



# **MINUTES**

## **SECTION 2**

Ordinary Meeting of Council

**6 December 2018**



## 14.8 DISABILITY ACCESS AND INCLUSION PLAN 2018 TO 2023

REFERENCE: D2018/15165

### PURPOSE OF REPORT

The purpose of this report is to present the draft *Disability Access and Inclusion Plan 2018 to 2023* (DAIP 2018 to 2023) for Council adoption

### KEY ISSUES AND RECOMMENDATION(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 2018 to 2023* 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*.
- At the same meeting Council endorsed the revised EMRC Policy 1.10 - *Disability Access and Inclusion Policy*.
- Council also endorsed the draft *DAIP 2018 to 2023* and approved a 42 day public consultation on the document.
- An advertisement to this effect was placed in the West Australian Newspaper and EMRC's public website on 12 September 2018.
- At the end of the 42 day public comment period (26 October 2018) EMRC had not received any comments.

#### Recommendation(s)

That Council:

1. Adopts the draft *Disability Access and Inclusion Plan 2018 to 2023* forming an attachment to this report.
2. Approves submission of the *Disability Access and Inclusion Plan 2018 to 2023* to the Disability Services Commission.

### SOURCE OF REPORT

Chief Executive Officer

### BACKGROUND

Section 27 of the *Disability Services Act 1993* (the Act) requires a public authority to develop and implement a Disability Access and Inclusion Plan.

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).

The DAIP was reviewed in 2013 and a new DAIP 2013/14 to 2017/18 was adopted (Ref: DMDOC/181698).



*Item 14.8 continued*

At the meeting held on 23 August 2018 Council reviewed and adopted the EMRC Policy 1.10 – *Disability Access and Inclusion Policy* and a new five year draft DAIP 2018 to 2023. Council resolved (Ref: D2018/08565), inter alia to:

- “3. APPROVE A 42 DAY PUBLIC CONSULTATION PERIOD ON THE DRAFT DISABILITY ACCESS AND INCLUSION PLAN 2018 TO 2023.”

**REPORT**

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)).

An advertisement was placed in the West Australian Newspaper and the EMRC’s public website on 12 September 2018, inviting members of the public to comment on the draft *DAIP 2018 to 2023*. At the end of the 42 day public comment period (12 September to 26 October 2018), the EMRC had not received any comments.

Consequently it is recommended that Council adopts the draft *DAIP 2018 to 23* forming an attachment to this report as required under the Act, and approves for it to be lodged with the Disability Services Commission, which is a mandatory requirement.

**STRATEGIC/POLICY IMPLICATIONS**

Key Result Area 3 – Good Governance

- 3.3 To provide responsible and accountable governance and management of the EMRC
- 3.5 To improve organisational culture, health, welfare and safety

**FINANCIAL IMPLICATIONS**

Nil

**SUSTAINABILITY IMPLICATIONS**

Nil

**MEMBER COUNCIL IMPLICATIONS**

| Member Council     | Implication Details |
|--------------------|---------------------|
| Town of Bassendean | } Nil               |
| City of Bayswater  |                     |
| City of Belmont    |                     |
| City of Kalamunda  |                     |
| Shire of Mundaring |                     |
| City of Swan       |                     |

**ATTACHMENT(S)**

Draft Disability Access and Inclusion Plan 2018 to 2023 (Ref: D2018/15167)



*Item 14.8 continued*

#### VOTING REQUIREMENT

Simple Majority

#### **RECOMMENDATION(S)**

That Council:

1. Adopts the draft *Disability Access and Inclusion Plan 2018 to 2023* forming an attachment to this report.
2. Approves submission of the *Disability Access and Inclusion Plan 2018 to 2023* to the Disability Services Commission.

#### **COUNCIL RESOLUTION(S)**

MOVED CR LAVELL

SECONDED CR DAW

THAT COUNCIL:

1. ADOPTS THE DRAFT *DISABILITY ACCESS AND INCLUSION PLAN 2018 TO 2023* FORMING AN ATTACHMENT TO THIS REPORT.
2. APPROVES SUBMISSION OF THE *DISABILITY ACCESS AND INCLUSION PLAN 2018 TO 2023* TO THE DISABILITY SERVICES COMMISSION.

**CARRIED UNANIMOUSLY**

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Advancing Perth's Eastern Region 

## Disability Access and Inclusion Plan for the Eastern Metropolitan Regional Council



2018 to 2023



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## Policy Statement

I have great pleasure in presenting the Eastern Metropolitan Regional Council's (EMRC) Disability Access and Inclusion Plan 2018 to 2023.

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 2018 to 2023 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 2018 to 2023 and work together with the EMRC to participate in achieving the outcomes.

Feedback is welcomed at any time on this document.

**Cr David McDonnell**

Chairman



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## **1 The Eastern Metropolitan Regional Council**

The Eastern Metropolitan Regional Council (the EMRC) is a local government entity established under the Local Government Act 1995 that works in partnership with its six member Councils located in Perth's Eastern Region — Town of Bassendean, City of Bayswater, City of Belmont, City of Kalamunda, 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 365,500 people. 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

### 2.1 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.*

### 2.2 Mission

*The Eastern Metropolitan Regional Council, by partnering with member Councils (and other stakeholders), facilitates strategies and actions for the benefit and sustainability of Perth's Eastern Region.*

### 2.3 Values

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

## 3 Key Stakeholders

- The EMRC & member Council Elected Members
- The EMRC & member Council Staff
- 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:

| FACILITY   | OPENING HOURS  |
|--|--|
| <p><b>EMRC Administration Office</b><br/>           1st Floor Ascot Place<br/>           226 Great Eastern Hwy<br/>           BELMONT WA 6104</p> <p>PO Box 234<br/>           BELMONT WA 6984</p> <p>Telephone (08) 9424 2222<br/>           Fax: (08) 9277 7598<br/>           Email: mail@emrc.org.au</p> | <p><b>Monday to Friday</b><br/>           8:30am to 5:00pm</p> <p><b>Closed</b><br/>           Weekends, public holidays and usually during the Christmas and New Year period</p>                        |
| <p><b>Red Hill Waste Management Facility</b><br/>           1094 Toodyay Road<br/>           RED HILL WA 6056</p> <p>Telephone: (08) 9574 6235<br/>           (08) 9574 6447<br/>           Fax: (08) 9574 6300<br/>           Email: redhill@emrc.org.au</p>  | <p><b>Monday to Saturday</b><br/>           8:00am to 4:00pm</p> <p><b>Sunday</b><br/>           10:00am to 4:00pm</p> <p><b>Closed</b><br/>           Good Friday, Christmas Day and New Year's Day</p> |
| <p><b>Hazelmere Recycling Centre</b><br/>           77 Lakes Road<br/>           HAZELMERE WA</p> <p>Telephone: (08) 9274 7807<br/>           Email: hazelmere@emrc.org.au</p>   | <p><b>Monday to Friday</b><br/>           7:00am to 3:00pm</p> <p><b>Closed</b><br/>           Weekends and public holidays<br/>           May close during the Christmas and New Year period</p>        |



| FACILITY  | OPENING HOURS  |
|---|--|
| <b>FOR SHIRE OF MUNDARING RESIDENTS ONLY</b>  |  |
| <b>Coppin Road Transfer Station</b><br>Coppin Road<br>MUNDARING WA 6073             | <b>Saturday, Sunday, Monday and Tuesday</b><br>8:00am to 4:00pm  |
| <b>Mathieson Road Transfer Station</b><br>Lot 150 Mathieson Road<br>CHIDLOW WA 6556 | <b>Thursday, Friday, Saturday and Sunday</b><br>8:00am to 4:00pm |

## 5 The EMRC's Services

### 5.1 Office of the Chief Executive Officer

| BUSINESS UNIT | SERVICES  |
|---------------|---|
| CEO's Office  | <ul style="list-style-type: none"> <li>✓ Advocacy</li> <li>✓ Public relations</li> <li>✓ Governance and strategic risk</li> <li>✓ Strategic and corporate planning</li> <li>✓ Organisational development</li> </ul> |

### 5.2 Waste Services

| BUSINESS UNIT                    | SERVICES  |
|----------------------------------|---|
| Waste Engineering and Operations | <u>Red Hill Waste Management Facility</u> <ul style="list-style-type: none"> <li>✓ Classes I,II, III &amp; IV waste</li> <li>✓ Transfer station – Red Hill</li> <li>✓ Greenwaste processing</li> </ul> <u>Transfer Stations</u> <ul style="list-style-type: none"> <li>✓ Coppin Road</li> <li>✓ Mathieson Road</li> </ul> <u>Engineering</u> <ul style="list-style-type: none"> <li>✓ Surveys</li> <li>✓ Engineering design and project management</li> </ul> |
| Waste Environmental Operations   | <ul style="list-style-type: none"> <li>✓ Environmental Compliance</li> <li>✓ Environmental Advice</li> </ul>  |



| BUSINESS UNIT     | SERVICES  |
|-------------------|---|
| Resource Recovery | <u>Hazelmere Resource Recovery Park</u> <ul style="list-style-type: none"> <li>✓ Mattress processing</li> <li>✓ Timber recycling</li> <li>✓ Wood Waste to Energy Plant</li> <li>✓ Commercial and Industrial Waste Sorting Plant</li> </ul> <u>Waste Education</u> <ul style="list-style-type: none"> <li>✓ Waste Education Centre (Red Hill)</li> <li>✓ Waste Education programs and initiatives</li> </ul> |

### 5.3 Regional Services

| BUSINESS UNIT          | SERVICES  |
|------------------------|---|
| Regional Development   | <ul style="list-style-type: none"> <li>✓ Economic development</li> <li>✓ Integrated Transport Planning</li> <li>✓ Regional Events and Perth's Eastern Region website</li> </ul>   |
| Environmental Services | <ul style="list-style-type: none"> <li>✓ Environmental Projects</li> <li>✓ Natural Resource Management</li> <li>✓ River Management</li> <li>✓ Water Quality and Conservation Program</li> <li>✓ Climate Change</li> <li>✓ ACEr</li> </ul> |

### 5.4 Corporate Services

| BUSINESS UNIT                 | SERVICES  |
|-------------------------------|---|
| Administration and Compliance | <ul style="list-style-type: none"> <li>✓ Procurement, Fleet &amp; Building (Ascot Place)</li> <li>✓ Compliance</li> <li>✓ Corporate events</li> </ul> |
| Human Resources               | <ul style="list-style-type: none"> <li>✓ Human Resource Management</li> <li>✓ Occupational Safety and Health</li> </ul>                               |
| Communications                | <ul style="list-style-type: none"> <li>✓ Corporate Communications</li> <li>✓ Corporate websites</li> </ul>  |
| Information Services          | <ul style="list-style-type: none"> <li>✓ Help Desk</li> <li>✓ IT Projects</li> <li>✓ Records Management</li> </ul>                                    |
| Finance Services              | <ul style="list-style-type: none"> <li>✓ Financial management and reporting</li> <li>✓ Asset management</li> <li>✓ Payroll</li> </ul>                 |



## 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 2018 to 2023, which are:

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

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 since 2010

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

| Initiatives  | Year    |
|--|---------|
| <ul style="list-style-type: none"> <li>• Partnership with Edge Employment Services (Disability Service Provider)</li> </ul>  | ongoing |
| <ul style="list-style-type: none"> <li>• Adoption of a Disability Access and Inclusion Policy and the EMRC's first Disability Access and Inclusion Plan (DAIP)</li> </ul>  | 2010    |
| <ul style="list-style-type: none"> <li>• Upgrade to the Red Hill Waste Management Facility administration building includes:               <ul style="list-style-type: none"> <li>○ Wheelchair accessible ramp</li> <li>○ Disabled toilet</li> <li>○ Disabled parking</li> </ul> </li> </ul> | 2012    |
| <ul style="list-style-type: none"> <li>• Review and development of a new DAIP</li> </ul>   | 2013    |
| <ul style="list-style-type: none"> <li>• Recruitment processes reviewed to ensure no barriers faced by people seeking employment at the EMRC</li> </ul>  | 2014    |
| <ul style="list-style-type: none"> <li>• Employment of people with disability at the EMRC's Commercial and Industrial Waste Processing Plant at the Hazelmere Resource Recovery Park</li> </ul>  | 2016    |
| <ul style="list-style-type: none"> <li>• Managers and Supervisors trained in working with people with disabilities</li> </ul>  | 2016    |
| <ul style="list-style-type: none"> <li>• Disabled parking upgrade at the EMRC Administration building</li> </ul>   | 2017    |
| <ul style="list-style-type: none"> <li>• The EMRC's commitment to employing and retaining people with disability recognised through two awards:               <ul style="list-style-type: none"> <li>○ Leading Edge Employer Award</li> <li>○ Lighthouse Award</li> </ul> </li> </ul>        | 2017    |
| <ul style="list-style-type: none"> <li>• Upgrade to the EMRC public website to include:               <ul style="list-style-type: none"> <li>○ Accessibility focussed tools</li> <li>○ High colour contrast display mode</li> <li>○ Ability to increase text size</li> </ul> </li> </ul>     | 2017    |



## **8 Review Process**

### **8.1 Responsibility for the planning process**

A DAIP working group was first established in 2010 comprising staff from across the EMRC. However with attrition of staff the responsibility for the planning, implementation and review process sits with the Human Resources business unit.

The 2018 review process included:

- Examination of the 2013 to 2018 DAIP to see what has been achieved and what still needs work
- Consultation with EMRC staff through a survey (from 6 to 20 July 2018)
- Consultation with the community from 12 September to 26 October 2018. No comments were received from the public during the public consultation period.

### **8.2 Findings of the review**

The review found that the 2013 to 2018 DAIP initiatives had been achieved and that 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 2018 to 2023 DAIP. These barriers include:

- new staff may be uninformed or lacking in confidence to adequately provide the same level of service to people with disability;
- older employees at operations sites may have age specific barriers.

The identification of these barriers has informed the development of strategies in the 2018 to 2023 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 2018 to 2023 to improve access to its services, buildings and information.

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



## Outcome One

**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  | CEO                     |
| 2. | Provide information on EMRC's DAIP to the Community.  | Once adopted by Council       | CEO                     |
| 3. | Review and amend DAIP Policy and Plan.  | When required                 | CEO                     |
| 4. | Lodge DAIP with the Disability Services Commission.   | Following adoption by Council | CEO                     |
| 5. | Develop links between the DAIP and other EMRC plans and Strategies.   | Ongoing                       | Manager Human Resources |



## Outcome Two

**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"> <li>- Accessible parking</li> <li>- Accessible toilets</li> <li>- Promotional material available in alternative formats including:               <ul style="list-style-type: none"> <li>o EMRC website</li> <li>o Email</li> <li>o Electronic and hard copy in large and standard print</li> <li>o</li> </ul> </li> </ul> | Ongoing  | All            |
| 2. | Use a variety of media to publicise events.   | Ongoing  | All            |
| 3. | Ensure that people with disability are considered when developing communication strategies for promoting events.  | Ongoing  | All            |



## Outcome Three

**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  | Corporate Services |
| 2. | Ensure that all new or redevelopment works provide access to people with disability, where practicable. | Ongoing  | Corporate Services |
| 3. | Ensure the quantity and location of ACROD parking meets the needs of people with disability.            | Ongoing  | Corporate Services |



## Outcome Four

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

| NO | ACTION  | TIMELINE  | RESPONSIBILITY                           |
|----|---|-----------|--|
| 1. | <p>Ensure that information on Council functions, facilities and services is available in alternative formats if required including:</p> <ul style="list-style-type: none"> <li>o EMRC website</li> <li>o Email</li> <li>o Electronic and hard copy in large and standard print</li> <li>o Braille</li> <li>o Audio format on cassette or CD</li> <li>o A language other than English</li> </ul> | Ongoing   | Communications                           |
| 2. | Make electronic or hard copies of documents available in large print.   | Ongoing   | All                                      |
| 3. | Make information available in other formats on request.   | Ongoing   | All                                      |
| 4. | Improve staff 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                           |



## Outcome Five

**People with disability receive the same level and quality of service from the staff and contractors of the EMRC.**

| NO | ACTION  | TIMELINE                         | RESPONSIBILITY                        |
|----|---|----------------------------------|---------------------------------------|
| 1. | EMRC's DAIP is distributed to Staff and Councillors.  | After ordinary Council elections | CEO                                   |
| 2. | New Staff 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 Administration and Compliance |

## Outcome Six

**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 fax, email, mail, verbal. | Ongoing  | CEO            |
| 2. | Ensure that complaints are acted upon.   | Ongoing  | CEO            |



## Outcome Seven

**People with disability have the same opportunities as other people to participate in any public consultation by the EMRC**

| NO | ACTION   | TIMELINE | RESPONSIBILITY |
|----|--|----------|----------------|
| 1. | Ensure that public consultation venues organised by the EMRC provide as a minimum: <ul style="list-style-type: none"> <li>- Accessible parking</li> <li>- Accessible toilets</li> <li>- Promotional material available in alternative formats</li> </ul> | Ongoing  | All            |
| 2. | Ensure that any feedback or comments can be lodged via alternative formats including fax, mail or email.   | Ongoing  | All            |



## Outcome Eight

**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 staff.                                | Ongoing  | Human Resources |
| 4. | Identify and remove any barriers to employment.                                 | Ongoing  | Human Resources |
| 5. | Provide support and training for management staff.                              | Ongoing  | Human Resources |



## **9 Promotion of the DAIP**

The DAIP will be promoted on the EMRC's website and through a local public notice once it has been endorsed by Council and the Disability Services Commission

## **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 staff 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 the Disability Services Commission. 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 Disability Services Commission.

The DAIP will be reviewed at least every five years. The community, staff 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 2018 to 2023 can be made via a number of means:

**Tel:** (08) 9224 2222

**Fax:** (08) 9277 7598

**Email:** [mail@emrc.org.au](mailto: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)  
BELMONT 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

Ascot Place Administration Office  
226 Great Eastern Highway  
Belmont, WA, 6104

Phone: 9424 2222

Email: [mail@emrc.org.au](mailto:mail@emrc.org.au)

Web: [www.emrc.org.au](http://www.emrc.org.au)



## **14.9 ITEMS CONTAINED IN THE INFORMATION BULLETIN**

**REFERENCE: D2018/15619**

The following items are included in the Information Bulletin, which accompanies the Agenda.

### **1 REGIONAL SERVICES**

1.1 REGIONAL SERVICES ACTIVITY REPORT JULY – SEPTEMBER 2018  
(Ref: D2018/15703)

### **2 WASTE SERVICES**

2.1 COUNCIL TONNAGE COMPARISONS AS AT 31 OCTOBER 2018 (Ref: D2018/15697)

### **3 RESOURCE RECOVERY**

3.1 WASTE EDUCATION PROGRESS REPORT (Ref: D2018/15691)

## **RECOMMENDATION(S)**

That Council notes the items contained in the Information Bulletin accompanying the 6 December 2018 Ordinary Meeting of Council Agenda.

## **COUNCIL RESOLUTION(S)**

MOVED CR LAVELL

SECONDED CR DAW

THAT COUNCIL NOTES THE ITEMS CONTAINED IN THE INFORMATION BULLETIN ACCOMPANYING THE 6 DECEMBER 2018 ORDINARY MEETING OF COUNCIL AGENDA.

**CARRIED UNANIMOUSLY**

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# **INFORMATION BULLETIN**

Accompanying the  
Ordinary Meeting of Council

6 December 2018

**COUNCIL INFORMATION BULLETIN****6 December 2018****(REF: D2018/15619)****TABLE OF CONTENTS**

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## 1. REGIONAL SERVICES

### 1.1. REGIONAL SERVICES ACTIVITY REPORT JULY TO SEPTEMBER 2018

**REFERENCE: D2018/15043 (CEOAC) – D2018/15703**

#### PURPOSE OF REPORT

The purpose of this report is to provide a progress update on the activities undertaken by the Regional Services Directorate for the period 1 July 2018 to 30 September 2018.

#### KEY ISSUE(S)

Achievements highlighted for the period 1 July 2018 to 30 September 2018 include:

- All activities undertaken by the Environmental Services business unit for the ensuing period; and
- All activities undertaken by the Regional Development business unit for the ensuing period.

#### SOURCE OF REPORT

Director Regional Services

#### BACKGROUND

The Environmental Services and Regional Development business units partner with member Councils and key stakeholders to facilitate strategies, projects and activities and provide services (where appropriate) for the benefit and sustainability of Perth's Eastern Region.

Two advisory groups meet regularly to consider regional economic and integrated transport projects and initiatives and assist in guiding EMRC strategies. Representation from each participating member Council and the EMRC constitute each group's membership with an expanded membership of the Regional Integrated Transport Strategy Implementation Advisory Group including numerous key stakeholders with an interest in transport.

The two advisory groups currently operating are the:

- Economic Development Officers Group (EDOG); and
- Regional Integrated Transport Strategy Implementation Advisory Group (RITS IAG).

Regular progress reports are provided to advisory groups, committees and councils to ensure ongoing and effective communication.

#### REPORT

The progress report is provided below, firstly grouping the actions relevant to all Councils, followed by those actions applicable to individual member Councils or participating Councils on Regional Services activity for the period 1 July 2018 to 30 September 2018.

##### Key regional actions (relevant to all Councils)

- Consultants, GTA presented the final draft of the Congestion Action Management Plan for the Region. Member Councils were provided a copy of the draft for their review.
- Met with the Department of Premier and Cabinet on the current status of the pending City Deal for WA.



*Item 1.1 continued*

- Met with the Department of Transport's Freight and Ports team to update them on the City Deal proposal.
- Held a RITS IAG quarterly meeting with attendees from member Councils, Department of Planning, Westcycle, Department of Transport, WALGA and RAC.
- Hosted an 'Update on the Connect Perth's East, City Deal proposal' event with attendees from member Councils, Perth Airport Pty Ltd, City of Canning and Town of Victoria Park.
- Held a Perth Airport Precinct tour on 20 August 2018 for member Councils and stakeholders to inform and update them on completed and upcoming projects, the proposed new runway and under took a tour of the Woolworths Distribution Centre, a major strategic transport distribution facility.
- Hosted a Regional Youth Officers Group meeting with guest speaker Kirstie Davis from WALGA, who discussed the State Draft Youth Strategy.
- Organised the Reconciliation Action Plan (RAP) Working Party meetings in July and September with a view to progressing the RAP and considering cultural awareness training for the EMRC Councillors and staff.
- Provided ongoing input to the Department of Planning, Lands and Heritage Stakeholder Reference Group relating to the review of State Planning Policy 2.9 Water Resources and State Planning Policy 2.10 Swan-Canning River System, which includes flood risk, stormwater management, water quality and water conservation.
- Nominated the Swan River Ramble project under the Innovation category in the Your Move Awards 2018.
- Nominated the Regional Environment Strategy 2016-2020 under the Government category in the 2018 Banksia Sustainability Awards.
- Provided a brief summary of the Australian Local Government Climate Review 2018 prepared by Beyond Zero Emissions, ICLEI and Ironbark Sustainability.
- Undertook a desktop study of member Councils transport strategies, plans and initiatives.
- Represented the region on the Westport Taskforce Reference Group.
- Continued to represent the region on the Western Region Advisory Panel and the IRP2 Economic Evaluation Framework Project Steering Committee of the Cooperative Research Centre for Water Sensitive Cities.
- Attended a Local Government Workshop on the Review of the Strategic Assessment of Perth and Peel.
- Attended a Freight/Ports/Aviation session as part of the AITPM National Conference in Perth.
- Attended a Your Move Forum – 'Engaging Others', held by the Public Transport Authority of Western Australia.
- Attended the 'Switch Your Thinking: Biophillic Urbanism' seminar held at the City of Gosnells Civic Centre.
- Participated in a Local Government Professionals Association (LGPA) Webinar on 'Effective Community Consultation'.
- Attended a business event hosted by the Swan Chamber of Commerce with guest speakers, the Member for Swan Hills, Jessica Shaw MLC and Hon Alannah MacTiernan MLC, Minister for Regional Development; Agriculture and Food; Minister assisting the Minister for State Development, Jobs and Trade.



*Item 1.1 continued*

**Town of Bassendean**

- Council-specific risk, vulnerability and visualisation outputs and all main reports from Stages One, Two and Three of the 'Understanding and Managing Flood Risk' project were provided to participating councils in September 2018 for their information and use. The EMRC hosted a launch event for all stakeholders to announce the newly available flood risk mapping data which presented an overview of the project as well as a more detailed walk through of the technical outputs by Mr Simon Rodgers, Senior Floodplain Engineer, Department of Water and Environmental Regulation.
- Hosted an Economic Development Officers' Group (EDOG) meeting on 14 August 2018. Guest presenter at EDOG, Mr Rick Newnham from the Chamber of Commerce and Industry WA presented on the topic of 'WA's economy and we're we are heading'.
- Delivered one Bush Skills 4 Youth school workshop to Bassendean Primary School.
- Healthy Wildlife rescue boxes were delivered to 16 primary and secondary schools.
- Provided the Town with the 2018/2019 Sustainability Program Plan.
- Completed manual data collection, upload and account maintenance for the Planet Footprint platform for 2017/2018 including fleet, street lighting, new and closed accounts and measures. Investigated anomalies including leaks identified in 2017/2018.
- Collated information and evidence for the Town's Waterwise Council Reporting for re-endorsement as a Gold Waterwise Council. Provided information on funding available for Water Sensitive Cities Index Benchmarking workshop through the Waterwise Council program.
- Provided information to the Town on the Cities Power Partnership Round 3 application requirements and aided in compiling information for the Town's info-page for the partnership's website.
- Met with Lotterywest in September 2018 to discuss the EMRC's regional events funding program.
- Attended a Northam Avon Descent Board (NADA) meeting.
- Finalised the \$12,000 grant acquittal for the 2018 Perth's Autumn Festival with Lotterywest.
- Updated the EMRC's website perthseasternregion.com.au with information, workshops and events occurring in the region such as Bush Skills 4 Youth and Bush Skills for the Hills, the Greenpage Newsletter and events occurring in participating member Council areas.
- The Hello Spring campaign page has also been updated and includes 59 events, workshops and activities being held in Spring.

**City of Bayswater**

- Council-specific risk, vulnerability and visualisation outputs and all main reports from Stages One, Two and Three of the 'Understanding and Managing Flood Risk' project were provided to participating councils in September 2018 for their information and use. The EMRC hosted a launch event for all stakeholders to announce the newly available flood risk mapping data which presented an overview of the project as well as a more detailed walk through of the technical outputs by Mr Simon Rodgers, Senior Floodplain Engineer, Department of Water and Environmental Regulation.
- Delivered Bush Skills 4 Youth workshops on Waste Education and Plastic Waste in Waterways.
- Hosted an Economic Development Officers' Group (EDOG) meeting on 14 August 2018. Guest presenter at EDOG, Mr Rick Newnham from the Chamber of Commerce and Industry WA presented on the topic of 'WA's economy and we're we are heading'.
- Met with Lotterywest in September 2018 to discuss the EMRC's regional events funding program.
- Attended a Northam Avon Descent Board (NADA) meeting.
- Finalised the \$12,000 grant acquittal for the 2018 Perth's Autumn Festival with Lotterywest.



*Item 1.1 continued*

- Updated the EMRC's website perthseasternregion.com.au with information, workshops and events occurring in the region such as Bush Skills 4 Youth and Bush Skills for the Hills, the Greenpage Newsletter and events occurring in participating member Council areas.
- The Hello Spring campaign page has also been updated and includes 59 events, workshops and activities being held in Spring.

**City of Belmont**

- Council-specific risk, vulnerability and visualisation outputs and all main reports from Stages One, Two and Three of the 'Understanding and Managing Flood Risk' project were provided to participating councils in September 2018 for their information and use. The EMRC hosted a launch event for all stakeholders to announce the newly available flood risk mapping data which presented an overview of the project as well as a more detailed walk through of the technical outputs by Mr Simon Rodgers, Senior Floodplain Engineer, Department of Water and Environmental Regulation.
- Delivered three Bush Skills 4 Youth workshops: Trees and plants; Soils; and Noongar Seasons with Belmont Library. BS4Y also attended the Principals Forum.
- Submitted literature review of benchmarking building efficiency processes to meet the City's priorities.
- Provided summary on the Australia Institute's State of the Climate 2018 report.
- Completed manual data collection, upload and account maintenance for the Planet Footprint platform for 2017/2018 including fleet, street lighting, and new and closed accounts.
- Provided information on funding available for Water Sensitive Cities Index Benchmarking workshops through the Waterwise Council program.
- Review of the City's Local Climate Change and Adaptation Action Plan is underway.
- Hosted an Economic Development Officers' Group (EDOG) meeting on 14 August 2018. Guest presenter at EDOG, Mr Rick Newnham from the Chamber of Commerce and Industry WA presented on the topic of 'WA's economy and we're we are heading'.
- Met with Lotterywest in September 2018 to discuss the EMRC's regional events funding program.
- Attended a Northam Avon Descent Board (NADA) meeting.
- Finalised the \$12,000 grant acquittal for the 2018 Perth's Autumn Festival with Lotterywest.
- Updated the EMRC's website perthseasternregion.com.au with information, workshops and events occurring in the region such as Bush Skills 4 Youth and Bush Skills for the Hills, the Greenpage Newsletter and events occurring in participating member Council areas.
- Updated the Hello Spring campaign to include 59 events, workshops and activities being held throughout Spring.

