

AGENDA

D2023/15789

Agenda Forum

10 August 2023

Notice of Meeting

Dear Councillors

The next Agenda Forum will be held on Thursday, 10 August 2023 at the EMRC Administration Office, 1st Floor, 226 Great Eastern Highway, Ascot WA 6104 commencing at 6:00pm.



Marcus Geisler | Chief Executive Officer

4 August 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 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	Chairperson	City of Swan
Cr Doug Jeans	Deputy Chairperson	Shire of Mundaring
Cr Hilary MacWilliam	EMRC Member	Town of Bassendean
Cr Paul Poliwka	EMRC Member	Town of Bassendean
Cr Steven Ostaszewskyj	EMRC Member	City of Bayswater
Cr Michelle Sutherland	EMRC Member	City of Bayswater
Cr John Daw	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 Jo Cicchini	EMRC Deputy Member	Shire of Mundaring
Cr Rod Henderson	EMRC Deputy Member	City of Swan

Agenda Forum 10 August 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 CHAIRPERSON OR PRESIDING MEMBER

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:

- MAJOR TRADING UNDERTAKING – SALE OF UNPROCESSED FOGO MATERIAL
- INTERIM FOGO SUPPLY AGREEMENT

6 EMPLOYEES REPORTS

- 6.1 PROPOSED NEW COUNCIL POLICY 2.4 – ELECTORAL CARETAKER PERIOD (D2021/20905)
- 6.2 REQUEST FOR TENDER RFT 2023-001 – PRIVATE SEWER PUMP STATION AND PRESSURE MAIN AT THE HAZELMERE RESOURCE RECOVERY PARK (HRRP) (D2023/17462)
- 6.3 DISABILITY ACCESS AND INCLUSION PLAN 2023 TO 2028 (D2023/32365)
- 6.4 WASTE AND RECYCLE CONFERENCE – SEPTEMBER 2023 (D2023/14102)
- 6.5 INFORMATION BULLETIN – EMRC STAKEHOLDER PERCEPTION SURVEY RESULTS (D2023/14159)
- 6.6 INFORMATION BULLETIN – CORPORATE BUSINESS PLAN 2022/2023 – 2026/2027 – FOURTH QUARTER REPORTING FROM APRIL TO JUNE 2023 (D2023/14109)
- 6.7 INFORMATION BULLETIN – SUSTAINABILITY TEAM UPDATE – APRIL TO JUNE 2023 (D2023/14104)

6.1 PROPOSED NEW COUNCIL POLICY 2.4 - ELECTORAL CARETAKER PERIOD

D2021/20905

PURPOSE OF REPORT

The purpose of this report is to consider a new Council Policy 2.4 – Electoral Caretaker Period Policy to ensure responsible and accountable governance and management of the EMRC.

KEY POINT(S)

- Following a Notice of Motion by Cr Giorgia Johnson presented at the 23 September 2021 Council meeting, Council resolved for an EMRC caretaker policy to be developed and presented at a future ordinary meeting of Council.
- The new and proposed Council policy 2.4 – Electoral Caretaker Period Policy establishes protocols for the purpose of avoiding actual and perceived advantage or disadvantage to a candidate in a Local Government election, through the use of public resources or decisions made by the EMRC or administration on behalf of the EMRC during the period immediately prior to an election.
- Council is to consider whether it does or does not adopt the new and proposed Council policy 2.4 – Electoral Caretaker Period Policy.

RECOMMENDATION(S)

That Council adopts option with respect to new Council Policy 2.4 – Electoral Caretaker Period Policy forming the attachment to this report.

SOURCE OF REPORT

Chief Executive Officer

BACKGROUND

- 1 On 23 September 2021 Council resolved:
THAT COUNCIL REQUESTS THE CEO PREPARE A CARETAKER POLICY TOGETHER WITH AN EMPLOYEE REPORT AND RECOMMENDATION FOR COUNCIL'S CONSIDERATION AT A FUTURE ORDINARY MEETING OF COUNCIL.
- 2 The aim of the notice of motion and subsequent Council resolution was to consider a caretaker policy that is intended to apply during a caretaker period to cover:
 - Decisions made by Council;
 - Materials published by Council;
 - Attendance and participation at functions and events;
 - Use of the EMRC's resources; and
 - Access to the EMRC's information.

REPORT

- 3 The caretaker period is a period of time prior to an election day, specifically being the period from the close of nominations (37 days prior to the election day in accordance with s.4.49(a) of the *Local Government Act 1995*) until 6.00pm on election day.

- 4 As a key element of good governance, a new and proposed Council Policy 2.4 – Electoral Caretaker Period Policy has been drafted to discourage the Council from making major decisions prior to any Local Government election that would bind an incoming Council. It would also prevent the use of public resources in ways that are seen as advantageous to or promoting the current elected members who are seeking re-election and ensures that Local Government officers act impartially.
- 5 An impact of imposing a caretaker period policy on the EMRC is that the last meeting of Council before a caretaker period commences is at the end of August and then Council resumes again at the end of November. This may be considered as an extensive period of time between Council meetings i.e. three (3) months insofar as significant Council decision making is concerned however, this is to ensure that no significant Council decisions are made near the end of a Council term that bind future elected councils.
- 6 Therefore, so far as is reasonably practicable, the proposed policy proposes that the Chief Executive Officer should avoid scheduling major policy decisions for consideration during a caretaker period and instead, ensure that such decisions are either:
- considered by Council prior to the caretaker period; or
 - scheduled for determination by the incoming Council.
- 7 In order to develop the EMRC's new Council Policy 2.4 - Electoral Caretaker Period Policy, a sample of other WA local government caretaker policies as well as WALGA'S template electoral period caretaker policy have been researched and reviewed to identify areas of commonality and to highlight issues that are advantageous to consider in the review and development of the EMRC's new caretaker period policy.
- 8 The options available to Council are to:
- (1) Adopt the Caretaker Policy; or
 - (2) Not adopt the Caretaker Policy.
- 9 EMRC officers recommend option (2) as the EMRC is a non-traditional Local Government with commercial operations and does not have rate payers. Additionally, due to the extended period of the caretaker period, this will mean that there will be no meeting after the August Ordinary Meeting of Council until the November Ordinary Meeting of Council meeting, further limiting the decisions often required for tenders ahead of the summer months.

STRATEGIC/POLICY IMPLICATIONS

- 10 The policy under consideration contributes to sustainability by informing management and the public about key Council policies and procedures.

FINANCIAL IMPLICATIONS

- 11 Nil

SUSTAINABILITY IMPLICATIONS

- 12 Nil

Risk – The EMRC to adopt a caretaker policy to promote good governance and management of the EMRC

Consequence	Likelihood	Rating
Moderate	Likely	High
Action/Strategy		
➤ Council to consider whether or not it should adopt the proposed Council policy 2.4 - Electoral Caretaker Period Policy		

MEMBER COUNCIL IMPLICATIONS

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

ATTACHMENT(S)

Proposed new Council Policy 2.4 – Electoral Caretaker Period Policy (D2021/20906)

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION(S)

That Council adopts option with respect to new Council Policy 2.4 – Electoral Caretaker Period Policy forming the attachment to this report.

COUNCIL RESOLUTION(S)

MOVED

SECONDED



Council Policy 2.4

Electoral Caretaker Period

Strategic Plan Objective

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

Purpose

This policy establishes protocols for the purpose of avoiding actual and perceived advantage or disadvantage to a candidate in a Local Government election, through the use of public resources or decisions made by the Council or administration on behalf of the EMRC during the period immediately prior to an election.

Scope

This policy applies to council members and employees during a Caretaker Period relevant to:

- Decisions made by the Council;
- Decisions made under delegated authority;
- Decisions made administratively;
- Promotional materials published by the EMRC;
- Events and functions held by the EMRC;
- Use of the EMRC's resources; and
- Access to information held by the EMRC.

Definitions

Caretaker Period means the period of time prior to an Election Day, specifically being the period from the close of nominations (37 days prior to the Election Day in accordance with s.4.49(a) of the *Local Government Act 1995*) until 6.00pm on Election Day.

Election Day means the day fixed under the *Local Government Act 1995* for the holding of any poll needed for an election.

Legislation

Local Government Act 1995

Policy Statement

The CEO will ensure that at least 30 days prior to a Caretaker Period, the CEO will advise council members and employees in writing of the dates that the Caretaker Period commences and concludes.

A copy of this Policy is to be provided to Council members at the time of their appointment to the EMRC.

Scheduling Significant Council Decisions - Caretaker Period Procedures

During a Caretaker Period, the CEO will reasonably ensure that:

- Council or Committee Agendas do not include reports and/or recommendations that constitute significant Council decisions; and
- Council Forums, workshops or briefings do not list for discussion matters that relate to Significant Council decisions.

The CEO shall reasonably ensure that unless any extraordinary circumstances apply, Council decisions are to be:

- Considered by the Council prior to the Caretaker Period; or
- Scheduled for determination by the incoming Council.

Delegated authority from the Council to the CEO or a committee is not to be exercised where the exercise of that delegated authority relates to a significant Council decision, unless extraordinary circumstances apply.

A significant Council decision means any:

- Decisions relating to the employment, termination or remuneration of the CEO or any other designated senior officer, other than a decision to appoint an acting CEO, if relevant.
- Decisions relating to the EMRC entering into a sponsorship arrangement with a total EMRC contribution value exceeding \$10,000 (excluding GST) and not provided for in the adopted budget.
- Irrevocable decisions that commit the EMRC to substantial expenditure or significant unforeseen action.
- Irrevocable decisions that will have unforeseen significant impact on the EMRC or the community.
- Reports requested or initiated by an elected member, candidate or member of the public that, in the CEO's opinion, may be perceived within the general community as an issue that adversely reflects upon the Council's decision – making process and has the potential to call into question whether decisions are soundly based and in the best interests of the community.

Extraordinary Circumstances

There may be circumstances that require the Council to make or announce a significant Local Government decision during the Caretaker Period because, in the CEO's opinion, delaying the decision or announcement to occur after the Caretaker Period has reasonable potential to;

- Incur or increase legal, financial and/or reputational risk; or
- Cause detriment to the strategic objectives of the EMRC.

Therefore, the CEO will exercise discretion to make or announce any significant Council decisions during the Caretaker Period and Council members will be advised accordingly.

Access to Information and Advice

During a Caretaker Period all Council Members will scrupulously avoid using or accessing EMRC information, resources and expertise for the purpose of gaining electoral advantage or disadvantage relevant to their own candidacy or any other person's candidacy.

All Council member requests for information and advice from the EMRC during a Caretaker Period will be reviewed by the CEO and where the subject of the information or advice is considered as relating to an election campaign issue, the CEO will either make a determination or refer the request for Council's determination.



Media and Publicity

During a Caretaker Period, all Council member requests for media advice or assistance, including Council members who have nominated for re-election, will be referred to the CEO for review.

The CEO will only authorise Council member access to media advice or assistance where, in the CEO's opinion, the subject matter is relevant to the EMRC's objectives or operations and is not related to an election campaign purpose or issue or to the Council member's candidacy or the candidacy of another person.

Council Member Participation in Events and Functions

During a Caretaker Period Council Members may continue to fulfil their role through attendance at events and functions hosted by external bodies.

Breaches

Any breaches of this Policy are to be referred to the CEO in the first instance.

Financial Considerations

Nil

Adopted/Reviewed

24 August 2023

Next Review

August 2027

Responsible Unit

Business Support Team

6.2 REQUEST FOR TENDER RFT 2023-001 – PRIVATE SEWER PUMP STATION AND PRESSURE MAIN AT THE HAZELMERE RESOURCE RECOVERY PARK (HRRP)

D2023/17462

PURPOSE OF REPORT

The purpose of this report is to advise Council of the results of Tender RFT 2023-001 for a Private Sewer Pump Station and Pressure Main at the Hazelmere Resource Recovery Park (HRRP) and recommend acceptance of the tender submission from Bromar Nominees Pty Ltd ATF The Altona Unit Trust TA Altona Group.

KEY POINT(S)

- A request for tender, RFT 2023-001 for a Private Sewer Pump Station and Pressure Main at the Hazelmere Resource Recovery Park (HRRP) was advertised via Tenderlink on 15 June 2023.
- Mandatory site briefings were conducted between 26 and 28 June 2023.
- Tenders closed on 18 July 2023 with five submissions being received.
- The EMRC tender evaluation panel recommended acceptance of the tender from Bromar Nominees Pty Ltd ATF The Altona Unit Trust TA Altona Group.
- A contingency allowance of 20% of the contract sum is recommended to cover any variations during the construction process.

RECOMMENDATION(S)

That:

1. Council awards Tender RFT2023-001 – Private Sewer Pump Station and Pressure Main at the Hazelmere Resource Recovery Park to Bromar Nominees Pty Ltd ATF The Altona Unit Trust TA Altona Group for a contract term of six months at a total cost of \$ 449,837.06 excluding GST.
2. Council authorises the CEO on behalf of the EMRC to enter into a contract with Bromar Nominees Pty Ltd ATF The Altona Unit Trust TA Altona Group in accordance with their submitted tender, subject to any minor variations that may be agreed on between the CEO and Bromar Nominees Pty Ltd ATF The Altona Unit Trust TA Altona Group.
3. Council authorises a 20% contingency based on the tendered price schedule of \$449,837.06 for any contract variations that may arise for Tender RFT2023-001.
4. Council by absolute majority, authorises an allocation of \$325,000 (inclusive of 20% contingency) in addition to the \$215,000 allowed for 2023/2024 Annual Budget to undertake the Tender RFT2023-001.
5. That attachment 2 of this report remains confidential and be certified by the Chairperson and the Chief Executive Officer.

SOURCE OF REPORT

Chief Operating Officer

Waste and Resource Recovery Specialist

BACKGROUND

- 1 The HRRP does not currently have a connection to the WaterCorp sewer for disposal of wastewater from the site. Domestic waste is disposed of to onsite septic tanks. The new Waste Transfer Station and the Wood Waste to Energy Plant will generate leachate from waste operations in the WTS and wastewater from the WWtE Plant that require off site disposal.
- 2 Previous attempts to obtain approval for a sewer connection direct to the WaterCorp sewer proved unsuccessful. This time a WaterCorp approval to construct was obtained on the back of a letter of intent approval from Talloman to connect to their private pressure sewer main to WaterCorp. Talloman have provided preliminary approval on the basis of an annual contribution by the EMRC and updating of their pumping station. The formal agreement with Talloman has been prepared for execution.

