



# Public Agenda Briefing Forum

11 June 2024



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**1. Official Opening**

The Presiding Member opened the meeting at 6:32pm and welcomed Councillors, Staff, Members of the Public Gallery and those watching via live stream. The Presiding Member also acknowledged the Traditional Owners of the land on which we meet the Whadjuk Noongar people.

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

**Mayor**

Margaret Thomas JP

**Councillors**

**South East Ward**

Geoff Stallard

**South West Ward**

Brooke O'Donnell (Presiding Member)

Mary Cannon

**North West Ward**

Lisa Cooper

Dylan O'Connor

**North Ward**

David Modolo

Kathy Ritchie

**Members of Staff**

**Chief Executive Officer**

Nathan Ritchie - Acting Chief Executive Officer

**Executive Team**

Sinead McGuire - Director Asset Services

Gary Ticehurst - Director Corporate Services

Chris Lodge - A/Director Development Services

Freya Ayliffe - A/Director Community Engagement

**Management Team**

Chris Thompson – Manager Waste & Fleet Services

Dale Coyne - Coordinator Waste Services

**Administration Support**

Kaitlan Schilling - Executive Assistant to the DDS

Darrell Forrest – Governance Advisor

**Members of the Public 0**

**Members of the Press Nil.**

**Apologies**

Cr John Giardina

**Leave of Absence Previously Approved Nil.**

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**3. Declarations of Interest**

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

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

3.1.1 Nil.

**3.2. Disclosure of Interest Affecting Impartiality**

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

3.1.2 Nil.

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

Nil.

**5. Public Question Time**

Nil.

**6. Public Statement Time**

Nil.

**7. Public Submissions Received in Writing**

Nil.

**8. Petitions Received**

Nil.

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

Nil.

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**10. Reports to Council**

**10.1. Development Services Reports**

No reports presented.

**10.2. Asset Services Reports**

**10.2.1. RFT 2401 Provision of Supply and Lay Minor Asphalt - Award of Tender**

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

The Director Asset Services provided a presentation on this report.


Cr Ritche sought clarification on the supplier in the tender. The Director Asset Services responded.

Previous Items	N/A
Directorate	Asset Services
Business Unit	Asset Maintenance
File Reference	AD-TEN-005
Applicant	N/A
Owner	N/A

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

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

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

## STRATEGIC PLANNING ALIGNMENT

*Kalamunda Advancing Strategic Community Plan to 2031*

### Priority 3: Kalamunda Develops

**Objective 3.2** - To connect community to key centres of activity, employment and quality amenities.

**Strategy 3.2.1** - Ensure existing assets are maintained to meet community expectations.

**Strategy 3.2.3** - Provide and advocate for improved transport solutions and better connectivity through integrated transport planning.

## EXECUTIVE SUMMARY

1. The purpose of this report is to consider the award of tender RFT 2401 for the supply and lay minor asphalt for road maintenance and minor projects.
2. It is recommended that the Council accept the tender from Merger Contracting Pty Ltd T/A J&M Asphalt, ABN 46 091 240 354 as per the Schedule of Rates set out in the Confidential Attachment 1 to this report. The estimated expenditure within this contract is \$500,000 (ex GST) per annum with an initial term of three years and two further one year extensions at the City of Kalamunda's (City) discretion.

## BACKGROUND

3. The City sought to engage a suitable and experienced contractor for the provision of supply and lay of minor asphalt complementary to maintenance and minor capital works projects being conducted on roads.
4. The services proposed primarily require profiling existing road pavement and laying of asphalt. There is also a provision to prepare traffic management plans (TMPs) and provide traffic controllers (TCs) for this work.
5. Due to the larger scale of some maintenance work required, a suitable contractor for the supply and laying of minor asphalt is necessary to undertake work that is outside the internal staff resources and capacity. This provision also allows the City to attend to works that need to be undertaken outside the City's normal operational hours.

**DETAILS AND ANALYSIS**

- 6. The City undertakes maintenance or minor capital works in roads throughout the City's jurisdiction. Due to road classifications, posted speed limits, volume of traffic and number of heavy vehicles travelling on a particular road, maintenance of that road can only be taken at night or the weekend.
- 7. In some instances, due to resources available, the volume of work required is outside the City's internal staff capacity, hence requires a contractor to carry out the work.
- 8. The City issued RFT 2401 through its E-Tendering Portal and an advertisement in the West Australian newspaper on Wednesday 13 March 2024. Receipt of Tender submissions closed at 2.00pm AWST Wednesday 10 April 2024.
- 9. One submission was received, and an Evaluation Panel was convened of suitably qualified City Officers to assess the tender submission received.
- 10. The Tender submission was assessed for to ensure compliance as set out in the tender invitation. Following meeting the compliance requirements, the submission was then assessed against the qualitative criteria as set out in the tender invitation.
- 11. The Qualitative Criteria and weighting were determined as follows:

<b>Qualitative Criteria</b>	<b>Weighting</b>
Relevant Experience	25%
Key Personnel Skills & Experience	25%
Tenderer's Resources	20%
Work Health and Safety	25%
Local Benefits	5%

- 12. The Tender Assessment Panel determined that a Qualitative Pass Mark (QPM) of 60% would be set for the tender of this nature.
- 13. The sole tender submission received met the required QPM of 60% and met the price assessment. Therefore, the submission met all requirements of the procurement process and is the best value for money outcome for the City.

