



Waste Management Community
Reference Group

MINUTES

13 March 2017

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WASTE MANAGEMENT COMMUNITY REFERENCE GROUP

MINUTES

13 March 2017

(REF: D2017/03686)

A meeting of the Waste Management Community Reference Group was held at the EMRC Administration Office, 1st Floor, 226 Great Eastern Highway, BELMONT WA 6104 on **Monday, 13 March 2017**. The meeting commenced at **6:00pm**.

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1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Chairman opened the meeting at 6:00pm.

2 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

Committee Members

Ms Dianne Katscherian	Chairman
Ms Ruth Kendall (<i>from 6:11pm</i>)	Deputy Chairman
Mr Berry Ambrose	Member
Mr Malcolm Barker	Member
Mr Anthony Fowler	Member
Mr Noel Hales	Member
Mr Ray Lewis	Member
Ms Carmel Luck (<i>from 6:16pm</i>)	Member
Mr Mark Simpson	Member

Apologies

Mr Edwin Dell	Member
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EMRC Officers

Mr Dave Beresford	Manager Resource Recovery
Ms Joanne Gray	Waste Education Officer
Ms Giulia Bono	Administration Officer (Minutes)

EMRC Apologies

Mr Peter Schneider	Chief Executive Officer
Mr Stephen Fitzpatrick	Director Waste Services

3 DISCLOSURE OF INTERESTS

Nil

4 ANNOUNCEMENTS BY THE CHAIRMAN OR PRESIDING MEMBER WITHOUT DISCUSSION

Nil

5 PETITIONS, DEPUTATIONS AND PRESENTATIONS

Nil



6 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

6.1 MINUTES OF WMCRG MEETING HELD ON 21 NOVEMBER 2016

That the Minutes of the Waste Management Community Reference Group meeting held on 21 November 2016, which have been distributed, be confirmed.

WMCRG RESOLUTION(S)

MOVED MR AMBROSE SECONDED MR HALES

THAT THE MINUTES OF THE WASTE MANAGEMENT COMMUNITY REFERENCE GROUP MEETING HELD ON 21 NOVEMBER 2016, WHICH HAVE BEEN DISTRIBUTED, BE CONFIRMED.

CARRIED UNANIMOUSLY

7 BUSINESS NOT DEALT WITH FROM A PREVIOUS MEETING

Nil

8 REPORTS OF EMPLOYEES

Nil

9 REPORTS OF RELEVANT RESOURCE RECOVERY COMMITTEE RESOLUTIONS

Nil

10 REPORTS OF DELEGATES

Ms Kendall entered the meeting at 6:11pm.

Mr Lewis brought to the attention of the members a newspaper article in The Midland Reporter regarding the issues residents face as a result of a construction and demolition recycling facility in Adelaide Street, High Wycombe. Mr Lewis expressed concern of possible negative backlash it could have on EMRC operations and there would be merit in notifying the relative member Council on the need for traffic management and lack of dust suppression.

Ms Luck entered the meeting at 6:16pm.

The Chairman welcomed Ms Luck to her first meeting of the WMCRG and all WMCRG members and EMRC Officers provided a brief introduction of themselves to Ms Luck.

11 GENERAL BUSINESS

11.1 RESOURCE RECOVERY PROJECT UPDATE

The Manager Resource Recovery provided a general update to the group on the Resource Recovery Facility tender process.

The following matters were highlighted and discussed:

- The tenderers;
- The timeline for the evaluation process;
- The timeline for the tender process for the Resource Recovery Facility; and
- The involvement of Mindarie Regional Council (MRC).



11.2 WASTE EDUCATION UPDATE

The Waste Education Officer updated the group on the waste education initiatives undertaken between November 2016 and February 2017.

