

# **TOWN OF BASSENDEAN**

## **NOTICE OF MEETING OF THE SUSTAINABILITY COMMITTEE**

Dear Committee Member

A meeting of the Sustainability Committee of the Town of Bassendean will be held in the Council Chamber, 48 Old Perth Road, Bassendean, on Tuesday 29 May 2018, commencing at 7.00pm.

Mr Bob Jarvis  
**CHIEF EXECUTIVE OFFICER**

25 May 2018

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## **A G E N D A**

### **1.0                   DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

#### **Acknowledgement of Traditional Owners**

The Town of Bassendean acknowledges the past and present traditional owners of the land on which we gather to conduct this meeting, and pays its respects to their Elders, both past and present.

### **2.0                   ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE**

### **3.0                   DEPUTATIONS/PRESENTATIONS**

#### **4.0 CONFIRMATION OF MINUTES**

##### **4.1 Sustainability Committee Meeting held on 13 March 2018**

###### **OFFICER RECOMMENDATION – ITEM 4.1**

That the minutes of the Sustainability Committee meeting held 13 March 2018, be confirmed as a true record.

#### **5.0 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION**

#### **6.0 DECLARATIONS OF INTEREST**

#### **7.0 BUSINESS DEFERRED FROM PREVIOUS MEETING**

#### **8.0 REPORTS**

##### **8.1 Sustainability Initiatives updates (REF ENVM/PLANNING/1 – Jeremy Walker, Senior Environmental Officer)**

###### **APPLICATION**

The purpose of the report is to provide an update on the following resolutions of the Ordinary Council meeting in April 2018 in relation to the previous Sustainability Committee meeting:

- 1 Town Officers investigate suitable location for the installation of the electric charging station;
- 2 Town contact Hawaiian to request that they also consider installing an electric car charging station at the Bassendean shopping Centre;
- 3 Council investigates a third party to facilitate a Bulk buy solar Incentive scheme and investigate the switch your thinking programme;
- 4 Town Officers provide the relevant information to James Eggleston from Powerledger in relation to the peer to peer Energy Trading project; and
- 5 Officers investigate Smart Cities program Round two Grant Funding.

## ATTACHMENTS

### Attachment No. 1:

TRADR Power Point Presentation 21 May 2018 -  
Opportunity to drive local recycling & reprocessing.

## BACKGROUND

At the March 2018 Sustainability Committee meeting, the Committee requested that \$31,000 be listed for Council consideration in the draft 2018/2019 budget for four new projects.

In April 2018, Council received the Sustainability Committee meeting minutes and resolved (OCM 25/04/18) the following:

1. *The report on a meeting of the Sustainability Committee held on 13 March 2018, be received;*
2. *Council lists for consideration in the 2018/2019 draft Budget \$6,000 to provide an electric charging station;*
3. *Town officers investigate a suitable location for the installation of the electric charging station;*
4. *Town officers contact Hawaiian to request that they also consider installing an electric car charging station at the Bassendean Shopping Centre;*
5. *Council investigates a third party to facilitate a bulk buy solar incentive scheme and investigate the Switch Your Thinking programme, to report back to this committee at its May meeting;*
6. *Council lists \$10,000 for consideration in the draft 2018/2019 Budget to initiate sustainability grants for community sustainability projects;*
7. *Council lists \$10,000 for consideration in the draft 2018/2019 Budget for community education programmes;*
8. *Council lists \$5,000 for consideration in the 2018/2019 Budget for the Climate Clever programme; and*
9. *Town officers provide the relevant information to James Eggleston from Powerledger in relation to the Peer to Peer Energy Trading Project.*

## COMMUNICATION & ENGAGEMENT

Nil.

