

AGENDA

D2022/10274

Ordinary Meeting of Council

23 June 2022

Notice of Meeting

Dear Councillors

I wish to advise that the next Ordinary Meeting of Council will be held on Thursday, 23 June 2022 at the EMRC Administration Centre, 1st Floor, 226 Great Eastern Highway, Ascot WA 6104 commencing at 6:00pm.



Marcus Geisler | Chief Executive Officer

17 June 2022

Please Note

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

The meeting will be audio recorded and available through the EMRC's website at www.emrc.org.au.

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



EMRC Council Members

Cr Mel Congerton	Chairman	City of Swan
Cr Dylan O'Connor	Deputy Chairman	City of Kalamunda
Cr Kathryn Hamilton	EMRC Member	Town of Bassendean
Cr Hilary MacWilliam	EMRC Member	Town of Bassendean
Cr Steven Ostaszewskyj	EMRC Member	City of Bayswater
Cr Michelle Sutherland	EMRC Member	City of Bayswater
Cr Margaret Thomas	EMRC Member	City of Kalamunda
Cr John Daw	EMRC Member	Shire of Mundaring
Cr Doug Jeans	EMRC Member	Shire of Mundaring
Cr Charlie Zannino	EMRC Member	City of Swan

EMRC Council Deputies

Cr Emily Wilding	EMRC Deputy Member	Town of Bassendean
Cr Giorgia Johnson	EMRC Deputy Member	City of Bayswater
Cr Janelle Sewell	EMRC Deputy Member	City of Kalamunda
Cr Jo Cicchini	EMRC Deputy Member	Shire of Mundaring
Cr Andrew Kiely	EMRC Deputy Member	City of Swan



Ordinary Meeting of Council 23 June 2022

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1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

1.1 ACKNOWLEDGEMENT OF COUNTRY

We wish to acknowledge the traditional custodians of the land on which we meet today and to pay our respects to elders past, present and future.

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

3 DISCLOSURE OF INTERESTS

4 ANNOUNCEMENTS BY THE CHAIRMAN OR PRESIDING MEMBER WITHOUT DISCUSSION

5 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

6 PUBLIC QUESTION TIME

7 APPLICATIONS FOR LEAVE OF ABSENCE

8 PETITIONS, DEPUTATIONS AND PRESENTATIONS

9 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

9.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON 26 MAY 2022

That the minutes of the Ordinary Meeting of Council held on 26 May 2022 which have been distributed, be confirmed.

COUNCIL RESOLUTION

MOVED CR

SECONDED CR

10 QUESTIONS BY MEMBERS FOR WHICH DUE NOTICE HAS BEEN GIVEN

11 QUESTIONS BY MEMBERS WITHOUT NOTICE

12 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 confidential reports are covered in Section 19 of this agenda.

- ITEM 14.1 OF THE AUDIT COMMITTEE MINUTES – CYBER SECURITY AUDIT – GAP ANALYSIS
- REGIONAL WASTE COLLECTION SERVICES UPDATE
- CHIEF EXECUTIVE OFFICER PERFORMANCE AND SALARY REVIEW FOR 2021/2022 AND OBJECTIVE SETTING FOR 2022/2023

13 BUSINESS NOT DEALT WITH FROM A PREVIOUS MEETING

Nil

14 REPORTS OF EMPLOYEES

- 14.1 LIST OF ACCOUNTS PAID DURING THE MONTH OF MAY 2022 (D2022/09920)
- 14.2 FINANCIAL REPORT FOR PERIOD ENDED 31 MAY 2022 (D2022/09921)
- 14.3 PROPOSED NEW COUNCIL POLICY 1.12 – PERSONAL PROTECTIVE EQUIPMENT (PPE) COSTS INCURRED BY COUNCIL MEMBERS (D2022/10086)
- 14.4 REQUEST FOR QUOTATION RFQ 2022-103 – SUPPLY AND DELIVERY OF ONE 20 TONNE WHEEL LOADER FOR THE RED HILL WASTE MANAGEMENT FACILITY (D2022/10088)
- 14.5 REVIEW OF COUNCIL POLICIES (D2022/10098)
- 14.6 EXEMPTION FROM TENDER REGULATION FOR A CONTRACTOR (D2022/10101)
- 14.7 WASTE & RECYCLE 2022 CONFERENCE – SEPTEMBER 2022 (D2022/10822)
- 14.8 ITEMS CONTAINED IN THE INFORMATION BULLETIN (D2022/07425)

QUESTIONS

The Chairman invites questions from members on the reports of employees.

RECOMMENDATION(S)

That with the exception of items, which are to be withdrawn and dealt with separately, Council adopts the recommendations in the Reports of Employees (Section 14).

COUNCIL RESOLUTION(S)

MOVED CR

SECONDED CR

14.1 LIST OF ACCOUNTS PAID DURING THE MONTH OF MAY 2022

D2022/09920

PURPOSE OF REPORT

The purpose of this report is to present to Council a list of accounts paid under the Chief Executive Officer's delegated authority during the month of May 2022 for noting.

KEY POINT(S)

- As per the requirements of regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, the list of accounts paid during the month of May 2022 is provided for noting.

RECOMMENDATION(S)

That Council notes the CEO's list of accounts for May 2022 paid under delegated power in accordance with regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, forming the attachment to this report totalling \$8,926,399.48.

SOURCE OF REPORT

Chief Financial Officer

BACKGROUND

Council has delegated to the Chief Executive Officer (CEO) the exercise of its power to make payments from the Municipal Fund and Trust Fund. In accordance with regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, a list of accounts paid by the CEO is to be provided to Council, where such delegation is made.

REPORT

- 1 The table below summarises the payments drawn on the funds during the month of May 2022. A list detailing the payments made is appended as an attachment to this report.

Municipal Fund	EFT Payments	EFT49422 – EFT49677	
	Cheque Payments	220659 - 220662	
	Payroll EFT	PAY 2022-23 & PAY 2022-24	
	Direct Debits		
	➤ Superannuation	DD24042.1 – DD24042.22 DD24043.1 – DD24043.23	
	➤ Bank Charges	1*MAY22	
	➤ Other	2138 - 2154	\$8,926,399.48
	Less Cancelled EFT's & Cheques		Nil
Trust Fund	EFT Payments		Nil
Total			\$8,926,399.48

Summary of Expenditure for the Month of May 2022	
Payroll	\$ 601,780.25
Term Deposit Investments	\$ 6,000,000.00
Capital Expenditure	\$ 853,164.91
Operating Expenditure	
➤ Landfill Levy *	\$ 0.00
➤ Other	\$ 1,471,454.32
Total	\$ 8,926,399.48

* Note: The Landfill Levy is paid quarterly in July, October, January and April

STRATEGIC/POLICY IMPLICATIONS

- 2 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

- 3 As detailed within the report.

SUSTAINABILITY IMPLICATIONS

- 4 Nil

RISK MANAGEMENT

Risk – Adverse credit rating if creditor accounts are not paid when due

Consequence	Likelihood	Rating
Possible	Insignificant	Low
Action/Strategy		
➤ Ensure timely payment of creditor accounts when they fall due.		

MEMBER COUNCIL IMPLICATIONS

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

ATTACHMENT(S)

CEO’s Delegated Payments List for the month of May 2022 (D2022/10090)

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION(S)

That Council notes the CEO’s list of accounts for May 2022 paid under delegated power in accordance with regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, forming the attachment to this report totalling \$8,926,399.48.

COUNCIL RESOLUTION(S)

MOVED

SECONDED



Eastern Metropolitan Regional Council

CEO's DELEGATED PAYMENTS LIST
FOR THE MONTH OF MAY 2022

Cheque / EFT No	Date	Payee		Amount
EFT49422	02/05/2022	AIR FILTER DRY CLEAN SYSTEMS WA	CLEAN & SERVICES FILTERS	706.82
EFT49423	02/05/2022	AJL PLUMBING & GAS	PLUMBING SERVICE - RED HILL ADMINISTRATION BUILDING	1,805.10
EFT49424	02/05/2022	ALL RUBBER TMH PTY LTD	REPLACEMENT BELT ON GRINDER	3,866.50
EFT49425	02/05/2022	ALLIGHTSYKES PTY LTD	QUARTERLY SERVICE - GENERATOR AT ASCOT PLACE	578.78
EFT49426	02/05/2022	ALLPEST - ROL-WA PTY LTD T/AS	PEST CONTROLS	673.50
EFT49427	02/05/2022	ASPHALT RECYCLERS AUSTRALIA	LAY ASPHALT FOR HARDSTAND	4,730.00
EFT49428	02/05/2022	ATF SERVICES PTY LTD	EQUIPMENT HIRE	4,301.00
EFT49429	02/05/2022	AUST-WEIGH	ANNUAL WEIGHBRIDGE SERVICE & CALIBRATIONS - RED HILL	5,434.00
EFT49430	02/05/2022	AUSTRALIA AND NEW ZEALAND RECYCLING PLATFORM LTD	CONTRIBUTION TO TECH COLLECT E WASTE PROGRAM COLLECTION & DISPOSAL COSTS	931.92
EFT49431	02/05/2022	AUSTRALIA POST - ASCOT PLACE	POSTAL CHARGES	51.23
EFT49432	02/05/2022	AUSTRALIAN HVAC SERVICES	AIRCONDITIONING SERVICE & MAINTENANCE	418.00
EFT49433	02/05/2022	BADER LUBRICATION	GRINDER MAINTENANCE	635.25
EFT49434	02/05/2022	BARFIELD EARTHMOVING (JAYCOURT NOMINEES P/L)	PLANT HIRE & PRODUCT TRANSPORTATION COSTS	19,496.31
EFT49435	02/05/2022	BATTERY WORLD	BATTERY PURCHASES	156.00
EFT49436	02/05/2022	BEDROCK MINE MAINTENANCE SERVICES PTY LTD	PLANT MAINTENANCE & LABOUR HIRE	6,800.20
EFT49437	02/05/2022	BIOGAS SYSTEMS AUSTRALIA PTY LTD	PURCHASE OF PUMPS	45,386.61
EFT49438	02/05/2022	BREATHALYSER SALES AND SERVICE	EQUIPMENT CALIBRATION, SERVICE & MAINTENANCE	1,760.00
EFT49439	02/05/2022	BRING COURIERS	COURIER SERVICE	410.39
EFT49440	02/05/2022	BUNNINGS GROUP LTD	HARDWARE SUPPLIES	419.24
EFT49441	02/05/2022	BURSON AUTOMOTIVE PTY LTD	PLANT PARTS	541.27
EFT49442	02/05/2022	CAPITAL TRANSPORT SERVICES (WA) PTY LTD	COURIER SERVICE	105.76
EFT49443	02/05/2022	CARONDUN PTY LTD T/A PAMS	BATTERY KIT	49.50
EFT49444	02/05/2022	CHARLES SERVICE COMPANY	CLEANING SERVICES - RED HILL	2,978.11
EFT49445	02/05/2022	CJD EQUIPMENT PTY LTD	PLANT MAINTENANCE, PARTS & SERVICE	11,402.72
EFT49446	02/05/2022	CME BOILERMAKING PTY LTD	REPAIR TO TROMMEL & OTHER MAINTENANCE	5,846.50
EFT49447	02/05/2022	COMPU-STOR	IT BACKUP DATA SERVICES	755.72
EFT49448	02/05/2022	CONCEPT AUDIO VISUAL	EQUIPMENT MODIFICATION	143.00
EFT49449	02/05/2022	COTERRA PTY LTD T/A COTERRA ENVIRONMENT	PROVISION OF WASTE MANAGEMENT TECHNICAL ADVICE	693.55
EFT49450	02/05/2022	CROSSLAND & HARDY PTY LTD	SURVEYING COSTS - WWtE AREA	1,232.00
EFT49451	02/05/2022	CSE CROSSCOM PTY LTD	TWO-WAY RADIO PURCHASES & REPAIRS	143.00
EFT49452	02/05/2022	CSS EQUIPMENT HAMMEL INTERNATIONAL (COYLE SALES SERVICES)	PLANT PARTS	324.34
EFT49453	02/05/2022	DIAL BEFORE YOU DIG	DIAL BEFORE YOU DIG - HAZELMERE	110.00
EFT49454	02/05/2022	DRAKE AUSTRALIA PTY LTD	LABOUR HIRE	51,697.09
EFT49455	02/05/2022	ECOLO WA	ODOUR CONTROL SOLUTIONS	1,320.00
EFT49456	02/05/2022	ECOTECH P/L	EQUIPMENT HIRE	1,540.00
EFT49457	02/05/2022	EFFICIENT REFRIGERATION & ENERGY SAVINGS PTY LTD	QUARTERLY AIRCONDITIONING MAINTENANCE & REPAIR	770.00
EFT49458	02/05/2022	ELAN ENERGY MATRIX	TYRE DISPOSAL COSTS - RED HILL	794.44
EFT49459	02/05/2022	ENERAQUE PTY LTD	PUMP PURCHASE	314.88
EFT49460	02/05/2022	ENVIRO SWEEP	SITE SWEEPING - HAZELMERE	2,772.00
EFT49461	02/05/2022	EUROFINS ARL PTY LTD T/AS EUROFINS	SAMPLE TESTING - DUST, WOODCHIP & WATER & WASTE MATERIALS	12,223.87
EFT49462	02/05/2022	FILTERS PLUS	PLANT FILTERS	103.13
EFT49463	02/05/2022	FLEET DYNAMICS PTY LTD	MONTHLY EQUIPMENT HIRE FEE	48.40
EFT49464	02/05/2022	FLEXI STAFF PTY LTD	LABOUR HIRE	4,789.62
EFT49465	02/05/2022	FLICK ANTICIMEX PTY LTD	HYGIENE SERVICES	54.42
EFT49466	02/05/2022	FRESH VENTURE GROUP PTY LTD T/AS FRUIT AT WORK	STAFF AMENITIES	386.00



Eastern Metropolitan Regional Council

CEO's DELEGATED PAYMENTS LIST
FOR THE MONTH OF MAY 2022

Cheque / EFT No	Date	Payee		Amount
EFT49467	02/05/2022	FUELFIX PTY LTD	EQUIPMENT HIRE & MAINTENANCE FEE	4,064.50
EFT49468	02/05/2022	FUJIFILM BUSINESS INNOVATION AUSTRALIA PTY LTD	PHOTOCOPIER MAINTENANCE & SUPPLIES	585.46
EFT49469	02/05/2022	GHD PTY LTD	CONSULTANCY FEE - RED HILL WORKSHOP & POWER POLE PROJECT	8,356.25
EFT49470	02/05/2022	GOODCHILD ENTERPRISES	BATTERY PURCHASE	174.90
EFT49471	02/05/2022	GREENS ELECTRICAL SERVICE	ELECTRICAL MAINTENANCE AT RED HILL	1,350.55
EFT49472	02/05/2022	GROENEVELD AUSTRALIA P/L	PLANT PARTS	197.76
EFT49473	02/05/2022	HEATLEY SALES PTY LTD	HARDWARE SUPPLIES	104.37
EFT49474	02/05/2022	HS SALES PTY LTD	PLANT PARTS	5,478.00
EFT49475	02/05/2022	ICON TECHNOLOGIES PTY LTD	CONSULTING FEES - FOGO TRIAL	4,782.25
EFT49476	02/05/2022	ILLION AUSTRALIA PTY LTD (DUN & BRADSTREET)	ONLINE CREDIT REFERENCE CHECKS	331.76
EFT49477	02/05/2022	INFRA RED SERVICES (CONSULQUAL PTY LTD)	BUILDING MAINTENANCE - ASCOT PLACE	522.26
EFT49478	02/05/2022	INTEGRATED ICT	IT SUPPORT	8,940.56
EFT49479	02/05/2022	J & K HOPKINS	OFFICE EQUIPMENT PURCHASES	938.00
EFT49480	02/05/2022	JCB CONSTRUCTION EQUIPMENT AUSTRALIA (CFC HOLDINGS-CEA; JCB CEA; DYNAPAC CEA)	PLANT PARTS	708.37
EFT49481	02/05/2022	JD ORGANICS PTY LTD	FOGO PRODUCTS	21,153.88
EFT49482	02/05/2022	K & M WILKINSON'S PTY LTD	BUILDING MAINTENANCE - EDUCATION CENTRE RED HILL	4,950.00
EFT49483	02/05/2022	KENNARDS HIRE	PLANT HIRE	528.00
EFT49484	02/05/2022	KOMATSU FORKLIFT AUSTRALIA PTY LTD	PLANT SERVICE & MAINTENANCE	1,721.54
EFT49485	02/05/2022	KONE BUILDING DOORS - A DIV OF KONE ELEVATORS PTY LTD	MAINTENANCE - ASCOT PLACE GARAGE DOOR	107.78
EFT49486	02/05/2022	KOOL KREATIVE	BUSINESS CARD PRINTING	132.00
EFT49487	02/05/2022	LAW CENTRAL LEGAL PTY LTD T/AS LAW CENTRAL LEGAL	LEGAL ADVICE - WWIE PROJECT	20,216.50
EFT49488	02/05/2022	LIFTRITE HIRE & SALES	PLANT HIRE & REPAIR	6,573.15
EFT49489	02/05/2022	MAIL PLUS PERTH	MAIL EXPENSES	369.60
EFT49490	02/05/2022	MARSMEN PLUMBING	BUILDING MAINTENANCE - ASCOT PLACE	526.35
EFT49491	02/05/2022	MCINTOSH & SON	PLANT PARTS & REPAIR	2,849.97
EFT49492	02/05/2022	MCLEODS BARRISTERS & SOLICITORS	LEGAL ADVICE - CONTRACT PREPARATION	2,974.40
EFT49493	02/05/2022	MIDLAND STEEL FABRICATION - RASON HOLDINGS P/L AS TRUSTEE FOR THE MIDLAND STEEL TRUST (PREVIOUSLY CR#	PLANT PARTS	45.89
EFT49494	02/05/2022	MIDWAY FORD (WA)	VEHICLE SERVICE	475.00
EFT49495	02/05/2022	MILLS RECRUITMENT - MILLS CORPORATION PTY LTD T/AS	LABOUR HIRE	3,564.44
EFT49496	02/05/2022	MOORE AUSTRALIA	STAFF TRAINING	836.00
EFT49497	02/05/2022	MORAY & AGNEW	LEGAL ADVICE	16,164.72
EFT49498	02/05/2022	MUNDARING GLASS AND SECURITY REDTAIL WA PTY LTD	INSTALL NEW LOCK SYSTEM TO FRONT DOOR - ASCOT PLACE	422.35
EFT49499	02/05/2022	ATFT J GATTI FAMILY TRUST MUNDARING SMASH REPAIRS	VEHICLE REPAIR	2,866.83
EFT49500	02/05/2022	NAPA (FORMERLY KNOWN AS COVS)	HARDWARE SUPPLIES	2,517.50
EFT49501	02/05/2022	NEVERFAIL SPRINGWATER	BOTTLED WATER	838.53
EFT49502	02/05/2022	ONSITE RENTALS PTY LTD	EQUIPMENT RENTAL	477.46
EFT49503	02/05/2022	OPS SCREENING & CRUSHING EQUIPMENT P/L	PLANT MAINTENANCE - C&I SORTING PLANT	10,347.70
EFT49504	02/05/2022	OTIS ELEVATOR COMPANY PTY LTD	QUARTERLY SERVICE - LIFT	1,788.84
EFT49505	02/05/2022	PERTH SCIENTIFIC	EQUIPMENT SERVICE	110.00
EFT49506	02/05/2022	PIRTEK MALAGA - JH FLUID TRANSFER SOLUTIONS T/AS	PLANT REPAIR	298.09
EFT49507	02/05/2022	PIRTEK MIDLAND (M & B HYDRAULICS PTY LTD)	HYDRAULIC HOSE SUPPLIES & REPAIRS	2,927.22
EFT49508	02/05/2022	POWERUP AUTO TREATMENTS - CHEMSOL AUSTRALIA PTY LTD T/AS	SOLUTIONS FOR ENGINES	2,296.80
EFT49509	02/05/2022	PRECISION PANEL & PAINT	VEHICLE REPAIR	1,931.60
EFT49510	02/05/2022	PROTECTOR FIRE SERVICES	FIRE FIGHTING EQUIPMENT INSPECTIONS	1,039.50
EFT49511	02/05/2022	PRUDENTIAL INVESTMENT SERVICES CORP P/L	INVESTMENT ADVISORY SERVICES	2,083.32



Eastern Metropolitan Regional Council

CEO's DELEGATED PAYMENTS LIST
FOR THE MONTH OF MAY 2022

Cheque / EFT No	Date	Payee		Amount
EFT49512	02/05/2022	QUAD SERVICES PTY LTD	CLEANING SERVICES & CONSUMABLES - ASCOT PLACE	4,042.05
EFT49513	02/05/2022	RELOCATIONS WA PTY LTD - SP & PG BLACKWELL FAMILY TRUST T/AS	RELOCATION OF OFFICE FURNITURE	110.00
EFT49514	02/05/2022	REMONDIS AUSTRALIA PTY LTD	COLLECTION OF PAPER RECYCLABLES	14.43
EFT49515	02/05/2022	RENTCO TRANSPORT EQUIPMENT RENTALS	PLANT HIRE	3,557.40
EFT49516	02/05/2022	RENTOKIL INITIAL PTY LTD	QUARTERLY PEST CONTROL SERVICE	1,173.57
EFT49517	02/05/2022	S&L ENGINEERING (WA) PTY LTD	PLANT MAINTENANCE	1,065.12
EFT49518	02/05/2022	SETON AUSTRALIA - BRADY AUSTRALIA PTY LTD T/AS	PROTECTIVE CLOTHING	753.05
EFT49519	02/05/2022	SHOWCASE CATERING	CATERING COSTS	3,525.00
EFT49520	02/05/2022	SONIC HEALTHPLUS PTY LTD	PRE-EMPLOYMENT MEDICAL	1,985.50
EFT49521	02/05/2022	SOUTHERN CROSS PROTECTION	COURIER SERVICE	627.00
EFT49522	02/05/2022	SPUDS GARDENING SERVICES	GARDENING SERVICE AT HAZELMERE	8,641.00
EFT49523	02/05/2022	ST JOHN AMBULANCE ASSOCIATION	FIRST AID TRAINING & RESTOCK FIRST AID KIT	964.67
EFT49524	02/05/2022	STATEWIDE BEARINGS - PARTOUT PTY LTD T/A	PLANT PARTS	214.50
EFT49525	02/05/2022	SUEZ RECYCLING & RECOVERY	FOGO BIN HIRE	69.14
EFT49526	02/05/2022	SWAN FIRE SERVICES	SERVICE MAINTENANCE - FIRE PROTECTION SYSTEM AT HAZELMERE	3,072.30
EFT49527	02/05/2022	TALIS CONSULTANTS	CONSULTING FEE - REGIONAL WASTE COLLECTION MODEL & CLASS IV STAGE 2 AT RED HILL	12,905.43
EFT49528	02/05/2022	THE WANNEROO AGRICULTURAL MACHINERY UNIT TRUST	PLANT PARTS	626.80
EFT49529	02/05/2022	THE WATERSHED	PLANT PARTS & MAINTENANCE	2,026.69
EFT49530	02/05/2022	THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	RECALIBRATION OF EQUIPMENTS	437.80
EFT49531	02/05/2022	TIM DAVIES LANDSCAPING PTY LTD (TDL)	GARDEN MAINTENANCE ASCOT PLACE	2,114.99
EFT49532	02/05/2022	TOTALLY WORKWEAR MIDLAND	PROTECTIVE CLOTHING	1,223.30
EFT49533	02/05/2022	TRADEFAIRE INTERNATIONAL PTY LTD (PREVIOUSLY ACCESS INDUSTRIAL TYRES #3106)	TYRE REPLACEMENTS & REPAIRS	8,058.05
EFT49534	02/05/2022	TRUCKLINE - SPECIALIST WHOLESALERS PTY LTD T/AS	SIGN FOR PLANT	73.40
EFT49535	02/05/2022	TUTT BRYANT EQUIPMENT (BT EQUIPMENT PTY LTD)	PLANT SERVICE & REPAIR	14,413.60
EFT49536	02/05/2022	TWISTECH - GREG WOOD	FENCE REPAIRS AT RED HILL & TRANSFER STATIONS	6,787.00
EFT49537	02/05/2022	TYREPOWER MUNDARING	PUNCTURE REPAIR & TYRE REPLACEMENTS	765.00
EFT49538	02/05/2022	VOLICH WASTE CONTRACTORS PTY LTD	BULK BIN HIRE	44.00
EFT49539	02/05/2022	WA SAFETY PRODUCTS	PROTECTIVE CLOTHING	295.98
EFT49540	02/05/2022	WASTECH ENGINEERING PTY LTD	PLANT MAINTENANCE	386.10
EFT49541	02/05/2022	WATERLOGIC AUSTRALIA PTY LTD	EQUIPMENT RENTAL & SERVICE FEE	1,120.38
EFT49542	02/05/2022	WEST TIP WASTE CONTROL	SKIP BIN HIRE	759.00
EFT49543	02/05/2022	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	50% OF ANNUAL MWAC CONTRIBUTION	26,049.76
EFT49544	02/05/2022	WESTRAC EQUIPMENT PTY LTD	PLANT SERVICE AGREEMENT & PLANT PARTS	38,462.46
EFT49545	02/05/2022	WINC AUSTRALIA PTY LTD	STATIONERY & CONSUMABLES	841.08
EFT49546	02/05/2022	WREN OIL	WASTE OIL REMOVAL	16.50
EFT49547	02/05/2022	WURTH AUSTRALIA PTY LTD	HARDWARE SUPPLIES	547.81
EFT49548	04/05/2022	CHILD SUPPORT	EMPLOYEE DEDUCTION	352.70
EFT49549	04/05/2022	PAYG PAYMENTS	PAYG TAXATION PAYMENT	82,600.10
EFT49550	04/05/2022	AMALGAM RECRUITMENT	LABOUR HIRE	628.16
EFT49551	04/05/2022	DAVID WILLS & ASSOCIATES - DWA CONSULTING PTY LTD T/AS	HRRP CONSULTING	21,356.50
EFT49552	04/05/2022	FUJIFILM BUSINESS INNOVATION AUSTRALIA PTY LTD	PHOTOCOPIER MAINTENANCE & SUPPLIES	246.41
EFT49553	04/05/2022	INDUSTRIAL RECRUITMENT PARTNERS	LABOUR HIRE	2,547.58
EFT49554	04/05/2022	MARKETFORCE	PUBLIC NOTICES	738.05
EFT49555	04/05/2022	METRO MOTORS (2010) PTY LTD	VEHICLE SERVICE	349.00
EFT49556	04/05/2022	MILLS RECRUITMENT - MILLS CORPORATION PTY LTD T/AS	LABOUR HIRE	392.48



