

AGENDA

D2022/24992

Agenda Briefing Forum 9 February 2023

Notice of Meeting

Dear Councillors

The next Agenda Briefing Forum will be held on Thursday, 9 February 2023 at the EMRC Administration Office, 1st Floor, 226 Great Eastern Highway, Ascot WA 6104 commencing at 6:00pm.



Marcus Geisler | Chief Executive Officer

3 February 2023

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, 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
Vacant	EMRC Deputy Member	City of Swan



Agenda Briefing Forum 9 February 2023

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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

5 ANNOUNCEMENT OF CONFIDENTIAL MATTERS FOR WHICH MEETINGS MAY BE CLOSED TO THE PUBLIC

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 confidential reports are covered in Section 7 of this agenda:

- UPDATE ON EMRC PROJECTS (D2022/02606)

6 REPORTS OF EMPLOYEES

6.1 REVIEW OF COUNCIL POLICIES (D2023/00801)

6.2 REVIEW OF DELEGATED POWERS AND DUTIES (D2023/02155)

6.3 CONTRIBUTION TO PARTICIPATING MEMBER COUNCILS FOR THE IMPLEMENTATION OF FOGO (D2023/02605)

6.4 INFORMATION BULLETIN – CORPORATE BUSINESS PLAN 2022/2023 – 2026/2027 – SECOND QUARTER REPORTING FROM OCTOBER TO DECEMBER 2022 (D2023/01769)

6.5 INFORMATION BULLETIN – SUSTAINABILITY UPDATE – OCTOBER TO DECEMBER 2022 (D2023/01881)

6.1 REVIEW OF COUNCIL POLICIES

D2023/00801

PURPOSE OF REPORT

The purpose of this report is to review nine of the EMRC's policies in accordance with Council's decision of 6 December 2018 that all EMRC policies be reviewed in the twelve months following the ordinary election day in 2021.

KEY POINT(S)

- Council Policies 1.9, 1.11, 3.2, 3.4, 4.3, 4.4, 4.5 and 4.6 were last fully reviewed at the meeting of Council held on 6 December 2018.
- Council Policy 1.10 was last reviewed at the meeting of Council held on 23 August 2018 and Council Policy 4.6 was last reviewed at the meeting of Council held on 25 March 2021.
- It is proposed that existing policies, as revised, be adopted or deleted as the case may be.

RECOMMENDATION(S)

That:

1. Council Policy 1.9 be deleted.
2. With the exception of Council Policy, which is withdrawn, Council adopts the policies as reviewed and amended forming Attachment 3 to this report.
3. The adopted policies, as reviewed and amended forming Attachment 3 to this report, be scheduled to be reviewed in four years.

SOURCE OF REPORT

Chief Executive Officer

BACKGROUND

- 1 The following nine Council policies:
 - Council Policy 1.9 – Recognition of Members of Council Policy;
 - Council Policy 1.10 – Disability Access and Inclusion;
 - Council Policy 1.11 – Public Interest Disclosure;
 - Council Policy 3.2 – Grants for Community Groups in the Vicinity of Red Hill Waste Management Facility;
 - Council Policy 3.4 – Occasional Grants/Sponsorship;
 - Council Policy 4.3 – Gratuity Payments to Terminating Employees;
 - Council Policy 4.4 – Employees Service Recognition;
 - Council Policy 4.5 – Gifts to Employees for Farewells and Special Circumstances; and
 - Council Policy 4.6 – Appointment of Acting Chief Executive Officer.

were last reviewed at the meeting of Council held on 6 December 2018 (D2018/14285) and Council resolved inter alia that:

“All EMRC policies be reviewed in the twelve months following the ordinary election day in 2021”.

REPORT

- 2 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 policies and procedures. It is important that policies are reviewed periodically and amended where necessary.
- 3 EMRC's Executive Leadership Team, together with relevant Officers, have undertaken a comprehensive review of nine policies. The following objectives were used as a basis for undertaking the review:
- To ensure policies met the definition of a policy;
 - To incorporate in the policies appropriate amendments to account for changes due to legislative changes (if any) or details such as dates, times and values since the last review;
 - To realign all Council policies with the adopted revised EMRC 10 Year Strategic Plan 2017 - 2027 under the heading 'Strategic Plan Objective'; and
 - To ensure the policies are contemporary and appropriate for the Council.
- 4 Nine policies have been reviewed and the changes are tabled here for Council's consideration.
- 5 A summary of the proposed changes to the Council policies are provided in Attachment 1 of this report.
- 6 The main types of considerations for this review are as follows:
- 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.
- 7 Council Policy 1.9 – Recognition of Members of Council Policy forming Attachment 4 recommended for deletion as it was not applied to Councillors in recent years.
- 8 The proposed changes are tracked and provided in Attachment 2 of this report.
- 9 All the changes are minor updates only. No significant changes have been made to the policies.
- 10 A clean copy of the final draft of the revised nine policies are tabled for Council's consideration for adoption, forming Attachment 3 of this report.
- 11 Consistent with previous Council instructions to review Policy every four years, all the policies will be reviewed progressively during a four year cycle.

STRATEGIC/POLICY IMPLICATIONS

- 12 Reporting on EMRC Strategic Policy implications align with the revised Strategic Plan 2017-2027 and the Sustainability Strategy:
- Target - Sustainability integrated into management processes.

FINANCIAL IMPLICATIONS

- 13 Nil

SUSTAINABILITY IMPLICATIONS

14 The policies under review contribute to sustainability by informing management and the public about key Council policies and procedures.

RISK MANAGEMENT

Risk – Non-Compliance with Local Government Act and Administration Regulations.		
Consequence	Likelihood	Rating
Moderate	Unlikely	Moderate
Action/Strategy		
➤ Council to adopt the revised Council Policies 1.10, 1.11, 3.2, 3.4, 4.3, 4.4, 4.5 and 4.6 and recommend deletion of Council Policy 1.9		

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. Summary of nine x EMRC policies and recommended changes (D2023/09485)
2. Eight x EMRC policies with tracked changes to the documents (D2023/02189)
3. Eight x EMRC policies incorporating changes made i.e. final policy documents (D2023/02190)
4. Policy 1.9 to be deleted (D2023/02106)

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION(S)

That:

1. Council Policy 1.9 be deleted.
2. With the exception of Council Policy, which is withdrawn, Council adopts the policies as reviewed and amended forming Attachment 3 to this report.
3. The adopted policies, as reviewed and amended forming Attachment 3 to this report, be scheduled to be reviewed in four years.

COUNCIL RESOLUTION(S)

MOVED

SECONDED



Summary of EMRC Policies and Recommended Changes

1. MANAGEMENT

No:	Policy Title	Summary of Changes
1.9	Recognition of Members of Council	Recommended for Deletion
1.10	Disability Access and Inclusion	Keep with minor Amendments
1.11	Public Interest Disclosure	Keep with minor Amendments

3. FINANCE

No:	Policy Title	Summary of Changes
3.2	Grants for Community Groups in the Vicinity of Red Hill Waste Management Facility	Keep with minor Amendments
3.4	Occasional Grants/Sponsorship	Keep with minor Amendments

4. STAFF

No:	Policy Title	Summary of Changes
4.3	Gratuity Payments to Terminating Employees	Keep with minor Amendments
4.4	Employees Service Recognition	Keep with minor Amendments
4.5	Gifts to Employees for Farewells and Special Circumstances	Keep with minor Amendments
4.6	Appointment of Acting Chief Executive Officer	Keep with minor Amendments



Council Policy 1.10

Disability Access and Inclusion

~~Strategic Plan Objective~~

~~3.3 To provide responsible and accountable governance and management of the EMRC. To ensure that people with disabilities are not disadvantaged or discriminated against.~~

Purpose

To ensure that all members of the community have equal access to all EMRC services, information and facilities.

Legislation

Disability Services Act 1993

Equal Opportunity Act 1984

Policy Statement

The EMRC is committed to the following outcomes:

1. The EMRC Council will ensure that a Disability Access & Inclusion Policy and Implementation Plan are developed, implemented and reviewed regularly
2. People with disability have the same opportunities as other people to access the services of, and any events organised by, the EMRC.
3. People with disability have the same opportunities as other people to access the buildings and other facilities of the EMRC.
4. People with disability receive information from the EMRC in a format that will enable them to readily access the information other people are able to access.
5. People with disability receive the same level and quality of service from the [staff-employees](#) and contractors of the EMRC.
6. People with disability have the same opportunities as other people to make complaints to the EMRC.
7. People with disability have the same opportunities as other people to participate in any public consultation by the EMRC.
8. People with disability have the same opportunities as other people to obtain and maintain employment with the EMRC.



Financial Considerations

Funding for projects will be provided for in the annual budget.

Adopted/Reviewed

19 August 2010

18 September 2014

23 August 2018

23 February 2023

Next Review

Following the Ordinary Elections in 2024-2025

Responsible Unit

Business Support TeamOffice of the CEO – Human Resources

Council Policy 1.11

Public Interest Disclosure

Strategic Plan Objective

~~3.3 To provide responsible and accountable governance and management of the EMRC.~~ To encourage and support disclosures.

Purpose

This policy supports the aims and objectives of the *Public Interest Disclosure Act 2003*.

Legislation

Public Interest Disclosure Act 2003

Corruption, Crime and Misconduct Act 2003

Local Government Act 1995

Policy Statement

1. The EMRC does not tolerate corrupt or other improper conduct.
2. The EMRC is committed to the aims and objectives of the *Public Interest Disclosure Act 2003* (PID Act). The PID Act recognises the value and importance of reporting as a means to identify and address wrongdoing.
3. The EMRC strongly supports disclosures being made by employees about corrupt or other improper conduct and also strongly supports contractors and members of the community making disclosures about corrupt or improper conduct.
4. The EMRC does not tolerate any of its employees, contractors or subcontractors taking reprisal action against anyone who makes or proposes to make a public interest disclosure.
5. All reasonable steps will be taken to protect employees from any detrimental action in reprisal for the making of a public interest disclosure.
6. The persons responsible for receiving disclosures of public interest information designated under s.23(1)(a) of the PID Act will abide by the PID Code of Conduct and Integrity in performing their duties.
7. The EMRC is also committed to responding to the disclosure thoroughly and impartially and will treat all people in the disclosure process fairly, including those who may be the subject of a disclosure.
8. As much information as possible will be provided to people considering making a public interest disclosure. Internal procedures are accessible to all employees and contractors. Copies are available from the designated person appointed as the proper authority (Public Interest Disclosure (PID) Officer).
9. General information about public interest disclosures and how the EMRC will manage a disclosure, will be made available for external clients and members of the community on the website.
10. While this policy focuses on public interest disclosures, the EMRC is committed to dealing with all reports of suspected wrongdoing. People are encouraged to report if they witness any such behaviour. Each matter will be considered under the appropriate reporting pathway and every attempt will be made to protect staff members making reports from any reprisals.

Financial Considerations

Funding for appropriate investigations will be provided for in the annual budget.

Adopted/Reviewed

24 August 2017

6 December 2018

23 February 2023

Next Review

Following the Ordinary Elections in 2024+2025

Responsible United

Business Support Unit/Office of the CEO – Human Resources

Council Policy 3.2

Grants for Community Groups in the Vicinity of Red Hill Waste Management Facility

~~Strategic Plan/Sustainability Strategy Objectives~~

~~To support community groups to undertake activities for the benefit of local communities. To Reduce our Environmental Impact~~

- ~~→ We will lead by example by reducing our environmental impacts through efficient operations, forward thinking, and supporting circular and sustainability initiatives in the region. 3.2 To manage partnerships and relationships with stakeholders.~~

~~To 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 levels.~~

Purpose

To provide a community grants program to benefit ~~the community~~ communities, in the vicinity of the Red Hill Waste Management Facility, specifically in the locations of Gidgegannup, Hovea, Parkerville and Stoneville.

Legislation

Local Government Act 1995 s.5.16, s.5.17

Policy Statement

1. The Council's involvement as ~~an active~~ contributing member of ~~the community~~ communities in Gidgegannup, Hovea, Parkerville and Stoneville be demonstrated by providing financial support to not-for-profit organisations that are undertaking activities that will potentially benefit the community.
2. That community groups, in ~~the the respected areas~~ locations of Gidgegannup, Hovea, Parkerville and Stoneville, which can demonstrate that their activities benefit these communities, be eligible for Council's financial support under this policy.
3. Provision be made in the Council's annual budget for grants to community groups, in ~~Gidgegannup, Hovea, Parkerville and Stoneville~~ the respected areas, in accordance with this policy.
4. That community groups are made aware of the availability of financial support through annual advertising, following adoption of the annual budget.
5. The duty of deciding the outcome of an application ~~be is~~ delegated to the CEO, ~~after consultation with the Chairman and Deputy Chairman.~~

NOTE: Applicant guidelines apply. These are reviewed annually by ~~EMRC employees~~ staff and made available on EMRC's website.

Financial Considerations

An ~~amount will be~~allocation is provided in the annual budget to meet the anticipated cost of making a contribution to ~~the~~community~~communities~~ in the vicinity of Red Hill.

Adopted/Reviewed

December 1997

22 July 1999

02 May 2002

28 August 2003

20 May 2004

26 February 2006

18 September 2008

23 September 2010

18 September 2014

06 December 2018

23 February 2023

Next Review

~~Following the Ordinary Elections in 2024~~February 2027

Responsible Unit

~~Business Support~~Sustainability Team

Council Policy 3.4

Occasional Grants/Sponsorship

~~Strategic Plan/Sustainability Strategy~~ Objective

~~To support member Councils and not-for-profit organisations in the region. To 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 levels.~~

~~Economic Development~~

~~2.2 To facilitate and advocate for regional economic development activities.~~

~~2.3 To facilitate regional cultural and recreational activities.~~

~~Good Governance~~

~~3.2 To manage partnerships and relationships with stakeholders.~~

Purpose

To provide once off non-recurrent grant funding or sponsorship to support significant initiatives conducted in ~~Perth's Eastern~~the Region.

Legislation

Nil

Policy Statement

Policy Statement

- ~~The EMRC facilitates the development and implementation of regional strategies and the provision of services and initiatives for the benefit of Perth's Eastern Region.~~
- The aim of EMRC's Occasional Grants and Sponsorship Policy is to support, through 'once only' non-recurrent grants and sponsorships, significant initiatives that contribute to the achievement of regional development circular economy and sustainability objectives as defined in the EMRC's Strategic Plan and Sustainability Strategy.
- This does not preclude consideration of funding initiatives other than regional development circular economy and sustainability which may be provided for in the whole range of the EMRC objectives and strategies.
- Funding may be available to member Councils and regionally based not for profit organisations to support community-based proposals that aim to achieve the EMRC's strategic objectives, ~~or assist the EMRC to achieve its aims through increased profile and awareness in the community of its role, programmes and services.~~
- All applications must be submitted on the EMRC Occasional Grants and Sponsorship Application Form ([D2023/02746DMDOC/179030](#))
- All proposals will be assessed against the following assessment criteria which has been endorsed by Council and will be subject to review from time to time.

