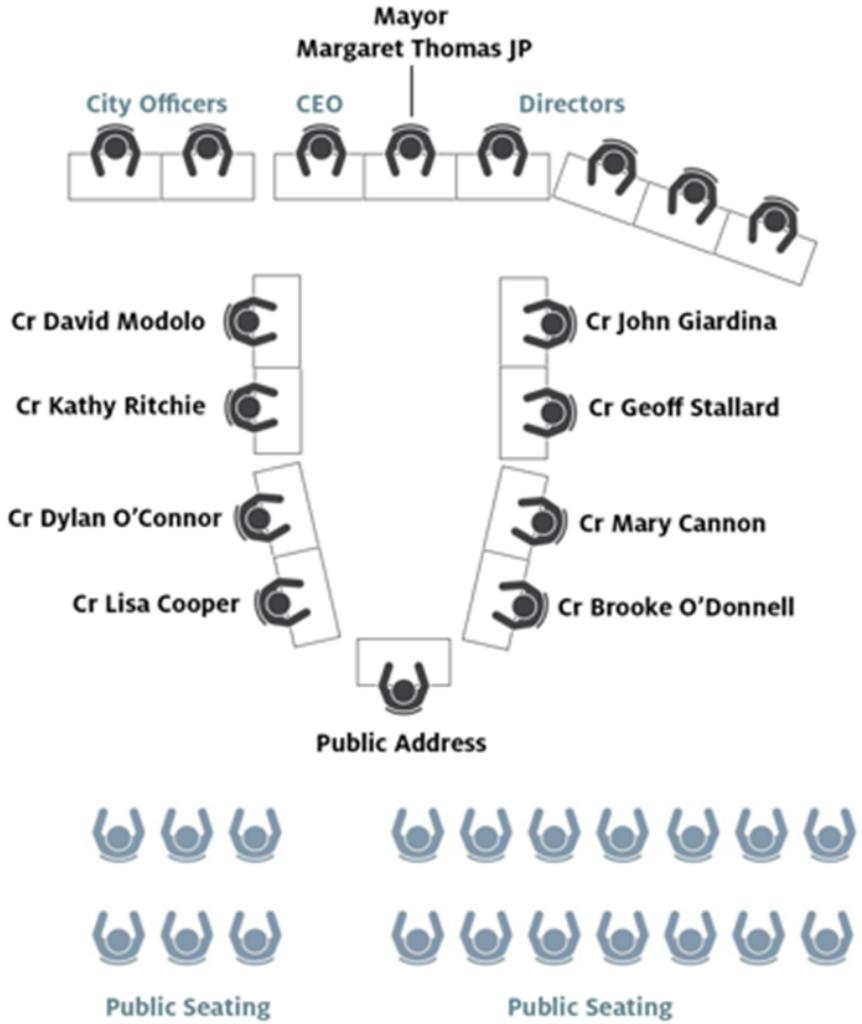


Ordinary Council Meeting

MINUTES

Tuesday 22 April 2025

Council Chambers Seating Plan



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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 Previously Approved

Mayor

Margaret Thomas JP (Presiding Member)

Councillors

South East Ward

John Giardina

Geoff Stallard

South West Ward

Mary Cannon

Brooke O'Donnell

North West Ward

Lisa Cooper

Dylan O'Connor

North Ward

David Modolo

Kathy Ritchie

Members of Staff

Chief Executive Officer

Anthony Vuleta – Chief Executive Officer

Executive Team

Chris Thompson – A/Director Asset Services

Luke Ellis – Director Community Services

Gary Ticehurst – Director Corporate Services

Nathan Ritchie – Director Development Services

Management Team

Regan Travers – Manager Approval Services

Chris Lodge – Manager Strategic Planning

Kath Parkinson – Manager Customer & Public Relations

Rhonda Bowman – Manager Governance

Administration Support

Darrell Forrest – Governance Advisor

Donna Mcpherson – Executive Assistant to Chief Executive Officer

Members of the Public 10

Members of the Press Nil.

Apologies Nil.

Leave of Absence Previously Approved Nil.

3. Public Question Time

3.1. Questions Taken on Notice at Previous Meeting

3.1.1 Michael Ryan, High Wycombe (taken on notice 25 March 2025)

Q. Did other parties potentially affected by the Shire's evidence about Stage 3 comment on not advising SAT about Precinct 3 prior to its Decision being handed down. These included, but not limited to the WA Planning Commission, Department of Planning and the Applicant, Terra Spei. The landowners were not consulted at all about the SAT Hearing – before or after. We learned about WASAT 134 (2015) on Google some nine (9) years later.

A. The City is the respondent in WASAT 134 [2015] and provided evidence which did not require advertising or review from other parties.

3.2. Public Question Time

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

3.2.1 Michael Ryan, High Wycombe

Q1. Did the WAPC or the Department of Planning receive a copy of the Shire's evidence before the SAT Hearing.

A. Taken on Notice.

Q2. Did anyone from the WAPC or Department of Planning attend the SAT Hearing.

A. Taken on Notice.

3.2.2 David Downing, High Wycombe

Q1. 10.6.1 – Monthly financial statement paragraph 10 page, 91 states non-operating grants over budget by \$5.4 million this is mainly due to found and gifted infrastructure assets of \$3 million. Can you tell me what infrastructure items were found and how they got lost?

A. Taken on Notice.

4. Petitions/Deputations

- 4.1 A deputation was received from Mr (Paul) Michael Ryan of High Wycombe. Mr Ryan spoke in relation to *Health and Welfare of the Community in High Wycombe South - WASAT 134 [2015]*.

5. Applications for Leave of Absence

- 5.1 Nil.

6. Confirmation of Minutes from Previous Meeting

That the Minutes of the Ordinary Council Meeting held on 25 March 2025, as published and circulated, are confirmed as a true and accurate record of the proceedings.

RESOLVED OCM 2025/39

Moved: **Cr Lisa Cooper**

Seconded: **Cr Brooke O'Donnell**

Vote: For: **Mayor Margaret Thomas, Cr Dylan O'Connor, Cr John Giardina, Cr Geoff Stallard, Cr Mary Cannon, Cr Brooke O'Donnell, Cr Lisa Cooper, Cr Kathy Ritchie and Cr David Modolo**

Against: **Nil**

CARRIED UNANIMOUSLY (9/0)

7. Announcements by the Member Presiding Without Discussion

It's always great to inform you of what we've been up to since our last meeting and show how our community is connecting, celebrating and moving forward.

On 29 March, Councillors and executive came together for our Strategic Planning Day—a vital opportunity to pause and look ahead. These sessions are always productive, and it was heartening to see our shared vision for Kalamunda continue to take shape.

The following day, 30 March, was full of energy and community spirit. I had the pleasure of seeing riders tackle the scenic but challenging Perth Hills Gran Fondo and later joined the Kalamunda & Districts Hockey Club for their season opening. It's always a joy to support our local sporting clubs as they kick off another exciting year.

On 3 April, I joined the Scott Reserve Project Steering Group as we continue planning improvements to this important community space. Collaboration on projects like this ensures they reflect the needs and values of the people who use them.

5 April was a particularly eventful day. We welcomed the announcement of Federal Coalition funding support for Hartfield Park—an investment that will benefit the whole region. That evening, I joined the Kalamunda Districts Junior Football Club to launch their season. The enthusiasm from players, families, and volunteers was infectious.

On 6 April, I attended two very special community events. The first was a gathering and reunion at Masjid Al Falah, a warm and welcoming celebration of community and connection. Later that day, we celebrated 100 years of Kostera's in Kalamunda. It was a privilege to help mark this milestone and reflect on the legacy of the Kostera family and their ongoing contribution to our town.

On 8 April, I joined local career and volunteer firefighters at the Kalamunda Volunteer Fire Brigade Station to film a promotional video advocating for funding to build the much-needed Pickering Brook Volunteer Bushfire Brigade Station. The commitment and pride shown by our firefighting community is something we're all deeply grateful for.

In the lead-up to ANZAC Day, I was honoured to attend commemorations at Lesmurdie Senior High School on 10 April and Kalamunda Senior High School's Special Education Support Centre on 11 April. These ceremonies were respectful, moving, and a testament to how deeply our young people understand the importance of remembrance.

Also on 11 April, I had the pleasure of welcoming Justin Karcher at the finish line of his incredible journey along the Bibbulmun Track. While not a local resident, Justin's determination to walk the length of the trail to raise awareness and funds for Type 1 Diabetes was truly inspiring. His efforts reminded us all of the power of personal commitment to a greater cause.

And of course, on 11 and 12 April, the community turned out in full force for the 124th Kalamunda Show. What an amazing event—so full of colour, energy, and local pride. It's one of those traditions that truly brings people of all ages together, and it was a joy to see so many families enjoying all the Show has to offer.

On 16 April, I joined ABC Radio's outside broadcast at the Kalamunda Library to share insights into our community's priorities in the lead-up to the Federal Election. It was a valuable opportunity to shine a light on local voices and highlight what truly matters to our residents.

On 19 April, it was fabulous to see so many people join us for the ANZAC Commemoration march and service. We assembled at Stirk Park before walking up Canning Road to the Kalamunda War Memorial at Kostera Oval. Not only was the march well attended, but it was heartening to see so many people lining the footpath in support. It was a powerful show of respect and community spirit.

I also hope to see you all bright and early at 5.45am this Friday for the ANZAC Day dawn service at the Kalamunda War Memorial at Kostera Oval. It promises to be a moving and meaningful occasion for all who attend. It's been another full and rewarding month, and I continue to be inspired by the people, projects, and passion that define our City.

Cr John Giardina advised there is a dawn service in Pickering Brook at 5.45am at the Pickering Brook War Memorial, on Pickering Brook Road near the Pickering Brook Primary School.

8. Matters for Which the Meeting may be Closed

- 8.1 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."

- 8.2 Item 10.1.2 Award of Tender - RFT-2419 - Hartfield Park Modular Change Rooms and Store – **Confidential Attachment** – RFT 2419 – Modular Change Rooms 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."*
- 8.3 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."*
- 8.4 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."*
- 8.5 Item 10.6.2 Debtors and Creditors Reports for the month of March 2025 – **Confidential Attachments** - Creditor Payments for the Period ended 31 March 2025 (Confidential); Corporate Credit Card Payments for the period 25 January - 25 February 2025 – Confidential; Corporate Credit Card Payments for the period 25 December to 24 January 2025 – Confidential
- Reason for Confidentiality: *Local Government Act 1995 (WA) Section 5.23 (2) (e) - "matter that if disclosed, would reveal - (i) a trade secret; (ii) information that has a commercial value to a person; or (iii) information about the business, professional, commercial or financial affairs of a person; - where the trade secret or information is held by, or is about a person other than the local government"*
- 8.6 Item 10.6.5 Award of Contract - RFT - 2434 - Hartfield Park Tender - **Confidential Attachments** - RFT 2434 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."*
- 8.7 Item 10.6.6 East Metropolitan Regional Council (EMRC) Financier Side Deed of Novation

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

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. Disclosure of Interest

9.1. Disclosure of Financial and Proximity Interests

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

9.2. Disclosure of Interest Affecting Impartiality

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

Cr Brooke O'Donnell has an impartiality interest to item 10.1.2 – Award of Contract - RFT – 2434 Hartfield Changeroom and Store, she is a player at the Forrestfield United Football Club women's team.

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.

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).
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.

Petition Comment	Officer Comments
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 in 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>

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

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

RESOLVED OCM 2025/40

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.

Moved: **Cr David Modolo**

Seconded: **Cr Geoff Stallard**

Vote: For: **Mayor Margaret Thomas, Cr John Giardina, Cr David Modolo, Cr Geoff Stallard, Cr Brooke O'Donnell, Cr Lisa Cooper, Cr Kathy Ritchie**

Against: **Nil.**

CARRIED UNANIMOUSLY (9/0)

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.

Cr Brooke O'Donnell has an impartiality interest to item 10.1.2 – Award of Contract - RFT – 2419 Hartfield Change Rooms and Store, she is a player at the Forrestfield United Football Club women's team.

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:

Company Name	Qualitative Total Score (Weighted @ 100%)	Rank	Status
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:

Company Name	Qualitative Total Score (Weighted @ 100%)	Rank	Status
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.

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

29.

Risk: Alternative Design Risk - The contractor fails to fulfil the timeline requirements of the contract, resulting in external funding being excluded.		
Consequence	Likelihood	Rating
Critical	Unlikely	High
Action/Strategy		
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.

