

# Ordinary Council Meeting

10 March 2021

## Minutes



Members of the public who attend Council meetings should not act immediately on anything they hear at the meetings, without first seeking clarification of Council's position. Persons are advised to wait for written advice from the Council prior to taking action on any matter that they may have before Council.

Agendas and Minutes are available on the City's website [www.kwinana.wa.gov.au](http://www.kwinana.wa.gov.au)

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## **Present:**

MAYOR CAROL ADAMS, OAM  
DEPUTY MAYOR PETER FEASEY  
CR W COOPER  
CR M KEARNEY  
CR M ROWSE  
CR D WOOD  
CR S WOOD

|               |   |  |
|---------------|---|--|
| MR W JACK     | - | Chief Executive Officer                                      |
| MRS B POWELL  | - | Director City Engagement                                     |
| MRS M COOKE   | - | Director City Development and Sustainability                 |
| MR D ELKINS   | - | Director City Infrastructure / Acting Director City Business |
| MS A MCKENZIE | - | Council Administration Officer                               |

Members of the Press 0  
Members of the Public 3

## **1 Opening and announcement of visitors**

*Presiding Member declared the meeting open at 5:30pm and welcomed all in attendance.*

## **2 Acknowledgement of country**

***Presiding Member read the Acknowledgement of country***

*"It gives me great pleasure to welcome you all here and before commencing the proceedings, I would like to acknowledge that we come together tonight on the traditional land of the Noongar people and we pay our respects to their Elders past and present."*

## **3 Dedication**

***Councillor Sherilyn Wood read the dedication***

*"May we, the Elected Members of the City of Kwinana, have the wisdom to consider all matters before us with due consideration, integrity and respect for the Council Chamber.*

*May the decisions made be in good faith and always in the best interest of the greater Kwinana community that we serve."*

## **4 Attendance, apologies, Leave(s) of absence (previously approved)**

**Apologies**

Nil

**Leave(s) of Absence (previously approved):**

Councillor Sandra Lee from 5 March 2021 to 19 March 2021 inclusive.



## 5 Public Question Time

### 5.1 Richard Owen, Orelia

Due to the question received relating to a matter currently before the courts and its confidential nature, it was not asked within the Council Chambers and will not be included within the Ordinary Council Meeting minutes.

### 5.2 Patricia Kursar, Parmelia

Ms Kursar passed on her compliments regarding the City of Kwinana's Waste Plan and Waste Education Plan up for adoption. Ms Kursar advised that she has some questions in regard to the Waste Education Plan, item 4.2.4, Kerbside Recyclables contamination.

#### Question 1

Are City officers aware of extenuating circumstances on the day of the biennial audit of 2020 in Parmelia that saw the contamination rate of the recycle bin increase from 13.6% in 2018 to 23.4% in 2020?

#### Response

The Mayor referred the question to the Director City Development and Sustainability.

The Director City Development and Sustainability advised that the City is aware of the circumstances that impacted the 2020 audit, as the City's then Waste Minimisation Officer advised management at the time the audit was completed, of the weather anomaly and Covid, which is likely to have impacted contamination levels. However, this is the audit data, and it is expected that the next audit will see a significant improvement in the affected suburb.

The audit was completed despite the circumstances and the results form part of the analysis.

#### Question 2

Why does the Waste Plan reference the biennial audit of 2018, however the Waste Education Plan references the biennial audit of 2020?

#### Response

The Mayor referred the question to the Director City Development and Sustainability.

The Director City Development and Sustainability advised that the City's Waste Plan was prepared using the Department of Water and Environmental Regulation (DWER) template. The template required data to be submitted from this time to align with Waste Census return data. This was required to ensure that the reporting provided whilst using different data sources was aligned in terms of the period from which it applies to, and can be used to compare across local governments.

The City's Waste Education Plan uses the most current data as it is not constrained by a departmental template.

#### Question 3

Will the City continue to refer residents to the Recycle Right website for the A-Z list of materials for kerbside collection as guided by the Consistent Communications Collective?

## 5 PUBLIC QUESTION TIME

### Response

The Mayor referred the question to the Director City Development and Sustainability.

The Director City Development and Sustainability advised the City's Waste Education Plan seeks to look at all options available. Should Recycle Right continue to be the best app for this purpose, then the City will continue to use it while continuing to explore various options over the life of the plan, to best communicate best practice recycling.

## 6 Receiving of petitions, presentations and deputations:

### 6.1 Petitions:

Nil

### 6.2 Presentations:

Nil

### 6.3 Deputations:

Nil

## 7 Confirmation of minutes

### 7.1 Ordinary Meeting of Council held on 24 February 2021:

#### COUNCIL DECISION

369

MOVED CR M ROWSE

SECONDED CR W COOPER

That the Minutes of the Ordinary Meeting of Council held on 24 February 2021 be confirmed as a true and correct record of the meeting.

CARRIED  
7/0

## 8 Declarations of Interest (financial, proximity, impartiality – both real and perceived) by Members and City Officers

Nil

## **9 Requests for leave of absence**

### **COUNCIL DECISION**

**370**

**MOVED CR D WOOD**

**SECONDED CR W COOPER**

**That Councillor Sherilyn Wood be granted a leave of absence from 16 March 2021 to 17 April 2021 inclusive.**

**That Mayor Carol Adams be granted a leave of absence on 19 March 2021.**

**CARRIED  
7/0**

## **10 Items brought forward for the convenience of those in the public gallery**

**Nil**

## **11 Any business left over from previous meeting**

**Nil**



## 12 Recommendations of committees

### 12.1 Amendment to Risk Management Reporting

#### **DECLARATIONS OF INTEREST:**

There were no declarations of interest declared.

#### **SUMMARY:**

As part of the City's framework for managing its compliance and risk management obligations, a Risk Management Report is to be prepared and presented to the Audit and Risk Committee for recommendation of endorsement by Council.

The City currently utilises spreadsheets to generate the Risk Management Report. As part of modernising City processes, future Risk Management Reports will be automated using Camms.Risk software.

The transition to Camms.Risk software is continuing with a go live date expected to be March 2021. The soon to be superseded spreadsheet version is presently being reviewed and processed into Camms.Risk software. On this basis, there will be no risk management register presented at this time.

#### **OFFICER RECOMMENDATION:**

That the Audit and Risk Committee note that the City is currently transitioning to Camms.Risk software for its reporting of risk and that the new report will be presented at the Audit and Risk Committee meeting to be held 14 June 2021.

#### **AUDIT AND RISK COMMITTEE RECOMMENDATION:**

That Council note that the City is currently transitioning to Camms.Risk software for its reporting of risk and that the new report will be presented at the Audit and Risk Committee meeting to be held 14 June 2021.

#### **Audit and Risk Committee Noted:**

- That the Audit and Risk Committee will not be receiving Camms.Risk training, just the risk reporting outputs.
- That the transition to Camms.Risk software is proceeding on time and on budget.

#### **DISCUSSION:**

As part of the City's framework for managing its compliance and risk management obligations, a Risk Management Report is to be prepared and presented to the Audit and Risk Committee for recommendation of endorsement by Council.

The City currently utilises spreadsheets to generate the Risk Management Report. As part of modernising City processes, future Risk Management Reports will be automated using Camms.Risk software.

## 12.1 AMENDMENT TO RISK MANAGEMENT REPORTING

The Camms.Risk software will provide a more streamlined approach to the reporting of risk management, provide a better understanding on reporting requirements and the controls that should be in place for identified risks within the City.

The transition to Camms.Risk software is continuing with a go live date expected to be March 2021. The soon to be superseded spreadsheet version is presently being reviewed and processed into Camms.Risk software. On this basis, there will be no risk management register presented at this time.

While the City is undergoing this transition all business units will be required to undertake a major review of their risk management register to ensure they are reporting appropriately and appropriate controls are in place. Currently training for the Camms.Risk software has commenced for licenced users, this training is expected to be completed by the first week of March 2021. The training is being conducted by Camms.

### LEGAL/POLICY IMPLICATIONS:

*Regulation 17 of the Local Government (Audit) Regulations 1996 provides:*

#### **17. CEO to review certain systems and procedures**

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
  - (a) risk management; and*
  - (b) internal control; and*
  - (c) legislative compliance.**
- (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.*
- (3) The CEO is to report to the audit committee the results of that review.*

### FINANCIAL/BUDGET IMPLICATIONS:

There are no financial implications identified as a result of this report.

### ASSET MANAGEMENT IMPLICATIONS:

There are no asset management implications identified as a result of this report.

### ENVIRONMENTAL IMPLICATIONS:

There are no environmental implications identified as a result of this report.

### STRATEGIC/SOCIAL IMPLICATIONS:

There are no strategic/social implications as a result of this proposal.

**12.1 AMENDMENT TO RISK MANAGEMENT REPORTING****COMMUNITY ENGAGEMENT:**

There are no community engagement implications as a result of this report.

**PUBLIC HEALTH IMPLICATIONS:**

There are no implications on any determinants of health as a result of this report.

**RISK IMPLICATIONS:**

The risk implications in relation to this proposal are as follows:

|  |  |
|--|--|
| Risk Event                                   | Implementation of new risk management reporting  |
| Risk Theme                                   | Errors omissions delays<br>Failure of IT or systems and infrastructure<br>Failure to fulfil statutory regulations or compliance requirements |
| Risk Effect/Impact                           | Service Delivery   |
| Risk Assessment Context                      | Operational<br>Project   |
| Consequence                                  | Minor  |
| Likelihood                                   | Possible   |
| Rating (before treatment)                    | Moderate   |
| Risk Treatment in place                      | Reduce - mitigate risk   |
| Response to risk treatment required/in place | Staff training is currently being undertake with Camms.Risk and process are being developed  |
| Rating (after treatment)                     | Low  |

**COUNCIL DECISION**

371

**MOVED CR M ROWSE****SECONDED CR M KEARNEY**

**That Council note that the City is currently transitioning to Camms.Risk software for its reporting of risk and that the new report will be presented at the Audit and Risk Committee meeting to be held 14 June 2021.**

**CARRIED  
7/0**



## 12.2 Compliance Audit Return

### DECLARATIONS OF INTEREST:

There were no declarations of interest declared.

### SUMMARY:

The Department of Local Government, Sport and Cultural Industries (the Department) has circulated to all Western Australian Local Governments the annual Compliance Audit Return for completion.

The return covers the period 1 January to 31 December 2020. The return is a requirement of the Department and monitors the local government's compliance with the *Local Government Act 1995* and its Regulations.

The function of the Audit and Risk Committee includes reviewing the effectiveness of the local government's systems in regard to risk management, internal control and legislative compliance which includes the Compliance Audit Return.

The Compliance Audit Return 2020 is as detailed at Attachment A.

### OFFICER RECOMMENDATION:

That Audit and Risk Committee:

1. Reviews the Compliance Audit Return 2020.
2. Recommends that Council adopt the Compliance Audit Return 2020 as detailed at Attachment A.

### AUDIT AND RISK COMMITTEE RECOMMENDATION:

That Council:

1. Reviews the Compliance Audit Return 2020.
2. Adopts the Compliance Audit Return 2020 as detailed at Attachment A.

#### Audit and Risk Committee Noted:

- Confirmed that in the Commercial Enterprises by Local Governments section of the 2020 Compliance Audit Return, No 1, '*Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2020?*' is checked during the annual financial audit which is presented to Council each year. In addition any new trading activity would require a Council resolution.
- That the 2020 Compliance Audit Return was relatively clean with no significant issues.

## 12.2 COMPLIANCE AUDIT RETURN

### DISCUSSION:

Each year Western Australian Local Governments are required to complete a Compliance Audit Return (CAR) for the Department in accordance with the *Local Government Act 1995*.

The Department has circulated to all Western Australian Local Governments for completion its annual CAR, covering the review period 1 January to 31 December 2020. The return is a means of monitoring compliance with the requirements of the *Local Government Act 1995* and its Regulations and is a statutory requirement. These returns are required to be completed and submitted to the Department no later than 31 March each year.

Regulation 14 of the *Local Government (Audit) Regulations 1996*, requires that the Local Government's Audit and Risk Committee review the CAR and report the results of that review to the Council prior to its adoption by Council. Once adopted by Council the report is to be submitted to the Department by 31 March 2021.

Whilst a 100% CAR is the ideal outcome, the CAR must be considered as a means of internal audit, capable of identifying shortcomings and weaknesses in the system, which can then be improved or modified practices can be implemented, to resolve these issues.

The area in which the City did not provide a 'Yes' response were:

- Optional Questions
  - Questions 3 and 4 in relation to disclosures of gifts - Response – No – One notifiable gift that wasn't logged within the 10 day, this gift was in relation to works provided for the judging of a Chamber of Commerce event.  
  
Action to be taken as an outcome of the no response - Reminders and processes will be provided to all officers and Elected member with regards to the requirements around declarations of gifts.
  - Questions 5 and 6 in relation to the adoption and advertising of an attendance at events policy – Response – No - A review of the Elected Members policies was completed and a proposed new policy including the attendance at events of Elected Members and the Chief Executive Officer was included and presented to Council at the Ordinary Council Meeting held on 11 November 2020. Council resolved that the item be withdrawn to allow for further review and consultation.  
  
Action to be taken as an outcome of the no response – Continue with further review and consultation with Elected Members, draft policy to be presented to Council in the near future.

The CAR is provided electronically through a secure internet portal and is divided into sections. Each section deals with a specific area of the *Local Government Act 1995* and these sections are then allocated to the relevant officer within the local government who 'signs in' electronically through the portal to complete each question, in some instances there have been issues with accessing the portal and their comments have been entered on behalf of the relevant officer by the Governance and Risk Officer.

## 12.2 COMPLIANCE AUDIT RETURN

The officers who are required to complete a section within the CAR are advised how to use the online system and how to undertake an audit of their procedures to ensure that compliance is occurring. Where compliance is not occurring, officers are advised that an honest answer is required, so that procedural changes can be made to improve the City's compliance systems.

Once the audit has been completed, the City is required to:

- Present the Compliance Audit Return to the Audit and Risk Committee for review;
- Present the Compliance Audit Return to Council and seek adoption of the completed Compliance Audit Return; and
- Return the reviewed, adopted and certified Compliance Audit Return, along with a copy of the Council minutes, to the Department by no later than 31 March 2021.

The particulars of any matters of concern raised by the Audit Committee's review relating to the CAR must be recorded in the minutes of this meeting.

Any person who is not satisfied with the manner in which the compliance assessment process has been undertaken by the City or believes there may be a discrepancy in the CAR, may bring the particular issue to the attention of the Department.

Council may also refer the completed CAR to its Auditor or other external inspection service for an independent assessment, if it is deemed necessary.

## LEGAL/POLICY IMPLICATIONS:

### **Local Government Act 1995**

#### **7.13. Regulations as to audits 28**

- (1) Regulations may make provision as follows —
  - (aa) as to the functions of a CEO in relation to —
    - (i) a local government audit; and
    - (ii) a report (an **action report**) prepared by a local government under section 7.12A(4)(a); and
    - (iii) an audit report; and
    - (iv) a report on an audit conducted by a local government under this Act or any other written law;
  - (ab) as to the functions of an audit committee, including in relation to —
    - (i) the selection and recommendation of an auditor under Division 2; and
    - (ii) a local government audit; and
    - (iii) an action report; and
    - (iv) an audit report; and
    - (v) a report on an audit conducted by a local government under this Act or any other written law;
  - (ac) as to the procedure to be followed in selecting an auditor under Division 2;
  - [(ad) deleted]
  - (ae) as to monitoring action taken in respect of any matters raised in an audit report;
  - (a) with respect to matters to be included in an agreement in writing (**agreement**) made under section 7.8(1);



## 12.2 COMPLIANCE AUDIT RETURN

- (b) for notifications and reports to be given in relation to an agreement, including any variations to, or termination of an agreement;
  - (ba) as to a copy of an agreement being provided to the Department;
  - (c) as to the manner in which an application may be made to the Minister for approval as an auditor under section 7.5;
  - (d) in relation to approved auditors, for the following —
    - (i) reviews of, and reports on, the quality of audits conducted;
    - (ii) the withdrawal by the Minister of approval as an auditor;
    - (iii) applications to the State Administrative Tribunal for the review of decisions to withdraw approval;
  - (e) for the exercise or performance by auditors of their powers and duties under this Part;
  - (f) as to the matters to be addressed in an audit report;
  - (g) requiring an auditor (other than the Auditor General) to provide the Minister with prescribed information as to an audit conducted by the auditor;
  - (h) prescribing the circumstances in which an auditor (other than the Auditor General) is to be considered to have a conflict of interest and requiring an auditor (other than the Auditor General) to disclose in an audit report such information as to a possible conflict of interest as is prescribed;
  - (i) requiring local governments to carry out, in the prescribed manner and in a form approved by the Minister, an audit of compliance with such statutory requirements as are prescribed whether those requirements are —
    - (i) of a financial nature or not; or
    - (ii) under this Act or another written law.
- (2) Regulations may also make any provision about audit committees that may be made under section 5.25 in relation to committees.

**Local Government (Audit) Regulations 1996****13. Prescribed statutory requirements for which compliance audit needed (Act s. 7.13(1)(i))**

For the purposes of section 7.13(1)(i) the statutory requirements set forth in the Table to this regulation are prescribed.

Table

| <b>Local Government Act 1995</b> |                   |                        |
|----------------------------------|-------------------|------------------------|
| s.3.57                           | s.3.58(3) and (4) | s.3.59(2), (4) and (5) |
| s.5.16                           | s.5.17            | s.5.18                 |
| s.5.36(4)                        | s.5.37(2) and (3) | s.5.42                 |
| s.5.43                           | s.5.44(2)         | s.5.45(1)(b)           |
| s.5.46                           | s.5.51A           | s.5.67                 |
| s.5.68(2)                        | s.5.69(5)         | s.5.70                 |
| s.5.71B(5) and (7)               | s.5.73            | s.5.75                 |
| s.5.76                           | s.5.77            | s.5.88                 |
| s.5.89A                          | s.5.104           | s.5.120                |
| s.5.121                          | s.7.1A            | s.7.1B                 |
| s.7.3                            | s.7.6(3)          | s.7.9(1)               |
| s.7.12A                          |                   |                        |

## 12.2 COMPLIANCE AUDIT RETURN

|  |                               |                          |
|--|-------------------------------|--------------------------|
| <b>Local Government (Administration) Regulations 1996</b>        |                               |                          |
| <i>r.18A</i>   | <i>r.18C</i>                  | <i>r.18E</i>             |
| <i>r.18F</i>   | <i>r.18G</i>                  | <i>r.19</i>              |
| <i>r.19C</i>   | <i>r.19DA</i>                 | <i>r.22</i>              |
| <i>r.23</i>  | <i>r.28</i>                   | <i>r.34B</i>             |
| <i>r.34C</i>   |                               |                          |
| <b>Local Government (Audit) Regulations 1996</b>                 |                               |                          |
| <i>r.7</i>   | <i>r.10</i>                   |                          |
| <b>Local Government (Elections) Regulations 1997</b>             |                               |                          |
| <i>r.30G</i>   |                               |                          |
| <b>Local Government (Functions and General) Regulations 1996</b> |                               |                          |
| <i>r.7</i>   | <i>r.9</i>                    | <i>r.10</i>              |
| <i>r.11A</i>   | <i>r.11</i>                   | <i>r.12</i>              |
| <i>r.14(1), (3) and (5)</i>                                      | <i>r.15</i>                   | <i>r.16</i>              |
| <i>r.17</i>  | <i>r.18(1) and (4)</i>        | <i>r.19</i>              |
| <i>r.21</i>  | <i>r.22</i>                   | <i>r.23</i>              |
| <i>r.24</i>  | <i>r.24AD(2), (4) and (6)</i> | <i>r. 24AE</i>           |
| <i>r.24AF</i>  | <i>r.24AG</i>                 | <i>r.24AH(1) and (3)</i> |
| <i>r.24AI</i>  | <i>r.24E</i>                  | <i>r.24F</i>             |

**14. Compliance audits by local governments**

- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
- (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
- (3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.
- (3) After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be —
  - (a) presented to the council at a meeting of the council; and
  - (b) adopted by the council; and
  - (c) recorded in the minutes of the meeting at which it is adopted.

**15. Certified copy of compliance audit return and other documents to be given to Departmental CEO**

- (1) After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with —
  - (a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and
  - (b) any additional information explaining or qualifying the compliance audit, is to be submitted to the Departmental CEO by 31 March next following the period to which the return relates.
- (2) In this regulation —
 

**certified** in relation to a compliance audit return means signed by —

  - (a) the mayor or president; and
  - (b) the CEO.

**12.2 COMPLIANCE AUDIT RETURN****FINANCIAL/BUDGET IMPLICATIONS:**

There are no financial implications as a result of this report.

**ASSET MANAGEMENT IMPLICATIONS:**

There are no asset management implications as a result of this report.

**ENVIRONMENTAL IMPLICATIONS:**

There are no environmental implications as a result of this report.

**STRATEGIC/SOCIAL IMPLICATIONS:**

There are no strategic/social implications as a result of this proposal.

**COMMUNITY ENGAGEMENT:**

There are no community engagement implications as a result of this report.

**PUBLIC HEALTH IMPLICATIONS:**

There are no implications on any determinants of health as a result of this report.

**RISK IMPLICATIONS:**

The risk implications in relation to this proposal are as follows:

|  |  |
|--|--|
| Risk Event                                   | Non compliance with the requirements of the <i>Local Government Act 1995</i> , Section 7.13(i) and <i>Local Government (Audit) Regulations 1996</i> , Regulations 13 – 15. |
| Risk Theme                                   | Failure to fulfil statutory regulations or compliance requirements   |
| Risk Effect/Impact                           | Compliance   |
| Risk Assessment Context                      | Operational  |
| Consequence                                  | Moderate   |
| Likelihood                                   | Unlikely   |
| Rating (before treatment)                    | Moderate   |
| Risk Treatment in place                      | Avoid - remove cause of risk   |
| Response to risk treatment required/in place | Ensure that the Compliance Return is completed annually.   |
| Rating (after treatment)                     | Low  |



12.2 COMPLIANCE AUDIT RETURN

**COUNCIL DECISION**

**372**

**MOVED CR P FEASEY**

**SECONDED CR M ROWSE**

**That Council:**

- 1. Reviews the Compliance Audit Return 2020.**
- 2. Adopts the Compliance Audit Return 2020 as detailed at Attachment A.**

**CARRIED  
7/0**



Department of  
**Local Government, Sport  
and Cultural Industries**

## Kwinana - Compliance Audit Return 2020

### Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of the relevant minutes.

| Commercial Enterprises by Local Governments |                                |   |          |          |                |
|---|--------------------------------|---|----------|----------|----------------|
| No  | Reference                      | Question  | Response | Comments | Respondent     |
| 1   | s3.59(2)(a) F&G<br>Regs 7,9,10 | Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2020?   | N/A      |          | Warwick Carter |
| 2   | s3.59(2)(b) F&G<br>Regs 7,8,10 | Has the local government prepared a business plan for each major land transaction that was not exempt in 2020?  | N/A      |          | Warwick Carter |
| 3   | s3.59(2)(c) F&G<br>Regs 7,8,10 | Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2020?   | N/A      |          | Warwick Carter |
| 4   | s3.59(4)                       | Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2020? | N/A      |          | Warwick Carter |
| 5   | s3.59(5)                       | During 2020, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?   | N/A      |          | Warwick Carter |

| Delegation of Power/Duty |           |   |          |  |                 |
|--------------------------|-----------|---|----------|--|-----------------|
| No                       | Reference | Question  | Response | Comments   | Respondent      |
| 1                        | s5.16     | Were all delegations to committees resolved by absolute majority?               | Yes      | All delegations and amendments to delegation have been resolved by absolute majority.  | Victoria Patton |
| 2                        | s5.16     | Were all delegations to committees in writing?                                  | Yes      | All delegations to committees were in writing, Council resolved to revoke committee delegations at its OCM 11 March 2020 -#110 and 25 March 2020 - #126. | Victoria Patton |
| 3                        | s5.17     | Were all delegations to committees within the limits specified in section 5.17? | Yes      |  | Victoria Patton |



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| No | Reference                      | Question   | Response | Comments   | Respondent      |
|----|--------------------------------|--|----------|--|-----------------|
| 4  | s5.18                          | Were all delegations to committees recorded in a register of delegations?                                    | Yes      | All delegations to Committees have been recorded in writing within the City's delegation register. Delegations to Committees were then removed from the register after Council resolved to revoke. | Victoria Patton |
| 5  | s5.18                          | Has council reviewed delegations to its committees in the 2019/2020 financial year?                          | Yes      | Delegations to committees have been revoked, passed by absolute majority at it OCM held 11 March 2020 - #110 and 25 March 2020 - #126  | Victoria Patton |
| 6  | s5.42(1) & s5.43 Admin Reg 18G | Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Act?              | Yes      | Page 2 of the Delegated Authority register stipulates what can not be delegated to the CEO   | Victoria Patton |
| 7  | s5.42(1)                       | Were all delegations to the CEO resolved by an absolute majority?  | Yes      | All delegations and amendments to delegations have been resolved by absolute majority  | Victoria Patton |
| 8  | s5.42(2)                       | Were all delegations to the CEO in writing?  | Yes      | All delegations to the CEO are contained 'Register of Delegated Authority - Local Government to Chief Executive Officer, Officers and Committees 2019  | Victoria Patton |
| 9  | s5.44(2)                       | Were all delegations by the CEO to any employee in writing?  | Yes      | All delegations to any employees are contained in the Register of Delegated Authority - Local Government to Officers 2019  | Victoria Patton |
| 10 | s5.16(3)(b) & s5.45(1)(b)      | Were all decisions by the council to amend or revoke a delegation made by absolute majority?                 | Yes      | All delegations and amendments to delegations have been resolved by absolute majority  | Victoria Patton |
| 11 | s5.46(1)                       | Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees? | Yes      | All delegation are in writing these are listed in the delegated authority registers  | Victoria Patton |



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| No | Reference             | Question   | Response | Comments  | Respondent      |
|----|-----------------------|--|----------|---|-----------------|
| 12 | s5.46(2)              | Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2019/2020 financial year?           | Yes      | The City reviewed and adopted its delegated authority register in September of 2019/2020 financial year               | Victoria Patton |
| 13 | s5.46(3) Admin Reg 19 | Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Admin Reg 19? | Yes      | The City has software (Attain) used by all employees holding delegations for recording uses of their exercised power. | Victoria Patton |

### Disclosure of Interest

| No | Reference                          | Question   | Response | Comments  | Respondent      |
|----|------------------------------------|--|----------|---|-----------------|
| 1  | s5.67                              | Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter? | Yes      | All Elected Members making declarations of financial, indirect financial and/or proximity interest vacated the Council Chambers, as required. | Victoria Patton |
| 2  | s5.68(2) & s5.69 (5) Admin Reg 21A | Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by Admin Reg 21A, recorded in the minutes of the relevant council or committee meeting?                             | N/A      | There were no Council decisions made relating to an Elected Member interest relating to a gift.   | Victoria Patton |
| 3  | s5.73                              | Were disclosures under section sections 5.65, 5.70 or 5.71A(3) recorded in the minutes of the meeting at which the disclosures were made?  | Yes      | Yes. Note that there were no disclosures made relating to sections 5.70 or 5.71A (3).   | Victoria Patton |
| 4  | s5.75 Admin Reg 22, Form 2         | Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?   | Yes      | All relevant persons completed their primary return within the relevant time.   | Victoria Patton |
| 5  | s5.76 Admin Reg 23, Form 3         | Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2020?  | Yes      | All relevant persons completed their annual return within the relevant time.  | Victoria Patton |
| 6  | s5.77                              | On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?  | Yes      | The CEO and Mayor provided written acknowledgement for receipt of all primary and annual return as required by this section.                  | Victoria Patton |
| 7  | s5.88(1) & (2)(a)                  | Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76?  | Yes      | Yes, a register of financial interests and Primary and Annual Returns is maintained within Content Manager.                                   | Victoria Patton |



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| No | Reference                             | Question   | Response | Comments  | Respondent      |
|----|---------------------------------------|--|----------|---|-----------------|
| 8  | s5.88(1) & (2)(b)<br>Admin Reg 28     | Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A, in the form prescribed in Admin Reg 28?   | Yes      | Yes, a register of financial interests is maintained within Content Manager. Note that there were no disclosures made relating to sections 5.70, 5.71 or 5.71A. | Victoria Patton |
| 9  | s5.88(3)                              | When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76, did the CEO remove from the register all returns relating to that person?   | Yes      | All persons ceasing as a relevant persons are removed from the relevant registers.  | Victoria Patton |
| 10 | s5.88(4)                              | Have all returns removed from the register in accordance with section 5.88(3) been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?                            | Yes      | returns are removed from the financial interest container/register and placed in a destruction container with a retention period set                            | Victoria Patton |
| 11 | s5.89A(1), (2) & (3) Admin Reg 28A    | Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B, in the form prescribed in Admin Reg 28A?   | Yes      | The register is located within the City's Attain software and record keeping system.  | Victoria Patton |
| 12 | s5.89A(5) & (5A)                      | Did the CEO publish an up-to-date version of the gift register on the local government's website?  | Yes      | The City's gift registers are available on the City's website within the publications section.  | Victoria Patton |
| 13 | s5.89A(6)                             | When a person ceases to be a person who is required to make a disclosure under section 5.87A or 5.87B, did the CEO remove from the register all records relating to that person?   | Yes      |   | Victoria Patton |
| 14 | s5.89A(7)                             | Have copies of all records removed from the register under section 5.89A (6) been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?   | Yes      |   | Victoria Patton |
| 15 | Rules of Conduct Reg 11(1), (2) & (4) | Where a council member had an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person, did they disclose the interest in accordance with Rules of Conduct Reg 11(2)?                             | Yes      | Recorded and retained in CM9  | Victoria Patton |
| 16 | Rules of Conduct Reg 11(6)            | Where a council member disclosed an interest under Rules of Conduct Reg 11 (2) was the nature of the interest recorded in the minutes?   | Yes      | Yes it is recorded in the minutes and also the City's disclosure of interests register.   | Victoria Patton |
| 17 | s5.70(2) & (3)                        | Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report? | Yes      | Record on each report, where required.  | Victoria Patton |



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| No | Reference                   | Question  | Response | Comments  | Respondent      |
|----|-----------------------------|---|----------|---|-----------------|
| 18 | s5.71A & s5.71B (5)         | Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application? | Yes      | No such application was required for 2020.  | Victoria Patton |
| 19 | s5.71B(6) & s5.71B(7)       | Was any decision made by the Minister under subsection 5.71B(6) recorded in the minutes of the council meeting at which the decision was considered?  | Yes      | No such decision was made   | Victoria Patton |
| 20 | s5.103 Admin Regs 34B & 34C | Has the local government adopted a code of conduct in accordance with Admin Regs 34B and 34C to be observed by council members, committee members and employees?  | Yes      | Model codes have now come into effect and the City is in the process of adopting new policies | Victoria Patton |
| 21 | Admin Reg 34B(5)            | Has the CEO kept a register of notifiable gifts in accordance with Admin Reg 34B(5)?  | Yes      | Recorded using Attain software  | Victoria Patton |

### Disposal of Property

| No | Reference | Question  | Response | Comments | Respondent     |
|----|-----------|---|----------|----------|----------------|
| 1  | s3.58(3)  | Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) (unless section 3.58(5) applies)?         | N/A      |          | Warwick Carter |
| 2  | s3.58(4)  | Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property? | N/A      |          | Warwick Carter |





| <b>Elections</b> |                         |   |                 |                                      |                   |
|------------------|-------------------------|---|-----------------|--------------------------------------|-------------------|
| <b>No</b>        | <b>Reference</b>        | <b>Question</b>   | <b>Response</b> | <b>Comments</b>                      | <b>Respondent</b> |
| 1                | Elect Regs 30G(1) & (2) | Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate? | N/A             | The City held no Elections for 2020. | Victoria Patton   |
| 2                | Elect Regs 30G(3) & (4) | Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years?  | N/A             | The City held no Elections for 2020. | Victoria Patton   |
| 3                | Elect Regs 30G(5) & (6) | Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with Elect Reg 30G(6)?  | N/A             | The City held no Elections for 2020  | Victoria Patton   |

| <b>Finance</b> |                   |   |                 |  |                   |
|----------------|-------------------|---|-----------------|--|-------------------|
| <b>No</b>      | <b>Reference</b>  | <b>Question</b>   | <b>Response</b> | <b>Comments</b>  | <b>Respondent</b> |
| 1              | s7.1A             | Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?  | Yes             | Council Decision 209 22 July 2020  | Stacey Hobbins    |
| 2              | s7.1B             | Where the council delegated to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?   | N/A             |  | Stacey Hobbins    |
| 3              | s7.3(1) & s7.6(3) | Was the person or persons appointed by the local government to be its auditor appointed by an absolute majority decision of council?  | N/A             | OAG appointed auditor  | Stacey Hobbins    |
| 4              | s7.3(3)           | Was the person(s) appointed by the local government under s7.3(1) to be its auditor a registered company auditor or an approved auditor?  | Yes             | OAG appointed RSM  | Stacey Hobbins    |
| 5              | s7.9(1)           | Was the auditor's report for the financial year ended 30 June 2020 received by the local government by 31 December 2020?  | Yes             | Audit Report dated 8 December 2020   | Stacey Hobbins    |
| 6              | s7.12A(3)         | Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters? | Yes             | Actions outlined in Report to Audit Committee dated 8 December 2020 and OCM 16 December 2020 | Stacey Hobbins    |



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| No | Reference       | Question   | Response | Comments  | Respondent     |
|----|-----------------|--|----------|---|----------------|
| 7  | s7.12A(4)(a)    | Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters?   | Yes      | Actions outlined in Report to Audit Committee dated 8 December 2020 and OCM 16 December 2020  | Stacey Hobbins |
| 8  | s7.12A(4)(b)    | Where the local government was required to prepare a report under s.7.12A(4)(a), was a copy of the report given to the Minister within three months of the audit report being received by the local government?  | Yes      | Email sent to Department 18 December 2020   | Stacey Hobbins |
| 9  | s7.12A(5)       | Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b), did the CEO publish a copy of the report on the local government's official website?   | Yes      | Reports were published on the City's website in the minutes of the Audit Committee Meeting 7 December 2020 and OCM 16 December 2020 | Stacey Hobbins |
| 10 | Audit Reg 7     | Did the agreement between the local government and its auditor include the objectives and scope of the audit, a plan for the audit, details of the remuneration and expenses paid to the auditor, and the method to be used by the local government to communicate with the auditor? | Yes      |   | Stacey Hobbins |
| 11 | Audit Reg 10(1) | Was the auditor's report for the financial year ending 30 June received by the local government within 30 days of completion of the audit?   | Yes      | Report received by Council at OCM 16 December 2020  | Stacey Hobbins |



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| <b>Integrated Planning and Reporting</b> |                          |  |                 |   |                   |
|--|--------------------------|--|-----------------|---|-------------------|
| <b>No</b>                                | <b>Reference</b>         | <b>Question</b>  | <b>Response</b> | <b>Comments</b>   | <b>Respondent</b> |
| 1  | Admin Reg 19C            | Has the local government adopted by absolute majority a strategic community plan?<br>If Yes, please provide the adoption date or the date of the most recent review in the Comments section? | Yes             | Adopted 26 June 2019: SCP 2019-2029   | Victoria Patton   |
| 2  | Admin Reg 19DA (1) & (4) | Has the local government adopted by absolute majority a corporate business plan?<br>If Yes, please provide the adoption date or the date of the most recent review in the Comments section?  | Yes             | Adopted 24 June 2020: CBP 2020-2025   | Victoria Patton   |
| 3  | Admin Reg 19DA (2) & (3) | Does the corporate business plan comply with the requirements of Admin Reg 19DA(2) & (3)?  | Yes             | <p>Corporate Business Plan (CBP) exceeds the requirement of at least 4 financial years.</p> <p>CBP clearly expresses the local government's priorities in relation to the SCP and internal business planning through the use of well developed strategies.</p> <p>Resources, asset management, workforce planning and long term financial planning have been taken into consideration in developing the plan.</p> | Victoria Patton   |



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### Local Government Employees

| No | Reference                          | Question   | Response | Comments   | Respondent    |
|----|------------------------------------|--|----------|--|---------------|
| 1  | Admin Reg 18C                      | Did the local government approve a process to be used for the selection and appointment of the CEO before the position of CEO was advertised?              | Yes      | CEO selection & appointment process endorsed by Council at OCM - 14 August 2019. Process was finalised at OCM - 26 February 2020 - Appointment of CEO. | Sue Wiltshire |
| 2  | s5.36(4) & s5.37 (3) Admin Reg 18A | Were all CEO and/or senior employee vacancies advertised in accordance with Admin Reg 18A?   | Yes      | Only recruitment activity (vacancy) was for CEO (Advertised 2019).   | Sue Wiltshire |
| 3  | Admin Reg 18E                      | Was all information provided in applications for the position of CEO true and accurate?  | Yes      | Confirmed by Recruitment Agency engaged to conduct CEO recruitment.  | Sue Wiltshire |
| 4  | Admin Reg 18F                      | Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4)? | Yes      | Also as per Salaries and Allowances Act 1975.  | Sue Wiltshire |
| 5  | s5.37(2)                           | Did the CEO inform council of each proposal to employ or dismiss senior employee?  | N/A      |  | Sue Wiltshire |
| 6  | s5.37(2)                           | Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?                   | N/A      |  | Sue Wiltshire |

### Official Conduct

| No | Reference | Question   | Response | Comments   | Respondent      |
|----|-----------|--|----------|--|-----------------|
| 1  | s5.120    | Has the local government designated a senior employee as defined by section 5.37 to be its complaints officer?   | N/A      | The CEO is the City's complaints officer   | Victoria Patton |
| 2  | s5.121(1) | Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a)? | N/A      |  | Victoria Patton |
| 3  | s5.121(2) | Does the complaints register include all information required by section 5.121 (2)?  | Yes      |  | Victoria Patton |
| 4  | s5.121(3) | Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?  | No       | There are no complaints on the register so the City had not placed the register on the website, this will now be rectified and placed in the City's publications section of the website. | Victoria Patton |

### Optional Questions

| No | Reference | Question | Response | Comments | Respondent |
|----|-----------|----------|----------|----------|------------|
|----|-----------|----------|----------|----------|------------|



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| No | Reference                         | Question   | Response | Comments  | Respondent      |
|----|-----------------------------------|--|----------|---|-----------------|
| 1  | Financial Management Reg 5 (2)(c) | Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Financial Management Reg 5(2)(c) within the three years prior to 31 December 2020?<br>If yes, please provide the date of council's resolution to accept the report.                                | Yes      | OCM 22 July 2020  | Stacey Hobbins  |
| 2  | Audit Reg 17                      | Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Audit Reg 17 within the three years prior to 31 December 2020?<br>If yes, please provide date of council's resolution to accept the report. | N/A      | The City's Systems and Procedures review is due to be conducted in the the 2020/2021 financial year. Resolution to appoint auditor was presented to Audit and Risk Committee on 7 December 2020 and Council on 16 December 2020 resolution #328   | Victoria Patton |
| 3  | s5.87C(2)                         | Where a disclosure was made under sections 5.87A or 5.87B, was the disclosure made within 10 days after receipt of the gift?   | No       | One notifiable gift that wasn't logged within the 10 day, this gift was in relation to works provided for the judging of a Chamber of Commerce event  | Victoria Patton |
| 4  | s5.87C                            | Where a disclosure was made under sections 5.87A or 5.87B, did the disclosure include the information required by section 5.87C?   | No       | The information required under section 5.87C has been met apart from 5.87C(2), please see comments in No.3  | Victoria Patton |
| 5  | s5.90A(2)                         | Did the local government prepare and adopt by absolute majority a policy dealing with the attendance of council members and the CEO at events?   | No       | A review of the Elected Members policies was completed and a proposed new policy including the attendance at events of Elected Members and the Chief Executive Officer was included and presented to Council at the Ordinary Council Meeting held on 11 November 2020. Council resolved that the item be withdrawn to allow for further review and consultation.<br>In addition an Elected Members Code of Conduct was required to be adopted in accordance with new Regulations. | Victoria Patton |



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| No | Reference                  | Question  | Response | Comments   | Respondent      |
|----|----------------------------|---|----------|--|-----------------|
| 6  | s.5.90A(5)                 | Did the CEO publish an up-to-date version of the attendance at events policy on the local government's official website?  | No       | A review of the Elected Members policies was completed and a proposed new policy including the attendance at events of Elected Members and the Chief Executive Officer was included and presented to Council at the Ordinary Council Meeting held on 11 November 2020. Council resolved that the item be withdrawn to allow for further review and consultation.                             | Victoria Patton |
| 7  | s.5.96A(1), (2), (3) & (4) | Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4)?  | Yes      | All documents relating to item 5.96A(1)(f), (g), (h) have been made available on the City's website. Any confidential items relating to section 5.96A(1) (f) or (h) have not been published, only the decision of Council in accordance with Section 5.96A(2) and (3). Compliance has been met with regards to Section 5.96A(4)(b) and the Owners and Occupiers Roll has not been published. | Victoria Patton |
| 8  | s.5.128(1)                 | Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?   | Yes      | The City had an Elected Members and Chief Executive Officer training and Development Policy, which was reviewed in relation to the continuing of professional development of Elected Members at the Ordinary Council Meeting held on 25 March 2020.  | Victoria Patton |
| 9  | s.5.127                    | Did the local government prepare a report on the training completed by council members in the 2019/2020 financial year and publish it on the local government's official website by 31 July 2020? | Yes      | This report was completed and presented to Council at the ordinary Council Meeting held on 22 July 2020 and then published on the City's website accordingly.  | Victoria Patton |
| 10 | s.6.4(3)                   | By 30 September 2020, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2020?  | Yes      | Uploaded to auditor portal on 30 September 2020  | Stacey Hobbins  |





## Tenders for Providing Goods and Services

| No | Reference  | Question   | Response | Comments  | Respondent     |
|----|--|--|----------|---|----------------|
| 1  | F&G Reg 11A(1) & (3)                             | Does the local government have a current purchasing policy that complies with F&G Reg 11A(3) in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$250,000 or less or worth \$250,000 or less? | Yes      |   | Warwick Carter |
| 2  | F&G Reg 11A(1)                                   | Did the local government comply with its current purchasing policy in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?   | Yes      | Internal controls place emphasis on review of procurement over \$70,000. Further internal controls being developed. | Warwick Carter |
| 3  | s3.57 F&G Reg 11                                 | Subject to F&G Reg 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in F&G Reg 11(1)?                              | Yes      |   | Warwick Carter |
| 4  | F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4) | When regulations 11(1), 12(2) or 13 required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with F&G Reg 14(3) and (4)?   | Yes      | via The West Australian newspaper   | Warwick Carter |
| 5  | F&G Reg 12                                       | Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than a single contract?  | Yes      |   | Warwick Carter |
| 6  | F&G Reg 14(5)                                    | If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation?   | Yes      |   | Warwick Carter |
| 7  | F&G Regs 15 & 16                                 | Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Regs 15 and 16?   | Yes      |   | Warwick Carter |
| 8  | F&G Reg 17                                       | Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?                                 | Yes      | Has always been available for public inspection and on the City's website from 8 December 2020.                     | Warwick Carter |
| 9  | F&G Reg 18(1)                                    | Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?  | Yes      |   | Warwick Carter |



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| No | Reference                       | Question  | Response | Comments                                 | Respondent     |
|----|---------------------------------|---|----------|--|----------------|
| 10 | F&G Reg 18(4)                   | Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?  | Yes      |  | Warwick Carter |
| 11 | F&G Reg 19                      | Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?  | Yes      |  | Warwick Carter |
| 12 | F&G Regs 21 & 22                | Did the local government's advertising and expression of interest processes comply with the requirements of F&G Regs 21 and 22?   | N/A      | No EOIs undertaken in this period        | Warwick Carter |
| 13 | F&G Reg 23(1) & (2)             | Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?   | N/A      |  | Warwick Carter |
| 14 | F&G Reg 23(3)                   | Were all expressions of interest that were not rejected assessed by the local government?   | N/A      |  | Warwick Carter |
| 15 | F&G Reg 23(4)                   | After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services as an acceptable tenderer?   | N/A      |  | Warwick Carter |
| 16 | F&G Reg 24                      | Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with F&G Reg 24?  | N/A      |  | Warwick Carter |
| 17 | F&G Regs 24AD(2) & (4) and 24AE | Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with F&G Reg 24AD(4) and 24AE?  | N/A      | No panels were undertaken in this period | Warwick Carter |
| 18 | F&G Reg 24AD(6)                 | If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?                       | N/A      |  | Warwick Carter |
| 19 | F&G Reg 24AF                    | Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application? | N/A      |  | Warwick Carter |
| 20 | F&G Reg 24AG                    | Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of F&G Reg 24AG?  | N/A      |  | Warwick Carter |



Department of  
**Local Government, Sport  
and Cultural Industries**

| No | Reference          | Question  | Response | Comments | Respondent     |
|----|--------------------|---|----------|----------|----------------|
| 21 | F&G Reg 24AH(1)    | Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?            | N/A      |          | Warwick Carter |
| 22 | F&G Reg 24AH(3)    | Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept? | N/A      |          | Warwick Carter |
| 23 | F&G Reg 24AI       | Did the CEO send each applicant written notice advising them of the outcome of their application?   | N/A      |          | Warwick Carter |
| 24 | F&G Regs 24E & 24F | Where the local government gave regional price preference, did the local government comply with the requirements of F&G Regs 24E and 24F?   | N/A      |          | Warwick Carter |

I certify this Compliance Audit Return has been adopted by council at its meeting on \_\_\_\_\_

\_\_\_\_\_  
Signed Mayor/President, Kwinana

\_\_\_\_\_  
Signed CEO, Kwinana

## 12.3 Occupational Safety and Health (OSH) Statistical Data Report

### DECLARATIONS OF INTEREST:

There were no declarations of interest declared.

### SUMMARY:

This statistical data is provided to the Audit Committee for noting.

Council has endorsed a Health and Safety Policy to meet its moral and legal obligation to provide a safe and healthy work environment for all employees, contractors, customers and visitors. This commitment extends to ensuring the City's operations do not place the community at risk of injury, illness or property damage. At every Audit and Risk Committee Meeting the Committee receives a report detailing statistical data. This report entitled the City of Kwinana OSH Statistical Data Report is enclosed as Attachment A.

### OFFICER RECOMMENDATION:

That the Audit and Risk Committee note the City of Kwinana OSH Statistical Data Report detailed in Attachment A.

### AUDIT AND RISK COMMITTEE RECOMMENDATION:

That Council note the City of Kwinana OSH Statistical Data Report detailed in Attachment A.

#### Audit and Risk Committee comments:

- Continue to encourage the reporting of all incidents, injuries and near misses.
- Reporting continuing to trend down could provide benefits to the City's premiums.

#### Audit and Risk Committee Noted:

- That the Safety and Health Management System Framework is comprised of a three tier approach, with the tiers one and two documentation now finalised. Tier 1 being the overview of the City's Policy and Framework, Tier 2 being the City's Safety and Health Systems, Standards and Procedures (Attachment B) and the final tier of the framework, Tier 3 being the Safety and Health Framework Procedures and Operating Processes.
- Confirmed that the Bodily Location of Injury (located within Attachment A) N/A areas relate to a near miss incident where there was no injury received. For example: an employee was forced off the footpath by a footpath cleaner and had reported the near miss.
- Near miss injuries are reported to allow the City to track all data and in the event of multiple occurrences of a near miss corrective actions can be put in place.
- That incidents reported with injuries with no loss time be encouraged to be reported, including the management of them.

### 12.3 OCCUPATIONAL SAFETY AND HEALTH (OSH) STATISTICAL DATA REPORT

#### **DISCUSSION:**

The OSH Statistical Data Report is provided to the Audit and Risk Committee at each Audit and Risk Committee Meeting. The City assesses the incident reporting data to provide information on the nature and extent of injury and/or disease, including a comprehensive set of data for the workplace, to assist in the efficient allocation of resources, to identify appropriate preventative strategies and monitor the effectiveness of these strategies and to provide a set of data for benchmarking against other Local Governments. As a result, the City can adequately identify, evaluate and manage the safety and health aspects of its workforce operations.

#### Summary of Statistical Data:

The statistical data report details information over a three month period, 1 December 2020 to 15 February 2021. From the represented data, it is noted a decrease in incident frequency trend from the December to February period from six to two incidents. (Noting, the data recorded at the Quarter ending 31 March 2021 only captures the incidents recorded in the month of January 2021 and part of February 2021).

A total of 12 incidents were recorded for the three month period. Four from the City Infrastructure directorate, four from the City Engagement directorate, three from the Office of the CEO/Leadership and one from City Development and Sustainability directorate. (Noting, the teams that are domiciled to both the City Infrastructure and Engagement directorates have teams that are considered as “high risk” teams due to their operational nature. One of the incidents were listed as a Lost Time Injury, three as injuries but no lost time, three as medical treatments, one first aid, one near miss, and three reports only.

#### **LEGAL/POLICY IMPLICATIONS:**

*Regulation 17 of the Local Government (Audit) Regulations 1996 provides:*

##### *17. CEO to review certain systems and procedures*

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —*
  - (a) risk management; and*
  - (b) internal control; and*
  - (c) legislative compliance.*
- (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.*
- (3) The CEO is to report to the audit committee the results of that review.*

#### **FINANCIAL/BUDGET IMPLICATIONS:**

There are no financial/budget implications as a result of this report.

#### **ASSET MANAGEMENT IMPLICATIONS:**

There are no asset management implications as a result of this report.

**12.3 OCCUPATIONAL SAFETY AND HEALTH (OSH) STATISTICAL DATA REPORT****ENVIRONMENTAL IMPLICATIONS:**

There are no environmental implications as a result of this report.

