

AGENDA

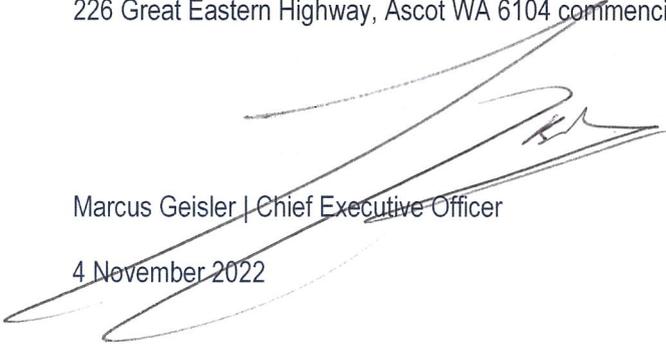
D2022/18699

Agenda Briefing Forum 10 November 2022

Notice of Meeting

Dear Councillors

The next Agenda Briefing Forum will be held on Thursday, 10 November 2022 at the EMRC Administration Office, 1st Floor, 226 Great Eastern Highway, Ascot WA 6104 commencing at 6:00pm.



Marcus Geisler | Chief Executive Officer

4 November 2022

Please Note

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

The meeting will be recorded for administrative purposes only.

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

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



EMRC Council Members

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

EMRC Council Deputies

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



Agenda Briefing Forum 10 November 2022

Table of Contents

1	DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS	4
2	ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE (PREVIOUSLY APPROVED)	4
3	DISCLOSURE OF INTERESTS	4
4	ANNOUNCEMENTS BY THE CHAIRMAN OR PRESIDING MEMBER WITHOUT DISCUSSION	4
5	ANNOUNCEMENT OF CONFIDENTIAL MATTERS FOR WHICH MEETINGS MAY BE CLOSED TO THE PUBLIC	4
6	REPORTS OF EMPLOYEES	5
6.1	FINAL REVIEWED EMRC 10 YEAR STRATEGIC PLAN 2021-2027(D2022/18269)	6
6.2	REQUEST FOR QUOTATION RFQ 2022-111 – SUPPLY AND DELIVERY OF ONE 20 TONNE WHEEL LOADER (D2022/19316)	38
6.3	REQUEST FOR QUOTATION – RFQ 2022-109 – SUPPLY AND DELIVERY OF TWO PRIME MOVER 6X4 SINGLE STEER TANDEM DRIVE AXLE(D2022/19829)	42
6.4	EMRC ANNUAL REPORT 2021/2022 (D2022/19398)	46
6.5	WASTE MANAGEMENT COMMUNITY REFERENCE GROUP MEMBERSHIP (D2022/19403)	49
6.6	SUSTAINABILITY TEAM PROGRAM 2023/2024 (D2022/19534)	64
6.7	INFORMATION BULLETIN – CORPORATE BUSINESS PLAN 2022/2023-2026/2027 – FIRST QUARTER REPORTING FROM JULY TO SEPTEMBER 2022 (D2022/16762)	79
6.8	INFORMATION BULLETIN – SUSTAINABILITY TEAM UPDATE – JULY TO SEPTEMBER 2022 (D2022/19406)	94
7	CONFIDENTIAL MATTER FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC	100
7.1	WOOD WASTE TO ENERGY PLANT UPDATE (D2022/19431)	100
7.2	HAZELMERE RESOURCE RECOVERY PARK WASTE TRANSFER STATION – CONTRACT 2021-006 (D2022/19643)	100
7.3	REQUEST FOR QUOTATION – RFQ 2022-107 - SALE OF UNPROCESSED FOGO MATERIAL (D2022/19951)	100
8	FUTURE AGENDA BRIEFING FORUMS	101
9	DECLARATION OF CLOSURE OF MEETING	101

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

1.1 ACKNOWLEDGEMENT OF COUNTRY

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

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

3 DISCLOSURE OF INTERESTS

4 ANNOUNCEMENTS BY THE CHAIRMAN OR PRESIDING MEMBER WITHOUT DISCUSSION

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

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

The following confidential reports are covered in Section 6 of this agenda:

- WOOD WASTE TO ENERGY PLANT UPDATE (D2022/19431)
- HAZELMERE RESOURCE RECOVERY PARK WASTE TRANSFER STATION – CONTRACT 2021- 006 (D2022/19643)
- REQUEST FOR QUOTATION – RFQ 2022—107 – SALE OF UNPROCESSED FOGO MATERIAL (D2022/19951)

6 REPORTS OF EMPLOYEES

- 6.1 FINAL REVIEWED EMRC 10 YEAR STRATEGIC PLAN 2021-2027 (D2022/18269)
- 6.2 REQUEST FOR QUOTATION RFQ 2022-111 – SUPPLY AND DELIVERY OF ONE 20 TONNE WHEEL LOADER (D2022/19316)
- 6.3 REQUEST FOR QUOTATION – RFQ 2022-109 – SUPPLY AND DELIVERY OF TWO PRIME MOVER 6X4 SINGLE STEER TANDEM DRIVE AXLE(D2022/19829)
- 6.4 EMRC ANNUAL REPORT 2021/2022 (D2022/19398)
- 6.5 WASTE MANAGEMENT COMMUNITY REFERENCE GROUP MEMBERSHIP (D2022/19403)
- 6.6 SUSTAINABILITY TEAM PROGRAM 2023/2024 (D2022/19534)
- 6.7 INFORMATION BULLETIN – CORPORATE BUSINESS PLAN 2022/2023-2026/2027 – FIRST QUARTER REPORTING FROM JULY TO SEPTEMBER 2022 (D2022/16762)
- 6.8 INFORMATION BULLETIN – SUSTAINABILITY TEAM UPDATE – JULY TO SEPTEMBER 2022 (D2022/19406)

6.1 FINAL REVIEWED EMRC 10 YEAR STRATEGIC PLAN – 2017 to 2027

D2022/18269

PURPOSE OF REPORT

The purpose of this report is to re-present the final draft of the revised *10 Year Strategic Plan – 2017 to 2027* to Council for its endorsement.

KEY POINT(S)

- Sections 5.56(1) and (2) of the *Local Government Act 1995* (the Act) requires that each local government is 'to plan for the future of the district', by developing plans in accordance with the regulations.
- The *Local Government (Administration) Regulations 1996* specify that a 'plan for the future' comprises the following:
 - ⇒ A Strategic Community Plan – a minimum 10-year timeframe (r.19C).
 - ⇒ A Corporate Business Plan – a four to five-year plan, which translates the 10-year strategic plan into operations (r.19DA).
- Council adopted the EMRC's Strategic Plan titled *10 Year Strategic Plan – 2017 to 2027* on 18 August 2016 for implementation from 1 July 2017 onwards.
- The regulations state that the 'plan for the future' must be reviewed at least once every 4 years.
- The review was placed on hold pending the outcome of the EMRC's Strategic Review, which was endorsed by Council in August 2021.
- A Sustainability Strategy was then prepared and adopted by Council in May 2022.
- The EMRC's new Corporate Business Plan 2022/23 – 2026/2027 was adopted by Council at its June 2022 Ordinary meeting of Council.
- Consultation was undertaken with the Waste Management Community Reference Group in May 2022 to gain community feedback on the draft revised *10 Year Strategic Plan – 2017 to 2027*.
- Council noted the draft revised *10 Year Strategic Plan – 2017 to 2027* at its Forum on 11 August 2022, and the Plan was then advertised for a period of 21 days to allow for public comments/submissions.
- At the close of the public submission period no public comments/submissions had been received
- A draft revised *10 Year Strategic Plan – 2017 to 2027* is now presented to Council for its endorsement.

RECOMMENDATION(S)

That:

1. Council notes that no public comments/submissions were received following the local public notice period of the draft revised *10 Year Strategic Plan – 2017 to 2027*, which was advertised in accordance with r.19D of the *Local Government (Administration) Regulations 1996*.
2. Council, by absolute majority, in accordance with r.19C of the *Local Government (Administration) Regulations 1996*, endorses the draft revised *10 Year Strategic Plan – 2017 to 2027*, forming the attachment to this report.

SOURCE OF REPORT

Chief Executive Officer

BACKGROUND

- 1 Section 5.56(1) and (2) of the *Local Government Act 1995* (the Act) requires that each local government is 'to plan for the future of the district', by developing plans in accordance with the regulations. The *Local Government (Administration) Regulations 1996* (the Regulations) specify that a 'plan for the future' comprises the following:
 - ⇒ A Strategic Community Plan – a minimum 10-year timeframe (r.19C); and
 - ⇒ A Corporate Business Plan – a four to five-year plan, which translates the 10-year strategic plan into operations (r.19DA).
- 2 In addition to the above, local public notice must be given when the Plan is adopted or modified (r.19C).
- 3 Council adopted the EMRC's Strategic Plan titled *10 Year Strategic Plan – 2017 to 2027* (10 Year Strategic Plan) on 18 August 2016 (Ref: D2016/06163) for implementation from 1 July 2017 onwards.
- 4 Council noted the draft revised EMRC's Strategic Plan titled *10 Year Strategic Plan – 2017 to 2027* at the Council Forum on 11 August 2022, for the purpose of advertising, seeking public comment:

THAT:

1. *COUNCIL, BY ABSOLUTE MAJORITY, IN ACCORDANCE WITH R.19C OF THE LOCAL GOVERNMENT (ADMINISTRATION) REGULATIONS 1996 NOTES THE DRAFT REVISED 10 YEAR STRATEGIC PLAN – 2017 TO 2027, FORMING THE ATTACHMENT TO THIS REPORT*
2. *LOCAL PUBLIC NOTICE OF THE DRAFT REVISED 10 YEAR STRATEGIC PLAN – 2017 TO 2027 BE GIVEN IN ACCORDANCE WITH R.19D THE LOCAL GOVERNMENT (ADMINISTRATION) REGULATIONS 1996*

CARRIED UNANIMOUSLY

REPORT

- 5 The EMRC has in place an integrated planning framework to ensure that strategic priorities drive operational activities and inform the annual budget.
- 6 The *10 Year Strategic Plan* guides, at a strategic level, the direction that the EMRC plans to take over the ensuing ten years towards achieving its vision.
- 7 Section 5.53 of the Act requires that an overview of the 'plan for the future' must be made in the Annual Report, including major initiatives that are proposed to commence or to continue in the next financial year. A report will be provided within the 2021/2022 Annual Report.
- 8 The draft revised *10 Year Strategic Plan - 2017 to 2027* (attached) was provided for Council's noting at its Council Forum on 11 August 2022, for the purpose of advertising, seeking public comment.
- 9 Subsequent to the above, an advertisement was placed in the West Australian newspaper on 31 August 2022 informing members of the public that the draft revised *EMRC Strategic Plan - 2017 to 2027* was available for public comment for a period of 21 days from the date of lodgement of the advertisement (closing 29 September 2022).
- 10 At the conclusion of the public notice period no comments or submissions had been received in relation to the draft revised *Strategic Plan - 2017 to 2027*.

- 11 The revised final draft of the *Strategic Plan - 2017 to 2027* now requires formal endorsement by Council, by absolute majority, and will remain in effect until such time as a new Strategic Plan is developed to cover the next 10 years from 2027 onwards.

STRATEGIC/POLICY IMPLICATIONS

- 12 Key Result Area 3 – Good Governance
 - 3.3 To provide responsible and accountable governance and management of the EMRC
 - 3.4 To continue to improve financial and asset management practices

FINANCIAL IMPLICATIONS

- 13 The financial implications of the EMRC's Strategic Plan continue to be reflected in the EMRC's budget and long-term financial plans.

SUSTAINABILITY IMPLICATIONS

- 14 This Strategic Plan has a focus on sustainability, net zero, decarbonisation and the circular economy and is aligned to the recently adopted EMRC Sustainability Strategy and Corporate Business Plan.

RISK MANAGEMENT

Risk – The Council's agreed Strategic Direction is not followed		
Consequence	Likelihood	Rating
Possible	Insignificant	Low
Action/Strategy		
➤ Regular reviews ensure staff continue to be apprised of the actions and deliverables of the Strategic Plan.		

MEMBER COUNCIL IMPLICATIONS

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

ATTACHMENT(S)

Revised *10 Year Strategic Plan - 2017 to 2027* (D2022/18270)

VOTING REQUIREMENT

Absolute Majority

RECOMMENDATION(S)

That:

1. Council notes that no public comments/submissions were received following the local public notice period of the draft revised *10 Year Strategic Plan – 2017 to 2027*, which was advertised in accordance with r.19D of the *Local Government (Administration) Regulations 1996*.
2. Council, by absolute majority, in accordance with r.19C of the *Local Government (Administration) Regulations 1996*, endorses the draft revised *10 Year Strategic Plan – 2017 to 2027*, forming the attachment to this report.

COUNCIL RESOLUTION(S)

MOVED

SECONDED



10 YEAR

STRATEGIC PLAN

2017 - 2027



Revised
August 2022

... a shared vision
for our future



TABLE OF CONTENTS



A Message from the Chairman	01
.....	
The Eastern Metropolitan Regional Council	03
.....	
EMRC Snapshot	05
.....	
The EMRC's Strategic Alignment	07
.....	
Strategic Vision	09
.....	
The UN Sustainable Development Goals for the EMRC	11
.....	
Establishment Alignment	13
.....	
EMRC Organisation Structure	14
.....	
Key Stakeholders	15
.....	
Integrated Planning Framework	16
.....	
Developing the 10 Year Strategic Plan	17
.....	
KPIs and Measures	19
.....	
Demonstrate Circular Economy Leadership	21
.....	
Respond to a Climate Emergency	22
.....	
Reduce our Environmental Impact	23
.....	
Create Value in the Community	24
.....	
Contact Details	25
.....	

MESSAGE FROM THE CHAIRMAN



Acknowledgement of Country

I wish to acknowledge the traditional custodians of the land on which we operate, the Whadjuk Noongar people, and pay respect to their elders' past, present and emerging.

Perth's Eastern Region constitutes around one-third of Perth's metropolitan area encompassing a land area of about 2,065 square kilometres. Strategically located, Perth's Eastern Region hosts some of Western Australia's major air, road and rail transport hubs for movement of freight and passengers throughout Perth, intrastate, interstate and overseas. The major industrial areas of Malaga, Welshpool, Kewdale, Hazelmere, Forrestfield, Bayswater, Ashfield and Bassendean play key roles in transport, storage, manufacturing and logistics servicing the state's construction and resource sectors.

Perth's Eastern Region also includes extensive natural areas, agricultural land and Swan River foreshore areas, national parks, state forests and water catchments. 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 strong growth and represents an attractive investment destination. The region, is home to approximately 339,000 people which equates to around 122,000 households.

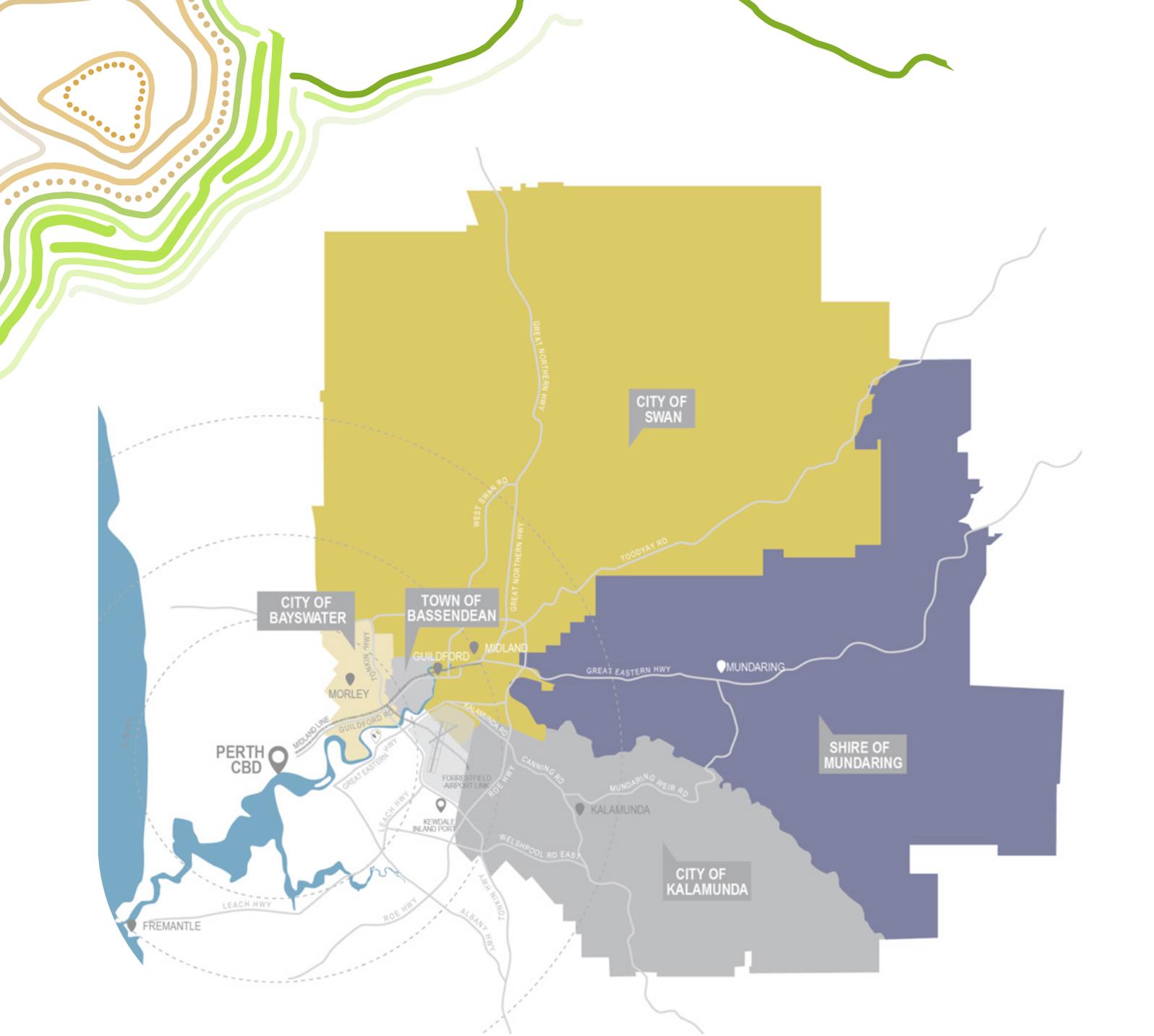


The Eastern Metropolitan Regional Council (EMRC) assists its member Councils to successfully turn challenges into opportunities and to ensure that the entire Region fulfils its potential as one of Western Australia's most vibrant and fast-growing areas.



