AGENDA

D2021/20815

Agenda Briefing Forum

11 November 2021

Notice of Meeting

Dear Councillors

The next Agenda Briefing Forum will be held on Thursday, 11 November 2021 at the EMRC Administration Office, 1st Floor, 226 Great Eastern Highway, Ascot WA 6104 commencing at 6:00pm.

Marcus Geisler | Chief Executive Officer

8 November 2021

Please Note

If any Councillor has a query regarding a report item or requires additional information in relation to a report item, please contact the responsible officer (SOURCE OF REPORT) prior to the meeting.

The meeting will be recorded for administrative purposes only.

Per the meeting structure as adopted by the EMRC Council on 22 October 2020, there will be no public questions at Agenda Briefing Forums.

Public question time will continue as usual at Ordinary meetings of Council and questions may be submitted electronically prior to the meeting, no later than 4.00pm on the day of the meeting to CouncilEnquiry@emrc.org.au.

EMRC Council Members

Cr Mel Congerton	Chairman	City of Swan
Cr Dylan O'Connor	Deputy Chairman	City of Kalamunda
Cr Kathryn Hamilton	EMRC Member	Town of Bassendean
Cr Hilary MacWilliam	EMRC Member	Town of Bassendean
Cr Steven Ostaszewskyj	EMRC Member	City of Bayswater
Cr Michelle Sutherland	EMRC Member	City of Bayswater
Cr Margaret Thomas	EMRC Member	City of Kalamunda
Cr John Daw	EMRC Member	Shire of Mundaring
Cr Doug Jeans	EMRC Member	Shire of Mundaring
Cr Charlie Zannino	EMRC Member	City of Swan

EMRC Council Deputies

Cr Emily Wilding	EMRC Deputy Member	Town of Bassendean
Cr Giorgia Johnson	EMRC Deputy Member	City of Bayswater
Cr Janelle Sewell	EMRC Deputy Member	City of Kalamunda
Cr Jo Cicchini	EMRC Deputy Member	Shire of Mundaring
Cr Andrew Kiely	EMRC Deputy Member	City of Swan

Agenda Briefing Forum
11 November 2021

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1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

1.1 ACKNOWLEDGEMENT OF COUNTRY

We wish to acknowledge the traditional custodians of the land on which we meet today and to pay our respects to elders past, present and future.

2 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

3 DISCLOSURE OF INTERESTS

4 ANNOUNCEMENTS BY THE CHAIRMAN OR PRESIDING MEMBER WITHOUT DISCUSSION

NOTE: Section 5.23(2) of the *Local Government Act 1995*, details a number of matters upon which Council may discuss and make decisions without members of the public being present. These matters include: matters affecting employees; personal affairs of any person; contractual matters; legal advice; commercial-in-confidence matters; security matters; among others.

The following report items are covered in Section 6 of this agenda:

4.1 PROGRESS REPORT ON EMRC REQUEST FOR TENDER 2021-002 PERMANENT FOGO PROCESSING FACILITY

4.2 HAZELMERE WOOD WASTE TO ENERGY PLANT UPDATE

5 REPORTS OF EMPLOYEES

5.1 CLOSURE OF THE EMRC FACILITIES FOR THE UPCOMING CHRISTMAS / NEW YEAR 2021 – 2022 AND PUBLIC HOLIDAYS FOR 2022 (D2021/20488)

5.2 STANDING ORDERS LOCAL LAW REVIEW (D2021/22013)

5.3 REVIEW OF COUNCIL POLICY 2.1 – COMMITTEES OF COUNCIL (D2021/21014)

5.4 SUSTAINABILITY TEAM PROGRAM 2022-2023 (D2021/20973)

5.5 EMRC ANNUAL REPORT 2020/2021 (D2021/21923)

5.6 DELEGATION OF AUTHORITY FOR THE CHIEF EXECUTIVE OFFICER (D2021/21926)

5.7 JOURNEY TOWARDS NET ZERO (D2021/22011)

5.8 EMRC'S RECONCILIATION ACTION PLAN WORKING PARTY (D2021/22139)

5.9 THE EMRC DRAFT SUSTAINABILITY STRATEGY REPORT (D2021/22361)

5.10 INFORMATION BULLETIN – CORPORATE BUSINESS PLAN 2021/2022 TO 2025/2026 – FIRST QUARTER (D2021/20903)

5.11 INFORMATION BULLETIN – SUSTAINABILITY TEAM REPORT UPDATE (D2021/20974)

5.12 INFORMATION BULLETIN – REPORT ON THE WA 2021 WASTE AND RECYCLE CONFERENCE (D2021/20976)

5.1 CLOSURE OF THE EMRC FACILITIES FOR THE UPCOMING CHRISTMAS/NEW YEAR 2021-2022 AND PUBLIC HOLIDAYS FOR 2022

D2021/20488

PURPOSE OF REPORT

The purpose of this report is to seek approval from Council for the closure of the EMRC facilities over the 2021/2022 Christmas/New Year period and Public Holidays for 2022.

KEY POINT(S)

- It is the standard practice for the EMRC Administration Office to close over the Christmas/New Year period.
- Closure of the waste management facilities open to the community is limited over the Christmas/New Year period and all public holidays.

RECOMMENDATION(S)

That Council approves:

1. The EMRC Administration Office being closed from 5:00pm Friday, 24 December 2021 and on each day thereafter until it re-opens on Tuesday, 4 January 2022 and all public holidays in 2022.
2. The Hazelmere Resource Recovery Park being closed from 3:00pm Friday, 24 December 2021 and on each day thereafter until it re-opens on Tuesday, 4 January 2022 and all public holidays in 2022.
3. The Red Hill Waste Management Facility being closed on Christmas Day (Saturday, 25 December 2021), Boxing Day (Sunday, 26 December 2021), New Year's Day (Saturday, 1 January 2022) and Good Friday (Friday, 15 April 2022).
4. The Mathieson Road Transfer Station (Shire of Mundaring) being closed on Christmas Day (Saturday, 25 December 2021), Boxing Day (Sunday, 26 December 2021), New Year's Day (Saturday, 1 January 2022) and Good Friday (Friday, 15 April 2022).
5. The Coppin Road Transfer Station (Shire of Mundaring) will be closed on Christmas Day (Saturday, 25 December 2021) Boxing Day (Sunday, 26 December 2021) and New Year's Day (Saturday, 1 January 2022).
6. The Baywaste Transfer Station (City of Bayswater) will be closed on Christmas Day (Saturday, 25 December 2021), Boxing Day (Sunday, 26 December 2021), New Year's Day (Saturday, 1 January 2022) and Good Friday (Friday, 15 April 2022).

SOURCE OF REPORT

Chief Executive Officer

BACKGROUND

1 Council at its meeting on 8 December 1994 resolved that the Red Hill Waste Management Facility (Red Hill) close on Christmas Day, New Year's Day and Good Friday of each year. Consequently, over the Christmas/New Year period, Red Hill was closed on Christmas Day and New Year's Day. (Ref: DMDOC/148557).

2 It has been standard practice in the past to close the EMRC Administration Office during the Christmas and New Year period and to close the Hazelmere Resource Recovery Park (Hazelmere) between Christmas Day and New Year's Day (subject to operational requirements assessed closer to the Christmas/New Year closure period).

3 In 2020/2021, the EMRC Administration Office was closed from Thursday, 24 December 2020 and re-opened on Monday 4 January 2021. Hazelmere was also closed during the same period. In consultation with the Shire of Mundaring, the Mathieson Road Transfer Station was closed on Christmas Day (Friday, 25 December 2020) and Boxing Day (Saturday, 26 December 2020). The Coppin Road Transfer Station was closed on Boxing Day (Saturday, 26 December 2020).

4 In July 2020, the EMRC began operating the Baywaste Transfer Station on behalf of the City of Bayswater. The Site Agreement states that the facility will close on Christmas Day, New Year's Day and Good Friday annually.

REPORT

5 It is proposed that the EMRC Administration Office be closed from 5:00pm Friday, 24 December 2021 and re-open on Tuesday, 4 January 2022. As most enquiries during this period of closure would relate to waste disposal and can be handled at Red Hill, it is considered that customers and/or the general public will not be inconvenienced by this arrangement.

6 There may be a requirement for the Hazelmere Commercial and Industrial (C&I) facility to operate over the Christmas/New Year period. It is also possible that contracted customers may require supply of wood fines during this period. An assessment regarding the closure of Hazelmere over the Christmas and New Year period will therefore be made closer to the Christmas/New Year closure period. If the assessment concludes that there is no operational requirement for Hazelmere to remain open, then the proposal is to close that facility from 3:00pm Friday, 24 December 2021 and re-open on Tuesday, 4 January 2022.

7 The EMRC Council previously resolved that Red Hill close on Christmas Day, New Year's Day and Good Friday of each year. It is proposed that this arrangement continues with Red Hill being closed on Christmas Day (Saturday, 25 December 2021) and New Year's Day (Saturday,1 January 2022) for the upcoming Christmas/New Year period and Good Friday (Friday, 15 April 2022). Due to Boxing Day (Sunday 26 December 2021) falling on a Sunday, it is proposed that Red Hill be closed on this day as an addition to the approved closure dates.

8 The EMRC operates the Coppin Road and Mathieson Road Transfer Stations on behalf of the Shire of Mundaring. In consultation with the Shire of Mundaring and in accordance with the Site Management Agreement, the Mathieson Road and Coppin Road Transfer Stations will be closed on Christmas Day, Boxing Day and New Year's Day for the 2020/2021 Christmas and New Year period. Both transfer stations will be closed on Good Friday 2022 (non-trading day Coppin Road).

9 The EMRC operates the Baywaste Transfer Station on behalf of the City of Bayswater. In consultation with the City of Bayswater and in accordance with the Site Management Agreement, the Baywaste Transfer Station will be closed on Christmas Day and New Year's Day for the 2021/2022 Christmas and New Year period with the addition of Boxing Day as it falls on a Sunday. The Facility will also be closed on Good Friday 2022.

STRATEGIC/POLICY IMPLICATIONS

10 Key Result Area 3 – Good Governance

- 3.2 To manage partnerships and relationships with stakeholders
- 3.3 To provide responsible and accountable governance and management of the EMRC

FINANCIAL IMPLICATIONS

11 Reduction of accrued leave balances

SUSTAINABILITY IMPLICATIONS

12 Nil

RISK MANAGEMENT

Risk – Ineffective management of customer expectations		
Consequence	**Likelihood**	**Rating**
Minor	Possible	Moderate
Action/Strategy		
➢ Ensure that the closure of the sites is gazetted and communicated adequately.		

MEMBER COUNCIL IMPLICATIONS

Member Council	Implication Details
Town of Bassendean City of Bayswater City of Kalamunda Shire of Mundaring City of Swan	Member Councils to note closure dates within the report for the following sites: • Ascot Administration Office • Red Hill Waste Management Facility • Hazelmere Resource Recovery Park • Mathieson and Coppin Road Transfer Stations • Baywaste Transfer Station

ATTACHMENT(S)

Nil

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION(S)

That Council approves:

- The EMRC Administration Office being closed from 5:00pm Friday, 24 December 2021 and on each day thereafter until it re-opens on Tuesday, 4 January 2022 and all public holidays in 2022.
- The Hazelmere Resource Recovery Park being closed from 3:00pm Friday, 24 December 2021 and on each day thereafter until it re-opens on Tuesday, 4 January 2022 and all public holidays in 2022.
- The Red Hill Waste Management Facility being closed on Christmas Day (Saturday, 25 December 2021), Boxing Day (Sunday, 26 December 2021), New Year's Day (Saturday, 1 January 2022) and Good Friday (Friday, 15 April 2022).
- The Mathieson Road Transfer Station (Shire of Mundaring) being closed on Christmas Day (Saturday, 25 December 2021), Boxing Day (Sunday, 26 December 2021), New Year's Day (Saturday, 1 January 2022) and Good Friday (Friday, 15 April 2022).
- The Coppin Road Transfer Station (Shire of Mundaring) will be closed on Christmas Day (Saturday, 25 December 2021) Boxing Day (Sunday, 26 December 2021) and New Year's Day (Saturday, 1 January 2022).
- The Baywaste Transfer Station (City of Bayswater) will be closed on Christmas Day (Saturday, 25 December 2021), Boxing Day (Sunday, 26 December 2021), New Year's Day (Saturday, 1 January 2022) and Good Friday (Friday, 15 April 2022).

COUNCIL RESOLUTION(S)

MOVED SECONDED

5.2 EMRC STANDING ORDERS LOCAL LAW 2013 REVIEW

D2021/22013

PURPOSE OF REPORT

To inform Council of the requirement of the *Local Government Act 1995* to conduct a review of the *Eastern Metropolitan Regional Council Standing Orders Local Law 2013* (Standing Orders) forming attachment to this report.

KEY POINT(S)

- Local laws are required to be reviewed within a period of eight (8) years from the day they commenced. EMRC's Standing Orders are now due for review.

- McLeods Barristers & Solicitors has conducted a preliminary review of the Standing Orders and advised that while the current structure is sound, there are a number of minor amendments that should be made.

RECOMMENDATION(S)

That:

1. In accordance with Section 3.16(1) of the *Local Government Act 1995*, Council commences a review of the *Eastern Metropolitan Regional Council Standing Orders Local Law 2013*
2. In accordance with Section 3.16(2) of the *Local Government Act 1995*, local public notice be given of the EMRC proposing to review the *Eastern Metropolitan Regional Council Standing Orders Local Law 2013*.

SOURCE OF REPORT

Chief Financial Officer

BACKGROUND

1 Section 3.16 of the *Local Government Act 1995* (the Act) Section 3.16 'Periodic review of local laws' states:

"*(1) Within a period of 8 years from the day when a local law commenced or a report of a review of the local law was accepted under this section, as the case requires, a local government is to carry out a review of the local law to determines whether or not it considers that it should be repealed or amended*."

2 Under the powers conferred by the Act, the EMRC Council resolved on 21 March 2013 to adopt the *Eastern Metropolitan Regional Council Standing Orders Local Law 2013* which were published in the Government Gazette on 26 June 2013.

3 Section 3.16 of the Act stipulates the review process which incorporates the following:

S. 3.16 (2) (a)	Giving statewide public notice that the Local Government proposes to review the local law
S. 3.16 (2) (b)	Permitting copies of the local law to be inspected or obtained
S. 3.16 (2) (c)	Allowing 6 weeks from printing of public notice for submissions to be made
S. 3.16 (2a)	Notice to be published and exhibited as though it were a local public notice
S. 3.16 (3)	Local Government to consider any public submissions and prepare a report of the review for Council consideration

S. 3.16 (4) Any determination to repeal or amend the local law to be made by absolute majority

REPORT

4 In accordance with legislative requirements the EMRC is required to commence the review of the *Eastern Metropolitan Regional Council Standing Orders Local Law 2013*.

5 Section 3.16 of the Act provides for reviewing the currency and suitability of gazetted local laws – this section cannot be used for amending or repealing legislation. When the outcome of the review finds that it is necessary to change an outdated aspect of the law or that the subsidiary legislation has become defunct or obsolete, the local government must then commence the process outlined in Section 3.12 of the Act to implement any changes.

6 A preliminary review of the Standing Orders by EMRC's legal advisor has indicated that the current structure is sound and only minor amendments will be required to ensure consistency with current provisions of the *Local Government Act 1995* and regulations and the requirements of the Joint Standing Committee on Delegated Legislation.

7 Once the specified public notice period has expired a report, incorporating a summary of any public submissions received, together with the required amendments mentioned above will be presented to Council for consideration.

STRATEGIC/POLICY IMPLICATIONS

8 Key Result Area – Good Governance

4.6 To provide responsible and accountable governance and management of the EMRC.

FINANCIAL IMPLICATIONS

9 Nil

SUSTAINABILITY IMPLICATIONS

10 Nil

RISK MANAGEMENT

Risk – Failure to comply with section 3.16 of the *Local Government Act 1995* by not conducting the required periodic review of local laws		
Consequence	**Likelihood**	**Rating**
Moderate	Unlikely	Moderate
Action/Strategy		
➢ Council to resolve to commence a review of the *Eastern Metropolitan Regional Council Standing Orders Local Law 2013* pursuant to section 3.16 of the *Local Government Act 1995*		

MEMBER COUNCIL IMPLICATIONS

Member Council	Implication Details
Town of Bassendean	Nil
City of Bayswater	
City of Kalamunda	
Shire of Mundaring	
City of Swan	

ATTACHMENT(S)

Eastern Metropolitan Regional Council Standing Orders Local Law 2013 (D2021/22348)

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION(S)

That:

1. In accordance with Section 3.16(1) of the *Local Government Act 1995*, Council commences a review of the *Eastern Metropolitan Regional Council Standing Orders Local Law 2013*
2. In accordance with Section 3.16(2) of the *Local Government Act 1995*, local public notice be given of the EMRC proposing to review the *Eastern Metropolitan Regional Council Standing Orders Local Law 2013*.

COUNCIL RESOLUTION(S)

MOVED SECONDED

EMRC

Advancing Perth's Eastern Region

Standing Orders Local Law 2013

For members of Council, members of Committees and employees

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Local Government Act 1995

Eastern Metropolitan Regional Council

Standing Orders Local Law 2013

Under the powers conferred by the *Local Government Act 1995* and all other enabling powers, the Council of the Eastern Metropolitan Regional Council resolved on 21 March 2013 to make the following local law.

Part 1 - Preliminary

1.1 Short title

(1) This is the *Eastern Metropolitan Regional Council Standing Orders Local Law 2013*.

(2) In the clauses that follow, this local law is referred to as "these Standing Orders".

1.2 Commencement

This local law commences 14 days after it is published in the *Government Gazette*.

1.3 Application and intent

(1) These Standing Orders contain the rules that apply to the conduct of meetings of the Council and its committees.

(2) All meetings are to be conducted in accordance with the Act, the Regulations and this local law.

(3) These Standing Orders are intended to result in –

(a) better decision making by the Council and its committees;

(b) the orderly conduct of meetings;

(c) better understanding of the process of conducting meetings; and

(d) more efficient and effective use of time at meetings.

1.4 Defined terms

In these Standing Orders unless the context otherwise requires -

absolute majority has the meaning given to it in the Act;

Act means the *Local Government Act 1995*;

CEO means the Chief Executive Officer or Acting Chief Executive Officer for the time being of the EMRC;

Chairman means the Chairman of the EMRC elected under clause 7.3 of the Establishment Agreement;

Code of Conduct means the EMRC's Code of Conduct;

committee means a committee of the Council established under section 5.8 of the Act;

Council means the Council of the EMRC;.

Deputy Chairman means the Deputy Chairman of the EMRC elected under clause 7.3 of the Establishment Agreement;

deputy member means a member of the council of a Participant appointed by the Participant under clause 7.1 (5) of the Establishment Agreement to act temporarily in place of a member appointed by that Participant;

employee has the same meaning as is given to it in the Act;

EMRC means the Eastern Metropolitan Regional Council;

Establishment Agreement means the establishment agreement entered into by the Participants in or about June 1998;

meeting means a meeting of the Council, or a meeting of a committee, as the context requires;

member means a member of the council of a Participant appointed by the Participant under clause 7.1 of the Establishment Agreement to be a member of the Council;

Participant means a party to the Establishment Agreement;

presiding member means -

(a) in respect of the Council, the Chairman or other person presiding under section 5.6 of the Act (see clause 3.1); and

(b) in respect of a committee, the person presiding under sections 5.12, 5.13 and 5.14 of the Act (see clauses 3.4 and 3.5);

Regulations means the *Local Government (Administration) Regulations 1996;*

Rules of Conduct Regulations means the *Local Government (Rules of Conduct) Regulations 2007;*

simple majority means more than 50% of the members present and voting;

special majority has the meaning given to it in the Act; and

substantive motion means an original motion, or an original motion as amended, but does not include an amendment motion or a procedural motion.

1.5 Interpretation

Unless otherwise defined, the terms used in these Standing Orders have the meaning given to them in the Act and Regulations.

1.6 Deputy member

(1) If a member is unable to attend a meeting or part of a meeting, a deputy member may attend in place of that member provided that –

(a) the deputy member has been appointed by the Participant which appointed the absent member.

(b) the deputy member has made a declaration in the prescribed form (under section 2.29 of the Act) before acting in the office.

(2) While attending a meeting in place of a member, a deputy member has all the powers of that member.

1.7 Repeal

The *Eastern Metropolitan Regional Council Standing Orders Local Law 1998*, published in the *Government Gazette* on 20 September 1999, is repealed.

Part 2 - Meetings of the Council and committees

2.1 Ordinary and special Council meetings

(1) Ordinary and special Council meetings are dealt with in the Act.

(2) An ordinary meeting of the Council, held on a monthly basis or otherwise as determined by the Council, is for the purpose of considering and dealing with the ordinary business of the Council.

(3) A special meeting of the Council is held for the purpose of considering and dealing with Council business that is urgent, complex in nature, for a particular purpose or confidential.

2.2 Calling Council meetings

The calling of Council meetings is dealt with in the Act.

2.3 Convening Council meetings

(1) The convening of a Council meeting is dealt with in the Act.

(2) Subject to subclause (3), the CEO is to give at least 48 hours' notice, for the purposes of section 5.5 of the Act, in convening a special meeting of the Council.

(3) Where, in the opinion of the Chairman or at least 1/3 of the members, there is a need to meet urgently, the CEO may give a lesser period of notice of a special Council meeting

2.4 Calling committee meetings

A meeting of a committee is to be held –

(a) if called for in a verbal or written request to the CEO by the Chairman or by the presiding member of the committee, setting out the date and purpose of the proposed meeting;

(b) if called for by at least 1/3 of the members of the committee in a notice to the CEO, setting out the date and purpose of the proposed meeting;

(c) if called for by the CEO; or

(d) in accordance with a decision of the Council or the committee.

2.5 Public notice of meetings

Public notice of meetings is dealt with in the Regulations.

2.6 Minor irregularity

The legal effect of a minor irregularity on the validity of a meeting is dealt with in the *Interpretation Act 1984*.

Part 3 - Presiding member and quorum

3.1 Who presides

Who presides at a Council meeting is dealt with in the Act.

3.2 When the Deputy Chairman can act

When the Deputy Chairman can act is dealt with in the Act.

3.3 Who acts if no Chairman or Deputy Chairman

Who acts if there is no Chairman is dealt with in the Act.

3.4 Election of presiding members of committees

The election of presiding members of committees is dealt with in the Act

3.5 Election of deputy presiding members of committees

The election of deputy presiding members of committees is dealt with in the Act

3.6 Functions of deputy presiding members

The functions of deputy presiding members are dealt with in the Act.

3.7 Who acts if no presiding member

Who acts if no presiding member is dealt with in the Act

3.8 Quorum for meetings

The quorum for meetings is dealt with in the Act.

3.9 Attendance by means of instantaneous communication

The circumstances in which a person who is not physically present at a meeting of the Council or a committee is taken to be present at the meeting are dealt with in the Regulations.

3.10 Reduction of quorum for Council meetings

The power of the Minister to reduce the number for a quorum and certain majorities is dealt with in the Act.

3.11 Reduction of quorum for committee meetings

The reduction of a quorum for committee meetings is dealt with in the Act.

3.12 Procedure where no quorum to begin a meeting

The procedure where there is no quorum to begin a meeting is dealt with in the Regulations.

3.13 Procedure where quorum not present during a meeting

If at any time during a meeting a quorum is not present –

(a) the Chairman or presiding member is immediately to suspend the proceedings of the meeting for a period of up to 15 minutes;

(b) if a quorum is not present at the expiry of the suspension period under subclause (a), the Chairman or presiding member may either adjourn the meeting to some future time or date or may extend the extension period for a further period of 30 minutes; and

(c) if a quorum is not present at the expiry of the extended period of suspension under subclause (b), the Chairman or presiding member is to adjourn the meeting to a later time on the same day or to another day.

3.14 Names to be recorded

At any meeting –

(a) at which there is not a quorum present to begin the meeting; or

(b) which is adjourned under clause 3.13,

the names of the members then present are to be recorded in the minutes.

Part 4 - Business of a meeting

4.1 Business to be specified

(1) No business is to be transacted at any ordinary meeting of the Council other than that specified in the agenda, without the approval of the presiding member or a decision of the Council.

(2) No business is to be transacted at a special meeting of the Council other than that given in the notice as the purpose of the meeting.

(3) No business is to be transacted at a committee meeting other than that specified in the agenda, or given in the notice of the meeting as the purpose of the meeting, without the approval of the presiding member or a decision of the committee.

(4) Where a Council meeting is adjourned to the next ordinary meeting of the Council, the business unresolved at the meeting that is adjourned is to be dealt with under item 13 of clause 4.2 at that ordinary meeting.

(5) Where a committee meeting is adjourned to the next ordinary committee meeting, the business unresolved at the meeting that is adjourned is to be given precedence at that ordinary meeting.

(6) Where a Council or committee meeting is adjourned to a meeting not described in subclauses (4) or (5), no business is to be transacted at that later meeting other than that -

(a) specified in the notice of the meeting that is adjourned; and

(b) which remains unresolved.

4.2 Order of business

(1) Unless otherwise decided by the Council, the order of business at any ordinary meeting of the Council is to be as follows -

1. Declaration of opening and announcement of visitors

2. Record of attendance, apologies and leave of absence (previously approved)

3. Disclosure of interests

4. Announcements by the Chairman or presiding member without discussion

5. Response to previous public questions taken on notice

6. Public question time

7. Applications for leave of absence

8. Petitions, deputations and presentations

9. Confirmation of minutes of previous meetings

10. Questions by members of which due notice has been given

11. Questions by members without notice

12. Announcement of confidential matters for which meetings may be closed to the public

13. Business not dealt with from a previous meeting

14. Reports of employees

15. Reports of committees

16 Reports of delegates

17 Members' motions of which previous notice has been given

18. New business of an urgent nature approved by the Chairman or presiding member or by decision of meeting

19. Confidential matters for which the meeting may be closed to the public

20. Future meetings of Council

21. Declaration of closure of meeting

(2) Unless otherwise decided by the members present, the order of business at any special meeting of the Council or at a committee meeting is to be the order in which that business stands in the notice of, or agenda for, the meeting.

(3) Notwithstanding subclauses (1) and (2), the CEO may include on the agenda of a Council or committee meeting in an appropriate place within the order of business any matter which must be decided, or which he or she considers is appropriate to be decided, by that meeting.

4.3 Change to the order of business

(1) The Chairman or presiding member may propose a change to the order of business.

(2) Any member may move that a change in order of business proposed by the Chairman or presiding member not be accepted and, if carried by a majority of members present, the proposed change in order is not to take place.

4.4 Disclosure of Interest

Written notices of disclosure of interests are to be announced –

(a) at item 3 of clause 4.2(1); and

(b) immediately before the matter to which the disclosure relates is discussed.

4.5 Announcements by the Chairman or presiding member

Announcements by the Chairman or presiding member under item 4 of clause 4.2(1) are –

(a) to inform the Council or the committee of any matter of interest or relevance to the business of the Council or a committee;

(b) to be brief and concise; and

(c) to be completed within 10 minutes.

4.6 Response to previous questions taken on notice

Where a question is taken on notice, the CEO is to ensure that -

(a) a written answer is forwarded to the questioner as soon as practicable; and

(b) a summary of the answer is recorded in the minutes of the following meeting of the Council or committee under item 5 of clause 4.2(1).

4.7 Public question time

Provisions relating to public question time are set out in Part 5 of these Standing Orders.

4.8 Application for leave of absence

(1) A request for leave of absence may be made by a member –

(a) verbally at the meeting; or

(b) in writing to the CEO before the meeting.

(2) The grant of leave of absence is dealt with in the Act.

4.9 Petitions, deputations and presentations

Provisions relating to petitions, deputations and presentations are set out in Part 5 of these Standing Orders.

4.10 Confirmation of minutes of previous meetings

Provisions relating to minutes are set out in Part 7 of these Standing Orders.

4.11 Questions by members of which due notice has been given

(1) A question on notice is to be given by a member in writing to the CEO at least 48 hours before the meeting at which it is asked.

(2) If the CEO considers that the question breaches or may breach these Standing Orders or any other law –

(a) the CEO is to refer the question to the Chairman;

(b) the Chairman is to exclude the question if he or she concurs with the view of the CEO; and

(c) if the question is excluded, the CEO is to give all members, as soon as practicable but not later than the next ordinary meeting, the reasons for the exclusion.

(3) Notice of a question that is not withdrawn or excluded under subclause (2), together with the answer to that question, are -

(a) where practicable, to be included in the agenda of the meeting; or

(b) otherwise, to be tabled at the meeting.

(4) Each question and answer is to be submitted as briefly and concisely as possible and, unless with the consent of the Chairman or presiding member, there is to be no discussion on the question or answer.

4.12 Questions without notice

(1) In this clause, question includes a request for information.

(2) At any time during the debate on a motion, before the motion is put, a member may ask a question and, with the consent of the Chairman or the presiding member, may ask one or more further questions.

(3) A question asked by a member, and a response given by a member or an employee –

(a) is to be brief and concise; and

(b) is not to be accompanied by –

(i) expressions of opinion, statement of fact or other comment, except where necessary to explain the question or answer; or

(ii) any discussion or further question, except with the consent of the Chairman or presiding member.

(4) Where a question requests information from an employee who is present at the meeting, the employee may ask that -

(a) the question be placed on notice for the next meeting of the Council; or

(b) the answer to the question be given to the member who asked it prior to the next ordinary meeting of the Council.

(5) If the answer to the question without notice cannot be given at the meeting at which it is asked, the member asking the question may request that the answer be given to the appropriate committee or Council meeting and the Chairman or presiding member may, if he or she thinks fit, so direct.

4.13 Announcement of confidential matters for which meetings may be closed to the public

Any confidential matters for which the meeting may be closed to the public are to be announced under item 12 of clause 4.2(1).

4.14 Business not dealt with from a previous meeting

The Council is to deal, under item 13 of clause 4.2(1), with any business that was listed on the agenda of a previous meeting and has not been dealt with.

4.15 Employee reports

The Council is to deal, under item 14 of clause 4.2(1), with any employee reports included in the agenda under this item by the CEO.

4.16 Reports of committees

The Council is to deal, under item 15 of clause 4.2(1), with reports of committees.

4.17 Reports of delegates

(1) Under item 16 of clause 4.2(1) a member may give a written or oral report on an activity undertaken by the member on behalf of the EMRC.

(2) Unless the Council decides otherwise on the grounds of urgency, a report which requires a decision of the Council must be the subject of a written report by or on behalf of the CEO.

(3) The Chairman or presiding member may declare any report by a member to be out of order and, if he or she does so, the member must immediately cease speaking.

4.18 Members' motions of which previous notice has been given

(1) Unless the Act, Regulations or these Standing Orders otherwise provide, a member may raise at a meeting such business of the EMRC as he or she considers appropriate, in the form of a motion, of which notice has been given in writing to the CEO.

(2) A notice of motion under subclause (1) is to be given at least 4 clear working days before the meeting at which the motion is proposed to be moved.

(3) A notice of motion must relate to the regional purposes for which the EMRC is established under the Establishment Agreement.

(4) The CEO -

(a) with the concurrence of the Chairman or presiding member, may exclude from the notice paper any notice of motion that he or she considers to be out of order; or

(b) may make such amendments to the form, but not the substance, as will bring the notice of motion into due form.

(5) A notice of motion is not out of order because its subject is considered to be objectionable.

(6) If a notice of motion is excluded under subclause (4), the CEO is to provide the reason for its exclusion to all members as soon as practicable.

(7) The CEO may provide relevant and material facts and circumstances relating to the notice of motion on such matters as policy, budget and law.

(8) A motion of which notice has been given is to lapse unless -

(a) the member who gave notice of it, or some other member authorised by him or her in writing, moves the motion when called on; or

(b) the Council or committee on a motion decides to defer consideration of the motion to a later stage or date.

(9) If a notice of motion is given and lapses in the circumstances referred to in subclause (8), a notice of motion in substantially the same terms, or to substantially the same effect, is not to be given again for at least 3 months from the date of the lapse.

4.19 New business of an urgent nature

(1) In cases of extreme urgency or other special circumstance, matters may, on the initiative of the Chairman or presiding member or by way of a motion that

is carried by the meeting, be raised without notice and decided by the meeting.

