



Agenda Briefing Forum

AGENDA

to be held on
Thursday, 11 February 2021
at **6:00pm**, at the
EMRC Administration Office
1st Floor, 226 Great Eastern Highway
ASCOT WA 6104

Meeting Room: Council Chambers

Due to COVID-19 pandemic, all meetings of Council will be isolated within the Council Chambers and the public gallery will be situated in the adjoining function room and limited to numbers in accordance with Government COVID-19 stipulations.

The meeting will be recorded for administrative purposes only.

Per the meeting structure as adopted by the EMRC Council on 22 October 2020, there will be no public questions at Agenda Briefing Forums.

Public question time will continue as usual at Ordinary meetings of Council but questions may only be submitted electronically prior to the meeting, no later than 4.00pm on the day of the meeting to CouncilEnquiry@emrc.org.au

**EASTERN METROPOLITAN REGIONAL COUNCIL
AGENDA BRIEFING FORUM**

NOTICE OF MEETING

Dear Councillors

I wish to advise that an Agenda Briefing Forum will be held at the EMRC Administration Office, 1st Floor, 226 Great Eastern Highway, ASCOT WA 6104 on **Thursday, 11 February 2021**, commencing at **6:00pm**.



MARCUS GEISLER
Chief Executive Officer

8 February 2021

Please Note

If any Councillor/officer 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.

EMRC Council Members

Cr Jai Wilson (Chairman)	EMRC Member	Town of Bassendean
Cr Doug Jeans (Deputy Chairman)	EMRC Member	Shire of Mundaring
Cr Kathryn Hamilton	EMRC Member	Town of Bassendean
Cr Lorna Clarke	EMRC Member	City of Bayswater
Cr Giorgia Johnson	EMRC Member	City of Bayswater
Cr Janet Powell	EMRC Member	City of Belmont
	EMRC Member	City of Belmont
Cr Lesley Boyd	EMRC Member	City of Kalamunda
Cr Dylan O'Connor	EMRC Member	City of Kalamunda
Cr John Daw	EMRC Member	Shire of Mundaring
Cr Mel Congerton	EMRC Member	City of Swan
Cr Charlie Zannino	EMRC Member	City of Swan

EMRC Council Deputies

Cr Hilary MacWilliam	EMRC Deputy Member	Town of Bassendean
Cr Filomena Piffaretti	EMRC Deputy Member	City of Bayswater
Cr Phil Marks	EMRC Deputy Member	City of Belmont
Cr Cameron Blair	EMRC Deputy Member	City of Kalamunda
Cr Amy Collins	EMRC Deputy Member	Shire of Mundaring
Cr Ian Johnson	EMRC Deputy Member	City of Swan

AGENDA BRIEFING FORUM

AGENDA

11 February 2021

(REF: D2021/01029)

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1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

1.1 ACKNOWLEDGEMENT OF COUNTRY

Kaya Maaman, Kaya Yorga, Kaya Bridia
Ngalak kaartij windji ngalak nynininy
Nagalak kaartij nidja boodja baal Whadjuk Noongar Boodja ngalak nyininy
Koorah, Nitja yeyi, Boordahwan

Translation

Greetings everyone

We all understand where we are meeting.

We know that we meet on the lands of the Whadjuk Noongar people

Always was, always will be.

2 ATTENDANCE AND APOLOGIES

3 DISCLOSURE OF INTERESTS

4 ANNOUNCEMENT OF CONFIDENTIAL MATTERS FOR WHICH MEETINGS MAY BE CLOSED TO THE PUBLIC

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 report items are covered in Section 6 of this agenda:

4.1 *HAZELMERE WOOD WASTE TO ENERGY (WWTE) UPDATE (Ref: D2021/01362)*

4.2 *PROVISION OF CONSULTANCY SERVICES TO A LOCAL GOVERNMENT
(Ref: D2021/01110)*

5 REPORTS OF EMPLOYEES

5.1 *FOGO TRIAL AT RED HILL – INTERIM FACILITY UPDATE (MASS BALANCE)
(Ref: D2021/01365)*

5.2 *CORPORATE BUSINESS PLAN 2020-2021 – 2024-2025 PROGRESS REPORT
OCTOBER TO DECEMBER 2020 (Ref: D2021/01361)*

5.3 *WASTE EDUCATION UPDATE OCTOBER TO DECEMBER 2020 (Ref: D2021/01396)*

5.4 *URBAN AND NATURAL ENVIRONMENT ACTIVITY REPORT OCTOBER TO
DECEMBER 2020 (Ref: D2021/01330)*

5.5 *REVIEW OF DELEGATED POWERS AND DUTIES (Ref: D2021/01154)*



5.1 FOGO TRIAL AT RED HILL – INTERIM FACILITY UPDATE (MASS BALANCE)

REFERENCE: D2021/01365

PURPOSE OF REPORT

The purpose of this report is to provide an update on the processing of FOGO through the Mobile Aerated Floor System at Red Hill Waste Management Facility between August and December 2020.

KEY POINTS AND RECOMMENDATION(S)

- The Red Hill - FOGO Mobile Aerated Floor System (MAFS) was approved by the Department of Water and Environmental Regulation (DWER) on the 29 June 2020.
- The MAFS infrastructure was constructed and setup in July 2020.
- The MAFS has been processing FOGO waste from the Town of Bassendean (ToB) since 3 August 2020.
- The MAFS has received 1,423 tonnes of FOGO from August to December 2020, diverting 55% of ToB's general waste from landfill.
- The MAFS system has fully processed 384 tonnes of FOGO in three (3) batches between 3 August 2020 and 14 September 2020.
- The MAFS process has reduced the 384 tonnes of FOGO by 259 tonnes (67%) as result of moisture loss, and organic breakdown. Producing 125 tonnes (33%) of compost that is inclusive of contamination and oversized non-compostable green organics. Screening is required to remove the contaminates.
- The screening of the 125 tonnes of compost produced 61 tonnes (16%) of <10 mm compost and 64 tonnes (17%) of contaminated/oversize material, that was sent to landfill, that is subject to the landfill levy(\$70/tonne).

Recommendation(s)

That the report be noted.

SOURCE OF REPORT

Chief Project Officer

BACKGROUND

At the 21 March 2019 meeting of Council, it was resolved (D2019/04263):

"THAT:

- 1. THE EMRC BEGIN THE PROCESS OF DEVELOPING A LONG-TERM FOOD ORGANIC & GARDEN ORGANIC (FOGO) STRATEGY INCLUDING, IF REQUIRED, SEEKING EXPRESSIONS OF INTEREST FOR THE APPROPRIATE TECHNOLOGY TO IMPLEMENT LONG-TERM FOGO PROCESSING SOLUTIONS TO CATER FOR ALL MEMBER COUNCIL WASTE STREAMS.*
- 2. IN THE INTERIM, THE EMRC PROCEEDS WITH THE PROCUREMENT PROCESS AND LICENCE APPROVAL FOR THE ADDITION OF A TRIAL MOBILE AERATOR FLOOR (MAF) COMPOSTING SYSTEM FOR THE PROCESSING OF UP TO 10,000 TPA OF FOGO WASTE AT THE RED HILL WASTE MANAGEMENT FACILITY.*



Item 5.1 continued

3. APPROVES THE EXPENDITURE OF UP TO \$400,000 EX GST FOR THE PURCHASE AND INSTALLATION OF A SUITABLE MAF SYSTEM, INCLUDING HARDSTAND INSTALLATION AND THAT THE FUNDS BE ALLOCATED FROM THE SECONDARY WASTE RESERVE.
4. NOTES THAT INTERIM ARRANGEMENTS ARE AVAILABLE WITH SEVERAL THIRD PARTY PROCESSORS OF FOGO WASTE IF THE INSTALLATION OF A PROCESSING FACILITY OR THE LICENCE APPROVAL IS DELAYED FOR WHATEVER REASON BEYOND PLANNED START DATES FOR FOGO COLLECTIONS BY MEMBER COUNCILS.
5. ADVISE THE TOWN OF BASSENDEAN AND THE CITY OF BAYSWATER OF THE COUNCIL RESOLUTION AND AUTHORISE THE CEO TO ENTER INTO NEGOTIATIONS WITH THESE MEMBER COUNCILS FOR A SUITABLE PROCESSING ARRANGEMENT.
6. SEEK FUNDING SUPPORT FROM THE WASTE AUTHORITY FOR THE FOGO TRIAL AT THE RED HILL WASTE MANAGEMENT FACILITY.
7. THAT THE EMRC EXPLORE ALL MARKETING OPPORTUNITIES FOR THE COMPOST PRODUCT DURING THE FOGO TRIAL PERIOD.”

At its 6 December 2019 meeting Council resolved:

“THAT:

1. COUNCIL AWARDS SPARTEL PTY LTD AS THE PREFERRED TENDERER FOR TENDER RFT2019-006 – DESIGN, SUPPLY, INSTALL AND MAINTAIN A MOBILE AERATED FLOOR SYSTEM.
2. THE CEO BE AUTHORISED ON BEHALF OF THE EMRC TO ENTER INTO NEGOTIATIONS WITH THE PREFERRED TENDERER AND TO ENTER INTO A CONTRACT WITH PREFERRED TENDERER IN ACCORDANCE WITH THEIR SUBMITTED TENDER, SUBJECT TO ANY MINOR VARIATIONS THAT MAY BE AGREED ON BETWEEN THE CEO AND THE PREFERRED TENDERER.
3. COUNCIL AUTHORISE A 10% CONTINGENCY BASED ON THE TENDERED PRICE FOR ANY CONTRACT VARIATIONS THAT MAY ARISE FOR TENDER RFT2019-006.
4. THE IDENTITY OF THE SUCCESSFUL TENDERER BE REDACTED FOR LEGAL REASONS AND REMAIN CONFIDENTIAL UNTIL SUCH TIME THAT THE RESULTANT CONTRACT HAS BEEN FORMED”.

REPORT

Introduction

The Interim FOGO Facility (MAFS) was introduced to process 10,000 tonnes per annum of Food Organics and Garden Organics (FOGO) for the Town of Bassendean (ToB) and the City of Bayswater (CoB). The EMRC received a Works Approval to construct and operate the MAFS on the 29th June 2020. Subsequently the EMRC constructed the FOGO processing pad and prepared a biofilter in July 2020. The Mobile Aeration Floor (MAF) was delivered to the Red Hill Waste Management Facility (Red Hill) and set up on the new processing pad in late July 2020.

Landfill Diversion

The ToB started their FOGO collection and delivery to Red Hill on the 3 August 2020. The MAFS has received 1,423 tonnes of FOGO from the ToB FOGO collection between August and December 2020. The FOGO contamination rate is approximately 16.6% (236 tonnes from Aug to Dec 2020) as determined from the Mass Balance Analysis. The waste contamination includes but is not limited to: plastics, textiles, glass, electronics, garden tools, and gas bottles. Oversize green organics consists of sticks, branches, and logs that will not breakdown within the MAF system process unless pre-shredded.



Item 5.1 continued

The ToB's total waste to landfill over this period is 1,188 tonnes (952 tonnes general waste (red lid bin) and 236 tonnes of contaminated and oversize FOGO. This equals an average diversion rate of general waste from landfill of 50% during the first five (5) months of the FOGO collection, as can be seen in Table 1 below.

Please note, below tables and analysis only address the impact of moving from a general waste bin to a FOGO (lime green lid) and residual bin (red lid).

The yellow bin recycling rates have not been included, therefore the actual total recovery rates from kerbside collection are higher.

Table 1: Town of Bassendean - General Waste Diversion from Landfill Aug - Dec 2020

Month	General Waste (Tonnes)	FOGO Contamination (16.6%) Tonnes	FOGO (Tonnes)	Combined Weight (Tonnes)	Diverted from Landfill (%)
Aug-20	204	39	195	438	44.5%
Sep-20	169	52	263	485	54.2%
Oct-20	172	52	263	488	53.9%
Nov-20	180	47	238	466	51.2%
Dec-20	226	45	228	500	45.7%
Total	952	236	1187	2375	50.0%

Note: The average contamination from the FOGO is presently 16.6% as determined from the Mass Balance Analysis Summary in Table 4

The ToB disposed of 952 tonnes of general waste at the same time, with a combined total of 2,375 tonnes for both collections. In the same time period in 2019 the ToB disposed of 2,486 tonnes of waste to landfill. This would indicate that more than half of the general waste disposed to landfill in 2019, consisted of green organics.

Financial Benefits

The ToB has made an estimated saving on disposal fees of \$132,376 from August to December 2020 by introducing the FOGO collection.

The FOGO processing fee was, at the time of setting the budget, based on contamination rates experienced by similar operations in the greater Bunbury area. The assumed contamination rate was budgeted at 3%. The organic oversize/contamination is estimated to be at a 50/50 ratio. Therefore, total contamination is estimated to be 8% (from Table 4).

With the inability to separate organic material further and the relative high input contamination rate, the FOGO processing rate requires review as there are higher disposal costs to EMRC. Every 1% of additional contamination, increases the cost to the EMRC by at least \$1.40 per incoming FOGO tonne.

For comparison table 2 shows the various average rates per tonne.

Table 2: Town of Bassendean – Interim FOGO gate fee

Average unit cost (\$/tonne) comparison:	Gate fee	EMRC gate fee	Education levy	Landfill levy	SWC*
Pre FOGO trial ('old' general waste bin)	\$ 181.50	\$ 70.00	\$ 3.50	\$ 70.00	\$ 38.00
FOGO trial	\$ 88.50	\$ 85.00	\$ 3.50		
If contamination > 3%		No SWC	With SWC		
Additional cost to EMRC per % contamination		\$ 1.40	\$ 1.78		
With 5% contamination penalty (no SWC)	\$95.50				
With 5% contamination penalty (with SWC)	\$97.40				

*SWC – Secondary Waste Charge



Item 5.1 continued

The Bassendean savings for the period of \$132,376 would reduce by \$9,961 (no SWC) or \$12,665 (with SWC) to \$122,414 or \$119,711.

This will need to be followed up and discussed with the trial participants and to be resolved at the mid-year review and budget preparation for FY2021/22.

FOGO Processing Mass Balance

This section provides details of the mass balance of the ToB FOGO processed at Red Hill between the 3 August and 14 September 2020. The process is visually represented on the attached FOGO Interim Facility Operational Flow Chart with the following processing stages:

1. Composting
 - o 2 weeks of negative air pressure, to capture odours and pass through the biofilter.
 - o 6 weeks of positive air pressure using the MAF system, to promote aerobic composting.
2. Processed FOGO weighed and sent to Komtech 50mm screen.
3. Komptech Trommel Screen #01 <50mm weighed and landfilled (landfill levy applicable).
4. Komptech Trommel Screen #01 >50mm weighed and sent to Edge 10mm screen.
5. Edge Trommel Screen #02 <10mm weighed and landfilled (landfill levy applicable).
6. Edge Trommel Screen #02 >10mm weighed – final product.

During this time period three (3) batches of FOGO (384 tonnes) were fully composted using the MAF system. As result of organic breakdown and moisture loss the 384 tonnes was reduced to 172 tonnes of unscreened compost. The unscreened compost included waste contamination and oversize green organics.

The unscreened compost (172 tonnes) was subsequently fed through the Komptech Trommel Screen #01 (50mm diameter) that separated the compost into two (2) products and further processing losses:

- Processing losses (28 tonnes) resulted from further organic breakdown, moisture losses, and windblown light material.
- < 50mm product (31 tonnes) consists of the larger waste contamination and oversize green organics, this product was sent to landfill and was subject to the landfill levy.
- > 50mm compost (113 tonnes) was sent to Screen #02 (10mm) for further contamination removal

The > 50mm compost (113 tonnes) was then fed through Edge Trommel Screen #02 (10mm diameter) that separated the remaining compost into two (2) products and additional processing losses:

- Processing losses (19 tonnes) resulted from further organic breakdown, moisture losses, and windblown light material.
- < 10mm product (33 tonnes) consists of the smaller waste contamination and some greater than 10mm green organics, this product was sent to landfill and was subject to the landfill levy.
- > 10mm compost (61 tonnes) is the final saleable compost subject to passing AS 4454 conformance testing.



