



Ordinary Council Meeting

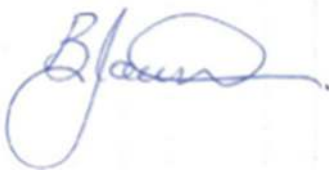
AGENDA

Tuesday 23 June 2020

NOTICE OF MEETING ORDINARY COUNCIL MEETING

Dear Councillors

Notice is hereby given that the next Ordinary Meeting of Council will be held in the Council Chambers, Administration Centre, 2 Railway Road, Kalamunda on **Tuesday 23 June 2020 at 6.30pm.**



On behalf of
Rhonda Hardy
Chief Executive Officer
18 June 2020



Our Vision

Connected Communities, Valuing Nature and Creating our Future Together

Core Values

Service We deliver excellent service by actively engaging and listening to each other.

Respect We trust and respect each other by valuing our differences, communicating openly and showing integrity in all we do.

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

Ethics We provide honest, open, equitable and responsive leadership by demonstrating high standards of ethical behaviour.

Aspirational Values

Creativity We create and innovate to improve all we do.

Courage We make brave decisions and take calculated risks to lead us to a bold and bright future.

Prosperity We will ensure our District has a robust economy through a mixture of industrial, commercial, service and home based enterprises.

Harmony We will retain our natural assets in balance with our built environment.

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

kalamunda.wa.gov.au

City of
Kalamunda

Information for the Public Attending

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

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

Ordinary Council Meetings – Procedures

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

Acknowledgement of Traditional Owners

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

Emergency Procedures

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

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

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

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

INDEX

1. Official Opening	5
2. Attendance, Apologies and Leave of Absence Previously Approved	5
3. Public Question Time.....	5
4. Petitions/Deputations	5
5. Applications for Leave of Absence.....	5
6. Confirmation of Minutes from Previous Meeting.....	5
7. Announcements by the Member Presiding Without Discussion.....	5
8. Matters for Which the Meeting may be Closed	6
9. Disclosure of Interest	6
10. Reports to Council	7
10.1. Development Services Reports	7
10.1.1. City of Kalamunda - Dog Local Laws 2020	7
10.1.2. City of Kalamunda - Community Health and Wellbeing Plan Review of 2019 Actions	11
10.1.3. Draft Local Planning Policy No.28 - Delivery of State and Local Strategies Through the Preparation of Structure Plans	15
10.2. Asset Services Reports	24
10.2.1. Waste Plan Update	24
10.2.2. Pathways Asset Management Plan 2020	40
10.2.3. Parks Asset Management Plan 2020.....	47
10.2.4. Draft Non-Potable Water Action Plan	53
10.2.5. Priory Road - Further Review of Traffic and Speeding	58
10.3. Corporate Services Reports	65
10.4. Office of the CEO Reports	65
10.4.1. Draft Scott Reserve Master Plan - Results of Public Comment Period.....	65
10.4.2. Council Authorisations Review - Execution of Documents	75
10.4.3. Delegations from Council to the Chief Executive Officer - 2020 Review.....	80
10.5. Chief Executive Officer Reports	84
10.5.1. Draft Monthly Financial Statements to May 2020.....	84
10.5.2. Debtors and Creditors Report for the period ended May 2020.....	92
10.5.3. Rates Debtors Report for the period ended May 2020	99
11. Motions of Which Previous Notice has been Given	104
12. Questions by Members Without Notice.....	104
13. Questions by Members of Which Due Notice has been Given.....	104
14. Urgent Business Approved by the Presiding Member or by Decision	104
15. Meeting Closed to the Public	104
16. Tabled Documents.....	104
17. Closure	104

1. **Official Opening**
2. **Attendance, Apologies and Leave of Absence Previously Approved**
3. **Public Question Time**

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

4. **Petitions/Deputations**
5. **Applications for Leave of Absence**
6. **Confirmation of Minutes from Previous Meeting**

- 6.1 That the Minutes of the Special Council Meeting held on 19 May 2020, as published and circulated, are confirmed as a true and accurate record of the proceedings.

Moved:

Seconded:

Vote:

Statement by Presiding Member

"On the basis of the above Motion, I now sign the Minutes as a true and accurate record of the meeting of 19 May 2020."

- 6.2 That the Minutes of the Ordinary Council Meeting held on 26 May 2020, as published and circulated, are confirmed as a true and accurate record of the proceedings.

Moved:

Seconded:

Vote:

Statement by Presiding Member

"On the basis of the above Motion, I now sign the Minutes as a true and accurate record of the meeting of 26 May 2020."

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

8. Matters for Which the Meeting may be Closed

- 8.1 Item 10.4.1 Draft Scott Reserve Master Plan - Results of Public Comment Period- Confidential Attachment - Reason for Confidentiality: Local Government Act 1995 (WA) Section 5.23 (2) (b) - "the personal affairs of any person."

9. Disclosure of Interest

9.1. Disclosure of Financial and Proximity Interests

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

9.2. Disclosure of Interest Affecting Impartiality

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

10. Reports to Council

10.1. Development Services Reports

10.1.1. City of Kalamunda - Dog Local Laws 2020

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

Previous Items	OCM 50/2010
Directorate	Development Services
Business Unit	Environmental Health and Community Safety Services
File Reference	Nil
Applicant	N/A
Owner	City of Kalamunda
Attachments	1. City of Kalamunda Dog Local Law 2020 [10.1.1.1 - 23 pages] 2. Summary of Changes to Dogs Local Law 2010 [10.1.1.2 - 11 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 2027

Priority 4: Kalamunda Leads

Objective 4.1 - To provide leadership through transparent governance.

Strategy 4.1.1 - Provide good governance.

EXECUTIVE SUMMARY

1. The purpose of this report is for Council to consider proposed new City of Kalamunda (The City) Dogs Local Laws.
2. The provisions of the *Local Government Act 1995* (the Act) require local governments to review local laws every eight (8) years. The current local laws were gazetted in 2010 and are due for review.
3. It is recommended the draft City of Kalamunda Dogs Local Law 2020 be adopted for the purpose of seeking public comment.

BACKGROUND

4. The review has been undertaken to ensure compliance with the requirements of Section 3.16 of the Act to review local laws every eight years.
5. The City's review has identified amendments to improve the local law.

DETAILS AND ANALYSIS

6. The draft local law has been updated to reflect a more modern approach and current local government standards that align with recent amendments made to the *Dog Act 1976*.
7. Key changes to the current local law are:
 - a) Additional definitions and all definitions consolidated into clause 1.5.
 - b) Added five additional clauses to Part 3 to provide clarity with respect to applications for the keeping of additional dogs.
 - c) Amended clauses 5.1 and 5.2 to reflect changes to the Dog Act 1976 that now provides local government can designate Dog Exercise Areas and Prohibited areas by resolution of the Council.
 - d) Updated Prescribed Offences and Modified Penalties to reflect current practice.
 - e) General wording changes to update and modernise the local law.
8. A complete summary of the changes is detailed in Attachment 2.

APPLICABLE LAW

9. *Dog Act 1976 and Local Government Act 1995*

APPLICABLE POLICY

10. None.

STAKEHOLDER ENGAGEMENT

11. The proposed new local law has been considered by the relevant Business Units and endorsed.
12. Community consultation will be undertaken through seeking public submissions of the proposed local law as required by the Act.

FINANCIAL CONSIDERATIONS

13. The cost for advertising will be met from the current operating budget.

SUSTAINABILITY

14. Nil

RISK MANAGEMENT

- 15.
- | | | |
|---|-------------------|---------------|
| Risk:
If the proposed local law is not reviewed within the required time frames, the City may be non-compliant. | | |
| Compliance risk if the proposed local law is not reviewed within required time frames. | | |
| Consequence | Likelihood | Rating |
| Moderate | Unlikely | Medium |
| Action/Strategy | | |
| Ensure Council is aware that the legislation requires a review of local laws every eight years. | | |

CONCLUSION

16. The draft local law incorporates provisions to reflect changes to the *Dog Act 1976* and meet the current operational requirements of the City.

Voting Requirements: Simple Majority

RECOMMENDATION

That Council:

1. GIVES local public notification that Council proposes to make a new local law, the *City of Kalamunda Dogs Local Law 2020* (Attachment 1).
2. NOTES that:
 - (a) The purpose of the proposed local law is to make provisions about the impounding of dogs, to control the number of dogs that can be kept on premises and the manner of keeping those dogs and to prescribe areas in which dogs are prohibited and dog exercise areas.
and
 - (b) The effect of the proposed local law is to extend the controls over dogs which exist under the *Dog Act 1976*.

10.1.2. City of Kalamunda - Community Health and Wellbeing Plan Review of 2019 Actions

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

Previous Items

Directorate	Development Services
Business Unit	Environmental Health
File Reference	
Applicant	N/A
Owner	N/A

Attachments	1. City of Kalamunda Community Health and Wellbeing Plan Review of 2019 Actions [10.1.2.1 - 27 pages]
	2. City of Kalamunda - Community Health and Wellbeing Plan 2018-2022 [10.1.2.2 - 24 pages]

TYPE OF REPORT

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STRATEGIC PLANNING ALIGNMENT

Kalamunda Advancing Strategic Community Plan to 2027

Priority 1: Kalamunda Cares and Interacts

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

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

Strategy - 1.2.1 Facilitate a safe community environment.

EXECUTIVE SUMMARY

1. The purpose of this report is for Council to note the Community Health and Wellbeing Plan Review of the 2019 Actions.
2. The Community Health and Wellbeing Plan 2018-2022 is the City of Kalamunda's (the City) plan for improving the Health and Wellbeing of its residents (Attachment 2).
3. This review (Attachment 1) showcases the achievements made to date and reports the progress against each action within the Plan.

BACKGROUND

4. The Community Health and Wellbeing Plan 2018-2022 is the City's public health plan for improving the health and wellbeing of its residents.
5. Public Health Planning will become a legislated requirement once the *Public Health Act 2016* is fully implemented.
6. Council adopted the Plan in December 2018 to support the approach of getting ahead of the legislative requirement and community health and wellbeing.
7. The Plan requires an annual review to be reported to Council every 12 months, this will become a legislative requirement once the Public Health Act 2016 is fully implemented.
8. Health statistics show that the City's residents compare favourably with state averages however, state averages are poor.

DETAILS AND ANALYSIS

9. The Plan comprises of 61 individual actions with 40 being a continuation of existing measures and 21 being new initiatives. Of the 21 new initiatives 9 were due to be delivered in 2019.
10. All ongoing actions and new initiatives for 2019 were successfully implemented.
11. Highlights for 2019 include establishing the City's first Park Run, increasing health messaging on social media platforms, implementation of the City's 2019 events programme and delivering all of the actions planned for 2019.

APPLICABLE LAW

12. *Public Health Act 2016*

APPLICABLE POLICY

- 13.

STAKEHOLDER ENGAGEMENT

14. All internal departments with actions within the Plan were consulted on their progress.

FINANCIAL CONSIDERATIONS

15. Implementation of the Plan is undertaken using existing resources, no extra resources have been allocated to undertake actions from the Plan.

SUSTAINABILITY

Social Implications

16. The review identifies that the Plan is having an impact on the health and wellbeing of the community, which is considered a positive social impact.

Economic Implications

17. There are no direct economic implications associated with this review.

Environmental Implications

18. There are no direct environmental impacts associated with this review.

RISK MANAGEMENT

- 19.
- | | | |
|---|-------------------|---------------|
| Risk: Health and well-being indicators negatively fall or increase within the City of Kalamunda. | | |
| Consequence | Likelihood | Rating |
| Significant | Possible | High |
| Action/Strategy | | |
| Continue to implement the health and wellbeing plan. | | |

CONCLUSION

20. The Plan's implementation is on track with all the scheduled 2019 actions being delivered.

Voting Requirements: Simple Majority

RECOMMENDATION

That Council NOTE the Community Health and Wellbeing Plan Review of 2019 Actions.

10.1.3. Draft Local Planning Policy No.28 - Delivery of State and Local Strategies Through the Preparation of Structure Plans

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

Previous Items	Nil
Directorate	Development Services
Business Unit	Strategic Planning
File Reference	4.00010304
Applicant	NA
Owner	NA
Attachments	1. Draft Local Planning Policy 28 - Delivery of State and Local Strategies Through the Preparation of Structure Plans [10.1.3.1 - 7 pages]

TYPE OF REPORT

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- 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
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STRATEGIC PLANNING ALIGNMENT

Kalamunda Advancing Strategic Community Plan to 2027

Priority 3: Kalamunda Develops

Objective 3.1 - To plan for sustainable population growth.

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

Priority 3: Kalamunda Develops

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

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

Priority 4: Kalamunda Leads

Objective 4.1 - To provide leadership through transparent governance.

Strategy 4.1.1 - Provide good governance.

EXECUTIVE SUMMARY

1. The purpose of this report is for Council to consider the adoption of Draft Local Planning Policy 28 – Delivery of State and Local Strategies through the Preparation of Structure Plans (LPP28) for the purpose of public advertising at Attachment 1.
2. The Policy will guide Council, the City of Kalamunda's (the City) officers and external stakeholders to identify the City's responsibilities for the preparation of structure plans in order to achieve the implementation of the State Government's North East Sub-Regional Framework (the Framework) and other strategic planning initiatives.
3. Council is recommended to adopt LPP28 for the purposes of public advertising.

BACKGROUND

4. 'Structure Plans' are guiding documents that coordinate the development of areas of varying scales and can be supported by technical studies of varying detail. Structure Plans can be defined as:
 - a) District Structure Plans (DSPs);
 - b) Local Structure Plans (LSPs);
 - c) Activity Centre Plans (ACPs); or
 - d) Precinct Plans.
5. The City's role in the preparation of Structure Plans is usually as the regulator rather than the proponent. That is, a landowner/s submit a Structure Plan or Structure Plan amendments for the City's assessment.
6. The City, over the past decade, has prepared, or is in the process of preparing, a number of Structure Plans:
 - a) Forrestfield / High Wycombe Industrial Area Stage 1 LSP.
 - b) Forrestfield North DSP.
 - c) Forrestfield North Residential Precinct LSP.

- d) Forrestfield North Transit Oriented Development LSP.
 - e) Kalamunda ACP.
7. The Structure Plans prepared by the City, to date, have been in response to key strategic initiatives, such as the State Government's investment in the Forrestfield Train Station or regulatory requirements (Activity Centre Plans for District Centres).
8. The decision for the City to undertake the Structure Planning in Forrestfield North was influenced by external factors, such as the announcement of the Forrestfield Train Station and the change in land use direction for the planning of the area as a result of the approval of the Forrestfield North DSP. Another reason is the highly fragmented nature of landownership and the resources required to finalise a Structure Plan.
9. In new urban areas, Local Structure Plans (LSPs) are usually prepared by the private sector and are a precursor to the physical subdivision and development process.
10. The Framework establishes a long-term and integrated planning framework for land use and infrastructure provision in Perth's north east sub-region within which the City is located.
11. The Framework provides guidance for:
- a) The preparation of amendments to the Perth metropolitan and Peel region schemes, local planning strategies/schemes, district (DSP) and local structure plans (LSP), and activity centre plans (ACP); and
 - b) The staging and sequencing of urban development to inform public investment in regional community, social and service infrastructure.
12. The Framework sets out proposals to achieve a more consolidated urban form, meet long term housing needs, strengthen key activity centres and employment nodes amongst many other key objectives. The Framework identifies the following locations within the City:
- a) Wattle Grove South – Urban Expansion / Urban Investigation
 - b) Maida Vale South – Urban Expansion
 - c) Pickering Brook Town Site – Planning Investigation
 - d) Hillview Golf Course – Planning Investigation
13. The City has a Local Planning Strategy, Local Housing Strategy and Industrial Development Strategy that also provides guidance and identifies proposals that require the preparation of more detailed planning documentation.