(2) In subclause (1), "cases of extreme urgency or other special circumstances" means matters –

(a) that have arisen after the preparation of the agenda that are considered by the meeting to be of such importance and urgency that they are unable to be dealt with administratively by the EMRC and must be considered and dealt with by the Council before the next meeting; and

(b) that, if not dealt with at the meeting, are likely to –

(i) have a significant adverse effect (financially or otherwise) on the EMRC; or

(ii) result in a contravention of a written law.

(3) Before debate begins on a matter under this clause that is not the subject of a written employee report to the meeting –

(a) the Chairman or presiding member is to ask the CEO to give; and

(b) the CEO, or the CEO's nominee, is to give,

a verbal report to the meeting.

(4) The minutes of the meeting are to include –

(a) a summary of the verbal report and any recommendations of the CEO or the CEO's nominee; and

(b) the reasons for any decision made at the meeting that is significantly different from any recommendations of the CEO or the CEO's nominee.

4.20 Confidential matters for which the meeting may be closed to the public

Provisions relating to the closure of all or part of the meeting to the public are set out in Part 5 of these Standing Orders.

4.21 Future meetings of Council

Under item 20 of clause 4.2(1), future meeting dates as previously resolved or amended (in accordance to the Act and Regulations) are to be listed.

4.22 Adoption by exception resolution

(1) In this clause 'adoption by exception resolution' means –

(a) a resolution of the Council that has the effect of adopting, for each of a number of specifically identified reports, the committee or employee recommendation as the Council resolution; and

(b) a resolution of a committee that has the effect of adopting, for each of a number of specifically identified reports, the employee recommendation as the committee resolution.

(2) Subject to subclause (3), the Council or a committee may pass an adoption by exception resolution.

(3) An adoption by exception resolution may not be used for a matter –

(a) that requires an absolute majority or a special majority;

(b) in which an interest has been disclosed;

(c) that has been the subject of a petition or deputation;

(d) that is a matter on which a member wishes to make a statement; or

(e) that is a matter on which a member wishes to move a motion that is different to the recommendation.

4.23 Closure – time limits for meetings

(1) If a meeting of the Council is in progress 3 hours after its commencement –

(a) the Chairman or presiding member is to give the Council the opportunity to decide whether the meeting should continue;

(b) the meeting may continue –

(i) for up to 1 more hour;

(ii) only if a motion that the meeting continue is carried; and

(iii) only for the time (up to 1 more hour) specified in that motion; and

(c) the Chairman or presiding member is to adjourn the meeting –

(i) if the motion under paragraph (b) is not carried; or

(ii) at the conclusion of any extension specified in a motion that is carried under paragraph (b).

(2) Subject to subclause (1), each Council and committee meeting is to be closed not later than 11.00pm.

Part 5 - Public participation

5.1 Meetings generally open to the public

Meetings being generally open to the public is dealt with in the Act.

5.2 Meetings not open to the public

(1) The CEO may, at any time, recommend that a meeting or part of a meeting be closed to members of the public (other than any person specified in a resolution).

(2) The Council or a committee, in one or more of the circumstances dealt with in the Act, may at any time, by resolution, decide to close to members of the public a meeting or part of a meeting.

(3) If a resolution under subclause (2) is carried –

(a) the presiding member is to direct everyone to leave the meeting except –

(i) the members;

(ii) the CEO;

(iii) any other employee of the EMRC specified in a resolution; and

(iv) any other person specified in a resolution; and

(b) the meeting is to be closed to the public until, at the conclusion of the matter justifying the closure of the meeting to the public, the Council or the committee, by resolution, decides otherwise.

(4) A person who fails to comply with a direction under subclause (3) may, by order of the presiding member, be removed from the meeting.

(5) A resolution under this clause may be made without notice of the relevant motion.

(6) The CEO may require any person, other than a member or employee, to sign a confidentiality agreement relating to the disclosure of information acquired at a meeting closed to members of the public.

(7) Unless the Council or the committee resolves otherwise, once the meeting is reopened to members of the public the presiding member is to ensure that –

(a) any resolution of the Council or committee made while the meeting was closed is to be read out; and

(b) the vote of a member or members is recorded in the minutes.

5.3 Question time for the public

Question time for the public is dealt with in the Act.

5.4 Question time for the public at certain meetings

Question time for the public at certain meetings is dealt with in the Regulations.

5.5 Minimum question time for the public

Minimum question time for the public is dealt with in the Regulations.

5.6 Procedures for question time for the public

Procedures for question time for the public are dealt with in the Regulations.

5.7 Other procedures for question time for the public

(1) A member of the public who wishes to ask a question during question time must –

(a) first state his or her name and address;

(b) direct the question to the presiding member;

(c) ask the question briefly and concisely;

(d) limit any preamble to matters directly relevant to the question; and

(e) ensure that the question is not accompanied by any expression of opinion, statement of fact or other comment, except where necessary to explain the question.

(2) Each member of the public with a question is entitled to ask up to 3 questions before other members of the public will be invited to ask their questions.

(3) A member of the public may give prior written notice to the CEO of the text or substance of a question that he or she wishes to ask at a meeting.

(4) Unless the presiding member determines otherwise, a question of which prior written notice has been given to the CEO is to be given priority in question time.

(5) Where a member of the public gives written notice of a question, the presiding member may determine that the question is to be responded to as normal business correspondence.

(6) A question may be taken on notice by the Council or committee for later response.

(7) When a question is taken on notice, the CEO is to ensure that –

(a) a written response is given to the person who asked the question; and

(b) a summary of the response is included in the agenda for the next meeting of the Council or committee.

(8) Where a question relating to a matter in which a person has an interest is directed to that person, that person is to –

(a) declare that he or she has an interest in the matter; and

(b) allow another person to respond to the question.

(9) A response to a question –

(a) is to be brief and concise; and

(b) is not to be the subject of any discussion, except that if in the opinion of a member, false information or any adverse reflection is contained in any question asked or comments made by a member of the public, then (through the presiding member) the member may correct or clarify the matter.

(10) Where a response to a question is given at a meeting, a summary of the question and the response is to be included in the minutes.

(11) The presiding member may decide that a question is not to be responded to where –

(a) the same or similar question was asked at a previous meeting, a response was provided and the person who asked the question is directed to the minutes of the meeting at which the response was provided;

(b) it is in the form of a statement, provided that the presiding member has taken reasonable steps to assist the person to phrase the statement as a question; or

(c) the question is offensive or defamatory in nature, or is one which, if asked by a member, would be in breach of these Meeting Procedures or any other law.

(12) The Council or committee, by resolution, may agree to extend public question time.

5.8 Distinguished visitor

If a distinguished visitor is present at a meeting of the Council or a committee, the Chairman or presiding member –

(a) may invite the distinguished visitor to sit beside the Chairman or presiding member or at the Council table;

(b) may acknowledge the presence of the distinguished visitor at an appropriate time during the meeting; and

(c) may direct that the presence of the distinguished visitor be recorded in the minutes.

5.9 Petitions

(1) A petition must -

(a) be addressed to the Chairman;

(b) be made by electors of the Participants;

(c) state the request on each page;

(d) contain the legible names, addresses and signatures of the electors making the request, and the date each elector signed;

(e) contain a summary of the reasons for the request;

(f) state the name of the person upon whom, and an address at which, notice to the petitioners can be given;

(g) be respectful and temperate in its language; and

(h) comply with any form prescribed by the Act or any other written law.

(2) On the presentation of a petition –

(a) the member presenting it is confined to reading the petition; and

(b) the only motion that is in order is that the petition be received and, if necessary, that it be referred for the CEO's report.

(3) At any meeting, the Council or committee is not to vote on any matter that is the subject of a petition presented to that meeting, unless –

(a) the matter is the subject of a report included in the agenda; and

(b) the Council or committee has considered the issues raised in the petition.

5.10 Deputations

(1) A deputation may be made to the Council or a committee in accordance with this clause.

(2) A person or group who wishes to be received as a deputation by a committee must –

(a) apply in writing to the CEO for approval; and

(b) include with the application information relating to the subject matter to be raised by the deputation in concise terms, but in sufficient detail to provide a general understanding of the purpose of the delegation.

(3) The CEO is to refer a copy of a summary of the application –

(a) to the Chairman – if the request is to attend a Council meeting; or

(b) the presiding member – if the request is to attend a committee meeting.

(4) The Chairman or presiding member (as the case may be) –

(a) may approve the request, in which case the CEO is to invite the deputation to attend a meeting of the Council or committee as the case may be; or

(b) may ask the CEO to refer the request to the Council or committee to decide whether or not to receive the deputation.

(5) Unless the meeting resolves otherwise -

(a) a deputation is not to exceed 5 people, only 2 of whom may address the meeting, although others may respond to specific questions from the members; and

(b) the deputation may address the meeting for up to 15 minutes.

(6) For the purposes of this clause, a deputation comprises all those people either in favour of, or opposed to, the matter which is the subject of the deputation.

(7) A matter which is the subject of a deputation to the committee is not to be decided by the committee until the deputation has completed its presentation.

(8) Where a deputation is to be received by the committee, the person or group comprising of the deputation is to address the meeting at the relevant part in the order of business as detailed in clause 4.2(2).

(9) Any item of business to be discussed at a committee meeting that is subject of a received deputation, is to be brought forward in the order of business for the meeting as the next item of business after the deputation has been received.

5.11 Participation at committee meetings

(1) In this clause a reference to a “person” is to a person who –

(a) is entitled to attend a committee meeting;

(b) attends a committee meeting; and

(c) is not a member of that committee.

(2) A member may attend, as an observer, any meeting of a committee of which he or she is not a member or the deputy of a member.

(3) Without the consent of the presiding member, a person must not address a committee meeting.

(4) The presiding member of a committee may allow a person to make an oral submission to the committee for up to 3 minutes.

(5) A person addressing the committee with the consent of the presiding member must cease that address immediately after being directed to do so by the presiding member.

(6) A person who fails to comply with a direction of the presiding member under subclause (5) may, by order of the presiding member, be removed from the committee room.

(7) The Council may make a policy dealing with the circumstances in which a person may be given consent to address a committee meeting.

5.12 Public inspection of agenda material

The right of a member of the public to inspect the documents relating to a Council or committee meeting are dealt with in the Regulations.

5.13 Confidentiality of information withheld

(1) Information withheld by the CEO from members of the public under regulation 14(2) of the Regulations is to be -

(a) identified in the agenda of a Council or committee meeting under item 19 of clause 4.2(1) (ie “Confidential matters for which the meeting may be closed to the public”);

(b) marked “confidential” in the agenda; and

(c) kept confidential by members and employees until the Council or committee resolves otherwise.

(2) A member or an employee who has –

(a) confidential information under subclause (1); or

(b) information that is provided or disclosed for the purposes of, or during, a meeting or part of a meeting that is closed to the public,

must not disclose any part of that information to any person other than another member or an employee of the Council to the extent necessary for the purpose of carrying out his or her functions.

(3) Subclause (2) does not prevent a member or employee from disclosing information –

(a) at a closed meeting;

(b) to the extent specified by the Council and subject to such other conditions as the Council decides;

(c) that is already in the public domain;

(d) to an officer of the Department;

(e) to the Minister;

(f) to a legal practitioner for the purpose of obtaining legal advice; or

(g) if the disclosure is required or permitted by law.

5.14 Recording of proceedings

(1) A person must not use any electronic, visual or vocal recording device or instrument to record the proceedings of the Council or a committee without the permission of the Council.

(2) Subclause (1) does not apply if the record is taken by or at the direction of the CEO, with the permission of the Council or committee.

5.15 Prevention of disturbance

(1) A reference in this clause to a "person" is to a person other than a member.

(2) A person must ensure that his or her electronic communication or information device is not switched on or used during any meeting of the Council or a committee.

(3) A person addressing the Council or a committee must extend due courtesy and respect to the Council or committee and the processes under which it operates and must comply with any direction by the presiding member.

(4) A person present at or observing a meeting must not create a disturbance, by interrupting or interfering with the orderly conduct of the proceedings, whether by expressing approval or dissent, by conversing or by any other means.

(5) The presiding member may warn a person who fails to comply with this clause.

(6) If –

(a) after being warned, the person again acts contrary to this clause, or to these Standing Orders; or

(b) a person refuses or fails to comply with a direction by the presiding member,

the presiding member may expel the person from the meeting by ordering him or her to leave the meeting room.

(7) A person who is ordered to leave the meeting room and fails to do so may, by order of the presiding member, be removed from the meeting room and, if the presiding member orders, from the premises.

Part 6 - Disclosure of interests

6.1 Disclosure of interests

The requirements for members and employees to disclose financial and other interests, the nature of the interests that must be disclosed, and related matters, are dealt with in the Act, the Regulations, the Rules of Conduct and the Code of Conduct.

6.2 Separation of committee recommendations

Where, at a committee meeting, a member discloses a financial or proximity interest in a matter, and the matter is included in the recommendations (or part of the recommendations) of the committee to a Council or to another committee meeting that will or may be attended by the member, the agenda of that Council or committee meeting is to separate the relevant recommendation (or relevant part of the recommendations) from other recommendations of the committee.

Part 7 - Conduct of members

7.1 Official titles to be used

A speaker, when speaking or referring to the Chairman or Deputy Chairman, or to a member or employee, must use the title of that person's office.

7.2 Members to occupy own seats

(1) At Council meetings, members must be seated in the positions determined by the Council.

(2) At committee meetings, committee members must be seated in those positions, if any, that are determined by the relevant committee.

7.3 Entering or leaving a meeting

During the course of a meeting, a member must not enter or leave the meeting without giving an appropriate indication, in order to facilitate the recording in the minutes of the time of entry or departure.

7.4 Members who wish to speak

A member who wishes to speak at a Council meeting –

(a) must indicate his or her intention to speak by raising his or her hand, or by any other method determined by the Council; and

(b) when invited by the Chairman or presiding member to speak, must address the meeting through the Chairman or presiding member and, unless otherwise determined by the Council, may either rise or remain seated while speaking.

7.5 Priority of speaking

(1) At a Council meeting where 2 or more members indicate, at the same time, their intention to speak, the Chairman or presiding member is to decide which member is entitled to be heard first.

(2) At a committee meeting, the presiding member is first to invite committee members to speak followed by, at the discretion of the presiding member, other members and attendees.

(3) A decision of the Chairman or presiding member under this clause is not open to discussion or dissent.

7.6 The Chairman or presiding member may take part in debates

(1) Subject to compliance with the procedures for the debate of motions contained in these Standing Orders, the Chairman or presiding member, without vacating the chair, may take part in a discussion of any matter before the meeting.

(2) Before the Chairman or presiding member moves a motion or amendment, he or she must first vacate the chair and the Deputy Chairman or other person elected for the purpose is to preside over the meeting while the motion or amendment is being debated and voted upon.

7.7 Relevance

(1) A member must restrict his or her remarks to the motion or amendment under discussion, or to a personal explanation or point of order.

(2) The Chairman or presiding member, at any time, may –

(a) draw the attention of the meeting to any irrelevant or repetitious remarks by a member; or

(b) direct that member, if speaking, to discontinue his or her speech.

(3) A member must comply with the direction of the presiding member under subclause (2) by immediately ceasing to speak.

7.8 Speaking twice

(1) A member must not address the Council more than once on any motion or amendment except –

(a) as the mover of a substantive motion, to exercise a right of reply;

(b) to raise a point of order; or

(c) to make a personal explanation.

(2) A member who asks a question before speaking has not addressed the meeting for the purposes of this clause.

7.9 Duration of speeches

A member must not speak on any matter for more than 5 minutes without the consent of the meeting which, if given, is to be given without discussion.

7.10 No speaking after conclusion of debate

A member must not speak on any motion or amendment –

(a) after the member has replied; or

(b) after the question has been put.

7.11 No interruption

A member must not interrupt another member who is speaking unless -

(a) to raise a point of order;

(b) to call attention to the absence of a quorum;

(c) to make a personal explanation under clause 7.16; or

(d) to move a procedural motion that the member be no longer heard (see clause 10.1(e)).

7.12 Respect for the Chairman or presiding member and speaker

A member must not –

(a) while a motion is being voted on, walk out of or across the Chamber; and

(b) while any other member is speaking, pass between the speaker and the Chairman or presiding member.

7.13 No re-opening of discussion

A member must not re-open a discussion on any decision of the Council or committee, except to move that the decision be revoked or changed (see Part 14).

7.14 Offensive language

(1) A member must not reflect adversely on a decision of the Council or a committee except on a motion that the decision be revoked or changed (see Part 14).

(2) A member must not –

(a) reflect adversely on the character or actions of another member or employee;

(b) impute any motive to a member or employee; or

(c) use an expression that is offensive or objectionable,

(3) A member must not use offensive or objectionable expressions in reference to any other member, employee or other person.

7.15 Withdrawal of offensive language

A member who, in the opinion of the Chairman or presiding member –

(a) reflects adversely on the character or actions of another member or employee;

(b) imputes any motive to a member or employee; or

(c) uses an expression that is offensive or objectionable,

must, when directed by the Chairman or presiding member, withdraw the reflection, imputation or expression and make a satisfactory apology.

7.16 Personal explanation

(1) A member who wishes to make a personal explanation relating to a matter referred to by another member who is then speaking must indicate to the Chairman or presiding member his or her intention to make a personal explanation.

(2) The Chairman or presiding member is to determine whether the personal explanation is to be heard immediately or at the conclusion of the speech by the other member.

(3) A member making a personal explanation must confine his or her observations to a succinct statement relating to the specific part of the speech at which he or she may have been misunderstood.

Part 8 - Preserving Order

8.1 The Chairman or presiding member to preserve order

The Chairman or presiding member is to preserve order and, whenever he or she considers it necessary, may –

(a) call a member to order; or

(b) may direct a member to cease breaching, or to comply with, any of these Standing Orders.

8.2 Point of order

(1) A member may object, by way of a point of order, only to a breach of –

(a) any of these Standing Orders; or

(b) any other written law.

(2) Examples of valid points of order are –

(a) a speaker's remarks not being relevant to the motion or amendment being debated (see clause 7.7); and

(b) a speaker's use of offensive or objectionable expressions (see clause 7.14).

(3) Despite anything in these Standing Orders to the contrary, a point of order –

(a) takes precedence over any discussion; and

(b) until determined, suspends the consideration or discussion of any other matter.

8.3 Procedures on a point of order

(1) A member who is addressing the Chairman or presiding member must not be interrupted except on a point of order.

(2) A member interrupted on a point of order must resume his or her seat until –

(a) the member raising the point of order has been heard; and

(b) the presiding member has ruled on the point of order,

and, if permitted, the member who has been interrupted may then proceed.

8.4 Ruling by the Chairman or presiding member

(1) The Chairman or presiding member is to rule on any point of order which is raised by either upholding or rejecting the point of order.

(2) A ruling by the presiding member on a point of order is to be final unless the majority of members then present and voting, on a motion moved immediately after the ruling, dissent from the ruling.

(3) Subject to a motion of dissent being carried under subclause (2), if the presiding member rules that –

(a) any motion, amendment or other matter before the meeting is out of order, it is not to be considered further; and

(b) a statement made or act done by a member is out of order, the presiding member may direct the member to make an explanation, retraction or apology.

8.5 Continued breach of order

If a member –

(a) persists in any conduct that the Chairman or presiding member had ruled is out of order; or

(b) fails or refuses to comply with a direction from the presiding member (such as a direction under clause 7.7(2)(b), 7.15 or 8.4),

the presiding member may direct the member to refrain from taking any further part in the debate of that item, other than by voting, and the member must comply with that direction.

8.6 Presiding member may adjourn meeting

(1) For the purpose of preserving or regaining order, the presiding member may adjourn the meeting for a period of up to 15 minutes.

(2) On resumption, the debate is to continue at the point at which the meeting was adjourned.

(3) If, at any one meeting, the presiding member adjourns the meeting more than once for the purpose of preserving or regaining order, the second or subsequent adjournment may be to a later time on the same day or to another day.

Part 9 - Debate of substantive motions

9.1 Motions to be stated and in writing

(1) A member who wishes to move a substantive motion, or an amendment to a substantive motion –

(a) is to state the substance of the motion before speaking to it; and

(b) if required by the Chairman or presiding member, is to put the motion or amendment in writing.

(2) The written terms of the motion or amendment are to be given to the CEO who is to ensure that they are recorded in the minutes.

9.2 Motions to be supported

(1) A substantive motion or an amendment to a substantive motion is not open to debate until it has been seconded.

(2) A motion to revoke or change a decision made at a meeting is not open to debate unless the motion has the support required under regulation 10 of the Regulations (see clause 14.1).

9.3 Unopposed business

(1) Immediately after a substantive motion has been moved and seconded, the Chairman or presiding member may ask the meeting if any member opposes it.

(2) If no member opposes the motion, the Chairman or presiding member may put the motion directly to the vote.

(3) If a member opposes the motion, the motion is to be dealt under this Part.

(4) This clause does not apply to any motion or decision to revoke or change a decision which has been made at a meeting (see Part 14).

9.4 Only one substantive motion at a time

The Council or committee –

(a) is not to accept a substantive motion while another substantive motion is being debated; and

(b) is not to consider more than one substantive motion at any time.

9.5 Complex motions

The Chairman or presiding member may require that order a complex substantive motion, or a complex amendment to a substantive motion, is to be broken down and put in the form of more than one motion, each of which is to be put in sequence.

9.6 Call of order in debate

The Chairman or presiding member is to call speakers to a substantive motion in the following order -

(a) the mover to state the motion;

(b) a seconder to the motion;

(c) the mover to speak to the motion;

(d) the seconder to speak to the motion;

(e) a speaker against the motion;

(f) a speaker for the motion;

(g) other speakers, alternating between those against and for the motion; and

(h) the mover invited to take the right of reply which closes debate.

9.7 Limit of debate

The Chairman or presiding member may offer the right of reply and put a substantive motion to the vote if he or she considers that sufficient discussion has taken place even though all members may not have spoken.

9.8 Members may require motion to be read

A member may require the motion under discussion to be read at any time during a debate, but not so as to interrupt any other member who is speaking.

9.9 Consent of seconder required to amend motion

The mover of a substantive motion may not amend the motion without the consent of the seconder.

9.10 Order of amendments

Any number of amendments may be proposed to a substantive motion, but when an amendment is moved to a substantive motion, no second or subsequent amendment is to be moved or considered until the first amendment has been withdrawn, lost or carried.

9.11 Amendments must not negate original motion

An amendment to a substantive motion cannot negate the original motion or the intent of the original motion.

9.12 Relevance of amendments

An amendment must be relevant to the substantive motion in respect of which it is moved.

9.13 Mover of motion may speak on amendment

Any member may speak during debate on an amendment.

9.14 Effect of an amendment

If an amendment to a substantive motion is carried, the motion as amended then becomes the substantive motion, on which any member may speak and any further amendment may be moved.

9.15 Withdrawal of motion and amendments

(1) The Council or a committee may, without debate, grant leave to withdraw a substantive motion or amendment on the request of the mover of the motion or amendment if –

(a) it has the approval of the seconder; and

(b) there is no voice expressed to the contrary by any member, in which case discussion on the motion or amendment is to continue.

(2) If either paragraph (a) or (b) of subclause (1) applies, the discussion on the motion or amendment is to continue.

(3) Where an amendment has been proposed to a substantive motion, the substantive motion is not to be withdrawn, except by consent of the majority of members present, until the amendment proposed has been withdrawn or lost.

9.16 Right of reply

(1) The mover of a substantive motion has the right of reply.

(2) The right of the reply may be exercised only –

(a) where no amendment is moved to the substantive motion – at the conclusion of the discussion on the motion; or

(b) where one or more amendments have been moved to the substantive motion – at the conclusion of the discussion on the substantive motion and any amendments.

(3) After the mover of the substantive motion has commenced the reply –

(a) no other member is to speak on the motion; and

(b) there is to be no further discussion on, or any further amendment to, the motion.

(4) The right of the reply is to be confined to rebutting arguments raised by previous speakers and no new matter is to be introduced.

(5) At the conclusion of the right of reply, the substantive motion, or the substantive motion as amended, is immediately to be put to the vote.

Part 10 - Procedural motions

10.1 Permissible procedural motions

In addition to the right to move an amendment to a substantive motion (under Part 9), a member may move any of the following procedural motions -

(a) that the meeting proceed to the next item of business;

(b) that the item be referred or adjourned to a Council or committee meeting;

(c) that the meeting now adjourn;

(d) that the motion be now put;

(e) that the member be no longer heard;

(f) that the ruling of the Chairman or presiding member be disagreed with; and

(g) that the meeting be closed to members of the public (see clause 5.2).

10.2 No debate on procedural motion

(1) The mover of a motion stated in paragraphs (a), (b), (c), (f) or (g) of clause 10.1 may speak to the motion for not more than 5 minutes, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.

(2) The mover of a motion stated in paragraphs (d) and (e) of clause 10.1 may not speak to the motion, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.

10.3 Who may move

A person who has moved, seconded, or spoken for or against a substantive motion, or any amendment to a substantive motion, cannot move any procedural motion which, if carried, would close the debate on the substantive motion or amendment.

10.4 Right of reply on substantive motion

The carrying of a procedural motion which closes debate on the substantive motion or amendment and forces a decision on the substantive motion or amendment does not deny the right of reply to the mover of the substantive motion.

10.5 Meeting to proceed to next item of business

A motion "that the meeting proceed to the next item of business", if carried, has the effect that –

(a) the debate on the substantive motion or amendment ceases immediately; and

(b) no decision is made on the substantive motion;

(c) the meeting moves to the next item of business; and

(d) there is no requirement for the matter to be raised again for consideration.

10.6 Item to be referred or adjourned

A motion "that the item be adjourned" -

(a) is to state the time to which the debate is to be adjourned (and the reasons for the motion); and

(b) if carried, has the effect that all debate on the substantive motion or amendment ceases immediately, but continues at the meeting, and at the time, stated in the motion.

10.7 Meeting now adjourn

(1) A member is not to move or second more than one motion of adjournment during the same meeting.

(2) Before putting a motion for the adjournment, the Chairman or presiding member may seek leave of the meeting to deal first with matters that may be the subject of an adoption by exception resolution (see clause 4.22);

(3) a motion "that the meeting now adjourn" -

(a) is to state the time and date to which the meeting is to be adjourned; and

(b) if carried, has the effect that the meeting is adjourned to the time and date specified in the motion.

(4) A meeting adjourned under subclause (3) is to continue from the point at which it was adjourned, unless the Chairman or presiding member, or the meeting, determines otherwise.

10.8 Motion to be put

(1) If a motion "that the motion be now put", is carried during discussion on a substantive motion without amendment, the Chairman or presiding member to offer the right of reply and then immediately put the motion to the vote without further debate.

(2) If the motion, "that the motion be now put" is carried during debate of the amendment, the presiding member to put the amendment to the vote without further debate.

(3) If the motion, "that the motion be now put" is lost, debate is to continue.

10.9 Member to be no longer heard

If the motion "that the member be no longer heard", is carried, the speaker against whom the motion has been moved cannot speak further on the current substantive motion, or any amendment relating to it, except to exercise the right of reply if he or she is the mover of the substantive motion.

10.10 Ruling of the Chairman or presiding member be disagreed with

If the motion "that the ruling of the Chairman or presiding member be disagreed with" is carried, that ruling is to have no effect and the meeting is to proceed accordingly.

Part 11 - Voting

11.1 Motion – when put

(1) Immediately after the debate on any motion is concluded and the right of reply has been exercised, the Chairman or presiding member –

(a) is to put the motion to the meeting; and ,

(b) if requested by any member, is again to state the terms of the motion.

(2) A member must not leave a meeting when the Chairman or the presiding member is putting any motion.

11.2 Voting

Voting is dealt with in the Act and the Regulations.

11.3 Majorities required for decisions

The majorities required for decisions of the Council and committees are dealt with in the Act.

11.4 Method of taking vote

In taking the vote on any motion, the presiding member –

(a) is to put the motion, first in the affirmative, and then in the negative;

(b) may put the motion in this way as often as may be necessary to enable him or her to determine whether the affirmative or the negative has the majority of votes;

(c) is to count and determine the votes of members in any way (such as electronically or by a show of hands) that enables a record to be taken of each member's vote; and

(d) subject to this clause, is to declare the result.

Part 12 - Adjournment of meeting

12.1 Meeting may be adjourned

The Council or a committee may decide to adjourn any meeting to a later time on the same day, or to any other day.

12.2 Limit to moving adjournment

No member is to move or second more than one motion of adjournment during the same meeting of the Council or committee.

12.3 Unopposed business – motion for adjournment

On a motion for the adjournment of the Council or committee, the Chairman or presiding member, before putting the motion, may seek leave of the Council or committee to proceed to the transaction of unopposed business.

12.4 Withdrawal of motion for adjournment

A motion or an amendment relating to the adjournment of the Council or a committee may be withdrawn by the mover, with the consent of the seconder, except that if any member objects to the withdrawal, debate of the motion is to continue.

12.5 Time to which adjourned

The time to which a meeting is adjourned for want of a quorum, by the Chairman or presiding member to regain order, or by decision of the Council,

may be to a specified hour on a particular day or to a time which coincides with the conclusion of another meeting or event on a particular day.

Part 13 - Minutes

13.1 Keeping of minutes

The keeping and confirmation of minutes are dealt with in the Act.

13.2 Content of minutes

The content of minutes is dealt with in the Regulations.

13.3 Public inspection of unconfirmed minutes

The public inspection of unconfirmed minutes is dealt with in the Regulations.

13.4 Confirmation of minutes

(1) If a member is dissatisfied with the accuracy of the unconfirmed minutes, he or she is to provide to the CEO a written copy of the alternative wording to amend the unconfirmed minutes no later than 3 clear working days before the meeting where the minutes are to be confirmed.

(2) At that meeting, the member who provided the alternative wording shall, at the time for confirmation of minutes –

(a) state the item or items with which he or she is dissatisfied; and

(b) propose a motion clearly outlining the alternative wording to amend the minutes.

Part 14 - Revoking or changing a decision

14.1 Requirements to revoke or change a decision

The requirements to revoke or change a decision made at a meeting are dealt with in regulation 10 of the Regulations.

14.2 Limitations on powers to revoke or change a decision

(1) In this clause –

"**authorisation**" means a licence, permit, approval or other means of authorising a person to do anything; and

"**implement**", in relation to a decision, includes –

(a) communicate notice of the decision to a person affected by, or with an interest in, the decision; and

(b) take any other action to give effect to the decision.

(2) Subject to subclause (3), the Council or a committee is not to consider a motion to revoke or change a decision –

(a) where, at the time the motion is moved or notice is given, any action has been taken under clause 12.4 to implement the decision;

(b) where the decision concerns the grant of an authorisation, and where that authorisation has been communicated in writing by the EMRC to the applicant; or

(c) where the decision is procedural in its form or effect.

(3) The Council or a committee may consider a motion to revoke or change a decision of the kind described in subclause (2)(a) or (b) if the motion is accompanied by a written statement, by or on behalf of the CEO, of the legal and financial consequences of the motion being carried.

Part 15 - Committees

15.1 Establishment and appointment of committees

(1) The establishment of committees is dealt with in the Act.

(2) A Council resolution to establish a committee under section 5.8 of the Act is to include -

(a) the terms of reference or functions of the committee;

(b) either –

(i) the names or titles of the members, employees and any other persons to be appointed to the committee; or

(ii) the number of members, employees and other persons to be appointed to the committee and a provision that they be appointed under a separate resolution; and

(c) details of the delegation of any powers or duties to the committee under section 5.16 of the Act.

15.2 Types of committees

The types of committees are dealt with in the Act.

15.3 Delegation of some powers and duties to certain committees

The delegation of some powers and duties to certain committees is dealt with in the Act.

15.4 Limits on delegation of powers and duties to certain committees

The limits on the delegation of powers and duties to certain committees are dealt with in the Act.

15.5 Appointment of committee members

The appointment of committee members is dealt with in the Act.

15.6 Tenure of committee membership

Tenure of committee membership is dealt with in the Act.

15.7 Appointment of deputies

The appointment of a person to be a deputy of a member of committee is dealt with in the Act.

15.8 Resignation of committee members

The resignation of committee members is dealt with in the Regulations.

