



# Public Agenda Briefing Forum

5 October 2021

# Our Vision



## Connected Communities, Valuing Nature and Creating our Future Together

### Core Values

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

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

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

### Aspirational Values

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

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

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

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

[kalamunda.wa.gov.au](http://kalamunda.wa.gov.au)



## **INFORMATION FOR THE PUBLIC ATTENDING PUBLIC AGENDA BRIEFING**

Agenda Briefing Forums will involve Elected Members, employees as determined by the Chief Executive Officer and external advisors (where appropriate) and will be open to the public. **The Briefing Session will be held at the City of Kalamunda commencing at 6.30pm.**

Agenda Briefing Forums will provide the opportunity for Elected Members to be equally informed and seek additional information on matters prior to the presentation of such matters to the next Ordinary Council Meeting for formal consideration and decision.

### **Acknowledgement of Traditional Owners**

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

### **Emergency Procedures**

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

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

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

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

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**1. Official Opening**

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

**3. Declarations of Interest**

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

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

**3.2. 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.

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

**5. Public Question Time**

*Public question time will be allocated a maximum of 10 minutes and will be limited to two (2) minutes per member of the public, with a limit of two (2) verbal questions per member of the public.*

*Statements are not to precede the asking of a question during public question time. Statements should be made during public submissions.*

*For the purposes of Minuting, these questions and answers will be summarised.*

**6. Public Statement Time**

*A period of maximum 10 minutes is provided to allow public statements from the gallery on matters relating to a matter contained on the agenda or the functions of Council. Public Statement Time will be limited to two (2) minutes per member of the public.*

*Public Statement Time is declared closed following the 10 minute allocated time period, or earlier if there are no further statements.*

*For the purposes of Minuting, these statements will be summarised.*

- 7. Public Submissions Received in Writing**
- 8. Petitions Received**
- 9. Confidential Items Announced But Not Discussed**

**10. Reports to Council****10.1. Development Services Reports****10.1.1. Fire Hazard Assessment Plan 2021/2022**

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

Previous Items	OCM 197/ 2020
Directorate	Development Services
Business Unit	Community Safety
File Reference	RA-BFC-002
Applicant	N/A
Owner	N/A

Attachments	<ol style="list-style-type: none"><li>1. Fire Hazard Assessment Plan 2021/2022 [<b>10.1.1.1</b> - 56 pages]</li><li>2. Communications Plan Activity Schedule - Bushfire Preparedness 2021/2022 [<b>10.1.1.2</b> - 13 pages]</li><li>3. Fire Hazard Reduction Notice 2021/2022 [<b>10.1.1.3</b> - 2 pages]</li><li>4. Post-Season Summary Report 2020/2021 [<b>10.1.1.4</b> - 54 pages]</li><li>5. Highly Commended Recipient 2021 Resilient Australia State Local Government Award [<b>10.1.1.5</b> - 1 page]</li></ol>
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**TYPE OF REPORT**

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

## STRATEGIC PLANNING ALIGNMENT

*Kalamunda Advancing Strategic Community Plan to 2031*

### Priority 1: Kalamunda Cares and Interacts

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

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

### Priority 4: Kalamunda Leads

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

**Strategy 4.1.1** - Provide good governance.

### Priority 4: Kalamunda Leads

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

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

## EXECUTIVE SUMMARY

1. The purpose of this item is to report to Council on the City of Kalamunda's (City) approach to fire hazard management and assessment through the implementation of the Fire Hazard Assessment Plan 2021-2022 (Assessment Plan) and the Communications and Engagement Activity Schedule - Bushfire Preparedness 2021/2022 (Activity Schedule) as outlined in Attachment 1 and 2.
2. The Plan aims to support the requirements of the City's Fire Hazard Reduction Notice 2021/2022 (Notice) (Attachment 3), gazetted on 1 June 2021 whilst providing a risk-based approach to fire hazard assessments, and increasing the City's engagement focus to build a more resilient community.
3. The item also provides Council with a summary of the City's Post-Season Summary Report (Summary Report) for 2020/2021 as outlined in Attachment 4.
4. Council is recommended note the implementation of the Notice, Plan, Plan 2021/ 2022 and receive the Summary Report for 2020/2021.

## BACKGROUND

5. Bushfire prevention and preparedness planning is critical to the implementation of the City's strategic objectives regarding community safety and emergency management.

6. Pursuant to Section 33 of the Bush Fires Act 1954, the City issues a Fire Hazard Reduction Notice every year to put measures in place to prevent the outbreak, spread or extension of bush fire.
7. In support of the Notice, the City undertakes private property inspections to ensure compliance with the Notice.
8. To guide the City's private property inspections, the City prepares a Assessment Plan. The purpose of the Assessment Plan is to outline the manner in which the City will undertake private property inspections.
9. The Assessment Plan utilises findings from the Summary Report including previous non-compliance, complaints, and a comprehensive risk assessment to determine the priority of assessments throughout the City. The purpose of broader program is to reduce the overall risk profile of the City by ensuring all very high and extreme private properties are assessed before moving onto lower risk properties.
10. The Assessment Plan also utilises a combination of community engagement programs to support the assessments, which are focused on empowering residents to be fire ready before the 1 November 2021 assessment program. The focus of the community engagement programs is to increase fire safe practices, asset preparedness and community resilience, while giving residents information on how to comply with the Notice.

## **DETAILS AND ANALYSIS**

11. In recent years, following the conclusion of the bushfire season, a Summary Report has been prepared (Attachment 4). The purpose of this report is to provide the City with a comprehensive summary of the implementation of the Plan outcomes from the relevant season. The Summary Report was developed to expand on the City's prior documentation by including all elements of bushfire compliance and efforts working towards bushfire preparedness throughout the year. These elements provide a summary of comparable data which is utilised to inform the upcoming season Plan.
12. The findings from the Summary Report also help inform elements of the Activity Schedule and other consultation strategies such as pre-season walk-throughs and assessments.

13. One of the key findings from last season is the lower levels of compliance for the foothill's suburbs with bushfire risk compared to the escarpment and hinterland areas. As a result, the City has posted 1,800 letters to properties in these areas offering pre-season property assessments and offering advice on meeting the requirements of the Notice.
14. The community engagement program guided by the Activity Schedule has also commenced with pre-season assessments, community workshops, social media infomercials, updated City website, static displays, variable message boards, letterbox drops of information booklets and the dissemination of the Notice.
15. The City also uses the Department of Fire and Emergency Service's (DFES) 'Bushfire Risk Management System' (BRMS), which is a digital database enabling DFES, in collaboration with local government, to log bushfire risks throughout Western Australia. The BRMS allows the City to capture data specific risk ratings for all assets within its district. The assets are divided into four categories, cultural, economic, environmental and human settlement. Although most assets will be one or the other, the BRMS provides the ability to rate multiple risks against the one asset. Once all the risk data has been logged into the BRMS, the BRMS automatically provides the rating category, which the assessment program is based around.
16. As part of the implementation of the Plan, the City's Fire Control Officers (FCOs) will drive all fire breaks on the properties they assess. The purpose of driving the fire breaks is to ensure they comply with the 3m wide by 4m high clearance. This is a critical safety requirement to ensure our Volunteer Bush Fire Brigade, State Emergency Service and Fire and Rescue Services can safely drive a fire appliance along a fire break in times of an emergency.
17. The City is encouraging those residents that consider the physical characteristics of their property make it impossible to comply with the Notice, to have applied for a variation (pursuant to the mechanism for this as set out in the Notice) before 1 October 2021. Late variation applications may incur an administration fee of \$150.
18. The City's commitment to fire compliance and property preparedness has evolved over recent years taking on lessons learnt from the previous seasons. This has recently been recognised with City being named a highly commended recipient for the 2021 Resilient Australia Local Government Awards (Attachment 5). The Resilient Australia Awards are managed by the Australian Institute for Disaster Resilience and sponsored by the Australian Government.

19. This award recognises the City's leadership in building whole of community resilience, especially during and in the lead up to high threat periods, such as the bushfire season. The City was further commended on its efforts by the Minister for Emergency Services.
20. Further to this the City has also been successful in taking out the Local Government Professionals Innovative Partnership category for the work the City has been doing in building community resilience for emergencies through implementation of the Assessment and Activity Schedule and establishing key partnerships with State Government agencies including DFES and the Department of Primary Industries and Regional Development.

#### **APPLICABLE LAW**

21. Section 33 and 39, Bush Fires Act 1954.

#### **APPLICABLE POLICY**

22. NIL

#### **STAKEHOLDER ENGAGEMENT**

23. The Assessment Plan has been prepared in consultation with the DFES and was presented at the 16 September 2021 Bush Fire Advisory Committee meeting.

#### **FINANCIAL CONSIDERATIONS**

19. Provision for the proposed Assessment and Activity Schedule was costed in the 2021/22 operational budget. No additional funding is being requested as part of this report.

#### **SUSTAINABILITY**

20. The Assessment and Activity Schedule empowers the City's residents, recognising their autonomy, to comply with the Notice thereby building a more resilient community. The Assessment Plan achieves this by providing residents with the information they need to not only comply with the Notice before 1 November, but to ensure they are bushfire ready.