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EFT49557	04/05/2022	SYNERGY	ELECTRICITY CHARGES - HAZELMERE	1,620.39
EFT49558	04/05/2022	TANGIBILITY PTY LTD	MARKETING MATERIALS - FOGO	6,219.40
EFT49559	04/05/2022	TELSTRA CORPORATION LTD	TELEPHONE CHARGES	3,144.81
EFT49560	04/05/2022	TUTT BRYANT EQUIPMENT (BT EQUIPMENT PTY LTD)	PLANT PURCHASE	366,386.94
EFT49561	06/05/2022	APOLLO FABRICATIONS	HOOK-LIFT BIN REPAIR	687.50
EFT49562	06/05/2022	CEA SPECIALTY EQUIPMENT PTY LTD T/A DITCH WITCH	PLANT PARTS	2,525.40
EFT49563	06/05/2022	FLEXI STAFF PTY LTD	LABOUR HIRE	4,341.87
EFT49564	06/05/2022	FLICK ANTICIMEX PTY LTD	HYGIENE SERVICES	267.25
EFT49565	06/05/2022	ISABELLE MARIE	STAFF REIMBURSEMENT	487.20
EFT49566	06/05/2022	LABOURFORCE IMPEX PERSONNEL P/L	LABOUR HIRE	1,458.49
EFT49567	06/05/2022	LIFTRITE HIRE & SALES	PLANT SERVICE & REPAIR	4,130.23
EFT49568	06/05/2022	NATIONAL WORKFORCE	LABOUR HIRE	6,526.33
EFT49569	06/05/2022	PHENOMENON EVENT SERVICES PTY LTD	EQUIPMENT HIRE	138.60
EFT49570	06/05/2022	PINNACLE COACHLINES	BUS HIRE	575.00
EFT49571	06/05/2022	SPRINGFIELD ASSET P/L AS TRUSTEE OF THE BRYAN FAMILY TRUST T/A POLYFIT FABRICATION	MAINTENANCE - CELL LINER	1,298.00
EFT49572	06/05/2022	SPUDS GARDENING SERVICES	GARDENING SERVICE AT RED HILL	4,261.00
EFT49573	06/05/2022	TELSTRA CORPORATION LTD	TELEPHONE CHARGES	179.50
EFT49574	06/05/2022	WA BROILER GROWERS ASSOCIATION (INC)	REFUND OF PAYMENT GUARANTEE	7,247.94
EFT49575	10/05/2022	AMALGAM RECRUITMENT	LABOUR HIRE	984.12
EFT49576	10/05/2022	AMER SAABI	STAFF REIMBURSEMENT	43.98
EFT49577	10/05/2022	BATTERY RESCUE AUSTRALIA	REFUND OF OVERPAYMENT	224.04
EFT49578	10/05/2022	CSE CROSSCOM PTY LTD	TWO-WAY RADIO PURCHASES & REPAIRS	895.40
EFT49579	10/05/2022	INDUSTRIAL RECRUITMENT PARTNERS	LABOUR HIRE	2,362.58
EFT49580	10/05/2022	MANDALAY TECHNOLOGIES PTY LTD	NEW WEIGHBRIDGE SYSTEM FOR BAYWASTE	9,419.30
EFT49581	10/05/2022	NATIONAL WORKFORCE	LABOUR HIRE	682.25
EFT49582	10/05/2022	NETLINK GROUP PTY LTD	PHONE SYSTEM MAINTENANCE	135.75
EFT49583	10/05/2022	PERTH ENERGY PTY LTD	GAS SUPPLY - WWIE	150.10
EFT49584	10/05/2022	TANGIBILITY PTY LTD	MARKETING MATERIALS	1,072.50
EFT49585	10/05/2022	TELSTRA CORPORATION LTD	TELEPHONE CHARGES	597.74
EFT49586	10/05/2022	TOTALLY WORKWEAR MIDLAND	PROTECTIVE CLOTHING	269.71
EFT49587	10/05/2022	TUTT BRYANT EQUIPMENT (BT EQUIPMENT PTY LTD)	PLANT PARTS	983.30
EFT49588	10/05/2022	WASTETRANS WA - APPALA HOLDINGS PTY LTD T/AS	PRODUCT TRANSPORTATION COSTS	58,349.50
EFT49589	10/05/2022	WEST TIP WASTE CONTROL	SKIP BIN HIRE	23,540.00
EFT49590	10/05/2022	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	RAT TEST KITS	40,150.00
EFT49591	10/05/2022	WESTRAC EQUIPMENT PTY LTD	PLANT PARTS	1,191.76
EFT49592	13/05/2022	ARDEA ENVIRONMENTAL	GDA SUPPORT (RECOUPABLE)	3,200.00
EFT49593	13/05/2022	AUST-WEIGH	WEIGHBRIDGE MAINTENANCE - HAZELMERE	429.00
EFT49594	13/05/2022	CIVIL AUTO ELECTRICS PTY LTD	PLANT REPAIRS	1,054.35
EFT49595	13/05/2022	DRAKE AUSTRALIA PTY LTD	LABOUR HIRE	19,777.69
EFT49596	13/05/2022	FLEXI STAFF PTY LTD	LABOUR HIRE	2,858.57
EFT49597	13/05/2022	HARTAC SALES & DISTRIBUTION PTY LTD	PROTECTIVE GEAR	310.20
EFT49598	13/05/2022	HUA JER LIEW	STAFF REIMBURSEMENT	2,215.00
EFT49599	13/05/2022	JOHN HUGHES (ROHANNA PTY LTD)	VEHICLE SERVICE	580.02
EFT49600	13/05/2022	KLB SYSTEMS	SOFTWARE LICENCE RENEWAL	4,180.00
EFT49601	13/05/2022	LEVEL 5 DESIGN PTY LTD	DIRECTOR'S FEE - GDA (RECOUPABLE)	13,200.00



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EFT49602	13/05/2022	MCINTOSH & SON	PLANT SERVICE	1,304.73
EFT49603	13/05/2022	MOTORCHARGE PTY LTD	FLEET FUEL PURCHASES	2,277.33
EFT49604	13/05/2022	NATIONAL WORKFORCE	LABOUR HIRE	2,726.14
EFT49605	13/05/2022	ODOUR CONTROL SYSTEMS INTERNATIONAL LTD	ALTERNATIVE DAILY COVER MATERIAL	41,798.00
EFT49606	13/05/2022	PERTH BIN HIRE - IWM (PBH) PTY LTD T/A	PRODUCT TRANSPORTATION COSTS	1,125.00
EFT49607	13/05/2022	PIRTEK MALAGA - JH FLUID TRANSFER SOLUTIONS T/AS	PLANT REPAIR	365.85
EFT49608	13/05/2022	RUDD INDUSTRIAL AND FARM SUPPLIES	HARDWARE SUPPLIES	1,157.39
EFT49609	13/05/2022	SONIC HEALTHPLUS PTY LTD	PRE-EMPLOYMENT MEDICAL	220.00
EFT49610	13/05/2022	TOTALLY WORKWEAR MIDLAND	PROTECTIVE CLOTHING	189.16
EFT49611	13/05/2022	WEST COAST WATER FILTER MAN	SERVICE TO WATER FILTER SYSTEM AT HAZELMERE	510.00
EFT49612	13/05/2022	WEST TIP WASTE CONTROL	SKIP BIN HIRE	220.00
EFT49613	18/05/2022	CHILD SUPPORT	EMPLOYEE DEDUCTION	352.70
EFT49614	18/05/2022	PAYG PAYMENTS	PAYG TAXATION PAYMENT	86,618.00
EFT49615	18/05/2022	ABA AUTOMATIC GATES WA	REPLACE BOOM GATE AT BAYWASTE	7,718.41
EFT49616	18/05/2022	ACOR CONSULTANTS (WA) PTY LTD	CONSULTING FEE - HRRP	9,140.31
EFT49617	18/05/2022	ADEMA PTY LTD	GDA PROJECT (RECOUPABLE)	3,850.00
EFT49618	18/05/2022	AMALGAM RECRUITMENT	LABOUR HIRE	2,219.50
EFT49619	18/05/2022	AUSTRALIAN COMMUNICATIONS & MEDIA AUTHORITY ACMA	ANNUAL LICENCE RENEWAL	209.00
EFT49620	18/05/2022	BOODJERA CONSTRUCT PTY LTD	REFUND OF BALANCE OF PRE-PAYMENT	5,895.16
EFT49621	18/05/2022	BP AUSTRALIA PTY LTD	FUEL PURCHASES	87,314.22
EFT49622	18/05/2022	BROOKS HIRE SERVICE PTY LTD	PLANT HIRE - EXCAVATOR	9,768.00
EFT49623	18/05/2022	CAVALIER PORTABLES & PARK HOMES	PLANT HIRE - WWtE	2,859.98
EFT49624	18/05/2022	DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION (DWER)	CONTROL WASTE TRACKING FORM CHARGES	440.00
EFT49625	18/05/2022	DILIGENT BOARD SERVICES AUSTRALIA PTY LTD	DILIGENT BOARDS	48,812.95
EFT49626	18/05/2022	ERNST & YOUNG	ACCOUNTING ADVICE	11,000.00
EFT49627	18/05/2022	FLEXI STAFF PTY LTD	LABOUR HIRE	3,056.24
EFT49628	18/05/2022	FLICK ANTICIMEX PTY LTD	HYGIENE SERVICES	1,800.84
EFT49629	18/05/2022	HERBERT SMITH FREEHILLS LAWYERS	LEGAL ADVICE	7,287.28
EFT49630	18/05/2022	INDUSTRIAL RECRUITMENT PARTNERS	LABOUR HIRE	1,962.84
EFT49631	18/05/2022	LABOURFORCE IMPEX PERSONNEL P/L	LABOUR HIRE	2,732.19
EFT49632	18/05/2022	MANDALAY TECHNOLOGIES PTY LTD	NEW WEIGHBRIDGE SYSTEM FOR BAYWASTE	5,610.00
EFT49633	18/05/2022	MARKETFORCE	PUBLIC NOTICES	204.53
EFT49634	18/05/2022	MILLS RECRUITMENT - MILLS CORPORATION PTY LTD T/AS	LABOUR HIRE	1,520.86
EFT49635	18/05/2022	NATIONAL WORKFORCE	LABOUR HIRE	3,287.35
EFT49636	18/05/2022	SYNERGY	ELECTRICITY CHARGES - HAZELMERE & RED HILL	12,981.57
EFT49637	18/05/2022	TALIS CONSULTANTS	CONSULTING FEE - CLASS IV STAGE 2	1,241.63
EFT49638	18/05/2022	TELSTRA CORPORATION LTD	TELEPHONE CHARGES	363.30
EFT49639	18/05/2022	TYREPOWER MUNDARING	TYRE REPLACEMENTS	795.00
EFT49640	20/05/2022	DEPUTY COMMISSIONER OF TAXATION	GST PAYMENT	87,217.00
EFT49641	24/05/2022	ABA AUTOMATIC GATES WA	NEW REMOTES FOR BOOM GATE	415.80
EFT49642	24/05/2022	ACOR CONSULTANTS (WA) PTY LTD	CONSULTING FEE - HRRP	6,524.92
EFT49643	24/05/2022	AMER SAABI	STAFF REIMBURSEMENT	6.93
EFT49644	24/05/2022	ATI-MIRAGE TRAINING AND BUSINESS SOLUTIONS	STAFF TRAINING	2,350.00
EFT49645	24/05/2022	BAYSWATER AUTO DETAILERS	POOL VEHICLE CLEANING	407.00
EFT49646	24/05/2022	BIG WHEELS TRUCK ALIGNMENT	PLANT MAINTENANCE	701.25



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EFT49647	24/05/2022	BROOKS HIRE SERVICE PTY LTD	PLANT HIRE - EXCAVATOR	4,699.02
EFT49648	24/05/2022	FLEXI STAFF PTY LTD	LABOUR HIRE	2,613.82
EFT49649	24/05/2022	INDUSTRIAL RECRUITMENT PARTNERS	LABOUR HIRE	822.25
EFT49650	24/05/2022	LABOURFORCE IMPEX PERSONNEL P/L	LABOUR HIRE	2,972.86
EFT49651	24/05/2022	MA SERVICES GROUP PTY LTD	SECURITY MONITORING	4,840.00
EFT49652	24/05/2022	MOORE AUSTRALIA	STAFF TRAINING	1,584.00
EFT49653	24/05/2022	NATIONAL WORKFORCE	LABOUR HIRE	4,640.63
EFT49654	24/05/2022	SONIC HEALTHPLUS PTY LTD	PRE-EMPLOYMENT MEDICAL	220.00
EFT49655	24/05/2022	SYNERGY	ELECTRICITY CHARGES - ASCOT PLACE	3,515.86
EFT49656	24/05/2022	TUTT BRYANT EQUIPMENT (BT EQUIPMENT PTY LTD)	PLANT SERVICE & MAINTENANCE	3,539.25
EFT49657	24/05/2022	WASTETRANS WA - APPALA HOLDINGS PTY LTD T/AS	PRODUCT TRANSPORTATION COSTS	56,680.50
EFT49658	24/05/2022	WDIS.WA.PTY.LTD	INSTALL HOOD COVERS - GRINDER	1,177.00
EFT49659	31/05/2022	CHILD SUPPORT	EMPLOYEE DEDUCTION	352.70
EFT49660	31/05/2022	PAYG PAYMENTS	PAYG TAXATION PAYMENT	86,207.00
EFT49661	31/05/2022	ADVANCED LIQUID WASTE - ANTHONY WALSH ATF 88 FAMILY TRUST T/A	STORMWATER DRAIN - BAYWASTE	1,863.46
EFT49662	31/05/2022	AMALGAM RECRUITMENT	LABOUR HIRE	942.24
EFT49663	31/05/2022	AUSTRALIA POST - ASCOT PLACE	POSTAL CHARGES	63.23
EFT49664	31/05/2022	BISTEL CONSTRUCTION PTY LTD	CONSTRUCTION - HAZELMERE WASTE TRANSFER STATION & RED HILL WORKSHOP	372,990.50
EFT49665	31/05/2022	DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION (DWER)	CONTROL WASTE TRACKING FORM CHARGES	132.00
EFT49666	31/05/2022	ILLION AUSTRALIA PTY LTD (DUN & BRADSTREET)	ONLINE CREDIT REFERENCE CHECKS	125.40
EFT49667	31/05/2022	INDUSTRIAL RECRUITMENT PARTNERS	LABOUR HIRE	2,132.74
EFT49668	31/05/2022	LIFTRITE HIRE & SALES	PLANT REPAIR	29,393.13
EFT49669	31/05/2022	PERTH ENERGY PTY LTD	GAS SUPPLY - WWtE	144.72
EFT49670	31/05/2022	PETRO MIN ENGINEERS	CONSULTING FEE - WWtE	4,919.75
EFT49671	31/05/2022	STEVE SAUNDERS	STAFF REIMBURSEMENT	129.39
EFT49672	31/05/2022	STORMWATER WA	STAFF TRAINING	340.00
EFT49673	31/05/2022	SYNERGY	ELECTRICITY CHARGES - HAZELMERE	1,678.81
EFT49674	31/05/2022	TANGIBILITY PTY LTD	MARKETING MATERIALS	7,104.90
EFT49675	31/05/2022	TELSTRA CORPORATION LTD	TELEPHONE CHARGES	9,627.09
EFT49676	31/05/2022	WEST TIP WASTE CONTROL	PRODUCT TRANSPORTATION COSTS	3,575.00
EFT49677	31/05/2022	WINC AUSTRALIA PTY LTD	STATIONERY & CONSUMABLES	222.05
220659	04/05/2022	EMRC PETTY CASH - BELMONT	PETTY CASH RECOUP	77.60
220660	04/05/2022	EMRC PETTY CASH - COPPIN ROAD	PETTY CASH RECOUP	127.60
220661	04/05/2022	EMRC PETTY CASH - RED HILL	PETTY CASH RECOUP	11.00
220662	13/05/2022	DEPUTY COMMISSIONER OF TAXATION	FBT PAYMENT	6,197.26
PAY 2022-23	11/05/2022	PAYROLL FE 8/5/22	NET PAYROLL	256,231.17
PAY 2022-24	25/05/2022	PAYROLL FE 22/5/22	NET PAYROLL	258,834.87
1*MAY22	02/05/2022	BANK CHARGES (1981 - 1985)	BANK FEES AND CHARGES	3,381.47
DD24042.1	08/05/2022	AWARE SUPER PTY LTD (FORMALLY FIRST STATE SUPER)	SUPERANNUATION	25,893.76
DD24042.2	08/05/2022	MARANI SUPER FUND	SUPERANNUATION	1,098.80
DD24042.3	08/05/2022	HUB24 SUPER FUND	SUPERANNUATION	261.32
DD24042.4	08/05/2022	MY NORTH SUPER (THE TRUSTEE FOR WEALTH PERSONAL SUPERANNUATION & PENSION FUND)	SUPERANNUATION	1,750.92
DD24042.5	08/05/2022	PLUM SUPERANNUATION FUND (MLC)	SUPERANNUATION	1,468.98
DD24042.6	08/05/2022	CBUS INDUSTRY SUPER	SUPERANNUATION	918.58
DD24042.7	08/05/2022	AUSTRALIAN ETHICAL SUPER	SUPERANNUATION	321.49



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DD24042.8	08/05/2022	MLC SUPER FUND	SUPERANNUATION	487.00
DD24042.9	08/05/2022	IOOF EMPLOYER SUPER	SUPERANNUATION	407.57
DD24042.10	08/05/2022	BT SUPER FOR LIFE	SUPERANNUATION	808.98
DD24042.11	08/05/2022	TELSTRA SUPERANNUATION SCHEME	SUPERANNUATION	256.13
DD24042.12	08/05/2022	AMP FLEXIBLE LIFETIME SUPER	SUPERANNUATION	939.61
DD24042.13	08/05/2022	COMMONWEALTH ESSENTIAL SUPER	SUPERANNUATION	282.13
DD24042.14	08/05/2022	COLONIAL FIRST STATE FIRSTCHOICE	SUPERANNUATION	336.91
DD24042.15	08/05/2022	PRIME SUPER	SUPERANNUATION	235.29
DD24042.16	08/05/2022	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION	3,682.03
DD24042.17	08/05/2022	LEGALSUPER	SUPERANNUATION	435.77
DD24042.18	08/05/2022	AUSTRALIAN SUPER	SUPERANNUATION	7,140.33
DD24042.19	08/05/2022	RETAIL EMPLOYEES SUPERANNUATION TRUST (REST SUPER)	SUPERANNUATION	1,985.57
DD24042.20	08/05/2022	SUNSUPER	SUPERANNUATION	269.23
DD24042.21	08/05/2022	ZURICH MASTER SUPERANNUATION FUND	SUPERANNUATION	342.61
DD24042.22	08/05/2022	ONEPATH MASTERFUND (ANZ)	SUPERANNUATION	126.35
DD24043.1	22/05/2022	AWARE SUPER PTY LTD (FORMALLY FIRST STATE SUPER)	SUPERANNUATION	25,907.96
DD24043.2	22/05/2022	HUB24 SUPER FUND	SUPERANNUATION	227.81
DD24043.3	22/05/2022	MY NORTH SUPER (THE TRUSTEE FOR WEALTH PERSONAL SUPERANNUATION & PENSION FUND)	SUPERANNUATION	1,761.48
DD24043.4	22/05/2022	PLUM SUPERANNUATION FUND (MLC)	SUPERANNUATION	1,267.38
DD24043.5	22/05/2022	CBUS INDUSTRY SUPER	SUPERANNUATION	933.98
DD24043.6	22/05/2022	AUSTRALIAN ETHICAL SUPER	SUPERANNUATION	590.42
DD24043.7	22/05/2022	MLC SUPER FUND	SUPERANNUATION	487.00
DD24043.8	22/05/2022	IOOF EMPLOYER SUPER	SUPERANNUATION	360.57
DD24043.9	22/05/2022	BT SUPER FOR LIFE	SUPERANNUATION	825.27
DD24043.10	22/05/2022	TELSTRA SUPERANNUATION SCHEME	SUPERANNUATION	256.46
DD24043.11	22/05/2022	COMMONWEALTH ESSENTIAL SUPER	SUPERANNUATION	285.14
DD24043.12	22/05/2022	AMP FLEXIBLE LIFETIME SUPER	SUPERANNUATION	942.82
DD24043.13	22/05/2022	UNISUPER	SUPERANNUATION	151.89
DD24043.14	22/05/2022	COLONIAL FIRST STATE FIRSTCHOICE	SUPERANNUATION	394.41
DD24043.15	22/05/2022	PRIME SUPER	SUPERANNUATION	237.36
DD24043.16	22/05/2022	EQUIPSUPER SUPERANNUATION FUND	SUPERANNUATION	276.35
DD24043.17	22/05/2022	LEGALSUPER	SUPERANNUATION	443.40
DD24043.18	22/05/2022	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION	3,631.75
DD24043.19	22/05/2022	AUSTRALIAN SUPER	SUPERANNUATION	7,024.20
DD24043.20	22/05/2022	RETAIL EMPLOYEES SUPERANNUATION TRUST (REST SUPER)	SUPERANNUATION	2,187.76
DD24043.21	22/05/2022	SUNSUPER	SUPERANNUATION	269.23
DD24043.22	22/05/2022	ONEPATH MASTERFUND (ANZ)	SUPERANNUATION	141.15
DD24043.23	22/05/2022	MARANI SUPER FUND	SUPERANNUATION	1,098.80
2138	16/05/2022	COMMONWEALTH BANK OF AUSTRALIA	TERM DEPOSIT INVESMTNET	6,000,000.00
2139	23/05/2022	AUSTRACLEAR LIMITED (ASX)	FINANCIAL SERVICES FEE	34.65
2140	16/05/2022	WBC - CORPORATE MASTERCARD - BRADLEY LACEY	CREDIT CARD PURCHASES	3,592.80
2141	16/05/2022	WBC - CORPORATE MASTERCARD - D AMEDURI	CREDIT CARD PURCHASES	344.53
2142	16/05/2022	WBC - CORPORATE MASTERCARD - DAVID SCHMIDT	CREDIT CARD PURCHASES	4,211.35
2143	16/05/2022	WBC - CORPORATE MASTERCARD - DOUGLAS BRUCE	CREDIT CARD PURCHASES	226.42
2144	16/05/2022	WBC - CORPORATE MASTERCARD - FRANK HUA HIM KUA	CREDIT CARD PURCHASES	299.40



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2145	16/05/2022	WBC - CORPORATE MASTERCARD - H LIEW	CREDIT CARD PURCHASES	17.99
2146	16/05/2022	WBC - CORPORATE MASTERCARD - HEIN VON BENECKE	CREDIT CARD PURCHASES	1,125.37
2147	16/05/2022	WBC - CORPORATE MASTERCARD - IZABELLA KRZYSKO	CREDIT CARD PURCHASES	40.00
2148	16/05/2022	WBC - CORPORATE MASTERCARD - JUAN-MARI DAVIES	CREDIT CARD PURCHASES	57.35
2149	16/05/2022	WBC - CORPORATE MASTERCARD - MARCUS GEISLER	CREDIT CARD PURCHASES	4.24
2150	16/05/2022	WBC - CORPORATE MASTERCARD - MARINDA ROUX	CREDIT CARD PURCHASES	3,913.58
2151	16/05/2022	WBC - CORPORATE MASTERCARD - S FITZPATRICK	CREDIT CARD PURCHASES	248.46
2152	16/05/2022	WBC - CORPORATE MASTERCARD - T BEINHAEUER	CREDIT CARD PURCHASES	1,613.53
2153	16/05/2022	WBC - CORPORATE MASTERCARD - T ECKSTEIN	CREDIT CARD PURCHASES	332.80
2154	16/05/2022	WBC - CORPORATE MASTERCARD - W HARRIS	CREDIT CARD PURCHASES	1,812.76
SUB TOTAL				8,926,399.48
LESS CANCELLED EFTs & CHEQUES				Nil
TOTAL				8,926,399.48
 REPORT				
Bank Code	Bank			
	EMRC - Municipal Fund			8,926,399.48

All Employee Superannuation obligations for the period of May 2022 have been paid by the EMRC.