15.9 Register of delegations to committees

The register of delegations to committees is dealt with in the Act.

15.10 Appointment of Participant members to committees

(1) Where the Council establishes a committee with a member from a Participant, the appointment of that member must be made according to the wishes of the Participant.

(2) Where the members of a committee established by the Council is to include an employee of a Participant, that employee is to be the CEO of the Participant or an employee appointed by the CEO of the Participant.

15.11 Reports of committees – questions

Where a recommendation of a committee is submitted for adoption by the Council, any member of the Council may direct a question directly relating to the recommendation, through the Chairman or presiding member, to the presiding member of the committee or to any member of the committee in attendance.

15.12 Permissible motions on committee recommendations

A recommendation made a committee may -

(a) be adopted by the Council without amendment;

(b) be rejected by the Council and replaced by an alternative decision;

(c) be amended, and adopted as amended, by the Council; or

(d) referred back to the committee for further consideration.

15.13 Standing Orders to apply

These Standing Orders apply generally to the proceedings of committees except for -

(a) clause 7.2, in relation to seating; and

(b) clause 7.8, in relation to the limit on the number of speeches.

Part 16 - Administrative matters

16.1 Suspension of Standing Orders

(1) The Council or a committee may decide, by simple majority vote, to suspend temporarily one or more of the Standing Orders.

(2) The mover of a motion to suspend temporarily any one or more of the Standing Orders is to state the clause or clauses to be suspended, and the purpose of the suspension.

(3) A Standing Order so suspended is to remain suspended until decided otherwise by the Council or the committee.

16.2 Cases not provided for in Standing Orders

(1) The Chairman or presiding member is to decide questions of procedure in cases where these Standing Orders and the Act and Regulations are silent.

(2) The decision of the Chairman or presiding member in these cases is final, except where a motion is moved and carried under clause 10.1(f).

16.3 Representation of public bodies

Wherever it becomes necessary to nominate a member of the Council to represent the Council on a public body or State agency, that nomination must be made by the Council.

Part 17 - Enforcement

17.1 Penalty for breach

A person who breaches a provision of these Standing Orders commits an offence.

Penalty: $1,000 and a daily penalty of $500.

17.2 Who can prosecute

Who can prosecute is dealt with in the Act.

Part 18 - Common seal

18.1 Custody of the common seal

The CEO is to have charge of the common seal of the EMRC, and is responsible for the safe custody and proper use of it.

18.2 Use of the common seal

The use of the common seal is dealt with in the Act.

18.3 Recording of common seal uses

The CEO is to record in a register each instance where the common seal of the EMRC was affixed to a document including -

(a) the date on which it was affixed;

(b) the nature of the document; and

(c) where the document is an agreement, the parties to that agreement.

This local law was made by the EMRC at an Ordinary Meeting held on 21 March 2013.

Signature:	_____	_____
PRINTED NAME:	CR ALAN PILGRIM	PETER B. SCHNEIDER
Public Office:	Chairman	Chief Executive Officer
Administering Authority:	Eastern Metropolitan Regional Council	

Gazetted Wednesday 26 June 2013 Number 103

5.3 REVIEW OF COUNCIL POLICY 2.1 – COMMITTEES OF COUNCIL

D2021/21014

PURPOSE OF REPORT

The purpose of this report is to review Council Policy 2.1 – Committees of Council Policy.

KEY POINT(S)

- Council Policy 2.1 – Committees of Council Policy was last reviewed at the meeting of Council held on 25 March 2021.
- It is proposed that the existing policy, as revised with minor amendments, be adopted.

RECOMMENDATION(S)

That:

1. Revised EMRC Policy 2.1 – Committees of Council Policy forming attachment 2 to this report be adopted by Council.
2. EMRC Policy 2.1 – Committees of Council Policy be next reviewed in the twelve months following the ordinary election day in 2023.

SOURCE OF REPORT

Chief Financial Officer

BACKGROUND

1 The Legal Committee was established for a period of up to nine (9) months, expiring in October 2021.

2 Following the establishment of the Legal Committee in February 2021 and its associated terms of reference, the EMRC Policy 2.1 Committees of Council Policy was last reviewed at the meeting of Council held on 25 March 2021 (Ref: D2021/03904).

3 There is a requirement for the Legal Committee to exist post October 2021 to continue dealing with matters of a legal nature.

4 At the 21 September 2021 meeting of Council, Council resolved:

THAT COUNCIL

1. *EXTENDS THE TENURE OF THE LEGAL COMMITTEE FOLLOWING THE LOCAL GOVERNMENT ELECTIONS IN OCTOBER 2021 UNTIL SUCH TIME THAT THE CURRENT LEGAL MATTER IS RESOLVED.*
2. *ADOPT AN AMENDED LEGAL COMMITTEE TERMS OF REFERENCE FORMING ATTACHMENT NO.2 TO THIS NOTICE.*

REPORT

5 The policies of the EMRC, determined by Council as required by section 2.7(2)(b) of the *Local Government Act 1995* (the Act), guide and inform management and the public about key Council principles. It is important that policies are reviewed periodically and amended where necessary.

6 A review of the existing policy has been undertaken with the following objectives used as a basis for undertaking the review:

- To ensure that the policy meets the definition of a policy;

- To incorporate in the policy appropriate amendments to account for changes in details such as dates, times and values since the last review;
- To realign the policy with the adopted EMRC 10 Year Strategic Plan 2017 – 2027 under the heading 'Strategic Plan Objective'; and
- To ensure the policy is contemporary and appropriate for the Council.

7 The three main actions undertaken when reviewing a policy include:

- Maintain the current policy without amendment;
- Maintain the policy with amendments; and
- Delete the policy if it is no longer required, for example if these are covered under the *Local Government Act 1995* and regulations or has been incorporated into another policy.

8 Following the resolution of Council to extend the tenure of the Legal Committee, the revised Council Policy 2.1 – Committees of Council Policy has been updated to remove the following from the wording of the Policy under the 'Legal Committee heading':

"*Members will be appointed to the inaugural Legal Committee for a term of up to nine months, expiring in October 2021*"

9 The remaining wording of the Policy has also been reviewed and is to remain unchanged.

STRATEGIC/POLICY IMPLICATIONS

10 Key Result Area 3 – Good Governance

3.3 To provide responsible and accountable governance and management of the EMRC.

FINANCIAL IMPLICATIONS

11 Nil

SUSTAINABILITY IMPLICATIONS

12 The policy under review contributes to sustainability by informing management and the public about key Council principles.

RISK MANAGEMENT

Risk – Non Compliance with Local Government Act and Administration Regulations.		
Consequence	**Likelihood**	**Rating**
Moderate	Unlikely	Moderate
Action/Strategy		
➢ Council to adopt the new and revised Council policy 2.1 – Committees of Council Policy		

MEMBER COUNCIL IMPLICATIONS

Member Council	Implication Details
Town of Bassendean	Nil
City of Bayswater	
City of Kalamunda	
Shire of Mundaring	
City of Swan	

ATTACHMENT(S)

1 Policy 2.1 – Committees of Council Policy with tracked changes (D2021/21937)

2 Revised Policy 2.1 - Committees of Council Policy (D2021/21334)

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION(S)

That:

1. Revised EMRC Policy 2.1 – Committees of Council Policy forming attachment 2 to this report be adopted by Council.
2. EMRC Policy 2.1 – Committees of Council Policy be next reviewed in the twelve months following the ordinary election day in 2023.

COUNCIL RESOLUTION(S)

MOVED SECONDED

Council Policy 2.1

Committees of Council

Strategic Plan Objective

3.3 To provide responsible and accountable governance and management of the EMRC.

Purpose

This policy outlines the governance of the following Council approved committees:

- Audit Committee (AC);
- Chief Executive Officer Performance Review Committee (CEOPRC); and
- Legal Committee (LC)

The committees are designed to play an important part in the corporate decision-making process on a variety of matters and are designed to report on recommendations to Council of an advisory nature.

Legislation

Local Government Act 1995

Local Government (Administration) Regulations 1996

EMRC Standing Orders Local Laws 2013

Policy Statement

Formation of Committees

EMRC Committees are established by Council for the purpose of providing advice and technical expertise on issues relevant to the EMRC Council.

Council will maintain an Audit Committee, a Chief Executive Officer Performance Review Committee and a Legal Committee and determine a Terms of Reference for each of the established committees.

Audit Committee (AC)

Membership of the AC will comprise of one council member from each of the participant member councils and the committee will have a Terms of Reference as amended from time to time by Council approval.

Council will appoint deputy members to members of the Council on the AC.

Chief Executive Officer Performance Review Committee (CEOPRC)

Membership of the CEOPRC will comprise of council members only and the committee will have a Terms of Reference as amended from time to time by Council approval.

No deputy members are appointed to the CEOPRC as the continuity of members during the annual performance review is important in ensuring that a fair and objective process is achieved.

Legal Committee (LC)

The Legal Committee will comprise of council members, deputy members and second deputy members, as appointed by Council and will have a Terms of Reference as amended from time to time by Council approval.

~~Members will be appointed to the inaugural Legal Committee for a term of up to nine months, expiring in October 2021.~~

Attendance Management

The meetings are to take place in person (face to face) where possible. However, teleconferencing, videoconferencing and other electronic means will be used when necessary.

If officers from member councils attend EMRC committee meetings, they are to have the status of observer.

Financial Considerations

Nil

Adopted/Reviewed	**25 March 2021**
Next Review	**Following the Local Government elections in 2021**
Responsible Unit	**CEO's Office**

Council Policy 2.1

Committees of Council

Strategic Plan Objective

3.3 To provide responsible and accountable governance and management of the EMRC.

Purpose

This policy outlines the governance of the following Council approved committees:

- Audit Committee (AC);
- Chief Executive Officer Performance Review Committee (CEOPRC); and
- Legal Committee (LC)

The committees are designed to play an important part in the corporate decision-making process on a variety of matters and are designed to report on recommendations to Council of an advisory nature.

Legislation

Local Government Act 1995

Local Government (Administration) Regulations 1996

EMRC Standing Orders Local Laws 2013

Policy Statement

Formation of Committees

EMRC Committees are established by Council for the purpose of providing advice and technical expertise on issues relevant to the EMRC Council.

Council will maintain an Audit Committee, a Chief Executive Officer Performance Review Committee and a Legal Committee and determine a Terms of Reference for each of the established committees.

Audit Committee (AC)

Membership of the AC will comprise of one council member from each of the participant member councils and the committee will have a Terms of Reference as amended from time to time by Council approval.

Council will appoint deputy members to members of the Council on the AC.

Chief Executive Officer Performance Review Committee (CEOPRC)

Membership of the CEOPRC will comprise of council members only and the committee will have a Terms of Reference as amended from time to time by Council approval.

No deputy members are appointed to the CEOPRC as the continuity of members during the annual performance review is important in ensuring that a fair and objective process is achieved.

Legal Committee (LC)

The Legal Committee will comprise of council members, deputy members and second deputy members, as appointed by Council and will have a Terms of Reference as amended from time to time by Council approval.

Attendance Management

The meetings are to take place in person (face to face) where possible. However, teleconferencing, videoconferencing and other electronic means will be used when necessary.

If officers from member councils attend EMRC committee meetings, they are to have the status of observer.

Financial Considerations

Nil

Adopted/Reviewed	**25 March 2021**
Next Review	**Following the Local Government elections in 2021**
Responsible Unit	**CEO's Office**

5.4 SUSTAINABILITY TEAM PROGRAM FOR 2022/2023

D2021/20973

PURPOSE OF REPORT

The purpose of this report is to provide Council with the Sustainability Team Program 2022/2023 for noting.

KEY POINT(S)

- The Sustainability Team Projects Proposal for 2022/2023 has been developed and is attached for Council's consideration.
- The Proposal covers the areas of Urban Environment, Waste Education and Regional Advocacy.
- Net Zero will be the overarching theme for existing programs such as Achieving Carbon Emissions Reduction (ACER); Water and Energy programs, Future Proofing and new initiatives such as LED Street lights conversions and other supported initiatives.
- There is a strong focus on aligning projects with the United Nations Sustainable Development Goals (SDGs).
- There is also a strong focus on working towards achieving Net Zero through Circularity.
- State and federal government and other stakeholder funding will also continue to be sought to help fund and guide future delivery of projects in the region.

RECOMMENDATION(S)

That Council notes the programs outlined in the Sustainability Team Program for 2022/2023, forming the attachment to this report, which will form the basis of discussion with member Council CEOs.

SOURCE OF REPORT

Chief Sustainability Officer

BACKGROUND

1 The Sustainability Team was previously known as the Regional Services Directorate takes a regionally based approach in terms of project delivery to member Councils (and other local governments on a fee for service basis). The EMRC also advocates on behalf of the Region in accordance with the former Regional Advocacy Strategy and in accordance with Council decisions. The projects have varied in response to the needs of member Councils and emerging regional issues that are deemed appropriate to be dealt with on a regional scale.

2 Project delivery is driven through an annual process aligned with the EMRC's Corporate Business Plan and its quarterly reporting and also the annual budget cycle.

3 The previous strategies outlined below have assisted to guide project delivery across the region:

- Regional Advocacy Strategy 2016 – 2020;
- Regional Environment Strategy 2016 – 2020;
- Regional Economic Development Strategy 2017 – 2021; and
- Regional Integrated Transport Strategy 2017 – 2021.

4 During 2021/2022 these strategies will be merged into one overarching EMRC Sustainability Strategy that covers the entire EMRC operations.

REPORT

5 The Sustainability Team Program demonstrates continued delivery of current projects and proposed delivery of new programs for 2022/2023. Agreed projects will be funded via a mix of funding from the EMRC, participating member Council contributions and grant funding where possible.

6 Program delivery is managed by the EMRC in collaboration with participating member Councils.

7 Member Councils indicative support for individual projects within the overall program and associated financial contributions area is required. The projects and associated funding commitments are finalised after consultation with member Council CEOs and their relevant staff.

STRATEGIC/POLICY IMPLICATIONS

8 Key Result Area 1 – Environmental Sustainability

- 1.2 To improve regional waste management
- 1.5 To contribute towards improved amenity, conservation and support of the natural environment and to address climate change

9 Key Result Area 2 – Economic Development

- 2.1 To facilitate and advocate for increased investment in regional infrastructure
- 2.2 To facilitate and advocate for regional economic development activities
- 2.3 To facilitate regional cultural and recreational activities

10 Key Result Area 3 – Good Governance

- 3.1 To provide advice and advocacy on issues affecting Perth's Eastern Region
- 3.2 To manage partnerships and relationships with stakeholders

FINANCIAL IMPLICATIONS

11 The funding to facilitate the Sustainability Teams projects and services is developed and agreed with member Councils as part of the annual budget process.

SUSTAINABILITY IMPLICATIONS

12 The Sustainability Team operates to pursue environmental, economic and social outcomes for Perth's Eastern Region. In pursuit of these objectives, sustainability considerations are also integrated wherever possible in all activities undertaken by the directorate.

RISK MANAGEMENT

Risk – Reduced grant funding and a lack of interest from member Councils in Sustainability Programs		
Consequence	**Likelihood**	**Rating**
Moderate	Likely	High
Action/Strategy		
➢ EMRC to actively pursue grant funding opportunities and to liaise with member Councils to ensure maximum participation.		

MEMBER COUNCIL IMPLICATIONS

Member Council	Implication Details
Town of Bassendean City of Bayswater City of Kalamunda Shire of Mundaring City of Swan	Participating member Councils officer time may be required when working collaboratively with the Sustainability Team.

ATTACHMENT(S)

Sustainability Team Projects Proposal 2022/2023 (D2021/22489)

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION(S)

That Council notes the programs outlined in the Sustainability Team Projects Proposal 2022/2023, forming the attachment to this report, which will form the basis of discussion with member Council CEOs.

COUNCIL RESOLUTION(S)

MOVED SECONDED

EMRC

Eastern Metropolitan Regional Council

Sustainability Team

Program 2022/2023

Urban Environment
and
Waste Education Services

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1 Introduction

This Sustainability Team Program 2022/2023 comprises Urban Environment and Waste Education services and programs and also highlights regional advocacy across a range of sustainability issues.

1.1 Sustainability Team

The Sustainability Team comprises of the Urban Environment Team and Waste Education Services Team. The Urban Environment Team delivers sustainability services associated with working towards Net Zero carbon emissions, energy efficiency, water conservation, climate change mitigation and adaptation, sustainable and integrated transport, economic development and the circular economy. The Waste Education Services Team delivers a range of services focused on avoiding and reducing waste generation in households, communities and businesses. The behaviour change programs offered include Earth Carers, bin tagging, workshops, FOGO (Food Organics Garden Organics) implementation support, and Red Hill Waste Management Facility tours. Other education offerings include community engagement and event support, producing waste and recycling guides, battery and CFL collection program, Culturally And Linguistically Diverse (CALD) brochures, waste plans, and loan boxes.

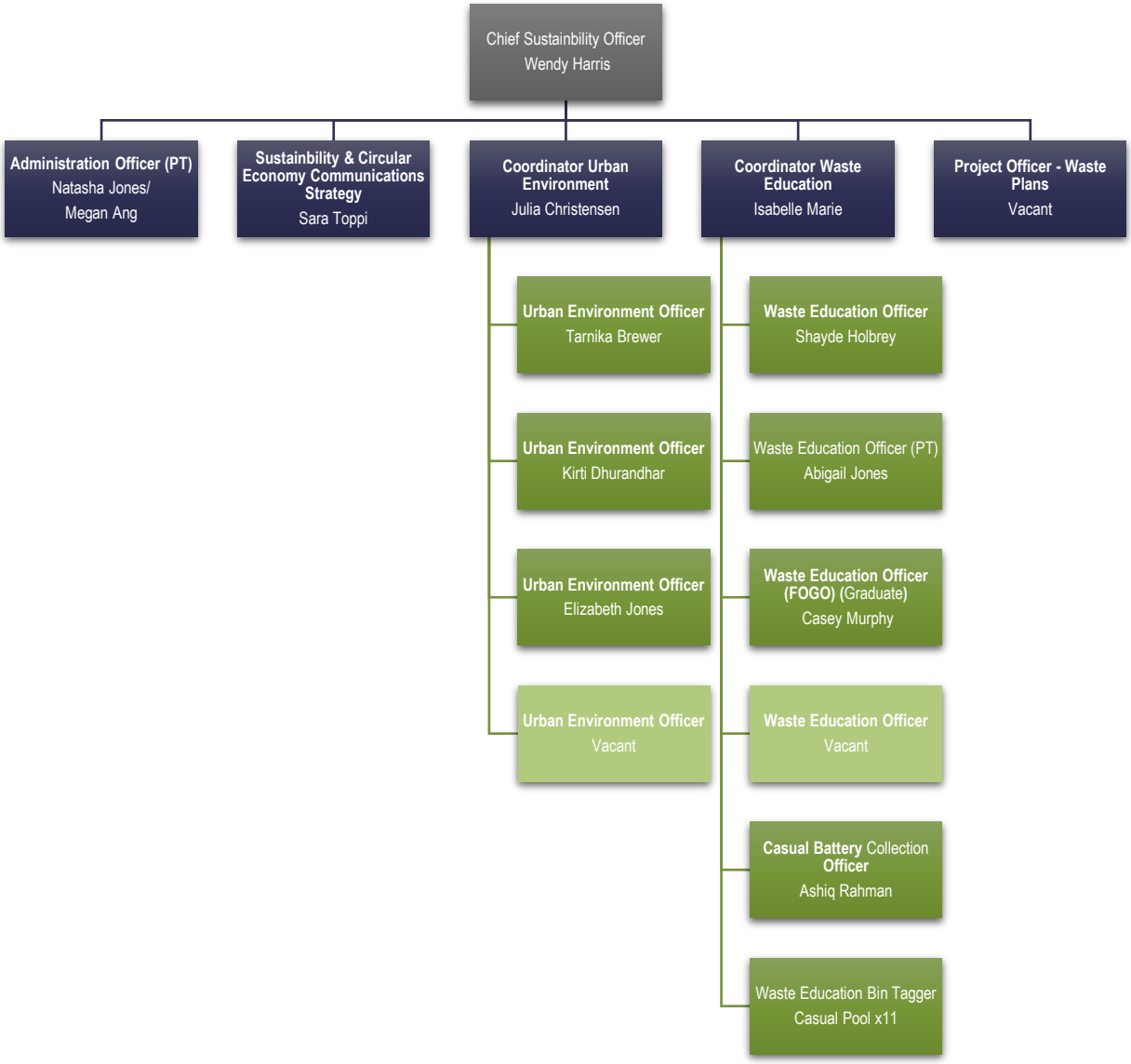


Figure 1: Sustainability Team organisational structure 2021.

1.2 Strategic Context

The Sustainability Team work to deliver the objectives within the draft EMRC Sustainability Strategy. The draft Strategy is aligned with the UN Sustainable Development Goals (SDG's) and the EMRC's 10 Year Strategic Plan 2017-2027 objectives. These objectives are embedded in the annual EMRC Corporate Business Plan, with associated delivery costs included in the annual budget. Alignment of these strategic documents with the SDG's enables the EMRC and its member Councils to collaboratively progress regional sustainability against a globally recognised framework.

Additionally, the Waste Education Services Team is guided by the objectives of the WA Waste Avoidance and Resource Recovery (WARR) Strategy 2030. The Strategy's vision is that *'Western Australia will become a sustainable, low-waste, circular economy in which human health and the environment are protected from the impacts of waste*'. The Strategy directly aligns with the Waste Education Services team and the EMRC's sustainability strategy vision to deliver circularity initiatives via education for the Region and broader community.

1.1.1 EMRC Draft Sustainability Strategy

- Our Sustainability Vision
  - Promoting sustainable waste management and a transition to a circular economy
- Objectives
  - Demonstrate circular economy leadership
  - Respond to a climate emergency
  - Reduce our environmental impact
  - Create value in the community

1.2 Reporting

The Sustainability Team report program progress via the EMRC Corporate Business Plan quarterly reports and quarterly Sustainability Team activity report to Council.

As of 2022/2023, the Urban Environment Team will be offering a new service to member Councils to provide a Sustainable Development Goals Annual Report Card (further information below).

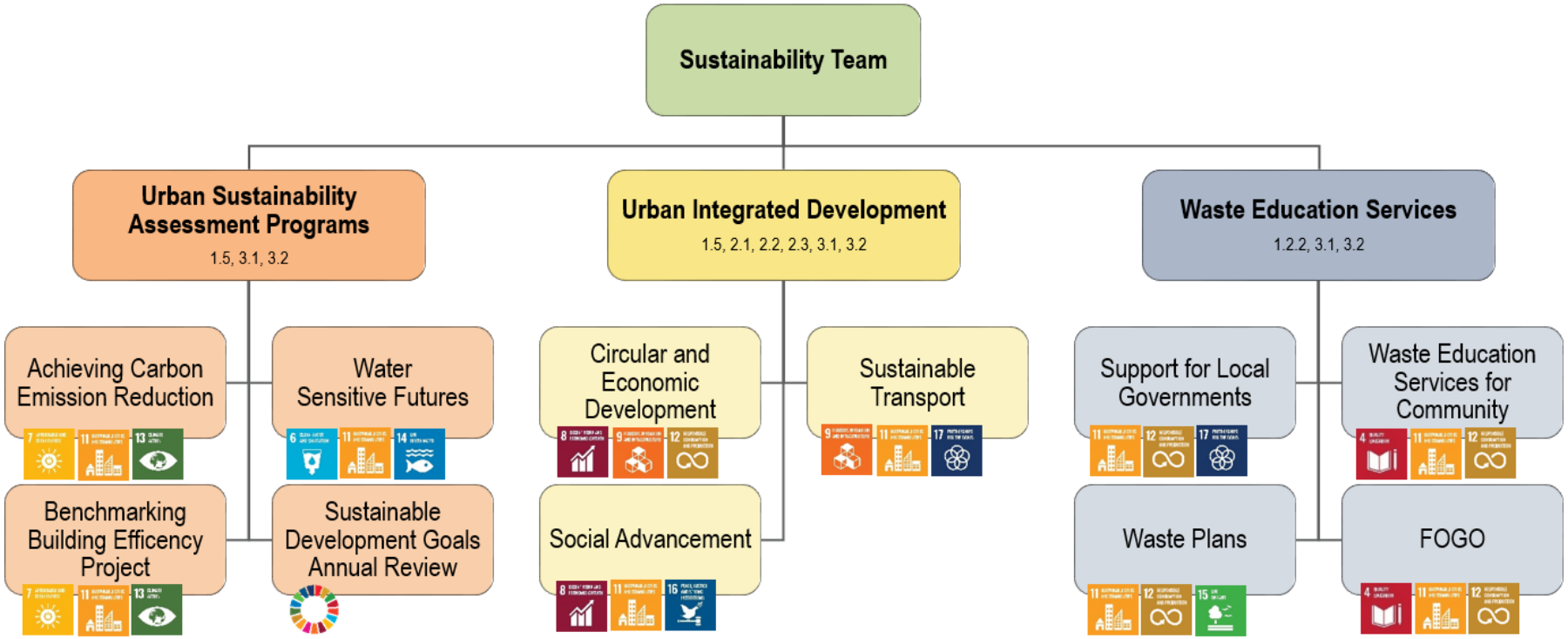


Figure 2: Sustainability Team program overview aligned with the EMRC Corporate Business Plan objectives and the Sustainable Development Goals.

2 Funding Summary

To achieve sustainability outcomes and align with the EMRC Strategic Review and the new Sustainability Strategy, programs and projects are grouped in a way to allow more flexibility for participation and ensure ongoing value for each Council, while acknowledging the varying needs of member Councils.

Where possible, the EMRC aims to tailor services to the individual needs of member Councils, either through an ongoing program or as a fee for service project. A bespoke package can be negotiated and costed accordingly.

Table 1: EMRC Sustainability Team Funding Summary.

Program	Town of Bassendean ($)	City of Bayswater ($)	City of Kalamunda ($)	Shire of Mundaring ($)	City of Swan ($)
Urban Sustainability Assessment Programs					
ACER Program – Data Management	$4,000	X	X	$4,000	X
ACER Program – Climate, Energy and Emission Actions	$6,000	X	X	$6,000	X
Water Sensitive Futures - Data Management	$4,000	X	X	$4,000	X
Water Sensitive Futures - Water Sensitive Actions	$7,200	X	X	$7,200	$9,100
Water Sensitive Futures - Waterwise Council Accreditation	$7,010	X	X	$7,010	$7,010
Future BBE	TBC	TBC	TBC	TBC	TBC
Future BBE - CEFF grant (TBA)[1]	*	*	X	*	X
SDG Annual Review *NEW*	$4,000	$4,000	$4,000	$4,000	$4,000
Urban Integrated Development					
Sustainable Transport	$6,400	$12,800	X	$10,080	X
Circular and Economic Development	$8,000	$8,000	$8,000	$8,000	$8,000
Social Advancement – Avon	$2,210	$4,450	X	X	$7,740
Complimentary: ▪ Social Advancement – Social Priorities ▪ Advisory Groups ▪ Regional Advocacy	N/A	N/A	N/A	N/A	N/A
Waste Education Services					
Waste Education[2]	N/A	N/A	N/A	N/A	N/A
Waste Plans[3]	N/A	N/A	N/A	N/A	N/A
FOGO[4] **(rollout support)**	N/A	N/A	N/A	N/A	N/A
2022/2023 Total Proposed Member Council Contributions	**$48,820**	**$29,250**	**$12,000**	**$50,290**	**$35,850**

X – Not currently participating. A cost can be negotiated with interested councils.
TBC – Details to be confirmed.
N/A – Cost not applicable

[1] Successful Clean Energy Future Fund (CEFF) grant applications are due to be announced in December 2021. Participating Councils are aware of their contribution commitments which equate to 75% of their project's total cost.
[2] Waste Education services are funded by the Waste Education Levy which currently equates to 4% of the gate fee at the Red Hill Waste Management Facility.
[3] Waste Plans can be provided on request on a Fee for Service (FFS) basis for Non-Member Councils.
[4] FOGO communication plans and implementation support is provided on an as-needs basis in negotiation with Member Councils progressing to the 3-bin system and available as a FFS option for Non- Member Councils.

2.1 Withdrawal from any of the Urban Programs

Under the EMRC's current Establishment Agreement notice of withdrawal by a member council clause 9.6 states:

> *"A participant may, at any time between 1 July and 31 December in any year, give to the EMRC notice of its intention to withdraw from any of the Continuing Programs and Services. The withdrawal of the participant under clause 9.6 shall take effect from the end of the financial year following the giving of the notice of withdrawal under clause 9.6. For example, if notice of withdrawal was given on 1 July 2020, it will not take effect until 30 June 2021."*

If member councils wish to withdraw from any of the Urban programs outlined within this program, formal notice of withdrawal is required to be provided for each individual program (in this case, by 31 December 2021 to take effect from 1 July 2022).

3 2022/2023 Programs and Projects

2.2 Urban Sustainability Assessment Programs

Urban Sustainably Assessment Programs provide a service that enables member councils to identify progress and opportunities to move towards the optimization of their facilities and achieving net zero.

2.2.1 Achieving Carbon Emission Reduction (ACER) Program

The ACER program is a long-standing initiative that commenced in 2009 and has continued to evolve to meet the needs of member Councils. The ACER program is governed by a carbon management framework that includes a cyclical process to monitor, review and improve. The ACER Program includes the following actions.

- Energy Data Management:
  - Verify energy and emissions data, and complete Quarterly Performance Review.
  - Annual Energy and Emission Data Analysis Report and Snapshot.
  - Data management platform support as required (currently Azility).
- Climate, Energy and Emission Actions:
  - Technical support to progress strategies, plans and actions to meet emission reduction and Net Zero targets.
  - Emission Reduction and Climate Change action plan review.
  - Provision and maintenance of Home Energy Audit Toolkits.
  - Support Cities Power Partnership participation.
  - Review of other related plans and strategies – E.g., Urban Forest, Urban Heat Island, Climate Change Adaptation.
  - Identify grant and funding opportunities.
  - Advocacy and submissions for energy efficiency and emission related issues.

2.2.2 Water Sensitive Futures

The Water Sensitive Futures program provides a detailed assessment of water consumption and assistance with Water Corporation Waterwise Council reporting with the aim to identify development opportunities that align with the Water Sensitive Cities Index framework. Through this program a consistent cycle of review and reporting supports the identification of any potential issues at facilities reducing water wastage and costs.

- Water Data Management:
  - Verify Water data, complete Quarterly Performance Review of corporate potable water.
  - Facilitate quarterly water team meetings
  - Annual water data analysis report and snapshot.
  - Data management platform support as required (currently Azility).
  - Annually collect and collate data from Water Corporation and Department of Water and Environmental Regulation (DWER)

- Water Sensitive Actions:
  - Provide technical support to progress strategies, plans and actions to meet water conservation goals
  - Support integration of the Water Sensitive Cities Index framework into strategies and plans.
  - Support progress through Water Sensitive Cities Modules
  - Facilitate quarterly water team meeting including action review, fault identification and other waterwise issues
- Waterwise Council Action Plan (WCAP) Accreditation
  - Annual reporting to Water Corporation for re-endorsement of Waterwise councils
  - Annually collect and collate Data from Azility (when required), Water Corporation and Department of Water and Environmental Regulation (DWER)

2.2.3 Benchmarking Building Efficiency (BBE)

Participating member Councils identified knowledge gaps in terms of cost benefit analysis of energy efficiency initiatives, assessing building performance, and identifying and understanding key performance indicators for different facility types. The two-year BBE project, completed in 2021, provided comparable benchmarks for buildings with similar functions and recommendations for energy efficiency initiatives, retrofits and investments. The BBE project's outputs support participating councils to seek funding and continue implementing energy efficiency initiatives with individual facility and regional-scale building energy information.

- Funding – The EMRC has applied for funding for energy efficiency facility upgrade and LED lighting retrofit, which, if successful, will enable greater efficiencies to be achieved.
- Project Support – EMRC can assist or lead projects locally and regionally. Depending on Councils' needs, projects may include community awareness and education campaigns, business case preparation, updating policies and procedures, and facilitating a sustainability service providers expo.