- **Public Recycling Updates:**

- The Battery and CFL collection information is provided to the Member Council representatives on the Regional Waste Education Steering Group and the members of the Waste Management Community Reference Group at each meeting.
- Due to the rostering and the number of schools in the program, schools in each Council region are not collected each month, however they are scheduled for collection a minimum of once per semester. Additional pickups are scheduled before the end of the school year so batteries are not sitting in schools over holidays.
- The Waste Education Officer visited a number of the public place collection points in January 2017, delivering their site collection certificates, the 2017 collection roster and discussing the program, issues, concerns and ways to improve. Remaining locations were visited in February 2017.
- Schools have been sent a new collection roster for 2017.
- The Battery Collection Officer finished employment at the end of December 2016. As the new officer started late January 2017, no collections took place throughout January 2017.
- Hillview Lifestyle Village now has a battery and CFL collection bin, due to a strong interest from a resident. The Waste Education Officer will investigate if other lifestyle villages would be interested in having collection bins.
- The collection of the stockpile of CFL's from the Mundaring Transfer stations and the additional collections undertaken in February 2017 to catch up on the public places backlog has skewed the data when compared to the previous year results; and
- The Battery and CFL collection information is provided for November 2016, December 2016 and February 2017. No collections were completed in January 2017. Detailed location information can be found in the appendix of this report.

<u>Battery Recycling - Public Places</u>	November 2016/17	December 2016/17	February 2016/17	Year to Date Total 2016/17
Bassendean	62.5	30.1	104.6	434.0
Bayswater	83	129.2	210.8	831.6
Belmont	30	367.5	344.0	1426.7
Kalamunda	144.9	143.7	477.8	1590.1
Mundaring	90.8	148.2	0.0	658.5
Swan	166.4	139.0	547.8	1582.4
TOTAL (kg)	577.6	957.7	1685.0	6523.3



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Battery Recycling - Schools	November 2016/17	December 2016/17	February 2016/17	Year to Date Total 2016/17
Bassendean	97.4	0.0	39.9	317.5
Bayswater	103.6	13.4	0.0	322.3
Belmont	10.5	119.8	0.0	162.3
Kalamunda	378.6	51.5	270.4	1062.1
Mundaring	384	163.8	0.0	645.5
Swan	23.5	222.7	111.8	900.4
TOTAL (kg)	997.6	571.2	422.1	3410.1

CFL Recycling - Public Places	November 2016/17	December 2016/17	February 2016/17	Year to Date Total 2016/17
Bassendean	21.1	6.1	18.7	81.2
Bayswater	10	17.2	23.0	130.1
Belmont	27.2	15.8	52.7	178.7
Kalamunda	23.4	6.4	36.0	151.6
Mundaring	35.4	161.3	0.0	298.0
Swan	27.4	17.3	84.2	217.6
TOTAL (kg)	144.5	224.1	214.6	1057.2

• **Tours of Red Hill Waste Management Facility and Education Centre:**

- Waste Education continues to work with Bush Skills 4 Youth (BS4Y) to bring schools a waste and environmental related excursion. For schools that book a Waste Education and BS4Y excursion, they complete activities in the Waste Education Centre and an activity related to the environment outside.
- In February 2017 information was distributed to schools to inform schools of the availability of funding towards a tour bus for Semester 1 on a first comes first served basis; and
- The following twelve tours occurred in November 2016, January 2017 and February 2017.

Name of group	Member Council region	Number of Participants	Program
November 2016			
Helena College - Darlington Campus	Mundaring	29	Tour
Ellenbrook Christian College	Swan	47	Tour
Middle Swan Primary School	Swan	43	Tour
Middle Swan Primary School	Swan	42	Tour
Middle Swan Primary School	Swan	42	Tour
Aveley Primary School	Swan	45	Tour
Durham Road School	Bayswater	23	Tour
Stirling Skill Training	Mixed	24	Tour
Mundaring Christian College	Mundaring	69	Tour



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Name of group	Member Council region	Number of Participants	Program
January 2017			
Catchments, Corridors and Coast program	N/A	25	Site Tour & Ed Centre
February 2017			
Rise Network	Swan	13	Tour
City of Swan Blokes Bus	Swan	16	Tour

- **School Engagement/Events:**

- Arbor Grove Primary School – Paper making loan kit visit – 4 November 2016; and
- A teacher professional development day was held at Ellen Stirling Primary School on Monday 30 January 2017 in conjunction with the Environmental Projects Officers and Bush Skills for Youth. The session covered the use of iScopes in the classroom and allowed teachers to familiarise themselves with them and the activities they can be utilised for.

