

# AGENDA

D2021/25426

## Agenda Briefing Forum 10 February 2022

### Notice of Meeting

Dear Councillors

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



Marcus Geisler | Chief Executive Officer

7 February 2022

### Please Note

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

The meeting will be recorded for administrative purposes only.

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

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



## EMRC Council Members

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

## EMRC Council Deputies

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



## **Agenda Briefing Forum 10 February 2022**

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**1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS**

**1.1 ACKNOWLEDGEMENT OF COUNTRY**

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

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

**3 DISCLOSURE OF INTERESTS**

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

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 report are covered in Section 6 of this agenda:

- PROGRESS REPORT ON EMRC REQUEST FOR TENDER 2021-002, PERMANENT FOGO PROCESSING FACILITY

**5 REPORTS OF EMPLOYEES**

5.1 PROPOSED NEW COUNCIL POLICY 2.3 – COUNCILLOR TRAINING AND CONTINUOUS PROFESSIONAL DEVELOPMENT (D2021/25609)

5.2 REVIEW OF DELEGATED POWERS AND DUTIES AND A NEW PROPOSED DELEGATION OF AUTHORITY TO THE CEO - (D2022/00672)

5.3 INFORMATION BULLETIN – CORPORATE BUSINESS PLAN 2021/2022 to 2025/2026 -SECOND QUARTER (D2022/01450)

5.4 INFORMATION BULLETIN – SUSTAINABILITY TEAM UPDATE – OCTOBER TO DECEMBER 2021 (D2022/01460)

## **5.1 PROPOSED NEW COUNCIL POLICY 2.3 – COUNCILLOR TRAINING AND CONTINUOUS PROFESSIONAL DEVELOPMENT**

**D2021/25609**

### **PURPOSE OF REPORT**

The purpose of this report is to consider a new Council Policy 2.3 – Councillor Training and Continuous Professional Development to ensure responsible and accountable governance and management of the EMRC.

### **KEY POINT(S)**

- Amendments to the *Local Government Act 1995* (the Act) were passed in June 2019 that introduced requirements related to universal training for Councillors. These requirements were given effect by the *Local Government (Administration) Regulations 1996* (the Regulations) on 16 September 2019.
- The new and proposed Council Policy 2.3 – Councillor Training and Continuous Professional Development describes the Council’s approach to enable Councillors to meet their statutory obligations in relation to Councillor training and gives effect to the requirement to adopt a continuing professional development policy.

### **RECOMMENDATION(S)**

That Council by absolute majority in accordance with s.5.128(1) of the *Local Government Act 1995* adopts a new Council Policy 2.3 - Councillor Training and Continuous Professional Development forming the attachment to this report.

### **SOURCE OF REPORT**

Chief Executive Officer

### **BACKGROUND**

- 1 Under section 5.128 of the Act local governments are required to adopt a policy regarding the continuing professional development of council members.
- 2 Part 10 of the Regulations give effect to the new requirements on Councillors to undertake training within 12 months of taking office.
- 3 Each member Council CEO is required to prepare every financial year a report outlining the training that has been completed by each of their respective council members in that financial year and under section 5.127 of the Act a local government must publish on its website a list of training completed by its council members.
- 4 As EMRC Councillors are also Councillors at their respective member Council(s), the EMRC has been reliant on member Councils to ensure compliance to the Regulations pertaining to Councillor training and continuous professional development.

### **REPORT**

- 5 The purpose of the new policy is to have a structured framework for Councillor professional development and training with sufficient flexibility to enable Councillors to tailor to their individual needs.

- 6 Under section 5.126 of the Act and Regulations 35 and 36 Councillors are required to complete compulsory training within 12 months of their election to Council (unless an exemption applies). This training involves the following five specific modules which can be completed online or face to face with one of the approved service providers
  - Understanding Local Government;
  - Conflicts of Interest;
  - Serving on Council;
  - Understanding Financial Reports and Budgets; and
  - Meeting Procedures and Debating.
  
- 7 In order to develop the EMRC’s new Council Policy 2.3 – Councillor Training and Continuous Professional Development, a sample of other similar WA local government policies have been reviewed to identify areas of commonality and highlight issues that are advantageous to consider in the review and development of the EMRC’s new Councillor Training and Continuous Professional Development policy.
  
- 8 Councillor training undertaken in their role as Councillors at their respective member Councils will also apply and qualify for this obligation under this policy.
  
- 9 In accordance with section 5.127 of the Act, the EMRC will publish a register on the EMRC’s website within one (1) month of the end of the financial year detailing the training completed by Councillors. In order to complete the register, Councillors shall, following completion of the training, provide evidence of completion of the training to the EMRC. A copy of the proposed register forms attachment 2 to this report. The register will state:
  - Councillor name;
  - Each training course or module completed;
  - The cost of training and any associated travel and accommodation paid for by the member council or the EMRC; and
  - The training provider or conference name.

**STRATEGIC/POLICY IMPLICATIONS**

- 10 Key Result Area 3 – Good Governance
  - 3.3 To provide responsible and accountable governance and management of the EMRC

**FINANCIAL IMPLICATIONS**

- 11 Nil

**SUSTAINABILITY IMPLICATIONS**

- 12 Nil

**RISK MANAGEMENT**

| <b>Risk – The EMRC to adopt a caretaker policy to promote good governance and management of the EMRC</b>  |                   |               |
|---|-------------------|---------------|
| <b>Consequence</b>  | <b>Likelihood</b> | <b>Rating</b> |
| Moderate  | Likely            | High          |
| <b>Action/Strategy</b>  |                   |               |
| ➤ Council to adopt the proposed Council Policy 2.3 - Councillor Training and Continuous Professional Development in accordance with section 5.128 of the <i>Local Government Act 1995</i> |                   |               |

**MEMBER COUNCIL IMPLICATIONS**

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

**ATTACHMENT(S)**

1. Proposed new Council Policy 2.3 – Councillor Training and Professional Development (D2021/25620)
2. Proposed Councillor Training and Professional Development Register (D2022/00431)

**VOTING REQUIREMENT**

Absolute Majority

**RECOMMENDATION(S)**

That Council by absolute majority in accordance with s.5.128(1) of the *Local Government Act 1995* adopts a new Council Policy 2.3 - Councillor Training and Continuous Professional Development forming the attachment to this report.

**COUNCIL RESOLUTION(S)**

MOVED

SECONDED



## Council Policy 2.3

### Councillor Training and Continuing Professional Development

#### Interrelated Documents

Council Policy 6.2 – Reimbursement of Expenses for Conferences, Seminars and Other Events

Council Policy 6.3 – Attendance at Events

#### Strategic Plan Objective

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

#### Purpose

This policy describes the EMRC's approach to enable Councillors to meet their statutory obligations in relation to Councillor training and gives effect to the requirement to adopt a continuing professional development policy.

Part 5, Division 10 of the *Local Government Act 1995* (the Act) describes provisions related to the universal training of Councillors:

- under section 5.126 of the Act, each Councillor must complete training in accordance with the *Local Government (Administration) Regulations 1996*;
- under section 5.127 of the Act, the CEO must publish a report on the local government's website within one (1) month of the end of the financial year detailing the training completed by Councillors;
- under section 5.128 of the Act, a local government must prepare and adopt a policy in relation to the continuing professional development of councillors.

#### Scope

This Policy applies to all elected members appointed to the EMRC.

#### Legislation

- Part 5, Division 10 of the *Local Government Act 1995*
- Part 10 of the *Local Government (Administration) Regulations 1996*
- Under section 5.128 of the *Local Government Act 1995* adoption and modification of this policy requires an Absolute Majority decision by Council.

#### Policy Statement

##### Introduction

Councillors have a unique and challenging role performing their functions under the Act. The EMRC recognises the value of training and continuing professional development to build and supplement Councillor skills and experience.

Training can take several forms including formal qualifications, short-courses, seminars and conferences.



Training paid for in accordance with this policy must have benefit to the EMRC, the relevant member council and the community. Training must relate to the professional development of Councillors in their role as a Councillor. Examples of organisations that provide training relating to the professional development of Councillors, includes, but is not restricted to:

- Western Australian Local Government Association (WALGA)
- Australian Local Government Association
- Australian Institute of Management
- Australian Institute of Company Directors
- Institute of Public Administration Australia.

Training related to public sector management leadership; town planning; strategic planning; financial management; corporate governance; risk management; conflict resolution; and emergency management is also considered to be relevant.

In considering training, Councillors should complete training, where possible, through a Registered Training Organisation.

Attendance and/or participation at conferences is also considered to be training where value to the EMRC, the relevant member council and community can be demonstrated.

Councillors should note that all training undertaken, including conferences paid for entirely or partially by the EMRC and/or the respective member council will be published on the EMRC's website in accordance with section 5.127 of the Act.

### **Prescribed Training Requirements**

The *Local Government (Administration) Regulations 1996* requires Councillors to complete a 'Council Member Essentials' course consisting of five modules. Certain exemptions, specified in the Regulations, apply.

Training must be completed by all Councillors following their election within 12 months of taking office and is valid for five years. The Regulations require that the course is completed through North Metropolitan TAFE, South Metropolitan TAFE, or WALGA.

Non-compliance with the requirement to complete training is an offence under the Act punishable by a fine not exceeding \$5,000.

Councillors have a responsibility to complete training in accordance with the legislation.

Following each ordinary election, Councillors will be provided with information on training options from the approved training providers. Councillors will be able to select a training option to meet their learning style and availability.

### **Continuing Professional Development**

The EMRC is committed to supporting Continuing Professional Development of Councillors to the benefit of the EMRC, its member councils and the community.

Continuing professional development can include training and attendance at conferences in accordance with this policy.

Training that exceeds the allocated budget amount may be approved by resolution of Council.

## Funding

The policy, training and training funding requirements of all EMRC Councillors, as required under the Act, are to be fulfilled by the training undertaken through their respective member councils.

Each Councillor is also allotted an annual training allocation in the EMRC's annual budget. The training allocation is for a financial year and expires at the end of the financial year.

As the expenditure of funds from the EMRC's budget can only be authorised by Council, Councillors must obtain the necessary approvals set in this policy prior to making any financial or other commitments on behalf of the EMRC.

Unless otherwise resolved by the Council:

- Councillors are to use their annual training funding allocation for all training and continuing professional development, except for training that they are required to complete under section 5.126 of the Act;
- Councillors are not permitted to nominate for attendance at a training course or conference paid for by the EMRC three (3) months prior to their term of office expiring;
- Councillors who do not complete training paid by the EMRC will be required to repay the EMRC for the training and associated costs; and
- Any amendments or cancellations to bookings resulting from a change in Councillors' personal circumstances shall be at the Councillor's own cost. Any change or cancellation resulting from the EMRC's operations shall be communicated to Councillors and paid for by the EMRC.

## Reporting on Training

In accordance with section 5.127 of the Act, the EMRC will publish a report on the EMRC's website within one (1) month of the end of the financial year detailing the training completed by Councillors.

In order to complete the register, Councillors shall, following completion of the training, provide evidence of completion of the training to the EMRC. Councillors will be asked to confirm their completion or attendance as applicable prior to the publication of the register.

The register will state:

- Councillor name;
- Each training course or module completed;
- The cost of training and any associated travel and accommodation paid for by the EMRC; and
- The training provider or conference name.

For reporting purposes, the costs of training completed as a group will be apportioned to each Councillor that was registered to attend.

Councillors are encouraged to share learnings and insights from training, including conferences with Council.

- Part 5, Division 10 of the *Local Government Act 1995*
- Part 10 of the *Local Government (Administration) Regulations 1996*
- Under section 5.128 of the *Local Government Act 1995* adoption and modification of this policy requires an Absolute Majority decision by Council.

## **Financial Considerations**

An amount will be provided in the annual budget to meet estimated costs associated with continuing professional development by Councillors.

## **Adopted/Reviewed**

24 February 2022

## **Next Review**

Following the Ordinary Elections in 2023

## **Responsible Unit**

Business Support Team



## Councillor Training and Continuing Professional Development Register 2020 - 2021

| Councillor  | Training Course   Module Completed   Conference | Training Provider   Conference Name | Date Completed | Cost            |
|---|---|-------------------------------------|----------------|-----------------|
| Cr Kathryn Hamilton   | <b>Mandatory Training</b>                       |                                     |                | \$Not available |
|   | Meeting Procedures                              | WALGA Online                        | 29/03/2018     |                 |
|   | Understanding Financial Reports & Budgets       | WALGA Online                        | 24/11/2017     |                 |
|   | <b>Professional Development</b>                 |                                     |                |                 |
|   | Professionally Speaking                         | WALGA                               | 08/03/2021     |                 |
|   | Leadership Session                              | Inspired Development                | 22/02/2020     |                 |
|   | Elected Member Induction                        | Aha! Consulting                     | 26/10/2019     |                 |
|   | Dealing with Conflict                           | WALGA                               | 26/07/2019     |                 |
| CEO Performance Appraisals  | WALGA   | 31/07/2018                          |                |                 |
| Planning Practices – The Essentials   | WALGA   | 03/05/2018                          |                |                 |
| Reference Source: <a href="https://www.bassendean.wa.gov.au/council/council-information/registers/councillor-training.aspx">https://www.bassendean.wa.gov.au/council/council-information/registers/councillor-training.aspx</a> |   |                                     |                |                 |
| Cr Hilary MacWilliam  | <b>Mandatory Training</b>                       |                                     |                | \$Not available |
|   | Understanding Local Government                  | WALGA Online                        | 22/10/2020     |                 |
|   | Serving on Council                              | WALGA Online                        | 10/09/2020     |                 |
|   | Meeting Procedures                              | WALGA                               | 10/12/2019     |                 |
|   | Conflicts of Interest                           | WALGA Online                        | 21/10/2020     |                 |
|   | Understanding Financial Reports & Budgets       | WALGA                               | 20/09/2020     |                 |
|   | <b>Professional Development</b>                 |                                     |                |                 |
|   | CEO Performance Appraisals                      | WALGA                               | 27/05/2021     |                 |
|   | Engagement Essentials                           | IAP2                                | 20-21/05/2020  |                 |
|   | Leadership Session                              | Inspired Development                | 22/02/2020     |                 |
| Changing Aging in Western Australia   | Bank of Ideas                                   | 03/12/2019                          |                |                 |
| Elected Member Induction  | Aha! Consulting                                 | 26/10/2019                          |                |                 |
| Reference Source: <a href="https://www.bassendean.wa.gov.au/council/council-information/registers/councillor-training.aspx">https://www.bassendean.wa.gov.au/council/council-information/registers/councillor-training.aspx</a> |   |                                     |                |                 |

| Councillor  | Training Course   Module Completed   Conference   | Training Provider   Conference Name  | Date Completed   | Cost  |
|---|---|--|--|---|
| Cr Emily Wilding  | <b>Mandatory Training</b><br>Cr Wilding is required to complete mandatory training by 16/10/2022  |  |  |   |
| Reference Source: <a href="https://www.bassendean.wa.gov.au/council/council-information/registers/councillor-training.aspx">https://www.bassendean.wa.gov.au/council/council-information/registers/councillor-training.aspx</a>   |   |  |  |   |
| Cr Steven Ostaszewskyj  | <b>Mandatory Training</b><br>Understanding Local Government<br>Serving on Council<br>Meeting Procedures<br>Conflicts of Interest<br>Understanding Financial Reports & Budgets   | WALGA Online<br>WALGA<br>WALGA Online<br>WALGA Online<br>WALGA Online                | 03/01/2020<br>23-24/01/2020<br>07/04/2020<br>03/01/2020<br>04/09/2020                | \$195.00<br>\$900.00<br>\$195.00<br>\$195.00<br>\$195.00<br>Fees paid by City of Bayswater                |
| Reference Source: <a href="https://www.bayswater.wa.gov.au/CityOfBayswater/media/Documents/Community/conferences-and-travel-register-2019-20-year_5.pdf">https://www.bayswater.wa.gov.au/CityOfBayswater/media/Documents/Community/conferences-and-travel-register-2019-20-year_5.pdf</a> |   |  |  |   |
| Cr Michelle Sutherland  | <b>Mandatory Training</b><br>Understanding Local Government<br>Serving on Council<br>Meeting Procedures<br>Conflicts of Interest<br>Understanding Financial Reports & Budgets<br><br><b>Professional Development</b><br>Australian Local Government Women's Association<br>WA Branch membership fee for 2019/2020 | WALGA Online<br>WALGA Online<br>WALGA Online<br>WALGA Online<br>WALGA<br><br>ALGWAWA | 06/02/2020<br>13/05/2020<br>06/02/2020<br>06/02/2020<br>04/09/2020<br><br>23/06/2020 | \$195.00<br>\$195.00<br>\$195.00<br>\$195.00<br>\$195.00<br><br>\$50.00<br>Fees paid by City of Bayswater |
| Reference Source: <a href="https://www.bayswater.wa.gov.au/CityOfBayswater/media/Documents/Community/conferences-and-travel-register-2019-20-year_5.pdf">https://www.bayswater.wa.gov.au/CityOfBayswater/media/Documents/Community/conferences-and-travel-register-2019-20-year_5.pdf</a> |   |  |  |   |