DETAILS AND ANALYSIS

14. The City and the private sector both have roles to play in delivering the proposals of the Framework and local strategies. The development of DSPs LSPs, ACPs and Precinct Plans coordinates the future land use changes and delivery of infrastructure in future development areas.
15. The primary objectives of LPP28 are to:
 - a) Guide the City's implementation of the State Government's North East Sub-Regional Framework.
 - b) Determine the City's responsibilities for the preparation of District Structure Plans, Local Structure Plans, Activity Centre Plans and Precinct Plans.
 - c) Provide the community, stakeholders and businesses with a clear understanding of the City's responsibilities for the future planning of the City's diverse suburbs, districts, activity centres and neighbourhoods.
16. **District Structure Plans**

DSPs provide a broad planning framework for a development area, identifying key infrastructure items, broad land use groupings and establishes the key development principles and objectives of the area.
17. The City may have a key role to play in the preparation of DSPs if the following criteria is met:
 - a) The location of the DSP is either identified within a City Strategy or the Framework.
 - b) There have been sufficient preliminary investigations undertaken exploring the key matters to be considered in the DSP area.
 - c) A Council decision is made, having regard for the preliminary investigations, to support the preparation of the DSP.
 - d) There are enough budget funds made available for the preparation of the DSP.
 - e) The cost of the preparation of the DSP, and associated technical studies, may be recouped through a future development contribution plan or other acceptable recuperation method.

18. **Local Structure Plans**
LSPs may be guided by DSPs and are more detailed plans that define the specific land use identifications of the area, public open space network and infrastructure requirements as well as other matters, generally on a lot by lot basis.
19. The City, is generally, not responsible for the preparation of LSPs. The City's role in the preparation of LSPs is usually as the regulator rather than the proponent. LSPs are usually prepared by the private sector and are a precursor to the physical subdivision and development of the land.
20. LSPs are better prepared closer to implementation to ensure their currency as it relates to the density and development proposed and as a direct link between planning and infrastructure delivery.
21. Land development is not a core function of the City and LSPs require an intricate understanding of the implementation of the subject area through to land development to assist with infrastructure delivery including:
- a) Sewer timing and phasing
 - b) Reticulated Water
 - c) Electricity
 - d) Gas
 - e) Telecommunications
 - f) Roads
 - g) Public Open Space development and coordination
 - h) Community Facilities
 - i) Schools
22. Preparing LSPs by allocating specific land uses over private land can also lead to reputational risk for the City where there is opposition to the proposals and uncertain timeframes.
23. Preparing LSPs requires a significant resource allocation and funding. Although funds can often be recouped through a development contribution scheme, it is a very exhaustive process and requires large upfront costs that may not be recouped for a significant period of time.
24. The City will only prepare LSPs in exceptional circumstances that are endorsed by Council or where the City owns freehold land within a Structure Plan area and there is a desire to develop or value add to that land.
25. Where there has been a DSP prepared over the same location, the LSP is to be consistent with the broad land uses, development principles, objectives and requirements set out by the DSP.

26. In a regulatory sense, the City, during the assessment process, is to be responsible for ensuring that LSPs prepared are consistent with the broad land uses, development principles, objectives and requirements set out by a DSP. Where a DSP has not been prepared, the City is to ensure any LSP is consistent with any strategic planning the City has undertaken and measures are put in place to achieve the following:

- a) Environmental values are appropriately assessed;
- b) Public Open Space requirements are met;
- c) Community facilities are identified where appropriate to cater for the community's needs;
- d) Commercial land is identified where appropriate to cater for the community's needs; and
- e) The Movement Network can cater for any additional traffic and does not adversely affect the broader movement network.

27. **Activity Centre Plans / Precinct Plans**

The City may prepare ACPs / Precinct Plans if the following criteria is met:

- a) The location of the ACP / Precinct Plan is either identified within a City Strategy, is a District Activity Centre or appropriately identified within the Framework.
- b) A Council decision is made to support the preparation of the ACP / Precinct Plan.
- c) The City owns freehold land within an ACP / Precinct Plan area.
- d) There are sufficient budget funds made available for the preparation of the ACP / Precinct Plan.

28. **Information Required / Tasks to be Completed**

The Policy includes a schedule which details the required information to be provided and tasks completed at the various stages of planning to ensure all technical requirements are met when the City assesses a planning proposal.

APPLICABLE LAW

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

- a) Schedule 2, Part 2, Clause 3(1) – The local government may prepare a Local Planning Policy
- b) Schedule 2, Part 2, Clause 4(1)(a)(i)(ii)(iii)(iv)-Procedure for advertising a local planning policy
- c) Schedule 2, Part 2, Clause 4(2) – 21-day advertising requirement

APPLICABLE POLICY

30. Nil.

STAKEHOLDER ENGAGEMENT

31. The Policy will be advertised for not less than 21 days via:
- a) Newspaper
 - b) Online
 - c) Letters to existing Structure Plan areas and areas identified either by the Framework or a City Strategy for potential detailed planning.

FINANCIAL CONSIDERATIONS

32. The preparation of Structure Plans requires significant upfront funding. This can be in excess of \$200,000 for ACPs and \$1million for LSPs based on recent experience and depending of the scale and complexity of issues in a given area.
33. The costs for preparing a Structure Plan may be recouped through a Development Contribution Scheme. These costs however may not be recouped for a number of years.

SUSTAINABILITY

Social Implications

34. The preparation of Structure Plans can identify land for community facilities, schools and public open space, catering for the community's needs to leisure, recreation, education and socialisation.
35. The preparation of Structure Plans can cause stress on the community, particularly where the proposal is not desired by a section of the community, the outcome is uncertain, or timeframes are extensive.

Economic Implications

36. The preparation of Structure Plans can identify land for commercial or industrial uses, creating new employment hubs, business opportunities and economic benefits to the area.
37. The development of commercial, industrial and residential areas identified by Structure Plans generates significant job opportunities to the building industry.

38. The preparation of Structure Plans can identify new infrastructure to be delivered such as roads, parks and servicing infrastructure which generates job opportunities for labour and civil industries.
39. Changes in land use identified by Structure Plans can also create financial hardship through devaluation of land or the financial strain that can be caused through extensive timeframes and uncertainty for the preparation of Structure Plans, rezoning, the delivery of infrastructure and delivery of developments subject to market conditions.

Environmental Implications

40. The preparation of Structure Plans can identify land with significant environmental values as public open space or conservation areas to protect those environmental values in public ownership.

RISK MANAGEMENT

41.

Risk: The City continues to prepare Local Structure Plans causing financial and reputational burden on the City.		
Consequence	Likelihood	Rating
Significant	Possible	High
Action/Strategy		
Adopt the Policy and carefully consider the circumstances where a Local Structure Plan is prepared.		

42.

Risk: Local Structure Plans are not prepared by the private industry in areas identified for future development by the Framework or a City Strategy		
Consequence	Likelihood	Rating
Significant	Possible	High
Action/Strategy		
Adopt Policy and prepare District Structure Plans to provide a guiding framework and guiding principles for Local Structure Plans to be prepared.		

43.

Risk: The private industry prepares Local Structure Plans and produces outcomes that are misaligned with community expectations.		
Consequence	Likelihood	Rating
Significant	Possible	High
Action/Strategy		

Adopt Policy and prepare District Structure Plans to provide a framework and guiding principles for Local Structure Plans to be prepared and assessed against.

CONCLUSION

44. The LPP28 will guide Council, the City's officers and external stakeholders to identify the City's responsibilities for the preparation of structure plans in order to achieve the implementation of the State Government's Framework and the City's strategic land use plans.

Voting Requirements: Simple Majority

RECOMMENDATION

That Council ADOPT the proposed Local Planning Policy 28 for the purposes of advertising for a period of 21 days pursuant to Schedule 2, Part 2, Clause 4(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

10.2. Asset Services Reports

10.2.1. Waste Plan Update

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

Previous Items	OCM 67/2011; OCM 20/2013; OCM 146/2019; OCM 294/2019
Directorate	Asset Services
Business Unit	Asset & Waste Operations
File Reference	EG-RLW-006
Applicant	N/A
Owner	N/A

Attachments	1. Community engagement report FOGO [10.2.1.1 - 29 pages] 2. Waste Plan - City of Kalamunda [10.2.1.2 - 32 pages]
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TYPE OF REPORT

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STRATEGIC PLANNING ALIGNMENT

Kalamunda Advancing Strategic Community Plan to 2027

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 - Identify and implement strategies to reduce waste.

EXECUTIVE SUMMARY

1. The purpose of this report is for Council to consider adoption of the City of Kalamunda Waste Plan (Waste Plan) to enable it to be forwarded to the Department of Water and Environmental Regulation (DWER) for approval.
2. The core of the Waste Plan is that the City of Kalamunda (the City) adopt a three bin residential waste service (which includes the introduction of a Food Organic, Garden Organic bin (FOGO) subject to acceptable costs, with the default service being:
 - a) Fortnightly 240L Yellow Lidded Recycling Bin
 - b) Weekly 240L Lime Green Lidded FOGO Bin
 - c) Fortnightly 140L Red Lidded General Waste Bin
3. The implementation timeline of introducing a third bin (indicatively at the end 2022) be outlined once FOGO processing options are finalised with a future report to Council that confirms project deliverables, final costs and funding.

BACKGROUND

4. The State Government launched its Waste Avoidance and Resource Recovery Strategy 2030 (WARR Strategy) in February 2019 which necessitates fundamental changes to how the City is involved, impacted and impacts others on waste.
5. The City anticipated that directions would be coming from DWER to prepare a waste plan in accordance with the Waste Avoidance and Resource Recovery Act (WARR Act) and began planning for this eventuality.
6. Officers provided a report to Council at its 25 June 2019 meeting outlining the key objectives for the development of the City's Waste Plan being:
 - a) aligns with the State WARR Strategy and WARR Act and WARR Regulations;
 - b) identifies the actions required under the State WARR Strategy;
 - c) itemises and plans for the City's various waste processes;
 - d) prepare a timeline for delivering the adopted strategies;
 - e) identifying the resourcing and financial commitments with a funding strategy (including fee structure);
 - f) adopt the Better Bins program and make a funding application; and
 - g) development of a community engagement strategy and education program.

7. In consideration of this report Council resolved (OCM 146/2019) to:
 1. *ENDORSE the Project Plan for the Waste Plan Project.*
 2. *AUTHORISE the Chief Executive Officer to submit a Better Bins Application to the Department of Water and Environmental Regulation to implement a three-bin system noting that any contractual agreement will be subject to a further Council deliberation.*

8. The City was successful in its Better Bins funding application which provides \$691,500 of funding for a new three bin system that must allow for collection of food organics and garden organics in lime green lidded organic bins with such rollout being completed by 30 June 2026.

9. As anticipated, the City received notice on 8 November 2019 that DWER in accordance section 40 (4) of the WARR Act. The City is required to prepare a Waste Plan using a DWER formatted waste plan template.

10. The City was required to submit a Council endorsed waste plan to DWER by 30 September 2020 (this date has been moved to 31 March 2021 by DWER in response to COVID 19 impacts). DWER offered to review draft waste plans if submitted to them by 1 April and provide feedback within 30 days.

11. The City submitted its draft waste plan in March 2020 and received the following feedback from DWER *"First of all I have to say that you've done an amazing job in completing this waste plan. It's definitely one of the best we have reviewed so far. It's clear and concise and addresses the information requirements really well. We appreciate all the time and effort that has gone into this, it definitely is reflected in the quality of the document."*

12. The City undertook community consultation to understand the views regarding FOGO system for the City, with consultation running for six weeks predominately during March 2020. The consultation report is provided as Attachment 1 to this report.

DETAILS AND ANALYSIS

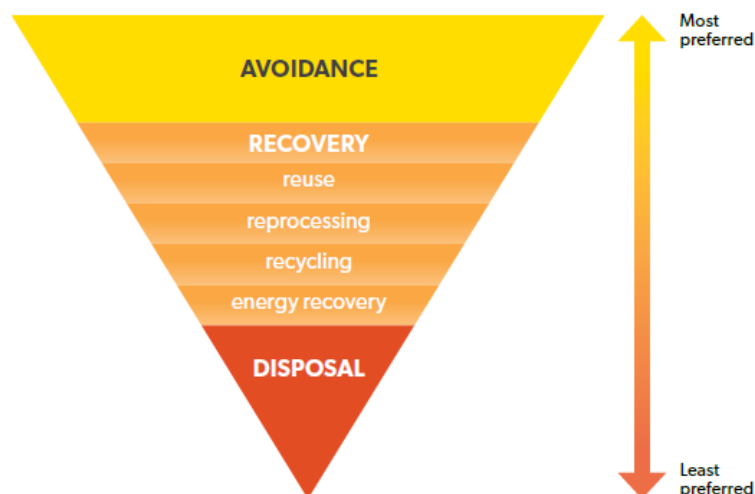
13. This subject matter is complex with many issues to discuss. The report is broken down into various topics:
 - a) the State WARR Strategy and its requirements of the City (paragraphs 13 to 16);

- b) the current waste situation (paragraphs 17 to 19);
- c) analysis of potential steps to improve diversion of waste from landfill (paragraphs 20 to 28);
- d) community sentiment on the issue (paragraphs 29 & 30);
- e) analysis of potential bin solutions for kerbside waste (paragraphs 31 to 38);
- f) timing and financial matters (paragraphs 39 to 44); and
- g) further steps (paragraphs 45 & 46).

14. The matters listed in the WARR Act and WARR Regulations are a useful guide and the basic approach for the content of Waste Plans that address:

- a) what is the current waste generation/recovery rate for all services and the City's activities;
- b) what is the Target in the Strategy that needs to be achieved; and
- c) what is the pathway/key actions to move from current performance to achieving the Targets.

15. The City's Waste Plan needs to comply with the WARR Strategy Hierarchy of preferences in dealing with waste. These objectives are demonstrated diagrammatically in the following chart:



16. There are two key approaches within Local Government that will need to be taken in achieving the outcomes of the WARR Strategy:

- a) resident behaviours will need to change in generating less waste ('Avoidance'); and
- b) the City will need to change the processes used in disposing of waste to maximise the 'Recovery' aspects shown above.

17. The WARR Strategy aims to make WA a sustainable, low-waste, circular economy in which human health and the environment are protected from the impacts of waste. Key strategic targets are:

Avoid <i>Western Australians generate less waste.</i>	Recover <i>Western Australians recover more value and resources from waste.</i>	Protect <i>Western Australians protect the environment by managing waste responsibly.</i>
<ul style="list-style-type: none"> 🕒 2025 – 10% reduction in waste generation per capita 🕒 2030 – 20% reduction in waste generation per capita 	<ul style="list-style-type: none"> 🕒 2025 – Increase material recovery to 70% 🕒 2030 – Increase material recovery to 75% 🕒 From 2020 – Recover energy only from residual waste 	<ul style="list-style-type: none"> 🕒 2030 – No more than 15% of waste generated in Perth and Peel regions is landfilled. 🕒 2030 – All waste is managed and/or disposed to better practice facilities

18. Based upon the Annual Waste Census data it is noted that residents within the City for the baseline year 2014/15 generated about 679 kg of waste per annum per resident, which is in the highest quartile within the 32 local governments that make up the Perth and Peel region. Of this 679 kg, only 38% of it is diverted from landfill. Measures to reduce the amount of waste per resident will go a long way to make significant environmental improvements for the City. The State Waste Strategy 2025 target is for a 10% reduction per capita on the Baseline 2014/15 figure of 679kg.

