

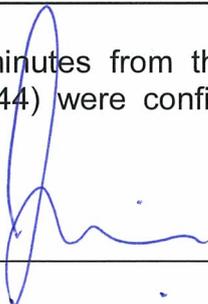


## MINUTES

### CERTIFICATION OF CONFIRMATION OF COUNCIL MEETING MINUTES

22 March 2018

I, Cr David McDonnell, hereby certify that the minutes from the Council Meeting held on 22 March 2018 pages (1) to (144) were confirmed at a meeting of Council held on 24 May 2018.



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**Signature**

Cr David McDonnell  
**Person presiding at Meeting**



# **MINUTES**

Ordinary Meeting of Council

**22 March 2018**

## ORDINARY MEETING OF COUNCIL

### MINUTES

22 March 2018

(REF: D2018/02106)

An Ordinary Meeting of Council was held at the EMRC Administration Office, 1<sup>st</sup> Floor, 226 Great Eastern Highway, BELMONT WA 6104 on **Thursday, 15 February 2018**. The meeting commenced at **6:00pm**.

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## 1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Chairman opened the meeting at 6:00pm, welcomed those in attendance and acknowledged the traditional custodians of the land on which the meeting was held and paid respects to the elders past, present and future.

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

### Councillor Attendance

Cr David McDonnell ( <b>Chairman</b> )	EMRC Member	City of Swan
Cr Dylan O'Connor ( <b>Deputy Chairman</b> )	EMRC Member	City of Kalamunda
Cr Melissa Mykytiuk	EMRC Member	Town of Bassendean
Cr Jai Wilson	EMRC Member	Town of Bassendean
Cr Barry McKenna	EMRC Member	City of Bayswater
Cr Sally Palmer	EMRC Member	City of Bayswater
Cr Janet Powell	EMRC Member	City of Belmont
Cr Steve Wolff	EMRC Member	City of Belmont
Cr Geoff Stallard	EMRC Member	City of Kalamunda
Cr David Lavell	EMRC Member	Shire of Mundaring
Cr Doug Jeans (Deputising for Cr Daw)	EMRC Deputy Member	Shire of Mundaring
Cr Adam Kovalevs	EMRC Member	City of Swan

### Apologies

Cr John Daw	EMRC Member	Shire of Mundaring
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### EMRC Officers

Mr Peter Schneider	Chief Executive Officer	
Mr Hua Jer Liew	Director Corporate Services	
Mr Steve Fitzpatrick	Director Waste Services	
Mrs Wendy Harris	Director Regional Services	
Ms Theresa Eckstein	Executive Assistant to Chief Executive Officer	
Mrs Annie Hughes-d'Aeth	Personal Assistant to Director Corporate Services (Minutes)	

### EMRC Observers

Mr David Ameduri	Manager Financial Services	
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### Observer(s)

Cr Kathryn Hamilton	EMRC Deputy Member	Town of Bassendean
Cr Filomena Piffaretti	EMRC Deputy Member	City of Bayswater
Cr Cameron Blair	EMRC Deputy Member	City of Kalamunda
Mr Andrew Brien	Chief Executive Officer	City of Bayswater
Ms Rhonda Hardy	Chief Executive Officer	City of Kalamunda

### Visitor(s)

Cr Giorgia Johnson	Councillor	City of Bayswater
Mr Gerry Pule	Former Councillor	Town of Bassendean



### 3 DISCLOSURE OF INTERESTS

Nil

### 4 ANNOUNCEMENTS BY THE CHAIRMAN OR PRESIDING MEMBER WITHOUT DISCUSSION

#### 4.1 MR GERRY PULE

In accordance with the EMRC policy on Recognition of Members of Council, the Chairman announced it gave him great pleasure to present and acknowledge former Councillor Gerry Pule, Town of Bassendean for his service and dedication to the Council having served as an EMRC Councillor from 2007 - 2015 and EMRC Deputy Councillor 2015 - 2017.

The time commitment a member of the community makes once they are elected as a local Councillor is not something that the general public is necessarily aware of or appreciates. The time and civic commitment is even further emphasised by those who step up and also become regional Councillors.

During his term Mr Pule also served as a member or deputy member on the following EMRC committees:

#### **Chief Executive Officers Performance Review Committee:**

##### **Member**

- 2009 - 2011
- 2011 - 2013
- 2013 - 2015

#### **Audit Committee:**

##### **Member**

- 2009 - 2011
- 2011 - 2013
- 2013 - 2015

##### **Deputy Member**

- 2007 - 2009

#### **Investment Committee:**

##### **Member**

- 2009 - 2011
- 2011 - 2013
- 2013 - 2015

#### **Resource Recovery Committee:**

##### **Member**

- 2009 - 2011

##### **Deputy Member**

- 2007- 2009
- 2011 - 2013
- 2013 - 2015

#### **Municipal Waste Advisory Council (MWAC):**

##### **Member**

- 2007 - 2009

##### **Deputy Member**

- 2009 - 2011

The Chairman presented Mr Pule with a certificate and gift of appreciation for his dedicated service as an EMRC Councillor.



*Item 4 continued*

## **4.2 AUSTRALIAN ROAD SAFETY AWARD**

The EMRC was the recipient of an Australian Road Safety award for its 'Share the Space' campaign, which was the winner in the Local Government Initiatives category.

'Share the Space' is a road safety initiative designed to increase awareness, encourage predictable and courteous behaviours, discourage distractions and improve the safety of all community members regardless of their mode of transport.

A series of three short videos were developed for use online and via social media advertising.

The campaign was coordinated by the EMRC on behalf of our six member Councils and other partners, including the Town of Cambridge, City of Cockburn, City of Vincent, City of Perth, Bicycling WA and Westcycle.

The RITS Implementation Advisory Group was consulted to provide advice and recommendations and the 'Share the Space' campaign was developed with input from the TravelSmart Officers' Working Group.

## **4.3 COMMITTEES ELECTIONS**

During March 2018, two committee meetings were held for the first time since the local government elections. At those meetings the following members were elected as Chairman and Deputy Chairman:

Cr Steve Wolff, City of Belmont and Cr Melissa Mykytiuk, Town of Bassendean were elected Chairman and Deputy Chairman respectively of the Resource Recovery Committee.

Cr Melissa Mykytiuk, Town of Bassendean and Cr Geoff Stallard, City of Kalamunda were elected Chairman and Deputy Chairman respectively of the Audit Committee.

Congratulations and thank you to those committee members.

## **5 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

### **5.1 QUESTION FROM CR GIORGIA JOHNSON**

The following question was taken on notice at the Council meeting held on 15 February 2018 and a written response was supplied to Cr Johnson as follows:

**Question:** Can you please make the agenda available on the website at the same time as they are made available to councillors?

**Response:** *Agendas relating to EMRC council and committee meetings are available for inspection at the EMRC administration office at 226 Great Eastern Hwy, Belmont by members of the public consistent with s.5.25(1)(j) of the Local Government Act 1995 and hard copies are available at the meeting.*

*The EMRC website has been updated recently. While it has not been possible for agendas to be made available on our website in the past, we will investigate the possibility of making them available online in the future.*

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## **6 PUBLIC QUESTION TIME**

### **6.1 QUESTIONS FROM CR GIORGIA JOHNSON**

Question 1: What is your policy on publishing the committee minutes on your website as they have not been updated in this council and since approximately May 2017.

*Response: The question was taken on notice.*

Question 2: Are councillors aware that EMRC agendas are only available for viewing at the EMRC office and cannot be removed and copies can be purchased for approximately \$40?

*Response: The question was taken on notice.*

## **7 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

## **8 PETITIONS, DEPUTATIONS AND PRESENTATIONS**

Nil

## **9 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

### **9.1 MINUTES OF ORDINARY MEETING OF COUNCIL HELD ON 15 FEBRUARY 2018**

That the minutes of the Ordinary Meeting of Council held on 15 February 2018 which have been distributed, be confirmed.

### **COUNCIL RESOLUTION**

MOVED CR WOLFF

SECONDED CR LAVELL

THAT THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON 15 FEBRUARY 2018 WHICH HAVE BEEN DISTRIBUTED, BE CONFIRMED.

**CARRIED UNANIMOUSLY**

## **10 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

Nil

## **11 QUESTIONS BY MEMBERS WITHOUT NOTICE**

Cr Palmer enquired if the EMRC has made any submission in response to the review of the *Local Government Act*.

The CEO confirmed that the EMRC has made a submission and the submission is consistent with what was proposed by Council previously.

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## **12 ANNOUNCEMENT OF CONFIDENTIAL MATTERS FOR WHICH MEETINGS MAY BE CLOSED TO THE PUBLIC**

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

The following report item is covered in Section 19 of this agenda:

### **12.1 ITEM 15.1 OF THE RESOURCE RECOVERY COMMITTEE MINUTES RESOURCE RECOVERY FACILITY REQUEST FOR TENDER 2016-005**

Cr Wilson queried the confidential nature of this item and sought clarification with regards to the nature of the confidentiality.

The CEO advised that the item is commercial in confidence as reflected in Item 19.1 of the Agenda.

## **13 BUSINESS NOT DEALT WITH FROM A PREVIOUS MEETING**

Nil

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## **14 REPORTS OF EMPLOYEES**

### **QUESTIONS**

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

### **RECOMMENDATION(S)**

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

### **COUNCIL RESOLUTION(S)**

MOVED CR MCKENNA                      SECONDED CR LAVELL

THAT COUNCIL ADOPTS THE RECOMMENDATIONS IN THE REPORTS OF EMPLOYEES (SECTION 14).

**CARRIED UNANIMOUSLY**

Cr McKenna inquired if the EMRC has sought a compliance confirmation that all employees' superannuation has been paid.

The CEO took the question by Cr McKenna on notice.

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## 14.1 LIST OF ACCOUNTS PAID DURING THE MONTHS OF JANUARY AND FEBRUARY 2018

REFERENCE: D2018/02670

### PURPOSE OF REPORT

The purpose of this report is to present to Council a list of accounts paid under the Chief Executive Officer's delegated authority during the months of January and February 2018 for noting.

### KEY ISSUES AND RECOMMENDATION(S)

- As per the requirements of regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, the list of accounts paid during the months of January and February 2018 is provided for noting.

#### Recommendation(s)

That Council notes the CEO's list of accounts for January and February 2018 paid under delegated power in accordance with regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, forming the attachment to this report totalling \$19,739,529.82.

### SOURCE OF REPORT

Director Corporate Services

### BACKGROUND

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



*Item 14.1 continued*

**REPORT**

The table below summarises the payments drawn on the funds during the months of January and February 2018. A list detailing the payments made is appended as an attachment to this report.

<b>Municipal Fund</b>	EFT Payments	EFT38808– EFT39048	
	Cheque Payments	220321 – 220334	
	Payroll EFT	PAY 2018-14, PAY 2018-15, PAY 2018-16 & PAY 2018-17	
	Direct Debits	DD16826.1 – DD16826.21	
	- Superannuation	DD16827.1 – DD16827.14 DD16828.1 – DD16828.11 DD16897.1 – DD16897.21 DD16903.1 – DD16903.21 DD16974.1 – DD16974.20 DD16975.1 – DD16975.22	
	- Bank Charges	1*JAN18 & 1*FEB18	
	- Other	1281 – 1307	\$19,740,481.52
	<b>Less</b>		
	Cancelled EFT & Cheques	EFT'S 38913 & 38921	(\$951.70)
<b>Trust Fund</b>	Not Applicable		Nil
<b>Total</b>			<b>\$19,739,529.82</b>

**STRATEGIC/POLICY IMPLICATIONS**

Key Result Area 3 – Good Governance

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

**FINANCIAL IMPLICATIONS**

As contained within the report.

**SUSTAINABILITY IMPLICATIONS**

Nil



*Item 14.1 continued*

### **MEMBER COUNCIL IMPLICATIONS**

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

### ATTACHMENT(S)

CEO's Delegated Payments List for the months of January and February 2018 (Ref: D2018/03340)

### VOTING REQUIREMENT

Simple Majority

### **RECOMMENDATION(S)**

That Council notes the CEO's list of accounts for January and February 2018 paid under delegated power in accordance with regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, forming the attachment to this report totalling \$19,739,529.82.

### **COUNCIL RESOLUTION(S)**

MOVED CR MCKENNA

SECONDED CR LAVELL

THAT COUNCIL NOTES THE CEO'S LIST OF ACCOUNTS FOR JANUARY AND FEBRUARY 2018 PAID UNDER DELEGATED POWER IN ACCORDANCE WITH REGULATION 13(1) OF THE *LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996*, FORMING THE ATTACHMENT TO THIS REPORT TOTALLING \$19,739,529.82.

**CARRIED UNANIMOUSLY**

## Eastern Metropolitan Regional Council


 CEO's DELEGATED PAYMENTS LIST  
 FOR THE MONTHS OF JANUARY AND FEBRUARY 2018

Cheque / EFT No	Date	Payee	Description	Amount
EFT38808	03/01/2018	PAYG PAYMENTS	PAYG TAXATION PAYMENT	57,928.00
EFT38809	04/01/2018	JANE DUNCAN	PAYROLL ADJUSTMENT FE 27/12/2017	12.73
EFT38810	04/01/2018	ADRIAN CARR	PAYROLL ADJUSTMENT FE 27/12/2017	25.25
EFT38811	04/01/2018	CRAIG INGLIS	PAYROLL ADJUSTMENT FE 27/12/2017	166.32
EFT38812	04/01/2018	GAIL GORNALL	PAYROLL ADJUSTMENT FE 27/12/2017	139.70
EFT38813	04/01/2018	JULES DUNCAN	PAYROLL ADJUSTMENT FE 27/12/2017	178.42
EFT38814	04/01/2018	MATTHEW BONE	PAYROLL ADJUSTMENT FE 27/12/2017	9.20
EFT38815	04/01/2018	MICHAEL ROLLER	PAYROLL ADJUSTMENT FE 27/12/2017	61.40
EFT38816	04/01/2018	PAUL LEHMANN	PAYROLL ADJUSTMENT FE 27/12/2017	169.85
EFT38817	04/01/2018	PETER WILKINS	PAYROLL ADJUSTMENT FE 27/12/2017	182.00
EFT38818	04/01/2018	ROBERT CHILCOTT	PAYROLL ADJUSTMENT FE 27/12/2017	76.01
EFT38819	04/01/2018	ROBERT TAYLOR	PAYROLL ADJUSTMENT FE 27/12/2017	351.33
EFT38820	04/01/2018	THEODOR KEERIS	PAYROLL ADJUSTMENT FE 27/12/2017	205.17
EFT38821	05/01/2018	ADAM KOVALEVS	QUARTERLY COUNCILLORS PAYMENT	2,613.75
EFT38822	05/01/2018	BARRY MCKENNA	QUARTERLY COUNCILLORS PAYMENT	2,613.75
EFT38823	05/01/2018	CAMERON BLAIR	COUNCILLORS ATTENDANCE FEE	236.00
EFT38824	05/01/2018	DAVID LAVELL	QUARTERLY COUNCILLORS PAYMENT	2,613.75
EFT38825	05/01/2018	DAVID MCDONNELL	QUARTERLY COUNCILLORS PAYMENT	8,886.50
EFT38826	05/01/2018	DYLAN O'CONNOR	QUARTERLY COUNCILLORS PAYMENT	3,855.25
EFT38827	05/01/2018	GEOFF STALLARD	QUARTERLY COUNCILLORS PAYMENT	2,613.75
EFT38828	05/01/2018	JAI WILSON	QUARTERLY COUNCILLORS PAYMENT	2,613.75
EFT38829	05/01/2018	JANET POWELL	QUARTERLY COUNCILLORS PAYMENT	2,613.75
EFT38830	05/01/2018	JOHN DAW	QUARTERLY COUNCILLORS PAYMENT	2,613.75
EFT38831	05/01/2018	MELISSA MYKYTIUK	QUARTERLY COUNCILLORS PAYMENT	2,613.75
EFT38832	05/01/2018	SALLY PALMER	QUARTERLY COUNCILLORS PAYMENT	2,613.75
EFT38833	05/01/2018	STEPHEN K WOLFF	QUARTERLY COUNCILLORS PAYMENT	2,613.75
EFT38834	09/01/2018	AUSTRALIAN LABORATORY SERVICES PTY LTD ( ALS)	LABORATORY TESTING ON WOODCHIPS	220.00
EFT38835	09/01/2018	BEDFORDS ROOF RESTORATION	BUILDING MAINTENANCE & REPAIRS - ASCOT PLACE	242.00
EFT38836	09/01/2018	BMT WBM PTY LTD	ENVIRONMENTAL CONSULTING - FLOOD STUDY	57,178.00
EFT38837	09/01/2018	BRIGHTMARK GROUP PTY LTD	CLEANING SERVICES & CONSUMABLES	3,401.20
EFT38838	09/01/2018	CHEMCENTRE	DUST MONITORING - HAZELMERE	287.10
EFT38839	09/01/2018	CJD EQUIPMENT PTY LTD	PLANT MAINTENANCE, PARTS & SERVICE	3,517.12
EFT38840	09/01/2018	CROSSLAND & HARDY PTY LTD	SURVEYING COSTS - GREENWASTE	1,672.00
EFT38841	09/01/2018	CUTTING EDGES REPLACEMENT PARTS PTY LTD	PLANT PARTS	2,755.50
EFT38842	09/01/2018	ECO ENVIRONMENTAL (BENFOSTER PTY LTD)	WASTE ENVIRONMENTAL CONSULTING & EQUIPMENT RENTAL	165.00
EFT38843	09/01/2018	GREEN PROMOTIONS PTY LTD	NAME BADGES & DESK NAME PLATE INSERTS	846.45
EFT38844	09/01/2018	LAND KWALITY	LABORATORY ANALYSIS - BEDDING CHIPS	1,560.00
EFT38845	09/01/2018	MCLEODS BARRISTERS & SOLICITORS	COUNCILLORS INDUCTION PRESENTATION FEE	1,040.38
EFT38846	09/01/2018	MOBILE MOUSE	STAFF TRAINING	265.00
EFT38847	09/01/2018	NEVERFAIL SPRINGWATER	BOTTLED WATER	34.95
EFT38848	09/01/2018	PRUDENTIAL INVESTMENT SERVICES CORP P/L	INVESTMENT ADVISORY SERVICES (OCT-NOV'2017)	4,950.00
EFT38849	09/01/2018	REMONDIS AUSTRALIA PTY LTD	COLLECTION OF PAPER RECYCLABLES	404.32
EFT38850	09/01/2018	SPUDS GARDENING SERVICES	GROUND & GARDEN MAINTENANCE - RED HILL	8,579.00
EFT38851	09/01/2018	TALIS CONSULTANTS	CONSULTING FEE - HRRP	3,374.80



CEO's DELEGATED PAYMENTS LIST  
FOR THE MONTHS OF JANUARY AND FEBRUARY 2018

Cheque / EFT No	Date	Payee	Description	Amount
EFT38852	09/01/2018	TELSTRA CORPORATION LTD	TELEPHONE CHARGES	1,051.21
EFT38853	12/01/2018	A2K TECHNOLOGIES PTY LTD	LICENCE FEE - SITESCAN	3,518.90
EFT38854	12/01/2018	AECOM AUSTRALIA PTY LTD	CONSULTING FEES - CITY DEALS PROPOSAL	25,212.00
EFT38855	12/01/2018	ASK WASTE MANAGEMENT PTY LTD	CONSULTING FEE - GREENWASTE AUDIT	907.50
EFT38856	12/01/2018	AUSTRALIAN ASSOCIATION FOR ENVIRONMENTAL EDUCATION WA CHAPTER INC	STAFF TRAINING	33.00
EFT38857	12/01/2018	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	REFUND OF UNDERSPENT GRANT FUNDING - LIGHTHOUSE GRANT	3,080.00
EFT38858	12/01/2018	MOTORCHARGE PTY LTD	FLEET FUEL PURCHASES	2,276.58
EFT38859	12/01/2018	PRECISION PANEL & PAINT	VEHICLE REPAIRS	895.47
EFT38860	12/01/2018	STUDIO ORANGE PTY LTD	CONSULTING FEE - CITY DEALS VIDEO	99.00
EFT38861	12/01/2018	TOWN OF VICTORIA PARK	REFUND OF DUPLICATE PAYMENT	1,535.79
EFT38862	16/01/2018	CITY OF BELMONT	COUNCIL RUBBISH SERVICE - INSTALMENT	2,384.60
EFT38863	16/01/2018	PAYG PAYMENTS	PAYG TAXATION PAYMENT	65,371.31
EFT38864	16/01/2018	SONIC HEALTHPLUS PTY LTD	PRE-EMPLOYMENT MEDICAL	335.50
EFT38865	16/01/2018	SYNERGY	ELECTRICITY CHARGES - HAZELMERE	1,547.20
EFT38866	16/01/2018	TELSTRA CORPORATION LTD	TELEPHONE CHARGES	320.29
EFT38867	16/01/2018	THE UNIVERSITY OF NEW SOUTH WALES	CONSULTING FEE - HELENA RIVERS FLOOD STUDY	11,550.00
EFT38868	19/01/2018	ANNE PETTIT	WORKSHOP FEE - EARTH CARERS	300.00
EFT38869	19/01/2018	BP AUSTRALIA PTY LTD	FUEL PURCHASES	58,999.96
EFT38870	19/01/2018	BP AUSTRALIA PTY LTD	OIL PURCHASES	3,603.51
EFT38871	19/01/2018	BTS	OFFICE EQUIPMENT REPAIR	181.50
EFT38872	19/01/2018	DENSFORD CIVIL PTY LTD	WWiE - CABLE INSTALATION	7,813.76
EFT38873	19/01/2018	DEPUTY COMMISSIONER OF TAXATION	GST PAYMENT	179,234.00
EFT38874	19/01/2018	M2 TECHNOLOGY	UPDATE PHONE MESSAGE	110.00
EFT38875	19/01/2018	ODOUR CONTROL SYSTEMS INTERNATIONAL LTD	ALTERNATIVE DAILY COVER MATERIAL	13,407.08
EFT38876	19/01/2018	PITNEY BOWES AUSTRALIA PTY LTD	POSTAGE EXPENSE	333.63
EFT38877	19/01/2018	REMONDIS AUSTRALIA PTY LTD	COLLECTION OF PAPER RECYCLABLES	594.01
EFT38878	19/01/2018	WESTERN TREE RECYCLERS	GREENWASTE SHREDDING	40,643.96
EFT38879	23/01/2018	CABCHARGE	ADMIN FEE	6.00
EFT38880	23/01/2018	ECO ENVIRONMENTAL (BENFOSTER PTY LTD)	WASTE ENVIRONMENTAL CONSULTING & EQUIPMENT RENTAL	1,226.50
EFT38881	23/01/2018	PERTH ENERGY PTY LTD	GAS SUPPLY - WWiE	169.61
EFT38882	23/01/2018	SHIRE OF NORTHAM	2017 AVON DESCENT - GRANT DISTRIBUTION	29,700.00
EFT38883	23/01/2018	SOLOMONS FLOORING MIDLAND	CARPET REPLACEMENT - RED HILL WEIGHBRIDGE OFFICE	8,700.00
EFT38884	23/01/2018	TELSTRA CORPORATION LTD	TELEPHONE CHARGES	5,378.56
EFT38885	24/01/2018	CITY OF JOONDALUP	TRANSFER OF STAFF SCHOLARSHIP FUNDS	4,829.00
EFT38886	24/01/2018	DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION (DWER)	LICENCE ADMENDMENT FEE - LEACHATE PONDS CONSTRUCTION AT RED HILL	2,227.00
EFT38887	25/01/2018	CITY OF BELMONT	2017 AVON DESCENT - GRANT DISTRIBUTION	22,000.00
EFT38888	25/01/2018	COMSYNC CONSULTING PTY LTD	IT CONSULTING	3,960.00
EFT38889	25/01/2018	DAVID SCHMIDT	STAFF REIMBURSEMENT	1,983.00
EFT38890	25/01/2018	DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION (DWER)	QUARTERLY LANDFILL LEVY	2,462,146.60
EFT38891	25/01/2018	KING SCRAP METALS PTY LTD	REFUND OF OVERPAYMENT	332.64
EFT38892	25/01/2018	MY LE TRUONG	STAFF REIMBURSEMENT	720.00
EFT38893	25/01/2018	NICHOLAS ELLIOTT	STAFF REIMBURSEMENT	720.00
EFT38894	25/01/2018	SHUGS ELECTRICAL	BUILDING MAINTENANCE & REPAIRS AT RED HILL & DEGASSING OF FRIDGES	1,672.00
EFT38895	25/01/2018	ANERGY AUSTRALIA PTY LTD T/A ANSAC	WWiE - SPARE PARTS	93,560.73



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EFT38896	25/01/2018	DOOLEE CONSTRUCTION PTY LTD	WWtE CONSTRUCTION COSTS	58,322.00
EFT38897	25/01/2018	POWINS PTY LTD	WWtE CONSTRUCTION COSTS	42,616.55
EFT38898	30/01/2018	BP AUSTRALIA PTY LTD	OIL PURCHASES	1,005.52
EFT38899	30/01/2018	CITY OF BAYSWATER	2017 AVON DESCENT - GRANT DISTRIBUTION	41,250.00
EFT38900	30/01/2018	MARKETFORCE	ADVERTISEMENT - HOLIDAY CLOSURE 2017	289.36
EFT38901	30/01/2018	ODOUR CONTROL SYSTEMS INTERNATIONAL LTD	ALTERNATIVE DAILY COVER MATERIAL	30,839.71
EFT38902	30/01/2018	PAYG PAYMENTS	PAYG TAXATION PAYMENT	59,667.42
EFT38903	30/01/2018	SHIRE OF TOODYAY	2017 AVON DESCENT - GRANT DISTRIBUTION	33,000.00
EFT38904	30/01/2018	SYNERGY	ELECTRICITY CHARGES - HAZELMERE	33.00
EFT38905	01/02/2018	ACCESS INDUSTRIAL TYRES PTY LTD	TYRE REPLACEMENTS & PLANT REPAIRS	1,061.50
EFT38906	01/02/2018	ADT SECURITY	SECURITY MONITORING & RESPONSE	569.82
EFT38907	01/02/2018	ADVANCED NATIONAL SERVICES PTY LTD	CLEANING SERVICES & CONSUMABLES	2,821.49
EFT38908	01/02/2018	AIR FILTER DRY CLEAN SYSTEMS WA	PLANT PARTS MAINTENANCE & SERVICE	1,579.50
EFT38909	01/02/2018	AIRWELL GROUP PTY LTD	PUMPS & BORES PURCHASES & PUMP REPAIR	7,204.17
EFT38910	01/02/2018	AISHI REGAN	STAFF HEALTH PROMOTION	360.00
EFT38911	01/02/2018	ALLIGHTSYKES PTY LTD	QUARTERLY SERVICE AGREEMENT - BACKUP GENERATOR AT RED HILL & ASCOT PLACE	924.00
EFT38912	01/02/2018	ARMAGUARD (LINFOX ARMAGUARD PTY LTD)	COURIER SERVICE	429.80
EFT38913	01/02/2018	ATM (WA) PTY LTD	CANCELLED EFT	490.00
EFT38914	01/02/2018	AUSTRALIA POST - ASCOT PLACE	POSTAL CHARGES	165.49
EFT38915	01/02/2018	AUSTRALIAN HVAC SERVICES	AIRCONDITIONING MAINTENANCE & REPAIRS	2,277.44
EFT38916	01/02/2018	AUSTRALIAN LABORATORY SERVICES PTY LTD ( ALS)	LABORATORY TESTING ON WOOD FINES	176.00
EFT38917	01/02/2018	AUTOSWEEP WA (LAMBERT FAMILY TRUST)	SITE SWEEPING - HAZELMERE	1,848.00
EFT38918	01/02/2018	BARFIELD EARTHMOVING (JAYCOURT NOMINEES P/L)	PRODUCT & PLANT TRANSPORTATION COSTS & PLANT HIRE	35,783.23
EFT38919	01/02/2018	BARFIELD MECHANICAL SERVICES (JAYCOURT NOMINEES P/L)	PLANT MAINTENANCE	6,020.00
EFT38920	01/02/2018	BELMONT - REDCLIFFE NEWSROUND	NEWSPAPERS	50.80
EFT38921	01/02/2018	BELMONT OASIS LEISURE CENTRE	CANCELLED EFT	461.70
EFT38922	01/02/2018	BIN BATH AUSTRALIA PTY LTD	BIN CLEANING	175.78
EFT38923	01/02/2018	BOBCAT ATTACH	PLANT PARTS & MAINTENANCE	1,067.00
EFT38924	01/02/2018	BRIGHTMARK GROUP PTY LTD	CLEANING SERVICES & CONSUMABLES	3,401.20
EFT38925	01/02/2018	BRING COURIERS	COURIER SERVICE	95.82
EFT38926	01/02/2018	BUDGET ELECTRICS	BUILDING REPAIRS & MAINTENANCE	415.80
EFT38927	01/02/2018	BUNNINGS GROUP LTD	HARDWARE SUPPLIES	204.39
EFT38928	01/02/2018	CAPITAL TRANSPORT SERVICES (WA) PTY LTD	COURIER SERVICE	558.51
EFT38929	01/02/2018	CHEMCENTRE	DUST MONITORING - HAZELMERE	152.90
EFT38930	01/02/2018	CIRRENA PTY LTD T/A UNISON INTERACTIVE PTY LTD	WEBSITE MAINTENANCE	3,080.00
EFT38931	01/02/2018	CITY OF BAYSWATER	STAFF HEALTH PROMOTION	115.20
EFT38932	01/02/2018	CITY OF KALAMUNDA	HALL HIRE	90.00
EFT38933	01/02/2018	CITY OF SWAN	STAFF HEALTH PROMOTION	126.00
EFT38934	01/02/2018	CJD EQUIPMENT PTY LTD	PLANT MAINTENANCE, PARTS & SERVICE	5,933.12
EFT38935	01/02/2018	COMPU-STOR	IT BACKUP DATA SERVICES	666.48
EFT38936	01/02/2018	COVS PARTS PTY LTD	HARDWARE SUPPLIES	101.69
EFT38937	01/02/2018	CREATE ENTERPRISES	BUSINESS EXEMPLAR MEDIA RELEASES	495.00
EFT38938	01/02/2018	CUTTING EDGES REPLACEMENT PARTS PTY LTD	PLANT PARTS	1,616.23
EFT38939	01/02/2018	DATA 3 PERTH	SOFTWARE LICENCE ANNUAL RENEWAL	2,978.07



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EFT38940	01/02/2018	DINGO BUS CHARTER	BUS HIRE	450.00
EFT38941	01/02/2018	E-PRECISION LABORATORY	CLAY TESTING & REPORTING	5,181.00
EFT38942	01/02/2018	EASTERN HILLS PEST & WEED	PEST CONTROL	2,400.00
EFT38943	01/02/2018	EASTERN HILLS SAWS & MOWERS	PLANT PARTS	50.85
EFT38944	01/02/2018	ECO ENVIRONMENTAL (BENFOSTER PTY LTD)	WASTE ENVIRONMENTAL CONSULTING & EQUIPMENT RENTAL	165.00
EFT38945	01/02/2018	EFFICIENT REFRIGERATION & ENERGY SAVINGS PTY LTD	AIRCONDITIONING MAINTENANCE	770.00
EFT38946	01/02/2018	ELAN ENERGY MATRIX	TYRE DISPOSAL COSTS	511.58
EFT38947	01/02/2018	ELK FISH ROBOTICS PTY LTD	EQUIPMENT PURCHASE	3,406.20
EFT38948	01/02/2018	FILTERS PLUS	PLANT FILTERS	239.25
EFT38949	01/02/2018	FLEXI STAFF PTY LTD	LABOUR HIRE	7,052.57
EFT38950	01/02/2018	FLICK ANTICIMEX PTY LTD	HYGIENE SERVICES	1,660.22
EFT38951	01/02/2018	FRESH BOOST PTY LTD ATF BANDITS TRUST	STAFF AMENITIES	586.80
EFT38952	01/02/2018	FUJI XEROX AUSTRALIA PTY LTD	PHOTOCOPIER MAINTENANCE & SUPPLIES	1,093.96
EFT38953	01/02/2018	GLOBAL SYNTHETICS PTY LTD	CELL LININGS FOR SILTATION PONDS	2,505.36
EFT38954	01/02/2018	GREEN PROMOTIONS PTY LTD	NAME BADGES	107.25
EFT38955	01/02/2018	GRIFFIN CIVIL	CONSULTING COST - HRRP	8,165.09
EFT38956	01/02/2018	HEALTHCORP PTY LTD	STAFF TRAINING AT ASCOT PLACE - FIRST AID COURSE	1,500.00
EFT38957	01/02/2018	HECS FIRE	EQUIPMENT INSPECTION	385.00
EFT38958	01/02/2018	HERBERT SMITH FREEHILLS	QUARTERLY LEGISLATIVE REVIEW MANUAL	2,530.00
EFT38959	01/02/2018	HITACHI CONSTRUCTION MACHINERY (AUSTRALIA) PTY LTD	PLANT SERVICE & MAINTENANCE	903.31
EFT38960	01/02/2018	INSTITUTE OF PUBLIC WORKS ENGINEERING AUST T/A IPWEA-WA DIVISION	ANNUAL MEMBERSHIP RENEWAL	990.00
EFT38961	01/02/2018	IONATA DIGITAL	CONSULTING FEES - HEALTHY WILDLIFE PROJECT	1,650.00
EFT38962	01/02/2018	IPING PTY LTD	INTERNET SERVICE	1,128.80
EFT38963	01/02/2018	ISENTIA PTY LTD	MONTHLY SUBSCRIPTION - MEDIA MONITORING	2,062.50
EFT38964	01/02/2018	J & K HOPKINS	REPLACEMENT KEY	35.00
EFT38965	01/02/2018	JCB CONSTRUCTION EQUIPMENT AUSTRALIA	PLANT SERVICE & MAINTENANCE	808.35
EFT38966	01/02/2018	KONICA MINOLTA BUSINESS SOLUTIONS AUSTRALIA P/L	PHOTOCOPIER MAINTENANCE & SUPPLIES	1,258.06
EFT38967	01/02/2018	KOOL KREATIVE	CHRISTMAS E-CARD 2017 DESIGN	561.00
EFT38968	01/02/2018	KOTT GUNNING LAWYERS	LEGAL ADVICE & CONTRACT PREPARATION	13,789.53
EFT38969	01/02/2018	LIEBHERR AUSTRALIA PTY LTD	PLANT SERVICE & MAINTENANCE	543.18
EFT38970	01/02/2018	LYONS AIRCONDITIONING SERVICES	PLANT FILTERS	31.46
EFT38971	01/02/2018	MAIL PLUS PERTH	MAIL EXPENSES	369.60
EFT38972	01/02/2018	MAJOR SECURITY SERVICES PTY LTD	SECURITY MONITORING	3,797.34
EFT38973	01/02/2018	MARKETFORCE	PRINTING OF CITY DEAL PROPOSAL DOCUMENT	2,438.02
EFT38974	01/02/2018	MIDWAY FORD (WA)	VEHICLE SERVICES & REPAIRS	1,724.13
EFT38975	01/02/2018	MISS MAUD	CATERING COSTS	397.90
EFT38976	01/02/2018	MS GROUNDWATER MANAGEMENT	GROUNDWATER MONITORING COSTS - RED HILL	14,080.00
EFT38977	01/02/2018	MUNDARING TYRE CENTRE	TYRE REPAIR & REPLACEMENT	876.00
EFT38978	01/02/2018	NEVERFAIL SPRINGWATER	BOTTLED WATER	460.36
EFT38979	01/02/2018	NEVILLE REFRIGERATION & AIRCONDITIONING	DEGASSING OF FRIDGES & AIRCONDITIONERS	1,265.00
EFT38980	01/02/2018	ONSITE RENTALS PTY LTD	EQUIPMENT RENTAL	1,706.53
EFT38981	01/02/2018	OTIS ELEVATOR COMPANY PTY LTD	BUILDING MAINTENANCE & REPAIRS	1,644.87
EFT38982	01/02/2018	PIRTEK MIDLAND (M & B HYDRAULICS PTY LTD)	HYDRAULIC HOSE SUPPLIES & REPAIRS	2,620.25
EFT38983	01/02/2018	PJ & DM GODFREY FENCING CONTRACTORS	FENCE REPAIRS	550.00



