

# Environmental Advisory Committee

## MINUTES

Section 5.8 of the *Local Government Act 1995*

### 2 June 2020

Committee Brief:

*To provide:*

- (i) *Advice to Council on the implementation of the environmental strategy;*
- (ii) *Develop relevant documents including policies, strategies, leaflets, pamphlets or booklets consistent with the environmental strategy for consideration by Council; and*
- (iii) *Provide advice on relevant matters referred to it by Council.*

#### Environment Advisory Committee Membership Composition

Environment Advisory Committee Membership Composition	
Council Representation - Primary	Cr Hart, Cr Madacsi
Council Representation - Deputy	Cr Greenway
Community Representation	B Foley, J Hart and G Troup
Admin Representation	Manager Planning and Development ( <i>Responsible Officer</i> ) Planning Officer Reserves Management Officer

## Preface

When the CEO approves these Minutes for distribution they are in essence "Unconfirmed" until the following Environmental Advisory Committee Meeting, where the Minutes will be confirmed subject to any amendments made by the Committee.

The "Confirmed" Minutes are then signed off by the Presiding Person.

Attachments that formed part of the Agenda, in addition to those tabled at the Meeting are incorporated into a separate attachment to these Minutes.

## Unconfirmed Minutes

These minutes were approved for distribution on 24 June 2020.

  
Suzie Haslehurst  
CHIEF EXECUTIVE OFFICER

## Confirmed Minutes

These minutes were confirmed at a meeting held on ..... 1/9/2020 .....

Signed: .....  .....

*Note: The Presiding Member at the meeting at which the minutes were confirmed is the person who signs above.*

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**ATTACHMENTS** *with separate index follows Item 11*

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# Shire of Toodyay

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ENVIRONMENTAL ADVISORY COMMITTEE  
2 JUNE 2020

## MINUTES

### 1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Mr B Foley, Chairperson, declared the meeting open at 4.00pm.

### 2. RECORDS OF ATTENDANCE / APOLOGIES

#### 2.1 RECORD OF ATTENDANCE

##### Members

Cr P Hart	Council Member
Cr R Madacsi	Council Member
Cr Greenway	Deputy Council Member ( <i>standing in for the vacant Councillor position left by Cr Manning's departure</i> ).
Mr B Foley	Community Member
Ms J Hart	Community Member
Mrs G Troup	Community Member

##### Staff

Mr K Nieuwoudt	Manager Planning & Development
Mrs M Rebane	Executive Assistant

#### 2.2 APOLOGIES

Nil

#### **MOTION/EAC RESOLUTION NO. 14/06/20**

**MOVED** Cr Madacsi

**SECONDED** Cr Hart

That Standing Orders be suspended at 4.05pm.

**MOTION CARRIED 6/0**

The Chairperson invited the newest Committee Member to give an overview of her experience and interests in the environment.

Mr Rupert Duckworth was brought into the meeting via electronic means at 4.07pm. Each Member of the Committee provided their names and environmental interests.

Mr Duckworth proceeded with an overview of the process he would be following with respect to the Biodiversity Strategy/EMS.

Points raised:

- Local Community Groups to be involved in the workshopping – key groups for information, etc. and other local resources are utilised.
- Establishment Interim Steering Group. Kick off of meeting.

**3. DISCLOSURE OF INTERESTS**

The Chairperson advised that no disclosures of interest in the form of a written notice had been received prior to the commencement of the meeting.

**4. CONFIRMATION OF MINUTES**

**4.1 Environmental Advisory Committee Meeting held on 3 March 2020**

**OFFICER'S RECOMMENDATION/EAC RESOLUTION NO. 15/06/20**

**MOVED** R Madacsi

That the Unconfirmed Minutes of the Environmental Advisory Committee Meeting held on 3 March 2020 be confirmed subject to the following amendments:

- That following Officer's Recommendation 1 a reason be given for the fact that the motion was lost was because the *vote was invalid*.
- That following Officer's Recommendation 2 a reason be given for the fact that the motion was not moved as follows:

*"The Committee highly values the Officer's input as an important part of the Committee. It is not appropriate for Officers to be voting on their own recommendations and reports."*

*The Committee believed that membership be restricted to Elected Members and Community Members. The Committee believed the application did not comply with standard processes."*

**MOTION CARRIED 4/2**

**5. INFORMATION ADDITIONAL TO THE AGENDA**

**5.1 Review of Environmental Advisory Committee Status Report**

**5.1.1 Steering Committee**

Clarification was sought.