- **Community Engagement/Events:**

- Community Presentations during report period:
 - Kalamunda Libraries Presentation – 15 November 2016
- Current Member Council Requests for 2017:
 - Waste Education Display:
 - EnviroFest - Whiteman Park – 25 March 2017;
 - Autumn River Festival – Bayswater – 1 April 2017;
 - Ellenbrook Connect - 1 April 2017;
 - Altone Comes Alive – Beechboro – 8 April 2017;
 - Maylands Green Day – 21 April 2017
 - Perth Garden Festival – 27-30 April 2017;
 - Toodyay Road Cleanup – 29 April 2017;
 - Gidgegannup Small Farm Field Day – 25 May 2017;
 - Perth Royal Show – 23-30 September 2017.
 - Gidgegannup Show – 28 October 2017; and



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- EMRC Waste Education run events:
 - Earth Carers event – 18 January 2017 - Completed;
 - Community Tours:
 - City of Swan - 10 April 2017;
 - Shire of Mundaring - 1 May 2017;
 - City of Belmont - 12 June 2017;
 - Shire of Kalamunda – 26 June 2017;
 - Town of Bassendean - 3 July 2017;
 - City of Bayswater - 7 August 2017;
 - Earth Carers course – May 2017; and
 - Plastic Free July community event – June 2017.

- **Waste Education Networking/Promotion**
 - Joint promotions with the other Regional Councils.
 - Nappy Campaign promotional material launched – 22 November 2016.
 - Australian Association of Environmental Education Sustainability for Education Forum – 25 November 2016.
 - Discussions are underway with community members from interest groups to run a sustainability related event in 2018; and
 - Discussions regarding joint activities with Waste Education and Bush Skills 4 Youth in 2017.

- **Other Projects**
 - Waste and Recycle Guides 2017/2018
 - Work is underway on the 2017/2018 Waste and Recycle Guides. Six Guides will be produced this year.
 - The timetable for the 2017/2018 guide production has been distributed and guide numbers sought from all six member councils. Quoting for design update and printing is underway. First drafts by all member councils are nearing completion.
 - With the new Cleanaway MRF expected to come online in May 2017, we have been working with Cleanaway to include the new items they will be able to accept through residential recycling bins in the Waste and Recycle Guides. This includes:
 - Plastic plant pots;
 - Bulk Polystyrene packaging - no beads or cups;
 - Hard plastic toys;
 - Rigid plastic containers – cleaned;
 - Metal pots and pans; and
 - Plastic coat hangers.



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- Free Community Tours of Red Hill Waste Management Facility
 - In 2017, free community tours are available for interested residents to discover how their general waste bin is managed at the Red Hill Waste Management Facility. A bus will pick residents up from an allocated meeting place, take them to the site for a tour followed by morning tea, before returning to the meeting place.
 - Tours will depart from a specific location each month within one of the EMRC member Council areas. Please note that the dates below are a guide only and may change.
 - Registrations are essential via the Rgang website - <http://www.rgang.org.au/tours.html>
 - City of Swan - 10 April 2017;
 - Shire of Mundaring - 1 May 2017;
 - City of Belmont - 12 June 2017;
 - Shire of Kalamunda - 26 June 2017;
 - Town of Bassendean - 3 July 2017; and
 - City of Bayswater - 7 August 2017.
- Earth Carers
 - Course ran on Wednesday evenings from the 9-23 November 2016. There were 13 people that completed the course.
 - A workshop was held on the 18 January 2017 for all EMRC Earth Carers to attend. There were 27 attendees and events for 2017 were discussed along with opportunities to network. The Earth Carers made beeswax wraps and a sprout jar.
 - Earth Carers are interested in workshops through the year to upskill and increase their knowledge base.
 - Next course will be around May 2017.
- Waste Audits 2016 and Waste Education Strategy Review
 - A grant application to subsidise part of the waste audits estimated cost was submitted for the Waste Authority Community and Industry Engagement Program Stream A funding and was unsuccessful.
 - RWESG members will be asked to discuss an alternative, cheaper proposal that will still meet the majority of aims from the original proposed audit plan.
- Keep Australia Beautiful WA Community Litter Grant 2016
 - Waste Education worked with Regional Development, who applied and received a grant to purchase portable water stations for use at events within the region.
 - The water stations will allow people to refill water bottles, therefore decreasing waste. In addition the stations will each have a behavioural change message printed on them, with four themes focussing on; litter ending up in waterways, reducing waste by reducing consumption, saving money by refilling/reusing your own water bottle and a recycling message.