REPORT

- 3 The proposed wastewater system servicing the HRRP requires a private pump station and an approximately 217m long private pressure main, connected to the existing Talloman sewer private pressure main located in the Lakes Road reserve. The proposed new sewer has received approval to construct from the Water Corporation and approval from Derby Industries Pty Ltd Trading as Talloman to connect to their private pressure main sewer serving 115 Lakes Road, Hazelmere.
- 4 The pump station will pump wastewater from the Wood Waste to Energy Plant and the new Waste Transfer Station via a 63mm diameter MDPE PN 10 private pressure main along the western and southern boundary of the HRRP site, crossing Lakes Road and discharging into an existing private sewer pressure main owned by Talloman.
- 5 The existing Talloman pump station will be decommissioned and replaced with new above-ground pumps. The existing above-ground tank will remain, which will feed into a new 5000L above-ground tank and the new pumps.
- 6 RFT 2023-001 for a Private Sewer Pump Station and Pressure Main at the HRRP was issued via Tenderlink on 15 June 2023. Mandatory site briefings were held between 26 and 28 June 2023 and tenders closed on 18 July 2023.
- 7 Tender submissions were received from the following compliant tenderers:
 - Bromar Nominees Pty Ltd ATF The Altona Unit Trust TA Altona Group
 - Civcon Civil Project Management Pty Ltd
 - Enviropacific Services
 - TCD (Aaro) Group
 - Tracc Civil Pty Ltd
- 8 An evaluation panel of EMRC officers and one consultant assessed the tenders against the following qualitative criteria:

Description of Qualitative Criteria	Weighting
a) Capability and Capacity	5%
b) Experience in providing a Similar Service	10%
c) Project Execution Methodology	10%
d) Work Health and Safety Management	5%
e) Environmental Management	5%
f) Quality Management	5%

- 9 Price was weighted at 60% of the evaluation.
- 10 Based on the panel’s evaluation, the submission from Bromar Nominees Pty Ltd ATF The Altona Unit Trust TA Altona Group demonstrated the most advantageous submission and is considered to offer the best value for money. The Schedule of Rates against the specified Bill of Quantities submitted by Altona Group amounted to a total value of \$449,837.06 (ex GST). The construction period is estimated to be five (5) months or less. The Recommendation Report forms attachment 1 of this report.
- 11 A contingency allowance of 20% of the contract sum is recommended to allow for any unforeseen circumstances that may arise during the contract works. The confidential Recommendation Report is attached as supporting information.
- 12 A copy of each tenderer’s company details including the list of their directors, registered address and ABN/CAN number forms attachment 2 of this report.

STRATEGIC/POLICY IMPLICATIONS

- 13 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: Environment Impact

Objective: Reduce our environmental impacts through efficient operations, forward thinking and supporting circular and sustainability initiatives in the region

FINANCIAL IMPLICATIONS

- 14 The proposal to install a private sewer connection to the Talloman private sewer main is budgeted for in the Operations Hazelmere Capital budget at 24399/30 which has \$215,000 remaining. Authorisation is sought for an additional \$325,000 to complete the works with funding from operational surpluses.

SUSTAINABILITY IMPLICATIONS

- 15 The new Wood Waste to Energy Plant and the Waste Transfer Station require disposal of waste process waters to sewer and this proposal represents a sustainable means of achieving this aim.

RISK MANAGEMENT

Risk – Delay in implementing the private sewer connection will potentially delay the start up of the Wood Waste to Energy Plant and/or add significant costs to the disposal of these waste waters.		
Consequence	Likelihood	Rating
Moderate	Possible	Moderate
Action/Strategy		
➤ Expedite the private sewer main construction by awarding and managing the contract.		

MEMBER COUNCIL IMPLICATIONS

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

ATTACHMENT(S)

1. Confidential Attachment – Recommendation Report RFT2023-001 (D2023/33255) (Under Separate Cover)
2. Supplier Company Details (D2023/33185)

VOTING REQUIREMENT

Recommendations 1, 2, 3 and 5 - Simple Majority

Recommendation 4 – Absolute Majority

RECOMMENDATION(S)

That:

1. Council awards Tender RFT2023-001 – Private Sewer Pump Station and Pressure Main at the Hazelmere Resource Recovery Park to Bromar Nominees Pty Ltd ATF The Altona Unit Trust TA Altona Group for a contract term of six months at a total cost of \$ 449,837.06 excluding GST.
2. Council authorises the CEO on behalf of the EMRC to enter into a contract with Bromar Nominees Pty Ltd ATF The Altona Unit Trust TA Altona Group in accordance with their submitted tender, subject to any minor variations that may be agreed on between the CEO and Bromar Nominees Pty Ltd ATF The Altona Unit Trust TA Altona Group.
3. Council authorises a 20% contingency based on the tendered price schedule of \$449,837.06 for any contract variations that may arise for Tender RFT2023-001.
4. Council by absolute majority, authorises an allocation of \$325,000 (inclusive of 20% contingency) in addition to the \$215,000 allowed for 2023/2024 Annual Budget to undertake the Tender RFT2023-001.
5. That attachment 2 of this report remains confidential and be certified by the Chairperson and the Chief Executive Officer.

COUNCIL RESOLUTION(S)

MOVED CR

SECONDED CR



Eastern Metropolitan Regional Council
 226 Great Eastern Highway, Ascot WA 6104
 PO Box 234, Belmont WA 6984
 T (08) 9424 2222
 E mail@emrc.org.au
www.emrc.org.au

COMPANY DIRECTOR DETAILS FORM

COMPANY PARTICULARS	
Company Name in Full:	Bromar Nominees Pty Ltd As Trustee for the Altona Unit Trust Trading As Altona Group
ABN / ACN:	44 069 319 045 / 008 818 031
Address of Registered Office:	PO BOX 220 Willetton WA 6955 Australia
Principal Place of Business:	7 24 Baile Rd Canning Vale WA 6155
Information on previous company names (if applicable):	
DIRECTOR PARTICULARS	
Title:	Managing Director
Full Forename(s):	Trevor James
Surname:	Byrne
Former Name(s):	
Country / State of Residence:	Western Australia
Nationality:	Australian
Date of Birth:	01/03/1979
Date of Appointment:	2005
Telephone:	08 9455 1137
Email:	trevorbyrne@altonagroup.com.au
LIST OF CONTRACTORS	
Contractor 1:	
Contractor 2:	
Contractor 3:	
Contractor 4:	
Contractor 5:	
Contractor 6:	
Contractor 7:	
Director's Signature:	
Date:	18/07/2023

Please complete and return this form with your tender submission

6.3 DISABILITY ACCESS AND INCLUSION PLAN 2023 TO 2028

D2023/32365

PURPOSE OF REPORT

The purpose of this report is to present the draft Disability Access and Inclusion Plan 2023 to 2028 (DAIP 2023 to 2028) for Council adoption.

KEY POINT(S)

- A requirement of the *Disability Services Act 1993* (section 27) is that a public authority must ensure that it develops and implements a Disability Access and Inclusion Plan.
- On 19 August 2010 Council adopted a Disability Access and Inclusion Policy and Disability Access and Inclusion Plan (DAIP) 2010/2011 to 2012/2013.
- The DAIP was reviewed in 2013 and a new DAIP 2013/14 to 2017/18 was adopted.
- On 23 August 2018 Council was presented with a new draft DAIP 2023 to 2028 which was developed following a review of the current DAIP 2013/14 to 2017/18, and updated EMRC Policy 1.10 - Disability Access and Inclusion Policy.
- Following a 42 day public consultation on the document on the 6th December 2018 Council approved the DAIP 2018 to 2023.
- The DAIP has been reviewed and objectives have been drafted for Council's consideration

RECOMMENDATION(S)

That Council:

1. Endorses the draft Disability Access and Inclusion Plan 2023 to 2028 forming the attachment to this report, for the purpose of public consultation.
2. Approves a 42 day public consultation period on the Draft Disability Access and Inclusion Plan 2023 to 2028.

SOURCE OF REPORT

Chief Executive Officer

BACKGROUND

- 1 Section 27 of the *Disability Services Act 1993* (the Act) requires a public authority to develop and implement a Disability Access and Inclusion Plan.
- 2 Council adopted the EMRC's first Disability Access and Inclusion Policy and Disability Access and Inclusion Plan (DAIP) 2010/11 to 2012/13 on 19 August 2010 (Ref: DMDOC/134682).
- 3 The DAIP was reviewed in 2013 and a new DAIP 2013/14 to 2017/18 was adopted (Ref: DMDOC/181698).
- 4 At the meeting held on 23 August 2018 Council reviewed and adopted the EMRC Policy 1.10 – Disability Access and Inclusion Policy and endorsed a new five year draft DAIP 2018 to 2023, for public consultation (Ref: D2018/08565).
- 5 On 6 December 2018, following public consultation Council adopted the DAIP 2018 to 2023.

- 6 The EMRC has reviewed the DAIP for 2018 and 2023 and a draft DAIP for 2023 to 2028 has been developed (D2018/14131). During the development of DAIP 2023 to 2028 EMRC representatives attended workshops and communicated regularly with the Department of Communities to ensure that the new plan was suitable for a Regional Local Government.

REPORT

- 7 An integral requirement of the *Disability Services Act 1993* (the Act) is mandatory community consultation to ensure that a DAIP is relevant and responsive to the needs of the community. The Act and associated regulations leave it to the discretion of authorities to determine the method of consultation. The minimum requirements are that public authorities must call for submissions regarding DAIPs in a state-wide or local newspaper as well as on their public website (s. 29 (10)).
- 8 An advertisement will be placed in the West Australian Newspaper, and the EMRC's public website and on Facebook inviting members of the public to comment on the draft DAIP 2023 to 2028.
- 9 Following public consultation, the draft DAIP 2023 to 2028 will be tabled before the Council for its adoption, after which the DAIP 2023 to 2028 will be submitted to the Department of Communities.
- 10 The EMRC will continue to report on the progress against the DAIP 2023 to 2028 to the Department of Communities.

STRATEGIC/POLICY IMPLICATIONS

- 11 Reporting on EMRC Strategic Policy implications align with the revised Strategic Plan 2017-2027 and the EMRC's Sustainability Strategy.

FINANCIAL IMPLICATIONS

- 12 Nil

SUSTAINABILITY IMPLICATIONS

- 13 Nil

RISK MANAGEMENT

Risk – Reputational		
Consequence	Likelihood	Rating
Moderate	Unlikely	Moderate
Action/Strategy		
➤ To ensure that that the objectives contained within the DAIP 2023 to 2028 are implemented.		

MEMBER COUNCIL IMPLICATIONS

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

ATTACHMENT(S)

Draft Disability Access and Inclusion Plan 2023 to 2028 (D2023/32367)

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION(S)

That Council:

1. Endorses the draft Disability Access and Inclusion Plan 2023 to 2028 forming the attachment to this report, for the purpose of public consultation.
2. Approves a 42 day public consultation period on the Draft Disability Access and Inclusion Plan 2023 to 2028.

COUNCIL RESOLUTION(S)

MOVED

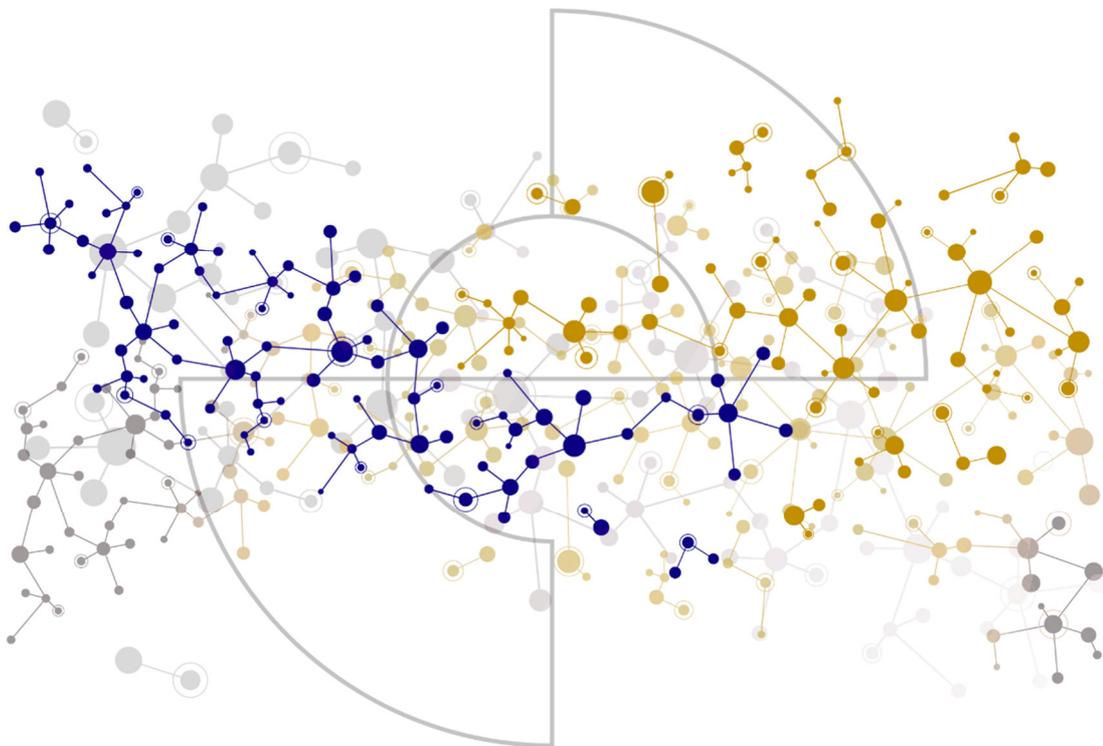
SECONDED



Eastern Metropolitan Regional Council

Disability Access and Inclusion Plan

2023 to 2028



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Policy Statement

I have great pleasure in presenting the Eastern Metropolitan Regional Council's (EMRC) Disability Access and Inclusion Plan 2023 to 2028.