2.2.4 Sustainable Development Goals Annual Review

The United Nations Sustainable Development (SDG's) are an internationally recognized set of 17 targets that provide a globally unified approach to ensuring a sustainable future. Under each goal is a set of specified targets that have been identified as key attributes of sustainable development.

An SDG Annual Report card will provide an in-depth investigation into member Councils progress and opportunities in relation to these international standards.

- SDG assessment and reporting
  - Collect and collate organisation wide information
  - Annual SDG report and snapshot
  - Facilitate bi-annual meeting including review of actions and identification of opportunities.

2.3 Urban Integrated Development

2.3.1 Sustainable Transport

The provision of a sustainable transport network in Perth's Eastern Region is a priority for both local and state government. The EMRC has a target of Net Zero emissions by 2040 which includes EMRC fleet vehicles and machinery. The EMRC also works with stakeholders to support sustainable transport initiatives in the Eastern Region that contribute to reducing emissions. Initiatives embrace circular economy principles and align with the SDG's.

- Regional Transport Advisory Group:
  - Facilitates regional networking, collaboration, presentations and information sharing to enable a better regional approach to transport related issues including emission reduction and sustainability.
  - The group includes: EMRC, member Councils, Department of Transport, Department of Lands, Planning and Heritage, the Public Transport Authority, Main Roads WA, WALGA, the Road Safety Commission, RAC, Western Roads Federation, WestCycle, Perth Airport Pty Ltd, and the Freight and Logistics Council.
- Transport Emission Reduction Initiatives (EMRC and Regional):
  - Includes research, advocacy and implementing projects to reduce transport emissions through use of electric vehicles, green hydrogen fuel, public transport and active transport. Projects include; electric and hydrogen highway, electric fleet procurement (light and heavy), electric vehicle (EV) charging stations, and promoting travel behaviour change initiatives such as Your Move.
  - Supporting Transport Emission Reduction and Mode Change: EMRC Regional Road Safety Plan – Safety is one of the top barriers to active transport (e.g. cycling, walking). Building on previous successful road safety campaigns (e.g. Share the Space) to support transport mode change and reduce transport emissions.
  - EMRC Regional Congestion Management Action Plan: Increasing efficiency in the Eastern Region's transport corridor, including congestion, freight and travel behavior change management, leading to emission reductions and supporting mode change.
- Completing Outstanding Actions from the Road Safety Plan and the Congestion Action Management Plan

2.3.2 Circular and Economic Development

- Support community, industry and government in Circular Economy principles and actions, including identifying barriers and promoting opportunities for Circular Economy practices, and opportunities for small businesses in the Region.
- Research and provide support for emerging and innovative technologies and future workforce opportunities. Including, but not limited to, Internet Of Things (IOT), smart technology, automation. Support may include forums, networking, webinars, business opportunities and conventions.
- Advocacy for infrastructure development, growth and funding, including regional initiatives.

2.3.3 Social Advancement

Addressing aspects of the third sphere of sustainability for Perth's Eastern Region:

- Avon Descent Family Fun Days – Regional approach to sourcing funding and promoting social wellbeing.
- Social Priorities – Identify regional social priorities including opportunities for development, such as supporting disadvantaged and vulnerable communities (e.g., youth, aged, disability, homeless)
- Supporting regional social sustainability initiatives such as the new WA Tree Festival, and regional opportunities for reconciliation.

2.4 Waste Education Services

2.4.1 Waste Education Support for Local Governments

The Waste Education Services team view waste as a resource, the management as a collective responsibility, and embrace Circular Economy thinking. These principles drive Waste Education's programs, which provide residents with the tools and knowledge to own their impact. Waste Education is vital for behaviour change and improving waste management and actions towards circularity in the region.

- 2030 State WARR Strategy Implementation Support
- Regional Waste Education Steering Group - Facilitate quarterly member Council's representatives meeting to share waste management challenges and find solutions as a Region.
- Regional Advocacy - e.g., Recycle Right member, Consistent Communication Collective a committee member.
- Local Government Waste and Recycling Guides - Expert assistance with creation and production.
- Bin Tagging - Behaviour change education program to assist households with correct bin use.
- WA plastic ban – Education support for business, community groups and organisations.
- Source Separation Collection and Support - From schools and public places of batteries, light globes and mobile phones.
- Event Support – Planning, implementation, administration and personnel support (e.g., Plastic Free July, National Recycling week). Includes social media content development and community engagement.
- Incursion staff lunch and learn series - Interactive sessions tailored to fit into a typical lunch break informs about waste avoidance, reduction and separation.
- Support with miscellaneous waste education initiatives - e.g., administration and implementation of subsidy programs such as worm farm, and modern cloth nappy etc., and business waste education support.

2.4.2 Waste Education Services for Community

The Team provides a range of education programs and resources to support behaviour change in the community.

- Waste Management Facility (WMF) Tours - Red Hill WMF and the Resource Recovery Group Canning Vale, tailored for school and community groups.
- Red Hill WMF Virtual Tour - Contains drone imagery, animation and narration that explain the landfill design, operation, and site rehabilitation in an easy to understand format.
- Earth Carers Course - Focuses on providing participants with practical ways to avoid, reduce and separate waste at a household level, building capacity. Graduates become local community champions.
- Workshops - Designed with community in mind, workshops focus on relevant themes and aim to promote best practice waste management.
- The Education Loan Boxes - Contain learning activities and resources aligning with STEM curriculum. E.g., party kit, early learning books, DIY Waste Audit kit and 'Plastic not so Fantastic' loan box.
- Schools Support - Improve waste management through audits, incursions, activities and education also supporting Education Department and Department of Water and Environmental Regulation (DWER) objectives.
- Sustainable Celebrations - Avoid waste at public and private events. Currently available are a portable dish washing station, reusable crockery and decorations, bike racks, drink refill stations and practical tips handbook.
- CALD brochures - Coordinate translation services for already established collateral or develop material to suit cultural diversity in the community.
- Other services by request.

2.4.3 Waste Plans

Western Australia's Waste Avoidance and Resource Recovery (WARR) Strategy 2030 is the second strategy to be developed under the WARR Act 2007. The Strategy was released in 2019 after extensive community consultation and has three objectives:

- avoid the generation of waste;
- recover more value and resources from waste; and
- protect the environment by managing waste responsibly.

The Strategy includes an action to "*Implement local government waste plans, which align local government waste planning processes with the Waste and Resource Recovery Strategy 2030*".

Under section 3(1) of the WARR Act the definition of local government includes "*a regional local government established for the purpose of providing waste services*".

Apart from being legislation, developing waste plans gives local and regional governments the opportunity to map their current waste management performance in relation to the new Waste Strategy targets, and identify and implement the strategies needed to achieve these targets.

The EMRC has experience developing and reviewing waste plans, with the EMRC's and member Councils plans receiving DWER endorsement. EMRC is currently supporting a rural local government to develop their Waste Plan.

2.4.4 FOGO

The EMRC FOGO Strategy combines the objectives of the Waste Strategy 2030. The EMRC have substantial experience in FOGO roll out and can provide support from initial planning, to execution and beyond.

- Communications Plan – Thoroughly researched via consultation and direct experience with FOGO implementation.
- FOGO Implementation Support:

- A range of community engagement activities to support bin system changes.
- Procurement assistance for kitchen caddies and compostable liners and their distribution.
- The Waste Education Services Team relocates to the Council for an agreed time (eight weeks for member Councils) to assist with their FOGO rollout allowing ease of communication. Includes answering resident enquiries and community engagement activities.
- Post FOGO rollout bin tagging program.

⇨ FOGO Step By Step Guide – A practical how-to guide outlining planning and implementation of a FOGO system. The EMRC can tailor the guide to suit individual Councils.

5.5 EMRC ANNUAL REPORT 2020/2021

D2021/21923

PURPOSE OF REPORT

The purpose of this report is to present the EMRC's draft Annual Report 2020/2021 to Council for acceptance.

KEY POINT(S)

- It is a requirement of section 5.53 of the *Local Government Act 1995* (the Act) that an annual report is prepared for each financial year.
- Section 5.54 of the Act requires the annual report to be accepted by Council, with an absolute majority, no later than 31 December after that financial year.
- Section 5.55 of the Act states that, *"The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government".*

RECOMMENDATION(S)

That:

1. Council, by absolute majority, in accordance with section 5.54 of the *Local Government Act 1995,* accepts the draft EMRC Annual Report 2020/2021 and the statements therein forming the attachment to this report.
2. Local public notice be given, in accordance with section 5.55 of the *Local Government Act 1995*, of the availability of EMRC's Annual Report 2020/2021.

SOURCE OF REPORT

Chief Financial Officer

BACKGROUND

1 It is a requirement of section 5.53 of the Act that an annual report is prepared for each financial year. Under the Act, the annual report is to contain:

(a) A report from the Mayor or President (or Chairman of a regional local government);

(b) A report from the Chief Executive Officer;

(c) An overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or continue in the next financial year;

(d) The financial report for the financial year;

(e) Such information as may be prescribed in relation to the payments made to employees;

(f) The auditor's report for the financial year;

(g) A matter on which a report must be made under section 29(2) of the *Disability Services Act 1993;*

(h) Details of entries made under section 5.121 of the Act during the financial year in the register of complaints, including:
   (i) The number of complaints recorded in the register of complaints;
   (ii) How the recorded complaints were dealt with; and
   (iii) Any other details that the regulations may require.

(i) Such other information as may be prescribed.

2 Section 5.54 of the Act requires the annual report to be accepted by Council no later than 31 December after that financial year by absolute majority.

3 Section 5.55 of the Act states that *"The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government".*

REPORT

4 The EMRC's Annual Report 2020/2021 is presented in accordance with the provisions of the Act and addresses all the required contents.

5 As a result of the OAG taking responsibility for the financial audits since the 2017/2018 Annual Report, the Annual Report includes the full audited Financial Report instead of the Concise Financial Report and is consistent with the approach taken by the OAG with State Government departments and agencies.

6 Similar to previous years, it is proposed that the Annual Report be distributed in predominantly e-book format. A database of key stakeholders has been compiled to allow a mail-out to be conducted following approval and production of the Annual Report. The annual report e-book will also be available on EMRC's corporate website (www.emrc.org.au).

7 Availability of the Annual Report will be advertised through a local government notice in The West Australian newspaper and public notices sent to all member Council libraries for public display.

STRATEGIC/POLICY IMPLICATIONS

8 Key Result Area 3 – Good Governance

3.3 To provide responsible and accountable governance and management of the EMRC

3.4 To continue to improve financial and asset management practices

FINANCIAL IMPLICATIONS

9 The cost for the design and production of the annual report has been included in the adopted 2021/2022 EMRC budget.

SUSTAINABILITY IMPLICATIONS

10 Nil

RISK MANAGEMENT

Risk – Failure to comply with section 5.53 of the *Local Government Act 1995*		
Consequence	**Likelihood**	**Rating**
Moderate	Unlikely	Moderate
Action/Strategy		
➢ Council to accept the draft EMRC Annual Report 2020/2021		

MEMBER COUNCIL IMPLICATIONS

Member Council	Implication Details
Town of Bassendean	Member Councils share of the equity of the EMRC.
City of Bayswater	
City of Kalamunda	
Shire of Mundaring	
City of Swan	

ATTACHMENT(S)

Draft EMRC Annual Report 2020/2021 (D2021/22353) (Provided under separate cover)

VOTING REQUIREMENT

Absolute Majority

RECOMMENDATION(S)

That:

1. Council, by absolute majority, in accordance with section 5.54 of the *Local Government Act 1995*, accepts the draft EMRC Annual Report 2020/2021 and the statements therein forming the attachment to this report.
2. Local public notice be given, in accordance with section 5.55 of the *Local Government Act 1995*, of the availability of EMRC's Annual Report 2020/2021.

COUNCIL RESOLUTION(S)

MOVED SECONDED

5.6 DELEGATION OF AUTHORITY FOR THE CEO

D2021/21926

PURPOSE OF REPORT

The purpose of this report is to extend the delegation of authority to authorise the CEO to accept contracts not subject to the tender process up to the value of $400,000 plus GST, subject to the requirements of the *Local Government (Function and General) Regulations 1996.*

KEY POINT(S)

- To extend delegation number C5/2016 increasing the authority limit of the CEO to accept contracts resulting from a request for quote to $400,000 plus GST to bring it in line with the current CEO authority limit to accept tenders to $400,000 plus GST.
- To promote efficient administration of Council matters it is proposed to formalise the CEO's authority to allow an authorisation limit of up to $400,000 plus GST for contracts that are not subject to the tender process.

RECOMMENDATION(S)

That Council by absolute majority in accordance with section 5.45 of the *Local Government Act 1995*, delegates authority to the Chief Executive Officer to accept contracts not relating to a tender up to $400,000 excluding GST and subject to the requirements of the *Local Government (Functions and General) Regulations 1996*.

SOURCE OF REPORT

Chief Executive Officer

BACKGROUND

1 Council has currently delegated authority for the CEO to accept tenders up to $400,000 excluding GST.

2 On 24 March 2016 Council resolved:

3. BY ABSOLUTE MAJORITY IN ACCORDANCE WITH SECTION 5.45 OF THE LOCAL GOVERNMENT ACT 1995, AMENDS DELEGATION C1/2014 INCREASING THE AUTHORITY LIMIT OF THE CHIEF EXECUTIVE OFFICER TO ACCEPT TENDERS TO $400,000 EXCLUDING GST.

REPORT

3 The CEO currently does not have the delegated power to authorise purchases over $250,000 without the requirement to go to tender.

4 Regulation 11(2) of the *Local Government (Functions and General) Regulations 1996* (the Regulations) specify a list of exemptions for when tenders do not have to be publicly invited and a request for quote may be issued instead. For example, if the supply of goods and services is to be obtained through the WALGA Preferred Supplier Program or the goods or services are to be procured through the Federal, State or Local governments, among other exemptions.

5 As the above delegation applies to tenders only, currently all requests for quote, without the requirement to go to tender, resulting in contracts over the limit of $250,000 (excluding GST) are also required to be approved by Council.

6 The CEO's current authorisation limit delegation only extends up to $250,000 (excluding GST) for contracts which have not undergone the tender process.

7 The EMRC is in the process of finalising the purchase of a 20 tonne wheel loader ($395,000 ex GST) and a 23.5 tonne excavator ($333,079.04) for the Hazelmere Resource Recovery Park. Both purchases were procured separately under an exemption from the Regulations i.e. through the WALGA Preferred Supplier Program as the purchase amounts for each machine are above the tender threshold of $250,000 (excluding GST) under the *Local Government Act 1995*. The capital expenditure is allowed for under the annual budget approved by Council.

8 Due to the current operating climate in Western Australia, there are significant demands for various capital items. Reducing the time for Council approval for what is a budgeted operational decision will improve such efficiencies.

9 As the current CEO delegation of up to $400,000 (excluding GST) applies to tenders only, all other purchases above $250,000 (excluding GST) done via a request for quote and meeting one of the tendering exemptions under the Regulations such as the above examples, would need to be approved by Council before the award of the contract.

10 Under section 5.42(1) of the *Local Government Act 1995* a local government may delegate (by absolute majority) to the CEO the exercise of any of its powers or the discharge of any of its duties, other than those referred to in section 5.43 of the *Local Government Act 1995* or sections 214(2), (3) or (5) of the *Planning and Development Act 2005*.

11 Therefore, by delegating authority to the CEO to accept contracts not relating to a tender of up to $400,000 excluding GST will assist and support Council having to not deal with lower value contracts, allowing Council to focus on the more strategic and higher value procurement decisions.

STRATEGIC/POLICY IMPLICATIONS

12 Key Result Area 3 – Good Governance

3.3 To provide responsible and accountable governance and management of the EMRC

FINANCIAL IMPLICATIONS

13 Nil

SUSTAINABILITY IMPLICATIONS

14 Nil

RISK MANAGEMENT

Risk – Delay in making operational decisions which are budgeted expenditure items will impact the procurement of goods and services in a timely manner.		
Consequence	**Likelihood**	**Rating**
Moderate	Unlikely	Medium
Action/Strategy		
➢ Council to delegate authority to the CEO to accept contracts not relating to a tender up to $400,000 excluding GST		

MEMBER COUNCIL IMPLICATIONS

Member Council	Implication Details
Town of Bassendean	Nil
City of Bayswater	
City of Kalamunda	
Shire of Mundaring	
City of Swan	

ATTACHMENT(S)

Nil

VOTING REQUIREMENT

Absolute Majority

RECOMMENDATION(S)

That Council by absolute majority in accordance with section 5.45 of the *Local Government Act 1995*, delegates authority to the Chief Executive Officer to accept contracts not relating to a tender up to $400,000 excluding GST and subject to the requirements of the *Local Government (Functions and General) Regulations 1996.*

COUNCIL RESOLUTION(S)

MOVED SECONDED

5.7 JOURNEY TOWARDS NET ZERO

D2021/22011

PURPOSE OF REPORT

The purpose of this report is to provide Council with an update on the EMRC's journey towards net zero and seek Council's approval to provide written acceptance to the WALGA Power Purchase Agreement offer.

KEY POINT(S)

- The EMRC is embarking on a target of achieving Net Zero;
- A key pillar to achieving this is to utilise 100% renewable energy in EMRC operations;
- Signing up to the WALGA Power Purchase Agreement (PPA) by 26 November 2021 will contribute to achieving this target; and
- Council endorsement is sought for the EMRC to provide written acceptance of the WALGA PPA offer.

RECOMMENDATION(S)

That Council:

1. Supports the EMRC in its drive to achieve Net Zero by utilising 100% renewable energy; and
2. Authorises the CEO to provide written acceptance of the WALGA Power Purchase Agreement offer under Delegated Authority.

SOURCE OF REPORT

Chief Executive Officer

BACKGROUND

1 As an outcome of the EMRC's recent strategic review and the development of the new EMRC Sustainability Strategy, the EMRC is setting a target of Net Zero emissions by 2040. To achieve this target a suite of initiatives is required, including increasing energy efficiency of operations and switching to 100% renewable energy.

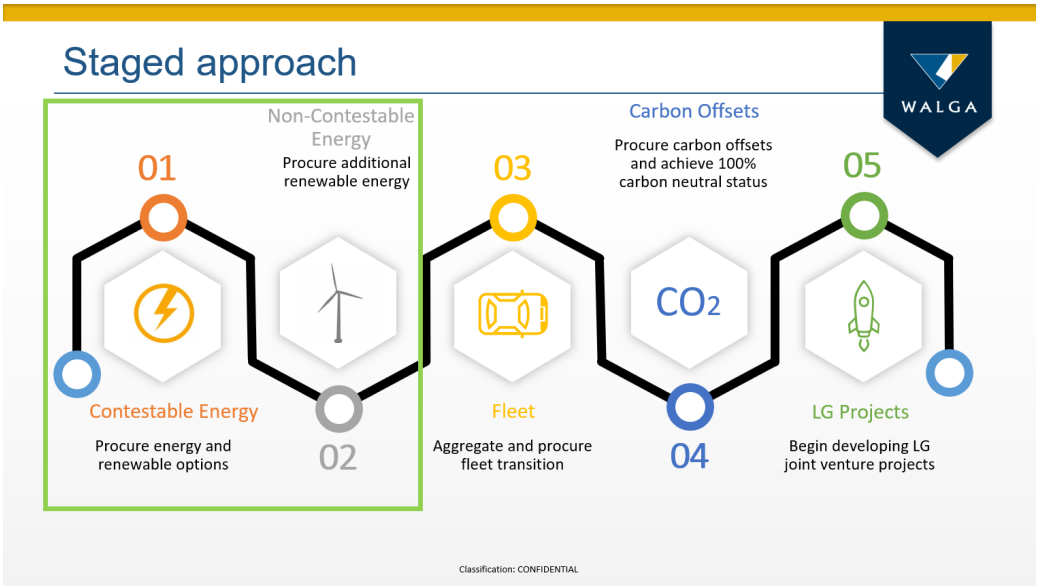
2 The WALGA Energy Sustainability and Renewables Project originated with a steering group of 11 local government representatives seeking a lower price for electricity via a collective Power Purchase Agreement (PPA). Over time the project evolved to align with local governments policy positions and strategic direction to ensure that the electricity was supplied by 100% local renewable sources.

3 Fifty-one local governments have already indicated a commitment to sign onto the PPA via a Memorandum of Understanding, including our member Councils. Member Council, the City of Bayswater, is a founding member of the original steering group set up by WALGA.

4 To enable the formation of a joint renewable energy purchasing group, WALGA sought authorisation from the Australian Competition & Consumer Commission (ACCC). On the 26 August 2021 the ACCC granted authorisation for 15 years, until 30 September 2036.

5 Contestable Electricity Supply for WA Member Local Governments (the PPA) is Stage 1 of WALGA's Energy Sustainability and Renewables Project, to be followed by projects for Non-Contestable Supply, Fleet, Carbon Offsets, and Local Government Joint Venture Projects. The three key objectives of the project include:

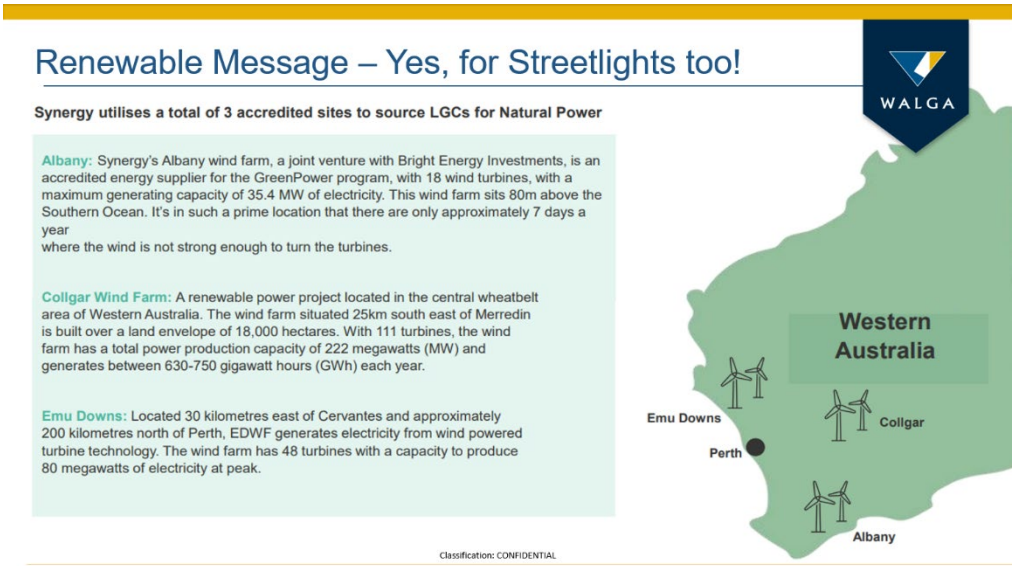
- Enhance access to and development of renewable energy for Western Australian Local Government thereby driving positive climate change outcomes;
- Diversify supply options and application of new technology; and
- Leverage the best price outcomes for Local Government supply.



REPORT

6 Synergy have been awarded the contract for supply of energy, renewables and integrated projects of the WALGA Energy Sustainability and Renewables Project. WALGA estimates the Synergy product will deliver a collective saving of $5 million a year and deliver the single largest reduction in carbon footprint for the Local Government Sector.

7 Synergy source their renewable energy supply from within the South West Interconnect System (SWIS) including the Emu Downs, Colgar and Albany wind farms (pictured below).



8 Annually, as required by the National Greenhouse and Energy Reporting (NGER) Act 2007, the EMRC reports its Scope 1 and 2 emissions via the NGER Scheme. Scope 1 emissions is the direct combustion of fuels such as petrol and diesel in vehicles, machinery and generators, and Scope 2 emissions is the supply of energy that is generated off site (e.g. electricity supplied by Synergy). EMRC's total Scope 2 emissions in 2020/2021 was 769 t CO_2-e. Scope 2 emissions were 73% of total emissions at Ascot Place and 62% at Hazelmere.

9 All three EMRC facilities, Ascot Place, Hazelmere Resource Recovery and the Red Hill Waste Management Facility have contestable electricity supply so can be included in the WALGA PPA initiative. Switching to 100% renewables for electricity supply will reduce EMRC's Scope 2 emissions to zero and total annual emissions by approximately 770 t CO_2-e per year.

10 The PPA commences 1 April 2022. As EMRC's current electricity contract ends 30 November 2022, EMRC plan to join the PPA from 1 December 2022 which will be 4 months of year one. Compared to the EMRC's current electricity contract, the estimated savings for the PPA for 100% renewables for year one (4 months only) is up to $4,436, year two is up to $17,986, and up to $22,313 in the third year. Optimum savings will occur when the ERMC manages its energy demand at peak times. Due to the nature of EMRC's operations, peak load high risk times are often after operations have shut down for the day or occur over the Christmas break. To ensure EMRC can manage peak load effectively when and if required, an internal process will be developed with WALGA's assistance.

11 In addition to the financial savings and emission reductions, the EMRC will be joining 51 local governments including four of its member Councils (with one to still to receive authorisation from its Council) in a historic agreement which will see a large proportion of the local government sector connected to the SWIS move to 100% renewable energy. The sector collectively reducing emissions and progressing towards Net Zero.

12 The offer has a strict validity period for acceptance and is contingent on the collective minimum scaled volumed of 60 Gigawatt hours across a 3-year term. WALGA required participating local governments to accept the offer in writing by 18 November 2021, however the EMRC has advised that it will need an extension to 26 November 2021.

13 The EMRC also intends to be involved in Stage 4 of the Project, Offsets, where WALGA will potentially procure carbon offsets from EMRC. EMRC's offsets originate from the energy generation facilities Red Hill WMF including landfill gas and future FOGO gas.

STRATEGIC/POLICY IMPLICATIONS

14 Key Result Area 1 – Environmental Sustainability

1.5 To contribute towards improved amenity, conservation and support of the natural environment and to address climate change

15 Key Result Area 3 – Good Governance

3.2 To manage partnerships and relationships with stakeholders

FINANCIAL IMPLICATIONS

16 Utility costs are included in the EMRC's annual operating budgets.

SUSTAINABILITY IMPLICATIONS

17 The EMRC is striving to achieve Net Zero by 2040 or sooner and in so doing embraces circular economy and sustainability principles.

RISK MANAGEMENT

Risk – Higher than anticipated pricing occurs		
Consequence	**Likelihood**	**Rating**
Moderate	Unlikely	Moderate
Action/Strategy		
➢ EMRC undertakes its due diligence prior to entering into a contract		

MEMBER COUNCIL IMPLICATIONS

Member Council	Implication Details
Town of Bassendean	Nil Direct Impacts
City of Bayswater	
City of Kalamunda	
Shire of Mundaring	
City of Swan	

ATTACHMENT(S)

Nil

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION(S)

That Council:

1. Supports the EMRC in its drive to achieve Net Zero by utilising 100% renewable energy; and
2. Authorises the CEO to provide written acceptance of the WALGA Power Purchase Agreement offer under Delegated Authority.

COUNCIL RESOLUTION(S)

MOVED SECONDED

5.8 EMRC'S RECONCILIATION ACTION PLAN WORKING PARTY

D2021/22139

PURPOSE OF REPORT

The purpose of this report is to seek Council's approval to review and amend the composition and focus of the EMRC's Reconciliation Action Plan Working Party.

KEY POINT(S)

- Council at its meeting of 15 February 2018 resolved for a Reconciliation Action Plan (RAP) to be developed through a Working Party.
- Expressions of Interest where received from member Council Councillors to be on the Working Party.
- The first RAP Working Party meeting was held in May 2018.
- The EMRC's first RAP, the Reflect RAP, was endorsed by Council at its Ordinary Meeting of Council 18 October 2018 D2018/12194 (Report D2018/13614).
- The RAP Working Party has continued to meet on an 'as needs' basis.
- The draft of the second EMRC RAP, the Innovate RAP, has been developed and a draft submitted to Reconciliation Australia for its endorsement.
- Reconciliation Australia is unable to approve the draft EMRC Innovate RAP as it currently stands due to the composition of the EMRC's Reconciliation Action Plan (RAP) Working Party (noted in this report).

RECOMMENDATION(S)

That Council:

1. Acknowledges Reconciliation Australia's comments on the composition and focus of the EMRC's RAP Working Party.
2. Agrees to review and amend the current composition of the EMRC's Reconciliation Action Plan Working Party.
3. Acknowledges that any regional actions recommended by the RAP Working Party will be brought back to Council for its input and consideration.

SOURCE OF REPORT

Chief Sustainability Officer

BACKGROUND

1 Council, at its meeting of 15 February 2018, considered a Notice of Motion put forward by Cr Daw. Discussion ensued and Council resolved as follows:

"THAT:

1. *THE FIRST ITEM OF BUSINESS FOR COUNCIL MEETINGS BE AN ACKNOWLEDGEMENT OF COUNTRY TO ACKNOWLEDGE THE NOONGAR ABORIGINAL PEOPLE AS THE TRADITIONAL OWNERS OF THIS LAND.*
2. *THE ABORIGINAL FLAG BE PERMANENTLY RAISED AT THE EMRC ALONGSIDE THE AUSTRALIAN FLAG.*
3. *COUNCIL INVITES LOCAL NOONGAR ELDERS FROM THE WHADJUK WORKING PARTY TO CONDUCT A WELCOME TO COUNTRY CEREMONY AND ANY OTHER CULTURAL CEREMONY REQUIRED TO MARK THE INSTALLATION OF THE ABORIGINAL FLAG.*
4. *THAT THE EMRC DEVELOPS A RECONCILIATION ACTION PLAN THROUGH A WORKING PARTY CONSISTING OF COUNCILLORS AND STAFF.*

CARRIED UNANIMOUSLY"

2 Expressions of Interest were called for EMRC Councillors to become part of the EMRC's Reconciliation Action Plan (RAP) Working Party and five Councillors expressed an interest. Councillor Daw was elected Chairman of the RAP Working Party at the inaugural meeting, held on 17 May 2018 and work commenced on developing the EMRC's first RAP, being the 'Reflect' RAP. Changes were made to the composition of the Working Party after the October 2019 Council elections, however Councillor Daw remained the Chairman.

3 Council, at its meeting of 22 October 2018, resolved as follows (D2018/12559):

"THAT COUNCIL:

1. *ENDORSES THE DRAFT 'REFLECT' RECONCILIATION ACTION PLAN 2018-2019, FORMING THE ATTACHMENT TO THIS REPORT, FOR THE PURPOSE OF SUBMITTING TO RECONCILIATION AUSTRALIA FOR ITS INITIAL REVIEW AND FEEDBACK; AND*
2. *SUPPORTS THE CULTURAL AWARENESS TRAINING FOR EMRC COUNCILLORS AND STAFF AS OUTLINED IN THE REPORT.*

CARRIED UNANIMOUSLY"

4 The draft EMRC 'Reflect' Reconciliation Action Plan (RAP) was subsequently endorsed by Reconciliation Australia and remained the current RAP until worked commenced on the development of the Innovate RAP.

REPORT

5 The existing members of the RAP Working Party (as at 15 October 2021) comprised:

- Cr John Daw (Chairman)
- Cr Jai Wilson
- Cr Lesley Boyd
- Cr Giorgia Johnson
- Cr Mel Congerton
- Cr Doug Jeans

6 The EMRC RAP Working Party has continued to meet on an 'as needs' basis, and a second RAP, the draft Innovate RAP, was prepared by EMRC staff and the RAP Working Party and submitted to Reconciliation Australia (RA) for initial endorsement, prior to submitting it to the EMRC Council.

7 Unfortunately, RA has advised that it is unable to endorse the EMRC's Innovate RAP as it has no Aboriginal or Torres Strait Island representation on the Working Party. As a result of this advice EMRC held a Zoom meeting with RA to talk through the issues, which were then summarised in an email from RA to the EMRC as follows:

8 "As discussed it is a requirement to have First Nations voices and perspectives underpinning the development/implementation of RAPs.

9 It is wonderful to hear that Council has strong leadership in the reconciliation space, with Councillors championing the RAP. That being said, it is important to note that the initial objective of RAP is to focus on workplace culture. The first phase of an organisation's RAP journey is to create a culturally safe workplace, through educating non-Indigenous staff and ensuring that Aboriginal and Torres Strait Islanders people and cultures are respected and considered in organisational decision making. As progress is made in this area, then organisations start to take their learnings to change how they operate and influence their external stakeholders.