The EMRC is recognised as being representative of best practice waste management and resource recovery. It is also recognised as fostering and attracting strategic partnerships and developing key alliances to ensure the member Councils in the region meet their FOGO and waste recovery targets by 2025, as each of these Councils progress towards a three bin system.





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



THE EASTERN METROPOLITAN REGIONAL COUNCIL

The EMRC's logo represents a partnership between the EMRC and its member Councils. The two elements of the logo are separate yet inextricably linked by a continuous line that depicts the nature of ongoing work to build a strong, sustainable community for current and future generations.

The colours of the logo are symbolic of the beautiful Swan River that runs through the region, and the sun that rises to the east of Perth.

VISION

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

MISSION

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

VALUES

The values that govern the EMRC are:

EXCELLENCE

Striving for excellence through the development of quality and continuous improvement.

RECOGNITION

Valuing staff in a supporting environment that focuses on their wellbeing.

INNOVATION

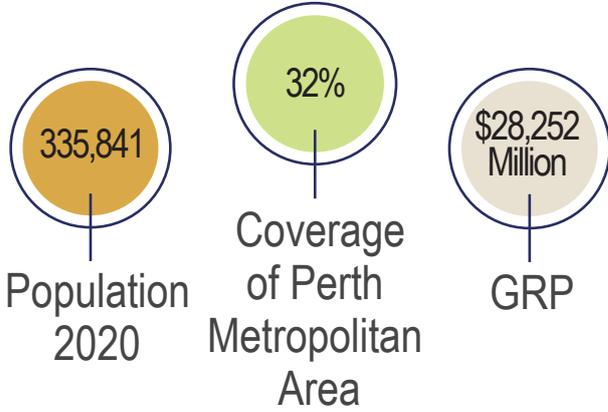
Focus on innovative approaches in project and service delivery.

RESPONSIVENESS

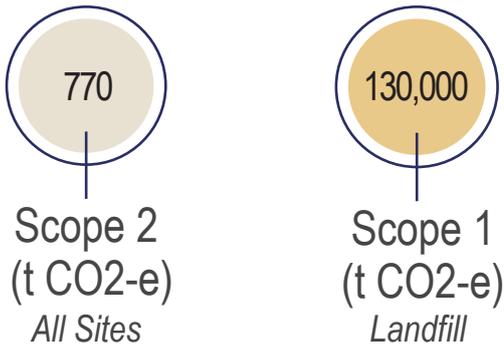
Dynamic and flexible service delivery.

INTEGRITY

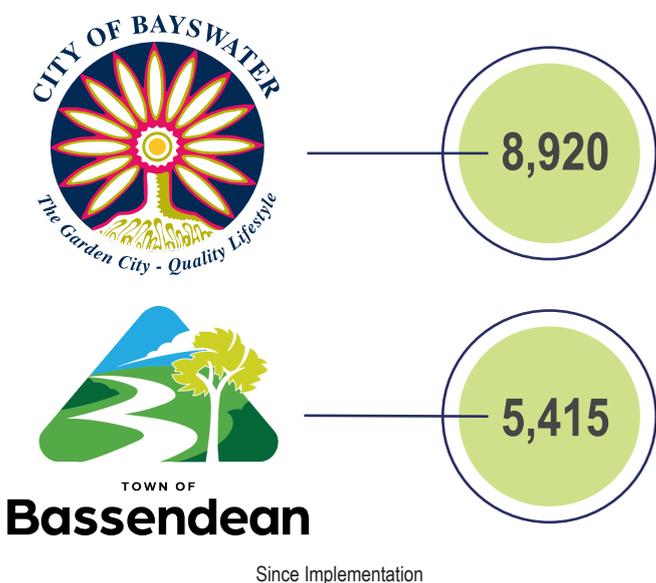
Accountability and consistency in all that we do.



EMRC 2020-21 Emissions



Tonnes of FOGO Diverted from Landfill



Unemployment Rate

The unemployment rate in Greater Perth has decreased between March 2021 and December 2021.

4.90%
▼ Down 2.30%



Australian Bureau of Statistics, compiled and presented in economy.id by .id (informed decisions).

All Member Councils to move to a three bin system by 2025



EMRC Current Activities

Current EMRC activities



Recovery



Education



Data - Best Practice - Advocacy



RESOURCE RECOVERY



NET ZERO DECARBONISATION



LANDFILL

Job Seeker

In June 2021 the Region had 13,110 recipients of job seeker.



11,760

Number of recipients in December 2021

Job Sufficiency

There are **62,465** residents who work and live in the Region.

18.59%

Job Sufficiency

Jobs in the Region

51.2% of jobs are made up of residents who work and live in the Region.

122,009

Total Jobs in the Region

Local Expenditure

Supply chains have remained strong in Construction, Manufacturing and Transport, Postal and Warehousing.

\$17,064.407 million of Local Expenditure



Output/Revenue

Output in the EMRC Region is driven by Manufacturing and Construction.

▲ 7.24%
2020 -2021



\$63,386 million Total Output for the Region

Regional Exports

Top driving industries are Manufacturing, Mining and Transport, Postal and Warehousing.

▲ up 13.02%



\$23,518 million of Regional Exports

THE EMRC's STRATEGIC ALIGNMENT

In 2020/2021 the EMRC conducted a strategic review which was endorsed by Council in August 2021. This process identified a significant change in strategy to reflect policy drivers.

Historically, the EMRC was purely considered a landfill service provider, positioned to generate revenue and reinvest in the region. Due to the focus on diverting waste from landfill, the EMRC recognised that to be a resilient organisation it needs to meet community needs by providing long-term circular economy focused solutions through:



Proactively addressing changes in waste generation and resource recovery



Defining a Sustainability Strategy, which drives forward thinking throughout Perth's Eastern Region



Refocusing on circular economy thinking, both operationally and at a community level, and identifying circularity gaps



Establishing realistic targets to meet local, state, national and international sustainability objectives

The EMRC with support of its member Councils and stakeholders continues to take a leading role in the journey towards net zero – achieving a balance between the amount of greenhouse gas emissions produced and the amount removed from the atmosphere. On a global scale, achieving net zero is one of the key challenges of the next decade to slow global warming and the impacts of climate change.

The EMRC laid a strong foundation for widespread adoption of net zero within its Strategic Review, developed in consultation with member Councils. The development of the subsequent Sustainability Strategy, noted by Council at its November 2021 meeting, identified a target of 'Below zero emissions by 2040'.

The Review acknowledges community expectation of a strategic approach towards building and expanding community-owned infrastructure, while emphasising a requirement for greater sustainability in waste management practices, particularly in the fields of waste avoidance, waste separation at the source and the use of recycled products and decarbonisation.

During the strategic review the EMRC identified a commitment to sustainability as one of its five core organisational pillars. Each of these pillars is fundamental to the EMRC's reason for existence and its operations and provides the foundation to other strategies:

SUSTAINABILITY

Sustainability is the avoidance of the depletion of natural resources in order to maintain an ecological balance and focuses on meeting the needs of the present without compromising the ability of future generations to meet their needs.

BUSINESS MODEL

A business model describes the rationale of how the EMRC creates, delivers, and captures value in economic, social, cultural or other contexts. The business model aligns with the vision option definition to provide best value proposition for current (and future) EMRC members.

MARKETS AND SERVICES

The markets and services that the EMRC will focus on going forward. These include waste management, sustainability initiatives and other services as allowed under the Establishment Agreement and Local Government Act.

FINANCIAL RESILIENCE

Financial resilience is defined as being able to 'bounce back' and protect from a disruption in finances. This refers to the ongoing financial position, including capital requirements, external funding and desired strategic surpluses (if appropriate).

GOVERNANCE

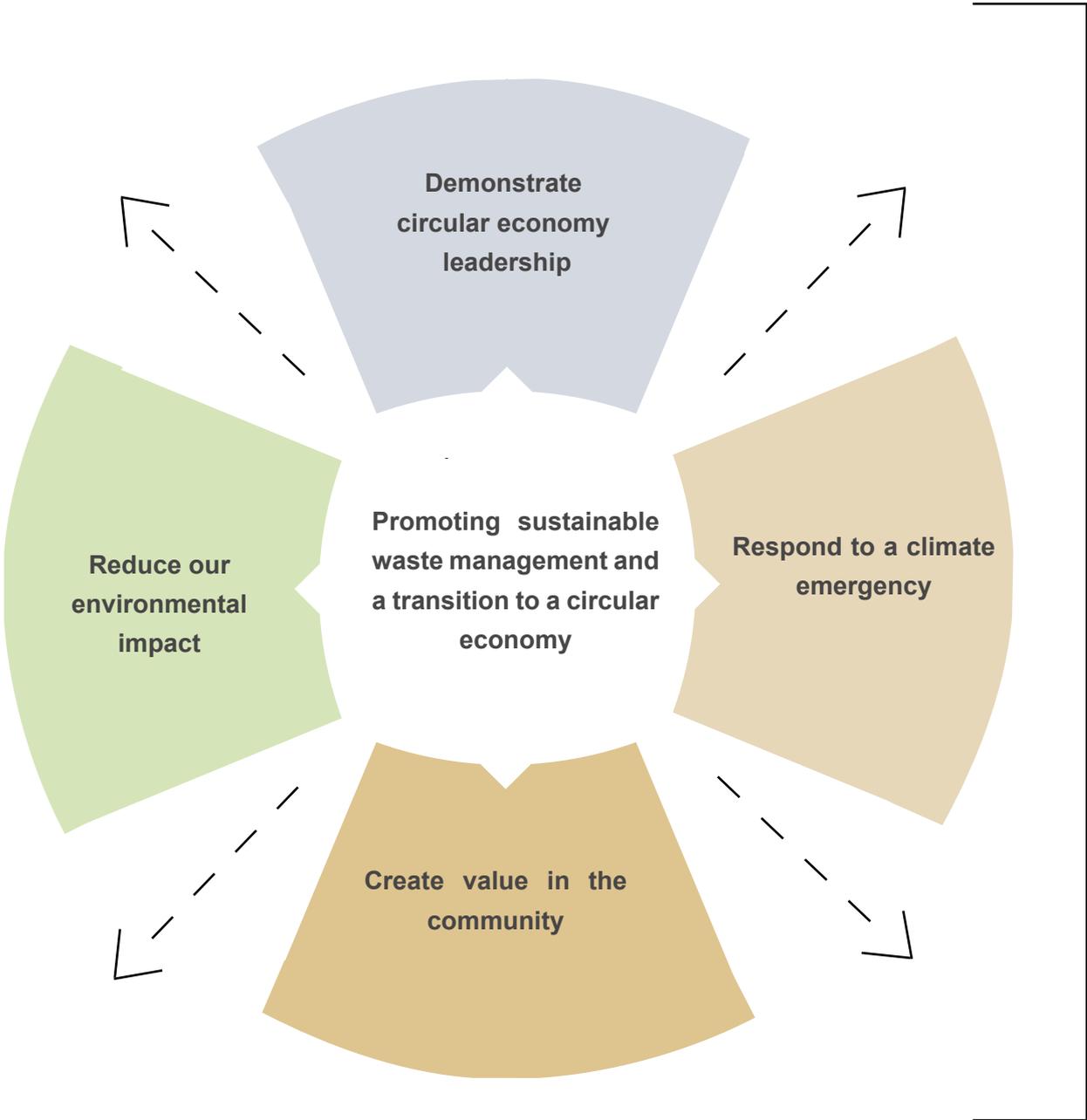
Governance describes the system by which an organisation is controlled and operates, and the mechanisms by which it, and its people, are held to account. The governance is reflected in the processes, policies and practices used to operate the EMRC.

STRATEGIC VISION

SUSTAINABILITY STRATEGY

The EMRC understands the importance of a clear sustainability strategy to provide valuable services to the Eastern region.

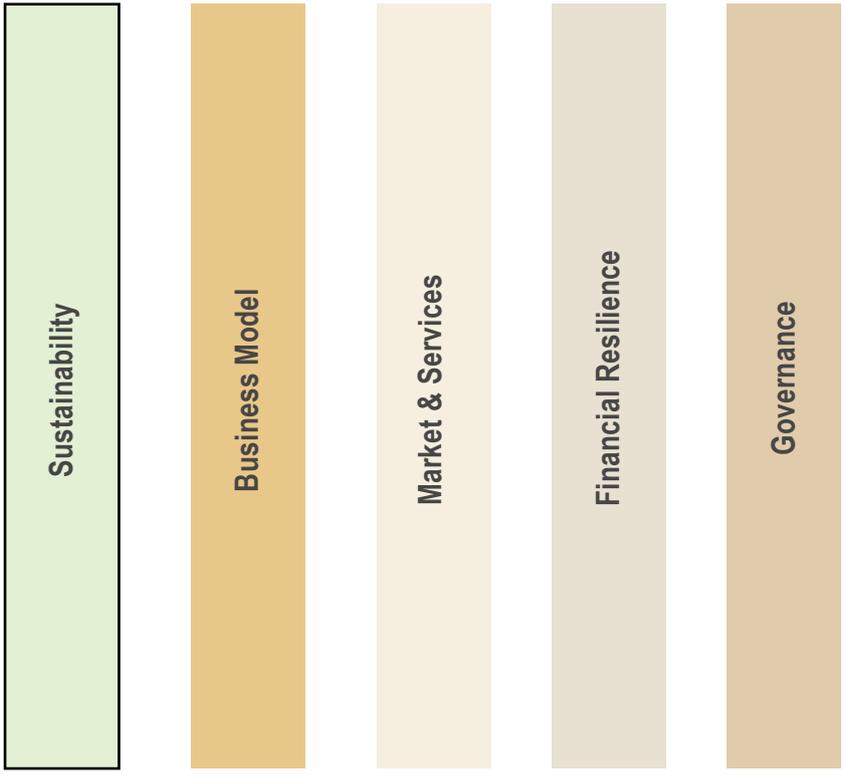
This strategy has been used to guide the EMRC’s strategic vision and planning into the future.



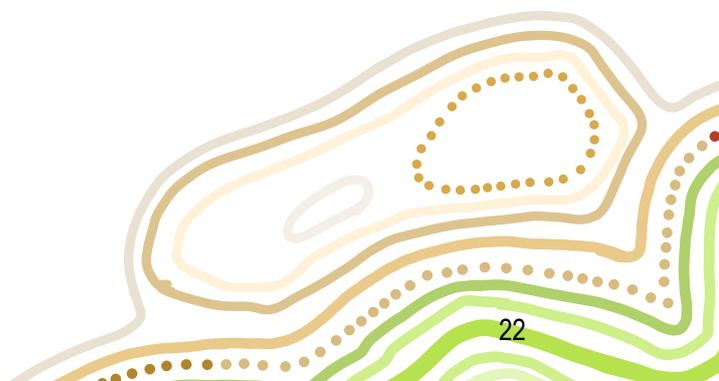


Vision

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



EMRC Operational Foundation; HR, IT, Finance, Culture, Procurement, Marketing and Stakeholder Communication



THE UN SUSTAINABLE DEVELOPMENT GOALS FOR THE EMRC

EMRC understands the importance of state, national and international drivers forcing a shift toward sustainability focused business practices. The United Nations Sustainable Development Goals (SDGs) provide an international framework for consideration of sustainability matters.

SUSTAINABLE DEVELOPMENT GOALS



Through the UN SDG's, the EMRC identified five areas of influence to frame the strategic shift in focus:



GOAL 09.

Build resilient infrastructure, promote inclusive and sustainable industrialisation and foster innovation

This is achieved through circular economy focused resource recovery services and upgrading infrastructure to be sustainable.



GOAL 11.

Make cities and human settlements inclusive, safe, resilient and sustainable

This is achieved through responsible and effective waste management



GOAL 12.

Ensure sustainable consumption and production patterns

This is achieved through avoidance, reduction, recycling and reuse of waste and embracing sustainable procurement practices, and includes extended producer responsibility



GOAL 13.

Take urgent action to combat climate change and its impacts

This is achieved through improved EMRC education and awareness-raising on climate change mitigation, adaptation, impact reduction and early warning



GOAL 17.

Strengthen the means of implementation and revitalise the global partnership for sustainable development

This is achieved through encouraging and promoting effective partnerships, building on the experience and resourcing strategies of partnerships, data, monitoring and accountability

ESTABLISHMENT AGREEMENT

As a regional local government, the EMRC's Establishment Agreement provides a means of undertaking a wide range of projects and services, and for member Councils to share resources and facilities. The cooperative, political and executive framework of the EMRC enables member Councils individually and collectively to promote and advocate on issues for the benefit of local government and to better serve the community.

The EMRC initiates and leads projects for its member Councils that deliver real benefits to the region in the areas of waste management and resource recovery, urban environment, and circular economy with a focus on net zero and the SDGs.

The EMRC also provides a holistic approach by establishing and maintaining hard and soft infrastructure and delivering services that include the Community Recycling Centres located and operated at two sites in Mundaring, one site in Bayswater and our Red Hill Waste Management Facility. This is further enhanced by the level of community engagement and interaction undertaken by EMRC staff as well as comprehensive education and providing meaningful employment in the region.

These services enable member Councils to enhance outcomes for their communities and for Perth's Eastern Region as a whole. The EMRC's governance and service delivery model is sufficiently robust and flexible enough to enable the delivery of services to its member Councils on a regional scale. The EMRC also has a geographical advantage in that its members form a cluster. This grouping enables the EMRC to provide services at a scale which is beneficial to a region containing a huge variety of interests.



