

AGENDA

D2024/29147

Agenda Forum 14 November 2024

Notice of Meeting

Dear Councillors

The next Agenda Forum will be held on Thursday, 14 November 2024 at the EMRC Administration Office, 1st Floor, 226 Great Eastern Highway, Ascot WA 6104 commencing at 6:00pm.



Hua Jer Liew | Acting Chief Executive Officer

8 November 2024

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 Chief Executive Officer or responsible officer (SOURCE OF REPORT) prior to the meeting.

The meeting will be recorded for administrative purposes only.

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

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



EMRC Council Members

Cr Filomena Piffaretti	Chairperson	City of Bayswater
Cr Aaron Bowman	Deputy Chairperson	City of Swan
Cr Tallan Ames	EMRC Member	Town of Bassendean
Cr Paul Poliwka	EMRC Member	Town of Bassendean
Cr Michelle Sutherland	EMRC Member	City of Bayswater
Cr Luke Ellery	EMRC Member	Shire of Mundaring
Cr Doug Jeans	EMRC Member	Shire of Mundaring
Cr Jennifer Catalano	EMRC Member	City of Swan

EMRC Council Deputies

Cr Kathryn Hamilton	EMRC Deputy Member	Town of Bassendean
Cr Giorgia Johnson	EMRC Deputy Member	City of Bayswater
Cr John Daw	EMRC Deputy Member	Shire of Mundaring
Cr Ian Johnson	EMRC Deputy Member	City of Swan

Agenda Forum

14 November 2024

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1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

1.1 ACKNOWLEDGEMENT OF COUNTRY

We wish to acknowledge the traditional custodians of the land, the Whadjuk people of the Noongar Nation and to pay our respects to elders past, present and emerging.

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

3 DISCLOSURE OF INTEREST

4 ANNOUNCEMENTS BY THE CHAIRPERSON OR PRESIDING MEMBER

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

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

The following confidential reports are covered in Section 7 of this agenda:

- RFT 2024-009 NEW LAND FILL GAS POWER STATION AT RED HILL WASTE MANAGEMENT FACILITY
- EAST ROCKINGHAM WASTE TO ENERGY (ERWTE) PROJECT UPDATE

6 EMPLOYEE REPORTS

- 6.1 EMRC MEETING DATES 2025 – ELECTION YEAR (D2024/29228)
- 6.2 ESTABLISHMENT OF A NEW RESERVE (D224/29533)
- 6.3 REQUEST FOR QUOTATION – RFQ 2024-039 - THE PROVISION OF GREEN WASTE SHREDDING AND TRANSPORT SERVICES AT RED HILL WASTE MANAGEMENT FACILITY (D2024/29313)
- 6.4 INFORMATION BULLETIN - SUSTAINABILITY TEAM UPDATE (D2024/26583)
- 6.5 INFORMATION BULLETIN - CORPORATE BUSINESS PLAN 2024/2025 – 2028/2029 - (D2024/26584)
- 6.6 INFORMATION BULLETIN - DRAFT STAKEHOLDER ENGAGEMENT PLAN - (D2024/28757)

6.1 MEETING DATES FOR 2025 – ELECTION YEAR

D2024/29228

PURPOSE OF REPORT

The purpose of this report is for Council to consider and adopt the dates for the Eastern Metropolitan Regional Council (EMRC) Ordinary Council and Committee meetings for 2025.

KEY POINT(S)

- Section 5.25(1)(g) of the *Local Government Act 1995* and r.12 of the *Local Government (Administration) Regulations 1996* requires that at least once each year local public notice is to be given of all Ordinary Council meetings and Committee meeting dates, times and places that are to be open to the public and are to be held in the next twelve (12) months.
- Proposed dates for the EMRC's Ordinary Council, Agenda Forums, Information Sessions, Audit Committee and Legal Committee for the 2024 calendar year are as detailed within this report.
- Legal Committee meeting dates will be arranged and convened as required.
- Following the Western Australian Local Government elections to be held the third Saturday in October 2025, member Councils will be appointing their representatives to the EMRC Council.
- A Special Meeting of Council is proposed to be held on Thursday 6 November 2025 to elect the Chairperson and Deputy Chairperson as well as to appoint members to the various EMRC Committees.
- Immediately prior to the Special Council meeting, councillors will make their declarations in accordance with section 2.29 of the *Local Government Act 1995*.

RECOMMENDATION(S)

That:

1. Council adopts the Ordinary Council meeting and Committee meeting dates, times and places for 2025 as outlined in the report.
2. Council, in accordance with s.5.4 of the *Local Government Act 1995* approves a Special Meeting of Council to be held on Thursday 6 November 2025 at 5:00pm for the purpose of electing a Chairperson and Deputy Chairperson, and to appoint members and deputy members to Committees.
3. Notice be given in accordance with r.12 of the *Local Government (Administration) Regulations 1996*.

SOURCE OF REPORT

Chief Financial Officer

BACKGROUND

- 1 The EMRC develops a meeting calendar each year and when selecting suitable dates ensures that, where possible, there are no clashes with member Councils' meetings.

REPORT

Council's Governance Framework

- 2 Council historically sets a number of fixed meeting dates a year with the remaining meetings scheduled as "if required".
- 3 The Ordinary Meeting of Council will be held on the fourth Thursday as required.
- 4 The Agenda Forums and the Information Sessions will be held on the second Thursday as required.
- 5 The Audit Committee meetings are to be held on the first Thursday as required except for November 2025 due to the nomination of the members to the Audit Committee at the Special Council Meeting held on the first Thursday in November following the Local Government elections.
- 6 The Legal Committee meeting dates will be arranged and convened as required.

2025 Meeting Schedule

- 7 The schedule below sets out the proposed meeting dates for the 2025 calendar year. January is a recess period where EMRC Council and Committee meetings are not held. December is also a recess period due to the Christmas festive season. Meeting dates are therefore set for February through to November. Per s.5.3(2) of the *Local Government Act 1995*, Ordinary meetings are to be held not more than three months apart. Consequently, the February meeting is a required meeting.
- 8 The March meeting will be required for the Half Year Review and the Annual Compliance Order Return, while the June meeting is required to consider the Annual Budget.
- 9 As with prior years, the proposed meeting dates have taken into consideration the normal meeting calendar of member Councils.

Ordinary Council Meetings commencing at 6:00pm

- 10 Ordinary Council meetings will be held on the fourth Thursday of each month for February to November, except for October due to the Local Government elections.

Thursday	27 February		at	EMRC Administration Office
Thursday	27 March		at	EMRC Administration Office
Thursday	24 April	(if required)	at	EMRC Administration Office
Thursday	22 May	(if required)	at	EMRC Administration Office
Thursday	26 June		at	EMRC Administration Office
Thursday	24 July	(if required)	at	EMRC Administration Office
Thursday	28 August	(if required)	at	EMRC Administration Office
Thursday	25 September	(if required)	at	EMRC Administration Office
Thursday	27 November		at	EMRC Administration Office

- 11 The 24 April 2025 (if required) meeting is the day prior to the ANZAC Day Public Holiday.

Special Council Meetings commencing at 5:00pm

- 12 The Western Australian Local Government elections will be held on the third Saturday in October. Following the elections, the EMRC member Councils will be appointing their representatives to the EMRC Council at their respective first meeting of Council. To ensure sufficient time is given to member Councils to appoint their representatives following the local government elections, a Special Meeting of Council is proposed to be convened on Thursday, 6 November 2025, commencing at 5:00pm at the EMRC Administration Office, 1st Floor, 226 Great Eastern Highway, Ascot WA 6104.
- 13 The purpose of the meeting is for the:
- Election of the Chairperson of the EMRC;
 - Election of the Deputy Chairperson of the EMRC;
 - Appointment of Members to the Audit Committee (AC);
 - Appointment of Members to the Legal Committee (LC); and
 - Appointment of a Delegate and Deputy Delegate to the Municipal Waste Advisory Committee (MWAC).
- 14 An agenda will be distributed to all newly elected EMRC Councillors, Deputy Councillors and member Council CEOs on Monday, 3 November 2025.
- 15 Immediately prior to the Special Council meeting, councillors will make their declarations in accordance with section 2.29 of the *Local Government Act 1995*.

Agenda Forums commencing at 6:00pm

- 16 The Agenda Briefing Forums will be held on the second Thursday of each month for February to November.

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

Information Sessions commencing following the Agenda Briefing Forums:

- 17 The Information Sessions will be held on the second Thursday of each month for February to November.

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

Audit Committee (AC) Meetings commencing at 6:00pm

- 18 AC meetings are generally held on the first Thursday of each month from March to November. The March meeting will be required for the Half Year Review and the Annual Compliance Audit Return, while the June meeting is required to consider the Annual Budget, [except for November, commencing at 5.00pm].

Thursday	6 March		at	EMRC Administration Office
Thursday	3 April	(if required)	at	EMRC Administration Office
Thursday	1 May	(if required)	at	EMRC Administration Office
Thursday	5 June		at	EMRC Administration Office
Thursday	3 July	(if required)	at	EMRC Administration Office
Thursday	7 August	(if required)	at	EMRC Administration Office
Thursday	4 September	(if required)	at	EMRC Administration Office
Thursday	2 October	(if required)	at	EMRC Administration Office
Thursday	13 November*	(if required)	at	EMRC Administration Office

* Starting at 5:00pm

Legal Committee (LC) Meetings

- 19 The Legal Committee will be arranged and convened as required.

STRATEGIC/POLICY IMPLICATIONS

- 20 Section 5.25(1)(g) of the *Local Government Act 1995* and r.12 of the *Local Government (Administration) Regulations 1996* requires that at least once each year local public notice is to be given of all Ordinary Council meetings and Committee meeting dates, times and places that are to be open to the public and are to be held in the next twelve (12) months.

FINANCIAL IMPLICATIONS

- 21 The costs of running the meetings have been included in the adopted budget.

SUSTAINABILITY IMPLICATIONS

- 22 Nil

RISK MANAGEMENT

Risk – Non Compliance with the EMRC's responsibility to maintain responsible and accountable governance and management of the organization.

Consequence	Likelihood	Rating
Moderate	Unlikely	Moderate
Action/Strategy		
➤ Council to adopt the proposed 2025 meeting dates and Public Notice to be given of the 2025 meeting dates.		