14.2 FINANCIAL REPORT FOR PERIOD ENDED 31 MAY 2022

D2022/09921

PURPOSE OF REPORT

The purpose of this report is to provide Council with an overview of the EMRC's financial performance for the period ended 31 May 2022.

KEY POINTS

- Significant year to date budget variances greater than 10% or \$20,000, whichever is the greater, within each nature and type category on the Statement of Comprehensive Income as at 31 May 2022 have been identified and are reported on in the body of the report.

RECOMMENDATIONS

That Council receives the Statement of Comprehensive Income, Capital Expenditure Statement, Statement of Financial Position, Statement of Cash and Investments and the Investment Report for the period ended 31 May 2022.

SOURCE OF REPORT

Chief Financial Officer

BACKGROUND

- 1 It is a requirement of the *Local Government (Financial Management) Regulations 1996* (r.34) that a Local Government is to prepare and present to Council financial reports in such a form as the Local Government considers to be appropriate.
- 2 Submitted to each meeting of Council is a financial report and summaries which provide an overview of year to date budget performance for operating activities and capital works. Variances greater than 10% or \$20,000, whichever is the greater, within each nature and type category on the Statement of Comprehensive Income are reported on in the body of the report. Also included are end of year forecasts by nature and type for operating activities and end of year forecasts for each capital works project. These forecasts are reviewed regularly in order to provide an accurate forecast of the end of year result.

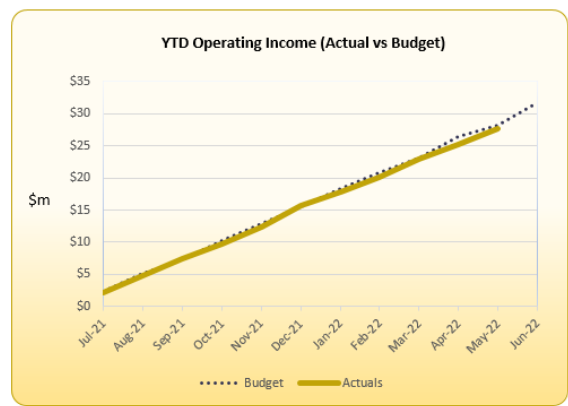
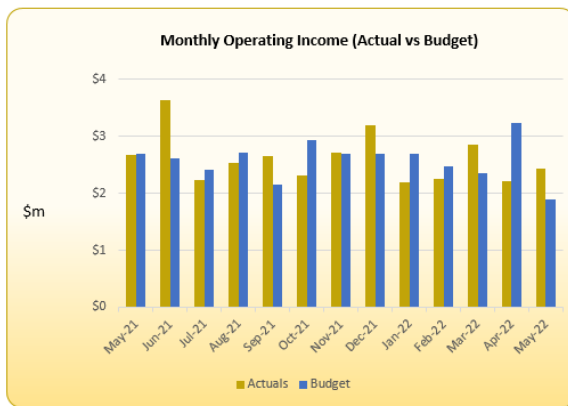
REPORT

- 3 Outlined below are financial statements for the period ended 31 May 2022. Where possible the year to date monthly budget allocations will be reviewed in order to match the appropriate timing for the various projects budgeted to be undertaken. This will provide a better comparison between the year to date actual and year to date budget figures.

Statement of Comprehensive Income - Nature and Type (refer Attachment 1)

4 The net operating result as at 31 May 2022 is a favourable variance of \$1,928,710 (56.26%) against budget. The following information is provided on key aspects of Council’s year to date financial performance:

5	Operating Income	Actuals for the Year	An unfavourable variance of \$653,753 (2.32%)
		End of Year Forecasts	A favourable variance of \$1,736,464 (5.47%)



Operating Income Variances previously reported to Council

6 The full year forecast for User Charges is above the annual budget by \$3,456,651 (10.30%). The variance is attributable to additional tonnages forecasts to be received by year end (239,679 tonnes compared to a budget of 222,770 tonnes).

7 The full year forecast for Contributions is below the annual budget by \$72,339 (30.21%). The variance relates to lower than budgeted contributions to Sustainability projects from the City of Swan (\$22k - ERCMP & Regional Spatial Mapping), Shire of Mundaring (\$19k - ERCMP & Regional Spatial Mapping) & Other Organisations (\$31k - Regional Spatial Mapping & Environmental Sustainability & Net Zero programs).

8 Year to date Operating Grants of \$193,000 is above the budget by \$20,000 (11.56%). The variance is due to a successful grant for \$20,000 relating to the Circular Economy in the Community project that was received and not previously budgeted for.

9 The full year forecast for Operating Grants is below the annual budget by \$195,000 (48.99%). The variance is due to the following grants that were budgeted for but will not be received (associated costs relating specifically to these grants have not been incurred):

- ⇒ \$105,000 - Co-ordination of Community Led NRM Projects due to the Environmental Services Section no longer existing effective from July 2021;
- ⇒ \$100,000 - Farm Dam Project; and
- ⇒ \$20,000 - Regional Integrated Transport Strategy including Net Zero; and

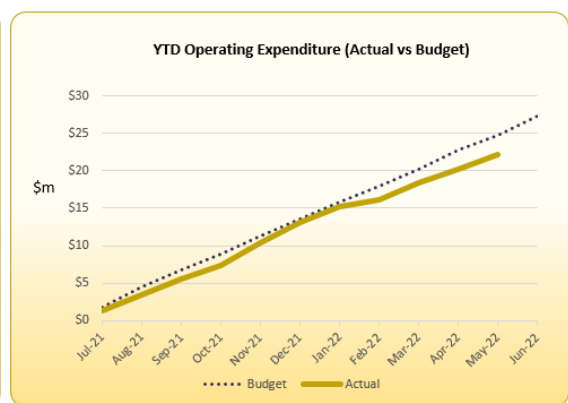
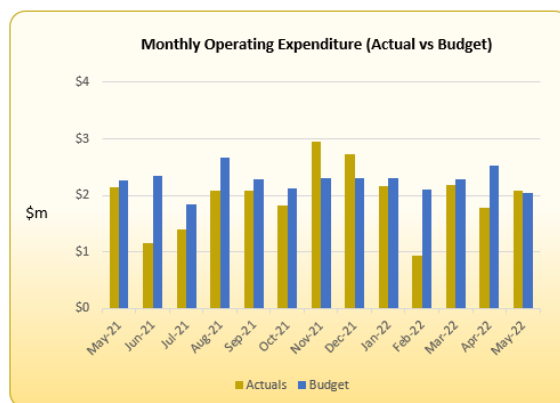
This is offset by the following successful grant not previously budgeted for that has been received:

- ⇒ \$20,000 - Circular Economy in the Community project.

10 Year to date Interest Restricted Cash Investments of \$320,570 is below the budget by \$82,767 (20.52%). The variance is due to the lower interest rates on investments being obtained and the low value of term deposit maturities to date.

- 11 The full year forecast for Interest on Municipal Fund Cash and Investment is \$360,106 (45.01%) below the budget of \$799,975. The variance is due to the lower interest rates on investments being obtained and the low value of term deposit maturities by year end.
- 12 Year to date Other Income of \$1,770,959 is below the budget by \$251,941 (12.45%). The variance is due to the Sale of Products Income of 1,413,536 lower than the budget of \$1,533,036 and lower Royalty income of \$93,311 compared to the budget of \$285,000. This is off-set by Rebate Income - Other of \$235,679 greater than budget by \$34,929 and Miscellaneous Income of \$28,432 greater than budget by \$24,318.
- 13 The full year forecast for Other Income is below the annual budget by \$635,898 (22.36%). The variance is attributable to:
- ⇒ \$506,000 - Nil Electricity Sale as a result of the WWtE project not being commissioned in the 2021/2022 financial year;
 - ⇒ \$66,109 - Lowered Sale of Products Income; and
 - ⇒ \$100,000 - Lower Royalty Income as a result of the low level of return on the sale of the EMRC LGC's. The sale of the LGC's is undertaken by EDL who operate the Landfill Gas operation at the Red Hill Waste Management Facility. The rate for the LGC's fluctuates based on market conditions. The recent sale in February 2022 achieved a sale price of \$24 compared to \$84 that was achieved in 2018.
- 14 This is off-set by a forecast increase in Rebate Income - Other of \$33,000. This relates to a forecast increase in the diesel fuel rebate due to the increased usage of diesel fuel expected by the year end.
- 15 There were no further significant Operating Income variances as at 31 May 2022.

16	Operating Expenditure	Actuals for the Year	An underspend variance of \$2,582,463 (10.41%)
		End of Year Forecasts	An underspend variance of \$1,142,342 (4.17%)



Operating Expenditure Variances previously reported to Council

- 17 Year to date Salary Expenses of \$8,583,401 is below the budget by \$1,370,141 (13.77%). This variance relates to budgeted positions yet to be filled together with unfilled vacant positions. This is partially offset by higher than budget contract labour expenses.

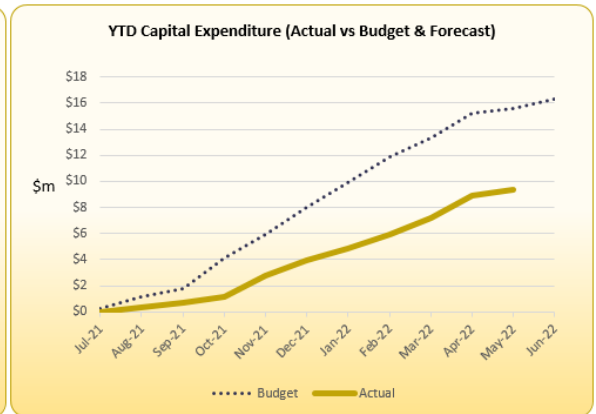
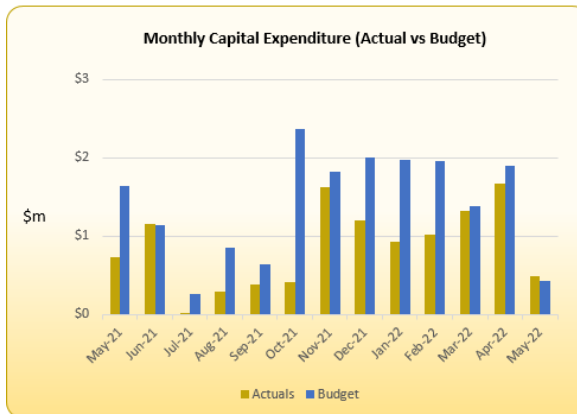
- 18 Year to date Contract Expenses of \$5,145,526 is below the budget by \$715,280 (12.20%) due to the timing of various projects, projects no longer being undertaken or projects that have been underspent from different business units. Areas where the expenditures are lower than budget for various directorates/business units include: CEO's (\$139,089), Business Support (\$377,878), Sustainability (\$278,147) and Projects (\$218,359). This is off-set by expenditure greater than budget in the Operations business unit totalling \$298,193.
- 19 Year to date Material Expenses of \$943,577 is below the budget by \$287,842 (23.37%) due to the timing of various projects, projects no longer being undertaken or projects that have been underspent from different business units. Areas where the expenditures are lower than budget for various directorates/business units include: CEO's (\$11,279), Business Support (\$51,696), Sustainability (\$81,570), Projects (\$46,251) and Operations (\$97,046).
- 20 Year to date Fuel Expenses of \$833,471 is above the budget by 178,552 (27.26%). The variance is attributable to the higher purchase price of diesel fuel compared to budget together with the higher level of tonnages forecast to be received as at year end compared to budget. The full year forecast for Fuel Expenses is \$115,083 above the budget of \$720,135 (15.98%).
- 21 Year to date Miscellaneous Expenses of \$724,882 is below the budget by \$402,782 (35.72%) due to the timing of various projects, projects no longer being undertaken or projects that have been underspent from different business units. Areas where the expenditures are lower than budget for various directorates/business units include: CEO's (\$94,303), Business Support (\$48,956), Sustainability (\$78,377), Projects (\$45,078) and Operations (\$136,068).
- 22 Following instructions from the OAG regarding the method of calculation of provisions, the full year forecast for Provision Expenses is \$1,468,811 (185.02%) above the budget of \$793,871. This variance relates to a higher than budgeted rate per tonne for the Post Closure Site Rehabilitation provision and the Environmental Monitoring provision that was recalculated following the completion of the 2020/2021 Annual Financial Report. The 12-month CPI rate and discount factor rates as at 30 June each year are used to calculate the provisions. As the rates can vary significantly from year to year, the budgeting for these provisions is based on an average of the 3 previous years rates with the actual value being calculated as at year end. Although this has an impact on the Net Result in the Statement of Comprehensive Income, these non-cash additional provisions do not affect the cash flow. The year to date Provision expenses of \$976,472 is above the budget by \$188,767 (23.96%).
- 23 Year to date Cost Allocations of \$140,359 is above the budget by \$58,376 (71.21%). This variance relates to internal costs allocated to various projects and specifically capital expenditure projects that have been budgeted to utilise the EMRC's plant and labour.
- 24 The full year forecast for Carrying Amount of Assets Disposed Of is \$56,006 (19.71%) above the budget of \$284,165. This relates to the Written Down Value of Plant and Vehicles that have achieved their change over period and have been sold.
- 25 There were no further significant Operating Expenditure variances as at 31 May 2022.

Other Comprehensive Income	Actuals for the Year	Nil
	End of Year Forecasts	Nil

- 26 There were no significant Other Comprehensive Income variances as at 31 May 2022.

Capital Expenditure Statement (refer Attachment 2)

Capital Expenditure	Actuals for the Year	An underspend variance of \$5,958,891
	End of Year Forecasts	An underspend variance of \$4,673,573



Capital Expenditure Variances

- 27 An underspent variance of \$5,958,891 existed as at 31 May 2022 when compared to the year to date budget of \$15,357,720. Various factors have impacted on the capital expenditure on projects during the early part of the financial year, particularly as a result of inclement weather. October 2021 represented the highest rainfall for October since weather records began. As a result, it has impacted on the EMRC’s project works at Red Hill Waste Management Facility (RHWMF).
- 28 Work at RHWMF and other site works are now progressing well.
- 29 It is anticipated that there will be a significant uplift in project activity by the end of the financial year as project works continue unhindered by the weather, bringing capital expenditure back in line with budgeted timing.
- 30 Capital expenditure of \$9,398,829 has been undertaken to 31 May 2022 with the major capital expenditure being on the following:
- Construct Commercial Transfer Station - HRRP - \$4,633,531;
 - Purchase/Replace Plant - HRRP - \$678,098;
 - Construct Class III Cell, Stage 16 - RHWMF - \$600,596;
 - Construct WWtE Building (Pre-Commissioning Costs) - HRRP - \$495,243;
 - Construct Workshop No 3 - RHWMF - \$632,340;
 - Purchase/Replace Minor Plant & Equipment - RHWMF - \$296,882;
 - Construct Concrete Pad East of C & I Building - HRRP - \$255,228;
 - WWtE Project - HRRP - \$229,174;
 - Gas Extraction System Wells - RHWMF - \$216,414
 - Purchase/Replace Vehicles - \$189,230; and
 - Purchase/Replace Plant - RHWMF - \$155,539.
- 31 The forecast capital expenditure of \$11,659,431 is \$4,673,573 below the budget of \$16,333,004.

32 Significant reductions to capital budgets where savings have been achieved, or where project expenditure has been deferred due to delays and/or carried forward or not required include the following:

- ⇒ Air Pollution Control Residue Facility (APCR) - RHLF - \$2,260,000 (c/fwd);
- ⇒ Purchase / Replace Plant - RHLF - \$594,461;
- ⇒ Liquid Waste Project - RHLF - \$500,000 (c/fwd);
- ⇒ Capital Improvements Administration Building - Ascot Place - \$458,000 (c/fwd)
- ⇒ Construct Class III Cell Stage 17 - RHLF - \$347,500 (c/fwd);
- ⇒ Sewer Line from Lakes Road to Mary St - HRRF - \$294,405 (c/fwd);
- ⇒ WWtE Utilities/Infrastructure - HRRP - \$272,085 (c/fwd);
- ⇒ Upgrade Power to Workshop No 2 - RHLF - \$249,976 (c/fwd);
- ⇒ Extension of Sewer Line from WWtE to Sewer Sump 7 Existing ATU - HRRF - \$180,000 (c/fwd);
- ⇒ Construct WWtE Building (Pre-Commissioning Costs) - HRRP - \$172,585 (c/fwd);
- ⇒ Install Power to Lots 8, 9 and 10 - RHLF - \$150,000 (c/fwd);
- ⇒ Design and Construct Class IV Cell Stage 3 - RHLF - \$147,500 (c/fwd);
- ⇒ Implementation of the FOGO Recovery Strategy - RHLF - \$145,338 (c/fwd);
- ⇒ Construct Leachate and Stormwater Infrastructure and Siltation Ponds - RHLF - \$145,222 (part c/fwd);
- ⇒ Construct WWtE Building - HRRP - \$140,715 (c/fwd);
- ⇒ Construct Community Recycling Centre (CRC) - HRRP - \$129,906 (c/fwd);
- ⇒ Construct Access Road to Lots 8, 9 & 10 - RHLF - \$128,000 (c/fwd); and
- ⇒ Construct Roads / Carparks - RHLF - \$106,000 (c/fwd);
- ⇒ Refurbish Plant - RHLF - \$100,000;
- ⇒ Noise Barrier for Hammer Mill - HRRP - \$99,900 (c/fwd);
- ⇒ Construct Drainage Diversion and Earthworks Infrastructures - RHLF - \$75,000 (c/fwd);
- ⇒ Construct Monitoring Bores - HRRP - \$70,000 (c/fwd);
- ⇒ Purchase Vehicles - Ascot Place - \$69,000;
- ⇒ Construct Waste Management Facility Building - RHLF - \$68,700 (c/fwd).

33 This is offset by an increase in the following Capital Expenditure budget provision following a review of the capital expenditure program:

- ⇒ Construct Commercial Transfer Station (HRRP) - \$1,372,754;

This was subject to a report submitted to Council and approved by Council at its meeting held on 26 August 2021 (Ref: D2021/12261) for an additional sum of \$4,041,126 (\$3,500,000 was forecast in the 2022/2023 financial year and was bought forward to 2021/2022). Due to the timing of works \$3,668,372 of the approved amount is to be carried forward into the 2022/2023 financial year.

- ⇒ Construct Class III Stage 16 Landfill Cell - RHLF - \$600,222;

The construction of the Class III Stage 16 Cell was expected to be completed by 30 June 2021 at a forecast cost of \$3,171,717. As a result, no carried forward provision was made in the 2021/2022 Annual Budget. However, due to the cell liner which was found to be out of specification and had to be replaced at the contractor's expense, as well as inclement weather, the construction of the cell was not completed by the end of June 2021. The actual expenditure as at 30 June 2021 totalled \$1,923,859 being \$1,247,858 below the expected forecast value of \$3,171,717. The Class III Stage 16 Cell has now been completed.

- ⇒ Construct Workshop No 3 - RHLF - \$229,127;

This was subject to a report submitted to Council and approved by Council at its meeting held on 25 November 2021 (Ref: D2021/23177) for an additional sum of \$846,384 to accommodate a higher than budgeted tender submission. Due to the timing of works \$617,257 of the approved amount is to be carried forward into the 2022/2023 financial year.

- ⇒ Construct FOGO Processing Area - RHLF - \$184,959;

\$108,460 of this amount was subject to a report submitted to Council and approved by Council at its meeting held on 26 August 2021 (Ref: D2021/15757). The remaining amount was required as part of an extension to the FOGO processing area and was adjusted as part of the half year budget review.

Statement of Financial Position (refer Attachment 3)

- 34 The Statement of Financial Position shows the overall impact of actual balances compared with budget provisions and end of year forecasts for operating and capital works activities.
- 35 Total Equity as at 31 May 2022 totals \$170,517,013. This is a decrease of \$15,235,965 from the 30 June 2021 equity of \$185,752,978. This is as a result of a provision estimate of \$20,592,681 being brought to account for the City of Belmont equity entitlement payment due in July 2023.
- 36 It has been forecast that Total Equity as at 30 June 2022 will be below the original budget of \$189,263,414 by \$7,944,065 for the reason as outlined above.

Statement of Cash and Investments (refer Attachment 4)

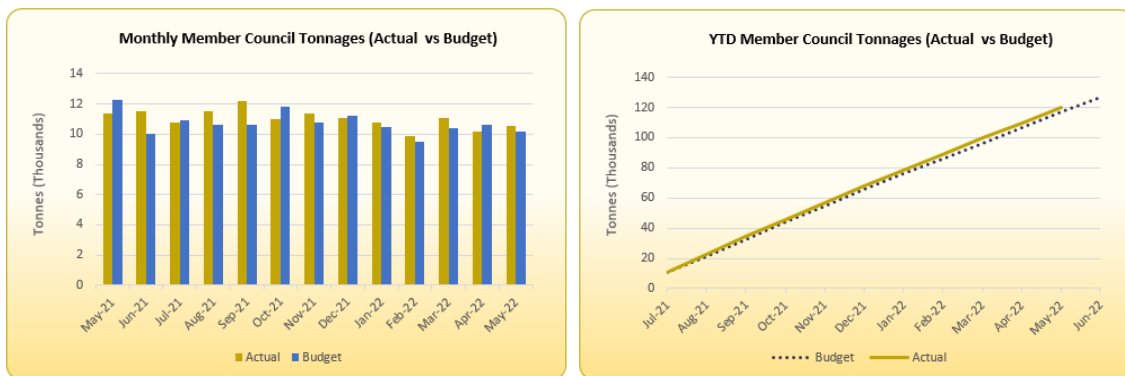
- 37 The level of cash and investments in the Municipal Fund as at 31 May 2022 is \$36,151,105 and Restricted Cash amount to \$43,699,442. This is inclusive of the movement of \$20,592,681 from the Secondary Waste Reserve to the Municipal Fund to cover the estimated provision for the City of Belmont equity entitlement payment due in July 2023.
- 38 The net movement for the month is an increase of \$1,425,323.
- 39 It has been currently forecast that Total Cash and Investments as at 30 June 2022 will be above the original budget of \$69,885,715 by \$19,037,236.