| Councillor  | Training Course   Module Completed   Conference | Training Provider   Conference Name | Date Completed  | Cost            |
|---|---|-------------------------------------|-----------------|-----------------|
| Cr Giorgia Johnson  | <b>Mandatory Training</b>                       |                                     |                 |                 |
|   | Understanding Local Government                  | WALGA Online                        | 07/10/2019      | \$195.00        |
|   | Serving on Council                              | WALGA                               | 22/11/2017      | \$515.00        |
|   | Conflicts of Interest                           | WALGA Online                        | 07/10/2019      | \$195.00        |
|   | <b>Professional Development</b>                 |                                     |                 |                 |
|   | Planning Practices – The Essentials             | WALGA                               | 05/02/2018      | \$468.18        |
|   | Planning Practices – Advanced                   | WALGA                               | 06/02/2018      | \$468.18        |
|   | Waste & Recycle Conference 2019                 | Various                             | 25-26/09/2019   | \$726.36        |
| WALGA Meet the Waste Authority Breakfast  | WALGA   | 30/10/2019                          | \$45.45         |                 |
| Fees paid by City of Bayswater  |   |                                     |                 |                 |
| Reference Source: <a href="https://www.bayswater.wa.gov.au/CityOfBayswater/media/Documents/Community/conferences-and-travel-register-2019-20-year_5.pdf">https://www.bayswater.wa.gov.au/CityOfBayswater/media/Documents/Community/conferences-and-travel-register-2019-20-year_5.pdf</a> |   |                                     |                 |                 |
| Cr Dylan O'Connor   | <b>Mandatory Training</b>                       |                                     |                 |                 |
|   | Serving on Council                              | WALGA                               |                 |                 |
|   | Meeting Procedures                              | WALGA                               | Not available   | \$Not available |
| Council Member Essentials   | WALGA   |                                     |                 |                 |
| Reference Source: <a href="https://www.kalamunda.wa.gov.au/council/governance/registers">https://www.kalamunda.wa.gov.au/council/governance/registers</a>   |   |                                     |                 |                 |
| Cr Margaret Thomas  | <b>Mandatory Training</b>                       |                                     |                 |                 |
|   | Serving on Council                              | WALGA                               |                 |                 |
|   | Meeting Procedures                              | WALGA                               |                 |                 |
| Council Member Essentials   | WALGA   | Not available                       | \$Not available |                 |
| Reference Source: <a href="https://www.kalamunda.wa.gov.au/council/governance/registers">https://www.kalamunda.wa.gov.au/council/governance/registers</a>   |   |                                     |                 |                 |

| Councillor  | Training Course   Module Completed   Conference   | Training Provider   Conference Name  | Date Completed   | Cost            |
|---|---|--|--|-----------------|
| Cr Janelle Sewell   | <b>Mandatory Training</b><br>Serving on Council<br>Meeting Procedures<br>Council Member Essentials  | WALGA<br>WALGA<br>WALGA  | Not available  | \$Not available |
| Reference Source: <a href="https://www.kalamunda.wa.gov.au/council/governance/registers">https://www.kalamunda.wa.gov.au/council/governance/registers</a> |   |  |  |                 |
| Cr John Daw   | <b>Mandatory Training</b><br>Understanding Local Government<br>Serving on Council<br>Meeting Procedures<br>Conflicts of Interest<br>Understanding Financial Reports & Budgets<br><br><b>Professional Development</b><br>Manage Policy Development<br>Manage Assets Sustainably<br>Contribute to Land Use Planning<br>Manage Conflict<br>Provide Leadership within the Council and Community<br>Conduct work within a Compliance Framework<br>Undertake Councillor Roles and Responsibilities<br>Perform the Role of an Elected Member<br>Contribute to Effective Decision Making<br>Develop and Implement Strategic Plans | WALGA<br>WALGA<br>WALGA<br>WALGA<br>WALGA<br><br>WALGA<br>WALGA<br>WALGA<br>WALGA<br>WALGA<br>WALGA<br>WALGA<br>WALGA<br>WALGA | 27/01/2021<br>16/04/2019<br>27/01/2021<br>27/01/2021<br>27/01/2021<br><br>10/05/2021<br>05/05/2021<br>26/04/2021<br>18/02/2021<br>18/02/2021<br>16/02/2021<br>27/01/2021<br>27/01/2021<br>27/01/2021<br>22/01/2021 | \$Not available |
| Reference Source: <a href="https://www.mundaring.wa.gov.au/registers/training">https://www.mundaring.wa.gov.au/registers/training</a>                     |   |  |  |                 |

| Councillor  | Training Course   Module Completed   Conference   | Training Provider   Conference Name | Date Completed | Cost                  |
|---|---|-------------------------------------|----------------|-----------------------|
| Cr Doug Jeans   | <b>Mandatory Training</b>   |                                     |                |                       |
|   | Understanding Local Government  | WALGA                               | 19/10/2019     | \$Not available       |
|   | Serving on Council  | WALGA                               | 19/10/2019     |                       |
|   | Meeting Procedures  | WALGA                               | 19/10/2019     |                       |
|   | Conflicts of Interest   | WALGA                               | 19/10/2019     |                       |
| Understanding Financial Reports & Budgets   | WALGA   | 19/10/2019                          |                |                       |
| Reference Source: <a href="https://www.mundaring.wa.gov.au/register/training">https://www.mundaring.wa.gov.au/register/training</a>   |   |                                     |                |                       |
| Cr Jo Cicchini  | <b>Mandatory Training</b><br>Cr Cicchini is required to complete mandatory training by 16/10/2022 |                                     |                |                       |
| Reference Source: <a href="https://www.mundaring.wa.gov.au/register/training">https://www.mundaring.wa.gov.au/register/training</a>   |   |                                     |                |                       |
| Cr Mel Congerton  | <b>Mandatory Training</b>   |                                     |                |                       |
|   | Understanding Local Government  | WALGA                               | Not available  | \$Not available       |
|   | Serving on Council  | WALGA                               |                |                       |
|   | Meeting Procedures  | WALGA                               |                |                       |
|   | Conflicts of Interest   | WALGA                               |                |                       |
| Understanding Financial Reports & Budgets   | WALGA   |                                     |                |                       |
| Reference Source: <a href="https://www.swan.wa.gov.au/Your-Council/Governance-transparency/Registers-for-public-viewing/Councillor-Training-Register">https://www.swan.wa.gov.au/Your-Council/Governance-transparency/Registers-for-public-viewing/Councillor-Training-Register</a> |   |                                     |                |                       |
| Cr Charlie Zannino  | Nil   |                                     |                |                       |
| Reference Source: <a href="https://www.swan.wa.gov.au/Your-Council/Governance-transparency/Registers-for-public-viewing/Councillor-Training-Register">https://www.swan.wa.gov.au/Your-Council/Governance-transparency/Registers-for-public-viewing/Councillor-Training-Register</a> |   |                                     |                |                       |
| Cr Andrew Kiely   | <b>Professional Development</b><br>Trees in a Liveable City and Urban Forest Conference           | Not available                       | 27/11/2020     | Fees paid by Cr Kiely |
| Reference Source: <a href="https://www.swan.wa.gov.au/Your-Council/Governance-transparency/Registers-for-public-viewing/Councillor-Training-Register">https://www.swan.wa.gov.au/Your-Council/Governance-transparency/Registers-for-public-viewing/Councillor-Training-Register</a> |   |                                     |                |                       |



## **5.2 REVIEW OF DELEGATED POWERS AND DUTIES AND A NEW PROPOSED DELEGATION OF AUTHORITY TO THE CEO**

**D2022/00672**

### **PURPOSE OF REPORT**

To complete the annual statutory review of the exercise of powers and discharge of duties delegated by Council and to propose an additional delegation.

### **KEY POINT(S)**

- It is a requirement of section 5.18 of the *Local Government Act 1995* (the Act) that the delegations made by the Council to Committees are reviewed in every financial year.
- It is a requirement of section 5.46 of the Act that the delegations made by the Council to the Chief Executive Officer (CEO) are reviewed in every financial year.
- The delegation of powers and duties remaining current are recommended for review and to be re-affirmed by Council.
- Proposed delegation of authority to the Chief Executive Officer to make monetary donations on behalf of the EMRC up to a maximum of \$2,500 for each identified charitable organisation or group within Perth's eastern region, subject to the annual budgetary allocation adopted by Council.

### **RECOMMENDATION(S)**

That Council:

1. Re-affirms the delegated powers and duties as listed in the report.
2. By absolute majority in accordance with section 5.42 of the *Local Government Act 1995*, delegates authority to the Chief Executive Officer to make monetary donations on behalf of the EMRC up to a maximum of \$2,500 for each identified charitable organisation or group within Perth's eastern region, subject to the approved annual budgetary allocation adopted by Council.
3. That Council, by absolute majority in accordance with section 6.8 of the *Local Government Act 1995*, authorises the expenditure of \$2,500 from the Municipal Fund not included in the 2021/2022 annual budget for monetary donations to charitable organisation(s).

### **SOURCE OF REPORT**

Chief Financial Officer

### **BACKGROUND**

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

## REPORT

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

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

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

| Delegation Number | Date of Original Delegation | Description of Delegation   | Delegated to | Details of Delegated Powers and Discharge of Duties                 |
|-------------------|-----------------------------|---|--------------|---|
| C6/2016           | 23/06/2016                  | That Council by absolute majority in accordance with section 5.42 of the <i>Local Government Act 1995</i> delegate authority to the Chief Executive Officer to negotiate and enter into contracts for waste disposal related to operations at the Red Hill Waste Management Facility and Hazelmere Resource Recovery Park.  | CEO          | Current<br>D2016/08210 (Report)<br>D2016/06161 (Council)            |
| C3/2017           | 18/05/2017                  | That Council Grant the CEO delegated authority to accept quotations from HAAS or its authorised suppliers for the supply of spare parts and periodic equipment repairs of the HAAS timber grinder.  | CEO          | Current<br>D2017/05958 (TAC Report)<br>D2017/07166 (Council Report) |
| C2/2018           | 24/05/2018                  | That:<br>1. Council approve contract variations requested by Anergy Australia Pty Ltd under the contract with the EMRC up to the value specified in the report.<br>2. Council authorise a contingency allowance on the revised cost to completion as specified in the report for any further contract variations that may arise in completion of the Hazelmere wood waste to energy plant.  | CEO          | Current<br>D2018/05183 (Council Report)                             |
| C15/2018          | 6/12/2018                   | That:<br>1. Council authorises the CEO to enter into confidential discussions with the Western Metropolitan Regional Council in relation to the supply of residual waste for the proposed Resource Recovery Facility while negotiating for the supply of their general waste streams.<br>2. Any proposal for the supply of residual waste from Western Metropolitan Regional Council for the proposed Resource Recovery Facility be referred back to Council for consideration.<br>3. The report remains confidential and be certified by the Chairman and CEO. | CEO          | Current<br>D2018/15614 (Council Report)                             |

| Delegation Number | Date of Original Delegation | Description of Delegation   | Delegated to                    | Details of Delegated Powers and Discharge of Duties                       |
|-------------------|-----------------------------|---|---------------------------------|---|
| C3/2019           | 22/08/2019                  | That Council authorises:<br>1. The Chairman to approve any leave request from the CEO on its behalf.<br>2. The Deputy Chairman to approve any leave request from the CEO on its behalf, in the circumstances the Chairman is unavailable.   | Chairman<br><br>Deputy Chairman | D2019/11274<br>(Council Report)   |
| C5/2019           | 19/09/2019                  | That Council delegates authority to the CEO to issue, and to instruct EMRC's lawyers to issue, any default notices that may be required pursuant to any of the agreements between Energy Australia Pty Ltd and the EMRC.  | CEO                             | Current<br>D2019/10941<br>(WAC Report)<br>D2019/13752<br>(Council Report) |
| C1/2021           | 08/02/2021                  | Council by absolute majority in accordance with s5.16 of the <i>Local Government Act 1995</i> delegates to the Legal Committee the power to undertake actions in response to the legal matter as outlined within the confidential report.   | Legal Committee (LC)            | Current<br>D2021/01716<br>(Council Report)                                |
| C3/2021           | 25/02/2021                  | That Council:<br>1. Authorises the CEO to be the Complaints Officer.<br>2. By absolute majority in accordance with s.5.42 of the <i>Local Government Act 1995</i> , delegates power to the CEO to appoint authorised complaints officers.<br>3. Endorse the complaint about alleged breach form, forming Att 1 to this report.  | CEO                             | Current<br>D2021/02217<br>(Council Report)                                |
| C5/2021           | 25/03/2021                  | That:<br>1. Council by absolute majority in accordance with s.5.16 of the <i>Local Government Act 1995</i> delegates to the Legal Committee the power to undertake all necessary actions in response to the legal matter previously reported and any related matters with regards to the Establishment Agreement.<br>2. Notes the rationale for the motion is to enable the EMRC Council to undertake actions in response to the legal matter as outlined within the confidential report through the established Legal Committee. | Legal Committee (LC)            | Current<br>D2021/02719 (Confidential Council Report)                      |
| C12/2021          | 03/06/2021                  | The Legal Committee nominates key option no. 2 as the approach regarding engaging an expert and instructs the CEO to identify suitable candidates for its review in response to the legal matter as outlined within the confidential report.  | CEO                             | Current<br>D2021/09456<br>(Confidential Council Report)                   |

| Delegation Number | Date of Original Delegation | Description of Delegation  | Delegated to | Details of Delegated Powers and Discharge of Duties |
|-------------------|-----------------------------|--|--------------|---|
| C15/2021          | 23/09/2021                  | That:<br>1 Council delegate authority to the CEO, to negotiate an agreement as detailed in the report.<br>2 Council directs the CEO to prepare a separate report to Council with the proposed agreement for its review and endorsement.<br>3 The report and attachment remain confidential and be certified by the Chairman and CEO.                     | CEO          | Current<br>D2021/18505                              |
| C16/2021          | 25/11/2021                  | That Council by absolute majority in accordance with section 5.42 of the <i>Local Government Act 1995</i> , delegates authority to the Chief Executive Officer to accept contracts not relating to a tender up to \$400,000 excluding GST and subject to the requirements of the <i>Local Government (Functions and General) Regulations 1996</i> .      | CEO          | Current<br>D2021/23194                              |
| C19/2021          | 25/11/2021                  | That:<br>1. Council by absolute majority in accordance with section 5.42 of the <i>Local Government Act 1995</i> , delegates authority to the Chief Executive Officer to negotiate an agreement with the party identified within the Confidential report.<br>2. The report and attachments remain confidential and be certified by the Chairman and CEO. | CEO          | Current<br>D2021/23003                              |
| C20/2021          | 25/11/2021                  | That Council by absolute majority in accordance with section 5.42 of the <i>Local Government Act 1995</i> , delegates authority to the Chief Executive Officer to negotiate an agreement with the parties identified within the Confidential report.   | CEO          | Current<br>D2021/23795                              |

- 5 From time to time the EMRC may wish to make a cash contribution by way of a donation to an organisation or group residing in Perth's eastern region for the purpose of supporting an activity, event or programme with a charitable, welfare, sporting or community service orientated purpose. In order for the CEO to make monetary donations on behalf of the EMRC delegated authority from Council is required in accordance with section 5.42 of the Act.
- 6 The appropriateness and value of each donation will be determined by the CEO on a case by case basis but each donation to an organisation or group is not to exceed \$2,500. The total value of donations for any given financial year is as determined in the annual budget.