**RISK MANAGEMENT**

- 21.
- |   |                   |               |
|---|-------------------|---------------|
| <b>Risk:</b> The City does not implement the Assessment Plan and there is a significant increase in fuel loads and bushfire risks throughout the City's district. |                   |               |
| <b>Consequence</b>  | <b>Likelihood</b> | <b>Rating</b> |
| Critical  | Almost certain    | Extreme       |
| <b>Action/Strategy</b>  |                   |               |
| Through implementation of the Notice and the Assessment Plan, the City will reduce the risk in the most high-risk areas.  |                   |               |
- 22.
- |  |                   |               |
|--|-------------------|---------------|
| <b>Risk:</b> There is a reputational risk, if the City is impacted by a fire event resulting in loss of property and/or life.  |                   |               |
| <b>Consequence</b>   | <b>Likelihood</b> | <b>Rating</b> |
| Critical   | Unlikely          | High          |
| <b>Action/Strategy</b>   |                   |               |
| The processes contained in the Assessment Plan, if followed correctly, will reduce the impact of incidents, and will also assist with answering enquiries from external sources. |                   |               |
- 23.
- |  |                   |               |
|--|-------------------|---------------|
| <b>Risk:</b> There is a health and safety risk if the City is impacted by a fire event resulting in loss of property and/or life.  |                   |               |
| <b>Consequence</b>   | <b>Likelihood</b> | <b>Rating</b> |
| Critical   | Unlikely          | High          |
| <b>Action/Strategy</b>   |                   |               |
| The Plan will increase community awareness and preparedness through a better approach to engaging with residents. This will assist to mitigate the risk by making residents fire safe ready and build the overall resilience of the community. |                   |               |
- 24.
- |  |                   |               |
|--|-------------------|---------------|
| <b>Risk:</b> There is an environmental risk if the City is impacted by a large fire which damages the local environment and/or asbestos cement clad/roofed buildings or other like structures. |                   |               |
| <b>Consequence</b>   | <b>Likelihood</b> | <b>Rating</b> |
| Critical   | Unlikely          | High          |
| <b>Action/Strategy</b>   |                   |               |
| The Notice was gazetted on 7 July 2020. The Plan will reduce this risk through increased education and a risk-based assessment program.  |                   |               |

## **CONCLUSION**

25. The City is using the Notice and Assessment Plan as an opportunity to engage with the community and educate residents on how to prepare and protect their properties. The implementation of the Assessment Plan is one of the City's largest face-to-face interactions with the community.
26. The City prepares a Summary Report each year which helps improve and inform the following years Assessment and Activity Schedule.
21. It is recommended that Council note the implementation of the Notice, Assessment and Activity Schedule and receives the Summary Report.

<b>Voting Requirements: Simple Majority</b>
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## **RECOMMENDATION**

That Council:

1. NOTE the implementation of the City of Kalamunda: Fire Hazard Reduction Notice, Fire Hazard Assessment Plan and Communications and Engagement Activity Schedule - Bushfire Preparedness 2021/2022
2. RECEIVE the Post-Season Summary Report 2020 / 2021.

## 10.1.2. Petition Response - Bushfire Hazard Inspections

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

Previous Items	OCM44/2021
Directorate	Development Services
Business Unit	Community Safety
File Reference	
Applicant	Ray Hawes
Owner	N/A
Attachments	<ol style="list-style-type: none"> <li>1. 2021/2022 Fire Hazard Reduction Notice [<b>10.1.2.1</b> - 2 pages]</li> <li>2. 2021/2022 Fire Hazard Assessment Plan [<b>10.1.2.2</b> - 56 pages]</li> <li>3. Communications Plan Activity Schedule - Bushfire Preparedness 2021/2022 [<b>10.1.2.3</b> - 89 pages]</li> <li>4. Post-Season Summary Report 2020/2021 [<b>10.1.2.4</b> - 54 pages]</li> <li>5. Acknowledgement for Resilient Award [<b>10.1.2.5</b> - 1 page]</li> <li>6. Local Government Benchmarking [<b>10.1.2.6</b> - 1 page]</li> </ol>

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## STRATEGIC PLANNING ALIGNMENT

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## EXECUTIVE SUMMARY

1. At the 24 August 2021 Ordinary Council Meeting, the Council of the City of Kalamunda (City) received a petition of 100 signatures concerning the City's Bushfire Hazard Mitigation Program and requesting an audit be undertaken by an independent expert in bushfire mitigation programs within local government.
2. The City has considered the request of the petition, reflected on its fire hazard inspection program, reviewed statistics from previous years and had regard for the estimated cost of undertaking such an audit. On balance, and having regard for the information, it is not evident to the City that the information before it warrants the expenditure of unbudgeted municipal funds on such an audit.
3. It is recommended that Council:
  - a) Note the petition.
  - b) Not support the request to undertake an audit.

## BACKGROUND

4. At the 24 August 2021 Ordinary Council Meeting, the Council received a petition of 100 signatures concerning the City's Bushfire Hazard Mitigation Program. The petition requested an audit be undertaken by an independent expert in bushfire mitigation programs within local government.

5. Specifically, the petition states as follows:

*To the Mayor and Councillors of the City of Kalamunda We the undersigned ratepayers and residents of the City of Kalamunda (the City) formally request the Council to commission an audit of our City's Bushfire Hazard Mitigation Program. We request that the audit be done by an independent expert in bushfire mitigation programs within local government. For genuine independence, the auditor must not be connected with the current staff of the City or with any organisation that has an association with the City, including any financial links. Sufficient funds must be allocated by the City for a comprehensive independent audit which should be completed in time to implement any recommendations arising from it prior to the commencement of the 2021/22 bushfire season.*

*The terms of reference for the audit should include but not be limited to the following:*

- 1. Evaluation of current community education and engagement strategies*
- 2. Evaluation of the balance between education and engagement strategies and compliance and enforcement activities.*
- 3. Evaluation of the bushfire control program and its relationship with preserving our environment, with particular reference to preservation of trees and tree canopy*
- 4. Benchmarking the City's fire control program against best practice in other bushfire prone local government areas in Western Australia and in other jurisdictions*
- 5. Consultation with the community must be included*

6. In March 2021, the Council considered a similar request through a Notice of Motion requesting the Chief Executive Officer to seek quotes from external auditors to undertake an audit of the City's Fire Hazard Mitigation practices. The Notice of Motion was lost and is outlined below.

7.

RESOLVED OCM 44/2021

**Voting Requirements: Simple Majority**

That Council REQUEST the Chief Executive Officer to:

1. seek quotes from external auditors to undertake an audit of the City's Fire Hazard Mitigation practices including but not limited to;
  - a) Current funding allocation.
  - b) Community engagement strategy/s.
  - c) Community education packages.
  - d) Staff training package.
  - e) Efficacy of timing and method of issuing Fire Hazard Reduction Notices and other communications to residents.
  - f) Benchmarking against the City's practices against other similar Local governments (ie Cities of Armadale, Wanneroo and Swan and Shires of Mundaring and Chittering).
2. include the quotations within the draft 2021/22 operating budget for consideration by Council.

Moved: **Cr Lesley Boyd**

Seconded: **Cr Geoff Stallard**

Vote:	<u>For</u> <b>Cr Lesley Boyd</b> <b>Cr Geoff Stallard</b> <b>Cr Mary Cannon</b> <b>Cr Dylan O'Connor</b>	<u>Against</u> <b>Cr John Giardina</b> <b>Cr Janelle Sewell</b> <b>Cr Brooke O'Donnell</b> <b>Cr Sue Bilich</b> <b>Cr Lisa Cooper</b> <b>Cr Cameron Blair</b> <b>Cr Kathy Ritchie</b> <b>Cr Margaret Thomas</b>
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**LOST (4/8)**

## **DETAILS AND ANALYSIS**

8. **Fire Hazard Reduction Notice and Fire Hazard Inspection Plan**  
Pursuant to Section 33 of the Bush Fires Act 1954, the City issues a Fire Hazard Reduction Notice (Notice) every year to ensure measures are put in place to prevent the outbreak, spread or extension of bushfire.
9. A copy of the 2021/22 Notice is available in Attachment 1.
10. In support of the Notice, the City undertakes private property inspections to ensure compliance with the requirements of the Notice. In an annual season, the City may undertake up to approx. 4000 property inspections. The property inspections are one of the City's largest face-to-face annual interactions with property owners/occupiers.

11. To guide the City's private property inspections, the City prepares an annual Fire Hazard Assessment Plan (the Assessment Plan). The purpose of the Assessment Plan is to outline the manner in which the City will undertake private property inspections. A copy of the City's Assessment Plan is outlined in Attachment 2.
12. The Assessment Plan utilises previous non-compliance, complaints, and a comprehensive risk assessment to determine the priority of assessments throughout the City.
13. Key aspects of the inspection process addressed in the Plan include, but are not limited to:
  - a) Objectives
  - b) Limitations and anticipated risks
  - c) Measures of success
  - d) Lessons learnt from the preceding season
  - e) Execution of the assessment process
14. The key intent of the Notice and Assessment Plan is to reduce the overall risk profile of the City by ensuring all private properties in very high and extreme fire risk locations are assessed for compliance with the Notice before moving onto lower risk properties.
15. The Assessment Plan also utilises a combination of community engagement programs to support the assessments, which are focused on empowering residents to be fire ready before the 1 November assessment program. The focus of the engagement programs is to increase fire safe practices, asset preparedness and community resilience, while giving residents information on how to comply with the Notice.
16. The Assessment Plan is presented to the Council every year prior to the commencement of the bushfire season.
17. Prior to the presentation of the Notice of Motion at the March 2021 Ordinary Council Meeting, a comprehensive presentation was provided to Councillors at the 2 March 2021 Strategy Session in relation to the Notice, Assessment Plan and inspection process.
18. **Response to Matters Outlined in the Petition**  
The petition requests an audit be undertaken in relation to the following areas:
  - a) Community engagement strategies / packages.
  - b) Balance between education and enforcement
  - c) Balance between preserving the environment and fire mitigation.
  - d) Local Government benchmarking.

19. Commentary around the City's current activities in relation to these matters is outlined below for Council's consideration.
20. *Community Engagement Strategies / Packages*  
Extensive community engagement programs are prepared prior to and during the fire season. A copy of the extensive Communications and Engagement Activity Schedule - Bushfire Preparedness 2021/2022 (Activity Schedule) for this coming fire season is contained in Attachment 3. The Activity Schedule includes a variety of different communications be it social media posts, street meets, bushfire information's sessions, shopping centre engagement booths just to name a few.
21. The Activity Schedule for the upcoming season is currently in the process of being finalised and will include additional measures in line with the latest DFES campaigns as they launch for the season.
22. The City will showcase new videos prepared in partnership with the Western Australian Local Government Association and the Department of Primary Industries and Regional Development as a part of emergency management for those with pets this season. The videos are available at the following URLs:  
  
Small: [https://www.youtube.com/watch?v=Wp7KueR\\_zB4](https://www.youtube.com/watch?v=Wp7KueR_zB4)  
Large: <https://www.youtube.com/watch?v=vAzrDcy2rew>
23. The City develops the Activity Schedule having regard to feedback that has been received from residents. The City also assimilates findings and improvements with information and feedback received from Councillors and the broader community at the end of every season with the aim of undertaking continual process improvements.
24. As part of this process, the City undertakes a review of the outcomes from each season with the aim of undertaking continual process improvements for the next season. A copy of the Post-Season Summary Report from 2020/2021 is outlined in Attachment 4.
25. *Balance Between Education and Enforcement*  
The City undertakes significant community education leading into the bush fire season. Community engagement runs throughout the year, with an intensive campaign including with community sessions, social media posts, online promotion, shopping centre pop up's mailouts and advertising. Engagement is undertaken in collaboration with local brigades, bushfire ready groups, DFES, local residents, visitors to the region and other special interest groups. We also encourage residents to

contact us with any questions at any point in the year in order to personally assist to explain requirements on their properties.