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**APPLICABLE LAW**

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

**APPLICABLE POLICY**

- 15. Policy C-PP01 – Purchasing has been followed and complied with.

**FINANCIAL CONSIDERATIONS**

- 16. The use of minor asphalt works under this contract will form part of approved annual budgets in Infrastructure Services and capital works projects.

**RISK MANAGEMENT**

- 17.

<b>Risk:</b> Contractor unable to attend to urgent work in a timely manner, which increases safety risk.		
<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
Significant	Possible	High
<b>Action/Strategy</b>		
a) Embedding contractual mechanisms to ensure response to emergency situations has been agreed to.		
b) Capacity of the organisation to respond was assessed as part of the qualitative assessment.		

<b>Risk:</b> The Contractor fails to provide skilled and experienced personnel and equipment to fulfil the requirements of the contract leading to low quality work produced.		
<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
Significant	Possible	High
<b>Action/Strategy</b>		
c) Personnel and equipment to respond was assessed as part of the qualitative assessment.		
d) Start up meeting will be held with the contractor to outline City's expectation for timely attendance of the site and quality of work.		
e) Contract will be managed to ensure the requirements of this contract are met and communication with contractor will be held if and when required.		



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## **CONCLUSION**

18. The delivery of Tender RFT 2401 The Supply and Lay Minor Asphalt will assist the City with maintenance of the road network and delivery of minor capital works projects. The City is satisfied that the recommended tenderer has the capability, capacity, along with experience to provide the City with the required minor asphalt work services.

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

That Council ACCEPT the tender RFT 2401 The Supply and Lay of Minor Asphalt from Merger Contracting Pty Ltd T/A J&M Asphalt, ABN 46 091 240 354 as per the Schedule of Rates set out in the Confidential Attachment 1, for an initial term of three years and two further one-year extensions at the City of Kalamunda's discretion.

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**10.2.2. e-Quote 2024-03 Food Organics Garden Organics (FOGO) Processing Services**

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

The Manager Waste & Fleet Services provided a presentation on this report.

Cr Modolo sought clarification on a number of items throughout the report and regarding FOGO arrangement. The Director Asset Services & Manager Waste & Fleet Services responded to questions raised.


Cr Cannon sought clarification on collation of data for council to review. The Manager Waste & Fleet Services responded to questions raised.

Cr Ritchie sought clarification on the cameras on the waste trucks. The Manager Waste & Fleet Services responded to questions raised.

Cr O'Connor sought Clarification on the FOGO arrangement and rate charges for residents. The Manager Waste & Fleet Services responded to questions raised.

Previous Items	OCM 95/2020; OCM 199/2020; OCM 128/2022
Directorate	Asset Services
Business Unit	Waste & Fleet
File Reference	AD-TEN-005
Applicant	N/A
Owner	N/A
Attachments	1. Community engagement report FOGO [10.2.2.1 - 29 pages]
Confidential Attachment	<u>Reason for Confidentiality: Local Government Act 1995 s5.23 (c)</u> <i>"a contract entered into, or which may be entered into, by the local government which relates to a matter to be discussed at the meeting."</i>

**TYPE OF REPORT**

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

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

## STRATEGIC PLANNING ALIGNMENT

*Kalamunda Advancing Strategic Community Plan to 2031*

### **Priority 2: Kalamunda Clean and Green**

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

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

## EXECUTIVE SUMMARY

1. The purpose of this report is to consider the award of eQuote 2024-03 Food Organics Garden Organics (FOGO) Processing Services.
2. FOGO 3<sup>rd</sup> Bin roll out is planned to commence in the first week of September 2024. To enable this, a FOGO Processing Service needs to be in place to prepare the facility for receiving the City's FOGO.
3. It is recommended that Council ACCEPT the eQuote 2024-03 FOGO Processing Services submitted by Resource Recovery Group, ABN 28 965 675 752 of 9 Aldous Place, Booragoon, WA 6154 as per the schedule of rates set out in the Confidential Attachment 1 to this report.
4. The FOGO processing tender marks initiation of the final phase of its implementation project, consistent with strong community support and realising Council's Kalamunda Advancing 2031 Strategic Community Plan.