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EFT38984	01/02/2018	PRESTIGE ALARMS	SECURITY MAINTENANCE	2,068.00
EFT38985	01/02/2018	PROFICIENT AUTO ELECTRICS PTY LTD	PLANT MAINTENANCE	487.30
EFT38986	01/02/2018	PROTECTOR FIRE SERVICES	FIRE FIGHTING EQUIPMENT INSPECTION & MAINTENANCE	1,486.65
EFT38987	01/02/2018	PRUDENTIAL INVESTMENT SERVICES CORP P/L	INVESTMENT ADVISORY SERVICES	2,475.00
EFT38988	01/02/2018	RAPID BOILERMAKING T/A DUNSTON FAMILY TRUST	PLANT MAINTENANCE	5,170.00
EFT38989	01/02/2018	RELATIONSHIPS AUSTRALIA WA INC	EAP - COUNSELLING FEES	495.00
EFT38990	01/02/2018	REMONDIS AUSTRALIA PTY LTD	COLLECTION OF PAPER RECYCLABLES	33.35
EFT38991	01/02/2018	RENTOKIL INITIAL PTY LTD	QUARTERLY PEST CONTROL SERVICE	1,047.86
EFT38992	01/02/2018	RUDD INDUSTRIAL AND FARM SUPPLIES	HARDWARE SUPPLIES	408.29
EFT38993	01/02/2018	SAFETY SIGNS SERVICE	SIGNAGE	78.12
EFT38994	01/02/2018	SEEK LIMITED	CHANGE TO ADVERTISING TEMPLATE	143.00
EFT38995	01/02/2018	SHOWCASE CATERING	CATERING COSTS	14,955.00
EFT38996	01/02/2018	SIGN SUPERMARKET	SIGNAGE	60.00
EFT38997	01/02/2018	STEAMWAND INTERNATIONAL PTY LTD T/A WEEDTECHNICS	HOSE COVER FOR STEAMWAND	48.80
EFT38998	01/02/2018	SUSSEX INDUSTRIES	HARDWARE SUPPLIES	243.18
EFT38999	01/02/2018	TALIS CONSULTANTS	CONSULTING FEE - RED HILL CLASS III LANDFILL FARM STAGE 3	6,033.50
EFT39000	01/02/2018	TIM DAVIES LANDSCAPING PTY LTD (TDL)	GARDEN MAINTENANCE - ASCOT PLACE	1,159.98
EFT39001	01/02/2018	TJ DEPIAZZI & SONS	PRODUCT TRANSPORTATION COSTS	6,534.00
EFT39002	01/02/2018	TOTALLY WORKWEAR MIDLAND	PROTECTIVE CLOTHING	415.59
EFT39003	01/02/2018	TUTT BRYANT EQUIPMENT (BT EQUIPMENT PTY LTD)	PLANT SERVICE & MAINTENANCE	3,360.41
EFT39004	01/02/2018	UPPER REACH WINERY	CATERING SUPPLIES	102.80
EFT39005	01/02/2018	VISY RECYCLING	RECYCLING COSTS	28.18
EFT39006	01/02/2018	VOLICH WASTE CONTRACTORS PTY LTD	BULK BIN HIRE	44.00
EFT39007	01/02/2018	WA BROILER GROWERS ASSOCIATION (INC)	REFUND OF PAYMENT GUARANTEE	10,214.05
EFT39008	01/02/2018	WATERLOGIC AUSTRALIA PTY LTD	EQUIPMENT RENTAL	513.70
EFT39009	01/02/2018	WESFARMER KLEENHEAT GAS PTY LTD	EQUIPMENT RENTAL	75.90
EFT39010	01/02/2018	WEST FORCE PLUMBING AND GAS	BUILDING REPAIRS & MAINTENANCE	220.00
EFT39011	01/02/2018	WESTERN HEARING SERVICES	AUDIOLOGICAL ASSESSMENT FOR STAFF	204.05
EFT39012	01/02/2018	WESTRAC EQUIPMENT PTY LTD	PLANT SERVICE AGREEMENT & PLANT PARTS	22.74
EFT39013	01/02/2018	WINC AUSTRALIA PTY LTD	STATIONERY & CONSUMABLES	975.09
EFT39014	01/02/2018	WORK CLOBBER	PROTECTIVE CLOTHING	1,213.00
EFT39015	01/02/2018	WORKFORCE INTERNATIONAL	LABOUR HIRE	10,269.52
EFT39016	01/02/2018	WREN OIL	WASTE OIL REMOVAL	16.50
EFT39017	01/02/2018	WURTH AUSTRALIA PTY LTD	PLANT PARTS	470.05
EFT39018	02/02/2018	ADVANCED NATIONAL SERVICES PTY LTD	CLEANING SERVICES & CONSUMABLES	2,821.49
EFT39019	02/02/2018	AUSTRALIAN TRAINING MANAGEMENT PTY LTD (ATM)	STAFF TRAINING	490.00
EFT39020	02/02/2018	PERTH SCIENTIFIC	HARDWARE SUPPLIES	132.00
EFT39021	02/02/2018	SWAN FIRE SERVICES	SERVICE MAINTENANCE - FIRE PROTECTION SYSTEM	137.50
EFT39022	02/02/2018	TOWN OF BASSENDEAN	AVON DESCENT 2017 GRANT DISTRIBUTION	5,500.00
EFT39023	09/02/2018	COMSYNC CONSULTING PTY LTD	IT CONSULTING	2,681.25
EFT39024	09/02/2018	SHUGS ELECTRICAL	BUILDING MAINTENANCE & REPAIRS FOR RED HILL	247.50
EFT39025	13/02/2018	AUSTRALIAN LANDFILL OWNERS ASSOCIATION (ALOA)	ANNUAL MEMBERSHIP RENEWAL	2,750.00
EFT39026	13/02/2018	KLB SYSTEMS	IT EQUIPMENT PURCHASES	5,951.00
EFT39027	13/02/2018	KOTT GUNNING LAWYERS	LEGAL ADVICE	2,791.42



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EFT39028	13/02/2018	MOTORCHARGE PTY LTD	FLEET FUEL PURCHASES	2,924.53
EFT39029	13/02/2018	PAYG PAYMENTS	PAYG TAXATION PAYMENT	58,558.00
EFT39030	13/02/2018	RAZOR SHARPE IMAGES	BANNER DESIGN	969.00
EFT39031	13/02/2018	TELSTRA CORPORATION LTD	TELEPHONE CHARGES	1,330.92
EFT39032	16/02/2018	GRIFFIN CIVIL	CONSULTING COST - HRRP	2,449.94
EFT39033	16/02/2018	PLANET FOOTPRINT PTY LTD	SUBSCRIPTION RENEWAL - PLANT FOOTPRINT SOFTWARE	12,408.00
EFT39034	20/02/2018	AUSTRALIAN COMMUNICATIONS & MEDIA AUTHORITY ACMA	ANNUAL APPARATUS LICENCE RENEWAL - HRRP	68.00
EFT39035	20/02/2018	BP AUSTRALIA PTY LTD	FUEL PURCHASES	62,165.12
EFT39036	20/02/2018	CABCHARGE	ADMIN FEE	6.00
EFT39037	20/02/2018	DEPUTY COMMISSIONER OF TAXATION	GST PAYMENT	177,061.00
EFT39038	20/02/2018	HESTER PROPERTY SOLUTIONS PTY LTD	CONSULTING FEE - WWtE	2,860.00
EFT39039	20/02/2018	SYNERGY	ELECTRICITY CHARGES - HAZELMERE	1,420.15
EFT39040	20/02/2018	TUNA BLUE PTY LTD	CONSULTING FEE - REGIONAL ECONOMIC DEVELOPMENT	1,661.00
EFT39041	23/02/2018	AUSTRALIAN TAX COLLEGE	STAFF TRAINING	495.00
EFT39042	23/02/2018	COMSYNC CONSULTING PTY LTD	IT CONSULTING	2,722.50
EFT39043	23/02/2018	ODOUR CONTROL SYSTEMS INTERNATIONAL LTD	ALTERNATIVE DAILY COVER MATERIAL	13,407.08
EFT39044	27/02/2018	ACTION LASER CUTTING	WWtE CONSTRUCTION COSTS	12,620.42
EFT39045	27/02/2018	MIDALIA STEEL (ONESTEEL)	WWtE CONSTRUCTION COSTS	7,961.64
EFT39046	27/02/2018	PAYG PAYMENTS	PAYG TAXATION PAYMENT	61,354.00
EFT39047	27/02/2018	PITNEY BOWES AUSTRALIA PTY LTD	POSTAGE EXPENSE	333.63
EFT39048	27/02/2018	WEBFORGE AUSTRALIA PTY LTD	WWtE CONSTRUCTION COSTS	14,687.64
220321	08/01/2018	EMRC PETTY CASH - BELMONT	PETTY CASH RECOUP	517.55
220322	08/01/2018	EMRC PETTY CASH - COPPIN ROAD	PETTY CASH RECOUP	46.75
220323	08/01/2018	EMRC PETTY CASH - HAZELMERE	PETTY CASH RECOUP	56.35
220324	08/01/2018	EMRC PETTY CASH - MATHIESON ROAD	PETTY CASH RECOUP	22.75
220325	08/01/2018	EMRC PETTY CASH - REDHILL	PETTY CASH RECOUP	165.05
220326	12/01/2018	EMRC PETTY CASH - BELMONT	PETTY CASH RECOUP	800.00
220327	12/01/2018	EMRC PETTY CASH - BELMONT	PETTY CASH RECOUP	300.00
220328	17/01/2018	EMRC PETTY CASH - BELMONT	PETTY CASH RECOUP	150.00
220329	06/02/2018	BELMONT OASIS LEISURE CENTRE	STAFF HEALTH PROMOTION	461.70
220330	06/02/2018	EMRC PETTY CASH - BELMONT	PETTY CASH RECOUP	532.30
220331	06/02/2018	EMRC PETTY CASH - COPPIN ROAD	PETTY CASH RECOUP	33.50
220332	06/02/2018	EMRC PETTY CASH - MATHIESON ROAD	PETTY CASH RECOUP	37.80
220333	06/02/2018	EMRC PETTY CASH - REDHILL	PETTY CASH RECOUP	161.40
220334	20/02/2018	WATER CORPORATION	WATER RATES & USAGE - ASCOT PLACE	1,835.87
PAY 2018-14	09/01/2018	PAYROLL FE 9/1/2018	PAYROLL	192,356.83
PAY 2018-15	23/01/2018	PAYROLL FE 23/1/2018	PAYROLL	181,732.57
PAY 2018-16	06/02/2018	PAYROLL FE 6/2/2018	PAYROLL	180,234.03
PAY 2018-17	20/02/2018	PAYROLL FE 20/2/2018	PAYROLL	188,786.75
1*JAN18	02/01/2018	BANK CHARGES 1755 - 1759	BANK FEES & CHARGES	1,663.31
1*FEB18	01/02/2018	BANK CHARGES 1759 - 1763	BANK FEES & CHARGES	2,070.64
DD16826.1	05/01/2018	WALGS PLAN	SUPERANNUATION	28,429.14
DD16826.2	05/01/2018	AUSTRALIAN SUPER	SUPERANNUATION	2,061.61
DD16826.3	05/01/2018	RETAIL EMPLOYEES SUPERANNUATION TRUST	SUPERANNUATION	375.07



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DD16826.4	05/01/2018	FUTURE SUPER	SUPERANNUATION	219.22
DD16826.5	05/01/2018	ANZ SMART CHOICE SUPER	SUPERANNUATION	158.84
DD16826.6	05/01/2018	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND	SUPERANNUATION	187.72
DD16826.7	05/01/2018	MLC SUPER FUND	SUPERANNUATION	424.22
DD16826.8	05/01/2018	NORTH PERSONAL SUPERANNUATION	SUPERANNUATION	504.86
DD16826.9	05/01/2018	BT LIFETIME SUPER - EMPLOYER PLAN	SUPERANNUATION	525.37
DD16826.10	05/01/2018	CBUS INDUSTRY SUPER	SUPERANNUATION	667.68
DD16826.11	05/01/2018	MTAA SUPERANNUATION FUND	SUPERANNUATION	214.66
DD16826.12	05/01/2018	AMP FLEXIBLE LIFETIME SUPER	SUPERANNUATION	554.75
DD16826.13	05/01/2018	SUNSUPER	SUPERANNUATION	183.82
DD16826.14	05/01/2018	SUNCORP BRIGHTER SUPER	SUPERANNUATION	202.94
DD16826.15	05/01/2018	ETHAN Y WANG SUPER PTY LTD ATF ETHAN Y WANG SUPERANNUATION FUND	SUPERANNUATION	432.24
DD16826.16	05/01/2018	BT BUSINESS SUPER	SUPERANNUATION	205.10
DD16826.17	05/01/2018	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION	309.11
DD16826.18	05/01/2018	LEGALSUPER	SUPERANNUATION	294.68
DD16826.19	05/01/2018	ONEPATH MASTERFUND (ANZ)	SUPERANNUATION	117.39
DD16826.20	05/01/2018	COLONIAL FIRST STATE FIRSTCHOICE	SUPERANNUATION	254.76
DD16826.21	05/01/2018	AUSTRALIAN ETHICAL SUPER	SUPERANNUATION	197.25
DD16827.1	05/01/2018	WALGS PLAN	SUPERANNUATION	16,677.13
DD16827.2	05/01/2018	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION	164.43
DD16827.3	05/01/2018	FUTURE SUPER	SUPERANNUATION	219.22
DD16827.4	05/01/2018	ANZ SMART CHOICE SUPER	SUPERANNUATION	158.84
DD16827.5	05/01/2018	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND	SUPERANNUATION	187.72
DD16827.6	05/01/2018	MLC SUPER FUND	SUPERANNUATION	239.13
DD16827.7	05/01/2018	AMP FLEXIBLE LIFETIME SUPER	SUPERANNUATION	554.75
DD16827.8	05/01/2018	ETHAN Y WANG SUPER PTY LTD ATF ETHAN Y WANG SUPERANNUATION FUND	SUPERANNUATION	432.24
DD16827.9	05/01/2018	AUSTRALIAN SUPER	SUPERANNUATION	1,825.10
DD16827.10	05/01/2018	BT BUSINESS SUPER	SUPERANNUATION	205.10
DD16827.11	05/01/2018	LEGALSUPER	SUPERANNUATION	294.68
DD16827.12	05/01/2018	COLONIAL FIRST STATE FIRSTCHOICE	SUPERANNUATION	254.76
DD16827.13	05/01/2018	AUSTRALIAN ETHICAL SUPER	SUPERANNUATION	197.25
DD16827.14	05/01/2018	RETAIL EMPLOYEES SUPERANNUATION TRUST	SUPERANNUATION	206.99
DD16828.1	05/01/2018	WALGS PLAN	SUPERANNUATION	11,918.57
DD16828.2	05/01/2018	SUNSUPER	SUPERANNUATION	176.44
DD16828.3	05/01/2018	SUNCORP BRIGHTER SUPER	SUPERANNUATION	200.62
DD16828.4	05/01/2018	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION	144.30
DD16828.5	05/01/2018	NORTH PERSONAL SUPERANNUATION	SUPERANNUATION	570.10
DD16828.6	05/01/2018	ONEPATH MASTERFUND (ANZ)	SUPERANNUATION	93.91
DD16828.7	05/01/2018	RETAIL EMPLOYEES SUPERANNUATION TRUST	SUPERANNUATION	168.08
DD16828.8	05/01/2018	BT LIFETIME SUPER - EMPLOYER PLAN	SUPERANNUATION	529.91
DD16828.9	05/01/2018	AUSTRALIAN SUPER	SUPERANNUATION	366.46
DD16828.10	05/01/2018	CBUS INDUSTRY SUPER	SUPERANNUATION	680.66
DD16828.11	05/01/2018	MTAA SUPERANNUATION FUND	SUPERANNUATION	210.08
DD16897.1	09/01/2018	WALGS PLAN	SUPERANNUATION	27,798.00



**CEO's DELEGATED PAYMENTS LIST  
FOR THE MONTHS OF JANUARY AND FEBRUARY 2018**

<u>Cheque / EFT No</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
DD16897.2	09/01/2018	AUSTRALIAN SUPER	SUPERANNUATION	2,058.72
DD16897.3	09/01/2018	RETAIL EMPLOYEES SUPERANNUATION TRUST	SUPERANNUATION	375.07
DD16897.4	09/01/2018	FUTURE SUPER	SUPERANNUATION	219.23
DD16897.5	09/01/2018	ANZ SMART CHOICE SUPER	SUPERANNUATION	111.19
DD16897.6	09/01/2018	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND	SUPERANNUATION	187.72
DD16897.7	09/01/2018	MLC SUPER FUND	SUPERANNUATION	219.23
DD16897.8	09/01/2018	NORTH PERSONAL SUPERANNUATION	SUPERANNUATION	501.22
DD16897.9	09/01/2018	BT LIFETIME SUPER - EMPLOYER PLAN	SUPERANNUATION	533.07
DD16897.10	09/01/2018	CBUS INDUSTRY SUPER	SUPERANNUATION	671.13
DD16897.11	09/01/2018	MTAA SUPERANNUATION FUND	SUPERANNUATION	214.07
DD16897.12	09/01/2018	AMP FLEXIBLE LIFETIME SUPER	SUPERANNUATION	554.75
DD16897.13	09/01/2018	SUNSUPER	SUPERANNUATION	182.77
DD16897.14	09/01/2018	SUNCORP BRIGHTER SUPER	SUPERANNUATION	197.93
DD16897.15	09/01/2018	ETHAN Y WANG SUPER PTY LTD ATF ETHAN Y WANG SUPERANNUATION FUND	SUPERANNUATION	432.24
DD16897.16	09/01/2018	BT BUSINESS SUPER	SUPERANNUATION	205.11
DD16897.17	09/01/2018	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION	308.73
DD16897.18	09/01/2018	LEGALSUPER	SUPERANNUATION	294.68
DD16897.19	09/01/2018	ONEPATH MASTERFUND (ANZ)	SUPERANNUATION	46.96
DD16897.20	09/01/2018	COLONIAL FIRST STATE FIRSTCHOICE	SUPERANNUATION	254.76
DD16897.21	09/01/2018	AUSTRALIAN ETHICAL SUPER	SUPERANNUATION	197.25
DD16903.1	23/01/2018	WALGS PLAN	SUPERANNUATION	27,883.33
DD16903.2	23/01/2018	AUSTRALIAN SUPER	SUPERANNUATION	2,176.43
DD16903.3	23/01/2018	RETAIL EMPLOYEES SUPERANNUATION TRUST	SUPERANNUATION	375.07
DD16903.4	23/01/2018	FUTURE SUPER	SUPERANNUATION	219.22
DD16903.5	23/01/2018	ANZ SMART CHOICE SUPER	SUPERANNUATION	158.84
DD16903.6	23/01/2018	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND	SUPERANNUATION	187.72
DD16903.7	23/01/2018	MLC SUPER FUND	SUPERANNUATION	219.22
DD16903.8	23/01/2018	NORTH PERSONAL SUPERANNUATION	SUPERANNUATION	497.45
DD16903.9	23/01/2018	BT LIFETIME SUPER - EMPLOYER PLAN	SUPERANNUATION	537.20
DD16903.10	23/01/2018	CBUS INDUSTRY SUPER	SUPERANNUATION	685.67
DD16903.11	23/01/2018	MTAA SUPERANNUATION FUND	SUPERANNUATION	215.05
DD16903.12	23/01/2018	AMP FLEXIBLE LIFETIME SUPER	SUPERANNUATION	554.75
DD16903.13	23/01/2018	SUNSUPER	SUPERANNUATION	377.32
DD16903.14	23/01/2018	SUNCORP BRIGHTER SUPER	SUPERANNUATION	200.70
DD16903.15	23/01/2018	ETHAN Y WANG SUPER PTY LTD ATF ETHAN Y WANG SUPERANNUATION FUND	SUPERANNUATION	432.24
DD16903.16	23/01/2018	BT BUSINESS SUPER	SUPERANNUATION	205.11
DD16903.17	23/01/2018	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION	344.33
DD16903.18	23/01/2018	LEGALSUPER	SUPERANNUATION	308.77
DD16903.19	23/01/2018	ONEPATH MASTERFUND (ANZ)	SUPERANNUATION	92.45
DD16903.20	23/01/2018	COLONIAL FIRST STATE FIRSTCHOICE	SUPERANNUATION	255.87
DD16903.21	23/01/2018	AUSTRALIAN ETHICAL SUPER	SUPERANNUATION	197.25
DD16974.1	06/02/2018	WALGS PLAN	SUPERANNUATION	30,303.48
DD16974.2	06/02/2018	RETAIL EMPLOYEES SUPERANNUATION TRUST	SUPERANNUATION	375.07
DD16974.3	06/02/2018	FUTURE SUPER	SUPERANNUATION	219.22



CEO's DELEGATED PAYMENTS LIST  
FOR THE MONTHS OF JANUARY AND FEBRUARY 2018

Cheque / EFT No	Date	Payee	Description	Amount
DD16974.4	06/02/2018	ANZ SMART CHOICE SUPER	SUPERANNUATION	158.84
DD16974.5	06/02/2018	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND	SUPERANNUATION	187.72
DD16974.6	06/02/2018	MLC SUPER FUND	SUPERANNUATION	219.22
DD16974.7	06/02/2018	NORTH PERSONAL SUPERANNUATION	SUPERANNUATION	566.44
DD16974.8	06/02/2018	BT LIFETIME SUPER - EMPLOYER PLAN	SUPERANNUATION	533.37
DD16974.9	06/02/2018	CBUS INDUSTRY SUPER	SUPERANNUATION	675.83
DD16974.10	06/02/2018	MTAA SUPERANNUATION FUND	SUPERANNUATION	211.89
DD16974.11	06/02/2018	SUNSUPER	SUPERANNUATION	375.15
DD16974.12	06/02/2018	AMP FLEXIBLE LIFETIME SUPER	SUPERANNUATION	554.75
DD16974.13	06/02/2018	SUNCORP BRIGHTER SUPER	SUPERANNUATION	200.85
DD16974.14	06/02/2018	ETHAN Y WANG SUPER PTY LTD ATF ETHAN Y WANG SUPERANNUATION FUND	SUPERANNUATION	432.24
DD16974.15	06/02/2018	BT BUSINESS SUPER	SUPERANNUATION	206.24
DD16974.16	06/02/2018	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION	415.87
DD16974.17	06/02/2018	AUSTRALIAN SUPER	SUPERANNUATION	2,058.81
DD16974.18	06/02/2018	LEGALSUPER	SUPERANNUATION	302.73
DD16974.19	06/02/2018	COLONIAL FIRST STATE FIRSTCHOICE	SUPERANNUATION	254.76
DD16974.20	06/02/2018	AUSTRALIAN ETHICAL SUPER	SUPERANNUATION	197.25
DD16975.1	20/02/2018	WALGS PLAN	SUPERANNUATION	28,716.47
DD16975.2	20/02/2018	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION	424.89
DD16975.3	20/02/2018	AUSTRALIAN SUPER	SUPERANNUATION	2,254.12
DD16975.4	20/02/2018	RETAIL EMPLOYEES SUPERANNUATION TRUST	SUPERANNUATION	375.07
DD16975.5	20/02/2018	FUTURE SUPER	SUPERANNUATION	219.22
DD16975.6	20/02/2018	ANZ SMART CHOICE SUPER	SUPERANNUATION	65.94
DD16975.7	20/02/2018	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND	SUPERANNUATION	187.72
DD16975.8	20/02/2018	MLC SUPER FUND	SUPERANNUATION	219.22
DD16975.9	20/02/2018	NORTH PERSONAL SUPERANNUATION	SUPERANNUATION	504.77
DD16975.10	20/02/2018	BT LIFETIME SUPER - EMPLOYER PLAN	SUPERANNUATION	259.35
DD16975.11	20/02/2018	CBUS INDUSTRY SUPER	SUPERANNUATION	566.77
DD16975.12	20/02/2018	AMP FLEXIBLE LIFETIME SUPER	SUPERANNUATION	554.75
DD16975.13	20/02/2018	MTAA SUPERANNUATION FUND	SUPERANNUATION	215.87
DD16975.14	20/02/2018	SUNSUPER	SUPERANNUATION	362.16
DD16975.15	20/02/2018	SUNCORP BRIGHTER SUPER	SUPERANNUATION	202.33
DD16975.16	20/02/2018	BT BUSINESS SUPER	SUPERANNUATION	210.04
DD16975.17	20/02/2018	ETHAN Y WANG SUPER PTY LTD ATF ETHAN Y WANG SUPERANNUATION FUND	SUPERANNUATION	432.24
DD16975.18	20/02/2018	A&S HUGHES-D'AETH PTY LTD ATF A&S HUGHES-D'AETH SUPERANNUATION FUND	SUPERANNUATION	484.57
DD16975.19	20/02/2018	LEGALSUPER	SUPERANNUATION	294.68
DD16975.20	20/02/2018	ONEPATH MASTERFUND (ANZ)	SUPERANNUATION	120.33
DD16975.21	20/02/2018	COLONIAL FIRST STATE FIRSTCHOICE	SUPERANNUATION	254.76
DD16975.22	20/02/2018	AUSTRALIAN ETHICAL SUPER	SUPERANNUATION	197.25
1281	15/01/2018	AMP BANK	TERM DEPOSIT INVESTMENT	2,000,000.00
1282	16/01/2018	HAAS HOLZZERKLEINERUNGS - UND FORDERTECHNIK GMBH	PARTS PURCHASE - GRINDER	20,148.89
1283	16/01/2018	WBC - CORPORATE MASTERCARD - D AMEDURI	CREDIT CARD PURCHASES	3,409.01
1284	16/01/2018	WBC - CORPORATE MASTERCARD - D CANHAM	CREDIT CARD PURCHASES	76.09
1285	16/01/2018	WBC - CORPORATE MASTERCARD - DAVID SCHMIDT	CREDIT CARD PURCHASES	18.25



**CEO's DELEGATED PAYMENTS LIST  
FOR THE MONTHS OF JANUARY AND FEBRUARY 2018**

<b>Cheque / EFT No</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
1286	16/01/2018	WBC - CORPORATE MASTERCARD - H LIEW	CREDIT CARD PURCHASES	18.25
1287	16/01/2018	WBC - CORPORATE MASTERCARD - P SCHNEIDER	CREDIT CARD PURCHASES	453.80
1288	16/01/2018	WBC - CORPORATE MASTERCARD - S FITZPATRICK	CREDIT CARD PURCHASES	887.25
1289	16/01/2018	WBC - CORPORATE MASTERCARD - T BEINHAEUER	CREDIT CARD PURCHASES	596.45
1290	16/01/2018	WBC - CORPORATE MASTERCARD - T ECKSTEIN	CREDIT CARD PURCHASES	727.25
1291	16/01/2018	WBC - CORPORATE MASTERCARD - W HARRIS	CREDIT CARD PURCHASES	77.74
1292	16/01/2018	WBC - CORPORATE MASTERCARD - Z WILLIAMSON	CREDIT CARD PURCHASES	806.72
1293	29/01/2018	AMP BANK	TERM DEPOSIT INVESTMENT	2,000,000.00
1294	22/01/2018	AUSTRACLEAR LIMITED (ASX)	FINANCIAL SERVICES FEE	18.70
1295	31/01/2018	AMP BANK	TERM DEPOSIT INVESTMENT	1,000,000.00
1296	08/02/2018	WESTPAC BANKING CORPORATION	TERM DEPOSIT INVESTMENT	2,000,000.00
1297	15/02/2018	WESTPAC BANKING CORPORATION	TERM DEPOSIT INVESTMENT	1,500,000.00
1298	21/02/2018	WESTPAC BANKING CORPORATION	TERM DEPOSIT INVESTMENT	500,000.00
1299	16/02/2018	WBC - CORPORATE MASTERCARD - D AMEDURI	CREDIT CARD PURCHASES	833.78
1300	16/02/2018	WBC - CORPORATE MASTERCARD - DAVID SCHMIDT	CREDIT CARD PURCHASES	2,019.78
1301	16/02/2018	WBC - CORPORATE MASTERCARD - S FITZPATRICK	CREDIT CARD PURCHASES	2,240.27
1302	16/02/2018	WBC - CORPORATE MASTERCARD - T BEINHAEUER	CREDIT CARD PURCHASES	50.18
1303	16/02/2018	WBC - CORPORATE MASTERCARD - T ECKSTEIN	CREDIT CARD PURCHASES	1,120.00
1304	16/02/2018	WBC - CORPORATE MASTERCARD - Z WILLIAMSON	CREDIT CARD PURCHASES	410.93
1305	21/02/2018	AUSTRACLEAR LIMITED (ASX)	FINANCIAL SERVICES FEE	22.55
1306	27/02/2018	JIANGMEN XIECHENG MACHINERY CO LTD	WWIE PAYMENT RE EMRC / ANERGY AGREEMENT	3,329.31
1307	28/02/2018	WESTPAC BANKING CORPORATION	TERM DEPOSIT INVESTMENT	5,500,000.00
			<b>SUB TOTAL</b>	<b>19,740,481.52</b>
			<b>LESS CANCELLED EFTs &amp; CHEQUES</b>	
EFT38913	01/02/2018	ATM (WA) PTY LTD	CANCELLED EFT	-490.00
EFT38921	01/02/2018	BELMONT OASIS LEISURE CENTRE	CANCELLED EFT	-461.70
			<b>SUB TOTAL</b>	<b>-951.70</b>
			<b>TOTAL</b>	<b>19,739,529.82</b>

**REPORT****Bank Code****Bank**

EMRC - Municipal Fund

**19,739,529.82****19,739,529.82**



## 14.2 FINANCIAL REPORT FOR PERIOD ENDED 31 JANUARY 2018

REFERENCE: D2018/02609

### 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 January 2018.

### KEY ISSUES AND RECOMMENDATION(S)

- 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 Financial Activity as at 31 January 2018 have been identified and are reported on in the body of the report.

#### Recommendation(s)

That Council receives the Statement of Comprehensive Income, Capital Expenditure Statement, Statement of Financial Position, Statement of Cash and Investments and the Investment Report for the period ended 31 January 2018.

### SOURCE OF REPORT

Director Corporate Services

### BACKGROUND

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.

The 2017/2018 Budget was presented in a format that separated operating income and expenditure from other revenue and expenses to provide improved disclosure of Council's underlying operating result.

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.

The half year budget review was undertaken during January/February 2018 and is reflected in this report.

### REPORT

Outlined within this report are financial statements for the period ended 31 January 2018. 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.