This Plan demonstrates our commitment to furthering the principles and meeting the objectives of the *Disability Services Act 1993*, by setting out strategies to ensure that people with disability have the same rights and opportunities as other people to access our facilities and services.

It is our intention to deliver facilities, services and events that are open, available and accessible to the whole community, regardless of physical or intellectual ability, ethnicity, gender, age or any other perceived difference. The EMRC will ensure that this Disability Access and Inclusion Plan 2023 to 2028 is implemented and reviewed regularly.

All Agents and Contractors engaged by the EMRC will be advised of and expected to embrace and abide by the EMRC's Disability Access and Inclusion Plan 2023 to 2028 and work together with the EMRC to participate in achieving the outcomes.

Feedback is welcomed at any time on this document.

Cr Mel Congerton
Chairperson



Alternative Formats

This document is available on the EMRC's website www.emrc.org.au and can be requested in alternative formats including electronic format by e-mail, in hardcopy both in large and standard print and in audio format.

For further information please contact the Coordinator Communications during business hours on **(08) 9424 2222**.

For language assistance please contact the Translating and Interpreting Service (TIS) on 131 450.

1 The Eastern Metropolitan Regional Council

The Eastern Metropolitan Regional Council (EMRC) is a local government entity established under the Local Government Act 1995 that works in partnership with its four member Councils located in Perth's Eastern Region — Town of Bassendean, City of Bayswater, Shire of Mundaring and City of Swan.

Perth's Eastern Region constitutes around one-third of Perth's metropolitan area encompassing a land area of about 2,100 square kilometres and an estimated population of 348,300 people (excludes Belmont Council area but includes Perth Airport Estate). The Region hosts Western Australia's major air, road and rail transport hub for movement of freight and passengers throughout Perth, intrastate, interstate and overseas. The Region is considered the gateway to greater Perth, through the domestic and international airports or from the highways to the north and east. With a diverse regional economy, access to a skilled workforce and a range of leisure, lifestyle and living opportunities, Perth's Eastern Region is well positioned for continued growth and represents an attractive investment destination.

The EMRC assists its member Councils to successfully turn challenges into opportunities and to ensure that the entire Region fulfils its potential as one of Western Australia's most vibrant and fast growing areas.

1.1 The EMRC's Establishment Agreement

The EMRC's Establishment Agreement provides for it to undertake a range of projects and services and provides a means for member Councils to share resources and facilities. The EMRC represents a model of successful collaboration and for over 30 years, has initiated and led projects for its member Councils that deliver real benefits to the region in the areas of waste management and resource recovery, environmental sustainability and regional economic development. These services enable member Councils to enhance outcomes for their communities and for Perth's Eastern Region as a whole.

2 Vision, Mission and Values

The EMRC is a regional local government entity established under the Local Government Act 1995 that works in partnership with its four member Councils.

2.1 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.

The pillars of Sustainability; Business Model; Markets & Services; Financial Resilience; Governance are underpinned by the EMRC Operational Foundation of: HR; IT; Finance; Culture; Procurement; Marketing and Stakeholder Communication.

2.2 Mission

The EMRC, by partnering with member Councils and other stakeholders, facilitates strategies and actions for the benefit of Perth's Eastern Region.

2.3 Values

Excellence	Striving for excellence through the development of quality and continuous improvement
Recognition	Valuing employees in a supportive environment that focuses on their wellbeing
Innovation	Focus on innovative approaches in projects and service delivery
Responsiveness	Dynamic and flexible service delivery
Innovation	Focus on innovative approaches in project and service delivery
Integrity	Accountability and consistence in all that we do

3 Key Stakeholders

- The EMRC & member Council Elected Members
- The EMRC & member Council Employees
- Customers and Clients
- Other Local Governments
- Federal Government Agencies
- State Government Agencies
- Non-Government Agencies
- Politicians
- Educational Institutions
- Regional Business Groups
- Regional Community & Reference Groups
- Businesses
- Regional Volunteers
- Regional Residents
- Visitors and Tourists
- Investors

4 The EMRC's Facilities

The EMRC operations are run through the following facilities:

EMRC Administration Office	
1 st Floor Ascot Place 226 Great Eastern Highway Ascot WA 6104 PO Box 234 Belmont WA 6984 Telephone: (08) 9424 2222 Email: mail@emrc.org.au	Opening Hours Monday to Friday 8:30am to 5:00pm Closed Weekends, Public Holidays and usually during the Christmas and New York period
Red Hill Waste Management Facility	
1094 Toodyay Road Red Hill WA 6056 Telephone: (08) 6219 7333 Email: redhill@emrc.org.au	Opening Hours Monday to Saturday 8:00am – 4:00pm Sunday 10:00am – 4:00pm Closed Good Friday, Christmas Day and New Year's Day

Hazelmere Resource Recovery Park	
77 Lakes Road Hazelmere WA 6055 Telephone: (08) 6216 3100 Email: hazelmere@emrc.org.au	Opening Hours Monday to Friday 7:00am – 3:00pm Closed ➤ Weekends and Public Holidays May close during the Christmas and New Year period
Coppin Road Community Recycling Centre - Shire of Mundaring Residents Only	
Coppin Road Mundaring WA 6073	Opening Hours Saturday, Sunday, Monday and Tuesday 8:00am – 4:00pm Closed Christmas Day and New Year's Day
Mathieson Road Community Recycling Centre	
Lot 150 Mathieson Road Chidlow WA 6556	Opening Hours Thursday, Friday, Saturday and Sunday 8:00am – 4:00pm Closed Christmas Day and New Year's Day
Baywaste Community Recycling Centre	
271 Collier Road Bayswater WA 6053 Telephone (08) 9271 2964	Opening Hours Monday to Friday 7:30am – 4:00pm Closed Good Friday, Christmas Day and New Year's Day

5 The EMRC's Services

5.1 Office of the Chief Executive Officer

Business Unit	Services
Chief Executive Officer's Office	<ul style="list-style-type: none"> ➤ Advocacy ➤ Public Relations ➤ Strategic and Corporate Planning ➤ Organisational Development ➤ Human Resources ➤ Communications ➤ Workplace Safety and Health

5.2 Operations

Business Unit	Services
Chief Operating Officer	<p>Red Hill Waste Management Facility</p> <ul style="list-style-type: none"> ➤ Classes I, II, III and IV waste ➤ Transfer Station – Red Hill ➤ Green Waste Processing <p>Transfer Stations</p> <ul style="list-style-type: none"> ➤ Coppin Road ➤ Mathieson Road ➤ Baywaste <p>Hazelmere Resource Recovery Park</p> <ul style="list-style-type: none"> ➤ Mattress Processing ➤ Timber Recycling ➤ Wood Waste to Energy Plant ➤ Commercial and Industrial Waste Sorting Plant <p>Engineering</p> <p>Specialist Landfill Design and Waste Management Advice</p> <p>Project Delivery</p>

5.3 Sustainability

Business Unit	Services
Chief Sustainability Officer	<ul style="list-style-type: none"> ➤ Circular Economy ➤ Achieving Carbon Emission Reduction (ACER) ➤ Regional Events ➤ Water Sensitive Futures ➤ Sustainable Development Goals ➤ Social Advancement ➤ Climate Change ➤ Waste Education ➤ Environmental Monitoring and Compliance ➤ Environmental Approvals and Reporting ➤ Environmental and Waste Management Consulting ➤ Waste Acceptance and Classification ➤ Rehabilitation and Revegetation Programs ➤ Surveys and Mapping

5.4 Business Support

Business Unit	Services
Procurement and Governance	<ul style="list-style-type: none"> ➤ Procurement, Fleet and Building (Ascot) ➤ Compliance ➤ Risk Management
Information Services	<ul style="list-style-type: none"> ➤ Help Desk ➤ IT Projects ➤ Records Management
Finance Services	<ul style="list-style-type: none"> ➤ Financial Management and Reporting ➤ Asset Management ➤ Payroll

6 The EMRC’s Access and Inclusion Policy Statement

The EMRC is committed to achieving the eight desired outcomes of our Disability Access and Inclusion Plan 2023 to 2028, which are:

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

It is our intention to deliver facilities, services and events that are open, available and accessible to the whole community, regardless of ability, ethnicity, gender, age or any other perceived difference.

This Disability Access and Inclusion Plan 2018 to 2023 demonstrates our commitment to furthering the principles and meeting the objectives of the Disability Services Act 1993.

The EMRC also acknowledges and supports the United Nations Agenda 2030 Sustainable Development Goals, which have been ratified by the Australian Government. By committing to achieving these outcomes, the EMRC recognises that this will also support the achievement of employment and inclusion for all.

7 Progress

The EMRC is committed to facilitating the inclusion of people with disability and has implemented a number of key initiatives, as detailed below.

Initiatives and Achievements
➤ Partnership with Disability Service Providers – Edge and VisAbility
➤ Adoption of a Disability Access and Inclusion Policy and the EMRC’s first Disability Access and Inclusion Plan (DAIP).
➤ Upgrade to the Red Hill Waste Management Facility administration building includes: <ul style="list-style-type: none"> ⇒ Wheelchair accessible ramp ⇒ Disabled toilet ⇒ Disabled parking
➤ Review and development of a new DAIP
➤ Recruitment processes reviewed to ensure no barriers faced by people seeking employment at the EMRC
➤ Employment of people with disability at the EMRC’s Commercial and Industrial Waste Processing Plant at the Hazelmere Resource Recovery Park
➤ Managers and Supervisors trained in working with people with disabilities
➤ Disabled parking upgrade at the EMRC Administration building
➤ The EMRC’s commitment to employing and retaining people with disability
➤ Upgrade to the EMRC public website to include: <ul style="list-style-type: none"> ⇒ Accessibility focused tools ⇒ High colour contrast display mode ⇒ Ability to increase text size
➤ Hearing Loop available in the Council Chambers
➤ All employees receive Disability Awareness Training on induction and on an ongoing basis

8 Process and Review

The review found that the 2018 to 2022 DAIP initiatives had been achieved and a new plan was required to ensure currency and relevance.

The consultation also identified two barriers to access and inclusion, which will be addressed in the 2023 to 2028 DAIP. These barriers include:

- Employing individuals in Operational roles using larger plant and machinery.
- Older employees at operations sites may have age-specific barriers.

The identification of these barriers has informed the development of strategies in the 2023 to 2028 DAIP. The barriers have been prioritised in order of importance, which assists setting timeframes for the completion of strategies to overcome those access barriers.

As a result of the consultation process the EMRC will undertake a number of tasks from 2023 to 2028 to improve access to its services, buildings and information.

The eight desired objectives provide a framework for improving access and inclusion for people with disabilities in the EMRC.

Objective One

People with disability have the same opportunities as other people to access the services of, and any events organised by, the EMRC.

No.	Action	Timeline	Responsibility
1	Ensure that all events organised by the EMRC provide as a minimum: <ul style="list-style-type: none"> ➤ Accessible parking ➤ Accessible toilets ➤ Promotional material available in alternative formats including: <ul style="list-style-type: none"> ⇒ EMRC website ⇒ Email ⇒ Electronic and hard copy in large and standard print 	Ongoing	Waste Education Functions Communications
2	Use a variety of media to publicise events.	Ongoing	Communications
3	Ensure that people with disability are considered when developing communication strategies for promoting events.	Ongoing	Communications

Objective Two

People with disability have the same opportunities as other people to access the buildings and other facilities of the EMRC.

No.	Action	Timeline	Responsibility
1	Ensure that new buildings and facilities developed by EMRC are designed to meet DAIP legislation.	Ongoing	Engineering - Operations
2	Ensure that all new or redevelopment works provide access to people with disability, where practicable.	Ongoing	Engineering - Operations
3	Ensure the quantity and location of ACROD parking meets the needs of people with disability.	Ongoing	Engineering - Operations

Objective Three

People with disability receive information from the EMRC in a format that will enable them to access the information as readily as other people are able to access it.

No.	Action	Timeline	Responsibility
1	Ensure that information on Council functions, facilities and services is available in alternative formats if required including: <ul style="list-style-type: none"> ➤ EMRC website ➤ Email ➤ Webinars ➤ Electronic and hard copy in large and standard print ➤ Braille ➤ Audio format ➤ A language other than English 	Ongoing	Communications
2	Make electronic or hard copies of documents available in large print.	Ongoing	Communications
3	Make information available in other formats on request.	Ongoing	Communications
4	Improve employees' awareness of accessible information needs and how to obtain information in other formats during induction of new employees.	Ongoing	Human Resources / Business Unit Managers
5	Advise the community via the local newspaper, Information Radio, and disability group newsletters that other formats are available.	Bi-Annual	Communications

Objective Four

People with disability receive the same level and quality of service from the employees and contractors of the EMRC as other people receive from the employees and contractors of the EMRC.

No.	Action	Timeline	Responsibility
1	EMRC's DAIP is distributed to Employees and Councillors.	Ongoing	Chief Executive Officer
2	New Employees are provided EMRC's DAIP and relevant information.	Ongoing	Human Resources
3	Contractors (existing and new) are aware of the relevant requirements of the Disability Services Act and EMRC's DAIP.	Ongoing	Manager Procurement and Governance

Objective Five

People with disability have the same opportunities as other people to make complaints to the EMRC.

No.	Action	Timeline	Responsibility
1	Ensure that complaints can be lodged via a number of means, including email, mail, and verbal.	Ongoing	Chief Executive Officer
2	Ensure that complaints are acted upon.	Ongoing	Chief Executive Officer

Objective Six

No.	Action	Timeline	Responsibility
1	Ensure that public consultation venues organised by the EMRC provide as a minimum: <ul style="list-style-type: none"> ➤ Accessible parking ➤ Accessible toilets ➤ Promotional material available in alternative formats 	Ongoing	Waste Education Functions Communications
2	Ensure that any feedback or comments can be lodged via alternative formats, including mail or email.	Ongoing	Communications

Objective Seven

People with disability have the same opportunities as other people to obtain and maintain employment with the EMRC

No.	Action	Timeline	Responsibility
1	Commit to using inclusive recruitment practices when advertising new positions.	Ongoing	Human Resources
2	Continue to engage with disability employment providers.	Ongoing	Human Resources
3	Equal opportunity ethos is fostered among employees.	Ongoing	Human Resources
4	Identify and remove any barriers to employment.	Ongoing	Human Resources
5	Provide support and training for management employees.	Ongoing	Human Resources

Objective Eight

The EMRC Council ensures that a Disability Access and Inclusion Policy and Plan are developed, implemented and reviewed regularly.

