



Agenda Briefing Forum

AGENDA

to be held on
Thursday, 13 May 2021
at **6:00pm**, at the
EMRC Administration Office
1st Floor, 226 Great Eastern Highway
ASCOT WA 6104

Meeting Room: Council Chambers

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

The meeting will be recorded for administrative purposes only.

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

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

**EASTERN METROPOLITAN REGIONAL COUNCIL
AGENDA BRIEFING FORUM**

NOTICE OF MEETING

Dear Councillors

I wish to advise that an Agenda Briefing Forum will be held at the EMRC Administration Office, 1st Floor, 226 Great Eastern Highway, ASCOT WA 6104 on **Thursday, 13 May 2021**, commencing at **6:00pm**.



Marcus Geisler
Chief Executive Officer

7 May 2021

Please Note

If any Councillor/officer has a **query regarding a report item** or requires additional information in relation to a report item, please **contact the responsible Officer** (SOURCE OF REPORT) prior to the meeting.

EMRC Council Members

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

EMRC Council Deputies

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

AGENDA BRIEFING FORUM

AGENDA

13 May 2021

(REF: D2021/06471)

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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 AND APOLOGIES

3 DISCLOSURE OF INTERESTS

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

NOTE: Section 5.23(2) of the *Local Government Act 1995*, details a number of matters upon which Council may discuss and make decisions without members of the public being present. These matters include: matters affecting employees; personal affairs of any person; contractual matters; legal advice; commercial-in-confidence matters; security matters; among others.

The following report items are covered in Section 6 of this agenda:

- 4.1 *DEED OF AMENDMENT, ENERGY DEVELOPMENTS PTY LTD (Ref: D2021/06686)*
- 4.2 *GHD STRATEGIC REVIEW OF EMRC (Ref: D2021/07362)*

5 REPORTS OF EMPLOYEES

- 5.1 *REQUEST FOR TENDER RFT 2021 – 001 CLEANING SERVICES TO EMRC SITES (Ref: D2021/06825)*
- 5.2 *CORPORATE BUSINESS PLAN 2020-2021 – 2024-2025 PROGRESS REPORT JANUARY TO MARCH 2021 (Ref: D2021/07169)*
- 5.3 *WASTE EDUCATION UPDATE - JANUARY TO MARCH 2021 (Ref: D2021/07171)*
- 5.4 *URBAN AND NATURAL ENVIRONMENT TEAMS UPDATE - JANUARY TO MARCH 2021 (Ref: D2021/07170)*



5.1 REQUEST FOR TENDER RFT 2021 – 001 CLEANING SERVICES TO EMRC SITES

REFERENCE: D2021/06825

PURPOSE OF REPORT

The purpose of this report is to advise Council of the results of Tender RFT 2021-001 Cleaning Services to EMRC Sites and recommend acceptance of the Tender from Quad Services Pty Ltd for cleaning services to the Ascot Place Administration Building and the Hazelmere Resource Recovery Park and CSCH Pty Ltd t/as Charles Service Company for cleaning services to the Red Hill Waste Management Facility.

KEY POINTS AND RECOMMENDATION(S)

- The current cleaning contracts for the EMRC sites following their three (3) year contract terms plus optional two (2) year extensions, are due to expire on 31 May 2021.
- A request for tender for the provision of cleaning services to EMRC sites was advertised via Tenderlink, local Libraries and the West Australian on 6 February 2021.
- The tender closed on 26 February 2021 with a total of 8 conforming submissions and 2 non-conforming submissions being received.
- The proposed term for the two (2) contracts is three (3) years plus two (2) optional one (1) year extensions.
- The request for tender allowed for separable portions to be tendered for to cover up to three (3) EMRC sites.
- The award of the two (2) separate contracts covering all EMRC sites will result in the most advantageous outcome to the EMRC, demonstrating best value for money by saving the EMRC a total of \$13,463.80 over a contract period of three (3) years plus two (2) optional one (1) year extensions.
- A contingency allowance of 10% of the total contract sum is recommended to cover unexpected costs during the contract period.

Recommendation(s)

That:

1. Council award Tender RFT 2021-001 Cleaning Services to EMRC Sites based on separate fixed price schedules (subject to annual CPI adjustments) for 3 years with two (2) optional one (1) year extensions at the sole discretion of the EMRC to:
 - i) Quad Services Pty Ltd for \$54,508.42 per annum (ex GST) for the provision of cleaning services to the Ascot Place Administration Building and Hazelmere Resource Recovery Park; and
 - ii) CSCH Pty Ltd t/as Charles Service Company for \$28,670.00 per annum (ex GST) for the provision of cleaning services to the Red Hill Waste Management Facility
2. The CEO be authorised on behalf of the EMRC to enter into a contract separately with:
 - i) Quad Services Pty Ltd in accordance with their submitted tender, subject to any minor variations that may be agreed between the EMRC and Quad Services Pty Ltd.
 - ii) CSCH Pty Ltd t/as Charles Service Company in accordance with their submitted tender, subject to any minor variations that may be agreed between the EMRC and CSCH Pty Ltd t/as Charles Service Company
3. Council authorise a 10% contingency based on the tendered price schedule for any contract variations that may arise in relation to Tender RFT 2021-001 Cleaning Services to EMRC Sites.



Item 5.1 continued

SOURCE OF REPORT

Chief Financial Officer

BACKGROUND

A contract for the provision of cleaning services to the Red Hill Waste Management Facility and the Hazelmere Resource Recovery Park was awarded to BrightMark Group Pty Ltd on 14 July 2017 for a period of three (3) years plus two (2) optional one (1) year extensions.

