



CONFIRMED MINUTES

ENVIRONMENTAL ADVISORY COMMITTEE MEETING

21 AUGUST 2019

I certify that the minutes of the meeting of the Environmental Advisory Committee held on Wednesday, 21 August 2019 were confirmed on Wednesday, 20 November 2019.

A handwritten signature in black ink, appearing to be "D. J. ...", written over a horizontal line.

Presiding Person

**CONFIRMED MINUTES
ENVIRONMENTAL ADVISORY COMMITTEE MEETING
21 AUGUST 2019**

ATTENTION/DISCLAIMER

The purpose of this Committee Meeting is to discuss and make recommendations to Council about items appearing on the agenda and other matters for which the Committee is responsible. The Committee has no power to make any decisions which are binding on the Council or the Shire of Mundaring unless specific delegation of authority has been granted by Council. No person should rely on or act on the basis of any advice or information provided by a Member or Employee, or on the content of any discussion occurring, during the course of the Committee Meeting.

The Shire of Mundaring expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any advice or information provided by a Member or Employee, or the content of any discussion occurring during the course of the Committee Meeting.

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**ENVIRONMENTAL ADVISORY COMMITTEE
COMMITTEE ROOM, 7000 GREAT EASTERN HIGHWAY, MUNDARING**

1.0 OPENING PROCEDURES

Due to the lack of a quorum the meeting was postponed until 6.13pm, when Member Christine Groom joined the meeting.

The Deputy Presiding Person declared the meeting open at 6.13pm.

Acknowledgement of Country

Shire of Mundaring respectfully acknowledges the Whadjuk people of the Noongar Nation, who are the traditional custodians of this land. We wish to acknowledge Elders past, present and emerging and respect their continuing culture and the contribution they make to the region.

1.1 Announcement of Visitors

Nil

1.2 Attendance/Apologies

Members	Cr Darrell Jones (Deputy Presiding Member) Member Christine Groom (arrived 6.13pm) Member Tom Hogarth Member Robert Ragg Member Jim Thom Member Michael Waite Member Bethany Challen	South Ward
Staff	Sarah Morgan Briony Moran Ruth Broz	Acting Manager Planning and Environment Co-ordinator Environment and Sustainability Minute Secretary
Apologies	Cr Kate Driver Member Lee Roberts Member Darren Murphy Member Selene Moonbeams Member Mark Robertson	East Ward
Absent	Member Herbie Titelius	
Guests	Nil	
Members of the Public	Nil	
Members of the Press	Nil	

2.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

3.0 DECLARATION OF INTEREST

3.1 Declaration of Financial Interest and Proximity Interests

Elected Members must disclose the nature of their interest in matters to be discussed at the meeting (*Part 5 Division 6 of the Local Government Act 1995*).

Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting (*Sections 5.70 and 5.71 of the Local Government Act 1995*).

Nil

3.2 Declaration of Interest Affecting Impartiality

An Elected Member or an employee who has an interest in a matter to be discussed at the meeting must disclose that interest (*Shire of Mundaring Code of Conduct, Local Government (Admin) Reg. 34C*).

Nil

4.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

COMMITTEE DECISION RECOMMENDATION		EAC1.08.19	
Moved by	Member Waite	Seconded by	Cr Jones

That the Minutes of the Environmental Advisory Committee Meeting held 22 May 2019 be confirmed.

CARRIED 7/0

For: Member Groom, Member Hogarth, Member Ragg, Member Thom, Member Waite, Member Challen and Cr Jones

Against: Nil

5.0 PRESENTATIONS

Nil

6.0 REPORTS OF EMPLOYEES

6.1 Energy and Emissions Reduction Measures

File Code	EV.PRГ 13
Author	Briony Moran, Coordinator Environment and Sustainability
Senior Employee	Mark Luzi, Director Statutory Services
Disclosure of Any Interest	Nil
Attachments	Nil

SUMMARY

Shire staff have been working on a range of energy and emission reduction measures in accordance with the Energy and Emission Reduction Strategy 2018. The EAC Energy and Emissions Working Group has met twice since the last formal EAC meeting and has been discussing ways to encourage community emissions reduction.

This report recommends that the EAC notes measures in progress and the membership of the 'Switch your thinking' program. It further recommends that EAC requests the CEO to make energy and emissions information more accessible and investigate options to increase sustainability in new buildings through the review of Local Planning Scheme No. 4.

BACKGROUND

Shire staff have been working on energy and emissions reduction measures including:

- repair of solar panels on the Shire Administration Building;
- scoping for potential large solar panel systems on two other Shire facilities;
- ongoing LED lighting replacements;
- new LED lighting installed at Mundaring hardcourts and Chidlow Oval;
- preparation of a local passive solar building design information sheet;
- undertaking a tariff review for Lake Leschenaultia;
- drafting a submission to the Environmental Protection Authority regarding the greenhouse gas assessment guidance;
- joining the Eastern Metropolitan Regional Council 'Benchmarking Building Efficiency Project' which will include energy audits of the Shire's highest energy use sites;
- Joining the 'Switch your thinking' program as a member council.