ORGANISATION STRUCTURE



EMRC COUNCILLORS

CHIEF EXECUTIVE OFFICER

OFFICE OF CEO

- Council Support
- Organisational Development
- Communications
- Strategic Planning
- Human Resources



CHIEF PROJECT OFFICER

- Projects
- Compliance
- Engineering
- Business Development



CHIEF SUSTAINABILITY OFFICER

- Waste Education Services
- Advocacy
- Water, Energy, Emissions, Climate Change
- Circular and Economic Development
- Sustainable Transport
- Social Advancement



CHIEF FINANCIAL OFFICER

- IT
- Finance Services
- Governance and Procurement
- Compliance, Risk and Asset Management



CHIEF OPERATING OFFICER

- Red Hill Waste Management Facility
- Hazelmere Resource Recovery Park
- Baywaste, Coppin Road, and Mathieson Road Community Recycling Centre
- Sales/ Market Development

KEY STAKEHOLDERS

Whilst the EMRC takes a lead role in implementing a range of initiatives, its partnerships with stakeholders is critical in delivering sustainable outcomes for Perth's Eastern Region. This is underpinned by the EMRC's Stakeholder Engagement Plan.



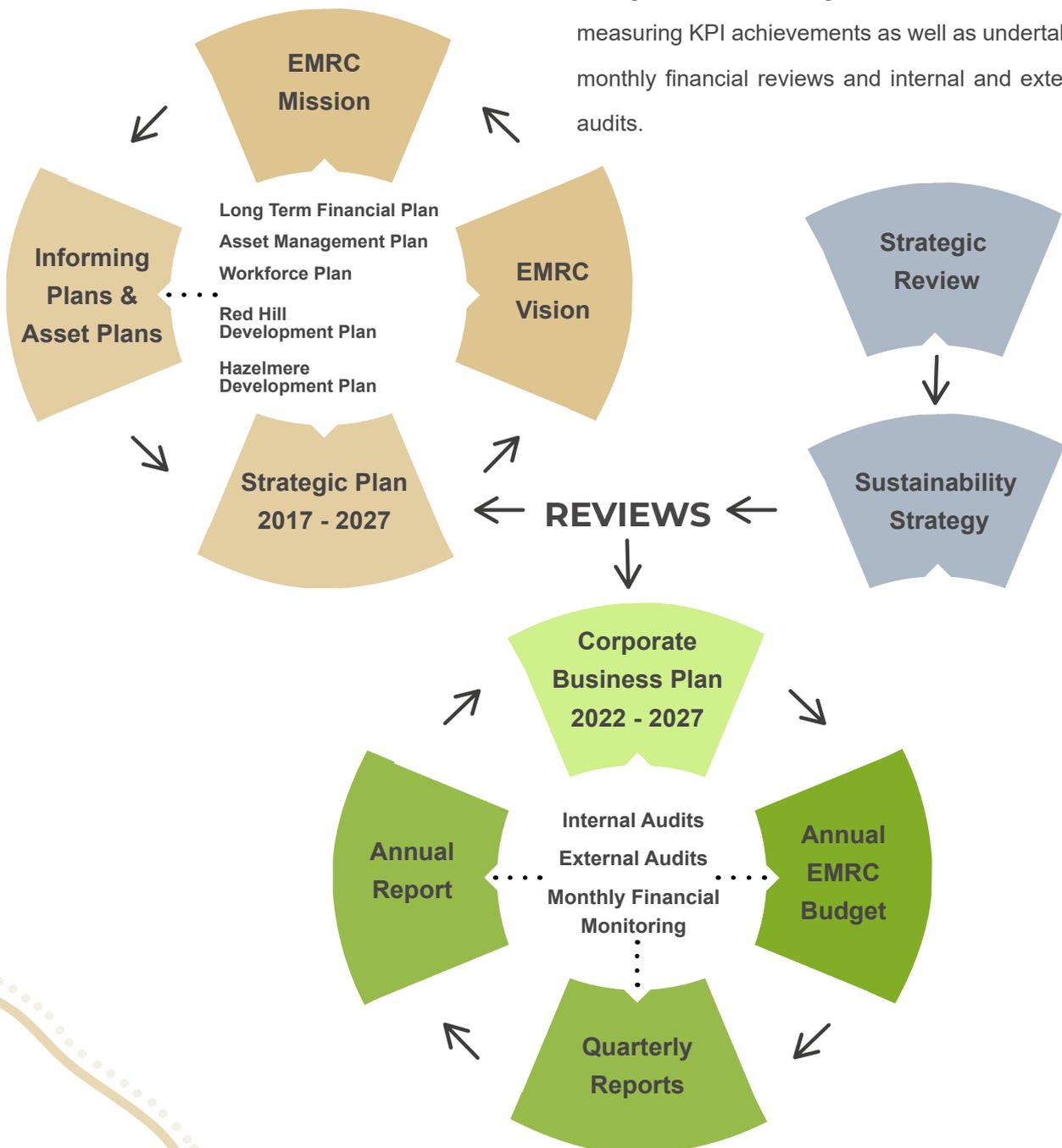
The EMRC's stakeholders are:

- ◇ The EMRC and member Council Elected Members
- ◇ The EMRC and member Council Staff
- ◇ Customers and clients
- ◇ Other local governments and regional local governments
- ◇ Federal Government and its agencies
- ◇ State Government Agencies
- ◇ Non-Government and its agencies
- ◇ State and Federal elected members
- ◇ Educational institutions
- ◇ Business Groups in the EMRC Region
- ◇ Community, Reference and Advisory Groups in the EMRC Region
- ◇ Residents of Perth's Eastern Region
- ◇ Visitors and Tourists to Perth's Eastern Region
- ◇ Businesses
- ◇ Investors
- ◇ Volunteers

INTEGRATED PLANNING FRAMEWORK

The EMRC's Integrated Planning Framework has been developed to ensure that programs and services are being delivered in alignment with the strategic priorities of the EMRC's key stakeholders. The 10 Year Strategic Plan 2017 – 2027 identifies the overarching outcomes that the EMRC Council aspires to achieve.

The Corporate Business Plan is used to drive operational activities and is aligned to the priorities identified in the 10 Year Strategic Plan. These two documents comprise the EMRC's Plan for the Future. Strategic high level plans guide development of actions which are prioritised during annual business planning workshops, and resourced through the annual budget and monitored through measuring KPI achievements as well as undertaking monthly financial reviews and internal and external audits.



DEVELOPING THE 10 YEAR STRATEGIC PLAN 2017 - 2027

The current Strategic Plan commenced its life with a series of workshops in 2015 and 2016 involving EMRC Councillors, member Council and EMRC staff and key stakeholders. The purpose of these workshops was to identify the key opportunities for the future and the services that the EMRC could potentially provide. The draft 2017 to 2027 Plan was made available to the public for comments in July 2016 during which time no comments were received.



Council adopted the previous Plan by absolute majority on 18 August 2016 and implementation commenced as of 1 July 2017. The Plan was the culmination of a shared vision between the EMRC and its member Councils. It was developed to guide and inform the actions that would be taken over the ensuing 10 years.

The Plan was due for a major review in 2021 but was put on hold due to the existence of a holistic Strategic Review of the EMRC by external consultants (GHD). The Strategic Review process included workshops and forums and commenced in 2020. The review was concluded in 2021 with endorsement by the EMRC Council at its August 2021 Council meeting, by absolute majority. The recommendations from the Strategic Review were then taken into account in the development of a holistic draft EMRC Sustainability Strategy which was presented to the EMRC Council, for noting, at its November 2021 council meeting. Minor modifications were made to the Sustainability Strategy and it was re-presented to Council at its May 2022 meeting for adoption.

The agreed actions from the Strategic Review and the Sustainability Strategy have informed the major review of the EMRC's 10 Year Strategic Plan 2017 – 2027 and are included in this revised draft version of the 10 year EMRC Strategic Plan.

The revised draft 10 Year Strategic Plan 2017 - 2027 will be presented to the EMRC Council at its August 2022 Forum for input and comment. At the conclusion of this consultation the Plan will be widely advertised to the community seeking further comments. Once all consultation has concluded the revised Plan will be presented to Council for adoption (by absolute majority).



Structure of the 10 Year Strategic Plan 2017 – 2027

The revised draft 10 year Strategic Plan 2017 – 2027 has been built around four Key Themes which are further underpinned by associated targets and actions:



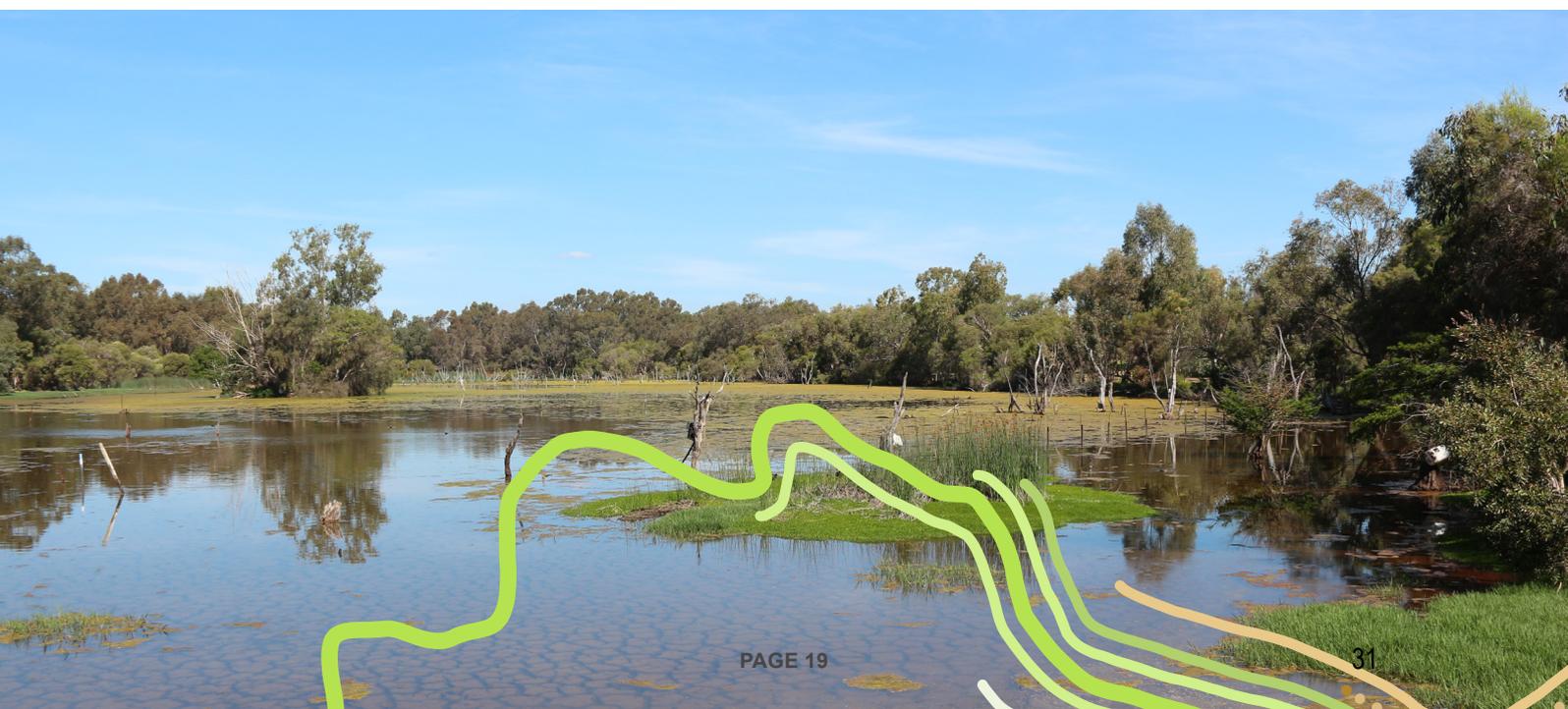
To ensure the revised 10 year Strategic Plan 2017 – 2027 remains relevant and meets the needs of member Councils and key EMRC stakeholders the Plan will again be reviewed in 2024/2025, prior to the development of a new Plan for the ensuing 10 year period from 2027.

KEY PERFORMANCE INDICATORS AND MEASURES

In order to gauge the success of the EMRC implementing the actions outlined in the Strategic Plan, a set of Key Performance Indicators (KPIs) have been identified below. Regular reporting on the progress of agreed tasks will be performed through the quarterly updates of the Corporate Business Plan, which are aligned with this Plan.

The EMRC will measure its success in implementing the strategic plan which will include, but not necessarily be limited to the following KPIs:

- ◇ Overall stakeholder satisfaction with the EMRC
- ◇ Level of satisfaction with waste management and resource recovery services, including education
- ◇ Financial sustainability of the organisation
- ◇ Progression towards achieving the identified targets and actions
- ◇ Overall satisfaction with achieving partnerships and securing funding
- ◇ Level of satisfaction in driving circular economy, sustainability and SDG alignment





The EMRC will know it has been successful when it has satisfactorily achieved these KPIs through the following outcomes:

- ◇ Developed and implemented an Integrated Planning Framework
- ◇ Monitored and managed strategic risks
- ◇ Policies and Management Guidelines developed and implemented (within four year cycle)
- ◇ Effectively and efficiently implemented the resolutions of the EMRC Council within prescribed timelines
- ◇ Achieved a high standard of corporate governance
- ◇ Developed a Long-Term Financial Plan (LTFP) and financial models
- ◇ Asset Management Plan (AMP) developed
- ◇ Ensured projects were planned and executed in accordance with Strategic Plans/Strategies and delivered on time, on budget and in accordance with member Council expectations

1 DEMONSTRATE CIRCULAR ECONOMY LEADERSHIP

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

Target	Actions	Responsible Team
<p>1.1 Enabling circular economy initiatives through advocacy networks by 2025</p> 	<p>Map stakeholders and areas of influence and impact to develop a targeted engagement plan (e.g. member Councils, commercial waste customers, government policy drivers)</p> <p>Facilitate regular industry-based and community-based advocacy meetings to discuss and identify new circular economy and net zero ventures and opportunities</p> <p>Create strategic partnerships and alliances which aim to achieve positive outcomes for the region and beyond, build resilience and secure funding (where relevant)</p> <p>Map alignment and circularity gaps between advocacy programs and partnerships for identification of future circular economy initiatives including sustainable transport</p>	<p>CEO</p> <p>Sustainability</p> <p>CEO</p> <p>CEO</p>
<p>1.2 80% resource recovery of waste generated in the region by 2030</p> 	<p>Develop a resource flow model for the EMRC and its member councils. The model could focus only on waste or expand into other materials such as water, energy, and carbon</p> <p>Enable sales model for use of recovered material in each member council areas</p> <p>Establish and provide member Councils with waste and recycling guides. This should include the integration of FOGO waste guides</p> <p>Determine high-value use for the existing C&I processing building at Hazelmere RRP</p>	<p>CEO</p> <p>Operations</p> <p>Sustainability</p> <p>Operations</p>
<p>1.3 80% reuse of material at all EMRC operated sites by 2040</p> 	<p>Map our current waste production profile for benchmarking (as an organisation) and align with the EMRC's FOGO Strategy where applicable</p> <p>Regularly review and implement initiatives in line with the Red Hill and Hazelmere Development Plans</p> <p>Develop, facilitate, and participate in activities of the regional waste education and resource recovery steering groups</p> <p>Regularly review local government procurement guidelines and processes for sustainable decision making</p> <p>Regularly review local government sales requirements for sustainable decision making</p> <p>Identify and facilitate supply chain awareness for product production e.g. FOGO products, woodchips, construction materials</p>	<p>CEO</p> <p>Projects</p> <p>Sustainability</p> <p>Business</p> <p>Operations</p> <p>Operations</p>

2 RESPOND TO A CLIMATE EMERGENCY

We will reduce carbon impacts to achieve net zero by 2040 and understand the risks associated with climate change to Perth's Eastern Region

Target	Actions	Responsible Team
<p>2.1 Infrastructure adaptation and education by 2030</p> 	<p>Undertake asset management, workforce planning and long term financial planning for all EMRC owned infrastructure</p> <p>Identify and evaluate land-use options at EMRC sites to maximise future resource recovery programs</p>	<p>Business</p> <p>Projects</p>
<p>2.2 Below zero carbon emissions by 2040</p> 	<p>Map and benchmark energy usage and consumption rates across all sites e.g. energy use, vehicle fuel consumption, auditing requirements, early stage asset management</p> <p>Establish a decarbonisation plan to achieve “Below zero emissions by 2040” target. This should include consideration of decarbonisation project ideas presented in the strategic review e.g. opportunities for onsite use or export of heat energy for value-adding processes or sale to surrounding industrial businesses, electric fleet procurement</p> <p>Complete Annual Energy and Emission Data Analysis Report and Snapshot for goal tracking. Develop, and publish the SDG annual report card</p>	<p>Operations</p> <p>CEO</p> <p>Sustainability</p>
<p>2.3 Sustainability integrated into management processes</p> 	<p>Establish a decision-making framework to include sustainability for operational and capital expenditure</p> <p>Include sustainable decision-making frameworks in procurement templates, evaluation and processes of all projects</p> <p>Review projects quarterly to identify examples where sustainable decision making has been applied to a project. This should include the identification of design engineering for front-end material reuse programs</p> <p>Create a sustainability performance review for each team and identify sustainability criteria for environmental, social, governance (ESG) decision making</p> <p>Establish regular internal collaboration sessions to identify new sustainability initiatives and revisit ongoing initiatives</p>	<p>Operations</p> <p>Business</p> <p>Projects</p> <p>CEO</p> <p>Sustainability</p>

3 REDUCE OUR ENVIRONMENTAL IMPACT

We will lead by example by reducing environmental impacts through efficient operations, forward thinking, and supporting circular and sustainability initiatives in the region

Target	Actions	Responsible Team
<p>3.1 Regional urban programs implemented</p> 	<p>Maintain programs related to sustainability goals and review in participating Councils' annual programs reports</p> <p>Review and complete annual water plans in alignment with Waterwise Council Accreditations</p> <p>Facilitate and/or participate in industry-based and community-based advocacy meetings to discuss, identify and prioritise new, or ongoing, circular economy, net zero and sustainability regional programs</p>	<p>Sustainability</p> <p>Sustainability</p> <p>Sustainability</p>
<p>3.2 Contribute to a decrease in illegal waste disposal by 2040</p> 	<p>Establish campaigns to create a recover, reuse, recycle, return, repair and drop off culture to increase recovery rates and combat illegal dumping</p> <p>Establish programs for acceptance of construction and demolition waste e.g. bricks, timber, sand, soil, concrete and other resource recovery initiatives</p>	<p>Sustainability</p> <p>Projects</p>
<p>3.3 EMRC wide environmental management system</p> 	<p>Review and develop the framework the EMRC will use going forward in terms of its Environmental Management System Framework i.e. in alignment with ISO14001 or equivalent</p> <p>Establish compliance monitoring, reporting and review processes in alignment with the EMRC's Environmental Management System (e.g. NGRS, NPI)</p>	<p>Projects</p> <p>Projects</p>

4 CREATE VALUE IN THE COMMUNITY

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

Target	Actions	Responsible Team
<p>4.1 Community based source separation initiatives by 2027</p> 	<p>Establish community engagement initiatives for source separation opportunities including education hubs, school programs, community group support and bin tagging</p> <p>Utilise current community programs to provide education on material re-use and issues regarding poor source separation</p> <p>Use the proposed collection fleet and other EMRC owned assets as educational billboard for source separation education and requirements</p> <p>Establish verge collection and shared valet service programs. This includes a waste classification program for different materials and costings.</p>	<p>Sustainability</p> <p>Sustainability</p> <p>Operations</p> <p>Operations</p>
<p>4.2 Use of recovered material in the region by 2040</p> 	<p>Establish reward and incentive systems dependent on company sustainability rating to encourage better waste management in the region</p> <p>Continue to establish community recycling and reuse networks for exchange of products, reuse and repair initiatives and identification of regional synergies</p> <p>Identify member council uses for recovered materials e.g. woodchip mulching, FOGO fertiliser products, construction materials, road surfacing, energy reuse</p>	<p>CEO</p> <p>Operations</p> <p>Operations</p>
<p>4.3 Increased participation in behavior change programs</p> 	<p>Provide education for waste solutions that are in line with WA Waste Strategy and waste hierarchy</p> <p>Benchmark and monitor participation rates in EMRC sustainability programs</p> <p>Establish a Sustainability Strategy stakeholder engagement plan</p>	<p>Sustainability</p> <p>Sustainability</p> <p>Sustainability</p>



EASTERN METROPOLITAN REGIONAL COUNCIL



226 Great Eastern Highway, Belmont WA, 6104
PO Box 234, Belmont WA, 6984
08 9424 2222
www.emrc.org.au

6.2 REQUEST FOR QUOTATION RFQ 2022-111 – SUPPLY AND DELIVERY OF ONE 20 TONNE WHEEL LOADER TO HAZELMERE RESOURCE RECOVERY PARK

D2022/19316

PURPOSE OF REPORT

The purpose of this report is to recommend acceptance of RFQ 2022-111 for the supply and delivery of one 20 tonne wheel loader to the Hazelmere Resource Recovery Park (HRRP) from Komatsu.