**STRATEGIC/POLICY IMPLICATIONS**

- 7 Key Result Area 4 - Good Governance
  - 4.3 To provide responsible and accountable governance and management of the EMRC

**FINANCIAL IMPLICATIONS**

- 8 Nil

**SUSTAINABILITY IMPLICATIONS**

- 9 Nil

**RISK MANAGEMENT**

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

**MEMBER COUNCIL IMPLICATIONS**

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

**ATTACHMENT(S)**

Nil

**VOTING REQUIREMENT**

Absolute Majority



## RECOMMENDATION(S)

That Council:

1. Re-affirms the delegated powers and duties as listed in the report.
2. By absolute majority in accordance with section 5.42 of the *Local Government Act 1995*, delegates authority to the Chief Executive Officer to make monetary donations on behalf of the EMRC up to a maximum of \$2,500 for each identified charitable organisation or group within Perth's eastern region, subject to the approved annual budgetary allocation adopted by Council.
3. That Council, by absolute majority in accordance with section 6.8 of the *Local Government Act 1995*, authorises the expenditure of \$2,500 from the Municipal Fund not included in the 2021/2022 annual budget for monetary donations to charitable organisation(s).

## COUNCIL RESOLUTION(S)

MOVED

SECONDED



### 5.3 INFORMATION BULLETIN - CORPORATE BUSINESS PLAN 2021/2022 – 2025/2026 - SECOND QUARTER REPORTING FROM OCTOBER TO DECEMBER 2021

D2022/01450

#### 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 2021/2022 – 2025/2026 for the reporting period October to December 2021.

#### KEY POINT(S)

- Section 5.56(1) and (2) of the *Local Government Act 1995* requires that each local government is 'to plan for the future of the district', by developing plans in accordance with the regulations.
- The *Local Government (Administration) Regulations 1996* specify that a 'plan for the future' comprises of the following:
  - ⇒ A Strategic Community Plan – a minimum 10 year timeframe; and
  - ⇒ A Corporate Business Plan – a four to five year plan, which translates the 10 year strategic plan into actions.
- Council adopted the EMRC's Strategic Community Plan titled 10 Year Strategic Plan 2017 – 2027 on 18 August 2016 for implementation from 1 July 2017 onwards (D2016/10763).
- Council adopted the revised EMRC's Corporate Business Plan 2021/2022 – 2025/2026 on 26 August 2021 (D2021/14764).
- The attachment to this report provides the second quarter reporting, against the key actions identified within the Corporate Business Plan 2021/2022 – 2025/2026, for the period October to December 2021.

#### SOURCE OF REPORT

Chief Sustainability Officer

#### BACKGROUND

- 1 Section 5.56(1) and (2) of the *Local Government Act 1995* require that each local government is 'to plan for the future of the district', by developing plans in accordance with the regulations. The *Local Government (Administration) Regulations 1996* specify that a 'plan for the future' comprises of the following:
  - A Strategic Community Plan – a minimum 10 year timeframe; and
  - A Corporate Business Plan – a four to five year plan, which translates the 10 year strategic plan into actions.
- 2 Council adopted the EMRC's Strategic Community Plan titled 10 Year Strategic Plan 2017 – 2027 on 18 August 2016 for implementation from 1 July 2017 onwards (D2016/10193).
- 3 Council adopted the EMRC's new Corporate Business Plan 2021/2022 – 2025/2026 on 26 August 2021 (D2020/14764) for activities progressed from 1 July 2021 onwards.

#### REPORT

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

- 5 The Corporate Business Plan 2021/2022 – 2025/2026 was developed to articulate the strategic direction into operational activities. It is designed to ensure that the organisation as a whole is able to deliver on Council’s high level priorities, and summarises the services, operations and projects EMRC will deliver over the next five years, commencing as of 1 July 2021.
- 6 The attachment to this report relates to the Corporate Business Plan actions for the second quarter reporting period of October to December 2021.

**STRATEGIC/POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

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

**SUSTAINABILITY IMPLICATIONS**

- 9 The Corporate Business Plan 2021/2022 – 2025/2026 identified projects, programs and services for the benefit and sustainability of Perth’s Eastern Region.

**RISK MANAGEMENT**

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

**MEMBER COUNCIL IMPLICATIONS**

| <b>Member Council</b>  | <b>Implication Details</b>    |
|--|-------------------------------|
| Town of Bassendean<br>City of Bayswater<br>City of Kalamunda<br>Shire of Mundaring<br>City of Swan | As outlined in the attachment |

**ATTACHMENT(S)**

Corporate Business Plan 2021/2022 – 2025/2026 Second Quarter Progress Report for the period, October to December 2021 (D2022/01451)



# Corporate Business Plan 2021/2022 – 2025/2026

## Progress Report – Second Quarter 2021/2022

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

The newly adopted Corporate Business Plan 2021/2022 – 2025/20265 (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 2021. The Corporate Business Plan is built on the foundation of three strategic Key Result Areas (KRA) identified within the 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 information on progress in relation to the achievement of projects and programs developed to achieve Council's 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".

Updates against the Corporate Business Plan for the period July 2021 to June 2022 are provided quarterly within this document and are against the current adopted Plan.

It should be noted that a draft revised Strategic Plan and a draft revised Corporate Business Plan are being developed and will be presented to Council for its consideration, to take effect from 1 July 2022.

Marcus Geisler  
Chief Executive Officer

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

## Key Result Area 1 Environmental Sustainability

### Objective

#### 1.1 To Provide Sustainable Waste Disposal Operations

##### 1.1.1 Minimise the Environment Impact of Waste Management Operations

|         | Key Actions   | Status | Quarter                 | Comments  |
|---------|---|--------|-------------------------|---|
| 1.1.1.1 | Prepare and submit annual Monitoring and Compliance Reports: <ul style="list-style-type: none"> <li>➢ Hazelmere</li> <li>➢ Offset Compliance</li> <li>➢ Red Hill</li> </ul>   | ●      | July - September 2021   | Reporting is on-going and on programme.   |
|         |   |        | October - December 2021 | Reporting is on-going and on programme; Hazelmere and Red Hill reports are due to be submitted 90 days after 31 <sup>st</sup> December.   |
|         |   |        | January - March 2022    |   |
|         |   |        | April - June 2022       |   |
| 1.1.1.2 | Develop and implement programs to ensure compliance with environmental legislative requirements: <ul style="list-style-type: none"> <li>➢ Water monitoring</li> <li>➢ Revegetation</li> <li>➢ Native Fauna</li> <li>➢ Feral Animal Control</li> </ul> | ●      | July - September 2021   | On-going programme of monitoring is taking place as set out in in various detailed processes set out as part of ISO14001 accreditation.   |
|         |   |        | October - December 2021 | Surface and ground water monitoring sampling has been completed. Offsets revegetation onsite assessment completed. Nest box monitoring and report completed. Feral animal control undertaken and awaiting report. |
|         |   |        | January - March 2022    |   |
|         |   |        | April - June 2022       |   |
| 1.1.1.3 | Rehabilitate former landfill cells  | ●      | July - September 2021   | Work commenced on planning for tree planting in May 2022.   |
|         |   |        | October - December 2021 | Trees / shrubs have been ordered for rehabilitation in May 2022.  |
|         |   |        | January - March 2022    |   |
|         |   |        | April - June 2022       |   |
| 1.1.1.4 | Prepare National Greenhouse and Energy (NGERS) Report   | ●      | July - September 2021   | Collation of information has commenced, submission is due by end of October.  |
|         |   |        | October - December 2021 | Information was provided on time. Subsequently, EMRC has been working with NGER's to correct data which had been (historically) submitted incorrectly.  |

| Key Actions |  | Status | Quarter              | Comments |
|-------------|--|--------|----------------------|----------|
|             |  |        | January - March 2022 |          |
|             |  |        | April - June 2022    |          |

| Key Actions                               |   | Status | Quarter                 | Comments  |
|---|---|--------|-------------------------|---|
| 1.1.1.5                                   | Prepare National Pollutants Inventory (NPI) Report  | ●      | July - September 2021   | Submission was made on 30 <sup>th</sup> September |
|   |   |        | October - December 2021 | Reporting complete.                               |
|   |   |        | January - March 2022    |   |
|   |   |        | April - June 2022       |   |
| 1.1.1.6                                   | Implement Offset Program (Lots 501 and 82)  | ●      | July - September 2021   | On-going programme of monitoring is in place.     |
|   |   |        | October - December 2021 | On-going programme of monitoring is in place.     |
|   |   |        | January - March 2022    |   |
|   |   |        | April - June 2022       |   |
| 1.1.1.7                                   | Audit Environmental Management System ISO14001:2015 and implement improvements (where required) | ●      | July - September 2021   | On-going programme of monitoring is in place.     |
|   |   |        | October - December 2021 | On-going programme of monitoring is in place.     |
|   |   |        | January - March 2022    |   |
|   |   |        | April - June 2022       |   |
| <b>Responsible</b> Chief Projects Officer |   |        |                         |   |

### 1.1.2 Provide a Waste Disposal Service at Red Hill Waste Management Facility

| Key Actions |   | Status | Quarter                 | Comments  |
|-------------|---|--------|-------------------------|---|
| 1.1.2.1     | Construct infrastructure, as required (roads and car parks)                               | ●      | July - September 2021   | No work has taken place due to weather however surfacing works are planning for the next quarter.   |
|             |   |        | October - December 2021 | Surfacing of access road across to the Resource Recovery Pad is complete.   |
|             |   |        | January - March 2022    |   |
|             |   |        | April - June 2022       |   |
| 1.1.2.2     | Construct Waste Management Facility Buildings   | ●      | July - September 2021   | Tender documentation for Workshop#3 has been prepared and tender issued. Tenders will be returned in mid-October.   |
|             |   |        | October - December 2021 | Report went to November Council meeting and works awarded. Construction works due to commence on site in early February with a view to being complete by the end of the financial year.   |
|             |   |        | January - March 2022    |   |
|             |   |        | April - June 2022       |   |
| 1.1.2.3     | Construct stormwater and siltation ponds, as required                                     | ●      | July - September 2021   | No works have taken place, however due to the wet winter it is anticipated that some remediation works will be required.  |
|             |   |        | October - December 2021 | No works have taken place; additional new evaporators are being purchased to assist with leachate control in leachate ponds due to increased water levels.  |
|             |   |        | January - March 2022    |   |
|             |   |        | April - June 2022       |   |
| 1.1.2.4     | Review costs related to post closure management of the Red Hill Waste Management Facility | ●      | July - September 2021   | Projects Team has reviewed post closure costs with Finance Team.  |
|             |   |        | October - December 2021 | No further information provided or requested.   |
|             |   |        | January - March 2022    |   |
|             |   |        | April - June 2022       |   |
| 1.1.2.5     | Construct access roads and install power supply to Lots 8,9 and10                         | ●      | July - September 2021   | Planning is taking place on access road to Resource Recovery Pad, associated with the installation of the proposed APCr Processing Plant. Power supply requirements cannot be completed until a preferred permanent FOGO Plant is identified. |
|             |   |        | October - December 2021 | The award of a tender for the FOGO processing plant and other projects on the Resource Recovery Pad, is delaying the finalisation of road layout and power requirements.  |
|             |   |        | January - March 2022    |   |
|             |   |        | April - June 2022       |   |
| 1.1.2.6     | Construct drainage diversion and earthworks infrastructure as required                    | ●      | July - September 2021   | No works have taken place, however due to the wet winter it is anticipated that some remediation works will be required.  |

| Key Actions                        | Status | Quarter                 | Comments  |
|------------------------------------|--------|-------------------------|---|
|                                    |        | October - December 2021 | Little remediation work has been required, despite the high rainfall experienced last winter. |
|                                    |        | January - March 2022    |   |
|                                    |        | April - June 2022       |   |
| Responsible Chief Projects Officer |        |                         |   |

### 1.1.3 Review and Implement the Red Hill Development Plan

| Key Actions   | Status | Quarter                 | Comments  |
|---|--------|-------------------------|---|
| 1.1.3.1<br>Implement the Red Hill Development Plan    | ●      | July - September 2021   | Construction of Workshop #3 is planned; Section 38 submission planned for treatment of APCr; access road works planned; permanent FOGO plant tender assessment on-going   |
|   |        | October - December 2021 | Construction of Workshop #3 is due to commence early in February; Section 38 – APCr was submitted in October; Section 38 referral for harmonisation of ministerial statements was submitted at the end of December; grant application (Healthy Soils) being drafted for funding for the permanent FOGO plant.   |
|   |        | January - March 2022    |   |
|   |        | April - June 2022       |   |
| 1.1.3.2<br>Design and Construct Class IV Cell Stage 3 | ●      | July - September 2021   | Section 38 ministerial submission to be made in early October for APCr treatment, which will make use of existing Class IV Cell; another Section 38 submission to be made to cover the whole Red Hill site – this needs to be complete prior to construction of a new Class IV cell.  |
|   |        | October - December 2021 | Work continued on the two Section 38 referrals (APCr and Harmonisation of Ministerial Statements); APCr was submitted in October with EMRC responding to a number of queries from DWER / EPA. Harmonisation referral was submitted in December. The Hamonisation referral needs to be approved before construction can begin, however design of new class IV cell will commence in the new calendar year. |
|   |        | January - March 2022    |   |
|   |        | April - June 2022       |   |
| 1.1.3.3<br>Construct Class III Cell Stage 16          | ●      | July - September 2021   | Continued wet weather has prevented contractor returning to site to complete Stage 16 works. The contractor is keen to recommence and will start as soon as weather permits.  |
|   |        | October - December 2021 | Stage 16 Works were complete at the end of December. The CQA work was not submitted, this will be done early in the new year.   |
|   |        | January - March 2022    |   |
|   |        | April - June 2022       |   |



| Key Actions |   | Status | Quarter                 | Comments   |
|-------------|---|--------|-------------------------|--|
| 1.1.3.4     | Design and Construct Class III Cell Stage 17            | ●      | July - September 2021   | A Section 38 submission to be made to cover the whole Red Hill site – this needs to be complete prior to construction of a new Class III cell.   |
|             |   |        | October - December 2021 | Section 38 referral to harmonise ministerial statements across the whole site was submitted at the end of December.  |
|             |   |        | January - March 2022    |  |
|             |   |        | April - June 2022       |  |
| 1.1.3.5     | Amend licence requirements based on operational changes | ●      | July - September 2021   | Section 38 ministerial submission to be made in early October for APCr treatment, which will make use of existing Class IV Cell; another Section 38 submission to be made to cover the whole Red Hill site – this needs to be complete prior to construction of a new Class IV cell                                      |
|             |   |        | October - December 2021 | Work continued on the two Section 38 referrals (APCr and Harmonisation of Ministerial Statements); APCr was submitted in October with EMRC responding to a number of queries from DWER / EPA. Harmonisation referral was submitted in December.  |
|             |   |        | January - March 2022    |  |
|             |   |        | April - June 2022       |  |
| 1.1.3.6     | Construct FOGO processing area and purchase Plant       | ●      | July - September 2021   | The interim FOGO processing area is planned to be extended; a works approval to do this has been submitted.  |
|             |   |        | October - December 2021 | DWER / EPA have asked a number of questions with regard to amending the works approval for the interim FOGO pad; still going through the approval process. RFT for FOGO Processing Facility is still live. Application for grant funding made to the Food Waste for Healthy Soils to be submitted early in the new year. |
|             |   |        | January - March 2022    |  |
|             |   |        | April - June 2022       |  |

| Key Actions |   | Status | Quarter                 | Comments  |
|-------------|---|--------|-------------------------|---|
| 1.1.3.7     | Develop and construct Liquid Waste Processing area and purchase Plant | ●      | July - September 2021   | No works have been carried out on this element during this quarter.   |
|             |   |        | October - December 2021 | No works have been carried out on this element during this quarter.   |
|             |   |        | January - March 2022    |   |
|             |   |        | April - June 2022       |   |
| 1.1.3.8     | Develop Lots 8, 9 & 10 for future waste activities                    | ●      | July - September 2021   | Assessment of permanent FOGO process plant tender is on-going; APCr submission to allow for processing plant to be made by mid-October. |

| Key Actions                               |  | Status | Quarter                 | Comments  |
|---|--|--------|-------------------------|---|
|   |  |        | October - December 2021 | Tender for FOGO permanent facility is still-going; application for Healthy Soils grant to be submitted early in the new year; APCr tender for concrete batching plant has been awarded; |
|   |  |        | January - March 2022    |   |
|   |  |        | April - June 2022       |   |
| 1.1.3.9                                   | Develop PFAS processing and repository options | ●      | July - September 2021   | No works have been carried out on this element during this quarter.   |
|   |  |        | October - December 2021 | No works have been carried out on this element during this quarter.   |
|   |  |        | January - March 2022    |   |
|   |  |        | April - June 2022       |   |
| 1.1.3.10                                  | Upgrade power supply to Workshop (No.2)        | ●      | July - September 2021   | Power supply upgrade to Workshop#2 has been included as part of tender for construction of Workshop#3.  |
|   |  |        | October - December 2021 | Power supply was not awarded as part of the Workshop #3 tender due to excessively high cost of works; alternative arrangements are being investigated e.g. solar panels / battery       |
|   |  |        | January - March 2022    |   |
|   |  |        | April - June 2022       |   |
| 1.1.3.11                                  | Construct workshop (No.3)                      | ●      | July - September 2021   | Tender for construction for Workshop#3 has been issued, tenders will be returned in mid-October.  |
|   |  |        | October - December 2021 | Tender awarded at November Ordinary Meeting of Council; works due to commence on site in early February will works planned for completion before the end of the financial year.         |
|   |  |        | January - March 2022    |   |
|   |  |        | April - June 2022       |   |
| <b>Responsible</b> Chief Projects Officer |  |        |                         |   |

