



14.4 MEETING DATES FOR 2011

REFERENCE: COMMITTEES-11328

PURPOSE OF REPORT

The purpose of this report is for Council to consider and adopt dates for the Eastern Metropolitan Regional Council (EMRC) Ordinary Council and Committees meetings for 2011; and to seek support for a proposal to introduce three (3) "Strategy/Briefing Sessions" during the year.

KEY ISSUES AND RECOMMENDATION(S)

- Section 5.25(1)(g) of the Local Government Act 1995 and Local Government (Administration) Regulation 12 requires that at least once each year local public notice is to be given of all Ordinary Council meetings and Committee meeting dates, times and places that are to be open to the public and are to be held in the next twelve (12) months.
- It is proposed to introduce three "Strategy/Briefing Sessions" into the Council meeting calendar.
- The purpose of these sessions will be for EMRC staff to provide Council with the necessary information to consider important, strategic and/or new initiatives.
- Introduction of regular Strategy/Briefing Sessions will be useful, as this will enable EMRC officers to workshop comprehensive information with Councillors on a pre-determined, agreed date. These sessions will be for information only and no decisions will be required or made at them. Furthermore the Strategy/Briefing Sessions will not be public meetings.
- Meeting dates for the EMRC's Ordinary Council, Chief Executive Officers' Advisory Committee, Audit Committee, Technical Advisory Committee, Chief Executive Officer Performance Review Committee and the Resource Recovery Committee meetings for the 2011 calendar year are as contained within this report.
- The Investment Committee meeting dates will be arranged and convened as required.

Recommendation(s)

That:

1. The Ordinary Council meeting and Committee meeting dates, times and places for 2011 as outlined in the report be adopted and notice be given in accordance with r.12 of the Local Government (Administration) Regulations 1996.
2. Council endorse the introduction of Strategy/Briefing Sessions for Councillors together with the meeting dates outlined in the report.

SOURCE OF REPORT

Chief Executive Officer
Manager Organisational Development

BACKGROUND

EMRC develops a meeting calendar each year and when selecting suitable dates ensures that, where possible, there are no clashes with member Councils' meetings and the East Zone meetings (organised by WALGA). EMRC Council meetings are usually held on the second last Thursday of the month.



Item 14.4 continued

REPORT

Council's governance framework

Council historically sets six fixed meeting dates a year with an additional four meetings scheduled as "if required". Council has established six committees to assist in its decision-making. These committees meet two weeks prior to the Council meeting and the minutes from the Committee meetings form part of the next Ordinary Council Meeting agenda. The role of the Committees is to consider matters within their terms of reference and provide advice to the Council.

Strategy/Briefing Sessions

To allow officers to brief Councillors and discuss potential new projects, emerging issues etc prior to more detailed work and costs being incurred and in recognition of the importance of providing Council with more time to consider important, strategic matters, it is suggested that incorporation of Strategy/Briefing Sessions into the Council meeting calendar may be of benefit.

The Strategy/Briefing Sessions will be:

- Organised on a day and time endorsed by Council;
- Not be public meetings;
- Used to provide presentations, information etc to the Council;
- The CEO, Directors and nominated EMRC staff would be present to respond to questions and provide clarification;
- The purpose will be to provide information. No decisions will be sought or made during these sessions; and
- If a matter is to be referred to Council, it will be done at an appropriate time after the strategy session. This will enable officers to undertake further research and make relevant adjustments on the basis of discussion.
- Meeting notes will be prepared and distributed only to Councillors, the CEO and Executive Team.

The advantages of holding Strategy/Briefing Sessions are:

- The meetings enable matters which might normally be discussed 'behind closed doors' to be discussed in a less formal environment without disruption to Council meeting proceedings;
- All Councillors (or their deputies) will be present and therefore can be briefed at the same time; and
- There will be improved decision making as Councillors would have time to consider all the information, request clarification etc, prior to a decision at a full Council meeting.

The introduction of regular Strategy/Briefing Sessions could be useful, as they would enable EMRC officers to workshop comprehensive information with Councillors on a pre-determined, agreed date.

2011 Meeting Schedule:

The schedule below sets out the proposed meeting dates for the 2011 calendar year. January is a recess period when EMRC Council and Committee meetings are not held and meeting dates are set for February through to December. Three (3) Strategy/Briefing Sessions have also been proposed during the year in March, July and October, if required.

In accordance with Section 5.25(1)(g) of the Local Government Act 1995 and Local Government (Administration) Regulation 12, local public notice will be given of all Ordinary Council meetings and Committee meeting dates, times and places that are to be open to the public, and are to be held during the 2011 calendar year.



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Ordinary Council Meetings commencing at 6.00 PM

Ordinary Council meetings will be held on the second last Thursday of each month except in November and December.

Thursday	17 February	at	EMRC Administration Office
Thursday	24 March (if required)	at	EMRC Administration Office
Thursday	21 April	at	EMRC Administration Office
Thursday	19 May (if required)	at	EMRC Administration Office
Thursday	23 June	at	EMRC Administration Office
Thursday	21 July (if required)	at	EMRC Administration Office
Thursday	18 August	at	EMRC Administration Office
Thursday	22 September (if required)	at	EMRC Administration Office
Thursday	20 October	at	EMRC Administration Office
Thursday	8 December	at	EMRC Administration Office

Council Strategy/Briefing Sessions commencing at 6.00 PM

The Strategy/Briefing Sessions “if required” will be held in March, July and October.

Thursday	17 March (if required)	at	EMRC Administration Office
Thursday	14 July (if required)	at	EMRC Administration Office
Thursday	27 October (if required)	at	EMRC Administration Office

Chief Executive Officers’ Advisory Committee (CEOAC) meetings commencing at 12.30pm

Note: CEOAC meetings are usually held on the first Tuesday of each month. The November meeting will be held in the third week of that month.

Tuesday	1 February	at	EMRC Administration Office
Tuesday	1 March (informal)	at	TBA
Tuesday	5 April	at	EMRC Administration Office
Tuesday	3 May (informal)	at	TBA
Tuesday	7 June*	at	EMRC Administration Office
Tuesday	5 July (informal)	at	TBA
Tuesday	2 August	at	EMRC Administration Office
Tuesday	6 September (informal)	at	TBA
Tuesday	4 October*	at	EMRC Administration Office
Tuesday	15 November (informal)	at	TBA

*** Please note the Monday prior to the June & October meetings is a Public Holiday**

Technical Advisory Committee (TAC) meetings commencing at 3:00pm:

A TAC meeting is usually held on the first Thursday of the month, except in November when it will be held on the third Thursday of that month.

Thursday	3 February	at	EMRC Administration Office
Thursday	3 March (if required)	at	EMRC Administration Office
Thursday	7 April	at	EMRC Administration Office
Thursday	5 May (if required)	at	EMRC Administration Office
Thursday	9 June	at	EMRC Administration Office
Thursday	7 July (if required)	at	EMRC Administration Office
Thursday	4 August	at	EMRC Administration Office
Thursday	8 September (if required)	at	EMRC Administration Office
Thursday	6 October	at	EMRC Administration Office
Thursday	17 November (if required)	at	Red Hill Waste Management Facility



Item 14.4 continued

Resource Recovery Committee (RRC) meetings commencing at 5.00pm:

An RRC meeting is usually held on the first Thursday of the month, except in November when it will be held on the third Thursday of that month.

Thursday	3 February	at	EMRC Administration Office
Thursday	3 March (if required)	at	EMRC Administration Office
Thursday	7 April	at	EMRC Administration Office
Thursday	5 May (if required)	at	EMRC Administration Office
Thursday	9 June	at	EMRC Administration Office
Thursday	7 July (if required)	at	EMRC Administration Office
Thursday	4 August	at	EMRC Administration Office
Thursday	8 September (if required)	at	EMRC Administration Office
Thursday	6 October	at	EMRC Administration Office
Thursday	17 November (if required)	at	EMRC Administration Office

Audit Committee (AC) meetings commencing at 6.30pm

Thursday	7 April (if required)	at	EMRC Administration Office
Thursday	9 June (if required)	at	EMRC Administration Office
Thursday	7 July (if required)	at	EMRC Administration Office
Thursday	4 August (if required)	at	EMRC Administration Office
Thursday	8 September (if required)	at	EMRC Administration Office
Thursday	6 October (if required)	at	EMRC Administration Office

Chief Executive Officer Performance Review Committee (CEOPRC)

The dates will be arranged and convened as required.

Investment Committee (IC)

The dates will be arranged and convened as required.

STRATEGIC/POLICY IMPLICATIONS

The schedule of meetings is in accordance with the EMRC Policy 1.2 - Meeting Policy which states that “a twelve-month schedule of ordinary meetings of Council will be adopted by Council.” It also states that “meetings of the EMRC are to be held in the EMRC Administration Offices unless otherwise decided”.

FINANCIAL IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

ATTACHMENT(S)

Nil

VOTING REQUIREMENT

Simple Majority



Item 14.4 continued

RECOMMENDATION(S)

That:

1. The Ordinary Council meeting and Committee meeting dates, times and places for 2011 as outlined in the report be adopted and notice be given in accordance with r.12 of the Local Government (Administration) Regulations 1996.
2. Council endorse the introduction of Strategy/Briefing Sessions for Councillors together with the meeting dates outlined in the report.

COUNCIL RESOLUTION(S)

MOVED CR CUCCARO

SECONDED CR GODFREY

THAT:

1. THE ORDINARY COUNCIL MEETING AND COMMITTEE MEETING DATES, TIMES AND PLACES FOR 2011 AS OUTLINED IN THE REPORT BE ADOPTED AND NOTICE BE GIVEN IN ACCORDANCE WITH R.12 OF THE LOCAL GOVERNMENT (ADMINISTRATION) REGULATIONS 1996.
2. COUNCIL ENDORSE THE INTRODUCTION OF STRATEGY/BRIEFING SESSIONS FOR COUNCILLORS TOGETHER WITH THE MEETING DATES OUTLINED IN THE REPORT.

CARRIED UNANIMOUSLY



14.5 REVIEW OF COUNCIL POLICIES

REFERENCE: COMMITTEES-11431

PURPOSE OF REPORT

To review the EMRC policies in accordance with Council's decision of 18 September 2008, that all of the policies be reviewed within the twelve months following the ordinary elections in 2009.

KEY ISSUES AND RECOMMENDATION(S)

- Council Policies were last reviewed at the meeting of Council held on 18 September 2008.
- It is proposed that:
 - One existing policy be deleted; and
 - The remainder of the existing policies, as revised, be adopted.

Recommendation(s)

That:

1. Policy '4.6 Fleet Allocation' be deleted.
2. All policies, as reviewed and amended forming the attachment to this report, be adopted.
3. All EMRC policies be reviewed in the twelve months following the ordinary election day in 2013.

SOURCE OF REPORT

Manager Administration & Compliance

BACKGROUND

Council policies were last reviewed at the meeting of Council held on 18 September 2008. These policies have now been reviewed following the ordinary elections day in October 2009.

REPORT

The policies of the EMRC, determined by Council as required by Section 2.7(2)(b) of the Local Government Act (the Act), guide and inform management and the public about key Council principles. It is important that policies are reviewed regularly and amended where necessary.

EMRC's CEO and Directors, together with relevant Officers, have undertaken a comprehensive review of existing policies. The following objectives were used as a basis for undertaking the review:

- To ensure policies met the definition of a policy;
- To incorporate in the policies appropriate amendments to account for changes in details such as dates, times and values since the last review;
- To realign all Council policies with the recently adopted Strategic Plan under the heading 'Strategic Plan Objective'; and
- To ensure the policies are contemporary and appropriate for the Council.



Item 14.5 continued

Attachment 1 contains all policies that have current approval of Council and are the subject of this review. The three main types of considerations for this review are as follows:

- Keep the current policy without amendment;
- Keep the policy with amendments;
- Delete the policy as it is no longer required.

The policies are grouped in the attachment as follows:

1. Management;
2. Committees;
3. Finance;
4. Staff;
5. Waste Acceptance Criteria;
6. Conferences; and
7. Risk Management.

No new policies are being recommended. New policies are developed and referred to Council on a progressive basis, as the need for them is identified.

Attachment 2 (accompanying document) contains all the existing policies with the proposed changes tracked on the document.

Attachment 3 (accompanying document) contains the final policies with all proposed changes incorporated i.e. clean copy of the final document.

STRATEGIC/POLICY IMPLICATIONS

Key Result Area 4 – Good Governance

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

FINANCIAL IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

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



Item 14.5 continued

MEMBER COUNCIL IMPLICATIONS

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

ATTACHMENT(S)

1. Summary of EMRC policies and recommended changes (Ref: Committees-11460)
2. All policies with tracked changes to the documents (Ref: Committees-11461)
3. All policies incorporating changes made i.e. final policy documents (Ref: Committees-11462)

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION(S)

That:

1. Policy '4.6 Fleet Allocation' be deleted.
2. All policies, as reviewed and amended forming the attachment to this report, be adopted.
3. All EMRC policies be reviewed in the twelve months following the ordinary election day in 2013.

Cr Pule referred to Policy 3.3 Management of Investments and said he felt it needed minor changes on page 27 under 'Overall Portfolio Limits'.

The CEO advised that this policy had been reviewed by the Investment Committee in May 2010 and amendments were made to the policy. The amended policy was reviewed by EMRC's Investment Advisors and Internal Auditors and was adopted by Council at its meeting held on 19 August 2010. The CEO stated that his advice was not to make changes tonight without proper consideration and suggested that Council adopt the policy but add an additional recommendation that the policy be adopted but be reviewed again by the Investment Committee.

Crs Färdig and Pule moved and seconded respectively that a point 4 be added to the recommendations as follows:

"That 3.3 Management of Investments Policy' be adopted but a further review be undertaken by the Investment Committee".



Item 14.5 continued

COUNCIL RESOLUTION(S)

MOVED CR FÄRDIG

SECONDED CR PULE

THAT:

1. POLICY '4.6 FLEET ALLOCATION' BE DELETED.
2. ALL POLICIES, AS REVIEWED AND AMENDED FORMING THE ATTACHMENT TO THIS REPORT, BE ADOPTED.
3. ALL EMRC POLICIES BE REVIEWED IN THE TWELVE MONTHS FOLLOWING THE ORDINARY ELECTION DAY IN 2013.
4. THAT 3.3 MANAGEMENT OF INVESTMENTS POLICY' BE ADOPTED BUT A FURTHER REVIEW BE UNDERTAKEN BY THE INVESTMENT COMMITTEE.

CARRIED UNANIMOUSLY

Cr Pule referred to policies 4.4 Staff Service Recognition Policy and 4.5 Gifts to Staff for Farewells and Special Circumstances Policy and asked if the gifts and contributions could be increased by a consistent amount for each period of service. Cr Pule stated that the EMRC spent money on training staff and wanted to retain them so it made sense to increase the contributions.

The CEO explained that the values in the policies had been revised as previously staff were receiving a higher contribution for leaving than they were for remaining at the EMRC and officers were comfortable with the values as provided within the amended policies.

Cr Pule advised that he was happy to leave the motion as carried.

1.0 MANAGEMENT

No:	Policy Title	Summary of Changes
1.1	Election of MWAC Representatives	Keep but has no Amendments
1.2	Meetings	Keep but has no Amendments
1.3	Members and Chairman's fees, expenses, Allowances	Keep but has no Amendments
1.4	Travelling expenses for Council Members	Keep but has no Amendments
1.5	Council Meeting Agenda/Minutes – Confidential / Late Items	Keep with minor Amendments Minor changes to tidy up wording on returning confidential reports to the CEO.
1.6	Council Meeting Minutes – Recording Reason for a Decision Being Different from a Recommendation	Keep but has no Amendments
1.7	Legal representation costs indemnification	Keep but has no Amendments
1.8	Lobbying and Advocacy Policy	Keep with Amendments Title change and changes to recognise that an advocacy plan is now in place as adopted by Council which contains the level of detail previously provided for in the policy.
1.9	Recognition of Members of Council	Keep but has no Amendments

2.0 COMMITTEES

No:	Policy Title	Summary of Changes
2.1	Chief Executive Officers Advisory Committee (CEOAC), Technical Advisory Committee (TAC), Resource Recovery Committee (RRC), Chief Executive Officer Performance Review Committee (CEOPRC), and Audit Committee (AC) and Council Meeting Attendance Policy	<p>Keep with Amendments</p> <p>Title change and changes that account for the terms of reference for each committee now forming an attachment to the policy.</p>

3.0 FINANCE

No:	Policy Title	Summary of Changes
3.1	Annual Financial Reporting	Keep but has no Amendments
3.2	Grants for Community Groups in the Vicinity of Red Hill Waste disposal Facility	Keep with Amendments Minor changes to reflect that the grants are for community groups and not organisations.
3.3	Management of Investments Policy	Keep but has no Amendments
3.4	Occasional Grants / Sponsorship Policy	Keep with Amendments Minor changes to tidy up the wording and reference that funding is on a non-recurrent basis. Also includes additional assessment criteria.
3.5	Purchasing Policy	Keep with Amendments Minor changes in relation to the dollar value for seeking quotes, also the addition of the CEO being able to Wavier Quotes if required.

4.0 STAFF

No:	Policy Title	Summary of Changes
4.1	Chief Executive Officer – Appointment, Performance Assessment and Review	Keep with Amendments Minor changes to the purpose of the policy.
4.2	Superannuation	Keep with Amendments Minor changes and tidying up the wording.
4.3	Payments to terminating Employees	Keep with Amendments Minor changes and tidying up the wording.
4.4	Service Recognition	Keep with Amendments
4.5	Staff Farewells, Special Circumstances and Associated Benefits	Keep with Amendments
4.6	Fleet Allocation Schedule A: Contributory Private Use Salary Deductions	Delete this Policy It is recommended this policy be deleted and become a Management Guideline.

5.0 WASTE ACCEPTANCE CRITERIA

No:	Policy Title	Summary of Changes
5.1	Red Hill Environmental Policy	Keep but has no Amendments
5.2	Environmental Purchasing Policy	Keep but has no Amendments

6.0 CONFERENCES

No:	Policy Title	Summary of Changes
6.1	Member Conference and Seminar Attendance	Keep with Amendments Minor title change. Inclusion of study tours in addition to conferences and seminars. Further clarification in relation to the requirements for written reports in relation to attendance at the relevant event.
6.2	Reimbursement of Expenses for Conferences, Seminars and Other Events	Keep with Amendments Minor changes in relation to the increase amount for daily meals and general tidying up.

7.0 RISK MANAGEMENT

No:	Policy Title	Summary of Changes
7.1	Risk Management Policy	<p>Keep with Amendments</p> <p>Extensive changes to keep the policy more high level recognising more detail will be provided in risk management plans. Also includes an enhanced section on risk management responsibilities.</p>
7.2	Occupational Health and Safety Policy	<p>Keep with Amendments</p> <p>Minor changes and tidying up of wording.</p>



1.1 Election of MWAC Representatives Policy

STRATEGIC PLAN OBJECTIVE

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

PURPOSE

To provide for representation on the Municipal Waste Advisory Council (MWAC). The Municipal Waste Advisory Council is a standing committee of the Western Australian Local Government Association (WALGA) with delegated authority on municipal waste issues.

LEGISLATION

Nil

POLICY STATEMENT

1. The Council will elect a member delegate, member deputy delegate, an officer delegate and an officer deputy delegate to represent the EMRC on the MWAC.
2. That if the member delegate is not present at a MWAC meeting the member deputy delegate will be eligible to vote on behalf of the EMRC

FINANCIAL CONSIDERATIONS

Nil



Adopted/Reviewed by Council

1. 24 June 1993
2. 22 July 1999
3. 02 May 2002
4. 20 May 2004
5. 23 February 2006
6. 18 September 2008
7. 23 September 2010

Next Review

Following the Ordinary Elections in 200913

Responsible Unit

Governance and Corporate Services



1.2 Meetings Policy

STRATEGIC PLAN OBJECTIVE

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

PURPOSE

To appoint the date, time and place at which ordinary meetings of the Council will be convened.

LEGISLATION

Local Government Act 1995 s5.3, 5.4.
Standing Orders Local Law 1998

POLICY STATEMENT

1. The EMRC is to hold ordinary meetings (and may hold special meetings).
2. A twelve-month schedule of ordinary meetings of Council will be adopted by Council and meeting dates shown in that schedule will only be changed by resolution of the Council at a previous meeting.
3. Meetings of the EMRC are to be held in the EMRC Administration Offices unless otherwise decided.

FINANCIAL CONSIDERATIONS

Nil

Adopted/Reviewed by Council

1. 13 August 1998
2. 28 October 1998
3. 22 July 1999
4. 02 May 2002
5. 20 May 2004
6. 23 February 2006
7. 18 September 2008

Next Review

8. 23 September 2010
Following the Ordinary Elections in 20~~13~~⁰⁹

Responsible Unit

Governance and Corporate Services



1.3 Members' and Chairman's Fees and Allowances Policy

STRATEGIC PLAN OBJECTIVE

| 4.65 To provide responsible and accountable governance and management of the EMRC

PURPOSE

To establish the fees and allowances that will be paid to the Chairman, Deputy Chairman, council members and deputy council members.

LEGISLATION

Local Government Act (1995) s5.98 - 5.99A

Local Government (Administration) Regulations 1996, Reg. 30, 33, 33A and 34.

POLICY STATEMENT

1. That payments be made as follows:
 - To members, other than the Chairman, an annual fee for attending meetings (s5.99);
 - To the Chairman, an annual fee for attending meetings (s5.99);
 - To the Chairman, an annual local government allowance (s5.98(5));
 - To the Deputy Chairman, an annual local government allowance of 25% of the amount payable to the Chairman (s5.98A);
 - To deputies of members when the deputy is deputising for a member at a meeting the prescribed maximum fee payable to a member for attending a meeting (s5.98(1)).
2. That the policy of quarterly payments in arrears be applied so that the above payments are made to the Chairman, Deputy Chairman and members at intervals of approximately 3 months during his or her term of office with the last payment becoming payable on the day prior to the next ordinary local government elections.
3. That the fees and allowances payable to the Chairman, Deputy Chairman and members be reviewed, each second year when the terms of office of members expire, in conjunction with the adoption of the annual budget.



FINANCIAL CONSIDERATIONS

Nil

Adopted/Reviewed by Council

1. 03 July 1997
2. 22 July 1999
3. 28 June 2001
4. 02 May 2002
5. 26 June 2003
6. 20 May 2004
7. 23 February 2006
8. 18 September 2008
9. 23 September 2010

Next Review

Following the Ordinary Elections in 20~~13~~⁰⁹

Responsible Unit

Governance and Corporate Services



1.4 Travelling Costs Incurred by Council Members Policy

STRATEGIC PLAN OBJECTIVE

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

PURPOSE

To establish payment guidelines for members of Council for travelling on Council business.

LEGISLATION

Local Government Act (1995) s5.98 (2).

Local Government (Administration) Regulations 1996, Reg. 31, 32.

POLICY STATEMENT

1. Claims by members of Council for travelling costs:
 - a) because of the members attendance at a Council or committee meeting of which he or she is also a member of; or Acting in the capacity as a Councillor of the EMRC;
 - b) associated with performing a function under the express authority of Council or in accordance with the Establishment Agreement of the Eastern Metropolitan Regional Council;
 be reimbursed on the basis detailed in clause 2 of this policy.
2.
 - a) Where the member is using a private vehicle, the rate of reimbursement shall be in accordance with the rates laid down for making motor vehicle claims under the "cents per kilometre method" permissible under the Income Tax Assessment Act.
 - b) Where the member is using a taxi or public transport, the actual amount of the fare paid by the member.
A member may alternatively request to be issued with a Cabcharge voucher by the Chief Executive Officer. In the case of the Chairman, he or she may request to be issued with a Cabcharge card.
3. Claims for travelling costs must be in writing, detailing the date and purposes of the travel, be signed by the Councillor and in the case of claims for use of a private vehicle, include the opening and closing reading of the vehicles odometer in relation to each trip being reimbursed.



FINANCIAL CONSIDERATIONS

A statutory provision which requires a budget allocation

Adopted/Reviewed by Council

1. 24 April 1997
2. 22 July 1999
3. 02 May 2002
4. 26 June 2003
5. 20 May 2004
6. 23 February 2006
7. 18 September 2008

Next Review

8. 23 September 2010
Following the Ordinary Elections in 20~~13~~⁰⁹

Responsible Unit

Governance and Corporate Services



1.5 Meeting Agenda / Minutes – Confidential Items Policy

STRATEGIC PLAN OBJECTIVE

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

PURPOSE

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

LEGISLATION

Local Government Act 1995 s5.25(1)(j), 5.94 and 5.95
 Local Government (Administration) Regulations 1996 r14, 29 and 29A
 EMRC Standing Orders Local Law 1998 clauses 3.13, 3.20, 4.2 and 12.7

POLICY STATEMENT

1. That items which at the discretion of the Chief Executive Officer are felt to require confidentiality be distributed separate from but accompanying the Council and or Committee agendas on paper of a colour not used elsewhere in the agenda.
2. That the agenda indicate that an item is to be treated as confidential while it is being considered by council/committee.
3. That the Council and or Committee decision relating to a confidential item be included in the minutes of the meeting.
4. That copies of confidential agenda items be sent to members and deputy members (only when acting for a member) of the Council and members of the committee dealing with a confidential item prior to the meeting, and be collected at the end of the meeting following member's deliberation on the matter. Where a Council or Committee member has been supplied with a confidential item and does not attend the relevant meeting, they will return the confidential item as soon as practicable to the office of the EMRC attention the Chief Executive Officer.
5. Confidential items are not to be distributed by electronic media except at the discretion of the Chief Executive Officer in consultation with the Chairman.
6. That the power of the CEO, under section 5.25(1)(j) of the Act be exercised so that the reports and other documents, relating to the confidential item and presentation at the meeting, not be available for inspection by the public.



FINANCIAL CONSIDERATIONS

Nil

Adopted/Reviewed by Council

1. 18 September 1997
2. 22 July 1999
3. 02 May 2002
4. 20 May 2004
5. 23 February 2006
6. 18 September 2008

Next Review

7. 23 September 2010
Following the Ordinary Elections in 20~~13~~⁰⁹

Responsible Unit

Governance and Corporate Services



1.6 Council Meeting Minutes – Recording Reason for a Decision Being Different from a Recommendation Policy

STRATEGIC PLAN OBJECTIVE

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

PURPOSE

To establish a method for recording the reason Council made a decision that was significantly different from the recommendation that had been made to Council by a committee or an officer.

LEGISLATION

Local Government Act 1995 s5.25(1)(f)
Local Government (Administration) Regulations 1996 r11(da)

POLICY STATEMENT

It will be Council policy to conform with Local Government (Administration) Regulations 1996 r11(da) by recording a notation which will follow the motion in which the Council has made a decision which is significantly different from the recommendation made to it by a committee or an officer (but not a decision to only note the matter or to return the recommendation for further consideration).

FINANCIAL CONSIDERATIONS

Nil

Adopted/Reviewed by Council

1. 23 April 1999
2. 02 June 1999
3. 02 May 2002
4. 20 May 2004
5. 23 February 2006
6. 18 September 2008

Next Review

7. 23 September 2010
Following the Ordinary Elections in ~~2009~~2013

Responsible Unit

Governance and Corporate Services



1.7 Legal Representation Costs Indemnification Policy

STRATEGIC PLAN OBJECTIVE

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

PURPOSE

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

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

LEGISLATION

Local Government Act 1995 s9.56 – 9.57

Local Government (Functions and General) Regulations 1996 r35

POLICY STATEMENT

1. General Principles

- a) The EMRC may provide financial assistance to members and employees in connection with the performance of their duties provided that the member or employee has acted reasonably and has not acted illegally, dishonestly, against the interests of the EMRC or otherwise in bad faith.
- b) The EMRC may provide such assistance in the following types of legal proceedings:
 - i) Proceedings brought by members and employees to enable them to carry out their EMRC functions (eg where a member or employee seeks a restraining order against a person using threatening behaviour);
 - ii) Proceedings brought against members or employees [this could be in relation to a decision of Council or an employee which aggrieves another person or where the conduct of a member or employee in carrying out his or her functions is considered detrimental to the person (eg defending defamation actions)]; and



- iii) Statutory or other inquiries where representation of members or employees is justified.
- c) The EMRC will not support any defamation actions seeking the payment of damages for individual members or employees in regard to comments or criticisms levelled at their conduct in their respective roles. Members or employees are not precluded, however, from taking their own private action. Further, the EMRC may seek its own advice on any aspect relating to such comments and criticisms of relevance to it.
- d) The legal services the subject of assistance under this policy will usually be provided by the EMRC's solicitors. Where this is not appropriate for practical reasons or because of a conflict of interest then the service may be provided by other solicitors approved by the EMRC.

2. Applications for Financial Assistance

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



3. Repayment of Assistance

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

FINANCIAL CONSIDERATIONS

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

Adopted/Reviewed by Council

1. 20 October 2000
2. 14 December 2000
3. 02 May 2002
4. 20 May 2004
5. 23 February 2006
6. 18 September 2008

Next Review

7. 23 September 2010
Following the Ordinary Elections in 20~~13~~⁰⁹

Responsible Unit

Governance and Corporate Services



1.8 — Government Relations and Advocacy Policy

~~1.8 — Lobbying and Advocacy Policy~~

STRATEGIC PLAN OBJECTIVES

- ~~4.24~~ To provide advice and advocacy, lobbying and advocacy on issues affecting Perth's Eastern Region.
- 4.43 To manage partnerships and relationships with stakeholders.
- ~~4.65~~ To provide responsible and accountable governance and management of the EMRC

PURPOSE

~~To establish a protocol for dealing with organisational and regional lobbying and advocacy issues. To provide policy support for the implementation of the Regional Advocacy Strategy and Council-approved recommendations on advocacy campaigns~~

LEGISLATION

Nil

POLICY STATEMENT

Definitions:

For the purposes of this policy:

Government relations is the transparent, legally valid and ethically sound engagement with government employees and ministers to secure, for residents and Councils of Perth's Eastern Region, the highest quality of government services that they ~~as ratepayers and taxpayers~~ are entitled to expect.