Investment Report (refer Attachment 5)

- 40 Term deposits valued at \$9,000,000 matured during May 2022. Of these funds \$6,000,000 was reinvested into further term deposits.

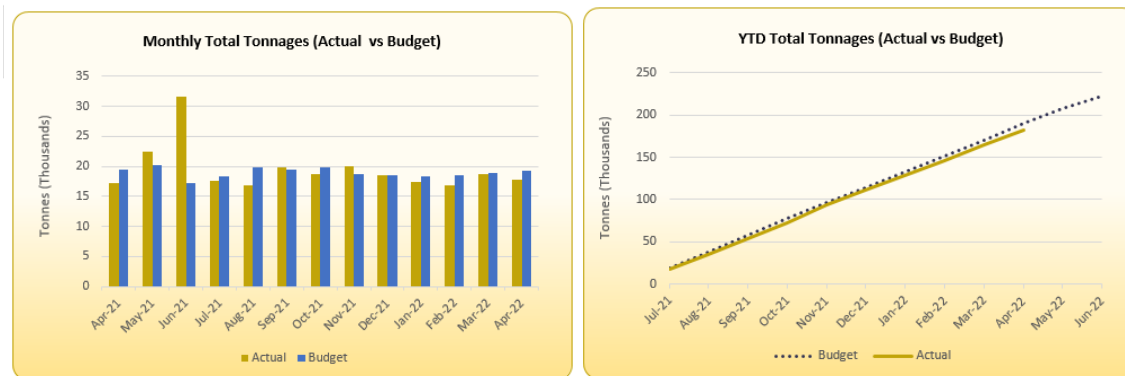
41 Due to the ME Bank being acquired by the BOQ in February/March of 2022 the combined portfolio percentage of the two ADI's of 20.09% now exceeds the policy limit of 20%. This will not be reduced until such time that either additional funds are invested in other banks and the portfolio total is increased or until the redemption of the next BOQ TD maturity in September 2022. It should be noted that the EMRC have not invested with BOQ or ME Bank since December 2021. As a consequence, the policy breach has been unavoidable.

Tonnages – Member Councils



42 YTD tonnages received from member Councils total 120,328 tonnes compared to the budget of 117,083 tonnes. As at the same period in 2020/2021 tonnages from member Councils totalled 130,700 tonnes (which included City of Belmont tonnages of 15,593).

Tonnages – Total Tonnages



43 YTD total tonnages received from all sources total 199,729 tonnes compared to the budget of 207,377 tonnes. As at the same period in 2020/2021 tonnages received from all sources totalled 202,407 tonnes (which included City of Belmont tonnages of 15,593).

STRATEGIC/POLICY IMPLICATIONS

- 44 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

45 As outlined within the report and attachments.

SUSTAINABILITY IMPLICATIONS

46 Nil

RISK MANAGEMENT

Risk – Non-Compliance with Financial Regulations		
Consequence	Likelihood	Rating
Moderate	Unlikely	Moderate
Action/Strategy		
<ul style="list-style-type: none"> ➤ The financial report is scrutinised by the EMRC Council to ensure that all statutory requirements are met. ➤ Internal Audit reviews to ensure compliance with Financial Regulations. ➤ External Audit confirms compliance. 		

MEMBER COUNCIL IMPLICATIONS

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

ATTACHMENT(S)

1. Statement of Comprehensive Income by Nature and Type (D2022/10068)
2. Capital Expenditure Statement (D2022/10069)
3. Statement of Financial Position (D2022/10070)
4. Statement of Cash and Investments (D2022/10071)
5. Investment Report (D2022/10072)

VOTING REQUIREMENT

Simple Majority



RECOMMENDATION(S)

That Council receives the Statement of Comprehensive Income, Capital Expenditure Statement, Statement of Financial Position, Statement of Cash and Investments and the Investment Report for the period ended 31 May 2022.

COUNCIL RESOLUTION(S)

MOVED

SECONDED



STATEMENT OF COMPREHENSIVE INCOME

Nature and Type

Year to Date			MAY 2022				Full Year		
Actual	Budget	Variance			Forecast	Budget	Variance		
Operating Income									
\$30,213,324	\$30,984,002	(\$770,678)	(U)	User Charges	\$37,022,847	\$33,566,196	\$3,456,651	(F)	
(\$11,391,098)	(\$11,751,168)	\$360,070	(F)	<u>Less</u> Landfill Levy Charges	(\$13,755,003)	(\$12,819,464)	(\$935,539)	(U)	
\$18,822,226	\$19,232,834	(\$410,608)	(U)	Net User Charges	\$23,267,844	\$20,746,732	\$2,521,112	(F)	
\$524,246	\$519,124	\$5,122	(F)	Special Charges	\$605,925	\$556,739	\$49,186	(F)	
\$3,900,856	\$3,843,078	\$57,778	(F)	Secondary Waste Charge	\$4,493,804	\$4,121,290	\$372,514	(F)	
\$165,117	\$167,121	(\$2,004)	(U)	Contributions	\$167,121	\$239,460	(\$72,339)	(U)	
\$193,000	\$173,000	\$20,000	(F)	Operating Grants	\$203,000	\$398,000	(\$195,000)	(U)	
\$134,382	\$120,989	\$13,393	(F)	Interest Municipal Cash Investments	\$137,029	\$132,000	\$5,029	(F)	
\$320,570	\$403,337	(\$82,767)	(U)	Interest Restricted Cash Investments	\$439,869	\$799,975	(\$360,106)	(U)	
\$1,384,240	\$1,405,966	(\$21,726)	(U)	Reimbursements	\$1,610,688	\$1,536,722	\$73,966	(F)	
\$1,770,959	\$2,022,900	(\$251,941)	(U)	Other	\$2,208,380	\$2,844,278	(\$635,898)	(U)	
\$362,455	\$343,455	\$19,000	(F)	Proceeds from Sale of Assets	\$329,000	\$351,000	(\$22,000)	(U)	
\$27,578,051	\$28,231,804	(\$653,753)	(U)	Total Operating Income	\$33,462,660	\$31,726,196	\$1,736,464	(F)	
Operating Expenditure									
\$8,583,401	\$9,953,542	\$1,370,141	(F)	Salary Expenses	\$10,064,688	\$11,174,794	\$1,110,106	(F)	
\$5,145,526	\$5,860,806	\$715,280	(F)	Contract Expenses	\$6,947,567	\$6,429,257	(\$518,310)	(U)	
\$943,577	\$1,231,419	\$287,842	(F)	Material Expenses	\$1,343,145	\$1,347,539	\$4,394	(F)	
\$258,551	\$284,126	\$25,575	(F)	Utility Expenses	\$340,150	\$310,375	(\$29,775)	(U)	
\$833,471	\$654,919	(\$178,552)	(U)	Fuel Expenses	\$835,218	\$720,135	(\$115,083)	(U)	
\$283,150	\$284,320	\$1,170	(F)	Insurance Expenses	\$309,404	\$310,604	\$1,200	(F)	
\$4,313,283	\$4,427,513	\$114,230	(F)	Depreciation Expenses	\$5,016,610	\$4,826,380	(\$190,230)	(U)	
\$724,882	\$1,127,664	\$402,782	(F)	Miscellaneous Expenses	\$1,147,558	\$1,261,747	\$114,189	(F)	
\$976,472	\$787,705	(\$188,767)	(U)	Provision Expenses	\$2,262,682	\$793,871	(\$1,468,811)	(U)	
(\$140,359)	(\$81,983)	\$58,376	(F)	Costs Allocated	(\$95,327)	(\$89,343)	\$5,984	(F)	
\$299,381	\$273,767	(\$25,614)	(U)	Carrying Amount of Assets Disposed Of	\$340,171	\$284,165	(\$56,006)	(U)	
\$22,221,335	\$24,803,798	\$2,582,463	(F)	Total Operating Expenditure	\$28,511,866	\$27,369,524	(\$1,142,342)	(U)	
\$5,356,716	\$3,428,006	\$1,928,710	(F)	NET RESULT BEFORE OTHER COMPREHENSIVE INCOME	\$4,950,794	\$4,356,672	\$594,122	(F)	
Surplus	Surplus				Surplus	Surplus			
Other Comprehensive Income									
\$0	\$0	\$0	(F)	Revaluation of Assets/Accumulated Depreciation Reversal	\$0	\$0	\$0	(F)	
\$0	\$0	\$0	(F)	Total Other Comprehensive Income	\$0	\$0	\$0	(F)	
\$5,356,716	\$3,428,006	\$1,928,710	(F)	CHANGE IN NET ASSETS FROM OPERATIONS	\$4,950,794	\$4,356,672	\$594,122	(F)	
Surplus	Surplus				Surplus	Surplus			

Notes:

1. User Charges - include member Councils and casual users pertaining to waste, risk management and environmental services fees and charges;
2. Special Charges - Waste Education Levy;
3. Contributions - member Councils' contributions to projects and services;
4. Operating Grants - grant income predominantly from government agencies; and
5. Other Operating Income - includes income from the sale of products;

(F) denotes Favourable variance and (U) denotes Unfavourable variance



CAPITAL EXPENDITURE STATEMENT

MAY 2022

Year to Date			On Order	Full Year		
Actual	Budget	Variance		Forecast	Budget	Variance
CEO's Team						
\$0	\$30,000	\$30,000	\$0			
\$0	\$0	\$0	\$0			
\$0	\$30,000	\$30,000	\$0	\$10,000	\$40,000	\$30,000



CAPITAL EXPENDITURE STATEMENT

MAY 2022

Year to Date			On Order		Full Year		
Actual	Budget	Variance			Forecast	Budget	Variance
Business Support							
\$189,230	\$266,000	\$76,770	\$0	Purchase Vehicles - Ascot Place (24440/00)	\$197,000	\$266,000	\$69,000
\$0	\$10,000	\$10,000	\$0	Purchase Furniture Fittings & Equipment - Corporate Services (24510/01)	\$10,000	\$10,000	\$0
\$90,193	\$129,000	\$38,807	\$33,050	Purchase Information Technology & Communication Equipment (24550/00)	\$163,000	\$129,000	(\$34,000)
(\$10,524)	\$0	\$10,524	\$0	Capital Improvement Administration Building - Ascot Place (25240/01)	\$0	\$458,000	\$458,000
\$0	\$0	\$0	\$0	Upgrade Security Equipment - Ascot Place (25530/01)	\$5,000	\$5,000	\$0
\$268,900	\$405,000	\$136,100	\$33,050		\$375,000	\$868,000	\$493,000



CAPITAL EXPENDITURE STATEMENT

MAY 2022

Year to Date			On Order		Full Year		
Actual	Budget	Variance			Forecast	Budget	Variance
Operations Team							
\$11,516	\$100,000	\$88,484	\$0	Construct Waste Management Facility Buildings - Red Hill Landfill Facility (24250/01)	\$31,300	\$100,000	\$68,700
\$4,778	\$200,000	\$195,222	\$0	Construct Leachate and Stormwaste Infrastructure and Siltation Ponds - Red Hill Landfill Facility (24350/01)	\$54,778	\$200,000	\$145,222
\$0	\$100,000	\$100,000	\$0	Construct Drainage Diversion and Earthworks Infrastructures - Red Hill Landfill Facility (24380/00)	\$25,000	\$100,000	\$75,000
\$0	\$50,000	\$50,000	\$0	Air Supply lines - Waste Management Structures - Red Hill Landfill Facility (24399/10)	\$50,000	\$50,000	\$0
\$216,414	\$200,000	(\$16,414)	\$0	Gas Extraction System Wells - Red Hill Landfill Facility (24399/20)	\$216,414	\$200,000	(\$16,414)
\$155,539	\$950,000	\$794,461	\$210,604	Purchase / Replace Plant - Red Hill Landfill Facility (24410/00)	\$355,539	\$950,000	\$594,461
\$678,098	\$650,000	(\$28,098)	\$406,405	Purchase / Replace Plant - Hazelmere (24410/01)	\$678,098	\$650,000	(\$28,098)
\$296,882	\$255,000	(\$41,882)	\$0	Purchase / Replace Minor Plant and Equipment-Red Hill Landfill Facility (24420/00)	\$296,882	\$275,000	(\$21,882)
\$40,342	\$96,000	\$55,658	\$36,200	Purchase / Replace Minor Plant and Equipment - Hazelmere (24420/02)	\$49,000	\$104,000	\$55,000
\$0	\$99,000	\$99,000	\$43,366	Purchase / Replace Vehicles - Red Hill Landfill Facility (24430/00)	\$132,000	\$132,000	\$0
\$0	\$5,000	\$5,000	\$0	Purchase Fire Fighting System/Equipment - Hazelmere (24520/07)	\$5,000	\$5,000	\$0
\$5,731	\$213,500	\$207,769	\$0	Purchase / Replace Security System - Red Hill Waste Management Facility (24530/08)	\$213,500	\$213,500	\$0



CAPITAL EXPENDITURE STATEMENT

MAY 2022

Year to Date			On Order	Full Year		
Actual	Budget	Variance		Forecast	Budget	Variance
Operations Team						
\$19,250	\$10,000	(\$9,250)	\$0	Purchase / Replace Security System - Hazelmere (24530/10)	\$19,250	\$10,000 (\$9,250)
\$0	\$30,000	\$30,000	\$0	Purchase Information Technology & Communication Equipment - Hazelmere (24550/03)	\$0	\$30,000 \$30,000
\$13,663	\$0	(\$13,663)	\$14,217	Purchase Information Technology & Communication Equipment - Baywaste (24550/04)	\$0	\$0 \$0
\$0	\$36,000	\$36,000	\$0	Purchase / Replace Other Equipment - Red Hill Landfill Facility (24590/00)	\$40,000	\$40,000 \$0
\$15,000	\$0	(\$15,000)	\$0	Purchase / Replace Miscellaneous Equipment - Hazelmere (24590/02)	\$15,000	\$0 (\$15,000)
\$59,850	\$70,000	\$10,150	\$0	Purchase Office Furniture and Fittings - Hazelmere Office (24610/10)	\$60,000	\$70,000 \$10,000
\$6,783	\$60,000	\$53,217	\$0	Purchase Furniture and Fittings - Hazelmere Workshop (24610/11)	\$10,000	\$60,000 \$50,000
\$0	\$300,000	\$300,000	\$180,000	Refurbish Plant - Red Hill Landfill Facility (25410/00)	\$200,000	\$300,000 \$100,000
\$1,523,847	\$3,424,500	\$1,900,653	\$890,793		\$2,451,761	\$3,489,500 \$1,037,739



CAPITAL EXPENDITURE STATEMENT

MAY 2022

Year to Date			On Order		Full Year		
Actual	Budget	Variance			Forecast	Budget	Variance
Projects Team							
\$257	\$0	(\$257)	\$0	Purchase Waste Management Land (24150/02)	\$257	\$0	(\$257)
\$632,340	\$774,811	\$142,471	\$889,116	Construct Workshop No 3 - Red Hill Landfill Facility (24250/08)	\$1,003,938	\$774,811	(\$229,127)
\$62,599	\$273,032	\$210,433	\$1,850	Construct Wood Waste to Energy Building - HRRP (24259/05)	\$132,317	\$273,032	\$140,715
\$94	\$130,000	\$129,906	\$0	Construct Community Recycling Centre (CRC) - HRRP (24259/06)	\$94	\$130,000	\$129,906
\$4,633,531	\$3,500,000	(\$1,133,531)	\$2,379,118	Construct Commercial Transfer Station - HRRP (24259/10)	\$4,872,754	\$3,500,000	(\$1,372,754)
\$25,743	\$0	(\$25,743)	\$0	Construct Site Workshop - HRRP (24259/13)	\$25,743	\$0	(\$25,743)
\$24	\$250,000	\$249,976	\$29,333	Upgrade Power Supply to Workshop No 2 - Red Hill Landfill Facility (24259/15)	\$24	\$250,000	\$249,976
\$0	\$150,000	\$150,000	\$0	Install Power Supply to Lots 8 9 & 10 - Red Hill Landfill Facility (24259/16)	\$0	\$150,000	\$150,000
\$495,243	\$826,908	\$331,665	\$3,340	Construct Wood Waste to Energy Building (Pre-Commissioning) - HRRP (24259/18)	\$654,335	\$826,920	\$172,585
\$14,499	\$60,000	\$45,501	\$0	Construct Wood Waste to Energy Dry Char Storage Facility - HRRP (24259/19)	\$24,475	\$60,000	\$35,525
\$250	\$40,000	\$39,750	\$39,150	Construct Wood Waste to Energy Bucket Extension - HRRP (24259/20)	\$40,000	\$40,000	\$0
\$51,498	\$0	(\$51,498)	\$134,393	Construct Wood Waste to Energy Project (EMRC WWtE Step-In) - HRRP (24259/21)	\$121,761	\$0	(\$121,761)
\$600,596	\$0	(\$600,596)	\$0	Construct Class III Cell Stage 16 - Red Hill Landfill Facility (24310/19)	\$600,222	\$0	(\$600,222)
\$1,886	\$200,000	\$198,114	\$0	Construct Class III Cell Stage 17 - Red Hill Landfill Facility (24310/21)	\$2,500	\$350,000	\$347,500



CAPITAL EXPENDITURE STATEMENT

MAY 2022

Year to Date			On Order		Full Year		
Actual	Budget	Variance			Forecast	Budget	Variance
Projects Team							
\$1,436	\$150,000	\$148,564	\$0	Design and Construct Class IV Cell Stage 3 - Red Hill Landfill Facility (24330/05)	\$2,500	\$150,000	\$147,500
\$80,372	\$185,500	\$105,128	\$1,880	Construct Roads / Carparks - Red Hill Landfill Facility (24370/00)	\$79,500	\$185,500	\$106,000
\$1,269	\$130,000	\$128,731	\$0	Construct Access Road to Lots 8 9 10 - Red Hill Landfill Facility (24370/02)	\$2,000	\$130,000	\$128,000
\$0	\$50,000	\$50,000	\$0	Construct Litter Fence - Redhill Landfill Facility (24394/05)	\$0	\$50,000	\$50,000
\$117,583	\$150,000	\$32,417	\$0	Resource Recovery Park - Noise Control Fencing (24394/06)	\$117,583	\$150,000	\$32,417
\$33,752	\$55,000	\$21,248	\$0	Construct Hardstand and Road - Hazelmere (24395/01)	\$33,752	\$55,000	\$21,248
\$78,286	\$0	(\$78,286)	\$145,691	Construct FOGO Processing Area - Red Hill Landfill Facility (24395/05)	\$184,959	\$0	(\$184,959)
\$0	\$62,500	\$62,500	\$0	Undertake FOGO Reference Site Tours (24395/06)	\$25,000	\$62,500	\$37,500
\$95,913	\$297,728	\$201,815	\$29,165	Implementation of the FOGO Recovery Strategy (24395/07)	\$154,662	\$300,000	\$145,338
\$29,900	\$70,000	\$40,100	\$0	Construct Monitoring Bores - Red Hill Landfill Facility (24396/00)	\$29,900	\$70,000	\$40,100
\$0	\$60,000	\$60,000	\$0	Construct Monitoring Bores - Hazelmere (24396/02)	\$0	\$70,000	\$70,000
\$6,025	\$0	(\$6,025)	\$0	Construct Site Infrastructure - HRRP (24399/01)	\$10,000	\$0	(\$10,000)
\$126,212	\$408,754	\$282,542	\$61,524	Wood Waste to Energy Utilities/Infrastructure - HRRP (24399/11)	\$136,669	\$408,754	\$272,085
\$0	\$250,000	\$250,000	\$0	Liquid Waste Project - Red Hill Landfill Facility (24399/16)	\$0	\$500,000	\$500,000



CAPITAL EXPENDITURE STATEMENT

MAY 2022

Year to Date			On Order		Full Year		
Actual	Budget	Variance			Forecast	Budget	Variance
Projects Team							
\$41,119	\$2,300,000	\$2,258,881	\$3,500	Air Pollution Control Residue Facility (APCR) - Red Hill Landfill Facility (24399/21)	\$40,000	\$2,300,000	\$2,260,000
\$255,228	\$250,000	(\$5,228)	\$0	Construct Concrete Pad east of C&I Building - HRRP (24399/22)	\$255,228	\$250,000	(\$5,228)
\$17,063	\$200,000	\$182,937	\$0	Extension of Sewer Line from WWtE to Sewer Sump & existing ATU - HRRP (24399/23)	\$20,000	\$200,000	\$180,000
\$5,595	\$300,000	\$294,405	\$0	Sewer Line from Lakes Rd to Mary St - HRRP (24399/24)	\$5,595	\$300,000	\$294,405
\$121,653	\$120,000	(\$1,653)	\$0	Extension of Concrete Pad with Workshop area - HRRP (24399/25)	\$121,653	\$120,000	(\$1,653)
\$97	\$100,000	\$99,903	\$0	Noise Barrier for Hammer Mill - HRRP (24399/26)	\$100	\$100,000	\$99,900
\$0	\$50,000	\$50,000	\$0	Digital Sign (DWER Requirement) - HRRP (24399/27)	\$0	\$50,000	\$50,000
\$40,363	\$103,987	\$63,624	\$0	Purchase Wood Waste to Energy Plant & Equipment - HRRP (24410/03)	\$79,967	\$103,987	\$24,020
\$2,800	\$0	(\$2,800)	\$2,900	Purchase FOGO Processing Plant - Red Hill Landfill Facility (24410/10)	\$2,800	\$0	(\$2,800)
\$32,857	\$0	(\$32,857)	\$0	Regional Waste Collection Project (24410/14)	\$42,382	\$0	(\$42,382)
\$0	\$0	\$0	\$0	Purchase Information Technology & Communication Equipment - Projects (24550/02)	\$0	\$25,000	\$25,000
\$7,606,083	\$11,498,220	\$3,892,137	\$3,720,959		\$8,822,670	\$11,935,504	\$3,112,834
\$9,398,829	\$15,357,720	\$5,958,891	\$4,644,802	TOTAL CAPITAL EXPENDITURE	\$11,659,431	\$16,333,004	\$4,673,573