No.	Action	Timeline	Responsibility
1	Consult with the Community on the Disability Access and Inclusion Policy and Disability Access and Inclusion Plan (DAIP).	When reviewed or as required	Chief Executive Officer
2	Provide information on EMRC's DAIP to the Community.	Once adopted by Council	Chief Executive Officer
3	Review and amend DAIP Policy and Plan.	When required	Chief Executive Officer
4	Lodge DAIP with the Disability Services Commission.	Following adoption by Council	Chief Executive Officer
5	Develop links between the DAIP and other EMRC plans and Strategies.	Ongoing	Manager Human Resources

9 Consultation and Promotion of the DAIP

9.1 Consultation of the DAIP

A review and engagement process was undertaken to seek the community's views on the EMRC's accessibility and inclusiveness.

The community was notified of the review and engagement process through a notice in the State-wide newspaper (The West Australian), and a notification was also posted.

9.2 Promotion of the DAIP

Once the DAIP has been endorsed by Council and Department of Communities, Disability Services availability of the DAIP will be promoted on the EMRC's website www.emrc.org.au and advertised through a local public notice in the West Australian newspaper and in alternative formats upon request.

The DAIP will also be available in hardcopy at EMRC's reception located at Level 1, 226 Great Eastern Highway, Ascot.

10 Responsibility for Implementing the DAIP

It is a requirement of the Disability Services Act 1993 that all officers, employees, agents and contractors take practical measures to implement the DAIP. The EMRC's DAIP sets out who is responsible for each action.

11 Review and Evaluation Mechanisms

The Disability Services Act 1993 sets out the minimum review requirements for public authorities in relation to DAIPs. A DAIP team of key employees will be formed and will meet regularly to review progress on implementation. A report will be prepared each year on the implementation of the DAIP and will be reported through the EMRC's Annual Report.

New or amended strategies will be included in the DAIP and lodged with Department of Communities, Disability Services. Copies of the amended DAIP will be available to the community in alternative formats.

A report will also be prepared and forwarded annually to the Department of Communities, Disability Services.

The DAIP will be reviewed at least every five years. The community, employees and Council members will be consulted as part of the review process.

12 Feedback

The EMRC welcomes feedback. Comments and suggestions on our Disability Access and Inclusion Plan 2023 to 2028 can be made via a number of means:

Tel: (08) 9224 2222

Email: mail@emrc.org.au

Mail: The Eastern Metropolitan Regional Council
PO Box 234, Belmont WA 6984

In Person: Eastern Metropolitan Regional Council
1st Floor, Ascot Place
226 Great Eastern Hwy (Corner Kalgoorlie Street)
Ascot WA 6104

This Disability Access and Inclusion Plan is available in alternative formats upon request including electronic format by email, in hard copy in both large and standard print, in audio on compact disc and on the website at:

**Eastern Metropolitan Regional Council
- Administration Office
226 Great Eastern Highway
-Ascot, WA, 6104**

(08) 9424 2222

mail@emrc.org.au

www.emrc.org.au

6.4 WASTE & RECYCLE 2023 CONFERENCE – SEPTEMBER 2023

D2023/14102

PURPOSE OF REPORT

The purpose of this report is to advise Council of the upcoming Waste & Recycle 2023 Conference to be held at Crown Towers Perth, on Wednesday 13 September 2023 and Thursday 14 September 2023.

KEY POINT(S)

- The WA Waste & Recycle 2023 Conference is to be held at Crown Towers, Perth, on Wednesday 13 September 2023 and Thursday 14 September 2023.
- The EMRC has supported the event over many years and 2023 is no exception.

RECOMMENDATION(S)

That:

1. Councillors and Officers note the dates of 13 and 14 September 2023 for the 2023 WA Waste & Recycle Conference.
2. Councillor(s) and the Chief Executive Officer be authorised to attend the 2023 WA Waste & Recycle Conference.
3. Two places to the 2023 WA Waste & Recycle Conference be offered to the Waste Management Community Reference Group (WMCRCG) in the event that some members may wish to attend.

SOURCE OF REPORT

Chief Sustainability Officer

BACKGROUND

- 1 Advice has been received that the 2023 WA Waste & Recycle Conference is to be held on 13 and 14 September 2023 at Crown Towers Perth.

REPORT

- 2 The WA Waste & Recycle Conference is an annual event which caters to those involved in waste management, resource recovery and recycling.
- 3 Limited details of keynote speakers and presentations are available at the time of writing this report however the Conference website, wasteandrecycle.net.au will provide more up-to-date information as it becomes available. The key note speakers are Tim Kurz, University of Western Australia, Dr Colin Church, Institute of Materials, Minerals and Mining, Ms Jennifer Macklin, Behaviour Works Australia (Monash University) and Mr Robyn Williams AO, Leading Australian science journalist and broadcaster.
 - The EMRC's CEO, Marcus Geisler and the Coordinator Waste Education Trish Kursar will both be presenting on topics related to Climate Change: The EMRC Thinks Forward and Acts Now; and Behaviour Change: Approaches to empower and change community, business and government behaviour.
- 4 The conference, hosted by the Waste Management Association of Australia (WMAA), Department of Water and Environmental Regulation (DWER) and Western Australian Local Government Association (WALGA), is recognised as one of the largest gatherings of thought leaders, educators and industry professionals in the waste and resource recovery sector.

- 5 Registration includes access to all conference sessions and internal exhibition displays. There are networking opportunities over morning, afternoon tea and lunch breaks. Attendance also allows for participants to share experience and knowledge with peers on previous achievements and successes and interact with others in the waste and recycling industry. At the time of preparing this report, the 2023 program is unavailable. This will be provided closer to the Ordinary Council meeting.
- 6 All Conference sessions are being held at the Crown Towers Perth. Two full day tours are being offered on Tuesday 12 September 2023.
- 7 The Conference Program covers a range of issues that are generally of interest to the EMRC. The early bird registration fee is available until Friday 25 August 2023.

STRATEGIC/POLICY IMPLICATIONS

- 8 Reporting on EMRC Strategic Policy implications align with the revised 10 Year Strategic Plan 2017-2027 and the Sustainability Strategy 2022/2023 – 2026/2027.

In addition to the above, 'Council Policy 6.3 Attendance at Events', covers attendance at events and is consistent with the recommendation.

FINANCIAL IMPLICATIONS

- 9 The expenditure for councillor, officer and WMCRG members attendance at conferences are allowed for in the adopted annual budget.
- 10 A full registration with early bird discount and attendance at the conference and networking events will cost \$640 per attendee, with Thursday only being a cost of \$400 per attendee and full day tours on the Tuesday costing an extra \$250 per attendee.

SUSTAINABILITY IMPLICATIONS

- 11 Nil

RISK MANAGEMENT

Risk – Non Compliance with Council Policy		
Consequence	Likelihood	Rating
Insignificant	Unlikely	Low
Action/Strategy		
➤ Approval be sought for Councillors and the CEO to attend 2023 Waste & Recycle Conference and Exhibition to comply with Council Policy 6.3 Attendance at Events		

MEMBER COUNCIL IMPLICATIONS

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

ATTACHMENT(S)

Nil

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION(S)

That:

1. Councillors and Officers note the dates of 13 and 14 September 2023 for the 2023 WA Waste & Recycle Conference.
2. Councillor(s) and the Chief Executive Officer be authorised to attend the WA Waste & Recycle 2023 Conference.
3. Two places to the 2023 WA Waste & Recycle Conference be offered to the Waste Management Community Reference Group (WMCRG) in the event that some members may wish to attend.

COUNCIL RESOLUTION(S)

MOVED

SECONDED

6.5 INFORMATION BULLETIN – EMRC 2023 STAKEHOLDER PERCEPTION SURVEY RESULTS

D2023/14159

PURPOSE OF REPORT

The purpose of this report is to provide Council with an overview of the results from the recent 2023 Stakeholder Perception Survey, undertaken by independent consultants, Catalyse.

KEY POINT(S)

- The EMRC has undertaken independent perception surveys of its stakeholders since 2005, with varying results.
- The purpose of the survey was to gather robust data to evaluate and report on the EMRC's performance and to support future strategic planning.
- The 2023 results represent a 51.5% response rate.

SOURCE OF REPORT

Chief Sustainability Officer

BACKGROUND

- 1 The EMRC has been undertaking independent surveys based on its stakeholders' perception of the organisation's performance for the past 18 years and the attached report features the current findings.

REPORT

- 2 A total of 68 key stakeholders were contacted by Catalyse throughout the month of May 2023. Despite reminders, only 35 stakeholders responded to the anonymous survey which equates to a 51.5% response rate.
- 3 Overall, 85% of key stakeholders who responded were satisfied with the EMRC's overall performance, which was up 9% over the past two years and 89% of respondents felt the EMRC was moving in the right strategic direction. The majority also thought the EMRC was performing well in achieving its goals and delivering key service areas.
- 4 When asked to describe what they valued most about the EMRC, key stakeholders noted: Leadership and innovation;
- 5 Advocacy and partnerships; Customer service; Efforts to reduce waste going to landfill; Knowledge and expertise; and a Commitment to a circular economy as important considerations.
- 6 A copy of the survey results is attached (D2023/14162).

STRATEGIC/POLICY IMPLICATIONS

- 7 Reporting on EMRC Strategic Policy implications align with the revised 10 Year Strategic Plan 2017-2027 and the Sustainability Strategy 2022/2023 – 2026/2027.

FINANCIAL IMPLICATIONS

- 8 Nil

SUSTAINABILITY IMPLICATIONS

9 The EMRC’s strategic direction has sustainability at its core including continued delivery of sustainable waste solutions, circular economy, FOGO, recycling and landfill diversion, and decarbonising its operations in the region.

RISK MANAGEMENT

Risk The EMRC ignores the findings of the 2023 Key Stakeholder Perception Survey		
Consequence	Likelihood	Rating
Moderate	Unlikely	Moderate
Action/Strategy		
Ensuring all staff and Councillors are aware of, and have regard for, the findings of the survey		

MEMBER COUNCIL IMPLICATIONS

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

ATTACHMENT(S)

EMRC 2023 Stakeholder Perception Survey by Catalyse (D2023/14162)



2023 EMRC Stakeholder Review

Prepared for: Eastern Metropolitan Regional Council

Prepared by: CATALYSE[®] Pty Ltd

9 June 2023

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Strategic Insights

Strategic insights

In 2023, 35 of the EMRC's 68 key stakeholders (51.5%) completed an anonymous review of the EMRC's performance.

- Overall, 85% of key stakeholders were satisfied with the EMRC's overall performance, up 9% points over the past two years.
- 89% of respondents felt the EMRC was moving in the right strategic direction.
- A majority thought the EMRC was performing well in achieving its goals and delivering key service areas (as shown to the right).

To further enhance performance, key stakeholders suggest the EMRC:

- Agrees on an overall strategic direction of growth vs consolidation, with consideration for new regional initiatives relating to financing, security, footpaths, transport, and creating nature links.
- Strengthens governance, financial sustainability and member relations to retain and support member councils.
- Improves marketing - delivers value for money core services, maximises profits from innovative solutions to unique waste problems, finds more clients for Redhill landfill services, and commercialises fly ash concrete.
- Continues to deliver sustainable waste solutions – circular economy, FOGO, recycling and landfill diversion.
- Strengthens community engagement - using clear and simple messages, and embracing behavioural change science, to raise awareness and participation in circular economies.

Over the past 12 months, the most effective way to communicate key messages about what has been happening with EMRC and its projects was through conversations EMRC executives and staff had with key stakeholders, either in person, on the phone or by email, followed by face-to-face presentations.

Achievement of the EMRC's goals

% good or excellent

Reduce our environmental impact
90%

Demonstrate circular economy leadership
85%

Respond to a climate emergency
82%

Create value in the community
74%

Service area performance

% good or excellent

Customer service
93%

Efforts to increase resource recovery
91%

Efforts to reduce landfill
85%

Promoting Circular Economy awareness & adoption
81%

Promote WA Waste Avoidance and Resource Recovery Strategy
74%

Supporting member councils
59%

The study

Purpose

- Gather robust and reliable data to evaluate and report on EMRC's performance and to support strategic planning.

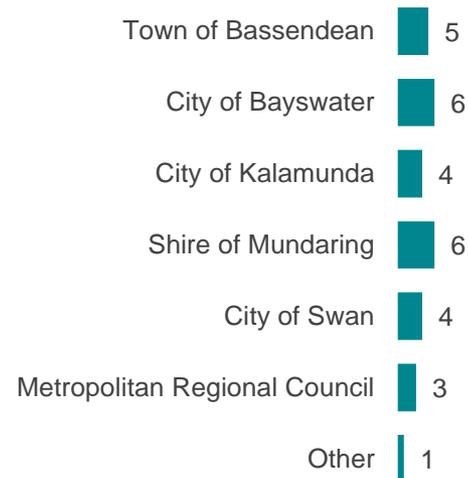
Methodology

- EMRC provided CATALYSE® with a database containing contact details for 68 key stakeholders.
- CATALYSE® emailed all key stakeholders with an invitation to complete an online survey between 2 and 26 May 2023.
- One week after launch, an email reminder was sent to non-responders. EMRC followed up with a second and final reminder to remaining non-responders.
- **35 key stakeholders** participated in the review, representing a **51.5% response rate**.
- Throughout this report, when the sum of the parts is $\pm 1\%$ of the total this is due to rounding errors to 0 decimal places.

Number of respondents:



Local government represented:



Key performance indicators

Overall satisfaction with the EMRC

Overall satisfaction with the EMRC increased to 85%; up 9% points. They rated satisfaction 6+ out of 10.

61% of respondents were delighted. They rated satisfaction 8 points or higher.

Overall satisfaction was highest among State and Federal Government stakeholders, and private sector and NGO contacts.

Satisfaction was lowest among Local Government executives and employees.