A contract for the provision of cleaning services to the Ascot Place Administration Building was awarded to Advanced National Services Pty Ltd on 25 March 2015 for a period of three (3) years plus two (2) optional one (1) year extensions. This contract was extended for a further period of 12 months, following the exercise of the second single year extension, due to the Covid-19 pandemic.

Both contracts are now due to expire on 31 May 2021 following the exercisable options to extend each contract.

REPORT

The EMRC developed a Request for Tender (RFT) for the provision of cleaning services to EMRC sites as the current cleaning contracts for all EMRC sites are nearing expiration.

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

The RFT was advertised via Tenderlink, local Libraries and the West Australian on 6 February 2021 and the closing date for submissions was 26 February 2021. The evaluation panel comprised of EMRC officers from all EMRC sites. The evaluation process was completed and a recommendation report was prepared.

A total of 8 conforming tender submissions were received from:

- Allclean Property Services Plus;
- Bellrock Cleaning Services Pty Ltd;
- Brightmark Group Pty Ltd;
- Charles Service Company;
- Cleanmaster International Pty Ltd;
- Mission Impossible Facility Services;
- Quad Services Pty Ltd; and
- Storm International Pty Ltd

The following suppliers made submissions but after the compliance check conducted by EMRC Procurement they were classified as non-compliant submissions as they did not address the requirements in respect of the RFT Compliance Criteria:

- Iconic Property Services Pty Ltd; and
- OCS Services Pty Ltd



Item 5.1 continued

The evaluation panel assessed the submissions on the following criteria:

Assessment Criteria	Weighting
(a) Green Cleaning, Environmental Protection and Equipment	15%
(b) Tenderer's Resources and Experience	15%
(c) Demonstrated Understanding of Required Tasks	15%
(d) Industrial Relations	10%
(e) Health and Safety Management Plan	10%
(f) Quality Assurance and Staff Training	10%
(g) Pricing	25%

After combining the weighted scores for both the qualitative criteria and price and based on the Evaluation Panel's evaluation, the submission from Quad Services Pty Ltd and CSCH Pty Ltd t/as Charles Service Company demonstrated the most advantageous submissions and are considered to offer the best value for money.

The price submitted by Quad Services Pty Ltd amounted to an annual cost of \$54,508.42 (ex GST) for the cleaning of the Ascot Place Administration Building and Hazelmere Resource Recovery Park and CSCH Pty Ltd t/as Charles Service Company amounted to an annual cost of \$28,670.00 (ex GST) for the cleaning of the Red Hill Waste Management Facility.

The award of two (2) separate contracts totalling \$415,892.13 for the provision of cleaning services across EMRC sites will result in cost savings to the EMRC of approximately \$13,463.80 over a total contract period of up to five (5) years.

A contingency allowance of 10% of the contract sum is recommended to allow for any unforeseen circumstances that may arise during the contract term with each supplier.

STRATEGIC/POLICY IMPLICATIONS

Key Result Area 3 – Good Governance

3.5 To improve organisational culture, health, welfare and safety

FINANCIAL IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Green cleaning, environmental protection and equipment was factored into the request for tender scope of works to minimise the impact on the use of harsh chemicals in cleaning on the environment.



Item 5.1 continued

RISK IMPLICATIONS

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(s), the subject of this report.		

MEMBER COUNCIL IMPLICATIONS

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

ATTACHMENT(S)

Nil

VOTING REQUIREMENT

Simple Majority



Item 5.1 continued

RECOMMENDATION(S)

That:

1. Council award Tender RFT 2021-001 Cleaning Services to EMRC Sites based on separate fixed price schedules (subject to annual CPI adjustments) for 3 years with two (2) optional one (1) year extensions at the sole discretion of the EMRC to:
 - i) Quad Services Pty Ltd for \$54,508.42 (per annum) (ex GST) for the provision of cleaning services to the Ascot Place Administration Building and Hazelmere Resource Recovery Park; and
 - ii) CSCH Pty Ltd t/as Charles Service Company for \$28,670.00 (ex GST) for the provision of cleaning services to the Red Hill Waste Management Facility
2. The CEO be authorised on behalf of the EMRC to enter into a contract separately with:
 - i) Quad Services Pty Ltd in accordance with their submitted tender, subject to any minor variations that may be agreed between the EMRC and Quad Services Pty Ltd.
 - ii) CSCH Pty Ltd t/as Charles Service Company in accordance with their submitted tender, subject to any minor variations that may be agreed between the EMRC and CSCH Pty Ltd t/as Charles Service Company
3. Council authorise a 10% contingency based on the tendered price schedule for any contract variations that may arise in relation to Tender RFT 2021-001 Cleaning Services to EMRC Sites.

COUNCIL RESOLUTION(S)

MOVED CR

SECONDED CR



5.2 CORPORATE BUSINESS PLAN 2020/2021 – 2024/2025 PROGRESS REPORT JANUARY TO MARCH 2021

REFERENCE: D2021/07169

PURPOSE OF REPORT

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

KEY POINTS

- Section 5.56(1) and (2) of the Local Government Act 1995 requires that each local government is 'to plan for the future of the district', by developing plans in accordance with the regulations.
- The Local Government (Administration) Regulations 1996 specify that a 'plan for the future' comprises of the following:
 - A Strategic Community Plan – a minimum 10 year timeframe; and
 - A Corporate Business Plan – a four to five year plan, which translates the 10 year strategic plan into operations.
- Council adopted the EMRC's Strategic Community Plan titled 10 Year Strategic Plan 2017 – 2027 on 18 August 2016 for implementation from 1 July 2017 onwards (D2016/10763).
- Council adopted the revised EMRC's Corporate Business Plan 2020/2021 – 2024/2025 on 23 July 2020 (D2020/10763).
- The attachment to this report provides a progress report against the key actions identified within the Corporate Business Plan 2020/2021 – 2024/2025 for the period January to March 2021.