10 As the RAP primarily focuses on workplace operations, I would recommend that an employee based working group is established, to ensure that the RAP has a strong internal focus."

11 Having considered the comments received from RA and in thinking through the actions in the draft Innovate RAP, it is the view of staff that the existing RAP Working Party is more relative to EMRC staff as opposed to the Council and that thought should be given to dissolving the existing Working Party and replace it with an EMRC staff RAP Advisory Group with any actions of a regional nature to be highlighted and brought back to Council for its input and consideration.

STRATEGIC/POLICY IMPLICATIONS

12 Key Result Area 2 - Economic Development

2.3 To facilitate regional cultural and recreational activities

13 Key Result Area 3 - Good Governance

3.2 To manage partnerships and relationships with stakeholders

FINANCIAL IMPLICATIONS

14 The costs associated with the EMRC's RAP are included in the EMRC's annual operating budget.

SUSTAINABILITY IMPLICATIONS

15 The EMRC operates to pursue environmental, economic and social outcomes for Perth's Eastern Region.

RISK MANAGEMENT

Risk – Lack of Cultural Diversity and Understanding of Aboriginal and Torres Strait Island Peoples		
Consequence	**Likelihood**	**Rating**
Moderate	Unlikely	Moderate
Action/Strategy		
➢ EMRC to be inclusive of, and actively promote, cultural diversity		

MEMBER COUNCIL IMPLICATIONS

Member Council	Implication Details
Town of Bassendean	Nil
City of Bayswater	
City of Kalamunda	
Shire of Mundaring	
City of Swan	

ATTACHMENT(S)

Nil

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION(S)

That Council:

1. Acknowledges Reconciliation Australia's comments on the composition and focus of the EMRC's RAP Working Party.
2. Agrees to review and amend the current composition of the EMRC's Reconciliation Action Plan Working Party.
3. Acknowledges that any regional actions recommended by the RAP Working Party will be brought back to Council for its input and consideration.

COUNCIL RESOLUTION(S)

MOVED SECONDED

5.9 THE EASTERN METROPOLITAN REGIONAL COUNCIL DRAFT SUSTAINABILITY STRATEGY 2021/22 – 2025/2026

D2021/22361

PURPOSE OF REPORT

The purpose of this report is to present to Council the EMRC's draft Sustainability Strategy for the five-year period being 2021/2022 – 2025/2026 (as attached), for noting.

KEY POINT(S)

- The draft Sustainability Strategy has been prepared as the final step (8) of the overall GHD prepared Strategic Review of the EMRC.
- The draft Sustainability Strategy aligns with the Strategic Review which was endorsed by Council in August 2021.
- The Strategy will also help inform the mid-term review of the EMRC's 10-year Strategic Plan which will occur in the first half of 2022.
- The draft Strategy is an attachment to this report.

RECOMMENDATION(S)

That Council notes the EMRC's draft Sustainability Strategy 2021/2022 – 2025/2026, forming the attachment to this report.

SOURCE OF REPORT

Chief Executive Officer

BACKGROUND

1 The EMRC undertook a Strategic Review of the organisation in 2020/2021 including workshops, presentations and reports that considered its markets and capabilities, vision and implementation, complete with recommended activities. As a result of the Review, and to complete the final step in the process, a draft Sustainability Strategy for the EMRC has been prepared for Council's noting.

2 In previous years the EMRC developed individual strategies for various areas of the EMRC including, Environment, Economic Development, Transport, Advocacy but not a holistic strategy for the entire operations of the EMRC. With the Strategic Review now completed it was considered timely to now embark on a whole of organisation Sustainability Strategy.

REPORT

3 The EMRC's approach to sustainability practices and circular economy-based initiatives were motivating factors for the Strategic Review and it is the Strategic Review which has precipitated the development of a Sustainability Strategy for the EMRC. The EMRC will utilise the Sustainability Strategy to help inform the mid-term review of its 10 year '2017-2027 Strategic Plan for the Future', developed in accordance with section 5.56(1) and (2) of the Local Government Act 1995 (the Act). The new Sustainability Strategy will greater align with the direction of the EMRC in accordance with the Strategic Review.

4 The Sustainability Strategy will include a set of actions to report against and these will include alignment to the United Nations Sustainable Development Goals (SDGs) ensuring not just local and national but also global alignment. These actions will help guide the revision of the EMRC's Corporate Business Plan 2021/2022-2025/2026 and its key result areas and actions.

STRATEGIC/POLICY IMPLICATIONS

5 Key Result Area 1 - Environmental Sustainability

1.1 To provide sustainable waste disposal operations

1.2 To improve regional waste management

6 Key Result Area 3 - Good Governance

3.2 To manage partnerships and relationships with stakeholders

3.3 To provide responsible and accountable governance and management of the EMRC

3.4 To continue to improve financial and asset management practices

FINANCIAL IMPLICATIONS

7 The actions included in the draft Sustainability Strategy are accounted for in the EMRC's annual operating budget.

SUSTAINABILITY IMPLICATIONS

8 The EMRC draft Sustainability Strategy 2021/2022 – 2025/2026 identified the EMRC's vision, mission and high level direction that aligns with the sustainability of Perth's Eastern Region.

RISK MANAGEMENT

Risk	**The Council agreed Key Actions are not delivered in accordance with the Corporate Business Plan**	
Consequence	**Likelihood**	**Rating**
Moderate	Unlikely	Moderate
Action/Strategy		
➢ Regular and ongoing reviews and quarterly updates ensure staff continue to be apprised of the deliverables and agreed actions within the draft Sustainability Strategy.		

MEMBER COUNCIL IMPLICATIONS

Member Council	Implication Details
Town of Bassendean	As outlined in the attachment
City of Bayswater	
City of Kalamunda	
Shire of Mundaring	
City of Swan	

ATTACHMENT(S)

1. The EMRC draft Sustainability Strategy 2021/2022 – 2025/2026 (D2021/22687)
2. The EMRC draft Sustainability Strategy – Other Supporting Information (D2021/22685)

VOTING REQUIREMENT

Simple Majority/Absolute Majority

RECOMMENDATION(S)

That Council notes the EMRC's draft Sustainability Strategy 2021/2022 – 2025/2026, forming the attachment to this report.

COUNCIL RESOLUTION(S)

MOVED SECONDED

Sustainability Strategy

Eastern Metropolitan Regional Council

A message from the EMRC's CEO

The Eastern Metropolitan Regional Council's (EMRC) Sustainability Strategy has been developed to ensure that programs and services are being delivered in alignment with the strategic priorities of EMRC's key stakeholders.

The newly adopted Sustainability Strategy is used to drive operational activities and is aligned to our priorities throughout the EMRC.

Council endorsed the EMRC Strategic Review in June 2021. This review was built on multi-stage stakeholder engagement and an understanding of the evolving waste management market in Western Australia. The Strategic Review undertaken in 2020/2021 identifies the overarching vision and goals that the EMRC Council aspires to achieve.

Sustainability is a core pillar in the EMRC's operation and through this strategy, we will continue to move forward as a leader in community change and action.

Marcus Geisler

Chief Executive Officer

Introduction

The Eastern Metropolitan Regional Council (EMRC) is a forward thinking regional local government representing the interests of five-member Councils in Perth's Eastern Region.

Incorporated under the Local Government Act 1995, we provide strength in our partnerships with the Town of Bassendean, City of Bayswater, City of Kalamunda, City of Swan, and Shire of Mundaring to build a sustainable community for current and future generations.

We are committed to being a leader in sustainability by:

- Defining a Sustainability Strategy, which drives forward thinking throughout Perth's Eastern Region
- Incorporating our sustainability vision and goals into our foundations
- Establishing realistic targets to meet local, state, national and international sustainability objectives

This Sustainability Strategy will allow us to meet the needs of our Member Councils while providing sustainable solutions for future generations.

Strategic alignment

Our Sustainability strategy has been drafted in alignment with our strategic review, local, state, national and international drivers.

The EMRC Strategic Review

We conducted a strategic review which was endorsed by council, August 2021. The strategy identified that it should "focus on delivering waste, resource recovery and sustainability services, capitalising on its existing capabilities and infrastructure to act as an industry leader in resource recovery".

The objective of the strategic review is to leverage off our current operational capacity to deliver valuable services to member councils, their communities, and the Eastern Metropolitan region by:

- Delivering industry leadership focusing on resource recovery aspects of a circular economy through physical infrastructure and support services
- Participation in industrial programs to create a symbiosis between waste and material streams regionally and optimise resource recovery
- Providing shared services for member councils in urban environmental management, and waste education
- Achieving net zero carbon by 2040 (e.g., renewable alternatives at waste processing facilities)

National and state drivers

Historically, cheap fossil fuels, low-cost landfill, a perceived abundance of space, and a commercial sector that has often lobbied against sustainability focussed legislation, has influenced the development of the waste management landscape. This has led to unsustainable waste management, both locally and nationally, with significant tonnages of waste landfilled and limited resource recovery initiatives when compared with other regions.

With a shift in national and state policy, we have created this Sustainability Strategy to respond to this shift. The key national and state drivers integrated into the strategy are:

- **Western Australian Climate Policy** – Our Sustainability Strategy embraces the state objective of enhancing climate resilience and transitioning to low carbon emissions. We are contributing to these overall objectives through initiatives in building a resilient Eastern Metropolitan region, reducing our carbon emissions and providing circular solutions for government leadership initiatives.
- **Waste Avoidance and Resource Recovery Strategy 2030** – Through our waste management and resource recovery services, we are well positioned to drive the change required to support the achievement of each strategic target outlined in the strategy. Our detailed action plan will provide the mechanisms to avoid, recover and protect through environmentally focused waste management solutions and circular economy leadership
- **2018 National Waste Policy** – Similar to Western Australia's Waste strategy, this policy focuses on circular economy initiatives such as supporting investment in infrastructure, circular economy-related innovation, market development, behavioral change programs and physical waste recovery/recycling facilities. Our Sustainability Strategy has circular economy initiatives at the core of future decision making to drive change from the ground up. Each of our objectives have integrated circular economy-based principles and are supported by our detailed action plan.

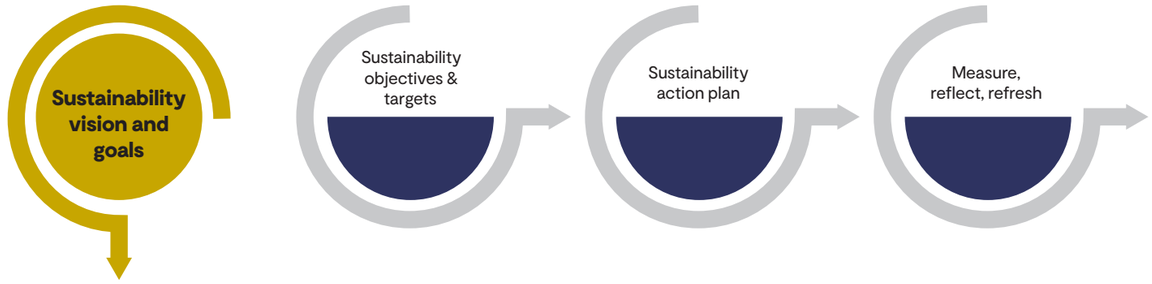
Other national and state policies considered during the formation of this Sustainability Strategy include:

- Waste Avoidance and Resource Recovery Strategy Action Plan 2030 (WA)
- National Waste Policy Action Plan (2019)
- Action Plan for Sustainable Procurement (2020)
- Australian Government Waste and Recycling Reduction Bill (2020)
- COAG Waste Export Ban (2020)
- CSIRO National Circular Economy Roadmap for plastics, glass, paper and tyres (2021)
- National Plastics Plan (2021)
- National Soil Strategy Australia (2021)
- CSIRO - Circular Economy: a CSIRO roadmap to unlock future growth opportunities

United Nations Sustainable Development Goals

The United Nations Sustainable Development Goals (SDGs) provide an international framework for consideration of sustainability matters. This international standard is agreed to and endorsed by the Australian Government, with numerous examples of the SDGs being applied to national and state strategies. Accordingly, we have aligned aspects of our Sustainability Strategy with the SDGs where possible.

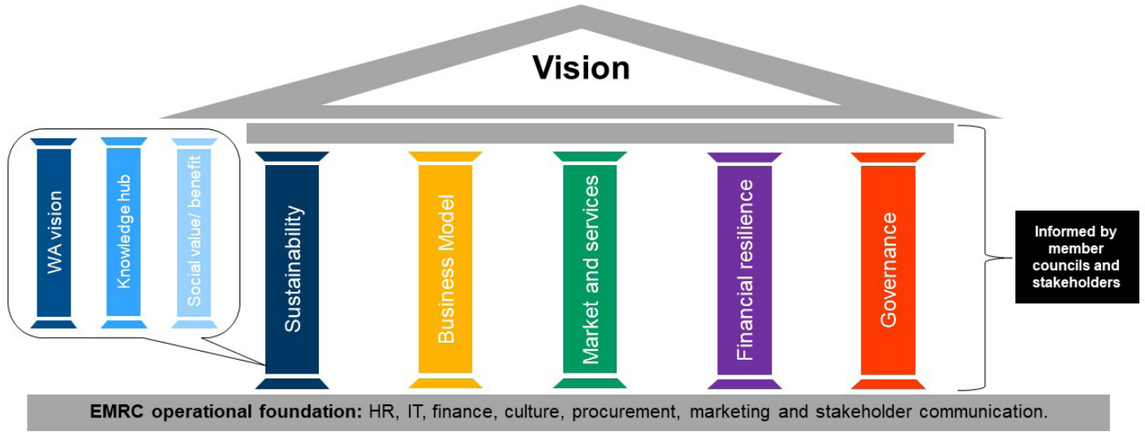
Our sustainability vision



In 2020/2021 we undertook an organisational strategic review, which addressed forecasted significant changes in the waste management market and sought to realign our core business operations. This review identified five strategic pillars that are intertwined with our operational foundations. Our Sustainability Strategy directly links with the outcomes of this strategic review, focusing on the first pillar, sustainability:

Our Strategic Vision

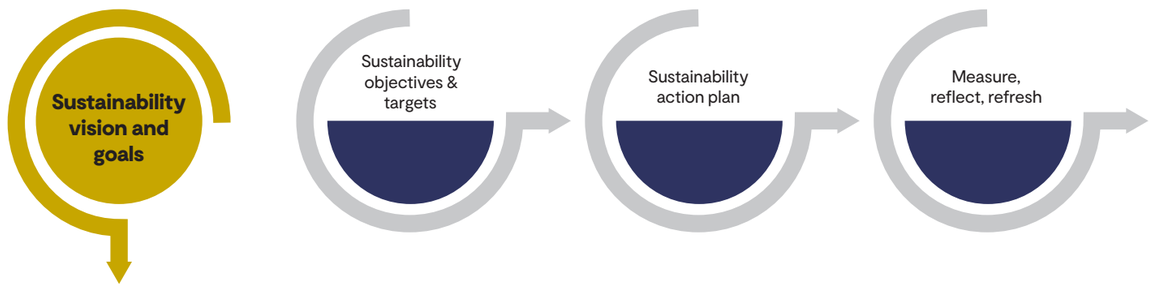
The EMRC focuses on delivering waste, resource recovery and sustainability services, capitalising on its existing capabilities and infrastructure to act as an industry leader.



Our Sustainability Vision

"Promoting sustainable waste management and a transition to a circular economy

Our sustainability goals



To support our sustainability vision, four goals have been identified by reviewing previous organisational sustainability activities and to align with the goals set out in the Strategic Review. These goals will be used to develop specific objectives and targets for measurement of performance moving forward.

Demonstrate circular economy leadership:

The EMRC will use their experience to provide circular based resource recovery solutions for Perth's Eastern Region and act as a knowledge hub for waste avoidance strategies.

Respond to a climate emergency:

The EMRC will reduce their carbon impact to achieve net zero and understand the risks associated with climate change to Perth's Eastern Region

Reduce our environmental impact:

The EMRC will lead by example by reducing our environmental impact through efficient operations, forward thinking, and supporting circular initiatives

Create value in the community:

The EMRC will establish and support projects in the community that create social value from a residential level through to commercial level.

Our objectives and targets

Through a workshop with key internal leaders and stakeholders, five areas of influence were identified as being in alignment with the United Nations Sustainable Development Goals (SDGs). These areas of influence were chosen with representation from each of the four business groups and all five members of the executive leadership team.

To support our four goals and leverage off these areas of influence, twelve sustainability targets have been identified as shown by our circular sustainability model:

Demonstrate circular economy leadership: We will use our experience to provide circular based resource recovery solutions for Perth's Eastern Region and act as a knowledge hub for waste avoidance strategies.	**Respond to a climate emergency:** We will reduce our carbon impact to achieve below net zero and understand the risks associated with climate change to Perth's Eastern Region.	**Create value in the community:** We will establish and support projects in the community that create social value from a residential level through to a commercial level.	**Reduce our environmental impact** We will lead by example by reducing our environmental impact through efficient operations, forward thinking and supporting circular based initiatives.
Recover 80% of material generated at all EMRC operated sites by 2040	Below zero carbon emissions by 2050	Additional community based source separation initiatives by 2027	Revise and renew our environmental management system by 2025
80% recovery of waste generated in the region by 2030	Infrastructure adaptation and education by 2030	Increased participation in behavior change programs by 2030	Additional environment protection programs implemented by 2026
Enabling circular economy initiatives through advocacy networks by 2025	Integrate sustainability management processes into all decision making by 2025	Use of recovered material in the region by 2040	Contribute to a decrease in illegal waste disposal by 2040

Executive Leadership Team Sustainability Key Objectives

Sustainability initiatives will be integrated across the each of our five teams: CEO; operations; projects; business; and sustainability. The Executive Leadership Team have our own objectives dependant on our operational function and delivery services. Each of these objectives will be achieved through a business group specific action plan dependant on our operational function and delivery projects:

EMRC CEO

Develop stakeholder support of the sustainability

- Gain government and industrial level support for sustainability initiatives
- Enable organisational change to align with the strategy
- Ensure the Executive Leadership Team implement their action plans

EMRC CSO

Driving the sustainability strategy at a community and regional level

- Establish sustainability strategy stakeholder engagement plan e.g. engage with the community to highlight EMRC's sustainability initiatives
- Establist regular internal collaboration sessions to identify new sustainability initiatives and revisit ongoing initiatives
- Provide CEO with supporting materials for government and commercial level stakeholder engagement
- Lead the EMRC's measure, reflect and refresh activities

EMRC COO

Implementing operational changes to achieve internal sustainability targets

- Enable industrial level support for symbiosis initiatives
- Include sustainability operational decision making
- Identify operational inefficiencies optimisation e.g. energy use, vehicle movement, auditing requirements, early stage asset management
- Provide opertaional audit outcomes for measure, reflect and refresh stage of the project

EMRC CPO

Integrate sustainability into project development processes

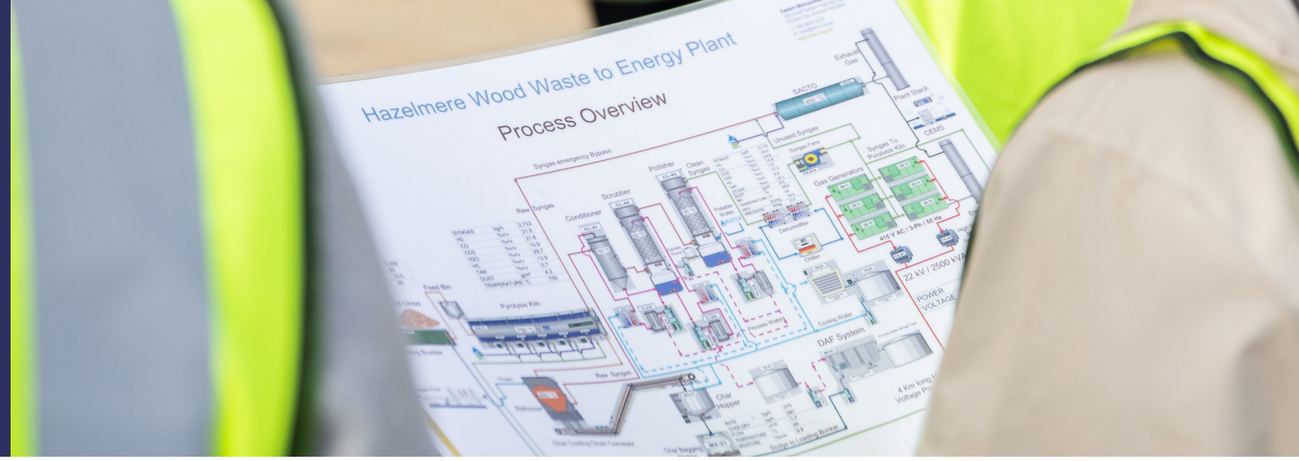
- Identify sustainable decision making processes for each project size (small, medium and large)
- Engage with industry for identification of material reuse programs e.g. infrastructure material
- Communicate any early stage opportunity for review by the Executive Leadership Team
- Provide CSO with annual summary of examples where sustainable decision making has been applied to a project

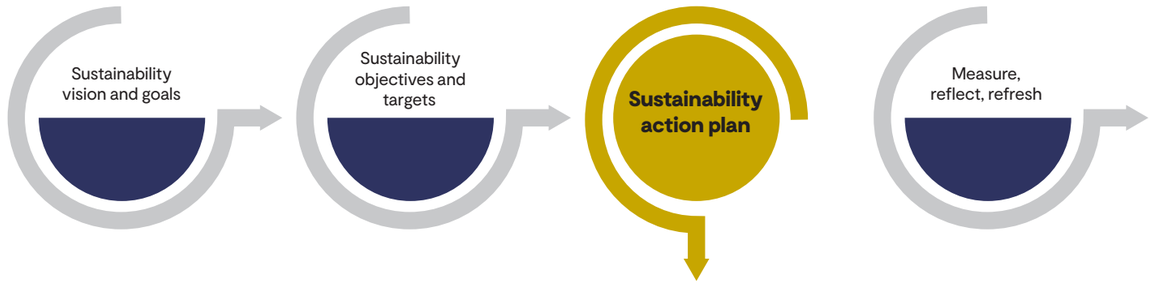
EMRC CFO

Including sustainability measures in financial decision making

- Regularly review local government procurement requirements for sustainable and circular decision making
- Establish a framework for integrating social value consideration into financial decision making
- Provide financial audit outcomes for measure, reflect and refresh stage of the strategy
- Include regional economic development achievements in annual reporting

Our sustainability action plan





For our team to achieve each of the objectives and targets listed, a detailed action plan has been established with responsibilities being allocated to each of the Executive Leadership Team members for delegation where appropriate. This detailed action plan was aligned with our strategic risk register and prioritised as follows:

- Low – will assist in progressing towards the Sustainability Strategy goals and objectives but is not a core requirement
- Medium – important action to achieve high priority actions or will provide direct support in achieving sustainability goals
- High – required to achieve sustainability goals and objectives or interdependent to achieve other actions listed

Each of the high priority actions have been summarised below

Demonstrate circular economy leadership:

- Map the our stakeholders and areas of influence and impact to develop a targeted engagement plan
- Create an industry engagement plan to establish support for symbiosis initiatives including regional transport and economic development plans
- Map an alignment strategy between each of our advocacy program and partnership for identification of future circular economy initiatives

Respond to a climate emergency:

- Map the our stakeholders and areas of influence and impact to develop a targeted engagement plan
- Create an industry engagement plan to establish support for symbiosis initiatives including regional transport and economic development plans
- Map an alignment strategy between each of our advocacy program and partnership for identification of future circular economy initiatives

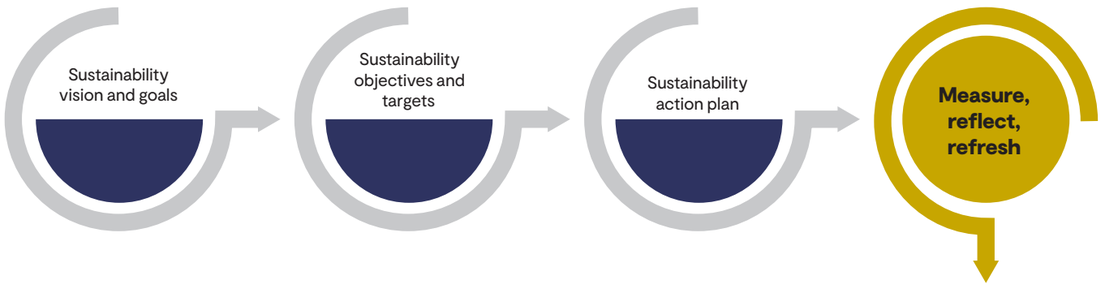
Reduce our environmental impact:

- Define what “illegal waste disposal” means to the us i.e. on privately or publicly owned land, types of dumped materials
- Update compliance monitoring, reporting and review process integration with operations and project development

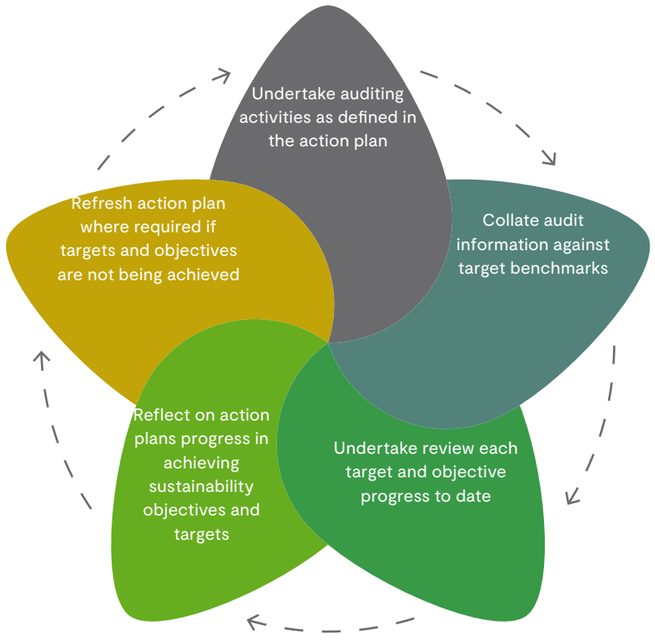
Create value in the community:

- Establish a Sustainability Strategy stakeholder engagement plan e.g. engage with the community to highlight in our sustainability initiatives
- Map a framework for integrating social value consideration into financial decision making
- Establish a community recycling and reuse network for exchange of products, reuse initiatives, repair cafes and identification of regional synergies

Our continuous improvement



Our Sustainability Strategy requires regular review to establish if the objectives and targets are being met. To achieve this, each target requires a baseline to measure against such that we can reflect and refresh accordingly. The first stage of implementation will be to establish a baseline of measurement for each sustainability objective and target. This baseline should be reviewed quarterly in alignment with the Corporate Business Plan and the our Strategic Plan 2017-2027 alignment with the following process:



Closing remarks

We are striving to *transform Perth's Eastern Region through sustainable waste management, behaviour change and circular economy leadership* with a detailed sustainability action plan and continual self-improvement process. At the EMRC, we value the importance of sustainable decision making and benefits of creating a Sustainability Strategy that is ambitious, yet achievable.

Our Sustainability Strategy can provide benefits such as:

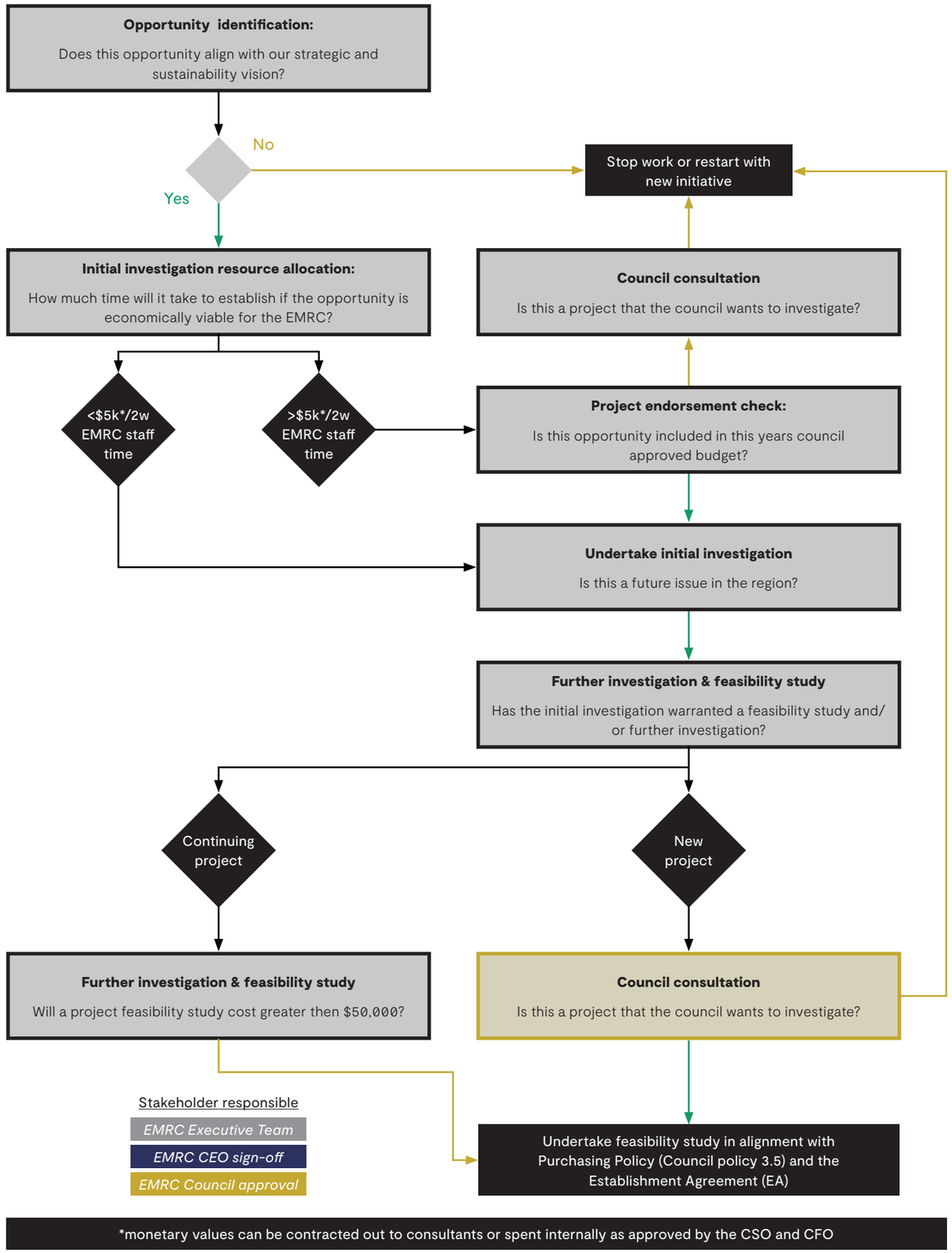
- Reducing environmental impact and carbon footprint to address declarations of a climate emergency
- Increase competitiveness in the waste management market to drive circular economy-based initiatives
- Reducing risk and liabilities through future proofing the business for changes in the market
- Improving value to Member Councils and Perth's Eastern Region
- Improving company culture and work environment

This sustainability strategy will allow the EMRC to meet the needs of region and sustainable solutions for future generations. So together let's,

Think forward,
Act now!

Other supporting information

Sustainability project decision making flowchart



Detailed action plan

The detailed action plan has been established to support each of the Executive Leadership Team in achieving our objectives presented in Section 3. The detailed action plan has been modelled to assist in reducing the following strategic risks to within our risk appetite:

- SR – 3 Ineffective Operational Reporting (timely and relevant)
  - Addressed through auditing and review actions
- SR – 5 Legacy issues restricting innovation and performance
  - Decision making framework and approvals process
- SR – 6 Under/poor performance
  - Cultural alignment with sustainability objectives and motivating factors
- SR – 7 Reduced Grant Funding
  - Innovative circular economy initiatives better aligned with state and national strategies
- SR – 12 By-passing established Tender or Procurement procedures
  - Decision making framework and approvals process
- SR – 14 Poor Stakeholder Engagement
  - Detailed stakeholder engagement plan for each of the four objectives
- SR – 15 By-passing established administrative (non-financial) procedures
  - Decision making framework and approvals process
- SR – 20 Lack of interest from Member Councils regarding Sustainability Programs
  - Council alignment and endorsement with sustainability objectives and motivating factors

Each of the actions listed are to be allocated to an individual employee for monitoring and reviewed annually by the Executive Team lead to ensure it is adequately being addressed.

