

# AGENDA

D2024/09929

## Agenda Forum

9 May 2024

### Notice of Meeting

Dear Councillors

The next Agenda Forum will be held on Thursday, 9 May 2024 at the EMRC Administration Office, 1<sup>st</sup> Floor, 226 Great Eastern Highway, Ascot WA 6104 commencing at 6:00pm.



Marcus Geisler | Chief Executive Officer

3 May 2024

### 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 recorded for administrative purposes only.

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

Public question time will continue as usual at Ordinary Meetings of Council and questions may be submitted electronically prior to the meeting, no later than 4.00pm on the day of the meeting to [CouncilEnquiry@emrc.org.au](mailto:CouncilEnquiry@emrc.org.au).



## **EMRC Council Members**

Cr Filomena Piffaretti	Chairperson	City of Bayswater
Cr Aaron Bowman	Deputy Chairperson	City of Swan
Cr Tallan Ames	EMRC Member	Town of Bassendean
Cr Paul Poliwka	EMRC Member	Town of Bassendean
Cr Michelle Sutherland	EMRC Member	City of Bayswater
Cr Luke Ellery	EMRC Member	Shire of Mundaring
Cr Doug Jeans	EMRC Member	Shire of Mundaring
Cr Jennifer Catalano	EMRC Member	City of Swan

## **EMRC Council Deputies**

Cr Kathryn Hamilton	EMRC Deputy Member	Town of Bassendean
Cr Giorgia Johnson	EMRC Deputy Member	City of Bayswater
Cr John Daw	EMRC Deputy Member	Shire of Mundaring
Cr Ian Johnson	EMRC Deputy Member	City of Swan

## Agenda Forum 9 May 2024

### Table of Contents

<b>1</b>	<b>DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS</b>	<b>4</b>
<b>2</b>	<b>ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE (PREVIOUSLY APPROVED)</b>	<b>4</b>
<b>3</b>	<b>DISCLOSURE OF INTEREST</b>	<b>4</b>
<b>4</b>	<b>ANNOUNCEMENTS BY THE CHAIRPERSON OR PRESIDING MEMBER</b>	<b>4</b>
<b>5</b>	<b>ANNOUNCEMENT OF CONFIDENTIAL MATTERS FOR WHICH MEETINGS MAY BE CLOSED TO THE PUBLIC</b>	<b>4</b>
<b>6</b>	<b>EMPLOYEE REPORTS</b>	<b>4</b>
6.1	FINANCIAL REPORT FOR PERIOD ENDED 31 MARCH 2024 (2024/09466)	5
6.2	REVIEW OF COUNCIL POLICIES (D2024/10157)	26
6.3	INFORMATION BULLETIN – CORPORATE BUSINESS PLAN 2023/2024 TO 2027/2028 – THIRD QUARTER REPORTING – JANUARY TO MARCH 2024 (D2024/08800)	51
6.4	INFORMATION BULLETIN – SUSTAINABILITY TEAM UPDATE – JANUARY TO MARCH 2024 (D2024/08802)	72
<b>7</b>	<b>CONFIDENTIAL MATTER FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC</b>	<b>78</b>
7.1	EAST ROCKINGHAM WASTE TO ENERGY PLANT UPDATE (D2024/10229)	78
7.2	EMRC SUPPORT FOR AUSTRALIAN RESEARCH COUNCIL RESEARCH HUB FOR VALUE ADDED PROCESSING OF CARBON WASTE (D2024/38495)	78
<b>8</b>	<b>FUTURE AGENDA FORUMS</b>	<b>79</b>
<b>9</b>	<b>DECLARATION OF CLOSURE OF MEETING</b>	<b>79</b>

**1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS**

**1.1 ACKNOWLEDGEMENT OF COUNTRY**

We wish to acknowledge the traditional custodians of the land, the Whadjuk people of the Noongar Nation and to pay our respects to elders past, present and emerging.

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

**3 DISCLOSURE OF INTEREST**

**4 ANNOUNCEMENTS BY THE CHAIRPERSON OR PRESIDING MEMBER**

**5 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 7 of this agenda:

- EAST ROCKINGHAM WASTE TO ENERGY PLANT UPDATE (D2024/10229)
- EMRC SUPPORT FOR AUSTRALIAN RESEARCH COUNCIL RESEARCH HUB FOR VALUE ADDED PROCESSING OF CARBON WASTE (D2024/38495)

**6 EMPLOYEE REPORTS**

6.1 FINANCIAL REPORT FOR PERIOD ENDED 31 MARCH 2024 (2024/09466)

6.2 REVIEW OF COUNCIL POLICIES (D2024/10157)

6.3 INFORMATION BULLETIN – CORPORATE BUSINESS PLAN 2023/2024 TO 2027/2028 – THIRD QUARTER REPORTING – JANUARY TO MARCH 2024 (D2024/08800)

6.4 INFORMATION BULLETIN – SUSTAINABILITY TEAM UPDATE – JANUARY TO MARCH 2024 (D2024/08802)

**6.1 FINANCIAL REPORT FOR PERIOD ENDED 31 MARCH 2024**

**D2024/09466**

**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 March 2024.

**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 March 2024 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, Statement of Financial Activity and the Investment Report for the period ended 31 March 2024.

**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.
- 3 The half year review was undertaken during January/ February 2024 and is reflected in this report.

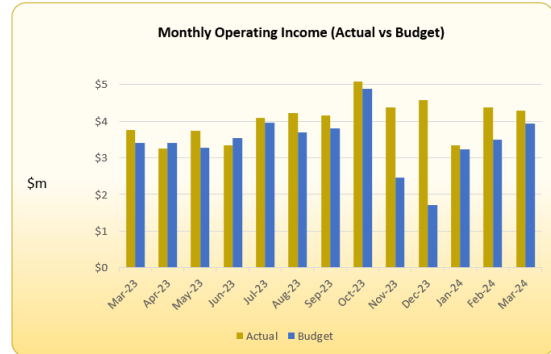
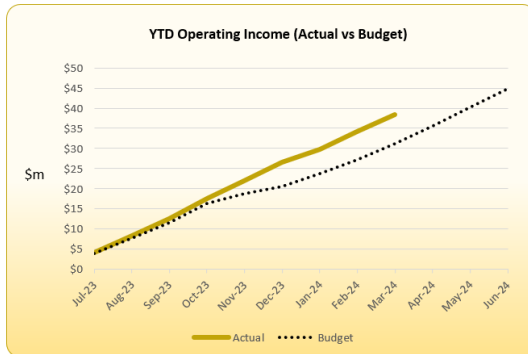
**REPORT**

- 4 Outlined below are financial statements for the period ended 31 March 2024. 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)**

5 The net operating result as at 31 March 2024 is a favourable variance of \$4,832,479 (71.97%) against budget. The following information is provided on key aspects of Council’s year to date financial performance:

<b>Operating Income</b>	Actuals for the Year	A favourable variance of \$7,308,235 (23.46%)
	End of Year Forecasts	A favourable variance of \$4,118,116 (9.20%)

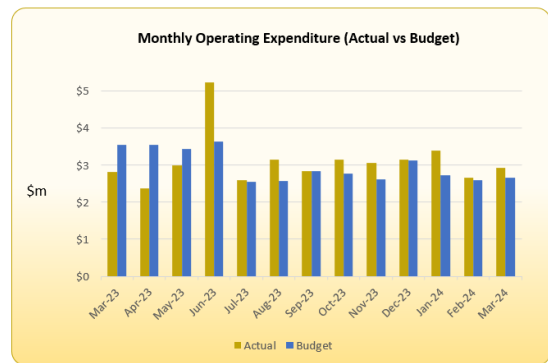
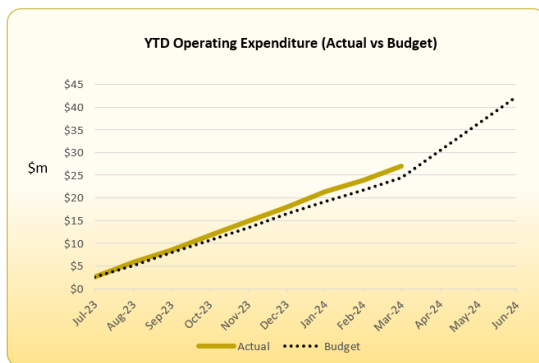


**Operating Income Variances Previously Reported to Council**

- 6 Year to date Net User Charges of \$27,925,974 is above the budget by \$5,035,252 (22.00%). The variance is attributable to additional tonnages received mostly from Commercial Customers at 73.52% compared to Member Council at 26.48%.
- 7 Year to date Secondary Waste Charge of \$2,524,486 is above the budget by \$978,699 (63.31%). This is primarily attributed to the delay in East Rockingham Waste to Energy (ERWtE) project and the tonnages from member councils being redirected to Redhill Waste Management Facility (RHWMF).
- 8 The full year forecast for the Secondary Waste Charge is above the annual budget by \$1,132,096 due to the delay in the ERWTE project. This resulted in greater tonnes being forecast to be disposed at the RHWMF.
- 9 Year to date Contribution is above the budget by \$22,965 (20.92%) predominantly due to the contribution received for sponsorship of the Circular Economy Leadership Course. This also resulted in the full year forecast above the annual budget by \$22,990.
- 10 The full year forecast for Contributions is above the annual budget by \$22,990 due to an unbudgeted contribution received for sponsorship of the Circular Economy Leadership Course.
- 11 Year to date Operating Grants is below the annual budget by \$211,377 (61.99%). Following the interim audit, it has been decided that the grants for FOGO Picking station will be recognised once the plant is operational.
- 12 The full year forecast for Operating Grants is below the annual budget by \$295,379. This variance is attributable to the decrease in anticipated grant funding for the Electrical Vehicle charging type grant.
- 13 Year to date Interest on Municipal Cash Investments of \$964,261 is above the budget by \$803,188 (498.65%) due to the higher investment rate achieved (4.88% average interest vs 3.75% budgeted) and higher available funds for investments.
- 14 The full year Interest on Municipal Cash Investments has been forecasted to be above the budget by \$1,096,145 (510.37%) due to the increase in investment rates during the year and the higher available funds for investments.

- 15 Year to date Interest on Restricted Cash Investments of \$1,889,765 is above the budget by \$528,110 (38.78%) due to the higher investment rates achieved and higher available funds for investments.
- 16 Year to date Reimbursement is above the budget by \$404,607 (30.81%). The major variances relate to a reimbursement of \$216,692 for Biobags, \$116,160 for Woodside project and \$91,071 for Bin Management on Regional Waste Collection Project.
- 17 The full year forecast for Reimbursements has been forecasted to be \$667,952 (34.44%) above the budget of \$1,939,340. The primary variances are due to the higher recoup of \$228,727 from Baywaste Transfer Station operations, an unbudgeted recoup of \$216,632 from participants for the purchase of FOGO caddies and liners (Biobags), an unbudgeted recoup of \$153,277 relating to Bin Management on the Regional Waste Collection Project and an unbudgeted recoup relating to the Woodside project.
- 18 The full year forecast for Other Income of \$2,816,714 is \$1,139,000 (28.79%) below the budget of \$3,955,714. The major factors contributing to this variance include an income from Wood Waste to Energy Project forecast to be \$934,116 below the budget and income from Methane forecast to be \$564,160 below the budget.
- 19 The full year forecast for Proceeds from Sale of Assets of \$500,273 has been forecasted to be \$78,273 (18.55%) above the budget of \$422,000. This variance relates to the timing on the disposal by auction of fleet vehicles due for change over.
- 20 There were no further significant Operating Income variances as at 31 March 2024.

<b>Operating Expenditure</b>	Actuals for the Year	An overspend variance of \$2,475,756 (10.13%)
	End of Year Forecasts	An underspend variance of \$2,084,955 (4.93%)



### Operating Expenditure Variances Previously Reported to Council

- 21 Year to date Material Expenses of \$1,500,031 is above the budget by \$310,364 (26.09%). The major variance relates to the purchase of Biobags which was reimbursed.
- 22 Year to date Fuel Expenses of \$1,333,372 is above the budget by \$179,518 (15.56%). The variance is due to the increased fuel consumption resulting from the higher volume of tonnage received.
- 23 The full year forecast for Fuel Expenses is \$411,975 (26.78%) above the budget of \$1,538,583. The variance is attributable to the additional diesel fuel forecast to be consumed as a result of the increase in tonnages forecast to be disposed at the RHWMF by year end.

- 24 The full year forecast for Interest Expenses is \$369,408 above the budget. The variance is attributable to the adjustment in the estimated unwinding of discount on Post Closure and Site Rehabilitation Provisions in response to the change in the Consumer Price Index (CPI).
- 25 The full year forecast for Insurance Expenses is \$124,041 above the budget of \$427,647. The variance is due to an increase in insurance premium and additional insurance required for Wood Waste to Energy Project.
- 26 Year to date Depreciation Expenses is above the budget by \$898,799 (25.37%). The major variance relates to the higher cell usage as a result of additional commercial and non-member Council tonnages received.
- 27 The full year forecast for Depreciation Expenses is \$2,540,231 (56.38%) above the budget of \$4,505,745. The variance is attributable to the higher Depreciation Expenses - Cell Usage of \$1.47m due to the additional tonnages forecast to go to landfill as at year end (due to the delay in the ERWTE project) and additional commercial tonnages forecast to be received and the higher Depreciation Expenses - General of \$1.07m due to additional plant purchased during the year.
- 28 Year to date Miscellaneous Expenses is below the budget by \$251,161 (25.55%) due to the timing of various projects from different business units. Areas where the expenditures are lower than budget for various directorates/business units include: CEO's (\$74,961), Business Support (\$57,634) and Sustainability (\$169,699). The expenditure for Operations is \$51,133 higher than budget.
- 29 The full year forecast for Miscellaneous Expenses has been forecasted to be \$5,512,748 (68.65%) below the budget of \$8,030,117. The major factors contributing to this variance include the expenditure associates with the disposal charges on ERWTE project forecast to be below the budget by \$5,303,534, the membership expenses forecast to be below the budget by \$68,302 and the advertising expenses forecast to be below the budget by \$17,423.
- 30 Year to date Provision Expenses is above the budget by \$736,089 (117.24%). This non-cash flow variance relates to the Post Closure Site Rehabilitation and Environmental Monitoring provisions as a result of the additional commercial and non-member Council tonnages received during the March month.
- 31 The full year forecast for Provision Expenses is \$857,738 (93.51%) below the budget of \$917,260. The variance relates to the adjustment in the estimated of future value of Post Closure and Site Rehabilitation Provisions in response to the change in the Consumer Price Index (CPI).
- 32 Year to date Cost Allocations is below the budget by \$647,779 (99.93%). 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 as well as the timing of various projects.
- 33 The full year forecast for Costs allocations is \$117,224 below the budget. This variance relates to lower than budgeted internal costs allocated to various projects and specifically capital expenditure projects that have been budgeted to utilise the EMRC's plant and labour.
- 34 There were no further significant Operating Expenditure variances as at 31 March 2024.

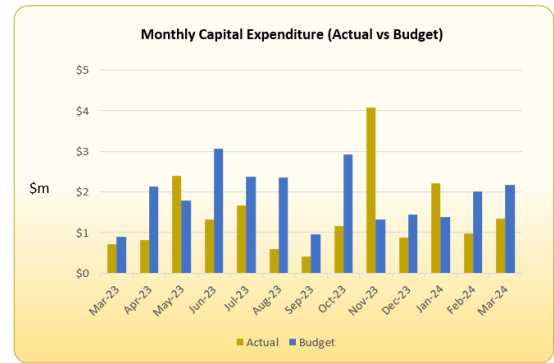
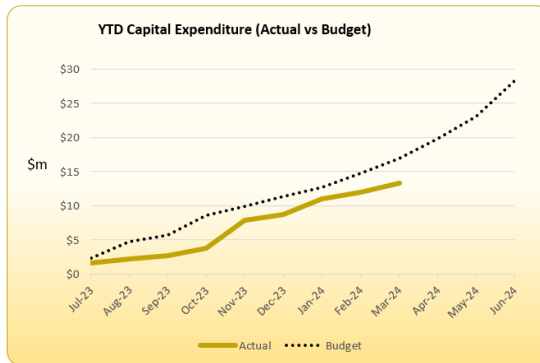
<b>Other Comprehensive Income</b>	Actuals for the Year	Nil
	End of Year Forecasts	Nil

- 35 There were no significant Other Comprehensive Income variances as at 31 March 2024.