19. The City recovers/recycles approximately 41% of all residential waste as shown in the following table:

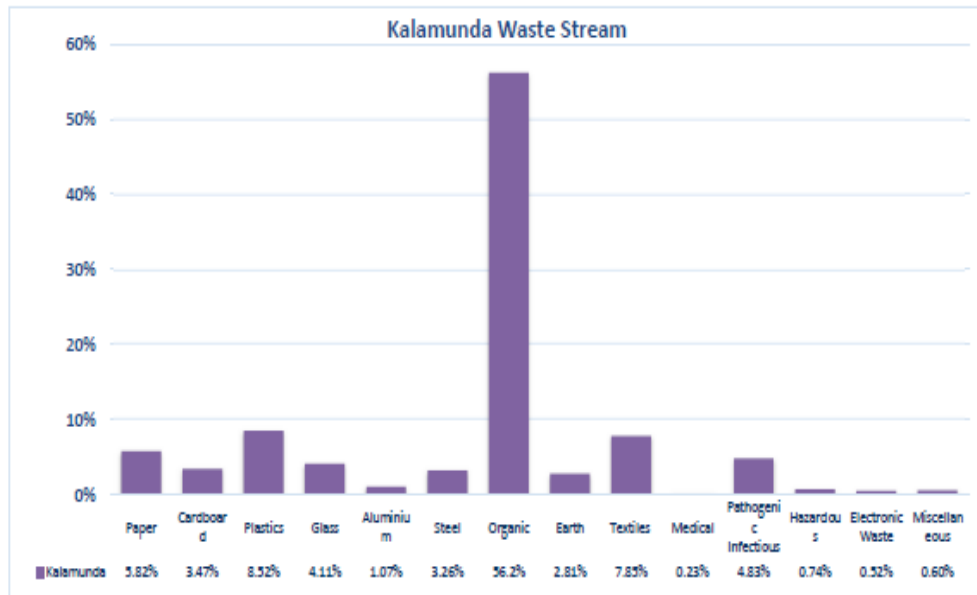
City of Kalamunda					
2017/18 Waste Statistics					
	Landfill	Recycle	Total	Recovery	Recovery
	Tonnes	Tonnes	Tonnes	Tonnes	%
Kerbside - MGBs	18,986	5,162	24,148	4,439	18%
Vergeside - Bulk Waste	2,443	0	2,443	0	0%
Vergeside - Green	0	1,887	1,887	1,887	100%
Sub total Kerbside	21,429	7,049	28,478	6,326	22%
Local Government - Street Sweeping	886	0	886	0	0%
Local Government - Construction & Demo	0	704	704	704	100%
Public Places	169	0	169	0	0%
Special Events	0	0	0	0	0%
Sub total Local Government	1,055	704	1,759	704	40%
Transfer Station - Mixed Drop-off	2,936	0	2,936	0	0%
Transfer Station - Dry Recyclables Drop-off	0	6,866	6,866	6,866	100%
Transfer Station - Green Waste Drop-off	0	4,300	4,300	4,300	100%
Sub total Transfer Station	2,936	11,166	14,102	11,166	79%
Total	25,420	18,919	44,339	18,196	41%

*Recovery tonnes is the net amount of material that can be recycled, reused or converted to FOGO

20. As can be seen from above, the City at present is not achieving the 2025 WARR Strategy target of 70% diversion of waste from landfill.
21. In addressing the WARR Strategy, the primary actions that the City has control over is the strategies aimed at diverting waste from landfill. The City proposes three key actions in this regard:
 - a) encourage more waste that is recyclable to be disposed in recycling bins and other recycling facilities;
 - b) implement a FOGO bin system for residents; and
 - c) divert residual waste from landfill to a waste to energy plant
22. A separate strategy will also be developed to assist the community in their role to play in reducing the amount of waste generated and actively participating in the City's waste management.
23. The Eastern Metropolitan Regional Council (EMRC) of which the City is a member undertook audits of kerbside bins in each District late in 2019. The resulting report has given the City evidence to support the proposed strategies going forward.
24. This audit showed that up to 26% (by weight) of waste in the kerbside landfill bins were materials that could be readily recycled (paper, cardboard, plastics, glass and aluminium). The opportunity presents itself through effective community engagement to significantly increase recycling by having more waste put in the recycling bin than the landfill bin – improving our diversion rate.

25. The audit also showed that up to 56% (by weight) of waste is able to be processed as FOGO. With the introduction of a third FOGO bin this is a great opportunity to further reduce waste going to landfill.

26. The composition of the various waste streams is shown in the following graph:



27. In conclusion, if every resident undertook proper sorting of waste streams and a FOGO system was introduced, the City would theoretically achieve a total diversion rate of waste to landfill of 76% as shown in the following theoretical table:

City of Kalamunda					
2017/18 Waste Statistics					
	Landfill	Recycle	Total	Recovery	Recovery
	Tonnes	Tonnes	Tonnes	Tonnes	%
Kerbside - MGBs	18,986	5,162	24,148	20,008	83%
Vergeside - Bulk Waste	2,443	0	2,443	0	0%
Vergeside - Green	0	1,887	1,887	1,887	100%
Sub total Kerbside	21,429	7,049	28,478	21,895	77%
Local Government - Street Sweeping	886	0	886	0	0%
Local Government - Construction & Demo	0	704	704	704	100%
Public Places	169	0	169	0	0%
Special Events	0	0	0	0	0%
Sub total Local Government	1,055	704	1,759	704	40%
Transfer Station - Mixed Drop-off	2,936	0	2,936	0	0%
Transfer Station - Dry Recyclables Drop-off	0	6,866	6,866	6,866	100%
Transfer Station - Green Waste Drop-off	0	4,300	4,300	4,300	100%
Sub total Transfer Station	2,936	11,166	14,102	11,166	79%
Total	25,420	18,919	44,339	33,765	76%

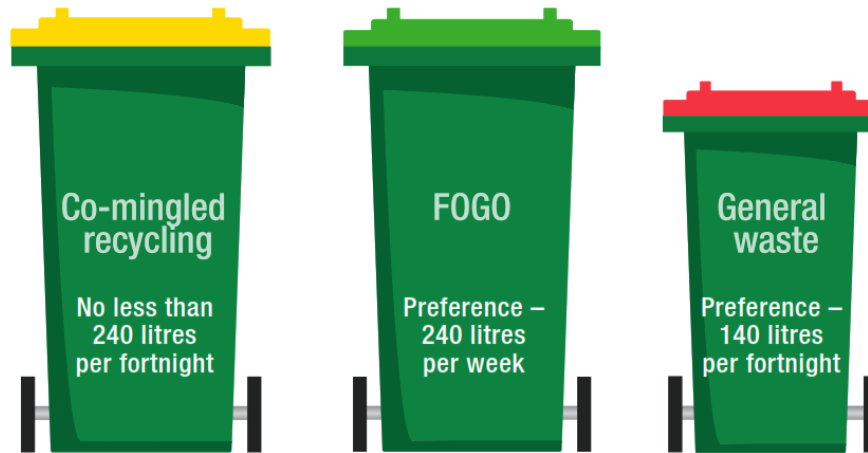
*Recovery tonnes is the net amount of material that can be recycled, reused or converted to FOGO

28. The City has agreed to be a participant, together with Belmont, Mundaring and Swan through the EMRC to deliver all its 'Processable' waste to a Resource Recovery Facility (RRF) Waste to Energy plant being built at East Rockingham. This plant is anticipated to be in full operation in April 2023.
29. It is anticipated that 96% of all waste sent to this plant would be converted to energy, with the residual 4% having to go to landfill. Thus, in an ultimate re-use / recycle / recover scenario, the City could theoretically achieve an 82% diversion of all waste from landfill as shown by the following table:

City of Kalamunda					
2017/18 Waste Statistics					
	Landfill	Recycle	Total	Recovery	Recovery
	Tonnes	Tonnes	Tonnes	Tonnes	%
Kerbside - MGBs	18,986	5,162	24,148	22,666	94%
Vergeside - Bulk Waste	2,443	0	2,443	0	0%
Vergeside - Green	0	1,887	1,887	1,887	100%
Sub total Kerbside	21,429	7,049	28,478	24,553	86%
Local Government - Street Sweeping	886	0	886	0	0%
Local Government - Construction & Demo	0	704	704	704	100%
Public Places	169	0	169	0	0%
Special Events	0	0	0	0	0%
Sub total Local Government	1,055	704	1,759	704	40%
Transfer Station - Mixed Drop-off	2,936	0	2,936	0	0%
Transfer Station - Dry Recyclables Drop-off	0	6,866	6,866	6,866	100%
Transfer Station - Green Waste Drop-off	0	4,300	4,300	4,300	100%
Sub total Transfer Station	2,936	11,166	14,102	11,166	79%
Total	25,420	18,919	44,339	36,423	82%

*Recovery tonnes is the net amount of material that can be recycled, reused or converted to FOGO

30. The City undertook community engagement regarding FOGO during March and April 2020 (Attachment 1 refers). 125 formal responses were received however there was a significant level of interest in terms of social media appreciation of the issue.
31. There are many telling responses contained in the engagement report notably:
 - a) 86% of respondents felt that we should move to FOGO;
 - b) 98% of respondents understood the FOGO initiative;
 - c) 84% of respondents have full or overflowing recycling bins;
 - d) 54% of respondents were from the 16 to 45 age brackets and 29% from the 56+ age bracket.
32. To implement a three bin system one of the key considerations would be the 'default' and 'optional' sizes and frequency of collection of each bin type. The three bins proposed are:
 - a) 140L Red Lidded Bin – Landfill or Waste to Energy
 - b) 240L Yellow Lidded Bin – Recycling
 - c) 240L Lime Green Lidded Bin – FOGO



33. If a FOGO system was implemented and better diversion of recycling material from the general waste bin into the recycling bin, it is anticipated that it is practical to suggest the Landfill/Waste to Energy bin can be reduced in size from a 240L to a 140L size, collected fortnightly. The evidence to support this is based on the density of residual material is such that it would not exceed the lower capacity of the bin (even if the improvements in waste separation were not at optimum).
34. It is recognised however that there will be circumstances where residents believe they may need to have a larger Red Lidded Bin. Successful implementation of three bin systems, such as the City of Melville rely heavily on good communication between the Council and Residents and allowing alternate circumstances on a case by case basis. It is recommended the City also adopts a philosophy of treating exceptions on a case by case basis to determine suitable outcomes.
35. Commentary was provided by some residents in the rural areas of the City that they did not want a FOGO bin on the basis they largely compost their own waste on their properties. It is felt that to undertake a selective service for FOGO bins in these areas (with some residents opting in and some opting out) will not achieve demonstrable savings in costs as the rubbish trucks have to pass by the opt out houses anyway as well as the increased Administrative burden of managing yet another variation in the waste charges system.
36. The community survey also showed a large number of residents were using their recycling bins to full or overflowing capacity. As it is planned to encourage more diversion of appropriate materials from landfill to the recycling bins, this will become more prevalent. It is proposed that whilst the default provision of a recycling bin is a 240L bin collected fortnightly,

that upon application, residents can be provided a 360L recycling bin collected fortnightly (for no additional cost to the resident).

37. The FOGO bin is proposed to be a 240L bin collected weekly as analysis shows that in all but exceptional circumstances this is the appropriate size and frequency of collection.
38. It is recognised that a fundamental aspect to the FOGO bin is the collection of food scraps and waste from kitchens and their placement in the FOGO bin. There will be odours emanating from food waste. A suitable treatment (adopted in City of Melville and proving successful) is to provide each resident with a kitchen caddy and an initial supply of compostable garbage bags to allow food scraps to be 'bagged' and placed in the FOGO bin, avoiding the odour issue. Supermarkets currently provide for sale compostable garbage bag rolls in the order of 14 cents per bag.
39. The most fundamental issue to be resolved in the roll out of a three bin (FOGO) system is access at an acceptable cost to a FOGO processing facility. EMRC is proposing to undertake the lead for its member councils in developing a facility to be located at Red Hill (currently where landfill waste is disposed of) for the processing of FOGO waste. This project is part of EMRC's FOGO Recovery Strategy which has forecast that a FOGO facility will commence operation in July 2022. At this time, it is not recommended that this date be locked in given the EMRC project plan has not been adopted by EMRC Council and there is some uncertainty as to actual delivery date and costs.
40. In light of community sentiment to move to a FOGO system and the progression of the EMRC FOGO facility, it is proposed the City implements FOGO at the earliest opportunity rather than defer the implementation to 2025 in line with WARR targets.
41. It is likely there will be progressive changes to waste management during the financial year that the City moves to a three bin system with FOGO (July 22 or later) and then movement from landfill to waste to energy (April 23). These will impact the development of waste charges for residents as part of the deliberation of the 2022/23 budget.
42. The implementation of FOGO system in the City will necessitate the following works:
 - a) convert all existing 240L dark green lidded landfill bins to 240L lime green lidded bins for FOGO use (by changing the lids);
 - b) procure 140L red lidded bins for use as landfill or waste to energy;
 - c) procure kitchen caddy and suggested initial supply of 2 rolls of 100 compostable bags per household;

- d) procure sufficient 360L yellow lidded bins to cater for the upsizing selections made;
- e) development of new software to cater for three bin systems and bin charges; and
- f) develop and implement a comprehensive community engagement and education plan both in the lead up, implementation and 12 months post implementation of FOGO.

43. It is estimated that this implementation plan would cost in the order of \$2.3 to \$2.4m with costs firming up as planning proceeds. This would be funded from the City's Waste Reserve and grant funding of \$691,500 from the State Government's Better Bins program. The City's Waste Management Reserve will be provided with an injection of \$2.2m of funds from EMRC as part of their disbursement to member councils from their secondary waste reserve to implement FOGO. As such then, it is expected that the set-up costs for FOGO for the City will largely be cost neutral.
44. The State Government has recently announced the Better Bins Plus program which could provide the City with additional funding of between \$10 and \$15 per household depending on the financial year that the Council implements a FOGO system. This has the potential to provide the City between \$230,000 and \$345,000 of new funding for implementation of the FOGO system. It is proposed to submit an application for this new funding.
45. In terms of ongoing (operational) costs which factor into ongoing waste charges for residents, the following issues are to be resolved:
- a) additional lift costs to collect three bins and cartage to the disposal site(s). The proposed scheme sees an increase from 1.2m landfill / 600,000 recycling lifts per annum to 600,000 landfill / 600,000 recycling / 1.2m FOGO bins pa. A rough estimate is an increase of \$650,000 pa above current costs;
 - b) new processing costs of the anticipated 10,000 tonnes pa of FOGO waste. This is uncertain but could be in the order of \$1.4m pa;
 - c) savings generated from the diversion of waste from landfill through either recycling initiatives, FOGO and waste to energy. These savings are difficult to quantify at this time but could be in the order of \$1 to \$1.5m pa; and
 - d) allowances for amortisation of the new bins, assuming a 10 year useful life.
46. The Waste Plan recommends that a Waste Local Law be developed to assist in waste management controls.

47. The Waste Plan includes an Implementation Plan which defines all the actions the City will undertake over the next 5+ years contributing to the achievement of relevant waste strategy targets and objectives, such as the following actions not previously mentioned in his report:
- a) recovery of recyclable materials from verge side skip bins;
 - b) Walliston Transfer Station: source segregation of hard plastics;
 - c) develop a sustainable procurement policy;
 - d) action items from the City's Local Environment Strategy;
 - e) improve data collection for illegal dumping;
 - f) litter audit on major roads to WTS;
 - g) develop a civil works waste management plan;
 - h) utilising recovered waste material in civil engineering projects;
 - i) in house training to ensure employees understand how they can contribute to success of waste plan;
 - j) city to assist DWER with container deposit scheme;
 - k) establish a mobile waste education vehicle for events/schools etc;
 - l) assist schools in the waste wise schools program; and
 - m) monitoring and evaluation to inform corrective actions.

APPLICABLE LAW

48. *Waste Avoidance and Resource Recovery Act 2007* (WARR Act).

APPLICABLE POLICY

49. Nil.

STAKEHOLDER ENGAGEMENT

50. Fundamental to any improvements in diversion of waste will be the actions of the community in sorting their waste into the correct waste streams and bins. The City of Melville experience has highlighted the importance of a timely and high impact community awareness and education campaign.
51. A communication engagement and education package will be developed using the 'WasteSorted' communications toolkit, noting the importance of consistent state-wide communications and taking into account the following key messages:
- a) clearly explaining the system – why, when, how it will be implemented;
 - b) which materials can go in each kerbside bin;
 - c) developing targeted messaging for sections of the community that may require additional support such as culturally and linguistically

diverse communities, and sections of the community with poor recycling behaviours.

FINANCIAL CONSIDERATIONS

- 52. The anticipated initial cost to set up the three bin system will be in the order of \$2.3m with funding from the Waste Reserve and Better Bins Grant.
- 53. The change in expenses for the waste management process will be determined once further information regarding the FOGO processing fee becomes available. These changes will be reflected in Waste Charges for the respective year that three bin operations commence as well as the change from landfill to waste to energy.