**City of Kalamunda**

- Hosted an Economic Development Officers' Group (EDOG) meeting on 14 August 2018. Guest presenter at EDOG, Mr Rick Newnham from the Chamber of Commerce and Industry in WA presented on the topic of 'WA's economy and we're we are heading'.
- Delivered three Bush Skills for the Hills workshops in the region: Fun with Fungi; Feral Animal Control; and Air Bee 'N' Bee.
- Progressed with the "Farm dams as refuges for freshwater plants and animals a drying climate" project, funded by Lotterywest. This included hosting two Citizen Science workshops and meeting individually with other participants to train them in data collection. Citizen scientists commenced waterbird and frog surveys.
- Compiled and distributed the Greenpage Newsletter for August – September 2018.



*Item 1.1 continued*

- Provided an Environmental Project Officer to attend the City of Kalamunda's office one day per week to address local landholder enquiries and assist with projects.
- Prepared and submitted a regional grant application for funding under the State NRM Program's Community Stewardship grants.
- Represented the ERCMP on the Swan Alcoa Landcare Program assessment panel and at the Dieback Information Group Conference; State NRM Conference; Sub-Regional Chairs and Coordinators Meeting with Department of Biodiversity, Conservation and Attractions.
- Attended meetings with Youth officers to plan future Bush Skills 4 Youth workshops in Kalamunda.

**Shire of Mundaring**

- Hosted an Economic Development Officers' Group (EDOG) meeting on 14 August 2018. Guest presenter at EDOG, Mr Rick Newnham from the Chamber of Commerce and Industry WA presented on the topic of 'WA's economy and where we are heading'.
- Delivered nine Bush Skills 4 Youth workshops: Bugle Tree Gully Adventure, Helena River Community Day, two Biodiversity and Revegetation, two Venturers Project in the Superblock, Bushmead Community Tree Planting Event and two Holiday Noongar Seasons workshops.
- Delivered three Bush Skills for the Hills workshops in the region: Fun with Fungi; Feral Animal Control; and Air Bee 'N' Bee.
- Progressed with the "Farm dams as refuges for freshwater plants and animals in a drying climate" project, funded by Lotterywest. This included hosting two Citizen Science workshops and meeting individually with other participants to train them in data collection. Citizen scientists commenced waterbird and frog surveys.
- Compiled and distributed the Greenpage Newsletter for August – September 2018.
- Provided summary on the Australia Institute's State of the Climate 2018 report.
- Supported Shire officer to progress the final draft of the Energy and Emissions Reduction Strategy towards endorsement by Council. Strategy was endorsed without change at the Shire's September Council meeting.
- Facilitated a Water Team Meeting. Priorities for the next financial year were identified using the recommendations outlined in the Shire's Water Sensitive Cities Index Benchmarking report.
- Collated information and evidence for the Shire's Waterwise Council Reporting for re-endorsement as a Gold Waterwise Council. Continued to provide Waterwise Council updates and information.
- Completed manual data collection, upload and account maintenance for the Planet Footprint platform for 2017/2018 including fleet, street lighting, new and closed accounts and measures.
- Provided an Environmental Project Officer to attend the Shire's office one day per week to address local landholder enquiries, conduct site assessments, apply for and manage grants, and assist with projects.
- Finalised the acquittal for the 20 Million Trees grant.
- Prepared and submitted a regional grant application for funding under the State NRM Program's Community Stewardship grants.
- Represented the ERCMP on the Swan Alcoa Landcare Program assessment panel and at the Dieback Information Group Conference; State NRM Conference; Sub-Regional Chairs and Coordinators Meeting with Department of Biodiversity, Conservation and Attractions.
- Assisted with the preparation and running of the Landcare Groups Book Launch and Morning Tea, which included promoting and distributing the new Native Grasses of the Perth Hills Identification Guide written by local volunteer and Research Associate, Una Bell.
- Assisted with the Katharine Street River Gang Community Engagement Day on 8 September 2018.



*Item 1.1 continued*

- Continued to implement the State NRM grant to manage blackberry on sensitive watercourses on private properties and reserves of the Jane Brook catchment.
- Continued to support the Friends of Lion Mill group to implement the Swan Alcoa Landcare Program grant at Lion Mill Reserve. The project includes extensive weed management, revegetation and a Community Engagement Day.
- Hosted constitutional requirements and succession planning meeting with Helena River Catchment Group.

**City of Swan**

- Council-specific risk, vulnerability and visualisation outputs and all main reports from Stages One, Two and Three of the 'Understanding and Managing Flood Risk' project were provided to participating councils in September 2018 for their information and use. The EMRC hosted a launch event for all stakeholders to announce the newly available flood risk mapping data which presented an overview of the project as well as a more detailed walk through of the technical outputs by Mr Simon Rodgers, Senior Floodplain Engineer, Department of Water and Environmental Regulation.
- Delivered three Bush Skills for the Hills workshops in the region: Fun with Fungi; Feral Animal Control; and Air Bee 'N' Bee.
- Delivered two Bush Skills 4 Youth workshops on Animals at the Midland and Guildford Libraries and a third workshop on Bush Food at the Maalinup Gallery.
- Bush Skills 4 Youth officers participated in Youth Out Loud.
- Compiled and distributed the Greenpage Newsletter for August – September 2018.
- Completed and submitted the City of Swan Waterwise Council Annual Report 2018/2019 including information for Gold re-endorsement.
- Progressed with the "Farm dams as refuges for freshwater plants and animals a drying climate" project, funded by Lotterywest. This included hosting two Citizen Science workshops and meeting individually with other participants to train them in data collection. Citizen scientists commenced waterbird and frog surveys.
- Provided an Environmental Project Officer to attend the City of Swan's office one day per week to address local landholder enquiries and assist with projects.
- Finalised the acquittal for the 20 Million Trees grant.
- Prepared and submitted a regional grant application for funding under the State NRM Program's Community Stewardship grants.
- Represented the ERCMP on the Swan Alcoa Landcare Program assessment panel and at the Dieback Information Group Conference; State NRM Conference; Sub-Regional Chairs and Coordinators Meeting with Department of Biodiversity, Conservation and Attractions.
- Hosted constitutional requirements and succession planning meeting with Lower Helena Association.
- Commenced planning and preparation for the Community Tree Rescue Day in Guildford including stakeholder engagement, site assessment and event promotion.



*Item 1.1 continued*

## **STRATEGIC/POLICY IMPLICATIONS**

### **Key Result Area 1 – Environmental Sustainability**

- 1.5 To contribute towards improved regional air, water and land quality and regional biodiversity conservation and address climate change

### **Key Result Area 2 – Economic Development**

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

### **Key Result Area 3 – Good Governance**

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

## **FINANCIAL IMPLICATIONS**

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

## **SUSTAINABILITY IMPLICATIONS**

The Regional Services Directorate operates to pursue environmental, economic and social growth outcomes for Perth's Eastern Region.

## **MEMBER COUNCIL IMPLICATIONS**

| <b>Member Council</b> | <b>Implication Details</b>   |
|-----------------------|--|
| Town of Bassendean    | } Ongoing participating member Council officer time on the two advisory groups: EDOG and RITS IAG. |
| City of Bayswater     |  |
| City of Belmont       |  |
| City of Kalamunda     |  |
| Shire of Mundaring    |  |
| City of Swan          |  |

## **ATTACHMENT(S)**

Nil



## **2 WASTE SERVICES**

### **2.1 COUNCIL TONNAGE COMPARISONS AS AT 31 OCTOBER 2018**

**REFERENCE: D2018/14852 (TAC) – D2018/15697**

#### **PURPOSE OF REPORT**

The purpose of this report is to provide Council with year to date tonnages and quantities at the Red Hill Waste Management Facility and the Hazelmere Resource Recovery Park for the reporting period of 1 July 2018 to 31 October 2018.

#### **REPORT**

Attachment 1 of this report indicates that member Council tonnages totaling 47,241.84 tonnes were received at the Red Hill Waste Management Facility during the reporting period, compared to 43,737.40 tonnes received during the same period in 2017/2018.

Attachment 2 outlines “other” waste that was received at the Red Hill Waste Management Facility being 31,555.25 tonnes. The combined tonnages for the reporting period totalled 78,797.09 tonnes. The 2017/2018 tonnages of 13,227.66 and 56,965.06 respectively for the same period are also provided for comparison purposes showing a significant increase in “Other Commercials” as a result of new waste contracts.

Attachment 3 outlines the tonnages of various materials that have been exported from the Red Hill Waste Management Facility during the reporting period, compared to the same period in 2017/2018.

Attachment 4 outlines the tonnages and quantities of waste timber, wood chip/fines and mattresses, received and sold, at the Hazelmere Resource Recovery Park for the reporting period above.

- Incoming Waste Timber totalled 4,330.68 tonnes compared to 4,013.03 tonnes for the same period in 2017/2018.
- The sale of fines and woodchip totalled 4,666.95 tonnes, compared to 5,137.00 tonnes for the same period in 2017/2018.
- Incoming Commercial and Industrial (C&I) Waste totalled 275.94 tonnes, compared to 1,811.08 tonnes for the same period in 2017/2018.
- Mattresses incoming totalled 4,755.94 units compared to 4,127.00 units for the same period in 2017/2018.

#### **ATTACHMENT(S)**

1. Council Tonnages - 1 July 2018 to 31 October 2018 (Ref: D2018/15696)
2. Other Tonnages - 1 July 2018 to 31 October 2018 (Ref: D2018/15694)
3. Tonnages Exported from Red Hill - 1 July 2018 to 31 October 2018 (Ref: D2018/15695)
4. Hazelmere Resource Recovery Park – Incoming Materials and Product Sales - 1 July 2018 to 31 October 2018 (Ref: D2018/15696)

**EASTERN METROPOLITAN REGIONAL COUNCIL**  
**2018/2019 YTD COUNCIL TONNAGES DISPOSED OF AT RED HILL WASTE MANAGEMENT FACILITY**

| Week Ending            | Waste           |             | Bayswater Greenwaste MGB |             | Belmont         |              | Bassendean      |              | Swan             |               | Kalamunda       |               | Mundaring       |               | Total            |
|------------------------|-----------------|-------------|--------------------------|-------------|-----------------|--------------|-----------------|--------------|------------------|---------------|-----------------|---------------|-----------------|---------------|------------------|
|                        | Waste           | Uncont G/W  | Waste                    | Uncont G/W  | Waste           | Uncont G/W   | Waste           | Uncont G/W   | Waste            | Uncont G/W    | Waste           | Uncont G/W    | Waste           | Uncont G/W    |                  |
| 10-Jul-18              | 490.35          | 0.00        | 130.67                   | 0.00        | 306.85          | 0.00         | 146.15          | 0.00         | 1,175.94         | 8.70          | 646.28          | 72.99         | 296.73          | 0.00          | 3,274.66         |
| 17-Jul-18              | 450.77          | 0.00        | 74.80                    | 0.00        | 242.85          | 0.00         | 88.00           | 0.00         | 868.96           | 6.90          | 465.33          | 39.00         | 223.22          | 0.00          | 2,459.83         |
| 24-Jul-18              | 439.34          | 0.00        | 97.97                    | 0.00        | 230.53          | 0.00         | 121.91          | 1.35         | 857.81           | 10.50         | 439.11          | 40.65         | 207.42          | 0.00          | 2,446.59         |
| 31-Jul-18              | 559.79          | 0.00        | 75.53                    | 0.00        | 237.21          | 0.00         | 106.20          | 0.00         | 888.25           | 15.30         | 433.11          | 50.96         | 246.27          | 0.00          | 2,612.62         |
| 07-Aug-18              | 426.87          | 0.00        | 117.85                   | 0.00        | 229.30          | 0.00         | 108.80          | 0.00         | 915.06           | 6.90          | 438.01          | 35.05         | 223.39          | 0.00          | 2,501.23         |
| 14-Aug-18              | 331.41          | 0.00        | 86.98                    | 0.00        | 262.09          | 0.00         | 105.05          | 0.00         | 933.05           | 11.10         | 437.12          | 33.80         | 247.64          | 0.00          | 2,448.24         |
| 21-Aug-18              | 336.03          | 0.00        | 153.35                   | 0.00        | 264.60          | 0.00         | 120.90          | 2.50         | 963.17           | 9.00          | 454.06          | 34.70         | 236.38          | 0.00          | 2,574.69         |
| 31-Aug-18              | 498.18          | 0.00        | 210.15                   | 0.00        | 406.22          | 0.00         | 186.91          | 0.00         | 1,500.57         | 12.00         | 668.45          | 58.53         | 544.80          | 175.42        | 4,261.23         |
| 11-Sep-18              | 473.43          | 0.00        | 180.43                   | 0.00        | 366.60          | 0.00         | 164.69          | 0.00         | 1,359.63         | 15.30         | 658.57          | 65.97         | 434.41          | 211.98        | 3,931.01         |
| 18-Sep-18              | 444.48          | 0.00        | 162.75                   | 0.00        | 263.48          | 0.00         | 124.25          | 0.00         | 970.29           | 12.00         | 457.42          | 45.46         | 403.68          | 86.44         | 2,970.25         |
| 25-Sep-18              | 425.34          | 0.00        | 120.40                   | 0.00        | 261.83          | 0.00         | 114.55          | 0.00         | 971.74           | 9.00          | 433.75          | 32.35         | 333.14          | 89.82         | 2,791.92         |
| 30-Sep-18              | 245.29          | 0.00        | 112.15                   | 0.00        | 170.29          | 0.00         | 79.45           | 0.00         | 564.48           | 6.60          | 262.40          | 29.74         | 239.78          | 49.50         | 1,759.68         |
| 09-Oct-18              | 680.24          | 0.00        | 162.05                   | 0.00        | 355.11          | 0.00         | 171.40          | 2.40         | 1,400.42         | 18.30         | 704.88          | 65.39         | 493.98          | 97.01         | 4,151.18         |
| 16-Oct-18              | 460.64          | 0.00        | 152.38                   | 0.00        | 261.18          | 0.00         | 111.32          | 0.00         | 982.83           | 15.60         | 462.57          | 51.60         | 341.33          | 0.00          | 2,839.45         |
| 23-Oct-18              | 761.64          | 0.00        | 104.55                   | 0.00        | 256.59          | 0.00         | 117.83          | 0.00         | 953.88           | 16.50         | 457.30          | 37.06         | 214.04          | 0.00          | 2,919.39         |
| 31-Oct-18              | 630.89          | 0.00        | 165.50                   | 0.00        | 307.88          | 0.00         | 150.05          | 1.20         | 1,152.15         | 23.10         | 565.19          | 56.68         | 247.23          | 0.00          | 3,299.87         |
| <b>Year to Date</b>    | <b>7,654.69</b> | <b>0.00</b> | <b>2,107.51</b>          | <b>0.00</b> | <b>4,422.61</b> | <b>0.00</b>  | <b>2,017.46</b> | <b>7.45</b>  | <b>16,458.23</b> | <b>196.80</b> | <b>7,983.55</b> | <b>749.93</b> | <b>4,933.44</b> | <b>710.17</b> | <b>47,241.84</b> |
| <b>31-Oct-18</b>       |                 |             | <b>9,762.20</b>          |             | <b>4,422.61</b> |              | <b>2,024.91</b> |              | <b>16,655.03</b> |               | <b>8,733.48</b> |               | <b>5,643.61</b> |               | <b>47,241.84</b> |
| <b>Year to date</b>    | <b>6,758.62</b> | <b>0.00</b> | <b>1,872.70</b>          | <b>0.00</b> | <b>4,470.04</b> | <b>21.94</b> | <b>1,953.20</b> | <b>17.42</b> | <b>15,261.90</b> | <b>154.20</b> | <b>7,893.44</b> | <b>599.82</b> | <b>4,016.38</b> | <b>717.74</b> | <b>43,737.40</b> |
| <b>as at 31-Oct-17</b> |                 |             | <b>8,631.32</b>          |             | <b>4,491.98</b> |              | <b>1,970.62</b> |              | <b>15,416.10</b> |               | <b>8,493.26</b> |               | <b>4,734.12</b> |               | <b>43,737.40</b> |

**EASTERN METROPOLITAN REGIONAL COUNCIL**

**2018/2019 YTD OTHER TONNAGES DISPOSED AT RED HILL WASTE MANAGEMENT FACILITY**

| Week Ending                         | Transfer Station | Class III Contaminated | Class IV Contaminated | Uncontaminated Greenwaste Transfer St | Uncontaminated Greenwaste Commercial | Other Commercials | Asbestos (Wrapped) | Hazelmere Wood, C & I Mattress | Total Other      | Total Tonnages (Council & Other) |
|-------------------------------------|------------------|------------------------|-----------------------|---------------------------------------|--------------------------------------|-------------------|--------------------|--------------------------------|------------------|----------------------------------|
| 10-Jul-18                           | 130.55           | 582.40                 | 0.00                  | 18.00                                 | 8.65                                 | 1,438.05          | 79.20              | 97.07                          | 2,353.92         | 5,628.58                         |
| 17-Jul-18                           | 91.40            | 38.55                  | 0.00                  | 10.20                                 | 9.75                                 | 1,107.67          | 54.85              | 30.65                          | 1,343.07         | 3,802.90                         |
| 24-Jul-18                           | 86.70            | 198.25                 | 0.00                  | 12.40                                 | 11.85                                | 1,113.07          | 53.40              | 31.10                          | 1,506.77         | 3,953.36                         |
| 31-Jul-18                           | 103.70           | 15.85                  | 0.00                  | 11.75                                 | 10.20                                | 1,053.50          | 34.55              | 62.32                          | 1,291.87         | 3,904.49                         |
| 07-Aug-18                           | 70.65            | 12.80                  | 0.00                  | 11.45                                 | 11.80                                | 1,793.00          | 44.35              | 38.60                          | 1,982.65         | 4,483.88                         |
| 14-Aug-18                           | 91.85            | 11.15                  | 0.00                  | 12.05                                 | 16.90                                | 1,637.78          | 42.80              | 33.60                          | 1,846.13         | 4,294.37                         |
| 21-Aug-18                           | 77.90            | 9.25                   | 0.00                  | 19.25                                 | 9.30                                 | 1,615.74          | 42.95              | 25.24                          | 1,799.63         | 4,374.32                         |
| 31-Aug-18                           | 146.10           | 146.00                 | 0.00                  | 19.70                                 | 22.25                                | 2,681.62          | 63.70              | 115.51                         | 3,194.88         | 7,456.11                         |
| 11-Sep-18                           | 147.15           | 22.95                  | 0.00                  | 24.65                                 | 19.90                                | 2,308.58          | 50.80              | 128.66                         | 2,702.69         | 6,633.70                         |
| 18-Sep-18                           | 95.60            | 81.80                  | 0.00                  | 16.00                                 | 20.20                                | 1,583.37          | 56.40              | 164.46                         | 2,017.83         | 4,988.08                         |
| 25-Sep-18                           | 90.75            | 17.90                  | 0.00                  | 12.80                                 | 23.75                                | 1,504.54          | 37.10              | 65.42                          | 1,752.26         | 4,544.18                         |
| 30-Sep-18                           | 64.20            | 0.00                   | 0.00                  | 7.20                                  | 6.15                                 | 959.62            | 23.05              | 81.21                          | 1,141.43         | 2,901.11                         |
| 09-Oct-18                           | 135.35           | 0.00                   | 0.00                  | 22.90                                 | 16.35                                | 2,126.61          | 60.80              | 87.27                          | 2,449.28         | 6,600.46                         |
| 16-Oct-18                           | 103.90           | 0.00                   | 0.00                  | 12.90                                 | 10.35                                | 1,731.14          | 48.35              | 43.96                          | 1,950.60         | 4,790.05                         |
| 23-Oct-18                           | 100.38           | 0.00                   | 0.00                  | 18.00                                 | 13.55                                | 1,657.02          | 52.10              | 83.71                          | 1,924.76         | 4,844.15                         |
| 31-Oct-18                           | 123.75           | 42.15                  | 0.00                  | 17.20                                 | 22.30                                | 2,009.12          | 52.40              | 30.56                          | 2,297.48         | 5,597.35                         |
| <b>Year to date 31-Oct-18</b>       | <b>1,659.93</b>  | <b>1,179.05</b>        | <b>0.00</b>           | <b>246.45</b>                         | <b>233.25</b>                        | <b>26,320.43</b>  | <b>796.80</b>      | <b>1,119.34</b>                | <b>31,555.25</b> | <b>78,797.09</b>                 |
| <b>Year to date as at 31-Oct-17</b> | <b>1,896.10</b>  | <b>425.60</b>          | <b>0.00</b>           | <b>251.90</b>                         | <b>287.90</b>                        | <b>7,494.98</b>   | <b>1,008.16</b>    | <b>1,863.02</b>                | <b>13,227.66</b> | <b>56,965.06</b>                 |

**EASTERN METROPOLITAN REGIONAL COUNCIL**  
**2018/2019 YTD TONNAGES EXPORTED FROM RED HILL WASTE MANAGEMENT FACILITY**

| Week Ending                         | Clay         | Ferricrete      | Filter / Laterite Rock | Recycled Material from Transfer Stn | Mulch           | Soil Improver | Total           |
|-------------------------------------|--------------|-----------------|------------------------|-------------------------------------|-----------------|---------------|-----------------|
| 10-Jul-18                           | 0.00         | 1,872.35        | 33.15                  | 9.58                                | 2.80            | 65.25         | 1,983.13        |
| 17-Jul-18                           | 0.00         | 295.80          | 13.85                  | 19.15                               | 7.70            | 18.65         | 355.15          |
| 24-Jul-18                           | 0.00         | 228.50          | 0.00                   | 2.35                                | 7.85            | 36.15         | 274.85          |
| 31-Jul-18                           | 0.00         | 175.55          | 34.15                  | 6.68                                | 3.25            | 5.15          | 224.78          |
| 07-Aug-18                           | 0.00         | 12.50           | 0.00                   | 5.58                                | 9.75            | 9.05          | 36.88           |
| 14-Aug-18                           | 0.00         | 24.45           | 0.00                   | 12.25                               | 8.20            | 31.35         | 76.25           |
| 21-Aug-18                           | 0.00         | 458.00          | 0.00                   | 3.75                                | 11.55           | 46.35         | 519.65          |
| 31-Aug-18                           | 0.00         | 209.45          | 44.85                  | 8.46                                | 12.20           | 18.85         | 293.81          |
| 11-Sep-18                           | 0.00         | 322.60          | 0.00                   | 3.90                                | 21.28           | 50.96         | 398.74          |
| 18-Sep-18                           | 0.00         | 174.20          | 0.00                   | 12.81                               | 12.95           | 14.25         | 214.21          |
| 25-Sep-18                           | 0.00         | 142.10          | 0.00                   | 9.08                                | 208.45          | 35.55         | 395.18          |
| 30-Sep-18                           | 0.00         | 75.85           | 0.00                   | 5.60                                | 323.90          | 24.00         | 429.35          |
| 09-Oct-18                           | 0.00         | 371.15          | 4.50                   | 4.03                                | 756.90          | 38.35         | 1,174.93        |
| 16-Oct-18                           | 0.00         | 105.50          | 4.00                   | 15.10                               | 457.80          | 35.45         | 617.85          |
| 23-Oct-18                           | 0.00         | 147.50          | 0.00                   | 8.10                                | 381.85          | 26.55         | 564.00          |
| 31-Oct-18                           | 0.00         | 146.45          | 0.00                   | 9.48                                | 636.70          | 19.35         | 811.98          |
| <b>Year to date 31-Oct-18</b>       | <b>0.00</b>  | <b>4,761.95</b> | <b>134.50</b>          | <b>135.90</b>                       | <b>2,863.13</b> | <b>475.26</b> | <b>8,370.74</b> |
| <b>Year to date as at 31-Oct-17</b> | <b>10.78</b> | <b>4,615.12</b> | <b>165.94</b>          | <b>209.46</b>                       | <b>1,222.30</b> | <b>444.54</b> | <b>6,668.14</b> |

**EASTERN METROPOLITAN REGIONAL COUNCIL**  
**2018/2019 YTD - COUNCIL TONNAGES**  
**Hazelmere Resource Recovery Park - Incoming Materials & Product Sales**

| Month   | Timber Recycling               |                                    |                                       | C & I           | Mattress Processing |
|---|--------------------------------|------------------------------------|---------------------------------------|-----------------|---------------------|
|   | Incoming Waste Timber<br>Tonne | Sale of Fines<br>58888/05<br>Tonne | Sale of Woodchip<br>58888/01<br>Tonne |                 |                     |
| Jul-2018  | 1,141.26                       | 1,365.78                           | 10.64                                 | 78.84           | 1,236.84            |
| Aug-2018  | 1,094.73                       | 1,396.89                           | 18.09                                 | 77.08           | 1,049.08            |
| Sep-2018  | 834.28                         | 754.44                             | 28.19                                 | 86.76           | 1,221.76            |
| Oct-2018  | 1,260.41                       | 1,053.78                           | 39.15                                 | 33.26           | 1,248.26            |
| <b>Year to Date</b>                               | <b>4,330.68</b>                | <b>4,570.89</b>                    | <b>96.06</b>                          | <b>275.94</b>   | <b>4,755.94</b>     |
| <b>YTD Comparison<br/>previous year (October)</b> | <b>4,013.03</b>                | <b>5,041.11</b>                    | <b>95.89</b>                          | <b>1,811.08</b> | <b>4,127.00</b>     |
| <b>Previous Yr total<br/>2017/2018</b>            | <b>12,333.87</b>               | <b>15,358.67</b>                   | <b>290.27</b>                         | <b>2,566.14</b> | <b>12,806.00</b>    |



### 3 RESOURCE RECOVERY

#### 3.1 WASTE EDUCATION PROGRESS REPORT

REFERENCE: D2018/14844 (RRC) – D2018/15691

#### PURPOSE OF REPORT

The following report provides an annual update of the EMRC waste education program.

#### KEY ISSUES AND RECOMMENDATION(S)

Updates on the following Waste Education Programs are included:

- Regional Waste Education Strategy development and implementation;
- The Regional Waste Education Steering Group;
- Waste and Recycle Guide 2018/2019 development and distribution;
- The EMRC Battery Collection program;
- The EMRC Compact Fluorescent Light Collection program;
- Tours of the Red Hill Waste Management Facility and Education Centre activities;
- Community activities; and
- Waste Education in Western Australia.

#### SOURCE OF REPORT

Director Waste Services

#### BACKGROUND

##### The Regional Waste Education Steering Group (RWESG)

The RWESG was established to provide a collaborative approach to waste education. The membership consists of officers appointed by member Councils as well as representation from waste related industry in the region. The RWESG meets six (6) weekly to progress the Strategy and current membership comprises:

##### Member Council Representatives

|   |                    |
|---|--------------------|
| Manager, Health & Community Safety (Chairperson)    | City of Belmont    |
| Administration Officer Asset Services               | Town of Bassendean |
| Waste Education Officer                             | City of Kalamunda  |
| Resource Recovery Supervisor                        | City of Kalamunda  |
| Business Support Officer Waste Recycling Management | City of Swan       |
| Waste Education Officer Waste Recycling Management  | City of Swan       |
| Coordinator Waste and Fleet                         | Shire of Mundaring |
| Coordinator Waste & Environmental Management        | City of Bayswater  |

##### EMRC Officers

|   |      |
|---|------|
| Director Waste services                   | EMRC |
| Manager Resource Recovery                 | EMRC |
| Waste Education Officer                   | EMRC |
| Waste Education Officer                   | EMRC |
| Coordinator Sales and Product Development | EMRC |

##### Business Representatives – Invite only

Transpacific; Cleanaway;  
 Suez



*Item 3.1 continued*

The RWESG was formally endorsed by member Councils and the EMRC in 2004 to guide the development and delivery of a waste education program on a regional basis.