MEMBER COUNCIL IMPLICATIONS

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

ATTACHMENT(S)

EMRC 2025 Meeting Dates Calendar (D2024/29464)

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION(S)

That:

1. Council adopts the Ordinary Council meeting and Committee meeting dates, times and places for 2025 as outlined in the report.
2. Council, in accordance with s.5.4 of the *Local Government Act 1995* approves a Special Meeting of Council to be held on Thursday 6 November 2025 at 5:00pm for the purpose of electing a Chairperson and Deputy Chairperson, and to appoint members and deputy members to Committees.
3. Notice be given in accordance with r.12 of the *Local Government (Administration) Regulations 1996*.

COUNCIL RESOLUTION(S)

MOVED

SECONDED

EMRC MEETING DATES 2024

JANUARY						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

MARCH						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25

JUNE						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

	Council Meeting
	Audit Committee Meeting
	Agenda Forum and Information Sessions
	Special Council Meeting
	WA Public Holidays

WA Public Holidays 2024

Wednesday	1 January	New Year's Day
Monday	27 January	Australia Day
Monday	3 March	Labour Day
Friday	18 April	Good Friday
Sunday	20 April	Easter Sunday
Monday	21 April	Easter Monday
Friday	25 April	ANZAC Day
Monday	2 June	Western Australia Day
Monday	29 September	King's Birthday
Thursday	25 December	Christmas Day
Friday	26 December	Boxing Day

All meetings are held at 226 Great Eastern Highway, Ascot unless otherwise notified

6.2 ESTABLISHMENT OF A RESERVE FOR EQUITY PAYMENT

D2024/29533

PURPOSE OF REPORT

The purpose of this report is to establish a Reserve Fund to set aside money for the payment of the equity interest of member Councils which have withdrawn from the EMRC in accordance with the Establishment Agreement.

KEY POINT(S)

- Participants who have withdrawn from the EMRC are entitled to distributions for their respective equity share of the EMRC.
- The City of Belmont and the City of Kalamunda withdrew from the EMRC as at 30 June 2021 and 30 June 2023 respectively.
- It is proposed that the EMRC set aside money for use for the purpose of distributing funds to participants (member Councils) which have withdrawn by establishing and maintaining a new reserve account a new reserve called Equity Reserve be established for such a purpose in accordance with s.6.11(1) of the Local Government Act 1995.
- The funding for the payment of the City of Belmont's equity share has been provided from the Secondary Waste Reserve and reported in the audited 2021-2022 Annual Financial Report.
- As payment to the City of Belmont is now imminent, approval is sought from Council to use the money for another purpose.

RECOMMENDATION(S)

That:

1. Council in accordance with s.6.11 of the *Local Government Act 1995* establishes an Equity Reserve for the purpose of providing funds for the payment of the equity interest of member Councils which have withdrawn from the EMRC.
2. Council by absolute majority in accordance with s.6.11(2)(b) of the *Local Government Act 1995* authorises the transfer of provision funds of \$21,000,517 from the Secondary Waste Reserve into the Equity Reserve.
3. Local public notice of the proposed change of purpose and use of money from the Secondary Waste Reserve.

SOURCE OF REPORT

Chief Financial Officer

BACKGROUND

- 1 The City of Belmont withdrew from the EMRC as at 30 June 2021 while the City of Kalamunda also withdrew from the EMRC two years later, as at 30 June 2023.
- 2 The member Councils which have withdrawn are entitled to distributions from the EMRC.

REPORT

Establishment of a new Equity Reserve

- 3 In accordance with clause 12.3 of the Establishment Agreement, as soon as practicable following the end of the second financial year after the withdrawal of a Participant takes effect, the EMRC shall distribute to the Participant.
- 4 Following the withdrawal of the City of Belmont (30 June 2021) and the City of Kalamunda (30 June 2023), funding will be required to be provided for to distribute to the Participants in accordance with the Establishment Agreement.
- 5 It is proposed that the EMRC set aside money for use for the purpose of distributing funds to Participants (member Councils) which have withdrawn by establishing and maintaining a new reserve account a new reserve called Equity Reserve be established for such a purpose in accordance with s.6.11(1) of the *Local Government Act 1995*.

Funding of the Equity Reserve

- 6 A provision for the City of Belmont payment of its equity was accounted for in the audited 2021-2022 Annual Financial Report.
- 7 In the report to the Audit Committee held on 6 October 2022 and the Ordinary Meeting of Council held on 27 October 2022, it stated that (D2022/16722):
"The balance in the Reserves has decreased by \$9,223,978 to \$56,729,632 over the past 12 months. Contributing to this decrease is a provision of \$21,000,517 made from the Secondary Waste Reserve for the City of Belmont equity payment due in July 2023. This value is based on the equity share of Belmont's interest in the EMRC after the 2020/2021 accounts. This value will be adjusted by 30 June 2023 once the valuation has been finalised for payment in July 2023 based on the Establishment Agreement."
- 8 As noted in the annual financial report, the value of the City of Belmont's equity is indicative only and not necessarily equal to the value it is entitled to in withdrawal. The City of Belmont's equity entitlement is subject to a different valuation methodology and process prescribed in the Establishment Agreement for withdrawing participants. At present, a separate process is in progress and the valuation has not been finalised.
- 9 The valuation of the City of Belmont's equity payment is now almost concluded.
- 10 As distribution to the City of Belmont is imminent, approval is sought by Council to now use the money set aside from the Secondary Waste Reserve for another purpose in accordance with s.6.11(2)(b) of the *Local Government Act 1995*.
- 11 A month's local public notice is required to be given in accordance with s.6.11(2) of the *Local Government Act 1995*.
- 12 A provision for the City of Kalamunda payment of its equity was accounted for in the audited 2023-2024 Annual Financial Report.

- 13 Details of the funding for the Equity Reserve to distribute to the City of Kalamunda will be provided in a report to Council at a future Council meeting.

STRATEGIC/POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

- 15 Funding for the distribution to the City of Belmont is detailed in the report.

SUSTAINABILITY IMPLICATIONS

- 16 Nil

RISK MANAGEMENT

Risk – EMRC unable to meet the distribution from funds on hand will require Participants (Other than the Participant which has withdrawn) to pay the distribution

Consequence	Likelihood	Rating
Moderate	Unlikely	Moderate
Action/Strategy		
➤ EMRC is to ensure funding is on hand to meet and pay the distribution		

MEMBER COUNCIL IMPLICATIONS

Member Council

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

Implication Details

Nil direct implications

ATTACHMENT(S)

Nil

VOTING REQUIREMENT

Absolute Majority



RECOMMENDATION(S)

That:

1. Council in accordance with s.6.11 of the *Local Government Act 1995* establishes an Equity Reserve for the purpose of providing funds for the payment of the equity interest of member Councils which have withdrawn from the EMRC.
2. Council by absolute majority in accordance with s.6.11(2)(b) of the *Local Government Act 1995* authorises the transfer of provision funds of \$21,000,517 from the Secondary Waste Reserve into the Equity Reserve.
3. Local public notice of the proposed change of purpose and use of money from the Secondary Waste Reserve.

COUNCIL RESOLUTION(S)

MOVED

SECONDED



6.3 REQUEST FOR QUOTATION – RFQ 2024-039 - THE PROVISION OF GREEN WASTE SHREDDING AND TRANSPORT SERVICES AT RED HILL WASTE MANAGEMENT FACILITY

D2024/29313

PURPOSE OF REPORT

The purpose of this report is to inform Council of the results of a Request for Quotation for The Provision of Green Waste Shredding and Transport Services - RFQ 2024-039 for the Red Hill Waste Management Facility and recommend acceptance of the tender submission from Western Tree Recyclers.

KEY POINT(S)

- Approximately 5,000 tonnes of green waste is received at the Red Hill Waste Management Facility per annum and is required to be shredded prior to composting.
- To create a quality mulch that meets specification, shredding must be undertaken to compliant specification.
- This tender provides for the shredding and transport of shredded greenwaste from Red Hill and other designated EMRC premises as required.
- The tender for Provision of Green Waste Shredding and Transport Services closed on 20 September 2024 and one (1) submission was received.

RECOMMENDATION(S)

That:

1. Council awards RFQ 2024-039 - The Provision of Green Waste Shredding and Transport Services at Red Hill Waste Management Facility be awarded to Western Tree Recyclers, for an initial three (3) year term, with an option for two (2) single year extensions, exercisable by the CEO subject to satisfactory performance.
2. The CEO be authorised on behalf of the EMRC to enter into a contract with Western Tree Recyclers following their submitted quotation, subject to any minor variations that may be agreed on between the CEO and Western Tree Recyclers.

SOURCE OF REPORT

Chief Operating Officer

BACKGROUND

1. The performance of the green waste shredding contractor is a critical component in the EMRC producing high quality composted mulch that is saleable to customers, as well as blending with FOGO material to produce AS4454 compliant garden organic compost and soil improver products. Producing saleable organic mulch and composting products minimises landfill, creates a positive revenue stream and reduces costs to member Councils.

REPORT

2. RFQ 2024-039 for the Provision of Green Waste Shredding and Transport Services at Red Hill Waste Management Facility was issued via the WALGA Vendor Panel on Tuesday, 20 August 2024 and closed on Friday, 20 September 2024.
3. One (1) quotation submission was received and deemed compliant.
4. The following qualitative criteria formed part of the tender evaluation process:

Description of Qualitative Criteria	Weighting
a. Relevant Experience	30%
b. Project Execution Methodology	15%
c. Project Resourcing	15%

5. The balance of the weighting of 40% is based on the pricing criterion.
6. Only one submission (Western Tree Recyclers) was received and provided rates. The schedule of rates submitted by Western Tree Recyclers is attached (Confidential Attachment 1).
7. The evaluation process was completed independently by three EMRC officers, who found that Western Tree Recyclers has demonstrated the required experience, machinery capability and WHS standards to deliver a high quality service.
8. Western Tree Recyclers is therefore recommended as the preferred quotation submission at the pricing schedule supplied.

STRATEGIC/POLICY IMPLICATIONS

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

Goal: Demonstrate Circular Economy Leadership

Target: Enabling circular economy initiatives through advocacy networks by 2025

80% Recovery of waste generated in the region by 2030

Recover 80% of material generated at all EMRC operated sites by 2040

FINANCIAL IMPLICATIONS

10. Based on the anticipated use and the quoted Schedule of Rates, it is estimated that the contract value will be \$1,520,000.00 (Ex. GST) subject to annual CPI increase over the initial 3-year term.
11. Funds will be provided for in the annual budget.