Item 5.1 continued

The full results of the FOGO mass balance are presented in Table 3 below:

Table 3: FOGO Mass Balance 4 Aug to Sep 2020

Process	Process Location	Weighbridge (Flow Chart Ref. No.)	Batch 01 (tonnes)	Batch 02 (tonnes)	Batch 02 (tonnes)	Totals
FOGO	Stage 01	1	103	123	158	384
Unscreened Compost		2	48	56	68	172
<i>Composting Losses (moisture, organic breakdown)</i>			55	67	90	212
Screen #01 (50mm)	Stage 02	2	48	56	68	172
<i>Screening Losses (moisture, organic breakdown & windblown light material)</i>			Not Recorded Estimate 8 tonnes	9	11	28
> 50mm	Landfill	3	11	9	10	31
< 50mm	Stage 02	4	29	37	47	113
Screen #02 (10mm)	Stage 02	4	29	37	47	113
<i>Screening Losses (moisture, organic breakdown & windblown light material)</i>			5	5	8	19
10 - 50mm	Landfill	5	7	16	10	33
< 10mm (Compost for Testing & Sale)	Stage 02	6	16	16	29	61

In summary, the three (3) batches of FOGO started at 384 tonnes resulting in the production of 61 tonnes of compost and 64 tonnes of waste contamination/oversize green organics going to landfill. The processing losses amounted to 259 tonnes which includes moisture losses, organic breakdown, and windblown light material (during screening). The mass balance summary is presented in Table 4 below:

Table 4: FOGO Mass Balance Summary

Summary	Tonnes	Percentage
FOGO	384	100%
Process Losses (Moisture, organic breakdown, and windblown light material)	259	67%
Contaminated/Oversize to Landfill (Levy Applicable)	64	17%
Compost	61	16%

STRATEGIC/POLICY IMPLICATIONS

Key Result Area 1 – Environmental Sustainability

- 1.1 To provide sustainable waste disposal operations
- 1.2 To improve regional waste management

The Food Organics & Garden Organics (FOGO) Recovery Strategy



Item 5.1 continued

FINANCIAL IMPLICATIONS

The adopted 2020/2021 Annual Budget provides for the capital and operating expenses for the Interim FOGO Processing.

SUSTAINABILITY IMPLICATIONS

The interim FOGO facility is part of the long-term strategy of the EMRC to be ready for the implementation of FOGO collections from the member Councils over the next few years.

RISK IMPLICATIONS

RISK: Risk of odours impacting Red Hill community, licence breach or poor product quality.		
Consequence	Likelihood	Rating
Moderate	Unlikely	Medium
Action/Strategy		
MAF designed to mitigate odours with correct operation, training provided and ongoing support. Waste education officers assisting participants with FOGO education.		

MEMBER COUNCIL IMPLICATIONS

Member Council	Implication Details
Town of Bassendean	} The Town of Bassendean and the City of Bayswater are participating in the interim FOGO Facility
City of Bayswater	
City of Belmont	} The learnings and outcomes of the Interim FOGO Facility will benefit all member Councils for the development of future permanent FOGO facility and the implementation of FOGO across the Region.
City of Kalamunda	
Shire of Mundaring	
City of Swan	

ATTACHMENT(S)

FOGO Interim Facility Operational Flow Chart (Ref: D2021/01542)

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION(S)

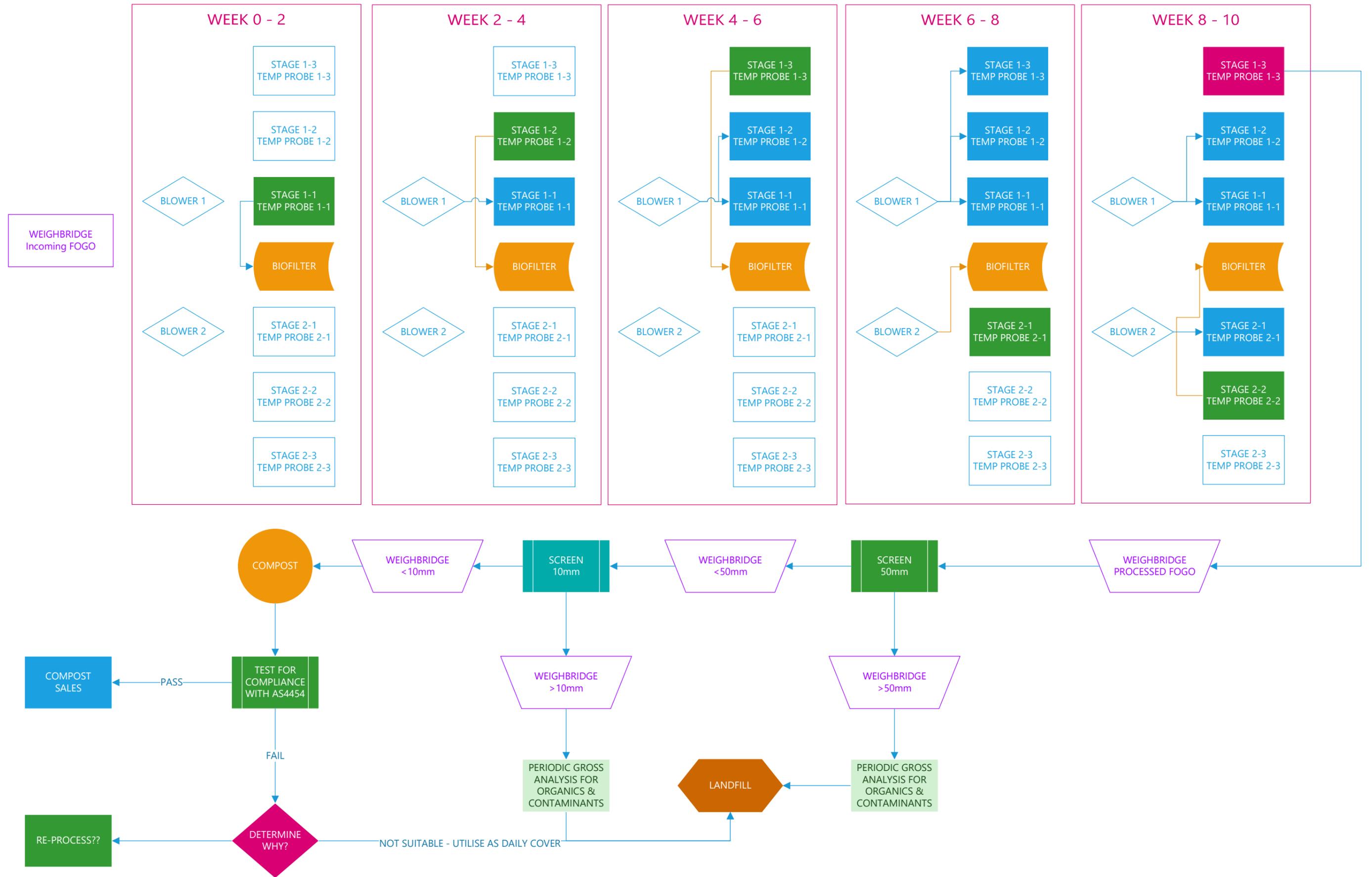
That the report be noted.

COUNCIL RESOLUTION(S)

MOVED CR

SECONDED CR

FOGO INTERIM FACILITY – STAGE 01 OPERATIONAL FLOW CHART – TOWN OF BASSENDEAN FOGO ONLY





5.2 CORPORATE BUSINESS PLAN 2020/2021 – 2024/2025 PROGRESS REPORT OCTOBER TO DECEMBER 2020

REFERENCE: D2021/00824

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 2020/2021 – 2024/2025 for the period October to December 2020.

KEY POINTS

- 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 operations.
- 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 2020/2021 – 2024/2025 on 23 July 2020 (D2020/10763).
- The attachment to this report provides a progress report against the key actions identified within the Corporate Business Plan 2020/2021 – 2024/2025 for the period October to December 2020.

SOURCE OF REPORT

Chief Sustainability Officer

BACKGROUND

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 operations.

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).

Council adopted the EMRC's Corporate Business Plan 2020/2021 – 2024/2025 on 23 July 2020 (D2020/10763), for activities progressed from 1 July 2020 onwards.



Item 5.2 continued

REPORT

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 achievement of 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.”*

The Corporate Business Plan 2020/2021 – 2024/2025 has been 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 2020.

The attachment to this report provides the quarterly progress report against activities identified within the Corporate Business Plan 2020/2021 – 2024/2025 for the period October to December 2020.

STRATEGIC/POLICY IMPLICATIONS

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

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

SUSTAINABILITY IMPLICATIONS

The Corporate Business Plan 2020/2021 – 2024/2025 identified projects, programs and services for the benefit and sustainability of Perth’s Eastern Region.

RISK MANAGEMENT

RISK: That Council agreed key actions are not delivered in accordance with the Corporate Business Plan.		
Consequence	Likelihood	Rating
Possible	Insignificant	Low
Action / Strategy		
<ul style="list-style-type: none">• Regular and ongoing reviews and quarterly updates ensure staff continue to be apprised of the deliverables and agreed timeframes.		



Item 5.2 continued

MEMBER COUNCIL IMPLICATIONS

Member Council	Implication Details
Town of Bassendean	} As outlined in the attachment
City of Bayswater	
City of Belmont	
City of Kalamunda	
Shire of Mundaring	
City of Swan	

ATTACHMENT(S)

Corporate Business Plan 2020/2021 – 2024/2025 2nd quarter Progress Report for the period October to December 2020 (D2021/01393)



Corporate Business Plan 2020/2021 – 2024/2025

Progress Report – Second Quarter 2020/2021

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 2020/2021 – 2024/2025 (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 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 July 2020. 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 2020 to June 2021 are provided quarterly within this document and are against the current adopted Plan.

Marcus Geisler
Chief Executive Officer

Key Result Area 1 Environmental Sustainability

Objective

1.1 To Provide Sustainable Waste Disposal Operations

1.1.1 Minimise the Environmental Impact of Waste Management Operations

Key Actions	Quarter	Comments
Prepare and submit annual Monitoring and Compliance Reports: <ul style="list-style-type: none"> ➤ Hazelmere ➤ Offset Compliance ➤ Red Hill 	July - September 2020	<ul style="list-style-type: none"> ➤ Compliance Assessment Report submitted for the Wood Waste to Energy in July. ➤ Compliance Assessment Report submitted and the Resource Recovery Facility in July.
	October -December 2020	Nil this quarter
	January - March 2021	
	April - June 2021	
Develop and implement programs to ensure compliance with environmental legislative requirements: <ul style="list-style-type: none"> ➤ Water monitoring ➤ Revegetation ➤ Native Fauna ➤ Feral Animal Control 	July - September 2020	<ul style="list-style-type: none"> ➤ July water monitoring completed for both the Red Hill Waste Management Facility and the Hazelmere Resource Recovery Park. ➤ Remaining revegetation works and weed management works ongoing following the major annual tree planting day. ➤ Contract with contractor to under the feral animal control program ceased on 29-9-2020. RFQ issued to continue the program with the successful bidder awarded on the contract on 22/8/2020.
	October -December 2020	<ul style="list-style-type: none"> ➤ Quarter 4 water monitoring completed for the Red Hill Waste Management Facility. ➤ Revegetation survey of the Red Hill Waste Management Facility offsets area completed in October. ➤ Annual Native Fauna Survey completed in Ooctober ➤ Feral animal control – spotlighting and shooting event completed in October.
	January - March 2021	
	April - June 2021	
Rehabilitate former landfill cells	July - September 2020	Nil this quarter.
	October -December 2020	Planning and prepartion work including ordering of tubestock and seed completed in preparation for 2021 winter planting.
	January - March 2021	
	April - June 2021	

Key Actions	Quarter	Comments
Prepare National Greenhouse and Energy (NGERS) Report	July - September 2020	Draft NGERS report completed. Due for submission by 31-10-2020
	October -December 2020	NGERS report submitted prior to deadline of 31/10/2021.
	January - March 2021	
	April - June 2021	
Prepare National Pollutants Inventory (NPI) Report	July - September 2020	NPI report completed. Due for submission by 31-9-2020, submitted 3-9-2020.
	October -December 2020	N/A this quarter.
	January - March 2021	
	April - June 2021	
Implement Offset Program (Lots 501 and 82)	July - September 2020	Nestbox inspection undertaken by Insight Ornithology 3/7/2020. Fuel load assessment undertaken with prescribed burn planned for late September/early October. Monthly fence checks undertaken around perimeter of Lot 501 for July, August and September.
	October -December 2020	Revegetation survey of the Red Hill Waste Management Facility offsets area completed in October Nestbox inspection undertaken by Insight Ornithology in December.
	January - March 2021	
	April - June 2021	
Audit Environmental Management System ISO14001:2015 and implement improvements (where required)	July - September 2020	N/A this quarter
	October -December 2020	N/A this quarter
	January - March 2021	
	April - June 2021	
Responsible	Chief Projects Officer	

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

Key Actions	Quarter	Comments
Construct infrastructure, as required (roads and car parks)	July - September 2020	Nil this quarter
	October - December 2020	Nil this quarter
	January - March 2021	
	April - June 2021	
Construct Waste Management Facility Buildings	July - September 2020	Nil this quarter
	October -December 2020	Preliminary planning for Workshop No.3
	January - March 2021	
	April - June 2021	
Extend Red Hill Administration Office	July - September 2020	This project has been removed from 2020/2021 Budget - refer BL
	October -December 2020	This project has been removed from 2020/2021 Budget - refer BL
	January - March 2021	
	April - June 2021	
Purchase/Replace Security System Red Hill	July - September 2020	The RFQ for the Consultancy Services for the Development of a CCTV Security System has now been completed and the successful company will be appointed to develop the scope of supply for a CCTV security system to be located at the Red Hill Waste Management Facility.
	October -December 2020	A feasibility report was developed by the consultant and submitted in December 2020 – to be reviewed and progressed for the Tender documentation.
	January - March 2021	
	April - June 2021	
Construct stormwater and siltation ponds, as required	July - September 2020	Nil this quarter
	October -December 2020	Nil this quarter
	January - March 2021	
	April - June 2021	

Key Actions	Quarter	Comments
Review costs related to post closure management of the Red Hill Waste Management Facility	July - September 2020	Completed in June 2020
	October -December 2020	Nil this quarter
	January - March 2021	
	April - June 2021	
Construct access roads and install power supply to Lots 8,9 and10	July - September 2020	Access road in progress, investigating power supply options.
	October -December 2020	Access road complete, with exception of top coat; power supply options still being investigated.
	January - March 2021	
	April - June 2021	
Construct drainage diversion and earthworks infrastructure as required	July - September 2020	Nil this quarter
	October -December 2020	Nil this quarter
	January - March 2021	
	April - June 2021	
Responsible	Chief Projects Officer	

1.1.3 Review and Implement the Red Hill Development Plan

Key Actions	Quarter	Comments
Implement the Red Hill Development Plan	July - September 2020	Nil this quarter, needs to be updated to include new details on proposed Class IV Stage 3 development when available.
	October - December 2020	Nil this quarter
	January - March 2021	
	April - June 2021	
Design and Construct Class IV Cell Stage 2	July - September 2020	The Class IV Stage 2 cell is presently operational and accepting Class IV wastes. Due to weathering the original drainage layer overlaying the lining system deteriorated, and needs to be reinstated. The work to reinstate the drainage layer is dependent on waste acceptance volumes and will be completed as and when needed. Nil this quarter.
	October - December 2020	On going replacement of protection layer as the Cell is filled
	January - March 2021	
	April - June 2021	
Construct Class III Cell Stage 16	July - September 2020	The Stage 16 Class III cell construction tender was advertised on the 8 th Aug with responses from three contractors. The recommendation report is complete and will be presented to the October council meeting. It is expected, on council approval, that the construction will commence late October and be commissioned Mar/Apr 2021.
	October - December 2020	Contract awarded to Raubex; works commenced on site in December
	January - March 2021	
	April - June 2021	
Construct Class III Cell Stage 17	July - September 2020	Nil this quarter
	October -December 2020	Nil this quarter
	January - March 2021	
	April - June 2021	