7. ~~Proposals that meet the accepted benchmark will be referred to Council for consideration.~~

Assessment Criteria

	High Level	Moderate Level	Medium Level	Minimum Level	Low Level	Does Not Address
The proposal has the potential to benefit <u>Strategic objectives in the region</u> . most of the region.	5	4	3	2	1	0
The proposal will have a high positive impact or make a significant contribution towards <u>circular economy and sustainability</u> economic development and/or community development in the region.	5	4	3	2	1	0
The proposal has clearly defined sustainable and measurable outcomes.	5	4	3	2	1	0
The proposal is accessible by all sections of the community that it is targeting.	5	4	3	2	1	0
The proposal represents a new initiative and does not duplicate or adversely impact on existing services/facilities in the region.	5	4	3	2	1	0
The degree of support/contributions the proposal has received from groups/stakeholders in the region.	5	4	3	2	1	0
The proposal represents good 'value for money'.	5	4	3	2	1	0
The proposal has the potential to seed a new initiative into the region.	5	4	3	2	1	0
The proposal will build and strengthen relationships amongst stakeholders <u>and community</u> in the region.	5	4	3	2	1	0

NB: A proposal must receive a minimum benchmark level of ~~20~~⁷ points in order for it to be considered, be referred to Council for consideration. ~~Council will be advised of all proposals received that do not achieve the minimum benchmark through officer reports and/or information bulletins.~~

Financial Considerations

An ~~amount will be~~allocation is provided ~~in~~^{en} the annual budget to meet the anticipated cost of making a contribution, if any.

Adopted/Reviewed

- 25 October 2001
- 02 May 2002
- 20 May 2004
- 22 February 2007
- 18 September 2008
- 23 September 2010
- 18 September 2014
- 06 December 2018
- 23 February 2023



Next Review

~~Following the Ordinary Elections in 2024~~ February 2027

Responsible Unit

~~Business Support Team~~ Sustainability Team

EMRC Occasional Grants and Sponsorship Application Form

- Please provide as much information as possible.
- Please add attachments to provide if further detail ~~or space is required~~.
- All questions are mandatory. Please respond to all questions.

Section 1: Contact Details

Name of organisation/group:	
Postal address:	
Street address:	
Contact person:	
Position of contact person in the organisation/group:	
Business hours telephone:	
Mobile:	
E-mail:	
Website:	

Section 2: Organisation Information

ABN	ABN No. _____
Certificate of Incorporation	Certificate of Incorporation attached YES / NO
GST	Registered for GST purposes YES / NO
Aim and objectives of the organisation/group:	

Section 3: Project Details

<p>Project title:</p>	
<p>Summary of project, and what you are applying for:</p> <p><i>What are the project's objectives? i.e. what are you trying to achieve?</i></p> <p><i>Objectives should be: S – specific M – measurable A – achievable R – realistic T – time limited</i></p>	
<p>Timeline</p>	
<p>Target audience Who will benefit from the project outcomes:</p> <p><i>Who is the project targeted to and why is this audience a priority?</i></p>	
<p>Need for project:</p> <p><i>What is the need <u>or opportunity</u> for the project and how will it benefit <u>Perth's Eastern</u> the Region <u>or community</u>?</i></p> <p>Note: Evidence should be provided to support your response such as <u>statistics, data, or reports, surveys, community feedback.</u></p>	
<p>Project deliverables:</p> <p><i>1. What are the specific outputs that will result from the project? For example, a community event attended by 1,500 residents of <u>the Perth's Eastern</u> Region.</i></p> <p><i>For less tangible deliverables, such as promotional strategies, describe how they will be delivered or implemented.</i></p> <p><i>2. <u>How will you know if you have been successful at achieving your deliverables?</u></i></p>	
<p>Project management:</p> <p><i>1. <u>Who will be responsible for the project?</u></i></p>	



<p><i>Provide details of their experience in delivering similar initiatives. How will the project be managed to achieve the project deliverables? e.g. stakeholders, project team, steering committee.</i></p> <p><i>Please attached any relevant project plans, risk management, budget documentation</i></p> <p><i>2. How will the project be managed to achieve the project deliverables? e.g. steering committee. How will you know your project has made a difference?</i></p> <p><i>3. Why is your organisation/group best placed to deliver this idea?</i></p>	
<p>Why should the project be a funding priority for EMRC? Grant/sponsorship funding should aim to achieve one or multiple of the EMRC KPI's:</p> <p><i>1. Which EMRC regional development strategic KPI/s objective/s does your initiative address?</i></p> <p><i>2. How will your initiative support these objectives?</i></p>	<p><i>Regional development objectives KPI's outlined in the EMRC 2022 10 Year Strategic Plan;</i></p> <ul style="list-style-type: none"> <i>• <u>To facilitate social opportunities within the region and assist member councils achieve their social outcomes.</u></i> <i>• <u>To facilitate the sustainable economic development of the region.</u></i> <i>• <u>Demonstrate Circular Economy Leadership</u></i> <i>• <u>Respond to a Climate Emergency</u></i> <i>• <u>Reduce our environmental impact</u></i> <i>• <u>Create Value on the Community</u></i>
<p>Please identify the stage your project/initiative is currently?</p>	<ul style="list-style-type: none"> <i>• <u>Concept/idea</u> <input type="checkbox"/></i> <i>(attach relevant documentation)</i> <i>• <u>Project brief/scope prepared?</u> <input type="checkbox"/></i> <i>(attach relevant documentation)</i> <i>• <u>Marketing collateral drafted?</u> <input type="checkbox"/></i> <i>(attach relevant documentation)</i> <i>• <u>Appropriate project timeline/s prepared</u> <input type="checkbox"/></i> <i>(attach relevant documentation)</i>



	<ul style="list-style-type: none"> • <u>Quotations/ tenders received?</u> <input type="checkbox"/> <u>(attach relevant documentation)</u>
<p>Please outline any Sponsorship benefits to be received by EMRC:</p> <p>1. List specific benefits that <i>the EMRC will receive in return for our sponsorship investment.</i></p> <p>Notes:</p> <p><i>Include details of where, when and how the EMRC's support will be acknowledged.</i></p> <p><i>Where applicable, provide a complete list of the sponsorship levels your organisation offers for this initiative and identify which category <u>this sponsorship would apply</u>-EMRC fits into e.g.-Is EMRC a major/minor sponsor, sole sponsor or co-sponsor?</i></p>	
<p>Would your organisation be prepared to make a presentation to Council in support of your application if required?</p>	<p>YES / NO</p>



Section 4: Project Planning

What stage is your project/initiative at?

- Concept/idea YES / NO (If yes, attach)
- Project brief/scope prepared? YES / NO (If yes, attach)
- Marketing collateral drafted? YES / NO (If yes, attach)
- Appropriate project timeline/s prepared YES / NO (If yes, attach)
- Quotations/ tenders received? YES / NO (If yes, attach)

Please provide details of your project plan:

Objective <i>What are you trying to achieve?</i> <i>Insert objectives listed at Section 3, 'Summary of Project'</i>	Tasks <i>How are you going to achieve it?</i>	Evaluation Measure <i>How will you know if you have been successful at achieving it?</i>	Timeline <i>When will it be achieved?</i>



Section 54: Financial Details

- Please provide details of the elements/costs of the project for which you are specifically seeking sponsorship funding from EMRC. Attach supporting evidence i.e detailed –such as copies budget, copies of quotes obtained for goods and services.

Details e.g. <u>consultancy fees, printing infrastructure, entertainment, services, misc catering, equipment hire, insurance.</u>	Estimated cost (\$ ex GST)	<u>To be funded by EMRC (\$) ex gst</u>		Quote/Supporting Evidence Attached
				YES / NO
				YES / NO
				YES / NO
				YES / NO
				YES / NO
				YES / NO
				YES / NO
				YES / NO
				YES / NO
				YES / NO
				YES / NO
				YES / NO
Total amount of <u>project spend sponsorship requested from EMRC (ex GST)</u>	\$	<u>Total EMRC Funding (ex GST)</u>		

- Please provide details of all confirmed and anticipated sources of funding for the project. i.e. How much will the total project cost and where are the funds coming from?

Source	Confirmed \$	Anticipated \$	Total \$
Applicant organisation/group <u>contribution</u>			
Value of voluntary labour <i>Please specify in terms of no. hours x no. volunteers. (This is an in-kind contribution)</i>			
<u>Amount requested from the EMRC (ex gst)</u>			



Other contributions (ex gst) eg <i>other sources of funding</i> Federal/ State Government <i>Note: Include details of agency providing funds.</i>			
Local Government <i>Note: Include details of Council providing funds.</i>			
Corporate sector <i>Note: Include details of company.</i>			
Other <i>Note: Please specify source.</i>			
Total Project Budget (ex GST)	\$	\$	\$

NOTE: Member Councils are exempt from responding to the following question

3. Please provide details of any *funding that your organisation has received from EMRC and/or its member Councils over the *last three years* i.e. Town of Bassendean, ~~City of Belmont~~, City of Bayswater, ~~Shire of Kalamunda~~, Shire of Mundaring, City of Swan.

Year	Source of Funds	Amount (ex gst)	Purpose

** Please show amounts excluding GST.*



Section 65: Statement of Support

Provide documentary evidence of support from relevant persons and organisations indicating that they have read the project proposal and outlining the nature of support.

Evidence may take the form of letters of endorsement that are attached to this application.

- | | Yes | No |
|---|--------------------------|--------------------------|
| 1. Have you attached evidence of support from others? | <input type="checkbox"/> | <input type="checkbox"/> |

Section 76: Acknowledgement of EMRC

~~Receipt of EMRC sponsorship represents an opportunity for your organisation and the EMRC to obtain positive publicity.~~

		Yes	No
1.	Do you agree to recognize the EMRC as a project sponsor?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Do you agree that EMRC will be formally recognised and promoted in marketing activities associated with the event? <small>This includes but is not limited to publications, promotional materials, media releases and newsletters, as well as at program launches and/or the event itself via speeches and banners.</small>	<input type="checkbox"/>	<input type="checkbox"/>
3.	In relation to 2 above, do you agree to notify EMRC about such communications prior to publication?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Have you received sponsorship funding from EMRC in the past? <i>If yes, provide details of how you acknowledged the EMRC's support. Examples of evidence that may also be attached include letters of thanks, media releases, newsletter articles or event photographs.</i>	<input type="checkbox"/>	<input type="checkbox"/>



Section 87: Supporting Documents

~~Please~~ Please attach and include any additional information which may support your application eg; ensure that the required supporting documentation is attached to your application, including:

~~Certificate of Incorporation.~~

- Letters of endorsement for your organisation and project.
- Quotations/supporting evidence of costs
- Sponsorship benefits proposal
- Draft project plans, timelines, marketing collateral, risk management.
- ~~Copies of any past media/marketing that demonstrates acknowledgement of EMRC.~~



Section 98: Applicant Declaration

Please have two members of your organisation complete the declaration below. One member must be the President/~~Mayor~~ Director (or equivalent) of the organisation.

"We declare that we have been authorised by the applicant organisation to prepare and submit this application to the EMRC under their Occasional Grants and Sponsorship Policy. We declare that the information included in this application is true and correct and that we will abide by the EMRC Policy 3.4 ~~conditions set out in the EMRC Grants and Sponsorship Application Guidelines which we have read and understood.~~"

Name: _____

Position in organisation: _____

Contact Number: _____

Signature: _____

Date: _____

Name: _____

Position in organisation: _____

Contact Number: _____

Signature: _____

Date: _____

Associated Documents

3.4 Occasional Grants/Sponsorship Policy	EMRC-121640
EMRC Occasional Grants and Sponsorship Application Form	EMRC-158836

Council - Agenda Briefing Forum - Item 6.1 - Att 2 - WORD - Tracked Changes - Policy 3.4 - Occasional Grants and ~
09 02 2023(2).DOCX2February 2023EMRC-158836 - Form - EMRC - Occasional Grants and Sponsorship
Application Form - 24 April 2013 Page 10 of 11
Replaces EMRC 61560 - Created March 2007

EMRC Occasional Grants and Sponsorship Application Guidelines	EMRC 158830
EMRC Assessment Form for Occasional Grants and Sponsorships	EMRC 159473 D2023/02748DMDOC179734



3.4 Occasional Grants and Sponsorship Policy

Assessment Form

PURPOSE

To provide once off non-recurrent grant funding or sponsorship to support significant initiatives conducted in ~~Perth's Eastern~~the Region.

POLICY STATEMENT

- ~~1. The EMRC facilitates the development and implementation of regional strategies and the provision of services and initiatives for the benefit of Perth's Eastern Region.~~
- ~~2.1.~~ The aim of EMRC's Occasional Grants and Sponsorship Policy is to support, through 'once only' non recurrent grants and sponsorships significant initiatives that contribute to the achievement of ~~of regional development strategies~~circular economy and sustainability objectives —as defined in the EMRC's Strategic Plan and Sustainability Strategy:-
3. This does not preclude consideration of funding initiatives other than ~~regional development~~circular economy and sustainability which may be provided for in the whole range of EMRC objectives and strategies.
4. Funding may be available from the EMRC to member Councils and regionally based not for profit organisations to support community-based proposals that aim to achieve the EMRC's strategic objectives, ~~or, assist the EMRC to achieve its aims through increased profile and awareness in the community of its role, programmes and services.~~
5. All proposals will be assessed against the following assessment criteria which has been endorsed by Council and will be subject to review from time to time.
6. Proposals that meet the accepted benchmark will be ~~referred to Council for consideration.~~considered.
7. A proposal must receive a minimum benchmark level of ~~27-20~~ points in order to be ~~referred to Council for consideration. Council will be advised of all proposals received that do not achieve the minimum benchmark through officer reports and/or information bulletins.~~considered.

ASSESSMENT

Please mark score for each criteria.

Project Title	High level	Moderate level	Medium level	Minimum level	Low level	Does not address
The proposal has the potential to benefit most of the region or at least three member Councils strategic objectives in the region. Comments:	5	4	3	2	1	0
The proposal will have a high positive impact or make a significant contribution <u>towards circular economy and sustainability</u> to economic development and/or community development in the region. Comments:	5	4	3	2	1	0
The proposal has clearly defined sustainable and measurable outcomes. Comments:	5	4	3	2	1	0
The proposal is accessible by all sections of the community that it is targeting. Comments:	5	4	3	2	1	0
The proposal represents a new initiative and does not duplicate or adversely impact on existing services/facilities in the region. Comments:	5	4	3	2	1	0
The degree of support/contributions the proposal has received from groups/stakeholders in the region. Comments:	5	4	3	2	1	0
The proposal represents good 'value for money'. Comments:	5	4	3	2	1	0
The proposal has the potential to seed a new initiative into the region. Comments:	5	4	3	2	1	0
The proposal will build and strengthen relationships amongst stakeholders <u>and community</u> in the region. Comments:	5	4	3	2	1	0



Project Title

Total Score Received /45-35

Assessed by

Position

Date/...../.....

Submission referred to Council/...../.....