#### 1.1.4 Red Hill Waste Management Facility Operations

| Key Actions |  | Status | Quarter                 | Comments   |
|-------------|--|--------|-------------------------|--|
| 1.1.4.1     | Oversee and guide operations of all developed projects at the RHWMF in accordance with the Red Hill Development Plan | ●      | July - September 2021   | All operating as per Red Hill Development Plan.  |
|             |  |        | October - December 2021 | All operating as per Red Hill Development Plan.  |
|             |  |        | January - March 2022    |  |
|             |  |        | April - June 2022       |  |
| 1.1.4.2     |  | ●      | July - September 2021   | Progressing as per the Red Hill Waste Management Facility 2021/2022 Plant Replacement Program. |

| Key Actions                                |   | Status | Quarter                 | Comments   |
|--|---|--------|-------------------------|--|
|  | Purchase replacement plant as per asset management plan |        | October - December 2021 | Progressing as per the Red Hill Waste Management Facility 2021/2022 Plant Replacement Program. |
|  |   |        | January - March 2022    |  |
|  |   |        | April - June 2022       |  |
| 1.1.4.3                                    | Purchase/Replace vehicles Red Hill                      | ●      | July - September 2021   | Vehicles currently being replaced in accordance with Fleet Policy.                             |
|  |   |        | October - December 2021 | Vehicles currently being replaced in accordance with Fleet Policy                              |
|  |   |        | January - March 2022    |  |
|  |   |        | April - June 2022       |  |
| <b>Responsible</b> Chief Operating Officer |   |        |                         |  |

### 1.1.5 Operate Member Council's Transfer Stations where applicable

| Key Actions |  | Status                  | Quarter                 | Comments   |
|-------------|--|-------------------------|-------------------------|--|
| 1.1.5.1     | Operate Shire of Mundaring Transfer Stations | ●                       | July - September 2021   | The EMRC continues to operating the Shire of Mundaring Community Recycling Centres ensuring an effective service for the Shire of Mundaring community. This includes the beverage container refund point at the Coppin Road facility, which concluded its first year of operation on 30 September. |
|             |  |                         | October - December 2021 | The EMRC continues to operating the Shire of Mundaring Community Recycling Centres ensuring an effective service for the Shire of Mundaring community.   |
|             |  |                         | January - March 2022    |  |
|             |  |                         | April - June 2022       |  |
| 1.1.5.2     | Operate City of Bayswater Transfer Station   | ●                       | July - September 2021   | Maintenance of the site weighbridge is scheduled for October 2021 which will extend the life of the weighbridge deck by an estimated 2-3 years. Site running as per agreement. Construction for the new HHW facility is scheduled to commence in December 2021.                                    |
|             |  |                         | October - December 2021 | Trial Agreements for commercial waste supply to achieve greater economies of scale   |
|             |  |                         | January - March 2022    |  |
|             |  |                         | April - June 2022       |  |
| Responsible |  | Chief Operating Officer |                         |  |

## 1.2 To Improve Regional Waste Management

### 1.2.1 Collect, Manage and Dispose of Problematic Waste in the Region in a Sustainable Manner

| Key Actions |   | Status | Quarter                 | Comments   |
|-------------|---|--------|-------------------------|--|
| 1.2.1.1     | Continue to deliver the Household Hazardous Waste Program | ●      | July - September 2021   | Building approvals have been obtained for the construction of the HHW Shed at the Baywaste Transfer Station. Construction is to commence in November 2021.<br>The Household Hazardous Waste Collection Program continued at the Red Hill Waste Management Facility with our collection by the WALGA Contractor completed with a total of 7.75 tonnes of HHW collected and 16.80 tonnes of Paint collected under the Federal Paintback Program for this period. |
|             |   |        | October - December 2021 | The Household Hazardous Waste Collection Program and Paintback Program continued at the Red Hill Waste Management Facility with our collection by the WALGA Contractor completed with a total of 20.95 tonnes of HHW collected and Paint collected under Program for this period.  |
|             |   |        | January - March 2022    |  |

| Key Actions                         | Status | Quarter           | Comments |
|-------------------------------------|--------|-------------------|----------|
|                                     |        | April - June 2022 |          |
| Responsible Chief Operating Officer |        |                   |          |

### 1.2.2 Continue the Waste Education Program and align this to new Operations and Resource Recovery

| Key Actions   | Status | Quarter                 | Comments   |
|---|--------|-------------------------|--|
| 1.2.2.1 Develop and distribute the Annual Waste and Recycling Guide to member Councils      | ●      | July - September 2021   | All member councils guides successfully distributed. A number of guides have been used as examples by DWER at the Waste and Recycling conference.  |
|   |        | October - December 2021 | Project on track   |
|   |        | January - March 2022    |  |
|   |        | April - June 2022       |  |
| 1.2.2.2 Review and implement the Waste Education Strategy                                   | ●      | July - September 2021   | Work has commenced on the new draft EMRC Waste Education Strategy  |
|   |        | October - December 2021 | Target sections 4.1; 4.2; and 4.3 and the associated actions in the new Sustainability Strategy will supercede the development of a stand alone Waste Education Strategy.  |
|   |        | January - March 2022    |  |
|   |        | April - June 2022       |  |
| 1.2.2.3 Develop and deliver waste education resources and tools to support behaviour change | ●      | July - September 2021   | In progress is six additional CALD FOGO flyers, flyer developed to education on vermin and the FOGO bin.   |
|   |        | October - December 2021 | The six CALD flyers are now ready for use. A new design for a recycling station is currently underway, incorporating the GREAT Sort graphics.  |
|   |        | January - March 2022    |  |
|   |        | April - June 2022       |  |
| 1.2.2.4 Facilitate Earth Carer's training courses   | ●      | July - September 2021   | The Earth Carers' program content and structure was reviewed; the logo was updated and the new format will be delivered in October. The course will take place at Red Hill and Beechboro Active and there is a charge for 'out of region' participants of \$100. |
|   |        | October - December 2021 | The October Earth Cares was held from 13-27 October, with 18 attendees and 7 people completed all five sessions, thereby graduating.   |
|   |        | January - March 2022    |  |
|   |        | April - June 2022       |  |
| 1.2.2.5   |        | July - September 2021   | Researching textile waste and ideas for a reduction program, FOGO in Schools   |

| Key Actions   | Status | Quarter                 | Comments  |
|---|--------|-------------------------|---|
| Support and participate in the development and implementation of WA Waste initiatives | ●      | October - December 2021 | 14 schools enrolled in FOGO in schools trial to commence early 2022   |
|   |        | January - March 2022    |   |
|   |        | April - June 2022       |   |
| 1.2.2.6 Promote and co-ordinate Waste Education Tours, including FOGO                 | ●      | July - September 2021   | 5 school tours (171 attendees), 5 community groups (118 attendees)  |
|   |        | October - December 2021 | 2 school tours (31 attendees), 3 community groups (57 attendees) and 2 Member Council Staff tour (27 attendees) |
|   |        | January - March 2022    |   |
|   |        | April - June 2022       |   |

| Key Actions  | Status | Quarter                 | Comments   |
|--|--------|-------------------------|--|
| 1.2.2.7 Continue to deliver the Battery Collection Program                             | ●      | July - September 2021   | A total of 4,928.1 kg of batteries were collected from schools and public places.  |
|  |        | October - December 2021 | A total of 5,261.1 kg of batteries were collected from schools and public places.  |
|  |        | January - March 2022    |  |
|  |        | April - June 2022       |  |
| 1.2.2.8 Review and Report on Waste Plans for the EMRC and member Councils as requested | ●      | July - September 2021   | All member Council and EMRC waste plans have been endorsed by DWER. The first annual report, which details the progress of actions outlined in the Part 2 Implementation plans, are due to be submitted to DWER by the end of October, 2022. In preparation for the report the EMRC has developed an Implementation plan tracker to ensure actions are completed in conjunction with their stated milestones |
|  |        | October - December 2021 | Ongoing review of Coolgardie waste plans   |
|  |        | January - March 2022    |  |
|  |        | April - June 2022       |  |
| Responsible Chief Sustainability Officer   |        |                         |  |

### 1.2.3 Provide a Waste Management Advisory Service

| Key Actions | Status | Quarter               | Comments                                |
|-------------|--------|-----------------------|---|
| 1.2.3.1     |        | July - September 2021 | No work has taken place on this action. |

| Key Actions                               |   | Status | Quarter                 | Comments  |
|---|---|--------|-------------------------|---|
|   | Undertake contaminated sites investigations (where required)                                    | ●      | October - December 2021 | No work has taken place on this action.   |
|   |   |        | January - March 2022    |   |
|   |   |        | April - June 2022       |   |
| 1.2.3.2                                   | Provide environmental consultancy service to member Councils and other clients (where required) | ●      | July - September 2021   | EMRC Waste Plans Officer continues to provide a consultancy service to the Shire of Coolgardie to assist them develop and produce a waste plan.   |
|   |   |        | October - December 2021 | Consulting to the Shire of Coolgardie on remediation of the Kambalda landfill site continued. Assisted the Cit of Bayswater with their HHW facility Works Approval and Licecne Amendment. |
|   |   |        | January - March 2022    |   |
|   |   |        | April - June 2022       |   |
| <b>Responsible</b> Chief Projects Officer |   |        |                         |   |

### 1.3 Resource Recovery and Recycling

#### 1.3.1 To Provide Resource Recovery and Recycling Solutions in Partnership with Member Councils

| Key Actions                               |  | Status | Quarter                 | Comments   |
|---|--|--------|-------------------------|--|
| 1.3.1.1                                   | Design and construct transfer station                                  | ●      | July - September 2021   | Tender for the construction of Waste Transfer Station was awarded at August Council meeting. The contractor has been busy with value engineering the design, working with the EMRCs design consultant to optimise the design and ordering of materials. Site works planned to commence in October. |
|   |  |        | October - December 2021 | Site works commenced in November. There are potential delays with the fabrication and supply of steel due to COVID however the contractor has not, as of the end of December, asked for an extension of time. The works are therefore still due for completion by the end of June 2022.            |
|   |  |        | January - March 2022    |  |
|   |  |        | April - June 2022       |  |
| 1.3.1.2                                   | Prepare annual compliance report on Ministerial Conditions for the RRF | ●      | July - September 2021   | This work is on-going.   |
|   |  |        | October - December 2021 | Complete.  |
|   |  |        | January - March 2022    |  |
|   |  |        | April - June 2022       |  |
| <b>Responsible</b> Chief Projects Officer |  |        |                         |  |

### 1.3.2 Develop the Hazelmere Resource Recovery Park

| Key Actions |  | Status | Quarter                 | Comments   |
|-------------|--|--------|-------------------------|--|
| 1.3.2.1     | Review and update Hazelmere Development Plan   | ●      | July - September 2021   | Work on the Wood Waste to Energy Plant commenced again in August, with a practical completion date of 31 <sup>st</sup> December, commissioning complete by 31 <sup>st</sup> March 2022; work on Waste Transfer Station is progressing well.  |
|             |  |        | October - December 2021 | Work on the WWtE plant continued throughout the quarter, however slowed markedly through December, until late December when the main sub-contractor (Avora) to Anergy stopped working and left site. The contractor is in default as this constitutes an unapproved suspension of work.<br>Various concrete pad works took place to improve and strengthen areas where heavy plant and machinery work. |
|             |  |        | January - March 2022    |  |
|             |  |        | April - June 2022       |  |
| 1.3.2.2     | Construct and commission Community Reuse and Recycling Station and Plant and Equipment | ●      | July - September 2021   | Detailed design is due to commence later in the financial year, with a consultant to be appointed.   |
|             |  |        | October - December 2021 | This work is on hold.  |
|             |  |        | January - March 2022    |  |
|             |  |        | April - June 2022       |  |
| 1.3.2.3     | Construct and commission Site/Administration Office                                    | ●      | July - September 2021   | This project is complete, Operations Team has moved into the building.   |
|             |  |        | October - December 2021 | Complete.  |
|             |  |        | January - March 2022    |  |
|             |  |        | April - June 2022       |  |
| 1.3.2.4     | Construct and commission site infrastructure   | ●      | July - September 2021   | There have been several small concreting projects undertaken in the quarter to improve access and lay down areas. The main difficulty has been in finding a contractor to do the work (16 contractors were contacted for one element, before we appointed one).  |
|             |  |        | October - December 2021 | Works to improve lay down areas at various locations across Hazelmere took place; all were complete before the end of December.  |
|             |  |        | January - March 2022    |  |
|             |  |        | April - June 2022       |  |



| Key Actions |   | Status | Quarter                 | Comments  |
|-------------|---|--------|-------------------------|---|
| 1.3.2.5     | Wood Waste to Energy (WWTE) and Plant, Equipment and Buildings                | ●      | July - September 2021   | Work recommenced in late August; mechanical practical completion is due by 31 <sup>st</sup> December with commissioning complete by 31 <sup>st</sup> March 2022. A new electrical contractor has been appointed (Avora), they are completing works satisfactorily.            |
|             |   |        | October - December 2021 | WUC progressed >96% with focus on electrical installation. Anergy suspended works without approval on 21 <sup>st</sup> December 2021 advising resumption on 4 <sup>th</sup> January 2022.   |
|             |   |        | January - March 2022    |   |
|             |   |        | April - June 2022       |   |
| 1.3.2.6     | WWTE Utilities and Infrastructure   | ●      | July - September 2021   | Contact has been re-established with Perth Airport; approvals with Western Power are being checked as some may have lapsed;   |
|             |   |        | October - December 2021 | PAPL HV Submission elapsed. Petro Min Engineers reviewed and prepared resubmission documents for PAPL to resubmit to Western Power. Awaiting approval pf submission. 22kV feeder and Protection Fibre Optic cables tested in preparation for commissioning HV feed from PAPL. |
|             |   |        | January - March 2022    |   |
|             |   |        | April - June 2022       |   |
| 1.3.2.7     | Construct Noise Control Fencing   | ●      | July - September 2021   | Quotes have been sought and work awarded however will not commence on site until January 2022.  |
|             |   |        | October - December 2021 | Work will not commence on site until January 2022.  |
|             |   |        | January - March 2022    |   |
|             |   |        | April - June 2022       |   |
| 1.3.2.8     | Prepare and submit WWTE Facility commissioning compliance Report to DWER      | ●      | July - September 2021   | Commissioning is planned to be complete by 31 <sup>st</sup> March 2022.   |
|             |   |        | October - December 2021 | Commissioning is planned to be complete by 31 <sup>st</sup> March 2022.   |
|             |   |        | January - March 2022    |   |
|             |   |        | April - June 2022       |   |
| 1.3.2.9     | Prepare and submit Ministerial Assessment (Annual) Report to the EPA          | ●      | July - September 2021   | Compliance assessment report was submitted against MS1028 (WWTE) in July 2021.  |
|             |   |        | October - December 2021 | Complete.   |
|             |   |        | January - March 2022    |   |
|             |   |        | April - June 2022       |   |
| 1.3.2.10    | Monitor groundwater at the Hazelmere Resource Recovery Park (annual – Winter) | ●      | July - September 2021   | Ground watering has been completed and report submitted.  |
|             |   |        | October - December 2021 | Complete.   |
|             |   |        | January - March 2022    |   |

| Key Actions                        |  | Status | Quarter           | Comments |
|------------------------------------|--|--------|-------------------|----------|
|                                    |  |        | April - June 2022 |          |
| Responsible Chief Projects Officer |  |        |                   |          |