SUSTAINABILITY IMPLICATIONS

12. Green waste shredding is a cornerstone activity in the processing of green waste material disposed of at the Red Hill Waste Management Facility. It facilitates the recycling of a waste product (green waste), avoiding landfill and creating a valuable organics product that further minimises the use of water, man-made fertilisers and by implication the consumption of finite fossil fuels and the production of carbon dioxide.

RISK MANAGEMENT

Risk – That the RHWMF would not have sufficient area to compliantly stockpile green waste on site.

Consequence	Likelihood	Rating
Moderate	Unlikely	Moderate
Action/Strategy		
➤ A contract for the provision of green waste shredding is to be in place and utilised as required.		

MEMBER COUNCIL IMPLICATIONS

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

ATTACHMENT(S)

1. Confidential Western Tree Recyclers Schedule of Rates (D2024/29314)
2. Company Director Details Form (2024/29315)

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION(S)

That:

1. Council awards RFQ 2024-039 - The Provision of Green Waste Shredding and Transport Services at Red Hill Waste Management Facility be awarded to Western Tree Recyclers, for an initial three (3) year term, with an option for two (2) single year extensions, exercisable by the CEO subject to satisfactory performance.
2. The CEO be authorised on behalf of the EMRC to enter into a contract with Western Tree Recyclers following their submitted quotation, subject to any minor variations that may be agreed on between the CEO and Western Tree Recyclers.

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:	Craneswest (WA) Pty Ltd T/As Western Tree Recyclers
ABN / ACN:	75 117 679 839
Address of Registered Office:	32 Sholl Street, Mandurah WA 6210
Principal Place of Business:	119 Mclaughlan Road, Postans WA 6167
Information on previous company names (if applicable):	
DIRECTOR PARTICULARS	
Title:	Mr
Full Forename(s):	Terrance Lindsay
Surname:	Ellery
Former Name(s):	
Country / State of Residence:	Australia
Nationality:	Australian
Date of Birth:	23/05/1959
Date of Appointment:	17/01/2005
Telephone:	0447 463 464
Email:	admin@westerntreerecyclers.com.au
LIST OF CONTRACTORS	
Contractor 1:	N/A
Contractor 2:	
Contractor 3:	
Contractor 4:	
Contractor 5:	
Contractor 6:	
Contractor 7:	
Director's Signature:	
Date:	

Please complete and return this form with your tender submission

6.4 INFORMATION BULLETIN - SUSTAINABILITY TEAM UPDATE – JULY TO SEPTEMBER 2024

D2024/26583

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 2024, inclusive.

KEY POINT(S)

- Achievements of the Sustainability Team are highlighted in the report for the period July to September 2024 and include:
 - ⇒ Activities undertaken by the Urban Environment Team (UET) for the ensuing period;
 - ⇒ Activities undertaken by the Waste Education Team (Circular Economy Project Team) for the ensuing period; and
 - ⇒ Activities undertaken by the Environmental Waste and Compliance 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 EMRC Region.
- 4 The Environmental Waste and Compliance team work across all the EMRC's operational sites and also works with DWER and the EPA to ensure compliance.

REPORT

- 5 The progress report comprises of three parts: Urban Environment, Waste Education and Waste and Environmental Compliance. The 2024/2025 cited Nations Sustainable Development Goals, Circular Economy and to transition towards Net Zero by 2040.
- 6 **Urban Environment - City of Bayswater**

The City of Bayswater and the EMRC discussed the priority action for this financial year to be the review and update of the Azility platform. The Platform has been underutilised over the past few years. EMRC will be able to assist the City with undertaking a full review.

7 **Urban Environment - Shire of Mundaring**

Discussions have been held with the Shire and EMRC in relation to the priority actions for 2024/2025 financial year where preferential assistance would be required so the EMRC staff workload can be evenly distributed.

This quarter an Energy Team Meeting as well as a Water Team Meeting has been held to assist with the collection of end of financial year data for reporting purposes. Work has been focused on the Waterwise Council Report with a deadline of 31 October with energy data review progressing in the background.

8 **Urban Environment - City of Swan**

This quarter a Water Team meeting was held at City of Swan with EMRC attending. The meeting was to finalise and work on City of Swans Council Waterwise Re-endorsement document. EMRC also facilitated discussion with City of Swan and Water Corp regarding feedback on the existing Waterwise Council action plan.

9 **Urban Environment – EMRC**

A number of EMRC specific and member council actions have been progressed this quarter including:

- The EMRC Sustainable Development Goal's Technical Report was completed and endorsed by Council.
- Created a dedicated Sustainable Development Goals page on the EMRC website which includes a link to the Technical Report as well as the presentations from the SDG Forum the EMRC held back in April 2024.
- The EMRC continues to attend monthly Future-Fit Asia Pacific Alliance meetings and presented the SDG Technical Report at the September meeting.
- Installation of two electric vehicle charging stations at Ascot Place completed.
- Researched the potential impacts of the Australian Sustainability Reporting Standards (ASRS) for the EMRC. Confirmation was received from consultancy, 100% Renewable, that due to EMRC not meeting the first criteria of having to report until Chapter 2M of the Corporations Act, the EMRC has no requirement to report on the ASRS at this point in time.
- Attendance at the WALGA Climate Action Information Session to keep informed of the changing nature of State and Federal Climate legislation.
- Participation in WA Sustainability and Climate Action meetings on sustainability collaboration.
- Attended, by invitation, the Curtin University Climate Policy lecture series.
- Attended the SEVENTEENx networking session, held to engage and educate businesses about the SDGs. This provided a good networking opportunity as well as promoting the EMRCs SDG Technical Report.
- Delivered a presentation on SDGs at the Waste and Resource Recover Conference.
- Work continued to progress on the EMRC's first Waterwise Action Plan.

10 **EMRC Battery Program**

Battery collections have been undertaken for both City of Bayswater and City of Swan to collect final residual batteries that were missed previously.

EMRC continues to assist Town of Bassendean and City of Swan to collect amalgamated lighting waste on an ad-hoc basis.

11 **Bin Tagging**

- Expressions of Interest for Bin Tagging funding from WALGA was submitted by EMRC on behalf of the City of Bayswater and the Shire of Mundaring;
- The bin tagging program, facilitated by EMRC is scheduled to run consecutively for both councils from February to April 2025.

12 **FOGO Roll Out – Shire of Mundaring**

- EMRC Waste Education team continue to assist the Shire of Mundaring as required;
- A draft report of EMRC engagement at the Shire of Mundaring was issued to the Shire on 30 August 2024 with the final report to be issued at the end of 2024;
- At the completion of EMRC's term at the Shire offices, the following statistics were recorded by the Waste Education Team:
 - o 1,142 overall telephone enquiries;
 - o 239 email communication responses.
- A compositional audit of 100 FOGO bins is scheduled for 5 February 2025.

13 **FOGO Roll Out – City of Swan**

- EMRC Waste Education staff continue to provide support to FOGO education events and community engagements;
- FOGO educational support has been scheduled for each stage of the FOGO roll-outs;
- An EMRC Waste Education staff member attended the City of Swan offices from 19/8/24 to 24/8/24;
- A compositional audit of 200 FOGO bins is scheduled for 10 February 2025.

14 **FOGO in Schools**

- The second phase of the waste reduction trial audits were conducted at Hazelmere in September 2024;
- A report is currently being finalised for submission to the Department of Education and WasteSorted Schools.

15 **Recycle Right**

- Recycle Right is operating as a free statewide resource as of July 2024 by DWER;
- Buy Nothing New campaign assets developed for October (Buy Nothing New Month) - includes videos featuring City of Swan 'Care to Rewear' Clothes Swap and other gifting behaviours that avoid and reduce waste;
- A stakeholder meeting has been scheduled by DWER to discuss past, current and future EMRC projects, waste and resource recovery issues and potential support from DWER;
- Resource Recovery Group confirmed tours of the Material Recovery Facility are no longer available, including fee-for-service.

16 **WasteSorted Community Grants 2023/2024**

- Email and flyers have been distributed to all high schools in the EMRC member council region;
- A social media launch for National Thrift Day, featuring mini videos with influencers was conducted in August 2024;
- Social media post of the program was posted in August 2024;
- The program outline, booking forms and website updates have been finalised.

17 **Waste Sorted Community Grants 2024/2025**

- Application prepared and submitted on the 19/08/2024;
Letter of support received from the Shire of Mundaring, City of Bayswater and Town of Bassendean.

18 WasteSorted Awards 2024

Award Winners were announced on 5 September 2024 with EMRC awarded the 2024 Local Government/Regional Council Winner for Waste Management Initiatives.

19 Circular Connections newsletter

- Issues 13, 14, 15 were published and circulated to subscribers
- At 30/09/2024 there were 387 subscribers

20 Top Tip Tuesday Social Media Posts

- 11 Social media posts published
- Public Place Battery Collection Program

Battery Recycling – Public Places	Jul to Sept 2024/2025 (kg)	Jul to Sept 2023/2024 (kg)	Year to Date 2024/2025 (kg)	Year to Date 2023/2024
Bassendean	-	206.3	-	206.3
Bayswater	-	665.6	-	665.6
Mundaring	-	365.4	-	365.4
Swan	90	701.4	90	701.4
TOTAL (kg)	90	1938.7	90	1938.7

- CFL Collection and Recycling Program

CFL Recycling - Public Places	Jul to Sept 2024/2025 (kg)	Jul to Sept 2023/2024 (kg)	Year to Date 2024/2025 (kg)	Year to Date 2023/2024 (kg)
Bassendean	15	16.3	15	16.3
Bayswater	-	189.2	-	189.2
Mundaring	-	147.1	-	147.1
Swan	160	242.9	160	242.9
TOTAL (kg)	175	595.5	175	595.5

- Tours of Red Hill Waste Management Facility and Education Centre

Name of Group	Council Region	Number of Participants	Program
Perth College FFS – Year 12, 30 July	Other	19	Red Hill site tour and Education Centre visit
Curtin University – 30 July	Other	22	Hazelmere and Red Hill site tour and Education Centre visit
Aveley Secondary College – Year 12, 31 July	Swan	16	Red Hill site tour and Education Centre visit
Emmaus Catholic PS Dayton – Year 3/4, 2 classes 16 Aug	Swan	62	Red Hill site tour and Education Centre visit