SOURCE OF REPORT

Chief Sustainability Officer

BACKGROUND

Section 5.56(1) and (2) of the *Local Government Act 1995* require that each local government is 'to plan for the future of the district', by developing plans in accordance with the regulations. The *Local Government (Administration) Regulations 1996* specify that a 'plan for the future' comprises of the following:

- A Strategic Community Plan – a minimum 10 year timeframe; and
- A Corporate Business Plan – a four to five year plan, which translates the 10 year strategic plan into operations.

Council adopted the EMRC's Strategic Community Plan titled 10 Year Strategic Plan 2017 – 2027 on 18 August 2016 for implementation from 1 July 2017 onwards (D2016/10193).

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



Item 5.2 continued

REPORT

The *10 Year Strategic Plan 2017 – 2027* guides, at a strategic level, the direction that the EMRC will take over the next ten years towards achievement of its vision: *“To be a responsive and innovative leader in assisting Perth’s Eastern Region to be a great place to live, work, play and do business.”*

The Corporate Business Plan 2020/2021 – 2024/2025 has been developed to articulate the strategic direction into operational activities. It is designed to ensure that the organisation as a whole is able to deliver on Council’s high level priorities, and summarises the services, operations and projects EMRC will deliver over the next five years, commencing as of 1 July 2020.

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

STRATEGIC/POLICY IMPLICATIONS

Key Result Area 3 – Good Governance

- 3.3 To provide responsible and accountable governance and management of the EMRC
- 3.4 To continue to improve financial and asset management practices

FINANCIAL IMPLICATIONS

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

SUSTAINABILITY IMPLICATIONS

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

RISK MANAGEMENT

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



Item 5.2 continued

MEMBER COUNCIL IMPLICATIONS

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

ATTACHMENT(S)

Corporate Business Plan 2020/2021 – 2024/2025 2nd quarter Progress Report for the period January to March 2021 (D2021/07180).



Corporate Business Plan 2020/2021 – 2024/2025

Progress Report – Third 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 submitted and the Resource Recovery Facility in July.
		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	
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	
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.
		January - March 2021	Planning and ordering of material for Tree Planting Day in May

Key Actions	Status	Quarter	Comments
		April - June 2021	
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	
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	
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	
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	
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	
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	
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	
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	
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 / no one planned.
		April - June 2021	
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.
		January - March 2021	Not required to be done until the June quarter 2021.
		April - June 2021	

Key Actions	Status	Quarter	Comments
Construct access roads and install power supply to Lots 8,9 and10	●	July - September 2020	Access road in progress, investigating power supply options.
		October - December 2020	Access road complete, with exception of top coat; power supply options still being investigated.
		January - March 2021	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	
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	
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	
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	
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.
		April - June 2021	
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	

Key Actions	Status	Quarter	Comments
Amend licence requirements based on operational changes	●	July - September 2020	<ul style="list-style-type: none"> ➤ Formal approval given by EPA on 1/7/2020 to change Ministerial Condition 7.7 for Ministerial Statement 274 in relation to the request to reduce water monitoring frequency at the Red Hill Waster Management Facility. ➤ Licence amendment application approved by DWER on 29/6/2020 for the interim FOGO Facility at the Red Hill Waste Management Facility. ➤ Licence amendment application approved by DWER on 27/8/2020 for the for 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	
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	
Develop and construct Liquid Waste Processing area and purchase Plant	●	July - September 2020	Liaising with DWER and EPA for a pathway forward.
		October - December 2020	Submitted a S45C application on 27/11/2020 for Lot 10 to be included in MS462 and approval for the Liquid and Solid Waste Treatment Facility.
		January - March 2021	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	
Develop Lots 8, 9 & 10 for future waste activities	●	July - September 2020	Due to adverse weather conditions, the contractor (Raubex) demobilised for June, July, and August. Raubex has remobilised to site in September and is expected to complete the works by Nov/Dec 2020.
		October -December 2020	Submitted a S45C application on 30/11/2020 for Lot 10 to be included in MS462 and approval for the Liquid and Solid Waste Treatment Facility.
		January - March 2021	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	
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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	
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	
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	
Negotiate to purchase additional land adjoining the RHWMF	●	July - September 2020	Negotiation complete, contract signed, deposit paid.
		October - December 2020	Complete.
		January - March 2021	Complete.
		April - June 2021	
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	
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	
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	
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	
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	
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.
		January - March 2021	Material using Waste Sorted tool kit for: <ul style="list-style-type: none"> ➤ FOGO compost process flyer

		April - June 2021	
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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: <ul style="list-style-type: none"> ➤ 'Party' loan box – contains 48 sets of reusable cups, plates, bowls, napkins and cutlery, & bunting. ➤ 'Plastic Not So Fantastic' loan box – worksheets, games, children and adult books. ➤ Virtual site tour video of the Red Hill Waste Management Facility. Currently in development: <ul style="list-style-type: none"> ➤ A mobile wash-up station for use at community and school events which includes reusable crockery and cutlery.
		October - December 2020	Continuing development of wash up station. The following loan kits were borrowed by the community: <ul style="list-style-type: none"> ➤ 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	
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	