### 1.3.3 Hazelmere Resource Recovery Park (HRRP) Operations

| Key Actions                         |   | Status | Quarter                 | Comments  |
|-------------------------------------|---|--------|-------------------------|---|
| 1.3.3.1                             | Oversee and guide operations of all developed projects at the HRRP in accordance with the HRRP Development Plan | ●      | July - September 2021   | Investigating the suitability of the C&I sorting line to process bulk verge collection for Member Councils. |
|                                     |   |        | October - December 2021 | Investigating Mattress recycling program for Member Councils growing mattress waste.                        |
|                                     |   |        | January - March 2022    |   |
|                                     |   |        | April - June 2022       |   |
| 1.3.3.2                             | Purchase replacement plant as per asset management plan   | ●      | July - September 2021   | Request for Quote issued, submissions are being evaluated with an order to be awarded late October          |
|                                     |   |        | October - December 2021 | Progressing as per the EMRC's asset management plan   |
|                                     |   |        | January - March 2022    |   |
|                                     |   |        | April - June 2022       |   |
| Responsible Chief Operating Officer |   |        |                         |   |

### 1.3.4 Identify Markets and Develop Resource Recovery Products in order to reduce waste going to Landfill

| Key Actions |  | Status | Quarter                 | Comments  |
|-------------|--|--------|-------------------------|---|
| 1.3.4.1     | Increase volume into EMRC resource recovery infrastructure | ●      | July - September 2021   | Renew contracts with existing clients for woodwaste supply.   |
|             |  |        | October - December 2021 | Investigating opportunities for collecting PVC pipes for third-party recycling.   |
|             |  |        | January - March 2022    |   |
|             |  |        | April - June 2022       |   |
| 1.3.4.2     | Implement the marketing strategy for Biochar (WWTE)        | ●      | July - September 2021   | Expression of Interest issued for offtake of EMRC Biochar Product   |
|             |  |        | October - December 2021 | Discussion and clarifications ongoing along with respondents. Additional analysis of biochar to meet requirements of European Biochar Guidelines progressing. |
|             |  |        | January - March 2022    |   |

| Key Actions                                |   | Status | Quarter                 | Comments  |
|--|---|--------|-------------------------|---|
|  |   |        | April - June 2022       |   |
| 1.3.4.3                                    | Investigate and develop markets for composted FOGO material               | ●      | July - September 2021   | Marketing trial with Composters currently in progress.  |
|  |   |        | October - December 2021 | Discussions with Main Roads for the use of recycled FOGO material on road verges                    |
|  |   |        | January - March 2022    |   |
|  |   |        | April - June 2022       |   |
| 1.3.4.4                                    | Investigate and develop markets for Ferricrete and PFAS                   | ●      | July - September 2021   | Working with DFES on cost estimation for disposal of PFAS from various sites in WA                  |
|  |   |        | October - December 2021 | Discussions with relevant internal stakeholders to implement a CRM for PFAS enquiries               |
|  |   |        | January - March 2022    |   |
|  |   |        | April - June 2022       |   |
| 1.3.4.5                                    | Develop and implement programs to increase sales of Red Hill by-products  | ●      | July - September 2021   | Multiple proposal submissions for the supply of quarry materials as well as waste disposal packages |
|  |   |        | October - December 2021 | Renew of commercial contracts for General Waste supply  |
|  |   |        | January - March 2022    |   |
|  |   |        | April - June 2022       |   |
| 1.3.4.6                                    | Develop and implement programs to increase sales of Hazelmere by-products | ●      | July - September 2021   | Cold calling. New client acquisition: Fairglen Farms  |
|  |   |        | October - December 2021 | Currently developing a call plan to ensure all existing customers are engaged.                      |
|  |   |        | January - March 2022    |   |
|  |   |        | April - June 2022       |   |
| <b>Responsible</b> Chief Operating Officer |   |        |                         |   |

## 1.4 To Investigate Leading Edge Waste Management Practices

### 1.4.1 Undertake Research into Integrated Waste Management

| Key Actions                               |   | Status | Quarter                 | Comments  |
|---|---|--------|-------------------------|---|
| 1.4.1.1                                   | Support opportunities for the implementation of the CDS (Container Deposit Scheme) in the region      | ●      | July - September 2021   | Continuing to operate the Mundaring CDS.  |
|   |   |        | October - December 2021 | Continuing to operate the Mundaring CDS.  |
|   |   |        | January - March 2022    |   |
|   |   |        | April - June 2022       |   |
| 1.4.1.2                                   | Evaluate the opportunity for a Plastics Processing Facility and the feasibility of plastics recycling | ●      | July - September 2021   | Plastics sorting and recycling trial at Baywaste has been delayed due to COVID; the contractor is working on getting approvals for their technicians to enter WA to assemble the plant and equipment which is already at the Baywaste Facility. |
|   |   |        | October - December 2021 | Trial is still being delayed due to COVID restrictions on borders.  |
|   |   |        | January - March 2022    |   |
|   |   |        | April - June 2022       |   |
| 1.4.1.3                                   | Expand CRC network based on Mundaring model   | ●      | July - September 2021   | Work will commence on the design of a community recycling Centre at Hazelmere in Q4 of the financial year.  |
|   |   |        | October - December 2021 | No change.  |
|   |   |        | January - March 2022    |   |
|   |   |        | April - June 2022       |   |
| <b>Responsible</b> Chief Projects Officer |   |        |                         |   |

### 1.4.2 Provide Leadership in the development of Waste Policy and Practices

| Key Actions |   | Status | Quarter               | Comments  |
|-------------|---|--------|-----------------------|---|
| 1.4.2.1     | Provide input to new DWER policies and regulations affecting waste disposal, composting etc. (where required) | ●      | July - September 2021 | <ol style="list-style-type: none"> <li>1. Involvement in the CDS refund improvement program with WARRRL focussed on LGAs and community. Launched September 2021</li> <li>2. Feedback on DWER compost guidelines consultation paper</li> <li>3. Ongoing participation on the DWER FOGO reference group.               <ol style="list-style-type: none"> <li>a. Step by step guide for FOGO implementation</li> <li>b. FOGO market development study</li> <li>c. Impacts and benefits of kerbside systems</li> </ol> </li> </ol> |

| Key Actions |  | Status                  | Quarter                 | Comments   |
|-------------|--|-------------------------|-------------------------|--|
|             |  |                         | October - December 2021 | Continued participation in the DWER FOGO Reference Group |
|             |  |                         | January - March 2022    |  |
|             |  |                         | April - June 2022       |  |
| Responsible |  | Chief Executive Officer |                         |  |

### 1.4.3 Identify, Investigate and Develop New Waste Management Practices and Services

| Key Actions |   | Status                 | Quarter                 | Comments  |
|-------------|---|------------------------|-------------------------|---|
| 1.4.3.1     | Develop a monitoring regime for the Wood Waste to Energy Facility to meet regulatory requirements (Annual Reporting):<br><ul style="list-style-type: none"> <li>➤ Woodwaste feedstock monitoring</li> <li>➤ Stack emissions monitoring</li> <li>➤ Ambient monitoring</li> </ul> | ●                      | July - September 2021   | This will be addressed as part of the commissioning works due in the third quarter of the financial year.   |
|             |   |                        | October - December 2021 | This will be addressed as part of the commissioning works due in the third quarter of the financial year.   |
|             |   |                        | January - March 2022    |   |
|             |   |                        | April - June 2022       |   |
| 1.4.3.2     | Investigate an EMRC regional waste collection service   | ●                      | July - September 2021   | A submission will be made to the ACCC when signatures have been received from relevant member Councils. The submission process has taken longer than anticipated.   |
|             |   |                        | October - December 2021 | Final submission made in November 2021, clarifications with ACCC continuing.  |
|             |   |                        | January - March 2022    |   |
|             |   |                        | April - June 2022       |   |
| 1.4.3.3     | Seek approval for FOGO and Liquid Waste Processing Plant (Red Hill)   | ●                      | July - September 2021   | This is being addressed in the preparation and submission of a new Section 38 to EPA / DWER which will address these issues. A consultant has been appointed to undertake this task. Work will begin on this in the second quarter. |
|             |   |                        | October - December 2021 | Section 38 referral application submitted in December 2021.   |
|             |   |                        | January - March 2022    |   |
|             |   |                        | April - June 2022       |   |
| Responsible |   | Chief Projects Officer |                         |   |

## 1.5 To Contribute towards Improved Amenity, Conservation and Support of the Natural Environment to Address Climate Change

### 1.5.1 Merge Environmental Strategy High Level Actions into the new Sustainability Strategy

| Key Actions                              |   | Status | Quarter                 | Comments   |
|--|---|--------|-------------------------|--|
| 1.5.1.1                                  | Review Environmental Strategy and develop a new Sustainability Strategy | ●      | July - September 2021   | Any relevant/current actions from the current Regional Environmental Strategy will be incorporated into the new EMRC Sustainability Strategy Action Plan once developed  |
|  |   |        | October - December 2021 | The Sustainability Strategy was presented to Council at its November 2021 meeting. Work is underway to incorporate all the relevant actions into a revised Corporate Business Plan and Strategic Plan for future reporting to Council. |
|  |   |        | January - March 2022    |  |
|  |   |        | April - June 2022       |  |
| Responsible Chief Sustainability Officer |   |        |                         |  |

### 1.5.2 Implement the Water Quality and Conservation Program

| Key Actions                              |  | Status | Quarter                 | Comments   |
|--|--|--------|-------------------------|--|
| 1.5.2.1                                  | Support regional implementation of water efficiency and water quality management | ●      | July - September 2021   | <ul style="list-style-type: none"> <li>➤ Finalising new 5-year Waterwise Council Action Plans for the Town of Bassendean, City of Swan, Shire of Mundaring and Town of Victoria Park.</li> <li>➤ Facilitated water team meetings for Town of Bassendean, City of Swan, Shire of Mundaring and Town of Victoria Park.</li> <li>➤ Completed 2019-2020 annual water analysis report and snapshot for Town of Bassendean, City of Swan, Shire of Mundaring.</li> <li>➤ Attended WA Water Industry Breakfast webinar 'Water's Role in WA's Energy transition to Net Carbon Zero'.</li> </ul>  |
|  |  |        | October - December 2021 | <ul style="list-style-type: none"> <li>➤ New 5-year Waterwise Council Action Plans for the Town of Bassendean, City of Swan, Shire of Mundaring and Town of Victoria Park finalised and submitted to the Water Corporation.</li> <li>➤ Completion of Gold Waterwise Aquatic Centre accreditation for Shire of Mundaring Bilgoman Pool.</li> <li>➤ Revision of action reporting documents</li> <li>➤ Promotion of water wise initiatives on social media</li> <li>➤ Held water team meeting with Town of Victoria Park</li> <li>➤ Participated in WALGA webinar re Draft State Planning Policy 2.9 (Water)</li> <li>➤ Attended 2021 Waterwise Councils Forum</li> </ul> |
|  |  |        | January - March 2022    |  |
|  |  |        | April - June 2022       |  |
| Responsible Chief Sustainability Officer |  |        |                         |  |

### 1.5.3 Review and Implement the Swan and Helena Rivers Management Framework

| Key Actions |  | Status                       | Quarter                 | Comments  |
|-------------|--|------------------------------|-------------------------|---|
| 1.5.3.1     | Deliver actions and initiatives from the Swan and Helena Rivers Management Framework | ●                            | July - September 2021   | <ul style="list-style-type: none"> <li>➤ 'Flood Aware Be Prepared' campaign launched in all six participating council areas (City of Swan, City of Bayswater, Town of Bassendean, City of Belmont, Town of Victoria Park and City of South Perth). Promotions included bus shelter advertising, brochure delivery to high risk areas, and a regional video promoted on social media and stakeholder websites.</li> <li>➤ The Swan and Helena River Study – Informing Flood Resilience was presented at the 2021 Floodplain Management Australian National Conference by consultants BMT.</li> <li>➤ The City of Rockingham and the City of Perth requested access to the Swan and Helena River Flood study information, as well as a subdivision consultant and infrastructure consultant.</li> </ul> |
|             |  |                              | October - December 2021 | <ul style="list-style-type: none"> <li>➤ Flood Aware Be Prepared campaign concluded. Evaluation completed and sent to participating councils.</li> <li>➤ National Disaster Resilience Program (NDRP) funding acquittal for the Flood Aware campaign completed and sent for internal approvals.</li> </ul>   |
|             |  |                              | January - March 2022    |   |
|             |  |                              | April - June 2022       |   |
| Responsible |  | Chief Sustainability Officer |                         |   |

### 1.5.4 Identify and Implement Net Zero, Circular Economy and Environmental Sustainability Initiatives

| Key Actions |   | Status | Quarter                 | Comments   |
|-------------|---|--------|-------------------------|--|
| 1.5.4.1     | Identify, develop and implement new regional environmental and sustainability opportunities | ●      | July - September 2021   | <ul style="list-style-type: none"> <li>➤ Investigating opportunities for regional mapping projects such as bushfire load mapping and other environmental factors impacted by climate change.</li> </ul>  |
|             |   |        | October - December 2021 | <ul style="list-style-type: none"> <li>➤ Initial research into the WA Tree Festival, focused on significant, heritage and cultural trees in our Region. Festival happening in April 2022.</li> <li>➤ Initial research into international framework of SDG reporting</li> <li>➤ Coordinated and submitted an application for the Preparing Australian Communities Local Stream funding on behalf of the Shire of Mundaring, City of Swan and City of Kalamunda for a community bushfire awareness campaign.</li> <li>➤ Attended the Sustainable Cities online conference.</li> <li>➤ Assisted member councils to participate in WALGA's Energy Sustainability and Renewables Project, in particular the Power Purchase Agreement (bulk purchase of green power). And finalised the EMRC's participation in the PPA to purchase 100% renewable electricity from Dec 2022.</li> </ul> |

| Key Actions |   | Status | Quarter                 | Comments   |
|-------------|---|--------|-------------------------|--|
|             |   |        |                         | <ul style="list-style-type: none"> <li>➤ Developing and finalising a suite of information sheets regarding net zero and climate change including the science, history, local and global targets and progress, and programs and initiatives.</li> </ul>   |
|             |   |        | January - March 2022    |  |
|             |   |        | April - June 2022       |  |
| 1.5.4.2     | Implement regional energy efficiency, emissions reduction and climate change initiatives (including ACER) | ●      | July - September 2021   | <ul style="list-style-type: none"> <li>➤ ACER - Analyse data and prepare Annual reports for Shire of Mundaring and Town of Bassendean.</li> <li>➤ Liaise with data management service Azility to rectify data discrepancies.</li> <li>➤ Completed training for Azility platform.</li> <li>➤ Commenced review of Home Energy Audit Tool (HEAT) Kits.</li> <li>➤ Attended Home Energy Efficiency workshop.</li> <li>➤ Finalising the Benchmarking Building Efficiency (BBE) project regional report.</li> <li>➤ Clean Energy Future Fund (CEFF) – application submitted in April 2021, awaiting outcome. Regional energy efficiency projects for Shire of Mundaring, City of Bayswater and Town of Bassendean.</li> <li>➤ Actively participating in WALGA's Climate Change Collaborative and the Carbon Accounting Committee.</li> <li>➤ Attending Energy Policy WA webinars (e.g. Energy Transformation Strategy, Whole of System Plan data dashboard, Electric Vehicle Action Plan).</li> <li>➤ Attended DWER Climate Science Initiative webinar.</li> <li>➤ Attended WALGA Climate Change Risk Assessment Training.</li> <li>➤ Attending Energy Efficiency Council webinars.</li> </ul> |
|             |   |        | October - December 2021 | <ul style="list-style-type: none"> <li>➤ Clean Energy Future Fund (CEFF) – application submitted in April 2021, outcome unsuccessful.</li> <li>➤ Benchmarking Building Efficiency (BBE) project regional report finalised and sent to participating councils</li> <li>➤ Provided assistance with carbon accounting and data collection for Town of Bassendean Carbon Reduction Strategy.</li> <li>➤ Revision of ACER data analysis report with updated data</li> <li>➤ Azility Data management system training</li> <li>➤ Held Energy Team meeting with Shire of Mundaring</li> <li>➤ Actively participating in WALGA's Climate Change Collaborative and the Carbon Accounting Committee.</li> <li>➤ Attended DWER Climate Science Initiative update webinar.</li> <li>➤ Participated in Cities Power Partnership webinar: Collaborative opportunities for local governments.</li> </ul>   |
|             |   |        | January - March 2022    |  |
|             |   |        | April - June 2022       |  |
| 1.5.4.3     |   | ●      | July - September 2021   | <ul style="list-style-type: none"> <li>➤ Information sessions on the Circular Economy have been held with students from Curtin University; members of the National Environment Legal Association and Austrade</li> </ul>   |



| Key Actions  | Status | Quarter                 | Comments  |
|--|--------|-------------------------|---|
| Develop and host Circular Economy forums, and information sessions |        |                         | ➤ Research and planning a series of Circular Economy webinars for local industry, business and government. E.g. Thinking Circular for Business, Circularity in procurement and waste.   |
|  |        | October - December 2021 | <ul style="list-style-type: none"> <li>➤ Developed and held two online webinars for local business and industry groups – ‘Thinking Circular for Business’ and ‘Thinking Circular for Procurement and Waste’. Approximately 20 attendees at each, free for businesses in the Region.</li> <li>➤ Initial meetings and research to plan Circular Economy Webinars Roadmap 2022 – educational program for the region - Total of 9 webinars happening from February to November 2022.</li> </ul> |
|  |        | January - March 2022    |   |
|  |        | April - June 2022       |   |
| Responsible Chief Sustainability Officer                           |        |                         |   |

