

# INFORMATION BULLETIN

D2022/04302

**Accompanying the  
Ordinary Meeting of Council Agenda  
24 March 2022**



## Information Bulletin 24 March 2022

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## **1. REGISTER OF COUNCIL RESOLUTIONS 2022**

**D2022/04304**

### **PURPOSE OF REPORT**

The purpose of this report is to present to Council a list of Council resolutions for the calendar year and update Council on their progress.

### **KEY POINTS AND RECOMMENDATIONS**

- Historical review of Council's decisions throughout a calendar year.
- Enable current and new Councilors to review previous decisions made.

### **SOURCE OF REPORT**

Chief Financial Officer

### **BACKGROUND**

- 1 One of the characteristics often associated with transparency in local government is to keep Council and members of the public informed. This can be achieved by providing knowledge regarding Council resolutions in a useful and readily accessible manner. As a local government, the EMRC actively seek methods to do its business in a transparent and accountable manner where everyone can see what is happening.
- 2 With this in mind, the EMRC builds trust with its stakeholders and others we serve in the community.

### **REPORT**

- 3 The attachment provides a list of Council resolutions made during the calendar year to improve transparency and accountability. The register is reported back to Council at each ordinary meeting of Council.

### **STRATEGIC/POLICY IMPLICATIONS**

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

### **FINANCIAL IMPLICATIONS**

- 5 As reported.

### **SUSTAINABILITY IMPLICATIONS**

- 6 The implementation of Council's resolutions were exercised in accordance with Council's direction for the benefit and sustainability of the EMRC and Perth's Eastern Region.

**Risk – Non Compliance with EMRC’s responsibility to maintain responsible and accountable governance and management of the organisation.**

Consequence	Likelihood	Rating
Moderate	Unlikely	Moderate
Action/Strategy		
➤ Update to be provided to Council to comply with a past resolution of Council.		

**MEMBER COUNCIL IMPLICATIONS**

**Member Council**

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

**Implication Details**

As reflected in the respective reports.

**ATTACHMENT(S)**

Register of Council Resolutions 2022 (D2022/04305)



## COUNCIL RESOLUTION REGISTER 2022

DATE		RESOLUTION	STATUS
1.	24 FEBRUARY 2022	<p><b>9 CONFIRMATION OF MINUTES OF PREVIOUS MEETING</b></p> <p><b>9.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON 25 NOVEMBER 2021</b></p> <p>THAT THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON 25 NOVEMBER 2021 WHICH HAVE BEEN DISTRIBUTED, BE CONFIRMED.</p>	COMPLETED
2.	24 FEBRUARY 2022	<p><b>14 REPORTS OF EMPLOYEES</b></p> <p><b>14.1 LIST OF ACCOUNTS PAID DURING THE MONTHS OF NOVEMBER 2021, DECEMBER 2021 AND JANUARY 2022 - D2021/25369</b></p> <p>THAT COUNCIL NOTES THE CEO'S LIST OF ACCOUNTS FOR NOVEMBER 2021, DECEMBER 2021 AND JANUARY 2022 PAID UNDER DELEGATED POWER IN ACCORDANCE WITH REGULATION 13(1) OF THE <i>LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996</i>, FORMING THE ATTACHMENT TO THIS REPORT TOTALLING \$27,979,648.10.</p>	COMPLETED
3.	24 FEBRUARY 2022	<p><b>14.2 FINANCIAL REPORT FOR PERIOD ENDED 30 NOVEMBER 2021 - D2021/25371</b></p> <p>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 30 NOVEMBER 2021.</p>	COMPLETED
4.	24 FEBRUARY 2022	<p><b>14.3 FINANCIAL REPORT FOR PERIOD ENDED 31 DECEMBER 2021 - D2021/25372</b></p> <p>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 DECEMBER 2021.</p>	COMPLETED
5.	24 FEBRUARY 2022	<p><b>14.4 FINANCIAL REPORT FOR PERIOD ENDED 31 JANUARY 2022 - D2021/25374</b></p> <p>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 2022.</p>	COMPLETED
6.	24 FEBRUARY 2022	<p><b>14.5 PROPOSED NEW COUNCIL POLICY 2.3 – COUNCILLOR TRAINING AND CONTINUOUS PROFESSIONAL DEVELOPMENT - D2022/02472</b></p> <p>THAT COUNCIL BY ABSOLUTE MAJORITY IN ACCORDANCE WITH S.5.128(1) OF THE <i>LOCAL GOVERNMENT ACT 1995</i> ADOPTS A NEW COUNCIL POLICY 2.3 - COUNCILLOR TRAINING AND CONTINUOUS PROFESSIONAL DEVELOPMENT FORMING THE ATTACHMENT TO THIS REPORT.</p>	COMPLETED
7.	24 FEBRUARY 2022	<p><b>14.6 REVIEW OF DELEGATED POWERS AND DUTIES AND A NEW PROPOSED DELEGATION OF AUTHORITY TO THE CEO - D2022/02476</b></p> <ol style="list-style-type: none"> <li>1. RE-AFFIRMS THE DELEGATED POWERS AND DUTIES AS LISTED IN THE REPORT.</li> <li>2. BY ABSOLUTE MAJORITY IN ACCORDANCE WITH SECTION 5.42 OF THE <i>LOCAL GOVERNMENT ACT 1995</i>, DELEGATES AUTHORITY TO THE CHIEF EXECUTIVE OFFICER TO MAKE MONETARY DONATIONS ON BEHALF OF THE EMRC UP TO A MAXIMUM OF \$2,500 FOR EACH IDENTIFIED CHARITABLE ORGANISATION OR GROUP WITHIN PERTH'S EASTERN REGION, SUBJECT TO THE APPROVED ANNUAL BUDGETARY ALLOCATION ADOPTED BY COUNCIL.</li> </ol>	COMPLETED

	DATE	RESOLUTION	STATUS
8.	24 FEBRUARY 2022	<b>14.7 ITEMS CONTAINED IN THE INFORMATION BULLETIN - D2022/02491</b> THAT THE COUNCIL NOTES THE ITEMS CONTAINED IN THE INFORMATION BULLETIN ACCOMPANYING THE 24 FEBRUARY 2022 ORDINARY MEETING OF COUNCIL AGENDA.	COMPLETED
9.	24 FEBRUARY 2022	<b>15 REPORTS OF COMMITTEES</b> <b>15.1 LEGAL COMMITTEE MEETING HELD 25 NOVEMBER 2021 - D2022/02576</b> THAT COUNCIL NOTES THE RECOMMENDATION(S) IN THE LEGAL COMMITTEE REPORT (SECTION 15.1).	COMPLETED
10.	24 FEBRUARY 2022	<b>17 MEMBERS' MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN</b> <b>17.1 NOTICE OF MOTION RECEIVED FROM CR MARGARET THOMAS</b> THAT COUNCIL IN ACCORDANCE WITH S.5.98 OF THE <i>LOCAL GOVERNMENT ACT 1995</i> APPROVES THE REIMBURSEMENT OF EXPENDITURE INCURRED BY COUNCILLOR MEMBERS AND DEPUTY MEMBERS GENERALLY FOR SUCH PERSONAL PROTECTIVE EQUIPMENT (PPE) AS DETERMINED BY THE CHIEF EXECUTIVE OFFICER TO BE NECESSARY TO CONDUCT SITE VISITS TO MINIMISE EXPOSURE TO HAZARDS.	COMPLETED
11.	24 FEBRUARY 2022	<b>19 CONFIDENTIAL MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC</b> <b>19.1 PROGRESS REPORT ON EMRC REQUEST FOR TENDER 2021-002, PERMANENT FOGO PROCESSING FACILITY - D2022/02481</b> THAT: 1. THE REPORT BE RECEIVED. 2. THE REPORT REMAINS CONFIDENTIAL AND BE CERTIFIED BY THE CHAIRMAN AND CEO.	COMPLETED
12.	24 FEBRUARY 2022	<b>19.2 DELEGATION OF POWERS FOR THE CHIEF EXECUTIVE OFFICER - D2022/01044</b> THAT: 1. COUNCIL BY ABSOLUTE MAJORITY IN ACCORDANCE WITH SECTION 5.42 OF THE <i>LOCAL GOVERNMENT ACT 1995</i> , DELEGATES AUTHORITY TO THE CHIEF EXECUTIVE OFFICER TO NEGOTIATE AND EXECUTE THE AGREEMENT WITH THE PARTY IDENTIFIED WITHIN THE CONFIDENTIAL REPORT. 2. THE REPORT AND ATTACHMENTS REMAIN CONFIDENTIAL AND BE CERTIFIED BY THE CHAIRMAN AND CEO.	COMPLETED
13.	24 FEBRUARY 2022	<b>19.3 ITEM 15.1 OF THE LEGAL COMMITTEE MINUTES – 25 NOVEMBER 2021 – A LEGAL MATTER UPDATE [CONFIDENTIAL MATTER IN ACCORDANCE WITH LOCAL GOVERNMENT ACT 1995 s.5.23(2)(d)] - D2022/02578</b> THAT COUNCIL NOTES THE LEGAL COMMITTEE RESOLUTIONS OF ITEM 15.1 OF THE LEGAL COMMITTEE MEETING HELD 25 NOVEMBER 2021 – LEGAL MATTER UPDATE [CONFIDENTIAL MATTER IN ACCORDANCE WITH <i>LOCAL GOVERNMENT ACT 1995</i> s.5.23(2)(d)].	COMPLETED