Chisholm College Bedford – Year 12, 19 Aug	Bayswater	13	Red Hill site tour and Education Centre visit
Swan Red Hill Community Tour – 24 Aug	Swan	29	Red Hill site tour and Education Centre visit
Wider Vision Community Group – 28 Aug	Bassendean	23	Red Hill site tour
Middle Swan PS – Year 4, 16 Sept	Swan	26	Red Hill site tour and Education Centre visit
TOTAL		210	

➤ Clothes Swaps and Workshops

Name of Group	Council Region	Number of Participants	Program
Ellenbrook youth group clothes swap-NAIDOC week 9 July	City of Swan	30	Clothes swap organised by the youth group committee during Naidoc Week-Equipment and guidance provided by EMRC.
Avon descent 11 Aug	City of Swan	86	Clothes swap event fully provided by EMRC
Bullsbrook Goes Green - 14 Sept	City of Swan	62	Clothes swap and Botanical dye workshop held with Rivarossa Botanicals provided by EMRC
Gourmet in the Park market – 28 Sept	Shire of Mundaring	40	Clothes swap event fully provided by EMRC
TOTAL		248	

- School and Community Engagement Events
- Mundaring Anglican Op Shop visit and waste advice – 3 July;
- Max Solutions, Morley Presentation – 18 July;
- Student meet event at Emmanuel Catholic College – 6 August;
- Emmaus Catholic Primary School site visit, sustainability initiative discussion and advice – 20 August;
- Max Solutions, Morley Presentation – 2 September;
- FOGO in Schools Waste Audits (Camboon, Eden Hill, Bayswater, Hampton Park, Hillcrest, Morley, Noranda, Bassendean, Embleton Primary Schools) – 10-13 September; 18 September;
- WasteSorted Teacher Meet – 17 September.

21

Member Council Events and Requests

- Shire of Mundaring – In-Office FOGO enquiries and support by EMRC Waste Ed team – 1-26 July;
- City of Swan – Avon Descent – FOGO Education Support (Go2Cup Services engaged & provided by EMRC) – 11 August;
- City of Swan – Avon Descent – Clothes Swap stall – 11 August;
- City of Bayswater – Avon Descent Finish Line – Waste Education Support – 11 August (Go2Cup Services engaged & provided by EMRC);

- City of Swan – FOGO Education support – Altone Park Shopping Centre – 24 August;
- City of Swan – In-Office duties and FOGO assistance – 26-30 August 2024 – altered to school/event attendance and support upon CoS request
 - ⇒ City of Swan – FOGO School Education – 27 August;
 - ⇒ City of Swan – FOGO Education support – Springs Shopping Centre - 31 August;
- City of Swan – FOGO Education support – Beechboro Shopping Centre – 14 September;
- City of Swan – Clothes Swap – Bullsbrook Goes Green – 14 September;
- Shire of Mundaring – Glen Forrest Gourmet in the Park Market – Clothes Swap and Waste Education stall – 28 September.

22 **EMRC Waste Education Hosted Events**

EMRC Lunch and Learn: Plastic Free July presentation and beeswax wrap workshop – Ascot Place – 24 July.

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

- Consistent Communications Collective Additional Meeting (Waste to Energy) – 2 July;
- Waste Educators Networking Group Meeting – 6 July;
- Circular Textile Working Group WA Meeting – 6 August;
- Consistent Communications Collective Meeting – 7 August;
- WALGA Women in Waste Empowering Change Event – 8 August;
- WMRR Webinar: NSW Waste Educators - Improving recycling in MUDs – 9 August;
- Waste to Energy Plant Tour (East Rockingham) and informal networking Regional Waste Education Steering Group – 15 August;
- Waste and Resource Recovery Conference – 4-5 September;
- WALGA Bin Curious (Bin Tagging) Information session – 10 September;
- Waste Educators Networking Group (WENG) informal meeting hosted by EMRC - Presentations and Clothes Swap event – 19 September

24 **Waste Education Loan Resources Utilisation – Member Councils**

- Clothes Swap items – City of Swan (Relove Railway Markets) – 20-23 September.

25 **Waste Education Loan Resources Utilisation – Schools/Community Groups**

- Loan Boxes and resources (Nature's Recyclers; Mini Bin Waste Sort; parking banners; A-frame signage display) – Eastern Hills Guide and Scout Group (Mundaring and Swan) – 19-27 July;
- Clothes Swap items – City of Swan – Uniform swap event – 22-26 July;
- Clothes Swap items – EMRC Volunteer-run Clothes Swap event – Meerilinga - 24-30 July;
- Clothes Swap items – Environment House, Bayswater – 2-5 August;
- Recycle Right GREAT Games – City of Bayswater at Bayswater Primary School (Large Great Gifters; Avoiders) – 21-23 August.

26 Environmental & Waste Compliance Team activities – July to September 2024

- Compliance monitoring and sampling program completed and includes Q3 water monitoring, power pole shredding validation sampling, Wood fines sampling, licence compliance monitoring, bird count, fence check, vermin control and interception well monitoring.
- Red Hill Rehabilitation – Additional seeding to Offsets areas, Weed Control Surveys completed, and treatments undertaken.
- Red Hill Weed Control – Ongoing spraying program.
- RFQ for 2 year Red Hill Weed Control submitted for quotations.
- Waste Acceptance Approvals issued in accordance with Landfill Waste Classification and Waste Definitions 1996 (as amended 2019).
- National Pollutant Inventory report submitted September 2024.
- Red Hill Waste Levy Exemption for Asbestos 2023-2024, approved August 2024.
- Hazelmere Ministerial 1028 - Annual Audit Compliance Report submitted July 2024.
- Hazelmere Annual Licence Application, Licence Renewed in August 2024.
- Red Hill Ministerial 976,1092, 1122 – Annual Audit Compliance Report submitted September 2024.
- JBS&G working on Works Approval (WA) application for Interim FOGO Extension at Red Hill – Application due for submission October 2024.
- Talis working on WA submission for APCr Monocell and Batching Plant – Ongoing.
- DWER & EPA approached regarding the placement of new Garden Organics processing area within Lot 9. Possible WA required as well as potential extension of MS274 boundaries. Awaiting EPA advice.
- Discharge water sampling with Water Corp at Hazelmere – August 2024.
- Prep works including site meeting with Regional Fire Control Officers for two controlled burns, the installation of firebreaks, and a culvert at Red Hill and on Lot 3/ Auditorium boundary.
- Awaiting quotes for 2025 re-veg tubestock for Red Hill.

STRATEGIC IMPLICATIONS

- 27 Reporting on EMRC Strategic Policy implications is now being done to align with the revised Strategic Plan 2017-2027 and the Sustainability Strategy 2022/2023 – 2026/2027:

Goal: Creating value in the Community

Target: Increased participation on behaviour change programs

Goal: Addressing Environmental Impact

Target: Regional urban programs implemented

FINANCIAL IMPLICATIONS

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

SUSTAINABILITY IMPLICATIONS

- 29 The Sustainability Team operates to pursue environmental, economic and social growth outcomes for Perth's Eastern Region.

RISK MANAGEMENT

Risk – The Sustainability Team deliver on agreed projects so there is minimal risk

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

MEMBER COUNCIL IMPLICATIONS

Member Council

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

Implication Details

Participating member Council Officer time on Advisory Groups

ATTACHMENT(S)

Nil

6.5 INFORMATION BULLETIN - CORPORATE BUSINESS PLAN 2024/2025 – 2028/2029 – FIRST QUARTER REPORTING FROM JULY TO SEPTEMBER 2024

D2024/26584

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 2024/2025 – 2028/2029 for the reporting period July to September 2024, inclusive.

KEY POINT(S)

- Section 5.56(1) and (2) of the *Local Government Act 1995* requires that each local government is 'to plan for the future of the district', by developing plans in accordance with the regulations.
- The *Local Government (Administration) Regulations 1996* specify that a 'plan for the future' comprises of the following:
 - ⇒ A Strategic Community Plan – a minimum 10 year timeframe; and
 - ⇒ A Corporate Business Plan – a four to five year plan, which translates the 10 year strategic plan into actions.
- Council adopted the EMRC's Revised Strategic Community Plan titled Revised 10 Year Strategic Plan 2017 – 2027 on 24 November 2022. (D2022/20404).
- Council adopted the revised EMRC's Corporate Business Plan 2024/2025 – 2028/2029 on 27 June 2024 (D2023/10600) for activities commencing 1 July 2024.
- Council adopted the EMRC's Sustainability Strategy 2022/2023 – 2026/2027 on 25 August 2022 (D2022/14122).
- The attachment to this report provides the first quarter reporting, against the final key actions identified within the previous Corporate Business Plan 2024/2025 – 2028/2029, for the period July to September 2024, inclusive.

SOURCE OF REPORT

Chief Sustainability Officer

BACKGROUND

- 1 Section 5.56(1) and (2) of the *Local Government Act 1995* require that each local government is 'to plan for the future of the district', by developing plans in accordance with the regulations. The *Local Government (Administration) Regulations 1996* specify that a 'plan for the future' comprises of the following:
 - A Strategic Community Plan – a minimum 10 year timeframe; and
 - A Corporate Business Plan – a four to five year plan, which translates the 10 year strategic plan into actions.
- 2 Council adopted the EMRC's Revised Strategic Community Plan titled Revised 10 Year Strategic Plan 2017 – 2027 on 24 November 2022. (D2022/20404).
- 3 Council adopted the EMRC's revised Corporate Business Plan 2024/2025 TO 2028/2029 on 27 June 2024 for activities progressed from 1 July 2024 onwards (D2024/10555).
- 4 Council adopted the EMRC's Sustainability Strategy 2022/2023 – 2026/2027 on 25 August 2022 (D2022/14122).

- 5 The Revised 10 Year Strategic Plan 2017 – 2027 guides, at a strategic level, the direction that the EMRC will take over the ensuing period towards achieving its vision: *“To be a responsive and innovative leader in assisting Perth’s Eastern Region to be a great place to live, work, play and do business.”*
- 6 The Corporate Business Plan 2024/2025 – 2028/2029 has been developed to articulate the strategic direction into operational activities. It is designed to ensure that the organisation as a whole is able to deliver on Council's high level priorities, and summarises the services, operations and projects EMRC will deliver over the next five years, commencing as of 1 July 2024.
- 7 Council adopted the EMRC’s Sustainability Strategy 2022/2023 – 2026/2027 on 25 August 2022 (D2022/14122).
- 8 The attachment to this report relates to the Corporate Business Plan actions for the first quarter reporting period of July to September 2024.