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- Litter Letters
 - Documentation is being created for the Litter Letters to allow councils and community groups to borrow them in a similar format as the Recycling Trailer.
 - Both sets were booked by the City of Swan to be utilised at their Clean Up events in March.
- Toodyay Road Cleanup – Saturday 29 April 2017 between 9:00am-12:00pm
 - In partnership with EMRC, Main Roads WA and Keep Australia Beautiful WA, the City of Swan is coordinating a community litter clean-up along a 6km stretch of Toodyay Road, between the Red Hill Lookout and Roland Road, Gidgegannup. Volunteers are needed to assist with clean-up activities.
 - Due to limited onsite parking, buses will be provided from a number of locations to the event venue.
 - Online registrations will open soon via www.rgang.org.au and registered participants will receive further details, via email, before the event.
- Plastic Free July 2017
 - After the success of the Plastic Free July public event in 2016, and following discussions with Earth Carers and a number of groups, it has been decided to hold the event again in 2017.
 - Currently underway are discussions with the Kalamunda Farmers Market and the event is likely to be held as a ‘yellow brick road’ style event through the Kalamunda Farmers Market.
- Website, Fact Sheets and Brochures
 - The RGang website has had a number of page updates completed.

APPENDIX

CFL Collection and Recycling Program

Public CFL Recycling Local Government Region and Locality	November 2016 (kg)	December 2016 (kg)	February 2017 (kg)	Year to Date Total 2016/17 (kg)
City of Bayswater				
Bayswater Administration Office	2.2	~	6.8	9.0
Bayswater Info Centre @ Galleria	3.8	8.8	6.2	66.2
Morley Public Library	1.8	~	10.0	24.7
One Stop Shop @ The Rise	2.2	8.4	~	30.2
Total	10.0	17.2	23.0	130.1
City of Belmont				
Belmont Administration Office	7.1	15.8	3.9	30.3
Belmont Forum	20.1	~	48.8	139.6
EMRC	~	~	~	8.8
Total	27.2	15.8	52.7	178.7



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Public CFL Recycling Local Government Region and Locality	November 2016 (kg)	December 2016 (kg)	February 2017 (kg)	Year to Date Total 2016/17 (kg)
City of Swan				
Ballajura Library	2.8	~	~	4.3
Ellenbrook Library	0	~	~	0
Midland Gate Shopping Centre	16.2	10.2	9.7	47.7
Midland Library	3.7	~	15.3	61.2
Swan Operations Centre	~	~	42.9	42.9
The Shops at Ellenbrook	4.7	7.1	16.3	61.5
Total	27.4	17.3	84.2	217.6
Shire of Kalamunda				
Centro Kalamunda	5.5	~	12.2	39.4
Forrestfield Forum Market Place	6.3	~	11.6	43.2
Kalamunda Administration Office	11.6	6.4	12.2	69.0
Total	23.4	6.4	36.0	151.6
Shire of Mundaring				
Coppin Road Transfer Station	31.6	37.9	~	97.5
Mathieson Road Transfer Station	~	123.4	~	159.5
Mundaring Administration Building	3.8	~	~	41.0
Total	35.4	161.3	~	298.0
Town of Bassendean				
Bassendean Admin Building	10.4	~	6.0	31.9
Bassendean Library	10.7	6.1	12.7	49.3
Total	21.1	6.1	18.7	81.2
Grand Total (kg)	144.5	224.1	214.6	1057.2

Public Place Battery Collection Program

Public Battery Recycling Local Government Region and Locality	November 2016 (kg)	December 2016 (kg)	February 2017 (kg)	Year to Date Total 2016/17 (kg)
City of Bayswater				
Bayswater Administration Office	7.7	3.7	26.0	71.5
Bayswater Info Centre @ Westfield Galleria	40.7	53.3	85.8	300.6
Bayswater Public Library	8.4	13.8	28.5	92.1
Maylands Public Library (The Rise)	16.8	31.3	33.3	194.6
Morley Public Library	9.4	27.1	37.2	172.8
Total	83.0	129.2	210.8	831.6
City of Belmont				
Belmont Administration Office	18.9	22.9	32.4	118.6
Belmont Forum	4.1	332.9	298.8	1261.8
Belmont Public Library	7.0	3.0	12.8	31.4
EMRC	~	8.7	~	14.9
Total	30.0	367.5	344.0	1426.7