STATEMENT OF FINANCIAL POSITION

MAY 2022

Actual June 2021	Actual Year to Date	(F) = Favourable variation (U) = Unfavourable variation	Full Year		
			Forecast	Budget	Variance
Current Assets					
\$5,861,145	\$7,149,142	Cash and Cash Equivalents	\$3,302,691	\$2,010,280	\$1,292,411 (F)
\$82,123,503	\$72,701,405	Investments	\$85,620,260	\$67,875,435	\$17,744,825 (F)
\$3,431,287	\$3,803,600	Trade and Other Receivables	\$2,987,058	\$2,987,058	\$0 (F)
\$36,424	\$30,167	Inventories	\$39,035	\$39,035	\$0 (F)
\$32,382	\$599,070	Other Assets	\$67,382	\$67,382	\$0 (F)
\$91,484,741	\$84,283,384	Total Current Assets	\$92,016,426	\$72,979,190	\$19,037,236 (F)
Current Liabilities					
\$12,624,600	\$3,876,220	Trade and Other Payables	\$6,160,299	\$6,160,299	\$0 (F)
\$1,814,744	\$1,814,744	Provisions	\$1,892,645	\$1,892,645	\$0 (F)
\$14,439,344	\$5,690,964	Total Current Liabilities	\$8,052,944	\$8,052,944	\$0 (F)
\$77,045,397	\$78,592,420	Net Current Assets	\$83,963,482	\$64,926,246	\$19,037,236 (F)
Non Current Assets					
\$47,850,000	\$47,850,257	Land	\$52,586,164	\$52,585,907	\$257 (F)
\$6,506,875	\$7,833,881	Buildings	\$16,859,079	\$16,583,375	\$275,704 (F)
\$21,977,142	\$22,680,111	Structures	\$26,079,502	\$30,428,680	(\$4,349,178) (U)
\$13,136,462	\$12,527,830	Plant	\$14,106,720	\$14,867,626	(\$760,906) (U)
\$638,147	\$566,911	Equipment	\$1,102,005	\$1,123,575	(\$21,570) (U)
\$126,449	\$180,080	Furniture and Fittings	\$186,488	\$250,604	(\$64,116) (U)
\$25,179,667	\$28,561,837	Work in Progress	\$17,536,763	\$17,536,763	\$0 (F)
\$115,414,742	\$120,200,907	Total Non Current Assets	\$128,456,721	\$133,376,530	(\$4,919,809) (U)
Non Current Liabilities					
\$6,707,161	\$28,276,314	Provisions	\$31,100,854	\$9,039,362	(\$22,061,492) (U)
\$6,707,161	\$28,276,314	Total Non Current Liabilities	\$31,100,854	\$9,039,362	(\$22,061,492) (U)
\$185,752,978	\$170,517,013	Net Assets	\$181,319,349	\$189,263,414	(\$7,944,065) (U)
Equity					
\$76,354,391	\$84,675,388	Accumulated Surplus/Deficit	\$78,115,239	\$82,936,785	(\$4,821,546) (U)
\$65,953,610	\$43,327,017	Cash Backed Reserves	\$61,095,424	\$64,812,065	(\$3,716,641) (U)
\$37,157,892	\$37,157,892	Asset Revaluation Reserve	\$37,157,892	\$37,157,892	\$0 (F)
\$6,287,085	\$5,356,716	Net change in assets from operations	\$4,950,794	\$4,356,672	\$594,122 (F)
\$185,752,978	\$170,517,013	Total Equity	\$181,319,349	\$189,263,414	(\$7,944,065) (U)



CASH AND INVESTMENTS MAY 2022

Actual June 2021	Actual Year to Date		Full Year		
			Forecast	Budget	Variance
Municipal Cash and Investments					
5,857,095	7,145,092	Cash at Bank - Municipal Fund 01001/00	3,298,641	2,006,230	1,292,411 (F)
4,050	4,050	Cash on Hand 01019/00 - 02	4,050	4,050	0 (F)
16,046,391	29,001,963	Investments - Municipal Fund 02021/00	23,469,198	2,000,000	21,469,198 (F)
21,907,536	36,151,105	Total Municipal Cash	26,771,889	4,010,280	22,761,609 (F)
Restricted Cash and Investments					
749,821	752,635	Restricted Investments - Plant and Equipment 02022/01	2,247,152	704,819	1,542,333 (F)
2,943,263	2,954,309	Restricted Investments - Post Closure Site Rehabilitation Red Hill 02022/02	4,454,935	6,090,227	(1,635,292) (U)
11,460,995	11,504,007	Restricted Investments - Future Development 02022/03	25,459,842	9,086,393	16,373,449 (F)
1,349,161	1,354,225	Restricted Investments - Environmental Monitoring Red Hill 02022/04	2,059,936	2,951,545	(891,609) (U)
59,639	0	Restricted Investments - Environmental Insurance Red Hill 02022/05	0	65,714	(65,714) (U)
15,813	0	Restricted Investments - Risk Management 02022/06	0	16,002	(16,002) (U)
600,945	603,201	Restricted Investments - Class IV Cells Red Hill 02022/07	741,806	551,046	190,760 (F)
41,177,833	18,785,156	Restricted Investments - Secondary Waste Processing 02022/09	17,914,815	37,275,373	(19,360,558) (U)
1,158,161	1,162,507	Restricted Investments - Class III Cells 02022/10	2,535,661	2,231,556	304,105 (F)
79,842	0	Restricted Investments - Building Refurbishment (Ascot Place) 02022/11	0	80,683	(80,683) (U)
5,325,000	5,344,984	Restricted Investments - EastLink Relocation 02022/13	5,343,168	5,325,000	18,168 (F)
123,503	201,405	Restricted Investments - Accrued Interest 02022/19	338,109	433,707	(95,598) (U)
1,033,136	1,037,013	Restricted Investments - Long Service Leave 02022/90	1,055,638	1,063,370	(7,732) (U)
66,077,112	43,699,442	Total Restricted Cash	62,151,062	65,875,435	(3,724,373) (U)
87,984,648	79,850,547	TOTAL CASH AND INVESTMENTS	88,922,951	69,885,715	19,037,236 (F)

The Cash at Bank - Municipal Fund represents the balance on the last day of the relevant month. Any portion of the balance available for investment is transferred into the Investment - Municipal Fund account in the following period. Funds held in the Cash at Bank - Municipal Fund continue to accrue interest as per the Westpac commercial rates.

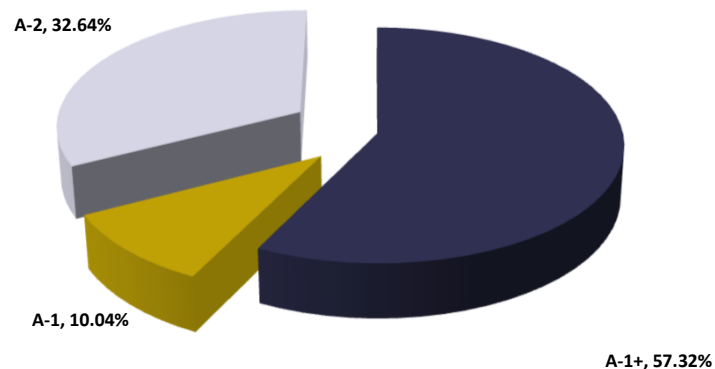
EMRC Investment Report

May 2022

I. Overall Portfolio Limits

S&P Long Term Rating	S&P Short Term Rating	Short Term % Portfolio	Investment Maximum %
AAA	A-1+	57.32%	100.00%
AA	A-1	10.04%	100.00%
BBB	A-2	32.64%	40.00%
		100.00%	

Investment by S&P Rating



II. Single Entity Exposure

	S&P Long Term Rating	S&P Short Term Rating	Short Term % Portfolio	
ANZ Banking Group	AA-	A-1+	2.51%	
AMP	BBB	A-2	12.56%	
NAB	AA-	A-1+	20.71%	
Westpac / St. George Bank	AA-	A-1+	24.04%	
Suncorp	A+	A-1	3.77%	*
BOQ / ME Bank	BBB+	A-2	20.09%	**
Commonwealth Bank	AA-	A-1+	10.04%	
Macquarie Bank	A+	A-1	6.28%	
			100.00%	

* Non-Fossil Fuel ADI (Authorised Deposit Taking Institution)

** BOQ/ME Bank: Policy breach: Policy limit of 20%

III. Term to Maturity Framework

Maturity Profile	Investment Policy Guidelines		
	% Portfolio	% Min	% Max
Less Than 1 Year	100.00%	40%	100%
Greater than 1 year & less than or equal to 3 years	0.00%	0%	60%
		100.00%	

IV. Fossil Fuel Divestment

	% Portfolio
Non-Fossil Fuel ADI's	3.77%
Fossil Fuel ADI's	96.23%
100.00%	

14.3 PROPOSED NEW COUNCIL POLICY 1.12 – PERSONAL PROTECTIVE EQUIPMENT (PPE) COSTS INCURRED BY COUNCIL MEMBERS

D2022/10086

PURPOSE OF REPORT

The purpose of this report is to consider a new Council Policy 1.12 – PPE Costs Incurred by Council Members to establish a guideline to approve the reimbursement of expenditure incurred by Councillor Members and Deputy Members for such PPE as determined by the EMRC Chief Executive Officer to be necessary to conduct site visits to minimise exposure to hazards.

KEY POINT(S)

- To enable Councillors to discharge their duties as Councillors, PPE is required for reference site visits which are often required to ensure Councillors are across key matters to make informed decisions when voting at Council meetings on various motions and officer recommendations. This is particularly the case for major business undertakings as well as reviewing progress on major projects the EMRC has embarked on.
- The new proposed Council Policy 1.12 – Personal Protective Equipment (PPE) Costs Incurred by Council Members establishes a guideline to approve the reimbursement of expenditure incurred by Councillor Members and Deputy Members for such PPE as determined by the EMRC Chief Executive Officer to be necessary to conduct site visits to minimise exposure to hazards.

RECOMMENDATION(S)

That Council by absolute majority in accordance with s.5.98 of the *Local Government Act 1995* adopts a new Council Policy 1.12 - Personal Protective Equipment (PPE) Costs Incurred by Council Members forming the attachment to this report.

SOURCE OF REPORT

Chief Executive Officer

BACKGROUND

- 1 Due to the nature of the EMRC's major undertakings, site visits such as the recent visit to the HZI East Rockingham Resource Recovery Project require the need for appropriate PPE.
- 2 Currently, the EMRC has not established a policy or a decision by Council to reimburse Council Members any costs associated with PPE that may be incurred by Council Members in discharging their duties as EMRC Councillors and Deputy Councillors.
- 3 In accordance with section 5.98(2) of the *Local Government Act 1995* a Council Member who incurs an expense of a kind prescribed as being an expense is entitled to be reimbursed for the expense where the local government has set the extent to which the expense can be reimbursed and where the reimbursement of the expense is approved generally.
- 4 Therefore, a policy is required to provide some guidelines around the approval process for claims for PPE costs incurred by Council Members.

5 At the 24 February 2022 Ordinary Meeting of Council, a notice of motion was received and Council resolved:

“THAT COUNCIL IN ACCORDANCE WITH S.5.98 OF THE LOCAL GOVERNMENT ACT 1995 APPROVES THE REIMBURSEMENT OF EXPENDITURE INCURRED BY COUNCIL MEMBERS AND DEPUTY MEMBERS GENERALLY FOR SUCH PERSONAL PROTECTIVE EQUIPMENT (PPE) AS DETERMINED BY THE CHIEF EXECUTIVE OFFICER TO BE NECESSARY TO CONDUCT SITE VISITS TO MINIMISE EXPOSURE TO HAZARDS.”

REPORT

6 PPE is equipment designed to minimise exposure to hazards that may cause serious workplace injuries, harm and illnesses. These injuries and illnesses arise from contact with physical, electrical, mechanical or other workplace hazards. PPE may include items such as gloves, safety glasses and steel cap shoes, earplugs, muffs, hard hats, respirators, coveralls, vests and full body suits.

7 The requirement for PPE is to be determined on a case by case basis by the CEO as some form of the PPE may already be available by the host of the site(s) for the purposes of the Council Members’ visits.

8 The purpose of the new policy is to have a framework to approve the reimbursement of expenditure incurred by Councillor Members and Deputy Members for such PPE as determined by the EMRC Chief Executive Officer to be necessary to conduct site visits to minimise exposure to hazards.

9 Claims for PPE costs incurred by Council Members must be made in writing to the EMRC Chief Executive Officer for approval, detailing the date and purposes of the PPE, be signed by the Councillor and include a receipt or tax invoice of the PPE being reimbursed.

10 Claims by members of Council for PPE costs incurred may be made in the following circumstances:

- The Council members’ attendance is necessary to conduct site visits to EMRC and non-EMRC sites to minimise exposure to hazards.
- The Council member is attending in his/her capacity associated with performing a function under the express authority of Council or in accordance with the Establishment Agreement of the EMRC; be reimbursed for the required PPE on the basis as detailed in the Council Policy 1.12 - Personal Protective Equipment (PPE) Costs Incurred by Council Members.

11 Regulation 32 of the *Local Government (Administration) Regulations 1996* gives effect to the kinds of expenses that may be approved by any local government for reimbursement by the local government and includes an expense by a Council Member in performing a function under the express authority of the local government.

12 Under regulation 44 of the *Local Government (Financial Management) Regulations 1996* the nature of the fee, expense or allowance and the total amount or value of each class of fee, expense or allowance is to be included in the local government’s annual financial report.

STRATEGIC/POLICY IMPLICATIONS

13 Key Result Area 3 – Good Governance

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

FINANCIAL IMPLICATIONS

14 A statutory provision which requires a budget allocation.

SUSTAINABILITY IMPLICATIONS

15 Nil

Risk – The lack of making appropriate PPE available to Councillors may result in less than ideal and risk situations

Consequence	Likelihood	Rating
Moderate	Likely	High
Action/Strategy		
<ul style="list-style-type: none"> ➤ Council to adopt the proposed Council Policy 1.12 - Personal Protective Equipment (PPE) Costs Incurred by Council Members in accordance with section 5.98 of the <i>Local Government Act 1995</i> 		

MEMBER COUNCIL IMPLICATIONS

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

ATTACHMENT(S)

Proposed new Council Policy 1.12 – Personal Protective Equipment (PPE) Costs Incurred by Council Members (D2022/10087)

VOTING REQUIREMENT

Absolute Majority

RECOMMENDATION(S)

That Council by absolute majority in accordance with s.5.98 of the *Local Government Act 1995* adopts a new Council Policy 1.12 - Personal Protective Equipment (PPE) Costs Incurred by Council Members forming the attachment to this report.

COUNCIL RESOLUTION(S)

MOVED

SECONDED



Council Policy 1.12

Personal Protective Equipment (PPE) Costs Incurred by Council Members Policy

Strategic Plan Objective

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

Purpose

To establish a policy to approve the reimbursement of expenditure incurred by Councillor Members and Deputy Members for such PPE as determined by the EMRC Chief Executive Officer to be necessary to conduct site visits to minimise exposure to hazards.

Legislation

Local Government Act (1995) s5.98

Local Government (Administration) Regulations 1996, Reg. 32

Local Government (Financial Management) Regulations 1996, Reg. 44

Policy Statement

- Claims by members of Council for PPE costs incurred may be made in the following circumstances:
 - ⇒ The members attendance is necessary to conduct site visits to EMRC and non – EMRC sites to minimise exposure to hazards.
 - ⇒ The member is attending in his/her capacity associated with performing a function under the express authority of Council or in accordance with the Establishment Agreement of the EMRC; be reimbursed for the required PPE on the basis as detailed in this policy.
- Claims for PPE costs incurred by Council Members must be made in writing to the EMRC Chief Executive Officer for approval, detailing the date and purposes of the PPE, be signed by the Councillor and include a receipt or tax invoice of the PPE for reimbursement.



Financial Considerations

A statutory provision which requires a budget allocation.

Adopted/Reviewed

23 June 2022

Next Review

Following the Ordinary Elections in 2023

Responsible Unit

Business Support Team

14.4 REQUEST FOR QUOTATION RFQ 2022–103 – SUPPLY AND DELIVERY OF ONE 20 TONNE WHEEL LOADER FOR THE RED HILL WASTE MANAGEMENT FACILITY

D2022/10088

PURPOSE OF REPORT

The purpose of this report is to recommend acceptance of RFQ 2022-103 for the supply and delivery of one (1) 20 tonne wheel loader for use at the Red Hill Waste Management Facility from Hitachi Construction Machinery (Australia) Pty Ltd.

KEY POINT(S)

- The current 20 tonne wheel loader (P3173) located at the Red Hill Waste Management Facility has reached the point for replacement based on operating hours and operability in accordance with the EMRC's plant replacement programme.
- Quotations were sought for a 20 tonne wheel loader including warranty and a maintenance service agreement via the WALGA vendor panel.
- The request for quotation closed on 11 March 2022 and eight (8) quotations were received.

RECOMMENDATION(S)

That Council accept:

1. The quotation for the supply and delivery to the Red Hill Waste Management Facility of one (1) Hitachi ZW250-5 (Isuzu engine) 20 tonne wheel loader including a five (5) year/8,000 hours extended warranty and additional extras submitted by Hitachi Construction Machinery (Australia) Pty Ltd, for the sum of \$414,829.10 (ex GST).
2. The offer to undertake a fixed price preventative maintenance agreement for the Hitachi ZW250-5 (Isuzu engine) 20 tonne wheel loader to be located at the Red Hill Waste Management Facility for a one (1) year/2,000 hours period submitted by Hitachi Construction Machinery (Australia) Pty Ltd at a total cost of \$11,136.00 (ex GST), equating to \$5.57/operating hour (ex GST).

SOURCE OF REPORT

Chief Operating Officer

BACKGROUND

- 1 Under the EMRC's plant replacement programme, the current 20 wheel loader (P3173) utilised at the Red Hill Waste Management Facility is due for replacement having reached its serviceability and its limit of warranty and reliability. The Red Hill Waste Management Facility requires a replacement 20 tonne wheel loader to be utilised for works on site including:
 - ⇒ Civil repair work around site, including capping and stormwater infrastructure;
 - ⇒ Relocation of materials on site (cover material, clay etc);
 - ⇒ Loading and unloading of materials onto customer trucks;
 - ⇒ Turning and processing of FOGO; and
 - ⇒ Turning greenwaste to assist composting process.

- 2 It is intended that the 20 tonne wheel loader being replaced (P3173) will be moved to the Hazelmere Resource Recovery Park to be used at the commercial waste transfer station. There are plans to refurbish the 20 tonne loader before its intended use at the commercial waste transfer station.

REPORT

- 3 RFQ 2022-103 for the supply and delivery of one (1) 20 tonne wheel loader for use at the Red Hill Waste Management Facility was issued on WALGA's vendor panel on 25 February 2022 with a submissions closing date of 11 March 2022.

- 4 Eight (8) quotations were received for the replacement 20 tonne wheel loader from the following suppliers:

- ⇒ AFGRI Equipment (Australia) Pty Ltd;
- ⇒ BT Equipment Pty Ltd t/a Tutt Bryant Equipment;
- ⇒ Clark Equipment Sales Pty Ltd;
- ⇒ JCB Construction Equipment Australia (JCB CEA);
- ⇒ Hitachi Construction Machinery (Australia) Pty Ltd;
- ⇒ Komatsu Australia Pty Ltd;
- ⇒ McIntosh and Son; and
- ⇒ WesTrac Pty Ltd.

- 5 An evaluation panel of EMRC officers assessed and scored the submissions on the following qualitative criteria:

Description of Qualitative Criteria	Weighting
a) Specifications	40%
b) Critical Parts Availability	10%
c) Delivery	5%
d) Extended Warranty	5%

- 6 Price was weighted at 40% of the evaluation.
- 7 The compliance check in the evaluation process determined that three (3) submissions were non-compliant and therefore those submissions were not considered any further.
- 8 The evaluation process determined that the submission from Hitachi Construction Machinery (Australia) Pty Ltd for the Hitachi ZW250-5 (Isuzu engine) twenty (20) tonne wheel loader included all the items in the specification, including an extended warranty for five (5) years/8,000 hours, a preventative maintenance agreement for one (1) year/2,000 hours and which meets the EMRC's requirements.
- 9 The quotation from Hitachi Construction Machinery (Australia) Pty Ltd for a total cost of \$425,965.10 (ex GST) including extended warranty, preventative maintenance agreement and additional extras is recommended for acceptance as the preferred supplier.
- 10 The anticipated delivery date is approximately 8 to 12 weeks from placement of the order with the preferred supplier.

STRATEGIC/POLICY IMPLICATIONS

- 11 Key Result Area 1 – Environmental Sustainability
 - 1.1 To provide sustainable waste disposal operations
 - 1.2 To improve regional waste recovery management

FINANCIAL IMPLICATIONS

- 12 The adopted 2021/2022 Annual Budget provides for proposed capital expenditure for plant replacement.

SUSTAINABILITY IMPLICATIONS

- 13 Nil

RISK MANAGEMENT

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

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

MEMBER COUNCIL IMPLICATIONS

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

ATTACHMENT(S)

Supplier Company Details (D2022/10089)

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION(S)

That Council accept:

1. The quotation for the supply and delivery to the Red Hill Waste Management Facility of one (1) Hitachi ZW250-5 (Isuzu engine) 20 tonne wheel loader including a five (5) year/8,000 hours extended warranty and additional extras submitted by Hitachi Construction Machinery (Australia) Pty Ltd, for the sum of \$414,829.10 (ex GST).
2. The offer to undertake a fixed price preventative maintenance agreement for the Hitachi ZW250-5 (Isuzu engine) 20 tonne wheel loader to be located at the Red Hill Waste Management Facility for a one (1) year/2,000 hours period submitted by Hitachi Construction Machinery (Australia) Pty Ltd at a total cost of \$11,136.00 (ex GST), equating to a cost of \$5.57/operating hour (ex GST).

COUNCIL RESOLUTION(S)

MOVED

SECONDED



Eastern Metropolitan Regional Council
 226 Great Eastern Highway, Ascot WA 6104
 PO Box 234, Belmont WA 6984
 T (08) 9424 2222
 E mail@emrc.org.au
 www.emrc.org.au

COMPANY DIRECTOR DETAILS FORM

COMPANY PARTICULARS	
Company Name in Full:	Hitachi Construction Machinery Aust Pty Ltd
ABN / ACN:	62 000 080 179
Address of Registered Office:	107 Allen Road Forrestdale WA 6112
Principal Place of Business:	As Above
Information on previous company names (if applicable):	
DIRECTOR PARTICULARS	
Title:	DIRECTOR OPERATIONS
Full Forename(s):	ANTHONY
Surname:	PILBROW
Former Name(s):	
Country / State of Residence:	AUSTRALIA
Nationality:	AUSTRALIAN
Date of Birth:	23.1.66
Date of Appointment:	APRIL 2021
Telephone:	0400382807
Email:	pilbrow@hema.com.au
LIST OF CONTRACTORS	
Contractor 1:	
Contractor 2:	
Contractor 3:	
Contractor 4:	
Contractor 5:	
Contractor 6:	
Contractor 7:	
Director's Signature:	
Date:	

Please complete and return this form with your tender submission

14.5 REVIEW OF COUNCIL POLICIES

D2022/10098

PURPOSE OF REPORT

The purpose of this report is to review five (5) of the EMRC's policies in accordance with Council's decision of 6 December 2018 that all EMRC policies be reviewed in the twelve months following the Local Government ordinary election day in 2021.

KEY POINT(S)

- Council Policies 1.7, 3.6, 3.7 and 6.2 were last fully reviewed at the meeting of Council held on 6 December 2018.
- Council Policy 1.5 was last fully reviewed at the meeting of Council held on 23 March 2019.
- At the meeting of Council held on 24 March 2022 Council resolved to defer the adoption of the five (5) Council policies to allow Cr Ostaszewskyj to make some proposed amendments to Council Policy 1.5 Meeting Agenda/Minutes – Confidential Items, which are now incorporated into the report.
- It is proposed that the existing policies, as revised, be adopted.

RECOMMENDATION(S)

That:

1. With the exception of Council Policy, which is withdrawn, Council adopts the policies as reviewed and amended forming attachment 3 to this report.
2. That the adopted policies, as reviewed and amended forming attachment 3 to this report, be reviewed in the twelve months following the ordinary election day in 2023.

SOURCE OF REPORT

Chief Financial Officer

BACKGROUND

1 The following five (5) Council policies:

1. Council Policy 1.5 - Meeting Agenda/Minutes - Confidential Items;
2. Council Policy 1.7 - Legal Representation Costs Indemnification;
3. Council Policy 3.6 - Asset Management;
4. Council Policy 3.7 - Related Party Transaction and Disclosure; and
5. Council Policy 6.2 - Appointed Members and Staff - Conferences, Seminars, and Other Events.

were last reviewed at the meeting of Council held on 6 December 2018 (D2018/14285) and Council resolved inter alia that:

“All EMRC policies be reviewed in the twelve months following the ordinary election day in 2021.”