**STRATEGIC/SOCIAL IMPLICATIONS:**

This proposal will support the achievement of the following outcome and objective detailed in the Corporate Business Plan.

| Plan                    | Outcome              | Objective  |
|-------------------------|----------------------|--|
| Corporate Business Plan | Business Performance | 7.1 Attract and retain a high quality, motivated and empowered workforce so as to position the organisation as an "Employer of Choice" |

**COMMUNITY ENGAGEMENT:**

There are no community engagement implications as a result of this report.

**PUBLIC HEALTH IMPLICATIONS:**

There are no implications on any determinants of health as a result of this report.

**RISK IMPLICATIONS:**

The risk implications in relation to this proposal are as follows:

|                           |   |
|---------------------------|---|
| Risk Event                | The Audit Committee does not receive the OSH Statistical Data Report  |
| Risk Theme                | Inadequate safety and security practices  |
| Risk Effect/Impact        | People/Health<br>Reputation<br>Compliance   |
| Risk Assessment Context   | Operational   |
| Consequence               | Moderate  |
| Likelihood                | Unlikely  |
| Rating (before treatment) | Moderate  |
| Risk Treatment in place   | Reduce - mitigate risk  |
| Risk Treatment in place   | OSH Statistical Data Report will be presented to the Audit Committee at each Audit Committee Meeting to ensure compliance with the <i>Local Government (Audit) Regulations 1996</i> for the CEO to have systems and processes in place for safety and health requirements |
| Rating (after treatment)  | Low   |



12.3 OCCUPATIONAL SAFETY AND HEALTH (OSH) STATISTICAL DATA REPORT

**COUNCIL DECISION**

**373**

**MOVED CR D WOOD**

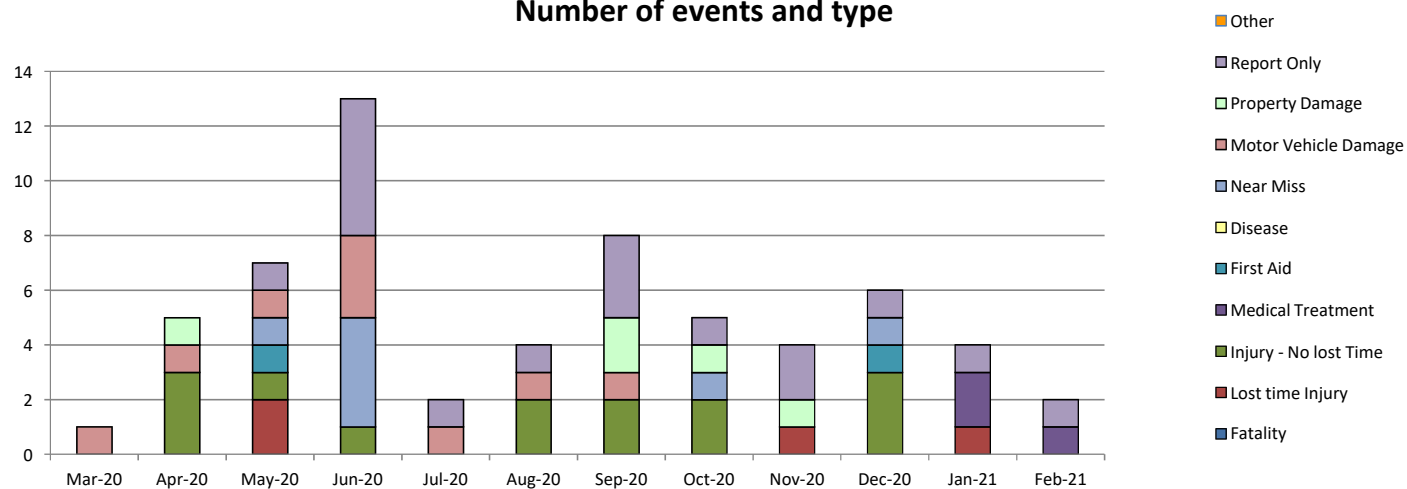
**SECONDED CR M ROWSE**

**That Council note the City of Kwinana OSH Statistical Data Report detailed in Attachment A.**

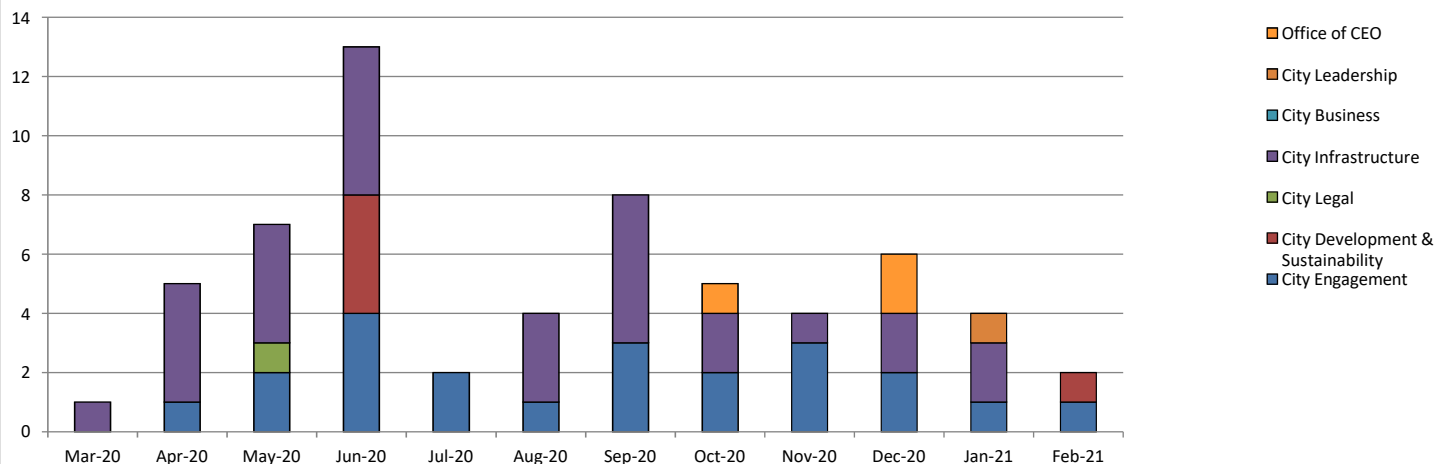
**CARRIED  
7/0**

# City of Kwinana - OSH Statistical Data Report – 15 February 2021

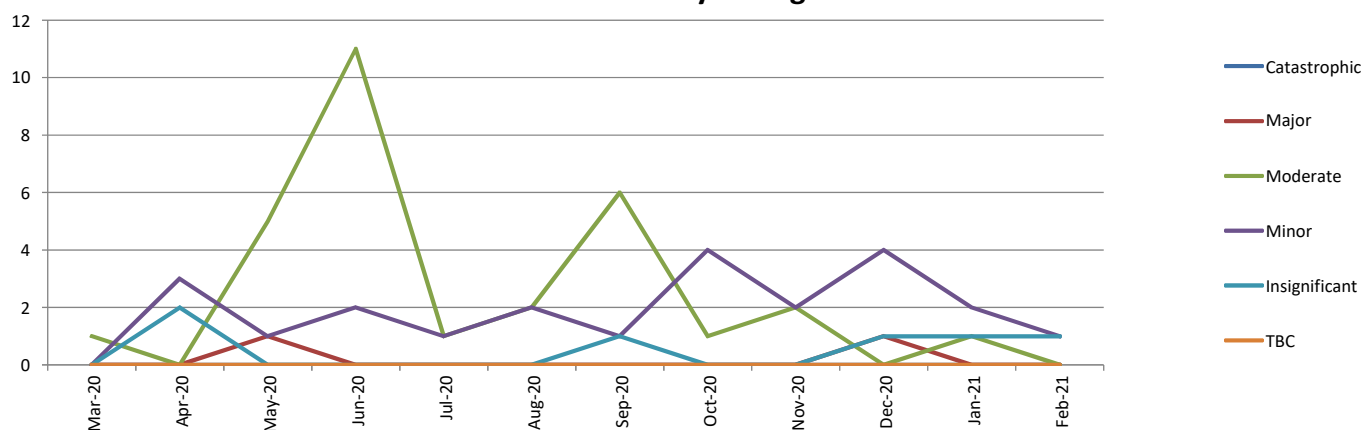
## Number of events and type

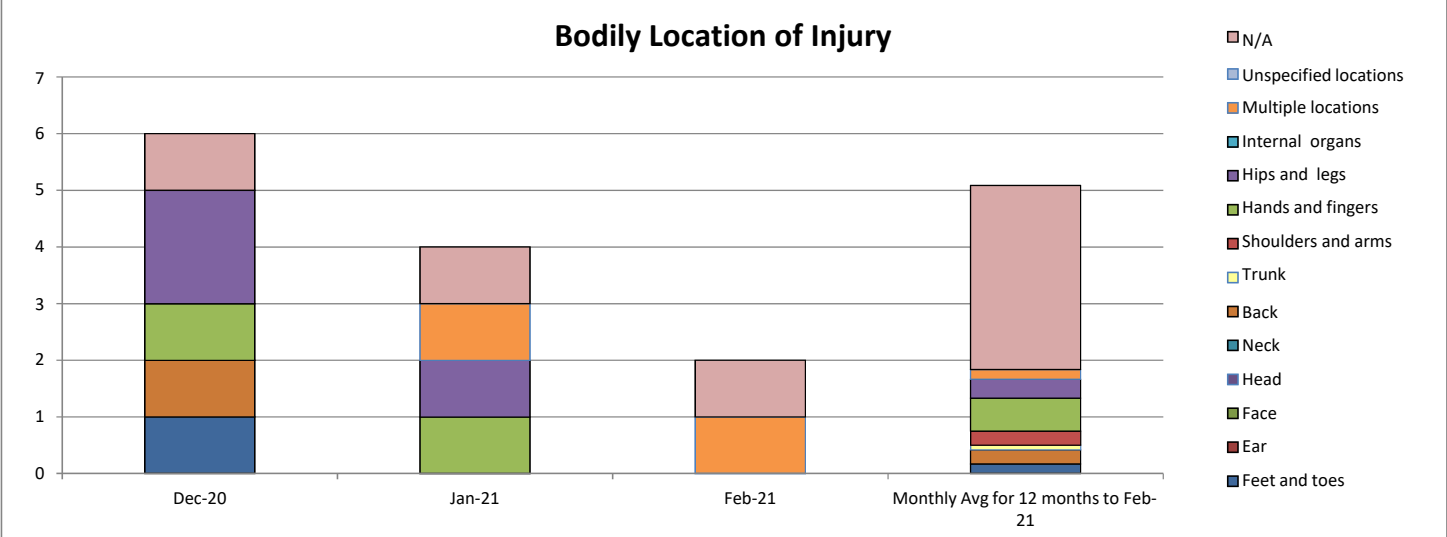
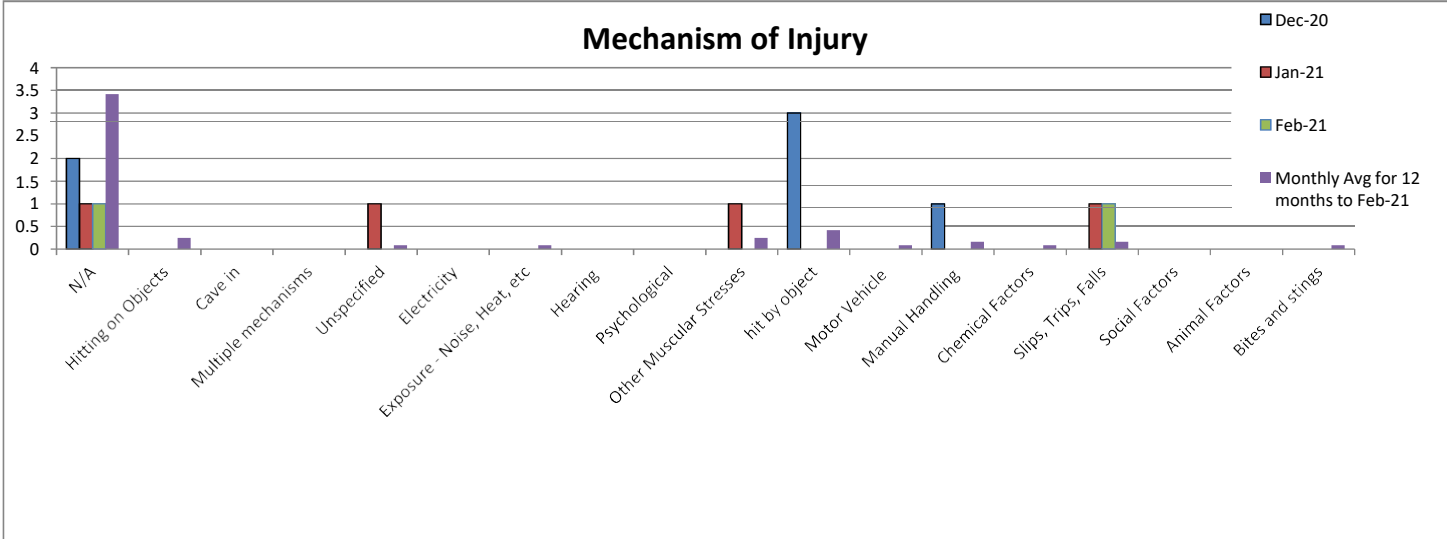
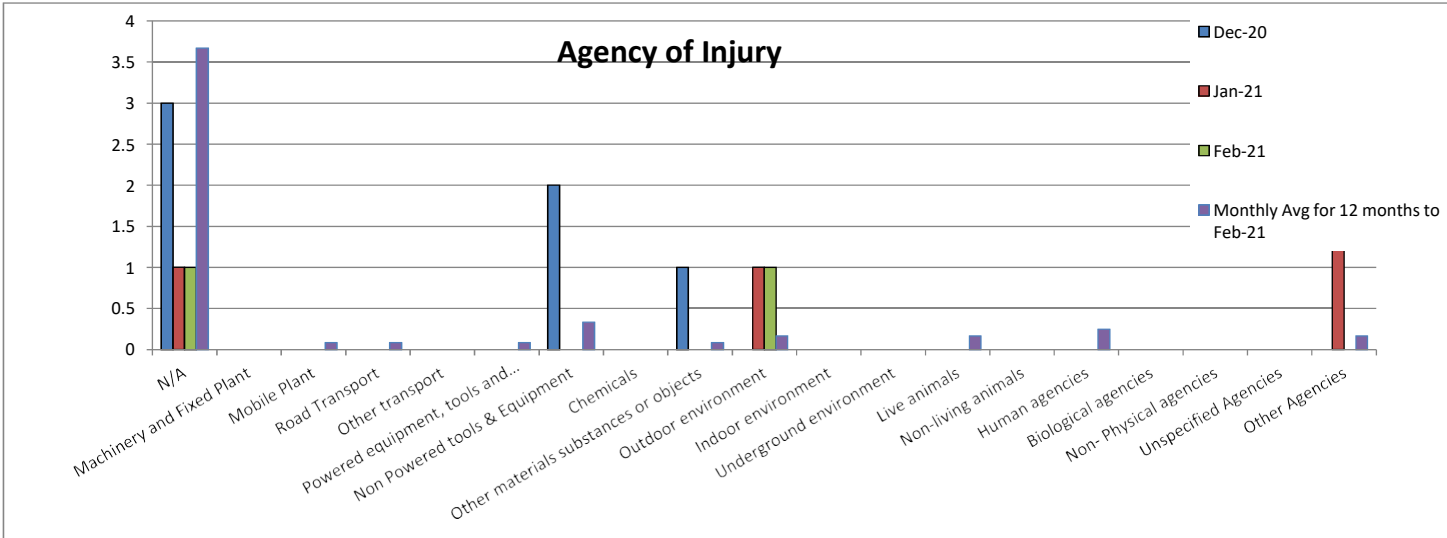


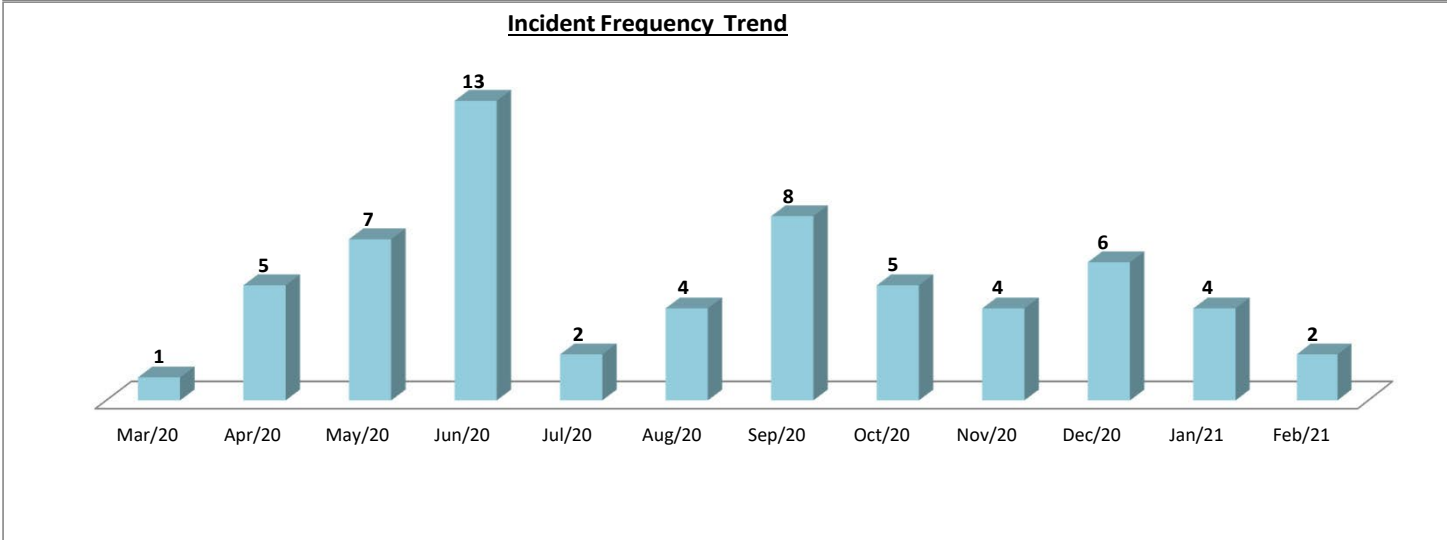
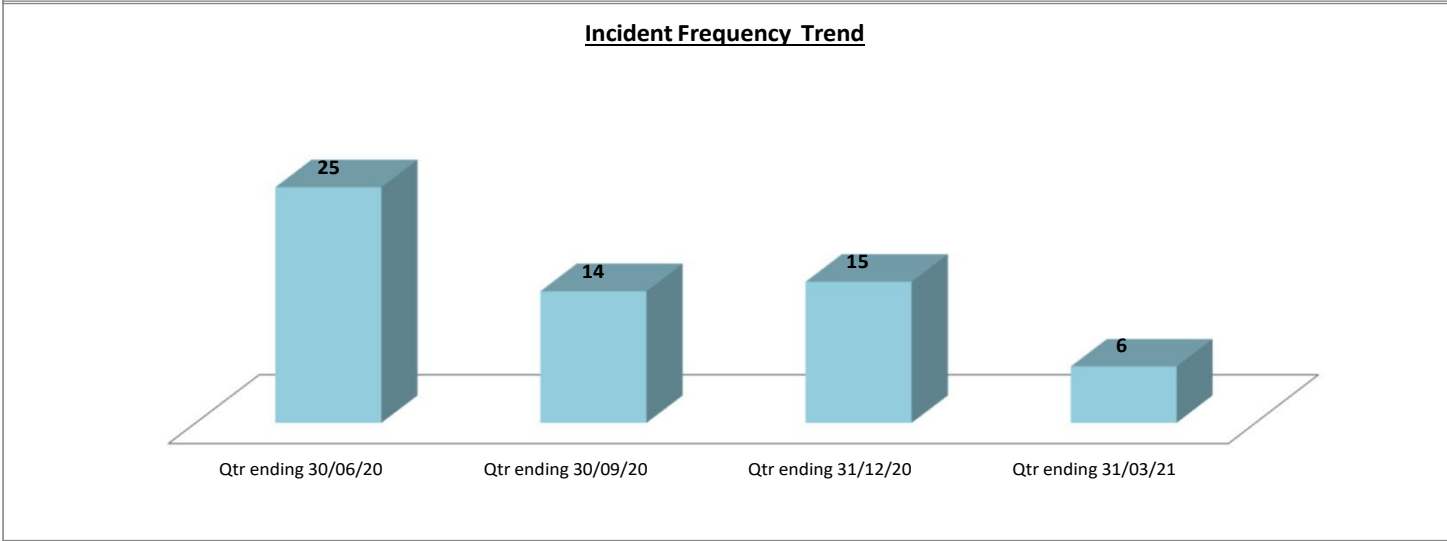
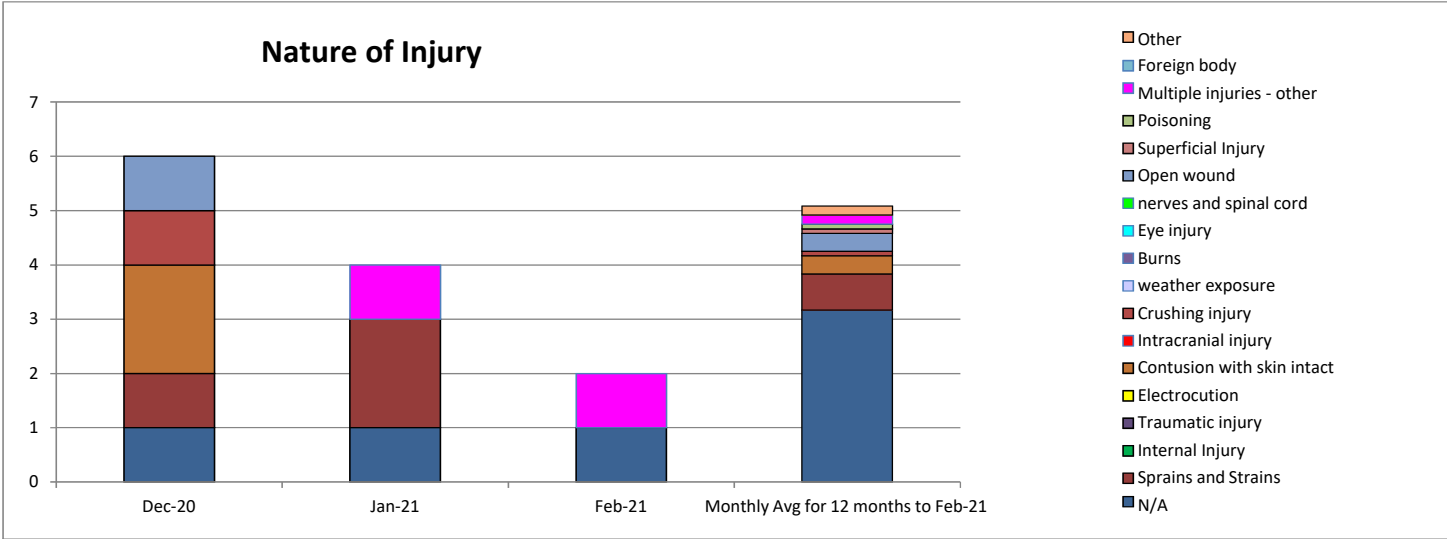
## Events per Directorate



## Event Severity Rating







## **12.4 Risk Report – OneCouncil Project**

**This report and its attachments are confidential in accordance with Section 5.23(2)(c) of the Local Government Act 1995, which permits the meeting to be closed to the public for business relating to the following:**

- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and**

## **13 Enbloc reports**

Nil



## 14 Reports - Community

### 14.1 Objection unless Specified Conditions are met – Fireworks Event Notice – Perth Motorplex, Kwinana Beach, Monster Trucks Fireworks Display, Saturday, 3 April 2021

#### DECLARATIONS OF INTEREST:

There were no declarations of interest declared.

#### SUMMARY:

An application to hold a fireworks display at Perth Motorplex, Kwinana Beach was received on 23 February 2021 from West Coast Fireworks. There is one main motor racing event “Monster Trucks” taking place on Saturday, 3 April 2021. This will be supported by a fireworks display from 8:30pm to 9:30pm, which is within ‘preferred hours’ specified in the Fireworks Event Notice.

The applicant is seeking acknowledgement from the local government to hold the fireworks display as part of the requirement under the *Dangerous Goods Safety Act 2004* (the Act) and its subsidiary regulations in order to lodge an application with the Department of Mines, Industry Regulation and Safety (DMIRS) – the approving agency.

The application is referred to Council given that is a power that cannot be delegated.

Council has supported fireworks displays in the past (subject to conditions) and they have been well managed. It is recommended that the same approach apply for this application and that the event be ‘objected to unless specified conditions’ as outlined in Attachment B, as per the requirements of S148(6)(b) of the Act are met.

#### OFFICER RECOMMENDATION:

##### That Council:

1. Authorise the Chief Executive Officer to sign the Fireworks Event Notice as detailed in confidential Attachment A from West Coast Fireworks for the Monster Trucks Fireworks Display, Saturday, 3 April 2021 on behalf of the City of Kwinana (the Local Government) with objection unless specified conditions are met.
2. Authorise the Chief Executive Officer to sign the letter of objection unless specified conditions are met as detailed in Attachment B to West Coast Fireworks for the Monster Trucks Fireworks Display, Saturday, 3 April 2021 on behalf of the City of Kwinana (the Local Government).
3. Authorise the Chief Executive Officer to sign the Fireworks Event Notice as detailed in confidential Attachment A, from West Coast Fireworks for the Monster Trucks Fireworks Display, Saturday, 3 April 2021 on behalf of the City of Kwinana (the Local Government) and the letter of objection unless specified conditions are met as per Attachment B on behalf of the City of Kwinana (the Local Government) where the event is rescheduled to another date and time due to inclement weather.

**14.1 OBJECTION UNLESS SPECIFIED CONDITIONS ARE MET – FIREWORKS EVENT NOTICE – PERTH MOTORPLEX, KWINANA BEACH, MONSTER TRUCKS FIREWORKS DISPLAY, SATURDAY, 3 APRIL 2021**

**DISCUSSION:**

The Perth Motorplex venue generally holds up to five approved fireworks events each motor racing season between October and April. There have been no reported incidences of impact on spectators or surrounding properties from previously approved fireworks events. The previous fireworks events have been contracted to various licensed fireworks contractors including the current applicant. As such, fireworks displays are considered to be well managed.

The DMIRS prescribed form – Fireworks Event Notice (Attachment A) submitted by the applicant does not seek approval from the local government but an acknowledgement or objection. Part 3 of this form requests an authorised delegate or the Chief Executive Officer of the local government to acknowledge or state an objection to the fireworks event.

Based on legal advice provided there is no provision within the *Dangerous Goods Safety Act 2004*, subsidiary Regulations or the *Local Government Act 1995* for local government to provide this acknowledgement or objection to the event under delegation. Therefore, a report is prepared to Council for consideration.

The City of Kwinana is objecting to the application in accordance with the explicit terminology of *S148(6)(b)* of the Act to ensure the City's specified conditions are met as part of the City's formal response (Attachment B).

**LEGAL/POLICY IMPLICATIONS:**

For the purposes of Councillors considering a financial or impartiality interest only, the proponent is Stuart Boyland of West Coast Fireworks and the current owner is WA Sports Centre Trust.

Relevant legislation applicable to this item.

The *Dangerous Goods Safety (Explosives) Regulations 2007 S148(2)(c)* states that:

*Before the holder of a fireworks contractor licence can apply for a fireworks event permit, the holder must sign a fireworks event notice and give it to the following –*

(c) *the local government of the district in which the event will occur;*

The *Dangerous Goods Safety (Explosives) Regulations 2007 S148(6)* states that:

(6) *On receiving a fireworks event notice, a local government may give the holder a written response that –*

(a) *agrees to the proposed event; or*

(b) *objects to it unless certain conditions specified in the response are met; or*

**14.1 OBJECTION UNLESS SPECIFIED CONDITIONS ARE MET – FIREWORKS EVENT NOTICE – PERTH MOTORPLEX, KWINANA BEACH, MONSTER TRUCKS FIREWORKS DISPLAY, SATURDAY, 3 APRIL 2021**

- (c) *objects to it on the grounds that the local government considers the event -*
- (i) *is not in the public interest; or*
- (ii) *will cause danger to the public or unintended damage to any property or to the environment.*

**FINANCIAL/BUDGET IMPLICATIONS:**

There are no financial implications associated with this report.

**ASSET MANAGEMENT IMPLICATIONS:**

There are no asset management implications associated with this report.

**ENVIRONMENTAL IMPLICATIONS:**

The fireworks displays are to be conducted in accordance with Safe Use of Outdoor Fireworks in Western Australia Code of Practice.

**STRATEGIC/SOCIAL IMPLICATIONS:**

This proposal will support the achievement of the following outcome and objective detailed in the Corporate Business Plan.

| Plan                    | Outcome              | Objective   |
|-------------------------|----------------------|---|
| Corporate Business Plan | Regulatory and Legal | 6.8 - Provide services and advice to the community and all stakeholders to comply with statutory obligations to achieve a healthy community and environment |

**COMMUNITY ENGAGEMENT:**

Community Engagement was not required for this report.

**PUBLIC HEALTH IMPLICATIONS:**

The decision to object to the fireworks event notice unless specified conditions are met has the potential to:

- contribute to a negative impact on the following determinants of health and factors—
  - Built Environment – Environmental Quality and Neighbourhood Amenity; and

**14.1 OBJECTION UNLESS SPECIFIED CONDITIONS ARE MET – FIREWORKS EVENT NOTICE – PERTH MOTORPLEX, KWINANA BEACH, MONSTER TRUCKS FIREWORKS DISPLAY, SATURDAY, 3 APRIL 2021**

- help improve the following determinants of health and factors –
  - Health Behaviours – Participation;
  - Socio-economics – Employment and Community Safety.

**RISK IMPLICATIONS:**

The risk implications in relation to this proposal are as follows:

|  |   |
|--|---|
| Risk Event                                   | Potential harm to persons, environment and property   |
| Risk Theme                                   | Ineffective management of facilities/venues/events  |
| Risk Effect/Impact                           | People/Health   |
| Risk Assessment Context                      | Operational   |
| Consequence                                  | Major   |
| Likelihood                                   | Possible  |
| Rating (before treatment)                    | High  |
| Risk Treatment in place                      | Reduce - mitigate risk<br>Prepare Contingent Plans - in event risk occurs   |
| Response to risk treatment required/in place | Strict adherence to Fireworks Display Risk Assessment Checklist and Emergency Management Plan submitted by Cardile International Fireworks Pty Ltd as per confidential Attachment A and the Western Australian Outdoor Fireworks Code of Practice shall minimise any risk exposure to operational staff, spectators, properties and environment in general. |
| Rating (after treatment)                     | Low   |

**COUNCIL DECISION**

**374**

**MOVED CR S WOOD**

**SECONDED CR D WOOD**

**That Council:**

- 1. Authorise the Chief Executive Officer to sign the Fireworks Event Notice as detailed in confidential Attachment A from West Coast Fireworks for the Monster Trucks Fireworks Display, Saturday, 3 April 2021 on behalf of the City of Kwinana (the Local Government) with objection unless specified conditions are met.**
- 2. Authorise the Chief Executive Officer to sign the letter of objection unless specified conditions are met as detailed in Attachment B to West Coast Fireworks for the Monster Trucks Fireworks Display, Saturday, 3 April 2021 on behalf of the City of Kwinana (the Local Government).**

*14.1 OBJECTION UNLESS SPECIFIED CONDITIONS ARE MET – FIREWORKS EVENT NOTICE – PERTH MOTORPLEX, KWINANA BEACH, MONSTER TRUCKS FIREWORKS DISPLAY, SATURDAY, 3 APRIL 2021*

- 3. Authorise the Chief Executive Officer to sign the Fireworks Event Notice as detailed in confidential Attachment A, from West Coast Fireworks for the Monster Trucks Fireworks Display, Saturday, 3 April 2021 on behalf of the City of Kwinana (the Local Government) and the letter of objection unless specified conditions are met as per Attachment B on behalf of the City of Kwinana (the Local Government) where the event is rescheduled to another date and time due to inclement weather.**

**CARRIED  
7/0**

11 March 2021

Ref No: 80.2020.582.1

Doc No: D21/8763

Officer: JPG

West Coast Fireworks  
Attn: Stuart Boyland  
PO Box 809  
GERALDTON DC WA 6153

Dear Stuart

**CITY OF KWINANA OBJECTION UNLESS SPECIFIED CONDITIONS ARE MET:  
FIREWORKS EVENT NOTICE FOR THE MONSTER TRUCKS FIREWORKS DISPLAY  
LOCATED AT PERTH MOTORPLEX, KWINANA BEACH.**

---

Thank you for your application to display fireworks at the Perth Motorplex event 'Monster Trucks' Saturday, 3 April 2021 between the hours of 8:30pm to 9:30pm. Your application has gone before the Ordinary Council Meeting on 10 March 2021 with Council's decision as follows:

As per requirements of the *Dangerous Goods Safety (Explosives) Regulations 2007* Section 148(6)(b), Council objects to the application for Fireworks Event Notice from West Coast Fireworks for the fireworks display events named 'Monster Trucks' to be held at Perth Motorplex, Kwinana Beach on Saturday, 3 April 2021 from 8:30pm to 9:30pm unless the following specified conditions are met:

- a. That the fireworks display complies with the Safe Use of Outdoor Fireworks in Western Australia Code of Practice;
- b. That the submitted Risk Assessment for Outdoor Fireworks Displays Plan is strictly adhered to;

**City of Kwinana Administration**

Corner Gilmore Avenue and Sulphur Road, Kwinana WA 6167

**PO Box** 21, Kwinana WA 6966 | **Telephone** 08 9439 0200 | **NRS** 133 677 (hearing/speech impaired)

**Email** [customer@kwinana.wa.gov.au](mailto:customer@kwinana.wa.gov.au) | **Website** [kwinana.wa.gov.au](http://kwinana.wa.gov.au)



FS 605119

- c. That the prescribed separation distances between buildings and patrons are strictly in accordance with the Australian Standard 2187.4:1998 Explosives-Storage, Transport and Use Part 4 Pyrotechnics-Outdoor Displays and shall be adhered to at all times;
- d. That the separation between spectators including the general public be marked off as a 'No Entry' area and be properly supervised by personnel to ensure no person is exposed to undue risk and potential harm from projectiles;
- e. That the 'Fall Out' zone is a non contact area and there is no risk of harm from pyrotechnic residue to spectators, general public or temporary and permanent structures and buildings area;
- f. That noise sensitive premises within 500 metres of the event are notified, giving details of date, time and duration seven (7) days prior to the event;
- g. That during the period of fireworks display (10:00pm to 10:30pm) a minimum of 500 litres of water for fire fighting purposes shall be available on site on a mobile fire fighting vehicle;
- h. That a thorough inspection must be conducted at first light the following day to check that no unfired fireworks, hazardous debris or rubbish remain; and
- i. That any verbal or written directions of a Department of Fire and Emergency Services Officer, a Police Officer or an Environmental Health Officer are forthwith adhered to in the interests of public health and safety.

Should you require further information on this matter please contact Environmental Health Officer, Jarod Griffiths, on 9439 0286.

Yours sincerely

Wayne Jack

**CHIEF EXECUTIVE OFFICER**

## **15 Reports – Economic**

Nil



## 16 Reports – Natural Environment

### 16.1 City of Kwinana Waste Plan 2021-2025

#### DECLARATIONS OF INTEREST:

There were no declarations of interest declared.

#### SUMMARY:

In November 2019, the City received a Notice from the CEO of the Department of Water and Environmental Regulation (DWER), under section 40(4) of the *Waste Avoidance and Resource Recovery Act 2007*, requiring the preparation of a Waste Plan. The Notice required the Waste Plan to outline how waste services will be managed to achieve consistency with the State Government's Waste Avoidance and Resource Recovery Strategy 2030 (Waste Strategy 2030). The deadline for the submission of a Council adopted Waste Plan to DWER is 31 March 2021. Incidentally, the City's existing Waste Management Strategy 2017 was scheduled for review by 2021 in any case.

The Waste Plan is intended to ensure that waste avoidance and environmental protection continues to be an integral part of the City's activities. The City aims to achieve a sustainable, cost effective and best practice approach to waste management that supports the Kwinana community, economy and environment. The Plan has been guided by the Waste Strategy 2030, including direct alignment of its overarching objectives:

- Avoid; generate less waste;
- Recover; recover more value and resources from waste; and
- Protect; protect the environment by managing waste responsibly.

The Plan contains 14 key actions aimed at achieving the Plan's objectives, and includes activities relating to service delivery, material and energy recovery, strategy, policy, local law, waste education and behaviour change, data and communications. All but one aspect is considered to be aligned with the Waste Strategy 2030, namely the intent to utilise a two-bin kerbside system with the general waste stream delivered to Energy from Waste (EfW). The Waste Strategy 2030 instead insists that all Perth and Peel Local Governments provide a consistent three-bin kerbside system with separation of food organics and garden organics by 2025. The City plans to undertake a feasibility assessment on the viability and suitability of a three-bin system prior to committing to its implementation, and progression of a three-bin system in Kwinana is only intended if recommended by the feasibility assessment.

It should be noted that the City's Waste Education Plan has also been reviewed and updated concurrently alongside the Waste Plan. The two Plans are now directly aligned in their objectives, targets and timeframes going forward. The new City of Kwinana Waste Education Plan 2021-2025 includes a range of contemporary best practice behaviour change initiatives aimed at supporting the Waste Plan and Waste Strategy 2030. Further detail on the new Waste Education Plan is outlined in the Council Report pertaining to its own adoption.

## 16.1 CITY OF KWINANA WASTE PLAN 2021-2025

With the exception of the action to undertake a feasibility assessment on a three-bin system, which has been budgeted for \$75,000 in 2022/23, all other aspects of the Waste Plan 2021-2025 are financially achievable within the City's existing long term financial plan projections. The additional funds required for the feasibility assessment have been included in the long term financial plan review that is currently being progressed for consideration and approval by Council.

### OFFICER RECOMMENDATION:

That Council:

1. Adopt the City of Kwinana Waste Plan 2021-2025 as at Attachment A.
2. Approve the City of Kwinana Waste Plan 2021-2025 for submission to the Department of Water and Environmental Regulation.

### DISCUSSION:

In addition to the City receiving the Notice from DWER requiring submission of a Waste Plan that is consistent with the Waste Strategy 2030, the City's existing Waste Management Strategy 2017 was also scheduled for review by 2021. As such, the City of Kwinana Waste Plan 2021-2025 has been prepared to direct the City's future waste management activities as well as to satisfy the requirements of the DWER Notice.

The development of the Waste Plan included a comprehensive review and update of the City's existing Waste Management Strategy and the inclusion of fundamental components of the DWER's waste plan template. Key aspects of the Waste Plan development included:

- Collation and analysis of the City's waste data;
- Waste tonnage forecasting and system modelling, undertaken by MRA Consulting Group, to assess potential implications on the minimum and maximum material tonnage commitments in the City's Energy from Waste (EfW) supply contract;
- Integration of the City's OAG Waste Action Plan 2020;
- Integration of the Waste Strategy 2030 objectives and targets;
- Benchmarking of other Local Government's services and Waste Plans;
- Stakeholder consultation and community feedback analysis; and
- Concurrent update of the supporting Waste Education Plan.

There were a number of key findings in the review process, including:

- The City was one of very few Western Australian Local Governments with an existing Waste Management Strategy, or Plan, and the City had several key achievements resulting from its implementation;
- There is a high level of community satisfaction with the waste services currently delivered with satisfaction ratings in excess of 80% and performance index scores consistent with industry average, albeit notably behind industry high;
- The hypothetical introduction of a third kerbside bin system will not impact the City's minimum EfW tonnage supply commitment;
- Continuation of the current two-bin kerbside system is forecast to exceed the City's maximum EfW tonnage supply limit by the year 2030;
- The City has particularly poor kerbside bin contamination performance in both the waste and recycling streams;

### 16.1 CITY OF KWINANA WASTE PLAN 2021-2025

- The City's existing Waste Education Plan 2019 was arguably industry leading with many industry best practice activities already being delivered or planned;
- Waste generation per household steadily decreased between 2016 and 2019 and indicates that the State Government 10% waste reduction target by 2025 is achievable for Kwinana;
- Waste recovery performance with the City's current two-bin system (25%) is well below the State Government waste recovery target (65%), however the City's overall recovery will exceed this target with the introduction of EfW in 2022; and
- The City's intended two-bin system with EfW, is not consistent with the State Government Waste Strategy 2030, which aims for only residual waste, being that which remains following all higher order separation of recoverable material, be recovered in the form of energy.

Objectives, targets and actions were developed for the Waste Plan with consideration of the findings of the review process and the requirements of the DWER Notice, particularly with demonstrating consistency with the Waste Strategy 2030. The overarching objectives of the Waste Plan are directly aligned to those of the Waste Strategy 2030;

- Avoid; generate less waste;
- Recover; recover more value and resources from waste; and
- Protect; protect the environment by managing waste responsibly.

A total of 14 key actions, aimed at achieving the overarching objectives, are included in the Waste Plan. The actions include a multitude of new and existing activities, with key aspects including:

- Continuation of the current two-bin kerbside waste and recycling collection service;
- Waste to be delivered to the Avertas EfW facility, once operational;
- Undertaking a feasibility assessment on a three-bin collection service;
- Delivery of an improved, slightly reduced, verge collection service with an intent to integrate on-demand collection options in the future;
- Introduction of a Litter and Illegal Dumping Strategy;
- Introduction of a Waste Local Law;
- Continued behaviour change initiatives through the implementation of the City's Waste Education Plan;
- Improvements to waste data management and reporting; and
- Improvements to community communication and engagement with regard to waste services and performance.

All but one aspect of the Waste Plan is considered to be aligned to the Waste Strategy 2030, namely the intent to utilise a two-bin kerbside system with the general waste stream delivered to EfW. In isolation this is inconsistent with the Waste Strategy, however like several other Local Governments in a similar position, the City plans to undertake a feasibility assessment on the viability and suitability of a three-bin system for the Kwinana community. Undertaking the feasibility assessment is in the best interests of the City, regardless of the Waste Strategy 2030 direction, due to the forecast exceedance of the City's maximum EfW tonnage capacity by 2030 under the existing supply contract. Solutions to this exceedance may include increasing the City's EfW capacity and/or the introduction of a third bin system. Available options must be thoroughly investigated to ensure decisions are based on the cost-benefits of environmental, economic, social and governance outcomes.

## 16.1 CITY OF KWINANA WASTE PLAN 2021-2025

The feasibility assessment is planned to be completed by 2022/23. This will allow the necessary time required to budget, scope and specify the requirements, procure a consultant and deliver the project. Should the assessment recommend the introduction of a third bin, its full implementation by 2025, in-line with the Waste Strategy 2030, is considered unlikely to be achievable. The time required to scope, plan, procure and initiate the transition project, in addition to the communications and community education aspects, followed by the roll-out itself, will be incredibly challenging by 2025. As such, if a third-bin were to be recommended, and approved by Council, transition planning would commence immediately, however the actual commencement of the service would most likely become a key feature of the City's next Waste Plan revision.

It should be noted that the non-completion of the implementation of a third kerbside bin service by 2025 is not consistent with the Waste Strategy 2030. If the City's planned timeframe for the feasibility assessment and subsequent potential transition is not deemed satisfactory to DWER, the City's Waste Plan may not be accepted in its current form. Under sections 41 and 42 of the *Waste Avoidance and Resource Recovery Act 2007*, powers are provided to the CEO of DWER to prepare or modify a Local Government's Waste Plan if it does not meet the requirements under sections 40(3) and 40(4) of the Act. Elected Members will be advised of the outcome of DWER's assessment, and any requested or forced amendments appropriately brought before Council.

### **LEGAL/POLICY IMPLICATIONS:**

On 7 November 2019 the CEO of the Department of Water and Environmental Regulation gave notice under section 40(4) of the *Waste Avoidance and Resource Recovery Act 2007* (the Act) that the City of Kwinana was required to prepare and submit a waste plan, due by 31 March 2021.

Under sections 41 and 42 of the Act, powers are provided to the CEO of DWER to prepare or modify a Local Government's Waste Plan if it does not meet the requirements under sections 40(3) and 40(4) of the Act.

### **FINANCIAL/BUDGET IMPLICATIONS:**

With the exception of the action to undertake a feasibility assessment on a three-bin system, all other aspects of the Waste Plan 2021-2025 are financially achievable within the City's existing long term financial plan projections. An amount of \$75,000 in 2022/23 has been identified for the purpose of completing the feasibility assessment, and has been included in the long term financial plan review that is currently being progressed for consideration and approval by Council.

It should be noted that, should the feasibility assessment of the three-bin system result in a recommendation to introduce a three-bin service, the implementation of such transition would incur significant financial implications. These costs will be a key consideration of the feasibility assessment and will be appropriately brought before Council, along with the costings of other service options, upon completion of the feasibility assessment.

**16.1 CITY OF KWINANA WASTE PLAN 2021-2025****ASSET MANAGEMENT IMPLICATIONS:**

No asset management implications have been identified as a result of this report or recommendation.

**ENVIRONMENTAL IMPLICATIONS:**

The implementation of the Waste Plan 2021-2025 will result in environmental benefits. Once waste material can be delivered to the Avertas EfW Plant in 2022, the City's overall waste recovery rate will increase from the current 25% to in excess of 90%. Such recovery will be well above the current State Government target of 65%. Not only does this very high recovery rate result in minimal landfill, but also reduces demand for fossil fuel generated energy to supply electricity to the Kwinana power grid.

Furthermore, the planned continuation of waste education initiatives and the introduction of both a Waste Local Law and a Litter and Illegal Dumping Strategy will reduce bin contamination and incidences and volume of illegally disposed materials.

**STRATEGIC/SOCIAL IMPLICATIONS:**

This proposal will support the achievement of the following outcome/s and objective/s detailed in the Corporate Business Plan and Strategic Community Plan.

| Plan                     | Outcome                   | Objective   |
|--------------------------|---------------------------|---|
| Corporate Business Plan  | 6. Optimise City Services | 6.1 Encourage waste minimisation, recovery and recycling as well as ensure appropriate disposal and reuse |
| Strategic Community Plan | A well serviced City      | 4.3 Ensure the Kwinana community is well serviced by government and nongovernment services                |

**COMMUNITY ENGAGEMENT:**

In the development of the Waste Plan both a targeted survey and Catalyse community perception survey data was analysed. Most recently, in October 2020, the Catalyse survey was distributed to 4,000 randomly selected households and received 410 responses. Waste and recycling services received an 89% positive rating and a performance score of 65 out of 100. This performance score was two points below the industry average and consistent with other Local Governments, however improvements can be made for the City's services to become industry leading.

In September 2020, a service specific survey was conducted as part of a review of the City's bulk waste collection service. The survey received 1,132 responses and demonstrated a high general satisfaction rating of 81%. The strong community preferences and priorities demonstrated in the survey results directly influenced the Council resolution to operate a continued, slightly reduced, yet improved, verge collection service, as planned in the Waste Plan.

**16.1 CITY OF KWINANA WASTE PLAN 2021-2025**

An action within the Waste Plan is the development and implementation of a community communication program, whereby the City will introduce regular community updates on waste performance and activities, and seek targeted community feedback more frequently. This is intended to increase transparency, awareness, education, enthusiasm and trust from the community and build upon the City's capability to most effectively improve its services and performance, and enhance community awareness and education on waste matters.

**PUBLIC HEALTH IMPLICATIONS:**

The recommendations of this report have the potential to improve determinants of health factors in the community regarding environmental quality and neighbourhood amenity.

**RISK IMPLICATIONS:**

The risk implications in relation to this proposal are as follows:

|  |  |
|--|--|
| Risk Event                                   | Failure to submit a Council adopted Waste Plan to the Department of Water and Environmental Regulation in accordance with the Notice issued to the City under section 40(4) of <i>the Waste Avoidance and Resource Recovery Act 2007</i> . |
| Risk Theme                                   | Failure to fulfil statutory regulations or compliance requirements   |
| Risk Effect/Impact                           | Reputation<br>Compliance   |
| Risk Assessment Context                      | Strategic  |
| Consequence                                  | Moderate   |
| Likelihood                                   | Almost certain   |
| Rating (before treatment)                    | High   |
| Risk Treatment in place                      | Avoid - remove cause of risk   |
| Response to risk treatment required/in place | Submit Council adopted Waste Plan prior to 31 March 2021 deadline  |
| Rating (after treatment)                     | Low  |

**COUNCIL DECISION**

375

**MOVED CR M ROWSE****SECONDED CR S WOOD**

**That Council:**

- 1. Adopt the City of Kwinana Waste Plan 2021-2025 as at Attachment A.**
- 2. Approve the City of Kwinana Waste Plan 2021-2025 for submission to the Department of Water and Environmental Regulation.**

**CARRIED**  
**7/0**



# Waste Plan 2021-2025







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# 1.0 Executive Summary

The City of Kwinana is a rapidly growing Local Government, having the second highest population growth in the State, and a large and developing industrial area. Further enhancing potential growth, the State Government has unveiled plans to build a new container port at Kwinana's outer harbour, to be fully operational by 2032<sup>1</sup>.

As the City grows, there is a need to manage a greater volume of waste, and to educate a greater number of residents on waste avoidance and recovery. To guide the City's waste management, the Waste Management Strategy 2017-2021 was developed in 2016, with initiatives planned into 2021. In 2019, the City received a Notice, under section 40(4) of the *Waste Avoidance and Resource Recovery Act 2007* (WARR Act), requiring the preparation of a Waste Plan. This Waste Plan intends to ensure compliance with the City's obligations under the WARR Act, and is based on a review and update of the City's existing Waste Management Strategy with the inclusion of key aspects of the Waste Plan Template issued to the City with the Notice.

