

# Development & Infrastructure Services Committee Meeting

Agenda for Monday 14 April 2014



**shire of  
kalamunda**

## **NOTICE OF MEETING DEVELOPMENT & INFRASTRUCTURE SERVICES COMMITTEE**

Dear Councillors

Notice is hereby given that the next meeting of the Development & Infrastructure Services Committee will be held in the Council Chambers, Administration Centre, 2 Railway Road, Kalamunda on **Monday 14 April 2014 at 6.30pm.**

Dinner will be served prior to the meeting at 5.30pm.

  
Rhonda Hardy  
**Chief Executive Officer**  
9 April 2014

## **Our Vision and Our Values**

### **Our Vision**

The Shire will have a diversity of lifestyle and people. It will take pride in caring for the natural, social, cultural and built environments and provide opportunities for people of all ages.

### **Our 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 difference, 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 behavior.

### **Our Aspirational Values**

**Prosperity** – We will ensure our Shire has a robust economy through a mixture of industrial and commercial development.

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

**Courage** – We take risks that are calculated to lead us to a bold new future.

**Creativity** – We create and innovate to improve all we do.

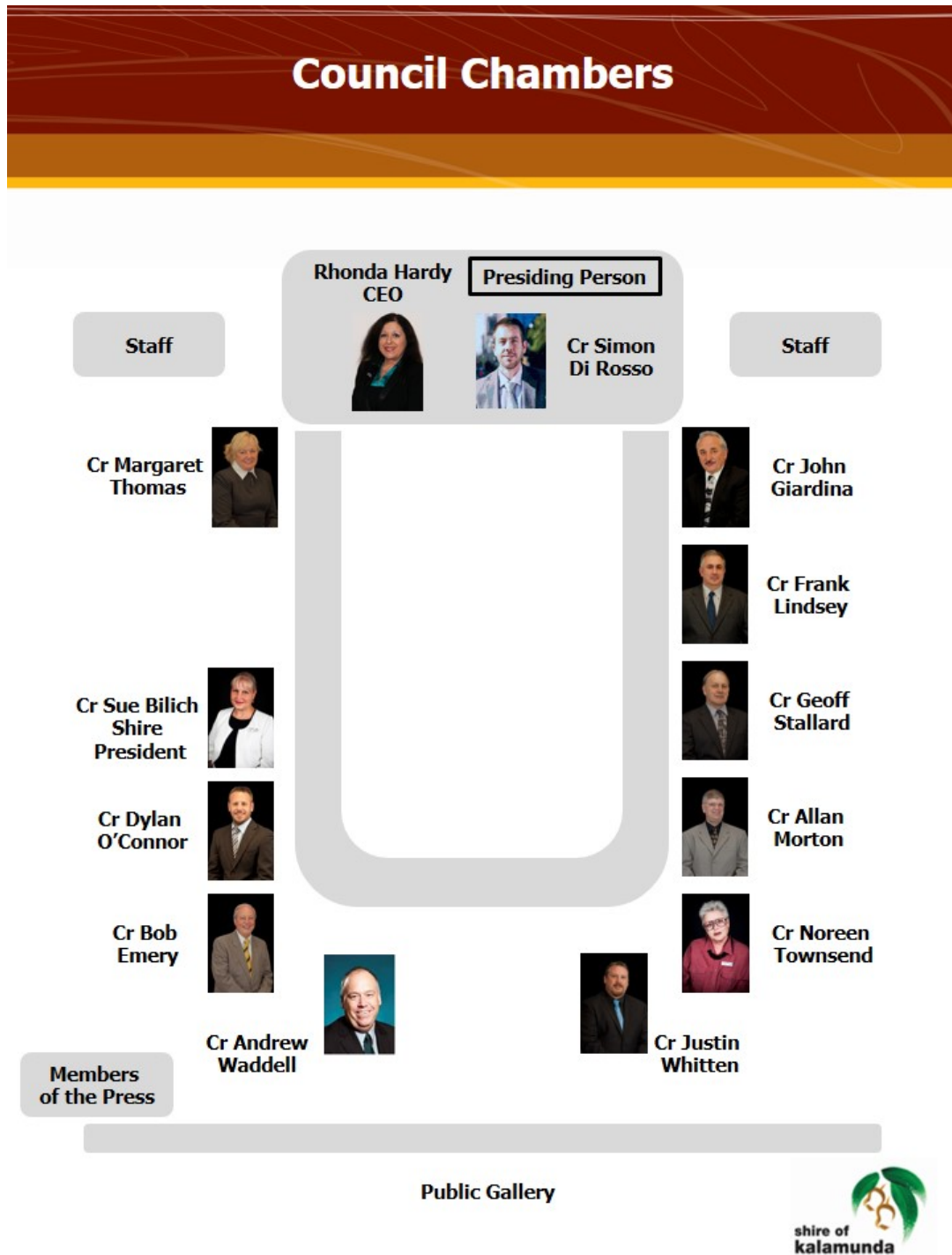


## INFORMATION FOR THE PUBLIC ATTENDING COMMITTEE OR COUNCIL MEETINGS

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.

### Council Chambers – Seating Layout



## **Standing Committee Meetings – Procedures**

1. Standing Committees are open to the public, except for Confidential Items listed on the Agenda.
2. Shire of Kalamunda Standing Committees have a membership of all 12 Councillors.
3. Unless otherwise advised a Standing Committee makes recommendations only to the next scheduled Ordinary Council Meeting.
4. Members of the public who are unfamiliar with meeting proceedings are invited to seek advice prior to the meeting from a Shire Staff Member.
5. Members of the public are able to ask questions at a Standing Committee Meeting during Public Question Time. The questions should be related to the purposes of the Standing Committee.
6. Members of the public wishing to make a comment on any Agenda item may request to do so by advising staff prior to commencement of the Standing Committee Meeting.
7. Comment from members of the public on any item of the Agenda is usually limited to three minutes and should address the Recommendations at the conclusion of the report.
8. 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.
9. All other arrangements are in general accordance with Council's Standing Orders, the Policies and decision of person chairing the Committee Meeting.

## **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 Council 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.**

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## AGENDA

### 1.0 OFFICIAL OPENING

### 2.0 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE PREVIOUSLY APPROVED

2.1 Cr Dylan O'Connor, Leave of Absence

### 3.0 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 this Committee. For the purposes of Minuting, these questions and answers will be summarised.

### 4.0 PETITIONS/DEPUTATIONS

### 5.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

<b>Voting Requirements: Simple Majority</b>
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5.1 That the Minutes of the Development & Infrastructure Services Committee Meeting held on 10 March 2014 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 10 March 2014".

### 6.0 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

### 7.0 MATTERS FOR WHICH MEETING MAY BE CLOSED

7.1 **22. CONFIDENTIAL REPORT Consideration of Tenders – Transportation of Various Waste to Approved Disposal Sites (RFT 1402)**. Provided under separate cover.

*Reason for Confidentiality Local Government Act 1995 S5.23 (d) (c) – "a contract entered into, or which may be entered into, by the local government which relates to a matter to be discussed at the meeting."*

## **8.0 DISCLOSURE OF INTERESTS**

### **8.1 Disclosure of Financial and Proximity Interests**

- a. Members must disclose the nature of their interest in matters to be discussed at the meeting. (Sections 5.60B and 5.65 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. (Sections 5.70 and 5.71 of the *Local Government Act 1995*.)

### **8.2 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.

## **9.0 REPORTS TO COUNCIL**

Please Note: declaration of financial/conflict of interests to be recorded prior to dealing with each item.

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

**16. Shire of Kalamunda Community Health & Wellbeing Plan 2013-2016**

Previous Items	OCM 181/2013
Responsible Officer	Director Development Services
Service Area	Health & Ranger Services
File Reference	HE-PUH-013
Applicant	NA
Owner	NA

[Attachment 1](#) Shire of Kalamunda Community Health & Wellbeing Plan 2013-2016

Attachment 2 Public comments

**PURPOSE**

1. To adopt the Shire of Kalamunda Community Health & Wellbeing Plan 2013-2016 (the Plan) following the public consultation purposes.

**BACKGROUND**

2. The draft document was considered at the Ordinary Council Meeting on 25 November 2013 and it was resolved:

*" That Council:*

1. *Endorses the Draft Shire of Kalamunda Community Health & Wellbeing Plan 2013-2016 for the purposes of advertising for a period of 60 days".*

3. The Plan identifies strategies to actively engage with the community to provide opportunities for healthy active lifestyles.

**DETAILS**

4. Demographic data, epidemiological information and complaint information has been analysed to develop a Plan that meets local needs.
5. The Plan aligns with Federal and State priorities and a literature review has been undertaken to identify best practice initiatives.
6. Local Priority Action Areas identified are:
  - Environmental Health
  - Child Health and Development
  - Community Engagement
  - Alcohol Consumption
  - Obesity Prevention
  - Smoking



7. The Plan acknowledges activities already undertaken that promote health and wellbeing and also identifies future projects and actions conducted to further enhance the health and wellbeing of the community.

## **STATUTORY AND LEGAL CONSIDERATIONS**

8. Development of a Local Health Plan is expected to be a requirement upon enactment of the new Public Health Bill, however the enactment date, while anticipated to be within the next 12 months, is not yet confirmed.

## **POLICY CONSIDERATIONS**

### **Federal Government Policies**

9.
  - Australia: The Healthiest Country by 2020
  - National Environmental Health Strategy 2007-2012

### **State Government Policies**

10.
  - Western Australian Health Promotion Strategic Framework 2012.
11. The Framework and Strategies considered in the development of the Community Health and Wellbeing Plan identify key issues that have been incorporated into the Plan: Healthy Weight; Healthy Eating; Physical Activity Levels; Smoking; Alcohol Consumption; Emergency Preparedness; Climate Changes; Drinking Water; Urban Development; Indigenous Communities and Infant Health.

## **COMMUNITY ENGAGEMENT REQUIREMENTS**

12. Stoneham and Associates Public Health Consulting were contracted to facilitate the community consultation component of the planning process. A range of strategies to canvass community aspirations and opinions were organised including:
  - Online and hardcopy mail out of community survey;
  - A series of community discussion groups;
  - Interviews with the Council Directors;
  - Online survey of Elected Members;
  - Online survey of key Stakeholders;
  - Online survey of the Shire of Kalamunda staff.
13. A total of 163 community surveys were received along with 30 staff and 2 elected members surveys. Focus group sessions were attended by 44 community members.
14. The Draft Plan has been advertised for public comment for 60 days:
  - Through media releases such as "Kalamunda Comments".
  - Uploaded for viewing and comment on the Shire website.

- Hardcopies of the draft Plan and submission forms were available for viewing at the Shire Administration Centre, Libraries and Recreation Centres.
  - Email and printed submission forms were sent to a range of local organisations and State Government bodies.
15. During the advertising period seven public submissions were received. Details of all submissions and responses are shown in (Attachment 2).

## **FINANCIAL CONSIDERATION**

16. Plan implementation costs will be met through current, or agreed future, budget provisions and external funding where available. Additional resources will be subject to business case approval in the 2015/16 budget.

## **STRATEGIC COMMUNITY PLAN**

### **Strategic Planning Alignment**

17. *Kalamunda Advancing: Strategic Community Plan to 2023*

OBJECTIVE 1.7 – Create healthy environments and lifestyles for the community.

Strategy 1.7.1            Develop, implement and review a Local Community Health & Wellbeing Plan.

## **SUSTAINABILITY**

### **Social Implications**

18. Community members will benefit from enhanced health and wellbeing opportunities.

### **Economic Implications**

19. The Plan will have no direct economic impact on residents.

### **Environmental Implications**

20. Encouraging active living and use of public spaces will promote a lifestyle that reduces the impact on the environment and pressure on natural resources.
21. Encouraging active lifestyles is likely to result in residents becoming more connected with their environment.

22.

Risk	Likelihood	Consequence	Rating	Action/Strategy
Reputation - Council may resolve not to endorse the Plan.	Unlikely	Minor	Low	Ensure Council is well informed of the benefits of adoption of a Community Health & Wellbeing Plan.
Project - Funding for future Plan implementation may not be made available in future budgets.	Possible	Minor	Medium	Ensure Council is well informed of the benefits of adoption of a Community Health & Wellbeing Plan  Provide adequate information on business cases and seek external funding where possible.
Operation - Lack of funding to provide adequate human resources to run new programs.	Likely	Minor	High	Provide adequate information on business cases for additional staff. Consider capabilities of existing staff prior to committing to new programs.

**OFFICER COMMENT**

- 23. The Plan represents an important step in the Shire responding to changing community needs.
- 24. The Plan outlines proposed actions that will allow the Shire to create healthy environments and support the community in creating healthy lifestyles for themselves and their families.
- 25. The Plan has been developed to meet all proposed requirements for a Local Health Plan in the Public Health Bill and takes into consideration local needs, statistics and conditions.

<b>Voting Requirements: Simple Majority</b>
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**OFFICER RECOMMENDATION (D&I 16/2014)**

That Council:

1. Adopts the Draft Shire of Kalamunda Community Health & Wellbeing Plan 2013-2016 as amended ([Attachment 1](#)).

Moved:

Seconded:

Vote:

**Attachment 1**

Shire of Kalamunda Draft Community Health & Wellbeing Plan, 2013 – 2016

[Click HERE to go directly to the document](#)

**Attachment 2**

Public Comments Received for Shire of Kalamunda Community Health and Wellbeing Plan 2013-2016

Submitter	Comment	Officer Comment
Medicare Local	<ul style="list-style-type: none"> <li>• Comprehensive</li> <li>• Well researched</li> <li>• Forward thinking</li> <li>• Ambitious program areas</li> <li>• Program sustainability not mentioned.</li> <li>• Would like to be involved with Plan implementation</li> </ul>	Sustainability to be considered at first annual review.
Anne Whitby, Foothills Information Referral Service (FIRS)	FIRS not mentioned	FIRS included in Section 3.1 Page 8
Cr Noreen Townshend, FIRS	<p>Following areas should be included:</p> <ul style="list-style-type: none"> <li>• Drug Use</li> <li>• Domestic violence</li> <li>• Greater detail on children's health and wellbeing, including lacing service provision.</li> </ul> <p>FIRS should be referenced</p> <p>Suggested actions:</p> <ul style="list-style-type: none"> <li>• Develop a children's Services committee</li> <li>• Expand existing children's Services</li> <li>• Employ a Children's Services Officer.</li> </ul>	Objectives and proposed actions to be considered at first annual review.
David Tressler, Kalamunda Uniting Church	No reference to Shire's Draft Climate Change Adaptation Plan	Shown in Appendix B page 60.

<p>AndMe Consulting</p>	<ul style="list-style-type: none"> <li>• Comprehensive Plan</li> <li>• Children’s Health &amp; Development and Community Engagement good areas.</li> <li>• Develop a Child Friendly City Plan rather than become Child Friendly accredited by UNICEF</li> <li>• Include community engagement principles with policies.</li> </ul>	<p>Included in Section 3.0, pages 24 and 26.</p>
<p>Lee Bates, Kalamunda Primary School Principal</p>	<ul style="list-style-type: none"> <li>• Solid Plan</li> <li>• Good Program Areas</li> <li>• Opportunities for school/Shire program partnerships</li> </ul>	<p>Nil</p>
<p>Maria Daniel, Director, Fount of Life Outreach Ministries</p>	<ul style="list-style-type: none"> <li>• Opportunities for project partnerships in waste services</li> </ul>	<p>Referred to Waste Services, consider for inclusion at first annual review.</p>

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

**17. Twenty Multiple Dwellings – Lots 24 (3) and 40 (5) Kalamunda Road, Kalamunda**

Previous Items	Nil
Responsible Officer	Director Development Services
Service Area	Development Services
File Reference	KL-02/003, KL-02/005
Applicant	Franco Carozzi Architects Pty Ltd
Owner	G M Howe
Attachment 1	Site Plan and Ground Floor Layouts
Attachment 2	Site Plan and First Floor Layouts
Attachment 3	Landscape Plan
Attachment 4	North Elevations
Attachment 5	East, South and West Elevations
Attachment 6	Floor Plans of Units 1 to 4 (3 Kalamunda Road)
Attachment 7	Floor Plans of Units 5 to 8 (3 Kalamunda Road)
Attachment 8	Floor Plans of Units 1 to 4 (5 Kalamunda Road)
Attachment 9	Floor Plans of Units 5 to 8 (5 Kalamunda Road)
Attachment 10	Floor Plans of Units 9 to 12 (5 Kalamunda Road)
Attachment 11	Submission Table

**PURPOSE**

- To consider a planning application to build 20 multiple dwellings at Lots 24 (3) and 40 (5) Kalamunda Road, Kalamunda. Refer to (Attachments 1 to 10).

**BACKGROUND**

- Land Details:**

Land Area:	Lot 24 – 1,022sqm & Lot 40 – 1,743sqm
Local Planning Scheme Zone:	Residential R30
Metropolitan Region Scheme Zone:	Urban

**Locality Plan**

- 





4. Lot 24 is vacant and Lot 40 contains a single dwelling and associated outbuildings which are to be removed. Local Open Space (Stirk Park) is located on the northern side of Kalamunda Road with commercial uses (offices and shops) located on the eastern and southern boundary of Lot 24.
5. The balance of the surrounding area is characterised by single and medium density residential and commercial uses, the latter comprising part of the Kalamunda town centre.