**MOTION/EAC RESOLUTION NO. 16/06/20**

**MOVED** Cr Madacsi

**SECONDED** Cr Hart

That the Committee nominates the following representatives to serve on the Steering Committee as follows:

1. Committee Members: G Troup and Jo Hart.
2. Council Members: Cr Madacsi

3. Community Members be invited to submit an expression of interest via the Shire's website and also via email to various community groups.

**MOTION CARRIED 6/0**

The Manager Planning and Development advised that the wording of the EOI will be done for the two community representatives with a various skill set and provided to all for their consideration via email.

### 5.1.2 Review of the EMS

#### Points raised during the meeting held on 2 June 2020:

- Everything came to a halt during COVID-19 and it will be required to be picked up at some time in the future.
- Whilst some restrictions have been eased, we still do not know what will occur.
- Have had discussion with Georgina and would be great if all of us could go through the list of actionable items and discover which items would be presented to Shelley.
- If members have new ideas for inclusion in the strategy, they should be sent to the Chairperson and copied to the Manager Planning and Development who will then forward the comments to her. She will be given opportunity to come up with a few suggestions. We will then decide to go forward with that.
- Georgina looked at the EMS and wanted to caution that the strategies had a focus on tick and flick. When rubbish and recycling is considered we have missed the ball on that. The AROC WMS has poorly worded parts in it regarding rubbish collection. It implores local government to avoid rubbish collection services because it would be encouraging people to waste. The AROC Strategy guiding the EMS is skewing what we should achieve. It is a living document. There has to be more of a stop gap. A review in place sooner than the end date in the document so we can reset it.
- Manager Planning and Development suggested that we don't wait till the next meeting. Information can be collated and then presented, once satisfied that we have captured everything.

Action: A link to the copy of the AROC Waste Management Strategy, CSP and EMS be provided to the Committee.

Clarification was sought in relation to mandatory rubbish removal.

- Deadline: Friday 3 July 2020.

### **5.1.3 Education and Dog Control**

Community requires educating in respect to this. Proposal that the Rangers put something in the newsletter about it.

### **5.1.4 Road Reserve Policy**

Verge policy in existence. The intent of policy is to deal with what to do on verges. Manager Works and Services was to put together a document for the public to let people know what they could and could not do on the list.

Clarification was sought in relation to verge clearing.

G Troup: If we have a policy on what can and cannot be done on those verges. Role of EAC improving the biodiversity value of roadsides in the shire and where we see that roadsides are agricultural weeds the managers of those road verges.

Action: Ideas put forward about the Verge Policy directly to Manager Planning and Development so that information can be provided to the Manager Works and Services and the draft can be provided to the EAC before it goes to Council. A special meeting can be set up for the EAC for this purpose.

*G Troup departed Council Chambers at 5.46pm.*

### **5.1.5 Cities Power Partnership**

Suggestions made as follows:

1. Investigate Shire Vehicles being electric;
2. Reuse of water within the Shire;
3. Shire Public Lighting, being efficient;
4. Community Grants scheme for renewable energy set up to assist the Community in applying for renewable grants, in particular new houses in the planning stages;
5. Develop supportive planning laws to encourage residents and industry to adopt renewable energy;
6. Set minimum renewable energy benchmarks for new developments;
7. Provide incentives and/or remove barriers to encourage local businesses to take up solar power and battery storage;
8. Support local community renewable energy projects and encourage investment in community energy;
9. Opening up unused council managed land for renewable energy;
  - Is there any potential on council owned land to look at for potential renewable energy projects e.g. Tesla Community Battery (as in Kalgoorlie) through Synergy/Western Power?