26. The City undertakes pre-season inspections with letters sent out to at risk areas and areas identified through the City's evaluation and Summary Report as requiring further engagement. These inspections are voluntary and provide an opportunity for landowners to engage with the City's Fire Control Officer's to ensure their properties are ready by the start of the season.
27. *Balance Between Preserving the Environment and Fire Mitigation*  
The City is home to a variety of native flora, fauna and tree species. Some of these are protected under certain environmental legislation and require additional permits and approvals should owners wish to remove them. The Notice does not require the removal of living flora with the exception of fire-breaks. The Notice only requires the removal of dead flammable material to reduce fuel loads. If rare or threatened flora is contained within a fire-break, than this would be a legitimate reason to seek a variation to the Notice.
28. *Local Government Benchmarking*  
Each local government area is different and requires a tailored approach to fire prevention. Feedback received from the Department of Fire and Emergency Services (DFES) indicates that the City has a comprehensive private property inspection process for ensuring compliance with the Notice. The City received high commendation at the 22nd Resilient Australia WA Awards 2021 for its work in community engagement and fire preparedness / mitigation. This was further acknowledged in a letter from the Minister Emergency Services to the City's Mayor, see Attachment 5.
29. The City has also been successful in taking out the Local Government Professionals Innovative Partnership category. The award was granted for the work the City has been doing in building community resilience for emergencies through implementation of its Activity Schedule enhancing key partnerships with State Government agencies including DFES and the Department of Primary Industries and Regional Development, Local Brigades, Community Groups and organisations.

30. Notwithstanding the acknowledgements and awards, there are always areas for continuous improvement, and the City, as part of this process, undertakes a post-season de-brief with key lessons learnt from the season feeding into the following season.

31. The City has also undertaken an analysis of the activities of other local governments along the escarpment. This analysis is contained in Attachment 6.

32. Based on a review of the activities of other local governments, it is apparent that the City is undertaking sufficient measures consistent with other local governments. The City has also been contacted by a number of other local governments within Western Australia seeking advice on how to prepare an Assessment Plan, and the comprehensive process undertaken for property inspections.

33. **Statistics from 2020/21 Fire Season**

As part of the City’s review process, an analysis of the outcomes from the previous fire season is undertaken. Statistics from the 2020/2021 Fire Season are outlined below.

34.

No. of Assessments	No. of Workorders	No. of Infringements
4077	1001 (24.5%)	83 (2%)

35. **General Information on the Petition Signees – Non-Property Specific**

To understand the concerns from those that signed the petition, the City has undertaken a review of general fire-related regulatory information associated with the signees. A summary of that review on a non-property specific basis is outlined below. Of the 100 signatories:

- a) 43 Signatures came from people who collectively reside at 20 properties.
- b) 64 signatures were from residents whose property are classified as urban/low risk and were not the subject of property inspections.
- c) 3 signatures were from residents with larger urban properties and were assessed, with 1 receiving an infringement.
- d) 28 signees previously received workorders from the City for non-compliance with the Notice last season.
- e) 1 signee previously received an infringement from the City for non-compliance with the Notice last season.
- f) 10 signees complied with the Notice.
- g) 4 Signees on the petition referred their fire compliance matters to Councillors during the fire season.
- h) 3 signees were given a second work order.

### **APPLICABLE LAW**

36. *Bush Fires Act 1958*

### **APPLICABLE POLICY**

37. N/A

### **STAKEHOLDER ENGAGEMENT**

38. Extensive community engagement programs are prepared prior to and during the fire season. A copy of the Post Season Summary Report 2020/2021 is contained in Attachment 4.
39. The requested audit, and the very prescriptive terms, will impact the likely field of respondents (must not be connected with the current staff of the City, or any organisation that has an association with the City, including any financial links). Given the City's bushfire risk, this would result in a very narrow field of candidates, as many companies have clients that have, in one way or another, worked with or for the City. The City, on desktop review, deals with many bushfire planning consultants in some capacity.

### **FINANCIAL CONSIDERATIONS**

40. To undertake a detailed audit as recommended through the petition, it is estimated to cost a total of approx. \$20,000 - \$25,000. This estimate is based on approximately 60 – 80 hours of audit time by an independent professional with expertise in fire hazard mitigation and approximately \$5,000 worth of officer time to manage and oversee the audit including any reporting to Council. Community engagement costs would be additional.
41. There is no budget allocation for this work and approval of unbudgeted funds would be necessary.
42. Total estimated cost to undertake the audit and consultation would be \$30,000 - \$35,000.
43. The Notice for 21/22 has been issued. As such, any potential changes to the City's processes, as a result of an audit, may not occur until 2022/23.

**SUSTAINABILITY**

44. **Social**

The prevention measures undertaken by the City seek to protect the community and mitigate the risk of bushfire. Bushfire has the potential to significantly impact social cohesion, this has been seen in neighbouring local government areas.

45. **Economic & Environmental**

Bushfires can have devastating economic and environmental impacts. The prevention measures undertaken by the City seek to mitigate and avoid those impacts, wherever possible.

**RISK MANAGEMENT**

46.

<b>Risk:</b> The audit is not undertaken and results in a lesser standard of fire prevention measures leading to significant reputational damage.		
<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
Major	Unlikely	Medium
<b>Action/Strategy</b>		
Ensure the City undertakes annual reviews of each fire season and works through a process of continual review and improvement.		

47.

<b>Risk:</b> That the City undertakes the audit and doesn't find any material issues and thus the merit of the expenditure is questioned.		
<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
Moderate	Likely	High
<b>Action/Strategy</b>		
Council to take an informed view if the audit is worth the expense		

48.

<b>Risk:</b> By not undertaking the audit, the petitioners agitate further on the issue requiring the City to manage potential reputational issues.		
<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
Moderate	Possible	Medium
<b>Action/Strategy</b>		
City responses to further questions on the matter reflect the reasoning for not undertaking the audit in clear and consistent manner		

## **CONCLUSION**

49. The City provides comprehensive information and oversight to Council and the community through the following processes and measures:
- a) Presentations at Strategy Sessions prior to the fire season commencing and on an as needs basis throughout the season.
  - b) A weekly update on infringements and cautions issued through the Councillor Information Bulletin.
  - c) Formal presentation of the Plan to Council prior to each season commencing, all this reporting and documentation is also available to the public.
  - d) Providing Councillors detailed information on any specific issues that arise throughout the season.
  - e) A comprehensive community engagement program is undertaken prior to and during the bushfire season.
50. Consistent with the recommendation provided to Council at the March 2021 Ordinary Council Meeting, the City is of the view that the statistics outlined above in conjunction with the comprehensive information and oversight provided to Council prior to, and during, the fire season does not warrant the cost of an independent audit of the City's fire mitigation practices. On this basis, the request in the petition is not supported.

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

## **RECOMMENDATION**

That Council:

1. NOTE the petition.
2. NOT SUPPORT the request to undertake an audit.

**10.2. Asset Services Reports**

**No Reports Presented.**

**10.3. Corporate Services Reports**

**No Reports Presented.**

**10.4. Office of the CEO Reports**

**10.4.1. Kalamunda Aged Care Advisory Committee Recommendations 8 September 2021**

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

Previous Items	N/A
Directorate Business Unit	Office of the CEO
File Reference	
Applicant	
Owner	
Attachments	Nil

**TYPE OF REPORT**

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

## STRATEGIC PLANNING ALIGNMENT

*Kalamunda Advancing Strategic Community Plan to 2031*

### Priority 1: Kalamunda Cares and Interacts

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

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

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

### Priority 3: Kalamunda Develops

**Objective 3.1** - To plan for sustainable population growth.

**Strategy 3.1.1** - Plan for diverse and sustainable activity centres, housing, community facilities and industrial development to meet future growth, changing social, economic and environmental needs.

### Priority 4: Kalamunda Leads

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

**Strategy 4.1.1** - Provide good governance.

## EXECUTIVE SUMMARY

1. To consider the recommendations of the Kalamunda Aged Care Advisory Committee (KACAC).
2. The KACAC held an ordinary meeting on the 8 September 2021. At this meeting several motions were passed which are now presented for Council consideration.
3. This report recommends Council notes the Kalamunda Aged Care Advisory Committee recommendations.

## BACKGROUND

4. Council established the Kalamunda Aged Care Advisory Committee in 2015 in response to the critical shortage of aged care beds in the City.
5. The purpose of the Aged Care Advisory Committee, as set out in the Terms of Reference, is to advise and make recommendations to Council on a range of strategic issues which affect the quality of life of the ageing population, their families and carers living in and visiting the City of Kalamunda.

6. To objectives of the KACAC are to:
- 3.1 To promote and facilitate adequate access to Residential Aged Care accommodation in the City of Kalamunda.
  - 3.2 To monitor trends, issues and developments occurring at the local, state and national levels for the aged care sector.
  - 3.3 To undertake ongoing research and analysis of the aged care sector to ensure the City is at the forefront of any development opportunities that may emerge.
  - 3.4 To advocate and develop relationships with the aged care sector and identify opportunities for partnership ventures.
  - 3.4 To consider and advise upon greater access to community based aged care facilities and support services
  - 3.5 To investigate and promote regional approaches to aged care issues.

## **DETAILS AND ANALYSIS**

7. The Committee met on the 8 September 2021 and tabled a number of recommendations for Council consideration as follows.

8. **1. COMMITTEE RECOMMENDATION TO COUNCIL**

To form a randomised focus group of elderly residents to assess the City of Kalamunda Website by attempting to gain specific information, to check their ability to access and understand the system and the information gained.