## BACKGROUND

5. The State Government released its Waste Avoidance & Resource Recovery (WARR) Strategy in February 2019 which had two Headline Strategies that impacted Local Government:  
*"1. A consistent three bin kerbside collection system, which includes separation of food organics and garden organics from other waste categories, to be provided by all local governments in the Perth and Peel region by 2025 and*

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*supported by State Government through the application of financial mechanisms.*

2. *Implement local government waste plans, which align local government waste planning processes with the Waste Avoidance and Resource Recovery Strategy 2030."*

6. Council at its 23 June 2020 Ordinary Council Meeting (OCM) adopted the City's Waste Plan which included the introduction of a 3<sup>rd</sup> Bin FOGO kerbside collection service. Council also adopted at that meeting the following Default Bin set up for FOGO in line with the Waste Authorities Better practice FOGO kerbside collection guidelines:

7.



- a) *fortnightly 240L Yellow Lidded Recycling Bin;*
  - b) *weekly 240L Lime Green Lidded FOGO Bin;*
  - c) *fortnightly 140L Red Lidded General Waste Bin;*
  - d) *opt-in availability at no extra cost to the resident of a 360L Recycling Bin;*  
*and*
  - e) *specific circumstances where the default system for residents is problematic to be treated on a case by case basis*
8. As a member at that time of the Eastern Metropolitan Regional Council (EMRC) Council at its 27 October 2020 OCM resolved to:  
  
*"CONFIRM that the City of Kalamunda will provide its Food Organic / Garden Organic waste to the Eastern Metropolitan Regional Council for processing subject to an acceptable outcome to the City of Kalamunda of the Eastern Metropolitan Regional Council Food Organic / Garden Organic Tender process."*
  9. The EMRC FOGO Processing Tender after a period of 18 months was cancelled by the EMRC in December 2022. Council concurrently withdrew from the EMRC with effect on 1 July 2023.

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10. The City of Kalamunda's (City) Community Engagement Survey (Attachment 2) undertaken back in May 2020 and reported to Council at its 23 June 2020 OCM proved there was 86% support for Council moving to FOGO, with Council subsequently committing to FOGO and a Communications Plan being developed. Since committing to a 3<sup>rd</sup> Bin FOGO back in 2020 Council has created strong community support for FOGO's introduction through its FOGO communications.
  
11. To encourage carbon abatement activities, the Australian Government provides incentives called Australian Carbon Credit units (ACCU's). The system by which waste generators segregate compostable materials from other waste streams at source is defined as Source Separated Organics (SSO's), which is applicable to FOGO.  
  
Projects under the SSO's method can earn ACCU's because they separate their organic waste from other waste, reducing the amount to landfill. The City made its application on 9 November 2023 to the Clean Energy Regulator to have its Kalamunda Food Organics and Garden Organics Composting Project (FOGO 3<sup>rd</sup> Bin project) considered to be eligible for ACCU's.  
  
The Clean Energy Regulator advised on 30 May 2024 that it has approved the City's application for registration of a project under Section 27 of the *Carbon Credits Act (Carbon Farming Initiative) Act 2011*.

#### **DETAILS AND ANALYSIS**

12. The eQuote 2024-03 FOGO Processing Services was issued through the E-Tendering Portal through the WALGA Preferred Supplier Panel Contract (SP 007) Waste & Energy on Wednesday 3 April 2024.
  
13. Over the last three (3) years the City's General Waste Bin service has generated on average around 19,500 tonnes of putrescible municipal kerbside waste per annum. Based upon the experiences of other Local Governments who have introduced FOGO, the City can expect a split of around 50/50 FOGO/General Waste initially before the FOGO volume increases. These values informed the expected tonnes to be disposed of as part of the eQuote assessment.
  
14. The tender was assessed on the rate whereby the City has Legal Right to the ACCU's, following the approval of the project by the Clean Energy regulator.
  
15. An Evaluation Panel was convened of suitably qualified City Officers to assess the tenders received.

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16. eQuotes were assessed in a staged process of firstly checking for compliance to matters set out in the eQuote invitation.
17. The City added to its normal Compliance Criteria for the contract the following:
- a) The capabilities to process up to 10,000 tonnes of FOGO Material from the City's Lime Green Lidded Bins per annum.
  - b) The facility (processing site) must be able to provide evident of DWER licence to accept all material collected from the City's Lime Green Lidded (FOGO) 240Ltr MGB's.
  - c) The facility must include a weighbridge that can accurately weight in metric weight measurements in agreed kilogram increments, that can provide electronic docket system for each load received, showing time and date with truck registration. A copy of the weighbridge calibration certificate must be provided.
  - d) The Processing Facility can receive waste five days per week plus Public Holidays.
  - e) Evidence of a contemporary billing system that aligns with provided weighbridge dockets.
  - f) The Contractor must be able to provide in a timely manner all the data required to enable the City to meet its reporting requirements for its Kalamunda Food Organics Garden Organics Compositing "Project" to ensure it always retains its exclusive legal right to all Australian Carbon Credit Units (ACCU's) for this source separated Organic Waste (SSOW) project by the Clean Energy Regulator under the *Carbon Farming Initiative Act 2011*.