## DETAILS

6. Details of the application are as follows:
  - Two double storey residential buildings both containing 4 units are proposed on Lot 24, whilst 3 double storey residential buildings each containing 4 units are proposed on Lot 40.
  - The buildings will be of brick construction and have steep pitched metal clad roofing.
  - The units are proposed to contain two bedrooms each with individual floor areas of between 53sqm and 73sqm.
  - Access to the dwellings is proposed via a common property, which straddles the common boundary between the sites. The site layout has been designed to accommodate vehicles, including rubbish collection, entering and leaving the property in forward gear, and allow for two way vehicle movement.
  - Parking bays for 20 cars are proposed on site for the tenants, and five bays for visitors.
  - Tenant bicycle parking is proposed in each residential building and three bicycle racks proposed adjacent to the common property.
  - Storerooms, 4sqm in area, are proposed to be available for each tenancy.
  - A screened communal clothes drying area and bin storage area are proposed.
7. A Traffic Impact Assessment provided as part of the application concludes the proposed development can be accommodated within the local transportation environment with less than minor effects on the adjacent road network.
8. As development will cross a Lot boundary, it will be necessary for the applicant to lodge an application for amalgamation of the two Lots with the WA Planning Commission.

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## STATUTORY AND LEGAL IMPLICATIONS

### Local Planning Scheme No. 3

9. Under the Zoning Table (Table 1) of the Scheme the use “Multiple Dwellings” is a use not listed.
10. Clause 4.4.2 of the Scheme stipulates where a use not listed is proposed, and cannot be reasonably determined as falling within the type, class or genus of activity of any other use category, the local government may:
  - a. Determine that the use is consistent with the objectives of the particular zone and is therefore permitted;
  - b. Determine that the use may be consistent with the objectives of the particular zone and therefore follow the advertising procedures of clause 9.4 in considering an application for planning approval; or
  - c. Determine that the use is not consistent with the objectives of the particular zone and is therefore not permitted.
11. In considering an application for planning approval, Clause 10.2 of the Scheme (Matters to be Considered by Local Government) requires Council to have due regard to number of matters, including:
  - The compatibility of the development within its settings.
  - The likely effect of the scale and appearance of the proposal.
  - Whether the proposed means of access and egress from the property are adequate.
  - Any State Planning Policy.
  - Any relevant submissions received on the application.
12. If Council refuses the development, or imposes conditions that are not acceptable to the applicant, there is a Right of Review (appeal) to the State Administrative Tribunal.

## STRATEGIC PLANNING IMPLICATIONS

### Local Planning Strategy

13. The Local Planning Strategy (LPS) recommends a population growth scenario of 25,000 by 2031, with the potential to accommodate population growth to 80,000 within this timeframe.
14. Objectives of the LPS include providing appropriate density housing to:
  - Support the Kalamunda town centre.
  - Provide a range of housing options.
  - Support activity centres such as the Kalamunda town site with appropriate housing.
  - Encourage compact housing within walking distance of the town centre and commercial hubs.

## POLICY IMPLICATIONS

### Residential Design Codes

15. An objective of the 2013 Residential Design Codes (the R-Codes) is to facilitate residential development which offers residents the opportunities for different living choices and affordability.

16. Under Appendix 1 (Definitions) of the R-Codes, the use “Multiple Dwellings” is defined as:

*“A dwelling in a group of more than one dwelling on a lot where any part of a dwelling is wholly or predominantly vertically above part of any other.”*

17. With the exception of visual privacy and balcony setback, the proposal is compliant with the following R-Code requirements for Multiple Dwellings, on properties zoned Residential R30 or greater:

- Building setbacks;
- Maximum plot ratio;
- Minimum open space; and
- Maximum building height.

Site Requirements	Required	Proposed
Balcony street setback	4m or satisfy the Design Principles of the R-Codes.	3m
Visual privacy setbacks (where active habitable spaces have a floor area more than 0.5m above natural ground level):  Bedrooms	4.5m or 1.6m high screening or fixed obscure glazing	4.6m from nearest boundary with another residential property.  1.9m from the boundary with the commercial property at Lot 13 (6) Canning Road.

18. In respect to overshadowing on the adjoining residential property, the R Codes permit a maximum 35% for properties coded R30 and R40. The proposal has a maximum 21% overshadowing onto Lot 106 (4) Heath Road. The R Codes do not include provisions regarding overlooking onto, or the overshadowing of, commercial properties by residential development.

- 
19. The R-Code car parking requirements for Multiple Dwellings on properties zoned Residential R30 or greater, the proposal provides 20 parking bays in comparison to the required 15, and is compliant with the requisite of five parking bays for visitors.
  20. Clause 2.5.4 of the R-Codes stipulates that a Council shall not refuse to grant approval to an application in respect of any matter where the application complies with the relevant acceptable development provision and the relevant provisions of the Scheme or a local planning policy.

### **Liveable Neighbourhoods**

21. Liveable Neighbourhoods is a State Government Sustainable Cities initiative which aims to:
  - Increase support for efficiency, walking and cycling.
  - Achieve more compact and sustainable urban communities.
  - To provide a variety of housing types to cater for the diverse housing needs of the community at a density that can ultimately support the provision of local services.
  - To improve personal safety through increased surveillance and activity.

### **COMMUNITY ENGAGEMENT REQUIREMENTS**

22. The proposal was advertised for 14 days to nearby property owners for comment in accordance with Clause 9.4.1 and 9.4.3 of the Scheme. During the advertising period one submission was received which provided comments on the proposal. Refer to the Submission Table (Attachment 11).
23. The comments received were from the owner of a veterinary clinic located on 4 Canning Road, and concerns were raised that complaints will be made by those residing in the multiple dwellings in future regarding noise being emitted from the commercial premises.
24. If the application is approved by Council a nuisance and noise assessment will be required which demonstrates whether noise will be an issue from the adjoining commercial properties and what measures will be implemented to minimise noise levels.

### **FINANCIAL CONSIDERATION**

25. Nil.

### **STRATEGIC COMMUNITY PLAN**

#### **Strategic Planning Alignment**

26. *Kalamunda Advancing: Strategic Community Plan to 2023*

OBJECTIVE 4.3 - To ensure the Shire's development is in accord with the Shire's statutory and legislative obligations and accepted urban design planning standards.

- Strategy 4.3.1 Provide efficient building and development approval services to the community.
- Strategy 4.3.5 Incorporate best practice principles for designing out crime and encourage private developers and owners to do the same.

## SUSTAINABILITY

### Social Implications

27. The proposal will provide a different form of housing choice currently not available in the locality, thus broadening the demographic profile of the area.

### Economic Implications

28. Nil.

### Environmental Implications

29. Nil.

## RISK MANAGEMENT CONSIDERATIONS

30.

Risk	Likelihood	Consequence	Rating	Action/Strategy
Council may resolve not to support the proposal.	Possible	Insignificant	Low	Demonstrate to Council the proposal is consistent with the Scheme and policy objectives in delivering housing choice to the Kalamunda locality.

## OFFICER COMMENT

31. The proposal complies with the Scheme, and policy requirements.
32. The proposal is compliant with the R Codes with the exception of overlooking (visual privacy) being possible from the rear bedrooms of Units 7 and 8 on Lot 24 Kalamunda Road, and balconies being setback 3m in lieu of 4m from the front boundary. These variations are considered acceptable for the following reasons:
- The rear bedroom windows of Units 7 and 8 overlook into an adjoining commercial property.
  - The front setback variation will have minimal impact on the streetscape and will allow for increased surveillance of Kalamunda Road and Stirk Park.
33. From a planning perspective the proposed development is considered to be appropriate for the locality for the following reasons:

- The R-Codes allow medium density development such as multiple dwellings to be considered on properties zoned Residential R30.
- The development is providing a different housing type on a bus route along Kalamunda Road. The development will also assist with accommodating the increase in local population and offer housing choice aside from single bedroom and aged person dwellings in a location within walking distance of the Kalamunda Town Centre.
- The built form of the development from a streetscape perspective is the same as a two storey single or grouped dwelling.

44. It is noted that Council has previously approved similar multiple dwelling developments nearby along Heath Road. The move towards this form of housing suggests a demand for housing choice in and around the Kalamunda Town Centre.

<b>Voting Requirements: Simple Majority</b>
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**OFFICER RECOMMENDATION (D&I 17/2014)**

That Council:

1. Determines the use is consistent with the objectives of the residential zone and is therefore permitted.
2. Approves the application dated 28 February 2014 to build 20 multiple dwellings at Lots 24 (3) and 40 (5) Kalamunda Road, Kalamunda, subject to the following conditions:
  - a. The access way shall be suitably constructed, sealed and drained to the satisfaction of the Shire of Kalamunda.
  - b. The crossover shall be designed and constructed to the satisfaction of the Shire of Kalamunda.
  - c. Vehicle parking, manoeuvring and circulation areas to be suitably constructed, sealed, kerbed, line marked and drained to the satisfaction of the Shire of Kalamunda.
  - d. The balcony screening, consisting of fixed obscure glazing, being maintained by the individual owner to the Shire of Kalamunda's satisfaction.
  - e. The proposed landscaping being planted within 28 days of the proposed development's completion, and maintained thereafter by the landowner (Strata management group) to the satisfaction of the Shire of Kalamunda.
  - f. Stormwater being contained on site to the satisfaction of the Shire of Kalamunda.
  - g. The applicant making the necessary arrangements for a waste bin contractor to enter the property and service the receptacles from the designated bin storage enclosures.

- h. The development shall be connected to reticulated sewer.
- i. A nuisance and noise assessment being submitted to and approved by the Shire of Kalamunda prior to the issue of a building licence.
- j. The external colour and material details of the proposed dwellings being provided to, and approved by the Shire of Kalamunda prior to the Building Licence being issued.
- k. A Construction Management Plan be prepared by the applicant addressing the following, but not limited to:
  - Construction Workers' Parking
  - Material's Delivery and Storage
  - Worker's Toilets

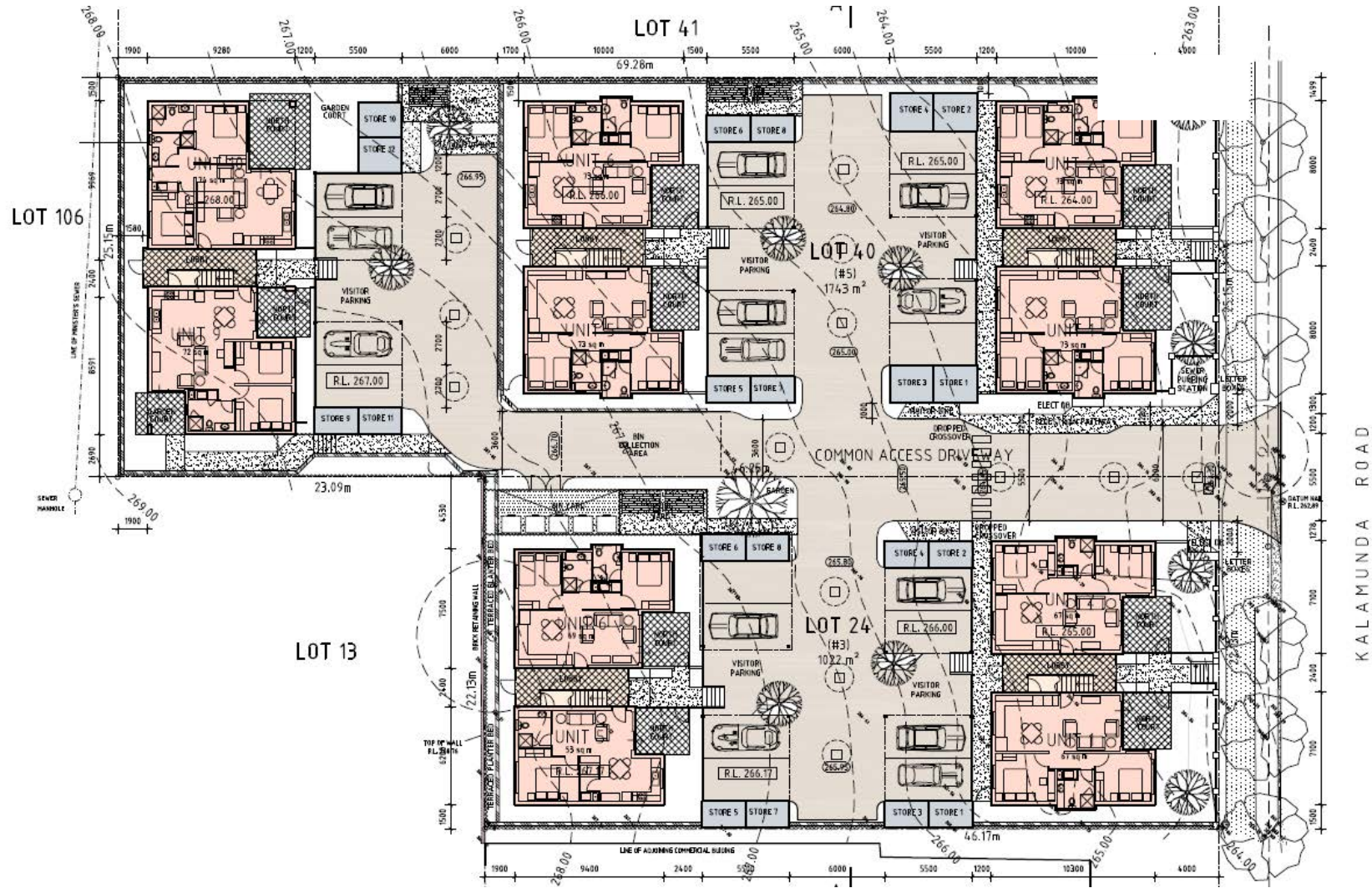
To the satisfaction of the Shire of Kalamunda, prior to the issue of a Building Licence.

Moved:

Seconded:

Vote:

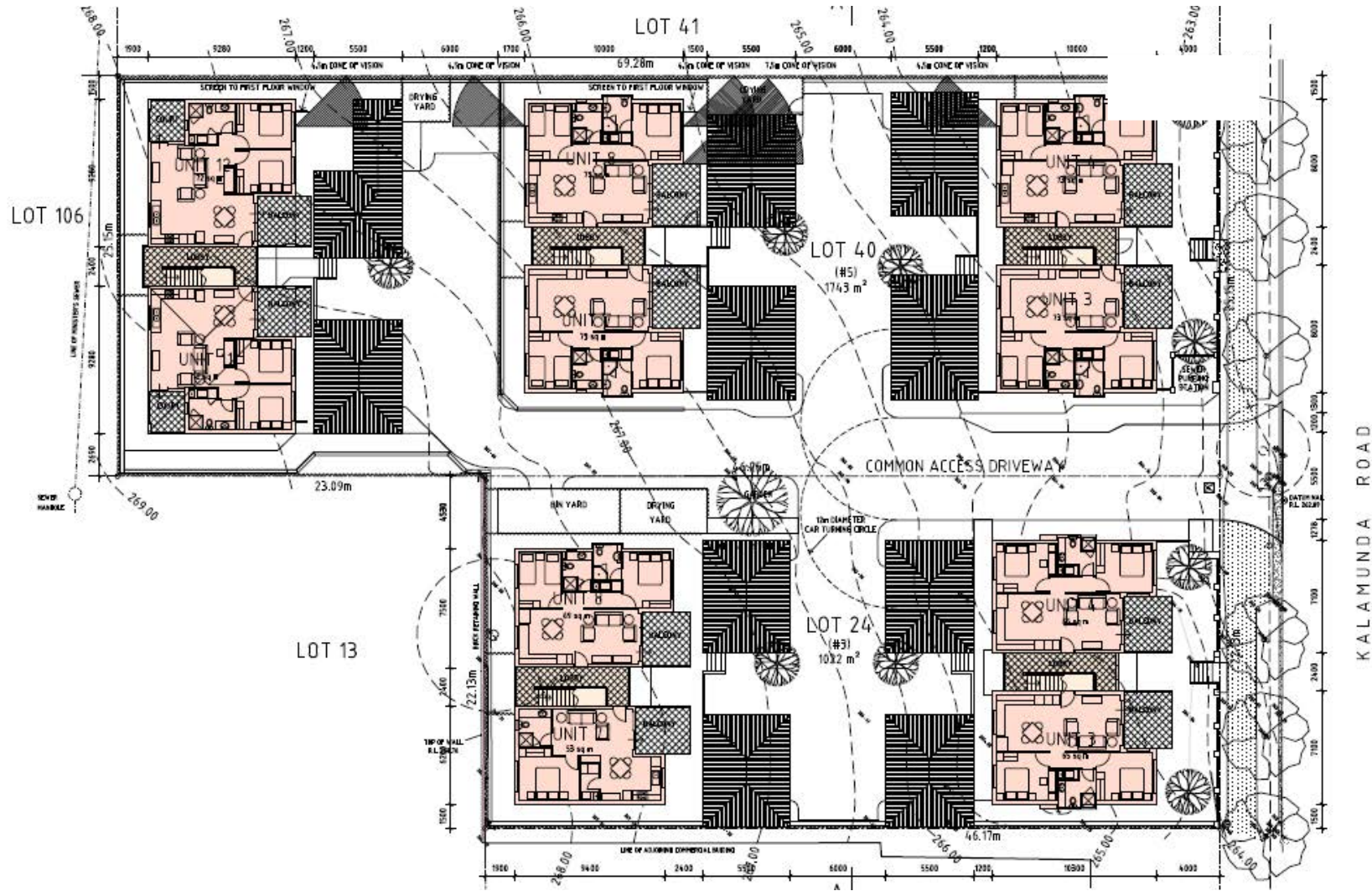
**Attachment 1**  
Twenty Multiple Dwellings – Lots 24 (3) and 40 (5) Kalamunda Road, Kalamunda  
**Site Plan and Ground Floor Layouts**