Compare the result with the use of hard copy information and verbally delivered information. This would identify any information transfer issues, such as highlighted in the Royal Commission Report and, if significant issues are found, support a case for the provision of a Seniors/Aged Care Officer, readily available to provide guidance and assistance to Kalamunda senior citizens.

**Moved: Malcolm Roberts**

**Seconded: Bev Love**

**Vote: Carried**

9. **City's Response:**

The City advised the KACAC this request would require Council allocating resources to undertake this task. The City currently does not have funding or resources allocated to undertake such a task and the budget and business plans have been set for the 2021/22 financial year.

The City's website was reviewed two years ago, and the review involved targeted focus groups to provide input. The City's website is not due for further review.

Furthermore, it is not the City's role to provide guidance and support on Federal Government legislation. The *My Aged Care* website performs that task, and it would not be prudent for the City to attempt to interpret and give advice of this nature to seniors. Understanding the aged care system is not a role for local government, however the City does take on the role of referring its seniors to the appropriate agencies or relevant websites when calls for direction are made.

The City, therefore, acts as a connector for seniors wanting information about the aged care systems and will refer seniors to the appropriate services. This is a role that is considered beneficial and within the resourcing capacity of the City.

It should also be noted a review of Kalamunda website is an operational matter and outside the terms of reference of the Aged Care Advisory Committee.

10. **2. COMMITTEE RECOMMENDATION TO COUNCIL**

To recognise the Commonwealth Government Residential Aged Care Accommodation targets as the desired standard for The City, provide incentives to offset increased building costs in the Hills, and actively engage with governments and the aged care sector to promote and facilitate the development of appropriate residential aged care facilities in the City to assist in achieving these targets.

**Moved: Malcolm Roberts**

**Seconded: Bev Love**

**Vote: Carried**

11. **City of Kalamunda Response to this recommendation is as follows:**

The City would not support setting targets for a matter that is outside the control of the City.

Setting targets would raise expectations in the community that may not be achievable by a local government. The risk could potentially be community criticism if targets were not achieved, given aged provision is not a local government responsibility.

12. When setting a target, it is standard operating procedure for the target to be SMART:

- Specific
- Measurable
- Achievable
- Realistic
- Timely

It would be impossible to set a SMART target for aged care accommodation when the City is reliant on other agencies such as the State and Federal Government, as well as the private and not for profit sectors, who deliver aged care accommodation.

13. The City has already provided incentives through the creation of land at Cambridge Reserve and Heidelberg Park for aged care purposes. The City has vigorously assessed and pursued other aged care sites opportunities and it is conclusive that the only sites to date that are suitable are the Cambridge Reserve and Heidelberg sites.

14. The City was not able to gain State Government support for a development in Wilkins Road after spending in the order of \$250,000 to assess this site. The City is still working with the State Government to secure a site in the new High Wycombe South station precinct.

15. The City will continue to pursue and advocate where possible to attract aged care providers.

16. In 2016 the Council adopted the Aged Care Accommodation Strategy 2016 containing the following recommendations in relation to the role the city should pursue in aged care.

- a) should not directly undertake any retirement or aged care developments. The sector has become increasingly demanding in terms of regulation, cost efficiency pressures, operational requirements and market demands that both the retirement living

and aged care sectors have become more demanding of their owner/operators;

- b) encourage providers that will provide a 'hub and spoke' approach to aged care which means they will have one or more home bases within the Shire and be able to use these to provide home (community) care services and therefore encourage ageing in place; and
- c) use government assets (including State Government land) to encourage retirement living and aged care developments (similar to the Carine Rise and Ridgewood Seniors Affordable Housing development examples); and
- d) prioritise sites close to existing amenities (shops, public transport) which also helps to address the social isolation that some residents have with retirement villages that are suitable for a ground lease to a retirement/aged care operator.

17. The request from the KACAC is outside of the position adopted by Council and should not be supported.

18. **3. COMMITTEE RECOMMENDATION**

Seek KACAC advice on defining the role of a Seniors /Aged Care Officer, including in relation to aged care accommodation, and provide ongoing monitoring of local RACFs, provision of their services and Home Care Services in CoK, to ensure residents' needs are met at the prescribed standard.

**Moved**            **Malcolm Roberts**  
**Seconded:**  
**Vote:**            **LAPSED**

19. The CEO advised regarding this motion that the City has already defined its role for its community development officer – inclusive communities. The current role of the City is to connect seniors to the appropriate services that have expertise to assist seniors.

KACAC could provide a submission to the CEO for consideration and assessment of such a role, and if determine to have merit the CEO would place a proposal to the Council to fund such a position in future budget years. This motion again is operational in nature and outside the of the scope of the aged care committee.

20. The recommendation was not supported and lapsed.

**APPLICABLE LAW**

21. Sections 5.8, 5.9 and 5.10 of the *Local Government Act 1995*.

**APPLICABLE POLICY**

22. Nil.

**STAKEHOLDER ENGAGEMENT**

23. Nil.

**FINANCIAL CONSIDERATIONS**

24. The request from the KACAC would require additional funding for an officer and redevelopment the city's website.

A budget would be required in the order of \$100,000 to \$120,000.

**SUSTAINABILITY**

25. Nil.

**RISK MANAGEMENT**

26.	<b>Risk:</b> Expanding the role of the city in operational matters regarding aged care provision will require additional resource with knowledge and expertise in the Federal Government aged care systems						
	<table border="1"><thead><tr><th><b>Consequence</b></th><th><b>Likelihood</b></th><th><b>Rating</b></th></tr></thead><tbody><tr><td>Moderate</td><td>Possible</td><td>Medium</td></tr></tbody></table>	<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>	Moderate	Possible	Medium
<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>					
Moderate	Possible	Medium					
	<b>Action/Strategy</b>						
	Council should not support the requests being made by the KACAC.						

**CONCLUSION**

27. In bringing forward recommendations that do not align with the Terms of Reference, as well as operational recommendations, this indicates Kalamunda Aged Care Advisory Committee it has moved away from its role.

28. It is therefore reasonable to conclude the Committee may have exhausted its usefulness regarding its key purpose.

<b>Voting Requirements: Simple Majority</b>
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**RECOMMENDATION**

That Council NOTE the recommendations from the Kalamunda Aged Care Advisory Committee and take no further action.

## 10.4.2. Committee Terms of Reference Review 2021/23

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

Previous Items	OCM August 2019
Directorate	Chief Executive Officer
Business Unit	Governance
File Reference	
Applicant	
Owner	
Attachments	<ol style="list-style-type: none"> <li>1. Bush Fire Advisory Committee [<b>10.4.2.1</b> - 6 pages]</li> <li>2. Community Safety &amp; Crime Prevention Advisory Committee [<b>10.4.2.2</b> - 5 pages]</li> <li>3. Disability &amp; Carers Advisory Committee [<b>10.4.2.3</b> - 5 pages]</li> <li>4. Kalamunda Arts Advisory Committee [<b>10.4.2.4</b> - 5 pages]</li> <li>5. Kalamunda Environmental and Sustainability Advisory Committee [<b>10.4.2.5</b> - 6 pages]</li> <li>6. Kalamunda Tourism Advisory Committee [<b>10.4.2.6</b> - 6 pages]</li> <li>7. Strategic Sport &amp; Recreation Committee [<b>10.4.2.7</b> - 5 pages]</li> </ol>

### TYPE OF REPORT

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 Executive	When Council is undertaking its substantive role of direction setting and oversight (eg accepting tenders, adopting plans and budgets)
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## **STRATEGIC PLANNING ALIGNMENT**

### *Kalamunda Advancing Strategic Community Plan to 2031*

Priority 4: Kalamunda Leads

Objective 4.1 - To provide leadership through transparent governance.

Strategy 4.1.1 - Provide good governance

## **EXECUTIVE SUMMARY**

1. The purpose of this report is for Council to review the Terms of Reference of Advisory and Management Committees and to make recommendations about changes.
2. Council has the ability under the *Local Government Act 1995* to establish Advisory Committees to assist in the provision of advice on various matters. It is good practice to review the Terms of Reference to ensure advisory committees are relevant before Council is required to nominate members to the committees.
3. The City has undertaken a full review of all existing Advisory Committees and updated aspects no longer relevant, aligned all Terms of Reference under a standard template.
4. This report recommends Council adopt the revised Membership and Terms of Reference for Advisory and Management Committees for the period November 2021 to October 2023, note that the Kalamunda Economic Development Advisory Committee is to remain in place unchanged until 2023, abolish the Kalamunda Aged Care Advisory Committee and expand the function of the Kalamunda Environmental Advisory Committee to become the Kalamunda Environmental & Sustainability Advisory Committee.

## **BACKGROUND**

5. Every two years, in line with the local government election cycle, the City undertakes a review of all Advisory Committees.

This review ensures the Committees:

- a) remain relevant,
- b) are aligned with the direction and requirements of the Council,
- c) have current and applicable terms of reference
- d) enables a refreshing of Membership; and
- e) Reassesses the need for a committee to continue.

6. The purpose of biennial review of committees of Council is to ensure the committees are providing efficacy, are relevant and are operating efficiently. Over time advisory committees will exhaust their purpose or may no longer be aligned with Council's strategic objectives. The review provides an opportunity to refresh and reset direction where required to ensure alignment with new or emerging strategic objective is being derived from the committees.

## **DETAILS**

7. The review of all advisory committees was undertaken by the City of Kalamunda supporting each of the committees and a presentation provided to elected members at their strategic retreat in March 2021.
8. All Terms of Reference have been aligned to the Strategic Community Plan 2031 to ensure greater consistency across the operations of all advisory committees.
9. Key changes to Committees outlined in this report relate to the Kalamunda Aged Care Advisory Committee and the Kalamunda Environmental Advisory Committee.
10. All other committees have no significant changes to the objectives as they are still relevant to the objectives of the Council, other than refreshing the terms of reference to ensure greater alignment to City goals and to identify greater efficiencies in the operation of committees.
11. One area of improved efficiency relates to the membership of all committees. The City is recommending that all committees are supported by one Councillor and one deputy Councillor. This approach will alleviate the intense demand being placed upon Councillor's time, to not only undertake their councillor meeting role, but to effectively support all 9 advisory committees plus another 6 external committees.
12. **Key Changes Recommended to Advisory Committees**  
The following is a summary of key changes being made to each of Council's established advisory committees.
13. **Kalamunda Aged Care Advisory Committee (KACAC)**  
The KACAC was established in 2015 and its purpose was to support the City to promote and advocate for more land to facilitate the development of additional aged care facilities. Since that time City has made progress and finalised the examining of land assets across the City suitable for aged care for aged car development.

