

AGENDA

D2021/12258

Agenda Briefing Forum

12 August 2021

Notice of Meeting

Dear Councillors

The next Ordinary Meeting of Council will be held on Thursday, 12 August 2021 at the EMRC Administration Office, 1st Floor, 226 Great Eastern Highway, Ascot WA 6104 commencing at 6:00pm.



Hua Jer Liew | Acting Chief Executive Officer

6 August 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.

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 and questions may be submitted electronically prior to the meeting, no later than 4.00pm on the day of the meeting to CouncilEnquiry@emrc.org.au.



EMRC Council Members

Cr Jai Wilson	Chairman	Town of Bassendean
Cr Doug Jeans	Deputy Chairman	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 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 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

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1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

1.1 ACKNOWLEDGEMENT OF COUNTRY

Kaya Maaman, Kaya Yorga, Kaya Bridia
Ngalak kaartitj windji ngalak nynininy
Nagalak kaartitj 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, APOLOGIES AND LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

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 PLANT UPDATE (D2021/12456)
- 4.2 PROGRESS REPORT ON THE IMPLEMENTATION OF THE EMRC FOGO RECOVERY STRATEGY (D2021/12389)
- 4.3 STRATEGIC REVIEW OF THE EMRC (D2021/12453)

5 REPORTS OF EMPLOYEES

- 5.1 REQUEST FOR TENDER RFT 2021 – 003 PROVISION OF SECURITY SERVICES TO EMRC SITES (D2021/12260)
- 5.2 REQUEST FOR TENDER RFT 2021 – 006 CONSTRUCTION OF HAZELMERE RESOURCE RECOVERY PARK WASTE TRANSFER STATION (D2021/12261)
- 5.3 WASTE AND RECYCLE CONFERENCE – SEPTEMBER 2021 (D2021/12405)
- 5.4 EMRC COUNCIL MEMBER COMPLAINTS PROCEDURES (D2021/12968)
- 5.5 INFORMATION BULLETIN - CORPORATE BUSINESS PLAN 2020/2021 – 2024/2025 FINAL PROGRESS REPORT APRIL TO JUNE 2021 (D2021/12261)
- 5.6 INFORMATION BULLETIN – WASTE EDUCATION UPDATE – APRIL TO JUNE 2021 (D2021/12406)
- 5.7 INFORMATION BULLETIN – URBAN AND NATURAL ENVIRONMENT UPDATE – APRIL TO JUNE 2021 (D2021/12407)

5.1 REQUEST FOR TENDER RFT 2021 – 003 PROVISION OF SECURITY SERVICES TO EMRC SITES

D2021/12260

PURPOSE OF REPORT

The purpose of this report is to advise Council of the results of Tender RFT 2021-003 Provision of Security Services to EMRC Sites and recommend acceptance of the Tender from MA Services Group Pty Ltd.

KEY POINT(S)

- The current contract for the provision of security services to EMRC sites following its three (3) year contract term plus optional two (2) year extensions, are due to expire on 31 August 2021.
- A request for tender for the provision of security services to EMRC sites was advertised via Tenderlink, local libraries and the West Australian on 2 June 2021.
- The tender closed on 30 June 2021 with a total of two conforming submissions and zero non-conforming submissions being received.
- The proposed term for the new contract is three (3) years plus two (2) optional one (1) year extensions.
- The award of the contract to MA Services Group Pty Ltd for the provision of security services EMRC sites based on a schedule of rates will result in the most advantageous outcome to the EMRC, demonstrating best value for money.

RECOMMENDATION(S)

That Council award Tender RFT 2021-003 Provision of Security Services to EMRC Sites to MA Services Group Pty Ltd for an estimated annual spend value of \$239,440.00 (ex. GST), subject to annual CPI adjustments, for a total period of three (3) years with two (2) optional one (1) year extensions at the sole discretion of the EMRC.

SOURCE OF REPORT

Chief Financial Officer

BACKGROUND

- 1 A contract for the provision of security services to EMRC sites was awarded to Major Security Services Pty Ltd on 30 August 2016 for a period of three (3) years plus two (2) optional one (1) year extensions. The contract was based on a schedule of rates and adjusted annually for CPI.
- 2 The contract is due to expire on 31 August 2021 following the exercisable options to extend the contract.

3 The following is a summary of the previous contract (based on an estimated value taken from the schedule of rates) for the provision of security services to EMRC sites awarded to Major Security Services Pty Ltd on 30 August 2016 and the proposed new tender:

Major Security Services Pty Ltd (2016 awarded contract) Ex GST	MA Services Group Pty Ltd (proposed new tender) Ex GST
\$215,001.00/year	\$239,440.00/year

4 The higher cost associated with the new tender is due to a wider scope of works and wider coverage including security patrols of areas not previously patrolled within the EMRC sites.

REPORT

5 The EMRC developed a request for tender for the provision of security services to EMRC sites as the current provision of security services to EMRC sites contract is nearing expiration.

6 The term for the provision of security services to EMRC sites shall be for three (3) years with two (2) optional one (1) year extensions at the sole discretion of the EMRC.

7 The request for tender was advertised via Tenderlink, local libraries and the West Australian on 2 June 2021 and the closing date for submissions was 30 June 2021. The evaluation panel comprised of a total of eight EMRC officers from all EMRC sites. The evaluation process was completed and a recommendation report was prepared.

8 A total of two conforming tender submissions were received from:

- Major Security Services Pty Ltd; and
- MA Services Group Pty Ltd.

9 The evaluation panel assessed the submissions on the following criteria:

Assessment Criteria	Weighting
(a) Demonstrated understanding of required tasks	12.5%
(b) Skills and experience of key personnel	12.5%
(c) Service delivery and methodology	12.5%
(d) Resources and capabilities	12.5%
(e) Environmental protection	8.0%
(f) Health and safety management plan	9.0%
(g) Industrial relations	8.0%
(h) Price	25.0%

10 After combining the weighted scores for the qualitative criteria based on the evaluation panel's evaluation and price, the submission from MA Services Group Pty Ltd demonstrated the most advantageous submission and is considered to offer the best value for money for the EMRC. While MA Services Group Pty Ltd were not the lowest priced tender, they scored significantly higher than the other tenderer in the qualitative areas of service delivery and methodology, resources and capabilities, environmental protection and occupational health and safety resulting in a combined highest overall ranking and therefore the recommended tenderer.

- 11 The price submitted by MA Services Group Pty Ltd amounted to an annual estimated cost of \$239,440.00 (ex. GST) based on a schedule of rates for the provision of security services to EMRC sites.
- 12 Following the finalisation of the review of the tender submissions and the resultant Recommendation Report, an email correspondence was received from the incumbent service provider Major Security Services Pty Ltd to withdraw its tender submission. As they are not the recommended tenderer, this development does not alter the outcome of the recommendation.

STRATEGIC/POLICY IMPLICATIONS

- 13 Key Result Area 3 – Good Governance
 - 3.5 To improve organisational culture, health, welfare and safety

FINANCIAL IMPLICATIONS

- 14 Nil


SUSTAINABILITY IMPLICATIONS

- 15 Nil

RISK MANAGEMENT

Risk – Request for Tenders that are over the Chief Executive Officer’s delegated authority limit must be approved by Council prior to the award of the contract.		
Consequence	Likelihood	Rating
Moderate	Unlikely	Medium
Action/Strategy		
➤ Council to authorise the CEO to enter into a contract with the recommended tenderer, the subject of this report.		

MEMBER COUNCIL IMPLICATIONS

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

ATTACHMENT(S)

Nil

VOTING REQUIREMENT

Simple Majority



RECOMMENDATION(S)

That Council award Tender RFT 2021-003 Provision of Security Services to EMRC Sites to MA Services Group Pty Ltd for an estimated annual spend value of \$239,440.00 (ex. GST), subject to annual CPI adjustments, for a total period of three (3) years with two (2) optional one (1) year extensions at the sole discretion of the EMRC.

COUNCIL RESOLUTION(S)

MOVED

SECONDED

5.2 REQUEST FOR TENDER RFT 2021 – 006 CONSTRUCTION OF HAZELMERE RESOURCE RECOVERY PARK WASTE TRANSFER STATION

D2021/12261

PURPOSE OF REPORT

The purpose of this report is to advise Council of the results of Tender RFT2021-006 to construct the Hazelmere Resource Recovery Park (HRRP) - Waste Transfer Station (WTS) and recommend acceptance of the Tender submission from Bistel Construction Pty Ltd.

KEY POINT(S)

- A tender for the construction of the HRRP - WTS was advertised via Tenderlink on 2 June 2021.
- Tenders closed on 30 June 2021 with two (2) submissions being received.
- The tender called for the construction of the HRRP - WTS to be located on the north west side of the park.
- The recommended tender submission is approximately 20% above the pre-tender estimate provided in the Council approved Business Case (D2020/20294). The pre-tender estimate was based on the conceptual design and did not anticipate the current market conditions, which have become volatile due to COVID and stimulus packages, leading to material shortages in the construction industry and construction resources.
- A contingency allowance of 10% of the contract sum is recommended to cover any variations during the construction process.
- A revised Business Case for the Waste Transfer Station (WTS) at the HRRP has been developed and forms a confidential attachment to this report.

RECOMMENDATION(S)

That:

- 1 Council award Tender RFT2021-006 – Hazelmere Resource Recovery Park – Waste Transfer Station to Bistel Construction Pty Ltd for a contract term of ten (10) months at a total cost of \$ 6,855,569.19 excluding GST.
- 2 The CEO be authorised on behalf of the EMRC to enter into a contract with Bistel Construction Pty Ltd in accordance with their submitted tender, subject to any minor variations that may be agreed on between the CEO and Bistel Construction Pty Ltd.
- 3 Council authorise a 10% contingency based on the tendered price schedule of \$685,556.92, for any contract variations that may arise for Tender RFT2021-006.
- 4 Council authorise \$4,041,126 (inclusive of 10% contingency) in addition to the \$3,500,000 in the 2021/22 Annual Budget to undertake the Tender RFT2021-006 within this financial year.
- 5 Council endorse the Business Case for the proposed Waste Transfer Station at Hazelmere Resource Recovery Park which forms a confidential attachment to this report.
- 6 The attachment remains confidential and be certified by the Chairman and the CEO.

SOURCE OF REPORT

Chief Project Officer

BACKGROUND

- 1 The EMRC operates the Hazelmere Resource Recovery Park (HRRP) at 77 Lakes Road, Hazelmere, WA 6055. The purpose of the HRRP is to recover resources from some waste streams thus diverting waste from landfill and providing an opportunity to re-use materials. The HRRP forms the core of the EMRC's Resource Recovery Project for integrated and sustainable waste management in the Region.
- 2 In 2017, four of the EMRC member Councils signed a Participants Agreement for Waste Supply to provide residual municipal solid waste (MSW) to the proposed East Rockingham Resource Recovery Facility (RRF). To facilitate this waste supply agreement, it was proposed that the EMRC would consider development of a Waste Transfer Station (WTS) at the HRRP.
- 3 The City of Belmont withdrew from the EMRC on the 30 June 2021, leaving three of the EMRC member councils (City of Swan, City of Kalamunda and Shire of Mundaring) committed to use the WTS.
- 4 The internal layout of the proposed WTS is presented in Figure 1 with the North & South Elevations shown in Figure 2.

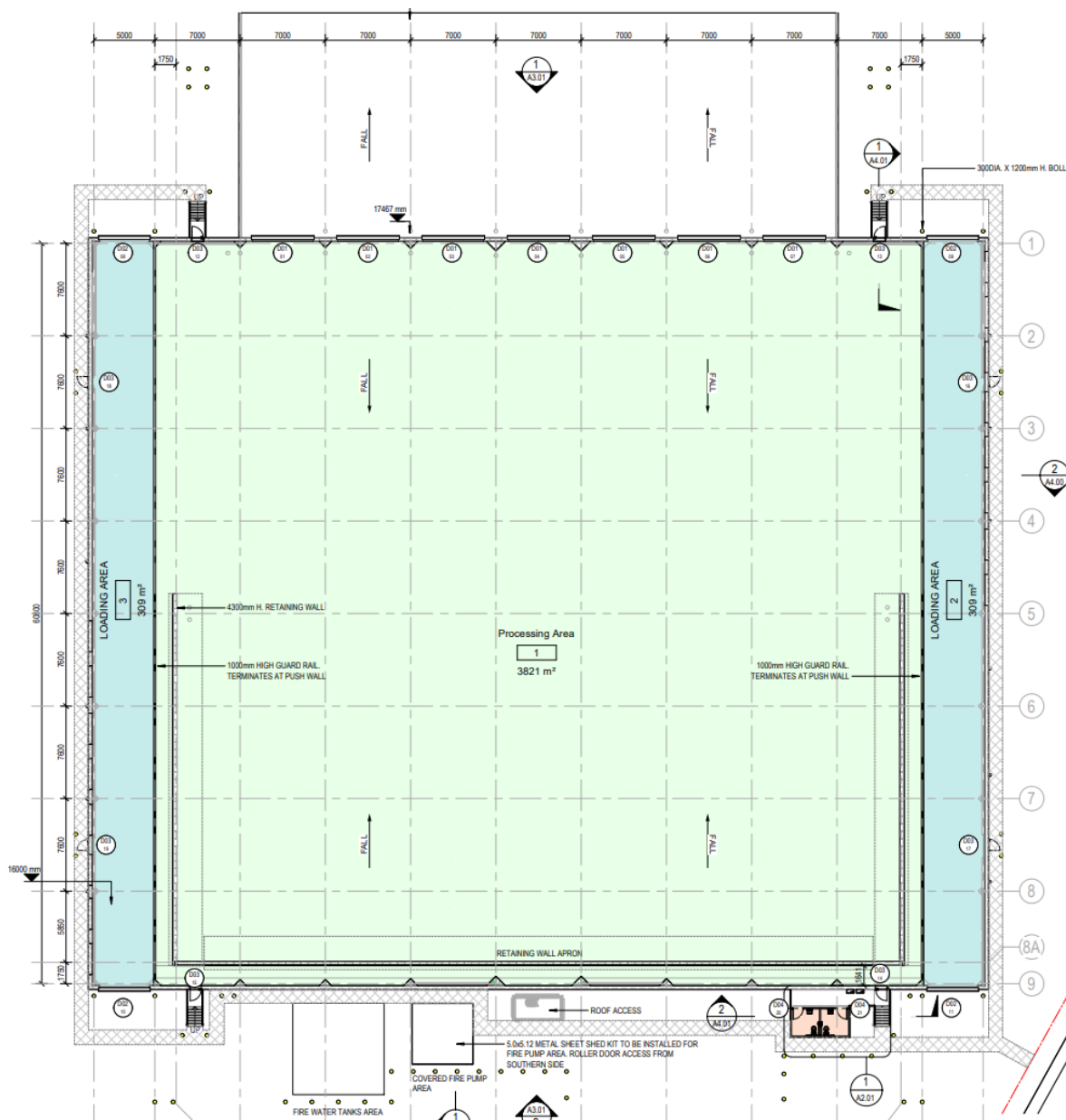


Figure 1: HRRP Waste Transfer Station: Internal Layout

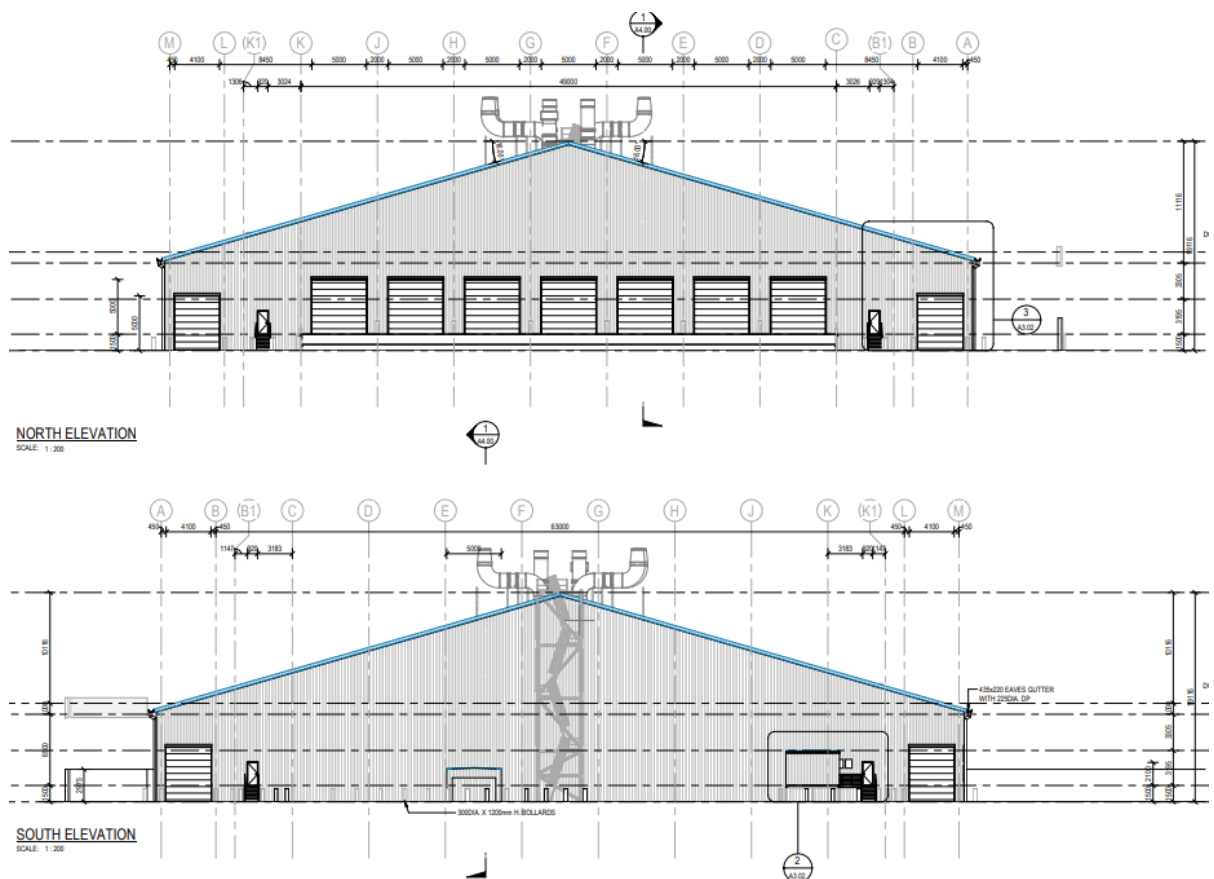


Figure 2: HRRP: North & South Elevations

- 5 The proposed construction for the WTS includes all labour, plant, materials, supervision, survey and everything else required for the construction of the building.
- 6 At its 17 September 2020 meeting, Council resolved:

“THAT:

 1. *COUNCIL ENDORSES THE BUSINESS CASE FOR THE PROPOSED WASTE TRANSFER STATION AT HAZELMERE RESOURCE RECOVERY PARK WHICH FORMS A CONFIDENTIAL ATTACHMENT TO THIS REPORT.*
 2. *COUNCIL BY ABSOLUTE MAJORITY IN ACCORDANCE WITH S.6.8 OF THE LOCAL GOVERNMENT ACT 1995 APPROVES UP TO \$150,000 EXPENDITURE TO THE CAPITAL WORKS PROGRAMME FOR 2020/2021 TO PROGRESS THE DESIGN AND TENDER PROCESS FOR THE PROPOSED WASTE TRANSFER STATION.*
 3. *THE ATTACHMENT REMAINS CONFIDENTIAL AND BE CERTIFIED BY THE CHAIRMAN AND CEO.”*

REPORT

- 7 Tender RFT2021-006 for the construction of Hazelmere Resource Recovery Park – Waste Transfer Station was advertised on Wednesday, 2 June 2021. Tenders closed on Tuesday, 30th June 2021 and submissions were received from:
 - BE Projects (WA) Pty Ltd;
 - Bistel Construction Pty Ltd;

8 An evaluation panel of EMRC officers assessed the submissions on the following qualitative criteria:

Assessment Criteria	Weighting
(a) Technical capabilities and capacities to provide service.	15%
(b) Tenderer's demonstrated experience in providing similar service.	15%
(c) Project Execution Methodology.	15%
(d) Safety Management Plan.	10%
(e) Environmental Management Plan.	5%

9 Price is weighted at 40% of the evaluation.

10 Based on the panel's evaluation, the submission from Bistel Construction Pty Ltd demonstrated the most advantageous submission and is considered to offer the best value for money. The Schedule of Rates against the specified Bill of Quantities submitted by Bistel Construction Pty Ltd amounted to a total value of \$6,855,569.19 (ex GST). The construction period is estimated to be ten (10) months.

11 A contingency allowance of 10% of the contract sum is recommended to allow for any unforeseen circumstances that may arise during the contract works. The confidential Recommendation Report is attached as supporting information.

STRATEGIC/POLICY IMPLICATIONS

12 Key Result Area 1 – Environmental Sustainability

1.1 To provide sustainable waste disposal operations

1.2 To improve regional waste recovery management

FINANCIAL IMPLICATIONS

13 In the previous project timeline, it was estimated that the WTS construction time would take 12 months with completion in September 2022. Therefore, the budget for this project was \$7 million split over two financial years, \$3.5 million for FY 2021/22 which was approved as part of the Annual Budget 2021/22 and \$3.5 million for FY 2022/23. The timeline for completion is within the FY 2021/22, to ensure that it is ready for operation in time for the commissioning of the East Rockingham RRF in mid to late 2022. The project cost inclusive of a 10% contingency is \$7,541,126 exc. GST, approval is being sought from the Council for the balance of funding to the amount of \$4,041,126 to complete the Tender RFT2021-006 within this financial year. This amount to be transferred from the Secondary Waste Reserve.

SUSTAINABILITY IMPLICATIONS

14 The proposed Waste Transfer Station is designed to facilitate ongoing waste operations at the HRRP and to enable the future waste transfer to the East Rockingham Waste to Energy Plant. The future acceptance of commercial waste, greenwaste, and FOGO waste for transfer to the Red Hill Waste Management Facility.

Risk – Request for Tenders that are over the Chief Executive Officer’s delegated authority limit must be approved by Council prior to the award of the contract.

Consequence	Likelihood	Rating
Moderate	Possible	Moderate
Action/Strategy		
➤ Council to authorise the CEO to enter into a contract with the recommended tenderer the subject of this report.		

MEMBER COUNCIL IMPLICATIONS

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

CONFIDENTIAL ATTACHMENT(S)

1. Business Case - Development of HRRP Waste Transfer Station Rev.4 (D2021/13553)

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION(S)

That:

- 1 Council award Tender RFT2021-006 – Hazelmere Resource Recovery Park – Waste Transfer Station to Bistel Construction Pty Ltd for a contract term of ten (10) months at a total cost of \$ 6,855,569.19 excluding GST.
- 2 The CEO be authorised on behalf of the EMRC to enter into a contract with Bistel Construction Pty Ltd in accordance with their submitted tender, subject to any minor variations that may be agreed on between the CEO and Bistel Construction Pty Ltd.
- 3 Council authorise a 10% contingency based on the tendered price schedule of \$685,556.92, for any contract variations that may arise for Tender RFT2021-006.
- 4 Council authorise a transfer of \$4,041,126 as the balance of funding from the Secondary Waste Reserve to the \$3,500,000 in the 2021/22 budget to complete the Tender RFT2021-006 within this financial year.
- 5 Council endorse the Business Case for the proposed Waste Transfer Station at Hazelmere Resource Recovery Park which forms a confidential attachment to this report.
- 6 The attachment remains confidential and be certified by the Chairman and the CEO.

COUNCIL RESOLUTION(S)

MOVED

SECONDED

5.3 WASTE & RECYCLE 2021 CONFERENCE – SEPTEMBER 2021

D2021/12405

PURPOSE OF REPORT

The purpose of this report is to advise Council of the upcoming Waste & Recycle 2021 Conference being held at Crown Towers Perth, on Wednesday, 8 September 2021 and Thursday, 9 September 2021.

KEY POINT(S)

- The WA Waste & Recycle 2021 Conference is to be held at Crown Towers, Perth, on Wednesday, 8 September 2021 and Thursday, 9 September 2021.

RECOMMENDATION(S)

That:

- 1 Councillors and Officers note the dates of 8 and 9 September 2021 for the WA Waste & Recycle 2021 Conference.
- 2 Councillor(s) and the Chief Executive Officer be authorised to attend the WA Waste & Recycle 2021 Conference.
- 3 Two (2) places to the WA Waste & Recycle 2021 Conference be offered to the Waste Management Community Reference Group (WMCRCG) in the event that some members may wish to attend.

SOURCE OF REPORT

Chief Financial Officer

BACKGROUND

- 1 Advice has been received that the WA Waste & Recycle 2021 Conference is to be held on 8 and 9 September 2021 at Crown Towers Perth. The conference sessions will be held on Wednesday, 8 September 2021 and Thursday, 9 September 2021 followed by two (2) full day tours on Friday, 10 September 2021.

REPORT

- 2 The WA Waste & Recycle Conference is an annual event which caters to those involved in waste management, resource recovery and recycling.
- 3 Details on the conference are limited at the time of compiling this report however the Minister for Environment, Hon. Amber-Jade, Sanderson, BA MLA will open the conference, followed by Keynote Addresses from Michelle Andrews, Director General, Department of Water Environment and Environmental Regulation, and Reg Howard-Smith, Chairman, Waste Authority.
- 4 Our CEO Marcus Geisler will be presenting on Waste Avoidance and Circular Economy on the first day of the Conference.
- 5 Limited details of other keynote speakers or presentations are available at the time of writing this report however reference should be made to the Conference website, wasteandrecycle.net.au for more up-to-date information.

- 6 The conference, hosted by the Waste Management Association of Australia (WMAA), Department of Waste and Environmental Regulation (DWER) and Western Australian Local Government Association (WALGA), is recognised as one of the largest gatherings of thought leaders, educators and industry professionals in the waste and resource recovery sector.
- 7 Registration includes access to all conference sessions and internal exhibition displays. There are networking opportunities over morning, afternoon tea and lunch breaks. Attendance also allows for participants to share experience and knowledge with peers on previous achievements and successes and interact with others in the waste and recycling industry. The program is also attached to this report (Attachment 1).
- 8 All Conference sessions are held at the Crown Perth. Two (2) full day tours are offered on Friday, 10 September 2021:
 - Waste to Energy & C&D Facility Tour (Limited to 30 participants)
 - ⇒ This tour includes a visit to the Waste to Energy (WtE) facilities at Kwinana and East Rockingham, followed by a visit to Waste Stream C&D Recycler.
 - FOGO Tour (Limited to 30 participants)
 - ⇒ This tour includes a visit to the SMRC's Regional Resource Recovery Centre (RRRC) - FOGO Processing and a visit to Pure Earth, followed by a visit in the afternoon to the EMRC's Red Hill Waste Management Facility.
- 9 The Conference Program covers a range of issues that are generally of interest to the EMRC. The 2021 Conference Assessment Form is attached (Attachment 2). The early bird registration fee is available until Monday 31 August 2021 for the EMRC given our on-going support for the conference.

STRATEGIC/POLICY IMPLICATIONS

- 10 Key Result Area 1 – Environmental Sustainability
 - 1.1 To provide sustainable waste disposal operations
 - 1.2 To improve regional waste management
 - 1.3 To provide resource recovery and recycling solutions in partnership with member Councils
 - 1.4 To investigate leading edge waste management practices
- 11 Council Policy 6.3 – Attendance at Events

FINANCIAL IMPLICATIONS

- 12 The expenditure for councillor, officer and WMCRG members attendance at conferences are allowed for in the adopted annual budget.
- 13 A full registration with early bird discount and attendance at the conference and networking events will cost \$640 per attendee with full day tours on the Friday costing an extra \$250 and Cocktail Function on the Wednesday evening for \$85.00 per attendee.

SUSTAINABILITY IMPLICATIONS

- 14 Nil

RISK MANAGEMENT

Risk – Non Compliance with Council Policy		
Consequence	Likelihood	Rating
Insignificant	Unlikely	Low
Action/Strategy		
➤ Approval be sought for Councillors and the CEO to attend Waste 2021 Conference and Exhibition to comply with Council Policy 6.3 Attendance at Events		

MEMBER COUNCIL IMPLICATIONS

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

ATTACHMENT(S)

- 1 2021 Waste and Recycle Conference Program (D2021/14078)
- 2 Conference Assessment Form (D2021/14073)

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION(S)

That

- 1 Councillors and Officers note the dates of 8 and 9 September 2021 for the WA Waste & Recycle 2021 Conference.
- 2 Councillor(s) and the Chief Executive Officer be authorised to attend the WA Waste & Recycle 2021 Conference.
- 3 Two (2) places to the WA Waste & Recycle 2021 Conference be offered to the Waste Management Community Reference Group (WMCRG) in the event that some members may wish to attend.

COUNCIL RESOLUTION(S)

MOVED

SECONDED

2021 Waste and Recycle Conference Program



Crown Towers, Perth 8-9 September 2021

Wednesday, 8 September	
9 - 9.05am	Conference Convenor Welcome
9.05 – 9.15am	Welcome to Country
9.15 – 9.30am	Opening of Conference – Hon. Amber-Jade Sanderson BA MLA, Minister for Environment, Climate Action, Commerce
9.30 – 9.45am	Keynote address – Michelle Andrews, Director General, Department of Water and Environmental Regulation
9.45 – 10am	Keynote Address- Reg Howard-Smith, Chairman, Waste Authority
10 – 10.45am	<i>Morning Tea</i>
10.45 – 12 noon	How do we destroy the Zombie Myth that all recycling goes to landfill? This session will focus on the zombie myth that all recycling goes to landfill and seek solutions from our expert panel and audience as how as an industry we can finally cut off the head of this particular zombie.

2021 Waste and Recycle Conference Program



Wednesday, 8 September (contd)	
12 – 1.30pm	Lunch
1.30 – 3pm – Session A	Waste Avoidance and Circular Economy – Marcus Geisler, CEO EMRC
1.30 – 3pm – Session B	Infrastructure Development
3 – 3.30pm	Afternoon Tea
3.30 – 5pm – Session A	Market Development and Sustainable Procurement
3.30 – 5pm – Session B	Remote Possibilities: Realistic Rural Better Practice
5 – 7pm	Reuse Fashion Show

2021 Waste and Recycle Conference Program



Thursday, 9 September	
9am	Conference Convenor Welcome
9 – 9.30am	Vaughan Levitzki – What Was Essential for SA’s Waste Success?
9.30 – 10.30am	Dr Lucas Carmody – PwC – Circular Economy
10.30 – 11am	Morning Tea
11 – 12.30pm – Session A	Education and Behaviour Change
11 – 12.30pm – Session B	Climate Action and Waste
12.30 – 2pm	Lunch
2 – 4pm – Session A	How is the WARR? National and State Government Strategy Process
2 – 4.30pm – Session B	Deposit your ideas – how do we get to 85% recovery through the Container Deposit Scheme in 2 years?
4 – 4.30pm	Afternoon tea and close



Eastern Metropolitan Regional Council

Conference Assessment Form

Conference Details	<u>Waste & Recycle 2021 Conference - September 2021</u>
Organising Body	<u>Waste Management Association of Australia (WMAA), Department of Waste and Environmental Regulation (DWER) and Western Australian Local Government Association (WALGA)</u>
Location	<u>Crown Perth</u>
Date	<u>Wednesday, 8 September 2021 and Thursday, 9 September 2021 - Tours offered on Friday, 10 September 2021</u>
Theme	<u>Waste Management, Resource Recovery and Recycling</u>
Estimated Cost Per Person	<u>Early Bird cost \$640 per attendee and \$250 extra for Tour and \$85 for Cocktail Function</u>
Estimated Total Cost	<u>\$975</u>
Budget Available	<u>Budgeted for each year</u>

Assessment Criteria	Factor		
	Low (1)	Medium (2)	High (3)
Current/Future Direction			3
Council Objective			3
Topical/Relevant			3
Business Objective			3
Historic/Expected Attendance			3
Other Sources of Information *			3
Content Similarity		2	
Total			20

* Low score means high availability of data

	Yes	No
Conference Report Required	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Recommendation That Councillors and Chief Executive Officer attend the Conference

Prepared by Chief Financial Officer

5.4 EMRC COUNCIL MEMBER COMPLAINTS PROCEDURE

D2021/12968

PURPOSE OF REPORT

The purpose of this report is to seek Council's endorsement of the guidelines and procedures for dealing with complaints about alleged breaches of the behaviour requirements in accordance with clause 15(2) of the *Local Government (Model Code of Conduct) Regulations 2021* and included in Division 3 of the EMRC Code of Conduct for Council Members, Committee Members and Candidates (EMRC Code of Conduct).

KEY POINT(S)

- On 3 February 2021, the *Local Government (Model Code of Conduct) Regulations 2021* was gazetted and came into effect.
- Council appointed a Complaints Officer at its Ordinary Council Meeting on 25 February 2021 and then subsequently adopted the EMRC Code of Conduct at its 25 March 2021 Ordinary Meeting of Council.
- An EMRC Council Member Complaints Procedure is required to be established, in accordance with clause 15(2) of the *Local Government (Model Code of Conduct) Regulations 2021* and the EMRC Code of Conduct for dealing with complaints about alleged breaches of the behaviour requirements included in Division 3 of the EMRC Code of Conduct
- The procedures apply to complaints made in accordance with clause 11 of the *EMRC Code of Conduct* for Council Members, Committee Members and Candidates.