A key element of the City's Waste Plan is the retention of a two-bin kerbside waste collection service (general waste and recycling) and to extensively investigate the option of a third collection service, either garden organics (GO) or food organics and garden organics (FOGO). The City is committed to undertaking a feasibility assessment by 2022-2023, however, should this recommend the introduction of a third bin, its full implementation by 2025 is considered unlikely. The necessary time required to scope, plan, procure and initiate the project effectively, the communications and community education aspects, as well as the roll-out itself, is unlikely to be achievable by 2025. If a third-bin transition were to be recommended, and approved by Council, transition planning would commence immediately, however due to the scale of the project, the actual commencement of the new service would likely need to become a key feature of the City's next Waste Plan revision. It should be noted that the Waste Authority's target of implementing a three-bin system across the Perth and Peel region by 2025

remains highly ambitious due to continued critical limitations with local processing infrastructure, the absence of developed markets for FOGO derived products and the insufficient timeframe for many Local Governments to successfully adapt their pre-existing strategic waste direction and subsequent contractual commitments.

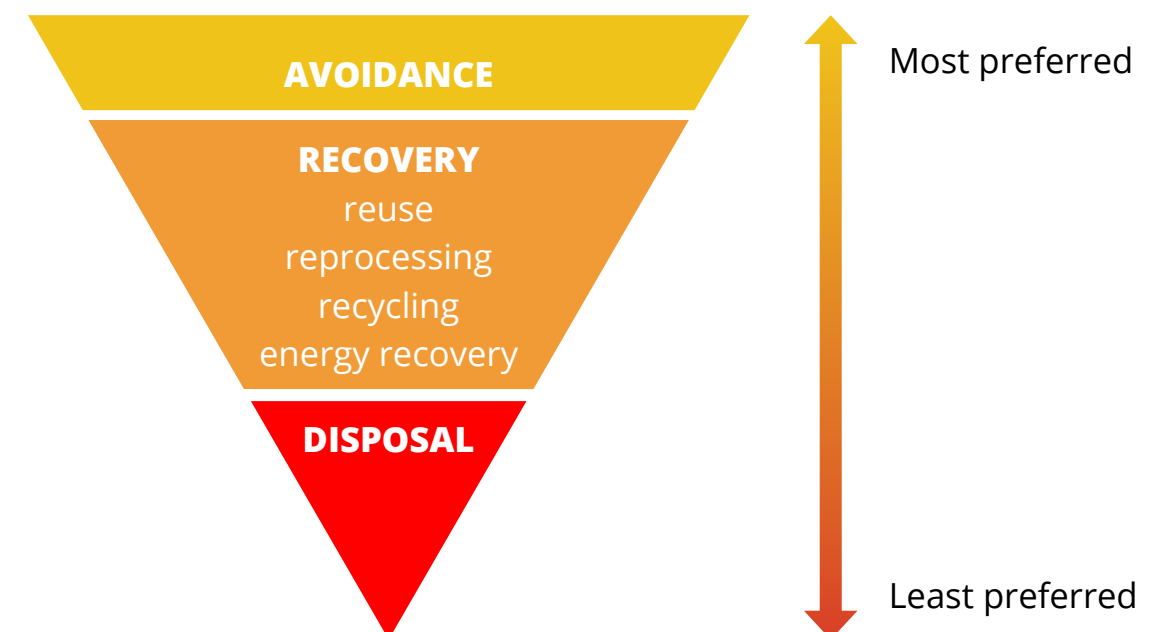
Another key element of the Plan is the City's position on energy from waste (EfW). The City is one of a number of Local Government entities who are contractually committed to EfW for its municipal solid waste (MSW) management. These contracts were entered into when the State's "Creating the Right Environment Waste Strategy 2012" was current, and supportive of EfW as a primary recovery option. The updated "Western Australian Waste Avoidance and Resource Recovery Strategy 2030" favours methods of avoid and material recovery via three bin systems, as in the Waste Hierarchy



(Figure 1). With EfW supply contracts already in place, the City's forecast exceedance of its maximum EfW tonnage capacity by 2030, and a range of other potential risks to consider, the City intends to undertake a feasibility study to determine the optimal future solution for the Kwinana community. Fundamentally, this is anticipated to involve assessing the procurement of additional EfW capacity and/or the introduction of a three-bin system.

The Implementation Plan component of this Plan outlines a multitude of existing and new actions aimed at maximising the avoidance and recovery of waste in the City of Kwinana, and the protection of the environment in both a local and broader context. It should be noted that the City's Waste Education Plan has also been reviewed and updated alongside this Waste Plan, and includes a range of contemporary best practice behaviour change initiatives aimed at supporting the City's, and the State's, waste objectives and targets.

Figure 1





## 2.0 Policy Alignment and Objectives

The City of Kwinana's new Strategic Community Plan 2021-2031 contains a range of outcomes and strategic objectives aimed at achieving its vision of *"A unique and liveable City, celebrated for and connected by its diverse community, natural beauty and economic opportunities"*. The Waste Plan 2021-2025 aligns with the following draft Strategic Community Plan 2021-2031 objectives;

- 1.2 Maintain and enhance our beautiful, natural environment through sustainable protection and conservation
- 3.1 Develop quality, financially sustainable infrastructure and services designed to improve the health and wellbeing of the community
- 5.3 Provide a high standard of customer service with the community as priority

This Waste Plan ensures that waste avoidance and environmental protection is an integral part of the City's activities. The City aims to achieve a sustainable, cost effective and best practice approach to waste management that supports the Kwinana community, economy and environment. The City will do so by developing and maintaining a holistic range of tools, including waste services, waste infrastructure, policies and procurement, data and behaviour change programs and initiatives. It also recognises that the City has been providing waste infrastructure, services and information to the community for many years, and builds upon this strong foundation.

The Waste Plan has been guided by the *Waste Avoidance and Resource Recovery Act 2007* and the "Waste Avoidance and Resource Recovery Strategy 2030" (Waste Strategy 2030). The Waste Plan's overarching objectives directly align with those of the Waste Strategy 2030 as follows;

- Avoid; generate less waste
- Recover; recover more value and resources from waste
- Protect; protect the environment by managing waste responsibly



## 3.0 Background

### 3.1 OVERVIEW

A timeline of key State Government publications and strategies influencing the direction of waste management in the State are shown below in Figure 2. The timeline also includes key City of Kwinana strategies and submissions to the State Government during consultation periods and highlights the change in State Government position on types of recovery between 2012 and 2019. In 2012, energy recovery was specifically supported as a waste recovery option, then in 2019 the updated Waste Strategy 2030 supported material recovery through a three bin FOGO system over energy recovery.

Having regard to the State Waste Strategy 2012 targets and objectives, the City entered into a long term EfW supply contract in 2013, committing to a supply of between 6,000 and 20,000 tonnes of waste material per annum to the Kwinana EfW plant for 20 years following commissioning. The City's position on EfW as a desired disposal method for residual general waste has been well-known and longstanding. In 2017, the City's adopted Waste Management Strategy followed an analysis of several waste management options to determine a preferred two bin system with residual waste to EfW and comingled recycling to a material recovery facility (MRF). Following the adoption of the City's Waste Management Strategy, the State's draft Waste Strategy 2030 was released for comment, which expanded on the

waste hierarchy that was briefly mentioned in the Waste Strategy 2012, giving preference to material recovery over energy recovery (Figure 1). In response to the release of the draft Waste Strategy 2030, the City made various submissions to the State; including the "Request for Variations to the Draft Waste Strategy 2030" and the "Revised Better Bins Consultation Submission". These submissions highlighted the City's existing contractual commitments to EfW and the State's unrealistic timeframe targets and inadequate funding support for the three-bin system.

Following the consultation period, the State's Waste Strategy 2030 was published in late 2019, favoring material recovery over energy recovery, with a target that all Local Governments in the Perth and Peel region provide consistent three-bin kerbside collection systems that include separation of FOGO from other waste categories by 2025. Following this, in early 2020, the State released the Review of the Waste Levy consultation paper, which included considerations for applying a levy to energy from waste. In response to the consultation paper, the City submitted a paper supporting overall improvements to the effectiveness of the waste levy but highlighting its position that the Kwinana community should not be financially disadvantaged by a conflict in timing between the City's contractual agreements and changes in State Government Strategy.



More recently, in July 2020, the Office of the Auditor General's (OAG) Waste Management Service Delivery Report 2020 recognised that between 2 and 5 years is required, as a minimum, for Local Government entities to respond to changing State policy, which demonstrates the challenge of achieving some of the timeframes set in the Waste Strategy 2030. The report also made recommendations to State and Local Governments, and required an Action Plan from entities within three months of publication, with which the City complied with by submitting an interim action plan. It should be noted that the interim action plan is now superseded with this Waste Plan due to these actions being included in Section 5.0.



Figure 2: Waste management strategic context timeline 2012 to 2022

### 3.2 POPULATION

The City of Kwinana population is the second fastest growing Local Government area within the State. In addition, the City has substantial industrial areas which are likely to grow at an increased rate in response to the State Government's investment into a new container port at Kwinana<sup>1</sup>. Using the Western Australia Tomorrow forecasts the City's population is predicted to grow as follows: 2021 – 49,700 to 54,640; 2026 – 61,700 to 68,360; and 2031 – 71,610 to 78,630. The general trend demonstrates a population in the order of 80,000 within 15 years<sup>2</sup>.

Due to the population growth being largely driven by residential development of lower cost land, there is an increasing number of first homeowners and young families entering the community, resulting in a relatively young average population age of 32, compared to the average of 36 of WA<sup>12</sup>. This land is also attracting an increasing migrant population, resulting in an increase in the proportion of population that are not English or Australian descendants, with an increase in people of Filipino (4.9%), Indian (4%) and Chinese (2.4%) ancestry. Kwinana also has a 3.6% population of people who identify as Aboriginal, higher than the Perth average of approximately 1%<sup>13</sup>. Engagement of culturally diverse residents is a key aspect of the City's Waste Education Plan.

The City of Kwinana is the most disadvantaged population in the Perth Metropolitan Area, and one of the most disadvantaged populations in the State. The City's Socio-Economic Indexes for Areas score is 972, with older suburbs being substantially lower. The level of disadvantage in the Kwinana community not only limits the community's capacity to pay, but also requires the City's limited resources to be applied to key programs that are intended to build the community. In terms of unemployment, from 2006 to 2016 the rate in Kwinana grew from 5.8% to 10.8%, which

was well above the all of WA unemployment rate of 7.8%. By June 2020, the unemployment rate increased to 11.3%<sup>3</sup>. As such, it is imperative that the City's waste services are cost effective so as to not further impact the level of disadvantage in the Kwinana community.

### 3.3 COMMUNITY CONSULTATION FEEDBACK

The City regularly undertakes community engagement and consultation with residents. This includes the City's participation in biennial Catalyse community perception surveys, whereby the community provides feedback on the City's services and facilities. The resulting MARKYT Community Scorecards assess performance against objectives and key performance indicators in the City's Strategic Community Plan to determine community needs and priorities, and benchmark performance. Most recently, in October 2020, the survey was distributed to 4,000 randomly selected households (2,000 by mail and 2,000 by email) and received 410 responses. Waste and recycling services received an 89% positive rating and a performance score of 65 out of 100. This performance score was two points below the industry average and indicates that, while consistent with other Local Governments, there are improvements that can be made to the waste service provided by the City.

In September 2020, a service specific survey was conducted as part of a review of the City's bulk waste collection service. The survey received 1,132 responses and demonstrated a very high general satisfaction rating of 81% with the current service. Only 3% of respondents were "highly unsatisfied" with the current service. Following analysis of all findings, the City plans to proceed with a continued, slightly reduced, yet improved, verge collection service comprising of two hard waste and three green waste collections per annum.

Recent overall positive feedback from Catalyse and the bulk waste survey is encouraging and the City strives to further improve waste service performance and seek continued community feedback into the future, as detailed in Section 5.0 Action 14.

### 3.4 KWINANA WASTE MANAGEMENT STRATEGY 2017-2021

The City's Waste Management Strategy 2017-2021, utilised a multi criteria assessment (MCA) of available waste management options to direct the City's current waste service delivery model. After consideration of cost, environment, social impact, governance and risk, a decision consistent with the State Waste Strategy of the time was reached, to utilise EfW as the primary solution for the management of the City's MSW. The predicted benefits of this solution were a very high diversion rate, approaching 100%, substantially higher than the waste diversion rate desired by the State Waste Strategy, a lower cost than landfill and FOGO options, lower greenhouse gas emissions due to offset electricity production and lower transport distances, in addition to limited social impacts with minimal community behavioural change required.

The Kwinana Waste Management Strategy 2017-2021 included the following disposal and recovery solutions:

- Comingled recycling to be recovered at a MRF;
- MSW to be recovered at an EfW facility;
- Bulk waste collection from residential verges, with a contract requirement to recover resource;
- Separate bulk green waste collection to be recovered at an organics processing facility; and
- Disposal of various other wastes to relevant specialised facilities (e.g. oils, other chemicals, street sweepings, construction and demolition, tyres and asbestos).



The benefits of the above waste management methodology, at the time of developing the Strategy, were as follows:

- The percentage of waste diversion from landfill once EfW became available was substantially higher than the target set in the State Waste Strategy of the time (also higher than the current State Waste Strategy 2030 targets);
- The methodology ensures recycling and reuse of products with high embodied energy;
- Special wastes are separated and sent to specialised facilities, to ensure highest value use opportunity;
- Mulching of bulk green waste for use as ground cover and garden organics; and
- Composting of organics recovered as part of road sweeping operations, for use in gardens and agriculture.

The Kwinana Waste Management Strategy 2017-2021 set broad goals in order to implement best practices for waste services, education and the management of illegal dumping. Because of the high waste diversion rates of the preferred methodology, combined with the investment in waste education, the City's strategy was industry leading. The City continues to strive for the best overall approach to the management and recovery of waste as a resource, and is constantly looking at opportunities to improve services, lower costs, increase resource recovery and reduce the community's carbon footprint.



### 3.5 KEY ACHIEVEMENTS

Key achievements of the City's Waste Management Strategy 2017-2021 are detailed below, with several activities being continued in this new Waste Plan 2021-2025, as identified as "existing" actions in the Implementation Plan detailed in Section 5.0.

- Behaviour change programs and initiatives in place since 2014;
- The City was one of the first Local Government entities in WA to participate in the WALGA bin tagging trial program in 2015. The City has carried out the program annually, reducing contamination in both recycling and general waste bins in areas targeted by the program;
- Sustainable procurement practices in place since 2009, aligning with the State's Waste Strategy objective to foster the circular economy concept;
- In 2018-2019, subsidised composting, bokashi and worm farming equipment for the community was introduced and has been promoted since. To date, 22 workshops have been held with 678 attendees and over 550 sets of subsidised equipment provided to the community;
- A comprehensive internal bin system at the City's Administration Building has been in place since 2018, including centralised recycling bins, a kitchen caddy and worm farm, soft plastic bins, small general waste bins, and more recently a container deposit scheme bin;
- A full review of waste management contracts was conducted between 2018 and 2020;
- A comprehensive resident behaviour change program was developed in 2019; the Waste Education Plan 2019-2020, which has recently been reviewed and updated to the Waste Education Plan 2021-2025 in conjunction with the development of this Waste Plan;
- In 2019-2020, three household recycling hubs were implemented to recycle batteries, printer cartridges, light globes and mobile phones. The recycling hubs collect approximately 1,162kg of recyclable materials per year;
- Construction of the Kwinana EfW facility has been significantly progressed and is expected to be operational by early 2022, allowing an estimated 95% of the City's waste to be diverted from landfill; and
- The City has increased reuse of self-generated waste, such as composting street sweepings and reusing road materials. Composting sweepings has avoided landfilling of over 500 tonnes per year.

### 3.6 ENERGY FROM WASTE

In December 2013, the City entered into a long-term contract to supply waste material to Australia's first EfW plant, to be located within Kwinana's municipal area. At the time of entering into the waste supply contract, EfW was consistent with the State Government's "Creating the Right Environment Waste Strategy 2012". The contract for the delivery of waste to the Kwinana EfW facility is for the period of 20 years after commissioning, in the range of 6,000 tonnes to 20,000 tonnes per annum.

For the duration of this Waste Plan (2021-2025), the City's general intent is to operate a two-bin system, with recyclables collected in one bin and general waste collected in the second bin. It is expected that 100% of residual general waste will be delivered to the EfW facility, resulting in near 100% diversion of kerbside waste from landfill. As outlined in Section 5.0, the City will undertake a feasibility assessment by 2022-2023 to determine the optimal future kerbside waste management option for the Kwinana Community. Should the assessment recommend a change to a three-bin system, transition planning would commence accordingly and implementation progressed as quickly as practicably possible. Due to the scale of such a transition project,





it is considered most likely that the implementation schedule would see the actual activation of a new service become a key feature of the City's next Waste Plan revision.

Regardless of kerbside collection system, using residual waste for EfW is beneficial as it has been found to emit less greenhouse gases (GHGs) than landfill use in two important ways; firstly waste is diverted from landfill where it would continuously release GHGs over time and, secondly, the resulting energy replaces electricity generated from fossil-fuel burning facilities that contribute to substantially higher GHG emissions<sup>4</sup>. The technology used in the Kwinana EfW Project, namely Martin GmbH's Reverse Acting Stoker and Furnace (R-type) technology, has excellent environmental performance<sup>5</sup>. The Department of Water and Environmental Regulation have licensed the Kwinana EfW facility for environmental emissions adopting the European Union's (EU) Waste Incineration Directive, which are currently the most stringent standards worldwide. The proponent has voluntarily committed to ceasing production if air emissions exceed 25% of the EU air emissions criteria, further demonstrating the emission performance of this modern energy plant technology. The facility also aims to achieve zero waste to landfill by reusing the ash produced in the combustion process to make by-products such as road construction materials, bricks and pavers<sup>5</sup>. EfW also offers the recovery of ferrous metals and aluminium from waste materials that are not easily recovered by existing MRF processes.

With the use of an EfW facility, it is expected that the City will have very limited volumes of waste that cannot be recovered, reused or recycled. The City will continue to dispose of asbestos through landfill, being the currently accepted best practice. Existing recycling programs will continue to be utilised, including tyres, metals, mattresses, e-waste, oils, green waste, etc. Accordingly, the City expects a very low waste volume to landfill after operation of the EfW facility commences, with a target of diverting >90% of waste from landfill (excluding asbestos) by 2023, thus, far exceeding the targets of the State Waste Strategy 2030.

As indicated in Table 1, by 2030 the City's waste generation is forecast to exceed the maximum supply limit of the City's existing EfW contract (20,000 tonnes per annum) if the current two-bin system is retained. Consequently, the City must consider available options and implement a solution prior to the maximum tonnage exceedance, or risk potential financial and environmental implications should the additional waste need to be disposed to landfill. The feasibility assessment to be undertaken in 2022-2023 will investigate the potential procurement of additional EfW supply capacity or the introduction of a third kerbside bin service (GO or FOGO) as potential solutions. A third bin would reduce tonnage being delivered to EfW and therefore avoid, or at least delay, the maximum tonnage exceedance of the City's existing supply contract.

Table 1: Predicted kerbside general waste and recycling tonnage

|               | 2022-23 | 2023-24 | 2024-25 | 2025-26 | 2026-27 | 2027-28 | 2028-29 | 2029-30 | 2030-31 | 2031-32 |
|---------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| General Waste | 13,731  | 14,450  | 15,207  | 16,004  | 16,842  | 17,724  | 18,653  | 19,630  | 20,658  | 21,740  |
| Recycling     | 3,907   | 4,111   | 4,327   | 4,553   | 4,792   | 5,043   | 5,307   | 5,585   | 5,877   | 6,185   |

Source: City of Kwinana: Waste Service Options 2020 Assumptions Report. 21<sup>st</sup> September 2020. Prepared by MRA Consulting Group.

In early 2020, the Western Australian Department of Water and Environmental Regulation released the Review of the Waste Levy Consultation Paper, which included specific questions relating to the potential application of a levy to EfW. If enacted, this would have financial implications for the City, and other Local Governments, due to the pre-existing contractual commitments for material supply to EfW facilities. In the City's response to the consultation paper, the City stated that it would not be supportive of any change to any aspect of the existing waste levy, including any increased rate or the introduction of a levy to EfW, without clear evidence based benefits to waste management outcomes being demonstrated by the State Government. The City contested that the EfW contractual commitments entered into by several Local Governments, in-line with the State's 2012

Waste Strategy, must be considered in any proposed changes to the levy. The application of a levy to EfW will not change minimum supply commitments of Local Governments who are already contracted, and will only result in increased costs to communities with no other option but to honor the EfW commitments and pay an unfairly applied levy, a cost that the disadvantaged community of Kwinana cannot afford.

Should the introduction of a levy to EfW be progressed by the State Government, the City will seek to partner with other affected stakeholders and actively lobby against any such changes that would negatively impact the already disadvantaged Kwinana community.





### 3.7 OAG REPORT 2020

The City was one of the six Local Government (LG) entities audited in the Western Australian Office of the Auditor General's (OAG) Report on Waste Management Service Delivery, as tabled in Parliament on 20 August 2020. The Report provided an assessment of the effectiveness of LG waste services and concluded that kerbside waste collection is largely effective, however local, regional and statewide waste planning, reporting, infrastructure, guidance, and tailored support is inadequate. The report also found that few LG entities are on track to meet the State Waste Strategy targets for 2020. The Report included 5 recommendations for State Government and 4 recommendations for LG entities.

The recommendations for LG entities were as follows:

- Provide regular community updates on efforts to recover waste and meet Waste Strategy 2030 targets and seek community feedback where appropriate;
- Consider preparing waste plans, which demonstrate how the LG will contribute to relevant Waste Strategy 2030 headline strategies. These plans should be publically available;
- Include performance measures in contracts with service providers to recover more waste without adding significant costs; and
- Consider providing incentives for the community to minimise waste production.

The City's actions to these recommendations were submitted to the Minister for Local Government in an interim action plan, which is now superseded by this Waste Plan with the actions included in Section 5.0 Implementation Plan.



## 4.0 Services and Performance

### 4.1 AVOID

Avoidance of waste generation is the most preferred waste management option in the waste hierarchy (Figure 1). Table 2 outlines the City of Kwinana's waste generation and household data, including waste generation per capita per year. Waste generation per capita targets highlighted in red reflect a 10% and 20% reduction of 2014-2015 State waste generation per capita by 2025 and 2030 respectively, both of which the City has been consistently below since 2016-2017.

Table 2: City of Kwinana population, households and waste generation compared with state averages and targets for 2025 and 2030

|   | Actual             |         |         |         |         | Forecast                    |                    |
|---|--------------------|---------|---------|---------|---------|-----------------------------|--------------------|
|   | 2014-15 (baseline) | 2015-16 | 2016-17 | 2017-18 | 2018-19 | 2024-25                     | 2029-30            |
| Population <sup>(1)</sup>                               | 36,772             | 40,370  | 42,716  | 45,062  | 47,408  | 62,428                      | 73,226             |
| Households <sup>(2)</sup>                               | 14,600             | 15,100  | 15,743  | 16,200  | 17,559  | 23,121                      | 27,121             |
| Total domestic waste generated <sup>(2)</sup>           | 18,625             | 18,437  | 19,187  | 19,432  | 17,983  | Waste Strategy 2030 Targets |                    |
| Waste generation per capita/year (kg) <sup>(2)</sup>    | 506                | 457     | 449     | 431     | 379     | 481 <sup>(3)</sup>          | 456 <sup>(3)</sup> |
| Waste generation per household/year (kg) <sup>(2)</sup> | 1,276              | 1,221   | 1,219   | 1,200   | 1,204   |                             |                    |

(1) Source (except 2014-15): Western Australia Tomorrow Population Report No. 11 <https://www.dplh.wa.gov.au/information-and-services/land-supply-and-demography/western-australia-tomorrow-population-forecasts>. Population for 2014-15 from Western Australia Tomorrow Population Report No. 10. Population for intercensal years extrapolated. (2) Source: Local government census data. (3) Target values based off 2014/15 State waste generation per capita (10% and 20% reduction by 2025 and 2030, as in the State's Waste Strategy 2030)

### 4.2 RECOVER

Where waste generation is unavoidable, efforts should be made to maintain the circulation of materials within the economy. The City of Kwinana currently operates a two-bin system (general waste and comingled recycling) resulting in all organic waste collected in kerbside bins currently going to landfill, and hence the lower overall recovery rate of 25% compared to the 2020 target of 65% (Table 3). Since 2018, subsidised compost and worm farming equipment has been provided to Kwinana residents, with over 550 sets of equipment being sold and a diversion of organic waste from landfill. From early 2022, all general waste will be delivered to an EfW facility for energy recovery, which will see recovery soar to an estimated 95%.

As outlined in Section 5.0, the City plans to undertake a feasibility study on the optimal future waste management model for the Kwinana community, including the viability and benefits of a three-bin system. Should a three-bin system be supported in the future, this would not increase the City's overall recovery rate compared to using the two-bin with EfW system, but would increase material recovery, with a corresponding reduction to energy recovery.



Table 3: City of Kwinana population, households and recovery rate compared with state averages and targets for 2020, 2025 and 2030

|                                     | 2014-15 | 2015-16 | 2016-17 | 2017-18 | 2018-19 | Waste Strategy 2030 Targets |      |      |
|-------------------------------------|---------|---------|---------|---------|---------|-----------------------------|------|------|
| Population <sup>(1)</sup>           | 36,772  | 40,370  | 42,716  | 45,062  | 47,408  | 2020                        | 2025 | 2030 |
| Households <sup>(2)</sup>           | 14,600  | 15,100  | 15,743  | 16,200  | 17,559  |                             |      |      |
| Overall recovery (%) <sup>(2)</sup> | 23%     | 25%     | 24%     | 22%     | 25%     | 65%                         | 67%  | 70%  |
| Materials recovery                  | 23%     | 25%     | 24%     | 22%     | 25%     |                             |      |      |
| Energy recovery                     | 0%      | 0%      | 0%      | 0%      | 0%      |                             |      |      |
| Perth metro average <sup>(3)</sup>  | 36%     | 38%     | 40%     | 41%     | 42%     |                             |      |      |

(1) Source (except 2014-15): Western Australia Tomorrow Population Report No. 11 [www.dplh.wa.gov.au/information-and-services/land-supply-and-demography/western-australia-tomorrow-population-forecasts](http://www.dplh.wa.gov.au/information-and-services/land-supply-and-demography/western-australia-tomorrow-population-forecasts). Population for 2014-15 from Western Australia Tomorrow Population Report No. 10. Population for intercensal years extrapolated. (2) Source: Local government census data; all W&R services recovery rate (3) Source: Waste Authority data fact sheets [www.wasteauthority.wa.gov.au/programs/data/data-fact-sheets/](http://www.wasteauthority.wa.gov.au/programs/data/data-fact-sheets/)

In terms of recycling rates, Kwinana is a low performing metropolitan Local Government, with a high contamination rate of approximately 20% in the collected kerbside recyclables. The 2019 bin tagging program identified a pressing need for more and improved resident waste education. During initial inspections, just 35% of households were correctly recycling, however, delivery of the program assisted to increasing to 51% of households recycling correctly and an overall decrease in contamination. This program confirms that actively engaging the community can return significant improvements in behaviour and that further community education is required to reduce the contamination rate. To address this, the City has actively resourced a Waste Education Officer position since 2017 and has also recently revised its Waste Education Plan, as detailed in Section 4.6.

### 4.3 PROTECT

Objective 3 of the Waste Strategy 2030 is to protect the environment by managing waste responsibly, with targets for achieving better practice and reducing litter and illegal dumping. Where applicable, data from 2017-2018 has been used throughout this section in order to align with the Waste Plan Template issued to the City of Kwinana by the Department of Water and Environmental Regulation.

#### 4.3.1 Better Practice Approaches

The City of Kwinana has adopted a range of best practice approaches to waste management, as outlined in Table 4, and will continue to adopt new beneficial practices as they arise in the future. A number of new approaches are identified in the Implementation Plan in Section 5 of this Plan, and also in the City's recently updated Waste Education Plan 2021-2025.





Table 4: Better practice approaches and programs adopted by the City of Kwinana

| Waste management activity/ service        | Waste Authority better practice guideline or program                                    | Date of adoption/ implementation | Comment   |
|---|---|----------------------------------|---|
| Drop-off facilities and services          | Household recycling hubs  | 2019-2020                        | In collaboration with SMRC and the Fremantle Men's Shed, the City implemented three recycling hubs at Darius Wells Library, Kwinana Marketplace and William Bertram Community Centre, for residents to dispose of household batteries, printer cartridges, mobile phones/chargers and household light bulbs. The recycling hubs collect approximately 1,160kg of recyclable materials per year.   |
| Vergeside waste services                  | Source separation   | 2013                             | Bulk waste verge collections are separated into four streams; white goods and metals, e-waste, mattresses and general bulk waste. White goods, metals, e-waste and mattresses are recycled. Green waste is collected separately to bulk waste in order to effectively process and reuse as mulch.   |
| Litter                                    | Waste Wise Schools  | 2017                             | In the City of Kwinana Local Government area there are four accredited waste wise schools. The program has helped those schools to reduce litter and develop smarter waste practices through the "Reduce, Reuse and Recycle principle." Most recently, Medina Primary School introduced the "Waste Wise Wednesday" program in 2019.   |
|   | Drainage nets   | 2018                             | In 2018 two drainage nets were successfully trialled at Henley Reserve where road drainage is discharged. Three additional nets have since been installed, with the five nets collecting 1.7 tonnes of litter in 2018-2019.   |
| Illegal Dumping                           | Optical Surveillance Devices  | 2012                             | The City regularly installs and monitors surveillance devices at illegal dumping hotspots to record and investigate offenses. Illegal dumping is also regularly reported by community members. Since 2013/14 there have been 11 infringements issued for illegal dumping and 221 for littering.   |
| HHW Facilities                            | HHW Program   | 2008                             | The City regularly promotes household hazardous waste programs at Henderson Waste Recovery Park and Millar Road Landfill Facility. A household hazardous waste temporary collection day was also held on 27 June 2009. Since then, multiple expressions of interest have been submitted to WALGA for funding support of additional temporary collection days, however this has been unsuccessful to date. The City will continue to pursue funding opportunities as they arise. |
| Local Waste Laws and Policies             | Refuse Collection Disposal By-Law   | 1989                             | The City's Refuse Collection and Disposal By-Laws are used to inform waste management and can be used as a regulatory mechanism.  |
|   | Activities on Thoroughfares and Public Places and Trading Local Law                     | 1995                             | The Local Law is used for provisions for litter, illegal dumping and bulk verge waste.  |
|   | Prohibition on the Organised Release of Balloons Policy                                 | 2018                             | Adopted in 2018 to reduce waste and environmental harm originating from balloon fragments. It has also been successful in raising awareness of the impact of balloons and other litter to the environment.  |
|   | Charity Clothing Receptacles Policy   | 2018                             | The policy was developed to enable recycling of clothing and other household items while preventing nuisance and managing safety and public risk by controlling and regulating the placement and management of charity clothing receptacles (bins).   |
|   | Sustainable Procurement Policy  | 2020                             | The recently updated purchasing policy continues to encourage the consideration of supplier strategies to minimise environmental impacts, avoid unnecessary consumption and minimise waste.   |
| Behaviour Change Programs and Initiatives | Outlined in detail in Section 4.6, Table 13, Behaviour Change Programs and Initiatives. |                                  |   |



4.3.2 Litter

During 2017-2018 the City received 373 complaints about litter/littering, with 13 infringement notices being issued. Littering is a key issue in the City of Kwinana due to large areas of accessible bushland surrounding residential areas.



Table 5: 2017-18 litter data

|   | Response and comments  |
|---|--|
| Litter hotspot used on a regular basis for littering in 17-18   | Beacham Crescent (Chalk Hill Lookout), Gentle Road, Orton Road, Bombay Boulevard, Millar Road, Thomas Road, Worrall Court, McLaughlan Road, Price Parkway, Judges Gardens Public Access Way.   |
| What are the main items littered at these hotspots?   | Cans, plastic and glass bottles, food wrappers, general household items.   |
| Current measures aimed at contributing towards the zero littering target  | The City provides regular waste education, including raising litter awareness. The City also partners with Perth NRM to provide regular beach clean ups. Lastly, the City provides serviced street and park bins for members of the public to use for waste disposal, as well as general waste and recycling bins to all residential properties. |
| Estimated cost of clean-up (due to collection, disposal, education, infrastructure and enforcement)   | Included in the illegal dumping cost of \$647,723.   |
| Is littering increasing or decreasing in your local government authority?   | Increasing   |
| How were the costs associated with cleaning up litter calculated? Employee time? Dollar value? Both?  | Both   |
| Does the city have a litter strategy? If not, what is the ETA for completing one?   | The City does not currently have a litter strategy. The development of a strategy is scheduled for 2022-2023 and is included in Section 5.0 Implementation Plan.   |
| Have any of the city's compliance and waste education officers undergone training on litter prevention? If so, what training?   | Specific litter prevention training has not been conducted, however the City's Essential Services, Health and Waste Officers are authorised to infringe litter offenders with an authorised officer card under the <i>Litter Act 1979</i> .  |
| What current policies and guidelines does your council enact to prevent litter? E.g. Event planning guidelines on the use of balloons in council facilities and the release of helium balloons; no cigarettes on the beach; no single use plastics at events. | The City has a policy on the Prohibition on the Organised Release of Balloons and will support the upcoming State-wide phase out of plastics. The City is also currently developing a Waste Local Law, according to WALGA guidelines, which will incorporate litter provisions.  |
| How does your local government measure the effectiveness and impact of programs designed to reduce littering and illegal dumping?   | Via number of complaints received, physical checks of areas, tonnage of clean up material disposed, number of infringements issued, feedback from the community.   |
| Which division/unit/section of your organisation is responsible for litter management/prevention? Waste services? Compliance (e.g. Rangers)? Infrastructure?  | Litter management and prevention is done collaboratively between City Operations and City Assist. City Operations receive litter/illegal dumping reports, collect and dispose of the waste. City Assist investigate any evidence to determine the offender.  |
| How important is litter management to your organisation? (1 - Not at all important; 5 - Highly important).  | 5  |



4.3.3. Illegal Dumping

Illegal dumping is also a significant issue within the City of Kwinana, with annual costs of collection and disposal being over \$500,000 per year. Illegal dumping is the unauthorised discharging or abandonment of waste and is an offence under Section 49A of the *Environmental Protection Act*<sup>6</sup>. The City has, and continues to invest in digital surveillance systems to increase surveillance and target illegal dumping hotspots. There are sizable areas of bushland in and surrounding residential Kwinana that experience widespread illegal dumping. Unfortunately, while the City actively monitors lands for which it is responsible for, the majority of the easily accessible bushlands that are subject to dumping are unallocated crown lands or the responsibility of various State Government agencies, who do not actively monitor or adequately respond to reported incidences of dumping. The City will continue to proactively manage dumping on lands for which it is responsible, and continue to report known incidences to other government agency land managers.

Table 6: 2017-18 illegal dumping data

|   | Response and Comments  |
|---|--|
| Cost of cleaning up illegally dumped waste during 2017-18   | \$647,723 (includes litter collection)   |
| Sites used on a regular basis for illegal dumping in 2017-18. Where possible, please provide site address/es  | Gentle Road, Orton Road, Millar Road, Thomas Road, McCallum Parkway, Worrall Court.  |
| What are the main items dumped at these sites?  | Furniture, mattresses, whitegoods, tyres, asbestos and general household items.  |
| Current measures aimed at contributing towards the zero illegal dumping target  | Measures include access control, surveillance and community education. As well as the provision of council serviced street and park bins and bulk waste collection service.        |
| Is illegal dumping increasing or decreasing in your local government authority?   | Decreasing   |
| How does your local government measure the effectiveness and impact of programs designed to reduce illegal dumping?   | By tonnage collected, collection labour hours, number of complaints received, physical checks of areas, infringements issued, social media views, and feedback from the community. |
| Which division/unit/section of your organization is responsible for illegal dumping management/prevention? Waste services? Compliance (e.g. Rangers)? Infrastructure? | Environment and Waste Team, City Operations, City Assist and Perth NRM   |

4.4 WASTE SERVICES

The City of Kwinana does not operate a landfill or other type of waste disposal or transfer facility. Without any form of processing facility, the main source of waste received is residential waste collected through kerbside and verge collections. The City provides a kerbside general waste and recycling service for commercial businesses that wish to uptake the service from the City, however the vast majority of businesses choose to engage their own waste management contractors. The City also has a small volume of self-generated waste, or waste generated through illegal dumping and street sweepings, with the composting of street sweepings introduced in 2016-2017. General waste is currently disposed of at Suez’s North Bannister Landfill (which will change to the Avertas EfW facility in Kwinana from early 2022), recycling at SUEZ’s MRF in Bibra Lake and green waste is mulched at the City of Rockingham’s Millar Road Landfill and Recycling Facility. City data relating to the waste collected, recovered and landfilled in 2017-2018 is presented in Table 7, with data relating to material composition in kerbside bins in presented in Table 8.

In 2019-2020, in collaboration with the SMRC and the Fremantle Men’s Shed, the City implemented three recycling hubs at the Darius Wells Library, Kwinana Marketplace and William Bertram Community Centre. The recycling hubs enable residents to conveniently dispose of household batteries, printer cartridges, mobile phones, chargers and household light bulbs. Mobile phones, batteries and light globes are processed by Total Green Recycling and printer cartridges by Planet Ark. The City also offers drop-off facilities for plastic bottle lids at the Administration Building, Darius Wells Library, Recquatic and Zone Youth Space and for aerosols at the Administration Building and Operations Depot.



Table 7: Significant sources and generators of waste in 2017-2018

| Service/Sources        |                          | Tonnes collected | Tonnes recovered | Recovery rate | Waste Strategy 2030 target rates |                       |
|------------------------|--------------------------|------------------|------------------|---------------|----------------------------------|-----------------------|
|                        |                          |                  |                  |               | 2025                             | 2030                  |
| Kerbside               | mixed waste              | 12,622           | -                | 18%           | 67%<br>Perth and Peel            | 70%<br>Perth and Peel |
|                        | comingled recyclables    | 3,542            | 2,943            |               |                                  |                       |
| Vergeside              | green waste              | 1,432            | 1,432            | 45%           |                                  |                       |
|                        | hard waste               | 1,997            | 105              |               |                                  |                       |
| Public place           | mixed waste              | 291              | -                | 13%           |                                  |                       |
|                        | comingled recyclables    | 51               | 43               |               |                                  |                       |
| Special event          | mixed waste              | 2                | -                | 50%           |                                  |                       |
|                        | comingled recyclables    | 2                | 2                |               |                                  |                       |
| Commercial             | mixed waste              | 351              | -                | 25%           |                                  |                       |
|                        | comingled recyclables    | 156              | 129              |               |                                  |                       |
|                        | Paper/cardboard          | -                | -                |               |                                  |                       |
| Local government waste | Illegal dumping clean up | -                | -                | 100%          |                                  |                       |
|                        | street sweepings         | 574              | 574              |               |                                  |                       |
|                        | roadworks                | -                | -                |               |                                  |                       |
|                        | other C&D activities     | -                | -                |               |                                  |                       |
|                        | roadside pruning         | -                | -                |               |                                  |                       |
|                        | other                    | -                | -                |               |                                  |                       |
| TOTAL                  |                          | 21,020           | 5,228            | 25%           |                                  |                       |

Table 8: 2018 compositional audit data for kerbside waste services <sup>11</sup>

| General waste bin  |         |
|--|---------|
| Yield per household (kg/hhl/week)  | 13.6    |
| Per capita (kg/per capita/week)(2.7 ppl per hhl)   | 5.04    |
| Audit year   | 2018    |
| Composition  | Total % |
| Recyclables (paper, cardboard, plastics, steel, aluminium, glass)  | 32.2    |
| Organics (organics, wood/timber, textiles, earth)  | 55.2    |
| Hazardous (medical, sanitary/ hygiene, nappies, chemicals, paint, batteries, fluorescent tubes, light bulbs, oil, building material) | 7.2     |
| Other (electronic waste, miscellaneous)  | 5.4     |
| Recycling bin  |         |
| Yield per household (kg/hhl/week)  | 5.35    |
| Per capita (kg/per capita/week)(2.7 ppl per hhl)   | 1.98    |
| Audit year   | 2018    |
| Composition  | Total % |
| Recyclables (paper, cardboard, plastics, steel, aluminium, glass)  | 86.4    |
| Organics (organics, wood/timber, textiles, earth)  | 10.34   |
| Hazardous (medical, sanitary/ hygiene, nappies, chemicals, paint, batteries, fluorescent tubes, light bulbs, oil, building material) | 1.72    |
| Other (electronic waste, miscellaneous, plastic bags, ceramics)  | 1.54    |

A review of waste tonnages has been completed for the past six years. As expected, with a growing population and number of households, general waste tonnages have increased. However, as seen in Table 2, kilograms of waste per household per year has been consistently decreasing since 2013-2014 being 1,276 kg/hhl/year and 2018-2019 being 1,204 kg/hhl/year. A summary of residential waste to landfill and recycling is included in Figure 2 and Table 9 below.

Figure 2: Annual tonnage of resident generated waste and recycling compared to number of households

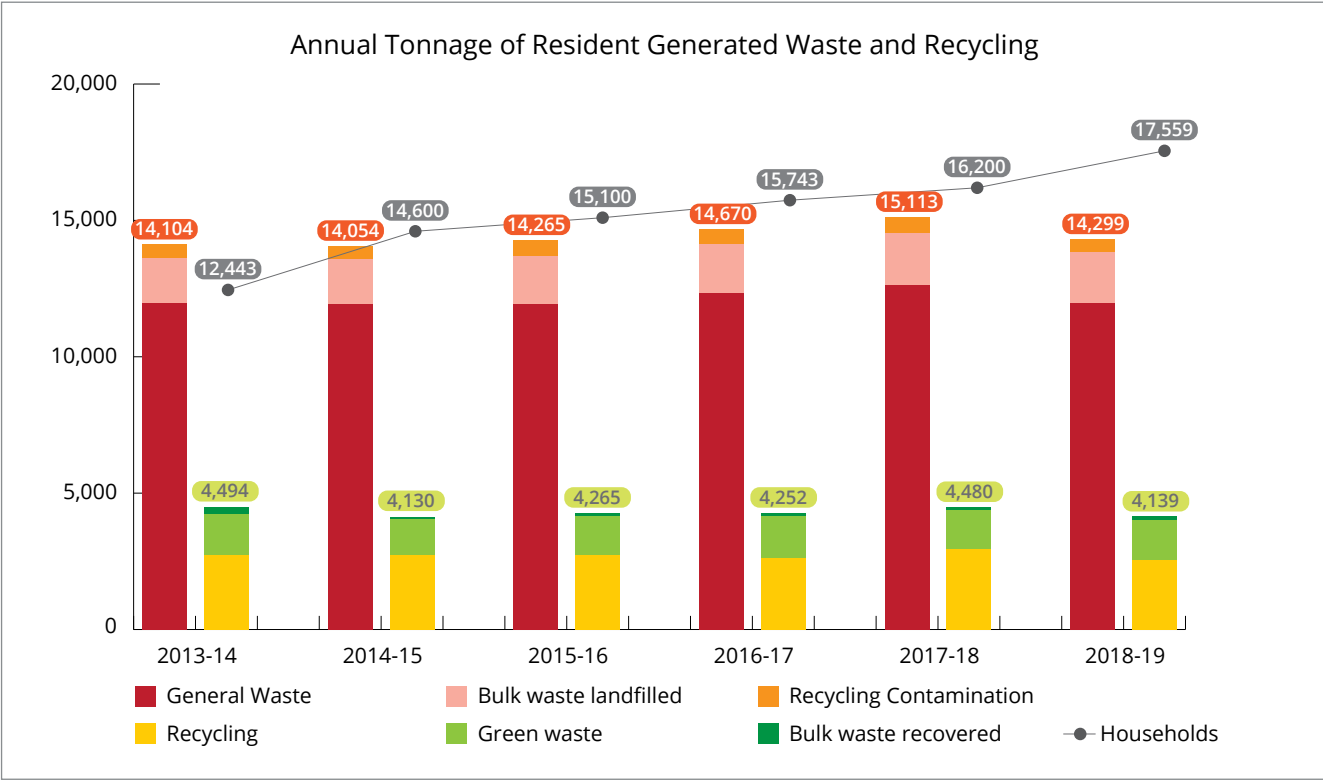


Table 9: Annual tonnage of resident generated waste and recycling

|            |                         | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 | 2018-19 |
|------------|-------------------------|---------|---------|---------|---------|---------|---------|
| Landfilled | General Waste           | 11,984  | 11,918  | 11,929  | 12,332  | 12,622  | 11,974  |
|            | Bulk Verge (landfilled) | 1,632   | 1,654   | 1,759   | 1,806   | 1,892   | 1,838   |
|            | Recycling Contamination | 488     | 482     | 577     | 532     | 599     | 487     |
|            | Total                   | 14,104  | 14,054  | 14,265  | 14,670  | 15,113  | 14,299  |
| Recovered  | Recycling               | 2,714   | 2,719   | 2,717   | 2,617   | 2,943   | 2,549   |
|            | Green Waste             | 1,509   | 1,324   | 1,455   | 1,525   | 1,432   | 1,457   |
|            | Bulk Verge (recovered)  | 271     | 87      | 93      | 110     | 105     | 133     |
|            | Total                   | 4,494   | 4,130   | 4,265   | 4,252   | 4,480   | 4,139   |

With the City no longer operating a road construction workforce, there has been a significant reduction in construction and demolition waste generated. The City has also increased the reuse of pavement materials. In particular, where road stabilisation is undertaken, 100% of the road surface material is mixed into the existing pavement, and any surplus material is stockpiled for reuse as shouldering material in other projects. Another significant change of practice was the

introduction of composting of road sweepings in 2016-2017, which has avoided landfilling over 500 tonnes per year. As a result of these changes in practice, overall volumes of waste generated from City operations has decreased over the six-year period. Over the years 2013-2014 to 2018-2019, there has been a significant number of tyres recycled by the City, which are predominantly as a result of illegal dumping. In the last three years of the period there has been a significant reduction in waste generated from operations, due to reduction in construction and reuse of sweeping materials. A summary of waste generated from operations and illegal dumping is included in Table 10 below.

Table 10: Tonnes collected per year of own source generated waste, including illegal dumping

|            |   | 2013-14        | 2014-15        | 2015-16        | 2016-17         | 2017-18        | 2018-19        |
|------------|---|----------------|----------------|----------------|-----------------|----------------|----------------|
| Landfilled | <b>General Waste</b> (including sweeping until 2016/17) | 1,829          | 1,003          | 711            | 457             | 280            | 206            |
|            | <b>Construction</b>                                     | 2,422          | 2,314          | 2,530          | 400             | 672            | 901            |
|            | <b>Total</b>  | <b>4,251</b>   | <b>3,317</b>   | <b>3,241</b>   | <b>857</b>      | <b>1,232</b>   | <b>1,107</b>   |
| Recovered  | <b>Sweeping</b> (from 2016/17)                          | N/A            | N/A            | N/A            | 531             | 575            | 547            |
|            | <b>Tyres</b>  | 8<br>(684 Qty) | 6<br>(511 Qty) | 5<br>(456 Qty) | 10<br>(844 Qty) | 6<br>(497 Qty) | 4<br>(355 Qty) |
|            | <b>Total</b>  | <b>8</b>       | <b>6</b>       | <b>5</b>       | <b>541</b>      | <b>581</b>     | <b>551</b>     |

## 4.5 POLICY AND PROCUREMENT

### 4.5.1 Contract management

The City outsources both its kerbside waste collection and bulk verge collection to private contractors. The kerbside waste collection has been contracted to SUEZ since 1 July 2018, with the contract ending in 2022, and an extension option to 2023. This contract includes kerbside general waste and recycling disposal and processing, street and parks general waste and recycling disposal and processing, as well as repair and replacement of damaged bins and customer service administration.

Verge bulk and green waste collection has been contracted to Western Maze since 12 July 2017, with the contract ending on 30 June 2021. This contract includes bulk and green waste verge collections, processing and disposal. The City has recently reviewed the bulk waste service, in preparation for tender in 2021, with community feedback showing a very high general satisfaction rating of 81% and a strong preference for the continuation of the current service. The City will include the OAG 2020 report recommendation of including performance measures to recover more waste within the new tender contract, as outlined in Section 5.0.

The provision of general litter collection has been contracted to Southern Quicksapes since 2 November 2017, with the current contract ending in 2022. This contract includes streetscape and public access way maintenance and litter collection.

### 4.5.2 Waste Local Laws and Policies

The City's local law, policy and strategies that contribute to the Waste Strategy objectives of avoid, recover and protect are outlined in Table 11 below.