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*Item 14.2 continued*

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

The year to date operating result from normal activities as at 31 January 2018 is an unfavourable variance of \$103,243 (7.87%) against budget. The following information is provided on key aspects of Council's year to date financial performance:

<b><u>Operating Income</u></b>	<i>Actuals for the Year</i>	An unfavourable variance of \$4,603,659 (22.60%).
	<i>End of Year Forecast</i>	An unfavourable variance of \$6,265,035 (17.92%).

Operating Income variances previously reported to Council:

1. Year to date User Charges of \$13,370,684 is \$4,025,226 (23.14%) below the budget of \$17,395,910. This is due to the lower than budget tonnages received from commercial operators and member Councils as at 31 January 2018. As a consequence of this decline, strategies to secure extra volume and a reforecasting of operational expenditure to match revised tonnage estimates continue to be undertaken.

The full year forecast for User Charges of \$23,699,790 is expected to be below the annual budget by \$6,014,498 (20.24%).

2. The full year forecast for Interest Municipal Cash Investments is expected to be above the annual budget by \$293,000 (73.25%). This is attributable to the higher level of funds available as at 30 June 2017 compared to budget, together with a higher average interest rate expected to be received (2.65% as at 31 January 2018) compared to the budgeted rate of 2.54%. Also contributing is the lower level of capital expenditure to-date of \$1,459,753 compared to the annual forecast budget of \$17,521,223.
3. Year to date Other Income of \$852,286 is \$538,726 (38.73%) below the budget of \$1,391,012. This is mainly attributable to a forecast lower level of sales of ferricrete (\$84,142 compared to a budget of \$182,868), woodwaste products sales (\$420,457 compared to a budget of \$495,831), greenwaste products sales (\$78,852 compared to a budget of \$144,956) and the timing of royalty payments from the sale of landfill gas (\$27,756 compared to a budget of \$350,000).

The full year forecast for Other Income of \$2,072,969 is \$411,693 (16.57%) below the budget of \$2,484,662. Major factors attributable to this variance include the sale of Greenwaste products which has been forecast to be \$130,000 compared to a budget of \$248,499, the sale of Woodwaste products forecast to be \$709,931 compared to a budget of \$850,000 and royalty income from methane gas forecast to be \$386,000 compared to a budget of \$700,000. This is offset by an increase in Laterite sales forecast to be \$450,000 compared to a budget of \$313,496.

There were no further significant Operating Income variances as at 31 January 2018.

<b><u>Operating Expenditure</u></b>	<i>Actuals for the Year</i>	A favourable variance of \$4,500,416 (23.62%).
	<i>End of Year Forecast</i>	A favourable variance of \$6,307,541 (18.53%).

Operating Expenditure variances previously reported to Council:

1. Year to date Salary Expenses of \$4,177,340 is \$788,476 (15.88%) below the budget of \$4,965,816. This variance is attributable to the timing of filling vacant positions and budgeted positions.

The full year forecast for Salary Expenses is below the annual budget by \$1,136,505 (12.75%). The variance is attributable to the timing of filling vacant positions and budgeted positions that will not to be filled by year end.



*Item 14.2 continued*

2. Year to date Contract Expenses of \$1,937,999 is \$1,615,901 (45.47%) below the budget of \$3,553,900 due to the timing of various projects from different business units. Major variances from the Waste Services directorate include:

- Operate and Maintain Class IV Cell - Leachate Removal - \$437,500;
- Rehabilitate Class III Cells - Red Hill Landfill Facility - \$172,899;
- Monitor Environmental Impacts - \$164,871;
- Operate and Maintain Leachate Project - Red Hill Landfill Facility - \$149,108;
- Operate and Maintain Plant - Waste Management Facilities - \$132,860;
- Crush and Screen Lateritic Caprock- \$72,415; and
- Undertake Greenwaste Waste Stream Audits - \$26,662.

Other projects where the expenditures are lower than budget for various directorates/business units include: Corporate Services (\$257,714), Environmental Services (\$34,022) and Regional Development (\$31,051).

The full year forecast for Contract Expenses is below the annual budget by \$1,674,117 (27.31%).

The variance is attributable to the timing of various projects from different business units where savings have been achieved or where the project expenditure has been deferred or carried forward. Major variances from the Waste Services directorate include:

- Operate and Maintain Class IV Cell - Leachate Removal - Red Hill Landfill Facility - \$750,000;
- Operate and Maintain Plant - Waste Management Facilities - \$156,250;
- Rehabilitate Class III Cells - Red Hill Landfill Facility - \$97,970; and
- Monitor Environmental Impacts - Red Hill Landfill Facility - \$80,568.

Other projects where the expenditures are lower than budget for various directorates/business units include: Corporate Services (\$341,565), Regional Development (\$76,000) and other Waste Services minor projects (\$170,684).

3. Year to date Material Expenses of \$490,472 is \$113,411 (18.78%) below the budget of \$603,883 due to the timing of various projects from different business units. Projects where the expenditures are lower than budget for various directorates/business units include: Corporate Services (\$78,146) and Waste Services (\$23,900).

The full year forecast for Material Expenses of \$912,395 is expected to be below the annual budget by \$124,284 (11.99%).

4. Year to date Miscellaneous Expenses of \$5,982,624 is \$1,885,803 (23.97%) below the budget of \$7,868,427. The variance is mainly attributable to a lower than budgeted landfill levy payable (\$5,540,036 compared to a budget of \$7,277,515) as a result of the reduced tonnages from commercial operators and lower than budgeted tonnages from member Councils.

The full year forecast for Miscellaneous Expenses of \$10,653,066 is expected to be below the annual budget by \$2,860,717 (21.17%).

5. Year to date Costs Allocated of \$590,810 is \$135,747 (18.68%) below the budget of \$726,557. This variance relates specifically to the internal costs allocated between the Resource Recovery C & I Project and the Red Hill Landfill Facility Class III cell and is as a result of the low level of tonnages received through the C & I facility and the resulting residuals. This variance is predominantly offset against Costs Allocated (Other Expenses).

The full year forecast for Costs Allocated of \$896,947 is expected to be below the annual budget by \$366,175 (28.99%).



*Item 14.2 continued*

Operating Expenditure variances not previously reported to Council:

6. The full year forecast for Depreciation Expenses is \$829,267 (19.23%) below the budget of \$4,312,811. This is attributable to the lower level of forecast and actual capital expenditure to-date (full year forecast of \$17,521,223 compared to a budget of \$25,956,194) together with changes to the asset life of EMRC's buildings class of assets in accordance with accounting standards following valuations undertaken in June 2017 which have contributed to the lower expenditure.
7. The full year Provision Expenses of \$170,477 is \$33,570 (16.45%) below the budget of \$204,047. This is due to the lower than budget tonnages forecast to be received from commercial operators and member Councils by 30 June 2018.

There were no further significant Operating Expenditure variances as at 31 January 2018.

<b><u>Other Revenues and Expenses (Net)</u></b>	<i>Actuals for the Year</i>	An unfavourable variance of \$298,514 (8.79%).
	<i>End of Year Forecast</i>	An unfavourable variance of \$223,179 (4.43%).

Other Revenues and Expenses variances previously reported to Council:

1. Year to date User Charges of \$274,146 is \$513,354 (65.19%) below the budget of \$787,500. The variance is predominantly due to the lower level of tonnages received through the Hazelmere C&I facility.  
 The full year forecast for User Charges of \$486,000 is expected to be below the annual budget by \$864,000 (64.00%).
2. The full year forecast for Interest Restricted Cash Investments of \$2,108,000 is expected to be above the annual budget by \$348,374 (19.80%). This is attributable to the higher level of funds available as at 30 June 2017 compared to budget together with a higher average interest rate expected to be received for the 2017/2018 financial year (2.65% as at 31 January 2018) compared to the budgeted rate of 2.54%.
3. Year to date Reimbursements of \$137,076 is \$137,048 above the budget of \$28. This variance relates to the reimbursement of shared expenses from the Mindarie Regional Council for the Resource Recovery Facility tender together with a reimbursement of costs associated with the Wood Waste to Energy cable installation that were not previously budgeted for. Full Year Reimbursements of \$150,050 has been forecast to be \$150,000 above the budget of \$50.
4. Year to date Other Revenue of \$75,659 is \$127,460 (62.75%) below the budget of \$203,119. This relates specifically to the sale of products from the Hazelmere C & I Project which is not as yet generating sufficient material for sale.  
 The full year forecast for Other Revenue of \$155,000 is expected to be below the annual budget by \$1,061,891 (87.26%). The variance relates specifically to the sale of products from the Hazelmere C&I Project which is not as yet generating sufficient material for sale (\$120,000 forecast compared to a budget of \$348,215) as well as the sale of electricity from the Wood Waste to Energy facility which is yet to be completed (\$0 forecast compared to a budget of \$868,676).
5. Year to date Salary Expenses (Other Expenses) of \$222,502 is \$100,409 (31.10%) below the budget of \$322,911. The variance is attributable to budgeted positions not filled due to the timing of Resource Recovery Park projects.
6. The full year forecast for Contract Expenses (Other Expenses) is \$866,743 (67.70%) below the budget of \$1,280,297. The variance relates to contract and associated consultancy expenses specifically for the Hazelmere C&I Project which is not as yet operating at full capacity.



*Item 14.2 continued*

7. The full year forecast for Material Expenses (Other Expenses) is \$101,053 (82.58%) below the budget of \$122,368. The variance relates specifically to the Hazelmere C&I Project which is not as yet operating at full capacity (\$5,500 forecast compared to a budget of \$26,000) as well as the Wood Waste to Energy facility which is yet to be completed (\$6,818 forecast compared to a budget of \$81,818).
8. Full Year Insurance Expenses (Other Expenses) of \$19,334 has been forecast to be \$37,833 (66.18%) below the budget of \$57,167. The variance is due to insurance premiums not required to be paid on the Wood Waste to Energy facility which is yet to be completed.
9. Year to date Miscellaneous Expenses (Other Expenses) of \$4,454 is \$48,405 (91.57%) below the budget of \$52,859. This relates predominantly to the Woodwaste to Energy facility which is yet to be completed.

The full year forecast for Miscellaneous Expenses (Other Expenses) is \$431,445 (89.21%) below the budget of \$483,627. The variance relates predominantly to miscellaneous expenses for the C&I Project at Hazelmere which is not as yet operating at full capacity (\$7,500 forecast compared to a budget of \$40,000) as well as the Wood Waste to Energy facility which is yet to be completed (\$32,727 forecast compared to a budget of \$392,727).

10. Year to date Costs Allocated (Other Expenses) of \$509,852 is \$173,697 (25.41%) below the budget of \$683,549. This variance relates specifically to the internal costs allocated between the Resource Recovery C & I Project and the Red Hill Landfill Facility Class III cell and is as a result of the low level of tonnages received through the C & I facility and the resulting residuals. This variance is predominantly offset against Costs Allocated (Operating Expenditure).

The full year forecast for Cost Allocations has been forecast to be \$329,975 (27.73%) below the budget of \$1,190,122.

Other Revenues and Expenses variances not previously reported to Council:

11. The full year forecast for Proceeds from Sale of Assets (Other Revenues) is \$66,576 (10.99%) above the budget of \$605,924. The variance relates specifically to the timing of various items of plant and vehicles not previously budgeted for change over during the 2017/2018 financial year that have been forecast to attain the specified criteria for change over. This is offset by the increase in the Carrying Amount of Assets Disposed Of (Other Expenses).
12. The full year forecast for Utility Expenses (Other Expenses) is \$73,960 (79.88%) below the budget of \$92,584. The variance relates specifically to the electricity expenses for the Hazelmere C&I Project which is not as yet operating at full capacity (\$15,000 forecast compared to a budget of \$81,902) as well as the Wood Waste to Energy facility which is yet to be completed (\$1,364 forecast compared to a budget of \$8,182).
13. The full year forecast for Fuel Expenses (Other Expenses) is \$10,000 (100.00%) below the budget of \$10,000. The variance is due to distillate purchases budgeted for the Hazelmere C&I Project which is no longer required.
14. Year to date Depreciation Expenses (Other Expenses) is \$10,746 (19.06%) below the budget of \$56,384. The variance is due to the timing and subsequent carry forward or deferment of capital expenditure associated with the Resource Recovery projects. The full year forecast for Depreciation Expenses (Other Expenses) is \$169,275 (53.68%) below the budget of \$315,322.
15. The full year forecast for Carrying Amount of Assets Disposed Of is \$72,163 (12.63%) above the budget of \$571,325. The variance relates specifically to the timing of various items of plant and vehicles not previously budgeted for change over during the 2017/2018 financial year that have been forecast to attain the specified criteria for change over. This is mostly offset by the increase in the Proceeds from Sale of Assets (Other Revenues).

There were no further significant Other Revenues and Expenses variances as at 31 January 2018.



*Item 14.2 continued*

<b><u>Other Comprehensive Income</u></b>	<i>Actuals for the Year</i>	A favourable variance of \$4,235,645.
	<i>End of Year Forecast</i>	A favourable variance of \$4,235,645.

Council at its meeting held on 24 August 2017, resolved as follows:

*“THAT COUNCIL APPROVES USE OF RETAINED FUNDS FROM THE EARLY COLLECTION OF CARBON TAX IN THE DEVELOPMENT OF THE HAZELMERE RESOURCE RECOVERY PARK AND/OR THE RESOURCE RECOVERY FACILITY PROJECT.”*

As a result the amount of \$4,235,645 was transferred from the Non-Current Carbon Pricing Provision in the Statement of Financial Position and recognised as income in the Statement of Comprehensive Income.

**Capital Expenditure Statement (refer Attachment 2)**

<b><u>Capital Expenditure</u></b>	<i>Actuals for the Year</i>	A favourable variance of \$1,290,894.
	<i>End of Year Forecast</i>	A favourable variance of \$8,434,971.

Capital Expenditure variances:

A favourable variance of \$1,290,894 existed as at 31 January 2018 when compared to the budget of \$2,750,647. The year to date budget provisions are used as a guide only as expenditure of a capital nature is undertaken as and when required.

Major capital expenditure as at 31 January 2018 includes:

- Construct Resource Recovery Park - Wood Waste to Energy Utilities/Infrastructure - \$538,599;
- Construct and Commission Resource Recovery Park - Site Infrastructure - \$221,620;
- Purchase Vehicles - Ascot Place & Red Hill Landfill Facility - \$121,387; and
- Leachate Project - Red Hill Landfill Facility - \$100,095.

The Capital Expenditure budgets as at year end were reviewed as part of the half year budget review undertaken during January/February 2018 in order to reflect the actual timing of various projects and to match expenditure requirements in relation to tonnage forecasts.

Full Year Capital Expenditure has been forecast to be \$8,434,971 (34.50%) below the budget of \$25,956,194.

Significant reductions to capital budgets where savings have been achieved or where project expenditure has been deferred and/or carried forward include the following:

- Construct Class III Cell - Farm Stage 3 - Red Hill Landfill Facility - \$3,665,000;
- Purchase / Replace Plant - Hazelmere - \$1,300,000;
- Purchase / Replace Plant - Red Hill Landfill Facility - \$1,050,000;
- Construct Class III Cell - Stage 15B - Red Hill Landfill Facility - \$901,222;
- Construct and Commission Resource Recovery Park - Community Reuse Store - \$500,000;
- Purchase Information Technology & Communications Equipment - \$430,750;
- Construct Roads/Carparks - Red Hill Landfill Facility - \$309,201;
- Construct and Commission Resource Recovery Park - Site Workshop - \$250,000;



*Item 14.2 continued*

Capital Expenditure variances (continued):

- Construct and Commission Resource Recovery Park - Reuse Store Car Park - \$250,000;
- Construct Access Road to Lots 8, 9 & 10 - Red Hill Landfill Facility - \$225,000;
- Construct Drainage Diversion & Infrastructures - Red Hill Landfill Facility - \$220,000;
- Construct Water Storage Dam - Red Hill Landfill Facility - \$150,000;
- Design & Construct Class IV Cell - Stage 2 - Red Hill Landfill Facility - \$150,000; and
- Construct and Commission Resource Recovery Park - Community Transfer Station - \$110,000.

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

- Resource Recovery Park Wood Waste to Energy Utilities/Infrastructure - \$631,757;
- Purchase Resource Recovery Park C&I facility Plant & Equipment - \$500,000; and
- Purchase Resource Recovery Park Wood Waste to Energy Plant & Equipment - \$150,367.

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

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.

Total Equity as at 31 January 2018 totals \$183,553,453. This is an increase of \$8,543,682 from the 30 June 2017 equity of \$175,009,772 and represents the net change in assets from operations.

It has been forecast that Total Equity as at 30 June 2018 will be above the original budget of \$180,984,991 by \$4,501,330. It is expected that with on-going budget/forecast reviews this value will continually be changing.

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

The level of cash and investments in the Municipal Fund as at 31 January 2018 is \$27,445,286 and Restricted Cash amount to \$66,661,996.

The net movement for the month is a decrease of \$894,732.

It has been forecast that Total Cash and Investments as at 30 June 2018 will be above the original budget of \$77,306,043 by \$11,976,353.

**Investment Report (refer Attachment 5)**

Term deposits valued at \$6,000,000 matured during January 2018. Of this amount \$5,000,000 was reinvested into further term deposits.

**STRATEGIC/POLICY IMPLICATIONS**

Key Result Area 3 - Good Governance

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



*Item 14.2 continued*

## **FINANCIAL IMPLICATIONS**

As outlined within the report and attachments.

## **SUSTAINABILITY IMPLICATIONS**

Nil

## **MEMBER COUNCIL IMPLICATIONS**

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

## **ATTACHMENT(S)**

1. Statement of Comprehensive Income by Nature and Type (Ref: D2018/03346)
2. Capital Expenditure Statement (Ref: D2018/03347)
3. Statement of Financial Position (Ref: D2018/03348)
4. Statement of Cash and Investments (D2018/03350)
5. Investment Report (Ref: D2018/03351)

## **VOTING REQUIREMENT**

Simple Majority

## **RECOMMENDATION(S)**

That Council receives the Statement of Comprehensive Income, Capital Expenditure Statement, Statement of Financial Position, Statement of Cash and Investments and the Investment Report for the period ended 31 January 2018.

## **COUNCIL RESOLUTION(S)**

MOVED CR MCKENNA

SECONDED CR LAVELL

THAT COUNCIL RECEIVES THE STATEMENT OF COMPREHENSIVE INCOME, CAPITAL EXPENDITURE STATEMENT, STATEMENT OF FINANCIAL POSITION, STATEMENT OF CASH AND INVESTMENTS AND THE INVESTMENT REPORT FOR THE PERIOD ENDED 31 JANUARY 2018.

**CARRIED UNANIMOUSLY**



## STATEMENT OF COMPREHENSIVE INCOME

### Nature and Type

**JANUARY 2018**

Year to Date				Full Year			
Actual	Budget	Variance		Forecast	Budget	Variance	
<b>Operating Income</b>							
\$13,370,684	\$17,395,910	(\$4,025,226)	(U)	\$23,699,790	\$29,714,288	(\$6,014,498)	(U)
\$256,311	\$275,113	(\$18,802)	(U)	\$431,911	\$467,651	(\$35,740)	(U)
\$383,583	\$403,101	(\$19,518)	(U)	\$563,943	\$589,972	(\$26,029)	(U)
\$237,500	\$231,593	\$5,907	(F)	\$506,845	\$560,175	(\$53,330)	(U)
\$340,364	\$313,412	\$26,952	(F)	\$693,000	\$400,000	\$293,000	(F)
\$325,036	\$359,283	(\$34,247)	(U)	\$732,944	\$749,688	(\$16,744)	(U)
\$852,286	\$1,391,012	(\$538,726)	(U)	\$2,072,969	\$2,484,662	(\$411,693)	(U)
<b>\$15,765,765</b>	<b>\$20,369,424</b>	<b>(\$4,603,659)</b>	<b>(U)</b>	<b>\$28,701,401</b>	<b>\$34,966,436</b>	<b>(\$6,265,035)</b>	<b>(U)</b>
<b>Operating Expenditure</b>							
\$4,177,340	\$4,965,816	\$788,476	(F)	\$7,775,071	\$8,911,576	\$1,136,505	(F)
\$1,937,999	\$3,553,900	\$1,615,901	(F)	\$4,455,084	\$6,129,201	\$1,674,117	(F)
\$490,472	\$603,883	\$113,411	(F)	\$912,395	\$1,036,679	\$124,284	(F)
\$153,249	\$168,069	\$14,820	(F)	\$312,506	\$310,517	(\$1,989)	(U)
\$351,261	\$353,065	\$1,804	(F)	\$605,545	\$615,656	\$10,111	(F)
\$144,306	\$154,661	\$10,355	(F)	\$253,845	\$260,979	\$7,134	(F)
\$1,818,596	\$2,017,089	\$198,493	(F)	\$3,483,544	\$4,312,811	\$829,267	(F)
\$5,982,624	\$7,868,427	\$1,885,803	(F)	\$10,653,066	\$13,513,783	\$2,860,717	(F)
\$91,921	\$99,021	\$7,100	(F)	\$170,477	\$204,047	\$33,570	(F)
(\$590,810)	(\$726,557)	(\$135,747)	(U)	(\$896,947)	(\$1,263,122)	(\$366,175)	(U)
<b>\$14,556,958</b>	<b>\$19,057,374</b>	<b>\$4,500,416</b>	<b>(F)</b>	<b>\$27,724,586</b>	<b>\$34,032,127</b>	<b>\$6,307,541</b>	<b>(F)</b>
<b>\$1,208,807</b>	<b>\$1,312,050</b>	<b>(\$103,243)</b>	<b>(U)</b>	<b>\$976,815</b>	<b>\$934,309</b>	<b>\$42,506</b>	<b>(F)</b>
Surplus	Surplus		<b>OPERATING RESULT FROM NORMAL ACTIVITIES</b>	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;
5. Other Operating Income - includes income from the sale of products; and
6. Miscellaneous Expenses - includes the landfill levy expense of \$5,540,036 as at 31 January 2018.
7. Other Comprehensive Income on page 2 of this report is inclusive of \$4,235,645 of retained residual carbon tax previously collected now being utilised for the Resource Recovery Project (refer Council meeting 24/8/17 - TAC Item 11.2)

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



**STATEMENT OF COMPREHENSIVE INCOME**

**Nature and Type**

**JANUARY 2018**

Year to Date			Full Year					
Actual	Budget	Variance		Forecast	Budget	Variance		
<b>Other Revenues</b>								
\$274,146	\$787,500	(\$513,354)	(U)	User Charges	\$486,000	\$1,350,000	(\$864,000)	(U)
\$2,636,343	\$2,829,937	(\$193,594)	(U)	Secondary Waste Charge	\$4,442,508	\$4,810,120	(\$367,612)	(U)
\$0	\$0	\$0	(F)	Operating Grants	\$0	\$0	\$0	(F)
\$1,060,494	\$1,027,403	\$33,091	(F)	Interest Restricted Cash Investments	\$2,108,000	\$1,759,626	\$348,374	(F)
\$137,076	\$28	\$137,048	(F)	Reimbursements	\$150,050	\$50	\$150,000	(F)
\$197,773	\$194,924	\$2,849	(F)	Proceeds from Sale of Assets	\$672,500	\$605,924	\$66,576	(F)
\$75,659	\$203,119	(\$127,460)	(U)	Other	\$155,000	\$1,216,891	(\$1,061,891)	(U)
<b>\$4,381,492</b>	<b>\$5,042,911</b>	<b>\$661,419</b>	<b>(U)</b>	<b>Total Other Revenues</b>	<b>\$8,014,059</b>	<b>\$9,742,611</b>	<b>(\$1,728,552)</b>	<b>(U)</b>
<b>Other Expenses</b>								
\$222,502	\$322,911	\$100,409	(F)	Salary Expenses	\$575,278	\$578,888	\$3,610	(F)
\$233,108	\$246,732	\$13,624	(F)	Contract Expenses	\$413,554	\$1,280,297	\$866,743	(F)
\$5,868	\$13,328	\$7,460	(F)	Material Expenses	\$21,315	\$122,368	\$101,053	(F)
\$9,302	\$13,631	\$4,329	(F)	Utility Expenses	\$18,624	\$92,584	\$73,960	(F)
\$0	\$0	\$0	(F)	Fuel Expenses	\$0	\$10,000	\$10,000	(F)
\$11,351	\$13,448	\$2,097	(F)	Insurance Expenses	\$19,334	\$57,167	\$37,833	(F)
\$45,638	\$56,384	\$10,746	(F)	Depreciation Expenses	\$146,047	\$315,322	\$169,275	(F)
\$4,454	\$52,859	\$48,405	(F)	Miscellaneous Expenses	\$52,182	\$483,627	\$431,445	(F)
\$240,188	\$242,325	\$2,137	(F)	Carrying Amount of Assets Disposed Of	\$643,488	\$571,325	(\$72,163)	(U)
\$509,852	\$683,549	\$173,697	(F)	Costs Allocated	\$860,147	\$1,190,122	\$329,975	(F)
<b>\$1,282,262</b>	<b>\$1,645,167</b>	<b>\$362,905</b>	<b>(F)</b>	<b>Total Other Expenses</b>	<b>\$2,749,969</b>	<b>\$4,701,700</b>	<b>\$1,951,731</b>	<b>(F)</b>
<b>\$3,099,230</b>	<b>\$3,397,744</b>	<b>\$298,514</b>	<b>(U)</b>	<b>OPERATING RESULT FROM OTHER ACTIVITIES</b>	<b>\$5,264,090</b>	<b>\$5,040,911</b>	<b>\$223,179</b>	<b>(F)</b>
Surplus	Surplus				Surplus	Surplus		
<b>\$4,308,036</b>	<b>\$4,709,794</b>	<b>\$401,758</b>	<b>(U)</b>	<b>NET RESULT</b>	<b>\$6,240,905</b>	<b>\$5,975,220</b>	<b>\$265,685</b>	<b>(F)</b>
Surplus	Surplus				Surplus	Surplus		
<b>Realised/Unrealised (Gain)/Loss From Change in Fair Value of Investments</b>								
\$0	\$0	\$0	(F)	Unrealised (Gain)/Loss	\$0	\$0	\$0	(F)
\$0	\$0	\$0	(F)	Realised (Gain)/Loss	\$0	\$0	\$0	(F)
<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(F)</b>	<b>Total (Gain)/Loss from change in Fair Value of Investments</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(F)</b>
<b>Other Comprehensive Income</b>								
\$0	\$0	\$0	(F)	Revaluation of Assets	\$0	\$0	\$0	(F)
\$4,235,645	\$0	\$4,235,645	(F)	Other Comprehensive Income	\$4,235,645	\$0	\$4,235,645	(F)
<b>\$4,235,645</b>	<b>\$0</b>	<b>\$4,235,645</b>	<b>(F)</b>	<b>Total Other Comprehensive Income</b>	<b>\$4,235,645</b>	<b>\$0</b>	<b>\$4,235,645</b>	<b>(F)</b>
<b>\$8,543,682</b>	<b>\$4,709,794</b>	<b>\$3,833,888</b>	<b>(F)</b>	<b>CHANGE IN NET ASSETS FROM OPERATIONS</b>	<b>\$10,476,550</b>	<b>\$5,975,220</b>	<b>\$4,501,330</b>	<b>(F)</b>
Surplus	Surplus				Surplus	Surplus		



## CAPITAL EXPENDITURE STATEMENT

### JANUARY 2018

Year to Date						Full Year		
Actual	Budget	Variance		On Order	(F) = Favourable variation (U) = Unfavourable variation	Forecast	Budget	Variance
<b>Governance and Corporate Services</b>								
\$85,499	\$130,000	\$44,502 (F)	\$0		<b>Purchase Vehicles - Ascot Place</b> ( 24440/00 )	\$120,706	\$173,706	\$53,000 (F)
\$0	\$8,000	\$8,000 (F)	\$0		<b>Purchase Furniture Fittings &amp; Equipment - Corporate Services</b> ( 24510/01 )	\$31,500	\$31,500	\$0 (F)
\$34,326	\$95,000	\$60,674 (F)	\$4,105		<b>Purchase Information Technology &amp; Communication Equipment</b> ( 24550/00 )	\$250,300	\$681,050	\$430,750 (F)
\$0	\$0	\$0 (F)	\$0		<b>Purchase Art Works</b> ( 24620/00 )	\$30,000	\$30,000	\$0 (F)
\$0	\$0	\$0 (F)	\$0		<b>Capital Improvement Administration Building - Ascot Place</b> ( 25240/01 )	\$257,000	\$257,000	\$0 (F)
\$0	\$0	\$0 (F)	\$0		<b>Upgrade Security Equipment - Ascot Place</b> ( 25530/01 )	\$10,000	\$10,000	\$0 (F)
<b>\$119,825</b>	<b>\$233,000</b>	<b>\$113,176 (F)</b>	<b>\$4,105</b>			<b>\$699,506</b>	<b>\$1,183,256</b>	<b>\$483,750 (F)</b>



# CAPITAL EXPENDITURE STATEMENT

## JANUARY 2018

Year to Date					Full Year		
Actual	Budget	Variance	On Order	(F) = Favourable variation (U) = Unfavourable variation	Forecast	Budget	Variance

### Environmental Services

\$770	\$0	(\$770)	(U)	\$0	Purchase Other Equipment - Environmental Services ( 24590/05 )	\$770	\$0	(\$770)	(U)
\$770	\$0	(\$770)	(U)	\$0		\$770	\$0	(\$770)	(U)

### Resource Recovery

\$0	\$0	\$0	(F)	\$0	Construct and Commission Resource Recovery Park - Community Transfer Station ( 24259/06 )	\$0	\$110,000	\$110,000	(F)
\$0	\$10,000	\$10,000	(F)	\$0	Construct and Commission Resource Recovery Park - Site/Administration Office ( 24259/07 )	\$330,000	\$330,000	\$0	(F)
\$0	\$0	\$0	(F)	\$0	Construct and Commission Resource Recovery Park - Community Reuse Store ( 24259/08 )	\$0	\$500,000	\$500,000	(F)
\$0	\$0	\$0	(F)	\$0	Construct and Commission Resource Recovery Park - MRF Building - Hazelmere ( 24259/09 )	\$15,000	\$35,000	\$20,000	(F)
\$0	\$0	\$0	(F)	\$0	Construct and Commission Resource Recovery Park - Weighbridge Office ( 24259/12 )	\$70,000	\$70,000	\$0	(F)
\$0	\$0	\$0	(F)	\$0	Construct and Commission Resource Recovery Park - Site Workshop ( 24259/13 )	\$0	\$250,000	\$250,000	(F)
\$0	\$0	\$0	(F)	\$0	Construct and Commission Resource Recovery Park - Weighbridges (x2) ( 24392/02 )	\$225,000	\$225,000	\$0	(F)
\$221,620	\$330,000	\$108,380	(F)	\$11,975	Construct and Commission Resource Recovery Park - Site Infrastructure ( 24399/01 )	\$3,000,000	\$3,000,000	\$0	(F)



# CAPITAL EXPENDITURE STATEMENT

## JANUARY 2018

Year to Date						Full Year			
Actual	Budget	Variance		On (F) = Favourable variation Order (U) = Unfavourable variation	Forecast	Budget	Variance		
<b>Resource Recovery</b>									
\$0	\$0	\$0 (F)	\$0	Construct Resource Recovery Park - Reuse Store Infrastructure (Car Park) ( 24399/07 )	\$0	\$250,000	\$250,000	(F)	
\$538,599	\$200,000	(\$338,599) (U)	\$181,886	Wood Waste to Energy Utilities/Infrastructure - Resource Recovery Park ( 24399/11 )	\$831,757	\$200,000	(\$631,757)	(U)	
\$85,055	\$164,000	\$78,945 (F)	\$85,055	Purchase Resource Recovery Park - Wood Waste to Energy Plant & Equipment ( 24410/03 )	\$2,142,000	\$1,991,633	(\$150,367)	(U)	
\$0	\$0	\$0 (F)	\$0	Purchase Resource Recovery Park C & I Building - Plant & Equipment ( 24410/04 )	\$500,000	\$0	(\$500,000)	(U)	
\$0	\$2,000	\$2,000 (F)	\$0	Purchase Other Equipment - Resource Recovery ( 24590/07 )	\$2,000	\$2,000	\$0	(F)	
<b>\$845,274</b>	<b>\$706,000</b>	<b>(\$139,274) (U)</b>	<b>\$278,916</b>		<b>\$7,115,757</b>	<b>\$6,963,633</b>	<b>(\$152,124) (U)</b>		

## Waste Management

\$14,620	\$11,000	(\$3,620) (U)	\$12,000	Construct Waste Management Facility Buildings - Red Hill Landfill Facility ( 24250/01 )	\$25,000	\$25,000	\$0	(F)
\$49,364	\$70,000	\$20,636 (F)	\$44,513	Construct Class III Landfill Cell Farm Stage 3 - Red Hill Landfill Facility ( 24310/13 )	\$100,204	\$3,765,204	\$3,665,000	(F)
\$14,108	\$0	(\$14,108) (U)	\$0	Construct Class III Cell Stage 15 - Red Hill Landfill Facility ( 24310/16 )	\$0	\$0	\$0	(F)
\$14,164	\$330,500	\$316,336 (F)	\$95,455	Construct Class III Cell Stage 15B - Red Hill Landfill Facility ( 24310/18 )	\$710,000	\$1,611,222	\$901,222	(F)
\$81,905	\$265,000	\$183,096 (F)	\$17,465	Construct Class III Leachate Pond - Red Hill Landfill Facility ( 24320/01 )	\$600,000	\$600,000	\$0	(F)
\$100,095	\$417,647	\$317,552 (F)	\$3,288,475	Leachate Project - Red Hill Landfill Facility ( 24320/02 )	\$2,355,958	\$2,423,169	\$67,211	(F)