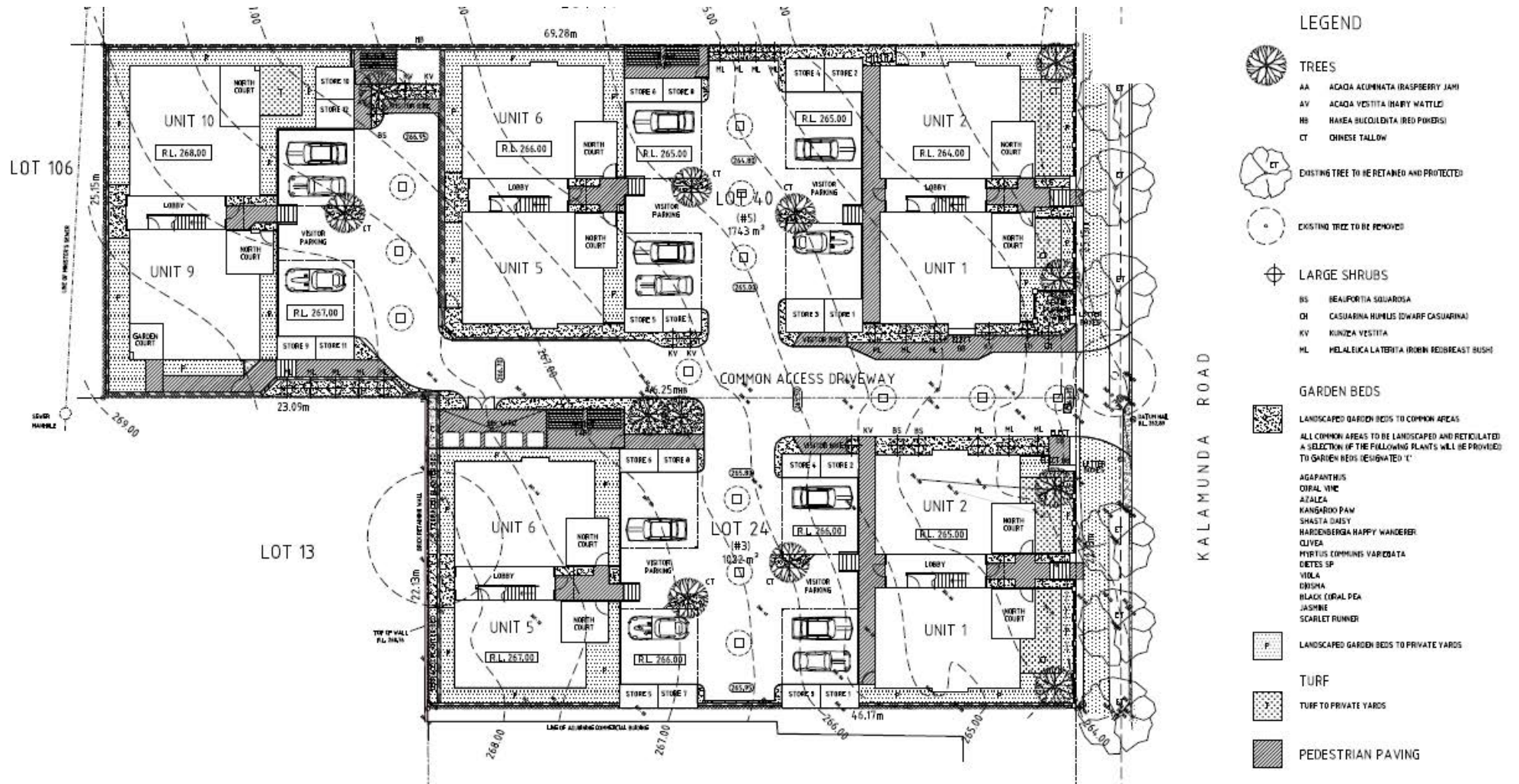


## Attachment 2

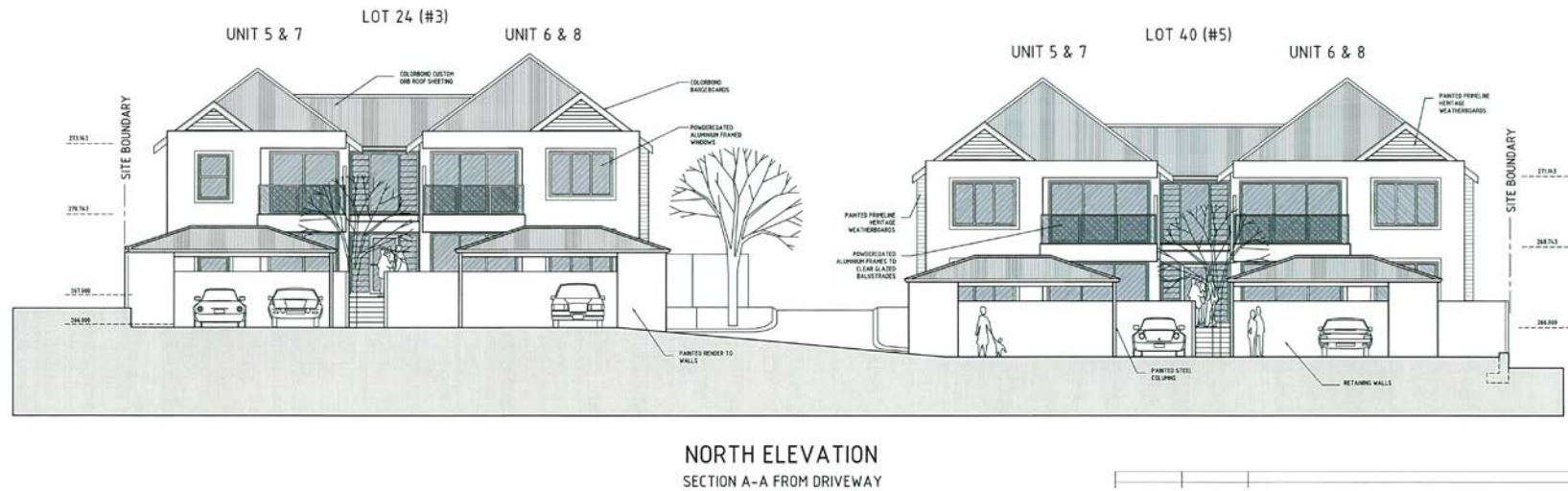
### Twenty Multiple Dwellings – Lots 24 (3) and 40 (5) Kalamunda Road, Kalamunda Site Plan and First Floor Layouts



**Attachment 3**  
 Twenty Multiple Dwellings – Lots 24 (3) and 40 (5) Kalamunda Road, Kalamunda  
**Landscape Plan**



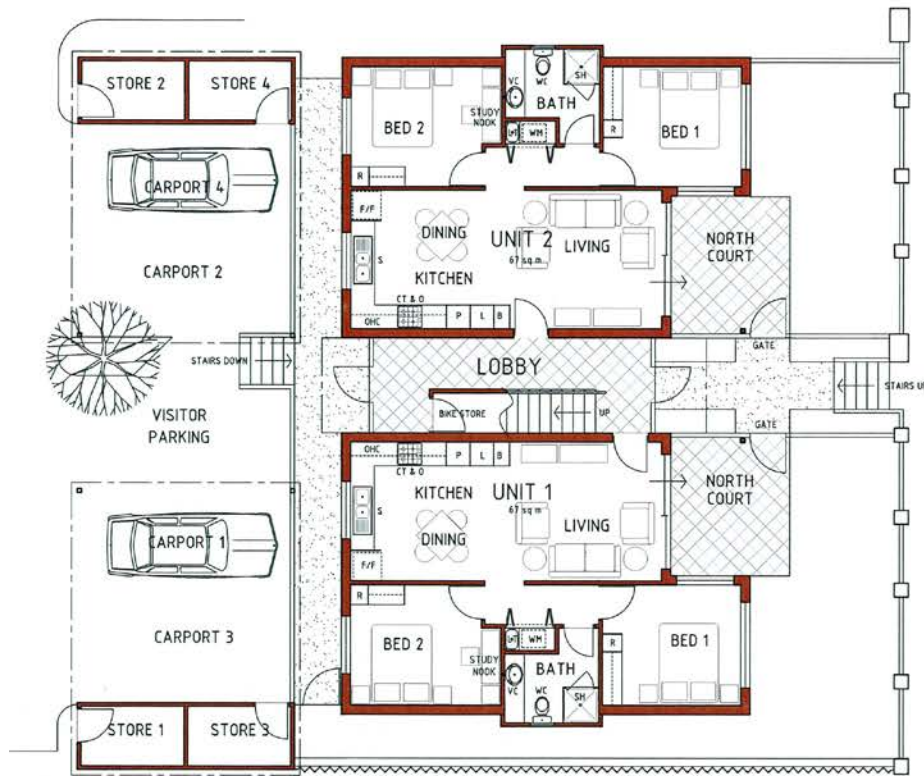
### Attachment 4 Twenty Multiple Dwellings – Lots 24 (3) and 40 (5) Kalamunda Road, Kalamunda North Elevations



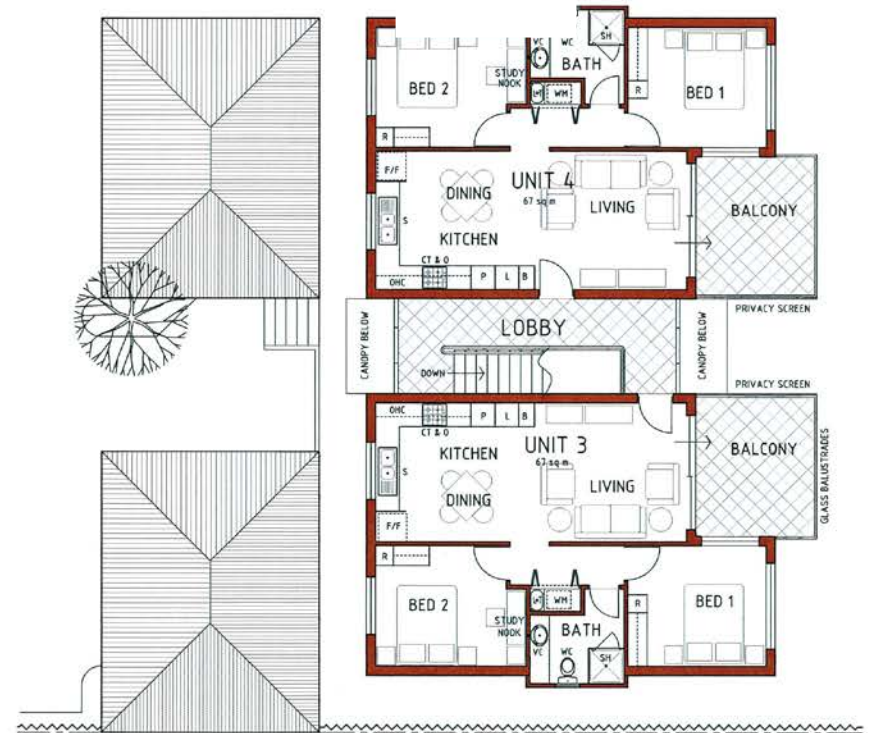


### Attachment 6

Twenty Multiple Dwellings – Lots 24 (3) and 40 (5) Kalamunda Road, Kalamunda  
**Floor Plans of Units 1 to 4 (3 Kalamunda Road)**



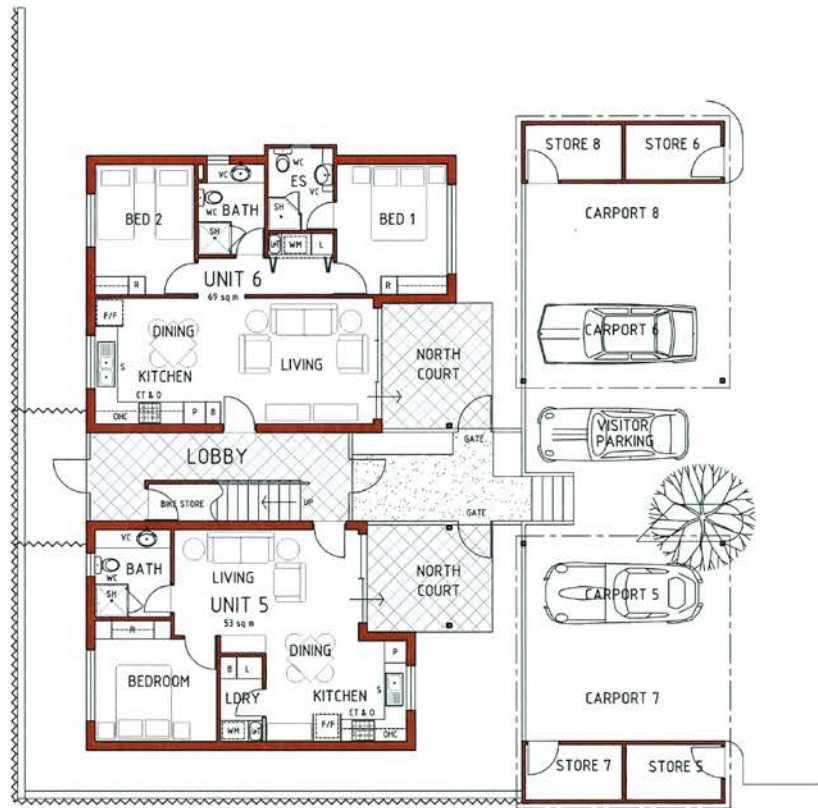
GROUND FLOOR PLAN



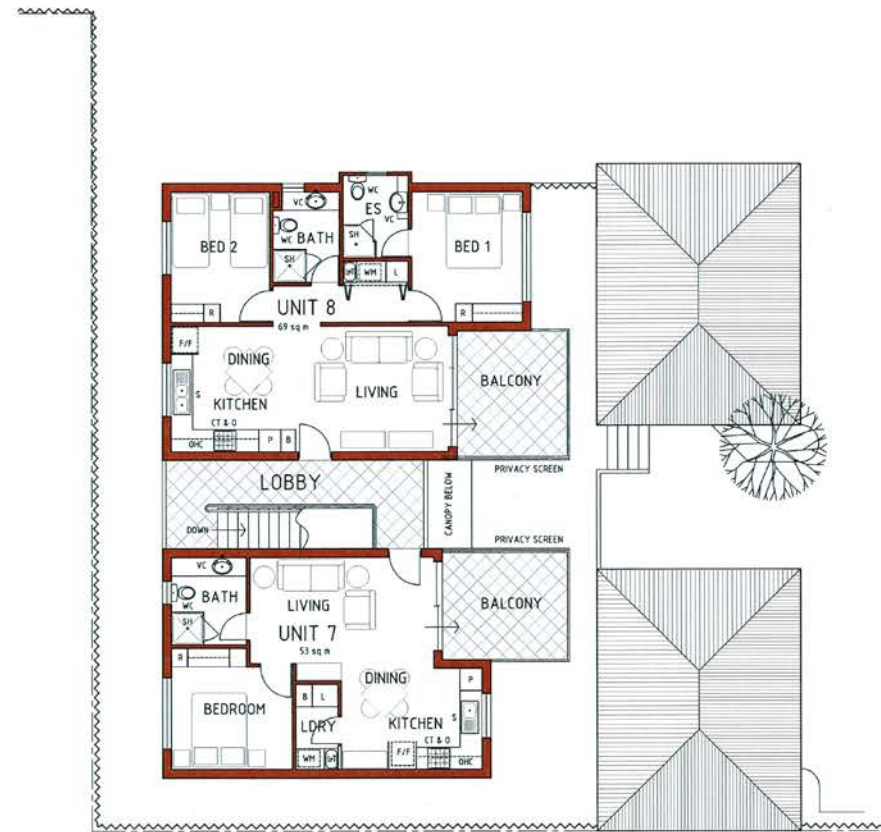
FIRST FLOOR PLAN

**Attachment 7**

Twenty Multiple Dwellings – Lots 24 (3) and 40 (5) Kalamunda Road, Kalamunda  
**Floor Plans of Units 5 to 8 (3 Kalamunda Road)**