Associated Documents

3.4 Occasional Grants/Sponsorship Policy	EMRC 121640D2021/20537
EMRC Occasional Grants and Sponsorship Policy Application Form	EMRC 158836D2023/02746MDOC 179030
EMRC Occasional Grants and Sponsorship Application Guidelines	EMRC-158830

Council Policy 4.3

Gratuity Payments to Terminating Employees

Strategic Plan Objective

~~To recognise EMRC staff exemplary and/or extensive service.3.5 To improve organisational culture, health, welfare and safety.~~

Purpose

To establish a policy in relation to the approval of a gratuity payment to employees who retire or resign from employment with the EMRC.

Definitions

A 'gratuity payment' means any payment of monies in addition to any contractual or award entitlement, which is paid to a employees on termination of employment with the EMRC.

Legislation

Local Government Act 1995 s 5.50

Local Government (Administration) Regulations 1996 r.19A

Policy Statement

1. Gratuity payment may be made to an employee in recognition of their exemplary service or extensive term of service with the EMRC.
2. Gratuity payment may be made only when the employee retires or resigns from employment with the EMRC.
3. The Chief Executive Officer will give consideration to whether a gratuity payment should be made to an employee, and the matter will be referred to the Council for consideration.
4. In the instance where the intended recipient of the gratuity is the CEO, the matter shall be considered by the Council.
5. The value of the payment made to the employee will not exceed any amount as prescribed or provided for by r.19A of the Regulations.
6. Any taxation implications associated with the gratuity payment will be borne by the employee.
7. In the event that a gratuity payment is made, the Council will give local public notice of its decision to make that payment in accordance with the provisions of s 5.50 of the *Local Government Act 1995*.

Financial Considerations

Unbudgeted and to be referred to Council for funding.



Adopted/Reviewed

29 May 1997

22 July 1999

02 May 2002

20 May 2004

23 February 2006

18 September 2008

23 September 2010

18 September 2014

06 December 2018

23 February 2023~~November 2022~~

Next Review

Following the Ordinary Elections in 2024-2025

Responsible Unit

Business Support TeamOffice of the CEO – Human Resources

Council Policy 4.4

Staff Employees Service Recognition

Strategic Plan Objective

To recognise staff for their continuous service and contribution to the EMRC.3.5 To improve organisational culture, health, welfare and safety.

Purpose

To recognise the tenure of long serving staff-employee within the EMRC.

Legislation

Nil

Scope

This policy applies to all EMRC staff, including part time and casual staffemployees, who achieve aggregate hours of continuous employment equivalent to a minimum of five years service.

Policy Statement

The aim of the Staff Employee Service Recognition policy is to formally recognise staff for their service and contribution to the EMRC.

1. Recognition will be given after the completion of five years continuous service from the date of a employee's most recent hire into a continuous employment position at the EMRC, and at five year intervals thereafter.
2. Eligible staff-employees must be in active service on their anniversary date in order to receive a Service Recognition Award.
3. Staff-Employees on leave of absence will receive their Service Recognition Award upon return to active employment.

Service Awards

1. After completing the relevant number of years' of continuous service with EMRC, the staff-memberemployee will be presented with a Certificate of Appreciation signed by the Chairman and Chief Executive Officer and a gift to the value specified in the Schedule below, at a Service Recognition Ceremony.
2. The Service Recognition Ceremony will be a Council funded event (e.g. morning tea or sundowner) as determined by the Chief Executive Officer.
3. Service Recognition presentations will be made by the Chief Executive Officer, or nominee, and the Chairman, or nominee, if practicable.
4. Service Recognition Ceremonies will take place as near as possible to the staff-member's employee's anniversary date, having regard for such factors as the number of staff qualifying in any one year and the significance of the anniversary being celebrated.

Administration

1. Human Resources will be responsible for providing to the Chief Executive Officer, relevant Chief, and relevant Manager, a list of staff eligible for Service Recognition at least two (2) months prior to the event and will assist with the preparation and planning of the Service Recognition Ceremony.

2. The Chief Executive Officer's office will be responsible for liaising with the CEO and Chairman in identifying a suitable date to hold the Service Recognition Ceremony.

Schedule - Recognition of Years of Service

Number of Years of Continuous Service	Service Recognition Award
5 Years of Service	Framed Certificate of Appreciation Gift to the value of \$100
10 Years of Service	Framed Certificate of Appreciation Gift to the value of \$150
15 Years of Service	Framed Certificate of Appreciation Gift to the value of \$200
20 Years of Service	Framed Certificate of Appreciation Gift to the value of \$400
After Each Period of 5 Years Thereafter	Framed Certificate of Appreciation Gift to the value of \$450

Financial Considerations

An amount will be provided in the annual budget to meet estimated costs.

Adopted/Reviewed

- 06 September 2001
- 02 May 2002
- 20 May 2004
- 23 February 2006
- 18 September 2008
- 23 September 2010
- 18 September 2014
- 06 December 2018

[23 February 2023](#)~~November 2022~~

Next Review

Following the Ordinary Elections in ~~2024~~2025

Responsible Unit

~~Business Support Team~~Office of the CEO – Human Resources

Council Policy 4.5

Gifts to ~~Staff~~Employees for Farewells and Special Circumstances

Strategic Plan Objective

To formalise the process of gift giving and farewell functions for EMRC staff.~~3.5 To improve organisational culture, health, welfare and safety.~~

Purpose

To establish policy and guidelines relating to farewell and/or special circumstance gifts and farewell functions that may be conferred on ~~a staff member~~an employee for the following reasons:

1. Retirement, resignation or redundancy from their employment with the EMRC through personal volition (non-disciplinary); and
2. Special circumstances such as the birth/adoption of ~~a staff's~~an employee's child, marriage of a ~~staff team~~ member, bereavement in the affected ~~staff member's~~employee's immediate family, or long-term or serious illness of ~~an staff member~~employee.

Scope

This policy applies to all EMRC ~~staff~~employees, including part time and casual ~~staff~~employees. Eligibility is based primarily upon years of continuous service.

Legislation

Nil

Policy Statement

The aim of this policy is to establish the circumstances for providing:

1. ~~A~~An additional benefit to ~~staff~~an employee leaving the Council's employment voluntarily (and not under any disciplinary procedures).
2. ~~A~~A gift to ~~staff~~an employee under special circumstances.

Retirement, Resignation or Redundancy Benefit

Individual ~~staff member~~employees may receive a notional benefit in accordance with the following table:

Number of Years of Continuous Service	Service Recognition Award
< 5 Years	<ul style="list-style-type: none"> ➤ No contribution towards staff employee's collection; ➤ An exception may be made at the discretion of the Chief Executive Officer (CEO) in the event that it is deemed appropriate; ➤ Morning or afternoon tea or appropriate after hours staff employee function as determined by the CEO.
5 Years to < 10 Years	<ul style="list-style-type: none"> ➤ \$100 contribution towards an staff employee collection; ➤ Letter of appreciation from the CEO; and ➤ Morning or afternoon tea or appropriate after-hours staff employee function as determined by the CEO.
10 to < 15 Years	<ul style="list-style-type: none"> ➤ \$200 contribution towards an staff employee collection; ➤ Letter of appreciation from the CEO or Chairman; and ➤ Morning or afternoon tea or appropriate after-hours staff employee function as determined by the CEO in consultation with the Chairman.
15 to < 20 Years	<ul style="list-style-type: none"> ➤ \$250 contribution towards an staff employee collection; ➤ Letter of appreciation from the CEO or Chairman; and ➤ Morning or afternoon tea or appropriate after-hours staff employee function as determined by the CEO in consultation with the Chairman.
20 Years and Over	<ul style="list-style-type: none"> ➤ \$300 contribution for a gift on behalf of Council; ➤ Letter of appreciation from the CEO or Chairman; ➤ Morning or afternoon tea or appropriate function as determined by the CEO in consultation with the Chairman; and/or ➤ Luncheon with CEO and key personnel.

Special Circumstances Benefit

Where special circumstances exist, the CEO has the discretionary authority to provide the affected ~~staff member~~employee with an appropriate token benefit (flowers or equivalent gift) on behalf of the EMRC.

Responsibilities:

1. The ~~staff member's employee's~~ Director-Chief or nominee is responsible for planning the appropriate presentation, in consultation with the Chief Executive Officer.
2. Human Resources is responsible for providing the Director-Chief or nominee the ~~staff member's employee's~~ details relevant to this policy such as personal address, years of service etc.



Financial Considerations

An amount will be provided in the annual budget to meet estimated costs.

Adopted/Reviewed

06 September 2001

02 May 2002

20 May 2004

23 February 2006

18 September 2008

23 September 2010

18 September 2014

06 December 2018

[23 February 2023](#)~~November 2022~~

Next Review

Following the Ordinary Elections in ~~2024~~2025

Responsible Unit

~~Business Support Team~~Office of the CEO – Human Resources

Council Policy 4.6

Appointment of Acting Chief Executive Officer

~~Strategic Plan Objective~~

~~To formalise the appointment of an Acting Chief Executive Officer. 3.3 To provide responsible and accountable governance and management of the EMRC~~

~~3.5 To improve organisational culture, health, welfare and safety~~

Purpose

To guide the arrangements for the appointment of an Acting Chief Executive Officer (Acting CEO) in the absence of the Chief Executive Officer (CEO) due to annual leave, long service leave, extended personal leave or other circumstances.

Scope

This policy applies to the CEO and Chiefs of the Eastern Metropolitan Regional Council (the EMRC).

Legislation

Local Government Act (1995)

Local Government (Administration) Regulations 1996

Salaries and Allowances Tribunal Act 1975

Policy Statement

The CEO is eligible to annual leave, long service leave and personal leave (including carer's leave, sick leave and compassionate leave) as provided in the contract of employment and EMRC Management Guidelines.

To facilitate those arrangements and to ensure the continuous operations of the EMRC, the following guidelines are provided:

1 For periods of leave less than five days (i.e. less than one week)

- 1.1 The CEO will provide notification to the Chair or Deputy of planned leave of less than five days one week in advance, or as soon as practicable if the leave is unplanned for approval by the Chair, and that such approval not be unreasonably withheld.
- 1.2 In the CEO's absence the appropriate Chief will manage issues relevant to their area of responsibility.
- 1.3 Where possible, the CEO will monitor communications and be contactable for urgent matters.

2 For periods of leave of five consecutive days (i.e. one week) and up to four weeks

- 2.1 The CEO will liaise with the Chair or Deputy Chair at least two weeks prior to taking planned leave of five consecutive days and up to four weeks for approval by the Chair or Deputy Chair, and that such approval will not be unreasonably withheld, and advise the Council as soon as practicable thereafter.
- 2.2 An Acting CEO will be appointed by the CEO in consultation with the Chair.
- 2.3 Councillors will be informed which Chief has been appointed as soon as practicable thereafter.

3 For periods of leave more than four weeks

- 3.1 The CEO will submit a report to Council for planned leave of more than four weeks for approval at least one month prior to the leave commencing.
- 3.2 An Acting CEO will be appointed by Council.

4 Acting Chief Executive Officer (CEO) Arrangements

- 4.1 Chiefs acting in the role of CEO will be delegated the powers and be able to discharge the duties of the CEO, other than the power of delegation, as provided in Section 5.44 of the *Local Government Act 1995* during the period of acting.
 - 4.2 The CEO will provide delegations in writing with any limitations to the Acting CEO.
 - 4.3 Chiefs acting in the role of CEO will be eligible to be paid higher duties for the period of acting.
 - 4.4 The following employees are eligible to be appointed to the role of Acting CEO:
 - 4.4.1 Chief Operating Officer
 - 4.4.2 Chief Financial Officer; or
 - 4.4.3 Chief Sustainability; or
 - 4.4.4 Chief Project Officer; or
 - 4.4.5 any other employee deemed suitably qualified and experienced by the Council.
 - 4.5 Appointment of the Acting CEO will be on a rotational basis at the discretion of the CEO, dependent on availability and operational requirements and for a defined period and shall be made in writing.
- 5** If in the event the CEO becomes vacant and whilst a recruitment and selection process is being undertaken the Council may appointment a person into the role of CEO for a term not exceeding 1 year.

Financial Considerations

Remuneration

Unless Council otherwise resolves and the acting CEO agrees, a person acting as CEO shall be remunerated at the following rates:

~~At 75% of the substantive CEO's base salary, if acting for periods of less than four weeks;~~

~~At 80% of the substantive CEO's base salary, if acting for periods of more than four weeks.~~

If acting for periods of less than four weeks, in addition to the Acting Incumbent's base salary, 75% of the difference between the substantive CEO's base salary and the Acting Incumbent's base salary.

If acting for periods of more than four weeks, in addition to the Acting Incumbent's base salary, 80% of the difference between the substantive CEO's base salary and the Acting Incumbent's base salary.



Adopted/Reviewed

March 2021

[23 February 2023](#)

Next Review

Following the Ordinary Elections in [2024-2025](#)

Responsible Unit

[Human Resources](#)

[Office of the CEO – Human Resources](#)



Council Policy 1.10

Disability Access and Inclusion

Objective

To ensure that people with disabilities are not disadvantaged or discriminated against.

Purpose

To ensure that all members of the community have equal access to all EMRC services, information and facilities.

Legislation

Disability Services Act 1993

Equal Opportunity Act 1984

Policy Statement

The EMRC is committed to the following outcomes:

1. The EMRC Council will ensure that a Disability Access & Inclusion Policy and Implementation Plan are developed, implemented and reviewed regularly
2. People with disability have the same opportunities as other people to access the services of, and any events organised by, the EMRC.
3. People with disability have the same opportunities as other people to access the buildings and other facilities of the EMRC.
4. People with disability receive information from the EMRC in a format that will enable them to readily access the information other people are able to access.
5. People with disability receive the same level and quality of service from the employees and contractors of the EMRC.
6. People with disability have the same opportunities as other people to make complaints to the EMRC.
7. People with disability have the same opportunities as other people to participate in any public consultation by the EMRC.
8. People with disability have the same opportunities as other people to obtain and maintain employment with the EMRC.



Financial Considerations

Funding for projects will be provided for in the annual budget.

Adopted/Reviewed

19 August 2010

18 September 2014

23 August 2018

23 February 2023

Next Review

Following the Ordinary Elections in 2025

Responsible Unit

Office of the CEO – Human Resources

Council Policy 1.11

Public Interest Disclosure

Objective

To encourage and support disclosures.

Purpose

This policy supports the aims and objectives of the *Public Interest Disclosure Act 2003*.

Legislation

Public Interest Disclosure Act 2003

Corruption, Crime and Misconduct Act 2003

Local Government Act 1995

Policy Statement

1. The EMRC does not tolerate corrupt or other improper conduct.
2. The EMRC is committed to the aims and objectives of the *Public Interest Disclosure Act 2003* (PID Act). The PID Act recognises the value and importance of reporting as a means to identify and address wrongdoing.
3. The EMRC strongly supports disclosures being made by employees about corrupt or other improper conduct and also strongly supports contractors and members of the community making disclosures about corrupt or improper conduct.
4. The EMRC does not tolerate any of its employees, contractors or subcontractors taking reprisal action against anyone who makes or proposes to make a public interest disclosure.
5. All reasonable steps will be taken to protect employees from any detrimental action in reprisal for the making of a public interest disclosure.
6. The persons responsible for receiving disclosures of public interest information designated under s.23(1)(a) of the PID Act will abide by the PID Code of Conduct and Integrity in performing their duties.
7. The EMRC is also committed to responding to the disclosure thoroughly and impartially and will treat all people in the disclosure process fairly, including those who may be the subject of a disclosure.
8. As much information as possible will be provided to people considering making a public interest disclosure. Internal procedures are accessible to all employees and contractors. Copies are available from the designated person appointed as the proper authority (Public Interest Disclosure (PID) Officer).
9. General information about public interest disclosures and how the EMRC will manage a disclosure, will be made available for external clients and members of the community on the website.
10. While this policy focuses on public interest disclosures, the EMRC is committed to dealing with all reports of suspected wrongdoing. People are encouraged to report if they witness any such behaviour. Each matter will be considered under the appropriate reporting pathway and every attempt will be made to protect staff members making reports from any reprisals.