# CAPITAL EXPENDITURE STATEMENT

**JANUARY 2018**

Year to Date			On (F) = Favourable variation Order (U) = Unfavourable variation	Full Year		
Actual	Budget	Variance		Forecast	Budget	Variance

## Waste Management

\$0	\$0	\$0 (F)	\$0	<b>Design and Construct Class IV Cell Stage 2 - Red Hill Landfill Facility ( 24330/04 )</b>	\$350,000	\$500,000	\$150,000 (F)
\$22,605	\$80,000	\$57,395 (F)	\$22,624	<b>Construct Stormwater and Siltation Ponds - Red Hill Landfill Facility ( 24350/01 )</b>	\$200,000	\$200,000	\$0 (F)
\$0	\$0	\$0 (F)	\$0	<b>Construct Roads / Carparks - Red Hill Landfill Facility ( 24370/00 )</b>	\$20,000	\$329,201	\$309,201 (F)
\$0	\$0	\$0 (F)	\$0	<b>Construct Access Road to Lots 8 9 10 - Red Hill Landfill Facility ( 24370/02 )</b>	\$250,000	\$475,000	\$225,000 (F)
\$0	\$100,000	\$100,000 (F)	\$0	<b>Construct Drainage Diversion and Earthworks Infrastructures - Red Hill Landfill Facility ( 24380/00 )</b>	\$200,000	\$420,000	\$220,000 (F)
\$0	\$0	\$0 (F)	\$0	<b>Construct Water Storage Dams - Red Hill Landfill Facility ( 24393/00 )</b>	\$0	\$150,000	\$150,000 (F)
\$20,526	\$50,000	\$29,474 (F)	\$0	<b>Construct Litter Fence - Redhill Landfill Facility ( 24394/05 )</b>	\$50,000	\$50,000	\$0 (F)
\$1,861	\$20,500	\$18,639 (F)	\$0	<b>Construct Hardstand and Road - Hazelmere ( 24395/01 )</b>	\$53,706	\$53,706	\$0 (F)
\$14,015	\$31,000	\$16,986 (F)	\$0	<b>Construct Monitoring Bores - Red Hill Landfill Facility ( 24396/00 )</b>	\$40,000	\$60,000	\$20,000 (F)
\$0	\$20,000	\$20,000 (F)	\$0	<b>Washdown bay Upgrade - Red Hill Landfill Facility ( 24399/04 )</b>	\$20,000	\$20,000	\$0 (F)
\$0	\$0	\$0 (F)	\$0	<b>Truck Washdown Bay for Member Councils - Red Hill Landfill Facility ( 24399/05 )</b>	\$0	\$30,000	\$30,000 (F)
\$0	\$25,000	\$25,000 (F)	\$0	<b>Air Supply lines - Waste Management Structures - Red Hill Landfill Facility ( 24399/10 )</b>	\$50,000	\$50,000	\$0 (F)
\$39,497	\$80,000	\$40,503 (F)	\$0	<b>Purchase / Replace Plant - Red Hill Landfill Facility ( 24410/00 )</b>	\$2,539,497	\$3,589,497	\$1,050,000 (F)



# CAPITAL EXPENDITURE STATEMENT

## JANUARY 2018

Year to Date					Full Year		
Actual	Budget	Variance	On Order	(F) = Favourable variation (U) = Unfavourable variation	Forecast	Budget	Variance
<b>Waste Management</b>							
\$13,724	\$10,000	(\$3,724) (U)	\$0		\$580,000	\$1,880,000	\$1,300,000 (F)
\$0	\$50,000	\$50,000 (F)	\$0		\$530,000	\$530,000	\$0 (F)
\$38,140	\$80,000	\$41,860 (F)	\$21,427		\$190,000	\$190,000	\$0 (F)
\$22,290	\$10,000	(\$12,290) (U)	\$0		\$34,519	\$10,000	(\$24,519) (U)
\$1,189	\$22,000	\$20,812 (F)	\$0		\$100,000	\$100,000	\$0 (F)
\$35,888	\$36,000	\$112 (F)	\$720		\$69,276	\$69,276	\$0 (F)
\$0	\$2,000	\$2,000 (F)	\$0		\$4,000	\$4,000	\$0 (F)
\$0	\$10,000	\$10,000 (F)	\$0		\$13,400	\$13,400	\$0 (F)
\$0	\$13,000	\$13,000 (F)	\$0		\$83,000	\$83,000	\$0 (F)
\$2,650	\$20,000	\$17,350 (F)	\$0		\$49,130	\$49,130	\$0 (F)
\$6,130	\$32,000	\$25,870 (F)	\$516		\$424,000	\$424,000	\$0 (F)
\$0	\$1,000	\$1,000 (F)	\$0		\$2,500	\$2,500	\$0 (F)
\$1,115	\$1,000	(\$115) (U)	\$0		\$2,000	\$2,000	\$0 (F)



# CAPITAL EXPENDITURE STATEMENT

## JANUARY 2018

Year to Date						Full Year		
Actual	Budget	Variance		On Order	(F) = Favourable variation (U) = Unfavourable variation	Forecast	Budget	Variance
<b>Waste Management</b>								
\$0	\$1,500	\$1,500	(F)	\$0	Purchase / Replace Office Furniture and Fittings - Red Hill Landfill Facility ( 24610/08 )	\$3,000	\$3,000	\$0 (F)
\$0	\$500	\$500	(F)	\$0	Purchase Office Furniture and Fittings-Hazelmere ( 24610/10 )	\$4,000	\$4,000	\$0 (F)
\$0	\$1,000	\$1,000	(F)	\$0	Purchase Miscellaneous Furniture and Fittings - Red Hill Education Programme ( 24690/01 )	\$1,000	\$1,000	\$0 (F)
\$0	\$1,000	\$1,000	(F)	\$0	Refurbish Environmental Education Centre - Redhill Landfill Facility ( 25253/00 )	\$1,000	\$2,000	\$1,000 (F)
\$0	\$10,000	\$10,000	(F)	\$0	Refurbish Plant - Red Hill Landfill Facility ( 25410/00 )	\$20,000	\$20,000	\$0 (F)
\$0	\$10,000	\$10,000	(F)	\$0	Refurbish Plant - Hazelmere ( 25410/01 )	\$30,000	\$70,000	\$40,000 (F)
<b>\$493,884</b>	<b>\$1,811,647</b>	<b>\$1,317,763</b>	<b>(F)</b>	<b>\$3,503,194</b>		<b>\$9,705,190</b>	<b>\$17,809,305</b>	<b>\$8,104,115 (F)</b>
<b>\$1,459,753</b>	<b>\$2,750,647</b>	<b>\$1,290,894</b>	<b>(F)</b>	<b>\$3,786,215</b>	<b>TOTAL CAPITAL EXPENDITURE</b>	<b>\$17,521,223</b>	<b>\$25,956,194</b>	<b>\$8,434,971 (F)</b>



# STATEMENT OF FINANCIAL POSITION

## JANUARY 2018

Actual June 2017	Actual Year to Date	(F) = Favourable variation (U) = Unfavourable variation	Full Year		
			Forecast	Budget	Variance
<b>Current Assets</b>					
\$2,099,929	\$2,677,606	Cash and Cash Equivalents	\$7,542,795	\$2,066,442	\$5,476,353 (F)
\$89,754,975	\$91,429,675	Investments	\$81,739,601	\$75,239,601	\$6,500,000 (F)
\$2,578,375	\$3,001,710	Trade and Other Receivables	\$2,578,375	\$2,578,375	\$0 (F)
\$28,834	\$20,473	Inventories	\$28,834	\$28,834	\$0 (F)
\$115,197	\$200,571	Other Assets	\$115,197	\$115,197	\$0 (F)
<b>\$94,577,311</b>	<b>\$97,330,035</b>	<b>Total Current Assets</b>	<b>\$92,004,802</b>	<b>\$80,028,449</b>	<b>\$11,976,353 (F)</b>
<b>Current Liabilities</b>					
\$3,846,227	\$1,554,325	Trade and Other Payables	\$3,846,227	\$3,846,227	\$0 (F)
\$1,438,690	\$1,438,690	Provisions	\$1,467,299	\$1,467,299	\$0 (F)
<b>\$5,284,917</b>	<b>\$2,993,015</b>	<b>Total Current Liabilities</b>	<b>\$5,313,526</b>	<b>\$5,313,526</b>	<b>\$0 (F)</b>
<b>\$89,292,394</b>	<b>\$94,337,020</b>	<b>Net Current Assets</b>	<b>\$86,691,276</b>	<b>\$74,714,923</b>	<b>\$11,976,353 (F)</b>
<b>Non Current Assets</b>					
\$50,570,000	\$50,570,000	Land	\$50,570,000	\$50,570,000	\$0 (F)
\$7,485,440	\$7,436,338	Buildings	\$8,071,525	\$8,887,032	(\$815,507) (U)
\$14,922,102	\$14,561,326	Structures	\$22,943,945	\$27,985,285	(\$5,041,340) (U)
\$12,083,389	\$10,855,990	Plant	\$15,989,720	\$17,407,848	(\$1,418,128) (U)
\$672,540	\$596,294	Equipment	\$1,372,342	\$1,608,392	(\$236,050) (U)
\$158,479	\$155,636	Furniture and Fittings	\$195,264	\$190,130	\$5,134 (F)
\$7,405,074	\$8,476,772	Work in Progress	\$7,402,372	\$7,405,074	(\$2,702) (U)
<b>\$93,297,025</b>	<b>\$92,652,356</b>	<b>Total Non Current Assets</b>	<b>\$106,545,169</b>	<b>\$114,053,762</b>	<b>(\$7,508,593) (U)</b>
<b>Non Current Liabilities</b>					
\$7,579,647	\$3,435,923	Provisions	\$7,750,124	\$7,783,694	\$33,570 (F)
<b>\$7,579,647</b>	<b>\$3,435,923</b>	<b>Total Non Current Liabilities</b>	<b>\$7,750,124</b>	<b>\$7,783,694</b>	<b>\$33,570 (F)</b>
<b>\$175,009,772</b>	<b>\$183,553,453</b>	<b>Net Assets</b>	<b>\$185,486,321</b>	<b>\$180,984,991</b>	<b>\$4,501,330 (F)</b>
<b>Equity</b>					
\$66,248,026	\$67,432,438	Accumulated Surplus/Deficit	\$67,395,109	\$66,248,025	\$1,147,084 (F)
\$65,431,736	\$65,431,736	Cash Backed Reserves	\$65,431,736	\$65,431,736	\$0 (F)
\$43,330,010	\$42,145,597	Asset Revaluation Reserve	\$42,182,926	\$43,330,010	(\$1,147,084) (U)
<b>\$0</b>	<b>\$8,543,682</b>	<b>Net change in assets from operations</b>	<b>\$10,476,550</b>	<b>\$5,975,220</b>	<b>\$4,501,330 (F)</b>
<b>\$175,009,772</b>	<b>\$183,553,453</b>	<b>Total Equity</b>	<b>\$185,486,321</b>	<b>\$180,984,991</b>	<b>\$4,501,330 (F)</b>



# CASH AND INVESTMENTS

## JANUARY 2018

Actual June 2017	Actual Year to Date	(F) = Favourable variation (U) = Unfavourable variation	Full Year		
			Forecast	Budget	Variance
<b>Municipal Cash and Investments</b>					
2,096,479	2,674,156	Cash at Bank - Municipal Fund 01001/00	7,539,345	2,062,992	5,476,353 (F)
3,450	3,450	Cash on Hand 01019/00 - 02	3,450	3,450	0 (F)
24,153,474	24,767,680	Investments - Municipal Fund 02021/00	8,947,076	2,447,076	6,500,000 (F)
<b>26,253,403</b>	<b>27,445,286</b>	<b>Total Municipal Cash</b>	<b>16,489,871</b>	<b>4,513,518</b>	<b>11,976,353 (F)</b>
<b>Restricted Cash and Investments</b>					
1,372,015	1,395,990	Restricted Investments - Plant and Equipment 02022/01	653,438	653,438	0 (F)
2,314,792	2,355,242	Restricted Investments - Post Closure Site Rehabilitation Red Hill 02022/02	2,502,154	2,502,154	0 (F)
6,238,460	6,347,473	Restricted Investments - Future Development 02022/03	20,530,086	20,530,086	0 (F)
885,502	900,976	Restricted Investments - Environmental Monitoring Red Hill 02022/04	987,123	987,123	0 (F)
13,506	13,742	Restricted Investments - Environmental Insurance Red Hill 02022/05	11,811	11,811	0 (F)
14,378	14,629	Restricted Investments - Risk Management 02022/06	14,747	14,747	0 (F)
563,778	573,630	Restricted Investments - Class IV Cells Red Hill 02022/07	74,900	74,900	0 (F)
195,232	198,644	Restricted Investments - Regional Development 02022/08	141,786	141,786	0 (F)
48,550,081	49,398,464	Restricted Investments - Secondary Waste Processing 02022/09	45,920,296	45,920,296	0 (F)
4,344,485	4,420,402	Restricted Investments - Class III Cells 02022/10	800,946	800,946	0 (F)
72,594	73,862	Restricted Investments - Building Refurbishment (Ascot Place) 02022/11	74,456	74,456	0 (F)
169,765	86,880	Restricted Investments - Accrued Interest 02022/19	169,765	169,765	0 (F)
0	0	Restricted Investments - Unrealised Loss/Gain on Investments 02022/20	0	0	0 (F)
866,914	882,062	Restricted Investments - Long Service Leave 02022/90	911,018	911,018	0 (F)
<b>65,601,501</b>	<b>66,661,996</b>	<b>Total Restricted Cash</b>	<b>72,792,525</b>	<b>72,792,525</b>	<b>0 (F)</b>
<b>91,854,904</b>	<b>94,107,282</b>	<b>TOTAL CASH AND INVESTMENTS</b>	<b>89,282,396</b>	<b>77,306,043</b>	<b>11,976,353 (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.

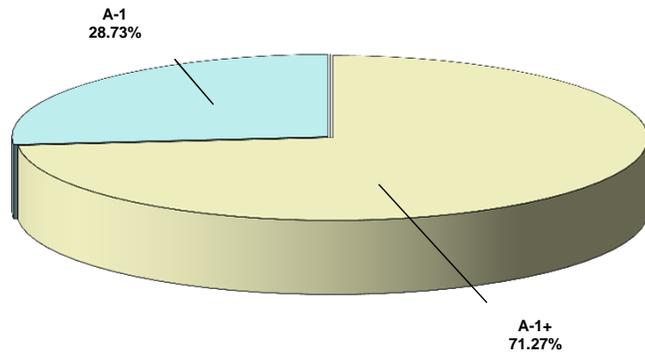
## EMRC Investment Report

January 2018

### I. Overall Portfolio Limits

S&P Long Term Rating	S&P Short Term Rating	% Portfolio	Investment Maximum %
AAA	A-1+	71.27%	100%
AA	A-1	28.73%	100%
		100.00%	

Investment by S&P Rating



### II. Single Entity Exposure

	% Portfolio
AMP	5.52%
ANZ Banking Group	38.13%
Bankwest	12.15%
ING	9.95%
NAB	15.47%
Suncorp	13.26%
Westpac / St. George Bank	5.52%
100.00%	

### 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	0.00%	0%	0%
100.00%			

NB: This report is consistent with the reporting requirements of the Policy 3.3 - Management of Investments Policy



### 14.3 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT 2018

REFERENCE: D2018/03522

#### PURPOSE OF REPORT

The purpose of this report is to seek Council's authorisation for the Chairman and Chief Executive Officer to attend the Australian Local Government Associations National General Assembly being held in Canberra from 17 - 20 June 2018, inclusive.

#### KEY ISSUES AND RECOMMENDATION(S)

- The Australian Local Government Association (ALGA) is holding its annual National General Assembly (NGA) in Canberra between 17 - 20 June 2018.
- The NGA program has addresses from the Prime Minister, Leader of the Opposition and leading public figures.
- Attendance at the NGA would provide an opportunity for EMRC to keep up to date on national policies and direction and hear key note addresses on a variety of topics of interest.

#### Recommendation(s)

That Council authorises the Chairman and Chief Executive Officer to attend the Australian Local Government Association's 2018 National General Assembly of Local Government in Canberra.

#### SOURCE OF REPORT

Chief Executive Officer

#### BACKGROUND

The NGA is held annually and is considered the premiere local government event bringing together around 700 representatives from Councils across Australia.

#### REPORT

NGA18 is being held in Canberra between 17 - 20 June 2018, inclusive.

The theme for this year's NGA is "Australia's Future: Make It Local." Invitations have been extended to the Prime Minister, Leader of the Opposition and leading public figures who will be presenting keynote addresses.

The NGA program will cover a wide range of issues, reflecting a diversity of local government interests and there will be opportunities for delegates to interact with invited political and keynote speakers and with panels of subject-matter experts.

As well as allowing delegates to keep up to date on current government policies and the future direction of Australia, other topics of interest include The Australian Political Landscape, Gender Diversity in Local Government, Population and the Policy Imperative, Recycling and Waste, Digital Technology, Energy and Climate Change and Innovation.

In addition to the conference, the office of the Hon Christian Porter MP, Member for Pearce, Attorney General has indicated to our Chairman that he would be available to receive a presentation on the EMRC's City Deal proposal. Other advocacy opportunities may also be available and will be explored.

The Chairman and CEO last attended the NGA in 2015.



*Item 14.3 continued*

## **STRATEGIC/POLICY IMPLICATIONS**

Attendance at the NGA supports the following strategies.

Key Result Area 3 – Good Governance

- 3.1 To provide advice and advocacy on issues affecting Perth's Eastern Region
- 3.2 To manage partnerships and relationships with stakeholders
- 3.3 To provide responsible and accountable governance and management of the EMRC

Policy 6.1 Member Conference and Seminar and Study Tour Attendance Policy is applicable in that it states attendance by appointed members at conferences, seminars and study tours is to be authorised in advance by Council.

## **FINANCIAL IMPLICATIONS**

Registration	\$ 1,199
Accommodation (approx)	\$ 1,200
Economy Airfare (approx)	\$ 1,500
Meals and Miscellaneous Expenses (approx)	\$ 400
<b>Total (approx)</b>	<b>\$ 4,299</b> per attendee

## **SUSTAINABILITY IMPLICATIONS**

Nil

## **MEMBER COUNCIL IMPLICATIONS**

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

## **ATTACHMENT(S)**

Nil



*Item 14.3 continued*

**VOTING REQUIREMENT**

Simple Majority

**RECOMMENDATION(S)**

That Council authorises the Chairman and Chief Executive Officer to attend the Australian Local Government Association's 2018 National General Assembly of Local Government in Canberra.

**COUNCIL RESOLUTION(S)**

MOVED CR MCKENNA

SECONDED CR LAVELL

THAT COUNCIL AUTHORISES THE CHAIRMAN AND CHIEF EXECUTIVE OFFICER TO ATTEND THE AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION'S 2018 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT IN CANBERRA.

**CARRIED UNANIMOUSLY**

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## **15 REPORTS OF COMMITTEES**

### **15.1 RESOURCE RECOVERY COMMITTEE MEETING HELD 8 MARCH 2018 (REFER TO MINUTES OF COMMITTEE – SAND PAGES) REFERENCE: D2018/12842 (RRC) – D2018/03338**

The minutes of the Resource Recovery Committee meeting held on **8 March 2018** accompany and form part of this agenda – (refer to sand section of 'Minutes of Committees' for Council accompanying this Agenda).

#### **QUESTIONS**

The Chairman invited general questions from members on the minutes of the Resource Recovery Committee. Any questions relating to the confidential report will be dealt with under section 19.1 of the agenda "Confidential Items."

#### **RECOMMENDATION(S)**

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

#### **COUNCIL RESOLUTION(S)**

MOVED CR LAVELL

SECONDED CR WOLFF

THAT COUNCIL ADOPTS THE RECOMMENDATIONS IN THE RESOURCE RECOVERY COMMITTEE REPORT (SECTION 15.1).

**CARRIED UNANIMOUSLY**

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**RESOURCE RECOVERY COMMITTEE**

**MINUTES**

**8 March 2018**

**(REF: D2017/12842 (RRC) – D2018/03338)**

A meeting of the Resource Recovery Committee was held at the EMRC Administration Office, 1<sup>st</sup> Floor, 226 Great Eastern Highway, BELMONT WA 6104 on **Thursday, 8 March 2018** The meeting commenced at **5:00pm**.

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## 1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Chief Executive Officer (CEO) opened the meeting at 5:00pm.

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

### Committee Members

Cr Melissa Mykytiuk	EMRC Member	Town of Bassendean
Cr Barry McKenna	EMRC Member	City of Bayswater
Cr Steve Wolff	EMRC Member	City of Belmont
Cr Dylan O'Connor	EMRC Member	City of Kalamunda
Cr David Lavell	EMRC Member	Shire of Mundaring
Cr Adam Kovalevs	EMRC Member	City of Swan
Mr Doug Pearson	Director Technical Services	City of Bayswater
Mr Ric Lutey	Director Technical Services	City of Belmont
Mr Dennis Blair	Director Asset Services	City of Kalamunda
Mr Shane Purdy	Director Infrastructure Services	Shire of Mundaring
Mr Jim Coten	Executive Manager Operations	City of Swan
Mr Peter Schneider	Chief Executive Officer	EMRC

### Apologies

Mr Simon Stewert-Dawkins	Director Operational Services	Town of Bassendean
Mr Ken Cardy	Manager Asset Services	Town of Bassendean

### EMRC Officers

Mr Stephen Fitzpatrick	Director Waste Services
Mr Hua Jer Liew	Director Corporate Services
Mr Dave Beresford	Manager Resource Recovery
Ms Annette Rakich	Administration Officer Waste Services (Minutes)

### Observer(s)

Cr Sally Palmer	EMRC Member	City of Bayswater
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## 3 DISCLOSURE OF INTERESTS

Nil

## 4 ANNOUNCEMENTS BY THE CHAIRMAN OR PRESIDING MEMBER WITHOUT DISCUSSION

The CEO explained how the proceedings for the election of the RRC Chairman and Deputy Chairman would be conducted.



## **5 ELECTION OF A CHAIRMAN AND DEPUTY CHAIRMAN OF THE RESOURCE RECOVERY COMMITTEE (RRC)**

### **5.1 ELECTION OF A CHAIRMAN OF THE RESOURCE RECOVERY COMMITTEE (RRC)**

**REFERENCE: D2018/00437 (RRC) – D2018/03553**

#### **PURPOSE OF REPORT**

The purpose of this report is to provide for an election to be conducted for the Office of Chairman of the Resource Recovery Committee (RRC).

#### **KEY ISSUES AND RECOMMENDATION(S)**

- It is a statutory requirement that the Committee elect a Chairman at the first meeting of the Resource Recovery Committee (RRC) after an ordinary Council elections day.

#### **Recommendation(s)**

That the members of the Resource Recovery Committee elect a Chairman.

#### **SOURCE OF REPORT**

Director Corporate Services

#### **BACKGROUND**

At the Special Meeting of Council held on Thursday 9 November 2017 the EMRC Chairman and Deputy Chairman were elected and members of the EMRC Committees were appointed.

#### **RRC MEMBERS 2017 - 2019**

The following members were appointed to the RRC at the Special Meeting of Council held on 9 November 2017:

#### **COUNCILLOR MEMBERS**

Cr Melissa Mykytiuk	Town of Bassendean
Cr Barry McKenna	City of Bayswater
Cr Steve Wolff	City of Belmont
Cr Dylan O'Connor	City of Kalamunda
Cr David Lavell	Shire of Mundaring
Cr Adam Kovalevs	City of Swan

#### **OFFICER MEMBERS**

Director Operational Services	(Mr Simon Stewert-Dawkins)	Town of Bassendean
Director Technical Services	(Mr Doug Pearson)	City of Bayswater
Director Technical Services	(Mr Ric Lutey)	City of Belmont
Director Asset Services	(Mr Dennis Blair)	City of Kalamunda
Director Infrastructure Services	(Mr Shane Purdy)	Shire of Mundaring
Executive Manager Operations	(Mr Jim Coten)	City of Swan
Chief Executive Officer	(Mr Peter Schneider)	EMRC



*Item 5.1 continued*

In accordance with section 5.12(1) of the *Local Government Act 1995* (the Act), the members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1.

It is a requirement of Schedule 2.3 of the Act that the election is conducted by the Chief Executive Officer (CEO) and the nominations for the Office are to be given to the CEO in writing before the meeting or during the meeting before the close of nominations. Furthermore, if a member is nominated by another member the CEO is not to accept the nomination unless the nominee has advised the CEO, orally or in writing, that he or she is willing to be nominated for the Office. Members are to vote on the matter by secret ballot.

The procedure outlined in Schedule 2.3 of the Act will be followed if there is an equality of votes.

## **REPORT**

The CEO will preside at the meeting until the Office of Chairman of the RRC is filled.

The following material accompanies the agenda for this meeting as a means of assisting members of the Committee to nominate themselves or another member for the Office of Chairman of the RRC:

1. RRC Terms of Reference;
2. A blank nomination form for the Office of Chairman of the RRC, nominate oneself;
3. A blank nomination form for the Office of Chairman of the RRC, nominate another; and
4. A blank ballot paper for Election of Chairman of the RRC.

Ballot papers will be made available prior to voting.

The completed nomination forms are to be given to the CEO before the meeting or when the CEO calls for them when dealing with this item at the meeting.

## **STRATEGIC/POLICY IMPLICATIONS**

Council Policy 2.1 Committees of Council provides for the establishment of the Resource Recovery Committee

Key Result Area 3 – Good Governance

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

## **FINANCIAL IMPLICATIONS**

Nil

## **SUSTAINABILITY IMPLICATIONS**

Nil



*Item 5.1 continued*

## **MEMBER COUNCIL IMPLICATIONS**

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

## **ATTACHMENT(S)**

1. RRC Terms of Reference (Ref: D2018/03498)
2. A blank nomination form for the Office of Chairman of the RRC, nominate oneself (Ref: D2018/03499)
3. A blank nomination form for the Office of Chairman of the RRC, nominate another (Ref: D2018/03499)
4. Ballot paper – Election of RRC Chairman (Ref: D2018/03500)

## **VOTING REQUIREMENT**

Secret Ballot

## **RECOMMENDATION(S)**

That the members of the Resource Recovery Committee elect a Chairman.

The CEO called for nominations for the Office of Chairman of the Resource Recovery Committee.

Cr McKenna nominated Cr Wolff who accepted the nomination.

No further nominations were received and the CEO closed nominations.

## **ANNOUNCEMENT: OF THE OFFICE OF CHAIRMAN**

The CEO declared, unopposed, Cr Wolff as Chairman of the Resource Recovery Committee for the term commencing 8 March 2018 until 2019.

The CEO congratulated Cr Wolff and vacated the Chair at 5:04pm.

At 5:04pm, Cr Wolff took the Chair.

**TERMS OF REFERENCE**  
**RESOURCE RECOVERY COMMITTEE**

**1. OBJECTIVES OF COMMITTEE:**

The Resource Recovery Committee (RRC) is a formally appointed committee of Council and is responsible to that body. It has been established to advise on Resource Recovery for the Eastern Metropolitan Regional Council.

**2. RESPONSIBILITIES**

To give consideration and prepare recommendations to Council in relation to:

- (a) Appropriate actions related to establishment of a Resource Recovery Facility;
- (b) Appropriate Community Waste Education/Engagement Initiatives;
- (c) Matters related to the activities of the Waste Management Community Reference Group; and
- (d) Other relevant matters referred to it from time to time.

**3. MEMBERSHIP:**

3.1. The Resource Recovery Committee will comprise of:

- (a) One Councillor from each of the member Councils;
- (b) Members of the Technical Advisory Committee; and
- (c) Chief Executive Officer of the Eastern Metropolitan Regional Council.

3.2. The deputy members of the Technical Advisory Committee, as appointed by each member Council Chief Executive Officer, will be deputy members of the RRC.

3.3. Council will appoint deputy members to members of the Council on the RRC.

3.4. Members and Deputies will be appointed for a period of two years following each ordinary Council election.

**4. MEETINGS**

4.1. The RRC shall hold regular meetings at such times and on such days as the Council may determine by resolution.

4.2. Additional meetings will be convened at the discretion of the Chairperson.

## 5. OPERATING PROCEDURES

- 5.1. All meetings of the RRC are to be conducted in accordance with the Local Government Act 1995, associated Regulations and the *EMRC Standing Orders Local Law 1998*.
- 5.2. A quorum for a meeting of the Committee shall be at least 50% of the number of offices (whether vacant or not) of members of the Committee.
- 5.3. Voting
- (a) All decisions of the Committee shall be made on the basis of a simple majority decision of the members present or, if another kind of majority has been prescribed by regulations for the particular kind of decision, by that kind of majority.
  - (b) If the decision results in a tied vote, the person presiding is to cast a second vote.
  - (c) Persons other than Committee members are not entitled to cast a vote.
  - (d) All other aspects related to voting procedure shall be consistent with relevant sections of the *EMRC Standing Orders Local Law 1998*.
- 5.4. Other EMRC staff or member Council staff may attend meetings, at the discretion of the Chief Executive Officer and/or the Committee Chairperson, to provide advice and information when required.
- 5.5. The EMRC Chief Executive Officer may invite the attendance of any particular additional officer through the participant Chief Executive Officer.
- 5.6. The EMRC Chief Executive Officer may invite other additional persons, including consultants, to provide advice and information when required.

## 6. REPORTING:

- 6.1 The Committee shall after every meeting forward the minutes of that meeting to the next Ordinary Meeting of Council, including a report explaining any specific recommendations and key outcomes.

## 7. DELEGATED POWER

- 7.1 The Resource Recovery Committee has no delegated powers and no authority to implement its recommendations.

### Related Documentation:

Policy 2.1 Committees of Council

EMRC Standing Orders Local Law 2013

EMRC Code of Conduct

### Administration:

Adopted / Reviewed by Council: 23 September 2010  
18 September 2014

Next Review: Following the Ordinary Elections in 2017

Responsible: Chief Executive Officer



## **Nomination for Chairman of the Resource Recovery Committee**

To the Chief Executive Officer

I hereby nominate myself, \_\_\_\_\_ for the position of Chairman of the Eastern Metropolitan Regional Council Resource Recovery Committee for the term of Office commencing on the date of the election and continuing until the next ordinary elections day and/or other circumstances occur in accordance with section 5.11 of the *Local Government Act 1995*.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## Nomination for Chairman of the Resource Recovery Committee

To the Chief Executive Officer

I hereby nominate \_\_\_\_\_ for the position of Chairman of the Eastern Metropolitan Regional Council Resource Recovery Committee for the term of Office commencing on the date of the election and continuing until the next ordinary elections day and/or other circumstances occur in accordance with section 5.11 of the *Local Government Act 1995*.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\*I \_\_\_\_\_ hereby certify that I accept the above nomination to the position of Chairman of the Eastern Metropolitan Regional Council Resource Recovery Committee.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\*This certificate is to be completed when a Representative is nominated by another Representative.



**Eastern Metropolitan Regional Council  
Resource Recovery Committee  
8 March 2018**

**BALLOT PAPER FOR THE  
ELECTION OF THE RESOURCE RECOVERY  
COMMITTEE CHAIRMAN**

***HOW TO VOTE***

**Place a tick  in the box next to the candidate you want to elect.**

**Do not make any other marks on the ballot paper.**

**First Name, Last name**

**First Name, Last name**

**First Name, Last name**



## 5.2 ELECTION OF A DEPUTY CHAIRMAN OF THE RESOURCE RECOVERY COMMITTEE (RRC)

REFERENCE: D2018/00438 (RRC) – D2018/03554

### PURPOSE OF REPORT

The purpose of this report is to provide for an election to be conducted for the Office of Deputy Chairman of the Resource Recovery Committee (RRC).

### KEY ISSUES AND RECOMMENDATION(S)

- In accordance with section 5.12(2) of the *Local Government Act 1995*, the members of a committee may elect a deputy presiding member from amongst themselves.

#### Recommendation(s)

That the members of the Resource Recovery Committee elect a Deputy Chairman.

### SOURCE OF REPORT

Director Corporate Services

### BACKGROUND

At the Special Meeting of Council held on Thursday 9 November 2017 the EMRC Chairman and Deputy Chairman were elected and members of the EMRC Committees were appointed.

### RRC MEMBERS 2017-2019

The following members were appointed to the RRC at the Special Meeting of Council held on 9 November 2017:

### COUNCILLOR MEMBERS

Cr Melissa Mykytiuk	Town of Bassendean
Cr Barry McKenna	City of Bayswater
Cr Steve Wolff	City of Belmont
Cr Dylan O'Connor	City of Kalamunda
Cr David Lavell	Shire of Mundaring
Cr Adam Kovalevs	City of Swan

### OFFICER MEMBERS

Director Operational Services	(Mr Simon Stewert-Dawkins)	Town of Bassendean
Director Technical Services	(Mr Doug Pearson)	City of Bayswater
Director Technical Services	(Mr Ric Lutey)	City of Belmont
Director Asset Services	(Mr Dennis Blair)	City of Kalamunda
Director Infrastructure Services	(Mr Shane Purdy)	Shire of Mundaring
Executive Manager Operations	(Mr Jim Coten)	City of Swan
Chief Executive Officer	(Mr Peter Schneider)	EMRC



### *Item 5.2 continued*

In accordance with section 5.12(2) of the *Local Government Act 1995* (the Act), the members of a committee may elect a deputy presiding member from amongst themselves.