The Compliance Criteria was evaluated on a "Yes/No" basis, with the compliance assessment completed by the City's Coordinator Procurement.

18. A Compliant eQuote submission was received from:
- a) Resource Recovery Group
19. FOGO Processing Services was determined based on the selection criteria, to indicate the ability of the eQuoter to satisfactorily deliver its services. An acceptable qualitative score that would indicate the ability of the eQuoter to satisfactorily deliver its services, known as a Qualitative Pass Mark (QPM) was set at 60% prior to undertaking the Evaluation Process. The evaluation process was split into three parts: Compliance Criteria review, assessment of the Qualitative Criteria and the assessment of Tenderers Prices received that met or exceeded the predetermined QPM.

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- 20. The compliant eQuote was assessed on their eQuote Schedule of Rates pricing, based on price per tonne processing rate.
- 21. The eQuote submission received that met the compliance criteria was assessed against the following Qualitative Criteria due to the nature of the service requested.

Qualitative Criteria	Weighting
Relevant Experience & Safety	20%
Key Personnel & sub Contractors Skills & Experience	15%
eQuoters Resources	15%
Methodology – Understanding of the Operational Requirements and Plans to deliver the Service	40%
Environmental Responsibility	10%

The eQuote submission met the required QPM of 60% or above and progressed to the next stage.

Company Name	Qualitative Total Score (Weighted @ 100%)	Qualitative Rank
Resource Recovery Group (RRG)	87%	1

This was then advanced to the price assessment stage, based on price per tonne processed as per the table below:

Company Name	Ranking based upon Price per Tonne Processed
Resource Recovery Group (RRG)	1

The City then needed to consider any other costs that affected its value for money assessment in the following way:

Tendered Price + Estimated Transport Cost + Other Factors = Total Cost of Contract.

Consideration of relevant Total Cost of Contract, including the eQuoters processing pricing schedule and the transportation costs to the Facility will vary depending on the location of the nominated facility. In this case however, the nominated facility was in the lowest transport cost category with the nominated facility only being some 13kms from the City

Boundary and 22kms from the City's Administration Office which was used as a central point in comparison of distances. Therefore, there was no need to consider against facilities in other transport categories.

Company Name	Total Cost of Contract Ranking
Resource Recovery Group (RRG)	1

22. The eQuote 2024 -03 Evaluation Report is provided as Confidential Attachment 1 to this report.
23. The recommended eQuoters submission best satisfied the City's requirements by:
- a) Meeting or exceeding the qualitative assessment benchmark
  - b) Proven capacity and capability to provide FOGO Processing Services for the City;
  - c) Hold the applicable criteria to be conforming to carry out the FOGO Processing Services requested in this contract;
  - d) Providing the best value for money assessment in the following way:  
 Tendered Price + Estimated Transport Cost + Other Factors = Total Cost of Contract.
24. The Evaluation Panel recommends the City ACCEPT the Schedule of Rates pricing for ensuring best value for money .
- Recommendation as follows:
- That Council **ACCEPT** the eQuote 2024-03 FOGO Processing Services submitted by:
- a) Resource Recovery Group ABN 28 965 675 752 of 9 Aldous Place, Booragoon WA 6154
- as set out in Confidential Attachment.
- That Council **NOTE** that proceeding with this recommendation necessitates variations to Waste Services Management Contract with Cleanaway Pty Ltd.

**APPLICABLE LAW**

25. Section 3.57 of *Local Government Act 1995*. Part 4 of the *Local Government (Functions and General) Regulations 1996*.
26. Section 27 of the *Carbon Credits Act (Carbon Farming Initiative) Act 2011*.



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**APPLICABLE POLICY**

27. Policy C-PP01 – Purchasing has been followed and complied with.

**FINANCIAL CONSIDERATIONS**

28. When considering the financial impact of this contract on the City's operational budgets, it should be noted that the eQuote cost and existing transport contracts were considered to inform a net position (Total Cost of Contract).
29. The anticipated annual spend on FOGO Processing services over the life of this contract may vary from year-to-year dependent on:
- a) % of FOGO material processed annually
  - b) Changes in government fees notably the Landfill Levy
  - c) Annual CPI increases
  - d) Levels of Contamination in FOGO material delivered
30. The use of FOGO Processing Services under this contract will form part of approved annual expenditure budgets in Waste Services and Income will be generated through the City's Waste Services Fee.
31. This FOGO Project will earn ACCU's (one ACCU represents one tonne of carbon dioxide equivalent) which are a tradeable financial product and can be traded or sold on the secondary market or to the Australian Government. This project will earn ACCU's over a 13 year period.

**SUSTAINABILITY**

32. The City's Waste Plan June 2020 included as its first action the introduction of 3<sup>rd</sup> bin FOGO for kerbside collection service along with 16 other waste actions to meet the State's Waste Avoidance Strategy Targets through measures to generate less waste, to recover more value and resources from waste and protect the environment by managing waste responsibly.