Table 11: Existing waste-related local laws, strategies and policies

| Type      | Name  | Came into force | Comments  |
|-----------|---|-----------------|---|
| Local law | Refuse Collection Disposal By-Law                                   | 1989            | The City's Refuse Collection and Disposal By-Laws are used to inform and can be used as a regulatory mechanism. Although, are not suited to enforce waste recovery and recycling issues as there are no modified penalty provisions. The City is currently developing a Waste Local Law based on WALGA's model. |
|           | Activities on Thoroughfares and Public Places and Trading Local Law | 1995            | The Local Law is used for provisions for litter, illegal dumping and bulk verge waste.  |
| Policy    | Prohibition on the Organised Release of Balloons                    | 2018            | This policy was adopted to assist in the reduction of balloon fragment waste entering the environment.  |
|           | Charity Clothing Receptacles Policy                                 | 2018            | This policy was adopted to enable recycling of clothing and other household items while preventing nuisance and managing safety and public risk by controlling and regulating the placement and management of charity clothing receptacles (bins).  |
|           | Sustainable Purchasing Policy                                       | 2020            | The recently updated purchasing policy continues to encourage the consideration of supplier strategies to minimise environmental impacts, avoid unnecessary consumption and minimise waste.   |
| Strategy  | City of Kwinana Waste Management Strategy                           | 2017            | The City is one of few Western Australian LG entities that had an existing Waste Management Strategy, released in 2017, aligned to the State Waste Strategy 2012 that was in effect at that time. The City has reviewed and updated the Waste Strategy in the form of this Waste Plan.                          |



4.5.3 Land Use Planning Instruments

The City's Local Planning Strategy (LPS) is currently under development. The planning and development directions and actions proposed as part of the LPS are underpinned by a number of integrated principles including sustainable development. These principles apply across the four key elements of the LPS: community, economy and employment, environment, and transport and infrastructure.

At this point in time the draft LPS does not specifically identify future waste facility sites but it does seek to expand land use options for a range of industrial land uses to be located in Kwinana having regard to land use compatibility. The City's Local Planning Scheme No. 2 1992 and Local Planning Scheme No. 3 1998 do not define waste disposal facilities or resource recovery facilities. These land uses may be defined into an existing industrial use, warehouse or considered as use not specified. The next review of the City's Local Planning Schemes will commence following the Council's adoption of the draft LPS which is anticipated to take place in 2021.

4.5.4. Sustainable Procurement

The City's sustainable procurement policies and practices that contribute to the Waste Strategy objectives of avoid, recover and protect are outlined in Table 12 below.

Table 12: Existing sustainable procurement policies and practices

| Sustainable procurement policy or practice | Date adopted by council | Actions implemented e.g. switching to recycled printer paper  | Alignment with Waste Strategy targets, objectives or focus materials  |
|--|-------------------------|---|---|
| Purchasing Policy                          | 2020                    | The recently updated purchasing policy continues to encourage the consideration of supplier strategies to minimise environmental impacts, avoid unnecessary consumption and minimise waste  | These actions align with the better practice principle and the objectives of avoid and protect.   |
| Purchasing Procedure                       | 2020                    | Also recently updated, this procedure continues to consider environmental impacts for goods or services procurement (e.g. practices recycled content, durability and reuse options, hazardous material content, energy efficient, waste prevention, water efficiency) | Considering environmental impacts and waste minimisation when purchasing goods or services aligns with the objectives of avoid and protect. |

4.6 BEHAVIOUR CHANGE PROGRAMS AND INITIATIVES

The City has recently reviewed its existing Waste Education Plan to produce the Waste Education Plan 2021-2025 (WEP), which has been developed in conjunction with the Waste Plan 2021-2025. The WEP outlines objectives and targets, and an implementation plan for a range of strategies and programs specifically focused on resident behaviour changes concerning waste minimisation and resource recovery.

- The objectives of the WEP are:
- 1. Minimise waste generation
  - 2. Reduce contamination in kerbside collection bins
  - 3. Maximise material recovery from all waste streams
  - 4. Partner with stakeholders to deliver effective waste education programs/initiatives

- The WEP has set the below targets (based on 2018-2019 baseline):
- 1. Reduce contamination rate in recycle bins to below 10% by 2025
  - 2. Reduce recyclables in the general waste stream to below 10% by 2025
  - 3. Reduce general waste to below 816kg per household by 2025

The City's existing key behaviour change programs and initiatives that aim to contribute to the Waste Strategy objectives of avoid, recover and protect are outlined in Table 13 below. All current and planned activities are outlined, in detail, in the WEP.



Table 13: Behaviour change programs and initiatives, including Waste Authority programs and other local government initiatives

| Local government program/initiative         | Description  | Date of adoption | Outcomes achieved as a result of the program (qualitative/quantitative)   | Evaluation method  | What's worked/not worked  | Suggested improvements  |
|---|--|------------------|---|--|---|---|
| School education visits                     | City Officers arrange visits to local schools by waste education specialists to educate students on recycling, minimising waste and sustainability.  | 2012             | Increased awareness of recycling and material separation.   | Student engagement.  | Some schools have been engaged easily while others are very difficult. In the past no feedback has been obtained.   | City Officers to provide students and teachers with surveys to complete.            |
| Garage Sale Trail                           | Garage Sale Trail has been successful in engaging the community in waste minimisation and encouraging residents to reuse and divert waste from landfill.   | 2014             | The 2020 GST resulted in 17.5 tonnes of items being reused, with 1,876 people estimated to have participated and 132 garage sale events.            | Yearly impact report and community feedback.   | Past group sales have been very successful, with approximately 30-40 stalls participating.  | To be organised for next year.  |
| WALGA Bin Tagging Program                   | The bin tagging program has been successful in increasing recycling participation and decreasing contamination rates of recycling bins.  | 2015             | Increase in % of households that are recycling correctly. Decrease in % of contaminants in recycling bins. Raised awareness of correct recycling.   | Recycling contamination statistics, community feedback.                                      | Program has proved very effective in modifying waste behaviours of those included in the tagging programs   | Regularly promote bin tagging statistics on the City's social media and/or website. |
| Waste Education                             | The City regularly promotes waste minimisation on social media and publishes annual waste and recycling calendars.   | 2006             | Community engaged and educated on waste separation, collections and initiatives.  | Community feedback.  | Ongoing evaluation of feedback has been useful in making ongoing improvements.  | Improved communication of waste performance data to the community                   |
| Plastic Free July                           | The City promotes Plastic Free July regularly on social media, as well as organises plastic free events such as beach clean ups, recycling workshops and waste minimisation movie screenings.  | 2015             | Increased awareness of the impacts of plastic waste, as well as several kilograms of plastic cleaned up.  | Social media views/ feedback, event attendance numbers.                                      | Ongoing evaluation of feedback has been useful in making ongoing improvements.  | Distribute surveys following events to gain further community feedback and ideas.   |
| Composting, bokashi and worm farm workshops | The City provides subsidised composting and worm farm equipment, as well as regular workshops to encourage residents to use such equipment to minimise their waste generation.   | 2018             | Large amounts of positive feedback received from the community, as well as a diversion of organic waste from landfill.                              | Survey following workshops, event attendance numbers.  | Online workshops have been highly successful.   | Workshops could continue online as well as in person.                               |
| Grow it Local                               | Grow it Local aims to increase composting and reduce organic waste to landfill. In 2019/20 the City of Kwinana was the #2 performing council with 55 registered patches.   | 2018             | The 2019-2020 program included over 50 households composting or worm farming and diverted 142.6kg of food waste per week.                           | Yearly impact report and community feedback.   | Despite ongoing promotion and engagement it has been challenging to increase involvement in the program.  | Focus resources on a local gardening program.                                       |
| Living Smart                                | 7 week sustainability behaviour change course covering topics such as living simply, reducing waste production, composting waste, food growing, water efficiency, biodiversity, transport, energy efficiency, community building.                                  | 2014             | All participants so far have made personal changes to improve the sustainability of their daily lives. Many of these changes have become permanent. | Final report submitted by course facilitator, including participant engagement and feedback. | A version of this type of course has been delivered in face-to-face format annually since 2014. It was delivered online via the Zoom platform in 2020, and received the highest feedback ratings ever. The City will consider using both formats going forward. | Spaces on the course are limited, may benefit from running it more frequently.      |
| Internal bin system                         | City buildings have a comprehensive waste minimisation and separation focused bin system for staff. The system includes centralised recycling bins, a kitchen caddy and worm farm, soft plastic bins, a container deposit scheme bin and small general waste bins. | 2018             | Increased awareness of waste generation, correct recycling and material separation behaviours.  | Staff engagement and contamination rates.  | Promotion in newsletters has been effective.  | Could benefit from improved focus during initial site inductions for new staff.     |



| Local government program/initiative | Description  | Date of adoption | Outcomes achieved as a result of the program (qualitative/quantitative)   | Evaluation method                                  | What's worked/not worked   | Suggested improvements  |
|-------------------------------------|--|------------------|---|--|--|---|
| <b>Waste Warrior Award</b>          | The City recognises staff members displaying sustainable waste, recycling or reuse practices with the Waste Warrior Award each month. The award consists of a trophy to be displayed at their workstation for the month. | 2019             | Increased awareness of sustainable waste, recycling and reuse practices.  | Staff engagement.                                  | Internal promotion and trophy incentive has worked to encourage involvement.                                   | Include into induction program for new employees.<br><br>Reporting of waste recovery data at each facility. |
| <b>Waste Audits</b>                 | Detailed audits undertaken on sample households biennially. Audits provide information relating to percentage contamination rates and bin composition.   | 2005             | Understanding of material composition in kerbside bins and where additional efforts are required to increase recycling performance. | Kerbside composition and contamination statistics. | Regular audits work to provide long term data to reference when planning and evaluating education initiatives. | Targeted audits and education in areas of concern/higher contamination.                                     |

#### 4.7 OPPORTUNITIES FOR IMPROVEMENT

There are multiple areas for improvement in the near and distant future of waste management for the City. The City's material recovery level of 25% is considerably lower than the State's 2020 target of 65%. To improve waste avoidance, material recovery and environmental protection, the City has developed and is committed to the actions detailed in the Implementation Plan outlined in Section 5.0.

Key improvements that are planned over the next five years include the following:

- Waste service improvements such as including recovery performance measures in contracts, residual waste being recovered at an EfW facility and a feasibility assessment of third kerbside bin options;
- Reduction in kerbside recycling contamination from approximately 20% to 10% by 2026, through behaviour change programs and initiatives implemented in the Waste Education Plan 2021-2025. In 2018-2019 the State recycling contamination average was 15%<sup>22</sup>;
- Policy and procurement improvements such as the introduction of a waste local law and developing a litter and illegal dumping strategy;
- Waste data collection and analysis improvements, including recording types and tonnages of waste produced from civil works contracts;
- Increased utilisation and communication of kerbside and bulk waste collection data; and
- Community waste behaviour and staff training improvements through the implementation of the City of Kwinana Waste Education Plan 2021-2025.

#### 4.8 FUTURE CONSTRAINTS

Waste management in the City of Kwinana faces several challenges, these include the following;

- Fast growing population and subsequent growth in waste generation;
- High kerbside recycling contamination rate of approximately 20% necessitating further community education to ensure positive waste separation behaviour change occurs;
- Isolation of Western Australia from recyclable material markets. The recent Chinese National Sword Policy has also reduced recycling markets, as Australia alone sent 1.25 million tonnes of recycled material to China in 2017<sup>20</sup>. Australia currently has limited local markets for household recyclables like paper, plastics and glass, relying heavily on overseas markets like China to buy and reprocess the waste;
- The recycling sector at a state and national level is also facing market challenges caused by fluctuating commodity prices and international policy decisions<sup>21</sup>;
- Contractual commitments to EfW since 2013, requiring a supply of between 6,000 and 20,000 tonnes of waste material per annum to the Kwinana EfW plant for at least 20 years after commissioning; and
- Constant Policy and Legislative changes, particularly the change in State Government position on EfW recovery between 2012 and 2019 and the prospect of a levy being applied to EfW in the future.

# 5.0 Implementation Plan

| Waste Management Tool | #  | Action   | New or existing | Detailed actions/sub-actions  | Milestones  | Target   | Timeframe for delivery (completion date)             | Cost incorporated into annual budget and Corporate Business Plan? | Aligns to Waste Strategy Objective/s |         |         | Responsibility for implementation       | Identified risks (and mitigation strategies)   |
|-----------------------|----|--|-----------------|---|---|--|--|---|--------------------------------------|---------|---------|---|--|
|                       |    |  |                 |   |   |  |  |   | Avoid                                | Recover | Protect |   |  |
| Waste services        | 1. | Include performance measures in contracts with service providers to recover more waste without adding significant costs. | New             | Include appropriate material recovery performance measures into the City's waste service contracts (when retendered).<br><i>(The City's residual waste from contract collections will be recovered through an EfW facility from early 2022. Both EfW supply and pre-EfW material separation performance measures to be included in future contracts).</i> | Appropriate material recovery performance measures and reporting mechanisms included in future contracts. | Material recovery performance measures and reporting mechanisms included in future contracts.          | 2021-2022 (bulk waste)<br>2023-2024 (kerbside waste) | Yes<br>(At current material separation processing cost rates)     |                                      | ✓       | ✓       | Manager Environment and Health Services | Risk: Contract costs may increase if performance measures are not appropriate to material separation processes or infrastructure.<br><br>Mitigation: Options included in tender contracts.   |
|                       | 2. | Residual waste to be delivered to EfW facility for recovery.   | New             | Currently operating a two-bin kerbside system with general waste to be delivered to an EfW facility. Further increases in material separation rates are subject to the outcome of the third kerbside bin feasibility assessment (Action 4).<br>Residual waste from bulk collections to be delivered to EfW facility.                                      | Residual waste being delivered to EfW facility and diverted from landfill.                                | >90% overall recovery rate with residual waste being delivered to EfW facility after commissioning.    | 2021-2022  | Yes   |                                      | ✓       | ✓       | Manager Environment and Health Services | Risk: financial risks of a levy being applied to materials delivered to EfW facility.<br><br>Mitigation: Lobbying and commitment to third bin feasibility study.   |
|                       | 3. | Lobby against a levy being applied to EfW.   | New             | Should the introduction of a levy to EfW be progressed by the State Government, seek to partner with other stakeholders to lobby against negative impacts of a levy introduction.   | Form stakeholder partnerships and lobbying group/s<br><br>Develop and implement lobbying campaign         | Implement lobbying campaign.<br><br>Avoid application of a levy to EfW that negatively impacts Kwinana | Ongoing, as required                                 | NA  |                                      | ✓       | ✓       | Chief Executive Officer                 | Risk: financial risks of a levy being applied to materials delivered to EfW facility.<br><br>Mitigation: Lobbying against levy introduction.   |
|                       | 4. | Undertake a feasibility assessment on a third kerbside bin (organics) collection service.                                | New             | Feasibility assessment of the viability and benefits to Kwinana of third organic bin service options compared to a continuation of the current two bin system with consideration of maximum EfW capacity constraints.   | Feasibility study to be commissioned by January 2023.   | Feasibility study to be completed by June 2023.  | 2022-2023  | Yes<br>(Long Term Financial Plan)                                 |                                      | ✓       | ✓       | Manager Environment and Health Services | Risk: delayed commencement creating time pressure on implementation of solution to maximum EfW tonnage issue.<br><br>Mitigation: Undertake study as soon as practicably possible to fund the assessment and develop a suitably benchmarked contract specification. |



| Waste Management Tool    | #  | Action   | New or existing | Detailed actions/sub-actions  | Milestones  | Target   | Timeframe for delivery (completion date) | Cost incorporated into annual budget and Corporate Business Plan? | Aligns to Waste Strategy Objective/s |         |         | Responsibility for implementation | Identified risks (and mitigation strategies)  |
|--------------------------|----|--|-----------------|---|---|--|--|---|--------------------------------------|---------|---------|-----------------------------------|---|
|                          |    |  |                 |   |   |  |  |   | Avoid                                | Recover | Protect |                                   |   |
| Waste services           | 5. | Continue recovery of recyclable materials from bulk waste collections by separating streams such as metals, mattresses, e-waste and green waste. | Existing        | New bulk waste services contract in 2021 to include the separation of mattresses, green waste, e-waste and white goods for recycling.<br>On-demand collection options to also be included in the new contract for potential future use to further improve service and recovery performance. | Bulk waste services contract renewed in July 2021, specifying the separation of items to be recycled. | Mattresses, green waste, e-waste and white goods continue to be recycled.<br>On-demand collection options in new contract. | Ongoing                                  | Yes   |                                      | ✓       | ✓       | Waste Management Officer          | Risk: Failure to achieve effective bulk waste separation leading to reduced recovery rate.<br>Mitigation: Implementation of Waste Education Plan, clear collection contract specifications and recovery measures. |
|                          | 6. | Continue to explore options for recycling road pavement materials and using recycled materials in civil projects.                                | Existing        | Continue current practices of pavement material reuse, and explore options for further recycling opportunities, such as the use of EfW facility bottom ash aggregate in civil projects.   | Road surface materials continue to be recycled and recycled materials used in civil projects          | Road surface materials continue to be recycled and recycled materials used in civil projects.                              | Ongoing                                  | Yes   |                                      | ✓       | ✓       | Manager Engineering Services      | Risk: Failure to reduce costs and improve recovery rates with the use of recycled materials.<br>Mitigation: Explore and use viable recycled material products.  |
| Policies and procurement | 7. | Introduce a Waste Local Law.   | New             | Waste Local Law developed according to WALGA guidelines, gazetted and introduced.<br>Ensure all employees involved are aware of the law, its intent and enforcement capabilities.   | Introduced and published on City's website by June 2024.  | Waste Local Law in force by June 2024.   | 2023-2024                                | Yes   |                                      | ✓       | ✓       | Coordinator Environment and Waste | Risk: Inadequate powers to effectively prevent and control local waste related issues.<br>Mitigation: Gazette a local law to assist education and enforcement by authorised City Officers.                        |
|                          | 8. | Develop a Litter and Illegal Dumping Strategy.   | New             | Review other Local Government Litter Strategies, develop a best practice strategy and publicise to the community.   | Strategy developed and endorsed by Council by June 2023.  | Strategy endorsed by Council by June 2023.   | 2022-2023                                | Yes   | ✓                                    | ✓       | ✓       | Waste Management Officer          | Risk: lack of a coordinated approach to reducing littering and illegal dumping.<br>Mitigation: Develop a strategy that provides clear objectives, targets and actions.  |

| Waste Management Tool    | #   | Action  | New or existing | Detailed actions/sub-actions  | Milestones   | Target   | Timeframe for delivery (completion date) | Cost incorporated into annual budget and Corporate Business Plan? | Aligns to Waste Strategy Objective/s |         |         | Responsibility for implementation                               | Identified risks (and mitigation strategies)   |
|--------------------------|-----|---|-----------------|---|--|--|--|---|--------------------------------------|---------|---------|---|--|
|                          |     |   |                 |   |  |  |  |   | Avoid                                | Recover | Protect |   |  |
| Policies and procurement | 9.  | Support the State-wide phase out of plastics.   | New             | Promote and support the State Government's Plan for Plastic (PfP), encourage and educate plastic free living to the community. Monitor events to ensure they are plastic free.                            | Promotion of PfP and a reduction in single use plastics by 2023.   | Reduction of single-use plastics by 2023.  | 2022-2023                                | Yes   | ✓                                    | ✓       | ✓       | Waste Education Officer   | Risk: Poor environment outcomes resulting from PfP not being adequately supported and promoted in the Kwinana community.<br>Mitigation: Actively promote, encourage and educate.   |
|                          | 10. | Improve data collection for illegal dumping and littering.                            | New             | Establish a process to accurately record entire costs, waste streams and tonnages associated with illegal dumping.<br>Create a standard centralised database for all illegal dumping and littering data.  | Analyse existing litter and illegal dumping data sets to identify gaps and recommended improvements by January 2022. | Implement an updated litter and illegal dumping data recording system by June 2022.  | 2021-2022                                | Yes   | ✓                                    | ✓       | ✓       | Waste Management Officer, City Operations and City Assist Teams | Risk: Lack of readily available data and an inability to plan effective strategies to reduce littering and dumping.<br>Mitigation: Centralise data and continuously improve data collection, reporting and analysis.     |
| Data                     | 11. | Improve data collection and analysis for kerbside and bulk waste collection services. | New             | Undertake a review and update of the City's waste management data system to improve reporting and analysis capabilities, using the Waste Authority Waste Data Strategy 2019 as a guide.                   | Analyse existing service data to identify gaps and recommended improvements by January 2022.                         | Have an updated kerbside and bulk waste service data system in place by June 2022.   | 2021-2022                                | Yes   | ✓                                    | ✓       | ✓       | Waste Management Officer  | Risk: Lack of analytical capability and an inability to effectively monitor performance, communicate results and make improvements.<br>Mitigation: Review and update current data system to ensure future effectiveness. |
|                          | 12. | Implement the City of Kwinana Waste Education Plan 2021-25.                           | Existing        | Implement the Waste Education Plan 2021-25 to engage with the community to support behavior changes that improve waste avoidance and recovery outcomes, as well as improve staff awareness and knowledge. | Waste Education Plan actions completed each year.  | Complete implementation of Waste Education Plan<br><br>Reduce contamination rate in recycling and general waste bins to below 10%<br><br>Reduce general waste to below 816kg per household | 2021-2025                                | Yes   | ✓                                    | ✓       | ✓       | Waste Education Officer   | Risk: No education activities performed or not undertaken in a coordinated manner.<br>Mitigation: Implement an Education Plan that provides clear objectives, targets and actions.                                       |

| Waste Management Tool                     | #   | Action  | New or existing | Detailed actions/sub-actions   | Milestones  | Target  | Timeframe for delivery (completion date) | Cost incorporated into annual budget and Corporate Business Plan? | Aligns to Waste Strategy Objective/s |         |         | Responsibility for implementation  | Identified risks (and mitigation strategies)  |
|---|-----|---|-----------------|--|---|---|--|---|--------------------------------------|---------|---------|--|---|
|   |     |   |                 |  |   |   |  |   | Avoid                                | Recover | Protect |  |   |
| Behaviour change programs and initiatives | 13. | Continue to provide incentives for the community to minimise waste generation.  | Existing        | Implement current best practice incentive opportunities as directed by the Waste Education Plan, along with a range of other mechanisms aimed at encouraging residents to make informed decisions regarding their waste generation.<br><br>Continue to offer current waste minimisation incentives, including providing larger recycling bins at no additional cost and subsidised compost and worm farming equipment. Wherever possible, adopt new best practice initiatives as they arise. | Waste Education Plan actions completed and each year.   | Reduce waste generation per household to 816kg per household by 2025  | 2020-2021, Ongoing                       | Yes   | ✓                                    | ✓       | ✓       | Waste Education Officer  | Risk: No incentives provided to reduce waste generation leading to no-reduction or increase to household waste generation.<br><br>Mitigation: Implement a range of best practice initiatives. |
|   | 14. | Provide regular community updates on efforts to recover waste and meet Waste Strategy 2030 targets and seek community feedback where appropriate. | New/ Existing   | Waste collection and recovery statistics to be made available on the City's website and updated regularly.<br><br>Continued use of Catalyse community perception surveying, combined with periodic targeted community engagement activities that seek feedback on waste outcomes, service performance, improvements and educational activities.  | Establish and maintain up to date waste performance information on the City's website.<br><br>Routinely obtain community feedback on waste matters. | Up-to-date waste performance statistics maintained on City website.<br><br>Community feedback obtained routinely. | 2021-2022, Ongoing                       | Yes   | ✓                                    | ✓       | ✓       | Waste Management Officer, Waste Education Officer, Communications and Marketing Team | Risk: Waste statistics and surveys may receive negative responses.<br><br>Mitigation: Include positive content highlighting City actions and opportunities for improvements.                  |



# 6.0 Monitoring and Evaluation

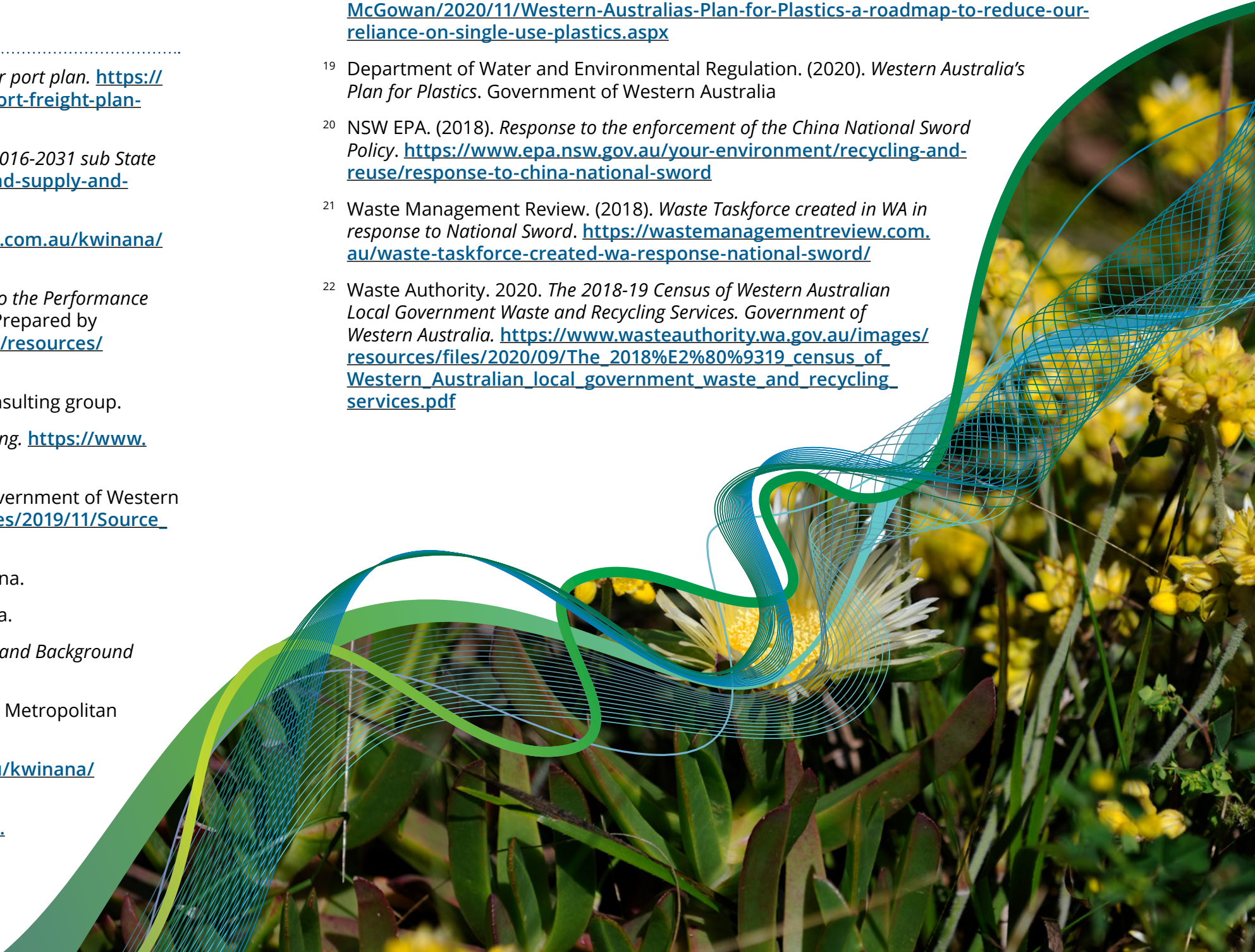
This Plan outlines a range of strategies and actions that will be undertaken over the next five years. The actions outlined in Section 5.0 will be assigned to staff, incorporated into team and individual work plans, and reviewed on an annual basis. Monitoring and reporting of the Plan's implementation and outcomes will be undertaken utilising the City's internal corporate reporting systems and through the City's annual reporting to the Department of Water and Environmental Regulation under Part 3A of the Waste Avoidance and Resource Recovery Regulations 2008.

The Plan will receive a mid-life review following the completion of key initiatives scheduled by the end of 2022-2023 (such as the third kerbside bin feasibility assessment and the littering and illegal dumping strategy), and be comprehensively reviewed, evaluated and updated ahead of the Plan's end of life in 2025.

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## 16.2 City of Kwinana Waste Education Plan 2021-2025

### DECLARATIONS OF INTEREST:

There were no declarations of interest declared.

### SUMMARY:

Waste education is a key factor to the success of a waste management system and, thus, plays a vital role in supporting the City's strategic waste management outcomes. In conjunction with the development of the City's Waste Plan 2021-2025 (Waste Plan), the supporting Waste Education Plan 2021-2025 (WEP) has been produced to direct the City's future educational and behaviour change activities. With both new Plans developed concurrently, they are now directly aligned in their objectives, targets and timeframes.

Delivery of the City's WEP is a fundamental aspect of the Waste Plan's implementation. The Waste Plan's development was guided by the State Government's Waste Avoidance and Resource Recovery Strategy 2030 (Waste Strategy 2030), including the alignment of its overarching objectives, as follows:

- Avoid; generate less waste;
- Recover; recover more value and resources from waste; and
- Protect; protect the environment by managing waste responsibly.

As a supporting document to the Waste Plan, the WEP objectives are aimed at increasing community awareness and understanding of current waste management practices that are consistent with the requirements of the Waste Plan, as follows:

- Minimise waste generation;
- Reduce contamination in kerbside collection bins;
- Maximise material recovery from all waste streams; and
- Partner with Stakeholders to deliver effective waste education initiatives.

In order to drive active improvement to community waste behaviours that will see the realisation of the City's waste objectives, the following key targets have been set in the WEP:

- Reduce contamination rate in recycle bins to below 10% by 2025;
- Reduce recyclables in the general waste stream to below 10% by 2025; and
- Reduce general waste to below 816kg per household by 2025.

The objectives, targets and actions outlined in the WEP are the result of a comprehensive plan development process. Talis Consultants were engaged to develop the WEP with support from City Officers. In brief, the development process included the following:

- Evaluation of previous waste education outcomes;
- Analysis of waste performance, tonnage and bin composition audit data;
- National benchmarking;
- Community feedback analysis and key stakeholder consultation; and
- Integration of the Waste Plan and Waste Strategy 2030 objectives and targets.

The WEP contains a total of 31 actions, comprising of both new and existing activities across the following key categories:

- Strategy and Planning;
- Auditing;
- Partnerships and Networks;
- Waste Team Operations;
- Schools and Institutions;
- Community Engagement Programs;

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- Communications and Community Resources;
- Support Tools and Infrastructure; and
- Community Events.

Headline activities to be undertaken in WEP action plan include:

- Delivery of a range of community education programs, events, workshops and accompanying promotional material;
- Active participation in state and national activities such as Clean Up Australia Day, Keep Australia Beautiful, Recycling Week, Garage Sale Trail, etc.
- Subsidised waste reduction equipment such as compost bins, worm farms and cloth nappies;
- Development of education packages for local schools;
- Development of resources for culturally and linguistically diverse residents;
- Development of a waste specific community surveying program;
- Improved use of waste collection data in targeted community messaging;
- Improved communication and publicity of waste performance; and
- Improved education and training of City staff.

The implementation of the WEP will continue to remain the responsibility of the City's Waste Minimisation Officer, however the position will be retitled as a Waste Education Officer, as recommended in the WEP. There are no direct financial implications in the delivery of the WEP, with all aspects being financially achievable within existing budgets and long term financial plan projections.

### **OFFICER RECOMMENDATION:**

That Council adopt the City of Kwinana Waste Education Plan 2021-2025 as at Attachment A.

### **DISCUSSION:**

In the development of the WEP, a comprehensive review was undertaken by Talis Consultants, with support from City Officers, which included the following key aspects:

- Complete review of the City's previous Waste Education Plan 2019-2020, including establishing the current status of all actions and evaluation of their outcomes;
- Analysis of the City's waste performance and tonnage trends;
- Analysis of bin composition audit data to establish community waste behavior trends;
- Extensive national benchmarking of waste education plans and activities to determine industry standards and current best practice;
- Analysis of community feedback obtained through targeted surveying and the Catalyse community perception surveying program;
- Consultation with key stakeholders involved in the delivery of the City's waste services;
- Review of waste data capabilities, particularly with respect to contract collection data availability and utilisation potential to inform targeted education activities;
- Consideration and integration of the City's Waste Plan 2021-2025 and State Government Waste Strategy 2030 objectives, targets and timeframes.

## 16.2 CITY OF KWINANA WASTE EDUCATION PLAN 2021-2025

There were a number of key findings from the review process, including:

- While not uncommon nationally, the City was one of few Western Australian Local Governments with an existing Waste Education Plan;
- The City's existing Waste Education Plan 2019-2020 is largely consistent with those benchmarked and, arguably, industry leading in several respects. Most of the industry best practice activities identified are already being delivered or planned by the City;
- There is a high level of community satisfaction with the waste services currently delivered by the City with satisfaction ratings in excess of 80%, and performance index scores consistent with industry average, albeit notably behind industry high;
- The City has particularly poor kerbside bin contamination performance in both the waste and recycling streams, with over 20% contamination in each stream in 2020;
- Likely, in-part, due to the City's introduction of waste behavior change resourcing and activities, annual waste generation per household steadily decreased between 2016 and 2019, from 926kg/household to 894kg/household respectively;
- The City has a high proportion of culturally and linguistically diverse residents, with 42% born overseas, however there is currently a lack of non-English waste service guidance and education materials provided;
- The City's kerbside waste and recycling collection contractor generates a range of collection data, such as location specific contamination confirmation, which could be proactively used by the City to undertake area or content specific communications;
- The City's current waste material recovery performance of 25% is poor, below the Perth metro average of 42%, and well below the State Government target of 65%;
- The City's overall recovery performance is expected to exceed 90% with the introduction of Energy from Waste (EfW) in 2022, however this will not increase the City's material recovery performance (higher order separation of materials pre-EfW); and
- Community waste behaviours must be changed to improve the City's material recovery performance, particularly through reduced waste generation and bin contamination.

The findings of the review directly informed the development of the WEP content, objectives, targets and actions, and is considered to represent contemporary industry best practice.

### **LEGAL/POLICY IMPLICATIONS:**

*Waste Avoidance and Resource Recovery Act 2007*

### **FINANCIAL/BUDGET IMPLICATIONS:**

All aspects of the Waste Education Plan 2021-2025 are financially achievable within the City's existing long term financial plan projections.



**16.2 CITY OF KWINANA WASTE EDUCATION PLAN 2021-2025****ASSET MANAGEMENT IMPLICATIONS:**

No asset management implications have been identified as a result of this report or recommendation.

**ENVIRONMENTAL IMPLICATIONS:**

The implementation of the Waste Education Plan 2021-2025 will result in environmental benefits. Continued delivery of waste education initiatives, combined with the introduction of both a Waste Local Law and a Litter and Illegal Dumping Strategy (actions within the City's new Waste Plan) will reduce bin contamination and incidences and volume of illegally disposed materials.

**STRATEGIC/SOCIAL IMPLICATIONS:**

This proposal will support the achievement of the following outcome/s and objective/s detailed in the Corporate Business Plan and Strategic Community Plan.

| Plan                     | Outcome                   | Objective   |
|--------------------------|---------------------------|---|
| Corporate Business Plan  | 6. Optimise City Services | 6.1 Encourage waste minimisation, recovery and recycling as well as ensure appropriate disposal and reuse |
| Strategic Community Plan | A well serviced City      | 4.3 Ensure the Kwinana community is well serviced by government and nongovernment services                |

**COMMUNITY ENGAGEMENT:**

In the development of the Waste Education Plan both a targeted survey and Catalyse community perception survey data was analysed. Most recently, in October 2020, the Catalyse survey was distributed to 4,000 randomly selected households and received 410 responses. Waste and recycling services received an 89% positive rating and a performance score of 65 out of 100. This performance score was two points below the industry average and consistent with other Local Governments, however improvements can be made for the City's services to become industry leading.

In September 2020, a service specific survey was conducted as part of a review of the City's bulk waste collection service. The survey received 1,132 responses and demonstrated a high general satisfaction rating of 81%.

An action within the Waste Plan, which flows into the Waste Education Plan is the development and implementation of a community communication program, whereby the City will introduce regular community updates on waste performance and activities, and seek targeted community feedback more frequently. This is intended to increase transparency, awareness, education, enthusiasm and trust from the community and build upon the City's capability to most effectively improve its services and performance, and enhance community awareness and education on waste matters.

## 16.2 CITY OF KWINANA WASTE EDUCATION PLAN 2021-2025

**PUBLIC HEALTH IMPLICATIONS:**

The recommendations of this report have the potential to improve determinants of health factors in the community regarding environmental quality and neighbourhood amenity.

**RISK IMPLICATIONS:**

The risk implications in relation to this proposal are as follows:

|  |  |
|--|--|
| Risk Event                                   | Failure to implement waste education and behaviour modification initiatives  |
| Risk Theme                                   | Inadequate environmental management  |
| Risk Effect/Impact                           | Financial<br>Environment   |
| Risk Assessment Context                      | Operational  |
| Consequence                                  | Moderate   |
| Likelihood                                   | Almost certain   |
| Rating (before treatment)                    | High   |
| Risk Treatment in place                      | Avoid - remove cause of risk   |
| Response to risk treatment required/in place | Implement a comprehensive and holistic waste education program that seeks to support State and local waste objectives to reduce waste generation, increase material recovery and protect the environment |
| Rating (after treatment)                     | Moderate   |

**COUNCIL DECISION**

376

**MOVED CR M ROWSE****SECONDED CR M KEARNEY**

**That Council adopt the City of Kwinana Waste Education Plan 2021-2025 as at Attachment A.**

**CARRIED**  
**6/1**



# Waste Education Plan 2021 – 2025



**Prepared for City of Kwinana**

**3 February 2021**

**Project Number: TW20103**

**DOCUMENT CONTROL**

| Version | Description    | Date       | Author | Reviewer | Approver |
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Approval for Release

| Name        | Position                | File Reference                            |
|-------------|-------------------------|---|
| Ross Cullen | Senior Waste Consultant | TW20103 - Kwinana Waste Education Plan.2a |

Signature

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## 1 Introduction

The City of Kwinana (the City) recognises the importance of sustainable waste management services for its communities and the requirement to have a clear plan for the future. Waste education is a key factor to the success of a waste management system and plays a vital role in supporting the City's waste management services.

The best performing waste management systems are supported by strong waste education programs. The purpose of this Waste Education Plan (WEP) is to strategically direct the future educational and behaviour change activities that will effectively contribute to achieving the City's objectives and waste targets. This WEP will provide a four-year coordinated plan to encourage the community to avoid, reduce, reuse and recycle waste responsibly resulting in reduced contamination, maximised material recovery from all waste streams and improved disposal actions.

### 1.1 Scope and Objective

The aim of the WEP is to develop waste management behaviours in the community that align to the direction of the City. More specifically the WEP aims to:

---

***Increase community awareness and understanding of current waste management practices consistent with the requirements of the City's Waste Plan 2021 - 25.***

---

#### 1.1.1 Objectives

The key waste education objectives of the City are:



**Objective 1:** Minimise waste generation



**Objective 2:** Reduce contamination in kerbside collection bins



**Objective 3:** Maximise material recovery from all waste streams



**Objective 4:** Partner with Stakeholders to deliver effective waste education initiatives

## 1.2 City's Targets

The City is determined to actively improve the waste behaviours in the community and as a result, has set the following ambitious targets for the duration of WEP:



**Target 1:** Reduce contamination rate in recycle bins to below 10% by 2025



**Target 2:** Reduce recyclables in the general waste stream to below 10% by 2025



**Target 3:** Reduce general waste per household to below 816kg per household by 2025

The above were developed through the SMART approach by setting targets which were considered Specific, Measurable, Achievable, Relevant and Time-bound. To assist with this approach, a number of other tasks were undertaken including a review of waste education targets nationally, workshops with City officers and a review of available waste data. The final values were determined based on the City's resident's previous performance in these areas and are considered both challenging, but achievable.

## 2 Legislative Framework and Policy Drivers

The following Section briefly outlines the key documents, policies and guidelines at the state, regional and local level relevant to waste education that may impact the City, currently, or in the future.

### 2.1 International

Many nations, Australia included, relied on China to process and re-manufacture their waste. Since 2017 the country has been enacting policy centred on reducing its importation of foreign solid waste. The policy left exporters of waste in turmoil and has spurred waste exporting nations, like Australia, to refine their own waste policies. It has highlighted the need for more local infrastructure and opportunities to improve waste practices, reduce waste to landfill and promote circular economy thinking. As a result, the waste industry of Australia is a stage of transition which will impact on the City over the term of this Waste Education Plan.

### 2.2 National

The Commonwealth Government has limited constitutional powers to engage directly in domestic waste management issues. This responsibility largely rests with state and territory governments, and Local Government Authorities (LGAs). However, the policy shift by China has resulted in the Federal Government taking a much more active strategic role which affects all levels of Government in Australia including but not limited to the following:

- Release of the National Waste Policy – *Less Waste, More Resources* (2018) – The policy identifies five overarching principles underpinning waste management in a circular economy, including:
  - Avoid waste;
  - Improve resource recovery;
  - Increase use of recycled material and build demand and markets for recycled products;
  - Better manage material flows to benefit human health, the environment, and the economy; and
  - Improve information to support innovation, guide investment and enable informed consumer decisions.
- Council of Australian Governments (COAG) proposed export ban (2019) – The agreement set out a timeframe for banning the export of unprocessed plastic, paper, glass, and tyres (Figure 2-1); and
- Passing of the *Recycling and Waste Reduction Act 2020* – The Federal Government has passed legislation to enforce the COAG ban of exported waste materials.



Figure 2-1: Export Ban Timeline (COAG, 2020)

## 2.3 State Framework

The WA State framework consists of legislation, development plans and strategies, and guidelines which steer the management of waste as summarised in Table 2-1. The main legislative documents describe the requirements for transporting, storing, processing, managing, recovering, and disposing of waste and recyclable material.

Table 2-1: State Waste Framework

| Legislation  | Plans & Strategies  |
|--|---|
| Waste Avoidance and Resource Recovery Act 2007                               | Waste Avoidance and Resource Recovery Strategy 2030   |
| Waste Avoidance and Resource Recovery Amendment (Container Deposit) Act 2019 | Waste Avoidance and Resource Recovery Action Plan 2030                                      |
|  | Department of Water and Environmental Regulation Western Australia's Plan for Plastics 2020 |

### 2.3.1 Waste Avoidance and Resource Recovery Act 2007

The Waste Avoidance and Resource Recovery (WARR) Act 2007 came into effect in July 2008. The main objective of the WARR Act is “to contribute to sustainability and the protection of human health and the environment, in Western Australia and the move towards a waste free society by:

- *Promoting the most efficient use of resources, including resource recovery and waste avoidance;*
- *Reducing environmental harm, including pollution through waste;*
- *The consideration of resource management options against the following [Waste Management] hierarchy:*

- *Avoidance of unnecessary resource consumption;*
- *Resource recovery (including reuse, reprocessing, recycling, and energy recovery;*
- *Disposal.”*

### 2.3.2 Waste Avoidance and Resource Recovery Strategy 2030

The Western Australian Waste Authority published the Waste Avoidance and Resource Recovery Strategy 2030 (WARR Strategy) in February 2019. The WARR Strategy’s vision is for Western Australia to “become a sustainable, low-waste, circular economy in which human health and the environment are protected from the impacts of waste”.

The WARR Strategy outlines high level overarching targets for the State under three key objectives namely Avoid, Recover and Protect. These targets are shown in Table 2-2.

**Table 2-2: WARR Strategy State Waste Targets**

| Objective | Target  |
|-----------|---|
| AVOID     | 2025 – 10% reduction in waste generation per capita.<br>2030 – 20% reduction in waste generation per capita.  |
| RECOVER   | 2025 – Increase material recovery to 70%<br>2030 – Increase material recovery to 75%<br>From 2020 – Recover energy only from residual waste.                      |
| PROTECT   | 2030 – No more than 15% of waste generated in Perth and Peel regions is landfilled.<br>2030 – All waste is managed and/or disposed to better practice facilities. |

Specific targets have also been set under each objective, which are separated into targets for the community, government and the waste industry as shown in Figure 2-2. The targets are set for Municipal Solid Waste (MSW) and commercial and industrial waste (C&I) for 2020, 2025 and 2030.

The Waste Strategy states that sustained behaviour change by governments, industry and households is pivotal to the reaching the targets by 2030, with education being identified as a fundamental strategy underpinning the behaviour change approaches to avoid, recover, and protect.



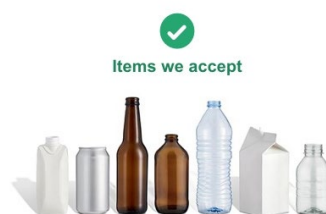
Figure 2-2: WARR Strategy Avoid, Recover and Protect Targets

### 2.3.3 WA Container Deposit Scheme – Containers for Change

The State Government, through the Department of Water and Environmental Regulation (DWER), have introduced a WA Container Deposit Scheme (CDS). The 'Containers for Change' scheme commenced in October 2020. The CDS will bring WA in line with South Australia, the Northern Territory, New South Wales, Queensland, and the Australian Capital Territory who already have, or plan to implement, similar schemes. The primary drivers for the CDS in WA are litter reduction, increased recycling rates and environmental protection, with the scheme expected to complement existing kerbside collection services.



CDS will enable people to return eligible empty beverage containers to approved collection depots or reverse vending machines (RVM) to receive a 10-cent refund. The depots and Return Vending Machines (RVMs) are located at various locations across the State to facilitate access by the community. Most beverage containers between 50 millilitres and 3 litres will be eligible for a refund. It is anticipated that the CDS will also provide benefits to the community, sporting groups and charities who will be able to raise revenue through beverage container collection programs.



## 2.4 Local

### 2.4.1 Waste Local Law

Local laws aim to assist LGAs in managing and/or enforcing the correct use of bins including maximum bin weight, defining terms (such as 'non-collectable waste' and 'recycling waste') and specifies materials that cannot be placed in a general waste receptacle if the LGA provides alternative (e.g. recycling) bins.

In 2020, the City commenced preparing a draft waste local law (Waste Local Law) that covers the City's and owner/occupiers' responsibilities. It also provides the City with options for enforcement in the event of misuse of the waste service. This Waste Local Law is likely to come into force during the period of this WEP.

### 2.4.2 Waste Plan

The City adopted its City of Kwinana Waste Management Strategy 2017-2021 in 2017. The City was one of a few LGAs with an active strategy during this timeframe. However, the DWER has recently adopted a process requiring all LGAs to formally submit a Waste Plan to demonstrate alignment with its latest WARR Strategy. In 2019, the City received a notice from the DWER requiring the preparation of a formal Waste Plan which will effectively set out the waste strategy actions until 2025. This WEP has been prepared to align with and compliment the measures outlined for the Waste Plan, with both plans being completed and adopted concurrently.

### 3 The Circular Economy and Waste Management Hierarchy

The State Waste Strategy and Action Plan sets out a roadmap to move the State towards a Circular Economy. The Circular Economy concept has recently been obtaining significant media attention across Australia and internationally. The circular economy is an alternative to the traditional, linear economy (take, make, use, dispose) which refers to taking resources, making goods that are then bought and used to then be disposed of as waste. Given there is a finite supply of natural resources which are getting increasingly harder and costlier to extract, these traditional processes result in unnecessary waste. A circular economy aims to ‘close the loop’ by recovering and reusing items that would otherwise have been disposed of and returning them to the economy – considering them as a valuable resource rather than waste (Figure 3-1).



Figure 3-1: Circular Economy

The State Waste Strategy is also guided by the ‘Waste Management Hierarchy’, which is an internationally adopted principle and concept which lists waste management options in order of preference according to their sustainability and environmental impacts.

As shown in Figure 3-2, options which achieve outcomes higher up the Waste Management Hierarchy are preferred over those located further down the Hierarchy. Waste education usually focuses on initiatives at the top of the hierarchy (Avoid, Reduce, Reuse and Recycle) along with informing on the services provided.

The actions outlined in this WEP have been aligned with principles of both the ‘Waste Management Hierarchy’, and the Circular Economy to support a sustainable waste management system.

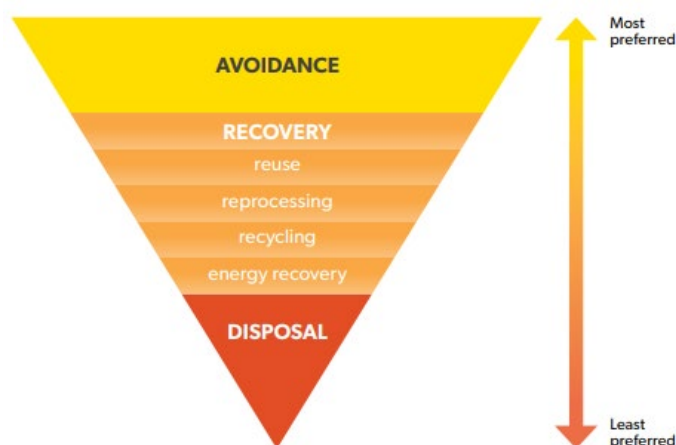


Figure 3-2: Waste Management Hierarchy (Waste Authority, 2019)

## 4 Current Situation

The following Section provides a summary of the City's demographics, waste services, relevant stakeholders, and recent waste education activities. Understanding the current and historical context is considered critical for outlining future waste education actions.

### 4.1 Regional Characteristics

The City is located in Perth's outer suburbs between 25 – 37 kilometres (km) south of Perth<sup>1</sup>, covering a total area of approximately 120km<sup>2</sup>. The City comprises of residential, commercial, industrial, and rural land, including extensive native bushland, public open space and a major retail and commercial centre at the Kwinana City Centre. Additionally, the Kwinana Industrial Area is one of the largest employment areas in the Perth Metropolitan Area.

The City is the second fastest growing LGA in Western Australia and is amongst the most culturally and linguistically diverse (CALD) areas, with 42% of residents born overseas and 28.6% of the residents speaking a language at home other than English<sup>2</sup>. The most common languages are Tagalog (Filipino) (4.65%) Punjabi (3.29%), Mandarin (0.66%) and Hindi (0.70%). The City had a population of just over 38,918 residents in 2016, based on the Australian Bureau of Statistics data (2016) and is expected to grow to 85,158 by 2036. The City has an estimated 12,892 private dwellings with an average of 2.7 persons per household<sup>3</sup>. Approximately 95.7% of all private dwellings are single or semi-detached/townhouses, with multi-unit dwellings (MUDs) making up 3.4% of private dwellings.