## Key Result Area 2 Economic Development

### Objective

#### 2.1 To Facilitate and Advocate for Increased Investment in Regional Infrastructure

##### 2.1.1 Review and Implement the Regional Integrated Transport Initiatives

| Key Actions  | Status | Quarter                 | Comments  |
|--|--------|-------------------------|---|
| 2.1.1.1 Review the RITS and develop a new Sustainability Strategy                          | ●      | July - September 2021   | ➤ Any outstanding/relevant actions in the RITS will be incorporated into the new Sustainability Strategy Actions  |
|  |        | October - December 2021 | ➤ Incorporated transport initiatives into the new sustainability strategy   |
|  |        | January - March 2022    |   |
|  |        | April - June 2022       |   |
| 2.1.1.2 Implement actions and initiatives to meet regional integrated transport priorities | ●      | July - September 2021   | <ul style="list-style-type: none"> <li>➤ Planning and development of activities for Bike Month 2021 program</li> <li>➤ Formation of the Regional Light Rail group in collaboration with City of Bayswater</li> <li>➤ Progressing RFQs for detailed design and installation of EV charging station at Ascot Place</li> <li>➤ Held combined Regional Integrated Transport and Economic Development meeting including presentations; WA Infrastructure Strategy (Nicole Lockwood, Infrastructure WA), and new WA Transport Modelling (Main Roads, and SMEC consulting).</li> </ul> |
|  |        | October - December 2021 | ➤ Hosted initiatives in line with the Your Move Program to encourage walking, cycling and other modes to transport to reduce environmental impact. Three stories were submitted online to the Your Move platform.   |

| Key Actions        |   | Status                              | Quarter                 | Comments   |
|--------------------|---|-------------------------------------|-------------------------|--|
|                    |   |                                     |                         | <ul style="list-style-type: none"> <li>➤ Encouraged Ride2Work Day as a part of the national campaign and our commitment to Your Move.</li> <li>➤ Conducted research into electric charging stations; developing a business case.</li> <li>➤ Submitted an EOI for Hydrogen Fueled Transport grant in partnership with WATCH2 and TAFE Northern Metropolitan.</li> <li>➤ Organised a Redcliffe station tour (Airport Line) substituting the December RITS IAG meeting</li> <li>➤ Submitted project ideas for WALGA's LG Transport and Roads Research and Innovation Program.</li> <li>➤ Research into reduction of transport emissions in the region.</li> </ul> |
|                    |   |                                     | January - March 2022    | ➤  |
|                    |   |                                     | April - June 2022       |  |
| 2.1.1.3            | Deliver actions and initiatives from the Regional Congestion Management Action Plan | ●                                   | July - September 2021   | <ul style="list-style-type: none"> <li>➤ Collaboration with the City of Canning for the Unified Digital Commercial Movements Platform for reducing congestion from freight movement on our roads.</li> <li>➤ Travel behavior change initiatives for mode shift to public transport and cycling by advocacy.</li> </ul>   |
|                    |   |                                     | October - December 2021 | ➤ No updates as per the new Sustainability Strategy  |
|                    |   |                                     | January - March 2022    |  |
|                    |   |                                     | April - June 2022       |  |
| <b>Responsible</b> |   | <b>Chief Sustainability Officer</b> |                         |  |

## 2.2 To Facilitate and Advocate for Regional Economic Development Activities

### 2.2.1 Review and Implement the Regional Economic Development Initiatives

| Key Actions |  | Status | Quarter                 | Comments  |
|-------------|--|--------|-------------------------|---|
| 2.2.1.1     | Review the Economic Development Strategy and develop a new Sustainability Strategy                 | ●      | July - September 2021   | ➤ Work has commenced on the new draft EMRC Sustainability Strategy which will include actions associated with Economic Development  |
|             |  |        | October - December 2021 | ➤ Initial review of the information from the Draft Sustainability Strategy associated with impacts from the Economic Development Strategy.  |
|             |  |        | January - March 2022    |   |
|             |  |        | April - June 2022       |   |
| 2.2.1.2     | Identify, research and promote new economic development, Net Zero and Circular Economy initiatives | ●      | July - September 2021   | ➤ Two local business and industry webinars have been planned for October and November 2021<br>➤ Research into a series of nine webinars/forums has commenced.   |
|             |  |        | October - December 2021 | ➤ Developed and held two online webinars for local business and industry groups – 'Thinking Circular for Business' and 'Thinking Circular for Procurement and Waste'. Approximately 20 attendees at each, free for businesses in the Region.<br>➤ Initial meetings and research to plan Circular Economy Webinars Roadmap 2022 – educational program for the region - Total of 9 webinars happening from February to November 2022. |
|             |  |        | January - March 2022    |   |
|             |  |        | April - June 2022       |   |
| 2.2.1.3     | Develop annual economic development action plans linked to the Sustainability Strategy             | ●      | July - September 2021   | ➤ Planning future economic development actions to be embedded into a Sustainability Strategy Action Plan has commenced  |
|             |  |        | October - December 2021 | ➤ Planning future economic development actions reviewed and discussed through initial development of the Draft Sustainability Strategy Action Plan.   |
|             |  |        | January - March 2022    |   |
|             |  |        | April - June 2022       |   |
| 2.2.1.4     | Identify and support opportunities to enhance business and investment initiatives                  | ●      | July - September 2021   | ➤ Produced 2021 economic report cards for our economic development members and for the EMRC Region.<br>➤ Planning for future 2022 webinars and forums for local business and industry groups.   |
|             |  |        | October - December 2021 | ➤ Development of a series of webinars for 2022 for local groups within the Region, first webinar starting on Circular Economy in February.<br>➤ Attended webinar AI for Local Government, linking with the sustainable development goals and reporting for future Council initiatives.<br>➤ Shared event details with member Council EDOG group and attended webinar 'Creating Employment equality post pandemic' by SGS Economics. |

| Key Actions                              |  | Status | Quarter              | Comments |
|--|--|--------|----------------------|----------|
|  |  |        | January - March 2022 |          |
|  |  |        | April - June 2022    |          |
| Responsible Chief Sustainability Officer |  |        |                      |          |

## 2.3 To Facilitate Regional Cultural and Recreational Activities

### 2.3.1 Continue the Coordination, Marketing and Promotion of Regional Events

| Key Actions                              |  | Status | Quarter                 | Comments  |
|--|--|--------|-------------------------|---|
| 2.3.1.1                                  | Coordinate, market and promote regional events | ●      | July - September 2021   | <ul style="list-style-type: none"> <li>➤ Marketed a 10-week campaign for the 2021 Avon Descent Family Fun Day events.</li> <li>➤ Hosted a debrief meeting for the 2021 Avon Descent Family Fun Day events with actions for the acquittal process and new grant application for 2022.</li> <li>➤ Development of a regional youth networking opportunity.</li> <li>➤ Researching the opportunity to collaborate with member Councils for a 2022 Regional Tree Festival</li> </ul>   |
|  |  |        | October - December 2021 | <ul style="list-style-type: none"> <li>➤ Held Regional Youth Officer group and YAC networking opportunity, with over 40 attendees on the day.</li> <li>➤ Gathered data, budgets, reports required for the Avon Descent 2021 acquittal, the acquittal was submitted to Lotterywest late November.</li> <li>➤ Information requested to Councils for the Avon Descent 2022 Lotterywest grant application, grant application submitted to Lotterywest mid-December</li> <li>➤ Initial research into the WA Tree Festival, focused on significant, heritage and cultural trees in our Region. Festival happening in April 2022.</li> <li>➤ Maintain social media presence to promote Sustainability - key regional programs</li> </ul> |
|  |  |        | January - March 2022    |   |
|  |  |        | April - June 2022       |   |
| Responsible Chief Sustainability Officer |  |        |                         |   |

## Key Result Area 3 Good Governance

### Objective

#### 3.1 To Provide Advice and Advocacy on Issues Affecting Perth's Eastern Region

##### 3.1.1 Review and implement Regional Advocacy Initiatives

| Key Actions                              |   | Status | Quarter                 | Comments  |
|--|---|--------|-------------------------|---|
| 3.1.1.1                                  | Review Regional Advocacy Strategy and develop new Sustainability Strategy | ●      | July - September 2021   | ➤ Work has commenced on the new draft EMRC Sustainability Strategy which will include actions associated with Regional Advocacy   |
|  |   |        | October - December 2021 | ➤ The EMRC Sustainability Strategy was completed and presented to Council at its November 2021 meeting. The actions identified in the Sustainability Strategy will form part of the revised draft Strategic Plan and Corporate Business Plan actions. |
|  |   |        | January - March 2022    |   |
|  |   |        | April - June 2022       |   |
| 3.1.1.2                                  | Identify and promote regional advocacy priorities                         | ●      | July - September 2021   | ➤ Two identified regional priorities include FOGO contamination and the Your Move program for the Airport Line  |
|  |   |        | October - December 2021 | ➤ Advocacy continues through representation on the Main Roads WA Eastlink Sustainability Action Group   |
|  |   |        | January - March 2022    |   |
|  |   |        | April - June 2022       |   |
| Responsible Chief Sustainability Officer |   |        |                         |   |

#### 3.2 To Manage Partnerships and Relationships with Stakeholders

##### 3.2.1 Continue to Foster and Enhance Relationships with member Councils and All Key Stakeholders

| Key Actions |   | Status | Quarter                 | Comments   |
|-------------|---|--------|-------------------------|--|
| 3.2.1.1     | Implement the deliverables in the EMRC Reconciliation Action Plan (RAP) | ●      | July - September 2021   | <ul style="list-style-type: none"> <li>➤ Finalised the EMRC Respect RAP</li> <li>➤ Reviewed the initial design for the Innovate RAP</li> <li>➤ Attended WALGA's Aboriginal Forum – Doyntj Come Together – Reconciliation action planning.</li> </ul>   |
|             |   |        | October - December 2021 | <ul style="list-style-type: none"> <li>➤ Met with Reconciliation Australia to liaise on the actions and deliverables for the new Innovate RAP.</li> <li>➤ Recommendation of reconfiguration on the RAP Working Party from RA, this was accepted by Council in the December meeting.</li> </ul> |

| Key Actions        |                      | Status                              | Quarter                 | Comments  |
|--------------------|----------------------|-------------------------------------|-------------------------|---|
|                    |                      |                                     |                         | ➤   |
|                    |                      |                                     | January - March 2022    |   |
|                    |                      |                                     | April - June 2022       |   |
| 3.2.1.2            | Develop Innovate RAP | ●                                   | July - September 2021   | <ul style="list-style-type: none"> <li>➤ Submitted first draft of the Innovate RAP</li> <li>➤ Received first round of feedback from RA</li> <li>➤ Submitted second draft of the Innovate RAP</li> </ul> |
|                    |                      |                                     | October - December 2021 | ➤ Innovate RAP sent to Reconciliation Australia with changes re: RAPWP for official endorsement.  |
|                    |                      |                                     | January - March 2022    |   |
|                    |                      |                                     | April - June 2022       |   |
| 3.2.1.3            | Develop Stretch RAP  | ●                                   | July - September 2021   | ➤ Stretch RAP will not commence until Innovate RAP is complete in 2023.   |
|                    |                      |                                     | October - December 2021 | ➤ Stretch RAP will not commence until Innovate RAP is complete in 2023.   |
|                    |                      |                                     | January - March 2022    |   |
|                    |                      |                                     | April - June 2022       |   |
| <b>Responsible</b> |                      | <b>Chief Sustainability Officer</b> |                         |   |

| Key Actions                                |  | Status | Quarter                 | Comments  |
|--|--|--------|-------------------------|---|
| 3.2.1.4                                    | Implement biennial Stakeholder Perception Survey | ●      | July - September 2021   | Survey conducted 10-25 August with a 41% return rate; results presented to ELT on 22 August and to Council on 23 September. A copy of the survey was made available online.   |
|  |  |        | October - December 2021 | Analysis of results from 2021 Stakeholder Perception Survey in progress.  |
|  |  |        | January - March 2022    |   |
|  |  |        | April - June 2022       |   |
| 3.2.1.5                                    | Co-ordinate EMRC's Community Grants Program      | ●      | July - September 2021   | Eight applications were received for grants from the \$15,000 2020/2022 program vs six in 2020/2021. Applications are currently being assessed for eligibility under the Program's requirements.  |
|  |  |        | October - December 2021 | Seven applications from community groups in the vicinity of RHWMF were successful in their grant applications. A cheque presentation ceremony was held at Red Hill on 30 November for the distribution of \$15,000 in grants, attended by the Chairman and CEO. A media release and social media posts were published simultaneously. |
|  |  |        | January - March 2022    |   |
|  |  |        | April - June 2022       |   |
| 3.2.1.6                                    | Produce EMRC's Annual Report                     | ●      | July - September 2021   | Concept design selected by CEO, text and photography being assembled. On schedule for adoption at Council meeting 25 November 2021.   |
|  |  |        | October - December 2021 | The EMRC 2020/2021 Annual Report was adopted by Council on 25 November 2021 and distributed to stakeholders via a downloadable pdf on the EMRC corporate website. In line with sustainability principles, no hard copies were printed this year.  |
|  |  |        | January - March 2022    |   |
|  |  |        | April - June 2022       |   |
| <b>Responsible</b> Chief Executive Officer |  |        |                         |   |

### 3.2.2 Review and implement the Marketing and Communications Plan

| Key Actions |  | Status | Quarter               | Comments   |
|-------------|--|--------|-----------------------|--|
| 3.2.2.1     | Implement priority initiatives (refer Marketing and Communications Plan) | ●      | July - September 2021 | <ul style="list-style-type: none"> <li>➤ Six media releases issued including support for Avon Descent Family Fun Days and Flood Aware Be Prepared community awareness campaign.</li> <li>➤ 88 Facebook posts and 18 LinkedIn updates were posted (Q1 2020: 51, 12) in support of EMRC activities and EMRC-supported stakeholder initiatives</li> <li>➤ The four EMRC external websites and the Council Portal were updated to reflect the changed member Council profile from 1 July 2021</li> <li>➤ Four corporate banners bearing the EMRC's new corporate design were delivered.</li> </ul> |

| Key Actions                         | Status | Quarter                 | Comments  |
|-------------------------------------|--------|-------------------------|---|
|                                     |        |                         | <ul style="list-style-type: none"> <li>➤ The July/August 2021 E-Newsletter was compiled and distributed via pdf and e-book link on 26 July 2021.</li> </ul>   |
|                                     |        | October - December 2021 | <ul style="list-style-type: none"> <li>➤ Five media release were issued including the award of a \$20,000 WasteSorted grant, the WALGA renewable energy agreement, two announcing the release of The EMRC Circular and one announcing the results of the 2021 Community Grants Program.</li> <li>➤ 81 Facebook posts and 34 LinkedIn updates were posted in support of EMRC activities and EMRC-supported stakeholder initiatives.</li> <li>➤ The three externally-facing and the corporate websites continued to be monitored and maintained for updates and reviews of published material.</li> <li>➤ Contents of the 2021 Councillor Induction Pack were coordinated.</li> <li>➤ Introductory presentations were created for newly-elected Councillors.</li> <li>➤ Seven public notices were prepared and published in the West Australian and displayed in member Council libraries in line with statutory requirements.</li> </ul> |
|                                     |        | January - March 2022    |   |
|                                     |        | April - June 2022       |   |
| Responsible Chief Financial Officer |        |                         |   |