STRATEGIC/POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

SUSTAINABILITY IMPLICATIONS

- 11 The Corporate Business Plan 2024/2025 – 2028/2029 identified projects, programs and services for the benefit and sustainability of Perth’s Eastern Region.

RISK MANAGEMENT

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

MEMBER COUNCIL IMPLICATIONS

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

ATTACHMENT(S)

Corporate Business Plan 2024/2025 – 2028/2029 First Quarter Progress Report for the period July to September 2024 (D2024/29780).



Corporate Business Plan 2024/2025 – 2028/2029

Progress Report – First Quarter 2024/2025

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 2024/2025 – 2028/2029 (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 2024. 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 2024 to June 2025 are provided quarterly within this document and are against the current adopted Corporate Business Plan.

Hua Jer Liew
Acting 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 2024	➤ Revised Stakeholder Engagement Plan under development. Fostering partnerships with third parties on use of methane gas; plastics processing; FOGO processing; and circular economy initiatives are in progress ➤ Prepared draft Annual Report, including updated photography on site ➤ Continued to distribute Circular Connections newsletters to stakeholders and subscribers ➤ Finalised website refresh and continued to provide website updates.
				October - December 2024	
				January - March 2025	
				April - June 2025	
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 2024	➤ Advocacy meetings have continued this quarter with CEWA the RWESG and the Textiles Group ➤ Initial conception for a Circularity Summit for 2025, early planning
				October - December 2024	
				January - March 2025	
				April - June 2025	

	Key Actions	Responsible Officer	Status	Quarter	Comments
1.1.3	Create strategic partnerships and alliances which aim to achieve positive outcomes for the region and beyond, build resilience and secure funding (where relevant)	CEO	●	July - September 2024	Discussions are still ongoing with a Plastics Processing company as well as DWER
				October - December 2024	
				January - March 2025	
				April - June 2025	
	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 2024	Circular economy initiatives are progressing with the Textiles working group, Seamless, CEWA, and other entities.
				October - December 2024	
				January - March 2025	
				April - June 2025	

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 2024	A resources flow model is yet to be actioned this quarter. The EMRC, for the first time, is developing its own Waterwise Action Plan.
				October - December 2024	
				January - March 2025	
				April - June 2025	
1.2.2	Enable a sales model for use of recovered material in each member Council area E.g. ➤ Identify markets and develop resource recovery products	Operations	●	July - September 2024	➤ Developed models for new customers and reviewed pricing for some existing contracts including, wood waste, contaminated waste and commercial waste processing and disposals. ➤ All relevant CPI increases to customer contracts sought and applied. ➤ Working on the sale of landscaping products including woodchip, fines and FOGO products.
				October - December 2024	
				January - March 2025	
				April - June 2025	

	Key Actions	Responsible Officer	Status	Quarter	Comments
1.2.3	Establish and provide member Councils with waste and recycling guides. This should include the integration of FOGO waste guides	Sustainability	●	July - September 2024	
				October - December 2024	
				January - March 2025	
				April - June 2025	
1.2.4	Determine high-value use for the existing C&I processing building at Hazelmere RRP	Operations	●	July - September 2024	➤ Currently accepting C&I for the sorting of recoverable items including, scrap steel, clean timber and polystyrene. ➤ Investigated options and Council presentation of soft plastics at the HRRP.
				October - December 2024	
				January - March 2025	
				April - June 2025	

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 2024	Our tonnages report provides baseline data for benchmarking. The Councils providing FOGO material is consistent with the EMRC's FOGO strategy.
				October - December 2024	
				January - March 2025	
				April - June 2025	

	Key Actions	Responsible Officer	Status	Quarter	Comments
1.3.2	Regularly review and implement initiatives in line with the Red Hill and Hazelmere Development Plans	Operations	●	July - September 2024	Development Plans under review and updating. Progress on the locations of strategic processing areas has been made which enables further planning and Part IV and Part V Environmental Protection Act approvals to be developed.
				October - December 2024	
				January - March 2025	
				April - June 2025	
1.3.3	Develop, facilitate, and participate in activities of the regional waste education and resource recovery steering groups	Sustainability	●	July - September 2024	EMRC hosted and facilitated Waste Educators Networking Group on 19 th of September Urban Environment team participated in WA Sustainability and Climate Alliance meeting on 6 th of August.
				October - December 2024	
				January - March 2025	
				April - June 2025	
1.3.4	Regularly review local government procurement guidelines and processes for sustainable decision making	Business Support	●	July - September 2024	Council Policy 3.5 – Purchasing Policy has been reviewed and adopted by Council at its 22 August 2024 meeting.
				October - December 2024	
				January - March 2025	
				April - June 2025	
1.3.5	Regularly review local government sales requirements for sustainable decision making	Operations	●	July - September 2024	All local government sales requirements are reviewed and actioned on frequent basis.
				October - December 2024	
				January - March 2025	
				April - June 2025	

	Key Actions	Responsible Officer	Status	Quarter	Comments
1.3.6	Identify and facilitate supply chain awareness for product production e.g. FOGO products, woodchips, construction materials	Operations	●	July - September 2024	Marketing and sale of organics recovered products with sustainability-focused organisations i.e OMTID (PTA & Main Roads), landscape developers, and WA Broiler Grower's Association. Bagged FOGO product being organised for member councils in accordance with the agreements.
				October - December 2024	
				January - March 2025	
				April - June 2025	

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.: <ul style="list-style-type: none"> ➤ Long term financial plan ➤ Asset Management Plan ➤ Strategic IT Plan 	Business Support	●	July - September 2024	➤ Long Term Financial Planning - Review of the 10 Year Financial Plan will be undertaken as part of the 2025/2026 Budget deliberation process and is expected to commence in Feb/Mar'25 following the half year budget review in Jan/Feb'25.
			October - December 2024	
			January - March 2025	
			April - June 2025	
2.1.1b Undertake asset management assessment, workforce planning and long-term financial planning for all EMRC owned infrastructure E.g.: <ul style="list-style-type: none"> ➤ Organisational governance ➤ Integrated Planning Framework ➤ Workforce Plan ➤ WHS Plan ➤ Risk Management 	CEO	●	July - September 2024	Actions from the workforce plan continued to be implemented. Review of risk management continue to be undertaken and reported to Audit Committee and Council.
			October - December 2024	
			January - March 2025	
			April - June 2025	
2.1.2 Identify and evaluate land-use options at EMRC sites to maximise future resource recovery program	Operations	●	July - September 2024	Strategically utilise Red Hill airspace through effective landfill cell planning and engineering. Intermediate cover applied to Stage 14 Class III landfill cell where applicable. Planned Stage 18 Class III landfill cell construction tender, to be incorporated with the construction for Interim FOGO pad extension. Plan the relocation of greenwaste laydown area and construct a new greenwaste processing area with leachate control on Lot 9. EPA have indicated that Ministerial 274 will need to be extended to accommodate the activities on these lots.
			October - December 2024	
			January - March 2025	
			April - June 2025	

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 2024	Reporting tools in place to track and monitor all areas. The initial contract term of the WALGA Sustainable Energy Project, of which the EMRC is a participant, ends on 31 March 2025. Asset management is being considered for implementation (commencing with Hazlemere) in MyOSH.
				October - December 2024	
				January - March 2025	
				April - June 2025	
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 2024	Decarbonisation project initiatives continue to be explored as we strive towards zero emissions by 2040. Electric charges are now installed at the Ascot Administration centre
				October - December 2024	
				January - March 2025	
				April - June 2025	
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 2024	➤ The EMRC's Sustainable Development Goals Technical Report was completed and endorsed by Council. ➤ The Technical Report includes an action plan that will be progressed over the coming 5 years.
				October – December 2024	
				January – March 2025	
				April – June 2025	

2.3 Sustainability Integrated into Management Processes

	Key Actions	Responsible Officer	Status	Quarter	Comments
2.3.1	Establish a decision-making framework to include sustainability for operational and capital expenditure E.g.: <ul style="list-style-type: none"> ➤ Provide Waste disposal service at Red Hill WMF ➤ Review Red Hill Development Plan 	Operations	●	July – September 2024	Correct framework implemented to ensure sustainability targets are achieved. Red Hill planning has been undertaken in key future developments to maximise sustainable outcomes. Including longer term solutions for activities, combined tendering for construction works and future infrastructure.
				October – December 2024	
				January – March 2025	
				April – June 2025	
2.3.2	Include sustainable decision-making frameworks in procurement templates, evaluation and processes of all projects	Business Support	●	July – September 2024	RFQ's and RFT's include qualitative criteria on sustainable procurement processes.
				October – December 2024	
				January – March 2025	
				April – June 2025	
2.3.3	Review projects quarterly to identify examples where sustainable decision making and other actions have been applied to a project. This should include the identification of design engineering for front-end material reuse programs	Operations	●	July – September 2024	Included sustainability actions in upcoming tenders for operations. Circular solutions are considered when designing plant and projects.
				October – December 2024	
				January – March 2025	
				April – June 2025	
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 2024	This work is still being defined and will progress during 2024/2025
				October – December 2024	
				January – March 2025	
				April – June 2025	
2.3.5	Establish regular internal collaboration sessions to identify new sustainability initiatives, for consideration by Council, and revisit ongoing initiatives.	Sustainability	●	July – September 2024	EMRC staff partake in meetings with WENG, CCC and WASCA to discuss initiatives
				October – December 2024	
				January – March 2025	
				April – June 2025	

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 2024	➤ Discussions with the Shire of Mundaring have been held to identify priority energy and emission related actions for the coming financial year. ➤ Discussions have been held with City of Bayswater in relation to reviewing and updating their Azility platform with EMRC assistance. ➤ Work commenced in reviewing and collecting any gaps in information for the Shire of Mundaring Energy Snapshot Report. This included an Energy Team Meeting.
				October - December 2024	
				January - March 2025	
				April - June 2025	
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 2024	➤ Shire of Mundaring held a Water Team Meeting attended by EMRC. Work continues to collect, review and consolidated the required information for the Shire's Waterwise Council Report due 31 October. ➤ City of Swan held a Water Team meeting on the 11th of September attended by EMRC. Waterwise Re-endorsement document was finalised by end of September to proceed with Swan council approval process.
				October - December 2024	
				January - March 2025	
				April - June 2025	
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.	Sustainability	●	July - September 2024	➤ EMRC participated in WASCA meeting on 6th of August focusing on Energy and Waste topics. ➤ The EMRC distributed Avon Descent Marketing materials for a period of 10 weeks. June 2024-august 2024, including billboard, radio, shopalive, social media advertising ➤ Event weekend for the Avon Descent festivals happened 9-11 August. ➤ Held a Avon Descent Festivals Debrief meeting 17 September and requested acquittal information for the 2024 Lotterywest grant from each Council. ➤ Organised and held the Lotterywest grant certificate presentation in collaboration with the Shire of Northam, along with a media release. ➤ Provided access to Remplan for member Councils