### Capital Expenditure Statement (refer Attachment 2)

<b>Capital Expenditure</b>	Actuals for the Year	An underspend variance of \$3,519,593
	End of Year Forecasts	An underspend variance of \$361,979



### Capital Expenditure Variances

36 A year to date underspend variance of \$3,519,593 existed as at 31 March 2024 when compared to the budget of \$16,937,579.

37 Year to date Capital expenditure totalling \$13,417,986 with the major capital expenditure being undertaken on the following:

- Construct Waste Transfer Station - HRRP - \$2,409,826;
- Construct Wood Waste to Energy Building - HRRP - \$2,138,888;
- Purchase / Replace Plant - HRRP - \$1,391,253;
- Leachate Pond Deepening - RHWMF - \$1,077,613;
- Regional Waste Collection Project - Plant Purchases - \$966,676;
- Refurbish Plant - RHWMF - \$864,536;
- Purchase / Replace Plant - RHWMF - \$672,327;
- Purchase / Replace Minor Plant and Equipment - HRRP - \$539,185;
- Construct Class III Cell Stage 17 – RHWMF - \$535,474;
- Purchase / Replace Vehicles - RHWMF - \$332,958;
- Hydrant Upgrade - HRRP - \$294,846;
- Purchase / Replace Minor Plant and Equipment - RHWMF - \$292,311;
- Upgrade Power Supply to Workshop No 2 - RHWMF - \$281,977;
- Sewer Line connection to Talloman – HRRP - \$280,469;
- FOGO Picking Station – RHWMF - \$222,465;
- Construct Roads / Carparks - RHWMF - \$211,134;
- Waste Transfer Station - Thermal Cameras - HRRP - \$194,090; and
- Resource Recovery Park - Noise Control Fencing - \$153,022.

38 Full Year Capital Expenditure has been forecasted to be \$361,979 (1.27%) below the budget of \$28,409,629.

- 39 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:
- ⇒ Design and Construct Class IV Cell Stage 3 – RHWMF - \$3,056,666;
  - ⇒ Air Pollution Control Residue Facility and Plant (APCR) – RHWMF - \$3,362,034 (c/fwd);
  - ⇒ Construct Wood Waste to Energy Building – HRRP - \$488,088 (c/fwd);
  - ⇒ Construct Access Road to Lots 8 9 10 – RHWMF - \$460,000 (c/fwd);
  - ⇒ Construct Drainage Works to Lots 8 9 10 – RHWMF - \$440,000 (c/fwd);
  - ⇒ Purchase / Replace Plant – HRRP - \$389,216;
  - ⇒ Construct Hardstand 2 (Old House Site) – HRRP - \$360,000;
  - ⇒ Extend Ascot PV & EV Charging - \$228,397;
  - ⇒ Construct Monitoring Bores – RHWMF - \$200,000;
  - ⇒ Purchase Vehicles - Ascot Place (Electric Vehicles) - \$168,000;
  - ⇒ Construct Waste Management Facility Buildings – RHWMF – \$164,802;
  - ⇒ Extension of Sewer Line from WWtE to Sewer Sump & existing ATU – HRRP - \$145,885; and
  - ⇒ Purchase / Replace Plant – RHWMF - \$126,981 (c/fwd).
- 40 This is offset by an increase in the following Capital Expenditure budget provision (including new projects) following a review of the capital expenditure program:
- ⇒ Construct Class III Cell Stage 17 – RHWMF - \$5,125,374;  
At its meeting on 22 February 2024, Council approved additional budget funding for the construction of Stage 17 landfill cell which will be funded by the budget from Class IV cell construction as well as the surplus funds available in the Municipal Fund reserves.
  - ⇒ Construct Waste Transfer Station – HRRP - \$1,618,756;  
At its meeting on 22 June 2023, Council approved unbudgeted provisional sum includes additional 5% contingency funding to the value of \$342,779 on the contract sum and unbudgeted provisional sum of \$1,275,977 to address the final claims from the Contractor.
  - ⇒ Sewer Line connection to Talloman – HRRP - \$470,885;
  - ⇒ Hydrant Upgrade – HRRP - \$362,827;
  - ⇒ Upgrade Power Supply to Workshop No 2 – RHWMF - \$328,456;
  - ⇒ Purchase Vehicles - Ascot Place - \$227,204;
  - ⇒ Regional Waste Collection Project - Plant Purchases - \$200,000;
  - ⇒ Waste Transfer Station - Thermal Cameras – HRRP - \$175,738;
  - ⇒ Purchase / Replace Other Equipment – RHWMF - \$175,000;
  - ⇒ Purchase / Replace Vehicles – RHWMF - \$170,708;
  - ⇒ Resource Recovery Park - Noise Control Fencing - \$154,249;
  - ⇒ Purchase / Replace Minor Plant and Equipment – HRRP - \$133,741; and
  - ⇒ Construct FOGO Processing Area – RHWMF - \$100,000.

**Statement of Financial Position (refer Attachment 3)**

- 41 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.
- 42 Total Equity as at 31 March 2024 totals \$189,220,926. This is an increase of \$11,547,186 from the 30 June 2023 equity of \$177,673,740.
- 43 It has been forecasted that Total Equity as at 30 June 2024 will be above the original budget of \$176,677,584 by \$6,203,071.

**Statement of Cash and Investments (refer Attachment 4)**

- 44 The level of cash and investments in the Municipal Fund as at 31 March 2024 is \$37,202,816 and Restricted Cash amount to \$47,027,927.
- 45 The net movement for the month is an increase of \$3,291,105.
- 46 It has been forecasted that Total Cash and Investment as at 30 June 2024 will be above the original budget of \$32,178,383 by \$9,158,924.

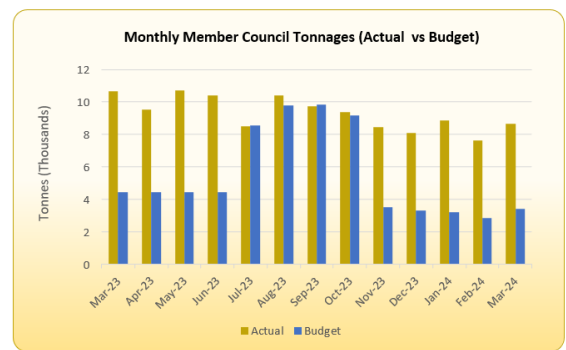
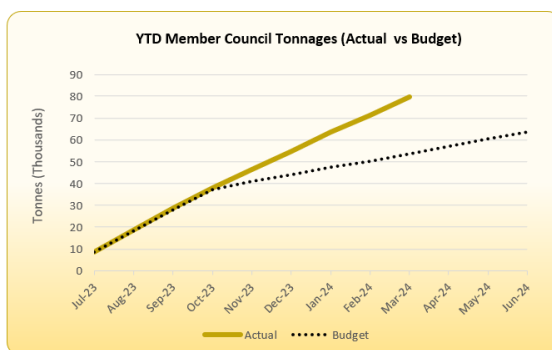
**Statement of Financial Activity (refer Attachment 5)**

- 47 The Statement of Financial Activity combines information from other report to include Operating Revenue and Expenditure, Capital Income and Expenditure, and transfers to and from reserves.
- 48 The explanation of material variances can be found in the paragraphs under the "Statement of Comprehensive Income - Nature and Type" section.

**Investment Report (refer Attachment 6)**

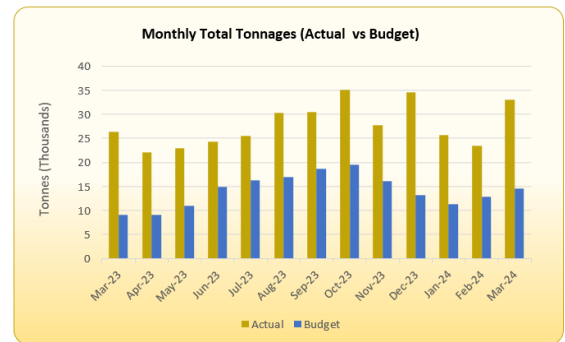
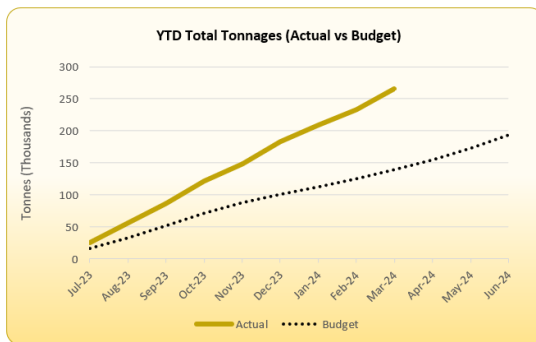
- 49 Term deposits valued at \$30,500,000 matured during March 2024 of which \$23,000,000 was reinvested into further term deposits.

**Tonnages - Member Councils**



- 50 Tonnages received from member Councils were 79,746 tonnes compared to the budget of 53,724 tonnes.
- 51 This compared with 98,256 tonnes in the previous corresponding period. The main variance is due to the withdrawal of City of Kalamunda as at 30 June 2023.

### Tonnages - Total Tonnages



52 Total Red Hill tonnages received from all sources were 265,743 tonnes compared to the budget of 139,356 tonnes. The variance is mainly as a result of the higher commercial and non-member Council tonnes received.

53 As at the same period in 2022/2023 tonnages received from all sources totalled 172,980 tonnes.

### STRATEGIC/POLICY IMPLICATIONS

54 Reporting on EMRC Strategic Policy implications align with the revised Strategic Plan 2017-2027 and the Sustainability Strategy.

### FINANCIAL IMPLICATIONS

55 As outlined within the report and attachments.

### SUSTAINABILITY IMPLICATIONS

56 Nil

### RISK MANAGEMENT

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

**MEMBER COUNCIL IMPLICATIONS**

**Member Council**

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



**Implication Details**

As outlined in the report.

**ATTACHMENT(S)**

1. Statement of Comprehensive Income by Nature and Type (D2024/09915)
2. Capital Expenditure Statement (D2024/09916)
3. Statement of Financial Position (D2024/09917)
4. Statement of Cash and Investments (D2024/09918)
5. Statement of Financial Activity (D2024/09919)
6. Investment Report (D2024/09920)

**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, Statement of Financial Activity and the Investment Report for the period ended 31 March 2024.

**COUNCIL RESOLUTION(S)**

MOVED

SECONDED

## STATEMENT OF COMPREHENSIVE INCOME Nature and Type

Year to Date			March 2024			Full Year		
Actual	Budget	Variance		Forecast	Budget	Variance		
<b>Operating Income</b>								
\$44,004,745	\$33,159,165	\$10,845,580	(F)	User Charges	\$55,457,907	\$43,897,155	\$11,560,752	(F)
(\$16,078,771)	(\$10,268,443)	(\$5,810,328)	(U)	<u>Less</u> Landfill Levy Charges	(\$19,558,070)	(\$10,628,512)	(\$8,929,558)	(U)
<b>\$27,925,974</b>	<b>\$22,890,722</b>	<b>\$5,035,252</b>	(F)	Net User Charges	<b>\$35,899,837</b>	<b>\$33,268,643</b>	<b>\$2,631,194</b>	(F)
\$426,705	\$446,959	(\$20,254)	(U)	Special Charges	\$566,432	\$591,096	(\$24,664)	(U)
\$2,524,486	\$1,545,787	\$978,699	(F)	Secondary Waste Charge	\$2,878,728	\$1,746,632	\$1,132,096	(F)
\$132,720	\$109,755	\$22,965	(F)	Contributions	\$132,745	\$109,755	\$22,990	(F)
\$129,623	\$341,000	(\$211,377)	(U)	Operating Grants	\$394,603	\$690,000	(\$295,397)	(U)
\$964,261	\$161,073	\$803,188	(F)	Interest Municipal Cash Investments	\$1,310,920	\$214,775	\$1,096,145	(F)
\$1,889,765	\$1,361,655	\$528,110	(F)	Interest Restricted Cash Investments	\$1,764,117	\$1,815,590	(\$51,473)	(U)
\$1,717,986	\$1,313,379	\$404,607	(F)	Reimbursements	\$2,607,292	\$1,939,340	\$667,952	(F)
\$2,564,698	\$2,799,926	(\$235,228)	(U)	Other	\$2,816,714	\$3,955,714	(\$1,139,000)	(U)
\$182,273	\$180,000	\$2,273	(F)	Proceeds from Sale of Assets	\$500,273	\$422,000	\$78,273	(F)
<b>\$38,458,491</b>	<b>\$31,150,256</b>	<b>\$7,308,235</b>	(F)	<b>Total Operating Income</b>	<b>\$48,871,661</b>	<b>\$44,753,545</b>	<b>\$4,118,116</b>	(F)
<b>Operating Expenditure</b>								
\$10,412,711	\$10,244,935	(\$167,776)	(U)	Salary Expenses	\$15,073,957	\$14,057,260	(\$1,016,697)	(U)
\$6,370,541	\$6,617,897	\$247,356	(F)	Contract Expenses	\$9,967,977	\$10,391,841	\$423,864	(F)
\$1,500,031	\$1,189,667	(\$310,364)	(U)	Material Expenses	\$2,025,718	\$1,936,086	(\$89,632)	(U)
\$288,235	\$282,686	(\$5,549)	(U)	Utility Expenses	\$397,751	\$377,077	(\$20,674)	(U)
\$1,333,372	\$1,153,854	(\$179,518)	(U)	Fuel Expenses	\$1,950,558	\$1,538,583	(\$411,975)	(U)
\$0	\$0	\$0	(F)	Interest Expenses	\$369,408	\$0	(\$369,408)	(U)
\$351,977	\$322,683	(\$29,294)	(U)	Insurance Expenses	\$551,688	\$427,647	(\$124,041)	(U)
\$4,441,978	\$3,543,179	(\$898,799)	(U)	Depreciation Expenses	\$7,045,976	\$4,505,745	(\$2,540,231)	(U)
\$731,949	\$983,110	\$251,161	(F)	Miscellaneous Expenses	\$2,517,369	\$8,030,117	\$5,512,748	(F)
\$1,363,927	\$627,838	(\$736,089)	(U)	Provision Expenses	\$59,522	\$917,260	\$857,738	(F)
(\$424)	(\$648,203)	(\$647,779)	(U)	Costs Allocated	(\$390)	(\$117,614)	(\$117,224)	(U)
\$117,008	\$117,903	\$895	(F)	Carrying Amount of Assets Disposed Of	\$253,575	\$234,062	(\$19,513)	(U)
<b>\$26,911,305</b>	<b>\$24,435,549</b>	<b>(\$2,475,756)</b>	(U)	<b>Total Operating Expenditure</b>	<b>\$40,213,109</b>	<b>\$42,298,064</b>	<b>\$2,084,955</b>	(F)
<b>\$11,547,186</b>	<b>\$6,714,707</b>	<b>\$4,832,479</b>	(F)	<b>NET RESULT BEFORE OTHER COMPREHENSIVE INCOME</b>	<b>\$8,658,552</b>	<b>\$2,455,481</b>	<b>\$6,203,071</b>	(F)
Surplus	Surplus				Surplus	Surplus		
<b>Other Comprehensive Income</b>								
\$0	\$0	\$0	(F)	Revaluation of Assets/Accumulated Depreciation Reversal	\$0	\$0	\$0	(F)
<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	(F)	<b>Total Other Comprehensive Income</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	(F)
<b>\$11,547,186</b>	<b>\$6,714,707</b>	<b>\$4,832,479</b>	(F)	<b>CHANGE IN NET ASSETS FROM OPERATIONS</b>	<b>\$8,658,552</b>	<b>\$2,455,481</b>	<b>\$6,203,071</b>	(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

### MARCH 2024

Year to Date			On Order	Full Year			
Actual	Budget	Variance		Forecast	Budget	Variance	
<b>CEO's Team</b>							
\$0	\$52,497	\$52,497	\$0	Purchase Information Technology & Communication Equipment - Councillors ( 24550/01 )	\$70,000	\$70,000	\$0
\$0	\$52,497	\$52,497	\$0		\$70,000	\$70,000	\$0