DATE		RESOLUTION	STATUS
14.	24 FEBRUARY 2022	<p><b>19.4 SELECTION OF FACILITATOR FOR THE CHIEF EXECUTIVE OFFICER'S PERFORMANCE REVIEW PROCESS - D2022/00474</b></p> <p>THAT:</p> <ol style="list-style-type: none"> <li>1 COUNCIL AWARD THE CONSULTANCY FOR FACILITATING THE CHIEF EXECUTIVE OFFICER'S PERFORMANCE REVIEW TO DR JUDE BALM OF INFINITY TRAINING.</li> <li>2 THE REPORT REMAINS CONFIDENTIAL AND BE CERTIFIED BY THE CHAIRMAN AND CHIEF EXECUTIVE OFFICER.</li> </ol>	COMPLETED
15.	24 FEBRUARY 2022	<p><b>19.5 CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW PROCESS FOR 2022 -D2022/00442</b></p> <p>THAT:</p> <ol style="list-style-type: none"> <li>1. COUNCIL ENDORSES THE TIMETABLE FOR UNDERTAKING THE CHIEF EXECUTIVE OFFICER'S PERFORMANCE REVIEW PROCESS FOR 2022 AS OUTLINED WITHIN THIS REPORT.</li> <li>2. THE REPORT REMAINS CONFIDENTIAL AND BE CERTIFIED BY THE CHAIRMAN AND CHIEF EXECUTIVE OFFICER.</li> </ol>	IN PROGRESS

## 2. CEO EXERCISE OF DELEGATED POWERS AND DUTIES

D2022/04298

### PURPOSE OF REPORT

The purpose of this report is to present to Council a list of delegations exercised by the Chief Executive Officer (CEO) in accordance with Council's resolution of 24 March 2016.

### KEY POINTS AND RECOMMENDATIONS

- Council reaffirmed delegations to the CEO and Committees at its meeting of 24 March 2016 and requested a periodic report listing the items approved since the last Ordinary Council meeting.
- The delegations exercised since last reported to Council are detailed within this report.

### SOURCE OF REPORT

Chief Executive Officer

### BACKGROUND

- 1 At the Council meeting held on 24 March 2016 Council conducted its annual review of powers and/or discharge of its duties as delegated to the CEO and Committees, in accordance within s.5.46 of the *Local Government Act 1995*. (Ref: D2016/03708).
- 2 As part of that review Council resolved inter alia:  

*“THAT COUNCIL RECEIVES A REPORT DETAILING THE LIST OF ITEMS APPROVED UNDER DELEGATED AUTHORITY AS THEY ARISE AT THE NEXT ORDINARY MEETING OF COUNCIL.”*

### REPORT

- 3 The following delegated powers or discharge of duties were exercised by the CEO.

Delegation Number	Date of Original Delegation	Description of Delegation	Details of Delegated Powers and Discharge of Duties
C4/2015	20/08/2015	That Council, by absolute majority, in accordance with Section 5.42(1) of the <i>Local Government Act 1995</i> , delegate authority, to the CEO, to invite tenders on its behalf.	Approved the issuing of tender RFT 2022-001 Upgrade to the CCTV Network at the Red Hill Waste Management Facility. This tender was advertised in the West Australian newspaper on 12/03/2022. The closing date for tender submissions is 05/04/2022.
C6/2016	23/06/2016	That Council by absolute majority in accordance with section 5.42 of the <i>Local Government Act 1995</i> delegate authority to the Chief Executive Officer to negotiate and enter into contracts for waste disposal related to operations at the Red Hill Waste Management Facility and Hazelmere Resource Recovery Park.	A supply waste agreement was entered into with Cleanaway on 7 March 2022 for general waste disposal at Baywaste and transfer to the Red Hill Waste Management Facility. (Reference: D2022/04012).

C3/2017	18/05/2017	Grant the CEO delegated authority to accept quotations from HAAS or its authorised suppliers for the supply of spare parts and periodic equipment repairs of the HAAS timber grinder.	Purchase of spare parts for the HAAS Grinder for the months of February/March 2022. (Purchase Order No 58437).
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### STRATEGIC/POLICY IMPLICATIONS

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

### FINANCIAL IMPLICATIONS

- 5 As reflected in monthly financial reports.

### SUSTAINABILITY IMPLICATIONS

- 6 The delegations exercised were in accordance with Council’s resolution for the benefit and sustainability of the EMRC and Perth’s Eastern Region.

### RISK MANAGEMENT

**Risk – Non Compliance with EMRC’s responsibility to maintain responsible and accountable governance and management of the organisation.**

Consequence	Likelihood	Rating
Moderate	Unlikely	Moderate
Action/Strategy		
➤ Update to be provided to Council to comply with a past resolution of Council.		

### MEMBER COUNCIL IMPLICATIONS

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

### ATTACHMENT(S)

Nil

### **3. 2021/2022 COUNCIL TONNAGE COMPARISONS AS AT 28 FEBRUARY 2022**

**D2022/04293**

#### **PURPOSE OF REPORT**

The purpose of this report is to provide Council with tonnages and quantities at the Red Hill Waste Management Facility (Red Hill) and the Hazelmere Resource Recovery Park (Hazelmere) for the reporting period to 28 February 2022.

#### **SOURCE OF REPORT**

Chief Financial Officer

#### **REPORT**

- 1 A total of 88,558 tonnes were received from Member Council at the Red Hill Waste Disposal Site (Red Hill) during the reporting period, compared to 95,626 tonnes received during the same period in 2020/2021.
- 2 “Other” waste tonnages totalling 57,407 were received at Red Hill during the reporting period compared to 49,092 tonnes received during the same period in 2020/2021.
- 3 During the reporting period a combined total of 145,965 tonnes compared to 144,718 tonnes during the same period in 2020/2021 were received at Red Hill.
- 4 Tonnages and quantities of waste timber, C&I material and mattresses, plus sales of woodchip/fines at Hazelmere for the above reporting period were as follows:
  - Incoming Waste Timber totalled 8,492 tonnes compared to 9,329 tonnes for the same period in 2020/2021.
  - The sale of fines and woodchip totalled 8,938 tonnes, compared to 9,090 tonnes for the same period in 2020/2021.
  - Incoming Commercial and Industrial (C&I) Waste totalled 162 tonnes, compared to 176 tonnes for the same period in 2020/2021.
  - Mattresses incoming totalled 11,290 compared to 12,100 for the same period in 2020/2021.
- 5 The attachment to this report provides the various tonnages information in a graphical format and highlights the movements and trends for the financial year.

#### **STRATEGIC/POLICY IMPLICATIONS**

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

#### **FINANCIAL IMPLICATIONS**

- 7 As reflected in monthly financial reports.

#### **SUSTAINABILITY IMPLICATIONS**

- 8 Nil

**RISK MANAGEMENT**

**Risk – Lower than budgeted tonnages received including product sales.**

Consequence	Likelihood	Rating
Possible	Moderate	Moderate
<b>Action/Strategy</b>		
➤ Monthly tonnage reports are reviewed by Council and Management Team.		

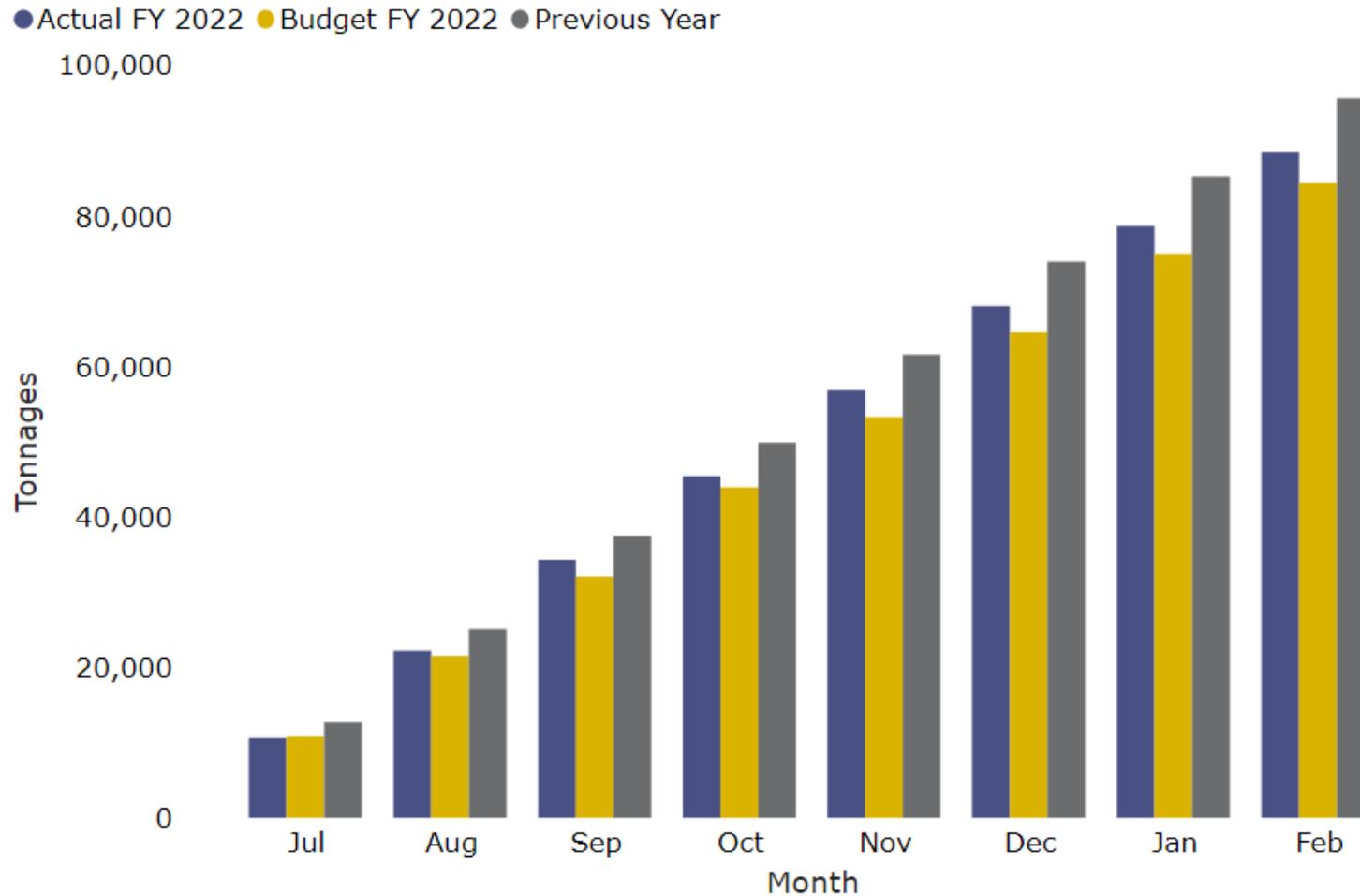
**ATTACHMENT(S)**

Council Tonnages Report (D2022/04395)