During April and May 2005, each member Council adopted in principle support for:

- “1. A REGIONAL STRUCTURE FOR WASTE EDUCATION IN THE EMRC REGION WITH THE EMRC AS COORDINATOR AND THE MEMBER COUNCILS, THROUGH THE MEMBER COUNCIL STEERING GROUP, PROVIDING DIRECTION AND INPUT; AND
2. THE DEVELOPMENT OF A 3-YEAR, COSTED, REGIONAL WASTE EDUCATION STRATEGY TO BE REVIEWED BY THE MEMBER COUNCILS STEERING GROUP, TECHNICAL ADVISORY COMMITTEE (TAC), EMRC AND MEMBER COUNCILS.”

**Regional Waste Education Strategy**

The Regional Waste Education Strategy 2013-2015 (the Strategy) was developed by the RWESG, facilitated by the EMRC and endorsed at the 6 December 2012 Council meeting (Ref: DMCDOC/17212). It was resolved:

*“That Council endorses the revised Regional Waste Education Strategy 2013-2015.”*

**REPORT**

The Strategy includes a range of waste education initiatives that had commenced under previous versions of the Strategy and have been maintained. Further initiatives are being developed in consultation with the RWESG. Specific initiatives from the Strategy are discussed in more detail below.

The EMRC Waste Education team has been working with the RWESG and utilising feedback provided by the Waste Management Community Reference Group (WMCRG), as part of our consultation on the Draft EMRC Regional Waste Communication and Support Strategy 2018-2022, to update the draft Regional Waste Education Strategy. Currently in draft form it will be updated to align with the WA Waste Strategy 2030 and the EMRC Regional Waste Communication and Support Strategy 2018-2022. Once these two draft strategies are nearing completion a dedicated meeting will be held to review the Regional Waste Education Strategy 2013-2015 and Action Plans and adjust where needed. Future reviews can then be aligned with future reviews of the WA Waste Strategy.

**Priority Actions of the Regional Waste Education Strategy 2013-2015**

**1. Waste and Recycling Guides**

The Strategy identifies the importance of maintaining and improving the Waste and Recycling Guide. It has been suggested that consideration be given to the use of more streamlined approaches such as internet applications as a greater proportion of the population have computer access, however member Councils have indicated they are reluctant to discontinue the hard copy guide version. Discussions are underway regarding an online platform to complement the hard copy version of the guide.

The 2018/2019 Guide was printed in stages between May and June 2018 for all of the member Councils and made available for member Council distribution. A total of 185,300 printed guides were ordered. Guide production ran behind schedule this year, with a number of Councils having to wait on Council decisions therefore putting their guides on hold until the information needed was available.



*Item 3.1 continued*

## **2. EMRC Battery Collection Program**

The Dry Cell Battery Collection Program, established in 2003 has grown significantly over the past few years and there are now 40 public places and 95 schools across the EMRC region providing sites for battery drop off. The 2017/2018 financial year saw EMRC collect 16.39 tonnes of household batteries.

School data was finalised for the 2017/2018 financial year for the Schools Battery Collection Program's annual competition; with Chidlow Primary School (219.4 kg) winning the small school category, Darlington Primary School (337.3 kg) winning the medium school category and High Wycombe Primary School (588.6 kg) winning the large school category. The most improved school winner was Greenmount Primary School.

Regular reviews of the program are undertaken to identify and implement potential improvements. Changes to the program include:

- Due to the rostering and the number of schools in the program, batteries from schools in each Council region are not collected each month, however they are scheduled for collection a minimum of once per semester, with higher performing schools scheduled once per term. Additional collections are available on request if needed;
- Commencing in 2019, the Schools Battery Collection Competition will change to align with the calendar year instead of the financial year. This has been implemented to increase the ease of administrating the program, decreasing quantities of batteries left in schools over the summer holidays, and potentially reduce costs. Thirty-six schools in the region not yet registered for the program were contacted via mail inviting them to join. Prizes awarded at the end of the shorter six-month competition (July – December 2018) will include a 'most-improved' recipient in each school category plus a prize category exclusively for recently joined schools;
- In regards to battery collection in public places, the collection roster is based on proximity of sites and ensures all public places are visited once per month. Examples include libraries and administration buildings;
- School collection statistics were analysed to determine those with low yields and those schools were sent a letter offering a number of ways we could assist to revitalise their program. As a result the Waste Education team have supplied additional battery containers, posters and Mobile Muster collection boxes to nine (9) schools in the region;
- Streamlining operations at the Red Hill Waste Management Facility to ensure the batteries and CFL's are handled, sorted, stored and prepared for transportation appropriately;
- Clarifications from WALGA and Toxfree on a number of household hazardous waste issues, which have been responded to and distributed to all regional councils;
- Adapting one recycling station to fit 6 volt batteries, so that our current stations could be multi-purposed to accept batteries, CFL's and mobile phones. This unit is being trialled at Hawaiian's Forrestfield (shopping centre), in response to a request from the shop owner who manages this location;
- The City of Bayswater commissioned and delivered new recycling stations to four (4) new locations in July 2018;
- Regular communication with key stakeholders including member Council representatives, public place and school coordinators, industry and government;
- Detailed data collection and dissemination to all relevant stakeholders; and
- Occupational safety and health improvements for staff.

RWESG members are actively supporting recruitment into the program of local shopping centres and primary schools and interested secondary schools.



*Item 3.1 continued*

Since commencement of the EMRC Battery Program in 2003, over 151 tonnes of batteries have been collected, with 149 tonnes recycled. With improved data collection systems, forward estimates predict collection of approximately 17 tonnes for the coming financial year.

The program has recorded:

| <b>Battery Collection Program</b> | <b>Schools (kg)</b> | <b>Number of sites</b> | <b>Public Places (kg)</b> | <b>Number of sites</b> |
|-----------------------------------|---------------------|------------------------|---------------------------|------------------------|
| <b>2016/2017</b>                  | 5,779.5             | 89                     | 9,778.3                   | 34                     |
| <b>2017/2018</b>                  | 6,040.8             | 95                     | 10,352.8                  | 37                     |
| <b>Year to Date (Oct) 2018/19</b> | 1,976.1             | 100                    | 3,679.5                   | 40                     |

**3. EMRC Compact Fluorescent Light Collection program**

The collection of Compact Fluorescent Lights (CFLs) at secure public sites continues and is linked to the EMRC Battery Collection program. The 2017/2018 financial year saw EMRC collect 1.49 tonnes of CFL's from within our region which was diverted from landfill.

The program has recorded:

| <b>Compact Fluorescent Light Collection program</b> | <b>Number of sites</b> | <b>Public Place kg</b> |
|---|------------------------|------------------------|
| <b>2016/2017</b>                                    | 22                     | 1,486.5                |
| <b>2017/2018</b>                                    | 25                     | 1,487.2                |
| <b>Year to Date (Oct) 2018/19</b>                   | 28                     | 445.0                  |

**4. Tours of the Red Hill Waste Management Facility and Education Centre Activities**

Tours of the Red Hill Waste Management Facility continue to be popular with schools and other educational institutions in the region. The majority of school groups also participate in the activities at the Education Centre. Tours have also been provided to Council staff and community groups where there has been the availability of transport. Community bus tours have been scheduled for each member Council to enable individual community members to attend a tour.

|                                   | <b>Number of Tours</b> | <b>Number of Participants</b> |
|-----------------------------------|------------------------|-------------------------------|
| <b>2016/2017</b>                  | 53                     | 2,090                         |
| <b>2017/2018</b>                  | 40                     | 1,695                         |
| <b>Year to Date (Oct) 2018/19</b> | 16                     | 747                           |

Interest in visiting the site by community and school groups varies. Feedback has indicated that issues associated with attending tours include timing of the tours, getting to Red Hill and having access to affordable bus transport to and throughout the site.



*Item 3.1 continued*

## **5. Community activities**

The Earth Carers Volunteer Education team has participated in a range of community based waste activities and displays, such as the Royal Show, Blue Sky Festival and Perth Garden Festival. Our Earth Carers are a considerable resource, an example of which is that 13 volunteers assisted with the Royal Show display in 2018 allowing the Waste Education Officers to be rotated from the regional councils. Two Earth Carer training courses are held each year consisting of three weeknight sessions and two Saturday tours, with participants having to attend all sessions to graduate as an Earth Carer.

The Waste Education team has participated in a range of community based waste activities, supporting member Councils, including community and school events, workshops and presentations. In addition a range of activities are developed and promoted for community members during National Recycling Week.

Waste Education has developed a selection of resources ready for use. Hire of the Red Hill Waste Education Centre is free of charge for member Councils, schools and community groups in the Town of Bassendean, Cities of Bayswater, Belmont, Kalamunda and Swan and the Shire of Mundaring. Resources also available for use/loan hire include loan boxes, trailer with bin caps and flags for events and two sets of Litter Letters. Schools and community groups can hire the activity loan boxes for up to three weeks.

### **Waste Education in Western Australia**

#### **1. Regional Council Communication and Collaboration**

Waste educators from the Metropolitan Regional Councils, Waste Authority, WALGA, Department of Water and Environmental Regulation (DWER) and various waste education groups participate in monthly meetings at DWER offices of the Waste Educators Networking Group. Waste Education Officers from the EMRC attend these meetings and share information with the RWESG.

#### **2. Waste Authority**

The EMRC's Waste Education team maintains regular contact with the Office of the Waste Authority and participates in activities of relevance to communication and engagement with communities. During 2017/2018, Waste Education officers participated in workshops to develop the WA Plastic Bag Ban and the Draft WA Waste Strategy.

#### **3. WALGA**

The Waste and Recycling Branch at WALGA coordinates and facilitates many activities in waste education and waste reduction on behalf of the Waste Authority. Waste Education staff at the EMRC liaise regularly with WALGA on behalf of member Councils and participated in numerous workshops such as; Consistent Communications, Plastic Reduction and Multi Residential Dwellings. In addition, the Waste Education team is a member of the Reduce Illegal Dumping Working Group.

#### **4. Other**

Waste Education staff also network with a number of different groups and organisation. These include; Australian Association of Environmental Education, the Red Hill Community Liaison meetings, Sustainable Schools, Keep Australia Beautiful WA, Waste Wise Schools and a number of community groups.



## **15 REPORTS OF COMMITTEES**

### **15.1 CHIEF EXECUTIVE OFFICER ADVISORY COMMITTEE MEETING HELD 20 NOVEMBER 2018 (REFER TO MINUTES OF COMMITTEE – MAUVE PAGES) REFERENCE: D2018/14429 (CEOAC) – D2018/15618**

The minutes of the Chief Executive Officers Advisory Committee meeting held on **20 November 2018** accompany and form part of this agenda – (refer to mauve section of 'Minutes of Committees' for Council accompanying this Agenda).

#### **QUESTIONS**

The Chairman invited general questions from members on the minutes of the Chief Executive Officers Advisory Committee.

#### **RECOMMENDATION(S)**

That with the exception of items ....., which are to be withdrawn and dealt with separately, Council adopts the recommendations in the Chief Executive Officers Advisory Committee reports (Section 15.1).

#### **COUNCIL RESOLUTION(S)**

MOVED CR PALMER

SECONDED CR MYKYTIUK

THAT COUNCIL ADOPTS THE RECOMMENDATIONS IN THE CHIEF EXECUTIVE OFFICERS ADVISORY COMMITTEE REPORTS (SECTION 15.1).

**CARRIED UNANIMOUSLY**

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**CHIEF EXECUTIVE OFFICERS ADVISORY COMMITTEE**

**MINUTES**

**20 November 2018**

(REF: D2018/14429 (CEOAC) – D2018/15618)

A meeting of the Chief Executive Officers Advisory Committee was held at the EMRC Administration Office, 1<sup>st</sup> Floor, 226 Great Eastern Highway, BELMONT WA 6104 on **Tuesday, 20 November 2018**. The meeting commenced at **12:33pm**.

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|           | <i>11.2 ITEMS CONTAINED IN THE INFORMATION BULLETIN (Ref: D2018/15043)</i>  | <b>41</b> |
| <b>12</b> | <b>REPORTS OF DELEGATES</b>   | <b>42</b> |
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## 1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Deputy Chairman opened the meeting at 12:33pm.

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

### Committee Members

|  |                                |                    |
|--|--------------------------------|--------------------|
| Mr Jonathan Throssell ( <b>Deputy Chairman</b> ) | Chief Executive Officer        | Shire of Mundaring |
| Ms Peta Mabbs                                    | Chief Executive Officer        | Town of Bassendean |
| Mr Andrew Brien                                  | Chief Executive Officer        | City of Bayswater  |
| Mr John Christie                                 | Chief Executive Officer        | City of Belmont    |
| Ms Kim Leahy                                     | Acting Chief Executive Officer | City of Swan       |
| Mr Peter Schneider                               | Chief Executive Officer        | EMRC               |

### Apologies

|               |                         |              |
|---------------|-------------------------|--------------|
| Mr Mike Foley | Chief Executive Officer | City of Swan |
|---------------|-------------------------|--------------|

### EMRC Officers

|                     |  |
|---------------------|--|
| Mrs Wendy Harris    | Director Regional Services                               |
| Stephen Fitzpatrick | Director Waste Services                                  |
| Ms Theresa Eckstein | Executive Assistant to Chief Executive Officer (Minutes) |

### Visitor(s)

|                     |                        |
|---------------------|------------------------|
| Mr Ed Nicholas      | Tribe Infrastructure   |
| Mr Raj Aggarwal     | Tribe Infrastructure   |
| Mr Michael Harrison | Ashurst Legal          |
| Jason Pugh          | New Energy Corporation |
| Dr Marc Stambach    | Hitachi Zosen Inova    |

## 3 DISCLOSURE OF INTERESTS

Nil

## 4 ANNOUNCEMENTS BY THE CHAIRMAN OR PRESIDING MEMBER WITHOUT DISCUSSION

Nil

## 5 PETITIONS, DEPUTATIONS AND PRESENTATIONS

### 5.1 RENEWABLE ENERGY PROPOSAL

Mr Fitzpatrick and the representatives of the HZI Consortium joined the meeting at 12:35pm and provided a presentation on their proposed renewable energy offer in relation to the Resource Recovery Facility followed by questions.

Mr Fitzpatrick and the representatives of the HZI Consortium departed the meeting at 12:59pm.





## 11 REPORTS OF EMPLOYEES

### 11.1 REGIONAL SERVICES PROJECT FUNDING SUMMARY 2019/2020

**REFERENCE: D2018/15038 (CEOAC) – D2018/16228**

#### PURPOSE OF REPORT

The purpose of this report is to provide Council with the Regional Services Project Funding Summary for the 2019/2020 financial year for noting.

#### KEY ISSUES AND RECOMMENDATION(S)

- The Regional Services Project Funding Summary for 2019/2020 has been developed and is attached for Council's consideration.
- Regional strategies around advocacy, economic development, integrated transport and the environment assist in guiding delivery of Regional Services to participating member Councils.
- The programs/projects and associated financial commitments have been prepared for member Councils' consideration.
- It is proposed that for the period 2019 /2020 the following programs/projects will continue:
  - Regional Development:
    1. Regional transport strategy related projects;
    2. Regional economic development related projects;
    3. Regional events program; and
    4. Regional advocacy.
  - Environmental Services:
    1. Regional Environment Strategy related projects;
    2. Eastern Region Catchment Management Program;
    3. Sustainability programs;
    4. Regional Benchmarking Building Efficiency Project;
    5. Regional Community Emissions Profile Project; and
    6. Understanding and Managing Flood Risk Project.
- State and federal government endorsement of the "Connect Perth's East" City Deal proposal will also continue to be promoted to guide future delivery of key infrastructure projects in the region.

#### Recommendation

That Council notes the programs/projects and funding commitments outlined in the Regional Services Project Funding Summary for 2019/2020, forming the attachment to this report, which will form the basis of discussion with member Council CEOs.

#### SOURCE OF REPORT

Director Regional Services



*Item 11.1 continued*

## **BACKGROUND**

The Regional Services Directorate delivers regionally focused projects to member Councils in the areas of environment and sustainability, economic development (including event related programs) and integrated transport. The EMRC also advocates on behalf of the Region in accordance with the Regional Advocacy Strategy. The programs/projects have varied in response to the needs of member Councils and emerging regional issues that are deemed appropriate to be dealt with on a regional scale.

Delivery of services is driven through an annual process aligned to the business planning and budget processes of all member Councils. This annual process provides for the EMRC to deliver programs/projects in accordance with the financial contributions received from member Councils and other financial contributions, including grant funding.

The programs/projects currently being delivered in 2018/2019 include:

### **Regional Development**

- Regional Integrated Transport Strategy related projects (RITS);
- Regional Economic Development Strategy (REDS) related projects; and
- Regional Events program.

### **Environmental Services**

- Regional Environment Strategy related projects;
- Eastern Region Catchment Management Program;
- Sustainability programs; and
- Understanding and Managing Flood Risk Project.

### **Regional Advocacy**

The Regional Advocacy Strategy (RAS) outlines areas for advocacy at a local, state and federal level across the EMRC areas of waste, environment, transport and economic development.

The Regional Services Directorate coordinates, facilitates and jointly funds regionally significant projects that improve social, economic and environmental outcomes for Perth's Eastern Region. The Regional Development and Environmental Services projects are consistent with the EMRC's 10 Year Strategic Plan 2017 to 2027 adopted by Council at its meeting of 18 August 2016 (Ref: D2016/10193) and which took effect from 1 July 2017.

The following strategies assist in guiding project delivery across the region:

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

## **REPORT**

The Regional Services Project Funding Summary 2019/2020 demonstrates continued delivery of Regional Development and Environmental Services programs/projects and includes the proposed financial contributions of participating member Councils. Program/project delivery is managed by the EMRC in collaboration with participating member Councils.



Item 11.1 continued

A copy of the Regional Services Project Funding Summary 2019/2020 is attached (Ref: D2018/15039).

Table 1 below depicts the level of funding required from participating member Councils to deliver the Regional Development programs/projects outlined in Attachment 1.

**Table 1 – Regional Development Funding Requirements 2019/2020**

| Individual Member Councils Contributions 2019/2020 | Economic Development | Events          | Integrated Transport | Total Required   |
|--|----------------------|-----------------|----------------------|------------------|
|  | \$                   | \$              | \$                   | \$               |
| Town of Bassendean                                 | 8,959                | 2,169           | 6,259                | 17,387           |
| City of Bayswater                                  | 15,983               | 4,378           | 12,599               | 32,960           |
| City of Belmont                                    | 13,821               | 3,723           | 10,648               | 28,192           |
| City of Kalamunda                                  | 13,821               | 0               | 11,379               | 25,200           |
| Shire of Mundaring                                 | 13,011               | 0               | 9,917                | 22,928           |
| City of Swan                                       | 0                    | 7,612           | 22,354               | 29,966           |
| <b>TOTAL</b>                                       | <b>\$65,595</b>      | <b>\$17,882</b> | <b>\$73,516</b>      | <b>\$156,633</b> |

All figures are excluding GST

Table 2 below depicts the level of funding required from participating member Councils to deliver the Environmental Services programs/projects outlined in Attachment 1.

**Table 2 – Environmental Services Funding Requirements 2019/2020**

| Individual Member Council Contributions 2019/2020 | ERCMP            | Sustainability Programs | Regional Benchmarking | Community Emissions Profile | Flood Risk | Total Required   |
|---|------------------|-------------------------|-----------------------|-----------------------------|------------|------------------|
|   | \$               | \$                      | \$                    | \$                          | \$         | \$               |
| Town of Bassendean                                | 0                | 42,235                  | 16,100                | 7,800                       | 0          | 66,135           |
| City of Bayswater                                 | 3,500            | 0                       | 23,160                | 7,800                       | 0          | 34,460           |
| City of Belmont                                   | 3,500            | 46,815                  | 18,320                | 7,800                       | 0          | 76,435           |
| City of Kalamunda                                 | 41,013           | 0                       | 22,920                | 7,800                       | 0          | 71,733           |
| Shire of Mundaring                                | 41,013           | 28,362                  | 18,320                | 7,800                       | 0          | 95,495           |
| City of Swan                                      | 37,513           | 17,031                  | 27,680                | 7,800                       | 0          | 90,024           |
| <b>TOTAL</b>                                      | <b>\$126,539</b> | <b>\$134,443</b>        | <b>\$126,500</b>      | <b>\$46,800</b>             | <b>\$0</b> | <b>\$434,282</b> |

All figures are excluding GST



*Item 11.1 continued*

Table 3 below comprises a summary of the total funding required from participating member Councils to deliver both Regional Development and Environmental Services in 2019/2020 as outlined in Attachment 1.

**Table 3 – Total contributions for Environmental Services and Regional Development**

| <b>Member Councils Contributions<br/>2019/2020</b> | <b>Environmental<br/>Services</b> | <b>Regional<br/>Development</b> | <b>Totals</b>    |
|--|-----------------------------------|---------------------------------|------------------|
|  | <b>\$</b>                         | <b>\$</b>                       | <b>\$</b>        |
| Town of Bassendean                                 | 66,135                            | 17,387                          | <b>83,522</b>    |
| City of Bayswater                                  | 34,460                            | 32,960                          | <b>67,420</b>    |
| City of Belmont                                    | 76,435                            | 28,192                          | <b>104,627</b>   |
| City of Kalamunda                                  | 71,733                            | 25,200                          | <b>96,933</b>    |
| Shire of Mundaring                                 | 95,495                            | 22,928                          | <b>118,423</b>   |
| City of Swan                                       | 90,024                            | 29,966                          | <b>119,990</b>   |
| <b>TOTAL</b>                                       | <b>\$434,282</b>                  | <b>\$156,633</b>                | <b>\$590,915</b> |

*All figures are excluding GST*

Member Councils indicative support is requested for the programs/projects and associated financial contributions as outlined in the Regional Services Project Funding Summary for the 2019/2020 financial year.

## **STRATEGIC/POLICY IMPLICATIONS**

### Key Result Area 1 – Environmental Sustainability

- 1.5 To contribute towards improved regional air, water & land quality, regional biodiversity conservation and address climate change

### Key Result Area 2 – Economic Development

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

### Key Result Area 3 – Good Governance

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

## **FINANCIAL IMPLICATIONS**

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





Advancing Perth's Eastern Region 

## **REGIONAL SERVICES**

# **PROJECT FUNDING SUMMARY 2019/2020**

**November 2018**

## EXECUTIVE SUMMARY

The Regional Services Project Funding Summary outlines the proposed projects for delivery in 2019/2020.

The Regional Services Directorate currently comprises the two positions of Director Regional Services and Regional Services Administration Officer who support the overall directorate and work under the four strategies:

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

The remainder of staff in the Directorate work in the Environmental Services or Regional Development business units within Regional Services.

Under the EMRC's Establishment Agreement, notice of withdrawal by a member Council under clause 9.6 is required to be given at any time between 1 July and 31 December in any year, becoming effective from 1 July in the following year (e.g. 1 July 2019).

To date, no notices of intention to withdraw from any programs for 2019/2020 have been received from any of the EMRC's member Councils, however such notice is not required until the end of the 2018 calendar year.

The Regional Services Project Funding Summary 2019/2020 comprises regional development and environmental services projects and also notes participation in regional advocacy campaigns.

The existing Regional Services funding model has been used in the development of this funding summary for 2019/2020 as a result of the decision by Council, at its meeting of 18 October 2018, whereby it resolved as follows:

*"THAT COUNCIL SUPPORTS THE CONTINUATION OF THE EXISTING REGIONAL DEVELOPMENT FUNDING MODEL TO DELIVER REGIONAL DEVELOPMENT PROGRAMS TO MEMBER COUNCILS FOR THE PERIOD 1 JULY 2019 TO 30 JUNE 2020."*

## **REGIONAL ADVOCACY PROGRAM**

### **OVERVIEW**

The Regional Advocacy Strategy 2016 - 2020 outlines key components that will be used to develop advocacy campaigns, and identifies the focus areas to address advocacy priorities. The priority areas and corresponding areas of focus are shown in the table below:

| <b>Advocacy priorities</b>               | <b>Areas of focus</b>   |
|--|---|
| Regional Waste Management Priorities     | <ul style="list-style-type: none"> <li>• Waste reduction and resource recovery</li> <li>• Environmentally sustainable solutions</li> <li>• Capacity for the future</li> </ul>   |
| Regional Environmental Priorities        | <ul style="list-style-type: none"> <li>• Swan and Helena Rivers</li> <li>• Natural resource management</li> <li>• Climate change</li> </ul>   |
| Regional Economic Development Priorities | <ul style="list-style-type: none"> <li>• Business growth, investment and innovation</li> <li>• Infrastructure to support strategic centres and population growth</li> <li>• Maximise infrastructure benefits</li> </ul> |
| Regional Integrated Transport Priorities | <ul style="list-style-type: none"> <li>• Increase and maximise benefits of infrastructure and services</li> <li>• Behaviour change</li> <li>• Safety</li> </ul>   |

The Regional Advocacy Program seeks to build capacity within the EMRC and its member Councils to attract an increased share of benefits and services to Perth's Eastern Region through a framework that delivers effective regional advocacy campaigns. The major advocacy campaign for 2018/2019 is the "Connect Perth's East" City Deal proposal. All projects outlined in the proposal that remain unfunded will be an advocacy focus for the EMRC during 2019/2020.

A review of regional advocacy priorities in relation to the focus areas identified in the Regional Advocacy Strategy and the progress of existing projects is undertaken annually.

#### **How will member Councils benefit?**

Advocacy and relationship building is aimed at increasing awareness of Perth's Eastern Region and identifying future funding and/or sponsorship opportunities to support regional scale projects and activities.

#### **What impact/support will advocacy have on member Councils?**

Member Councils will be invited to participate in regional advocacy campaigns. This may require providing information or making officers available to attend meetings, events or other advocacy activities. Elected members will also have a critical role to play in regional advocacy which may require them to attend events and delegations and to advocate on key regional issues needing to be addressed.

## **REGIONAL DEVELOPMENT**

### **OVERVIEW**

The Regional Development Business Unit works to achieve the following objectives of the EMRC's 10 Year Strategic Plan 2017 to 2027:

- To facilitate and advocate for increased investment in regional infrastructure;
- To facilitate and advocate for regional economic development activities;
- To facilitate regional cultural and recreational activities;
- To provide advice and advocacy on issues affecting Perth's Eastern Region; and
- To manage partnerships and relationships with stakeholders.

The Regional Development team also works to deliver on the objectives from the Regional Advocacy Strategy 2016 - 2020, the Regional Economic Development Strategy 2017 - 2021 and the Regional Integrated Transport Strategy 2017 – 2021 and provides regional coordination of projects to member Councils through the Economic Development Officers Group (EDOG) and the Regional Integrated Transport Strategy Implementation Advisory Group (RITS IAG).

The team works collaboratively with the EMRC's six member Councils, regional stakeholders and government partners to:

- Encourage sustainable economic development in the region;
- Facilitate regional cultural and recreational activities;
- Facilitate integrated transport planning initiatives to provide an efficient, safe and integrated regional transport network; and
- Advocate on regional issues and opportunities to maximise benefits for member Councils and their communities and make the region a better place to live, work and do business.

The Regional Development Business Unit team comprises:

- 2 x Strategic Projects Officers

The two Strategic Projects Officers assist with planning, developing and implementing key strategic projects to be delivered by the EMRC, in consultation with member Councils and key stakeholders.

Member Council officers provide input to the EMRC on the development and delivery of strategic projects and relevant strategies through participation on advisory/steering groups as follows:

| Programs/Projects   | Regional Advisory Groups   |
|---|--|
| Regional integrated transport and land use development          | <p>Regional Integrated Transport Strategy Implementation Advisory Group (RITS IAG).</p> <p><i>Comprising Technical Directors/Officers from participating member Councils, Department of Transport, Department of Planning, Lands and Heritage, Road Safety Commission, Main Roads WA, Public Transport Authority, Western Roads Federation, WALGA, RAC, Westcycle and Perth Airport Pty Ltd.</i></p> |
| TravelSmart (including Active and Public Transport) initiatives | <p>Regional TravelSmart Working Group</p> <p><i>Comprising TravelSmart, and Sustainability Officers from participating member Councils and relevant state government agencies</i></p>  |
| Regional Economic Development                                   | <p>Economic Development Officers Group (EDOG)</p> <p><i>Comprising Economic Development Officers/Managers from participating member Councils.</i></p>  |
| Regional Events Program   | <p>Avon Descent Family Fun Days Project Team</p> <p><i>Comprising Events, Recreation and Marketing Officers from participating member Councils, non-member Councils and participating organisations.</i></p>   |

## **REGIONAL INTEGRATED TRANSPORT**

The EMRC and its six member Councils are committed to working with government and commercial partners to *“advocate and support the development of a safe, efficient and effective transport system that supports and enhances the region’s economic, social and environmental wellbeing.”*

### **BACKGROUND**

The Regional Integrated Transport Strategy 2017 - 2021 (RITS) examines transport and access issues affecting economic growth, livability of the region and the wellbeing of the community. The RITS identifies objectives to address integrated transport issues and opportunities in Perth’s Eastern Region and for the EMRC to advocate to key stakeholders and government. The Regional Integrated Transport Strategy Implementation Advisory Group provides an important source of information and advice to the EMRC to ensure advocacy activities are well targeted. The EMRC also provides advocacy for key state road projects in the region through participation on state advisory groups such as NorthLinkWA, the Department of Transport’s TravelSmart Officer Network, WALGA’s Cycling Reference Group and the Westport Reference Group.