## STRATEGIC IMPLICATIONS

The 2017-2027 Community Strategic Community Plan, Strategic Priority 2: Natural Environment states in part the following

<b>Objectives</b> <i>What we need to achieve</i>	<b>Strategies</b> <i>How we're going to do it</i>	<b>Measures of Success</b> <i>How we will be judged</i>
2.1 To display leadership in environmental sustainability	2.1.1 Strengthen environmental sustainability practices and climate change mitigation	Waste reduction ratio to population  Carbon emissions ("Planet Footprint")
	2.1.2 Reduce waste through sustainable waste management practices	
	2.1.3 Initiate and drive innovative Renewable Energy practices	

## COMMENT

At the previous sustainability Committee in March, Officers presented a report on the proposed UWA car charger and the conditions required if the Town accepted the charging station, it was agreed that the Town would benefit more if a charging station was purchased and owned by the Town, rather than accepting the UWA free charger with UWA imposed criteria.

Prior to the March 2018, Sustainability Committee meeting, Officers had preliminary discussions with the Town's Development Services. It was suggested that a potential location would be on Old Perth Road outside the Library or adjacent 35 Old Perth Road (customer service). The Committee expressed concern with these locations due to the lack of parking currently on Old Perth Road, creating the issue of non-electric cars parking in the charging station zone.

In accordance with OCM - 25/04/18 Officers undertaken the following:

- Listed funds for Council consideration in the 2018-19 Capital budget to purchase and install a Town of Bassendean owned car charging station, the location for the station is yet to be determined as a suitable Western Power meter connection will need to be identified.

Development Services are still investigating suitable locations from a planning perspective. Once these locations have been received, Asset Services staff can investigate if the locations have suitable services to install the stations;

- Prepared a letter to Hawaiian asking it to consider installing an electric car charging station at the Bassendean shopping Centre. No response has been received to date;
- Previously the Sustainability Committee was advised that Officers made contact with a reputable Solar PV provider to gauge interest in a Solar Bulk buy purchase Scheme for property owners in the Town of Bassendean. In order to achieve a bulk purchase discount, minimum orders would be required and the Committee was advised that the Town alone may not achieve suitable discounts.

Since the last Sustainability Committee meeting Officers have been in discussion with East Metropolitan Regional Council (EMRC) to seek a response as to whether it would consider facilitating a bulk buying solar scheme with its member Councils. The EMRC has advised that it will need to present a proposal to its internal committee and will undertake an investigation as to feasibility, before providing a response to the Town.

- James Eggleston from Powerledger, presented to Councillors, the “Peer to Peer Energy Trading” project. Powerledger has developed a series of world-leading block-chain energy applications, such as P2P energy trading application that allows businesses, such as utilities, to host trading on the platform.

On 10 April 2018, Officers attended a Block Chain seminar at EMRC and this seminar went through how block chain works, crypto currency and the Power Ledger framework. Officers are still working in conjunction with Powerledger to provide the relevant information to facilitate this process.

In early May 2018, the Federal Government announced the opening Smart Cities Round Two grant funding applications which closes at 5pm AEST on 2 July 2018.

On 21 May 2018, Crs McLennan and Mykytiuk, the Director Operational Services and the Manager Asset Services, held a meeting with representatives from Curtin University, Western Australian Local Government Association (WALGA) and TRADR to discuss submitting a grant for waste /recycling program that will evaluate a Pay as you throw (PAYT) and to develop a usage-pricing model.

At the meeting, TRADR (a technology company) presented a Powerpoint Presentation - Opportunity to drive local recycling & reprocessing (see attached).

Round 2 Smart cities and suburbs program provides local government agencies and bodies with grants of \$250,000 to \$5 million to support projects that apply innovative technology-based solutions to urban challenges, to improve the liveability, productivity and sustainability of Australian cities, suburbs and towns. Projects have to be completed by 30 June 2020.

Curtin University's Project Manager of Sustainability Policy, Ms Karla Fox-Reynolds, has indicated that she will coordinate the grant application.

On 22 May 2018, a report was presented to the Ordinary Council Meeting - Item 10.9 on the Waste Collection Services - Future Options.