# CAPITAL EXPENDITURE STATEMENT

MARCH 2024

Year to Date			On Order	Full Year			
Actual	Budget	Variance		Forecast	Budget	Variance	
<b>Business Support</b>							
\$0	\$211,491	\$211,491	\$0	Extend Ascot PV & EV Charging ( 24399/28 )	\$53,603	\$282,000	\$228,397
\$107,954	\$51,561	(\$56,393)	\$0	Purchase Vehicles - Ascot Place ( 24440/00 )	\$295,954	\$68,750	(\$227,204)
\$0	\$313,497	\$313,497	\$0	Purchase Vehicles - Ascot Place (Electric Vehicles) ( 24440/01 )	\$250,000	\$418,000	\$168,000
\$0	\$7,497	\$7,497	\$0	Purchase Furniture Fittings & Equipment - Corporate Services ( 24510/01 )	\$10,000	\$10,000	\$0
\$0	\$54,747	\$54,747	\$0	Purchase Information Technology & Communication Equipment ( 24550/00 )	\$73,000	\$73,000	\$0
\$0	\$71,244	\$71,244	\$0	Capital Improvement Administration Building - Ascot Place ( 25240/01 )	\$95,000	\$95,000	\$0
\$0	\$3,744	\$3,744	\$0	Upgrade Security Equipment - Ascot Place ( 25530/01 )	\$5,000	\$5,000	\$0
<b>\$107,954</b>	<b>\$713,781</b>	<b>\$605,827</b>	<b>\$0</b>		<b>\$782,557</b>	<b>\$951,750</b>	<b>\$169,193</b>





# CAPITAL EXPENDITURE STATEMENT

MARCH 2024

Year to Date			On Order		Full Year		
Actual	Budget	Variance			Forecast	Budget	Variance
<b>Operations Team</b>							
\$82,633	\$41,666	(\$40,967)	\$0	<b>Construct Waste Management Facility Buildings - Red Hill Landfill Facility ( 24250/01 )</b>	\$85,198	\$250,000	\$164,802
\$2,138,888	\$2,040,459	(\$98,429)	\$646,563	<b>Construct Wood Waste to Energy Building - HRRP ( 24259/05 )</b>	\$2,239,500	\$2,727,588	\$488,088
\$2,409,826	\$849,858	(\$1,559,968)	\$67,634	<b>Construct Waste Transfer Station - HRRP ( 24259/10 )</b>	\$2,468,614	\$849,858	(\$1,618,756)
\$2,360	\$0	(\$2,360)	\$0	<b>Construct Weighbridge Office - Hazelmere ( 24259/12 )</b>	\$2,360	\$0	(\$2,360)
\$1,682	\$0	(\$1,682)	\$0	<b>Construct Site Workshop - Hazelmere ( 24259/13 )</b>	\$1,700	\$0	(\$1,700)
\$281,977	\$0	(\$281,977)	\$0	<b>Upgrade Power Supply to Workshop No 2 - Red Hill Landfill Facility ( 24259/15 )</b>	\$328,456	\$0	(\$328,456)
\$48,030	\$106,931	\$58,901	\$47,747	<b>Install Power Supply to Lots 8 9 &amp; 10 - Red Hill Landfill Facility ( 24259/16 )</b>	\$250,000	\$250,000	\$0
\$0	\$110,005	\$110,005	\$0	<b>Wood Waste to Energy Plant - Fire Protection - HRRP ( 24259/22 )</b>	\$200,000	\$200,000	\$0
\$535,474	\$94,999	(\$440,475)	\$5,423,428	<b>Construct Class III Cell Stage 17 - Red Hill Landfill Facility ( 24310/21 )</b>	\$5,565,374	\$440,000	(\$5,125,374)
\$0	\$393,824	\$393,824	\$0	<b>Design and Construct Class IV Cell Stage 2 - Red Hill Landfill Facility ( 24330/04 )</b>	\$639,050	\$600,000	(\$39,050)
\$48,348	\$551,717	\$503,370	\$0	<b>Design and Construct Class IV Cell Stage 3 - Red Hill Landfill Facility ( 24330/05 )</b>	\$150,000	\$3,206,000	\$3,056,000
\$0	\$227,079	\$227,079	\$0	<b>Construct Leachate and Stormwaste Infrastructure and Siltation Ponds - Red Hill Landfill Facility ( 24350/01 )</b>	\$375,000	\$375,000	\$0
\$1,077,613	\$1,537,494	\$459,881	\$848,628	<b>Leachate Pond Deepening - Red Hill Landfill Facility ( 24350/02 )</b>	\$1,628,098	\$1,550,000	(\$78,098)



# CAPITAL EXPENDITURE STATEMENT

MARCH 2024

Year to Date			On Order	Full Year		
Actual	Budget	Variance		Forecast	Budget	Variance
<b>Operations Team</b>						
\$211,134	\$94,776	(\$116,358)	\$0	Construct Roads / Carparks - Red Hill Landfill Facility ( 24370/00 )	\$212,060	\$127,060 (\$85,000)
\$0	\$518,870	\$518,870	\$0	Construct Access Road to Lots 8 9 10 - Red Hill Landfill Facility ( 24370/02 )	\$200,000	\$660,000 \$460,000
\$33,725	\$56,250	\$22,525	\$220	Construct Drainage Diversion and Earthworks Infrastructures - Red Hill Landfill Facility ( 24380/00 )	\$100,000	\$75,000 (\$25,000)
\$0	\$426,521	\$426,521	\$0	Construct Drainage Works to Lots 8 9 10 - Red Hill Landfill Facility ( 24380/01 )	\$0	\$440,000 \$440,000
\$0	\$22,500	\$22,500	\$0	Construct Litter Fence - Redhill Landfill Facility ( 24394/05 )	\$30,000	\$30,000 \$0
\$153,025	\$0	(\$153,025)	\$0	Noise Control Fencing Hazelmere - Construct ( 24394/06 )	\$154,249	\$0 (\$154,249)
\$65,587	\$149,994	\$84,407	\$0	Supply and Install Electronic Gates - Redhill Landfill Facility ( 24394/07 )	\$150,000	\$200,000 \$50,000
\$13,777	\$0	(\$13,777)	\$0	Construct FOGO Processing Area - Red Hill Landfill Facility ( 24395/05 )	\$100,000	\$0 (\$100,000)
\$0	\$26,244	\$26,244	\$0	Undertake FOGO Reference Site Tours ( 24395/06 )	\$0	\$35,000 \$35,000
\$12,581	\$74,215	\$61,634	\$900	Implementation of the FOGO Recovery Strategy ( 24395/07 )	\$58,550	\$100,000 \$41,450
\$0	\$360,000	\$360,000	\$0	Construct Hardstand 2 (Old House Site) - Hazelmere ( 24395/10 )	\$0	\$360,000 \$360,000
\$222,465	\$500,000	\$277,535	\$254,105	FOGO Picking Station - Red Hill Landfill Facility ( 24395/11 )	\$450,000	\$500,000 \$50,000
\$0	\$224,799	\$224,799	\$0	Construct Monitoring Bores - Red Hill Landfill Facility ( 24396/00 )	\$100,000	\$300,000 \$200,000
\$19,128	\$0	(\$19,128)	\$0	Construct Storage Bunkers for Wood Fines (QA process) - Hazelmere ( 24399/09 )	\$19,128	\$0 (\$19,128)



# CAPITAL EXPENDITURE STATEMENT

MARCH 2024

Year to Date			On Order		Full Year		
Actual	Budget	Variance			Forecast	Budget	Variance
<b>Operations Team</b>							
\$0	\$37,494	\$37,494	\$28,163	<b>Air Supply lines - Waste Management Structures - Red Hill Landfill Facility ( 24399/10 )</b>	\$100,000	\$50,000	(\$50,000)
\$4,560	\$149,960	\$145,400	\$0	<b>Wood Waste to Energy Utilities/Infrastructure - HRRP ( 24399/11 )</b>	\$200,000	\$200,000	\$0
\$0	\$74,997	\$74,997	\$0	<b>Gas Extraction System Wells - Red Hill Landfill Facility ( 24399/20 )</b>	\$50,000	\$100,000	\$50,000
\$3,087	\$1,146,822	\$1,143,735	\$111,967	<b>Air Pollution Control Residue Facility (APCR) - Red Hill Landfill Facility ( 24399/21 )</b>	\$240,000	\$2,528,034	\$2,288,034
\$25,965	\$180,000	\$154,035	\$6,500	<b>Extension of Sewer Line from WWtE to Sewer Sump &amp; existing ATU - Hazelmere ( 24399/23 )</b>	\$34,115	\$180,000	\$145,885
(\$97)	\$16,650	\$16,747	\$0	<b>Noise Barrier for Hammer Mill - HRRP ( 24399/26 )</b>	\$0	\$99,900	\$99,900
\$294,846	\$175,000	(\$119,846)	\$76,103	<b>Hydrant Upgrade - HRRP ( 24399/29 )</b>	\$537,827	\$175,000	(\$362,827)
\$280,496	\$53,764	(\$226,732)	\$176,621	<b>Sewer Line connection to Talloman - HRRP ( 24399/30 )</b>	\$524,649	\$53,764	(\$470,885)
\$672,327	\$655,000	(\$17,327)	\$2,509,256	<b>Purchase / Replace Plant - Red Hill Landfill Facility ( 24410/00 )</b>	\$2,598,019	\$2,725,000	\$126,981
\$1,391,253	\$1,974,666	\$583,413	\$318,544	<b>Purchase / Replace Plant - Hazelmere ( 24410/01 )</b>	\$2,398,784	\$2,788,000	\$389,216
\$966,676	\$750,797	(\$215,879)	\$0	<b>Regional Waste Collection Project - Plant Purchases ( 24410/14 )</b>	\$1,200,000	\$1,000,000	(\$200,000)
\$0	\$179,000	\$179,000	\$0	<b>Air Pollution Control Residue Facility (APCR) Plant &amp; Equipment - Red Hill Landfill Facility ( 24410/15 )</b>	\$0	\$1,074,000	\$1,074,000
\$292,311	\$380,250	\$87,939	\$116,495	<b>Purchase / Replace Minor Plant and Equipment-Red Hill Landfill Facility ( 24420/00 )</b>	\$507,000	\$507,000	\$0
\$539,185	\$349,686	(\$189,499)	\$74,620	<b>Purchase / Replace Minor Plant and Equipment - Hazelmere ( 24420/02 )</b>	\$600,000	\$466,259	(\$133,741)



# CAPITAL EXPENDITURE STATEMENT

MARCH 2024

Year to Date			On Order		Full Year		
Actual	Budget	Variance			Forecast	Budget	Variance
<b>Operations Team</b>							
\$332,958	\$219,933	(\$113,025)	\$42,925	<b>Purchase / Replace Vehicles - Red Hill Landfill Facility ( 24430/00 )</b>	\$463,958	\$293,250	(\$170,708)
\$0	\$14,994	\$14,994	\$0	<b>Purchase / Replace Office Equipment - Red Hill Landfill Facility ( 24510/08 )</b>	\$20,000	\$20,000	\$0
\$0	\$45,000	\$45,000	\$0	<b>Purchase / Replace Security System - Red Hill Waste Management Facility ( 24530/08 )</b>	\$60,000	\$60,000	\$0
\$0	\$7,497	\$7,497	\$0	<b>Purchase / Replace Security System - Hazelmere ( 24530/10 )</b>	\$10,000	\$10,000	\$0
\$13,260	\$37,494	\$24,234	\$0	<b>Waste Transfer Station - CCTV and Network - HRRP ( 24530/11 )</b>	\$50,000	\$50,000	\$0
\$194,090	\$18,747	(\$175,343)	\$0	<b>Waste Transfer Station - Thermal Cameras - HRRP ( 24530/12 )</b>	\$200,738	\$25,000	(\$175,738)
(\$703)	\$4,500	\$5,203	\$0	<b>Purchase Information Technology &amp; Communication Equipment - Projects ( 24550/02 )</b>	\$6,000	\$6,000	\$0
\$20,513	\$65,367	\$44,854	\$1,725	<b>Purchase Information Technology &amp; Communication Equipment - Hazelmere ( 24550/03 )</b>	\$70,363	\$87,166	\$16,803
\$15,689	\$9,000	(\$6,689)	\$1,725	<b>Purchase Information Technology &amp; Communication Equipment - Red Hill Admin ( 24550/05 )</b>	\$16,803	\$12,000	(\$4,803)
\$8,250	\$206,244	\$197,994	\$312,283	<b>Purchase / Replace Other Equipment - Red Hill Landfill Facility ( 24590/00 )</b>	\$450,000	\$275,000	(\$175,000)
\$6,225	\$0	(\$6,225)	\$0	<b>Purchase / Replace Miscellaneous Equipment - Hazelmere ( 24590/02 )</b>	\$7,500	\$0	(\$7,500)
\$9,458	\$0	(\$9,458)	\$0	<b>Purchase of Fume Hood at HRRP - Waste Environment ( 24590/10 )</b>	\$15,000	\$0	(\$15,000)



# CAPITAL EXPENDITURE STATEMENT

MARCH 2024

Year to Date			On Order	Full Year			
Actual	Budget	Variance		Forecast	Budget	Variance	
<b>Operations Team</b>							
\$0	\$14,994	\$14,994	\$0	<b>Purchase / Replace Office Furniture and Fittings - Red Hill Landfill Facility ( 24610/08 )</b>	\$20,000	\$20,000	\$0
\$0	\$14,994	\$14,994	\$0	<b>Purchase Office Furniture and Fittings - Hazelmere Office ( 24610/10 )</b>	\$20,000	\$20,000	\$0
\$16,893	\$20,250	\$3,357	\$0	<b>Purchase Furniture and Fittings - Hazelmere Workshop ( 24610/11 )</b>	\$27,000	\$27,000	\$0
\$864,536	\$960,000	\$95,464	\$0	<b>Refurbish Plant - Red Hill Landfill Facility ( 25410/00 )</b>	\$1,260,000	\$1,260,000	\$0
<b>\$13,310,031</b>	<b>\$16,171,301</b>	<b>\$2,861,270</b>	<b>\$11,066,151</b>		<b>\$27,195,093</b>	<b>\$27,387,879</b>	<b>\$192,786</b>
<b>\$13,417,986</b>	<b>\$16,937,579</b>	<b>\$3,519,593</b>	<b>\$11,066,151</b>	<b>TOTAL CAPITAL EXPENDITURE</b>	<b>\$28,047,650</b>	<b>\$28,409,629</b>	<b>\$361,979</b>



## STATEMENT OF FINANCIAL POSITION

MARCH 2024

Actual June 2023	Actual Year to Date	(F) = Favourable variation (U) = Unfavourable variation	Full Year		
			Forecast	Budget	Variance
<b>Current Assets</b>					
\$26,624,162	\$5,230,743	Cash and Cash Equivalents	\$7,995,037	\$1,097,002	\$6,898,035 (F)
\$53,500,000	\$79,000,000	Investments	\$32,853,940	\$31,810,067	\$1,043,873 (F)
\$4,817,449	\$5,864,660	Trade and Other Receivables	\$2,988,058	\$2,988,058	\$0 (F)
\$32,949	\$59,798	Inventories	\$39,035	\$39,035	\$0 (F)
\$20,620	\$164,417	Other Assets	\$67,382	\$67,382	\$0 (F)
<b>\$84,995,180</b>	<b>\$90,319,618</b>	<b>Total Current Assets</b>	<b>\$43,943,452</b>	<b>\$36,001,544</b>	<b>\$7,941,908 (F)</b>
<b>Current Liabilities</b>					
\$6,798,058	\$8,044,702	Trade and Other Payables	\$5,473,282	\$6,201,968	\$728,686 (F)
\$2,139,838	\$2,165,521	Provisions	\$1,981,908	\$1,947,778	(\$34,130) (U)
<b>\$8,937,896</b>	<b>\$10,210,223</b>	<b>Total Current Liabilities</b>	<b>\$7,455,190</b>	<b>\$8,149,746</b>	<b>\$694,556 (F)</b>
<b>\$76,057,284</b>	<b>\$80,109,395</b>	<b>Net Current Assets</b>	<b>\$36,488,262</b>	<b>\$27,851,798</b>	<b>\$8,636,464 (F)</b>
<b>Non Current Assets</b>					
\$47,850,257	\$47,850,257	Land	\$47,850,257	\$47,850,257	\$0 (F)
\$9,172,808	\$20,633,614	Buildings	\$29,260,847	\$29,267,252	(\$6,405) (U)
\$21,117,026	\$20,027,744	Structures	\$39,076,498	\$40,495,127	(\$1,418,629) (U)
\$12,584,804	\$15,277,537	Plant	\$22,353,330	\$23,532,419	(\$1,179,089) (U)
\$399,739	\$516,960	Equipment	\$2,104,181	\$2,126,573	(\$22,392) (U)
\$156,319	\$156,751	Furniture and Fittings	\$231,743	\$164,972	\$66,771 (F)
\$37,743,167	\$33,420,258	Work in Progress	\$17,174,784	\$17,536,763	(\$361,979) (U)
<b>\$129,024,120</b>	<b>\$137,883,121</b>	<b>Total Non Current Assets</b>	<b>\$158,051,640</b>	<b>\$160,973,363</b>	<b>(\$2,921,723) (U)</b>
<b>Non Current Liabilities</b>					
\$27,407,664	\$28,771,590	Provisions	\$11,659,247	\$12,147,577	\$488,330 (F)
<b>\$27,407,664</b>	<b>\$28,771,590</b>	<b>Total Non Current Liabilities</b>	<b>\$11,659,247</b>	<b>\$12,147,577</b>	<b>\$488,330 (F)</b>
<b>\$177,673,740</b>	<b>\$189,220,926</b>	<b>Net Assets</b>	<b>\$182,880,655</b>	<b>\$176,677,584</b>	<b>\$6,203,071 (F)</b>
<b>Equity</b>					
\$81,382,357	\$88,296,745	Accumulated Surplus/Deficit	\$106,680,934	\$106,680,934	\$0 (F)
\$37,145,634	\$37,145,634	Asset Revaluation Reserve	\$37,157,892	\$37,157,892	\$0 (F)
\$52,231,361	\$52,231,361	Cash Backed Reserves	\$30,383,277	\$30,383,277	\$0 (F)
<b>\$6,914,388</b>	<b>\$11,547,186</b>	<b>Net change in assets from operations</b>	<b>\$8,658,552</b>	<b>\$2,455,481</b>	<b>\$6,203,071 (F)</b>
<b>\$177,673,740</b>	<b>\$189,220,926</b>	<b>Total Equity</b>	<b>\$182,880,655</b>	<b>\$176,677,584</b>	<b>\$6,203,071 (F)</b>