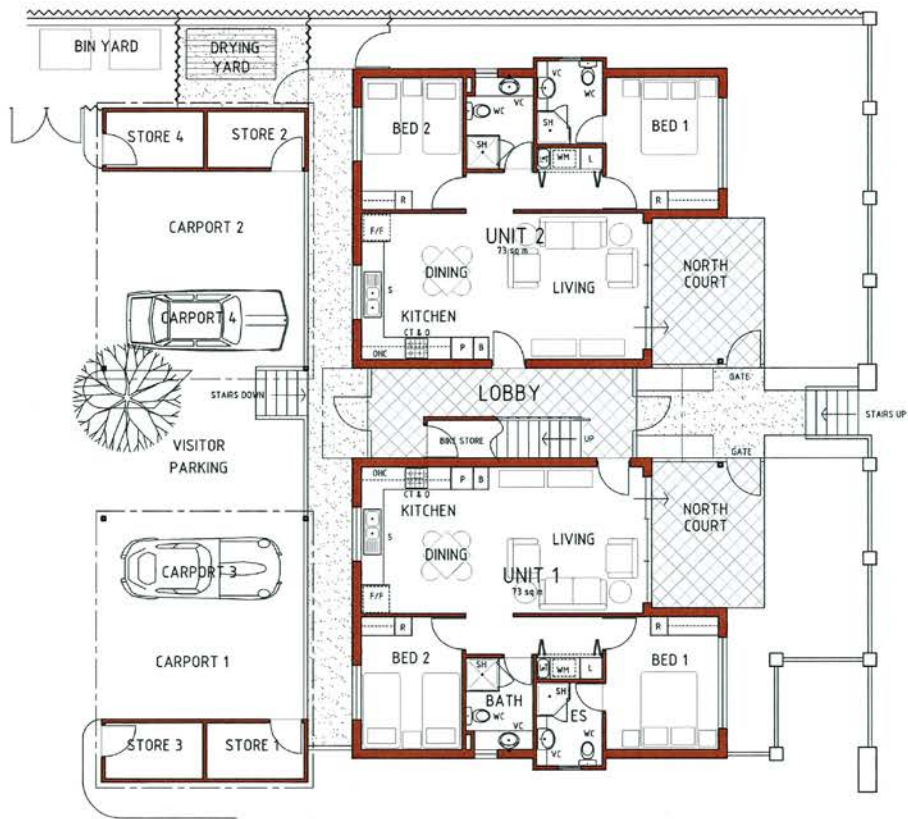
GROUND FLOOR PLAN



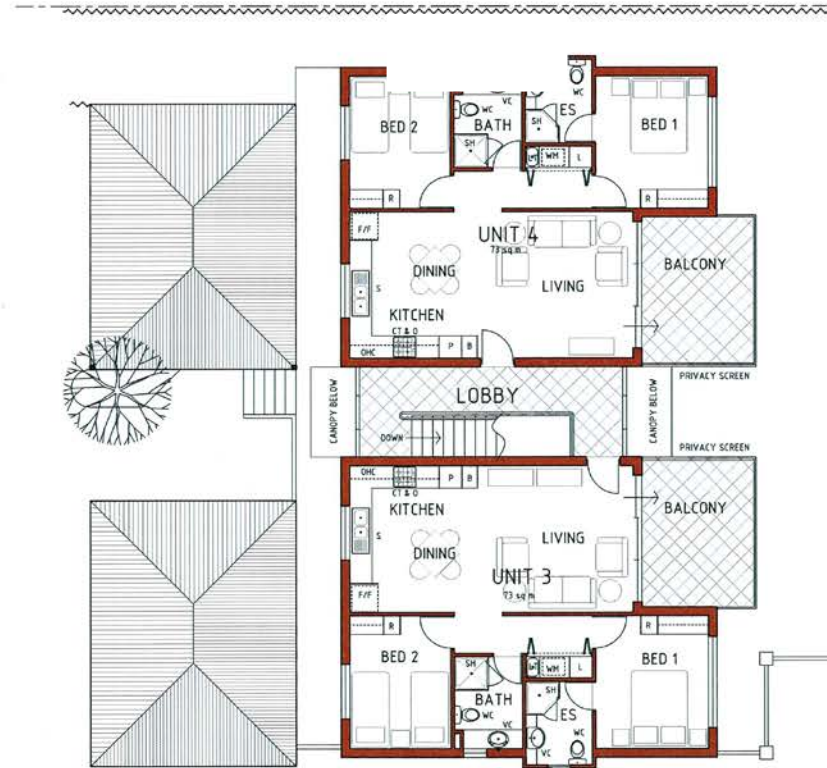
FIRST FLOOR PLAN

### Attachment 8

Twenty Multiple Dwellings – Lots 24 (3) and 40 (5) Kalamunda Road, Kalamunda  
**Floor Plans of Units 1 to 4 (5 Kalamunda Road)**



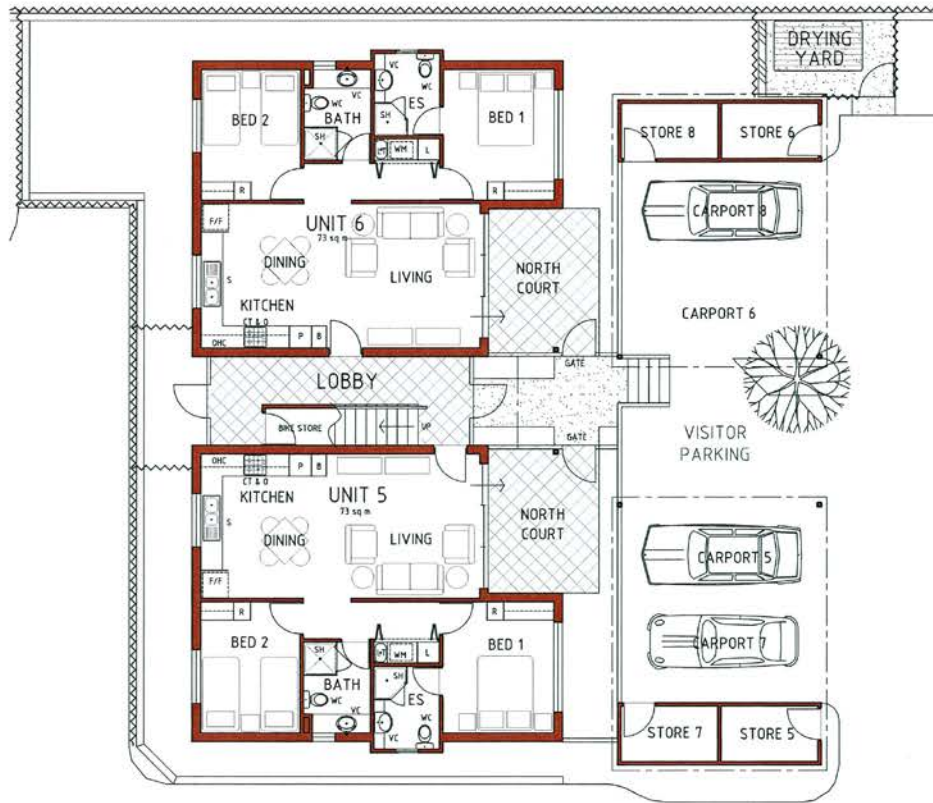
GROUND FLOOR PLAN



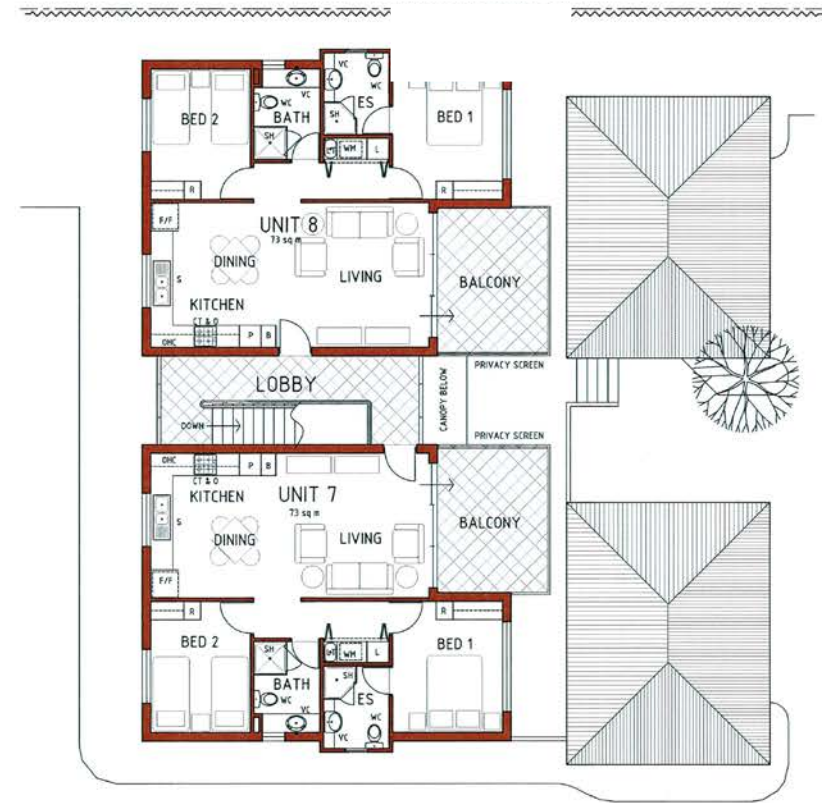
FIRST FLOOR PLAN

**Attachment 9**

**Twenty Multiple Dwellings – Lots 24 (3) and 40 (5) Kalamunda Road, Kalamunda  
Floor Plans of Units 5 to 8 (5 Kalamunda Road)**



GROUND FLOOR PLAN

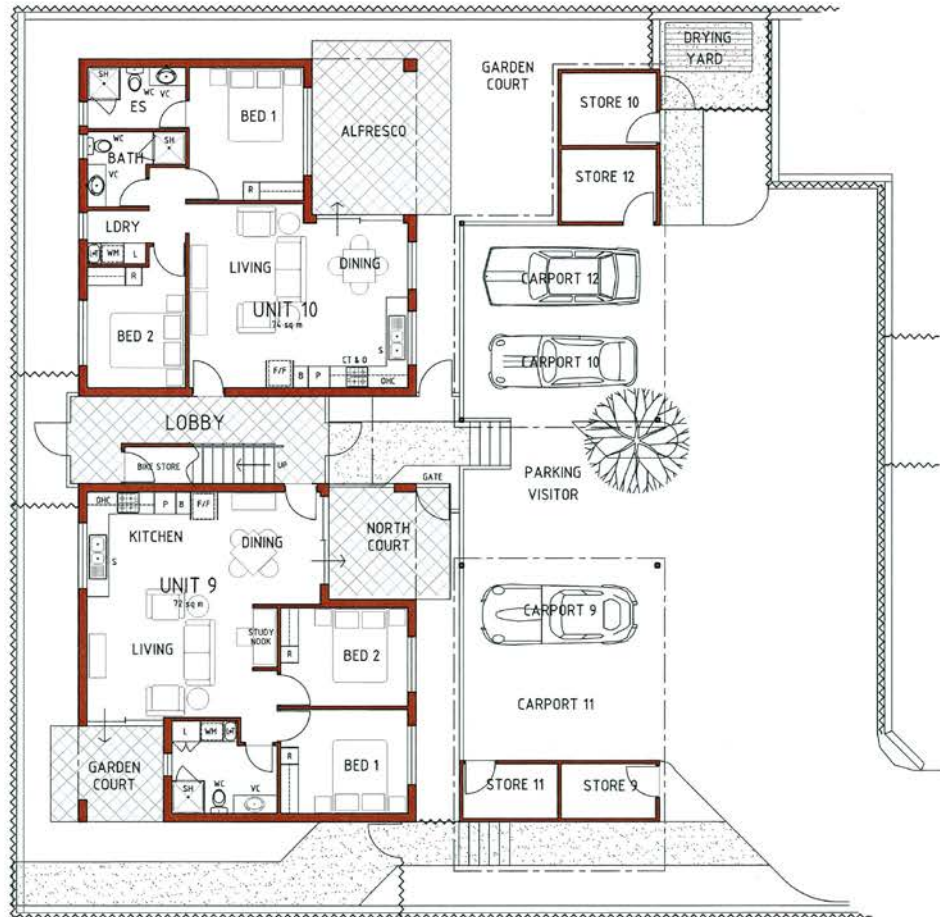


FIRST FLOOR PLAN

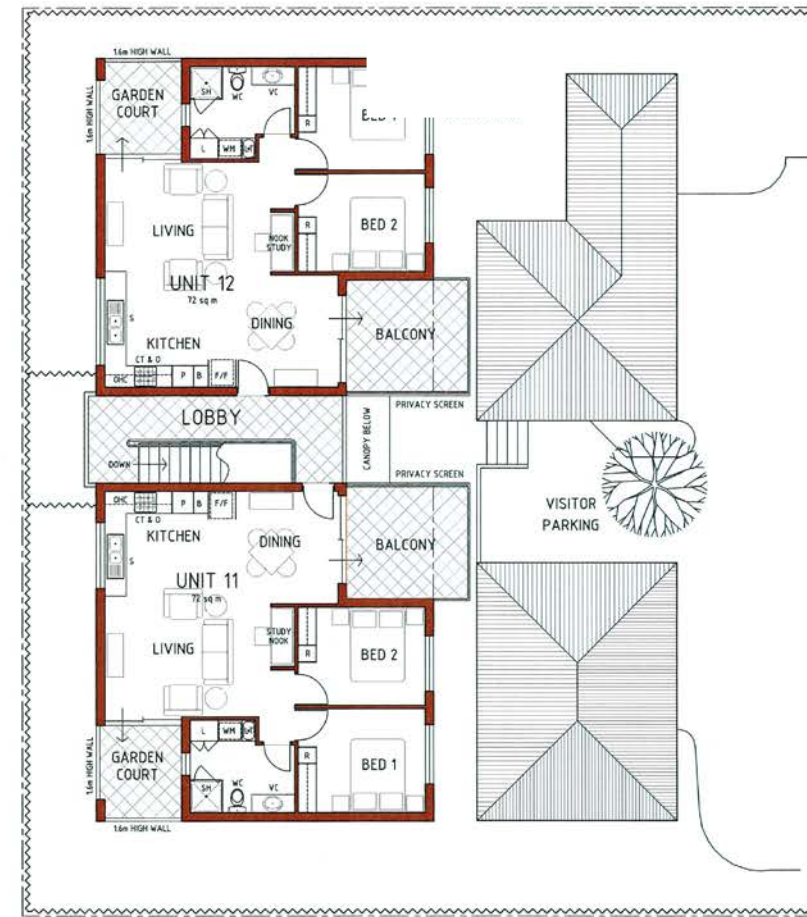


**Attachment 10**

Twenty Multiple Dwellings – Lots 24 (3) and 40 (5) Kalamunda Road, Kalamunda  
**Floor Plans of Units 9 to 12 (5 Kalamunda Road)**



GROUND FLOOR PLAN



FIRST FLOOR PLAN

**Attachment 11**

Twenty Multiple Dwellings – Lots 24 (3) and 40 (5) Kalamunda Road, Kalamunda

**Submission Table**

Details	Comments	Staff Comment
1.	F Warne 4 Canning Road KALAMUNDA WA 6076	Future residents would need to be aware of occasional barking dogs at the hospital (Hilltop Veterinary Hospital), so that future complaints can be avoided. I suggest that adequate insulation together with double glazing is necessary.
Noted. If the application is approved by Council a nuisance and noise assessment will be required which demonstrates whether noise will be an issue from the adjoining commercial properties and what measures will be implemented to minimise noise levels.		

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

**18. Proposed Structure Plan – Lot 399 (29) Sorensen Road, High Wycombe**

Previous Items	Nil
Responsible Officer	Director Development Services
Service Area	Development Services
File Reference	SR-02/029
Applicant	Allerding and Associates
Owner	G Blair

Attachment 1	Proposed Structure Plan
Attachment 2	Submission Table

**PURPOSE**

- To consider submissions received and to adopt a proposed local structure plan over Lot 399 (29) Sorensen Road, High Wycombe. Refer to (Attachment 1).

**BACKGROUND**

**2. Land Details:**

Land Area:	2.3ha
Local Planning Scheme Zone:	Urban Development
Metropolitan Regional Scheme Zone:	Urban

**Locality Plan**

**3.**



- 
4. The site currently operates as a nursery (Swan View Plant Farm). Surrounding land uses are predominantly low density residential, characterised by single dwelling lots.