Overall, how satisfied are you with the EMRC?

% of respondents



Stakeholder variances % respondents	Total	EMRC Councillor	LG Executive	LG Employee	State / Federal Government	Private Sector/NGO
Delighted (8-10)	61	63	38	55	100	100
Dissatisfied (0-4)	6	0	13	9	0	0

2014-2021 Q. Overall, how satisfied are you with the Eastern Metropolitan Regional Council (EMRC)?

2023 Q. Overall, how satisfied are you with how the EMRC is performing and the direction it is taking?

Base: All respondents, excludes 'unsure' and no response (n=33)

Support for the EMRC's strategic direction

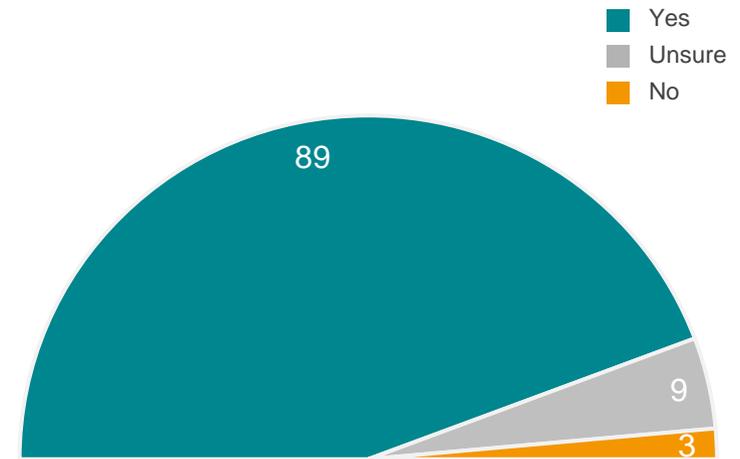
The EMRC is striving to promote sustainable waste management and a transition to a circular economy.

89% of key stakeholders think this is the right strategic direction for the EMRC.

Level of agreement is lower among EMRC Councillors.

Is the EMRC moving in the right direction?

% of respondents



Stakeholder variances

% of respondents who said 'yes'

Total	EMRC Councillor	LG Executive	LG Employee	State / Federal Government	Private Sector/NGO
89	78	89	91	100	100

Q. The EMRC is striving to promote sustainable waste management and a transition to a circular economy. Do you think this is the right direction for the EMRC?

Base: All respondents, excludes no response (n = xx)

Perceived achievement of the EMRC's goals

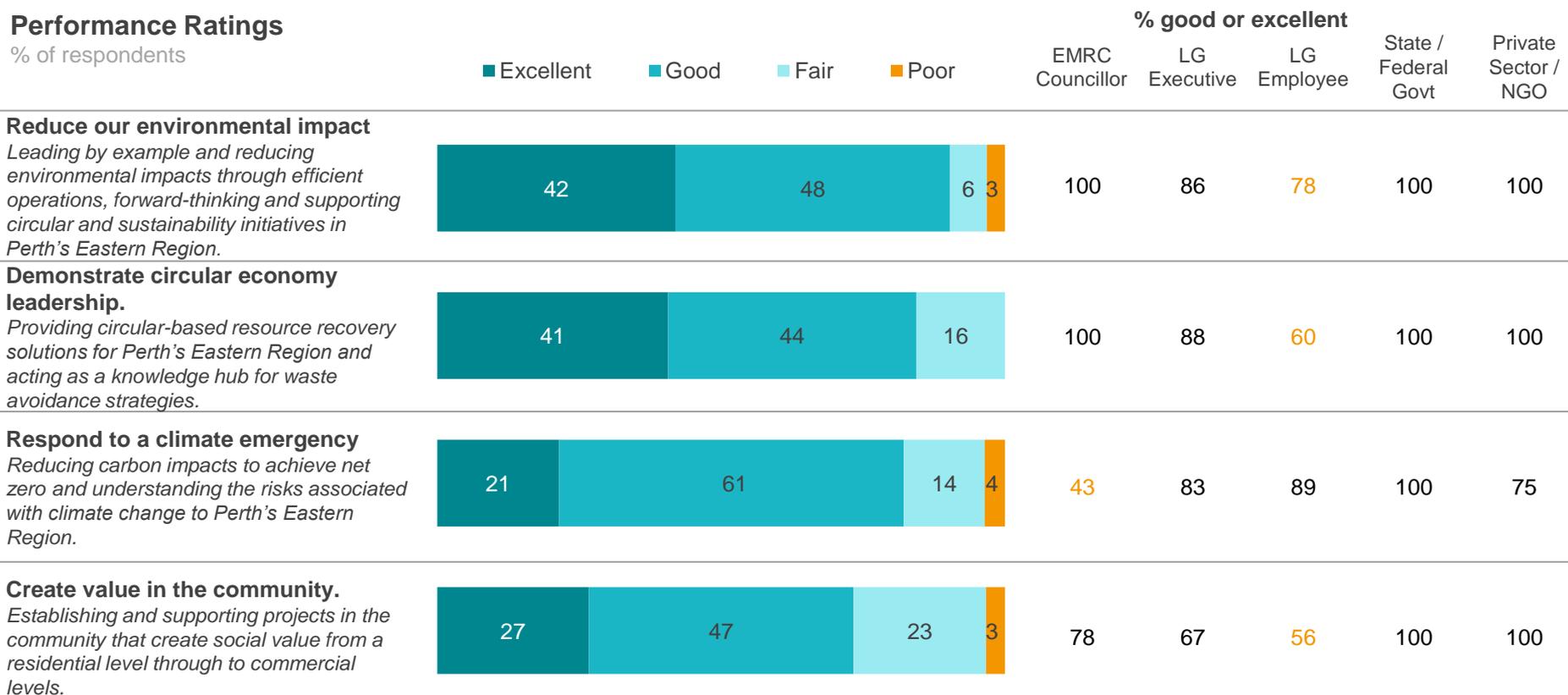
Key stakeholders feel the EMRC is performing very well in reducing environmental impacts and showing circular economy leadership, with 2 in 5 respondents rating performance excellent.

The EMRC is also achieving high performance ratings for responding to a climate emergency, and creating value in the community, with the majority of key stakeholders rating performance good or excellent.

Performance ratings were lower among Local Government employees with the exception of responding to a climate emergency, where ratings were lowest among EMRC Councillors.

Performance Ratings

% of respondents



Q. How would you rate the EMRC's performance against the following goals?

Base: All respondents, excludes unsure and no-response (n = varies)

Perceived performance in key service areas

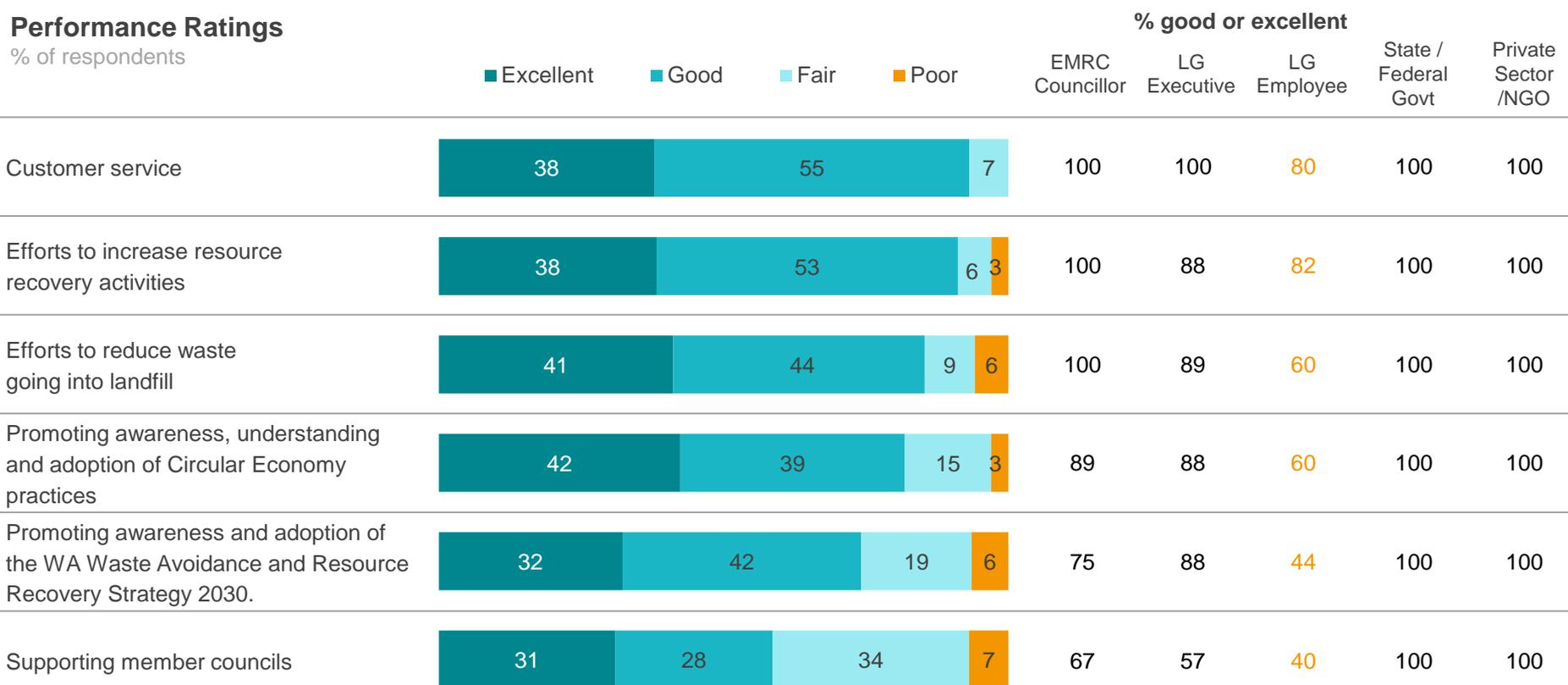
Key stakeholders think the EMRC is delivering high levels of customer service, and efforts to improve resource recovery and reduce landfill are well regarded.

The EMRC could enhance value to member councils by providing more support and doing more to promote and encourage the adoption of waste avoidance, resource recovery and Circular Economy practices.

Performance ratings were lowest among Local Government employees.

Performance Ratings

% of respondents



Q. How would you rate the EMRC's performance in the following areas?

Base: All respondents, excludes unsure and no-response (n = varies)

The EMRC's efforts to reduce landfill received the highest performance ratings since the study commenced in 2014.

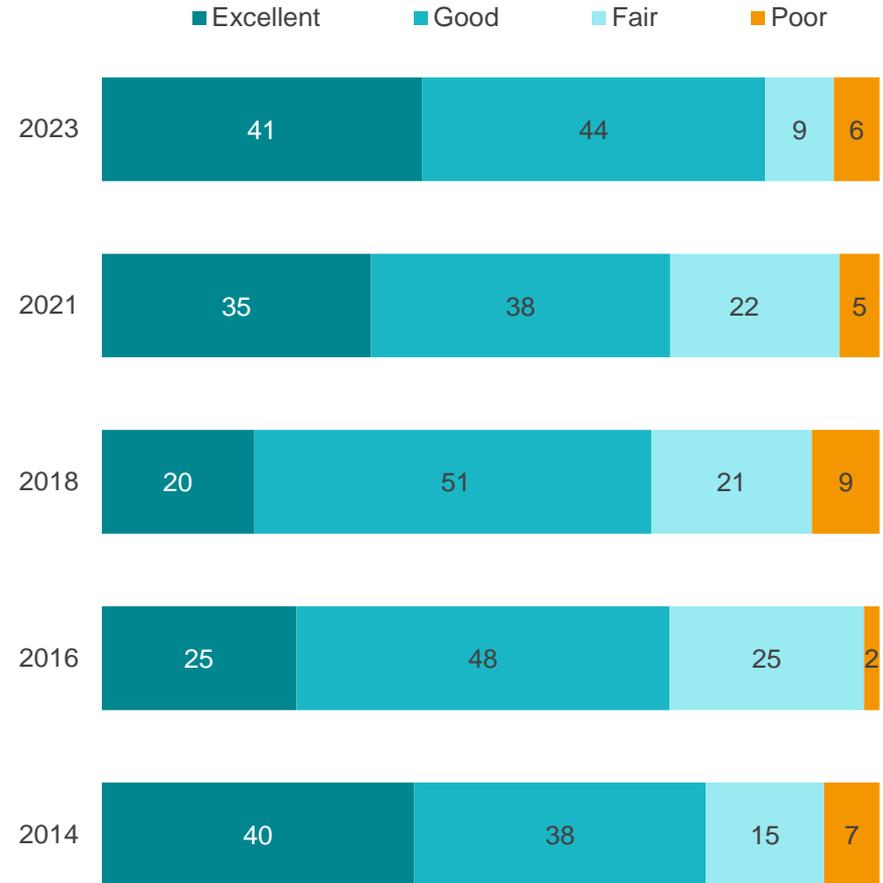
85% of respondents rated the EMRC's efforts to reduce waste going to landfill as good or excellent; up 12% points over the past two years.

The excellent rating improved by 21% points over the past five years.

For continued improvement, it is recommended that the EMRC seeks to meet the needs of Local Government employees. Only 60% of this cohort rated performance as good or excellent.

Historical Performance Ratings

% of respondents



Customer service received the highest performance ratings since the study commenced in 2014.