Voting Requirements: Simple Majority

RESOLVED OCM 2025/41

RECOMMENDATION

That Council ACCEPT the Tender from Ausco Modular Pty Ltd ABN 14010654994 for \$957,960.87 (excluding GST) to construct a modular, transportable change rooms and storage shed to be located at Hartfield Park, Forrestfield WA.

Moved: **Cr David Modolo**

Seconded: **Cr Lisa Cooper**

Vote: For: **Mayor Margaret Thomas, Cr John Giardina, Cr David Modolo, Cr Geoff Stallard, Cr Brooke O'Donnell, Cr Lisa Cooper, Cr Kathy Ritchie**

Against: **Nil.**

CARRIED UNANIMOUSLY (9/0)

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.

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 [10.1.3.1 - 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.

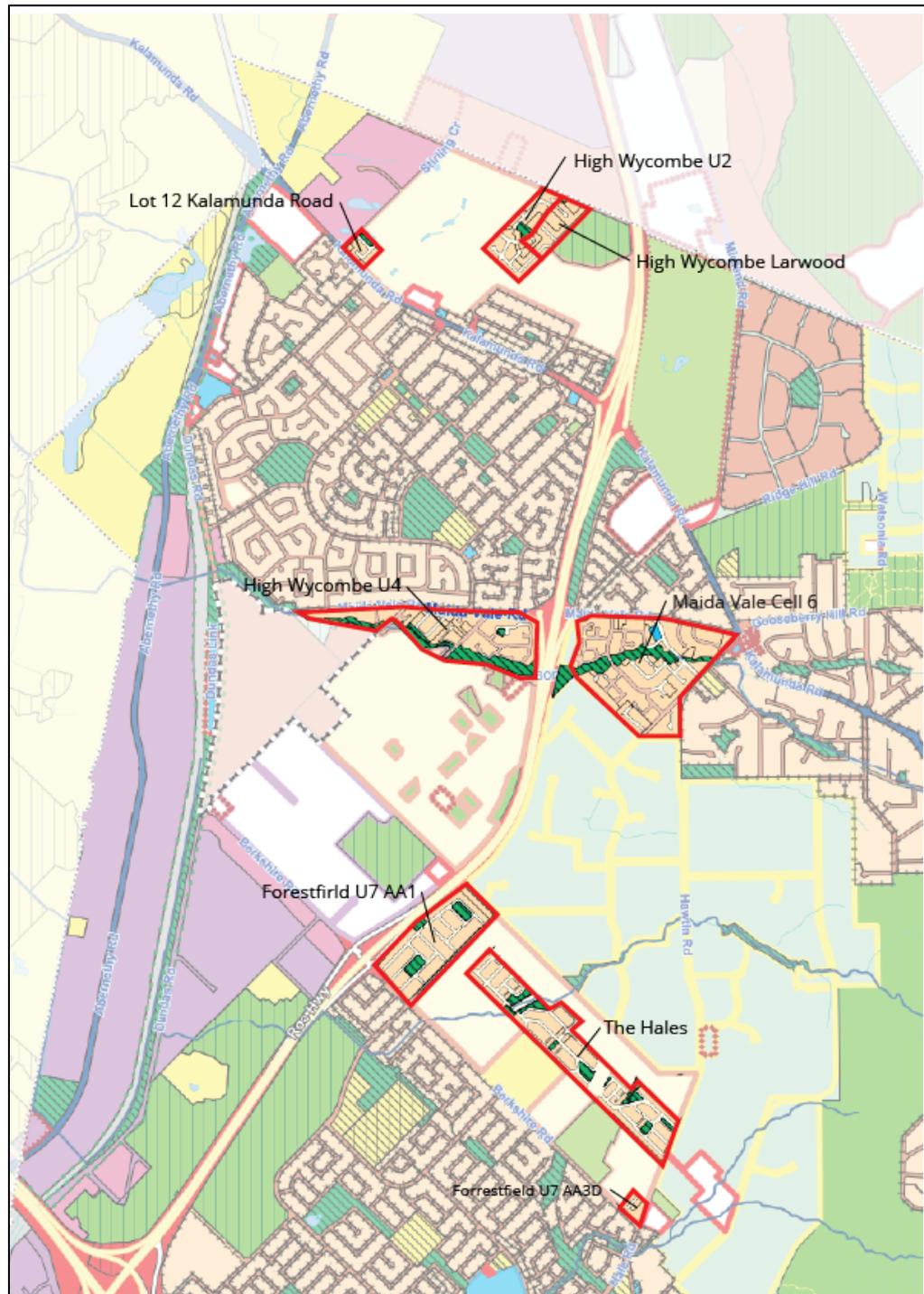
DETAILS AND ANALYSIS

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.	<p>Risk: 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.</p>		
	Consequence	Likelihood	Rating
	Moderate	Unlikely	Low
	Action/Strategy		
	Continued engagement with stakeholders and apply appropriate project management principles to the scheme amendment process.		

27.

Risk: The Western Australian Planning Commission and Minister for Planning direct the City to advertise the amendment as standard or significant.		
Consequence	Likelihood	Rating
Moderate	Unlikely	Low
Action/Strategy		
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

RESOLVED OCM 2025/42

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*.

Moved: **Cr Lisa Cooper**

Seconded: **Cr David Modolo**

Vote: For: **Mayor Margaret Thomas, Cr John Giardina, Cr David Modolo, Cr Geoff Stallard, Cr Brooke O'Donnell, Cr Lisa Cooper, Cr Kathy Ritchie**

Against: **Nil.**

CARRIED UNANIMOUSLY (9/0)

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.

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"> 1. Asset Management Policy - 2021 [10.2.1.1 - 3 pages] 2. Asset Management Policy Proposed 1 [10.2.1.2 - 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 (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.
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.

RISK MANAGEMENT

13.

Risk: Lack of investment in the asset portfolio resulting in asset deterioration or failure.		
Consequence	Likelihood	Rating
Significant	Unlikely	Medium
Action/Strategy		
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.

Voting Requirements: Simple Majority

RECOMMENDATION

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

RESOLVED OCM 2025/43

AMENDED RECOMMENDATION

That Council ADOPT the revised Asset Management Policy as shown in Attachment 1, subject to the following amendments:

1. In Part 1 Purpose, insert “fleet and information technology”, after the word “engineering” in the second sentence.
2. In Part 3 – Detail, insert the following additional paragraph in the “Council will” section:
“(f) consider the optimized utilization of whole-of-life costs, as well as the efficient provision of technology for the renewal and replacement of fleet and information technology”
3. In Part 3 – Detail, insert the following additional paragraph in the “City will” section:
“(f) Appropriately resource the organisation through provision of fleet and information technology assets which are optimised for cost and efficiency.”

Moved: **Cr Dylan O'Connor**

Seconded: **Cr Kathy Ritchie**

Vote: For: **Mayor Margaret Thomas, Cr John Giardina, Cr David Modolo, Cr Geoff Stallard, Cr Brooke O'Donnell, Cr Lisa Cooper, Cr Kathy Ritchie**

Against: **Nil.**

CARRIED UNANIMOUSLY (9/0)

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.

Previous Items	OCM 47/2023; OCM 06/2022; OCM 9/2021; OCM 34/2020; 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 [**10.2.2.1** - 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, Hawkevale 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.

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

24.

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

CONCLUSION

- 25. As part of an ongoing, annual process, the City has assessed six projects for consideration with the MRRG Road Rehabilitation Project Program. The projects required specialist technical assessments of road conditions such as rutting and deformation.
- 26. The resulting projects all meet the criteria for funding and will be shortlisted by the MRRG Eastern Sub-group. 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.

Voting Requirements: Simple Majority

RESOLVED OCM 2025/44

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.

Moved: **Cr Dylan O'Connor**

Seconded: **Cr Lisa Cooper**

Vote: For: **Mayor Margaret Thomas, Cr John Giardina, Cr David Modolo, Cr Geoff Stallard, Cr Brooke O'Donnell, Cr Lisa Cooper, Cr Kathy Ritchie**

Against: **Nil.**

CARRIED UNANIMOUSLY (9/0)

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.

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:

Project	Current Status	Proposed Construction
New toilet project	Tender Preparation	September to November
Water Corporation Wastewater Pumpstation	Not currently on the Water Corporation 5 year capital works program.	N/A
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.	Risk: Vandalism of the CCTV system at the proposed Skate Park .		
	Consequence	Likelihood	Rating
	Moderate	Unlikely	Medium
	Action/Strategy		
	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.

Voting Requirements: Simple Majority

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.

RESOLVED OCM 2025/45

AMENDED 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 detailed design for consideration in the 2025/2026 annual budget process.

Moved: **Cr John Giardina**

Seconded: **Cr David Modolo**

Vote: For: **Mayor Margaret Thomas, Cr John Giardina, Cr David Modolo, Cr Geoff Stallard, Cr Brooke O'Donnell, Cr Lisa Cooper, Cr Kathy Ritchie**

Against: **Nil.**

CARRIED UNANIMOUSLY (9/0)

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.

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	<ol style="list-style-type: none"> 1. Summary Project Cost - Attachment 1 [10.2.4.1 - 2 pages] 2. Kalamunda- Hawkevale Intersection Upgrade Concept Design - Attachment 2 [10.2.4.2 - 1 page] 3. Canning Road Upgrade Map - Attachment 3 [10.2.4.3 - 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.

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

- 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.

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

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
Public Petition		Signatures
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.

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

35.

Risk: There is significant dissatisfaction from the community regarding the future change in road conditions.		
Consequence	Likelihood	Rating
Major	Unlikely	Medium
Action/Strategy		
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.
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.

Voting Requirements: Simple Majority

RESOLVED OCM 2025/46

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.

Moved: **Cr Dylan O'Connor**

Seconded: **Cr Geoff Stallard**

Vote: For: **Mayor Margaret Thomas, Cr John Giardina, Cr David Modolo, Cr Geoff Stallard, Cr Brooke O'Donnell, Cr Lisa Cooper, Cr Kathy Ritchie**

Against: **Nil.**

CARRIED UNANIMOUSLY (9/0)

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.

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

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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.	<p>Risk: 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.</p>		
	Consequence	Likelihood	Rating
	Critical	Possible	High
	Action/Strategy		
	<ul style="list-style-type: none"> 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.

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

28.

Risk: Awarded Contractor cannot provide mulching and removal services for the amount of waste generated.		
Consequence	Likelihood	Rating
Moderate	Unlikely	Low
Action/Strategy		
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.
- 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.

Voting Requirements: Simple Majority

RESOLVED OCM 2025/47

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.

Moved: **Cr Kathy Ritchie**

Seconded: **Cr Geoff Stallard**

Vote: For: **Mayor Margaret Thomas, Cr John Giardina, Cr David Modolo, Cr Geoff Stallard, Cr Brooke O'Donnell, Cr Lisa Cooper, Cr Kathy Ritchie**

Against: **Nil.**

CARRIED UNANIMOUSLY (9/0)

10.3. Corporate Services Reports

10.4. Community Services Reports

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.

Previous
Items

Directorate Office of the CEO

Business Unit Customer & PR

File Reference

Applicant

Owner

- | | |
|-------------|--|
| Attachments | 1. FACILITIES BOOKING STATS 2022 2025 [10.5.1.1 - 2 pages] |
| | 2. CUSTOMER REQUESTS STATS 2024 [10.5.1.2 - 3 pages] |
| | 3. Customer Service Enquiries 2024 [10.5.1.3 - 5 pages] |

TYPE OF REPORT

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

Kalamunda Advancing Strategic Community Plan to 2031

Priority 1: Kalamunda Cares and Interacts

Objective 1.1 - 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"> • We will always provide an estimation of timeframe for response at each interaction. • We will update customers on the status of their enquiry at regular intervals. • Customer referrals across business units will be as minimal as possible. • We monitor the timeliness of our correspondence.
	2.	Customer interactions will be meaningful.	<ul style="list-style-type: none"> • We aim to handle enquiries at first point of contact. • All staff will have access to accurate and up-to-date information. • Staff will seek to understand enquiries to the deepest possible level before responding. • All responses to customers will be personalised and professional. • Even when we may need to say 'we can't' we will offer options for things we 'can do'.
	3.	Each customer will be made to feel like the only customer.	<ul style="list-style-type: none"> • We will ask our customers how they like to receive information and deliver it accordingly. • We recognise 'one-size does not fit all' and we will be flexible in our service offerings. • We will always do more to exceed expectations. • Complex requests and complaints will be handled with priority.
	4.	We will help our customers to help themselves.	<ul style="list-style-type: none"> • We offer and promote integrated self-service options. • We explore and use innovative technology solutions that makes accessing information easy. • Online information will be available 24/7 and enabled for mobile devices. • As many transactions as possible will be automated. • Develop simple guides and instructions to help customers understand our processes.
	5.	Our customers are informed and will help inform our services.	<ul style="list-style-type: none"> • We will consider the customer's perspective and actively seek feedback often, in different ways. • We will admit when we get it wrong, reviewing and improving our processes each time. • We will communicate on any new service (or fee) or expected change in levels of service as early as possible. • Our people and our customers will be our best advocates.