### **Regional Integrated Transport Strategy Actions 2019/2020**

The EMRC will continue to initiate projects aligned with the Regional Integrated Transport Strategy and the Regional Road Safety Plan. Implementation of these projects will be guided by the RITS IAG. Projects proposed for 2019/2020 include:

- **Regional Integrated Transport Strategy 2017 - 2021 (RITS)** – The objectives and actions from the RITS will be implemented over the life of the strategy.
- **Regional Integrated Transport Strategy Implementation Advisory Group** – The group will continue to provide input and guidance to the EMRC on all integrated transport matters.
- **Regional Transport Advocacy Priorities** – Transport advocacy priorities identified in the “Connect Perth’s East” City Deal proposal, including active and public transport will continue to be promoted and communicated across all levels of government and with key stakeholders. Such advocacy includes, but is not limited to, the Perth – Adelaide National Highway, upgrades to major freight networks in the region, active and public transport (including METRONET) and the public transport education initiative, “Your Move”.
- **Regional TravelSmart Working Group** – The group will continue to meet on an as-needs basis and deliver project/s as guided by the group and in discussion with the RITS IAG. These may include Regional Active/Public Transport projects and campaigns or development of key regional projects as determined by the group.
- **Regional Congestion Management Action Plan** – The Action Plan will be promoted and implemented over the life of the plan and will guide the implementation of identified actions to reduce traffic congestion on the Regions’ roads.
- **Active/Public Transport Campaigns** – Campaigns will be developed to promote awareness of walking, cycling and public transport to encourage smarter and more sustainable travel options and practices throughout the Region. This may include encouraging more sustainable transport options at community events and exploring opportunities in line with the State-wide Bike Week promotion.
- **Regional Road Safety Plan** – A new 2019-2021 Plan will be developed.
- **Regional Road Safety Awareness Campaign** – Regional awareness campaigns relating to the regional road safety issues identified in the Regional Road Safety Plan will be undertaken in consultation with member Councils and external organisations. This promotion may include driver

safety, reducing speeds, safe road use and an opportunity for local governments to highlight key successes and advocacy to state government and other relevant stakeholders on road safety.

- **Regional Road Safety Report Card Update** – The report card will be updated to include key relevant statistics such as blackspots and crash statistics that will provide supporting regional data to member Councils.

#### **How will participating member Councils benefit?**

Participating member Councils will benefit through the provision of an efficient and safe transport network in Perth's Eastern Region, which is a critical issue for both local and state government particularly with the predicted population and transport growth for Perth in the medium to longer term. The EMRC will continue to advocate on behalf of the Region to secure ongoing transport investment and awareness in the Region.

#### **What impact/support will this project have on participating member Councils?**

In-kind support will be required from participating member Councils in 2019/2020 in the form of officer time as members of the RITS IAG as well as a financial contribution from member Councils.

Member Council support for 2019/2020 Regional Integrated Transport projects is presented as follows:

## SUMMARY OF PROPOSED TRANSPORT RELATED PROJECTS 2019/2020

Member Council financial support is sought for the following projects:

| Regional Integrated Transport Actions   | Member Council contribution required |
|---|--------------------------------------|
| <ul style="list-style-type: none"> <li>• Regional Integrated Transport Strategy 2017 – 2021, delivery of priority actions and initiatives</li> <li>• Regional Integrated Transport Strategy Implementation Advisory Group meeting/forums</li> <li>• Regional Advocacy Strategy 2016 – 2020, delivery of transport advocacy priorities</li> <li>• “Connect Perth’s East” City Deal, advocacy and possible implementation</li> <li>• TravelSmart Working Group, meetings and information sharing</li> <li>• Regional Congestion Management Action Plan, promotion of plan and implementation of actions</li> <li>• Active/Public Transport Promotion (including Bike Week)</li> <li>• Regional Road Safety Plan to be updated</li> <li>• Regional Road Safety Awareness Campaign, to be developed for 2019/2020</li> <li>• Regional Road Safety Report Card, to be updated</li> </ul> | 73,156                               |
| <b>Total Member Council Financial Support Required for Transport Related Projects 2019/2020</b>   | <b>\$73,156</b>                      |

## REGIONAL INTEGRATED TRANSPORT

### PROPOSED 2019/2020 PROJECTS BUDGET – INDIVIDUAL COUNCIL BASIS

| Regional Integrated Transport Strategy Actions |  |                                |
|--|--|--------------------------------|
| Adopted Budget 2018/2019 (\$)                  | Operating Income   | Proposed Budget 2019/2020 (\$) |
|  | <b>Member Council (MC) Contribution: RITS Projects</b>             |                                |
| 6,077  | Town of Bassendean   | 6,259                          |
| 12,232   | City of Bayswater  | 12,599                         |
| 10,338   | City of Belmont  | 10,648                         |
| 11,048   | City of Kalamunda  | 11,379                         |
| 9,628  | Shire of Mundaring   | 9,917                          |
| 21,703   | City of Swan   | 22,354                         |
| <b>\$71,026</b>                                | <b>Total MC Contributions: RITS Projects</b>                       | <b>\$73,156</b>                |
|  | <b>Operating Expenditure</b>                                       |                                |
| 185,439  | <b>Cost of delivering transport related projects</b>               | 123,757                        |
| <b>\$185,439</b>                               | <b>Total Expenditure</b>   | <b>\$123,757</b>               |
| <b>\$114,413</b>                               | <b>Net EMRC Contribution (delivery cost less MC contributions)</b> | <b>\$50,601</b>                |

## **REGIONAL ECONOMIC DEVELOPMENT**

The EMRC and its participating member Councils are working to achieve and maintain a prosperous future for the region and its residents. A range of activities that enable infrastructure and investment to meet the needs of industry are delivered to support economic growth.

### **BACKGROUND**

The EMRC has supported member Councils and industry stakeholders to achieve regional economic development outcomes since 1998. Through the establishment of the Economic Development Officers Group (EDOG) in 2007, regional economic development activities undertaken by the EMRC are those that are considered by the member Councils as important to address barriers to business, industry growth, investment attraction and capitalising on opportunities.

The Regional Economic Development Strategy 2017 - 2021 (REDS) sets in place a structured framework for the delivery of regional economic development activities. The basis for 2018/2019 activities relies on continuation of the most successful projects and additional activities developed in consultation with EDOG.

### **REGIONAL ECONOMIC DEVELOPMENT STRATEGY ACTIONS 2019/2020**

The EMRC will continue to undertake projects aligned with the Regional Economic Development Strategy (REDS) 2017-2021 as approved by EDOG members and will include:

- **Regional Economic Development Strategy 2017-2021 (REDS)** – The objectives and actions from the REDS will be implemented over the life of the strategy to help guide economic development projects and outcomes.
- **Economic Development Officers Group (EDOG)** – EDOG meetings will continue to be facilitated on a bi-monthly basis, providing a forum for relevant guest speakers to address the group and for discussion of current/future projects and issues/opportunities for the Region. The EMRC will deliver projects deemed relevant to participating member Councils and the EMRC.
- **Provision of Regional Profiling Tools** – Subscription to REMPLAN, an area-specific data and modelling software program for use in economic development and planning. THE EMRC subscription with REMPLAN affords member Councils' significant discounts if they choose to subscribe. Ongoing software training will continue to be coordinated by the EMRC to provide member Councils access to economic and socio-demographic profiling data relating to Perth's Eastern Region.
- **Advancing Perth's Eastern Region Events** – Tours, events and forums will continue to be provided, including access to examples of best practice from within and outside the region, to aid in the development and/or awareness of future local and regional projects.
- **Business Exemplar Project** – Promoting the winners of local business awards in the Region, in consultation with EDOG and the Region's Business Support Service Organisations, Chambers of Commerce and Business Associations will continue. The promotion includes assisting business winners in profiling their businesses through development of professional media releases.
- **Business and Investment Attraction** – The EMRC's Business and Investment Attraction booklet will be reproduced in consultation with EDOG. In addition to this, various forums, workshops, research and advocacy will be undertaken to identify and attract appropriate businesses and investment to the Region with a focus on job creation.

- **Digital Technology and Innovation** – Hosting future forums that highlight opportunities to enhance digital capacity and identify emerging trends and innovation will be explored.
- **Precinct Activation** research and/or advocacy for future Transit Oriented Development and livability components from the Connect Perth's East, City Deal proposal.
- **Regional Youth Advocacy Priorities** – Continue to advocate for regional youth priorities and actions identified by EDOG, RITS IAG, and/or Youth Officers that will build on the direction and initiatives outlined in the Regional Economic Development Strategy and the Regional Integrated Transport Strategy.
- **The Perth's Eastern Region website** ([perthseasternregion.com.au](http://perthseasternregion.com.au)) – This online portal provides a valuable point of presence and a call to action for community events. At any time during the year participating member Councils and community groups can register their events on the [perthseasternregion.com.au](http://perthseasternregion.com.au) website.
- **Recreational Walking and Cycling Campaigns** – Continue to develop regional campaigns promoting recreational walking and cycling trails in the region. Promotion will focus on promoting the Region as a great place to live, work and play and complements the regional events campaign. This will also include maintaining and reviewing the outcomes of the Swan River Ramble project.

## REGIONAL EVENTS

The EMRC supports regional events by pooling resources to provide collaborative promotion and through securing and administering regional event funding. The EMRC will continue promotion of regional events and co-ordination of regional funding in partnership with the Avon Descent Family Fun Days Project Team and continue promoting Perth's Autumn festivities in the Region. Four member Councils are currently participating in the Regional Events Program.

**Avon Descent Family Fun Days** - Funding will be sought from Lotterywest for the 2018 Avon Descent Family Fun Days to assist councils meet the costs of staging family fun day events including infrastructure, services and entertainment. The collaborative regional marketing campaign is coordinated by the EMRC. The EMRC receives grant funding from Lotterywest on behalf of the member Councils and the Shires of Toodyay and Northam and coordinates the regional marketing campaign, achieving a high level return on investment for participating councils. A fee for service arrangement is in place with the Shire of Toodyay and Shire of Northam and the EMRC co-ordinates the debrief, grant review and acquittal, pre-planning and planning meetings with relevant parties.

**Perth's Autumn Festival** - Participation in Perth's Autumn Festival (Hello Autumn) has moved to an online option at no cost to member Councils. Councils will be able to nominate core events held within the Region for promotion via the EMRC's [perthseasternregion.com.au](http://perthseasternregion.com.au) website. Additional fringe events held in the Region will also be promoted to expand the scope of the Autumn Festival.

**Hello Spring Campaign** –Hello Spring is a regional campaign promoting community, culture and active lifestyle events held in the Region during spring/summer. This promotion focuses on promoting the Region as a great place to live, work and play in the warmer months and builds on the current winter and autumn promotions to achieve all-year-round promotion of the Region. This campaign is at no cost to Councils.

### How will participating member Councils benefit?

Participating member Councils will benefit through the alignment of regional priorities with local area priorities to deliver outcomes that support industry investment, advocate for regional priorities and

promote the Region as a whole. The EMRC strategies complement local priorities of member Councils in order to maximise, leverage and make effective use of collective resources.

**What impact/support will this project have on participating member Councils?**

Continuing in-kind support is required from member Councils in the form of officer time to participate in the relevant advisory groups or committees. Financial support is also required from participating Councils.

**SUMMARY OF REGIONAL DEVELOPMENT BUSINESS UNIT PROJECTS 2018/2019**

**Member Council financial support is sought for the following projects:**

| <b>Regional Economic Development</b>  | <b>Member Council contribution required (\$)</b> |
|---|--|
| Regional Economic Development Strategy 2017 – 2021 actions<br>Regional Advocacy Strategy 2016 – 2020 actions<br>Economic Development Officers Group<br>REMPLAN profiling tool<br>Advancing Perth Eastern Region Tours<br>Business Exemplar Project<br>Business and Investment Attraction Project<br>Digital Technology and Innovation<br>Precinct Activation advocacy and/or research<br>Regional Youth Advocacy Priorities<br>Recreational Walking and Cycling Campaigns | <b>65,595</b>                                    |
| <b>Regional Events</b>  | <b>Member Council contribution required</b>      |
| Avon Descent Family Fun Days, Perth's Autumn Festival and Hello Spring Campaigns; and<br>Management of Perth's Eastern Region Website – perthseasternregion.com.au.   | <b>17,882</b>                                    |
| <b>Total member Council financial support requested for above-mentioned projects for 2019/2020</b>  | <b>\$83,477</b>                                  |

## REGIONAL ECONOMIC DEVELOPMENT – 2019/2020

## PROPOSED 2019/2020 PROJECTS BUDGET– INDIVIDUAL COUNCIL BASIS

| Adopted Budget<br>2018/2019   | Project Summary  | Proposed Budget<br>2019/2020 |
|---|--|------------------------------|
| \$  | Operating Income   | \$                           |
| <b>Member Council Contributions: Regional Economic Development (REDS)</b> |  |                              |
| 8,698   | Town of Bassendean   | 8,959                        |
| 15,516  | City of Bayswater  | 15,983                       |
| 13,418  | City of Belmont  | 13,821                       |
| 13,418  | City of Kalamunda  | 13,821                       |
| 12,632  | Shire of Mundaring   | 13,011                       |
| 0   | City of Swan   | 0                            |
| <b>\$63,682</b>   | <b>Total Member Council Contributions: REDS</b>            | <b>\$65,595</b>              |
| <b>Member Council Contributions: Regional Events</b>                      |  |                              |
| 5,541   | Town of Bassendean   | 2,169                        |
| 11,184  | City of Bayswater  | 4,378                        |
| 9,515   | City of Belmont  | 3,723                        |
| 0   | City of Kalamunda  | 0                            |
| 0   | Shire of Mundaring   | 0                            |
| 0   | City of Swan   | 7,612                        |
| <b>\$26,240</b>   | <b>Total Member Council Contributions: Regional Events</b> | <b>\$17,882</b>              |
| <b>\$89,922</b>   | <b>Combined Contributions: REDS &amp; Regional Events</b>  | <b>\$83,477</b>              |
| <b>Grants/Other Contributions</b>   |  |                              |
| 155,500   | Avon Descent Family Fun Days grant (Lotterywest)           | 179,500                      |
| 20,000  | Perth's Autumn Festival grant (Lotterywest)                | 0                            |
| 10,000  | Non-member Councils  | 10,000                       |
| <b>\$185,500</b>  | <b>Total Grants/Other Contributions: Regional Events</b>   | <b>\$189,500</b>             |
| <b>\$275,422</b>  | <b>Total Income</b>  | <b>\$272,977</b>             |
| <b>Operating Expenditure</b>  |  |                              |
| 369,271   | Cost of REDS Projects and Regional Events program          | 333,553                      |
| 30,000  | Regional Economic Profile Tools (REMPAN and id.profile)    | 30,000                       |
| 8,800   | Regional Youth Program                                     | 9,000                        |
| <b>\$408,071</b>  | <b>Total Expenditure</b>                                   | <b>\$372,553</b>             |
| <b>\$132,649</b>  | <b>Net EMRC contribution</b>                               | <b>\$99,576</b>              |

**REGIONAL DEVELOPMENT****SUMMARY OF INDIVIDUAL MEMBER COUNCILS PROPOSED COMMITMENTS - 2019/2020**

| <b>Individual Member Councils<br/>Contributions 2019/2020</b> | <b>Integrated<br/>Transport</b> | <b>Economic<br/>Development</b> | <b>Events</b>   | <b>Total Commitment</b> |
|---|---------------------------------|---------------------------------|-----------------|-------------------------|
|   | <b>\$</b>                       | <b>\$</b>                       | <b>\$</b>       | <b>\$</b>               |
| Town of Bassendean  | 6,259                           | 8,959                           | 2,169           | 17,387                  |
| City of Bayswater   | 12,599                          | 15,983                          | 4,378           | 32,960                  |
| City of Belmont   | 10,648                          | 13,821                          | 3,723           | 28,192                  |
| City of Kalamunda   | 11,379                          | 13,821                          | 0               | 25,200                  |
| Shire of Mundaring  | 9,917                           | 13,011                          | 0               | 22,928                  |
| City of Swan  | 22,354                          | 0                               | 7,612           | 29,966                  |
| <b>TOTAL</b>  | <b>\$73,516</b>                 | <b>\$65,595</b>                 | <b>\$17,882</b> | <b>\$156,633</b>        |

## **ENVIRONMENTAL SERVICES**

### **OVERVIEW**

The Environmental Services Business Unit works to achieve the following objectives of the EMRC's 10 Year Strategic Plan 2017 to 2027:

- To contribute towards improved regional air, water and land quality and regional biodiversity conservation and to address climate change issues within the Region;
- To provide advice and advocacy on issues affecting Perth's Eastern Region; and
- To manage partnerships and relationships with stakeholders.

The EMRC's Regional Environment Strategy 2016-2020 guides the Environmental Services team in its facilitation of a range of environmental services that enable the EMRC and its member Councils to meet their responsibilities and community expectations for sustainable and adaptive environmental initiatives, and to maintain and enhance the natural assets of the Region. Under the Regional Environment Strategy, the EMRC and its member Councils are collaboratively progressing regional environmental management using the global Sustainable Development Goals (SDGs) as a framework.

The team also works to deliver on the objectives of the Regional Advocacy Strategy 2016-2020, to provide a collective voice for the Region and to be a conduit for collaboration and advocacy on issues of regional significance. This includes:

- Engagement with key priorities and issues at a local, state and federal level;
- Preparation of regional, state and national submissions; and
- Representation on stakeholder reference groups, panels and committees.

### **The Environmental Services programs proposed for 2019/2020 include:**

- Eastern Region Catchment Management Program (natural resource management) including Bush Skills 4 Youth and Community Stewardship (subject to grant funding);
- Sustainability Programs (energy, water and climate change) including Achieving Carbon Emissions Reduction (ACER), Water Quality and Conservation and Future Proofing;
- Regional Benchmarking Building Efficiency Project (subject to sufficient participation); and
- Regional Community Emissions Profile Project (subject to sufficient participation).

The Understanding and Managing Flood Risk Stage Five project is funded through contributions from previous years and will continue to be delivered to meet identified outcomes.

### **How will participating member Councils benefit?**

Member Council contributions assist in the alignment of regional priorities with local area priorities to deliver outcomes that support improved regional air, water and land quality and regional biodiversity conservation and address climate change issues. The support provided by Environmental Services programs will not duplicate existing activities but act as "enablers" that will add value to member Councils' own initiatives. The EMRC's strategies complement local priorities of member Councils in order to maximise, leverage and make effective use of collective resources.

The EMRC acknowledges that member Councils have built considerable environmental knowledge and skills over the last decade and understands that its role is changing and diversifying from mainly delivering programs and projects to offering more coordination and technical support; providing knowledge and innovation; and adding value to the skills that already exist within member Councils, the community and other key stakeholders.

**What impact/support will this project have on participating member Councils?**

Continuing in-kind support is required from member Councils in the form of officer time to participate in meetings, provide information, or to provide program oversight and input. Financial support is also required from participating Councils to implement specific programs and initiatives.

## **EASTERN REGION CATCHMENT MANAGEMENT PROGRAM (ERCMP) – NATURAL RESOURCE MANAGEMENT (NRM)**

### ***Sustainable Development Goal 6 – Clean Water and Sanitation***

***Strategic Objective 1:*** *Our region has sufficient and sustainably managed water resources and good water quality in rivers, wetlands and groundwater.*

### ***Sustainable Development Goal 15 – Life on Land***

***Strategic Objective 5:*** *Our region protects, restores and enhances terrestrial ecosystems, addresses land degradation and prevents biodiversity loss.*

Member Councils and the EMRC have worked together on sustainable land management through their extensive and active land care networks. NRM has been a key feature of the EMRC's partnerships with participating member Councils, regional stakeholders and researchers, through initiatives such as the ERCMP, Bush Skills 4 Youth, Community Capability, 20 Million Trees and the Healthy Wildlife Healthy Lives projects.

The ERCMP is an award-winning EMRC program which adds significant value to NRM and community work that participating member Councils undertake in Perth's Eastern Region. The ERCMP provides opportunities for regional advocacy, grant applications and implementation, coordinated community engagement for natural area enhancement, strengthening of messaging for biodiversity conservation and skilled officers to provide technical support and information.

The ERCMP is a partnership between the City of Kalamunda, Shire of Mundaring, City of Swan, Department of Biodiversity, Conservation and Attractions, and the EMRC that has operated for over 15 years. The ERCMP team supports participating member Councils, their residents and their community groups in protecting and managing the biodiversity, waterways and catchments of the relevant member Councils.

There continues to be opportunities for the EMRC to provide support to the Region through implementation of programs around sustainable land management and environmental stewardship, including supporting volunteer networks and increasing community capability, as well as through integrating ecosystem and biodiversity protection into planning processes.

Bush Skills 4 Youth was developed in response to member Council priorities for community education and engagement to support environmental stewardship and has been one of the EMRC's most successful initiatives in recent years. Under the Community Capability project funded through a State NRM program grant, in 2018 across all six member Councils, Bush Skills 4 Youth has held over 45 workshops with schools, libraries, community groups, scouts, youth organisations and the home school network. Due to the ongoing interest in the Bush Skills 4 Youth program, it has been included in the 2018 State NRM Program Community Stewardship Grant application. A financial co-contribution to support the funding application has been included in the proposed contributions under the ERCMP.

**EASTERN REGION CATCHMENT MANAGEMENT PROGRAM (ERCMP)  
PROPOSED 2019/2020 MEMBER COUNCIL CONTRIBUTIONS**

| 2018/2019 Adopted Budget per council:<br>Kalamunda;<br>Mundaring; Swan   | Eastern Region Catchment Management Program (ERCMP)   | 2019/2020 Proposed contribution per council:<br>Kalamunda;<br>Mundaring; Swan |
|--|---|---|
| \$   |   | \$  |
| 36,421   | EMRC officer located 1 day a week in member Council offices (Kalamunda, Mundaring and Swan)   | 37,513  |
|  | Landholder enquiries  |   |
|  | Private landowner visits  |   |
|  | Support and attendance at Catchment Group meetings and planting days  |   |
|  | End of Year Volunteer Event (1 p.a.)  |   |
|  | Bush Skills for the Hills (8-10 workshops p.a.)   |   |
|  | ERCMP meetings (4 meetings p.a.)  |   |
|  | Greenpage Newsletter (6 editions p.a.)  |   |
| Assist with local and regional grant applications (e.g. SALP, Rivercare) |   |   |
| Value add  | Coordination of local NRM initiatives (e.g. Booklet reprints, Steam Wand, alternative weed management, information forums)  | Value add   |
| Value add  | Coordination and implementation of Regional Grant Funded Projects (see below)   | Value add   |
| <b>36,421</b>  | <b>Total contribution per participating member Council (Swan)</b>   | <b>37,513</b>   |
|  | <b>Regional Grant Funded Projects in 2019/2020</b>  |   |
| 3,500  | Community Stewardship Project including Bush Skills 4 Youth (co-contribution - subject to funding by State NRM Program) to deliver youth and community workshops, community capability technical support, and Healthy Wildlife update | 3,500*  |
| Value add  | National Landcare Program (coordination of Regional Land Partnership)   | Value add   |
| <b>39,921</b>  | <b>Total contribution per participating member Council supporting Bush Skills 4 Youth (Kalamunda and Mundaring)</b>   | <b>41,013</b>   |

|              | Non-ERCMP member Councils supporting Bush Skills 4 Youth (Bayswater and Belmont)  |               |
|--------------|---|---------------|
| 3,500        | Community Stewardship Project including Bush Skills 4 Youth (co-contribution - subject to funding by State NRM Program) including youth and community workshops, community capability, Healthy Wildlife support | 3,500*        |
| <b>3,500</b> | <b>Total contribution per non-ERCMP member Council supporting Bush Skills 4 Youth (Bayswater and Belmont)</b>   | <b>3,500*</b> |

Figures exclude GST

\* **NOTE: Bush Skills 4 Youth contribution will be \$7,000 if State NRM Program funding is not available**

## **SUSTAINABILITY PROGRAMS – ENERGY, WATER AND CLIMATE CHANGE**

### ***Sustainable Development Goal 6 – Clean Water and Sanitation***

**Strategic Objective 1:** *Our region has sufficient and sustainably managed water resources and good water quality in rivers, wetlands and groundwater.*

### ***Sustainable Development Goal 7 – Affordable and Clean Energy***

**Strategic Objective 2:** *Our region adopts sustainable, affordable and modern energy sources and promotes energy efficiency.*

### ***Sustainable Development Goal 11 – Sustainable Cities and Communities***

**Strategic Objective 3:** *Our region fosters safe, resilient, resource efficient and environmentally sustainable urban areas.*

### ***Sustainable Development Goal 12 – Responsible Consumption and Production***

**Strategic Objective 4:** *Our region fosters responsible consumption and production patterns and promotes environmentally responsible lifestyles.*

### ***Sustainable Development Goal 13 – Climate Action***

**Strategic Objective 5:** *Our region addresses climate change and its impacts through mitigation and adaptation.*

Member Councils and the EMRC have worked together on environmental sustainability for over 15 years through initiatives and programs such as ICLEI's Cities for Climate Protection and Water Campaign, Future Proofing, ACER: Achieving Carbon Emissions Reduction, Community Energy Efficiency Program and Perth Solar Cities. As funding sources change and specific programs end, innovative approaches need to be developed and existing programs adapted and improved to deliver the most benefit to the Region and the most benefit to member Councils.

In response to member Councils' changing priorities and progress in achieving sustainability outcomes across emissions, energy, water and climate change, for 2019/2020 a 'modular approach' has been taken to the ongoing Sustainability Program to allow more flexibility for participation and ensure ongoing value for each Council.

Within existing program areas, each module provides services to support general needs identified by Councils. There is ongoing support for sustainability strategies, plans and actions, energy and water data management, assistance with participation in the Waterwise Council program, technical support and assistance with community awareness and promotion. Complementary services have been added such as support for participation in the Climate Council's Cities Power Partnership, recommendations for integration of the Water Sensitive Cities Index framework into water strategies and plans, and development of 'Heat Havens' to support climate change adaptation and community resilience.

Contributions for the ongoing Sustainability Programs have been based on the agreed "business as usual" funding model split into different modules, with the addition of proposed regional-scale fixed-length fee for service projects to add value to existing services and meet identified priorities.

The EMRC acknowledges that some member Councils may have the need of some services but not others. Where relevant, the EMRC is able to tailor services to the individual needs of a member Council,

either through an ongoing program or as a fee for service project. Specific tasks and deliverables will be negotiated and agreed within a program plan, and a new cost allocation can be determined.

#### **ACER: ACHIEVING CARBON EMISSIONS REDUCTION**

The ACER program supports member Councils to manage, monitor and reduce corporate carbon emissions, improve energy efficiency and adopt renewable energies through two modules, Energy and Emissions Action and Energy and Water Data.

Energy and Emissions Action provides technical support to progress strategies, plans and actions to meet emissions reduction targets as well as supporting participation in the Cities Power Partnership. Energy and Water Data provides management of the Planet Footprint platform, data analysis and reporting.

#### **WATER QUALITY AND CONSERVATION**

The Water Quality and Conservation Program enables member Councils to continually improve water efficiency and water quality, ensuring a water sensitive future as well as providing cost savings through two modules, Water Action and Waterwise Council.

Water Action provides technical support to progress strategies, plans and actions to meet water quality and conservation goals as well as supporting integration of the Water Sensitive Cities Index framework into strategies and plans. Waterwise Council supports participation, reporting and recognition in Water Corporation's Waterwise Council Program.

#### **COOPERATIVE RESEARCH CENTRE FOR WATER SENSITIVE CITIES**

The EMRC's partnership with the Cooperative Research Centre (CRC) for Water Sensitive Cities adds value to the water modules and provides opportunities for member Councils to gain benefits from research and projects including case studies, tools and products, such as the Water Sensitive Cities Index, Investment Framework For Economics of Water Sensitive Cities Benefit Cost Analysis Tool and Benefit Transfer Tool.