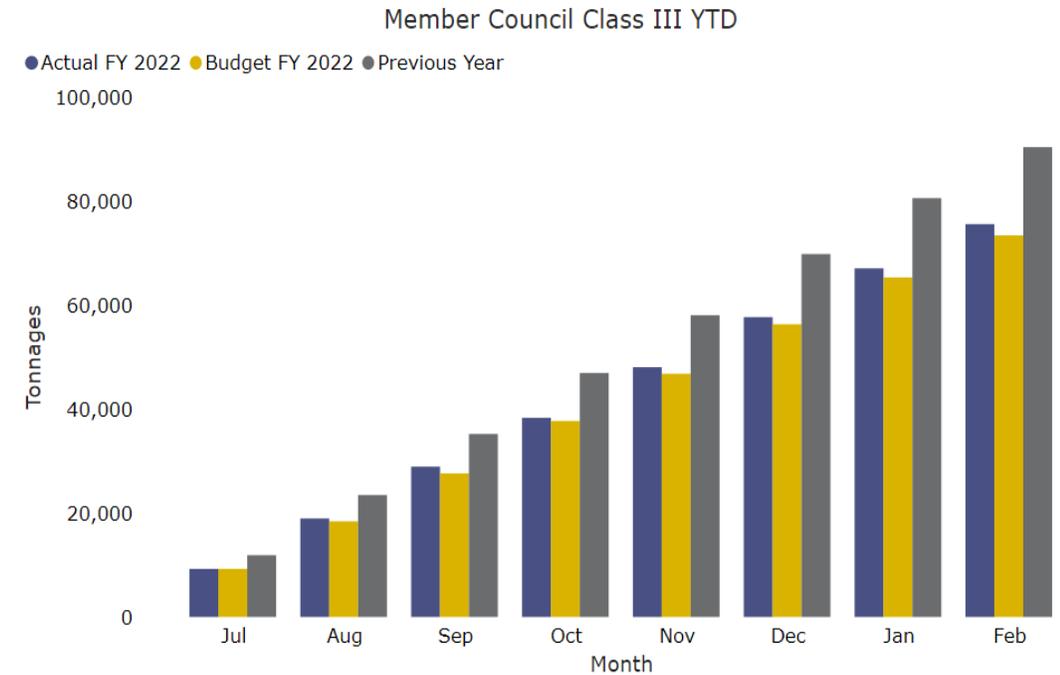
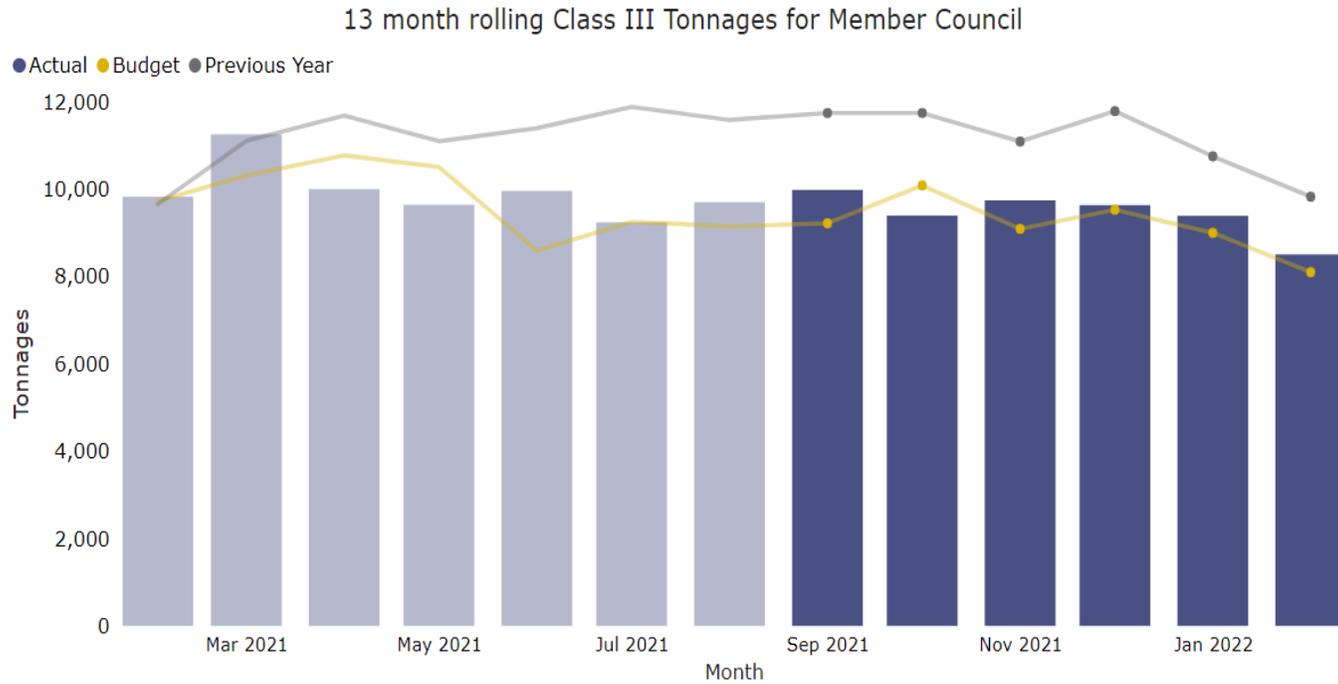
# **EMRC Tonnage Analysis**