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)

Count of Requests - 2020



Count of Requests - 2023



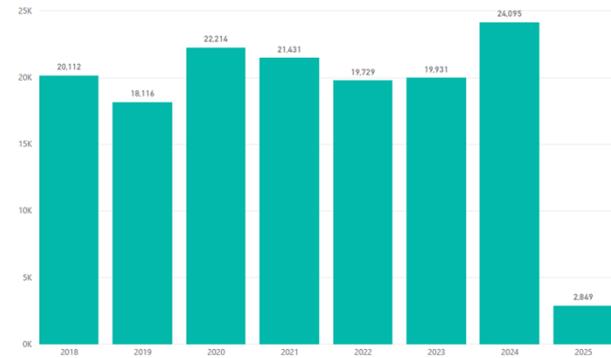
Count of Requests - 2024



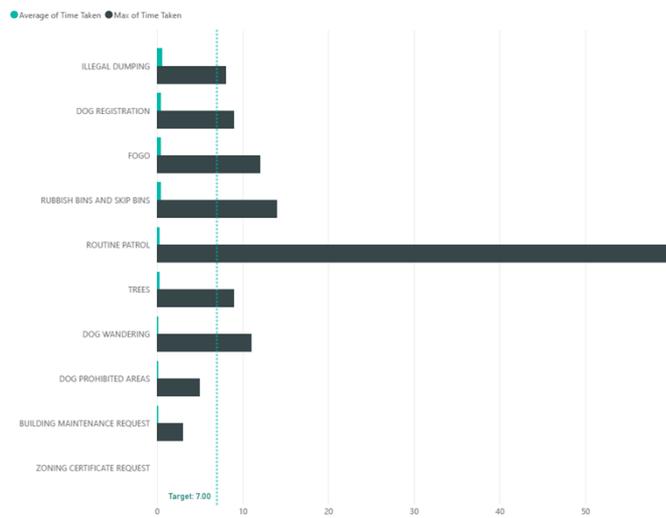
Count of Requests - 2021



Count of Requests - 2022



Customer Requests - Response Times for the Top 10 Categories

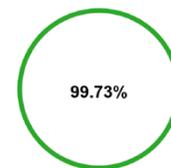


Date_Sent_Recd
 1/01/2024 31/12/2024

Average Response Time across all Requests



Requests Completed in 7 Days or Less



% of Requests with Time taken > 7 Days - 2020



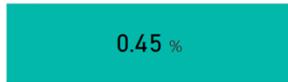
% of Requests with Time taken > 7 Days - 2023



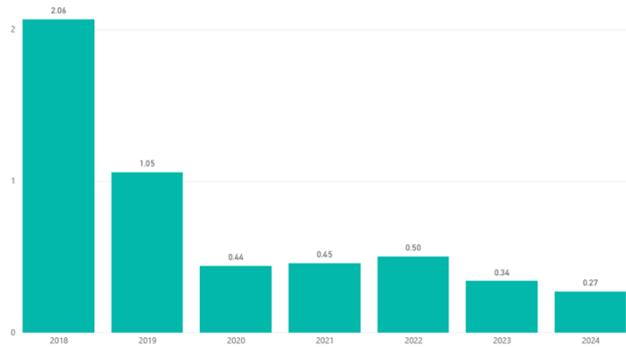
% of Requests with Time taken > 7 Days - 2024



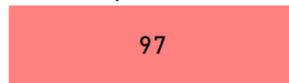
% of Requests with Time taken > 7 Days - 2021



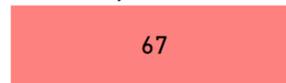
% of Requests with Time taken > 7 Days - 2022



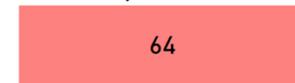
Count of Requests with Time taken > 7 Days - 2020



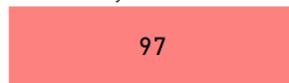
Count of Requests with Time taken > 7 Days - 2023



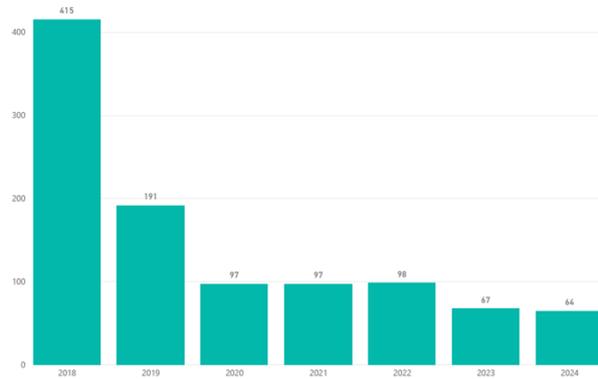
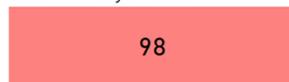
Count of Requests with Time taken > 7 Days - 2024



Count of Requests with Time taken > 7 Days - 2021



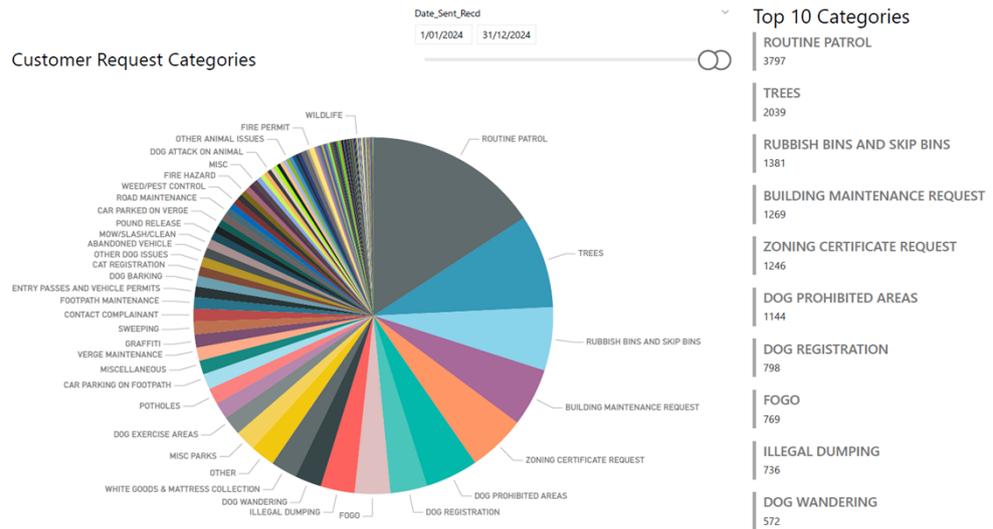
Count of Requests with Time taken > 7 Days - 2022



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.

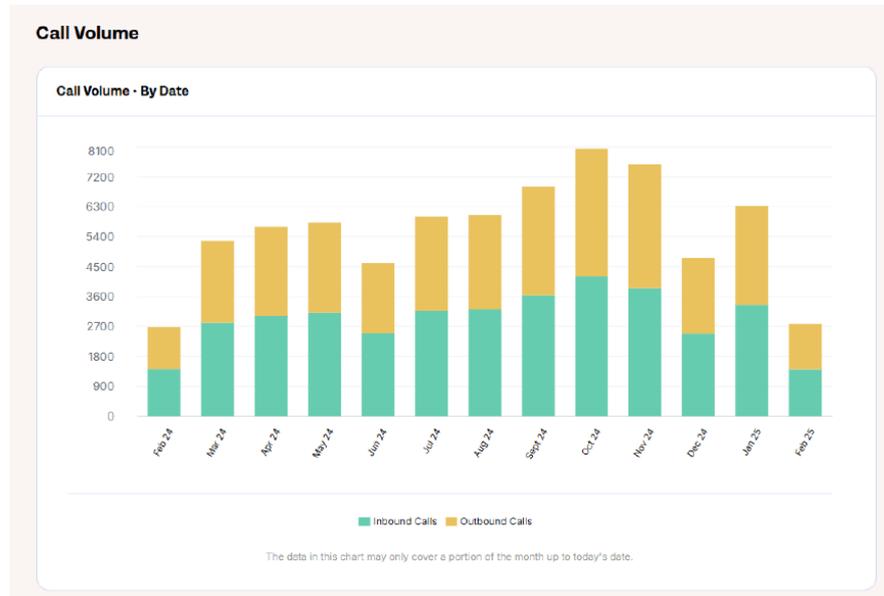


14. Customer service response metrics by category in 2024 show impressive performance:

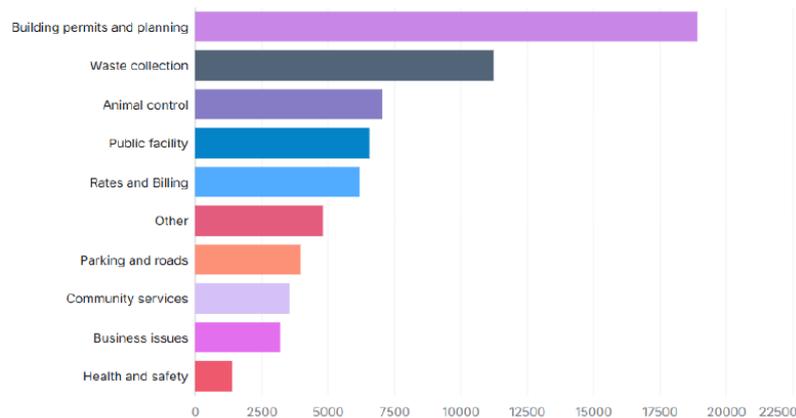
- Routine Patrol requests averaged 0.00 days response time
- Dog Registration requests averaged 0.04 days response time
- Zoning Certificate requests averaged 0.06 days response time
- Building Maintenance requests averaged 0.10 days response time

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



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).



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.

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

27.

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

CONCLUSION

- 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

RESOLVED OCM 2025/48

RECOMMENDATION

That Council NOTE the Customer Service Results for 2024.

Moved: **Cr Lisa Cooper**

Seconded: **Cr Mary Cannon**

Vote: For: **Mayor Margaret Thomas, Cr John Giardina, Cr David Modolo, Cr Geoff Stallard, Cr Brooke O'Donnell, Cr Lisa Cooper, Cr Kathy Ritchie**

Against: **Nil.**

CARRIED UNANIMOUSLY (9/0)

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.

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"> 1. Policy Comparison [10.5.2.1 - 16 pages] 2. Service 1 Unacceptable Conduct Complaint Handling and Impact Management NEW [10.5.2.2 - 5 pages] 3. Managing Unreasonable Behaviour by Customers [10.5.2.3 - 7 pages]

TYPE OF REPORT

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

STRATEGIC PLANNING ALIGNMENT

Kalamunda Advancing Strategic Community Plan to 2031

Priority 1: Kalamunda Cares and Interacts

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

Strategy 1.1.2 - Empower, support and engage all of the community.

Priority 1: Kalamunda Cares and Interacts

Objective 1.3 - To support the active participation of local communities.
Strategy 1.3.1 - Support local communities to connect, grow and shape the future of Kalamunda.

Priority 4: Kalamunda Leads

Objective 4.1 - 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.

Risk: Failure to implement and enforce this policy exposes the City to significant WHS legal risks.		
Consequence	Likelihood	Rating
High	Unlikely	Low
Action/Strategy		
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.		

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.

Voting Requirements: Simple Majority

RESOLVED OCM 2025/49

RECOMMENDATION

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

Moved: **Cr David Modolo**

Seconded: **Cr Dylan O'Connor**

Vote: For: **Mayor Margaret Thomas, Cr John Giardina, Cr David Modolo, Cr Geoff Stallard, Cr Brooke O'Donnell, Cr Lisa Cooper, Cr Kathy Ritchie**

Against: **Nil.**

CARRIED UNANIMOUSLY (9/0)

10.5.3. Commemorative Recognition Policy - Draft

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

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 [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.
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:

The City recognises that individuals, families, and community groups have varying means and preferences when it comes to commemorative recognition. To ensure accessibility and flexibility, a range of memorial options may be considered, subject to location suitability, availability, and alignment with City standards.