'Switch your thinking' is a sustainability program, developed in 2002 through a partnership between the City of Armadale, City of Gosnells and Shire of Serpentine Jarrahdale. Fourteen other local governments now access the program as member councils, which includes printed and online materials; talks and workshops; discounts for residents and businesses; monthly energy efficiency tips by SMS; awards and competitions. The program is now being promoted to local residents and businesses.

The Energy and Emissions Working Group at its most recent meeting requested a report to the EAC, recommending that the Shire makes energy and emissions savings information more available online and/or through quarterly reporting, and that the Shire consider amendments to the Local Planning Scheme to increase sustainability requirements for new buildings (display homes, residential and commercial) in addition to encouraging voluntary measures.

STATUTORY / LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Pursuing a range of local energy and emission reduction measures, whilst also advocating for the State Government to act to reduce emissions, are consistent with the following principles of the Environmental Sustainability Policy OR-23:

- 1.4. Human induced climate change is recognised as a key threat to biodiversity, requiring mitigation action to reduce carbon emissions at all levels of government, and adaptation to local impacts.
- 2.1. The Shire will pursue and promote improved water and energy efficiency, reduced carbon emissions and sustainable use of natural resources.
- 4.1. The Shire will be transparent and accountable to key performance indicators for environmental management, through regular monitoring and reporting.
- 4.4. Where the Shire has an opportunity to influence state government decisions on proposals that may have a significant environmental impact, the Shire will advocate for a precautionary approach to environmental risks and for decisions that can achieve a net environmental benefit.

FINANCIAL IMPLICATIONS

The Shire currently monitors energy use and emissions across Shire facilities and operations using the Azility platform, supported by the Eastern Metropolitan Regional Council (EMRC) through the Achieving Emissions Reduction program. Summaries are provided by quarterly updates from Azility.

There can be 'estimated data' or delays in entering correct energy usage and emissions figures due to lags in data transfer from utilities and from Shire fleet and machinery use. If the existing reporting from Azility is used and made accessible on the Shire website then there will be no financial impact beyond staff time to develop and update a web page.

STRATEGIC IMPLICATIONS

Mundaring 2026 Strategic Community Plan

Priority 4 - Built environment

Objective 4.2 – Community needs are considered in planning for the future

Strategy 4.2.2 – Promote sustainability in design and development for buildings

SUSTAINABILITY IMPLICATIONS

Reducing Shire and community emissions has environmental benefits by limiting the impact of local activities on global climate change.

RISK IMPLICATIONS

Risk: Reputational damage if the Shire promotes carbon emissions reduction for residents and businesses without reducing its own emissions		
Likelihood	Consequence	Rating
Possible	Moderate	Moderate
Action / Strategy		
Continue to undertake Shire emissions reduction measures as well as encouraging community emissions reduction		

EXTERNAL CONSULTATION

No external consultation was undertaken.

COMMENT

The main focus of the current Energy and Emissions Reduction Strategy (EERS) is on reducing the Shire's corporate energy use and emissions, for which the Shire has the most accurate information, direct control and responsibility. In accordance with the EERS, Shire staff are initially focussed on actions like installing solar systems and reducing energy use across Shire facilities, and making information available to residents to encourage voluntary action to reduce community emissions. The Switch your thinking program will assist with providing information to residents. Making information on Shire energy and emissions more available to the community is also consistent with OR-23 Environmental Sustainability Policy.

The EERS also notes that advocacy for action from the State and Commonwealth Governments will be necessary. This is relevant to the current submission period on the EPA Greenhouse Gas Guidelines, which closes on 2 September. An officer level submission is being prepared, informed by the Energy and Emissions Reduction Strategy and OR-23 Environmental Sustainability Policy.

Options to increase sustainability requirements for new buildings may be limited by national control of building energy efficiency standards, and reluctance of the Department of Mines, Industry Regulation and Safety (Building and Energy) and Department of Planning, Lands and Heritage to mandate sustainability requirements within local planning schemes. These limitations can be researched before proposing changes through the review of the Shire's Local Planning Scheme No. 4.

VOTING REQUIREMENT

Simple Majority

Preamble to Committee Recommendation

The Committee agreed that a point 5 be added to the recommendation that reads "The Committee is encouraged by these actions and endorses the direction and activities of the Shire".

