Sustainability at CoM

Sustainability Policy

Sustainability Policy

Policy Type: Council Policy	Policy No. CP- 057
Policy Owner: Director Corporate Services	Last Review Date: 11 December 2018

Policy Objectives

The *Local Government Act 1995* (WA) Section 1.3(3) : *"In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity."*

The Council is committed to abide by the requirements of the *Local Government Act 1995* (WA) and recognises its responsibility to demonstrate leadership and work with community by delivering governance excellence leading towards an integrated environmentally, socially and economically sustainable future.

The objectives of this policy are to:
- provide a clear statement of Council's intent to make City of Melville a sustainable organisation (the City) and a sustainable community with the City to exercise leadership on sustainable development;
- provide guidance to City Officers on the information to be provided to the Council, that highlights the associated sustainability aspects, for decision making;
- acknowledge that sustainability is an ongoing strategic and operational objective and to provide a commitment to ensure sustainability consideration across City's functions ; and
- embedding sustainability aspects and considerations in City's existing and new frameworks, projects, plans, products and services and developing sustainability focused programs.

Policy Scope

This policy is applicable to the City of Melville, Council, corporate and community. This policy's coverage as applied for all of the City's functions, operations, products and services.

Policy Statement

The Council aims to define Sustainability as it means for the City as follows:

Delivering to the needs and aspirations of current and future generations through integration of environmental protection, social advancement and economic prosperity, ensuring excellence in governance and best value for money

The Council recognises that pursuing sustainability is a continuing process and therefore supports its integration with city's approach towards continual improvement. The Council acknowledges the different roles that City plays in the community and its responsibility to demonstrate leadership, therefore accepts it as City's responsibility to promote and support sustainable development across the community through focused programs, education and enabling services. The Council recommends the City for consideration of positive or negative externalities for budgeting and decision making.

The City will:

- maintain and strengthen the approach of sustainability considerations across its strategic frameworks, planning and operations ensuring community well-being.
- identify and monitor indicators across business strategies, informing plans and operations that reflect the City's performance on sustainability and set targets across these indicators for short and long term.
- establish and maintain a revolving fund to support sustainability initiatives that provide additional benefits through associated externalities.
- establish new and improve existing plans, programs, products and services to ensure provision of sustainable development in the community and across the City's operations and assets.
- proactively engage the staff and the community in upskilling and innovation by enabling programs that provide ecosystem to nurture for future needs and use of technology to drive sustainability.
- strengthen the City's adaptation and resilience efforts and engender them as critical aspects to all the city's future plans, assets and service.
- engage with other governments and businesses to explore opportunities and strengthen their performance on sustainability subjects.
- strengthen it's monitoring, and verification systems to ensure performance and proactive management as and when required.
- establish a sustainability reporting framework for the City (internationally benchmarked) to disclose it's performance.

DEFINITIONS:

Sustainability means
To meet the needs of current and future generations through integration of environmental protection, social advancement and economic prosperity, ensuring excellence in governance and best value for money

Externality means
The unintentional consequences (positive or negative) of an activity affecting others than those directly involved in the activity.

References that may be applicable to this Policy

Legislative Requirements:	Local Government Act 1995
Procedure, Process Maps, Work Instructions:	N/A
Other Plans, Frameworks, Documents Applicable to Policy:	N/A
Delegated Authority No:	N/A

ORIGIN/AUTHORITY		ITEM NO.
Ordinary Meeting of Council	11/12/2018	C18/5658

REVIEWS

Our Guide : Business Excellence Framework

Business excellence principles:

- Lead by example, provide clear direction, build organizational alignment and focus on sustainable achievement of goals.

- Understand what markets and customers value, now and into the future, and use this to drive organizational design, strategy, products and services.

- Continuously improve the system.

- Develop and value people's capability and release their skills, resourcefulness and creativity to change and improve the organization.