Examples of eligible forms of commemorative recognition include:

- Plaques on Existing Infrastructure
- Standalone Memorials (e.g., Benches)
- Engraved Pavers or Bricks
- Shared Community Recognition Features
- Indoor Recognition Displays

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

STAKEHOLDER ENGAGEMENT

11. Public consultation is not required for this policy.

FINANCIAL CONSIDERATIONS

- 12. Costs associated with commemorative requests, including maintenance, will be charged on a cost-recovery basis.

SUSTAINABILITY

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

RISK MANAGEMENT

14.	Risk: Lack of clear guidance on commemorative requests.		
	Consequence	Likelihood	Rating
	Moderate	Unlikely	Low
	Action/Strategy		
	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.

Voting Requirements: Simple Majority

RESOLVED OCM 2025/50

RECOMMENDATION

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

Moved: **Cr Dylan O'Connor**

Seconded: **Cr David Modolo**

Vote: For: **Mayor Margaret Thomas, Cr John Giardina, Cr David Modolo, Cr Geoff Stallard, Cr Brooke O'Donnell, Cr Lisa Cooper, Cr Kathy Ritchie**

Against: **Nil.**

CARRIED UNANIMOUSLY (9/0)

10.6. Chief Executive Officer Reports

10.6.1. Monthly Financial Statements to 31 March 2025

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

Previous Items	N/A
Directorate	Corporate Services
Business Unit	Financial Services
File Reference	FIR-SRR-006
Applicant	N/A
Owner	N/A

Attachments	1. Statement of Fin Activity for nine months ended 31 March 2025 [10.6.1.1 - 1 page]
	2. Statement of Net Current Funding Position as at 31 March 2025 [10.6.1.2 - 1 page]
	3. Statement of Financial Position as at 31 March 2025 [10.6.1.3 - 1 page]
	4. 2024-25 Budget Amendment - 31 March 2025 [10.6.1.4 - 1 page]
	5. 2024-25 Voted Works Budget - 31 March 2025 [10.6.1.5 - 1 page]

TYPE OF REPORT

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STRATEGIC PLANNING ALIGNMENT

Kalamunda Advancing Strategic Community Plan to 2031

Priority 4: Kalamunda Leads

Objective 4.1 - To provide leadership through transparent governance.

Strategy 4.1.1 - Provide good governance.

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

EXECUTIVE SUMMARY

1. The purpose of this report is to provide Council with the Statutory Financial Statement for the period ended 31 March 2025.
2. The Statutory Financial Statements report on the activity of the City of Kalamunda (City) with the comparison of the period's performance against the mid-year reviewed budget 2024-25 adopted by Council on 25 February 2025 and any other amendments approved subsequently by separate resolutions.
3. It is recommended that Council receives the draft Monthly Statutory Financial Statements for the month of March 2025, which comprise:
 - a) Statement of Financial Activity by Nature & Type
 - b) Net Current Funding Position, note to financial report; and
 - c) Statement of Financial Position.

BACKGROUND

4. The Statement of Financial Activity (Attachment 1), incorporating various sub-statements, has been prepared in accordance with the requirements of the *Local Government Act 1995 (Act)* and Regulation 34 of the *Local Government (Financial Management) Regulations 1996*.
5. The Statement of Financial Position (Attachment 3, incorporating various sub-statements, has been prepared in accordance with the requirements of the *Local Government Act 1995 (Act)* and Regulation 35 of the *Local Government (Financial Management) Regulations 1996*.

DETAILS AND ANALYSIS

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

FINANCIAL COMMENTARY

Draft Statement of Financial Activity by Nature and Type for nine months ended 31 March 2025.

7. This Statement reveals a net result surplus of \$30,066,067 compared to the budget for the same period of \$16,927,965 resulting in a variance of \$13,138,102. The variance is largely due to an investing activities variance of \$10,756,590 and variance of \$1,007,783 & \$4,573,178 respectively from operating & financing activities.

Operating Revenue

8. Total Revenue including rates is under budget by \$189,570. This is made up as follows:
- a) Rates generation is trending along the budget with a minor variance of \$96,302 mainly due to lower interims than currently budgeted.
 - b) Operating Grants, Subsidies and Contributions are also trending along the budget with a minor variance of \$169,985. The variance is mainly due to timing difference of operating grants received and reimbursement of maintenance cost of shared use facilities and other arrangements.
 - c) Profit on asset disposal is under budget by \$1,202,904 as certain land parcels earmarked for sale have not yet been finalised. Approval was recently granted by Council to commence disposal which will be completed in the next few months. This is deemed a timing difference.
 - d) Fees and Charges are trending along the budget with minor over budget variance of \$154,252. The variance is attributable to the recovery of project management fees of Asset Delivery that is higher than budget by \$68,244 and Waste Management fee is higher than the budget by \$64,027.
 - e) Interest income is above budget by \$915,050 mainly due to higher interest earned on investments and reserves than budgeted. Maturity of deposits has resulted in the earlier income recognition and deemed to be a timing matter. Some of the additional interest is due to delayed capital works spend allowing higher cash flow to be invested.
 - f) Other Revenue is under budget by \$25,767 and the variance is mainly due to Environmental Health related compliance action collection which is lower than budget by \$21,650.
 - g) Ex-Gratia Rates Revenue is tracking lower than budget by \$104,884 due to a timing variance in relation to the Ex-Gratia Rates due from the Dampier Bunbury Gas Pipeline. The payment is expected in the last quarter of the year.

Operating Expenditure

9. Total expenditure is over budget by \$163,090. The significant variances within the individual categories are as follows:
- a) Employment Costs are under budget by \$438,846 which is due to minor delays in the recruitment of new and vacant positions across several business units.

- b) Materials and Contracts are over budget by \$250,780. The variance is mainly due to the timing for waste services, building maintenance and infrastructure maintenance costs.
- c) Utilities are tracking along the budget with a variance of \$8,064 that is below the variance reporting threshold.
- d) Depreciation, although a non-cash cost, is tracking along the budget with a minor variance of \$125,978.
- e) Interest & Insurance expense are tracking along their respective budget lines with minor variances of \$10,280 and \$12,595 below reportable variance threshold.
- f) Other expenditure is under budget by \$70,594 mainly due to land acquisition costs of \$70,497 budgeted for Forrestfield Industrial Area Scheme which were unspent.

Investing Activities

Non-operating Grants and Contributions

- 10. The non-operating grants and contributions is over budget by \$5,413,095. This is mainly due to found and gifted infrastructure assets of \$3 million which was recorded up to the end of March 2025. Other variance is due to the timing difference of receipts of grants for capital works projects and project delivery.

Capital Expenditure

- 11. The total Capital Expenditure on Property, Plant, Equipment, and Infrastructure Assets is under budget by \$5,332,905. The delayed spend is due to the City working through some large projects which are in various stages in the tender process.

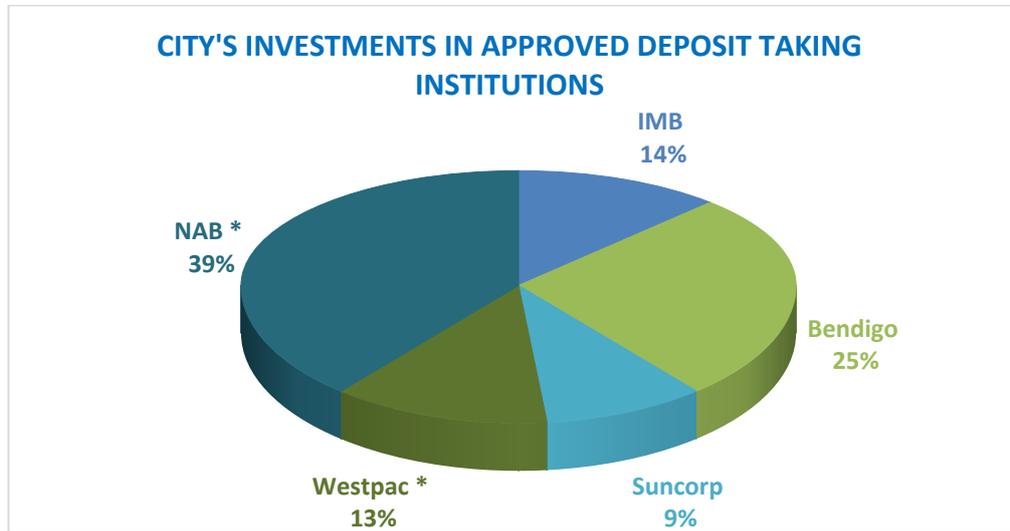
Financing Activities

- 12. The amounts attributable to financing activities show a variance from budget by \$4,573,178 which is mainly due to the timing difference of reserve transfers that are usually transacted towards the year end.

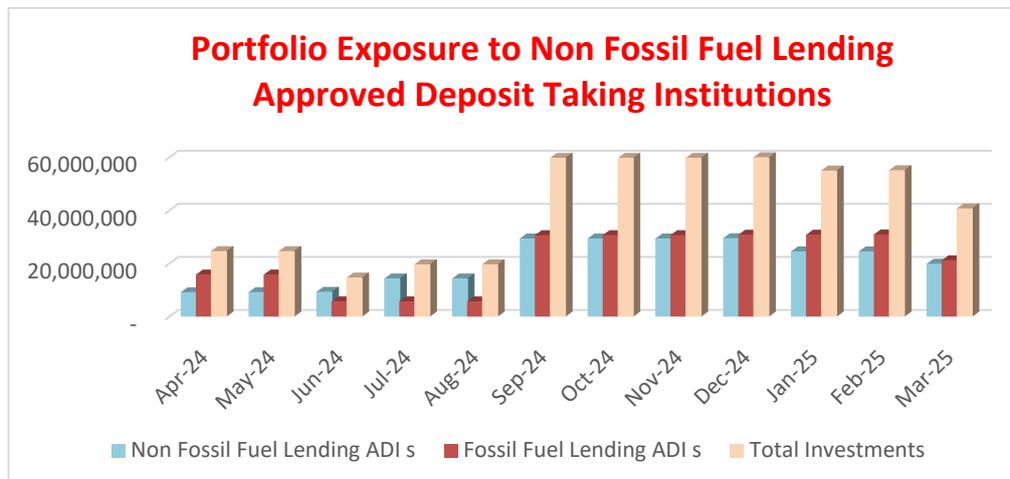
Statement of Net Current Funding Position as of 31 March 2025

- 13. The commentary on the net current funding position is based on a comparison of March 2025 to the March 2024 actuals.
- 14. Net Current Assets (Current Assets less Current Liabilities) total \$57.7 million as compared to \$50.1 million for the previous year. The restricted cash position is \$32.1 million which is higher than the previous year's balance of \$24.9 million. This reflects additional transfers to Reserves which is normally undertaken in the year.

15. The following graph indicates the financial institutions where the City has investments as of 31 March 2025. Investments yields are between 4%-5.5% depending on length of deposits. The Reserve Bank of Australia finally reducing the cash rate to 4.1% in February will have an adverse effect on investment income in the outer months.



*Financial Institutions with Investments in the Fossil Fuel Industry



16. Rates debtors are currently \$3.0 million, further details are contained in the Rates Report to Council.
17. Sundry debtors have increased from \$176,289 to \$3,911,398 of which \$3,715,810 consist of current debt due within 30 days. The high level of debtor's balance is made of two grant invoices totalling to \$3.6 million which have already been paid in April. Details are contained in the Debtors and Creditors March 2025 Report to Council.
18. Receivables Other represent \$2.0 million including:
 a) Emergency Service Levy receivables \$0.5 million.

b) Receivables Sanitation \$0.8 million.

19. Provisions for annual and long service leave have slightly increased by \$168,803 from \$4.28 million to \$4.44 million when compared to the previous year.

Proposed Budget Amendments and Voted Works

20. Attachment 4 lists a range of budget amendments which are proposed due to operational reasons.

The net impact of the budget amendments is a \$529,474 decrease in the closing surplus position.

- a) 2025.04-1 – Telecommunications Strategy and Advisory Services - \$82,000 re-allocation from N594 of Cambridge Reserve operating expenses – project is in support the preparation of a Telecommunications Strategy to explore opportunities of existing and proposed sites.
 - b) 2025.04-2 - Contaminated Sites transfer of budget from Brand Road, N563 to gas sampling \$28,180.
 - c) 2025.04-3 – Transfer of lease expense to capital acquisition \$9,197 to take an opportunity to buy out end of lease Gym equipment.
 - d) 2025.04-4 – Deferral of works, \$97,000, for Archery Club building to include in the master plan for the Archery Club.
 - e) 2025.04-5 – Deferral of works, project 3511, \$707474, Kalamunda Rd, High Wycombe due to delays in Western Power, power pole relocation.
 - f) 2025.04-6 to 2025-04-09 – \$275,000, Additional municipal fund allocations required due to increase in mainly asphalt.
21. The City has commenced for 2024/25 a Voted Works Reserve worth \$100,000 which is allocated during the year based on elected member nominations to fund various community requests.