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**RISK MANAGEMENT**

33.	<b>Risk:</b> The City accepts an eQuote FOGO Processing Services, and the Contractor is unable to fulfil their contractual requirements.						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 2px;">Consequence</th> <th style="text-align: left; padding: 2px;">Likelihood</th> <th style="text-align: left; padding: 2px;">Rating</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">Critical</td> <td style="padding: 2px;">Unlikely</td> <td style="padding: 2px;">High</td> </tr> </tbody> </table>	Consequence	Likelihood	Rating	Critical	Unlikely	High
Consequence	Likelihood	Rating					
Critical	Unlikely	High					
	<b>Action/Strategy</b>						
	<ul style="list-style-type: none"> <li>a) Validation of the eQuoter’s capabilities to receive the anticipated waste volumes has been assessed as Compliance Criteria.</li> <li>b) DWER licence conditions provides quality assurance on the environmental operating requirements.</li> </ul>						

34.	<b>Risk:</b> That the City is unable to engage the preferred eQuoter on 1 July 2024 to allow for a smooth introduction of the FOGO Service as planned to the community from the first week of September 2024.						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 2px;">Consequence</th> <th style="text-align: left; padding: 2px;">Likelihood</th> <th style="text-align: left; padding: 2px;">Rating</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">Critical</td> <td style="padding: 2px;">Possible</td> <td style="padding: 2px;">High</td> </tr> </tbody> </table>	Consequence	Likelihood	Rating	Critical	Possible	High
Consequence	Likelihood	Rating					
Critical	Possible	High					
	<b>Action/Strategy</b>						
	<ul style="list-style-type: none"> <li>a) If the Officer recommendation is resolved by Council, the City can deliver this new service as planned to commence the first week of September 2024.</li> <li>b) The City could continue its existing kerbside service without FOGO until such time that Council resolves to proceed with a recommendation as a result of this eQuote Process and would need to negotiate with its current contractors the high costs associated in delaying the roll out and undertake a significant community engagement process.</li> </ul>						

**CONCLUSION**

- 35. The delivery of eQuote 2024-03 FOGO Processing Services will allow the City to carry out its role in the provision of these essential services relating to waste collection and disposal for the health and safety of its residents and meet its Waste Plan & Local Environment Strategy outcomes pertaining to reducing the volume of waste sent to Landfill.
- 36. The City is satisfied that the recommended eQuoter having the demonstrated experience, the capability, capacity, along with experienced staff and resources available to provide the City with the required FOGO Processing Services.

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37. It is recommended that Council award eQuote 2024 -03 as set out in the Recommendation clause of this report.

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

That Council:

1. ACCEPT the eQuote 2024-03 FOGO Processing Services submitted by:
  - a) Resource Recovery Group ABN 28 965 675 752 of 9 Aldous Place, Booragoon WA 6154 for Schedule of Rates as set out in Confidential Attachment 1.
2. ACKNOWLEDGE the City's success in its application to the Clean Energy Regulator in respect to Carbon Credit Units (ACCU's)
3. NOTE that following contractual award, the City of Kalamunda FOGO 3<sup>rd</sup> Bin project is planned to commence roll-out in the first week of September 2024; and,
4. NOTE that proceeding with this recommendation necessitates variations to the Waste Services Management Contract 2022-01 with Cleanaway given the City has made its final investment decision in respect to its FOGO Project.

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### 10.2.3. Kalamunda Environmental & Sustainability Advisory Group - Community Appointments

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

The Director Asset Services provided a presentation on this report.

Cr Modolo sought clarification on representation in the advisory group. The Director of Asset Services responded to questions raised.

Previous Items	OCM 187/2023
Directorate	Asset Services
Business Unit	Asset Services
File Reference	3.009047
Applicant	N/A
Owner	N/A

Attachments	1. Advisory Group and Management Committees [10.2.3.1 - 1 page]
	2. Governance 13 - Appointment of Community Members [10.2.3.2 - 6 pages]

#### TYPE OF REPORT

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

*Kalamunda Advancing Strategic Community Plan to 2031*

### Priority 1: Kalamunda Cares and Interacts

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

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

### Priority 4: Kalamunda Leads

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

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

## EXECUTIVE SUMMARY

1. The purpose of this report is to consider community member nominations for the Kalamunda Environmental and Sustainability Advisory Group (KESAG) for the term of 2024-2025.
2. The City of Kalamunda (City) has developed a very clear and relevant vision 'Connected communities, valuing nature and creating our future together.' Advisory groups assist the City in achieving this vision.
3. Additional members to fill the group's vacancies were sought through readvertising in early 2024.
4. This report recommends that Council endorse membership for KESAG for the period June 2024 to October 2025 as set out in Attachment 1.