Key Actions	Quarter	Comments
Amend licence requirements based on operational changes	July - September 2020	<ul style="list-style-type: none"> ➤ Formal approval given by EPA on 1/7/2020 to change Ministerial Condition 7.7 for Ministerial Statement 274 in relation to the request to reduce water monitoring frequency at the Red Hill Waster Management Facility. ➤ Licence amendment application approved by DWER on 29/6/2020 for the interim FOGO Facility at the Red Hill Waste Management Facility. ➤ Licence amendment application approved by DWER on 27/8/2020 for the for acceptane and processing of Western Power Poles at HRRP. ➤ Works approval applicaton approved by DWER on 24/8/2020 for construction works to commence on the Waster Transfer Station and the Community Recycling Centre. ➤ Works approval application approved by DWER on 14/7/2020 for construction works to commence on Stage 14 Class III landfill cell at the Red Hill Waste Management Facility.
	October -December 2020	<ul style="list-style-type: none"> ➤ Licence amendment application approved by DWER on 4/11/2020 for the shredding of Western Power Poles at the Red Hill Waste Management Facility.
	January - March 2021	
	April - June 2021	
Construct FOGO processing area and purchase Plant	July - September 2020	Processing area constructed, equipment purchased, some items pending delivery and implementation.
	October - December 2020	Largely complete in December, apart from final training and handover of plant / equipment
	January - March 2021	
	April - June 2021	
Develop and construct Liquid Waste Processing area and purchase Plant	July - September 2020	Liaising with DWER and EPA for a pathway forward.
	October -December 2020	Submitted a S45C application on 27/11/2020 for Lot 10 to be included in MS462 and approval for the Liquid and Solid Waste Treatment Facility.
	January - March 2021	
	April - June 2021	

Key Actions	Quarter	Comments
Develop Lots 8, 9 & 10 for future waste activities	July - September 2020	Due to adverse weather conditions, the contractor (Raubex) demobilised for June, July, and August. Raubex has remobilised to site in September and is expected to complete the works by Nov/Dec 2020.
	October -December 2020	Submitted a S45C application on 30/11/2020 for Lot 10 to be included in MS462 and approval for the Liquid and Solid Waste Treatment Facility.
	January - March 2021	
	April - June 2021	
Develop PFAS processing and repository options	July - September 2020	Options under development.
	October - December 2020	Options still under development.
	January - March 2021	
	April - June 2021	
Upgrade power supply to Workshop (No.2)	July - September 2020	Nil this quarter. This project will be established once construction of Workshop 3 commences.
	October - December 2020	Options for power supply have been reviewed
	January - March 2021	
	April - June 2021	
Construct Workshop (No.3)	July - September 2020	The construction specification and drawings will be complete late September and the RFT shall be advertised towards the end of September, along with the Hazelmere Administration Workshop. The tender assessment reports will be prepared for the December council meeting. Construction is anticipated to commence January 2021.
	October - December 2020	Location of Workshop being review – impact of EastLink (Main Roads WA)
	January - March 2021	
	April - June 2021	
Negotiate to purchase additional land adjoining the RHWMF	July - September 2020	Negotiation complete, contract signed, deposit paid.
	October - December 2020	Complete
	January - March 2021	
	April - June 2021	
Responsible	Chief Projects Officer	

1.1.4 Red Hill Waste Management Facility Operations

Key Actions	Quarter	Comments
Oversee and guide operations of all developed projects at the RHWMF in accordance with the Red Hill Development Plan	July - September 2020	Interim FOGO facility (Stage 1 and 2) commissioned, Stage 14 landfill cell being prepared for waste acceptance.
	October -December 2020	Commenced landfilling Class III Stage 14 cell – preparing Stage 15 landfill cell for final capping and rehabilitation
	January - March 2021	
	April - June 2021	
Purchase replacement plant as per asset management plan	July - September 2020	Progressing as per the Red Hill Waste Management Facility 2020/2021 Plant Replacement Program.
	October -December 2020	Progressing as per the Red Hill Waste Management Facility 2020/2021 Plant Replacement Program.
	January - March 2021	
	April - June 2021	
Purchase/Replace vehicles Red Hill	July - September 2020	Vehicles currently being replaced in accordance with Fleet Policy.
	October -December 2020	Vehicles currently being replaced in accordance with Fleet Policy.
	January - March 2021	
	April - June 2021	
Responsible	Chief Operating Officer	

1.1.5 Operate Member Council's Transfer Stations where applicable

KEY ACTIONS	QUARTER	COMMENTS
Operate Shire of Mundaring Transfer Stations	July - September 2020	The EMRC continued operating the Shire of Mundaring Community Recycling Centres ensuring an effective service for the Shire of Mundaring community.
	October -December 2020	The EMRC continued operating the Shire of Mundaring Community Recycling Centres ensuring an effective service for the Shire of Mundaring community.
	January - March 2021	
	April - June 2021	
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	Quarter	Comments
Continue to deliver the Household Hazardous Waste Program	July - September 2020	The Household Hazardous Waste Collection Program continued at the Facility with our quarterly collection by the WALGA Contractor completed in August 2020 with a total of 10.40 tonnes of HHW collected and 3.75 tonnes of Paint collected under the Federal Paintback Program for this period.
	October -December 2020	The Household Hazardous Waste Collection Program continued at the Facility with our quarterly collection by the WALGA Contractor completed with a total of 27.20 tonnes of HHW and Paint collected.
	January - March 2021	
	April - June 2021	
Responsible	Chief Operating Officer	

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

Key Actions	Quarter	Comments
Develop and distribute the Annual Waste and Recycling Guide to member Councils.	July - September 2020	Digital copies of guides distributed to member Councils. Amendments made to Town of Bassendean FOGO guide and uploaded to Rgang website.
	October -December 2020	Commenced review of guides to begin 2021/22 planning.
	January - March 2021	
	April - June 2021	
Develop FOGO collateral in conjunction with DWER	July - September 2020	Revised previous graphics that are part of the Waste Sorted material and tailoring for: <ul style="list-style-type: none"> ➤ Feather Flags for the 3-bin system. ➤ Posters & street boards following rollout - advising the FOGO system has arrived. ➤ Adding QR code to display signage ➤ FOGO approved stamp for businesses
	October -December 2020	Material utilising Waste Sorted tool kit for: FOGO bin tagging post card Thank you bin tagging post card
	January - March 2021	
	April - June 2021	

Key Actions	Quarter	Comments
Continue to implement the Waste Education Strategy	July - September 2020	New strategy document being revised by the Chief Sustainability Officer.
	October -December 2020	No further updates at this stage
	January - March 2021	
	April - June 2021	
Develop and deliver waste education resources and tools to support behaviour change.	July - September 2020	New resources: <ul style="list-style-type: none"> ➤ 'Party' loan box – contains 48 sets of reusable cups, plates, bowls, napkins and cutlery, & bunting. ➤ 'Plastic Not So Fantastic' loan box – worksheets, games, childrens and adults books. ➤ Virtual site tour video of the Red Hill Waste Management Facility. Currently in development: <ul style="list-style-type: none"> ➤ A mobile wash-up station for use at community and school events which includes reusable crockery and cutlery.
	October -December 2020	Continuing development of wash up station. The following loan kits were borrowed by the community: Paper making kit Early years loan box Party loan box Waste audit loan kit
	January - March 2021	
	April - June 2021	
Facilitate Earth Carer's training courses	July - September 2020	Documentary Screening – 'The Story of Plastic' on August 27. A total of 62 people (online and inhouse) attended. Course content is currently being reviewed.
	October -December 2020	Workshops – Low waste decorations and gift wrapping, sustainable gift giving, bees wax wraps Tour – Alcoa worm farm
	January - March 2021	
	April - June 2021	

Key Actions	Quarter	Comments
Support and participate in the development and implementation of WA Waste initiatives	July - September 2020	Deliver social media content which aligns with State Government WasteSorted collateral. Working with Waste Wise Schools program to develop Year 12 Geography ATAR content. Hosted joint Waste Wise Schools/Clean Schools workshop at Red Hill Waste Management Facility.
	October -December 2020	Ongoing
	January - March 2021	
	April - June 2021	
Promote and co-ordinate Waste Education Tours, including FOGO	July - September 2020	11 tours conducted (476 attendees)
	October -December 2020	7 tours conducted (197 attendees)
	January - March 2021	
	April - June 2021	
Continue to deliver the Battery Collection Program	July - September 2020	Repaired two CFL collection cabinets and replaced broken cabinet at Midland Gate Shopping Centre. Provide equipment to Parkerville Primary School, Greenmount Primary School and Beechboro Primary School; Sent updates and participant certificates to Public Place drop-off points.
	October -December 2020	Equipment dropped off at Mundaring Christian College Secondary, Ellenbrook School of Early Learning, Ashfield Primary School, and Darlington Primary School. Battery Competition participation certificates, collection roster and annual resource letter posted out to schools
	January - March 2021	
	April - June 2021	
Develop Waste Plans for the EMRC and member Councils	July - September 2020	<ul style="list-style-type: none"> ➤ Kalamunda waste plan endorsed by Council in July and by DWR in September. Presently one of only two DWER Endorsed plans (Cockburn); ➤ Mundaring Bayswater & Belmont have submitted their drafts; ➤ EMRC draft plan submitted to council and approved – September 24th ➤ EMRC finalised Waste Plan submitted to DWER for comment & endorsement - September 29th ➤ City of Swan and Town of Bassendean are generating and circulating their plans as per their target goals.
	October -December 2020	EMRC draft plan being updated
	January - March 2021	
	April - June 2021	
Responsible	Chief Sustainability Officer	

1.2.3 Provide a Waste Management Advisory Service

Key Actions	Quarter	Comments
Undertake contaminated sites investigations (where required)	July - September 2020	Proposal submitted on 17/7/2020 to undertake a contaminated site and geotechnical investigation in Bayswater.
	October -December 2020	Nil this quarter.
	January - March 2021	
	April - June 2021	
Provide environmental consultancy service to member Councils and other clients (where required)	July - September 2020	Proposal submitted on 17/7/2020 to undertake a contaminated site and geotechnical investigation in Bayswater.
	October -December 2020	Nil this quarter.
	January - March 2021	
	April - June 2021	
Responsible	Chief Projects Officer	

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

1.3.1 Establish a Resource Recovery Facility (RRF)

Key Actions	Quarter	Comments
Implement Council resolution relating to RRF tender	July - September 2020	Liaising with HZI as required.
	October -December 2020	Liaising with HZI as required, plant under construction
	January - March 2021	
	April - June 2021	
Prepare annual report on Ministerial Conditions for the RRF	July - September 2020	CAR prepared and submitted in August.
	October -December 2020	N/A this quarter.
	January - March 2021	
	April - June 2021	
Investigate options for resource recovery technologies at the Red Hill Waste Management Facility including the processing of FOGO waste	July - September 2020	Permanent FOGO processing facility being progressed, feasibility study completed.
	October -December 2020	Request for tender documentation in preparation in conjunction with TOG
	January - March 2021	
	April - June 2021	
Responsible	Chief Projects Officer	

1.3.2 Develop the Hazelmere Resource Recovery Park

Key Actions	Quarter	Comments
Review and update Hazelmere Development Plan	July - September 2020	Development Plan being prepared.
	October -December 2020	Development Plan has been updated and will be presented to Council in early 2021
	January - March 2021	
	April - June 2021	
Construct and commission Community Transfer Station and Plant and Equipment	July - September 2020	Business case being developed.
	October -December 2020	Business case being developed.
	January - March 2021	
	April - June 2021	
Construct and commission Site/Administration Office	July - September 2020	Design for administration & workshop office complete, Council approved business case and budget allocation. Request for tender being developed.
	October - December 2020	Contract awarded to Bistel, detailed design complete, early works initiated.
	January - March 2021	
	April - June 2021	
Construct and commission Community Reuse & Recycling Centre (CRC)	July - September 2020	Business case being developed.
	October -December 2020	Business case being developed.
	January - March 2021	
	April - June 2021	
Construct and commission Commercial Transfer Station and Plant and Equipment	July - September 2020	Council approved business case and budget allocation to progress detailed design and request for tender.
	October - December 2020	Detailed design has commenced, contract awarded to ACOR.
	January - March 2021	
	April - June 2021	

Key Actions	Quarter	Comments
Construct and commission Site Workshop	July - September 2020	Refer to comments regarding Site/Administration Office above.
	October - December 2020	Included as part of Admin Centre
	January - March 2021	
	April - June 2021	
Construct and commission site infrastructure	July - September 2020	Completed roadworks and fencing for community entrance in Lakes Road.
	October - December 2020	Western Power pole processing area, adjacent to the C&I Building, was fenced.
	January - March 2021	
	April - June 2021	
Construct Reuse Store infrastructure (car park)	July - September 2020	Deferred.
	October -December 2020	Deferred.
	January - March 2021	
	April - June 2021	
Finalise peppercorn lease for CDS site	July - September 2020	Lease agreement prepared, Workpower have deferred proceeding with the Refund Point at Hazelmere.
	October - December 2020	Lease being finalised with Workpower.
	January - March 2021	
	April - June 2021	
Wood Waste to Energy (WWTE) and Plant, Equipment and Buildings	July - September 2020	Construction progressing.
	October -December 2020	Construction progressing.
	January - March 2021	
	April - June 2021	

Key Actions	Quarter	Comments
WWTE Utilities and Infrastructure	July - September 2020	Being developed as required.
	October - December 2020	Being developed as required.
	January - March 2021	
	April - June 2021	
Construct Noise Control Fencing	July - September 2020	Planning for implementation.
	October - December 2020	Investigation underway
	January - March 2021	
	April - June 2021	
Prepare and submit WWTE Facility commissioning compliance Report to DWER	July - September 2020	Not required, plant still being constructed.
	October -December 2020	Not required, plant still being constructed
	January - March 2021	
	April - June 2021	
Prepare and submit Ministerial Conditions Report to the EPA	July - September 2020	CAR prepared and submitted in July.
	October -December 2020	N/A this quarter.
	January - March 2021	
	April - June 2021	
Monitor groundwater at the Hazelmere Resource Recovery Park with the aim of removing the site as a 'potentially' contaminated site.	July - September 2020	This has been completed. The Hazelmere Resource Recovery Park was removed from the Contaminated Sites Database in November 2019.
	October -December 2020	Completed. See comments previous quarter.
	January - March 2021	
	April - June 2021	
Responsible	Chief Projects Officer	

1.3.3 Hazelmere Resource Recovery Park (HRRP) Operations

Key Actions	Quarter	Comments
Oversee and guide operations of all developed projects at the HRRP in accordance with the HRRP Development Plan	July - September 2020	The EMRC continued operating the develop projects within the HRRP in particular the Waste Timber Processing Facility to supply bedding material to the West Australian Broiler Growers Association. A further 5 year supply contract was endorsed.
	October - December 2020	On-going as required.
	January - March 2021	
	April - June 2021	
Provide environmental consultancy service to member Councils and other clients (where required)	July - September 2020	Nil this quarter
	October -December 2020	Nil this quarter.
	January - March 2021	
	April - June 2021	
Responsible	Chief Projects Officer	