RECOMMENDATION(S)

That Council endorse the EMRC Council Member Complaints Procedure for dealing with complaints about alleged breaches of the behaviour requirements forming the attachment of this report.

SOURCE OF REPORT

Chief Financial Officer

BACKGROUND

- 1 The *Local Government Legislation Amendment Act 2019* (Amendment Act) was developed in response to feedback that there was a need for governance reforms, including a Code of Conduct for Councillors, Committee members and candidates that clearly reflects the community expectations of behaviour and supports consistency between local governments for managing alleged breaches of that Code of Conduct.
- 2 As a result, key reforms under the Amendment Act include the introduction of a model code of conduct that must be adopted by local governments and is to apply to Councillors, committee members and candidates.
- 3 On 3 February 2021, the *Local Government (Model Code of Conduct) Regulations 2021* was gazetted and came into effect. The model code replaces the previous statutory requirement for local governments to develop and implement an individual code of conduct for their Councillors, committee members and employees.

4 At its first ordinary meeting of the year on 25 February 2021, Council resolved:

THAT COUNCIL:

1. *AUTHORISES THE CHIEF EXECUTIVE OFFICER TO BE THE COMPLAINTS OFFICER.*
2. *BY ABSOLUTE MAJORITY IN ACCORDANCE WITH S.5.42 OF THE LOCAL GOVERNMENT ACT 1995, DELEGATES POWER TO THE CHIEF EXECUTIVE OFFICER TO APPOINT AUTHORISED COMPLAINTS OFFICERS.*
3. *ENDORSE THE COMPLAINT ABOUT ALLEGED BREACH FORM, FORMING ATTACHMENT 1 TO THIS REPORT.*

5 At its meeting of Council on 25 March 2021, Council resolved:

THAT COUNCIL BY ABSOLUTE MAJORITY IN ACCORDANCE WITH SECTION 5.103 OF THE LOCAL GOVERNMENT ACT 1995, ADOPTS A NEW CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES, FORMING THE ATTACHMENT OF THIS REPORT.

REPORT

6 The *Local Government (Model Code of Conduct) Regulations 2021* (the Regulations) have been developed to give effect to the Amendment Act to establish standards and principles that outline the expected behaviours and relevant legal responsibilities for each appointed and prospective elected member, committee member and candidate.

7 Individuals who are, or seek to be, members of local councils and council committees are entrusted by their community to represent local views, make sound decisions, and utilise public funds effectively to deliver services and amenities for their community. As such, a high standard of professional and ethical conduct is expected of council members and committee members in local governments, as well as candidates in local government elections.

8 In accordance with clause 15(2) of the Regulations and EMRC's Code of Conduct a set of draft procedures for dealing with complaints about alleged breaches of the behaviour requirements included under Division 3 of the EMRC's Code of Conduct have been drafted for Council endorsement.

9 The purpose of the new EMRC Council Member Complaints Procedure is to give effect to the EMRC's commitment to an effective, transparent, fair and accessible complaints handling process that supports high standards of behaviour of Council members, Committee members and Candidates.

10 The EMRC Council Member Complaints Procedure applies to complaints made in accordance with clause 11 of the EMRC Code of Conduct.

11 The EMRC Council Member Complaints Procedure cover the following:

- Purpose, scope and definitions;
- Confidentiality;
- Role of the Complaints Officer;
- The steps required when making a complaint; and
- Withdrawing a complaint.

12 Councillors must comply with the provisions in the Code of Conduct in fulfilling their role and responsibilities in Council and on Council committees, as set out in the Act. Where the behaviour of a Councillor, committee member or candidate does not comply with the Code of Conduct, it is intended that the local government address the behaviour through education and other remedial actions that the Council considers appropriate, rather than formal sanctions.

STRATEGIC/POLICY IMPLICATIONS

13 Key Result Area 3 – Good Governance
 3.3 To provide responsible and accountable governance and management of the EMRC

FINANCIAL IMPLICATIONS

14 Nil

SUSTAINABILITY IMPLICATIONS

15 Nil

RISK MANAGEMENT

Risk – Non-compliance with the <i>Local Government Act 1995</i> and EMRC’s responsibility to maintain responsible and accountable governance and management of the organisation.		
Consequence	Likelihood	Rating
Moderate	Unlikely	Moderate
Action/Strategy		
➤ Council to endorse the EMRC Council Member Complaints Procedure, forming the attachment of this report.		

MEMBER COUNCIL IMPLICATIONS

Member Council

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

Implication Details

While Councillors will also be governed by a same Model Code of Conduct at their own council, this relates specifically to the community expectations of behaviour in discharging their duties as Councillors of the EMRC.

ATTACHMENT(S)

EMRC Council Member Complaints Procedure (D2021/13082)

VOTING REQUIREMENT

Simple Majority



RECOMMENDATION(S)

That Council endorse the EMRC Council Member Complaints Procedure for dealing with complaints about alleged breaches of the behaviour requirements, forming the attachment of this report.

COUNCIL RESOLUTION(S)

MOVED

SECONDED



EMRC Council Member Complaints Procedure

Interrelated Documents

EMRC Code of Conduct for Council Members, Committee Members and Candidates.
EMRC Complaint About Alleged Breach Form

Statutory Requirements

Local Government (Model Code of Conduct) Regulations 2021
Local Government Legislation Amendment Act 2019

Purpose

To establish, in accordance with clause 15(2) of the *Local Government (Model Code of Conduct) Regulations 2021* and the EMRC Code of Conduct, the procedure for dealing with complaints about alleged breaches of the behaviour requirements included in Division 3 of the EMRC Code of Conduct for Council Members, Committee Members and Candidates.

Scope

The procedures apply to complaints made in accordance with clause 11 of the *EMRC Code of Conduct* for Council Members, Committee Members and Candidates.

These procedures apply to Council Members, Committee Members, Candidates and any person who submits a complaint in accordance with these procedures.

Definitions

Code of Conduct means:

the EMRC Code of Conduct for Council Members, Committee Members and Candidates.

Complainant means:

a person who has submitted a Complaint in accordance with these procedures.

Complaint(s) means:

a complaint submitted under clause 11(3) of the *EMRC Code of Conduct*.

Complaints Officer means:

a person authorised in writing by EMRC Council resolution dated 25 February 2021 under clause 11(3) of the *EMRC Code of Conduct* to receive complaints and withdrawals of complaints.

Respondent means:

a person who a Complaint is made against by the Complainant.

Procedures

Confidentiality

The EMRC will take all reasonable steps to maintain confidentiality when dealing with the Complaint, in order to protect both the Complainant and Respondent.

Council Members, Local Government employees and contractors who have a role in handling a specific complaint will be provided with sufficient information to fulfil their role. They must manage this information securely and must not disclose or inappropriately use this information.

Complainants will be advised of the level of confidentiality they can expect and that breaches of confidentiality on their part may prejudice the progress of their Complaint.

Role of the Complaints Officer

The Complaints Officer is authorised in accordance with clause 11(3) of the *EMRC Code of Conduct* to accept Complaints and withdrawal of Complaints.

The Complaints Officer is not an advocate for the Complainant or the Respondent. The Complaints Officer provides procedural information and assistance to both the Complainant and Respondent.

Making a Complaint

Any person may make a Complaint alleging that a Council Member, Committee Member or Candidate has behaved in a way that constitutes a breach of the *EMRC Code of Conduct*.

The following process must be followed after a Complaint is made:

- A Complaint may be made using the EMRC Complaint About Alleged Breach Form, available on the EMRC's website and forwarded to the Complaints Officer.
- A Complaint must be made within one (1) month after the alleged breach and the Complaint is required to include the name and contact details of the Complainant therefore anonymous complaints cannot be accepted.
- The Complaints Officer must acknowledge the Complaint within ten (10) days of receipt of the Complaint.
- The Respondent is informed of the Complaint and invited to comment and provide information on the alleged conduct and is provided 14 days to respond to the Complaint.
- The Complaints Officer analyses the evidence provided and prepares a draft report for Council consideration.
- The Complaints Officer is to provide a copy of the Council report to the Complainant and the Respondent for comment and given 14 days to provide a response.
- The Complaints Officer considers any feedback given and finalises the report to Council.
- The Council considers the report at its ordinary Council meeting and makes a finding.
- In the event that Council cannot reach a finding, the Complaint is to be referred to an independent person (to be determined) to review the Complaint and make a recommendation on the appropriate actions.
- A report is then to be provided back to Council on the independent review.
- The Complainant and the Respondent are to be advised of the Council decision and given 28 days to appeal the Council decision.
- If a breach is determined, the Register of Complaints is updated on the EMRC's website.

- If the Complainant or Respondent object to the breach recorded, this will need to be reported back to Council.
- An action plan is to be developed in consultation with the Respondent.
- The action plan is to be monitored for compliance and any non-compliance and proposed action to be reported back to Council.

Where a Complaint is made more than one (1) month after the alleged breach, the Complaints Officer will give the Complainant written notice that the Complaint cannot be made.

Withdrawing a Complaint

A Complainant may withdraw their Complaint at any time before a finding has been made in relation to the Complaint by advising the Complaints Officer in writing of the withdrawal.

After receiving a written withdrawal of the Complaint, the Complaints Officer will take all the necessary steps to terminate the process commenced under the EMRC Councillor Complaints Procedure.

Responsibility

Adopted/Reviewed by Council

26 August 2021

Next Review

2023

Responsible Unit

Business Support Team - Governance

5.5 INFORMATION BULLETIN - CORPORATE BUSINESS PLAN 2020/2021 – 2024/2025 FINAL PROGRESS REPORT APRIL TO JUNE 2021

REFERENCE: (D2021/11632)

PURPOSE OF REPORT

The purpose of this report is to provide Council with a final progress update against key actions identified within EMRC's Corporate Business Plan 2020/2021 – 2024/2025 for the reporting period, April to June 2021.

KEY POINT(S)

- 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 2021/2022 – 2025/2026 on 24 June 2021 (D2021/11573).
- The attachment to this report provides the final quarter of reporting against the key actions identified within the Corporate Business Plan 2020/2021 – 2024/2025 for the period April to June 2021.

SOURCE OF REPORT

Chief Sustainability Officer

BACKGROUND

- 1 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.
- 2 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).
- 3 Council adopted the EMRC's new Corporate Business Plan 2021/2022 – 2025/2026 on 24 June 2021 (D2020/11573), for activities progressed from 1 July 2021 onwards.

REPORT

- 4 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."

- 5 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.
- 6 The attachment to this report concludes the final quarterly reporting against the previous year’s (2020/2021) Corporate Business Plan actions, for the period April to June 2021.

STRATEGIC/POLICY IMPLICATIONS

- 7 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

FINANCIAL IMPLICATIONS

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

SUSTAINABILITY IMPLICATIONS

- 9 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 The Council agreed Key Actions are not delivered in accordance with the Corporate Business Plan		
Consequence	Likelihood	Rating
Moderate	Unlikely	Moderate
Action/Strategy		
Regular and ongoing reviews and quarterly updates ensure staff continue to be apprised of the deliverables and agreed timeframes.		

MEMBER COUNCIL IMPLICATIONS

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

ATTACHMENT(S)

Corporate Business Plan 2020/2021 – 2024/2025 4th quarter Progress Report for the period April to June 2021 (D2021/11573)



Corporate Business Plan 2020/2021 – 2024/2025

Progress Report – Fourth 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

- Behind Schedule; Over Budget; Significant impacts experienced; Project stalled; High likelihood of risk
- Minor impediments regarding Budgets/Schedules; Medium likelihood of risk; Project deferred/postponed
- Ahead or on schedule; Under/On Budget; Risks dealt with or low likelihood

Key Result Area 1 Environmental Sustainability

Objective

1.1 To Provide Sustainable Waste Disposal Operations

1.1.1 Minimise the Environment Impact of Waste Management Operations

Key Actions	Status	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 for the Resource Recovery Facility prepared for submission in August.
		October - December 2020	No annual monitoring and compliance reports are due this quarter.
		January - March 2021	Annual Audit Report and Annual Audit Compliance Report for reporting period of 1-1-2020 to 31-12-2020 submitted 31-3-2021
		April - June 2021	No annual monitoring and compliance reports are due this quarter.
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 October ➢ Feral animal control – spotlighting and shooting event completed in October.
		January - March 2021	<ul style="list-style-type: none"> ➢ Quarter 1 water monitoring completed for the Red Hill Waste Management Facility. ➢ Feral animal control – spotlighting and fox control event completed on 24 March. ➢ Planning and ordering of material for Tree Planting Day in May
		April - June 2021	<ul style="list-style-type: none"> ➢ 4,000 tubestock planted on Tree Planting Day in May and 3,300 planted in June ➢ Quarter 2 water monitoring completed for the Red Hill Waste Management Facility
Rehabilitate former landfill cells	●	July - September 2020	No rehabilitation takes place during this quarter, only monitoring of plantings undertaken in June.
		October - December 2020	Planning and preparation work including ordering of tube stock and seed completed in preparation for 2021 winter planting.

Key Actions	Status	Quarter	Comments
		January - March 2021	Planning and ordering of material for Tree Planting Day in May
		April - June 2021	4,000 tubestock planted on Tree Planting Day in May and 3,300 planted in June
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	This is an annual action and no action is required this quarter
		April - June 2021	Request sent to contractors for fuel use data in preparation for NGERS report
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	This is an annual action and no action is required this quarter.
		January - March 2021	This is an annual action and no action is required this quarter
		April - June 2021	Request sent to contractors for fuel use data in preparation for NPI report
Implement Offset Program (Lots 501 and 82)	●	July - September 2020	Nest box 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. Nest box inspection undertaken by Insight Ornithology in December.
		January - March 2021	Weed control and monitoring of weed control undertaken in Offsets
		April - June 2021	Infill planting and sewing of native seed undertaken in Offsets area
Audit Environmental Management System ISO14001:2015 and implement improvements (where required)	●	July - September 2020	This is an annual action and no action is required this quarter.
		October - December 2020	This is an annual action and no action is required this quarter.
		January - March 2021	Preparation for upcoming audit by SGS in April.
		April - June 2021	Successful 3 day EMS recertification audit undertaken in April
Responsible	Chief Projects Officer		

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

Key Actions	Status	Quarter	Comments
Construct infrastructure, as required (roads and car parks)	●	July - September 2020	No infrastructure works planned this quarter.
		October - December 2020	No infrastructure works planned this quarter.
		January - March 2021	New access road to temporary FOGO site constructed, to allow for safe movement of vehicles;
		April - June 2021	Access road to Lots 8, 9, & 10 was to be asphalted, but was delayed due to inclement weather, progress will commence in the 3 rd quarter of 2021.
Construct Waste Management Facility Buildings	●	July - September 2020	Nil this quarter.
		October - December 2020	Preliminary planning for Workshop No.3.
		January - March 2021	Workshop #3 on hold pending discussion with Main Roads (EastLink alignment) and identification of alternative location within the Red Hill Facility.
		April - June 2021	The concrete floor of Workshop #2 needs to be cut out and replaced, procurement of works complete; it is anticipated that work will commence in late July, early Aug 2021. Design for Workshop #3 is almost complete, tender due to be issued for construction in August 2021.
Extend Red Hill Administration Office	●	July - September 2020	This project has been removed from 2020/2021 Budget - refer Chief Operating Officer.
		October - December 2020	This project has been removed from 2020/2021 Budget - refer Chief Operating Officer.
		January - March 2021	This project has been removed from 2020/2021 Budget - refer Chief Operating Officer.
		April - June 2021	This project has been removed from 2020/2021 Budget - refer Chief Operating Officer.
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	The feasibility report is still to be reviewed and progressed to the RFQ/Tender phase.
		April - June 2021	Finalised recommendation report, which is going Council on 26 th August.
Construct stormwater and siltation ponds, as required	●	July - September 2020	No drainage infrastructure works planned this quarter.
		October - December 2020	No drainage infrastructure works planned.
		January - March 2021	No drainage infrastructure works took place this quarter / none planned.
		April - June 2021	No drainage infrastructure works took place this quarter.
Review costs related to post closure management of the Red Hill Waste Management Facility	●	July - September 2020	Completed in June 2020.
		October - December 2020	Not required to be done until the June quarter 2021.