KEY POINT(S)

- The new Komatsu wheeled loader will be utilised in the HRRP Waste Transfer Station to enable the consolidation and bulk transportation of MSW to the East Rockingham WtE facility.
- Quotations were sought for the supply and delivery of one 20 tonne wheel loader to the HRRP including extended warranty and a maintenance service agreement via the WALGA vendor panel.
- The request for quotation closed on 14 September 2022 with a total of seven submissions received from various plant and machinery suppliers on the WALGA vendor panel.

RECOMMENDATION(S)

That Council accept the quotation for the supply and delivery to the Hazelmere Resource Recovery Park of one 20 tonne wheel loader including a five year/6,000 hours extended warranty, an extended powertrain warranty of up to 8,000 hours, a maintenance service agreement of up to 2,000 hours and additional extras submitted by Komatsu, for the total sum of \$461,200.00 (ex GST).

SOURCE OF REPORT

Chief Operating Officer

BACKGROUND

- 1 The HRRP requires a new 20 tonne wheeled to be utilised for works within the new Hazelmere Transfer Station, which includes the following:
 - ⇒ Consolidating and preparing waste piles for loading
 - ⇒ Loading waste stockpiles into open-top transfer trailers
 - ⇒ Supporting the Wood Waste area when required.

REPORT

- 2 RFQ 2022–111 for the supply and delivery of one 20 tonne wheel loader to the HRRP was issued on WALGA's vendor panel on 31 August 2022.
- 3 Seven quotes were received for the supply and delivery of one 20 tonne wheel loader from the following suppliers:
 - ⇒ AFGRI Equipment;
 - ⇒ BT Equipment T/as Tutt Bryant;
 - ⇒ Hitachi Construction;
 - ⇒ Komatsu;

- ⇒ McIntosh & Son;
- ⇒ Westrac Pty Ltd; and
- ⇒ CJD Equipment.

4 An evaluation panel of EMRC officers assessed and scored the submission on the following qualitative criteria:

Description of Qualitative Criteria	Weighting
a) Compliance with Specifications	40%
b) Critical Parts Availability	10%
c) Delivery	5%
d) Warranty	5%

5 Price was weighted at 40% of the evaluation.

6 The evaluation process determined that the submission from Komatsu for the supply and delivery of one 20 tonne wheel loader to the HRRP included all the items in the specification, including an extended warranty, an extended powertrain warranty and a service maintenance agreement of up to 2,000 hours, which meets the EMRC's requirements.

7 The quotation from Komatsu for a total cost of \$461,200.00 (ex GST) including an extended warranty, an extended powertrain warranty and a service maintenance agreement and additional extras is recommended for acceptance as the preferred supplier.

8 The anticipated delivery date from the preferred supplier is approximately April 2023.

STRATEGIC/POLICY IMPLICATIONS

- 9 Key Result Area 1 – Environmental Sustainability
- 1.1 To provide sustainable waste disposal operations
 - 1.2 To improve regional waste recovery management

FINANCIAL IMPLICATIONS

10 The adopted 2022/2023 Annual Budget provides for proposed capital expenditure for plant replacement.

SUSTAINABILITY IMPLICATIONS

11 Nil

RISK MANAGEMENT

Risk – Request for Quotes that are over the Chief Executive Officer’s delegated authority limit must be approved by Council prior to the award of the contract.

Consequence	Likelihood	Rating
Moderate	Possible	Moderate
Action/Strategy		
➤ Council to authorise the CEO to enter into a contract with the recommended supplier the subject of this report.		

MEMBER COUNCIL IMPLICATIONS

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

ATTACHMENT(S)

Supplier Company Details (D2022/19851)

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION(S)

That Council accept the quotation for the supply and delivery to the Hazelmere Resource Recovery Park of one 20 tonne wheel loader including a five year/6,000 hours extended warranty, an extended powertrain warranty of up to 8,000 hours, a maintenance service agreement of up to 2,000 hours and additional extras submitted by Komatsu, for the total sum of \$461,200.00 (ex GST).

COUNCIL RESOLUTION(S)

MOVED

SECONDED



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

COMPANY DIRECTOR DETAILS FORM

COMPANY PARTICULARS	
Company Name in Full:	Komatsu Australia Pty Ltd
ABN / ACN:	63 053 514 739
Address of Registered Office:	50-60 Fairfield Street, Fairfield East NSW 2165
Principal Place of Business:	94/116 Sheffield Rd, Welshpool WA 6106
Information on previous company names (if applicable):	
DIRECTOR PARTICULARS	
Title:	Mr
Full Forename(s):	Hiroshi
Surname:	Miyazaki
Former Name(s):	N/A
Country / State of Residence:	Australia
Nationality:	Japanese
Date of Birth:	24/06/1966
Date of Appointment:	01/05/2018
Telephone:	N/A
Email:	hmiyazaki@komatsu.com.au
LIST OF CONTRACTORS	
Contractor 1:	Hevi Haul Australia
Contractor 2:	Salmon Buckets
Contractor 3:	Pirtek
Contractor 4:	
Contractor 5:	
Contractor 6:	
Contractor 7:	
Director's Signature:	
Date:	2/11/2022

Please complete and return this form with your tender submission

6.3 REQUEST FOR QUOTATION RFQ 2022-109 – SUPPLY AND DELIVERY OF TWO PRIME MOVER 6X4 SINGLE STEER TANDEM DRIVE AXLE

D2022/19829

PURPOSE OF REPORT

The purpose of this report is to recommend acceptance of RFQ 2022-109 for the supply and delivery of two prime mover 6x4 single steer tandem drive axle to the Hazelmere Resource Recovery Park (HRRP) from CJD Equipment Pty Ltd.

KEY POINT(S)

- The two prime movers will serve EMRC's requirements for transporting waste to and from various EMRC operational sites where contractors are increasingly failing to accommodate due to current market supply demands and shortages of resources.
- Quotations were sought for the supply and delivery of two prime mover 6x4 single steer tandem drive axle to the HRRP including warranty and a maintenance service agreement via the WALGA vendor panel.
- The request for quotation closed on 4 October 2022 with three submissions received from CJD Equipment Pty Ltd, Hitachi Construction Machinery (Australia) Pty Ltd and the Truck Centre (WA) Pty Ltd.
- Following the evaluation panel's recommendation to award the contract to Truck Centre (WA) Pty Ltd, the contractor contacted the EMRC to advise that it is now unable to supply the two prime movers for the submitted price as quoted. Therefore, a decision was made to proceed with the next available supplier being CJD Equipment for the supply and delivery of two prime mover 6x4 single steer tandem drive axle to the Hazelmere Resource Recovery Park.

RECOMMENDATION(S)

That Council accept the quotation for the supply and delivery to the Hazelmere Resource Recovery Park of two prime mover 6x4 single steer tandem drive axle including a 12 month/2,000 hours maintenance service agreement and a two year/500,000 kms warranty and additional extras submitted by CJD Equipment Pty Ltd, for the total sum of \$590,000 (ex GST) (\$295,000.00 ex GST for one prime mover).

SOURCE OF REPORT

Chief Operating Officer

BACKGROUND

- 1 Currently, the EMRC operates a walking floor trailer transporting waste to and from various sites using a prime mover under hire. One of the prime movers will replace the unit hired, providing much greater efficiency to the EMRC.
- 2 The second prime mover will manoeuvre EMRC's second walking floor trailer, carting member Council's municipal solid waste from the Hazelmere Resource Recovery Park Waste Transfer Station to the East Rockingham WtE facility.

REPORT

- 3 RFQ 2022–109 for the supply and delivery of two prime mover 6x4 single steer tandem drive axle to the HRRP was issued on WALGA’s vendor panel on 20 September 2022.
- 4 Three quotes were received for the supply and delivery of two prime mover 6x4 single steer tandem drive axle from the following suppliers:
 - ⇒ CJD Pty Ltd;
 - ⇒ Hitachi Construction Machinery (Australia) Pty Ltd; and
 - ⇒ Truck Centre (WA) Pty Ltd.
- 5 The submission from Hitachi Construction Machinery (Australia) Pty Ltd did not meet the compliance requirements and therefore was not evaluated any further.
- 6 An evaluation panel of EMRC officers assessed and scored the submission on the following qualitative criteria:

Description of Qualitative Criteria	Weighting
a) Compliance with Specifications	40%
b) Critical Parts Availability	10%
c) Delivery	5%
d) Extended Warranty	5%

- 7 Price was weighted at 40% of the evaluation.
- 8 Originally, the evaluation panel recommended the award of the contract for the two prime mover 6x4 single steer tandem drive axle to the Truck Centre (WA) Pty Ltd. However, on 26 October 2022 the EMRC received a notification by e-mail from the Truck Centre (WA) Pty Ltd advising that they have no available trucks left in their system and that a new batch of trucks will only be available in the third quarter of 2023 and a price increase of at least nine percent would apply.
- 9 A decision was made to consider awarding to the next best available contractor being CJD Equipment Pty Ltd.
- 10 Therefore, it is recommended that the submission from CJD Equipment Pty Ltd for the two prime mover 6x4 single steer tandem drive axle to the HRRP included all the items in the specification, including a 12 month/2,000 hours maintenance service agreement and a two year/500,000 kms warranty, meets the EMRC’s requirements.
- 11 The quotation from CJD Equipment Pty Ltd for a total cost of \$590,000 (ex GST) (\$295,000.00 ex GST for one prime mover) including warranty, a preventative maintenance service agreement for each prime mover and additional extras is recommended for acceptance as the preferred supplier.
- 12 The anticipated delivery date is approximately 12 weeks from placement of the order with the preferred supplier.

STRATEGIC/POLICY IMPLICATIONS

- 13 Key Result Area 1 – Environmental Sustainability
 - 1.1 To provide sustainable waste disposal operations
 - 1.2 To improve regional waste recovery management

FINANCIAL IMPLICATIONS

14 The adopted 2022/2023 Annual Budget provides for proposed capital expenditure for plant replacement.

SUSTAINABILITY IMPLICATIONS

15 Nil

RISK MANAGEMENT

Risk – Request for Quotes that are over the Chief Executive Officer’s delegated authority limit must be approved by Council prior to the award of the contract.		
Consequence	Likelihood	Rating
Moderate	Possible	Moderate
Action/Strategy		
➤ Council to authorise the CEO to enter into a contract with the recommended supplier the subject of this report.		

MEMBER COUNCIL IMPLICATIONS

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

ATTACHMENT(S)

Supplier Company Details (D2022/19829)

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION(S)

That Council accept the quotation for the supply and delivery to the Hazelmere Resource Recovery Park of two prime mover 6x4 single steer tandem drive axle including a 12 month/2,000 hours maintenance service agreement and a two year/500,000 kms warranty and additional extras submitted by CJD Equipment Pty Ltd, for the total sum of \$590,000 (ex GST) (\$295,000.00 ex GST for one prime mover).

COUNCIL RESOLUTION(S)

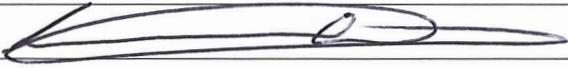
MOVED

SECONDED



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

COMPANY DIRECTOR DETAILS FORM

COMPANY PARTICULARS	
Company Name in Full:	CJD Equipment Pty Ltd
ABN / ACN:	63 008 754 523
Address of Registered Office:	54 Great Eastern Highway, South Guildford
Principal Place of Business:	54 Great Eastern Highway, South Guildford
Information on previous company names (if applicable):	
DIRECTOR PARTICULARS	
Title:	Managing Director
Full Forename(s):	Alan Scott Patrick
Surname:	Barnett
Former Name(s):	
Country / State of Residence:	W.A
Nationality:	Australian
Date of Birth:	23/10/1973
Date of Appointment:	24/1/2006
Telephone:	0417 910 320
Email:	abarnett@cjd.com.au
LIST OF CONTRACTORS	
Contractor 1:	RNA Fabrication
Contractor 2:	Jakes Electrical
Contractor 3:	
Contractor 4:	
Contractor 5:	
Contractor 6:	
Contractor 7:	
Director's Signature:	
Date:	2 November 2022

Please complete and return this form with your tender submission

6.4 EMRC ANNUAL REPORT 2021/2022

D2022/19398

PURPOSE OF REPORT

The purpose of this report is to present the EMRC's draft Annual Report 2021/2022 to Council for acceptance.

KEY POINT(S)

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

RECOMMENDATION(S)

That:

1. Council, by absolute majority, in accordance with section 5.54 of the *Local Government Act 1995*, accepts the draft EMRC Annual Report 2021/2022 and the statements therein forming the attachment to this report.
2. Local public notice be given, in accordance with section 5.55 of the *Local Government Act 1995*, of the availability of EMRC's Annual Report 2021/2022.

SOURCE OF REPORT

Chief Executive Officer

BACKGROUND

- 1 It is a requirement of section 5.53 of the Act that an Annual Report is prepared for each financial year. Under the Act, the annual report is to contain:
 - (a) A report from the Mayor or President (or Chairman of a regional local government);
 - (b) A report from the Chief Executive Officer;
 - (c) An overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or continue in the next financial year;
 - (d) The financial report for the financial year;
 - (e) Such information as may be prescribed in relation to the payments made to employees;
 - (f) The auditor's report for the financial year;
 - (g) A matter on which a report must be made under section 29(2) of the *Disability Services Act 1993*;
 - (h) Details of entries made under section 5.121 of the Act during the financial year in the register of complaints, including:
 - (i) The number of complaints recorded in the register of complaints;
 - (ii) How the recorded complaints were dealt with; and
 - (iii) Any other details that the regulations may require.
 - (i) Such other information as may be prescribed.

- 2 Section 5.54 of the Act requires the Annual Report to be accepted by Council no later than 31 December after that financial year by absolute majority.
- 3 Section 5.55 of the Act states that *“The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government”*.

REPORT

- 4 The EMRC’s Annual Report 2021/2022 is presented in accordance with the provisions of the Act and addresses all the required contents.
- 5 As a result of the OAG taking responsibility for the financial audits since the 2017/2018 Annual Report, the Annual Report includes the full audited Financial Report instead of the Concise Financial Report and is consistent with the approach taken by the OAG with State Government departments and agencies.
- 6 Similar to previous years, it is proposed that the Annual Report be distributed in predominantly e-book format. A database of key stakeholders has been compiled to allow a mail-out to be conducted following approval and production of the Annual Report. The Annual Report e-book will also be available on EMRC’s corporate website (www.emrc.org.au).
- 7 Availability of the Annual Report will be advertised through a local government notice in The West Australian newspaper and public notices sent to all member Council libraries for public display.

STRATEGIC/POLICY IMPLICATIONS

- 8 Key Result Area 3 – Good Governance
 - 3.3 To provide responsible and accountable governance and management of the EMRC
 - 3.4 To continue to improve financial and asset management practices

FINANCIAL IMPLICATIONS

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

SUSTAINABILITY IMPLICATIONS

- 10 The Annual Report is primarily distributed as an e-book and is made available on the EMRC website.

RISK MANAGEMENT

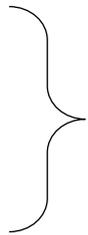
Risk – Failure to comply with section 5.53 of the Local Government Act 1995		
Consequence	Likelihood	Rating
Moderate	Unlikely	Moderate
Action/Strategy		
➤ Council to accept the draft EMRC Annual Report 2021/2022		

MEMBER COUNCIL IMPLICATIONS

Member Council

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

Implication Details



Member Councils share of the equity of the EMRC.

ATTACHMENT(S)

Draft EMRC Annual Report 2021/2022 (D2022/19398) (Provided under separate cover)

VOTING REQUIREMENT

Absolute Majority

RECOMMENDATION(S)

That:

1. Council, by absolute majority, in accordance with section 5.54 of the *Local Government Act 1995*, accepts the draft EMRC Annual Report 2021/2022 and the statements therein forming the attachment to this report.
2. Local public notice be given, in accordance with section 5.55 of the *Local Government Act 1995*, of the availability of EMRC's Annual Report 2021/2022.