#### **FUTURE PROOFING**

The Future Proofing program complements climate change mitigation actions and builds on the adaptation work already undertaken by member Councils through two modules, Climate Action and Heat Havens.

Climate Action provides technical support to progress strategies, plans and actions to meet adaptation and risk management objectives as well as support urban canopy improvement. Heat Havens will support member Councils to meet State Hazard Plan objectives relating to heatwaves by providing up to date information to assist with community messaging as well as identifying venues that can be utilised as welfare facilities for vulnerable populations in the community.

#### **REGIONAL PROJECTS**

Two complementary regional-scale projects have been developed to meet identified gaps in existing programs. The Benchmarking Building Efficiency project and the Community Emissions Profile project sit comfortably within the Sustainability Programs suite, however, as they will require specific funding to cover consulting costs and are for a fixed timeframe, these projects are shown separately.

**Due to volume considerations, each regional project will require participation of a minimum of four member Councils in order to proceed.**

**SUSTAINABILITY PROGRAMS - PROPOSED 2019/2020 CONTRIBUTIONS**

| Sustainability Programs – energy, water and climate change   | Bassendean Contribution 2019/2020 | Belmont Contribution 2019/2020 | Mundaring Contribution 2019/2020 | Swan Contribution 2019/2020 |
|--|-----------------------------------|--------------------------------|----------------------------------|-----------------------------|
| <b>ACER: ACHIEVING CARBON EMISSIONS REDUCTION</b>  |                                   |                                |                                  |                             |
| <b>ENERGY AND EMISSIONS ACTION</b>   | <b>\$</b>                         | <b>\$</b>                      | <b>\$</b>                        | <b>\$</b>                   |
| Energy and emissions actions support including:<br>- Monitoring of progress towards Emissions Reduction Target, action tracking<br>- Technical support<br>- Community awareness and promotion material   | 7,863                             | 7,727                          | 6,310                            | 0                           |
| Cities Power Partnership (CPP) support including:<br>- Assistance with CPP participation and reporting<br>- Technical support for knowledge hub, tools and resources   |                                   |                                |                                  |                             |
| Home Energy Audit Kit maintenance and support  |                                   |                                |                                  |                             |
| <b>ENERGY AND WATER DATA</b>   | <b>\$</b>                         | <b>\$</b>                      | <b>\$</b>                        | <b>\$</b>                   |
| Management of Planet Footprint platform including:<br>- Energy and water data verification and manual data upload (fleet, streetlighting, measures)<br>- Anomaly detection and monitoring, ad hoc data analysis<br>- Facilitation of quarterly Performance Reviews                                       | 8,050*                            | 8,050*                         | 8,050*                           | 0                           |
| Annual data analysis and reporting including snapshots for water and emissions   |                                   |                                |                                  |                             |
| <b>WATER QUALITY AND CONSERVATION</b>  |                                   |                                |                                  |                             |
| <b>WATER ACTION</b>  | <b>\$</b>                         | <b>\$</b>                      | <b>\$</b>                        | <b>\$</b>                   |
| Water actions support including:<br>- Monitoring of progress towards water targets, action tracking<br>- Technical support for action development and implementation<br>- Facilitation of Water Team Meetings<br>- Community awareness and promotion material  | 6,691                             | 7,255                          | 7,102                            | 8,981                       |
| Recommendations for integrating Water Sensitive Cities Index framework into strategies and plans   |                                   |                                |                                  |                             |
| <b>WATERWISE COUNCIL</b>   | <b>\$</b>                         | <b>\$</b>                      | <b>\$</b>                        | <b>\$</b>                   |
| Assistance with Waterwise Council program participation including:<br>- Data analysis and technical support for reporting<br>- Completed Waterwise Council reporting for re-endorsement<br>- Assistance with Waterwise Council program initiatives, such as Water Sensitive Cities Benchmarking Workshop | 6,900                             | 6,900                          | 6,900                            | 8,050                       |
| <b>CRC FOR WATER SENSITIVE CITIES</b>  | <b>\$</b>                         | <b>\$</b>                      | <b>\$</b>                        | <b>\$</b>                   |
| Industry partnership with CRC for Water Sensitive Cities providing:<br>- Representation on Regional Advisory Panel<br>- Access to research outputs, tools and products<br>- Subsidised workshops, seminars and conference  | Value add                         | Value add                      | Value add                        | Value add                   |

| Sustainability Programs – energy, water and climate change   | Bassendean Contribution 2019/2020 | Belmont Contribution 2019/2020 | Mundaring Contribution 2019/2020 | Swan Contribution 2019/2020 |
|--|-----------------------------------|--------------------------------|----------------------------------|-----------------------------|
| <b>FUTURE PROOFING</b>   |                                   |                                |                                  |                             |
| <b>CLIMATE ACTION</b>  | \$                                | \$                             | \$                               | \$                          |
| Climate change actions support including:<br>- Monitoring of progress towards adaptation and risk management objectives, action tracking<br>- Technical support<br>- Community awareness and promotion material  | 5,831                             | 8,833                          | 0                                | 0                           |
| Technical advice regarding climate change predictions, risks, global and national agreements, and local impacts  |                                   |                                |                                  |                             |
| Support for urban canopy improvement and other urban heat island mitigation priorities   |                                   |                                |                                  |                             |
| <b>HEAT HAVENS</b>   | \$                                | \$                             | \$                               | \$                          |
| Research and report on current information regarding supporting communities during heatwaves, including:<br>- Desktop review of health and emergency response information<br>- Report and information booklet on what services are currently available and how to prepare for a heatwave to enable community messaging | 6,900                             | 8,050                          | 0                                | 0                           |
| Assess community buildings to determine suitability as welfare facilities (heat havens) during heatwave events, including:<br>- Review of buildings and services available and suitability for different vulnerable communities<br>- Information to assist community engagement<br>- Recommendations for improvements  |                                   |                                |                                  |                             |
| <b>2020 VISION PARTNERSHIP</b>   | \$                                | \$                             | \$                               | \$                          |
| Partnership including support for urban forest events  | Value add                         | Value add                      | Value add                        | Value add                   |
| <b>Total contribution per council</b>  | <b>42,235</b>                     | <b>46,815</b>                  | <b>28,362</b>                    | <b>17,031</b>               |

Figures exclude GST

\* Figures **exclude** the Planet Footprint annual subscription renewal fee

**NOTE: Should any non-participating member Council wish to rejoin a program, a cost allocation can be determined.**

| Planet Footprint Subscription Renewal Fees (paid directly to Planet Footprint)        | Bassendean Contribution 2019/2020 | Belmont Contribution 2019/2020 | Mundaring Contribution 2019/2020 | Swan Contribution 2019/2020 |
|---|-----------------------------------|--------------------------------|----------------------------------|-----------------------------|
|   | \$                                | \$                             | \$                               | \$                          |
| Planet Footprint Core Scorekeeping Service plus Emissions Module Plus Measures Module | 7,950                             | 12,430                         | 12,430                           | 0                           |

**Please note** that renewals occur in February of each year and the above is an **indicative cost only** – the 2019/20 cost represents an estimated 5% increase in February 2020. Please note that if renewals are paid to Planet Footprint for a 3 year term, then the annual renewal cost will remain at the 2018 price.

Figures exclude GST.

## REGIONAL BENCHMARKING BUILDING EFFICIENCY PROJECT (TWO YEARS)

In recent years, member Councils have been proactive in undertaking energy and water efficiency retrofits and upgrades, supported by the EMRC's Sustainability Programs and external grants. For many Council facilities, the most easily identified actions have now been completed - lighting retrofit, air conditioning upgrade and solar PV installation. The next steps to achieve long term sustainability require a deeper understanding of facility performance.

Member Councils have also identified that cost benefit analysis of retrofitting opportunities and benefits to assess financial return on investment is a gap in existing programs and services.

The Regional Benchmarking Building Efficiency Project is proposed to be undertaken over two years and will involve assessing a sufficient number of buildings/facilities of various types across the Region to be able to identify areas of success and highlight areas for potential improvement. It is important to establish a robust database to better understand Key Performance Indicators for each facility type; quantify benefits and financial savings potential; and identify the most cost-effective retrofits and upgrades.

The participation of at least four member Councils in Perth's Eastern Region will provide a sufficient number and range of buildings/facilities (minimum of 100) to achieve a suitable sample of comparative functions, i.e. facility types. Having a suitable number of facilities will also attract a significant volume discount for consulting services for this project, particularly to reduce audit costs.

The benchmarking process will occur in a number of stages across the two year project, as follows:

- Stage 1: Building/facility inventory and collaboration with participating Councils to determine facility types, priority facilities for auditing and benchmarking targets; baseline data collection (EMRC).
- Stage 2: Audits based on AS/NZ 3598:2014 conducted on priority buildings/facilities by a qualified assessor (Consultant) for both energy and water. As part of the audit outcomes, a cost benefit analysis for each priority facility will be undertaken to consider retrofitting opportunities assessing financial return on investment including energy and water efficiency benefits, maintenance and carbon emissions reduction benefits.
- Stage 3: Benchmarking assessment of building/facility performance for each facility type will be conducted. Performance will be divided into categories and outcomes presented (EMRC with input from Consultant).
- Stage 4: Continuous improvement including assistance to develop maintenance schedules and retrofitting programs including business cases for new retrofits and upgrades; assistance to update procurement processes or to integrate minimum standards for building efficiency into Council policies, procedures and strategies (EMRC).
- Regional Sustainability Expo: Coordinated by the EMRC to promote local businesses and connect Councils with suppliers and service providers to assist with design and retrofits.

Timeframes for each stage will be determined by data availability and the number of facilities included. Costs have been estimated based on likely numbers of included facilities and are the maximum expected.

**The project will require participation of a minimum of four member Councils (minimum 100 buildings/facilities) in order to proceed.**

**REGIONAL BENCHMARKING BUILDING EFFICIENCY PROJECT  
PROPOSED 2019/2020 CONTRIBUTIONS**

| <b>Benchmarking Building Efficiency Project Year 1</b> | <b>Bassendean Contribution 2019/2020</b> | <b>Bayswater Contribution 2019/2020</b> | <b>Belmont Contribution 2019/2020</b> | <b>Kalamunda Contribution 2019/2020</b> | <b>Mundaring Contribution 2019/2020</b> | <b>Swan Contribution 2019/2020</b> |
|--|--|---|---------------------------------------|---|---|------------------------------------|
|  | \$                                       | \$                                      | \$                                    | \$                                      | \$                                      | \$                                 |
| EMRC project management, data collation and analysis   | 11,500                                   | 16,000                                  | 12,000                                | 16,000                                  | 12,000                                  | 16,000                             |
| Estimated consulting cost                              | 4,600                                    | 7,160                                   | 6,320                                 | 6,920                                   | 6,320                                   | 11,680                             |
| <b>Total per council* 2019/2020</b>                    | <b>16,100</b>                            | <b>23,160</b>                           | <b>18,320</b>                         | <b>22,920</b>                           | <b>18,320</b>                           | <b>27,680</b>                      |

*Figures exclude GST*

\* This estimate is based on a maximum consultant cost for 100 buildings - initial desktop study may reduce the number of level two audits required depending on when audits were previously completed.

For future planning, it is anticipated that the costs for the second year of the project in 2020/2021 including the Regional Sustainability Expo will be as follows:

**PROPOSED 2020/2021 CONTRIBUTIONS**

| <b>Benchmarking Building Efficiency Project Year 2</b> | <b>Bassendean Contribution 2020/2021</b> | <b>Bayswater Contribution 2020/2021</b> | <b>Belmont Contribution 2020/2021</b> | <b>Kalamunda Contribution 2020/2021</b> | <b>Mundaring Contribution 2020/2021</b> | <b>Swan Contribution 2020/2021</b> |
|--|--|---|---------------------------------------|---|---|------------------------------------|
|  | \$                                       | \$                                      | \$                                    | \$                                      | \$                                      | \$                                 |
| EMRC project management, data collation and analysis   | 8,500                                    | 10,000                                  | 9,000                                 | 10,000                                  | 9,000                                   | 10,000                             |
| Estimated consulting cost                              | 3,200                                    | 3,720                                   | 3,440                                 | 3,640                                   | 3,440                                   | 4,560                              |
| <b>Total per council** 2020/2021</b>                   | <b>11,700</b>                            | <b>13,720</b>                           | <b>12,440</b>                         | <b>13,640</b>                           | <b>12,440</b>                           | <b>14,560</b>                      |
| <b>2 YEAR PROJECT TOTALS**</b>                         | <b>27,800</b>                            | <b>36,880</b>                           | <b>30,760</b>                         | <b>36,560</b>                           | <b>30,760</b>                           | <b>42,240</b>                      |

*Figures exclude GST*

\*\* This estimate is based on a maximum consultant cost - completion of the Stage One scoping process may reduce the level of analysis required for benchmarking and reduce cost.

## **REGIONAL COMMUNITY EMISSIONS PROFILE PROJECT (18 MONTHS)**

The Regional Community Emissions Profile Project is proposed to be undertaken over 18 months and will involve development of community-wide greenhouse gas emissions profiles by Ironbark Sustainability for the EMRC's member Councils as well as a consolidated profile for the Eastern Metropolitan Region. The EMRC has negotiated a volume discount of 30% for member Councils based on a minimum participation requirement of four Councils. The EMRC proposes to facilitate the regional data provision for the project.

Accurate and detailed community data has been unavailable in the past and has been identified as a gap by member Councils. The Community Emissions Profiles are compliant with the Global Protocol for Community-Scale Greenhouse Gas Emission Inventories (GPC), created by ICLEI Oceania, the World Resources Institute and C40 Cities Climate Leadership Group, and will enable targeting of community activities and areas (e.g. residential energy usage, transport, industrial and commercial emissions) to reduce carbon emissions on a strategic scale.

Ironbark Sustainability currently offers a free community emissions profile to local governments in Australia; however, it is brief and not suitable for setting targets or for use in planning community engagement to reduce emissions.

Deliverables of the project are a GPC-compliant Community Emissions Profile package for the six member Councils of the EMRC and a Consolidated Emissions Profile for the Eastern Metropolitan Region which includes:

- A Community Greenhouse Gas Emissions Profile Report and Activity Data spreadsheet containing all of the information, references, activity data, assumptions, inputs, charts, emission factors and other relevant data;
- Independent verification by ICLEI Oceania to provide Council with confidence in the profile;
- Emissions profile review teleconference; and
- A second follow-up GPC-compliant Community Emissions Profile and Activity Data spreadsheet 12 months after completion of the first profile.

The EMRC cost includes project management, data sourcing and data provision for both profiles.

### **Regional Workshop for Councils**

As a contribution to this regional project, the EMRC will bring a representative of Ironbark Consulting to Perth to conduct a workshop for all participating Councils. The half day workshop with key Council staff will present the community emissions profile and also explain some of the drivers and trends around community greenhouse emissions data, community targets and carbon neutrality, as well as unpacking the latest local government climate change programs – the Global Covenant of Mayors for Climate and Energy, Zero Carbon Communities and the Cities Power Partnership.

For an additional fee, Ironbark Sustainability can also provide a science-derived carbon budget based on the Paris Climate Agreement to provide a framework to set targets and demonstrate a fair share of action being undertaken.

**Due to the negotiated volume discount, the project will require participation of a minimum of four member Councils in order to proceed.**

**REGIONAL COMMUNITY EMISSIONS PROFILE PROJECT  
PROPOSED 2019/2020 CONTRIBUTIONS**

| <b>Community Emissions Profile Project</b>           | <b>Bassendean Contribution 2019/2020</b> | <b>Bayswater Contribution 2019/2020</b> | <b>Belmont Contribution 2019/2020</b> | <b>Kalamunda Contribution 2019/2020</b> | <b>Mundaring Contribution 2019/2020</b> | <b>Swan Contribution 2019/2020</b> |
|--|--|---|---------------------------------------|---|---|------------------------------------|
|  | <b>\$</b>                                | <b>\$</b>                               | <b>\$</b>                             | <b>\$</b>                               | <b>\$</b>                               | <b>\$</b>                          |
| A GPC-compliant community emissions profile package* | 4,865                                    | 4,865                                   | 4,865                                 | 4,865                                   | 4,865                                   | 4,865                              |
| Science-derived Targets                              | 1,749                                    | 1,749                                   | 1,749                                 | 1,749                                   | 1,749                                   | 1,749                              |
| EMRC project management and data collation**         | 1,186                                    | 1,186                                   | 1,186                                 | 1,186                                   | 1,186                                   | 1,186                              |
| <b>Total per council</b>                             | <b>7,800</b>                             | <b>7,800</b>                            | <b>7,800</b>                          | <b>7,800</b>                            | <b>7,800</b>                            | <b>7,800</b>                       |

*Figures exclude GST*

*\*Figures represent a 30% reduction on individual cost*

*\*\*Cost includes both profiles, so there is no cost in 2020/2021*

## **UNDERSTANDING AND MANAGING FLOOD RISK – STAGE FOUR/FIVE (ONGOING)**

The Understanding and Managing Flood Risk staged project is building resilience in Perth's Eastern Region in relation to flood risk by providing the information and tools needed to improve the ability of emergency response agencies and the community to prepare for and take appropriate actions during major flood events as well as inform land use planning and development decision-making.

Outputs from the previous stages of the project have included:

- Peer reviewed hydraulic model;
- Revised floodplain mapping for a range of flood events;
- Flood risk and vulnerability assessments;
- Floodplain Development Strategy; and
- Floodplain mapping and data layers.

Stage Four of the '*Understanding and Managing Flood Risk*' project was developed in early 2017 to build a flood intelligence website and undertake adaptation planning. It was designed to enable local government, state government and emergency management agencies to have a greater understanding of flood risks, together with undertaking flood risk adaptation planning for participating local governments involving internal and external stakeholders to understand, quantify and begin developing flexible adaptation options.

Stage Four is ongoing in 2018/2019 due to a changing state government approach to data. Discussions are being held with the Departments of Water and Environmental Regulation, Fire and Emergency Services and Planning, Lands and Heritage regarding what flood, planning and risk information is being made available via their websites and the information to be held centrally on data.wa.gov.au. This information will be discussed with participating Councils to determine if a separate flood intelligence website is necessary and how they wish to undertake the flood risk adaptation planning. The EMRC will clarify the availability of NDRP funding for Stage Four with the funding body. It is unlikely that Stage Four will be fully completed in 2018/2019 and it may continue into 2019/2020.

Following completion of Stage Four and subject to participating Council requirements, Stage Five of the project will use the outputs from previous stages and is likely to include development of specific local community awareness and engagement materials to support emergency preparedness and community resilience. It is also proposed to consider further detailed flood risk adaptation planning or impact assessments for participating councils to support specific risk management objectives, if required and funding is available. A project proposal will be developed in consultation with all participating Councils regarding the detail and costs for the Stage Five project once Stage Four is completed.

The Understanding and Managing Flood Risk project is funded through contributions from previous years and will continue to be delivered to meet identified outcomes, subject to additional grant funding being available.

## ENVIRONMENTAL SERVICES

### SUMMARY OF INDIVIDUAL MEMBER COUNCIL PROPOSED COMMITMENTS - 2019/2020

| Individual Member Council Contributions 2019/2020 | ERCMP            | Sustainability Programs | Regional Benchmarking | Community Emissions Profile | Flood Risk | Total Commitment |
|---|------------------|-------------------------|-----------------------|-----------------------------|------------|------------------|
|   | \$               | \$                      | \$                    | \$                          | \$         | \$               |
| Town of Bassendean                                | 0                | 42,235                  | 16,100                | 7,800                       | 0          | 66,135           |
| City of Bayswater                                 | 3,500            | 0                       | 23,160                | 7,800                       | 0          | 34,460           |
| City of Belmont                                   | 3,500            | 46,815                  | 18,320                | 7,800                       | 0          | 76,435           |
| City of Kalamunda                                 | 41,013           | 0                       | 22,920                | 7,800                       | 0          | 71,733           |
| Shire of Mundaring                                | 41,013           | 28,362                  | 18,320                | 7,800                       | 0          | 95,495           |
| City of Swan                                      | 37,513           | 17,031                  | 27,680                | 7,800                       | 0          | 90,024           |
| <b>TOTAL</b>                                      | <b>\$126,539</b> | <b>\$134,443</b>        | <b>\$126,500</b>      | <b>\$46,800</b>             | <b>\$0</b> | <b>\$434,282</b> |

### **SECTION 3: MEMBER COUNCIL INDIVIDUAL FINANCIAL CONTRIBUTIONS**

#### Town of Bassendean

| 2018/2019     | Regional Services Project Summary   | 2019/2020     |
|---------------|---|---------------|
| <b>\$</b>     | <b>Regional Development</b>   | <b>\$</b>     |
| 0             | City Deal (Smart Cities) contribution   | 0             |
| 6,077         | Regional Integrated Transport Projects  | 6,259         |
| 8,698         | Regional Economic Development   | 8,959         |
| 5,541         | Regional Events Program   | 2,169         |
| <b>20,316</b> | <b>Regional Development Sub Total</b>   | <b>17,387</b> |
| <b>\$</b>     | <b>Environmental Services</b>   | <b>\$</b>     |
| 0             | Eastern Region Catchment Management Program - Natural Resource Management ( <i>including Bush Skills 4 Youth</i> )    | 0             |
| 41,005        | Sustainability Programs - Energy, Water and Climate Change ( <i>excluding Planet Footprint subscription renewal</i> ) | 42,235        |
| 0             | Regional Benchmarking Building Efficiency Project ( <i>maximum cost</i> )   | 16,100        |
| 0             | Regional Community Emissions Profile Project  | 7,800         |
| 10,000        | Understanding and Managing Flood Risk Stage Four/Five ( <i>subject to funding</i> )                                   | 0             |
| <b>54,505</b> | <b>Environmental Services Sub Total</b>   | <b>66,135</b> |
| <b>74,821</b> | <b>Total Funding Being Sought</b>   | <b>83,522</b> |

*Figures exclude GST*

## City of Bayswater

| 2018/2019     | Regional Services Project Summary   | 2019/2020     |
|---------------|---|---------------|
| \$            | Regional Development  | \$            |
| 0             | City Deal (Smart Cities) contribution   | 0             |
| 12,232        | Regional Integrated Transport Projects  | 12,599        |
| 15,516        | Regional Economic Development   | 15,983        |
| 11,184        | Regional Events Program   | 4,378         |
| <b>38,932</b> | <b>Regional Development Sub Total</b>   | <b>32,960</b> |
|               | <b>Environmental Services</b>   | <b>\$</b>     |
| 3,500         | Eastern Region Catchment Management Program - Natural Resource Management ( <i>including Bush Skills 4 Youth</i> )    | 3,500         |
| 0             | Sustainability Programs - Energy, Water and Climate Change ( <i>excluding Planet Footprint subscription renewal</i> ) | 0             |
|               | Regional Benchmarking Building Efficiency Project ( <i>maximum cost</i> )   | 23,160        |
|               | Regional Community Emissions Profile Project  | 7,800         |
| 10,000        | Understanding and Managing Flood Risk Stage Four/Five ( <i>subject to funding</i> )                                   | 0             |
| <b>13,500</b> | <b>Environmental Services Sub Total</b>   | <b>34,460</b> |
| <b>52,432</b> | <b>Total Funding Being Sought</b>   | <b>67,420</b> |

*Figures exclude GST*

## City of Belmont

| 2018/2019     | Regional Services Project Summary   | 2019/2020      |
|---------------|---|----------------|
| \$            | <b>Regional Development</b>   | \$             |
| 0             | City Deal (Smart Cities) contribution   | 0              |
| 10,338        | Regional Integrated Transport Projects  | 10,648         |
| 13,418        | Regional Economic Development   | 13,821         |
| 9,515         | Regional Events Program   | 3,723          |
| <b>33,271</b> | <b>Regional Development Sub Total</b>   | <b>28,192</b>  |
|               | <b>Environmental Services</b>   | \$             |
| 3,500         | Eastern Region Catchment Management Program - Natural Resource Management ( <i>including Bush Skills 4 Youth</i> )    | 3,500          |
| 45,451        | Sustainability Programs - Energy, Water and Climate Change ( <i>excluding Planet Footprint subscription renewal</i> ) | 46,815         |
|               | Regional Benchmarking Building Efficiency Project ( <i>maximum cost</i> )   | 18,320         |
|               | Regional Community Emissions Profile Project  | 7,800          |
| 10,000        | Understanding and Managing Flood Risk Stage Four/Five ( <i>subject to funding</i> )                                   | 0              |
| <b>58,951</b> | <b>Environmental Services Sub Total</b>   | <b>76,435</b>  |
| <b>92,222</b> | <b>Total Funding Being Sought</b>   | <b>104,627</b> |

*Figures exclude GST*

## City of Kalamunda

| 2018/2019     | Regional Services Project Summary   | 2019/2020     |
|---------------|---|---------------|
| \$            | <b>Regional Development</b>   | \$            |
| 0             | City Deal (Smart Cities) contribution   | 0             |
| 11,048        | Regional Integrated Transport Projects  | 11,379        |
| 0             | Regional Economic Development   | 13,821        |
| 0             | Regional Events Program   | 0             |
| <b>11,048</b> | <b>Regional Development Sub Total</b>   | <b>25,200</b> |
|               | <b>Environmental Services</b>   | \$            |
| 39,920        | Eastern Region Catchment Management Program - Natural Resource Management ( <i>including Bush Skills 4 Youth</i> )    | 41,013        |
| 0             | Sustainability Programs - Energy, Water and Climate Change ( <i>excluding Planet Footprint subscription renewal</i> ) | 0             |
|               | Regional Benchmarking Building Efficiency Project ( <i>maximum cost</i> )   | 22,920        |
|               | Regional Community Emissions Profile Project  | 7,800         |
| 0             | Understanding and Managing Flood Risk Stage Four/Five ( <i>subject to funding</i> )                                   | 0             |
| <b>39,920</b> | <b>Environmental Services Sub Total</b>   | <b>71,733</b> |
| <b>50,968</b> | <b>Total Funding Being Sought</b>   | <b>96,933</b> |

*Figures exclude GST*

## Shire of Mundaring

| 2018/2019     | Regional Services Project Summary   | 2019/2020      |
|---------------|---|----------------|
| \$            | <b>Regional Development</b>   | \$             |
| 0             | City Deal (Smart Cities) contribution   | 0              |
| 9,628         | Regional Integrated Transport Projects  | 9,917          |
| 12,632        | Regional Economic Development   | 13,011         |
| 0             | Regional Events Program   | 0              |
| <b>22,260</b> | <b>Regional Development Sub Total</b>   | <b>22,928</b>  |
|               | <b>Environmental Services</b>   | \$             |
| 39,920        | Eastern Region Catchment Management Program - Natural Resource Management ( <i>including Bush Skills 4 Youth</i> )      | 41,013         |
| 27,536        | Sustainability Programs - Energy, Water and Climate Change ( <i>excluding Planet Footprint subscription renewal</i> )** | 28,362         |
|               | Regional Benchmarking Building Efficiency Project ( <i>maximum cost</i> )   | 18,320         |
|               | Regional Community Emissions Profile Project  | 7,800          |
| 0             | Understanding and Managing Flood Risk Stage Four/Five ( <i>subject to funding</i> )                                     | 0              |
| <b>67,456</b> | <b>Environmental Services Sub Total</b>   | <b>95,495</b>  |
| <b>89,716</b> | <b>Total Funding Being Sought</b>   | <b>118,423</b> |

*Figures exclude GST*

\*\* Please Note: Energy and Water only

## City of Swan

| 2018/2019     | Regional Services Project Summary   | 2019/2020      |
|---------------|---|----------------|
| \$            | <b>Regional Development</b>   | \$             |
| 0             | City Deal (Smart Cities) contribution   | 0              |
| 21,703        | Regional Integrated Transport Projects  | 22,354         |
| 0             | Regional Economic Development   | 0              |
| 0             | Regional Events Program   | 7,612          |
| <b>21,703</b> | <b>Regional Development Sub Total</b>   | <b>29,966</b>  |
|               | <b>Environmental Services</b>   | \$             |
| 39,920        | Eastern Region Catchment Management Program - Natural Resource Management ( <i>including Bush Skills 4 Youth</i> )      | 37,513         |
| 16,535        | Sustainability Programs - Energy, Water and Climate Change ( <i>excluding Planet Footprint subscription renewal</i> )** | 17,031         |
|               | Regional Benchmarking Building Efficiency Project ( <i>maximum cost</i> )   | 27,680         |
|               | Regional Community Emissions Profile Project  | 7,800          |
| 10,000        | Understanding and Managing Flood Risk Stage Four/Five ( <i>subject to funding</i> )                                     | 0              |
| <b>66,455</b> | <b>Environmental Services Sub Total</b>   | <b>90,024</b>  |
| <b>88,158</b> | <b>Total Funding Being Sought</b>   | <b>119,990</b> |

*Figures exclude GST*

\*\* Please note: Water only



## **11.2 ITEMS CONTAINED IN THE INFORMATION BULLETIN**

**REFERENCE: D2018/14430**

The following items are included in the Information Bulletin, which accompanies the Agenda.