Key Actions	Status	Quarter	Comments
Construct access roads and install power supply to Lots 8,9 and 10	●	January - March 2021	Not required to be done until the June quarter 2021.
		April - June 2021	Completed in May, review recommended a CPI increase of 3%
		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.
Construct drainage diversion and earthworks infrastructure as required	●	January - March 2021	Access road complete, with exception of top coat, works planned for completion by the end of the financial year; power supply options being discussed with EDL
		April - June 2021	Access road complete, top coat to be completed in Sept/Oct 2021 when the weather is more suitable. The power supply options are being discussed with EDL, but require the further information from the tenders to the FOGO permanent facility to determine the power demand.
Construct drainage diversion and earthworks infrastructure as required	●	July - September 2020	No drainage or earthworks infrastructure works planned.
		October - December 2020	No drainage or earthworks infrastructure works planned.
		January - March 2021	No drainage or earthworks infrastructure works planned.
		April - June 2021	No drainage or earthworks infrastructure works took place.
Responsible	Chief Projects Officer		

1.1.3 Review and Implement the Red Hill Development Plan

Key Actions	Status	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	Will be updated in the March quarter once class IV cell staging is defined.
		January - March 2021	Planning and scheduling of works is on-going however subject to change. The priorities are in maintaining the EMRC's core business, however other opportunities are being explored e.g. liquid waste, APCr and PFAS. Main Roads WA has appointed consultants to begin detailed design work on EastLink, which will impact the Red Hill Facility. EMRC infrastructure will be impacted and required to be moved, however the timing and cost of this is unknown at this time. EastLink is unlikely to start actual construction for several years, while environmental, land and detailed design matters are resolved.
		April - June 2021	Further discussion with Main Roads indicates that construction of EastLink, adjacent to Red Hill facility is still subject to funding, construction is therefore unlikely to being until late 2024, early 2025 at the earliest. Discussions are on-going with regard to the relocation of infrastructure impacted by EastLink. Schedules and cost estimates will be prepared, however it is unlikely that Main Roads will be able to confirm detailed design of the section of EastLink which goes passed Red Hill, before December 2021. DWER has indicated it will refuse the EMRCs application for landfilling PFAs; EMRC subsequently withdrew it's application to do this; Officers have however been working closely with Avertas / DWER and EPA to allow processing and landfill of APCtr materials arising from the Waste to Energy Plant at Kwinana. A new strategy with regard to landfilling PFAs material is already being planned.
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	Ongoing replacement of protection layer as the Cell is filled.
		January - March 2021	Replacement of protection layer is being tied in with the construction of Class III Stage 16 cell, so one is done after the other by the same contractor. There are no issues with air space in the Class IV Stage 2 cell.
		April - June 2021	No additional remedial work carried this quarter. There have been on-going discussions with EPA / DWER regarding the integrity of the existing Class IV cell and how it can be used moving forward.
Construct Class III Cell Stage 16	●	July - September 2020	The Stage 16 Class III cell construction tender was advertised on the 8th 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	The liner for the cell was found not to comply with specification requirements (it was too thin); replacement liner has been ordered by the Contractor. The non-compliance was identified before the liner was installed, meaning that construction works have been delayed. The Contractor still anticipates completing works before the end of the financial year, however completion of the work is weather dependent. There are no issues over the availability of air space.

Key Actions	Status	Quarter	Comments
Construct Class III Cell Stage 16		April - June 2021	Due to adverse weather the installation of the lining system was not achievable this quarter. This element of work was delayed due to the liner not meeting specification requirements – new liners had to be ordered (at the Contractors expense). The contractor has demobilized from site until Oct 2021. It is now anticipated that the Stage 16 cell will be complete by Nov/Dec 2021. There are no issues over the availability of air space.
Construct Class III Cell Stage 17	●	July - September 2020	No construction works on Class III Cell Stage 17 are planned for this financial year.
		October - December 2020	No construction works on Class III Cell Stage 17 are planned for this financial year.
		January - March 2021	No construction works on Class III Cell Stage 17 are planned for this financial year.
		April - June 2021	No construction works on Class III Cell Stage 17 are planned for this financial year.
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 Waste 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 acceptance and processing of Western Power Poles at HRRP. ➤ Works approval application 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	<ul style="list-style-type: none"> ➤ Licence amendment application submitted 11-2-2021 for HRRP to increase power pole tonnages from 3,500 to 5,000T per annum. ➤ Response to RFI on the Class IV liner integrity submitted 25-3-2021.
		April - June 2021	<ul style="list-style-type: none"> ➤ Licence amendment approved for the acceptance and disposal of asbestos contaminated soils and bulky asbestos containing materials. ➤ Ongoing communications with EPA/DWER for new proposed activities at the Red Hill Waste Management Facility. Requirement is to now submit two Section 38 amendments (on the advice of DWER / EPA).
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	Project complete and operational.
		April - June 2021	Issues with temperature probes being resolved with Contractor.
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.

Key Actions	Status	Quarter	Comments
Develop Lots 8, 9 & 10 for future waste activities	●	January - March 2021	This project is now incorporated into an application that collectively addresses all known activities proposed for the future at Red Hill. An RFQ was developed to develop this under a S38 application and put to the market for applications.
		April - June 2021	A Section 38 application is presently being prepared. It is anticipated that it will be submitted Jan 2022 to the EPA for approval.
		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.
Develop Lots 8, 9 & 10 for future waste activities	●	January - March 2021	This project is now incorporated into an application that collectively addresses all known activities proposed for the future at Red Hill. An RFQ was developed to develop this under a S38 application and put to the market for applications.
		April - June 2021	Section 38 application to be submitted to the EPA, January 2022.

Key Actions	Status	Quarter	Comments
Develop PFAS processing and repository options	●	July - September 2020	Options under development.
		October - December 2020	Options still under development.
		January - March 2021	EMRC has provided information to DWER as current license doesn't permit acceptance of PFAS material in the Class IV cell. Response from DWER is awaited.
		April - June 2021	Ongoing communications with DWER in relation to the integrity of the Class IV Stage 2 Cell to accept PFAS.
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	– some preliminary discussions have taken place with Main Roads, however they are unable to confirm the alignment of EastLink at this time, as they have only just started looking at the design in any detail.
		April - June 2021	This project will be incorporated into the construction of Workshop 3.
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	Location of Workshop under review – some preliminary discussions have taken place with Main Roads, however they are unable to confirm the alignment of EastLink at this time, as they have only just started looking at the design in any detail.
		April - June 2021	A new location adjacent to existing Workshop #3 has been identified for the construction of new Workshop #3. Completion of the detailed design and RFT documents has recommenced and is anticipated to be ready to go to tender at the end of August 2021.



Key Actions	Status	Quarter	Comments
Negotiate to purchase additional land adjoining the RHWMF	●	July - September 2020	Negotiation complete, contract signed, deposit paid.
		October - December 2020	Final payment made, complete.
		January - March 2021	Complete.
		April - June 2021	Complete
Responsible	Chief Projects Officer		

1.1.4 Red Hill Waste Management Facility Operations

Key Actions	Status	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	Continued landfilling Class III Stage 14 cell and construction commenced on Class III Stage 16 cell.
		April - June 2021	Continued landfilling Class III Stage 14 cell and construction commenced on Class III Stage 16 cell.
Key Actions	Status	Quarter	Comments
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	Progressing as per the Red Hill Waste Management Facility 2020/2021 Plant Replacement Program.
		April - June 2021	Progressing as per the Red Hill Waste Management Facility 2020/2021 Plant Replacement Program.
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	Vehicles currently being replaced in accordance with Fleet Policy.
		April - June 2021	Vehicles currently being replaced in accordance with Fleet Policy.
Responsible	Chief Projects Officer		

1.1.5 Operate Member Council's Transfer Stations where applicable

Key Actions	Status	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	The EMRC continued operating the Shire of Mundaring Community Recycling Centres ensuring an effective service for the Shire of Mundaring community.
		April - June 2021	The EMRC continued operating the Shire of Mundaring Community Recycling Centres ensuring an effective service for the Shire of Mundaring community.
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	Status	Quarter	Comments
Continue to deliver the Household Hazardous Waste Program	●	July - September 2020	The Household Hazardous Waste Collection Program continued at the Red Hill Waste Management 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 Red Hill Waste Management 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	Discussions underway to prepare a license amendment for Baywaste to accept HHW. The Household Hazardous Waste Collection Program continued at the Red Hill Waste Management Facility with our regular collections by the WALGA Contractor completed with a total of 21.20 tonnes of HHW and Paint collected for this period.
		April - June 2021	The Household Hazardous Waste Collection Program continued at the Red Hill Waste Management Facility with our regular collections by the WALGA Contractor completed with a total of 22.95 tonnes of HHW and Paint collected for this period.
Responsible Officer	Chief Operating Officer		

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

Key Actions	Status	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	Reviews completed. Designer and Printer appointed. Drafting and reviewing ready for printing currently in process.
		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: <ul style="list-style-type: none"> ➤ FOGO bin tagging post card. ➤ Thank you bin tagging post card.

Key Actions	Status	Quarter	Comments
		January - March 2021	Material using Waste Sorted tool kit for: ➤ FOGO compost process flyer
		April - June 2021	No further updates at this stage.

Key Actions	Status	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	No further updates at this stage.
		April - June 2021	
Develop and deliver waste education resources and tools to support behaviour change.	●	July - September 2020	New resources: ➤ 'Party' loan box – contains 48 sets of reusable cups, plates, bowls, napkins and cutlery, & bunting. ➤ 'Plastic Not So Fantastic' loan box – worksheets, games, children and adult books. ➤ Virtual site tour video of the Red Hill Waste Management Facility. Currently in development: ➤ 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	Continuing development of wash up station.
		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	ReConnect Event – Earth Carers from all regions across Perth network and brainstorm course structure. 26 attendees.
		April - June 2021	First course in 18 months held in May. High participation and positive feedback.
Key Actions	Status	Quarter	Comments

Key Actions	Status	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	The Team continues to liaise and work with those involved in achieving waste initiatives that support the State Government's direction.
		January - March 2021	The Team continues to liaise and work with those involved in achieving waste initiatives that support the State Government's direction.
		April - June 2021	The Waste Education Team continued to support member Councils as required.

Key Actions	Status	Quarter	Comments
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	0 Tours conducted
		April - June 2021	11 tours conducted (353 attendees)
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	<p>Winners announced for School Battery Program</p> <p>Large Schools category</p> <ul style="list-style-type: none"> ➤ Arbor Grove Primary School (Swan) – Winner - 179.7kg ➤ Bullsbrook College (Primary Campus) (Swan) – Runner up – 143kg ➤ Ellen Stirling Primary School (Swan) – Runner up – 118.2kg ➤ Bayswater Primary School (Bayswater) – Most improved – 55.2kg increase <p>Medium Schools Category</p> <ul style="list-style-type: none"> ➤ Darlington Primary School (Mundaring) – Winner - 485.3kg ➤ High Wycombe Primary School (Kalamunda) – Runner up - 393.8kg ➤ Hillside Christian College (Kalamunda) – Runner up – 227.3kg ➤ Cloverdale Primary School (Belmont) – Most improved – 74.2kg increase <p>Small Schools Category</p> <ul style="list-style-type: none"> ➤ Weld Square Primary School (Bayswater) – Winner - 182.6kg ➤ Sacred Heart School (Mundaring)– Runner up - 122.5kg ➤ Sawyers Valley primary School (Mundaring) – Runner up – 78.1kg ➤ Heritage College (Kalamunda) – Most improved – 35.2kg increase <p>In addition to selected prize, each of the above schools received an offer for 2m3 woodchip free of charge. Heritage College, Weld Square Primary School, Hillside Christian College, Cloverdale Primary School and Arbour Grove Primary School opted to have the prize and certificate awarded at an assembly. Redcliffe Primary School asked for a Waste Education Officer to talk about the program at an assembly.</p>
		April - June 2021	New roster and mid-year update provided to schools and public places, including rank in the school battery program. Offer for school assembly and resources provided. Battery and CFL yields have increased compared to this time last year.
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);

			<ul style="list-style-type: none"> ➤ 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	Member Councils and EMRC submission of finalised Council-endorsed waste plans to DWER by the submission deadline of 31/03/2021.
		April - June 2021	The EMRC's Waste Education Plan was completed
Responsible	Chief Sustainability Officer		

1.2.3 Provide a Waste Management Advisory Service

Key Actions	Status	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	No opportunities to undertake CSI this quarter.
		January - March 2021	Due to limited staffing resources, no new opportunities were tendered for.
		April - June 2021	No opportunities to undertake CSI this quarter.
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	No opportunities to undertake consultancy services this quarter.
		January - March 2021	Consultancy services, provided to Shire of Coolgardie.
		April - June 2021	Consultancy service provided to Shire of Coolgardie; negotiations taking place with Town of Bassendean, residential property site investigations
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	Status	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	Liaison with HZI is ongoing, project is on schedule.
		April - June 2021	Project currently 48.2% complete. Practical completion due December 2022.
Prepare annual report on Ministerial Conditions for the RRF	●	July - September 2020	CAR prepared and submitted in August.
		October - December 2020	Not required to be updated until the September quarter.
		January - March 2021	No report required this quarter.
		April - June 2021	Report has been prepared.
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	Request for tender issued in February, closing in June 2021.
		April - June 2021	Request for tender closing date extended to 12 July on request, due to COVID restrictions on the east coast.
Responsibilities	Chief Projects Officer		

1.3.2 Develop the Hazelmere Resource Recovery Park

Key Actions	Status	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	Development Plan went before Council on 25 th February and was approved.
		April - June 2021	Completed Feb 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	Business case to be developed. Main Roads WA is seeking to buy land on Lakes Road from EMRC to accommodate upgrade works along Great Eastern Highway Bypass. There may be an impact on the layout of the proposed CRC, dependent on the extent of land they seek to purchase.
		April - June 2021	Business case to be developed.
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	Construction works are progressing well, practical completion planned by the end of June 2021. There have been a number of variations which are using up the approved contingency, but they are being closely managed.
		April - June 2021	The Administration & Workshop was completed in 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	Business case being developed.
		April - June 2021	Business case to be developed.
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	Detailed design has progressed well, together with completion of the tender specification. The cost estimate has however come back more than originally forecast. Value engineering exercise is taking place to reduce construction estimate. Market conditions are volatile at the moment due to COVID and stimulus packages, leading to material shortages in the construction industry as well as shortages in construction resources – these could impact the tendered price.
		April - June 2021	The procurement process is complete with preferred tenderer selected. The preferred tenderer recommendation report to be presented at the August Council Meeting. The actual cost is 20% higher than the cost estimate presented to Council in September 2020, largely due to changes in the market place (some material prices have increased by nearly 40% in the past 18 months).

Key Actions	Status	Quarter	Comments
Construct and Commission Site Workshop	●	July - September 2020	Refer to comments regarding Site/Administration Office above.
		October - December 2020	Refer to comments regarding Site/Administration Office above.
		January - March 2021	Refer to comments regarding Site/Administration Office above.
		April - June 2021	Construction complete, with minimal snagging works required to address any building defects.
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	Fire Hydrant near the HAAS Grinder was relocated due to safety issues
		April - June 2021	Spark detector for HAAS grinder being installed.
Construct Reuse Store Infrastructure (car park)	Status	July - September 2020	Deferred.
		October - December 2020	Deferred.
		January - March 2021	Deferred.
		April - June 2021	Deferred.
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	Awaiting advice from Workpower regarding the lease finalization and the operational details.
		April - June 2021	Still awaiting advice from Workpower regarding operational details.
Wood Waste to Energy (WWTE) and Plant, Equipment and Buildings	●	July - September 2020	Construction progressing.
		October - December 2020	Construction progressing.
		January - March 2021	Updated programme to complete prepared, together with updated cost to complete – working within resources available to Anergy and EMRC. Fortnightly progress meetings taking place, with Anergy's Project Manager. Fortnightly meetings also took place with Anergy's CEO. Work on site is progressing slowly due to financial constraints within Anergy.
		April - June 2021	Work suspended on site due to Anergy's financial constraints. Anergy maintaining engineering and administrative support in reduced capacity and exploring solutions to fund project to completion.