1.3.4 Identify Markets and develop Resource Recovery Products in order to reduce waste going to landfill

Key Actions	Quarter	Comments
Increase volume into EMRC resource recovery infrastructure	July - September 2020	Cold calling activities in the south west metro region to promote wood waste disposal.
	October -December 2020	Investigate opportunities for a contract with Western Power for recycling non-treated power poles.
	January - March 2021	
	April - June 2021	
Implement the marketing strategy for Biochar (WWTE)	July - September 2020	Materials Safety Data Sheet currently being developed.
	October -December 2020	Biochar laboratory analysis completed. SDS currently being developed.
	January - March 2021	
	April - June 2021	
Investigate and develop markets for composted FOGO material	July - September 2020	Provide tours of Red Hill's FOGO Processing Plant to local farmers and bring awareness about the composted product.
	October -December 2020	Draft copy of FOGO compost brochure is completed.
	January - March 2021	
	April - June 2021	
Investigate and develop markets for Ferricrete and PFAS	July - September 2020	Implement BCI online database to capture as many opportunities as possible within the civil construction works.
	October -December 2020	Investigate the use of Ferricrete as substrate in landscaping and aquarium applications.
	January - March 2021	
	April - June 2021	
Develop and implement programs to increase sales of Red Hill by-products	July - September 2020	Explore ongoing supply opportunities for mulch with local government agencies.
	October -December 2020	Preparation for the AS4454 mulch audit with SAI Global.
	January - March 2021	
	April - June 2021	

Key Actions	Quarter	Comments
Develop and implement programs to increase sales of Hazelmere by-products	July - September 2020	Establish contact with commercial landscaping contractors in the Perth eastern region.
	October -December 2020	Identify Broiler Growers who are not part of the Broiler Grower Association and promote the sale of Animal Bedding.
	January - March 2021	
	April - June 2021	
Responsible	Chief Operating Officer	

1.4 To investigate leading edge waste management practices

1.4.1 Undertake Research into Integrated Waste Management

Key Actions	Quarter	Comments
Support opportunities for the implementation of the CDS (Container Deposit Scheme) in the region	July - September 2020	Supporting the Shire of Mundaring.
	October - December 2020	Nil in this quarter
	January - March 2021	
	April - June 2021	
Evaluate the opportunity for a Plastics Processing Facility and the feasibility of plastics recycling	July - September 2020	Planning for a trial sorting of mixed plastics with Chairay.
	October - December 2020	Delayed due to COVID-19 restriction on Chairay importing and assembling the equipment.
	January - March 2021	
	April - June 2021	
Expand CRC network based on Mundaring model	July - September 2020	Nil this quarter
	October -December 2020	Nil this quarter
	January - March 2021	
	April - June 2021	
Responsible	Chief Projects Officer	

1.4.2 Provide Leadership in the development of Waste Policy and Practices

Key Actions	Quarter	Comments
Provide input to new DWER policies and regulations affecting waste disposal, composting etc. (where required)	July - September 2020	Preparing a submission to draft better practice composting guidelines.
	October -December 2020	
	January - March 2021	
	April - June 2021	
Responsible	Chief Executive Officer	

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

Key Actions	Quarter	Comments
Investigate to determine the feasibility of in-house processing of: <ul style="list-style-type: none"> ➤ crushing ferricrete ➤ grinding greenwaste Prepare business case if positive	July - September 2020	<ul style="list-style-type: none"> ➤ Ferricrete Production: An existing draft business case for the excavation and crushing of ferricrete is presently being updated for review by the Red Hill Operations team ➤ Greenwaste grinding: The volume of clean greenwaste received in the last financial year (2019/20 7590 m³ over one grinding campaign) is too low to justify the high capital and operating costs of grinding plant
	October - December 2020	Nil this quarter
	January - March 2021	
	April - June 2021	
Develop a monitoring regime for the Wood Waste to Energy Facility to meet regulatory requirements: <ul style="list-style-type: none"> ➤ Woodwaste feedstock monitoring ➤ Stack emissions monitoring Ambient monitoring	July - September 2020	Stack emissions monitoring regime developed as part of the DWER licence conditions, wood waste monitoring plan complete.
	October -December 2020	Stack emissions monitoring regime developed as part of the DWER licence conditions.
	January - March 2021	
	April - June 2021	

Key Actions	Quarter	Comments
Investigate costs related to power supply to the southern end of the Red Hill site and prepare business case if needed	July - September 2020	Investigating solar power for transfer station as an alternative to reticulated mains power.
	October - December 2020	Being considered as part of overall site energy policy
	January - March 2021	
	April - June 2021	
Investigate an EMRC regional waste collection service	July - September 2020	Developing an application to the ACCC.
	October -December 2020	Application drafted, in preparation for review
	January - March 2021	
	April - June 2021	
Investigate EMRC regional partnerships for recyclables	July - September 2020	No action.
	October -December 2020	Nil this quarter
	January - March 2021	
	April - June 2021	
Seek approval for FOGO and Liquid Waste Processing Plant (Red Hill)	July - September 2020	Interim FOGO Facility approved, permanent FOGO Facility has an existing Ministerial approval, liquid waste approvals in process.
	October - December 2020	Currently liaising with regulators.
	January - March 2021	
	April - June 2021	
Responsible	Chief Projects Officer	

1.5 To Contribute towards Improved Regional Air, Water and Land Quality, Regional Biodiversity Conservation and Address Climate Change

1.5.1 Implement the Environmental Strategy

Key Actions	Quarter	Comments
Implement actions and initiatives to meet regional environmental and sustainability priorities. (refer Regional Environmental Strategy 2016-2020)	July - September 2020	➤ Actions are addressed and updated as part of existing Sustainability Team Programs.
	October -December 2020	➤ Ongoing
	January - March 2021	
	April - June 2021	
Develop a new Regional Environment Strategy	July - September 2020	<ul style="list-style-type: none"> ➤ Planning is currently underway to incorporate the Environmental strategy due for review this year, into an EMRC Sustainability Strategy. ➤ Initial planning including: vision, mission, identify key result areas and sustainable development goals. Configuring a structure for the sustainability strategy framework.
	October -December 2020	➤ To be further developed at the conclusion of the GHD Strategic Review process
	January - March 2021	
	April - June 2021	
Responsible	Chief Sustainability Officer	

1.5.2 Implement the Eastern Region Catchment Management Program (ERCMP)

Key Actions	QUARTER	COMMENTS
Implement the Eastern Region Catchment Management Program	July - September 2020	<ul style="list-style-type: none"> ➤ Provided Natural Environment Officer in-situ support to the City of Swan one day per week and Shire of Mundaring two days per week. ➤ Commenced providing assistance to the Shire of Mundaring to complete the Interim Black Cockatoo Reserves Management Plan. ➤ Commenced preparations for a tour for the Sub-Coordinators and Chairs in the East region. ➤ Prepared articles for the August/September and October/November editions of the Greenpage. ➤ Provided plant ID assistance to Susannah Brook Catchment Group. ➤ Undertook a private landholder consultation site visit for the Shire of Mundaring. ➤ Developed a flyer for the Community Event at Wangalla Brook. ➤ Attended various training webinars on the Management of Wetlands and Constructed Lakes, Aquatic Weed Management, Climate Change and Designing a water quality monitoring program. ➤ Attended Wooroloo Brook Landcare Group, Blackadder Woodbridge Catchment Group, Lower Helena Association, Susannah Brook Catchment Group, Jane Brook Catchment Group and Helena River Catchment Group General meetings and AGMs. ➤ Investigated the Aboriginal heritage consultation process to support Shire of Mundaring landcare groups and attended a meeting with the Department of Planning, Lands and Heritage and Shire of Mundaring Officers. ➤ Continued to investigate insurance cover for Catchment Group volunteers. ➤ Continued with the development of a site assessment template for volunteers to use when planning restoration projects. ➤ Recommended assistance for Susannah Brook Catchment Group to help develop their draft Catchment Action Plan. ➤ Attended site visits with BWCG for updates on restoration and rehabilitation work and potential SALP funded projects. ➤ Organised the servicing of the water monitor. ➤ Attended a Steam Weeder training course, co-ordinated by GreenSteam and EMRC. ➤ Managed the servicing and pre-start requirements for the Steam Weeder. ➤ Completed the WBLG promotional brochure. ➤ Purchased an Auger, to assist community groups with planting and assisted in the development of its Safe Work Method documentation.

Key Actions	Quarter	Comments
Implement the Eastern Region Catchment Management Program	July - September 2020	<ul style="list-style-type: none"> ➤ Prepared monthly reports to City of Swan with activities and updates. ➤ Provided updates to the Shire of Mundaring through monthly Environmental Working Group meetings. ➤ Currently assisting with the co-ordination of the EOYVE video aimed at recognising the achievements made by landcare volunteers within the Eastern Region. ➤ Assisting in the co-ordination of the volunteer and local government stakeholder survey and workshops.
	October -December 2020	<ul style="list-style-type: none"> ➤ Provided Natural Environment Officer in-situ support to the City of Swan one day per week and Shire of Mundaring two days per week. ➤ Hosted a tour of ERCMP project sites for the Sub-Coordinators and Chairs. ➤ Prepared articles for the December/January editions of the Greenpage. ➤ Undertook private landholder consultation site visit for the Shire of Mundaring. ➤ Attended Wooroloo Brook Landcare Group, Blackadder Woodbridge Catchment Group, Lower Helena Association, Susannah Brook Catchment Group, Jane Brook Catchment Group and Helena River Catchment Group General meetings and AGMs. ➤ Coordinated a meeting with the Department of Planning, Lands and Heritage and Shire of Mundaring Officers on the consultation process to support Shire of Mundaring landcare groups. ➤ Hosted the End of Year Volunteer Celebration Event. ➤ Coordinated a meeting with Shire of Mundaring and DPLH Heritage Officers to review the Aboriginal Heritage Consultation Process, focusing on supporting volunteer groups working within registered heritage sites. ➤ Provided advice to Friends of Falls Park and adjacent private landowners on best practice methodologies to repair a section of Jane Brook. ➤ Technical advice and on-ground support to Friends of Wangalla Brook on weed management, plant and seed species selection, community engagement strategies and restoration methodology. ➤ Commenced the development of a site assessment tool to assist volunteer groups when planning projects. ➤ Provided advice to Friends of Falls Park and adjacent private landowners on best practice methodologies to repair a section of Jane Brook and discussed the opportunity to apply for CRP funding. ➤ Engaging with WBLG to develop a SALP grant along waterways which are a priority for local government. ➤ Engaging with BWCG with potential SALP application

Key Actions	Quarter	Comments
	October -December 2020 continued	<ul style="list-style-type: none"> ➤ Conducted photo-monitoring for: <ul style="list-style-type: none"> ○ Katharine Street River Gang's 2020/2021 CRP project. ○ Friends of Lion Mill Creek's 2020 SALP and 2020/2021 CRP project. ○ Friends of Wangalla Brook – Restoring Wangalla Brook 2020/2021 CRP project – 3 monthly ➤ Conducting photo-monitoring on behalf of City of Swan for Murdoch University studying Eucalyptus rudis decline along the Helena River ➤ Attended a site visit to Susannah Brook Reserve with Noongar Elder Neville Collard on behalf of Susannah Brook Catchment Group. ➤ Continue to engage with Aboriginal community in landcare activities: <ul style="list-style-type: none"> ○ Engaged Matt Kickett from Aboriginal Landcare Services as the weed contractor for the Wangalla Brook CEP and CRP projects ○ Neville Collard, Aboriginal elder, attended the Friends of Wangalla Brook and Clayton View Primary School to engage with and educate the community of the indigenous values of Wangalla Brook ○ Welcome to Country was given by Roma Winmar at the End of Year Volunteer Event. Roma sang in language.
	January - March 2021	
	April - June 2021	
Provide skills-based training in Perth's Eastern Region	July - September 2020	<ul style="list-style-type: none"> ➤ Hosted one Bush Skills for the Hills workshop – Talking about techniques: landcare practice across diverse landscapes – for 18 Friends and Catchment Group volunteers from the East region. ➤ Co-ordinated and attended a community event at Wangalla Brook focusing on education, weeding and planting 500 seedlings. ➤ Currently planning an Alternative Weed Management workshop with members of the Blackadder Woodbridge Catchment Group (BWCG) in the City of Swan.
	October -December 2020	<ul style="list-style-type: none"> ➤ Hosted 3 Bush Skills for the Hills workshop – Native grasses Walk and talk and Native plant propagation workshop x 2 ➤ Delivered 2 workshops to increase technical skills for the Wooroloo Brook Landcare Group members.
	January - March 2021	
	April - June 2021	

Key Actions	Quarter	Comments
Develop, implement and deliver biodiversity conservation and water quality initiatives	July - September 2020	<ul style="list-style-type: none"> ➤ Supported the Shire of Mundaring to commence their Broz Park Wetland Restoration Project funded by the State NRM Program. Tasks included submitted a grant variation due to COVID-19 delays, developing a communication plan to engage local residents and the planning of a community education event. ➤ Commenced planning with the Shire of Mundaring and DBCA for a Riverbank Program funded project along a section of the Helena River in 2021/22. ➤ Attended Community Rivercare Program project planning site visits with DBCA and volunteer groups for 2020/21 to provide support for the Fo Wangalla Brook in the City of swan and the Fo Lion Mill Creek, Helena River Catchment Group, Katharine Street River Gang, Fo Jarrah Creek and Fo Pioneer Park in the Shire of Mundaring. ➤ Continued managing and implementing the CEP and Rivercare grants for the Restoration of Wangalla Brook, within the City of Swan. ➤ Continued to provide project management support to the Friends of Lion Mill Creek for their SALP and CRP grants and to Katharine Street River Gang for their CRP grant. ➤ Conducted photo-monitoring of the Wangalla Brook CEP and CRP sites, within the City of Swan and the Lion Mill Creek SALP/CRP and Katharine Street River Gang CRP sites.

Key Actions	Quarter	Comments
Develop, implement and deliver biodiversity conservation and water quality initiatives	July - September 2020	<ul style="list-style-type: none"> ➤ Attended a planting day at Waugal Lagoon, co-ordinated by the City of Swan for their Riverbank Grant concentrating on the restoration of Waugal Lagoon. ➤ Assisted Susannah Brook Catchment Group with a community planting day funded by the State NRM Program. ➤ Assisted Friends of Lion Mill Creek with the installation of tubestock through their SALP grant funding. ➤ Assist Susannah Brook Catchment Group to undertake water quality monitoring in Susannah Brook Reserve (City of Swan) as part of their State NRM Program grant funded project. ➤ Resumed Eucalyptus rudis photo-monitoring on Lower Helena river floodplain for further contribution to Murdoch University research within the City of Swan. ➤ Organised and attended three planting day at Wangalla Brook with Clayton View Primary School, planting a total of 1500 seedlings. ➤ Conducted water monitoring within the City of Kalamunda and with officers from DBCA. ➤ Attended a planting day with Friends of Piesse Brook within the City of Kalamunda. ➤ Attended site visits with members of WBLG within Noble Falls Reserve to identify areas where planting would be beneficial and areas which would benefit from grant funding. ➤ Co-ordinated a planting event at Noble Falls Reserve within the City of Swan. ➤
	October -December 2020	<ul style="list-style-type: none"> ➤ Initiating an in-situ water monitoring program by engaging the Blackadder Woodbridge Catchment Group (BWCG) and locating sites to monitor. ➤ Assisted the City of Swan to develop projects which would improve the health of the Swan River. ➤ Supporting the groups to develop new projects along the Helena River. ➤ Promoted Fertilise Wise program at Shire of Mundaring's Broz Park Wetland Restoration Project Community Education Event in Helena Valley. ➤ Promote catchment health principles when planning landcare projects with catchment groups. ➤ Community event at Wangalla Brook - raising awareness of the impact of what is done on the land and how this influences the health of the brook and the impact to the Helena River. ➤ Alternative Weed Management event at Plunkett Park, discussing methods to limit the use of chemicals and the potential impacts chemicals have in a sensitive systems. ➤ Co-ordinating a CEP Project in Koongamia, Restoring Wangalla Brook, managing weed management, rubbish removal and planting native seedlings and photo-monitoring.