The unconfirmed minutes from the meeting recommended the following:

*That Council:*

- 1. In developing the Town's new waste management strategy (OCM 38/11/17),*
  - a. Prioritises scheduling a weekend workshop from Councillors as soon as practicable with invitations extended to the Sustainability Committee members, Suez (the Town's waste provider), the Waste Authority, WALGA's Waste Manager and the EMRC's Director of Waste Services to contribute;*
  - b. Further investigates future waste options including but not limited to:*



In regards to the above Council resolution to conduct a weekend workshop, this is yet to be arranged

In regards to Round 2 Smart Cities funding submission; Curtin University's Project Manager of Sustainability Policy has arranged a further meeting on 30 May 2018, with the Cr McLennan, Director Operational Services, Manager Asset Services, WALGA, the EMRC, TRADR and the Town's contractor SUEZ Recycling & Recovery (Perth) Pty Ltd to discuss the Pay as you throw (PAYT) project and the requirements to develop a usage-pricing model.

The Round 2 Smart Cities funding sets out the following:

### **Eligibility Criteria**

To be eligible projects must meet the following criteria:

- must include at least one partner organisation during the life of the project.
- Projects must involve the innovative application of knowledge, hardware or software that:
  - is new to the organisation, the local government area, city, region or country or
  - delivers an outcome which has not previously been realised in your community.

### **Merit Criteria**

To be competitive, you must score highly against all of the merit criteria.

- Merit Criterion 1 - The extent to which your project is innovative and uses smart technology and open data (30 points)
- Merit Criterion 2 - The scope of social, environmental and economic benefits your project will deliver (30 points)
- Merit Criterion 3 - The extent of the project's community focus and impact on the liveability of the cities, suburbs and towns (20 points)
- Merit Criterion 4 - Your capacity, capability and resources to carry out the project (20 points).

For more information, please see the hyperlink to the grant criteria <https://www.business.gov.au/smart-cities-and-suburbs>.

## FINANCIAL CONSIDERATIONS

Funds have been listed in the draft 2018-19 Budget for Council consideration for the following:

- Car Charging station \$6,000;
- Sustainability grants \$10,000;
- Community Sustainability Education \$10,000;
- Climate Clever Program \$5,000.

## OFFICER RECOMMENDATION – ITEM 8.1

That the Committee notes the updates provided and provides feedback to Officers.

## **8.2 Progress Report – Ban on Single Use Plastics (Ref: GOVN/CCLMEET/1; Salvatore Siciliano – Manager Recreation and Culture)**

### APPLICATION

For the Sustainability Committee to receive an update on the progress being made on the implementation of Council's resolution OCM – 30/03/18 regarding the ban on single use plastics within the Town of Bassendean.

### ATTACHMENTS

#### **Attachment No. 2:**

- Correspondence from Plastic Free Noosa
- Correspondence from WALGA
- Examples of recycling at events (photo's)

### BACKGROUND

Council resolved the following at the March 2018 Ordinary Council Meeting in relation to a ban on single use plastics within the Town:

*“That:*

- 1. The Town of Bassendean recognise the scourge that single use plastics has on our environment and is committed to reducing the amount of single use plastics created in the Town;*
- 2. The Town of Bassendean ban all use of single use plastics at events organised or sponsored by the Town of Bassendean including but not limited to straws, plastics cups, including plastic lined cups, and plastic bags;*

3. *The ban would take effect immediately however vendors would be given a six months grace period to source alternatives to single use plastic. If they used single use plastics, an officer from the Town would advise them of our ban and provide them with a list of alternatives;*
4. *The Mayor of the Town of Bassendean write to all businesses in the Town outlining our ban on single use plastics and encourage them to reduce single use plastics, particularly straws and plastic cups where possible;*
5. *The Mayor write to Hawaiian Shopping Centre about installing a communal drop off point for cloth shopping bags for shoppers who forget their re-usable bags;*
6. *The Mayor write to Coles informing them of our ban and request they audit and cease their use of plastic wrapping, particularly on fruit and vegetables;*
7. *That the Town organise an education campaign about single use plastics, including a list of suppliers for vendors and businesses on where to source alternatives to single use plastics such as reusable and washable items, paper, cardboard, wooden or compostable single use items;*
8. *The scheme to be monitored by the Sustainability Committee.”*

It was identified that an integrated approach would be required across the Town to effectively implement Council’s resolution and that a collaboration between Directorates/Business Units would be required. Subsequently, a meeting of key Town Staff was convened for Monday 30 April 2018 to begin the planning process for the implementation of Council’s resolution and to brainstorm ideas on how best to raise awareness within the Town and the broader public realm regarding the ban on single use plastics.