Advocacy is the activity aimed at correcting and influencing the political, social, economic and environmental perceptions and opinions of government, non-government organisations and community leaders to align them with the EMRC and member Councils' views.

REGIONAL ADVOCACY STRATEGY

The Regional Advocacy Strategy is the guiding document for government relations and advocacy activities of the EMRC.



GOVERNMENT RELATIONS AND ADVOCACY OUTCOMES

The outcomes to be sought by the government relations and advocacy activity of the EMRC and their relative priority are identified, refined, recommended and endorsed as and when required by the EMRC Council.

IMPLEMENTATION OF COUNCIL-ENDORSED GOVERNMENT RELATIONS AND ADVOCACY MEASURES

1. The Chief Executive Officer of the EMRC, in consultation with the Chairman of the EMRC when required, will sanction the implementation and related activities being pursued.
2. At the appropriate time, the Chief Executive Officer will propose, and the EMRC Council may endorse additions to this policy to guide the implementation of the government relations and advocacy measures in specific areas such as media, protocol and ceremonial, correspondence matters etc.

Notwithstanding Council Policies 6.1 and 6.3; where urgent interstate or other travel related expenses are required to pursue urgent government relations and advocacy issues, authority for approval is delegated to the Chief Executive Officer in consultation with the Chairman

- ~~• For the purpose of this Policy, lobbying and advocacy may be defined as communication, requests, appeals or written submissions which are designed to influence, support, oppose or promote.~~
- ~~• EMRC will pursue issues of an organisational nature, or facilitate lobbying and advocacy in partnership with the member Councils for those issues of a regional development nature. This may include but is not limited to involvement in position papers, Government submissions, or request for public comment documents.~~
- ~~• Lobbying and advocacy has been identified as an objective in the EMRC's Strategic Plan for the Future and therefore the organisation needs to be both proactive and reactive in this area. To achieve this the EMRC will require:

 - ~~◦ A disciplined approach to lobbying and advocacy activities.~~
 - ~~◦ The ability to clearly identify key lobbying and advocacy issues and EMRC's desired outcomes.~~
 - ~~◦ A strong understanding of, and commitment to, the key issues by EMRC Officers, member Councils and other lobbying and advocacy partners.~~
 - ~~◦ That provision is made on Council's annual budget for pursuing lobbying and advocacy initiatives in accordance with this policy.~~~~

Dealing with proactive issues

- ~~1. Proactive issues are non-urgent issues which provide an opportunity to plan and prepare a lobbying and advocacy approach.~~
- ~~2. Issues for consideration should be formally raised with EMRC's Chief Executive Officer (CEO) and Chairman to determine whether the issue should be pursued further.~~
- ~~3. Subject to 2 above, a report will be issued to Council for consideration on whether to support the issue, prior to the commencement of any lobbying and advocacy effort.~~

~~Where considered appropriate, the matter will be progressed through the relevant committee prior to being referred to Council.~~

Dealing with urgent issues



1. Urgent issues are opportunities which require an immediate reaction and therefore cannot wait for Council endorsement.
2. The authority of deciding the urgent nature of the issue and whether to subsequently commence any immediate lobbying and advocacy efforts, inclusive of written submissions, is delegated to the CEO, in consultation with the Chairman. Following this, the issue and any actions that have transpired as a consequence, should be reported to Council as soon as practicable.
3. Notwithstanding Council Policies 6.1 and 6.3; where urgent interstate or other travel related expenses are required to pursue urgent lobbying and advocacy issues, authority for approval is delegated to the CEO in consultation with the Chairman.

Note: Guidelines for raising and reporting on lobbying and advocacy issues are provided in 'Lobbying and Advocacy Implementation Report — Template' (Ref: Committees-4608). These guidelines can be used by EMRC staff and/or member Council staff for issues relevant to the EMRC or region.

FINANCIAL CONSIDERATIONS

An amount will be provided in each annual budget to meet ~~any~~ costs associated with pursuing government relations ~~lobbying~~ and advocacy initiatives.

Adopted/Reviewed by Council

1. 20 July 2006
2. 18 September 2008
3. 23 September 2010 ~~June 2010~~

Next Review

Following the Ordinary Elections in 2013
~~09~~

Responsible Unit

~~Governance and Corporate~~ Regional Services



1.9 Recognition of Members of Council Policy

STRATEGIC PLAN OBJECTIVE

4.34 To manage partnerships and relationships with stakeholders.

PURPOSE

To establish a policy and provide guidelines for recognising the service that is given to the District by members of the Council.

LEGISLATION

Local Government Act 1995 s5.98(6)

POLICY STATEMENT

Council shall recognise the service of members of the Council who no longer hold office of the EMRC in accordance with clause 7.2(1) (b) and (c) of the Establishment Agreement of the Eastern Metropolitan Regional Council.

Recognition will be subject to the member not becoming disqualified from holding office of the EMRC or participant Council as a result of an offence under the Local Government Act 1995 or any other law.

The following awards shall be made to recognise such service:-

▪ During and on completing one 2-year term	A framed certificate of appreciation
▪ On completing two 2-year terms	A framed certificate of appreciation and a gift to the value of \$100
▪ On completing three 2-year terms	A framed certificate of appreciation and a gift to the value of \$200
▪ On completing four 2-year terms or more	A framed certificate of appreciation and a gift to the value of \$500

The certificate will specifically acknowledge any term spent as Chairman or Deputy Chairman in addition to the role of Councillor.

No gift will be given by way of a cash pay out and the gift purchased, should be appropriate and may be suitable for keeping as a memento.

Such certificate of appreciation and gift will be presented at the next EMRC Annual Dinner.



FINANCIAL CONSIDERATIONS

Appropriate provision is to be included for consideration in Council's annual budget deliberations.

Adopted by Council:

1. 22 February 2007
2. 18 September 2008

Next review

3. 23 September 2010
Following the Ordinary Elections in 20~~13~~⁰⁹

Responsible Unit

Governance and Corporate Services



~~2.1 Chief Executive Officers Advisory Committee (CEOAC), Technical Advisory Committee (TAC), Resource Recovery Committee (RRC), Chief Executive Officer Performance Review Committee (CEOPRC), Audit Committee (AC), Investment Committee (IC) and Council Meeting Attendance Policy Committees of Council~~

STRATEGIC PLAN OBJECTIVE

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

PURPOSE

To ~~establish~~ maintain a Chief Executive Officers Advisory Committee (CEOAC), Technical Advisory Committee (TAC), Resource Recovery Committee (RRC), Chief Executive Officer Performance Review Committee (CEOPRC), Audit Committee (AC), Investment Committee (IC), and determine attendance of officers at council meetings of the EMRC.

LEGISLATION

Local Government Act 1995 s5.8-5.25, 7.1A, B, C
Local Government (Administration) Regulations 1996 r4-14B

POLICY STATEMENT

1. Council will maintain a Chief Executive Officers Advisory Committee (CEOAC), a Technical Advisory Committee (TAC), a Resource Recovery Committee (RRC), Chief Executive Officer Performance Review Committee (CEOPRC); Audit Committee (AC) and an Investment Committee (IC) (occasional / temporary committee) and determine attendance of officers at Council meetings Terms of Reference for each of these:-
2. Membership of the CEOAC will be the CEO of the EMRC and the CEO of each participant local government; and the committee will have the following terms of reference as detailed in Attachment 1.

~~Terms of reference:-~~

~~Strategic and Policy Development~~

~~IN PARTICULAR-~~

- ~~•Maintain regional working relationships-~~
- ~~•Regular review of organisational and other structures-~~



- ~~Information technology planning.~~
- ~~Plan for the future.~~
- ~~Budget development.~~
- ~~Lobby state and federal government.~~
- ~~Liaison with external bodies.~~
- ~~Economic and community development matters – see schedule 2, part 2 of establishment agreement.~~
- ~~Combining regional groups.~~
- ~~Regional marketing.~~
- ~~Elected member training.~~
- ~~Regional tourism.~~

3. Membership of the TAC will be the CEO of the EMRC or nominee and a principal officer of each of the participant local governments nominated by the member council CEO; and the committee will have the following terms of reference as detailed in Attachment 2.e:-

- ~~To give consideration and prepare recommendations to Council in relation to waste management, environment, risk management and other technical matters referred to it from time to time.~~

4. Membership of the RRC will be the members, from time to time, of the TAC and one councillor from each of the participant Local Governments; and the committee will have the following terms of reference as detailed in Attachment 3.:-

- ~~□ Resource Recovery for the EMRC~~

5. ~~The Membership of the~~ CEOPRC will comprise be Council members only ~~and have the terms of reference as adopted by Council on 20 July 2006 and as amended thereafter and the committee will have the terms of reference as detailed in Attachment 4.~~

6. ~~The Membership of the~~ AC will comprise be one council member from each of the participant Local Governments ~~and have the terms of reference as adopted by Council on 19 May 2005 and as amended thereafter and the committee will have the terms of reference as detailed in Attachment 5.~~

7. Membership of the IC will be Council members only and the Committee will have the terms of reference as detailed in Attachment 6

7.8. Through the following process a deputy member will be appointed by council for each committee member.

- A deputy member for CEOAC and TAC may be nominated by the CEO of each participant local government.
- The deputy members appointed for TAC will have the same role on the RRC.
- Council will appoint deputy members to members of the Council on the RRC and the AC.
- No deputy members are appointed to the CEOPRC as the continuity of members during the annual performance review is important in ensuring a fair and objective process is achieved.

8.9. That a flexible approach be taken to those matters generally classified as commercial enterprises or investment and these matters be treated on a project basis with the CEO of the EMRC deciding whether to liaise with either of the committees where necessary. Working parties with specific terms of reference may be used in the future for these matters.

9.10. That meetings be generally face-to-face meetings. However, teleconferencing and e-mail will be used when appropriate.

10.11. An officer from each participant may attend EMRC Council meetings as an advisor but that officer not sit at the council table.

11.12. The EMRC CEO may invite the attendance of any particular additional officer through the participant CEO if the advice of that officer can contribute to the meeting.



12.13. Where officers from Participants attend EMRC Council meetings, they are to have the status of observer.

FINANCIAL CONSIDERATIONS

Nil

Adopted/Reviewed by Council

1. 8 December 1994
2. 22 July 1999
3. 24 February 2000
4. 02 May 2002
5. 19 February 2004
6. 20 May 2004
7. 23 February 2006
8. 18 September 2008
9. 23 September 2010

Next Review

Following the Ordinary Elections in 200913

Responsible Unit

Governance and Corporate Services



3.1 Annual Financial Reporting Policy

STRATEGIC PLAN OBJECTIVE

| 4.65 To provide responsible and accountable governance and management of the EMRC

PURPOSE

To endorse accounting policies as part of the preparation of the Council's annual financial statements.

LEGISLATION

- Division 3 of the Local Government Act 1995
- Part 4 - Financial Reports of Local Government (Financial Management) Regulations 1996
- Australian Accounting Standards

POLICY STATEMENT

1. Reporting Entity

The reporting entity is the Eastern Metropolitan Regional Council.

2. Basis of Accounting

The financial statements shall be drawn up in accordance with the accounting standards and disclosure requirements of the Australian accounting bodies, the Local Government Act 1995, and the Local Government (Financial Management) Regulations 1996.

3. Asset Classification

The following classifications are to be utilised for recording assets:

Land, buildings, structures, plant, equipment, furniture and fittings.



4. Depreciation

Fixed Assets excluding freehold land, are to be depreciated over their estimated useful lives on a straight line basis as follows:

- Buildings 2-10%
- Structures
 - General 2-10%
 - Class III & IV Waste Cells % of actual usage
- Plant 15-40%
- Furniture and fittings 10-40%
- Equipment 10-40%

Assets are to be depreciated when completed and held ready for use.

5. Capitalisation Thresholds

Capitalisation thresholds shall be:

- Land No limit
- Buildings No limit
- Structures No limit
- Plant \$300
- Furniture and fittings \$300
- Equipment \$300

6. Rates

The Eastern Metropolitan Regional Council does not levy rates. Accordingly Rating information as required under the Local Government (Financial Management) Regulations 1996 (S39) are not required to be presented in the financial statements.

FINANCIAL CONSIDERATIONS

Nil

Adopted/Reviewed by Council

1. 27 October 1994
2. 22 July 1999
3. 02 May 2002
4. 20 May 2004
5. 23 February 2006
6. 18 September 2008

Next Review

7. 23 September 2010
Following the Ordinary Elections in 20~~13~~⁰⁹

Responsible Unit

Governance and Corporate Services



3.32 Grants for Community Groups in the Vicinity of Red Hill Waste Management Facility Policy

STRATEGIC PLAN OBJECTIVE

4.34 To manage partnerships and relationships with stakeholders.

PURPOSE

To provide a community grants program to benefit n-opportunity forthe community groups, in the location/s of Gidgegannup, Hovea, Parkerville and/or Stoneville, ~~which can demonstrate that their activities are directed towards providing a service that will potentially benefit the community in general, to be eligible to apply for financial support from the Council.~~

LEGISLATION

Local Government Act 1995 S5.16, S5.17

POLICY STATEMENT

1. The Council's involvement as an active member of the community in Gidgegannup, Hovea, Parkerville and Stoneville be demonstrated by providing financial support to not for profit organisations that are undertaking activities that will potentially benefit the community in general.
2. That community groupseach organisation, in the locations of Gidgegannup, Hovea, Parkerville and Stoneville, which can demonstrate that their activities benefit these communities, are directed towards providing a service that will potentially benefit the community in general, be eligible for Council's financial support under this policy.
3. The annual limit on financial support forte eligible organisations be resolved each year in conjunction with the adoption of the annual budget, with that limit being reducible at the discretion of the Council or the Chief Executive Officer (CEO) exercising delegated authority, according to the size and significance of the organisation.
4. Provision be made ion the Council's annual budget for grants to community organisationsgroups in Gidgegannup, Hovea, Parkerville and Stoneville in accordance with this policy.
5. That community organisations-groups are made aware of the availability of financial support through annual advertising, following adoption of the annual budget.



6. The duty of deciding the outcome of an application be delegated to the CEO after consultation with the Chairman and Deputy Chairman.

NOTE: Applicant guidelines apply. These are reviewed annually and made available on EMRC's website.

FINANCIAL CONSIDERATIONS

An amount will be provided in the annual budget to meet the anticipated cost of making a contribution to the community in the vicinity of Red Hill.

Adopted/Reviewed by Council

1. December 1997
2. 22 July 1999
3. 02 May 2002
4. 28 August 2003
5. 20 May 2004
6. 26 February 2006
7. 18 September 2008

Next Review

8. 23 September 2010
Following the Ordinary Elections in 20134409

Responsible Unit

Governance and Corporate Services



3.3 Management of Investments Policy

STRATEGIC PLAN OBJECTIVE

3.4 To improve member Council and East Metropolitan Regional Council (EMRC) financial viability.

PURPOSE

To establish a policy for the Investment of EMRC's surplus funds at the most favourable rate of return whilst ensuring prudent consideration of risk and security for the investment type and that liquidity requirements are being met.

To ensure that investments are managed with care, diligence and skill and that the management of the portfolio is carried out to safeguard the portfolio and not for speculative purposes.

Establish guidelines to ensure investments:

- Meet legislative requirements;
- Optimise investment income and returns within acceptable risk parameters;
- Ensure that investments match the liquidity needs of the EMRC; and
- Are invested at the most favourable rate of interest available to it at the time whilst having due consideration of risk and security for that investment type.

LEGISLATION

Local Government Act 1995 Section 6.14
 Local Government (Financial Management) Regulations 1996 Regulations 19, 28 and 49
 Trustees Act 1962 – Part III Investments
 Australian Accounting Standards

POLICY STATEMENT

1. Ethics and Conflicts of Interest

Officers shall refrain from personal activities that would conflict with the proper execution and management of EMRC's investment portfolio. This policy requires officers to disclose any conflict of interest to the CEO.

2. Delegation of Authority

Authority for implementation of the Investment Policy is delegated by Council to the CEO in accordance with the Local Government Act 1995. The CEO may in turn delegate the day-to-day management of Council's Investment to the Director, Corporate Services.



3. Investment Ratings

Investments rating in this policy are based on those issued by Standard and Poor's. International ratings agencies used as a basis for assessing EMRC's investments are required to be reviewed periodically by the CEO.

4. Approved Investments

Without approvals from Council, new investments are limited to:

- Commonwealth/State/Territory or Local Government Bonds;
- Interest bearing deposits and securities issued by Australian authorised deposit-taking institutions (ADIs) as authorised by the Australian Prudential and Regulatory Authority (APRA) and with a Standard & Poor's (or its equivalent) credit rating of A-2 (short term) or A (long term) or higher (subject to overall limits);
- Bank accepted/endorsed bank bills, guaranteed by Australian authorised deposit-taking institutions (ADI's);
- Bank negotiable Certificate of Deposits; and
- Managed Funds with a minimum long term Standard & Poor (S&P) rating of "A" and short term rating of "A-2".

5. Prohibited Investments

This investment policy prohibits but is not limited to any investment carried out for speculative purposes including:

- Derivative based instruments;
- Principal only investments or securities that provide potentially nil or negative cash flow; and
- Stand alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind.

This policy also prohibits the use of leveraging (borrowing to invest) of an investment.

6. Risk Management Guidelines

Investments obtained are to be considered in light of the following key criteria:

- Preservation of Capital – the requirement for preventing losses in an investment portfolio's total value;
- Diversification – the requirement to place investments in a broad range of products so as not to be over exposed to a particular sector of the investment market;
- Market Risk - the risk that the fair value or future cash flows of an investment will fluctuate due to changes in market prices;
- Liquidity Risk - the risk an investor is unable to redeem the investment at a fair price within a timely period;
- Maturity Risk - the risk relating to the length of term to maturity of the investment. The larger the term, the greater the length of exposure and risk to market volatilities; and
- Leveraging Risk - the magnification of an investor's risk and return that occurs when the investor takes on financial leverage through an investment product.



Furthermore investments are to comply with three key criteria relating to:

a. Overall Portfolio Limits

To control the credit quality on the entire portfolio, the following credit framework limits the percentage of the portfolio exposed to any particular credit rating category.

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum %	Managed Funds Maximum %
AAA	A-1 +	100%	100%
AA	A-1	100%	100%
A	A-2	60%	80%

b. Counterparty Credit Framework

Exposure to an individual counterparty/institution will be restricted by its credit rating so that single entity exposure is limited, as detailed in the table below:

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum %	Managed Funds Maximum %
AAA	A-1+	45%	50%
AA	A-1	35%	45%
A	A-2	20%	40%

c. Term to Maturity Framework

The investment portfolio is to be invested within the following maturity constraints:

Overall Portfolio Term to Maturity Limits		
	Min	Max
Portfolio % < 1year	40%	100%
Portfolio % > 1year	0%	60%
Portfolio % > 3year	0%	35%
Portfolio % > 5year	0%	25%

Individual Investment Maturity Limits	
Maximum term to maturity limit of all investments	5 years



Standard and Poors Long term rating definitions:

AAA	An obligation rated 'AAA' has the highest rating assigned by Standard & Poor's. The obligor's capacity to meet its financial commitment on the obligation is extremely strong.
AA	An obligation rated 'AA' differs from the highest-rated obligations only to a small degree. The obligor's capacity to meet its financial commitment on the obligation is very strong.
A	An obligation rated 'A' is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than obligations in higher-rated categories. However, the obligor's capacity to meet its financial commitment on the obligation is still strong.
BBB	An obligor rated 'BBB' has adequate capacity to meet its financial commitments. However, adverse economic conditions or changing circumstances are more likely to lead to a weakened capacity of the obligor to meet its financial commitments

Standard and Poors Short term rating definitions:

A-1	A short-term obligation rated 'A-1' is rated in the highest category by Standard & Poor's. The obligor's capacity to meet its financial commitment on the obligation is strong. Within this category, certain obligations are designated with a plus sign (+). This indicates that the obligor's capacity to meet its financial commitment on these obligations is extremely strong.
A-2	A short-term obligation rated 'A-2' is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than obligations in higher rating categories. However, the obligor's capacity to meet its financial commitment on the obligation is satisfactory.
A-3	A short-term obligation rated 'A-3' exhibits adequate protection parameters. However, adverse economic conditions or changing circumstances are more likely to lead to a weakened capacity of the obligor to meet its financial commitment on the obligation.

Source: <http://www.standardandpoors.com>

7. Measurement

The investment return for the portfolio is to be regularly reviewed. The market value and investment maturities are to be assessed at least once a month to coincide with management reporting.

8. Procedures

Investments placed by Council's authorised advisor/s and managers must be appropriately documented at the time of placement.

Furthermore appropriate procedures and controls in regards to record keeping, reconciliation, authorisation forms and accounting for investments shall be prepared and maintained to give effect to this policy.



9. Reporting

An investment report is to be prepared for each month detailing compliance with the `key criteria outlined in section 6 (a), (b) and (c) of this policy.

The investment report is to be presented to Council at the next ordinary meeting of the Council following the end of the month to which the report relates. If the statement is not prepared in time to present it to that meeting it is to be presented at the next Ordinary Meeting of the Council following that meeting.

10. Investment Advisor

The CEO has delegated authority to appoint an investment adviser when considered appropriate.

The local government's investment advisor must be licensed by the Australian Securities and Investment Commission. The advisor must be an independent person who has no actual or potential conflict of interest in relation to investment products being recommended; and is free to choose the most appropriate product within the terms and conditions of the investment policy.

11. Investment Strategy

EMRC's current investment strategy in light of the 'Global Financial Crisis' is to optimise investment income within its acceptable levels of risk whilst ensuring the security of these funds enabling the EMRC to meet its business objectives.

Key considerations in this regard include funding requirements identified in the Five Year Plan.

Given the Federal Government Guarantee on retail deposits up to \$1 million with Australian Authorised Deposit Taking Institutions (ADIs) until 11th October 2011, any investment in such institutions to this date shall be considered to be AAA or A-1+ rated in line with the Federal Government's credit rating.

The investment strategy employed over the period of the Federal Government Guarantee that complies with relevant legislation would be:

1. Invest funds in Australian ADI's up to \$1 million covered by the guarantee
2. Limit additional funds to the specified banks listed below from the 31st March 2010
3. Investment terms not to exceed 5 years.

Specified banks; National Australia Bank, Bankwest, Westpac, St George, Commonwealth Bank, and ANZ.

FINANCIAL CONSIDERATIONS

Nil



Adopted/Reviewed by Council

1. 29 June 2000
2. 27 July 2000
3. 02 May 2002
4. 17 June 2004
5. 23 February 2006
6. 18 September 2008 (reported to Council and referred to Investment Committee)
7. 19 August 2010

Next Review

Following the Ordinary Elections in 2013

Responsible Unit

Governance and Corporate Services



3.64 Occasional Grants / Sponsorship Policy

STRATEGIC PLAN OBJECTIVE

SOCIAL OPPORTUNITIES

- 2.1 To facilitate regional tourism development
- 2.2 To facilitate cultural and recreational activities

ECONOMIC OPPORTUNITIES

- 3.2 To support the development of regional educational and training opportunities
- 3.3 To facilitate regional economic development activities

GOOD GOVERNANCE

- 4.43 To manage partnerships and relationships with stakeholders.

LEGISLATION

Nil

PURPOSE

To provide once off non recurrent only grant funding or sponsorship to support significant initiativesactivities conducted in Perth's Eastern Region.

POLICY STATEMENT

1. The EMRC ~~aims to~~ facilitates the development and implementation of regional strategies and the provision of services and initiativesfacilities for the benefit of Perth's Eastern Region.the region.
2. The aim of EMRC's Occasional Grants and Sponsorship Policy is to support, ~~through on a~~ 'once only' non recurrent grant and sponsorshipsbasis, significant initiativesactivities that contribute to the achievement of achieve the following regional development strategies key outcome objectives as defined in the EMRC's Strategic Plan:

- ~~•Increase community participation in arts, culture and recreation opportunities~~
 - ~~•Enhance member Council and community awareness of regional issues~~
 - ~~•Increase regional tourism~~
- ~~The significance of activities are measured against the criteria at clause six.~~



3. This does not preclude consideration of funding initiatives other than regional development which may be provided for in the whole range of EMRC objectives and strategies.
4. Funding may be available from the EMRC to member Councils and regionally based not for profit organisations to support community-based proposals that aim to achieve the EMRC's strategic objectives, or, assist the EMRC to achieve its aims through increased profile and awareness in the community of its role, programmes and services.

~~5.5. All proposals will be assessed against the following assessment criteria which has been endorsed by Council and will be subject to review from time to time. Funding available to support project initiatives may be derived from:~~

- ~~Budgeted programs,~~
- ~~Surpluses generated, or~~
- ~~Reserves, where the application fits the reserve purpose.~~

6. ~~Its proposals will be assessed against the following assessment criteria endorsed by Council that may be reviewed from time to time.~~ Proposals that meet the accepted benchmark will be referred to Council for consideration.

	High level	Moderate level	Medium level	Minimum level	Low level	Does not address
The proposal jeet has the potential to benefit most of the region <u>or at least three member Councils.</u>	5	4	3	2	1	0
The proposal jeet will have a high positive impact or make a significant contribution to economic development and/or community development in the region.	5	4	3	2	1	0
The proposal Project has clearly defined sustainable and measurable outcomes.	5	4	3	2	1	0
The proposal Project is accessible by all sections of the community <u>that it is targeting.</u>	5	4	3	2	1	0
The p Proposal represents a new initiative and does not duplicate or adversely impact on existing services/facilities in the region.	5	4	3	2	1	0
The d Degree of support/contributions <u>the proposal has received</u> from groups/stakeholders in the region.	5	4	3	2	1	0
The p Proposal represents good 'value for money'.	5	4	3	2	1	0
<u>The proposal has the potential to seed a new initiative into the region.</u>	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>	<u>0</u>
<u>The proposal will build and strengthen relationships amongst stakeholders in the region.</u>	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>	<u>0</u>

7. ~~A~~That proposal must receive a minimum benchmark level of ~~27~~4 points in order to be referred to Council for consideration. Council will be advised of all proposals received that do not achieve the minimum benchmark through officer reports and/or information bulletins.



FINANCIAL CONSIDERATIONS

An amount will be provided on the annual budget to meet the anticipated cost of making a contribution.

Adopted/Reviewed by Council	<ol style="list-style-type: none"> 1. 25 October 2001 2. 02 May 2002 3. 20 May 2004 4. 22 February 2007 5. 18 September 2008 <p>23 September 2010 June 2010</p>
Next Review	Following the Ordinary Elections in 2013 2014 09
Responsible Unit	Governance and Corporate Services



4

3.75 Purchasing Policy

STRATEGIC PLAN OBJECTIVE

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

PURPOSE

To maintain compliance with the Local Government Act, 1995 and the Local Government (Functions and General) Regulations 1996 (as amended in March 2007).

To ensure consistency and value for money outcomes for all purchasing activities for the supply of goods or services where the consideration under the contract is, or is expected to be, \$100,000 or less or worth \$100,000 or less.

LEGISLATION

Local Government (Functions and General) Regulations 1996 – r.11A

POLICY STATEMENT

The purchasing thresholds below makes provision for the process to be followed by the EMRC where the value of goods or services (excluding GST) subject of the contract (inclusive of purchasing orders), over the full contract period (including options to extend) is, or is expected to be:-

Amount of Purchase	Form of Quotation (minimum requirements)
Up to \$5000	Multiple quotations are not required when purchasing
\$5001 - \$105000	Obtain three (3) verbal quotes
\$ 10,000 ^{5,001} - \$49,999	Obtain three (3) written quotes
\$50,000 - \$99,999	Obtain at least three (3) written quotes containing price and specification of goods or services
\$100,000 and above	Conduct public tender process.



In the following instances public tenders or quotation procedures are not required (regardless of the value of expenditure):

- a) When the purchase or supply is obtained through the Council Purchasing Service of WALGA (Preferred Supplier Arrangements), or supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or by a local government or a regional local government.
- b) Where it can be demonstrated that there is good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier.

Waiver of Quotation

Where quotes are not practical, eg due to limited suppliers, the Chief Executive Officer may at their discretion, waive the requirements to obtain quotes providing that written, justifiable reasons for such waiver are provided by the responsible officer, and file noted accordingly.

Written notes supporting quotation details are to be noted in the purchase order.

All records associated with direct purchases or tender processes must be recorded and retained as follows:

- a) Direct purchasing records include:
 - Quotation documentation both verbal and written;
 - Internal documentation;
 - Requisitions and purchase orders.
- b) Tender records include:
 - Tender documentation;
 - Internal documentation;
 - Evaluation documentation;
 - Enquiry and response documentation;
 - Notification and award documentation.

Record retention shall be in accordance with the minimum requirements of the State Records Act, and the EMRC Record Keeping Plan. All requisitions and purchase orders are recorded in the EMRC on-line financial system.