SUSTAINABILITY

Social Implications

- 54. It is anticipated that the extensive waste awareness campaign will raise the community’s understanding of the predominant role they play in minimising waste and it is believed that there will be positive social outcomes as people ‘do their bit’.

Economic Implications

- 55. The diversification of waste streams including re-use of recycled products should help grow the economy.

Environmental Implications

- 56. The primary aim of the WARR Strategy is to achieve significant environmental benefits through diversion of waste from landfill and reduction in waste being generated through re-use/recycling strategies and community actively reducing the amount of waste that is generated.

RISK MANAGEMENT

57.	Risk: That the overall cost of this new waste management process may be unacceptable to the community leading to criticism.		
	Consequence	Likelihood	Rating
	Significant	Likely	Medium
	Action/Strategy		

Contracts for management and processing of waste will be tendered where possible to ensure competitive pricing and if necessary further engagement with community to demonstrate cost benefits of the change.

Risk: The City fails to implement changed behaviours and successful alternate waste management streams leading to continued unnecessary use of landfill and the ensuing poor environmental outcomes.

Consequence	Likelihood	Rating
Significant	Almost Certain	High
Action/Strategy		
Development and implementation of new waste management processes coupled with effective community education		

Risk: No changes are made to waste management despite significant community push for improved waste plans leading to reputational damage.

Consequence	Likelihood	Rating
Significant	Likely	Medium
Action/Strategy		
Consideration needs to be given to effective communication to the community as to reasons why changes are not implemented.		

CONCLUSION

- 58. The adoption by the City of the three bin system with FOGO will demonstrate its commitment to improving the environment and meeting community expectations regarding waste management.

Voting Requirements: Simple Majority

RECOMMENDATION

That Council:

1. ADOPT the City of Kalamunda Waste Plan (Attachment 2) and forward to Department of Water and Environmental Regulation for approval.
2. ADOPT a three-bin residential waste service subject to acceptable FOGO processing costs.
3. RECEIVE a subsequent report confirming the costs of the FOGO waste management process once these are known.

4. DETERMINE that the default City of Kalamunda residential waste service be:
 - a) fortnightly 240L Yellow Lidded Recycling Bin;
 - b) weekly 240L Lime Green Lidded FOGO Bin;
 - c) fortnightly 140L Red Lidded General Waste Bin;
 - d) opt-in availability at no extra cost to the resident of a 360L Recycling Bin; and
 - e) specific circumstances where the default system for residents is problematic to be treated on a case by case basis.
5. SUBMIT a funding application for further funding under the Better Bins Plus scheme to support the implementation of the three bin system.
6. PREPARE and IMPLEMENT a Community Based Communications package funded from the Waste Management Reserve.

10.2.2. Pathways Asset Management Plan 2020

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

Previous Items	OCM 79/2017; OCM 107/2018; OCM 206/2018
Directorate	Asset Services
Business Unit	Asset Planning
File Reference	HU-PAA-013
Applicant	N/A
Owner	N/A
Attachments	1. Pathways Asset Management Plan 2020 [10.2.2.1 - 27 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 2027

Priority 3: Kalamunda Develops

Objective 3.2 - To connect community to quality amenities.

Strategy 3.2.1 - Optimal management of all assets.

EXECUTIVE SUMMARY

1. The purpose of this report is to seek Council endorsement to the updated City of Kalamunda (City) Pathways Asset Management Plan 2020 (PAMP), which is an assessment of current pathways and pedestrian bridges assets and funding forecasts for the management of those assets over the long term.
2. This PAMP is an update of the previous plan endorsed in 2017 and now includes Pedestrian Bridges. Pathways currently consist of 389 km of paths with a Gross Replacement Cost of \$47.3 million. Pedestrian bridges currently consist of 39 bridges at a Gross Replacement Cost of \$3.5 million.
3. The average annual renewal funding allocation in the City's 15 Year Capital Works Program for pathways and pedestrian bridges is \$406,600 and \$70,000 respectively, plus an additional average annual expenditure from the Pathway Maintenance Budget of \$412,000 for minor slab renewals. Financial modelling for this plan shows that spending at the current renewal funding levels will maintain the current condition and service levels.
4. It is proposed that Council ENDORSE the Pathways Asset Management Plan 2020 and proposed funding levels to be included in the City's Long Term Financial Plan.

BACKGROUND

5. The City is required to undertake Integrated Planning and Reporting as its plans for the future in line with requirements of the Local Government Act. Key actions include the Strategic Community Plan, the Corporate Business Plan and informing strategies such as Asset Management Plans.
6. The City produced its first asset management plan for pathways in 2013 and this was reviewed in 2017. Subsequently in 2018 the Bicycle Plan 2017 and the New Pedestrian Paths Operational Policy were endorsed, and a number of internal processes improved. These have been incorporated into this updated PAMP.

DETAILS AND ANALYSIS

7. This Pathways Asset Management Plan (PAMP) covers the following subjects:
 - a) Current Status of Assets;
 - b) Level of Service;
 - c) Financial Summary; and
 - d) Improvements, Monitoring and Review.

8. This PAMP is the first of a simplified set of asset management plans that will be produced by the City, with updated plans for Parks, Roads, Drainage, and Buildings to be provided in the coming two to three years. The plans are being simplified by removing the relatively unchanging aspects of the plans and focusing on the core issues of funding, financial management and services. For example, the explanation of legislation relating to pathways assets has not been included in this plan.

9. The Current Status of Assets identifies the 389 km of pathways and 39 pedestrian bridges, their material type, age, condition and widths. Widths of pathways are presented to identify those that are not considered to meet the current standard, being 1.8 metres to enable two people in wheelchairs to pass, with 217 km of the City's paths being less than 1.8 metres in width.

10. These under-width paths are not proposed to be upgraded unless they have a condition rating of Poor or Very Poor. Poor and Very Poor condition paths will be upgraded as they are scheduled for replacement.

11. As most pathways are concrete, they are durable and generally have a useful life of 50 years. Only 18.8 km of pathways are currently in Poor and Very Poor condition, all of which are either currently listed or being considered for inclusion in the 15-year Capital Works Program to renew. Only one pedestrian bridge is in Poor condition and is currently listed for renewal in the 15 Year Capital Works Program.

12. The average condition of the City's pathway and pedestrian bridge networks has been evaluated as 2.40 and 2.15 respectively. The condition scale is 1 (New) to 5 (Very Poor). The average condition ratings are a measure that the City has used to represent the current level of service provided by the pathways and pedestrian bridge assets.

13. Currently the 15 Year Capital Works Program has an allocation of \$20,000 per year for the next three years to undertake work on non-compliant kerb ramps and crossing points. An audit against the required standard will be undertaken during 2020/21 and 2021/22.

14. The City's New Path Policy and Selection Criteria was endorsed by Council in November 2018 and identified some 368 new paths at estimated cost of \$12.5 million. The policy and selection criteria determine the priority of proposed or requested pathways based on multiple criteria. Following the review of the City's Policies in early 2019, the New Path Policy has been revised to become an operational policy.
15. The City's Bicycle Plan 2017 was endorsed by Council in June 2018 with a funding level of up to \$500,000 per year in municipal funds for consideration in the Long-Term Financial Plan and respective capital budgets. The PAMP provides a list of projects for expanding the bicycle path network over the next 5 years. The Bicycle Plan is due for review in 2022.
16. Levels of service should be set based on community consultation. The latest Community Satisfaction Survey of 2018 has been used to guide the objectives of the PAMP as presented. This identifies that 63% of the comments has provided a positive performance rating for pathways. Participants requested more and higher quality pathways to improve access as one of the top two priorities for the City to address. It is therefore important not to let the current standard decrease.
17. This report recommends that the Pathway and Pedestrian Bridge Renewal Funding be maintained at current levels, with financial predictions to be reviewed as analysis is undertaken on future asset performance over the term of this plan.
18. As recommended in the PAMP, asset management and associated practices will be improved, being:
 - a) undertake accessibility assessment of pathway kerb ramps and crossing points;
 - b) complete pathway maintenance planning; and
 - c) adjust accounting practices to record maintenance and operational costs for pedestrian bridges.

APPLICABLE LAW

19. *Local Government Act 1995*

APPLICABLE POLICY

20. The PAMP has been prepared in line with Council Policy Service 4: Asset Management.

STAKEHOLDER ENGAGEMENT

21. The PAMP was reviewed and endorsed by the Infrastructure Asset Management Steering Committee.
22. Asset Management Plans are informed by a “levels of service” process which is the result of a community consultation process. The consultation undertaken to provide direction to the PAMP was through the 2018 Community Satisfaction Surveys.
23. Being an internal management plan, the PAMP is not designed to be consulted with the wider community.

FINANCIAL CONSIDERATIONS

24. The City currently forecasts to expend an average of \$406,600 capital per year on pathway renewals, plus a further \$412,300 from Maintenance Funds on minor slab renewals. The forecast average expenditure for pedestrian bridge renewals is \$70,000 per year.
25. Over the 15 years, the total combined allocated renewal funding for pathways and pedestrian bridges in the Capital Works Program is \$11,284,000, and the total required modelled renewal funding is \$10,567,000. The total allocated funding is in surplus by \$716,000 (or by an average of \$48,000 per year).
26. For both the pathways and the pedestrian bridges, the levels of funding allocated are sufficient to cover projected renewals over the 15 year modelling horizon.
27. Current funding levels have been determined as adequate by the average condition of the pathway network slightly improving since the previous Asset Management Plan in 2017. The predictive modelling indicates that the current condition of both the pathways and pedestrian bridges will be maintained over the next 15 years.
28. Key Performance Indicators:

Table 5, page 19 of the PAMP presents the following key performance indicators:
 - a) the Asset Consumption Ratio is calculated to be 60.3% and is within the target range of 50% - 75%;
 - b) the Asset Sustainability Ratio (ASR) is calculated to be 73% with the target range being 90% - 100%. The ASR is currently lower than the guidelines suggest because the ASR does not cope with long life

- assets for an asset class with uneven age distribution, a common problem with the ratio for many local governments; and
- c) the Asset Renewal Funding ratio is calculated to be 100% and is within the target range of 95% - 100%.

SUSTAINABILITY

Social Implications

29. Maintaining the standard of pathways and pedestrian bridges will continue to support a range of healthy activities and community interaction.

Economic Implications

30. Pathway renewals and new construction is delivered primarily by contractors thus supporting the local economy. There are no direct economic implications for the wider community.

Environmental Implications

31. Maintaining the standard of pathways and pedestrian bridges will continue to support pedestrian and cycling activities, thus reducing the impact to the environment caused by vehicles.

RISK MANAGEMENT

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

CONCLUSION

33. The PAMP has identified the quantum, condition and service of pathways and pedestrian bridges. The financial modelling of existing assets and comparison with the 15 year capital works program has shown that there is sufficient funding being planned to renew the assets.

34. The number and value of new paths proposed is not currently funded to an adequate level, and this issue will need to be addressed with further planning.
35. As the 2018 Customer Satisfaction Survey indicates a Positive Performance of 63%, it is recommended that the pathway and pedestrian bridge renewal funding be maintained at current levels, with financial predictions to be reviewed as analysis is undertaken on future asset performance over the term of this plan.

Voting Requirements: Simple Majority

RECOMMENDATION

That Council ENDORSE the Pathways Asset Management Plan 2020 including recommended levels of funding to be included in the Long Term Financial Plan.

10.2.3. Parks Asset Management Plan 2020

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

Previous Items	OCM 72/2013; OCM 140/2017
Directorate	Asset Services
Business Unit	Asset Planning
File Reference	HU-PAA-013
Applicant	N/A
Owner	N/A

Attachments	1. Parks Asset Management Plan 2020 [10.2.3.1 - 29 pages]
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TYPE OF REPORT

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

STRATEGIC PLANNING ALIGNMENT

Kalamunda Advancing Strategic Community Plan to 2027

Priority 1: Kalamunda Cares and Interacts

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

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

Strategy - 1.2.1 Facilitate a safe community environment.

Priority 3: Kalamunda Develops

Objective 3.2 - To connect community to quality amenities.

Strategy 3.2.1 - Optimal management of all assets.

EXECUTIVE SUMMARY

1. The purpose of this report is to seek Council endorsement of the Parks Asset Management Plan 2020 (PAMP). The PAMP is a review and update of the previous plan prepared in 2017 and provides an assessment of current parks assets with forecasts for the management of those assets over the long term.
2. The average annual funding requirements to maintain and renew parks assets remain the same as are presently allocated. The creation of new parks through subdivision, and major upgrades of existing parks will increase the quality and numbers of assets, which will require additional maintenance funding.
3. It is recommended that Council endorse the Parks Asset Management Plan 2020 and note the proposed funding levels.

BACKGROUND

4. The City of Kalamunda (the City) produced its first Asset Management Plan for Parks in 2013 and this was reviewed in 2017. A number of internal processes have subsequently been improved, with the results incorporated into this updated PAMP.

DETAILS AND ANALYSIS

5. The Parks Asset Management Plan (PAMP) covers the following subjects:
 - a) current status of assets;
 - b) levels of service;
 - c) financial summary; and
 - d) improvements, monitoring and review.
6. This PAMP is the second of a simplified set of asset management plans that are being produced by the City, with updated plans for Roads, Drainage, and Buildings to be provided in the coming two to three years. The plans are being simplified by removing the relatively unchanging aspects of the plans, and focusing on the core issues of funding, financial management and services. For example, the explanation of legislation relating to park assets has not been included in this plan.

7. The PAMP identifies the parks assets as having a Gross Replacement Cost of \$27.80 million, written down value of \$15.3 million, and annual depreciation of \$1.37 million. The parks assets represent 5% of the value of the City's infrastructure assets (including land).
8. The current status of assets identifies seven categories of assets within the parks and reserves of the City. As each asset category in the parks asset class has different lives, operational attributes, and renewal attributes, the categories have been analysed separately. The asset categories are listed below with the average current condition in brackets:
 - a) Fences (2.5)
 - b) Irrigation (2.6)
 - c) Lighting (2.5)
 - d) Open Space Furniture (2.5)
 - e) Park Infrastructure (2.6)
 - f) Sports Surfaces (2.9)
 - g) Playground Equipment (2.5)The overall parks asset portfolio condition rating is 2.50.
9. The assets that are in Condition 5 (Very Poor) have a Gross Replacement Cost of \$1,000,000 and mostly consist of irrigation systems and outdoor court sports surfaces. These assets will need to be considered in the Capital Works Program.
10. Levels of service should be set based on community consultation. The latest Community Satisfaction Survey of 2018 has been used to guide the objectives of the PAMP. The survey identifies that 73% of the comments have provided a positive performance rating about parks assets, and that 84% of comments provided a positive performance rating about sport and recreation facilities. Participants requested improvements in these asset types, although the priorities of these rank as medium relative to other concerns.
11. This report recommends that the renewal funding for parks be maintained at current levels for the next seven years, with financial predictions to be reviewed as analysis is undertaken on future asset performance over the term of this plan. It is also noted that the annual maintenance funding will be increased to maintain the five new park assets created from subdivisions.
12. The average annual renewal funding allocation in the City's 15 Year Capital Works Program for park assets is \$740,500. For the first seven years, the allocated funding is in surplus and will maintain current condition and service levels, but by year eight a deficit appears due to the need for additional renewals beyond this time frame. The predicated

average annual deficit over the full 15 years is \$55,400. There is sufficient opportunity to review the funding levels with future revisions of this asset management plan.

13. Improvements to be actioned as a result of the PAMP are:
- a) complete park maintenance planning; and
 - b) support the strategic actions that will inform future parks upgrades, management and maintenance.