COUNCIL RESOLUTION(S)

MOVED

SECONDED

6.5 WASTE MANAGEMENT COMMUNITY REFERENCE GROUP MEMBERSHIP

D2022/19403

PURPOSE OF REPORT

The purpose of this report is to seek Council endorsement of the nominated community members to the Waste Management Community Reference Group (WMCRG).

KEY POINT(S)

- The Waste Management Community Reference Group (WMCRG) currently comprises eight members.
- The last time the EMRC sought new member of the WMCRG was in September 2019 when a report was present to Council.
- The current WMCRG has been operating since that time with a newly appointed Chair and a revised Terms of Reference.
- At the time of compiling this report a total of seven nominations have been received for the WMCRG for the next three years.

RECOMMENDATION(S)

That Council endorse the nominations of the following community members for a three-year term expiring in October 2025:

1. Ms Carmel Luck
2. Mr Anthony Fowler
3. Mr Mark Simpson
4. Ms Belinda Cass (Hamilton)
5. Mr Edwin Dell
6. Ms Dianne Katscherian
7. Mr Alan Wicks

SOURCE OF REPORT

Chief Sustainability Officer

BACKGROUND

- 1 The WMCRG was formed in 2002 with membership drawn from interested person representing the then six member Council local communities.
- 2 At the 20 June 2019 meeting of Council it was resolved:
“THAT COUNCIL:
 1. *WRITE TO MS RUTH KENDALL THE DEPUTY CHAIRMAN ACKNOWLEDGING HER SERVICE ON THE WMCRG SINCE ITS INCEPTION.*
 2. *ENDORSE THE RENOMINATION OF THE FOLLOWING WMCRG MEMBERS FOR A TWO (2) YEAR TERM EXPIRING ON 31 AUGUST 2021 AND ACKNOWLEDGE THEIR CONTINUING SUPPORT.*
 - *MS DIANNE KATSCHERIAN (CHAIRMAN);*

- *MR ANTHONY FOWLER;*
 - *MS BELINDA HAMILTON;*
 - *MS CARMEL LUCK;*
 - *MR EDWIN DELL;*
 - *MR MALCOLM BARKER;*
 - *MR MARK SIMPSON; AND*
 - *MR RAY LEWIS.*
3. *ACCEPT THE AMENDED TERMS OF REFERENCE AND ROLES OF MEMBERS AND OFFICERS FORMING (ATTACHMENT 2) TO THIS REPORT.*
 4. *ADVERTISE FOR EXPRESSIONS OF INTEREST FOR ADDITIONAL MEMBERSHIP IN THE WMCRG.*

REPORT

- 3 Since 2019 the endorsed community members have taken part in numerous WMCRG meetings with some member resigning from the WMCRG between 2019 and 2022.
 1. The role of the WMCRG Members is outlined in the Terms of Reference (attached):
 2. Bring to the WMCRG their expertise and experience to assist the Group
 3. Discuss relevant issues, in accordance with the Terms of Reference
 4. Raise items for consideration by the WMCRG. These may require an officer to research and prepare a report for the reference group's consideration at a subsequent meeting
 5. Provide expert advice if, and where, qualified to do so
 6. Recognise that the EMRC is required to makes its own decisions with regard to any advice placed before it, including operating within the parameters of the Local Government Act, 1995
 7. To be open and honest in their dealings at WMCRG meeting
 8. To declare any vested interests
 9. To respect any confidentiality requirements requested by the EMRC
- 4 In order to reaffirm existing members intentions to continue as a WMCRG member and to also increase the representation of the WMCRG across the five member Councils, expressions of interest were sought from the community via the EMRC's Earth Carers network and via the Regional Waste Education Officers group. Nominations closed on 24 October 2022. At the time of preparing this report, seven applications had been received as shown in the table below.

Council	Current Members	Nominations Received	Total
Bassendean	Nil at this stage		
Bayswater	Carmel Luck Nick Sibbell	Carmel Luck	
Kalamunda	Anthony Fowler Mark Simpson Belinda Hamilton	Anthony Fowler Mark Simpson Belinda Hamilton	
Mundaring	Edwin Dell Dianne Katscherian	Edwin Dell Dianne Katscherian	
Swan	Alan Wicks	Alan Wicks	
Total	8	7	

- 5 The proposed new members have an interest in waste management and waste education and can act as EMRC advocates when promoting waste initiatives.

STRATEGIC/POLICY IMPLICATIONS

- 6 Key Result Area 1 – Environmental Sustainability

1.3 To provide resource recovery and recycling solutions in partnership with member Councils

FINANCIAL IMPLICATIONS

- 7 Nil

SUSTAINABILITY IMPLICATIONS

- 8 The WMCRG group provide feedback and input into the waste initiatives and activities that occur at any of the EMRC's facilities, which all contribute towards minimising the environmental impact of waste by facilitating the sustainable use and development of resources.

RISK MANAGEMENT

Risk – A lack of community engagement		
Consequence	Likelihood	Rating
Possible	Insignificant	Low
Action/Strategy		
➤ Continued liaison with the group ensures they remain engaged		

MEMBER COUNCIL IMPLICATIONS

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

ATTACHMENT(S)

1. Nomination Forms (D2022/19484)
2. Terms of Reference (D2022/19404)

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION(S)

That Council endorse the nominations of the following community members for a three-year term expiring in October 2025:

1. Ms Carmel Luck
2. Mr Anthony Fowler
3. Mr Mark Simpson
4. Ms Belinda Cass (Hamilton)
5. Mr Edwin Dell
6. Ms Dianne Katscherian
7. Mr Alan Wicks

COUNCIL RESOLUTION(S)

MOVED

SECONDED



Eastern Metropolitan Regional Council (EMRC)
226 Great Eastern Highway, Belmont WA 6104
Waste Management Community Reference Group (WMCRG)
Nomination Form for a New Member (Expressions of Interest)

The Eastern Metropolitan Regional Council (EMRC) is defined by the boundaries of five Local Governments consisting of the Town of Bassendean, City of Bayswater, City of Kalamunda, Shire of Mundaring and the City of Swan

First Name ANTHONY (TONY) Last Name FOWLER
 Address [REDACTED] Suburb KALAMUNDA
 Preferred Email [REDACTED] Mobile No. [REDACTED]

Local Government Council you reside and for how long? CITY OF KALAMUNDA
> 50 YEARS

A Community Representative needs to possess the following criteria:

- Live or have business in the EMRC region as mentioned above.
- Possess a wide knowledge base and an interest in the community issues surrounding waste and recycling.
- Be available for bi-annual meetings as required. All meetings are held at the EMRC, 226 Great Eastern Highway (Cnr Kalgoorlie Street), Belmont commencing at 6:00pm on a Monday evening.
- Be comfortable engaging with a wide range of stakeholders regarding the waste/recycling industry (residents, businesses, community groups, Council, other government and private organisations).
- Have the ability to research, analyse and translate waste and recycling issues in their eastern region back to the group, with recommendations and suggestions.
- Have the ability to work effectively in a team and individually.
- Update and report to the community in an effective and timely manner.

Experience and knowledge in waste management is not essential. If you think you have what it takes to represent your community on this important issue, we invite you to apply with a brief statement outlining your suitability for the role. Please provide any relevant documentation which may support your application.

CAPABLE IN ALL THE ABOVE CRITERIA, HAVING HAD TO DEAL WITH ENVIRONMENTAL TOPICS, FROM THE RELEVANT MINISTER, TO ON-GROUND STAFF.
[NO REAL CHANGE FROM MY INITIAL STATEMENT ON 2006 FIRST APPLICATION.] - WIDE NETWORK, THROUGH M'SHIP OF COMMUNITY GROUPS. CHAIRING PARKS OF THE DARLING RANGE COMMUNITY ADVISORY COMMITTEE

Should you have any enquiries, please contact:

Isabelle Marie - Coordinator Waste Education (Isabelle.Marie@emrc.org.au / 9424 2218)

Please email Nomination Form to the above email or alternatively mail to WMCRG Application – Waste Services, EMRC, PO Box 234, Belmont 6984 or hand deliver to 226 Great Eastern Highway, Belmont.





Eastern Metropolitan Regional Council (EMRC)
226 Great Eastern Highway, Belmont WA 6104
Waste Management Community Reference Group (WMCRCG)
Nomination Form for a New Member (Expressions of Interest)

The Eastern Metropolitan Regional Council (EMRC) is defined by the boundaries of five Local Governments consisting of the Town of Bassendean, City of Bayswater, City of Kalamunda, Shire of Mundaring and the City of Swan

First Name EDWIN Last Name DELL
 Address [REDACTED] Suburb SAWYERS VALLEY
 Preferred Email [REDACTED] Mobile No. [REDACTED]

Local Government Council you reside and for how long? MUNDARING SHIRE since
December 2002

A Community Representative needs to possess the following criteria:

- Live or have business in the EMRC region as mentioned above.
- Possess a wide knowledge base and an interest in the community issues surrounding waste and recycling.
- Be available for bi-annual meetings as required. All meetings are held at the EMRC, 226 Great Eastern Highway (Cnr Kalgoorlie Street), Belmont commencing at 6:00pm on a Monday evening.
- Be comfortable engaging with a wide range of stakeholders regarding the waste/recycling industry (residents, businesses, community groups, Council, other government and private organisations).
- Have the ability to research, analyse and translate waste and recycling issues in their eastern region back to the group, with recommendations and suggestions.
- Have the ability to work effectively in a team and individually.
- Update and report to the community in an effective and timely manner.

Experience and knowledge in waste management is not essential. If you think you have what it takes to represent your community on this important issue, we invite you to apply with a brief statement outlining your suitability for the role. Please provide any relevant documentation which may support your application.

No changes since my nomination when the WMCRCG
was first formed.
I satisfy the criteria listed above.

Should you have any enquiries, please contact:
 Isabelle Marie - Coordinator Waste Education (Isabelle.Marie@emrc.org.au / 9424 2218)

Please email Nomination Form to the above email or alternatively mail to WMCRCG Application – Waste Services, EMRC, PO Box 234, Belmont 6984 or hand deliver to 226 Great Eastern Highway, Belmont.





Eastern Metropolitan Regional Council (EMRC)
226 Great Eastern Highway, Belmont WA 6104
Waste Management Community Reference Group (WMCRG)
Nomination Form for a New Member (Expressions of Interest)

The Eastern Metropolitan Regional Council (EMRC) is defined by the boundaries of five Local Governments consisting of the Town of Bassendean, City of Bayswater, City of Kalamunda, Shire of Mundaring and the City of Swan

First Name Carmel Last Name Luck
 Address [REDACTED] Suburb Bayswater
 Preferred Email [REDACTED] Mobile No. [REDACTED]

Local Government Council you reside and for how long? Bayswater, 5 years

A Community Representative needs to possess the following criteria:

- a) Live or have business in the EMRC region as mentioned above. ✓
- b) Possess a wide knowledge base and an interest in the community issues surrounding waste and recycling. ✓
- c) Be available for bi-annual meetings as required. All meetings are held at the EMRC, 226 Great Eastern Highway (Cnr Kalgoorlie Street), Belmont commencing at 6:00pm on a Monday evening.
- d) Be comfortable engaging with a wide range of stakeholders regarding the waste/recycling industry (residents, businesses, community groups, Council, other government and private organisations). ✓
- e) Have the ability to research, analyse and translate waste and recycling issues in their eastern region back to the group, with recommendations and suggestions. ✓
- f) Have the ability to work effectively in a team and individually. ✓
- g) Update and report to the community in an effective and timely manner. ✓

Experience and knowledge in waste management is not essential. If you think you have what it takes to represent your community on this important issue, we invite you to apply with a brief statement outlining your suitability for the role. Please provide any relevant documentation which may support your application.

Current member of wmcrgr, & wish to renominate.
I take a keen interest in recycling & waste management & also interested in learning more. (through the reference group).
I live in a mud & represent/update the council of owners on waste management.

Should you have any enquiries, please contact:
 Isabelle Marie - Coordinator Waste Education (Isabelle.Marie@emrc.org.au / 9424 2218)

Please email Nomination Form to the above email or alternatively mail to WMCRG Application – Waste Services, EMRC, PO Box 234, Belmont 6984 or hand deliver to 226 Great Eastern Highway, Belmont.





Eastern Metropolitan Regional Council (EMRC)
226 Great Eastern Highway, Belmont WA 6104
Waste Management Community Reference Group (WMCRG)
Nomination Form for a New Member (Expressions of Interest)

The Eastern Metropolitan Regional Council (EMRC) is defined by the boundaries of five Local Governments consisting of the Town of Bassendean, City of Bayswater, City of Kalamunda, Shire of Mundaring and the City of Swan

First Name	<u>Dianne</u>	Last Name	<u>Katscherian</u>
Address	<u>[REDACTED]</u>	Suburb	<u>Glen Forrest</u>
Preferred Email	<u>[REDACTED]</u>	Mobile No.	<u>[REDACTED]</u>

Local Government Council you reside and for how long? Mundaring
35 year

A Community Representative needs to possess the following criteria:

- a) Live or have business in the EMRC region as mentioned above.
- b) Possess a wide knowledge base and an interest in the community issues surrounding waste and recycling.
- c) Be available for bi-annual meetings as required. All meetings are held at the EMRC, 226 Great Eastern Highway (Cnr Kalgoorlie Street), Belmont commencing at 6:00pm on a Monday evening.
- d) Be comfortable engaging with a wide range of stakeholders regarding the waste/recycling industry (residents, businesses, community groups, Council, other government and private organisations.
- e) Have the ability to research, analyse and translate waste and recycling issues in their eastern region back to the group, with recommendations and suggestions.
- f) Have the ability to work effectively in a team and individually.
- g) Update and report to the community in an effective and timely manner.

Experience and knowledge in waste management is not essential. If you think you have what it takes to represent your community on this important issue, we invite you to apply with a brief statement outlining your suitability for the role. Please provide any relevant documentation which may support your application.

Should you have any enquiries, please contact:
 Isabelle Marie - Coordinator Waste Education (Isabelle.Marie@emrc.org.au / 9424 2218)

Please email Nomination Form to the above email or alternatively mail to WMCRG Application – Waste Services, EMRC, PO Box 234, Belmont 6984 or hand deliver to 226 Great Eastern Highway, Belmont.





Eastern Metropolitan Regional Council (EMRC)
226 Great Eastern Highway, Belmont WA 6104
Waste Management Community Reference Group (WMCRG)
Nomination Form for a New Member (Expressions of Interest)

The Eastern Metropolitan Regional Council (EMRC) is defined by the boundaries of five Local Governments consisting of the Town of Bassendean, City of Bayswater, City of Kalamunda, Shire of Mundaring and the City of Swan

First Name	<u>Mark</u>	Last Name	<u>Simpson</u>
Address		Suburb	<u>Kalamunda</u>
Preferred Email		Mobile No.	

Local Government Council you reside and for how long? City of Kalamunda
15 Years

A Community Representative needs to possess the following criteria:

- Live or have business in the EMRC region as mentioned above.
- Possess a wide knowledge base and an interest in the community issues surrounding waste and recycling.
- Be available for bi-annual meetings as required. All meetings are held at the EMRC, 226 Great Eastern Highway (Cnr Kalgoorlie Street), Belmont commencing at 6:00pm on a Monday evening.
- Be comfortable engaging with a wide range of stakeholders regarding the waste/recycling industry (residents, businesses, community groups, Council, other government and private organisations).
- Have the ability to research, analyse and translate waste and recycling issues in their eastern region back to the group, with recommendations and suggestions.
- Have the ability to work effectively in a team and individually.
- Update and report to the community in an effective and timely manner.

Experience and knowledge in waste management is not essential. If you think you have what it takes to represent your community on this important issue, we invite you to apply with a brief statement outlining your suitability for the role. Please provide any relevant documentation which may support your application.

I have a wide knowledge of and interest in community issues relating to waste and recycling.

I am comfortable engaging with all industry stakeholders.

I am available for meetings as required.

I work effectively both by myself and in a team.

I can view developments from an urban planning perspective.

I have many years of experience on this committee.

I can research and have good analytical skills.

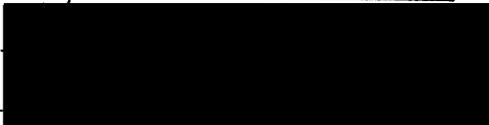
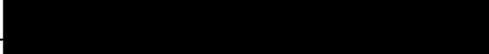
Should you have any enquiries, please contact:
 Isabelle Marie - Coordinator Waste Education (Isabelle.Marie@emrc.org.au / 9424 2218)

Please email Nomination Form to the above email or alternatively mail to WMCRG Application – Waste Services, EMRC, PO Box 234, Belmont 6984 or hand deliver to 226 Great Eastern Highway, Belmont.



Eastern Metropolitan Regional Council (EMRC)
226 Great Eastern Highway, Belmont WA 6104
Waste Management Community Reference Group (WMCRG)
Nomination Form for a New Member (Expressions of Interest)

The Eastern Metropolitan Regional Council (EMRC) is defined by the boundaries of five Local Governments consisting of the Town of Bassendean, City of Bayswater, City of Kalamunda, Shire of Mundaring and the City of Swan

First Name Belinda Last Name Cass
Address  Suburb South Perth
Preferred Email  Mobile No. 

Local Government Council you reside and for how long? Kalamunda / South Perth-interim.
8 years / 1 year.

A Community Representative needs to possess the following criteria:

- a) Live or have business in the EMRC region as mentioned above.
- b) Possess a wide knowledge base and an interest in the community issues surrounding waste and recycling.
- c) Be available for bi-annual meetings as required. All meetings are held at the EMRC, 226 Great Eastern Highway (Cnr Kalgoorlie Street), Belmont commencing at 6:00pm on a Monday evening.
- d) Be comfortable engaging with a wide range of stakeholders regarding the waste/recycling industry (residents, businesses, community groups, Council, other government and private organisations).
- e) Have the ability to research, analyse and translate waste and recycling issues in their eastern region back to the group, with recommendations and suggestions.
- f) Have the ability to work effectively in a team and individually.
- g) Update and report to the community in an effective and timely manner.

Experience and knowledge in waste management is not essential. If you think you have what it takes to represent your community on this important issue, we invite you to apply with a brief statement outlining your suitability for the role. Please provide any relevant documentation which may support your application.