FINANCIAL CONSIDERATIONS

Nil

Adopted/Reviewed by Council

1. 29 March 2007
2. 18 September 2008
3. 23 September 2010

Next Review

Following the Ordinary Elections in 201309

Responsible Unit

Governance and Corporate Services



4.1 Chief Executive Officer - Appointment, Performance Assessment and Review Policy

STRATEGIC PLAN OBJECTIVE

4.98 To improve organisational culture, health, welfare and safety

PURPOSE

To ensure that the appointment and review of performance of the ~~appoint the~~ Chief Executive Officer (CEO) for the EMRC is undertaken in accordance with the provisions of the Local Government Act (1995) and Local Government (Administration) Regulations 1996 and to provide performance review criteria for that position.

LEGISLATION

s5.36, 5.38, 5.39, 5.40 - 5.44 of the Local Government Act (1995);
Regulations 18A - 18G of the Local Government (Administration) Regulations 1996

POLICY STATEMENT

1. The Chief Executive Officer shall ~~EMRC CEO be~~ appointed under s5.36, 5.39, and 5.44 of the Local Government Act (1995) and r18A, 18B, 18C, 18E, 18F and 18G of the Local Government (Administration) Regulations 1996.
2. An annual review of the CEO's performance, contract terms and conditions shall be conducted by a committee inclusive of the Chairman and Deputy Chairman of the Council, with the assistance of an external facilitator agreed to by both the Council and the CEO.
3. The review is to be based on agreed performance objectives and measures to be set at the time of review for the following year with the objectives being reported to the next EMRC Council meeting.
4. The item of Council business referred to in this policy is to be treated as confidential in accordance with s5.23(2) of the Local Government Act 1995, r14(2) of the Local Government (Administration) Regulations 1996, EMRC's Standing Orders ~~Bylaw 4.2~~ Local Law 1998 Clause 4.2 and Council's Policy 1.5 ~~for-related to~~ dealing with confidential items.

4.



FINANCIAL CONSIDERATIONS

Remuneration of all employees is provided for in the annual budget.

Adopted/Reviewed by Council

1. 20 October 1992
2. 09 December 1993
3. 22 July 1999
4. 02 May 2002
5. 20 May 2004
6. 23 February 2006
7. 31 May 2007
8. 18 September 2008
9. 23 September 2010

Next Review

Following the Ordinary Elections in
2009/2011/2013

Responsible Unit

Governance and Corporate Services



4.2 Superannuation Contribution Policy

STRATEGIC PLAN OBJECTIVE

4.89 To improve organisational culture, health, welfare and safety.

PURPOSE

To detail the superannuation contribution entitlements for ~~Council staff members~~ eligible staff members of the EMRC.

LEGISLATION

Local Government Act 1995 s 5.47
Superannuation Guarantee (Administration) Act 1992

POLICY STATEMENT

1. The contribution rate required by the *Superannuation Guarantee (Administration) Act 1992*, as amended from time to time, will be paid by Council for all eligible staff into a complying superannuation fund.
2. Each staff member who contributes at least a minimum of 5% of their 'ordinary time earnings', as defined by the Act, to a complying superannuation fund will be entitled to an additional contribution from Council up to the difference between the *Superannuation Guarantee (Administration) Act 1992* contribution and 14% of their 'ordinary time earnings'.
3. All voluntary contributions made by staff are to be made by way of a fortnightly ~~from~~ payroll deductions, 'before' or 'after' tax.

FINANCIAL CONSIDERATIONS

A nil amount is provided in the annual budget for the cost of providing superannuation contributions.

Adopted/Reviewed by Council

1. 29 April 1993
2. 22 July 1999
3. 22 February 2001
4. 02 May 2002
5. 20 May 2004
6. 23 February 2006
7. 18 September 2008

Next Review

8. 23 September 2009
Following the Ordinary Elections in 2013~~09~~

Responsible Unit

Governance and Corporate Services



4.3 ~~Additional~~ Payments to Terminating Staff In Addition to Contract or Award Policy

STRATEGIC PLAN OBJECTIVE

4.98 To improve organisational culture, health, welfare and safety.

PURPOSE

To establish a policy ~~and guidelines~~ in relation to the approval of a gratuity payment to members of staff who retire or resign from employment with the EMRC. This policy aims to recognise the contributions of staff who have provided ~~extensive or~~ exemplary service during their tenure with EMRC or an extensive term of service.

A 'gratuity payment' means any payment of monies in excess of any contractual or award entitlement.

LEGISLATION

Local Government Act (1995) s 5.50

Local Government (Administration) Regulations 1996 ~~r.~~ 19A

POLICY STATEMENT

1. Independent consideration will be given to every instance where it is the opinion of the Chief Executive Officer (CEO) that a gratuity payment should be made to a member of staff who is ceasing employment with the EMRC.
2. In the instance where the intended receipt-recipient of the gratuity payment is the ~~Chief Executive Officer~~ CEO, the matter ~~should~~ shall be considered by ~~the~~ Council.
- 2.3. The value of the payment made to the individual staff member will not to exceed any amount as is prescribed or provided for by ~~sr.~~ 19A of the regulations.
- 3.4. Any taxation implications associated with the payment of a gratuity will be borne by the staff member.
- 4.5. In the event that a payment in addition to the contractual or ~~A~~ award entitlement of the employee is made, the Council will give local public notice of its decision to make that payment in accordance with the provisions of s 5.50 of the Act.



FINANCIAL CONSIDERATIONS

| A potential liability to be funded from operating surplus or reserves.

Adopted/Reviewed by Council

1. 29 May 1997
2. 22 July 1999
3. 02 May 2002
4. 20 May 2004
5. 23 February 2006
6. 18 September 2008
7. 23 September 2010

| Next Review

Following the Ordinary Elections in 20~~13~~¹³⁰⁹

Responsible Unit

Governance and Corporate Services



4.4 Staff Service Recognition Policy

STRATEGIC PLAN OBJECTIVE

4.98 To improve organisational culture, health, welfare and safety.

PURPOSE

To establish policy and guidelines for recognising the tenure of long serving staff within the EMRC.

LEGISLATION

Nil

POLICY STATEMENT

~~The aim of this policy is to formally recognise continuing long serving staff for their contribution to the organisation during their years of dedicated employment.~~

The aim of this policy is to promote the formal recognition of staff for their service and contribution to the EMRC.

~~Service awards shall be provided by Council in appreciation of staff loyalty and commitment and eligibility is based upon years of continuous service by the staff member.~~

SCOPE

- This policy will apply to all EMRC staff, including part time and casual employees, who achieve aggregate hours of continuous employment equivalent to a minimum of five years service.
- Recognition will be given after the completion of 5five years continuous service from the date of their most recent hire into a continuous employment position, and at five year intervals, 10, 15, 20, and every five years continuous service thereafter from the date of their most recent hire into a continuous employment position.
- Eligible staff must be in active service on their anniversary date in order to receive an award.
- Staff on leave of absence will receive their awards upon return to active employment.



Service Awards

- After completing the relevant number of years' of continuous service with EMRC, the staff member shall be presented with a Certificate of Appreciation signed by the Chairman and Chief Executive Officer and a gift to the value specified in the Schedule below. This gift, where possible, will be of the staff member's choice.
- ~~At each milestone year, individuals will receive an appropriate gift as determined by this policy and a certificate of appreciation signed by the Chairman and Chief Executive Officer.~~
- Recognition will be given at a Council funded event (e.g morning tea or sundowner) as determined by the Chief Executive Officer.
- The presentations will be made by the Chief Executive Officer, or his nominee, and the Chairman, whenever practicable.
- Presentation ceremonies will take place as near as possible to the staff member's anniversary date, having regard for such factors as the number of staff qualifying in any one year and the significance of the anniversary being celebrated

Five (5) Years

- ~~Framed certificate~~

Ten (10) Years

- ~~Framed certificate~~
- ~~Appropriate gift to the maximum value of \$100~~

Fifteen (15) Years

- ~~Framed certificate~~
- ~~Appropriate gift to the maximum value of \$150~~

Twenty (20) Years

- ~~Framed certificate~~
- ~~Appropriate gift to the maximum value of \$200~~

Every Five (5) Years Thereafter

- ~~Framed certificate~~
- ~~Appropriate gift to the maximum value of \$250.~~

Administration

Human Resources will be responsible for providing to the Chief Executive Officer, relevant Executive Manager Director, and relevant Manager, a list of staff eligible for service recognition at least two (2) months prior to the event and will assist with the preparation and planning of the appropriate presentation.

SCHEDULE - Recognition of Years of Service

<u>Number of Years of Continuous Service</u>	<u>Service Award</u>
<u>5 Years of Service</u>	<u>Framed Certificate of Appreciation</u> <u>Gift to the value of \$100</u>
<u>10 Years of Service</u>	<u>Framed Certificate of Appreciation</u> <u>Gift to the value of \$150</u>



15 Years of Service	Framed Certificate of Appreciation Gift to the value of \$200
20 Years of Service	Framed Certificate of Appreciation Gift to the value of \$400
After each period of 5 years thereafter	Framed Certificate of Appreciation Gift to the value of \$450

FINANCIAL CONSIDERATIONS

An amount will be provided in the annual budget to meet estimated costs.
~~A potential liability to be funded from reserves~~

Adopted/Reviewed by Council

1. 06 September 2001
2. 02 May 2002
3. 20 May 2004
4. 23 February 2006
5. 18 September 2008
6. 23 September 2010

Next Review

Following the Ordinary Elections in 20~~13~~⁰⁹

Responsible Unit

Governance and Corporate Services



4.5 Gifts to Staff for Farewells and Special Circumstances Policy

STRATEGIC PLAN OBJECTIVE

| 4.98 To improve organisational culture, health, welfare and safety.

PURPOSE

To establish policy and guidelines relating to farewell and/or special circumstance gifts and farewell functions that may be conferred on a staff member for the following reasons:

1. Retirement or resignation from their employment with EMRC through personal volition (non-disciplinary); and
2. Special circumstances such as the birth of a staff member's child, marriage of a staff member, bereavement in the affected staff member's immediate family, or long-term or serious illness of staff member.

POLICY STATEMENT

Scope

| This policy recognises that depending on tenure of employment, EMRC may wish to a provide an additional benefit in the way of refreshments and a gift to staff leaving the Council's employ voluntarily (and not under any disciplinary procedures). Eligibility is based primarily upon years of continuous service.

The policy also recognises that on occasion EMRC may wish to provide for flowers or a gift to be made available to affected staff under special circumstances.

Retirement or Resignation Benefit

Individual staff members may receive a notional benefit and a letter of appreciation from the Chairman and Chief Executive Officer in accordance with the following table:

Length of Service	Notional Benefit
-------------------	------------------



< 5 years < 2 years	<ul style="list-style-type: none"> ▪ No contribution ▪ An exception may be made at the discretion of the Chief Executive Officer in the event that it is deemed appropriate. <u>For example, e.g.</u> if a departing staff member is terminated due to the loss of grant funding for a contracted position that was for a fixed term of two years or more. ▪ <u>Morning or afternoon tea or appropriate after hours staff function as determined by the Chief Executive Officer.</u>In the event such an exception is deemed appropriate a morning or afternoon tea function may be held.
2 years to < 5 years	<ul style="list-style-type: none"> ▪ \$100 for contribution to staff collection; and ▪ _____ ▪ Morning or afternoon tea or appropriate after hours staff function (eg sundowner) as determined by the Chief Executive Officer.
5 years to < 10 years	<ul style="list-style-type: none"> ▪ \$150 for contribution towards staff collection; and ▪ _____ ▪ Morning or afternoon tea or appropriate after hours staff function as determined by the Chief Executive Officer. ▪ _____
5 years to < 10 years	<ul style="list-style-type: none"> ▪ <u>\$100 contribution towards a staff collection; and</u> ▪ <u>Morning or afternoon tea or appropriate after hours staff function as determined by the Chief Executive Officer.</u>
10 to < 15 years	<ul style="list-style-type: none"> ▪ \$200<u>150</u> for contribution towards <u>a</u> staff collection; and ▪ _____ ▪ Appropriate after hours staff function as determined by the Chief Executive Officer in consultation with the Chairman.
15 to < 20 years	<ul style="list-style-type: none"> ▪ <u>\$200 contribution towards a staff collection; and</u> ▪ <u>Appropriate after hours staff function as determined by the Chief Executive Officer in consultation with the Chairman.</u>
15-20 years and over	<ul style="list-style-type: none"> ▪ <u>\$400-250 contribution</u> for <u>a</u> gift on behalf of Council; and ▪ Appropriate function as determined by the Chief Executive Officer in consultation with the Chairman; and/or ▪ Luncheon with CEO and key personnel.

Farewell Function



The departing staff member's ~~Executive Manager~~Director or his/her nominee is responsible for planning the appropriate presentation.

Special Circumstances Benefit

Where special circumstances exist, the Chief Executive Officer has the discretionary authority to provide the affected staff member with an appropriate token benefit (flowers or equivalent gift) on behalf of EMRC.

FINANCIAL CONSIDERATIONS

An amount will be provided in the annual budget to meet estimated costs.
~~A forecast amount, based on historical records, is provided on in the annual budget.~~

Adopted/Reviewed by Council	1. 06 September 2001 2. 02 May 2002 3. 20 May 2004 4. 23 February 2006 5. 18 September 2008
Next Review	Following the Ordinary Elections in 2013
Responsible Unit	Governance and Corporate Services



4.6 Fleet Allocation Policy

STRATEGIC PLAN OBJECTIVE

4.9 To improve organisational culture, health, welfare and safety.

PURPOSE

To establish a policy and guidelines for the allocation of Council motor vehicles to staff as a job facility and to determine the type of usage that applies to each allocation.

LEGISLATION

Fringe Benefits Tax Assessment Act 1986
Local Government Act (1995) S 5.41

POLICY STATEMENT

The primary purpose of the acquisition of motor vehicles by EMRC is to meet the organisation's transportation requirements associated with the operational and business requirements of Council. A secondary objective is to acknowledge the current labour marketplace environment and to make Council motor vehicles available to specified positions for private purposes, as the market dictates.

This policy sets the key parameters for the provision of a Council motor vehicle to eligible staff as a condition of employment with EMRC. This policy applies to any staff member who gains a benefit from the use of a Council allocated motor vehicle by either private use or commuter use of such vehicles.

Entitlement

Motor vehicles may be provided to the Chief Executive Officer and Directors in accordance with the agreed terms of their contracts of employment.

The Chief Executive Officer may determine to allocate Council motor vehicles to other staff positions where it can be clearly demonstrated that the occupant of the position requires the continual daily use of a vehicle during working hours as an integral part of the position. That is, the position cannot be effectively and efficiently performed without the assignment of a vehicle.

In determining if an assignment of a vehicle is required for a staff position, it must be clearly demonstrated that:

- Demand for a vehicle cannot be substantially met from within the Council motor vehicle pool, in accordance with Council policies and procedures, and/or
- Non-allocation of a Council vehicle will compromise the integrity and efficiency of the position.

OR

- A vehicle allocation will be required to attract an employee who has the required level of knowledge, skills and experience to satisfactorily perform the duties of the position.



Categories of Vehicle Definitions

Usage

Unrestricted private use allows the respective officer to drive the allocated vehicle outside of working hours within the bounds of their contracted arrangements. The vehicle may not be taken outside the State boundaries of Western Australia when the vehicle is taken on annual leave, -or- long service leave, or other periods of approved leave unless varied with the specific approval of the Chief Executive Officer.

Unrestricted private use vehicles will generally only be allocated to ~~executive managers~~ directors and key management positions as determined by the Chief Executive Officer.

Restricted private use allows the respective officer to drive the allocated vehicle outside of working hours within the bounds of their contracted arrangements. Use is restricted to within 500km of the Perth metropolitan area, unless varied with the specific written approval of the Chief Executive Officer.

If granted written approval by the Chief Executive Officer, the vehicle may be taken by the officer whilst on periods of leave and the officer will be responsible for the supply of fuel during any such period of leave.

The vehicle is to be available for the use of other staff during working hours through the vehicle pooling system. The exception to this is if approval has been given by the Chief Executive Officer for the vehicle to be taken by the officer whilst on a period of leave.

Restricted private use vehicles will generally be allocated to managers and other key positions as determined by the Chief Executive Officer.

Commuter use allows the respective officer to drive the allocated vehicle from their usual place of residence to work and back again. ~~No private usage of the vehicle outside of normal working hours, including weekends, public holidays and periods of leave (paid or unpaid), is allowable under normal circumstances. Regular deviations from the most direct route from home to work and back again (eg. for attendance at tertiary courses) must be referred to the Chief Executive Officer in advance for approval.~~ Vehicles under this category are for the purpose of this policy, motor vehicles which are required primarily and specifically for operational or business activities of Council.

No private usage of the vehicle outside of normal working hours, including weekends, public holidays and periods of leave (paid or unpaid), is allowable under normal circumstances. Regular deviations from the most direct route from home to work and back again (eg. for attendance at tertiary courses) must be referred to the Chief Executive Officer in advance for approval.

~~Commuter use vehicles will generally be allocated to those officers requiring a vehicle for work related purposes. In addition, due to the impracticality of keeping vehicles at the Administration Office premises and/or for the purpose of attracting suitable applicants to positions at EMRC, vehicles not being utilised under a contributory private use or private use arrangement may be allocated at the Chief Executive Officer's discretion on a commuter use only basis.~~

The vehicle is to be available for the use of other staff during working hours through the vehicle pooling system.



Under current tax legislation, commuter use may be subject to fringe benefits tax (FBT) and EMRC will inform officers granted commuter use of the potential taxation implications.

Contributory private use allows for commuter use vehicles to be made available to officers for private use at the Chief Executive Officer's discretion. A contributory private use vehicle allows the officer to drive the allocated vehicle for private use outside of normal work hours, subject to a fortnightly contribution being paid to EMRC to assist with associated running costs and FBT liability.

If contributory private use of a vehicle is authorised by the Chief Executive Officer, the officer will pay the contribution via a fortnightly 'after tax' salary payroll deduction for ~~the a~~ specified amount for the particular vehicle being accessed.

~~If the vehicle is unavailable for the officer to use on leave or if it is returned to the fleet vehicle pool, the officer is entitled to reimbursement of any contributory private use salary deductions applied for that period.~~

~~Use of a contributory private use vehicle is restricted to within 500km of the Perth metropolitan area. If granted written approval by the Chief Executive Officer, the vehicle may be taken by the officer whilst on periods of leave and the officer will be responsible for the supply of fuel during any such period of leave. Contributory private use payroll deductions will continue to be paid during the officer's period of absence. If the vehicle is unavailable for the officer to use whilst on leave or if it is returned to the fleet vehicle pool for any reason, the officer is entitled to reimbursement of any contributory private use payroll deductions applied for that period.~~

~~Use of a contributory private use vehicle is restricted to within 500km of the Perth metropolitan area. If granted written permission by the Chief Executive Officer, the vehicle may be taken by the officer whilst on periods of leave and the officer will be responsible for the supply of fuel during any such period of leave.~~

There is no remunerative value attached to Council vehicles and therefore there will be no addition to the affected Officer's salary should the officer choose not to participate in the contributory private use of a commuter use vehicle.

Contribution Rates

The Chief Executive Officer will determine contribution rates from time to time. These are currently based on the rates published in the *WA Government Fleet Policy & Guidelines*, and are appended at Schedule A. Contribution rates are reviewed annually or sooner if required and adjusted in line with the CPI Index (Transport) for Perth.

~~Examples of appropriate vehicles based on applicable contributory private use salary deductions are appended at Schedule B.~~

Contribution rates will beare based on the rate applicable for the vehicle the officer is allocated. If the vehicle is replaced with a different rated vehicle, the appropriate new contribution rate will apply from the date of replacement, or the officer may elect to revert to commuter use only of the vehicle.

~~If granted written approval by the Chief Executive Officer the vehicle may be taken by the officer whilst on leave. Contributory private use salary deductions will continue to be paid during the officer's period of absence.~~

~~If the vehicle is unavailable for the officer to use on leave or if it is returned to the fleet vehicle pool, the officer is entitled to reimbursement of any contributory private use salary deductions applied for that period.~~



FINANCIAL CONSIDERATIONS

An amount is provided on the annual budget for the cost of operating vehicles.

Adopted/Reviewed by Council

1. 27 June 2002
2. 20 May 2004
3. 23 February 2006
4. 18 September 2008

Next Review

Following the Ordinary Elections in 2009

Responsible Unit

Governance and Corporate Services

Schedule A ~~and Schedule B~~

Schedule A: Contributory Private Use - C Salary Deductions contributions (including GST) as at 1st October 2007 1st October 2009

Rate	Vehicle Type	Salary Deduction
A	Small Four (4) Cylinder Passenger Vehicles up to 2.0L	\$69.80.00 per fortnight (\$1,794 pa)
B	Medium Four (4) Cylinder Passenger Vehicles 2.0L and over	\$94.50 <u>110.00</u> per fortnight (\$2,457 pa)
C	<u>Light commercial vehicles and SUV's</u> Large Six (6) Cylinder Passenger Vehicles and light commercial vehicles	\$107.125.0000 per fortnight (\$2,782 pa)

~~Schedule B: Typical Examples of Vehicles based on Applicable Contributory Private Use Salary Deductions~~

BASIC RANGE VEHICLES		
Rate A Vehicles (\$69.00 per fortnight)	Rate B Vehicles (\$94.50 per fortnight)	Rate C Vehicles (\$107.00 per fortnight)
<input type="checkbox"/> Holden Astra 5D Hatch 1.8L <input type="checkbox"/> Toyota Corolla Ascent 4D Sedan 1.8L <input type="checkbox"/> Hyundai Elantra 2.0L 4D Sedan <input type="checkbox"/> Ford Focus CL 4D Sedan 2.0L	<input type="checkbox"/> Holden Vectra 2.2GD <input type="checkbox"/> Mitsubishi Lancer ES 4D Sedan 2.4L <input type="checkbox"/> Toyota Camry Altise 4D Sedan 2.4L	<input type="checkbox"/> Ford Falcon XT 4D Sedan 4.0L <input type="checkbox"/> Holden Commodore Executive 4D 3.6L <input type="checkbox"/> Toyota Avalon GXi <input type="checkbox"/> Toyota Camry Altise 4D Sedan



<ul style="list-style-type: none"> ☐ Ford Focus CL 5D Hatch 2.0L ☐ Nissan Tiida 4D Sedan 1.8L ☐ Nissan Tiida 5D Hatch 1.8L ☐ Holden Viva 4D Sedan 1.8L ☐ Holden Viva 5D Hatch 1.8L ☐ Toyota Prius Hybrid 5D Hatch 1.5L 	<ul style="list-style-type: none"> ☐ Toyota Camry Altise Limited 4D S 2.4L ☐ Subaru Impreza GX ☐ Hyundai Sonata 4D Sedan 2.4L 	<ul style="list-style-type: none"> ☐ Hyundai Sonata 4D Sedan 3.0L ☐ Hyundai Sonata 4D Sedan 3.3L
MID-RANGE VEHICLES (Suitable for Key Positions)		
Rate A Vehicles (\$69.00 per fortnight)	Rate B Vehicles (\$94.50 per fortnight)	Rate C Vehicles (\$107.00 per fortnight)
<ul style="list-style-type: none"> ☐ Holden Astra CDX 5D Hatch 1.8L ☐ Ford Focus LX 4D Sedan 2.0L ☐ Ford Focus LX 5D Hatch 2.0L ☐ Subaru Impreza 2.0 (AWD) 4D Sedan 2.0L ☐ Mazda3 Neo 4D Sedan 2.0L ☐ Nissan Tiida ST L 4D Sedan 1.8L 	<ul style="list-style-type: none"> ☐ Toyota Camry Ateva 4D Sedan 2.4L ☐ Toyota Camry Sportivo 4D Sedan 2.4L ☐ Mazda6 Limited 4D Sedan 2.3L ☐ Hyundai Sonata Elite 4D Sedan 2.4L 	<ul style="list-style-type: none"> ☐ Toyota Camry Ateva 4D Sedan 3.0L ☐ Toyota Camry Sportivo 4D Sedan 3.0L ☐ Ford Falcon Futura 4D Sedan 4.0L ☐ Ford Falcon Futura (LPG) 4D Sedan 4.0L

~~Station wagon models of any of the approved vehicles are acceptable if available and approved by the Chief Executive Officer. Contribution rates would apply to the wagon as would apply to the equivalent sedan or hatch model.~~



5.1 Red Hill Environmental Policy

STRATEGIC PLAN OBJECTIVE

1.2 To improve regional waste management practices

PURPOSE

To establish the guiding principles of environmental management for the EMRC's Red Hill Waste Management Facility located on Toodyay Road, Red Hill.

LEGISLATION

Minister for the Environment Employment and Training Statement 462 - Class IV Waste Disposal Cells, Red Hill Waste Disposal Facility (21 June 1997) Conditions 4-1 & 4-2.

POLICY STATEMENT

Commitment

The EMRC manages the Red Hill Waste Management Facility on behalf of its six member councils in the eastern region of the Perth metropolitan area. The EMRC is committed to minimising the environmental and social impacts of our operations by working towards best practice management.

Objectives

To fulfil these commitments the EMRC will:

- Comply as a minimum with all applicable environmental legal obligations and internal EMRC standards;
- Openly and transparently report our environmental performance;
- Strive to meet community expectations through addressing concerns and providing avenues for them to liaise with EMRC staff and management;
- Strive for continuous improvement by implementing and maintaining an EMS that is communicated and supported from management to operational staff and contractors (at all levels) to achieve best practice management;
- Continue to be innovative by supporting research into the understanding of the environment which will enable us to use sound data as the basis for all environmental and operational decisions;
- Encourage and support better waste management practices through education and waste diversion strategies;
- Prevent pollution and environmental degradation by assessing the environmental implications of planning decisions associated with the design, construction and operation of the Red Hill Waste Management Facility;



- Raise environmental awareness for staff and contractors to be aware of and accountable for their individual contributions to environmental performance and encourage every employee and contractor to demonstrate respect for the environment.
- Be committed to reducing greenhouse emissions through appropriate mitigation and adaption strategies and evaluate the climate change implications of operational and strategic decisions.
- Maintain regular water quality monitoring to ensure sustainable use of groundwater and identify sources of contamination. Implement various water conservation measures to conserve water resources on site.
- Focus on meeting the needs of current and future generations by integrating environmental sustainability, social opportunities and economic development into the Red Hill Waste Management Facility operations.

Our Responsibilities

Each employee and contractor has a personal obligation to comply with the EMRC Environmental Policy.

Management is responsible for taking this policy into consideration when making any planning or operational decisions. Management is also responsible for ensuring the policy is communicated to and implemented by all staff, contractors, suppliers, local community and visitors.

Our environmental program will be audited on a regular basis to confirm and improve our performance against the requirements of this policy.

The EMRC publicly reports its environmental performance in its annual monitoring and compliance report.

FINANCIAL CONSIDERATIONS

Funding for environmental management activities are included in the annual budgets related to the Red Hill Waste Management Facility.

Adopted/Reviewed by Council

1. 23 April 1998
2. 22 July 1999
3. 02 May 2002
4. 20 May 2004
5. 23 February 2006
6. 18 September 2008
7. 24 September 2009
8. 23 September 2010

Next Review

Following the Ordinary Elections in 2011~~11~~13

Responsible Unit

Waste Management Services



5.2 Environmental Purchasing Policy

STRATEGIC PLAN OBJECTIVE

| 4.43 To manage partnerships and relationships with stakeholders

PURPOSE

To ensure that environmental impacts are taken into consideration in purchasing decisions.

LEGISLATION

Nil

POLICY STATEMENT

The EMRC will consider the environmental impact in the procurement process when undertaking the purchase of goods and services and disposal of goods.

The governing principle for goods and services procurement is the achievement of value for money. In determining value for money, whole of life costs will be considered inclusive of the environmental impact of the goods being purchased and their ultimate disposal. Environmental impact issues to be considered may include:

- Use of recycled or recovered materials;
- Product reusability;
- Product recyclability;
- Durability;
- Energy efficiency and consumption;
- Waste prevention;
- End of life disposal method; and
- Environmental health issues.



The implementation of the Policy will be through the use of criteria and assessment tools in the purchasing process.

FINANCIAL CONSIDERATIONS

Nil

Adopted/Reviewed by Council

1. 21 July 2005
2. 23 February 2006
3. 18 September 2008
4. 23 [September 2010](#)

Next Review

Following the Ordinary Elections in 20~~13~~⁰⁹

Responsible Unit
Environmental Services

Governance and Corporate Services



6.1 Member Conference, ~~and~~ Seminar and Study Tour Attendance Policy

STRATEGIC PLAN OBJECTIVE

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

PURPOSE

To establish a policy and guidelines for the attendance by appointed members at intrastate, interstate, or international conferences, ~~study tours~~, seminars, ~~and study tours or conventions in an official capacity.~~

LEGISLATION

Nil

~~Local Government Act????~~

SCOPE

~~This policy applies to all appointed members of the EMRC.~~

POLICY STATEMENT

~~1. Council recognises that attendance at conferences, seminars, and study tours contributes to the personal and professional development of Council Councillors and is consistent with Council's objectives.~~

~~4. Attendance by an appointed member at a conference, ~~or~~ seminar or study tour should be consistent with the c-following:~~

~~2. Current or future direction of the EMRC and must be related to -~~

~~2. aA -subject matter directly referred to in Council's approved and adopted publications (ie. Strategic Plan for the Future or annual budget) and identified as an organisational objective.~~

~~• Topical and relevant to the EMRC.~~



- ~~4. Attendance by appointed members that intrastate, interstate or international conferences, seminars and study tours will be authorised in advance by Council. is to be by specific approval of the Council.~~
- 3.
- ~~4. The amount available to individual appointed members for conference/seminar/study tour attendance shall be in accordance with the amount allocated specifically for this purpose in Council's annual budget. Expenditure in excess of the allocated sum for each appointed member will require Council approval prior to the expenditure occurring.~~
- ~~5. Any appointed member who is offered sponsorship in the form of conference or seminar registration or other costs in an official capacity, wholly or partly by any government agency, external organisation or person, shall immediately make this known to the Chairman and Chief Executive Officer.~~
- ~~6. Following attendance at a conference or study tour, the members are to ensure that a report of the conference proceedings is submitted for the information of the Council and for the records.~~
- ~~6. A written report shall be prepared for the information of Council by every appointed member who has travelled intrastate, interstate or overseas in an official capacity. The report shall provide comment on the value of the conference/seminar/study tour and related benefits to the EMRC, and provide recommendations for further action (if applicable). In the event that two or more appointed members attend the same conference, for the purposes of this policy, only one written report is required which may be a joint report.~~

FINANCIAL CONSIDERATIONS

Nil

Is a budget allocation provided for these types of expenses?? An amount will be provided in the annual budget to meet estimated costs.