APPLICABLE LAW

14. *Local Government Act 1995.*

APPLICABLE POLICY

15. The PAMP has been prepared in line with Council Policy Service 4: Asset Management.

STAKEHOLDER ENGAGEMENT

16. Being an internal management plan, the PAMP is not designed to be consulted with the wider community.

FINANCIAL CONSIDERATIONS

17. The City currently forecasts a total average annual amount of \$740,500 for capital expenditure on renewal of parks assets.
18. Over the 15 years, the total combined allocated renewal funding for parks assets in the Capital Works Program is \$11,107,000, and the total required modelled renewal funding is \$11,937,000.
19. Current funding levels have been determined as adequate until year seven as explained in the detail section of this report.
20. As new Parks and Reserves are handed over to the City (e.g. as result of subdivisions etc.), annual operating budgets will need to be increased to cater for the maintenance of these new assets. The PAMP is regularly reviewed to cater for the net change in value of assets.
21. The PAMP derives Key Performance Indicators, being the Asset Consumption Ratio, Asset Sustainability Ratio, and Asset Renewal Funding Ratio. The status of these ratios is:
- a) the Asset Consumption Ratio is calculated to be 55.1% and is within the target range of 50% - 75%;

- b) the Asset Sustainability Ratio (ASR) is calculated to be 63.7% with the target range being 90% - 100%. The ASR is currently lower than the guidelines suggest because the ASR does not cope with long life assets for an asset class with uneven age distribution, a common problem with the ratio for many local governments. Another factor in the ASR's value is the slight projected underfunding from year eight onwards; and
- c) the Asset Renewal Funding ratio is calculated to be 102.5% and is within the target range of 95% - 105%.

SUSTAINABILITY

Social Implications

- 22. Maintaining the standard of parks will continue to support a range of healthy activities, community interaction, and quality of life.

Economic Implications

- 23. There are no direct economic implications for the community arising from the PAMP.

Environmental Implications

- 24. Maintaining the standard of parks assets will continue to support healthy activities for the community. Although natural areas and trees are not recorded as part of the parks assets, the activity of maintaining and renewal of parks assets provides for interaction and appreciation of the natural environment.

RISK MANAGEMENT

25.	<p>Risk: The lack of effective planning for the future renewal of assets leads to inefficient annual budgeting and less than optimal application of ratepayer funds.</p>		
	Consequence	Likelihood	Rating
	Significant	Likely	High
	Action/Strategy		
	<p>Ensure asset management activities continue in line with national practices. Continue to improve practices, seek funding for renewals and engaging with the community on levels of service.</p>		

CONCLUSION

26. The PAMP has identified the quantum, condition and service of park assets. The financial modelling of existing assets and comparison with the 15 year capital works program has shown that there is sufficient funding being planned to renew the assets for the next seven years, with a deficit in the later years.

Voting Requirements: Simple Majority

RECOMMENDATION

That Council:

1. ENDORSE the Parks Asset Management Plan 2020.
2. NOTE that no increase in renewal funding is required for existing parks assets, arising from the Parks Asset Management Plan.

10.2.4. Draft Non-Potable Water Action Plan

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

Previous Items	N/A
Directorate	Asset Services
Business Unit	Asset Delivery
File Reference	EV-STU-001
Applicant	N/A
Owner	City of Kalamunda

Attachments	1. Non- Potable Water Action Plan [10.2.4.1 - 40 pages]
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TYPE OF REPORT

- Advocacy When Council is advocating on behalf of the community to another level of government/body/agency
- Executive When Council is undertaking its substantive role of direction setting and oversight (e.g. accepting tenders, adopting plans and budgets)
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STRATEGIC PLANNING ALIGNMENT

Kalamunda Advancing Strategic Community Plan to 2027

Priority 2: Kalamunda Clean and Green

Objective 2.1 - To protect and enhance the environmental values of the City.

Strategy 2.1.1 - Enhance our bushland, natural areas, waterways and reserves.

Priority 2: Kalamunda Clean and Green

Objective 2.2 - To achieve environmental sustainability through effective natural resource management.

Strategy 2.2.1 - Facilitate the appropriate use of water and energy supplies for the City.

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

Priority 3: Kalamunda Develops

Objective 3.2 - To connect community to quality amenities.

Strategy 3.2.1 - Optimal management of all assets.

EXECUTIVE SUMMARY

1. The purpose of this report is for Council to endorse the Draft Non-Potable Water Action Plan (Plan) for the purposes of developing future actions and budgets in line with the Plan.
2. This Plan seeks to provide potential mitigation solutions for the risks associated with not securing a long term non-potable water, (non-drinking water) source to sustain the forecasted growth and changing climate in the City of Kalamunda (the City).
3. It is recommended that the Draft Plan is received by Council and referred to the Kalamunda Environmental Advisory Committee for comment as a precursor to final adoption of the Plan.

BACKGROUND

4. The City's Corporate Business Plan 2019-2023 has identified that a Non-Potable Water Action Plan (Plan) be developed and endorsed by 30 June 2020.
5. This initiative is in response to the emerging risk of new and existing Public Open Spaces having insufficient water to maintain their amenity.

DETAILS AND ANALYSIS

6. Public Open Spaces (POS) include parks, sports fields, gardens, and other landscaped areas of the City. Ideally, both from a cost and environmental stewardship perspective, potable (scheme) water should not be used to irrigate these areas, however in some circumstances (especially on the escarpment and hinterland) it is currently in use. Alternative water sources (non-potable water) need to be explored.

7. With the likely growth in population and new areas developed for residential purposes, it is also expected that there will be a growth in the area of POS which in turn generates a need for increased water demand.
8. Irrigation water has been traditionally sourced using ground water via bores. These bores must be used in accordance with licence conditions including volume extracted. The Department of Water and Environmental Regulation (DWER) is actively seeking to reduce aquifer use as this resource is currently under threat.
9. The State Government is actively pursuing an action plan to reduce existing water allocations by 10% by 2030. This reduction puts not only existing POS irrigated areas under threat but also constrains ability to provide new irrigated POS areas as growth dictates.
10. City officers delivered a presentation on the proposed development of a draft Non-Potable Action Plan at its Council retreat held 23 and 24 February 2019, with Council providing in principle support to progress with a draft Action Plan (Attachment 1 to this report).
11. Significant research was undertaken into the planned strategic future direction of DWER to ensure the Plan aligns and responds to this direction. Climate modelling data was utilised from DWER, Water Corporation and the Bureau of Meteorology to inform the report of the localised climate change implications.
12. Desktop projections were undertaken on the future growth areas for the City, with this data serving to establish the future supply demand gap for non-potable water using a risk assessment approach.
13. The selection and use of waterwise and native plantings will provide for reduced water usage, however the demand and need for irrigated playing fields necessitates a new approach to providing water to these areas.
14. Recommended draft actions were developed to provide mitigating solutions to close the estimated supply demand gap. The proposed draft actions take into consideration industry best practise and innovation.
15. It would be appropriate that the Draft Plan is referred to the Kalamunda Environmental Advisory Committee (KEAC) such that they can offer advice regarding any improvements prior to the Plan presented for community comment.
16. If KEAC recommend no material changes to the content of the Plan, it should proceed to community comment, however if KEAC recommend substantive changes to the Plan, it will be referred back to Council.

17. It is proposed to refer the final Plan (after KEAC and community consultation) to Council for adoption in the 3rd quarter of the 2020/21 Financial Year.

APPLICABLE LAW

18. *Rights in Water and Irrigation Act 1914* (RIWI).

APPLICABLE POLICY

19. Nil.

STAKEHOLDER ENGAGEMENT

20. Upon endorsement of this Plan and KEAC review, the City will seek community feedback prior to final adoption of the Plan.

FINANCIAL CONSIDERATIONS

21. As noted in the Plan, capital investments of \$3.9m with ensuing new operational expenses of \$124,000 pa may be able to achieve savings in existing operational expenses of \$1.4m pa. There is a very short return on investment period.

SUSTAINABILITY

Social Implications

22. Any long-term constraints or inability to irrigate playing fields will compromise sports within the City leading to poor social outcomes.

Economic Implications

23. A long-term objective will be to eliminate the high volume of potable water being used for irrigation where possible which will result in savings in costs to the City.

Environmental Implications

24. Reductions in the use of potable water for irrigation conserve this precious resource and innovative projects such as Managed Aquifer Recharge schemes also help reduce impacts of drawdowns from the aquifer systems.

RISK MANAGEMENT

25.

Risk: Without long term action plans, the risk of not having viable irrigated Public Open Spaces (mainly sports fields) will reduce City's capability to facilitate Community needs.		
Consequence	Likelihood	Rating
Major	Likely	Extreme
Action/Strategy		
Each new or existing POS area is addressed with a plan for long term irrigation needs stemming from the Non-Potable Water Action Plan.		

CONCLUSION

26. This Plan has been developed with available City and State Government data to determine the future irrigation water supply demand gap. Draft actions have been developed using a risk mitigation methodology to accommodate the City's current licence to take water and future demand as the City grows.

Voting Requirements: Simple Majority

RECOMMENDATION

That Council:

1. NOTE the Draft Non-Potable Water Action Plan (Plan).
2. REFER the Draft Non-Potable Water Action Plan to the Kalamunda Environmental Advisory Committee (KEAC) for comment.
3. REFER any material recommendations to the Plan made by KEAC to Council before proceeding further.
4. UNDERTAKE community consultation on the Plan, subject to no material changes recommended by KEAC to the Plan.

10.2.5. Priory Road - Further Review of Traffic and Speeding

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

Previous Items	OCM 184/2019; OCM 189/2019
Directorate	Asset Services
Business Unit	Asset Planning
File Reference	IN20/5887AAE7
Applicant	N/A
Owner	N/A

Attachments	1. Priory Road Resident petition I N 20-5887 AA E 7 [10.2.5.1 - 17 pages]
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TYPE OF REPORT

- Advocacy When Council is advocating on behalf of the community to another level of government/body/agency
- Executive When Council is undertaking its substantive role of direction setting and oversight (e.g. accepting tenders, adopting plans and budgets)
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STRATEGIC PLANNING ALIGNMENT

Kalamunda Advancing Strategic Community Plan to 2027

Priority 1: Kalamunda Cares and Interacts

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

Strategy - 1.2.1 Facilitate a safe community environment.

Priority 3: Kalamunda Develops

Objective 3.2 - To connect community to quality amenities.

Strategy 3.2.1 - Optimal management of all assets.

Strategy 3.2.2 - Provide and advocate for improved transport solutions and better connectivity through integrated transport planning.

EXECUTIVE SUMMARY

1. The purpose of this report is to respond to a letter signed by residents of 14 properties tabled at the 24 March 2020 Ordinary Council Meeting, detailing concerns with traffic and parking in Priory Road and requesting reconsideration by Council of the decisions made regarding the Priory Road / Kalamunda Road Intersection at the 17 December 2019 OCM. Whilst not being provided in the required format as a petition to Council, it is being dealt with as if it was a petition.
2. These concerns raised range from congestion, school parking, speed and preference for the intersection treatment at Priory Road and Kalamunda Road.
3. It is recommended that Council note the issues in the letter and that actions are taken to seek approval to reduce the sign posted speed limit in Priory Road.

BACKGROUND

4. At the December 2019 OCM, Council received a report recommending that Black Spot funding be sought in 2020/21 to close the right turn capability from Priory Road into Kalamunda Road as a means of reducing accidents.
5. Council deliberated the issue and resolved: (OCM 300/2019):

That Council request the Chief Executive Officer to:
 1. *DEVELOP* concept designs to provide a designated acceleration lane for vehicles turning right from Priory Road onto Kalamunda Road, in line with option 1 of the report.
 2. *ADVERTISE* the concept designs for public comment.
 3. *LIST* for consideration the provision of \$175,000 in the draft 2020/21 budget.
6. At the 24 March OCM, a letter to all Councillors was tabled from residents from 14 of the 24 properties that front Priory Road expressing their concerns with traffic and parking in the area. Whilst not in the required format to be considered as a Petition to Council (in accordance with the

Standing Orders), the matter is being dealt with in that regard. Attachment 1 refers.

DETAILS AND ANALYSIS

7. The matters raised in the residents' submission can be summarised as:
 - a) the volume of cars during Maida Vale primary school pick up and drop off in terms of congestion along Priory Road and school parents parking on verges in Priory Road;
 - b) concerns why the City didn't enact a resolution taken in 1998-99 to cul-de-sac Priory Road at Maida Vale Road;
 - c) requests to reduce the speed limit to 50 km/h;
 - d) geometry of the Maida Vale Road/Priory Road roundabout;
 - e) objection to the proposal for an acceleration lane facilitating right hand turn movements from Priory Road to Kalamunda Road;
 - f) safety of school children in the area; and
 - g) seeking to either implement the cul-de-sac or remove right hand turns.

8. These matters were examined, and the report responds to the issues.

9. Priory Road is classified as a Local Distributor within the Main Roads hierarchy. Key characteristics within this classification include:
 - a) District Distributor roads should carry through traffic and where possible the Local Distributor should only serve the cell bounded by the District Distributor roads;
 - b) A maximum desirable volume of 6,000 vehicles per day;
 - c) A posted speed limit between 50 and 60 km/h; and
 - d) Catering for buses but discouraging trucks unless they are servicing properties on the road.

10. Two separate traffic counts conducted in November 2019 indicated that between 5,900 and 6,032 vehicles per day use Priory Road. As such it is considered that the view of residents that the road is congested is apparent. The most appropriate response may be to undertake actions to reduce the volume of traffic on this road rather than upgrade the road to cater for additional traffic volume.

11. In regard to vehicles parking on verges during school pick up and drop off periods, this is a vexing issue that is common throughout Perth where growth in school cohort numbers and the increase in vehicle pick up and drop off present localised issues for residents near schools. The Administration is preparing for Council discussion a report outlining parking issues at schools within our District.

12. In regards to the claim that Council has not enacted a previous decision to close Priory Road, analysis shows that at the December 1998 General Services meeting Council determined that Priory Road be closed at Maida Vale Road (GS 143/98) which was subsequently superseded by a decision at the September 2003 General Services meeting in which a roundabout was to be constructed at the intersection of Maida Vale Road and Priory Road (GS 88/2003). This roundabout has since been constructed.
13. In addressing the request that the posted speed limit be reduced to 50 km/h, the most recent traffic counts shows an 85th percentile speed of 49.3 km/h for vehicles with the average speed being 44.1 km/hr. This would satisfy criteria for the City to seek Main Roads WA approval to reduce the speed limit to 50 km/hr. It is noted however, that if the roundabout pre-deflection and pedestrian works noted below are carried out, this would further support the case for a reduction in the speed limit.
14. The geometry of the roundabout at Maida Vale Road and Priory Road has been examined. The draft 2020/21 Capital Works program includes a project to install pre-deflection treatments at this roundabout to improve vehicle safety. This project is valued at \$120,000 plus overheads.
15. A pedestrian safety project is included in the draft 2020/21 Capital works program to provide pedestrian refuge points as they cross the road. This project is valued at \$100,000 plus overheads.
16. In respect of the proposed acceleration lane on Kalamunda Road, whilst the decision by Council at the December 2019 was to list this project in the draft 2020/21 Capital Works Program, after Council strategy sessions in April and May 2020 to determine a draft Capital Works Program it does not form part of the draft 2020/21 Capital Works program at this time.
17. For the information of Residents, the City addresses concerns regarding speeding and hooning by undertaking a Traffic Treatments Assessment (TTA). The assessment applies a score after considering the 85th percentile speed, traffic volume, crashes, road geometry, activity generators and the number of heavy vehicles. The score leads to a recommendation for a level of treatment. Scores above 50 identify the need for traffic treatments, scores between 35 and 50 require low cost capital works solutions and for a score below 35, no action is recommended.
18. The City completed a TTA for Priory Road, resulting in a score of 47. The recommended action is to review the signage and line marking. Given that a project has already been proposed to improve pedestrian crossings on Priory Road, it is considered that these crossings will improve the road environment sufficiently to address the TTA score.

19. With regards to the school crossings of Kalamunda Road in the vicinity of Priory Road, the school crossings are managed by the WA Police and reviewed by the Children's Crossings and Road Safety Committee (the Committee), a service provided by the Department of Education, WA Police and Main Roads WA. The City does not have any current concerns raised from the Committee in this regard.
20. Priory Road is not a local access road where if these issues existed, an irrefutable argument would exist to take actions to reduce vehicle movements through intersection treatments, cul-de-sacs and the like. Priory Road is part of a broader network of road connectivity in and around the area, noting that once the new (Forrestfield) Train Station opens as well as the Roe Highway / Kalamunda Road interchange, vehicle traffic will change traffic flows on all major roads in the area (Maida Vale Road, Hawtin Road, Kalamunda Road and Priory Road) and that further analysis and proposed actions will be necessary.
21. It is considered that the broader road network issues be matters that are considered as part of the Kalamunda Moving project initiated by the City to examine and develop a transport and road safety strategy for the City.