## CASH AND INVESTMENTS MARCH 2024

Actual June 2023	Actual Year to Date	(F) = Favourable variation (U) = Unfavourable variation	Full Year		
			Forecast	Budget	Variance
<b>Municipal Cash and Investments</b>					
26,620,112	5,226,693	Cash at Bank - Municipal Fund 01001/00	8,479,317	294,395	8,184,922 (F)
4,050	4,050	Cash on Hand 01019/00 - 02	4,050	4,050	0 (F)
1,268,639	31,972,073	Investments - Municipal Fund 02021/00	2,088,663	1,063,188	1,025,475 (F)
<b>27,892,801</b>	<b>37,202,816</b>	<b>Total Municipal Cash</b>	<b>10,572,030</b>	<b>1,361,633</b>	<b>9,210,397 (F)</b>
<b>Restricted Cash and Investments</b>					
1,347,454	552,036	Restricted Investments - Plant and Equipment 02022/01	232,961	256,568	(23,607) (U)
4,263,318	4,394,622	Restricted Investments - Post Closure Site Rehabilitation Red Hill 02022/02	6,188,663	6,204,205	(15,542) (U)
9,036,948	2,838,670	Restricted Investments - Future Development 02022/03	246,592	884,621	(638,029) (U)
1,973,037	2,033,804	Restricted Investments - Environmental Monitoring Red Hill 02022/04	2,895,434	2,902,707	(7,273) (U)
40,237	774,992	Restricted Investments - Class IV Cells Red Hill 02022/07	442,616	467,165	(24,549) (U)
7,915,283	11,076,695	Restricted Investments - Secondary Waste Processing 02022/09	10,086,619	10,097,446	(10,827) (U)
2,378,510	3,030,222	Restricted Investments - Class III Cells 02022/10	3,145,182	3,156,111	(10,929) (U)
5,506,111	5,675,691	Restricted Investments - EastLink Relocation 02022/13	5,703,255	5,685,769	17,486 (F)
18,663,605	15,510,248	Restricted Investments - Committed Funds 02022/14	658,286	0	658,286 (F)
1,106,858	1,140,947	Restricted Investments - Long Service Leave 02022/90	1,165,669	1,162,158	3,511 (F)
<b>52,231,361</b>	<b>47,027,927</b>	<b>Total Restricted Cash</b>	<b>30,765,277</b>	<b>30,816,750</b>	<b>(51,473) (U)</b>
<b>80,124,162</b>	<b>84,230,743</b>	<b>TOTAL CASH AND INVESTMENTS</b>	<b>41,337,307</b>	<b>32,178,383</b>	<b>9,158,924 (F)</b>

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.



## STATEMENT OF FINANCIAL ACTIVITY March 2024

Year to Date				Full Year			
Actual	Budget	Variance		Forecast	Budget	Variance	
				(F) = Favourable variation (U) = Unfavourable variation			
<b>OPERATING ACTIVITIES</b>							
<b>Revenue from operating activities</b>							
\$46,955,936	\$35,151,911	\$11,804,025	(F)	Fees and charges	\$58,903,067	\$46,234,883	\$12,668,184 (F)
\$1,980,329	\$1,764,134	\$216,195	(F)	Grants, subsidies and contributions	\$3,134,640	\$2,739,095	\$395,545 (F)
\$2,854,026	\$1,522,728	\$1,331,298	(F)	Interest revenue	\$3,075,037	\$2,030,365	\$1,044,672 (F)
\$2,564,698	\$2,799,926	(\$235,228)	(U)	Other revenue	\$2,816,714	\$3,955,714	(\$1,139,000) (U)
\$65,265	\$62,097	\$3,168	(F)	Profit on asset disposals	\$246,698	\$187,938	\$58,760 (F)
<b>\$54,420,254</b>	<b>\$41,300,796</b>	<b>\$13,119,458</b>	(F)		<b>\$68,176,156</b>	<b>\$55,147,995</b>	<b>\$13,028,161</b> (F)
<b>Expenditure from operating activities</b>							
(\$10,412,711)	(\$10,244,935)	(\$167,776)	(U)	Employee costs	(\$15,073,957)	(\$14,057,260)	(\$1,016,697) (U)
(\$7,870,572)	(\$7,807,564)	(\$63,008)	(U)	Materials and contracts	(\$11,993,695)	(\$12,327,927)	\$334,232 (F)
(\$288,235)	(\$282,686)	(\$5,549)	(U)	Utility charges	(\$397,751)	(\$377,077)	(\$20,674) (U)
(\$4,441,978)	(\$3,543,179)	(\$898,799)	(U)	Depreciation	(\$7,045,976)	(\$4,505,745)	(\$2,540,231) (U)
\$0	\$0	\$0	(F)	Finance costs	(\$369,408)	\$0	(\$369,408) (U)
(\$351,977)	(\$322,683)	(\$29,294)	(U)	Insurance	(\$551,688)	(\$427,647)	(\$124,041) (U)
(\$19,507,595)	(\$12,385,042)	(\$7,122,553)	(U)	Other expenditure	(\$24,085,129)	(\$20,996,858)	(\$3,088,271) (U)
\$0	\$0	\$0	(F)	Loss on asset disposals	\$0	\$0	\$0 (F)
<b>(\$42,873,068)</b>	<b>(\$34,586,089)</b>	<b>(\$8,050,646)</b>	(U)		<b>(\$59,517,604)</b>	<b>(\$52,692,514)</b>	<b>(\$6,121,951)</b> (U)
\$5,740,637	(\$15,954,366)	\$21,695,003	(F)	Non-cash amounts excluded from operating activities	(\$14,141,717)	(\$15,765,450)	\$1,623,733 (F)
<b>\$17,287,823</b>	<b>(\$9,239,659)</b>	<b>\$26,763,815</b>	(F)	<b>Amount attributable to operating activities</b>	<b>(\$5,483,165)</b>	<b>(\$13,309,969)</b>	<b>\$8,529,943</b> (F)
<b>INVESTING ACTIVITIES</b>							
<b>Inflows from investing activities</b>							
\$182,273	\$180,000	\$2,273	(F)	Proceeds from disposal of assets	\$500,273	\$422,000	\$78,273 (F)
<b>\$182,273</b>	<b>\$180,000</b>	<b>\$2,273</b>	(F)		<b>\$500,273</b>	<b>\$422,000</b>	<b>\$78,273</b> (F)
<b>Outflows from investing activities</b>							
(\$9,551,736)	(\$11,807,109)	\$2,255,373	(F)	Purchase of property, plant and equipment	(\$15,015,947)	(\$15,742,871)	\$726,924 (F)
(\$3,866,249)	(\$9,500,022)	\$5,633,773	(F)	Purchase and construction of infrastructure	(\$12,931,703)	(\$12,666,758)	(\$264,945) (U)
<b>(\$13,417,985)</b>	<b>(\$21,307,131)</b>	<b>\$7,889,146</b>	(F)		<b>(\$27,947,650)</b>	<b>(\$28,409,629)</b>	<b>\$461,979</b> (F)
<b>(\$13,235,712)</b>	<b>(\$21,127,131)</b>	<b>\$7,891,419</b>	(F)	<b>Amount attributable to investing activities</b>	<b>(\$27,447,377)</b>	<b>(\$27,987,629)</b>	<b>\$540,252</b> (F)
<b>FINANCING ACTIVITIES</b>							
<b>Inflows from financing activities</b>							
\$25,936,936	\$21,165,093	\$4,771,843	(F)	Transfers from reserve accounts	\$28,220,137	\$28,220,137	\$0 (F)
<b>\$25,936,936</b>	<b>\$21,165,093</b>	<b>\$4,771,843</b>	(F)		<b>\$28,220,137</b>	<b>\$28,220,137</b>	<b>\$0</b> (F)
<b>Outflows from financing activities</b>							
(\$20,733,502)	(\$9,374,868)	(\$11,358,634)	(U)	Transfers to reserve accounts	(\$12,448,420)	(\$12,499,893)	\$51,473 (F)
<b>(\$20,733,502)</b>	<b>(\$9,374,868)</b>	<b>(\$11,358,634)</b>	(U)		<b>(\$12,448,420)</b>	<b>(\$12,499,893)</b>	<b>\$51,473</b> (F)
<b>\$5,203,434</b>	<b>\$11,790,225</b>	<b>(\$6,586,791)</b>	(U)	<b>Amount attributable to financing activities</b>	<b>\$15,771,717</b>	<b>\$15,720,244</b>	<b>\$51,473</b> (F)
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>							
\$2,825,406	\$22,612,402	(\$19,786,996)	(U)	<b>Surplus or deficit at the start of the financial year</b>	\$22,881,810	\$22,612,402	\$269,408 (F)
\$17,287,823	(\$9,239,659)	\$26,527,482	(F)	Amount attributable to operating activities	(\$5,483,165)	(\$13,309,969)	\$7,826,804 (F)
(\$13,235,712)	(\$21,127,131)	\$7,891,419	(F)	Amount attributable to investing activities	(\$27,447,377)	(\$27,987,629)	\$540,252 (F)
\$5,203,434	\$11,790,225	(\$6,586,791)	(U)	Amount attributable to financing activities	\$15,771,717	\$15,720,244	\$51,473 (F)
<b>\$12,080,951</b>	<b>\$4,035,837</b>	<b>\$8,045,114</b>	(F)	<b>Surplus or deficit after imposition of general rates</b>	<b>\$5,722,985</b>	<b>(\$2,964,952)</b>	<b>\$8,687,937</b> (F)



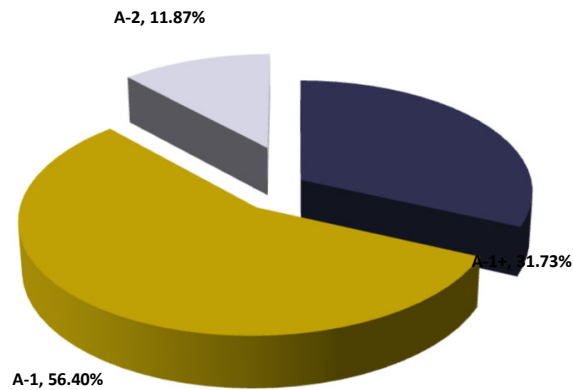
## EMRC Investment Report

March 2024

### I. Overall Portfolio Limits

S&P Long Term Rating	S&P Short Term Rating	Short Term % Portfolio	Investment Maximum %
AA-	A-1+	31.73%	100.00%
A	A-1	56.40%	100.00%
BBB	A-2	11.87%	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+	0.00%
AMP	BBB	A-2	5.94%
NAB	AA-	A-1+	12.47%
Westpac / St. George Bank	AA-	A-1+	19.27%
Suncorp	A+	A-1	31.45% *
BOQ / ME Bank	BBB+	A-2	5.94%
Commonwealth Bank	AA-	A-1+	0.00%
ING	A	A-1	24.93%
Macquarie Bank	A+	A-1	0.00%
			100.00%

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

### 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	31.45%	
Fossil Fuel ADI's	68.55%	
		100.00%

## 6.2 REVIEW OF COUNCIL POLICIES

D2024/10157

### PURPOSE OF REPORT

The purpose of this report is to review three of the EMRC's policies to ensure responsible and accountable governance and management of the EMRC.

### KEY POINT(S)

- Council Policies 3.6 Asset Management Policy, 3.7 Related Party Disclosure Policy and 6.2 Reimbursement of Expenses – Appointed Members and Staff – Conferences, Seminars, and Other Events were last fully reviewed at the meeting of Council held on 23 June 2022.
- It is proposed that 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. The adopted policies, as reviewed and amended forming Attachment 3 to this report, be scheduled to be reviewed again in four years.

### SOURCE OF REPORT

Chief Executive Officer

### BACKGROUND

1 Council Policies 3.6 Asset Management Policy, 3.7 Related Party Disclosure Policy and 6.2 Reimbursement of Expenses – Appointed Members and Staff – Conferences, Seminars, and Other Events were last fully reviewed at the meeting of Council held on 23 June 2022 (D2022/10098).

2 In relation to Policies 3.6 Asset Management Policy, 3.7 Related Party Disclosure Policy and 6.2 Reimbursement of Expenses – Appointed Members and Staff – Conferences, Seminars, and Other Events, Council resolved as follows:

*“THAT:*

1. *COUNCIL ADOPTS THE POLICIES AS REVIEWED AND AMENDED FORMING ATTACHMENT 3 TO THIS REPORT.*
2. *THAT THE THREE (3) POLICIES, AS REVIEWED AND AMENDED FORMING ATTACHMENT 3 TO THIS REPORT, BE REVIEWED IN THE TWELVE MONTHS FOLLOWING THE ORDINARY ELECTION DAY IN 2023.”*

### REPORT

3 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 policies and procedures. It is important that policies are reviewed periodically and amended where necessary.

- 4 EMRC's Executive Leadership Team, together with relevant Officers, have undertaken a comprehensive review of three 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; and
  - To ensure the policies are contemporary and appropriate for the Council.
- 5 Three policies have been reviewed and the changes are tabled here for Council's consideration.
- 6 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.
- 7 A summary of the proposed changes to the Council policies are provided in Attachment 1 of this report.
- 8 The proposed changes are tracked and provided in Attachment 2 of this report.
- 9 All the changes are minor updates only. No significant changes have been made to the policies.
- 10 A clean copy of the final draft of the revised three policies are tabled for Council's consideration for adoption, forming Attachment 3 of this report.
- 11 Consistent with previous Council instructions to review Policy every four years, all the policies will be reviewed progressively during a four year cycle.

### **STRATEGIC/POLICY IMPLICATIONS**

- 12 Reporting on EMRC Strategic Policy implications align with the revised Strategic Plan 2017-2027 and the Sustainability Strategy:
- Target - Sustainability integrated into management processes.

### **FINANCIAL IMPLICATIONS**

- 13 Nil

### **SUSTAINABILITY IMPLICATIONS**

- 14 The policies under review contribute to sustainability by informing management and the public about key Council policies and procedures.

**RISK MANAGEMENT**

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

**MEMBER COUNCIL IMPLICATIONS**

<b>Member Council</b>	<b>Implication Details</b>
Town of Bassendean	} Nil
City of Bayswater	
Shire of Mundaring	
City of Swan	

**ATTACHMENT(S)**

1. Summary of three EMRC policies and recommended changes (D2024/10158)
2. Three EMRC policies with tracked changes to the documents (D2024/11106)
3. Three EMRC policies incorporating changes made i.e. final policy documents (D2024/11108)

**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. The adopted policies, as reviewed and amended forming Attachment 3 to this report, be scheduled to be reviewed again in four years.