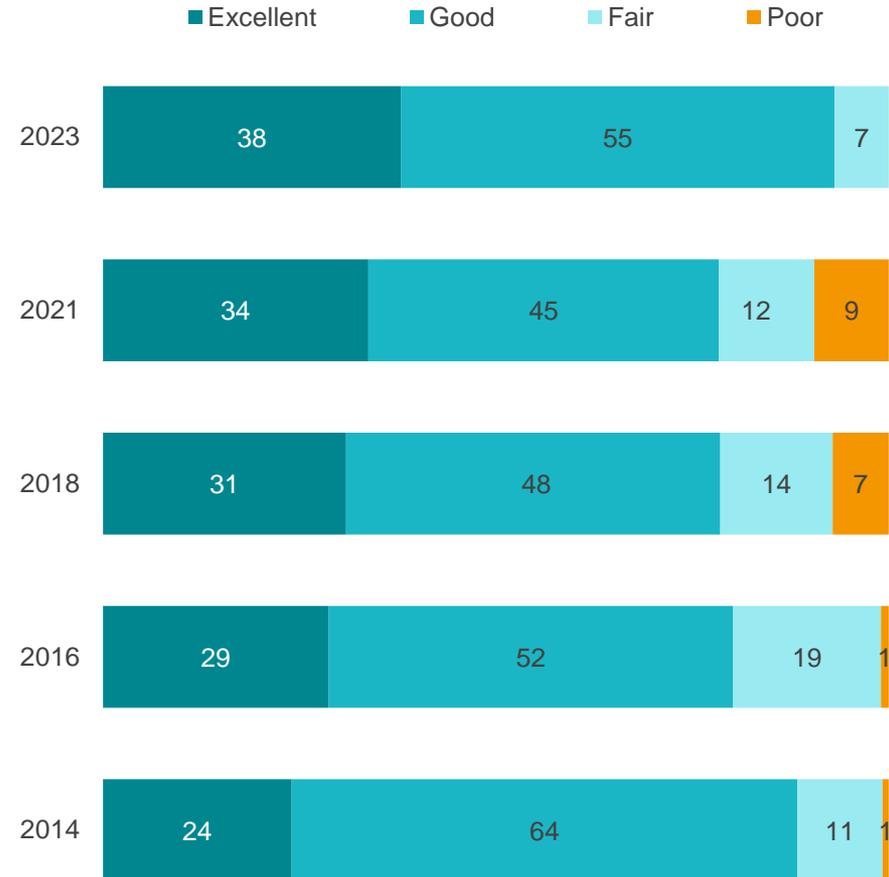
93% of respondents rated customer service as good or excellent; up 15% points over the past two years.

The excellent rating also continued with a positive trend, increasing by a further 4% points.

For continued improvement, it is recommended that the EMRC focuses on improving customer service for Local Government employees. 80% of this cohort rated performance as good or excellent, compared to 100% in all other cohorts.

Historical Performance Ratings

% of respondents



What key stakeholders value the most

Key stakeholder values

When key stakeholders were asked to describe what value the most about the EMRC, they talked about the EMRC's:

- Leadership and innovation
- Advocacy and partnerships
- Customer service
- Efforts to reduce waste going to landfill
- Knowledge and expertise
- Commitment to a circular economy

What stakeholders value most about the EMRC



Value	Stakeholder voices
Leadership and innovation	<ul style="list-style-type: none"> • <i>I find the leadership and staff of the EMRC to be a highly credible and committed group supporting the East Metropolitan Regional Council Members to make sound decisions around waste management, circular economy and carbon reduction. EMRC is committed to leading the community by example.</i> • <i>EMRC are market leaders in their field and set a local benchmark for the way toward a more sustainable future.</i> • <i>They look at a lot of different options and that is a great approach, rather than just one or two.</i> • <i>The focus on innovation and improvement while ensuring the EMRC continues as a profitable business.</i> • <i>The leadership the EMRC is showing in WA, and for LGAs across the country.</i> • <i>Innovation in converting from merely landfill into technological pursuits.</i> • <i>An organisation that is 100% focused on waste management and has the staff with the knowledge and skills to develop the strategies necessary to guide member councils in the transition to a circular waste economy, and to lobby the State and Federal governments to achieve the best outcomes for the community.</i>
Advocacy and partnerships	<ul style="list-style-type: none"> • <i>Ability to facilitate partnerships and grant opportunities within the Region/ between member Councils.</i> • <i>Potential for regional grant driven projects.</i> • <i>A voice for higher order resource recovery opportunities.</i> • <i>Working with the people in the field.</i> • <i>Member Councils working together under the EMRC organisation brings advantages of size. Regional-scale approach.</i> • <i>It has the economic capacity to deliver projects of scale, with accrued financial resources to implement.</i>
Customer service	<ul style="list-style-type: none"> • <i>Professional service.</i> • <i>Value for money, ease to do business and customer focus.</i> • <i>Enthusiasm of staff.</i> • <i>The organisation is approachable.</i>

What stakeholders value most about the EMRC (continued)

Value	Stakeholder voices
Efforts to reduce waste going into landfill	<ul style="list-style-type: none"> • <i>The organisation is working really hard to reduce waste to landfill, be sustainable and making a difference to how we think about and treat waste for the good of the planet.</i> • <i>The value that it adds to the waste management space, this is really the core behind the EMRC.</i> • <i>Landfill management service.</i> • <i>Eventually having a transfer station in Hazelmere and waste to energy facility.</i>
Knowledge and expertise	<ul style="list-style-type: none"> • <i>Knowledge, experience and support in dealing with waste and recycling.</i> • <i>Specialist staff.</i> • <i>Their expertise in the waste management industry.</i> • <i>The advice from EMRC staff to assist on difficult issues is really appreciated.</i> • <i>Waste management/ education.</i> • <i>Some education being sent through by their teams</i> • <i>Expertise in waste and sustainability.</i> • <i>Developing expertise in the waste management and recovery field.</i>
Commitment to a circular economy	<ul style="list-style-type: none"> • <i>The EMRC commitment to the circular economy.</i> • <i>Commitment to circular economy.</i> • <i>The most recent clothes swap events have been highly successful in our community.</i> • <i>Timber Recycling.</i>

Key stakeholder priorities

Key stakeholder priorities

Key stakeholders provided the following recommendations to enhance performance:

- Agree on the EMRC's strategic direction – growth vs consolidation.
- Consider the EMRC's position on regional initiatives:
 - Advocate for MRC's and LGs to be financially and locally independent of the State Government - able to access bonds, investors, etc to fund income generating projects.
 - Advocate for a regional policing and security approach (with similar levels of powers to TransPerth transit guards).
 - Advocate for a joint, regional approach for footpath improvements, transport routes and other projects.
 - Work with the Water Corporation to transfer Member Council drains, waterways and water basins and develop them into nature links across the eastern region. eg: planting trees along the lengths of those ugly drains and basin areas in our suburbs.
- Strengthen governance, financial sustainability and member relations.
- Improve marketing - deliver value for money core services, maximise profits from innovative solutions to unique waste problems, find more clients for Redhill landfill services (especially contaminated materials), and commercialise fly ash concrete produced.
- Continue to deliver sustainable waste solutions - circular economy, FOGO, recycling and landfill diversion.
- Strengthen community engagement - use clear and simple messages, and embrace behavioural change science, to raise awareness and participation in circular economies.

Key stakeholder priorities



Priority	Stakeholder voices
<p>Strategic direction</p>	<ul style="list-style-type: none"> • <i>More detail in the strategic direction of the EMRC.</i> • <i>Continue to focus on the long-term viability of the EMRC so that the member Councils build value, which at some point can pay dividends.</i> • <i>Continue the work that is being done.</i> <p><i>Some stakeholders would like the EMRC to focus on growth:</i></p> <ul style="list-style-type: none"> • <i>Increase capacity.</i> • <i>It is my considered opinion that the EMRC's current project agenda includes areas that are within both the expertise of staff, the entrepreneurial appetite of members and the interests of WA's general society and public. There are additional visible opportunities for business expansion via inclusion of new member councils and wider service provision, as well as for ongoing development of emerging and new technologies and methodologies for improved waste management and circular economies.</i> • <i>Resource recovery options and ways to assist local council move to circular economy practices.</i> <p><i>Others would like the EMRC to consolidate existing activities:</i></p> <ul style="list-style-type: none"> • <i>Get the waste focus right. Not focus on the climate change. We are not equipped for the climate change emergency issue. A federal or global issue. Too much time talking about this.</i> • <i>Just finish what we have such as wood to energy etc before starting something new.</i>
<p>Governance and member relations</p>	<ul style="list-style-type: none"> • <i>Waste services and stakeholder management with its Member Councils, we cannot afford another Member Council to depart from the EMRC.</i> • <i>I am not yet convinced that there is a solid level of transparency on decision making. The resignation of two Member Councils was based on this reason. My experiences to date in engagement with the EMRC management have not convinced me that this issue has been addressed.</i> • <i>Financial stability, transparency of overhead cost allocation and transparency on use of secondary waste reserve funds.</i> • <i>Need more development in the project management area and contract management.</i>
<p>Marketing</p>	<ul style="list-style-type: none"> • <i>Focus on delivering value for money core services. Don't try to maximise profits from regular core services or waste streams. When considering boutique waste streams such as class 4 and other solutions in the metro area, that is the opportunity to maximise profit margins while finding innovative solutions to unique waste problems.</i> • <i>Finding more clients for Redhill landfill services especially for contaminated materials</i> • <i>Commercialize the fly ash concrete produced.</i>

Key stakeholder priorities (continued)



Priority	Stakeholder voices
<p>Waste management</p> <ul style="list-style-type: none"> - Waste to Energy - FOGO - Recycling - Waste collections - Transfer stations - Landfill 	<ul style="list-style-type: none"> • <i>The delivery of new resource recovery infrastructure.</i> • <i>Transfer station and completed in Hazelmere and FOGO facility completed on Redhill.</i> • <i>Ensure Hazelmere Transfer Station is ready for July 1</i> • <i>Waste to Energy, FOGO, Regional waste collections</i> • <i>Waste to Energy implementation</i> • <i>The delivery of FOGO, reduction of waste to landfill</i> • <i>FOGO</i> • <i>I would like to see more support for the City of Swan as a whole when looking at adequately servicing the collection programs.</i> • <i>Opening the landfill earlier for deliveries please!</i> • <i>Avoidance of landfill and innovative recycling.</i>
<p>Community engagement</p>	<ul style="list-style-type: none"> • <i>Use plain language to promote events and share concepts - have to meet people where they are not jump to the finish line and assume people will be on board.</i> • <i>Education is the key to success of waste management. Greater exposure at community events with a pop-up display (by the Local Government) of the benefits of a circular economy, with material supplied by the EMRC.</i> • <i>Use behaviour change science to inform work that will really influence waste and sustainability behaviour by businesses, residents, even council staff (especially the Common Cause work - www.commoncause.com.au/training).</i>

Key stakeholder priorities (continued)



Priority	Stakeholder voices
<p>Regional initiatives</p>	<ul style="list-style-type: none"> <p>Localism: advocating to empower regional local governments and all local governments to be financially and locally independent of the State Government. Devolution. Local governments are ever-more asked to provide services and maintain infrastructure, and even more so when the State pushes responsibility down to the local government to complete and do things but without allowing them options to get the money for what they need to do. Restricted to rates and fees and charges which are then passed to ratepayers/taxpayers. The State Government needs to allow Council to be able to access financial markets to be able to fund on an international scale the capital projects they want to do. Allow for markets to invest in projects that create income and return a dividend. Allow local government bonds, with the key being that the returns on those bonds are tax free. Imagine the potential for the EMRC if they could access such funds. Incredible potential for the EMRC, other regional local governments and all local governments.</p> <p>Security & Safety: regional police / regional security. eg: TransPerth transit guards have some powers that could be applied similarly to a regional police/security approach.</p> <p>Footpath assets: regional approach to footpath improvements and new projects in member Council localities. eg: Eastern regional is transforming, particularly City of Swan, Town of Bassendean, City of Bayswater. Footpath infrastructure to support growth is lagging significantly. Create transport routes of the future for the future on a regional scale.</p> <p>Nature Links: working with WaterCorp to transfer Member Council local drains, waterways and water basins into nature links across the eastern region. eg: planting trees along the lengths of those ugly drains and basin areas in our suburbs. Ripe for plantings! Increases urban canopy, helps with fauna migration across an urban landscape, improves water quality, provides all advantages of urban forrest in these waterway corridors in the suburbs.</p>

Key stakeholder engagement

Key stakeholder engagement

The most effective way to communicate key messages has been through conversations EMRC executives and staff had with key stakeholders, either in person, on the phone or by email. Over the past 12 months, this is how 89% of key stakeholders have received information about what has been happening with EMRC and its projects.

Other interactive channels, such as face-to-face presentations, events, and workshops have also been effective.

Digital channels (e-newsletters, social media and webinars), and traditional channels (newspaper and radio) were less effective, overall.

Source of information over the past 12 months

% of respondents

EMRC Councillor LG Executive LG Employee State / Federal Govt Private Sector/ NGO

Source of information	% of respondents	EMRC Councillor	LG Executive	LG Employee	State / Federal Govt	Private Sector/ NGO
Conversations with EMRC executives and staff	89	78	100	82	100	100
Face to face presentations	51	78	56	36	0	50
Events	34	22	44	36	0	50
Workshops	31	56	22	27	0	25
Forums	26	33	11	36	0	25
E-newsletters	26	44	11	18	0	50
Conversations with EMRC Councillors	26	78	22	0	0	0
Social media presence	23	11	11	45	0	25
Newspaper, media releases or radio	23	11	11	27	100	25
Webinars	20	11	33	18	0	25
Conventions	11	11	11	18	0	0
Have not accessed or received any information	3	0	0	9	0	0

Q. Over the past 12 months, how have you received or accessed information about the EMRC and its projects?

Base: All respondents (n=35)



www.catalyse.com.au
Office 3, 996 Hay Street, Perth WA 6000
PO Box 8007, Cloisters Square WA 6850
Phone +618 9212 1900
Email: info@catalyse.com.au
ABN 20 108 620 855

6.6 INFORMATION BULLETIN - CORPORATE BUSINESS PLAN 2022/2023 – 2026/2027 – FOURTH QUARTER REPORTING FROM APRIL TO JUNE 2023

D2023/14109

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 April to June 2023, inclusive.

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 2023/2024 – 2027/2028 on 22 June 2023 (D2023/10600) for activities commencing 1 July 2023.
- Council adopted the EMRC's Sustainability Strategy 2022/2023 – 2026/2027 on 25 August 2022 (D2022/14122).
- The attachment to this report provides the fourth quarter reporting, against the final key actions identified within the previous Corporate Business Plan 2022/2023 – 2026/2027, for the period April to June 2023, inclusive.