Financial Considerations

Funding for appropriate investigations will be provided for in the annual budget.

Adopted/Reviewed

24 August 2017

6 December 2018

23 February 2023

Next Review

Following the Ordinary Elections in 2025

Responsible United

Office of the CEO – Human Resources

Council Policy 3.2

Grants for Community Groups in the Vicinity of Red Hill Waste Management Facility

Objective

To support community groups to undertake activities for the benefit of local communities.

Purpose

To provide a community grants program to benefit communities in the vicinity of the Red Hill Waste Management Facility, specifically in the locations of Gidgegannup, Hovea, Parkerville and Stoneville.

Legislation

Local Government Act 1995 s.5.16, s.5.17

Policy Statement

1. The Council's involvement as a contributing member of communities in Gidgegannup, Hovea, Parkerville and Stoneville be demonstrated by providing financial support to not-for-profit organisations that are undertaking activities that will potentially benefit the community.
2. That community groups, in the respected areas, which can demonstrate that their activities benefit these communities, be eligible for Council's financial support under this policy.
3. Provision be made in the Council's annual budget for grants to community groups, in the respected areas, in accordance with this policy.
4. That community groups are made aware of the availability of financial support through annual advertising, following adoption of the annual budget.
5. The duty of deciding the outcome of an application is delegated to the CEO.

NOTE: Applicant guidelines apply. These are reviewed annually by EMRC employees and made available on EMRC's website.

Financial Considerations

An allocation is provided in the annual budget to meet the anticipated cost of making a contribution to communities in the vicinity of Red Hill.



Adopted/Reviewed

- December 1997
- 22 July 1999
- 02 May 2002
- 28 August 2003
- 20 May 2004
- 26 February 2006
- 18 September 2008
- 23 September 2010
- 18 September 2014
- 06 December 2018
- 23 February 2023

Next Review

February 2027

Responsible Unit

Sustainability Team

Council Policy 3.4

Occasional Grants/Sponsorship

Objective

To support member Councils and not-for-profit organisations in the region.

Purpose

To provide once off non-recurrent grant funding or sponsorship to support significant initiatives conducted in the Region.

Legislation

Nil

Policy Statement

Policy Statement

1. The aim of EMRC's Occasional Grants and Sponsorship Policy is to support, through 'once only' non-recurrent grants and sponsorships, significant initiatives that contribute to the achievement of circular economy and sustainability objectives as defined in the EMRC's Strategic Plan and Sustainability Strategy.
2. This does not preclude consideration of funding initiatives other than circular economy and sustainability which may be provided for in the whole range of the EMRC objectives and strategies.
3. Funding may be available to member Councils and regionally based not for profit organisations to support community-based proposals that aim to achieve the EMRC's strategic objectives.
4. All applications must be submitted on the EMRC Occasional Grants and Sponsorship Application Form (D2023/02746)
5. All proposals will be assessed against the following assessment criteria which has been endorsed by Council and will be subject to review from time to time.

Assessment Criteria

	High Level	Moderate Level	Medium Level	Minimum Level	Low Level	Does Not Address
The proposal has the potential to benefit Strategic objectives in the region.	5	4	3	2	1	0
The proposal will have a high positive impact or make a significant contribution towards circular economy and sustainability in the region.	5	4	3	2	1	0
The proposal has clearly defined measurable outcomes.	5	4	3	2	1	0
The proposal represents a new initiative and does not duplicate or adversely impact on existing services/facilities in the region.	5	4	3	2	1	0
The degree of support/contributions the proposal has received from groups/stakeholders in the region.	5	4	3	2	1	0
The proposal represents good 'value for money'.	5	4	3	2	1	0
The proposal will build and strengthen relationships amongst stakeholders and community in the region.	5	4	3	2	1	0

NB: A proposal must receive a minimum benchmark level of 20 points in order for it to be considered.

Financial Considerations

An allocation is provided in the annual budget to meet the anticipated cost of making a contribution, if any.

Adopted/Reviewed

- 25 October 2001
- 02 May 2002
- 20 May 2004
- 22 February 2007
- 18 September 2008
- 23 September 2010
- 18 September 2014
- 06 December 2018
- 23 February 2023

Next Review

February 2027

Responsible Unit

Sustainability Team

3.4 Occasional Grants and Sponsorship Policy Assessment Form

PURPOSE

To provide once off non-recurrent grant funding or sponsorship to support significant initiatives conducted in the Region.

POLICY STATEMENT

1. The aim of EMRC's Occasional Grants and Sponsorship Policy is to support, through 'once-only' non recurrent grants and sponsorships significant initiatives that contribute to the achievement circular economy and sustainability objectives as defined in the EMRC's Strategic Plan and Sustainability Strategy.
3. This does not preclude consideration of funding initiatives other than circular economy and sustainability which may be provided for in the whole range of EMRC objectives and strategies.
4. Funding may be available from the EMRC to member Councils and regionally based not for profit organisations to support community-based proposals that aim to achieve the EMRC's strategic objectives.
5. All proposals will be assessed against the following assessment criteria which has been endorsed by Council and will be subject to review from time to time.
6. Proposals that meet the accepted benchmark will be considered.
7. A proposal must receive a minimum benchmark level of 20 points in order to be considered.

ASSESSMENT

Please mark score for each criteria.



Project Title	High level	Moderate level	Medium level	Minimum level	Low level	Does not address
The proposal has the potential to benefit strategic objectives in the region. Comments:	5	4	3	2	1	0
The proposal will have a high positive impact or make a significant contribution towards circular economy and sustainability in the region. Comments:	5	4	3	2	1	0
The proposal has clearly defined sustainable and measurable outcomes. Comments:	5	4	3	2	1	0
The proposal represents a new initiative and does not duplicate or adversely impact on existing services/facilities in the region. Comments:	5	4	3	2	1	0
The degree of support/contributions the proposal has received from groups/stakeholders in the region. Comments:	5	4	3	2	1	0
The proposal represents good 'value for money'. Comments:	5	4	3	2	1	0
The proposal will build and strengthen relationships amongst stakeholders and community in the region. Comments:	5	4	3	2	1	0

Project Title

Total Score Received /35

Assessed by

Position

Date/...../.....

Submission referred to Council/...../.....



Associated Documents

3.4 Occasional Grants/Sponsorship Policy	D2021/20537
EMRC Occasional Grants and Sponsorship Policy Application Form	D2023/02746

Occasional Grants and Sponsorship Application Form

- Please provide as much information as possible.
- Please add attachments to provide further detail
- All questions are mandatory.

Section 1: Contact Details

Name of organisation/group:	
Postal address:	
Street address:	
Contact person:	
Position of contact person in the organisation/group:	
Business hours telephone:	
Mobile:	
E-mail:	
Website:	

Section 2: Organisation Information

ABN	ABN No. _____
Certificate of Incorporation	Certificate of Incorporation attached YES / NO
GST	Registered for GST purposes YES / NO
Aim and objectives of the organisation/group:	

Section 3: Project Details

<p>Project title:</p>	
<p>Summary of project, and what you are applying for:</p> <p><i>What are the project's objectives? i.e. what are you trying to achieve?</i></p> <p><i>Objectives should be:</i> <i>S – specific</i> <i>M – measurable</i> <i>A – achievable</i> <i>R – realistic</i> <i>T – time limited</i></p>	
<p>Timeline</p>	
<p>Who will benefit from the project outcomes:</p> <p><i>Who is the project targeted to and why is this audience a priority?</i></p>	
<p>Need for project:</p> <p><i>What is the need or opportunity for the project and how will it benefit the Region or community?</i></p> <p>Note: <i>Evidence should be provided to support your response such as statistics, data, reports, surveys, community feedback.</i></p>	
<p>Project deliverables:</p> <p><i>1. What are the specific outputs that will result from the project? For example, a community event attended by 1,500 residents of the Region.</i></p> <p><i>For less tangible deliverables, such as promotional strategies, describe how they will be delivered or implemented.</i></p> <p><i>2. How will you know if you have been successful at achieving your deliverables?</i></p>	
<p>Project management:</p> <p><i>1. How will the project be managed to achieve the project deliverables? e.g. stakeholders, project team, steering committee.</i></p> <p><i>Please attached any relevant project plans, risk management, budget documentation</i></p>	

<p>2. How will you know your project has made a difference?</p> <p>3. Why is your organisation/group best placed to deliver this idea?</p>	
<p>Grant/sponsorship funding should aim to achieve one or multiple of the EMRC KPI's:</p> <p>1. Which EMRC strategic KPI/s does your initiative address?</p> <p>2. How will your initiative support these objectives?</p>	<p><i>KPI's outlined in the EMRC 10 Year Strategic Plan;</i></p> <ul style="list-style-type: none"> ➤ <i>Demonstrate Circular Economy Leadership</i> ➤ <i>Respond to a Climate Emergency</i> ➤ <i>Reduce our environmental impact</i> ➤ <i>Create Value on the Community</i>
<p>Please identify the stage your project/initiative is currently?</p>	<ul style="list-style-type: none"> ➤ Concept/idea <input type="checkbox"/> (attach relevant documentation) ➤ Project brief/scope prepared? <input type="checkbox"/> (attach relevant documentation) ➤ Marketing collateral drafted? <input type="checkbox"/> (attach relevant documentation) ➤ Appropriate project timeline/s prepared <input type="checkbox"/> (attach relevant documentation) ➤ Quotations/ tenders received? <input type="checkbox"/> (attach relevant documentation)
<p>Please outline any Sponsorship benefits to be received:</p> <p>1. List specific benefits that the EMRC will receive in return for our sponsorship</p> <p>Notes:</p> <p><i>Include details of where, when and how the EMRC's support will be acknowledged.</i></p> <p><i>Where applicable, provide a complete list of the sponsorship levels your organisation offers for this initiative and identify which category this sponsorship would apply</i></p>	
<p>Would your organisation be prepared to make a presentation to Council in support of your application if required?</p>	<p>YES / NO</p>

Section 4: Financial Details

- Please provide details of the elements/costs of the project for which you are specifically seeking funding from EMRC. Attach supporting evidence i.e detailed budget, copies of quotes obtained for goods and services.

Details <i>e.g. infrastructure, entertainment, services, misc ,</i>	Estimated cost (\$) ex GST	To be funded by EMRC (\$) ex gst		Quote/Supporting Evidence Attached
				YES / NO
				YES / NO
				YES / NO
				YES / NO
				YES / NO
				YES / NO
				YES / NO
				YES / NO
				YES / NO
				YES / NO
				YES / NO
Total amount of project spend (ex GST)	\$	Total EMRC Funding (ex GST)		

- Please provide details of all confirmed and anticipated sources of funding for the project.

Source	Confirmed \$	Anticipated \$	Total \$
Applicant organisation/group contribution			
Value of voluntary labour <i>Please specify in terms of no. hours x no. volunteers. (This is an in-kind contribution)</i>			
Amount requested from the EMRC (ex gst)			
Other contributions (ex gst) <i>eg other sources of funding</i>			
Total Project Budget (ex GST)	\$	\$	\$

Section 6: Acknowledgement of EMRC

		Yes	No
1.	Do you agree to recognize the EMRC as a project sponsor?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Do you agree that EMRC will be formally recognised and promoted in marketing activities associated with the event? This includes but is not limited to publications, promotional materials, media releases and newsletters, as well as at program launches and/or the event itself via speeches and banners.	<input type="checkbox"/>	<input type="checkbox"/>
3.	In relation to 2 above, do you agree to notify EMRC about such communications prior to publication?	<input type="checkbox"/>	<input type="checkbox"/>

Section 7: Supporting Documents

- Please attach and include any additional information which may support your application eg; Letters of endorsement for your organisation and project.
- Quotations/supporting evidence of costs
- Sponsorship benefits proposal
- Draft project plans, timelines, marketing collateral, risk management.

Section 8: Applicant Declaration

Please have two members of your organisation complete the declaration below. One member must be the President/Director(or equivalent) of the organisation.

“We declare that we have been authorised by the applicant organisation to prepare and submit this application to the EMRC under their Occasional Grants and Sponsorship Policy. We declare that the information included in this application is true and correct and that we will abide by the EMRC Policy 3.4

Name: _____

Position in organisation: _____

Contact Number: _____

Signature: _____

Date: _____

Name: _____

Position in organisation: _____

Contact Number: _____

Signature: _____

Date: _____

Associated Documents

3.4 Occasional Grants/Sponsorship Policy	
EMRC Assessment Form for Occasional Grants and Sponsorships	D2023/02748

Council Policy 4.3

Gratuity Payments to Terminating Employees

Objective

To recognise EMRC staff exemplary and/or extensive service.

Purpose

To establish a policy in relation to the approval of a gratuity payment to employees who retire or resign from employment with the EMRC.

Definitions

A 'gratuity payment' means any payment of monies in addition to any contractual or award entitlement, which is paid to a employees on termination of employment with the EMRC.

Legislation

Local Government Act 1995 s 5.50

Local Government (Administration) Regulations 1996 r.19A

Policy Statement

1. Gratuity payment may be made to an employee in recognition of their exemplary service or extensive term of service with the EMRC.
2. Gratuity payment may be made only when the employee retires or resigns from employment with the EMRC.
3. The Chief Executive Officer will give consideration to whether a gratuity payment should be made to an employee, and the matter will be referred to the Council for consideration.
4. In the instance where the intended recipient of the gratuity is the CEO, the matter shall be considered by the Council.
5. The value of the payment made to the employee will not exceed any amount as prescribed or provided for by r.19A of the Regulations.
6. Any taxation implications associated with the gratuity payment will be borne by the employee.
7. In the event that a gratuity payment is made, the Council will give local public notice of its decision to make that payment in accordance with the provisions of s 5.50 of the *Local Government Act 1995*.

Financial Considerations

Unbudgeted and to be referred to Council for funding.



Adopted/Reviewed

- 29 May 1997
- 22 July 1999
- 02 May 2002
- 20 May 2004
- 23 February 2006
- 18 September 2008
- 23 September 2010
- 18 September 2014
- 06 December 2018
- 23 February 2023

Next Review

Following the Ordinary Elections in 2025

Responsible Unit

Office of the CEO – Human Resources

Council Policy 4.4

Employees Service Recognition

Objective

To recognise staff for their continuous service and contribution to the EMRC.

Purpose

To recognise the tenure of long serving employee within the EMRC.