As of 31 March 2025, a balance of \$32,643 is available for allocation by Elected Members from the Voted Works Reserve. Please see attachment 5 for further details.

APPLICABLE LAW

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

APPLICABLE POLICY

23. Nil.

STAKEHOLDER ENGAGEMENT

Internal Referrals

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

External Referrals

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

FINANCIAL CONSIDERATIONS

26. The City's financial position continues to be closely monitored to ensure it is operating sustainably and to allow for future capacity.

SUSTAINABILITY

Social Implications

27. Nil.

Economic Implications

28. Nil.

Environmental Implications

29. Nil.

RISK MANAGEMENT

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

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

CONCLUSION

32. The City’s Financial Statement as of 31 March 2025 reflect the 2023-24 audited opening surplus position.

Voting Requirements: Absolute Majority

RESOLVED OCM 2025/51

RECOMMENDATION

That Council

1. RECEIVE the Monthly Statutory Financial Statement for the month of March 2025 which comprises:
 - a) Statement of Financial Activity (Nature or Type) (Attachment 1).
 - b) Statement of Net Current Funding Position, note to financial report. (Attachment 2).
 - c) Statement of Financial Position (Attachment 3).
2. Pursuant to section 6.8(1)c of the *Local Government Act 1995* AUTHORISE amendment to the 2024-25 Budget as detailed in Attachment 4.
3. Notes the Voted Works details as identified in Attachment 5.

Moved: **Cr Lisa Cooper**

Seconded: **Cr David Modolo**

Vote: For: **Mayor Margaret Thomas, Cr John Giardina, Cr David Modolo, Cr Geoff Stallard, Cr Brooke O'Donnell, Cr Lisa Cooper, Cr Kathy Ritchie**

Against: **Nil.**

CARRIED UNANIMOUSLY / ABSOLUTE MAJORITY (9/0)

10.6.2. Debtors and Creditors Reports for the month of March 2025

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

Previous Items	N/A
Directorate	Corporate Services
Business Unit	Financial Services
File Reference	FI-CRS-002
Applicant	N/A
Owner	N/A
Attachments	<ol style="list-style-type: none"> 1. Creditor Payments for the Period ended 31 March 2025 (Public) [10.6.2.1 - 13 pages] 2. Corporate Credit Card Payments for the period 25 December to 24 January 2025 - Public [10.6.2.2 - 2 pages] 3. Corporate Credit Card Payments for the period 25 January - 25 February 2025 - Public [10.6.2.3 - 3 pages] 4. Summary of Debtors for the month of March 2025 [10.6.2.4 - 2 pages] 5. Summary of Creditors for month of March 2025 [10.6.2.5 - 1 page]
Confidential Attachments	<ol style="list-style-type: none"> 1. Creditor Payments for the period ended 28 March 2025 – (Confidential)

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

TYPE OF REPORT

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

issued under other Legislation, or matters that could be subject to appeal to the State Administrative Tribunal

STRATEGIC PLANNING ALIGNMENT

Kalamunda Advancing Strategic Community Plan to 2031

Priority 4: Kalamunda Leads

Objective 4.1 - To provide leadership through transparent governance.

Strategy 4.1.1 - Provide good governance.

EXECUTIVE SUMMARY

1. The purpose of this report is to provide Council with details of payments made from Municipal and Trust accounts together with outstanding debtors and creditors for the month of March 2025.
2. The report provides details of payments made from the Municipal and Trust Fund Accounts for the month. It also includes details of employee purchases via purchasing cards for 25 December 2024 to 24 January 2025 and from 25 January to 25 February 2025.
3. It is recommended that Council receive the list of:
 - a) payments made from the Municipal and Trust Fund Accounts for the month of March 2025
 - b) payments made by employees via purchasing cards from 25 December 2024 to 24 January 2025
 - c) payments made by employees via purchasing cards from 25 January to 25 February 2025; and
 - d) the outstanding debtors and creditors report for the month of March 2025.

BACKGROUND

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

- a) The payee's name
- b) The amount of the payment
- c) The date of the payment
- d) Sufficient information to identify the payment.

DETAILS AND ANALYSIS

Debtors

7. Sundry debtors as of 31 March was \$3,911,398. This includes \$3,715,810 of current debts and \$3,315, unallocated credits (excess or overpayments). The large current debt relates to two grants which were, \$2.3M that was billed to DLGSC and \$1.3M to DPLH. Both have been paid in early April 2025.
8. Invoices over 30 days total \$64,800, debts of significance:
 - a) Municipal Workcare, \$34,935 workers compensation claims; and
 - b) Main Roads WA, \$23,736, Grant funding
9. Invoices over 60 days total \$11,456, debts of significance:
 - a) Department of Education, \$10,543, shared cost reimbursement
10. Invoices over 90 days total \$122,646, debts of significance:
 - a) Municipal Workcare, \$90,043 workers compensation claims. LGIS is working through a backlog and has requested some time to resolve the claims;
 - b) N-Com Pty Ltd, \$12,490, lease fees;
 - c) Private Citizen, \$4,815, fire hazard reduction burn;
 - d) Kalamunda Chamber of Commerce, \$3,335, reserve hire;
 - e) Ignite Performing Arts, \$2,451, hall hire;
 - f) Kalamunda District Rugby Union, \$1,933, utility fees;
 - g) Perth'ect Pickleball Academy, \$1,488, hall hire; and
 - h) United Volleyball, \$1,000, hall hire.

Creditors

11. Payments totalling \$8,705,416.34 were made during the month of March 2025. Standard payment terms are 30 days from the end of the month, with local businesses and contractors on 14-day terms.

12. Significant Municipal payments (GST inclusive – where applicable) made in the month were:

Supplier	Purpose	\$
Department of Fire and Emergency Services (DFES)	Emergency services levy 2024/25 - Quarter 3	2,364,090.91
Cleanaway	Waste / recycling & bulk bin disposal services fees	1,419,785.98
Asphaltech Pty Ltd	Road materials for profiling at Mundaring Weir Road Kalamunda	617,058.49
Australian Taxation Office	PAYG Tax Payments	513,339.36
Aware Super Pty Ltd	Superannuation contributions	231,125.97
Dowsing Group Pty Ltd	Supply & lay concrete pathways, maintenance & misc. works at various locations	225,387.42
Christou Design Group Pty Ltd	Design services for High Wycombe Community Hub RFT2310 as per council decision 63/2024	199,345.30
Brausch Construction Group	Progress claim C004 - Design & construction of Foothills men's shed	166,506.25
Synergy	Power charges	161,032.34
AE Hoskins Building Services	Building maintenance services/repairs at various locations	157,855.03
Resource Recovery Group (Southern Metropolitan Regional Council)	Waste & recycling disposal services fees	150,852.46
Beaver Tree Services	General tree services / under powerlines pruning for various locations	145,919.31
Western Australian Treasury Corporation	Loan no. 227 fixed component	125,934.45
Eastern Metropolitan Regional Council (EMRC)	Domestic / waste charges - Red Hill tip, mattress & timber disposal fees	119,902.81
Insight Enterprises Australia Pty Ltd	6 monthly subscriptions for 3 Microsoft licences - security for city	77,813.42
Sifting Sands	Maintenance sand clean at various reserves & playground areas	67,552.21
Site Architecture Studio	Progress payment - RFT2425 Ray Owen stadium and carpark expansion - Architectural design services	62,032.30

K2 Audiovisual Pty Ltd	Bosch dicentis discussion system supplied & installed	61,446.00
OCE Corporate Pty Ltd - Office Cleaning Experts	Cleaning services / consumables for various locations	61,395.09
ContraFlow	Traffic management for various locations	58,325.13
McKay Earthmoving Pty Ltd	Plant equipment and operator hire for various locations	57,661.60
Data Signs Pty Ltd	VMS system / trailers - for various locations / events	55,869.00
BPA Engineering Pty Ltd	RFT2317 - drainage data collection various location	51,285.30
Landscape and Maintenance Solutions	Residential verge, passive & active reserves mowing services	63,182.06

These payments total \$7,151,516.13 and represent 82% of all payments for the month.

Payroll

13. Salaries are paid in fortnightly cycles. A total of \$1,645,935.13 was paid in net salaries for the month of March 2025.
14. Details are provided in Confidential Attachment 1 after the creditors' payment listing.

Trust Account Payments

15. The Trust Accounts maintained by the City of Kalamunda (City) relate to the following types:
 - a) CELL 9 Trust;
 - b) Public Open Space funds,
 - c) NBN Tower Pickering Brook Trust
16. The following payments (GST exclusive) were made from the Trust Accounts in March 2025.

Cell 9		Amount (\$)
Date	Description	
26/03/2025	Place Laboratory Pty Ltd – for Landscape Architecture Service	5,880.00

APPLICABLE LAW

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

APPLICABLE POLICY

- 19. Debt Collection Policy CEO Direction 5.5.
- 20. Register of Delegations from Council to CEO.

STAKEHOLDER ENGAGEMENT

Internal Referrals

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

External Referrals

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

FINANCIAL CONSIDERATIONS

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

SUSTAINABILITY

- 24. Nil.

RISK MANAGEMENT

Debtors

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

Creditors

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

CONCLUSION

27. Creditor payments are within the normal trend range.

Voting Requirements: Simple Majority

RESOLVED OCM 2025/52

RECOMMENDATION

That Council:

1. RECEIVE the monthly lists of payments made from the Municipal Accounts for the month March 2025 (Confidential Attachment 1) in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996* (Regulation 13).
2. RECEIVE the list of payments made from 25 December 2024 to 24 January 2025 and from 25 January to 25 February 2025 using Corporate Purchasing Cards (Confidential Attachment 2 & 3) in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996* (Regulation 13A).
3. RECEIVE the outstanding debtors and creditors reports (Attachments 4 & 5) for the month of March 2025.

Moved: **Cr Kathy Ritchie**

Seconded: **Cr Lisa Cooper**

Vote: For: **Mayor Margaret Thomas, Cr John Giardina, Cr David Modolo, Cr Geoff Stallard, Cr Brooke O'Donnell, Cr Lisa Cooper, Cr Kathy Ritchie**

Against: **Nil.**

CARRIED UNANIMOUSLY (9/0)

10.6.3. Rates Debtors Report for the Period Ended 31 March 2025

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

Previous Items	N/A
Directorate	Corporate Services
Business Unit	Financial Services
File Reference	FI-DRS-004
Applicant	N/A
Owner	N/A
Attachments	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 4: Kalamunda Leads

Objective 4.1 - To provide leadership through transparent governance.

Strategy 4.1.1 - Provide good governance.

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

EXECUTIVE SUMMARY

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

2. The City of Kalamunda (City) levied rates for 2024/2025 on 16 July 2024. The amount collectable (excluding deferred rates balance of \$1,154,548) as of 31 March 2025 was \$49,554,114. This balance includes, initial billing, interims and the brought forward balance from 2023/24. Collections to date stand at \$46,795,252.