It is a requirement of Schedule 2.3 of the Act that the election of the Deputy Chairman is conducted by the Chairman and the nominations for the Office are to be given to the Chief Executive Officer (CEO) in writing before the meeting or the Chairman during the meeting before the close of nominations. Furthermore, if a member is nominated by another member, the Chairman is not to accept the nomination unless the nominee has advised the Chairman, orally or in writing, that he or she is willing to be nominated for the Office. Members are to vote on the matter by secret ballot.

The procedure outlined in Schedule 2.3 of the Act will be followed if there is an equality of votes.

## **REPORT**

The following material accompanies the agenda for this meeting as a means of assisting members of the Committee to nominate themselves or another member for the Office of Deputy Chairman of the RRC:

1. A blank nomination form for the Office of Deputy Chairman of the RRC, nominate oneself;
2. A blank nomination form for the Office of Deputy Chairman of the RRC, nominate another; and
3. A blank ballot paper for Election of Deputy Chairman of the RRC.

Ballot papers will be made available prior to voting.

The completed nomination forms are to be given to the CEO before the meeting or when called for by the Chairman when dealing with this item at the meeting.

## **STRATEGIC/POLICY IMPLICATIONS**

Council Policy 2.1 Committees of Council provides for the establishment of the Resource Recovery Committee

Key Result Area 3 – Good Governance

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

## **FINANCIAL IMPLICATIONS**

Nil

## **SUSTAINABILITY IMPLICATIONS**

Nil



*Item 5.2 continued*

## MEMBER COUNCIL IMPLICATIONS

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

## ATTACHMENT(S)

1. A blank nomination form for the Office of Deputy Chairman of the RRC, nominate oneself (Ref: D2018/03502)
2. A blank nomination form for the Office of Deputy Chairman of the RRC, nominate another (Ref: D2018/03502)
3. Ballot paper – Election of RRC Deputy Chairman (Ref: D2018/03501)

## VOTING REQUIREMENT

Secret Ballot

## **RECOMMENDATION(S)**

That the members of the Resource Recovery Committee elect a Deputy Chairman.

The Chairman called for nominations for the Office of Deputy Chairman of the Resource Recovery Committee.

Cr McKenna nominated Cr Mykytiuk who accepted the nomination.

No further nominations were received.

## **ANNOUNCEMENT: OF THE OFFICE OF DEPUTY CHAIRMAN**

The Chairman declared, unopposed, Cr Mykytiuk as Deputy Chairman of the Resource Recovery Committee for the term commencing 8 March 2018 until 2019.



## **Nomination for Deputy Chairman of the Resource Recovery Committee**

To the Chief Executive Officer

I hereby nominate myself, \_\_\_\_\_ for the position of Deputy Chairman of the Eastern Metropolitan Regional Council Resource Recovery Committee for the term of Office commencing on the date of the election and continuing until the next ordinary elections day and/or other circumstances occur in accordance with section 5.11 of the *Local Government Act 1995*.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## Nomination for Deputy Chairman of the Resource Recovery Committee

To the Chief Executive Officer

I hereby nominate \_\_\_\_\_ for the position of Deputy Chairman of the Eastern Metropolitan Regional Council Resource Recovery Committee for the term of Office commencing on the date of the election and continuing until the next ordinary elections day and/or other circumstances occur in accordance with section 5.11 of the *Local Government Act 1995*.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\*I \_\_\_\_\_ hereby certify that I accept the above nomination to the position of Deputy Chairman of the Eastern Metropolitan Regional Council Resource Recovery Committee.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**\*This certificate is to be completed when a Representative is nominated by another Representative.**



**Eastern Metropolitan Regional Council  
Resource Recovery Committee  
8 March 2018**

**BALLOT PAPER FOR THE  
ELECTION OF THE RESOURCE RECOVERY  
COMMITTEE DEPUTY CHAIRMAN**

***HOW TO VOTE***

**Place a tick  in the box next to the candidate you want  
to elect.**

**Do not make any other marks on the ballot paper.**

**First Name, Last name**

**First Name, Last name**

**First Name, Last name**



## **6 PETITIONS, DEPUTATIONS AND PRESENTATIONS**

Nil

## **7 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

### **7.1 MINUTES OF THE RESOURCE RECOVERY COMMITTEE MEETING HELD ON 8 JUNE 2017**

That the Minutes of the Resource Recovery Committee meeting held on 8 June 2017, which have been distributed, be confirmed.

### **RRC RESOLUTION(S)**

MOVED CR LAVELL

SECONDED MR PEARSON

THAT THE MINUTES OF THE RESOURCE RECOVERY COMMITTEE MEETING HELD ON 8 JUNE 2017, WHICH HAVE BEEN DISTRIBUTED, BE CONFIRMED.

**CARRIED UNANIMOUSLY**

## **8 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

Nil

## **9 QUESTIONS BY MEMBERS WITHOUT NOTICE**

Nil

## **10 ANNOUNCEMENT OF CONFIDENTIAL MATTERS FOR WHICH MEETINGS MAY BE CLOSED TO THE PUBLIC**

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

The following report item is covered in Section 15 of this agenda.

10.1 RESOURCE RECOVERY FACILITY REQUEST FOR TENDER 2016-005

## **11 BUSINESS NOT DEALT WITH FROM A PREVIOUS MEETING**

Nil



## 12 REPORTS OF EMPLOYEES

### 12.1 WASTE MANAGEMENT COMMUNITY REFERENCE GROUP MEMBERSHIP

**REFERENCE: D2018/02534 (RRC) – D2018/03555**

#### PURPOSE OF REPORT

The purpose of this report is to seek Council endorsement of membership renewals for the Waste Management Community Reference Group (WMCRG).

#### KEY ISSUES AND RECOMMENDATION(S)

- The term of the current members of the WMCRG expires on 28 February 2018.
- The WMCRG has a role to advise the EMRC on waste education initiatives and the Resource Recovery Project.
- All existing members of the WMCRG have renominated for a further term of membership from 1 March 2018 to 31 August 2019 with the exception of Mr Berry Ambrose.
- EMRC Earth Carers were approached for nominations to the WMCRG.

#### Recommendation(s)

That Council:

1. Write to Mr Berry Ambrose acknowledging his service on the WMCRG since its inception.
2. Endorse the renomination of the following WMCRG members for an eighteen (18) month term expiring on 31 August 2019 and acknowledge their continuing support.
  - Ms Dianne Katscherian (Chairman);
  - Ms Ruth Kendall (Deputy Chairman);
  - Mr Anthony Fowler
  - Ms Carmel Luck.
  - Mr Edwin Dell;
  - Mr Malcolm Barker;
  - Mr Mark Simpson; and
  - Mr Ray Lewis.
3. Endorse the nomination of new member Ms Belinda Hamilton for an eighteen (18) month term expiring 31 August 2019.

#### SOURCE OF REPORT

Director Waste Services



*Item 12.1 continued*

## **BACKGROUND**

The WMCRG was formed in 2002 with membership drawn from the member Council areas.

The purpose of the WMCRG is to:

- a. Provide ongoing input and feedback to Council through the Resource Recovery Committee (RRC) on the Community Waste Education Program;
- b. Assist the EMRC with the development of further educational (ie. communicative, participatory, consultative) requirements for the Community Waste Education Program, by identifying the information needs of different groups in the community;
- c. Provide feedback on the development of key performance indicators for the ongoing monitoring of the Community Waste Education Program;
- d. Assess the social, environmental, economic and technical issues associated with proposed resource recovery technologies and report to the RRC;
- e. Provide advice and recommendations to Council, through the RRC, on issues associated with resource recovery technologies including site selection and technology selection; and
- f. Work with the environmental, social and economic sectors in an inclusive manner to achieve balanced outcomes for future waste management in the region.

## **REPORT**

The WMCRG has a core of long serving members who have continued to provide support and feedback to the EMRC in its waste education program and Resource Recovery Project. The membership of the WMCRG has been declining in recent years but has now stabilised with a group of nine (9) members.

The term of the current members of the WMCRG expires on 28 February 2018 and so in accordance with the Terms of Reference of the WMCRG, existing members were invited to renominate for another term of eighteen (18) months.

All existing members of the WMCRG, with the exception of Mr Berry Ambrose, have renominated for a further term of membership from 1 March 2018 to 31 August 2019. Mr Ambrose has declined to renominate for personal reasons and has served as a member of the WMCRG since its inception in 2003.

Whilst the membership is below the target of fifteen (15) members, the EMRC has struggled to recruit new members in recent years and we believe the current cohort is an adequate representation of community views across the region and are well informed on our education initiatives and the Resource Recovery Project. The existing members were selected based on their interest in waste management and waste education and their connections with other community groups.



*Item 12.1 continued*

The renominating existing members of the WMCRG are:

- Ms Dianne Katscherian (Chairman);
- Ms Ruth Kendall (Deputy Chairman);
- Mr Anthony Fowler;
- Ms Carmel Luck;
- Mr Edwin Dell;
- Mr Malcolm Barker;
- Mr Mark Simpson; and
- Mr Ray Lewis.

It is proposed to renew their memberships for a further term ending on 31 August 2019.

In addition, members of the EMRC Earth Carers group were approached to nominate for a term on the WMCRG. Earth Carers are members of the community who take part in the Earth Carers course to learn practical ways of reducing waste at home and in the community. Through the completion of the Earth Carers course, Earth Carers join a community of like-minded people and help to promote waste minimisation in the local community.

The Earth Carers course consists of five sessions over three weeks, and includes: guided tours, making your own green cleaning products, composting and worm farming demonstrations, learning what can be recycled in the community and tips to encourage others to reduce waste. The EMRC has been running this program since 2009 and holds two training sessions per year.

A nomination was received from Ms Belinda Hamilton. Ms Hamilton is a City of Kalamunda resident with a passion for recycling and for the last year and a half has been volunteering weekly at the Sunday Kalamunda Farmers Markets with a community stall, The Recycle inTent, which she initiated and set up herself. The nomination was assessed against the selection criteria and found to be acceptable and so this applicant is recommended for endorsement.

## **STRATEGIC/POLICY IMPLICATIONS**

Key Result Area 1 – Environmental Sustainability

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

## **FINANCIAL IMPLICATIONS**

Nil

## **SUSTAINABILITY IMPLICATIONS**

The Resource Recovery Facility and/or Resource Recovery Park will contribute toward minimising the environmental impact of waste by facilitating the sustainable use and development of resources.



*Item 12.1 continued*

## **MEMBER COUNCIL IMPLICATIONS**

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

## **ATTACHMENT(S)**

Nil

## **VOTING REQUIREMENT**

Simple Majority

## **RECOMMENDATION(S)**

That Council:

1. Write to Mr Berry Ambrose acknowledging his service on the WMCRG since its inception.
2. Endorse the renomination of the following WMCRG members for an eighteen (18) month term expiring on 31 August 2019 and acknowledge their continuing support.
  - Ms Dianne Katscherian (Chairman);
  - Ms Ruth Kendall (Deputy Chairman);
  - Mr Anthony Fowler;
  - Ms Carmel Luck.
  - Mr Edwin Dell;
  - Mr Malcolm Barker;
  - Mr Mark Simpson; and
  - Mr Ray Lewis.
3. Endorse the nomination of new member Ms Belinda Hamilton for an eighteen (18) month term expiring 31 August 2019.



*Item 12.1 continued*

Discussion ensued

The CEO provided a brief overview of the long serving WMCRG members and that with the exception of Mr Berry Ambrose, remaining members accepted the invitation to renominate.

The CEO advised that the EMRC had advertised for expression of interest in the past however, this had not always been successful. To expedite the process, graduates from the EMRC Earth Carers group were approached and Ms Hamilton accepted the nomination with the support of the WMCRG members. The 18 months basis is in accordance with the WMCRG Terms of Reference.

**RRC RECOMMENDATION(S)**

MOVED CR O'CONNOR

SECONDED CR KOVALEVS

That Council:

1. Write to Mr Berry Ambrose acknowledging his service on the WMCRG since its inception.
2. Endorse the renomination of the following WMCRG members for an eighteen (18) month term expiring on 31 August 2019 and acknowledge their continuing support.
  - Ms Dianne Katscherian (Chairman);
  - Ms Ruth Kendall (Deputy Chairman);
  - Mr Anthony Fowler;
  - Ms Carmel Luck.
  - Mr Edwin Dell;
  - Mr Malcolm Barker;
  - Mr Mark Simpson; and
  - Mr Ray Lewis.
3. Endorse the nomination of new member Ms Belinda Hamilton for an eighteen (18) month term expiring 31 August 2019.

**CARRIED UNANIMOUSLY**



*Item 12.1 continued*

**COUNCIL RESOLUTION(S)**

MOVED CR LAVELL

SECONDED CR WOLFF

THAT COUNCIL:

1. WRITE TO MR BERRY AMBROSE ACKNOWLEDGING HIS SERVICE ON THE WMCRG SINCE ITS INCEPTION.
2. ENDORSE THE RENOMINATION OF THE FOLLOWING WMCRG MEMBERS FOR AN EIGHTEEN (18) MONTH TERM EXPIRING ON 31 AUGUST 2019 AND ACKNOWLEDGE THEIR CONTINUING SUPPORT.
  - MS DIANNE KATSCHERIAN (CHAIRMAN);
  - MS RUTH KENDALL (DEPUTY CHAIRMAN);
  - MR ANTHONY FOWLER;
  - MS CARMEL LUCK.
  - MR EDWIN DELL;
  - MR MALCOLM BARKER;
  - MR MARK SIMPSON; AND
  - MR RAY LEWIS.
3. ENDORSE THE NOMINATION OF NEW MEMBER MS BELINDA HAMILTON FOR AN EIGHTEEN (18) MONTH TERM EXPIRING 31 AUGUST 2019.

**CARRIED UNANIMOUSLY**



### 13 REPORTS OF DELEGATES

Nil

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

Nil

### 15 CONFIDENTIAL MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC

#### RECOMMENDATION (Closing meeting to the public)

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

#### RRC RESOLUTION

MOVED MR COTEN

SECONDED MR LUTEY

THAT THE MEETING BE CLOSED TO MEMBERS OF THE PUBLIC IN ACCORDANCE WITH SECTION 5.23 (2)(C) OF THE *LOCAL GOVERNMENT ACT 1995* FOR THE PURPOSE OF DEALING WITH MATTERS OF A CONFIDENTIAL NATURE.

**CARRIED UNANIMOUSLY**

The doors of the meeting were closed at 5:11pm and members of the public departed the Council Chambers.

The Director Waste Services, Director Corporate Services, Manager Resource Recovery, Cr Palmer, City of Bayswater and Administration Officer remained in Council Chambers.

#### 15.1 RESOURCE RECOVERY FACILITY REQUEST FOR TENDER 2016-005

##### REFERENCE: D2018/02486 (RRC) – D2018/03337

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

The Committee considered the 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.

#### RRC RESOLUTION

MOVED CR KOVALEVS

SECONDED CR MCKENNA

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.

**CARRIED UNANIMOUSLY**



*Item 15.1 continued*

The doors of the meeting were re-opened at 5:25pm and the members of the public returned to the Council Chambers.

Recording of the recommendations passed behind closed doors, namely:

**15.1 RESOURCE RECOVERY FACILITY REQUEST FOR TENDER 2016-005**

**REFERENCE: D2018/02486 (RRC) – D2018/03337**

**RRC RECOMMENDATION(S)**

MOVED CR O'CONNOR                      SECONDED MR COTEN

That Council notes the advice received from the Town of Bassendean and the City of Bayswater regarding their respective resolutions on the RRF Project.

**CARRIED 9/3**

**16 FUTURE MEETINGS OF THE RESOURCE RECOVERY COMMITTEE**

The next meeting of the Resource Recovery Committee will be held on **Thursday, 5 April 2018 (if required) (if required)** at the EMRC Administration Office, 1<sup>st</sup> Floor, Ascot Place, 226 Great Eastern Highway, Belmont WA 6104 commencing at 5:00pm.

**Future Meetings 2018**

Thursday	5	April	(if required)	at	EMRC Administration Office
Thursday	10	May	(if required)	at	EMRC Administration Office
Thursday	7	June	(if required)	at	EMRC Administration Office
Thursday	5	July	(if required)	at	EMRC Administration Office
Thursday	9	August	(if required)	at	EMRC Administration Office
Thursday	6	September	(if required)	at	EMRC Administration Office
Thursday	4	October	(if required)	at	EMRC Administration Office
Thursday	22	November	(if required)	at	EMRC Administration Office

**17 DECLARATION OF CLOSURE OF MEETING**

There being no further business, the Chairman declared the meeting closed at 5:26pm.



**15.2 AUDIT COMMITTEE MEETING HELD 8 MARCH 2018  
(REFER TO MINUTES OF COMMITTEE – PINK PAGES)  
REFERENCE: D2018/00242 (AC) - D2018/03335**

The minutes of the Audit Committee meeting held on **8 March 2018** accompany and form part of this agenda – (refer to pink section of 'Minutes of Committees' for Council accompanying this Agenda).

**QUESTIONS**

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

**RECOMMENDATION(S)**

That with the exception of items ....., which are to be withdrawn and dealt with separately, Council adopts the recommendations in the Audit Committee report (Section 15.2).

**COUNCIL RESOLUTION(S)**

MOVED CR PALMER

SECONDED CR MYKYTIUK

THAT COUNCIL ADOPTS THE RECOMMENDATIONS IN THE AUDIT COMMITTEE REPORTS (SECTION 15.2) SUBJECT TO THE INCLUSION OF THE DISCUSSION OF THE LOAN AGREEMENT IN THE MINUTES.

**CARRIED 8/4**

Cr Palmer noted that her enquiry at the Audit Committee meeting in regards to the loan agreement highlighted in the Strategic Risk Steering Group minutes was not minuted.

The CEO advised that it is standard practice to only minute those discussions where there are substantial changes to the officer recommendation and general enquiry or clarification of the report are not minuted.

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**AUDIT COMMITTEE**

**MINUTES**

**8 March 2018**

(REF: D2018/00242 (AC) – D2018/03335)

A meeting of the Audit Committee was held at the EMRC Administration Office, 1<sup>st</sup> Floor, 226 Great Eastern Highway, BELMONT WA 6104 on **Thursday, 8 March 2018**. The meeting commenced at **6:30pm**.

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## 1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The CEO opened the meeting at 6:30pm.

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

### Councillor Attendance

Cr Melissa Mykytiuk	EMRC Member	Town of Bassendean
Cr Sally Palmer	EMRC Member	City of Bayswater
Cr Janet Powell	EMRC Member	City of Belmont
Cr Geoff Stallard	EMRC Member	City of Kalamunda
Cr David Lavell	EMRC Member	Shire of Mundaring
Cr Adam Kovalevs (Deputised for Cr David McDonnell)	EMRC Member	City of Swan

### Apologies

Cr David McDonnell	EMRC Member	City of Swan
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### EMRC Officers

Mr Peter Schneider	Chief Executive Officer
Mr Hua Jer Liew	Director Corporate Services
Mr David Ameduri	Manager Financial Services
Ms Theresa Eckstein	Executive Assistant to the Chief Executive Officer (Minutes)

## 3 DISCLOSURE OF INTERESTS

Nil

## 4 ANNOUNCEMENTS BY THE CHAIRMAN OR PRESIDING MEMBER WITHOUT DISCUSSION

Nil



## **5 ELECTION OF A CHAIRMAN AND DEPUTY CHAIRMAN OF THE AUDIT COMMITTEE (AC)**

### **5.1 ELECTION OF A CHAIRMAN OF THE AUDIT COMMITTEE (AC)**

**REFERENCE: D2018/00243 (AC) – D2018/03566**

#### **PURPOSE OF REPORT**

The purpose of this report is to provide for an election to be conducted for the Office of Chairman of the Audit Committee (AC).

#### **KEY ISSUES AND RECOMMENDATION(S)**

- It is a statutory requirement that the Committee elect a Chairman at the first meeting of the Audit Committee after an ordinary Council elections day.

#### **Recommendation(s)**

That the members of the Audit Committee elect a Chairman.

#### **SOURCE OF REPORT**

Director Corporate Services

#### **BACKGROUND**

At the Special Meeting of Council held on Thursday 9 November 2017, the EMRC Chairman and Deputy Chairman were elected and members to the EMRC Committees were appointed.

#### **AC MEMBERS 2017 - 2019**

The following members were appointed to the AC at the Special Meeting of Council held on 9 November 2017:

Cr Melissa Mykytiuk	Town of Bassendean
Cr Sally Palmer	City of Bayswater
Cr Janet Powell	City of Belmont
Cr Geoff Stallard	City of Kalamunda
Cr David Lavell	Shire of Mundaring
Cr David McDonnell	City of Swan

In accordance with section 5.12(1) of the *Local Government Act 1995*, (the Act) the members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1.

It is a requirement of Schedule 2.3 of the Act that the election is conducted by the Chief Executive Officer (CEO) and the nominations for the Office are to be given to the CEO in writing before the meeting or during the meeting before the close of nominations. Furthermore, if a member is nominated by another member the CEO is not to accept the nomination unless the nominee has advised the CEO, orally or in writing, that he or she is willing to be nominated for the Office. Members are to vote on the matter by secret ballot.

The procedure outlined in Schedule 2.3 of the Act will be followed if there is an equality of votes.



*Item 5.1 continued*

**REPORT**

The CEO will preside at the meeting until the Office of Chairman of the AC is filled.

The following material accompanies the agenda for this meeting as a means of assisting members of the Committee to nominate themselves or another member for the Office of Chairman of the AC:

1. AC Terms of Reference;
2. A blank nomination form for the Office of Chairman of the AC, nominate oneself;
3. A blank nomination form for the Office of Chairman of the AC, nominate another; and
4. A blank ballot paper for Election of Chairman of the AC.

Ballot papers will be made available prior to voting.

The completed nomination forms are to be given to the CEO before the meeting or when the CEO calls for them when dealing with this item at the meeting.

**STRATEGIC/POLICY IMPLICATIONS**

Council Policy 2.1 Committees of Council provides for the establishment of the Audit Committee.

Key Result Area 3 – Good Governance

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

**FINANCIAL IMPLICATIONS**

Nil

**SUSTAINABILITY IMPLICATIONS**

Nil

**MEMBER COUNCIL IMPLICATIONS**

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

**ATTACHMENT(S)**

1. AC Terms of Reference (D2018/03476)
2. A blank nomination form for the Office of Chairman of the AC, nominate oneself (Ref: D2018/03484)
3. A blank nomination form for the Office of Chairman of the AC, nominate another (Ref: D2018/03484)
4. Ballot Paper – Election of AC Chairman (Ref: D2018/03481)



*Item 5.1 continued*

#### VOTING REQUIREMENT

Secret Ballot

#### **RECOMMENDATION(S)**

That the members of the Audit Committee elect a Chairman.

The CEO advised that he had received no nominations for the Office of Chairman of the Audit Committee prior to the meeting and called for nominations.

Cr Palmer nominated Cr Mykytiuk for the Office of Chairman of the Audit Committee and Cr Mykytiuk accepted the nomination.

The CEO called for further nominations. No further nominations were received.

#### **ANNOUNCEMENT: OF THE OFFICE OF CHAIRMAN**

There being no further nominations, the CEO declared Cr Mykytiuk, Chairman of the Audit Committee unopposed for the term commencing 8 March 2018 until 2019.

The CEO congratulated Cr Mykytiuk and vacated the Chair at 6:40pm.

At 6.40pm, Cr Mykytiuk took the Chair.

## **TERMS OF REFERENCE**

### **AUDIT COMMITTEE**

#### **1 OBJECTIVES OF COMMITTEE:**

1.1 The Audit Committee (AC) is a formally appointed committee of Council and is responsible to that body. It has been established to assist Council with:

- (a) The effective conduct of its responsibilities for financial reporting, management of risk and maintaining a reliable system of controls.
- (b) The co-ordination of relevant activities of management, compliance, internal audit, external audit and to facilitate achieving overall organisational objectives in an efficient and effective manner.
- (c) The facilitation of:
  - the enhancement of the credibility and objectivity of internal and external financial reporting;
  - effective management of financial and other risks and the protection of Council assets;
  - compliance with laws and regulations as well as use of best practice guidelines;
  - the provision of an effective means of communication between the external auditor, internal audit, management and the Council;
  - the allocation of the EMRC's finances and resources.

#### **2 RESPONSIBILITIES**

The duties of the Audit Committee include the following:

- 2.1 To review the scope of the internal audit plan and programme and the effectiveness of the function. This review should consider whether, over a period of years the internal audit plan systematically addresses:
- (a) internal controls over revenue, expenditure, assets and liability processes
  - (b) the efficiency, effectiveness and economy of significant EMRC programmes; and
  - (c) compliance with regulations, policies, best practice guidelines, instructions and contractual arrangements.
- 2.2 Critically analyse and follow up any internal or external audit report that raises significant issues relating to risk management, internal control, financial reporting and other accountability or governance issues, and any other matters relevant under the Committee's terms of reference. Review management's response to, and actions taken as a result of the issues raised.
- 2.3 Monitor the risk exposure of Council by determining if management has appropriate risk management processes and adequate management information systems.

- 2.4 Monitor ethical standards and related party transactions by determining whether the systems of control are adequate.
- 2.5 Review Council's draft annual financial report, focusing on:
- (a) accounting policies and practices;
  - (b) changes to accounting policies and practices;
  - (c) the process used in making significant accounting estimates;
  - (d) significant adjustments to the financial report (if any) arising from the audit process;
  - (e) compliance with accounting standards and other reporting requirements;
  - (f) significant variances from prior years.
- 2.6 Recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the financial report is signed.
- 2.7 Discuss with the external auditor the scope of the audit and the planning of the audit.
- 2.8 Discuss with the external auditor issues arising from the audit, including any management letter issued by the auditor and the resolution of such matters. Identify and refer specific projects or investigations deemed necessary through the Chief Executive Officer, the internal auditor and the Council if appropriate.
- 2.9 Address issues brought to the attention of the Committee, including responding to requests from Council for advice that are within the parameters of the Committee's terms of reference.

### **3 MEMBERSHIP:**

- 3.1 The Audit Committee will comprise of:
- a. Six Councillors, one from each member Council.
  - b. A deputy member of the Committee will be appointed
- 3.2 Members and Deputies will be appointed for a period of two years following each ordinary Council election.
- 3.3 The Chief Executive Officer and the Director Corporate Services will attend all meetings except when the Committee chooses to meet in camera.
- 3.4 An Internal Auditor (whether a member of staff or contractor) will attend meetings where internal audit reports are being considered by the committee

### **4 MEETINGS**

- 4.1 The Audit Committee will meet as required at the discretion of the chairperson of the committee and at least three times per year to coincide with:
- a. approval of strategic and annual plans
  - b. approval of the annual budget; and
  - c. the auditor's report on the annual financial report.

4.2 Additional meetings will be convened at the discretion of the Chairperson.

## **5 OPERATING PROCEDURES**

5.1 All meetings of the AC are to be conducted in accordance with the Local Government Act 1995, associated Regulations and the *EMRC Standing Orders Local Law 1998*.

5.2 A quorum for a meeting of the Committee shall be at least four of the number of offices (whether vacant or not) of members of the Committee.

5.3 Voting

- a. All decisions of the Committee shall be made on the basis of a simple majority decision of the members present or, if another kind of majority has been prescribed by regulations for the particular kind of decision, by that kind of majority.
- b. If the decision results in a tied vote, the person presiding is to cast a second vote.
- c. Persons other than Committee members are not entitled to cast a vote.
- d. All other aspects related to voting procedure shall be consistent with relevant sections of the EMRC Standing Orders Local Law 1998

5.4 Other EMRC staff or member Council staff may attend meetings, at the discretion of the Chief Executive Officer and/or the Committee Chairperson, to provide advice and information when required.

5.5 Representatives of the External Auditor will be invited to attend meetings at the discretion of the Committee but MUST attend meetings considering the draft annual financial report and results of the external audit.

## 6 REPORTING

- 6.1 The Committee shall after every meeting forward the minutes of that meeting to the next Ordinary Meeting of Council, including a report explaining any specific recommendations and key outcomes

## 7 DELEGATED POWER

- 7.1 The Committee does not have authority to implement actions in areas over which management has responsibility and does not have any delegated financial responsibility.

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### Related Documentation:

- Policy 1.2 Meetings  
 Policy 2.1 Committees of Council  
 Policy 3.1 Annual Financial Reporting  
 Policy 7.1 Risk Management Policy

EMRC Standing Orders Local Law 2013

EMRC Code of Conduct

### Administration:

- Adopted / Reviewed by Council: 23 September 2010  
 18 September 2014
- Next Review: Following the Ordinary Elections in 2017
- Responsible: Director Corporate Services



## **Nomination for Chairman of the Audit Committee**

To the Chief Executive Officer

I hereby nominate myself, \_\_\_\_\_ for the position of Chairman of the Eastern Metropolitan Regional Council Audit Committee for the term of Office commencing on the date of the election and continuing until the next ordinary elections day and/or other circumstances occur in accordance with section 5.11 of the *Local Government Act 1995*.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## Nomination for Chairman of the Audit Committee

To the Chief Executive Officer

I hereby nominate \_\_\_\_\_ for the position of Chairman of the Eastern Metropolitan Regional Council Audit Committee for the term of Office commencing on the date of the election and continuing until the next ordinary elections day and/or other circumstances occur in accordance with section 5.11 of the *Local Government Act 1995*.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\*I \_\_\_\_\_ hereby certify that I accept the above nomination to the position of Chairman of the Eastern Metropolitan Regional Council Audit Committee .

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**\*This certificate is to be completed when a Representative is nominated by another Representative.**



**Eastern Metropolitan Regional Council  
Audit Committee  
Thursday 8 March 2018**

**BALLOT PAPER FOR THE  
ELECTION OF THE AUDIT COMMITTEE CHAIRMAN**

***HOW TO VOTE***

**Place a tick  in the box next to the candidate you want to elect.**

**Do not make any other marks on the ballot paper.**

**Firstname Lastname**

**Firstname Lastname**

**Firstname Lastname**



## 5.2 ELECTION OF A DEPUTY CHAIRMAN OF THE AUDIT COMMITTEE (AC)

**REFERENCE: D2018/00227 (AC) – D2018/03567**

### PURPOSE OF REPORT

The purpose of this report is to provide for an election to be conducted for the Office of Deputy Chairman of the Audit Committee (AC).

### KEY ISSUES AND RECOMMENDATION(S)

- In accordance with section 5.12(2) of the *Local Government Act 1995*, the members of a committee may elect a deputy presiding member from amongst themselves.

#### **Recommendation(s)**

That the members of the Audit Committee elect a Deputy Chairman.

### SOURCE OF REPORT

Director Corporate Services

### BACKGROUND

At the Special Meeting of Council held on Thursday 9 November 2017, the EMRC Chairman and Deputy Chairman were elected and members to the EMRC Committees were appointed.

### AC MEMBERS 2017 - 2019

The following members were appointed to the AC at the Special Meeting of Council held on 9 November 2017:

Cr Melissa Mykytiuk	Town of Bassendean
Cr Sally Palmer	City of Bayswater
Cr Janet Powell	City of Belmont
Cr Geoff Stallard	City of Kalamunda
Cr David Lavell	Shire of Mundaring
Cr David McDonnell	City of Swan

In accordance with section 5.12(2) of the *Local Government Act 1995*, (the Act) the members of a committee may elect a deputy presiding member from amongst themselves.

It is a requirement of Schedule 2.3 of the Act that the election of the Deputy Chairman is conducted by the Chairman and the nominations for the Office are to be given to the Chief Executive Officer (CEO) in writing before the meeting or the Chairman during the meeting before the close of nominations. Furthermore, if a member is nominated by another member, the Chairman is not to accept the nomination unless the nominee has advised the Chairman, orally or in writing, that he or she is willing to be nominated for the Office. Members are to vote on the matter by secret ballot.

The procedure outlined in Schedule 2.3 of the Act will be followed if there is an equality of votes.



*Item 5.2 continued*

## REPORT

The following material accompanies the agenda for this meeting as a means of assisting members of the Committee to nominate themselves or another member for the office of Deputy Chairman of the AC:

1. A blank nomination form for the Office of Deputy Chairman of the AC, nominate oneself;
2. A blank nomination form for the Office of Deputy Chairman of the AC, nominate another; and
3. A blank ballot paper for Election of Deputy Chairman of the AC.

Ballot papers will be made available prior to voting.

The completed nomination forms are to be given to the CEO before the meeting or when called for by the Chairman when dealing with this item at the meeting.

## STRATEGIC/POLICY IMPLICATIONS

Council Policy 2.1 Committees of Council provides for the establishment of the Audit Committee.

Key Result Area 3 – Good Governance

- 3.3 To provide responsible and accountable Governance and Management of the EMRC

## FINANCIAL IMPLICATIONS

Nil

## SUSTAINABILITY IMPLICATIONS

Nil

## MEMBER COUNCIL IMPLICATIONS

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

## ATTACHMENT(S)

1. A blank nomination form for the Office of Deputy Chairman of the AC, nominate oneself (Ref: D2018/03483)
2. A blank nomination form for the Office of Deputy Chairman of the AC, nominate another (Ref: D2018/03483)
3. Ballot Paper – Election of AC Deputy Chairman (Ref: D2018/03479)



*Item 5.2 continued*

#### VOTING REQUIREMENT

Secret Ballot

#### **RECOMMENDATION(S)**

That the members of the Audit Committee elect a Deputy Chairman.