2 Council Policy 1.5 - Meeting Agenda/Minutes - Confidential Items, was again reviewed at the meeting of Council held on 21 March 2019 (D2019/03460)

- 3 On 24 March 2022 at the Ordinary Meeting of Council, the five policies were tabled as part of the regular review of Council Policies.
- 4 Council resolved to defer the item to enable Cr Ostaszewskyj the opportunity to provide further comment specifically on Council Policy 1.5 Meeting Agenda/Minutes – Confidential Items to make some proposed changes for Council’s consideration.

REPORT

- 5 The policies of the EMRC, determined by Council as required by Section 2.7(2)(b) of the *Local Government Act 1995* (the Act), guide and inform management and the public about key Council principles. It is important that policies are reviewed periodically and amended where necessary.
- 6 EMRC’s Executive Leadership Team, together with relevant Officers, have undertaken a comprehensive review of the five (5) policies. The following objectives were used as a basis for undertaking the review:
 - To ensure policies met the definition of a policy;
 - To incorporate in the policies appropriate amendments to account for changes due to legislative changes (if any) or details such as dates, times and values since the last review;
 - To realign all Council policies with the adopted EMRC 10 Year Strategic Plan 2017 - 2027 under the heading ‘Strategic Plan Objective’; and
 - To ensure the policies are contemporary and appropriate for the Council.
- 7 Cr Ostaszewskyj’s proposed changes to Council Policy 1.5 Meeting Agenda/Minutes – Confidential Items have now been included for Council’s consideration and endorsement.
- 8 Five (5) policies have been reviewed and the changes are tabled here for Council’s consideration.
- 9 A summary of the proposed changes to the Council policies are provided in Attachment 1 of this report.
- 10 The main types of considerations for this review are as follows:
 - Maintain the current policy without amendment;
 - Maintain the policy with amendments; and
 - Delete the policy if it is no longer required, for example if these are covered under the *Local Government Act 1995* and regulations or has been incorporated into another policy.
- 11 No policy has been recommended for deletion.
- 12 The proposed changes are tracked and provided in Attachment 2 of this report.
- 13 All the changes are minor updates only. No significant changes have been made to the policies that affect the intent.
- 14 A clean copy of the final draft of the five (5) policies are tabled for Council’s consideration for adoption, forming Attachment 3 of this report.

STRATEGIC/POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

16 Nil

SUSTAINABILITY IMPLICATIONS

17 The policies under review contributes to sustainability by informing management and the public about key Council principles.

RISK MANAGEMENT

Risk – Non-Compliance with Local Government Act and Administration Regulations.		
Consequence	Likelihood	Rating
Moderate	Unlikely	Moderate
Action/Strategy		
➤ Council to adopt the new and revised Council Policies 1.5, 1.7, 3.6, 3.7 and 6.2		

MEMBER COUNCIL IMPLICATIONS

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

ATTACHMENT(S)

1. Summary of five (5) x EMRC policies and recommended changes (D2022/10104)
2. Five (5) x EMRC policies with tracked changes to the documents (D2022/10099)
3. Five (5) x EMRC policies incorporating changes made i.e. final policy documents (D2022/10100)

VOTING REQUIREMENT

Simple Majority



RECOMMENDATION(S)

That:

1. With the exception of Council Policy, which is withdrawn, Council adopts the policies as reviewed and amended forming attachment 3 to this report.
2. That the five (5) policies, as reviewed and amended forming attachment 3 to this report, be reviewed in the twelve months following the ordinary election day in 2023.

COUNCIL RESOLUTION(S)

MOVED

SECONDED



Summary of EMRC Policies and Recommended Changes

1.0 MANAGEMENT

No:	Policy Title	Summary of Changes
1.5	Meeting Agenda / Minutes – Confidential Items Policy	Keep with minor amendments, including Cr Ostaszewskyj changes
1.7	Legal representation costs indemnification	Keep with minor amendments

3.0 FINANCE

No:	Policy Title	Summary of Changes
3.6	Asset Management Policy	Keep with minor amendments
3.7	Related Party Transaction and Disclosure Policy	Keep with minor amendments

6.0 CONFERENCES

No:	Policy Title	Summary of Changes
6.2	Reimbursement of Expenses for Conferences, Seminars and Other Events	Keep with minor amendments



Council Policy 1.5

Meeting Agenda/Minutes - Confidential Items

Strategic Plan Objective

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

Purpose

To ensure that confidential items, appearing on the Council and/or Committee agendas are easily recognised so that they can be dealt with in accordance with their special nature.

Legislation

Local Government Act 1995 s.5.23, s.5.25(1)(j), 5.94 and 5.95

Local Government (Administration) Regulations 1996 s.5.23, r14, 29 and 29A

Local Government (Rules of Conduct) Regulations 2007

Freedom of Information Act 1992 r.6 Schedule 1 Clause 4

EMRC Standing Order Local Law 2013 clauses, 4.20 and 5.13

Policy Statement

1. That in accordance with s.5.23 of the Local Government Act, items which at the discretion of the Chief Executive Officer (CEO) are ~~felt to require confidentiality~~ are to be distributed separate from but accompanying the Council and/or Committee agendas and marked confidential. ~~on paper of a colour not used elsewhere in the agenda.~~
2. That the agenda is to indicate that an item ~~should be treated~~ is to be treated as confidential while it is being considered by Council/Committee.
3. That the Council and/or Committee decision relating to a confidential item be included in the minutes of the meeting.
4. That confidential documents and attachments are ~~to be distributed~~ emailed to all councillor and deputy members via an online platform (i.e. Diligent Board) upon delivery of all relevant agendas.
5. ~~That there is no requirement of councillors or deputy members to return confidential attachments to the CEO.~~
6. ~~That the power of the CEO, under section 5.25(1)(j)~~ That in accordance with s.5.95(1)(b) and s.5.95(3) of the Local Government Act 1995 ~~be exercised so that~~ the reports and other documents, relating to the confidential item and presentation at the meeting, not be available for inspection by the public unless the document has been declassified.

The ~~procedure~~ protocol for dealing with confidential information is:

1. Confidential information will be categorised by the EMRC CEO ~~of the EMRC~~ into information that will be disclosed only to the Council and information which may be disclosed to committees and member Council CEOs and officers.
2. Confidential information which will only be disclosed to the Council will include information which is the subject of legal professional privilege, commercially sensitive information and information relating to employees and information which, if disclosed will or may cause ~~economic~~ harm to the EMRC.

3. Where confidential information is to be disclosed only to the Council, ~~the Council may it will be considered that information~~ behind closed doors. ~~Release of confidential with the result the recipients of the~~ information will be limited to officers and employees of the EMRC and Council members including member Council Mayors and Shire President. ~~This e~~ Confidential information will not be disclosed to any third party, inclusive of member Council CEOs and officers unless authorised by the EMRC CEO prior.
4. Confidential information which may be disclosed to committees and member Council CEOs and officers will be marked as being expressly subject to confidentiality and will ~~also~~ be considered behind closed doors by those committees and member Council CEO's.
5. Confidential information which is categorised by the CEO to be not disclosed to committees and member Council CEO's and officers may be referred to Council for review about whether it should be disclosed to committees and member Council CEOs and officers.
6. Application of these ~~procedures protocol~~ will be made in a manner which will facilitate decision making by the EMRC and its Council and committees, prevent confidential information being accidentally disseminated, minimise the conflict of interest member Council CEOs and officers may have consequent upon the duty they owe to a participant and the legal and equitable duty of confidence they owe to the EMRC and to avoid the need for litigation by the EMRC.

Financial Considerations

Nil

Adopted/Reviewed

18 September 1997

22 July 1999

02 May 2002

20 May 2004

23 February 2006

18 September 2008

23 September 2010

18 September 2014

06 December 2018

21 March 2019

234 JuneMarch 2022

Next Review

Following the Ordinary Elections in 20231

Responsible Unit

Business Support Team

Council Policy 1.7

Legal Representation Costs Indemnification

Strategic Plan Objective

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

Purpose

To protect the interests of Council members and employees (including past members and former employees) where they become involved in civil legal proceedings because of their official functions. In most situations the EMRC may assist the individual in meeting reasonable expenses and any liabilities incurred in relation to those proceedings.

In each case it will be necessary to determine whether assistance with legal costs and other liabilities is justified for the good government of the **r**Region.

Legislation

Local Government Act 1995 s9.56 – 9.57

Local Government (Functions and General) Regulations 1996 r35

Policy Statement

1 General Principles

- a) The EMRC may provide financial assistance to members and employees in connection with the performance of their duties provided that the member or employee has acted reasonably and has not acted illegally, dishonestly, against the interests of the EMRC or otherwise in bad faith.
- b) The EMRC may provide such assistance in the following types of legal proceedings:
 - i) Those brought by members and employees to enable them to carry out their EMRC functions (eg where a member or employee seeks a restraining order against a person using threatening behaviour);
 - ii) Those brought against members or employees [this could be in relation to a decision of Council or an employee which aggrieves another person or where the conduct of a member or employee in carrying out his or her functions is considered detrimental to the person (eg defending defamation actions)]; and
 - iii) Statutory or other inquiries where representation of members or employees is justified.
- c) The EMRC will not support any defamation actions seeking the payment of damages for individual members or employees in regard to comments or criticisms levelled at their conduct in their respective roles. Members or employees are not precluded, however, from taking their own private action. Further, the EMRC may seek its own advice on any aspect relating to such comments and criticisms of relevance to it.
- d) The legal services the subject of assistance under this policy will usually be provided by the EMRC's solicitors. Where this is not appropriate for practical reasons or because of a conflict of interest then the service may be provided by other solicitors approved by the EMRC.

2 Applications for Financial Assistance

- a) Subject to item (f), decisions as to financial assistance under this policy are to be made by Council.
- b) A member or employee requesting financial support for legal services under this policy is to make an application in writing, where possible in advance, to the Council providing full details of the circumstances of the matter and the legal services required. Such a request is to contain a declaration that the applicant has acted in good faith, and has not acted unlawfully or in any way that constitutes improper conduct in relation to the matter to which the application relates.
- c) The application is to be accompanied by a written statement by the applicant that he or she:
 - i) has read, and understands, the terms of this policy;
 - ii) acknowledges that any approval of legal representation costs is conditional on the repayment provisions of clause 3 and any other conditions to which the approval is subject; and
 - iii) undertakes to repay to the EMRC any legal representation costs in accordance with the provisions of clause 3.
- d) An application to the Council is to be accompanied by an assessment of the request and with a recommendation, which has been prepared by, or on behalf of, the Chief Executive Officer (CEO) or where the CEO is the applicant by the Chief Financial Officer.
- e) A member or employee requesting financial support for legal services, or any other person who ~~—~~might have a financial interest in the matter, should take care to ensure compliance with the ~~—~~financial interest provisions of the *Local Government Act 1995*.
- f) Where there is a need for the provision of urgent legal services before an application can be considered by Council, the CEO may give an authorisation to the value of \$5,000 provided that the power to make such an authorisation has been delegated to the CEO in writing under section 5.42 of the *Local Government Act 1995*. Council has delegated the authority to the CEO, up to \$5,000 per application, where the need arises for urgent legal services. (Delegation [reference](#) C7/2001).
- g) Where it is the CEO who is seeking urgent financial support for legal services the Chief Financial Officer in consultation with the Chairman shall deal with the application.

3 Repayment of Assistance

- a) Any amount recovered by a member or employee in proceedings, whether for costs or damages, will be off set against any monies paid or payable by the EMRC.
- b) Assistance will be withdrawn where the Council determines, upon legal advice, that a person has acted unreasonably, illegally, dishonestly, against the interests of the EMRC or otherwise in bad faith; or where information from the person is shown to have been false or misleading.
- c) Where assistance is so withdrawn, the person who obtained financial support is to repay any moneys already provided. The EMRC may take action to recover any such moneys in a court of competent jurisdiction.

Financial Considerations

A contingent item that could materialise at any time and therefore requires a budget allocation.

Adopted/Reviewed

20 October 2000

14 December 2000

02 May 2002

20 May 2004

23 February 2006

18 September 2008

23 September 2010

18 September 2014

06 December 2018

23⁴ June~~March~~ 2022

Next Review

Following the Ordinary Elections in 202~~3~~⁴

Responsible Unit

Business Support Team

Council Policy 3.6

Asset Management Policy

Strategic Plan Objective

3.4 To continue to improve financial and asset management practices.

Purpose

To provide for the responsible management of EMRC controlled assets.

This policy covers all assets controlled by the EMRC and applies to all areas of EMRC that have responsibility to manage, maintain, operate or provide a service utilising EMRC's assets.

Definitions

An asset is a resource controlled by the entity as a result of past events and from which future economic benefits are expected to flow to the entity – Australian Accounting Standards Board.

Legislation

Local Government Act 1995 s 5.56

Local Government (Administration) Regulations 1996 r19C and 19 DA

Policy Statement

EMRC recognises the role that efficient, sustainable and cost effective asset management has in underpinning the delivery of quality services, both in the present and in the future, to its member Councils.

EMRC is committed to an integrated and strategic approach to asset management that is underpinned by the following key principles:

- Ensuring service delivery needs form the basis of asset management;
- Informed decision-making, incorporating a life-cycle approach to asset management and risk management; and
- Sustainability, providing for present needs while sustaining resources for future generations.

Policy Objectives

The objectives of this policy are to:

- Ensure that assets and service levels are maintained in an efficient, sustainable and cost effective manner through long term planning;
- Integrate asset management with other corporate planning to ensure that the impacts of changes in demands and service levels are taken into consideration;
- Assign accountability and responsibility for asset management; and
- Maintain accurate and reliable asset data to effectively inform decision-making.

It is intended that the policy objectives will be achieved through the following:

- The development of a 10 Year Strategic Asset Management Plan (SAMP) to support EMRC’s corporate strategic and business planning;
- The development of a 5 Year Operational Asset Management Plan (OAMP) which provides detailed action plans on key initiatives to be delivered in the next 5 financial years to support the SAMP;
- Identification of existing and new asset requirements based on changes in demands and service levels as part of asset management planning;
- Establishment of clear roles and responsibilities for asset management; and
- Utilisation of an integrated asset management and financial management information system to maintain asset data.

Position	Roles and Responsibilities
Council	<ul style="list-style-type: none"> ➤ Act as stewards for all assets owned by EMRC ➤ Provides strategic direction for asset management ➤ Endorses asset management policy and strategy ➤ Endorses SAMP (as part of strategic planning) and OAMP (as part of budget process)
Chief Executive Officer	<ul style="list-style-type: none"> ➤ Develops asset management policy and strategy for submission to Council ➤ Develops SAMP for submission to Council ➤ Develops OAMP ➤ Develops business cases ➤ Monitors and reports progress of SAMP and OAMP to Council as required
Directors Chiefs	<ul style="list-style-type: none"> ➤ Contribute towards preparation of SAMP and OAMP ➤ Authorise asset additions and disposals in accordance with the approved OAMP ➤ Maintain oversight over assets under their control (including usage, safeguards, risk management and insurance)
Asset Officer	<ul style="list-style-type: none"> ➤ Maintains Asset Register and asset related records ➤ Updates General Ledger for asset related transactions (including depreciation, write off, acquisition and disposal) ➤ Provides assistance to business unitEMRC teams as required
Staff	<ul style="list-style-type: none"> ➤ Initiate acquisition or disposal requests ➤ Utilise assets in a responsible manner

Financial Considerations

The EMRC prepares its financial reports in accordance with Australian Accounting Standards as they apply to local governments, Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1995* and accompanying regulations.

The EMRC reports on the classes of assets including:

- Land;
- Buildings;
- Structures;
- Plant and Equipment;
- ~~Equipment~~;
- Furniture and Fittings; and
- Fittings Artworks.

Provisions will be included in financial plans and annual budgets.



Adopted/Reviewed

21 March 2013

18 September 2014

06 December 2018

~~23~~ June ~~March~~ 2022

Next Review

Following the Ordinary Elections in ~~2024~~2023

Responsible Unit

Business Support Team

Council Policy 3.7

Related Party Transaction and Disclosure

Strategic Plan Objective

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

Purpose

To ensure that the Eastern Metropolitan Regional Council's (EMRC) Financial Statements contain disclosures necessary to comply with the Australian Accounting Standard AASB 124 Related Party Disclosures, which draws attention to the possibility that the EMRC's financial position and profit or loss may have been affected by the existence of transactions with a related party and outstanding balances and commitments with such parties.

Legislation

Australian Accounting Standard AASB 124 Related Party Disclosures

Policy Statement

The Related Party Disclosure Policy aims to assist Council in complying with the disclosure requirements and the level of reporting within the Financial Statements as per AASB-124 Related Party Disclosures. It aims to define the parameters for related party transactions and the level of disclosure and reporting.

Scope

The Policy is to be applied in:

- Identifying and recording related parties and related party relationships;
- Identifying and recording related party transactions and their terms and conditions;
- Assessing materiality and or significance of these transactions;
- Identifying the circumstances in which disclosure of points 1 and 2 is required;
- Determining the disclosures to be made about points 1 and 2; and
- Disclosing relevant information in the Financial Statements.

Definitions

1 Related Party

A person or an entity that is related to the EMRC, referred to as the "reporting entity".

Examples of related parties of the EMRC are:

- Council Subsidiaries;
- Key Management Personnel (KMP);
- Close family members of KMP; and
- Entities that are controlled or jointly controlled by KMP or their close family members.

2 Key Management Personnel (KMP)

A person or persons having authority and responsibility for planning, directing and controlling the activities of the entity, either directly or indirectly, including any director (executive or otherwise) of that entity. In the case of the EMRC, KMP will include, but is not limited to, Councillors, CEO and [DirectorsChiefs](#).

3 Close members of the family

Those are family members who may be expected to influence or be influenced by those individuals' dealings with the EMRC and include:

- Children and spouse or domestic partner;
- Children of that person's spouse or domestic partner; and
- Dependents of that person or that persons spouse or domestic partner.
- Under AASB 124, close members of the family could also include extended members of the family such as parents, siblings, grandparents, uncles/aunts or cousins if they could be expected to have influence or be influenced by the KMP in their dealings with the EMRC.

4 Related Party Transactions

These are a transfer of resources, services or obligations between the EMRC and a related party, regardless of whether there is a cost involved.

5 Ordinary Citizen Transaction

These are transactions that an ordinary citizen would undertake with the EMRC, which would be undertaken at arm's length and in the ordinary course of carrying out the EMRC's functions and activities. They would not be seen as material in nature.

Example of ordinary citizen transactions would be:

- The paying of disposal charges at EMRC facilities; and
- The purchase of saleable products from EMRC facilities.

6 Control

The power to govern the financial and operating policies of any entity to obtain benefits from its activities.

7 Significant Influence

The power to participate in the financial and operating policy decision of an entity but not to control those policies.

Responsibilities

Key Management Personnel will include, but is not limited to, Councillors, CEO and [DirectorsChiefs](#).

Recommended Practices

From 1 July 2016, AASB 124 Related Party Disclosures applies to the EMRC. This means that the EMRC will be required to disclose information about related parties and the EMRC's transactions with those related parties in the 2016-2017 financial statements and onwards. In the context of transactions, this means cash and non-cash transactions.

As the disclosures will form part of the financial statements, they will be subject to audit by the external auditors.

KMP will be identified and the position they hold with the EMRC disclosed. They will be required to complete a disclosure notification, which at minimum will require details of the related party, (family members and/or entities) that may have existing transaction potential with the EMRC and the relationship to the KMP.

As per paragraph 17 AASB 124, the EMRC shall disclose compensation in total provided to KMP, and for each of the following categories:

- Short term employee benefits;
- Post-employment benefits;
- Other long-term benefits;
- Termination benefits; and
- Share based payments.

For disclosure requirements of AASB 124, the EMRC shall implement a process to capture related party transactions for reporting in the financial statements. The following will be collated and recorded throughout each year:

- Related parties to the KMP;
- Relationship to KMP;
- Transactions that are monetary and/or non-monetary;
- The value of the transaction if monetary;
- The benefit if non-monetary;
- The value of outstanding balances;
- Details of commitments and/or guarantees; and
- Recognition for the provision of doubtful debts related to outstanding balances of related parties.

KMP who no longer hold that role with the EMRC will still be subject to disclosure requirements up until their status as KMP is no longer applicable. The same will apply for KMP who acquire the role in that year.

Once the related party transactions have been identified, they will be assessed by the Manager Financial Services and a determination will be made regarding the materiality of the transaction. This will include assessment of Ordinary Citizen Transactions and whether the terms and conditions differ from normal practice, which would then exclude them from being Ordinary Citizen Transactions.

If a Councillor believes a transaction may constitute a related party transaction, they must notify the CEO who will discuss the matter with the Manager Financial Services to confirm whether the transaction falls within the scope of this policy.

If an Employee believes a transaction may constitute a related party transaction, they must notify their supervisor or manager who will discuss the matter with the Manager Financial Services to confirm whether the transaction falls within the scope of this policy.

The Finance Department will be responsible for the maintenance of a register that captures all related party transactions of KMP.

Privacy

The EMRC will endeavour to ensure that only those staff and the external auditors who are involved in the preparation of the related party disclosures will have access to the related party declarations and related party transactions.



Adopted/Reviewed

22 June 2017

6 December 2018

~~234 June~~ ~~March~~ 2022

Next Review

Following the Ordinary Elections in ~~2021~~ 2023

Responsible Unit

Business Support Team

Council Policy 6.2

Reimbursement of Expenses – Appointed Members and Staff - Conferences, Seminars, and Other Events

Strategic Plan Objective

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

Purpose

To establish a policy governing the reimbursement of reasonable out of pocket expenses actually and necessarily incurred by appointed members of Council, EMRC staff, or a participant staff member, whilst attending approved conferences, seminars and other events that are considered to be in the course of their authorised EMRC duties.

Legislation

Nil

Policy Statement

Where an appointed member, staff member, or a committee member is authorised to attend a conference, seminar or other event on behalf of the EMRC, expenses incurred will be reimbursed as follows:

Registration Costs

Actual cost of registration for the conference, seminar and/or other event being attended.

Travel and Accommodation Costs

Air Travel - Intrastate and Interstate

- Return economy class airfare to the airport nearest the venue.
- Individuals travelling have the option of upgrading to business class travel at their own expense with the difference between the applicable economy rate and business class rate being payable to the EMRC in advance. Personal frequent flyer credits may be used to upgrade travel class however no reimbursement will be made by EMRC in this case.

Where an appointed member and/or a staff member is required to spend the night away from their normal residence, the actual cost of reasonable hotel or motel accommodation including the night immediately prior to the event and the evening of the last day of the event will be reimbursed.

Air Travel - International Destinations

- Return economy class airfare to the airport nearest the venue.
- Individuals travelling have the option of upgrading to business class travel at their own expense with the difference between the applicable economy rate and business class rate being payable to the EMRC in advance. Personal frequent flyer credits may be used to upgrade travel class however no reimbursement will be made by EMRC in this case.

Where an appointed member and/or a staff member is required to spend the night away from their normal residence, the actual cost of reasonable hotel or motel accommodation including up to two (2) nights immediately prior to the event and the evening of the last day of the event will be reimbursed, subject to the availability of flights.

Other Travel

- Travel to and from airports and other terminals at both ends of the journey.
- Train, bus and taxi fares to and from the venue.
- Car rental and associated petrol costs.
- Personal mileage for use of own vehicle. Where a staff member is authorised to use their own vehicle for business related travel, an allowance shall be paid for the relevant kilometres travelled using the “cents per kilometre method” permissible under the Income Tax Assessment Act.

Accommodation Costs

Accommodation bookings should be made at a hotel, motel, and/or serviced apartment located in close proximity to the conference seminar or event. As a guide, accommodation standards will generally be of a 4/5 star rating with the most competitive rate available at the time of booking being selected.

Meals (including reasonable liquid refreshments served with meals)

The actual cost of the meal consumed with the production of a receipt, or the following rates if receipts are not retained:

- Breakfast \$30
- Lunch \$40
- Dinner \$70

Incidental Expenses - including dry cleaning, telephone calls (necessitated by attendance at the conference), parking, and internet access

Actual reasonable expenses incurred as included on the accommodation account or supported by receipts or credit card accounts.