**as at 28 February 2022**

# 2021/2022 Member Council YTD Overall Tonnages

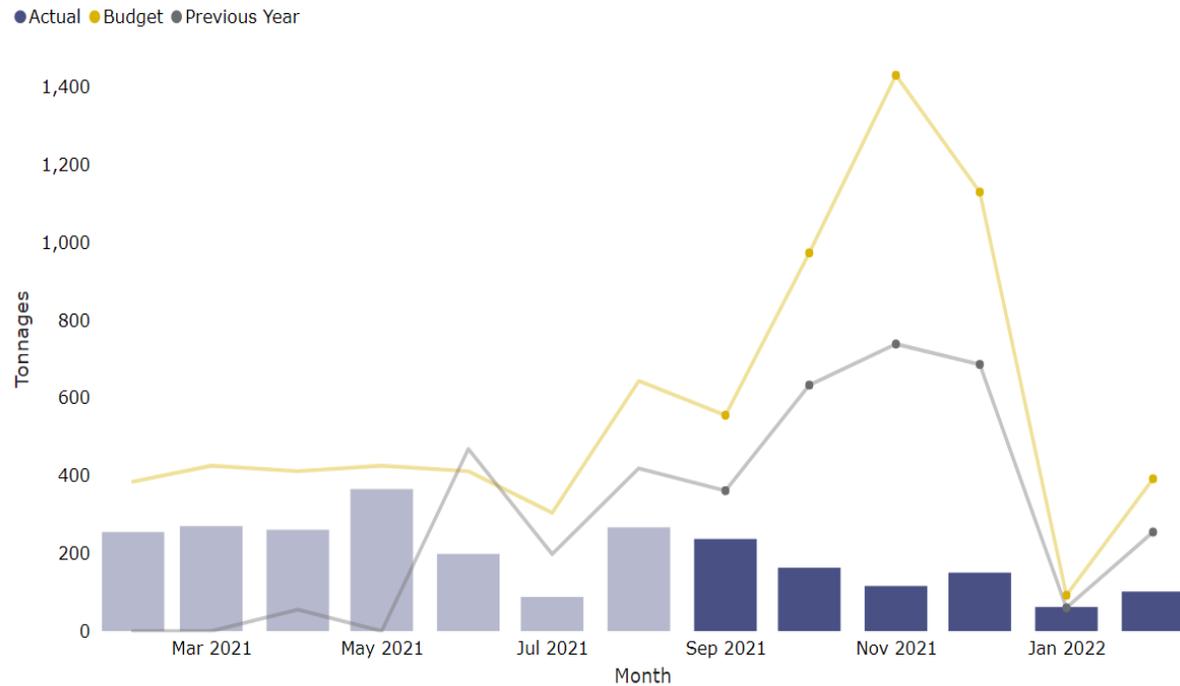


# 2021/2022 Tonnages

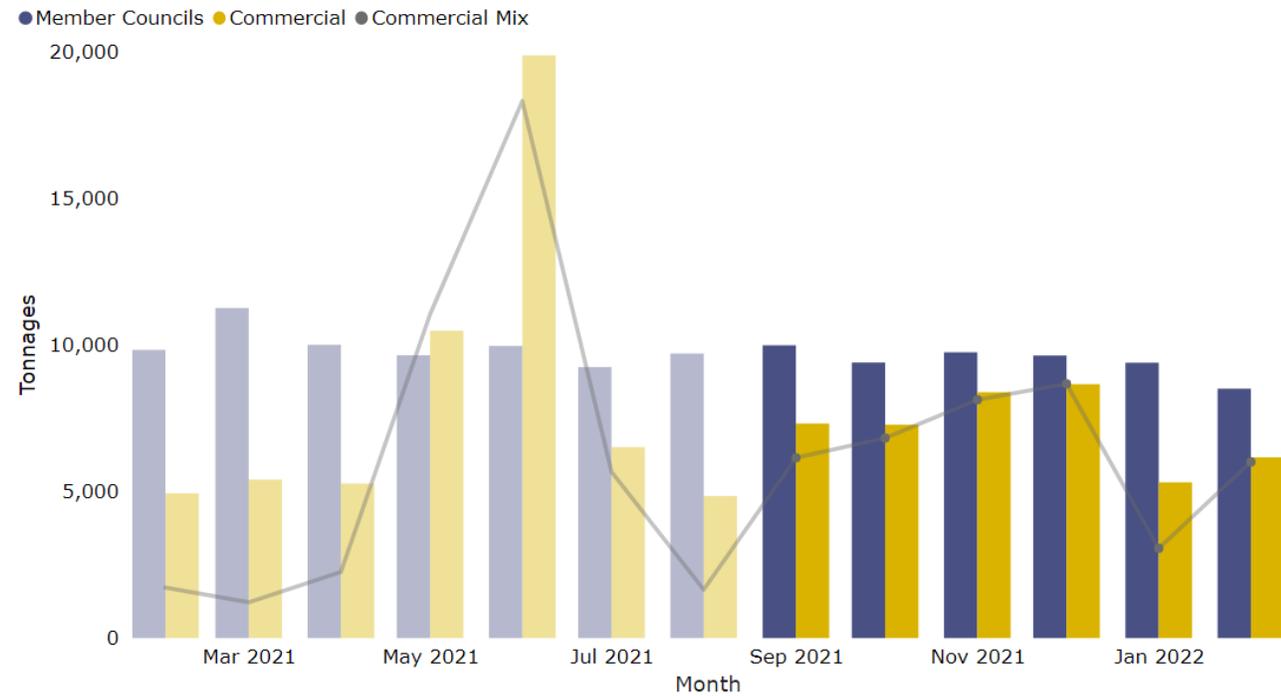


# 2021/2022 Tonnages

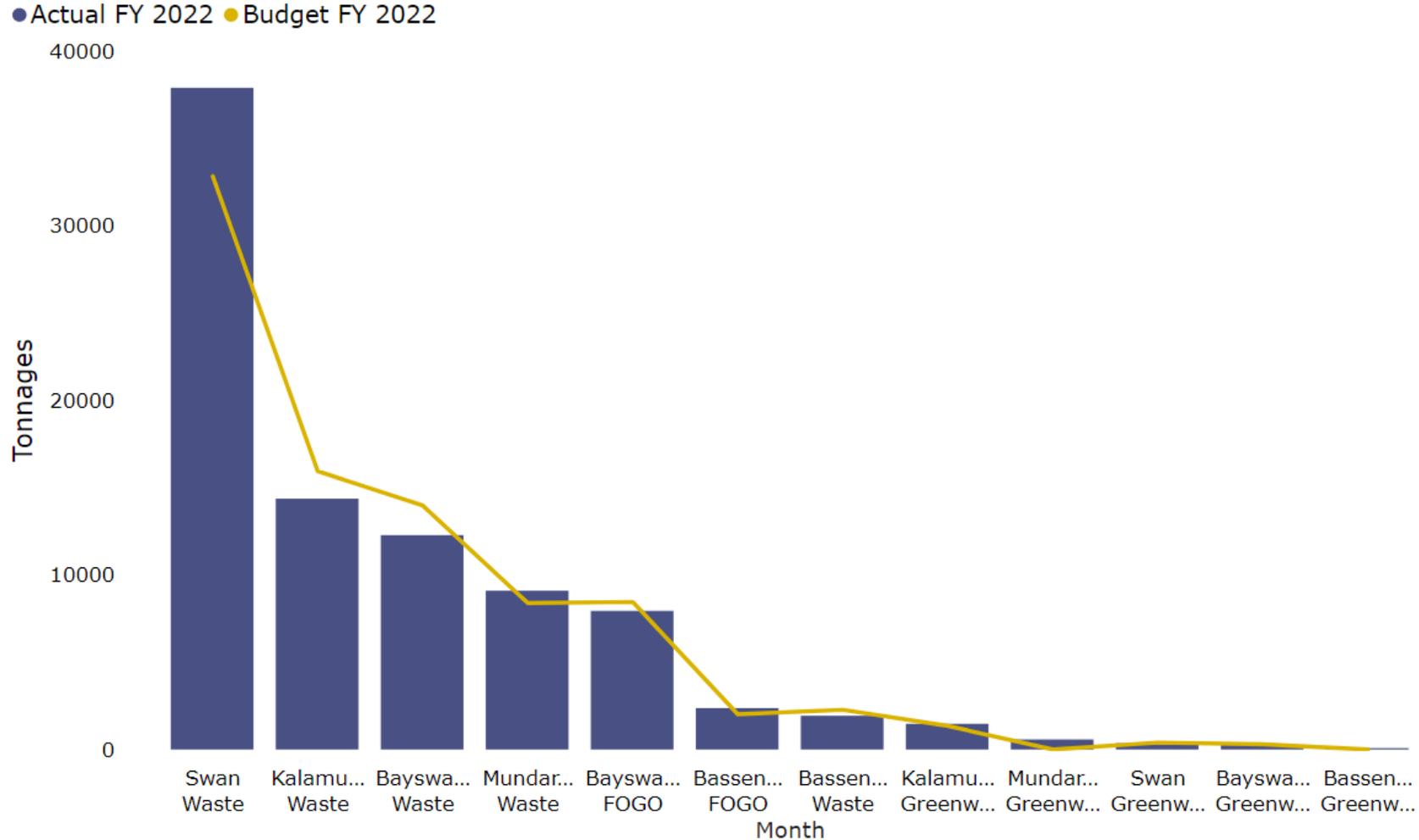
13 month rolling Class IV Tonnages



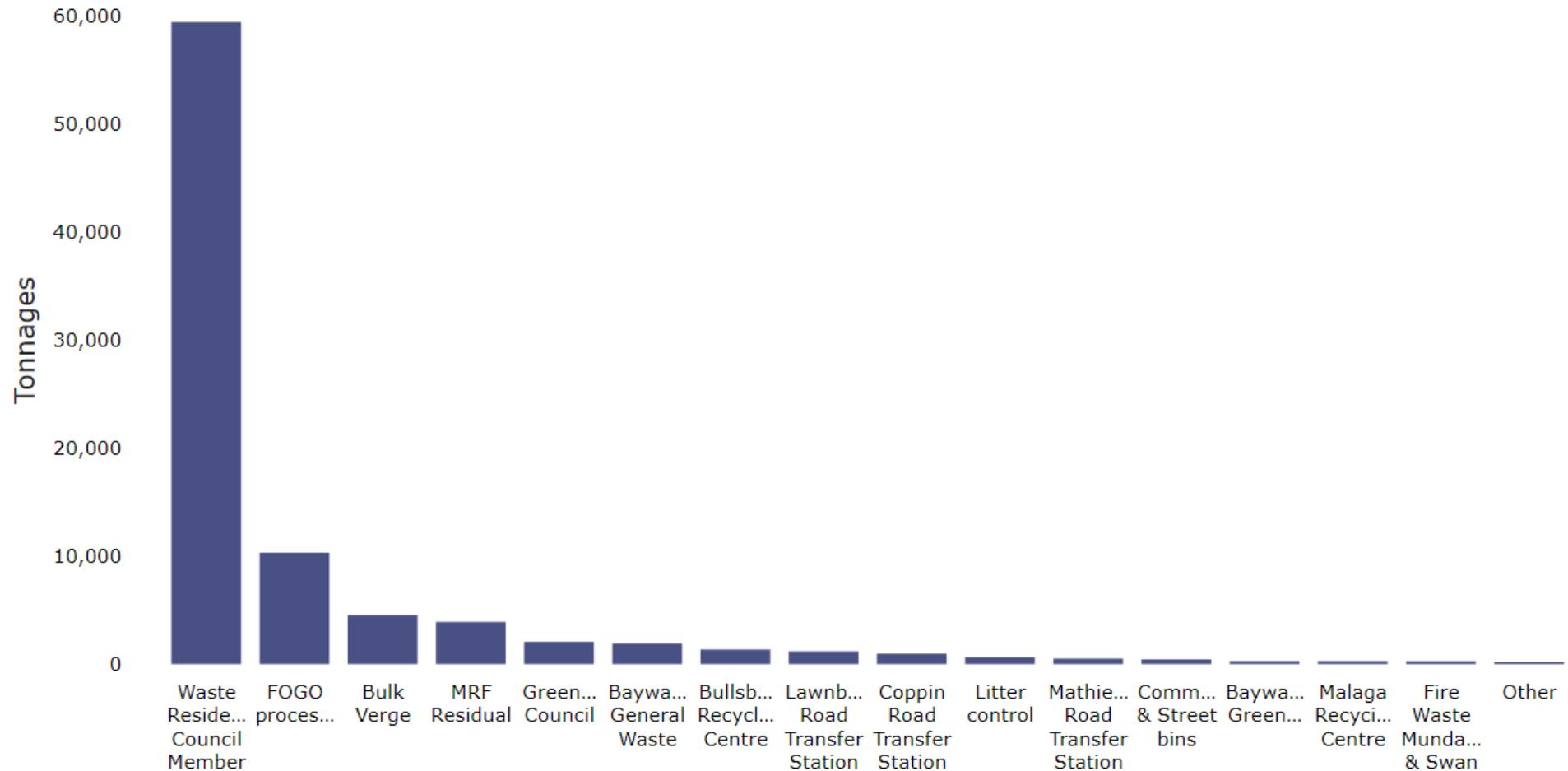
13 month rolling Member Council / Commercial Mix