BACKGROUND

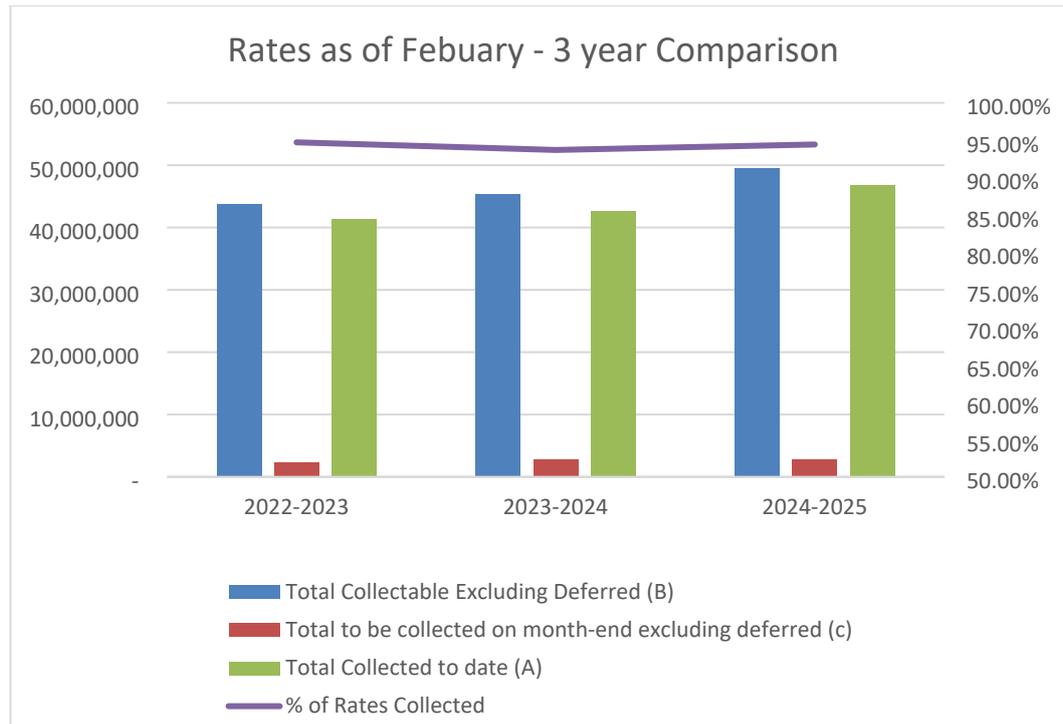
3. Rate Notices were issued on 16 July 2024 with the following payment options available:

Options	Payment Dates			
Full payment	20 August 2024			
Two instalments	20 August 2024	24 January 2025		
Four instalments	20 August 2024	22 October 2024	24 January 2025	25 February 2025

DETAILS AND ANALYSIS

4. A total of 24,024 notices were issued on 16 July 2024. This consisted of 20,072 mailed rates notices, and 3,509 of eRates notices (12% take-up saving more than \$5,600 in postage and printing).
5. As of 31 March 2025, rates Levied and collectable for the 2024/2025 Financial Year total is \$49,554,114 (excluding deferred rates), with collections standing at \$46,795,252. With the 4th instalment, which was due on 25 Feb 2025 now completed, the City has identified all properties in default, that is, they have not paid in full or entered into a payment arrangement with the City. Debt collection activity has commenced from September 2024 and missed instalment reminder notices sent out in March 2025. Phone/sms campaign initiated in March 2025 on all debts over \$1,000.
6. The above collection of \$46,795,252 represents a collection rate of 94.43% which is slightly better than the previous year of 93.70%. For reference, below is a chart comparing the March collection rates for the last three years.

7.



8.

From the above chart the following observations are made:

- a) The quantum of collectable and collected rates is higher in 2024/25 than previous years because the base amount is higher each year.
- b) It is noted the amount collected is back to 2022/23 year end levels and slightly improved. The City now has a stable Rates Team with seasoned professionals who are actively managing the debt outstanding.
- c) The % collectable at 31 March 2025 is 5.57% which will be a point of focus for the Rates Team to work towards. In this regard, work is being done to review and update the City's collection and hardship policies and procedures. The City has reviewed and performed market testing on its contractual obligations with the City's debt collection agency with no changes needed prior to going legal on defaults identified.
- d) The City sent out "final demand notices" in February 2025 and Sms/Call campaign in March 2025 which will be followed up with General Procedure Claims in April 2025. There are approximately 213 properties who are in default (see further details in point 10, below).

9.

The interim rating has commenced for 2024/2025. To 31 March 2025 \$478,883 has been raised for the interim rating Revenue.

10. The first instalment due date was 20 August 2024. The following observations should be noted:
- a) A total of 16,498 properties representing 60.76% of the total number of rateable properties were noted to have paid in full or were in credit.
 - b) A total of 9,817 ratepayers have taken up an instalment option or have entered into a payment arrangement. This is an increase of 1% from 2023/2024 where 9,657 chose an instalment option or a payment arrangement.
 - c) The balance of properties who have not paid in full or not chosen to pay by instalments or have not entered into a payment arrangement, are technically regarded as “in default”. There are 213 properties in this category representing 3% (excludes pensioners) of the total number of rateable properties. The City has sent out “final demand notices” in February and followed by a call/SMS campaign in March 2025. The General Procedure claim will begin in April 2025.

The following table showing Properties choosing to pay by instalments or payment arrangements:

Option	Description	2025/25 Number	2023/24 Number
Option 2 on Rates Notice	Two instalments	1,797	1,732
Option 3 on Rates Notice	Four instalments	6,694	6,880
Direct Debit	Pay by direct debit	1,068	941
Payment Arrangement	Pay by payment Arrangement	258	104
Total	Ratepayers on payment options	9,817	9,657

11. Call recording software has been utilised in the Rates Department since 2015, primarily for customer service purposes, as it allows calls to be reviewed for training and process improvement purposes. For the period 1 Mar 2025 to 31 Mar 2025, there was a total of 477 calls, equating to 18.13 hours of call time.

APPLICABLE LAW

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

APPLICABLE POLICY

13. The City's rates collection procedures are in accordance with the Debt Collection Policy CEO Direction 5.5.

STAKEHOLDER ENGAGEMENT

Internal Referrals

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

External Referrals

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

FINANCIAL CONSIDERATIONS

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

SUSTAINABILITY

Social Implications

17. Debt collection can have implications upon those ratepayers facing financial hardship and the City must ensure equity in its debt collection policy and processes.
18. The City has "a smarter way to pay" direct debit option to help ease the financial hardship to its customers. This has proved very effective with a growing number of ratepayers taking advantage of this option. A "Smarter Way to Pay" allows ratepayers to pay smaller amounts on a continuous basis either weekly or fortnightly, helping to reduce their financial burden.

Economic Implications

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

Environmental Implications

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

RISK MANAGEMENT

21.

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

CONCLUSION

22. The current year collection rate is slightly higher at 94.43% compared to 93.70% last year. The City continues to effectively implement its rate collection strategy.

Voting Requirements: Simple Majority

RESOLVED OCM 2025/53

RECOMMENDATION

That Council RECEIVE the Rates Debtors Report for the Period ending 31 March 2025.

Moved: **Cr Lisa Cooper**

Seconded: **Cr Dylan O'Connor**

Vote: For: **Mayor Margaret Thomas, Cr John Giardina, Cr David Modolo, Cr Geoff Stallard, Cr Brooke O'Donnell, Cr Lisa Cooper, Cr Kathy Ritchie**

Against: **Nil.**

CARRIED UNANIMOUSLY (9/0)

10.6.4. Proposed Scheme Amendment No 115 - Additional Use (Community Purpose) - Lot 35 777 Welshpool Road East, Wattle Grove

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

Previous Items	N/A
Directorate	Development Services
Business Unit	Approval Services
File Reference	PG-LPS-003/115
Applicant	CF Town Planning & Development
Owner	PU TI LIAN SHE SOCIETY PERTH INC
Attachments	1. Scheme Amendment Report [10.6.4.1 - 18 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 3.3.1 - Facilitate and support the success and growth of businesses.

Strategy 3.3.3 - Plan for strong activity centres and employment areas to meet the future needs of the community, industry, and commerce.

EXECUTIVE SUMMARY

1. The purpose of this report is for Council to consider adopting Local Planning Scheme Amendment 115 (A115) for the purpose of public advertising.
2. The Scheme Amendment proposes to amend Local Planning Scheme No.3 to allow for an additional use (community purpose) to Lot 35 (777) Welshpool Road East, Wattle Grove.
3. It is recommended that Council resolve to adopt A115 for the purpose of public advertising.

BACKGROUND

4. **Historic Details:**
The site is zoned 'Rural Composite' under Local Planning Scheme No.3 (LPS 3) and has been historically used for rural/ residential purposes. The lot contains an existing two storey dwelling and incidental structures.
5. **Land Details:**

Metropolitan Region Scheme Zone	Rural
Local Planning Scheme Zone	Rural Composite
Land Area	10,000m ² (one hectare)

6. **Scheme Map:**



7. **Locality Plan:**



8. The site is located within the North-East Sub Regional Framework (the framework) and is identified as 'urban expansion'. The intent of the framework is to provide areas for urban growth and expansion to accommodate a growing population. The City of Kalamunda (City) has prepared a Local Planning Strategy in response to the framework and has prepared a draft concept plan 'Wattle Grove South'. The concept plan identifies the site as 'Rural Landscape'.
9. The subject site is located along Welshpool Road East which is designated under the Metropolitan Region Scheme (MRS) as an Other Regional Road (ORR).
10. The subject site is bounded by a mixture of rural/residential land uses and a variety of commercial land use that include garden centre, place of worship, boarding kennels and reception centre.

DETAILS AND ANALYSIS

11. The applicant is seeking to amend LPS 3 to include an additional use ('community purpose'). The proposed amendment will not alter the current zoning of 'Rural Composite' and 'Rural' under the LPS 3 and the MRS respectively.
12. LPS 3 sets out the objectives and land use permissibility for the 'Rural Composite' zone.
13. The objectives of the 'Rural Composite' zone are *to provide for small semi-rural lots that can accommodate a limited range of rural and low scale commercial land uses in a manner that will not adversely affect the landscape and environmental qualities of the land and are appropriate to the area.*
14. '**Community Purpose**' is defined in LPS 3 and means the use of premises designed or adapted primarily for the provision of educational, social or recreational facilities or services by organisations involved in activities for community benefit.
15. 'Community Purpose' is currently a 'x' use, meaning it is a prohibited land use within the 'Rural Composite Zoning'.
16. The additional use will facilitate the use of the land for a non-for-profit community organisation to provide moral and cultural education, social and recreational facilities and services for the benefit of the community.
17. The applicant has submitted indicative development plans and a proposal for a community purpose land use in support of the proposed scheme amendment. It is noted that a separate development application will be required to be submitted and assessed by the City should the scheme amendment be approved and gazetted.

18. The details of the proposal, as summarised in the applicants planning report, comprise the following hours of operation:

Day	Hours of Operation	Patron Numbers	Activity
Monday	Nil	Nil	Nil
Tuesday	Nil	Nil	Nil
Wednesday	Nil	Nil	Nil
Thursday	Nil	Nil	Nil
Friday	7pm – 9pm	30 Maximum	Meeting
Saturday	8am – 5pm	50 Maximum	Meeting, lectures & other activities
Sunday	8am – 5pm	50 Maximum	Meeting, lectures & other activities

The hours of operation and staff patronage numbers are required to be further assessed as part of a future development application.

19. Indicative development plans have been prepared in support of this scheme amendment and any future development application is to be lodged with the City. The plans are included within the amendment report (refer to attachment 10.1.7.1) and comprise the following key details:

- a) Various additions and alterations to the existing buildings on the land, including an auditorium area, patios, garage and bin store and storerooms;
- b) Construction of (35 on site car parking bays;
- c) Upgrade to external areas of the existing building, including façade upgrades and new portico and
- d) new vehicular circulation areas.

20. **Noise**

As part of a future development application an Acoustic Assessment and Noise Management Plan is likely to be required to be submitted to address State Planning Policy 5.4 Road and Rail Noise. It is not considered necessary to be provided at the amendment stage.

21. **Bushfire**
The site is designated as bushfire prone under the Office of Bushfire Risk Management (OBRM) mapping system. To support the amendment, the applicant has provided a Bushfire Attack Level (BAL) Assessment and Bushfire Management (BMP) Plan. It should be noted the City will refer the bushfire documents to Department Fire and Emergency Services (DFES) for their comments.
22. **Traffic**
The applicant has provided a Transport Impact Statement (TIS) which will be assessed by the City's technical staff and the Department of Planning Lands and Heritage (DPLH). To ensure that traffic safety is maintained, a left in and left out only crossover will be conditioned as part of a future development proposal. The TIS provides recent crash history, swept paths, traffic volumes and the impact the development will pose on the wider road network.

APPLICABLE LAW

23. ***Planning and Development (Local Planning Schemes) Regulations 2015***

Regulation 35 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations) requires a resolution of 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).
24. a) Pursuant to Regulation 35, the proposal is considered a 'complex' amendment because it "... is not consistent with a local planning strategy for the scheme that has been endorsed by the Commission"

APPLICABLE POLICY

25. State Planning Policy 3.7 Planning in Bushfire Prone Areas
26. State Planning Policy 5.4 Road and Rail Noise
27. State Planning Policy 7.0 Design of the Built Environment
28. Local Planning Policy 2 Advertising Signage
29. Local Planning Policy 11 Public Notification of Planning Proposals
30. Local Planning Policy 18 Requirements of Local Planning Scheme Amendments

STAKEHOLDER ENGAGEMENT

31. Should Council resolve to initiate the scheme amendment, the proposal will be advertised to the community and relevant external agencies.