10. Adopt best practice energy efficiency measures across all council buildings, and support community facilities (and local businesses) to adopt these measures through shire publications;
  - Do an energy audit – easy to do (see Synergy website) to identify energy savings. Target to achieve a minimum 10% saving;
  - Promote energy audits to the community along with a list (e.g. below) of simple energy saving measures;
  - Turn off all non-essential devices when not in use (i.e. overnight) standby power use is significant. Use all energy saving options e.g. hibernation mode on devices/printers etc.;
  - Reduce heating in winter and reduce cooling in summer. A change of 1 degree can give a 7% reduction in energy use which could have a significant impact;
  - Ensure lights are off when rooms are unused (consider sensors);
  - When any equipment or consumables (e.g. light globes) need replacing investigate low energy alternatives;
11. Roll out energy efficient lighting across the municipality;
  - Develop a process to ensure that replacement lighting is energy efficient;
  - Consider “smart” lighting alternatives to control lighting;
  - Use LED desk lights instead of ceiling lighting;
  - Replace fluorescent lighting with more energy efficient options.
12. Ensure Council fleet purchases meet strict greenhouse gas emissions requirements and support the uptake of electric vehicles.
  - Look at options for shire owned vehicles to be electric when replaced, and look at the options for providing charging stations for these vehicles that use solar energy with battery storage
13. Use of the water in the ponds in the basin.
14. Develop procurement policy to ensure that the practices of contractors and financiers align with council's renewable energy, energy efficiency and sustainable transport goals
  - Include consideration of suppliers' carbon footprints in criteria for selecting suppliers

- Develop a short form for suppliers seeking information on their carbon footprint

NB there are already references in the Shire Purchasing Policy to Environmental considerations: “Ensures that the Shire of Toodyay considers the environmental impact of the procurement process across the life cycle of goods”

“Where appropriate the Shire will consider environmental and social impacts along with value for money outcomes when making purchasing decisions”. However currently these seem not to form any part of the criteria for determining suppliers.

Action: Out of the above list pick the ones that may be achievable. Plan for the infrastructure. The cost to the Shire of Water was questioned.

**6. BUSINESS LEFT OVER FROM PREVIOUS MEETING (if adjourned)**

Nil.

**7. REPORTS OF OFFICERS**

Nil

**8. NOTICE OF BUSINESS FOR THE NEXT MEETING**

*Cr Greenway departed Council Chambers at 6.02pm.*

<b>List of issues raised for discussion by Members</b>		
<b>Topic</b>	<b>Detail</b>	<b>Member</b>
Kerbside Rubbish Collection	how many properties in the Toodyay Shire are provided with a kerbside rubbish collection service, and the total number of properties in the Shire with a household	G Troup
The Road Reserve Policy for the Shire of Toodyay.	I understand the Shire once had a policy and last year there was some discussion and Bethan Lloyd was doing work to look at various roads within the Shire, Jo Hart may have also been involved.	B Foley

MINUTES OF ENVIRONMENTAL ADVISORY COMMITTEE MEETING  
HELD IN SHIRE OF TOODYAY COUNCIL CHAMBERS ON 2 JUNE 2020

<b>List of issues raised for discussion by Members</b>		
<b>Topic</b>	<b>Detail</b>	<b>Member</b>
School kids involved in the Committee	<p>Are you interested in the Environment that you live in, the Toodyay Shire has an Environmental Advisory Committee (EAC) that was created to provide advice to Council on the implementation of environmental strategies that will retain and enhance the substantial and diverse environment that we have in the Toodyay Shire. The committee is also tasked with developing relevant documents including policies, strategies, leaflets, pamphlets or booklets consistent with the environmental strategy for consideration by Council and providing advice on relevant matters referred to it by Council.</p> <p>We invite participation from students to become involved in the EAC, we meet 4 times per year at the Council Chambers from 4pm to about 7pm. Our next meeting is next Tuesday 2nd June and if you are interested in joining you can come along as a visitor just to see how it works. From there you can be formally become a member. If you need more information then you can ring Brian Foley (Chairperson) if getting to and from the Council Chambers, Brian will pick you up and deliver you home.</p>	B Foley
Cities Power Partnership	<p>13. Develop procurement policy to ensure that the practices of contractors and financiers align with council's renewable energy, energy efficiency and sustainable transport goals</p> <ul style="list-style-type: none"> <li>• Include consideration of suppliers' carbon footprints in criteria for selecting suppliers</li> <li>• Develop a short form for suppliers seeking information on their carbon footprint</li> </ul> <p>NB there are already references in the Shire Purchasing Policy to Environmental considerations:</p> <p>"Ensures that the Shire of Toodyay considers the environmental impact of the procurement process across the life cycle of goods"</p> <p>"Where appropriate the Shire will consider environmental and social impacts along with value for money outcomes when making purchasing decisions"</p> <p>However currently these seem not to form any part of the criteria for determining suppliers</p>	J Hart