**COUNCIL RESOLUTION(S)**

MOVED

SECONDED



## Summary of EMRC Policies and Recommended Changes

### 3. FINANCE POLICIES

No:	Policy Title	Summary of Changes
3.6	Asset Management Policy	Keep with minor amendments including: <ul style="list-style-type: none"> <li>➤ Updates to Strategic Plan Objective.</li> </ul>
3.7	Related Party Disclosure Policy	Keep with minor amendments including: <ul style="list-style-type: none"> <li>➤ Updates to Strategic Plan Objective.</li> <li>➤ Updates to Legislation.</li> <li>➤ Process for disclosure in the Financial Statements.</li> </ul>

### 6. CONFERENCE POLICIES

No:	Policy Title	Summary of Changes
6.2	Reimbursement of Expenses – Appointed Members and Staff - Conferences, Seminars and Other Events	Keep with minor amendments including: <ul style="list-style-type: none"> <li>➤ Updates to Strategic Plan Objective.</li> <li>➤ Updates to cash advance amount.</li> </ul>



# Council Policy 3.6

## Asset Management Policy

### Strategic Plan Objective

2.1.1 Undertake asset management assessment, workforce planning and long term financial planning for all EMRC owned infrastructure

~~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 r.19C and r.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"> <li>➤ Act as stewards for all assets owned by EMRC</li> <li>➤ Provides strategic direction for asset management</li> <li>➤ Endorses asset management policy and strategy</li> <li>➤ Endorses SAMP (as part of strategic planning) and OAMP (as part of budget process)</li> </ul>
Chief Executive Officer	<ul style="list-style-type: none"> <li>➤ Develops asset management policy and strategy for submission to Council</li> <li>➤ Develops SAMP for submission to Council</li> <li>➤ Develops OAMP</li> <li>➤ Develops business cases</li> <li>➤ Monitors and reports progress of SAMP and OAMP to Council as required</li> </ul>
Chiefs	<ul style="list-style-type: none"> <li>➤ Contribute towards preparation of SAMP and OAMP</li> <li>➤ Authorise asset additions and disposals in accordance with the approved OAMP</li> <li>➤ Maintain oversight over assets under their control (including usage, safeguards, risk management and insurance)</li> </ul>
Asset Officer	<ul style="list-style-type: none"> <li>➤ Maintains Asset Register and asset related records</li> <li>➤ Updates General Ledger for asset related transactions (including depreciation, write off, acquisition and disposal)</li> <li>➤ Provides assistance to EMRC teams as required</li> </ul>
<u>Team Members</u> Staff	<ul style="list-style-type: none"> <li>➤ Initiate acquisition or disposal requests</li> <li>➤ Utilise assets in a responsible manner</li> </ul>

## 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

23 May 2024

### **Next Review**

Following the Local Government Elections in 2025

~~Following the Ordinary Elections in 2023~~

### **Responsible Unit**

Business Support Team



## Council Policy 3.7

### Related Party Transaction and Disclosure

#### Strategic Plan Objective

To achieve the EMRC Plan for the Future in accordance with the revised 10 Year Strategic Plan 2017-2027 and the Sustainability Strategy.

~~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

Local Government Act 1995

Local Government (Model Code of Conduct) Regulations 2021

Local Government (Financial Management) Regulations 1996

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 those items in the general purpose Financial Statements for the purpose of complying with the AASB 124 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 ~~F~~inancial ~~S~~tatements and onwards. In the context of transactions, this means cash and non-cash transactions.

As the disclosures will form part of the ~~financial~~ 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~~ In accordance with paragraph 17 AASB 124 paragraph 17, 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 ~~F~~inancial ~~S~~tatements. 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.

Related party disclosures in the Financial Statements are reported in aggregate and as such, individuals are not specifically identified nor a specific transaction. Management is required to exercise judgement in determining the level of detail to be disclosed based on the nature of a transaction or collective transactions and materiality.

Individuals may be specifically identified and separate disclosure may be necessary for an understanding of the effects of related party transactions on the financial statements, if the disclosure requirements of AASB 124 Related Party Disclosures so demands.

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

The Finance ~~Department~~ Team 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

23 May 2024

### Next Review

Following the Local Government Ordinary Elections in 202~~5~~3

### Responsible Unit

Business Support Team

## Council Policy 6.2

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

#### Strategic Plan Objective

To achieve the EMRC Plan for the Future in accordance with the revised 10 Year Strategic Plan 2017-2027 and the Sustainability Strategy.

~~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 1997*.

### **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 ~~\$70-100~~ 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 ~~\$70-100~~ 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
- 23 May 2024



## Next Review

[Following the Local Government Elections in 2025](#)

[Following the Ordinary Elections in 2023](#)

## Responsible Unit

Business Support Team





## Council Policy 3.6

### Asset Management Policy

#### Strategic Plan Objective

2.1.1 Undertake asset management assessment, workforce planning and long term financial planning for all EMRC owned infrastructure

#### 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 r.19C and r.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"> <li>➤ Act as stewards for all assets owned by EMRC</li> <li>➤ Provides strategic direction for asset management</li> <li>➤ Endorses asset management policy and strategy</li> <li>➤ Endorses SAMP (as part of strategic planning) and OAMP (as part of budget process)</li> </ul>
Chief Executive Officer	<ul style="list-style-type: none"> <li>➤ Develops asset management policy and strategy for submission to Council</li> <li>➤ Develops SAMP for submission to Council</li> <li>➤ Develops OAMP</li> <li>➤ Develops business cases</li> <li>➤ Monitors and reports progress of SAMP and OAMP to Council as required</li> </ul>
Chiefs	<ul style="list-style-type: none"> <li>➤ Contribute towards preparation of SAMP and OAMP</li> <li>➤ Authorise asset additions and disposals in accordance with the approved OAMP</li> <li>➤ Maintain oversight over assets under their control (including usage, safeguards, risk management and insurance)</li> </ul>
Asset Officer	<ul style="list-style-type: none"> <li>➤ Maintains Asset Register and asset related records</li> <li>➤ Updates General Ledger for asset related transactions (including depreciation, write off, acquisition and disposal)</li> <li>➤ Provides assistance to EMRC teams as required</li> </ul>
Team Members	<ul style="list-style-type: none"> <li>➤ Initiate acquisition or disposal requests</li> <li>➤ Utilise assets in a responsible manner</li> </ul>

## 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

23 May 2024

### **Next Review**

Following the Local Government Elections in 2025

### **Responsible Unit**

Business Support Team

## Council Policy 3.7

### Related Party Transaction and Disclosure

#### Strategic Plan Objective

To achieve the EMRC Plan for the Future in accordance with the revised *10 Year Strategic Plan 2017-2027* and the *Sustainability Strategy*.

#### 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

*Local Government Act 1995*

*Local Government (Model Code of Conduct) Regulations 2021*

*Local Government (Financial Management) Regulations 1996*

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 is required;
- Determining the disclosures to be made about those items in the general purpose Financial Statements for the purpose of complying with the AASB 124; 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.

In accordance with AASB 124 paragraph 17, 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.

Related party disclosures in the Financial Statements are reported in aggregate and as such, individuals are not specifically identified nor a specific transaction. Management is required to exercise judgement in determining the level of detail to be disclosed based on the nature of a transaction or collective transactions and materiality.

Individuals may be specifically identified and separate disclosure may be necessary for an understanding of the effects of related party transactions on the financial statements, if the disclosure requirements of AASB 124 Related Party Disclosures so demands.

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

The Finance Team 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

23 May 2024

## **Next Review**

Following the Local Government Elections in 2025

## **Responsible Unit**

Business Support Team

## Council Policy 6.2

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

#### Strategic Plan Objective

To achieve the EMRC Plan for the Future in accordance with the revised *10 Year Strategic Plan 2017-2027* and the *Sustainability Strategy*.

#### 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 1997*.

#### 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:

- the accompanying person(s) does not incur any costs at Council expense; and/or
- 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 \$100 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 \$100 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
- 23 May 2024



**Next Review**

Following the Local Government Elections in 2025

**Responsible Unit**

Business Support Team

### **6.3 INFORMATION BULLETIN - CORPORATE BUSINESS PLAN 2023/2024 – 2027/2028 – THIRD QUARTER REPORTING FROM JANUARY TO MARCH 2024**

**D2024/08800**

#### **PURPOSE OF REPORT**

The purpose of this report is to provide Council with a progress update against key actions identified within EMRC's Corporate Business Plan 2023/2024 – 2027/2028 for the reporting period January to March 2024, inclusive.

#### **KEY POINT(S)**

- Section 5.56(1) and (2) of the *Local Government Act 1995* requires that each local government is 'to plan for the future of the district', by developing plans in accordance with the regulations.
- The *Local Government (Administration) Regulations 1996* specify that a 'plan for the future' comprises of the following:
  - ⇒ A Strategic Community Plan – a minimum 10 year timeframe; and
  - ⇒ A Corporate Business Plan – a four to five year plan, which translates the 10 year strategic plan into actions.
- Council adopted the EMRC's Revised Strategic Community Plan titled Revised 10 Year Strategic Plan 2017 – 2027 on 24 November 2022. (D2022/20404).
- Council adopted the revised EMRC's Corporate Business Plan 2023/2024 – 2027/2028 on 22 June 2023 (D2023/10600) for activities commencing 1 July 2023.
- Council adopted the EMRC's Sustainability Strategy 2022/2023 – 2026/2027 on 25 August 2022 (D2022/14122).
- The attachment to this report provides the third quarter reporting, against the final key actions identified within the previous Corporate Business Plan 2023/2024 – 2027/2028, for the period January to March 2024, inclusive.

#### **SOURCE OF REPORT**

Chief Sustainability Officer

#### **BACKGROUND**

- 1 Section 5.56(1) and (2) of the *Local Government Act 1995* require that each local government is 'to plan for the future of the district', by developing plans in accordance with the regulations. The *Local Government (Administration) Regulations 1996* specify that a 'plan for the future' comprises of the following:
  - A Strategic Community Plan – a minimum 10 year timeframe; and
  - A Corporate Business Plan – a four to five year plan, which translates the 10 year strategic plan into actions.
- 2 Council adopted the EMRC's Revised Strategic Community Plan titled Revised 10 Year Strategic Plan 2017 – 2027 on 24 November 2022. (D2022/20404).
- 3 Council adopted the EMRC's revised Corporate Business Plan 2023/2024 – 2027/2028 on 22 June 2023 for activities progressed from 1 July 2023 onwards (D2023/10600).
- 4 Council adopted the EMRC's Sustainability Strategy 2022/2023 – 2026/2027 on 25 August 2022 (D2022/14122).

**REPORT**

- 5 The Revised 10 Year Strategic Plan 2017 – 2027 guides, at a strategic level, the direction that the EMRC will take over the ensuing period towards achieving its vision: *“To be a responsive and innovative leader in assisting Perth’s Eastern Region to be a great place to live, work, play and do business.”*
- 6 The Corporate Business Plan 2023/2024 – 2027/2028 has been developed to articulate the strategic direction into operational activities. It is designed to ensure that the organisation as a whole is able to deliver on Council’s high level priorities, and summarises the services, operations and projects EMRC will deliver over the next five years, commencing as of 1 July 2023.
- 7 Council adopted the EMRC’s Sustainability Strategy 2022/2023 – 2026/2027 on 25 August 2022 (D2022/14122).
- 8 The attachment to this report relates to the Corporate Business Plan actions for the third quarter reporting period of January to March 2024.

**STRATEGIC/POLICY IMPLICATIONS**

- 9 Reporting on EMRC Strategic Policy implications align with the revised 10 Year Strategic Plan 2017-2027 and the Sustainability Strategy 2022/2023 – 2026/2027.

**FINANCIAL IMPLICATIONS**

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

**SUSTAINABILITY IMPLICATIONS**

- 11 The Corporate Business Plan 2023/2024 – 2027/2028 identified projects, programs and services for the benefit and sustainability of Perth’s Eastern Region.

**RISK MANAGEMENT**

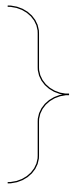
<b>Risk The Council agreed Key Actions are not delivered in accordance with the Corporate Business Plan</b>		
<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
Moderate	Unlikely	Moderate
<b>Action/Strategy</b>		
➤	Regular and ongoing reviews and quarterly updates ensure staff continue to be apprised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



**MEMBER COUNCIL IMPLICATIONS**

**Member Council**

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



**Implication Details**

As outlined in the attachment

**ATTACHMENT(S)**

Corporate Business Plan 2023/2024 – 2027/2028 Third Quarter Progress Report for the period January to March 2024 (D2024/08801).



# Corporate Business Plan 2023/2024 – 2027/2028

**Progress Report – Third Quarter 2023/2024**

## Introduction

The Eastern Metropolitan Regional Council's (EMRC) Integrated Planning Framework has been developed to ensure that programs and services are being delivered in alignment with the strategic priorities of EMRC's key stakeholders.

The revised 10 Year Strategic Plan 2017 to 2027 identifies the overarching outcomes that the EMRC Council aspires to achieve.

The newly adopted Corporate Business Plan 2023/2024 – 2027/2028 (Corporate Business Plan) is used to drive operational activities and is aligned to the priorities identified in the 10 Year Strategic Plan. These two comprise the EMRC's Plan for the Future. Strategic high-level plans guide development of actions which are prioritised during annual business planning workshops, and resourced through the annual budget.

Council adopted the latest EMRC's Corporate Business Plan in June 2022. The Corporate Business Plan is built on the foundation of four goals identified within the Sustainability Strategy 2022/2023 – 2026/2027 and the revised 10 Year Strategic Plan 2017 to 2027. The Corporate Business Plan sets out the actions that staff will undertake to deliver on Council's strategic priorities.

Reports against the Corporate Business Plan provide Council with progress updates of projects and programs developed to achieve Council's strategic vision "The EMRC focuses on delivering waste, resource recovery and sustainability services, capitalising on its existing capabilities and infrastructure to act as an industry leader" and sustainability vision "Promoting sustainable waste management and a transition to a circular economy".

Updates against the Corporate Business Plan for the period July 2023 to June 2024 are provided quarterly within this document and are against the current adopted Plan.

Marcus Geisler  
Chief Executive Officer



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

## 1 Demonstrate Circular Economy Leadership

**Objective: To provide circular based resource recovery solutions for Perth’s Eastern Region and act as a knowledge hub for waste avoidance strategies**

### 1.1 Enable circular economy initiatives through advocacy networks by 2025

	Key Actions	Responsible Officer	Status	Quarter	Comments
1.1.1	Map stakeholders and areas of influence and impact to develop a targeted engagement plan (e.g. member Councils, commercial waste customers, government policy drivers)  E.g.: <ul style="list-style-type: none"> <li>➤ Member Council and key stakeholder relationships;</li> <li>➤ Partnership opportunities with universities and other organisations;</li> <li>➤ Marketing and Communications Plan</li> <li>➤ Revised Stakeholder Engagement Plan</li> </ul>	CEO	●	July - September 2023	The EMRC Stakeholder Engagement Plan 2020—2024 is currently being reviewed. In addition to this, the EMRC Stakeholder Review Report June 2023 prepared by consultants, Catalyse, was presented to Council in August 2023.
				October - December 2023	The EMRC partnered with Curtin University on its sustainable housing initiative (The Living Lab) as part of a Circular Economy workshop held in Dec 2023. Identifying new Commercial Waste customers has also been a focus.
				January - March 2024	FOGO engagement plan being developed with Swan and Mundaring for 2024 roll out. FOGO reference group continues with state and local government, and industry.
				April - June 2024	
1.1.2	Facilitate regular industry-based and community-based advocacy meetings to discuss and identify new circular economy and net zero ventures opportunities  E.g.: <ul style="list-style-type: none"> <li>➤ CEWA; Emicol; RWESG</li> <li>➤ CE webinars and forums</li> </ul>	Sustainability	●	July - September 2023	<b>CEWA Designing Circularity</b> event in collaboration with Good Sammy over 85 attendees. WA Circular Fashion Consortium released “The State of Fashion & Textile Circularity in WA” report for the first time. The Investment in ecosystem research will empower businesses and organisations to establish regional and collaborative Hubs designed to support circular solutions for clothing textile waste. The event was listed on the ABC War on Waste website.
				October - December 2023	<ul style="list-style-type: none"> <li>➤ Participated in a Circular Procurement for Local Governments webinar in October.</li> <li>➤ Hosted the end of Year CEWA event, at the Legacy Living Lab, in conjunction with CEWA and Curtin University on the 16 November.</li> </ul>
				January - March 2024	A RWESG meeting was held at Red Hill with representatives from the four member councils. A CEWA planning meeting has been held to map our circular economy activities for 2024 with the first event being planned for May 2024
				April - June 2024	