FINANCIAL CONSIDERATIONS

32. All costs associated with the scheme amendment will be borne by the applicant. If required, the City may seek independent external advice on any technical matters in dispute at a cost to the City.

SUSTAINABILITY

33. **Social**
The proposed activities associated with A115 promote social interaction and a sense of belonging and inclusion which may be beneficial to the community.

34. In addition to the above, the organisation is not-for-profit and is run by volunteer members that donate their own time and money to assist others within the community.

35. **Economic**
The use may attract visitors to the area and therefore an increased population can generate community benefits for local commercial centres by stimulating the economy.

36. **Environmental**
The proposed use is consistent with the objectives of the ‘Rural Composite’ zone in that the existing on-site vegetation will be retained and undisturbed as part of any future development. Environmental impact would be assessed in any future development application on the land.

RISK MANAGEMENT

37.	Risk: Amenity impacts, the use will lead to increased traffic and noise.		
	Consequence	Likelihood	Rating
	Moderate	Likely	Medium
	Action/Strategy		
	Through the public consultation period, residents will have the opportunity to provide a submission and can review the Transport Impact Statement on how future development will impact traffic volumes. In terms of noise, this can be addressed through an Acoustic		

Assessment and Noise Management Plan through a future development application stage.

38.

Risk: Future use of the subject site might include uses not previously considered under the current amendment.

Consequence	Likelihood	Rating
Moderate	Possible	Medium

Action/Strategy

Ensure appropriate conditions are applied to the scheme amendment and future development application, which ensures the use of the site is consistent with the Community use definition. Any proposal contrary to the proposed community use would require further approval from the City, where potential amenity impacts can be fully considered.

CONCLUSION

39.

The proponent is seeking approval to allow an additional use (community purpose) on the subject site. The use has the potential to provide a community and economic benefit.

40.

As part of the assessment, due regard to the draft 'Wattle Grove South' concept plan has been given, and the proposal will not prejudice future planning in the area. The proposal is consistent with the objectives of the 'Rural Composite' zone and is compatible with the surrounding commercial land uses.

41.

Advertising of the amendment will provide the City the opportunity to fully consider the implications of this amendment and the impacts on the amenity of the locality.

42.

Having due regard to the above, it is recommended that Council adopts A115 for the purpose of public advertising.

Voting Requirements: Simple Majority

RESOLVED OCM 2025/54

RECOMMENDATION

That Council:

1. ADOPT proposed Local Planning Scheme Amendment No.115 to Local Planning Scheme No.3 – Lot 35 (777) Welshpool Road East, Wattle Grove in accordance with Attachment 1, pursuant to Section 75 of the *Planning and Development Act 2005* for the purposes of public advertising.

2. CONSIDER proposed Local Planning Scheme Amendment No. 115 to Local Planning Scheme No.3 as a complex amendment under Clause 35 (2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reason.
 - a) An amendment that is not consistent with a local planning strategy for the scheme that has been endorsed by the Commission.

3. FORWARD proposed Scheme Amendment No.115 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. ADVERTISE proposed Scheme Amendment No.115 to Local Planning Scheme No.3 for a period of 42 days pursuant to Regulation 47 (Standard)/Regulation 37 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, Local Planning Policy 11 – Public Notification of Planning Proposals and section 81 an 82 of the *Planning and Development Act 2005*.

Moved: **Cr David Modolo**

Seconded: **Cr Geoff Stallard**

Vote: For: **Mayor Margaret Thomas, Cr John Giardina, Cr David Modolo, Cr Geoff Stallard, Cr Brooke O'Donnell, Cr Lisa Cooper, Cr Kathy Ritchie**

Against: **Nil.**

CARRIED UNANIMOUSLY (9/0)

10.6.5. Award of Contract - RFT - 2434 - Hartfield Park Tender

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

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

Strategy 1.1.2 - Empower, support and engage all of the community.

Priority 1: Kalamunda Cares and Interacts

Objective 1.2 - 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 tender RFT 2434 for Hartfield Park Sporting Facilities.
2. It is recommended Council accepts the submission from AE Hoskins to construct Project 9857 – New AFL & Little Athletics Pavilion and Project 9591 – Rugby League Pavilion as per the lump sum price as nominated in Confidential Attachment 1 to this report, and that Council refuse the tender RFT 2434, Hartfield Park Sporting Facility Separable Portion 2 (being Project 9590).
3. It is further recommended the City of Kalamunda (City) commits to working with the key representatives of Tennis and Bowls to revise design options and priorities based on club needs.

BACKGROUND

4. The City invited suitably experienced Building Contractors to provide tenders for the construction of the new Sporting Pavilions and Associated works at Hartfield Park, Forrestfield.
5. These works form part of a multimillion-dollar investment by the City and its funding partners in providing new and improved sporting and community facilities within Hartfield Park.
6. Three discrete packages of work exist, each with their own specific requirements for staging and delivery. They are:

Project 9857 – New AFL & Little Athletics Pavilion

- a) New pavilion of 1,000 m² incorporating social room, kitchen, bar, change rooms and stores
- b) Demolition of existing AFL pavilion
- c) Development of new car parking over demolished pavilion site

Project 9590 – Colocation of Tennis and Bowls

- a) New Tennis Pavilion of ~ 400 m² incorporating social room, store and kitchen
- b) Two new Show Court Tennis Courts with floodlighting
- c) Expansion of existing Bowls pavilion with new offices, store and kitchen
- d) Provision of common user change rooms

Project 9591 – Rugby League Pavilion

- a) New change rooms, store and referee's facilities
- b) Refurbishment of existing Pavilion

7. Each project is being funded separately through combinations of Commonwealth, State, City and User Group grants and funds. Each project has very specific deadlines to achieve practical completion and occupancy in line with the most onerous specific grant.

DETAILS AND ANALYSIS

8. 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.
9. The precinct is the largest sporting precinct and most activated within the City.
10. At the August 2021, Ordinary Council Meeting, Council adopted the Hartfield Park Master Plan – Stage 2, identifies the long term plans to meet the needs of the community and provide a strategic approach to facility development across the site. Implementation of the Master Plan are largely dependent on available funding and as such the Master Plan is envisaged to be rolled out in stages.
11. Stage 2A of the Hartfield Park Master Plan is currently in its execution phase, underpinned by grant funding from the Federal and State Governments along with investment by the City. The Little Athletics Long Jump Project has been completed. The Mens Shed is under construction and the FUFC/Soccer Refurbishment Project is being considered under a separate decision of Council within this agenda.
12. The City secured multiple grants to implement the Stage 2A projects, totalling \$8.8m. Council also resolved the Stage 2 Funding Strategy in April 2023 which saw significant municipal funding contribution being deployed to support delivery of the Stage 2A projects.
13. The City issued RFT 2434 through its E-Tendering Portal and advertisement in the Western Australian newspaper. Receipt of Tender submissions closed at 2pm AWST Friday 21 February 2025.
14. 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.
15. The qualitative Criteria and weighting were as follows:

Qualitative Criteria	Weighting
Relative Experience & Expertise	35%
Resource Planning & Availability	20%
Program & Cashflow	20%

Workplace Systems	10%
Site Establishment	5%
Local Benefits and Aboriginal Engagement	5%
Construction & Demolition Sustainability	5%

16. Four submissions were received, and an Evaluation panel of suitably qualified City Officers was convened to assess the tender submissions.

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

Company Name	Qualitative Total Score	Rank	Status
AE Hoskins Building Services	61.00%	3	PASS
Geared Construction Pty Ltd	61.50%	2	PASS
McCorkell Constructions	68.50%	1	PASS
Schlager Group Pty Ltd	57.50%	4	FAIL

18. This assessment demonstrates that three of the four Tenderers exceeded the required QPM of 60%.

19. Three 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:

Company Name	Qualitative Total Score	Rank	Status
AE Hoskins Building Services	61.00%	1	PASS
McCorkell Constructions	68.50%	2	PASS
Geared Construction	61.50%	3	PASS

The table demonstrates that AE Hoskins Building Services provided the lowest conforming Lump Sum Tender score, which includes all three Separable Portions. Please refer to Section 5.2 in Confidential Attachment 1 for more information.

20. The Tender Assessment Panel considered the three discrete packages of works, each with their own specific requirements for staging and delivery. As part of the assessment process, it was further recommended by the evaluation panel to progress to only award only 2 out of the 3 Separable

Portions being Separable Portions 1 and 3 with the intent to award a single contract to cover both portions.

The City would only award the Contract for Separable Portion 1 and 3. The final award will be the costs associated with these two (2) portions only. For clarity this includes:

Project 9857 – New AFL & Little Athletics Pavilion

- a) New pavilion of 1,000 m2 incorporating social room, kitchen, bar, change rooms and stores
- b) Demolition of existing AFL pavilion
- c) Development of new car parking over demolished pavilion site

and

Project 9591 – Rugby League Pavilion

- a) New change rooms, store and referee's facilities
- b) Refurbishment of existing Pavilion

- 21. The decision to award Separable Portions 1 & 3 only is based on funding deliverables (as defined by the multiple funding agencies), increasing cost in respect to risk mitigation and impact on total budget considerations. Please refer to Section 6.4 in Confidential Attachment 1 for more information.
- 22. This means that Project 9590 – Co-location of Tennis and Bowls, would not be progressed in it's current format and would be rescoped working with key club representatives.
- 23. Consultation with the effected key club representatives has commenced and is ongoing. Both Tennis and Bowls key representatives have agreed to work with the City to revise the key deliverables as outlined with relevant funding agreements and based on Club needs.

APPLICABLE LAW

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

APPLICABLE POLICY

- 25. CEO Direction – CS51 – Purchasing Policy has been followed and complied with.

STAKEHOLDER ENGAGEMENT

- 26. Engagement with sporting clubs has been undertaken as part of the project.

- 27. The City is committed to engaging and keeping the clubs informed. Following Council approval, the City will notify the Clubs of the proposed direction.
- 28. A further commitment to continue to work with Tennis and Bowls to rescope the project to meet club needs within the Total Budget amount.

FINANCIAL CONSIDERATION

- 29. The Hartfield Park Master Plan – Stage 2 total project budget inclusive of professional fees and project contingency is \$18M.
- 30. The City has secured multiple grants to help implement the Stage 2A projects totalling \$8.8m, with the balance of project funding coming from the City of Kalamunda and the Mens Shed. A breakdown is provided below:

Grant or Contribution Source	Amount
Priority Community Infrastructure Program (PCIP) PCIP0030/ Federal	\$5,400,000
Community Development Grants Program (CDG) CDG1428/ Federal	\$2,000,000
Community Sporting and Recreation Facilities Fund (CSRFF) GR4-544/ State	\$620,000
Commonwealth Local Roads and Community Infrastructure (LRCI) LRCI4/ Federal	\$482,000
Lotterywest 420175399	\$290,000
Foothills Mens Shed	\$40,000
City of Kalamunda Contribution	\$9,267,999
Total	\$18,099,999

- 31. As these projects are funded through multiple funding sources, there are different timing and contractual arrangements to be considered. To meet current grant funding deadlines, the City should prioritise the tender award of the following projects associated to the Stage 2 A projects, being the Rugby League Facility, the FUFC Facility and AFL / LA Facility.

The recommendation achieves these requirements. Once a Council decision has been made to award this tender, subsequent minor variations with the LRCI (Federal Govt) funding body and the PCIP (Federal Govt) funding body will be required to facilitate total project delivery.

- 32. AE Hoskins ranked third in the Qualitive Criteria and provided the lowest conforming Lump Sum Price. Considering both the Qualitive criteria and assessment of price, the consensus of the tender panel is that AE Hoskins is the recommended tenderer to deliver Separable Portions 1 & 3 is based on funding deliverables (as defined by the multiple funding agencies),

increasing cost in respect to risk mitigation and impact on total budget considerations.

SUSTAINABILITY

- 33. The construction lifecycle focuses on creating structures that are environmentally responsible and resource-efficient throughout their lifecycle. This involves using sustainable materials, reducing waste, and optimising energy efficiency.

RISK MANAGEMENT

34.

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

Risk: Funding agencies are not supportive of project scope / time changes or proposed variations.		
Consequence	Likelihood	Rating
Significant	Unlikely	Medium
Action/Strategy		
The approach best mitigates funding risks, while ensuring delivery of the objectives of the funding agreements and ensuring arrangements made with all funding bodies can be achieved.		

35.

Risk: Stakeholder engagement and satisfaction levels reduce over time because of project scope changes and impact to project schedule.		
Consequence	Likelihood	Rating
Critical	Possible	Medium
Action/Strategy		
Ensure the stakeholders (key representatives and the overall memberships where practical) are actively engaged in all parts of the project, particularly through scope re-development (reference to Tennis and Bowls).		