Legislation

Nil

Scope

This policy applies to all EMRC staff, including part time and casual employees, who achieve aggregate hours of continuous employment equivalent to a minimum of five years service.

Policy Statement

The aim of the Employee Service Recognition policy is to formally recognise staff for their service and contribution to the EMRC.

1. Recognition will be given after the completion of five years continuous service from the date of a employee's most recent hire into a continuous employment position at the EMRC, and at five year intervals thereafter.
2. Eligible employees must be in active service on their anniversary date in order to receive a Service Recognition Award.
3. Employees on leave of absence will receive their Service Recognition Award upon return to active employment.

Service Awards

1. After completing the relevant number of years' of continuous service with EMRC, the employee will be presented with a Certificate of Appreciation signed by the Chairman and Chief Executive Officer and a gift to the value specified in the Schedule below, at a Service Recognition Ceremony.
2. The Service Recognition Ceremony will be a Council funded event (e.g. morning tea or sundowner) as determined by the Chief Executive Officer.
3. Service Recognition presentations will be made by the Chief Executive Officer, or nominee, and the Chairman, or nominee, if practicable.
4. Service Recognition Ceremonies will take place as near as possible to the employee's anniversary date, having regard for such factors as the number of staff qualifying in any one year and the significance of the anniversary being celebrated.

Administration

1. Human Resources will be responsible for providing to the Chief Executive Officer, relevant Chief, and relevant Manager, a list of staff eligible for Service Recognition at least two (2) months prior to the event and will assist with the preparation and planning of the Service Recognition Ceremony.

2. The Chief Executive Officer’s office will be responsible for liaising with the CEO and Chairman in identifying a suitable date to hold the Service Recognition Ceremony.

Schedule - Recognition of Years of Service

Number of Years of Continuous Service	Service Recognition Award
5 Years of Service	Framed Certificate of Appreciation Gift to the value of \$100
10 Years of Service	Framed Certificate of Appreciation Gift to the value of \$150
15 Years of Service	Framed Certificate of Appreciation Gift to the value of \$200
20 Years of Service	Framed Certificate of Appreciation Gift to the value of \$400
After Each Period of 5 Years Thereafter	Framed Certificate of Appreciation Gift to the value of \$450

Financial Considerations

An amount will be provided in the annual budget to meet estimated costs.

Adopted/Reviewed

- 06 September 2001
- 02 May 2002
- 20 May 2004
- 23 February 2006
- 18 September 2008
- 23 September 2010
- 18 September 2014
- 06 December 2018
- 23 February 2023

Next Review

Following the Ordinary Elections in 2025

Responsible Unit

Office of the CEO – Human Resources

Council Policy 4.5

Gifts to Employees for Farewells and Special Circumstances

Objective

To formalise the process of gift giving and farewell functions for EMRC staff.

Purpose

To establish policy and guidelines relating to farewell and/or special circumstance gifts and farewell functions that may be conferred on an employee for the following reasons:

1. Retirement, resignation or redundancy from their employment with the EMRC through personal volition (non-disciplinary); and
2. Special circumstances such as the birth/adoption of an employee's child, marriage of a team member, bereavement in the affected employee's immediate family, or long-term or serious illness of an employee.

Scope

This policy applies to all EMRC employees, including part time and casual employees. Eligibility is based primarily upon years of continuous service.

Legislation

Nil

Policy Statement

1. The aim of this policy is to establish the circumstances for providing:
2. An additional benefit to an employee leaving the Council's employment voluntarily (and not under any disciplinary procedures).
3. A gift to an employee under special circumstances.

Retirement, Resignation or Redundancy Benefit

Individual employees may receive a notional benefit in accordance with the following table:

Number of Years of Continuous Service	Service Recognition Award
< 5 Years	<ul style="list-style-type: none"> ➤ No contribution towards employee's collection; ➤ An exception may be made at the discretion of the Chief Executive Officer (CEO) in the event that it is deemed appropriate; ➤ Morning or afternoon tea or appropriate after hours employee function as determined by the CEO.
5 Years to < 10 Years	<ul style="list-style-type: none"> ➤ \$100 contribution towards an employee collection; ➤ Letter of appreciation from the CEO; and ➤ Morning or afternoon tea or appropriate after-hours employee function as determined by the CEO.
10 to < 15 Years	<ul style="list-style-type: none"> ➤ \$200 contribution towards an employee collection; ➤ Letter of appreciation from the CEO or Chairman; and ➤ Morning or afternoon tea or appropriate after-hours employee function as determined by the CEO in consultation with the Chairman.
15 to < 20 Years	<ul style="list-style-type: none"> ➤ \$250 contribution towards an employee collection; ➤ Letter of appreciation from the CEO or Chairman; and ➤ Morning or afternoon tea or appropriate after-hours employee function as determined by the CEO in consultation with the Chairman.
20 Years and Over	<ul style="list-style-type: none"> ➤ \$300 contribution for a gift on behalf of Council; ➤ Letter of appreciation from the CEO or Chairman; ➤ Morning or afternoon tea or appropriate function as determined by the CEO in consultation with the Chairman; and/or ➤ Luncheon with CEO and key personnel.

Special Circumstances Benefit

Where special circumstances exist, the CEO has the discretionary authority to provide the affected employee with an appropriate token benefit (flowers or equivalent gift) on behalf of the EMRC.

Responsibilities:

1. The employee's Chief or nominee is responsible for planning the appropriate presentation, in consultation with the Chief Executive Officer.
2. Human Resources is responsible for providing the Chief or nominee the employee's details relevant to this policy such as personal address, years of service etc.



Financial Considerations

An amount will be provided in the annual budget to meet estimated costs.

Adopted/Reviewed

06 September 2001

02 May 2002

20 May 2004

23 February 2006

18 September 2008

23 September 2010

18 September 2014

06 December 2018

23 February 2023

Next Review

Following the Ordinary Elections in 2025

Responsible Unit

Office of the CEO – Human Resources

Council Policy 4.6

Appointment of Acting Chief Executive Officer

Objective

To formalise the appointment of an Acting Chief Executive Officer.

Purpose

To guide the arrangements for the appointment of an Acting Chief Executive Officer (Acting CEO) in the absence of the Chief Executive Officer (CEO) due to annual leave, long service leave, extended personal leave or other circumstances.

Scope

This policy applies to the CEO and Chiefs of the Eastern Metropolitan Regional Council (the EMRC).

Legislation

Local Government Act (1995)

Local Government (Administration) Regulations 1996

Salaries and Allowances Tribunal Act 1975

Policy Statement

The CEO is eligible to annual leave, long service leave and personal leave (including carer's leave, sick leave and compassionate leave) as provided in the contract of employment and EMRC Management Guidelines.

To facilitate those arrangements and to ensure the continuous operations of the EMRC, the following guidelines are provided:

- 1 For periods of leave less than five days (i.e. less than one week)**
 - 1.1 The CEO will provide notification to the Chair or Deputy of planned leave of less than five days one week in advance, or as soon as practicable if the leave is unplanned for approval by the Chair, and that such approval not be unreasonably withheld.
 - 1.2 In the CEO's absence the appropriate Chief will manage issues relevant to their area of responsibility.
 - 1.3 Where possible, the CEO will monitor communications and be contactable for urgent matters.

2 For periods of leave of five consecutive days (i.e. one week) and up to four weeks

- 2.1 The CEO will liaise with the Chair or Deputy Chair at least two weeks prior to taking planned leave of five consecutive days and up to four weeks for approval by the Chair or Deputy Chair, and that such approval will not be unreasonably withheld, and advise the Council as soon as practicable thereafter.
- 2.2 An Acting CEO will be appointed by the CEO in consultation with the Chair.
- 2.3 Councillors will be informed which Chief has been appointed as soon as practicable thereafter.

3 For periods of leave more than four weeks

- 3.1 The CEO will submit a report to Council for planned leave of more than four weeks for approval at least one month prior to the leave commencing.
- 3.2 An Acting CEO will be appointed by Council.

4 Acting Chief Executive Officer (CEO) Arrangements

- 4.1 Chiefs acting in the role of CEO will be delegated the powers and be able to discharge the duties of the CEO, other than the power of delegation, as provided in Section 5.44 of the *Local Government Act 1995* during the period of acting.
- 4.2 The CEO will provide delegations in writing with any limitations to the Acting CEO.
- 4.3 Chiefs acting in the role of CEO will be eligible to be paid higher duties for the period of acting.
- 4.4 The following employees are eligible to be appointed to the role of Acting CEO:
 - 4.4.1 Chief Operating Officer
 - 4.4.2 Chief Financial Officer; or
 - 4.4.3 Chief Sustainability; or
 - 4.4.4 Chief Project Officer; or
 - 4.4.5 any other employee deemed suitably qualified and experienced by the Council.
- 4.5 Appointment of the Acting CEO will be on a rotational basis at the discretion of the CEO, dependent on availability and operational requirements and for a defined period and shall be made in writing.

- 5 If in the event the CEO becomes vacant and whilst a recruitment and selection process is being undertaken the Council may appointment a person into the role of CEO for a term not exceeding 1 year.

Financial Considerations

Remuneration

Unless Council otherwise resolves and the acting CEO agrees, a person acting as CEO shall be remunerated at the following rates:

If acting for periods of less than four weeks, in addition to the Acting Incumbent's base salary, 75% of the difference between the substantive CEO's base salary and the Acting Incumbent's base salary.

If acting for periods of more than four weeks, in addition to the Acting Incumbent's base salary, 80% of the difference between the substantive CEO's base salary and the Acting Incumbent's base salary.



Adopted/Reviewed

March 2021
23 February 2023

Next Review

Following the Ordinary Elections in 2025

Responsible Unit

Office of the CEO – Human Resources



Council Policy 1.9

Recognition of Members of Council

Strategic Plan Objective

3.2 To manage partnerships and relationships with stakeholders.

Purpose

To establish a policy and provide guidelines for recognising the service that is given to the region by members of the Council.

Legislation

Local Government Act 1995 s5.98(6)

Policy Statement

Council shall recognise the service of members of the Council who no longer hold office of the EMRC in accordance with clause 7.2(1) (b) and (c) of the Establishment Agreement of the Eastern Metropolitan Regional Council.

Recognition will be subject to the member not becoming disqualified from holding office of the EMRC or participant Council as a result of an offence under the Local Government Act 1995 or any other law.

The following awards shall be made to recognise such service:

- During and on completing one 2-year term A framed certificate of appreciation
- On completing two 2-year terms A framed certificate of appreciation and a gift to the value of \$100
- On completing three 2-year term A framed certificate of appreciation and a gift to the value of \$200
- On completing four 2-year terms or more A framed certificate of appreciation and a gift to the value of \$500

The certificate will specifically acknowledge any term spent as Chairman or Deputy Chairman in addition to the role of Councillor.

No gift will be given by way of a cash payout and the gift purchased, should be appropriate and may be suitable for keeping as a memento.

Such certificate of appreciation and gift will be presented at the next EMRC Biennial dinner or cocktail function.



Financial Considerations

Appropriate provision is to be included for consideration in Council's annual budget deliberations.

Adopted/Reviewed

22 February 2007
18 September 2008
23 September 2010
18 September 2014
06 December 2018

Next Review

Following the Ordinary Elections in 2021

Responsible Unit

Business Support Team

6.2 REVIEW OF DELEGATED POWERS AND DUTIES

D2023/02155

PURPOSE OF REPORT

To complete the annual statutory review of the exercise of powers and discharge of duties delegated by Council.

KEY POINT(S)

- It is a requirement of section 5.18 of the *Local Government Act 1995* (the Act) that the delegations made by the Council to Committees are reviewed in every financial year.
- It is a requirement of section 5.46 of the Act that the delegations made by the Council to the Chief Executive Officer (CEO) are reviewed in every financial year.
- The delegation of powers and duties remaining current are recommended for review and to be re-affirmed by Council.

RECOMMENDATION(S)

That Council re-affirms the delegated powers and duties as listed in the report.

SOURCE OF REPORT

Chief Financial Officer

BACKGROUND

- 1 It is a requirement of section 5.18 of the Act that the delegations made by the Council to Committees are reviewed at least once in every financial year.
- 2 It is a requirement of section 5.46 of the Act that the delegations made by the Council to the CEO are reviewed at least once in every financial year.

REPORT

- 3 The list of Council decisions to delegate its powers or duties to a Committee or to the CEO are listed below. Only the decisions which are still current are being recommended to Council for review and to be re-affirmed.
- 4 The following is the list of current delegations required to be re-affirmed by Council:

Delegation Number	Date of Original Delegation	Description of Delegation	Delegated To	Details of Delegated Powers and Discharge of Duties
C2/97	29/08/1996	Power to pay accounts between meetings.	CEO	Current
C/2014	04/12/2014	That Council pursuant to Section 5.42 of the <i>Local Government Act 1995</i> , amends the delegation to the Chief Executive Officer with respect to payments from the municipal or trust funds, to include a condition that the Chief Executive Officer is to provide a brief description outlining the nature of each transaction and payment made from municipal or trust funds on a monthly basis.	CEO	D2014/12979 17.2 Notice of Motion (Council)
C7/2001	22/02/2001	Authority to approve legal services to the value of \$5,000 in accordance with Council Policy Legal Representation Costs Indemnity Policy.	CEO	Current DMDOC/9963
C1/2005	19/05/2005	Finalise the sale of the land, within Lot 12, required for the Hills Spine Road and Perth – Adelaide Highway, to the Western Australian Planning Commission.	CEO	Current DMDOC/34306 (TAC Report) DMDOC/32855 (Council Minutes)
C1/2006	20/07/2006	The CEO, in consultation with the Chairman, is delegated authority to approve interstate and local travel related expenditure associated with pursuing lobbying and advocacy issues of an urgent nature, in accordance with Council Policy 1.8 – Lobbying and Advocacy Policy. Note: This delegation has been amended by C5/2016 such that the authority is also in accordance to Council approved budget. (D2018/07021)	CEO	Current DMDOC/107688 (CEOAC Report) DMDOC/52370 (Council Minutes)
C2/2006	24/08/2006	That the CEO make appointments to the position of Acting Chief Executive Officer based on the EMRC employee holding the substantive position of Director and appointments being for a period of not longer than six (6) weeks.	CEO	Current DMDOC/55573 (Report) DMDOC/54252 (Council Minutes)