Key Actions	Responsible Officer	Status	Quarter	Comments
1.1.3 Create strategic partnerships and alliances which aim to achieve positive outcomes for the region and beyond, build resilience and secure funding (where relevant)	CEO	●	July - September 2023	Strategic partnerships are ongoing with a number of private and public entities and new partnerships continue to be developed
			October - December 2023	Fostering strategic partnerships and alliances is ongoing, including entities such as Metronet, GDA, Lotterywest, RRG, Waste Authority and Planet Ark. Held a final meeting with the EastLink planning team on the ultimate design work.
			January - March 2024	The GDA strategic alliance continues to garner support and strength from government agencies and regional local governments. A new strategic alliance is being pursued, seeking opportunities to process and recycle mixed soft plastics in WA. A Business Case is being developed and will be presented back to Council
			April - June 2024	
1.1.4 Map alignment and circularity gaps between advocacy programs and partnerships for identification of future circular economy initiatives including sustainable transport E.g. ➤ Circularity Gap Report / Horizon Scan;	CEO	●	July - September 2023	Circularity gaps and alignment are a focus of the EMRC and this flows through to involvement in the not for profit Circular Economy WA (CEWA) entity.
			October - December 2023	Work with CEWA continued in the second quarter and included partnering with Good Sammies and Curtin University.
			January - March 2024	The soft plastics initiative is an example of a future circular economy initiative that aligns with the EMRC's strategic direction.
			April - June 2024	

## 1.2 80% resource recovery of waste generated in the region by 2030

Key Actions	Responsible Officer	Status	Quarter	Comments
1.2.1 Develop a resource flow model for the EMRC and its member Councils. The model could focus only on waste or expand into other materials such as water, energy, and carbon	CEO	●	July - September 2023	Horizon Scan was completed and is available on the EMRC website
			October - December 2023	A resource flow model has been considered as part of the mapping exercise, identifying the impact of the SDGs on the organisation.
			January - March 2024	Resource flows being measured include volumes of FOGO derived organic compost; shredded wood waste products and the results from bulk verge-side collection materials in the Town of Bassendean and City of Bayswater.
			April - June 2024	
1.2.2 Enable a sales model for use of recovered material in each member Council area	Operations	●	July - September 2023	New sales structure to drive the marketing and sales of recovered materials; sales targets tracked on weekly basis

E.g. ➤ Identify markets and develop resource recovery products			October - December 2023	New sales structure to drive the marketing and sales of recovered materials; sales targets tracked on weekly basis
			January - March 2024	Conduct research to identify relevant client profile. This includes demographics, industry, tolerance points, and decision-makers. Cold calls had been tailored with specific value propositions that address potential customer needs with competitive offers of our products. Establish communication with existing and potential clients through meetings and addressing concerns with regards to newer industry products such as FOGO products. Sold the first batch of AS4454 certified compliant garden organic product. Developing pricing models for EMRC products to ensure efficiency and profitability.
			April - June 2024	

Key Actions		Responsible Officer	Status	Quarter	Comments
1.2.3	Establish and provide member Councils with waste and recycling guides. This should include the integration of FOGO waste guides	Sustainability	●	July - September 2023	Provided member Councils with waste and recycling guides including the integration of FOGO within the guides. There was also a move from hard copy to digital across most member Councils.
				October - December 2023	FOGO flyers were designed for members rolling out FOGO in 2024
				January - March 2024	The design work for the member Councils Waste & Recycling Guides has been completed in partnership with the councils
				April - June 2024	
1.2.4	Determine high-value use for the existing C&I processing building at Hazelmere RRP	Operations	●	July - September 2023	Continue sourcing bulk verge waste to put through the C&I facility.
				October - December 2023	Bulk verge waste now been received from both Bassendean and Bayswater
				January - March 2024	Member council bulk verge waste sorting was ceased end of March 2024. Polystyrene and contaminated wood sorting still taking place in the building. Additional opportunities are being considered for this facility.
				April - June 2024	

### 1.3 80% reuse of material at all EMRC operated sites by 2040

Key Actions		Responsible Officer	Status	Quarter	Comments
1.3.1	Map our current waste production profile for benchmarking (as an organisation) and align with the EMRC's FOGO Strategy where applicable  E.g.: Undertake, provide, investigate;	CEO	●	July - September 2023	Collating and reporting on our waste profile continues on an ongoing basis and is reported quarterly in the EMRC's Information Bulletin.
				October - December 2023	The CEO attended conferences across the waste and resource recovery sectors, demonstrating leadership and promoting best practice. Hosted the City of Busselton and also hosted DWER at Red Hill to showcase FOGO processing.

<ul style="list-style-type: none"> <li>➤ Integrated Waste Management research,</li> <li>➤ Leadership in waste policy and practice</li> <li>➤ New waste management practices and services</li> </ul>			January - March 2024	Initiated waterwise benchmarking at all EMRC sites.
			April - June 2024	

Key Actions		Responsible Officer	Status	Quarter	Comments
1.3.2	Regularly review and implement initiatives in line with the Red Hill and Hazelmere Development Plans	Operations	●	July - September 2023	All initiatives are reviewed and actioned accordingly and tracked on a monthly basis.
				October - December 2023	All initiatives are reviewed and actioned accordingly and tracked on a monthly basis.
				January - March 2024	All initiatives are reviewed and actioned accordingly and tracked on a monthly basis.
				April - June 2024	
1.3.3	Develop, facilitate, and participate in activities of the regional waste education and resource recovery steering groups	Sustainability	●	July - September 2023	Continued to develop, facilitate, and participate in activities of the regional waste education and resource recovery steering groups.
				October - December 2023	Held RWESG meeting and tour of the Red Hill Waste Management Facility (RHWMF) in November.
				January - March 2024	Continued to develop, facilitate, and participate in activities of the regional waste education and resource recovery steering groups. Assisted member councils with FOGO education.
				April - June 2024	
1.3.4	Regularly review local government procurement guidelines and processes for sustainable decision making	Business Support	●	July - September 2023	Under review to align procurement guidelines and processes for sustainable decision making in accordance with the EMRC Purchasing Policy.
				October - December 2023	Purchasing Policy is due for review by 30 June 2024. Procurement Team has introduced sustainable decision making in its qualitative criteria for tenders and quotes.
				January - March 2024	EMRC Purchasing Policy is on target to be reviewed by 30 June 2024.
				April - June 2023	
1.3.5	Regularly review local government sales requirements for sustainable decision making	Operations	●	July - September 2023	All local government sales requirements are reviewed and actioned on frequent basis.
				October - December 2023	All local government sales requirements are reviewed and actioned on frequent basis.
				January - March 2024	All local government sales requirements are reviewed and actioned on frequent basis.
				April - June 2024	

Key Actions		Responsible Officer	Status	Quarter	Comments
1.3.6	Identify and facilitate supply chain awareness for product production e.g. FOGO products, woodchips, construction materials	Operations	●	July - September 2023	Marketing and sales of organics recovered products with sustainability-focused organisations i.e PTA & Main Roads and WA Broiler Grower's Association.
				October - December 2023	Marketing and sales of organics recovered products with sustainability-focused organisations i.e PTA & Main Roads and WA Broiler Grower's Association.

				January - March 2024	Marketing and sales of organics recovered products with sustainability-focused organisations i.e PTA & Main Roads, landscape developers, and WA Broiler Grower's Association.
				April - June 2024	

## 2 Respond to a Climate Emergency

**Objective: To reduce carbon impacts to achieve net zero and understand the risks associated with climate change to Perth's Eastern Region**

### 2.1 Infrastructure adaptation and education by 2030

	Key Actions	Responsible Officer	Status	Quarter	Comments
2.1.1a	Undertake asset management assessment, workforce planning and long-term financial planning for all EMRC owned infrastructure  E.g.: ➤ Long term financial plan ➤ Asset Management Plan ➤ Strategic IT Plan	Business Support	●	July - September 2023	<ul style="list-style-type: none"> <li>➤ Long Term Financial Planning - Review of the 10 Year Financial Plan will be undertaken as part of the 2024/2025 Budget deliberation process and is expected to commence in Feb/Mar'24 following the half year budget review in Jan/Feb'24.</li> <li>➤ Strategic IT Plan – The server at the Hazelmere site was replaced. Implemented an Aruba WiFi system throughout the Hazelmere administration building and weighbridge. Upgraded the Starlink Internet service to business grade to support a full failover service. Commenced implementation of the Martian Logic HR/Onboarding system.</li> </ul>
				October - December 2023	<ul style="list-style-type: none"> <li>➤ Long Term Financial Planning - Review of the 10 Year Financial Plan will be undertaken as part of the 2024/2025 Budget deliberation process and is expected to commence in Feb/Mar'24 following the half year budget review in Jan/Feb'24.</li> <li>➤ Strategic IT Plan – Commenced implementation of the MYOSH Safety System. Began preparations for the introduction of multi-factor authentication for staff accessing Microsoft 365 applications.</li> </ul>
				January - March 2024	<ul style="list-style-type: none"> <li>➤ Long Term Financial Planning - Review of the 10 Year Financial Plan is currently being undertaken as part of the 2024/2025 Budget deliberation.</li> </ul>
				April - June 2024	
2.1.1b	Undertake asset management assessment, workforce planning and long-term financial planning for all EMRC owned infrastructure  E.g.: ➤ Organisational governance ➤ Integrated Planning Framework	CEO	●	July - September 2023	<ul style="list-style-type: none"> <li>➤ <b>Asset Management</b> - Officers are currently reviewing a new Asset Management software that will support the operations to identify the maintenance requirements of the assets to better enhance the useful life and the value to the asset. The objective will be to ensure assets are well maintained in terms of its upkeep and valuation.</li> <li>➤ <b>Governance</b> - The review of the Council Policy was completed one year ahead the 4 year schedule in June 2023. Planning is afoot on the timetable for the next cycle of Council policy reviews to commence from January 2024. A review is also currently in progress identifying the</li> </ul>

Key Actions	Responsible Officer	Status	Quarter	Comments	
<ul style="list-style-type: none"> <li>➤ Workforce Plan</li> <li>➤ WHS Plan</li> <li>➤ Risk Management</li> </ul>				<p>impact and treatment for the legislative changes from the second tranche of the Local Government (Financial Management) Regulations 1996 amendments and their impact to other regulations on the EMRC.</p> <ul style="list-style-type: none"> <li>➤ <b>Risk Management</b> - ELT regularly monitors all EMRC strategic risks via the CAMMS risk software. This includes updating risk treatments and movements. A risk update is presented to the Audit Committee each quarter with all risks updated and reported on.</li> <li>➤ <b>Workforce Plan</b> - A new Workforce Plan 2023-2027 was considered and approved by the ELT in July 2023. The Plan will now be implemented in accordance with the annual objectives per year included in the Plan.</li> </ul>	
			October - December 2023	<ul style="list-style-type: none"> <li>➤ <b>Asset Management</b> - The Scope of Works has been developed with the view to finalising the Request for Quotation via the WALGA Panel. The objective is for the software to be acquired by end of June 2024.</li> <li>➤ <b>Governance</b> - The timetable for the current cycle of Council policy reviews has been developed and will commence from January 2024. Updates to the policies will be tabled at Council meetings progressively.</li> <li>➤ <b>Risk Management</b> - The risk update was presented to the October 2023 Audit Committee and was presented to Council at its November 2023 meeting.</li> <li>➤ <b>Workforce Plan</b> – The HR team continue to implement initiatives in accordance with the 2023/2024 schedule.</li> </ul>	
			January - March 2024	<ul style="list-style-type: none"> <li>➤ <b>Asset Management</b> - The draft Scope of Works has been finalised and distributed for internal review by Operations. Refinements have been received and the RFQ will be issued in late April or early May. The objective remains for the software to be acquired by end of June 2024.</li> <li>➤ <b>Governance</b> – Council Policies 2.1 Committees of Council and 6.3 Attendance at Events was tabled and adopted by Council at its 22 February 2024 meeting. Council Policies 1.4 Travelling Costs incurred by Council Members and 3.1 Annual Financial Reporting Policy was tabled and adopted by Council at its 28 March 2024 meeting.</li> <li>➤ <b>Risk Management</b> - The risk update was presented to the March 2024 Audit Committee and was presented to Council at its March 2024 meeting.</li> <li>➤ <b>Workforce Plan</b> – The HR team continue to implement initiatives in accordance with the 2023/2024 schedule.</li> </ul>	
			April - June 2024		
2.1.2	Identify and evaluate land-use options at EMRC sites to maximise future resource recovery program	Operations	●	July - September 2023	Evaluation and monitoring on a regular basis
				October - December 2023	Met with the EPA and DWER on maximising land use options, including new Class IV landfill cells.
				January - March 2024	Strategically utilise Red Hill airspace through effective landfill cell planning and engineering. Strategically implement development of the interim and permanent FOGO facility and APCR facility.
				April - June 2024	

## 2.2 Below zero carbon emissions by 2040

	Key Actions	Responsible Officer	Status	Quarter	Comments
2.2.1	Map and benchmark energy usage and consumption rates across all sites e.g. energy use, vehicle fuel consumption, auditing requirements, early stage asset management	Operations	●	July - September 2023	Reporting tools in place to track and monitor all areas.
				October - December 2023	Reporting tools in place to track and monitor all areas.
				January - March 2024	Reporting tools in place to track and monitor all areas. The initial contract term of the WALGA Sustainable Energy Project, of which the EMRC is a participant, ends on 31 March 2025, and work is now underway to establish the procurement process for phase 2 of the project. The process is being driven by WALGA.
				April - June 2024	
2.2.2	Establish a decarbonisation plan to achieve "Below zero emissions by 2040" target. This should include consideration of decarbonisation project ideas presented in the strategic review e.g. opportunities for onsite use or export of heat energy for value-adding processes or sale to surrounding industrial businesses, electric fleet procurement	CEO	●	July - September 2023	The EMRC is working with Woodside New Energy to progress a decarbonisation initiative involving Carbon Capture Utilisation (CCU), including fleet conversion to renewable fuels.
				October - December 2023	The EMRC continued to explore decarbonisation and CCU during the second quarter. Electric fleet procurement through WALGA and ARENA funding continued to develop and the HWMF workshop is now solar powered, with the former diesel generator no longer required.
				January - March 2024	The EMRC withdrew from the WALGA/ARENA funding. The EMRC remains committed to installing an EV charging station at the Ascot and to commence transitioning to EVs where it is practical to do so.
				April - June 2024	
2.2.3	Create Annual Energy and Emission Data Analysis Report and Snapshot for goal tracking. Develop and publish the SDG annual report card  E.g. ➤ EMRC corporate emissions & SDG progress	Sustainability	●	July - September 2023	<ul style="list-style-type: none"> <li>➤ 2022/23 Emissions profile for EMRC has been created and is currently under review.</li> <li>➤ SDG Benchmark report is still in progress.</li> </ul>
				October - December 2023	<ul style="list-style-type: none"> <li>➤ Sustainability Officer completed Future-Fit Business Accreditor training to become the first Local Government Officer in the world to hold this accreditation.</li> </ul>
				January - March 2024	<ul style="list-style-type: none"> <li>➤ Draft SDG Benchmark Technical Report has been completed.</li> <li>➤ Work is progressing with the Navigating Tomorrow: Towards Global Sustainability Frameworks Forum to be held in April.</li> </ul>
				April - June 2024	

### 2.3 Sustainability integrated into management processes

	Key Actions	Responsible Officer	Status	Quarter	Comments
2.3.1	Establish a decision-making framework to include sustainability for operational and capital expenditure E.g.: <ul style="list-style-type: none"> <li>➤ Provide Waste disposal service at Red Hill WMF</li> <li>➤ Review Red Hill Development Plan</li> </ul>	Operations	●	July - September 2023	Correct framework implemented to ensure sustainability targets are achieved.
				October - December 2023	Correct framework implemented to ensure sustainability targets are achieved.
				January - March 2024	Red Hill currently being updated.
				April - June 2024	
2.3.2	Include sustainable decision-making frameworks in procurement templates, evaluation and processes of all projects	Business Support	●	July - September 2023	Under review to align procurement templates and processes with sustainable decision making under the EMRC Purchasing Policy.
				October - December 2023	Procurement have introduced sustainable decision making in its qualitative criteria for tenders and quotes.
				January - March 2024	Tender and RFQs have been released requesting that respondents address sustainability criteria.
				April - June 2024	
2.3.3	Review projects quarterly to identify examples where sustainable decision making and other actions have been applied to a project. This should include the identification of design engineering for front-end material reuse programs	Operations	●	July - September 2023	Debrief on completion of all projects have been implemented.
				October - December 2023	Review of projects completed
				January - March 2024	Included sustainability actions in upcoming tenders for operations.
				April - June 2024	
2.3.4	Create a sustainability performance review for each team and identify sustainability criteria for environmental, social, governance (ESG) decision making	CEO	●	July - September 2023	This is included in our Sustainability Strategy and our actions are tracked.
				October - December 2023	Our actions continue to be tracked.
				January - March 2024	Work has been carried out via the Sustainability Team around reviewing actions across the organisation and holding short interviews to ascertain, record and map each team's progress across the SDGs and their sustainability performance against the actions in the Sustainability Strategy.
				April - June 2024	
2.3.5	Establish regular internal collaboration sessions to identify new sustainability initiatives, for consideration by Council, and revisit ongoing initiatives.	Sustainability	●	July - September 2023	The Sustainability Team meets regularly to collaborate. There is also a regular Comms meeting and regular fortnightly catch ups with team leaders and managers to explore new ideas.
				October - December 2023	Cross team pollination around sustainability continues to be a focus with FOGO caddies in the kitchens, a vegetable and herb garden for staff, re-use of corporate branded clothing including hi-vis.
				January - March 2024	Updated our kerbside FOGO collection from fortnightly to weekly as part of the City of Belmont's standard collections operations. Internal waste-audit data collection continues – data will be evaluated to inform staff education initiatives across the Ascot site.
				April - June 2024	