## STRATEGIC IMPLICATIONS

### **Strategic Priority 2: Natural Environment**

<b>Objectives</b> <i>What we need to achieve</i>	<b>Strategies</b> <i>How we’re going to do it</i>	<b>Measures of Success</b> <i>How we will be judged</i>
2.1 To display leadership in environmental sustainability	2.1.1 Strengthen environmental sustainability practices and climate change mitigation	Waste reduction ratio to population
	2.1.2 Reduce waste through sustainable waste management practices	Carbon emissions (“Planet Footprint”)

	2.1.3 Initiate and drive innovative Renewable Energy practices	
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**COMMENT**

Officers met on 30 April 2018 to discuss the implementation of Council's resolution and identified the following key actions to be completed:

<b>Task</b>	<b>Business Unit</b>	<b>Due Date</b>	<b>Status</b>
Progress report to Sustainability Committee and Councillors. (Sustainability Committee Meeting – 29 May & 3 July 2018)	Recreation & Culture	29.05.18	Ongoing
Review relevant Policies/Practices such as: <ul style="list-style-type: none"> <li>• Policy 4.7 <i>Recyclable &amp; Biodegradable Products at Town of Bassendean's Events and Functions Policy</i>;</li> <li>• <i>Action Plan on reducing carbon emissions</i>;</li> <li>• <i>Waste Management Plan</i>;</li> <li>• <i>Others ??</i></li> </ul>	Recreation & Culture Economic Development Development Services Asset Services	July OCM 24.07.18	In progress
Draft letters to Town Businesses, Coles and Hawaiian for Mayor to sign	Economic Development	15.05.18	In progress
Education Program / Communications Plan	Recreation & Culture Youth Services Economic Development Development Services Asset Services	31.05.18	In progress.
Amend Public Events Application Form	Recreation & Culture Development Services	31.05.18	No action to date.
First event to implement new policy – 2018 Bassendean Visual Art Awards Opening night	Recreation & Culture	13.09.18	In progress.
Spread sheet that shows the cost of the various plastic utensils, cups etc and provide comparative cost of the replacement products.	Recreation & Culture Economic Development	31.05.18	Indicative figures available through Plastic Free Noosa.
Budget allocation for the implementation of the ban on single use plastics.	Corporate Services	June – Budget Workshop	In progress.

Other considerations identified by the Staff Working Group include:

- Engaging with Suez regarding the ban and opportunities regarding events;
- Communications strategy/campaign to be developed and adequately resourced. The campaign needs to be easily accessible to residents/general public to take on themselves to promote and advocate on using alternatives to plastic;
- Having merchandise available such as reusable coffee cups for promotions;

- Provide reusable cups and dishwashers at Town facilities available for hire to encourage casual hirers/user groups to use alternatives to plastic;
- Partnerships with Town businesses that share the same philosophy on using alternatives to plastic;
- Engaging with both inside and outside Town Staff. It was identified that the Town needs to lead by example to effectively implement the ban on single use plastics, ie. “walk the talk”;
- Important to develop partnerships with key lobby groups/organisations. Town staff have already been in communication with the Events Industry Association (EIA) and WALGA regarding Council’s resolution.

Officers have already visited sites such as Environment House in Bayswater, to source ideas on reducing plastic use and the Bassendean Memorial Library continues to stage sustainability events such as “The Wasteless Pantry” on 23 May.