- Develop agility, adaptability and responsiveness based on a culture of continual improvement, innovation and learning.

- Improve performance through the use of data, information and knowledge to understand variability and to improve strategic and operational decision-making.

- Behave in an ethically, socially and environmentally responsible manner.

- Focus on sustainable results, value and outcomes.

City of Melville

Resources at libraries

LeisureFit Recreation Centres

Resource recovery and waste

GROWTH AND PROSPERITY

SENSE OF COMMUNITY

SAFE AND SECURE

WELLBEING

SUSTAINABLE AND CONNECTED TRANSPORT

CLEAN AND GREEN

HEALTHY LIFESTYLES

Network of roads

Parks and natural areas

Community wellbeing – the heart of what LG is here to achieve

Community aspirations – these are the issues that are essential to community wellbeing

Products and services – if we have targeted the right product/service to support, successfully delivery of our products & services will achieve the community outcomes.

Ideally our products/services achieve multiple outcomes. As example, our parks, which if neatly maintained with adequate lighting and park equipment can simultaneously support the 'clean and green', healthy lifestyles (by encouraging people to walk/exercise) and safe and secure outcomes (being safe from injury/harm).

Community Aspirations : Outcomes for the City

Working Together to Achieve Community Wellbeing For Today and Tomorrow

Community Outcome Indicator Score 2019:

CLEAN AND GREEN — 92% Agreed Their Local Area Is A Clean & Green Environment

GROWTH AND PROSPERITY — 83% Agreed the City Is A Place of Growth & Prosperity

HEALTHY LIFESTYLES — 90% Believed They Have A Healthy Lifestyle

SAFE AND SECURE — 92% Felt Safe Being Out In Public In Their Local Community

SENSE OF COMMUNITY — 77% Felt There Is A Sense of Community In Their Local Area

SUSTAINABLE AND CONNECTED TRANSPORT — 76% Felt There Is Sustainable & Connected Transport In the City

BUSINESS EXCELLENCE — The way we operate to achieve these outcomes is by applying the Australian Business Excellence Framework and principles.

Source: City of Melville Community Wellbeing Survey 2019

Outcomes & Goals

92%
Agreed Their Local Area Is A Clean & Green Environment

CLEAN AND GREEN

Working together to create a City with clean and green spaces and places.

In the 2019 Community Wellbeing Survey:

16.71%
Respondents Nominated C&G As Their Top Priority

16.96%
Respondents Nominated C&G As Their Second Priority

The heat map above illustrate the frequency of respondents nominating Clean & Green as their priority areas compared to the population of the suburb. The darker the colour, the greater percentage of times it was nominated as a priority (top or second).

Goals Contributing to Outcome Being Achieved:

Greening the City	Promoting Sustainable Environment
Reducing Carbon Emissions	Sustainable Energy Management
Sustainable Waste Management	Sustainable Water Management

Related Sustainable Development Goals:

3 GOOD HEALTH AND WELL-BEING | 6 CLEAN WATER AND SANITATION | 7 AFFORDABLE AND CLEAN ENERGY | 9 INDUSTRY, INNOVATION AND INFRASTRUCTURE | 11 SUSTAINABLE CITIES AND COMMUNITIES | 12 RESPONSIBLE CONSUMPTION AND PRODUCTION | 13 CLIMATE ACTION | 14 LIFE BELOW WATER | 15 LIFE ON LAND | 16 PEACE, JUSTICE AND STRONG INSTITUTIONS | 17 PARTNERSHIPS FOR THE GOALS

Goals & Indicators

Another Example

City of **Melville**

SAFE AND SECURE

92%
Felt Safe In Public In Their Local Community

Working together to create a City which is safe and secure at all times for all People.

In the 2019 Community Wellbeing Survey:

32.67%
Nominated S&S As Their Top Priority

12.22%
Nominated S&S As Their Second Priority

The heat map above illustrate the frequency of respondents nominating Safe & Secure as their priority areas compared to the population of the suburb. The darker the colour, the greater percentage of times it was nominated as a priority (top or second).