Key Actions	Quarter	Comments
	January - March 2021	
	April - June 2021	
Develop conservation knowledge and skills in children and young people towards future environmental Stewardship.	July - September 2020	<ul style="list-style-type: none"> ➤ Developed 7 on line replacements which were emailed to 280 families and teachers and were put up on the BS4Y and Perth's Eastern Region website for easy access. Workshops resumed for 9 schools in Swan.
	October -December 2020	<ul style="list-style-type: none"> ➤ Delivered 26 Bush Skills for Youth events <ul style="list-style-type: none"> ○ Bugle Tree Creek holiday workshop ○ Monitoring wildlife ○ Clean energy ○ Planting for the 6 seasons x 6 workshops ○ Six seasons bush walk ○ Landcare techniques ○ Bushranger project x 4 ○ Quenda in your neighbourhood x 2 ○ Wildflower walk ○ Cute and creepy water creatures ○ Assessing waterway health ○ Broz park community event ○ Plant ID for home schoolers ○ Uluru planning session ○ Introduction to BS4Y ○ Exploring Wangalla Brook
	January - March 2021	
	April - June 2021	
Responsible	Chief Sustainability Officer	

1.5.3 Implement the Water Quality and Conservation Program

Key Actions	Quarter	Comments
Support regional implementation of water efficiency and water quality management	July - September 2020	<ul style="list-style-type: none"> ➤ Prepared water data analysis report for Mundaring, Bassendean and Belmont. ➤ Quarterly performance Review Mundaring, Bassendean and Belmont ➤ Tested Power BI as a presentation tool (Mundaring used as an example) ➤ Water data received for City of Swan; analysis report to be prepared. ➤ Started Waterwise council reporting for Mundaring and Bassendean. ➤ Irrigation vs rainfall oval analysis for Mundaring
	October -December 2020	<ul style="list-style-type: none"> ➤ Submitted Gold Re-endorsement Waterwise Councils for all Participating Councils. ➤ Assisted Mundaring with Aquatic Centre 5-year Re-endorsement plan. ➤ Provided Water Data analysis and Snapshot for Bassendean, Belmont and Mundaring. ➤ Quarterly performance Review Mundaring, Bassendean and Belmont ➤ Held Water Team meeting for Mundaring
	January - March 2021	
	April - June 2021	
Responsible	Chief Sustainability Officer	

1.5.4 Implement the Future Proofing Program

Key Actions	Quarter	Comments
Support regional implementation and monitoring of climate action and climate change adaptation and risk management	July - September 2020	<ul style="list-style-type: none"> ➤ Assisted with procurement Australia submission for Mundaring and Bassendean ➤ Discussion with Procurement Australia on including other Member Councils. Business case to be completed by Procurement Australia ETA 2 weeks.
	October -December 2020	<ul style="list-style-type: none"> ➤ Attended the WALGA Briefing Session (14 December): Power Purchase Agreement for Local Government and provided relevant member Council data.
	January - March 2021	
	April - June 2021	
Responsible:	Chief Sustainability Officer	

1.5.5 Review and Implement the Achieving Carbon Emissions Reduction (ACER) Program

Key Actions	Quarter	Comments
Support regional implementation of energy efficiency and emissions reduction	July - September 2020	<ul style="list-style-type: none"> ➤ Gathered Fleet data for Bassendean, Belmont and Mundaring ➤ Drafted Streetlight Advocacy presentation for Mundaring ➤ Streetlighting advocacy modelling for Mundaring ➤ Quarterly performance Review Mundaring, Bassendean and Belmont
	October -December 2020	<ul style="list-style-type: none"> ➤ Prepared Emission Data analysis for Bassendean, Belmont and Mundaring ➤ WALGA (Power Purchase Agreement) PPA webinar attendance ➤ Assisted member councils to provide data to WALGA's PPA project. ➤ Quarterly performance Review Mundaring, Bassendean and Belmont ➤ Bassendean meeting to discuss Net Zero plan, budgeting and deliverables for the next year
	January - March 2021	
	April - June 2021	
Responsible	Chief Sustainability Officer	

1.5.6 Review and implement the Swan and Helena Rivers Management Framework

Key Actions	Quarter	Comments
Deliver actions and initiatives from the Swan and Helena Rivers Management Framework	July - September 2020	<ul style="list-style-type: none"> ➤ The Swan & Helena Rivers Understanding Flood Risk Stage 4 - Adaptation Planning has been progressing on target. To date 4 of the 6 participating Councils have received their Adaptation Plan for review. ➤ Webinars were held with 6 participating Councils to raise awareness regarding data generated in Stages 1-3 of the project. ➤ Consultation with participating Councils, Department of Water Environment Regulation (DWER) and Department of Fire & Emergency Services (DFES) is ongoing to ensure the Adaptation Planning is successful.
	October -December 2020	<ul style="list-style-type: none"> ➤ The Swan & Helena Rivers Understanding Flood Risk Stage 4 - Adaptation Planning documents have now been finalised and sent to councils ➤ Webinars were held with individual participating councils with regard to their adaptation planning document ➤ Submitted 'Flood Aware. Be Prepared' grant to as part of National Disaster Resilience program.
	January - March 2021	
	April - June 2021	
Responsible	Chief Sustainability Officer	

1.5.7 Identify, Investigate and Develop New Environmental and Sustainability Opportunities

Key Actions	Quarter	Comments
Identify, investigate and develop new regional, environmental and sustainability opportunities	July - September 2020	<ul style="list-style-type: none"> ➤ Currently researching the opportunity to trial the use of fuel load assessments via Regional Mapping of Bush Fire Risk. ➤ Following the Swan & Helena Rivers Understanding Flood Risk Stage 4 - Adaptation Planning, the development of Flood Awareness communication tools for each participating Councils is proposed to assist our member Councils in communicating with residents and businesses as needed. A proposal has been sent out to participating Councils as well as DFES and DWER for comment. ➤ Benchmarking Building Efficiency – Phase one is complete. Phase two is underway with three energy audit reports received for Bayswater, Belmont and Swan. ➤ Finished Bassendean Site Visits.
	October -December 2020	<ul style="list-style-type: none"> ➤ Regional Mapping – Regional Remote Sensing Guideline completed and presented to participating councils. ➤ Swan & Helena Rivers Understanding Flood Risk – National Disaster Resilience Program (NDRP) Grant application submitted for the Understanding Flood Risk Awareness Community Awareness Project. ➤ Benchmarking Building Efficiency – Phase one is complete. Phase two nearing completion with all draft reports (Bassendean, Bayswater, Belmont, Mundaring, and Swan) received and being reviewed for issue as final.
	January - March 2021	
	April - June 2021	
Responsible	Chief Sustainability Officer	

Key Result Area 2 Economic Development

Objective

1.6 To Facilitate and Advocate for Increased Investment in Regional Infrastructure

1.6.1 Review and Implement the Regional Integrated Transport Strategy (RITS)

Key Actions	Quarter	Comments
Implement actions and initiatives to meet regional integrated transport and safety priorities	July - September 2020	<ul style="list-style-type: none"> ➤ Held a RITS IAG quarterly meeting on 15 September 2020 with attendees from member Councils and key stakeholders. Steve Beyer from Department of Transport 'Looking at our Cities through the Net Zero emissions lens' and the state government approach towards the same. ➤ Attended initial Net Zero workshop for starting the process of developing the Net Zero cities and how transport can play a role in it – 2 July 2020 ➤ Attended the progressive workshop on Net Zero Cities on 16 September 2020. ➤ Attended the Hydrogen cluster workshop organized by the Hydrogen Society of Australia
	October -December 2020	<ul style="list-style-type: none"> ➤ Completed the region's Travel Card which summarises ABS 2016 people movement data, inter and intraregional. Published via social and print media. ➤ Participated in the hydrogen cluster meeting for supporting hydrogen as a fuel for transport. Submitted EMRC's support for the cluster's submission to NERA. ➤ Representing the region in DoT's NetZero meeting with an emphasis on reducing emissions generated by the transport sector.
	January - March 2021	
	April - June 2021	
Develop a new Regional Integrated Transport Strategy	July - September 2020	<ul style="list-style-type: none"> ➤ Contributed to the overarching sustainability strategy with respect to transport initiatives and priorities for the EMRC. ➤ Attended workshops for the same.
	October -December 2020	<ul style="list-style-type: none"> ➤ This update will form part of the new Sustainability Strategy development
	January - March 2021	
	April - June 2021	

Key Actions	Quarter	Comments
Deliver actions and initiatives from the Regional Road Safety Plan	July - September 2020	<ul style="list-style-type: none"> ➤ Completed the design and finalized the marketing of Share the space campaign. The campaign was launched in 14 September 2020. ➤ Met with the executives from Transafe WA to discuss the possibility of doing Share the Space campaign for Heavy Vehicles. ➤ Atended the TransWA annual Road Safety Forum. ➤ Submitted quarterly reporting to the office of Road Safety for Share the Space campaign
	October -December 2020	<ul style="list-style-type: none"> ➤ Submitted final and annual report to Office of Road Safety, Canberra, for the 'Share the Space' campaign. ➤ Met with TransafeWA regarding a road safety campaign partnership focussed on heavy vehicles. ➤ Mapped the region's cycle network and heavy vehicle crashes.
	January - March 2021	
	April - June 2021	
Deliver actions and initiatives from the Regional Congestion Management Action Plan	July - September 2020	<ul style="list-style-type: none"> ➤ Met with the member Councils to discuss the priorities of the actions from the Congestion Management ➤ Mapped the region's shared paths and cycle path to start understanding the missing links and then further advocating for the missing links. ➤ Met with director of Pastin solution to discuss EMRC's contribution in the National Freight Strategy.
	October -December 2020	<ul style="list-style-type: none"> ➤ To be updated further in 2021
	January - March 2021	
	April - June 2021	
Responsible	Chief Sustainability Officer	

1.7 To Facilitate and Advocate for Regional Economic Development Activities

1.7.1 Review and Implement the Regional Economic Development Strategy (REDS)

Key Actions	Quarter	Comments
Implement actions and initiatives to meet regional economic development priorities	July - September 2020	<ul style="list-style-type: none"> ➤ Attracting Business Investment prospectus 'Investing in Perth's Eastern Region' presented to EMRC Council on the 17th September, which was approved and endorsed ➤ Drafted an Awards submission for Economic Development Australia for the 'Investing in Perth's Eastern Region Prospectus', awards have been postponed until 2021 due to COVID ➤ Created a video and content to support the Belmont Business Awards category 'EMRC Business Person of the Year' this award is open for all businesses in the Region. ➤ Started the social campaign to support local businesses to apply for the BBEC business awards and the EMRC category.
	October -December 2020	<ul style="list-style-type: none"> ➤ Attended the Belmont and WA Small Business Awards 2020, EMRC Business Person of the Year awarded to Gavin Wicks, Strike Training and Consulting. ➤ Disseminated hard and electronic copies of the 'Investing in Perth's Eastern Region' prospectus. Received by councillors, staff, member council representatives and stakeholders. ➤ Promoted and ended the BBEC business awards through our social campaign. ➤ Attended State of Economy event along with Economic Development Officer Group members. ➤ Held business forum 'How to do Business with Local Government' by WALGA on 28 October 2020, 20 attendees
	January - March 2021	
	April - June 2021	
Identify, investigate and promote new economic development and digital opportunities	July - September 2020	<ul style="list-style-type: none"> ➤ Attended series of webinars surrounding 'The Future of Infrastructure 2020' which had a broad overview on direction of smart cities, upcoming technology in smart nodes, new airport infrastructure and road demands.
	October -December 2020	<ul style="list-style-type: none"> ➤ Held and presented at the Waste Management and the Circular Economy Forum, 25 November 2020, 30 attendees.
	January - March 2021	
	April - June 2021	

Key Actions	Quarter	Comments
Develop a new Regional Economic Development Strategy	July - September 2020	➤ Commenced planning internally with staff, brainstorming sessions and research into how to adapt the ED strategy into the forming Sustainability Strategy
	October -December 2020	➤ Internal team meetings to discuss format and priority actions for the Sustainability Strategy.
	January - March 2021	
	April - June 2021	
Responsible	Chief Sustainability Officer	

1.7.2 Identify and Investigate Strategic Regional Development Project and Investment Opportunities

Key Actions	Quarter	Comments
Identify business and investment opportunities and initiatives	July - September 2020	➤ Attracting Business Investment prospectus 'Investing in Perth's Eastern Region' presented to EMRC Council on the 17th September, which was approved and endorsed ➤ Commenced planning for dissemination of prospectus
	October -December 2020	➤ Disseminated hard and electronic copies of the 'Investing in Perth's Eastern Region' prospectus. Received by councillors, staff, member council representataves and stakeholders. ➤ Disseminated the Prospectus at the Belmont Business Breakfast with local industry attendees and community representataves. ➤ Met with Business Foundations to discuss potential collaboration in 2021/2022
	January – March 2021	
	April – June 2021	
Responsible	Chief Sustainability Officer	

1.8 To Facilitate Regional Cultural and Recreational Activities

1.8.1 Continue the Coordination, Marketing and Promotion of Regional Events

Key Actions	Quarter	Comments
Coordinate, market and promote regional events	July – September 2020	<ul style="list-style-type: none"> ➤ Commenced initial planning of Avon Descent Marketing material for 2021 ➤ Initiated regional marketing plan ➤ Liaised with Lotterywest surrounding potential future COVID impacts and new structure of grant application process ➤ Continued to accept events for spring on Perth's Eastern Region Webpage, current 20
	October -December 2020	<ul style="list-style-type: none"> ➤ Coordinated and gathered grant application details from participating Councils for the Family Fun Days 2021 Lotterywest grant application. ➤ Submitted the grant application to Lotterywest for the 2021 Avon Descent Family Fun Days ➤ Hired out the water station equipment to City of Belmont for the month of November for the Let's Celebrate Festival
	January – March 2021	
	April – June 2021	
Responsible	Chief Sustainability Officer	

Key Result Area 3 Good Governance

Objective

1.9 To Provide Advice and Advocacy on Issues Affecting Perth's Eastern Region Review and Implement the Regional Advocacy Strategy (RAS)

Key Actions	Quarter	Comments
Develop and implement actions to support regional advocacy priorities.	July – September 2020	➤ Advocacy ongoing in terms of regional priorities
	October -December 2020	➤ To be updated as part of the new Sustainability Strategy in 2021
	January – March 2021	
	April – June 2021	
Develop a new Regional Advocacy Strategy	July – September 2020	➤ Development will be on hold whilst a holistic Sustainability Strategy across all aspects of the business is considered
	October -December 2020	➤ To be updated as part of the new Sustainability Strategy in 2021
	January – March 2021	
	April – June 2021	
Continue to advocate for Regional Youth priorities	July – September 2020	<ul style="list-style-type: none"> ➤ Held Regional Youth Officer meeting on Wednesday 2 September, attended by all Councils with apologies from Bayswater. ➤ Finalised planning for a Zero 2 Hero workshop for the Member Councils YSC groups <ul style="list-style-type: none"> ⇒ Booked venue for workshop ⇒ Created an information flyer for parents and attendees ⇒ Final numbers confirmed 25 September
	October -December 2020	<ul style="list-style-type: none"> ➤ Held the Youth Leadership Workshop with Zero2Hero on 10 October 2020, 24 attendees ➤ Held a Regional Youth Officer Group Meeting, 1 December 2020.
	January - March 2021	
	April - June 2021	
Responsible	Chief Sustainability Officer	