Staff have met with Hawaiian Bassendean to ascertain their position on the issue. In anticipation of the introduction of the state ban on plastic bags (1 July) they have recently commenced a trial of placing a Co-mingle bin (provided by Suez) for their tenants to use. In a newsletter to all tenants they urge them to consider alternatives to plastic bags and all types of single use plastic packaging. Two tenants have taken this up with one no longer offering plastic bags and now uses heavy duty paper bags for its customers (Bassendean Gourmet Meats) and the other uses cardboard meal containers and burger containers for its take away meals instead of polystyrene (Xpresso Café). The issue is the responsibility of their Regional Operations Director and Regional Marketing Manager.

Enquiries made to WALGA on this issue revealed enthusiastic support. WALGA believe the issue is touching all sectors of the community and a momentum is growing to initiate real and long lasting change. WALGA suggest the establishment of a small working group that can then utilise their full suite of resources including research, marketing and communication (see attached email).

In regards to recycling/reducing plastic use at events, Officers are exploring options that could be easily implemented. Photos have been provided as an attachment to this report on the possibilities that were recently used at the Oxford Street Festival, and could be considered for events stage or sanctioned by the Town.

In regards to providing incentives for food vendors to support the ban of single use plastics at events, consideration could also be given to providing differential fees and charges charges (e.g. Temporary Food Business Permit) to vendors that pledge to using non plastic products and bio degradable products

Plastic Free Noosa has made available its program for the Town to use in implementing the ban on single use plastics. Upon reviewing the program, the documentation provided will be a valuable resource for the Town.

### FINANCIAL CONSIDERATIONS

Town Staff are currently reviewing the events programme to implement Council's resolution on the ban on single use plastic, to improve recycling capacity at public events, and as such, will amend the public events draft budget 2018/19 for Council's consideration.

That Town Staff develop a differential fees and charges schedule as part of the 2018/2019 draft budget for food vendors that pledge to support the ban on single use plastics at events that are either staged or sanctioned by the Town.

### OFFICER RECOMMENDATION - ITEM 8.2

That the Sustainability Committee:

1. Receives the progress report on the implementation of Council's resolution to ban the use of single use plastics;
2. Notes that the public events draft 2018/2019 budget will be amended for Council's consideration to improve recycling capacity for future public events;
3. Supports the introduction of a differential fees and charges schedule for food vendors that pledge to support the ban on single use plastics as part of the 2018/2019 draft budget.

## **9.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

### **9.1 Notice of Motion – Caroline Easton**

Caroline Easton has advised that she wishes to move this motion at the meeting:

- “1. To change the format of the Sustainability Committee from ‘Committee’ to ‘Advisory Group’. This would be less formal, onerous, and more inclusive of input from all representatives;
2. To support Plastic Free July (and the State banning of plastic shopping bags) through:
  - a) supply to residents of Reusable shopping bags in partnership with Hawaiian and Suez
3. Support Plastic Free July market stalls at the Old Perth Road Markets in June and July;
4. Consider benefits of joining Switch Your Thinking, <https://www.switchyourthinking.com/>.

Switch Your Thinking offers a community facilitation service that informs Residents and Councils of relevant sustainability initiatives.

5. Investigate & Discuss waste minimization strategies:

Invite Kerry Wilson, Waste Management expert at the EMRC, to present information on various options for waste minimisation, eg:

- Education
- 3 bin system,
- small bin trial,
- organic waste collection eg KOODA,
- <https://www.wasteauthority.wa.gov.au/programs/grants/community-grants-scheme/community-organic-waste-station>,
- community networks,
- Weigh and Pay system.

6. To Support an Event for Sustainable House Day in September. Last year I coerced 4 local experts to share their knowledge of Sustainable Building Principle.

2017’s event was held in meeting room 1 and included:

- the inimitable Mick Doyle’s Science Show, Alan Benn from Environment House – Home Energy Audit;
- Sid Thoo – How to Design an Eco Home; and
- Jamie D’Emden – How to Build an Eco Friendly Home.