Key Actions	Status	Quarter	Comments
WWTE Utilities and Infrastructure	●	July - September 2020	Being developed as required.
		October - December 2020	Being developed as required.
		January - March 2021	Being developed as required .
		April - June 2021	Being developed as required .
Construct Noise Control Fencing	●	July - September 2020	Planning for implementation.
		October - December 2020	Investigation underway on type of fencing to be installed
		January - March 2021	Works not progressed in quarter.
		April - June 2021	Met with BGC to discuss fencing options.
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	Not required, plant still being constructed.
		April - June 2021	Not required, plant still being constructed.
Prepare and submit Ministerial Conditions Report to the EPA	●	July - September 2020	CAR prepared and submitted in July.
		October - December 2020	Not required to be completed until the June quarter.
		January - March 2021	Not required to be completed until the June quarter.
		April - June 2021	Compliance Assessment Report (CAR) drafted for submission in July.
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	Completed. See comments above.
		April - June 2021	Completed. See comments previous quarter
Responsible	Chief Projects Officer		

1.3.3 Hazelmere Resource Recovery Park (HRRP) Operations

Key Actions	Status	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 Procesing Facility to supply bedding material to the West Australian Broiler Growers Association. A further 5 year supply contract was endorsed.
		October - December 2020	The Administration & Workshop building construction contract was awarded, design of the Waste Transfer Station is underway, the WWTE plant construction continues and discussions have continued with a not-for profit organisation on a CDS Refund Point.
		January - March 2021	The Admin and Workshop construction is proceeding well, design of the Waste Transfer Station is nearly complete, the WWTE plant construction has continued, slowly, and discussions are on-going with a not-for profit organization on a CDS Refund Point.
		April - June 2021	The Admin and Workshop construction was completed in June. The design of the Waste Transfer Station is complete and put out to tender for construction – report going to August meeting of Council; the WWTE plant construction has continued, slowly, and discussions are on-going with a not-for profit organization on a CDS Refund Point.
Provide environmental consultancy service to member Councils and other clients (where required)	●	July - September 2020	No consultancy services provided.
		October - December 2020	No consultancy services provided.
		January - March 2021	Consultancy services are being provided to the Shire of Coolgardie and the City of Bayswater's Baywaste compliance report.
		April - June 2021	Consultancy services are being provided to the Shire of Coolgardie; negotiation taking place with Town of Bassendean on site investigation works on residential properties.
Responsible	Chief Projects Officer		

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

Key Actions	Status	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	Acceptance and processing of Western Power redundant poles
		April - June 2021	Resigning commercial agreements for woodwaste supply to HRRP
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	Draft Marketing Plan in progress
		April - June 2021	Marketing plan delayed whilst market analysis undertaken to determine current market value and additional laboratory analysis completed. Previously identified potential customer being re-engaged.
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	Draft design of FOGO compost bag is completed.
		April - June 2021	End product is currently being trialed on site
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	Implemented a PFAS pipeline and cold called Water Corp, PTA, Construction and Earthmoving Civil companies.
		April - June 2021	Draft brochure on EMRC's capacity to remediate contaminated soils in progress
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	Cold Calling horticulture businesses in the Swan region to promote the sale of Mulch and compost.
		April - June 2021	Ramp up tendering submissions on the supply of Mulch to the construction sector.
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	Investigating opportunities for a contract with PMB (Perth Materials Blowing) for the ongoing sale of woodchips.
		April - June 2021	Engaging and discussing the use of woodchips as biomass fuel with hydroponics farmers in the regional areas of Perth.
Responsible	Chief Operating Officer		

1.4 To investigate leading edge waste management practices

1.4.1 Undertake Research into Integrated Waste Management

Key Actions	Status	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	Nil in this quarter
		April - June 2021	Nil in the quarter
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	Still in delay because of Covid-19 restrictions, imported plant now received and stored pending assembly and trial.
		April - June 2021	Trial still in delay because of Covid-19 travel restrictions. Planned for September 2021.
Expand CRC network based on Mundaring model	●	July - September 2020	No opportunities in the quarter
		October - December 2020	No opportunities in the quarter
		January - March 2021	No opportunities in the quarter
		April - June 2021	No opportunities in the quarter
Responsible	Chief Projects Officer		

1.4.2 Provide Leadership in the development of Waste Policy and Practices

Key Actions	Status	Quarter	Comments
Provide input to new DWER policies and regulations affecting waste disposal, composting etc. (where required)	Status	July - September 2020	Preparing a submission to draft better practice composting guidelines.
		October - December 2020	No opportunities to provide input this quarter.
		January - March 2021	No opportunities to provide input this quarter.
		April - June 2021	No opportunities to provide input this quarter.
Responsible	Chief Executive Officer		

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

Key Actions	Status	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	No opportunities to provide input in the quarter.
		January - March 2021	No opportunities to provide input in the quarter.
		April - June 2021	No opportunities to provide input in the quarter.
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	Monitoring regime complete and ready for implementation when plant is operational.
		April - June 2021	Monitoring regime complete and ready for implementation when plant is operational.
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	Being considered as part of overall site energy policy – consultant has considered the overall power requirements of the site and made various recommendations on the use of solar, battery power storage and use of portable generators.
		April - June 2021	No further development this quarter.
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	Participant Council CEO's being consulted on draft application prior to lodgment of application.
		April - June 2021	Draft application updated with member Council comments and ready for submission pending member Council CEO sign off.
Investigate EMRC regional partnerships for recyclables	●	July - September 2020	No opportunities to provide input in the quarter.
		October - December 2020	No opportunities to provide input in the quarter.
		January - March 2021	No opportunities to provide input in the quarter.
		April - June 2021	No opportunities to provide input in the quarter.
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.

Key Actions	Status	Quarter	Comments
		January - March 2021	This project is now incorporated into an application that collectively addresses all known activities proposed for the future at Red Hill. An RFQ was developed to develop this under a S38 application and put to the market for applications.
		April - June 2021	Discussions with EPA and DWER underway with proposal and timing.
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

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	The Natural Environment Team is addressing the actions in the Regional Environmental Strategy.
		January - March 2021	The Natural Environment Team continues to address the actions in the Regional Environmental Strategy.
		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	To be further developed at the conclusion of the GHD Strategic Review process.
		April - June 2021	To be further developed at the conclusion of the GHD Strategic Review process.
Responsible	Chief Sustainability Officer		

1.5.2 Implement the Eastern Region Catchment Management Program (ERCMP)

Key Actions	Status	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. ➤ 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.
Implement the Eastern Region Catchment Management Program	●	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.

Key Actions	Status	Quarter	Comments
			<ul style="list-style-type: none"> ➤ Attended Woorloo 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 ➤ 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	<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. ➤ Requested a grant variation on behalf of Katharine Street River Gang to reallocate some weed control and stakes/guards funding from two CRP grants to additional seedlings to extend the group's revegetation area along the Helena River. ➤ Requested a grant variation on behalf of Friends of Lion Mill Creek to move their proposed CRP planting site to a new location due to 2020 SALP planting already revegetating the proposed site. ➤ Assisted Friends of Lion Mill Creek to select species and order seedlings for their CRP project.

Key Actions	Status	Quarter	Comments
			<ul style="list-style-type: none"> ➤ Assisted Friends of Falls Park with scheduling activities for their 2021 SALP grant project. ➤ Participated in a stakeholder meeting with Catchment Group volunteers to review the strategic direction of the ERCMP. ➤ Assisted with the initial planning of two State NRM Program grant applications - Wooroloo Bushfire Recovery and Farm Dams Project Stage 2. ➤ Assisted Shire of Mundaring to finalise the Black Cockatoo Reserves Management Plan. ➤ Assisted Susannah Brook Catchment Group with hiring the EMRC's Steam Weeder as an in-kind contribution to their State NRM Program grant. ➤ Assisted Susannah Brook Catchment Group investigate insurance requirements in order to renew their premium. ➤ Assisted Friends of Black Cockatoo Reserves to submit a partnership proposal to the Water Corporation to seek funding to dieback treatment. ➤ Supported Susannah Brook, Jane Brook and Helena River Catchment Groups through meeting attendance and technical support. ➤ Assisted the new Treasurer of Jane Brook Catchment Group to understand all grant projects the groups auspices. ➤ Participated in Environmental Working Group meetings at the Shire of Mundaring. ➤ A partnership is being explored with Murdoch University for an environmental program. ➤ Conducted monthly Eucalyptus rudis photo-monitoring in South Guildford for Murdoch University. ➤ Produced bi-monthly editions of the Greenpage newsletter to raise community awareness on bushland and catchment health issues and rehabilitation activities. ➤ Conducted and co-ordinated weed management for the 'Restoration of Wangalla Brook' CEP Grant. ➤ Conducted photo-monitoring at Wangalla Brook in Koongamia for CEP and CRP grants. ➤ Organised a nest-boxing workshop for Friends of Wangalla Brook as part of the CRP project ➤ Supported Lower Helena Association (LHA), Wooroloo Brook Landcare Group (WBLG) and Blackadder Woodbridge Catchment Group (BWCG) through meeting attendance and technical support. ➤ Involved in a WBLG community meeting focussed on post fire work and expectations for the Tilden Park community in Gidgegannup. ➤ Managed and Co-ordinated meetings and site visits for the development of a State NRM Community Stewardship Grant 'Post fire restoration of the Wooroloo Brook catchment'. ➤ Site visits to private property owners in fire affected areas within Gidgegannup and Wooroloo seeking landcare advise. ➤ Assisted WBLG in becoming incorporated. ➤ Site visit of Flora Street Gang for possible SALP grant application. ➤ Conducted water monitoring in the Blackadder Woodbridge Catchment. ➤ Attended SALP breakfast on behalf of BWCG. ➤ Site visit, mapping assistance and general assistance for LHA 2022 SALP grant application. ➤ Attended the 2021 WA Wetland Management conference, focusing on rehabilitation and restoration techniques for wetland areas within WA. ➤ Participated in a stakeholder meeting with Catchment Group volunteers to review the strategic direction of the ERCMP. ➤ Provided monthly reporting to City of Swan.

Key Actions	Status	Quarter	Comments
			<ul style="list-style-type: none"> ➤ Prepared and conducted photo-monitoring for the acquittal of City of Swan’s Community Riverbank Project ‘Restoration of Waugal Lagoon’. ➤ Co-ordinated a Native Bee Workshop as part of the BSFH’s program in Koongamia. ➤ Met with Friends of Yongka Birl to identify land parcels affected by Cotton Bush infestation. ➤ Involved in one on one training with members of Friends Yongka Birl in regards to OH&S – Bush Skills training. ➤ Sent out weed management letters to local residents as required. ➤ Hosted a meeting to develop a State NRM Community Stewardship Grant and discuss a Community Collaboration EOI following on from the “Farm dams as refuges for freshwater plants and animals in a drying climate”. ➤ Developed an EOI for the State NRM Community Collaboration grant “New methods for managing drought refuges for imperilled freshwater species”. ➤ Invited to progress to stage 2 of the application process for the Community Collaborative grant for the “New methods for managing drought refuges for imperilled freshwater species” ➤ Emails sent to private landholders who participated in the “Farm dams as refuges for freshwater plants and animals in a drying climate” inviting them to participate in the follow project. ➤ Invitations sent to citizens scientists who participated in the “Farm dams as refuges for freshwater plants and animals in a drying climate” inviting them to participate in the follow project. ➤ Hosted the Volunteer Action planning meeting. ➤ Attended all Swan Alcoa Landcare Program (SALP) sites with grant applicants in Perth’s Eastern Region. ➤ Participated in the SALP assessment panel for Perth region grant submissions. ➤ Organised and co-hosted with Perth NRM a State NRM grant writing workshop. ➤ Successful in Volunteer WA National landcare week grant submission to hold a networking event for landcarers in Perth’s Eastern Region. ➤ Secured a venue, invitations sent and catering organised for the event to be held on 21 May 2021. Guest speaker Simon Cherriman, local Naturalist in the region. ➤ Attended Department of Biodiversity, Conservation and Attractions Sub regional Coordinators meetings.
		April - June 2021	<ul style="list-style-type: none"> ➤ Assisted Susannah Brook Catchment Group investigate insurance requirements in order to renew their premium. ➤ Assisted Friends of Black Cockatoo Reserves to submit a partnership proposal to the Water Corporation to seek funding to dieback treatment. ➤ Assisted the new Treasurer of Jane Brook Catchment Group to understand all grant projects the groups auspices. ➤ Support the Lower Helena Association as they transition to a new leadership. ➤ Promote to landcarers the WALN site, meetings and training opportunities ➤ Completed final progress reports for Friends of Lion Mill Creek’s 2018-2021 and 2020-2021 CRP project. ➤ Completed CRP acquittal on behalf of Friends of Lion Mill Creek. ➤ Completed final progress reports for Katharine Street River Gang’s 2018-2021 and 2020-2021 CRP project.

Key Actions	Status	Quarter	Comments
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	<ul style="list-style-type: none"> ➤ Organised the Bush Skills training ➤ Hosted the online Grant writing workshop ➤ Hosted in collaboration with Perth NRM the State NRM grant writing workshop ➤ Hosted and delivered the Bee-haviour workshop
		April - June 2021	<ul style="list-style-type: none"> ➤ Going Gangbusters with Grants – How to write a successful grant application ➤ Dieback treatment training ➤ Fire and the ecology seminar

Key Actions	Status	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. ➤ 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.

Key Actions	Status	Quarter	Comments
			<ul style="list-style-type: none"> ➤ 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.
		January - March 2021	<ul style="list-style-type: none"> ➤ Assisted Katharine Street River Gang to select species and order seedlings for two CRP projects along the Helena River ➤ Assisted Friends of Lion Mill Creek to select species and order seedlings for their CRP project ➤ Conducted monthly Eucalyptus rudis photo-monitoring in South Guildford for Murdoch University. ➤ Conducted and co-ordinated weed management for the 'Restoration of Wangalla Brook' CEP Grant ➤ Conducted photo-monitoring at Wangalla Brook in Koongamia for CEP and CRP grants. ➤ Conducted water monitoring in the Blackadder Woodbridge Catchment. ➤ Prepared and conducted photo-monitoring for the acquittal of City of Swan's Community Riverbank Project 'Restoration of Waugal Lagoon'.
		April - June 2021	<ul style="list-style-type: none"> ➤ Prepared a draft Riverbank EOI for Shire of Mundaring to rehabilitate a section of the Helena River in Helena Valley. EOI to be submitted by Shire of Mundaring. ➤ Facilitated the introduction of the Lower Helena Association with WAPC ➤ Linked landholder bordering WAPC land on the Helena River with LHA ➤ Grant application developed as a result of this partnership - aim to improve water quality of the Helena River ➤ Continue to support the Wooroloo Brook Landcare group ➤ Workshops, planting and promotional events have been undertaken with the aim to improve riparian areas leading to water quality improvements ➤ Provide educational opportunities to support community groups and local governments on water quality issues ➤ Continued to look for funding for the Farm Dams project
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

Key Actions	Status	Quarter	Comments
			<ul style="list-style-type: none"> ☞ Assessing waterway health ☞ Broz park community event ☞ Plant ID for home schoolers ☞ Uluru planning session ☞ Introduction to BS4Y ☞ Exploring Wangalla Brook
		January - March 2021	<ul style="list-style-type: none"> ➤ Delivered 17 Bush Skills 4 Youth events ➤ Workshops; <ul style="list-style-type: none"> ☞ 2 x Survival in wetland habitats ☞ 5 x Bush regeneration ☞ Eco gardening ☞ Bee-haviour ☞ Quenda in your backyard ☞ Belmont Birds - online material ☞ Building native bee hotels ☞ Building habitat boxes for wildlife ☞ 2 x Survival in wetland habitats ➤ Festivals <ul style="list-style-type: none"> ☞ Survival in wetland interactive display at the Blue Sky ☞ Kidzfest
		April - June 2021	<ul style="list-style-type: none"> ➤ BS4Y working with two High schools. At Mundaring Christian College doing introduction to a bush regeneration project including plant ecology and Noongar 6 seasons topics ➤ Developed a project with Belmont Senior High School to deliver outdoor environment projects in collaboration with YMCA ➤ Facilitated the South Ballajura Primary School to adopt a community park ➤ Worked with Shire of Mundaring and City of Swan on Environmental Arts Projects in Primary schools. This year's theme is Caring for Country ➤ Initiated bushland restoration projects with two schools (Clayton View in Swan and Mundaring Christian College) involving around 200 students in planting, weeding and increasing knowledge of ecology of bushland ➤ Delivered holiday workshops in Belmont about Quenda and community gardens ➤ Seed bomb workshop
Responsible	Chief Sustainability Officer		

1.5.3 Implement the Water Quality and Conservation Program

Key Actions	Status	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	<ul style="list-style-type: none"> ➤ Started developing new 5-year Waterwise Council Action Plans for Town of Bassendean, Shire of Mundaring, City of Swan and Town of Victoria Park ➤ QPR held for City of Belmont, Town of Bassendean and Shire of Mundaring for water performance. ➤ Held water team meetings for City of Swan and Town of Victoria Park. ➤ Promoted MC's that have been nominated for the Water Corporation's 2021 Community Choice Awards (City of Bayswater, City of Swan and Town of Bassendean).
		April - June 2021	<ul style="list-style-type: none"> ➤ Continued developing new 5-year Waterwise Council Action Plans for Town of Bassendean, Shire of Mundaring, City of Swan and Town of Victoria Park ➤ QPR held for City of Belmont, Town of Bassendean and Shire of Mundaring for water performance. ➤ Held water team meetings for City of Swan and Town of Victoria Park. ➤ Hosted 'Water Sensitive Urban Design (WSUD) for the Hills' training at Ascot Place.
Responsible	Chief Sustainability Officer		