COMMITTEE RECOMMENDATION**EAC2.08.19**

Moved by	Member Thom	Seconded by	Member Waite
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That the Committee:

1. Notes that Shire staff are undertaking a range of energy and emissions reduction measures;
2. Notes that the Shire has joined the 'Switch your thinking' program as a member council, which will provide residents and local businesses with access to information and discounts on solar panels and other sustainable products;
3. Recommends that Council requests the CEO to make Shire energy and emissions information (including output from solar photovoltaic systems on Shire facilities) more accessible to the community through quarterly reporting and/or the Shire website; and
4. Recommends that Council requests the CEO to investigate options to increase sustainability requirements for new buildings (residential, commercial and display homes) through the review of Local Planning Scheme No. 4.
5. **The Committee is encouraged by these actions and endorses the direction and activities of the Shire.**

CARRIED 7/0

For: Member Groom, Member Hogarth, Member Ragg, Member Thom, Member Waite, Member Challen and Cr Jones

Against: Nil

6.2 Criteria for Environmental Advisory Committee Applications

File Code	GV.MTG 6/7
Author	Briony Moran, Coordinator Environment and Sustainability
Senior Employee	Mark Luzi, Director Statutory Services
Disclosure of Any Interest	Nil
Attachments	Nil

SUMMARY

This report describes the assessment matrix that has been developed by Shire staff for consideration of nominations for community membership of the Environmental Advisory Committee (EAC).

BACKGROUND

The current Terms of Reference provide for two elected members and 'up to twelve community members with an interest and/or expertise in environmental matters and a demonstrated ability to provide impartial advice.'

The Terms of Reference were modified in October 2017 in order to appoint all applicants for community members. The Council decision [SC4.10.17] was to:

1. *by absolute majority, amends the terms of reference for the Environmental Advisory Committee as follows:*
 - *clause 5.1, third dot point - delete "eleven" and insert "twelve",*
 - and appoints the following members to the EAC for a term up to the next ordinary elections day in October 2019:*
 - a. *Darren Murphy*
 - b. *Michael Waite*
 - c. *Bethany Challen*
 - d. *Jim Thom*
 - e. *K. Herbert Titelius*
 - f. *Mark Robertson*
 - g. *Selene Moonbeams*
 - h. *Lee Roberts*
 - i. *Robert Ragg*
 - j. *Kathryn Batchelor*
 - k. *Christine Groom*
 - l. *Tom Hogarth; and*
2. *requests staff investigate the use of a matrix when assessing future nominations for the EAC to increase transparency in the nomination process.*

STATUTORY / LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Mundaring 2026 Strategic Community Plan

Priority 1 - Governance

Objective 1.2 – Transparent, responsive and engaged processes for Shire decision making

Strategy 1.2.1 – Increase transparency and responsiveness of Shire administration processes

SUSTAINABILITY IMPLICATIONS

Nil

RISK IMPLICATIONS

Risk: Reputational damage may arise if there is a perception that the selection of EAC community members is subjective.		
Likelihood	Consequence	Rating
Unlikely	Minor	Low
Action / Strategy		
Use an assessment matrix to increase transparency		

EXTERNAL CONSULTATION

No external consultation was undertaken.

COMMENT

The current Terms of Reference provide for two elected members and 'up to twelve community members with an interest and/or expertise in environmental matters and a demonstrated ability to provide impartial advice.'

A simple assessment matrix is proposed as below, for use when the number of applicants exceeds the number of community member positions available on the committee. 'Expertise' is given greater weighting than 'interest' in environmental matters.

Criteria	Weighting
Relevant qualifications in management of natural environment or sustainability (water, energy or waste)	30
Relevant experience in management of natural environment or sustainability issues	30

Interest in natural environment or sustainability issues demonstrated through engagement with local community or volunteer organisations	20
Ability to consider issues objectively and provide impartial advice	20

The application form for EAC membership is intended to be revised to reflect the criteria above.

VOTING REQUIREMENT

Simple Majority

Preamble to Committee Decision

The Committee agreed that a Point 2 be added to the recommendation that reads “The Committee is concerned about retaining institutional knowledge and requests Council consider this aspect for future committee membership”.

COMMITTEE DECISION RECOMMENDATION		EAC3.08.19	
Moved by	Member Ragg	Seconded by	Member Waite

That:

1. the Committee notes that staff have prepared a matrix to assist with consideration of community nominations for Environmental Advisory Committee membership.
2. **the Committee is concerned about retaining institutional knowledge and requests Council consider this aspect for future committee membership.**

CARRIED 7/0

For: Member Groom, Member Hogarth, Member Ragg, Member Thom, Member Waite, Member Challen and Cr Jones

Against: Nil

7.0 URGENT BUSINESS (LATE REPORTS)

The Deputy Presiding Person thanked the current committee for their hard work and input over the last 2 years.

8.0 CLOSING PROCEDURES

8.1 Date, Time and Place of the Next Meeting

The next Environmental Advisory Committee will be held on 20 November 2019 at 6.00 pm in the Committee Room, 7000 Great Eastern Highway, Mundaring.

8.2 Closure of the Meeting

The Deputy Presiding Member declared the meeting closed at 7.00pm.