The actions have been linked to each of our twelve targets and prioritised as low, medium or high depending on there impact on each sustainability goal.

- Low – Will assist in progressing towards the Sustainability Strategy goals and objectives but is not a core requirement
- Medium – important action to achieve high priority actions or will provide direct support in achieving sustainability goals
- High – required to achieve sustainability goals and objectives or interdependent to achieve other actions listed

Demonstrate circular economy leadership

We will use our experience to provide circular based resource recovery solutions for Perth's Eastern Region and act as a knowledge hub for waste avoidance strategies.

Target	Action	Accountable team	Priority
80% reuse of material at all EMRC operated sites by 2040	80% reuse of material at all EMRC operated sites by 2040 Map current our waste production profile for benchmarking (as an organisation)	CEO	High
	Develop Regional Waste education and resource reuse steering group	Sustainability	Med
	Regularly review local government procurement guidelines and processes for sustainable decision making	Business	Med
	Regularly review local government sales requirements for sustainable decision making	Operations	Med
	Identify and facilitate supply chain awareness for product production e.g. FOGO products, woodchips, construction materials	Operations	Med
80% resource recovery of waste generated in the region by 2030	Develop a resource flow model for the EMRC and its member councils. The model could focus only on waste or expand into other materials, water, energy, and carbon	CEO	Med
	Enable sales model for use of recovered material in each member council area	Operations	Med
	Establish and provide member councils with waste and recycling guidelines. This should include the integration of FOGO waste guidelines	Sustainability	Med
	Determine a high-value use for the existing C&I processing building at Hazelmere RRP	Operations	Med
Enabling circular economy initiatives through advocacy networks by 2025	Map the our stakeholders and areas of influence and impact to develop a targeted engagement plan (e.g. member councils, commercial waste stream, government policy drivers). This should include engaging with senior stakeholders for formal and informal support of our Sustainability Strategy	CEO	High
	Create industry engagement plan to establish support for symbiosis initiatives	CEO	High
	Facilitate regular industry-based and community-based advocacy meetings to discuss and identify new circular economy and net zero ventures and opportunities	Sustainability	High
	Map alignment strategy between each of our advocacy program and partnership for identification of future circular economy initiatives	CEO	Med

Respond to a climate emergency

We will reduce their carbon impact to achieve net zero and understand the risks associated with climate change to Perth's Eastern Region.

Target	Action	Accountable team	Priority
Below zero carbon emissions by 2040	Map energy usage and consumption rates on all sights for benchmarking e.g. energy use, vehicle movement, auditing requirements, early stage asset management	Operations	Med
	Establish a decarbonisation plan to achieve "Below zero emissions by 2040" target. This should include consideration of decarbonisation project ideas presented in the strategic review e.g. opportunities onsite use or export of heat energy for value-adding processes or sale to surrounding industrial businesses, electric fleet procurement	CEO	High
	Create Annual Energy and Emission Data Analysis Report and Snapshot for goal tracking. This is to be included in the SDG annual report card	Sustainability	Med
Infrastructure adaptation and education by 2030	Undertake asset management assessment for all of our owned infrastructure	Business	High
	Identify and evaluate land-use options at our owned sites that will maximise future resource recovery programs.	Projects	Med
Enabling circular economy initiatives through advocacy networks by 2025	Establish a decision-making framework to include sustainability for onsite expenditure	Operations	High
	Map a sustainable decision-making framework for each project size (small, medium and large)	Projects	High
	Include sustainable decision-making frameworks from each business group in procurement strategy	Business	High
	Review projects quarterly to identify examples where sustainable decision making has been applied to a project. This should include the identification of design engineering for front-end material reuse programs	Projects	Med
	Create a sustainability performance review for each team	CEO	High
	Establish regular internal collaboration sessions to identify new sustainability initiatives and revisit ongoing initiatives. This should be included in the sustainability performance review schedule	Sustainability	High

Reduce our environmental impact

We will lead by example by reducing our environmental impact through efficient operations, forward thinking, and supporting circular initiatives.

Target	Action	Accountable team	Priority
Implement an EMRC wide environmental management system	Review and develop a framework we will use going forward in terms of our Environmental Management System i.e. in alignment or accredited with ISO14001 or equivalent	Projects	Med
	Establish compliance monitoring, reporting and review processes in alignment with our Environmental Management System	Projects	High
	Complete annual water plans in alignment with Waterwise Council Accreditation	Sustainability	High
Regional urban programs implemented by 2026	Maintain a minimum of 3 programs related to each sustainability goal for review in each annual programs report	Sustainability	Med
	Establish a measurement framework for review of regional development achievements and inclusion in annual reporting	CEO	Low
	Identify the sustainability criteria for decision making i.e. social, environmental and financial	CEO	Med
	Facilitate quarterly industry-based and community-based advocacy meetings to discuss and identify new circular economy and net zero regional programs	Sustainability	Med
Contribute to a decrease in illegal waste disposal by 2040	Establish campaign for clean-up, drop-off and return culture to reduce item dumping	Sustainability	Med
	Define what "illegal waste disposal" means to the us i.e. on privately or publicly owned land, types of dumped materials	Sustainability	High
	Establish program for acceptance and reuse construction and demolition waste for residents e.g. bricks, timber, sand, soil	Projects	Med

Create value in the community

We will establish and support projects in the community that create social value from a residential level through to commercial level.

Target	Action	Accountable team	Priority
Community based source separation initiatives by 2027	Establish community engagement programs for source separation initiatives e.g. education hubs, school programs, community group support, bin tagging programs	Sustainability	Med
	Utilise current community programs to provide education on material re-use and issues regarding poor source separation e.g. Avon Descent Family Fun Days	Sustainability	Med
	Use the proposed collection fleet as an educational billboard for source separation education and requirements	Operations	Med
	Establish a verge collection and shared valet service program. This includes a waste classification program for different materials and costings.	Operations	High
Increased participation in behavior change programs	Provide education around net zero, circular economy and environmentally safe waste management solutions	Sustainability	Med
	Integrate circular economy education and awareness into all community engagement initiatives	Sustainability	Med
	Benchmark current participation rates in our sustainability programs	Sustainability	High
	Establish a Sustainability Strategy stakeholder engagement plan e.g. engage with the community to highlight our sustainability initiatives	Sustainability	High
Use of recovered material in the region by 2040	Map regional synergies for material identification and resource recovery	Operations	Med
	Establish multiple tiered industrial charge and discount-rates for our services dependent on company sustainability rating to encourage better waste management in the region	CEO	Low
	Establish community recycling and reuse network for exchange of products, reuse initiatives, repair cafes and identification of regional synergies	Operations	High
	Identify member council uses for recovered materials e.g. woodchip mulching, FOGO fertiliser products, construction materials, road surfacing, energy reuse	Operations	Med

Materiality Assessment

At a local and regional government level, action planning to contribute to achieve each of the SDGs is restricted by their areas of influence and context. These areas of influence were identified through a sustainability framing workshop followed by a desktop materiality assessment of the our current programs and services.

A materiality assessment is an important stage in the development of a Sustainability Strategy as it assists in identifying priority areas and actionable activities.

The sustainability framing workshop was undertaken on Wednesday 22 September 2021 in our administration building in Belmont. The workshop was facilitated by an external consultant all members of the Executive Leadership Team and selected supporting staff in attendance. This allowed for representation of each of our business groups to identify the sustainability themes deemed most important to us.

The workshop was designed to create alignment between the business groups and work through any misconceptions associated with the role of sustainability in an organisation. This was achieved through the following process:

- **Introduction:** The workshop commenced with a discussion about sustainability drivers, national and international initiatives, and the importance of establishing a robust Sustainability Strategy to achieve the our strategic vision.
- **Divergent thinking exercise:** Each of the workshop participants then spent some time identifying personal and our specific sustainability themes before aligning them with each of the 17 SDGs. This process helped to highlight the range of motivating themes across the organisation and challenge the outcomes captured during the Strategic Review. It also created a visual representation of which of the UNSDG's are most important to the us as an organisation. The weighting and range of themes were then discussed at length to gain alignment between the workshop participants as to which areas we have the most influence.
- **Workshop relevance and industry alignment:** The facilitator then initiated a discussion around the our sustainability drivers, global goals and targets and best practice guidance for a local government association. Case studies such as the City of Melbourne were used to demonstrate what best practice alignment to the UNSDG's can look like and illustrated incorporation of the goals into our strategic planning.
- **Sustainable problem solving:** Workshop participants were split into three groups to explore WA's rapidly growing end of life solar panel disposal issue. Working separately, each group discussed the sustainability issue with respect to the opportunity the panels provides, how they could tap into the market, identifying any existing infrastructure they can utilise or adapt and establishing the best approach to minimising this issue in the future. The responses of each group fed into a group discussion to determine the viability of the proposed solutions. Following the discussion, case studies were presented to the group to illustrate technologies and processes adopted by organisations who are leaders in this area such as the ELSi Project in Europe and Lotus Energy in Melbourne.
- **Drivers and vision mapping:** A group discussion was facilitated to begin developing new sustainability goals and objectives. With our key areas of influence as reference, input from all workshop participants was used to reach a consensus regarding what key areas the we should focus on going forward. This included high level idea generation regarding operational barriers and risks associated with the implementation of each goal.

Following the workshop, each of the SDG's to identify goals that could be influenced by our operations and assess which areas are of material concern. The outcomes of the workshop themes identified and desktop materiality assessment Table 1 which identified the key priority areas for us going forward.

Table 1 Desktop materiality assessment and areas of influence identification

UNSDG and relevant targets	Workshop themes and discussion areas	Materiality assessment (by external consultant)
Goal 1: End poverty in all its forms everywhere By 2030, reduce at least by half the proportion of men, women and children of all ages living in poverty in all its dimensions according to national definitions. By 2030, ensure that all men and women, in particular the poor and the vulnerable, have **equal rights to economic resources**, as well as access to basic services, ownership and control over land and other forms of 13 property, inheritance, natural resources, appropriate new technology and financial services, including micro-finance.	No Notes	Tertiary priority as there is no current ability for the EMRC to support or influence this SDG directly. The EMRC currently does not have any programs or initiatives that contribute directly to ending poverty, and as recognised in the workshop there were no driving factors or identification of this goal as an area of interest.
Goal 2: End hunger, achieve food security and improved nutrition and promote sustainable agriculture By 2030, double the agricultural productivity and incomes of **small-scale food producers**, in particular women, indigenous peoples, family farmers, pastoralists and fishers, including through secure and equal access to land, other productive resources and inputs, knowledge, financial services, markets and opportunities for value addition and non-farm employment By 2030, ensure sustainable food production systems and implement resilient agricultural practices that increase productivity and production, that help maintain ecosystems, that strengthen capacity for adaptation to climate change, extreme weather, drought, flooding and other disasters and that **progressively improve land and soil quality**	• No food waste • Food for all	Tertiary priority as the EMRC currently does not have any programs or initiatives that contribute directly to Goal 2, and as recognised in the workshop there were limited driving factors or identification of this goal as an area of interest. However, the EMRC does indirectly contribute to Goal 2 through initiatives such as the FOGO program. FOGO provides a solution to food waste as and produces a natural fertiliser which reduces the use of organic fertilisers and therefore contributing to sustainable agriculture by promoting resilient agricultural practices and helping to maintain ecosystems. Additionally, the EMRC's wood chipping and mulching services also contribute to sustainable agriculture by improving land and soil quality to strengthen capacity for adaption to climate change.
Goal 3: Ensure healthy lives and promote well-being for all at all ages By 2030, reduce by one third premature mortality from non-communicable diseases through prevention and treatment and **promote mental health and well-being** By 2030, substantially reduce the number of deaths and illnesses from **hazardous chemicals and air, water and soil pollution and contamination**	• Community engagement	Tertiary consideration with no direct actions associated with this goal. The EMRC currently does not have any programs or initiatives that contribute directly to Goal 3, and as recognised in the workshop there were very limited driving factors or identification of this goal as an area of interest. However, through their landfill and waste processing services where the EMRC disposes and contains this waste and therefore reducing its presence in the environment and ultimately human interaction, the EMRC is indirectly contributing to Goal 4 by aligning with the target that states to reduce the number of deaths and illnesses from hazardous chemicals in the air, water and soil pollution and contamination.

UNSDG and relevant targets	Workshop themes and discussion areas	Materiality assessment (by external consultant)
Goal 4: Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all By 2030, substantially increase the number of youth and adults who have **relevant skills, including technical and vocational skills,** for employment, decent jobs and entrepreneurship By 2030, ensure that all learners acquire the **knowledge and skills needed to promote sustainable development, including, among others, through education for sustainable development and sustainable lifestyles**, human rights, gender equality, promotion of a culture of peace and non-violence, global citizenship and appreciation of cultural diversity and of culture's contribution to sustainable development	• Circular economy school programs • Sustainability communications programs	Secondary consideration with no direct actions associated with this goal. The EMRC currently does not have any programs or initiatives that contribute directly to Goal 4, and as recognised in the workshop there were limited driving factors or identification of this goal as a key area of interest. However, with a transition to a circular economy, EMRC will introduce new education and training initiatives to promote overall sustainable development. The EMRC will however contribute indirectly to this goal through the upskilling of their workforce required to implement new sustainability initiatives, and through the support of community behaviour change programs which will improve knowledge and skills pertaining to living a more sustainable lifestyle.
Goal 5: Achieve gender equality and empower all women and girls Ensure women's full and effective participation and equal opportunities for leadership at all levels of decision making in political, economic and public life	No Notes	This is a tertiary priority as there is no current ability for the EMRC to influence this UNSDG at a community level but there is potential to integrate this at an organisational level. The EMRC currently does not have any programs or initiatives that contribute directly to Goal 5, and as recognised in the workshop there were no driving factors or identification of this goal as an area of interest.
Goal 6: Ensure availability and sustainable management of water and sanitation for all By 2030, improve water quality by reducing **pollution, eliminating dumping and minimizing release of hazardous chemicals and materials,** halving the proportion of untreated wastewater and substantially increasing recycling and safe reuse globally Support and strengthen the participation of local communities in improving water and sanitation management	• Providing safe and continuous drinking water • Preserve our waterways • Water conservation • Contaminated waste remediation & management	This is a secondary priority that will be supported through the 5 areas of influence. As recognised in the workshop, Goal 6 had multiple driving factors and was identified as a potential key area of interest. However, due to the more direct relationship between current EMRC programs and initiatives to other SDG's, Goal 6 has been identified as a secondary consideration that will be supported and contributed to through the 5 key areas of influence. Current programs and initiatives implemented by the EMRC that directly contribute to Goal 6 include: Water Sensitive Futures program (including Waterwise Council Accreditation)

UNSDG and relevant targets	Workshop themes and discussion areas	Materiality assessment (by external consultant)
Goal 7: Ensure access to affordable, reliable, sustainable and modern energy for all By 2030, enhance international cooperation to facilitate access to clean energy research and technology, including renewable energy, energy efficiency and advanced and cleaner fossil-fuel technology, and **promote investment in energy infrastructure and clean energy technology**	• Renewable energy e.g. solar • Water recycling • Energy efficiency • Electrification (EV's, building, etc)	This is a secondary priority that will be supported through the 5 areas of influence. As recognised in the workshop, Goal 7 had multiple driving factors and was identified as a potential key area of interest. However, due to the more direct relationship between current EMRC programs and initiatives to other UNSDG's, Goal 7 has been deemed a secondary consideration that will be supported and contributed to through the 5 key areas of influence. Current programs and initiatives implemented by the EMRC that directly contribute to Goal 7 include their landfill gas capture system, wood waste to energy facility and regional energy benchmarking studies.
Goal 8: Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all Achieve higher levels of economic productivity through **diversification, technological upgrading and innovation,** including through a focus on high-value added and labour-intensive sectors Improve progressively, through 2030, global resource efficiency in consumption and production and endeavour to **decouple economic growth from environmental degradation**, in accordance with the 10-year framework of programmes on sustainable consumption and production, with developed countries taking the lead By 2030, achieve full and productive employment and decent work for all women and men, including for young people and persons with **disabilities, and equal pay for work of equal value**	• Financial stability	Secondary priority that will be supported through the 5 areas of influence. As recognised in the workshop, Goal 8 had very limited driving factors and identification as an area of interest. However, Goal 8 has been deemed a secondary consideration that will be supported and contributed to through the 5 key areas of influence. The EMRC does directly contribute to Goal 8 through their employment of at risk or with a pre-established physical or mental disability at their operational facilities.
Goal 9: Build resilient infrastructure, promote inclusive and sustainable industrialisation and foster innovation Develop **quality, reliable, sustainable and resilient infrastructure**, including regional and transborder infrastructure, to support economic development and human well-being, with a focus on affordable and equitable access for all By 2030, upgrade infrastructure and retrofit industries to make them sustainable, with **increased resource-use efficiency and greater adoption of clean and environmentally sound technologies and industrial processes**, with all countries taking action in accordance with their respective capabilities	• Best practice operations • Economic financial sustainability • Lead by example in terms of sustainability regardless of cost • Continue to provide environmentally sustainable waste management solutions • Transforming transport: healthy streets, hydrogen vehicles, walking or cycling	**Primary: Area of influence** As recognised in the workshop, there were several driving factors identified as contributory to Goal 9 and thus highlighting it as a key area of influence for the EMRC. Current programs and initiatives implemented by the EMRC that directly contribute to Goal 9 include: Urban Integrated Development
Goal 10: Reduce inequality within and among countries	No notes	The EMRC currently does not have any and hence this is considered a tertiary priority. Their current programs and initiatives that contribute directly to Goal 10, and as recognised in the workshop there were no driving factors or identification of this goal as a key area of interest.

UNSDG and relevant targets	Workshop themes and discussion areas	Materiality assessment (by external consultant)
Goal 11: Make cities and human settlements inclusive, safe, resilient and sustainable By 2030, provide access to safe, affordable, accessible and sustainable transport systems for all, **improving road safety,** notably by expanding public transport, with special attention to the needs of those in vulnerable situations, women, children, persons with disabilities and older persons By 2030, reduce the adverse per capita environmental impact of cities, including by paying special attention to **air quality and municipal and other waste management** By 2030, provide universal access to safe, **inclusive and accessible, green and public spaces,** in particular for women and children, older persons and persons with disabilities	• FOGO • Environment and urban development • Green spaces • Energy (Solar & self-sustainable properties) • No plastics • Green buildings – green walls • Active transport • Zero waste by; trading textiles, reusing equipment or household goods "buy nothing" • Move away from landfill	**Primary: Area of influence** As recognised in the workshop, there were several driving factors identified as contributory to Goal 11 and thus highlighting it as a key area of influence for the EMRC. Current programs and initiatives implemented by the EMRC that directly contribute to Goal 11 include: Achieving Carbon Emission Reduction (ACER) Program, Benchmarking Building Efficiency (BBE), Urban Integrated Development and Waste Education Services
Goal 12: Ensure sustainable consumption and production patterns By 2030, **halve per capita global food waste** at the retail and consumer levels and reduce food losses along production and supply chains, including post-harvest losses By 2020, achieve the **environmentally sound management of chemicals and all wastes throughout their life cycle**, in accordance with agreed international frameworks, and significantly reduce their release to air, water and soil in order to minimize their adverse impacts on human health and the environment By 2030, **substantially reduce waste generation through prevention, reduction, recycling and reuse** Encourage companies, especially large and transnational companies, to adopt sustainable practices and to **integrate sustainability information into their reporting cycle** Promote **public procurement practices** that are sustainable, in accordance with national policies and priorities	• Investigate more re-use in our waste management practices • Circular economy • Illegal dumping and litter • Minimize waste • Mandatory recycled content in all products • Regenerative farming • Leaving a legacy for generation – a world they can live in • Eliminate use of single use plastics and other materials • Re-use what we produce • Green travel • FOGO low contamination through resident engagement	**Primary: Area of influence** As recognised in the workshop, there were several driving factors identified as contributory to Goal 12 and thus highlighting it as a key area of influence for the EMRC. Current programs and initiatives implemented by the EMRC that directly contribute to Goal 12 include: Circular and Economic Development and Waste Education Services

UNSDG and relevant targets	Workshop themes and discussion areas	Materiality assessment (by external consultant)
Goal 13: Take urgent action to combat climate change and its impacts Improve **education, awareness-raising and human and institutional capacity** on climate change mitigation, adaptation, impact reduction and early warning	• Increased fires impacting RHWMF operations • Waste recovery • Zero waste • Openness to change leading to sustainable outcomes • Materials recovery • FOGO • Policy and action planning • Clean environment • Reducing community waste • Urban heat generation – impact on people and the environment	**Primary: Area of influence** As recognised in the workshop, there were several driving factors identified as contributory to Goal 13 and thus highlighting it as a key area of influence for the EMRC. Current programs and initiatives implemented by the EMRC that directly contribute to Goal 13 include: Achieving Carbon Emission Reduction (ACER) Program and Waste Education Services
Goal 14: Conserve and sustainably use the oceans, seas and marine resources for sustainable development By 2025, prevent and significantly **reduce marine pollution of all kinds**, in particular from land-based activities, including marine debris and nutrient pollution	• Waterways and river conservation in the eastern region	This is a tertiary priority as there is no current ability for the EMRC to influence this UNSDG. As recognised in the workshop, Goal 14 had very limited driving factors and identification as an area of interest. However, Goal 14 will be indirectly supported and contributed to through the 5 key areas of influence. Programs and initiatives implemented by the EMRC that directly contribute to Goal 14 include: Water Sensitive Futures program (including Waterwise Council Accreditation)
Goal 15: Protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss By 2030, combat desertification, **restore degraded land and soil**, including land affected by desertification, drought and floods, and strive to achieve a land degradation-neutral world Promote fair and equitable sharing of the benefits arising from the utilization of genetic resources and promote appropriate access to such resources, as internationally agreed By 2020, **integrate ecosystem and biodiversity values into national and local planning**, development processes, poverty reduction strategies and accounts	• Biodiversity • Conservation • Rehabilitation • Regreening agriculture – tree planting • Leave a good environment for future generations • Parks and recreation – community gardens • Fire management in bushfire areas • Family • Climate change – fire & water • People management and workplace sustainability	Secondary consideration that will be supported through the 5 areas of influence. As recognised in the workshop, Goal 15 had several driving factors and was identified as a potential key area of interest. However, due to the more direct relationship between current EMRC programs and initiatives to other SDG's, Goal 15 has been identified as a secondary consideration that will be supported and contributed to through the 5 key areas of influence. Current programs and initiatives implemented by the EMRC that directly contribute to Goal 15 include: Waste Education Services focusing on Waste Plans

UNSDG and relevant targets	Workshop themes and discussion areas	Materiality assessment (by external consultant)
Goal 16: Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels Develop **effective, accountable and transparent institutions at all levels**. Ensure responsive, inclusive, participatory and representative decision-making at all levels. Promote and enforce non-discriminatory laws and policies for sustainable development.	• Shift thinking and culture away from short-term profit to long term sustainability and material reuse initiatives	Secondary consideration that will be supported through the 5 areas of influence. As recognised in the workshop, Goal 16 had very limited driving factors and identification as an area of interest. However, Goal 16 has been identified as a secondary consideration and will be supported and contributed to through the 5 key areas of influence.
Goal 17: Strengthen the means of implementation and revitalize the global partnership for sustainable development Mobilize additional financial resources for developing countries from multiple sources Enhance global macroeconomic stability, including through policy coordination and policy coherence Enhance policy coherence for sustainable development Encourage and promote effective public, public-private and civil society partnerships, building on the **experience and resourcing strategies of partnerships Data, monitoring and accountability**	• Leadership • Waste education • Other 'green' energy alternatives e.g. Solar + wind farms • Community involvement • Partnerships and better ways of working • Knowledge hub to inform and connect • Innovative solutions that are accountable	**Area of influence** As recognised in the workshop, there were several driving factors identified as contributory to Goal 17 and thus highlighting it as a key area of influence for the EMRC. Current programs and initiatives implemented by the EMRC that directly contribute to Goal 13 include: Urban Sustainability Assessment Programs (USAP), Urban Integrated Development, Waste Education Services (including advisory groups)

5.10 INFORMATION BULLETIN - CORPORATE BUSINESS PLAN 2021/2022 – 2025/2026 1ST QUARTER REPORTING FROM JULY TO SEPTEMBER 2021

REFERENCE: (D2021/20903)

PURPOSE OF REPORT

The purpose of this report is to provide Council with a progress update against key actions identified within EMRC's Corporate Business Plan 2021/2022 – 2025/2026 for the reporting period July to September 2021.

KEY POINT(S)

- Section 5.56(1) and (2) of the *Local Government Act 1995* requires that each local government is 'to plan for the future of the district', by developing plans in accordance with the regulations.
- The *Local Government (Administration) Regulations 1996* specify that a 'plan for the future' comprises of the following:
  - A Strategic Community Plan – a minimum 10 year timeframe; and
  - A Corporate Business Plan – a four to five year plan, which translates the 10 year strategic plan into actions.
- Council adopted the EMRC's Strategic Community Plan titled 10 Year Strategic Plan 2017 – 2027 on 18 August 2016 for implementation from 1 July 2017 onwards (D2016/10763).
- Council adopted the revised EMRC's Corporate Business Plan 2021/2022 – 2025/2026 on 26 August 2021 (D2021/14764).
- The attachment to this report provides the first quarter reporting against the key actions identified within the Corporate Business Plan 2021/2022 – 2025/2026 for the period July to September 2021.

SOURCE OF REPORT

Chief Sustainability Officer

BACKGROUND

1 Section 5.56(1) and (2) of the *Local Government Act 1995* require that each local government is 'to plan for the future of the district', by developing plans in accordance with the regulations. The Local Government (Administration) Regulations 1996 specify that a 'plan for the future' comprises of the following:

- A Strategic Community Plan – a minimum 10 year timeframe; and
- A Corporate Business Plan – a four to five year plan, which translates the 10 year strategic plan into actions.

2 Council adopted the EMRC's Strategic Community Plan titled 10 Year Strategic Plan 2017 – 2027 on 18 August 2016 for implementation from 1 July 2017 onwards (D2016/10193).

3 Council adopted the EMRC's new Corporate Business Plan 2021/2022 – 2025/2026 on 26 August 2021 (D2020/14764) for activities progressed from 1 July 2021 onwards.

REPORT

4 The 10 Year Strategic Plan 2017 – 2027 guides, at a strategic level, the direction that the EMRC will take over the next ten years towards achieving its vision: "To be a responsive and innovative leader in assisting Perth's Eastern Region to be a great place to live, work, play and do business."

5 The Corporate Business Plan 2021/2022 – 2025/2026 has been developed to articulate the strategic direction into operational activities. It is designed to ensure that the organisation as a whole is able to deliver on Council's high level priorities, and summarises the services, operations and projects EMRC will deliver over the next five years, commencing as of 1 July 2021.

6 The attachment to this report relates to the Corporate Business Plan actions for the first quarter reporting period of July to September 2021.

STRATEGIC/POLICY IMPLICATIONS

7 Key Result Area 3 – Good Governance

3.3 To provide responsible and accountable governance and management of the EMRC

3.4 To continue to improve financial and asset management practices Financial Implications

FINANCIAL IMPLICATIONS

8 The financial implications are reflected in the annual operating budget and the long-term financial plans.

SUSTAINABILITY IMPLICATIONS

9 The Corporate Business Plan 2021/2022 – 2025/2026 identified projects, programs and services for the benefit and sustainability of Perth's Eastern Region.

RISK MANAGEMENT

Risk The Council agreed Key Actions are not delivered in accordance with the Corporate Business Plan		
Consequence	**Likelihood**	**Rating**
Moderate	Unlikely	Moderate
Action/Strategy		
Regular and ongoing reviews and quarterly updates ensure staff continue to be apprised of the deliverables and agreed timeframes.		

MEMBER COUNCIL IMPLICATIONS

Member Council	**Implication Details**
Town of Bassendean	As outlined in the attachment
City of Bayswater	
City of Kalamunda	
Shire of Mundaring	
City of Swan	

ATTACHMENT(S)

Corporate Business Plan 2021/2022 – 2025/2026 1st quarter Progress Report for the period, July to September 2021 (D2021/20081)

EMRC

Corporate Business Plan
2021/2022 – 2025/2026

Progress Report – First Quarter 2021/2022

D2021/20081

Introduction

The Eastern Metropolitan Regional Council's (EMRC) Integrated Planning Framework has been developed to ensure that programs and services are being delivered in alignment with the strategic priorities of EMRC's key stakeholders.

The 10 Year Strategic Plan 2017 to 2027 identifies the overarching outcomes that the EMRC Council aspires to achieve.

The newly adopted Corporate Business Plan 2021/2022 – 2025/20265 (Corporate Business Plan) is used to drive operational activities and is aligned to the priorities identified in the 10 Year Strategic Plan. These two comprise the EMRC's Plan for the Future. Strategic high-level plans guide development of actions which are prioritised during annual business planning workshops, and resourced through the annual budget.

Council adopted the latest EMRC's Corporate Business Plan in June 2021. The Corporate Business Plan is built on the foundation of three strategic Key Result Areas (KRA) identified within the 10 Year Strategic Plan 2017 to 2027. The Corporate Business Plan sets out the actions that staff will undertake to deliver on Council's strategic priorities.

Reports against the Corporate Business Plan provide Council with information on progress in relation to the achievement of projects and programs developed to achieve Council's vision "To be a responsive and innovative leader in assisting Perth's Eastern Region to be a great place to live, work, play and do business".

Updates against the Corporate Business Plan for the period July 2021 to June 2022 are provided quarterly within this document and are against the current adopted Plan.