#### **DETAILS**

5. Details of the proposed plan are:
- The nursery currently operating on the property is proposed to cease.
  - The eastern portion of the property is proposed to have a density coding of R20 and the western portion a density coding of R12.5. This is to ensure compliance with the 20-25 and 25-30 Australian Noise Exposure Forecast (ANEF) contour areas for Perth International Airport.
  - 15m road reserves and footpaths are proposed to provide direct access to Sorensen Road, Marshall Road and Upton Road.
  - Street trees are proposed within the Road Reserves.
  - An indicative lot layout provides for 15 lots at a residential density of R12.5 and 13 lots at a residential density of R20.
6. In support of the proposal, the applicant has advised the following:
- The proposed density codings are compliant with State Planning Policy 5.1 – Land Use Planning in the Vicinity of Perth Airport.
  - The proposed roads are compliant with the Liveable Neighbourhoods Policy.
  - Access to reticulated water supply, sewer, electricity and gas exists for the property.
  - There is a significant amount of open space within close proximity to the property including Fleming Reserve, Range View Park and Scott Reserve.
  - Urban water management will be addressed at the subdivision stage through an urban water management plan. This will address aspects such as the site context, detailed stormwater management, surface water modelling and the management of subdivision works.

#### **STATUTORY AND LEGAL CONSIDERATIONS**

7. Under Clause 4.2.1 (Objectives of the Zones – Residential Zones) of the Scheme, the objectives of the Urban Development zone are as follows:
- *“To provide orderly and proper planning through the preparation and adoption of a Structure Plan setting the overall design principles for the area.*

- 
- *To permit the development of land for residential purposes and for commercial and other uses normally associated with residential development.”*
8. Clause 6.2 (Development Areas) of the Scheme stipulates the requirements for preparing and considering a structure plan.
  9. Clause 6.2.4.7 of the Scheme stipulates Council is to consider all submissions received and is to either:
    - a) adopt the proposed structure plan with or without modification; or
    - b) refuse to adopt the proposed structure plan and give reasons to the applicant.
  10. Following Council making a decision, the proposed structure plan is required to be forwarded to the WA Planning Commission for approval or refusal.
  11. Given the property is under single ownership there is no requirement for a Developer Contribution Scheme to administer infrastructure for the site.

## **POLICY CONSIDERATIONS**

### **Directions 2031 and Beyond**

12. *Directions 2031 and Beyond* is a spatial framework to guide the growth of Perth and Peel.
13. The key features of *Directions 2031 and Beyond* for the Shire are as follows:
  - Both the Kalamunda Town Centre and Forrestfield (Shopping Centre) are identified as District Centres.
  - A target of 75% employment self-sufficiency has been set for the north-east sub region, an additional 42,000 jobs over the whole sub-region.
  - An estimated increase in population of 69,000 across the whole sub-region.
  - Several areas around the Shire have potential for increased residential development to accommodate airport, freight, container and light industrial development in the area.
  - Forrestfield, High Wycombe, Maida Vale and Wattle Grove have potential for increased residential development.

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## **Liveable Neighbourhoods**

14. Liveable Neighbourhoods is a Western Australian Government Sustainable Cities initiative. It addresses both strategic and operational aspects of structure planning and subdivision development in a code framework.
15. The policy aims to increase support for efficiency, walking, cycling and achieving density targets.

## **State Planning Policy 5.1- Land Use Planning in the Vicinity of Perth Airport**

16. *State Planning Policy 5.1- Land Use Planning in the Vicinity of Perth Airport* (SPP 5.1) applies to the land in the vicinity of the Perth Airport, which is, or may in the future, be affected by aircraft noise, and includes the following objectives:
  - To protect Perth Airport from unreasonable encroachment by incompatible, noise sensitive development, to provide for its ongoing development and operation; and
  - To minimise the impact of airport operations on existing and future communities with reference to aircraft noise.
17. Clause 4.3.2 of SPP 5.1 stipulates land which falls within areas between the 20 and 25 ANEF contour area should generally be limited to R20.
18. Clause 4.4.3 of SPP 5.1 stipulates land which falls within areas above the 25 ANEF contour should generally be limited to R12.5.
19. SPP 5.1 outlines the measures which could be implemented to minimise the impact of aircraft noise on residential areas. This could include noise insulation and solid core doors. Such measures, where appropriate, can be dealt with at the land subdivision stage of the planning process through the use of notifications on the land titles.

## **COMMUNITY ENGAGEMENT REQUIREMENTS**

20. The proposed structure plan was advertised for 21 days in accordance with clause 6.2.4.5 of the Scheme which involved a local public notice in a paper circulating the District, a sign being erected on all three street frontages of the property, and the proposal being referred to affected landowners for comment.
21. During advertising one objection, two non-objections and three submissions which provided comment on the proposal were received. Refer to the Submission Table (Attachment 2). The principal concerns/issues raised were in relation to the design of the structure plan and lot size.

## **FINANCIAL CONSIDERATIONS**

22. Nil.

## STRATEGIC COMMUNITY PLAN

### Strategic Planning Alignment

23. *Kalamunda Advancing: Strategic Community Plan to 2023*

OBJECTIVE 4.2 – To effectively plan for the diverse range of housing stock that will be required to meet the social and economic needs of the Shire's changing demographics.

Strategy 4.2.2. Facilitate the delivery of suitable housing options for the aged population and people with special needs through a range of smaller and affordable homes and unit dwellings.

## SUSTAINABILITY

### Social Implications

24. The structure plan will offer a mix of lot sizes and therefore housing choice for the community.

### Economic Implications

25. A need for varied land sizes and prices is well documented. A development like this satisfies this criterion in an area that shows a sustained growth in demand for land from first home buyers.

### Environmental Implications

26. Urban infill is considered to be an appropriate tool for reducing the ecological footprint and a more efficient use of land and services.

27. If the proposed structure plan is approved by the WA Planning Commission, the issue of soil contamination resulting from the current nursery use of the site, will be addressed at the land subdivision stage.

## RISK MANAGEMENT CONSIDERATIONS

28.

Risk	Likelihood	Consequence	Rating	Action/Strategy
Potential amenity impacts to the adjoining residential area.	Possible	Insignificant	Low	The proposed structure plan is over existing urban zoned land. The proposed lot sizes are consistent with the surrounding area. Amenity impacts are therefore considered unlikely.

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## OFFICER COMMENT

29. *Directions 2031 and Beyond* emphasises a need to limit urban expansion at the urban periphery. Increasing residential densities however in existing urban areas that can sustain the increase and provide necessary infrastructure is encouraged.
30. The proposal is consistent with the intent of allowing for a mix of residential densities located in close proximity of Public Open Space, commercial facilities and public transport all of which are provided for in relatively close proximity to the property.
31. Resident concerns regarding the proposed lot sizes are noted. The proposed residential codings of R12.5 and R20 are consistent with the surrounding area and therefore amenity impacts are unlikely.
32. Given the site is a brownfield site, and the applicant is proposing residential densities consistent with the surrounding area, matters pertaining to urban water management can be dealt with at the subdivision stage of the planning process.
33. The proposal is compliant with the density codings allowed under SPP 5.1 within 20-25 ANEF and 25 and above ANEF areas.
34. No Public Open Space (POS) is identified on the structure plan. At the land subdivision stage consideration will be given to the provision of cash in lieu. Given the proximity to existing POS and the size of the development site, cash in lieu in this instance is considered acceptable.

<b>Voting Requirements: Simple Majority</b>
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## OFFICER RECOMMENDATION (D&I 18/2014)

That Council:

1. Adopts the structure plan for Lot 399 (29) Sorensen Road, High Wycombe, and forwards it to the WA Planning Commission for approval.

Moved:

Seconded:

Vote:



### Attachment 1

### Proposed Structure Plan

Lot 399 (29) Sorensen Road, High Wycombe



**Attachment 2**

Proposed Structure Plan – Lot 399 (29) Sorensen Road, High Wycombe

**Submission Table**

	<b>Submission</b>	<b>Details</b>	<b>Comments</b>
2.	A Broderick 35 Sorensen Road HIGH WYCOMBE WA 6057	<p>Objection.</p> <p>a) I would prefer the 800sqm blocks be on my fence line rather than the 400sqm to reduce the amount of backyards along my property.</p> <p>b) In future I intend building and subdividing my block. The dwelling would be exposed to more yards.</p>	<p>a) The residential density of R12.5 and R20 proposed under the structure plan is consistent with the surrounding residential area. The larger lot sizes are only proposed in the western portion of the Structure Plan area because of the ANEF Contour.</p> <p>b) The property in question has a density coding of R20. Under the draft Local Housing Strategy it is proposed to recode this area to R30 to allow for lot sizes potentially smaller than those proposed under the structure plan.</p>
3.	V L Hayes 8 Possum Court HIGH WYCOMBE WA 6057	<p>Comment on the proposal.</p> <p>a) We do not mind the nursery going.</p> <p>b) We are not happy that the smaller blocks will be on our back fence. The bigger blocks would be better, or why not have all big blocks.</p>	<p>a) Noted.</p> <p>b) The residential density of R12.5 and R20 proposed under the structure plan is consistent with the surrounding residential area. The larger lot sizes are only proposed in the western portion of the Structure Plan area because of the ANEF Contour.</p>
4.	M O'Loughlin 22 Upton Road HIGH WYCOMBE WA 6057	<p>Comment on the proposal.</p> <p>a) Support the subdivision of the land and lot sizes.</p>	<p>a) Noted.</p>

		<p>b) Do not support through roads. All three roads should be cul-de-sacs.</p> <p>c) Dual use paths do not cross bitumen roads. To be pedestrian friendly.</p>	<p>b) Cul-de-sacs provide low levels of connectivity which goes against the objectives of the Liveable Neighbourhoods policy. The proposed road configurations allow for an interconnected network of streets which facilitate safe and efficient walking, cycling and driving.</p> <p>d) The proposed dual use path provides pedestrian and cyclist access linking Sorensen Road and Upton Road. As the principal road connection, access across existing or proposed roads is acceptable and common place in planned urban areas. It is common for structure plans of this size to only have footpaths on one side of a street as this allows for attractive streetscapes and a sufficient level of surveillance for pedestrian safety purposes.</p>
5.	J Moya 4 Possum Court HIGH WYCOMBE WA 6057	<p>Comment on the proposal.</p> <p>What will the proposed lot sizes be nearest to my property?</p>	<p>If the structure plan is endorsed by the Western Australian Planning Commission the proposed lots will be required to comply with the Residential Design Codes for R20 zoned land, being a minimum lot size of 350sqm and an average lot size of 450sqm.</p>
6.	Confidential	<p>No objection.</p> <p>I believe the lots should not be smaller than the existing lots surrounding the new development.</p>	<p>The proposed residential density of R12.5 and R20 under the structure plan is consistent with the surrounding residential area. The surrounding lot sizes are larger than those proposed under the structure as subdivision of the surrounding area has not proceeded.</p>
7.	L Hodges 28 Upton Road HIGH WYCOMBE WA 6057	<p>No objection.</p>	<p>Noted.</p>

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

**19. Modification to the Wattle Grove Cell 9 Structure Plan – Lot 101 (21) Sheffield Road, Wattle Grove**

Previous Items	Nil
Responsible Officer	Director Development Services
Service Area	Development Services
File Reference	SH-07/021
Applicant	Gray and Lewis - Land Use Planners
Owner	B and N Golding

Attachment 1	Existing Wattle Grove Cell 9 Structure Plan
Attachment 2	Modified Wattle Grove Cell 9 Structure Plan

**PURPOSE**

- To consider a proposal to modify the Wattle Grove Cell 9 Structure Plan (Structure Plan) to increase the density coding of Lot 101 (21) Sheffield Road, Wattle Grove, from R20 to R30. Refer to Attachments 1 and 2.

**BACKGROUND**

**2. Land Details:**

Land Area:	1,999sqm
Local Planning Scheme Zone:	Urban Development
Metropolitan Region Scheme Zone:	Urban

**Locality Plan**

**3.**



4. The property contains a single dwelling which is to be retained, and outbuildings (sheds) which are proposed to be removed when the property is developed.
5. Properties surrounding the subject lot are characterised as single or grouped dwellings with a density coding of R20 or R30.
6. The Structure Plan was adopted by Council in 2000 and endorsed by the WA Planning Commission in March 2001.
7. Subdivision applications have been submitted for the subject lot which comply with the lot size requirements for an R30 density coding. The Shire has recommended to the Western Australian Planning Commission (WAPC) that the applications be deferred until a decision is made regarding the proposed modification to the Structure Plan.

## DETAILS

8. It is proposed to modify the Structure Plan to allow for an R30 coding over the subject lot. It is intended to subdivide the property in the future into six survey strata lots.
9. In support of the proposal, the applicant has advised:

*"The inclusion of Lot 101 Sheffield Road as an R30 site in the ODP will allow greater housing choice to cater for the different lifestyle needs of future residents. Some variation in density will also help to foster a more diverse and cohesive community.*

*The proposed modification will facilitate medium density housing consistent with the Network City and Liveable Neighbourhood principles, including the objectives to maximise service efficiency and use of existing urban infrastructure; and provide a mix of housing densities."*

## STATUTORY AND LEGAL IMPLICATIONS

10. The property is zoned Urban Development under Local Planning Scheme No. 3 (the Scheme), the objectives of which are:
  - *"To provide orderly and proper planning through the preparation and adoption of a Structure Plan setting the overall design principles for the area.*
  - *To permit the development of land for residential purposes and for commercial and other uses normally associated with residential development."*
11. Subclause 6.2.5.1 (Change or Departure from Structure Plan) of the Scheme stipulates Council may adopt a minor change to or departure from a Structure Plan if, in its opinion, the change or departure does not materially alter the intent of the Structure Plan.

- 
12. If adopted, the modified structure plan will be forwarded to the WAPC for endorsement. In the event the WAPC refuses the modification, there is a right of review (appeal) to the State Administrative Tribunal.

## **POLICY IMPLICATIONS**

### **Liveable Neighbourhoods**

13. *Liveable Neighbourhoods* (the Policy) is an integrated planning and assessment policy to assist with the design and assessment of structure and subdivision plans to guide urban development within metropolitan and regional Western Australia.
14. The Policy encourages higher density housing in close proximity to activity centres, public open space, commercial facilities and public transport routes.

## **COMMUNITY ENGAGEMENT REQUIREMENTS**

15. The proposal was advertised for 21 days in accordance with the provisions of the Scheme. This involved a notice in a newspaper circulating the District, a sign being erected on the property and the proposal being referred to nearby landowners for comment.
16. During the advertising period no submissions were received.

## **FINANCIAL CONSIDERATION**

17. Nil.

## **STRATEGIC COMMUNITY PLAN**

### **Strategic Planning Alignment**

18. *Kalamunda Advancing: Strategic Community Plan to 2023*
- OBJECTIVE 4.3 - To ensure the Shires development is in accord with the Shires statutory and legislative obligations and accepted urban design planning standards.
- Strategy 4.3.1 Provide efficient building and development approval services to the community.

## **SUSTAINABILITY**

### **Social implications**

19. A variety of lot sizes will provide a greater choice of housing which in turn will allow for a potential broader demographic.

### **Economic Implications**

20. Nil.

## Environmental Implications

21. No significant vegetation exists on the property.

## RISK MANAGEMENT CONSIDERATIONS

22.

Risk	Likelihood	Consequence	Rating	Action/Strategy
Council may resolve not to support the proposal.	Possible	Insignificant	Low	Ensure Council is aware the proposed modification would allow for residential development of a similar scale to surrounding properties.

## OFFICER COMMENT

23. The proposed modification to allow for an R30 density coding would result in lot sizes and development similar to surrounding properties.
24. The proposal is consistent with the objectives of Liveable Neighbourhoods and *p*, in allowing for a mix of residential densities located in close proximity of Public Open Space, commercial facilities and public transport, all of which are provided for in relatively close proximity to the property.

<b>Voting Requirements: Simple Majority</b>
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## OFFICER RECOMMENDATION (D&I 19/2014)

That Council:

1. Adopts the proposed modification to the Wattle Grove Cell 9 Structure Plan to increase the density coding of Lot 101 (21) Sheffield Road, Wattle Grove, from R20 to R30.
2. Forwards the modified Wattle Grove Cell 9 Structure Plan to the Western Australian Planning Commission for endorsement.

Moved:

Seconded:

Vote:





## Attachment 2

### Modification to the Wattle Grove Cell 9 Structure Plan Lot 101 (21) Sheffield Road, Wattle Grove Modified Wattle Grove Cell 9 Structure Plan



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

**20. Amendment No. 62 to Local Planning Scheme No. 3 – Rezoning from Residential to Commercial - Lots 24 (518), 25 (516) and 26 (514) Kalamunda Road, High Wycombe**

Previous Items	OCM 170/2013
Responsible Officer	Director Development Services
Service Area	Development Services
File Reference	PG-LPS-003/062
Applicant	Urbis
Owners	Shire of Kalamunda, P Munro and V, E and E Ferritto
Attachment 1	Existing and Proposed Scheme Zoning Maps
Attachment 2	Submission Table

**PURPOSE**

- To consider submissions received and to finally adopt Amendment No. 62 to Local Planning Scheme No. 3 (the Scheme) to rezone Lots 24 (518), 25 (516) and 26 (514) Kalamunda Road, High Wycombe, from Residential to Commercial. Refer to (Attachment 1).