I have a regular community stall at the Kalamunda Farmers Markets, (selforganised/funded) Recycle intent providing waste Education & community "Drop Offs" for 6 years. Working at Replenish Kalamunda for 5 years, bringing a daily waste reducing discussion to our customers, along with a new part time role at the EMRC assisting the Waste Ed team. Being in various sustainable groups, having the correct information from the WMCRG is essential for our community.

Should you have any enquiries, please contact:
Isabelle Marie - Coordinator Waste Education (Isabelle.Marie@emrc.org.au / 9424 2218)

Please email Nomination Form to the above email or alternatively mail to WMCRG Application – Waste Services, EMRC, PO Box 234, Belmont 6984 or hand deliver to 226 Great Eastern Highway, Belmont.



Waste Management Community Reference Group

Terms of Reference

1 Group Formation

The Reference Group is formed by the Eastern Metropolitan Regional Council (EMRC) for the purposes indicated in these Terms of Reference.

2 Group Name

The Reference Group shall be known as the “Waste Management Community Reference Group” (hereinafter referred to as the WMCRG).

3 Group Purpose

The purpose of the WMCRG is to:

- Identify and share information requirements of various groups in the community;
- Be an effective networking group; and
- Provide feedback on Waste Education initiatives and other waste management and resource recovery initiatives.

4 EMRC Commitment

The EMRC is committed to providing administrative support to the group.

5 Group Membership

- The WMCRG shall consist of up thirteen community members (not including EMRC staff).
- Membership shall be by invitation based on Expressions of Interest. Members shall be appointed by the EMRC based on the following:
 - ⇒ Up to four representatives from the social sector;
 - ⇒ Up to four representatives from the economic sector; and
 - ⇒ Up to five representatives from the environmental sector, including earth carers.
- Members shall be selected from residents and/or property owners within the member Council areas of the EMRC.

6 Tenure of Membership

- Membership shall be for a period of three years, unless otherwise agreed, however, retiring members are eligible for re-appointment.
- Members may apply for a leave of absence of not more than two consecutive meetings.
- Leave of absences can be approved by the WMCRG.

- Where a person is appointed as a member of the WMCRG the person's membership on the WMCRG continues until:
 - ⇒ The term of the person's appointment as a WMCRG member expires;
 - ⇒ The EMRC removes the person from the WMCRG or the position of a WMCRG member otherwise becomes vacant;
 - ⇒ The WMCRG is disbanded or;
 - ⇒ A WMCRG member is absent from more than two consecutive meetings without being granted a leave of absence.

Whichever happens first.

- Nominations will be reviewed by the EMRC after three years of operation.
- The call for nominations will be initiated by the EMRC four months prior to membership renewal date.
- Re-appointment and re-nominations to the WMCRG will be approved by the EMRC Council.
- Nominations may come from various sectors including the earth carers, and the following:
 - ⇒ Social Sector – Service Groups, Recreation Associations, Ratepayer Associations, Community Groups, other Interest Groups and Householders;
 - ⇒ Economic Sector – Chamber of Commerce, Business and Tourism Associations, Groups or Individuals with Business Interests;
 - ⇒ Environmental Sector – Environmental Groups, Peak Environmental Organisations, Landcare Groups, Catchment Groups, Groups or Individuals with Environmental Interests.

7 Invitees

- The EMRC may invite individuals or representatives from appropriate organisations to provide advice or present to the WMCRG. Invitees are not entitled to vote.

8 Meetings and Minutes of Meetings

- Ordinary meetings of the WMCRG shall be held bi-annually, generally in April and October, unless otherwise adjusted by the WMCRG or the EMRC.
- Meeting location shall be at the EMRC unless otherwise determined.
- Meetings shall normally commence at 6.00pm unless an alternative time is otherwise agreed.
- The EMRC will provide administrative support for the keeping of minutes.
- The Chairperson of the WMCRG is to verify the minutes prior to their circulation to the WMCRG.
- Minutes shall be distributed to all members of the WMCRG and to any other person at the discretion of the EMRC.

9 Quorum for Meetings

- The quorum for meetings of the WMCRG shall be at least 50% of the total number of members of the WMCRG.
- A recommendation of the WMCRG does not have effect unless it has been made by a simple majority.

10 Voting

- Each WMCRG member who is present at a meeting of the WMCRG is entitled to one vote.

- If the votes of WMCRG members present at a meeting are equally divided, the Chairperson may cast a second vote.
- A WMCRG member may specifically requests that their vote be recorded:

11 Election and Role of Chairperson

- The members of the WMCRG are to elect a chairperson from amongst themselves.
- The members of the WMCRG are to elect a deputy chairperson from amongst themselves.
- If the Chairperson of the WMCRG is not available to perform the functions of Chairperson, then the deputy Chairperson may perform the functions of the Chairperson.
- If both the Chairperson and Deputy Chairperson of the WMCRG are not available to perform the functions of Chairperson, then the WMCRG members present at the meeting are to choose one of themselves to preside at the meeting.
- The Chairperson will chair meetings of the WMCRG, verify minutes and act as a point of contact for the EMRC officer responsible for assisting with these duties.

12 Role of WMCRG Members

- Bring to the WMCRG their expertise and experience to assist the Group.
- Discuss relevant issues, in accordance with the terms of reference.
- Raise items for consideration by the WMCRG. These may require an officer to research and prepare a report for the reference group's consideration at a subsequent meeting.
- Provide expert advice if, and where, qualified to do so.
- Recognise that EMRC, is required to make its own decisions with regard to any advice placed before it including operating within the parameters of the *Local Government Act, 1996*.
- To be open and honest in their dealings at WMCRG meetings.
- To declare any vested interests.
- To respect any confidentiality requirements requested by the EMRC.

13 Role of EMRC Officers

- To provide a venue for the meetings.
- To provide technical and administrative support.
- To operate within their area of expertise or specific interest.
- Undertake research and investigation as recommended in response to any WMCRG queries.
- Assist the Chairperson and other members to set meetings around members' availability.
- To suggest agenda items and topics for the WMCRGs' consideration and contribute towards reports on these items and topics.
- To declare any vested interests.

14 Agendas

- Agendas for WMCRG meetings and any other material associated with the agenda are to be made available to members of the WMCRG in a timely manner; and
- The Chairperson is to be consulted regarding any new agenda items to be included.

15 Insurance Cover

WMCRG members are covered by the EMRC's Personal Accident/Volunteers insurance policy whilst engaged on the authorised business of the WMCRG and under the supervision of the WMCRG whilst travelling directly to or from such business.

16 WMCRG Expenses Reimbursement

- Expenses of WMCRG members will be met by the EMRC for return travel from their normal residence to meetings of the WMCRG.
- Travel expenses will be calculated in accordance with current EMRC procedures and submitted to the EMRC responsible officer for reimbursement.

6.6 SUSTAINABILITY TEAM PROGRAM FOR 2023/2024

D2022/19533

PURPOSE OF REPORT

The purpose of this report is to provide Council with the Sustainability Team Program 2023/2024 for noting.

KEY POINT(S)

- The Sustainability Team Projects Proposal for 2023/2024 has been developed and is attached for Council's consideration.
- The Proposal covers the areas of Urban Environment, Waste Education and Regional Advocacy.
- Net Zero will be the overarching theme for existing programs such as Achieving Carbon Emissions Reduction (ACER); Water and Energy programs, Future Proofing and new initiatives such as LED Street lights conversions and other supported initiatives.
- There is a strong focus on aligning projects with the United Nations Sustainable Development Goals (SDGs).
- There is also a strong focus on working towards achieving Net Zero through Circularity.
- State and federal government and other stakeholder funding will also continue to be sought to help fund and guide future delivery of projects in the region.

RECOMMENDATION(S)

That Council notes the programs outlined in the Sustainability Team Program for 2023/2024, forming the attachment to this report, which will form the basis of discussion with member Council CEOs.

SOURCE OF REPORT

Chief Sustainability Officer

BACKGROUND

- 1 The Sustainability Team, previously known as the Regional Services Directorate, takes a regionally based approach in terms of project delivery to member Councils (and other local governments on a fee for service basis). The EMRC also advocates on behalf of the Region in accordance with Council decisions. Over time the projects have varied in response to the needs of member Councils and emerging regional issues that are deemed appropriate to be dealt with on a regional scale.
- 2 Project delivery is driven through an annual process aligned with the EMRC's Corporate Business Plan and its quarterly reporting and also the annual budget cycle.

REPORT

- 3 The Sustainability Team Program demonstrates continued delivery of current projects and proposed delivery of new programs for 2023/2024. Agreed projects will be funded via a mix of funding from the EMRC, participating member Council contributions and grant funding where possible.
- 4 Program delivery is managed by the EMRC in collaboration with participating member Councils.

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

STRATEGIC/POLICY IMPLICATIONS

- 6 Key Result Area 1 – Environmental Sustainability
 - 1.2 To improve regional waste management
 - 1.5 To contribute towards improved amenity, conservation and support of the natural environment and to address climate change
- 7 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
- 8 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

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

SUSTAINABILITY IMPLICATIONS

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

RISK MANAGEMENT

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

MEMBER COUNCIL IMPLICATIONS

Member Council

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

Implication Details



Participating member Councils officer time may be required when working collaboratively with the Sustainability Team.

ATTACHMENT(S)

Sustainability Team Projects Proposal 2023/2024 (D2022/19534)

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION(S)

That Council notes the programs outlined in the Sustainability Team Projects Proposal 2023/2024, forming the attachment to this report, which will form the basis of discussion with member Council CEOs.

COUNCIL RESOLUTION(S)

MOVED

SECONDED



Eastern Metropolitan Regional Council

Sustainability Team

Program 2023/2024

Urban Environment and Waste Education Services

SUSTAINABLE DEVELOPMENT GOALS



Contents

1	Introduction	1
1.1	Sustainability Team	1
1.2	Strategic Context	2
1.1.1	EMRC Draft Sustainability Strategy	2
1.2	Reporting	2
2	Program Overview	3
2	Funding Summary.....	4
2.1	Withdrawal from any of the Urban Programs.....	5
3	2022/2023 Programs and Projects.....	5
2.2	Urban Sustainability Assessment Programs (USAP).....	5
2.2.1	Achieving Carbon Emission Reduction (ACER) Program.....	5
2.2.2	Water Sensitive Futures	6
2.2.3	Benchmarking Building Efficiency (BBE)	6
2.2.4	Sustainable Development Goals Annual Review.....	6
2.3	Urban Integrated Development.....	7
2.3.1	Sustainable Transport.....	7
2.3.2	Circular and Economic Development.....	7
2.3.3	Social Advancement.....	8
2.4	Waste Education Services.....	8
2.4.1	Waste Education Support for Local Governments.....	8
2.4.2	Waste Education Services for Community.....	9
2.4.3	Waste Plans.....	9
2.4.4	FOGO	10

Tables

Table 1: EMRC Sustainability Team Funding Summary.....	4
--	---

Figures

Figure 1: Sustainability Team organisational structure 2022.....	1
Figure 2: Sustainability Team program overview aligned with the EMRC Corporate Business Plan objectives and the Sustainable Development Goals	3

1 Introduction

This Sustainability Team Program 2023/2024 comprises Urban Environment and Waste Education services and programs and also highlights regional advocacy across a range of sustainability issues.

1.1 Sustainability Team

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

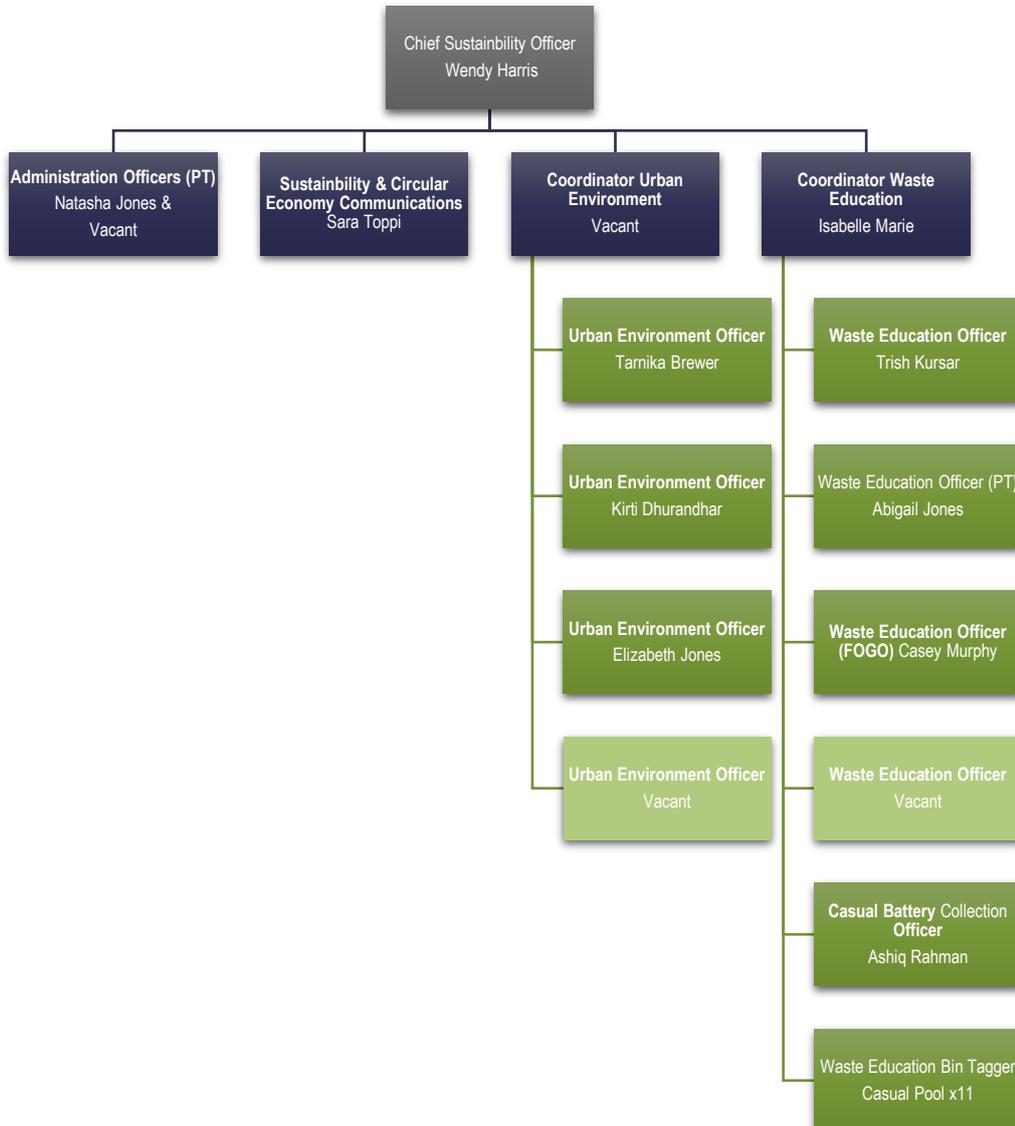


Figure 1: Sustainability Team organisational structure 2022.

1.2 Strategic Context

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

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

1.1.1 EMRC Draft Sustainability Strategy

⇒ Our Sustainability Vision

- ↻ Promoting sustainable waste management and a transition to a circular economy

⇒ Objectives

- ↻ Demonstrate circular economy leadership
- ↻ Respond to a climate emergency
- ↻ Reduce our environmental impact
- ↻ Create value in the community

1.2 Reporting

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

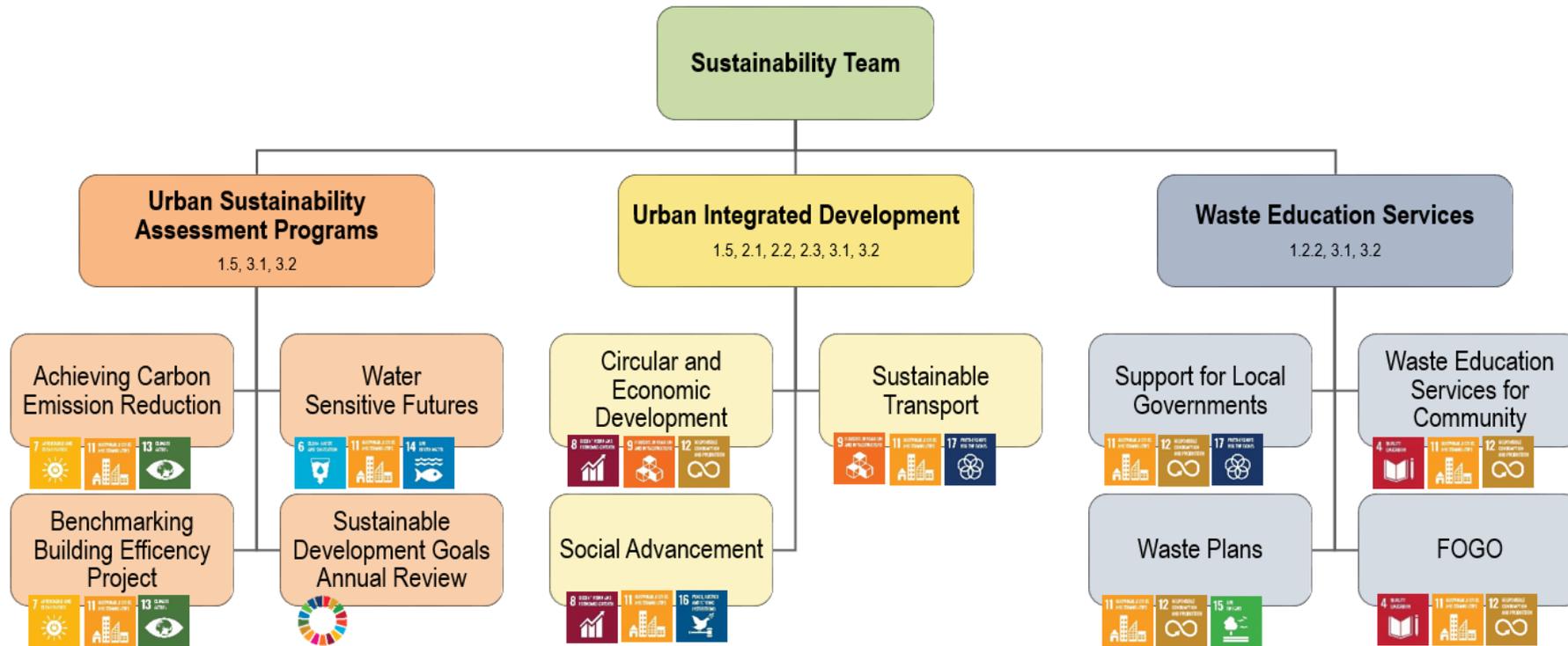


Figure 2: Sustainability Team program overview aligned with the EMRC Sustainability Strategy and Corporate Business Plan objectives and the Sustainable Development Goals.