## BACKGROUND

5. Advisory groups and Management committees provide an effective collaborative forum between the City and the community.
6. The City of Kalamunda currently has the following Advisory and Management Groups:
  - a) Disability and Carers Advisory Group
  - b) Kalamunda Arts Advisory Group
  - c) Kalamunda Environmental and Sustainability Advisory Group
  - d) Kalamunda Economic and Tourism Development Advisory Group
  - e) Strategic Sport and Recreation Group
  - f) Ray Owen Management Committee
  - g) Lesmurdie Library Management Committee
  - h) Hockey and Tee Ball Advisory Committee

**DETAILS AND ANALYSIS**

- 7. The purpose of each of the City of Kalamunda Advisory groups and Management committees is outlined in their respective terms of reference.
- 8. At the December Ordinary Council Meeting, three (3) community members were nominated and accepted. Since this time, one (1) community member has withdrawn their application. Through advertising, the City received an additional four (4) nominations.
- 9. The following table showcases the positions available, and nominations received for each of the Groups seeking community representation.

Group Name	Nominations Received	Positions Available
Kalamunda Environmental and Sustainability Advisory Group -	6	6

- 10. The City assessed all nominations received in accordance point 4.2 of the Governance 13 – Appointment of Community Members to Advisory Groups and Reference Groups Policy (as per Attachment 2).

**APPLICABLE LAW**

- 11. *Local Government Act 1995.*

**APPLICABLE POLICY**

- 12. Policy 13: Appointment of Community Members to Advisory Groups and Reference Groups.

**STAKEHOLDER ENGAGEMENT**

- 13. The City originally called for nominations for the 2023 Advisory groups and Management committees from 13 October 2023 to 13 November 2023. Nominations for KESAG were extended until 15 February 2024 due to vacancies.
- 14. An Advisory Group page calling for nominations was hosted on the City’s EngageHQ website, linking to separate dedicated Advisory Group pages (one for each group). The dedicated pages explained the process, linked to Terms of Reference, downloadable Nomination Forms, a Policy document and provided the opportunity to nominate online.

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15. Hard copy nomination forms, promotional posters and flyers were distributed to all City Buildings, for example libraries.

**FINANCIAL CONSIDERATIONS**

16. Advisory groups and management committees will be operating in line with current budget and resourcing allocation.

**SUSTAINABILITY**

17. The City calls for nominations every two (2) years to ensure opportunity for new representatives and to ensure the Group structure is sustainable.

**RISK MANAGEMENT**

18.	<b>Risk:</b> Reputational risk where an Advisory group’s goals do not align with the City’s objective and strategies.		
	<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
	Possible	Moderate	Medium
	<b>Action/Strategy</b>		
	Provide guidance to all the members at the first meetings to communicate the City’s strategic plan and objectives to ensure the Group understands its role and works within its Terms of Reference.		

**CONCLUSION**

19. The City recommends endorsement of Kalamunda Environmental and Sustainability Advisory Groups nominations in accordance with Attachment 1.

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

That Council:

1. ENDORSE successful nominees for the Kalamunda Environmental and Sustainability Advisory Group as per Attachment 1.
2. NOTE the City of Kalamunda will write to all nominees and advise of the outcome for the Kalamunda Environmental and Sustainability Advisory Group.

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**10.3. Corporate Services Reports**

No reports presented.

**10.4. Community Engagement Reports**


**10.4.1. Community Engagement Review 2023**

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

The A/Director Community Engagement provided a presentation on this report.

Previous Items	OCM 101/2022
Directorate	Community Engagement
Business Unit	
File Reference	
Applicant	Community Engagement
Owner	City of Kalamunda
Attachments	1. 2023 Community Engagement Report [ <b>10.4.1.1</b> - 51 pages]

**TYPE OF REPORT**

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



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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, facilitates and provides quality lifestyles choices.

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

**Strategy 1.1.3** - Facilitate opportunity to pursue learning.

### Priority 1: Kalamunda Cares and Interacts

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

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

### Priority 4: Kalamunda Leads

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

**Strategy 4.1.1** - Provide good governance.

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

### 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.

**Strategy 4.2.2** - Increase advocacy activities and develop partnerships to support growth and reputation.

## EXECUTIVE SUMMARY

1. The purpose of this report is to provide an overview of community engagement campaigns conducted in 2023.
2. The 2023 community engagement overview showcases the breadth of methodology and campaigns undertaken.
3. The recommendation is to receive the Community Engagement Overview for the 2023 Calendar year.

## BACKGROUND

4. The City of Kalamunda (City) undertakes a review of Community engagement annually, by undertaking post campaign evaluations.

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- 5. Each engagement campaign also has a comprehensive Community Engagement report published, with verbatim results, along with a summary of all communications and promotion undertaken by the City during the campaign.
- 6. 'Community engagement' is used as an umbrella phrase to include informing, consultation, engagement, and empowering activities. The City of Kalamunda engages through the IAP2 Spectrum of Public Participation which identifies 5 subcategories of engagement.