**BACKGROUND**

**2. Land Details:**

Aggregate Land Area:	3,036sqm
Local Planning Scheme Zone:	Residential R25
Metropolitan Region Scheme Zone:	Urban

**Locality Plan**

- 



4. The properties Lots 25 (516) and 24 (518) Kalamunda Road are privately owned and contain single dwellings and associated outbuildings. Lot 26 (514) Kalamunda Road however, is vacant and is owned by the Shire of Kalamunda.
5. The adjoining property contains the High Wycombe Shopping Centre and associated car parking which are zoned Special Use and Urban Development.
6. In October 2013, Council resolved (En Bloc Resolution OCM 170/2013) to initiate the amendment.

#### **DETAILS**

7. It is proposed to rezone the subject properties from Residential R25 to Commercial, to allow for a fast food outlet to be considered on 514 and 516 Kalamunda Road.
8. Lot 24 (518) Kalamunda Road has been included in the proposed amendment to ensure the proposed zoning of the property is consistent with that of the adjoining properties.
9. In support of the proposed amendment, the applicant has advised the following:

*"The proposed rezoning will form a "rounding off" of uses for the shopping centre and therefore encourage a coordinated and integrated development of the High Wycombe town centre."*

#### **STATUTORY AND LEGAL IMPLICATIONS**

10. The *Town Planning Regulations 1967* establish procedures relating to amendments to local planning schemes. If Council decides to adopt the proposed amendment, then ultimately the amendment will be determined by the Minister for Planning.
11. Clause 4.2.3 (Objectives of the Zones – Commercial) of the Scheme stipulates the following are objectives of the Commercial zoning:
  - To serve the needs of a localised area in providing for local shopping facilities, business, professional, civic, cultural, medical and other health related services.
  - To ensure that development is designed to be compatible with nearby uses and zones particularly Residential zones.
12. If the amendment is approved by the Minister for Planning, a planning application will be required to be approved by the Shire prior to a fast food outlet or any other commercial use proceeding.

#### **POLICY IMPLICATIONS**

13. Nil.

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## COMMUNITY ENGAGEMENT REQUIREMENTS

14. The proposal was advertised for 42 days in accordance with the provisions of the *Town Planning Regulations 1967*, which involved a local public notice in a paper circulating the District, a sign being erected at the front of the property, and the proposal being referred to affected landowners, utility providers and government agencies for comment.
15. During the advertising period one objection and three non-objections were received. Refer to (Attachment 2) for details of the submissions.

## FINANCIAL CONSIDERATION

16. Nil.

## STRATEGIC COMMUNITY PLAN

### Strategic Planning Alignment

17. *Kalamunda Advancing: Strategic Community Plan to 2023*

OBJECTIVE 4.3 - To ensure the Shire's development is in accord with the Shire's statutory and legislative obligations and accepted urban design planning standards.

Strategy 4.3.1            Provide efficient building and development approval services to the community.

## SUSTAINABILITY

### Social Implications

18. In the event the owners of Lot 24 (518) Kalamunda Road continue to reside at the property, there may be potential noise and odour impacts associated with any future commercial development of the adjoining properties. These can be considered and dealt with at the development application stage of the planning process.

### Economic Implications

19. Future commercial development of the site under a commercial zone, will provide employment opportunities for local residents.

### Environmental Implications

20. Nil.

**RISK MANAGEMENT CONSIDERATIONS**

21.	Risk	Likelihood	Consequence	Rating	Action/Strategy
	Council may resolve not to grant final approval to the amendment.	Possible	Insignificant	Low	Ensure Council is aware the proposal is compliant with the Scheme, the Strategy and the Policy.

**OFFICER COMMENT**

- 22. The construction of Chipping Drive has isolated the subject lots from the existing residential area north of Kalamunda Road. Having an isolated low density lot surrounded by commercial zoned land, is not considered to be in the interests of good and orderly planning.
- 23. It is noted that the owners of Lot 24 (518) Kalamunda Road wish to retain their current Residential R25 coding over their property to allow for consideration of future subdivision. Whilst the proposed amendment represents a logical rounding off of the High Wycombe Shopping Centre, the Scheme does allow for consideration of grouped and multiple dwellings under a commercial zone.
- 24. From a planning perspective, however, the locational attributes of the site suggests a commercial zone represents the highest and best use of the land.

**Voting Requirements: Simple Majority**

**OFFICER RECOMMENDATION (D&I 20/2014)**

That Council:

- 1. Notes the submissions received in response to Amendment No. 62 to Local Planning Scheme No. 3.
- 2. Adopts the amendment to Local Planning Scheme No. 3 without modification, in accordance with the following:

PLANNING AND DEVELOPMENT ACT 2005  
 RESOLUTION DECIDING TO AMEND A LOCAL PLANNING SCHEME  
 SHIRE OF KALAMUNDA  
 LOCAL PLANNING SCHEME NO. 3  
 AMENDMENT NO. 62

Resolved that Council, in pursuance of Part 5 of the *Planning and Development Act 2005*, amends the above Local Planning Scheme as follows:

- (a) Rezoning Lot 24 (518), 25 (516) and 26 (514) Kalamunda Road, High Wycombe, from Residential to Commercial.

- 3. Amends the Scheme Zoning Map and text accordingly.
- 4. Duly executes the Amendment documents and forwards them and the submission received to the Minister for Planning requesting final approval be granted.

Moved:

Seconded:

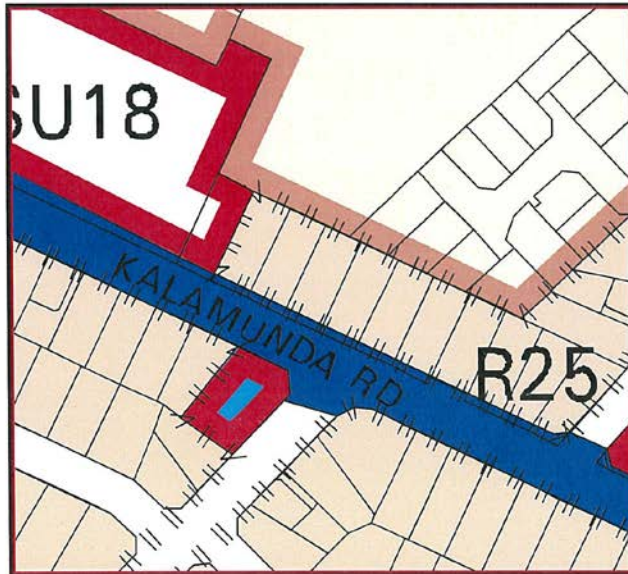
Vote:

### Attachment 1

Amendment No. 62 to Local Planning Scheme No. 3 – Rezone from Residential to Commercial

Lot 24 (518), 25 (516) and 26 (514) Kalamunda Road, High Wycombe

### Existing and Proposed Scheme Zoning Maps



EXISTING ZONING



PROPOSED ZONING

### LEGEND

#### METROPOLITAN REGION SCHEME RESERVES

OTHER REGIONAL ROADS

#### ZONES

- RESIDENTIAL
- URBAN DEVELOPMENT
- COMMERCIAL
- SERVICE STATION

#### OTHER

- R20 R CODES
- SU17 SPECIAL USE AREA (SEE SCHEME TEXT)
- NO ZONE

**Attachment 2**

Amendment No. 62 to Local Planning Scheme No. 3 –  
 Rezone from Residential to Commercial - Lot 24 (518), 25 (516) and 26 (514) Kalamunda Road, High Wycombe

**Submission Table**

Details	Comments	Staff Comment
<p>1.                      Name withheld                      167 Gooseberry Hill Road                      MAIDA VALE WA 6057</p>	<p>Objection.                       Would like to remain residential as I intend subdividing (518 Kalamunda Road).</p>	<p>The inclusion of 518 Kalamunda Road in the amendment is considered appropriate given the location of the property adjacent to the High Wycombe Shopping Centre. In this regard, it represents a logical rounding off of the commercial precinct.                       Having an isolated low density lot surrounded by commercial zoned land is not considered to be in the interests of good and orderly planning.                       If the amendment is approved, an application to subdivide the property under a commercial zoning could be considered. It should be noted however, that due to the lot size, such a subdivision would limit development options given the various development criteria, i.e. setback, car parking, and landscaping required under the Local Planning Scheme.</p>
<p>2.                      Telstra                      Locked Bag 2525                      PERTH WA 6001</p>	<p>No objection.                       A network extension will be required for any future development.</p>	<p>Noted.</p>



3.	Western Power GPO Box L921 PERTH WA 6842	No objection.  The planning advice provided by the Shire has been noted on our planning database in advance of our next review of network capacity requirements.	Noted.
4.	Water Corporation PO Box 100 LEEDERVILLE WA 6902	Comment on the proposal.  Water and wastewater are available to the subject properties.	Noted.

---

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

**21. Forreestfield Lions Community Markets – Application for Approval**

Previous Items	Nil
Responsible Officer	Director Development Services
Service Area	Development
File Reference	IE-153928
Applicant	Adrian Koomen – The Lions Club of Forreestfield High Wycombe Inc
Owner	
Attachment 1	Covering Letter
Attachment 2	Event Management Proposal for Forreestfield Lions Community Markets
Attachment 3	Forreestfield Markets Parking Strategy 2014
Attachment 4	Woodlupine Markets 2014 Stall Layout
Attachment 5	Forreestfield Lions Community Markets Risk Management Plan

**PURPOSE**

1. To consider an application from the Lions Club of Forreestfield High Wycombe Inc (Lions Club) to operate the Forreestfield Lions Community Markets.

**BACKGROUND**

2. An application (Attachments 1 & 2) has been received from the Lions Club to operate a monthly market at the Woodlupine Family & Community Centre.

**DETAILS**

3. The aim of the Lions Club is to provide a market for local residents and to attract the public to the area to stimulate the local economy.
4. The market will primarily be limited to the sale of arts, crafts and food, in addition to providing children's rides and entertainment.
5. The Lions Club ran a number of market days at the Woodlupine Community and Family Centre in 2013, and one on 22 February 2014. A temporary event approval was in place to operate a market on the 29 of March 2014.
6. The proposal states that the event will operate on the last Saturday of the month between the hours of 10.00am and 3:00pm. In lieu of the December market a Christmas Fair will be held at Hartfield Park, which will be assessed as an events application later in the year.
7. The proposal addresses a range of issues, not limited to, but including benefits to the community, suggested committee structure and roles, insurance and the market details (layout, parking, risk assessment, health and marketing) (Attachments 3,4 and 5).

---

## STATUTORY AND LEGAL CONSIDERATIONS

8. *Health (Public Building) Regulations 1992.*

*Shire of Kalamunda Trading on Thoroughfares and Public Places Local Law 2008*, requires Council approval for a Traders Permit.

## POLICY CONSIDERATIONS

9. Trading in Public Places – General Principles Policy number HLTH12

## COMMUNITY ENGAGEMENT REQUIREMENTS

10. The Lions Club has consulted with businesses located in close proximity to the proposed market site and with the two groups who have long term bookings at the Woodlupine Family and Community Centre on the same Saturday as that proposed for the monthly market day. All responses received have been supportive of the proposal.

## FINANCIAL CONSIDERATIONS

11. The annual market licence, based on 12 market days per year, and in line with the 2013/2014 Schedule of Fees and Charges is \$1557.60.
12. An additional six bins will be provided for waste disposal by Waste Services. The community bin charge of \$320 per service/annum (includes recycling bin and waste bin) will apply.
13. The proposal states that the Lions Club intends to charge a gold coin entry fee.

## STRATEGIC COMMUNITY PLAN

### Strategic Planning Alignment

14. *Kalamunda Advancing: Strategic Community Plan to 2023*
- OBJECTIVE 1.8 – Support local community groups to grow, prosper and shape the future of Kalamunda.
- |                |  |
|----------------|--|
| Strategy 1.8.3 | Proactively investigate opportunities that facilitate the establishment and/or growth of local community groups. |
| Strategy 3.1.3 | Identify collaborative on-ground projects that can be achieved in partnership with the community.                |

## SUSTAINABILITY

### Social Implications

15. Provision of a service which assists in enhancing the character and vitality of the local community.

### Economic Implications

16. Provision of a platform which may encourage small business development.

### Environmental Implications

17. Nil.

## RISK MANAGEMENT CONSIDERATIONS

18.

Risk	Likelihood	Consequence	Rating	Action/Strategy
Market not financially viable	Possible	Minor	Medium	Financial viability is dependent on the management of the markets by the Lions Club
Accident or other issue due to market/stall not operating as per approval conditions resulting in a claim of negligence against the club and possibly the Shire	Possible	Major	High	The Lions Club has a \$20 Million public liability insurance policy. Risk plan identifies risks and measures to mitigate those risks. Approval conditions address health and safety requirements. Verified by routine inspections by Shire officers.
Market not run in accordance with public health and safety requirements	Possible	Major	High	Approval conditions address health and safety requirements. Verified by routine inspections by Shire officers.

## OFFICER COMMENT

19. The existing Kalamunda Village Markets and the Kalamunda Farmers Markets are well established, successful, well patronised and generally operate without complaint, (aside from parking issues), and have grown beyond expectations. The Forrestfield Markets would be similar in operation to the Kalamunda Village Markets, however operating on the fourth Saturday of the month.

20. The Lions Club are keen to run a successful market that will contribute positively to the community, and have a flow-on effect to surrounding businesses.
21. The Shire has been working closely with the Lions Club to ensure that all previous markets have been run safely and in accordance with relevant laws and Shire procedures. Where there have been issues they have been satisfactorily resolved.
22. The Woodlupine Community and Family Centre has been booked by the Lions Club of Forrestfield from February 2014 until November 2014 on the last Saturday of each month between the hours of 8am and 4pm.
23. This market has the possibility of providing a regular community event to help enhance the character and vitality of an area that currently has unrealised community potential.
24. It is recommended that the market be approved for a trial period of 14 months, until 30 June 2015 subject to conditions.

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

**OFFICER RECOMMENDATION (D&I 21/2014)**

That Council:

1. Resolves to approve the market for a trial period until 30 June 2015 subject to the following conditions being met:
  - a. Market layout in accordance with the provided plan (attachment 2).
  - b. All food stalls will need to comply with the requirements of the *Food Act 2008* and the Australian New Zealand Food Standards Code and will require application and approval by the Shire Health Service.
  - c. That following each market day the facility and surrounding area is returned to its pre-event condition.
  - d. That a revised risk management plan is submitted within six months of commencement of market which is specifically tailored to the operation of the Forrestfield Lions Community Market.
  - e. That indemnity insurance of \$20 million to indemnify the Shire of Kalamunda against any claim arising in respect of public liability is maintained by the Lions Club of Forrestfield High Wycombe for the duration of the licence.
  - f. A permanent facility booking for the period January to June 2015 is made.
  - g. Payment of \$259.60 (Licence fee until 30 June 2014).

Moved:

Seconded:

Vote:

**Attachment 1**

**The Lions Club of Forrestfield High Wycombe Inc**

PO Box 101,  
Forrestfield, WA, 6058

??th February, 2014



**Re: Proposal to Manage and Organize Monthly Markets at the Woodlupine Community Centre**

The Lions Club of Forrestfield High Wycombe Inc is pleased to put forth our proposal to Manage and Organize Monthly Markets to be held at the Woodlupine Community Centre, 88 Hale Road, Forrestfield.

The Lions Club of Forrestfield High Wycombe Inc is in a position to deliver this service to the community of Forrestfield & would like the opportunity to do so. We believe that this will be beneficial to all involved within the local community as we believe that it will bring more of the general public to the area, which in turn may also boost local business at the same time.

Together with this cover letter, we enclose herewith the proposal that outlines the details and management plan for the proposed Markets. The proposal covers our mission statement, scope of markets and responsibilities of organisers / participants & fees being charged to stall holders & other related matters.

Should you have further inquiries regarding the abovementioned matter, please do not hesitate to contact the undersigned.

You can also contact our Events Coordinator, Helen Kimmorley by phone on 0417 442 522 or via email [forrestfieldmarkets@gmail.com](mailto:forrestfieldmarkets@gmail.com)

The Lions Club of Forrestfield High Wycombe Inc thanks the Shire of Kalamunda for your consideration & time of our proposed Markets request

Yours truly,

Adrian Koomen  
**President**

**The Lions Club of Forrestfield High Wycombe Inc**  
Ph: 0412 776 693  
Email: [agkoomen@inet.net.au](mailto:agkoomen@inet.net.au)



**Forrestfield - High Wycombe Lions Club**  
District 201W1, Western Australia  
ABN - 78 743 206 882

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Attachment 2

# EVENT MANAGEMENT PROPOSAL for Forrestfield Lions Community Markets



The Lions Club of Forrestfield High Wycombe Inc  
District 201W1, Western Australia  
ABN - 78 743 296 832  
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**The Lions Club of Forrestfield High Wycombe Inc**

District 201W1, Western Australia  
ABN – 78 743 296 832

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## INTRODUCTION

The Lions Club of Forrestfield High Wycombe consists of ordinary people doing extraordinary things such as supporting people with a disability, community greening, and fundraising for worthwhile causes. Our members enjoy being a part of the ongoing changes in the Forrestfield and High Wycombe areas.