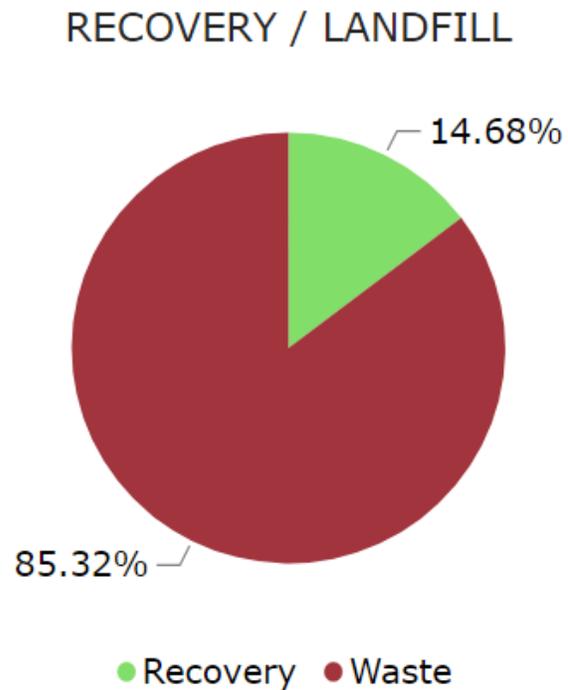
# 2021/2022 EMRC Combined Waste Report YTD February 2022



# 2021/2022 EMRC Waste Receipt Report YTD February 2022

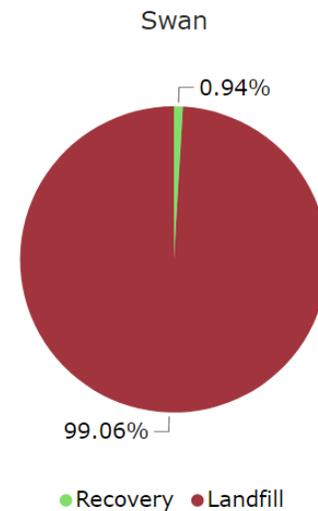
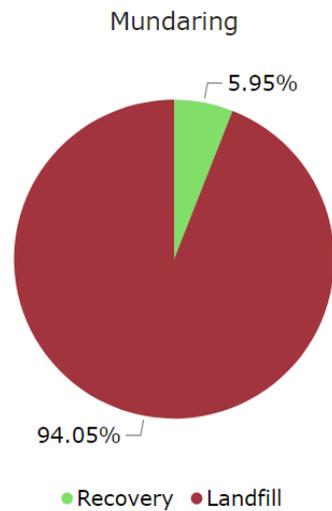
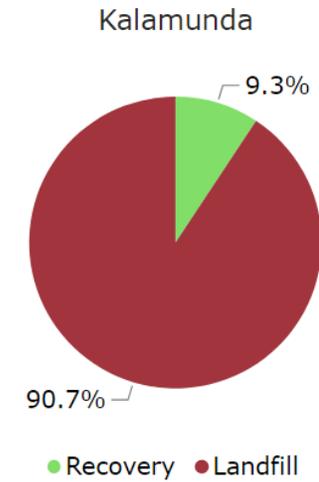
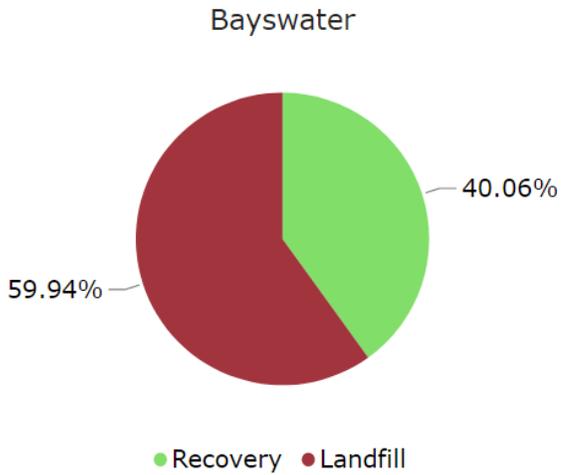
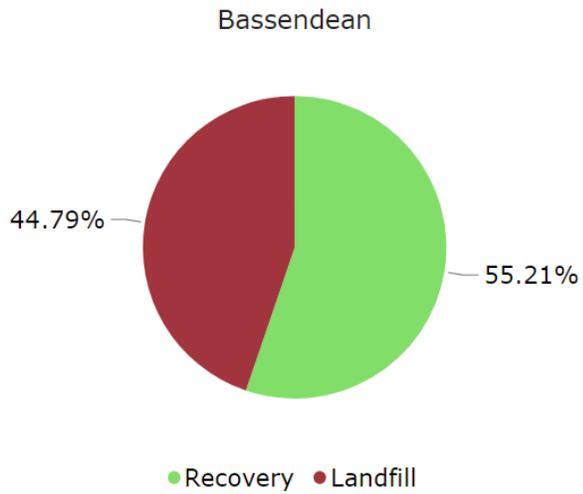


# 2021/2022 Total Member Council % Recovery @ EMRC



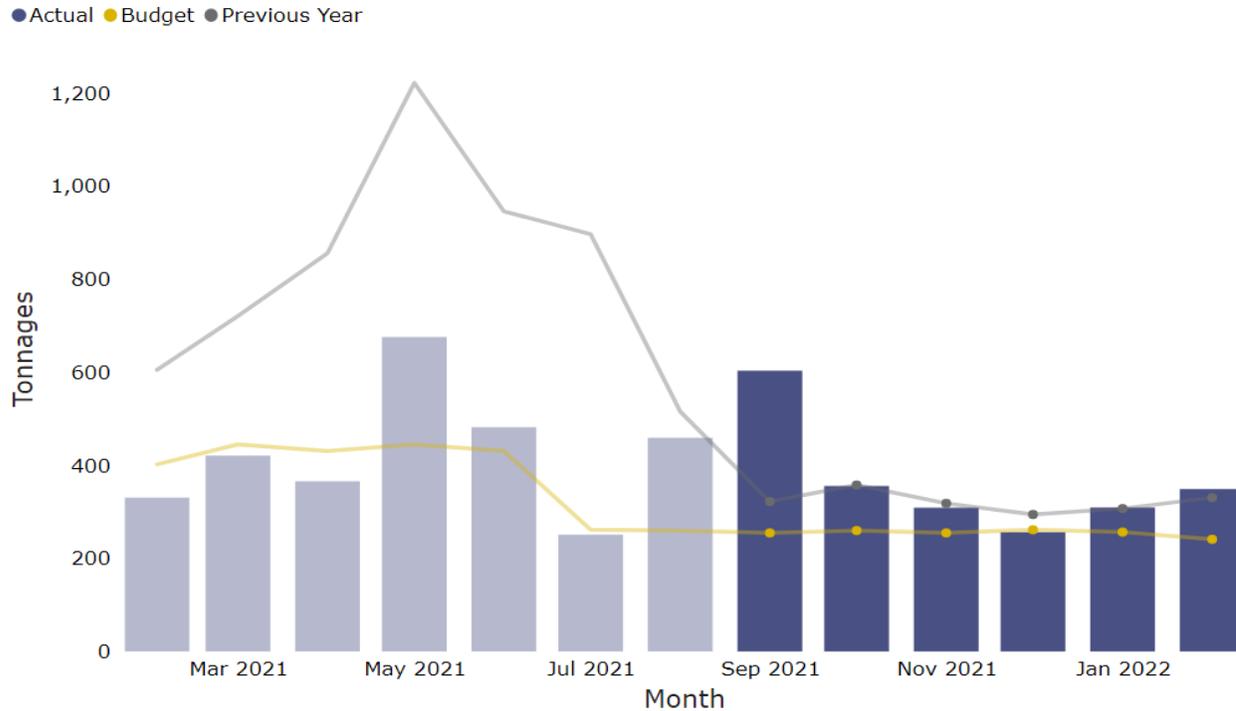
Council	Landfill	Recovery
Bassendean	44.79%	55.21%
Bayswater	59.94%	40.06%
Kalamunda	90.70%	9.30%
Mundaring	94.05%	5.95%
Swan	99.06%	0.94%
<b>Total</b>	<b>85.32%</b>	<b>14.68%</b>