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	
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	
Develop Waste Plans for the EMRC and member Councils		July - September 2020	<ul style="list-style-type: none">➤ Kalamunda waste plan endorsed by Council in July and by DWR in September. Presently one of only two DWER Endorsed plans (Cockburn);➤ Mundaring Bayswater & Belmont have submitted their drafts;➤ EMRC draft plan submitted to council and approved – September 24th➤ EMRC finalised Waste Plan submitted to DWER for comment & endorsement - September 29th➤ City of Swan and Town of Bassendean are generating and circulating their plans as per their target goals.
		October - December 2020	EMRC draft plan being updated.
		January - March 2021	Member Councils and EMRC submission of finalised Council-endorsed waste plans to DWER by the submission deadline of 31/03/2021.
		April - June 2021	
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	
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	
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	
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	
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	
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	
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	
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	
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	
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	

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	
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 HASS Grinder was relocated due to safety issues
		April - June 2021	
Construct Reuse Store Infrastructure (car park)	Status	July - September 2020	Deferred.
		October - December 2020	Deferred.
		January - March 2021	Deferred.
		April - June 2021	
Finalise Peppercorn Lease for CDS site	●	July - September 2020	Lease agreement prepared, Workpower have deferred proceeding with the Refund Point at Hazelmere.
		October - December 2020	Lease being finalised with Workpower.
		January - March 2021	Awaiting advice from Workpower regarding the lease finalization and the operational details.
		April - June 2021	
Wood Waste to Energy (WWTE) and Plant, Equipment and Buildings	●	July - September 2020	Construction progressing.
		October - December 2020	Construction progressing.
		January - March 2021	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	
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	
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	
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	
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	
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	
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	
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	
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	
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	
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	
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	
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	
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	
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: ➤ crushing ferricrete ➤ grinding greenwaste Prepare business case if positive	●	July - September 2020	➤ 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	
		April - June 2021	
Develop a monitoring regime for the Wood Waste to Energy Facility to meet regulatory requirements: ➤ 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	
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	
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	
Seek approval for FOGO and Liquid Waste Processing Plant (Red Hill)	●	July - September 2020	Interim FOGO Facility approved, permanent FOGO Facility has an existing Ministerial approval, liquid waste approvals in process.
		October - December 2020	Currently liaising with regulators.
		January - March 2021	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	

Responsible	Chief Projects Officer
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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	➤ 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	
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. ➤ Attended Wooroloo Brook Landcare Group, Blackadder Woodbridge Catchment Group, Lower Helena Association, Susannah Brook Catchment Group, Jane Brook Catchment Group and Helena River Catchment Group General meetings and AGMs. ➤ Coordinated a meeting with the Department of Planning, Lands and Heritage and Shire of Mundaring Officers on the consultation process to support Shire of Mundaring landcare groups. ➤ Hosted the End of Year Volunteer Celebration Event. ➤ Coordinated a meeting with Shire of Mundaring and DPLH Heritage Officers to review the Aboriginal Heritage Consultation Process, focusing on supporting volunteer groups working within registered heritage sites. ➤ Provided advice to Friends of Falls Park and adjacent private landowners on best practice methodologies to repair a section of Jane Brook. ➤ Technical advice and on-ground support to Friends of Wangalla Brook on weed management, plant and seed species selection, community engagement strategies and restoration methodology. ➤ Commenced the development of a site assessment tool to assist volunteer groups when planning projects. ➤ Provided advice to Friends of Falls Park and adjacent private landowners on best practice methodologies to repair a section of Jane Brook and discussed the opportunity to apply for CRP funding. ➤ Engaging with WBLG to develop a SALP grant along waterways which are a priority for local government. ➤ Engaging with BWCG with potential SALP application ➤ 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.

			<ul style="list-style-type: none"> ➤ 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. ➤ 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 advice. ➤ 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.
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		April - June 2021	
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.

			<ul style="list-style-type: none"> ➤ 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	
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.

Key Actions	Status	Quarter	Comments
Develop, implement and deliver biodiversity conservation and water quality initiatives	●	July - September 2020	<ul style="list-style-type: none"> ➤ Attended site visits with members of WBLG within Noble Falls Reserve to identify areas where planting would be beneficial and areas which would benefit from grant funding. ➤ Co-ordinated a planting event at Noble Falls Reserve within the City of Swan.
		October - December 2020	<ul style="list-style-type: none"> ➤ Initiating an in-situ water monitoring program by engaging the Blackadder Woodbridge Catchment Group (BWCG) and locating sites to monitor. ➤ Assisted the City of Swan to develop projects which would improve the health of the Swan River. ➤ Supporting the groups to develop new projects along the Helena River. ➤ Promoted Fertilise Wise program at Shire of Mundaring's Broz Park Wetland Restoration Project Community Education Event in Helena Valley. ➤ Promote catchment health principles when planning landcare projects with catchment groups. ➤ Community event at Wangalla Brook - raising awareness of the impact of what is done on the land and how this influences the health of the brook and the impact to the Helena River. ➤ Alternative Weed Management event at Plunkett Park, discussing methods to limit the use of chemicals and the potential impacts chemicals have in a sensitive systems. ➤ Co-ordinating a CEP Project in Koongamia, Restoring Wangalla Brook, managing weed management, rubbish removal and planting native seedlings and photo-monitoring.
		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	

Key Actions	Status	Quarter	Comments
Develop conservation knowledge and skills in children and young people towards future environmental Stewardship		July - September 2020	➤ 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	➤ Delivered 26 Bush Skills for Youth events <ul style="list-style-type: none"> 🔗 Bugle Tree Creek holiday workshop 🔗 Monitoring wildlife 🔗 Clean energy 🔗 Planting for the 6 seasons x 6 workshops 🔗 Six seasons bush walk 🔗 Landcare techniques 🔗 Bushranger project x 4 🔗 Quenda in your neighbourhood x 2 🔗 Wildflower walk 🔗 Cute and creepy water creatures 🔗 Assessing waterway health 🔗 Broz park community event 🔗 Plant ID for home schoolers 🔗 Uluru planning session 🔗 Introduction to BS4Y 🔗 Exploring Wangalla Brook
		January - March 2021	➤ 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	
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	
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"> ➤
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"> ➤
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	
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	
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.