Lions Clubs are part of community life, in the cities and in the country. Clubs are easily identified by their distinctive Logo, the trademark of our International Association, and the 'We Serve' motto.

Lions Australia is part of an international association, filled with people who are joined by the common desire to make their communities better, by using their creativity, enthusiasm and energy.

Lions club members are men and women who strive to make a difference in their local community as well as in communities worldwide. Their volunteer efforts go beyond the support of vision care, to addressing unmet health and education needs worldwide.

Membership is open to all people of the community in good standing.

## EVENT PLAN

Planning is the most important part of running a successful event, and this means starting well in advance. The best way to approach planning is to develop a detailed management plan, which includes a timetable of what needs to be done and when. Crucial elements of the planning for the event, such as fundraising, booking performers and advertising need to happen well in advance of the date of your event so a timeline schedule is essential.

Developing an Event Plan is critical to ensure your events success. The information provided in this document is designed to walk you through each step involved in organising the proposed Forrestfield Lions Community Markets, and can be used as a checklist.



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## 1. EVENT DETAILS

### 1.1. Event Place & Time

#### Proposed Event

To establish a regular monthly Market Day in Forrestfield

#### Venue

The Markets will operate from within the Woodlupine Community Centre located at 88 Hale Road, Forrestfield, utilising the main hall, lobby, and as the market expands, in the various meeting rooms within the Centre. The outside undercover verandah area and adjacent area to be used. As the markets expand it may be necessary to utilise the front parking area.

#### Time & Dates

Last Saturday of every month- 10:00 am - 3:00 pm

### 1.2. Contact During Event

The Event Coordinators – Ray Zinner & Helen Kimmorley are responsible for the overall management of the event. Their roles and responsibilities include organising, resourcing, creative directing, human resource management, negotiating, financial management, public representation, troubleshooting and liaison. The Event Coordinators must be contactable throughout the event planning, conducting and evaluation processes.

## 2. ORGANISING COMMITTEE

### 2.1. Roles and Responsibilities

Allocate clear roles to each individual within the team, so everyone knows what they are doing and what is expected of them. Our committee members have a range of expertise, interests, skills and experience to share the work.

#### Essential roles for an event committee are:

- Event Coordinators
- Treasurer
- Other roles such as Promotions and Secretary
- General members with various responsibilities "on the ground"



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## 2.1. Roles and Responsibilities (cont.)

**The Event Coordinator is an essential position for any event committee organizing an event. The Event Coordinators are responsible for:**

- The smooth running and coordination of the event.
- The inclusive and welcoming nature of the event for all.
- Ensuring that the event complies with all relevant Federal and State laws and local government / shire / council policies and regulations.
- Ensuring that all forms are filled out and details lodged with the relevant authority.
- Ensuring that appropriate permission is received before the event goes ahead.
- Recording details of invitees and attendees.
- Ensuring that thank you's are sent to those who have helped in arranging or sponsoring the event and to any special guests.
- Ensuring sponsors are publically acknowledged where relevant, including at the event and in promotional material.
- Advertising the event.
- Budget forecasting and financial control.

## 3. FINANCIAL PLANNING

### Income

Sources of income fall into 2 main categories:

- a) Stallholders fees
- b) Raffles & Gold Coin entry

### Expenditure

- Overheads –Admin Costs
- Festival / Event Hire Fees site costs – Venue Hire
- Staging / Artistic costs - Performers' fees
- Marketing costs - print of leaflets / flyers / programs, sub-contractors, signage



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### **3.1. Financial Support**

- Individuals
- Businesses i.e. sponsorship
- Grants
- Shire Assistance – The Lions club intend to seek a reduction in Venue Hire Fees

### **4. INSURANCE**

Managing a public event includes ensuring the safety of event organisers, volunteers, contract staff, event staff and the public. The Lions Club of Forrestfield High Wycombe holds Public Liability Insurance cover to \$20 million. (See attached).

In addition, all Stallholders & Participating Parties MUST have their own Public Liability Insurance and be able to produce proof with their application to the Committee for the Markets. Without Proof of Insurance acceptance to be a Stallholder & Participating Party will be denied participation.

### **5. THE VENUE**

*Please see attached site plan*

### **6. Risk Management Plan**

*Please see attached Risk Management Plan*

### **7. TRAFFIC AND PEDESTRIAN MANAGEMENT**

*Please see attached Traffic & Pedestrian Management Plan*

### **8. PUBLIC HEALTH**

#### **8.1. Temporary Food Stalls**

The provision of a variety of high quality, affordable food at public events contributes to the comfort of patrons and can increase revenue.

All Food Stall Holders must submit an application to the Kalamunda Shire and pay a fee where applicable. The event organizer will liaise with the Shire and Food Stallholder to ensure that all Health Regulations and standards are fully complied with.



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## 8.2. Waste Management

Arrangements have been made with the Kalamunda Shire for 6 additional clean empty bins to be delivered on the Friday prior to market day.

## 9. EVENT PROMOTION AND MARKETING

### 9.1. Signage

The Woodlupine Community Centre has sufficient signage for entry, exits and toilets.

Information Centre will be located just inside the main Hall which will be the main entry/exit point.

Members of the Committee and other Lion and non-Lions volunteers will have distinctive fluoro shirts for easy identification

### 9.2. Health Promotion

The Markets are designed to be family friendly and as such shall be an alcohol free event.

### 9.3. Advertising

Promotional Signage (in consultation with Kalamunda Shire) will be displayed at the front of Woodlupine Community Centre and at Hartfield Park. Additional signs will be placed at strategic points in the Forrestfield area.

## 10. USEFUL CONTACT NUMBERS

Event Manager	Helen Kimmorley	0417 442 522
Assistant	Ray Zinner	0417 000 440
Lions Club President	Adrian Koomen	0412 776 693
Market Treasurer	Tanya Morton	0417 926 508

## 11. EVALUATION

After each Market a debriefing document will be completed by the Market Day Manager showing pertinent information such as number of stallholders, approximate number of patrons, any issues raised on the day, incidents, security, parking issues etc.

This will enable the identification of any changes that are required, and where necessary, make appropriate changes to our Event Management Plan to ensure the success of future markets.



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**Attachment 3**

**The Lions Club of Forrestfield High Wycombe Inc  
Forrestfield Markets Parking Strategy 2014 for Woodlupine Centre**



**Market Day – Last Saturday of the Month**

**Car Parking**

It is envisaged that there shall be a small continuous entry and exit of vehicles at the Woodlupine Centre car park as the Markets will be attracting a small following of buyers and browsers.

It is expected that a maximum of 50 vehicles be parked within the parking areas at the peak of customer attendance.

There will be three car parking areas.

Car Park 1 and Car Park 2 taking the general visitor while Car Park 3 will be for traders and overflow parking.

Each parking bay entry shall be identified with signage

Overflow and stall holders parking area shall be identified as such.

**Parking Control**

There shall be a designated Parking attendant patrolling the area to ensure safe and uncluttered placement of vehicles.

**Disabled Parking**

Disable parking bays shall be kept available for those that display ACROD signs and will be enforced.

It is expected that the car park shall be cleared of market users by 4:30 pm that day.

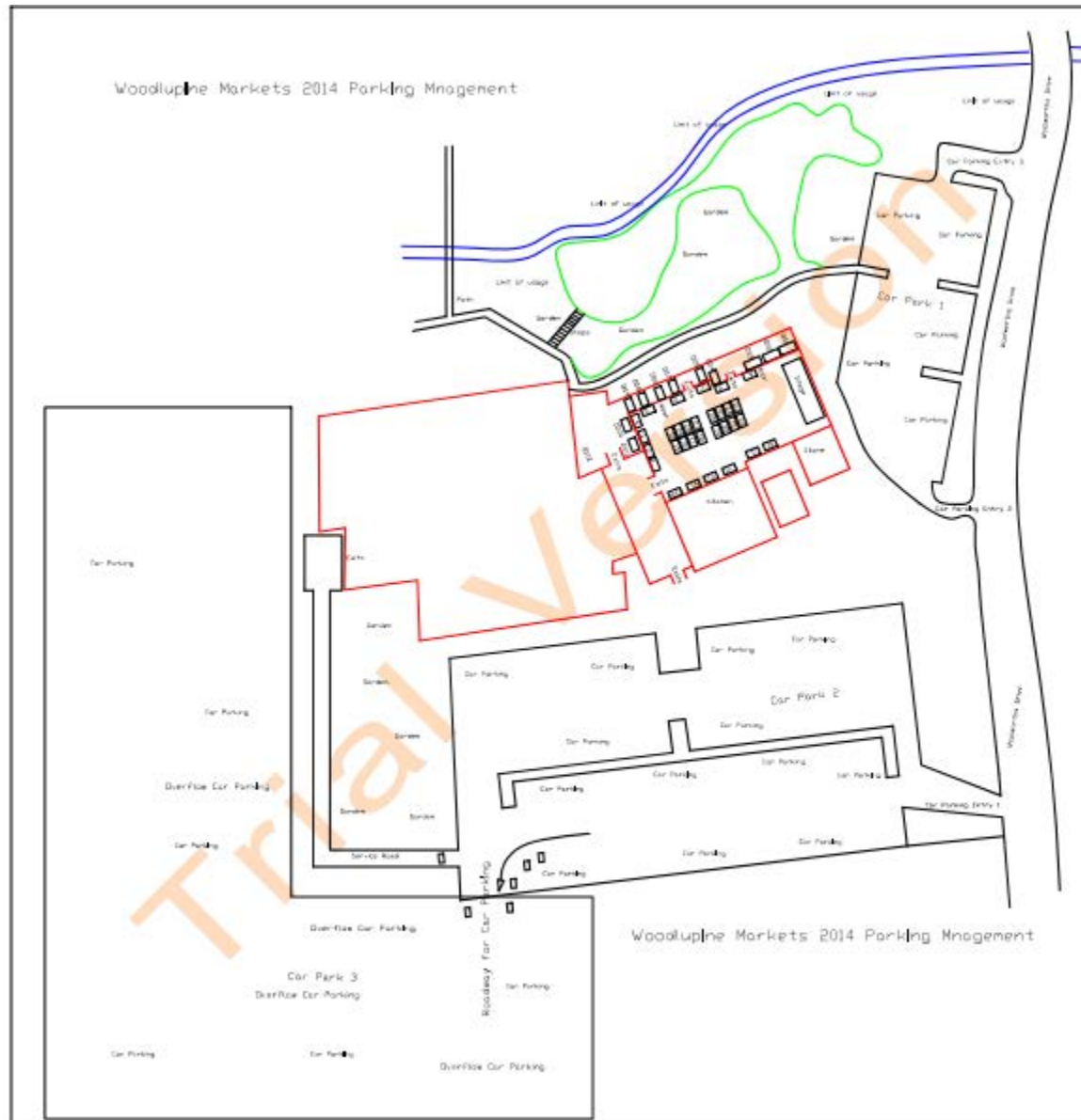


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Attachment 5

## Forrestfield Lions Community Markets Risk Management Plan

### Event Information

#### Bodies Responsible/Accountable for Event

<b>Chief Organisation:</b>	<b>Lions Club of Forrestfield High Wycombe.</b>
<b>Responsibilities:</b>	Responsible for finance, insurance, general approvals and negotiation between key stakeholders and sponsors.
<b>Reports to:</b>	Key Stakeholders, Lions Club Members.
<b>Contact 1:</b>	Ray Zinner Ph: 0417 000 440 Email: ray.zinner@bigpond.com
<b>Sub Committee:</b>	<b>Lions Club Forrestfield Market Committee</b>
<b>Responsibilities:</b>	Responsible for establishing and managing a fair, vibrant, economically sustainable market. Works with market manager, stallholders and key stakeholders to operate and promote the Forrestfield market.
<b>Reports to:</b>	Lions Club of Forrestfield High Wycombe
<b>Contact:</b>	1) Helen Kimmorley (Market Manager) Ph: 0417 442 522 Email: hkimm68@yahoo.com.au
<b>Daily Operations:</b>	<b>Market Manager</b>
<b>Responsibilities:</b>	Responsible for daily operations on market day and during the week including but not limited to; promotions, customer enquiries & assistance, first aid, entertainment, stallholder liaison, general setup and pull down of the market.
<b>Reports to:</b>	<b>Forrestfield Lions Club Market Committee and Lions Club of Forrestfield High Wycombe</b>
<b>Contact:</b>	Helen Kimmorley (Market Manager) Ph: 0417 442 522 Email: hkimm68@yahoo.com.au

### Event Objective

The Lions Forrestfield Market aims to be the premier location for local residents to purchase arts and crafts, jewellery, food, clothing, beauty items, and general home-made market items along with a couple of small children's rides and entertainment for the locals and their children. It will also be an opportunity to promote tourism, business and the festival atmosphere of the Forrestfield area, to outside visitors.

### Event Location

Woodlupine Community Centre, car park and immediate hall surrounds, located at 88 Hale Road, Forrestfield WA 6058.

### Event Date and Time

Last Saturday of every month February to November 2014 from 10 am to 3pm. Event organisers will begin setup from approximately 8 am and pull down will begin at 3.15pm and until complete.

### Purpose

The purpose of the "Forrestfield Lions Community Markets Risk Management Plan" is to ascertain any risks (positive or negative) associated with the Forrestfield Lions Community Markets, compute the probability of the risk materializing (becoming an issue) and the impact it would have on the organisation and any other interested parties. By ascertaining and assessing risks, the Forrestfield Lions Community Markets should be able to reasonably eliminate or, where that is not possible, reduce the likelihood of any risk materializing.

**Definitions**

**Risk**

The chance of something happening that will have an impact on objectives.

**Risk Assessment**

The overall process of risk identification, risk analysis and risk evaluation.

**Risk Management**

The culture, processes and structures that are directed towards realising potential opportunities, whilst managing adverse effects

**Risk Reduction**

Actions taken to reduce the likelihood, negative consequences or both, associated with a risk.

**Risk Treatment**

The process of selection and implementation of measures to modify risk

**Risk Transfer**

The process of selection and implementation of measures to modify risk

**Risk Acceptance**

Risk acceptance is the acknowledgement that there is a risk and of the consequences that may result, which is accepted.

**Process**

The Forrestfield Lions Community Markets Risk Management Plan will be an ongoing process, reviewed annually by the Forrestfield Lions Community Markets Committee and further reviewed by the Lions Club Forrestfield High Wycombe, and amended from time to time as required.

The process of a Risk Management Plan should address the following;

1. **Identify any Risks** associated with the project
2. **Quantify the Risk**, by comparing the Probability vs Impact as per graph below

Probability	4 Almost Certain	MEDIUM	EXTREME	EXTREME
	3 Possible	HIGH	EXTREME	EXTREME
	2 Unlikely	LOW	HIGH	EXTREME
	1 Rare / Insignificant	2 Moderate	3 Major	4 Catastrophic
	Impact			

3. **Risk Treatment** - Identify how to respond to the risk and transfer it using the following strategies;
  - a. Avoid the risk. Do something to remove it.
  - b. Transfer the risk. Make someone else responsible.
  - c. Mitigate the risk. Take actions to lessen the impact or chance of it happening.
  - d. Accept the risk. If risk is small it may not warrant the effort to do something.
4. **Implement a Risk Response Plan** that outlines the strategy and action items including, what needs to be done, who will do it, and when should it be completed. The Risk Response Plan should also be monitored on an ongoing basis to address any change of status of each risk to avoid it becoming an issue. This ongoing process is to be conducted by the Market Manager in conjunction with the Forrestfield Lions Community Markets Committee.