### 3 Reduce Our Environmental Impact

**Objective:** To lead by example and reduce environmental impacts through efficient operations, forward thinking and supporting circular and sustainability initiatives in the region

#### 3.1 Regional urban programs implemented

Key Actions		Responsible Officer	Status	Quarter	Comments
3.1.1	Maintain programs related to sustainability goals and review in participating Councils' annual programs reports  E.g.: Identify, investigate, develop; ➤ ACER program ➤ SDG reporting ➤ New environmental and sustainability initiatives	Sustainability	●	July - September 2023	➤ 2024/2025 Sustainability Team Program Plan has been created for member Council approval. ➤ ACER Emissions and Energy Data Analysis Report has been developed in this quarter and under review by member Councils ➤ Participating member Councils for the SDG Benchmark have put a hold on their reports until February 2024
				October - December 2023	➤ ACER Emissions and Energy Data Analysis Reports have been completed for participating Councils
				January - March 2024	➤ Sustainability Team Program Plan continues to be implemented
				April - June 2024	
3.1.2	Review and complete annual water plans in alignment with Waterwise Council Accreditations  E.g.: Review and implement ➤ Water Sensitive Futures Program ➤ Waterwise Council reindorsement reporting	Sustainability	●	July - September 2023	➤ Draft Waterwise Council Reports have been developed and are with participating member Councils for review
				October - December 2023	➤ Waterwise Council Reports have been completed and submitted to Water Corporation for participating member and non-member Councils
				January - March 2024	➤ Investigation has commenced in relation to EMRC becoming a Waterwise Council
				April - June 2024	
3.1.3	Facilitate and/or participate in industry-based and community-based advocacy meetings to discuss, identify and prioritise new, or ongoing, circular economy, net zero and sustainability regional programs  E.g.: ➤ Facilitate networking groups, e.g. STEG. ➤ Participate e.g. WALGA Climate Change Collaborative.	Sustainability	●	July - September 2023	➤ WA Sustainability and Climate Change Alliance Group meetings (WASCA) ➤ WA SDG Network Presentation ➤ Participation in the Asia Pacific Alliance for Future-Fit Businesses ➤ Ongoing Energy and Water team meetings with member Council
				October - December 2023	➤ Ongoing participation at WA Sustainability and Climate Change Alliance Group meetings (WASCA) and Asia Pacific Alliance for Future-Fit Businesses ➤ Ongoing Energy and Water team meetings with member Council ➤ The EMRC submitted and distributed funds for the Avon Descent Festivals 2023 Grant, to Bayswater, Swan, Northam and Toodyay. The EMRC received a total of \$26,702 and distributed \$102,920.51 in funding. ➤ In December on behalf of participating Councils the EMRC applied for Lotterywest funding for the Avon Descent Festivals 2024, amount applied for \$128,300.

Key Actions	Responsible Officer	Status	Quarter	Comments
			January - March 2024	<ul style="list-style-type: none"> <li>➤ Ongoing participation at WA Sustainability and Climate Change Alliance Group meetings (WASCA) and Asia Pacific Alliance for Future-Fit Businesses</li> <li>➤ Ongoing Energy and Water team meetings with member Council</li> <li>➤ Research and quotations for the marketing and advertising for the Avon Descent Festivals, as well as drafting for social media materials.</li> <li>➤ First draft of graphics for the Avon Descent Festivals 2024 proceeded for feedback</li> <li>➤ Involvement with the WA Tree Festival and preparation of events to be held by the EMRC.</li> <li>➤ Continued to loan equipment such as parking banners and water station to council community groups.</li> <li>➤ Attended an event for exploring best practice for environmentally sustainable design</li> </ul>
			April - June 2024	

### 3.2 Contribute to a decrease in illegal waste disposal by 2040

Key Actions	Responsible Officer	Status	Quarter	Comments
3.2.1 Establish campaigns to create a recover, reuse, recycle, return, repair and drop off culture to increase recovery rates and combat illegal dumping	Sustainability	●	July - September 2023	Continued to establish campaigns to create a recover, reuse, recycle, return, repair and drop-off culture to increase recovery rates and combat illegal dumping.
			October - December 2023	The Sustainability Team is promoting and supporting initiatives and organisations such as Go2Cup; e-furniture repurposing; Give Write; textile repurposing; Claw; and B-Cycle.
			January - March 2024	The Sustainability Team continued to promote and support initiatives and organisations such as Go2Cup; textile repurposing; Claw; B-Cycle and Give-Write.
			April - June 2024	
3.2.2 Establish programs for acceptance of construction and demolition waste e.g. bricks, timber, sand, soil, concrete and other resource recovery initiatives	Operations	●	July - September 2023	Reviews are completed on regular basis to identify additional opportunities
			October - December 2023	Reviews are completed on regular basis to identify additional opportunities
			January - March 2024	Reviews are completed on regular basis to identify additional opportunities
			April - June 2024	

### 3.3 EMRC wide environmental management system

Key Actions	Responsible Officer	Status	Quarter	Comments
3.3.1	Sustainability		July - September 2023	➤ Four internal audits completed by the end of June 2023.

	Key Actions	Responsible Officer	Status	Quarter	Comments
	Review and develop the framework the EMRC will use going forward in terms of its Environmental Management System Framework i.e. in alignment with ISO14001 or equivalent		●		<ul style="list-style-type: none"> <li>➤ External Audit Undertaken with SGS July 2023. Two major non-conformances and three minor non-conformances.</li> <li>➤ Corrective action plan completed.</li> <li>➤ Management Review scheduled October 2023.</li> <li>➤ Non-conformances review and close out with SGS late October 2023.</li> <li>➤ EMS review and organisational wide integration planned to be implemented prior to next three-year certification cycle commencing in May 2024.</li> </ul>
				October - December 2023	<ul style="list-style-type: none"> <li>➤ Non-conformances review fully closed out and passed by SGS.</li> <li>➤ Management Review with SGS completed.</li> </ul>
				January - March 2024	<ul style="list-style-type: none"> <li>➤ Internal Audits undertaken at a current rate of one per month.</li> <li>➤ SGS awarded contract to conduct EMRC's EMS Audit for 3yrs with the option of another 2yrs.</li> <li>➤ EMS systems are being systematically upgraded and amended – ongoing.</li> <li>➤ 2024 EMS Audit booked for 10-12 July 2024.</li> </ul>
				April - June 2024	
3.3.2	Establish compliance monitoring, reporting and review processes in alignment with the EMRC's Environmental Management System  E.g.: Minimise environmental impacts of waste management operations	Sustainability	●	July - September 2023	The following processes, programs and reports have been redeveloped and submitted: <ul style="list-style-type: none"> <li>➤ Compliance monitoring and sampling program completed includes; Q3 water monitoring, power pole shredding validation sampling, Wood fines sampling, licence compliance monitoring, bird count, fence check, vermin control and interception well monitoring.</li> <li>➤ Red Hill Rehabilitation – Additional seeding to Offsets areas, Weed Control Surveys completed and treatments undertaken.</li> <li>➤ DWER appointed WA Contaminated Site's Auditor AEA - Completed Stage 1 review of Red Hill Water Monitoring Program and Reporting, September 2023.</li> <li>➤ Red Hill Weed Control – Spraying program implemented throughout September and October 2023.</li> <li>➤ Waste Acceptance Approvals issued in accordance with <i>Landfill Waste Classification and Waste Definitions 1996 (as amended 2019)</i>.</li> <li>➤ Customer Waste Acceptance Audit – Chevron, July 2023.</li> <li>➤ National Pollutant Inventory Report, submitted September 2023.</li> <li>➤ National Greenhouse Gas Report, submitted October 2023.</li> <li>➤ Red Hill Waste Levy Exemption for Asbestos 2023-2024, approved July 2023.</li> <li>➤ Red Hill licence amendment approved by DWER, July 2023. Includes conditions rationalisation, as well as formally adding in the Household Hazardous Waste Acceptance, new type of gas flare and the Interim FOGO processing pad.</li> <li>➤ Red Hill FOGO RRF Section 45C – RFI response, July 2023.</li> <li>➤ Red Hill APCR Monocell Section 43(a) – Notice to Amend A Referred Proposal During Assessment, has been accepted by EPA Services, July 2023.</li> <li>➤ Red Hill Interim FOGO Pad Time Limited Operations Report, submitted August 2023.</li> </ul>

Key Actions	Responsible Officer	Status	Quarter	Comments
				<ul style="list-style-type: none"> <li>➤ Red Hill Letter to DWER – Proposed Approval Pathway – New General Waste Class IV Cell, sent September 2023.</li> <li>➤ Hazelmere Ministerial 1028 - Annual Audit Compliance Report submitted July 2023.</li> <li>➤ Hazelmere Transfer Station Environmental Compliance Report, submitted to DWER August 2023.</li> <li>➤ Hazelmere Annual Licence Application, completed August 2023.</li> <li>➤ Procedure Reviews - FOGO sampling, Ground Water and Surface Water Monitoring Procedure, NGER's Reporting Procedure</li> <li>➤ Environmental Incidents – Non-complaint Class IV waste load Nexus, July 2023.</li> </ul>
			October - December 2023	<ul style="list-style-type: none"> <li>➤ Compliance monitoring and sampling program completed includes Q4 water monitoring, Wood fines sampling, licence compliance monitoring, bird count, fence check, vermin control and interception well monitoring.</li> <li>➤ FOGO Sampling/ Training Day.</li> <li>➤ Waste Acceptance Approvals issued in accordance with Landfill Waste Classification and Waste Definitions 1996 (as amended 2019) and Version 2 National Environmental Management Plan (NEMP) for PFAS.</li> <li>➤ Response to DWER appointed Contaminated Sites Auditor (AEA), Responses agreed by Auditor.</li> <li>➤ Updated Surface and groundwater monitoring and sampling procedure (internal EMRC Document).</li> <li>➤ Red Hill Weed Control – Spraying program implemented throughout October and into early November 2023.</li> </ul>
			January - March 2024	<ul style="list-style-type: none"> <li>➤ Compliance monitoring and sampling program completed includes Q3 water monitoring, power pole shredding validation sampling, Wood fines sampling, licence compliance monitoring, bird count, fence check, vermin control and interception well monitoring.</li> <li>➤ Hazelmere Transfer Station TLO report completed.</li> <li>➤ Hazelmere Licence Amendment Application submitted.</li> <li>➤ Red Hill Section 38 APCr and monocell request for further info from DWER and EPA submitted.</li> <li>➤ Letter sent regarding alternative approval pathway for Stage 3, Class IV general waste cell. EPA has advised that EMRC can submit this application as a Section 45c.</li> <li>➤ Non-Operation areas of Red Hill WMF weed control contract awarded for 2024.</li> <li>➤ Quarter 1 Surface water monitoring/ sampling undertaken at Red Hill WMF.</li> <li>➤ Hazelmere Annual Environmental Report (AER) and Annual Audit Compliance Report (AACR) form issued to DWER.</li> <li>➤ Red Hill – Annual Offsets (Lots 82 and 501) Reports (2) issued to EPBC.</li> <li>➤ Baywaste AACR with covering licence audit report issued to DWER by EMRC on behalf of City of Bayswater.</li> <li>➤ Vermin/ Pest shooting night at Red Hill by Terrestrial Eco - 21 Feb 2024.</li> </ul>

Key Actions	Responsible Officer	Status	Quarter	Comments
			April - June 2024	<ul style="list-style-type: none"> <li>➤ One week of ambient dust monitoring completed during February at the HRRP – three monitors installed (PM10/ PM2.5/ weather station) by externally engaged consultant. Report received.</li> <li>➤ ~20 monitoring wells were assessed using a plumber’s camera to ascertain actual depths and screening interval depths – old well without identified logs.</li> <li>➤ RFQ created for Red Hill Interim FOGO Area northern expansion (Works Approval, Reporting, possible Licence Amendment) with works being awarded to JBS&amp;G.</li> <li>➤ Completed Q1/Q2 surface and ground water report for 2023 received from Talis Consultants.</li> <li>➤ Area for May 2024 tree planting day finalised. Works to take place on Fri 17 May.</li> <li>➤ Controlled burn organised and planned for late April/ early May within Offsets area at Red Hill.</li> <li>➤ Ongoing – Waste application assessment and approvals.</li> </ul>

## 4 Create Value in the Community

**Objective: To establish and support projects in the community that create social value from a residential level through to commercial levels**

### 4.1 Community based source separation initiatives by 2027

Key Actions	Responsible Officer	Status	Quarter	Comments
4.1.1 Establish community engagement initiatives for source separation opportunities including education hubs, school programs, community group support and bin tagging	Sustainability	●	July - September 2023	Continued to deliver community engagement initiatives for source separation opportunities including education hubs, workshops, school programs, community group support and bin tagging.
			October - December 2023	EMRC has been granted funding from WALGA to conduct bin tagging in Bassendean.
			January - March 2024	Continued to deliver community engagement initiatives for source separation opportunities including promotion of loan boxes, textile repair workshops and FOGO education. The bin tagging program was completed in March 2024. Conducted Waste Education Incursions at school and adult education centre and utilised “GREAT” Games interactive assets.
			April - June 2024	
4.1.2 Utilise current community programs to provide education and tools on material re-use and issues regarding poor source separation	Sustainability	●	July - September 2023	Used current community programs to provide education and tools on material reuse and issues regarding poor source separation issues.
			October - December 2023	Continued to utilise community programs to provide education and tools on material reuse and issues regarding poor source separation.