Inform	Consult	Involve	Collaborate	Empower
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- 7. The core values outlined by IAP2 for community engagement are:
  - a) The public should have a say in decisions about actions that could affect their lives.
  - b) Public participation:
    - i. includes the promise that the public's contribution will influence the decision.
    - ii. promotes sustainable decisions by recognising, and
    - iii. communicating the needs and interests of all participants, including decision makers
    - iv. seeks out and facilitates the involvement of those potentially affected by or interested in a decision.
    - v. seeks input from participants in designing how they participate.
    - vi. provides participants with the information they need to participate in a meaningful way.
    - vii. communicates to participants how their input affected the decision.

**DETAILS AND ANALYSIS**

- 8. In 2023, the City had a total 46 projects open for public comment. These projects spanned a wide variety of the City's services, policies, and community issues, including planning proposals, policy development, environmental initiatives, City facility and amenity consultations, and road safety awareness programs.
- 9. The total visits to the engagement portal was 41,109, up from 38,700 in 2022.
- 10. The max visitors per day was 942, up from 718 in 2022.
- 11. Pop-up booths, direct mailouts, workshops and opportunities for dialogue continue to be very popular.

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12. All engagement projects are supported with an integrated marketing campaign, to ensure maximum reach across a diverse range of audiences in our community, regardless of whether they are online, at home or face-to-face in the public domain (such as shopping centres or at City events).

**Top Engaged Projects**

13. The City received nominations for 10 Local Government award programs in 2023 for its outstanding community engagement projects. Notably, the City won the prestigious Compassionate Community Award from Palliative Care WA in November 2023.

Award	Project	Award Category
Palliative Care WA Awards 2023	Compassionate Communities	Compassionate Commur (Winner)
Local Government Professionals Community Development Awards	Stirk Park Redevelopment	Innovative Partnership A
Local Government Professionals Honour Awards	Stirk Park Skate Park	Connecting Communities
Local Government Professionals Honour Awards	Urban Forest Strategy	Environmental Leadershi Sustainability
Planning Institute Awards 2023	High Wycombe South	Strategic Planning Projec
Planning Institute Awards 2023	Urban Forest Strategy	Climate Change and Resi
Planning Institute Awards 2023	Urban Forest Strategy	Community Wellbeing ar
Planning Institute Awards 2023	Urban Forest Strategy	Stakeholder Engagement
IPWEA Awards 2023	Reactivating Central Mall – Kalamunda’s Beating Heart	Best Public Works Projec
Aware Super Warlang Award 2023	GROW Kalamunda	Workplace Wellbeing

**APPLICABLE LAW**

14. *Local Government Act 1995*

**APPLICABLE POLICY**

15. Service 5 – Communication and Engagement

**STAKEHOLDER ENGAGEMENT**

16. This report provides an overview of stakeholder engagement undertaken in 2023.

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### FINANCIAL CONSIDERATIONS

17. All community engagement is undertaken within approved budget parameters.

### SUSTAINABILITY

18. Community engagement is critical to the City in terms of sustainability.

### RISK MANAGEMENT

19.

<b>Risk:</b> Community engagement practices not reviewed resulting in missed opportunity to appropriately manage community engagement.		
<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
Significant	Unlikely	Medium
<b>Action/Strategy</b>		
Ensure engagement reports prepared for each project, with an annual review of all engagement undertaken.		

### CONCLUSION

24. Local governments that inform, consult, collaborate with, and listen to their local communities empower their communities to be engaged and participate in their own governance. This makes for healthy democracies and involved citizens.

**Voting Requirements: Simple Majority**

### RECOMMENDATION

That Council RECEIVE the Community Engagement Overview for the 2023 calendar year.

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### 10.4.2. Community Bushfire Preparedness Plan - Season Overview 2023/2024

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

The A/Director Community Engagement provided a presentation on this report.

Cr Cooper sought clarification on alternative methods of engagement. The A/Director Community Engagement to questions raised.

Cr O'Connor sought clarification on the targeted area's of inspections. The A/Director Community Engagement to questions raised.

Previous  
 Items

Directorate Community Engagement  
 Business Unit Community Health & Safety


File Reference

Applicant N/A

Owner N/A

- Attachments
1. Bushfire Compliance Season Summary Report 2023 2024 02 [**10.4.2.1** - 22 pages]
  2. A 4 FHRN 24-25 02 [**10.4.2.2** - 2 pages]

#### TYPE OF REPORT

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

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## 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.

## EXECUTIVE SUMMARY

1. The purpose of this report is to provide Council with the outcomes of the fire hazard and compliance assessments undertaken by the City of Kalamunda (City) during the 2023/2024 fire season, through the administration of the city's Fire Hazard Assessment Plan 2023/2028 (The Plan).
2. The comprehensive bushfire hazard inspection program aims to evaluate bushfire readiness and compliance against the Fire Hazard Reduction Notice (Notice) on privately owned land within the City.
3. Overall, the 2023/2024 City's bushfire compliance inspections outcomes indicate an improvement in compliance in comparison to previous seasons.