## **Risk Assessment**

### **Current Identified Risks**

#### **Health/Injury/Disease**

Drug affected persons (not including alcohol)  
Alcohol affected persons  
Fire caused by electrical installations  
Fire risk caused by gas bottles  
Marquee Collapse  
Broken glass on reserve  
Food Poisoning  
Slip or fall

#### **Criminal activity**

Disorderly conduct  
Consumption of alcohol or drugs

#### **Environmental Risk**

Excessive litter left at end of event  
Damage caused to gardens, plants or trees

#### **Legal/Contractual**

Unclean toilets  
Loss of key contractors  
Event Approval not obtained for Market

#### **Operational/Crowd Safety**

Overcrowding  
Trip Hazards Extreme  
Weather  
Communications failure  
Power failure

#### **Traffic Management**

Lack of Parking

#### **Promotion/PR**

Inadequate funding for event  
Loss of key personnel

### Risk Identification Register

Category	Risk What and how can it happen	Impact	Probability	Existing Controls	Probability Rating	Impact Rating	Level of Risk
Health/Injury/Disease	Drug affected persons (not including alcohol)	Negative Press (Loss of Reputation) Possible Injury to staff or patron (Economic loss)	Rare	Emergency Response plan in place to deal immediately with anyone who is ill or being disruptive towards other people.	1	2	LOW
Health/Injury/Disease	Alcohol affected persons	Negative Press (Loss of Reputation) Possible Injury to staff or patron (Economic loss)	Rare	Emergency Response plan in place to deal immediately with anyone who is ill or being disruptive towards other people.	1	2	LOW
Health/Injury/Disease	Fire caused by electrical installations	Possible Damage to property (Economic loss) Possible Injury to staff or patron (Economic loss) Event Evacuation (Economic Loss) Possible Legal action instigated (Financial loss)	Rare	Emergency Response Plan in place to deal immediately with a fire or injuries. First Aid Kit available at Information Tent.	1	3	HIGH
Health/Injury/Disease	Fire risk caused by gas bottles	Possible Damage to property (Economic loss) Possible Injury to staff or patron (Economic loss) Event Evacuation (Economic Loss) Possible Legal action instigated (Financial loss)	Rare	Emergency Response Plan in place to deal immediately with a fire or injuries. First Aid Kit available at Information Tent.	1	3	HIGH
Health/Injury/Disease	Marquee Collapse	Event Evacuation (Economic Loss) Negative Press (Loss of Reputation) Legal action instigated (Financial loss) Injury to staff or patron (Economic loss)	Rare	Stallholders have been advised that their marquees must be adequately secured to prevent collapse.	1	3	HIGH
Health/Injury/Disease	Broken glass on reserve	Possible Injury to staff or patron (Economic loss)	Possible	Market Manager does a quick check of the area before set-up of the market each week. First Aid Kit available at Information Tent.	3	1	LOW
Health/Injury/Disease	Food Poisoning	Negative Press (Loss of Reputation) Legal action instigated (Financial loss) Injury to staff or patron (Economic loss)	Unlikely	All food sellers must have a permit from the Shire of Kalamunda and meet the specified health and safety requirements. Food sellers are required to submit to the organisers, a current certificate of insurance to cover product liability.	2	3	HIGH
Health/Injury/Disease	Slip or fall	Legal action instigated (Financial loss) Injury to staff or patron (Economic loss)	Possible	Emergency Response plan in place to deal immediately with anyone who is ill or injured. Stallholders not allowed ropes on their marquees. First Aid Kit available at Information Tent.	3	1	LOW
Criminal activity	Disorderly conduct	Negative Press (Loss of Reputation) Possible damage to property (Financial loss) Possible Injury to staff or patron (Economic loss)	Rare	Market Manager keeps an eye out for any disorderly behaviour and asks people to move on or contacts police for assistance if needed.	1	2	LOW
Criminal activity	Consumption of alcohol or drugs	Negative Press (Loss of Reputation) Possible damage to property (Financial loss) Possible Injury to staff or patron (Economic loss)	Rare	Market Manager keeps an eye out for any disorderly behaviour and asks people to move on or contacts police for assistance if needed.	1	2	LOW

Environmental Risk	Excessive litter left at end of event	Environmental damage Negative Press (Loss of Reputation)	Possible	An additional four rubbish bins will be used by the market and stallholders are asked to take any rubbish home with them.	3	1	LOW
Environmental Risk	Damage caused to gardens, plants or trees	Environmental damage Cost to replace damaged plants (Economic loss)	Possible	Stalls are kept well away from gardens.	3	1	LOW
Legal/Contractual	Unclean toilets	Negative Press (Loss of Reputation)	Possible	Have requested that the toilets are cleaned as close as possible to commencement of market.	3	1	LOW
Legal/Contractual	Loss of key contractors	Economic loss Negative Press (Loss of Reputation)	Unlikely	Stallholders are working with organisers to ensure good rapport is developed.	2	2	LOW
Legal/Contractual	Event Approval not obtained for Market	Economic loss Negative Press (Loss of Reputation)	Unlikely	Organisers are working with the Shire of Kalamunda to ensure all requirements are met to ensure event approval is obtained.	2	4	EXTREME
Operational/Crowd Safety	Overcrowding	Possible injury to staff or patron (Economic loss) Economic gain	Unlikely	Emergency Response plan in place to deal immediately with anyone who is injured.	2	2	LOW
Operational/Crowd Safety	Trip Hazards	Legal action instigated (Financial loss) Injury to staff or patron (Economic loss) Possible Negative Press (Loss of Reputation)	Possible	Emergency Response plan in place to deal immediately with anyone who is ill or injured. Stallholders not allowed ropes on their marquees. First Aid Kit available at Information Tent.	3	1	LOW
Operational/Crowd Safety	Extreme Weather	Injury to staff or patron (Economic loss) Possible Legal action instigated if someone hurt (Financial loss)	Almost Certain	Emergency Response plan in place to deal immediately with anyone who is ill or injured. Stallholders advised in bad weather to keep marquees secure and if too extreme marquees to be pulled down.	4	3	EXTREME
Operational/Crowd Safety	Communications failure	Possible Legal action instigated if someone hurt (Financial loss)	Possible	Market Manager has a whistle and a bell, should the PA system fail, he will blow the whistle to get stallholders attention.	3	1	LOW
Operational/Crowd Safety	Power failure	Possible health and safety concern for stallholders requiring power to keep product cold/hot. Refer communications failure	Possible	Stallholders advised that in the event of power failure, they will need to have an alternate arrangement.	3	2	HIGH
Traffic Management	Lack of Parking	Economic loss Negative Press (Loss of Reputation)	Unlikely	As market is on a Saturday, the majority of surrounding shops will be open, however there are several surrounding car parks so parking should not be an issue.	2	2	LOW
Promotion/PR	Inadequate funding for event	Loss of key personnel (Financial loss) Unable to allocate funds to PR leading to unacceptable numbers of patrons (Economic loss)	Possible	Stallholder rates to be reviewed regularly to account for budget requirements. Sponsorship opportunities to obtain adequate promotional products and services and reduce organisation costs.	3	4	EXTREME
Promotion/PR	Loss of key personnel	Inadequate operation of market leading to loss of income, possible loss of facilities or stallholders. (Economic loss)	Possible	All Lions Forrestfield Christmas Market Committee members will be required to know the operational requirements of the Market Manager position, and in the event of MM resignation/sickness, they would fill that position until further arrangements could be made.	3	3	EXTREME

### Risk Response Plan

Risk	Possible Treatment Options	Preferred Options	Risk Rating BEFORE Treatment	Risk Rating AFTER Treatment	Cost/benefit Analysis A: Accept R: Reject	Person Responsible for Implementation	Time-table	How will it be monitored?
Drug affected persons (not including alcohol)	Signage not allowing persons affected by drugs to enter the market. Police presence	No further action – just monitor on a weekly basis and re-visit risk if situation changes.	(1+2) = LOW	(1+2) = LOW	N/A	Market Manager	Immediate and ongoing as required.	Market Manager to monitor and report to committee if any changes.
Alcohol affected persons	Signage not allowing persons affected by alcohol to enter the market. Police presence	No further action – just monitor on a weekly basis and re-visit risk if situation changes.	(1+2) = LOW	(1+2) = LOW	N/A	Market Manager	Immediate and ongoing as required.	Market Manager to monitor and report to committee if any changes.
Fire caused by electrical installations	Ensure electrical installations are checked by a qualified electrician on a regular basis.	Ensure electrical installations are checked by a qualified electrician on a regular basis.	(1+3) = HIGH	(1+3) = HIGH	A	Market Manager	Immediate and ongoing as required.	Market Manager to monitor and report to committee if any changes.
Fire risk caused by gas bottles	Ensure gas bottles are checked by a qualified electrician on a regular basis.	Ensure gas bottles are checked by a qualified gas fitter on a regular basis.	(1+3) = HIGH	(1+3) = HIGH	A	Market Manager	Immediate and ongoing as required.	Market Manager to monitor and report to committee if any changes.
Marquee Collapse	Avoid using marquees. Stallholder marquees are their responsibility if used and must meet with our requirements. Market Manager ensures all marquees look safe and secure prior to each market opening.	Stallholder marquees are their responsibility if used and must meet with our requirements. Market Manager ensures all marquees look safe and secure prior to each market opening.	(1+3) = HIGH	(1+3) = HIGH	A	Market Manager	Immediate and ongoing as required.	Market Manager to monitor setup and installation of marquees. Market Manager will advise any stallholder if marquee does not look adequately secured and ask them to fix it or remove it. Market Manager will monitor weather and if weather appears to be extreme, will advise all stallholders to take down their marquees.
Broken glass on reserve	Market Manager to do a quick check of area prior to setup and sweep up any glass if seen Shire to ensure area is kept clean and tidy on a regular basis	Market Manager to do a quick check of area prior to setup and sweep up any glass if seen Shire to ensure area is kept clean and tidy on a regular basis	(3+1) = LOW	(1+1) = LOW	A	Market Manager	Immediate and ongoing as required.	Market Manager to check at beginning of each market to ensure entire area is clean. If glass spotted, market manager will sweep up and dispose of glass in bin.
Food Poisoning	All stallholders selling food to have current permit from shire of Kalamunda and meet all food safety requirements. All stallholders to have current product liability cover. Market Manager to	All stallholders selling food to have current permit from shire of Kalamunda and meet all food safety requirements. All stallholders to have current product liability cover. Market Manager to ensure stallholders are using correct food handling procedures.	(2+3) = HIGH	(1+3) = HIGH	A	Stallholders, Shire of Kalamunda, Market Manager	Prior to trading at market. Ongoing as required.	Market Manager to collect all paperwork from stallholders and shire, prior to allowing stallholders to trade at market. Market Manager to note when permits and certificates are due to expire and ensure stallholders ALWAYS have current licences/certificates. Market manager to monitor food handling techniques of stallholders and advise Shire of any concerns.

	ensure stallholders are using correct food handling procedures.							Shire to address any concerns made by the Market Manager.
Slip or fall	Market Manager to check the area prior to commencement of market and ensure there is no obvious obstructions and contact shire if any noted. Shire to ensure any potential hazards is addressed regularly.	Market Manager to check the area prior to commencement of market and ensure there is no obvious obstructions and contact shire if any noted. Shire to ensure any potential hazards is addressed regularly.	(3+1) = LOW	(3+1) = LOW	A	Shire of Kalamunda, Market Manager	Prior to trading at market. Ongoing as required.	Market Manager to check at beginning of each market to ensure entire area is safe and advises Shire if anything is of concern. Shire of Kalamunda to ensure area is generally kept in a clean, secure condition and fixes any possible hazards as notified.
Disorderly conduct	Police presence	No further action – just monitor on a weekly basis and re-visit risk if situation changes.	(1+2) = LOW	(1+2) = LOW	N/A	Market Manager	Immediate and ongoing as required.	Market Manager to monitor and report to committee if any changes.
Consumption of alcohol or drugs	Signage not allowing persons affected by alcohol to enter the market. Police presence	No further action – just monitor on a weekly basis and re-visit risk if situation changes.	(1+3) = LOW	(1+3) = LOW	N/A	Market Manager	Immediate and ongoing as required.	Market Manager to monitor and report to committee if any changes.
Excessive litter left at end of event	Give Stallholders garbage bags and ask to tidy area around them prior to leaving.	Give Stallholders garbage bags and ask to tidy area around them prior to leaving.	(3+1) = LOW	(2+1) = LOW	A	Market Manager	Immediate and ongoing as required.	Market Manager to monitor and decide if any additional bins will be required on an ongoing basis.
Damage caused to gardens, plants or trees	Ensure Stalls are kept far enough away from garden beds to prevent damage. Stallholders to try any detract patrons from walking in gardens	Ensure Stalls are kept far enough away from garden beds to prevent damage. Stallholders to try any detract patrons from walking in gardens	(3+1) = LOW	(2+1) = LOW	A	Stallholders, Market Manager	Immediate and ongoing as required.	Market Manager and stallholders work together to ensure minimal impact on surrounding garden and trees.
Unclean toilets	Shire to ensure public toilets are cleaned as close as possible to commencement of market. Shire to ensure additional toilet paper is available for Saturday patrons.	Shire to ensure public toilets are cleaned as close as possible to commencement of market. Shire to ensure additional toilet paper is available for Saturday patrons.	(3+1) = LOW	(3+1) = LOW	A	Shire of Kalamunda	Immediate and ongoing as required.	Market Manager to advise Shire if any problems with cleanliness or lack of toilet paper.
Loss of key contractors	Ensure good rapport is kept with Stallholders through consultation, understanding and respect.	Ensure good rapport is kept with Stallholders through consultation, understanding and respect.	(2+2) = LOW	(2+2) = LOW	A	Market manager, Committee and Stallholders	Immediate and ongoing as required.	Market Manager to ensure he keeps stallholders on side and reports any conflicts to Committee as soon as possible. Stallholders to form part of committee and comment if negative expressions are made.
Event Approval not obtained for Market	Ensure all certificates and requirements are met by deadline. Pay any outstanding fees.	Ensure all certificates and requirements are met by deadline. Pay any outstanding fees.	(2+4) = EXTREME	(1+3) = HIGH	A	Committee and Market Manager	Prior to commencement of market and when renewal due	Market Manager to ensure daily operational requirements are met by due date.

Overcrowding	Re-assess site plan to possibly spread stalls out further.	Re-assess site plan to possibly spread stalls out further.	(2+2) = LOW	(2+2) = LOW	A	Market Manager	Immediate and ongoing as required.	Market Manager to reassess site plan on a weekly basis, based on number of stallholders.
Trip Hazards	Market Manager to check the area prior to commencement of market and ensure there is no obvious obstructions and contact shire if any noted. Shire to ensure any potential hazards is addressed regularly.	Market Manager to check the area prior to commencement of market and ensure there is no obvious obstructions and contact shire if any noted. Shire to ensure any potential hazards is addressed regularly.	(3+1) = LOW	(3+1) = LOW	A	Lions Forrestfield Christmas Market Committee, Shire of Kalamunda	Prior to trading at market. Ongoing as required.	Market Manager to check at beginning of each market to ensure entire area is safe and advises Shire if anything is of concern. Shire of Kalamunda to ensure area is generally kept in a clean, secure condition and fixes any possible hazards as notified.
Extreme Weather	Develop an alternate plan for markets during extreme weather. Cancel market. Look for alternative location for extreme weather. Do not allow marquees in high winds or storms.	Develop an alternate plan for markets during extreme weather. Do not allow marquees in high winds or storms.	(4+3) = EXTREME	(4+2) = HIGH	A	Market Manager	Immediate and ongoing as required.	Market Manager to reassess site plan on a weekly basis, based on weather conditions and advise stallholders if not appropriate to have marquees up.
Power failure	Stallholders to ensure they have alternate measures in case of power failure	Stallholders to ensure they have alternate measures in case of power failure	(3+2) = HIGH	(3+1) = LOW	A	Stallholders	Immediate and ongoing as required.	Market Manager to advise stallholders this is their responsibility and that they must make the alternate arrangements in this circumstance.
Lack of Parking	Investigate alternative locations for market or parking	No further action – just monitor on a weekly basis and re-visit risk if situation changes.	(2+2) = LOW	(2+2) = LOW	N/A	Market Manager	Immediate and ongoing as required.	Market Manager to monitor and advise Committee if risk needs to be re-assessed.
Inadequate funding for event	Increase stall fees. Source additional funding through sponsorships or Raffles.	No further action – just monitor on a regular basis and re-visit risk if situation changes. (Assumed risk)	(3+4) = EXTREME	(3+4) = EXTREME	N/A	Lions Forrestfield Christmas Market Committee	Immediate and ongoing as required.	Market Manager to monitor income and expenses and report to Lions Forrestfield Christmas Market Committee weekly.
Loss of key personnel	Ensure more than one person is aware of how market operations and can take over in this situation.	Ensure more than one person is aware of how market operations and can take over in this situation.	(3+3) = EXTREME	(3+2) = HIGH	A	Lions Forrestfield Christmas Market Committee	Immediate and ongoing as required.	Committee to ensure Market Manager is happy with work conditions. Committee members to familiarise themselves with the operational procedures and be available at short notice to take over position.



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

**22. CONFIDENTIAL REPORT Consideration of Tenders – Transportation of Various Waste to Approved Disposal Sites (RFT 1402)**

Reason for Confidentiality *Local Government Act 1995 S5.23 (d) (c) – “a contract entered into, or which may be entered into, by the local government which relates to a matter to be discussed at the meeting.”*

Previous Items	Nil
Responsible Officer	Director Infrastructure Services
Service Area	Infrastructure Operations
File Reference	RFT 1402
Applicant	N/A
Owner	N/A
Confidential Attachment 1	Confidential Attachment – Tender Evaluation Report <u>Reason for Confidentiality</u> <i>Local Government Act 1995 S5.23 (d) (c) – “a contract entered into, or which may be entered into, by the local government which relates to a matter to be discussed at the meeting.”</i>

Full Report circulated to Councillors under separate cover.

- 10.0        MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
  
- 11.0        QUESTIONS BY MEMBERS WITHOUT NOTICE**
  
- 12.0        QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**
  
- 13.0        URGENT BUSINESS APPROVED BY THE PRESIDING MEMBER OR BY  
              DECISION**
  
- 14.0        MEETING CLOSED TO THE PUBLIC**
  
- 15.0        CLOSURE**