1.5.4 Implement the Future Proofing Program

Key Actions	Status	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	<ul style="list-style-type: none"> ➤ Assisting participating councils with the WALGA Energy Sustainability and Renewables Project (formerly known as the PPA).
		April - June 2021	<ul style="list-style-type: none"> ➤ EMRC signed MOU for the WALGA Energy Sustainability and Renewables Project. WALGA soon to progress to RFQ stage. ➤ Joined and attended WALGA's inaugural Climate Change Collaborative meeting of local government officers. ➤ Participated in DWERs WA Climate Science Initiative workshop.
Responsible	Chief Sustainability Officer		

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

Key Actions	Status	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	<ul style="list-style-type: none"> ➤ Bassendean Site visit (energy Audit) for the Administration building. ➤ Energy Audit Report Administration building. ➤ QPR held for City of Belmont, Town of Bassendean and Shire of Mundaring for energy performance.
		April - June 2021	<ul style="list-style-type: none"> ➤ QPR held for City of Belmont, Town of Bassendean and Shire of Mundaring for energy performance. ➤ Completed research for MCs into solar powered bores and carbon offsets via purchasing of ACCU's.
Responsible	Chief Sustainability Officer		

1.5.6 Review and implement the Swan and Helena Rivers Management Framework

Key Actions	Status	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	<ul style="list-style-type: none"> ➤ Received Grant from National Disaster Resilience program (NDRP) to commence work for the 'Flood Aware, Be Prepared Campaign'. ➤ Held a Webinar for participating councils to explain the scope, timeline and deliverables of the project. ➤ Continue to work with BMT for the content of the Flood brochure and Regional flood Video, and commenced development with graphic designer.
		April - June 2021	<ul style="list-style-type: none"> ➤ 'Flood Aware, Be Prepared' campaign development in progress; video and brochures drafted and reviewed by councils, and marketing plan completed. ➤ Quarterly progress report submitted to DFES for NDRP funding.
Responsible	Chief Sustainability Officer		

1.5.7 Identify, Investigate and Develop New Environmental and Sustainability Opportunities

Key Actions	Status	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	<ul style="list-style-type: none"> ➤ Benchmarking Building Efficiency (BBE) – Nearing completion. Final reports issued for Belmont and Swan, final reports received and to be issued shortly for Bassendean, Bayswater and Mundaring. ➤ Clean Energy Future Fund – With information from the BBE reports, currently developing and submitting a grant application for building energy efficiency, lighting and streetlighting upgrades, for Bassendean, Bayswater and Mundaring. ➤ Hosted a webinar with Western Power for MC's regarding LED streetlighting upgrades. ➤ Hosted a meeting with Department of Biodiversity, Conservation and Attractions, Shire of Mundaring and City of Swan to develop regional biodiversity project to submit to the State NRM Community Stewardship grant ➤ Hosted a meeting with Murdoch University to investigate the potential partnership in a "Fox research" project ➤ Hosted a meeting with Murdoch University to investigate the potential to partnership in research into the effects of installation of artificial habitat in fire affected areas.
		April - June 2021	<ul style="list-style-type: none"> ➤ Submitted application for WA Government's Clean Energy Future Fund for building energy efficiency, lighting and streetlighting upgrades, for Town of Bassendean, City of Bayswater and Shire of Mundaring. ➤ Participated in Aerometrex Bushfire Load Mapping virtual meeting with City of Kalamunda, Shire of Mundaring, and other local governments. ➤ Hosted a virtual information session for member councils about the Climate Clever program. ➤ Hosted New Water Ways 'Water Sensitive Urban Design (WSUD) for the Hills' training at Ascot Place for member councils and other Perth hills local governments. ➤ Met with Irrigation Australia to discuss potential for hosting some training sessions in the eastern region.
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	Status	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 summarizes 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	<ul style="list-style-type: none"> ➤ Completed the region's Safety Card which summarises Main Roads WA data from 2015 to 2019. Published via social and print media. ➤ Continued participation in the hydrogen cluster meeting for supporting hydrogen as a fuel for transport. Submitted EMRC's support for the cluster's submission to National Energy Resources Australia (NERA). ➤ Representing the region and the six member Councils in Department of Transport's trackless tram consortium. ➤ Investigating options for an electric vehicle (EV) charging station at 226 Great Eastern Highway.
		April - June 2021	<ul style="list-style-type: none"> ➤ Contributed to the Your Move platform with a story regarding the Safety Report Card to gain points for EMRC. ➤ Completed the crash mapping for the region based on new data, this enabled to provide data to the community whilst advocating for the Share the Space program ➤ Extended the Share the Space campaign to the Shire of Broome for their new construction ➤ Preparing RFQ for electric charging station at 226 Great Eastern Highway Ascot, Belmont 6104 ➤ Exploring options with Hydrogen as a fuel for the region. Meeting with Hydrogen Society of Australia' hydrogen group.
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.

Key Actions	Status	Quarter	Comments
Deliver actions and initiatives from the Regional Road Safety Plan	●	January - March 2021	➤ This update will form part of the new Sustainability Strategy development.
		April - June 2021	➤ This update will form part of the new Sustainability Strategy development.
		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 TransafeWA to discuss the possibility of doing Share the Space campaign for Heavy Vehicles. ➤ Attended the TransafeWA 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 focused on heavy vehicles. ➤ Mapped the region's cycle network and heavy vehicle crashes.
Deliver actions and initiatives from the Regional Congestion Management Action Plan	●	January - March 2021	<ul style="list-style-type: none"> ➤ Submitted article on the 'Share the Space' campaign to feature in their Newsletter. Send emails to the member Councils gauging their acceptance of Give A Truck campaign. ➤ Met with Anthology consultants regarding a road safety campaign partnership focused on heavy vehicles. ➤ Mapped the region industrial areas and the key freight routes.
		April - June 2021	<ul style="list-style-type: none"> ➤ Extended the Share the Space campaign Mapped the Extended the Share the Space campaign to the Shire of Broome for their new Shared Path at Conti Foreshore ➤ Prepare project plan for Give a Truck – the project is stopped for the lack of funds to carry out the campaign. ➤ Met with the City of Canning for the new project they are working on freight movement to be duplicated in the region to have better access in the industrial area.
		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	➤ To be updated further in 2021.
		January - March 2021	<ul style="list-style-type: none"> ➤ Met with the member Councils to discuss the priorities of the actions from the Congestion Management. ➤ Met with FLCWA industry liaison and further the City of Canning to work out efficient freight routes for the region.
		April - June 2021	<ul style="list-style-type: none"> ➤ Group member of the light rail consortium organized by Curtin University formed to implement the light rail solution; I am looking at options in the Perth's Eastern Region. ➤ Started conversation with the City Of Bayswater regarding implementing light rail in Bayswater and further for Perth's Eastern Region
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	Status	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 councilors, 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	<ul style="list-style-type: none"> ➤ Hosted an Economic Development Officer meeting, presentation from the Department of Treasury on Perth's Eastern Region Economic Forecast ➤ Attended and shared to the EDOG the Bankwest Curtin Economics Centre Back in Business, WA Small Business and the Impact of COVID-19 online event
		April - June 2021	<ul style="list-style-type: none"> ➤ Joint Economic Development Officer Group meeting was postponed due to the influence of Covid-19 lockdown. ➤ Collecting data to use QGIS to map current EMiCoL Members ➤ Attended DHM Finance webinar to understand compatibility for small businesses in the Region.
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	<ul style="list-style-type: none"> ➤ Researching and Developing Economic Report cards for EDOG members using REMPLAN platform and Profile ID economic tools. ➤ Liaised with Engineering and Manufacturing Industry Cooperative Limited (EMiCoL) to initiate development to host a small business event - strategic tendering, project management and procurement
		April - June 2021	<ul style="list-style-type: none"> ➤ Provided Economic Report Cards to EDOG members for review before finalization. ➤ Completed Economic Report card for Bassendean and Belmont, awaiting review from Mundaring. ➤ Hosted approximately 20 members from Engineering and Manufacturing Industry Cooperative Limited (EMiCoL) for a strategic tendering, project management and procurement seminar.

Key Actions	Status	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	Monitoring situation with EMRC's Strategic review which incorporates sustainability strategy components to align the documents and pillar commitments
		April - June 2021	Monitoring situation with EMRC's Strategic review which incorporates sustainability strategy components to align the documents and pillar commitments
Responsible	Chief Sustainability Officer		

1.7.2 Identify and Investigate Strategic Regional Development Project and Investment Opportunities

Key Actions	Status	Quarter	Comments
Identify business and investment opportunities and initiatives	●	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. ➤ Commenced planning for dissemination of prospectus.
		October - December 2020	<ul style="list-style-type: none"> ➤ Disseminated hard and electronic copies of the 'Investing in Perth's Eastern Region' prospectus. Received by Councilors, staff, member council representatives and stakeholders. ➤ Disseminated the Prospectus at the Belmont Business Breakfast with local industry attendees and community representatives. ➤ Met with Business Foundations to discuss potential collaboration in 2021/2022.
		January - March 2021	<ul style="list-style-type: none"> ➤ Attended a webinar 'Marketing and Communication Strategies that Facilitate Economic Development in Local Government' to explore how marketing and communication can help attract business and industries to Local Government ➤ Joined webinar Smart Cities – Digital Government 'Putting Data into Practice'. Examples of data excellence within smart cities and communities.
		April - June 2021	<ul style="list-style-type: none"> ➤ Attended virtual Critical Infrastructure Summit held over two weeks in April, with four conferences.
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	Status	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	<ul style="list-style-type: none"> ➤ Met with Director from creative agencies to progress concept designs for the Avon Descent Family Fun Days ➤ Provided participating Councils with first design drafts of content for the Family Fun Days ➤ Met with the Avon Decent Project Team to discuss current event concerns, marketing situation and important timeframes leading up to the event ➤ Liaised with Lotterywest re: additional questions toward grant application – Funding increase, COVID-19 Plans and environmental damage concerns. ➤ Loaned water refill station equipment to the Blue Sky Festival in March 2021. ➤ Promoted events on Perth's Eastern Region webpage platform, 16 community events were registered and posted on our event page.
		April - June 2021	<ul style="list-style-type: none"> ➤ Met with NADA to discuss Sponsorship agreement and finer details for Avon Descent weekend. ➤ All Avon Descent marketing material finalised ➤ All Avon Descent advertising finalised ➤ Advertising campaign started 9 June 2021, lasting ten weeks until event weekend. ➤ Updated Perth's Eastern Region webpage events for Autumn 2021, 7 additional events posted online.
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	Status	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	To be updated as part of the new Sustainability Strategy in 2021
		April - June 2021	To be updated as part of the new Sustainability Strategy in 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	To be updated as part of the new Sustainability Strategy in 2021
		April - June 2021	To be updated as part of the new Sustainability Strategy in 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 ✚ 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	<ul style="list-style-type: none"> ➤ Held a Regional Youth Officer Group meeting, 9 March 2021 with a presentation from YMCA Support and Welfare Officer on the overview on services and Youth Parliament Program.
		April - June 2021	<ul style="list-style-type: none"> ➤ Organised Guest speaker for the next RYOG meeting ➤ Scheduled RYOG meeting for July 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	Status	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 Questionnaire 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 Councilors.
		January - March 2021	<ul style="list-style-type: none"> ➤ Harmony Day Celebrations held on the 17 March ➤ Informative cultural session for staff held on 18 March (National Close the Gap Day) – Lunch and learn ‘Ask us anything, Aboriginal and Torres Strait Islander people’ ➤ RAPWP meeting held 25 March ➤ Procured goods and services from Aboriginal and Torres Strait Islander owned business Nani Creative for Greengage design and InDesign Staff Training. ➤ Engage Nani Creative - Supply Nation Registered Creative Partnership, dedicated to design for Aboriginal Tourism – to develop a design for the new look Greenpage newsletter.
		April - June 2021	<ul style="list-style-type: none"> ➤ Cultural Awareness Lunch and Learn session took place on 7 April 2021, National Close the Gap day ➤ Attended Indigenous Creativity Commune, 22 April 2021, understanding cultural awareness in design. ➤ Attended Reconciliation Australia Webinar 12 May, RAP Impact – Telling the Story ➤ RAPWP meeting held 27 May 2021 ➤ Cultural Awareness session took place on ‘National Sorry Day’ 26 May 2021, Lunch and learn session. ➤ NRW celebration took place at the EMRC annual Tree planting day, 28 May 2021, smoking ceremony, Welcome to Country and cultural performance were on display for staff. ➤ RAPWP members invited and attended NRW celebration.

Key Actions	Status	Quarter	Comments
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	RAPWP meeting held on the 25 March, discussion surrounding new Innovate RAP and finalising Respect RAP <ul style="list-style-type: none"> ➤ Draft template and actions created for the new Innovate RAP based on recommendations from Reconciliation Australia ➤ Draft Visions for Innovate RAP created and sent to RAPWP for feedback ➤ Met with design consultant 'Nani Creative' to discuss representation of our Innovate RAP
		April - June 2021	<ul style="list-style-type: none"> ➤ Provided RAPWP members the opportunity to review the Innovate RAP actions and deliverables ➤ Finalised Innovate RAP actions and deliverables with RAPWP ➤ Submitted first draft of Innovate RAP to Reconciliation Australia for feedback
Responsible	Chief Sustainability Officer		

Key Actions	Status	Quarter	Comments
Implement biennial Stakeholder Perception Survey	●	July - September 2020	The biennial Stakeholder Perception Survey will be undertaken after completion of the Strategic Review in Q4 2020/2021.
		October - December 2020	The biennial Stakeholder Perception Survey will be undertaken after completion of the Strategic Review in Q4 2020/2021.
		January - March 2021	The biennial Stakeholder Perception Survey will be undertaken after completion of the Strategic Review in Q4 2020/2021.
		April - June 2021	The biennial Stakeholder Perception Survey will be undertaken after completion of the Strategic Review in Q4 2020/2021.
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	Registered early applicants for the 2021/2022 Community Grants Program.
		April - June 2021	Application process reviewed, advertising and promotional campaign prepared for 1 July launch of 2021/2022 Program
Produce EMRC's Annual Report	●	July - September 2020	<ul style="list-style-type: none"> ➤ 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	Completed electronic and hard copy distribution of the EMRC Annual Report 2019/2020.
		April - June 2021	Design and print waiver obtained for 2020/2021 Annual Report, format and outline contents confirmed and concepts commissioned.
Responsible	Chief Executive Officer		

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

Key Actions	Status	Quarter	Comments
Investigate and develop partnership opportunities with universities and other organisations	●	July - September 2020	Partnership opportunities are ongoing.
		October - December 2020	The Sustainability Team is liaising with various government departments and other organisations as part of its program delivery.
		January - March 2021	<ul style="list-style-type: none"> ➤ A partnership is being explored with Murdoch University for an environmental program and there is liaison with Curtin University on transport initiatives ➤ Partnered with Murdoch University to submit an EOI for the "New methods for managing drought refuges for imperilled freshwater species" research and citizen science project ➤ Developing a State NRM Community Collaboration grant submission with Murdoch University for New methods for managing drought refuges for imperilled freshwater species
		April - June 2021	A partnership was developed with Murdoch University for granted funded project, however this project is being reassigned to Perth NRM
Responsible	Chief Sustainability Officer		

1.10.3 Review and Implement the Marketing and Communications Plan

Key Actions	Status	Quarter	Comments
Implement priority initiatives (refer Marketing and Communications Plan)	●	July - September 2020	<ul style="list-style-type: none"> ➤ Ten media releases were issued, including the Baywaste Transfer Station operation from 1 July and the inaugural FOGO delivery at Red Hill. ➤ 51 Facebook and 12 LinkedIn posts promoting EMRC activities and EMRC-supported stakeholder initiatives were made. ➤ Extensive assistance was provided to Waste Education in support of the Town of Bassendean's FOGO launch on 29 July. ➤ Marketing and logistical support was provided for the EMRC's virtual presence at the 2020 Waste & Recycle Conference. ➤ A 2020 EMRC Capability Statement was designed and written for Operations in support of a Waste Management RFT. ➤ The EMRC's four external corporate websites were regularly reviewed and updated where necessary. ➤ Ongoing support and advice provided in support of a refresh of the EMRC's corporate stationery and logo use.
		October - December 2020	<ul style="list-style-type: none"> ➤ Eight media releases were issued, seven in support of various Sustainability campaigns. ➤ 121 Facebook and 42 LinkedIn posts made. ➤ Corporate E-Newsletters were issued in October and December. ➤ The EMRC's four external corporate websites were regularly reviewed and updated where necessary.
		January - March 2021	<ul style="list-style-type: none"> ➤ Four media releases were issued in support of the City of Bayswater FOGO rollout and the Business Exemplar project. ➤ 76 Facebook and 18 LinkedIn posts promoting EMRC activities and EMRC-supported stakeholder initiatives were made. ➤ The EMRC's four external corporate websites were regularly reviewed and updated where necessary. ➤ A revised EMRC Style Guide was introduced. ➤ The February 2021 E-Newsletter was compiled and distributed, containing nine articles of interest to EMRC stakeholders.