Adopted/Reviewed by Council

1. 24 February 1994
2. 22 July 1999
3. 02 May 2002
4. 20 May 2004
5. 23 February 2006
6. 18 September 2008
7. 23 September 2010

Next Review

Following the Ordinary Elections in 200913

Responsible Unit

Governance and Corporate Services



6.2 Reimbursement of Expenses — Appointed Members and Staff - Conferences, Seminars, and Other Events Policy

STRATEGIC PLAN OBJECTIVE

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

PURPOSE

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

POLICY STATEMENT

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

Registration Costs

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

Travel and Accommodation ~~Costs~~

Air Travel - Intrastate and Interstate

- ⊕▪ Return economy class airfare to the airport nearest the venue.
- ⊕▪ Individuals travelling have the option of upgrading to business class travel at their own expense with the difference between the applicable economy rate and business class rate being payable to EMRC in advance. Personal frequent flyer credits may be used to upgrade travel class however no reimbursement will be made by EMRC in this case. Where ~~practicable, and set up as such, applicable,~~ frequent flyer points associated with EMRC funded travel, will accrue to the benefit of ~~the~~ EMRC.

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

Air Travel - International Destinations

- ⊕▪ Return economy class airfare to the airport nearest the venue.
- ⊕▪ Individuals travelling have the option of upgrading to business class travel at their own expense with the difference between the applicable economy rate and business class rate being payable to EMRC in advance. Personal frequent flyer credits may be used to upgrade travel class however no reimbursement will be made by EMRC in this case. Where ~~practicable, and set up as such, applicable,~~ frequent flyer points associated with EMRC funded travel, will accrue to the benefit of ~~the~~ EMRC.



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

Other Travel

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

Accommodation Costs

Accommodation bookings should be made at a hotel, motel, and/or serviced apartment located in close proximity to the conference seminar or event. As a guide, accommodation standards will generally be of a 3 / 4 star rating with the most competitive rate available at the time of booking being selected.

Meals (including reasonable liquid refreshments served with meals)

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

⊕ Breakfast
— \$2530

⊕ Lunch
\$3540

⊕ Dinner
\$6570

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

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

Accompanying Person(s)

~~Members of the Council~~ Appointed members and/or members of staff ~~Staff Members~~ may travel with an accompanying person(s) provided:

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

The only exception to point (i) is the ~~actual registration fee and the nominated charge cost~~ for conference related social events - functions ie: dinner or cocktail function for the ~~Council member's appointed member's~~ and/or staff member's partner, which will be reimbursed paid.

Cash Advance

A cash advance of \$50 per day for the duration of the event will be made to ~~Member of the Council, an appointed member, staff member and/or~~ participant staff member ~~and/or EMRC staff member~~ attending the event on behalf of the EMRC. An additional cash advance ~~may~~ will be made, at the discretion of the CEO, when it is apparent that payments by cash will exceed \$50 per day.

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



Supporting ~~D~~ocumentation

All claims for travel related expenses, including cash advance payments, must be supported ~~by~~ by provision of the appropriate documentation including receipts, itemised accounts, and/or credit card records.

A Statutory Declaration detailing the exact costs making up the claim is acceptable where a receipt is not able to be provided.

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

Chief Executive Officer Approval

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

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

Certification

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

FINANCIAL CONSIDERATIONS

~~Subject to sufficient funds being provided in the annual budget.~~ An amount will be provided in the annual budget to meet estimated costs.

Adopted/Reviewed by Council

1. 22 July 1999
2. 02 May 2002
3. 20 May 2004
4. 08 December 2005
5. 23 February 2006
6. 18 September 2008
7. 23 September 2010

Next Review

Following the Ordinary Elections in 201309

Responsible Unit

Governance and Corporate Services



7.1 Risk Management Policy

STRATEGIC PLAN OBJECTIVE

~~Objective 4.56 is to~~ To provide responsible and accountable governance and management of the EMRC
 4.5 To provide responsible and accountable governance and management of the EMRC

PURPOSE

The EMRC's "Risk Management Policy 7.1" sets out the attitude to, and objectives for, managing risk. It is the benchmark by which all decisions in the handling of risk will be tested
~~The purpose of this policy is to define planning and preventive systems necessary to protect the organisation's resources and income so that accidental occurrences or other downgrading events will not hamper (or stop) the Council achieving its strategic and service objectives.~~

~~Hence, this policy is an important support mechanism to ensure the objectives of the Corporate Strategic Plan are achieved without any incumbent adverse effects.~~

~~As well as managing risk in a proactive manner, the Chief Executive Officer will also ensure that the different methods of funding accidental loss eg insurance is one method, will be closely examined in order to optimise both the financial position and security of the Council.~~

~~Council is committed to managing risk pursuant to the Australian/ New Zealand standard "Risk Management" AS 4360 2004, which is based on the systematic identification, analysis, evaluation and treatment of risks.~~

LEGISLATION

~~Nil~~ There is currently no specific legal compliance requirement under State or Federal statutory law, however Council is committed to managing risk pursuant to the Australian/ New Zealand standard "Risk Management – Principles and Guidelines" AS/NZS ISO 31000:2009. This document provides for the systematic identification, analysis, evaluation and treatment of risks.

POLICY STATEMENT

The EMRC is committed to the management of risk to continue to protect its:

- Customers, clients and stakeholders
- Employees, volunteers and their skills
- Environment
- Quality of service
- Assets and intellectual property
- Contractual and statutory obligations
- Image and reputation



Risk management is a continuous process demanding awareness and proactive action from all the EMRC's employees and outsourced service providers to reduce the possibility and impact of accidents and losses, whether caused by the EMRC or externally.

The challenge for the future is to infuse risk management into our culture, our everyday business operations and those of our contractors and business partners. Everyone's involvement and support is critical to an effective result

Risk management is a partner with innovation and they are both core key concepts for improving our business and services to be a leading organisation.

To achieve this aim, risk management standards will be created, maintained and continually improved. This will involve risk identification and risk evaluation linked to practical and cost-effective risk control measures commensurate with our business. The standards will also be flexible enough to consider the severity and consequences of innovation in a manner that does not stifle innovation.

The EMRC will develop a Risk Management Plan that provides an operating framework that outlines:

- Goals of Risk Management at EMRC
- Key Strategies
- Overview of the EMRC 's risk management process
- Risk Management Structure and Responsibilities
- Risk Assessment Methodology
- Implementation, Timeframes, Monitoring and Review
- Risk Criteria
- Summary of the EMRC 's Risks
- Detailed assessment of the EMRC's risks

Responsibilities

Council has determined that the Audit Committee, in conjunction with the CEO, will have 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, as identified by all staff, ultimately rests with the Chief Executive Officer.

This risk management activities of the EMRC will have a strong emphasis toward the prevention of situations or incidents that may damage the EMRC as an entity or injure staff and relevant others. The Chief Executive Officer in executing his duty will establish a Risk Management Steering Group (RMSG) comprising the Executive team and/or key managers who will be responsible for:

- Co-ordinating the regular updating of Business Unit and corporate Risk Registers and approving Risk Treatment Action Plans and compiling a master set;
- Maintaining corporate risk and risk control information (i.e. Risk Management Policy and Plans);
- Ensuring that all relevant risk areas are considered including those emanating from the services of external providers and contractors;
- Analysis and reporting to the Council as required;



- Ensuring appropriate linkages to the EMRC's business and corporate planning processes, and where necessary, to budget processes.

Risk Management is a core responsibility for all managers. Suitable risk management activities will be incorporated into business planning, operations and the management of our contractors and service providers.

The scope of these activities will encompass

- Education and training in risk management for staff
- Identifying and supporting the development of risk management standards and procedures where applicable that assist staff to understand and deal with risk
- Building a culture that is constantly identifying and eliminating risks
- Helping to prioritise and schedule and planned risk control improvements in each of the EMRC's business units
- Reporting to the EMRC Executive and Council on risk improvement outcomes.

~~It is the policy of the Council to ensure that all risks associated with the operations are properly managed to facilitate the stability and financial security of the Council. This management process will include systems to identify, analyse, evaluate and treat risks. These systems will be supported by purpose made risk management systems software.~~

~~This policy will cover various areas of risk / loss potential associated with the operations, including:~~

- ~~The Workforce and Employment Risks;~~
- ~~Business Continuity;~~
- ~~Vehicles and Plant;~~
- ~~Buildings and other structures;~~
- ~~Revenue Streams and cash money;~~
- ~~Public (Legal) Liability;~~
- ~~Computer, Records and Communication Systems;~~
- ~~Contracts;~~
- ~~Environmental Impact;~~
- ~~Fraud; and~~
- ~~Image / Reputation.~~

~~The Australian Standard 4360-2004 Risk Management provides the guidelines to be adopted by Council for managing risk.~~

Responsibilities

~~Council has determined that the Audit Committee will have responsibility for monitoring the risk exposure of Council by checking that management has appropriate risk management processes and adequate management information systems in place,~~

~~Risk management consists of two principal areas, risk control and risk financing. The authority to determine how risk (the potential for loss) and losses will be paid for lies essentially with the Chief Executive Officer and Executive Manager, Corporate Services.~~

~~The primary responsibility for risk control activity lies again with the Chief Executive Officer and all Executive Managers. This activity will have a strong emphasis toward the prevention of situations or incidents that may damage the EMRC or injury it's staff or relevant others.~~



FINANCIAL CONSIDERATIONS

Funding will be provided to properly resource risk management activities that have been prioritised through the annual risk management planning and budget process of the EMRC.

An amount will be provided in each annual budget to meet risk associated losses.

Adopted/Reviewed by Council

1. 31 October 2002
2. 20 May 2004
3. 23 February 2006
4. 18 September 2008
5. ~~August 2010~~ 23 September 2010

Next Review

Following the Ordinary Elections in 200913

Responsible Unit

Risk Management Service



7.2 Occupational Health and Safety Policy

STRATEGIC PLAN OBJECTIVE

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

PURPOSE

The purpose of this policy is to provide a framework for future action directed at protecting EMRC staff and property, and other people who may interface with EMRC operations.

LEGISLATION

Occupational Safety and Health Act 1984

POLICY STATEMENT

The implementation of this policy is based on effective occupational safety and health systems that are supported by a high level of management involvement and the co-operative participation of the workforce. The primary document for [guiding the implementation of driving](#) the Occupational Health and Safety Program is the [Occupational Health and Safety Management Plan](#). This latter document is designed to [reduce the risk of injuries to staff and relevant others and, of property damage](#) ~~produce favourable safety outcomes~~ and to meet the EMRC's obligations under [Section 19 of the Occupational Safety and Health Act 1984](#) ~~and in particular Section 19.~~

The Chief Executive Officer, supported by the management team, is responsible ~~to ensure~~ [for ensuring](#) that workplace hazards are identified and effectively managed via a range of Program activities which include:

- Ensuring that there is close cooperation and consultation between management and staff regarding safety related matters. (A consultative process such as the Safety Advisory Committee and the involvement of Safety and Health Representatives is seen as an essential feature of the Program.)
- Ensuring that full time, part time, casual and labour hire employees are fully prepared for the risks they may encounter in their work by way of a comprehensive induction process. This training includes coverage of key aspects of the Occupational Health and Safety Program and relevant safe work procedures.
- The ongoing recognition and control of physical and procedural hazards (inclusive of people with Special Needs), through a hazard identification and control process.
- [Ensuring an ergonomic approach to the interface of people and plant / equipment](#)
- Conducting formal training to improve the safety related knowledge and skills of employees.
- Ensuring plant and equipment is safe and suitable for the job, via effective purchasing and maintenance systems.



- Providing an effective system of accident / incident reporting, investigation and recording.
 - Minimising risk in the general work environment and for any relevant residual risk, providing employees with the most appropriate type of personal protective equipment and or applying other measures, as may be required.
-
- Ensuring that Emergency Response Procedures are in place to protect anyone on council premises in the event of an emergency.
 - Providing health related information and encouraging activities that promote the health and well being of staff, including the provision of an Employee Assistance Program [and a Health Promotion PolicyProgram.](#)
 - Having a known, effective and consistent injury management process in the event that staff may suffer a work related injury.

FINANCIAL CONSIDERATIONS

The annual budget has amounts in it for the Risk Management Service to provide safety [related](#) support services (consulting and training) to all EMRC [managedinternal](#) operations.

Adopted/Reviewed by Council

1. 22 September 2005
2. 23 February 2006
3. 18 September 2008
4. [23 September 2010](#)

Next Review

Following the Ordinary Elections in ~~2009~~[2013](#)

Responsible Unit

Risk Management Service



1.1 Election of MWAC Representatives Policy

STRATEGIC PLAN OBJECTIVE

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

PURPOSE

To provide for representation on the Municipal Waste Advisory Council (MWAC).
The Municipal Waste Advisory Council is a standing committee of the Western Australian Local Government Association (WALGA) with delegated authority on municipal waste issues.

LEGISLATION

Nil

POLICY STATEMENT

1. The Council will elect a member delegate, member deputy delegate, an officer delegate and an officer deputy delegate to represent the EMRC on the MWAC.
2. That if the member delegate is not present at a MWAC meeting the member deputy delegate will be eligible to vote on behalf of the EMRC

FINANCIAL CONSIDERATIONS

Nil



Adopted/Reviewed by Council

1. 24 June 1993
2. 22 July 1999
3. 02 May 2002
4. 20 May 2004
5. 23 February 2006
6. 18 September 2008
7. 23 September 2010

Next Review

Following the Ordinary Elections in 2013

Responsible Unit

Governance and Corporate Services



1.2 Meetings Policy

STRATEGIC PLAN OBJECTIVE

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

PURPOSE

To appoint the date, time and place at which ordinary meetings of the Council will be convened.

LEGISLATION

Local Government Act 1995 s5.3, 5.4.
Standing Orders Local Law 1998

POLICY STATEMENT

1. The EMRC is to hold ordinary meetings (and may hold special meetings).
2. A twelve-month schedule of ordinary meetings of Council will be adopted by Council and meeting dates shown in that schedule will only be changed by resolution of the Council at a previous meeting.
3. Meetings of the EMRC are to be held in the EMRC Administration Offices unless otherwise decided.

FINANCIAL CONSIDERATIONS

Nil

Adopted/Reviewed by Council

1. 13 August 1998
2. 28 October 1998
3. 22 July 1999
4. 02 May 2002
5. 20 May 2004
6. 23 February 2006
7. 18 September 2008
8. 23 September 2010

Next Review

Following the Ordinary Elections in 2013

Responsible Unit

Governance and Corporate Services



1.3 Members' and Chairman's Fees and Allowances Policy

STRATEGIC PLAN OBJECTIVE

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

PURPOSE

To establish the fees and allowances that will be paid to the Chairman, Deputy Chairman, council members and deputy council members.

LEGISLATION

Local Government Act (1995) s5.98 - 5.99A

Local Government (Administration) Regulations 1996, Reg. 30, 33, 33A and 34.

POLICY STATEMENT

1. That payments be made as follows:
 - To members, other than the Chairman, an annual fee for attending meetings (s5.99);
 - To the Chairman, an annual fee for attending meetings (s5.99);
 - To the Chairman, an annual local government allowance (s5.98(5));
 - To the Deputy Chairman, an annual local government allowance of 25% of the amount payable to the Chairman (s5.98A);
 - To deputies of members when the deputy is deputising for a member at a meeting the prescribed maximum fee payable to a member for attending a meeting (s5.98(1)).
2. That the policy of quarterly payments in arrears be applied so that the above payments are made to the Chairman, Deputy Chairman and members at intervals of approximately 3 months during his or her term of office with the last payment becoming payable on the day prior to the next ordinary local government elections.
3. That the fees and allowances payable to the Chairman, Deputy Chairman and members be reviewed, each second year when the terms of office of members expire, in conjunction with the adoption of the annual budget.



FINANCIAL CONSIDERATIONS

Nil

Adopted/Reviewed by Council

1. 03 July 1997
2. 22 July 1999
3. 28 June 2001
4. 02 May 2002
5. 26 June 2003
6. 20 May 2004
7. 23 February 2006
8. 18 September 2008
9. 23 September 2010

Next Review

Following the Ordinary Elections in 2013

Responsible Unit

Governance and Corporate Services



1.4 Travelling Costs Incurred by Council Members Policy

STRATEGIC PLAN OBJECTIVE

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

PURPOSE

To establish payment guidelines for members of Council for travelling on Council business.

LEGISLATION

Local Government Act (1995) s5.98 (2).

Local Government (Administration) Regulations 1996, Reg. 31, 32.

POLICY STATEMENT

1. Claims by members of Council for travelling costs:
 - a) because of the members attendance at a Council or committee meeting of which he or she is also a member of; or Acting in the capacity as a Councillor of the EMRC;
 - b) associated with performing a function under the express authority of Council or in accordance with the Establishment Agreement of the Eastern Metropolitan Regional Council;
 be reimbursed on the basis detailed in clause 2 of this policy.
2.
 - a) Where the member is using a private vehicle, the rate of reimbursement shall be in accordance with the rates laid down for making motor vehicle claims under the "cents per kilometre method" permissible under the Income Tax Assessment Act.
 - b) Where the member is using a taxi or public transport, the actual amount of the fare paid by the member.
A member may alternatively request to be issued with a Cabcharge voucher by the Chief Executive Officer. In the case of the Chairman, he or she may request to be issued with a Cabcharge card.
3. Claims for travelling costs must be in writing, detailing the date and purposes of the travel, be signed by the Councillor and in the case of claims for use of a private vehicle, include the opening and closing reading of the vehicles odometer in relation to each trip being reimbursed.



FINANCIAL CONSIDERATIONS

A statutory provision which requires a budget allocation

Adopted/Reviewed by Council

1. 24 April 1997
 2. 22 July 1999
 3. 02 May 2002
 4. 26 June 2003
 5. 20 May 2004
 6. 23 February 2006
 7. 18 September 2008
 8. 23 September 2010
- Following the Ordinary Elections in 2013

Next Review

Responsible Unit

Governance and Corporate Services



1.5 Meeting Agenda / Minutes – Confidential Items Policy

STRATEGIC PLAN OBJECTIVE

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

PURPOSE

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

LEGISLATION

Local Government Act 1995 s5.25(1)(j), 5.94 and 5.95
 Local Government (Administration) Regulations 1996 r14, 29 and 29A
 EMRC Standing Orders Local Law 1998 clauses 3.13, 3.20, 4.2 and 12.7

POLICY STATEMENT

1. That items which at the discretion of the Chief Executive Officer are felt to require confidentiality be distributed separate from but accompanying the Council and or Committee agendas on paper of a colour not used elsewhere in the agenda.
2. That the agenda indicate that an item is to be treated as confidential while it is being considered by council/committee.
3. That the Council and or Committee decision relating to a confidential item be included in the minutes of the meeting.
4. That copies of confidential agenda items be sent to members and deputy members (only when acting for a member) of the Council and members of the committee dealing with a confidential item prior to the meeting, and be collected at the end of the meeting following member's deliberation on the matter. Where a Council or Committee member has been supplied with a confidential item and does not attend the relevant meeting, they will return the confidential item as soon as practicable to the office of the EMRC attention the Chief Executive Officer.
5. Confidential items are not to be distributed by electronic media except at the discretion of the Chief Executive Officer in consultation with the Chairman.
6. That the power of the CEO, under section 5.25(1)(j) of the Act be exercised so that the reports and other documents, relating to the confidential item and presentation at the meeting, not be available for inspection by the public.



FINANCIAL CONSIDERATIONS

Nil

Adopted/Reviewed by Council	<ol style="list-style-type: none">1. 18 September 19972. 22 July 19993. 02 May 20024. 20 May 20045. 23 February 20066. 18 September 20087. 23 September 2010
Next Review	Following the Ordinary Elections in 2013
Responsible Unit	Governance and Corporate Services



1.6 Council Meeting Minutes – Recording Reason for a Decision Being Different from a Recommendation Policy

STRATEGIC PLAN OBJECTIVE

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

PURPOSE

To establish a method for recording the reason Council made a decision that was significantly different from the recommendation that had been made to Council by a committee or an officer.

LEGISLATION

Local Government Act 1995 s5.25(1)(f)
Local Government (Administration) Regulations 1996 r11(da)

POLICY STATEMENT

It will be Council policy to conform with Local Government (Administration) Regulations 1996 r11(da) by recording a notation which will follow the motion in which the Council has made a decision which is significantly different from the recommendation made to it by a committee or an officer (but not a decision to only note the matter or to return the recommendation for further consideration).

FINANCIAL CONSIDERATIONS

Nil

Adopted/Reviewed by Council

1. 23 April 1999
2. 02 June 1999
3. 02 May 2002
4. 20 May 2004
5. 23 February 2006
6. 18 September 2008
7. 23 September 2010

Next Review

Following the Ordinary Elections in 2013

Responsible Unit

Governance and Corporate Services



1.7 Legal Representation Costs Indemnification Policy

STRATEGIC PLAN OBJECTIVE

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

PURPOSE

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

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

LEGISLATION

Local Government Act 1995 s9.56 – 9.57

Local Government (Functions and General) Regulations 1996 r35

POLICY STATEMENT

1. General Principles

- a) The EMRC may provide financial assistance to members and employees in connection with the performance of their duties provided that the member or employee has acted reasonably and has not acted illegally, dishonestly, against the interests of the EMRC or otherwise in bad faith.
- b) The EMRC may provide such assistance in the following types of legal proceedings:
 - i) Proceedings brought by members and employees to enable them to carry out their EMRC functions (eg where a member or employee seeks a restraining order against a person using threatening behaviour);
 - ii) Proceedings brought against members or employees [this could be in relation to a decision of Council or an employee which aggrieves another person or where the conduct of a member or employee in carrying out his or her functions is considered detrimental to the person (eg defending defamation actions)]; and



- iii) Statutory or other inquiries where representation of members or employees is justified.
- c) The EMRC will not support any defamation actions seeking the payment of damages for individual members or employees in regard to comments or criticisms levelled at their conduct in their respective roles. Members or employees are not precluded, however, from taking their own private action. Further, the EMRC may seek its own advice on any aspect relating to such comments and criticisms of relevance to it.
- d) The legal services the subject of assistance under this policy will usually be provided by the EMRC's solicitors. Where this is not appropriate for practical reasons or because of a conflict of interest then the service may be provided by other solicitors approved by the EMRC.

2. Applications for Financial Assistance

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



3. Repayment of Assistance

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

FINANCIAL CONSIDERATIONS

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

Adopted/Reviewed by Council	<ol style="list-style-type: none"> 1. 20 October 2000 2. 14 December 2000 3. 02 May 2002 4. 20 May 2004 5. 23 February 2006 6. 18 September 2008 7. 23 September 2010
Next Review	Following the Ordinary Elections in 2013
Responsible Unit	Governance and Corporate Services



1.8 Government Relations and Advocacy Policy

STRATEGIC PLAN OBJECTIVES

- 4.2 To provide advice and advocacy on issues affecting Perth's Eastern Region.
- 4.4 To manage partnerships and relationships with stakeholders.
- 4.6 To provide responsible and accountable governance and management of the EMRC

PURPOSE

To provide policy support for the implementation of the Regional Advocacy Strategy and Council-approved recommendations on advocacy campaigns

LEGISLATION

Nil

POLICY STATEMENT

Definitions:

For the purposes of this policy:

Government relations is the transparent, legally valid and ethically sound engagement with government employees and ministers to secure, for residents and Councils of Perth's Eastern Region, the highest quality of government services that they are entitled to expect.

Advocacy is the activity aimed at correcting and influencing the political, social, economic and environmental perceptions and opinions of government, non-government organisations and community leaders to align them with the EMRC and member Councils' views.

REGIONAL ADVOCACY STRATEGY

The Regional Advocacy Strategy is the guiding document for government relations and advocacy activities of the EMRC.

GOVERNMENT RELATIONS AND ADVOCACY OUTCOMES



The outcomes to be sought by the government relations and advocacy activity of the EMRC and their relative priority are identified, refined, recommended and endorsed as and when required by the EMRC Council.

IMPLEMENTATION OF COUNCIL-ENDORSED GOVERNMENT RELATIONS AND ADVOCACY MEASURES

1. The Chief Executive Officer of the EMRC, in consultation with the Chairman of the EMRC when required, will sanction the implementation and related activities being pursued.
2. At the appropriate time, the Chief Executive Officer will propose, and the EMRC Council may endorse additions to this policy to guide the implementation of the government relations and advocacy measures in specific areas such as media, protocol and ceremonial, correspondence matters etc.

Notwithstanding Council Policies 6.1 and 6.3; where urgent interstate or other travel related expenses are required to pursue urgent government relations and advocacy issues, authority for approval is delegated to the Chief Executive Officer in consultation with the Chairman

FINANCIAL CONSIDERATIONS

An amount will be provided in each annual budget to meet costs associated with pursuing government relations and advocacy initiatives.

Adopted/Reviewed by Council	<ol style="list-style-type: none"> 1. 20 July 2006 2. 18 September 2008 3. 23 September 2010
Next Review	Following the Ordinary Elections in 2013
Responsible Unit	Regional Services



1.9 Recognition of Members of Council Policy

STRATEGIC PLAN OBJECTIVE

4.4 To manage partnerships and relationships with stakeholders.

PURPOSE

To establish a policy and provide guidelines for recognising the service that is given to the District by members of the Council.

LEGISLATION

Local Government Act 1995 s5.98(6)

POLICY STATEMENT

Council shall recognise the service of members of the Council who no longer hold office of the EMRC in accordance with clause 7.2(1) (b) and (c) of the Establishment Agreement of the Eastern Metropolitan Regional Council.

Recognition will be subject to the member not becoming disqualified from holding office of the EMRC or participant Council as a result of an offence under the Local Government Act 1995 or any other law.

The following awards shall be made to recognise such service:-

▪ During and on completing one 2-year term	A framed certificate of appreciation
▪ On completing two 2-year terms	A framed certificate of appreciation and a gift to the value of \$100
▪ On completing three 2-year terms	A framed certificate of appreciation and a gift to the value of \$200
▪ On completing four 2-year terms or more	A framed certificate of appreciation and a gift to the value of \$500

The certificate will specifically acknowledge any term spent as Chairman or Deputy Chairman in addition to the role of Councillor.

No gift will be given by way of a cash pay out and the gift purchased, should be appropriate and may be suitable for keeping as a memento.

Such certificate of appreciation and gift will be presented at the next EMRC Annual Dinner.



FINANCIAL CONSIDERATIONS

Appropriate provision is to be included for consideration in Council's annual budget deliberations.

Adopted by Council:

1. 22 February 2007
2. 18 September 2008
3. 23 September 2010

Next review

Following the Ordinary Elections in 2013

Responsible Unit

Governance and Corporate Services



2.1 Committees of Council

STRATEGIC PLAN OBJECTIVE

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

PURPOSE

To maintain a Chief Executive Officers Advisory Committee (CEOAC), Technical Advisory Committee (TAC), Resource Recovery Committee (RRC), Chief Executive Officer Performance Review Committee (CEOPRC), Audit Committee (AC), Investment Committee (IC), and determine attendance of officers at council meetings of the EMRC.

LEGISLATION

Local Government Act 1995 s5.8-5.25, 7.1A, B, C
Local Government (Administration) Regulations 1996 r4 - 14B

POLICY STATEMENT

1. Council will maintain a Chief Executive Officers Advisory Committee (CEOAC), a Technical Advisory Committee (TAC), a Resource Recovery Committee (RRC), a Chief Executive Officer Performance Review Committee (CEOPRC); an Audit Committee (AC) and an Investment Committee (IC) (occasional / temporary committee) and determine Terms of Reference for each of these.
2. Membership of the CEOAC will be the CEO of the EMRC and the CEO of each participant local government; and the committee will have the terms of reference as detailed in Attachment 1.
3. Membership of the TAC will be the CEO of the EMRC, or nominee, and a principal officer of each of the participant local governments nominated by the member council CEO; and the committee will have the terms of reference as detailed in Attachment 2.
4. Membership of the RRC will be the members of the TAC and one councillor from each of the participant Local Governments; and the committee will have the terms of reference as detailed in Attachment 3.
5. Membership of the CEOPRC will be Council members only and the committee will have the terms of reference as detailed in Attachment 4.
6. Membership of the AC will be one council member from each of the participant Local Governments and the committee will have the terms of reference as detailed in Attachment 5.
7. Membership of the IC will be Council members only and the Committee will have the terms of reference as detailed in Attachment 6.