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Public Battery Recycling Local Government Region and Locality	November 2016 (kg)	December 2016 (kg)	February 2017 (kg)	Year to Date Total 2016/17 (kg)
City of Swan				
Altone Library	15.2	14.4	17.0	71.4
Ballajura Library	12.9	11.1	24.1	91.9
Ellenbrook Library	6.0	9.3	33.6	77.3
Guildford Library	2.6	~	1.3	16.0
Midland Gate Shopping Centre	67.9	48.7	126.9	463.1
Midland Library	23.4	20.2	81.6	225.6
Swan Administration Office	2.9	6.0	126.9	173.5
Swan Operations Centre	5.7	3.9	6.3	102.4
The Shops at Ellenbrook (Green Room)	29.8	25.4	130.1	361.2
Total	166.4	139	547.8	1582.4
Shire of Kalamunda				
Centro Kalamunda	38.1	31.7	165.6	367.3
Forrestfield Forum Market Place	48.1	59.8	110.6	454.4
Forrestfield Library	3.4	0.8	11.1	34.6
High Wycombe Library	6.1	2.7	71.7	93.1
Kalamunda Administration Office	38.8	34.3	65.0	252.1
Kalamunda Library	10.4	14.4	53.8	165.5
Walliston Transfer Station	~	~	~	223.1
Total	144.9	143.7	477.8	1590.1
Shire of Mundaring				
Albert Facey Memorial Library (Mundaring)	33.8	9.6	~	139.0
Coppin Road Transfer Station	26.6	33.1	~	139.6
Katharine S Prichard Library (Greenmount)	12.8	13.2	~	74.7
Mathieson Road Transfer Station	~	67.0	~	152.9
Mundaring Administration Building	11.1	16.4	~	117.0
Wasteless Pantry	6.5	8.9	~	35.3
Mundaring Shopping Centre (Retired location)	~	~	~	~
Total	90.8	148.2	~	658.5
Town of Bassendean				
Bassendean Admin Building	9.2	6.1	23.0	83.1
Bassendean Library	53.3	24.0	81.6	350.9
Total	62.5	30.1	104.6	434.0
Grand Total (kg)	577.6	957.7	1685.0	6523.3



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Schools Battery Collection Program

School Battery Recycling Local Government Region and Schools	Year to Date Total 2016/17 (kg)
City of Bayswater	
Bayswater Primary School	29.2
Camboon Primary School	44.6
Durham Rd. Primary	29.6
Hampton Park Primary School	68.3
Hampton Senior High School	11.1
Morley Primary School	18.8
Noranda Primary School	60.7
St Peter's Primary School	3.1
Weld Square Primary School	56.9
Total	322.3
City of Belmont	
Belmont Primary School	57.4
Carlisle Primary	0.0
Cloverdale Primary School	8.8
Kewdale Primary School	66.1
Notre Dame Catholic Primary	7.0
Redcliffe Primary School	16.5
Rivervale (Tranby) Primary School	4.9
St. Maria Goretti's Primary School	1.6
Total	162.3
City of Swan	
Anne Hamersley Primary	2.5
Arbor Grove Primary	51.2
Ballajura Primary School	8.1
Beechboro Christian School	96.0
Bullsbrook College (Primary Campus)	160.2
Clayton View Primary	26.0
East Beechboro Primary School	19.6
Ellen Stirling Primary School	102.8
Ellenbrook Christian College	8.2
Ellenbrook Independent Primary School	27.4
Guildford Primary School	40.2
Illawarra Primary School	13.2
John Septimus Roe ACS - Beechboro	68.4
Kiara College	0.9
La Salle College	18.8
Lockridge Primary School	13.7
Malvern Springs Primary School	48.5
Middle Swan Primary School	9.0
Riverlands Montessori School	13.9