Goals Contributing to Outcome Being Achieved:

Being Prepared for An Emergency	People Feel Safe & Secure In All Places At All Times
Reduce Business Crime	Reduce Household Crime
Reduce Preventable Injuries	Reduce Transport Crashes
Safe & Secure Places & Environment	

Related Sustainable Development Goals:

1 NO POVERTY | 3 GOOD HEALTH AND WELL-BEING | 5 GENDER EQUALITY | 8 DECENT WORK AND ECONOMIC GROWTH | 9 INDUSTRY, INNOVATION AND INFRASTRUCTURE | 10 REDUCED INEQUALITIES | 11 SUSTAINABLE CITIES AND COMMUNITIES | 12 RESPONSIBLE CONSUMPTION AND PRODUCTION | 15 LIFE ON LAND | 16 PEACE, JUSTICE AND STRONG INSTITUTIONS | 17 PARTNERSHIPS FOR THE GOALS

Another Example

Engendering Across Frameworks

Community Wellbeing & Customer Satisfaction

clean and green | sustainable and connected transport | safe and secure | healthy lifestyles | sense of community | growth and prosperity

Products and Services

BL 1 Social | **BL 2** Environ-mental | **BL 3** Economic | **BL 4** Governance

Asset Management Framework
Community Safety and Crime Prevention Framework
Continuous Improvement Framework
Corporate Planning & Strategic Framework
Customer Service Framework
Environmental Management Framework
Governance and Integrity Framework
Information & Knowledge Management Framework
Leadership Framework
Marketing and Communications Framework
People Framework
Process Management Framework
Project Management Framework
Risk Management Framework
Stakeholder Relationships Framework'
Tendering and Contract Management Framework
Waste Management Framework

Directorate Overviews
Community Development Directorate Framework
Corporate Services Framework
Technical Services Framework
Urban Planning Services Framework

To support achieving the goals the City of Melville has developed frameworks for various Aspects of City's Business.

These frameworks are based upon the ADRI methodology (i.e. 'Approach, Deployment, Results, Improvement'), and ensures that our planned improvement actions are outlined within our frameworks.

Our performance against the frameworks and planned improvements is then assessed by both internal and external audits.

Integrated Management System

Benefits of ISO accredited Management Systems Standards

- Agreed by experts
- Consistency
- Compliance & Risk Management
- Efficiency & Effectiveness
- Alignment
- Continuous improvement
- Demonstrates your commitment

Policy : Environmental Management System

ENVIRONMENTAL POLICY

Policy Type: Council Policy	Policy No. CP- 030
Policy Owner: Executive Manager Organisational Development	Last Review Date: 19 June 2018

POLICY OBJECTIVES

To provide guidance and direction for the City of Melville (City) to minimise our impact on the environment and include climate change considerations in decision making.

POLICY SCOPE

The City is responsible for providing a broad range of services to residents and businesses, including parks and reserves, recreation and leisure facilities, libraries and community education, collection and disposal of waste, planning and building approvals, environmental health and civil construction.

This policy relates to all City operations, assets, staff and contractors providing services on behalf of the City.

POLICY STATEMENT

The City aims to prevent, manage and minimise environmental impacts associated with its activities, while conserving and enhancing the City of Melville's biodiversity and environmental quality, thereby maintaining and creating healthy surroundings for the community.

The City recognises that the global climate is changing as a result of an increase in the concentration of greenhouse gas emissions in the atmosphere and that human activities, in part, continue to contribute to increased greenhouse gas emissions along with other naturally occurring factors. The City recognises its role in promoting mitigation of greenhouse gas emissions from its operations and assets and leading the way for the community to reduce the emissions within the geographic boundaries of City of Melville.