### **1. REGIONAL SERVICES**

- 1.1 REGIONAL SERVICES ACTIVITY REPORT JULY TO SEPTEMBER 2018  
(Ref: D2018/15043)

### **RECOMMENDATION**

That the Chief Executive Officers Advisory Committee notes the items contained in the Information Bulletin accompanying the 20 November 2018 Chief Executive Officers Advisory Committee Agenda.

### **CEOAC RESOLUTION**

MOVED MR BRIEN

SECONDED MR CHRISTIE

THAT THE CHIEF EXECUTIVE OFFICERS ADVISORY COMMITTEE NOTES THE ITEMS CONTAINED IN THE INFORMATION BULLETIN ACCOMPANYING THE 20 NOVEMBER 2018 CHIEF EXECUTIVE OFFICERS ADVISORY COMMITTEE AGENDA.

**CARRIED UNANIMOUSLY**



## 12 REPORTS OF DELEGATES

Nil

## 13 NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE CHAIRMAN OR PRESIDING MEMBER OR BY DECISION OF MEETING

Nil

## 14 GENERAL BUSINESS

### 14.1 EVENTS IN THE REGION

Mayoral Dinner      City of Swan      4 May 2019

### 14.2 OTHER GENERAL BUSINESS

On behalf of the CEOAC the Deputy Chairman formally acknowledged and thanked Mr Schneider for his contribution and guidance to the EMRC over the past 9 years. The other members of the CEOAC echoed the sentiment and congratulated Mr Schneider on his new role and wished him all the best.

Mr Schneider conveyed his gratitude to the CEOAC members for their level of support and input over the years and noted that he had found it an immense benefit. He wished everyone the best for the future.

## 15 CONFIDENTIAL MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC

Nil

## 16 FUTURE MEETINGS OF THE CHIEF EXECUTIVE OFFICERS ADVISORY COMMITTEE

The next meeting of the Chief Executive Officers Advisory Committee will be held on **5 February 2019** at the EMRC Administration Office, 1<sup>st</sup> Floor, 226 Great Eastern Highway, Belmont WA 6104 commencing at 12:30pm with lunch at 12noon.

### Future Meetings 2019

|         |    |           |               |    |                            |
|---------|----|-----------|---------------|----|----------------------------|
| Tuesday | 5  | February  |               | at | EMRC Administration Office |
| Tuesday | 5  | March *   | (informal)    | at | City of Belmont            |
| Tuesday | 2  | April     |               | at | EMRC Administration Office |
| Tuesday | 7  | May       | (informal)    | at | City of Bayswater          |
| Tuesday | 4  | June *    |               | at | EMRC Administration Office |
| Tuesday | 2  | July      | (informal)    | at | Shire of Mundaring         |
| Tuesday | 6  | August    |               | at | EMRC Administration Office |
| Tuesday | 3  | September | (informal)    | at | City of Kalamunda          |
| Tuesday | 8  | October   | (if required) | at | EMRC Administration Office |
| Tuesday | 19 | November  |               | at | EMRC Administration Office |

\* Please note the Monday prior to the March (informal) and June meetings is a Public Holiday.

## 17 DECLARATION OF CLOSURE OF MEETING

There being no further business the meeting was closed at 1:24pm.



**15.2 TECHNICAL ADVISORY COMMITTEE MEETING HELD 22 NOVEMBER 2018  
(REFER TO MINUTES OF COMMITTEE – YELLOW PAGES)  
REFERENCE: D2018/14820 (TAC) – D2018/15616**

The minutes of the Technical Advisory Committee meeting held on **22 November 2018** accompany and form part of this agenda – (refer to yellow section of 'Minutes of Committees' for Council accompanying this Agenda).

**QUESTIONS**

The Chairman invited general questions from members on the minutes of the Technical Advisory Committee.

**RECOMMENDATION(S)**

That with the exception of items ....., which are to be withdrawn and dealt with separately, Council adopts the recommendations in the Technical Advisory Committee reports (Section 15.2).

Cr Pifaretti noted that the employee reports do not provide sufficient details around the selection of the successful tenderer.

The CEO highlighted that the regulations state that only the successful tender submission is available for public scrutiny and not the other submissions. Consequently, we have only provided such details to be compliant and sufficient to allow councillors for decision making. It should also be noted that these types of reports do go to the Technical Advisory Committee (TAC) where member council officer members have scrutinised the full recommendation report(s).

**COUNCIL RESOLUTION(S)**

MOVED CR LAVELL

SECONDED CR MYKYTIUK

THAT COUNCIL ADOPTS THE RECOMMENDATIONS IN THE TECHNICAL ADVISORY COMMITTEE REPORTS (SECTION 15.2).

**CARRIED 11/1**

**TECHNICAL ADVISORY COMMITTEE**

**MINUTES**

**22 November 2018**

(REF: D2018/14820 (TAC) - D2018/15616)

A meeting of the Technical Advisory Committee was held at the Red Hill Waste Management Facility, 1094 Toodyay Road, Red Hill WA 6056 on **Thursday, 22 November 2018**. The meeting commenced at **1:00pm**.

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| <b>13</b> | <b>NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE CHAIRMAN OR<br/>PRESIDING MEMBER OR BY DECISION OF MEETING</b>                         | <b>19</b> |
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| <b>16</b> | <b>DECLARATION OF CLOSURE OF MEETING</b>   | <b>19</b> |

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## 1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Chief Executive Officer opened the meeting at 1:00pm.

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

### Committee Members

|   |                                  |                    |
|---|----------------------------------|--------------------|
| Mr Simon Stewert-Dawkins                              | Director Operational Services    | Town of Bassendean |
| Mr Michael Worthington<br>(Deputising for Mr Pearson) | Manager Environmental Health     | City of Bayswater  |
| Mr Brett Jackson                                      | Director Asset Services          | City of Kalamunda  |
| Mr Shane Purdy  | Director Infrastructure Services | Shire of Mundaring |
| Mr Jim Coten  | Executive Manager Operations     | City of Swan       |
| Mr Peter Schneider                                    | Chief Executive Officer          | EMRC               |

### Apologies

|                 |                                    |                   |
|-----------------|------------------------------------|-------------------|
| Mr Doug Pearson | Director Technical Services        | City of Bayswater |
| Mr Murray Ralph | Acting Director Technical Services | City of Belmont   |

### EMRC Officers

|                        |                                      |
|------------------------|--------------------------------------|
| Mr Stephen Fitzpatrick | Director Waste Services              |
| Mr Hua Jer Liew        | Director Corporate Services          |
| Mr Dave Beresford      | Manager Resource Recovery            |
| Mr Stephen Conway      | Manager Engineering & Waste Services |
| Ms Annette Rakich      | Administration Officer (Minutes)     |

### Observer(s)

|                   |                 |                 |
|-------------------|-----------------|-----------------|
| Mr Steve Morrison | Manager - Works | City of Belmont |
|-------------------|-----------------|-----------------|

The Chief Executive Officer advised that following the meeting, a site tour will be conducted by the Director Waste Services and his team.

The Chief Executive Officer advised that the Chairman Mr Lutey had officially resigned, effective 2 November 2018. Advice has been received from the City of Belmont that Mr Alan Sheridan will commence as the Director Infrastructure Services (previously Director Technical Services) on 14 January 2018.

The Chief Executive Officer called for nominations for the appointment of a member to preside at the meeting.

Mr Jackson nominated himself and assumed the role of the Presiding Member at 1:04pm.

## 3 DISCLOSURE OF INTERESTS

Nil

## 4 ANNOUNCEMENTS BY THE CHAIRMAN OR PRESIDING MEMBER WITHOUT DISCUSSION

Nil

## 5 PETITIONS, DEPUTATIONS AND PRESENTATIONS

Nil



## **6 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

### **6.1 MINUTES OF THE TECHNICAL ADVISORY COMMITTEE MEETING HELD ON 4 OCTOBER 2018**

That the Minutes of the Technical Advisory Committee meeting held on 4 October 2018 which have been distributed, be confirmed.

#### **TAC RESOLUTION(S)**

MOVED MR PURDY

SECONDED MR STEWERT-DAWKINS

THAT THE MINUTES OF THE TECHNICAL ADVISORY COMMITTEE MEETING HELD ON 4 OCTOBER 2018 WHICH HAVE BEEN DISTRIBUTED, BE CONFIRMED.

**CARRIED UNANIMOUSLY**

## **7 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

Nil

## **8 QUESTIONS BY MEMBERS WITHOUT NOTICE**

Nil

## **9 ANNOUNCEMENT OF CONFIDENTIAL MATTERS FOR WHICH MEETINGS MAY BE CLOSED TO THE PUBLIC**

Nil

## **10 BUSINESS NOT DEALT WITH FROM A PREVIOUS MEETING**

Nil



## 11 REPORTS OF EMPLOYEES

### 11.1 TENDER 2018-009 STAGE 15B LANDFILL CELL EXTENSION

**REFERENCE: D2018/14825 (TAC) – D2018/16275**

#### PURPOSE OF REPORT

The purpose of this report is to advise Council of the results of Tender 2018-009 to construct the Red Hill Waste Management Facility Stage 15B Landfill Cell Extension and recommend acceptance of the Tender from WBHO Infrastructure Pty Ltd.

#### KEY ISSUES AND RECOMMENDATION(S)

- A tender for the construction of the Red Hill Waste Management Facility Stage 15B Landfill Cell Extension was advertised on 10 October 2018.
- Tenders closed on 26 October 2018 with two (2) submissions being received.
- The tender called for the construction of a landfill extension cell to connect Stage 15 to the completed stages to the west (Stages 3, 4 and 5).

#### Recommendation(s)

That:

1. Council award Tender 2018-009 – Stage 15B Landfill Cell Extension to WBHO Infrastructure Pty Ltd for \$457,374.22 (ex. GST).
2. The CEO be authorised on behalf of the EMRC to enter into a contract with WBHO Infrastructure Pty Ltd in accordance with their submitted tender, subject to any minor variations that may be agreed on between the CEO and WBHO Infrastructure Pty Ltd.
3. Council authorise a 10% contingency on the contract sum for contract variations for Tender 2018-009.

#### SOURCE OF REPORT

Director Waste Services

#### BACKGROUND

As part of the development of the Red Hill Waste Management Facility, new landfill cells are constructed in time to facilitate the ongoing acceptance of waste. The current cell for Class III waste (Stage 15) is projected to be filled by April 2019. A new landfill cell for Class III waste is required to be built in the summer of 2018/2019 and the area to the west of Stage 15 and adjoining Stages 3, 4 and 5 has been identified as the preferred location and is referred to as "Stage 15B". Stage 15B is an extension landfill cell which goes over the top of stage 15 and stages 3, 4 and 5. This extension cell will add up to 13 months capacity to Stage 15 under current waste volumes extending the cell life to May 2020.

The design of the proposed Stage 15B Landfill Cell Extension has been completed by Talis Consultants in accordance with best practice landfill guidelines. The lining system consists of a compacted clay sub layer overlaid with a geosynthetic clay liner (GCL) and a high density polyethylene liner (HDPE) protected by a geotextile fabric layer.



*Item 11.1 continued*

It is intended to award a contract to shape the cell extension, and construct the barrier layers. The contract includes all labour, plant, materials, supervision, survey and everything else required for the construction, lining and completion of the Stage 15B Landfill Cell Extension.

**REPORT**

Tender 2018-009 for the construction of Red Hill Stage 15B Landfill Cell Extension was advertised on 10 October 2018. Tenders closed on 26 October 2018 and submissions were received from:

- a) Densford Civil Pty Ltd; and
- b) WBHO Infrastructure Pty Ltd.

A detailed bill of quantities was submitted by each tenderer under four (4) main tasks:

- Preliminary and Special Requirements;
- Site Clearance;
- Excavation and filling of Stage 15 Landfill Extension; and
- Miscellaneous.

An evaluation panel of EMRC officers assessed the submissions on the following criteria:

| <b>Assessment Criteria</b>   | <b>Weighting</b> |
|--|------------------|
| (a) Previous experience in bulk excavation and clay lining/capping                     | 20%              |
| (b) Previous experience in the installation of Geosynthetic and Geocomposite materials | 20%              |
| (c) Safety Management Plan   | 10%              |
| (d) Environmental Management Plan  | 10%              |
| (e) Tendered price inclusive of all operating expenses                                 | 40%              |

After combining the weighted scores for both the qualitative criteria and price, WBHO Infrastructure Pty Ltd represented the highest rated overall assessment.

Based on the panel's evaluation, the submission from WBHO Infrastructure Pty Ltd 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 WBHO Infrastructure Pty Ltd amounted to an estimated total value of \$457,374.22 (ex. GST). The construction period is estimated to be 5 weeks.

A contingency allowance of 10% of the contract sum is recommended to allow for any unforeseen circumstances that may arise during the contract works.

A drawing is attached showing the proposed Scope of Works for Stage 15B (Attachment).

**STRATEGIC/POLICY IMPLICATIONS**

Key Result Area 1 – Environmental Sustainability

- 1.1 To provide sustainable waste disposal operations
- 1.2 To improve regional waste management



*Item 11.1 continued*

### **FINANCIAL IMPLICATIONS**

The amount allowed for in the adopted 2018/2019 Annual Budget adequately covers the cost of this tender.

### **SUSTAINABILITY IMPLICATIONS**

In order to provide sustainable waste management, the provision of airspace in advance of it being required, is essential.

### **MEMBER COUNCIL IMPLICATIONS**

| <b>Member Council</b> | <b>Implication Details</b> |
|-----------------------|----------------------------|
| Town of Bassendean    | } Nil                      |
| City of Bayswater     |                            |
| City of Belmont       |                            |
| City of Kalamunda     |                            |
| Shire of Mundaring    |                            |
| City of Swan          |                            |

### **ATTACHMENT(S)**

Drawing – Stage 15B Landfill Cell Extension (Ref: D2018/16276)

### **VOTING REQUIREMENT**

Simple Majority

### **RECOMMENDATION(S)**

That:

1. Council award Tender 2018-009 – Stage 15B Landfill Cell Extension to WBHO Infrastructure Pty Ltd for \$457,374.22 (ex. GST).
2. The CEO be authorised on behalf of the EMRC to enter into a contract with WBHO Infrastructure Pty Ltd in accordance with their submitted tender, subject to any minor variations that may be agreed on between the CEO and WBHO Infrastructure Pty Ltd.
3. Council authorise a 10% contingency on the contract sum for contract variations for Tender 2018-009.



*Item 11.1 continued*

Discussion ensued

The Director Waste Services provided a brief overview of the report and responded to questions from members.

**TAC RECOMMENDATION(S)**

MOVED MR COTEN

SECONDED MR PURDY

That:

1. Council award tender number 2018-009 – Stage 15B Landfill Cell Extension Construction to WBHO Infrastructure Pty Ltd for \$457,374.22 (ex. GST).
2. The CEO be authorised on behalf of the EMRC to enter into a contract with WBHO Infrastructure Pty Ltd in accordance with their submitted tender, subject to any minor variations that may be agreed on between the CEO and WBHO Infrastructure Pty Ltd.
3. Council authorise a 10% contingency on the contract sum for contract variations for Tender 2018-009.

**CARRIED UNANIMOUSLY**

**COUNCIL RESOLUTION(S)**

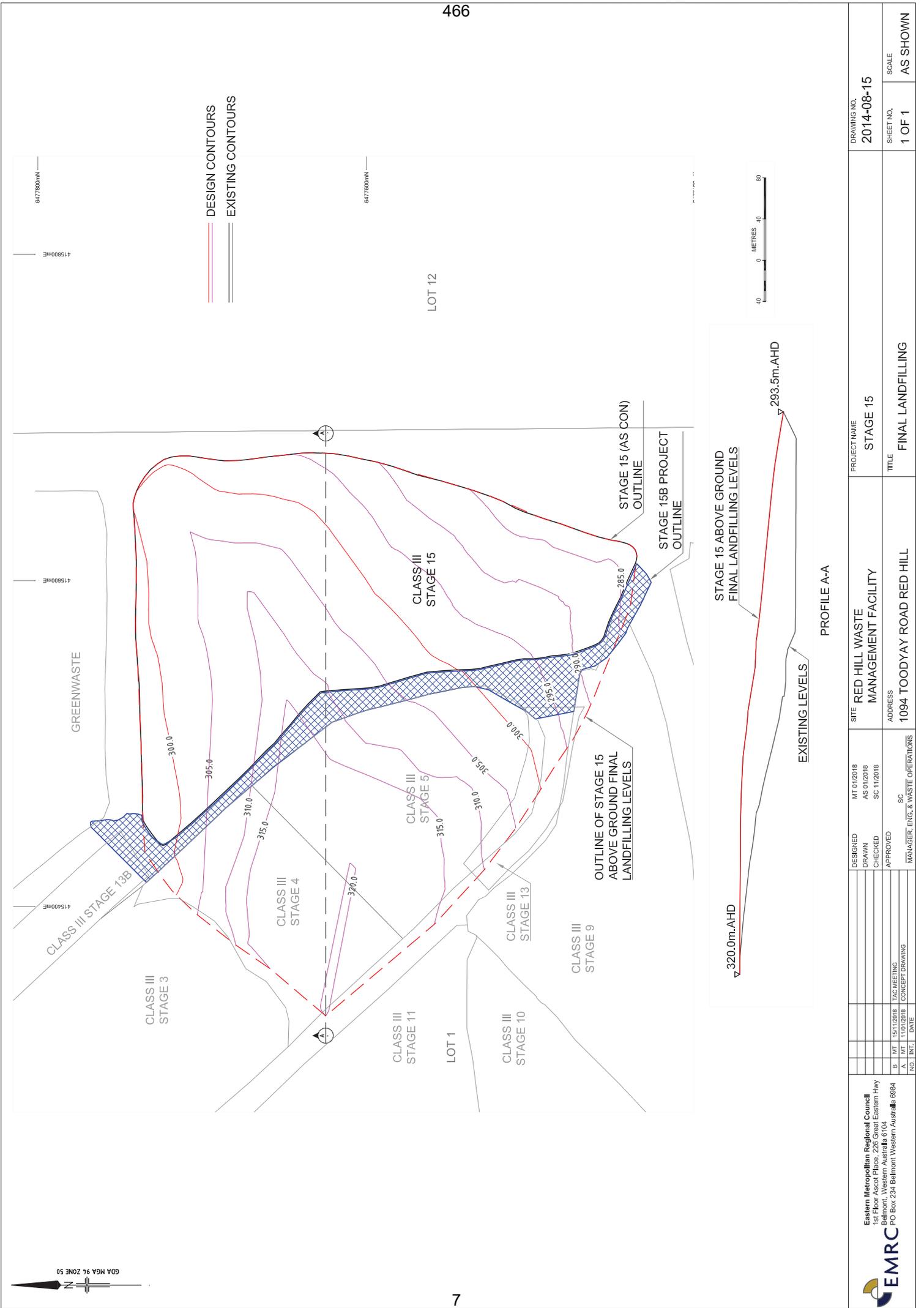
MOVED CR LAVELL

SECONDED CR MYKYTIUK

THAT:

1. COUNCIL AWARD TENDER NUMBER 2018-009 – STAGE 15B LANDFILL CELL EXTENSION CONSTRUCTION TO WBHO INFRASTRUCTURE PTY LTD FOR \$457,374.22 (EX. GST).
2. THE CEO BE AUTHORISED ON BEHALF OF THE EMRC TO ENTER INTO A CONTRACT WITH WBHO INFRASTRUCTURE PTY LTD IN ACCORDANCE WITH THEIR SUBMITTED TENDER, SUBJECT TO ANY MINOR VARIATIONS THAT MAY BE AGREED ON BETWEEN THE CEO AND WBHO INFRASTRUCTURE PTY LTD.
3. COUNCIL AUTHORISE A 10% CONTINGENCY ON THE CONTRACT SUM FOR CONTRACT VARIATIONS FOR TENDER 2018-009.

**CARRIED UNANIMOUSLY**



|   |  |   |  |   |   |
|---|--|---|--|---|---|
| <p>Eastern Metropolitan Regional Council<br/>                 1st Floor, Assoc Plaza, 226 Great Eastern Hwy<br/>                 Belmont, Western Australia 6104<br/>                 PO Box 234 Belmont Western Australia 6984</p> |  | <p>DESIGNED: MT 01/2018<br/>                 DRAWN: AS 01/2018<br/>                 CHECKED: SC 11/2018<br/>                 APPROVED: SC<br/>                 MANAGER, ENG. &amp; WASTE OPERATIONS</p> | <p>SITE: RED HILL WASTE MANAGEMENT FACILITY<br/>                 ADDRESS: 1094 TOODYAY ROAD RED HILL</p> | <p>PROJECT NAME: STAGE 15<br/>                 TITLE: FINAL LANDFILLING</p> | <p>DRAWINGS NO.: 2014-08-15<br/>                 SHEET NO.: 1 OF 1<br/>                 SCALE: AS SHOWN</p> |
|---|--|---|--|---|---|



## 11.2 TENDER 2018-010 PROVISION OF A SERVICE TO OPERATE AND MAINTAIN THE HAZELMERE WOOD WASTE TO ENERGY PLANT

REFERENCE: D2018/14870 (TAC) – D2018/16277

### PURPOSE OF REPORT

The purpose of this report is to award Tender 2018-010 for the Provision of a Service to Operate and Maintain the Hazelmere Wood Waste to Energy (WWTE) Plant and finalise a contract with the preferred tenderer.

### KEY ISSUES AND RECOMMENDATION(S)

- A re-tender for the provision of a service to operate and maintain the Hazelmere Wood Waste to Energy Plant was advertised on 15 September 2018 and closed on 5 October 2018.
- The successful tenderer will be required to undertake all operations and maintenance of the Wood Waste to Energy Plant after successful commissioning and handover by the design and construction contractor Anergy Pty Ltd in the first quarter of 2019.

#### Recommendation(s)

That:

1. Council Award Tender 2018-010 Provision of a Service to Operate and Maintain the Hazelmere Wood Waste to Energy Plant to Monadelphous Engineering Associates Pty Ltd at the listed rates forming the Attachment to this report for a two (2) year period commencing during the commissioning and acceptance testing of the plant, with an option for two (2) single year extensions at the discretion of the EMRC.
2. The CEO be authorised to enter into a contract on behalf of the EMRC with Monadelphous Engineering Associates Pty Ltd in accordance with their submitted tender, subject to any minor variations that may be agreed on between the EMRC CEO and Monadelphous Engineering Associates Pty Ltd.
3. The contract rates for Tender 2018-010 are adjusted annually at each anniversary of the contract based on the Wage Price Index (WPI) for Western Australia published by the Australian Bureau of Statistics publication 6345.0 Table 8a, over the previous twelve months.

### SOURCE OF REPORT

Director Waste Services

### BACKGROUND

The Hazelmere Wood Waste to Energy (WWTE) Plant is due for completion in the first quarter of 2019 followed by commissioning by Anergy and handover to the EMRC. At the time of the award of the design and construct contract to Anergy Pty Ltd (formerly Ansac Pty Ltd), the EMRC had anticipated that it would operate and maintain the plant using its own staff. Upon further analysis it is believed there will be lower risk to have an experienced contractor operate and maintain the plant during the first two (2) years of operation after which the EMRC could run the facility with appropriate staff.



*Item 11.2 continued*

A previous Tender (RFT 2016-007) for the Operations and Maintenance of the Wood Waste to Energy Plant was awarded to Monadelphous Engineering Associates Pty Ltd at the 18 May 2017 Council meeting.

However, due to delays to the plant construction programme, significant time had passed since the award of the tender and shifts in the labour market had necessitated Monadelphous submitting revised rates to the EMRC in August 2018. The EMRC was unable to negotiate an acceptable variation of the rates with Monadelphous within the constraints of the Council resolution and the *Local Government Act 1995* and it was therefore necessary to retender for the required services.

## REPORT

A re-tender for the provision of a service to operate and maintain the Hazelmere WWTE Plant was advertised on 15 September 2018.

The successful contractor will be required to supply all labour, plant, supervision, materials and all items associated with undertaking the management, operation and maintenance services of the WWTE Plant commencing during the commissioning phase of plant anticipated to be the first quarter of 2019.

They will be required to fulfil all other works that are reasonably within the capabilities of the contractor, per the requirements described in the Specification and as shown on the Drawings, Reference Documents and for complying with the General and Special Conditions of the Contract, together with any additional work or variations ordered by the Superintendent or the Superintendent's Representative.

Two (2) compliant submissions were received as follows:

1. Monadelphous Engineering Associates Pty Ltd; and
2. Tempo Pty Ltd Pty Ltd.

An evaluation panel assessed the two (2) submissions on the following criteria:

| Description of Qualitative Criteria |  | Weighting |
|-------------------------------------|--|-----------|
| (a)                                 | Technical capabilities and capacity to provide service.          | 25%       |
| (b)                                 | Tenderer's demonstrated experience in providing similar service. | 15%       |
| (c)                                 | Service execution methodology.                                   | 15%       |
| (d)                                 | OH&S Management.   | 15%       |

Price was evaluated using a weighted cost criteria as follows:

| Criteria   | Weighting |
|--|-----------|
| Tendered price inclusive of all plant, equipment, labour and materials etc required to complete the works. | 30%       |

After combining the weighted scores for both the qualitative criteria and price, Monadelphous Engineering Associates Pty Ltd represented the highest rated overall assessment.

Based on the panel's evaluation, the tender from Monadelphous Engineering Associates Pty Ltd demonstrated the most advantageous submission and is considered to offer the best value for money.



*Item 11.2 continued*

## **STRATEGIC/POLICY IMPLICATIONS**

Key Result Area 1 – Environmental Sustainability

- 1.1 To provide sustainable waste disposal operations
- 1.2 To provide resource recovery and recycling solutions in partnership with member Councils

## **FINANCIAL IMPLICATIONS**

The cost of operating and maintaining the Hazelmere WWTE plant is provided for in the adopted 2018/2019 Annual Budget and subsequent years. Based on the tendered schedule of rates, the estimated value of the contract over two (2) years is \$2,736,969.00 (ex GST). If the two (2) one (1) year extensions are exercised, this would add another \$2,686,875.00 (ex GST) resulting in a total contract value estimated at \$5,423,844.00 (ex GST and WPI increases).

## **SUSTAINABILITY IMPLICATIONS**

The Hazelmere WWTE Plant will provide renewable energy (which offsets fossil fuel powered generation) for export and biochar from wood chip that would otherwise be sent to landfill.

## **MEMBER COUNCIL IMPLICATIONS**

| <b>Member Council</b> | <b>Implication Details</b> |
|-----------------------|----------------------------|
| Town of Bassendean    | } Nil                      |
| City of Bayswater     |                            |
| City of Belmont       |                            |
| City of Kalamunda     |                            |
| Shire of Mundaring    |                            |
| City of Swan          |                            |

## **ATTACHMENT(S)**

Monadelphous Engineering Associates Pty Ltd - Schedule of Rates (Ref: D2018/16278)

## **VOTING REQUIREMENT**

Simple Majority



*Item 11.2 continued*

## **RECOMMENDATION(S)**

That:

1. Council Award Tender 2018-010 Provision of a Service to Operate and Maintain the Hazelmere Wood Waste to Energy Plant to Monadelphous Engineering Associates Pty Ltd at the listed rates forming the Attachment to this report for a two (2) year period commencing during the commissioning and acceptance testing of the plant, with an option for two (2) single year extensions at the discretion of the EMRC.
2. The CEO be authorised to enter into a contract on behalf of the EMRC with Monadelphous Engineering Associates Pty Ltd in accordance with their submitted tender, subject to any minor variations that may be agreed on between the EMRC CEO and Monadelphous Engineering Associates Pty Ltd.
3. The contract rates for Tender 2018-010 are adjusted annually at each anniversary of the contract based on the Wage Price Index (WPI) for Western Australia published by the Australian Bureau of Statistics publication 6345.0 Table 8a, over the previous twelve months.

### Discussion ensued

The Director Waste Services provided a brief overview of the report and responded to questions from members.