CONCLUSION

36. Development of the new AFL / Little Athletics facility and Rugby League Facilities enables delivery of fit for purpose facilities.
37. The City commits to working with the Tennis and Bowls key representatives to revise options and priorities based on available budget and club needs.

It is recommended council accepts tender RFT 2434 Hartfield Park Sporting Facility from AE Hoskins to deliver Separable Portions 1 (Project 9857) & 3 (Project 9591) as per the lump sum price as nominated in Confidential Attachment 1 to this report.

Voting Requirements: Simple Majority

RESOLVED OCM 2025/55

RECOMMENDATION

That Council

1. ACCEPT the tender RFT 2434, Hartfield Park Sporting Facility from AE Hoskins ABN 14 941 679 801, to deliver Separable Portions 1 (Project 9857) and 3 (Project 9591) as per the lump sum price (including contingent amount) as nominated in Confidential Attachment 1.
2. WITHDRAW Project 9590 from tender RFT 2434, (Hartfield Park Sporting Facility Separable Portion 2).

Moved: **Cr Brooke O'Donnell**

Seconded: **Cr Mary Cannon**

Vote: For: **Mayor Margaret Thomas, Cr John Giardina, Cr David Modolo, Cr Geoff Stallard, Cr Brooke O'Donnell, Cr Lisa Cooper, Cr Kathy Ritchie**

Against: **Nil.**

CARRIED UNANIMOUSLY (9/0)

10.6.6. East Metropolitan Regional Council (EMRC) Financier Side Deed of Novation

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

Previous Items	
Directorate	Corporate Services
Business Unit	Financial Services
File Reference	
Applicant	N/A
Owner	N/A
Confidential Attachments	1. Deed of Novation – Financier Side Deed (Confidential)

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

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."

Provided under separate cover.

RESOLVED OCM 2025/58

RECOMMENDATION

That Council DELEGATES authority to the Chief Executive Officer to negotiate and finalise the Draft Deed of Novation of the Financier Side Deed between CSC Nominees Pty Ltd (Security Trustee), the Eastern Metropolitan Regional Council, Participant Councils and the East Rockingham RRF Project Co Pty LTD.

Moved: **Cr Dylan O'Connor**

Seconded: **Cr David Modolo**

Vote: For: **Mayor Margaret Thomas, Cr John Giardina, Cr David Modolo, Cr Geoff Stallard, Cr Brooke O'Donnell, Cr Lisa Cooper, Cr Kathy Ritchie**

Against: **Nil.**

CARRIED UNANIMOUSLY (9/0)

11. Motions of Which Previous Notice has been Given

11.1. Hockey, Tee-ball, Men's Shed Advisory Committee (HTMSAC)

MOTION

Voting Requirements: Absolute Majority

RESOLVED OCM 2025/56

That Council:

1. APPROVE the renaming of the Hockey and Tee-ball Advisory Committee to the Hockey, Tee-ball and Men's Shed Advisory Committee.
2. APPROVE the revised Terms of Reference Hockey, Tee-ball and Men's Shed Advisory Committee (HTMSAC) as per Attachment One.
3. APPOINT the following persons as members of the Hockey, Tee-ball and Men's Shed Advisory Committee for a one (1) year term ending in April 2026:
 - Kalamunda Districts Hockey Club**
 - President – Simon Baildham
 - Treasurer – John Boogaard
 - Forrestfield Tee-ball Softball Association**
 - President – Mark Baker
 - Treasurer – Jason Pontre
 - Foothills Men's Shed**
 - Chairman – Phil Rohlach
 - Treasurer – Brian Lovell
4. APPOINT the following persons as deputy members of the Hockey, Tee-ball and Men's Shed Advisory Committee:
 - Kalamunda Districts Hockey Club**
 - Executive Committee - Jayne Baildham
 - Forrestfield Tee-ball Softball Association**
 - Executive Committee - Dean Rafferty
 - Foothills Men's Shed**
 - Executive Committee - Keith Weire
5. NOTE the continuation of Cr Dylan O'Connor as the Council appointed representative and Presiding Member of the Hockey, Tee-ball and Men's Shed Advisory Committee.
6. NOTE the continuation of Cr Margaret Thomas as the Deputy Council appointed representative of the Hockey, Tee-ball and Men's Shed Advisory Committee.

Moved: **Cr Dylan O'Connor**

Seconded: **Cr David Modolo**

Vote: For: **Mayor Margaret Thomas, Cr John Giardina, Cr David Modolo, Cr Geoff Stallard, Cr Brooke O'Donnell, Cr Lisa Cooper, Cr Kathy Ritchie**

Against: **Nil.**

CARRIED UNANIMOUSLY / ABSOLUTE MAJORITY (9/0)

Rationale

The Hockey and Tee-ball Advisory Committee (HaTBAC) was established by Council in April 2023, for a term of two-years which expires in April 2025. The Committee consists of representatives from Council, the City of Kalamunda, Kalamunda Districts Hockey Club (KDHC) and Forrestfield Tee-ball Softball Association (FTBSBA).

Since the Committees inception, it has achieved the following key objectives:

- Developed and implemented a:
 - Shared Seasonal Lease Agreement with the City, and
 - Club Shared Facility Use Agreement between each user to support the lease.
- Fostered a positive working relationship between hockey and tee-ball committees to facilitate the sharing of the clubroom facilities and grounds at the site.

At the 10 February 2025 HaTBAC meeting both KDHC and FTBSBA, considered there to be value in continuing the Committee for a further term to allow continued engagement with the City, particularly noting the issue of car parking at the site.

With the new Foothills Men's Shed (FMS) now under construction adjacent to the hockey / tee-ball facility, there is merit in extending the term of the Committee for a further 12 months to

- include FMS as a key site user.
- build positive working relationships amongst the parties.
- assist the groups to collectively consider the future car parking designs for the site.

The key changes to the TOR are;

- inclusion of the FMS onto the Committee,
- amendment of the the Committee's objectives to reflect the work achieved to date being the development and implementation of a Club Shared Facility Use Agreement.

The FMS has also indicated they are interested in attending however indicated a desire to gauge its relevance to determine if they wish to continue on the Committee into the future.

Background to request

At the 28 March 2023 Ordinary Council Meeting, Council resolved (OCM 42/2023) to approve the Terms of Reference and appoint the Committee representatives for a period of two years concluding in April 2025.

At the last HaTBAC meeting held on 10 February 2025, both KDHC and FTBSBA indicated their support for the continuation of the Committee.

Both groups acknowledged that the original purpose of the HaTBAC, as per the ToR, had been met, however, the construction of the new Foothills Men's Shed (FMS) in a revised location, brought new issues, in particular relating to site car parking. As such, the clubs requested that the HaTBAC continue for a further term.

As the FMS will now also be cited at the site, it is proposed to include the FMS as a Committee Member to ensure all site users views are jointly considered on matter affecting them.

Officer Comments

The formation of the Committee is noted for a period of one year only, with the main objective to continue to foster good working relationships between all three site users, and to continue to consider matters such as the new car parking designs for the site.

12. Questions by Members Without Notice

12.1 High Wycombe South, Cr Dylan O'Connor

Q. Earlier this evening we heard more commentary around light industrial uses or industry light uses and the impact it's having on a nearby residential precinct. Is it possible for the council to receive a confidential update in the bulletin on the progress on compliance matters so that we can feel confident that complaints are being acted on and we can see the progress of what's happening with uses that are outside of the approval for that area

A. Yes, we can provide Councillors with an update on any complaints that have been received and live compliance investigations.

12.2 High Wycombe South, Cr Geoff Stallard

Q. Can we have an extension on that and a little more feedback on the items raised about the SAT process?

A. We are happy to provide our independent observations and expert opinion on what we understand the issues to be and the processes and actions that we are undertaking to try and find resolution in that area.

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

13.1 Asset Management Policy - Cr Ritchie - (taken on notice PABF 8 April)

Q: Confirm if the policy needs to be updated for renewals for differing assets, i.e. fleet and IT.

A: The policy will be updated as highlighted below:

1. *Purpose*

The purpose of this policy is to define Council's direction for the City's assets to ensure best value outcomes for current and future generations. The City's assets includes land, buildings, parks and recreation, engineering, fleet and information technology assets.

3. *Detail*

Council will:

f) The council will consider the optimised utilisation of whole-of-life costs, as well as the efficient provision of technology for the renewal and replacement of fleet and information technology.

The City will:

f) Appropriately resource the organisation through provision of fleet and information technology assets which are optimised for cost and efficiency.

13.2 Stirk Park Lighting/CCTV - Mayor Thomas (taken on notice PABF 8 April)

Q: CCTV assess toilets – will it reduce vandalism?

A: Visible CCTV strategically placed in high-vandalism areas can deter offenders by increasing their perceived risk of being caught, but we will need to assess its actual impact on vandalism levels after installation.

13.3 eQuote 2024-02 Mulching and Green Waste Removal - Award of Tender - Cr Ritchie – (taken on notice PABF 8 April)

Q: Where does it get processed?

A: The contract states that once the mulched material is loaded into the truck it becomes ownership of the contractor, the material must be sent for 100% recovery to a licenced FOGO/compost facility. These facilities are C-Wise, Richgro & PurEarth. Western Tree Recyclers split the material between 3 facilities due to the high volumes they receive and for constant continuation of business. The City FOGO contractor is RRG, the FOGO material is sent to PurEarth for processing.

13.4 Award of Tender RFT 2419 – Cr Modolo (taken on notice PABF 8 April)

Q. How many change rooms in the new alternative building?

A. The initial design from the client's architect showed each changeroom and store as a separate building. Ausco has offered an alternative design solution where all individual buildings are complexed together into one Changeroom building. The project is now envisaged as One (1) modular building:

- 2 x change rooms with wet area
- 1 x storage building

13.5 Existing Facility Details – Cr Cannon (taken on notice PABF 8 April)

Q. What is in the current facilities?

A. Change Rooms – The existing facility has 5 changerooms that are not compliant with unisex requirements. They are various sizes averaging 30m2 wet/dry areas combined.

Once the modular is built the facility will have 7 changerooms – two that are unisex compliant and larger than the current facilities. These 7 will service the multiple pitches that operate across the grounds each match day – 5 senior fields and approximately 6 smaller junior fields.

Storage rooms – Currently the facility has a couple of smaller existing stores. They are located one off the main facility and one that was constructed as part of the new grandstand. Storage is always a highly valued commodity by clubs especially when equipment to service multiple teams needs to be stored and easily accessed for training and game days.

13.6 Final Approval Amount for the Tender Approval – Cr Ritchie (taken on notice PABF 8 April)

Q. There is a discrepancy between the amount quoted in the report and the presentation at the PABF. Can this please be clarified.

A. The inclusion of the Roller Door as requested by the club representatives is included in this final amount. This final price in the TER for approval is the correct and final amount. The attached Price Schedule includes the final cost for all the additional items requested. The approval amount to award the tender is \$957,960.87 (excluding GST).

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

Nil.

15. Meeting Closed to the Public

15.1 RESOLVED OCM 2025/57

Moved: **Cr John Giardina**

Seconded: **Cr Geoff Stallard**

Vote: For: **Mayor Margaret Thomas, Cr John Giardina, Cr David Modolo, Cr Geoff Stallard, Cr Brooke O'Donnell, Cr Lisa Cooper, Cr Kathy Ritchie**

Against: **Nil.**

CARRIED UNANIMOUSLY (9/0)

The meeting closed to the public at 7.24pm. All members of the public gallery left the meeting.

15.2 RESOLVED OCM 2025/59

Moved: **Cr David Modolo**

Seconded: **Cr Geoff Stallard**

Vote: For: **Mayor Margaret Thomas, Cr John Giardina, Cr David Modolo, Cr Geoff Stallard, Cr Brooke O'Donnell, Cr Lisa Cooper, Cr Kathy Ritchie**

Against: **Nil.**

CARRIED UNANIMOUSLY (9/0)

The meeting reopened to the public at 7.25pm. The Presiding Member read the resolution passed behind closed doors.

16. Tabled Documents

Local Emergency Management Committee – Draft Minutes - 27 February 2025
Public Agenda Briefing Forum - Notes - 8 April 2025
Bushfire Advisory Committee Minutes March 20252003

17. Closure

There being no further business, the Presiding Member declared the Meeting closed at 7.26pm.

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

Signed: _____
Presiding Member

Dated this _____ day of _____ 2025