APPLICABLE LAW

22. *Main Roads Act (1930) and Local Government Act (1995).*

APPLICABLE POLICY

23. Nil.

STAKEHOLDER ENGAGEMENT

24. The present report has not been consulted with the community.

FINANCIAL CONSIDERATIONS

25. The proposed works listed in the draft 2020/21 Capital Works program are detailed in the report. These works would be funded from Municipal Rates.

SUSTAINABILITY

Social Implications

- 26. Reductions in traffic volumes in streets does improve amenity for residents.

Economic Implications

- 27. Crashes and excessive road traffic have been identified as a road user cost which impacts individuals and the general community through insurance premiums, cost of services, and loss in efficiency from the road network.

Environmental Implications

- 28. There are no direct environmental implications arising from this project.

RISK MANAGEMENT

29.

Risk: Further resident dissatisfaction with Council decisions regarding Priory Road continue to have reputational impacts.		
Consequence	Likelihood	Rating
Insignificant	Almost Certain	Medium
Action/Strategy		
Recommendations and decisions by Council are clearly communicated to residents.		

Risk: Measures are not implemented to address road safety issues in Priory Rd leading to adverse reputational impacts.		
Consequence	Likelihood	Rating
Significant	Possible	High
Action/Strategy		
Prioritisation of proposed traffic calming measures within funding programs.		

Risk: Decisions are made regarding the future of Priory Rd before the implications are understood around the broader context in the district level road network leading to potentially worse outcomes.		
Consequence	Likelihood	Rating
Significant	Possible	High
Action/Strategy		
The impacts upon the road network of the opening of new projects such as the train station and Roe Highway / Kalamunda Road interchange are measured and assessed prior to further substantive changes.		

CONCLUSION

30. The issues raised in this letter have a large underlying cause which is that the volume of traffic on Priory Road is at recommended capacity for a Local Distributor and it would be prudent to examine acceptable means to reduce traffic volumes or accept this situation as a necessary requirement for traffic movements in and around Maida Vale.

Voting Requirements: Simple Majority

RECOMMENDATION

That Council:

1. NOTE the analysis of the issues raised in the letter from residents on Priory Road tabled at the 24 March 2020 Ordinary Council Meeting.
2. NOTE the proposed works in the Draft 2020/21 Capital Works budget aimed at improving road safety in the area.
3. ENDORSE the City of Kalamunda seeking Main Roads WA approval to reduce the posted speed limit in Priory Road from 60 km/h to 50 km/h once works planned for 2020/21 are undertaken.
4. DETERMINE that closure of Priory Rd connectivity to either Maida Vale Rd or Kalamunda Rd be reviewed as part of the Kalamunda Moving strategy project and after changes in traffic patterns become apparent as a result of significant upcoming projects such as the Train Station and Roe Highway/Kalamunda Rd interchange are known.

10.3. Corporate Services Reports

No reports presented.

10.4. Office of the CEO Reports

10.4.1. Draft Scott Reserve Master Plan - Results of Public Comment Period

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

Previous Items	16/2020
Directorate	Office of the CEO
Business Unit	Leisure Planning
File Reference	
Applicant	City of Kalamunda
Owner	City of Kalamunda

Attachments	1. Attachment One - Scott Reserve Master Plan - Final Draft Report [10.4.1.1 - 97 pages]
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Confidential Attachment	1. Draft Scott Reserve Master Plan – Results of Public Comment Period
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Reason for confidentiality: Local Government Act 1995 (WA) Section 5.23 (2) (b) - "the personal affairs of any person".

TYPE OF REPORT

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- Legislative Includes adopting Local Laws, Town Planning Schemes and Policies. When Council determines a matter that directly impacts a person’s rights and interests where the principles of natural justice apply. Examples include town planning applications, building licences, other permits or licences issued under other Legislation or matters that could be subject to appeal to the State Administrative Tribunal

STRATEGIC PLANNING ALIGNMENT

Kalamunda Advancing Strategic Community Plan to 2027

Priority 1: Kalamunda Cares and Interacts

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

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

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

Strategy - 1.2.1 Facilitate a safe community environment.

Priority 1: Kalamunda Cares and Interacts

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

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

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

Priority 2: Kalamunda Clean and Green

Objective 2.2 - To achieve environmental sustainability through effective natural resource management.

Strategy 2.2.1 - Facilitate the appropriate use of water and energy supplies for the City.

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

Priority 3: Kalamunda Develops

Objective 3.1 - To plan for sustainable population growth.

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

Priority 3: Kalamunda Develops

Objective 3.2 - To connect community to quality amenities.

Strategy 3.2.1 - Optimal management of all assets.

EXECUTIVE SUMMARY

1. The purpose of this report is to inform Council of the feedback received on the Draft Scott Reserve Master Plan (the Plan) during the public comment period.

2. The Plan was advertised to the public for comment for a period of 34 days concluding on 31 March 2020. 83 survey responses and four written submissions were received with 15 persons also attending the community drop-in session. The public and key stakeholders were highly supportive of the Plan.
3. This report recommends that Council adopts the final draft Scott Reserve Master Plan (Attachment 1).

BACKGROUND

4. A Balanced View (ABV) Leisure Consultants were engaged in July 2018 to develop the Plan which aims to provide a clear framework and objectives to assist the City of Kalamunda (City) in planning, developing and implementing sustainable sport and recreation improvements at Scott Reserve. The site although located within the wider registered Aboriginal Heritage site, known as the Poison Gully Creek, is not protected.
5. The Plan was presented to Council at the February 2020 Council meeting, where the following resolution (OCM16/2020) was carried:

That Council:

1. ENDORSES the Draft Scott Reserve Master Plan (Attachment One) for the purposes of public advertising.

2. NOTES the community engagement process and strategy.

6. The key recommendations outlined in the Plan include:
 - a) Construction of a new sports pavilion and community centre.
 - b) Relocation and extension of cricket practice nets.
 - c) Expansion of car parking.
 - d) Improved youth and play spaces.
 - e) Upgrades sports floodlighting.
 - f) Refurbishment of playing fields.

DETAILS AND ANALYSIS

7. The community consultation process concluded on 31 March 2020, with a good response from the community. There were 683 visitors to the project's engagement portal, 83 survey responses and four written submissions, as well as direct input from the sporting clubs, community groups, High Wycombe Community Recreation Centre (HWCRC) members and residents during the comment period.

8. A total of 15 members of the community attended the drop-in session that was held on the 14th March 2020 at HWCRC. Attendees were a mixture of interested residents, sporting club members, HWCRC gymnasium members and users.
9. A total of 86% of those that completed the survey were either 'very satisfied' or 'satisfied' with the Plan, no respondents were 'very dissatisfied'. All individual project components of the Plan were supported.
10. Four written submissions endorsing the Plan were received from the High Wycombe Cricket Club (HWCC), High Wycombe Amateur Football Club (HWAFC), High Wycombe Junior Football Club and Foothills Learning Centre.
11. The key theme arising through the community consultation period, and stated within the written submissions received, is that the existing infrastructure across the site lacks functionality, is ageing, is in poor condition and does not meet current or future growth expectations. As a result, there is a need to undertake the redevelopment of Scott Reserve to ensure adequate community infrastructure is provided, that meets the users current and future growth projections.
12. Whilst the sporting clubs endorsed the Plan, a few queries were received from their members in relation to the proposed layout of various components within the proposed new sports pavilion and Reserve. These queries will be further refined with the sporting club users during the detailed design stage.
13. The following specific requests for inclusion within the Plan were noted through the consultation process:
 - a) Incorporation of a gymnasium into the new community centre.
 - i) Eight respondents, predominately HWCRC gymnasium members, requested that the Plan incorporate a new gymnasium into the proposed new community centre. The respondents noted that they liked the existing HWCRC gymnasium as it is quiet, has a good social atmosphere, is very affordable and located within walking distance.
 - ii) ABV Leisure Consultants have undertaken a detailed analysis of the gymnasium market in High Wycombe and surrounding areas. The analysis concluded that the gymnasium market in the area is over saturated; the HWCRC gymnasium has low utilisation levels and currently only caters to a niche market, made up of predominately seniors. Incorporating a new gymnasium facility

into the proposed new community centre will prove costly and will unlikely increase utilisation levels.

- iii) In order to meet the physical activity and socialisation needs of this market, the Plan will provide an expanded group fitness program with specific classes tailored to the markets needs at the new community centre. For example, the expanded program may include the Living Longer Living Stronger Program as it offers both physical activity and socialisation opportunities to seniors.
 - iv) Complimenting this approach in the Plan is the provision of outdoor fitness equipment and a new pathway network to support the popular seniors activities of walking and cycling. These components provide a wider benefit to the community.
 - v) The Foothills Learning Centre will continue to provide various alternative seniors' activities at the proposed new community centre. Other alternative seniors activities are provided within High Wycombe including programs and events at the High Wycombe Library, programs through the High Wycombe Over 55s Leisure Group, who utilise Cyril Road Hall, and through external service providers such as Perth Diabetes Care.
- b) The provision of a second turf cricket wicket.
- i) The provision of a second turf cricket wicket is considered to be above community level provision and would increase operational expenses to HWCC and the City.
 - ii) Its inclusion may restrict the space and/or reduce the quality of the playing field surface available for other users of the Reserve.
 - iii) HWCC expressed a desire for a second turf cricket wicket during the consultation phase of the Plan.
 - iv) Should a second turf cricket wicket be required in the future a separate business case will need to be developed by HWCC to justify the need and prove its ongoing viability.
- c) The provision of a larger social area and storage within the proposed new sports pavilion.
- i) The HWAFC requested an increased size to the social and storage area within the proposed new sports pavilion.
 - ii) The proposed size of the social and storage area is based on AFL and Cricket Australia facility guidelines and the need of each stakeholder.
 - iii) The existing sports pavilion has a social area of 150sqm while the proposed new sports pavilions social area is 200 sqm, which is in line with the relevant facility guidelines.
 - iv) A further increase in size to either the social or storage area is not supported.

14. A summary of the public comments received in relation to the Plan have been included in this report as a confidential attachment (Attachment 2).

15. It is further noted that the following studies may also be required as part of the Plan's implementation:
- a) a detailed car park and traffic management study. This will be required in an effort to maximise car parking available and reduce the impact on neighbouring residents.
 - b) an environmental impact assessment. This will be required to ensure there is a minimum environmental impact at the Reserve.

APPLICABLE LAW

16. *Local Government Act 1995* Section 3.18 (c) - Effective Management of Local Government Services and Facilities.

APPLICABLE POLICY

17. Cash-in-lieu Assessment Criteria (FAC22) provides strategic direction to Council's decision-making on proposed cash-in-lieu projects for which Scott Reserve may be eligible.
18. Capital Grants - Clubs and Community Groups (COMR 21) provides strategic direction to Council's decision-making on sport, recreation and community infrastructure by aligning them to key principles, priorities and City strategic objectives. The Plan identifies a range of projects that align to this policy.

STAKEHOLDER ENGAGEMENT

19. The following engagement strategy and process was undertaken to promote the Plan and seek public comment:
- a) Notices on the City's website and other social media channels including Facebook;
 - b) A media release and advertisement were placed in the local newspaper;
 - c) Community feedback survey on *Engage Kalamunda*;
 - d) Contact with people who participated in the consultation process and all users of Scott Reserve;
 - e) A copy of the Plan was located at key City of Kalamunda locations;
 - f) Letters were sent to residents within a 400m radius of the Reserve;
 - g) A letter and a copy of the Plan was provided to all affected user groups and stakeholders including HWCRC user groups, gymnasium and group fitness members and sporting club representatives;
 - h) HWCRC Gymnasium members were offered 'one on one' consultations; and
 - i) The City held one community drop-in session with ABV at the Reserve. This session provided the community and user groups with an

opportunity to meet in person with the consultant and Administration in a casual setting to gain feedback on the Plan.

20. The City will continue to liaise with the HWCRC gymnasium members regarding the effect of the Plan on their existing memberships and the future transition strategy.

FINANCIAL CONSIDERATIONS

21. The overall cost of implementing the recommendations outlined within the Plan is estimated at \$10.74 million. It should be noted that at this stage these figures are high level indicative costs only, inclusive of preliminaries, contingencies and professional fees. Detailed capital and whole of life costings will be developed prior to the implementation of each project identified within the Plan.
22. Implementation of components of the Plan will be considered as part of Council's Long-Term Financial Plan and will continue to be subject to annual budget deliberation processes and competing priorities.
23. In order to implement the Plan an advocacy campaign will be developed in consultation with the user groups to help attract significant external funding.
24. It is reasonable to expect that a 15-20 year timeframe may be required to complete the implementation of the Plan, with the schedule of works being staged in such a manner that will ensure maximum opportunity for the City to leverage external funding through such sources as:
- a) Lotterywest grants;
 - b) Department of Local Government, Sport and Cultural Industries – CSRFF;
 - c) Department of Planning, Lands and Heritage – Cash in Lieu funding;
 - d) Sport Australia – Community Sport Infrastructure Grants; and
 - e) Other – State/Federal Government Advocacy, potential contribution from user groups of the reserve.

SUSTAINABILITY

Social Implications

25. The Plan has identified current and future community needs in respect to sport and recreation infrastructure based on sport participation data and a community demographic analysis. The Plan will provide strategic direction, guidance and a long-term sustainable approach to the provision of sport and recreation facilities within the region.
26. Investment in Scott Reserve with updated sport and recreation facilities increases the value of the City's assets, provides benefits to the local community, improves community safety and enhances the user and player experiences for their training and competitions.

Economic Implications

27. The implementation of the Plan may assist in providing local job opportunities and provide increased economic activity to the High Wycombe community during the construction phase.

Environmental Implications

28. Whilst Scott Reserve is not a Bush Forever site, careful planning is required in order to ensure the protection of existing mature vegetation on the site.
29. Any new developments will need to ensure that any significant trees are identified through a detailed environmental assessment and, where appropriate, retained and protected.
30. The Plan identified that the site is also subject to high wind conditions and that the local community value the local environment, therefore additional tree planting has been recommended. This approach will help offset the removal of any trees identified through the detailed design stage.
31. The proposed new sports pavilion and community centre will be connected to the sewerage system.

RISK MANAGEMENT

32.	Risk: Without the Plan, the City’s approach to future upgrades at Scott Reserve would be adhoc and nor would it be able to advocate effectively for external funding.		
	Consequence	Likelihood	Rating
	Possible	Moderate	Medium
	Action/Strategy		
	To adopt the Plan to ensure future upgrades are planned effectively and advocacy opportunities are maximised.		

33.	Risk: The Plan may raise community expectations for improvements that may not be affordable in the near future.		
	Consequence	Likelihood	Rating
	Possible	Moderate	Medium
	Action/Strategy		
	Ensure community is informed as part of the communications process that improvements are subject to external funding and budget availability.		

CONCLUSION

- 34. The Plan is a strategic planning tool that can be integrated with Council’s other related plans and documents, providing clear direction for future developments on the Reserve.
- 35. The Plan has been developed in a manner that endeavours to prioritise and stage components of any future developments.
- 36. The main outcomes for the community will be increased opportunities to participate in recreational activities and improved provision of community facilities and services.
- 37. The Plan was advertised to the public for comment for a period of 34 days concluding on 31 March 2020. 83 survey responses and four written submissions were received with 15 persons also attending the community workshop.
- 38. In summary, considering the strong support received for the Plan, it is recommended that Council receives the public comment and adopts the final Draft Scott Reserve Master Plan.

Voting Requirements: Simple Majority

RECOMMENDATION

That Council:

1. RECEIVE the public comment on the Draft Scott Reserve Master Plan (Attachment Two).
2. ADOPT the Scott Reserve Master Plan (Attachment One).
3. NOTE that all the capital projects identified within the Scott Reserve Master Plan shall be considered by Council for inclusion within future City of Kalamunda advocacy campaigns, the Long-Term Financial Plan and subjected to annual budget deliberation processes.