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 2023/2024 – 2027/2028 on 22 June 2023 for activities progressed from 1 July 2023 onwards (D2023/10600).
- 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 2023/2024 – 2027/2028 has been developed to articulate the strategic direction into operational activities. It is designed to ensure that the organisation as a whole is able to deliver on Council’s high level priorities, and summarises the services, operations and projects EMRC will deliver over the next five years, commencing as of 1 July 2023.
- 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 fourth quarter reporting period of April to June 2023.

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 2023/2024 – 2027/2028 identified projects, programs and services for the benefit and sustainability of Perth’s Eastern Region.

RISK MANAGEMENT

Risk 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
- Shire of Mundaring
- City of Swan

Implication Details

As outlined in the attachment

ATTACHMENT(S)

Corporate Business Plan 2022/2023 – 2026/2027 Fourth Quarter Progress Report for the period, April to June 2023 (D2023/14110)



Corporate Business Plan 2022/2023 – 2026/2027

Progress Report – Fourth 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	<ul style="list-style-type: none"> ➤ 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	<ul style="list-style-type: none"> ➤ Three community consultation meetings were held at Red Hill on the APCr and Carbon to Ethanol Pilot Plant projects.
				April - June 2023	<ul style="list-style-type: none"> ➤ Annual report in review progress ➤ Website content and display in transition phase progressing toward completion ➤ One community consultation meeting at Red Hill Hill on the APCr and Carbon to Ethanol Pilot Plant projects. ➤ The EMRC Newsletter 146, distributed in June
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	<ul style="list-style-type: none"> ➤ 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	<ul style="list-style-type: none"> ➤ Meetings have continued around circularity ➤ The 2023 Circular Economy Leadership Course has been confirmed and content is being finalised, due to start in mid May 2023
				April - June 2023	<ul style="list-style-type: none"> ➤ Implemented and completed the Circular Economy Leadership Course, over 6 weeks - Very successful with >200 participants and the first course of its kind run in WA.

Key Actions		Responsible Officer	Status	Quarter	Comments
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	Meetings continued during this quarter
				April - June 2023	Strategic partnerships and alliances continued to grow and develop during this quarter
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	Circularity opportunities continue to be tracked to identify relevant advocacy
				April - June 2023	The EMRC's Regional Circular Economy Horizon Scan is being help up as an example to be followed by other local governments and industry

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	In progress
				April - June 2023	In progress and is being expanded beyond the Office of the CEO
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	Regular meetings with member Council representatives to understand/establish their product needs.
				April - June 2023	Regular meetings with member Council representatives to understand/establish their product needs.

Key Actions		Responsible Officer	Status	Quarter	Comments
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	Liaison with member Councils is underway relating to updating their waste and recycling guides for 2023.
				April - June 2023	The Waste and Recycle Guides have been completed with some Councils taking the opportunity to revamp their guides in line with sustainability and circular economy principles
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	Continue to grow bulk verge collection through member Councils
				April - June 2023	First workshop meeting with member Councils arranged for mid-july.

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	The EMRC's waste profile is in line with the FOGO strategy and continues to be mapped
				April - June 2023	The EMRC's waste profile demonstrates the EMRC leadership in waste practices

Key Actions		Responsible Officer	Status	Quarter	Comments
1.3.2	Regularly review and implement initiatives in line with the Red Hill and Hazelmere Development Plans	Operations	●	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	Following the cancellation of the request for tender for a Permanent FOGO processing plant at Red Hill, discussions have proceeded with technology suppliers/contractors for an alternative configuration for an aerobic composting/anaerobic digestion facility. An amendment to the Ministerial approval for the Red Hill facility is pending.
				April - June 2023	All reviews and initiatives are progressing accordingly as per HRRP and RHWMF development plans.
1.3.3	Develop, facilitate, and participate in activities of the regional waste education and resource recovery steering groups	Sustainability	●	July - September 2022	Continued to participate in regional waste education and resource recovery steering groups.
				October - December 2022	Continued to participate and facilitate regional waste education and resource recovery steering groups.
				January - March 2023	Continued to participate and facilitate regional waste education and resource recovery steering groups.
				April - June 2023	Continued to participate and facilitate regional waste education and resource recovery steering groups.
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	Sustainable decision making in procurement is included in the EMRC Purchasing Policy. Currently the procurement team is working on a sustainable procurement framework
				April - June 2023	Sustainable decision making in procurement is included in the EMRC Purchasing Policy. Currently the procurement team is working on a sustainable procurement framework and reviewing its purchasing policy.
1.3.5	Regularly review local government sales requirements for sustainable decision making	Operations	●	July - September 2022	Reviews undertaken on monthly basis.
				October - December 2022	Reviews undertaken on monthly basis.
				January - March 2023	Reviews undertaken on monthly basis.
				April - June 2023	Reviews undertaken on monthly basis.

Key Actions		Responsible Officer	Status	Quarter	Comments
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	Executed sales comm strategy and track set targets
				April - June 2023	Development and review of a sales plan for waste solutions

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	<ul style="list-style-type: none"> ➤ Long Term Financial Planning -. Review of the 10 Year Financial Plan is currently being undertaken as part of the 2023/2024 Budget deliberation. ➤ Strategic IT Plan – Completed the Cyber Security Framework. Updated the IT Disaster Recovery Process. Prepared networking for the new CCTV system at Red Hill. Deployed networking to the Control Room of the Wood Waste to Energy Plant.
				April - June 2023	<ul style="list-style-type: none"> ➤ Long Term Financial Planning - The Review of the 10 Year Financial Plan was completed as part of the 2023/2024 Budget deliberation process. ➤ The Asset Management Plan is currently in the process of being updated.

Key Actions		Responsible Officer	Status	Quarter	Comments
2.1.1b	Undertake asset management assessment, workforce planning and long-term financial planning for all EMRC owned infrastructure E.g.: ➤ Organisational governance ➤ Integrated Planning Framework ➤ Workforce Plan ➤ WHS Plan ➤ Risk Management	CEO	●	July - September 2022	➤ Strategic IT Plan – The NBN Fibre to the Node Internet service at Hazelmere was replaced with a Fibre to the Premises service at higher speeds. A Starlink domestic Internet service was commissioned at Hazelmere as a backup. The SINE visitors sign-in system was commenced at the Ascot office.
				October - December 2022	➤ 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.
				January - March 2023	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.
				April - June 2023	LGIS have completed the review of the EMRC's safety management system (all major management guidelines and procedures) and have also undertaken a review of the EMRC's Contractor Management system for referral to the ELT. Workforce Plan to be submitted for the review by the CEO pending approval of the ELT in the next quarter. Remuneration review completed and implemented as of 1 st January 2023.
2.1.2	Identify and evaluate land-use options at EMRC sites to maximise future resource recovery program	Operations	●	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	Several options are being considered; these will be detailed in updates to the Red Hill and Hazelmere Development Plans.
				April - June 2023	Actively reviewing and finalising multiple land use proposals.

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	Ongoing reviews on monthly basis

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	●	April - June 2023	Ongoing reviews on monthly basis
				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	Meetings continued regarding the Carbon to Ethanol pilot project.
				April - June 2023	Community consultation and engagement has continued this quarter to ensure transparency and up to date information around the proposed Carbon to Ethanol project. A business plan for a Major Trading undertaking relating to the lease of a portion of land to Woodside is also in progress
2.2.3	Create Annual Energy and Emission Data Analysis Report and Snapshot for goal tracking. Develop and publish the SDG annual report card E.g.: ➤ EMRC corporate emissions & SDG progress	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	Collation of data will commence in the next quarter as a pre-cursor to developing the SDGs Report cards for the EMRC and participating member Councils
				April - June 2023	Participating member Councils as well as EMRC are in the process of collecting information to populate a SDG Benchmarking tool kit which will provide a progress indicator for each of the 17 SDG goals.

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	Sustainability KPI implemented in all RFQs and Tenders and evaluated accordingly.
				April - June 2023	Sustainability KPI implemented in all RFQs and Tenders and evaluated accordingly.
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	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. Procurement Velpic training includes sustainable procurement principles.
				April - June 2023	Sustainable decision making in procurement is included in the EMRC Purchasing Policy. The procurement team is working on a sustainable procurement framework and to include sustainability in the procurement templates and processes as appropriate. Procurement Velpic training includes sustainable procurement principles.
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	Operations	●	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	In progress
				April - June 2023	All projects are reviewed on a regular basis to identify improvements to make sustainable decisions.
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	This action is under review
				April - June 2023	This action currently remains under review
Key Actions		Responsible Officer	Status	Quarter	Comments
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	Internal collaboration sessions are continuing
				April - June 2023	Internal collaboration continues at the ELT monthly meetings and wider, at the various Teams and Toolbox meetings

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; <ul style="list-style-type: none"> ➤ 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	Meetings have been scheduled with member Councils on planning for the next round of reporting
				April - June 2023	Meetings continue to be implemented with member Council to progress their energy and emissions actions. 2022/2023 EOFY Reporting has commenced with reports due for completion in November 2023.
3.1.2	Review and complete annual water plans in alignment with Waterwise Council Accreditations E.g.: Review and implement <ul style="list-style-type: none"> ➤ 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	Meetings have been scheduled with member Councils on planning for the next round of reporting
				April - June 2023	Meetings continue to be implemented with member Council to progress their water actions. 2022/2023 EOFY Reporting has commenced with reports due for completion in November 2023.

	Key Actions	Responsible Officer	Status	Quarter	Comments
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 E.g.: <ul style="list-style-type: none"> ➤ Facilitate networking groups, e.g. STEG. ➤ Participate e.g. WALGA Climate Change Collaborative. 	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 ➤ Avon Descent Festivals grant application 2023 submitted to Lotterywest ➤ Initial planning towards 2023 WA Tree Festival
				January - March 2023	➤ Booking commenced for the Avon Descent marking and advertising

				<ul style="list-style-type: none"> ➤ Funding and collaboration for Youth Week has been supported by the EMRC ➤ Tree Festival will be focused online via social media
			April - June 2023	<ul style="list-style-type: none"> ➤ Marketing campaign started in June for the Avon Descent Festivals ongoing for 10 weeks, including Perth Now, Billboards, Perth is OK, Bus advertising, social media and radio. ➤ Support provided to NADA for the Avon Descent

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	Creating 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	Continue to create campaigns to recover, avoid, reuse, recycle, return, repair and drop off culture to increase recovery rates and combat illegal dumping.
			April - June 2023	Continue to create and establish campaigns to recover, avoid, reuse, recycle, return, repair and drop off culture to increase recovery rates and combat illegal dumping.
3.2.2 Establish programs for acceptance of construction and demolition waste e.g. bricks, timber, sand, soil, concrete and other resource recovery initiatives	Operations	●	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	We first must obtain approval to accept and process these materials. DWER is currently restricting the number of licence amendments an organisation can submit, however it may be possible to consider this with the next licence referral the EMRC makes.
			April - June 2023	Development of a sales team to identify opportunities within construction sector

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	Sustainability	●	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

Key Actions		Responsible Officer	Status	Quarter	Comments
	Management System Framework i.e. in alignment with ISO14001 or equivalent				objective of reducing and simplifying the number, frequency, and complexity of reporting we are required to provide.
				October - December 2022	In progress.
				January - March 2023	The Waste & Compliance Team is reviewing the EMRCs Environmental Management System; training will be taking place before the end of the financial year, which will assist in the identification of simplifying our reporting requirements. External certification audit will take place in July 2023.
				April - June 2023	Training for new environmental team took place late May 2023 and Internal Audits are being carried out in July 2023. The environmental team is working on streamlining the EMS. External Audit is booked in for end of July 2023.
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	Sustainability	●	July - September 2022	The EMS which is accredited to ISO14001 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	The EMRC is working with DWER to reduce the level and complexity of Annual Reports. Level of reporting on surface and ground water has been streamlined. All reporting is in accordance with licence conditions, Ministerial requirements, and Red Hill EMS. AER (Annual Environmental Report) and Annual Audit Compliance Report has been submitted for Hazelmere.
				April - June 2023	The following processes, programs and reports have been redeveloped and submitted: <ul style="list-style-type: none"> ➤ Compliance monitoring and sampling program completed includes; Q2 water monitoring, power pole shredding validation sampling, dust monitoring, FOGO sampling, Wood fines sampling, licence compliance monitoring, bird count, fence check, vermin control and interception well monitoring. ➤ Waste Acceptance Approvals issued in accordance with <i>Landfill Waste Classification and Waste Definitions 1996 (as amended 2019)</i>. ➤ Reviewed and submitted the Red Hill and Hazelmere Annual Environmental Reports 2022. ➤ Developed the Red Hill and Hazelmere Annual Audit Compliance Reports 2022. ➤ Developed the Ministerial Compliance Audit Reports for MS 274, 462 and 1140 for 2022. ➤ The Red Hill reports for Land Clearing Permit No. EPBC 2014 7354, which includes the Implementation of Offsets Management Plan has been submitted. ➤ The dust monitoring program and five quarterly reports relating the power pole shredding have also been completed over the past 15 months. ➤ A licence amendment has been submitted to DWER in March 2023 to rationalise some of the Red Hill licence conditions, as well as formally adding in the Household Hazardous Waste Acceptance, new type of gas flare and the Interim FOGO processing pad. ➤ The water monitoring program, procedure, two annual reports, Surface Water and Ground Water Environmental Management Plan and Conceptual Site Model have been redeveloped and improved so that they can be considered for review by DWER approved contaminated site auditors.

	Key Actions	Responsible Officer	Status	Quarter	Comments
					<ul style="list-style-type: none"> ➤ The Works Approval Compliance Report for Interim FOGO pad was submitted in January 2023. ➤ Ministerial Request for Further Information for the APCR Section 38, Section 43(a) and 40(2)(a) has been submitted. ➤ Works Approval Application submitted for APCr has been submitted.

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	The Bin Tagging program occurred in the City of Bayswater and delivered education initiatives supporting correct source separation.
				April - June 2023	The Bin Tagging report was submitted to the City of Bayswater and WALGA.
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	Attended community events educating on avoid and reuse and advice on correct source separation behaviour.
				April - June 2023	Attended and organised community events educating on avoid and reuse and advice on correct source separation behaviour.
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	Marketing messaging finalised for two walking floor trailers
				April - June 2023	Reviews in progress for further marketing opportunities
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	Trial commenced with Bassendean and ongoing dialogue with member Councils

Key Actions	Responsible Officer	Status	Quarter	Comments
			April - June 2023	A working group has been established with representatives from the City of Bayswater, Town of Bassendean and the Shire of Mundaring to develop a preferred model for a regional bulk verge collections with the aim of diverting more waste from landfill.