8. Through the following process a deputy member will be appointed by council for each committee member.
 - A deputy member for CEOAC and TAC may be nominated by the CEO of each participant local government.
 - The deputy members appointed for TAC will have the same role on the RRC.
 - Council will appoint deputy members to members of the Council on the RRC and the AC.
 - No deputy members are appointed to the CEOPRC as the continuity of members during the annual performance review is important in ensuring a fair and objective process is achieved.
 - No deputy members are appointed to the IC
9. That a flexible approach be taken to those matters generally classified as commercial enterprises or investment and these matters be treated on a project basis with the CEO of the EMRC deciding whether to liaise with either of the committees where necessary. Working parties with specific terms of reference may be used in the future for these matters.
10. That meetings be generally face-to-face meetings. However, teleconferencing and e-mail will be used when appropriate.
11. An officer from each participant may attend EMRC Council meetings as an advisor but that officer may not sit at the council table.
12. The EMRC CEO may invite the attendance of any particular additional officer through the participant CEO if the advice of that officer can contribute to the meeting.
13. Where officers from Participants attend EMRC Council meetings, they are to have the status of observer.

FINANCIAL CONSIDERATIONS

Nil

Adopted/Reviewed by Council

1. 8 December 1994
2. 22 July 1999
3. 24 February 2000
4. 02 May 2002
5. 19 February 2004
6. 20 May 2004
7. 23 February 2006
8. 18 September 2008
9. 23 September 2010

Next Review
Responsible Unit

Following the Ordinary Elections in 2013
Governance and Corporate Services

TERMS OF REFERENCE

CHIEF EXECUTIVE OFFICERS ADVISORY COMMITTEE

1. OBJECTIVES OF COMMITTEE:

- a. The Chief Executive Officers Advisory Committee (CEOAC) is a formally appointed committee of Council and is responsible to that body. It has been established to consider matters that have an impact on the member Councils and/or EMRC's business activities.

2. RESPONSIBILITIES:

The Committee's responsibility is to:

- (a) Ensure that the EMRC conducts its operations in accordance with its Establishment Agreement; and
- (b) Give consideration, advice and make recommendations to Council in relation to:
- Regional strategic and policy development; and
 - Matters of regional relevance.

3. MEMBERSHIP:

- 3.1 The Chief Officers Advisory Committee comprises of each of EMRC's participant member Council's Chief Executive Officer and the Chief Executive Officer of the Eastern Metropolitan Regional Council or his nominee.
- 3.2 In the event of a vacancy due to the resignation of a Committee member, the person replacing the Chief Executive Officer will automatically fill their position on the Committee.
- 3.3 A deputy member may be appointed to the Committee by each member Council Chief Executive Officer

4. MEETINGS

- 4.1 The Committee 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.
- 4.3 The Committee shall also hold regular informal meetings for the purpose of sharing information and discussing matters on any topic whether related to EMRC matters or not in a friendly cooperative and confidential environment.

5. OPERATING PROCEDURES

- 5.1 All meetings of the CEOAC 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 Where officers from member Councils attend the meeting, they are to have the status of 'observer'.

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 Chief Executive Officers Advisory Committee has no delegated powers and no authority to implement its recommendations.

Related Documentation:

Policy 2.1 Chief Executive Officers Advisory Committee (CEOAC), Technical Advisory Committee (TAC), Resource Recovery Committee (RRC), Chief Executive Officer Performance Review Committee (CEOPRC), Audit Committee (AC), Investment Committee (IC) and Council Meeting Attendance Policy

EMRC Standing Orders Local Law 1998
EMRC Code of Conduct

Administration:

Adopted by Council:

Amendments:

Responsible: Chief Executive Officer

TERMS OF REFERENCE

TECHNICAL ADVISORY COMMITTEE

1. OBJECTIVES OF COMMITTEE:

The Technical Advisory Committee (TAC) is a formally appointed committee of Council and is responsible to that body. It has been established to review and provide reports on technical matters and recommendations to Council.

2. RESPONSIBILITIES:

Give consideration and prepare recommendations to Council in relation to:

- (a) Waste management;
- (b) Environment;
- (c) Risk management; and
- (d) Other technical matters referred to it from time to time.

3. MEMBERSHIP:

3.1. The Technical Advisory Committee will comprise of:

- (a) A Principal Officer of each of EMRC's participant member Councils nominated by the member Council Chief Executive Officer; and
- (b) The Chief Executive Officer of the Eastern Metropolitan Regional Council or nominee.

3.2. A deputy member may be appointed by each member Council Chief Executive Officer and will have the same role on the Resource Recovery Committee.

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

4. MEETINGS

4.1. The Committee 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 TAC 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.

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 Technical Advisory Committee has no delegated powers and no authority to implement its recommendations.

Relevant Documentation:

Policy 2.1 Chief Executive Officers Advisory Committee (CEOAC), Technical Advisory Committee (TAC), Resource Recovery Committee (RRC), Chief Executive Officer Performance Review Committee (CEOPRC), Audit Committee (AC), Investment Committee (IC) and Council Meeting Attendance Policy

EMRC Standing Orders Local Law 1998
EMRC Code of Conduct

Administration:

Adopted by Council:

Next Review:

Responsible: Director Waste Services

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
- (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.

Relevant Documentation:

- 2.1 Chief Executive Officers Advisory Committee (CEOAC), Technical Advisory Committee (TAC), Resource Recovery Committee (RRC), Chief Executive Officer Performance Review Committee (CEOPRC), Audit Committee (AC), Investment Committee (IC) and Council Meeting Attendance Policy.

EMRC Standing Orders Local Law 1998
EMRC Code of Conduct

Administration:

Adopted by Council:

Next Review:

Responsible: Chief Executive Officer

TERMS OF REFERENCE

CHIEF EXECUTIVE OFFICERS PERFORMANCE REVIEW COMMITTEE

1. OBJECTIVES OF COMMITTEE:

The Chief Executive Officers Performance Review Committee (CEORC) is a formally appointed committee of Council and is responsible to that body. It has been established to conduct an annual review of the Chief Executive Officer's (CEO) performance, remuneration, contract terms and conditions, with the assistance of an external facilitator;

2. RESPONSIBILITIES

To ensure that the review of performance of the Chief Executive Officer (CEO) for the EMRC is undertaken in accordance with the provisions of the Local Government Act (1995) and Local Government (Administration) Regulations 1996 and EMRC's policies.

3. DUTIES

The duties of the Committee will include the following:

- (a) Review the Chief Executive Officer's (CEO) performance with the appropriate provisions contained within the CEO's Contract of Employment and agreed performance objectives;
- (b) Prepare and table the concluded Performance Review Report to the Council for consideration and actioning;
- (c) Review the CEO's performance on an on-going basis if the Council or the CEO perceives that there is a need to do so;
- (d) Determine the Performance Objectives to be met by the CEO for the following year and refer them to Council for consideration and actioning;
- (e) Review the CEO's remuneration package, in accordance with the appropriate provisions of the CEO's Contract of Employment and refer the recommendations to Council for consideration and actioning
- (f) Review the CEO's Contract of Employment and make recommendations to council in relation to varying the contract as and when necessary
- (g) Appoint a consultant to assist it in its functions.

4. MEMBERSHIP:

- 4.1. The Committee will comprise of six Councillors.
- 4.2. The Committee will have no deputy members.
- 4.3. Members will be appointed for a period of two years following each ordinary Council election.

5. MEETINGS

- 5.1. The Committee shall hold regular meetings at such times and on such days as the Council may determine by resolution.
- 5.2. Additional meetings will be convened at the discretion of the Chairperson.

6. OPERATING PROCEDURES

- 6.1. All meetings of the Committee are to be conducted in accordance with the Local Government Act 1995, associated Regulations and the *EMRC Standing Orders Local Law 1998*.
- 6.2. A quorum for a meeting of the Committee shall be at least 50% of the number of offices (whether vacant or not) of member of the Committee.
- 6.3. 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*
- 6.4 Other EMRC staff may attend meetings, at the discretion of the Chief Executive Officer, to provide advice and information when required.

7. REPORTING

- 7.1. 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.
- 7.2. The item of Council business referred to in relation to this is to be treated as confidential in accordance with s5.23(2) of the Local Government Act 1995, r14(2) of the Local Government (Administration) Regulations 1996, Standing Orders Bylaw 4.2 and Council's Policy for dealing with confidential items.

8. DELEGATED POWER

- 8.1. The Committee has no delegated powers and no authority to implement its recommendations.

Related Documentation:

Policy 2.1 Chief Executive Officers Advisory Committee (CEOAC), Technical Advisory Committee (TAC), Resource Recovery Committee (RRC), Chief Executive Officer Performance Review Committee (CEOPRC), Audit Committee (AC), Investment Committee (IC) and Council Meeting Attendance Policy

Policy 4.1 Chief Executive Officer - Appointment, Performance Assessment and Review Policy

Policy 1.5 Council Meeting Agenda/Minutes Confidential/Late Items

EMRC Standing Orders Local Law 1998
EMRC Code of Conduct

Administration:

Adopted by Council:

Amendments:

Responsible: Chief Executive Officer

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.

Related Documentation:

Policy 2.1 Chief Executive Officers Advisory Committee (CEOAC), Technical Advisory Committee (TAC), Resource Recovery Committee (RRC), Chief Executive Officer Performance Review Committee (CEOPRC), Audit Committee (AC), Investment Committee (IC) and Council Meeting Attendance Policy

Policy 3.1 Annual Financial Reporting

Policy 7.1 Risk Management Policy

EMRC Standing Orders Local Law 1998
EMRC Code of Conduct

Administration:

Adopted by Council:

Next Review:

Responsible: Chief Executive Officer

TERMS OF REFERENCE

INVESTMENT COMMITTEE

1. OBJECTIVES OF COMMITTEE:

- 1.1. The Investment Committee (IC) is a formally appointed committee of Council and is responsible to that body. It has been established to deal with matters related to EMRC's Management of Investment Policy.
- 1.2. The Committee's role is to:
 - (a) Report to Council and provide appropriate advice and recommendations on matters relevant to its terms of reference in order to facilitate decision-making by Council in relation to the discharge of its responsibilities.
 - (b) Carry out its functions and fulfil its responsibilities as required by the Local Government Act 1995 and associated regulations, guidelines and protocols of the Council which are relevant to the Committee
 - (c) The Committee will only have those executive powers as specifically delegated to it.

2. RESPONSIBILITIES

- 3.1 The Investment Committee shall have the following functions:
 - (a) To consider amendment and revision of Policy 3.5 Management of Investment Policy
 - (b) To deal with matters referred to the committee, by the Chief Executive Officer (CEO), under Policy 3.5 Management of Investment Policy.
 - (c) To deal with legal and other matters associated with the Grange Securities Ltd / Lehman Investment Mandate Agreement (3 March 2005) as referred to the Committee by the CEO or Council.

3. MEMBERSHIP:

- 3.1 The Investment Committee will comprise of Council members only.
- 3.2 Deputy members of the Committee will not be appointed.
- 3.3 Members will be appointed for a period of two years following each ordinary Council election.

4. MEETINGS

- 4.1 The Committee shall meet as required, convened at the discretion of the Chairperson.

5. OPERATING PROCEDURES

- 5.1 All meetings of the IC 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 member of the Committee.
- 5.2 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 may attend meetings, at the discretion of the Chief Executive Officer 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 Investment Committee has only those delegated powers and duties of Council associated with the EMRC Investment Portfolio, that have not been delegated to the CEO inclusive of, but not limited to:
- (a) the acceptance of tenders for the provision of advice and services; and
 - (b) to deal with any legal proceedings that may need to be initiated.

Related Documentation:

Policy 2.1 Chief Executive Officers Advisory Committee (CEOAC), Technical Advisory Committee (TAC), Resource Recovery Committee (RRC), Chief Executive Officer Performance Review Committee (CEOPRC), Audit Committee (AC), Investment Committee (IC) and Council Meeting Attendance Policy

Policy 3.5 Management of Investments Policy

EMRC Standing Orders Local Law 1998
EMRC Code of Conduct

Administration:

Adopted by Council:

Amendments:

Responsible: Director Corporate Services



3.1 Annual Financial Reporting Policy

STRATEGIC PLAN OBJECTIVE

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

PURPOSE

To endorse accounting policies as part of the preparation of the Council's annual financial statements.

LEGISLATION

- Division 3 of the Local Government Act 1995
- Part 4 - Financial Reports of Local Government (Financial Management) Regulations 1996
- Australian Accounting Standards

POLICY STATEMENT

1. Reporting Entity

The reporting entity is the Eastern Metropolitan Regional Council.

2. Basis of Accounting

The financial statements shall be drawn up in accordance with the accounting standards and disclosure requirements of the Australian accounting bodies, the Local Government Act 1995, and the Local Government (Financial Management) Regulations 1996.

3. Asset Classification

The following classifications are to be utilised for recording assets:

Land, buildings, structures, plant, equipment, furniture and fittings.



4. Depreciation

Fixed Assets excluding freehold land, are to be depreciated over their estimated useful lives on a straight line basis as follows:

- Buildings 2-10%
- Structures
 - General 2-10%
 - Class III & IV Waste Cells % of actual usage
- Plant 15-40%
- Furniture and fittings 10-40%
- Equipment 10-40%

Assets are to be depreciated when completed and held ready for use.

5. Capitalisation Thresholds

Capitalisation thresholds shall be:

- Land No limit
- Buildings No limit
- Structures No limit
- Plant \$300
- Furniture and fittings \$300
- Equipment \$300

6. Rates

The Eastern Metropolitan Regional Council does not levy rates. Accordingly Rating information as required under the Local Government (Financial Management) Regulations 1996 (S39) are not required to be presented in the financial statements.

FINANCIAL CONSIDERATIONS

Nil

Adopted/Reviewed by Council

1. 27 October 1994
2. 22 July 1999
3. 02 May 2002
4. 20 May 2004
5. 23 February 2006
6. 18 September 2008
7. 23 September 2010

Next Review

Following the Ordinary Elections in 2013

Responsible Unit

Governance and Corporate Services



3.2 Grants for Community Groups in the Vicinity of Red Hill Waste Management Facility Policy

STRATEGIC PLAN OBJECTIVE

4.4 To manage partnerships and relationships with stakeholders.

PURPOSE

To provide a community grants program to benefit the community, in the location/s of Gidgegannup, Hovea, Parkerville and/or Stoneville.

LEGISLATION

Local Government Act 1995 S5.16, S5.17

POLICY STATEMENT

1. The Council's involvement as an active member of the community in Gidgegannup, Hovea, Parkerville and Stoneville be demonstrated by providing financial support to not for profit organisations that are undertaking activities that will potentially benefit the community.
2. That community groups, in the locations of Gidgegannup, Hovea, Parkerville and Stoneville, which can demonstrate that their activities benefit these communities, be eligible for Council's financial support under this policy.
3. The annual limit on financial support for eligible organisations be resolved each year in conjunction with the adoption of the annual budget, with that limit being reducible at the discretion of the Council or the Chief Executive Officer (CEO) exercising delegated authority, according to the size and significance of the organisation.
4. Provision be made in the Council's annual budget for grants to community groups in Gidgegannup, Hovea, Parkerville and Stoneville in accordance with this policy.
5. That community groups are made aware of the availability of financial support through annual advertising, following adoption of the annual budget.
6. The duty of deciding the outcome of an application be delegated to the CEO after consultation with the Chairman and Deputy Chairman.



NOTE: Applicant guidelines apply. These are reviewed annually and made available on EMRC's website.

FINANCIAL CONSIDERATIONS

An amount will be provided in the annual budget to meet the anticipated cost of making a contribution to the community in the vicinity of Red Hill.

Adopted/Reviewed by Council	<ol style="list-style-type: none"> 1. December 1997 2. 22 July 1999 3. 02 May 2002 4. 28 August 2003 5. 20 May 2004 6. 26 February 2006 7. 18 September 2008 8. 23 September 2010
Next Review	Following the Ordinary Elections in 2013
Responsible Unit	Governance and Corporate Services



3.3 Management of Investments Policy

STRATEGIC PLAN OBJECTIVE

3.4 To improve member Council and East Metropolitan Regional Council (EMRC) financial viability.

PURPOSE

To establish a policy for the Investment of EMRC's surplus funds at the most favourable rate of return whilst ensuring prudent consideration of risk and security for the investment type and that liquidity requirements are being met.

To ensure that investments are managed with care, diligence and skill and that the management of the portfolio is carried out to safeguard the portfolio and not for speculative purposes.

Establish guidelines to ensure investments:

- Meet legislative requirements;
- Optimise investment income and returns within acceptable risk parameters;
- Ensure that investments match the liquidity needs of the EMRC; and
- Are invested at the most favourable rate of interest available to it at the time whilst having due consideration of risk and security for that investment type.

LEGISLATION

Local Government Act 1995 Section 6.14
 Local Government (Financial Management) Regulations 1996 Regulations 19, 28 and 49
 Trustees Act 1962 – Part III Investments
 Australian Accounting Standards

POLICY STATEMENT

1. Ethics and Conflicts of Interest

Officers shall refrain from personal activities that would conflict with the proper execution and management of EMRC's investment portfolio. This policy requires officers to disclose any conflict of interest to the CEO.

2. Delegation of Authority

Authority for implementation of the Investment Policy is delegated by Council to the CEO in accordance with the Local Government Act 1995. The CEO may in turn delegate the day-to-day management of Council's Investment to the Director, Corporate Services.



3. Investment Ratings

Investments rating in this policy are based on those issued by Standard and Poor's. International ratings agencies used as a basis for assessing EMRC's investments are required to be reviewed periodically by the CEO.

4. Approved Investments

Without approvals from Council, new investments are limited to:

- Commonwealth/State/Territory or Local Government Bonds;
- Interest bearing deposits and securities issued by Australian authorised deposit-taking institutions (ADIs) as authorised by the Australian Prudential and Regulatory Authority (APRA) and with a Standard & Poor's (or its equivalent) credit rating of A-2 (short term) or A (long term) or higher (subject to overall limits);
- Bank accepted/endorsed bank bills, guaranteed by Australian authorised deposit-taking institutions (ADI's);
- Bank negotiable Certificate of Deposits; and
- Managed Funds with a minimum long term Standard & Poor (S&P) rating of "A" and short term rating of "A-2".

5. Prohibited Investments

This investment policy prohibits but is not limited to any investment carried out for speculative purposes including:

- Derivative based instruments;
- Principal only investments or securities that provide potentially nil or negative cash flow; and
- Stand alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind.

This policy also prohibits the use of leveraging (borrowing to invest) of an investment.

6. Risk Management Guidelines

Investments obtained are to be considered in light of the following key criteria:

- Preservation of Capital – the requirement for preventing losses in an investment portfolio's total value;
- Diversification – the requirement to place investments in a broad range of products so as not to be over exposed to a particular sector of the investment market;
- Market Risk - the risk that the fair value or future cash flows of an investment will fluctuate due to changes in market prices;
- Liquidity Risk - the risk an investor is unable to redeem the investment at a fair price within a timely period;
- Maturity Risk - the risk relating to the length of term to maturity of the investment. The larger the term, the greater the length of exposure and risk to market volatilities; and
- Leveraging Risk - the magnification of an investor's risk and return that occurs when the investor takes on financial leverage through an investment product.



Furthermore investments are to comply with three key criteria relating to:

a. Overall Portfolio Limits

To control the credit quality on the entire portfolio, the following credit framework limits the percentage of the portfolio exposed to any particular credit rating category.

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum %	Managed Funds Maximum %
AAA	A-1 +	100%	100%
AA	A-1	100%	100%
A	A-2	60%	80%

b. Counterparty Credit Framework

Exposure to an individual counterparty/institution will be restricted by its credit rating so that single entity exposure is limited, as detailed in the table below:

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum %	Managed Funds Maximum %
AAA	A-1+	45%	50%
AA	A-1	35%	45%
A	A-2	20%	40%

c. Term to Maturity Framework

The investment portfolio is to be invested within the following maturity constraints:

Overall Portfolio Term to Maturity Limits		
	Min	Max
Portfolio % < 1year	40%	100%
Portfolio % > 1year	0%	60%
Portfolio % > 3year	0%	35%
Portfolio % > 5year	0%	25%

Individual Investment Maturity Limits	
Maximum term to maturity limit of all investments	5 years



Standard and Poors Long term rating definitions:

AAA	An obligation rated 'AAA' has the highest rating assigned by Standard & Poor's. The obligor's capacity to meet its financial commitment on the obligation is extremely strong.
AA	An obligation rated 'AA' differs from the highest-rated obligations only to a small degree. The obligor's capacity to meet its financial commitment on the obligation is very strong.
A	An obligation rated 'A' is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than obligations in higher-rated categories. However, the obligor's capacity to meet its financial commitment on the obligation is still strong.
BBB	An obligor rated 'BBB' has adequate capacity to meet its financial commitments. However, adverse economic conditions or changing circumstances are more likely to lead to a weakened capacity of the obligor to meet its financial commitments

Standard and Poors Short term rating definitions:

A-1	A short-term obligation rated 'A-1' is rated in the highest category by Standard & Poor's. The obligor's capacity to meet its financial commitment on the obligation is strong. Within this category, certain obligations are designated with a plus sign (+). This indicates that the obligor's capacity to meet its financial commitment on these obligations is extremely strong.
A-2	A short-term obligation rated 'A-2' is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than obligations in higher rating categories. However, the obligor's capacity to meet its financial commitment on the obligation is satisfactory.
A-3	A short-term obligation rated 'A-3' exhibits adequate protection parameters. However, adverse economic conditions or changing circumstances are more likely to lead to a weakened capacity of the obligor to meet its financial commitment on the obligation.

Source: <http://www.standardandpoors.com>

7. Measurement

The investment return for the portfolio is to be regularly reviewed. The market value and investment maturities are to be assessed at least once a month to coincide with management reporting.

8. Procedures

Investments placed by Council's authorised advisor/s and managers must be appropriately documented at the time of placement.

Furthermore appropriate procedures and controls in regards to record keeping, reconciliation, authorisation forms and accounting for investments shall be prepared and maintained to give effect to this policy.



9. Reporting

An investment report is to be prepared for each month detailing compliance with the `key criteria outlined in section 6 (a), (b) and (c) of this policy.

The investment report is to be presented to Council at the next ordinary meeting of the Council following the end of the month to which the report relates. If the statement is not prepared in time to present it to that meeting it is to be presented at the next Ordinary Meeting of the Council following that meeting.

10. Investment Advisor

The CEO has delegated authority to appoint an investment adviser when considered appropriate.

The local government's investment advisor must be licensed by the Australian Securities and Investment Commission. The advisor must be an independent person who has no actual or potential conflict of interest in relation to investment products being recommended; and is free to choose the most appropriate product within the terms and conditions of the investment policy.

11. Investment Strategy

EMRC's current investment strategy in light of the 'Global Financial Crisis' is to optimise investment income within its acceptable levels of risk whilst ensuring the security of these funds enabling the EMRC to meet its business objectives.

Key considerations in this regard include funding requirements identified in the Five Year Plan.

Given the Federal Government Guarantee on retail deposits up to \$1 million with Australian Authorised Deposit Taking Institutions (ADIs) until 11th October 2011, any investment in such institutions to this date shall be considered to be AAA or A-1+ rated in line with the Federal Government's credit rating.

The investment strategy employed over the period of the Federal Government Guarantee that complies with relevant legislation would be:

1. Invest funds in Australian ADI's up to \$1 million covered by the guarantee
2. Limit additional funds to the specified banks listed below from the 31st March 2010
3. Investment terms not to exceed 5 years.

Specified banks; National Australia Bank, Bankwest, Westpac, St George, Commonwealth Bank, and ANZ.

FINANCIAL CONSIDERATIONS

Nil



Adopted/Reviewed by Council

1. 29 June 2000
2. 27 July 2000
3. 02 May 2002
4. 17 June 2004
5. 23 February 2006
6. 18 September 2008 (reported to Council and referred to Investment Committee)
7. 19 August 2010

Next Review

Following the Ordinary Elections in 2013

Responsible Unit

Governance and Corporate Services



3.4 Occasional Grants / Sponsorship Policy

STRATEGIC PLAN OBJECTIVE

SOCIAL OPPORTUNITIES

- 2.1 To facilitate regional tourism development
- 2.2 To facilitate cultural and recreational activities

ECONOMIC OPPORTUNITIES

- 3.2 To support the development of regional educational and training opportunities
- 3.3 To facilitate regional economic development activities

GOOD GOVERNANCE

- 4.4 To manage partnerships and relationships with stakeholders.

LEGISLATION

Nil

PURPOSE

To provide once off non recurrent grant funding or sponsorship to support significant initiatives conducted in Perth's Eastern Region.

POLICY STATEMENT

1. The EMRC facilitates the development and implementation of regional strategies and the provision of services and initiatives for the benefit of Perth's Eastern Region.
2. The aim of EMRC's Occasional Grants and Sponsorship Policy is to support, through 'once only' non recurrent grants and sponsorships significant initiatives that contribute to the achievement of regional development strategies as defined in the EMRC's Strategic Plan:
3. This does not preclude consideration of funding initiatives other than regional development which may be provided for in the whole range of EMRC objectives and strategies.
4. Funding may be available from the EMRC to member Councils and regionally based not for profit organisations to support community-based proposals that aim to achieve the EMRC's strategic



objectives, or, assist the EMRC to achieve its aims through increased profile and awareness in the community of its role, programmes and services.

5. All proposals will be assessed against the following assessment criteria which has been endorsed by Council and will be subject to review from time to time..
6. Proposals that meet the accepted benchmark will be referred to Council for consideration.

	High level	Moderate level	Medium level	Minimum level	Low level	Does not address
The proposal has the potential to benefit most of the region or at least three member Councils.	5	4	3	2	1	0
The proposal will have a high positive impact or make a significant contribution to economic development and/or community development in the region.	5	4	3	2	1	0
The proposal has clearly defined sustainable and measurable outcomes.	5	4	3	2	1	0
The proposal is accessible by all sections of the community that it is targeting.	5	4	3	2	1	0
The proposal represents a new initiative and does not duplicate or adversely impact on existing services/facilities in the region.	5	4	3	2	1	0
The degree of support/contributions the proposal has received from groups/stakeholders in the region.	5	4	3	2	1	0
The proposal represents good 'value for money'.	5	4	3	2	1	0
The proposal has the potential to seed a new initiative into the region.	5	4	3	2	1	0
The proposal will build and strengthen relationships amongst stakeholders in the region.	5	4	3	2	1	0

7. A proposal must receive a minimum benchmark level of 27 points in order to be referred to Council for consideration. Council will be advised of all proposals received that do not achieve the minimum benchmark through officer reports and/or information bulletins.

FINANCIAL CONSIDERATIONS

An amount will be provided on the annual budget to meet the anticipated cost of making a contribution.

Adopted/Reviewed by Council

1. 25 October 2001
2. 02 May 2002
3. 20 May 2004
4. 22 February 2007



Next Review

Responsible Unit

5. 18 September 2008
23 September 2010
Following the Ordinary Elections in 2013

Governance and Corporate Services



3.5 Purchasing Policy

STRATEGIC PLAN OBJECTIVE

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

PURPOSE

To maintain compliance with the Local Government Act, 1995 and the Local Government (Functions and General) Regulations 1996 (as amended in March 2007).

To ensure consistency and value for money outcomes for all purchasing activities for the supply of goods or services where the consideration under the contract is, or is expected to be, \$100,000 or less or worth \$100,000 or less.

LEGISLATION

Local Government (Functions and General) Regulations 1996 – r.11A

POLICY STATEMENT

The purchasing thresholds below makes provision for the process to be followed by the EMRC where the value of goods or services (excluding GST) subject of the contract (inclusive of purchasing orders), over the full contract period (including options to extend) is, or is expected to be:-

Amount of Purchase	Form of Quotation (minimum requirements)
Up to \$5000	Multiple quotations are not required when purchasing
\$5001 - \$10000	Obtain three (3) verbal quotes
\$10,000 - \$49,999	Obtain three (3) written quotes
\$50,000 - \$99,999	Obtain at least three (3) written quotes containing price and specification of goods or services
\$100,000 and above	Conduct public tender process.



In the following instances public tenders or quotation procedures are not required (regardless of the value of expenditure):

- a) When the purchase or supply is obtained through the Council Purchasing Service of WALGA (Preferred Supplier Arrangements), or supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or by a local government or a regional local government.
- b) Where it can be demonstrated that there is good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier.

Waiver of Quotation

The Chief Executive Officer may at their discretion, waive the requirements to obtain quotes providing that written, justifiable reasons for such waiver are provided by the responsible officer, and file noted accordingly.

Written notes supporting quotation details are to be noted in the purchase order.

All records associated with direct purchases or tender processes must be recorded and retained as follows:

- a) Direct purchasing records include:
 - Quotation documentation both verbal and written;
 - Internal documentation;
 - Requisitions and purchase orders.
- b) Tender records include:
 - Tender documentation;
 - Internal documentation;
 - Evaluation documentation;
 - Enquiry and response documentation;
 - Notification and award documentation.

Record retention shall be in accordance with the minimum requirements of the State Records Act, and the EMRC Record Keeping Plan. All requisitions and purchase orders are recorded in the EMRC on-line financial system.

FINANCIAL CONSIDERATIONS

Nil

Adopted/Reviewed by Council

1. 29 March 2007
2. 18 September 2008
3. 23 September 2010

Next Review

Following the Ordinary Elections in 2013

Responsible Unit

Governance and Corporate Services



4.1 Chief Executive Officer - Appointment, Performance Assessment and Review Policy

STRATEGIC PLAN OBJECTIVE

4.9 To improve organisational culture, health, welfare and safety

PURPOSE

To ensure that the appointment and review of performance of the Chief Executive Officer (CEO) for the EMRC is undertaken in accordance with the provisions of the Local Government Act (1995) and Local Government (Administration) Regulations 1996.