### 4.2 Waste Trends

A summary of the City's Waste Data and service offerings have been provided in the following Sections.

#### 4.2.1 Waste Services

The major waste services offered by the City consist of the following:

##### Kerbside Collection

- Fortnightly collection of co-mingled recyclables in a 240 or 360L yellow lidded bin; and
- Weekly kerbside collection service of general waste in a 240L dark green lidded bin.

##### Vergeside Collection

- Three green waste collections per annum; and
- Two bulk household waste collections per annum.

For additional waste volumes or hazardous materials, the City refers its residents to the nearby City of Rockingham Millar Road Landfill Facility and City of Cockburn Henderson Waste Recovery Park.

It should also be noted that the City's waste has entered into a long term Waste Supply Agreement with the Kwinana Energy from Waste (EfW) facility. The City entered into this agreement in 2013 at a

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<sup>1</sup>Profile.id. City of Kwinana Community Profile. <https://profile.id.com.au/kwinana>

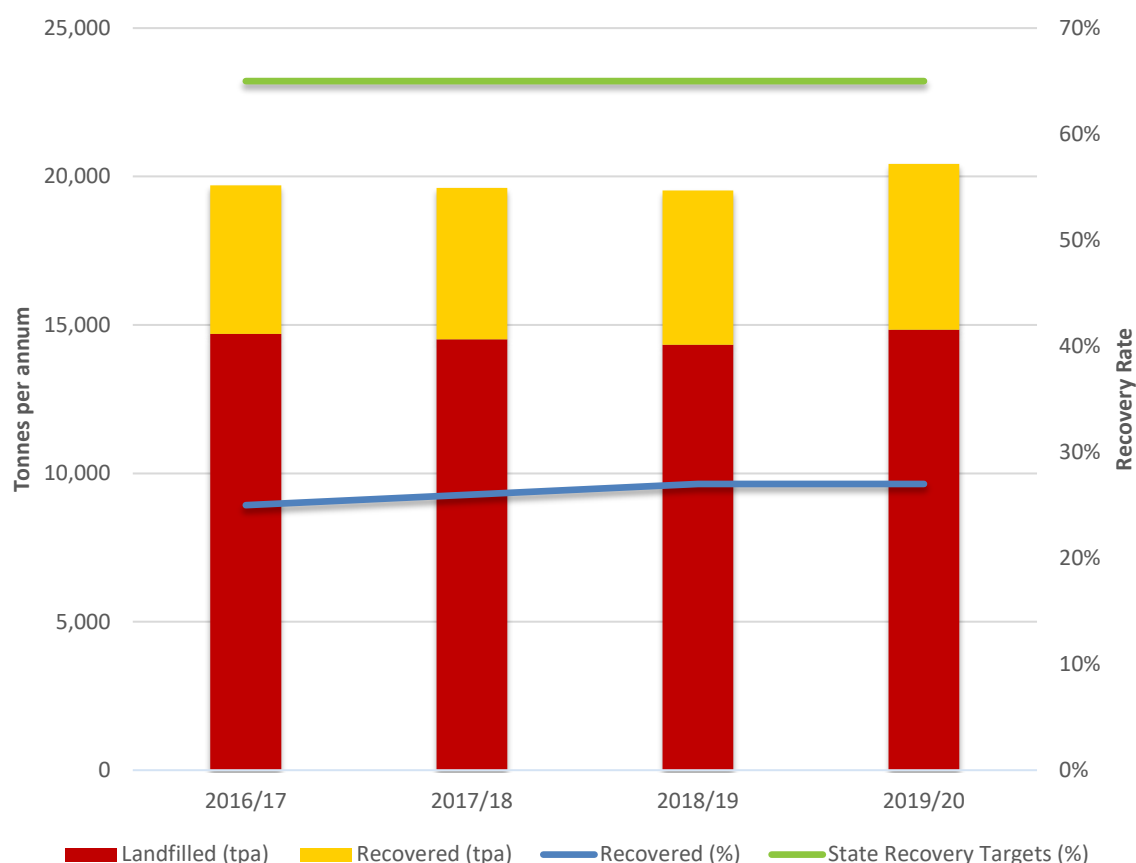
<sup>2</sup> City of Kwinana Workforce Plan 2016-2021

<sup>3</sup> City of Kwinana Strategic Community Plan 2019-2029

time when the use of EfW facilities was aligned with the State Government’s strategic direction. It is anticipated that the City’s residual waste will begin being treated at this facility at its completion in the near future.

#### 4.2.2 Waste Generation and Recovery

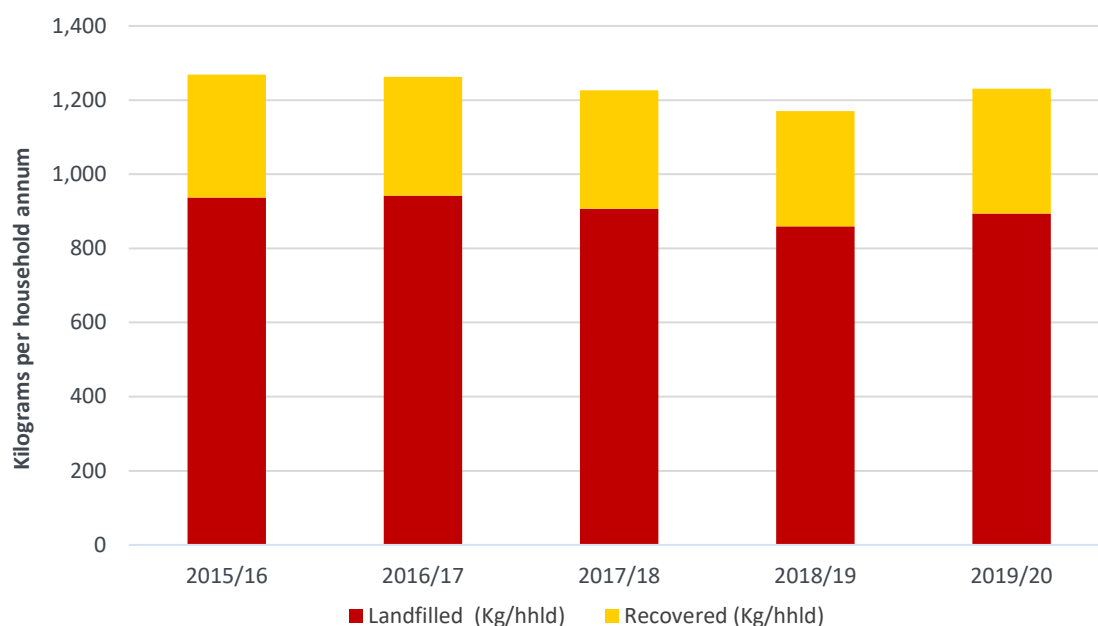
The total household waste generation and recovery rates for the City between 2015 and 2020 is shown in Figure 4-1. The total tonnes per annum increased between 2018-19 and 2019-20 financial years however, the average recovery rate has remained relatively consistent since the 2015-16 financial year. The recovery rate is currently 27%, falling below the state target of 65% recovered material.



**Figure 4-1: Household Waste Generation and Recovery Rates**

The average household material that was landfilled and recovered per household from 2015-16 onwards, is shown in Figure 4-2.

The material landfilled each year was following a downward trend until 2019-20 which saw an increase in household waste landfilled that year from 859kg/household to 894 kg/household per annum.

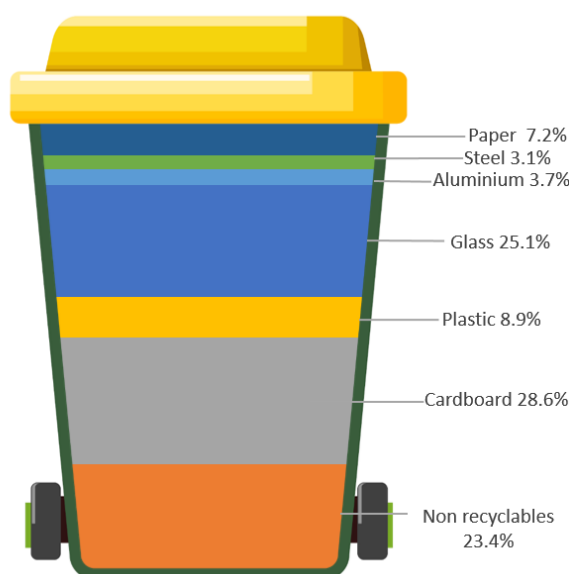


**Figure 4-2: Household Waste Generation and Recovery (Kg/hhld)**

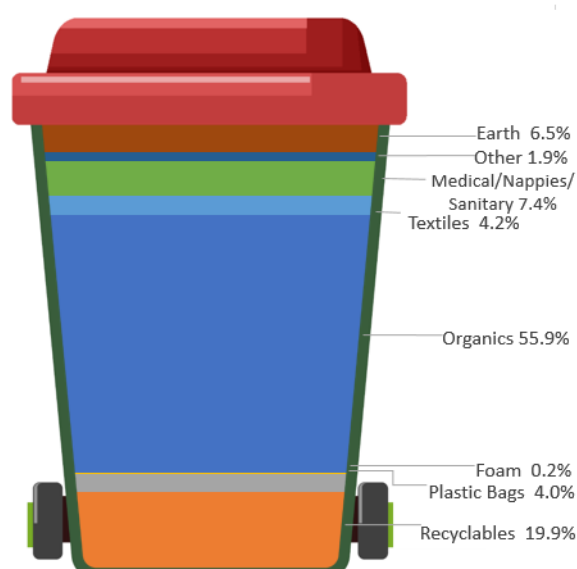
### 4.2.3 Kerbside Compositional Data

Biennial audits have been conducted by the Southern Metropolitan Regional Council (SMRC) within the suburb of Parmelia since 2012. The general waste and co-mingled recycling streams collected were sorted into categories of recyclable and non-recyclable. The composition breakdown of the kerbside co-mingled recycling and general waste bins is shown in Figure 4-4 and Figure 4-3.

The general waste stream contains 7.4% medical, nappies and sanitary waste and 19.9% recyclables. The co-mingled recyclables have a contamination rate of 23.4% highlighting the need for targeted waste education and behaviour change programs.



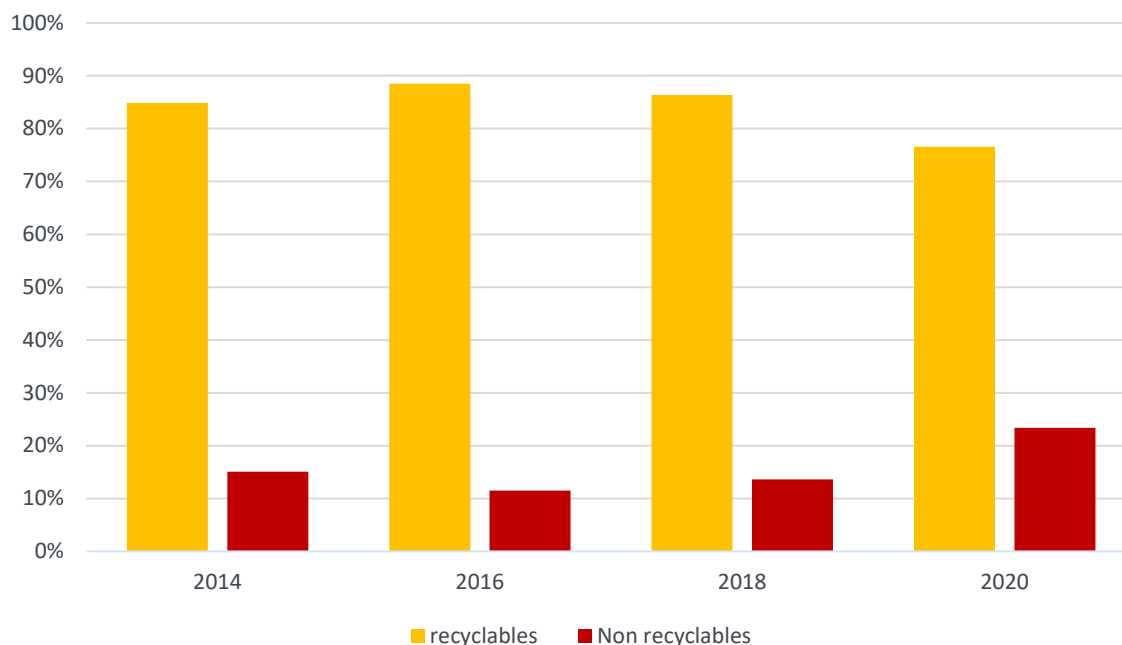
**Figure 4-4: Composition of Kerbside Co-mingled Recyclables 2020**



**Figure 4-3: Composition of Kerbside General Waste Bin 2020**

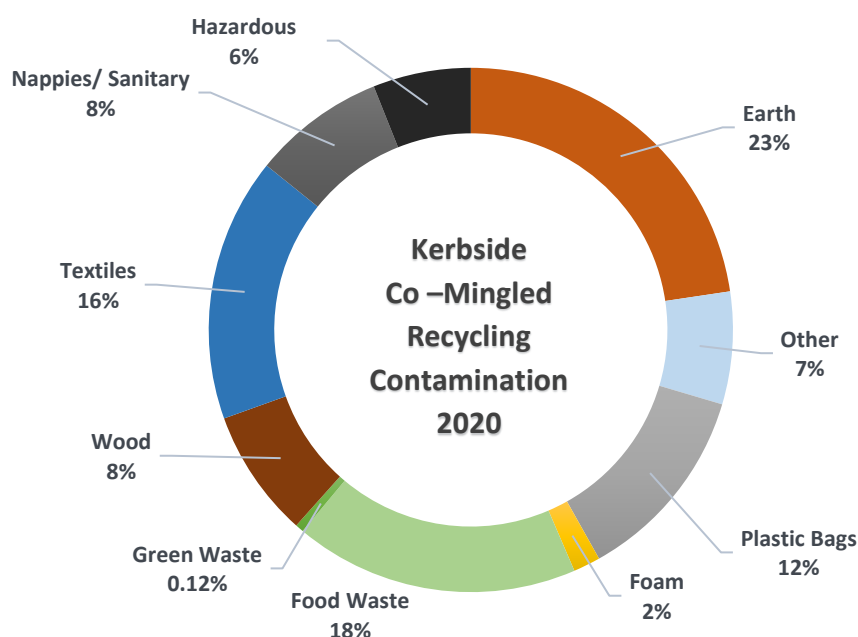
#### 4.2.4 Kerbside Recyclables Contamination

The contamination rate of the kerbside recycling bin recorded during the biennial audits is shown in Figure 4-5 with the contamination rate increasing from 13.6% in 2018 to 23.4% in 2020.



**Figure 4-5: Kerbside Recycling Contamination 2014 -2020**

The composition of the non-recyclables present in the kerbside recycling is shown below Figure 4-6. Earth consisting of pavers/bricks, ceramics, dust, dirt, and rock makes up 23.4% of the kerbside recycling bin, followed by food waste at 18% and textiles at 16%. Nappies and sanitary items are also a problematic waste and contribute to 8% of the contamination.



**Figure 4-6: Breakdown of Co-Mingled Recycling Contamination 2020**



It is generally understood in the waste industry that users of recycling bins can have good intentions towards recycling but may be unaware of the realities associated with the processing of materials. For example, users placing their recyclable materials in plastic bags. Users have the right intention in separating their recyclables but are unaware that processors class this material as contamination due to a number of factors. The same is true for textile materials, with users believing that the items such as second hand clothes are recyclable through their standard yellow bin. Again, however these are not recovered through processing operations, and even cause equipment breakdowns when intertwined with machinery. While these instances of contamination are a concern, it represents a user with good intention, and with minor intervention – improvements can be made to contamination levels. The greater concern for the City is in regard to the high levels of earth and food waste shown in previous audits. At a minimum, these levels of contamination represent one or more of the following:

- Lack of understanding of the system;
- Mistrust for the service;
- Disregard for the service; and
- General waste bin capacity issues.

This highlights a potential need for stricter contamination monitoring and enforcement by the City.

### 4.3 Stakeholders

The following Primary and Secondary Stakeholders have been identified in the WEP, listed in Table 4-1. These groups have an impact on the City's Waste Services and Activities by being either interested in, concerned about, affected by, having a vested interest in, or involved in waste management either directly or indirectly.

**Table 4-1: Stakeholders**

| Primary Stakeholders  | Secondary Stakeholders  |
|---|---|
| <ul style="list-style-type: none"> <li>• Staff and elected members (Internal)</li> </ul>                        | <ul style="list-style-type: none"> <li>• Other LGAs</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Waste Contractors (kerbside and bulk waste collections):</li> </ul>    | <ul style="list-style-type: none"> <li>• Minister for the Environment</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Schools and TAFE</li> </ul>  | <ul style="list-style-type: none"> <li>• Department of Water and Environmental Regulation (DWER)</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Sporting and leisure centres, groups, and associations</li> </ul>      | <ul style="list-style-type: none"> <li>• The Waste Authority of WA</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Local Environmental Organisations</li> </ul>                           | <ul style="list-style-type: none"> <li>• Western Australian Local Government Association (WALGA)</li> </ul>   |
| <ul style="list-style-type: none"> <li>• City Residents</li> </ul>  | <ul style="list-style-type: none"> <li>• Keep Australia Beautiful (KAB)</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Businesses (Non-Residential entities/Commercial properties)</li> </ul> | <ul style="list-style-type: none"> <li>• Department of Education and Sustainable Schools</li> </ul>   |
|   | <ul style="list-style-type: none"> <li>• WMAA Waste Educators Working Group</li> </ul>  |
|   | <ul style="list-style-type: none"> <li>• Non-profit organisations and groups e.g. Plastic Free July, Mobile Muster, Planet Ark, Charity organisations.</li> </ul> |

## 4.4 Activities and Resources

The following subsections detail the most recent communication and waste education activities undertaken by the City.

### 4.4.1 Waste Education Staffing

The City has historically employed a dedicated Waste Minimisation Officer since 2017 who has facilitated or participated regularly in waste education activities whilst establishing working partnerships with resident and known stakeholders. This officer was a key member in coordinating the waste education activities with the support of the City's waste team.

### 4.4.2 Bin Tagging Program

The City has been successfully running a kerbside bin tagging program since 2015. The aim of the program is to provide direct feedback to residents on the correct disposal of materials through their kerbside service. Bin tagging programs use a combination of information provision, incentives, and enforcement to achieve increased resource recovery and a reduction in contamination. The City initially participated in a Pilot Program in conjunction with WALGA and has continued to run a bin tagging program in each of the following years.

The percentage of recycling bins that had no contamination during the baseline and final tagging event for each year has been provided in Table 4-2.

**Table 4-2: Bin Tagging Results - Recycling Bins with no Contamination (%)**

| Year | Description                                  | Participating Households | Recycling Bins with no Contamination (%) |               |
|------|--|--------------------------|--|---------------|
|      |  |                          | Baseline                                 | Final Tagging |
| 2015 | Pilot Program                                | 2000                     | 36.36                                    | 68.91         |
| 2016 | Follow up Pilot Program                      | 295                      | 30.15                                    | 57.54         |
| 2017 | Small Scale Tagging Program                  | 563                      | 42.81                                    | 50.98         |
| 2019 | Large Scale Tagging Program (February – May) | 3502                     | 14.3                                     | 20.1          |
| 2019 | Large Scale follow up Tagging (June)         | 3048                     | 14.3                                     | 17.83         |

The 2019 bin tagging program showed a 5.1% improvement in kerbside recycling bins that contained contamination. The follow up tagging program was conducted over a two-week period which showed a 3.52% improvement from the initial baseline audit in February 2019. The 2019 audit period resulted in a significant decline in recycling bins with no contamination. A prominent contaminant found in the recycling bins was soft plastics, which was not considered a contaminant prior to 2018. This was attributed to the Consistent Communications Collective classifying soft plastics as a contaminant in 2018 leading to the higher contamination rates. The 2020 bin tagging program was unable to be completed due to COVID-19 Pandemic.

#### 4.4.3 Regional Partnership

The City's membership with the SMRC will cease at the end of 2020/21, having been a member since its inception in 1991. As part of the membership with the SMRC the following programs and resources have been provided:

##### Community Engagement

The SMRC provides regular free tours of the RRRF for the community to educate the community on the recycling process by demonstrating what happens to their waste and the importance of correct source separation. School incursions and presentations are also provided by the SMRC.

##### Recycle Right Campaign and App

Recycle right is a campaign that encourages and assists residents and businesses in Western Australia to recycle, reduce their waste and live more sustainably. The App was developed and is maintained by the SMRC. The campaign has its own website and app which provides the community with important information regarding waste management, including an A-Z guide on disposing and recycling of household items.

##### Compositional Audits

The SMRC has undertaken biannual audits of the kerbside waste and recycling bins since 2005. The audits have been conducted on the same sample each year. The results have been used to measure the effectiveness of the education campaign and inform future behaviour change programs. The audit results for 2019/20 are detailed in Section 4.2.

##### School Incursions

The SMRC provides school incursion programs and educational tours of the Resource Recovery Facility in Canning Vale. The aim of the school programs and tours is to engage students in order to develop a better understanding and appreciation of the importance of waste and recycling.



##### Annual 'How to Guide' Calendar

The SMRC in consultation with the City has provided an annual Waste and Recycling Calendar and Guide for residents to inform them of the City's Waste Services and correct waste management practices. The guide is mailed out to residents each year and is made available on the City website.

#### 4.4.4 Community Resources

##### Website

The City's website provides kerbside collection information including; "What Goes Where", collection calendars, services available to residents, links to waste related fees and charges and relevant contacts and the delivery of waste education programs.

##### Social Media

Social media has been actively used by the City to promote correct source separation and provide up to date information relating to waste minimisation and programs including workshops run by the City.

##### Recycle Bin Stickers and Public Place Bin Stickers

Recycle bin stickers have been developed to provide residents with information on the correct use of their bins.

Bin stickers are placed in all new and replacement bins provided by the City and are distributed at all events and workshops. Residents can request bin stickers via the City's website. Public place bins throughout the City feature informative wraps to encourage correct source separation.



#### 4.4.5 Events

The City has maintained a presence at community events for several years and has developed a formal partnership with the Kwinana Market Place Shopping Centre to enable both parties to pool resources and promote community focused initiatives. The Waste Minimisation Officer collaborates with the community place leaders who regularly hold community stalls to ensure that waste education and resources that are current and up to date are made available to residents.

Stalls are also held at the Market Place to align with State and National waste minimisation campaign and events including Plastic Free July, Plastic Bag ban and the National Recycling Week.

#### 4.4.6 Community Workshops

The City regularly runs a collection of home composting, worm farm and topical waste reduction and sustainability workshops throughout the year. The programs provide the community with the opportunity for face-to-face engagement to increase their knowledge on ways to reduce, reuse and recycle more effectively in their home.

The City has currently held 7 home worm farm workshops to date with 221 attendees and an average of 17 worm farm cafes purchased per session. The home composting program was established in 2018 with over 40 attendees and demonstrates to community members how to use a 220L compost bin utilising household waste. Both programs demonstrate methods that residents can utilise to reduce the volume of household waste currently sent to landfill.



To further encourage residents to recover the organic components of their waste, the City offers residents subsidies and rebates off the recommended retail price of compost bins, worm farms and bokashi bins.

#### 4.4.7 External Campaigns

The City actively promotes campaigns and behaviour change programs to improve waste management across the City. These programs including but not limited to:

- Plastic Free July;
- Garage Sale Trail;
- Container Deposit Scheme;
- Own your impact; and
- Waste Sorted.

#### 4.4.8 SUEZ

The City's waste contractor SUEZ currently provides the City with their CORE technology which includes live tracking of waste collection vehicles and images of bins being emptied. It provides the City with the opportunity to monitor service levels such as bin presentation and household contamination.

In addition to the CORE technology SUEZ utilise bin stickers to inform residents on the correct use of their bins and non-conformance issues such as the bin being overweight, overloaded, or contaminated.

#### Co-mingled recycling: what can I recycle?

**ALL ITEMS SHOULD BE CLEAN, DRY AND EMPTY WITH LIDS REMOVED AND PLACED IN THE BIN LOOSELY.**

| Plastics   | Aluminium   | Cardboard  |
|--|---|--|
| <ul style="list-style-type: none"> <li>Ice cream containers</li> <li>Margarine tubs</li> <li>Milk bottles</li> <li>Plastic containers from kitchen (rinsed and empty) i.e. sauce bottles</li> <li>Plastic containers from laundry (rinsed and empty) i.e. detergent bottles</li> <li>Plastic containers from bathroom (rinsed and empty) i.e. shampoo bottles</li> <li>Take-away food containers (rinsed, not polystyrene)</li> <li>Soft drink bottles</li> <li>Water bottles</li> <li>Yoghurt containers</li> </ul> | <ul style="list-style-type: none"> <li>Beer and soft drink cans</li> <li>Aluminium foil (scrunched into 5cm diameter ball)</li> <li>Coffee / milo tins</li> </ul>   | <ul style="list-style-type: none"> <li>Beer cartons (flattened)</li> <li>Cardboard boxes (flattened)</li> <li>Cereal boxes (remove bag)</li> <li>Egg cartons</li> <li>Greeting cards</li> <li>Paper towel rolls (roll only)</li> <li>Toilet paper (roll only)</li> <li>Washing powder boxes (empty)</li> </ul> |
| <b>Glass</b><br>All glass bottles and jars (whole or broken): <ul style="list-style-type: none"> <li>Beer bottles</li> <li>Coffee jars</li> <li>Sauce bottles (rinsed)</li> <li>Spirit bottles</li> <li>Wine bottles</li> </ul>  | <b>Paper</b> <ul style="list-style-type: none"> <li>Computer paper (not shredded)</li> <li>Envelopes</li> <li>Fruit juice cartons (not silver lined)</li> <li>Glossy magazines / brochures</li> <li>Junk mail</li> <li>Milk cartons (not silver lined)</li> <li>Newspapers</li> <li>Paper (not shredded)</li> <li>Paper bags</li> <li>Wrapping paper</li> </ul> | <b>Steel</b><br>All steel cans / tins including: <ul style="list-style-type: none"> <li>Food tins (rinsed)</li> <li>Pet food tins (rinsed)</li> <li>Beer bottle tops</li> <li>Jar lids</li> </ul>  |

**ONLY ITEMS LISTED ARE ACCEPTED**

NO material in bags (all recyclable material should be placed loose in the bin)  
 NO plastic bags, light plastic film and meal trays  
 NO nappies  
 NO clothes or other textiles  
 NO black plastic

NO garden waste and food waste  
 NO renewable milk cartons  
 NO ceramics  
 NO gas bottles and aerosol cans  
 NO electronic waste or batteries  
 NO ropes, cables and garden hose pipe

City of Kwinana

suez

SUEZ has also provided the City with series media posts and fact sheets to inform residents of changes to what materials can be placed into their recycling bins which was made available to residents via the City website

#### 4.4.9 Recycle Hubs

Three recycling hubs have been provided at the Kwinana Market Place, Darius Wells Library and Resource Centre and the William Bertram Community Centre. The hubs provide convenient drop off locations for problematic and hazardous wastes that cannot be disposed of in the kerbside refuse and recycling bins. The hubs currently accept household batteries, mobile phones and chargers, printer cartridges and household light globes. The recycling hubs collect approximately 1,160kg of recyclable material per year.

#### 4.4.10 Animated Videos

The City has developed 10 animated videos which will feature on the City of Kwinana Website and social media for residents, community groups, schools, and City staff to access. The short videos cover the following areas, with an emphasis on contamination:

- Where does your recycling go;
- Environmental impacts of not recycling;
- What goes in your Recycle Bin;
- What goes in your General Waste Bin;
- E-Waste;
- Household Hazardous Waste;
- Soft Plastics;
- Lids;
- Rinsing; and
- Textiles.



## 5 Target Audience

The following groups have identified as the target audience for the Waste Education Action Plan.

### 5.1 Residents

Residents have a significant impact on waste diversion, avoidance, and recovery within the City as their actions and beliefs directly impact the quality and quantity of waste and recycling collected. In order to make informed decisions residents need to be provided with information about waste management services including what can and cannot be collected through the kerbside collection system. CALD residents are an important subgroup as the City has one of the most diverse populations within State. CALD residents require differing levels of engagement due to the language barriers that they may face.

Residents will be the main focus of the City's waste communications and programs. The desired outcome for resident's waste management is to reduce contamination, maximise waste diversion, and improve community knowledge.

### 5.2 Internal Groups

LGA employees (operational staff, contractors, and frontline workers) and elected members that represent the City and are able to take information and correct waste management practices into the community, either in a professional capacity or for many as residents themselves. They are a valuable asset to creating behaviour change in the community as they have the ability to support and influence values, attitudes, and behaviours of the community.

It is important that employees and elected members are provided with training opportunities and information that is clear, concise, and consistent to improve waste management outcomes for the City and internal operations/facilities.

### 5.3 Schools

Engaging with school students and educators on waste management actions has a positive impact on waste avoidance, reduction, and recycling targets. Households with children represent 46.3% of the total household demographic within the City, of which 27.1% are under 15 years old representing a significant proportion of the population. There are currently 12 schools (primary and secondary) that have been established within the City, many of whom have been actively taken part in waste reduction and behaviour change programs.

### 5.4 External Groups

External groups include community groups and organisations, volunteer groups, community leaders, charity groups, sporting clubs and cultural groups within the City. Engaging with the external groups is important as they often serve as a focal point for many community members and can provide support and advice in waste education, compounding the efforts of the City. These groups may have the ability to reach members of the community who may not typically be engaged.

## 6 Identification of Education Actions

In preparation of this WEP, the City has undertaken a detailed benchmarking exercise, reviewing hundreds of education actions and activities of LGAs at the State and National level. In addition, internal workshops were held to identify additional actions available to the City. This process resulted in a comprehensive list of potential waste education initiatives available to the City to refer to as part an ongoing review process. The various actions identified have been summarised in APPENDIX A according to the following categories:

- Strategy and Planning;
- Auditing;
- Partnerships and Networks;
- Waste Team Operations;
- Schools and Institutions;
- Community Engagement Programs;
- Communications and Community Resources;
- Support Tools and Infrastructure; and
- Community Events.

In addition to a brief description of the activity, the summary includes details on the City's likely target audience, estimate timeframe to complete each action and, anticipated costs per year. Anticipated Costs per year have been categorised according the Table 6-1.

**Table 6-1: Anticipated cost categories**

| Cost              | Value                                   |
|-------------------|---|
| Low               | Less than \$5,000                       |
| Medium            | \$5,000 to \$15,000                     |
| High              | \$15,000 or more                        |
| In house          | Not allocated funding within the budget |
| Program Dependent | Low – High                              |



## 7 Evaluation of Actions

The following Section provides a summary of the various actions identified in Section 6 and their suitability for the City based on their potential to contribute to the City's waste education objectives and targets.

### 7.1 Strategy and Planning

Strategic waste actions are primarily concerned with coordinating the direction of an organisation. They centre around Council endorsement of internal plans, policies, and strategies. This process ensures waste education actions are undertaken with the support of all elements of the organisation.

A key initiative to encourage this process is the development of an annual communication plan. Internal communication plans assist in aligning the waste education initiatives with the entire organisation's communications activities. This alignment has multiple benefits including but not limited to:

- Efficient procurement of communication resources;
- Utilisation of in-house communications skills;
- Waste education messaging channelled through all elements of the organisation; and
- Increased coordination between internal teams.

### 7.2 Auditing

Audit programs can vary in scale and type, ranging from visual inspections to detailed compositional audits. They can target domestic or commercial sectors and cover one, multiple or all waste streams within a given sector. LGAs are typically most concerned with their residential waste streams. Historically, audits are principally carried out through detailed compositional audits, however in recent years residential bin tagging programs have grown in popularity.

As waste habits can vary between LGAs, even when a similar service is provided, compositional data plays a key role in the decision making at all levels of an organisation. From a waste education perspective, the data captured is critical for tracking a LGAs performance, preparing, and delivering targeted education actions, reducing contamination, and implementing modifications and improvements to the current service. To enable community specific education and service modifications and improvements to be implemented, community specific data is needed.

The City has undertaken compositional audits biennially in the same area each year. The contamination rate of the City identified during the 2020 compositional audit was 23.4% in the yellow lidded recycling bin and there are 19.9% of recyclables in the dark green lidded general waste bin. In addition, the most recent audit results highlighted several useful findings. This included the identification of the City's key contaminants of plastic, textile, food and earth-based wastes.

While the instances of plastic and textile are a concern, they typically represent a user with good intentions, and with targeted communications, improvements can be made to contamination levels. However, the audit results also highlighted instances of gross contamination with earth and food wastes which highlighted a need for stronger contamination monitoring and potential enforcement through local law.

Bin tagging programs are a method LGAs are increasingly employing to address contamination. This is a result of bin tagging programs allowing LGA's to gather an understanding of community behaviours, while simultaneously engaging with residents and providing targeted feedback on the use of their kerbside bins. The City's bin tagging program has been ongoing since 2015 and has demonstrated that this direct engagement can reduce contamination rates.

As discussed above, both compositional audits and bin tagging programs invaluable and critical to the decision-making process of any LGA. These results are considered critical for monitoring the City's performance against its assigned targets. Annual Bin Tagging programs will be maintained based on their previous impact on the community, and compositional waste audits will be continued biennially. These will provide accurate measures on the City's performance in reaching its waste education targets and directly addressing contamination at the household level. However, to align with current waste auditing guidelines the City will look to expand its auditing sample area and not limit it to one defined area.

### 7.3 Partnerships and Networks

The majority of LGAs are heavily invested in the process of educating their community on correct waste behaviours. However, LGAs are also heavily invested in the delivery of multiple services across its organisation and are limited by available resources. Operating in isolation, a LGA will be limited to only those available resources.

Utilising available resources, LGAs can enhance the effects of its waste education initiatives through the engagement with community groups, sporting clubs, schools, businesses, and cultural groups as a result of the following:

- Increased engagement and ownership by the community;
- Improving trust with LGA;
- Increased distribution of waste education messaging;
- Ability to tailor initiatives for key areas (such as MUDs, CALD residents);
- Receiving direct feedback from community; and
- Sharing of resources between LGA and network.

The development of a high functioning network is considered to be a timely exercise but done at minimal cost. The process is best complimented by maintaining a register of all network members inclusive of contact information and other relevant details. This method allows LGAs to easily distribute communications to specific groups. It also has the added benefit in instances of staff turnover by maintaining a record of the network.

The City would benefit from taking a more active role in engaging with groups in the community by establishing a waste champions register, vastly improving the reach and impact of the City's waste education initiatives. There are instances of similar networks in other LGA conducting regular meetings to discuss waste issues, volunteering time for waste education activities and engaging with community in place of LGA officers.

In addition, the City will benefit through the collaboration with local groups such as local sporting clubs and Men's Shed. These collaborations could involve speaking events, the distribution of City information by senior club members or the sharing of resources. In other LGAs there are examples of Men's sheds being commissioned to produce waste education related resources or facilitate repair workshops.

## 7.4 Waste Team Operations

The waste team is considered the main driver for an LGA achieving its waste education objectives. However, to ensure the best performance of the team they need to be properly informed, resourced and directed.

Informing the waste education team can occur in multiple ways, however community surveys are regarded as an efficient method to gain an accurate insight to the community's views related to waste education. This typically centres on understanding a respondent's residency status, their current waste service, their understanding of the service, areas of confusion, where they get their waste information and other relevant feedback. This practised is well utilised by a number of LGA's nationally to tailor the waste education actions to increase effectiveness. Such an activity would be of benefit to the City in achieving all of its assigned targets.

While being well informed of the community's needs is important, a waste team requires the adequate resourcing to carry out waste education initiatives. In the majority of LGAs, this is achieved through waste education officers. A Waste Education Officer provides a consistent waste education message to the community and develops close partnerships between industry and the community. Previously the City has employed a Waste Minimisation Officer which has proven highly beneficial in orchestrating the various waste education initiatives. However moving forward this position will be adjusted to that of a Waste Education Officer to reflect the diversity of the role.

In addition to staffing resources, a LGA needs to ensure it fully utilises available contractor and in-house resources. In regard to the former, the City's waste collection contractor has fleet management system that incorporates contamination monitoring and reporting. Such systems can be highly beneficial to an LGA when fully exploited. The design of such systems allows drivers to report contamination as it enters the vehicle. Historically, LGAs would only know about contamination through anecdotal reports from drivers or recycling processors and would not be able to identify sources of contamination. Collection contractors are now developing systems that allows drivers to record the instance of contamination which is then stamped with photo records, geolocation, date, time, and other details regarding the contamination. This provides a LGA with the ability to target a specific household and engage with them directly. The City has used its contractors system intermittently in the past, however based on its potential to assist with achieving waste education targets, the City will develop a robust system for monitoring and follow-up communications on all contamination reporting.

To ensure the waste team operations can be carried out effectively, it must align with the direction of the organisation. However, it must be acknowledged that the organisation may not possess a detailed understanding of waste education matters. There is a direct correlation with LGA's possessing a great internal knowledge on waste management, and LGA's pushing the boundaries of better practise. Therefore, the City proposes to utilise a range of methods to provide ongoing education and training of its internal staff, collection contractors and elected members to assist with achieving its waste education targets.

## 7.5 Schools and Institutions

Providing resources and programs to schools can begin the process of creating positive lifelong recycling habits and creating agents for change. Schools often serve as focal point for many community members and facilitate community engagement beyond the school grounds and into homes and the wider community. CALD residents can benefit from school and educator engagement, especially families whose senior members may not speak English as a first language and rely on the younger family members for information. School incursion programs can potentially be a costly and labour-

intensive program when managed in house by an LGA. Engaging an external contractor to manage the school incursion programs with additional resources and programs provided by an LGA is often the chosen approach as it can be a cost-effective way of managing and providing those services.

The City has a strong history of working with schools and is looking to progress this further by employing a range of methods to continue its engagement. This includes utilising waste education resource from its appointed collection contractor, promoting and facilitating school tours of waste education facilities and providing relevant communications and resources to its primary and secondary schools. This combination of methods is regarded as the most effective means available for engaging with schools within the City.

## **7.6 Community Engagement Programs and Schemes**

For the purposes of this WEP, community engagement programs and schemes have been classified as actions which are broad reaching and multifaceted. They typically require internal planning, or even development of business plans, prior to execution due to the multiple levels of engagement and resources required. For example, a waste education program targeted towards the promotion of Energy from Waste (EfW) may require engagement with the facility operational contractor, community open days, advertising through various media, training of internal staff and elected members, and the preparation of various communications materials. As a result of their variability, the costs and labour demand on a LGA can also vary greatly.

The City will continue to run programs and schemes that it has already undertaken previously. The City has already demonstrated success in a number of its own programs and schemes such as worm farming, composting and waste reduction workshops but is looking to expand these programs to further focus on contamination in the community. Based on its current Waste Supply Agreement's, The City will also engage with its EfW provider as early as possible in order to develop a specific education program.

## **7.7 Communications and Community Resources**

The availability of, and ease of access to accurate information regarding waste and recycling services is key to the success of the entire waste management system, with no one form of communication or resources being effective in changing an individual's behaviours. A mixture of communication resources and strategies is often required. In general these can be classified as either targeted or broad brush.

A broad-brush approach is typically used for reaching large groups of people at the same time with the same message. Broad-brush strategies can include newspaper adverts, bin stickers, truck decals, waste and recycling annual calendar and guide and e-newsletters. These strategies can be limited in addressing specific barriers that target audiences may face and are not as effective in communicating complex information or multiple messages. Due to the scale of a broad-brush approach, they can be resource intensive, both in staffing and cost, however this cost spread over a much larger population making them a cost-effective method of communication.

Targeted strategies are typically aimed at a specific audience with particular barriers and issues and can include letterbox drops, school-based resources and demographic specific social media post. These strategies can address an identified need/gap in the community and can be tailored to suit the intended target audience, especially hard to reach audiences who do not engage with broad brush strategies. This is particularly relevant to the City in regard to its CALD community to align the WEP with its Multicultural Action Plan 2017-2020.



Targeted strategies require investment in capturing community data to understand particular needs which can be impacted by shifting demographics. Utilising community feedback gathered through community consultation and employee interactions through school incursions, customer service enquiries, door knocking, kerbside collections and community stalls held at events and shopping centres can aid the City in making informed decisions around communications strategies and the messaging required to engage with target audiences.

A range of broad brush and targeted communication approaches have been identified. . The various approaches are a combination of previously successful activities undertaken by the City, as well as a range of new initiatives identified following the review of national waste education activities.

## **7.8 Support Tools and Infrastructure**

Support tools and infrastructure refers to rebates and subsidies available for composting bins, worm farms and non-disposable nappies. They also refer to physical objects such as recycling hubs and public place bins. These are considered unique to other actions identified in that they may require a LGA to purchase specific permanent infrastructure, adjust its fees and charges and / or adjust service contracts.

The City has successfully installed three recycling hubs at key locations to collect problematic waste streams. Implementing additional recycling hubs at convenient and high traffic areas will increase the City's capacity to collect these types of waste. The City has also provided a successful compost bin and worm farm rebate program to residents and therefore will continue with this program. The City will also investigate other rebate/subsidy schemes identified in other high performing LGA's. One rebate scheme identified is for cloth nappies to address the 7% contamination in the yellow bin from disposable nappies.

## **7.9 Community Events**

Community events represent an opportunity engage with a larger proportion of the community in a fun and positive atmosphere. There are multiple instances of LGAs across the Perth and Peel regions using community events to provide interactive displays and host fun activities (e.g. quizzes, games, and competitions) which promote the message of avoid, reuse, and recycle. In other instances, LGAs have facilitated community events run by third parties which promote the same messaging such as Garage Sale Trail.

The City has a history of hosting stalls at events and public places to facilitate positive engagement with the community. These have proven effective and the City has a range of resources available to assist with this continued practise. Where possible, the City will look to expand this activity to community events to facilitate a connection with the community on a positive setting.

In addition, the City has a history of working with third party organisations to promote waste conscious community events and commemorations such as Garage Sale Trail, Keep Australia Beautiful and Clean up Australia Day. The City will continue to actively work with these organisations to foster positive behaviours towards waste and the environment in its community.

## 8 Action Plan

Based upon the review and evaluation of waste education actions in Sections 6 and 7, the following Section outlines the City's Action Plan for the next four years.

The Action Plan outlines the following:

- Action – Brief details of each action;
- Objective – Targeted WEP objective(s);
- New/Existing – If an action is new or existing to the City;
- Target – A SMART (Specific, Measurable, Achievable, Realistic and Timely);
- Measure – The metric used for reviewing success of action;
- Priority – Low Medium or High priority;
- Responsibility – Key party responsible for achieving action; and
- Timeline – Estimated time for completion of action.

The Action Plan is shown in Table 8-1 below.

### 8.1 Action Plan Review

Every attempt has been made to ensure that the actions identified, evaluated, and presented in Table 8-1 are relevant to achieving the WEP objectives over the next four years. However, the nature of waste management can be dynamic with the strategic direction of both the City and the Government (Federal and State) being subject to change from year to year. This has been evident in recent years with changes such as:

- New Western Australian Waste Strategy;
- New National Waste Policy;
- COAG waste export ban;
- Western Australia Container Deposit Scheme; and
- Plastic bag ban.

Therefore, the Action Plan should be treated as a live document that is reviewed annually and updated to ensure the relevance of actions is maintained.