10.4.2. Council Authorisations Review - Execution of Documents

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

Previous Items	OCM 38/2018
Directorate	Chief Executives Office
Business Unit	Governance and Legal
File Reference	
Applicant	N/A
Owner	N/A
Attachments	<ol style="list-style-type: none">1. Authorisation - C A 1- Execution of Documents - 2018 [10.4.2.1 - 1 page]2. Execution of Documents - Staff Authorisations - Advisory Notes vrs 1 [10.4.2.2 - 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 (eg accepting tenders, adopting plans and budgets)
- Information For Council to note
- Legislative Includes adopting Local Laws, Town Planning Schemes and Policies. When Council determines a matter that directly impacts a person's rights and interests where the principles of natural justice apply. Examples include town planning applications, building licences, other permits or licences issued under other Legislation or matters that could be subject to appeal to the State Administrative Tribunal

STRATEGIC PLANNING ALIGNMENT

Kalamunda Advancing Strategic Community Plan to 2027

Priority 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 amend the authorisation provided to specified staff at the Chief Executive Officer, Director and Manager level to sign documents on behalf of the City of Kalamunda (City) that do not require the affixing of the Common Seal.
2. The authorisations contained in the recommendation are in accordance with the provisions of the *Local Government Act 1995* (Act) and provide the framework for continued efficient operations within the administration of the City.
3. The recommendation requests amendments to the current authorisation provided by Council to delete some positions and amend the title of others.

BACKGROUND

4. The Act provides
(1) in s9.49A (1) and (4):

(1)-A document is duly executed by a local government if: -

(a) the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or

(b) it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.

(4)-A local government may, by resolution, authorise the chief executive officer, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.

- (2) in s9.49B:

(1) Insofar as the formalities of making, varying or discharging a contract are concerned, a person acting under the authority of a local government may make, vary or discharge a contract in the name of or on behalf of the local government in the same manner as if that contract was made, varied or discharged by a natural person.

(2) The making, variation or discharge of a contract in accordance with subsection (1) is effectual in law and binds the local government concerned and other parties to the contract.

(3) Subsection (1) does not prevent a local government from making, varying or discharging a contract under its common seal.

5. These authorisations were first provided in 2010 and have been periodically amended to add, delete staff and amend position titles arising from new staff appointments, resignations or organisational restructures.
6. Authorisations were most recently considered and approved by Council at the Ordinary Council Meeting of 27 March 2018.

DETAILS AND ANALYSIS

7. The following changes have been included in the recommendation:

Deletions

General Counsel

Manager Strategic Planning

Amendments to titles

One Director and three Manager's positions

Amendments to areas of responsibility

Some matters have been transferred from the Manager Financial Services to the Manager Commercial and Cultural Services.

8. It is not proposed to change any of the authority levels that have been provided by Council. The current authorisations are detailed in (Attachment 1) and the range of documents that can be executed are detailed in (Attachment 2).

APPLICABLE LAW

9. *Local Government Act 1995.*

APPLICABLE POLICY

10. Nil.

STAKEHOLDER ENGAGEMENT

11. Input has been received from all Directorates as to their requirements of authorisations which should be considered by Council.
12. Community consultation is not required for this issue.

FINANCIAL CONSIDERATIONS

13. Nil.

SUSTAINABILITY

14. Nil.

RISK MANAGEMENT

15.	Risk: Delays to execution of documents if adequate number of appropriate staff are not authorised to carry out that function.		
	Consequence	Likelihood	Rating
	Moderate	Possible	Medium
	Action/Strategy		
	If the recommendation is not adopted then there is increased risk of delay on document execution, which would require strict programming of existing authorised officer time to ensure that all documents are executed as soon as practicable.		

CONCLUSION

16. The authorisations contained in the recommendation of this report are in accordance with the provisions of the Act and provide the framework for continued efficient operations within the City's Administration.

Voting Requirements: Simple Majority

RECOMMENDATION

That Council pursuant to section 9.49A of the *Local Government Act 1995*, AUTHORISE the following Officers of the City of Kalamunda to sign documents on behalf of the City of Kalamunda, as specified: -

- i. Chief Executive Officer*
- ii. Director Asset Services*
- iii. Director Corporate Services*
- iv. Director Development Service*

any document, including a deed, that is necessary or appropriate to be signed for these Officers to carry out their functions and duties under any written law.

- i. Manager Approval Services*
- ii. Manager Asset and Waste Operations*
- iii. Manager Asset Delivery*
- iv. Manager Asset Planning*
- v. Manager Community Development*
- vi. Manager Environmental Health and Community Safety*
- vii. Manager Financial Services*
- viii. Manager People Services*
- ix. Manager Parks and Environmental Services*

any document, excluding a deed, that is necessary or appropriate to be signed to carry out the Manager's functions and duties under any written law.

- i. Manager Commercial and Cultural Services*

any document, excluding a deed, that is necessary or appropriate to be signed to carry out the Manager's functions and duties under any written law, and specifically:-

- a. Leases
- b. Extensions of Leases
- c. Assignments of Leases
- d. Deed of Variation of Leases
- e. Surrenders of Leases
- f. Licences
- g. Assignments and Assignments and Variations of Licences

10.4.3. Delegations from Council to the Chief Executive Officer - 2020 Review

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

Previous Items	OCM 151/2019
Directorate	Office of the CEO
Business Unit	Governance and Legal
File Reference	LE-ACT006
Applicant	N/A
Owner	N/A

Attachments	1. Register of Delegations from Council - 2020 Review [10.4.3.1 - 69 pages]
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TYPE OF REPORT

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

STRATEGIC PLANNING ALIGNMENT

Kalamunda Advancing Strategic Community Plan to 2027

Priority 4: Kalamunda Leads

Objective 4.1 - To provide leadership through transparent governance.

Strategy 4.1.1 - Provide good governance.

EXECUTIVE SUMMARY

1. To consider the annual review of delegations from Council to the Chief Executive Officer (CEO) and other employees.
2. In assessing the current delegations, the review has concluded the current delegation levels are appropriate, effective and provide for administrative efficiencies.
3. It is recommended that Council notes the review and adopts the delegations detailed in the draft Delegation Register (Attachment 1).

BACKGROUND

4. In order to carry out its functions efficiently and effectively, Council has the ability to delegate its powers and duties to the CEO (or to another staff member, in some cases).
5. Section 5.46 of the *Local Government Act 1995* (the Act) requires each Council to review its delegations at least once every financial year.
6. Council last reviewed its delegations on 25 June 2019. The current delegations must therefore be reviewed by 30 June 2020.

DETAILS AND ANALYSIS

7. In assessing the current delegations, the review has concluded the current delegation levels are appropriate, effective and provide for administrative efficiencies and therefore no changes are required.
8. The review did identify some technical matters with respect to officer titles within the Building delegations – BLD2 Attachment. These have been corrected.
9. In addition, a modified penalty for a breach of Regulation 58 of the Building Regulations 2012 was omitted from BLD3 Part B and has now been included.

APPLICABLE LAW

10. Section 5.42 of the *Local Government Act 1995* - a local government may delegate to the CEO.

Limits on delegations to CEOs – S.5.43.

Requirement for review – S.5.46

11. There are also similar delegation provisions in the *Building Act 2011*, Local Planning Scheme No 3, *Health Act 1911*, *Dog Act 1976*, *Cat Act 2011* and *Graffiti Vandalism Act 2016*.

APPLICABLE POLICY

12. Where appropriate, Policies will reflect the principles and conditions included in any delegation.

STAKEHOLDER ENGAGEMENT

13. All Directorates have been consulted on the appropriateness and adequacy of the current delegations. No requests for changes were sought.
14. Public consultation is not considered necessary with respect to this issue.

FINANCIAL CONSIDERATIONS

15. None directly from this report.

SUSTAINABILITY

16. Nil

RISK MANAGEMENT

17.	Risk: Delegated authority is not provided to the CEO and other staff		
	Consequence	Likelihood	Rating
	High	Unlikely	Medium
	Action/Strategy		
	Introduce processes that would assist Council with the additional decision workload.		

CONCLUSION

18. The Officer recommendations reflect the outcome of the review of current delegations, and as such will continue to provide an effective framework for the efficient operation of the City through the responsible discharge of those powers and duties delegated by Council.

Voting Requirements: Absolute Majority

RECOMMENDATION

That Council:

1. NOTE the review of the delegations.
2. ADOPT the delegations detailed in the draft Delegations Register (Attachment 1)

10.5. Chief Executive Officer Reports

10.5.1. Draft Monthly Financial Statements to May 2020

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 Financial Activity 31 May 2020 [10.5.1.1 - 2 pages]
	2. Statement of Net Current Funding Position as of 31 May 2020 [10.5.1.2 - 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 (eg accepting tenders, adopting plans and budgets)
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STRATEGIC PLANNING ALIGNMENT

Kalamunda Advancing Strategic Community Plan to 2027

Priority 4: Kalamunda Leads

Objective 4.1 - To provide leadership through transparent governance.

Strategy 4.1.1 - Provide good governance.

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

EXECUTIVE SUMMARY

1. The purpose of this report is to provide Council with the Statutory Financial Statements for the period ended 31 May 2020.
2. The Statutory Financial Statements report on the activity of the City of Kalamunda (City) with a comparison of the period's performance against the mid-term review budget adopted by the Council on 24 March 2020 for the 2019/2020 financial year.
3. It is recommended that the Council receives the draft Monthly Statutory Financial Statements for the period ended 31 May 2020, which comprise:
 - a) Statement of Financial Activity (Nature or Type);
 - b) Statement of Financial Activity (Statutory Reporting Program);
 - c) Net Current Funding Position, note to the financial report.

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 (WA)* and Regulation 34 of the Local Government (Financial Management) Regulations 1996 (WA).
5. At the Special Council meeting held on 7 April 2020, the Council adopted the City's COVID 19 Financial Hardship policy, changes to budget 2019/2020 and recommendations on how to relieve some of the financial distress experienced by the community as a result of the current global situation.

The following key measures are adopted in order to provide financial support to the Community:

- a) Suspend lease rental for City-owned buildings estimated impact of \$66,000.
- b) Provide a full refund on all COVID-19 related cancelled bookings at City properties or facilities estimated impact of \$372,000.
- c) Suspend debt recovery through the courts for outstanding rates payments. This relates to General Procedure Claims that have been lodged for outstanding rates debtors. This will reduce incurring additional legal expenses to ratepayers during this time, with debt recovery to recommence subsequent to the COVID-19 crisis. This does not have a financial impact on the City as the legal costs are recovered from the ratepayer.

In total, the above measures will result in an estimated reduction of \$438,000 of revenue for the 2019/20 financial year. It should be noted the statutory budget review was adopted by Council at its Ordinary Council Meeting on 24 March 2020 reporting a year-end estimated accumulated surplus of \$3.5 million, which is sufficient to fund the financial relief efforts mentioned.

6. The opening funding position in the Statement of Financial Activity reflects the audited surplus carried forward from 2018/2019. The adjustment to fees and charges and the accumulated surplus as a result of the special council meeting on 7 April 2020, has been incorporated into the May 2020 month-end results.

DETAILS AND ANALYSIS

7. The Local Government Act 1995 (WA) requires the Council to adopt a percentage or value to be used in reporting variances against Budget. Council has adopted the reportable variances of 10% or \$50,000 whichever is greater.

FINANCIAL COMMENTARY

Statement of Financial Activity by Nature and Type for the period ended 31 May 2020

8. This Statement reveals a net result surplus of \$10,490,496 compared to the budget for the same period of \$2,927,262.

Operating Revenue

9. Total Revenue excluding rates is over budget by \$1,246,262. This is made up as follows:
- a) Operating Grants and Subsidies are over budget by \$1,228,260. The variance is mainly due to the early receipt of the 2020/21 Federal Financial Assistance Grant first quarter payment. The City received \$1,300,177 in May related to 2020/21.
 - b) Fees and Charges are under budget by \$26,660. This is an aggregate result of minor variances in individual fee categories.
 - c) Interest Income is over budget by \$66,785. This is primarily due to, majority of the term deposits matured during May 2020.
 - d) Other Revenue is under budget by \$15,704. This is mainly due to the lower than projected revenue from fines and enforcements.

Operating Expenditure

10. Total expenditure is under budget by \$1,794,960. The significant variances within the individual categories are as follows:
- a) Employment Costs are under budget by \$999,283, which is primarily due to vacant positions and the aggregate result of minor variances in various business units.
 - b) Materials and Contracts are under budget by \$1,688,411. The work programmes and planned projects are currently under review due to the prevailing economic situation.
 - c) Utilities are under budget by \$26,592, which mainly relates to street lighting costs which is lower than projected;
 - d) Depreciation, although a non-cash cost, is tracking under budget, reporting a variance of \$329,878.
 - e) Interest and Insurance expenses are tracking below the reportable variance threshold.
 - f) Other expenditure is under budget by \$167,206. The variance is due to the timing difference of planned donations and contributions to various community groups.

Investing Activities

Non-operating Grants and Contributions

11. The non-operating grants and contributions are over budget by \$157,865. Grants received from Main Roads WA for various road projects are over budget by \$706,868. The variance is considered to be a timing issue. The timing of the works programme is affected by the current macro-economic situation.

Capital Expenditure

12. The total Capital Expenditure on Property, Plant and Equipment and Infrastructure Assets (excluding Capital Work in Progress) is under budget by \$3,866,309. The management will continue to review the current year's works programme and identify the projects that could potentially have an impact on budget 2020/21 as part of the carry forward process.
13. Capital works-in-progress expenditure of \$1,532,257 represents the costs expended on Forrestfield Industrial Area Scheme Stage 1 and CELL 9 Wattle Grove development. The relevant expenditure is funded by the Forrestfield Industrial Area Scheme Stage 1 reserve account and the CELL 9 trust account. These assets once constructed will be passed over to the City for management.

Financing Activities

14. The amounts attributable to financing activities show a variance of \$297,207 which is mainly due to the reserve movements and developer contributions.

Rates Revenues

15. Rates generation is under budget with a variance of \$1,492,581. The variance is mainly due to the advance rates payment adjustment and timing of interim rates. The variance will be addressed during the end of the year financial process.

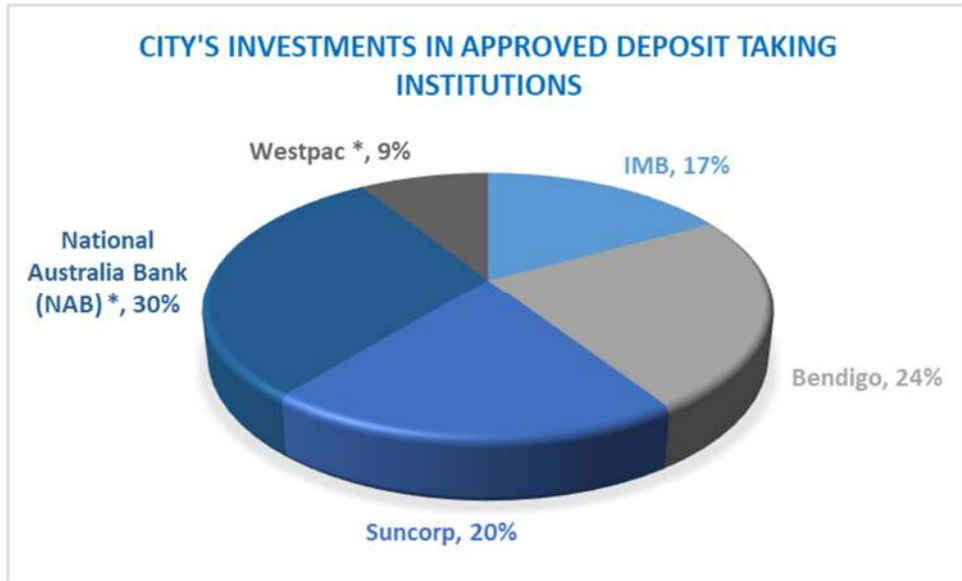
Statement of Financial Activity by Program for the period ended 31 May 2020

16. Generally, the net result of each Program is within the accepted budget except for 'Community Amenities', 'Recreation & Culture', and 'Other Property Services'. Major variances have been reported by Nature and Type under points 8 to 15 above.