		<ul style="list-style-type: none"> ➤ Ongoing support and advice were provided in support of a refresh of the EMRC's corporate stationery and logo use.
	April - June 2021	<ul style="list-style-type: none"> ➤ Four media releases were issued including a report on the success of the Circular Economy, the release of the April/May EMRC Newsletter and promotional support for the Avon Descent 2021 and the Regional Road Safety Report card. ➤ 68 Facebook and 12 LinkedIn posts promoting EMRC Corporate and Sustainability activities and EMRC-supported stakeholder initiatives were posted. ➤ Content and images on the EMRC's four external corporate websites and Portal were reviewed and mentions of City of Belmont and 'six member Councils' edited in advance of 1 July 2021. ➤ A reception and photocall was organised on 19 July in advance of the first anniversary of operation of Baywaste. ➤ The May 2021 E-Newsletter was compiled and distributed, containing nine articles of interest to EMRC stakeholders. ➤ Ongoing support and advice were provided in support of a refresh of the EMRC's corporate stationery and logo use.
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	Status	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	<ul style="list-style-type: none"> ➤ A records storage review was conducted at the Ascot and Hazelmere sites. ➤ Records training and reference material was developed and posted on the EMRC Intranet.
		April - June 2021	<ul style="list-style-type: none"> ➤ Records training and inductions were delivered to a number of new staff. ➤ Forty volumes of bound Council minutes that only exist in paper format were sent off for scanning and digitization.
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	<ul style="list-style-type: none"> ➤ Council Policy 2.1 – Committees of Council was reviewed and adopted by Council on 25 March 2021 ➤ Council Policy 6.3 – Attendance at Events was drafted and adopted by Council on 25 March 2021 to replace the previous Council Policy 6.1 – Member Conference & Seminar Attendance ➤ Council Policy 4.1 – Chief Executive Officer – Appointment, Performance Review and Policy was drafted and adopted by Council on 25 March 2021 to replace the previous Council Policy 4.1 – Chief Executive Officer – Appointment and Performance Review ➤ Council Policy 4.6 – Appointment of Acting Chief Executive Officer was drafted and adopted by Council on 25 March 2021.

		April - June 2021	<ul style="list-style-type: none"> ➤ Council Policy 3.1 – Annual Financial Reporting Policy was reviewed and adopted by Council on 24 June 2021 ➤ Council Policy 5.1 – Red Hill Waste Management Facility and Hazelmere Resource Recovery Park Environmental Policy was reviewed and adopted by Council on 24 June 2021.
Co-ordinate Council and Committee Elections	●	July - September 2020	No Council or Committee elections during this period.
		October - December 2020	No Council or Committee elections during this period.
		January - March 2021	Election of Chairman and Deputy Chairman of Legal Committee held.
		April - June 2021	No Council or Committee elections during this period.
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	Various HR management guidelines were reviewed and adopted by ELT during the March quarter.
		April - June 2021	Various management guidelines were endorsed by ELT during the June Quarter.
Responsible	Chief Financial Officer		

1.11.2 Review and Implement EMRC's Integrated Planning Framework

Key Actions	Status	Quarter	Comments
Undertake a minor review of the 10 Year Strategic Plan	●	July - September 2020	A minor review of the 10 Year Strategic Plan will occur in the April – June 2021 quarter
		October - December 2020	A minor review of the 10 Year Strategic Plan will occur in the April – June 2021 quarter
		January - March 2021	A minor review of the 10 Year Strategic Plan will occur in the April – June 2021 quarter
		April - June 2021	A strategic review was completed with the view to updating the 10 Year Strategic Plan in 2022.
Undertake a major review of the 10 Year Strategic Plan	●	July - September 2020	Major review due 2022.
		October - December 2020	Major review due 2022.
		January - March 2021	Major review due 2022.
		April - June 2021	Major review due 2022.
Review the Corporate Business Plan	●	July - September 2020	Corporate Business Plan is reviewed quarterly in line with reporting on actions.
		October - December 2020	Updated and reviewed quarterly.
		January - March 2021	Updated and reviewed quarterly.
		April - June 2021	Updated and reviewed quarterly
Responsible	Chief Executive Officer		

1.11.3 Review and Implement a Risk Management Plan

Key Actions	Status	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	<ul style="list-style-type: none"> ➤ 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	The CAMMS software was purchased to manage EMRC's strategic, operational and project risks to ensure that the appropriate governance of risk management is implemented. Installation and implementation of the system is in progress.
		April - June 2021	Risks are reviewed as programmed via the CAMMS risk management software
Responsible	Chief Financial Officer		

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

Key Actions	Status	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	All construction works have full disability access.
		April - June 2021	The annual DIAP return was completed and forwarded to the Department of Communities.
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	Status	Quarter	Comments
Review the Five and Ten year financial plans	●	July - September 2020	<ul style="list-style-type: none"> ➤ 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	A review of the EMRC Ten Year Financial Plan has been undertaken during Feb-April'2021 as part of the 2021/2022 Budget deliberation process.
		April - June 2021	A review of the EMRC Ten Year Financial Plan has been undertaken during Feb-May'2021 as part of the 2021/2022 Budget deliberation process.
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	<ul style="list-style-type: none"> ➤ 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	<ul style="list-style-type: none"> ➤ 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 March 2021 being 1.004% compared to the budgeted rate for 2020/2021 of 1.14% due to market conditions.
		April - June 2021	<ul style="list-style-type: none"> ➤ 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 30 June 2021 being 0.924% compared to the budgeted rate for 2020/2021 of 1.14% due to market conditions.
Responsible	Chief Financial Officer		

1.12.2 Review and Implement the Asset Management Plan (AMP)

Key Actions	Status	Quarter	Comments
Review and implement the AMP	●	July - September 2020	<ul style="list-style-type: none"> ➤ 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 EOY process for the 2021/2022 financial year.
		October - December 2020	<ul style="list-style-type: none"> ➤ 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 EOY process for the 2021/2022 financial year.
		January - March 2021	<ul style="list-style-type: none"> ➤ 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 EOY process for the 2021/2022 financial year.
		April - June 2021	The Asset Management Plan is to be reviewed and updated as part of the EOY process for the 2021/2022 financial year.

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	<ul style="list-style-type: none"> ➤ Re-doing a scope of works for the carpark upgrade due to receiving no responses to the original request for quote. ➤ Bathroom renovations RFQ has been reviewed. Capital expenditure carried forward to 2021/2022 ➤ Minor repairs undertaken to the Ascot Place building
		April - June 2021	<ul style="list-style-type: none"> ➤ Bathroom renovations are on hold until further notice due to expense ➤ Re-doing a scope of works for the EMRC rear car park only ➤ Other minor repairs carried out as and when required
Responsible	Chief Financial Officer		

Key Actions	Status	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	Progressing as per the Red Hill Waste Management Facility 2020/2021 Plant Replacement Program.
		April - June 2021	Finalised as per the Red Hill Waste Management Facility 2020/2021 Plant Replacement Program.
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	Progressing as per the Red Hill Waste Management Facility 2020/2021 Minor Plant & Equipment Replacement Program.
		April - June 2021	Finalised as per the Red Hill Waste Management Facility 2020/2021 Minor Plant & Equipment Replacement Program.
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	Progressing as per the Hazelmere Resource Recovery Park 2020/2021 Plant Replacement Program.
		April - June 2021	Finalised as per the Hazelmere Resource Recovery Park 2020/2021 Plant Replacement Program.
Responsible	Chief Operating Officer		

1.12.3 Review and Implement the Strategic IT Plan

Key Actions	Status	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	<ul style="list-style-type: none"> ➤ Implementation commenced on the CAMMS Risk System. ➤ The CAD Workstation was replaced ➤ A KVM Switch was implemented at Hazelmere
		April - June 2021	<ul style="list-style-type: none"> ➤ The CAMMS Risk system was purchased and implemented. ➤ Data was migrated to the new Red Hill network storage device (SAN). ➤ A backup Internet service was configured for Hazelmere.
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	<ul style="list-style-type: none"> ➤ A tape drive unit was replaced. ➤ Request for Quotes were developed for network storage devices and uninterruptible power supplies
		April - June 2021	<ul style="list-style-type: none"> ➤ UPS (Uninterruptible Power Supply) units were replaced at Ascot and Red Hill. ➤ Replacement network storage devices (SAN) were purchased for Ascot and Red Hill.
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	Status	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. Training on project management and cultural awareness undertaken.
		April - June 2021	6 New management guidelines implemented. Review of employee benefits undertaken. Remuneration review 2021 completed.
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	Competency framework questions finalized and automated.
Responsible	Chief Executive Officer		

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

Key Actions	Status	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	<ul style="list-style-type: none"> ➤ Contractor Management training delivered. ➤ Chain of responsibility (Transport) documentation and training delivered. Safety Procedure / policy and documentation reviews 95% completed before review dates.
		April - June 2021	Continue chain of responsibility training and incident reporting training.
Develop and implement a safety focused 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	<ul style="list-style-type: none"> ➤ EMRC achieved 575 days with no lost time injuries (as of 31st of May). ➤ Safety KPIs for managers / supervisors have been mostly on track.
		April - June 2021	The EMRC continues to record no lost time injuries Two OSH Management Guidelines were reviewed and submitted to ELT.
Responsible	Chief Executive Officer		

5.6 WASTE EDUCATION UPDATE - APRIL TO JUNE 2021

D2021/12406

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 AND RECOMMENDATIONS

- FOGO rollout in the City of Bayswater to residential properties, multi-unit dwellings and businesses has commenced, with EMRC waste education staff currently relocated to assist.
- Research for FOGO collections in schools has commenced with a trial anticipated for 17 schools in the region.
- Infrastructure for aerosol and polystyrene recycling expected to be operational by end of April.
- Bin tagging in both the City of Bayswater and Town of Bassendean commenced in Mid May.
- The EMRC's waste plan was endorsed by DWER.
- All graphic design finalised for the 2021/2022 Waste and Recycle Guides.
- Battery and CFL at higher yields than last year.
- Tours of Red Hill Waste Management Facility lower than expected due to FOGO rollout.

SOURCE OF REPORT

Chief Sustainability Officer

BACKGROUND

1 FOGO Update

- The City of Bayswater caddy distribution commenced 8 March, for a period of three weeks;
- Members of the Waste Education team are assisting the City of Bayswater with their FOGO roll out;
- The first section of the City of Bayswater's FOGO collection commenced 22 March with the second section of the City's FOGO collection planned to start on 12 April;
- A trial has been proposed to introduce a FOGO collection to 12 - 17 schools in the region. Two schools in the City of Kalamunda, four schools in the Town of Bassendean and four schools in the City of Bayswater are likely to be included in the initial trial;
- The trial is being carried out in consultation with the Department of Education and DWER; and
- An audit of one school in the trial has been undertaken to ascertain the existing bin configuration at the school, the types and volumes of waste and the collection timing.

2 Consistent Communications Collective (WALGA Working Group)

- Some of the current initiatives being undertaken include:
- WasteSorted
 - ⇒ WasteSorted Grant round opens in August 2021 and will be open for 6 weeks;

- ⇒ DWER is moving towards SmartyGrants, which is an online management system for all DWER grant programs; and
- ⇒ The GREAT sorts behaviour campaign is currently being evaluated. So far there has been a reach of 9 million (which includes 4.5 million on social media/YouTube, 1 million on radio, 150K on regional TV, and 2.7 million through national recycling channels).
- SUEZ Sharps Collections
 - ⇒ SUEZ used to provide a free bin for sharps containers to the chemists they supplied sharps containers to. This came at a considerable cost to SUEZ;
 - ⇒ Sharps containers are sold for about \$4.00 - \$5.00 per unit (which is close to at cost). Chemists add their mark-up and on sell them; and
 - ⇒ SUEZ brought in a charge of \$25.00 per bin lift. Majority of chemists have not continued with this service since. Currently about 300 Chemists use the bin service, however that does not guarantee they take sharps containers from the Community.
- Cleanaway
 - ⇒ Cleanaway have launched their Greenius E-learning Platform and Recycling Behaviours Report;
 - ⇒ The e-learning platform has a WA specific webpage. Some Local Governments have highlighted that there are:
 - ⇒ Inconsistencies of messaging with CCC A-Z List (particularly regarding non-beverage/container glass); and
 - ⇒ No information provided for FOGO or GO bins.
- Battery Stewardship Scheme Update
 - ⇒ The Battery Stewardship Scheme (the Scheme) is looking to launch early January 2022 (including beginning levy contributions by importers), with a public launch in February 2022;
 - ⇒ 2020 data from the Battery Stewardship Council (BSC) shows that only around 10% of batteries that are imported are recovered in Australia currently;
 - ⇒ The levy paid by importers will be passed on to consumers at retail in a transparent manner (similar to the Paintback Scheme);
 - ⇒ If Local Governments would like to be part of the Scheme, they will need to register their battery collection points as accredited collection sites (no cost to do). This approach is so the BSC can keep track of all aspects of the Scheme, plus the sites can receive promotional materials and be included on the online battery network mapping;
 - ⇒ Schools will need to be accredited but not publicly listed;
 - ⇒ Rebate through the Scheme are available for accredited battery transporters, battery sorters and battery processors; and
 - ⇒ HHW facilities will be required, through the HHW Program, to sign up to be accredited collection points (the attachments are for Local Governments who want to sign up for the Scheme).

3 Aerosol/Polystyrene Recycling

- Due to increased recovery of polystyrene seen at all participating facilities, we ordered an extra 100 bulk bags (which fit into the collection frames) to ensure continuity of service;
- The metal bin surrounds for receiving and temporary storing of empty aerosols were delivered at the end of April;

- Delivery of 240 litre wheelie bins to be used as collection inserts for the aerosol metal bin surrounds;
- Standard Operating Procedure and guidance on site specific risk assessments for the recovery and storage of empty aerosols generated and circulated for comment.
- All sites participating in the polystyrene initiative are seeing a continued increase in recovered material;
- Current contributions are maximising the throughput capabilities of the polystyrene compaction unit; and
- Consultation with the Member Councils' to identify new locations for the empty aerosol metal bin surrounds.

4 Bin Tagging

- 2021 Bin tagging commenced in May 2021 in both Bassendean and Bayswater
 - ⇒ 2000 households in the City of Bayswater and in the Town of Bassendean will participate in the program
 - ⇒ 10 casual bin taggers were trained
 - ⇒ A Bin tagging is coming and thank-you postcard were updated
 - ⇒ A taping procedure created to assist taggers out in the field
 - ⇒ A Bin tagging report was submitted to WALGA outlining the City of Bayswater's findings.

5 Earth Carers

- First Earth Cares course in 18 months was held from 6-20 May, with 24 attendees;
 - ⇒ 9 people completed all five sessions, thereby graduating;
 - ⇒ 1 person who participated in the October 2019 course returned to complete the course and graduated;
 - ⇒ 15 participants participated but did not attend all five sessions; and
 - ⇒ 6 people registered for the course but did not attend at all.

6 Waste Plans

- The EMRC's waste plan was endorsed by DWER; and
- Ongoing assistance to the Shire of Coolgardie with the generation of their waste plan.

7 Waste and Recycling Guides

- All Waste and Recycle have been completed and delivered to member councils;
- Very positive feedback from DWER on the use of GREAT sort images and messaging; and
- A digital version now available on the Rgang website.