Delegation Number	Date of Original Delegation	Description of Delegation	Delegated to	Details of Delegated Powers and Discharge of Duties
C1/2010	18/02/2010	That Council, by an absolute majority in accordance with section 5.42 of the <i>Local Government Act 1995</i> , delegate authority to the CEO to enter into contracts for the sale of EMRC generated products to a maximum contract value of \$3,000,000 (ex GST)	CEO	Current DMDOC/126570 (Report) DMDOC/123820 (Council Minutes)
C1/2014	20/02/2014	That Council: 1. By absolute majority acting pursuant to section 5.42 of the <i>Local Government Act 1995</i> , delegates authority to the CEO to accept tenders conditional upon: (a) Provision having been made in the current budget for the purchase of the particular item or as authorised by Council in advance. Note: this delegation has been amended by C5/2016 at the Council meeting held 24/03/2016 (D2016/04799) increasing the limit from \$350,000 to \$400,000 excl GST.	CEO	Current D2014/00706 (Report) D2013/02643 (Council Minutes)
C1/2015	19/02/2015	By absolute majority in accordance with section 5.42 of the <i>Local Government Act 1995</i> , delegates authority to the CEO to donate EMRC product to the value of \$10,000 p.a.	CEO	Current D2015/02243 (Report) D2015/00181 (Council)
C4/2015	20/08/2015	That Council, by absolute majority, in accordance with Section 5.42(1) of the <i>Local Government Act 1995</i> , delegate authority, to the CEO, to invite tenders on its behalf.	CEO	Current D2015/13575 (Report) D2015/10208 (Council)
C5/2016	24/03/2016	That Council: 1. By absolute majority in accordance with section 5.45 of the <i>Local Government Act 1995</i> , amends delegation C1/2014 increasing the authority limit of the Chief Executive Officer to accept tenders to \$400,000 excluding GST. 2. By absolute majority in accordance with section 5.42 of the <i>Local Government Act 1995</i> , delegates authority to the CEO to exercise the option to extend any contract awarded under a tender with further extension periods following the initial contract period, subject to satisfactory performance. 3. Receives a report detailing the list of items approved under delegated authority as they arise at the next ordinary meeting of council.	CEO	Current D2016/03708 (Report) D2016/01544 (Council)

Delegation Number	Date of Original Delegation	Description of Delegation	Delegated to	Details of Delegated Powers and Discharge of Duties
C6/2016	23/06/2016	That Council by absolute majority in accordance with section 5.42 of the <i>Local Government Act 1995</i> delegate authority to the Chief Executive Officer to negotiate and enter into contracts for waste disposal related to operations at the Red Hill Waste Management Facility and Hazelmere Resource Recovery Park.	CEO	Current D2016/08210 (Report) D2016/06161 (Council)
C3/2017	18/05/2017	That Council grant the CEO delegated authority to accept quotations from HAAS or its authorised suppliers for the supply of spare parts and periodic equipment repairs of the HAAS timber grinder.	CEO	Current D2017/05958 (TAC Report) D2017/07166 (Council Report)
C15/2018	6/12/2018	That: 1. Council authorises the CEO to enter into confidential discussions with the Western Metropolitan Regional Council in relation to the supply of residual waste for the proposed Resource Recovery Facility while negotiating for the supply of their general waste streams. 2. Any proposal for the supply of residual waste from Western Metropolitan Regional Council for the proposed Resource Recovery Facility be referred back to Council for consideration. 3. The report remains confidential and be certified by the Chairman and CEO.	CEO	Current D2018/15614 (Council Report)
C3/2019	22/08/2019	That Council authorises: 1. The Chairman to approve any leave request from the CEO on its behalf. 2. The Deputy Chairman to approve any leave request from the CEO on its behalf, in the circumstances the Chairman is unavailable.	Chairman Deputy Chairman	Current D2019/11274 (Council Report)

Delegation Number	Date of Original Delegation	Description of Delegation	Delegated to	Details of Delegated Powers and Discharge of Duties
C5/2019	19/09/2019	That Council delegates authority to the CEO to issue, and to instruct EMRC's lawyers to issue, any default notices that may be required pursuant to any of the agreements between Anergy Australia Pty Ltd and the EMRC.	CEO	Current D2019/10941 (WAC Report) D2019/13752 (Council Report)
C1/2021	08/02/2021	Council by absolute majority in accordance with s5.16 of the <i>Local Government Act 1995</i> delegates to the Legal Committee the power to undertake actions in response to the legal matter as outlined within the confidential report.	Legal Committee (LC)	Current D2021/01716 (Council Report)
C3/2021	25/02/2021	That Council: 1. Authorises the CEO to be the Complaints Officer. 2. By absolute majority in accordance with s.5.42 of the <i>Local Government Act 1995</i> , delegates power to the CEO to appoint authorised complaints officers. 3. Endorse the complaint about alleged breach form, forming Att 1 to this report.	CEO	Current D2021/02217 (Council Report)
C5/2021	25/03/2021	That: 1. Council by absolute majority in accordance with s.5.16 of the <i>Local Government Act 1995</i> delegates to the Legal Committee the power to undertake all necessary actions in response to the legal matter previously reported and any related matters with regards to the Establishment Agreement. 2. Notes the rationale for the motion is to enable the EMRC Council to undertake actions in response to the legal matter as outlined within the confidential report through the established Legal Committee.	Legal Committee (LC)	Current D2021/02719 (Confidential Council Report)

Delegation Number	Date of Original Delegation	Description of Delegation	Delegated to	Details of Delegated Powers and Discharge of Duties
C15/2021	23/09/2021	That: 1 Council delegate authority to the CEO, to negotiate an agreement as detailed in the report. 2 Council directs the CEO to prepare a separate report to Council with the proposed agreement for its review and endorsement. 3 The report and attachment remain confidential and be certified by the Chairman and CEO.	CEO	Current D2021/18505 Superseded by C7/2022
C16/2021	25/11/2021	That Council by absolute majority in accordance with section 5.42 of the <i>Local Government Act 1995</i> , 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 <i>Local Government (Functions and General) Regulations 1996</i> .	CEO	Current D2021/23194
C19/2021	25/11/2021	That: 1. Council by absolute majority in accordance with section 5.42 of the <i>Local Government Act 1995</i> , delegates authority to the Chief Executive Officer to negotiate an agreement with the party identified within the Confidential report. 2. The report and attachments remain confidential and be certified by the Chairman and CEO.	CEO	Current D2021/23003
C20/2021	25/11/2021	That Council by absolute majority in accordance with section 5.42 of the <i>Local Government Act 1995</i> , delegates authority to the Chief Executive Officer to negotiate an agreement with the parties identified within the Confidential report.	CEO	Current D2021/23795
C1/2022	24/02/2022	By absolute majority in accordance with section 5.42 of the <i>Local Government Act 1995</i> , delegates authority to the Chief Executive Officer to make monetary donations on behalf of the EMRC up to a maximum of \$2,500 for each identified charitable organisation or group with Perth's eastern region, subject to the approved annual budgetary allocation adopted by Council.	CEO	Current D2022/01044

Delegation Number	Date of Original Delegation	Description of Delegation	Delegated to	Details of Delegated Powers and Discharge of Duties
C7/2022	19/12/2022	Council, by absolute majority in accordance with s.5.42(1) of the <i>Local Government Act 1995</i> , delegates authority to the Chief Executive Officer to negotiate and enter into the Air Pollution Control Residue Disposal agreement and financial direct deed, subject to minor variations and the satisfaction of the requirements of s.3.59 of the <i>Local Government Act 1995</i> .	CEO	Current D2022/18466

STRATEGIC/POLICY IMPLICATIONS

5 Reporting on EMRC Strategic Policy implications align with the revised Strategic Plan 2017-2027 and the Sustainability Strategy:

Target - Sustainability integrated into management processes.

FINANCIAL IMPLICATIONS

6 Nil

SUSTAINABILITY IMPLICATIONS

7 Nil

RISK MANAGEMENT

Risk – Non Compliance with the <i>Local Government Act 1995</i>		
Consequence	Likelihood	Rating
Moderate	Unlikely	Moderate
Action/Strategy		
Annual review of delegated powers and duties and an approval for a delegation to the CEO is required to comply with the <i>Local Government Act 1995</i> .		



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 re-affirms the delegated powers and duties as listed in the report.

COUNCIL RESOLUTION(S)

MOVED

SECONDED

6.3 CONTRIBUTION TO PARTICIPATING MEMBER COUNCILS FOR THE IMPLEMENTATION OF FOOD ORGANICS AND GARDEN ORGANICS (FOGO)

D2023/02605

PURPOSE OF REPORT

The purpose of this report is to provide Council with an update and an additional FOGO contribution to participating member Councils.

KEY POINT(S)

- An additional FOGO contribution based on the 2021 census for the revised number of households per participating member Council is provided for Council's consideration.

RECOMMENDATION(S)

That Council declares on this day 23 February 2023, a FOGO distribution totalling \$1,575,200 from the Secondary Waste Reserve to be distributed to participating member Councils on or before 30 June 2023 as detailed in this report.

SOURCE OF REPORT

Chief Financial Officer

BACKGROUND

1 Council resolved at its meeting held on 19 March 2020 as follows:

"That Council:

1. *Declares on this day 19 March 2020, a distribution totalling \$13,789,200 from the Secondary Waste Reserve to be distributed to all member Councils on or before 30 June 2020.*
2. *Authorises the distribution to the respective participants of the EMRC:*
 - a) *Be based on \$100 per household; and*
 - b) *Following the next census in 2021 an adjustment distribution be made based on revised number of households per member council.*
3. *Agrees the distribution of funds to the respective member councils is to assist and support the implementation of FOGO recovery program including the cost of bins, kitchen caddies and first year caddy liners in line with the secondary waste treatment of household municipal waste. Should a member council decide not to proceed with the FOGO program, distributed funds are to be refunded to the secondary waste reserve.*
4. *Request an updated timeline for tender implementation of a permanent FOGO processing solution that includes the tasks of preparing a feasibility study and obtaining council approval prior to tenders being called."*

REPORT

2 Following the release of the 2021 census, an additional distribution is to be declared and made as per Council's instructions of 19 March 2020.

3 A variance was undertaken between the number of households as per the 2016 census and the 2021 census. There was an overall increase in households of 15,752 for member Council from the total 2016 census number of 120,688. This equates to an additional distribution of \$1,575,000 to be made to participating member Councils.

4 Based on the change in the number of households at \$100 per household, outlined below is a summary of the distribution value to be made to participating member Councils:

Participating Member Council	Previous 2016 Census (Households)	2021 Census (Households)	Variance (Households)	@ \$100 per Household
Town of Bassendean	6,481	7,179	698	\$69,800
City of Bayswater	28,675	32,142	3,467	\$346,700
City of Kalamunda	21,937	23,315	1,378	\$137,800
Shire of Mundaring	14,552	14,945	393	\$39,300
City of Swan	49,043	58,859	9,816	\$ 981,600
TOTAL	120,688	136,440	15,752	\$1,575,200

STRATEGIC/POLICY IMPLICATIONS

5 Reporting on EMRC Strategic Policy implications align with the revised Strategic Plan 2017-2027 and the Sustainability Strategy:

- Goals: Respond to a climate emergency
- Objectives – To reduce our carbon impact to achieve net zero
- Target – Below zero emissions by 2040

FINANCIAL IMPLICATIONS

6 As outlined in the report and attachments

SUSTAINABILITY IMPLICATIONS

7 Nil

RISK MANAGEMENT

Risk – Lack of funds to successfully implement the FOGO rollout		
Consequence	Likelihood	Rating
Moderate	Unlikely	Moderate
Action/Strategy		
➤ Ensure that the additional distribution be made to participating member Councils on or before 30 June 2023 to assist with the implementation of their FOGO rollout.		

MEMBER COUNCIL IMPLICATIONS

Member Council

Town of Bassendean
City of Bayswater
City of Kalamunda
Shire of Mundaring
City of Swan

Implication Details

} As outlined in the report

ATTACHMENT(S)

Nil

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION(S)

That Council declares on this day 23 February 2023, a FOGO distribution totalling \$1,575,200 from the Secondary Waste Reserve to be distributed to participating member Councils on or before 30 June 2023 as detailed in this report.

COUNCIL RESOLUTION(S)

MOVED

SECONDED

6.4 INFORMATION BULLETIN - CORPORATE BUSINESS PLAN 2022/2023 – 2026/2027 – SECOND QUARTER REPORTING FROM OCTOBER TO DECEMBER 2022

D2023/01769

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 2022/2023 – 2026/2027 for the reporting period October to December 2022.

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 Revised Strategic Community Plan titled Revised 10 Year Strategic Plan 2017 – 2027 on 24 November 2022. (D2022/20404).
- Council adopted the revised EMRC's Corporate Business Plan 2022/2023 – 2026/2027 on 25 August 2022 (D2021/14764).
- Council adopted the EMRC's Sustainability Strategy 2022/2023 – 2026/2027 on 25 August 2022 (D2022/14122).
- The attachment to this report provides the second quarter reporting, against the key actions identified within the new Corporate Business Plan 2022/2023 – 2026/2027, for the period October to December 2022.

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 Revised Strategic Community Plan titled Revised 10 Year Strategic Plan 2017 – 2027 on 24 November 2022. (D2022/20404).
- 3 Council adopted the EMRC's revised Corporate Business Plan 2022/2023 – 2026/2027 on 25 August 2022 for activities progressed from 1 July 2022 onwards (D2020/14764).
- 4 Council adopted the EMRC's Sustainability Strategy 2022/2023 – 2026/2027 on 25 August 2022 (D2022/14122).

REPORT

- 5 The Revised 10 Year Strategic Plan 2017 – 2027 guides, at a strategic level, the direction that the EMRC will take over the ensuing period 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.”*
- 6 The Corporate Business Plan 2022/2023 – 2026/2027 was 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 2022.
- 7 Council adopted the EMRC’s Sustainability Strategy 2022/2023 – 2026/2027 on 25 August 2022 (D2022/14122).
- 8 The attachment to this report relates to the Corporate Business Plan actions for the second quarter reporting period of October to December 2022.

STRATEGIC/POLICY IMPLICATIONS

- 9 Reporting on EMRC Strategic Policy implications align with the revised 10 Year Strategic Plan 2017-2027 and the Sustainability Strategy 2022/2023 – 2026/2027:
 - Goal: To Demonstrate Circular Economy Leadership
 - Target - Enabling circular economy initiatives through advocacy networks by 2050
 - Goal: To Respond to a Climate Emergency
 - Target – Sustainability integrated into management processes
 - Goal: To Create Value in the Community
 - Target – Community based source separation initiatives by 2027
 - Goal: To Address Environmental Impacts
 - Target - Regional urban programs implemented

FINANCIAL IMPLICATIONS

- 10 The financial implications are reflected in the annual operating budget and the long-term financial plans.

SUSTAINABILITY IMPLICATIONS

- 11 The Corporate Business Plan 2022/2023 – 2026/2027 identified projects, programs and services for the benefit and sustainability of Perth’s Eastern Region.

RISK MANAGEMENT

Risk That 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

- Town of Bassendean
- City of Bayswater
- City of Kalamunda
- Shire of Mundaring
- City of Swan

Implication Details

} As outlined in the attachment

ATTACHMENT(S)

Corporate Business Plan 2022/2023 – 2026/2027 Second Quarter Progress Report for the period, October to December 2022 (D2023/01773)



Corporate Business Plan 2022/2023 – 2026/2027

Progress Report – Second Quarter 2022/2023

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 revised 10 Year Strategic Plan 2017 to 2027 identifies the overarching outcomes that the EMRC Council aspires to achieve.

The newly adopted Corporate Business Plan 2022/2023 – 2026/2027 (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 2022. The Corporate Business Plan is built on the foundation of four goals identified within the Sustainability Strategy 2022/2023 – 2026/2027 and the revised 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 progress updates of projects and programs developed to achieve Council's 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" and sustainability vision "Promoting sustainable waste management and a transition to a circular economy".