Accompanying Person(s)

Appointed members and/or members of staff may travel with an accompanying person(s) provided:

- (i) the accompanying person(s) does not incur any costs at Council expense; and/or
- (ii) the presence of the accompanying person(s) does not interfere with the business requirements of the travel.

The only exception to point (i) is the nominated cost for conference related social functions ~~ie i.e.:~~ dinner or cocktail ~~function~~ ~~for function for~~ the appointed member’s and/or staff member’s partner, which will be reimbursed.

Cash Advance

A cash advance of \$70 per day for the duration of the event will be made to an appointed member, staff member and/or participant staff member attending the event on behalf of the EMRC. An additional cash advance may be made, at the discretion of the CEO, when it is apparent that payments by cash will exceed \$70 per day.



Persons receiving cash advances are liable to reimburse EMRC for the difference where the advance exceeds the actual expenditure authorised in accordance with this policy.

Supporting Documentation

All claims for travel related expenses, including cash advance payments, must be supported by provision of the appropriate documentation including receipts, itemised accounts, and/or credit card records. A Statutory Declaration detailing the exact costs making up the claim is acceptable where a receipt is not able to be provided.

All supporting documentation should be provided and settled, including outstanding cash advances, within four (4) working weeks following return from the conference, seminar and other event.

Chief Executive Officer Approval

Any expenses incurred which are not related to official travel should be paid personally by the person attending the approved conference, seminar and other event.

The Chief Executive Officer has the discretion to approve other non-personal out-of-pocket expenses associated with attendance at approved conferences, seminars and other events that are considered to be in the course of authorised duties.

Certification

The officer for whom the expense was incurred, is where possible, to certify the account. Discretion is to be exercised to ensure that reasonable costs only are incurred.

Financial Considerations

An amount will be provided in the annual budget to meet estimated costs.

Adopted/Reviewed

22 July 1999
02 May 2002
20 May 2004
08 December 2005
23 February 2006
18 September 2008
23 September 2010
18 September 2014
06 December 2018
[23 June](#)~~March~~ [2022](#)

Next Review

Following the Ordinary Elections in [2024](#)~~2023~~

Responsible Unit

Business Support Team



Council Policy 1.5

Meeting Agenda/Minutes - Confidential Items

Strategic Plan Objective

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

Purpose

To ensure that confidential items, appearing on the Council and/or Committee agendas are easily recognised so that they can be dealt with in accordance with their special nature.

Legislation

Local Government Act 1995 s.5.23, s.5.25(1)(j), 5.94 and 5.95

Local Government (Administration) Regulations 1996 s.5.23, r14, 29 and 29A

Local Government (Rules of Conduct) Regulations 2007

Freedom of Information Act 1992 r.6 Schedule 1 Clause 4

EMRC Standing Order Local Law 2013 clauses, 4.20 and 5.13

Policy Statement

1. That, in accordance with s.5.23 of the Local Government Act, items which at the discretion of the Chief Executive Officer (CEO) are confidential are to be distributed separate from but accompanying the Council and/or Committee agendas and marked confidential.
2. That the agenda is to indicate that an item should be treated as confidential while it is being considered by Council/Committee.
3. That the Council and/or Committee decision relating to a confidential item be included in the minutes of the meeting.
4. That confidential documents and attachments are distributed to all councillor and deputy members via an online platform (i.e. Diligent Board) upon delivery of all relevant agendas.
5. That in accordance with s.5.95(1)(b) and s.5.95(3) of the *Local Government Act 1995* the reports and other documents; relating to the confidential item and presentation at the meeting, not be available for inspection by the public unless the document has been declassified.

The procedure for dealing with confidential information is:

1. Confidential information will be categorised by the EMRC CEO into information that will be disclosed only to the Council and information which may be disclosed to committees and member Council CEOs and officers.
2. Confidential information which will only be disclosed to the Council will include information which is the subject of legal professional privilege, commercially sensitive information and information relating to employees and information which if disclosed will or may cause harm to the EMRC.

3. Where confidential information is to be disclosed only to the Council, the Council may consider that information behind closed doors. Release of confidential information will be limited to officers and employees of the EMRC and Council members including member Council Mayors and Shire President. Confidential information will not be disclosed to any third party, inclusive of member Council CEOs and officers unless authorised by the EMRC CEO prior.
4. Confidential information which may be disclosed to committees and member Council CEOs and officers will be marked as being expressly subject to confidentiality and will be considered behind closed doors by those committees and member Council CEO's.
5. Confidential information which is categorised by the CEO to be not disclosed to committees and member Council CEO's and officers may be referred to Council for review about whether it should be disclosed to committees and member Council CEOs and officers.
6. Application of these procedures will be made in a manner which will facilitate decision making by the EMRC and its Council and committees, prevent confidential information being accidentally disseminated, minimise the conflict of interest member Council CEOs and officers may have consequent upon the duty they owe to a participant and the legal and equitable duty of confidence they owe to the EMRC and to avoid the need for litigation by the EMRC.

Financial Considerations

Nil

Adopted/Reviewed

18 September 1997
22 July 1999
02 May 2002
20 May 2004
23 February 2006
18 September 2008
23 September 2010
18 September 2014
06 December 2018
21 March 2019
23 June 2022

Next Review

Following the Ordinary Elections in 2023

Responsible Unit

Business Support Team

Council Policy 1.7

Legal Representation Costs Indemnification

Strategic Plan Objective

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

Purpose

To protect the interests of Council members and employees (including past members and former employees) where they become involved in civil legal proceedings because of their official functions. In most situations the EMRC may assist the individual in meeting reasonable expenses and any liabilities incurred in relation to those proceedings.

In each case it will be necessary to determine whether assistance with legal costs and other liabilities is justified for the good government of the region.

Legislation

Local Government Act 1995 s9.56 – 9.57

Local Government (Functions and General) Regulations 1996 r35

Policy Statement

1 General Principles

- a) The EMRC may provide financial assistance to members and employees in connection with the performance of their duties provided that the member or employee has acted reasonably and has not acted illegally, dishonestly, against the interests of the EMRC or otherwise in bad faith.
- b) The EMRC may provide such assistance in the following types of legal proceedings:
 - i) Those brought by members and employees to enable them to carry out their EMRC functions (eg where a member or employee seeks a restraining order against a person using threatening behaviour);
 - ii) Those brought against members or employees this could be in relation to a decision of Council or an employee which aggrieves another person or where the conduct of a member or employee in carrying out his or her functions is considered detrimental to the person (eg defending defamation actions); and
 - iii) Statutory or other inquiries where representation of members or employees is justified.
- c) The EMRC will not support any defamation actions seeking the payment of damages for individual members or employees in regard to comments or criticisms levelled at their conduct in their respective roles. Members or employees are not precluded, however, from taking their own private action. Further, the EMRC may seek its own advice on any aspect relating to such comments and criticisms of relevance to it.
- d) The legal services the subject of assistance under this policy will usually be provided by the EMRC's solicitors. Where this is not appropriate for practical reasons or because of a conflict of interest then the service may be provided by other solicitors approved by the EMRC.

2 Applications for Financial Assistance

- a) Subject to item (f), decisions as to financial assistance under this policy are to be made by Council.
- b) A member or employee requesting financial support for legal services under this policy is to make an application in writing, where possible in advance, to the Council providing full details of the circumstances of the matter and the legal services required. Such a request is to contain a declaration that the applicant has acted in good faith, and has not acted unlawfully or in any way that constitutes improper conduct in relation to the matter to which the application relates.
- c) The application is to be accompanied by a written statement by the applicant that he or she:
 - i) has read, and understands, the terms of this policy;
 - ii) acknowledges that any approval of legal representation costs is conditional on the repayment provisions of clause 3 and any other conditions to which the approval is subject; and
 - iii) undertakes to repay to the EMRC any legal representation costs in accordance with the provisions of clause 3.
- d) An application to the Council is to be accompanied by an assessment of the request and with a recommendation, which has been prepared by, or on behalf of, the Chief Executive Officer (CEO) or where the CEO is the applicant by the Chief Financial Officer.
- e) A member or employee requesting financial support for legal services, or any other person who might have a financial interest in the matter, should take care to ensure compliance with the financial interest provisions of the *Local Government Act 1995*.
- f) Where there is a need for the provision of urgent legal services before an application can be considered by Council, the CEO may give an authorisation to the value of \$5,000 provided that the power to make such an authorisation has been delegated to the CEO in writing under section 5.42 of the *Local Government Act 1995*. Council has delegated the authority to the CEO, up to \$5,000 per application, where the need arises for urgent legal services. (Delegation reference C7/2001).
- g) Where it is the CEO who is seeking urgent financial support for legal services the Chief Financial Officer in consultation with the Chairman shall deal with the application.

3 Repayment of Assistance

- a) Any amount recovered by a member or employee in proceedings, whether for costs or damages, will be off set against any monies paid or payable by the EMRC.
- b) Assistance will be withdrawn where the Council determines, upon legal advice, that a person has acted unreasonably, illegally, dishonestly, against the interests of the EMRC or otherwise in bad faith; or where information from the person is shown to have been false or misleading.
- c) Where assistance is so withdrawn, the person who obtained financial support is to repay any moneys already provided. The EMRC may take action to recover any such moneys in a court of competent jurisdiction.

Financial Considerations

A contingent item that could materialise at any time and therefore requires a budget allocation.

Adopted/Reviewed

20 October 2000
14 December 2000
02 May 2002
20 May 2004
23 February 2006
18 September 2008
23 September 2010
18 September 2014
06 December 2018
23 June 2022

Next Review

Following the Ordinary Elections in 2023

Responsible Unit

Business Support Team

Council Policy 3.6

Asset Management Policy

Strategic Plan Objective

3.4 To continue to improve financial and asset management practices.

Purpose

To provide for the responsible management of EMRC controlled assets.

This policy covers all assets controlled by the EMRC and applies to all areas of EMRC that have responsibility to manage, maintain, operate or provide a service utilising EMRC's assets.

Definitions

An asset is a resource controlled by the entity as a result of past events and from which future economic benefits are expected to flow to the entity – Australian Accounting Standards Board.

Legislation

Local Government Act 1995 s 5.56

Local Government (Administration) Regulations 1996 r19C and 19 DA

Policy Statement

EMRC recognises the role that efficient, sustainable and cost effective asset management has in underpinning the delivery of quality services, both in the present and in the future, to its member Councils.

EMRC is committed to an integrated and strategic approach to asset management that is underpinned by the following key principles:

- Ensuring service delivery needs form the basis of asset management;
- Informed decision-making, incorporating a life-cycle approach to asset management and risk management; and
- Sustainability, providing for present needs while sustaining resources for future generations.

Policy Objectives

The objectives of this policy are to:

- Ensure that assets and service levels are maintained in an efficient, sustainable and cost effective manner through long term planning;
- Integrate asset management with other corporate planning to ensure that the impacts of changes in demands and service levels are taken into consideration;
- Assign accountability and responsibility for asset management; and
- Maintain accurate and reliable asset data to effectively inform decision-making.

It is intended that the policy objectives will be achieved through the following:

- The development of a 10 Year Strategic Asset Management Plan (SAMP) to support EMRC’s corporate strategic and business planning;
- The development of a 5 Year Operational Asset Management Plan (OAMP) which provides detailed action plans on key initiatives to be delivered in the next 5 financial years to support the SAMP;
- Identification of existing and new asset requirements based on changes in demands and service levels as part of asset management planning;
- Establishment of clear roles and responsibilities for asset management; and
- Utilisation of an integrated asset management and financial management information system to maintain asset data.

Position	Roles and Responsibilities
Council	<ul style="list-style-type: none"> ➤ Act as stewards for all assets owned by EMRC ➤ Provides strategic direction for asset management ➤ Endorses asset management policy and strategy ➤ Endorses SAMP (as part of strategic planning) and OAMP (as part of budget process)
Chief Executive Officer	<ul style="list-style-type: none"> ➤ Develops asset management policy and strategy for submission to Council ➤ Develops SAMP for submission to Council ➤ Develops OAMP ➤ Develops business cases ➤ Monitors and reports progress of SAMP and OAMP to Council as required
Chiefs	<ul style="list-style-type: none"> ➤ Contribute towards preparation of SAMP and OAMP ➤ Authorise asset additions and disposals in accordance with the approved OAMP ➤ Maintain oversight over assets under their control (including usage, safeguards, risk management and insurance)
Asset Officer	<ul style="list-style-type: none"> ➤ Maintains Asset Register and asset related records ➤ Updates General Ledger for asset related transactions (including depreciation, write off, acquisition and disposal) ➤ Provides assistance to EMRC teams as required
Staff	<ul style="list-style-type: none"> ➤ Initiate acquisition or disposal requests ➤ Utilise assets in a responsible manner

Financial Considerations

The EMRC prepares its financial reports in accordance with Australian Accounting Standards as they apply to local governments, Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1995* and accompanying regulations.

The EMRC reports on the classes of assets including:

- Land;
- Buildings;
- Structures;
- Plant and Equipment;
- Furniture and Fittings; and
- Artworks.

Provisions will be included in financial plans and annual budgets.



Adopted/Reviewed

21 March 2013

18 September 2014

06 December 2018

23 June 2022

Next Review

Following the Ordinary Elections in 2023

Responsible Unit

Business Support Team

Council Policy 3.7

Related Party Transaction and Disclosure

Strategic Plan Objective

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

Purpose

To ensure that the Eastern Metropolitan Regional Council's (EMRC) Financial Statements contain disclosures necessary to comply with the Australian Accounting Standard AASB 124 Related Party Disclosures, which draws attention to the possibility that the EMRC's financial position and profit or loss may have been affected by the existence of transactions with a related party and outstanding balances and commitments with such parties.

Legislation

Australian Accounting Standard AASB 124 Related Party Disclosures

Policy Statement

The Related Party Disclosure Policy aims to assist Council in complying with the disclosure requirements and the level of reporting within the Financial Statements as per AASB-124 Related Party Disclosures. It aims to define the parameters for related party transactions and the level of disclosure and reporting.

Scope

The Policy is to be applied in:

- Identifying and recording related parties and related party relationships;
- Identifying and recording related party transactions and their terms and conditions;
- Assessing materiality and or significance of these transactions;
- Identifying the circumstances in which disclosure of points 1 and 2 is required;
- Determining the disclosures to be made about points 1 and 2; and
- Disclosing relevant information in the Financial Statements.

Definitions

1 Related Party

A person or an entity that is related to the EMRC, referred to as the "reporting entity".

Examples of related parties of the EMRC are:

- Council Subsidiaries;
- Key Management Personnel (KMP);
- Close family members of KMP; and
- Entities that are controlled or jointly controlled by KMP or their close family members.

2 Key Management Personnel (KMP)

A person or persons having authority and responsibility for planning, directing and controlling the activities of the entity, either directly or indirectly, including any director (executive or otherwise) of that entity. In the case of the EMRC, KMP will include, but is not limited to, Councillors, CEO and Chiefs.

3 Close members of the family

Those are family members who may be expected to influence or be influenced by those individuals' dealings with the EMRC and include:

- Children and spouse or domestic partner;
- Children of that person's spouse or domestic partner; and
- Dependents of that person or that persons spouse or domestic partner.
- Under AASB 124, close members of the family could also include extended members of the family such as parents, siblings, grandparents, uncles/aunts or cousins if they could be expected to have influence or be influenced by the KMP in their dealings with the EMRC.

4 Related Party Transactions

These are a transfer of resources, services or obligations between the EMRC and a related party, regardless of whether there is a cost involved.

5 Ordinary Citizen Transaction

These are transactions that an ordinary citizen would undertake with the EMRC, which would be undertaken at arm's length and in the ordinary course of carrying out the EMRC's functions and activities. They would not be seen as material in nature.

Example of ordinary citizen transactions would be:

- The paying of disposal charges at EMRC facilities; and
- The purchase of saleable products from EMRC facilities.

6 Control

The power to govern the financial and operating policies of any entity to obtain benefits from its activities.

7 Significant Influence

The power to participate in the financial and operating policy decision of an entity but not to control those policies.

Responsibilities

Key Management Personnel will include, but is not limited to, Councillors, CEO and Chiefs.

Recommended Practices

From 1 July 2016, AASB 124 Related Party Disclosures applies to the EMRC. This means that the EMRC will be required to disclose information about related parties and the EMRC's transactions with those related parties in the 2016-2017 financial statements and onwards. In the context of transactions, this means cash and non-cash transactions.

As the disclosures will form part of the financial statements, they will be subject to audit by the external auditors.

KMP will be identified and the position they hold with the EMRC disclosed. They will be required to complete a disclosure notification, which at minimum will require details of the related party, (family members and/or entities) that may have existing transaction potential with the EMRC and the relationship to the KMP.

As per paragraph 17 AASB 124, the EMRC shall disclose compensation in total provided to KMP, and for each of the following categories:

- Short term employee benefits;
- Post-employment benefits;
- Other long-term benefits;
- Termination benefits; and
- Share based payments.

For disclosure requirements of AASB 124, the EMRC shall implement a process to capture related party transactions for reporting in the financial statements. The following will be collated and recorded throughout each year:

- Related parties to the KMP;
- Relationship to KMP;
- Transactions that are monetary and/or non-monetary;
- The value of the transaction if monetary;
- The benefit if non-monetary;
- The value of outstanding balances;
- Details of commitments and/or guarantees; and
- Recognition for the provision of doubtful debts related to outstanding balances of related parties.

KMP who no longer hold that role with the EMRC will still be subject to disclosure requirements up until their status as KMP is no longer applicable. The same will apply for KMP who acquire the role in that year.

Once the related party transactions have been identified, they will be assessed by the Manager Financial Services and a determination will be made regarding the materiality of the transaction. This will include assessment of Ordinary Citizen Transactions and whether the terms and conditions differ from normal practice, which would then exclude them from being Ordinary Citizen Transactions.

If a Councillor believes a transaction may constitute a related party transaction, they must notify the CEO who will discuss the matter with the Manager Financial Services to confirm whether the transaction falls within the scope of this policy.

If an Employee believes a transaction may constitute a related party transaction, they must notify their supervisor or manager who will discuss the matter with the Manager Financial Services to confirm whether the transaction falls within the scope of this policy.

The Finance Department will be responsible for the maintenance of a register that captures all related party transactions of KMP.

Privacy

The EMRC will endeavour to ensure that only those staff and the external auditors who are involved in the preparation of the related party disclosures will have access to the related party declarations and related party transactions.



Adopted/Reviewed

22 June 2017

6 December 2018

23 June 2022

Next Review

Following the Ordinary Elections in 2023

Responsible Unit

Business Support Team

Council Policy 6.2

Reimbursement of Expenses – Appointed Members and Staff - Conferences, Seminars, and Other Events

Strategic Plan Objective

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

Purpose

To establish a policy governing the reimbursement of reasonable out of pocket expenses actually and necessarily incurred by appointed members of Council, EMRC staff, or a participant staff member, whilst attending approved conferences, seminars and other events that are considered to be in the course of their authorised EMRC duties.

Legislation

Nil

Policy Statement

Where an appointed member, staff member, or a committee member is authorised to attend a conference, seminar or other event on behalf of the EMRC, expenses incurred will be reimbursed as follows:

Registration Costs

Actual cost of registration for the conference, seminar and/or other event being attended.

Travel and Accommodation Costs

Air Travel - Intrastate and Interstate

- Return economy class airfare to the airport nearest the venue.
- Individuals travelling have the option of upgrading to business class travel at their own expense with the difference between the applicable economy rate and business class rate being payable to the EMRC in advance. Personal frequent flyer credits may be used to upgrade travel class however no reimbursement will be made by EMRC in this case.

Where an appointed member and/or a staff member is required to spend the night away from their normal residence, the actual cost of reasonable hotel or motel accommodation including the night immediately prior to the event and the evening of the last day of the event will be reimbursed.

Air Travel - International Destinations

- Return economy class airfare to the airport nearest the venue.
- Individuals travelling have the option of upgrading to business class travel at their own expense with the difference between the applicable economy rate and business class rate being payable to the EMRC in advance. Personal frequent flyer credits may be used to upgrade travel class however no reimbursement will be made by EMRC in this case.

Where an appointed member and/or a staff member is required to spend the night away from their normal residence, the actual cost of reasonable hotel or motel accommodation including up to two (2) nights immediately prior to the event and the evening of the last day of the event will be reimbursed, subject to the availability of flights.

Other Travel

- Travel to and from airports and other terminals at both ends of the journey.
- Train, bus and taxi fares to and from the venue.
- Car rental and associated petrol costs.
- Personal mileage for use of own vehicle. Where a staff member is authorised to use their own vehicle for business related travel, an allowance shall be paid for the relevant kilometres travelled using the “cents per kilometre method” permissible under the Income Tax Assessment Act.

Accommodation Costs

Accommodation bookings should be made at a hotel, motel, and/or serviced apartment located in close proximity to the conference seminar or event. As a guide, accommodation standards will generally be of a 4/5 star rating with the most competitive rate available at the time of booking being selected.

Meals (including reasonable liquid refreshments served with meals)

The actual cost of the meal consumed with the production of a receipt, or the following rates if receipts are not retained:

- Breakfast \$30
- Lunch \$40
- Dinner \$70

Incidental Expenses - including dry cleaning, telephone calls (necessitated by attendance at the conference), parking, and internet access

Actual reasonable expenses incurred as included on the accommodation account or supported by receipts or credit card accounts.

Accompanying Person(s)

Appointed members and/or members of staff may travel with an accompanying person(s) provided:

- (i) the accompanying person(s) does not incur any costs at Council expense; and/or
- (ii) the presence of the accompanying person(s) does not interfere with the business requirements of the travel.

The only exception to point (i) is the nominated cost for conference related social functions i.e. dinner or cocktail function for the appointed member's and/or staff member's partner, which will be reimbursed.

Cash Advance

A cash advance of \$70 per day for the duration of the event will be made to an appointed member, staff member and/or participant staff member attending the event on behalf of the EMRC. An additional cash advance may be made, at the discretion of the CEO, when it is apparent that payments by cash will exceed \$70 per day.

Persons receiving cash advances are liable to reimburse EMRC for the difference where the advance exceeds the actual expenditure authorised in accordance with this policy.

Supporting Documentation

All claims for travel related expenses, including cash advance payments, must be supported by provision of the appropriate documentation including receipts, itemised accounts, and/or credit card records. A Statutory Declaration detailing the exact costs making up the claim is acceptable where a receipt is not able to be provided.

All supporting documentation should be provided and settled, including outstanding cash advances, within four (4) working weeks following return from the conference, seminar and other event.

Chief Executive Officer Approval

Any expenses incurred which are not related to official travel should be paid personally by the person attending the approved conference, seminar and other event.

The Chief Executive Officer has the discretion to approve other non-personal out-of-pocket expenses associated with attendance at approved conferences, seminars and other events that are considered to be in the course of authorised duties.

Certification

The officer for whom the expense was incurred, is where possible, to certify the account. Discretion is to be exercised to ensure that reasonable costs only are incurred.

Financial Considerations

An amount will be provided in the annual budget to meet estimated costs.

Adopted/Reviewed

22 July 1999
02 May 2002
20 May 2004
08 December 2005
23 February 2006
18 September 2008
23 September 2010
18 September 2014
06 December 2018
23 June 2022

Next Review

Following the Ordinary Elections in 2023

Responsible Unit

Business Support Team

14.6 EXEMPTION FROM TENDER REGULATIONS FOR A CONTRACTOR

D2022/10101

PURPOSE OF REPORT

The purpose of this report is to seek Council approval for exemption from the tender regulations for one of the EMRC's suppliers, Avora Energy.

KEY POINT(S)

- The EMRC seeks to use the services of Avora Energy (Avora) as engineering contractor primarily for the completion of electrical works on the Wood Waste to Energy (WWtE) project. They were previously contracted by Anergy Australia to undertake the installation of various electrical works. Anergy Australia Pty Ltd, went into voluntary administration in March 2022.
- The value of work to complete will exceed the tender limit of \$250,000 (ex GST).
- Regulation 11(1) of the *Local Government (Functions and General) Regulations 1996* requires tenders to be publicly invited for contracts worth more than \$250,000, unless there are circumstances described in r.11(2) which state otherwise.
- Regulation 11(2)(f) of the *Local Government (Functions and General) Regulations 1996* provides that where a local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier, then tenders do not need to be invited.
- Due to Avora's previous involvement, knowledge and experience on the WWtE project and for commercial reasons associated with the costs to introduce a new contractor at this stage, particularly in terms of time to bring a new contractor up to speed, it is proposed that in accordance with r.11(2)(f) of the *Local Government (Functions and General) Regulations 1996* that tenders not be invited on this occasion.
- The EMRC has, additionally through an electrical consultant, verified the estimated cost to complete the works.