8 **Public Recycling Updates** (Public place collection data for June and Financial Year to Date)

a. **Public Place Battery Collection Program**

Battery Recycling - Public Places	June 2020/2021	June 2019/20	Year to Date Total 2020/2021	Year to Date Total 2019/20
Bassendean	0.0	0.0	1040.4	778.8
Bayswater	296.6	106.4	3335.8	2646.4
Belmont	211.8	0.0	2639.4	2061.6
Kalamunda	356.0	157.0	3567.6	2943.6
Mundaring	127.1	65.2	1418.0	1460.0
Swan	133.3	88.4	3197.8	2712.4
TOTAL (kg)	1124.8	417.0	15199.0	12602.8

b. **Schools Battery Collection Program**

Battery Recycling - Schools	June 2020/2021	June 2019/20	Year to Date Total 2020/2021	Year to Date Total 2019/20
Bassendean	0.0	81.2	328.5	419.2
Bayswater	0.0	0.0	693.3	900.0
Belmont	127.5	0.0	443.9	202.8
Kalamunda	158.8	201.4	1474.0	1827.2
Mundaring	105.8	20.8	1623.6	1153.8
Swan	210.5	45.4	1772.5	1809.8
TOTAL (kg)	602.6	348.8	6335.8	6312.8

c. **CFL Collection and Recycling Program**

CFL Recycling - Public Places	June 2020/2021	June 2019/20	Year to Date Total 2020/2021	Year to Date Total 2019/20
Bassendean	10.3	13.2	611.7	454.2
Bayswater	77.7	40.2	1634.1	1453.8
Belmont	0.0	5.6	1331.7	1171.8
Kalamunda	20.3	31.4	1520.8	1259.8
Mundaring	37.4	16.8	829.8	838.4
Swan	94.6	5.6	1732.3	1307.0
TOTAL (kg)	240.3	112.8	7660.4	6485.0

9 **Tours of Red Hill Waste Management Facility and Education Centre – April to June 2021**

Name of group	Council region	Number of Participants	Program
April 2021			
City of Bayswater Staff	Bayswater	5	Site visit and Education Centre
Kalamunda Happy Hatters	Kalamunda	16	Site visit and Education Centre
May 2021			
Hills Garden Group	Kalamunda	20	Site visit and Education Centre
Harman Park Community Centre Senior group	Belmont	12	Site visit and Education Centre
City of Kalamunda Community tour	Kalamunda	50	Site visit and Education Centre
Darlington Primary School	Mundaring	49	Site visit and Education Centre
Earth Careers	Perth Metro	15	Site visit and Education Centre
June 2021			
Malvern Springs Primary School	Swan	99	Site visit and Education Centre
St Mary's Anglican Girls' School	Stirling	38	Site visit and Education Centre
Heritage College	Kalamunda	20	Site visit and Education Centre
Holy Cross College	Swan	14	Site visit and Education Centre
Parkville Primary School	Mundaring	50	Site visit and Education Centre
	Total	388	

10 **School and Community Engagement/Events - April – June 2021**

- School Events – April – June 2021
 - ⇒ Waste and Recycling Incursion – Greenmount Primary School- 23 April 2021;
 - ⇒ Waste and Recycling Incursion – Walliston Primary School - 23 April 2021 postponed due to the COVID-19 three-day lock down;
 - ⇒ Waste Audit Incursion- Silver Tree Steiner School – 14 June 2021; and
 - ⇒ Promotion of the Battery Program Presentation- Clayton View Primary School – 16 June 2021.

11 **Community Events and Requests – April – June 2021**

- Coventry Markets FOGO stall City of Bayswater - 8 April 2021;
- Get to know FOGO talk at the City of Bayswater – 9 April 2021;
- Swan -Aveley Community Festival- 10 April;
- Swan- Mother's Day Crafts- 22 April;
- Grow it Local at the Town of Bassendean How to make an instant garden bed- 24 April 2021 postponed- due to the COVID-19 three-day lock down;
- Garden Festival – 7 May 2021;

- Cyril Jackson Health Festival- Town of Bassendean- 19 May 2021; and
- Grow it Local Crop Swap - Town of Bassendean- 27 June 2021- cancelled due to weather.
- RAC Retirees Presentation- 10 June 2021- attended; and
- FOGO, Waste and Recycling talk for Max Solutions – 15 June 2021 – attended.

12 EMRC Waste Education – April – June 2021

- Earth Carer Reconnect event– 14 April 2021;
- RRRC Community Tour – 21 April 2021;
- Earth Carers course –6-20 May 2021;
- Community Tour City of Kalamunda- 8 May 2021;
- RRRC community tour -20 May 2021; and
- Grow it Local workshop with Lindsay Miles- 29 May 2021;
- RRRC community tour -17 June 2021;
- Grow it Local workshop with Peg Davies- 19 June 2021; and
- Sustainability – Strategies for Improvements at Work– 28 June- postponed due to COVID-19.

13 Waste Education Networking/Promotion/Collaboration Activities – April – June 2021

- Best Practice Biohazardous Waste Management- 22 April 2021;
- Consistent Communications Collective (CCC) meeting - 28 April 2021;
- Waste Educators Networking Group- 4 May 2021;
- Recycle Right meeting - 5 May 2021;
- Climate Clever Information Session – 6 June 2021;
- WA Climate Science Initiative Workshop 22 June 2021;
- Consistent Communications Collective - 23 June 2021;
- Become a Pre-Loved Pro Workshop- 24 June 2021; and
- Low waste Living on a Budget Webinar- 29 June.

14 Waste Education Loan Resources Utilisation – April – June 2021

- Book Box, Early Years Resource Box, Mini Bin Waste Sort, Natures Recyclers and Paper Making Kit– Gooseberry Hills Primary School (Kalamunda) – 23 June – 2 July 2021.

STRATEGIC/POLICY IMPLICATIONS

- 15 Key Result Area 1 - Environmental Sustainability
 - 1.3 To provide resource recovery and recycling solutions in partnership with member Councils

FINANCIAL IMPLICATIONS

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

SUSTAINABILITY IMPLICATIONS

- 17 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 – Non Compliance with Financial Regulations		
Consequence	Likelihood	Rating
Moderate	Unlikely	Moderate
Action/Strategy		
➤ 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 Kalamunda	
Shire of Mundaring	
City of Swan	

ATTACHMENT(S)

Nil

5.7 URBAN AND NATURAL ENVIRONMENT TEAMS UPDATE – APRIL TO JUNE 2021

D2021/12407

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 April to June 2021.

KEY POINT(S)

Achievements highlighted for the period April to June 2021 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

- 1 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.
- 2 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.
- 3 The two advisory groups currently operating are the:
 - Economic Development Officers Group (EDOG); and
 - Regional Integrated Transport Strategy Implementation Advisory Group (RITS IAG).
- 4 Regular progress reports are provided to advisory groups, committees and councils to ensure ongoing and effective communication.

REPORT

- 5 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 April to June 2021. This will be the final report on activities undertaken by the Natural Environment team as the Eastern Region Catchment Management Program was re-housed with Perth NRM as of 1 July 2021.
- 6 **Key Regional Actions (Relevant to all Councils)**
 - Completed the region's Road Safety Card which summarises Main Roads WA data from 2015 to 2019. Published via social and print media.

- Continued participation in the hydrogen cluster meeting for supporting hydrogen as a fuel for transport. Submitted EMRC's support for the cluster's submission to National Energy Resources Australia (NERA).
- Representing the region and the six-member Councils in Department of Transport's trackless tram consortium.
- Held the Regional Integrated Transport Strategy Implementation Advisory Group (RITS IAG) on 16 March 2021; presentations by Freight Logistics Council of WA and WALGA.
- Investigating options for an electric vehicle (EV) charging station at 226 Great Eastern Highway.
- Met design consult for TransafeWA heavy vehicles safety campaign.
- Met with City of Canning representative for working out better freight solutions for the region. Mapping the region's key freight routes for similar research.
- Started the process of developing the RFQ for installing the electric charging station at 226 Great Eastern Highway.
- Developing a freight network map for the region indicating the key freight routes, key freight ports and key and neighbourhood centres.
- Mapped the overall crash analysis for the region.
- Preparation of an award submission for Australian Road Safety Foundation on Share the Space campaign.
- Organised the first Circular Economy Masterclass in WA on 9-10-11 June at Optus Stadium. WA Circular Economy Masterclass Alumni has been created in order to continue to collaborate on an ongoing basis
- Joined an online Critical Infrastructure summit. Information surrounding infrastructure lifecycle, construction, asset management, and disaster resilience. Post COVID-19 recovery, opportunities and challenges.
- Promoted events on Perth's Eastern Region webpage platform; 5 community events were registered and posted on our event page.
- Attended 'Indigenous Creative Commune', discussion surrounding the use of Indigenous creative work, processes and respectful communication.
- Attended Reconciliation Australia's 'RAP impact – Telling the Story' session on key findings from the report and reflections on the upcoming National Reconciliation Week 2021
- A RAPWP meeting held on the 27 May, discussion surrounding new Innovate RAP vision, actions and deliverables.
- Review and finalisation of reporting for the Respect RAP.
- Review and submission of the draft Innovate RAP to Reconciliation Australia.
- Design layout and concepts of the new Innovate RAP were provided by consultant.
- Participated in Aerometrex Bushfire Load Mapping virtual meeting with City of Kalamunda, Shire of Mundaring, and other local governments.
- Hosted a virtual information session for member Councils about the Climate Clever program.
- Joined and attended the inaugural meeting of WALGA's Climate Change Collaborative of local government officers.
- Participated in DWER's WA Climate Science Initiative workshop and provided summary to member Councils.
- Hosted New Water Ways 'Water Sensitive Urban Design (WSUD) for the Hills' training at Ascot Place for member councils and other Perth hills local governments.

7 Town of Bassendean

- Developing new 5-year Waterwise Council Action Plan.
- Held Quarterly Performance Reviews for water and energy.
- Completed research into carbon offsets via purchasing of ACCU's.
- 'Flood Aware, Be Prepared' campaign development in progress; video and brochures drafted and reviewed by councils, and marketing plan completed. Quarterly progress report submitted to DFES for NDRP funding.
- Submitted application for WA Government's Clean Energy Future Fund for building energy efficiency, lighting and streetlighting upgrades, for Town of Bassendean, City of Bayswater and Shire of Mundaring.
- Postponed collaborative EDOG and RITS IAG meeting due to impacts of COVID-19.
- Draft Economic Report card for EDOG members were distributed for feedback, Card was created using REMPLAN platform and Profile ID economic tools.
- Economic Report Card for Bassendean was finalised and final PDF copy distributed.
- Arranged with Engineering and Manufacturing Industry Cooperative Limited (EMICoL) to host a a small business event on Thursday 20 May - strategic tendering, project management and procurement. This event had approximately 25 attendees and was well received.
- Coordinated with the Town of Bassendean to understand the freight and community problems in their local government area.

8 City of Bayswater

- 'Flood Aware, Be Prepared' campaign development in progress; video and brochures drafted and reviewed by councils, and marketing plan completed. Quarterly progress report submitted to DFES for NDRP funding.
- Submitted application for WA Government's Clean Energy Future Fund for building energy efficiency, lighting and streetlighting upgrades, for Town of Bassendean, City of Bayswater and Shire of Mundaring.
- Met with the Northam's Avon Decent Association representatives to discuss marketing components and change in website platform use.
- Notification of successful grant application for the Avon Descent Family Fun Days
- Finalised all marketing campaign components; social media graphics, billboards, posters, radio for the Avon Descent Family Fun Days campaign.
- Met with City of Bayswater representative about economic development initiatives in Bayswater for 2021/22.
- Liaising with City of Bayswater to start a regional network for evaluating the options.
- Coordinated with the City of Bayswater to understand the freight and community problems in their local government area.

9 City of Belmont

- Held Quarterly Performance Review for water and energy.
- 'Flood Aware, Be Prepared' campaign development in progress; video and brochures drafted and reviewed by councils, and marketing plan completed. Quarterly progress report submitted to DFES for NDRP funding.
- Postponed collaborative EDOG and RITS IAG meeting due to impacts of COVID-19.
- Draft Economic Report card for EDOG members were distributed for feedback, Card was created using REMPLAN platform and Profile ID economic tools.

- Arranged with Engineering and Manufacturing Industry Cooperative Limited (EMICoL) to host a small business event on Thursday 20 May - strategic tendering, project management and procurement. This event had approximately 25 attendees and was well received.
- Coordinated with the City of Belmont to understand the freight and community problems in their local government area.
- Bush Skills 4 Youth (BS4Y) - Developed a project with Belmont Senior High School to deliver outdoor environment projects in collaboration with YMCA.
- Delivered holiday workshops in the City of Belmont about Quenda and community gardens.

10 **Shire of Mundaring**

- Held Quarterly Performance Review for water and energy.
- Completing research into solar powered bores.
- Developing new 5-year Waterwise Council Action Plan.
- Submitted application for WA Government's Clean Energy Future Fund for building energy efficiency, lighting and streetlighting upgrades, for Town of Bassendean, City of Bayswater and Shire of Mundaring.
- Postponed collaborative EDOG and RITS IAG meeting due to impacts of COVID-19.
- Draft Economic Report card for EDOG members were distributed for feedback, Card was created using REMPLAN platform and Profile ID economic tools.
- Arranged with Engineering and Manufacturing Industry Cooperative Limited (EMICoL) to host a small business event on Thursday 20 May - strategic tendering, project management and procurement. This event had approximately 25 attendees and was well received.
- Coordinated with the Shire of Mundaring to understand the freight and community problems in their local government area.
- Assisted Friends of Black Cockatoo Reserves to submit a partnership proposal to the Water Corporation to seek funding to dieback treatment.
- Assisted the new Treasurer of Jane Brook Catchment Group to understand all grant projects the groups auspices.
- Promote to landcarers the WALN website, meetings and training opportunities
- Continued the project management of Shire of Mundaring's Broz Park Wetland Restoration Project, funded through the State NRM Program, including submitting a grant variation to adjust the schedule of planned deliverables.
- The ERCMP surveyed landcare groups and stakeholders to collect information on the programs delivery and effectiveness to ensure the program is kept relevant to the needs of the community and continues to address water quality improvement in the tributaries of the Swan and Canning rivers
- Follow up action planning meeting for landcare groups
- Worked with the Mundaring YAC Youth Crew to improve their knowledge and skills to understand and care for bushland.
- Distribution of the Greenpage Newsletter bimonthly
- Hosted a networking and celebration event for National Volunteer week. This event provided an opportunity for catchment groups to come together to network and further develop and strengthen partnerships. Guest speakers; Simon Cherriman and Talitha Huston covered environmental topics and the importance of maintaining a healthy ecosystem

- Convened the Combined Catchment Group Forum - 40 landcarers representing the catchment groups in the east region participated in a workshop to look at a new way to deliver the ERCMP with reduced resourcing
- Delivered the following workshops and activities:
 - ⇒ Dieback treatment training
 - ⇒ Fire and the ecology
 - ⇒ BS4Y - Mundaring Christian College introduction to a bush regeneration project including plant ecology and Noongar 6 seasons topics
 - ⇒ Worked with Shire of Mundaring on Environmental Arts Projects in Primary schools. This year's theme is Caring for Country
 - ⇒ Initiated bushland restoration projects Mundaring Christian College involving around 200 students in planting, weeding and increasing knowledge of ecology of bushland
 - ⇒ Seed bomb workshop

11 City of Swan

- Held water team meeting and continued developing new 5-year Waterwise Council Action Plan.
- 'Flood Aware, Be Prepared' campaign development in progress; video and brochures drafted and reviewed by councils, and marketing plan completed. Quarterly progress report submitted to DFES for NDRP funding.
- Met with the Northam's Avon Decent Association representatives to discuss marketing components and change in website platform use.
- Notification of successful grant application for the Avon Descent Family Fun Days
- Finalised all marketing campaign components; social media graphics, billboards, posters, radio for the Avon Descent Family Fun Days campaign.
- Support the Lower Helena Association as they transition to a new leadership.
- Promote to landcarers the WALN site, meetings and training opportunities
- Assisted Susannah Brook Catchment Group investigate insurance requirements in order to renew their premium.
- The ERCMP surveyed landcare groups and stakeholders to collect information on the programs delivery and effectiveness to ensure the program is kept relevant to the needs of the community and continues to address water quality improvement in the tributaries of the Swan and Canning rivers
- Follow up action planning meeting for landcare groups
- Attend the Helena River Catchment Group meetings to discuss potential landcare projects
- Attend Lower Helena Association meetings to discuss potential landcare projects
- Attended a meeting with WAPC and Chair of Lower Helena Association in Perth to discuss a potential project site along the Helena River
- Distribution of the Greenpage Newsletter bimonthly
- Hosted a networking and celebration event for National Volunteer week. This event provided an opportunity for catchment groups to come together to network and further develop and strengthen partnerships. Guest speakers; Simon Cherriman and Talitha Huston covered environmental topics and the importance of maintaining a healthy ecosystem

- Convened the Combined Catchment Group Forum - 40 landcarers representing the catchment groups in the east region participated in a workshop to look at a new way to deliver the ERCMP with reduced resourcing
- Delivered the following workshops
 - ⇒ Dieback treatment training
 - ⇒ Fire and the ecology
 - ⇒ Facilitated the South Ballajura Primary School to adopt a community park
 - ⇒ Worked with Shire of Mundaring on Environmental Arts Projects in Primary schools. This year's theme is Caring for Country
 - ⇒ Initiated bushland restoration project with Clayton View School in Swan involving around 200 students in planting, weeding and increasing knowledge of ecology of bushland
 - ⇒ Seed bomb workshop

STRATEGIC/POLICY IMPLICATIONS

- 12 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

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

SUSTAINABILITY IMPLICATIONS

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

RISK MANAGEMENT

Risk – The Sustainability Team deliver on agreed projects so there is minimal risk		
Consequence	Likelihood	Rating
Possible	Insignificant	Low
Action/Strategy		
➤ The Sustainability Team considers risk pertaining to any projects or programs.		



MEMBER COUNCIL IMPLICATIONS

Member Council

- Town of Bassendean
- City of Bayswater
- 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