The City recognises that climate change poses particular risks to the community and that the management of these risks will require an adaptation response.

The City will incorporate the principles of ecologically sustainable development within its decision making process to ensure the City of Melville's environment and resources efficiency improves over time.

The City will:

- Implement the Corporate Environmental Strategic Plan and incorporate the Environmental Management Process into its Business Management System to enhance awareness and the priority given to the environment;
- Implement and use management systems to plan, document, measure, monitor and analyse environmental performance including setting, assessing and reviewing objectives and targets;
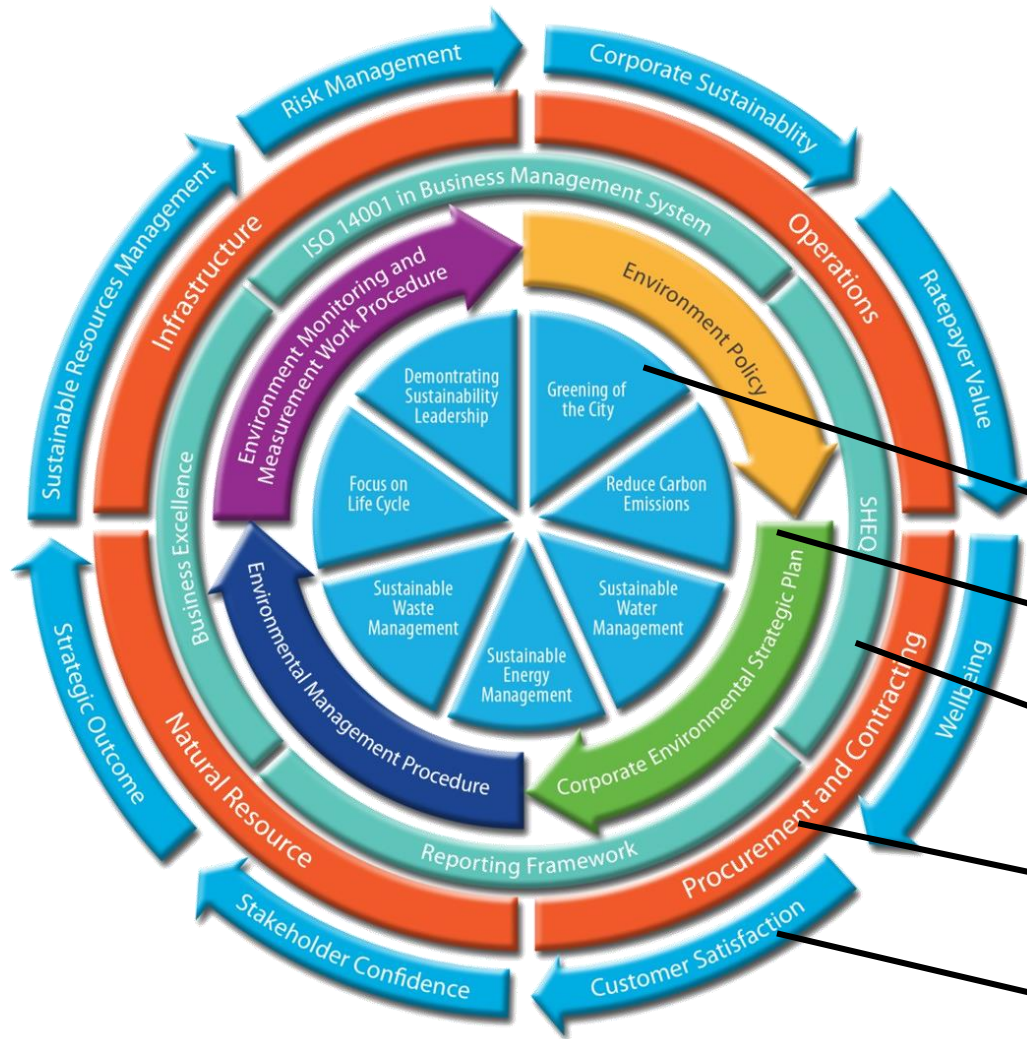
Plan Supporting Environmental Management System

Environmental Management Framework

These environmental Goals …

are being addressed in this approach …

which is planned and controlled under Management Systems…

to achieve results in these key areas …

to pursue these outcomes.