**9. NEW BUSINESS OF AN URGENT NATURE**

Nil

**10. NEXT MEETING**

The next meeting is scheduled for 1 September 2020, commencing at 4.00pm.

**11. CLOSURE OF MEETING**

The Chairperson declared the meeting closed at 6.02pm.

# Attachments to Minutes

Environmental Advisory Committee

2 June 2020

## INFORMATION ADDITIONAL TO THE AGENDA

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| 5.1 | Review of Environmental Advisory Committee Status Report | 1 |
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# EAC STATUS REPORT

## Environmental Advisory Committee

Supporting Officers  
MPD/PO



Notice of Business for the next meeting		
Meeting Date	Item Description	Detail
Request made at the EAC Meeting held on 3 March 2020	<ul style="list-style-type: none"> <li>Cities Power Partnership – six months to put together five items.</li> </ul>	<ul style="list-style-type: none"> <li>Manager Planning and Development asked Committee Members to provide ideas and strategies regarding the Cities Power Partnership to the Manager via email: <a href="mailto:mpd@toodyay.wa.gov.au">mpd@toodyay.wa.gov.au</a></li> <li>Promotion of the initiative of CPP to the community via the community newsletter, Facebook, the website, publish something in the Toodyay Herald and local community radio at the next month's opportunity; to motivate through prizes re: the most sustainable idea put forward.</li> </ul>
Request made at the EAC Meeting held on 2 June 2020	<ul style="list-style-type: none"> <li>Information Environmentally on Recreation and Pool Environment (Plants used, water usage, power usage, etc.).</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	<ul style="list-style-type: none"> <li>Recovery of wastewater and recovery of fertilizer to control and monitor run-offs into waterways and tributaries.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	<ul style="list-style-type: none"> <li>Terms of Reference.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

Questions taken on notice		
Meeting Date, Item No & Question No.	Questions in order of the meeting	INFORMATION Post meeting (with a view to providing further comment at a future meeting or via email)
02/06/2020 EAC Meeting	No questions taken on notice	

# EAC STATUS REPORT

## Environmental Advisory Committee

Supporting Officers  
MPD/PO



### Actions to be undertaken prior to the next meeting (or ongoing from a previous meeting)

Meeting Date	Actions to be taken	With the aim of / further comment or information
2/6/2020 EAC Meeting	Stray dogs – suggestions for website and social media pages	<p>Comment made: Seeking services of someone who specialises in human behaviour rather than relying on our own prejudices.</p> <p>Put in our existing Facebook pages or in newsletter and occasionally put up in the herald and be succinct about what we want to say. Keep bringing to the fore of people’s thinking. Education is important (Georgie) – if your dog is missing for twenty minutes in that time it probably killed three sheep. ** Side bars of the website – can animal info come up?</p>