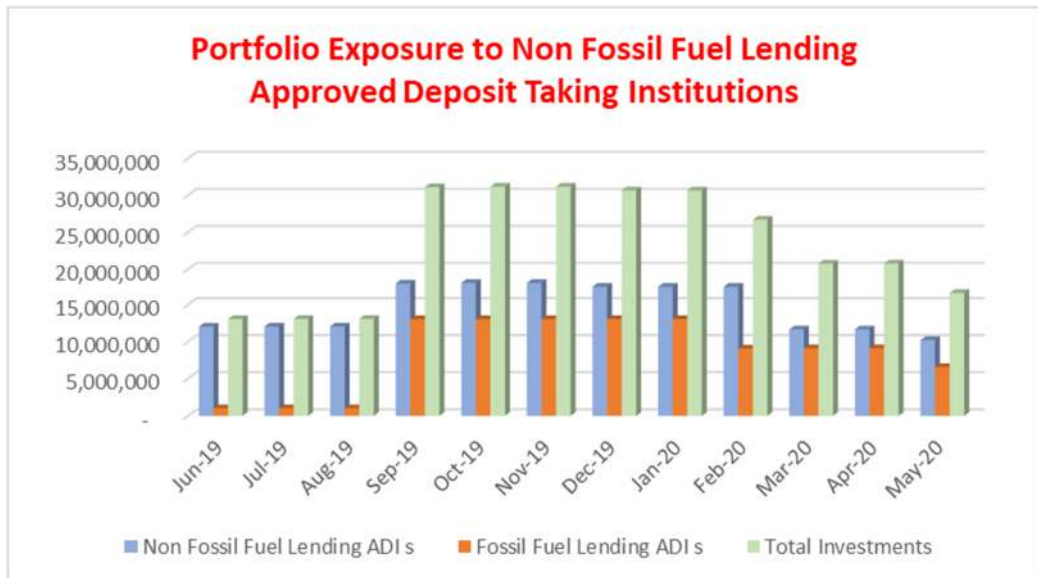
Statement of Net Current Funding Position as at 31 May 2020

17. The commentary on the net current funding position is based on a comparison of May 2020 to the May 2019 actuals.
18. Net Current Assets (Current Assets less Current Liabilities) total \$23.1 million. The restricted cash position is \$16.3 million which is higher than the previous year's balance of \$11.8 million. This is mainly attributed to the timing of releasing funds from unexpended capital works reserve to the general funds.
19. The following graph indicates the financial institutions where the City has investments as of 31 May 2020;

20.



*Financial Institutions with Investments in Fossil Fuel Industry



- 21. Trade and other receivables outstanding comprise rates and sundry debtors totalling \$3.8 million.
- 22. Sundry debtors have increased from \$450,166 to \$1,383,060, of which \$1,245,660 consists of current debt due within 30 days.
- 23. Receivables Other represents \$1.3 million including:
 - a) Emergency Service Levy receivables \$0.5 million; and
 - b) Receivables sanitation \$0.5 million.

24. Provisions for annual and long service leave have increased by \$587,122 to \$3.6 million when compared to the previous year. The increase was mainly due to the increase in the leave provisions subsequent to the 2018/19 year-end adjustments.

APPLICABLE LAW

25. The Local Government Act 1995 (WA) and the Local Government (Financial Management) Regulations 1996 (WA) require the presentation of a monthly statement of financial activity.

APPLICABLE POLICY

26. Nil.

STAKEHOLDER ENGAGEMENT

Internal Referrals

27. 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

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

FINANCIAL CONSIDERATIONS

29. 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

30. Nil.

Economic Implications

31. Nil.

Environmental Implications

32. Nil.

RISK MANAGEMENT

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

34.	Risk: Non-compliance with Financial Regulations		
	Likelihood	Consequence	Rating
	Unlikely	Moderate	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

35. The City’s Financial Statements as of 31 May 2020 demonstrate the City has managed its budget and financial resources effectively.

Voting Requirements: Simple Majority

RECOMMENDATION

That Council RECEIVE the Draft Monthly Statutory Financial Statements for the period ended 31 May 2020 which comprises:

- a) Statement of Financial Activity (Nature or Type);
- b) Statement of Financial Activity (Statutory Reporting Program);
- c) Net Current Funding Position, note to the financial report.

10.5.2. Debtors and Creditors Report for the period ended May 2020

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 30 May 2020 [10.5.2.1 - 26 pages] 2. Summary of Debtors for Month of May 2020 [10.5.2.2 - 2 pages] 3. Summary of Creditors for month of May 2020 [10.5.2.3 - 1 page]
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TYPE OF REPORT

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

STRATEGIC PLANNING ALIGNMENT

Kalamunda Advancing Strategic Community Plan to 2027

Priority 4: Kalamunda Leads

Objective 4.1 - To provide leadership through transparent governance.

Strategy 4.1.1 - Provide good governance.

EXECUTIVE SUMMARY

1. The purpose of this report is to provide Council with the list of payments made from Municipal and Trust Fund Accounts in May 2020, in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996* (Regulation 13).
2. The Debtors and Creditors report provides Council with payments made from Municipal and Trust accounts together with outstanding debtors and creditors for the month of May 2020.
3. It is recommended that Council:
 - a) receive the list of payments made from the Municipal and Trust Fund Accounts in May 2020 in accordance with the requirements of the Local Government (Financial Management) Regulations 1996 (Regulation 13); and
 - b) receive the outstanding debtors and creditors report for the month of May 2020.

BACKGROUND

4. Trade Debtors and Creditors are subject to strict monitoring and control procedures.

At the Special Council Meeting held on 7 April 2020 the Council adopted the City's COVID-19 Financial Hardship Policy.

Effective from 1 April 2020 the following principles are endorsed by the Council in order to provide financial assistance to the community which will have an impact on future income and debt collection.

- a) Suspend lease rental for City owned buildings estimated impact of \$66,000.
 - b) Provide a full refund on all COVID-19 related cancelled bookings at City properties or facilities estimated impact of \$372,000.
5. In accordance with *the Local Government (Financial Management) Regulations 1996* (Regulation 13) reporting on payments made from Municipal Fund and Trust Fund must occur monthly.

DETAILS AND ANALYSIS

Debtors

6. Sundry debtors as of 31 May 2020 were \$1,383,060. This includes \$1,245,660 of current debts and \$2,193 unallocated credits (excess or overpayments). Noting that \$990,000 of the current debts relates to an invoice issued to the Department of Premier and Cabinet related to the grant contribution for the Kalamunda Community Centre.
7. Invoices over 30 days total \$29,687, debts of significance:
 - a) Zig Zag Gymnastics, \$9,313, Lease Fees;
 - b) BMJ Hospitality Pty Ltd, \$5,981, Lease Fees;
 - c) Dome Coffees Australia, \$2,567, Lease Fees;
 - d) Forrestfield United Soccer Club, \$2,512, Utility Expenses;
 - e) N-Com Pty Ltd, \$1,829, Communications tower lease; and
 - f) Kalamunda District Rugby Union, \$1,280, Players Fees.
8. Invoices over 60 days total \$49,547, debts of significance:
 - a) Satterley Property Group, \$46,191, Maintenance Bond;
 - b) Kalamunda District Rugby Union, \$2,312, Players Fees; and
 - c) Providence Christian College, \$1,044, History Village Fees.
9. Invoices over 90 days total \$60,359, debts of significance:
 - a) Berkshire Hathaway, \$30,716, Insurance – Employee claim;
 - b) High Wycombe Amateur Football Club, \$12,180, Utility/Player Fees;
 - c) Hartfield Country Club, \$6,492, Lease Fees;
 - d) Forrestfield Sisdac, \$3,708, Hall Hire;
 - e) Zig Zag Gymnastics, \$1,750, Lease Fees; and
 - f) Private Citizen, \$1,500, Contribution to removal of verge tree.
10. Payments totalling \$4,821,085 were made during the month of May 2020. Whilst standard payment terms are 30 days from the end of the month, with local businesses and contractors on 14-day terms, following Council's direction at the Special Council Meeting on 7 April 2020 all payments are now 14 days for the remainder of the financial year.

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

Supplier	Purpose	\$
Downer EDI Works Pty Ltd	Progress payments – Rehabilitation works in Lesmurdie Road and Welshpool Road East	725,324.90
Australian Tax Office	PAYG payments	378,103.12
Cleanaway	Waste recycling and bulk bin disposal fees	289,204.07
Pindan Contracting Pty Ltd	Kalamunda Community Centre construction – progress claim 4	248,635.22
HAS Earth Moving	Earth moving equipment for Patterson Road stage 2	247,429.99
Eastern Metropolitan Regional Council (EMRC)	Domestic waste charges – disposal fees	219,953.47
WA Local Government Superannuation Plan	Superannuation contributions	189,212.26
Synergy	Power charges -various locations	121,019.08
Dowsing Group Pty Ltd	Construction of Shared Pathway from Newburn Road to Maclarty Way High Wycombe, concrete works at Hartfield Park Skate Park & Cunnold Close Pickering Brook	88,737.91
Telstra Corporation	Telephone expenses	85,965.30
Westline Plumbing & Drainage Pty Ltd	Water main extension works at Palm Terrace, Forrestfield – progress claim	80,180.27
Boya Equipment Pty Ltd	Supply of New Kubota Powershift Cabin Tractor For Operations Centre	78,507.00
Beever Tree Services	General tree services / under powerlines pruning for various locations	71,852.00
New Ground Water Services Pty Ltd	Supply and install new reticulation system at Ollie Worrell, Range View and progress reserve	68,087.25
Castle Civil Pty Ltd	Installation of gross pollutant trap – Stirk Park	61,072.00

Horizon West Landscape and Irrigation Pty Ltd	Maintenance of irrigation services at various locations & Kalamunda Road streetscape projects works	52,329.2
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These payments total \$3,005,613.04 and represent 62% of all payments for the month.

Payroll

12. Salaries are paid in fortnightly cycles. A total of \$1,146,736.35 was paid in net salaries for the month of May 2020.
13. Details are provided in (Attachment 1) after the creditor's payment listing.

Trust Account Payments

14. The Trust Accounts maintained by the City of Kalamunda (City) relate to the following types:
 - a) CELL 9 Trust;
 - b) POS Trust;
15. The following payments (GST exclusive) were made from the Trust Accounts in the month of May 2020.

CELL 9		Amount (\$)
Date	Description	
28/5/2020	Opteon Property Group Pty Ltd - Wattle Grove guided development scheme - valuation report	2,272.73

APPLICABLE LAW

16. Regulation 12(1) of the *Local Government (Financial Management) Regulations 1996 (WA)*.
17. Regulation 13 of the *Local Government (Financial Management) Regulations 1996 (WA)*.
18. This report is prepared in accordance with the requirements of *Regulation 13 the Local Government (Financial Management) Regulations 1996 (WA)*.

APPLICABLE POLICY

19. Debt Collection Policy S-FIN02.

STAKEHOLDER ENGAGEMENT

Internal Referrals

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

External Referrals

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

FINANCIAL CONSIDERATIONS

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

SUSTAINABILITY

Social Implications

23. Nil.

Economic Implications

24. Nil.

Environmental Implications

25. Nil.

RISK MANAGEMENT

Debtors

26.	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
	Possible	Insignificant	Low
	Action/Strategy		
	Ensure debt collections are rigorously managed.		

Creditors

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

CONCLUSION

28. Creditor payments for May 2020 are within the normal trend range.

Voting Requirements: Simple Majority

RECOMMENDATION

That Council:

1. RECEIVE the list of payments made from the Municipal Accounts in May 2020 (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 the Trust Fund Accounts in May 2020 as noted in point 15 above in accordance with the requirements of the Local Government (Financial Management) Regulations 1996 (Regulation 13).
3. RECEIVE the outstanding debtors and creditors reports (Attachments 2 and 3) for the month of May 2020.

10.5.3. Rates Debtors Report for the period ended May 2020

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

Previous Items	N/A
Directorate	Corporate Services
Business Unit	Financial Services
File Reference	FI-DRS-004
Applicant	N/A
Owner	N/A

Attachments	1. Rates Report May 2020 for Council [10.5.3.1 - 1 page]
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TYPE OF REPORT

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

STRATEGIC PLANNING ALIGNMENT

Kalamunda Advancing Strategic Community Plan to 2027

Priority 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 recovery actions.
2. The City of Kalamunda (City) levied rates for 2019/2020 on 1 July 2019 totalling of \$37,459,034, and as at 31 May 2020 \$36,450,508 has been collected for current and outstanding rates for the 30 June 2020 period.
3. It is recommended that Council receive the Rates Debtors Report for the month of May 2020 (Attachment 1).

BACKGROUND

4. Rate Notices were issued on 12 July 2019 with the following payment options available:

Options	Payment Dates			
Full Payment	16 August 2019			
Two Instalments	16 August 2019	18 December 2019		
Four Instalments	16 August 2019	17 October 2019	18 December 2019	19 February 2020

5. The City's debt collection strategy remains effective with the 2018/19 collection as at the end of June 2019 at 96.24%.

The City maintained an effective rates collection ratio above the average of all the Local Governments that participated in the Australasian LG Performance Excellence Survey (Source: Australasian LG Performance Excellence Survey, 2019).

DETAILS AND ANALYSIS

6. A total of 23,544 Rate Notices, which included 3,050 electronic notices via BPAY View and eRates were issued on 12 July 2019. Rates Levied and Collectable for the 2019/20 Financial Year currently total \$39,337,115. As at 31 May 2020, a total of \$36,450,508 has been collected. This represents a collection rate of 94.51%. however, due to the current COVID-19 pandemic it is anticipated that the collection rate on year end might be lower than originally anticipated.

7. Three additional services have been introduced in recent years to better assist ratepayers in paying amounts due. These are:
 - a) A Smarter Way to Pay – with approximately 922 ratepayers signed up. It is expected that this will further increase as debt collection processes continue.
 - b) eRates – there are a total 2,360 properties signed up for email delivery, compared to 2,116 in the previous year.
 - c) BPay View – approximately 998 ratepayers have signed up for this service.
8. It is expected eRates registrations will increase throughout the year, as the City continues a promotional campaign to encourage ratepayers to register to receive their future rates notices electronically.
9. Interim Rating has commenced for 2019/20 and will continue throughout the financial year, as at 31 May 2020 a total of \$200,526 has been raised for 2019/20 and \$5,503.00 for 2018/19. No further Interim Rating will be undertaken until after the 1st due date for payment of the 2020/21 Rates.
10. Due to the current COVID-19 pandemic all Debt Recovery through the courts for outstanding rates has been put on hold until further notice as per the COVID-19 Financial Hardship Policy adopted by Council on 7 April 2020 (SCM 44/2020).
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 improvements. For the period 01 May 2020 to 1 May 2020 there was a total of 142 incoming calls and 39 outgoing calls, equating to 12.27 hrs call time. As staff are working remotely, at times, it is possible that not all calls have been included in the call recording software.

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 S-FIN02.

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 have been undertaken by Kott Gunning.

FINANCIAL CONSIDERATIONS

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

SUSTAINABILITY

Social Implications

17. Debt collection can have implications upon those ratepayers facing hardship and the City must ensure equity in its debt collection policy and processes.
18. The City has introduced "a smarter way to pay" 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 the 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 take up of eRates and BPay View, 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.		
Likelihood	Consequence	Rating
Likely	Moderate	Medium
Action/Strategy		
Ensure debt collections are rigorously maintained.		

CONCLUSION

22. The current collection rate for Rates Levied and Collectable for the current financial year is 94.51%. However, due to the current COVID-19 pandemic it is anticipated that the collection rate on year end might be lower than originally anticipated.

Voting Requirements: Simple Majority

RECOMMENDATION

That Council RECEIVE the Rates Debtors Report for the Period ended 31 May 2020 (Attachment 1).

11. **Motions of Which Previous Notice has been Given**
12. **Questions by Members Without Notice**
13. **Questions by Members of Which Due Notice has been Given**
14. **Urgent Business Approved by the Presiding Member or by Decision**
15. **Meeting Closed to the Public**
16. **Tabled Documents**
17. **Closure**