Develop a new Regional Integrated Transport Strategy	●		<ul style="list-style-type: none"> ➤ 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	
		July - September 2020	<ul style="list-style-type: none"> ➤ Contributed to the overarching sustainability strategy with respect to transport initiatives and priorities for the EMRC. ➤ Attended workshops for the same.
		October - December 2020	<ul style="list-style-type: none"> ➤ This update will form part of the new Sustainability Strategy development.
		January - March 2021	<ul style="list-style-type: none"> ➤ This update will form part of the new Sustainability Strategy development.
		April - June 2021	

Key Actions	Status	Quarter	Comments
Deliver actions and initiatives from the Regional Road Safety Plan	●	July - September 2020	<ul style="list-style-type: none"> ➤ Completed the design and finalized the marketing of Share the space campaign. The campaign was launched in 14 September 2020. ➤ Met with the executives from Transafe WA to discuss the possibility of doing Share the Space campaign for Heavy Vehicles. ➤ 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.
		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	
Deliver actions and initiatives from the Regional Congestion Management Action Plan	●	July - September 2020	<ul style="list-style-type: none"> ➤ Met with the member Councils to discuss the priorities of the actions from the Congestion Management. ➤ Mapped the region's shared paths and cycle path to start understanding the missing links and then further advocating for the missing links. ➤ Met with Director of Pastin Solution to discuss EMRC's contribution in the National Freight Strategy.
		October - December 2020	<ul style="list-style-type: none"> ➤ To be updated further in 2021.
		January - March 2021	<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	
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	
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	
Develop a new Regional Economic Development Strategy	●	July - September 2020	<ul style="list-style-type: none"> ➤ Commenced planning internally with staff, brainstorming sessions and research into how to adapt the ED strategy into the forming Sustainability Strategy
		October - December 2020	<ul style="list-style-type: none"> ➤ 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	
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	
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	
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	
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	
Continue to advocate for Regional Youth priorities	●	July - September 2020	➤ 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	➤ 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	➤ 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	
Responsible	Chief Sustainability Officer		

1.10 1To 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 Councillors.
		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	
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	<ul style="list-style-type: none"> ➤ New RAP to be developed later in 2021
		January - March 2021	<ul style="list-style-type: none"> ➤ RAPWP meeting held on the 25 March, discussion surrounding new Innovate RAP and finalising Respect RAP ➤ 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	
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	
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	
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	
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	➤ 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	
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	➤ 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	➤ 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	➤ 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. ➤ Ongoing support and advice were provided in support of a refresh of the EMRC's corporate stationery and logo use.

	April - June 2021	
Responsible	Chief Financial Officer	

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

1.11.1 Continue to Improve Organisational Governance

Key Actions	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	
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	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	
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	
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	
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	
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	
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	
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	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	
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	
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	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	
Monitor and review financial investment portfolio	●	July - September 2020	The Investment portfolio is continually monitored in order to ensure that cash flow requirements are met and that returns are maximised on investments within the parameters of the Investment Policy and the regulations.
		October - December 2020	The Investment portfolio is continually monitored in order to ensure that cash flow requirements are met and that returns are maximised on investments within the parameters of the Investment Policy and the regulations. Investment Rates have reduced with the average interest rate for 2020/21 as at 31 December 2020 being 1.08% compared to the budgeted rate for 2020/2021 of 1.14% due to market conditions.

		January - March 2021	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	
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	The 2020/2021 Asset Management Plan was updated following the 2020/2021 Annual Budget deliberation process and a copy has been uploaded on the EMRC website. The Asset Management Plan is to be reviewed and updated as part of the budget deliberation process for the 2021/2022 financial year.
		October - December 2020	The 2020/2021 Asset Management Plan was updated following the 2020/2021 Annual Budget deliberation process and a copy has been uploaded on the EMRC website. The Asset Management Plan is to be reviewed and updated as part of the budget deliberation process for the 2021/2022 financial year.
		January - March 2021	The 2020/2021 Asset Management Plan was updated following the 2020/2021 Annual Budget deliberation process and a copy has been uploaded on the EMRC website. The Asset Management Plan is to be reviewed and updated as part of the budget deliberation process for the 2021/2022 financial year.
		April - June 2021	
Capital Improvements to Ascot Place Building		July - September 2020	Flagpoles relocated to the front of the building at Ascot. Obtaining quotes for carpark upgrades at Ascot and currently finalising scope of works for bathroom/toilet/shower renovations at Ascot building.
		October - December 2020	Minor repairs undertaken.
		January - March 2021	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	
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	
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	
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	
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	
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	
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	
Competency Framework	●	July - September 2020	Competency Framework and new Performance Management system approved by ELT 21 September 2020.
		October - December 2020	Performance reviews for 2019/2020 meetings held – Objective setting for 2020/2021 commenced.
		January - March 2021	Performance reviews finalised – Competency framework to be rolled out in line with new recruitment and selection guidelines.
		April - June 2021	
Responsible	Chief Executive Officer		

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

Key Actions	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	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	
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	EMRC achieved 575 days with no lost time injuries (as of 31 st of May). Safety KPIs for managers / supervisors have been mostly on track.
		April - June 2021	
Responsible	Chief Executive Officer		



5.3 WASTE EDUCATION UPDATE – JANUARY TO MARCH 2021

REFERENCE: D2021/07171

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

- 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 10 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 expected to commence in May.
- The EMRC's approved waste plan submitted to DWER for endorsement. Assisting others with completion of their plans.
- Initial reviews of the 2020/2021 waste guides has been completed with all member Councils;
- Battery and CFL yields at expected levels.
- Tours of Red Hill Waste Management Facility lower than expected due to FOGO rollout.