The Chairman advised that she had received no nominations for the Office of Deputy Chairman of the AC prior to the meeting and called for nominations.

Cr Stallard nominated himself for the Office of Deputy Chairman of the Audit Committee.

The Chairman called for further nominations. No further nominations were received.

#### **ANNOUNCEMENT: OF THE OFFICE OF DEPUTY CHAIRMAN**

There being no other nominations, Cr Stallard was declared Deputy Chairman of the Audit Committee for the term commencing 8 March 2018 until 2019.

The Chairman congratulated Cr Stallard.



## **Nomination for Deputy Chairman of the Audit Committee**

To the Chief Executive Officer

I hereby nominate myself, \_\_\_\_\_ for the position of Deputy Chairman of the Eastern Metropolitan Regional Council Audit Committee for the term of Office commencing on the date of the election and continuing until the next ordinary elections day and/or other circumstances occur in accordance with section 5.11 of the *Local Government Act 1995*.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## Nomination for Deputy Chairman of the Audit Committee

To the Chief Executive Officer

I hereby nominate \_\_\_\_\_ for the position of Deputy Chairman of the Eastern Metropolitan Regional Council Audit Committee for the term of Office commencing on the date of the election and continuing until the next ordinary elections day and/or other circumstances occur in accordance with section 5.11 of the *Local Government Act 1995*.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

\*I \_\_\_\_\_ hereby certify that I accept the above nomination to the position of Deputy Chairman of the Eastern Metropolitan Regional Council Audit Committee.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**\*This certificate is to be completed when a Representative is nominated by another Representative.**



**Eastern Metropolitan Regional Council  
Audit Committee  
Thursday 8 March 2018**

**BALLOT PAPER FOR THE  
ELECTION OF THE AUDIT COMMITTEE  
DEPUTY CHAIRMAN**

***HOW TO VOTE***

**Place a tick  in the box next to the candidate you want to elect.**

**Do not make any other marks on the ballot paper.**

**First Name, Last name**

**First Name, Last name**

**First Name, Last name**



## **6 PETITIONS, DEPUTATIONS AND PRESENTATIONS**

Nil

## **7 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

### **7.1 MINUTES OF AUDIT COMMITTEE MEETING HELD ON 7 SEPTEMBER 2017**

That the Minutes of the Audit Committee meeting held 7 September 2017, which have been distributed, be confirmed.

#### **AC RESOLUTION(S)**

MOVED CR STALLARD

SECONDED CR LAVELL

THAT THE MINUTES OF THE AUDIT COMMITTEE HELD ON 7 SEPTEMBER 2017, WHICH HAVE BEEN DISTRIBUTED, BE CONFIRMED.

**CARRIED UNANIMOUSLY**

## **8 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

Nil

## **9 QUESTIONS BY MEMBERS WITHOUT NOTICE**

Nil

## **10 ANNOUNCEMENT OF CONFIDENTIAL MATTERS FOR WHICH MEETINGS MAY BE CLOSED TO THE PUBLIC**

Nil

## **11 BUSINESS NOT DEALT WITH FROM A PREVIOUS MEETING**

Nil



## 12 REPORTS OF EMPLOYEES

### 12.1 HALF YEAR BUDGET REVIEW 2017/2018

**REFERENCE: D2018/00228 (AC) – D2018/03564**

#### PURPOSE OF REPORT

The purpose of this report is to provide Council, via the Audit Committee, with details of the Eastern Metropolitan Regional Council's (EMRC's) 2017/2018 budget review for adoption and subsequent submission to the Department of Local Government and Communities.

#### KEY ISSUES AND RECOMMENDATION(S)

- It is a requirement of the *Local Government (Financial Management) Regulations 1996* r.33A that a Local Government, between 1 January and 31 March in each year, is to carry out a review of its annual budget for that year.
- Council receives monthly financial reports inclusive of end of year forecasts. Forecasts have been constantly monitored and reviewed based on current information and circumstances available to provide a more accurate forecast of the year end result.

#### Recommendation(s)

That Council, by an absolute majority in accordance with the provisions of the *Local Government (Financial Management) Regulations 1996* r.33A, adopts the review of the 2017/2018 budget and approves its submission to the Department of Local Government, Sport and Cultural Industries within 30 days.

#### SOURCE OF REPORT

Director Corporate Services

#### BACKGROUND

It is a requirement of the *Local Government (Financial Management) Regulations 1996* r.33A that a Local Government, between 1 January and 31 March in each year, is to carry out a review of its annual budget for that year.

Regulation 33A also states that within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the Council who is to consider the review submitted to it and is to determine, by absolute majority, whether or not to adopt the review, any parts of the review or any recommendation made to the review.

The EMRC's budget is presented in a format that separates operating income and expenditure from other revenue and expenses to provide improved disclosure of Council's underlying operating result.

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.

The half year budget review was undertaken during January/February 2018 and is reflected in this report.



*Item 12.1 continued*

## **REPORT**

Whilst the budget review is a statutory requirement, due to the commercial nature of the EMRC's waste operations, forecasts are conducted throughout the year in order to adjust costs (where possible) in relation to available tonnage throughput.

### **Format of Budget Review**

The format of the statutory review undertaken is based on an examination by officers of all EMRC accounts (operating income, operating expenditure and capital expenditure accounts) within their area of responsibility.

A review of the tonnages budgeted to be received at the Red Hill Waste Management Facility is also undertaken. Tonnage budgets are reviewed to provide a forecast of volumes expected to be received by 30 June 2018. These forecasts, when calculated against the previously adopted disposal rates, provide financial forecasts relating to the following:

- Income from normal operations (including landfill levy);
- Secondary Waste Income;
- Landfill Levy Expenditure;
- Waste Education Levy Income; and
- Cell usage and depreciation.

All forecasts, which are an actual review of the budgets set against each account, are input into the financial management system in order to provide a more accurate forecast of the end of year result.

The year to date monthly budget allocations are also reviewed in order to match the appropriate timing for the various projects budgeted to be undertaken. A review is undertaken to ensure that the year to date budget allocations best reflect the timing applicable either to expenditure expected to be incurred or income to be received. This process commences immediately following adoption of the budget and is constantly being monitored and reviewed based on current information and circumstances available. This process provides a better comparison between the year to date actual and year to date budget figures.

### **Adjustments resulting from Budget Review**

EMRC officers undertook the latest review based on the actual financial data provided for the period ended 31 December 2017. The financial report relating to the period ended 31 January 2018 will be submitted to Council at its meeting to be held on 22 March 2018. Variances reported in that report will be based on the budget review as specified within the body of this report. This is undertaken as part of the EMRC's ongoing budget and forecast review process and in accordance with Council's adopted criteria.

In accordance with the process followed in previous years, the original budget is not updated with the revised forecasts, as relevant regulations require the end of year results to be compared to the original adopted annual budget, rather than the reviewed budget.

Whilst it is accepted that many costs are incurred generally within a specific pattern, many are not. These include significant costs incurred relating to operating and capital projects, which depend solely on the timing of when the project is undertaken.



*Item 12.1 continued*

The following is a summary of the forecast changes to budget provisions resulting from the half year budget review:

Increase / (Decrease) in Operating Income/Other Revenues:	(\$ 7,993,587)
(Increase) / Decrease in Operating Expenditure/Other Expenses:	\$ 8,259,272
Increase / (Decrease) in Other Comprehensive Income:	\$ 4,235,645
Increase / (Decrease) in Change in net assets from operations:	\$ 4,501,330
(Increase) / Decrease in Capital Expenditure:	\$ 8,434,971
(Increase) / Decrease in overall expenditure:	\$ 12,936,301

Provided below is a summary of changes between the original budget and the forecast for the financial year ending 30 June 2018. Comments are provided for significant variances using Council's adopted criteria of 10% or \$20,000, whichever is the greater, as a guide:

**Operating Income/Other Revenues**

User Charges

- Current Budget: \$29,714,288    Forecast Budget: \$23,699,790    Variance: (\$6,014,498);    (20.24%)

The full year forecast for User Charges is below the annual budget by \$6,014,498 (20.24%). This is due to the lower than budget tonnages forecast to be received from commercial operators.

Special Charges

- Current Budget: \$467,651    Forecast Budget: \$431,911    Variance: (\$35,740);    (7.64%)

Contributions

- Current Budget: \$589,972    Forecast Budget: \$563,943    Variance: (\$26,029);    (4.41%)

Operating Grants

- Current Budget: \$560,175    Forecast Budget: \$506,845    Variance: (\$53,330);    (9.52%)

Interest Municipal Cash & Investments

- Current Budget: \$400,000    Forecast Budget: \$693,000    Variance: \$293,000;    73.25%

The full year forecast for Interest on Municipal Funds is \$293,000 (73.25%) above the budget of \$400,000. This is attributable to the higher level of funds available as at 30 June 2017 compared to budget together with a higher average interest rate received (2.65% to January 2018 compared to the budgeted rate of 2.54%). Also contributing is the lower level of capital expenditure which has been forecast to be \$8,434,971 below the budget of \$25,956,194.

Reimbursements

- Current Budget: \$749,688    Forecast Budget: \$732,944    Variance: (\$16,744);    (2.23%)



*Item 12.1 continued*

Other Income

- Current Budget: \$2,484,662      Forecast Budget: \$2,072,969      Variance: (\$411,693);      (16.57%)

The full year forecast for Other Income of \$2,072,969 is \$411,693 (16.57%) below the budget of \$2,484,662. Major factors attributable to this variance include the sale of Greenwaste products which has been forecast to be \$130,000 compared to a budget of \$248,499, the sale of Woodwaste products forecast to be \$709,931 compared to a budget of \$850,000 and royalty income from methane gas forecast to be \$386,000 compared to a budget of \$700,000. This is offset by an increase in Laterite sales forecast to be \$450,000 compared to a budget of \$313,496.

User Charges (Other Revenues)

- Current Budget: \$1,350,000      Forecast Budget: \$486,000      Variance: (\$864,000);      (64.00%)

The full year forecast for User Charges (Other Revenues) is below the annual budget by \$864,000 (64.00%). The variance is due to the lower level of tonnages forecast to be received at the Hazelmere C&I facility. This is offset by a forecast reduction in expenditure relating to this project.

Secondary Waste Charge (Other Revenues)

- Current Budget: \$4,810,120      Forecast Budget: \$4,442,508      Variance: (\$367,612);      (7.64%)

Interest Restricted Cash Investments (Other Revenues)

- Current Budget: \$1,759,626      Forecast Budget: \$2,108,000      Variance: \$348,374;      19.80%

The full year forecast for Interest on Restricted Cash Investments is \$348,374 (19.80%) above the budget of \$1,759,626. This is attributable to the higher level of funds available as at 30 June 2017 compared to budget together with a higher average interest rate received (2.65% to January 2018 compared to the budgeted rate of 2.54%).

Reimbursements (Other Revenues)

- Current Budget: \$50      Forecast Budget: \$150,050      Variance: \$150,000;      N/A

The full year forecast for Reimbursements (Other Revenues) is \$150,000 above the budget of \$50. This is attributable to the reimbursement of shared expenditure associated with the Resource Recovery Facility tender from Mindarie Regional Council.

Proceeds from Sale of Assets (Other Revenues)

- Current Budget: \$605,924      Forecast Budget: \$672,500      Variance: \$66,576;      10.99%

The full year forecast for Proceeds from Sale of Assets (Other Revenues) is \$66,576 above the budget of \$605,924. The variance relates specifically to the timing of various items of plant and vehicles not previously budgeted for change over during the 2017/2018 financial year that have been forecast to attain the specified criteria for change over. This is offset by the increase in the Carrying Amount of Assets Disposed Of (Other Expenses).

Other (Other Revenues)

- Current Budget: \$1,216,891      Forecast Budget: \$155,000      Variance: (\$1,061,891);      (87.26%)

The full year forecast for Other Revenues is below the annual budget by \$1,061,891 (87.26%). The variance relates specifically to the sale of products from the Hazelmere C&I Project which is not as yet generating sufficient material for sale (\$120,000 forecast compared to a budget of \$348,215) as well as the sale of electricity from the Wood Waste to Energy facility which is yet to be completed (\$0 forecast compared to a budget of \$868,676).



*Item 12.1 continued*

**Other Comprehensive Income**

Other Comprehensive Income

- Current Budget: \$0                      Forecast Budget: \$4,235,645                      Variance: \$4,235,645;

Council at its meeting held on 24 August 2017, resolved as follows:

*“THAT COUNCIL APPROVES USE OF RETAINED FUNDS FROM THE EARLY COLLECTION OF CARBON TAX IN THE DEVELOPMENT OF THE HAZELMERE RESOURCE RECOVERY PARK AND/OR THE RESOURCE RECOVERY FACILITY PROJECT.”*

As a result the amount of \$4,235,645 was transferred from the Non-Current Carbon Pricing Provision in the Statement of Financial Position and recognised as income in the Statement of Comprehensive Income.

**Operating Expenditure/Other Expenses**

Salary Expenses

- Current Budget: \$8,911,576                      Forecast Budget: \$7,775,071                      Variance: \$1,136,505;                      12.75%

The full year forecast for Salary Expenses is below the annual budget by \$1,136,505 (12.75%). The variance is attributable to the timing of filling vacant positions and budgeted positions that will not to be filled by year end.

Contract Expenses

- Current Budget: \$6,129,201                      Forecast Budget: \$4,455,084                      Variance: \$1,674,117;                      27.31%

The full year forecast for Contract Expenses is below the annual budget by \$1,674,117 (27.31%).

The variance is attributable to the timing of various projects from different business units where savings have been achieved or where the project expenditure has been deferred or carried forward. Major variances from the Waste Services directorate include:

- Operate and Maintain Class IV Cell - Leachate Removal - Red Hill Landfill Facility - \$750,000;
- Operate and Maintain Plant - Waste Management Facilities - \$156,250;
- Rehabilitate Class III Cells - Red Hill Landfill Facility - \$97,970; and
- Monitor Environmental Impacts - Red Hill Landfill Facility - \$80,568.

Other projects where the expenditures are lower than budget for various directorates/business units include: Corporate Services (\$341,565), Regional Development (\$76,000) and other Waste Services minor projects (\$170,684).

Material Expenses

- Current Budget: \$1,036,679                      Forecast Budget: \$912,395                      Variance: \$124,284;                      11.99%

The full year forecast for Material Expenses is below the annual budget by \$124,284 (11.99%). Projects where the expenditure has been forecast to be lower than budget for various directorates/business units include: Corporate Services (\$69,982) and Waste Services (\$53,666).

Utility Expenses

- Current Budget: \$310,517                      Forecast Budget: \$312,506                      Variance: (\$1,989);                      (0.64%)

Fuel Expenses

- Current Budget: \$615,656                      Forecast Budget: \$605,545                      Variance: \$10,111;                      1.64%



*Item 12.1 continued*

Insurance Expenses

- Current Budget: \$260,979      Forecast Budget: \$253,845      Variance: \$7,134;      2.73%

Depreciation Expenses

- Current Budget: \$4,312,811      Forecast Budget: \$3,483,544      Variance: \$829,267;      19.23%

The full year forecast for Depreciation Expenses is \$829,267 (19.23%) below the budget of \$4,312,811.

This is attributable to the lower level of forecast and actual capital expenditure to-date (full year forecast of \$17,521,223 compared to a budget of \$25,956,194 together with changes to the asset life of EMRC's buildings class of assets in accordance with accounting standards following valuations undertaken in June 2017 have contributed to the lower expenditure.

Miscellaneous Expenses (incl. landfill levy expenditure)

- Current Budget: \$13,513,783      Forecast Budget: \$10,653,066      Variance: \$2,860,717;      21.17%

The full year forecast Miscellaneous Expenses is \$2,860,717 (21.17%) below the budget of \$13,513,783. This variance is primarily attributable to a lower than budgeted landfill levy payable (\$2,731,583) as a result of lower tonnages forecast to be received by year end.

Provision Expenses

- Current Budget: \$204,047      Forecast Budget: \$170,477      Variance: \$33,570;      16.45%

The full year forecast Provision Expenses is \$33,570 (16.45%) below the budget of \$204,047. These provisions relate to provisions for Site Rehabilitation and Environmental Monitoring and are based on the level of tonnages received. The variance is attributable to lower tonnages forecast to be received by year end.

Costs Allocated

- Current Budget: (\$1,263,122)      Forecast Budget: (\$896,947)      Variance: (\$366,175);      28.99%

The full year forecast for Cost Allocations is \$366,175 (28.99%) below the budget of \$1,263,122. This variance relates specifically to the internal costs allocated between the Resource Recovery C&I Project and the Red Hill Landfill Facility Class III cell. This variance is predominantly offset against Costs Allocated (Other Expenses).

Salary Expenses (Other Expenses)

- Current Budget: \$578,888      Forecast Budget: \$575,278      Variance: \$3,610;      0.62%

Contract Expenses (Other Expenses)

- Current Budget: \$1,280,297      Forecast Budget: \$413,554      Variance: \$866,743;      67.70%

The full year forecast for Contract Expenses (Other Expenses) is \$866,743 (67.70%) below the budget of \$1,280,297. The variance relates to contract and associated consultancy expenses specifically for the Hazelmere C&I Project which is not as yet operating at full capacity.

Material Expenses (Other Expenses)

- Current Budget: \$122,368      Forecast Budget: \$21,315      Variance: \$101,053;      82.58%

The full year forecast for Material Expenses (Other Expenses) is \$101,053 (82.58%) below the budget of \$122,368. The variance relates specifically to the Hazelmere C&I Project which is not as yet operating at full capacity (\$5,500 forecast compared to a budget of \$26,000) as well as the Wood Waste to Energy facility which is yet to be completed (\$6,818 forecast compared to a budget of \$81,818).



*Item 12.1 continued*

Utility Expenses (Other Expenses)

- Current Budget: \$92,584      Forecast Budget: \$18,624      Variance: \$73,960;      79.88%

The full year forecast for Utility Expenses (Other Expenses) is \$73,960 (79.88%) below the budget of \$92,584. The variance relates specifically to the electricity expenses for the Hazelmere C&I Project which is not as yet operating at full capacity (\$15,000 forecast compared to a budget of \$81,902) as well as the Wood Waste to Energy facility which is yet to be completed (\$1,364 forecast compared to a budget of \$8,182).

Fuel Expenses (Other Expenses)

- Current Budget: \$10,000      Forecast Budget: \$0      Variance: \$10,000;      100.00%

The full year forecast for Fuel Expenses (Other Expenses) is \$10,000 (100.00%) below the budget of \$10,000. The variance is due to distillate purchases budgeted for the Hazelmere C&I Project which is no longer required.

Insurance Expenses (Other Expenses)

- Current Budget: \$57,167      Forecast Budget: \$19,334      Variance: \$37,833;      66.18%

The full year forecast for Insurance Expenses (Other Expenses) is \$37,833 (66.18%) below the budget of \$57,167. The variance is due to insurance premiums not required to be paid on the Wood Waste to Energy facility which is yet to be completed.

Depreciation Expenses (Other Expenses)

- Current Budget: \$315,322      Forecast Budget: \$146,047      Variance: \$169,275;      53.68%

The full year forecast for Depreciation Expenses (Other Expenses) is \$169,275 (53.68%) below the budget of \$315,322. The variance is due to the timing and subsequent carry forward or deferment of capital expenditure associated with the Resource Recovery projects.

Miscellaneous Expenses (Other Expenses)

- Current Budget: \$483,627      Forecast Budget: \$52,182      Variance: \$431,445;      89.21%

The full year forecast for Miscellaneous Expenses (Other Expenses) is \$431,445 (89.21%) below the budget of \$483,627. The variance relates predominantly to miscellaneous expenses for the C&I Project at Hazelmere which is not as yet operating at full capacity (\$7,500 forecast compared to a budget of \$40,000) as well as the Wood Waste to Energy facility which is yet to be completed (\$32,727 forecast compared to a budget of \$392,727).

Carrying Amount of Assets Disposed Of (Other Expenses)

- Current Budget: \$571,325      Forecast Budget: \$643,488      Variance: (\$72,163);      (12.63%)

The full year forecast for Carrying Amount of Assets Disposed Of is \$72,163 (12.63%) above the budget of \$571,325. The variance relates specifically to the timing of various items of plant and vehicles not previously budgeted for change over during the 2017/2018 financial year that have been forecast to attained the specified criteria for change over. This is mostly offset by the increase in the Proceeds from Sale of Assets (Other Revenues).



Item 12.1 continued

Costs Allocated (Other Expenses)

- Current Budget: \$1,190,122      Forecast Budget: \$860,147      Variance: \$329,975;      27.73%

The full year forecast for Cost Allocations is \$329,975 (27.73%) below the budget of \$1,190,122. This variance relates specifically to the internal costs allocated between the Resource Recovery C&I Project and the Red Hill Landfill Facility Class III cell. This variance is predominantly offset against Costs Allocated in the general Operating Expenditure section.

**Capital Expenditure**

- Current Budget: \$25,956,194      Forecast Budget: \$17,521,223      Variance: \$8,434,971;      34.50%

The Capital Expenditure budgets as at year end were reviewed as part of the half year budget review undertaken during January/February 2018 in order to reflect the actual timing of various projects and match expenditure requirements in relation to tonnage forecasts.

Full Year Capital Expenditure has been forecast to be \$8,434,971 (34.50%) below the budget of \$25,956,194.

Significant reductions to capital budgets where savings have been achieved or where project expenditure has been deferred and/or carried forward include the following:

- Construct Class III Cell - Farm Stage 3 - Red Hill Landfill Facility - \$3,665,000;
- Purchase / Replace Plant - Hazelmere - \$1,300,000;
- Purchase / Replace Plant - Red Hill Landfill Facility - \$1,050,000;
- Construct Class III Cell - Stage 15B - Red Hill Landfill Facility - \$901,222;
- Construct and Commission Resource Recovery Park - Community Reuse Store - \$500,000;
- Purchase Information Technology & Communications Equipment - \$430,750;
- Construct Roads/Carparks - Red Hill Landfill Facility - \$309,201;
- Construct and Commission Resource Recovery Park - Site Workshop - \$250,000;
- Construct and Commission Resource Recovery Park - Reuse Store Car Park - \$250,000;
- Construct Access Road to Lots 8, 9 & 10 - Red Hill Landfill Facility - \$225,000;
- Construct Drainage Diversion & Infrastructures - Red Hill Landfill Facility - \$220,000;
- Construct Water Storage Dam - Red Hill Landfill Facility - \$150,000;
- Design & Construct Class IV Cell - Stage 2 - Red Hill Landfill Facility - \$150,000; and
- Construct and Commission Resource Recovery Park - Community Transfer Station - \$110,000.

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

- Resource Recovery Park Wood Waste to Energy Utilities/Infrastructure - \$631,757;
- Purchase Resource Recovery Park C&I facility Plant & Equipment - \$500,000; and
- Purchase Resource Recovery Park Wood Waste to Energy Plant & Equipment - \$150,367.



*Item 12.1 continued*

## **STRATEGIC/POLICY IMPLICATIONS**

Key Result Area 3 - Good Governance

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

## **FINANCIAL IMPLICATIONS**

Nil

## **SUSTAINABILITY IMPLICATIONS**

Nil

## **MEMBER COUNCIL IMPLICATIONS**

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

## ATTACHMENT(S)

1. Statement of Comprehensive Income by Nature and Type (Ref: D2018/03475)
2. Capital Expenditure Statement (Ref: D2018/03477)
3. Statement of Financial Position (Ref: D2018/03478)
4. Statement of Cash and Investments (Ref: D2018/03480)

## VOTING REQUIREMENT

Absolute Majority

## **RECOMMENDATION(S)**

That Council, by an absolute majority in accordance with the provisions of the *Local Government (Financial Management) Regulations 1996* r.33A, adopts the review of the 2017/2018 budget and approves its submission to the Department of Local Government, Sport and Cultural Industries within 30 days.

The CEO provided a brief overview of the budget review and discussion ensued.

The CEO commended EMRC staff for their support in controlling expenditure during these tough trading conditions.



*Item 12.1 continued*

**AC RECOMMENDATION(S)**

MOVED CR STALLARD

SECONDED CR LAVELL

That Council, by an absolute majority in accordance with the provisions of the *Local Government (Financial Management) Regulations 1996* r.33A, adopts the review of the 2017/2018 budget and approves its submission to the Department of Local Government, Sport and Cultural Industries within 30 days.

**CARRIED UNANIMOUSLY**

**COUNCIL RESOLUTION(S)**

MOVED CR PALMER

SECONDED CR MYKYTIUK

THAT COUNCIL, BY AN ABSOLUTE MAJORITY IN ACCORDANCE WITH THE PROVISIONS OF THE *LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996* R.33A, ADOPTS THE REVIEW OF THE 2017/2018 BUDGET AND APPROVES ITS SUBMISSION TO THE DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES WITHIN 30 DAYS.

**CARRIED 8/4**

## STATEMENT OF COMPREHENSIVE INCOME

### Nature and Type

Year to Date				JANUARY 2018				Full Year			
Actual	Budget	Variance		Forecast	Budget	Variance		Forecast	Budget	Variance	
<b>Operating Income</b>											
\$13,370,684	\$17,395,910	(\$4,025,226)	(U)	User Charges	\$23,699,790	\$29,714,288	(\$6,014,498)	(U)			
\$256,311	\$275,113	(\$18,802)	(U)	Special Charges	\$431,911	\$467,651	(\$35,740)	(U)			
\$383,583	\$403,101	(\$19,518)	(U)	Contributions	\$563,943	\$589,972	(\$26,029)	(U)			
\$237,500	\$231,593	\$5,907	(F)	Operating Grants	\$506,845	\$560,175	(\$53,330)	(U)			
\$340,364	\$313,412	\$26,952	(F)	Interest Municipal Cash Investments	\$693,000	\$400,000	\$293,000	(F)			
\$325,036	\$359,283	(\$34,247)	(U)	Reimbursements	\$732,944	\$749,688	(\$16,744)	(U)			
\$852,286	\$1,391,012	(\$538,726)	(U)	Other	\$2,072,969	\$2,484,662	(\$411,693)	(U)			
<b>\$15,765,765</b>	<b>\$20,369,424</b>	<b>(\$4,603,659)</b>	<b>(U)</b>	<b>Total Operating Income</b>	<b>\$28,701,401</b>	<b>\$34,966,436</b>	<b>(\$6,265,035)</b>	<b>(U)</b>			
<b>Operating Expenditure</b>											
\$4,177,340	\$4,965,816	\$788,476	(F)	Salary Expenses	\$7,775,071	\$8,911,576	\$1,136,505	(F)			
\$1,937,999	\$3,553,900	\$1,615,901	(F)	Contract Expenses	\$4,455,084	\$6,129,201	\$1,674,117	(F)			
\$490,472	\$603,883	\$113,411	(F)	Material Expenses	\$912,395	\$1,036,679	\$124,284	(F)			
\$153,249	\$168,069	\$14,820	(F)	Utility Expenses	\$312,506	\$310,517	(\$1,989)	(U)			
\$351,261	\$353,065	\$1,804	(F)	Fuel Expenses	\$605,545	\$615,656	\$10,111	(F)			
\$144,306	\$154,661	\$10,355	(F)	Insurance Expenses	\$253,845	\$260,979	\$7,134	(F)			
\$1,818,596	\$2,017,089	\$198,493	(F)	Depreciation Expenses	\$3,483,544	\$4,312,811	\$829,267	(F)			
\$5,982,624	\$7,868,427	\$1,885,803	(F)	Miscellaneous Expenses	\$10,653,066	\$13,513,783	\$2,860,717	(F)			
\$91,921	\$99,021	\$7,100	(F)	Provision Expenses	\$170,477	\$204,047	\$33,570	(F)			
(\$590,810)	(\$726,557)	(\$135,747)	(U)	Costs Allocated	(\$896,947)	(\$1,263,122)	(\$366,175)	(U)			
<b>\$14,556,958</b>	<b>\$19,057,374</b>	<b>\$4,500,416</b>	<b>(F)</b>	<b>Total Operating Expenditure</b>	<b>\$27,724,586</b>	<b>\$34,032,127</b>	<b>\$6,307,541</b>	<b>(F)</b>			
<b>\$1,208,807</b>	<b>\$1,312,050</b>	<b>(\$103,243)</b>	<b>(U)</b>	<b>OPERATING RESULT FROM NORMAL ACTIVITIES</b>	<b>\$976,815</b>	<b>\$934,309</b>	<b>\$42,506</b>	<b>(F)</b>			
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;
5. Other Operating Income - includes income from the sale of products; and
6. Miscellaneous Expenses - includes the landfill levy expense of \$5,540,036 as at 31 January 2018.
7. Other Comprehensive Income on page 2 of this report is inclusive of \$4,235,645 of retained residual carbon tax previously collected now being utilised for the Resource Recovery Project (refer Council meeting 24/8/17 - TAC Item 11.2)

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



**STATEMENT OF COMPREHENSIVE INCOME**

**Nature and Type**

**JANUARY 2018**

Year to Date			Full Year					
Actual	Budget	Variance		Forecast	Budget	Variance		
<b>Other Revenues</b>								
\$274,146	\$787,500	(\$513,354)	(U)	User Charges	\$486,000	\$1,350,000	(\$864,000)	(U)
\$2,636,343	\$2,829,937	(\$193,594)	(U)	Secondary Waste Charge	\$4,442,508	\$4,810,120	(\$367,612)	(U)
\$0	\$0	\$0	(F)	Operating Grants	\$0	\$0	\$0	(F)
\$1,060,494	\$1,027,403	\$33,091	(F)	Interest Restricted Cash Investments	\$2,108,000	\$1,759,626	\$348,374	(F)
\$137,076	\$28	\$137,048	(F)	Reimbursements	\$150,050	\$50	\$150,000	(F)
\$197,773	\$194,924	\$2,849	(F)	Proceeds from Sale of Assets	\$672,500	\$605,924	\$66,576	(F)
\$75,659	\$203,119	(\$127,460)	(U)	Other	\$155,000	\$1,216,891	(\$1,061,891)	(U)
<b>\$4,381,492</b>	<b>\$5,042,911</b>	<b>\$661,419</b>	<b>(U)</b>	<b>Total Other Revenues</b>	<b>\$8,014,059</b>	<b>\$9,742,611</b>	<b>(\$1,728,552)</b>	<b>(U)</b>
<b>Other Expenses</b>								
\$222,502	\$322,911	\$100,409	(F)	Salary Expenses	\$575,278	\$578,888	\$3,610	(F)
\$233,108	\$246,732	\$13,624	(F)	Contract Expenses	\$413,554	\$1,280,297	\$866,743	(F)
\$5,868	\$13,328	\$7,460	(F)	Material Expenses	\$21,315	\$122,368	\$101,053	(F)
\$9,302	\$13,631	\$4,329	(F)	Utility Expenses	\$18,624	\$92,584	\$73,960	(F)
\$0	\$0	\$0	(F)	Fuel Expenses	\$0	\$10,000	\$10,000	(F)
\$11,351	\$13,448	\$2,097	(F)	Insurance Expenses	\$19,334	\$57,167	\$37,833	(F)
\$45,638	\$56,384	\$10,746	(F)	Depreciation Expenses	\$146,047	\$315,322	\$169,275	(F)
\$4,454	\$52,859	\$48,405	(F)	Miscellaneous Expenses	\$52,182	\$483,627	\$431,445	(F)
\$240,188	\$242,325	\$2,137	(F)	Carrying Amount of Assets Disposed Of	\$643,488	\$571,325	(\$72,163)	(U)
\$509,852	\$683,549	\$173,697	(F)	Costs Allocated	\$860,147	\$1,190,122	\$329,975	(F)
<b>\$1,282,262</b>	<b>\$1,645,167</b>	<b>\$362,905</b>	<b>(F)</b>	<b>Total Other Expenses</b>	<b>\$2,749,969</b>	<b>\$4,701,700</b>	<b>\$1,951,731</b>	<b>(F)</b>
<b>\$3,099,230</b>	<b>\$3,397,744</b>	<b>\$298,514</b>	<b>(U)</b>	<b>OPERATING RESULT FROM OTHER ACTIVITIES</b>	<b>\$5,264,090</b>	<b>\$5,040,911</b>	<b>\$223,179</b>	<b>(F)</b>
Surplus	Surplus				Surplus	Surplus		
<b>\$4,308,036</b>	<b>\$4,709,794</b>	<b>\$401,758</b>	<b>(U)</b>	<b>NET RESULT</b>	<b>\$6,240,905</b>	<b>\$5,975,220</b>	<b>\$265,685</b>	<b>(F)</b>
Surplus	Surplus				Surplus	Surplus		
<b>Realised/Unrealised (Gain)/Loss From Change in Fair Value of Investments</b>								
\$0	\$0	\$0	(F)	Unrealised (Gain)/Loss	\$0	\$0	\$0	(F)
\$0	\$0	\$0	(F)	Realised (Gain)/Loss	\$0	\$0	\$0	(F)
<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(F)</b>	<b>Total (Gain)/Loss from change in Fair Value of Investments</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(F)</b>
<b>Other Comprehensive Income</b>								
\$0	\$0	\$0	(F)	Revaluation of Assets	\$0	\$0	\$0	(F)
\$4,235,645	\$0	\$4,235,645	(F)	Other Comprehensive Income	\$4,235,645	\$0	\$4,235,645	(F)
<b>\$4,235,645</b>	<b>\$0</b>	<b>\$4,235,645</b>	<b>(F)</b>	<b>Total Other Comprehensive Income</b>	<b>\$4,235,645</b>	<b>\$0</b>	<b>\$4,235,645</b>	<b>(F)</b>
<b>\$8,543,682</b>	<b>\$4,709,794</b>	<b>\$3,833,888</b>	<b>(F)</b>	<b>CHANGE IN NET ASSETS FROM OPERATIONS</b>	<b>\$10,476,550</b>	<b>\$5,975,220</b>	<b>\$4,501,330</b>	<b>(F)</b>
Surplus	Surplus				Surplus	Surplus		