LEGISLATION

s5.36, 5.38, 5.39, 5.40 - 5.44 of the Local Government Act (1995)
Regulations 18A - 18G of the Local Government (Administration) Regulations 1996

POLICY STATEMENT

1. The Chief Executive Officer shall be appointed under s5.36, 5.39, and 5.44 of the Local Government Act (1995) and r18A, 18B, 18C, 18E, 18F and 18G of the Local Government (Administration) Regulations 1996.
2. An annual review of the CEO's performance, contract terms and conditions shall be conducted by a committee inclusive of the Chairman and Deputy Chairman of the Council, with the assistance of an external facilitator agreed to by both the Council and the CEO.
3. The review is to be based on agreed performance objectives and measures to be set at the time of review for the following year with the objectives being reported to the next EMRC Council meeting.
4. The item of Council business referred to in this policy is to be treated as confidential in accordance with s5.23(2) of the Local Government Act 1995, r14(2) of the Local Government (Administration) Regulations 1996, EMRC's Standing Orders Local Law 1998 Clause 4.2 and Council's Policy 1.5 related to dealing with confidential items..

FINANCIAL CONSIDERATIONS

Remuneration of all employees is provided for in the annual budget.



Adopted/Reviewed by Council

1. 20 October 1992
2. 09 December 1993
3. 22 July 1999
4. 02 May 2002
5. 20 May 2004
6. 23 February 2006
7. 31 May 2007
8. 18 September 2008
9. 23 September 2010

Next Review

Following the Ordinary Elections in 2013

Responsible Unit

Governance and Corporate Services



4.2 Superannuation Contribution Policy

STRATEGIC PLAN OBJECTIVE

4.9 To improve organisational culture, health, welfare and safety.

PURPOSE

To detail the superannuation contribution entitlements for eligible staff members of the EMRC..

LEGISLATION

Local Government Act 1995 s 5.47
Superannuation Guarantee (Administration) Act 1992

POLICY STATEMENT

1. The contribution rate required by the *Superannuation Guarantee (Administration) Act 1992*, as amended from time to time, will be paid by Council for all eligible staff into a complying superannuation fund.
2. Each staff member who contributes a minimum of 5% of their 'ordinary time earnings', as defined by the Act, to a complying superannuation fund will be entitled to an additional contribution from Council up to the difference between the *Superannuation Guarantee (Administration) Act 1992* contribution and 14% of their 'ordinary time earnings'.
3. All voluntary contributions made by staff are to be made by way of a fortnightly payroll deduction, 'before' or 'after' tax.

FINANCIAL CONSIDERATIONS

An amount is provided in the annual budget for the cost of providing superannuation contributions.

Adopted/Reviewed by Council

1. 29 April 1993
2. 22 July 1999
3. 22 February 2001
4. 02 May 2002
5. 20 May 2004
6. 23 February 2006
7. 18 September 2008
8. 23 September 2009

Next Review

Following the Ordinary Elections in 2013

Responsible Unit

Governance and Corporate Services



4.3 Payments to Terminating Staff In Addition to Contract or Award Policy

STRATEGIC PLAN OBJECTIVE

4.9 To improve organisational culture, health, welfare and safety.

PURPOSE

To establish a policy in relation to the approval of a gratuity payment to members of staff who retire or resign from employment with the EMRC. This policy aims to recognise the contributions of staff who have provided exemplary service during their tenure with EMRC or an extensive term of service.

A 'gratuity payment' means any payment of monies in excess of any contractual or award entitlement.

LEGISLATION

Local Government Act (1995) s 5.50

Local Government (Administration) Regulations 1996 r.19A

POLICY STATEMENT

1. Independent consideration will be given to every instance where it is the opinion of the Chief Executive Officer (CEO) that a gratuity payment should be made to a member of staff who is ceasing employment with the EMRC.
2. In the instance where the intended recipient of the gratuity payment is the CEO, the matter shall be considered by Council.
3. The value of the payment made to the individual staff member will not to exceed any amount as is prescribed or provided for by r.19A of the regulations.
4. Any taxation implications associated with the payment of a gratuity will be borne by the staff member.
5. In the event that a payment in addition to the contractual or Award entitlement of the employee is made, the Council will give local public notice of its decision to make that payment in accordance with the provisions of s 5.50 of the Act.



FINANCIAL CONSIDERATIONS

A potential liability to be funded from operating surplus or reserves.

Adopted/Reviewed by Council

1. 29 May 1997
2. 22 July 1999
3. 02 May 2002
4. 20 May 2004
5. 23 February 2006
6. 18 September 2008
7. 23 September 2010

Next Review

Following the Ordinary Elections in 2013

Responsible Unit

Governance and Corporate Services



4.4 Staff Service Recognition Policy

STRATEGIC PLAN OBJECTIVE

4.9 To improve organisational culture, health, welfare and safety.

PURPOSE

To establish policy and guidelines for recognising the tenure of long serving staff within the EMRC.

LEGISLATION

Nil

POLICY STATEMENT

The aim of this policy is to promote the formal recognition of staff for their service and contribution to the EMRC.

- This policy will apply to all EMRC staff, including part time and casual employees, who achieve aggregate hours of continuous employment equivalent to a minimum of five years service.
- Recognition will be given after the completion of five years continuous service from the date of their most recent hire into a continuous employment position, and at five year intervals thereafter.
- Eligible staff must be in active service on their anniversary date in order to receive an award.
- Staff on leave of absence will receive their awards upon return to active employment.

Service Awards

- After completing the relevant number of years' of continuous service with EMRC, the staff member shall be presented with a Certificate of Appreciation signed by the Chairman and Chief Executive Officer and a gift to the value specified in the Schedule below. This gift, where possible, will be of the staff member's choice.
- Recognition will be given at a Council funded event (e.g morning tea or sundowner) as determined by the Chief Executive Officer.
- The presentation will be made by the Chief Executive Officer, or his nominee, and the Chairman, whenever practicable.
- Presentation ceremonies will take place as near as possible to the staff member's anniversary date, having regard for such factors as the number of staff qualifying in any one year and the significance of the anniversary being celebrated



Administration

Human Resources will be responsible for providing to the Chief Executive Officer, relevant Director, and relevant Manager, a list of staff eligible for service recognition at least two (2) months prior to the event and will assist with the preparation and planning of the appropriate presentation.

SCHEDULE - Recognition of Years of Service

Number of Years of Continuous Service	Service Award
5 Years of Service	Framed Certificate of Appreciation Gift to the value of \$100
10 Years of Service	Framed Certificate of Appreciation Gift to the value of \$150
15 Years of Service	Framed Certificate of Appreciation Gift to the value of \$200
20 Years of Service	Framed Certificate of Appreciation Gift to the value of \$400
After each period of 5 years thereafter	Framed Certificate of Appreciation Gift to the value of \$450

FINANCIAL CONSIDERATIONS

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

Adopted/Reviewed by Council

1. 06 September 2001
2. 02 May 2002
3. 20 May 2004
4. 23 February 2006
5. 18 September 2008
6. 23 September 2010

Next Review

Following the Ordinary Elections in 2013

Responsible Unit

Governance and Corporate Services



4.5 Gifts to Staff for Farewells and Special Circumstances Policy

STRATEGIC PLAN OBJECTIVE

4.9 To improve organisational culture, health, welfare and safety.

PURPOSE

To establish policy and guidelines relating to farewell and/or special circumstance gifts and farewell functions that may be conferred on a staff member for the following reasons:

1. Retirement or resignation from their employment with EMRC through personal volition (non-disciplinary); and
2. Special circumstances such as the birth of a staff member's child, marriage of a staff member, bereavement in the affected staff member's immediate family, or long-term or serious illness of staff member.

POLICY STATEMENT

Scope

This policy recognises that depending on tenure of employment, EMRC may wish to provide an additional benefit in the way of refreshments and a gift to staff leaving the Council's employ voluntarily (and not under any disciplinary procedures). Eligibility is based primarily upon years of continuous service.

The policy also recognises that on occasion EMRC may wish to provide for flowers or a gift to be made available to affected staff under special circumstances.



Retirement or Resignation Benefit

Individual staff members may receive a notional benefit and a letter of appreciation from the Chairman and Chief Executive Officer in accordance with the following table:

Length of Service	Notional Benefit
< 5 years	<ul style="list-style-type: none"> ▪ No contribution ▪ An exception may be made at the discretion of the Chief Executive Officer in the event that it is deemed appropriate. For example, if a departing staff member is terminated due to the loss of grant funding for a contracted position that was for a fixed term of two years or more. ▪ Morning or afternoon tea or appropriate after hours staff function as determined by the Chief Executive Officer.
5 years to < 10 years	<ul style="list-style-type: none"> ▪ \$100 contribution towards a staff collection; and ▪ Morning or afternoon tea or appropriate after hours staff function as determined by the Chief Executive Officer.
10 to < 15 years	<ul style="list-style-type: none"> ▪ \$150 contribution towards a staff collection; and ▪ Appropriate after hours staff function as determined by the Chief Executive Officer in consultation with the Chairman.
15 to < 20 years	<ul style="list-style-type: none"> ▪ \$200 contribution towards a staff collection; and ▪ Appropriate after hours staff function as determined by the Chief Executive Officer in consultation with the Chairman.
20 years and over	<ul style="list-style-type: none"> ▪ \$250 contribution for a gift on behalf of Council; and ▪ Appropriate function as determined by the Chief Executive Officer in consultation with the Chairman; and/or ▪ Luncheon with CEO and key personnel.

Farewell Function

The departing staff member's Director or his/her nominee is responsible for planning the appropriate presentation.

Special Circumstances Benefit

Where special circumstances exist, the Chief Executive Officer has the discretionary authority to provide the affected staff member with an appropriate token benefit (flowers or equivalent gift) on behalf of EMRC.



FINANCIAL CONSIDERATIONS

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

Adopted/Reviewed by Council

1. 06 September 2001

2. 02 May 2002

3. 20 May 2004

4. 23 February 2006

5. 18 September 2008

Next Review

Following the Ordinary Elections in 2013

Responsible Unit

Governance and Corporate Services



5.1 Red Hill Environmental Policy

STRATEGIC PLAN OBJECTIVE

1.2 To improve regional waste management practices

PURPOSE

To establish the guiding principles of environmental management for the EMRC's Red Hill Waste Management Facility located on Toodyay Road, Red Hill.

LEGISLATION

Minister for the Environment Employment and Training Statement 462 - Class IV Waste Disposal Cells, Red Hill Waste Disposal Facility (21 June 1997) Conditions 4-1 & 4-2.

POLICY STATEMENT

Commitment

The EMRC manages the Red Hill Waste Management Facility on behalf of its six member councils in the eastern region of the Perth metropolitan area. The EMRC is committed to minimising the environmental and social impacts of our operations by working towards best practice management.

Objectives

To fulfil these commitments the EMRC will:

- Comply as a minimum with all applicable environmental legal obligations and internal EMRC standards;
- Openly and transparently report our environmental performance;
- Strive to meet community expectations through addressing concerns and providing avenues for them to liaise with EMRC staff and management;
- Strive for continuous improvement by implementing and maintaining an EMS that is communicated and supported from management to operational staff and contractors (at all levels) to achieve best practice management;
- Continue to be innovative by supporting research into the understanding of the environment which will enable us to use sound data as the basis for all environmental and operational decisions;
- Encourage and support better waste management practices through education and waste diversion strategies;
- Prevent pollution and environmental degradation by assessing the environmental implications of planning decisions associated with the design, construction and operation of the Red Hill Waste Management Facility;



- Raise environmental awareness for staff and contractors to be aware of and accountable for their individual contributions to environmental performance and encourage every employee and contractor to demonstrate respect for the environment.
- Be committed to reducing greenhouse emissions through appropriate mitigation and adaption strategies and evaluate the climate change implications of operational and strategic decisions.
- Maintain regular water quality monitoring to ensure sustainable use of groundwater and identify sources of contamination. Implement various water conservation measures to conserve water resources on site.
- Focus on meeting the needs of current and future generations by integrating environmental sustainability, social opportunities and economic development into the Red Hill Waste Management Facility operations.

Our Responsibilities

Each employee and contractor has a personal obligation to comply with the EMRC Environmental Policy.

Management is responsible for taking this policy into consideration when making any planning or operational decisions. Management is also responsible for ensuring the policy is communicated to and implemented by all staff, contractors, suppliers, local community and visitors.

Our environmental program will be audited on a regular basis to confirm and improve our performance against the requirements of this policy.

The EMRC publicly reports its environmental performance in its annual monitoring and compliance report.

FINANCIAL CONSIDERATIONS

Funding for environmental management activities are included in the annual budgets related to the Red Hill Waste Management Facility.

Adopted/Reviewed by Council

1. 23 April 1998
2. 22 July 1999
3. 02 May 2002
4. 20 May 2004
5. 23 February 2006
6. 18 September 2008
7. 24 September 2009
8. 23 September 2010

Next Review

Following the Ordinary Elections in 2013

Responsible Unit

Waste Management Services



5.2 Environmental Purchasing Policy

STRATEGIC PLAN OBJECTIVE

4.4 To manage partnerships and relationships with stakeholders

PURPOSE

To ensure that environmental impacts are taken into consideration in purchasing decisions.

LEGISLATION

Nil

POLICY STATEMENT

The EMRC will consider the environmental impact in the procurement process when undertaking the purchase of goods and services and disposal of goods.

The governing principle for goods and services procurement is the achievement of value for money. In determining value for money, whole of life costs will be considered inclusive of the environmental impact of the goods being purchased and their ultimate disposal. Environmental impact issues to be considered may include:

- Use of recycled or recovered materials;
- Product reusability;
- Product recyclability;
- Durability;
- Energy efficiency and consumption;
- Waste prevention;
- End of life disposal method; and
- Environmental health issues.



The implementation of the Policy will be through the use of criteria and assessment tools in the purchasing process.

FINANCIAL CONSIDERATIONS

Nil

Adopted/Reviewed by Council

1. 21 July 2005
 2. 23 February 2006
 3. 18 September 2008
 4. 23 September 2010
- Following the Ordinary Elections in 2013

Next Review

Responsible Unit
Environmental Services

Governance and Corporate Services



6.1 Member Conference, Seminar and Study Tour Attendance Policy

STRATEGIC PLAN OBJECTIVE

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

PURPOSE

To establish a policy and guidelines for the attendance by appointed members at intrastate, interstate, or international conferences, seminars, and study tours in an official capacity.

LEGISLATION

Nil

POLICY STATEMENT

1. Council recognises that attendance at conferences, seminars, and study tours contributes to the personal and professional development of Councillors and is consistent with Council's objectives.
2. Attendance by an appointed member at a conference, seminar or study tour should be consistent with the current or future direction of the EMRC and must be related to a subject matter directly referred to in Council's approved and adopted publications (ie. Strategic Plan for the Future or annual budget) and identified as an organisational objective.
3. Attendance by appointed members at intrastate, interstate or international conferences, seminars and study tours will be authorised in advance by Council.
4. The amount available to individual appointed members for conference/seminar/study tour attendance shall be in accordance with the amount allocated specifically for this purpose in Council's annual budget. Expenditure in excess of the allocated sum for each appointed member will require Council approval prior to the expenditure occurring.
5. Any appointed member who is offered sponsorship in the form of conference or seminar registration or other costs in an official capacity, wholly or partly by any government agency, external organisation or person, shall immediately make this known to the Chairman and Chief Executive Officer.
6. A written report shall be prepared for the information of Council by every appointed member who has travelled intrastate, interstate or overseas in an official capacity. The report shall provide comment on the value of the conference/seminar/study tour and related benefits to the EMRC, and provide recommendations for further action (if applicable). In the event that two or more appointed members attend the same conference, for the purposes of this policy, only one written report is required which may be a joint report.



FINANCIAL CONSIDERATIONS

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

Adopted/Reviewed by Council

1. 24 February 1994
2. 22 July 1999
3. 02 May 2002
4. 20 May 2004
5. 23 February 2006
6. 18 September 2008
7. 23 September 2010

Next Review

Following the Ordinary Elections in 2013

Responsible Unit

Governance and Corporate Services



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

STRATEGIC PLAN OBJECTIVE

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

PURPOSE

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

POLICY STATEMENT

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

Registration Costs

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

Travel and Accommodation Costs

Air Travel - Intrastate and Interstate

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

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

Air Travel - International Destinations

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



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

Other Travel

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

Accommodation Costs

Accommodation bookings should be made at a hotel, motel, and/or serviced apartment located in close proximity to the conference seminar or event. As a guide, accommodation standards will generally be of a 3 / 4 star rating with the most competitive rate available at the time of booking being selected.

Meals (including reasonable liquid refreshments served with meals)

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

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

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

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

Accompanying Person(s)

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

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

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

Cash Advance

A cash advance of \$50 per day for the duration of the event will be made to an appointed member, staff member and/or participant staff member attending the event on behalf of the EMRC. An additional cash advance may be made, at the discretion of the CEO, when it is apparent that payments by cash will exceed \$50 per day.

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



Supporting Documentation

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

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

Chief Executive Officer Approval

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

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

Certification

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

FINANCIAL CONSIDERATIONS

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

Adopted/Reviewed by Council

1. 22 July 1999
2. 02 May 2002
3. 20 May 2004
4. 08 December 2005
5. 23 February 2006
6. 18 September 2008
7. 23 September 2010

Next Review

Following the Ordinary Elections in 2013

Responsible Unit

Governance and Corporate Services



7.1 Risk Management Policy

STRATEGIC PLAN OBJECTIVE

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

PURPOSE

The EMRC's "Risk Management Policy 7.1" sets out the attitude to, and objectives for, managing risk. It is the benchmark by which all decisions in the handling of risk will be tested

LEGISLATION

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

POLICY STATEMENT

The EMRC is committed to the management of risk to continue to protect its:

- Customers, clients and stakeholders
- Employees, volunteers and their skills
- Environment
- Quality of service
- Assets and intellectual property
- Contractual and statutory obligations
- Image and reputation

Risk management is a continuous process demanding awareness and proactive action from all the EMRC's employees and outsourced service providers to reduce the possibility and impact of accidents and losses, whether caused by the EMRC or externally.

The challenge for the future is to infuse risk management into our culture, our everyday business operations and those of our contractors and business partners. Everyone's involvement and support is critical to an effective result

Risk management is a partner with innovation and they are both core key concepts for improving our business and services to be a leading organisation.

To achieve this aim, risk management standards will be created, maintained and continually improved. This will involve risk identification and risk evaluation linked to practical and cost-effective risk control measures commensurate with our business. The standards will also be flexible enough to consider the severity and consequences of innovation in a manner that does not stifle innovation.



The EMRC will develop a Risk Management Plan that provides an operating framework that outlines:

- Goals of Risk Management at EMRC
- Key Strategies
- Overview of the EMRC 's risk management process
- Risk Management Structure and Responsibilities
- Risk Assessment Methodology
- Implementation, Timeframes, Monitoring and Review
- Risk Criteria
- Summary of the EMRC 's Risks
- Detailed assessment of the EMRC's risks

Responsibilities

Council has determined that the Audit Committee, in conjunction with the CEO, will have 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, as identified by all staff, ultimately rests with the Chief Executive Officer.

This risk management activities of the EMRC will have a strong emphasis toward the prevention of situations or incidents that may damage the EMRC as an entity or injure staff and relevant others. The Chief Executive Officer in executing his duty will establish a Risk Management Steering Group (RMSG) comprising the Executive team and/or key managers who will be responsible for:

- Co-ordinating the regular updating of Business Unit and corporate Risk Registers and approving Risk Treatment Action Plans and compiling a master set;
- Maintaining corporate risk and risk control information (i.e. Risk Management Policy and Plans);
- Ensuring that all relevant risk areas are considered including those emanating from the services of external providers and contractors;
- Analysis and reporting to the Council as required;
- Ensuring appropriate linkages to the EMRC's business and corporate planning processes, and where necessary, to budget processes.

Risk Management is a core responsibility for all managers. Suitable risk management activities will be incorporated into business planning, operations and the management of our contractors and service providers.

The scope of these activities will encompass

- Education and training in risk management for staff
- Identifying and supporting the development of risk management standards and procedures where applicable that assist staff to understand and deal with risk
- Building a culture that constantly identifies and eliminates risks



- Helping to prioritise and schedule planned risk control improvements in each of the EMRC's business units
- Reporting to the EMRC Executive and Council on risk improvement outcomes.

FINANCIAL CONSIDERATIONS

Funding will be provided to properly resource risk management activities that have been prioritised through the annual risk management planning and budget process of the EMRC.

Adopted/Reviewed by Council

1. 31 October 2002
2. 20 May 2004
3. 23 February 2006
4. 18 September 2008
5. 23 September 2010

Next Review

Following the Ordinary Elections in 2013

Responsible Unit

Risk Management Service



7.2 Occupational Health and Safety Policy

STRATEGIC PLAN OBJECTIVE

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

PURPOSE

The purpose of this policy is to provide a framework for future action directed at protecting EMRC staff and property, and other people who may interface with EMRC operations.

LEGISLATION

Occupational Safety and Health Act 1984

POLICY STATEMENT

The implementation of this policy is based on effective occupational safety and health systems that are supported by a high level of management involvement and the co-operative participation of the workforce. The primary document for guiding the implementation of the Occupational Health and Safety Program is the Safety Management Plan. This latter document is designed to reduce the risk of injuries to staff and relevant others and, of property damage and to meet the EMRC's obligations under the Occupational Safety and Health Act 1984 and in particular Section 19.

The Chief Executive Officer, supported by the management team, is responsible for ensuring that workplace hazards are identified and effectively managed via a range of Program activities which include:

- Ensuring that there is close cooperation and consultation between management and staff regarding safety related matters. (A consultative process such as the Safety Advisory Committee and the involvement of Safety and Health Representatives is seen as an essential feature of the Program.)
- Ensuring that full time, part time, casual and labour hire employees are fully prepared for the risks they may encounter in their work by way of a comprehensive induction process. This training includes coverage of key aspects of the Occupational Health and Safety Program and relevant safe work procedures.
- The ongoing recognition and control of physical and procedural hazards (inclusive of people with Special Needs), through a hazard identification and control process.
- Ensuring an ergonomic approach to the interface of people and plant / equipment
- Conducting formal training to improve the safety related knowledge and skills of employees.
- Ensuring plant and equipment is safe and suitable for the job, via effective purchasing and maintenance systems.
- Providing an effective system of accident / incident reporting, investigation and recording.



- Minimising risk in the general work environment and for any relevant residual risk, providing employees with the most appropriate type of personal protective equipment and or applying other measures, as may be required.
- Ensuring that Emergency Response Procedures are in place to protect anyone on council premises in the event of an emergency.
- Providing health related information and encouraging activities that promote the health and well being of staff, including the provision of an Employee Assistance Program and a Health Promotion Program.
- Having a known, effective and consistent injury management process in the event that staff may suffer a work related injury.

FINANCIAL CONSIDERATIONS

The annual budget has amounts in it for the Risk Management Service to provide safety related support services (consulting and training) to all EMRC managed operations.

Adopted/Reviewed by Council

1. 22 September 2005
2. 23 February 2006
3. 18 September 2008
4. 23 September 2010

Next Review

Following the Ordinary Elections in 2013

Responsible Unit

Risk Management Service



14.6 CLOSURE OF EMRC FACILITIES FOR THE CHRISTMAS/NEW YEAR PERIOD 2010/2011

REFERENCE: COMMITTEES-11420

PURPOSE OF REPORT

The purpose of this report is to seek approval from Council for the closure of EMRC facilities over the Christmas/New Year period.

KEY ISSUES AND RECOMMENDATION(S)

- In previous years the Belmont Administration Office has closed over the Christmas/New Year period.
- In previous years the Waste Management Facilities have closed for a more limited period of time over the Christmas/New Year period.

Recommendation(s)

That:

1. The Belmont Administration Office be closed from 5pm Thursday 23 December 2010 and on each day thereafter until it re-opens on Tuesday 4 January 2011.
2. The Hazelmere Recycling Centre be closed from 5pm Friday 24 December 2010 and on each day thereafter until it is re-opened on Tuesday 4 January 2011.
3. The Red Hill Waste Management Facility be closed on Christmas Day (Saturday 25 December 2010), Boxing Day (Sunday 26 December 2010), New Year' Day (Saturday 1 January 2011) and on Sunday 2 January 2011.
4. The Christmas and New Year closure times for the EMRC facilities be advertised.

SOURCE OF REPORT

Manager Administration & Compliance

BACKGROUND

Council at its meeting on 8 December 1994 resolved that the Red Hill Waste Management Facility close on Christmas Day, New Year's Day and Good Friday of each year.

It has been the practice in previous years to also close the Belmont Administration Office during the Christmas and New Year period, to close the Hazelmere Recycling Centre between Christmas Day and New Years Day and to seek early closure of the Red Hill Waste Management Facility on Boxing Day.

Last year the Administration Office was closed from Wednesday 23 December 2009 and re-opened on Monday 4 January 2010 and the Hazelmere Recycling Centre was closed from Friday 25 December 2009 and re-opened on Monday 4 January 2010. Last year the Red Hill Waste Management Facility was closed Christmas Day and New Years Day.

REPORT

It is proposed that the Ascot Place office be closed from 5pm on Thursday 23 December 2010. As most inquires at this time would relate to waste disposal and can be best handled at the Red Hill Waste Management Facility, it is considered that clients and/or the general public will not be inconvenienced by this arrangement.



Item 14.6 continued

After closing on Thursday 23 December 2010 at 5pm, it is proposed that the office will remain closed for the Christmas and New Year Public Holidays and re-open on Tuesday 4 January 2011.

It is proposed that the Hazelmere Recycling Centre be closed from Friday 24 December 2010 until Tuesday 4 January 2011.

EMRC Officers would be required to make appropriate leave arrangements during this period e.g. time in lieu, annual leave, or accrued rostered days off. Christmas Day, Boxing Day and New Year's Day public holidays will be observed on Monday 27 December 2010, Tuesday 28 December 2010 and Monday 3 January 2011 respectively.

Council at its meeting on 8 December 1994 resolved that the Red Hill Waste Management Facility close on Christmas Day, New Year's Day and Good Friday of each year. It is therefore proposed that the Red Hill Waste Management Facility close on Christmas Day (Saturday 25 December 2010) and New Year's Day (Friday 1 January 2009) for the Christmas period 2010/2011.

The EMRC also attempts to provide early closure of the Red Hill Waste Management Facility on Boxing Day where possible, opening for long enough for member Council waste collections to be completed. Very few of the general public utilise the facility on Boxing Day. Last year the EMRC unsuccessfully attempted to close the facility at 1.00 pm, but the facility ended up remaining open until 3.00 pm for the last of the member Council trucks. Since Boxing Day 2010 falls on a Sunday there will be no member Council collections nor commercial collections and so it is proposed that Red Hill Waste Management Facility also be closed on Boxing Day. It is also proposed that as New Year's Day is Saturday 1 January 2011 and the following day is a Sunday, again with no member Council or commercial collections taking place, that the Red Hill Waste Management Facility be closed for both New Year's Day and Sunday 2 January 2011 and re-open on Monday 3 January 2011, which being a public holiday, will enable full access for the public and member Council waste collections.

STRATEGIC/POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

MEMBER COUNCIL IMPLICATIONS

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



Item 14.6 continued

ATTACHMENT(S)

Nil

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION(S)

That:

1. The Belmont Administration Office be closed from 5pm Thursday 23 December 2010 and on each day thereafter until it is re-opened on Tuesday 4 January 2011.
2. The Hazelmere Recycling Centre be closed from 5pm Friday 24 December 2010 and on each day thereafter until it is re-opened on Tuesday 4 January 2011.
3. The Red Hill Waste Management Facility be closed on Christmas Day (Saturday 25 December 2010), Boxing Day (Sunday 26 December 2010), New Year's Day (Saturday 1 January 2011) and on Sunday 2 January 2011.
4. The Christmas and New Year closure times for the EMRC facilities be advertised.

COUNCIL RESOLUTION(S)

MOVED CR CUCCARO

SECONDED CR GODFREY

THAT:

1. THE BELMONT ADMINISTRATION OFFICE BE CLOSED FROM 5PM THURSDAY 23 DECEMBER 2010 AND ON EACH DAY THEREAFTER UNTIL IT IS RE-OPENED ON TUESDAY 4 JANUARY 2011.
2. THE HAZELMERE RECYCLING CENTRE BE CLOSED FROM 5PM FRIDAY 24 DECEMBER 2010 AND ON EACH DAY THEREAFTER UNTIL IT IS RE-OPENED ON TUESDAY 4 JANUARY 2011.
3. THE RED HILL WASTE MANAGEMENT FACILITY BE CLOSED ON CHRISTMAS DAY (SATURDAY 25 DECEMBER 2010), BOXING DAY (SUNDAY 26 DECEMBER 2010), NEW YEAR'S DAY (SATURDAY 1 JANUARY 2011) AND ON SUNDAY 2 JANUARY 2011.
4. THE CHRISTMAS AND NEW YEAR CLOSURE TIMES FOR THE EMRC FACILITIES BE ADVERTISED.

CARRIED UNANIMOUSLY



14.7 GROUNDWATER CONSULTANCY SERVICES – RED HILL WASTE MANAGEMENT FACILITY

REFERENCE: COMMITTEES-11400

PURPOSE OF REPORT

To seek Council's endorsement to appoint Crialis International Pty Ltd and MS Groundwater Management Pty Ltd as hydro-geological consultants for the groundwater remediation project at Red Hill Waste Management Facility.