1.10 To Manage Partnerships and Relationships with Stakeholders

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

Key Actions	Quarter	Comments
Implement the EMRC Reconciliation Action Plan (RAP)	July - September 2020	<ul style="list-style-type: none"> ➤ Flag poles have been relocated to the front of the EMRC Admin Building. Smoking Ceremony took place to acknowledge and pay respect to the land, waters, sea and to their elders both past, present and emerging. ➤ Management guidelines and policy for the use of Welcome to Country and Acknowledgement of Country have been passed through EMRC approval process and are waiting finalisation. ➤ Continuing to develop a list of Aboriginal and Torres Strait Islander People, communities and organisations ➤ Continuing to develop a list of traditional custodians of the land and rivers in our Region ➤ Template created for reporting - All staff involved in the RAP to report on actions, achievements and challenges.
	October -December 2020	<ul style="list-style-type: none"> ➤ RAPWP Meeting held 15 October 2020 ➤ Submitted Impact Measurement Questionare to Reconciliation Australia, requirement for all RAP organisations. ➤ Explored opportunity for regional mural: quotes obtained, grant research and potential sites for development discussed ➤ Distributed a handout containing NAIDOC week events being held in the Region to both Staff and Councillors.
	January - March 2021	
	April - June 2021	
Develop a new RAP	July - September 2020	<ul style="list-style-type: none"> ➤ Commenced new Reflect RAP timeframe, completion date is end of June 2021 ➤ RAPWP meeting organised for the 15 October to form the new party and Chair
	October -December 2020	➤ New RAP to be developed later in 2021
	January - March 2021	
	April - June 2021	
Responsible	Chief Sustainability Officer	

Key Actions	Quarter	Comments
Implement biennial Stakeholder Perception Survey	July - September 2020	Nil this quarter
	October -December 2020	Nil this quarter
	January - March 2021	
	April - June 2021	
Co-ordinate EMRC's Community Grants Program	July - September 2020	Following an increase in the grant application limit from \$1,500 to \$3,000 and a simplification of the application process, a total of 10 applications were received by the deadline of 28 August (2019:3, 2018:3) and are being reviewed for eligibility.
	October -December 2020	8 successful applicants presented with cheques totalling \$15,000 (2019: \$4,500) at a Red Hill WMF reception attended by CEO and Chairman.
	January - March 2021	
	April - June 2021	
Produce EMRC's Annual Report	July - September 2020	A design brief for the EMRC 2019/2020 Annual Report was issued, reflecting less text and more graphical material. Completion of the production and approval process was brought forward from December to October to accommodate revised provision of financial information. The Report is due for adoption at the October 2020 EMRC Council meeting.
	October -December 2020	EMRC Annual Report 2019/2020 adopted at 3 December 2020 meeting.
	January - March 2021	
	April - June 2021	
Responsible	Chief Executive Officer	

1.10.2 Investigate Partnership Opportunities with Universities and Other Organisations for Development of Initiatives and Projects

Key Actions	Quarter	Comments
Investigate and develop partnership opportunities with universities and other organisations	July - September 2020	➤ Nil this quarter
	October -December 2020	➤ Nil this quarter
	January - March 2021	
	April - June 2021	
Responsible	Chief Sustainability Officer	

1.10.3 Review and Implement the Marketing and Communications Plan

Key actions	Quarter	Comments
Implement priority initiatives (refer Marketing and Communications Plan)	July - September 2020	<p>Ten media releases were issued, including the Baywaste Transfer Station operation from 1 July and the inaugural FOGO delivery at Red Hill.</p> <p>51 Facebook and 12 LinkedIn posts promoting EMRC activities and EMRC-supported stakeholder initiatives were made.</p> <p>Extensive assistance was provided to Waste Education in support of the Town of Bassendean's FOGO launch on 29 July.</p> <p>Marketing and logistical support was provided for the EMRC's virtual presence at the 2020 Waste & Recycle Conference.</p> <p>A 2020 EMRC Capability Statement was designed and written for Operations in support of a Waste Management RFT.</p> <p>The EMRC's four external corporate websites were regularly reviewed and updated where necessary.</p> <p>Ongoing support and advice was provided in support of a refresh of the EMRC's corporate stationery and logo use.</p>
	October -December 2020	<p>Eight media releases issued, seven in support of various Sustainability campaigns, 121 Facebook and 42 LinkedIn posts made.</p> <p>Corporate E-Newletters were issued in October and December.</p> <p>The EMRC's four external corporate websites were regularly reviewed and updated where necessary.</p>

Key actions	Quarter	Comments
	January – March 2021	
	April - June 2021	
Responsible	Chief Financial Officer	

1.11 To Provide Responsible and Accountable Governance and Management of the EMRC

1.11.1 Continue to Improve Organisational Governance

Key Actions	Quarter	Comments
Implement the Recordkeeping Plan	July - September 2020	<ul style="list-style-type: none"> ➤ A Listing of confidential Council Items from January 2014 to September 2020 was prepared for review. ➤ A survey on Records Management was submitted to staff in September 2020 ➤ The updated Recordkeeping Plan was prepared for submission to the State Records Commission by 25 September 2020.
	October -December 2020	<ul style="list-style-type: none"> ➤ The EMRC Recordkeeping Plan 2020 was approved by the State Records Commission in December 2020. ➤ A training program was developed from the Staff survey that was submitted in September 2020.
	January - March 2021	
	April - June 2021	
Review and update Council Policies	July - September 2020	The Purchasing Policy and Records Management Policy were reviewed and adopted by Council on 17 September 2020
	October -December 2020	Council Policy 7.1 – Risk Management Policy was reviewed and adopted by Council on 3 December 2020
	January - March 2021	
	April - June 2021	
Co-ordinate Council and Committee elections	July - September 2020	Nil
	October -December 2020	Nil
	January - March 2021	
	April - June 2021	

Key actions	Quarter	Comments
Review and update Management Guidelines as required	July - September 2020	The Management Guideline on Records Management was endorsed by the ELT in September 2020
	October -December 2020	Various management guidelines were endorsed by ELT during the December quarter. These included HR and Records management guidelines.
	January - March 2021	
	April - June 2021	
Responsible	Chief Financial Officer	

1.11.2 Review and Implement EMRC's Integrated Planning Framework

Key Actions	Quarter	Comments
Undertake a minor review of the 10 Year Strategic Plan	July - September 2020	Nil this quarter
	October -December 2020	Nil this quarter
	January - March 2021	
	April - June 2021	
Undertake a major review of the 10 Year Strategic Plan	July - September 2020	N/A – major review due 2022
	October -December 2020	N/A – major review due 2022
	January - March 2021	N/A – major review due 2022
	April - June 2021	N/A – major review due 2022
Review the Corporate Business Plan	July - September 2020	Coporate Business Plan is reviewed quarterly in line with reporting on actions
	October -December 2020	Updated and reviewed quarterly
	January - March 2021	
	April - June 2021	
Responsible	Chief Executive Officer	

1.11.3 Review and Implement a Risk Management Plan

Key Actions	Quarter	Comments
Review, update and implement the Risk Management Plan	July - September 2020	Reviewed EMRC Risk Policy, Framework and Register. To be presented to the next Audit Committee Meeting and subsequent Council Meeting for adoption (expected October 2020).
	October -December 2020	Council endorsed the new risk management framework and the new risk appetite statement, to ensure that the appropriate governance of risk management within the emrc is provided at its 3 December 2020 Ordinary meeting of Council. A Risk Management Policy was also reviewed and adopted.
	January - March 2021	
	April - June 2021	
Responsible	Chief Financial Officer	

1.11.4 Review and Implement the Disability Access and Inclusion Plan (DAIP)

Key Actions	Quarter	Comments
Review and implement the DAIP	July - September 2020	Action are being implemented as per the Plan and an update has been provided to the Department Communities.
	October -December 2020	Report and feedback received from the Department.
	January - March 2021	
	April - June 2021	
Responsible	Chief Executive Officer	

1.12 To Continue to Improve Financial and Asset Management Practices

1.12.1 Review and Implement Long Term Financial Plans

Key Actions	Quarter	Comments
Review the Five and Ten year financial plans	July - September 2020	A review of the EMRC Ten Year Financial Plan is due to be undertaken during Feb-May'2021 as part of the 2021/2022 Budget deliberation process. A review of the current format is currently being undertaken in order to extract the EMRC Ten Year Financial Plan based on the revised organisational structure. This is planned to be undertaken by October 2020.
	October -December 2020	A review of the EMRC Ten Year Financial Plan is due to be undertaken during Feb-May'2021 as part of the 2021/2022 Budget deliberation process. A review of the current format was completed in October 2020 to enable the extract of the EMRC Ten Year Financial Plan based on the revised organisational structure.
	January - March 2021	
	April - June 2021	
Monitor and review financial investment portfolio	July - September 2020	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 and the regulations.
	October -December 2020	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 and the regulations. Investment Rates have reduced with the average interest rate for 2020/21 as at 31 December 2020 being 1.08% compared to the budgeted rate for 2020/2021 of 1.14% due to market conditions.
	January - March 2021	
	April - June 2021	
Responsible	Chief Financial Officer	

1.12.2 Review and Implement the Asset Management Plan (AMP)

Key Actions	Quarter	Comments
Review and implement the AMP	July - September 2020	The 2020/2021 Asset Management Plan was updated following the 2020/2021 Annual Budget deliberation process and a copy has been uploaded on the EMRC website. The Asset Management Plan is to be reviewed and updated as part of the budget deliberation process for the 2021/2022 financial year.
	October -December 2020	The 2020/2021 Asset Management Plan was updated following the 2020/2021 Annual Budget deliberation process and a copy has been uploaded on the EMRC website. The Asset Management Plan is to be reviewed and updated as part of the budget deliberation process for the 2021/2022 financial year.
	January - March 2021	
	April - June 2021	
Capital Improvements to Ascot Place Building	July - September 2020	Flagpoles relocated to the front of the building at Ascot. Obtaining quotes for carpark upgrades at Ascot and currently finalising scope of works for bathroom/toilet/shower renovations at Ascot building.
	October -December 2020	Minor repairs undertaken.
	January - March 2021	
	April - June 2021	
Responsible	Chief Financial Officer	

Key Actions	Quarter	Comments
Purchase and replace major plant (Red Hill) as required	July - September 2020	Progressing as per the Red Hill Waste Management Facility 2020/2021 Plant Replacement Program.
	October -December 2020	Progressing as per the Red Hill Waste Management Facility 2020/2021 Plant Replacement Program.
	January - March 2021	
	April - June 2021	
Purchase and replace minor plant and equipment (Red Hill) as required	July - September 2020	Progressing as per the Red Hill Waste Management Facility 2020/2021 Minor Plant & Equipment Replacement Program.
	October -December 2020	Progressing as per the Red Hill Waste Management Facility 2020/2021 Minor Plant & Equipment Replacement Program.
	January - March 2021	
	April - June 2021	
Purchase and replace major plant (Hazelmere) as required	July - September 2020	Progressing as per the Hazelmere Resource Recovery Park 2020/2021 Plant Replacement Program.
	October -December 2020	Progressing as per the Hazelmere Resource Recovery Park 2020/2021 Plant Replacement Program.
	January - March 2021	
	April - June 2021	
Responsible	Chief Operating Officer	

1.12.3 Review and Implement the Strategic IT Plan

Key Actions	Quarter	Comments
Develop and implement the five year Strategic IT Plan (Opex)	July - September 2020	<ul style="list-style-type: none"> ➤ The Arch weighbridge system was implemented at the Baywaste transfer station. ➤ Workstations, monitors and telephones were purchased and configured for the WTE plant. ➤ Laptop computers were purchased for the Waste Education team.
	October -December 2020	<ul style="list-style-type: none"> ➤ Upgrades were applied to the vSphere backup and replication software. ➤ The firmware on remote firewall devices was upgraded. ➤ The main EMRC firewall was reconfigured to simplify the functionality.
	January - March 2021	
	April - June 2021	
Develop and implement the five year Strategic IT Plan (Capex)	July - September 2020	<ul style="list-style-type: none"> ➤ The Strategic IT Plan will be updated in the second quarter of 2020/2021 to provide information for the half year budget review. ➤ The host servers that support the server virtualisation platform at the Ascot office and the Red Hill Disaster Recovery Centre were replaced.
	October -December 2020	<ul style="list-style-type: none"> ➤ The Red Hill server was replaced. ➤ A network storage device (NAS) was replaced.
	January - March 2021	
	April - June 2021	
Responsible:	Chief Financial Officer	

1.13 To Improve Organisational Culture, Health, Welfare and Safety

1.13.1 Review and Implement the Workforce Plan

Key Actions	Quarter	Comments
Review and implement the Workforce Plan	July - September 2020	Workforce Plan has been reviewed and approved by the CEO – actions are now being implemented. A copy of the updated Plan has been provided to the Public Sector Commission.
	October -December 2020	New management guidelines developed and endorsed by the Executive Leadership Team
	January - March 2021	Roll out of Misconduct campaign
	April - June 2021	
Competency Framework	July - September 2020	Competency Framework and new Performance Management system approved by ELT 21 September 2020
	October -December 2020	Performance reviews for 2019/2020 meetings held – Objective setting for 2020/2021 commenced
	January - March 2021	Performance reviews finalised – Competency framework to be rolled out in line with new recruitment and selection guidelines
	April - June 2021	
Responsible	Chief Executive Officer	

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

Key Actions	Quarter	Comments
Co-ordinate the OS&H Program	July - September 2020	Management guidelines continue to be reviewed and developed to support the safety message.
	October -December 2020	New Contractor Management Handbook developed
	January - March 2021	Contractor Management training delivered
	April - June 2021	
Develop and implement a safety focussed organisation	July - September 2020	PDs have been developed with escalating safety priorities relevant to the level of the role. Safety KPIs will be included in the new performance management system for operational and managerial team members and Chiefs.
	October -December 2020	EMRC achieved 12 months with no lost time injuries
	January - March 2021	
	April - June 2021	
Responsible	Chief Executive Officer	



5.3 WASTE EDUCATION REPORT – OCTOBER - DECEMBER 2020

REFERENCE: D2021/01396

PURPOSE OF REPORT

The purpose of this report is to provide Council with an update on Waste Education activities. This report is already provided to the member Council representatives on the Regional Waste Education Steering Group, to members of the Waste Management Community Reference Group, and the EMRC's Executive Leadership team.

KEY POINTS

- Town of Bassendean rollout to residential properties has been complete. Bin tagging has showed positive results.
- EMRC Waste Education staff back at Head Office assisting the City of Bayswater with their rollout anticipated to start in March 2021.
- EMRC has become a financial member of Recycle Right. Under this agreement this includes access to and use of the Recycle Right Logo and brand, website and app.
- Partnership with Grow it Local. Campaign launch in December promoting a connection to nature and help make growing food more accessible to the local community.
- EMRC awarded funding through the recent WasteSorted Grants - Infrastructure and Community Education 2020-21. The funding will be used to establish drop off locations for empty aerosols and polystyrene, which cannot be recycled through the kerbside collection system.
- The EMRC is generating a Net Zero and carbon reduction target tracker for interested member councils.
- Battery and CFL data for December and Year to date showing positive trends.

SOURCE OF REPORT

Chief Sustainability Officer

BACKGROUND

FOGO Update

- EMRC FOGO staff have moved back to the EMRC and are assisting the Town of Bassendean remotely.
- Contamination process and letter templates have been developed to assist with addressing contamination.
- Developing procedure for the implementation of FOGO in Multi Unit Dwellings (MUDs) and commercial businesses (ongoing).
- Bin tagging of properties in Bassendean with FOGO, including additional day for reported properties at the Town's request, commenced on 26 October 2020 and is now complete after 6 weeks. We have seen reduced contamination in both the Recycling and FOGO bins.
- A flyer was delivered to Bassendean residents who participated in the bin tagging program, thanking them for their efforts as well as a reminder about what to put in the FOGO bin.
- Discussions with the City of Bayswater regarding how the EMRC can assist during the rollout are continuing.
- EMRC education staff were at a stall at Noranda Hawaiians for 2 days spruiking the arrival of FOGO in Bayswater, beginning in March 2021. Positive feedback from those who engaged.



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- Tender evaluation for City of Bayswater kitchen caddy's and liners has been completed. The Kitchen caddies was awarded to Mastec and compostable liners was awarded to Biobag.

Grow It Local Launch Event

Education campaign launched on 15 December by the Eastern Metropolitan Regional Council (EMRC) and Grow It Local. Grow It Local is a community-based forum aiming to encourage positive sustainable living behaviours, increase the consumption of locally-grown foods, support waste education and organic waste diversion from landfill.