### Completed Items (from Recommendations made to Council, Actions and Questions List.

Meeting Date, Item No	Item Name / Other Detail	Status / Action / Notes	Item No / Date / Res No. / Other comment
03/03/2020 EAC Meeting	7.1 Consideration of quotes for the preparation of a Shire of Toodyay Local Biodiversity Strategy	<p>That Council accepts the quotation from Strategen JBS&amp;G dated 30 Jan 2020 for the development of a Biodiversity Strategy for the Shire of Toodyay subject to Strategen JBS&amp;G confirming that their quoted fee is a fixed fee for the work.</p> <p>The reason the Committee Members chose Strategen JBS&amp;G instead of what the Officer recommended in their report was due to a unified perception that Strategen JBS&amp;G better met the scope and objectives of the Strategy.</p>	95/03/20 - That Council accepts the quotation from Strategen JBS&G dated 30 Jan 2020 for the development of a Biodiversity Strategy for the Shire of Toodyay subject to Strategen JBS&G confirming that their quoted fee is a fixed fee for the work.
14/01/2020 EAC Meeting	7.1 Update on Biodiversity Strategy	That Council receives the Planning Officer’s progress report in relation to the creation of the Shire of Toodyay’s Biodiversity Strategy.	Noted.

# EAC STATUS REPORT

## Environmental Advisory Committee

Supporting Officers  
MPD/PO



Completed Items (from Recommendations made to Council, Actions and Questions List.			
Meeting Date, Item No	Item Name / Other Detail	Status / Action / Notes	Item No / Date / Res No. / Other comment
2/6/2020 EAC Meeting	Copy of the AROC Waste Management Plan, and the EMS together with the Shire's Strategic Community Plan will be provided to the Committee via email.	Members to read the documentations. The Review of the EMS must also consider and be aligned with the current Strategic Community Plan.	This was sent out on 17 June 2020 and the link: <a href="https://www.toodyay.wa.gov.au/Council/Shire-of-Toodyay-Documents/Master-Plans">https://www.toodyay.wa.gov.au/Council/Shire-of-Toodyay-Documents/Master-Plans</a> was shared with members.
2/6/2020	<i>Terms of Reference</i>	<i>Committee Members requested an indication of what is contained in the guidelines that refer to the legislation and the legislation hasn't changed for some time.</i>	Information in relation to the terms of reference of the committee has been referred to in the June 2020 OCM.
6/9/2018 EAC Meeting  14/01/2020 EAC Meeting	6.4 - Floral Emblem for the Shire - Refer to Status report in March 2019 EAC Minutes. Council Resolution not found in regard to a floral emblem for the time.	MPD advised on 3/3/20 yet to see floral emblem. If any member can assist me there, I would appreciate that. If you are unable to assist, then Bethan will need to be approached for that. This was a matter raised by her.  What was the purpose behind having a floral emblem? Unless it has a specific purpose, I see it as a distraction. B Foley agreed.  Point of Order (Cr Manning) – item in the agenda headed “confirmation of minutes” and 5.3 is review of the EAC Status Report.  MPD wished to gauge the Committee's commitment to the items in this status report.	<b>At the 2 June 2020 Meeting:</b> This item discussed and necessity of having a floral emblem challenged.  Call to remove from the list and <i>Members reminded that from this point forward they should email the Manager Planning and Development any changes they wished to make and/or whether they wished to discuss separate items.</i>

# EAC STATUS REPORT

## Environmental Advisory Committee

Supporting Officers  
MPD/PO



Completed Items (from Recommendations made to Council, Actions and Questions List.			
Meeting Date, Item No	Item Name / Other Detail	Status / Action / Notes	Item No / Date / Res No. / Other comment
14/01/2020 EAC Meeting	Committee are favourable to receiving notification in respect to discussion papers and the like.	MPD advised that where he receives updates of an environmental nature, he will share them with the Committee.	<b>At the 2 June 2020 Meeting:</b> Call to remove from the list as noted.
14/01/2020 EAC Meeting	Ranger will be notified of the issue of roving dogs as per update from Cr Madacsi	Educate the community through the newsletter about roving dogs. RMO to do the article and provide to Executive Services ASAP.	<b>At the 2 June 2020 Meeting:</b> Call to remove from the list as noted.
14/01/2020 EAC Meeting	Rabbit control	Educate the community through the newsletter about this issue. RMO to do the article and provide to Executive Services ASAP.	<b>At the 2 June 2020 Meeting:</b> Call to remove from the list as noted.