Marcus Geisler
Chief Executive Officer

- Behind Schedule; Over Budget; Significant impacts experienced; Project stalled; High likelihood of risk
- Minor impediments regarding Budgets/Schedules; Medium likelihood of risk; Project deferred/postponed
- Ahead or on schedule; Under/On Budget; Risks dealt with or low likelihood

Key Result Area 1 Environmental Sustainability

Objective

1.1 To Provide Sustainable Waste Disposal Operations

1.1.1 Minimise the Environment Impact of Waste Management Operations

	Key Actions	Status	Quarter	Comments
1.1.1.1	Prepare and submit annual Monitoring and Compliance Reports: ➢ Hazelmere ➢ Offset Compliance ➢ Red Hill		July - September 2021	Reporting is on-going and on programme.
			October - December 2021	
			January - March 2022	
			April - June 2022	
1.1.1.2	Develop and implement programs to ensure compliance with environmental legislative requirements: ➢ Water monitoring ➢ Revegetation ➢ Native Fauna ➢ Feral Animal Control		July - September 2021	On-going programme of monitoring is taking place as set out in in various detailed processes set out as part of ISO14011 accreditation.
			October - December 2021	
			January - March 2022	
			April - June 2022	
1.1.1.3	Rehabilitate former landfill cells		July - September 2021	Work commenced on planning for tree planting in May 2022.
			October - December 2021	
			January - March 2022	
			April - June 2022	
1.1.1.4	Prepare National Greenhouse and Energy (NGERS) Report		July - September 2021	Collation of information has commenced, submission is due by end of October.
			October - December 2021	
			January - March 2022	
			April - June 2022	

	Key Actions	Status	Quarter	Comments
1.1.1.5	Prepare National Pollutants Inventory (NPI) Report		July - September 2021	Submission was made on 30th September
			October - December 2021	
			January - March 2022	
			April - June 2022	
1.1.1.6	Implement Offset Program (Lots 501 and 82)		July - September 2021	On-going programme of monitoring is in place.
			October - December 2021	
			January - March 2022	
			April - June 2022	
1.1.1.7	Audit Environmental Management System ISO14001:2015 and implement improvements (where required)		July - September 2021	On-going programme of monitoring is in place.
			October - December 2021	
			January - March 2022	
			April - June 2022	
Responsible	**Chief Projects Officer**			

1.1.2 Provide a Waste Disposal Service at Red Hill Waste Management Facility

	Key Actions	Status	Quarter	Comments
1.1.2.1	Construct infrastructure, as required (roads and car parks)		July - September 2021	No work has taken place due to weather however surfacing works are planning for the next quarter.
			October - December 2021	
			January - March 2022	
			April - June 2022	
1.1.2.2	Construct Waste Management Facility Buildings		July - September 2021	Tender documentation for Workshop#3 has been prepared and tender issued. Tenders will be returned in mid-October.
			October - December 2021	
			January - March 2022	
			April - June 2022	
1.1.2.3	Construct stormwater and siltation ponds, as required		July - September 2021	No works have taken place, however due to the wet winter it is anticipated that some remediation works will be required.
			October - December 2021	
			January - March 2022	
			April - June 2022	
1.1.2.4	Review costs related to post closure management of the Red Hill Waste Management Facility		July - September 2021	Projects Team has reviewed post closure costs with Finance Team.
			October - December 2021	
			January - March 2022	
			April - June 2022	
1.1.2.5	Construct access roads and install power supply to Lots 8,9 and10		July - September 2021	Planning is taking place on access road to Resource Recovery Pad, associated with the installation of the proposed APCr Processing Plant. Power supply requirements cannot be completed until a preferred permanent FOGO Plant is identified.
			October - December 2021	
			January - March 2022	
			April - June 2022	
1.1.2.6	Construct drainage diversion and earthworks infrastructure as required		July - September 2021	No works have taken place, however due to the wet winter it is anticipated that some remediation works will be required.
			October - December 2021	
			January - March 2022	

	Key Actions	Status	Quarter	Comments
			April - June 2022	
Responsible	**Chief Projects Officer**			

1.1.3 Review and Implement the Red Hill Development Plan

	Key Actions	Status	Quarter	Comments
1.1.3.1	Implement the Red Hill Development Plan		July - September 2021	Construction of Workshop #3 is planned; Section 38 submission planned for treatment of APCr; access road works planned; permanent FOGO plant tender assessment on-going
			October - December 2021	
			January - March 2022	
			April - June 2022	
1.1.3.2	Design and Construct Class IV Cell Stage 3		July - September 2021	Section 38 ministerial submission to be made in early October for APCr treatment, which will make use of existing Class IV Cell; another Section 38 submission to be made to cover the whole Red Hill site – this needs to be complete prior to construction of a new Class IV cell.
			October - December 2021	
			January - March 2022	
			April - June 2022	
1.1.3.3	Construct Class III Cell Stage 16		July - September 2021	Continued wet weather has prevented contractor returning to site to complete Stage 16 works. The contractor is keen to recommence and will start as soon as weather permits.
			October - December 2021	
			January - March 2022	
			April - June 2022	
1.1.3.4	Design and Construct Class III Cell Stage 17		July - September 2021	A Section 38 submission to be made to cover the whole Red Hill site – this needs to be complete prior to construction of a new Class III cell.
			October - December 2021	
			January - March 2022	
			April - June 2022	
1.1.3.5	Amend licence requirements based on operational changes		July - September 2021	Section 38 ministerial submission to be made in early October for APCr treatment, which will make use of existing Class IV Cell; another Section 38 submission to be made to cover the whole Red Hill site – this needs to be complete prior to construction of a new Class IV cell

	Key Actions	Status	Quarter	Comments
			October - December 2021	
			January - March 2022	
			April - June 2022	
1.1.3.6	Construct FOGO processing area and purchase Plant		July - September 2021	The interim FOGO processing area is planned to be extended; a works approval to do this has been submitted.
			October - December 2021	
			January - March 2022	
			April - June 2022	

	Key Actions	Status	Quarter	Comments
1.1.3.7	Develop and construct Liquid Waste Processing area and purchase Plant		July - September 2021	No works have been carried out on this element during this quarter.
			October - December 2021	
			January - March 2022	
			April - June 2022	
1.1.3.8	Develop Lots 8, 9 & 10 for future waste activities		July - September 2021	Assessment of permanent FOGO process plant tender is on-going; APCr submission to allow for processing plant to be made by mid-October.
			October - December 2021	
			January - March 2022	
			April - June 2022	
1.1.3.9	Develop PFAS processing and repository options		July - September 2021	No works have been carried out on this element during this quarter.
			October - December 2021	
			January - March 2022	
			April - June 2022	
1.1.3.10	Upgrade power supply to Workshop (No.2)		July - September 2021	Power supply upgrade to Workshop#2 has been included as part of tender for construction of Workshop#3.
			October - December 2021	
			January - March 2022	
			April - June 2022	
1.1.3.11	Construct workshop (No.3)		July - September 2021	Tender for construction for Workshop#3 has been issued, tenders will be returned in mid-October.

	Key Actions	Status	Quarter	Comments
			October - December 2021	
			January - March 2022	
			April - June 2022	
Responsible	**Chief Projects Officer**			

1.1.4 Red Hill Waste Management Facility Operations

	Key Actions	Status	Quarter	Comments
1.1.4.1	Oversee and guide operations of all developed projects at the RHWMF in accordance with the Red Hill Development Plan		July - September 2021	All operating as per Red Hill Development Plan.
			October - December 2021	
			January - March 2022	
			April - June 2022	
1.1.4.2	Purchase replacement plant as per asset management plan		July - September 2021	Progressing as per the Red Hill Waste Management Facility 2021/2022 Plant Replacement Program.
			October - December 2021	
			January - March 2022	
			April - June 2022	
1.1.4.3	Purchase/Replace vehicles Red Hill		July - September 2021	Vehicles currently being replaced in accordance with Fleet Policy.
			October - December 2021	
			January - March 2022	
			April - June 2022	
Responsible	**Chief Operating Officer**			

1.1.5 Operate Member Council's Transfer Stations where applicable

	Key Actions	Status	Quarter	Comments
1.1.5.1	Operate Shire of Mundaring Transfer Stations		July - September 2021	The EMRC continues to operating the Shire of Mundaring Community Recycling Centre ensuring an effective service for the Shire of Mundaring community. This includes the beverage container refund point at the Coppin Road facility, which concluded its first year of operation on 30 September.
			October - December 2021	
			January - March 2022	
			April - June 2022	
1.1.5.2	Operate City of Bayswater Transfer Station		July - September 2021	Maintenance of the site weighbridge is scheduled for October 2021 which will extend the life of the weighbridge deck by an estimated 2-3 years. Site running as per agreement. Construction for the new HHW facility is scheduled to commence in December 2021.
			October - December 2021	
			January - March 2022	
			April - June 2022	
Responsible	**Chief Operating Officer**			

1.2 To Improve Regional Waste Management

1.2.1 Collect, Manage and Dispose of Problematic Waste in the Region in a Sustainable Manner

	Key Actions	Status	Quarter	Comments
1.2.1.1	Continue to deliver the Household Hazardous Waste Program		July - September 2021	Building approvals have been obtained for the construction of the HHW Shed at the Baywaste Transfer Station. Construction is to commence in November 2021. The Household Hazardous Waste Collection Program continued at the Red Hill Waste Management Facility with our collection by the WALGA Contractor completed with a total of 7.75 tonnes of HHW collected and 16.80 tonnes of Paint collected under the Federal Paintback Program for this period.
			October - December 2021	
			January - March 2022	
			April - June 2022	
Responsible	**Chief Operating Officer**			

1.2.2 Continue the Waste Education Program and align this to new Operations and Resource Recovery

	Key Actions	Status	Quarter	Comments
1.2.2.1	Develop and distribute the Annual Waste and Recycling Guide to member Councils		July - September 2021	All member councils guides successfully distributed. A number of guides have been used as examples by DWER at the Waste and Recycling conference.
			October - December 2021	
			January - March 2022	
			April - June 2022	
1.2.2.2	Review and implement the Waste Education Strategy		July - September 2021	Work has commenced on the new draft EMRC Waste Education Strategy
			October - December 2021	
			January - March 2022	
			April - June 2022	
1.2.2.3	Develop and deliver waste education resources and tools to support behaviour change		July - September 2021	In progress is six additional CALD FOGO flyers, flyer developed to education on vermin and the FOGO bin.
			October - December 2021	
			January - March 2022	
			April - June 2022	
1.2.2.4	Facilitate Earth Carer's training courses		July - September 2021	The Earth Carers' program content and structure was reviewed; the logo was updated and the new format will be delivered in October. The course will take place at Red Hill and Beechboro Active and there is a charge for 'out of region' participants of $100.
			October - December 2021	
			January - March 2022	
			April - June 2022	
1.2.2.5	Support and participate in the development and implementation of WA Waste initiatives		July - September 2021	Researching textile waste and ideas for a reduction program, FOGO in Schools
			October - December 2021	
			January - March 2022	
			April - June 2022	
1.2.2.6	Promote and co-ordinate Waste Education Tours, including FOGO		July - September 2021	5 school tours (171 attendees), 5 community groups (118 attendees)
			October - December 2021	
			January - March 2022	

	Key Actions	Status	Quarter	Comments
			April - June 2022	

	Key Actions	Status	Quarter	Comments
1.2.2.7	Continue to deliver the Battery Collection Program		July - September 2021	A total of 1,364.6 kilos of batteries were collected from schools and public places.
			October - December 2021	
			January - March 2022	
			April - June 2022	
1.2.2.8	Review and Report on Waste Plans for the EMRC and member Councils as requested		July - September 2021	All member Council and EMRC waste plans have been endorsed by DWER. The first annual report, which details the progress of actions outlined in the Part 2 Implementation plans, are due to be submitted to DWER by the end of October, 2022. In preparation for the report the EMRC has developed an Implementation plan tracker to ensure actions are completed in conjunction with their stated milestones
			October - December 2021	
			January - March 2022	
			April - June 2022	
Responsible	**Chief Sustainability Officer**			

1.2.3 Provide a Waste Management Advisory Service

	Key Actions	Status	Quarter	Comments
1.2.3.1	Undertake contaminated sites investigations (where required)		July - September 2021	No work has taken place on this action.
			October - December 2021	
			January - March 2022	
			April - June 2022	
1.2.3.2	Provide environmental consultancy service to member Councils and other clients (where required)		July - September 2021	EMRC Waste Plans Officer continues to provide a consultancy service to the Shire of Coolgardie to assist them develop and produce a waste plan.
			October - December 2021	
			January - March 2022	

	Key Actions	Status	Quarter	Comments
			April - June 2022	
Responsible	**Chief Projects Officer**			

1.3 Resource Recovery and Recycling

1.3.1 To Provide Resource Recovery and Recycling Solutions in Partnership with Member Councils

	Key Actions	Status	Quarter	Comments
1.3.1.1	Design and construct transfer station		July - September 2021	Tender for the construction of Waste Transfer Station was awarded at August Council meeting. The contractor has been busy with value engineering the design, working with the EMRCs design consultant to optimise the design and ordering of materials. Site works planned to commence in October.
			October - December 2021	
			January - March 2022	
			April - June 2022	
1.3.1.2	Prepare annual compliance report on Ministerial Conditions for the RRF		July - September 2021	This work is on-going.
			October - December 2021	
			January - March 2022	
			April - June 2022	
Responsible	**Chief Projects Officer**			

1.3.2 Develop the Hazelmere Resource Recovery Park

	Key Actions	Status	Quarter	Comments
1.3.2.1	Review and update Hazelmere Development Plan		July - September 2021	Work on the Wood Waste to Energy Plant commenced again in August, with a practical completion date of 31st December, commissioning complete by 31st March 2022; work on Waste Transfer Station is progressing well.
			October - December 2021	
			January - March 2022	
			April - June 2022	
1.3.2.2	Construct and commission Community Reuse and Recycling Station and Plant and Equipment		July - September 2021	Detailed design is due to commence later in the financial year, with a consultant to be appointed.
			October - December 2021	
			January - March 2022	
			April - June 2022	
1.3.2.3	Construct and commission Site/Administration Office		July - September 2021	This project is complete, Operations Team has moved into the building.
			October - December 2021	
			January - March 2022	
			April - June 2022	
1.3.2.4	Construct and commission site infrastructure		July - September 2021	There have been several small concreting projects undertaken in the quarter to improve access and lay down areas. The main difficulty has been in finding a contractor to do the work (16 contractors were contacted for one element, before we appointed one).
			October - December 2021	
			January - March 2022	
			April - June 2022	

	Key Actions	Status	Quarter	Comments
1.3.2.5	Wood Waste to Energy (WWTE) and Plant, Equipment and Buildings		July - September 2021	Work recommenced in late August; mechanical practical completion is due by 31st December with commissioning complete by 31st March 2022. A new electrical contractor has been appointed (Avora), they are completing works satisfactorily.
			October - December 2021	
			January - March 2022	
			April - June 2022	
1.3.2.6	WWTE Utilities and Infrastructure		July - September 2021	Contact has been re-established with Perth Airport; approvals with Western Power are being checked as some may have lapsed;
			October - December 2021	
			January - March 2022	
			April - June 2022	
1.3.2.7	Construct Noise Control Fencing		July - September 2021	Quotes have been sought and work awarded however will not commence on site until January 2022.
			October - December 2021	
			January - March 2022	
			April - June 2022	
1.3.2.8	Prepare and submit WWTE Facility commissioning compliance Report to DWER		July - September 2021	Commissioning is planned to be complete by 31st March 2022.
			October - December 2021	
			January - March 2022	
			April - June 2022	
1.3.2.9	Prepare and submit Ministerial Assessment (Annual) Report to the EPA		July - September 2021	Compliance assessment report was submitted against MS1028 (WWtE) in July 2021.
			October - December 2021	
			January - March 2022	
			April - June 2022	
1.3.2.10	Monitor groundwater at the Hazelmere Resource Recovery Park (annual – Winter)		July - September 2021	Ground watering has been completed and report submitted.
			October - December 2021	
			January - March 2022	
			April - June 2022	
Responsible	**Chief Projects Officer**			

1.3.3 Hazelmere Resource Recovery Park (HRRP) Operations

	Key Actions	Status	Quarter	Comments
1.3.3.1	Oversee and guide operations of all developed projects at the HRRP in accordance with the HRRP Development Plan		July - September 2021	Investigating the suitability of the C&I sorting line to process bulk verge collection for Member Councils.
			October - December 2021	
			January - March 2022	
			April - June 2022	
1.3.3.2	Purchase replacement plant as per asset management plan		July - September 2021	Request for Quote issued, submissions are being evaluated with an order to be awarded late October
			October - December 2021	
			January - March 2022	
			April - June 2022	
Responsible	**Chief Operating Officer**			

1.3.4 Identify Markets and Develop Resource Recovery Products in order to reduce waste going to Landfill

	Key Actions	Status	Quarter	Comments
1.3.4.1	Increase volume into EMRC resource recovery infrastructure		July - September 2021	Renew contracts with existing clients for woodwaste supply.
			October - December 2021	
			January - March 2022	
			April - June 2022	
1.3.4.2	Implement the marketing strategy for Biochar (WWTE)		July - September 2021	Expression of Interest issued for offtake of EMRC Biochar Product
			October - December 2021	
			January - March 2022	
			April - June 2022	
1.3.4.3	Investigate and develop markets for composted FOGO material		July - September 2021	Marketing trial with Composters currently in progress.
			October - December 2021	
			January - March 2022	
			April - June 2022	

	Key Actions	Status	Quarter	Comments
1.3.4.4	Investigate and develop markets for Ferricrete and PFAS		July - September 2021	Working with DFES on cost estimation for disposal of PFAS from various sites in WA
			October - December 2021	
			January - March 2022	
			April - June 2022	
1.3.4.5	Develop and implement programs to increase sales of Red Hill by-products		July - September 2021	Multiple proposal submissions for the supply of quarry materials as well as waste disposal packages
			October - December 2021	
			January - March 2022	
			April - June 2022	
1.3.4.6	Develop and implement programs to increase sales of Hazelmere by-products		July - September 2021	Cold calling. New client acquisition: Fairglen Farms
			October - December 2021	
			January - March 2022	
			April - June 2022	
Responsible	**Chief Operating Officer**			

1.4 To Investigate Leading Edge Waste Management Practices

1.4.1 Undertake Research into Integrated Waste Management

	Key Actions	Status	Quarter	Comments
1.4.1.1	Support opportunities for the implementation of the CDS (Container Deposit Scheme) in the region		July - September 2021	Continuing to operate the Mundaring CDS.
			October - December 2021	
			January - March 2022	
			April - June 2022	
1.4.1.2	Evaluate the opportunity for a Plastics Processing Facility and the feasibility of plastics recycling		July - September 2021	Plastics sorting and recycling trial at Baywaste has been delayed due to COVID; the contractor is working on getting approvals for their technicians to enter WA to assemble the plant and equipment which is already at the Baywaste Facility.
			October - December 2021	
			January - March 2022	
			April - June 2022	
1.4.1.3	Expand CRC network based on Mundaring model		July - September 2021	Work will commence on the design of a community recycling Centre at Hazelmere in Q4 of the financial year.
			October - December 2021	
			January - March 2022	
			April - June 2022	
Responsible	**Chief Projects Officer**			

1.4.2 Provide Leadership in the development of Waste Policy and Practices

	Key Actions	Status	Quarter	Comments
1.4.2.1	Provide input to new DWER policies and regulations affecting waste disposal, composting etc. (where required)		July - September 2021	1. Involvement in the CDS refund improvement program with WARRRL focussed on LGAs and community. Launched September 2021 2. Feedback on DWER compost guidelines consultation paper 3. Ongoing participation on the DWER FOGO reference group. a. Step by step guide for FOGO implementation b. FOGO market development study c. Impacts and benefits of kerbside systems

	Key Actions	Status	Quarter	Comments
			October - December 2021	
			January - March 2022	
			April - June 2022	
Responsible	**Chief Executive Officer**			

1.4.3 Identify, Investigate and Develop New Waste Management Practices and Services

	Key Actions	Status	Quarter	Comments
1.4.3.1	Develop a monitoring regime for the Wood Waste to Energy Facility to meet regulatory requirements (Annual Reporting): ➢ Woodwaste feedstock monitoring ➢ Stack emissions monitoring ➢ Ambient monitoring		July - September 2021	This will be addressed as part of the commissioning works due in the third quarter of the financial year.
			October - December 2021	
			January - March 2022	
			April - June 2022	
1.4.3.2	Investigate an EMRC regional waste collection service		July - September 2021	A submission will be made to the ACCC when signatures have been received from relevant member Councils. The submission process has taken longer than anticipated.
			October - December 2021	
			January - March 2022	
			April - June 2022	
1.4.3.3	Seek approval for FOGO and Liquid Waste Processing Plant (Red Hill)		July - September 2021	This is being addressed in the preparation and submission of a new Section 38 to EPA / DWER which will address these issues. A consultant has been appointed to undertake this task. Work will begin on this in the second quarter.
			October - December 2021	
			January - March 2022	
			April - June 2022	
Responsible	**Chief Projects Officer**			

1.5 To Contribute towards Improved Amenity, Conservation and Support of the Natural Environment to Address Climate Change

1.5.1 Merge Environmental Strategy High Level Actions into the new Sustainability Strategy

	Key Actions	Status	Quarter	Comments
1.5.1.1	Review Environmental Strategy and develop a new Sustainability Strategy		July - September 2021	➢ Any relevant/current actions from the current Regional Environmental Strategy will be incorporated into the new EMRC Sustainability Strategy Action Plan once developed
			October - December 2021	
			January - March 2022	
			April - June 2022	
Responsible	**Chief Sustainability Officer**			

1.5.2 Implement the Water Quality and Conservation Program

	Key Actions	Status	Quarter	Comments
1.5.2.1	Support regional implementation of water efficiency and water quality management		July - September 2021	➢ Finalising new 5-year Waterwise Council Action Plans for the Town of Bassendean, City of Swan, Shire of Mundaring and Town of Victoria Park. ➢ Facilitated water team meetings for Town of Bassendean, City of Swan, Shire of Mundaring and Town of Victoria Park. ➢ Completed 2019-2020 annual water analysis report and snapshot for Town of Bassendean, City of Swan, Shire of Mundaring. ➢ Attended WA Water Industry Breakfast webinar 'Water's Role in WA's Energy transition to Net Carbon Zero'.
			October - December 2021	
			January - March 2022	
			April - June 2022	
Responsible	**Chief Sustainability Officer**			

1.5.3 Review and Implement the Swan and Helena Rivers Management Framework

	Key Actions	Status	Quarter	Comments
1.5.3.1	Deliver actions and initiatives from the Swan and Helena Rivers Management Framework		July - September 2021	➢ 'Flood Aware Be Prepared' campaign launched in all six participating council areas (City of Swan, City of Bayswater, Town of Bassendean, City of Belmont, Town of Victoria Park and City of South Perth). Promotions included bus shelter advertising, brochure delivery to high risk areas, and a regional video promoted on social media and stakeholder websites.

	Key Actions	Status	Quarter	Comments
				➢ The Swan and Helena River Study – Informing Flood Resilience was presented at the 2021 Floodplain Management Australian National Conference by consultants BMT. ➢ The City of Rockingham and the City of Perth requested access to the Swan and Helena River Flood study information, as well as a subdivision consultant and infrastructure consultant.
			October - December 2021	
			January - March 2022	
			April - June 2022	
Responsible	**Chief Sustainability Officer**			

1.5.4 Identify and Implement Net Zero, Circular Economy and Environmental Sustainability Initiatives

	Key Actions	Status	Quarter	Comments
1.5.4.1	Identify, develop and implement new regional environmental and sustainability opportunities		July - September 2021	➢ Investigating opportunities for regional mapping projects such as bushfire load mapping and other environmental factors impacted by climate change.
			October - December 2021	
			January - March 2022	
			April - June 2022	
1.5.4.2	Implement regional energy efficiency, emissions reduction and climate change initiatives (including ACER)		July - September 2021	➢ ACER - Analyse data and prepare Annual reports for Shire of Mundaring and Town of Bassendean. ➢ Liaise with data management service Azility to rectify data discrepancies. ➢ Completed training for Azility platform. ➢ Commenced review of Home Energy Audit Tool (HEAT) Kits. ➢ Attended Home Energy Efficiency workshop. ➢ Finalising the Benchmarking Building Efficiency (BBE) project regional report. ➢ Clean Energy Future Fund (CEFF) – application submitted in April 2021, awaiting outcome. Regional energy efficiency projects for Shire of Mundaring, City of Bayswater and Town of Bassendean. ➢ Actively participating in WALGA's Climate Change Collaborative and the Carbon Accounting Committee. ➢ Attending Energy Policy WA webinars (e.g. Energy Transformation Strategy, Whole of System Plan data dashboard, Electric Vehicle Action Plan). ➢ Attended DWER Climate Science Initiative webinar. ➢ Attended WALGA Climate Change Risk Assessment Training. ➢ Attending Energy Efficiency Council webinars.

	Key Actions	Status	Quarter	Comments
			October - December 2021	
			January - March 2022	
			April - June 2022	
1.5.4.3	Develop and host Circular Economy forums, and information sessions		July - September 2021	➢ Information sessions on the Circular Economy have been held with students from Curtin University; members of the National Environment Legal Association and Austrade ➢ Research and planning a series of Circular Economy webinars for local industry, business and government. E.g. Thinking Circular for Business, Circularity in procurement and waste.
			October - December 2021	
			January - March 2022	
			April - June 2022	
Responsible	**Chief Sustainability Officer**			

Key Result Area 2 Economic Development

Objective

2.1 To Facilitate and Advocate for Increased Investment in Regional Infrastructure

2.1.1 Review and Implement the Regional Integrated Transport Initiatives

	Key Actions	Status	Quarter	Comments
2.1.1.1	Review the RITS and develop a new Sustainability Strategy		July - September 2021	➢ Any outstanding/relevant actions in the RITS will be incorporated into the new Sustainability Strategy Actions
			October - December 2021	
			January - March 2022	
			April - June 2022	
2.1.1.2	Implement actions and initiatives to meet regional integrated transport priorities		July - September 2021	➢ Planning and development of activities for Bike Month 2021 program ➢ Formation of the Regional Light Rail group in collaboration with City of Bayswater ➢ Progressing RFQs for detailed design and installation of EV charging station at Ascot Place ➢ Held combined Regional Integrated Transport and Economic Development meeting including presentations; WA Infrastructure Strategy (Nicole Lockwood, Infrastructure WA), and new WA Transport Modelling (Main Roads, and SMEC consulting).
			October - December 2021	
			January - March 2022	
			April - June 2022	
2.1.1.3	Deliver actions and initiatives from the Regional Congestion Management Action Plan		July - September 2021	➢ Collaboration with the City of Canning for the Unified Digital Commercial Movements Platform for reducing congestion from freight movement on our roads. ➢ Travel behavior change initiatives for mode shift to public transport and cycling by advocacy.
			October - December 2021	
			January - March 2022	
			April - June 2022	
Responsible	**Chief Sustainability Officer**			

2.2 To Facilitate and Advocate for Regional Economic Development Activities

2.2.1 Review and Implement the Regional Economic Development Initiatives

	Key Actions	Status	Quarter	Comments
2.2.1.1	Review the Economic Development Strategy and develop a new Sustainability Strategy		July - September 2021	➢ Work has commenced on the new draft EMRC Sustainability Strategy which will include actions associated with Economic Development
			October - December 2021	
			January - March 2022	
			April - June 2022	
2.2.1.2	Identify, research and promote new economic development, Net Zero and Circular Economy initiatives		July - September 2021	➢ Two local business and industry webinars have been planned for October and November 2021 ➢ Research into a series of nine webinars/forums has commenced.
			October - December 2021	
			January - March 2022	
			April - June 2022	
2.2.1.3	Develop annual economic development action plans linked to the Sustainability Strategy		July - September 2021	➢ Planning future economic development actions to be embedded into a Sustainability Strategy Action Plan has commenced
			October - December 2021	
			January - March 2022	
			April - June 2022	
2.2.1.4	Identify and support opportunities to enhance business and investment initiatives		July - September 2021	➢ Produced 2021 economic report cards for our economic development members and for the EMRC Region. ➢ Planning for future 2022 webinars and forums for local business and industry groups.
			October - December 2021	
			January - March 2022	
			April - June 2022	
Responsible	**Chief Sustainability Officer**			

2.3 To Facilitate Regional Cultural and Recreational Activities

2.3.1 Continue the Coordination, Marketing and Promotion of Regional Events

	Key Actions	Status	Quarter	Comments
2.3.1.1	Coordinate, market and promote regional events		July - September 2021	➢ Marketed a 10-week campaign for the 2021 Avon Descent Family Fun Day events. ➢ Hosted a debrief meeting for the 2021 Avon Descent Family Fun Day events with actions for the acquittal process and new grant application for 2022. ➢ Development of a regional youth networking opportunity. ➢ Researching the opportunity to collaborate with member Councils for a 2022 Regional Tree Festival
			October - December 2021	
			January - March 2022	
			April - June 2022	
Responsible	**Chief Sustainability Officer**			

Key Result Area 3 Good Governance

Objective

3.1 To Provide Advice and Advocacy on Issues Affecting Perth's Eastern Region

3.1.1 Review and implement Regional Advocacy Initiatives

	Key Actions	Status	Quarter	Comments
3.1.1.1	Review Regional Advocacy Strategy and develop new Sustainability Strategy		July - September 2021	➢ Work has commenced on the new draft EMRC Sustainability Strategy which will include actions associated with Regional Advocacy
			October - December 2021	
			January - March 2022	
			April - June 2022	
3.1.1.2	Identify and promote regional advocacy priorities		July - September 2021	➢ Two identified regional priorities include FOGO contamination and the Your Move program for the Airport Line
			October - December 2021	
			January - March 2022	
			April - June 2022	

Key Actions	Status	Quarter	Comments
Responsible **Chief Sustainability Officer**			

3.2 To Manage Partnerships and Relationships with Stakeholders

3.2.1 Continue to Foster and Enhance Relationships with member Councils and All Key Stakeholders

	Key Actions	Status	Quarter	Comments
3.2.1.1	Implement the deliverables in the EMRC Reconciliation Action Plan (RAP)		July - September 2021	➢ Finalised the EMRC Respect RAP ➢ Reviewed the initial design for the Innovate RAP ➢ Attended WALGA's Aboriginal Forum – Doyntj Doyntj Come Together – Reconciliation action planning.
			October - December 2021	
			January - March 2022	
			April - June 2022	
3.2.1.2	Develop Innovate RAP		July - September 2021	➢ Submitted first draft of the Innovate RAP ➢ Received first round of feedback from RA ➢ Submitted second draft of the Innovate RAP
			October - December 2021	
			January - March 2022	
			April - June 2022	
3.2.1.3	Develop Stretch RAP		July - September 2021	➢ Stretch RAP will not commence until Innovate RAP is complete in 2023.
			October - December 2021	
			January - March 2022	
			April - June 2022	
Responsible	**Chief Sustainability Officer**			

	Key Actions	Status	Quarter	Comments
3.2.1.4	Implement biennial Stakeholder Perception Survey		July - September 2021	Survey conducted 10-25 August with a 41% return rate; results presented to ELT on 22 August and to Council on 23 September. A copy of the survey was made available online.
			October - December 2021	
			January - March 2022	
			April - June 2022	
3.2.1.5	Co-ordinate EMRC's Community Grants Program		July - September 2021	Eight applications were received for grants from the $15,000 2020/2022 program vs six in 2020/2021. Applications are currently being assessed for eligibility under the Program's requirements.
			October - December 2021	
			January - March 2022	
			April - June 2022	
3.2.1.6	Produce EMRC's Annual Report		July - September 2021	Concept design selected by CEO, text and photography being assembled. On schedule for adoption at Council meeting 25 November 2021.
			October - December 2021	
			January - March 2022	
			April - June 2022	
Responsible	**Chief Executive Officer**			

3.2.2 Review and implement the Marketing and Communications Plan

	Key Actions	Status	Quarter	Comments
3.2.2.1	Implement priority initiatives (refer Marketing and Communications Plan)		July - September 2021	➢ Six media releases issued including support for Avon Descent Family Fun Days and Flood Aware Be Prepared community awareness campaign ➢ 88 Facebook posts and 18 LinkedIn updates were posted (Q1 2020: 51, 12) in support of EMRC activities and EMRC-supported stakeholder initiatives ➢ The four EMRC external websites and the Council Portal were updated to reflect the changed member Council profile from 1 July 2021 ➢ Four corporate banners bearing the EMRC's new corporate design were delivered ➢ The July/August 2021 E-Newsletter was compiled and distributed via pdf and e-book link on 26 July 2021.
			October - December 2021	
			January - March 2022	
			April - June 2022	

Key Actions	Status	Quarter	Comments
Responsible **Chief Financial Officer**			

3.3 To Provide Responsible and Accountable Governance and Management of the EMRC

3.3.1 Continue to Improve Organisational Governance

	Key Actions	Status	Quarter	Comments
3.3.1.1	Implement the Recordkeeping Plan		July - September 2021	• Forty bound Volumes of Council Minutes Books that existed only as paper records were sent to Compu-Stor for scanning to OCR (Optical Character Recognition) format. The scanned books have been returned and the electronic files are progressively being checked and registered in the Records system. • Commenced disposal of COVID Registers as per the new ***Protection of Information (Entry Registration Information Relating to COVID-19 and Other Infectious Diseases) Act 2021*** and added the procedure to the Records Manual. • The EMRC Information Statement was updated and posted on the EMRC website.
			October - December 2021	
			January - March 2022	
			April - June 2022	
3.3.1.2	Review and update Council Policies		July - September 2021	EMRC Council Member Complaints Procedures adopted by Council on 26/08/2021 Review of Council Policy 3.3 – Management of Investments Policy adopted by Council on 23/09/2021 Review of Council Policy 1.4 – Travelling Costs Incurred by Council Members Policy adopted by Council on 23/09/2021
			October - December 2021	
			January - March 2022	
			April - June 2022	
3.3.1.3	Co-ordinate Council and Committee Elections		July - September 2021	No Council or Committee elections during this quarter. Local Government elections in October 2021 will result in activity at the upcoming 4 November 2021 Special Meeting of Council.
			October - December 2021	
			January - March 2022	
			April - June 2022	

	Key Actions	Status	Quarter	Comments
3.3.1.4	Review and update Management Guidelines as required		July - September 2021	Ongoing. Various operational management guidelines were reviewed and adopted including: Smoking in the Workplace, Purchasing - OHS Considerations and Confidential Mail.
			October - December 2021	
			January - March 2022	
			April - June 2022	
Responsible	**Chief Financial Officer**			