SOURCE OF REPORT

Chief Sustainability Officer

BACKGROUND

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 10 - 12 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;
- 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.



Item 5.3 continued

Consistent Communications Collective (WALGA Working Group)

- Some of the current initiatives being undertaken include:
 - Development of a MoU for CCC participation and Executive Forum on Behaviour Change
 - WALGA and Local Government, engaging with Department of Health, to work on plan for Medical Waste management in 2021;
 - The Recycle Mate App is a national app, utilising crowd sourced images to provide accurate information to the end user on how and where to dispose of items in their local area. WALGA will follow up with Recycle Mate and Recycle Right to look at how duplication of effort can be best avoided and ways for keeping information up to date for both apps;
 - The A-Z list has been updated. Recycle Right is the agreed location for this information to be published, as it is updated after every CCC meeting;
 - Consistent Communications Calendar of events. Social media tiles and suggested text will be developed and sent out for Councils to utilise and adapt for their use. This will increase the visibility and reach of messaging throughout the year if utilised by councils;
 - Public Events Coordinated Approach – the group has discussed how we can have a collective approach to big events like the Royal Show, which attracts people from across the state. A more consistent approach could be achieved through coordination of stakeholders by a body such as the State Government. DWER has been requested to check if the State Government would be interested in coordinating and funding a waste focused presence at major events. This could include a mechanism for a small working group to assist.

Aerosol/Polystyrene Recycling

- The EMRC was recently awarded a Waste Sorted Grant for the recovery and recycling of empty aerosols and polystyrene;
- The \$65,000 grant is for the purchases of equipment, including a \$45,000 polystyrene compaction machine (compresses the polystyrene into compact bricks making it more economical to transport and rebate attractive to the recycler) to be installed at Hazelmere RRF;
- Seven steel wheelie bin surrounds for the safe receipt and temporary storage of empty aerosols (to be placed at designated locations agreed by the member Councils) and 2 DG rated steel cages for the transport of the empty aerosols from the seven locations to Red Hill, where they will be collected under the HHW program;
- The aerosols will be collected periodically by the EMRC using a similar system to the present Household Battery program; and
- The equipment is ordered and the rollout of both programs expected to be in April.

Bin Tagging

- WALGA
 - A new process is under development and the EMRC has been involved in the consultation and development stages;
 - A specific App is under development in order to improve accuracy and reduce reporting times, with taggers using a smartphone or tablet in the field, and other parties utilising a web-based administration login for setting up routes and accessing data and generating reports;
 - This will increase consistency across the state and assist in comparing different areas and different approaches.
- Bassendean FOGO Bin Tagging 2020
 - The data captures and records the bin taggers observations and actions and a report is prepared;
 - Lessons learnt will continue to provide improved service for member Councils undertaking future bin tagging.
- 2021 Bin tagging will commence in May 2021 in both Bassendean and Bayswater.



Item 5.3 continued

Waste Plans

- The EMRC's approved waste plan has been submitted to DWER for endorsement prior to the deadline of 31 March, 2021. The EMRC has assisted other Councils in the completion of their waste plans.

Waste and Recycling Guides

- Initial reviews of the 2020/2021 guides has been completed with all member Councils;
- Tender process complete for graphic designer and printer and successful company appointed; and
- First drafts of the new guides have been provided to member Councils for their input and consideration.

School Battery Program

- The annual Battery Collection program for schools for the 2020 school year has concluded with the winners and runners in each of the school size categories, announced:
 - Large Schools category
 - 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
 - Medium Schools Category
 - 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
 - Small Schools Category
 - 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

In addition to receiving a prize, the winning schools were also offered 2m³ woodchip from the Hazelmere Resource Recovery Park free of charge. Some of the winning schools opted to have the prize and certificate presented by EMRC staff at a school assembly. The most improved category was a new addition to the competition for 2020.



Item 5.3 continued

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

a. Public Place Battery Collection Program

Battery Recycling - Public Places	March 2020/2021	March 2019/20	Year to Date Total 2020/2021	Year to Date Total 2019/20
Bassendean	97.2	87.0	884.1	707.4
Bayswater	363.7	243.4	2530.6	2243.0
Belmont	10.8	261.0	1740.4	1827.4
Kalamunda	424.5	364.0	2490.1	2377.2
Mundaring	79.2	72.8	1115.2	1226.2
Swan	143.1	507.6	2455.3	2306.6
TOTAL (kg)	1118.5	1535.8	11215.7	10687.8

b. Schools Battery Collection Program

Battery Recycling - Schools	March 2020/2021	March 2019/20	Year to Date Total 2020/2021	Year to Date Total 2019/20
Bassendean	0.0	96.2	209.8	338.0
Bayswater	0.0	242.0	510.0	900.0
Belmont	69.7	0.0	316.4	170.4
Kalamunda	125.2	158.6	1093.9	1473.6
Mundaring	354.2	184.8	1312.4	983.4
Swan	238.9	82.0	1350.3	1504.4
TOTAL (kg)	788.0	763.6	4792.8	5369.8

c. CFL Collection and Recycling Program

CFL Recycling - Public Places	March 2020/2021	March 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

Tours of Red Hill Waste Management Facility and Education Centre – January – March 2021

- No tours were conducted during January to March.