**Table 8-1 Action Plan Summary Table**

| No                               | Action   | Objective(s) | New/<br>Existing | Target  | Measure   | Priority | Responsibility                                  | Timeline       |
|----------------------------------|--|--------------|------------------|---|---|----------|---|----------------|
| <b>Strategy and Planning</b>     |  |              |                  |   |   |          |   |                |
| 1                                | Produce an annual communication plan for all Waste Education and Waste Plan Activities   | 1,2 and 3    | New              | Annual Communication Plan   | No. of Communication Plans prepared during course of WEP        | Medium   | Manager of Customer Services and Communications | Annual         |
| <b>Auditing</b>                  |  |              |                  |   |   |          |   |                |
| 2                                | Bin Tagging Program delivered to 2,000 households  | 1,2 and 3    | Existing         | Minimum of one bin tagging program conducted per annum  | No. of households involved in the bin tagging program per annum | High     | Waste Education Officer (WEO)                   | Ongoing        |
| 3                                | Kerbside Compositional Waste Audit to identify current performance and future priorities   | 1,2 and 3    | Existing         | Minimum of one Compositional Waste Audit every two years  | No. of Compositional Waste Audits conducted biennially          | High     | WEO   | Ongoing        |
| <b>Partnerships and Networks</b> |  |              |                  |   |   |          |   |                |
| 4                                | Collaborate with local community groups such as Men's shed, sporting clubs and other stakeholders to promote waste reduction, resource and knowledge sharing within the City   | All          | New              | Prepare a detailed network register of local stakeholders that effectively promote waste minimisation and reduction messaging | Number of local stakeholders maintained in the register         | Low      | WEO   | Ongoing        |
| 5                                | Create a waste champions register to assist with Waste Education Activities from groups such as: <ul style="list-style-type: none"> <li>Multi-Unit Dwellings (MUDs)</li> <li>Community groups (men's sheds)</li> <li>Primary and High School (in conjunction with SUEZ or Internal)</li> <li>Local Businesses</li> </ul> | 4            | New              | Develop a waste champion register and network by 2022   | No. of community waste champions involved in the program        | Medium   | WEO   | 2022 - Ongoing |
| <b>Waste Team Operations</b>     |  |              |                  |   |   |          |   |                |
| 6                                | Update Waste Minimisation Officer to Waste Education Officer. Provide additional funding for the position as required.   | All          | Existing         | 1 FTE appointed before end of 2020/21 EFY   | FTE appointed   | High     | Manager of Environment and Waste Services       | Ongoing        |
| 7                                | Provide education and training opportunities for internal staff, collection contractors and elected members. These activities may include: <ul style="list-style-type: none"> <li>Information included in City inductions</li> <li>Online quiz</li> <li>Feedback sessions with waste collection drivers</li> </ul>       | All          | New              | Plan and routinely provide education opportunities for staff, contractors, and elected members                                | Number of participants involved in the programs                 | Medium   | WEO   | Ongoing        |
| 8                                | Develop a non-compliant household register utilising SUEZ Core Data technology to inform targeted waste education programs and messaging   | 1            | New              | Develop register and internal process for recording non-compliant houses by 2021  | Register updated monthly  | High     | WEO   | Ongoing        |
| 9                                | Develop and carry out detailed community survey program to inform waste education initiatives and develop programs and subsidies.  | All          | Existing         | Detailed community survey program implemented   | Number of surveys during 5 year WEP timeframe                   | High     | WEO Community Engagement Officer                | 2023           |

| No  | Action  | Objective(s) | New/<br>Existing  | Target   | Measure  | Priority | Responsibility                  | Timeline       |
|---|---|--------------|-------------------|--|--|----------|---------------------------------|----------------|
| Schools and Institutions                              |   |              |                   |  |  |          |                                 |                |
| 10  | Engage external collection contractor (SUEZ) to create and deliver school incursion program   | All          | New               | Facilitate School Education Programs (the Recoverables) to local primary schools   | Number of schools and students participating in the school incursion program               | High     | WEO/SUEZ                        | Ongoing        |
| 11  | Promote and assist with Waste Education Tours with Schools to Waste Management Facilities to learn practical information of what happens to reuse, recyclables and greenwaste.  | 4            | Existing          | Develop a scheduled program of tours each year   | No. of schools and students participating in tours   | Medium   | WEO                             | Ongoing        |
| 12  | Provide communications resources to schools that can be shared with staff, students, and parents e.g. Newsletter and educational resources.   | 4            | New               | Develop media and information packages for Schools by 2022   | No. of schools supplied with media information packages                                    | Low      | WEO                             | 2022 - Ongoing |
| Community Engagement (Including Programs and Schemes) |   |              |                   |  |  |          |                                 |                |
| 13  | (Develop/ implement/ continue) a range of community education and behaviour change programs that promote waste reduction and resource recovery, such as: <ul style="list-style-type: none"> <li>Waste Wise Schools*</li> <li>Earth Carers Courses*</li> <li>Resident worm farming and composting workshops</li> <li>Living smart courses *</li> <li>Own your impact</li> <li>Reuse and repair programs*</li> <li>At home carers waste minimisation workshop*</li> <li>Responsible cafes*</li> <li>The Last Straw*</li> <li>Parents to be program*</li> <li>CALD Engagement programs*</li> </ul> | All          | Existing/<br>New* | Develop a schedule of programs and workshops each year.  | No. of participants in programs and events<br>Resident satisfaction with services provided | High     | WEO                             | Ongoing        |
| 14  | Develop and implement community Education Program for Energy from Waste Service   | 3 and 4      | New               | Development of program by end of 2021  | Development and implementation of program  | Medium   | EfW Provider                    | Ongoing        |
| 15  | Educate and promote correct placement of junk and green waste verge collection items  | 1            | Existing          | Online posts (including social media and the City website) distributed prior to verge collection as outlined in the annual communications plan | No. of views and reposts from City's social media accounts                                 | Low      | WEO supported by Marketing Team | Ongoing        |
| 16  | Promote and assist tours for community groups to waste management facilities  | 4            | Existing          | Develop a scheduled program of tours each year   | No. of participants  | Medium   | WEO                             | Ongoing        |
| 17  | Investigate the feasibility of a Household Hazardous Waste (HHW) Drop off day   | 2            | Existing          | Conduct a feasibility study into a HHW drop off day by 2023  | Delivery of feasibility study into City HHW drop off day                                   | Low      | WEO                             | 2023           |
| Communications and Community Resources                |   |              |                   |  |  |          |                                 |                |
| 18  | Annual review and update of the website to ensure that the website maintains clear FAQs, accountability and progress, communications/resources, services, and alignment to customer service knowledge base  | All          | Ongoing           | Detailed waste services pages providing high quality User Experience   | No. of unique website visitor records  | High     | WEO supported by Marketing Team | Ongoing        |

| No                               | Action  | Objective(s) | New/<br>Existing  | Target   | Measure   | Priority | Responsibility                              | Timeline                        |
|----------------------------------|---|--------------|-------------------|--|---|----------|---|---------------------------------|
| 19                               | Promote the use of a waste and recycling app to inform residents of ways to reduce, reuse and recycle correctly   | 1 and 2      | Existing          | Increased resident knowledge and uptake of the recycle app   | No. of users from community   | Medium   | WEO supported by Marketing Team             | Ongoing                         |
| 20                               | Develop CALD resource (translated education materials and website)  | All          | New               | Develop and distribute CALD resources (recycling bin stickers, posters, and annual calendar by 2021)     | Community survey reporting improved comprehension levels with CALD residents.               | High     | WEO supported by Marketing Team             | 2021                            |
| 21                               | Develop and distribute annual waste services calendar and guide   | 1 and 2      | Existing          | City waste services calendar and guide published and delivered by the end of June of each financial year | Resident satisfaction with information provided   | High     | WEO supported by Marketing Team             | Ongoing                         |
| 22                               | Promotional and educational material in a variety of mediums such as bin stickers, public place bin wraps, graphics, banners, and videos to be distributed by multiple channels such as bin packs for new and existing residents and children, website, direct mail out, events, social media, and advertising                          | All          | Existing          | Development of physical and digital pool of available resources  | No. of resources utilised per annum   | High     | WEO supported by Marketing Team             | Ongoing                         |
| 23                               | Ensure that waste communications are in line with WALGA and State messaging. Incorporate the consistent communications and Waste Sorted branding into all community education programs and communications   | All          | Existing          | Review City Waste Communications by the end of each financial year                                       | City communications and education resources are in line with WALGA and State Waste Strategy | High     | WEO supported by Marketing Team             | Ongoing                         |
| 24                               | Increase social media reach through competitions, promotions, and references to City pages on press releases and email blasts.  | 4            | Existing          | Develop a scheduled for competitions to be held each year  | No. of competition entrants   | Medium   | WEO supported by Marketing Team             | Ongoing                         |
| 25                               | Regular social media waste and recycling posts including general information, special programs, campaigns, and waste management success stories (e.g. RedCycle and community drop off points).  | 1, 2 and 3   | Existing          | Develop schedule of social media posts   | No. of followers, views and reposts from City's social media accounts                       | High     | WEO supported by Marketing Team             | Ongoing - Monthly (As required) |
| 26                               | Publicise waste management issues and achievements within the City including community participation in City's waste management programs  | 4            | New               | Establish and display metrics for waste performance through City's website and social media              | No. of unique website visitor records   | Medium   | Marketing Team supported by the WEO         | Ongoing                         |
| Support Tools and Infrastructure |   |              |                   |  |   |          |   |                                 |
| 27                               | Provision of community waste avoidance and minimisation subsidies, rebates, and discounted units such as: <ul style="list-style-type: none"> <li>• Worm Farm units or subsidy</li> <li>• Compost bin unit or subsidy</li> <li>• Bokashi Bins discount</li> <li>• Cloth nappy rebate</li> <li>• Living Smart Courses subsidy*</li> </ul> | 1,2 and 3    | Existing/<br>New* | Range of subsidies and incentives accommodated within City's annual fees and charges                     | Number of subsidies and rebates provided per annum  | High     | WEO   | Ongoing                         |
| 28                               | Provision of recycling hubs for problematic/hazardous waste   | 2 and 3      | Existing          | Confirm demand/locations for additional hubs   | Quantity of materials recovered   | Low      | WEO   | Ongoing                         |
| Community Events                 |   |              |                   |  |   |          |   |                                 |
| 29                               | Arrange and deliver waste and recycling information stalls at public events and shopping centres  | All          | Existing          | Develop annual outreach program  | Number of outreach programs conducted per annum   | High     | WEO   | Ongoing                         |
| 30                               | Actively participate and support community events such as Clean up Australia Day, Keep Australia Beautiful, National Recycling Week, World Environment Day  | 4            | Existing          | Develop annual list of community event days  | Number of events held within the City each year   | Medium   | WEO supported by events and marketing teams | Ongoing                         |



| No | Action                                  | Objective(s) | New/<br>Existing | Target   | Measure  | Priority | Responsibility                              | Timeline |
|----|---|--------------|------------------|--|--|----------|---|----------|
| 31 | Organise and host the Garage Sale Trail | All          | Existing         | Deliver and host the garage sale trail each financial year | Number of participants involved in the program | Medium   | WEO supported by events and marketing teams | Ongoing  |

# **APPENDIX A**

## Summary of Education Actions

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**Table 8-2: Summary of Potential Waste Education Initiatives**

| Actions  | Target Audience  | Expected timeframe | Anticipated Costs/Year |
|--|--|--------------------|------------------------|
| <b>Strategy and Planning</b>   |  |                    |                        |
| Produce an annual communication plan for all Waste Education and Waste Plan Activities   | Internal Groups  | Ongoing            | In house               |
| Review City's sustainability and procurement policies and operations to determine where waste avoidance can be maximised   | Internal Groups  | Annual             | Low                    |
| <b>Auditing</b>  |  |                    |                        |
| Bin Tagging program  | Residents  | Ongoing            | High                   |
| Kerbside Compositional Waste Audit to identify current performance and future priorities   | Residents<br>Internal Groups                             | Annual             | High                   |
| Coordinate waste audits of all LGA facilities including the administration building, community centres, libraries, and operation Centre  | Internal Groups  | Biennial           | Medium                 |
| <b>Partnerships and Networks</b>   |  |                    |                        |
| Create a waste champions register to assist with Waste Education Activities from groups such as: <ul style="list-style-type: none"> <li>Multi-Unit Dwellings (MUDs)</li> <li>Community groups (men's sheds)</li> <li>Primary and High School (in conjunction with SUEZ or Internal)</li> <li>Local Businesses</li> </ul> | Residents<br>External Groups<br>Schools                  | New                | In house               |
| Collaborate with local community groups such as Men's shed, sporting clubs and other stakeholders to promote waste reduction, resource and knowledge sharing within the LGA  | External Groups  | Ongoing            | Low                    |
| Partner with local community groups, sporting clubs and other stakeholders to undertake CDS  | Residents<br>External Groups<br>Schools and Institutions | Ongoing            | Low                    |
| Actively seek participation in trials, pilots, and studies through networking with bodies such as WALGA and Tertiary institutions  | Internal Groups<br>Residents                             | Ongoing            | In-House               |
| <b>Waste Team Operations</b>   |  |                    |                        |
| Fully funded waste education officer   |  | Ongoing            | High                   |
| Provide education and training opportunities for internal staff, collection contractors and elected members. These activities may include: <ul style="list-style-type: none"> <li>Information included in LGA inductions</li> <li>Online quiz</li> <li>Feedback sessions with waste collection drivers</li> </ul>        | Internal Groups  | Ongoing            | Low                    |
| Develop a non-compliant household register utilising SUEZ Core Data technology to inform targeted waste education programs and messaging   | Internal Groups  | Ongoing            | High                   |
| Develop and carry out a community survey to create targeted waste education initiatives, develop programs and subsidies  | Internal Groups<br>Residents                             | Annual             | Medium                 |
| Identify new businesses and residents through the New Bin Request System" for distribution of waste education information  | Residents  | Ongoing            | In House               |

| Actions  | Target Audience                         | Expected timeframe                  | Anticipated Costs/Year     |
|--|---|-------------------------------------|----------------------------|
| Monitor and implement Waste Industry developments. Wherever appropriate, make submissions or apply for positions on boards with the objective of driving better practice within the LGA  | Internal Groups                         | Ongoing                             | In House                   |
| Develop registers for: <ul style="list-style-type: none"> <li>Prior and upcoming funding opportunities; and</li> <li>Neighbouring LGAs and Regional Councils waste education staff and resources</li> </ul>  | Internal Groups                         | 4-6 months (would require updating) | In House                   |
| Partner with other service units in the City to review internal procedures to align with the Waste Hierarchy   | Internal Groups                         | Ongoing                             | In House                   |
| Maintain information sharing and collaboration through regular group meetings at the Officer/Manager level   | Internal Groups                         | Ongoing                             | In House                   |
| <b>Schools and Institutions</b>  |   |                                     |                            |
| Facilitate an incursion program that aligns with the Western Australian Curriculum and Waste Wise Schools to encourage and increased participation in Waste Education programs in schools  | Schools                                 | Ongoing                             | In House                   |
| Engage external contractor (collection contractor) to create and deliver school incursion program such as KAB (Clean Schools Program, SUEZ (Recoverables Program) and Cleanaway (School Connections)   | Schools                                 | Ongoing                             | Medium                     |
| Promote and assist with Waste Education Tours with Schools to Waste Management Facilities to learn practical information of what happens to reuse, recyclables and greenwaste  | Schools                                 | Ongoing                             | In House                   |
| Provide communications resources to schools that can be shared with staff, students, and parents e.g. Newsletter and educational resources   | Schools                                 | Ongoing                             | In House                   |
| <b>Community Engagement Programs</b>   |   |                                     |                            |
| Community Volunteer Programs   | Residents                               | Ongoing                             | Depends on type of program |
| Develop a community grants program that supports initiatives that focus on waste reduction and reuse (e.g. Sporting Club Program)  | Residents<br>External Groups<br>Schools | Ongoing                             | Medium                     |
| (Develop/ implement/ continue) a range of community education and behaviour change programs that promote waste reduction and resource recovery, such as: <ul style="list-style-type: none"> <li>Waste Wise Schools</li> <li>Earth Carers Courses</li> <li>Resident worm farming and composting workshops</li> <li>Living smart courses</li> <li>Own your impact</li> <li>Reuse and repair programs</li> <li>At home carers waste minimisation workshop</li> <li>Responsible cafes</li> <li>The Last Straw</li> <li>Grow it Local</li> <li>Parents to be program</li> <li>CALD Engagement programs</li> </ul> | Residents                               | Ongoing                             | Program Dependent          |
| Promote and assist tours for community groups to waste management facilities   | Residents<br>External Groups            | Ongoing                             | Low                        |
| Develop a recycled art program/competition and install pieces throughout the City  | Residents                               | Ongoing                             | Medium                     |

| Actions   | Target Audience                         | Expected timeframe                  | Anticipated Costs/Year |
|---|---|-------------------------------------|------------------------|
|   | Schools<br>External Groups              |                                     |                        |
| Recycler rewards programs   | Residents                               | Ongoing                             | Low                    |
| Household Hazardous Waste Drop off day  | Residents<br>Schools                    | Annual                              | High                   |
| <b>Communications and Community Resources</b>   |   |                                     |                        |
| Develop CALD resources (translated education materials and website)   | Residents – CALD<br>External Groups     | 6 months                            | High                   |
| Educate and promote correct placement of junk and green waste verge collection items  | Residents                               | Monthly –prior to collections       | In House               |
| Promote reuse and alternative waste disposal methods through local charities and local businesses   | External Groups                         | Ongoing                             | Depends on promotion   |
| Annual review and update of the website to ensure that the website maintains clear FAQs, accountability and progress, communications/resources, services, and alignment to customer service knowledge base  | Residents                               | Annual                              | Low                    |
| Develop a litter app to educate residents on illegal dumping across the city and allow residents to report incidents of illegal dumping   | Residents                               | 1 year                              | High                   |
| Local Paper Awareness Campaign  | Residents                               | 6-12 month package weekly           | High                   |
| Household information and Awareness Booklet   | Residents                               | Annual                              | High                   |
| Create bin packs for new and existing residents in electronic/ hard copy. Bin packs will include calendar of key dates, printable bin labels, information in available waste related products (e.g. compostable bags and bins) and information on what happens to household waste.  | Residents                               | Ongoing/ as required                | Medium                 |
| Ensure that waste communications are in line with WALGA and State messaging. Incorporate the consistent communications and Waste Sorted branding into all community education programs and communications   | All                                     | Ongoing / as required               | In house               |
| Develop consistent and LGA specific waste education resource factsheets for the community and the businesses  | Residents<br>Schools<br>External Groups | 6 months                            | In house               |
| Increase social media reach through competitions, promotions, and references to LGA pages on press releases and email blasts.   | Residents<br>Schools                    | Ongoing (monthly or every quarter)  | In house               |
| Publicise waste management issues and achievements within the LGA including community participation in City's waste management programs   | All                                     | Ongoing (monthly or every quarter)  | In house               |
| Create a register of all Op shops/ reuse shops within the LGA and make that accessible to residents through the website.  | All                                     | 4-6 months (would require updating) | In house               |
| Waste education packs, gifts, and products for use by collection drivers and at external and internal events  | Residents                               | Ongoing                             | Low/ In-house          |
| Produce a suite of waste education communications materials (such as graphics, leaflets, videos, waste guide, annual waste calendar, banners, stickers, truck decals and magnets) and distribute to the community (including new residents) via multiple communications channels such as direct mail, newspaper adverts, social media, City events, billboards, and website | All                                     | Ongoing/ as required                | High                   |
| Promote local businesses, charities and reuse shops that focus on waste reduction and avoidance via City's online platforms   | All                                     | 4-6 months (would require updating) | In-house               |



| Actions   | Target Audience                         | Expected timeframe                   | Anticipated Costs/Year   |
|---|---|--------------------------------------|--|
| Assist with community education surrounding the introduction of the Container Deposit Scheme including advertising of collection points   | Residents                               | 1 year                               | Low  |
| Problem Waste Advertising   | Residents                               | Ongoing/ as required                 | Medium   |
| <b>Support Tools and Infrastructure</b>   |   |                                      |  |
| Public Place Recycling  | City                                    | Ongoing / long term                  | Initial expenditure then linking into existing waste management services       |
| Provision of Community Waste Avoidance and Minimisation Subsidies and Rebates such as: <ul style="list-style-type: none"> <li>Worm Farms subsidy</li> <li>Compost bin subsidy</li> <li>Bokashi Bins discount</li> <li>Cloth nappy rebate</li> <li>Living Smart Courses subsidy</li> </ul> | Residents                               | Ongoing                              | Medium – High  |
| Waste Education Trailer/van to store display and stall equipment  | Residents                               | 1 year                               | High   |
| Investigate and if practical introduce a trailer hire option to encourage use of the recycling centre.  | Residents                               | 6 months                             | High   |
| Provision of Recycling Hubs for problematic/hazardous waste   | Residents                               | 1 year                               | Low - Initial expenditure then linking into existing waste management services |
| <b>Community Events</b>   |   |                                      |  |
| Develop and implement Waste Wise Event Guidelines for all LGA and community events  | Internal Groups                         | 2 months                             | In House   |
| Arrange and deliver waste and recycling information stalls at public events and shopping centres  | Residents                               | Ongoing/ as required                 | In House   |
| Actively participate and support community events such as Clean up Australia Day, Keep Australia Beautiful, National Recycling Week, World Environment Day, and Garage Sale Trail   | Residents<br>Schools<br>External Groups | Ongoing/ as required                 | Medium   |
| Procure low waste equipment to loan to community events to promote recycling and waste minimisation including bins, CDS collection points, signs and banners, bin toppers and reusable items  | Residents<br>External Groups            | 2-4 months initial set up/ As needed | Medium   |
| Develop an event register for all upcoming events and detail which have previously included waste conscious and environmentally aware stalls  | Internal groups                         | 1 month/ Maintained on regular basis | In house   |
| Organise and host the Garage Sale Trail   | Residents<br>External Groups            | Ongoing                              | Medium   |



Assets | Engineering | Environment | Noise | Spatial | Waste

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## 17 Reports – Built Infrastructure

### 17.1 Development Application – Honeywood Community Pavilion – Lot 8008 Lyon Road and Lot 9034 Honeywood Avenue, Wandi

#### DECLARATIONS OF INTEREST:

There were no declarations of interest declared.

#### SUMMARY:

The City of Kwinana is proposing to construct a new facility at its existing playing fields in Wandi (Attachment A). The proposal is for a single storey, multipurpose facility at Lot 8008 Lyon Road and Lot 9034 Honeywood Avenue, Wandi (the subject site). The community pavilion is intended to be a multipurpose community hub that provides facilities for sport clubs, social, recreational, cultural and learning activities, programs and services to meet the collective needs of the immediate local area. The site is zoned Special Rural under the Local Planning Scheme No. 2 (LPS2) and Rural Water Protection under the Metropolitan Region Scheme (MRS).

As the use does not fall neatly into any one land use in the Zoning Table of LPS2 due to its multipurpose nature, it is assessed as a Use Not Specified. City officers do not have delegation for these uses and the application is therefore required to be referred to Council for its determination. More importantly, as the site falls within the Jandakot Underground Water Pollution Control Area (UWPCA), the input of the Department of Water and Environmental Regulation (DWER) is extremely important in assessing the appropriateness of a development in this location. DWER has confirmed that it does not object to the proposed development subject to a number of management conditions which are detailed further in the report.

The City consulted with owners and occupiers of surrounding lots within a 200m radius of the subject site and received one (1) submission objecting to the proposal. It is noted that the City has previously undertaken substantial consultation on the project during the design phase.

The application has been assessed against relevant planning legislation and is considered to meet the requirements of LPS2. The development is therefore recommended for conditional approval.

#### OFFICER RECOMMENDATION:

That Council approve the development application for the Use Not Specified (Honeywood community pavilion) (Attachment A) at Lot 8008 Lyon Road and Lot 9034 Honeywood Avenue, Wandi subject to the following conditions in accordance with Clause 68 of Schedule 2 (Deemed Provisions) of the *Planning and Development (Local Planning Schemes) Regulations 2015*:

1. Pursuant to clause 26 of the Metropolitan Region Scheme (MRS), this approval is deemed to be an approval under clause 24 (1) of the MRS.

**17.1 DEVELOPMENT APPLICATION – HONEYWOOD COMMUNITY PAVILION – LOT 8008 LYON ROAD AND LOT 9034 HONEYWOOD AVENUE, WANDI**

2. Prior to the lodgement of a building permit application, a Noise Management Plan (NMP) prepared by a suitably qualified acoustic consultant shall be submitted to the City of Kwinana for approval, detailing measures that will be undertaken to ensure noise levels generated by the development are kept within levels prescribed in the *Environmental Protection (Noise) Regulations 1997*.
3. Prior to occupation of the development, the facility shall be connected to sewer in accordance with the requirements of the Water Corporation to the satisfaction of the City of Kwinana.
4. Prior to occupation of the development, vehicle crossovers shall be constructed of concrete and located to the specifications and satisfaction of the City of Kwinana.
5. Prior to the completion of crossover works, the applicant shall remove the existing 4 on-street parking bays on Honeywood Avenue through which the proposed car park crossover extends. The applicant will extend the crossover to the carriageway edge, reinstating the verge and landscaping to tie in with existing, to the specification and satisfaction of the City of Kwinana.
6. Car parking areas are to be sealed and drained as per the City of Kwinana Trafficable Areas specification to the satisfaction of the City of Kwinana.
7. Stormwater drainage from roofed and paved areas being contained and disposed of on site at all times, incorporating Water Sensitive Urban Design principles to utilise garden bed and landscape areas for water quality treatment and infiltration, to the satisfaction of the City of Kwinana.
8. Prior to occupation of the development, a dual use footpath shall be installed along the north side of Litoria Drive to a minimum width of 2.5m, linking the existing Honeywood Avenue dual use path to the facility, to the specification and satisfaction of the City of Kwinana.
9. Prior to occupation, the landscaping plan (dated 13 July 2020 as amended), shall be implemented to the satisfaction of the City of Kwinana.
10. During construction, no chemicals or fuels should be kept on site within the Public Drinking Water Source Area on advice from the Department of Water and Environmental Regulation, to the satisfaction of the City of Kwinana.
11. No chemicals shall be kept on the premises, unless residing within a bunded storage area as advised by the Department of Water and Environmental Regulation, to the satisfaction of the City of Kwinana.

**Advice notes:**

- i. If the development the subject of this approval is not substantially commenced within a period of two (2) years, or another period specified in the approval after the date of the determination, the approval will lapse and be of no further effect.
- ii. The Minister for Planning has issued a formal notice extending the deadline for substantial commencement by an additional two (2) years for all applications approved during the current State of Emergency. In effect, this means that the timeframe for substantial commencement is now four (4) years from the date of this determination.

**17.1 DEVELOPMENT APPLICATION – HONEYWOOD COMMUNITY PAVILION – LOT 8008 LYON ROAD AND LOT 9034 HONEYWOOD AVENUE, WANDI**

- iii. The occupant shall submit an application for notification/registration of a food premises to the City of Kwinana for approval prior to building occupancy. The food business shall comply with *Food Act 2008*, *Food Regulations 2009* and *Australian New Zealand Food Standards Code*.
- iv. The carpark design shall incorporate best practice water sensitive urban design to utilise garden beds to manage minor rainfall event runoff (first 15mm) for water quality treatment and reduce drainage requirements.
- v. To assist in creating a fauna corridor to facilitate safer movement of Quenda, it is recommended that the landscape plan incorporate low, dense, endemic herbs and shrubs within the median of Honeywood Avenue, carpark swales and associated road reserves and carparks.
- vi. If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.
- vii. The applicant is advised that this conditional development approval is not a building permit giving authority to commence construction. Prior to any building work commencing on site a Building Permit must be issued and penalties apply for failing to adhere to this requirement.

**DISCUSSION:**

**The proposal**

The City of Kwinana is proposing to construct a community pavilion at the existing Wandí sporting ground. A development application was submitted in January 2021 which includes the following:

- Single storey clubrooms
  - Community function room
  - Kitchen
  - Chair and function store
  - Toilets
  - 2 x change rooms with showers
  - Sports store area
  - First aid room
  - Umpire change room
  - Bin store
- Car park
  - 164 standard bays + 4 disabled bays
  - Bicycle racks
  - 2 x entry/exit points

The building is proposed to be 3.8m in height, with a raised ceiling above the community function room that goes to 5.5m.



**17.1 DEVELOPMENT APPLICATION – HONEYWOOD COMMUNITY PAVILION – LOT 8008 LYON ROAD AND LOT 9034 HONEYWOOD AVENUE, WANDI**

The pavilion is intended to be a multipurpose community hub that provides facilities for sport clubs, social, recreational, cultural and learning activities, programs and services to meet the collective needs of the immediate local area. The facility will cater for all age groups and will provide opportunities to bring the local community together in order to build relationships, and develop local identity and community spirit. Examples of facility use include sporting club functions and fundraiser activities, fitness classes, children's birthday parties, community gatherings and workshops.

The City of Kwinana will manage and operate the pavilion, including undertaking building maintenance and facilitating community access to the hireable spaces in the building.

The proposed hours of availability are:

- Monday to Thursday 7am to 10pm
- Friday to Sunday 7am to 12am (midnight)

**Background**

The development is proposed on Lot 8008 Lyon Road and Lot 9034 Honeywood Avenue, Wandi (the subject site). The pavilion is proposed to be on the south western portion of the existing playing fields, at the end of Litoria Drive. The subject site is currently occupied by existing sporting grounds which abut Honeywood Primary School. A lot on the western side of the subject site is proposed to be developed as the car park for the facility. To the south is a playground and single dwellings. The zoning for the site is as follows:

- **Lot 9034 Honeywood Avenue**

The car park for the pavilion is proposed to be located on Lot 9034 Honeywood Avenue. The site is zoned Development under Local Planning Scheme No. 2 (LPS2) and Urban under the Metropolitan Region Scheme (MRS). The site is also affected by the Wandi North Local Structure Plan (LSP), which designates the site as Parks, Recreation and Drainage.

- **Lot 8008 Lyon Road**

The pavilion will be located on Lot 8008 Lyon Road, which is currently occupied by multi use sporting fields. The site is zoned Rural-Water Protection under the Metropolitan Region Scheme (MRS) and Special Rural under the City's Local Planning Scheme No. 3 (LPS2). The site is not zoned by the LSP, however it does identify the site as being district open space (local playing fields).

- **Road reserve**

Currently a road reserve runs through the site, from Litoria Drive to Lyon Road. The road reserve is not currently used as a road and forms part of the oval. The proposed location for the building straddles the road reserve and Lot 8008, a freehold lot (see figure 1 below). This creates a complication under the Building Codes as buildings are generally not approved over two lots.

A recommendation was adopted by Council on 10 February 2021 to vest the playing fields as a reserve for recreation, converting the road reserve to a recreation reserve and amalgamating the two parcels of land. This process will occur concurrently with the approvals and construction period, ensuring that the lots are amalgamated before occupation of the facility.

**17.1 DEVELOPMENT APPLICATION – HONEYWOOD COMMUNITY PAVILION – LOT 8008 LYON ROAD AND LOT 9034 HONEYWOOD AVENUE, WANDI**



Figure 1 – Site plan

### Community Infrastructure Plan

The City's Community Infrastructure Plan 2011-2031 sets out the City's priorities to provide community infrastructure until 2031. The CIP has long identified the Wandí Playing Fields and associated pavilion as part of its forward planning. These facilities are also included and funded by the City's developer contribution scheme (Development Contribution Plans 5 and 9). They will form a valuable service to the Wandí community with the playing fields also serving the primary school.

### External referral comments

- Department of Water and Environmental Regulation  
The application was referred to the Department of Water and Environment Regulation (DWER) as the site is located within the Priority 2 public drinking water source area (PDWSA) of the Jandakot Underground Water Pollution Control Area (UWPCA) and also resides within a wellhead protection zone (WHPZ). The advice provided by DWER is as follows:
  - In accordance with Water Quality Protection Note No. 25 a "recreation oval" within the Jandakot UWPCA is considered "compatible with conditions". As such the proposed development of a clubroom premises is directly associated with the primary, and previously approved, land use of an oval.
  - Onsite wastewater disposal within the PDWSA is not proposed, with connection to sewer confirmed.
  - The associated carpark, that has the potential to impact ground water resources as a result of hydrocarbon export, has been located outside of the PDWSA and WHPZ.

**17.1 DEVELOPMENT APPLICATION – HONEYWOOD COMMUNITY PAVILION – LOT 8008 LYON ROAD AND LOT 9034 HONEYWOOD AVENUE, WANDI**

DWER has therefore supported the proposal, subject to the following conditions of approval:

- During the construction phase no chemicals or fuels should be kept on site within the PDWSA.
- Once constructed any chemicals kept on the premises should reside within a bunded storage area.
- It is recommended that the opportunity be sought for best practice water sensitive urban design within the carpark design to utilise garden bed areas to manage minor rainfall event runoff (first 15mm) for water quality treatment and reduce drainage infrastructure requirements.

Conditions of approval have been recommended in accordance with DWER advice.

**Internal referral comments**

- **Engineering**

The City's engineers have reviewed the proposal and support the application subject to conditions relating to the following:

- Crossovers being constructed;
- The car park to be drained and sealed;
- Stormwater drainage to consider Water Sensitive Urban Design;
- The installation of a dual use footpath on the northern side of Litoria Drive to connect with the existing dual use path on Honeywood Avenue; and
- Remove on street car bays where there is a clash with the crossover.

- **Environment**

The local area is a habitat for the Quenda. The following comments are provided in relation to the development:

- The City has been working with the community for around a year to support the local Quenda population that occur in the adjacent Darling Chase reserve.
- Evidence and advice has been provided that Quenda frequently cross Honeywood Avenue to the oval and remnant bushland and there have been significant fatalities on Honeywood Avenue.
- It is suspected that these fauna are foraging for larvae and other invertebrates on the oval, which is common practice for Quenda.
- To assist in creating a fauna corridor to facilitate safer movement of Quenda the landscape plan should incorporate low, dense endemic herbs and shrubs within the median of Honeywood Avenue, carpark swales and associated road reserves and carparks.

Advice and conditions are also recommended, to advise of further legislative obligations under environmental health and building legislation. Specifically:

- A condition to require the development be connected to sewer.
- A condition to require a noise management plan be provided to ensure any noise levels generated are kept within prescribed levels.
- Advice regarding obligations for a food premises; and
- Advice regarding obligations under the Building Act.

### 17.1 DEVELOPMENT APPLICATION – HONEYWOOD COMMUNITY PAVILION – LOT 8008 LYON ROAD AND LOT 9034 HONEYWOOD AVENUE, WANDI

#### Neighbour notification

The proposed development was advertised via letters to owners and occupiers within 200m of the subject site. After the conclusion of the fourteen day period, one (1) submission was received. The summarised submitters issues and officer response is included below:

| Submission  | Officer response  |
|---|---|
| Unacceptable to have a venue like this so close to homes. | The facility was considered in the design of the area and has been reviewed having regard to the amenity of the site in the report below. |
| Parking is not dealt with currently.                      | A new, large car park is part of this project.  |
| If alcohol is on the premises, it will be a problem.      | A permanent licence is not included in this proposal.   |
| Noise needs to be considered.                             | An acoustic report is recommended to be provided to ensure the facility complies with noise regulations.                                  |
| Traffic already bad with primary school.                  | Parking and traffic is managed sufficiently and the design has involved the City's engineers.   |
| Do not want to see it go ahead.                           | Noted.  |

#### Planning assessment

- Zoning and land use permissibility

The lot where the car park for the facility is proposed is reserved as Parks, Recreation and Drainage under the LSP. The installation of a public carpark on this site is consistent with the intent of the reserve, noting that in addition to being available for users of the new building, it will be available for visitors to the existing playing fields and park.

The proposed facility is located on a Special Rural Zone (SR16) which is designated by LPS2 and sits just outside of the LSP. The facility is not easily classified into a land use that is listed in the scheme's zoning table. The variety of activities and events that will occur on site through permanent and occasional hiring, as well as the mixture of public use and private club use makes it difficult to classify. The City's City Engagement team has confirmed that the following will occur on site:

- Facilities and storage for sport clubs
- Social, recreational, cultural and learning activities
- Programs, workshops and services for the local community
- Fitness classes
- Community gatherings

Given the multipurpose nature of the facility, it is appropriate to classify it as a use not specified as it doesn't clearly fit in to any one land use. Further information on the assessment of the use not specified is included below.

In addition to being zoned Special Rural under the LPS2, under the Metropolitan Region Scheme (MRS) the site is zoned Rural-water protection. This is due to the area falling within the Jandakot UWPCA. The proposal is assessed against SPP2.3 Jandakot Groundwater Protection below. Advice has been sought from DWER, who have supported the use in this location.

### 17.1 DEVELOPMENT APPLICATION – HONEYWOOD COMMUNITY PAVILION – LOT 8008 LYON ROAD AND LOT 9034 HONEYWOOD AVENUE, WANDI

- Use not specified

Where a land use cannot reasonably be determined as falling within a use listed in the LPS2 zoning table, Council is able to approve an unlisted use, provided that advertising is undertaken and the use is consistent with the objectives and purposes of the zone. The application has been advertised to neighbouring owners and occupiers, and additional consultation was undertaken in the months preceding lodgement.

The provisions for SR16, detail limitations on livestock, provision of effluent disposal systems and restrictions on further clearing. Essentially, the provisions are built around protecting the groundwater resource. The proposed development is considered to meet the requirements of SR16 as a use not specified, for the following reasons:

- There is no intensification of residential development or subdivision proposed. Rather, the lots are being amalgamated to protect the use as a public facility.
- There is no livestock proposed.
- No groundwater is proposed to be extracted.
- DWER has reviewed the proposal and intended activities and is supportive subject to conditions.
- Stormwater and drainage, specifically for the carpark, is designed with best practice water sensitive urban design in mind.
- The development will be connected to reticulated sewer, meaning no onsite effluent disposal that has the potential to contaminate groundwater.
- The land is already cleared for the purposes of a recreational facility.

- Jandakot Groundwater Protection

The key objectives of the policy are to protect one of the key drinking water sources for Perth. The policy outlines principles to ensure that development is compatible with the long term protection of groundwater. The subject site is located within a P2 area, which means that land use acceptability is based on minimising risks. Supporting Water Quality Protection Notes 25 (WQPN 25) elaborates on which uses are acceptable where and provides guidance for approval agencies in assessing new development proposals.

In reviewing the application, DWER has concluded that subject to minor management conditions, the proposed development is acceptable as it is consistent with the existing playing fields, there is no onsite wastewater disposal proposed (i.e. it is connected to sewer which restricts the potential for contamination) and the carpark associated with the facility is located outside of the protection area.

- Matters to be considered

Clause 67 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations) outlines general matters that should be given due regard in the assessment of planning applications. In reviewing this application, the following comments are made:

- While a use not specified, the facility is considered to be appropriate for its setting at existing playing fields next door to a primary school.
- The development does not jeopardise the existing groundwater resource and meets the intent of the relevant state planning policy. Additionally, the carpark for the site, which has the potential for the greatest risk to ground water due to stormwater runoff, is located outside of the water mound.
- The site sits outside of the bushfire prone area.
- There is no clearing proposed.



**17.1 DEVELOPMENT APPLICATION – HONEYWOOD COMMUNITY PAVILION – LOT 8008 LYON ROAD AND LOT 9034 HONEYWOOD AVENUE, WANDI**

- The building is designed to look out across the playing fields, protecting the privacy of nearby residents.
- The use of the building will provide a significant community benefit by encouraging the establishment of sporting clubs, creating a meeting place for residents and opportunities for engagement between groups.
- There are 168 car parking bays proposed to be installed for the facility, noting that it will also be available for users of the existing playground and playing fields.
- The carpark has been designed for two entry and exit points to assist with traffic flow at the conclusion of an event when the carpark may be full.

**LEGAL/POLICY IMPLICATIONS:**

For the purpose of Councillors considering a financial or impartiality interest only, the owner and developer of the site is the City of Kwinana.

The following legislation is applicable to this item:

- *Planning and Development (Local Planning Schemes) Regulations 2015*
- City of Kwinana Local Planning Scheme No. 2
- SPP 2.3 Jandakot Groundwater Protection
- Wandí North Local Structure Plan

**FINANCIAL/BUDGET IMPLICATIONS:**

Nil. Any budget implications for this project are not related to the development application.

**ASSET MANAGEMENT IMPLICATIONS:**

The facility will be managed by the City.

**ENVIRONMENTAL IMPLICATIONS:**

The development's potential impact on the drinking water source are discussed throughout the report.

**STRATEGIC/SOCIAL IMPLICATIONS:**

This proposal will support the achievement of the following outcomes and objectives detailed in the Strategic Community Plan and Corporate Business Plan.

| Plan                     | Outcome           | Objective   |
|--------------------------|-------------------|---|
| Strategic Community Plan | A unique identity | 1.4 A healthy and active community with services for everyone's needs |

**17.1 DEVELOPMENT APPLICATION – HONEYWOOD COMMUNITY PAVILION – LOT 8008 LYON ROAD AND LOT 9034 HONEYWOOD AVENUE, WANDI**

|                          |                         |   |
|--------------------------|-------------------------|---|
| Strategic Community Plan | A beautiful environment | 3.1 Improve conservation of biodiversity and protection of native vegetation whilst achieving high levels of environmental protection in new developments |
|--------------------------|-------------------------|---|

**COMMUNITY ENGAGEMENT:**

Community Engagement has taken place in the following forms prior to the application being submitted:

- The City has undertaken various forms of community engagement in order to assess and meet the local community's needs through the provision of the Honeywood Community Pavilion. In August 2020, the City conducted engagement to update the community on the progress of the project and seek feedback on the proposed design. Of 132 surveys received from the community, 64% rated the design as either 'Excellent' or 'Good', with the average rating being 3.6/5. Online commentary and conversations with other residents and groups has also been positive.
- It was through this most recent engagement the City received a petition which was at odds with the majority of community feedback. This was received and noted by Council at the time. City Officers have been working with the petitioner to resolve some outstanding concerns unrelated to the design of the pavilion.

In addition to the above consultation which was undertaken prior to lodgement of the application, the development application was advertised via letter to owners and occupiers within a 200m radius of the site. One submission objecting to the proposal was received.

**PUBLIC HEALTH IMPLICATIONS:**

The recommendation/proposal has the potential to help improve the following determinants of health -

- Built Environment – Environmental Quality; Neighbourhood Amenity; Disease Prevention;
- Health Behaviours –Diet and Exercise; Participation
- Socio-economic Factors – Education; Family and Social Support; Community Safety

**17.1 DEVELOPMENT APPLICATION – HONEYWOOD COMMUNITY PAVILION – LOT 8008 LYON ROAD AND LOT 9034 HONEYWOOD AVENUE, WANDI**

**RISK IMPLICATIONS:**

The risk implications in relation to this proposal are as follows:

|  |   |
|--|---|
| Risk Event                                   | Local community is not fully notified of proposed development.  |
| Risk Theme                                   | Inadequate engagement practices<br>Inadequate environmental management  |
| Risk Effect/Impact                           | Service Delivery<br>Environment   |
| Risk Assessment Context                      | Project   |
| Consequence                                  | Moderate  |
| Likelihood                                   | Possible  |
| Rating (before treatment)                    | Low   |
| Risk Treatment in place                      | Reduce - mitigate risk  |
| Response to risk treatment required/in place | Significant consultation held with the community about the facility and its purpose, and full consideration about the environmental management of the facility on the Jandakot Groundwater Mound and impact on Quenda population. |
| Rating (after treatment)                     | Low   |

**COUNCIL DECISION**

377

**MOVED CR P FEASEY**

**SECONDED CR D WOOD**

**That Council defer the item for further discussion at an Elected Member Briefing Session.**

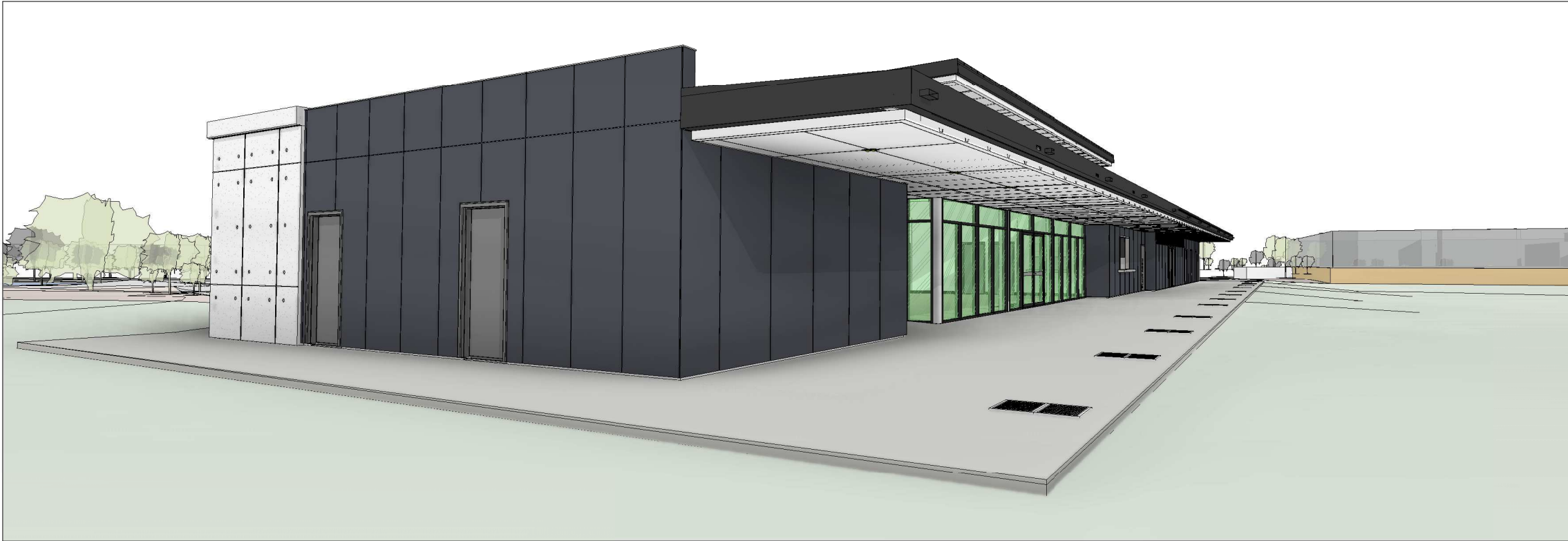
**CARRIED  
6/1**

**NOTE – That the Officer Recommendation was not followed by Council for the following reasons:**

- Council briefing and community consultation not taken into account in final design; and
- The building is a community asset and needs to reflect the desires of the community.

# HONEYWOOD COMMUNITY PAVILION

DEVELOPMENT APPLICATION ISSUE



NORTH-EASTERN VIEW



SOUTH-EASTERN VIEW

**NOTE:**  
REFER TO SERIES 10 ARCHITECTURAL DRAWINGS FOR FURTHER DETAILS ON FINISHES, FIXTURES AND FITTINGS IN CONJUNCTION WITH ARCHITECTURAL SPECIFICATION.

|   |          |                               |
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| d | 20 10 12 | DEVELOPMENT APPLICATION ISSUE |
| c | 20 08 04 | ISSUED TO CONSULTANTS         |
| b | 20 07 01 | ISSUED PRELIMINARY COSTING    |
| a | 20 06 16 | SCHEMATIC DESIGN ISSUE        |

| No. | DATE | AMENDMENT |
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**donovan  
payne**

HONEYWOOD PAVILION

CITY OF KWINANA

TITLE  
COVER SHEET

• BUILDER MUST CHECK ALL DIMENSIONS, HEIGHTS, AND LEVELS ON SITE BEFORE COMMENCING ANY WORK.  
• DIMENSIONS TO GOVERN SCALE.  
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OVAL VIEW



ENTRANCE VIEW

NOTE:  
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DETAILS ON FINISHES, FIXTURES AND FITTINGS IN CONJUNCTION  
WITH ARCHITECTURAL SPECIFICATION.

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DEVELOPMENT APPLICATION ISSUE

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ISSUED TO CONSULTANTS

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20 07 01

ISSUED PRELIMINARY COSTING

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20 06 16


SCHEMATIC DESIGN ISSUE

No.

DATE

AMENDMENT

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HONEYWOOD PAVILION

CITY OF KWINANA

TITLE

IMAGERY SHEET CONT,

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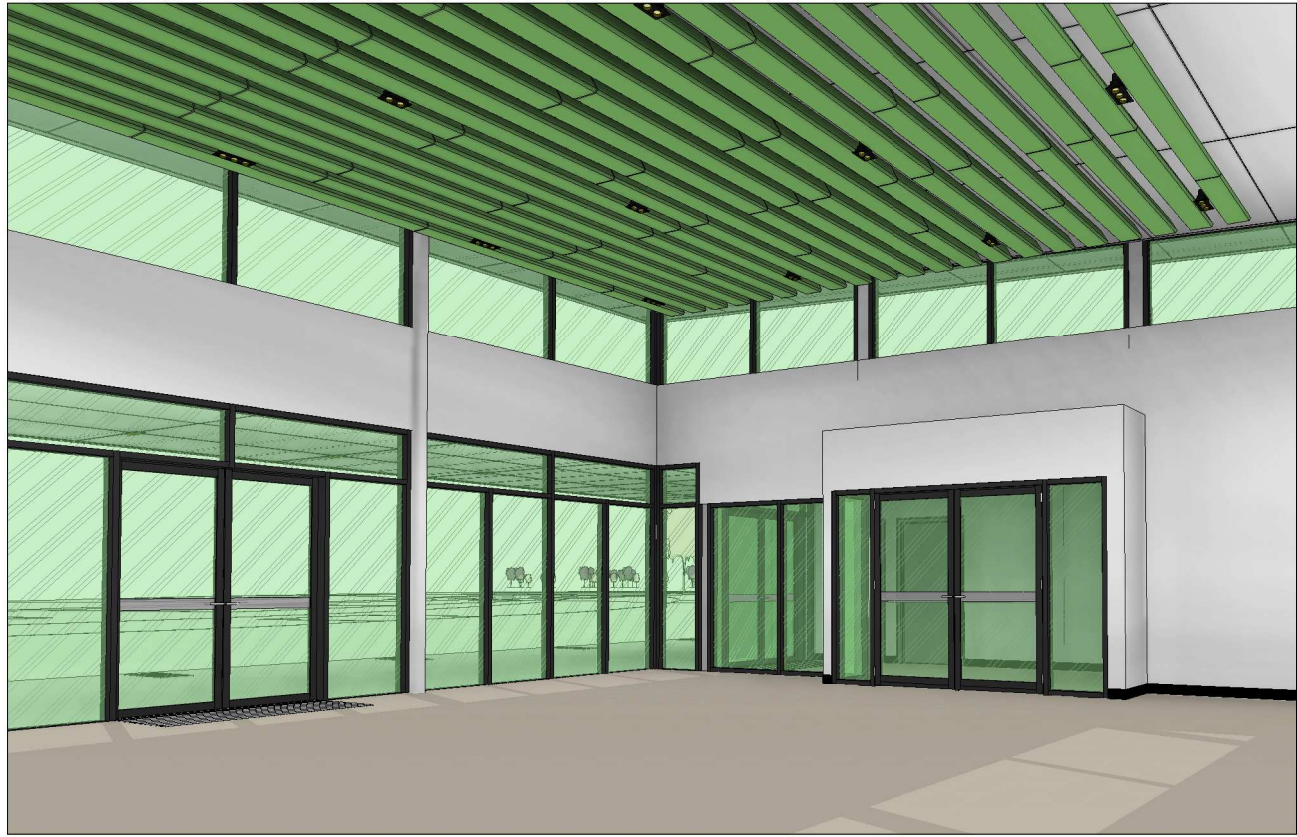
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FUNCTION ROOM VIEW



FOYER VIEW



CHANGE ROOM VIEW



KITCHEN VIEW

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| a | 20 06 16 | SCHEMATIC DESIGN ISSUE        |

No. DATE AMENDMENT



HONEYWOOD PAVILION

CITY OF KWINANA

TITLE  
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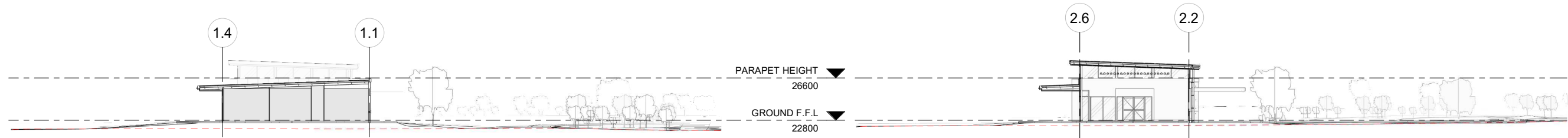
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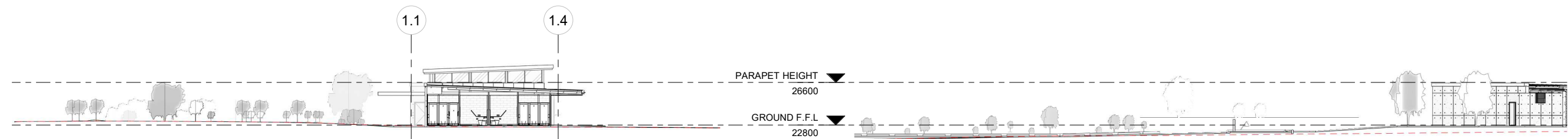






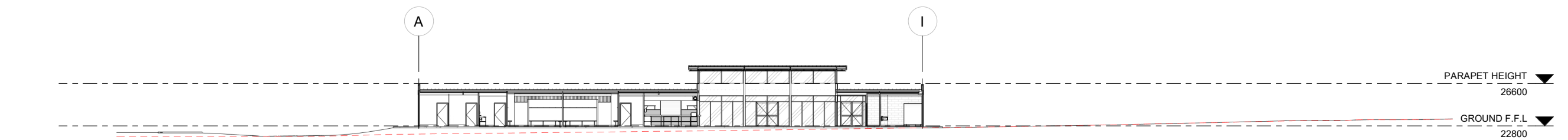
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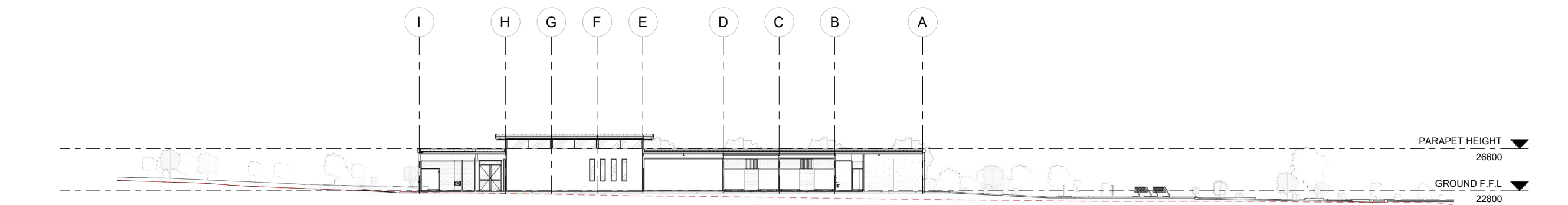


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4 SITE SECTION E  
A1.2 1 : 200



6 SITE SECTION F  
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WITH ARCHITECTURAL SPECIFICATION.

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| No. | 20 10 12 | DATE | DEVELOPMENT APPLICATION ISSUE |
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donovan  
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HONEYWOOD PAVILION