3.3.2 Review and Implement EMRC's Integrated Planning Framework

	Key Actions	Status	Quarter	Comments
3.3.2.1	Undertake a major review of the 10 Year Strategic Plan		July - September 2021	This is being planned for the first half of 2021/2022 once the EMRC Sustainability Strategy has been prepared and presented to Council
			October - December 2021	
			January - March 2022	
			April - June 2022	
3.3.2.2	Review the Corporate Business Plan		July - September 2021	The Corporate Business Plan for 2021/2022 was endorsed by Council in June 2021 and will form the basis for reporting against action throughout the year
			October - December 2021	
			January - March 2022	
			April - June 2022	
Responsible	**Chief Executive Officer**			

3.3.3 Review and Implement a Risk Management Plan

	Key Actions	Status	Quarter	Comments
3.3.3.1	Review, update and implement the Risk Management Plan		July - September 2021	Following the adoption of the Council Policy and framework, a new Risk Management Software was installed and utilised. Review and managing of the risk treatments are progressing with an update provided to the Audit Committee at its October 2021 meeting.
			October - December 2021	

	Key Actions	Status	Quarter	Comments
			January - March 2022	
			April - June 2022	
Responsible	**Chief Financial Officer**			

3.3.4 Review and implement the Disability Access and Inclusion Plan (DAIP)

	Key Actions	Status	Quarter	Comments
3.3.4.1	Review and implement the DAIP		July - September 2021	Progress against the DAIP has been reported to the Department of Communities.
			October - December 2021	
			January - March 2022	
			April - June 2022	
Responsible	**Chief Executive Officer**			

3.4 To Continue to Improve Financial and Asset Management Practices

3.4.1 Review and Implement Long Term Financial Plans

	Key Actions	Status	Quarter	Comments
3.4.1.1	Review the Five and Ten Year Financial Plans		July - September 2021	The final GHD Strategic Review of the EMRC was adopted by Council at its 26 August 20921 meeting. A review of the 10 year Strategic Plan will be undertaken following the local government elections. The resultant EMRC Ten Year Financial Plan is due to be undertaken during Feb-May'2022 as part of the 2022/2023 Budget deliberation process.
			October - December 2021	
			January - March 2022	
			April - June 2022	
3.4.1.2	Monitor and review the Financial Investment Portfolio		July - September 2021	The Investment portfolio is continually monitored in order to ensure that cash flow requirements are met and that returns are maximised on investments within the parameters of the Investment Policy (which was recently reviewed and adopted by Council at its meeting held on 23 September 2021) and the regulations. The average interest rate earned for 2021/22 up to 30 September 2021 is 0.409% compared to the budgeted rate for 2021/2022 of 0.375%.
			October - December 2021	
			January - March 2022	

	Key Actions	Status	Quarter	Comments
			April - June 2022	
Responsible	**Chief Financial Officer**			

3.4.2 Review and Implement the Asset Management Plan (AMP)

	Key Actions	Status	Quarter	Comments
3.4.2.1	Review and implement the AMP		July - September 2021	Talis Consultants completed the drafting of 3 x operational asset management plans for each of the EMRC's sites.
			October - December 2021	
			January - March 2022	
			April - June 2022	
Responsible	**Chief Financial Officer**			
3.4.2.2	Purchase and replace major plant (Red Hill) as required		July - September 2021	Progressing as per the Red Hill Waste Management Facility 2021/2022 Plant Replacement Program.
			October - December 2021	
			January - March 2022	
			April - June 2022	
3.4.2.3	Purchase and replace minor plant and equipment (Red Hill) as required		July - September 2021	Progressing as per the Red Hill Waste Management Facility 2021/2022 Minor Plant Replacement Program.
			October - December 2021	
			January - March 2022	
			April - June 2022	
3.4.2.4	Purchase and replace major plant (Hazelmere) as required		July - September 2021	Progressing as per the EMRC procurement policy
			October - December 2021	
			January - March 2022	
			April - June 2022	
Responsible	**Chief Operating Officer**			
3.4.2.5	Capital Improvements to Ascot Place Building		July - September 2021	Ongoing and in accordance with the adopted annual budget
			October - December 2021	
			January - March 2022	
			April - June 2022	

Key Actions		Status	Quarter	Comments
Responsible	**Chief Financial Officer**			

3.4.3 Review and Implement the Strategic IT Plan

Key Actions		Status	Quarter	Comments
3.4.3.1	Develop and implement the five year Strategic IT Plan		July - September 2021	• Data was migrated to the new Ascot network storage device (SAN) • New virtual server backup system was deployed VEEAM Backup and Replication • A new Terminal Server was added to the Terminal Server farm to improve remote working • IT Infrastructure was organised for the new Hazelmere workshop/admin building
			October - December 2021	
			January - March 2022	
			April - June 2022	
3.4.3.2	Purchase IT and Communication Equipment as required		July - September 2021	• The Ascot WiFi system was upgraded • WiFi was deployed at the weighbridge and the new Administration building at Hazelmere • A number of workstations were replaced with laptops/Surface Pros to increase the flexibility and mobility of the EMRC workforce and respond to the COVID pandemic
			October - December 2021	
			January - March 2022	
			April - June 2022	
Responsible	**Chief Financial Officer**			

3.5 To Improve Organisational Culture, Health, Welfare and Safety

3.5.1 Review and Implement the Workforce Plan

Key Actions		Status	Quarter	Comments
3.5.1.1	Review and implement the Workforce Plan		July - September 2021	The EMRC continues to implement initiatives from the Workforce Plan. Several management guidelines have been reviewed and stage 1 of the Succession Planning exercise has been undertaken.
			October - December 2021	
			January - March 2022	
			April - June 2022	
Responsible	**Chief Executive Officer**			

3.5.2 Review and Implement the Occupational Safety and Health Plan (OS&H)

	Key Actions	Status	Quarter	Comments
3.5.2.1	Co-ordinate the OS&H Program		July - September 2021	The EMRC continues to manage its OSH requirements and is now over 750 days with a LTI.
			October - December 2021	
			January - March 2022	
			April - June 2022	
Responsible	**Chief Executive Officer**			

5.11 SUSTAINABILITY TEAM UPDATE – JULY TO SEPTEMBER 2021

D2021/20974

PURPOSE OF REPORT

The purpose of this combined report is to provide a progress update on the activities undertaken by the Sustainability Team for the period July to September 2021.

KEY POINT(S)

Achievements of the Sustainability Team are highlighted in the report for the period July to September 2021 and include:

- All activities undertaken by the Urban Environment Team for the ensuing period; and
- All activities undertaken by the Waste Education Team for the ensuing period.

SOURCE OF REPORT

Chief Sustainability Officer

BACKGROUND

1 The Urban Environment Team partners with member Councils and other local governments and key stakeholders to facilitate projects and activities and provide services (where appropriate) for the benefit and sustainability of Perth's Eastern Region.

2 The Waste Education Team partners with member Councils and other local governments and key stakeholders to deliver waste education and other waste services for the benefit and sustainability of Perth's Eastern Region.

3 Advocacy also occurs at a regional, state and federal level to ensure key agencies are fully apprised of matters of significance to the Region.

REPORT

4 The progress report comprises of two parts; Urban Environment and Waste Education. The 2021/2022 focus of the Sustainability Team is to drive all projects, activities and services in accordance with the United Nations Sustainable Development Goals, Circular Economy and transitioning towards Net Zero by 2040.

5 **Urban Environment - Key Regional Actions (Relevant to all Councils)**

- Work has commenced on the new draft EMRC Sustainability Strategy which will encompass projects and programs managed by the Sustainability Team, as well as the organisations operational sustainability.
- 'Flood Aware Be Prepared' campaign launched in all six participating council areas (City of Swan, City of Bayswater, Town of Bassendean, City of Belmont, Town of Victoria Park and City of South Perth). Promotions included bus shelter advertising, brochure delivery to high risk areas, and a regional video promoted on social media and stakeholder websites.
- The Swan and Helena River Study – Informing Flood Resilience was presented at the 2021 Floodplain Management Australian National Conference by consultants BMT.
- The City of Rockingham and the City of Perth requested access to the Swan and Helena River Flood study information, as well as a subdivision consultant and infrastructure consultant.
- Investigating opportunities for regional mapping projects such as bushfire load mapping and other environmental factors impacted by climate change.

- Commenced review of Home Energy Audit Tool (HEAT) Kits.
- Finalising the Benchmarking Building Efficiency (BBE) project regional report.
- Attended WA Water Industry Breakfast webinar 'Water's Role in WA's Energy transition to Net Carbon Zero'.
- Actively participating in WALGA's Climate Change Collaborative and the Carbon Accounting Committee.
- Attending Energy Policy WA webinars (e.g. Energy Transformation Strategy, Whole of System Plan data dashboard, Electric Vehicle Action Plan).
- Attended DWER Climate Science Initiative webinar, WALGA Climate Change Risk Assessment Training, Energy Efficiency Council webinars, and Home Energy Efficiency workshop.
- Researching and planning a series of Circular Economy webinars for local industry, business and government. E.g. Thinking Circular for Business, two been planned for October and November 2021
- Research into a series of circular economy webinars for 2022
- Attended WALGA Aboriginal Engagement and Reconciliation Forum
- Finalised the EMRC Respect Reconciliation Action Plan (RAP)
- Reviewed the initial design for the Innovate RAP
- Developed draft Innovate RAP actions for revision by RAPWP and Reconciliation Australia
- Development and planning for a regional youth networking opportunity.
- Hosted the RITS IAG and EDOG meeting on 29 September 2021 with presentations from Infrastructure WA, SMEC and Main Roads.
- Finalising the RFQ for an electric vehicle charging station at EMRC.
- Working with WALGA on Safety Rating toolkit and Local Government Road Research program
- Advocacy for Your Move program for the new Airport Line.
- Researching the opportunity to collaborate with member Councils for the 2022 WA Tree Festival

6 Urban Environment - Town of Bassendean

- Finalising new 5-year Waterwise Council Action Plan.
- Completed 2019-2020 annual water analysis report and snapshot.
- ACER - Analyse data and prepare Annual report, and liaise with data management service Azility to rectify data discrepancies.
- Clean Energy Future Fund (CEFF) – application submitted in April 2021, awaiting outcome. Regional energy efficiency projects for Shire of Mundaring, City of Bayswater and Town of Bassendean.
- Produced 2021 economic report cards for our economic development members and for the EMRC Region.
- Research into solutions and advocacy for level crossing on the heritage Midland Line.

7 Urban Environment - City of Bayswater

- Clean Energy Future Fund (CEFF) – application submitted in April 2021, awaiting outcome. Regional energy efficiency projects for Shire of Mundaring, City of Bayswater and Town of Bassendean.
- Produced 2021 economic report cards for our economic development members and for the EMRC Region.
- Marketed a 10-week campaign for the 2021 Avon Descent Family Fun Day events.
- Hosted a debrief meeting for the 2021 Avon Descent Family Fun Day events with actions for the acquittal process and new grant application for 2022.

- Working in collaboration with the Light Rail Consortium initiated by Curtin University.

8 **Urban Environment - Shire of Mundaring**

- Finalising new 5-year Waterwise Council Action Plan.
- Completed 2019-2020 annual water analysis report and snapshot.
- ACER - Analyse data and prepare Annual report, and liaise with data management service Azility to rectify data discrepancies.
- Clean Energy Future Fund (CEFF) – application submitted in April 2021, awaiting outcome. Regional energy efficiency projects for Shire of Mundaring, City of Bayswater and Town of Bassendean.
- Produced 2021 economic report cards for our economic development members and for the EMRC Region.

9 **Urban Environment - City of Swan**

- Finalising new 5-year Waterwise Council Action Plan.
- Completed 2019-2020 annual water analysis report and snapshot.
- Marketed a 10-week campaign for the 2021 Avon Descent Family Fun Day events.
- Hosted a debrief meeting for the 2021 Avon Descent Family Fun Day events with actions for the acquittal process and new grant application for 2022.

10 **FOGO Update**

FOGO in Schools

- Currently investigating a trial of FOGO in a small number of schools within Bassendean and Bayswater, will provide information on the best direction to allow schools to have a waste avoidance approach that incorporates a FOGO service.

11 **Aerosol/Polystyrene Recycling**

- Empty aerosol bin surrounds now at Coppin Road, Mathison Road and Baywaste
- Looking to deploy an aerosol bin at Ascot Place, Bassendean library and Environment House in Bayswater.
- The waste empty aerosols and polystyrene “Tackling the Troublesome Two” Waste Sorted grant funding projects end date is the 30th of September. The final milestone report is to be submitted to DDWER by the 15th of October.

12 **Bin Tagging**

- Bin Tagging in both councils (The Town of Bassendean and the City of Bayswater) has finished
- A report with Bayswater’s findings was submitted to WALGA

13 **Earth Carers**

- A new logo has been finalised
- The course structure has changed this year and will take place at Red Hill and Beechboro Active;
- For the first time there is a charge for out of region participants of $100 each.

14 **Recycle Right Membership**

- The EMRC renewed the membership for another twelve months on behalf of the Member Councils

- As part of the membership with Recycle Right; Waste Education is currently updating drop off locations within the region on the Recycle Right website
- Recycle Right are developing costings for their school education materials, once released this information will be shared with Member Councils.

15 Waste Plans

- Coolgardie Waste Plan – ongoing collaboration

16 Public Recycling Updates (Public place collection data for the period July to September 2021)

a. Public Place Battery Collection Program

Battery Recycling - Public Places	July-Sept 2021/2022	July-Sept 2020/2021	Year to Date Total 2021/2022	Year to Date Total 2020/2021
Bassendean	0	0.0	165.4	778.8
Bayswater	288.2	106.4	917.3	2646.4
Ascot Office	0	0.0	23.8	2061.6
Kalamunda	407	157.0	1054.5	2943.6
Mundaring	142.3	65.2	454.4	1460.0
Swan	123.4	88.4	676.4	2712.4
TOTAL (kg)	**960.9**	**417.0**	**3291.8**	**12602.8**

b. Schools Battery Collection Program

Battery Recycling - Schools	July-Sept 2021/2022	July-Sept 2020/2021	Year to Date Total 2021/2022	Year to Date Total 2020/2021
Bassendean	0	81.2	90.9	419.2
Bayswater	156.5	0.0	291.5	900.0
Kalamunda	0	201.4	216.2	1827.2
Mundaring	164.3	20.8	438.7	1153.8
Swan	82.9	45.4	383	1809.8
TOTAL (kg)	**403.7**	**348.8**	**1420.3**	**6312.8**

c. CFL Collection and Recycling Program

CFL Recycling - Public Places	July-Sept 2021/2022	July-Sept 2020/2021	Year to Date Total 2021/2022	Year to Date Total 2020/2021
Bassendean	0	13.2	19.7	454.2
Bayswater	65.6	40.2	177.1	1453.8
Kalamunda	13.4	31.4	81.5	1259.8
Mundaring	87.3	16.8	176.5	838.4
Swan	122.8	5.6	156.4	1307.0
TOTAL (kg)	**282.2**	**112.8**	**611.2**	**6485.0**

17 Tours of Red Hill Waste Management Facility and Education Centre

Name of Group	Council Region	Number of Participants	Program
July 2021			
Darling Range Senior Hub	Kalamunda	16	Site visit and Education Centre
August 2021			
North Metropolitan TAFE	Other	15	Site visit and Education Centre
Country Women's Association	Kalamunda	15	Site visit and Education Centre
Darling Scarp Gardeners Club	Kalamunda	10	Site visit and Education Centre
North Metro TAFE - Midland	Swan	24	Site visit and Education Centre
September 2021			
North Metro TAFE - Midland	Swan	16	Site visit and Education Centre
Shire of Mundaring Community Tour	Mundaring	24	Site visit and Education Centre
City of Bayswater Community Tour	Bayswater	26	Site visit and Education Centre
Aveley Primary School	Swan	50	Site visit and Education Centre
Aveley Primary School	Swan	50	Site visit and Education Centre
	Total	**246**	

18 School and Community Engagement/Events

School Events

- Waste Audit Incursion- Greenmount Primary School, Shire of Mundaring – 27 July 2021
- Battery Presentation- Caversham Primary School-City of Swan, 2 August 2021

Community Events

- Workplace Sustainability – Strategies for Improvements at Work 12 July
- Avon Decent Event – City of Bayswater- 15 August- Attended; and
- Avon Decent Event – City of Swan- 15 August- Attended.
- Little Green Steps Workshop, Town of Bassendean- 18 August.
- RRRC Tour- 26 August.
- Recycling Q & A – Darling Range Seniors Hub- City of Kalamunda- 15 September

19 Waste Education Networking/Promotion/Collaboration Activities

- Waste Educators Networking Group - 1 July 2021
- Chargestar electric charging station presentation- 9 July 2021
- FOGO information session, City of Swan - 23 July;
- Meeting with the Town of Victoria Park regarding FOGO- 26 July
- Tour of CLAW - 29 July 2021
- Meeting regarding FOGO and Green waste initiatives with Livingstone Council QLD- 30 July
- Energy Week WA Launch and Learn - 30 July
- Social Housing and FOGO in Bassendean- 3 and 17 August
- Waste Sorted Grant Workshop WALGA- 3 August
- Recycle Right Meeting 4 August
- FOGO Step by Step Guide - 5 August
- Waste Sorted Grants Information Webinar- 13 August
- Meeting Regarding HHW at Baywaste-13 August
- Tour of Second Bite- 18 August
- Polystyrene processing at Kalamunda meeting - 18 August
- Netzero Webinar- 19 August
- Consistent Communications Collective 25 August
- City Power Partnership webinar- 25 August
- Western Australia's Plan for Plastics information and feedback session- 26 August
- Waste Educators Networking Group - 2 September 2021
- Maximising carbon abatement through FOGO Webinar - 7 September 2021
- Social Housing and FOGO in Bassendean- 7 September
- Waste and Recycling Conference – 8,9 September
- Repair and reuse through social enterprises Webinar – 14 September
- Cities Power Partnership Introductory Webinar-15 September
- Meeting with Waste Wise Schools- 20 September
- WA Local Government Convention and Trade Exhibition -20, 21 September
- Circular Councils part one: Hunter Joint Organisation 24 September

20 **Waste Education Loan Resources Utilisation**

- Book Box, Early Years Resource Box, Mini Bin Waste Sort, Natures Recyclers and Paper Making Kit– Gooseberry Hills Primary School (Kalamunda) – 23 June – 2 July 2021
- Paper Making Kit– Ellenbrook Community Library (Swan) – 20 September – 11 October 2021

FINANCIAL IMPLICATIONS

21 The activities undertaken within the Sustainability Team are funded as part of the 2021/2022 approved operating budget.

STRATEGIC POLICY IMPLICATIONS

22 Key Result Area 1 – Environmental Sustainability

1.3 To provide resource recovery and recycling solutions in partnership with member Councils

1.5 To contribute towards improved regional air, water and land quality and regional biodiversity conservation and address climate change

Key Result Area 2 – Economic Development

2.1 To facilitate and advocate for increased investment in regional infrastructure

2.2 To facilitate and advocate for regional economic development activities

2.3 To facilitate regional cultural and recreational activities

Key Result Area 3 – Good Governance

3.1 To provide advice and advocacy on issues affecting Perth's Eastern Region

3.2 To manage partnerships and relationships with stakeholders

FINANCIAL IMPLICATIONS

23 The funding to facilitate projects is developed and agreed with member Councils as part of the annual budget process.

SUSTAINABILITY IMPLICATIONS

24 The Sustainability Team operates to pursue environmental, economic and social growth outcomes for Perth's Eastern Region.

RISK MANAGEMENT

Risk – The Sustainability Team deliver on agreed projects so there is minimal risk		
Consequence	**Likelihood**	**Rating**
Possible	Insignificant	Low
Action/Strategy		
➢ The Sustainability Team considers risk pertaining to all projects or programs and continues to deliver on agreed actions		

MEMBER COUNCIL IMPLICATIONS

Member Council	Implication Details
Town of Bassendean	Participating member Council officer time on advisory groups
City of Bayswater	
City of Kalamunda	
Shire of Mundaring	
City of Swan	

ATTACHMENT(S)

Nil

5.12 INFORMATION BULLETIN - REPORT ON THE WA 2021 WASTE AND RECYCLE CONFERENCE

D2021/20976

PURPOSE OF REPORT

To provide a report to Council on the recent WA 2021 Waste and Recycle Conference, held 9, 10 and 11 September 2021.

KEY POINT(S)

- A report was presented to Council at its August 2021 meeting regarding Councillor nominations for the WA 2021 Waste and Recycle Conference;
- Deputy Councillor, Ian Johnson from the City of Swan was endorsed as Council's only Councillor attendee;
- In addition to this Council endorsed up to two community members of the Waste Management Community Reference Group (WMCRG) to also attend the conference;
- Council endorsed the EMRC CEO, Marcus Geisler to attend the conference and Marcus was also a guest presenter;
- The EMRC organised a trade display at the conference which was manned by EMRC staff for the duration of the conference;
- Three WMCRG members expressed an interest in attending and two places were registered;
- The Conference was held on 9, 10 and 11 September

RECOMMENDATION(S)

That Council notes the report on the 2021 WA Waste and Recycle Conference.

SOURCE OF REPORT

Chief Sustainability Officer

BACKGROUND

1 The WA Waste & Recycle 2021 Conference was held on 8 and 9 September 2021 at Crown Towers Perth, followed by two (2) concurrent full day tours on Friday 10 September 2021. The Waste & Recycle Conference is an event which caters to those involved in the waste management, resource recovery and recycling sectors.

2 Council, at its 26 August 2021 meeting, resolved as follows:

THAT:

1. *COUNCILLORS AND OFFICERS NOTE THE DATES OF 8, 9 AND 10 SEPTEMBER 2021 FOR THE WA WASTE & RECYCLE 2021 CONFERENCE.*
2. *COUNCILLOR IAN JOHNSON AND THE CHIEF EXECUTIVE OFFICER BE AUTHORISED TO ATTEND THE WA WASTE & RECYCLE 2021 CONFERENCE.*
3. *TWO (2) PLACES TO THE WA WASTE & RECYCLE 2021 CONFERENCE BE OFFERED TO THE WASTE MANAGEMENT COMMUNITY*

CARRIED UNANIMOUSLY

3 Two community members of the Waste Management Community Reference Group (WMCRG) attended the conference as did the EMRC CEO, Marcus Geisler who was a guest presenter at the conference.

4 EMRC staff organised and manned an EMRC stand as part of the trade display at the conference and attended a number of the key presentations throughout conference.

REPORT

5 The Minister for Environment, Hon. Amber-Jade, Sanderson, BA MLA opened the conference and she was followed by a Keynote Addresses from Michelle Andrews, Director General, Department of Water Environment and Environmental Regulation, and Mr Reg Howard-Smith, Waste Authority Chairman.

6 The EMRC CEO Marcus Geisler presented on the topic of Waste Avoidance and the Circular Economy on the first day of the Conference.

7 The conference, hosted by the Waste Management Association of Australia (WMAA), Department of Water and Environmental Regulation (DWER) and Western Australian Local Government Association (WALGA), is recognised as one of the largest gatherings of thought leaders, educators and industry professionals in the waste and resource recovery sector.

8 There were networking opportunities throughout the conference, particularly during the morning tea, afternoon tea and lunch breaks, which allowed attendees to share experiences and knowledge with peers and interact with others in the waste and recycling industry on previous achievements and successes and future opportunities and challenges.

Day 1 (8 September) comprised of the following sessions:

9 How do we Destroy the Zombie Myth that all Recycling goes into Landfill?

Guest Speakers included: Dr Lucas Carmody, PwC – Circular Economy; John Gertsakis, Product Stewardship Centre of Excellence – Product Stewardship; Vaughan Levitzke PSM, Consultant – Role of Government / Legislative support; Justin Pereira, Remondis – Infrastructure; Libby Eustance, Western Metropolitan Regional Council - Behaviour Change.

10 Waste Avoidance and Circular Economy

Guest Speakers included: Dr Lucas Carmody, PwC; Claire Kneller, WRAP Asia Pacific– Global Textiles; Marcus Geisler, Eastern Metropolitan Regional Council - Report back on Circular Economy Master class outcomes / actions; Kate Ringvall – Case Study: IKEA; Rebecca Prince-Ruiz, Plastic Free July Foundation - What's essential to achieve a world without plastic waste?

11 Infrastructure and Market Development

Guest Speakers included: Ruben Geisler, Chairay Plastics; Daniel Taylor, D&M Waste; Ashley Battilana, Tyrecycle; Rebecca Properzi, Department of Water and Environment Regulation; Ross Cullen, Talis Consultants – State Waste Infrastructure needs Analysis; Jason Pugh, East Rockingham Waste to Energy; Ian Lynass, Blue Phoenix; Jill Lethlean, Consilium Waste Consulting - Fire Safety in Waste Depots and Recycling Facilities.

12 Product Stewardship

Guest speakers included: Richard Kirkman, Veolia - Can we solve the packaging crisis by simply 'Paying As You Buy'?; Sophie Degagny, Eunomia - EPR Principles and Good Practices: Examples from Europe; Shannon Mead, No More Butts - Igniting a new scheme: tackling cigarette butt waste.

13 (Concurrently) Remote Possibilities: Realistic Rural Better Practice

Guest Speakers included: Chris Kelly, Shire of West Arnhem - Northern Territory & WA regional approaches; Bob Gordon, Goterra - Decentralised, modular organic waste infrastructure that enables Australia to meet its recovery targets by converting food waste to insect protein and fertiliser; Steve Wacher, City of Karratha

Day Two (9 September) comprised of the following sessions:

14 Debate: All in the One Bin? OR A Bin for Every Day of the Week?

Two Debaters/Speakers included: Tim Youé, Southern Metropolitan Regional Council & Libby Eustance, Western Metropolitan Regional Council with Facilitator: James Lush, Lush – The Content Agency. This was a great debate with Libby announced as the overall winner.

15 Education and Behaviour Change

Guest Speakers included: Mark Boulet, Monash University (Online presentation); Emma Syme, City of Wanneroo – Waste Education for Culturally and Linguistically Diverse; Cara Williams, Department of Water and Environmental Regulation – Waste Sorted Behaviour Change; Teresa Belcher, Southern Metropolitan Regional Council; Nabilla Antipas, Western Metropolitan Regional Council – GREAT Sorts High Energy Games; Brice Campbell, Town of Bassendean – Organic Behaviour Change; Carmel Luck, City of Bayswater Resident - Influencing Waste Management Behaviour Change. A dedicated information and engagement campaign for multi-user dwellings; Christine Parfitt, University of Western Australia - Reducing consumption of single use plastics by cafe owners and customers.

16 Deposit your Ideas -How do we get to 85% Recovery through the Container Deposit Scheme in Two Years?

Guest speakers included: Western Australia Return Recycle Renew – Current approaches; Melanie Kiely, Good Sammy Enterprises; John Gertsakis, Product Stewardship Centre of Excellence - What else can we do with the CDS? Link to other product stewardship schemes; Chris Gusenzow, Remondis - strengths of the current system and reflections on what could be improved; Adam Johnson, Re.Group - The WA CDS. Operational learnings of a Major Operator in WA's newest and largest product stewardship / extended producer responsibility scheme.

17 How is the WARR? Local, State and National Strategy Progress

Guest Speakers included: Scott McKenzie, Department of Water and Regulation; Les Marchant, Main Roads WA - Roads to Reuse; Libby Eustance, Western Metropolitan Regional Council – Verge Valet; Joanne O'Connor, Department of Water and Environmental Regulation- Single Use Plastics; Josh Byrne, Development WA.

18 Climate Action and Waste

Guest speakers included: Claire Kneller, WRAP Asia Pacific – Food waste; GO Organics in partnership with Murdoch University – Building high performance soils and carbon sequestration; Nick Houldsworth, GHD and Holly Knight, GHD- Circular economy in action: London 2012 Olympic Park case study; Chris Doolan, Proskill – Reducing Workwear Waste by 2 to 3 times and more.

Day Three (10 September) comprised of two concurrent full day tours:

19 1. Waste to Energy & C&D Facility Tour (Limited to 30 participants) This tour included a visit to the Waste to Energy (WtE) facilities at Kwinana and East Rockingham, followed by a visit to Waste Stream C&D Recycler.

20 2. FOGO Tour (Limited to 30 participants) This tour included a visit to the SMRC's Regional Resource Recovery Centre (RRRC) – FOGO Processing, a visit to Pure Earth, and in the afternoon a visit to the EMRC's Red Hill Waste Management Facility.

21 The broad range of conference topics and speakers augured well for the success of the conference and the learnings taken from attending are being acted upon.

22 The Red Hill Waste Management Facility tour was well attended and very informative and successful. It was a great opportunity to showcase The EMRC's world class facility to industry leaders and peers.

23 Staff manning the EMRC's stand at the trade display were kept very busy interacting with interested agencies on the range of waste management and resource recovery initiatives. Attendees were particularly drawn to the Virtual Tour of the Red Hill Waste Management Facility and the samples of the processed FOGO material.

STRATEGIC/POLICY IMPLICATIONS

24 Key Result Area 1 – Environmental Sustainability

1.5 To contribute towards improved regional air, water & land quality, regional biodiversity conservation and address climate change

FINANCIAL IMPLICATIONS

25 Conference registrations costs were included in the EMRCs annual operating budget.

SUSTAINABILITY IMPLICATIONS

26 The EMRC operates in pursuit of sustainability objectives which are integrated wherever possible in all activities undertaken by the organisation.

RISK MANAGEMENT

Risk – The Sustainability Team attend relevant Forums		
Consequence	**Likelihood**	**Rating**
Possible	Unlikely	Low
Action/Strategy		
➢ Attendance at key forums ensures staff continue to be apprised of industry related updates and to build their networks.		

MEMBER COUNCIL IMPLICATIONS

Member Council	Implication Details
Town of Bassendean	Nil
City of Bayswater	
City of Kalamunda	
Shire of Mundaring	
City of Swan	

ATTACHMENT(S)

Nil

6 CONFIDENTIAL MATTER FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC

RECOMMENDATION (Closing Meeting to the Public)

That with the exception of ……, the meeting be closed to members of the public in accordance with Section 5.23 (2) of the *Local Government Act 1995* for the purpose of dealing with matters of a confidential nature.

COUNCIL RESOLUTION(S)

MOVED CR SECONDED CR

6.1 PROGRESS REPORT ON EMRC REQUEST FOR TENDER 2021-002 PERMANENT FOGO PROCESSING FACILITY (D2021/21003)

This item is recommended to be confidential because it contains matters of a commercial-in-confidence nature.

See Confidential Item circulated with the Agenda under Separate Cover.

6.2 HAZELMERE WOOD WASTE TO ENERGY PLANT UPDATE (D2021/21007)

This item is recommended to be confidential because it contains matters of a commercial-in-confidence nature.

See Confidential Item circulated with the Agenda under Separate Cover.

RECOMMENDATION (Meeting Re-Opened to the Public)

That the meeting be re-opened, the members of the public be invited to return to the meeting and the recommendations passed behind closed doors be recorded.

COUNCIL RESOLUTION(S)

MOVED CR SECONDED CR

7 FUTURE AGENDA BRIEFING FORUMS

The next meeting of Agenda Briefing Forum will be held on Thursday 10 February 2022 (if required) at the EMRC Administration Office, 1st Floor, 226 Great Eastern Highway, Ascot WA 6104 commencing at 6.00pm.

Future Meetings 2022

The April Agenda Briefing Forum will be held on the third Thursday as the second Thursday is the day before Good Friday and Easter Long Weekend.

Thursday	10	February		at	EMRC Administration Office
Thursday	10	March		at	EMRC Administration Office
Thursday	21	April	(if required)	at	EMRC Administration Office
Thursday	12	May	(if required)	at	EMRC Administration Office
Thursday	9	June		at	EMRC Administration Office
Thursday	14	July	(if required)	at	EMRC Administration Office
Thursday	11	August	(if required)	at	EMRC Administration Office
Thursday	8	September	(if required)	at	EMRC Administration Office
Thursday	13	October	(if required)	at	EMRC Administration Office
Thursday	10	November	(if required)	at	EMRC Administration Office

8 DECLARATION OF CLOSURE OF MEETING