*Could also invite the Electric Car Club of WA along again. This is a low cost event.*

### OFFICER COMMENT

1. The implications of moving from a Committee to a Working Group are as follows:

- Advisory Groups are established pursuant to Policy No. 6.24 - Town of Bassendean Advisory Group Policy (See **Attachment No. 3**).
- Committees are established under Section 5.8 of the Local Government Act 1995 and Committee Members are able to submit Notices of Motion for reports to be prepared and subsequently move recommendations for Council consideration.
- Advisory Groups are not required to follow Standing Orders and as a result reduces the formality of meeting structure.
- In accordance with the Advisory Group Policy, the Chief Executive Officer will continue to determine the Agenda for each Working Group meeting. Members may submit items for consideration and listing on the agenda.
- Advisory Group meetings will be conducted in an informal manner, providing opportunities for ideas to be raised and general discussion. The view and proposals of an Advisory Group are to be recorded in Minutes/meeting notes and retained in the Town's record keeping systems.
- As Standing Orders are not required, the Minute Secretary will not be attend to take minutes for Council consideration.
- An Advisory Group has no decision making powers .

While staff appreciate the informality of the Working Group is attractive, the draw back is that agendas still need to be produced. A Minute Secretary is not provided and currently there are no additional staff available, therefore someone within the working group will have to take meeting notes which need to be retained in the Town's record keeping systems.

2. Officers support motion for Plastic Free July. Funds were listed in the 2017-18 Budget to purchase 1,000 re-usable shopping bags in conjunction with Hawaiian and Suez. Lucy Bromell, market store holder coordinator, has advised store holders through monthly newsletters of the recent Council resolution to ban single use plastics at events and is working with stallholders to achieve this.
3. Officers agree with the motion to consider joining “Switch your Thinking”;
4. Officers have listed funds for Council’s consideration in the 2018-19 financial year for sustainability programs, and Officers are in discussion with EMRC, SUEZ, WALGA and TRADR to discuss potential funding opportunities through the Smart Cities round two grant funding.
5. Officers have listed funds for Council consideration in the 2018-19 financial year for sustainability programs this event could be funded through these funds.
6. As outlined in Item No. 8.1 of this agenda, on 22 May 2018, Council resolved (unconfirmed minutes) to schedule a workshop with an invitation to be extended to Sustainability Committee members to discuss a new waste management strategy. Kerry Wilson, waste management expert, may be able to participate in this workshop.

## **9.2 Notice of Motion – Michael Doyle**

Michael Doyle has advised that he wishes to move this motion at the meeting:

*“That the Sustainability Committee recommends that the Town of Bassendean, produce educational resources, including videos, for the purpose of improving recycling practices by the Town's residents.*

### **Background**

Recent changes in the way Australia's collected recycling is utilised underline the importance of generating recycling which is low in contaminants. Assisting our residents to decide what can and can't be recycled will be a way that we can assist with positive change into the future.

### OFFICER COMMENT

The Bassendean Memorial Library currently offers following services, events, resources:

1. Recycling station in the lobby (for batteries, print cartridges, light globes, mobile phones)
2. Brochures produced by the Town of Bassendean, such as 'Waste and Recycling Guide 2017/2018', current 'Recyclable goods drop off morning' flyer
3. Free events for public- Lunch Time Interludes -

April: 'How I live plastic-free' presented by Lindsey Miles.

May: 'Wasteless pantry' – how to reduce waste in the kitchen and beyond; also planning for evening event in August, with live streaming for those who cannot attend.

August: How to spring clean your house naturally.

4. Current display: Shopping Bags- alternative to single use plastic.

The Library has many resources, in print and eBooks, about reducing waste, recycling, reusing and repurposing salvage materials and sustainable living, including growing own vegetables and making own cosmetics and cleaning products, etc.

When required, the Library staff are able to buy multiple copies of most popular titles and also produce a brochures and in the future plan to produce bookmarks listing the available environmental sustainable resources. The Library is constantly adding to the collection and will welcome any suggestions for purchase.

### **10.0 ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE NEXT MEETING**

### **11.0 CONFIDENTIAL BUSINESS**

### **12.0 CLOSURE**

The next meeting date to be held on Tuesday 3 July 2018 commencing at 7.00pm.