# 2021/2022 Member Council Recovery @ EMRC

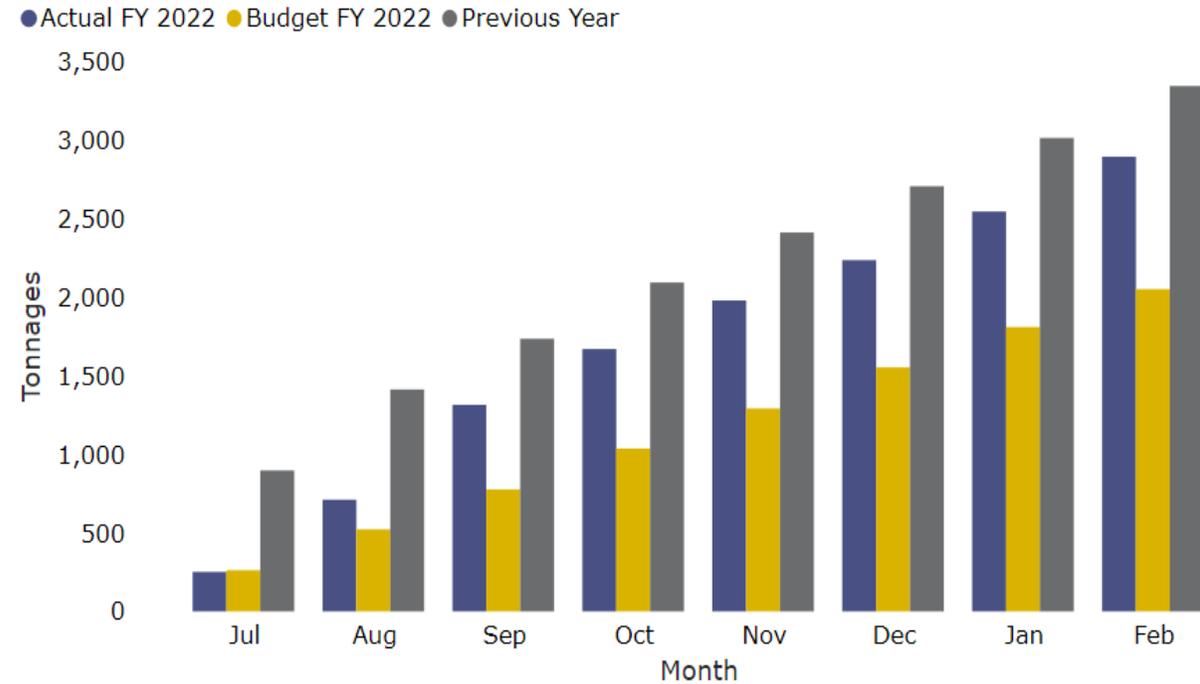


# 2021/2022 Greenwaste Tonnages

13 month rolling Greenwaste Tonnages for Member Council

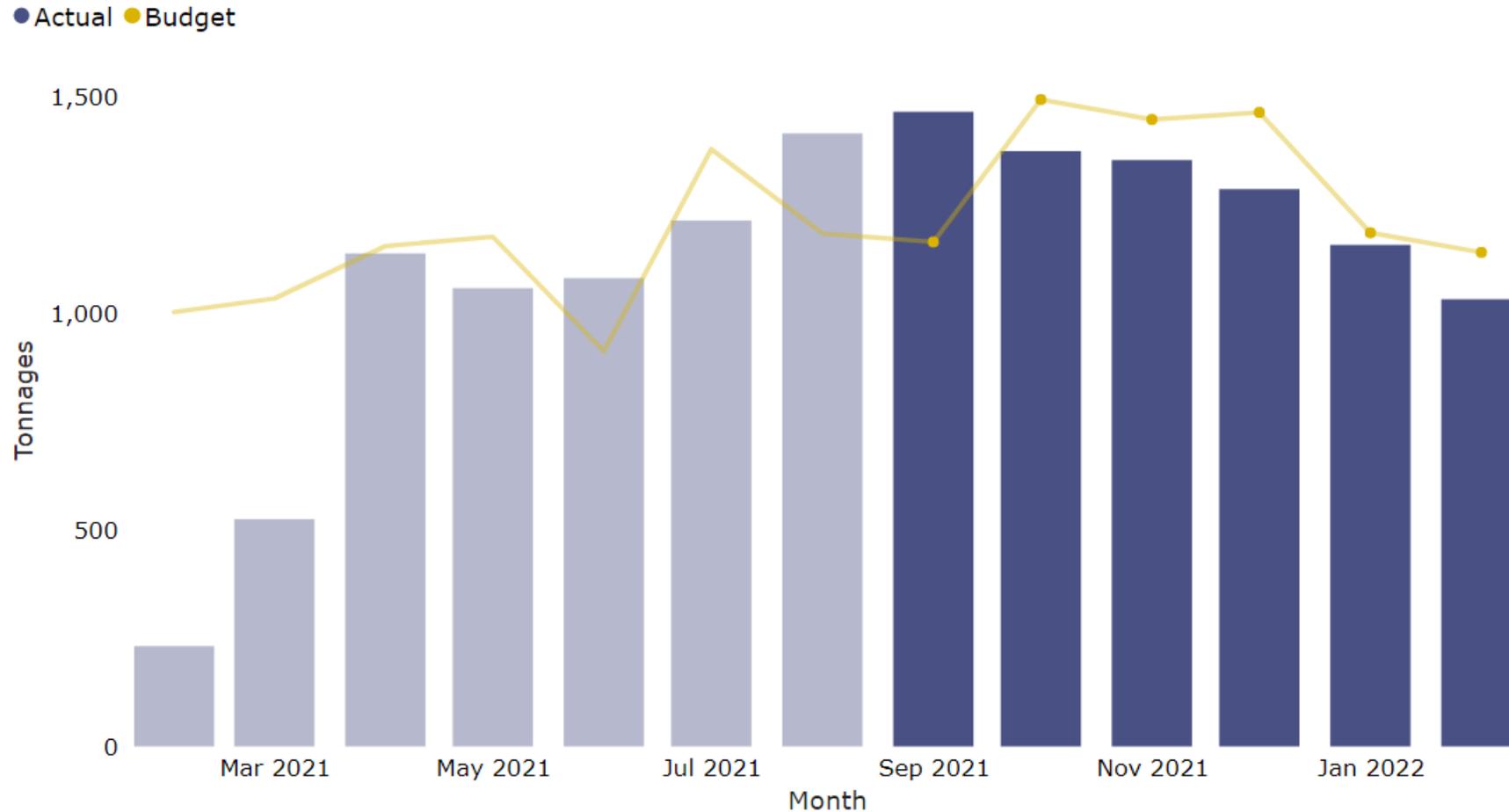


Member Council Greenwaste Tonnages YTD



# 2021/2022 FOGO Tonnages

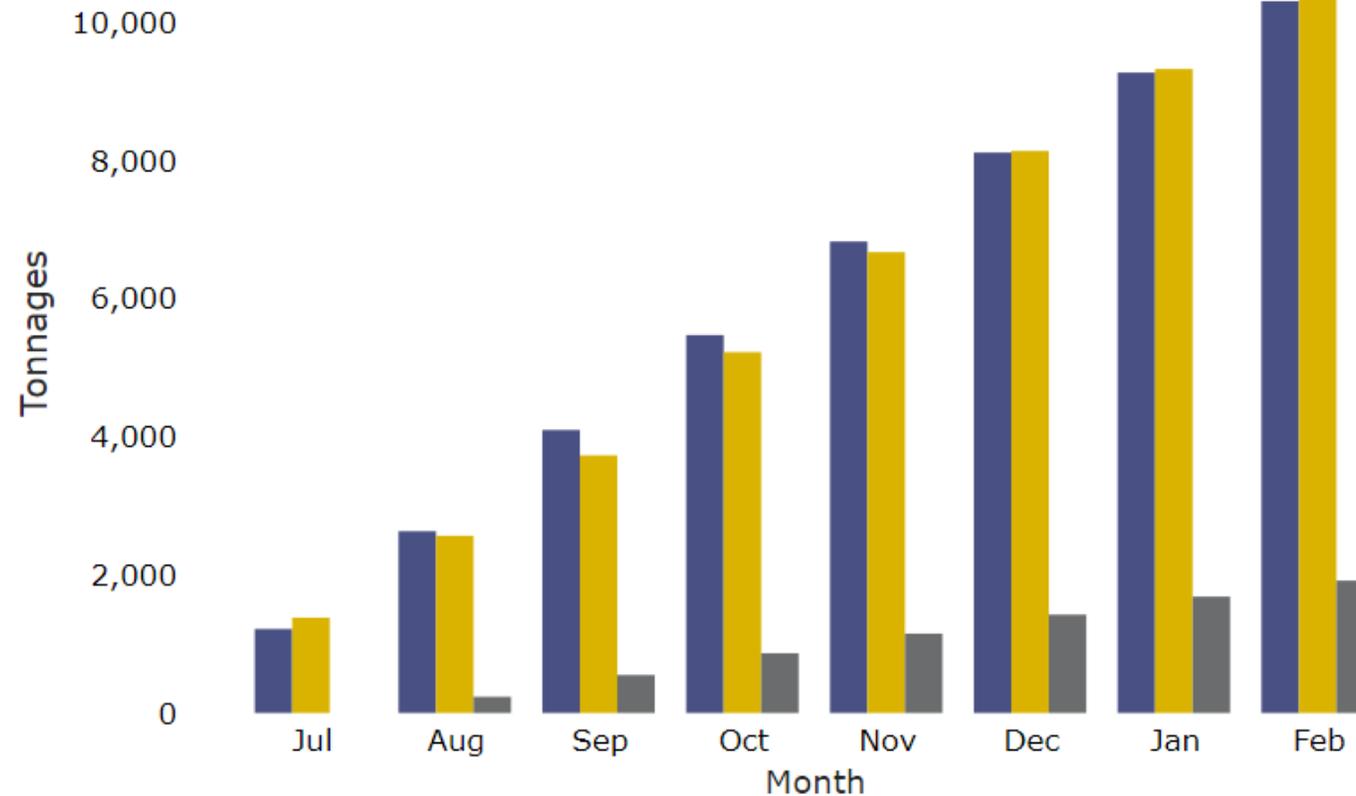
13 month rolling FOGO Tonnages