Updates against the Corporate Business Plan for the period July 2022 to June 2023 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

1 Demonstrate Circular Economy Leadership

Objective: To provide circular based resource recovery solutions for Perth’s Eastern Region and act as a knowledge hub for waste avoidance strategies

1.1 Enable circular economy initiatives through advocacy networks by 2025

Key Actions		Responsible Officer	Status	Quarter	Comments
1.1.1	Map stakeholders and areas of influence and impact to develop a targeted engagement plan (e.g. member Councils, commercial waste customers, government policy drivers) E.g.: ➤ Member Council and key stakeholder relationships; ➤ Partnership opportunities with universities and other organisations; ➤ Marketing and Communications Plan ➤ Revised Stakeholder Engagement Plan	CEO	●	July - September 2022	In progress
				October - December 2022	➤ Annual report completed and disseminated ➤ EMRC E-Newsletter Nov/Dec issue 145 was published and disseminated ➤ EMRC Community grant funding Award Ceremony at Red Hill
				January - March 2023	
				April - June 2023	
1.1.2	Facilitate regular industry-based and community-based advocacy meetings to discuss and identify new circular economy and net zero ventures opportunities E.g.: ➤ CEWA; Emicol; RWESG ➤ CE webinars and forums	Sustainability	●	July - September 2022	Regular meetings occurring with stakeholders including STEG; CEWA and continuing Circular Economy webinars
				October - December 2022	➤ Meetings have continued with industry and community-based groups as required, CEWA ➤ Circular Economy Roadmap webinars were completed ➤ Early stage planning for 2023 Circular Economy Leadership Course with UNSSC
				January - March 2023	
				April - June 2023	
1.1.3	Create strategic partnerships and alliances which aim to achieve positive outcomes for the region and beyond, build resilience and secure funding (where relevant)	CEO	●	July - September 2022	Meeting with GDA, Woodside, other alliances have been held this quarter
				October - December 2022	Meetings with the above agencies have continued during this quarter
				January - March 2023	

				April - June 2023	
1.1.4	Map alignment and circularity gaps between advocacy programs and partnerships for identification of future circular economy initiatives including sustainable transport E.g.: ➤ Circularity Gap Report / Horizon Scan;	CEO	●	July - September 2022	Final draft of the Regional Circular Economy Horizon Scan is in progress
				October - December 2022	Regional Circular Economy Horizon Scan was completed and will assist with future mapping
				January - March 2023	
				April - June 2023	

1.2 80% resource recovery of waste generated in the region by 2030

	Key Actions	Responsible Officer	Status	Quarter	Comments
1.2.1	Develop a resource flow model for the EMRC and its member Councils. The model could focus only on waste or expand into other materials such as water, energy, and carbon	CEO	●	July - September 2022	In progress
				October - December 2022	In progress
				January - March 2023	
				April - June 2023	
1.2.2	Enable a sales model for use of recovered material in each member Council areas E.g. ➤ Identify markets and develop resource recovery products	Operations	●	July - September 2022	Regular meetings with member Council representatives to understand/establish their product needs.
				October - December 2022	Regular meetings with member Council representatives to understand/establish their product needs.
				January - March 2023	
				April - June 2023	
1.2.3	Establish and provide member Councils with waste and recycling guides. This should include the integration of FOGO waste guides	Sustainability	●	July - September 2022	Continue to develop member Councils with waste and recycling guides and integrate FOGO when the Council moves to a three-bin system.
				October - December 2022	Liaison with member Councils is underway relating to their waste and recycling guides for 2023.
				January - March 2023	
				April - June 2023	
1.2.4	Determine high-value use for the existing C&I processing building at Hazelmere RRP	Operations	●	July - September 2022	Initial discussions with member Council representatives to explore solutions for bulk verge processing and recycling materials.
				October - December 2022	Bassendean Bulk Verge Trial commenced early December, achieving a 25% landfill diversion rate.
				January - March 2023	

				April - June 2023	
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1.3 80% reuse of material at all EMRC operated sites by 2040

	Key Actions	Responsible Officer	Status	Quarter	Comments
1.3.1	Map our current waste production profile for benchmarking (as an organisation) and align with the EMRC's FOGO Strategy where applicable E.g.: Undertake, provide, investigate; ➤ Integrated Waste Management research, ➤ Leadership in waste policy and practice ➤ New waste management practices and services	CEO	●	July - September 2022	Our current waste profile, particularly in terms of FOGO is in line with the FOGO strategy
				October - December 2022	The EMRC's waste profile also aligns with the Sustainability Strategy and the revised Strategic Plan
				January - March 2023	
				April - June 2023	
1.3.2	Regularly review and implement initiatives in line with the Red Hill and Hazelmere Development Plans	Projects	●	July - September 2022	There have been a number of developments at Red Hill in particular which necessitate an update to the Red Hill Development Plan. Similarly, an update to the Hazelmere Development Plan is also being considered.
				October - December 2022	Updates to the Red Hill and Hazelmere Development Plans are planned to be complete by the end of the financial year.
				January - March 2023	
				April - June 2023	
1.3.3	Develop, facilitate, and participate in activities of the regional waste education and resource recovery steering groups	Sustainability	●	July - September 2022	Continue to participate in regional waste education and resource recovery steering groups.
				October - December 2022	Continue to participate and facilitate regional waste education and resource recovery steering groups.
				January - March 2023	
				April - June 2023	
1.3.4	Regularly review local government procurement guidelines and processes for sustainable decision making	Business	●	July - September 2022	Sustainable decision making in procurement is included in the EMRC Purchasing Policy. Currently the procurement team is working on a sustainable procurement framework
				October - December 2022	Sustainable decision making in procurement is included in the EMRC Purchasing Policy. Currently the procurement team is working on a sustainable procurement framework
				January - March 2023	
				April - June 2023	
1.3.5		Operations		July - September 2022	Reviews undertaken on monthly basis.

	Regularly review local government sales requirements for sustainable decision making		●	October - December 2022	Reviews undertaken on monthly basis.
				January - March 2023	
				April - June 2023	
1.3.6	Identify and facilitate supply chain awareness for product production e.g. FOGO products, woodchips, construction materials	Operations	●	July - September 2022	Development of a sales comm strategy for all existing customers as well as new potential customers around recoverable materials.
				October - December 2022	Executed sales comm strategy and track set targets
				January - March 2023	
				April - June 2023	

2 Respond to a Climate Emergency

Objective: To reduce carbon impacts to achieve net zero and understand the risks associated with climate change to Perth's Eastern Region

2.1 Infrastructure adaptation and education by 2030

	Key Actions	Responsible Officer	Status	Quarter	Comments
2.1.1a	Undertake asset management assessment, workforce planning and long-term financial planning for all EMRC owned infrastructure E.g.: ➤ Long term financial plan ➤ Asset Management Plan ➤ Strategic IT Plan	Business	●	July - September 2022	<ul style="list-style-type: none"> ➤ Long Term Financial Planning - Review of the 10 Year Financial Plan will be undertaken as part of the 2023/2024 Budget deliberation process and is expected to commence in Feb/Mar'23 following the half year budget review in Jan/Feb'23. ➤ Strategic IT Plan – New phone system implemented at the Red Hill site. Test environment built for testing a new version of the Synergy Soft finance system.
				October - December 2022	<ul style="list-style-type: none"> ➤ Long Term Financial Planning - Review of the 10 Year Financial Plan will be undertaken as part of the 2023/2024 Budget deliberation process and is expected to commence in Feb/Mar'23 following the half year budget review in Jan/Feb'23. ➤ Strategic IT Plan – New phone system implemented at the Hazelmere and Ascot sites. The Synergy Soft finance system was upgraded to version 11.1.441. Microsoft Office 2019 licenses converted to Microsoft 365 licenses.
				January - March 2023	
				April - June 2023	
2.1.1b	Undertake asset management assessment, workforce planning and long-term financial planning for all EMRC owned infrastructure	CEO	●	July - September 2022	<ul style="list-style-type: none"> ➤ The Risk Management is an ongoing process and updates reported through the Audit Committee. The next Risk Management update will be in the October AC meeting. ➤ All further plans are in progress.

Key Actions		Responsible Officer	Status	Quarter	Comments
	E.g.: <ul style="list-style-type: none"> ➤ Organisational governance ➤ Integrated Planning Framework ➤ Workforce Plan ➤ WHS Plan ➤ Risk Management 			October - December 2022	Workforce Plan has been reviewed and is in the process of being finalised. LGIS undertook an Audit of the EMRC WHS systems and a plan has been developed to meet the requirements of the new legislation.
				January - March 2023	
				April - June 2023	
2.1.2	Identify and evaluate land-use options at EMRC sites to maximise future resource recovery program	Projects	●	July - September 2022	Land use options currently under review in line with various projects which are in development stages.
				October - December 2022	Land use options are still currently under review. The planned updates to the Red Hill and Hazelmere Development Plans will address land use issues.
				January - March 2023	
				April - June 2023	

2.2 Below zero carbon emissions by 2040

Key Actions		Responsible Officer	Status	Quarter	Comments
2.2.1	Map and benchmark energy usage and consumption rates across all sites e.g. energy use, vehicle fuel consumption, auditing requirements, early stage asset management	Operations	●	July - September 2022	Implement effective systems to accommodate monthly reports
				October - December 2022	Ongoing reviews on monthly basis
				January - March 2023	
				April - June 2023	
2.2.2	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 for onsite use or export of heat energy for value-adding processes or sale to surrounding industrial businesses, electric fleet procurement	CEO	●	July - September 2022	Discussions are ongoing with external parties around future decarbonisation at Red Hill
				October - December 2022	Meetings held with Woodside around trial Ethanol Plant opportunity at Red Hill
				January - March 2023	
				April - June 2023	
2.2.3	Create Annual Energy and Emission Data Analysis Report and Snapshot for goal tracking. Develop and publish the SDG annual report card	Sustainability	●	July - September 2022	Finalised frame work for SDG reporting and commenced collection of data
				October - December 2022	Emissions Report Card and Snapshot finalised in November 2022 for Mundaring and Bassendean
				January - March 2023	

E.g.:	➤ EMRC corporate emissions & SDG progress		April - June 2023	
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2.3 Sustainability integrated into management processes

	Key Actions	Responsible Officer	Status	Quarter	Comments
2.3.1	Establish a decision-making framework to include sustainability for operational and capital expenditure E.g.: ➤ Provide Waste disposal service at Red Hill WMF ➤ Review Red Hill Development Plan	Operations	●	July - September 2022	Review the procurement process for tenders and quotations to include sustainability as a key KPI with all operational reporting requirements.
				October - December 2022	Sustainability KPI implemented in all RFQs and Tenders and evaluated accordingly.
				January - March 2023	
				April - June 2023	
2.3.2	Include sustainable decision-making frameworks in procurement templates, evaluation and processes of all projects	Business	●	July - September 2022	Sustainable decision making in procurement is included in the EMRC Purchasing Policy. The procurement team is working on a sustainable procurement framework and to be included in the procurement templates and processes as appropriate.
				October - December 2022	Sustainable decision making in procurement is included in the EMRC Purchasing Policy. The procurement team is working on a sustainable procurement framework and to be included in the procurement templates and processes as appropriate.
				January - March 2023	
				April - June 2023	
2.3.3	Review projects quarterly to identify examples where sustainable decision making and other actions have been applied to a project. This should include the identification of design engineering for front-end material reuse programs	Projects	●	July - September 2022	The first step towards this objective is updating the EMRCs tender documentation to reflect a sustainable approach to project delivery. This process is now underway.
				October - December 2022	In progress
				January - March 2023	
				April - June 2023	
2.3.4	Create a sustainability performance review for each team and identify sustainability criteria for environmental, social, governance (ESG) decision making	CEO	●	July - September 2022	In progress
				October - December 2022	In progress
				January - March 2023	
				April - June 2023	
2.3.5	Establish regular internal collaboration sessions to identify new sustainability initiatives, for consideration by Council, and revisit ongoing initiatives.	Sustainability	●	July - September 2022	In progress
				October - December 2022	New sustainability initiatives are considered by the Executive Leadership Team (ELT) as and when they arise

				January - March 2023	
				April - June 2023	

3 Reduce Our Environmental Impact

Objective: To lead by example and reduce environmental impacts through efficient operations, forward thinking and supporting circular and sustainability initiatives in the region

3.1 Regional urban programs implemented

	Key Actions	Responsible Officer	Status	Quarter	Comments
3.1.1	Maintain programs related to sustainability goals and review in participating Councils' annual programs reports E.g.: Identify, investigate, develop; ➤ ACER program ➤ SDG reporting ➤ New environmental and sustainability initiatives	Sustainability	●	July - September 2022	<ul style="list-style-type: none"> ➤ Shire of Mundaring and City of Bayswater engaged to participate in SDG reporting ➤ Commenced Acer reporting Shire of Mundaring and Town of Bassendean ➤ Facilitated QPR for Town of Bassendean and Shire of Mundaring
				October - December 2022	ACER reporting for 2021/2022 has wrapped up for the Shire of Mundaring and the Town of Bassendean with reports disseminated by the end of November 2022
				January - March 2023	
				April - June 2023	
3.1.2	Review and complete annual water plans in alignment with Waterwise Council Accreditations E.g.: Review and implement ➤ Water Sensitive Futures Program ➤ Waterwise Council reindorsement reporting	Sustainability	●	July - September 2022	<ul style="list-style-type: none"> ➤ Commenced Water Wise annual re-endorsement for Town of Bassendean, Shire of Mundaring, City of swan and Town of Vic park ➤ Commenced water sensitive futures reporting for The Town of Bassendean, City of Swan and Shire of Mundaring ➤ Facilitated QPR for Town of Bassendean and Shire of Mundaring ➤ Attended water team meeting city of Swan
				October - December 2022	Water data analysis, water report completed and sent to the Shire of Mundaring, City of Swan and Town of Bassendean at the end October 2022
				January - March 2023	
				April - June 2023	
3.1.3	Facilitate and/or participate in industry-based and community-based advocacy meetings to discuss, identify and prioritise new, or ongoing, circular economy, net zero and sustainability regional programs	Sustainability	●	July - September 2022	The team has participated in a number of industry-based forums during this quarter
				October - December 2022	<ul style="list-style-type: none"> ➤ EMRC attended a WA+ forum at Lotterywest this quarter as well as a number of online Teams forums ➤ EMRC met with ARUP to discuss EV readiness in FOGO facilities and pilot projects in circular economy ➤ Avon Descent Family Fun Day Acquittal 2022 submitted through Lotterywest

Key Actions	Responsible Officer	Status	Quarter	Comments
E.g.: ➤ Facilitate networking groups, e.g. STEG. ➤ Participate e.g. WALGA Climate Change Collaborative.				➤ Avon Descent Festivals grant application 2023 submitted to Lotterywest ➤ Initial planning towards 2023 WA Tree Festival
			January - March 2023	
			April - June 2023	

3.2 Contribute to a decrease in illegal waste disposal by 2040

Key Actions	Responsible Officer	Status	Quarter	Comments
3.2.1 Establish campaigns to create a recover, reuse, recycle, return, repair and drop off culture to increase recovery rates and combat illegal dumping	Sustainability	●	July - September 2022	Create campaigns to create a recover, avoid, reuse, recycle, return, repair and drop off culture to increase recovery rates and combat illegal dumping
			October - December 2022	November event utilising Repair Café Bassendean repairing textiles, offering a drop off option for damaged garments for recovery and assisting in reducing illegal dumping.
			January - March 2023	
			April - June 2023	
3.2.2 Establish programs for acceptance of construction and demolition waste e.g. bricks, timber, sand, soil, concrete and other resource recovery initiatives	Projects	●	July - September 2022	Options being considered include liquid waste, APCr and other waste products. The first step in this process is to obtain approval to accept and process these materials.
			October - December 2022	Approvals for these processes are required, however the EMRC is currently constrained by EPA / DWER restrictions on the number of licence amendments we can submit.
			January - March 2023	
			April - June 2023	

3.3 EMRC wide environmental management system

Key Actions	Responsible Officer	Status	Quarter	Comments
3.3.1 Review and develop the framework the EMRC will use going forward in terms of its Environmental Management System Framework i.e. in alignment with ISO14001 or equivalent	Projects	●	July - September 2022	The EMRCs accreditation to ISO14001 was recertified in April 2022. There are seven minor non-compliances to address. The environmental management system is under review with the objective of reducing and simplifying the number, frequency and complexity of reporting we are required to provide.
			October - December 2022	In progress.