These included:

- Wilkins Road
- Gavor Road
- Valencia , Carmel
- Karingal Green
- Cambridge Reserve and
- Heidelberg Park.

Of these sites:

- Karingal Green has now been constructed offering 160 beds. Wilkins Road site has been abandoned due to lack of State Government support.
- Valencia, Carmel is currently at construction stage offering additional 80 beds.
- Gavor Road proposal is in early stages of planning and expected to yield around 100 beds.
- Cambridge Reserve and Heidelberg Park are in the land transfer stages both expected to yield 100 beds each.

The City is of the view the work in aged care development land identification is complete as no more suitable sites exist and that the KACAC no longer has a sustainable role. The City is recommending the KACAC be abolished so resources can be redirected to new initiatives being pursued.

14. **Kalamunda Environmental Advisory Committee (KEAC)**

The KEAC was established primarily to assist Council with improving environmental policy and practice. It has been effective in either development or review of key strategies namely:

- Local Environmental Strategy
- Urban Forest Strategy
- Local Biodiversity Strategy
- Environmental Land Use Planning Strategy

15. Council recently committed to address the issues of sustainability and climate change and its impact upon its Community through both declaring that there is a Climate Emergency and commitment to the WALGA Climate Change Policy Statement. There will be a significant amount of work to be undertaken in the coming years to develop comprehensive strategies, policies, plans, and actions addressing this issue. The matter is not solely confined to impacts upon the environment but moreover the issue of an agreed common understanding of "Sustainability".

16. It is proposed a new committee is formed – Kalamunda Environmental and Sustainability Advisory Committee (KESAC) which builds on the

foundations set in KEAC but expands its to more closely align with the strategies and goals of the Council regarding strengthening sustainability and addressing climate change.

17. It is foreseen expansion of the role will be of greater value and necessary in dealing with the climate change emergency priority as resolved by Council in May 2021.
18. It is also viewed the expanded role will attract members within the committee who have expertise in climate change and sustainability to give greater diversity to the committee.
19. This committee is proposed to have four community members, a professional subject expert on climate change who may or may not be a resident of the District.
20. **Bush Fire Advisory Committee**  
No changes are proposed to the Bushfire Advisory Committee.
21. **Community Safety & Crime Prevention Advisory Committee**  
A review of Councillor and community member attendance at the Community Safety and Crime Prevention Committee (CSCPAC) indicates that there is only a need for one Councillors and four community representatives to be appointed to CSCPAC. In this context, the Terms of Reference have been brought in line with other committees.
22. **Kalamunda Arts Advisory Committee**  
A review of Councillor and community member attendance at (KAAC) indicates that there is only a need for one Councillor, and four to six community representatives to be appointed to KAAC. In this context, the Terms of reference have been brought in line with other committees.
23. **Kalamunda Tourism Advisory Committee**  
A review of Councillor and community member attendance at (KTAC) indicates that there is only a need for one Councillor, three tourism operators within the City of Kalamunda, and three community members with experience within the Tourism field. The Terms of reference have been brought in line with other committees.
24. **Kalamunda Economic Development Advisory Committee (KEDAC)**  
It is proposed that the KEDAC is the only committee that is not advertised for new members. The reason being the KEDAC was only formed in late 2020, its members have served less than a year and this report recommends Council maintains the current membership base and the

existing terms of reference for the next two years. No changes are required to its Terms of Reference.

25. **Disability and Carers Advisory Committee**

No changes are proposed to the Disability and Carers Advisory Committee.

26. **Strategic Sport & Recreation Committee**

No changes are proposed to the Strategic Sport & Recreation Committee.

**APPLICABLE LAW**

27. Section 5.8 of the Local Government Act 1995 – Establishment of Committees.

Section 5.9 (2) (c) of the Local Government Act 1995 – Types of Committees.

Section 5.11 (2) (d) of the Local Government Act 1995 – Tenure of Committee Membership.

**APPLICABLE POLICY**

28. The Council does not have a policy position for advisory committees.

**STAKEHOLDER ENGAGEMENT**

29. Public consultation is not required for the review of the Management and Terms of Reference of Advisory Committees.

30. Once Council has approved the establishment of the Committee and Terms of Reference, nominations from appropriate community representatives for appointment to the Committee will be sought through a public advertising process.

**FINANCIAL CONSIDERATIONS**

31. The cost to administrate an advisory committee is in the order of \$5,000. This can vary depending on varied requirement of a particular committee.

Meeting agenda preparation	4 hours/meeting	\$ 400.00
Briefing Papers prepared and research	16 hrs/meeting	\$ 1,600.00
Meeting attendance x 2-3 staff	2 hours/meeting	\$ 1,000.00
Minutes	3 hours/meeting	\$ 300.00
Senior Officers review and signoff	3 hours/meeting	\$ 600.00
Ongoing Liaison	4 hours/meeting	\$ 400.00
Reporting to Council	4 hours/meeting	\$ 800.00

**Total estimate      \$ 5,100.00**

32. The City has 9 advisory committees and 6 external committees to resource. The total estimated cost to administer and support all committees is in the order of \$3000,000 worth of officer time per annum.

## SUSTAINABILITY

33. Advisory committees provide a focussed pathway for engaging community leaders on specific topics to provide greater transparency and broader community views.

## RISK MANAGEMENT

34.

<b>Risk:</b> Advisory Committees become irrelevant and become a cost to the City rather than a benefit.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Unlikely	Moderate	Low
<b>Action/Strategy</b>		
By regularly reviewing the terms of reference and the efficacy of advisory committees the City will not incur a cost without benefit.		

35.

<b>Risk:</b> Committee goals do not align with Council's objectives and strategies.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Possible	Moderate	Medium
<b>Action/Strategy</b>		
Provide guidance to the Chair and at the first meeting communicate the City's strategic plan and objectives to ensure the Committee understands its role and works within its Terms of Reference.		

## CONCLUSION

36. Every two years in line with Council election the City undertakes a review of the efficacy of its advisory committees and the relevance of the terms of reference for each committee. It is important to do so to ensure the advisory committees are refreshed and are adding value to the Council in terms of the advice and support the Council requires.

37. Upon endorsement by Council of all the Terms of Reference and the establishment of all Committees, advertisements seeking nominations from the community for appointment to the various committees will be placed in the local newspapers and other medians. Following the advertising process, a report will be brought to Council to formalise the appointments in November 2021.

<b>Voting Requirements: Simple Majority</b>
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**RECOMMENDATION**

That Council:

1. ABOLISH the Kalamunda Aged Care Advisory Committee.
2. ABOLISH the Kalamunda Environmental Advisory Committee.
3. CREATE the Kalamunda Environmental and Sustainability Advisory Committee.
4. ADOPT the reviewed Terms of Reference for the following Committees as outlined in Attachment 1:
  - Bushfire Advisory Committee
  - Community Safety & Crime Prevention Advisory Committee
  - Kalamunda Arts Advisory Committee
  - Kalamunda Environmental & Sustainability Committee
  - Kalamunda Tourism Advisory Committee
  - Disability and Carers Advisory Committee
  - Strategic Sport & Recreation Committee
5. NOTE there are no changes being proposed to the Kalamunda Economic Development Advisory Committee and the Terms of reference will be reviewed in 2023.
6. REQUEST the Chief Executive Officer to advertise all positions for all committees for 30 days with the exception of the Kalamunda Economic Development Advisory Committee.
7. PROVIDE a report to Council recommending new appointments to all advisory committees for the period November 2021 to October 2023.

### 10.4.3. Jorgensen Park Overflow Car-park Community Consultation

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

Previous Items  
Directorate Office of CEO  
Business Unit Public Relations  
File Reference  
Applicant  
Owner  
  
Attachments Nil

#### TYPE OF REPORT

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#### STRATEGIC PLANNING ALIGNMENT

*Kalamunda Advancing Strategic Community Plan to 2031*

##### **Priority 1: Kalamunda Cares and Interacts**

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

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

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

##### **Priority 1: Kalamunda Cares and Interacts**

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

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

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

### **Priority 1: Kalamunda Cares and Interacts**

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

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

**Strategy 1.3.2** - Encourage and promote the active participation in social and cultural events in the City of Kalamunda.

## **EXECUTIVE SUMMARY**

1. The purpose of this report is to consider the results of community engagement in regards to the use of the overflow carpark in Jorgensen Park.
2. The overflow area was originally designed for special events use.
3. The recommendation is to approve use of the overflow car parking area for visitors of Jorgensen Park for a 12 month trial.

## **BACKGROUND**

4. Historically the overflow area was unmarked and was a gate with access to the old fairway.
5. The area was clearly defined during construction of the new Kalamunda Community Centre.

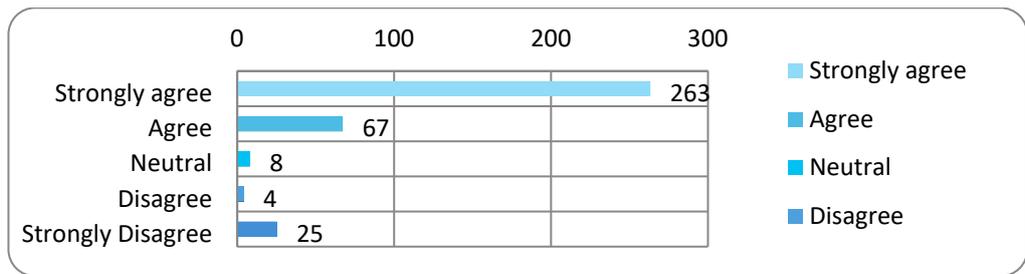
## **DETAILS AND ANALYSIS**

6. The popularity of the park for bushwalking and dog exercise coupled with the new community centre's high visitation numbers has put the available car parking under pressure.
7. The previous overflow area allowed parking over the old fairway, the area has now been clearly gated and designated.
8. The overflow area of the site (near the fairway) has always been used for special events, and following a meeting with neighbours post opening of the new centre it was confirmed this will continue to be the case.
9. In recent months the City was alerted to the fact the asphalt car park was at capacity and received requests for it to be opened.