CITY OF KWINANA

TITLE  
SITE SECTIONS

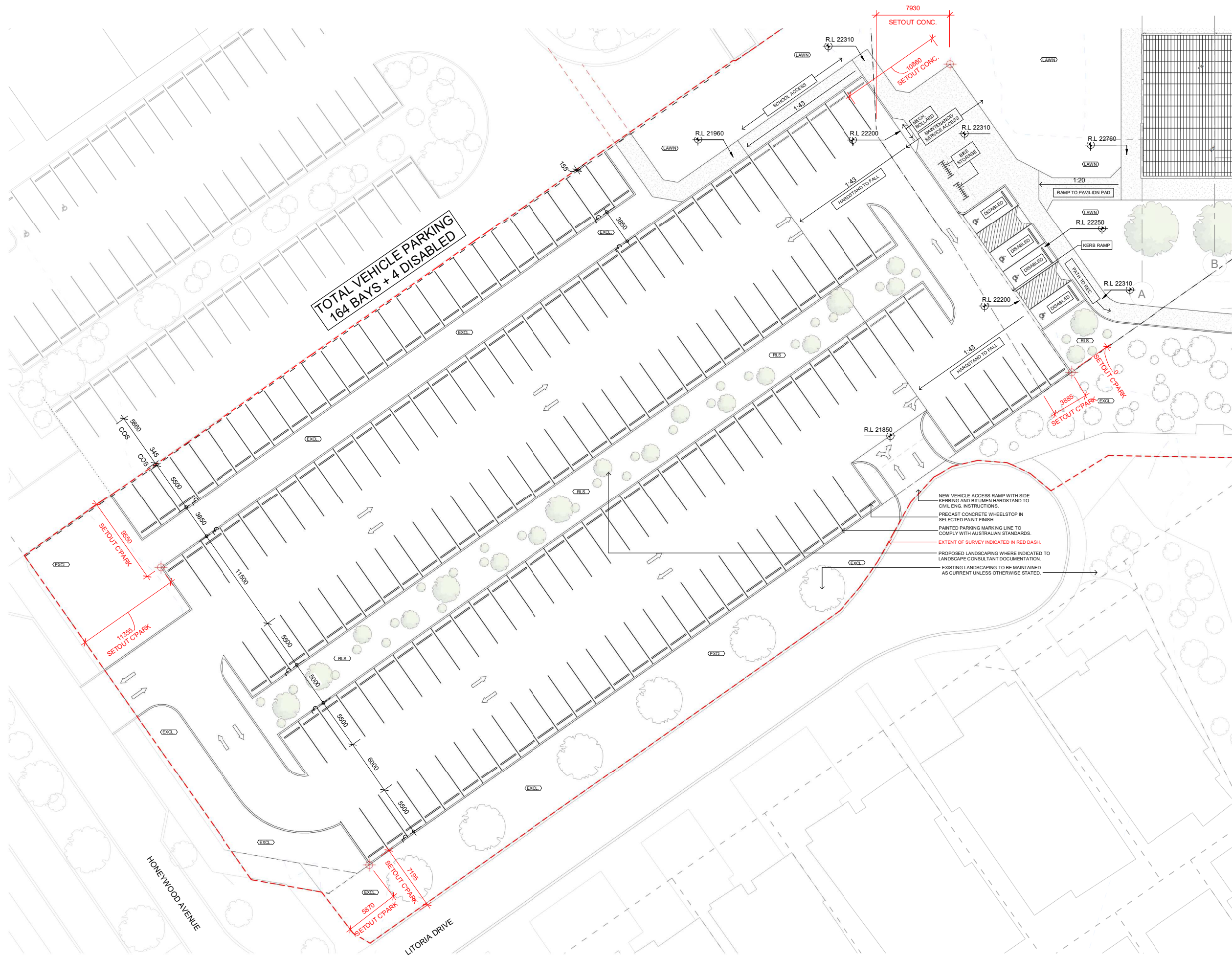
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| c | 20 07 30 | ISSUED FOR REVIEW             |
| b | 20 07 01 | ISSUED PRELIMINARY COSTING    |
| a | 20 06 16 | SCHEMATIC DESIGN ISSUE        |

| NO. | DATE | AMENDMENT |
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donovan  
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HONEYWOOD PAVILION

CITY OF KWINANA

TITLE  
PARKING LAYOUT

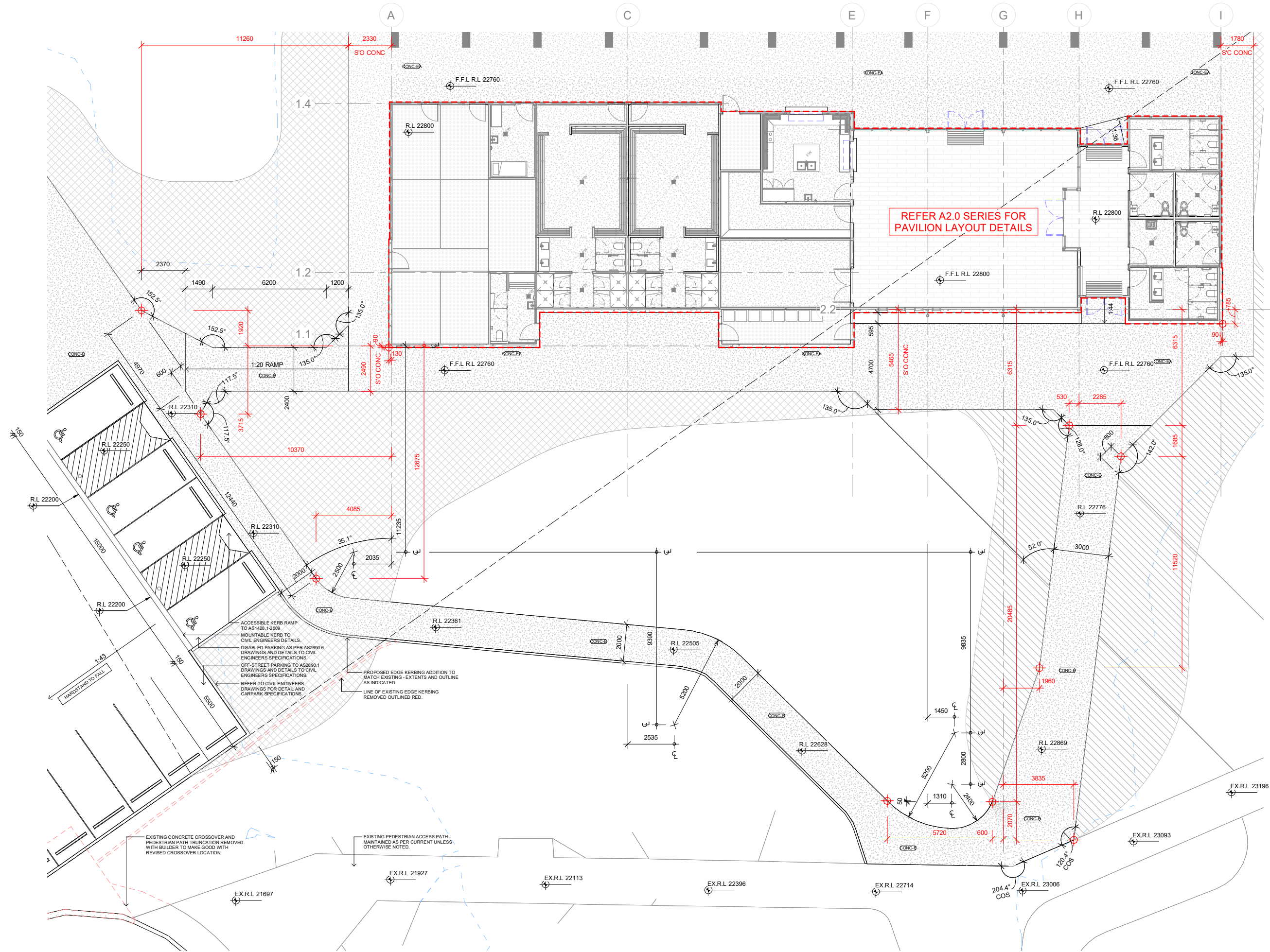
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EARTHWORKS KEY LEGEND



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No. DATE AMENDMENT



HONEYWOOD PAVILION

CITY OF KWINANA

TITLE  
PAVILION LAYOUT

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DRAWN Author

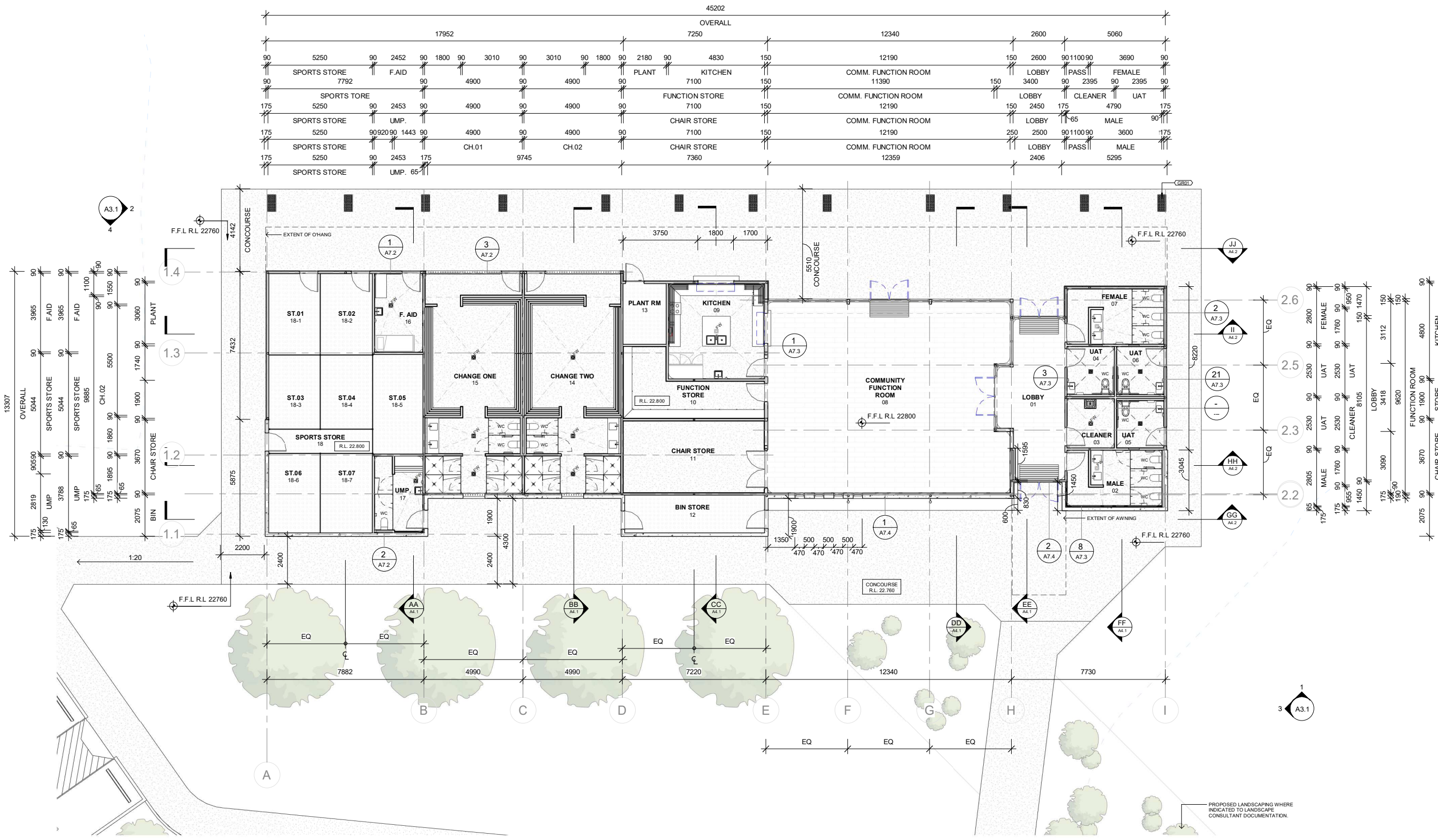
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1 GROUND FLOOR LAYOUT  
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| a | 20 06 16 | SCHEMATIC DESIGN ISSUE        |

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HONEYWOOD PAVILION

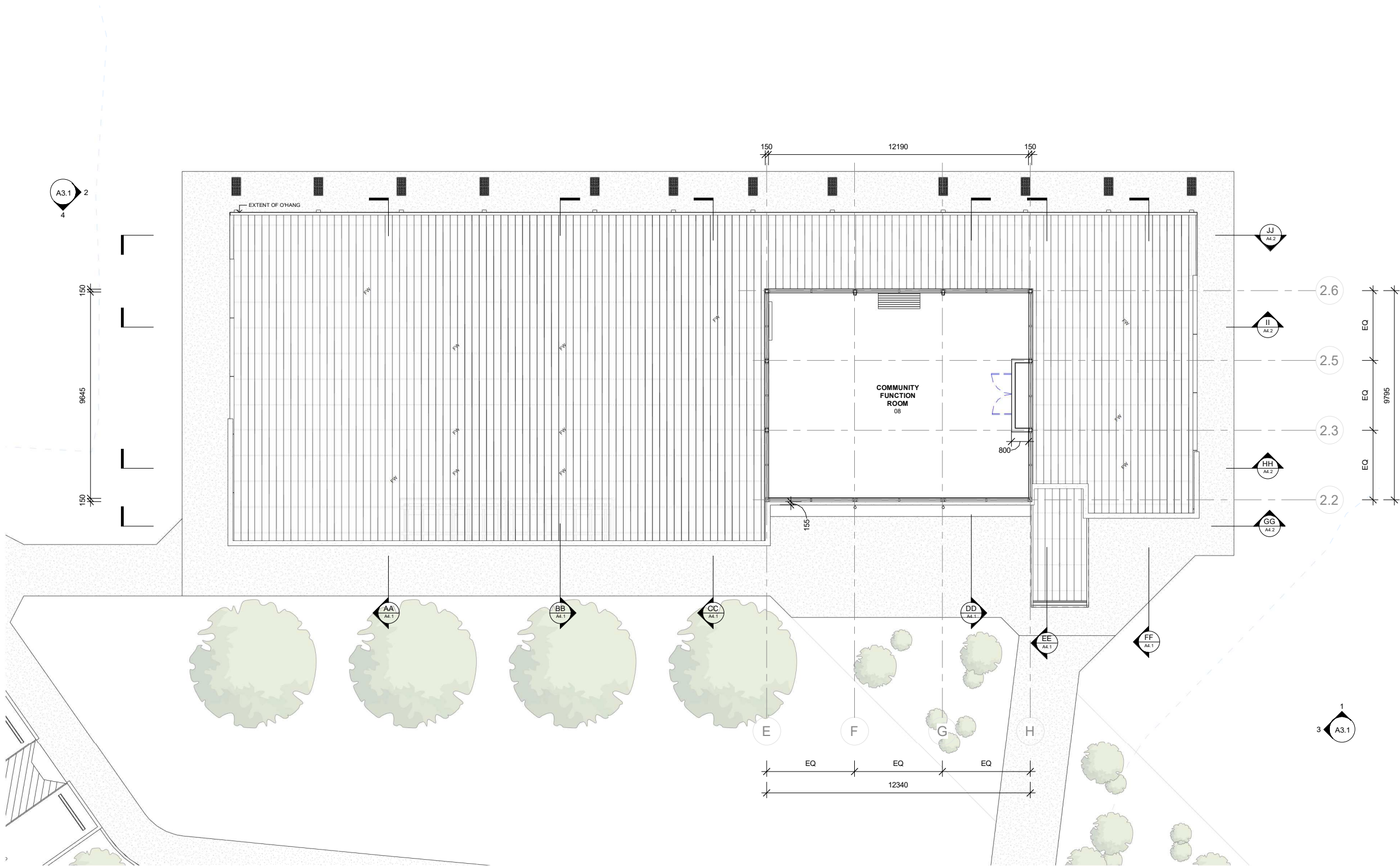
CITY OF KWINANA  
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GROUND FLOOR PLAN

BUILDER MUST CHECK ALL DIMENSIONS, HEIGHTS, AND LEVELS  
ON SITE BEFORE COMMENCING ANY WORK.  
DIMENSIONS TO GOVERN SCALE.  
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|         |         |            |                     |
|---------|---------|------------|---------------------|
| SCALE   | 1 : 100 | DWG NUMBER | REV.                |
| DRAWN   | BGW     | A2.1       | e                   |
| CHECKED | CP      |            |                     |
| JOB NO. | 2003    | PLOT DATE  | 19/03/2024 14:22:00 |

CONSULTANTS TO CHECK PRINT SCALE



1  
A1.3  
GROUND UPPER LAYOUT  
1 : 100

NOTE:  
REFER TO SERIES 10 ARCHITECTURAL DRAWINGS FOR FURTHER  
DETAILS ON FINISHES, FIXTURES AND FITTINGS IN CONJUNCTION  
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|     |          |                               |
|-----|----------|-------------------------------|
| 0   | 20 10 12 | DEVELOPMENT APPLICATION ISSUE |
| a   | 20 08 04 | ISSUED TO CONSULTANTS         |
| No. | DATE     | AMENDMENT                     |

donovan  
payne

HONEYWOOD PAVILION

CITY OF KWINANA

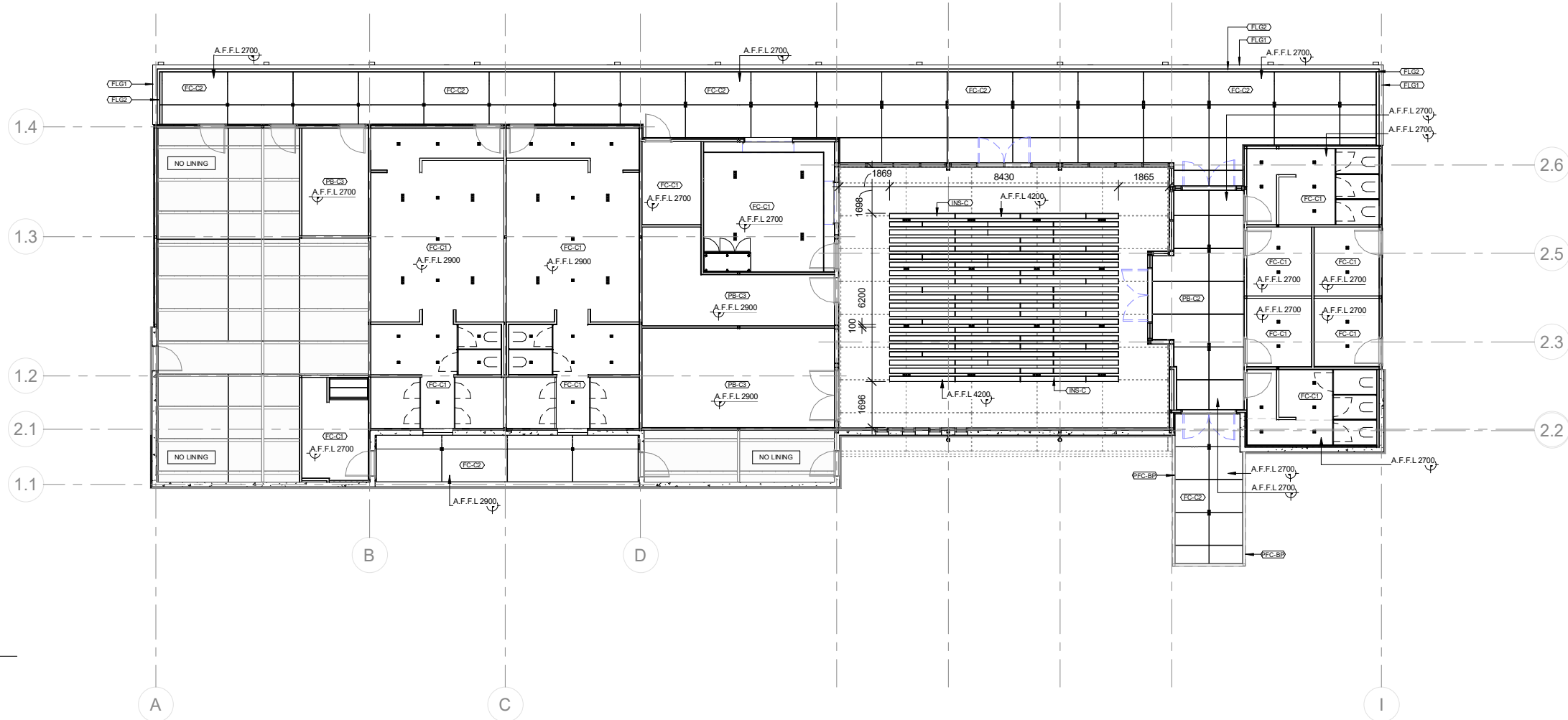
TITLE  
FIRST FLOOR PLAN

• BUILDER MUST CHECK ALL DIMENSIONS, HEIGHTS, AND LEVELS  
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• DIMENSIONS TO GOVERN SCALE.  
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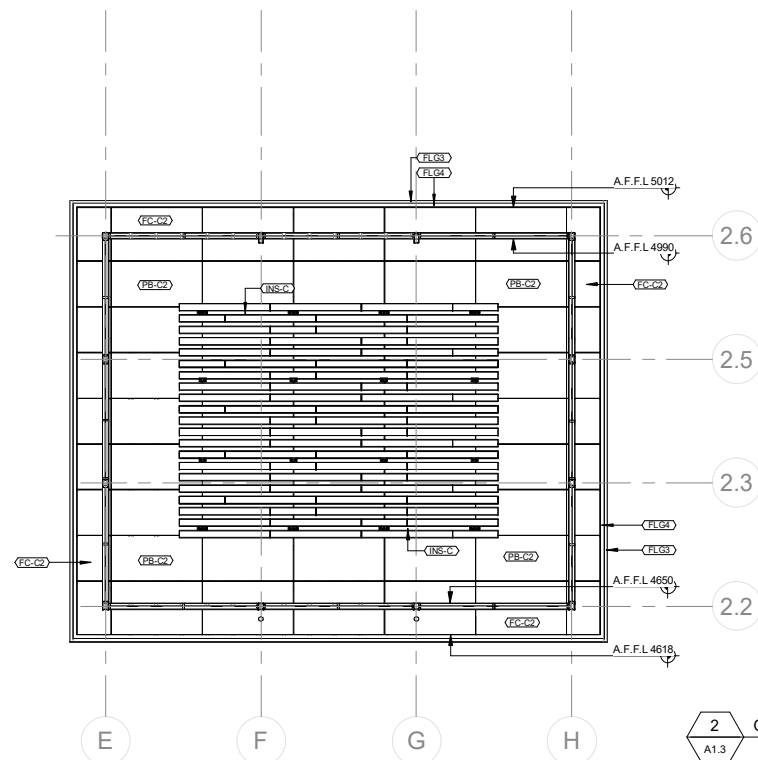
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|         |         |            |                       |
|---------|---------|------------|-----------------------|
| SCALE   | 1 : 100 | DWG NUMBER | REV.                  |
| DRAWN   | Author  | A2.2       | b                     |
| CHECKED | Checker |            |                       |
| JOB NO. | 2003    | PLOT DATE  | 18/10/2018 9:42:45 AM |

C:\Users\mcc\Documents\2003\Honeywood Pavilion\2018\1809\Honeywood Pavilion.dwg



1  
A1.3 GROUND FLOOR CEILING PLAN  
1 : 100



2  
A1.3 GROUND UPPER CEILING PLAN  
1 : 100

| CEILING LEGEND   |   |
|--|---|
| (READ THIS SCHEDULE IN CONJUNCTION WITH ALL OTHER SCHEDULES ON THE A10 SERIES AND ALL OTHER DOCUMENTS) |   |
| FC-C1  | 9mm THICK VILLABOARD CEILING LINING FIXED TO FURRING CHANNELS. P51 SHADOWLINE COMBINATION SET BEAD. PAINT FINISH - WHITE          |
| FC-C2  | 9mm THICK JAMES HARDIE VERSILUX LINING. EXPRESS JOINTED WITH JAMES HARDIE BLACK BACKING GASKET. PAINT FINISH - DULUX VIVID WHITE. |
| INS-C  | 12mm AUTEX FRONTIER SUSPENDED ACOUSTING CEILING RAFT TRAPEZOID. COLOUR AS AUTEX BOSCO.  |
| PB-C2  | 13mm THICK GYPROCK EC08 COMPLETE PLASTERBOARD LINING. EXPRESS JOINTED WITH BLACK BACKING STRIP. PAINT FINISH - DULUX VIVID WHITE. |
| PB-C3  | 13mm THICK GYPROCK EC08 COMPLETE PLASTERBOARD LINING. FLUSH JOINTED. PAINT FINISH - DULUX VIVID WHITE.                            |

| FLASHING LEGEND  |   |
|--|---|
| (READ THIS SCHEDULE IN CONJUNCTION WITH ALL OTHER SCHEDULES ON THE A10 SERIES AND ALL OTHER DOCUMENTS) |   |
| FLG1   | PROFILED EDGE FASCIA IN COLORBOND MONUMENT WITH DOWNSPOUT POP TO RAIN-GARDEN BELOW. |
| FLG2   | PROFILED EDGE FASCIA IN COLORBOND WINDSPRAY.  |
| FLG3   | PROFILED EDGE FASCIA IN COLORBOND MONUMENT.   |
| FLG4   | PROFILED EDGE FASCIA IN COLORBOND WINDSPRAY.  |

NOTE:  
REFER TO SERIES 10 ARCHITECTURAL DRAWINGS FOR FURTHER DETAILS ON FINISHES, FIXTURES AND FITTINGS IN CONJUNCTION WITH ARCHITECTURAL SPECIFICATION.

| No. | DATE     | AMENDMENT                     |
|-----|----------|-------------------------------|
| e   | 20 10 12 | DEVELOPMENT APPLICATION ISSUE |
| d   | 20 08 04 | ISSUED TO CONSULTANTS         |
| c   | 20 07 30 | ISSUED FOR REVIEW             |
| b   | 20 07 01 | ISSUED PRELIMINARY COSTING    |
| a   | 20 06 16 | SCHEMATIC DESIGN ISSUE        |

| No. | DATE | AMENDMENT |
|-----|------|-----------|
|-----|------|-----------|



HONEYWOOD PAVILION

CITY OF KWINANA

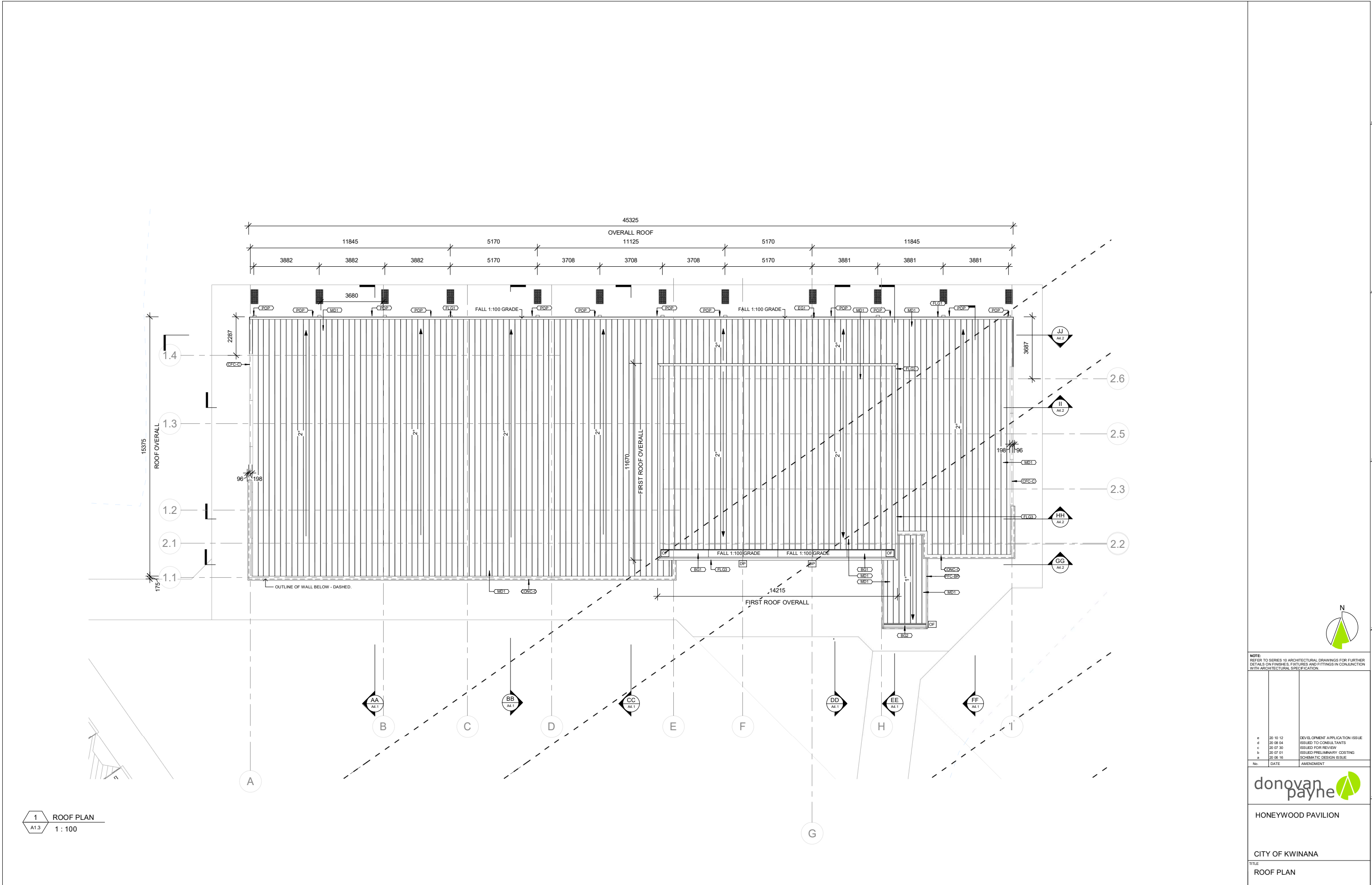
TITLE  
CEILING PLAN

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| SCALE        | DWG NUMBER                     | REV. |
|--------------|--------------------------------|------|
| 1 : 100      | A2.5                           | e    |
| DRAWN BGW    |                                |      |
| CHECKED CP   |                                |      |
| JOB NO. 2003 | PLOT DATE 19/03/20 10:41:06 AM |      |

C:\donovan\projects\_2020\Honeywood Pavilion\_2017\PA\_Pavilion\A2.5.dwg





| ROOFING LEGEND   |   |
|--|---|
| (READ THIS SCHEDULE IN CONJUNCTION WITH ALL OTHER SCHEDULES ON THE A10 SERIES AND ALL OTHER DOCUMENTS) |   |
| BG1  | 600x100 DEEP 0.558MT COLOURBOND SHEET BOX GUTTER. COLOUR TO MATCH ROOF SHEETING   |
| BG2  | 300x100 DEEP 0.558MT COLOURBOND SHEET BOX GUTTER. COLOUR TO MATCH ROOF SHEETING   |
| EG1  | 200x200 DEEP 0.558MT COLOURBOND SHEET EAVE GUTTER. COLOUR TO MATCH ROOF SHEETING  |
| MD1  | REVOLUTION ROOFING MAXLINE ROOF SHEETING PITCHED 2° TO MANUFACTURERS INSTRUCTIONS. COLORBOND FINISH - MONUMENT.               |
| POP  | PROFILED FASCIA IN COLORBOND MONUMENT WITH DOWNSPOUT POP TO RAIN-GARDEN BELOW.  |
| RR1  | BRADFORD ASHGRID 120mm GALV. ROOF INSULATION SPACERS INSTALLED TO MANUFACTURERS RECOMMENDATIONS AND INSTALLATION INSTRUCTIONS |

| FLASHING LEGEND  |   |
|--|---|
| (READ THIS SCHEDULE IN CONJUNCTION WITH ALL OTHER SCHEDULES ON THE A10 SERIES AND ALL OTHER DOCUMENTS) |   |
| FLG1   | PROFILED EDGE FASCIA IN COLORBOND MONUMENT WITH DOWNSPOUT POP TO RAIN-GARDEN BELOW. |
| FLG2   | PROFILED EDGE FASCIA IN COLORBOND WINDSPRAY.  |
| FLG3   | PROFILED EDGE FASCIA IN COLORBOND MONUMENT.   |
| FLG4   | PROFILED EDGE FASCIA IN COLORBOND WINDSPRAY.  |

NOTE:  
REFER TO SERIES 10 ARCHITECTURAL DRAWINGS FOR FURTHER DETAILS ON FINISHES, FIXTURES AND FITTINGS IN CONJUNCTION WITH ARCHITECTURAL SPECIFICATION.

|   |          |                               |
|---|----------|-------------------------------|
| e | 20 10 12 | DEVELOPMENT APPLICATION ISSUE |
| d | 20 08 04 | ISSUED TO CONSULTANTS         |
| c | 20 07 30 | ISSUED FOR REVIEW             |
| b | 20 07 01 | ISSUED PRELIMINARY COSTING    |
| a | 20 06 16 | SCHEMATIC DESIGN ISSUE        |

| No. | DATE | AMENDMENT |
|-----|------|-----------|
|     |      |           |

**donovan payne**

HONEYWOOD PAVILION

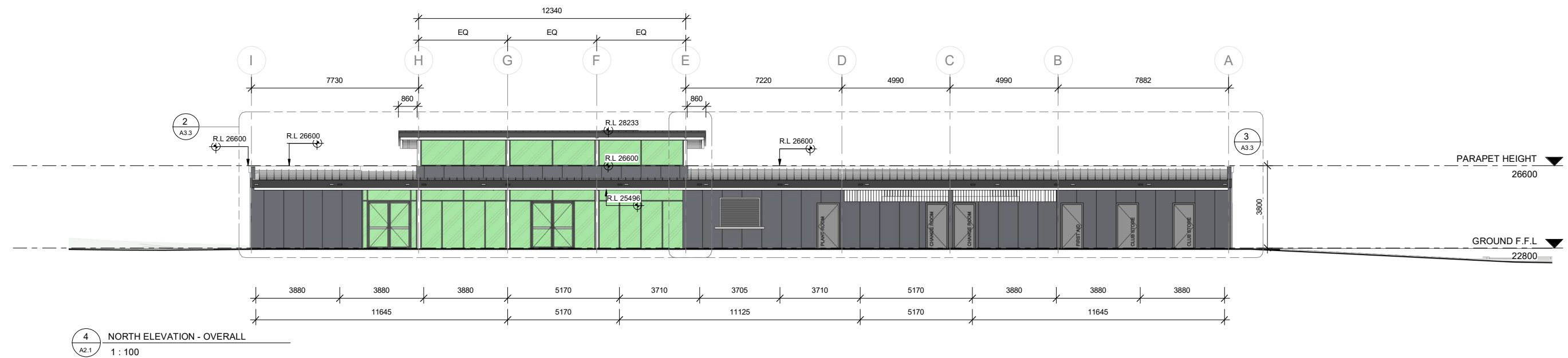
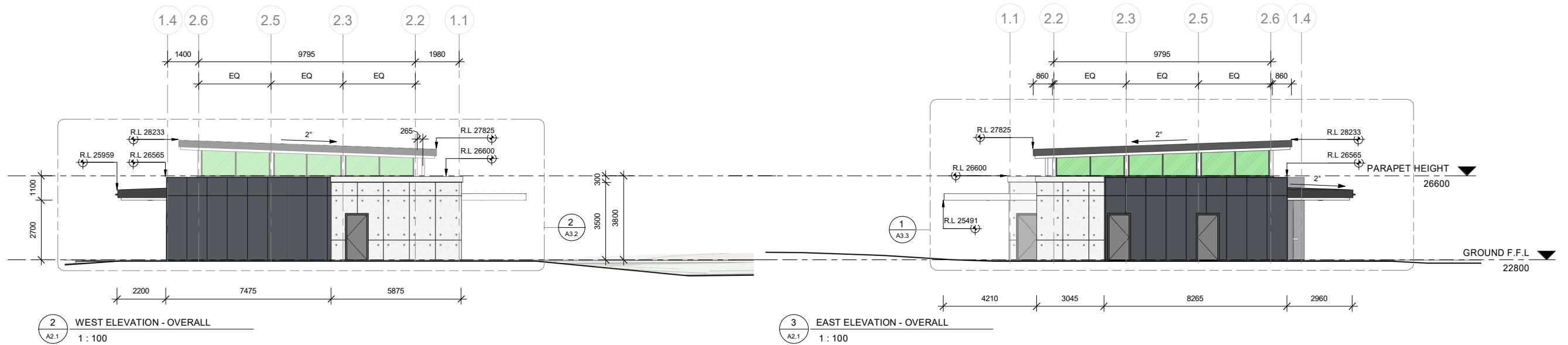
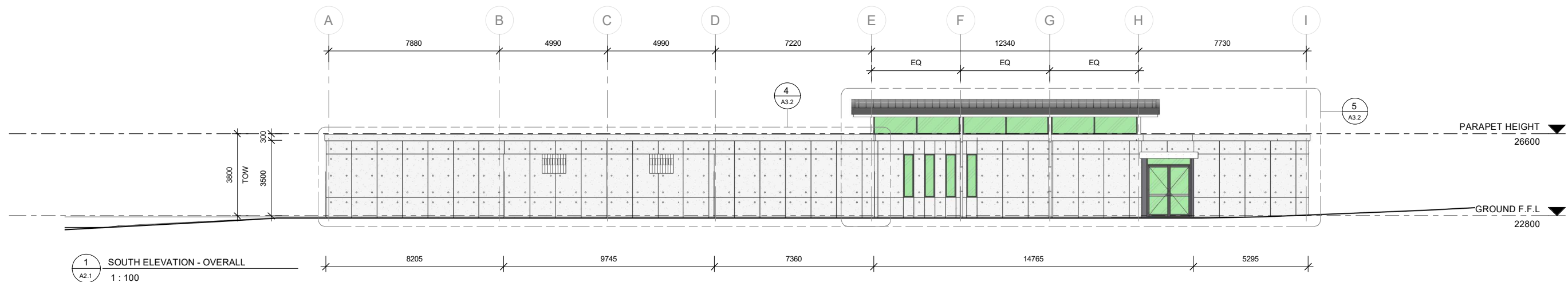
CITY OF KWINANA

TITLE  
ROOF PLAN

• BUILDER MUST CHECK ALL DIMENSIONS, HEIGHTS, AND LEVELS ON SITE BEFORE COMMENCING ANY WORK.  
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|         |         |            |                   |
|---------|---------|------------|-------------------|
| SCALE   | 1 : 100 | DWG NUMBER | REV.              |
| DRAWN   | BGW     | A2.6       | e                 |
| CHECKED | CP      |            |                   |
| JOB NO. | 2003    | PLOT DATE  | 4/10/2018 9:48:04 |

100mm



NOTE:  
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| No. | DATE     | AMENDMENT                     |
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| a   | 20 10 12 | DEVELOPMENT APPLICATION ISSUE |
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| b   | 20 07 01 | ISSUED PRELIMINARY COSTING    |
| a   | 20 06 16 | SCHEMATIC DESIGN ISSUE        |

donovan  
payne

HONEYWOOD PAVILION

CITY OF KWINANA  
TITLE  
ELEVATIONS OVERALL



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| SCALE        | DWG NUMBER                    | REV. |
|--------------|-------------------------------|------|
| 1 : 100      | A3.1                          | e    |
| DRAWN BGW    |                               |      |
| CHECKED CP   |                               |      |
| JOB NO. 2003 | PLOT DATE 09/10/2023 10:10 AM |      |



|   |  |  |
|---|--|--|
| NOTE: REFER TO SERIES 10 ARCHITECTURAL DRAWINGS FOR FURTHER DETAILS ON FINISHES, FIXTURES AND FITTINGS IN CONJUNCTION WITH ARCHITECTURAL SPECIFICATION.   |  |  |
| d<br>e<br>f<br>g<br>h<br>i<br>j<br>k<br>l<br>m<br>n<br>o<br>p<br>q<br>r<br>s<br>t<br>u<br>v<br>w<br>x<br>y<br>z<br>aa<br>ab<br>ac<br>ad<br>ae<br>af<br>ag<br>ah<br>ai<br>aj<br>ak<br>al<br>am<br>an<br>ao<br>ap<br>aq<br>ar<br>as<br>at<br>au<br>av<br>aw<br>ax<br>ay<br>az<br>ba<br>bb<br>bc<br>bd<br>be<br>bf<br>bg<br>bh<br>bi<br>bj<br>bk<br>bl<br>bm<br>bn<br>bo<br>bp<br>bq<br>br<br>bs<br>bt<br>bu<br>bv<br>bw<br>bx<br>by<br>bz<br>ca<br>cb<br>cc<br>cd<br>ce<br>cf<br>cg<br>ch<br>ci<br>cj<br>ck<br>cl<br>cm<br>cn<br>co<br>cp<br>cq<br>cr<br>cs<br>ct<br>cu<br>cv<br>cw<br>cx<br>cy<br>cz<br>da<br>db<br>dc<br>dd<br>de<br>df<br>dg<br>dh<br>di<br>dj<br>dk<br>dl<br>dm<br>dn<br>do<br>dp<br>dq<br>dr<br>ds<br>dt<br>du<br>dv<br>dw<br>dx<br>dy<br>dz<br>ea<br>eb<br>ec<br>ed<br>ee<br>ef<br>eg<br>eh<br>ei<br>ej<br>ek<br>el<br>em<br>en<br>eo<br>ep<br>eq<br>er<br>es<br>et<br>eu<br>ev<br>ew<br>ex<br>ey<br>ez<br>fa<br>fb<br>fc<br>fd<br>fe<br>ff<br>fg<br>fh<br>fi<br>fj<br>fk<br>fl<br>fm<br>fn<br>fo<br>fp<br>fq<br>fr<br>fs<br>ft<br>fu<br>fv<br>fw<br>fx<br>fy<br>fz<br>ga<br>gb<br>gc<br>gd<br>ge<br>gf<br>gg<br>gh<br>gi<br>gj<br>gk<br>gl<br>gm<br>gn<br>go<br>gp<br>gq<br>gr<br>gs<br>gt<br>gu<br>gv<br>gw<br>gx<br>gy<br>gz<br>ha<br>hb<br>hc<br>hd<br>he<br>hf<br>hg<br>hh<br>hi<br>hj<br>hk<br>hl<br>hm<br>hn<br>ho<br>hp<br>hq<br>hr<br>hs<br>ht<br>hu<br>hv<br>hw<br>hx<br>hy<br>hz<br>ia<br>ib<br>ic<br>id<br>ie<br>if<br>ig<br>ih<br>ii<br>ij<br>ik<br>il<br>im<br>in<br>io<br>ip<br>iq<br>ir<br>is<br>it<br>iu<br>iv<br>iw<br>ix<br>iy<br>iz<br>ja<br>jb<br>jc<br>jd<br>je<br>jf<br>jg<br>jh<br>ji<br>jj<br>jk<br>jl<br>jm<br>jn<br>jo<br>jp<br>jq<br>jr<br>js<br>jt<br>ju<br>jv<br>jw<br>jx<br>jy<br>jz<br>ka<br>kb<br>kc<br>kd<br>ke<br>kf<br>kg<br>kh<br>ki<br>kj<br>kk<br>kl<br>km<br>kn<br>ko<br>kp<br>kq<br>kr<br>ks<br>kt<br>ku<br>kv<br>kw<br>kx<br>ky<br>kz<br>la<br>lb<br>lc<br>ld<br>le<br>lf<br>lg<br>lh<br>li<br>lj<br>lk<br>ll<br>lm<br>ln<br>lo<br>lp<br>lq<br>lr<br>ls<br>lt<br>lu<br>lv<br>lw<br>lx<br>ly<br>lz<br>ma<br>mb<br>mc<br>md<br>me<br>mf<br>mg<br>mh<br>mi<br>mj<br>mk<br>ml<br>mm<br>mn<br>mo<br>mp<br>mq<br>mr<br>ms<br>mt<br>mu<br>mv<br>mw<br>mx<br>my<br>mz<br>na<br>nb<br>nc<br>nd<br>ne<br>nf<br>ng<br>nh<br>ni<br>nj<br>nk<br>nl<br>nm<br>nn<br>no<br>np<br>nq<br>nr<br>ns<br>nt<br>nu<br>nv<br>nw<br>nx<br>ny<br>nz<br>oa<br>ob<br>oc<br>od<br>oe<br>of<br>og<br>oh<br>oi<br>oj<br>ok<br>ol<br>om<br>on<br>oo<br>op<br>oq<br>or<br>os<br>ot<br>ou<br>ov<br>ow<br>ox<br>oy<br>oz<br>pa<br>pb<br>pc<br>pd<br>pe<br>pf<br>pg<br>ph<br>pi<br>pj<br>pk<br>pl<br>pm<br>pn<br>po<br>pp<br>pq<br>pr<br>ps<br>pt<br>pu<br>pv<br>pw<br>px<br>py<br>pz<br>qa<br>qb<br>qc<br>qd<br>qe<br>qf<br>qg<br>qh<br>qi<br>qj<br>qk<br>ql<br>qm<br>qn<br>qo<br>qp<br>qq<br>qr<br>qs<br>qt<br>qu<br>qv<br>qw<br>qx<br>qy<br>qz<br>ra<br>rb<br>rc<br>rd<br>re<br>rf<br>rg<br>rh<br>ri<br>rj<br>rk<br>rl<br>rm<br>rn<br>ro<br>rp<br>rq<br>rr<br>rs<br>rt<br>ru<br>rv<br>rw<br>rx<br>ry<br>rz<br>sa<br>sb<br>sc<br>sd<br>se<br>sf<br>sg<br>sh<br>si<br>sj<br>sk<br>sl<br>sm<br>sn<br>so<br>sp<br>sq<br>sr<br>ss<br>st<br>su<br>sv<br>sw<br>sx<br>sy<br>sz<br>ta<br>tb<br>tc<br>td<br>te<br>tf<br>tg<br>th<br>ti<br>tj<br>tk<br>tl<br>tm<br>tn<br>to<br>tp<br>tq<br>tr<br>ts<br>tt<br>tu<br>tv<br>tw<br>tx<br>ty<br>tz<br>ua<br>ub<br>uc<br>ud<br>ue<br>uf<br>ug<br>uh<br>ui<br>uj<br>uk<br>ul<br>um<br>un<br>uo<br>up<br>uq<br>ur<br>us<br>ut<br>uu<br>uv<br>uw<br>ux<br>uy<br>uz<br>va<br>vb<br>vc<br>vd<br>ve<br>vf<br>vg<br>vh<br>vi<br>vj<br>vk<br>vl<br>vm<br>vn<br>vo<br>vp<br>vq<br>vr<br>vs<br>vt<br>vu<br>vv<br>vw<br>vx<br>vy<br>vz<br>wa<br>wb<br>wc<br>wd<br>we<br>wf<br>wg<br>wh<br>wi<br>wj<br>wk<br>wl<br>wm<br>wn<br>wo<br>wp<br>wq<br>wr<br>ws<br>wt<br>wu<br>wv<br>ww<br>wx<br>wy<br>wz<br>xa<br>xb<br>xc<br>xd<br>xe<br>xf<br>xg<br>xh<br>xi<br>xj<br>xk<br>xl<br>xm<br>xn<br>xo<br>xp<br>xq<br>xr<br>xs<br>xt<br>xu<br>xv<br>xw<br>xx<br>xy<br>xz<br>ya<br>yb<br>yc<br>yd<br>ye<br>yf<br>yg<br>yh<br>yi<br>yj<br>yk<br>yl<br>ym<br>yn<br>yo<br>yp<br>yq<br>yr<br>ys<br>yt<br>yu<br>yv<br>yw<br>yx<br>yy<br>yz<br>za<br>zb<br>zc<br>zd<br>ze<br>zf<br>zg<br>zh<br>zi<br>zj<br>zk<br>zl<br>zm<br>zn<br>zo<br>zp<br>zq<br>zr<br>zs<br>zt<br>zu<br>zv<br>zw<br>zx<br>zy<br>zz | 20 10 12<br>20 08 04<br>20 07 01<br>20 06 16 | DEVELOPMENT APPLICATION ISSUE<br>ISSUED TO CONSULTANTS<br>ISSUED PRELIMINARY COSTING<br>SCHEMATIC DESIGN ISSUE |
| No.   | DATE   | AMENDMENT  |

HONEYEYD VILLAVION

CITY OF KWINANA

TITLE

SECTIONS

|  |                                |      |
|--|--------------------------------|------|
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| SCALE 1 : 50<br>DRAWN BGW<br>CHECKED CP  | A4.1                           | d    |
| JOB NO. 2003   | PLOT DATE 9/10/2020 9:02:46 AM |      |

ALL DIMENSIONS TO GOVERN SCALE  
 CHECK PRINT SCALE





# HORT PLAN

LANDSCAPE DESIGN CONSULTANCY SERVICES

## **PROJECT**

*Honeywood Pavilion  
City Of Kwinana*

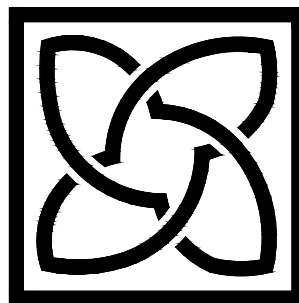




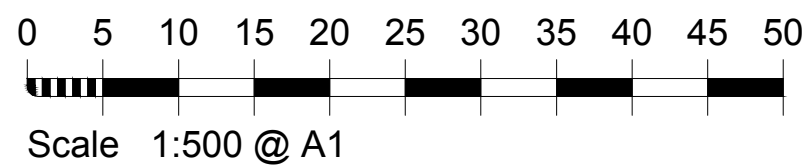
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| DWG     | DWG NAME          | SCALE @ A1 | REV |
|---------|-------------------|------------|-----|
| LS -100 | SITE PLAN         | 1:500      | B   |
| LS -200 | CONCEPT PLAN      | 1:200      | B   |
| LS -201 | CONCEPT PLAN      | 1:200      | B   |
| LS -300 | PLANTING SCHEDULE | NTS        | B   |
| LS -400 | TYPICAL DETAILS   | AS SHOWN   | B   |