Key Actions	Responsible Officer	Status	Quarter	Comments
➤ Participate e.g. WALGA Climate Change Collaborative.				
			October - December 2024	
			January - March 2025	
			April - June 2025	

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 2024	➤ Featured in Recycle Right promotion of WasteSorted Schools Student Meet video. ➤ Partnered with Recycle Right to create video and photo content for social media in September and in preparation for "Buy Nothing New Month" (October) featuring images from City of Swan Clothes Swap and Care to Rewear workshop (Indigo dye technique for wardrobe refresh). ➤ 3x EMRC's Circular Connections e-newsletters produced and circulated to subscribers featuring articles and events.
			October - December 2024	
			January - March 2025	
			April - June 2025	
3.2.2 Establish programs for acceptance of construction and demolition waste e.g. bricks, timber, sand, soil, concrete and other resource recovery initiatives	Operations	●	July - September 2024	Reviews are completed on regular basis to identify additional opportunities. Timber processing is currently being undertaken and other timber processing option are also be investigated.
			October - December 2024	
			January - March 2025	
			April - June 2025	

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	Sustainability	●	July - September 2024	EMS Re-certification Audit with SGS completed. Audit passed with only one minor non-conformance recorded. This was regarding Spill training refreshers at Red Hill (now resolved) – EMRC has now received its new EMS certificate for 2024-2027.
				October - December 2024	
				January - March 2025	
				April - June 2025	
3.3.2	Establish compliance monitoring, reporting and review processes in alignment with the EMRC's Environmental Management System E.g.: Minimise environmental impacts of waste management operations	Sustainability	●	July - September 2024	<ul style="list-style-type: none"> ➤ Compliance monitoring and sampling program completed includes; Q3 water monitoring, power pole shredding validation sampling, Wood fines sampling, licence compliance monitoring, bird count, fence check, vermin control and interception well monitoring. ➤ Red Hill Rehabilitation – Additional seeding to Offsets areas, Weed Control Surveys completed, and treatments undertaken. ➤ Red Hill Weed Control – Ongoing spraying program. ➤ RFQ for 2 yr Red Hill Weed Control submitted for quote. ➤ Waste Acceptance Approvals issued in accordance with <i>Landfill Waste Classification and Waste Definitions 1996 (as amended 2019)</i>. ➤ National Pollutant Inventory Report, submitted September 2024. ➤ Red Hill Waste Levy Exemption for Asbestos 2023-2024, approved August 2024. ➤ Hazelmere Ministerial 1028 - Annual Audit Compliance Report submitted July 2024. ➤ Hazelmere Annual Licence Application, Licence Renewed in August 2024. ➤ Red Hill Ministerial 976,1092, 1122 – Annual Audit Compliance Report submitted September 2024. ➤ JBS&G working on Works Approval application for Interim FOGO Extension at Red Hill – Application due for submission October 2024. ➤ Talis working of Works Approval submission for APCr Monocell and Batching Plant – Ongoing. ➤ DWER & EPA approached regarding the placement of new Garden Organics processing area within Lot 9. Possible WA required as well as potential extension of MS274 boundaries. Awaiting EPA advise. ➤ Discharge water sampling with Water Corp at Hazelmere – August 2024. ➤ Prep works including site meeting with Regional Fire Control Officers for two controlled burns, the installation of firebreaks, and a culvert at Red Hill and on Lot 3/ Auditorium boundary. <p>Awaiting quotes for 2025 re-veg tubestock for Red Hill.</p>
				October - December 2024	
				January - March 2025	
				April - June 2025	

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 2024	<ul style="list-style-type: none"> ➤ Ongoing community engagement initiatives for source separation opportunities including promotion and utilisation of loan resources, textile repair workshops and FOGO education. ➤ Conducted Waste Education Incursions at school and adult education centre and utilised "GREAT" Games interactive assets. ➤ Preparing for bin tagging 2025 program which will directly engage residents in Shire of Mundaring and City of Bayswater.
				October - December 2024	
				January - March 2025	
				April - June 2025	
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 2024	<ul style="list-style-type: none"> ➤ Utilised Circular Connections newsletter, social media and events to promote re-use and source separation. ➤ Textile repair workshops held as part of Clothing Swap events. ➤ Scheduling of FOGO compositional bin audits underway for the City of Swan and Shire of Mundaring.
				October - December 2024	
				January - March 2025	
				April - June 2025	
4.1.3	Utilise EMRC fleet and other EMRC owned assets as educational billboards for source separation education and requirements	Operations	●	July - September 2024	Successful commencement of the Mundaring FOGO collections and all new trucks have been stickered with educational FOGO and waste related designs.
				October - December 2024	
				January - March 2025	
				April - June 2025	
4.1.4	Establish verge collection and shared pre-booked service programs. This includes a waste classification program for different materials and costings	Operations	●	July - September 2024	Research completed on pre-booked verge collection software systems for future implementation.
				October - December 2024	
				January - March 2025	
				April - June 2025	

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 2024	The EMRC Sales team use an incentives scheme to procure greater waste volumes.
				October - December 2024	
				January - March 2025	
				April - June 2025	
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 2024	Continuing to identify regional FOGO management and processing solutions. Planning on transitioning the required member Council's (Swan and Mundaring) to WTE at East Rockingham (HZI) over the next 6 months.
				October - December 2024	
				January - March 2025	
				April - June 2025	
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 2024	Successful implementation of FOGO collection service for the Shire of Mundaring along with the current general waste collections service. Sales and Marketing and operations teams assisting EMRC product use in member Council projects and EMRC products, such as FOGO and coloured wood chip in tender specifications. FOGO bags designed and SDS being developed for bagged product to be available later prior to the end of the year.
				October - December 2024	
				January - March 2025	
				April - June 2025	

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 2024	Continued to loan waste and sustainable resources to community and council members, eg water stations, clothes swap and, waste education boxes. Continued to offer and deliver RHWMF tours and Education Centre activities to schools and community. Conducted second phase of FOGO in schools waste reduction trial audits at Hazelmere in September 2024.
				October - December 2024	
				January - March 2025	
				April - June 2025	
4.3.2	Benchmark and monitor participation rates in EMRC sustainability programs	Sustainability	●	July - September 2024	➤ The EMRC's Sustainable Development Goals Technical Report was completed and endorsed by Council. ➤ The Technical Report includes an action plan that will be progressed over the coming 5 years.
				October - December 2024	
				January - March 2025	
				April - June 2025	
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 2024	A new draft Stakeholder Engagement Plan has been developed.
				October - December 2024	
				January - March 2025	
				April - June 2025	

6.6 EMRC STAKEHOLDER ENGAGEMENT PLAN 2024 - 2028

D2024/28757

PURPOSE OF REPORT

The purpose of this report is to present to Council the EMRC's Stakeholder Engagement Plan 2024 – 2028, for noting.

KEY POINT(S)

- The EMRC undertakes stakeholder engagement by various means such as the biennial Stakeholder Perception Survey and at relevant events and forums and also with existing and potential customers.
- Stakeholder engagement also forms part of the CEO's KPIs, through a requirement to have a Stakeholder Engagement Plan.
- The previous Stakeholder Engagement Plan was for the period 2020 – 2024.
- The new draft Plan has now been prepared and is presented to Council for noting.

SOURCE OF REPORT

Chief Sustainability Officer

BACKGROUND

- 1 The EMRC historically used its formal cocktail/dinner functions to connect with stakeholders at the wider level, however over time this proved to be a costly exercise with minimal, measurable, outcomes and was consequently abandoned.
- 2 The EMRC has continued to gauge the effectiveness of its stakeholder engagement through engaging a third party to elicit stakeholder comments, via a Stakeholder Perception Survey.

REPORT

- 3 The previous Stakeholder Engagement Plan 2020 – 2024 is required to be updated and a new version is attached for Council's noting.
- 4 The revised Stakeholder Engagement Plan is also in line with addressing one of the EMRC CEO's KPIs.
- 5 The EMRC staff continue to engage with existing and potential (new) stakeholders at various forums and events and also engages with existing and prospective customers, clients and relevant.

STRATEGIC/POLICY IMPLICATIONS

- 6 The EMR Stakeholder Engagement Plan is in keeping with the revised Strategic Plan 2017 2027 and the Sustainability Strategy 2022/2023 – 2026/2027.

FINANCIAL IMPLICATIONS

- 7 There are no direct financial implications with preparing the Stakeholder Engagement Plan, and the cost of the Stakeholder Perception Survey is included in the EMRC's current operating budget.

SUSTAINABILITY IMPLICATIONS

- 8 The EMRC operates in pursuit of sustainability objectives which are integrated wherever possible in all activities undertaken by the organisation.

RISK MANAGEMENT

Risk – Lack of Stakeholder Engagement		
Consequence	Likelihood	Rating
Moderate	Unlikely	Moderate
Action/Strategy		
➤ Development of a new Stakeholder Engagement Plan will assist in guiding effective engagement.		