10. The City has completed consultation with neighbours, local residents, Kalamunda Community Centre patrons and visitors and Jorgensen Park users regarding the availability of parking and the possibility of opening the overflow car park 24/7 or at peak times.

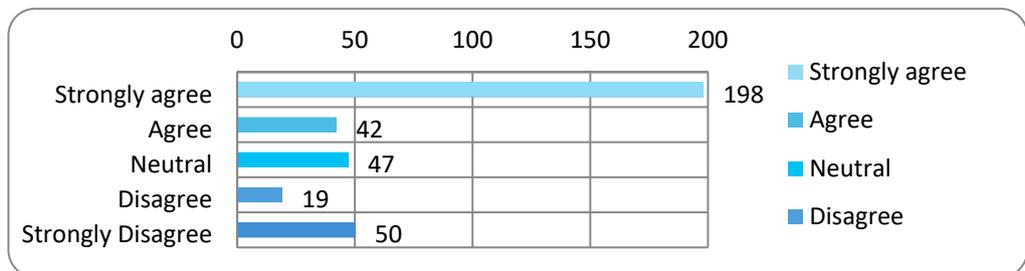
11. 373 responses were received during the consultation period. The results are as follows:

In my opinion, the parking and traffic is a significant problem that needs addressing:	
Strongly agree	263
Agree	67
Neutral	8
Disagree	4
Strongly Disagree	25



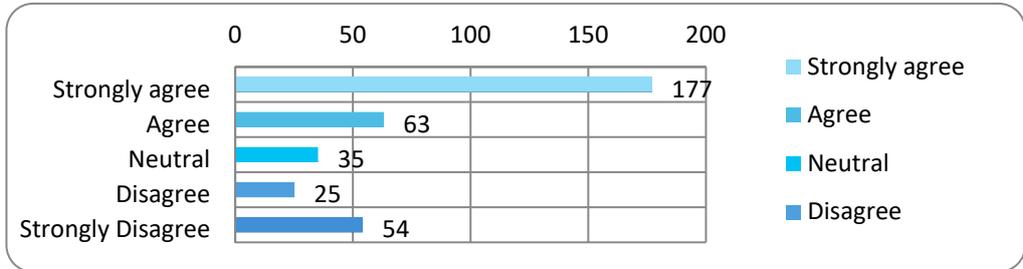
12. I support the overflow carpark being always open:

Strongly agree	198
Agree	42
Neutral	47
Disagree	19
Strongly Disagree	50



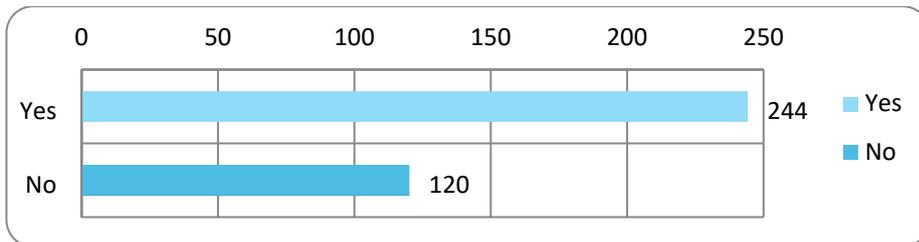
13.

I support opening the overflow carpark daily from 7am and 4pm:	
Strongly agree	177
Agree	63
Neutral	35
Disagree	25
Strongly Disagree	54



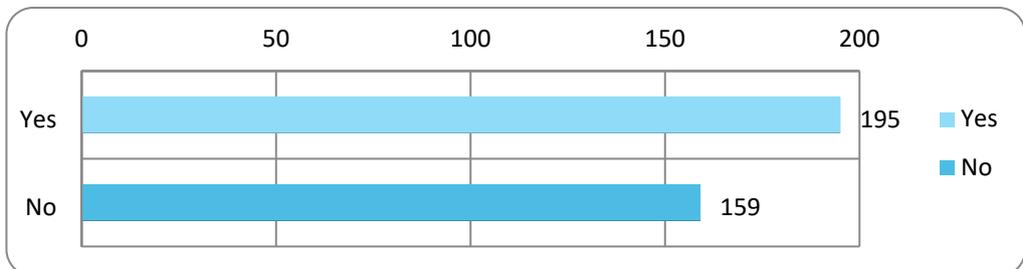
14.

Would you support Sealing of the overflow car park for all weather access	
Yes	244
No	120



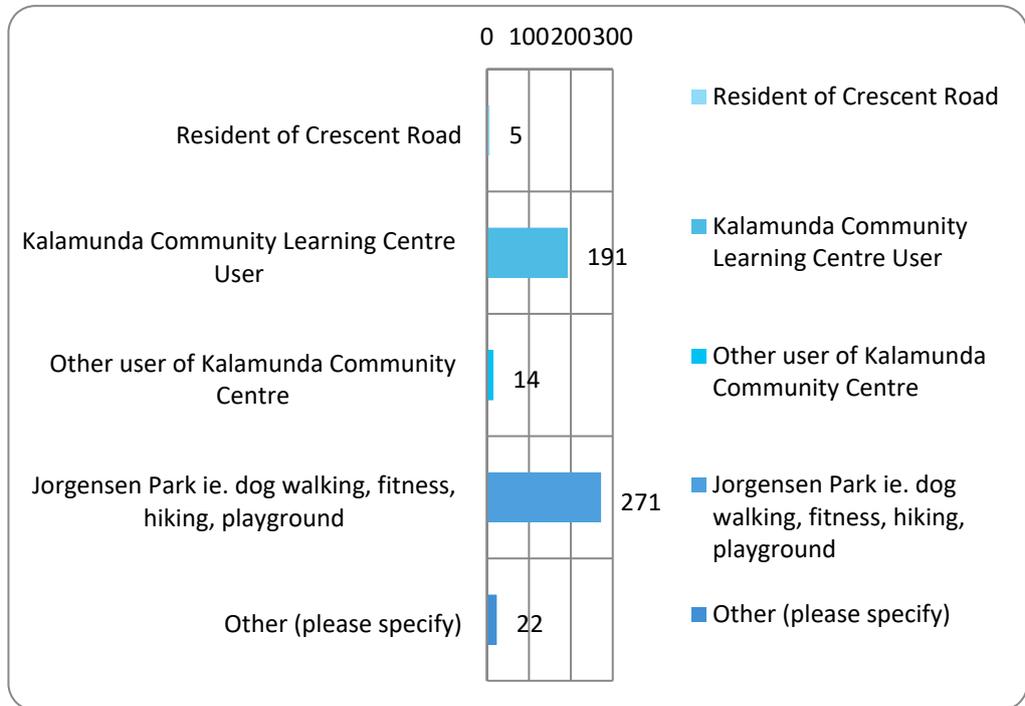
15.

Would you support further expansion of car parking in to the cleared areas of Jorgensen Park	
Yes	195
No	159



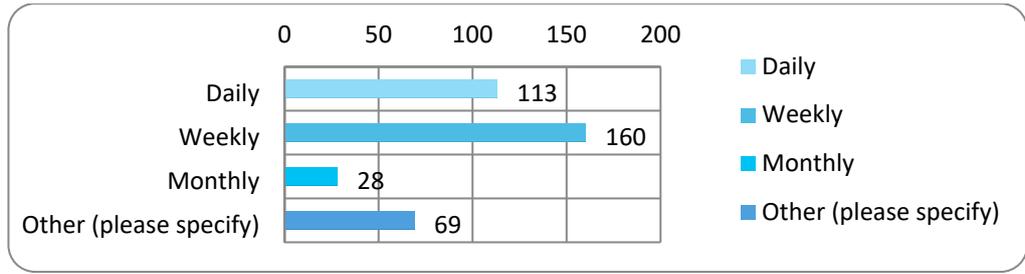
16.

For what reasons do you currently use/access the area (tick all that apply):	
Resident of Crescent Road	5
Kalamunda Community Learning Centre User	191
Other user of Kalamunda Community Centre	14
Jorgensen Park ie. dog walking, fitness, hiking, playground	271
Other (please specify)	22



17.

How often do you visit:	
Daily	113
Weekly	160
Monthly	28
Other (please specify)	69



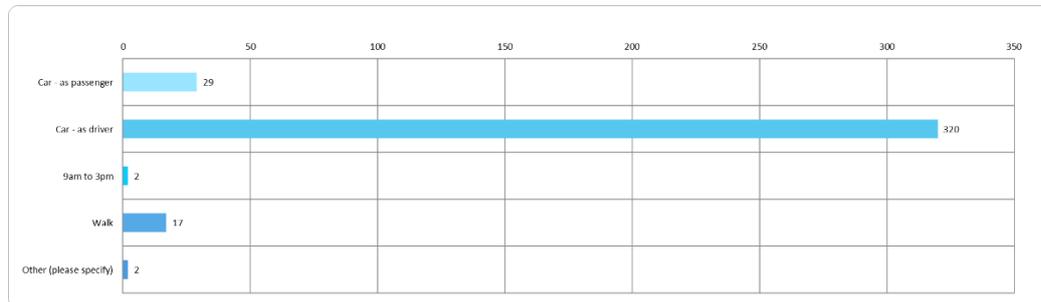
18.