# CAPITAL EXPENDITURE STATEMENT

## JANUARY 2018

Year to Date						Full Year			
Actual	Budget	Variance		On (F) = Favourable variation Order (U) = Unfavourable variation		Forecast	Budget	Variance	
<b>Governance and Corporate Services</b>									
\$85,499	\$130,000	\$44,502 (F)	\$0		<b>Purchase Vehicles - Ascot Place</b> ( 24440/00 )	\$120,706	\$173,706	\$53,000 (F)	
\$0	\$8,000	\$8,000 (F)	\$0		<b>Purchase Furniture Fittings &amp; Equipment - Corporate Services</b> ( 24510/01 )	\$31,500	\$31,500	\$0 (F)	
\$34,326	\$95,000	\$60,674 (F)	\$4,105		<b>Purchase Information Technology &amp; Communication Equipment</b> ( 24550/00 )	\$250,300	\$681,050	\$430,750 (F)	
\$0	\$0	\$0 (F)	\$0		<b>Purchase Art Works</b> ( 24620/00 )	\$30,000	\$30,000	\$0 (F)	
\$0	\$0	\$0 (F)	\$0		<b>Capital Improvement Administration Building - Ascot Place</b> ( 25240/01 )	\$257,000	\$257,000	\$0 (F)	
\$0	\$0	\$0 (F)	\$0		<b>Upgrade Security Equipment - Ascot Place</b> ( 25530/01 )	\$10,000	\$10,000	\$0 (F)	
<b>\$119,825</b>	<b>\$233,000</b>	<b>\$113,176 (F)</b>	<b>\$4,105</b>			<b>\$699,506</b>	<b>\$1,183,256</b>	<b>\$483,750 (F)</b>	



# CAPITAL EXPENDITURE STATEMENT

**JANUARY 2018**

Year to Date					Full Year		
Actual	Budget	Variance	On Order	(F) = Favourable variation (U) = Unfavourable variation	Forecast	Budget	Variance

## Environmental Services

\$770	\$0	(\$770) (U)	\$0	Purchase Other Equipment - Environmental Services ( 24590/05 )	\$770	\$0	(\$770) (U)
<b>\$770</b>	<b>\$0</b>	<b>(\$770) (U)</b>	<b>\$0</b>		<b>\$770</b>	<b>\$0</b>	<b>(\$770) (U)</b>

## Resource Recovery

\$0	\$0	\$0 (F)	\$0	Construct and Commission Resource Recovery Park - Community Transfer Station ( 24259/06 )	\$0	\$110,000	\$110,000 (F)
\$0	\$10,000	\$10,000 (F)	\$0	Construct and Commission Resource Recovery Park - Site/Administration Office ( 24259/07 )	\$330,000	\$330,000	\$0 (F)
\$0	\$0	\$0 (F)	\$0	Construct and Commission Resource Recovery Park - Community Reuse Store ( 24259/08 )	\$0	\$500,000	\$500,000 (F)
\$0	\$0	\$0 (F)	\$0	Construct and Commission Resource Recovery Park - MRF Building - Hazelmere ( 24259/09 )	\$15,000	\$35,000	\$20,000 (F)
\$0	\$0	\$0 (F)	\$0	Construct and Commission Resource Recovery Park - Weighbridge Office ( 24259/12 )	\$70,000	\$70,000	\$0 (F)
\$0	\$0	\$0 (F)	\$0	Construct and Commission Resource Recovery Park - Site Workshop ( 24259/13 )	\$0	\$250,000	\$250,000 (F)
\$0	\$0	\$0 (F)	\$0	Construct and Commission Resource Recovery Park - Weighbridges (x2) ( 24392/02 )	\$225,000	\$225,000	\$0 (F)
\$221,620	\$330,000	\$108,380 (F)	\$11,975	Construct and Commission Resource Recovery Park - Site Infrastructure ( 24399/01 )	\$3,000,000	\$3,000,000	\$0 (F)



# CAPITAL EXPENDITURE STATEMENT

## JANUARY 2018

Year to Date						Full Year			
Actual	Budget	Variance		On (F) = Favourable variation Order (U) = Unfavourable variation	Forecast	Budget	Variance		
<b>Resource Recovery</b>									
\$0	\$0	\$0 (F)	\$0	Construct Resource Recovery Park - Reuse Store Infrastructure (Car Park) ( 24399/07 )	\$0	\$250,000	\$250,000	(F)	
\$538,599	\$200,000	(\$338,599) (U)	\$181,886	Wood Waste to Energy Utilities/Infrastructure - Resource Recovery Park ( 24399/11 )	\$831,757	\$200,000	(\$631,757)	(U)	
\$85,055	\$164,000	\$78,945 (F)	\$85,055	Purchase Resource Recovery Park - Wood Waste to Energy Plant & Equipment ( 24410/03 )	\$2,142,000	\$1,991,633	(\$150,367)	(U)	
\$0	\$0	\$0 (F)	\$0	Purchase Resource Recovery Park C & I Building - Plant & Equipment ( 24410/04 )	\$500,000	\$0	(\$500,000)	(U)	
\$0	\$2,000	\$2,000 (F)	\$0	Purchase Other Equipment - Resource Recovery ( 24590/07 )	\$2,000	\$2,000	\$0	(F)	
<b>\$845,274</b>	<b>\$706,000</b>	<b>(\$139,274) (U)</b>	<b>\$278,916</b>		<b>\$7,115,757</b>	<b>\$6,963,633</b>	<b>(\$152,124) (U)</b>		

## Waste Management

\$14,620	\$11,000	(\$3,620) (U)	\$12,000	Construct Waste Management Facility Buildings - Red Hill Landfill Facility ( 24250/01 )	\$25,000	\$25,000	\$0	(F)
\$49,364	\$70,000	\$20,636 (F)	\$44,513	Construct Class III Landfill Cell Farm Stage 3 - Red Hill Landfill Facility ( 24310/13 )	\$100,204	\$3,765,204	\$3,665,000	(F)
\$14,108	\$0	(\$14,108) (U)	\$0	Construct Class III Cell Stage 15 - Red Hill Landfill Facility ( 24310/16 )	\$0	\$0	\$0	(F)
\$14,164	\$330,500	\$316,336 (F)	\$95,455	Construct Class III Cell Stage 15B - Red Hill Landfill Facility ( 24310/18 )	\$710,000	\$1,611,222	\$901,222	(F)
\$81,905	\$265,000	\$183,096 (F)	\$17,465	Construct Class III Leachate Pond - Red Hill Landfill Facility ( 24320/01 )	\$600,000	\$600,000	\$0	(F)
\$100,095	\$417,647	\$317,552 (F)	\$3,288,475	Leachate Project - Red Hill Landfill Facility ( 24320/02 )	\$2,355,958	\$2,423,169	\$67,211	(F)



# CAPITAL EXPENDITURE STATEMENT

JANUARY 2018

Year to Date			On (F) = Favourable variation Order (U) = Unfavourable variation	Full Year		
Actual	Budget	Variance		Forecast	Budget	Variance

## Waste Management

\$0	\$0	\$0 (F)	\$0	<b>Design and Construct Class IV Cell Stage 2 - Red Hill Landfill Facility ( 24330/04 )</b>	\$350,000	\$500,000	\$150,000 (F)
\$22,605	\$80,000	\$57,395 (F)	\$22,624	<b>Construct Stormwater and Siltation Ponds - Red Hill Landfill Facility ( 24350/01 )</b>	\$200,000	\$200,000	\$0 (F)
\$0	\$0	\$0 (F)	\$0	<b>Construct Roads / Carparks - Red Hill Landfill Facility ( 24370/00 )</b>	\$20,000	\$329,201	\$309,201 (F)
\$0	\$0	\$0 (F)	\$0	<b>Construct Access Road to Lots 8 9 10 - Red Hill Landfill Facility ( 24370/02 )</b>	\$250,000	\$475,000	\$225,000 (F)
\$0	\$100,000	\$100,000 (F)	\$0	<b>Construct Drainage Diversion and Earthworks Infrastructures - Red Hill Landfill Facility ( 24380/00 )</b>	\$200,000	\$420,000	\$220,000 (F)
\$0	\$0	\$0 (F)	\$0	<b>Construct Water Storage Dams - Red Hill Landfill Facility ( 24393/00 )</b>	\$0	\$150,000	\$150,000 (F)
\$20,526	\$50,000	\$29,474 (F)	\$0	<b>Construct Litter Fence - Redhill Landfill Facility ( 24394/05 )</b>	\$50,000	\$50,000	\$0 (F)
\$1,861	\$20,500	\$18,639 (F)	\$0	<b>Construct Hardstand and Road - Hazelmere ( 24395/01 )</b>	\$53,706	\$53,706	\$0 (F)
\$14,015	\$31,000	\$16,986 (F)	\$0	<b>Construct Monitoring Bores - Red Hill Landfill Facility ( 24396/00 )</b>	\$40,000	\$60,000	\$20,000 (F)
\$0	\$20,000	\$20,000 (F)	\$0	<b>Washdown bay Upgrade - Red Hill Landfill Facility ( 24399/04 )</b>	\$20,000	\$20,000	\$0 (F)
\$0	\$0	\$0 (F)	\$0	<b>Truck Washdown Bay for Member Councils - Red Hill Landfill Facility ( 24399/05 )</b>	\$0	\$30,000	\$30,000 (F)
\$0	\$25,000	\$25,000 (F)	\$0	<b>Air Supply lines - Waste Management Structures - Red Hill Landfill Facility ( 24399/10 )</b>	\$50,000	\$50,000	\$0 (F)
\$39,497	\$80,000	\$40,503 (F)	\$0	<b>Purchase / Replace Plant - Red Hill Landfill Facility ( 24410/00 )</b>	\$2,539,497	\$3,589,497	\$1,050,000 (F)



# CAPITAL EXPENDITURE STATEMENT

JANUARY 2018

Year to Date			On Order		Full Year		
Actual	Budget	Variance			Forecast	Budget	Variance

## Waste Management

\$13,724	\$10,000	(\$3,724) (U)	\$0	<b>Purchase / Replace Plant - Hazelmere ( 24410/01 )</b>	\$580,000	\$1,880,000	\$1,300,000 (F)
\$0	\$50,000	\$50,000 (F)	\$0	<b>Purchase Plant for Leachate Project - Red Hill Landfill Facility ( 24410/08 )</b>	\$530,000	\$530,000	\$0 (F)
\$38,140	\$80,000	\$41,860 (F)	\$21,427	<b>Purchase / Replace Minor Plant and Equipment-Red Hill Landfill Facility ( 24420/00 )</b>	\$190,000	\$190,000	\$0 (F)
\$22,290	\$10,000	(\$12,290) (U)	\$0	<b>Purchase / Replace Minor Plant and Equipment - Hazelmere ( 24420/02 )</b>	\$34,519	\$10,000	(\$24,519) (U)
\$1,189	\$22,000	\$20,812 (F)	\$0	<b>Purchase Minor Plant for Leachate Project - Red Hill Landfill Facility ( 24420/06 )</b>	\$100,000	\$100,000	\$0 (F)
\$35,888	\$36,000	\$112 (F)	\$720	<b>Purchase / Replace Vehicles - Red Hill Landfill Facility ( 24430/00 )</b>	\$69,276	\$69,276	\$0 (F)
\$0	\$2,000	\$2,000 (F)	\$0	<b>Purchase / Replace Office Equipment - Red Hill Landfill Facility ( 24510/08 )</b>	\$4,000	\$4,000	\$0 (F)
\$0	\$10,000	\$10,000 (F)	\$0	<b>Purchase Fire Fighting System/Equipment - Hazelmere ( 24520/07 )</b>	\$13,400	\$13,400	\$0 (F)
\$0	\$13,000	\$13,000 (F)	\$0	<b>Purchase / Replace Security System - Red Hill Waste Management Facility ( 24530/08 )</b>	\$83,000	\$83,000	\$0 (F)
\$2,650	\$20,000	\$17,350 (F)	\$0	<b>Purchase / Replace Security System - Hazelmere ( 24530/10 )</b>	\$49,130	\$49,130	\$0 (F)
\$6,130	\$32,000	\$25,870 (F)	\$516	<b>Purchase / Replace Other Equipment - Red Hill Landfill Facility ( 24590/00 )</b>	\$424,000	\$424,000	\$0 (F)
\$0	\$1,000	\$1,000 (F)	\$0	<b>Purchase / Replace Miscellaneous Equipment - Hazelmere ( 24590/02 )</b>	\$2,500	\$2,500	\$0 (F)
\$1,115	\$1,000	(\$115) (U)	\$0	<b>Purchase/Replace Other Equipment - Engineering and Waste Management ( 24590/03 )</b>	\$2,000	\$2,000	\$0 (F)



# CAPITAL EXPENDITURE STATEMENT

## JANUARY 2018

Year to Date						Full Year		
Actual	Budget	Variance		On Order	(F) = Favourable variation (U) = Unfavourable variation	Forecast	Budget	Variance
<b>Waste Management</b>								
\$0	\$1,500	\$1,500	(F)	\$0	Purchase / Replace Office Furniture and Fittings - Red Hill Landfill Facility ( 24610/08 )	\$3,000	\$3,000	\$0 (F)
\$0	\$500	\$500	(F)	\$0	Purchase Office Furniture and Fittings-Hazelmere ( 24610/10 )	\$4,000	\$4,000	\$0 (F)
\$0	\$1,000	\$1,000	(F)	\$0	Purchase Miscellaneous Furniture and Fittings - Red Hill Education Programme ( 24690/01 )	\$1,000	\$1,000	\$0 (F)
\$0	\$1,000	\$1,000	(F)	\$0	Refurbish Environmental Education Centre - Redhill Landfill Facility ( 25253/00 )	\$1,000	\$2,000	\$1,000 (F)
\$0	\$10,000	\$10,000	(F)	\$0	Refurbish Plant - Red Hill Landfill Facility ( 25410/00 )	\$20,000	\$20,000	\$0 (F)
\$0	\$10,000	\$10,000	(F)	\$0	Refurbish Plant - Hazelmere ( 25410/01 )	\$30,000	\$70,000	\$40,000 (F)
<b>\$493,884</b>	<b>\$1,811,647</b>	<b>\$1,317,763</b>	<b>(F)</b>	<b>\$3,503,194</b>		<b>\$9,705,190</b>	<b>\$17,809,305</b>	<b>\$8,104,115 (F)</b>
<b>\$1,459,753</b>	<b>\$2,750,647</b>	<b>\$1,290,894</b>	<b>(F)</b>	<b>\$3,786,215</b>	<b>TOTAL CAPITAL EXPENDITURE</b>	<b>\$17,521,223</b>	<b>\$25,956,194</b>	<b>\$8,434,971 (F)</b>



# STATEMENT OF FINANCIAL POSITION

## JANUARY 2018

Actual June 2017	Actual Year to Date	(F) = Favourable variation (U) = Unfavourable variation	Full Year		
			Forecast	Budget	Variance
<b>Current Assets</b>					
\$2,099,929	\$2,677,606	Cash and Cash Equivalents	\$7,542,795	\$2,066,442	\$5,476,353 (F)
\$89,754,975	\$91,429,675	Investments	\$81,739,601	\$75,239,601	\$6,500,000 (F)
\$2,578,375	\$3,001,710	Trade and Other Receivables	\$2,578,375	\$2,578,375	\$0 (F)
\$28,834	\$20,473	Inventories	\$28,834	\$28,834	\$0 (F)
\$115,197	\$200,571	Other Assets	\$115,197	\$115,197	\$0 (F)
<b>\$94,577,311</b>	<b>\$97,330,035</b>	<b>Total Current Assets</b>	<b>\$92,004,802</b>	<b>\$80,028,449</b>	<b>\$11,976,353 (F)</b>
<b>Current Liabilities</b>					
\$3,846,227	\$1,554,325	Trade and Other Payables	\$3,846,227	\$3,846,227	\$0 (F)
\$1,438,690	\$1,438,690	Provisions	\$1,467,299	\$1,467,299	\$0 (F)
<b>\$5,284,917</b>	<b>\$2,993,015</b>	<b>Total Current Liabilities</b>	<b>\$5,313,526</b>	<b>\$5,313,526</b>	<b>\$0 (F)</b>
<b>\$89,292,394</b>	<b>\$94,337,020</b>	<b>Net Current Assets</b>	<b>\$86,691,276</b>	<b>\$74,714,923</b>	<b>\$11,976,353 (F)</b>
<b>Non Current Assets</b>					
\$50,570,000	\$50,570,000	Land	\$50,570,000	\$50,570,000	\$0 (F)
\$7,485,440	\$7,436,338	Buildings	\$8,071,525	\$8,887,032	(\$815,507) (U)
\$14,922,102	\$14,561,326	Structures	\$22,943,945	\$27,985,285	(\$5,041,340) (U)
\$12,083,389	\$10,855,990	Plant	\$15,989,720	\$17,407,848	(\$1,418,128) (U)
\$672,540	\$596,294	Equipment	\$1,372,342	\$1,608,392	(\$236,050) (U)
\$158,479	\$155,636	Furniture and Fittings	\$195,264	\$190,130	\$5,134 (F)
\$7,405,074	\$8,476,772	Work in Progress	\$7,402,372	\$7,405,074	(\$2,702) (U)
<b>\$93,297,025</b>	<b>\$92,652,356</b>	<b>Total Non Current Assets</b>	<b>\$106,545,169</b>	<b>\$114,053,762</b>	<b>(\$7,508,593) (U)</b>
<b>Non Current Liabilities</b>					
\$7,579,647	\$3,435,923	Provisions	\$7,750,124	\$7,783,694	\$33,570 (F)
<b>\$7,579,647</b>	<b>\$3,435,923</b>	<b>Total Non Current Liabilities</b>	<b>\$7,750,124</b>	<b>\$7,783,694</b>	<b>\$33,570 (F)</b>
<b>\$175,009,772</b>	<b>\$183,553,453</b>	<b>Net Assets</b>	<b>\$185,486,321</b>	<b>\$180,984,991</b>	<b>\$4,501,330 (F)</b>
<b>Equity</b>					
\$66,248,026	\$67,432,438	Accumulated Surplus/Deficit	\$67,395,109	\$66,248,025	\$1,147,084 (F)
\$65,431,736	\$65,431,736	Cash Backed Reserves	\$65,431,736	\$65,431,736	\$0 (F)
\$43,330,010	\$42,145,597	Asset Revaluation Reserve	\$42,182,926	\$43,330,010	(\$1,147,084) (U)
<b>\$0</b>	<b>\$8,543,682</b>	<b>Net change in assets from operations</b>	<b>\$10,476,550</b>	<b>\$5,975,220</b>	<b>\$4,501,330 (F)</b>
<b>\$175,009,772</b>	<b>\$183,553,453</b>	<b>Total Equity</b>	<b>\$185,486,321</b>	<b>\$180,984,991</b>	<b>\$4,501,330 (F)</b>



# CASH AND INVESTMENTS

## JANUARY 2018

Actual June 2017	Actual Year to Date		Full Year		
			Forecast	Budget	Variance
<b>Municipal Cash and Investments</b>					
2,096,479	2,674,156	Cash at Bank - Municipal Fund 01001/00	7,539,345	2,062,992	5,476,353 (F)
3,450	3,450	Cash on Hand 01019/00 - 02	3,450	3,450	0 (F)
24,153,474	24,767,680	Investments - Municipal Fund 02021/00	8,947,076	2,447,076	6,500,000 (F)
<b>26,253,403</b>	<b>27,445,286</b>	<b>Total Municipal Cash</b>	<b>16,489,871</b>	<b>4,513,518</b>	<b>11,976,353 (F)</b>
<b>Restricted Cash and Investments</b>					
1,372,015	1,395,990	Restricted Investments - Plant and Equipment 02022/01	653,438	653,438	0 (F)
2,314,792	2,355,242	Restricted Investments - Post Closure Site Rehabilitation Red Hill 02022/02	2,502,154	2,502,154	0 (F)
6,238,460	6,347,473	Restricted Investments - Future Development 02022/03	20,530,086	20,530,086	0 (F)
885,502	900,976	Restricted Investments - Environmental Monitoring Red Hill 02022/04	987,123	987,123	0 (F)
13,506	13,742	Restricted Investments - Environmental Insurance Red Hill 02022/05	11,811	11,811	0 (F)
14,378	14,629	Restricted Investments - Risk Management 02022/06	14,747	14,747	0 (F)
563,778	573,630	Restricted Investments - Class IV Cells Red Hill 02022/07	74,900	74,900	0 (F)
195,232	198,644	Restricted Investments - Regional Development 02022/08	141,786	141,786	0 (F)
48,550,081	49,398,464	Restricted Investments - Secondary Waste Processing 02022/09	45,920,296	45,920,296	0 (F)
4,344,485	4,420,402	Restricted Investments - Class III Cells 02022/10	800,946	800,946	0 (F)
72,594	73,862	Restricted Investments - Building Refurbishment (Ascot Place) 02022/11	74,456	74,456	0 (F)
169,765	86,880	Restricted Investments - Accrued Interest 02022/19	169,765	169,765	0 (F)
0	0	Restricted Investments - Unrealised Loss/Gain on Investments 02022/20	0	0	0 (F)
866,914	882,062	Restricted Investments - Long Service Leave 02022/90	911,018	911,018	0 (F)
<b>65,601,501</b>	<b>66,661,996</b>	<b>Total Restricted Cash</b>	<b>72,792,525</b>	<b>72,792,525</b>	<b>0 (F)</b>
<b>91,854,904</b>	<b>94,107,282</b>	<b>TOTAL CASH AND INVESTMENTS</b>	<b>89,282,396</b>	<b>77,306,043</b>	<b>11,976,353 (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.



## 12.2 COMPLIANCE AUDIT RETURN 2017

**REFERENCE: D2018/00229 (AC) – D2018/03565**

### PURPOSE OF REPORT

The purpose of this report is to present to Council for adoption the Compliance Audit Return (CAR) for the year ending 31 December 2017.

### KEY ISSUES AND RECOMMENDATION(S)

- Each local government is required to complete a CAR at the end of each calendar year.
- The CAR is required to be reviewed by the Audit Committee (AC) before being adopted by Council, certified by the Chairman and Chief Executive Officer (CEO) and uploaded to the Department of Local Government, Sport and Cultural Industries Smart Hub portal by 31 March 2018.

#### Recommendation(s)

That Council adopts the draft Compliance Audit Return 2017, forming an attachment to this report, that it be certified by the Chairman and Chief Executive Officer and submitted to the Department of Local Government, Sport and Cultural Industries by 31 March 2018.

### SOURCE OF REPORT

Director Corporate Services

### BACKGROUND

The audit and applicable return is completed in accordance with the requirements of Regulations 14 and 15 of the *Local Government (Audit) Regulations 1996*. It is a compliance audit for the period 1 January to 31 December 2017 against the requirements included in the Compliance Audit Return for that period.

Regulation 14 requires the Audit Committee to review the CAR and to report the results of the review to Council prior to adoption by Council.

### REPORT

The CAR, as required by the *Local Government Act 1995* (the Act) and relevant Regulations, is now completed and submitted via the Department of Local Government, Sport and Cultural Industries Smart Hub portal and this year there are an additional optional 7 questions to answer about Integrated Planning and Reporting which the EMRC officers have completed as part of the return.

The CAR sought advice on the extent of compliance by the EMRC to a range of sections of the Act and the local government regulations.

The review process includes a rigorous assessment being undertaken by responsible officers for each section. It is then input by the Manager Administration & Compliance which is why their name appears on the "respondent" column of the CAR document.

A high level of compliance was achieved. Where applicable, the details and explanations relating to the completion of the return appear in the relevant comment sections of the CAR.

After the CAR has been adopted by Council a certified copy of the Return along with the relevant section of the minutes and additional information explaining or qualifying the compliance audit, is to be uploaded to the Department of Local Government, Sport and Cultural Industries Smart Hub portal by 31 March 2018.



*Item 12.2 continued*

## **STRATEGIC/POLICY IMPLICATIONS**

Key Result Area 3 – Good Governance

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

## **FINANCIAL IMPLICATIONS**

Nil

## **SUSTAINABILITY IMPLICATIONS**

Nil

## **MEMBER COUNCIL IMPLICATIONS**

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

## **ATTACHMENT(S)**

Local Government Compliance Audit Return from 1 January 2017 to 31 December 2017  
 (Ref: D2018/03482)

## **VOTING REQUIREMENT**

Simple Majority

## **RECOMMENDATION(S)**

That Council adopts the draft Compliance Audit Return 2017, forming an attachment to this report, that it be certified by the Chairman and Chief Executive Officer and submitted to the Department of Local Government, Sport and Cultural Industries by 31 March 2018.

## **AC RECOMMENDATION(S)**

MOVED CR KOVALEVS                      SECONDED CR LAVELL

That Council adopts the draft Compliance Audit Return 2017, forming an attachment to this report, that it be certified by the Chairman and Chief Executive Officer and submitted to the Department of Local Government, Sport and Cultural Industries by 31 March 2018.

**CARRIED UNANIMOUSLY**



*Item 12.2 continued*

**COUNCIL RESOLUTION(S)**

MOVED CR PALMER

SECONDED CR MYKYTIUK

THAT COUNCIL ADOPTS THE DRAFT COMPLIANCE AUDIT RETURN 2017, FORMING AN ATTACHMENT TO THIS REPORT, THAT IT BE CERTIFIED BY THE CHAIRMAN AND CHIEF EXECUTIVE OFFICER AND SUBMITTED TO THE DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES BY 31 MARCH 2018.

**CARRIED 8/4**

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of  
**Local Government, Sport  
and Cultural Industries**

## Eastern Metropolitan Regional Council - Compliance Audit Return Regional Local Government 2017

### Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of section of relevant minutes.

Commercial Enterprises by Local Governments						
No	Reference	Question	Response	Comments	Respondent	
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2017.	N/A		Terri-Ann Ashton	
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2017.	N/A		Terri-Ann Ashton	
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2017.	N/A		Terri-Ann Ashton	
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2017.	N/A		Terri-Ann Ashton	
5	s3.59(5)	Did the Council, during 2017, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A		Terri-Ann Ashton	



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<b>Delegation of Power / Duty</b>						
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>	
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	Yes		Terri-Ann Ashton	
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	Yes		Terri-Ann Ashton	
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	Yes		Terri-Ann Ashton	
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	Yes		Terri-Ann Ashton	
5	s5.18	Has Council reviewed delegations to its committees in the 2016/2017 financial year.	Yes		Terri-Ann Ashton	
6	s5.42(1),5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Terri-Ann Ashton	
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes		Terri-Ann Ashton	
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes		Terri-Ann Ashton	
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes		Terri-Ann Ashton	
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	N/A		Terri-Ann Ashton	
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Terri-Ann Ashton	
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2016/2017 financial year.	Yes		Terri-Ann Ashton	
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes		Terri-Ann Ashton	

### Disclosure of Interest

<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	Yes		Terri-Ann Ashton
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	Yes		Terri-Ann Ashton



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No	Reference	Question	Response	Comments	Respondent
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		Terri-Ann Ashton
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	Yes		Terri-Ann Ashton
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	Yes		Terri-Ann Ashton
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2017.	Yes		Terri-Ann Ashton
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2017.	Yes		Terri-Ann Ashton
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes		Terri-Ann Ashton
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Terri-Ann Ashton
10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes		Terri-Ann Ashton
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes		Terri-Ann Ashton
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes		Terri-Ann Ashton
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes		Terri-Ann Ashton
14	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	Yes		Terri-Ann Ashton



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No	Reference	Question	Response	Comments	Respondent
15	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	Yes		Terri-Ann Ashton
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes		Terri-Ann Ashton

### Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5)).	N/A		Terri-Ann Ashton
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	N/A		Terri-Ann Ashton

### Finance

No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes		Terri-Ann Ashton
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	N/A		Terri-Ann Ashton
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	N/A		Terri-Ann Ashton
4	s7.3, 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	N/A		Terri-Ann Ashton
5	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2017 received by the local government within 30 days of completion of the audit.	Yes		Terri-Ann Ashton
6	s7.9(1)	Was the Auditor's report for the financial year ended 30 June 2017 received by the local government by 31 December 2017.	Yes		Terri-Ann Ashton
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9(1) of the Act required action to be taken by the local government, was that action undertaken.	N/A		Terri-Ann Ashton



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No	Reference	Question	Response	Comments	Respondent
8	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	N/A		Terri-Ann Ashton
9	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	N/A		Terri-Ann Ashton
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	N/A		Terri-Ann Ashton
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	N/A		Terri-Ann Ashton
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	N/A		Terri-Ann Ashton
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	N/A		Terri-Ann Ashton
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	N/A		Terri-Ann Ashton



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<b>Integrated Planning and Reporting</b>						
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>	
1	s5.56 Admin Reg 19DA (6)	Has the local government adopted a Corporate Business Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond.	Yes	22 June 2017	Terri-Ann Ashton	
2	s5.56 Admin Reg 19DA (6)	Has the local government adopted a modification to the most recent Corporate Business Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond.	No		Terri-Ann Ashton	
3	s5.56 Admin Reg 19C (7)	Has the local government adopted a Strategic Community Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond.	Yes	Adopted by Council 18 August 2016	Terri-Ann Ashton	
4	s5.56 Admin Reg 19C (7)	Has the local government adopted a modification to the most recent Strategic Community Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond.	No		Terri-Ann Ashton	
5	S5.56	Has the local government adopted an Asset Management Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	Yes	Asset Management Plan forms part of the basis of the Corporate Business Plan that was adopted by Council 22 June 2017.	Terri-Ann Ashton	
6	S5.56	Has the local government adopted a Long Term Financial Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	Yes	Long Term Financial Plan forms part of the basis of the 10 Year Strategic Plan that was adopted by Council 18 August 2016 and the Corporate Business Plan that was adopted by Council 22 June 2017.	Terri-Ann Ashton	
7	S5.56	Has the local government adopted a Workforce Plan. If Yes, in Comments please provide date of the most recent Plan plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	Yes	Workforce Plan forms part of the basis of the Corporate Business Plan that was adopted by Council 22 June 2017.	Terri-Ann Ashton	



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<b>Local Government Employees</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	N/A		Terri-Ann Ashton
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A.	N/A		Terri-Ann Ashton
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	N/A		Terri-Ann Ashton
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	N/A		Terri-Ann Ashton
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	N/A		Terri-Ann Ashton



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<b>Official Conduct</b>						
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>	
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.	Yes		Terri-Ann Ashton	
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	Yes		Terri-Ann Ashton	
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	Yes		Terri-Ann Ashton	
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	Yes		Terri-Ann Ashton	
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred.	Yes		Terri-Ann Ashton	
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c).	Yes		Terri-Ann Ashton	

<b>Tenders for Providing Goods and Services</b>						
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>	
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	Yes		Terri-Ann Ashton	
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract.	Yes		Terri-Ann Ashton	
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice.	Yes		Terri-Ann Ashton	
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	Yes		Terri-Ann Ashton	



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No	Reference	Question	Response	Comments	Respondent
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	Yes		Terri-Ann Ashton
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16.	Yes		Terri-Ann Ashton
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	Yes		Terri-Ann Ashton
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes		Terri-Ann Ashton
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.	Yes		Terri-Ann Ashton
10	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes		Terri-Ann Ashton
11	F&G Reg 21 & 22	Did the local governments's advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.	N/A		Terri-Ann Ashton
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	N/A		Terri-Ann Ashton
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	N/A		Terri-Ann Ashton
14	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	N/A		Terri-Ann Ashton
15	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice.	N/A		Terri-Ann Ashton
16	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE.	N/A		Terri-Ann Ashton



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No	Reference	Question	Response	Comments	Respondent
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application.	N/A		Terri-Ann Ashton
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, notice of the variation.	N/A		Terri-Ann Ashton
19	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications.	N/A		Terri-Ann Ashton
20	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application (s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria.	N/A		Terri-Ann Ashton
21	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG.	N/A		Terri-Ann Ashton
22	F&G Reg 24AI	Did the local government send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted.	N/A		Terri-Ann Ashton
23	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council).	N/A		Terri-Ann Ashton
24	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy.	N/A		Terri-Ann Ashton
25	F&G Reg 11A	Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less.	Yes		Terri-Ann Ashton



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I certify this Compliance Audit return has been adopted by Council at its meeting on

22 March 2018

A handwritten signature in blue ink, consisting of a large, stylized initial 'M' followed by a wavy line.

Signed Mayor / President, Eastern Metropolitan  
Regional Council

A handwritten signature in blue ink, consisting of a stylized initial 'P' followed by a wavy line.

Signed CEO, Eastern Metropolitan Regional  
Council



### **13 REPORTS OF STRATEGIC RISK STEERING GROUP**

#### **13.1 Minutes of the Strategic Risk Steering Group Meeting Held On 14 February 2018**

That Council notes the Minutes of the Strategic Risk Steering Group meeting held 14 February 2018.

#### **RECOMMENDATION(S)**

That Council notes the Minutes of the Strategic Risk Steering Group meeting held 14 February 2018.