# 2021/2022 FOGO Tonnages

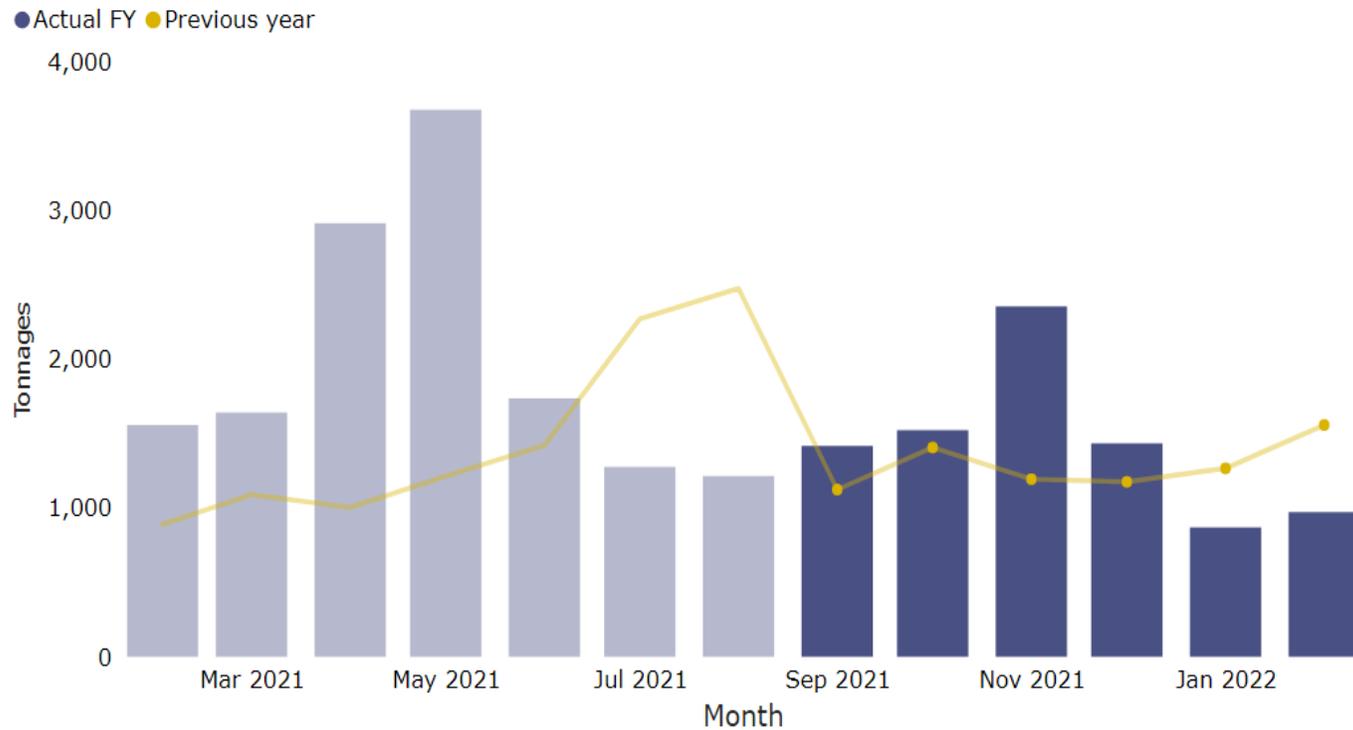
FOGO YTD Tonnages

● Actual FY 2022 ● Budget FY 2022 ● Previous Year

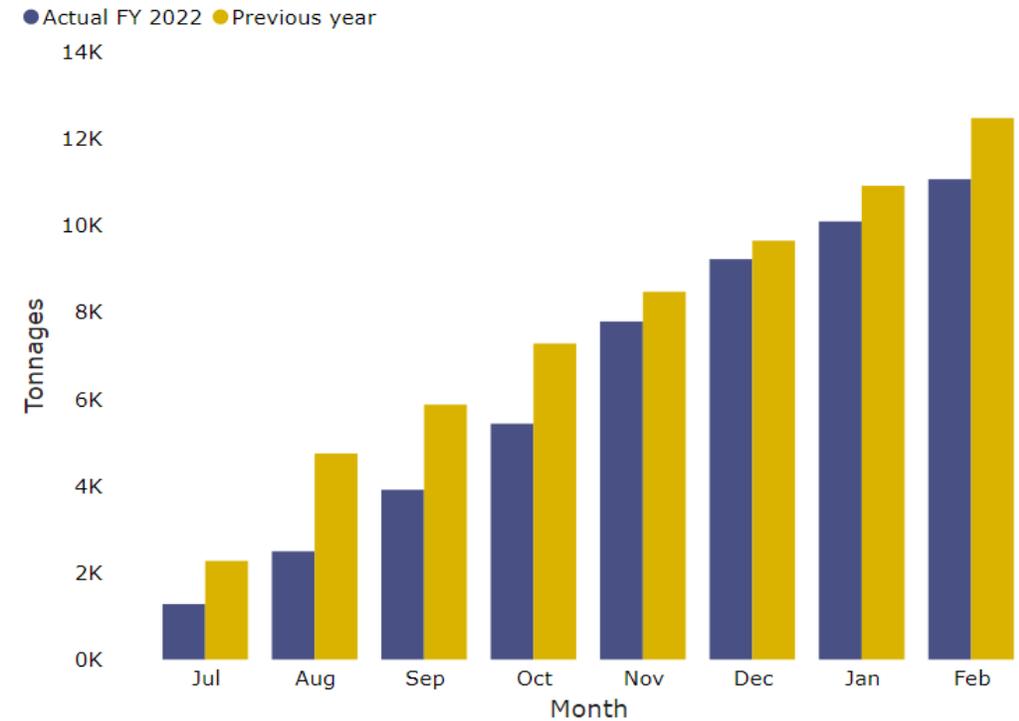


# 2021/2022 Product Sales

All Products - 13 month rolling Tonnages

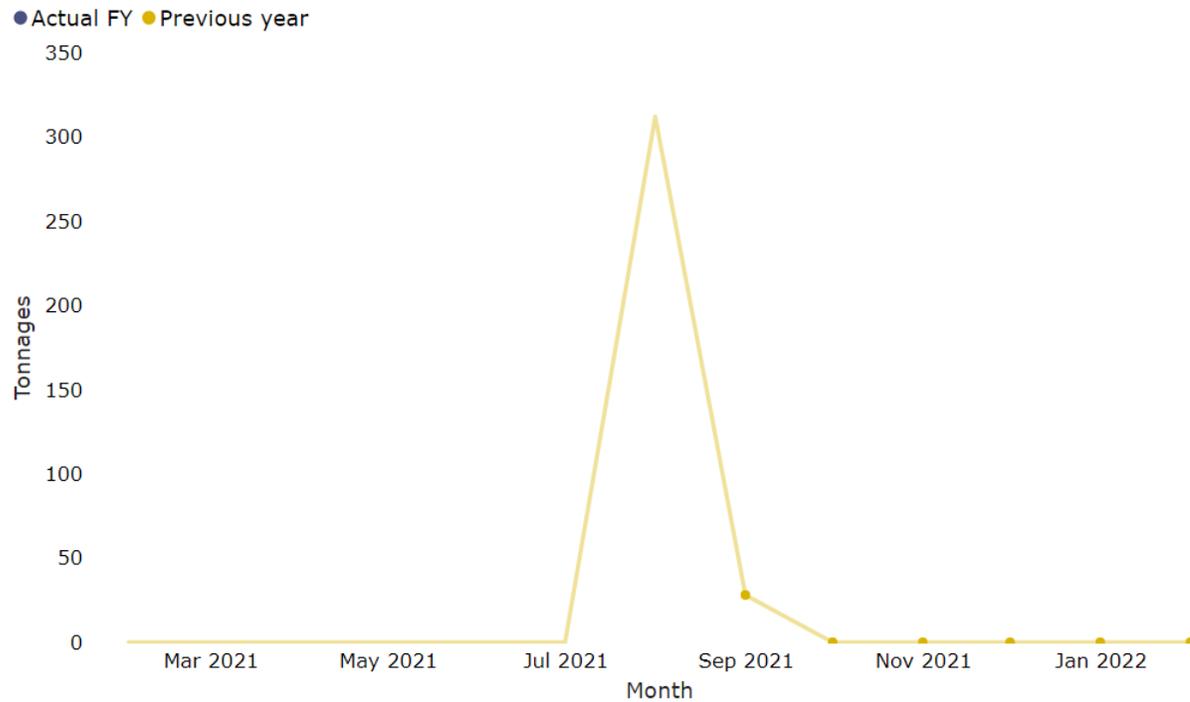


All Products - YTD

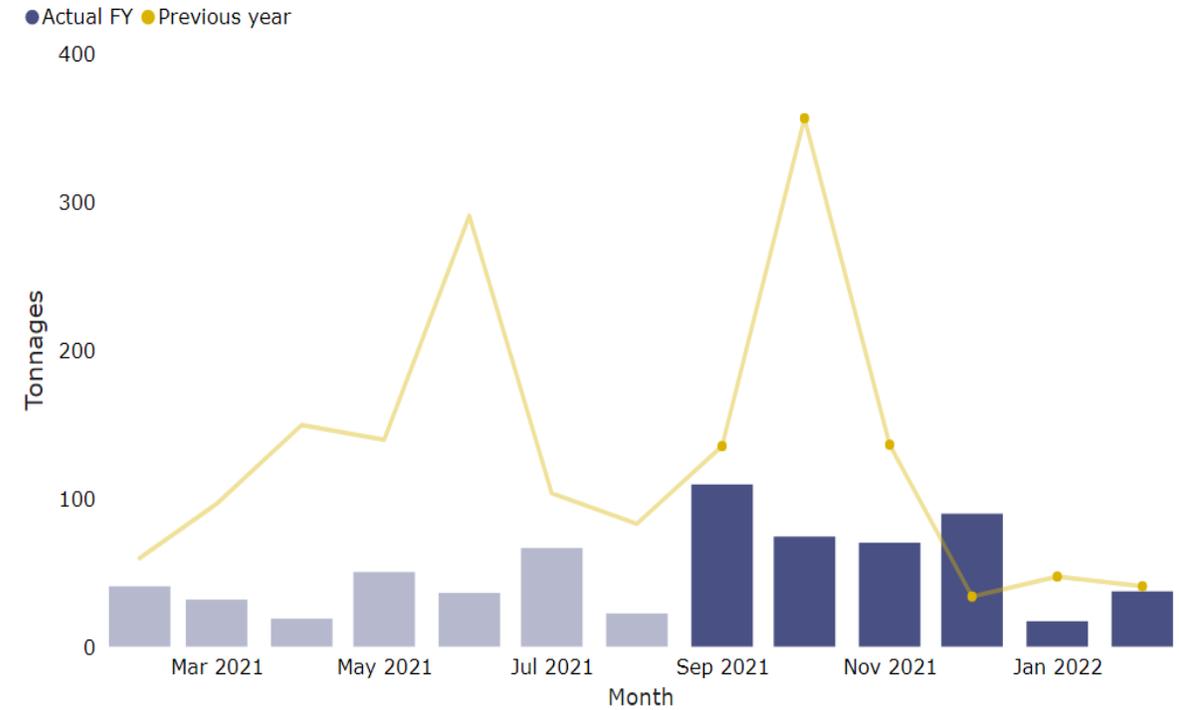


# 2021/2022 Product Sales

Clay - 13 month rolling Tonnages