System Procedure

System Procedure
Environmental Management

No. SP-010

Latest Revision Details (Earlier revision History is listed at end of document)

Date amended	Description of Change	Revised by (Procedure Owner)	Reviewed by MLT (Date)	Endorsed by ELT for Approval (Date)
31/07/2019	Review: Minor Corrections and Updates	Jag Walia	08/08/2019	22/08/2019

Authorisation
Procedure Owner –Sustainability Coordinator
Directorate – Management Services
Reviewer – MLT
Approver – ELT

Other References that may be applicable to this Procedure

Legislative Requirements:	Refer to the legislative listing in the Safety, Health and Environment Risk and Legal Register
Delegated Authority:	
Plan / Policy / Framework:	BMS Manual CP-030 Environmental Policy Corporate Environmental Framework Corporate Environmental Strategic Plan
Procedures:	SP_012 Internal Audit Procedure SP_014 Management Review Procedure SP 007 Document Control Procedure Incident reporting and investigation procedure
Work Instruction / Process Maps:	Identifying Organisational Environmental Aspects Environmental Monitoring and Measurement
Forms / Supporting Documents (internal):	City of Melville Corporate Dictionary Safety, Health and Environmental Risk and Legal Register

Other Guiding Documents

Business Tools

5.4.1 Sustainability Value Test
- Refer to the Sustainability Scorecard: To be matched during decision making with the responses from the decision making forum.

Sustainability Scorecard

	Social	Economic	Environmental	Governance	Financial	Resultant
Score	-1	2	3	1	-2	0.6

	Environmental	Social	Economic	Governance	Financial Aspects
Pros / Positives / Opportunity	1. Solar PV at 2.Carpark bays to Bike Park	1.	1. Advertising revenue	N/A	The funds for these additional project aspects may Qualify for funding from the Sustainability Revolving Fund
Cons / Negatives / Drawback		1. Increase Traffic	1. Decrease footfall at ……	1. Increase City's workload to monitor and manage…	