Key Actions		Responsible Officer	Status	Quarter	Comments
3.3.2	Establish compliance monitoring, reporting and review processes in alignment with the EMRC's Environmental Management System E.g: Minimise environmental impacts of waste management operations	Projects	●	January - March 2023	
				April - June 2023	
				July - September 2022	The EMS which is accredited to ISO14011 is under review, with a view to simplifying and reducing the reporting requirements required under our operating licences.
				October - December 2022	In progress, work is on-going with DWER to address this.
				January - March 2023	
				April - June 2023	

4 Create Value in the Community

Objective: To establish and support projects in the community that create social value from a residential level through to commercial levels

4.1 Community based source separation initiatives by 2027

Key Actions		Responsible Officer	Status	Quarter	Comments
4.1.1	Establish community engagement initiatives for source separation opportunities including education hubs, school programs, community group support and bin tagging	Sustainability	●	July - September 2022	Continue to establish community engagement initiatives for source separation opportunities including school education, tours of Red Hill Waste Management Facility provide workshops, clothes swaps community group support and bin tagging.
				October - December 2022	Preparing for 2023 Bin Tagging behaviour change program. Delivered of education initiatives to support correct source separation.
				January - March 2023	
				April - June 2023	
4.1.2	Utilise current community programs to provide education and tools on material re-use and issues regarding poor source separation	Sustainability	●	July - September 2022	Continue to utilise current community programs to provide education and tools on avoid, re-use and issues regarding poor source separation.
				October - December 2022	Attended events educating on avoid and reuse and advice on correct source separation behaviour.
				January - March 2023	
				April - June 2023	

Key Actions		Responsible Officer	Status	Quarter	Comments
4.1.3	Utilise EMRC fleet and other EMRC owned assets as educational billboards for source separation education and requirements	Operations	●	July - September 2022	Currently reviewing all assets to see where opportunity exists for educational messaging. E.g new collection trucks and walking floor trailers.
				October - December 2022	Reviewing marketing messaging for identified fleet items
				January - March 2023	
				April - June 2023	
4.1.4	Establish verge collection and shared valet service programs. This includes a waste classification program for different materials and costings	Operations	●	July - September 2022	Progressing as per the regional waste collection business case.
				October - December 2022	Review of options completed for the Shire of Mundaring.
				January - March 2023	
				April - June 2023	

4.2 Use of recovered material in the region by 2040

Key Actions		Responsible Officer	Status	Quarter	Comments
4.2.1	Establish reward and incentive systems dependent on company sustainability rating to encourage better waste management in the region	CEO	●	July - September 2022	In progress
				October - December 2022	In progress
				January - March 2023	
				April - June 2023	
4.2.2	Continue to establish community recycling and reuse networks for exchange of products, reuse and repair initiatives, and identification of regional synergies	Operations	●	July - September 2022	Currently reviewing any potential opportunities with relevant member Councils.
				October - December 2022	Ongoing dialogue with member Councils
				January - March 2023	
				April - June 2023	
4.2.3	Identify member council uses for recovered materials e.g. woodchip mulching, FOGO fertiliser products, construction materials, road surfacing, energy reuse E.g: provide a waste management service	Operations	●	July - September 2022	Regular meetings with member Council representatives to understand/establish their product needs.
				October - December 2022	Regular meetings with member Council representatives to understand/establish their product needs.
				January - March 2023	
				April - June 2023	

4.3 Increased participation in behaviour change programs

Key Actions		Responsible Officer	Status	Quarter	Comments
4.3.1	Provide education for waste solutions that are in line with WA Waste Strategy and waste hierarchy E.g.: ➤ Continue waste education programs	Sustainability	●	July - September 2022	Continue to provide waste education programs that align with the WA Waste Strategy
				October - December 2022	Delivered education programs that focus on target issues from the Waste Strategy.
				January - March 2023	
				April - June 2023	
4.3.2	Benchmark and monitor participation rates in EMRC sustainability programs	Sustainability	●	July - September 2022	Participation rates in EMRC sustainability programs are proceeding in accordance with the individual Council's signed Project Plans and in accordance with the approved 2022/23 budget
				October - December 2022	Participation rates continue to be tracked
				January - March 2023	
				April - June 2023	
4.3.3	Establish a Sustainability Stakeholder engagement plan E.g: Continue to foster and enhance relationships with member Councils and all key stakeholders	Sustainability	●	July - September 2022	The current/existing stakeholder relationship plan is being reviewed
				October - December 2022	This work is currently ongoing
				January - March 2023	
				April - June 2023	

6.5 INFORMATION BULLETIN - SUSTAINABILITY TEAM UPDATE – OCTOBER TO DECEMBER 2022

D2023/01881

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 October to December 2022.

KEY POINT(S)

Achievements of the Sustainability Team are highlighted in the report for the period October to December 2022 and include:

- All activities undertaken by the Urban Environment Team (UET) 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, 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, 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 - Town of Bassendean**
 - Emissions data analysis report provide to the Town in November 2022
 - Emissions report card/snapshot also provided
 - Waste data analysis completed
 - Water report card/snapshot and Waterwise Council Reporting (Gold) completed
- 6 **Urban Environment - City of Bayswater**
 - Analysis of data for the City's SDG report card is underway
 - Avon Descent Family Fun Days 2022 Acquittal submitted to Lotterywest
 - Avon Descent Festivals 2023 Grant Application submitted to Lotterywest

7 Urban Environment - Shire of Mundaring

- Emissions data analysis report provide to the Shire in November 2022
- Emissions report card/snapshot also provided
- Revision of Carbon Reduction Strategy and EV fleet is ongoing
- Waste data analysis completed
- Water report card/snapshot and Waterwise Council Reporting (Gold) completed

8 Urban Environment - City of Swan

- Waste data analysis completed
- Water report card/snapshot and Waterwise Council Reporting (Gold) completed
- Avon Descent Family Fun Days 2022 Acquittal submitted to Lotterywest
- Avon Descent Festivals 2023 Grant Application submitted to Lotterywest
- Hired water stations and bike rails to City of Swan for an October event

9 Urban Environment – City of Kalamunda

- No specific actions this quarter.

10 Bin Tagging

- The EMRC will run the City of Bayswater’s bin tagging program in 2023.

11 Red Hill Waste Education Centre

- The Red Hill Waste Education Centre upgrades have been completed and consisted of the following:
 - ⇒ Introduced new educational games;
 - ⇒ Re-branded all education information adopting the Waste Authority GREAT sorts model;
 - ⇒ Fresh paint throughout the building and new lighting;
 - ⇒ Introduction of the UET content to expand the education to all areas of sustainability;
 - ⇒ Waste Education has moved over the last 15 years from educating what goes in the bins to now using the waste hierarchy model of Avoid, Recover, Reuse, Reprocess, Recycle etc. The Education Centre now reflects the hierarchy; and
 - ⇒ Clean up of garden area and bush tucker plants were planted.

12 Earth Carers

- The Earth Carers course was cancelled due to low registration numbers with only 13 registrations;
- Other alternatives to be considered and a survey will be distributed to ascertain what activities and timeline residents may be interested in.

13 Circular Economy - Webinars

- Paving the Way Towards Net Zero Emissions, November 2022; 70 Attendees. Final webinar of the 2022 CE educational roadmap.

14 Waste Sorted Grant - Circular Economy in the Community

- Two final clothes swaps completed and data recorded for reporting.

15 **Waste Plans**

- The EMRC submitted its Waste Plan report to DWER, all projects and activities are currently on track.

16 **Public Recycling Updates (Public place collection data for the period October to December 2022)**

a. **Public Place Battery Collection Program**

Battery Recycling – Public Places	Oct to Dec 2022/ 2023	Oct to Dec 2021/2022	Year to Date 2022/2023	Year to Date 2021/2022
Bassendean	272	225.5	985.6	1009.6
Bayswater	849.2	912.2	3335.8	3531.2
Kalamunda	701.9	1066.7	3578.7	4168.0
Mundaring	368.3	437.5	1547.8	1480.1
Swan	738.9	1053.5	2585.1	3311.4
TOTAL (kg)	2930.3	3695.4	12033.0	13500.3

b. **Schools Battery Collection Program**

Battery Recycling - Schools	Oct to Dec 2022/ 2023	Oct to Dec 2021/2022	Year to Date 2022/2023	Year to Date 2021/2022
Bassendean	91.9	117.8	233.4	378.6
Bayswater	296.4	175	697.6	816.2
Kalamunda	487.4	409.2	942.1	1202.7
Mundaring	311.4	391.2	1229.5	1511.1
Swan	504.4	435.4	1462.5	1598.4
TOTAL (kg)	1691.5	1528.6	4565.1	5507.0

17 **CFL Collection and Recycling Program**

CFL Recycling - Public Places	Oct to Dec 2022/ 2023	Oct to Dec 2021/2022	Year to Date 2022/2023	Year to Date 2021/2022
Bassendean	25.5	35.9	101.1	97.7
Bayswater	238.3	219.2	787.9	786.9
Kalamunda	85.1	111.7	372.8	332.2
Mundaring	145.2	187.4	525.8	604.3
Swan	224.6	289.8	1017.6	694
TOTAL (kg)	718.7	844	2805.2	2515.1

18 **Tours of Red Hill Waste Management Facility and Education Centre – Oct to Dec 2022**

Name of Group	Council Region	Number of Participants	Program
Oct 2022			
Gooseberry Hill Primary School	Kalamunda	16	Site visit and Education Centre
Nov 2022			
Beechboro Christian School	Swan	37	Site visit and Education Centre
Bassendean and Bayswater Community Tour	Bassendean and Bayswater	31	Site visit and Education Centre
Darlington Primary School Tour	Mundaring	46	Site visit and Education Centre
	Total	130	

19 **School and Community Engagement/Events**

20 **School Events**

- City of Bayswater- MAX Solutions Presentation - 6 October, 2022;
- City of Kalamunda – Hillside Christian College - Waste Reduction Presentation at assembly- 19 October 2022;
- Town of Bassendean – APC Group FOGO presentations – 28 October 2022; and
- The Children’s Groundwater Festival City of Swan – 2 November, 2022.

21 **Member Council Events and Requests**

- Town of Bassendean- Power to the People - 7 October 2022;
- City of Bayswater - Staff clothes swap – 27 October 2022;
- City of Bayswater – Pop up Waste Education Stall – 8-9, and 24 November 2022; and
- City of Swan- Ellenbrook- 10 December 2022.

22 **EMRC Waste Education Hosted Events**

- City of Wanneroo Clothes Swap – 15 October, 2022;
- Curtain University Clothes Swap – 18 October, 2022;
- City of Nedlands FOGO information talks - 20, 26, 27 October and 3 November, 2022;
- Community Bayswater event Clothes Swap- 7 November, 2022
- Sustainably Stylish Clothing Swap, Morley Recreation Centre - 12 November 2022;
- Special Occasions Party & Formal Wear Clothes Swap - 25 November 2022;
- Lotterywest Clothes Swap – 30 November 2022;
- End of Year Earth Carers Event – 1 December 2022; and
- John Forrest Secondary College Clothes Swap – 3 December 2022.

23 **Waste Education Networking/Promotion/Collaboration Activities**

- Meeting with Green Heart Schools to discuss Clothes Swaps – 4 October 2022;
- Consistent Communications Collective meeting - 5 October 2022;
- WMMR Webinar 'Social license to operate (SLO) - What is it and why do we need it?' - 11 October;
- Waste Educators Networking Group Meeting - 3 November 2022;

- Bin Tagging Program 2022-23: Introduction Session-6 December 2022;
- Consistent Communications Collective meeting - 7 December 2022; and
- Waste Educators Good Sammy’s Day- 8 December 2022.

24 Waste Education Loan Resources Utilisation

- Mini Bin Waste Sort and Natures Recyclers Loan boxes - Hills Outside School Care (Shire of Mundaring) 23 September 2022 to 13 October 2022.
- Clothes Swap items – The Style Counsellor– 1 November to 7 November; and
- Clothes Swap items – City of Swan – 16 November to 22 November; and
- Party Loan Box – Town of Bassendean resident – 29 November to 6 December.

FINANCIAL IMPLICATIONS

25 The activities undertaken within the Sustainability Team are funded as part of the 2022/2023 approved operating budget.

STRATEGIC IMPLICATIONS

26 Reporting on EMRC Strategic implications is now being done to align with the revised Strategic Plan 2017-2027 and the Sustainability Strategy:

- Goal: Creating value in the community
 - Target – Increased participation on behaviour change programs
- Goal: Addressing Environmental Impact
 - Target – Regional urban programs implemented

FINANCIAL IMPLICATIONS

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

SUSTAINABILITY IMPLICATIONS

28 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

Town of Bassendean
City of Bayswater
City of Kalamunda
Shire of Mundaring
City of Swan

Implication Details



Participating member Council officer time on advisory group

ATTACHMENT(S)

Nil

7 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

7.1 UPDATE ON EMRC PROJECTS (D2023/02606)

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

8 FUTURE AGENDA BRIEFING FORUMS

The next meeting of Agenda Briefing Forum will be held on Thursday 9 March 2023 at the EMRC Administration Office, 1st Floor, 226 Great Eastern Highway, Ascot WA 6104 commencing at 6.00pm.

Future Forums 2023

Thursday	13	April	(if required)	at	EMRC Administration Office
Thursday	11	May	(if required)	at	EMRC Administration Office
Thursday	08	June		at	EMRC Administration Office
Thursday	13	July	(if required)	at	EMRC Administration Office
Thursday	10	August	(if required)	at	EMRC Administration Office
Thursday	14	September	(if required)	at	EMRC Administration Office
Thursday	09	November	(if required)	at	EMRC Administration Office

9 DECLARATION OF CLOSURE OF MEETING