MEMBER COUNCIL IMPLICATIONS

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

ATTACHMENT(S)

Stakeholder Engagement Plan 2024 – 2028 (D2024/28760)

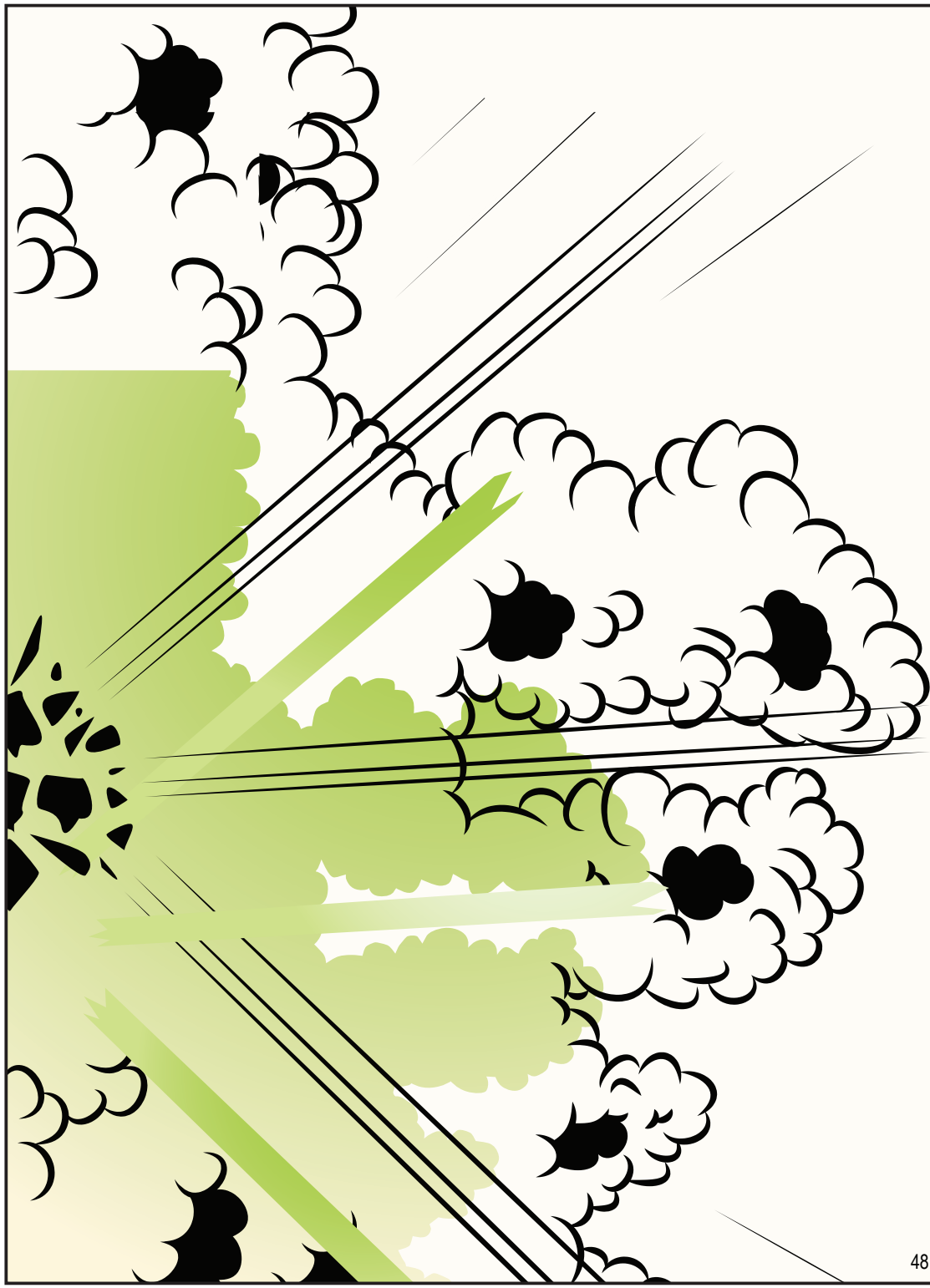


EMRC

STAKEHOLDER ENGAGEMENT PLAN 2024 - 2028

OFFICE OF THE CEO





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1 OBJECTIVES

The objectives of the Stakeholder Engagement Plan (the Plan) are:

Demonstrate the Eastern Metropolitan Regional Council (EMRC)'s commitment to stakeholder engagement, contributing to good governance, strong leadership, and sound decision-making.

Support the EMRC Councillors/Deputy Councillors by providing informed feedback from stakeholders.

Provide clear direction for stakeholder engagement practices at the EMRC.

Ensure services to the Region are effective, efficient, and meet community needs.

Build capacity for self-reliance and regional collaboration.

Incorporate stakeholder feedback into policy, strategy, and partnership development.

2 DEFINITIONS

2.1 STAKEHOLDER ENGAGEMENT

Stakeholder engagement is a planned and purposeful process that encompasses a variety of techniques and methods.

It is an approach that provides opportunities for stakeholders to be involved in and contribute to decisions that affect their lives and the lives of others who have some connection or interest in Perth's Eastern Region (the Region).

2.2 STAKEHOLDERS

Stakeholders are individuals or groups affected by or interested in a decision, project, or issue relevant to the Region.

This includes, but is not limited to, individuals, groups, organisations, agencies, businesses, advisory or volunteer groups, and the community. Stakeholders can be internal (within the organisation) or external (outside the organisation).

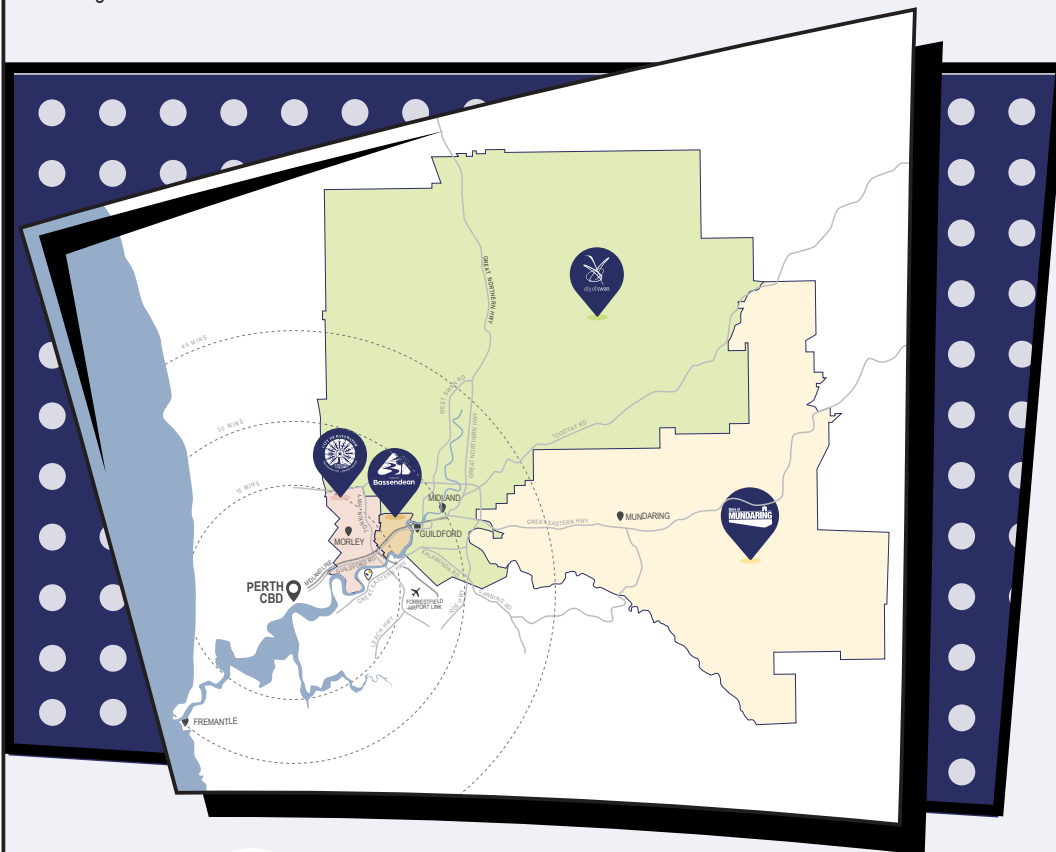
2.3 COMMUNITY

The **community** includes individuals or groups engaged in activities within the Region, such as residents, business owners, workers, tourists, visitors, or community groups, all contributing to a sustainable future

3 STAKEHOLDER STATEMENT

Stakeholder engagement is fundamental to the EMRC's role as a regional Council, responding to the needs of its four Member Councils: Town of Bassendean, Cities of Bayswater and Swan and the Shire of Mundaring.

The EMRC is committed to communicating and collaborating in a meaningful and relevant way for the Region, recognising its obligations under the Local Government Act 1995.



4 SCOPE OF PLAN

This Plan applies to the Region's Elected Members forming the EMRC, as well as EMRC and Member Council staff, consultants, and others involved in stakeholder engagement activities.

The scope is guided by Section 1.3 (2) of the Local Government Act 1995, aiming for:

Better decision-making by local governments.

Greater community participation in the decisions and affairs of local governments.



Increased accountability of local governments to their communities.

More efficient and effective local government.

The Plan considers and aligns with the EMRC's Vision and Mission statements and the organisation's core values, emphasising effective collaboration and communication with key stakeholders, particularly in major projects and processes. Stakeholder engagement is a collective responsibility, supporting the decision-making process without removing the EMRC Councillors' final decision-making authority.

The EMRC's Stakeholder Engagement Plan is designed to foster a culture of consistent, effective, and comprehensive engagement. Guided by the EMRC CEO, the Executive Leadership Team, and Human Resources, the Plan supports internal and external engagement processes, ensuring they are well-coordinated and impactful.

5 STAKEHOLDER ENGAGEMENT PRINCIPLES

The EMRC is dedicated to championing engagement for the benefit of the Region by adhering to the following principles, which form the foundation of our stakeholder engagement approach:

Cultivating a Culture of Engagement: We are committed to embedding engagement into our organisational culture.

Integrating Engagement: We ensure engagement is woven into our processes and practices, providing employees with the necessary resources and support.

Clarity and Integrity: We engage with a clear purpose and reason, maintaining openness and integrity throughout.

Reflecting Engagement in Processes: We ensure that engagement is appropriately reflected in our processes.

Inclusivity: We identify and involve the most relevant stakeholders for each situation.

Respecting Timeframes: We acknowledge and respect the timeframes required for effective stakeholder engagement and feedback.

Context Awareness: We consider the history, issues, and concerns affecting a project, clearly defining what is negotiable and non-negotiable.

Authentic Engagement: We undertake genuine, proactive engagement and ensure stakeholder feedback reaches decision-makers.

Effective Communication: We choose the most appropriate methods of communication to ensure our engagement is clearly understood by the intended audience.

Innovation and Flexibility: We adopt innovative and flexible approaches, building responsive relationships with internal and external stakeholders.