### 3.3 To Provide Responsible and Accountable Governance and Management of the EMRC

#### 3.3.1 Continue to Improve Organisational Governance

| Key Actions                              | Status | Quarter                 | Comments   |
|--|--------|-------------------------|--|
| 3.3.1.1 Implement the Recordkeeping Plan | ●      | July - September 2021   | <ul style="list-style-type: none"> <li>• Forty bound Volumes of Council Minutes Books that existed only as paper records were sent to Compu-Stor for scanning to OCR (Optical Character Recognition) format. The scanned books have been returned and the electronic files are progressively being checked and registered in the Records system.</li> <li>• Commenced disposal of COVID Registers as per the new <b>Protection of Information (Entry Registration Information Relating to COVID-19 and Other Infectious Diseases) Act 2021</b> and added the procedure to the Records Manual.</li> <li>• The EMRC Information Statement was updated and posted on the EMRC website.</li> </ul> |
|  |        | October - December 2021 | <ul style="list-style-type: none"> <li>• Commenced Records Disposal Program for 2021/2022 period. Program involves reviewing retention status of corporate records in EMRC custody, seeking approval for destruction of individual consignments of records by relevant manager, Chief Officer and the CEO and then destruction of records by third party provider, Compu-Stor.</li> </ul>  |



| Key Actions                         |   | Status | Quarter                 | Comments   |
|-------------------------------------|---|--------|-------------------------|--|
|                                     |   |        |                         | <ul style="list-style-type: none"> <li>Continued disposal of COVID Registers as per the <b>Protection of Information (Entry Registration Information Relating to COVID-19 and Other Infectious Diseases) Act 2021</b>.</li> <li>Developing and updating of Records Management and Content Manager related training document materials.</li> <li>Continued developing and updating of EMRC Council Meetings Confidential Items Register.</li> </ul> |
|                                     |   |        | January - March 2022    |  |
|                                     |   |        | April - June 2022       |  |
| 3.3.1.2                             | Review and update Council Policies                  | ●      | July - September 2021   | EMRC Council Member Complaints Procedures adopted by Council on 26/08/2021<br>Review of Council Policy 3.3 – Management of Investments Policy adopted by Council on 23/09/2021<br>Review of Council Policy 1.4 – Travelling Costs Incurred by Council Members Policy adopted by Council on 23/09/2021  |
|                                     |   |        | October - December 2021 | Council Policy 2.1 – Committees of Council, reviewed and adopted in November 2021  |
|                                     |   |        | January - March 2022    |  |
|                                     |   |        | April - June 2022       |  |
| 3.3.1.3                             | Co-ordinate Council and Committee Elections         | ●      | July - September 2021   | No Council or Committee elections during this quarter. Local Government elections in October 2021 will result in activity at the upcoming 4 November 2021 Special Meeting of Council.  |
|                                     |   |        | October - December 2021 | Council and Committee elections and swearing in of Councillors occurred on 4 November 2021   |
|                                     |   |        | January - March 2022    |  |
|                                     |   |        | April - June 2022       |  |
| 3.3.1.4                             | Review and update Management Guidelines as required | ●      | July - September 2021   | Ongoing. Various operational management guidelines were reviewed and adopted including: Smoking in the Workplace, Purchasing - OHS Considerations and Confidential Mail.   |
|                                     |   |        | October - December 2021 | The following management guidelines were reviewed and updated:<br>1. Overtime/Time in Lieu<br>2. Parental Leave<br>3. Recruitment & Selection<br>4. Requesting Flexible Working Arrangements<br>5. Authorisation of Expenditure  |
|                                     |   |        | January - March 2022    |  |
|                                     |   |        | April - June 2022       |  |
| Responsible Chief Financial Officer |   |        |                         |  |

### 3.3.2 Review and Implement EMRC’s Integrated Planning Framework

| Key Actions                         |  | Status | Quarter                 | Comments  |
|-------------------------------------|--|--------|-------------------------|---|
| 3.3.2.1                             | Undertake a major review of the 10 Year Strategic Plan | ●      | July - September 2021   | This is being planned for the first half of 2021/2022 once the EMRC Sustainability Strategy has been prepared and presented to Council                  |
|                                     |  |        | October - December 2021 | This is planned for the first half of 2022 with a draft of the reviewed plan presented to the March 2022 Council Forum for discussion.                  |
|                                     |  |        | January - March 2022    |   |
|                                     |  |        | April - June 2022       |   |
| 3.3.2.2                             | Review the Corporate Business Plan                     | ●      | July - September 2021   | The Corporate Business Plan for 2021/2022 was endorsed by Council in June 2021 and will form the basis for reporting against action throughout the year |
|                                     |  |        | October - December 2021 | This is planned for the first half of 2022 with a draft of the reviewed plan presented to the March 2022 Council Forum for discussion.                  |
|                                     |  |        | January - March 2022    |   |
|                                     |  |        | April - June 2022       |   |
| Responsible Chief Executive Officer |  |        |                         |   |

### 3.3.3 Review and Implement a Risk Management Plan

| Key Actions                         |   | Status | Quarter                 | Comments  |
|-------------------------------------|---|--------|-------------------------|---|
| 3.3.3.1                             | Review, update and implement the Risk Management Plan | ●      | July - September 2021   | Following the adoption of the Council Policy and framework, a new Risk Management Software was installed and utilised. Review and managing of the risk treatments are progressing with an update provided to the Audit Committee at its October 2021 meeting. |
|                                     |   |        | October - December 2021 | Review and managing of the risk treatments are progressing with an update provided to the Audit Committee at its October 2021 meeting.  |
|                                     |   |        | January - March 2022    |   |
|                                     |   |        | April - June 2022       |   |
| Responsible Chief Financial Officer |   |        |                         |   |

### 3.3.4 Review and implement the Disability Access and Inclusion Plan (DAIP)

| Key Actions |                               | Status                  | Quarter                 | Comments  |
|-------------|-------------------------------|-------------------------|-------------------------|---|
| 3.3.4.1     | Review and implement the DAIP | ●                       | July - September 2021   | Progress against the DAIP has been reported to the Department of Communities. |
|             |                               |                         | October - December 2021 | Acknowledgement of the EMRC's submission to the Department has been received. |
|             |                               |                         | January - March 2022    |   |
|             |                               |                         | April - June 2022       |   |
| Responsible |                               | Chief Executive Officer |                         |   |

## 3.4 To Continue to Improve Financial and Asset Management Practices

### 3.4.1 Review and Implement Long Term Financial Plans

| Key Actions |   | Status | Quarter                 | Comments   |
|-------------|---|--------|-------------------------|--|
| 3.4.1.1     | Review the Five and Ten Year Financial Plans          | ●      | July - September 2021   | The final GHD Strategic Review of the EMRC was adopted by Council at its 26 August 2021 meeting. A review of the 10 year Strategic Plan will be undertaken following the local government elections. The resultant EMRC Ten Year Financial Plan is due to be undertaken during Feb-May'2022 as part of the 2022/2023 Budget deliberation process.  |
|             |   |        | October - December 2021 | The final GHD Strategic Review of the EMRC was adopted by Council at its 26 August 2021 meeting. A review of the 10 year Strategic Plan will be undertaken following the local government elections. The resultant EMRC Ten Year Financial Plan is due to be undertaken during Feb-May'2022 as part of the 2022/2023 Budget deliberation process.  |
|             |   |        | January - March 2022    |  |
|             |   |        | April - June 2022       |  |
| 3.4.1.2     | Monitor and review the Financial Investment Portfolio | ●      | July - September 2021   | The Investment portfolio is continually monitored in order to ensure that cash flow requirements are met and that returns are maximised on investments within the parameters of the Investment Policy (which was recently reviewed and adopted by Council at its meeting held on 23 September 2021) and the regulations. The average interest rate earned for 2021/22 up to 30 September 2021 is 0.409% compared to the budgeted rate for 2021/2022 of 0.375%. |
|             |   |        | October - December 2021 | The Investment portfolio is continually monitored in order to ensure that cash flow requirements are met and that returns are maximised on investments within the parameters of the Investment Policy (which was recently reviewed and adopted by Council at its meeting held on 23 September 2021) and the Regulations. The average interest rate earned for 2021/22 up to 31 December 2021 is 0.433% compared to the budgeted rate for 2021/2022 of 0.375%.  |
|             |   |        | January - March 2022    |  |

| Key Actions                                | Status | Quarter           | Comments |
|--|--------|-------------------|----------|
|  |        | April - June 2022 |          |
| <b>Responsible Chief Financial Officer</b> |        |                   |          |

### 3.4.2 Review and Implement the Asset Management Plan (AMP)

| Key Actions   | Status | Quarter                 | Comments  |
|---|--------|-------------------------|---|
| 3.4.2.1 Review and implement the AMP  | ●      | July - September 2021   | Talis Consultants completed the drafting of 3 x operational asset management plans for each of the EMRC's sites.  |
|   |        | October - December 2021 | Talis Consultants completed the drafting of 3 x operational asset management plans for each of the EMRC's sites during the 1st quarter of the 2021/2022 financial year. |
|   |        | January - March 2022    |   |
|   |        | April - June 2022       |   |
| <b>Responsible Chief Financial Officer</b>                                    |        |                         |   |
| 3.4.2.2 Purchase and replace major plant (Red Hill) as required               | ●      | July - September 2021   | Progressing as per the Red Hill Waste Management Facility 2021/2022 Plant Replacement Program.  |
|   |        | October - December 2021 | Progressing as per the Red Hill Waste Management Facility 2021/2022 Plant Replacement Program.  |
|   |        | January - March 2022    |   |
|   |        | April - June 2022       |   |
| 3.4.2.3 Purchase and replace minor plant and equipment (Red Hill) as required | ●      | July - September 2021   | Progressing as per the Red Hill Waste Management Facility 2021/2022 Minor Plant Replacement Program.  |
|   |        | October - December 2021 | Progressing as per the Red Hill Waste Management Facility 2021/2022 Minor Plant Replacement Program.  |
|   |        | January - March 2022    |   |
|   |        | April - June 2022       |   |
| 3.4.2.4 Purchase and replace major plant (Hazelmere) as required              | ●      | July - September 2021   | Progressing as per the EMRC procurement policy.   |
|   |        | October - December 2021 | Progressing as per the EMRC procurement policy.   |
|   |        | January - March 2022    |   |
|   |        | April - June 2022       |   |
| <b>Responsible Chief Operating Officer</b>                                    |        |                         |   |
| 3.4.2.5 Capital Improvements to Ascot Place Building                          | ●      | July - September 2021   | Ongoing and in accordance with the adopted annual budget  |
|   |        | October - December 2021 | Ongoing and in accordance with the adopted annual budget  |
|   |        | January - March 2022    |   |

| Key Actions                         | Status | Quarter           | Comments |
|-------------------------------------|--------|-------------------|----------|
|                                     |        | April - June 2022 |          |
| Responsible Chief Financial Officer |        |                   |          |

### 3.4.3 Review and Implement the Strategic IT Plan

| Key Actions   | Status | Quarter                 | Comments   |
|---|--------|-------------------------|--|
| 3.4.3.1 Develop and implement the five year Strategic IT Plan | ●      | July - September 2021   | <ul style="list-style-type: none"> <li>➤ Data was migrated to the new Ascot network storage device (SAN)</li> <li>➤ New virtual server backup system was deployed VEEAM Backup and Replication</li> <li>➤ A new Terminal Server was added to the Terminal Server farm to improve remote working</li> <li>➤ IT Infrastructure was organised for the new Hazelmere workshop/admin building</li> </ul>  |
|   |        | October - December 2021 | <ul style="list-style-type: none"> <li>➤ Multifactor-authentication (MFA) base infrastructure configured and installed in preparation for testing and deployment as per OAG Security recommendations.</li> <li>➤ Upgraded printing facilities at Baywaste site</li> <li>➤ Terminate fiber and configured network infrastructure for the Wood Waste to Energy plant</li> <li>➤ Engaged Stantons to produce GAP analysis between EMRC IT systems and OAG report on Cybersecurity and Government</li> <li>➤ Moved Hazelmere network and server infrastructure out of the old admin building and into the new Hazelmere admin server room.</li> <li>➤ The Strategic IT Plan has been reviewed and updated to reflect contemporary security infrastructure</li> </ul> |
|   |        | January - March 2022    | ➤  |
|   |        | April - June 2022       | ➤  |
| 3.4.3.2 Purchase IT and Communication Equipment as required   | ●      | July - September 2021   | <ul style="list-style-type: none"> <li>➤ The Ascot WiFi system was upgraded</li> <li>➤ WiFi was deployed at the weighbridge and the new Administration building at Hazelmere</li> <li>➤ A number of workstations were replaced with laptops/Surface Pros to increase the flexibility and mobility of the EMRC workforce and respond to the COVID pandemic</li> </ul>   |
|   |        | October - December 2021 | <ul style="list-style-type: none"> <li>➤ Deployed new interactive projector to Training Room 2</li> <li>➤ Upgraded existing projectors for wireless projection (cable free)</li> <li>➤ Purchased and deployed eight more Surface Pros in a continuing effort to support EMRC's agile work force and ability for staff to work from home</li> </ul>   |
|   |        | January - March 2022    |  |
|   |        | April - June 2022       |  |
| Responsible Chief Financial Officer                           |        |                         |  |

### 3.5 To Improve Organisational Culture, Health, Welfare and Safety

#### 3.5.1 Review and Implement the Workforce Plan

| Key Actions                                |   | Status | Quarter                 | Comments   |
|--|---|--------|-------------------------|--|
| 3.5.1.1                                    | Review and implement the Workforce Plan | ●      | July - September 2021   | The EMRC continues to implement initiatives from the Workforce Plan. Several management guidelines have been reviewed and stage 1 of the Succession Planning exercise has been undertaken. |
|  |   |        | October - December 2021 | Initiatives within the Workforce Plan continue to be implemented. HR has been automating several processes for convenience and efficiency.   |
|  |   |        | January - March 2022    |  |
|  |   |        | April - June 2022       |  |
| <b>Responsible</b> Chief Executive Officer |   |        |                         |  |

#### 3.5.2 Review and Implement the Occupational Safety and Health Plan (OS&H)

| Key Actions                                |                              | Status | Quarter                 | Comments  |
|--|------------------------------|--------|-------------------------|---|
| 3.5.2.1                                    | Co-ordinate the OS&H Program | ●      | July - September 2021   | The EMRC continues to manage its OSH requirements and is now over 750 days with an LTI. |
|  |                              |        | October - December 2021 | New OSH CO-ordinator appointed and processes continue to be reviewed and update.        |
|  |                              |        | January - March 2022    |   |
|  |                              |        | April - June 2022       |   |
| <b>Responsible</b> Chief Executive Officer |                              |        |                         |   |

## 5.4 INFORMATION BULLETIN - SUSTAINABILITY TEAM UPDATE – OCTOBER TO DECEMBER 2021

D2022/01460

### PURPOSE OF REPORT

The purpose of this combined report is to provide a progress update on the activities undertaken by the Sustainability Team for the period October to December 2021.