Item 5.3 continued

School and Community Engagement/Events - January – March 2021

School Events – January – March 2021

- Battery Presentation - Heritage College assembly – 26 February 2021;
- Promotion of the Battery Program - Redcliffe Primary School assembly – 3 March 2021;
- Battery Presentation - Weld Square Primary School assembly – 5 March 2021;
- Battery Presentation - Hillside Christian College assembly – 10 March 2021;
- Battery Presentation - Cloverdale Primary School assembly – 10 March 2021; and
- Battery Presentation - Arbour Grove Primary School assembly – 31 March 2021.

Community Events – January – March 2021

- FOGO, Waste and Recycling talk for Max Solutions – 9 February 2021;
- Assisted with community engagement stalls at Morley Galleria Shopping Centre -10, 11 and 12 February 2021;
- FOGO drop in session at Bayswater Civic Centre - 17 February 2021;
- Assisted at City of Bayswater information sessions - 23 and 24 February 2021;
- Grow it Local Crop Swap stall at Town of Bassendean - 27 February 2021;
- FOGO drop in Caddy collection at Maylands library – 20 March 2021;
- Swan – Altona Comes Alive event – 20 March 2021;
- Assisting City of Bayswater at the Roxy Lane markets - 21 March 2021;
- FOGO drop in Caddy collection at Noranda Recreation Centre – 27 March 2021; and
- Bullsbrook Country Fair - 28 March 2021.

Waste Education Networking/Promotion/Collaboration activities – January – March 2021

- City of Swan initial FOGO brainstorm meeting – 13 January 2021;
- Meeting with MASTEC and City of Bayswater – 21 January 2021;
- Recycle Right meeting - 3 February 2021;
- FOGO in Multi-Unit Dwellings (MUDs) workshop- 17 February 2021;
- FOGO Contamination Strategy meeting with the Town of Bassendean - 23 February 2021;
- Tour of the RRRC FOGO processing area - 22 February 2021;
- Consistent Communications Collective (CCC) meeting - 24 February 2021;
- Meeting with City of Bayswater to discuss FOGO rollout – 25 February 2021;
- Culturally and Linguistically Diverse (CALD) Meeting – 4 March 2021;
- Waste Educators Networking Group (WENG Meeting - 4 March 2021
- Women in Waste - 12 March 2021; and
- Regional Waste Education Steering Group Meeting - 25 March 2021.

Waste Education Loan Resources utilisation – January – March 2021

- No resources were loaned from January to March 2021.

STRATEGIC/POLICY IMPLICATIONS

Key Result Area 1 – Environmental Sustainability

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

FINANCIAL IMPLICATIONS

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



Item 5.3 continued


SUSTAINABILITY IMPLICATIONS

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

RISK MANAGEMENT

RISK: That key actions don't continue		
Consequence	Likelihood	Rating
Minor	Insignificant	Low
Action / Strategy		
Waste Education staff continue to deliver on agreed actions		

MEMBER COUNCIL IMPLICATIONS

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

ATTACHMENT(S)

Nil



5.4 URBAN AND NATURAL ENVIRONMENT TEAMS UPDATE - JANUARY TO MARCH 2021

REFERENCE: D2021/07170

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 January to March 2021.

KEY POINTS

Achievements highlighted for the period January to March 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

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

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

The two advisory groups currently operating are the:

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

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

REPORT

The progress report provided below is firstly grouped according to the actions relevant to all councils, followed by actions applicable to individual member Councils or participating Councils on Urban and Natural Environment activity for the period January to March 2021.



Item 5.4 continued

Key Regional Actions (Relevant to all Councils)

- Hosted a webinar with Western Power for member Councils regarding LED streetlighting upgrades.
- 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.
- 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.
- Promoted events on Perth's Eastern Region webpage platform; 16 community events were registered and posted on our event page.
- 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.
- RAPWP meeting held on the 25 March, discussion surrounding new Innovate RAP and finalising Respect RAP.
- 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 to discuss EMRC's Innovate RAP.

Town of Bassendean

- Started developing new 5-year Waterwise Council Action Plan.
- Held Quarterly Performance Review for water.
- Promoted Water Corporation's 2021 Community Choice Awards nomination.
- Held Quarterly Performance Review for energy.
- Complete Site visit (energy Audit) for the Administration building and drafted an Energy Audit Report.
- Received grant from the 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.
- Benchmarking Building Efficiency (BBE) - Final reports received and to be issued shortly.
- 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 an Economic Development Officer meeting 16 March 2021, 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.
- Researching and Developing Economic Report cards for EDOG members using REMPLAN platform and Profile ID economic tools.



Item 5.4 continued

- Liaised with Engineering and Manufacturing Industry Cooperative Limited (EMICoL) to initiate development to host a small business event - strategic tendering, project management and procurement.

City of Bayswater

- Promoted Water Corporation's 2021 Community Choice Awards nomination.
- Received grant from the 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.
- Benchmarking Building Efficiency (BBE) – Final reports received and to be issued shortly.
- 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.
- Met with Director from creative agencies to progress concept designs for the Avon Descent Family Fun Days, and provided participating Councils with first design drafts of content.
- 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 Avon Descent Family Fun Days grant application – Funding increase, COVID-19 Plans and environmental damage concerns.

City of Belmont

- Held Quarterly Performance Review for water.
- Held Quarterly Performance Review for energy.
- Received grant from the 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.
- Benchmarking Building Efficiency (BBE) – Final reports issued.
- Hosted an Economic Development Officer meeting 16 March 2021, 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.
- 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.
- Hosted Bush Skills 4 Youth workshops: Quenda in your backyard, Eco gardening and Kidzfest. In addition to creating an online material for Belmont Birds. Total participants 284.