KEY ISSUES AND RECOMMENDATION(S)

- Comprehensive routine groundwater monitoring has been in place at Red Hill Waste Management Facility since 1994.
- Results from monitoring bores on the southern boundary of Red Hill indicated that a restricted plume of contaminated groundwater was migrating off-site and into John Forrest National Park.
- Crialis International Pty Ltd has carried out extensive hydro-geological modelling on the plume of contamination.
- The principal hydro-geological consultant, Dr Chris Barber from Crialis International Pty Ltd, is assisted by Dr Selva Marimuthu from MS Groundwater Management Pty Ltd on the groundwater remediation project.

Recommendation(s)

That:

1. Council acknowledge it has good reason to believe that, because of the unique knowledge flowing from the work done to date on the groundwater remediation project at the Red Hill Waste Management Facility, it is in the best interest of the EMRC to continue with the services of Crialis International Pty Ltd and MS Groundwater Management Pty Ltd as hydro-geological consultants.
2. Council enters into a contract with Crialis International Pty Ltd as principal hydro-geological consultant at a rate of \$225.00 per hour (Excluding GST) to provide specialist advice as required for a period not exceeding 18 months.
3. Council enters into a contract with MS Groundwater Management Pty Ltd as hydro-geological consultant at a rate of \$200.00 per hour (Excluding GST) to provide specialist advice as required for a period not exceeding 18 months.
4. The hourly rates be adjusted annually using the Consumer Price Index for Perth for the September quarter.

SOURCE OF REPORT

Director Waste Services
Manager Engineering/Waste

BACKGROUND

That the John Forrest National Park was being impacted by groundwater contamination from the Class IV leachate pond and from leachate from the Lot 11 landfill was first detected in early 2004 and reported to Council on 2 December 2004. Additional monitoring bores on the southern boundary of the Red Hill Facility adjacent to the National Park were installed and a more extensive monitoring regime instituted.



Item 14.7 continued

Stage 1 of the remediation programme involved the EMRC engaging specialist hydro-geologists Golder Associates to investigate and develop options for remediation of the contaminated groundwater in the affected areas in May 2008. Hydraulic containment of the contamination ("pump & treat") was concluded to be the most feasible and effective remediation option for the Red Hill site and so as to comply with the requirements of the Contaminated Sites Act 2003 an accredited DEC Auditor was appointed to independently review and audit all remediation works being conducted at the Facility.

Following this, Coffey Environments and Crialis International Pty Ltd were contracted by the EMRC in February 2009 to conduct Stages 2 & 3 that involved the preparation of an indicative design and specification for a "pump & treat" system, focusing on where contamination has crossed into the neighbouring John Forrest National Park.

The most recent hydro-geological modelling indicates that contaminated groundwater is moving very slowly through a complex hydro-geological formation consisting of impervious clays and fractured granites. The plume of contamination is confined by less permeable zones to a width of approximately 30m and is restricted to an upper weathered granite zone about 2m thick. This means the "pump & treat" system that has been installed should be effective in reducing and eliminating the contaminants in a relatively short period of time.

Predicative modelling suggests that continuous recovery operations over a 4 year period should contract the plume of contamination to within Lot 11 site boundary, lower the concentration of contaminants and reduce the source of leachate from beneath the old Lot 11 landfill. This will ensure there is no risk to groundwater quality or surface water quality downstream.

REPORT

Stage 4 of the programme, that is, further assessment of the recovery operations needs to be conducted and it is considered that it is in the EMRC's best interest for Crialis International Pty Ltd to undertake the performance monitoring of the recovery operations. It is likely that the DEC Auditor will also request additional monitoring bores to be placed in the John Forrest National Park to fully delineate the southern extent of the plume and Crialis International Pty Ltd are best qualified to identify the location of those bores due to their knowledge of the project.

Stage 4 involves the following works:

- Routine calibrations of the predicative plume model based on monitoring data and recovery rates;
- Progress updates on plume capture and effectiveness of recovery operations;
- Further delineation of the southern frontal edge of the plume which has entered the national park;
- Assessment of contamination and remediation options for Lot 1; and
- Compilation of the groundwater investigations into a detailed site investigation reporting format for submission to the DEC Auditor.

Crialis International Pty Ltd have carried out extensive hydro-geological modelling on the plume of contamination and have delivered presentations to the Red Hill Community Liaison Group and EMRC Council on the investigation and remediation works that have been carried out so far. Importantly, Crialis International Pty Ltd has also fostered an important level of communication with the DEC Auditor assigned to this investigation.

The principal consultant, Crialis International Pty Ltd is headed by Dr Chris Barber. The other key hydro-geologist on this project is Dr Selva Marimuthu. Dr Marimuthu, previously worked for Crialis International Pty Ltd, has recently established his own company, MS Groundwater Management Pty Ltd, but is still working with Dr Barber on the EMRC's groundwater remediation project.



Item 14.7 continued

To date each stage was put out to quotation as required by the procurement policy of the EMRC and it is estimated that Stage 4 consultancy works could cost \$90,000. Though this amount is below the \$100,000 threshold for public tenders in the event there are additional works that threshold may be exceeded. Tenders do not have to be called where the local government has good reason to believe that, because of the unique nature of the goods or services or for any other reason, it is unlikely that there is more than one potential supplier. Given the extent of the work that has been undertaken by Crialis International Pty Ltd on the project and the depth of knowledge that has been gained on Red Hill's complex hydro-geological formations and its impact on the movement of contaminants through groundwater, it would not be advantageous to the project if Crialis International Pty Ltd or MS Groundwater Management Pty Ltd were not to continue with this project. A new consultant would have to be reimbursed for spending many hours in studying the research and reports done to date to begin to understand and grasp the extent of the work at hand.

Therefore, because of the unique knowledge flowing from the work done to date at the Red Hill Waste Management Facility on the groundwater remediation project, it is in the EMRC's best interests to continue with the services of Crialis International Pty Ltd and MS Groundwater Management Pty Ltd and for them to be appointed as hydro-geological consultants for the remainder Stage 4 of the Groundwater Remediation Project at Red Hill.

STRATEGIC/POLICY IMPLICATIONS

Key Result Area 1 – Environmental Sustainability

- 1.1 To provide sustainable waste disposal operations
- 1.5 To contribute towards regional air, water & land quality and biodiversity conservation.

FINANCIAL IMPLICATIONS

Provision was made in the 2010/2011 budget for the estimated expenditure of \$90,000.00 (excluding GST) on groundwater remediation program during the 2010/2011 financial year. It is anticipated that, over the next 18 months up to \$150,000 (excluding GST) may need to be expended.

SUSTAINABILITY IMPLICATIONS

Failure to resolve the groundwater contamination would impact the sustainability of the Red Hill facility.

MEMBER COUNCIL IMPLICATIONS

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

ATTACHMENT(S)

Nil



Item 14.7 continued

VOTING REQUIREMENT

Absolute Majority

RECOMMENDATION(S)

That:

1. Council acknowledge it has good reason to believe that, because of the unique knowledge flowing from the work done to date on the groundwater remediation project at the Red Hill Waste Management Facility, it is in the best interest of the EMRC to continue with the services of Crimalis International Pty Ltd and MS Groundwater Management Pty Ltd as hydro-geological consultants.
2. Council enters into a contract with Crimalis International Pty Ltd as principal hydro-geological consultant at a rate of \$225.00 per hour (Excluding GST) to provide specialist advice as required for a period not exceeding 18 months.
3. Council enters into a contract with MS Groundwater Management Pty Ltd as hydro-geological consultant at a rate of \$200.00 per hour (Excluding GST) to provide specialist advice as required for a period not exceeding 18 months.
4. The hourly rates be adjusted annually using the Consumer Price Index for Perth for the September quarter.

COUNCIL RESOLUTION(S)

MOVED CR CUCCARO

SECONDED CR GODFREY

THAT:

1. COUNCIL ACKNOWLEDGE IT HAS GOOD REASON TO BELIEVE THAT, BECAUSE OF THE UNIQUE KNOWLEDGE FLOWING FROM THE WORK DONE TO DATE ON THE GROUNDWATER REMEDIATION PROJECT AT THE RED HILL WASTE MANAGEMENT FACILITY, IT IS IN THE BEST INTEREST OF THE EMRC TO CONTINUE WITH THE SERVICES OF CRIMALIS INTERNATIONAL PTY LTD AND MS GROUNDWATER MANAGEMENT PTY LTD AS HYDRO-GEOLOGICAL CONSULTANTS.
2. COUNCIL ENTERS INTO A CONTRACT WITH CRIMALIS INTERNATIONAL PTY LTD AS PRINCIPAL HYDRO-GEOLOGICAL CONSULTANT AT A RATE OF \$225.00 PER HOUR (EXCLUDING GST) TO PROVIDE SPECIALIST ADVICE AS REQUIRED FOR A PERIOD NOT EXCEEDING 18 MONTHS.
3. COUNCIL ENTERS INTO A CONTRACT WITH MS GROUNDWATER MANAGEMENT PTY LTD AS HYDRO-GEOLOGICAL CONSULTANT AT A RATE OF \$200.00 PER HOUR (EXCLUDING GST) TO PROVIDE SPECIALIST ADVICE AS REQUIRED FOR A PERIOD NOT EXCEEDING 18 MONTHS.
4. THE HOURLY RATES BE ADJUSTED ANNUALLY USING THE CONSUMER PRICE INDEX FOR PERTH FOR THE SEPTEMBER QUARTER.

CARRIED UNANIMOUSLY



15 REPORTS OF COMMITTEES

15.1 AUDIT COMMITTEE MEETING HELD 9 SEPTEMBER 2010

(REFER TO MINUTES OF COMMITTEE - PINK PAGES)

REFERENCE: COMMITTEES-11384

The minutes of the Audit Committee meeting held on **9 September 2010** 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 report of the report of the Audit Committee.

RECOMMENDATION(S)

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

COUNCIL RESOLUTION(S)

MOVED CR POWELL

SECONDED CR FÄRDIG

THAT THE RECOMMENDATIONS IN THE AUDIT COMMITTEE REPORT (SECTION 15.1) BE ADOPTED.

CARRIED UNANIMOUSLY

AUDIT COMMITTEE**MINUTES****9 September 2010****(REF: COMMITTEES-11384)**

A meeting of the Audit Committee was held at the EMRC Administration Office, 1st Floor, 226 Great Eastern Highway, BELMONT WA 6104 on **Thursday, 9 September 2010**. The meeting commenced at **6.30pm**.

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1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Chairman opened the meeting at 6.30pm, introduced Councillors and EMRC Officers and welcomed Mr Tony Macri and Menon from Macri Partners.

2 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE PREVIOUSLY APPROVED

Councillor Attendance

Cr Janet Powell (Chairman)	EMRC Member	City of Belmont
Cr John Gangell (deputising for Cr Pule)	EMRC Member	Town of Bassendean
Cr Alan Radford	EMRC Member	City of Bayswater
Cr Alan Pilgrim (Deputy Chairman)	EMRC Member	Shire of Mundaring

Apologies

Cr Gerry Pule	EMRC Member	Town of Bassendean
Cr Frank Lindsey	EMRC Member	Shire of Kalamunda

Leave of Absence Previously Approved

Cr David Färdig
Cr Charlie Zannino

EMRC Officers

Mr Peter Schneider	Chief Executive Officer
Mr Brian Jones	Director Waste Services
Mr Jer Liew	Manager Financial Services
Ms Mary-Ann Winnett	Personal Assistant to Director Corporate Services (Minutes)

Visitors

Mr Tony Macri	Macri Partners
Menon	Macri Partners

Deputy Committee Members – Observers

Cr Graham Pittaway	City of Bayswater
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3 DISCLOSURE OF INTERESTS

Nil

4 ANNOUNCEMENT BY THE CHAIRMAN OR PERSON PRESIDING WITHOUT DISCUSSION

Nil

5 APPLICATION FOR LEAVE OF ABSENCE

Nil

6 PRESENTATIONS

Nil



12 REPORTS OF OFFICERS/AUDITORS

12.1 ANNUAL FINANCIAL REPORT AND AUDIT REPORT FOR YEAR ENDED 30 JUNE 2010

REFERENCE: COMMITTEES-11383

PURPOSE OF REPORT

To review Council's draft Annual Financial Report for the Year Ended 30 June 2010 and to recommend adoption of the Annual Financial Report for the Year Ended 30 June 2010.

KEY ISSUES AND RECOMMENDATION(S)

The 'Terms of Reference of the Audit Committee' includes a list of duties and responsibilities. Among those duties and responsibilities is a requirement for the Committee to:

- Review Council's draft annual financial report; and
- Recommend adoption of the Annual Financial Report to Council.

Recommendation(s)

That:

1. The audited Annual Financial Report for the Year Ended 30 June 2010 and the report of the Auditor on that Annual Financial Report be adopted.
2. In accordance with Regulation 51(2) of the Local Government (Financial Management) Regulations 1996, a copy of the 2009/2010 Annual Financial Report be submitted to the Departmental CEO, Department of Local Government, within 30 days of the receipt by the local government's CEO of the auditor's report on that financial report.

SOURCE OF REPORT

Chief Executive Officer
 Manager Financial Services

BACKGROUND

It is a requirement under s 6.4 of the Local Government Act 1995 that a Local Government is to prepare an annual financial report and submit it to its auditor by 30 September.

REPORT

The 'Terms of Reference of the Audit Committee' includes a list of duties and responsibilities. Among those duties and responsibilities (clauses 2.5 (a) (v) and (vi)) are requirements for the Committee to:

- (i) Review Council's draft annual financial report, focusing on:
 - Accounting policies and practices;
 - Changes to accounting policies and practices;
 - The process used in making significant accounting estimates;
 - Significant adjustments to the financial report (if any) arising from the audit process;
 - Compliance with accounting standards and other reporting requirements; and
 - Significant variances from prior years.



Item 12.1 continued

- (ii) Recommend adoption of the annual financial report to Council.

Council's auditor, Mr A Macri of Macri Partners has completed the audit of the Eastern Metropolitan Regional Council Annual Financial Report for the year ended 30 June 2010.

Attached is a copy of the audited Annual Financial Report for the year ended 30 June 2010 for recommendation to Council for adoption (refer Attachment 1).

The Auditor will be represented as required by Clause 2.2 (e) of the Audit Committee Terms of Reference when the Committee is reviewing the draft Annual Financial Report.

The following comments are provided on key elements of the financial results for 2009/2010.

Income Statement (pg 6 - 7 of 45)

Total Revenue of \$29,429,064 as at 30 June 2010 is \$2,475,444 greater than the 2008/2009 actual revenue from ordinary activities and \$133,431 above budget for 2009/2010.

Total Expenses of \$23,254,707 is \$2,515,570 greater than the 2008/2009 expenses and \$48,203 below budget for 2009/2010.

An actual profit of \$23,335 has resulted from the Disposal of Assets as at 30 June 2010 and is \$28,281 higher than the 2008/2009 actual loss of \$4,946 and \$19,158 below the budget for 2009/2010 of \$42,493.

An unrealised gain of \$621,457 has resulted from the change in the fair value of investments as at 30 June 2010 compared to an unrealised loss of \$3,250,474 as at 30 June 2009. Unrealised gains or losses represent a fair value measurement of the financial instruments during the period in which they are held, i.e. marked to market. It should be noted that actual gains or losses on financial instruments will not be realised until such time as the individual investments are sold.

The Actual Net Result of \$6,819,149 as at 30 June 2010 is \$3,860,086 below the level of 2008/2009 and \$783,933 above the 2009/2010 budget.

This variation to budget is principally a result of the unrealised gain of \$621,457 on the market value of investment.

Balance Sheet (pg 8 - 9 of 45)

Current assets as at 30 June 2010 have increased \$4,561,488 in comparison to the level stated as at 30 June 2009. This is due to the increase in level of cash and investments as well as an increase in Trade and Other Receivables (up \$384,522).

The overall impact on cash and investments at the close of the financial year is an increase of \$4,161,606 to \$28,167,898.

Current liabilities as at 30 June 2010 have increased by \$3,240,554 in comparison to the level stated as at 30 June 2009. The increase is attributable to an increase of \$3,068,002 in Trade and Other Payables, particularly higher landfill levy (\$1,767,714) as a result of higher landfill levy rate (up from \$7/tonne to \$28/tonne) and accrued discounts sought as well as payments due to the grant funds payable for the Solar City Project (\$660,000), Ascot Place Refurbishment (\$189,744) and the purchase of the truck for Red Hill (\$252,796).

The value of Reserves has decreased by \$1,901,616 in comparison to the level stated as at 30 June 2009. This is primarily as a result of the capital expenditure required from Reserve funds during the 2009/2010 financial year.

Overall equity has increased during the 2009/2010 financial year by \$6,819,148 to \$52,869,478.



Item 12.1 continued

Cash Flow Statement (pg 10 of 45)

Net Cash provided by Operating Activities of \$11,928,199 reflects an increase of \$4,434,066 from the 2008/2009 value of \$7,494,133.

The overall impact on the cash position at the close of the financial year is an increase of \$6,091,948 to \$21,190,494 from the 2008/2009 value of \$15,098,546.

The cash flows used in investing activities for 2009/2010 reflects capital expenditure totalling \$8,825,082 compared to capital expenditure totalling \$6,363,711 during 2008/2009.

Significant items of capital expenditure during the year included:

- Upgrade administration building - Ascot Place (\$1,630,378);
- Purchase/replace vehicles - Ascot Place and Red Hill (\$657,373);
- Information Technology Purchases (\$120,000);
- Construction of Class III Cell Farm Stage 1 - Red Hill (\$3,039,491);
- Construct Class III Leachate Pond - Red Hill Landfill Facility (\$430,000);
- Construct water storage dams – Red Hill Landfill Facility (\$83,280);
- Purchase/replace minor plant and equipment - Red Hill (\$182,467);
- Purchase/replace plant - Hazelmere (\$47,175); and
- Purchase/replace plant - Red Hill (\$2,343,801).

Significant capital items that were budgeted but not purchased, constructed below budget or construction not completed during the year included (to the nearest thousand dollars):

- Information technology purchases - Ascot Place (\$244,000);
- Upgrade air conditioning equipment - Ascot Place (\$211,660);
- Investigate & Design No. 3 Workshop - Red Hill Landfill facility (\$60,000);
- Construction of Class III Cell Farm Stage 1 - Red Hill Landfill facility (\$380,000);
- Construction of roads/carparks – Red Hill Landfill Facility (\$104,000);
- Construct waste management facility buildings – Hazelmere (\$84,000);
- Construct water storage dams – Red Hill Landfill Facility (\$496,000);
- Purchase/Replace Plant - Red Hill Landfill facility (\$223,000); and
- Purchase/replace plant - Hazelmere (\$236,000).

Funding for the majority of the capital items listed above has been carried forward into the 2010/2011 financial year.

Reserves (pg 30 - 33 of 45)

During the 2009/2010 financial year the amount held in Reserves (page 32 of 45, Note 15) decreased by \$1,901,616 to a balance of \$24,634,782. This is \$3,057,008 less than the budgeted 2009/2010 closing balance of \$27,691,790. As previously stated, this is primarily as a result of the capital expenditure utilised from Reserve funds during the 2009/2010 financial year.



Item 12.1 continued

STRATEGIC/POLICY IMPLICATIONS

Addresses the following:

Key Result Area 4 – Good Governance

- 4.1 To improve member Council and EMRC financial viability
- 4.7 To continue to improve financial and asset management practices

FINANCIAL IMPLICATIONS

As outlined in the report and attachments

SUSTAINABILITY IMPLICATIONS

Nil

MEMBER COUNCIL IMPLICATIONS

Member Council	Implication Details
Town of Bassendean	} Proportional share of increase in the total equity of the EMRC from 2008/2009 to 2009/2010 as advised under separate cover.
City of Bayswater	
City of Belmont	
Shire of Kalamunda	
Shire of Mundaring	
City of Swan	

ATTACHMENT(S)

1. Annual Financial Report for the Year Ended 30 June 2010 including Independent Auditor's Report from Macri Partners (Ref: Committees-11399)
2. Interim Audit Report for Year Ended 30 June 2010 (Ref: Committees-11421)

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION(S)

That:

1. The audited Annual Financial Report for the Year Ended 30 June 2010 and the report of the Auditor on that Annual Financial Report be adopted.
2. In accordance with Regulation 51(2) of the Local Government (Financial Management) Regulations 1996, a copy of the 2009/2010 Annual Financial Report be submitted to the Departmental CEO, Department of Local Government, within 30 days of the receipt by the local government's CEO of the auditor's report on that financial report.



Item 12.1 continued

The CEO summarised the report.

Mr Macri summarised the issues highlighted in the Interim Audit Report (attachment 2).

Discussion ensued

Cr Pilgrim noted the Auditors' comments regarding internal controls related to creditors master files on page 53 of the Agenda. Mr Macri explained that Macri Partners had noted a lack of control over suppliers at some councils and had been recommending a tightening up of controls within the creditors area. Mr Macri advised that another council had a suppliers list and whenever there were additions to the suppliers that checks were made in relation to shareholders and employees to ensure that control over the whole creditor process did not sit with one person. The CEO advised that the EMRC has segregation of duties whereby different staff members handle different parts of the creditors process and a list of monthly payments was also presented to Council that enabled a further level of scrutiny. The CEO stated that Macri Partners' suggestion for an independent senior officer to review the creation or amendment to master files was a good additional control to put in place.

Cr Radford referred to page 52 of the Agenda – Purchasing and Payments – and asked if the final sum had also exceeded the 10% variation built into the tender contract. The CEO advised that the total cost was due to latent conditions related to the construction of the Farm Stage 1 Landfill Cell and in particular the discovery of a large rock that was left in situ and necessitated clay being transported from another location on site. In response to Cr Radford's query on whether the Auditors were happy with the way it had been handled, Mr Macri advised that not all contingencies could be foreseen so they were happy with that, as long as it wasn't a frequent occurrence.

Cr Pilgrim suggested that an additional point be added to the recommendation for Council to note the issues raised by the Auditors and the management comments provided so that it became part of the public record. Cr Pilgrim suggested that point 2 should become point 3 and an additional point 2 be added as follows:

"That Council notes the contents of the Internal Audit Report and the management comments provided in response."

AC RECOMMENDATION(S)

MOVED CR PILGRIM

SECONDED CR RADFORD

That:

1. The audited Annual Financial Report for the Year Ended 30 June 2010 and the report of the Auditor on that Annual Financial Report be adopted.
2. That Council notes the contents of the Internal Audit Report and the management comments provided in response.
3. In accordance with Regulation 51(2) of the Local Government (Financial Management) Regulations 1996, a copy of the 2009/2010 Annual Financial Report be submitted to the Departmental CEO, Department of Local Government, within 30 days of the receipt by the local government's CEO of the auditor's report on that financial report.

CARRIED UNANIMOUSLY



Item 12.1 continued

COUNCIL RESOLUTION(S)

MOVED CR POWELL

SECONDED CR FÄRDIG

THAT:

1. THE AUDITED ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2010 AND THE REPORT OF THE AUDITOR ON THAT ANNUAL FINANCIAL REPORT BE ADOPTED.
2. THAT COUNCIL NOTES THE CONTENTS OF THE INTERNAL AUDIT REPORT AND THE MANAGEMENT COMMENTS PROVIDED IN RESPONSE.
3. IN ACCORDANCE WITH REGULATION 51(2) OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996, A COPY OF THE 2009/2010 ANNUAL FINANCIAL REPORT BE SUBMITTED TO THE DEPARTMENTAL CEO, DEPARTMENT OF LOCAL GOVERNMENT, WITHIN 30 DAYS OF THE RECEIPT BY THE LOCAL GOVERNMENT'S CEO OF THE AUDITOR'S REPORT ON THAT FINANCIAL REPORT.

CARRIED UNANIMOUSLY

**ANNUAL
FINANCIAL
REPORT**

**For the Year Ended
30 June 2010**

EASTERN METROPOLITAN REGIONAL COUNCIL**2009/2010 ANNUAL FINANCIAL REPORT****TABLE OF CONTENTS**

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STATEMENT BY CHIEF EXECUTIVE OFFICER



**For the Year Ended
30 June 2010**

**EASTERN METROPOLITAN REGIONAL COUNCIL
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2010**

**LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT)
REGULATIONS 1996**

STATEMENT BY CHIEF EXECUTIVE OFFICER

The attached financial report of the Eastern Metropolitan Regional Council being the annual financial report and supporting notes and other information for the financial year ended 30 June 2010 are in my opinion properly drawn up to present fairly the financial position of the Eastern Metropolitan Regional Council at 30 June 2010 and the results of the operations for the financial year then ended in accordance with the Australian Accounting Standards and comply with the provisions of the Local Government Act 1995 and the regulations under that Act.

Signed on the 27th day of August 2010



PETER B. SCHNEIDER
Chief Executive Officer

FINANCIAL REPORT



**For the Year Ended
30 June 2010**

EASTERN METROPOLITAN REGIONAL COUNCIL
STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2010

BY PROGRAM	NOTE	ACTUAL 2009/2010	BUDGET 2009/2010	ACTUAL 2008/2009
REVENUE				
Governance		63,370	24,149	263,435
General Purpose Funding		1,402,278	1,325,500	1,553,493
Community Amenities		25,918,852	25,371,802	23,725,834
Other Property and Services		2,044,563	2,574,182	1,410,858
TOTAL REVENUE		29,429,064	29,295,633	26,953,620
EXPENSES				
Governance		1,722,846	2,560,296	1,817,810
Community Amenities		18,459,295	16,294,164	15,866,276
Other Property and Services		3,072,565	4,448,450	3,055,051
TOTAL EXPENSES		23,254,707	23,302,910	20,739,137
INCREASE / (DECREASE)		6,174,357	5,992,723	6,214,483
DISPOSAL OF ASSETS				
Profit on Sale		27,345	42,493	330
Loss on Sale		(4,010)	0	(5,276)
PROFIT / (LOSS) ON DISPOSALS	22	23,335	42,493	(4,946)
UNREALISED GAIN/(LOSS) FROM CHANGE IN FAIR VALUE OF INVESTMENTS				
General Purpose Funding	7(c)	621,457	0	(3,250,474)
GAIN / (LOSS)		621,457	0	(3,250,474)
Other Comprehensive Income		0	0	0
TOTAL COMPREHENSIVE INCOME		6,819,149	6,035,216	2,959,063

This statement is to be read in accordance with the attached
notes to the financial report.