City of Melville Sustainability Revolving Fund Guidelines

1. Introduction

The Sustainability Revolving Fund (SRF) is a complementary source of funding from the associated Sustainability Reserve to support organisational projects at COM and initiatives that foster the sustainable use of City of Melville owned assets and resources and the adoption of best practices.
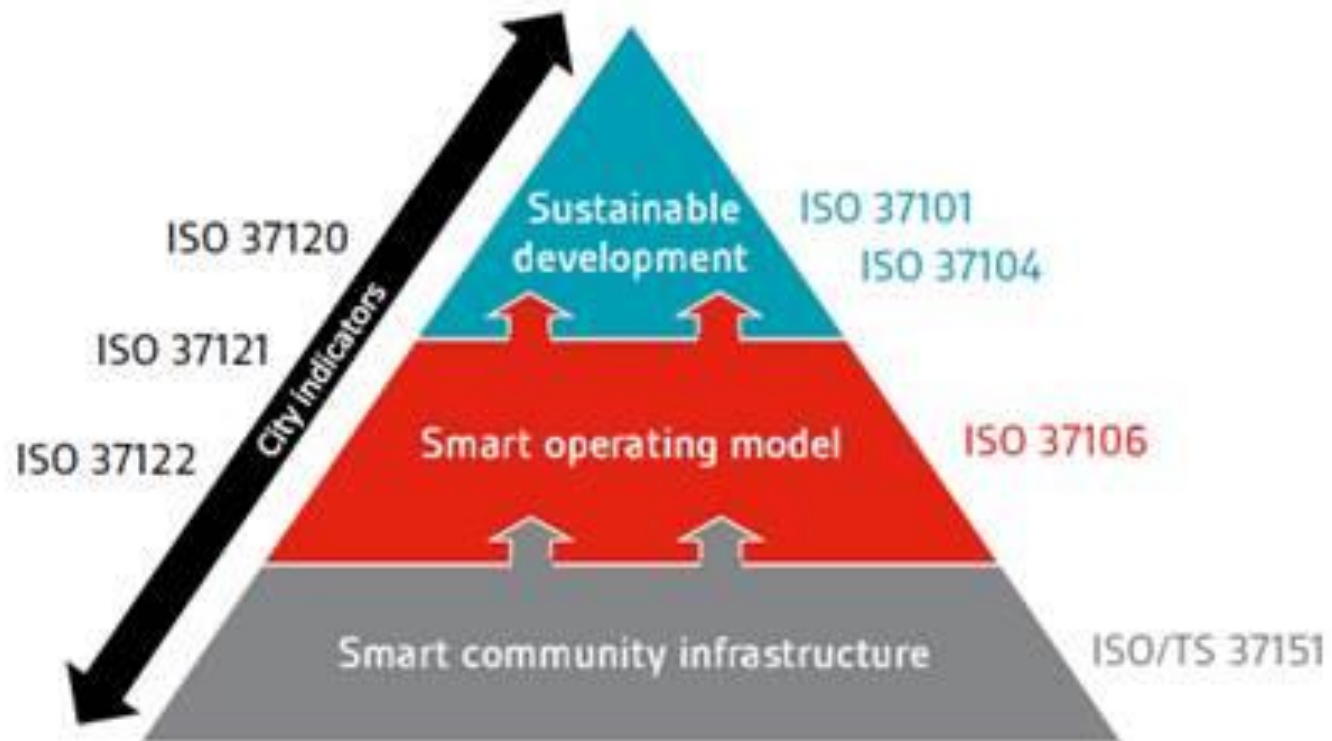
ENVIRONMENT:

Risk Statement	Aspect (Causes)	Impact (Effect)	City of Melville Priority?	Consequence Rating	Likelihood Rating	Risk Rating	Existing Controls	Consequence Rating	Likelihood Rating	Risk Rating	Proposed Controls	Responsible Officer	Operational Control Documents	Legislative, Regulatory and other Requirements	Environment or OSH Risk?
Drainage Construction and Maintainance activities result in noise pollution	Noise	• Noise pollution	Yes	Minor	Possible	MEDIUM	• Works carried out during normal working hours as per local government regulations 2010 • Personal protective equipment	Minor	Possible	MEDIUM	Monitor and review	Civil Assets Maintenance Supervisor	JHA	Environmental Protection Act 1986 (WA) and Environmental Protection (noise) Regulations 1997(WA)	Environment
Disposal of waste to landfill	Discharge to land / release to water; disposal of waste to landfill	• Pollution of soil and groundwater / stormwater	Yes	Minor	Likely	MEDIUM	• Recycling of materials where possible • Reuse of materials where possible • Purchasing policy • Disposal of material at approved handling site	Minor	Possible	MEDIUM	Further research into use of recycled materials	Civil Assets Maintenance Supervisor	Waste Minimization Policy – CP – 036, Procurement of Goods and Services CP –023 JHA	Litter Act 1979 (WA)	Environment
Spills and / or leaks from vehicles / machinery results	Discharge to land / release to water; spills / and	• Pollution of soil and		Minor		MEDIUM	• Spill absorbent material available at Operations Centre • Liaison with Swan River			MEDIUM	Develop procedures for spill management Training for staff in spill kit usage	Civil Assets		Environmental Protection Act 1986 (WA) and	

Contractor Safety, Health, Environment and Quality Induction

Smart Infrastructure for Sustainable Development

Questions