2 Funding Summary

To achieve sustainability outcomes and alignment with the EMRC Strategic Review, the new Sustainability Strategy, and the revised draft Strategic Plan 2017-2027, programs and projects are grouped in a way to allow flexibility for participation and ensure ongoing value for each Council, while acknowledging the varying needs of each of the member Councils.

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

Table 1: EMRC Sustainability Team Funding Summary.

Program	Town of Bassendean (\$)	City of Bayswater (\$)	City of Kalamunda (\$)	Shire of Mundaring (\$)	City of Swan (\$)
Urban Sustainability Assessment Programs					
ACER Program – Data Management	\$4,000	X	X	\$4,000	X
ACER Program – Climate, Energy and Emission Actions	\$6,000	X	X	\$6,000	X
Water Sensitive Futures - Data Management	\$4,000	X	X	\$4,000	X
Water Sensitive Futures - Water Sensitive Actions	\$7,200	X	X	\$7,200	\$9,100
Water Sensitive Futures - Waterwise Council Accreditation	\$7,010	X	X	\$7,010	\$7,010
Future BBE	TBC	TBC	TBC	TBC	TBC
SDG Annual Review *NEW*	\$4,000	\$4,000	X	\$4,000	X
Urban Integrated Development					
Sustainable Transport	N/A	N/A	N/A	N/A	N/A
Circular and Economic Development	N/A	N/A	N/A	N/A	N/A
Social Advancement – Avon	\$2,210	\$4,450	X	X	\$7,740
Complimentary:					
▪ Social Advancement – Social Priorities	N/A	N/A	N/A	N/A	N/A
▪ Advisory Groups					
▪ Regional Advocacy					
Waste Education Services					
Waste Education ¹	N/A	N/A	N/A	N/A	N/A
Waste Plans ²	N/A	N/A	N/A	N/A	N/A
FOGO ³ (rollout support)	N/A	N/A	N/A	N/A	N/A
2023/2024 Total Proposed Member Council Contributions	\$34,420	\$8,450	\$0	\$32,210	\$23,850

X – Not currently participating. A cost can be negotiated with interested councils.

TBC – Details to be confirmed.

N/A – Cost not applicable

¹ Waste Education services are funded by the Waste Education Levy which currently equates to 5% of the gate fee at the Red Hill Waste Management Facility.

² Waste Plans can be provided on request on a Fee for Service (FFS) basis for Non-Member Councils.

³ FOGO communication plans and implementation support is provided on an as-needs basis in negotiation with Member Councils progressing to the 3-bin system and available as a FFS option for Non-Member Councils.

2.1 Withdrawal from any of the Urban Programs

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

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

If a member Council wishes to withdraw from any of the Urban programs outlined within this program, formal notice of withdrawal is required to be provided for each individual program (in this case, by 31 December 2022 to take effect from 1 July 2023).

3 2023/2024 Programs and Projects

2.2 Urban Sustainability Assessment Programs



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

2.2.1 Achieving Carbon Emission Reduction (ACER) Program

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

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

2.2.2 Water Sensitive Futures

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

- ⇒ Water Data Management:
 - ↪ Verify Water data, complete Quarterly Performance Review of corporate potable water.
 - ↪ Facilitate quarterly water team meetings
 - ↪ Annual water data analysis report and snapshot.
 - ↪ Data management platform support as required (currently Azility).
 - ↪ Annually collect and collate data from Water Corporation and Department of Water and Environmental Regulation (DWER)
- ⇒ Water Sensitive Actions:
 - ↪ Provide technical support to progress strategies, plans and actions to meet water conservation goals
 - ↪ Support integration of the Water Sensitive Cities Index framework into strategies and plans.
 - ↪ Support progress through Water Sensitive Cities Modules
 - ↪ Facilitate quarterly water team meeting including action review, fault identification and other waterwise issues
- ⇒ Waterwise Council Action Plan (WCAP) Accreditation
 - ↪ Annual reporting to Water Corporation for re-endorsement of Waterwise councils
 - ↪ Annually collect and collate Data from Azility (when required), Water Corporation and Department of Water and Environmental Regulation (DWER)

2.2.3 Benchmarking Building Efficiency (BBE)

Participating member Councils identified knowledge gaps in terms of cost benefit analysis of energy efficiency initiatives, assessing building performance, and identifying and understanding key performance indicators for different facility types. The two-year BBE project, completed in 2021, provided comparable benchmarks for buildings with similar functions and recommendations for energy efficiency initiatives, retrofits and investments. The BBE project's outputs support participating councils to seek funding and continue implementing energy efficiency initiatives with individual facility and regional-scale building energy information. Given the focus on the National Construction Code's revised energy efficiency provisions in Western Australia the EMRC is investigating opportunities to assist member Councils.

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

2.2.4 Sustainable Development Goals Annual Review

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

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

- ⇒ SDG assessment and reporting includes:
 - ↪ Collection and collation of organisation wide information
 - ↪ Annual SDG report and snapshot
 - ↪ Facilitate bi-annual meeting including review of actions and identification of opportunities.

2.3 Urban Integrated Development



2.3.1 Sustainable Transport

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

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

2.3.2 Circular and Economic Development

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

2.3.3 Social Advancement

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

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

2.4 Waste Education Services



2.4.1 Waste Education Support for Local Governments

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

- ⇒ 2030 State WARR Strategy Implementation Support
- ⇒ Regional Waste Education Steering Group - Facilitate quarterly member Council's representatives meeting to share waste management challenges and find solutions as a Region.
- ⇒ Regional Advocacy - e.g., Waste Management Community Reference Group (WMCRG), Recycle Right member, Consistent Communication Collective a committee member.
- ⇒ Local Government Waste and Recycling Guides - Expert assistance with creation and production.
- ⇒ Bin Tagging - Behaviour change education program to assist households with correct bin use.
- ⇒ WA plastic ban – Education support for business, community groups and organisations.
- ⇒ Source Separation Collection and Support - From schools and public places of batteries, light globes and mobile phones.

- ⇒ Event Support – Planning, implementation, administration and personnel support (e.g., Plastic Free July, National Recycling week). Includes social media content development and community engagement.
- ⇒ Incursion staff lunch and learn series - Interactive sessions tailored to fit into a typical lunch break informs about waste avoidance, reduction and separation.
- ⇒ Support with miscellaneous waste education initiatives - e.g., administration and implementation of subsidy programs such as worm farm, and modern cloth nappy etc., and business waste education support.

2.4.2 Waste Education Services for Community

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

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

2.4.3 Waste Plans

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

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

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

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

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

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

2.4.4 FOGO

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

- ⇒ Communications Plan – Thoroughly researched via consultation and direct experience with FOGO implementation.
- ⇒ FOGO Implementation Support:
 - ↪ A range of community engagement activities to support bin system changes.
 - ↪ Procurement assistance for kitchen caddies and compostable liners and their distribution.
 - ↪ The Waste Education Services Team relocates to the Council for an agreed time (eight weeks for member Councils) to assist with their FOGO rollout allowing ease of communication. Includes answering resident enquiries and community engagement activities.
 - ↪ Post FOGO rollout bin tagging program.
- ⇒ FOGO Step By Step Guide – A practical how-to guide outlining planning and implementation of a FOGO system. The EMRC can tailor the guide to suit individual Councils.

6.7 INFORMATION BULLETIN - CORPORATE BUSINESS PLAN 2022/2023 – 2026/2027 – FIRST QUARTER REPORTING FROM JULY TO SEPTEMBER 2022

D2022/16762

PURPOSE OF REPORT

The purpose of this report is to provide Council with a progress update against key actions identified within EMRC's Corporate Business Plan 2022/2023 – 2026/2027 for the reporting period July to September 2022.

KEY POINT(S)

- Section 5.56(1) and (2) of the *Local Government Act 1995* requires that each local government is 'to plan for the future of the district', by developing plans in accordance with the regulations.
- The *Local Government (Administration) Regulations 1996* specify that a 'plan for the future' comprises of the following:
 - ⇒ A Strategic Community Plan – a minimum 10 year timeframe; and
 - ⇒ A Corporate Business Plan – a four to five year plan, which translates the 10 year strategic plan into actions.
- Council adopted the EMRC's Strategic Community Plan titled 10 Year Strategic Plan 2017 – 2027 on 18 August 2016 for implementation from 1 July 2017 onwards (D2016/10193).
- Council adopted the revised EMRC's Corporate Business Plan 2022/2023 – 2026/2027 on 26 August 2022 (D2021/14764).
- The attachment to this report provides the first quarter reporting, against the key actions identified within the new Corporate Business Plan 2022/2023 – 2026/2027, for the period July to September 2022.

SOURCE OF REPORT

Chief Sustainability Officer

BACKGROUND

- 1 Section 5.56(1) and (2) of the *Local Government Act 1995* require that each local government is 'to plan for the future of the district', by developing plans in accordance with the regulations. The *Local Government (Administration) Regulations 1996* specify that a 'plan for the future' comprises of the following:
 - A Strategic Community Plan – a minimum 10 year timeframe; and
 - A Corporate Business Plan – a four to five year plan, which translates the 10 year strategic plan into actions.
- 2 Council adopted the EMRC's Strategic Community Plan titled 10 Year Strategic Plan 2017 – 2027 on 18 August 2016 for implementation from 1 July 2017 onwards (D2016/10193).
- 3 Council adopted the EMRC's new Corporate Business Plan 2022/2023 – 2026/2027 on 26 August 2022 (D2020/14764) for activities progressed from 1 July 2022 onwards.

REPORT

- 4 The 10 Year Strategic Plan 2017 – 2027 guides, at a strategic level, the direction that the EMRC will take over the next ten years towards achieving its vision: *"To be a responsive and innovative leader in assisting Perth's Eastern Region to be a great place to live, work, play and do business."*

- 5 The Corporate Business Plan 2022/2023 – 2026/2027 was developed to articulate the strategic direction into operational activities. It is designed to ensure that the organisation as a whole is able to deliver on Council’s high level priorities, and summarises the services, operations and projects EMRC will deliver over the next five years, commencing as of 1 July 2022.
- 6 The attachment to this report relates to the Corporate Business Plan actions for the first quarter reporting period of July to September 2022.

STRATEGIC/POLICY IMPLICATIONS

- 7 Key Result Area 3 – Good Governance
 - 3.3 To provide responsible and accountable governance and management of the EMRC
 - 3.4 To continue to improve financial and asset management practices

FINANCIAL IMPLICATIONS

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

SUSTAINABILITY IMPLICATIONS

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

RISK MANAGEMENT

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

MEMBER COUNCIL IMPLICATIONS

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

ATTACHMENT(S)

Corporate Business Plan 2022/2023 – 2026/2027 First Quarter Progress Report for the period, July to September 2022 (D2022/16521)



Corporate Business Plan 2022/2023 – 2026/2027

Progress Report – First Quarter 2022/2023

Introduction

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

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

The newly adopted Corporate Business Plan 2022/2023 – 2026/2027 (Corporate Business Plan) is used to drive operational activities and is aligned to the priorities identified in the 10 Year Strategic Plan. These two comprise the EMRC's Plan for the Future. Strategic high-level plans guide development of actions which are prioritised during annual business planning workshops, and resourced through the annual budget.

Council adopted the latest EMRC's Corporate Business Plan in June 2022. The Corporate Business Plan is built on the foundation of four goals identified within the Sustainability Strategy 2022/2023 – 2026/2027 and the revised 10 Year Strategic Plan 2017 to 2027. The Corporate Business Plan sets out the actions that staff will undertake to deliver on Council's strategic priorities.

Reports against the Corporate Business Plan provide Council with progress updates of projects and programs developed to achieve Council's strategic vision "The EMRC focuses on delivering waste, resource recovery and sustainability services, capitalising on its existing capabilities and infrastructure to act as an industry leader" and sustainability vision "Promoting sustainable waste management and a transition to a circular economy".

Updates against the Corporate Business Plan for the period July 2022 to June 2023 are provided quarterly within this document and are against the current adopted Plan.

Marcus Geisler
Chief Executive Officer

- Behind Schedule; Over Budget; Significant impacts experienced; Project stalled; High likelihood of risk
- Minor impediments regarding Budgets/Schedules; Medium likelihood of risk; Project deferred/postponed
- Ahead or on schedule; Under/On Budget; Risks dealt with or low likelihood

1 Demonstrate Circular Economy Leadership

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

1.1 Enable circular economy initiatives through advocacy networks by 2025

Key Actions		Responsible Officer	Status	Quarter	Comments
1.1.1	Map stakeholders and areas of influence and impact to develop a targeted engagement plan (e.g. member Councils, commercial waste customers, government policy drivers) E.g.: ➤ Member Council and key stakeholder relationships; ➤ Partnership opportunities with universities and other organisations; ➤ Marketing and Communications Plan ➤ Revised Stakeholder Engagement Plan	CEO	●	July - September 2022	In progress
				October - December 2022	
				January - March 2023	
				April - June 2023	
1.1.2	Facilitate regular industry-based and community-based advocacy meetings to discuss and identify new circular economy and net zero ventures opportunities E.g.: ➤ CEWA; Emicol; RWESG ➤ CE webinars and forums	Sustainability	●	July - September 2022	Regular meetings occurring with stakeholders including STEG; CEWA and continuing Circular Economy webinars
				October - December 2022	
				January - March 2023	
				April - June 2023	
1.1.3	Create strategic partnerships and alliances which aim to achieve positive outcomes for the region and beyond, build resilience and secure funding (where relevant)	CEO	●	July - September 2022	Meeting with GDA, Woodside, other alliances have been held this quarter
				October - December 2022	
				January - March 2023	

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

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

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

1.3 80% reuse of material at all EMRC operated sites by 2040

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

1.3.6	Identify and facilitate supply chain awareness for product production e.g. FOGO products, woodchips, construction materials	Operations	●	July - September 2022	Development of a sales comm strategy for all existing customers as well as new potential customers around recoverable materials.
				October - December 2022	
				January - March 2023	
				April - June 2023	

2 Respond to a Climate Emergency

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

2.1 Infrastructure adaptation and education by 2030

	Key Actions	Responsible Officer	Status	Quarter	Comments
2.1.1a	Undertake asset management assessment, workforce planning and long-term financial planning for all EMRC owned infrastructure E.g.: ➤ Long term financial plan ➤ Asset Management Plan ➤ Strategic IT Plan	Business	●	July - September 2022	Long Term Financial Planning - Review of the 10 Year Financial Plan will be undertaken as part of the 2023/2024 Budget deliberation process and is expected to commence in Feb/Mar'23 following the half year budget review in Jan/Feb'23. Strategic IT Plan – New phone system implemented at the Red Hill site. Test environment built for testing a new version of the SynergySoft finance system.
				October - December 2022	
				January - March 2023	
				April - June 2023	
2.1.1b	Undertake asset management assessment, workforce planning and long-term financial planning for all EMRC owned infrastructure E.g.: ➤ Organisational governance ➤ Integrated Planning Framework ➤ Workforce Plan ➤ OSH Plan ➤ Risk Management	CEO	●	July - September 2022	The Risk Management is an ongoing process and updates reported through the Audit Committee. The next Risk Management update will be in the October AC meeting. All further plans are in progress.
				October - December 2022	
				January - March 2023	
				April - June 2023	
2.1.2	Identify and evaluate land-use options at EMRC sites to maximise future resource recovery program	Projects	●	July - September 2022	Land use options currently under review in line with various projects which are in development stages.

Key Actions	Responsible Officer	Status	Quarter	Comments
			October - December 2022	
			January - March 2023	
			April - June 2023	

2.2 Below zero carbon emissions by 2040

Key Actions	Responsible Officer	Status	Quarter	Comments
2.2.1 Map and benchmark energy usage and consumption rates across all sites e.g. energy use, vehicle fuel consumption, auditing requirements, early stage asset management	Operations	●	July - September 2022	Implement effective systems to accommodate monthly reports
			October - December 2022	
			January - March 2023	
			April - June 2023	
2.2.2 Establish a decarbonisation plan to achieve "Below zero emissions by 2040" target. This should include consideration of decarbonisation project ideas presented in the strategic review e.g. opportunities for onsite use or export of heat energy for value-adding processes or sale to surrounding industrial businesses, electric fleet procurement	CEO	●	July - September 2022	Discussions are ongoing with external parties around future decarbonisation at Red Hill
			October - December 2022	
			January - March 2023	
			April - June 2023	
2.2.3 Create Annual Energy and Emission Data Analysis Report and Snapshot for goal tracking. Develop and publish the SDG annual report card E.g.: ➤ EMRC corporate emissions & SDG progress	Sustainability	●	July - September 2022	Finalised frame work for SDG reporting Commenced collection of data
			October - December 2022	
			January - March 2023	
			April - June 2023	

2.3 Sustainability integrated into management processes

Key Actions	Responsible Officer	Status	Quarter	Comments
2.3.1 Establish a decision-making framework to include sustainability for operational and capital expenditure	Operations	●	July - September 2022	Review the procurement process for tenders and quotations to include sustainability as a key KPI with all operational reporting requirements.