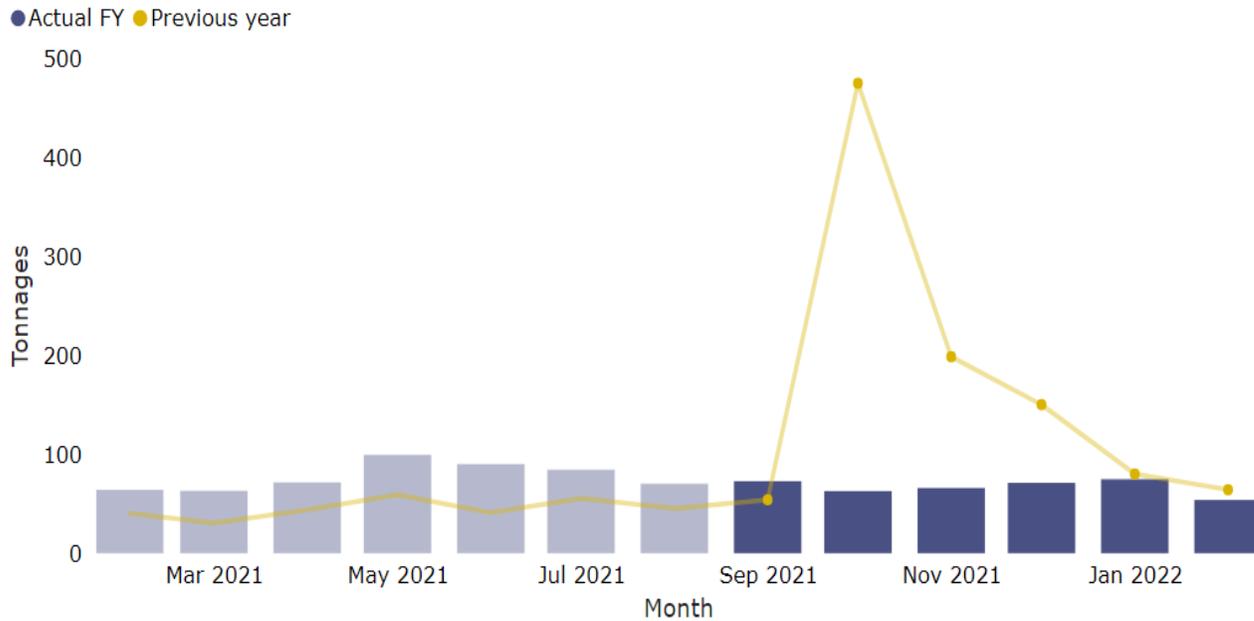


Mulch - 13 month rolling Tonnages

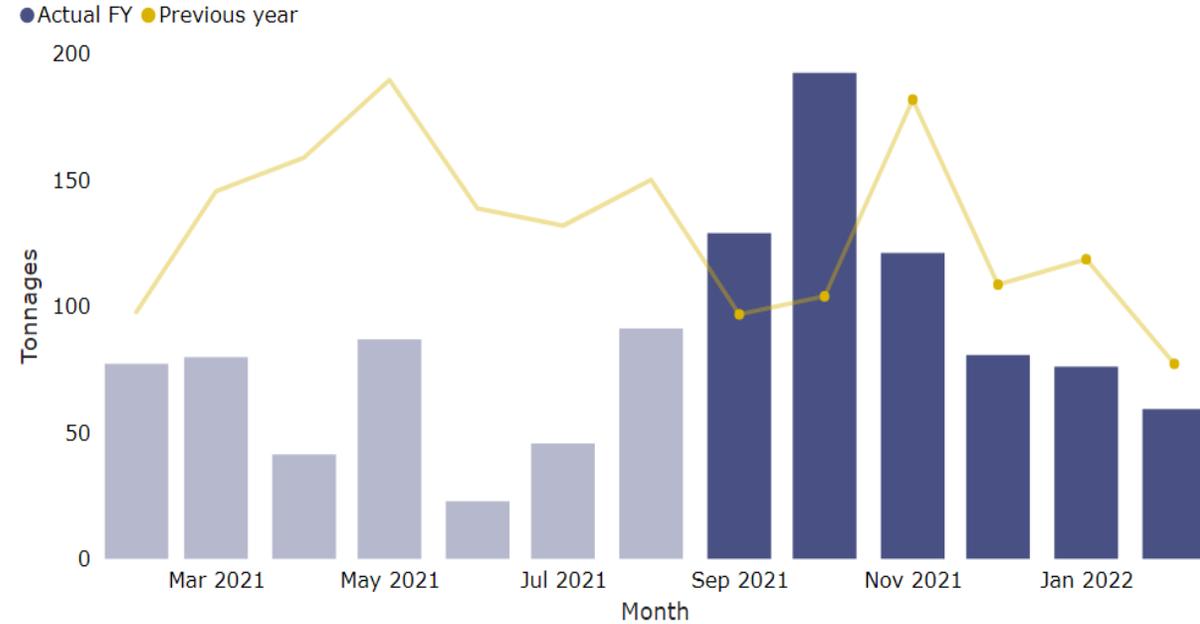


# 2021/2022 Product Sales

Recycled Materials - 13 month rolling Tonnages

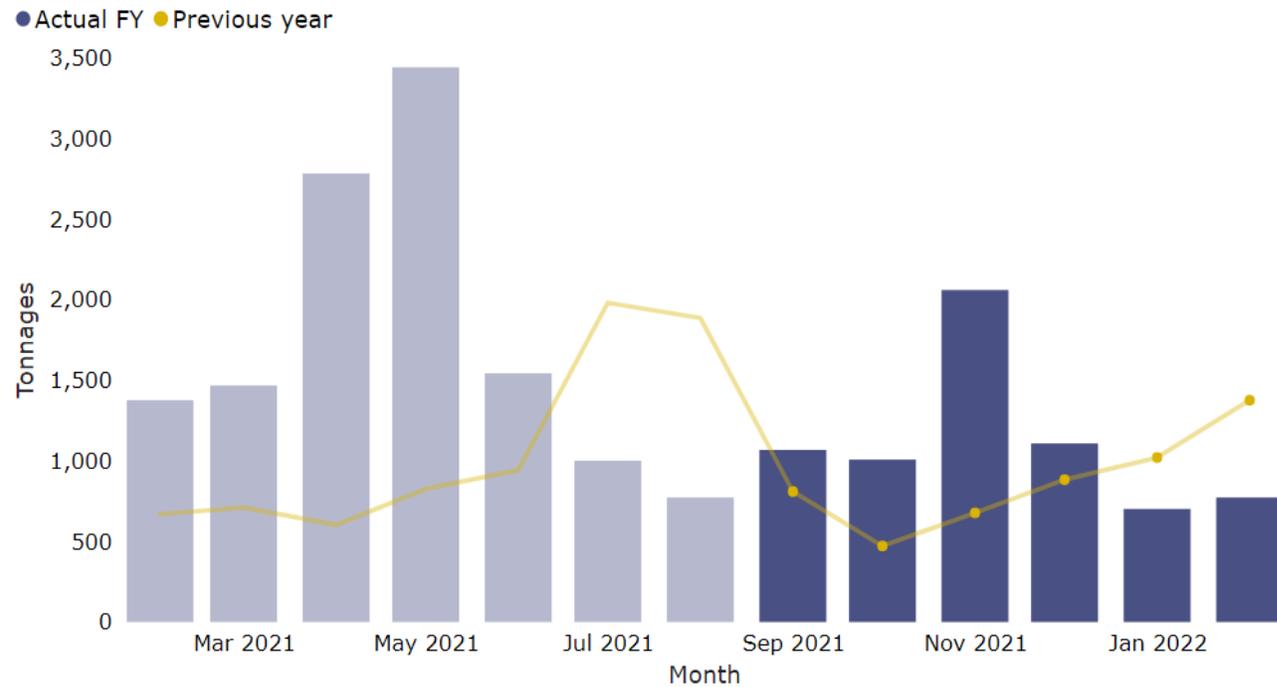


Soil - 13 month rolling Tonnages



# 2021/2022 Product Sales

Ferricrete - 13 month rolling Tonnages



Filter / Laterite Rock - 13 month rolling Tonnages