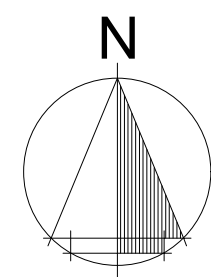
SITE PLAN  
SCALE 1:500 @ A1



**HortPlan**  
Consultants, Contractors  
Project Management  
24 Stirling Street, Guildford WA 6055  
Phone - 08 9379 2333  
Email - hortplan@bigpond.com



ISSUE FOR COMMENT

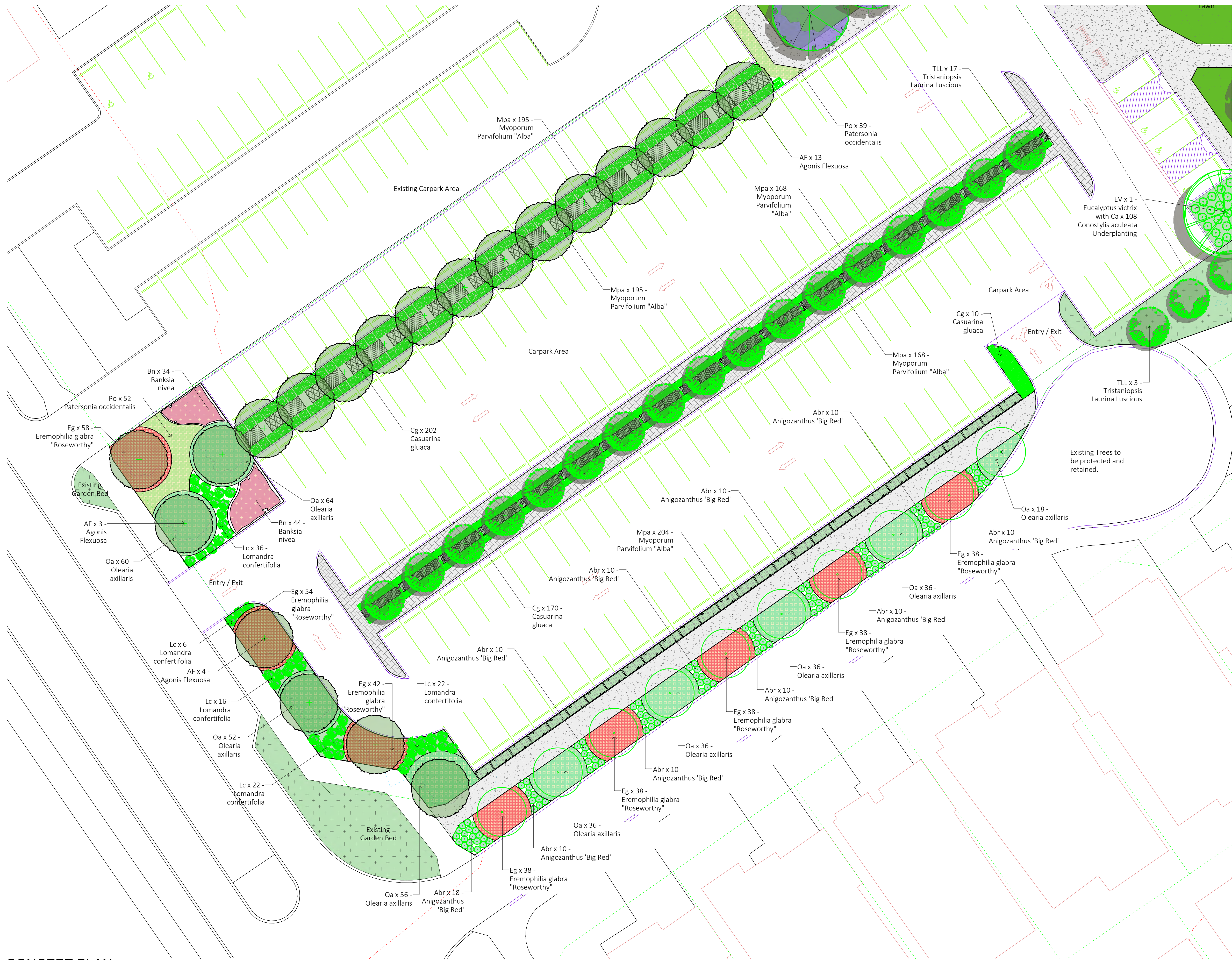


| REV | DESCRIPTION | BY | CHKD | DATE |
|-----|-------------|----|------|------|
|     | AMENDMENTS  |    |      |      |

|        |               |
|--------|---------------|
| SCALE  | 1:500         |
| DATE   | 13.07.2020    |
| DRAWN  | DAVID STEVENS |
| DESIGN | DAVID STEVENS |
| JOB NO |               |
|        | ###JB         |

|         |   |        |            |
|---------|---|--------|------------|
| PROJECT | Honeywood Pavilion<br>City of Kwinana             |        |            |
| TITLE   | Proposed Landscape Concept<br>Site Plan<br>LS-100 |        |            |
| SIZE    | A1  | DWG No | HON-KWI-HP |
|         |   | REV    | B          |





LEGEND

Existing Trees to be protected & retained (Allow for air spading around existing trees) **NO PRUNING UNLESS APPROVED**

PROPOSED TREES

EV - Eucalyptus victrix

JA - Jacaranda mimosifolia

AF - Agonis flexuosa

TLL - Tristaniopsis Laurina Luscious

PROPOSED PLANTING

Existing Garden bed

New Lawn

Aa - Anigozanthos Amber Velvet

Ab - Anigozanthos Bush Elegance

Abr - Anigozanthos Big Red

Ah - Anigozanthos humilis

Bn - Banksia nivea

Ca - Conostylis aculeata

Cg - Casuarina gluaca

Eg - Eremophila glabra 'Roseworthy'

Lc - Lomandra confertifolia 'Wingarra'

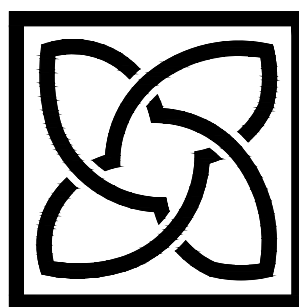
Mpa - Myoporum parvifolium 'Alba'

Oa - Olearia axillaris 'Little Smokie'

Po - Patersonia occidentalis

Vc - Verticordia chrysanthella

CONCEPT PLAN  
SCALE 1:200 @ A1



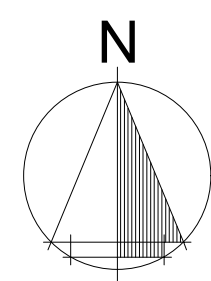
HortPlan

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Email - hortplan@bigpond.com

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ISSUE FOR COMMENT



| REV | DESCRIPTION | BY | CHKD | DATE |
|-----|-------------|----|------|------|
|     | AMENDMENTS  |    |      |      |

|        |               |
|--------|---------------|
| SCALE  | AS SHOWN      |
| DATE   | 13.07.2020    |
| DRAWN  | DAVID STEVENS |
| DESIGN | DAVID STEVENS |
| JOB NO |               |
|        | ###JB         |

|         |  |
|---------|--|
| PROJECT | Honeywood Pavilion<br>City of Kwinana        |
| TITLE   | Proposed Landscape Concept<br>Plan<br>LS-200 |
| SIZE    | A1   |
| DWG No  | HON-KWI-HP                                   |
| REV     | B  |





## LEGEND

Existing Trees to be protected & retained (Allow for air spading around existing trees) **NO PRUNING UNLESS APPROVED**

### PROPOSED TREES

EV - Eucalyptus vitrix

JA - Jacaranda mimosifolia

AF - Agonis flexuosa

TLL - Tristaniopsis Laurina Luscious

### PROPOSED PLANTING

Existing Garden bed

New Lawn

Aa - Anigozanthos Amber Velvet

Ab - Anigozanthos Bush Elegance

Abr - Anigozanthos Big Red

Ah - Anigozanthos humilis

Bn - Banksia nivea

Ca - Conostylis aculeata

Cg - Casuarina gluaca

Eg - Eremophila glabra 'Roseworthy'

Lc - Lomandra confertifolia 'Wingarra'

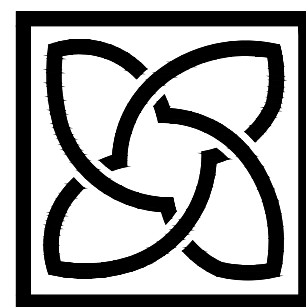
Mpa - Myoporum parvifolium 'Alba'

Oa - Olearia axillaris 'Little Smokie'

Po - Patersonia occidentalis

Vc - Verticordia chrysanthella

CONCEPT PLAN  
SCALE 1:200 @ A1



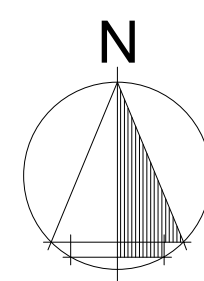
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Scale 1:200 @ A1

ISSUE FOR COMMENT



| REV | DESCRIPTION | BY | CHKD | DATE |
|-----|-------------|----|------|------|
|     | AMENDMENTS  |    |      |      |

|        |               |
|--------|---------------|
| SCALE  | AS SHOWN      |
| DATE   | 13.07.2020    |
| DRAWN  | DAVID STEVENS |
| DESIGN | DAVID STEVENS |
| JOB NO | ###JB         |

|         |  |
|---------|--|
| PROJECT | Honeywood Pavilion<br>City of Kwinana                |
| TITLE   | Proposed Landscape Concept<br>Concept Plan<br>LS-201 |
| SIZE    | A1   |
| DWG No  | HON-KWI-HP   |
| REV     | B  |



PLANTING IMAGES

TREES



Agonis flexuosa



Eucalyptus victrix



Jacaranda mimosifolia



Tristaniopsis laurina luscious

SHRUBS



Anigozanthus Amber Velvet



Anigozanthus Bush Elegance



Anigozanthus Big Red



Anigozanthus Humilis



Banksia Nivea



Conostylis aculeata



Casuarina glauca



Eremophila Glabra 'Roseworthy'



Lomandra Confertifolia 'Wingarra'



Myoporum parvifolium 'Alba'



Olearia axillaris 'Little Smokie'



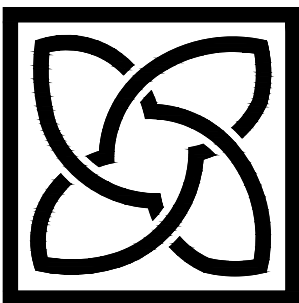
Patersonia occidentalis



Verticordia chrysanthella

| PLANTING SCHEDULE |                                |                    |                  |          |          |
|-------------------|--------------------------------|--------------------|------------------|----------|----------|
| Trees             |                                |                    |                  |          |          |
| Key               | Species                        | Common Name        | Planting Centres | Pot Size | Quantity |
| AF                | Agonis flexuosa                | Weeping Peppermint | As Shown         | 100litre | 20       |
| JM                | Jacaranda mimosifolia          | Jacaranda          | As Shown         | 200litre | 7        |
| EV                | Eucalyptus victrix             | Little Ghost Gum   | As Shown         | 200litre | 2        |
| TLL               | Tristaniopsis laurina luscious | Kanooka Gum        | As Shown         | 100litre | 20       |

| Shrubs |                                   |                    |                  |          |          |
|--------|-----------------------------------|--------------------|------------------|----------|----------|
| Key    | Species                           | Common Name        | Planting Centres | Pot Size | Quantity |
| Aa     | Anigozanthus Amber Velvet         | Kangaroo Paw       | 3 per sqm        | 140mm    | 91       |
| Ab     | Anigozanthus Bush Elegance        | Kangaroo Paw       | 3 per sqm        | 140mm    | 91       |
| Abr    | Anigozanthus Big Red              | Kangaroo Paw       | 3 per sqm        | 140mm    | 199      |
| Ah     | Anigozanthus Humilis              | Catspaw            | 3 per sqm        | 140mm    | 91       |
| Bn     | Banksia nivea                     | Honeypot dryandra  | 2 per sqm        | 140mm    | 77       |
| Ca     | Conostylis aculeata               | Prickly conostylis | 2 per sqm        | 140mm    | 243      |
| Cg     | Casuarina glauca                  | Cousin It          | 2 per sqm        | 140mm    | 382      |
| Eg     | Eremophila glabra "Roseworthy"    | Emu Bush           | 2 per sqm        | 140mm    | 344      |
| Lc     | Lomandra confertifolia "Wingarra" | Mat Rush           | 2 per sqm        | 140mm    | 102      |
| Mpa    | Myoporum Parvifolium "Alba"       | Creeping boobiala  | 3 per sqm        | 140mm    | 930      |
| Oa     | Olearia axillaris 'Little Smokie' | Coastal Daisy Bush | 2 per sqm        | 140mm    | 394      |
| Po     | Patersonia occidentalis           | Native Iris        | 3 per sqm        | 140mm    | 91       |
| Vc     | Verticordia chrysanthella         | Feather Flower     | 3 per sqm        | 140mm    | 99       |



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ISSUE FOR COMMENT

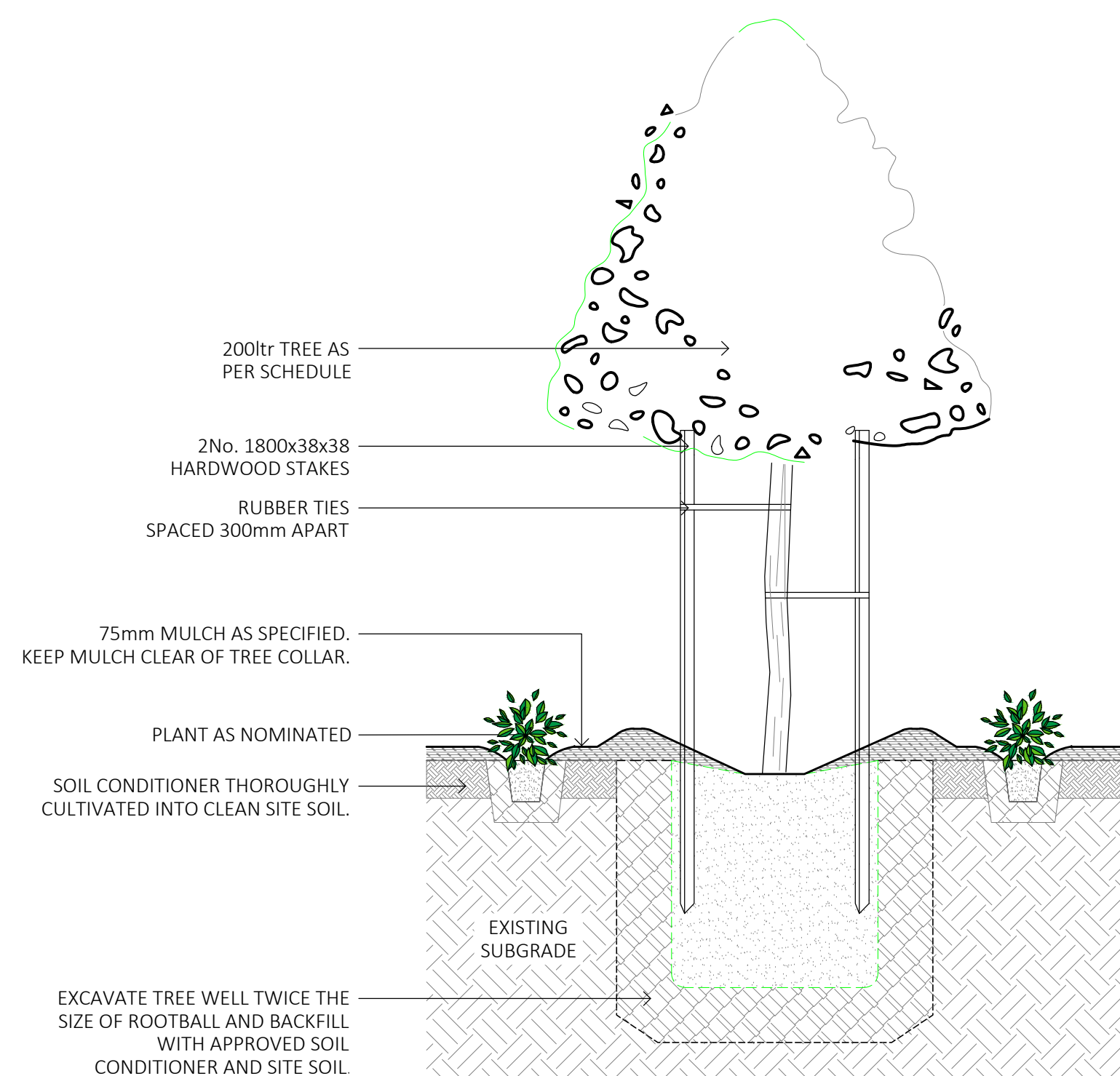
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|-----|-------------|----|------|------|
|     | AMENDMENTS  |    |      |      |

|        |               |
|--------|---------------|
| SCALE  | AS SHOWN      |
| DATE   | 13.07.2020    |
| DRAWN  | DAVID STEVENS |
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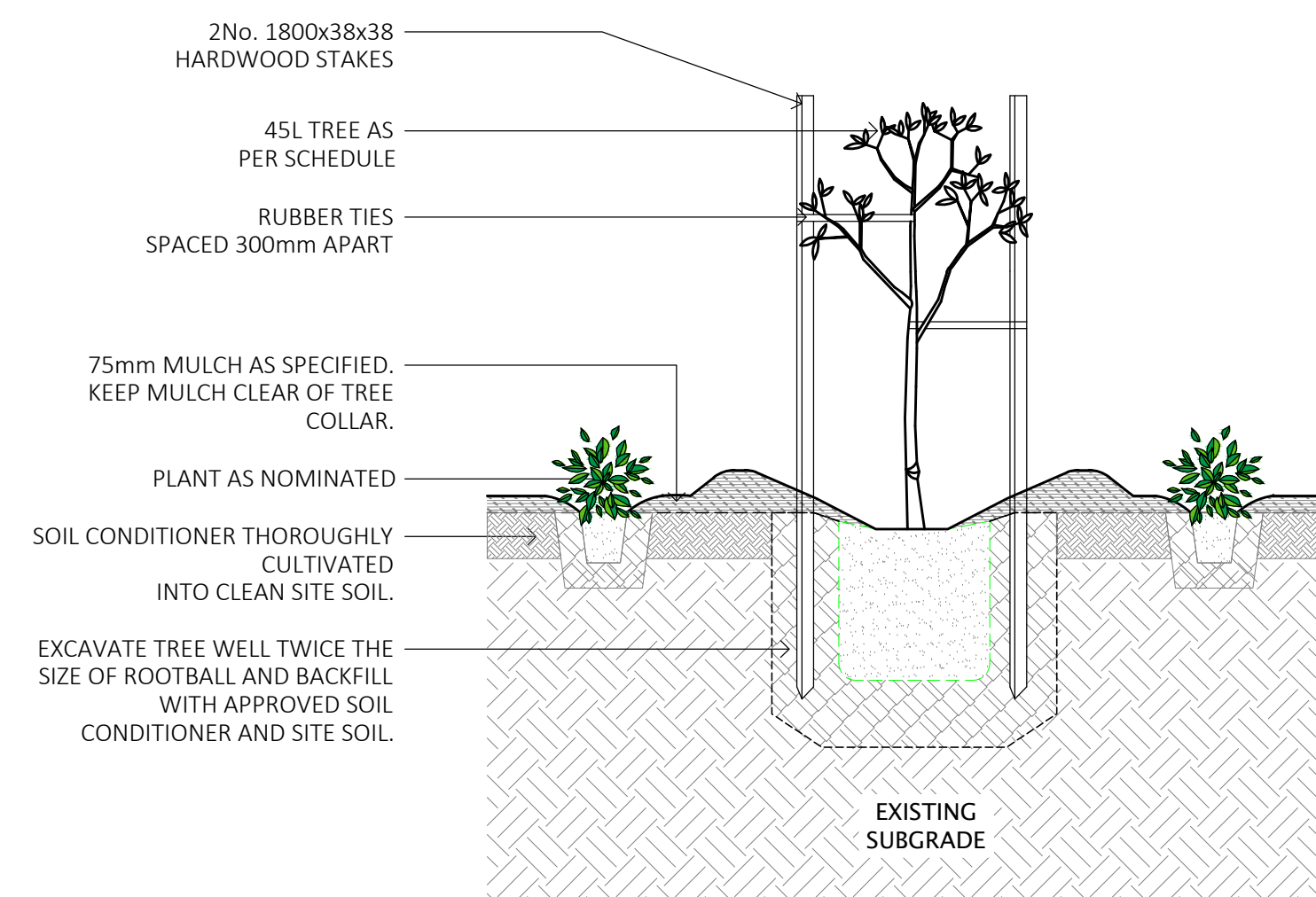
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| PROJECT | Honeywood Pavilion<br>City of Kwinana                     |
| TITLE   | Proposed Landscape Concept<br>Planting Schedule<br>LS-300 |
| SIZE    | A1  |
| DWG No  | HON-KWI-HP  |
| REV     | B   |



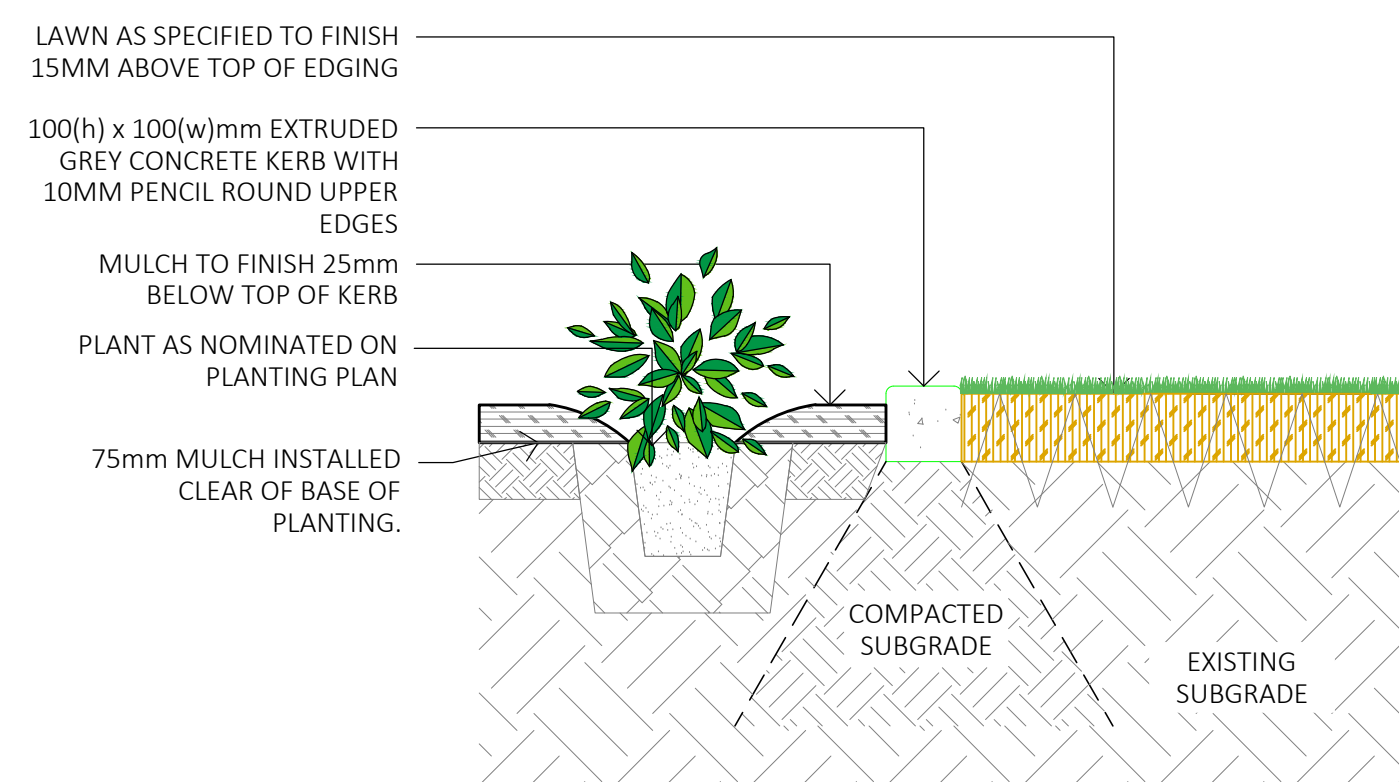
## TYPICAL DETAILS



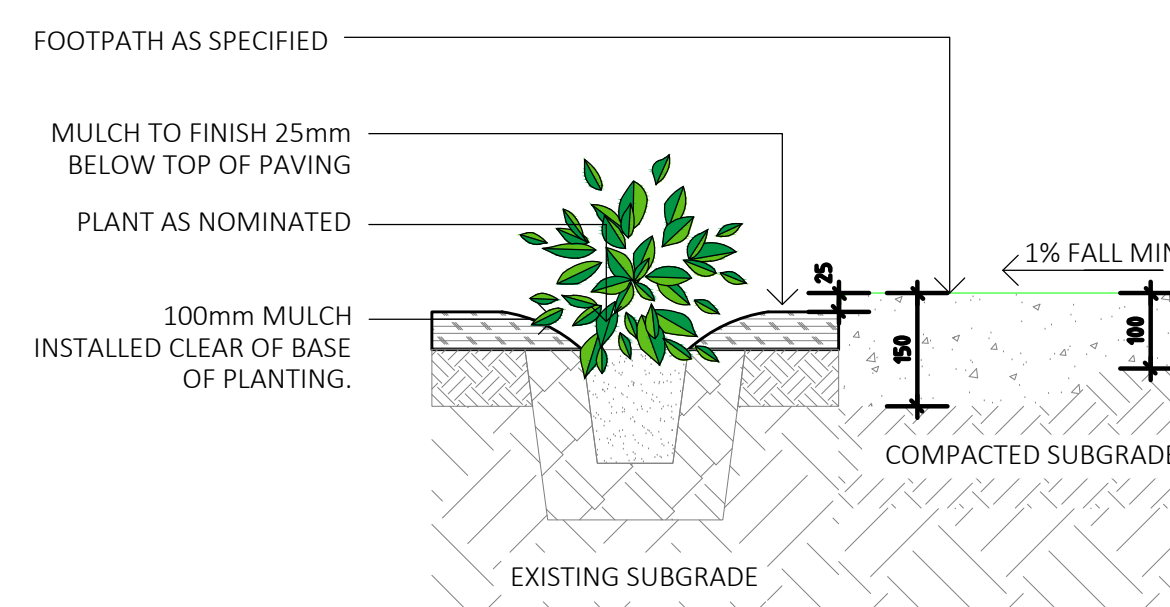
TYPICAL 200ltr TREE PLANTING DETAIL  
SCALE 1:20 @ A1



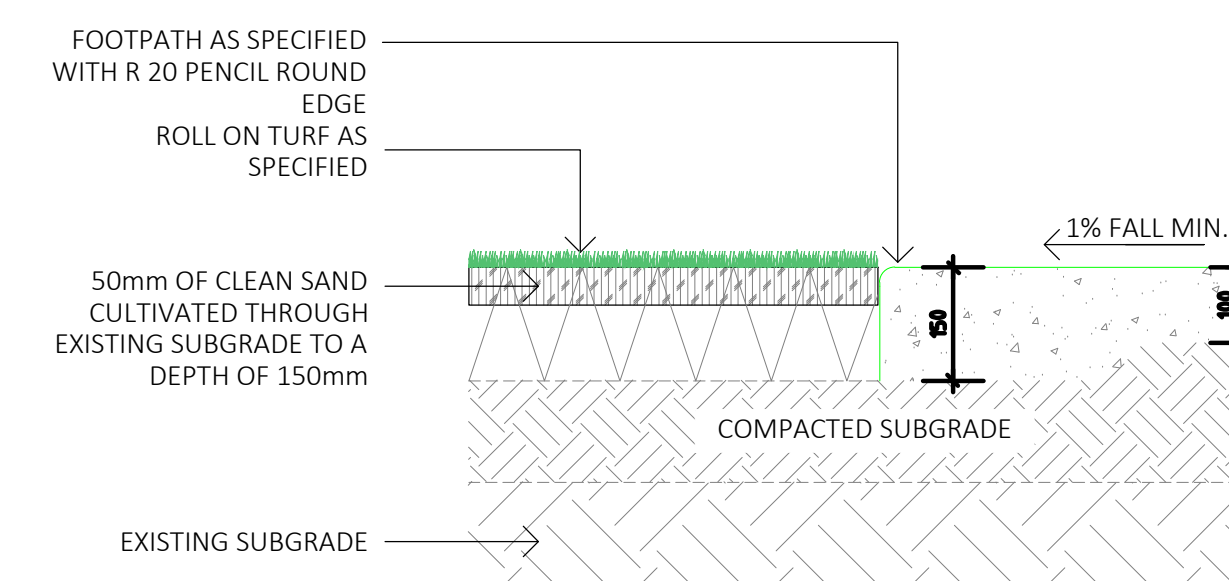
TYPICAL 45ltr TREE PLANTING DETAIL  
SCALE 1:20 @ A1



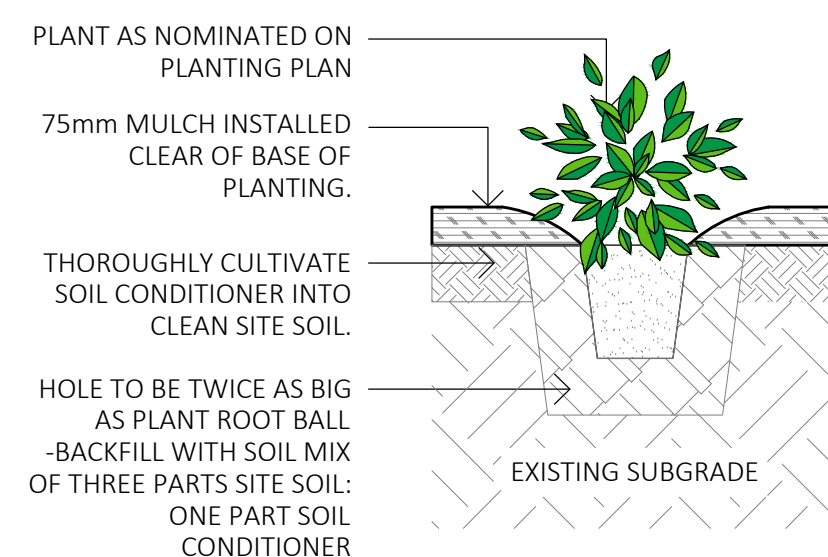
TYPICAL EDGING DETAIL  
SCALE 1:10 @ A1



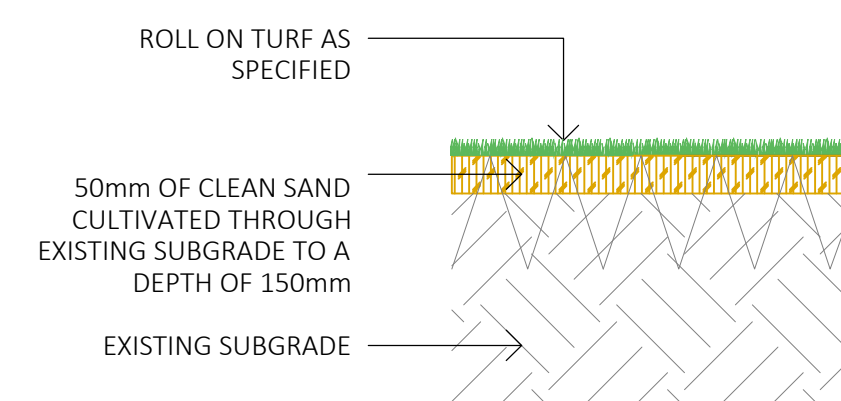
### PAVEMENT TO GARDEN BED TYPICAL DETAIL



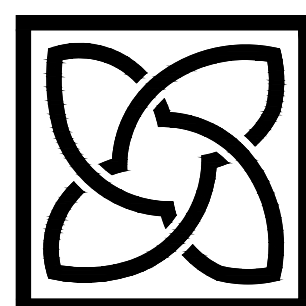
### PAVEMENT TO LAWN TYPICAL DETAIL



TYPICAL PLANTING DETAIL  
SCALE 1:10 @ A1



TYPICAL LAWN DETAIL  
SCALE 1:10 @ A1



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## ISSUE FOR COMMENT

[illegible]

## **18 Reports – Civic Leadership**

### **18.1 Proposed road closure of a portion of Kenby Chase, Wandi – transfer of Crown Reserve (dedicated Road) to Crown Reserve (Parks and Recreation)**

#### **DECLARATIONS OF INTEREST:**

There were no declarations of interest declared.

#### **SUMMARY:**

Newsonic Pty Ltd sought Council approval in 2015 to close and amalgamate portions of road reserve, totalling 455m<sup>2</sup>, within the Wandi South Local Structure Plan area and had requested that the City initiate the road closure process to facilitate this request. The closure allows for a minor realignment of the road.

A further request has been received, seeking approval to increase the area by an additional 31m<sup>2</sup>.

This reports seeks confirmation that Council is in agreement to the proposal to increase the area of the road closure to 486m<sup>2</sup> as depicted in the proposed road closure plan at Attachment B.

#### **OFFICER RECOMMENDATION:**

That Council:

1. Note that the Department of Planning, Lands and Heritage have advised that further advertisement is not required for the additional 31m<sup>2</sup>.
2. Confirm its agreement to the proposal to increase the area of the road closure to 486m<sup>2</sup> as depicted in the proposed road closure plan at Attachment B.

#### **DISCUSSION:**

Council approved the proposed road closure on 23 September 2015 by Council Resolution 40, enclosed at Attachment A.

Survey works have subsequently identified that a further 31m<sup>2</sup> is required as part of the road closure, this is due to a realignment of the originally approved road closure.

The realignment of the road closure was initiated due to an area of 22m<sup>2</sup> no longer being required for the closure on Lot 31 on Deposited Plan 416938 as well as the relocation of a road which was initially proposed to run north through freehold land. The owner of the Freehold has subsequently not provided approval for the construction of the road on his land, therefore it has now had to be relocated to the East of the freehold, as depicted in the Road Closure Plan at Attachment B.

An updated Council resolution is now required to confirm their agreement to the proposed total area of 486m<sup>2</sup>. The Department of Planning, Lands and Heritage have advised an updated advertisement is not required in this case.

**18.1 PROPOSED ROAD CLOSURE OF A PORTION OF KENBY CHASE, WANDI – TRANSFER OF CROWN RESERVE (DEDICATED ROAD) TO CROWN RESERVE (PARKS AND RECREATION)**

Relevant City Officers have reviewed the amendments and have confirmed that they do not have any objections to the amended Road Closure Plan.

**LEGAL/POLICY IMPLICATIONS:**

Section 58 of the *Land Administration Act 1997* is applicable to this report. The Department of Planning, Land and Heritage have advised that there is no need to advertising the closing of the additional 31m<sup>2</sup>.

**FINANCIAL/BUDGET IMPLICATIONS:**

No financial or budget implications have been identified as a result of this report or recommendation.

**ASSET MANAGEMENT IMPLICATIONS:**

No asset management implications have been identified as a result of this report or recommendation.

**ENVIRONMENTAL IMPLICATIONS:**

No environmental implications have been identified as a result of this report or recommendation.

**STRATEGIC/SOCIAL IMPLICATIONS:**

The proposed closure has already been identified and adopted in the Wandi South Local Structure Plan. The Strategic Plan states that Council will assess district and local structure plans, outline development plans and subdivision designs in accordance with Liveable Neighbourhood principles and where applicable, Town Centre Design guidelines. This road closure is merely an action in implementing the Local Structure Plan.

**COMMUNITY ENGAGEMENT:**

The Department of Planning, Land and Heritage have advised that no further engagement is required as the modification is minor in nature.

**PUBLIC HEALTH IMPLICATIONS:**

No public health implications have been identified as a result of this report or recommendation.

**18.1 PROPOSED ROAD CLOSURE OF A PORTION OF KENBY CHASE, WANDI – TRANSFER OF CROWN RESERVE (DEDICATED ROAD) TO CROWN RESERVE (PARKS AND RECREATION)**

**RISK IMPLICATIONS:**

The risk implications in relation to this proposal are as follows:

|  |   |
|--|---|
| Risk Event                                   | Should the Council resolve not agree to the additional 31m <sup>2</sup> of the proposed road closure, the alignment will not occur as per the adopted Wandi South Structure Plan. |
| Risk Theme                                   | Ineffective management of land administration and inadequate engagement practices   |
| Risk Effect/Impact                           | Service Delivery  |
| Risk Assessment Context                      | Operational   |
| Consequence                                  | Minor   |
| Likelihood                                   | Unlikely  |
| Rating (before treatment)                    | Low   |
| Risk Treatment in place                      | Avoid   |
| Response to risk treatment required/in place | Confirm its agreement to the proposal to increase the area of the road closure to 486m <sup>2</sup> as depicted in the proposed road closure plan.                                |
| Rating (after treatment)                     | Low   |

**COUNCIL DECISION**

**378**

**MOVED CR P FEASEY**

**SECONDED CR W COOPER**

**That Council:**

- 1. Note that the Department of Planning, Lands and Heritage have advised that further advertisement is not required for the additional 31m<sup>2</sup>.**
- 2. Confirm its agreement to the proposal to increase the area of the road closure to 486m<sup>2</sup> as depicted in the proposed road closure plan at Attachment B.**

**CARRIED  
7/0**



**16.4 ROAD CLOSURE OF A PORTION OF KENBY CHASE, WANDI – AMALGAMATION WITH ADJOINING LAND (LOTS 54 AND 55 KENBY CHASE, WANDI)**

**LEGAL/POLICY IMPLICATIONS:**

For the purpose of Elected Member's considering a financial or impartiality interest only, Lot 54 is currently under the ownership of Newsonic Pty Ltd, and Lot 55 is currently under the ownership of Andrew and Jane Flight.

**FINANCIAL/BUDGET IMPLICATIONS:**

The City has received payment of the fee of \$1500 from Rowe Group to meet the costs for the initiation of this road closure process.

**ASSET MANAGEMENT IMPLICATIONS:**

There are no asset management implications identified as a result of this report.

**ENVIRONMENTAL IMPLICATIONS:**

There are no further environmental implications identified as a result of this report that were not considered during the approval of the Wandi South Local Structure Plan.

**STRATEGIC/SOCIAL IMPLICATIONS:**

This proposed closure has already been identified and adopted in the Wandi South Local Structure Plan. The Strategic Plan states that Council will assess district and local structure plans, outline development plans, and subdivision designs in accordance with Liveable Neighbourhood principles and, where applicable, Town Centre Design guidelines. This road closure is an action in implementing the Local Structure Plan.

**RISK IMPLICATIONS:**

Should Council resolve not to approve the proposed road closure, the realignment will not occur as per the adopted Wandi South Local Structure Plan.

**COUNCIL DECISION**

573

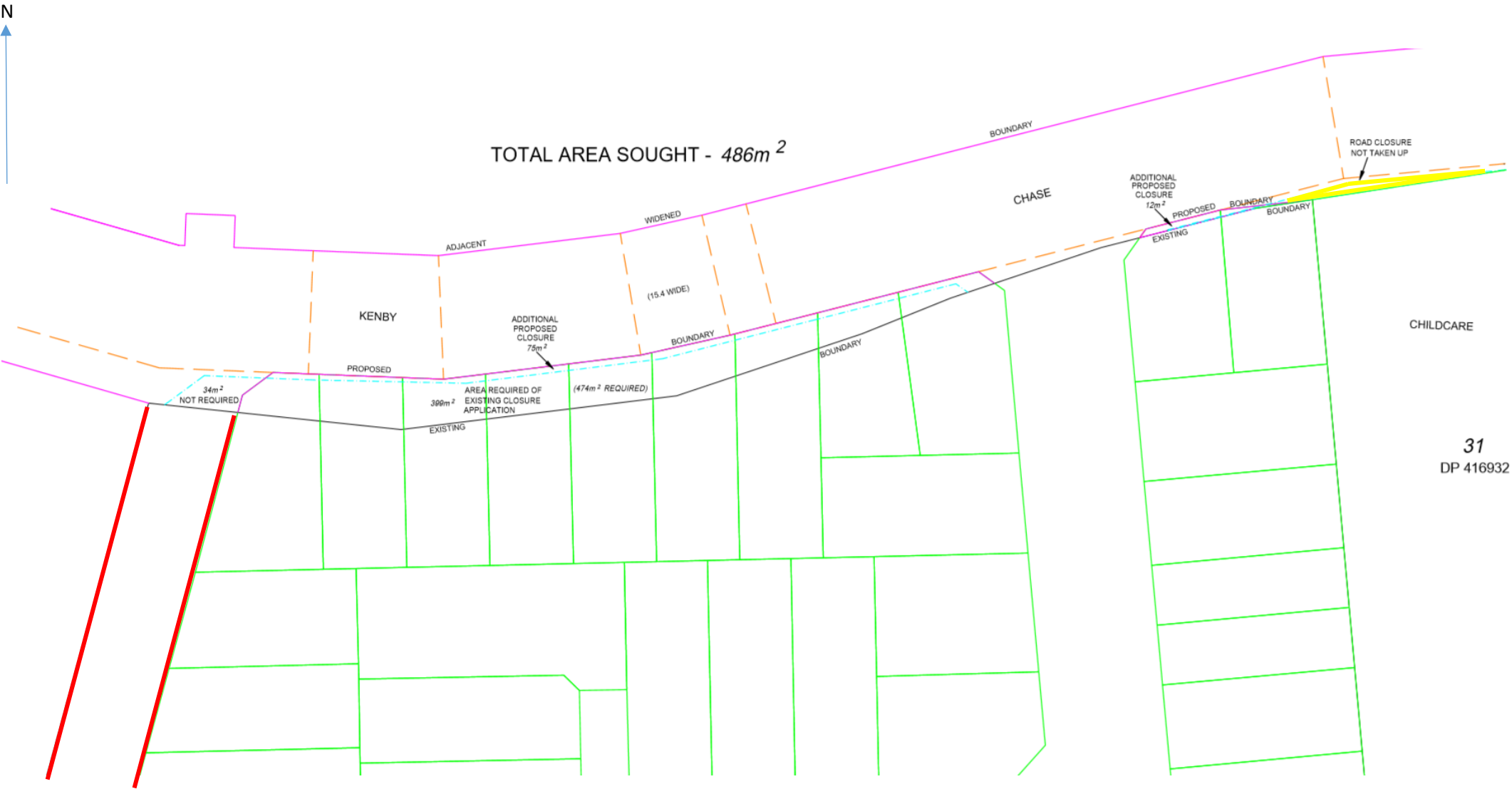
**MOVED CR S WOOD**

**SECONDED CR S LEE**

**That Council after having advertised and considered the submission received, request the Minister of Lands to permanently close the portion of Kenby Chase, Wandi as detailed in Attachment A.**

**CARRIED  
8/0**

Attachment B – Road Closure Plan



----- Previously approved Road Closure Boundary

----- Area not taken from original road closure

----- New proposed Road Closure Boundary

----- Road relocated east of freehold land

## **19 Notices of motions of which previous notice has been given**

Nil

## **20 Notices of motions for consideration at the following meeting if given during the meeting**

Nil

## **21 Late and urgent Business**

Nil

## **22 Reports of Elected Members**

### **22.1 Councillor Wendy Cooper**

Councillor Wendy Cooper reported that despite the threat of wild weather the Cottesloe Sculpture by the Sea went ahead last Thursday and it was once again an interesting selection of art. Councillor Cooper added that it is always helpful to hear from the artists themselves as they explain the creative process behind each piece.

Councillor Cooper mentioned that it was a happy occasion at the International Women's Day Event at Koorliny this morning. Mayor Carol Adams joined a panel of ladies to tell their story of strength and success. The event was a wonderful mix of cultures and generations.

### **22.2 Councillor Merv Kearney**

Councillor Merv Kearney passed on his congratulations to Sarah Verrier for being selected as part of the Fremantle Dockers AFL Women's Draft.

### **22.3 Councillor Matthew Rowse**

Councillor Matthew Rowse reported that he had chaired the Local Emergency Management Committee Meeting in which the Committee adopted the updated Local Emergency Management and Recovery Plans.

Councillor Rowse added that these plans are much more concise and easily adaptable to change. These will be coming to Council in the coming weeks for endorsement.

## **23 Answers to questions which were taken on notice**

Nil



## 24 Mayoral Announcements

Mayor Carol Adams reported that she had participated in the following media events:

- Filming for the fortnightly council meeting wrap up for the Ordinary Council Meeting held on 24 February 2021.
- Media in preparation for Clean Up Australian Day – Rotary Wildflower Reserve, Windsor Hills.
- Media in relation to the State Government's announcement to establish a global high-tech manufacturing hub in the southern region (Kwinana, Rockingham, Cockburn). The new precinct is to attract major job creating industries. The Mayor added that it was especially pleasing to hear that there would be a Masterplan prepared to lay groundwork for WA's battery, hydrogen, renewable energy and defence industries and that the Westport planning would progress with detailed port, road and rail design and the very important environmental work.

The Mayor advised that she had been invited to be a guest panellist at the Kwinana Connecting for Children's International Women's Day event. The Mayor explained that this year's theme was "Choose to Challenge" and it had been really interesting to hear the inspirational stories of the fellow panel members, Sarah Thompson from On-Line Social Butterfly and Barbara Moss.

The Mayor mentioned that, in company with the Chief Executive Officer (CEO), she had attended a meeting with Development WA.

The Mayor reported that she had attended the first Gilmore College Board Meeting for 2021. The Mayor padded on her congratulations to David Redpath who was elected Chairperson for a further year. Councillor Sandra Lee was approved as a new community member on the Board.

The school is soon to announce its new principal after current Principal Rohan Smith is leaving to undertake a new role as a Collegiate Principal.

The Mayor explained that 22 new staff have joined the school this year arrange a range of curriculums. The school has 1,298 student enrolled which is 102 students below built capacity. For the first time the school has surpassed Safety Bay SHS for numbers and sits second behind Comet Bay College (1800).

The Mayor mentioned that, in company with Councillors Sandra Lee and Sherilyn Wood she had attended the Attukal Pongala Hindu Festival for Women at the Mandogalup Temple. The Mayor further mentioned that Perth is one of the only countries globally who have been able to hold the festival, which revolves around woman who cook and offer sweets cooked in earthen pots to the Attukil Devi (the mother of love).

The Mayor advised that she had attended the City of Kwinana Audit and Risk Committee Meeting.

The Mayor reported that she had attended the WA Local Government Association State Council Bi-Annual meeting which included Chairing the Governance and Policy Team meeting, Strategic Planning Meeting and State Election Political Briefing. The Mayor add that they are all waiting to hear who will be the Minister for Local Government post-election on Saturday.

## 24 MAYORAL ANNOUNCEMENTS

The Mayor mentioned that she had attended a tour of BP Kwinana where several other stakeholders who had dealings with the organisation over the 64 years of operation were afforded the opportunity of touring BP before it is closed as an oil refinery to become an import facility and manufacturer of renewable energies.

The Mayor advised that she had attended the Cockburn Sound Management Council Meeting as proxy for Councillor Sandra Lee. One of the projects discussed was the Fairy Tern working group. The Mayor explained that there is a joint multi organisation working party led by Cockburn Council who have received a \$50K grant to look at initiatives to protect the birds. One of the initiatives is to ban dogs on the area of coastline where the Terns nest and this has been a very successful initiative with evidence of the bird population increasing.

The Mayor stated that there was also a very interesting presentation by a WA company Subcon Blue Solutions who have worked with Cockburn Council to create the Coogee Maritime Trail. The company specialises in providing engineered reefs to protect marine habitat, engineered marine foundations and seabed stabilisation services.

The Mayor reported that she had attended the inaugural service of the Centrepont Church in Kwinana who now have a presence in the small theatre at the Koorliny Arts Centre. The group worship every Sunday at 10am. The Mayor explained that they also have a presence in the community and were the organisation who held the Christmas morning community breakfasts on Rhodes Oval where over 200 people attended.

The Mayor mentioned that she had attended a “Neighbourhood Day Ever Day” event, which is another great initiative by the City of Kwinana. The hosts (Mr and Mrs Stevenson spoke in glowing terms of the staff members who assisted them in the preparation for the event).

The Mayor advised that in company with the CEO, she had attended the South West Group of Mayors and CEO's Biannual Meeting.

## 25 Confidential items

### COUNCIL DECISION

379

MOVED CR W COOPER

SECONDED CR S WOOD

That, in accordance with Section 11.7 of the City of Kwinana *Standing Orders Local Law 2019*, Council move behind closed doors to allow discussion of the Confidential Items.

CARRIED  
7/0

*The public exited and the Council Chambers doors were closed at 6:13pm.*

### 12.4 Risk Report – OneCouncil Project

This report and its attachments are confidential in accordance with Section 5.23(2)(c) of the Local Government Act 1995, which permits the meeting to be closed to the public for business relating to the following:

- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and

### COUNCIL DECISION

380

MOVED CR P FEASEY

SECONDED CR M ROWSE

That Council note the Churchill Consulting's progress towards re-planning the OneCouncil project with a phased approach, and assessing the viability of transitioning to a Software as a Service (SaaS) product.

CARRIED  
7/0

### COUNCIL DECISION

381

MOVED CR P FEASEY

SECONDED CR W COOPER

That Council return from Behind Closed Doors.

CARRIED  
7/0

*The Council Chambers doors were reopened at 6:15pm.*



## **26 Close of meeting**

The Mayor declared the meeting closed at 6:16pm.