When do you usually visit:	
Before 7am	11
7am to 9am	49
9am to 3pm	238
3pm to 5pm	49
After 5pm	21

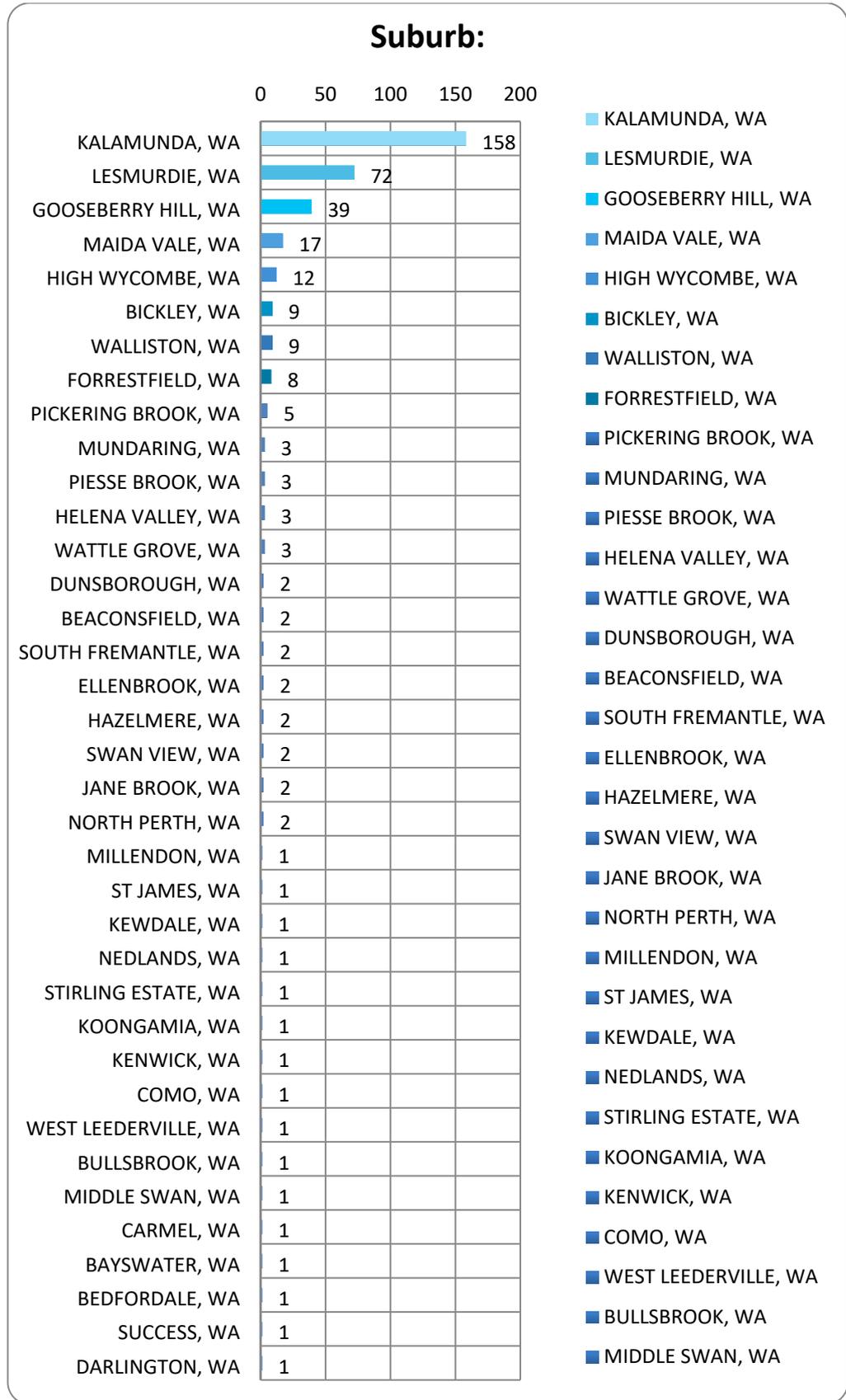


19.

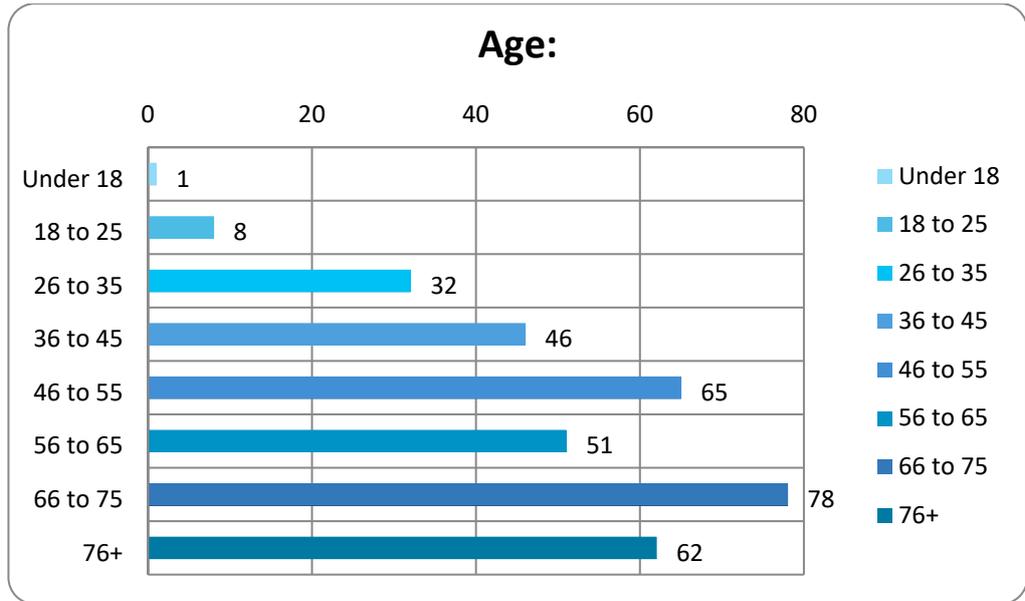
How do you access the area:	
Car - as passenger	29
Car - as driver	320
9am to 3pm	2
Walk	17
Other (please specify)	2



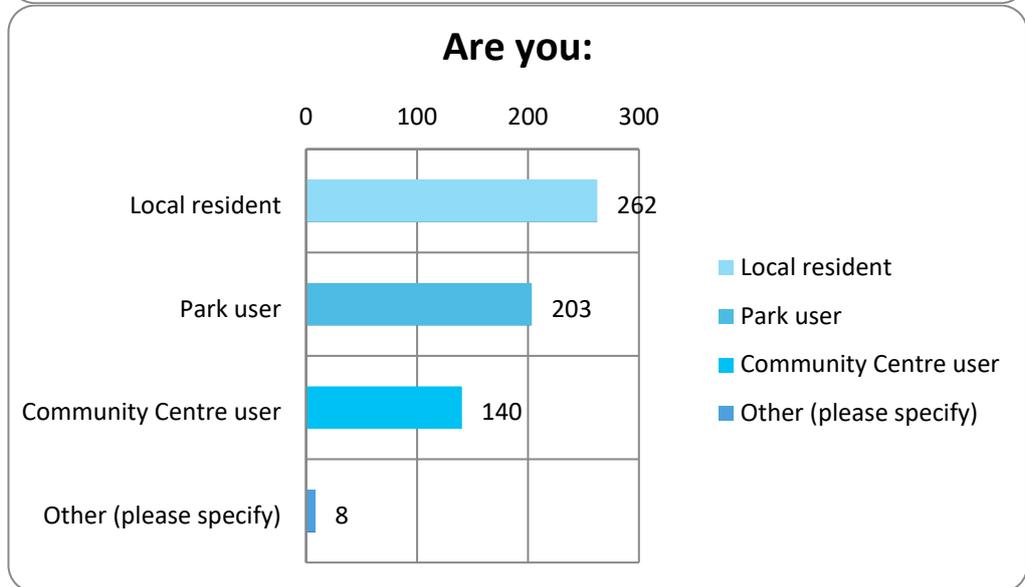
20.



21.

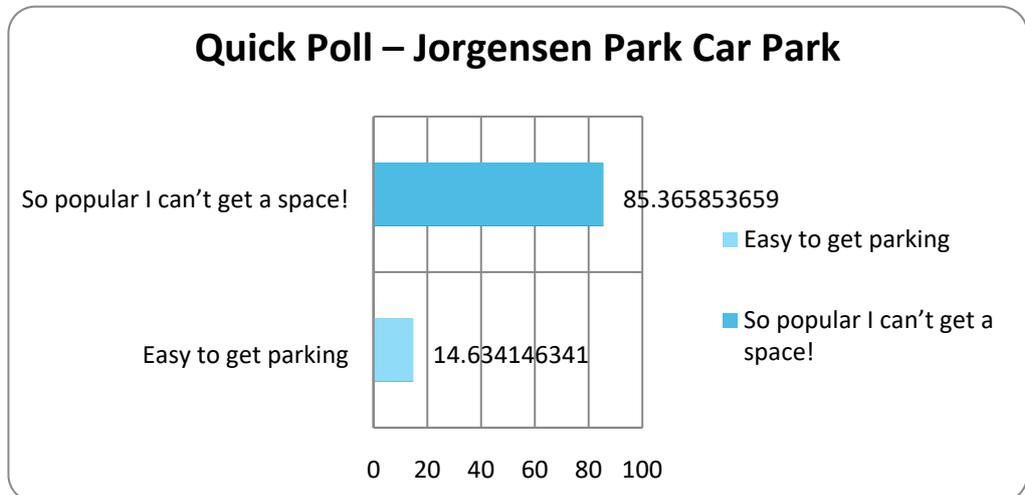


22.



23.

The City also undertook a poll asking people how they found parking at the site. Results are as follows:



24. The polarised views of the local residents and the broader community regarding the opening hours of this overflow are apparent to the City. It is believed that there is more overall benefit in having the overflow carpark open full time. A proposed 12 month trial will allow better understanding of the issues and feedback received.
25. Noting the support for sealing this overflow carpark, the City will prepare concept designs and costs for consideration in future capital works budgets.

### **APPLICABLE LAW**

26. *Local Government Act 1995*

### **APPLICABLE POLICY**

27. N/A

### **STAKEHOLDER ENGAGEMENT**

- 28.
- Community consultation was promoted via:
  - Letter drop
  - Online Project Area – Engagement HQ
  - Survey
  - Online (Engagement HQ) and hard copies at City contact points
  - Meetings
  - Promotional materials at all local libraries, recreation centres etc.
  - Poster available for static displays/notice boards at sporting grounds.
  - Print / Newspaper Advertisement – Echo News
  - Social Media advertising/posts
  - Coverage in the City of Kalamunda E-Newsletters
  - Outcomes summary published on Engage HQ and final Strategy published on website and hardcopy on endorsement by Council
29. People invited to participate included representatives from the below groups, but is not limited to:
- » Neighbours and local residents
  - » Jorgensen Park users
  - » Community Centre Users

### **FINANCIAL CONSIDERATIONS**

30. N/A

## SUSTAINABILITY

31. The area has been constructed with ability to be able to be utilised. Long term use will need to be further considered from a sustainability point of view.