RECOMMENDATION(S)

That:

1. Council acknowledges that because of Avora Energy's previous involvement, knowledge and experience, it has good reason to believe there is unlikely to be any other supplier who can provide similar value for money to complete the electrical installation and associated works for the Hazelmere Wood Waste to Energy Project.
2. In accordance with r.11(2)(f) of the *Local Government (Functions and General) Regulations 1996* tenders not be publicly invited on this occasion.

SOURCE OF REPORT

Chief Project Officer

BACKGROUND

- 1 In a confidential report to the 26 May 2022 Ordinary Meeting of Council, (Ref: D2022/08116), it was resolved that:
- 3 *COUNCIL BY ABSOLUTE MAJORITY IN ACCORDANCE WITH S6.8 OF THE LOCAL GOVERNMENT ACT 1995 APPROVES THE COMPLETION OF THE ELECTRICAL WORKS AND ROOF STRUCTURE UP TO THE VALUE OUTLINED BY PARAGRAPH 25 WITHIN THE CONFIDENTIAL REPORT.*

REPORT

- 2 Avora Energy (Avora) has previously been involved in the Wood Waste to Energy (WWtE) project as they were appointed by Anergy Australia to complete the electrical installation. While Anergy Australia was not bound by the requirements of the *Local Government Act 1995 and Local Government (Functions and General) Regulations 1996* in terms of having to go out to public tender prior to awarding Avora this work, it is understood that Anergy did go through a competitive selection process prior to awarding the electrical works to Avora.
- 3 Anergy Australia went into voluntary administration on 14 March 2022. Avora was working on site, when works were stopped on 21 December 2021.
- 4 The services the EMRC propose to procure from Avora will exceed the tender limit of \$250,000 (ex GST). Regulation 11(1) of the *Local Government (Functions and General) Regulations 1996* requires tenders to be publicly invited for contracts worth more than \$250,000, unless subsection r.11(2) states otherwise.
- 5 Regulation 11(2)(f) of the *Local Government (Functions and General) Regulations 1996* states that where a local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier; then tenders do not have to be publicly invited.
- 6 Due to Avora's previous knowledge and experience from their previous involvement with the WWtE Project and for commercial reasons associated with the cost to take on board a new contractor at this stage, particularly in terms of time to bring a new contractor up to speed, it is recommended that the EMRC continue to use the services of Avora to oversee the completion of electrical and other works originally planned by Anergy.
- 7 It is acknowledged that there are other electrical contractors who could complete the works however there are contractual issues associated in doing that, which contractors would have to consider if tendering for this work. As electrical works have already commenced, it is unlikely that any new contractor would be prepared to submit (electrical) notices for work completed by another electrical contractor, nor would they be likely to warrant the works which have already been installed. This leads to potential liability issues where, if there were any electrical problems during commissioning or operation of the plant, they will only warrant the work they did, this would not be the case with Avora. Should an alternative electrical contractor be prepared to assume liability for electrical installation not undertaken by them, they will likely seek to review the electrical works previously carried out, to satisfy themselves it has been done correctly. This will take time and will be at an additional cost.
- 8 Going to public tender at this stage will also introduce a delay of at least three months whilst a tender is drafted, issued, returned, assessed and then awarded.
- 9 Avora has indicated they are interested in completing the works and has the resources available to do this. The construction market, particularly electrical installation work, is over-stretched at the moment, there being too much work for the resources available.

- 10 The EMRC has, additionally through an electrical consultant (PME), verified the estimated cost to complete the works.
- 11 For these reasons it is therefore recommended for Councils' deliberation that in accordance with r.11(2)(f) of the *Local Government (Functions and General) Regulations 1996*, tenders not be publicly invited on this occasion.

STRATEGIC/POLICY IMPLICATIONS

- 12 Key Result Area 1 – Environmental Sustainability
 - 1.1 To provide sustainable waste disposal operations
 - 1.2 To investigate leading edge waste management practices
- Key Result Area 3 – Good Governance
 - 3.4 To continue to improve financial and asset management practices

FINANCIAL IMPLICATIONS

- 13 At its meeting of 26 May 2022, Council approved unbudgeted expenditure for electrical works (D2022/08116).

SUSTAINABILITY IMPLICATIONS

- 14 The use of experienced and qualified contractor will ensure that the WWTE Plant is finished to the standard required by the EMRC and regulators.

RISK MANAGEMENT

Risk – Not achieving practical completion in a reasonable timeframe will result in loss of revenue opportunities.		
Consequence	Likelihood	Rating
Catastrophic	Possible / Likely	High (15) / Extreme (20)
Action/Strategy		
➤ This report recommends a course of action that expedites the procurement of electrical works.		

MEMBER COUNCIL IMPLICATIONS

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

ATTACHMENT(S)

NIL

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION(S)

That:

1. Council acknowledges that because of Avora Energy’s previous involvement, knowledge and experience of this project, it has good reason to believe there is unlikely to be any other supplier who can provide a similar value for money outcome to complete the electrical installation and other works for the Hazelmere Wood Waste to Energy Project.
2. In accordance with r.11(2)(f) of the *Local Government (Functions and General) Regulations 1996* tenders not be publicly invited on this occasion.

COUNCIL RESOLUTION(S)

MOVED

SECONDED

14.7 WASTE & RECYCLE 2022 CONFERENCE – SEPTEMBER 2022

D2022/10822

PURPOSE OF REPORT

The purpose of this report is to advise Council of the upcoming Waste & Recycle 2022 Conference to be held at Crown Towers Perth, on Wednesday 14 September 2022 and Thursday 15 September 2022.

KEY POINT(S)

- The WA Waste & Recycle 2022 Conference is to be held at Crown Towers, Perth, on Wednesday 14 September 2022 and Thursday 15 September 2022.

RECOMMENDATION(S)

That:

1. Councillors and Officers note the dates of 14 and 15 September 2022 for the WA Waste & Recycle 2022 Conference.
2. Councillor(s) and the Chief Executive Officer be authorised to attend the WA Waste & Recycle 2022 Conference.
3. Two (2) places to the WA Waste & Recycle 2022 Conference be offered to the Waste Management Community Reference Group (WMCRCG) in the event that some members may wish to attend.

SOURCE OF REPORT

Chief Sustainability Officer

BACKGROUND

- 1 Advice has been received that the WA Waste & Recycle 2022 Conference is to be held on 14 and 15 September 2022 at Crown Towers Perth. The conference sessions will be held on Wednesday, 14 September 2022 and Thursday, 15 September 2022. Two (2) full day tours are being scheduled for Tuesday 13 September 2022 (details are to follow).

REPORT

- 2 The WA Waste & Recycle Conference is an annual event which caters to those involved in waste management, resource recovery and recycling.
- 3 Limited details of keynote speakers and presentations are available at the time of writing this report however the Conference website, wasteandrecycle.net.au will provide more up-to-date information as it becomes available. Currently two Keynote Addresses are confirmed from Dr Karl and Professor Peter Newman AO.
- 4 EMRC CEO, Marcus Geisler and the Coordinator Waste Education Isabelle Marie will both be presenting on topics related to Waste and Resource Recovery, Sustainable Procurement and the Circular Economy. Draft abstracts are included as attachment 2 to this report.
- 5 The conference, hosted by the Waste Management Association of Australia (WMAA), Department of Water and Environmental Regulation (DWER) and Western Australian Local Government Association (WALGA), is recognised as one of the largest gatherings of thought leaders, educators and industry professionals in the waste and resource recovery sector.

- 6 Registration includes access to all conference sessions and internal exhibition displays. There are networking opportunities over morning, afternoon tea and lunch breaks. Attendance also allows for participants to share experience and knowledge with peers on previous achievements and successes and interact with others in the waste and recycling industry. The program is also attached to this report (Attachment 1).
- 7 All Conference sessions are being held at the Crown Towers Perth. Two (2) full day tours are being offered on Tuesday 13 September 2022.
- 8 The Conference Program covers a range of issues that are generally of interest to the EMRC. The 2022 Conference Assessment Form is attached (Attachment 2). The early bird registration fee is available until 23 August 2022.

STRATEGIC/POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

SUSTAINABILITY IMPLICATIONS

- 13 Nil

RISK MANAGEMENT

Risk – Non Compliance with Council Policy		
Consequence	Likelihood	Rating
Insignificant	Unlikely	Low
Action/Strategy		
➤	Approval be sought for Councillors and the CEO to attend Waste 2022 Conference and Exhibition to comply with Council Policy 6.3 Attendance at Events	

MEMBER COUNCIL IMPLICATIONS

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

ATTACHMENT(S)

1. 2022 Waste and Recycle Conference Program (D2022/10828)
2. 2022 Waste and Recycle Conference EMRC Abstracts (D2022/10835)
3. Conference Assessment Form (D2022/10823)

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION(S)

That:

1. Councillors and Officers note the dates of 14 and 15 September 2022 for the WA Waste & Recycle 2022 Conference.
2. Councillor(s) and the Chief Executive Officer be authorised to attend the WA Waste & Recycle 2022 Conference.
3. Two (2) places to the WA Waste & Recycle 2022 Conference be offered to the Waste Management Community Reference Group (WMCRG) in the event that some members may wish to attend.

COUNCIL RESOLUTION(S)

MOVED

SECONDED



CROWN PERTH
WESTERN AUSTRALIA

Dear Wendy,

We are excited to announce that registrations for the 2022 Waste & Recycle Conference are now open!

To view the Conference website, or to register now, [please click here](#).

CALL FOR ABSTRACTS

The call for abstract process is now open. If you would like to submit an abstract, [please click here](#).

Through the portal you can submit an abstract for one of the five Conference streams. These are;

- **Infrastructure and Strategy**
- **Behaviour Change and community engagement and empowerment**
- **Climate contribution and action**
- **Onshore markets and sustainable procurement**
- **Circular economy**

Please note: These streams apply across all material streams, for example construction & demolition, food organics and garden organics.

All confirmed speakers will be offered a discounted registration rate.

PERFECT PITCH

Do you have the Perfect Pitch? The Waste & Recycle Conference is proud to once again present the Perfect Pitch, where Waste Management 'Sharks' will each have **\$1,000 inc.GST to invest** in your potential enterprise. All you need to do is convince them that your idea is the next big waste management solution!

If you are an entrepreneur in the Waste and Resource Recovery area, and would like to be considered for the Perfect Pitch, fill in the submission form and outline your business ideas and progress to date.

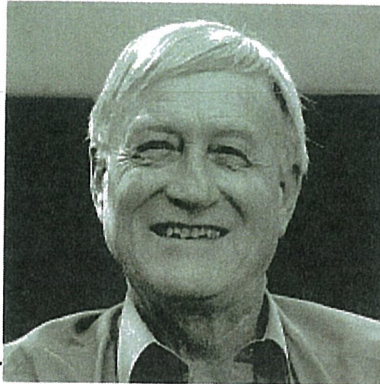
All abstracts and pitches must be [submitted](#) ⁹² prior to our **closing date of 16 June**.

SPONSORSHIP & EXHIBITION

Through an interactive Conference program, our sponsors and exhibitors will have abundant opportunities to interact with delegates, to promote your brand and market your product, services and business.

Our 2022 Sponsorship Prospectus is available to [download here](#). We invite you to explore the options and **submit a booking form to confirm**.

Please note, opportunities are strictly limited and these will fill quickly.



SPEAKER ANNOUNCEMENT

The Conference organising committee is pleased to announce our first invited speaker, Professor Peter Newman.

Peter Newman is the Professor of Sustainability at Curtin University. Peter has written 23 books and over 370 papers on sustainable cities and decarbonization policy. He has worked to deliver his ideas in all levels of government having been an elected councillor, seconded to advise three Premiers and on the Board of Infrastructure Australia 2008-14.

He is the Co-ordinating Lead Author for the UN's IPCC on Transport. In 2014 he was awarded an Order of Australia for his contributions to urban design and sustainable transport. In 2018/19 he was the WA Scientist of the Year.

To register now and hear Professor Newman speak, [please click here](#).

For more information on the Conference, or to keep an eye out for updates, please take a look at our Conference [website here](#).

Event & Conference Co - Conference Secretariat

Waste & Recycle Conference

waste@eventandconferenceco.com.au

<http://wasteandrecycle.net.au/>



WA WASTE AND RECYCLE CONFERENCE 2022

EMRC ABSTRACT

Topic: *“The EMRC Strategy to Establishing a Network of Community Owned WARR Infrastructure”*

Category: Infrastructure and Strategy

Presenter: Marcus Geisler, EMRC Chief Executive Officer

Overview of Topic:

The EMRC has prepared a very comprehensive presentation that covers off on a number of key initiatives that demonstrates how the EMRC has used Strategy to help drive infrastructure delivery.

The Eastern Metropolitan Regional Council (EMRC) continues to create a real difference in the transformation of the waste sector, the delivery of leadership across resource recovery, decarbonisation, sustainability and the changing landscape around WARR infrastructure here in WA. The EMRC recognises that community expectations are moving towards a society that expects climate emergency declarations and a renewed vigor for decarbonization, circular economy, resource recovery and sustainability as we head towards achieving net zero, and is delivering on these fronts.

The EMRC undertook a Strategic Review of the organisation in 2021, delivered a Sustainability Strategy, imbedded the actions of the Sustainability Strategy in 2022 and the SDGs into its Corporate Business Plan all the while aligning itself to the WARR2030. The EMRC's Food Organics and Garden Organics Recovery Strategy will assist in the delivery of the Waste Authority targets for all councils in Perth and Peel as they move to a three bin system by 2025.

The EMRC is in the process of delivering a large scale FOGO Processing infrastructure project to process up to 100,000 tonnes of FOGO material annually, which will cater for around 1/3rd of the total amount of organics expected to be produced by 2025 in the metro area. The large scale FOGO processing facility is currently the subject of a tender process. In the interim the EMRC is operating a temporary facility to process two of its member Council's FOGO since 2020.

The EMRC's dedicated Projects Team is developing new opportunities such as a low carbon Air Pollution Control Residue encapsulation project, a Decarbonisation Initiative to convert landfill gas to Energy and possibly renewable ethanol and hydrogen and a circular economy timber initiative to produce syngas for renewable energy production and biochar as well as establishing the largest waste transfer station capacity to ensure collection and transport efficiencies for future decades.

The Presentation is pitched at all 3 tiers of government, Industry and current and future stakeholders.

Attendees can expect an informative and comprehensive presentation of how to align Strategy to Infrastructure.

WA WASTE AND RECYCLE CONFERENCE 2022

EMRC ABSTRACT

Topic: *“The EMRC Launches a Circular Economy Webinar Roadmap for 2022”*

Category: Circular Economy

Presenter: Isabelle Marie, EMRC Waste Education Coordinator

Overview of Topic:

The EMRC will share its insights into the growing understanding of the Circular Economy and how this relates to waste management and resource recovery, in particular. As part of the presentation the EMRC will showcase snippets of the webinars outlined below which will demonstrate the diversity of topics the EMRC has already covered, and plans to continue to cover, on the Topic of the Circular Economy. This series of webinars has been part funded by the Waste Authority. the series includes:

- 1 "What is a Circular Economy? Case Study - Oranje Tractor"

https://zoom.us/rec/share/SHjyeV8xtFFVP0sz0BwQR86Rowc3dr8kiz7L3875xWyb0gspc6XVde_5Ng7fwNaj.C94ibALWBaEcePF_P/W_WL9.nan8

- 2 “How to Accelerate Circularity in Local Governments”

https://zoom.us/rec/share/FE5wRhsvyvbZQT4vAc0qn3zwKLWd7UmMfJBz8CkykKTf0YXpfETYhtCo49Sb0Tn_UFkm-Q3z20Kfj_-a_P/W_w7!0Bu8Z

3. “WA Plastic Ban – Is Your Business Ready?”

https://us06web.zoom.us/rec/share/bD8P3gpm7I_DZ5DiBRA6NFB-mkNJWnpXhxELI84POKoYu87_VkCrGNNE_aUBj5.3SIW3fn0cxzb6jzg_P/W_a=Y4.A0F

4. “Circular Economy Helping to Reduce Biodiversity Loss” (planned for 24 June - (Link to be included once recorded)

5. “Enabling Circular Economy to Reduce Good Waste” (planned for July- (Link to be included once recorded)

6. “How to Embrace Circularity in Your Home (planned for August - Link to be included once recorded)

Additional two topics to be featured later in the year include:

“Procurement in a Circular Economy for Local Government” and “Paving the Way Toward Net Zero Emissions: Decarbonated Alternative Raw Materials”

Who the presentation is pitched at?

The presentation is pitched at local governments, waste entities, other agencies with an interest in achieving circularity and resource recovery and to the wider public. By showcasing the variety of webinar topics there will be a variety of ‘take-aways’ for all attendees. The numbers of participants at each webinar have ranged from mid 20s to 50, depending on the topic and the guest speakers and the feedback has been amazing. The webinars listed from No 1-9 have been made possible with funding from the Waste Authority which further demonstrates the need to pursue effective partnerships to deliver effective communications.

What can attendees expect?

The EMRC presentation will ensure that attendees walk away with a greater awareness of the Circular Economy and how this aligns with the EMRC and with waste management and resource recovery, sustainability, working towards achieving Net Zero and how this applies to the waste sector. The webinars have been designed to ensure they are appealing to a variety of people no matter their level of understanding.

WA WASTE AND RECYCLE CONFERENCE 2022

EMRC ABSTRACT

Topic: *“The GDA leading the way for sustainable procurement and material security in major infrastructure projects through partnerships”*

Category: Onshore Markets and Sustainable Procurement

Presenter: Marcus Geisler EMRC Chief Executive Officer

Overview of Topic

In a first for WA, the EMRC has successfully negotiate a “Green Deal Alliance” (GDA), securing key partners to achieve strategic infrastructure and major project outcomes. The GDA is a strategic alliance between Department of Transport (DoT), Office of Major Transport Infrastructure Delivery (OMTID), Public Transport Authority (PTA), Sustainable Waste Alliance (SWA), WA ChemCentre, Mandarie Regional Council (MRC), Resource Recovery Group (RRG) and the EMRC. The signing of this exciting strategic alliance is a successful model of high-level collaboration and the EMRC will continue to work towards achieving sustainability targets of large infrastructure projects such as MetroNet and MainRoads as part of delivering the WARR2030 targets through partnerships here in WA.

All of the identified strategic infrastructure projects require significant amount of landscaping/planting to soften the hard surfaces, prevent run off, improve soil health, achieve a visually appealing landscape and assist government agencies to achieve circularity, sustainability, and to work towards net zero, as well as creating a ‘pull’ in the market and the future direction for the waste sector to become circular and moving away from the linear approach. Whilst the initial terms of reference for the GDA were to procure, secure and deliver quality compost or soil conditioner for use in all major transport infrastructure projects across Perth and Peel this is now rapidly evolving and expanding into other civil works products.

The GDA and SWA Innovation Hub have commenced development of:

- FOGO Model Specifications
- Specification templates for ‘Landscaping and Revegetation’ that reference the FOGO model specification
- An Infrastructure Australia compliant Business Case for a coordinated network of FOGO processing plants in Perth/Peel/SouthWest
- A feasibility study for the off-take of FOGO derived materials for OMTID projects
- FOGO Accreditation at the ‘National Level through DAWE’
- The SWA ‘Product Stewardship Scheme’, product evaluation panels and the Certification Board.

The EMRC realised that this strategic alliance can also be instrumental to establish a network of FOGO processing facilities in Perth/Peel/SouthWest and further, that the alliance could be replicated for other WARR2030 priority products and a large range of industrial by-products.

The EMRC is in the process of delivering a large-scale FOGO Processing infrastructure project to process up to 100,000tonnes FOGO material annually, which will cater for around 1/3rd of the total amount of organics expected to be produced by 2025. The large-scale FOGO processing facility is currently the subject of a tender process.

The presentation is pitched at: all three tiers of government, industry and stakeholders with an interest in developing strategic partnerships

Participants can expect: a detailed presentation on developing strategic partnerships that collectively can progress major infrastructure projects, underpinned by sustainable procurement and material security with accredited specifications.



Eastern Metropolitan Regional Council

Conference Assessment Form

Conference Details	Waste & Recycle Conference - September 2022
Organising Body	Waste Management Association of Australia (WMAA), Department of Water and Environmental Regulation (DWER) and Western Australian Local Government Association (WALGA)
Location	Crown Perth
Date	Wednesday, 14 September 2022 and Thursday, 15 September 2022 - Tours offered on Tuesday 13 September 2022
Theme	Waste Management, Resource Recovery and Recycling
Estimated Cost Per Person	Early Bird cost \$640 per attendee and \$250 extra for Tour and \$85 for Cocktail Function
Estimated Total Cost	\$975
Budget Available	Budgeted for each year

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

* Low score means high availability of data

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

Recommendation That Councillors and Chief Executive Officer attend the Conference

Prepared by Chief Sustainability Officer

14.8 ITEMS CONTAINED IN THE INFORMATION BULLETIN (D2022/09915)

The following items are included in the Information Bulletin, which accompanies the Agenda.

1. REGISTER OF COUNCIL RESOLUTIONS 2022 (D2022/09915)
2. 2021/2022 COUNCIL TONNAGE COMPARISONS AS AT 31 MAY 2022 (D2022/09918)
3. COFFS HARBOUR WASTE CONFERENCE 2022 (D2022/10102)

RECOMMENDATION

That the Council notes the items contained in the Information Bulletin accompanying the 23 June 2022 Ordinary Meeting of Council Agenda.

COUNCIL RESOLUTION

MOVED CR

SECONDED CR

15 REPORTS OF COMMITTEES

15.1 AUDIT COMMITTEE MEETING HELD 2 JUNE 2022 (D2022/10085)

The minutes of the Audit Committee meeting held on 2 June 2022 accompany and form part of this agenda – (refer to section of ‘Minutes of Committees’ for Council accompanying this Agenda).

QUESTIONS

The Chairman invites general questions from members on the minutes of the Audit Committee.

RECOMMENDATION(S)

That with the exception of items, which are to be withdrawn and dealt with separately, Council adopts the recommendations in the Audit Committee report (Section 15.1).

COUNCIL RESOLUTION(S)

MOVED CR

SECONDED CR

16 REPORTS OF DELEGATES

17 MEMBERS' MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

18 NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE CHAIRMAN OR PRESIDING MEMBER OR BY DECISION OF MEETING

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

RECOMMENDATION (Closing Meeting to the Public)

That with the exception of, the meeting be closed to members of the public in accordance with Section 5.23 (2) of the *Local Government Act 1995* for the purpose of dealing with matters of a confidential nature.

COUNCIL RESOLUTION

MOVED CR

SECONDED CR

19.1 ITEM 14.1 OF THE AUDIT COMMITTEE MINUTES – CYBER SECURITY AUDIT – GAP ANALYSIS (D2022/10074)

This item is recommended to be confidential because it contains security matters.

See Confidential Item circulated with the Agenda under Separate Cover.

19.2 REGIONAL WASTE COLLECTION SERVICES UPDATE (D2022/10103)

This item is recommended to be confidential because it contains matters of a commercial-in-confidence nature.

See Confidential Item circulated with the Agenda under Separate Cover.

19.3 CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW AND SALARY REVIEW FOR 2021/2022 AND OBJECTIVE SETTING FOR 2022/2023 (D2022/09468)

This item is recommended to be confidential because it contains matters affecting an employee and is to be treated as confidential in accordance with EMRC Policy 4.1 – Chief Executive Officer Appointment, Performance Assessment and Review Policy.

See Confidential Item circulated with the Agenda under Separate Cover.