Shire of Mundaring

- Held Quarterly Performance Review for water.
- Started developing new 5-year Waterwise Council Action Plan.
- Held Quarterly Performance Review for energy.
- Benchmarking Building Efficiency (BBE) – Final reports received and to be issued shortly.



Item 5.4 continued

- 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 an Economic Development Officer meeting 16 March 2021, 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.
- 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.
- Loaned water refill station equipment to the Blue Sky Festival in March 2021.
- A partnership is being explored with Murdoch University for an environmental program.
- 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.
- Assisted Katharine Street River Gang to select species and order seedlings for two CRP projects 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.
- 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.
- Delivered a grant writing webinar to landcare volunteers as part of the Bush Skills for the Hills workshop program.
- Commenced discussions with Friends of Falls Park to plan a one-hour community education session as an in-kind contribution to their SALP grant.
- Supported Friends of the Flooded Gum with a site visit with the Minister of Environment.
- Produced bi-monthly editions of the Greenpage newsletter to raise community awareness on bushland and catchment health issues and rehabilitation activities.
- Complete and submit SALP 2020 grant acquittal on behalf of Friends of Lion Mill Creek.
- Commenced final progress reports for Friends of Lion Mill Creek's 2018-2021 and 2020-2021 CRP project.
- Commenced final progress reports for Katharine Street River Gang's 2018-2021 and 2020-2021 CRP project.
- 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.
- Attended 2021 SALP breakfast to support successful groups from the East Region.



Item 5.4 continued

- Conducted photo-monitoring for Katharine Street River Gang and Friends of Lion Mill Creek's 2020 - 2021 CRP projects.
- 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.
- Assisted Friends of Pioneer Park in State NRM Community Stewardship Grant.
- Co-ordinated and attended an ERCMP and a landcare volunteer stall for the Blue Sky Festival.
- Hosted a State NRM Grant workshop at Boya Hall.
- Hosted 7 Bush Skills 4 Youth workshops; 5 x Bush regeneration and 2 x Survival in wetland habitats and held a Survival in wetland interactive display at the Blue Sky Festival.
- Attended the Youth Crew YAC meeting.
- 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, to be held on 21 May 2021 with guest speaker Simon Cherriman, a local Naturalist in the region.
- Attended Department of Biodiversity, Conservation and Attractions Sub regional Coordinators meetings.

City of Swan

- Promoted Water Corporation's 2021 Community Choice Awards nomination.
- Held water team meeting and started developing new 5-year Waterwise Council Action Plan.
- Received grant from the 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.
- Benchmarking Building Efficiency (BBE) - Final reports issued.
- Met with Director from creative agencies to progress concept designs for the Avon Descent Family Fun Days, and 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 Avon Descent Avon Descent Family Fun Days grant application – Funding increase, COVID-19 Plans and environmental damage concerns.
- 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.



Item 5.4 continued

- 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 advice.
- 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, focussing 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.
- 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 6 Bush Skills 4 youth workshops; Bee-haviour, Grow a Native-Wise Garden, Building native bee hotels, Building habitat boxes for wildlife and 2 x Survival in wetland habitats.
- 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, to be held on 21 May 2021 with guest speaker Simon Cherriman, a local Naturalist in the region.



Item 5.4 continued

City of Kalamunda

- 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”
- Contact made with private landholders and citizen scientists who participated in the initial “Farm dams as refuges for freshwater plants and animals in a drying climate” inviting them to participate in the follow project.
- Successful in Volunteer WA National landcare week grant submission to hold a networking event for landcarers in Perth’s Eastern Region (including FoPB) to be held on 21 May 2021 with guest speaker Simon Cherriman, a local Naturalist in the region.

STRATEGIC/POLICY IMPLICATIONS

Key Result Area 1 – Environmental Sustainability

- 1.5 To contribute towards improved regional air, water and land quality and regional biodiversity conservation and address climate change

Key Result Area 2 – Economic Development

- 2.1 To facilitate and advocate for increased investment in regional infrastructure
- 2.2 To facilitate and advocate for regional economic development activities
- 2.3 To facilitate regional cultural and recreational activities

Key Result Area 3 – Good Governance

- 3.1 To provide advice and advocacy on issues affecting Perth’s Eastern Region
- 3.2 To manage partnerships and relationships with stakeholders

FINANCIAL IMPLICATIONS

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

SUSTAINABILITY IMPLICATIONS

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



Item 5.4 continued

RISK MANAGEMENT

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

MEMBER COUNCIL IMPLICATIONS

Member Council

Town of Bassendean

City of Bayswater

City of Belmont

City of Kalamunda

Shire of Mundaring

City of Swan

Implication Details



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

ATTACHMENT(S)

Nil



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

- 6.1 *DEED OF AMENDMENT, ENERGY DEVELOPMENTS PTY LTD (Ref: D2021/06686)*
- 6.2 *GHD STRATEGIC REVIEW OF EMRC (Ref: D2021/07362)*

7 FUTURE AGENDA BRIEFING FORUMS

The next Agenda Briefing Forum will be held on **Thursday 10 June 2021** at the EMRC Administration Office, 1st Floor, 226 Great Eastern Highway, Ascot WA 6104 commencing at 6:00pm.

Future Meetings 2021

Thursday	10	June		at	EMRC Administration Office
Thursday	08	July	(if required)	at	EMRC Administration Office
Thursday	12	August	(if required)	at	EMRC Administration Office
Thursday	09	September	(if required)	at	EMRC Administration Office
Thursday	11	November	(if required)	at	EMRC Administration Office

8 DECLARATION OF CLOSURE OF MEETING