## RISK MANAGEMENT

32.	<b>Risk:</b> Different stakeholder groups with different need/aspirations.		
	<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
	Moderate	Likely	Medium
	<b>Action/Strategy</b>		
	Ensure process is open and transparent. Each stakeholder group will be invited to engage, with feedback analyzed to identify differing opinions within the community. Monitor the results of decision and review if required.		

## CONCLUSION

33. Overall results showcased community support for the overflow carparking to be open.
34. Some local neighbours have indicated a preference for the car park to be opened at certain times, with a number advising the City they understand it is at capacity, and don't have objection to it being used in the day. However they have raised concerns with the car park being open at night.
35. A large number of responses came from dog walkers who prefer the overflow car park area as the safest exit point and car park access to the Jorgensen Park.

<b>Voting Requirements: Simple Majority</b>
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## RECOMMENDATION

That Council:

1. APPROVE the overflow carpark to be opened for parking at all times for a trial of twelve months.
2. REQUEST the Chief Executive Officer monitor and review the impact of the overflow car parking area being utilised and report back to Council at the completion of the trial period.

**11. Closure**

## 12. Public Information

### PROCEDURES FOR PUBLIC AGENDA BRIEFING FORUMS

The following procedures will apply to all Public Agenda Briefing Forums conducted by the City of Kalamunda:

- a. Public Agenda Briefing Forums will be open to the public matters of a confidential nature will not be presented. The guide in determining those matters of a confidential nature shall be in accordance with the *Local Government Act 1995 (WA)*.
- b. Dates and times for Public Agenda Briefing Forums will be set more than one (1) week in advance where practicable, and appropriate notice given to the public.
- c. The Chief Executive Officer will ensure timely written notice and an agenda for each Public Agenda Briefing Forum will be provided to all Elected Members, members of the public and external advisors (where appropriate).
- d. Ordinarily, the Mayor is to be the Presiding Member at Public Agenda Briefing Forums. However, should Elected Members wish to rotate the role of Presiding Member for a particular meeting, those Elected Members present may select, by consensus, a Presiding Member for the relevant Public Agenda Briefing Forum from amongst themselves to preside at that Public Agenda Briefing Forum.
- e. Relevant employees of the City of Kalamunda will be available to make presentation or respond to questions on matters listed on the agenda for the Public Agenda Briefing Forum.
- f. All Elected Members will be given a fair and equal opportunity to participate in the Public Agenda Briefing Forum.
- g. The Presiding Member will ensure time is made available to allow for all matters of relevance to be covered.
- h. Elected Members, employees and relevant consultants shall disclose their interests on any matters listed for the Public Agenda Briefing Forum. When disclosing an interest, the following is required:
  - i. Interests are to be disclosed in accordance with the provisions of the *Local Government Act 1995*, the *Local Government (Rules of Conduct) Regulations 2007* and the *City's Code of Conduct*.
  - ii. Elected Members disclosing a financial interest will not participate in that part of the forum relating to the matter to which their interest applies and shall depart the room.
  - iii. Employees with a financial interest in a matter may also consider it appropriate to depart the room when the matter is being considered, however there is no legislative requirement to do so.
- i. Minutes shall be kept of all Public Agenda Briefing Forums. As no decisions are made at a Public Agenda Briefing Forum, the minutes need only be a general record of the items covered but shall record any disclosure of interests as declared by individuals. A copy of the minutes is to be attached to the following Ordinary Council Meeting for Council of the preceding forum.

- j. At any Public Agenda Briefing Forum, Elected Members may foreshadow a request to the Chief Executive Officer for the Chief Executive Officer to prepare a report on a matter they feel is appropriate to be raised and which is to be presented at a future Public Agenda Briefing Forum.
- k. Requests of this nature may not be accepted by the Chief Executive Officer at forums, but instead, Elected Members wishing to formalise such a foreshadowed request, shall submit a Notice of Motion to that effect to the Chief Executive Officer in accordance with the *City's Standing Orders Local Law 2015 (City's Standing Orders)*.

## **PROCEDURES FOR PUBLIC QUESTION TIME**

### **Questions Asked Verbally**

Members of the public are invited to ask questions at Public Agenda Briefing Forums.

- a. Questions asked at a Public Agenda Briefing Forum must relate to a matter contained on the agenda.
- b. A register will be provided for those persons wanting to ask questions to enter their name. Persons will be requested to come forward in the order in which they are registered, and to give their name and full address.
- c. Public question time will be limited to two (2) minutes per member of the public, with a limit of two (2) verbal questions per member of the public.
- d. Statements are not to precede the asking of a question during public question time. Statements should be made during public submissions.
- e. Members of the public are encouraged to keep their questions brief to enable others who desire to ask a question to have the opportunity.
- f. Public question time will be allocated a minimum of 30 minutes. Public question time is declared closed following the expiration of the allocated 30 minute time period, or earlier if there are no further questions.
- g. The Presiding Member may extend public question time in intervals of 10 minutes, but the total time allocated for public question time is not to exceed 50 minutes in total.
- h. Questions are to be directed to the Presiding Member and shall be asked politely, in good faith, and are not to be framed in such a way as to reflect adversely or to be defamatory to any particular Elected Member or City of Kalamunda employee.
- i. The Presiding Member shall decide whether to:
  - i. accept or reject any question and his/her decision shall be final;
  - ii. nominate a City of Kalamunda employee to respond to the question (who make take such question on notice in which case, provision of a response shall be in accordance with the City's Standing Orders); or
  - iii. take a question on notice (in which case, a written response will be provided as soon as possible and included in the agenda of the next Ordinary Council Meeting).
- j. Where an Elected Member is of the opinion that a member of the public is:

- i. asking a question at a Public Agenda Briefing Forum that is not relevant to a matter listed on the agenda; or
- ii. making a statement during public question time, they may bring it to the attention of the Presiding Member who will make a ruling.
- k. Questions and any responses will be summarised and included in the minutes of the meeting.
- l. It is not intended that question time should be used as a means to obtain information that would not otherwise be made available if the information was sought from the City's records under Section 5.94 of the *Local Government Act 1995* (WA) (**LG Act**) or the *Freedom of Information Act 1992* (**FOI Act**).
- m. Where the response to a question(s) would require a substantial commitment of the City's resources, the Chief Executive Officer will determine that it is an unreasonable impost upon the City of Kalamunda and may refuse to provide it. The Chief Executive Officer will advise the member of the public that the information may be sought in accordance with the FOI Act.

#### **PROCEDURES FOR PUBLIC STATEMENT TIME**

- a. Members of the public are invited to make statements at Briefing Forums.
- b. Statements made at a Briefing Forum must relate to a matter contained in the agenda.
- c. A register will be provided for those persons wanting to make a statement to enter their name. Persons will be requested to come forward in the order in which they are registered, and to give their name and full address.
- d. Public Statement Time will be limited to two (2) minutes per member of the public.
- e. Members of the public are encouraged to keep their statements brief to enable everyone who desires to make a statement to have the opportunity to do so.
- f. Public Statement Time will be allocated a maximum time of ten (10) minutes. Public Statement Time is declared closed following the ten (10) minute allocated time period, or earlier if there are no further statements.
- g. Statements are to be directed to the Presiding member and are to be made politely in good faith and are not to be framed in such a way as to reflect adversely or be defamatory on a particular Elected Member or City of Kalamunda employee.
- h. Where an Elected Member is of the opinion that a member of the public is make a statement at a Briefing Forum that is not relevant to a matter listed on the agenda, they may bring it to the attention of the Presiding Member who will make a ruling.
- i. A member of the public attending a Briefing Forum may present a written statement rather than make the statement verbally if he or she so wishes.
- j. Statements will be summarising and included in the notes of the Briefing Forum.

#### **Questions in Writing**

- a. Questions must relate to a matter contained in the Agenda Briefing Forum agenda.
- b. The City will accept a maximum of five written questions per member of the public. To ensure equality and consistency, each part of a multi-part question will be treated as a question in its own right.
- c. Questions lodged by the close of business on the working day immediately prior to the scheduled Agenda Briefing Forum will be responded to, where possible, at the Agenda Briefing Forum. These questions, and their responses, will be distributed to Elected Members and made available to the public in written form at the meeting.
- d. The Presiding Member shall decide to accept or reject any written question and his/her decision shall be final. Where there is any concern about a question being offensive, defamatory or the like, the Presiding Member will make a determination in relation to the question. Questions determined as offensive, defamatory or the like will not be published. Where the Presiding Member rules questions to be out of order, an announcement to this effect will be made at the meeting, including the reason(s) for the decision.
- e. The Presiding Member may rule questions out of order where they are substantially the same as questions previously submitted and responded to.
- f. Written questions unable to be responded to at the Public Agenda Briefing Forum will be taken on notice. In this case, a written response will be provided as soon as possible and included on the agenda of the next Ordinary Council Meeting.
- g. A person who submits written questions may also ask questions at a Public Agenda Briefing Forum and questions asked verbally may be different to those submitted in writing.
- h. Questions and any response will be summarised and included in the minutes of the meeting.
- i. It is not intended that question time should be used as a means to obtain information that would not be made available if it was sought from the City's records under Section 5.94 of LG Act or the FOI Act.
- j. Where the response to a question(s) would require a substantial commitment of the City's resources, the Chief Executive Officer will determine that it is an unreasonable impost upon the City and may refuse to provide it. The Chief Executive Officer will advise the member of the public that the information may be sought in accordance with the FOI Act.

### **Questions of Clarification**

Members of the public may ask questions of clarification at Public Agenda Briefing Forums.

- a. Questions of clarification asked at a Public Agenda Briefing Forum must relate to a matter contained on the agenda.
- b. Questions of clarification will be limited to two (2) minutes per member of the public, with a limit of two (2) verbal questions per member of the public.
- c. The period at which members of the public may ask questions of clarification must follow the presentation of reports.

- d. Statements are not to precede the asking of a question of clarification. Statements should be made during public submissions.
- e. The period for questions of clarification will be allocated a minimum of 15 minutes. This time is declared closed following the expiration of the allocated 15 minute time period, or earlier if there are no further questions. The Presiding Member may extend public question time in intervals of 5 minutes, but the total time allocated for public question time is not to exceed 30 minutes in total.
- f. Questions of clarification will otherwise be governed by the same requirements and procedures as set out above from 5.1(i) to 5.1(n).