#### **AC RESOLUTION(S)**

MOVED CR STALLARD                      SECONDED CR KOVALEVS

THAT COUNCIL NOTES THE MINUTES OF THE STRATEGIC RISK STEERING GROUP MEETING HELD 14 FEBRUARY 2018.

**CARRIED UNANIMOUSLY**

Cr Palmer enquired what the loan agreement reflected in item 4.1 of the minutes of the Strategic Risk Steering Group was.

The CEO advised that this was a loan agreement provided to Ansac to expedite the completion of the woodwaste to energy plant construction and commissioning as resolved by Council at its 24 August 2017 meeting.

#### **COUNCIL RESOLUTION(S)**

MOVED CR PALMER                      SECONDED CR MYKYTIUK

THAT COUNCIL NOTES THE MINUTES OF THE STRATEGIC RISK STEERING GROUP MEETING HELD 14 FEBRUARY 2018.

**CARRIED 8/4**



## STRATEGIC RISK STEERING GROUP

Wednesday, 14 February 2018 – 9.30am - ASCOT PLACE

### MINUTES

#### 1. ATTENDANCES

Peter Schneider	Chief Executive Officer
Stephen Fitzpatrick	Director Waste Services
Wendy Harris	Director Regional Services
Hua Jer Liew	Director Corporate Services
Rob Medbury	Senior Risk Advisor
Annie Hughes-d'Aeth	PA Director Corporate Services (Minutes)

#### 2. APOLOGIES

Nil

#### 3. ADOPTION OF NEW RISK MANAGEMENT POLICY AND STRATEGIC RISK MANAGEMENT PLAN

The new draft of the Risk Management Policy and Strategic Risk Management Plan were discussed in brief and adopted.

Attachment 1:	7.1 Risk Management Policy
Attachment 2:	Strategic Risk Management Plan

#### 4. STRATEGIC RISK EXPOSURES

##### 4.1 Projects/ Contracts

###### **Resource Recovery Facility**

CEO advised that the Town of Bassendean has withdrawn from the RRF project and the City of Bayswater has not committed to the project at this point in time. In the event that the EMRC cannot meet the current deadline of 19 February 2018, the EMRC will need to seek an extension with the nominated tenderer.

###### **Wood Waste To Energy Plant**

Pursuant to the report that was presented to Council outlining project delays, the following steps have been taken to ensure the project meets the planned schedule:

- An independent Superintendent has been appointed to oversee the construction scheduling and site budget control; and
- A Loan Agreement has been put in place to expedite the completion of the project.

##### 4.2 Market Place

In December 2017, China banned the import of recycled waste from Australia. This will have a significant impact on the economics of waste collection and management for local governments around Australia, including the EMRC. As a result, the flow on effects of this decision on waste diversion in the Perth market will be closely monitored. One of these effects may be an enhanced impact of the State landfill levy on rate payers and commercial customers.



#### **4.3 Reputation/ Image**

No matters reported.

#### **4.4 Environmental**

No matters reported.

#### **4.5 Political**

The State Waste Strategy is currently being reviewed and consequent decisions of the government may have ramifications for the EMRC. The EMRC will be making a submission as part of this review to help ensure that the strategic objectives of the EMRC would continue to be supported.

#### **4.6 Liability/Legal**

No matters reported.

### **5 RISK MANAGEMENT SYSTEM**

#### **5.1 Internal Audit Process**

This year represents the third year of the four-year audit programme previously endorsed by Council in March 2016. Arrangements are being made with our internal auditors, Paxon, regarding the timing of this year's internal audit with the view of tabling the internal audit report to the Audit Committee and Council for the September 2018 round of meetings.

#### **5.2 Key Changes To System / Framework**

No matters reported.

#### **5.3 Regulatory Environment**

On 7 April 2016 Circular No 3-2016 titled "*Auditing of Local Government by the Auditor General - Renewal of Audit Contracts*", was issued and outlined the intention to amend the Act to allow for the Auditor General and the Office of the Auditor General (OAG) to take responsibility for the local government financial audits from 1 July 2017.

Consequently, the *Local Government Amendment (Auditing) Act 2017* (No 5 of 2017) which provides for the auditing of local governments by the Auditor General and for related purposes was proclaimed on Friday 27 October 2017 in the WA Government Gazette No. 207 page 5413.

The OAG will be outsourcing the audit function to various external auditors but are in the middle of finalising the arrangements. We have been informed by the OAG that our previous auditor will be conducting the audit but the scope of the audit will be expanded compared to those in previous years.

The Interim Audit has been organised to be onsite in March 2018 with the full audit being undertaken in August 2018.



#### **5.4 Business Continuity Planning**

The Group identified some improvements for the annual business continuity planning process which is to optimise the efficiency of dealing with the loss of the Ascot Place office building over the Christmas shut down period.

#### **5.5 Insurance Program**

In order for the new Local Government Insurance Service broker representative to familiarise himself with the general risk profile of the EMRC, site visits have been booked for the Red Hill and Hazelmere facilities in the latter half of February 2018. These visits allow for the Broker to be a better advocate for the EMRC when risks are being priced i.e. premium determination for insurance program renewal.

#### **5.6 Risk Management Culture**

No matters reported.

#### **5.7 System Performance**

For the year to date there has been 1 workers compensation claim against the total number of claims of 3 for the previous year; (2016/2017).

For the year to date there have been no significant property damage incidents.

### **6 CONSIDERATION OF REPORTS**

Nil

### **7 DATE AND TIME OF NEXT MEETING**

The date/time for the meetings will be aligned with the Audit Committee meeting dates.

The proposed dates are:

Friday	11 May	2:00pm
Friday	10 August	2:00pm

### **8 CLOSE OF MEETING**

Before the close of the meeting, the Group thanked the Senior Risk Advisor, Rob Medbury for his time and effort over the years as Chairman of the Group and wished him a happy retirement.

The meeting closed at 10:47am.



## 7.1 Risk Management Policy

### STRATEGIC PLAN OBJECTIVE

This policy supports the following Strategic Plan objective:

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

### PURPOSE

This Policy sets out the objectives and corporate approach for managing business and workplace related risk in a systematic and formal manner to ensure an efficient and effective organisation-wide risk management system.

### LEGISLATION / STANDARDS

Australian / New Zealand standard AS/NZS ISO 31000:2009 "Risk Management – Principles and Guidelines".

Definition of Risk Management: The application of coordinated activities to direct and control an organization with respect to risk.

### POLICY STATEMENT

The EMRC is committed to the principles, framework and process of managing risk as outlined in AS/NZS ISO 31000:2009.

The EMRC considers risk management to be an essential management function and a necessary part of good governance. Risk exposures will be managed via a process that involves identification, assessment, evaluation, treatment, monitoring and review. It will be applied to decision making throughout all levels of the organisation in relation to planning or executing functions, services or other activities.

#### Risk Management Objectives

These risk principles and framework will be diligently applied to help enable the EMRC to achieve its Strategic Plan together with financial sustainability. At a more detailed level the risk management system is in place to:

- Protect employees, contractors, customers and volunteers;
- Protect the natural and built environment;
- Ensure high quality services are delivered;
- Protect physical assets and intellectual property;
- Ensure contractual and statutory obligations are met;
- Protect and promote the image and reputation of the organisation; and
- Ensure the continuity of its business functions and services.

Risk management is a continuous process demanding awareness and proactive action from all employees and outsourced service providers to reduce the likelihood and impact of adverse events, whether caused by the EMRC or a business partner.



Senior management seeks to improve the integration of a formal risk management approach into the EMRC's everyday business operations and those of its contractors.. In this way the risk implications of decisions and actions will be better planned for and dealt with. The involvement of all staff is both encouraged and expected in order to meet the objectives of this policy.

The risk management system, as supported by suitable standards and guidelines, will involve risk evaluation linked to practical and cost-effective risk control measures commensurate with the business. The standards will also be flexible enough to consider the severity of consequences of new initiatives in a manner that does not stifle innovation.

The Risk Management Policy is supported by the Risk Management Plan which provides an operating framework that outlines:

- An overview of the EMRC 's risk management process;
- Summary of the EMRC 's key risks;
- Key strategies;
- Risk criteria to ensure the right focus;
- A risk assessment methodology;
- Risk management related responsibilities;
- Implementation, monitoring and review processes; and
- Risk management performance measurement.

## RESPONSIBILITIES

The Audit Committee, in conjunction with the CEO, has responsibility for monitoring the effectiveness of the EMRC's risk management function to ensure that the necessary resources and risk management processes are in place.

The primary responsibility for cascading risk standards and procedures and approval of the treatment of major risk exposures, ultimately rests with the Chief Executive Officer.

These risk management activities will have a strong emphasis toward the prevention of situations or incidents that may damage the EMRC as a corporate entity or injure staff and relevant others. The Chief Executive Officer to assist in meeting his responsibilities, has established a Risk Management Steering Group (RMSG) comprising the Executive team and two managers who will be responsible for:

- Review and determine the Risk Management Policy and Plans;
- Ensuring the organisation has a culture that is supportive of a formal risk management approach;
- Monitoring the efficiency and effectiveness of the risk management system, including the incorporation of suitable key performance indicators; and
- Reporting to Council on key elements of or changes to the EMRC risk management system.

The systematic management of business and workplace risk is a core responsibility of all managers. Suitable risk management requirements will be incorporated into business planning, operations and the management of contractors and other service providers where practicable.

## FINANCIAL CONSIDERATIONS

Funding will be provided to properly resource risk management activities as identified through the annual risk management planning and budgeting process.



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Adopted/Reviewed by Council	<ol style="list-style-type: none"><li>1. 31 October 2002</li><li>2. 20 May 2004</li><li>3. 23 February 2006</li><li>4. 18 September 2008</li><li>5. 23 September 2010</li><li>6. 18 September 2014</li></ol>
Next Review	November 2019
Responsible Directorate	Corporate Services



***STRATEGIC***  
**RISK MANAGEMENT PLAN**

**9 February 2018**

**2018/2019**



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## EXECUTIVE SUMMARY

Risk is inherent in everything the EMRC does and hence it is necessary to have a systematic approach to properly manage this risk to ensure the continuing success of the organisation.

Our aim is to achieve best practice in controlling the risks to which the EMRC is exposed. We will achieve this by identifying our risk exposures; addressing these and incorporating appropriate risk management strategies and improvements into our business.

Monitoring the effectiveness of risk management effort and maximising the use of our risk software system will enable us to make better risk related decisions going into the future.

This document outlines the framework for the EMRC's risk management system. Within this framework, training will provide appropriate tools and practices for the effective management of risks across the organisation. Our challenge is to infuse risk management into our culture, our everyday business operations and where practicable, those of our contractors.

Peter B. Schneider  
Chief Executive Officer

February 2018



## EMRC

### 1.0 INTRODUCTION

#### 1.1 Background

To be sustainably successful in today's corporate environment the EMRC Management realises that this will only be possible where a high quality risk management system is installed and maintained. The hallmarks of such a system include the following.

- a) There is clear management understanding and support for the system.
- b) There is good alignment between the risk expectation (risk appetite) of the Council and that of the Executive.
- c) There is an acknowledgement that the organisation risk culture plays an important part in generating the required risk management outcomes.
- d) The system has clear objectives.
- e) There is a formal process to identify, assess, treat and monitor risk exposures.
- f) There is a clear process of risk management system performance measurement.

#### 1.2 The Purpose of the Plan

The purpose of this document is to ensure the Council has a clear understanding of the organisation's risk management framework including the processes that will ensure that desired risk culture can be generated. More specifically this Plan enables the Council to understand how Management intends to protect the assets, human and otherwise, of the organisation.

The risk management framework forms the skeleton on which the risk management system sits.

The risk management system can be defined as the collective effort of human, procedural, physical and information system resources applied to the minimisation of risk and its associated adverse impacts.

#### 1.3 Risk Management System Goals and Objectives

The main goals of the Risk Management System are to:

- Ensure the stability and viability of EMRC operations into the future;
- Enhance the overall governance of the Council;
- Ensure the EMRC is compliant with relevant legislation;
- Minimise insurance costs; and
- Generally to facilitate the organisation achieving its Strategic Objectives.

The achievement of these goals will be supported by the following objectives which are to:

- Protect employees, contractors, customers and volunteers;
- Protect the natural and built environment;
- Ensure high quality services are delivered;
- Protect physical assets and intellectual property;
- Ensure contractual and statutory obligations are met;
- Protect and promote the image and reputation of the organisation; and
- Ensure the continuity of its business functions and services.



## 2.0. RISK MANAGEMENT STRATEGIES

### 2.1 Key-Strategies of the Risk Management System

Key strategies of the risk management system include:

- Ensuring that risk exposures are managed according to Australian Standard for Risk Management, AS/NZS ISO 31000-2009. Hence, risks will be formally identified, assessed, treated and monitored;
- Using risk management software to ensure there is a clear, consistent and formal approach to dealing with risk exposures;
- Ensuring planning and administrative processes take into account related or inherent risks;
- Ensuring Management are aware of their risk management responsibilities and that they are held accountable for these;
- Ensuring that all staff receive risk management training that is commensurate with their responsibilities;
- Ensuring the Council is informed of broad measures of risk management performance;
- Ensuring that the insurance program covers all EMRC assets wherever practicable; and
- Ensuring that the required ethical standards are properly defined and articulated to staff.

A formal risk management approach will be applied to all significant EMRC activities and where practicable to those delivered on the EMRC's behalf by external service providers and project contractors. This will better enable the organisation to:

- Ensure that the quality and reliability of services and other program outputs are of a high standard; and
- Ensure services meet requirements and are delivered within budget and timing requirements.

## 3.0 THE RISK MANAGEMENT FRAMEWORK

### 3.1. Overview of the Risk Management Process

"Risk Management" is the application of coordinated activities to direct and control an organisation with respect to risk. The process seeks to minimise the impact and cost of risk exposures that the EMRC faces, in order to ensure the achievement of business objectives.

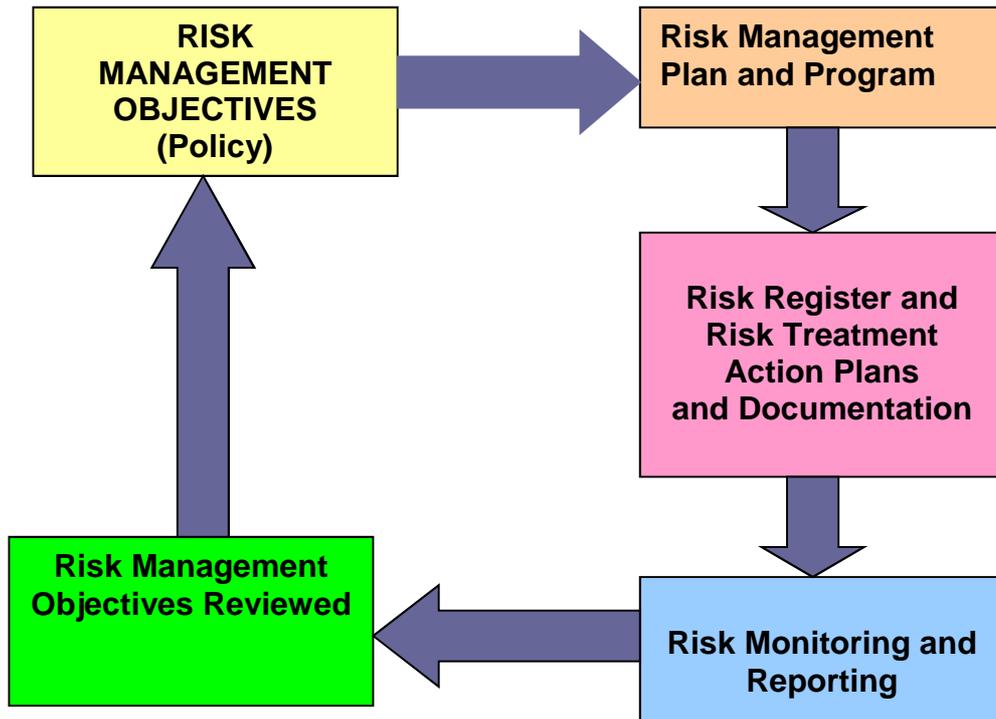
The EMRC's "Risk Management Policy 7.1" sets out the approach to, and objectives for, managing risk. It is in place to provide broad guidance for all risk related strategic planning and decision making.

This "Strategic Risk Management Plan" provides the essential elements regarding how the EMRC's Risk Management Policy is implemented. The EMRC's risk management approach and process, follows that outlined by the Australian Standard for Risk Management, AS/NZS ISO 31000-2009. As a result, the basic risk management process followed by the organisation is summarized in Figure 1. In short, risk exposures will be identified, assessed, treated, monitored and reviewed to ensure that they are satisfactorily dealt with.

A key deliverable of the risk management system is to provide the Executive Management team with a regular report from the Corporate Risk Register covering higher level risk exposures and what is being done to manage them.

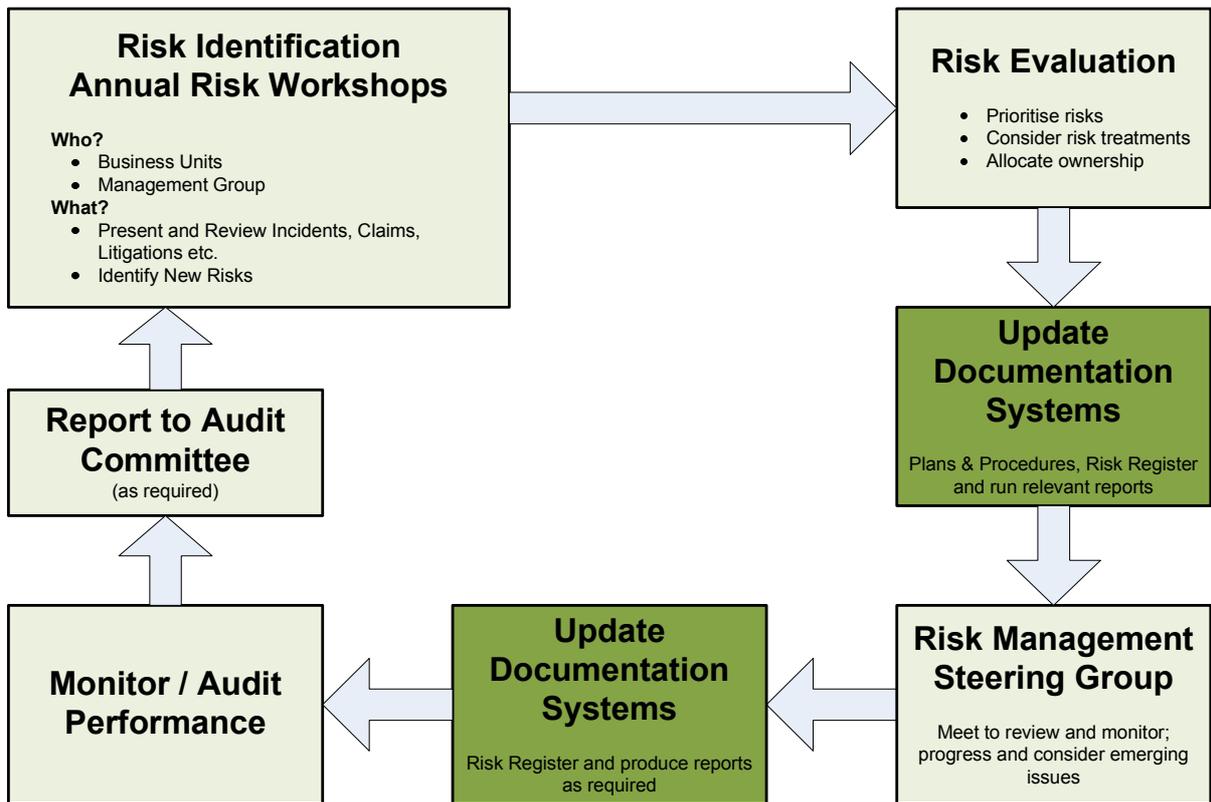


Figure 1: The EMRC's Risk Management Framework





**Figure 2 FRAMEWORK FOR THE RISK MANAGEMENT SYSTEM**





### 3.2 Risk Assessment Methodology

The following risk matrix is applied to establish a risk level for each risk exposure identified arising from risk identification and assessment processes. A risk matrix presents combinations of consequence and likelihood ratings to define risk levels associated with any given risk exposure.

Figure 3 - Risk Classification Matrix

Likelihood	Consequence				
	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Severe (5)
<b>Almost certain (5)</b>	Medium	Medium	High	Extreme	Extreme
<b>Likely (4)</b>	Low	Medium	High	High	Extreme
<b>Unlikely (3)</b>	Low	Medium	Medium	High	High
<b>Rare (2)</b>	Low	Low	Medium	Medium	Medium
<b>Possible (1)</b>	Low	Low	Low	Low	Medium

As examples of applying this matrix, an event that is **Almost Certain** to occur, which has a **Moderate** consequence, is considered to be a High Risk; while an event that is **Possible**, and has a **Minor** consequence, is considered to be a Low Risk. The definitions for each risk level are presented below.

#### Consequence - of Possible Injury or Damage

INJURY OUTCOME		PROPERTY DAMAGE / LOSS OUTCOME
<b>Severe</b>	(5) Permanent disablement or death is likely	> \$100,000
<b>Major</b>	(4) More than 2 weeks off work is likely	\$20,000 to \$99,999
<b>Moderate</b>	(3) More than a few hours off work is likely	\$5000 to \$19,999
<b>Minor</b>	(2) Will require medical treatment (may be 2/3 hours off work)	\$500 to \$4999
<b>Insignificant</b>	(1) May need First Aid	< \$500

#### Likelihood - descriptors

<b>Almost Certain</b>	(5) Event will occur every 12 months or less
<b>Likely</b>	(4) Event may occur say every 1 to 2 years
<b>Unlikely</b>	(3) Event has occurred a few times (e.g. 3 or 4 ) in 15 years
<b>Rare</b>	(2) Event may occur every 15 years
<b>Possible</b>	(1) Have heard of something like this occurring in the last 20 years



### **Risk Matrix - Responsibility and Action Requirements**

**EXTREME** priority risks demand urgent attention by Executive Management and cannot be simply accepted as part of routine operations. Actions required to treat an 'extreme risk' are likely to be beyond the standard operational procedures and require additional human and/or financial resources.

**HIGH** priority risks are the most severe that can be accepted as part of routine operations, but they will also be the responsibility of Executive Management who will ensure that the risk exposure is managed effectively and promptly. Business Unit Managers will assist with the assessment process and will be held accountable for applying remedial measures.

**MEDIUM** priority risks can be dealt with via routine operations but they will be explicitly assigned to relevant managers for action and to be kept under review as may be required.

**LOW** priority risks will be maintained under review but it is expected that existing controls will be sufficient.

In general, EXTREME and HIGH priority risks need to be treated immediately or subject to more detailed analysis. LOW priority risks on the other hand, may be set aside with no further action to treat them apart from routine reviews to ensure that there has been no change that would elevate the risk level.

### **3.3. Risk Management Structure and Responsibilities**

**All staff, project and program managers** are responsible for managing risk within their span of control, for promoting the application of risk management by contractors, and assisting with the identification of risks exposures that could adversely affect their operations.

**Business Unit managers** are accountable for ensuring that identified risks are up-loaded onto the Corporate Risk Register, (that is, via the Risk Module). The Business Unit Manager is responsible for overseeing the Business Unit Risk Management process and implementing the bulk of risk mitigation strategies and action plans as outlined in the Risk Treatment Action Plans.

**Note:** some actions may require consultation with and approval by the relevant Director.

**The Risk Management Steering Group (RMSG)** has been established by the Chief Executive Officer and is responsible for assisting the CEO to:

- Review and determine the Risk Management Policy and Risk Management Plans;
- Ensuring the organisation has a culture that is supportive of a formal risk management approach;
- Monitoring the efficiency and effectiveness of the risk management system, including the incorporation of suitable key performance indicators. and
- Reporting to Council on key elements of or changes to the EMRC risk management system.

The current Steering Group comprises the EMRC's Executive team plus two operational Managers.

The Risk Management System is sanctioned by the EMRC Council, implemented by the EMRC Management Team and supported and monitored by the Risk Management Steering Group.

The identification and review of strategic risk areas within the EMRC and the core features of the Risk Management System may also be the subject of internal audit protocols and / or direction by the Audit Committee.



### 3.4 Risk Criteria

The EMRC has four main criteria for setting its risk management priorities as detailed below. Risk exposure identification, risk assessment and risk treatment need to be carried out with these four key elements in mind.

1. Risks affecting the safety, security and health of the EMRC's staff, contractors and visitors to its premises.
2. Risks affecting the EMRC's management of and accountability for the organisation's performance, including its compliance requirements, service delivery obligations, strategic priorities and business relationships.
3. Risks affecting the EMRC's reputation or trust in the EMRC.
4. Risks affecting the EMRC's primary revenue streams.

### 3.5 Program Consultation and Planning

All Managers will be consulted regarding the Strategic Risk Management Plan prior to its adoption in June of each year.

Directors are requested to take the time to discuss the Strategic Risk Management Plan (i.e. once approved) with their staff to ensure that they are aware of the content and their role in facilitating its implementation.

### 3.6 Program Deliverables

#### 3.6.1 At Program, Project and Contract Level

The deliverable from the risk management process applied at program and contract level is a Risk Register and relevant Risk Treatments. The Risk Register documents the identification, analysis, and assessment of risks and the Risk Treatments provide for existing and proposed risk controls and measures.

The Risk Register and associated Risk Treatment Plans will all be entered into and be available from the Synergysoft Risk Module. This will also cover new projects and programs. Project plans will contain a section that identifies risks to the project and outlines how they will be mitigated, treated or avoided. (Refer Project Plan Example Template D2014/00141). Those staff managing such projects should be directly involved in this process.

A new Contract/Project Risk Assessment tool (D2017/06167 FORM H) has been introduced to ensure that an initial broad spectrum risk assessment process is carried out at the project generation phase. This will ensure that projects that appear to carry a potential downside that may breach the risk appetite of the organisation are either progressed cautiously or shelved. In each case, the project risk profile will have been formally developed and decisions regarding its progression can be well informed.

As key new risks are identified they are to be entered into the Synergysoft Risk Module (i.e. the Corporate Risk Register). This software will allow purpose made reports to be provided. The various reports available from the database will provide a clear picture of the organisation's risk status at any point in time.

#### 3.6.2 At Business Unit Level

At Business Unit level, the risk management process comprises two deliverables:

- The uploading of all significant risk exposures as identified into the Corporate Risk Register; and
- The generation of risk treatment plans for all uploaded risks where either acceptance of the risk is not appropriate or where routine risk control measures are not likely to be adequate.



### **3.6.3 At Corporate Level**

The Director Corporate Services, as assisted by the rest of the Executive Team, will review the integrity of the Corporate Risk Register and Risk Treatment Plans.

Special consideration will be given to risk exposures that are identified as common across all Business Units and also of exposures that would apply only to the corporate body as a whole.

### **3.6.4 Training**

To ensure the successful implementation of risk management activities throughout the EMRC, appropriate training in risk management will be provided to staff and managers.

Training content will encompass the risk management process, AS/NZS ISO 31000-2009, application of risk management tools and assistance with identification and analysis of the EMRC's risk exposures.

The Director Corporate Services together with Business Unit Managers will be responsible for the delivery of appropriate training.

## **3.7 System Monitoring and Review**

The Corporate Risk Register will be formally reviewed annually as a part of the corporate business planning process. More regular reviews and updates by Business Unit, contract, project and program managers will be required to ensure that significant risk exposures are recorded as they are identified.

It is anticipated that these formal reviews will be concurrent with, and part of, the business and budget planning process due to the complementary nature of the two processes.

The monitoring, review and updating of the Corporate Risk Register and associated Risk Treatment Plans will be overseen by the EMRC's Risk Management Steering Group and actioned by Business Unit Managers in consultation with their Director as necessary.

The Annual Risk Workshop for each Business Unit will also help ensure the general integrity of the Corporate Risk Register and the closing out of risk treatment plans.

## **3.8 Risk Management Performance Measurement**

A range of both lead and lag performance indicators will be used to provide feedback to Council as to whether the risk management system is delivering the planned outcomes.

These may include:

Lead Indicators or inputs:

- Number of formal of risk treatment actions and the duration of the close-out process as it relates to strategic risk exposures.

Lag Indicators or outcomes:

- Number of workers compensation claims – moving annual figure graph;
- Number of adverse media statements – in the last 4 month period; and
- Number of improvement notices, non-compliance notices or similar received from government agencies in the last 4 month period.



First Adopted by Executive Management Group	February 2018
This Review & Adoption	February 2018
Next Review	May 2019
Responsible Business Unit	Corporate Services



## 14 REPORTS OF DELEGATES

Nil

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

Nil

## 16 CONFIDENTIAL MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC

Nil

## 17 FUTURE MEETINGS OF THE AUDIT COMMITTEE

Meetings of the Audit Committee are covered under the Audit Committee Terms of Reference as follows.

### *“4 Meetings*

*4.1 The Audit Committee will meet as required at the discretion of the chairperson of the committee and at least three times per year to coincide with:*

- a. Approval of strategic and annual plans;*
- b. Approval of the annual budget; and*
- c. The auditor’s report on the annual financial report.”*

### **Future Meetings 2018**

Thursday	5	April	(if required)	at	EMRC Administration Office
Thursday	10	May	(if required)	at	EMRC Administration Office
Thursday	7	June		at	EMRC Administration Office
Thursday	5	July	(if required)	at	EMRC Administration Office
Thursday	9	August	(if required)	at	EMRC Administration Office
Thursday	6	September		at	EMRC Administration Office
Thursday	4	October	(if required)	at	EMRC Administration Office
Thursday	22	November	(if required)	at	EMRC Administration Office

## 18 DECLARATION OF CLOSURE OF MEETING

There being no further business the meeting was closed at 6:55pm.



## 16 REPORTS OF DELEGATES

Nil

## 17 MEMBERS' MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

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

### RECOMMENDATION (Closing meeting to the public)

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

### COUNCIL RESOLUTION

MOVED CR PALMER

SECONDED CR WOLFF

THAT WITH THE EXCEPTION OF THE CEO, DIRECTOR CORPORATE SERVICES, DIRECTOR WASTE SERVICES, DIRECTOR REGIONAL SERVICES, CR BLAIR, EMRC DEPUTY MEMBER, CITY OF KALAMUNDA, CHIEF EXECUTIVE OFFICER, CITY OF BAYSWATER, CHIEF EXECUTIVE OFFICER, CITY OF KALAMUNDA, AND PERSONAL ASSISTANT TO THE DIRECTOR CORPORATE SERVICES 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.

**CARRIED 10/2**

**For Vote:** Cr McDonnell, Cr O'Connor, Cr McKenna, Cr Palmer, Cr Powell, Cr Wolff, Cr Stallard, Cr Lavell, Cr Jeans, Cr Kovalevs.

**Against Vote:** Cr Mykytiuk, Cr Wilson.

The doors of the meeting were closed at 6:40pm and members of the public departed the Council Chambers.

The Chief Executive Officer, Director Corporate Services, Director Waste Services, Director Regional Services, EMRC Deputy Member, City of Kalamunda, Chief Executive Officer, City of Bayswater, Chief Executive Officer, City Of Kalamunda and Personal Assistant to the Director Corporate Services remained in Council Chambers.



*Item 19.1 continued*

**19.1 ITEM 15.1 OF THE RESOURCE RECOVERY COMMITTEE MINUTES – RESOURCE RECOVERY FACILITY REQUEST FOR TENDER 2016-005**

**REFERENCE: D2018/03337**

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

The Council considered the 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**

MOVED CR STALLARD

SECONDED CR KOVALEVS

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.

**CARRIED UNANIMOUSLY**

The doors of the meeting were re-opened at 7:11pm and members of the public returned to the Council Chambers.

Recording of the resolutions passed behind closed doors, namely:

**19.1 ITEM 15.1 OF THE RESOURCE RECOVERY COMMITTEE MINUTES – RESOURCE RECOVERY FACILITY REQUEST FOR TENDER 2016-005**

**REFERENCE: D2018/03337**

**COUNCIL RESOLUTION(S)**

MOVED CR O'CONNOR

SECONDED CR LAVELL

THAT COUNCIL NOTES THE ADVICE RECEIVED FROM THE TOWN OF BASSENDEAN AND THE CITY OF BAYSWATER REGARDING THEIR RESPECTIVE RESOLUTIONS ON THE RRF PROJECT AND WILL WORK WITH THESE MEMBER COUNCILS TO EXPLORE THEIR FUTURE WASTE DISPOSAL REQUIREMENTS.

**CARRIED UNANIMOUSLY**

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## 20 FUTURE MEETINGS OF COUNCIL

The next meeting of Council will be held on **Thursday 19 April 2018 (if required)** at the EMRC Administration Office, 1<sup>st</sup> Floor, Ascot Place, 226 Great Eastern Highway, Belmont WA 6104 commencing at 6:00pm.

### Future Meetings 2018

Thursday	19 April (if required)	at	EMRC Administration Office
Thursday	24 May (if required)	at	EMRC Administration Office
Thursday	21 June	at	EMRC Administration Office
Thursday	19 July (if required)	at	EMRC Administration Office
Thursday	23 August (if required)	at	EMRC Administration Office
Thursday	20 September	at	EMRC Administration Office
Thursday	18 October (if required)	at	EMRC Administration Office
Thursday	6 December	at	EMRC Administration Office
January 2019 (recess)			

## 21 DECLARATION OF CLOSURE OF MEETING

There being no further business, the meeting was closed at 7:12pm.