	E.g.: ➤ Provide Waste disposal service at Red Hill WMF ➤ Review Red Hill Development Plan			October - December 2022	
				January - March 2023	
				April - June 2023	
2.3.2	Include sustainable decision-making frameworks in procurement templates, evaluation and processes of all projects	Business	●	July - September 2022	Sustainable decision making in procurement is included in the EMRC Purchasing Policy. The procurement team is working on a sustainable procurement framework and to be included in the procurement templates and processes as appropriate.
				October - December 2022	
				January - March 2023	
				April - June 2023	
2.3.3	Review projects quarterly to identify examples where sustainable decision making and other actions have been applied to a project. This should include the identification of design engineering for front-end material reuse programs	Projects	●	July - September 2022	The first step towards this objective is updating the EMRCs tender documentation to reflect a sustainable approach to project delivery. This process is now underway.
				October - December 2022	
				January - March 2023	
				April - June 2023	
2.3.4	Create a sustainability performance review for each team and identify sustainability criteria for environmental, social, governance (ESG) decision making	CEO	●	July - September 2022	In progress
				October - December 2022	
				January - March 2023	
				April - June 2023	
2.3.5	Establish regular internal collaboration sessions to identify new sustainability initiatives, for consideration by Council, and revisit ongoing initiatives.	Sustainability	●	July - September 2022	In progress
				October - December 2022	
				January - March 2023	
				April - June 2023	

3 Reduce Our Environmental Impact

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

3.1 Regional urban programs implemented

	Key Actions	Responsible Officer	Status	Quarter	Comments
3.1.1	Maintain programs related to sustainability goals and review in participating Councils' annual programs reports E.g.: Identify, investigate, develop; ➤ ACER program ➤ SDG reporting ➤ New environmental and sustainability initiatives	Sustainability	●	July - September 2022	➤ Shire of Mundaring and City of Bayswater engaged to participate in SDG reporting ➤ Commenced Acer reporting Shire of Mundaring and Town of Bassendean ➤ Facilitated QPR for Town of Bassendean and Shire of Mundaring
				October - December 2022	
				January - March 2023	
				April - June 2023	
3.1.2	Review and complete annual water plans in alignment with Waterwise Council Accreditations E.g.: Review and implement ➤ Water Sensitive Futures Program ➤ Waterwise Council reindorsement reporting	Sustainability	●	July - September 2022	➤ Commenced Water Wise annual re-endorsement for Town of Bassendean, Shire of Mundaring, City of swan and Town of Vic park ➤ Commenced water sensitive futures reporting for The Town of Bassendean, City of Swan and Shire of Mundaring ➤ Facilitated QPR for Town of Bassendean and Shire of Mundaring ➤ Attended water team meeting city of Swan
				October - December 2022	
				January - March 2023	
				April - June 2023	
3.1.3	Facilitate and/or participate in industry-based and community-based advocacy meetings to discuss, identify and prioritise new, or ongoing, circular economy, net zero and sustainability regional programs E.g.: ➤ Facilitate networking groups, e.g. STEG. ➤ Participate e.g. WALGA Climate Change Collaborative.	Sustainability	●	July - September 2022	The team has participated in a number of industry-based forums during this quarter
				October - December 2022	
				January - March 2023	
				April - June 2023	

3.2 Contribute to a decrease in illegal waste disposal by 2040

	Key Actions	Responsible Officer	Status	Quarter	Comments
3.2.1	Establish campaigns to create a recover, reuse, recycle, return, repair and drop off culture to increase recovery rates and combat illegal dumping	Sustainability	●	July - September 2022	Create campaigns to create a recover, avoid, reuse, recycle, return, repair and drop off culture to increase recovery rates and combat illegal dumping
				October - December 2022	
				January - March 2023	
				April - June 2023	
3.2.2	Establish programs for acceptance of construction and demolition waste e.g. bricks, timber, sand, soil, concrete and other resource recovery initiatives	Projects	●	July - September 2022	Options being considered include liquid waste, APCr and other waste products. The first step in this process is to obtain approval to accept and process these materials.
				October - December 2022	
				January - March 2023	
				April - June 2023	

3.3 EMRC wide environmental management system

	Key Actions	Responsible Officer	Status	Quarter	Comments
3.3.1	Review and develop the framework the EMRC will use going forward in terms of its Environmental Management System Framework i.e. in alignment with ISO14001 or equivalent	Projects	●	July - September 2022	The EMRCs accreditation to ISO14001 was recertified in April 2022. There are seven minor non-compliances to address. The environmental management system is under review with the objective of reducing and simplifying the number, frequency and complexity of reporting we are required to provide.
				October - December 2022	
				January - March 2023	
				April - June 2023	
3.3.2	Establish compliance monitoring, reporting and review processes in alignment with the EMRC's Environmental Management System E.g: Minimise environmental impacts of waste management operations	Projects	●	July - September 2022	The EMS which is accredited to ISO14011 is under review, with a view to simplifying and reducing the reporting requirements required under our operating licences.
				October - December 2022	
				January - March 2023	
				April - June 2023	

4 Create Value in the Community

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

4.1 Community based source separation initiatives by 2027

Key Actions		Responsible Officer	Status	Quarter	Comments
4.1.1	Establish community engagement initiatives for source separation opportunities including education hubs, school programs, community group support and bin tagging	Sustainability	●	July - September 2022	Continue to establish community engagement initiatives for source separation opportunities including school education, tours of Red Hill Waste Management Facility provide workshops, clothes swaps community group support and bin tagging.
				October - December 2022	
				January - March 2023	
				April - June 2023	
4.1.2	Utilise current community programs to provide education and tools on material re-use and issues regarding poor source separation	Sustainability	●	July - September 2022	Continue to utilise current community programs to provide education and tools on avoid, re-use and issues regarding poor source separation.
				October - December 2022	
				January - March 2023	
				April - June 2023	
4.1.3	Utilise EMRC fleet and other EMRC owned assets as educational billboards for source separation education and requirements	Operations	●	July - September 2022	Currently reviewing all assets to see where opportunity exists for educational messaging. E.g new collection trucks and walking floor trailers.
				October - December 2022	
				January - March 2023	
				April - June 2023	
4.1.4	Establish verge collection and shared valet service programs. This includes a waste classification program for different materials and costings	Operations	●	July - September 2022	Progressing as per the regional waste collection business case.
				October - December 2022	
				January - March 2023	
				April - June 2023	

4.2 Use of recovered material in the region by 2040

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

4.3 Increased participation in behaviour change programs

Key Actions		Responsible Officer	Status	Quarter	Comments
4.3.1	Provide education for waste solutions that are in line with WA Waste Strategy and waste hierarchy E.g.: ➤ Continue waste education programs	Sustainability	●	July - September 2022	Continue to provide waste education programs that align with the WA Waste Strategy
				October - December 2022	
				January - March 2023	
				April - June 2023	
4.3.2	Benchmark and monitor participation rates in EMRC sustainability programs	Sustainability	●	July - September 2022	Participation rates in EMRC sustainability programs are proceeding in accordance with the individual Council's signed Project Plans and in accordance with the approved 2022/23 budget
				October - December 2022	
				January - March 2023	

	Key Actions	Responsible Officer	Status	Quarter	Comments
				April - June 2023	
4.3.3	Establish a Sustainability Stakeholder engagement plan E.g: Continue to foster and enhance relationships with member Councils and all key stakeholders	Sustainability	●	July - September 2022	The current/existing stakeholder relationship plan is being reviewed
				October - December 2022	
				January - March 2023	
				April - June 2023	

6.8 INFORMATION BULLETIN - SUSTAINABILITY TEAM UPDATE – JULY TO SEPTEMBER 2022

D2022/19406

PURPOSE OF REPORT

The purpose of this combined report is to provide a progress update on the activities undertaken by the Sustainability Team for the period July to September 2022.

KEY POINT(S)

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

- All activities undertaken by the Urban Environment Team for the ensuing period; and
- All activities undertaken by the Waste Education Team for the ensuing period.

SOURCE OF REPORT

Chief Sustainability Officer

BACKGROUND

- 1 The Urban Environment Team partners with member Councils, other local governments and key stakeholders to facilitate projects and activities and provide services (where appropriate) for the benefit and sustainability of Perth's Eastern Region.
- 2 The Waste Education Team partners with member Councils, other local governments and key stakeholders to deliver waste education and other waste services for the benefit and sustainability of Perth's Eastern Region.
- 3 Advocacy also occurs at a regional, state and federal level to ensure key agencies are fully apprised of matters of significance to the Region.

REPORT

- 4 The progress report comprises of two parts; Urban Environment and Waste Education. The 2021/2022 focus of the Sustainability Team is to drive all projects, activities and services in accordance with the United Nations Sustainable Development Goals, Circular Economy and transitioning towards Net Zero by 2040.
- 5 **Urban Environment - Key Regional Actions (Relevant to all Councils)**
 - Commenced Tree festival Planning
 - Regional Youth officer meeting postponed
- 6 **Urban Environment - Town of Bassendean**
 - Facilitated QPR meeting
 - Commenced Water Wise council re indorsement
 - Commenced ACER reporting
 - Commenced Water Sensitive Futures reporting
- 7 **Urban Environment - City of Bayswater**

8 Urban Environment - Shire of Mundaring

- Facilitated QPR meeting
- Commenced Water Wise Council re indorsement
- Commenced ACER reporting
- Commenced Water Sensitive Futures reporting

9 Urban Environment - City of Swan

- Commenced Water Wise council re indorsement
- Commenced Water Sensitive Futures reporting

10 Urban Environment – City of Kalamunda

- No specific actions this quarter.

11 Sustainable Transport and Economic Development

- Marketing campaign and review took place for the Avon Descent Family Fun Days
- Attended all events for the Avon Descent Weekend and photos were taken
- Debrief meeting held between Councils for the Avon Descent Family Fun Days
- Commenced collection of acquittal information for Lotterywest
- STEG meeting was held Tuesday 20 September, with guest speakers from REMPLAN and WALGA
- Commenced planning for the Circular Economy Course 2023
- Applied for the Innovate Your Move Award

12 Bin Tagging

- The bin tagging report was submitted to the City of Bayswater, outlining the details of the program and it's impacts.

13 Earth Carers

- The next Earth Carers Course will commence on Wednesday 19th October 2022 consisting of 5 sessions with the last session being held on Wednesday 2nd November 2022 and will be held at Ascot; and
- Topics at this Earth Carers Course include The Art of Frugal Hedonism and Sustainability in Action.

14 Recycle Right Membership

- Reference Group Meeting held on 21 September 2022;
- Update on Recycle Right webinars held and upcoming webinars;
- The EMRC, Town of Bassendean, City of Bayswater and City of Swan Waste Education and the Resource Recovery Group staff all attended Anzac Terrace Primary School to run the Recycle Right GREAT games incursion; and
- Waste Education is considering purchasing GREAT Sort games for member councils to utilise.

15 **Waste Sorted Grant - Circular Economy in the Community**

- EMRC have purchased several items for the textile’s component of the grant, and the City of Swan has used this equipment for three successful events;
- The second WA Plastic Ban: Is Your Business Ready? Webinar was cancelled due to low registrations;
- The Saving with Scraps moved to a workshop format and 14 participants attended;
- The Waste Education team ran a successful Swap Shop at the Waste and Recycling conference; and
- The second grant milestone report was submitted at the end of September 2022.

16 **Waste Plans**

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

17 **Public Recycling Updates (Public place collection data for the period July to September 2022)**

a. **Public Place Battery Collection Program**

Battery Recycling – Public Places	July to Sep 2022/ 2023	July to Sept 2021/2022	Year to Date 2022/2023	Year to Date 2021/2022
Bassendean	286.2	265.4	713.6	784.1
Bayswater	832.3	917.3	2486.6	2619.0
Kalamunda	916.4	1054.5	2810.5	3101.3
Mundaring	417.4	454.4	1179.5	1042.6
Swan	531.7	792.4	1778.6	2257.9
TOTAL (kg)	2984	3484	8968.8	9804.9

b. **Schools Battery Collection Program**

Battery Recycling - Schools	July to Sep 2022/ 2023	July to Sept 2021/2022	Year to Date 2022/2023	Year to Date 2021/2022
Bassendean	23.80	90.9	141.50	260.80
Bayswater	131.80	291.5	401.20	641.20
Kalamunda	74.00	216.2	454.70	793.50
Mundaring	254.90	438.7	918.10	1119.90
Swan	294.10	383	958.10	1163.00
TOTAL (kg)	778.60	1420.3	2873.60	3978.40

18 **CFL Collection and Recycling Program**

CFL Recycling - Public Places	July to Sep 2022/ 2023	July to Sept 2021/2022	Year to Date 2022/2023	Year to Date 2021/2022
Bassendean	47.4	19.7	75.6	44.8
Bayswater	230.6	177.1	549.6	405.4
Kalamunda	112.5	81.5	272	143.7
Mundaring	172.5	176.5	380.6	315.6
Swan	344.5	163.9	745.2	240.3
TOTAL (kg)	907.5	618.7	2023	1149.8

19 **Tours of Red Hill Waste Management Facility and Education Centre – July to Sept 2022**

Name of Group	Council Region	Number of Participants	Program
July 2022			
Shire of Mundaring Community Tour	Mundaring	13	Site visit and Education Centre
Helena River Steiner School	Swan	22	Site visit and Education Centre
August 2022			
Chisholm Catholic College	Bayswater	14	Site visit
Rise Network	Kalamunda	18	Site visit
September 2022			
Rise Network	Kalamunda	14	Site visit and Education Centre
City of Swan Community Tour	Swan	20	Site visit and Education Centre
Swan Valley Anglican Community School	Swan	16	Site visit and Education Centre
Total		117	

20 **School and Community Engagement/Events**

School Events

- City of Kalamunda – Gooseberry Hill- Mini Sort and Waste Audit Incursion – 1 July 2022;
- Town of Bassendean – Anzac Terrace Primary School- Recycle Right GREAT Incursion – 25 August 2022; and
- City of Bayswater- MAX Solutions Presentation – 1 September, 2022.

Member Council Events and Requests

- City of Swan – Sustainable Style & Clothes Swap – Ballajura – 16 July 2022;
- City of Swan – Sustainable Style & Clothes Swap – Guilford – 30 July 2022;
- City of Swan – Avon Decent –14 August 2022; and
- Town of Bassendean- Power to the People- 24 and 30 September 2022.
- Recycled Fashion Tour- 29 September

EMRC Waste Education Hosted Events

- Enabling Circular Economy to Reduce Food Waste Webinar – 14 July, 2022; and
- Saving with Scraps workshop – 10 September, 2022.

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

- Waste Educators Networking Group Meeting - 7 July 2022;
- North Metropolitan Health Service Podcast - 22 July 2022;
- Ditch the Disposables: Best Practice Reusables for Businesses Webinar – 26 July 2022;
- Battery Stewardship Scheme Information Session for Local Government – 9 August 2022;
- Consistent Communications Collective meeting - 10 August 2022;
- How to Embrace Circularity in Your Home Webinar 19 August 2022;
- Bin Tagging Program 2022/23 Information Session – 23 August 2022;
- Procurement in a Circular Economy for Local Government Webinar - 26 August 2022;
- Waste Educators Networking Group Meeting - 1 September 2022; and
- Waste and Recycling Conference –14-15 September.

22 **Waste Education Loan Resources Utilisation**

- Book Box, Early Years Resource Box, Mini Bin Waste Sort, Natures Recyclers, and Plastic Not So Fantastic Loan boxes - Gooseberry Hill Primary school (City of Kalamunda) 24 June 2022 - 1 July 2022;
- Clothes Swap items –Uniform Swap City of Swan Staff (City of Swan)- 26 July- 28 July;
- Small Why Letters - Clean up Bullsbrook Day, Bullsbrook Association (City of Swan) 29 July – 12 August;
- Clothes Swap items –Plus Size Market (City of Swan) – 9 September - 12 September; and
- Mini Bin Waste Sort and Natures Recyclers Loan boxes - Hills Outside School Care (Shire of Mundaring) 23 September 2022 - 13 October 2022.

FINANCIAL IMPLICATIONS

- 23 The activities undertaken within the Sustainability Team are funded as part of the 2021/2022 approved operating budget.

STRATEGIC POLICY IMPLICATIONS

24 Key Result Area 1 – Environmental Sustainability

- 1.3 To provide resource recovery and recycling solutions in partnership with member Councils
- 1.5 To contribute towards improved regional air, water and land quality and regional biodiversity conservation and address climate change

Key Result Area 2 – Economic Development

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

Key Result Area 3 – Good Governance

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

FINANCIAL IMPLICATIONS

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

SUSTAINABILITY IMPLICATIONS

26 The Sustainability Team operates to pursue environmental, economic and social growth outcomes for Perth’s Eastern Region.

RISK MANAGEMENT

Risk – The Sustainability Team deliver on agreed projects so there is minimal risk		
Consequence	Likelihood	Rating
Possible	Insignificant	Low
Action/Strategy		
➤ The Sustainability Team considers risk pertaining to all projects or programs and continues to deliver on agreed actions		

MEMBER COUNCIL IMPLICATIONS

Member Council	Implication Details
Town of Bassendean	} Participating member Council officer time on advisory group
City of Bayswater	
City of Kalamunda	
Shire of Mundaring	
City of Swan	

ATTACHMENT(S)

Nil

7 CONFIDENTIAL MATTER FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC

RECOMMENDATION (Closing Meeting to the Public)

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

COUNCIL RESOLUTION(S)

MOVED CR

SECONDED CR

7.1 WOOD WASTE TO ENERGY PLANT UPDATE (D2022/19431)

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

See Confidential Item circulated with the Agenda under Separate Cover.

7.2 HAZELMERE RESOURCE RECOVERY PARK WASTE TRANSFER STATION – CONTRACT 2021-006 (D2022/19643)

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

See Confidential Item circulated with the Agenda under Separate Cover.

7.3 REQUEST FOR QUOTATION – RFQ 2022-107 – SALE OF UNPROCESSED FOGO MATERIAL (D2022/19951)

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

See Confidential Item circulated with the Agenda under Separate Cover.

RECOMMENDATION (Meeting Re-Opened to the Public)

That the meeting be re-opened, the members of the public be invited to return to the meeting and the recommendations passed behind closed doors be recorded.

COUNCIL RESOLUTION(S)

MOVED CR

SECONDED CR

8 FUTURE AGENDA BRIEFING FORUMS

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

Future Forums 2023

Thursday	9	February		at	EMRC Administration Office
Thursday	9	March		at	EMRC Administration Office
Thursday	13	April	(if required)	at	EMRC Administration Office
Thursday	11	May	(if required)	at	EMRC Administration Office
Thursday	8	June		at	EMRC Administration Office
Thursday	13	July	(if required)	at	EMRC Administration Office
Thursday	10	August	(if required)	at	EMRC Administration Office
Thursday	14	September	(if required)	at	EMRC Administration Office
Thursday	12	October	(if required)	at	EMRC Administration Office
Thursday	9	November	(if required)	at	EMRC Administration Office

9 DECLARATION OF CLOSURE OF MEETING