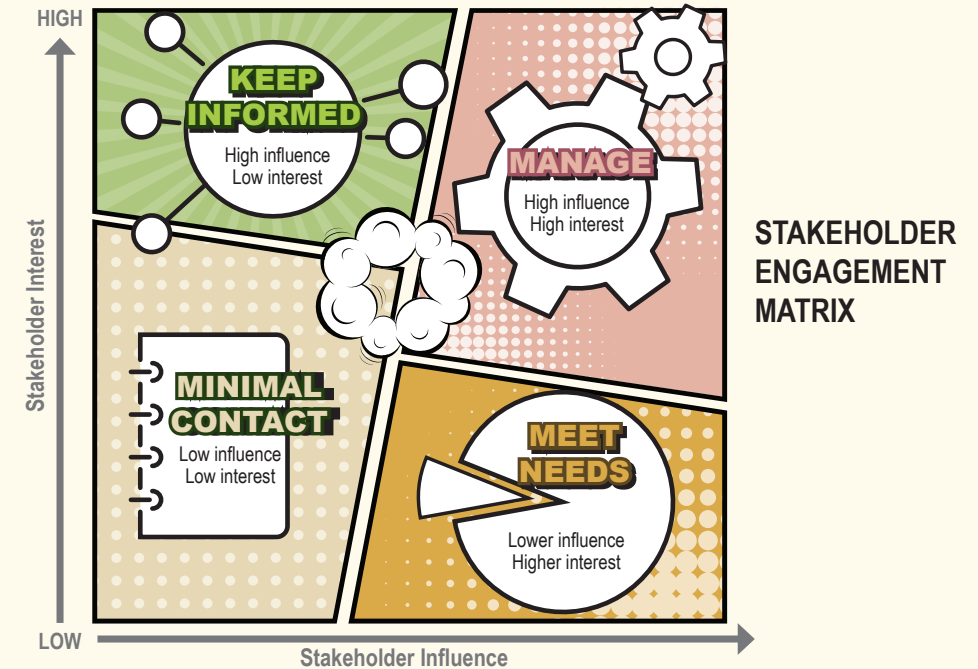
Guided by Core Values: Our stakeholder engagement is guided by our core values and aligned with key strategic documents of the EMRC.

6 STAKEHOLDER ENGAGEMENT MATRIX

Using the stakeholder engagement matrix, the EMRC can categorise stakeholders according to their level of interest and influence.

Importance of a Stakeholder Engagement Matrix

- 1 Prioritisation:** Identifies which stakeholders require more attention and resources.
- 2 Communication:** Ensures the right information is delivered to the right people at the right time.
- 3 Risk Management:** Detects potential risks from stakeholders who may be resistant or highly influential.
- 4 Resource Allocation:** Optimises resource use by focusing efforts where they are most needed.



1. KEEP INFORMED:

- Description:** Stakeholders with low influence but high interest.
- Strategy:** Regular updates and information sharing are sufficient to keep them engaged.
- Example:** Local community members interested in the EMRC project's environmental impact.

2. MANAGE:

- Description:** Stakeholders with high interest and high influence.
- Strategy:** Requires active management and frequent engagement to address their needs and concerns.
- Example:** EMRC Council, EMRC Member Councils CEOs and Mayors.

3. MANAGE WITH MINIMAL CONTACT:

- Description:** Stakeholders with low interest and low influence.
- Strategy:** Minimal effort is required; occasional updates or check-ins are adequate.
- Example:** Residents, visitors, and general public.

4. MEET NEEDS:

- Description:** Stakeholders with high interest and low influence.
- Strategy:** Focused efforts to meet their needs and keep them satisfied, as their influence can significantly impact the EMRC's projects.
- Example:** Regulatory bodies, Key clients or the EMRC employees.

7 STAKEHOLDER ENGAGEMENT AND COMMUNICATION PLAN

STAKEHOLDER MANAGEMENT PLAN

STAKEHOLDER	INFLUENCE	DECISION MAKER	COMMUNICATION							
			FREQUENCY	TYPE						
				Face to Face	Email & Phone Calls	Corporate Docs	Website	Newsletter	Social Media	Communities Updates
EMRC Council & Member Council CEO/Mayors	HIGH	YES	Ongoing	✓	✓	✓	✓	✓	✓	✓
EMRC Staff	HIGH	NO	Ongoing	✓	✓	✓	✓	✓	✓	
Member Council Staff	MEDIUM	NO	As required	✓	✓		✓	✓	✓	
State Government Regulatory Authorities	MEDIUM	YES	Ongoing	✓	✓	✓	✓	✓	✓	✓
Other Regional Council	LOW	NO	As required	✓	✓	✓	✓	✓	✓	✓
State Government Agency	HIGH	YES	As required	✓	✓	✓	✓	✓		
Federal Government Agency	HIGH	YES	As required	✓		✓				
Non Government Agency	LOW	NO	when relevant	✓		✓	✓	✓	✓	✓
Department of Water and Environmental Regulation (DWER)	HIGH	YES	As required	✓	✓	✓	✓	✓	✓	✓
Environmental Protection Authority (EPA)	HIGH	YES	As required	✓	✓	✓	✓			
Department of Fire and Emergency Services (DFES)	HIGH	NO	As required	✓	✓	✓		✓		
Perth Airport	MEDIUM	NO	As required		✓	✓		✓		
Minister for Energy; Environment; Climate Action	HIGH	YES	As required - Goal is quarterly	✓	✓	✓				
Waste Authority	HIGH	YES	As required	✓	✓	✓		✓	✓	
Western Australian Local Government Association (WALGA)	MEDIUM	NO	As required	✓	✓	✓	✓	✓	✓	
Office of the Auditor General (OAG)	MEDIUM	NO	On going - throughout the audit processes	✓	✓	✓				
Western Power	LOW	NO	As required	✓	✓					
Small Business Development Corporation	LOW	NO	when relevant	✓	✓		✓	✓	✓	
NADA	LOW	NO	As required							
Customers & Suppliers	LOW	NO	when relevant	✓	✓	✓	✓	✓	✓	
Businesses & Investors	LOW	NO	As required	✓	✓	✓	✓	✓	✓	
Volunteers	MEDIUM	NO	when relevant	✓	✓		✓	✓	✓	
Regional Residents	LOW	NO	when relevant	✓	✓	✓	✓	✓	✓	✓
Visitors and Tourists	LOW	NO	when relevant				✓		✓	

8 METHODS AND PURPOSE OF ENGAGEMENT

The EMRC collaborates with key stakeholders to identify the most effective engagement methods tailored to each situation, continually enhancing relationships and fostering greater collaboration across the Region. We use various engagement techniques and communication mechanisms depending on the issue, project, circumstances, and target audience. These decisions consider the complexity, technical aspects, timing, and political sensitivity of the situation.

Regardless of the chosen engagement method, our processes are transparent, inclusive, consistent, and reliable. Engagement methods may include, but are not limited to:



WRITTEN REPORTS:
Both formal and informal.



FACE-TO-FACE MEETINGS:
Direct, personal interactions.



VIRTUAL MEETINGS:
Online discussions and collaborations.



FORUMS/WORKSHOPS/ INFORMATION SESSIONS:
Interactive group sessions.



FEEDBACK FORMS:
Collecting stakeholder input.



TELEPHONE CONVERSATIONS, TEXTS, AND SMS MESSAGING:
Direct and immediate communication.

EMAILS:
Written electronic communication.



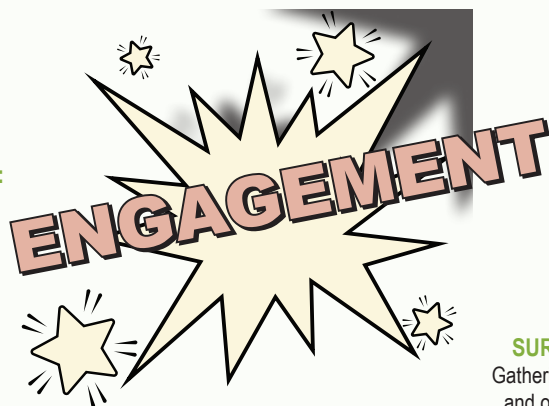
SOCIAL MEDIA:
Direct and immediate communication.



PRESENTATIONS:
Structured delivery of information.



SURVEYS:
Gathering data and opinions.



9 COLLABORATIVE SUCCESS

To measure the success of the EMRC's stakeholder engagement, we consider the following criteria:



ISSUE IDENTIFICATION AND RESOLUTION

GOAL SETTING AND ACHIEVEMENT



IMPARTIALITY



RESEARCH

TIMELY ENGAGEMENT



FEEDBACK AND LEGAL COMPLIANCE

While it's not always possible to consult every stakeholder on every matter, the EMRC commits to meaningful consultation wherever feasible, ensuring the Region's fair, equitable, and timely governance.

The EMRC employees involved in stakeholder engagement will adhere to compliance requirements and the following key documents:



- ☆ Establishment Agreement
- ☆ Strategic Plan
- ☆ Code of Conduct
- ☆ Local Government Act 1995 and associated regulations

10 RECOMMENDATION

Based on the above plan, the recommendation for the Stakeholder Engagement Plan for 2024-2028 includes the following five steps:



DEVELOP COMMUNICATION STRATEGIES:

Tailor your communication methods to suit different stakeholders.



ENGAGE EARLY AND OFTEN:

Begin engagement at the project's planning phase and maintain regular communication throughout the project lifecycle.



BE INCLUSIVE AND TRANSPARENT:

Ensure all relevant stakeholders are included and keep communication open and honest. This builds trust and fosters collaboration.



MONITOR AND ADJUST:

Regularly review the effectiveness of your engagement strategies and make adjustments as needed to address any issues or changes in stakeholder needs.



MAINTAIN COMPREHENSIVE DOCUMENTATION:

Keep detailed records of all stakeholder interactions and feedback. This helps in tracking progress and making informed decisions.

**Eastern Metropolitan Regional Council
226 Great Eastern Highway
Ascot WA 6104
T: 9424 2222**



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

SECONDED

7.1 RFT 2024-009 NEW LAND FILL GAS POWER STATION AT RED HILL WASTE MANAGEMENT FACILITY (D2024/28217)

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 EAST ROCKINGHAM WASTE TO ENERGY (ERWTE) PROJECT UPDATE (D2024/29473)

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

See Confidential Item circulated with the Agenda under Separate Cover.

RECOMMENDATION (Meeting Re-Opened to the Public)

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

COUNCIL RESOLUTION(S)

MOVED

SECONDED

8 FUTURE AGENDA FORUMS

The next meeting of Agenda Forum will be held on Thursday 6 February 2025 (if required) at the EMRC Administration Office, 1st Floor, 226 Great Eastern Highway, Ascot WA 6104 commencing at 6.00pm.

Forums 2025

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

9 DECLARATION OF CLOSURE OF MEETING