The campaign will be promoted through the year with festival of digital events, activities and experiences which will encourage a connection to nature, inspire positive health and wellbeing, reduce organic waste and help make growing food more accessible to the local community.

The program will be complimentary for residents of the Town of Bassendean, where FOGO was introduced in July 2020, and the City of Bayswater, which is due to introduce FOGO for its residents in March 2021.

Recycle Right

EMRC has become a financial member of Recycle Right (<https://recycleright.wa.gov.au/>) who encourage and assist residents and businesses in Western Australia to recycle, reduce their waste and live more sustainably. Under this agreement this includes access to and use of:

- Use of the Recycle Right Logo and brand (following guidelines and requires approval prior to publishing).
- Recycle Right Website:
 - Materials A-Z
 - Which bin?
 - Find my nearest – will include more links to locations within member areas;
 - Resources Hub.
- The Recycle Right App”
 - Materials A-Z
 - Which bin?
 - Find my nearest – will include more links to locations within member areas;
 - Bin reminder - allowing residents in each local government to automatically set a calendar reminder for each bin type. (requires KML files to be supplied).
- Existing assets such as brochures, bin stickers, flyers and promotional material. An assets page is currently being developed. This material may be co-branded.
- Educational materials (worksheets) and resources.
- Library of stock images.
- Videos produced for Recycle Right purposes.
- Six tours per financial year.

Consistent Communications Collective (WALGA Working Group)

- Meeting in October and November 2020:
 - A-Z Updates
 - Water filters/cartridges – cannot be recycled through kerbside collection system. Place in General Waste bin.
 - Metal lids/bottle tops – recycling bin, need to check the A-Z to make sure it is clear that it is metal lids & bottle tops.



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- The Sharps and medical waste issue was discussed, this has not been resolved with the Department of Health and the advice being provided is still inconsistent with what Local Government provides (no sharps in any kerbside bin). Other types of medical waste mentioned included the dialysis bags and Stoma. The Return Unwanted Medicine (RUM) Program is still operating in the majority of chemists. Medical waste will be a focus in the next calendar year. WALGA and Local Government, engaging with Department of Health, to work on plan for Medical Waste management in 2021.
- Glass products – water/wine glasses etc., window panes – the A-Z will be updated to include more types of broken glass.
- WALGA to investigate cooking oil collection companies to see if there are options for Local Government.

Grant Funding

The EMRC has once again been successful in obtaining grant funding through the recent WasteSorted Grants - Infrastructure and Community Education 2020-21, aimed at supporting investment in local recycling infrastructure or educational programs. Perth's eastern region currently lacks locations where empty aerosols and polystyrene can be dropped off, resulting in them being landfilled. The grant will go towards establishing a drop-off point in each EMRC's member Council and will be supported by a comprehensive waste education program. Location: Multiple sites in Perth's eastern region. Members: Town of Bassendean, City of Bayswater, City of Kalamunda, Shire of Mundaring and City of Swan.

Net Zero and Carbon Reduction Tracking

The EMRC is generating a Net Zero and carbon reduction target tracker for interested member councils. Data obtained from energy emission reduction plans and strategies will reveal how they are progressing towards their specific targets and goals and aligning to local, regional and national objectives and obligations. The report will utilise the methodology established by Climate Works Australia for their Net Zero Momentum Tracker (Local Government Sector). This consistent approach will assist in evaluating how we are tracking regionally in relation to the rest of the country.

Public Recycling Updates (Public place collection data for December and Financial Year to Date)

a. Public Place Battery Collection Program

Battery Recycling - Public Places	December 2020/2021	December 2019/20	Year to Date Total 2020/2021	Year to Date Total 2019/20
Bassendean	109.4	51.2	624.9	454.2
Bayswater	272.6	248.2	1634.1	1453.8
Belmont	284.0	183.8	1331.7	1171.8
Kalamunda	169.6	150.2	1520.8	1259.8
Mundaring	122.1	108.8	829.8	838.4
Swan	183.5	243.2	1732.3	1307.0
TOTAL (kg)	1141.2	985.4	7673.6	6485.0



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b. Schools Battery Collection Program

Battery Recycling - Schools	December 2020/2021	December 2019/20	Year to Date Total 2020/2021	Year to Date Total 2019/20
Bassendean	7.7	65.0	158.6	241.8
Bayswater	61.7	127.8	343.6	534.8
Belmont	145.6	123.0	246.7	162.8
Kalamunda	271.0	243.0	896.7	1059.2
Mundaring	196.1	142.6	914.8	701.4
Swan	227.1	373.7	1020.1	1278.4
TOTAL (kg)	909.2	1075.1	3580.5	3978.4

c. CFL Collection and Recycling Program

CFL Recycling - Public Places	December 2020/2021	December 2019/20	Year to Date Total 2020/2021	Year to Date Total 2019/20
Bassendean	0.0	3.6	46.8	65.9
Bayswater	51.2	50.8	369.9	341.7
Belmont	0.0	16.6	21.6	138.8
Kalamunda	12.2	4.8	108.1	79.2
Mundaring	16.9	31.4	292.3	236.0
Swan	21.6	46.8	175.2	110.6
TOTAL (kg)	101.9	154.0	1013.9	972.2

Tours of Red Hill Waste Management Facility and Education Centre – October – December 2020

Name of Group	Council Region	Number of Participants	Program
October - December 2020			
FOGO Reference Group	Other	10	Site visit and Education Centre
St. Maria Goretti's Catholic School	Belmont	42	Site visit and Education Centre
St. Michael's Primary School	Bassendean	39	Site visit and Education Centre
Mazenod College	Kalamunda	11	Site visit and Education Centre
Town of Bassendean community tour	Bassendean	25	Site visit and Education Centre
Darlington Primary School	Mundaring	54	Site visit and Education Centre
Carmel Adventist College Primary	Kalamunda	26	Site visit and Education Centre
	TOTAL	207	

School and Community Engagement/Events - October – December 2020

d. School Events – October - December 2020

- No school events conducted during October, November or December.



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e. Community Events – October - December 2020

- Old Perth Road Markets – 1 EMRC staff – 31 October 2020;
- Waste and Recycling talk for Max Solutions – 15 October 2020; and
- Waste and Recycling talk for Bushmead – 12 November 2020.
- National Recycling Week:
 - Alcoa Pinjarra Refinery Worm Farm Tour – 10 November;
 - Regional Resource Recovery Centre Tour – 13 November.

f. Waste Education Networking/Promotion/Collaboration activities – October - December 2020

- FOGO rollout and tender discussion with the City of Bayswater – 9 October 2020;
- Local Government Batteries and Aerosol Collection Workshop – 14 October 2020;
- Grow It Local onboarding meeting – 16 October 2020;
- Consistent Communications Collection (CCC) meeting – 20 October 2020;
- Bin Tagging meeting with Town of Bassendean – 27 October 2020;
- Grow It Local discussion with Town of Bassendean; and
- WasteSorted Grants – e-waste 2020-21 – 29 October 2020; and
- E-waste grants 101 with Total Green Webinar – 29 October 2020;
- Western Australia Local Government Association (WALGA) 2021 bin tagging program webinar – 2 November 2020;
- Waste Educators Networking Group (WENG) meeting – 5 November 2020;
- AAA Metal Recycling meeting – 6 November 2020;
- Australian Battery recycling Initiative (ABRI) webinar – 9 November 2020;
- Reclaim PV recycling online meeting – 13 November 2020;
- Reclaim PV recycling online meeting – 16 November 2020;
- WRAP 'Driving re-use and recycling: The Welsh experience – 19 November 2020;
- Tour of the City of Swan – 23 November 2020;
- Waste Management Community Reference Group (WMCRCG) meeting – 23 November 2020;
- Achieving Carbon Emission Reduction (ACER) and Azility discussion for Net Zero tracking – 24 November 2020;
- Energy Policy WA - Whole of System Plan data dashboard prototype presentation – 24 November 2020;
- Renewable Energy Discussion – Power Purchase Agreement (PPA) – 25 November 2020;
- Waste Management and Resource Recovery Association (WMRR) Love Food Hate Waste Webinar – 26 November 2020;
- Waste Wise Schools (WWS) and local government (LG) collaboration workshop – 30 November 2020;
- Grow It Local event meeting with Town of Bassendean – 30 November 2020; and
- WALGA Bin Tagging Program Briefing Session – 30 November 2020;
- Regional Waste Educators Steering Group (RWESG) Meeting – 10 December 2020;
- Grow It Local Launch Event – 15 December 2020;
- Recycle Right Christmas waste webinar – 17 December 2020.

g. Waste Education Loan Resources utilisation – October - December 2020

- Mini Bin Waste Sort – Edney Primary School – 9 October – 31 October 2020; and
- Paper making Kit and Early Years Loan Boxes - Eastern Region Family Day Care – 16 October – 6 November 2020;



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- Waste Audit Loan Kit – Mary’s Mount Primary School – 3 November – 10 November 2020;
- Party Loan Box – Bayswater resident – 14 December – 24 December 2020.

STRATEGIC/POLICY IMPLICATIONS

Key Result Area 1 – Environmental Sustainability

1.3 To provide resource recovery and recycling solutions in partnership with member Councils

FINANCIAL IMPLICATIONS

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

SUSTAINABILITY IMPLICATIONS

The Waste Education identified projects, programs and services continue to be delivered for the benefit and sustainability of Perth’s Eastern Region.

RISK MANAGEMENT

RISK: That key actions don’t continue		
Consequence	Likelihood	Rating
Minor	Insignificant	Low
Action / Strategy		
<ul style="list-style-type: none"> • Waste Education staff continue to deliver on agreed actions 		

MEMBER COUNCIL IMPLICATIONS

Member Council	Implication Details
Town of Bassendean	} Nil
City of Bayswater	
City of Belmont	
City of Kalamunda	
Shire of Mundaring	
City of Swan	

ATTACHMENT(S)

Nil



5.4 URBAN AND NATURAL ENVIRONMENT TEAMS ACTIVITY REPORT OCTOBER TO DECEMBER 2020

REFERENCE: D2021/01330

PURPOSE OF REPORT

The purpose of this report is to provide a progress update on the activities undertaken by the Urban and Natural Environment Teams for the period October to December 2020.

KEY POINTS

Achievements highlighted for the period October to December 2020 include:

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

SOURCE OF REPORT

Chief Sustainability Officer

BACKGROUND

The Urban and Natural Environment Teams partner with member Councils and key stakeholders to facilitate strategies, projects and activities and provide services (where appropriate) for the benefit and sustainability of Perth's Eastern Region.

Two advisory groups meet regularly to consider regional economic and integrated transport projects and initiatives and assist in guiding EMRC strategies. Representation from each participating member Council and the EMRC constitute each group's membership with an expanded membership of the Regional Integrated Transport Strategy Implementation Advisory Group including numerous key stakeholders with an interest in transport.

The two advisory groups currently operating are the:

- Economic Development Officers Group (EDOG); and
- Regional Integrated Transport Strategy Implementation Advisory Group (RITS IAG).

Regular progress reports are provided to advisory groups, committees and councils to ensure ongoing and effective communication.

REPORT

The progress report provided below is firstly grouped according to the actions relevant to all councils, followed by actions applicable to individual member Councils or participating Councils on Urban and Natural Environment activity for the period October to December 2020.



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Key Regional Actions (Relevant to all Councils)

- Planning is currently underway to incorporate the Environmental Strategy due for review this year, into an EMRC Sustainability Strategy.
- Initial planning including: vision, mission, identify key result areas and sustainable development goals. Configuring a structure for the sustainability strategy framework.
- Held a youth leadership workshop with Zero2Hero on 10 October 2020, 24 attendees.
- Held a Regional Youth Officer Group Meeting 1 December 2020.
- Attended the Your Move Awards and collected the Innovation award for the Share the Space campaign, 18 November 2020.
- WALGA (Power Purchase Agreement) PPA webinar attendance and assisted member councils to provide data to WALGA's PPA project.

Town of Bassendean

- The Swan & Helena Rivers Understanding Flood Risk Stage 4 - Adaptation Planning documents have now been finalised and sent to councils. Webinars were held with individual participating councils with regard to their adaptation planning document.
- Submitted 'Flood Aware. Be Prepared' grant to as part of National Disaster Resilience program.
- Submitted Gold Re-endorsement Waterwise Councils.
- Provided Water Data analysis and Snapshot, and Quarterly performance Review.
- Prepared Emission Data analysis and completed Quarterly Performance Review.
- Bassendean meeting to discuss Net Zero plan, budgeting and deliverables for the next year.
- Benchmarking Building Efficiency – Phase one is complete. Phase two is nearing completion with draft reports received and reviewed by EMRC.
- Met with TransafeWA regarding a road safety campaign partnership focussed on heavy vehicles.
- Submitted final and annual report to Office of Road Safety, Canberra, for the 'Share the Space' campaign.
- Completed the region's Travel Card which summarises ABS 2016 people movement data, inter and intraregional. Published via social and print media.
- Participated in the hydrogen cluster meeting for supporting hydrogen as a fuel for transport. Submitted EMRC's support for the cluster's submission to NERA.
- Representing the region in DoT's NetZero meeting with an emphasis on reducing emissions generated by the transport sector.
- Mapped the region's cycle network and heavy vehicle crashes.
- EDOG event and meeting held at the State of the Economy event 27 November 2020.
- Held and presented at the Circular Economy and Waste Management Forum, 25 November 2020, 30 attendees.
- Held forum 'How to do Business with Local Government' by WALGA on 28 October 2020, 20 attendees.
- Announcement of the Belmont and WA Small Business Awards 2020, EMRC Business Person of the Year was awarded to Gavin Wicks, Strike Training and Consulting.
- Provided access to the online REMPLAN statistical profiling tool for member Council use.



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City of Bayswater

- The Swan & Helena Rivers Understanding Flood Risk Stage 4 - Adaptation Planning documents have now been finalised and sent to councils. Webinars were held with individual participating councils with regard to their adaptation planning document.
- Submitted 'Flood Aware. Be Prepared' grant to as part of National Disaster Resilience program.
- Benchmarking Building Efficiency – Phase one is complete. Phase two is nearing completion with draft reports received and reviewed by EMRC and Bayswater.
- Met with TransafeWA regarding a road safety campaign partnership focussed on heavy vehicles.
- Submitted final and annual report to Office of Road Safety, Canberra, for the 'Share the Space' campaign.
- Completed the region's Travel Card which summarises ABS 2016 people movement data, inter and intraregional. Published via social and print media.
- Participated in the hydrogen cluster meeting for supporting hydrogen as a fuel for transport. Submitted EMRC's support for the cluster's submission to NERA.
- Representing the region in DoT's NetZero meeting with an emphasis on reducing emissions generated by the transport sector.
- Mapped the region's cycle network and heavy vehicle crashes.
- Coordinated and gathered grant application details from participating Councils for the Family Fun Days 2021 Lotterywest grant application.
- Submitted the grant application for the 2021 Avon Descent Family Fun Days.

City of Belmont

- The Swan & Helena Rivers Understanding Flood Risk Stage 4 - Adaptation Planning documents have now been finalised and sent to councils. Webinars were held with individual participating councils with regard to their adaptation planning document.
- Submitted 'Flood Aware. Be Prepared' grant to as part of National Disaster Resilience program.
- Submitted Gold Re-endorsement Waterwise Councils.
- Provided Water Data analysis and Snapshot, and Quarterly performance Review.
- Prepared Emission Data analysis and completed Quarterly Performance Review.
- Benchmarking Building Efficiency – Phase one is complete. Phase two is nearing completion with draft reports received and reviewed by EMRC and City of Belmont.
- Met with TransafeWA regarding a road safety campaign partnership focussed on heavy vehicles.
- Submitted final and annual report to Office of Road Safety, Canberra, for the 'Share the Space' campaign.
- Completed the region's Travel Card which summarises ABS 2016 people movement data, inter and intraregional. Published via social and print media.
- Participated in the hydrogen cluster meeting for supporting hydrogen as a fuel for transport. Submitted EMRC's support for the cluster's submission to NERA.
- Representing the region in DoT's NetZero meeting with an emphasis on reducing emissions generated by the transport sector.
- Mapped the region's cycle network and heavy vehicle crashes.
- EDOG event and meeting held at the State of the Economy event 27 November 2020.
- Provided the water station equipment to City of Belmont for the month of November for the Let's Celebrate Festival.
- Held and presented at the Circular Economy and Waste Management Forum, 25 November 2020, 30 attendees.
- Held forum 'How to do Business with Local Government' by WALGA on 28 October 2020, 20 attendees.
- Announcement of the Belmont and WA Small Business Awards 2020, EMRC Business Person of the Year was awarded to Gavin Wicks, Strike Training and Consulting.
- Provided access to the online REMPLAN statistical profiling tool for member Council use.