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School Battery Recycling Local Government Region and Schools	Year to Date Total 2016/17 (kg)
South Ballajura Primary School	8.6
St Brigid's Primary School	9.1
St Helena's Catholic Primary School	3.4
Swan Valley Anglican Community School	45.8
Swan View Primary School	68.7
Upper Swan Primary School	26.5
West Beechboro Primary School	0.0
Woodbridge Primary School	9.7
Total	900.4
Shire of Kalamunda	
Carmel Adventist Primary School	23.8
Dawson Park Primary School	18.9
Edney Primary	27.9
Falls Road Primary School	16.1
Gooseberry Hill Primary School	54.0
High Wycombe Primary School	412.2
Hillside Christian College	115.4
Kalamunda Christian Primary School	18.2
Kalamunda Primary School	7.2
Lesmurdie Primary School	3.2
Maida Vale Goodstart Early Learning Centre	4.8
Maida Vale Primary School	25.0
Mary's Mount Primary School	41.4
Matthew Gibney Catholic Primary School	30.5
Mazenod College	69.7
Pickering Brook Primary School	9.4
St Brigid's College	1.0
Wattle Grove Primary School	90.6
Woodlupine Primary School	92.8
Total	1062.1
Shire of Mundaring	
Chidlow Primary School	0.0
Darlington Primary School	285.1
Glen Forrest Primary School	27.0
Greenmount Primary School	14.7
Helena College Junior School	0.0
Helena College Senior School	13.8
Helena Valley Primary School	71.4
Hills Out of School Care Association	0.0
Mount Helena Primary School	5.2
Mundaring Childcare Centre	2.2
Mundaring Christian College Primary Campus	16.5
Mundaring Christian College Secondary Campus (Parkerville)	0.5



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School Battery Recycling Local Government Region and Schools	Year to Date Total 2016/17 (kg)
Mundaring Primary School	10.3
Parkerville Primary School	99.3
Sacred Heart School (Mundaring)	11.4
Sawyers Valley Primary School	24.2
Silver Tree Steiner	34.1
Treetops Montessori School	17.2
Wooroloo Primary School	12.6
Total	645.5
Town of Bassendean	
Anzac Terrace Primary School	70.6
Ashfield Primary School	15.8
Bassendean Primary School	57.4
Casa Mia Montessori School	11.5
Cyril Jackson Senior Campus	25.1
Eden Hill Primary School	65.4
St. Michael's Primary School	71.7
Total	317.5
Grand Total (kg)	3410.1

Ms Katscherian suggested that there may be merit in promoting the Free Community Tours of Red Hill Waste Management Facility through media outlets.

Ms Katscherian expressed her concern that batteries collected are still being transported to the Eastern States for recycling. She will advocate with WALGA that a battery recycling facility is needed in Western Australia.

Information flyer from CLAW Environmental was provided to the WMCRG members, this information to be promoted to the member Councils.

The Waste Education Officer will enquire whether drink bottle tops that are put into another container and into the recycling bin will be recycled.



11.3 RESOURCE RECOVERY PARK UPDATE

A presentation was given by the Manager Resource Recovery regarding the Hazelmere Resource Recovery Park progress, including the Commercial and Industrial (C&I) Waste Plant, the Hazelmere Wood Waste to Energy Project, and general site development. A video produced by Hard Hat Media showing the "Commercial and Industrial Waste Sorting Facility" was played.

The following matters were highlighted and discussed:

- Update on the Hazelmere Resource Recovery Park
 - The Commercial & Industrial Waste Sorting Facility
 - The Wood Waste to Energy (WWTE) Plant
 - Interconnect High Voltage Cable;
 - The Operations and Maintenance Tender; and
 - That Perth Airport Authority will be receiving the energy generated.

Mr Hales expressed interest on behalf of a small community group who would be interested in visiting the Hazelmere Resource Recovery Park. The Manager Resource Recovery advised that once the site is further established discussions would be had on the suitability of conducting tours.

12 FUTURE MEETINGS OF THE WMCRG

The next meeting of the Waste Management Community Reference Group will be held on **Monday, 8 May 2017 (if required)** at the EMRC Administration Office, 1st Floor, Ascot Place, 226 Great Eastern Highway, Belmont WA 6104 commencing at 6:00pm.

Future Meetings 2017

Monday	8	May (if required)	at	EMRC Administration Office
Monday	14	August (if required)	at	EMRC Administration Office
Monday	20	November (if required)	at	EMRC Administration Office

13 DECLARATION OF CLOSURE OF MEETING

There being no further business, the Chairman declared the meeting closed at 7:36pm.