## **TAC RECOMMENDATION(S)**

MOVED MR PURDY

SECONDED MR STEWERT-DAWKINS

That:

1. Council Award Tender 2018-010 Provision of a Service to Operate and Maintain the Hazelmere Wood Waste to Energy Plant to Monadelphous Engineering Associates Pty Ltd at the listed rates forming the Attachment to this report for a two (2) year period commencing during the commissioning and acceptance testing of the plant, with an option for two (2) single year extensions at the discretion of the EMRC.
2. The CEO be authorised to enter into a contract on behalf of the EMRC with Monadelphous Engineering Associates Pty Ltd in accordance with their submitted tender, subject to any minor variations that may be agreed on between the EMRC CEO and Monadelphous Engineering Associates Pty Ltd.
3. The contract rates for Tender 2018-010 are adjusted annually at each anniversary of the contract based on the Wage Price Index (WPI) for Western Australia published by the Australian Bureau of Statistics publication 6345.0 Table 8a, over the previous twelve months.

**CARRIED UNANIMOUSLY**



*Item 11.2 continued*

**COUNCIL RESOLUTION(S)**

MOVED CR LAVELL

SECONDED CR MYKYTIUK

THAT:

1. COUNCIL AWARD TENDER 2018-010 PROVISION OF A SERVICE TO OPERATE AND MAINTAIN THE HAZELMERE WOOD WASTE TO ENERGY PLANT TO MONADELPHOUS ENGINEERING ASSOCIATES PTY LTD AT THE LISTED RATES FORMING THE ATTACHMENT TO THIS REPORT FOR A TWO (2) YEAR PERIOD COMMENCING DURING THE COMMISSIONING AND ACCEPTANCE TESTING OF THE PLANT, WITH AN OPTION FOR TWO (2) SINGLE YEAR EXTENSIONS AT THE DISCRETION OF THE EMRC.
2. THE CEO BE AUTHORISED TO ENTER INTO A CONTRACT ON BEHALF OF THE EMRC WITH MONADELPHOUS ENGINEERING ASSOCIATES PTY LTD IN ACCORDANCE WITH THEIR SUBMITTED TENDER, SUBJECT TO ANY MINOR VARIATIONS THAT MAY BE AGREED ON BETWEEN THE EMRC CEO AND MONADELPHOUS ENGINEERING ASSOCIATES PTY LTD.
3. THE CONTRACT RATES FOR TENDER 2018-010 ARE ADJUSTED ANNUALLY AT EACH ANNIVERSARY OF THE CONTRACT BASED ON THE WAGE PRICE INDEX (WPI) FOR WESTERN AUSTRALIA PUBLISHED BY THE AUSTRALIAN BUREAU OF STATISTICS PUBLICATION 6345.0 TABLE 8A, OVER THE PREVIOUS TWELVE MONTHS.

**CARRIED UNANIMOUSLY**

| RFT 2018-010 – Provision of a Service to Operate and Maintain the Hazelmere Wood Waste to Energy Plant |  |                   |                           |                    |                        |
|--|--|-------------------|---------------------------|--------------------|------------------------|
| SCHEDULE OF RATES - PRICE SCHEDULE   |  |                   |                           |                    |                        |
| Monadelphous Engineering Associates Pty Ltd  |  |                   |                           |                    |                        |
| Item No  | Position   | Quantity of Staff | Tender Unit               | Unit Rate (ex GST) | Overtime Rate (ex GST) |
| <b>Operations Personnel (including salary on-costs)</b>  |  |                   |                           |                    |                        |
| a  | Day Shift Operator/Maintainer Mechanical<br>(Mon-Fri 07.00am to 15.30pm)       | 1                 | \$ Hourly Rate per Person | \$90.32            | \$103.87               |
| b  | Day Shift Operator/Maintainer E&I<br>(Mon-Fri 07.00am to 15.30pm)              | 1                 | \$ Hourly Rate per Person | \$95.97            | \$110.37               |
| c  | Afternoon Shift Operator/Maintainer Mechanical<br>(Mon-Fri 14.30pm to 23.00pm) | 1                 | \$ Hourly Rate per Person | \$90.32            | \$103.87               |
| d  | Afternoon Shift Operator/Maintainer E&I<br>(Mon-Fri 14.30pm to 23.00pm)        | 1                 | \$ Hourly Rate per Person | \$95.97            | \$110.37               |
| e  | Rotation of above personnel fortnightly between Day & Afternoon shift          |                   |                           | \$0.00             | \$0.00                 |
| <b>Other Personnel</b>   |  |                   |                           |                    |                        |
| a  | 1 x Site Operations Manager / Superintendent                                   | 1                 | \$ Hourly Rate per Person | \$138.78           | \$159.60               |
| b  | 2 x Casual Operators/Maintainers (Mech & E&I)                                  | 2                 | \$ Hourly Rate per Person | \$93.15            | \$107.12               |
| c  | Apprentice Operator/Maintainer (Mech & E&I)                                    | 1                 | \$ Hourly Rate per Person | \$58.00            | \$66.71                |
| d  | Maintenance Planner / Engineer   | 1                 | \$ Hourly Rate per Person | \$126.67           | \$145.67               |
| e  | HSEQ Advisor   | 1                 | \$ Hourly Rate per Person | \$98.40            | \$113.16               |



### 11.3 REFURBISHMENT OF LANDFILL COMPACTORS FOR THE RED HILL WASTE MANAGEMENT FACILITY

REFERENCE: D2018/13667 (TAC) – D2018/16279

#### PURPOSE OF REPORT

The purpose of this report is to seek delegated authority for the CEO to accept quotations for spare parts and repairs to refurbish the EMRC's Bomag Landfill Compactors at Red Hill Waste Management Facility.

#### KEY ISSUES AND RECOMMENDATION(S)

- The EMRC owns three (3) Bomag Landfill Compactors for the compaction of waste in the operating landfill cell.
- Of these three (3) compactors, the newest machine has an estimated 6,500 hours of service left, one (1) is due for replacement and the oldest machine has been retained as a spare because of the low resale value.
- A business case has been developed proposing that the two (2) older machines be refurbished to nearly new condition in lieu of purchasing a new machine, saving considerable capital costs and ensuring that a new compactor purchase can be delayed for up to 10 years.
- The combined refurbishment cost for the two (2) machines is approximately \$509,747 (ex GST) which is above the tender limit of \$150,000 (ex GST).
- Tutt Bryant Equipment is the sole agent in Australia for Bomag Compaction Equipment and the only supplier of parts.
- In accordance with *Local Government (Functions and General) Regulations 1996 r.11(2)(f)* it is proposed that public tenders not be invited on this occasion as this is a sole supplier situation.
- Approval is sought for delegated authority to be granted to the CEO to purchase spare parts and repairs for the Bomag landfill compactors at Red Hill Waste Management Facility directly from BT Equipment Pty Ltd T/A Tutt Bryant Equipment.

#### Recommendation(s)

That Council:

1. Acknowledges that BT Equipment Pty Ltd T/A Tutt Bryant Equipment are the sole agent in Australia for Bomag Compaction Equipment and the only supplier of parts capable of the refurbishment of the two (2) older Bomag BC1172RB landfill compactors and therefore in accordance with *Local Government (Functions and General) Regulations 1996 r.11(2)(f)*, tenders will not be invited on this occasion.
2. Grant the CEO delegated authority to accept the submitted quotation from BT Equipment Pty Ltd T/A Tutt Bryant Equipment of \$509,747 (ex GST) for the refurbishment of the Bomag BC1172RB Landfill Compactors P2305 and P1942, subject to any minor variations that may be agreed on between the CEO and BT Equipment Pty Ltd T/A Tutt Bryant Equipment.
3. Authorise a 20% contingency allowance on the quoted price of the refurbishment to allow for any unforeseen circumstances that may arise.

#### SOURCE OF REPORT

Director Waste Services



*Item 11.3 continued*

## **BACKGROUND**

The landfill compactor is a critical piece of equipment at the Red Hill Waste Management Facility. By achieving sustained high levels of compaction, the airspace consumption for each tonne of waste received is reduced, thus increasing the profitability per cubic metre of airspace.

The EMRC currently owns three (3) Bomag BC1172RB Landfill Compactors (P1942, P2305 and P3210), the newest of which (P3210) was purchased in 2016 and has about 2.5 years of life left before reaching the normal plant replacement of 10,000 hours. Of the other two (2) machines, P1942 is the oldest and was retained when replaced by P3210 in 2016 due to low resale value and to avoid providing a low cost option to EMRC's competitors. The other machine P2305 is the back-up compactor and is due for replacement in 2018/2019 having reached its replacement hours.

## **REPORT**

A financial analysis was developed comparing the refurbishment of the two (2) older Bomag BC1172RB Landfill Compactors to nearly new condition versus purchasing a new machine. The combined refurbishment cost is estimated at approximately \$509,747 ex GST for the two (2) machines. This compares favourably against the cost of a new Bomag at \$1,500,000 (ex GST), thus saving considerable capital costs. This would also mean that the EMRC would not have to purchase a new compactor for up to 10 years.

The refurbishment cost of approximately \$509,747 (ex GST) would be undertaken by Tutt Bryant Equipment as the sole agent in Australia for Bomag Compaction Equipment and the only supplier of the parts. This cost exceeds the tender limit of \$150,000 (ex GST) under *r.11(1)* of the *Local Government (Functions and General) 1996*. However, the *Local Government (Functions and General) Regulations 1996 r.11(2)(f)* states that where a local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one (1) potential supplier, then tenders do not need to be invited.

Therefore it is proposed that public tenders not be invited on this occasion as this is a sole supplier situation and that approval for delegated authority be granted to the CEO to purchase spare parts and repairs for the Bomag landfill compactors at Red Hill Waste Management Facility directly from BT Equipment Pty Ltd T/A Tutt Bryant Equipment.

A contingency allowance of 20% is required to allow for any unforeseen circumstances that may arise during the refurbishment. This contingency would cover potential costs that can only be determined when the landfill compactors are pulled apart during the refurbishment process. The refurbishment work will be covered by warranty from Tutt Bryant Equipment (six (6) months on parts and three (3) months on labour).

## **STRATEGIC/POLICY IMPLICATIONS**

Key Result Area 1 – Environmental Sustainability

- 1.1 To provide sustainable waste disposal operations

## **FINANCIAL IMPLICATIONS**

The purchase of a replacement landfill compactor is provided for in the adopted 2018/2019 Annual Budget under the plant replacement program. This capital cost provision will be used for the refurbishment of the two (2) older Bomag landfill compactors.

## **SUSTAINABILITY IMPLICATIONS**

The deployment of an appropriate compactor has economic and environmental benefits.



*Item 11.3 continued*

## MEMBER COUNCIL IMPLICATIONS

| Member Council     | Implication Details |
|--------------------|---------------------|
| Town of Bassendean | } Nil               |
| City of Bayswater  |                     |
| City of Belmont    |                     |
| City of Kalamunda  |                     |
| Shire of Mundaring |                     |
| City of Swan       |                     |

## ATTACHMENT(S)

Nil

## VOTING REQUIREMENT

Simple Majority

## **RECOMMENDATION(S)**

That Council:

1. Acknowledges that BT Equipment Pty Ltd T/A Tutt Bryant Equipment are the sole agent in Australia for Bomag Compaction Equipment and the only supplier of parts capable of the refurbishment of the two (2) older Bomag BC1172RB landfill compactors and therefore in accordance with *Local Government (Functions and General) Regulations 1996 r.11(2)(f)*, tenders will not be invited on this occasion.
2. Grant the CEO delegated authority to accept the submitted quotation from BT Equipment Pty Ltd T/A Tutt Bryant Equipment of \$509,747 (ex GST) for the refurbishment of the Bomag BC1172RB Landfill Compactors P2305 and P1942, subject to any minor variations that may be agreed on between the CEO and BT Equipment Pty Ltd T/A Tutt Bryant Equipment.
3. Authorise a 20% contingency allowance on the quoted price of the refurbishment to allow for any unforeseen circumstances that may arise.



*Item 11.3 continued*

Discussion ensued

The CEO congratulated the EMRC staff and said it was a great outcome financially and strategically. The Director Waste Services responded to questions from members.

**TAC RECOMMENDATION(S)**

MOVED MR COTEN

SECONDED MR PURDY

That Council:

1. Acknowledges that BT Equipment Pty Ltd T/A Tutt Bryant Equipment are the sole agent in Australia for Bomag Compaction Equipment and the only supplier of parts capable of the refurbishment of the two (2) older Bomag BC1172RB landfill compactors and therefore in accordance with *Local Government (Functions and General) Regulations 1996 r.11(2)(f)*, tenders will not be invited on this occasion.
2. Grant the CEO delegated authority to accept the submitted quotation from BT Equipment Pty Ltd T/A Tutt Bryant Equipment of \$509,747 (ex GST) for the refurbishment of the Bomag BC1172RB Landfill Compactors P2305 and P1942, subject to any minor variations that may be agreed on between the CEO and BT Equipment Pty Ltd T/A Tutt Bryant Equipment.
3. Authorise a 20% contingency allowance on the quoted price of the refurbishment to allow for any unforeseen circumstances that may arise.

**CARRIED UNANIMOUSLY**

**COUNCIL RESOLUTION(S)**

MOVED CR LAVELL

SECONDED CR MYKYTIUK

THAT COUNCIL:

1. ACKNOWLEDGES THAT BT EQUIPMENT PTY LTD T/A TUTT BRYANT EQUIPMENT ARE THE SOLE AGENT IN AUSTRALIA FOR BOMAG COMPACTION EQUIPMENT AND THE ONLY SUPPLIER OF PARTS CAPABLE OF THE REFURBISHMENT OF THE TWO (2) OLDER BOMAG BC1172RB LANDFILL COMPACTORS AND THEREFORE IN ACCORDANCE WITH *LOCAL GOVERNMENT (FUNCTIONS AND GENERAL) REGULATIONS 1996 R.11(2)(F)*, TENDERS WILL NOT BE INVITED ON THIS OCCASION.
2. GRANT THE CEO DELEGATED AUTHORITY TO ACCEPT THE SUBMITTED QUOTATION FROM BT EQUIPMENT PTY LTD T/A TUTT BRYANT EQUIPMENT OF \$509,747 (EX GST) FOR THE REFURBISHMENT OF THE BOMAG BC1172RB LANDFILL COMPACTORS P2305 AND P1942, SUBJECT TO ANY MINOR VARIATIONS THAT MAY BE AGREED ON BETWEEN THE CEO AND BT EQUIPMENT PTY LTD T/A TUTT BRYANT EQUIPMENT.
3. AUTHORISE A 20% CONTINGENCY ALLOWANCE ON THE QUOTED PRICE OF THE REFURBISHMENT TO ALLOW FOR ANY UNFORESEEN CIRCUMSTANCES THAT MAY ARISE.

**CARRIED UNANIMOUSLY**



#### **11.4 ITEMS CONTAINED IN THE INFORMATION BULLETIN**

**REFERENCE: Ref: D2018/14851**

The following items are included in the Information Bulletin, which accompanies the Agenda.

#### **1. WASTE SERVICES**

1.1 COUNCIL TONNAGE COMPARISONS AS AT 31 OCTOBER 2018 (Ref: D2018/14852)

#### **RECOMMENDATION**

That the Technical Advisory Committee notes the items contained in the Information Bulletin accompanying the 22 November 2018 Technical Advisory Committee Agenda.

#### **TAC RESOLUTION(S)**

MOVED MR COTEN

SECONDED MR PURDY

THAT THE TECHNICAL ADVISORY COMMITTEE NOTES THE ITEMS CONTAINED IN THE INFORMATION BULLETIN ACCOMPANYING THE 22 NOVEMBER 2018 TECHNICAL ADVISORY COMMITTEE AGENDA.

**CARRIED UNANIMOUSLY**



## 12 REPORTS OF DELEGATES

Nil

## 13 NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE CHAIRMAN OR PRESIDING MEMBER OR BY DECISION OF MEETING

The Presiding Member advised that it was the EMRC CEO's last TAC meeting and on behalf of the TAC members we would like to take the opportunity to formally acknowledge and thank the CEO for his expertise and guidance to the EMRC over the past nine (9) years and congratulated him on his new role and wished him all the very best in the future.

In response, the CEO said it had been a wonderful experience having a Technical Advisory Committee for the EMRC and the Region. Members take a great deal of comfort knowing the decisions have gone through their executive officers then the Council. There are always good questions and suggestions from the TAC members to continuously improve on what we do. He wished everyone all the best for the future with the EMRC and their own Councils.

## 14 CONFIDENTIAL MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC

Nil

## 15 FUTURE MEETINGS OF THE TECHNICAL ADVISORY COMMITTEE

The next meeting of the Technical Advisory Committee will be held on **Thursday 7 February 2019 (if required)** at the EMRC Administration Office, 1<sup>st</sup> Floor, Ascot Place, 226 Great Eastern Highway, Belmont WA 6104 commencing at 4:00pm.

### Future Meetings 2019

|          |    |                   |               |    |                                    |
|----------|----|-------------------|---------------|----|------------------------------------|
| Thursday | 7  | February          | (if required) | at | EMRC Administration Office         |
| Thursday | 7  | March             | (if required) | at | EMRC Administration Office         |
| Thursday | 4  | April             | (if required) | at | EMRC Administration Office         |
| Thursday | 9  | May               | (if required) | at | EMRC Administration Office         |
| Thursday | 6  | June              | (if required) | at | EMRC Administration Office         |
| Thursday | 4  | July              | (if required) | at | EMRC Administration Office         |
| Thursday | 8  | August            | (if required) | at | EMRC Administration Office         |
| Thursday | 5  | September         | (if required) | at | EMRC Administration Office         |
| Thursday | 10 | October           | (if required) | at | EMRC Administration Office         |
| Thursday | 21 | November (1:00pm) | (if required) | at | Red Hill Waste Management Facility |

## 16 DECLARATION OF CLOSURE OF MEETING

There being no further business the meeting was closed at 1.18pm.



**15.3 RESOURCE RECOVERY COMMITTEE MEETING HELD 22 NOVEMBER 2018  
(REFER TO MINUTES OF COMMITTEE – SAND PAGES)  
REFERENCE: D2018/14841 (RRC) – D2018/15613**

The minutes of the Resource Recovery Committee meeting held on **22 November 2018** accompany and form part of this agenda – (refer to sand section of ‘Minutes of Committees’ for Council accompanying this Agenda).

**QUESTIONS**

The Chairman invited general questions from members on the minutes of the Resource Recovery Committee. Any questions relating to the confidential report will be dealt with under section 19 of the agenda “Confidential Items.

**RECOMMENDATION(S)**

That with the exception of items ....., which are to be withdrawn and dealt with separately, Council adopts the recommendations in the Resource Recovery Committee reports (Section 15.3).

**COUNCIL RESOLUTION(S)**

MOVED CR LAVELL

SECONDED CR WILSON

THAT COUNCIL ADOPTS THE RECOMMENDATIONS IN THE RESOURCE RECOVERY COMMITTEE REPORTS (SECTION 15.3).

**CARRIED UNANIMOUSLY**

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**RESOURCE RECOVERY COMMITTEE**

**MINUTES**

**22 November 2018**

(REF: D2018/14841 (RRC) – D2018/15613)

A meeting of the Resource Recovery Committee was held at the EMRC Administration Office, 1<sup>st</sup> Floor, 226 Great Eastern Highway, BELMONT WA 6104 on **Thursday, 22 November 2018**. The meeting commenced at **5:00pm**.

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## 1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Chairman opened the meeting at 5:00pm and welcomed the visitors to the meeting.

Mr Lutey, Director Technical Services from the City of Belmont resigned, effective 2 November 2018. Advice has been received from the City of Belmont that Mr Alan Sheridan will commence as the Director Infrastructure Services (previously Director Technical Services) on 14 January 2019.

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

### Committee Members

|   |                                    |                    |
|---|------------------------------------|--------------------|
| Cr Steve Wolff ( <b>Chairman</b> )                    | EMRC Member                        | City of Belmont    |
| Cr Melissa Mykytiuk ( <b>Deputy Chairman</b> )        | EMRC Member                        | Town of Bassendean |
| Cr Barry McKenna                                      | EMRC Member                        | City of Bayswater  |
| Cr Geoff Stallard<br>(Deputising for Cr O'Connor)     | EMRC Deputy Member                 | City of Kalamunda  |
| Cr David Lavell                                       | EMRC Member                        | Shire of Mundaring |
| Cr Adam Kovalevs                                      | EMRC Member                        | City of Swan       |
| Mr Simon Stewert-Dawkins                              | Director Operational Services      | Town of Bassendean |
| Mr Michael Worthington<br>(Deputising for Mr Pearson) | Manager Health Services            | City of Bayswater  |
| Mr Murray Ralph                                       | Acting Director Technical Services | City of Belmont    |
| Mr Brett Jackson                                      | Director Asset Services            | City of Kalamunda  |
| Mr Shane Purdy  | Director Infrastructure Services   | Shire of Mundaring |
| Mr Jim Coten  | Executive Manager Operations       | City of Swan       |
| Mr Peter Schneider                                    | Chief Executive Officer            | EMRC               |

### Apologies

|                   |                             |                   |
|-------------------|-----------------------------|-------------------|
| Cr Dylan O'Connor | EMRC Member                 | City of Kalamunda |
| Mr Doug Pearson   | Director Technical Services | City of Bayswater |

### EMRC Officers

|                        |  |
|------------------------|--|
| Mr Stephen Fitzpatrick | Director Waste Services                  |
| Mr Hua Jer Liew        | Director Corporate Services              |
| Mr Stephen Conway      | Manager Engineering & Waste Services     |
| Mr Dave Beresford      | Manager Resource Recovery                |
| Ms Annette Rakich      | Administration Support Officer (Minutes) |

### Visitor(s)

|                     |                         |                                |
|---------------------|-------------------------|--------------------------------|
| Mr Edward Nicholas  | Executive Director      | Tribe Infrastructure Group     |
| Mr Raj Aggarwal     | Associate Director      | Tribe Infrastructure Group     |
| Mr Michael Harrison | Partner                 | Ashurst                        |
| Mr Jason Pugh       | Chief Executive Officer | New Energy Corporation         |
| Mr Marc Stammbach   | Managing Director       | Hitachi Zosen Innova Australia |
| Mr Laurie James AM  | Partner                 | Kott Gunning Lawyers           |



### **3 DISCLOSURE OF INTERESTS**

Nil

### **4 ANNOUNCEMENTS BY THE CHAIRMAN OR PRESIDING MEMBER WITHOUT DISCUSSION**

Nil

### **5 PETITIONS, DEPUTATIONS AND PRESENTATIONS**

#### **5.1 RENEWABLE ENERGY PROPOSAL**

Representatives of the Hitachi Zosen Innova (HZI) Consortium provided a presentation on their proposed renewable energy offer in relation to the Resource Recovery Facility.

The CEO informed the members that the HZI Consortium provided the same presentation to the Chief Executive Officers Advisory Committee (CEOAC) meeting on 20 November 2018.

The five (5) representatives from the HZI Consortium departed the meeting at 5:22pm.

### **6 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

#### **6.1 MINUTES OF THE RESOURCE RECOVERY COMMITTEE MEETING HELD ON 4 OCTOBER 2018**

That the Minutes of the Resource Recovery Committee meeting held on 4 October 2018 which have been distributed, be confirmed.

#### **RRC RESOLUTION(S)**

MOVED CR LAVELL

SECONDED CR MYKYTIUK

THAT THE MINUTES OF THE RESOURCE RECOVERY COMMITTEE MEETING HELD ON 4 OCTOBER 2018 WHICH HAVE BEEN DISTRIBUTED, BE CONFIRMED.

**CARRIED UNANIMOUSLY**

### **7 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

Nil

### **8 QUESTIONS BY MEMBERS WITHOUT NOTICE**

Nil



## **9 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 report items are covered in Section 14 of this agenda.

- 9.1 RESOURCE RECOVERY FACILITY REQUEST FOR TENDER 2016-005
- 9.2 HAZELMERE WOOD WASTE TO ENERGY PLANT UPDATE

## **10 BUSINESS NOT DEALT WITH FROM A PREVIOUS MEETING**

Nil



## 11 REPORTS OF EMPLOYEES

### 11.1 PROCESSING OF FOOD AND GARDEN ORGANIC (FOGO) WASTE, RED HILL WASTE MANAGEMENT FACILITY

REFERENCE: D2018/14822 (RRC) – D2018/16281

#### PURPOSE OF REPORT

The purpose of this report is to provide an update on recent requests received from the Town of Bassendean and the City of Bayswater to investigate options for the processing of food and garden organic waste (FOGO) at Red Hill Waste Management Facility.

#### KEY ISSUES AND RECOMMENDATION(S)

- In February 2018 the Town of Bassendean proposed to work with the EMRC to explore alternative options to the HZI Resource Recovery Facility (RRF) for the Town's residual waste including a trial/scalable anaerobic digester facility at the EMRC's Red Hill Facility.
- In October 2018, the City of Bayswater requested that the EMRC investigate options for best practice FOGO processing for the City and other interested parties.
- An update of the options being investigated and some of the issues involved is provided.

#### Recommendation(s)

That Council:

1. Acknowledge the requests from the Town of Bassendean and the City of Bayswater for the investigation of the processing of food and garden organic waste (FOGO) at the Red Hill Waste Management Facility.
2. Notes the options being considered for the processing of FOGO waste at the Red Hill Waste Management Facility for 2019/2020.

#### SOURCE OF REPORT

Director Waste Services

#### BACKGROUND

In February 2018 the Town of Bassendean advised the EMRC that, inter alia "the Town would like to work with the EMRC to explore alternative options to the incineration of the Town's residual waste, including a trial/scalable anaerobic digester facility at the EMRC's Red Hill Facility for the Town's residual waste". The EMRC acknowledged this advice at their March 2018 Council meeting.

In October 2018, the City of Bayswater advised of their intention to introduce FOGO and requested that the EMRC undertake investigations in relation to best practice FOGO processing for the City of Bayswater and other interested parties collaboratively with the City of Bayswater to enable the implementation of FOGO in a timely manner. A meeting was held with the City of Bayswater on 6 November 2018 to gather a fuller understanding of their proposal and future requirements.



*Item 11.1 continued*

## **REPORT**

In response to requests from both the Town of Bassendean and the City of Bayswater that the EMRC investigate the options for the processing of FOGO waste at Red Hill, the following update is provided.

There are several possible options for the processing of FOGO waste at the Red Hill Waste Management Facility as detailed below:

1. Modification of the existing greenwaste windrow composting to add forced aeration.
2. Tunnel composting system with forced aeration and odour management.
3. Anaerobic Digestion facility which is modular and scalable to match the growth of FOGO input.
4. Fully enclosed aerobic composting, e.g. Hot Rot composter.
5. Other combinations or processing initiatives that might be identified.

### Option 1 - Forced Aeration

This is also known as a mobile aerator floor (MAF) forced aeration system in an open windrow composting operation as used by the Bunbury Harvey Regional Council (BHRC), C-Wise and Suez at North Bannister.

EMRC officers have previously investigated the C-Wise system as an option for improving the existing greenwaste composting system at Red Hill. Recently, officers visited the BHRC's Banksia Road Waste Management Facility which is processing organic waste from a FOGO collection by four (4) of their member Councils – the City of Bunbury and the Shires of Capel, Donnybrook-Balingup and Collie. This facility processes approximately 12,000 tonnes per annum of FOGO material and another 5,500 tonnes of green waste from verge collections and waste transfer stations and produces a compost to Australian Standard AS4454 which is sold for use in the horticultural industries, to Main Roads WA and the public. Australian Certified Organic status has also been secured for all the compost produced by the facility.

BHRC commenced their FOGO system in 2013 with the City of Bunbury's collection and now includes the Shire of Capel, the Shire of Donnybrook-Balingup and the Shire of Collie. The Shire of Harvey will introduce a FOGO collection from July 2019.

FOGO material from BHRC member Council trucks is mixed with mulch and stockpiled on the MAF floor for up to four (4) weeks (stage1). The temperature and moisture content of the windrows is monitored continuously and regulated by the addition of water and/or air via the MAF system. The windrow is turned and relocated a further four (4) times (at four (4) week intervals), a total of twenty (20) weeks, after which the compost is screened through a 50 mm screen with the oversize material sent to landfill as this includes most of the contamination. The minus 50 mm product is screened through a 10 mm screen with the minus 10 mm fraction sold as product and the plus 10 mm fraction used as daily cover on their landfill. Product batches are sampled and analysed at an accredited laboratory before sale.

It takes 4 to 8 months before the compost is processed and ready for sale. Other ingredients are added to the windrows including bentonite clay and basalt rock dust plus biological agents to promote the bacterial process and enhance the product quality in accordance with advice from Intuit Earth who market the product.