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City of Kalamunda

- Assisted City of Kalamunda to undertake in situ WQM (first flush) and collect water samples for lab analysis on 8 sites within the City of Kalamunda.
- Invited the Friends of Piesse Brook to the End of Year Volunteer event held at Mundaring Weir Hotel.
- Regional Mapping stage 1 completed including the EMRC Remote Sensing Guideline and Astron's presentation to participating councils.

Shire of Mundaring

- Submitted Gold Re-endorsement Waterwise Councils.
- Provided Water Data analysis and Snapshot, and Quarterly performance Review.
- Assisted with Aquatic Centre 5-year Re-endorsement plan.
- Held Water Team meeting.
- Prepared Emission Data analysis and completed Quarterly Performance Review.
- Benchmarking Building Efficiency – Phase one is complete. Phase two is nearing completion with draft reports received and reviewed by EMRC and Shire of Mundaring.
- Regional Mapping stage 1 completed including the EMRC Remote Sensing Guideline and Astron's presentation to participating councils.
- Met with TransafeWA regarding a road safety campaign partnership focussed on heavy vehicles.
- Submitted final and annual report to Office of Road Safety, Canberra, for the 'Share the Space' campaign.
- Completed the region's Travel Card which summarises ABS 2016 people movement data, inter and intraregional. Published via social and print media.
- Participated in the hydrogen cluster meeting for supporting hydrogen as a fuel for transport. Submitted EMRC's support for the cluster's submission to NERA.
- Representing the region in DoT's NetZero meeting with an emphasis on reducing emissions generated by the transport sector.
- Mapped the region's cycle network and heavy vehicle crashes.
- EDOG event and meeting held at the State of the Economy event 27 November 2020.
- Initiating an in-situ water monitoring program which can incorporate all catchment groups, to develop base line data.
- Coordinated a meeting with Shire of Mundaring and DPLH Heritage Officers to review the Aboriginal Heritage Consultation Process, focusing on supporting volunteer groups working within registered heritage sites.
- Provided advice to Friends of Falls Park and adjacent private landowners on best practice methodologies to repair a section of Jane Brook.
- Currently running volunteer and ERCMP Partner stakeholder workshops.
- Hosted the End of Year Volunteer event at the Mundaring Weir Hotel.
- Delivered the following Bush Skills for the Hills Workshop:
 - Talking about Techniques: Exploring landcare practice across diverse landscapes;
 - Native grasses Walk and talk;
 - Native plant propagation workshop x 2;
 - Commenced the development of a site assessment tool to assist volunteer groups when planning projects.
- Wooroloo Brook Landcare Group members workshop:
 - Alternative weed management;
 - Plant and Weed identification.
- Developed 7 online Bush Skills 4 Youth workshops which were emailed to 280 families and teachers and were put up on the BS4Y and Perth's Eastern Region website for easy access.



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- Delivered the following Bush Skills for Youth events:
 - Bugle Tree Creek holiday workshop;
 - Monitoring wildlife;
 - Clean energy;
 - Planting for the 6 seasons x 6 workshops;
 - Six seasons bush walk;
 - Landcare techniques;
 - Bushranger project x 4;
 - Quenda in your neighbourhood x 2;
 - Wildflower walk;
 - Cute and creepy water creatures;
 - Assessing waterway health;
 - Broz park community event;
 - Plant ID for home schoolers;
 - Uluru planning session;
 - Introduction to BS4Y.
- Completed a State NRM Program progress report on behalf of Shire of Mundaring for their Broz Park Wetland Restoration Project.
- Promoted Fertilise Wise program at Shire of Mundaring's Broz Park Wetland Restoration Project Community Education Event in Helena Valley.
- Provided advice to Friends of Falls Park and adjacent private landowners on best practice methodologies to repair a section of Jane Brook and discussed the opportunity to apply for CRP funding.
- Assisted Friends of Falls Park with planning the implementation of their SALP grant for 2021.
- Assisted Friends of Lion Mill Creek with the implementation of a 2020 SALP grant and two CRP grants, including on-ground planting support.
- Supported Katharine Street River Gang with commencing the implementation of a 2020/2021 CRP project along the Helena River.
- Assisted Friends of Lion Mill Creek with the implementation of a 2020 SALP grant and two CRP grants, including on-ground planting support.
- Supported Katharine Street River Gang with commencing the implementation of a 2020/2021 CRP project along the Helena River.
- Assisted Shire of Mundaring with the planning of a potential Riverbank project along a section of the Helena River, immediately upstream of the Katharine Street River Gang site.
- Provided Environmental Project Officer in-situ support to the City of Swan and Shire of Mundaring one day per week.
- Held and presented at the Circular Economy and Waste Management Forum, 25 November 2020, 30 attendees.
- Held forum 'How to do Business with Local Government' by WALGA on 28 October 2020, 20 attendees
- Announcement of the Belmont and WA Small Business Awards 2020, EMRC Business Person of the Year was awarded to Gavin Wicks, Strike Training and Consulting.
- Provided access to the online REMPLAN statistical profiling tool for member Council use.



Item 5.4 continued

City of Swan

- The Swan & Helena Rivers Understanding Flood Risk Stage 4 - Adaptation Planning documents have now been finalised and sent to councils. Webinars were held with individual participating councils with regard to their adaptation planning document.
- Submitted 'Flood Aware. Be Prepared' grant to as part of National Disaster Resilience program.
- Waterwise Council reindorsement reporting completed.
- Benchmarking Building Efficiency – Phase one is complete. Phase two is nearing completion with draft reports received and reviewed by EMRC and City of Swan.
- Regional Mapping stage 1 completed including the EMRC Remote Sensing Guideline and Astron's presentation to participating councils.
- Coordinated and gathered grant application details from participating Councils for the Family Fun Days 2021 Lotterywest grant application.
- Submitted the grant application for the 2021 Avon Descent Family Fun Days.
- Delivered the following Bush Skills for the Hills Workshop:
 - Talking about Techniques: Exploring landcare practice across diverse landscapes;
 - Native grasses Walk and talk;
 - Native plant propagation workshop x 2.
- Delivered the following Bush Skills for Youth events:
 - Bugle Tree Creek holiday workshop;
 - Monitoring wildlife;
 - Clean energy;
 - Planting for the 6 seasons x 6 workshops;
 - Six seasons bush walk;
 - Landcare techniques;
 - Bushranger project x 4;
 - Quenda in your neighbourhood x 2;
 - Wildflower walk;
 - Cute and creepy water creatures;
 - Assessing waterway health;
 - Broz park community event;
 - Plant ID for home schoolers;
 - Uluru planning session;
 - Introduction to BS4Y.
- Co-ordinating a CEP Project in Koongamia, Restoring Wangalla Brook, managing weed management, rubbish removal and planting native seedlings and photo-monitoring.
- Technical advice and on-ground support to Friends of Wangalla Brook on weed management, plant and seed species selection, community engagement strategies and restoration methodology.
- Hosted a community event at Wangalla Brook - raising awareness of the impact of what is done on the land and how this influences the health of the brook and the impact to the Helena River.
- Neville Collard, Aboriginal elder, attended the Friends of Wangalla Brook and Clayton View Primary School to engage with and educate the community of the indigenous values of Wangalla Brook.
- Assisted Friends of Noble Falls to plant 300 seedlings donated by the City of Swan.
- Initiating an in-situ water monitoring program by engaging the Blackadder Woodbridge Catchment Group (BWCG) and locating sites to monitor.
- Provided Environmental Project Officer in-situ support to the City of Swan and Shire of Mundaring one day per week.



Item 5.4 continued

- Identifying areas within the Wooroloo Brook catchment with Wooroloo Brook Landcare Group (WBLG), City of Swan and resources to develop projects which would improve the health of the Swan River.
- Engaging with WBLG to develop a SALP grant along waterways which are a priority for local government.
- Facilitated an alternative Weed Management event at Plunkett Park, discussing methods to limit the use of chemicals and the potential impacts chemicals have in a sensitive system.
- Assisted City of Swan to plant 2,500 seedlings for their Waugal Lagoon Riverbank project.
- Hosted the End of Year Volunteer event at the Mundaring Weir Hotel.

STRATEGIC/POLICY IMPLICATIONS

Key Result Area 1 – Environmental Sustainability

- 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

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

SUSTAINABILITY IMPLICATIONS

The Regional Services Directorate operates to pursue environmental, economic and social growth outcomes for Perth's Eastern Region.



Item 5.4 continued

RISK MANAGEMENT

RISK: The Sustainability Team deliver on agreed projects so there is minimal risk		
Consequence	Likelihood	Rating
Possible	Insignificant	Low
Action / Strategy		
<ul style="list-style-type: none"> The Sustainability Team considers risk pertaining to any projects or programs. 		

MEMBER COUNCIL IMPLICATIONS

Member Council

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

Implication Details



Participating member Council officer time on the two advisory groups: EDOG and RITS IAG.

ATTACHMENT(S)

Nil



5.5 REVIEW OF DELEGATED POWERS AND DUTIES

REFERENCE: D2021/01154

PURPOSE OF REPORT

The purpose of this report is to complete the annual statutory review of the exercise of powers and discharge of duties as delegated by Council.

KEY POINTS AND RECOMMENDATION(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 at least once 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 at least once in every financial year.
- The delegation of powers and duties remaining current, are submitted for review and are recommended to be reaffirmed by Council.

Recommendation(s)

That Council re-affirms the delegated powers and duties as listed in the report.

SOURCE OF REPORT

Chief Financial Officer

BACKGROUND

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.

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.



Item 5.5 continued

REPORT

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.

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	Reference
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 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 DMDOC/34306 (TAC Report) DMDOC/32855 (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. 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 DMDOC/107688 (CEOAC Report) DMDOC/52370 (Council Minutes)



Item 5.5 continued

Delegation Number	Date of Original Delegation	Description of Delegation	Delegated to	Reference
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 DMDOC/55573 (Report) DMDOC/54252 (Council Minutes)
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 Chief Executive Officer to enter into contracts for the sale of EMRC generated products to a maximum contract value of \$3,000,000 (ex GST)	CEO	Current DMDOC/126570 (Report) DMDOC/123820 (Council Minutes)
C1/2014	20/02/2014	That Council: 1. By absolute majority acting pursuant to section 5.42 of the <i>Local Government Act 1995</i> , delegates authority to the Chief Executive Officer to accept tenders conditional upon: (a) Provision having been made in the current budget for the purchase of the particular item or as authorised by Council in advance. 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 excluding GST.	CEO	Current D2014/00706 (Report) D2013/02643 (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 Chief Executive Officer to donate EMRC product to the value of \$10,000 p.a.	CEO	Current D2015/02243 (Report) 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 D2015/13575 (Report) D2015/10208 (Council)



Item 5.5 continued

Delegation Number	Date of Original Delegation	Description of Delegation	Delegated to	Reference
C5/2016	24/03/2016	<p>That Council:</p> <p>3. By absolute majority in accordance with section 5.45 of the Local Government Act 1995, amends delegation C1/2014 increasing the authority limit of the Chief Executive Officer to accept tenders to \$400,000 excluding GST.</p> <p>4. By absolute majority in accordance with section 5.42 of the Local Government Act 1995, delegates authority to the Chief Executive Officer 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.</p> <p>5. Receives a report detailing the list of items approved under delegated authority as they arise at the next ordinary meeting of council.</p>	CEO	<p>Current</p> <p>D2016/03708 (Report)</p> <p>D2016/01544 (Council)</p>
C6/2016	23/06/2016	<p>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.</p>	CEO	<p>Current</p> <p>D2016/08210 (Report)</p> <p>D2016/06161 (Council)</p>
C3/2017	18/05/2017	<p>That Council:</p> <p>2. 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.</p>	CEO	<p>Current</p> <p>D2017/05958 (TAC Report)</p> <p>D2017/07166 (Council Report)</p>



Item 5.5 continued

Delegation Number	Date of Original Delegation	Description of Delegation	Delegated to	Reference
C2/2018	24/05/2018	That: 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. 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 D2018/05183 (Council Report)
C15/2018	6/12/2018	That: 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. 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. 3. The report remains confidential and be certified by the Chairman and CEO.	CEO	Current D2018/15614 (Council Report)
C3/2019	22/08/2019	That Council authorises: 1. The Chairman to approve any leave request from the CEO on its behalf. 2. The Deputy Chairman to approve any leave request from the CEO on its behalf, in the circumstances the Chairman is unavailable.	Chairman Deputy Chairman	D2019/11274 (Council Report)



Item 5.5 continued

Delegation Number	Date of Original Delegation	Description of Delegation	Delegated to	Reference
C5/2019	19/09/2019	That: 1. Council delegates authority to the Chief Executive Officer to issue, and to instruct EMRC's lawyers to issue, any default notices that may be required pursuant to any of the agreements between Anergy Australia Pty Ltd and the EMRC.	CEO	Current D2019/10941 (WAC Report) D2019/13752 (Council Report)

STRATEGIC/POLICY IMPLICATIONS

Key Result Area 3 – Good Governance

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

FINANCIAL IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

RISK MANAGEMENT

RISK: Non-compliance with Financial Regulations		
Consequence	Likelihood	Rating
Moderate	Unlikely	Moderate
Action / Strategy		
<ul style="list-style-type: none"> Annual review of delegated powers and duties is required to comply with the <i>Local Government Act 1995</i> 		



Item 5.5 continued

MEMBER COUNCIL IMPLICATIONS

Member Council	Implication Details
Town of Bassendean	} Nil
City of Bayswater	
City of Belmont	
City of Kalamunda	
Shire of Mundaring	
City of Swan	

ATTACHMENT(S)

Nil

VOTING REQUIREMENT

Simply Majority

RECOMMENDATION(S)

That Council re-affirms the delegated powers and duties as listed in the report.

COUNCIL RESOLUTION(S)

MOVED

SECONDED



6 CONFIDENTIAL MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC

- 6.1 *HAZELMERE WOOD WASTE TO ENERGY (WWtE) UPDATE (Ref: D2021/01362)*
- 6.2 *PROVISION OF CONSULTANCY SERVICES TO A LOCAL GOVERNMENT (Ref: D2021/01110)*
- 6.3 *DRAFT HAZELMERE RESOURCE RECOVERY PARK DEVELOPMENT PLAN 2020(Ref: D2021/01361)*

7 FUTURE AGENDA BRIEFING FORUMS

The next Agenda Briefing Forum will be held on **Thursday 11 March 2021** at the EMRC Administration Office, 1st Floor, 226 Great Eastern Highway, Ascot WA 6104 commencing at 6:00pm.

Future Meetings 2021

Thursday	11	March		at	EMRC Administration Office
Thursday	08	April	(if required)	at	EMRC Administration Office
Thursday	13	May	(If required)	at	EMRC Administration Office
Thursday	10	June		at	EMRC Administration Office
Thursday	08	July	(if required)	at	EMRC Administration Office
Thursday	12	August	(if required)	at	EMRC Administration Office
Thursday	09	September	(if required)	at	EMRC Administration Office
Thursday	11	November	(if required)	at	EMRC Administration Office

8 DECLARATION OF CLOSURE OF MEETING