Key Actions		Responsible Officer	Status	Quarter	Comments
				January - March 2024	A bin tagging audit was conducted in the Town of Bassendean and the findings are currently being analysed. Instructional workshops on textile repair are being conducted to promote knowledge on the repair and reuse of textiles.
				April - June 2024	
4.1.3	Utilise EMRC fleet and other EMRC owned assets as educational billboards for source separation education and requirements	Operations	●	July - September 2023	New messaging has been developed for our transport fleet
				October - December 2023	In the process of installing various educational billboards on our trailers and collections fleet.
				January - March 2024	Three new FOGO collection trucks being wrapped with the three bin system graphics ready for Mundaring.
				April - June 2024	
4.1.4	Establish verge collection and shared pre-booked service programs. This includes a waste classification program for different materials and costings	Operations	●	July - September 2023	In progress with participating member councils
				October - December 2023	In progress with participating member councils
				January - March 2024	Working with participating member Councils to secure commitments for such services.
				April - June 2024	

#### 4.2 Use of recovered material in the region by 2040

Key Actions		Responsible Officer	Status	Quarter	Comments
4.2.1	Establish reward and incentive systems dependent on company sustainability rating to encourage better waste management in the region	CEO	●	July - September 2023	Currently linked to the Waste Levy. All EMRC source separated materials and the recovery gate fees are maintained below landfill costs.
				October - December 2023	Volume discounts are offered on occasion to encourage higher disposal rates on resources being recovered.
				January - March 2024	Adjusting incentives to amplify 1 July 2024 waste levy increase from \$70 to \$85 per tonne.
				April - June 2024	
4.2.2	Continue to establish community recycling and reuse networks for exchange of products, reuse and repair initiatives, and identification of regional synergies	Operations	●	July - September 2023	Continue identifying opportunities at our resource recovery centres
				October - December 2023	Continue identifying opportunities at our resource recovery centres
				January - March 2024	Continue identifying opportunities at our resource recovery centres
				April - June 2024	

4.2.3	Identify member council uses for recovered materials e.g. woodchip mulching, FOGO fertiliser products, construction materials, road surfacing, energy reuse e.g. provide a waste management service	Operations	●	July - September 2023	Ongoing as per day to day sales and marketing plan
				October - December 2023	Ongoing as per day to day sales and marketing plan
				January - March 2024	Ongoing as per day to day sales and marketing plan
				April - June 2024	

### 4.3 Increased participation in behaviour change programs

Key Actions	Responsible Officer	Status	Quarter	Comments
4.3.1 Provide education for waste solutions that are in line with WA Waste Strategy and waste hierarchy  E.g.: ➤ Continue waste education programs	Sustainability	●	July - September 2023	Provided education for waste solutions that are in line with the WA Waste Strategy and waste hierarchy by conditioning waste education programs, tours of the Red Hill Waste Management facility and bin tagging.
			October - December 2023	EMRC has been granted funding from WALGA to conduct bin tagging in Bassendean. Waste avoidance and Red Hill tours were conducted.
			January - March 2024	Provided education for waste solutions that are in line with the WA Waste Strategy and waste hierarchy by conditioning waste education programs, tours of the Red Hill Waste Management facility and bin tagging. Contributed to DWER's behaviour change "GREAT Sorts" campaign survey design.
			April - June 2024	
4.3.2 Benchmark and monitor participation rates in EMRC sustainability programs	Sustainability	●	July - September 2023	➤ SDG Benchmark currently under progress
			October - December 2023	➤ SDG Benchmark currently under progress with access to the latest digital benchmarking tool in early 2024
			January - March 2024	➤ Draft SDG Benchmark Technical Report has been completed
			April - June 2024	
4.3.3 Establish a Sustainability Stakeholder engagement plan  E.g. Continue to foster and enhance relationships with member Councils and all key stakeholders	Sustainability	●	July - September 2023	The current Stakeholder Engagement Plan will be reviewed with sustainability in mind.
			October - December 2023	The sustainability team have been committed to enhancing their relationships with member councils
			January - March 2024	The team continues to work effectively with member councils
			April - June 2024	

## 6.4 INFORMATION BULLETIN - SUSTAINABILITY TEAM UPDATE – JANUARY TO MARCH 2024

D2024/08802

### PURPOSE OF REPORT

The purpose of this combined report is to provide a progress update on the activities undertaken by the Sustainability Team for the period January to March 2024, inclusive.

### KEY POINT(S)

- Achievements of the Sustainability Team are highlighted in the report for the period January to March 2024 and include:
- Activities undertaken by the Urban Environment Team (UET) for the ensuing period; and
- Activities undertaken by the Waste Education Team for the ensuing period.
- Activities undertaken by the Environmental Waste and Compliance Team.

### SOURCE OF REPORT

Chief Sustainability Officer

### BACKGROUND

- 1 The Urban Environment Team partners with member Councils, other local governments and key stakeholders to facilitate projects and activities and provide services (where appropriate) for the benefit and sustainability of Perth's Eastern Region.
- 2 The Waste Education Team partners with member Councils, other local governments and key stakeholders to deliver waste education and other waste services for the benefit and sustainability of Perth's Eastern Region.
- 3 Advocacy also occurs at a regional, state and federal level to ensure key agencies are fully apprised of matters of significance to the EMRC Region.
- 4 The Environmental Waste and Compliance team work across all the EMRC's operational sites and also works with DWER and the EPA to ensure compliance.

### REPORT

- 5 The progress report comprises of three parts: Urban Environment, Waste Education and Waste and Environmental Compliance. The 2023/2024 focus of the Sustainability Team is to drive all projects, activities and services in accordance with the United Nations Sustainable Development Goals, Circular Economy and transitioning towards Net Zero by 2040.
- 6 **Urban Environment - Town of Bassendean**
  - Finalisation and sign off End of Financial Year Reporting (ACER and Water) achieved.
- 7 **Urban Environment - City of Bayswater**
  - Ongoing discussion in relation to the delivery of the SDG Benchmark Review
  - Liaised with the City regarding the first draft of graphics for the Avon Descent Festivals 2024
  - Research and quotations for the marketing and advertising for the Avon Descent Festivals, with drafting for social media materials.



**8 Urban Environment - Shire of Mundaring**

- Ongoing discussion in relation to the delivery of the SDG Benchmark Review
- Assistance with understanding as well as data collection for an upcoming tender for works at Bilgoman Aquatic Centre and the subsequent grant application due in May.
- Energy Team Meeting held in February.

**9 Urban Environment - City of Swan**

- No action progress for Quarter Three as outlined within the Sustainability Program Plan
- Liaised with the City regarding the first draft of graphics for the Avon Descent Festivals 2024
- Research and quotations for the marketing and advertising for the Avon Descent Festivals, with drafting for social media materials.

**10 Urban Environment – EMRC**

- Withdrawal from the ARENA EV Grant and investigation into the State Governments Charge Up Grant. These options considered to not be viable at this point in time.
- Continued attendance at the monthly Future Fit Asia Pacific Alliance meetings
- Lodged an application for the Banksia Awards for EMRCs Sustainability Strategy and the work undertaken to date for the SDGs. Application progressed to the second round but was unsuccessful.
- Started work on the Navigating Tomorrow: Towards Global Sustainability Framework Forum, which will bring together presenters from London, Hong Kong and New Zealand. To be delivered in April.
- Investigated the possibility of EMRC becoming a Waterwise Council.
- Continued attendance at the Western Australian Sustainability and Climate Alliance quarterly meetings.
- Involvement with the WA Tree Festival and preparation of events to be held by the EMRC.
- Continued to loan equipment such as parking banners and water station to council community groups.
- Attended an event for exploring best practice for environmentally sustainable design

**11 EMRC Battery Program**

- Councils were advised that EMRC will cease battery collection at public places;
- Measures were taken to address the discontinuation of the battery program with concession made to certain locations in exchange for any delays or complications associated with implementing these measures;
- EMRC continues to appreciate the significance of B-Cycle and encourages councils to promote and educate the public about using certified drop-off points.

**12 Bin Tagging**

- Bin Tagging program for Town of Bassendean concluded on 25 March 2024.
- Analysis underway for the report and data; to provide to WALGA and Town of Bassendean.

**13 FOGO Roll Out Pre-Planning – Shire of Mundaring**

- FOGO Community Sessions booked.
- FOGO Educational stalls booked.
- Community Engagement plan being updated as required.

- 14 **FOGO Roll Out Pre-Planning – City of Swan**
  - Ongoing communication for attendance of EMRC staff for FOGO education at events.
  - FOGO educational support being scheduled for each stage of the FOGO roll outs.
  - FOGO bin audit to take place in November 2024 or February 2025.
- 15 **FOGO in Schools**
  - WasteSorted Schools have accepted EMRC’s quote to conduct the 2nd phase compositional bin audits for the 10 remaining schools in the FOGO trial;
  - Audits to be conducted in September 2024.
- 16 **Recycle Right**
  - Termination of the Recycle Right agreement with EMRC ends 30 June 2024.
  - Recycle Right to continue operating as a free statewide resource.
  - New entity not announced to date.
  - In person tour of the Material Recovery Facility, FOGO and Green Waste facility at Canning Vale scheduled for Saturday 4 May 2024.
- 17 **Waste Sorted Community Grants 2023/2024**
  - Selection of influencers for the filming of the mini videos.
  - Script for the videos, selection of the sites for the filming with Good Sammy, Ellenbrook and Solaris, Cottesloe.
  - Video making on the 20/02/04 at both sites.
  - Review of the videos with the influencers and Comms team from WMRC and EMRC.
  - Developing Fact Sheets and Teacher Cheat Sheet plus activities to be part of the pack (Re) Love Your Stuff.
- 18 **Waste Sorted Infrastructure Grants 2023/2024**
  - EMRC were unsuccessful with their grant application.

**a. Public Place Battery Collection Program – January to March 2024**

Battery Recycling – Public Places	Jan to Mar 2023/2024	Jan to Mar 2022/2023	Year to Date 2023/2024	Year to Date 2022/2023
<b>Bassendean</b>	151.7	290.2	542.5	848.4
<b>Bayswater</b>	611.5	820.6	2069.5	2502.1
<b>Mundaring</b>	341.7	446.9	1079.9	1232.6
<b>Swan</b>	476.3	553.7	1688.6	1891.99
<b>TOTAL (kg)</b>	<b>1581.2</b>	<b>2111.4</b>	<b>5380.5</b>	<b>9054.9</b>

19 **CFL Collection and Recycling Program – January to March 2024**

CFL Recycling - Public Places	Jan to Mar 2023/2024	Jan to Mar 2022/2023	Year to Date 2023/2024	Year to Date 2022/2023
<b>Bassendean</b>	21.0	21.2	49.4	94.1
<b>Bayswater</b>	131.0	143.5	507.3	612.4
<b>Mundaring</b>	125.9	234.2	455.4	551.9
<b>Swan</b>	187.8	135.2	779	752.1
<b>TOTAL (kg)</b>	<b>465.7</b>	<b>613.3</b>	<b>1791.1</b>	<b>2303.0</b>

20 **Tours of Red Hill Waste Management Facility and Education Centre – January to March 2024**

Name of Group	Council Region	Number of Participants	Program
<b>Jan to March 2024</b>			
Member Council tour of RRG	Member Councils	11	Resource Recovery Group Canning Vale tour
Steering Group	Member councils	21	Hazelmere Site Visit and meeting
Youth Futures	City of Swan	8	Red Hill Site visit and Education Centre
Cyril Jackson Senior Campus	Town of Bassendean	11	Red Hill Site visit and Education Centre
Curtin University		38	Red Hill Site Visit
Community Tour	Town of Bassendean & City of Bayswater	47	Red Hill Site visit and Education Centre
	<b>TOTAL</b>	<b>136</b>	

21 **School and Community Engagement Events – January to March 2024**

- Max Solutions presentation – 26 February 2024
- Middle Swan Primary School Incursion – 28 February 2024
- Max Solutions presentation – 18 March 2024

22 **Member Council Events and Requests – January to March 2024**

- City of Bayswater – Community Concert – 3 February 2024
- Shire of Mundaring – Staff FOGO presentation – 8 March 2024
- Shire of Mundaring – Rotary Twilight Markets FOGO education – 9 March 2024
- City of Swan – Enviro Fest Whiteman Park – 23 March 2024
- Cancelled - Shire of Mundaring – Hill Billy Cart Festival – 24 March 2024
- Shire of Mundaring – FOGO presentation to Councillors – 26 March 2024

23 **EMRC Waste Education Hosted Events – January to March 2024**

- EMRC Volunteers Thank You Event – 1 February 2024;
- Town of Bassendean – Clothes Swap & Visible Mending Workshop – 24 February 2024
- City of Bayswater – Clothes Swap and Lino Block Printing Workshop – 16 March 2024

- 24 **Waste Education Networking/Promotion/Collaboration Activities – January to March 2024**
- Bin Tagging Program WALGA Training – 1 February 2024
  - WMRR Webinar 2023 Highlights – 6 February 2024
  - Bin Tagging Program Staff Induction & Training – 7 February 2024
  - Containers For Change Resources Launch Event – 9 February 2024
  - Waste Educators Networking Group Meeting – 7 March 2024
  - Tyre Stewardship Australia Breakfast – 8 March 2024
- 25 **Waste Education Loan Resources Utilisation – Member Councils - January to March 2024**
- Responsible Recycling Game – City of Swan – 11 January to 2 February 2024
  - Responsible Recycling Game – City of Bayswater – 3 February 2024
  - Responsible Recycling Game – City of Swan – 12 February to 6 March 2024
  - Responsible Recycling Game – City of Swan – 13-23 March 2024
- 26 **Waste Education Loan Resources Utilisation – Schools/Community Groups - January to March 2024**
- Loan Boxes (Mini Bin Waste Sort; Early Years Resources; Paper Making Kit; Water Stations) – Goodstart Early Learning Stratton – 5 February to 1 March 2024
  - Loan Boxes (Plastic Not So Fantastic Boxes; ‘Avoid’ Banner) – Mundaring Chamber of Commerce/Mundaring Garden and Farmers Market – 23 February to 22 March 2024
  - Clothes Swap items – Environment House – 1 March to 5 March 2024
- 27 **Environmental & Waste Compliance Team activities – January to March 2024**
- Compliance monitoring and sampling program completed includes Q3 water monitoring, power pole shredding validation sampling, Wood fines sampling, licence compliance monitoring, bird count, fence check, vermin control and interception well monitoring.
  - Hazelmere Transfer Station Time Limited Operations (TLO) report completed.
  - Hazelmere Licence Amendment Application submitted.
  - Red Hill Section 38 APCr and Monocell request for further info from DWER and EPA submitted.
  - Letter sent regarding alternative approval pathway for Stage 3, Class IV general waste cell. EPA has advised that EMRC can submit this application as a Section 45c.
  - Non-Operation areas of Red Hill Waste Management Facility (RHWMF) weed control contract awarded for 2024.
  - Quarter 1 Surface water monitoring/ sampling undertaken at RHWMF.
  - Hazelmere Annual Environmental Report (AER) and Annual Audit Compliance Report (AACR) form issued to DWER.
  - Red Hill – Annual Offsets (Lots 82 and 501) Reports (2) issued to EPBC.
  - Baywaste AACR with covering licence audit report issued to DWER by EMRC on behalf of City of Swan.
  - Vermin/ Pest culling at RHWMF by Terrestrial Eco - 21 Feb 2024.
  - One week of ambient dust monitoring completed during February at the HRRP – three monitors installed (PM10/ PM2.5/ weather station) by externally engaged consultant. Report received.
  - ~20 monitoring wells were assessed using a plumber’s camera to ascertain actual depths and screening interval depths – old well without identified logs.

- RFQ created for Red Hill Interim FOGO Area northern expansion (Works Approval, Reporting, possible Licence Amendment) with works being awarded to JBS&G.
- Completed Q1/Q2 surface and ground water report for 2023 received from Talis Consultants.
- Area for May 2024 tree planting day finalised. Works to take place on Fri 17 May.
- Controlled burn organised and planned for late April/ early May within Offsets area at RHWMF.
- Ongoing – Waste application assessment and approvals.

**STRATEGIC IMPLICATIONS**

28 Reporting on EMRC Strategic Policy implications is now being done to align with the revised Strategic Plan 2017-2027 and the Sustainability Strategy 2022/2023 – 2026/2027:

- Goal: Creating value in the Community
  - Target: Increased participation on behaviour change programs
- Goal: Addressing Environmental Impact
  - Target: Regional urban programs implemented

**FINANCIAL IMPLICATIONS**

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


**SUSTAINABILITY IMPLICATIONS**

30 The Sustainability Team operates to pursue environmental, economic and social growth outcomes for Perth’s Eastern Region.

**RISK MANAGEMENT**

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

**MEMBER COUNCIL IMPLICATIONS**

Member Council	Implication Details
Town of Bassendean City of Bayswater Shire of Mundaring City of Swan	 Participating member Council Officer time on Advisory Groups

**ATTACHMENT(S)**

Nil

**7 CONFIDENTIAL MATTER 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(S)**

MOVED

SECONDED

**7.1 EAST ROCKINGHAM WASTE TO ENERGY PLANT UPDATE (D2024/10229)**

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.

**7.2 EMRC SUPPORT FOR AUSTRALIAN RESEARCH COUNCIL RESEARCH HUB FOR VALUE ADDED PROCESSING OF CARBON WASTE (D2024/38495)**

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.

**RECOMMENDATION (Meeting Re-Opened to the Public)**

That the meeting be re-opened, the members of the public be invited to return to the meeting and the recommendations passed behind closed doors be recorded.

**COUNCIL RESOLUTION(S)**

MOVED

SECONDED

**8 FUTURE AGENDA FORUMS**

The next meeting of Agenda Forum will be held on Thursday 13 June 2024 at the EMRC Administration Office, 1<sup>st</sup> Floor, 226 Great Eastern Highway, Ascot WA 6104 commencing at 6.00pm.

**Forums 2024**

Thursday	13	June		at	EMRC Administration Office
Thursday	11	July	(if required)	at	EMRC Administration Office
Thursday	08	August	(if required)	at	EMRC Administration Office
Thursday	12	September	(if required)	at	EMRC Administration Office
Thursday	10	October	(if required)	at	EMRC Administration Office
Thursday	14	November	(if required)	at	EMRC Administration Office

**9 DECLARATION OF CLOSURE OF MEETING**