As an interim solution to match the EMRC's existing capability and regulatory approvals, the MAF system would be the simplest and most economical to implement to process FOGO waste from the Town of Bassendean and the City of Bayswater. Bassendean's FOGO waste is expected to be about 2,600 tonnes per annum and Bayswater's is expected to be about 7,700 tonnes per annum, a total of 10,300 tonnes per annum.



### *Item 11.1 continued*

The EMRC would need to establish a MAF system in the existing greenwaste processing area where Bayswater's MGB greenwaste is currently processed. If other member Councils decided to proceed with a FOGO system, this could involve processing up to 60,000 tonnes per annum and would require the FOGO processing area to be relocated to lots 8, 9 and 10 to the west to minimise odour issues with neighbours.

Costs for a MAF system at Red Hill will be in the order of \$365,000 for five (5) aeration systems (one (1) for each windrow, assuming five (5) windrows are required). This requires a tender process and we know of two (2) suppliers.

The EMRC would need to seek a licence amendment from Department of Water and Environmental Regulation (DWER) for this change and most likely an odour assessment and this would take approximately 3 to 5 months. A tender process for the MAF system would take approximately three (3) months and these two (2) processes may be able to be run concurrently.

### Option 2 - Tunnel Composting

The tunnel composting systems are more sophisticated and involve concrete tunnels with odour management system and possibly a pre-sort facility to remove contamination. There is a facility like this at Port Macquarie, NSW.

When BHRC build a larger system at their Stanley Road Waste Facility (Bunbury), they propose to install a tunnel composting system incorporating best practice including a pre-sorting facility to remove the 2 to 5% contamination prior to mulching and then feeding into the tunnel composting system. Estimated cost is \$4 million to \$5 million. This facility will be designed to accommodate all of the FOGO waste from the South West region.

### Option 3 – Scalable Anaerobic Digester

Small scale anaerobic digesters are available which can be built in modules and upscaled by adding more modules. Preliminary enquiries have been made for such a system to be located on the EPA approved location on Lot 8, Red Hill Waste Management Facility.

A plant capable of processing 10,000 tonnes per annum would cost approximately \$4.5 million and comprise of four (4) batch digesters and could be upscaled by adding more digesters.

Operating cost would be one (1) operator plus some administration costs and consumables such as fuel. The biogas produced could be sold to the EDL owned and operated power station on site.

### Option 4 – Enclosed Hot Rot System

Global Composting Systems market the Hot Rot Composting System which is scalable with each unit capable of processing 900 tonnes per annum. To process the Town of Bassendean's FOGO waste for example would require three (3) Hot Rot 1811 units at a total estimated capital cost of \$825,000.

### Other Issues

Community education will be an important part of the success of a FOGO system. The Town of Bassendean and the City of Bayswater will need to factor this in to their waste management budgets and with their collection contractors. The EMRC could support this through the Waste Education team and the Regional Waste Education Steering Group.

The main issue with any FOGO processing option will be odour management, location on site and DWER licence approvals.

Because the Waste Services team is fully committed on capital works and operational issues at present, consultants may need to be retained to assist with the implementation of the next steps.



*Item 11.1 continued*

Next steps (not necessarily in sequential order)

1. Undertake cost modelling of the various options.
2. Establish preferred solution for Red Hill and seek Council and DWER approval to proceed.
3. Call for tenders for the preferred solution or interim solution and confirm marketing options.
4. Confirm the costings and gate fees for the product and seek Council approval.
5. Establish a market/buyer for the compost.
6. Negotiate an agreement with the Town of Bassendean for the processing of FOGO waste at Red Hill.
7. Install plant and prepare operation to receive FOGO waste from the Town of Bassendean.

The outcomes of the review of the various options including the cost modelling will need to be presented to Council at its March 2019 meeting to establish the preferred solution before the calling of tenders.

**STRATEGIC/POLICY IMPLICATIONS**

Key Result Area 1 – Environmental Sustainability

- 1.1 To provide sustainable waste disposal operations

**FINANCIAL IMPLICATIONS**

There is no provision in the adopted 2018/2019 Annual Budget nor in the ten (10) year financial plan for capital expenditure on food organics and garden organics (FOGO) processing. Capital would have to be allocated to this project for 2018/2019 from reserves.

**SUSTAINABILITY IMPLICATIONS**

Nil

**MEMBER COUNCIL IMPLICATIONS**

| <b>Member Council</b> | <b>Implication Details</b>                         |
|-----------------------|--|
| Town of Bassendean    | Provide a service for the processing of FOGO waste |
| City of Bayswater     |  |
| City of Belmont       | } Nil  |
| City of Kalamunda     |  |
| Shire of Mundaring    |  |
| City of Swan          |  |

ATTACHMENT(S)

1. Letter from the Town of Bassendean – FOGO (Ref: D2018/16282)
2. Letter from the City of Bayswater – FOGO (Ref: D2018/16283)



*Item 11.1 continued*

### VOTING REQUIREMENT

Simple Majority

### **RECOMMENDATION(S)**

That Council:

1. Acknowledge the requests from the Town of Bassendean and the City of Bayswater for the investigation of the processing of food and garden organic waste (FOGO) at the Red Hill Waste Management Facility.
2. Notes the options being considered for the processing of FOGO waste at the Red Hill Waste Management Facility for 2019/2020.

Cr Mykytiuk moved an alternative substantive motion which was the officer recommendations with the following additional points 3 and 4 as follows:

3. *“As part of the various options being considered, that investigations and cost modelling be undertaken on options to establish an interim financial arrangement on behalf of member Councils, with Southern Metropolitan Regional Council or other appropriate third parties for the processing of FOGO commencing 1 July 2019 until the Red Hill Waste Management Facility is able to receive and process FOGO waste.*
4. *Request the outcome from the review of the various options including cost modelling be presented to the March 2019 Ordinary Council meeting.”*

Cr McKenna seconded the alternative substantive motion.

### **RECOMMENDATION(S)**

That Council:

1. Acknowledge the requests from the Town of Bassendean and the City of Bayswater for the investigation of the processing of food and garden organic waste (FOGO) at the Red Hill Waste Management Facility
2. Notes the options being considered for the processing of FOGO waste at the Red Hill Waste Management Facility for 2019/2020.
3. As part of the various options being considered, that investigations and cost modelling be undertaken on options to establish an interim financial arrangement on behalf of member Councils, with Southern Metropolitan Regional Council or other appropriate third parties for the processing of FOGO commencing 1 July 2019 until the Red Hill Waste Management Facility is able to receive and process FOGO waste.”
4. Request the outcome from the review of the various options including cost modelling be presented to the March 2019 Ordinary Council meeting.



*Item 11.1 continued*

Discussion ensued

Cr Mykytiuk explained that the Town of Bassendean had made a commitment to follow the FOGO path and needed a contingency arrangement in case the EMRC was not ready to process the material by 1 July 2019.

**RRC RECOMMENDATIONS(S)**

MOVED CR MYKYTIUK

SECONDED CR MCKENNA

That Council:

1. Acknowledge the requests from the Town of Bassendean and the City of Bayswater for the investigation of the processing of food and garden organic waste (FOGO) at the Red Hill Waste Management Facility.
2. Notes the options being considered for the processing of FOGO waste at the Red Hill Waste Management Facility.
3. As part of the various options being considered, that investigations and cost modelling be undertaken on options to establish an interim financial arrangement on behalf of member Councils, with Southern Metropolitan Regional Council or other appropriate third parties for the processing of FOGO commencing 1 July 2019 until the Red Hill Waste Management Facility is able to receive and process FOGO waste.
4. Request the outcome from the review of the various options including cost modelling be presented to the March 2019 Ordinary Council meeting.

**CARRIED UNANIMOUSLY**

**COUNCIL RESOLUTION(S)**

MOVED CR LAVELL

SECONDED CR WILSON

THAT COUNCIL:

1. ACKNOWLEDGE THE REQUESTS FROM THE TOWN OF BASSENDEAN AND THE CITY OF BAYSWATER FOR THE INVESTIGATION OF THE PROCESSING OF FOOD AND GARDEN ORGANIC WASTE (FOGO) AT THE RED HILL WASTE MANAGEMENT FACILITY.
2. NOTES THE OPTIONS BEING CONSIDERED FOR THE PROCESSING OF FOGO WASTE AT THE RED HILL WASTE MANAGEMENT FACILITY.
3. AS PART OF THE VARIOUS OPTIONS BEING CONSIDERED, THAT INVESTIGATIONS AND COST MODELLING BE UNDERTAKEN ON OPTIONS TO ESTABLISH AN INTERIM FINANCIAL ARRANGEMENT ON BEHALF OF MEMBER COUNCILS, WITH SOUTHERN METROPOLITAN REGIONAL COUNCIL OR OTHER APPROPRIATE THIRD PARTIES FOR THE PROCESSING OF FOGO COMMENCING 1 JULY 2019 UNTIL THE RED HILL WASTE MANAGEMENT FACILITY IS ABLE TO RECEIVE AND PROCESS FOGO WASTE.
4. REQUEST THE OUTCOME FROM THE REVIEW OF THE VARIOUS OPTIONS INCLUDING COST MODELLING BE PRESENTED TO THE MARCH 2019 ORDINARY COUNCIL MEETING.

**CARRIED UNANIMOUSLY**



RECEIVED

18 JUL 2018

Our ref: OLET-7625818  
 File ref: WSTMNGT/TENDNG/10

Mr Peter Schneider  
 CEO  
 Eastern Metropolitan Regional Council  
 1st Floor Ascot Place  
 226 Great Eastern Hwy  
 BELMONT WA 6104

12 July 2018

Dear Peter

### **ANAEROBIC DIGESTER AT RED HILL WASTE MANAGEMENT FACILITY AND INTERIM FOGO WASTE MANAGEMENT ARRANGEMENTS**

I would like to take this opportunity to express the Town's appreciation to the Eastern Metropolitan Regional Council (EMRC) and in particular, the Director Waste Services, Steve Fitzpatrick for his presentation and participation at the Town's Waste Management Workshop held on Saturday 7 July 2018. The information gathered from the workshop will contribute towards the Town's new Waste Management Strategy.

As you are aware, in January 2018 the Town of Bassendean Council at their Ordinary Council Meeting (OCM – 28/01/18) resolved in part the following:

2. *Advises the EMRC:*
  - a) *That the Town of Bassendean has committed to developing a waste strategy, in conjunction with the community, with the purpose of reducing the Town's waste production and increasing the Town's waste diversion levels through waste management according to measures higher up the waste hierarchy than disposal;*
  - b) *Therefore, the Town of Bassendean will not be committing any of its residual waste to a long term contract for a waste-to-energy Resource Recovery Facility in East Rockingham at this stage;*

..12

- c) *That instead, the Town would like to work with the EMRC to explore **alternative options to the incineration of the Town's residual waste including** a trial/scalable anaerobic digester facility at the EMRC's Red Hill site for the Town's residual waste; and*
- d) *That the Town of Bassendean reaffirms its commitment to the EMRC and its desire to remain within the regional Council.*

The Town of Bassendean Council subsequently resolved at the May 2018 Ordinary Council Meeting (OCM – 14/05/18), to endorse a grant application being submitted to the Waste Authority for the Better Bins Kerbside Collection Program and requested that staff continue to liaise with the EMRC regarding the purchase of an anaerobic digester (or similar) at Red Hill, in accordance with Council resolution OCM – 28/01/18, and formally request that planning for such a facility be included for consideration in the EMRC draft 2019/20 budget.

Whilst it is acknowledged that the EMRC has previously advised an estimated \$12 million dollars has been listed in the 10 year financial plan for an Anaerobic Digester Plant at Red Hill Waste Management Facility, this would be problematic from Council's perspective particularly considering the recent resolution. As a result I'm formally requesting the EMRC include funds in the draft 2019/2020 budget to purchase an anaerobic digester system or similar.

It is highly likely Environment Minister Stephen Dawson MLA will be making an announcement in the coming weeks regarding the Town of Bassendean's Better Bins grant application and as a result the Town's draft 2018/2019 budget lists funds for Council consideration to initially purchase additional bins and then roll out the 3-bin system and education program during the 2019/2020 financial year.

On 22 June 2018, the Town of Bassendean's Director Operational Services wrote to the EMRC's Director Waste Services regarding the above Council resolutions and in addition queried the potential for EMRC to enter into interim arrangements on behalf of member Councils, with the Southern Metropolitan Regional Council (SMRC) for Food Organics and Green Organics (FOGO) services.

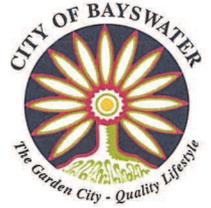
I would like to follow up the Town's Director Operational Services' enquiry to find out if it is possible for the EMRC to facilitate an interim arrangement for member Councils to take their FOGO waste to the SMRC's proposed FOGO facility. As you would most likely be aware SMRC has recently advertised Tender (T2018-03) for the Beneficial Reuse of Food Organic and Garden Organic Waste with a closing date of 20 July 2018 for tender submissions.

Yours faithfully  


Bob Jarvis  
**CHIEF EXECUTIVE OFFICER**

12 July 2018

RECEIVED VIA EMAIL  
04 OCT 2018



61 Broun Avenue, Morley WA 6062  
PO Box 467, Morley WA 6943

P: (08) 9272 0622

F: (08) 9272 0665

mail@bayswater.wa.gov.au

National Relay Service: 1800 555 660

www.bayswater.wa.gov.au

3 October 2018

Mr Peter B Schneider  
Chief Executive Officer  
Eastern Metropolitan Regional Council  
PO Box 234  
BELMONT WA 6104

Dear Peter

### **CITY OF BAYSWATER'S INTRODUCTION OF FOGO**

As you are aware, the Food Organics and Garden Organics (FOGO) three bin system is the Waste Authority's preferred waste approach. Accordingly, the City is currently investigating options and costs for the implementation of a FOGO system within the City by 2019-20 and at the Ordinary Council Meeting of 25 September 2018, Council resolved in part as follows:

- "5. *Writes to the EMRC to notify them of the City of Bayswater's intention to investigate the introduction of FOGO and requesting that the EMRC undertake investigations in relation to best practice FOGO processing for the City of Bayswater and other interested parties collaboratively with the City of Bayswater to enable the implementation of FOGO in a timely manner.*"

In accordance with the above, it would be appreciated if the EMRC could commence investigating options for the introduction of a FOGO collection within the City of Bayswater and in collaboration with any other interested parties. I understand that the Town of Bassendean have already expressed interest in this regard.

Your assistance in this matter is appreciated and should you wish to discuss this further, please contact the City's Manager Environmental Health, Michael Worthington, on 9272 0641

Yours sincerely

**DOUG PEARSON**  
**DIRECTOR OF WORKS AND INFRASTRUCTURE**



## **11.2 ITEMS CONTAINED IN THE INFORMATION BULLETIN**

**REFERENCE: Ref: D2018/15546**

The following items are included in the Information Bulletin, which accompanies the Agenda.

### **1. WASTE SERVICES**

1.1 WASTE EDUCATION PROGRESS REPORT (Ref: D2018/14844)

### **RECOMMENDATION**

That the Resource Recovery Committee notes the items contained in the Information Bulletin accompanying the 22 November 2018 Resource Recovery Committee Agenda.

### **RRC RESOLUTION(S)**

MOVED MR COTEN

SECONDED CR STALLARD

THAT THE RESOURCE RECOVERY COMMITTEE NOTES THE ITEMS CONTAINED IN THE INFORMATION BULLETIN ACCOMPANYING THE 22 NOVEMBER 2018 RESOURCE RECOVERY COMMITTEE AGENDA.

**CARRIED UNANIMOUSLY**



## 12 REPORTS OF DELEGATES

Nil

## 13 NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE CHAIRMAN OR PRESIDING MEMBER OR BY DECISION OF MEETING

Nil

## 14 CONFIDENTIAL MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC

### RECOMMENDATION (Closing meeting to the public)

That the meeting be closed to members of the public in accordance with Section 5.23 (2)(c) of the *Local Government Act 1995* for the purpose of dealing with matters of a confidential nature.

### RRC RESOLUTION

MOVED CR MYKYTIUK                      SECONDED CR MCKENNA

THAT THE MEETING BE CLOSED TO MEMBERS OF THE PUBLIC IN ACCORDANCE WITH SECTION 5.23 (2)(C) OF THE *LOCAL GOVERNMENT ACT 1995* FOR THE PURPOSE OF DEALING WITH MATTERS OF A CONFIDENTIAL NATURE.

**CARRIED UNANIMOUSLY**

The doors of the meeting were closed at 5:55pm.

The Director Waste Services, Director Corporate Services, Manager Resource Recovery, Manager Engineering and Waste Operations, Mr James from Kott Gunning Lawyers and the Administration Officer Waste Services remained in the Council Chambers.

### 14.1 RESOURCE RECOVERY FACILITY REQUEST FOR TENDER 2016-005

#### REFERENCE: D2018/14842

This item is recommended to be confidential because it contains matters of a commercial-in-confidence nature.

The Committee considered the Confidential Item circulated with the Agenda under Separate Cover.

### 14.2 HAZELMERE WOOD WASTE TO ENERGY PLANT UPDATE

#### REFERENCE: D2018/15188

This item is recommended to be confidential because it contains matters of a commercial-in-confidence nature.

The Committee considered the Confidential Item circulated with the Agenda under Separate Cover.



*Item 14 continued*

**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.

**RRC RESOLUTION**

MOVED MR KOVALEVS                      SECONDED CR MYKYTIUK

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.

**CARRIED UNANIMOUSLY**

The doors of the meeting were re-opened at 6:17pm.

Mr James departed the meeting at 6:18pm

Recording of the recommendations passed behind closed doors, namely:

**14.1 RESOURCE RECOVERY FACILITY REQUEST FOR TENDER 2016-005**

**REFERENCE: D2018/14842**

**RRC RECOMMENDATION(S)**

MOVED CR LAVELL                      SECONDED CR MCKENNA

That:

1. Council authorises the CEO to enter into confidential discussions with the Western Metropolitan Regional Council in relation to the supply of residual waste for the proposed Resource Recovery Facility while negotiating for the supply of their general waste streams.
2. Any proposal for the supply of residual waste from Western Metropolitan Regional Council for the proposed Resource Recovery Facility be referred back to Council for consideration.
3. The report remains confidential and be certified by the Chairman and CEO.

**CARRIED UNANIMOUSLY**





## 16 REPORTS OF DELEGATES

Nil

## 17 MEMBERS' MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

### 17.1 NOTICE OF MOTION RECEIVED FROM CR DAW

In accordance with Clause 4.18 of the *EMRC Standing Orders Local Law 2013*, Cr Daw has given notice of his intention to move the following motion at the Ordinary Meeting of Council to be held on 6 December 2018:

*"That Council changes its policy to allow deputy EMRC Council members to receive confidential papers in advance of each Council meeting along with the agenda papers."*

#### **Rationale:**

Deputy members are being disadvantaged and are being limited in performing their function as deputy Council members by not having access soon enough to the confidential papers before a Council meeting. Several Deputy members have made this complaint over time that they only receive the confidential papers immediately before the meeting for which they are deputising. They do not have sufficient time to read and to get a full understanding of what is in the confidential papers at such short notice.

This motion seeks to have confidential papers sent out to deputy members at the same time as Council members receive their complete set of papers.

#### **Officer Comments**

Confidential, sensitive, and personal information, whether written, electronic, recorded, video footage or verbal is protected from unauthorised access and use under the following provisions:

- *Local Government Act 1995*, Part 5 Division 7;
- *Local Government (Administration) Regulations 1996*, Part 7;
- *Local Government (Rules of Conduct) Regulations 2007*, regulation 6 and 7;
- *EMRC Code of Conduct* section 3.1 and 3.2; and
- *EMRC Meeting Agenda/Minutes – Confidential Items Policy 1.5*

No detriment is to be caused to the Council, staff, member of public or community by any person through the release of personal, sensitive or confidential information, including information disclosed in a meeting which is closed to the public.

Section 5.93 of the *Local Government Act 1995* specifically prohibits an elected member or employee from making 'improper use of any information acquired in the performance by the person of any of his or her functions under this Act or any other written law:

- (a) to gain directly or indirectly an advantage for the person or any other persons; or
- (b) to cause detriment to the local government or any other person.

The penalty, on conviction, is a fine of \$10,000 or imprisonment for 2 years.

The objective of the current practice of limiting the distribution of confidential reports to Deputy Councillors is to ensure the safeguarding of the confidential information contained in the report as well as the safe return of the confidential reports.

All confidential reports are to be collected and/or returned to the EMRC following the relevant Council or Committee meeting. As Deputy Councillors do not always attend all Council or Committee meetings, the administrative challenges of ensuring the safe return of the report is not always guaranteed.

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*Item 17.1 continued*

EMRC has reviewed the various cost effective alternatives allowed by current technology but it has been determined that no option can guarantee the perfect solution to prevent unauthorised distribution, either deliberately or accidentally.

In the interests of balancing security against accessibility, it is recommended to email a password protected electronic file containing the confidential report to Deputy Councillors. An individualised watermark of the specific Councillor will be attached to each document such that it can be identified whose copy was accessed. Individualised watermarks have been found to be the best protection for the traditional non-sanctioned release of information.

The impact of setting up and distributing 6 individualised copies is estimated to be around 20 min of officer time each report run.

In the event this Notice of Motion recommendation is passed, the EMRC Meeting Agenda/Minutes – Confidential Items Policy 1.5 will need to be appropriately amended and submitted to Council for approval at the February 2019 Ordinary Meeting of Council.

**RECOMMENDATION(S)**

That Council changes its policy to allow deputy EMRC Council members to receive confidential papers in advance of each Council meeting along with the agenda papers.

Cr Powell is supportive of ensuring Deputy Councillors are provided confidential reports ahead of the meeting to ensure they are across the issues to be able to participate in the meeting. However, the resolution as it stands only allows for Deputy Councillors to keep the confidential reports even after the meeting whilst councillors are obligated to return their only copy, being the hard copy, of the confidential report after the meeting.

**COUNCIL RESOLUTION(S)**

MOVED CR DAW

SECONDED CR PIFFARETTI

THAT COUNCIL CHANGES ITS POLICY TO ALLOW DEPUTY EMRC COUNCIL MEMBERS TO RECEIVE CONFIDENTIAL PAPERS IN ADVANCE OF EACH COUNCIL MEETING ALONG WITH THE AGENDA PAPERS.

**CARRIED 11/1**

**18 NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE CHAIRMAN OR PRESIDING MEMBER OR BY DECISION OF MEETING**

Nil

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## **19 CONFIDENTIAL MATTERS 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**

MOVED CR LAVELL

SECONDED CR MYKYTIUK

THAT WITH THE EXCEPTION OF THE CEO, DIRECTOR CORPORATE SERVICES, DIRECTOR WASTE SERVICES, DIRECTOR REGIONAL SERVICES, CR HAMILTON, EMRC DEPUTY MEMBER, TOWN OF BASSENDEAN, CR JEANS, EMRC DEPUTY MEMBER, SHIRE OF MUNDARING, MR LAURIE JAMES, KOTT GUNNING LAWYERS AND PERSONAL ASSISTANT TO THE DIRECTOR CORPORATE SERVICES 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.

**CARRIED UNANIMOUSLY**

The doors of the meeting were closed at 6:56pm and members of the public departed the Council Chambers.

The Chief Executive Officer, Director Corporate Services, Director Waste Services, Director Regional Services, Cr Hamilton, EMRC Deputy Member, Town of Bassendean, Cr Jeans, EMRC Deputy Member, Shire of Mundaring, Mr Laurie James, Kott Gunning Lawyers and Personal Assistant to the Director Corporate Services remained in Council Chambers.

The Council considered the Confidential Item circulated with the Agenda under Separate Cover.

#### **19.1 ITEM 14.1 OF THE RESOURCE RECOVERY COMMITTEE MINUTES – RESOURCE RECOVERY FACILITY REQUEST FOR TENDER 2016-005**

**REFERENCE: D2018/15614**

This item is recommended to be confidential because it contains matters of a commercial-in-confidence nature.

The Council considered the Confidential Item circulated with the Agenda under Separate Cover.

#### **19.2 ITEM 14.2 OF THE RESOURCE RECOVERY COMMITTEE MINUTES – HAZELMERE WOOD WASTE TO ENERGY PLANT UPDATE**

**REFERENCE: D2018/15615**

This item is recommended to be confidential because it contains matters of a commercial-in-confidence nature.

The Council considered the Confidential Item circulated with the Agenda under Separate Cover.



*Item 19 continued*

**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**

MOVED CR KOVALEVS                      SECONDED CR DAW

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.

**CARRIED UNANIMOUSLY**

The doors of the meeting were re-opened at 7:43pm and members of the public returned to the Council Chambers.

Recording of the resolutions passed behind closed doors, namely:

**19.1    ITEM 14.1 OF THE RESOURCE RECOVERY COMMITTEE MINUTES – RESOURCE RECOVERY FACILITY REQUEST FOR TENDER 2016-005**

**REFERENCE: D2018/15614**

**COUNCIL RESOLUTION(S)**

MOVED CR LAVELL                      SECONDED CR WOLFF

THAT:

1. COUNCIL AUTHORISES THE CEO TO ENTER INTO CONFIDENTIAL DISCUSSIONS WITH THE WESTERN METROPOLITAN REGIONAL COUNCIL IN RELATION TO THE SUPPLY OF RESIDUAL WASTE FOR THE PROPOSED RESOURCE RECOVERY FACILITY WHILE NEGOTIATING FOR THE SUPPLY OF THEIR WASTE STREAMS.
2. ANY PROPOSAL FOR THE SUPPLY OF RESIDUAL WASTE FROM WESTERN METROPOLITAN REGIONAL COUNCIL FOR THE PROPOSED RESOURCE RECOVERY FACILITY BE REFERRED BACK TO COUNCIL FOR CONSIDERATION.
3. THE REPORT REMAINS CONFIDENTIAL AND BE CERTIFIED BY THE CHAIRMAN AND CEO.

**CARRIED UNANIMOUSLY**

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*Item 19 continued*

## **19.2 ITEM 14.2 OF THE RESOURCE RECOVERY COMMITTEE MINUTES – HAZELMERE WOOD WASTE TO ENERGY PLANT UPDATE**

**REFERENCE: D2018/15615**

### **COUNCIL RESOLUTION(S)**

MOVED CR WOLFF

SECONDED CR MYKYTIUK

THAT:

1. COUNCIL, APPROVE THE CONTRACT VARIATION PROPOSED BY ANERGY AUSTRALIA PTY LTD TO CHANGE THE BIOCHAR HANDLING SYSTEM FROM A WET SYSTEM TO A DRY SYSTEM TO THE VALUE SPECIFIED IN THE REPORT.
2. COUNCIL AUTHORISE A CONTINGENCY ALLOWANCE OF 10% ON THE CONTRACT VARIATION VALUE FOR ANY MINOR VARIATIONS THAT MAY ARISE AS A RESULT OF THIS CHANGE IN SCOPE.
3. THE REPORT REMAINS CONFIDENTIAL AND BE CERTIFIED BY THE CHAIRMAN AND CEO.

**CARRIED UNANIMOUSLY**

## **20 FUTURE MEETINGS OF COUNCIL**

The next meeting of Council will be held on **Thursday 21 February 2019** at the EMRC Administration Office, 1<sup>st</sup> Floor, Ascot Place, 226 Great Eastern Highway, Belmont WA 6104 commencing at 6:00pm.

### **Future Meetings 2019**

|                       |              |               |    |                            |
|-----------------------|--------------|---------------|----|----------------------------|
| Thursday              | 21 February  |               | at | EMRC Administration Office |
| Thursday              | 21 March     |               | at | EMRC Administration Office |
| Thursday              | 18 April     | (if required) | at | EMRC Administration Office |
| Thursday              | 23 May       | (if required) | at | EMRC Administration Office |
| Thursday              | 20 June      |               | at | EMRC Administration Office |
| Thursday              | 18 July      | (if required) | at | EMRC Administration Office |
| Thursday              | 22 August    | (if required) | at | EMRC Administration Office |
| Thursday              | 19 September |               | at | EMRC Administration Office |
| Thursday              | 5 December   |               | at | EMRC Administration Office |
| January 2020 (recess) |              |               |    |                            |

The Chairman acknowledged the CEO once again, his contribution to the EMRC over the last decade and wished everyone a Merry Christmas and a Happy New Year.

## **21 DECLARATION OF CLOSURE OF MEETING**

There being no further business, the meeting was closed at 7.45pm.