## BACKGROUND

4. Bushfire prevention and preparedness planning is critical to the implementation of the City's strategic objective to provide a safe and healthy environment for the community to enjoy.
5. Pursuant to Section 33 of the *Bush Fires Act 1954*, the City issues a Fire Hazard Reduction Notice each year to put measures in place to prevent the outbreak, spread or extension of bush fires.
6. In support of the Notice, the City prepared a 5-year Fire Hazard Assessment Plan. The purpose of the Plan is to outline the City's approach regarding education and enforcement of the Notice and embodies a fair and equitable approach to managing bushfire risks, incorporating strategies to ensure both compliance and preparedness.

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7. The current Plan is due for a comprehensive review prior to the start of the 2028 season.

#### **DETAILS AND ANALYSIS**

8. The Plan was implemented this year by a team of experienced full time Community Bushfire Preparedness Officers that specialise in Emergency Management & Fire Compliance, these Officers are also authorised Fire Control Officers (FCO) under the *Bush Fires Act 1954*. It is essential to understand that while our Officers hold FCO status, their duties are limited to compliance related matters, and they do not respond to fires.
9. This adept and seasoned team collaborates with the community year-round, not only conducting fire hazard inspections but also executing various emergency management tasks to enhance general community preparedness and build resilience to several identified local risks which are identified within the City's Local Emergency Management Arrangements (LEMA).
10. Key performance outcomes from the 2023/2024 season include:
- a) 2,508 extreme, high and medium-risk Individual Land parcels were inspected
  - b) 3,011 overall assessments were completed
  - c) 2,124 properties were assessed as compliant on the first inspection which equates to 84.69% of all assessments
  - d) 314 work orders were issued
  - e) 29 Infringements were issued for non-compliance's to the Notice
  - f) 132 properties were inaccessible on first inspection
  - g) 129 inaccessible properties were followed up and later inspected leaving 3 properties not assessed.
  - h) 195 lifetime variations to the Notice were approved
  - i) 22 grazing variations to the Notice were approved
  - j) 37 permits to burn were issued
  - k) 32 Illegal (Fires) were reported and attended to by City authorised Fire Control Officers resulting in 6 infringements being issued.
  - l) 33 total fire bans were declared by the Department of Fire & Emergency Services
11. It is also positive to note that a sizeable percentage of properties inspected were compliant with the Notice on the first inspection, with less than 13% of assessments resulting in a formal work order being issued. Out of the 314 workorders issued on follow up, 285 were complaint and 29 remained non-compliant

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12. A detailed breakdown based on property size, suburb and type of issue can be found in attachment 1.

**APPLICABLE LAW**

13. *Bush Fires Act 1954*

**APPLICABLE POLICY**

14. N/A

**STAKEHOLDER ENGAGEMENT**

15. The Fire Hazard Assessment Plan and Notice have been prepared in consultation with the Department of Fire and Emergency Services (DFES) and the Bushfire Advisory Committee.
16. Further engagement has also occurred several Community Working Groups.

**FINANCIAL CONSIDERATIONS**

17. Provision for the proposed 2024/2025 Fire Hazard Assessment program and Notice have been allocated in the 2024/2025 operational budget.

**SUSTAINABILITY**

18. The City’s implementation of the five-year Fire Hazard Assessment Plan which is implemented throughout the entire year includes a comprehensive community pre-season educational plan and is a key initiative in ensuring the City and its residents are better prepared for the risks and dangers that accompany a changing and drying climate.

**RISK MANAGEMENT**

19.

<b>Risk:</b> Failure to implement the FHA Plan may result in increased, unmanaged fuel loads leading to increases in uncontrolled fire events.		
<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
Major	Almost certain	Extreme
<b>Action/Strategy</b>		
Through introducing the Notice each year and the implementation of the FH Assessment Plan, the City will reduce the impact of a catastrophic fire event in the most high-risk areas.		



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20.

<b>Risk:</b> Failure to prepare the community for bushfires, may result in significant reputational and financial damage.		
<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
Significant	Likely	High
<b>Action/Strategy</b>		
By City staff implementing the Plan as its intended, will reduce the risk to its reputation preventing widespread criticism from community and media representees.		

**CONCLUSION**

21. The City is using the Notice and 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.

**Voting Requirements: Simple Majority**

**RECOMMENDATION**

That Council:

1. NOTE the outcomes of the 2023/24 season Fire Hazard Assessment Plan.
2. ENDORSE the City of Kalamunda Fire Hazard Reduction Notice 2024/2025.

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**10.5. Office of the CEO Reports**

No reports presented.

**11. Closure**

There being no further business, the Presiding Member declared the Meeting closed at 7:05pm.