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	This action is under review
			April - June 2023	This action remains under review
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	Ongoing dialogue with member Councils
			April - June 2023	Ongoing dialogue with member Councils
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	Regular meetings with member Council representatives to understand/establish their product needs.
			April - June 2023	Regular meetings with member Council representatives to understand/establish their product needs.

4.3 Increased participation in behaviour change programs

Key Actions	Responsible Officer	Status	Quarter	Comments
4.3.1	Sustainability		July - September 2022	Continue to provide waste education programs that align with the WA Waste Strategy

Key Actions		Responsible Officer	Status	Quarter	Comments
Provide education for waste solutions that are in line with WA Waste Strategy and waste hierarchy E.g.: ➤ Continue waste education programs			●	October - December 2022	Delivered education programs that focus on target issues from the Waste Strategy.
				January - March 2023	Continue education programs that focus on target issues from the Waste Strategy.
				April - June 2023	Continue to deliver education programs that focus on target issues from the Waste Strategy.
Key Actions		Responsible Officer	Status	Quarter	Comments
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	Meetings have been recently held with member Councils to ascertain further participation in sustainability programs
				April - June 2023	Revision and review commenced for the Sustainability Team Program Plan. These updates are to be included for the Councils in all participating projects at the end of 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	Work on stakeholder engagement is progressing including updating our stakeholder list
				April - June 2023	The recent Stakeholder Perception Survey results have been provided by external consultants, Catalyse.

6.7 INFORMATION BULLETIN - SUSTAINABILITY TEAM UPDATE – APRIL TO JUNE 2023

D2023/14104

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 April to June 2023, inclusive.

KEY POINT(S)

Achievements of the Sustainability Team are highlighted in the report for the period April to June 2023 and include:

- Activities undertaken by the Urban Environment Team (UET) for the ensuing period; and
- 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**
 - Review and update the 2021/2022 ACER Report based on the Councils request and new information.
 - Provided research and guidance in relation to Carbon Offset Credits.
 - Quarterly Energy and Water Team meeting.
 - Prepared and delivered a 6 week online Circular Economy Leadership Course WA – 11 May to 15 June 2023.
- 6 **Urban Environment - City of Bayswater**
 - Created the SDG Benchmark working documents and supporting information and sent to Council for population during Q1 of 2023/2024.
 - Provided Administrative Training for the Azility platform for the Councils new Sustainability Officer at no charge (estimated cost of \$2,000 if provided by Azility).
 - Prepared and delivered a 6 week online Circular Economy Leadership Course WA – 11 May to 15 June 2023.

- Prepared and implemented Avon Descent Festival social media campaign and provided a social media package to use throughout the marketing period June – August 2023.
- 7 **Urban Environment - Shire of Mundaring**
- Created the SDG Benchmark working documents and supporting information and sent to Council for population during Q1 of 2023/2024.
 - Quarterly Energy Team meeting.
 - Worked with the Council to review bulk fuel data collection methodology due to internal data management systems.
 - Prepared and delivered a 6 week online Circular Economy Leadership Course WA – 11 May to 15 June 2023.
- 8 **Urban Environment - City of Swan**
- Quarterly Waterwise Team meeting.
 - Review and update Waterwise Action Plan Tracking document to streamline reporting processing into the future.
 - Prepared and delivered a 6 week online Circular Economy Leadership Course WA – 11 May to 15 June 2023.
 - Prepared and implemented Avon Descent Festival social media campaign and provided a social media package to use throughout the marketing period June – August 2023.
- 9 **Urban Environment – EMRC**
- Meeting with Future-Fit Business CEO to discuss the use of their Benchmark tool for reporting EMRC and member Councils SDG progress for 2022/2023.
 - Commenced one-on-one meetings with EMRC staff to create a Positive Activity SDG reporting (still in progress).
 - WALGA ARENA Electricity Vehicle grant – provision of additional information. WALGA EOI was deemed to have high merit and have progressed with formal application.
 - Ongoing collaboration with Azility to maintain data health of member Council data.
 - Meetings with a number of energy data management platforms including; Trelis, Energy Action, Diligent and Sustain Life. Aim to provide reference information to member Council for possible change of supplier at the end of December 2023.
 - Community Batteries for Household grant – undertook investigation into the merit of the grant and its feasibility for member Councils to put in an application for future rounds of funding (October 2023).
 - Prepared and delivered a 6 week online Circular Economy Leadership Course WA – 11 May to 15 June 2023.
 - Ongoing research and information gathering in relation to the following:
 - ⇒ Smart Lighting Webinar – Ironbark;
 - ⇒ Community Climate Action – Key Emitters Webinar – Ironbark;
 - ⇒ Start Government Climate Action Information session – WALGA;
 - ⇒ Western Australia Sustainability and Climate Alliance (WASCA) meetings;
 - ⇒ National Energy Performance Strategy – Local Government Workshop – DCCEEW;
 - ⇒ Good Car Co – WALGA.

10 **Bin Tagging**

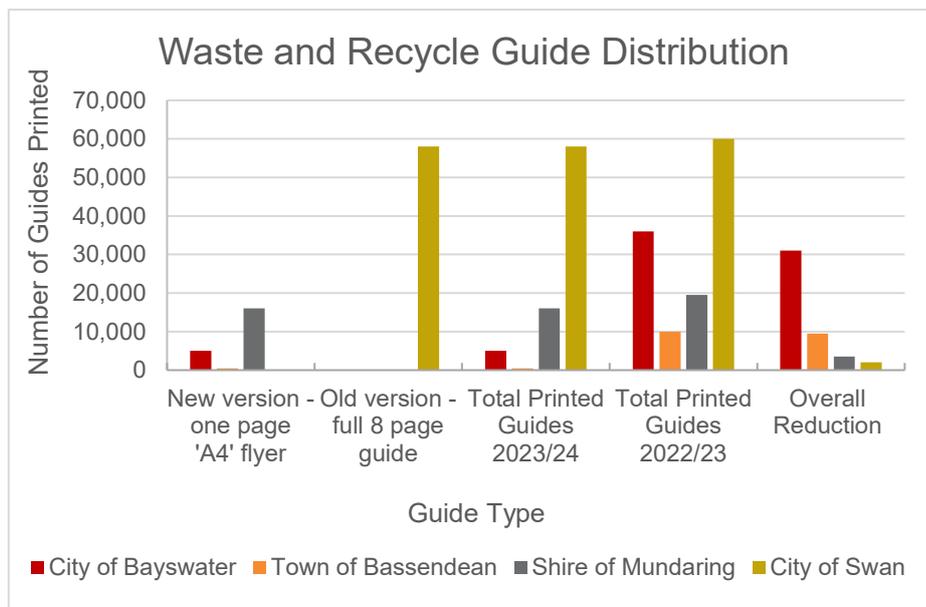
- The bin tagging report was submitted to the City of Bayswater and WALGA.
- The contamination decreased across all three bins with the following results the FOGO Bin contamination decreased by 11%, the Recycle Bin contamination decreased by 16% and the General Waste Bin contamination decreased by 9%.

11 **EMRC Battery Program**

- A total of 8.30 tonnes of batteries and 1.24 tonnes of CFLs have been collected in the first half of 2023.

12 **Waste Guides**

- Representatives of the Member Councils were asked to consider adopting the changes to print fewer guides and move to more of a digital format in 2023/24 or 2024/25.
- The feedback was positive which resulted in 3 Member Councils adopting the change for the 2023/24-year and 1 member council adopting the changes in the 2024/25-year.
- The 2023/24 waste guides have been completed and delivered to all Member Councils with the following results:



13 **Recycle Right Membership**

- Recycle Right membership fees have been paid for all member councils for the 2023/24 financial year.
- Tours of the RRG resource recovery facility have recommenced – 2 tours have been scheduled for EMRC member council residents.
- EMRC to receive a complimentary copy of the GREAT games for member councils to utilise.
- The Recycle Right app has been upgraded to receive bin-day push notifications.
- Videos - 'Kerb to Processor' assets being developed. All EMRC member councils are invited to be involved with the filming.
- Video created at CLAW Environmental in conjunction with EMRC, RRG, & WMRC. The video asset covers what happens to plastic container lids collected from Container for Change locations and community streams.

14 **Regional Council Collaboration**

- The EMRC, RRG & WMRC have commenced regular meetings to collaborate on sharing resources and information to avoid recreating the wheel in the waste education space.

15 **FOGO Bin Audit**

- Working with RRG to organise 100 FOGO bins from the Town of Bassendean and 100 FOGO bins from the City of Bayswater will be audited on 20 July 2023.

16 **Public Recycling Updates (Public place collection data for the period April to June 2023)**

a. **Public Place Battery Collection Program**

Battery Recycling – Public Places	Apr to Jun 2022/ 2023	Apr to Jun 2021/2022	Year to Date 2022/2023	Year to Date 2021/2022
Bassendean	226.3	224.4	1083.7	918.3
Bayswater	834.9	877.5	3337	3483.8
Kalamunda	922.8	820.8	3502.7	4015.3
Mundaring	658.7	407.4	1891.3	1654
Swan	798.7	693.5	2690.6	3092.8
TOTAL (kg)	3441.4	3023.6	12505.3	13164.2

b. **Schools Battery Collection Program**

Battery Recycling - Schools	Apr to Jun 2022/ 2023	Apr to Jun 2021/2022	Year to Date 2022/2023	Year to Date 2021/2022
Bassendean	94.1	73.7	270.3	326.4
Bayswater	222.1	136.6	738	735.9
Kalamunda	207.9	161.0	929.8	1006.1
Mundaring	337.8	407.9	1115	1493.1
Swan	234.2	402.6	1192.7	1482.4
TOTAL (kg)	1096.1	1108.1	4245.8	5043.9

17 **CFL Collection and Recycling Program**

CFL Recycling - Public Places	Apr to Jun 2022/ 2023	Apr to Jun 2021/2022	Year to Date 2022/2023	Year to Date 2021/2022
Bassendean	24.6	22.6	118.7	83.8
Bayswater	142.9	176.8	755.3	715.3
Kalamunda	87.8	59.5	380.3	352.7
Mundaring	145.9	99.6	697.8	572
Swan	228.9	214	981	854.4
TOTAL (kg)	630.1	572.5	2933.1	2578.2

18

Tours of Red Hill Waste Management Facility and Education Centre – April to June 2023

Name of Group	Council Region	Number of participants	Program
May 2023			
Community Tour	City of Kalamunda & Shire of Mundaring	24	Site visit and Education Centre
June 2023			
Heritage College Perth	City of Kalamunda	24	Site visit and Education Centre
Parkerville Steiner College	Shire of Mundaring	20	Site visit and Education Centre
Darlington Primary School	Shire of Mundaring	69	Site visit and Education Centre
		Total 206	

19

School Events

- City of Bayswater– MAX Solutions Presentation – 12 April 2023.

20

Member Council Events and Requests

- City of Swan – Aveley Community Festival – 22 April 2023; and
- City of Swan – Clothes Swap – 17 June 2023.

21

EMRC Waste Education Hosted Events

- City of Wanneroo – Clothes Swap – 11 April 2023;
- City of Perth – Lunch and Learn – 10 May 2023;
- Frugal Hedonism Workshop – 30 May 2023; and
- City of Vincent – Clothes Swap – 10 June 2023.

22

Waste Education Networking/Promotion/Collaboration Activities

- The Consumers' Role in a Circular Economy Webinar – 4 April 2023;
- Waste Sorted Schools – Local Government workshop – 4 April 2023;
- Consistent Communications Collective meeting – 5 April 2023;
- Circular Economy Western Australia – (CEWA) – Shining a Light on Circular Economy in Western Australia – 3 May 2023;
- Plastic Problem-Solving Workshop – 4 May 2023;
- Waste Educators Networking Group Meeting – 4 May 2023;
- Regional Council Collaboration Meeting – 9 May 2023;
- Rescue Sock Project Book Reading – 10 May 2023;
- UNSSC – 6 weeks Online Course – Circular Economy Leadership Course WA – 11 May to 15 June 2023;
- State Government Climate Action Information Session – 18 May 2023;
- Activating Design for a Circular Economy Webinar – 23 May 2023;
- Recycle Right Reference Group Meeting – 23 May 2023;
- WMRC and EMRC Clothes Swap Meeting – 25 May 2023;
- LG Collaboration - Keeping footpaths clear (parking/bins) webinar – 6 June 2023;
- Consistent Communications Collective meeting – 7 June 2023;

- Women in Waste - Networking Session – 8 June 2023;
- Regional Council Collaboration Meeting – 20 June 2023;
- CIRCULAR by Good Sammy – 24 June 2023; and
- Clothes Swap - Online Event with Nina Gbor – 27 June 2023.

23 Waste Education Loan Resources Utilisation

- Early Years Resource Box and Paper Making Kit boxes – Beechboro Primary School (City of Swan) – 21 April 2023 – 12 May 2023;
- Waste Audit Kit – Mary’s Mount Primary School (City of Kalamunda) – 28 April 2023 – 5 May 2023; and
- Clothes Swap items – Sustainably Stylish Event (Alice Green) – 3 May – 9 May 2023.

STRATEGIC IMPLICATIONS

24 Reporting on EMRC Strategic Policy 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

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

SUSTAINABILITY IMPLICATIONS

26 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		
<ul style="list-style-type: none"> ➤ 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
- 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 MAJOR TRADING UNDERTAKING – SALE OF UNPROCESSED FOGO MATERIAL (D2023/15787)

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.

7.2 INTERIM FOGO SUPPLY AGREEMENT (D2023/15788)

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 FORUMS

The next meeting of Agenda Forum will be held on Thursday 14 September 2023 (if required) at the EMRC Administration Office, 1st Floor, 226 Great Eastern Highway, Ascot WA 6104 commencing at 6.00pm.

Future Forums 2023

Thursday 14 September (if required) at EMRC Administration Office

Thursday 09 November (if required) at EMRC Administration Office

9 DECLARATION OF CLOSURE OF MEETING