### KEY POINT(S)

Achievements of the Sustainability Team are highlighted in the report for the period October to December 2021 and include:

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

### SOURCE OF REPORT

Chief Sustainability Officer

### BACKGROUND

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

### REPORT

- 4 The progress report comprises of two parts; Urban Environment and Waste Education. The 2021/2022 focus of the Sustainability Team is to drive all projects, activities and services in accordance with the United Nations Sustainable Development Goals, Circular Economy and transitioning towards Net Zero by 2040.
- 5 **Urban Environment - Key Regional Actions (Relevant to all Councils)**
  - Developed and held two online webinars for local business and industry groups – *'Thinking Circular for Business'* and *'Thinking Circular for Procurement and Waste'*. Approximately 20 attendees at each, free for businesses in the Region.
  - Initial meetings and research to plan Circular Economy Webinars Roadmap 2022 – educational program for the region.
  - Held Regional Youth Officer group and YAC networking opportunity, with over 40 attendees.
  - Met with Reconciliation Australia to liaise on the actions and deliverables for the new Innovate RAP. Recommendation of reconfiguration on the RAP Working Party, this was accepted by Council in the December meeting.
  - Initial research into the WA Tree Festival, focused on significant, heritage and cultural trees in our Region.
  - Maintain social media presence to promote Sustainability - key regional programs

- Organised a Redcliffe station tour (Airport Line) substituting the December RITS IAG meeting
- Participated and contributed in the WALGA's LG Transport and Roads Research and Innovation Program
- Research into reduction of transport emissions in the region.
- Submitted an EOI for Hydrogen Fuelled Transport grant in partnership with WATCH2 and the Northern Metropolitan TAFE.
- Initial research into international reporting frameworks for the Sustainable Development Goals (SDGs)
- Assisted member Councils to participate in WALGA's Energy Sustainability and Renewables Project, in particular the Power Purchase Agreement (bulk purchase of green power).
- Developing and finalising a suite of information sheets regarding net zero and climate change including the science, history, local and global targets and progress, and programs and initiatives.
- Azility data management system training undertaken.
- Attended webinar AI for Local Government, linking with the sustainable development goals and reporting for future Council initiatives.
- Participated in WALGA webinar re Draft State Planning Policy 2.9 (Water)
- Attended 2021 Waterwise Councils Forum
- Attended the Sustainable Cities online conference.
- Actively participating in WALGA's Climate Change Collaborative and the Carbon Accounting Committee.
- Attended DWER Climate Science Initiative update webinar.
- Participated in Cities Power Partnership webinar: Collaborative opportunities for local governments.

## 6 **Urban Environment - Town of Bassendean**

- Feasibility study on the emission reduction achieved by switching to greener fuels for selected fleet vehicles.
- Assistance with carbon accounting and data management for the Towns Carbon Reduction Strategy.
- Revision of Achieving Carbon Emissions Reduction (ACER) data analysis report with updated data.
- Flood Aware Be Prepared campaign concluded. Evaluation completed and sent to participating councils.
- National Disaster Resilience Program (NDRP) funding acquittal for the Flood Aware campaign completed and sent for internal approvals.
- New 5-year Waterwise Council Action Plan finalised and submitted to the Water Corporation.
- Benchmarking Building Efficiency (BBE) project regional report finalised and sent to participating councils

## 7 **Urban Environment - City of Bayswater**

- Gathered data, budgets, reports required for the Avon Descent acquittal, the acquittal was submitted to Lotterywest late November.
- Information requested to Councils for the Avon Descent 2022 Lotterywest grant application, grant applied submitted to Lotterywest mid-December.
- Flood Aware Be Prepared campaign concluded. Evaluation completed and sent to participating councils.
- National Disaster Resilience Program (NDRP) funding acquittal for the Flood Aware campaign completed and sent for internal approvals.
- Benchmarking Building Efficiency (BBE) project regional report finalised and sent to participating councils



**8 Urban Environment - Shire of Mundaring**

- Feasibility study on the emission reduction achieved by switching to greener fuels for selected fleet vehicles.
- Held Energy Team meeting with Shire of Mundaring
- Completion of Gold Waterwise Aquatic Centre accreditation for Bilgoman Pool.
- New 5-year Waterwise Council Action Plan finalised and submitted to the Water Corporation.
- Benchmarking Building Efficiency (BBE) project regional report finalised and sent to participating councils
- Coordinated and submitted an application for the Preparing Australian Communities Local Stream funding on behalf of the Shire of Mundaring, City of Swan and City of Kalamunda for a community bushfire awareness campaign.

**9 Urban Environment - City of Swan**

- Gathered data, budgets, reports required for the Avon Descent acquittal, the acquittal was submitted to Lotterywest late November.
- Information requested to Councils for the Avon Descent 2022 Lotterywest grant application, grant application submitted to Lotterywest mid-December.
- Flood Aware Be Prepared campaign concluded. Evaluation completed and sent to participating councils.
- National Disaster Resilience Program (NDRP) funding acquittal for the Flood Aware campaign completed and sent for internal approvals.
- New 5-year Waterwise Council Action Plan finalised and submitted to the Water Corporation.
- Benchmarking Building Efficiency (BBE) project regional report finalised and sent to participating councils
- Coordinated and submitted an application for the Preparing Australian Communities Local Stream funding on behalf of the Shire of Mundaring, City of Swan and City of Kalamunda for a community bushfire awareness campaign.

**10 Urban Environment – City of Kalamunda**

- Coordinated and submitted an application for the Preparing Australian Communities Local Stream funding on behalf of the Shire of Mundaring, City of Swan and City of Kalamunda for a community bushfire awareness campaign.

**11 FOGO Update- FOGO in Schools**

- 14 schools within Bassendean and Bayswater have been enrolled in the trial and auditing will commence in February 2022.

**12 Aerosol/Polystyrene Recycling**

- Empty aerosol bin surrounds now at Coppin Road, Mathison Road and Baywaste.
- Looking to deploy an aerosol bin at Ascot Place, Bassendean library and Environment House in Bayswater.
- The waste empty aerosols and polystyrene “Tackling the Troublesome Two” Waste Sorted grant funding projects end date is the 30th of September. The final milestone report is to be submitted to DDWER by the 15th of October.

**13 Bin Tagging**

- Planning for bin tagging in 2022 has been undertaken and will commence in the Town of Bassendean in February 2022.

14 **Earth Carers**

- The October Earth Carers was held from 13-27 October, with 18 attendees;
- 7 people completed all five sessions, thereby graduating;
- 1 person who participated in the May 2021 course returned to complete the course and graduated;
- 11 participants participated but did not attend all five sessions; and
- 4 people registered for the course but did not attend at all.

15 **Recycle Right Membership**

- Awaiting the cost of Recycle Right School Incursion resources, the materials once tested will be offered to Member Councils to use;
- Continuing to update the find my nearest resource via the Recycle Right App assists residents in locating drop-off locations for hard to recycle items;
- German has been added as an additional language for the CALD flyers; and
- Attend the Recycle Right Reference Group meeting.

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

- Waste Education was successful recipient of the Waste Sorted Grant- Circular Economy in the Community;
- Waste Education will run a series of workshops for the region's community focusing on textiles, organics and plastic. and
- The workshops will be run between February and June 2022.

17 **Waste Plans**

- Ongoing review of the Shire of Coolgardie waste plan.

## a. Public Place Battery Collection Program

| Battery Recycling - Public Places | Dec 2021      | Dec 2020   | Year to Date 2021/2022 | Year to Date 2020/2021 |
|-----------------------------------|---------------|------------|------------------------|------------------------|
| Bassendean                        | 87.2          | 96.2       | 490.9                  | 565.8                  |
| Bayswater                         | 370.5         | 272.6      | 1829.5                 | 1634.1                 |
| Kalamunda                         | 312.7         | 169.6      | 2121.2                 | 1520.8                 |
| Mundaring                         | 141           | 122.1      | 891.9                  | 829.8                  |
| Swan                              | 304.4         | 183.5      | 1845.9                 | 1732.3                 |
| <b>TOTAL (kg)</b>                 | <b>1215.8</b> | <b>844</b> | <b>7179.4</b>          | <b>6282.8</b>          |

## b. Schools Battery Collection Program

| Battery Recycling - Schools | Dec 2021/2022 | Dec 2020/2021 | Year to Date 2021/2022 | Year to Date 2020/2021 |
|-----------------------------|---------------|---------------|------------------------|------------------------|
| Bassendean                  | 62.30         | 7.7           | 208.7                  | 158.6                  |
| Bayswater                   | 123.80        | 61.7          | 466.5                  | 343.6                  |
| Kalamunda                   | 29.10         | 271.0         | 637.8                  | 896.7                  |
| Mundaring                   | 75.20         | 196.1         | 829.9                  | 942.4                  |
| Swan                        | 270.60        | 227.1         | 818.4                  | 992.5                  |
| <b>TOTAL (kg)</b>           | <b>561.00</b> | <b>763.6</b>  | <b>2961.3</b>          | <b>3333.8</b>          |

**CFL COLLECTION AND RECYCLING PROGRAM**

| <b>CFL Recycling - Public Places</b> | <b>Dec 2021/2022</b> | <b>Dec 2020/2021</b> | <b>Year to Date 2021/2022</b> | <b>Year to Date 2020/2021</b> |
|--------------------------------------|----------------------|----------------------|-------------------------------|-------------------------------|
| Bassendean                           | 21.5                 | 0.0                  | 68.3                          | 46.8                          |
| Bayswater                            | 84.2                 | 51.2                 | 396.3                         | 369.9                         |
| Kalamunda                            | 29.8                 | 12.2                 | 193.2                         | 108.1                         |
| Mundaring                            | 44.7                 | 16.9                 | 363.9                         | 292.3                         |
| Swan                                 | 37.0                 | 21.6                 | 453.7                         | 175.2                         |
| <b>TOTAL (kg)</b>                    | <b>217.2</b>         | <b>101.9</b>         | <b>1475.4</b>                 | <b>992.3</b>                  |

**Tours of Red Hill Waste Management Facility and Education Centre**

| <b>Name of Group</b>                                | <b>Council Region</b> | <b>Number of Participants</b> | <b>Program</b>                  |
|---|-----------------------|-------------------------------|---------------------------------|
| <b>October 2021</b>                                 |                       |                               |                                 |
| Earth Carers  | Other                 | 15                            | Site visit and Education Centre |
| Swan Valley Anglican Community School               | Swan                  | 16                            | Site visit and Education Centre |
| City of Bayswater and Town of Bassendean staff tour | Bayswater             | 10                            | Site visit                      |
| <b>November 2021</b>                                |                       |                               |                                 |
| Morley Senior High School                           | Bayswater             | 15                            | Site visit and Education Centre |
| Steering Group Members                              | EMRC Councils         | 17                            | Site visit and Education Centre |
| City of Swan Community Tour                         | Swan                  | 38                            | Site visit and Education Centre |
| <b>December 2021</b>                                |                       |                               |                                 |
| Resource Recovery Group                             | Out of Region         | 5                             | Site visit and Education Centre |

**School and Community Engagement/Events**
**School Events**

- Wicking bed workshop Aveley Primary school 20 October 2021; and
- Waste Audit Aveley North Primary School- 2 November 2021.

### **Community Events**

- Recycling Q & A – Max Solutions- City of Bayswater- 12 October;
- Groundwater festival training 21 October;
- Multicultural event – City of Swan- 6 November;
- Resource Recovery Group Tour - 9 November 2021;
- Workplace Sustainability Workshop - 18 November 2021;
- Circular Economy Western Australia (CEWA) -18 November 2021;
- Red Hill Community Tour- City of Swan - 20 November;
- End of Year Earth Carer's Catch up – 2 December;
- Christmas Markets- City of Bayswater- 4 December;
- Elfenbrook- City of Swan- 11 December; and
- Carols by Candlelight- City of Bayswater- 18 December.

## **22 Waste Education Networking/Promotion/Collaboration Activities**

- Circular Councils part two: Lake Macquarie City Council - 1 October 2021;
- Webinar - Microplastics: Knowledge, measures and solutions - 20 October 2021;
- Meeting with City of Nedlands FOGO Community Education - 21 October 2021;
- Consistent Communications Collective- 27 October 2021;
- Circular Economy Masterclass - Thinking Circular for Business Webinar-27 October 2021;
- Battery Stewardship Scheme Update - BSC/B-Cycle Session 1 Webinar- 28 October;
- Recycle Right Reference Group Meeting – 3 November 2021;
- Educators Networking Group Meeting - 4 November 2021;
- Tour of the Western Metropolitan Regional Council's transfer station - 10 November 2021;
- WMRR Webinar Hazardous Waste in Australia 2021 - 16 November 2021;
- Circular Economy Masterclass - Thinking Circular for Procurement and Waste Webinar-17 November 2021;
- WMRR Webinar 'Are we winning the food waste fight' 23 November 2021;
- Responsible Cafes Council Program Kick-off Webinar- 29 November 2021;
- Circular Economy and Sustainability Online Workshop- 30 November 2021;
- Consistent Communications Collective- 1 December 2021; and
- FOGO Meeting City of Nedlands- 16 December 2021.

## **23 Waste Education Loan Resources Utilisation**

- Paper Making Kit– Ellenbrook Community Library (Swan) – 20 September – 11 October 2021;
- Party Box – Councillor Johnson (Bayswater) – 1 October – 4 October;
- Mini Bin Waste Sort and Natures Recyclers (Bassendean) - 25 October – 15 November 2021;

- Waste Audit kit and Plastic not so Fantastic - Beechboro Christian School - 22 November – 26 November; and
- Mini Bin Waste Sort, Book Box, Early years book box and Natures Recyclers Early - Years Learning Ellenbrook 23 November – 14 December.

## FINANCIAL IMPLICATIONS

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

## STRATEGIC POLICY IMPLICATIONS

- 25 Key Result Area 1 – Environmental Sustainability
- 1.3 To provide resource recovery and recycling solutions in partnership with member Councils
  - 1.5 To contribute towards improved regional air, water and land quality and regional biodiversity conservation and address climate change
- Key Result Area 2 – Economic Development
- 2.1 To facilitate and advocate for increased investment in regional infrastructure
  - 2.2 To facilitate and advocate for regional economic development activities
  - 2.3 To facilitate regional cultural and recreational activities
- Key Result Area 3 – Good Governance
- 3.1 To provide advice and advocacy on issues affecting Perth's Eastern Region
  - 3.2 To manage partnerships and relationships with stakeholders

## FINANCIAL IMPLICATIONS

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

## SUSTAINABILITY IMPLICATIONS

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

## RISK MANAGEMENT

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



**MEMBER COUNCIL IMPLICATIONS**

**Member Council**

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

**Implication Details**



Participating member Council officer time on advisory group

**ATTACHMENT(S)**

Nil

**6 CONFIDENTIAL MATTER FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC**

**RECOMMENDATION (Closing Meeting to the Public)**

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

**COUNCIL RESOLUTION(S)**

MOVED CR

SECONDED CR

**6.1 PROGRESS REPORT ON EMRC REQUEST FOR TENDER 2021-002, PERMANENT FOGO PROCESSING FACILITY (D2022/01031)**

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

See Confidential Item circulated with the Agenda under Separate Cover.

**RECOMMENDATION (Meeting Re-Opened to the Public)**

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

**COUNCIL RESOLUTION(S)**

MOVED CR

SECONDED CR



**7 FUTURE AGENDA BRIEFING FORUMS**

The next meeting of Agenda Briefing Forum will be held on Thursday 10 March 2022 (if required) at the EMRC Administration Office, 1<sup>st</sup> Floor, 226 Great Eastern Highway, Ascot WA 6104 commencing at 6.00pm.

**Future Forums 2022**

|          |    |           |               |    |                            |
|----------|----|-----------|---------------|----|----------------------------|
| Thursday | 10 | March     |               | at | EMRC Administration Office |
| Thursday | 21 | April*    | (if required) | at | EMRC Administration Office |
| Thursday | 12 | May       | (if required) | at | EMRC Administration Office |
| Thursday | 9  | June      |               | at | EMRC Administration Office |
| Thursday | 14 | July      | (if required) | at | EMRC Administration Office |
| Thursday | 11 | August    | (if required) | at | EMRC Administration Office |
| Thursday | 8  | September | (if required) | at | EMRC Administration Office |
| Thursday | 13 | October   | (if required) | at | EMRC Administration Office |
| Thursday | 10 | November  | (if required) | at | EMRC Administration Office |

\*The April (if required) Agenda Briefing Forum will be held on the third Thursday as the second Thursday is the day before Good Friday and the Easter Long Weekend.

**8 DECLARATION OF CLOSURE OF MEETING**