EASTERN METROPOLITAN REGIONAL COUNCIL
STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2010

BY NATURE AND TYPE	NOTE	ACTUAL 2009/2010	BUDGET 2009/2010	ACTUAL 2008/2009
REVENUE				
Fees and Charges	4	23,817,507	23,509,220	21,984,286
Contributions		1,491,238	1,387,132	2,131,753
Operating Grants	5	1,684,567	2,338,105	783,161
Interest Earnings	19	1,402,279	1,325,500	1,553,492
Other Revenue		1,033,473	735,676	500,928
TOTAL REVENUE		29,429,064	29,295,633	26,953,620
EXPENSES				
Employee Costs		7,234,962	7,283,884	6,437,307
Materials and Contracts		6,710,358	8,574,443	8,581,082
Utility Expenses		112,923	94,150	69,406
Insurance Expenses		198,199	152,012	155,255
Finance Fees and Interest Expenses		13,537	12,700	12,224
Other Expenditure		6,173,645	4,713,937	3,876,720
Depreciation Expenses	2	2,811,083	2,471,784	1,607,143
TOTAL EXPENSES		23,254,707	23,302,910	20,739,137
INCREASE / (DECREASE)		6,174,357	5,992,723	6,214,483
DISPOSAL OF ASSETS				
Profit on Sale		27,345	42,493	330
Loss on Sale		(4,010)	(0)	(5,276)
PROFIT / (LOSS) ON DISPOSALS	22	23,335	42,493	(4,946)
UNREALISED GAIN/LOSS FROM CHANGE IN FAIR VALUE OF INVESTMENTS				
Unrealised Gain/(Loss)	7(c)	621,457	0	(3,250,474)
GAIN / (LOSS)		621,457	0	(3,250,474)
Other Comprehensive Income		0	0	0
TOTAL COMPREHENSIVE INCOME		6,819,149	6,035,216	2,959,063

This statement is to be read in accordance with the attached
notes to the financial report

EASTERN METROPOLITAN REGIONAL COUNCIL
STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2010

	NOTE	ACTUAL 2009/2010	ACTUAL 2008/2009
CURRENT ASSETS			
Cash and Cash Equivalents	7(a)	21,190,494	15,098,546
Investments	7(b)	6,977,404	8,907,746
Trade and Other Receivables	9	2,761,025	2,376,503
Inventories	11	23,408	30,680
Other Assets	10	73,514	50,882
TOTAL CURRENT ASSETS		<u>31,025,845</u>	<u>26,464,357</u>
NON CURRENT ASSETS			
Property, Plant and Equipment	12	26,955,716	23,534,793
Work in Progress		2,213,284	33,903
TOTAL NON CURRENT ASSETS		<u>29,169,000</u>	<u>23,568,696</u>
TOTAL ASSETS		<u>60,194,845</u>	<u>50,033,053</u>
CURRENT LIABILITIES			
Trade and Other Payables	13	4,830,408	1,762,406
Provisions	14	1,074,972	902,420
TOTAL CURRENT LIABILITIES		<u>5,905,380</u>	<u>2,664,826</u>
NON CURRENT LIABILITIES			
Provisions	14	1,419,987	1,317,897
TOTAL NON CURRENT LIABILITIES		<u>1,419,987</u>	<u>1,317,897</u>
TOTAL LIABILITIES		<u>7,325,367</u>	<u>3,982,723</u>
NET ASSETS		<u>52,869,478</u>	<u>46,050,330</u>
EQUITY			
Retained Surplus		28,234,696	19,513,932
Reserves	15	24,634,782	26,536,398
TOTAL EQUITY		<u>52,869,478</u>	<u>46,050,330</u>

This statement is to be read in accordance with the attached
notes to the financial report

EASTERN METROPOLITAN REGIONAL COUNCIL
STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 30 JUNE 2010

	NOTE	RETAINED SURPLUS \$	RESERVES \$	TOTAL EQUITY \$
Balance as at 30 June 2008		19,629,115	23,462,152	43,091,267
Net Result		2,959,063	0	2,959,063
Total Other Comprehensive Income		0	0	0
Transfer from /(to)		(3,074,246)	3,074,246	0
Balance as at 30 June 2009		19,513,931	26,536,398	46,050,330
Net Result		6,819,149	0	6,819,149
Total Other Comprehensive Income		0	0	0
Transfer from / (to)		1,901,616	(1,901,616)	0
Balance as at 30 June 2010		28,234,696	24,634,782	52,869,478

The statement of changes in equity is to be read in accordance with the attached
notes to the financial report

EASTERN METROPOLITAN REGIONAL COUNCIL
STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 2010

	NOTE	ACTUAL 2009/2010 \$	BUDGET 2009/2010 \$	ACTUAL 2008/2009 \$
CASH FLOWS FROM OPERATING ACTIVITIES				
Cash Flows from Normal Operating Activities				
Cash receipts in the course of normal operations		26,280,481	23,011,056	24,020,603
Cash payments in the course of normal operations		(18,822,313)	(19,524,774)	(21,937,184)
Interest receipts - Municipal Cash		195,539	225,500	277,182
Net Cash Provided by Normal Operating Activities		7,653,707	3,711,782	2,360,601
Cash Flows from Other Operating Activities				
<u>Resource Recovery</u>				
Cash receipts from secondary waste charge		4,250,236	4,888,756	4,424,697
Cash receipts from resource recovery project		71,915	70,322	24,771
Cash payments for resource recovery project		(1,098,501)	(1,138,086)	(664,323)
Interest receipts - secondary waste investment		622,120	654,500	847,617
<u>Other Activities</u>				
Interest receipts - other restricted investments		428,722	445,500	500,770
Net Cash Provided by Other Operating Activities		4,274,492	4,920,992	5,133,532
NET CASH PROVIDED BY OPERATING ACTIVITIES	16(ii)	11,928,199	8,632,774	7,494,133
CASH FLOWS FROM INVESTING ACTIVITIES				
Cash receipts from sale of assets		437,031	663,002	235,560
Cash payments for acquisition of assets		(8,825,082)	(10,193,849)	(6,363,711)
NET CASH USED IN INVESTING ACTIVITIES		(8,388,051)	(9,530,847)	(6,128,151)
CASH FLOWS FROM FINANCING ACTIVITIES				
Cash payments - loan principal repayments	23	0	0	0
Cash receipts from sale of investments		2,551,799	0	3,237,147
Cash payments for acquisition of investments		0	0	0
NET CASH PROVIDED BY FINANCING ACTIVITIES		2,551,799	0	3,237,147
SUMMARY OF CASH FLOWS				
Cash at the beginning of the year		15,098,546	15,098,546	10,495,417
Net Increase (Decrease) in Cash Held		6,091,947	(898,073)	4,603,129
CASH AT THE END OF THE YEAR	16(i)	21,190,494	14,200,473	15,098,546

The Statement of Cash Flows is to be read in accordance with the attached
notes to the financial report

**NOTES TO AND FORMING PART OF THE
FINANCIAL REPORT**



**For the Year Ended
30 June 2010**

EASTERN METROPOLITAN REGIONAL COUNCIL
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2010

1. SIGNIFICANT ACCOUNTING POLICIES

The significant accounting policies which have been adopted in the preparation of this financial report are:

Basis of Preparation

The financial report is a general purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), other mandatory professional reporting requirements and the Local Government Act 1995 and accompanying regulations. The report has also been prepared on the accrual basis under the convention of historical cost accounting modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

(a) Cash and Cash Equivalents

Cash and cash equivalents in the Statement of Financial Position comprise cash at bank and in hand and short-term deposits that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

For the purposes of the Statement of Cash Flows, cash and cash equivalents consist of cash and cash equivalents as defined above, net of outstanding bank overdrafts. Bank overdrafts, where applicable, are included as short-term borrowings in current liabilities on the Statement of Financial Position.

(b) Fixed Assets

Initial Recognition

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed includes the cost of all materials, direct labour and variable and fixed overheads.

Revaluation

Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. For infrastructure and other asset classes where no active market exists, fair value is determined to be the current replacement cost of an asset less, where applicable, accumulated depreciation calculated on a basis to reflect the already consumed or expired future economic benefits. Those assets carried at a revalued amount, being their fair value at the date of revaluation less any subsequent accumulated depreciation and accumulated impairment losses, are to be revalued with sufficient regularity to ensure the carrying amount does not differ significantly from that determined using fair value at reporting date.

Land Under Roads

The roads on the land owned by the EMRC are private roads. The land under these private roads has already been recognised as part of the land cost shown in the Statement of Financial Position.

EASTERN METROPOLITAN REGIONAL COUNCIL
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2010

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(c) Depreciation of Non-Current Assets

All non-current assets having a limited useful life are separately and systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period, as follows:

• Buildings	2-10%
• Structures	
General	2-10%
Class III and IV Waste Cells	% of actual usage
• Plant	15-40%
• Furniture and fittings	10-40%
• Equipment	10-40%

(d) Rates

The Eastern Metropolitan Regional Council does not levy rates. Accordingly rating information as required under the Local Government (Financial Management) Regulations 1996 has not been presented in this financial report.

(e) Grants, Donations and Other Contributions

Grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions.

Where contributions recognised as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the reporting date, the nature of and amounts pertaining to those undischarged conditions are disclosed in Note 6. That note also discloses the amount of contributions recognised as revenues in a previous reporting period which were obtained in respect of the local government's operation for the current reporting period.

(f) Trade and Other Payables

Trade and other payables are carried at amortised cost. They represent liabilities for goods and services provided to the Local Government prior to the end of the financial year that are unpaid and arise when the Local Government becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured and are usually paid within 30 days of recognition.

(g) Impairment

In accordance with Australian Accounting Standards the Council's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired. Where such an indication exists, an estimate of the recoverable amount of the asset is made in accordance with AASB 136 'Impairment of Assets' and appropriate adjustments made.

An impairment loss is recognised whenever the carrying amount of an asset or its cash-generating unit exceeds its recoverable amount. Impairment losses are recognised in the Statement of Comprehensive Income.

EASTERN METROPOLITAN REGIONAL COUNCIL
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2010

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(h) Revenue Recognition

Sale of Goods and Disposal of Assets

Revenue from the sale of goods and disposal of other assets is recognised when the Council has passed control of the goods or other assets to the buyer.

Rendering of Services

Revenue from the provision of services is recognised on an accrual basis.

Royalties

Royalty revenue is recognised on an accrual basis.

(i) Inventories

General

Inventories are valued at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Inventories held from trading are classified as current even if not expected to be realised in the next 12 months.

Land Held for Resale

Land purchased for development and/or resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development and interest incurred on the financing of that land during its development. Interest and holding charges incurred after development is complete are recognised as expenses.

(j) Goods and Services Tax

In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables in the Statement of Financial Position are stated inclusive of applicable GST.

Cash flows are included in the Statement of Cash Flows on a gross basis. The GST component of cash flows arising from investing and financing activities which is recoverable from, or payable to, the taxation authority is classified as operating cash flows.

(k) Trade and Other Receivables

Trade receivables, which generally have 30 - 90 day terms, are recognised initially at fair value and subsequently measured at amortised cost using the effective interest rate method, less any allowance for uncollectible amounts.

Collectibility of trade receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

EASTERN METROPOLITAN REGIONAL COUNCIL
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2010

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(l) Provisions

Provisions are recognised when: The Council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one item included in the same class of obligations may be small.

(m) Provision for Site Rehabilitation

The estimated closure and post-closure site rehabilitation cost is charged to the Statement of Comprehensive Income on a volumetric basis over the life of the landfill site.

The nature of work planned by Council includes cell capping, landform reconstruction, dismantling of site operating facilities and implementation of a revegetation plan to suit the final land use. The cost is based on estimated current costs, determined on a non-discounted basis.

The estimated remaining capacity of the site as at 30 June 2010 is 918,012 m³.

(n) Provision for Environmental Monitoring

The estimated closure and post-closure environmental monitoring cost is charged to the Statement of Comprehensive Income on a volumetric basis over the life of the landfill site.

The nature of work planned by Council includes monitoring of groundwater, surface water, leachate and landfill gas generation. The cost is based on estimated current costs, determined on a non-discounted basis.

The estimated remaining capacity of the site as at 30 June 2010 is 918,012 m³.

(o) Interest-bearing Loans and Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

EASTERN METROPOLITAN REGIONAL COUNCIL
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2010

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Critical Accounting Estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances. The results of this experience and other factors combine to form the basis of making judgements about carrying values of assets and liabilities not readily apparent from other sources. Actual results may differ from these estimates.

(q) Employee Entitlements

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits):

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the municipality has a present obligation to pay resulting from employees services provided to balance sheet date. The provision has been calculated at nominal amounts based on remuneration rates the Council expects to pay and includes related on-costs.

(ii) Long Service Leave (Long-term Benefits):

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where Council does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

(iii) Superannuation Fund:

The Council contributes to the WA Local Government Superannuation Plan (LGSP) and other choice funds for qualifying employees as per statutory requirements (9% for 2009/10). It also contributes to the LGSP and other choice funds for full scheme members (5% for 2009/10). Contributions to defined contribution plans are recognised as an expense as they become payable.

(r) Rounding Of Amounts

All amounts shown in this annual financial report, other than the Schedule of Fees and Charges, are rounded to the nearest dollar. As a result of rounding, some minor reconciliation discrepancies may be present in the disclosures to the financial report.

(s) Comparative Figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

(t) Budget Comparative Figures

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

EASTERN METROPOLITAN REGIONAL COUNCIL
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2010

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(u) Leases

Leases of fixed assets, where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the Council, are classified as finance leases. Finance leases are capitalised recording an asset and a liability equal to the present value of the minimum lease payments, including any guaranteed residual value. Leased assets are amortised over their estimated useful lives. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

(v) Investments and Other Financial Assets

Classification

Council classifies its investments in the following categories: financial assets at fair value through profit or loss, loans and receivables, held-to-maturity investments and available-for-sale financial assets. The classification depends on the purpose for which the investments were acquired. Management determines the classification of its investments at initial recognition and, in the case of assets classified as held-to-maturity, re-evaluates this designation at each reporting date.

(i) Financial assets at fair value through profit and loss

Financial assets at fair value through profit or loss are financial assets held for trading. A financial asset is classified in this category if acquired principally for the purpose of selling in the short term. Derivatives are classified as held for trading unless they are designated as hedges. Assets in this category are classified as current assets.

(ii) Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. They are included in current assets, except for those with maturities greater than 12 months after the balance sheet date which are classified as non-current assets. Loans and receivables are included in trade and other receivables in the Statement of Financial Position.

(iii) Held-to-maturity investments

Held-to-maturity investments are non-derivative financial assets with fixed or determinable payments and fixed maturities that the Council's management has the positive intention and ability to hold to maturity. If Council were to sell other than an insignificant amount of held-to-maturity financial assets, the whole category would be tainted and reclassified as available-for-sale. Held-to-maturity financial assets are included in non-current assets, except for those with maturities less than 12 months from the reporting date, which are classified as current assets.

(iv) Available-for-sale financial assets

Available-for-sale financial assets, comprising principally marketable equity securities, are non-derivatives that are either designated in this category or not classified in any of the other categories. They are included in non-current assets unless management intends to dispose of the investment within 12 months of the balance sheet date. Investments are designated as available-for-sale if they do not have fixed maturities and fixed or determinable payments and management intends to hold them for the medium to long term.

Recognition and Derecognition

Regular purchases and sales of financial assets are recognised on trade-date – the date on which Council commits to purchase or sell the asset. Investments are initially recognised at fair value plus transaction costs for all financial assets not carried at fair value through profit or loss. Financial assets carried at fair value through profit or loss are initially recognised at fair value and transaction costs are expensed in the Statement of Comprehensive Income. Financial assets are derecognised when the rights to receive cash flows from the financial assets have expired or have been transferred and Council has transferred substantially all the risks and rewards of ownership.

When securities classified as available-for-sale are sold, the accumulated fair value adjustments recognised in equity are included in the Statement of Comprehensive Income as gains and losses from investment securities.

EASTERN METROPOLITAN REGIONAL COUNCIL
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2010

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(v) Investments and Other Financial Assets (Continued)

Subsequent measurement

Loans and receivables and held-to-maturity investments are carried at amortised cost using the effective interest method.

Available-for-sale financial assets and financial assets at fair value through profit and loss are subsequently carried at fair value. Gains or losses arising from changes in the fair value of the financial assets at fair value through profit or loss category are presented in the Statement of Comprehensive Income within other income or other expenses in the period in which they arise. Dividend income from financial assets at fair value through profit and loss is recognised in the Statement of Comprehensive Income as part of revenue from continuing operations when Council's right to receive payments is established. Changes in the fair value of other monetary and non-monetary securities classified as available-for-sale are recognised in equity.

Impairment

Council assesses at each balance sheet date whether there is objective evidence that a financial asset or group of financial assets is impaired. In the case of equity securities classified as available-for-sale, a significant or prolonged decline in the fair value of a security below its cost is considered as an indicator that the securities are impaired. If any such evidence exists for available-for-sale financial assets, the cumulative loss- measured as the difference between the acquisition cost and the current fair value, less any impairment loss on that financial asset previously recognised in profit or loss – is removed from equity and recognised in the Statement of Comprehensive Income.

(w) Estimation of Fair Value

The fair value of financial assets and financial liabilities must be estimated for recognition and measurement or for disclosure purposes.

The fair value of financial instruments traded in active markets is based on quoted market prices at the balance sheet date.

The fair value of financial instruments that are not traded in an active market is determined using valuation techniques. Council uses a variety of methods and makes assumptions that are based on market conditions existing at each balance sheet date. These include the use of recent arm's length transactions, reference to other instruments that are substantially the same, discounted cash flow analysis, and option pricing models making maximum use of market inputs and relying as little as possible on entity-specific inputs.

Quoted market prices or dealer quotes for similar instruments are used for long-term debt instruments held. Other techniques, such as estimated discounted cash flows, are used to determine fair value for the remaining financial instruments.

The nominal value less estimated credit adjustments of trade receivables and payables are assumed to approximate their fair values. The fair value of financial liabilities for disclosure purposes is estimated by discounting the future contractual cash flows at the current market interest rate that is available to the Council for similar financial instruments.

EASTERN METROPOLITAN REGIONAL COUNCIL
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2010

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(x) Adoption of New and Revised Accounting Standards

During the current year, the Council adopted all of the new and revised Australian Accounting Standards and Interpretations which became mandatory and which were applicable to its operations.

The following is an explanation of the impact of the adoption of these standards and interpretations has had on the financial statements of the Council.

AASB 101: Presentation of Financial Statements

In September 2007, the Australian Accounting Standards Board revised AASB 101 and as a result, there have been changes to the presentation and disclosure of certain information within the financial statements. Below is an overview of the key changes and the impact on the Council's financial statements.

Disclosure Impact

Terminology changes – The revised version of the AASB 101 contains a number of terminology changes, including the amendment of the names of the primary financial statements.

Reporting changes in equity - The revised AASB 101 requires all changes in equity arising from transactions with owners, in their capacity as owners, to be presented separately from non-owner changes in equity. Owner changes in equity are to be presented in the statement of changes in equity, with non-owner changes in equity presented in the statement of comprehensive income. The previous version of AASB 101 required owner changes in equity and other comprehensive income to be presented in the statement of changes in equity.

Statement of comprehensive income – The revised AASB 101 requires all income and expenses to be presented in either a single statement, the statement of comprehensive income, or two statements, a separate income statement and a statement of comprehensive income. The previous version of AASB 101 required only the presentation of a single income statement.

The Council has adopted the single statement approach and the financial statements now contain a statement of comprehensive income.

Other Comprehensive Income – The revised version of AASB 101 introduced the concept of 'other comprehensive income' which comprises income and expenses not recognised in profit or loss as required by other Australian Accounting Standards. Items of other comprehensive income are to be disclosed in the statement of comprehensive income. The previous version of AASB 101 did not contain an equivalent concept.

EASTERN METROPOLITAN REGIONAL COUNCIL
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2010

(xi) New Accounting Standards and Interpretations for Application in Future Periods

Australian Accounting Standards and Interpretations that have recently been issued or amended but are not yet effective have not been adopted by the Council for the annual reporting period ended 30 June 2010.

Council's assessment of these new standards and interpretations is set out below:

Title and topic	Issued	Applicable	Impact
(i) AASB 9 – Financial Instruments	December 2009	1 January 2013	Nil – The objective of this Standard is to improve and simplify the approach for classification and measurement of financial assets compared with the requirements of AASB 139. Given the nature of the financial assets of the Council, it is not anticipated that the standard will have any material effect.
(ii) AASB 124 – Related Party Disclosures	December 2009	1 January 2011	Nil – It is not anticipated the Council will have any related parties as defined by the Standard. (i)
(iii) AASB 2009-5 – Further Amendments to Australian Accounting Standards arising from the Annual Improvements Project [AASB 5, 8, 101, 107, 117, 118, 136 & 139]	May 2009	1 January 2010	Nil – The revisions are part of the AASB's annual improvement project to help ensure consistency with presentation, recognition and measurement criteria of IFRSs. It is not anticipated these will have any effect on the Council.
(iv) AASB 2009-8 – Amendments to Australian Accounting Standards – Group Cash – Settled Share-based Payment Transactions [AASB 2]	July 2009	1 January 2010	Nil – The Council will not have applicable transactions.

EASTERN METROPOLITAN REGIONAL COUNCIL
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2010

(xi) New Accounting Standards and Interpretations for Application in Future Periods (Continued)

Title and topic	Issued	Applicable	Impact
(v) AASB 2009-12 Amendments to Australian Accounting Standards [AASB 5, 8, 108, 110, 112, 119, 133, 137, 139, 1023 & 1031 and Interpretations 2, 4, 16, 1039 & 1052]	December 2009	1 January 2011	Nil – The revisions embodied in this standard relate to standards which do not apply to local government (ie AASB 8) or are largely editorial in nature and will have minimal effect (if any) on the accounting practices of the Council.
(vi) AASB 2009-11 Amendments to Australian Accounting Standards arising from AASB 9 [AASB 1, 3, 4, 5, 7, 101, 102, 108, 112, 118, 121, 127, 128, 131, 132, 136, 139, 1023 & 1038 and interpretations 10 & 12]	December 2009	1 January 2013	Nil – The revisions embodied in this standard give effect to consequential changes arising from the issuance of AASB 9 which is not anticipated to have any material effect on the Council (refer (ii) above).
(vii) AASB 2009-13 Amendments to Australian Accounting Standards arising from Interpretation 19 [AASB 1]	December 2009	1 July 2010	Nil – None of these amendments will have any effect on the financial report as none of the topics are relevant to the operations of the Council.
AASB 2010-1 Amendments to Australian Accounting Standards – Limited Exemption from Comparative AASB 7 Disclosure for First-time Adopters [AASB 1 & AASB 7]	February 2010	1 July 2010	Nil – None of these amendments will have any effect on the financial report as none of the topics are relevant to the operations of the Council.
AASB 2009-10 Amendments to Australian Accounting Standards – Classifications of Rights Issues [AASB132]	October 2009	1 February 2010	Nil – None of these amendments will have any effect on the financial report as none of the topics are relevant to the operations of the Council.

EASTERN METROPOLITAN REGIONAL COUNCIL
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2010

(xi) New Accounting Standards and Interpretations for Application in Future Periods (Continued)

Title and topic	Issued	Applicable	Impact
(vii) (Continued)			
Interpretation 19 – Extinguishing Financial Liabilities with Equity Instruments	December 2009	1 July 2010	Nil – None of these amendments will have any effect on the financial report as none of the topics are relevant to the operations of the Council.
AASB 2009- 14 Amendments to Australian Interpretations – Prepayments of a minimum Funding Requirement [AASB Interpretation 14]	December 2009	1 January 2011	Nil – None of these amendments will have any effect on the financial report as none of the topics are relevant to the operations of the Council.

EASTERN METROPOLITAN REGIONAL COUNCIL
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2010

2. DEPRECIATION AND AMORTISATION EXPENSE	ACTUAL	BUDGET	ACTUAL
	2009/2010	2009/2010	2007/2008
	\$	\$	\$
Depreciation and amortisation expense for the reporting period was charged in respect of:			
Buildings	140,140	132,550	136,593
Structures	1,106,377	1,332,454	290,435
Plant	1,404,191	854,600	1,029,871
Equipment	143,462	138,080	130,039
Furniture and Fittings	16,912	14,100	20,205
	2,811,082	2,471,784	1,607,143

3. COMPONENT FUNCTIONS / ACTIVITIES

The activities relating to the Eastern Metropolitan Regional Council's components reported on in the Statement of Comprehensive Income are as follows: -

Governance

Records income and expenditure relating to the administration and operation of facilities and services to members of Council together with other administrative governance costs

General Purpose Funding

Records interest revenue as well as other general purpose revenue

Community Amenities

Records income and expenditure associated with the Red Hill Waste Disposal Facilities - Class III cell, Class IV cell, weighbridge, transfer station and Hazelmere site

Other Property and Services

Records income and expenditure for public works overheads, plant operation, materials, salaries and wages. It also records income and expenditure for Risk Management and Environmental Service departments (incorporating various Environmental Projects), the operations of the Ascot Place activity, and income and expenditure relating to the Regional Development activity incorporating various projects.

EMRC MISSION STATEMENT

The Eastern Metropolitan Regional Council, by partnering with member Councils (and other stakeholders), facilitates strategies and actions for the benefit and sustainability of Perth's Eastern Region

EASTERN METROPOLITAN REGIONAL COUNCIL
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2010

4. FEES AND CHARGES SUMMARY BY PROGRAM	ACTUAL 2009/2010 \$	BUDGET 2009/2010 \$	ACTUAL 2008/2009 \$
Governance	5,905	2,000	4,483
Community Amenities	23,618,473	23,188,921	21,644,934
Other Property and Services	193,128	318,300	334,869
Total Statutory Fees and Charges	23,817,506	23,509,221	21,984,286

5. GRANT REVENUE BY PROGRAM	ACTUAL 2009/2010 \$	ACTUAL 2008/2009 \$
Community Amenities	628,400	184,995
Other Property and Services	1,056,167	598,166
Total Statutory Fees and Charges	1,684,567	783,161

6. CONTROL OVER CONTRIBUTIONS	ACTUAL 2009/2010 \$	ACTUAL 2008/2009 \$
Conditions over Contributions		

Grants which were recognised as revenue during the year but have yet to be applied in that manner at the reporting date were:

Watsonia OMCF Project	8,760	0
Earth Carers Volunteer Program	0	5,850

Grants which were recognised as revenue in a previous year and have not yet been applied in the manner specified by the grantor were:

0	0
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Grants which were recognised as revenue in a previous year and were expended in the current year in the manner specified by the grantor were:

Earth Carers Volunteer Program	5,850	0
Watsonia OMCF Project	0	275
Swan View Primary School Creeklane Rehab Project	0	9,494
Salinity Management in Wooroloo Demonstrations Project	0	21,089

EASTERN METROPOLITAN REGIONAL COUNCIL
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2010

7(a). CASH AND CASH EQUIVALENTS

	ACTUAL 2009/2010 \$	ACTUAL 2008/2009 \$
Cash and Cash Equivalents - Unrestricted	9,785,467	4,388,088
Cash and Cash Equivalents - Restricted	11,405,028	10,710,458
	<u>21,190,494</u>	<u>15,098,546</u>

7(b). INVESTMENTS

Investments - Unrestricted	0	0
Investments - Restricted	6,977,404	8,907,746
	<u>6,977,404</u>	<u>8,907,746</u>

Financial Assets at fair value through profit or loss

At the beginning of the year	8,907,746	15,395,367
Additions	0	0
Disposals	(2,551,799)	(3,237,147)
Unrealised gain/(loss) from change in fair value of investments	621,457	(3,250,474)
Value at the end of the year	<u>6,977,404</u>	<u>8,907,746</u>

Held for Trading

- Financial Instruments	6,977,404	8,907,746
- Managed Funds	0	0
Value at the end of the year	<u>6,977,404</u>	<u>8,907,746</u>

The following Cash and Investments have restrictions imposed by regulation or other externally imposed requirements:

Plant and Equipment	387,395	776,748
Site Rehabilitation Red Hill	2,660,225	2,635,734
Future Development	510,222	2,946,239
Environmental Monitoring Red Hill	292,292	281,405
Environmental Insurance Red Hill	224,245	238,367
Risk Management	10,929	10,522
Class IV Cells Red Hill	225,485	87,232
Regional Development	294,281	412,501
Secondary Waste Processing	19,029,568	16,080,560
Class III Cells	944,959	3,013,965
Building Refurbishment (Ascot Place)	55,180	53,125
Long Service Leave	556,867	512,481
	<u>25,191,650</u>	<u>27,048,879</u>
Less unrealised gain/(loss) from changes in fair value of Investments	(6,809,218)	(7,430,675)
	<u>18,382,432</u>	<u>19,618,204</u>

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7(c). UNREALISED GAIN/(LOSS) FROM CHANGE IN FAIR VALUE OF INVESTMENTS

	ACTUAL 2009/2010	ACTUAL 2008/2009
General Purpose Funding	<u>621,457</u>	<u>(3,250,474)</u>

The unrealised gains/(losses) from the change in fair value of the investments of Council funds in financial instruments each year is taken up in the relevant Statement of Comprehensive Income for those years.

The unrealised gains/(losses), of the investments existing as at 30 June 2010, reflected in the Statement of Comprehensive Income are summarised as follows:

Year	\$
2007/2008	(4,180,201)
2008/2009	(3,250,474)
2009/2010	621,457
	<hr/>
Net	(6,809,218)
	<hr/>

Unrealised gains/(losses) represent a fair value measurement of the financial instruments during the period in which they are held, i.e. marked to market. It should be noted that actual gains/(losses) on financial instruments will not be realised until such time as the individual investments are sold.

8. NET CURRENT ASSET POSITION

The net current asset position balance carried forward from the previous financial year after adjustment for Restricted Assets for the purpose of the 2009/2010 budget was \$4,227,031.

The actual net current asset position balance shown in the audited financial report as at 30 June 2009 and after adjustment for Restricted Assets was \$4,181,327.

EASTERN METROPOLITAN REGIONAL COUNCIL
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9. TRADE AND OTHER RECEIVABLES	ACTUAL 2009/2010 \$	ACTUAL 2008/2009 \$
General	2,508,897	2,286,396
Administration Office Property Management	0	7,528
Miscellaneous	21,495	7,432
Accrued Interest Earnings	276,744	120,847
Provision for Impairment of Receivables	(46,112)	(45,700)
	<u>2,761,025</u>	<u>2,376,503</u>

10. OTHER ASSETS	ACTUAL 2009/2010 \$	ACTUAL 2008/2009 \$
Prepayment - General	60,321	30,442
Prepayment - Insurance	12,000	11,344
Prepayment - Miscellaneous	1,193	9,096
	<u>73,514</u>	<u>50,882</u>

11. INVENTORIES	ACTUAL 2009/2010 \$	ACTUAL 2008/2009 \$
Distillate	14,213	19,218
Oils	2,465	2,761
Unleaded Fuel	6,729	8,701
	<u>23,408</u>	<u>30,680</u>

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12. NON CURRENT ASSETS MOVEMENTS - PROPERTY, PLANT AND EQUIPMENT

	LAND	BUILDINGS	STRUCTURES	PLANT	EQUIPMENT	FURNITURE and FITTINGS	TOTAL
	\$	\$	\$	\$	\$	\$	\$
Carrying Amount at Cost							
Balance 30 June 2009	7,639,917	3,968,107	17,110,833	8,367,468	1,607,290	426,524	39,120,139
Additions	0	37,706	3,084,976	3,271,339	240,080	11,601	6,645,702
Disposals	0	0	0	(667,255)	(238,303)	(24,686)	(930,244)
Balance 30 June 2010	<u>7,639,917</u>	<u>4,005,813</u>	<u>20,195,809</u>	<u>10,971,552</u>	<u>1,609,067</u>	<u>413,439</u>	<u>44,835,597</u>

Accumulated Depreciation / Amortisation

Balance 30 June 2009	0	(1,458,689)	(8,067,683)	(4,371,547)	(1,357,532)	(329,895)	(15,585,346)
Disposals	0	0	0	258,645	233,217	24,686	516,548
Depreciation Expense	0	(140,140)	(1,106,377)	(1,404,191)	(143,462)	(16,912)	(2,811,082)
Balance 30 June 2010	<u>0</u>	<u>(1,598,829)</u>	<u>(9,174,060)</u>	<u>(5,517,093)</u>	<u>(1,267,777)</u>	<u>(322,121)</u>	<u>(17,879,880)</u>

Net Book Value

As at 30 June 2009	<u>7,639,917</u>	<u>2,509,418</u>	<u>9,043,150</u>	<u>3,995,921</u>	<u>249,758</u>	<u>96,629</u>	<u>23,534,793</u>
As at 30 June 2010	<u>7,639,917</u>	<u>2,406,984</u>	<u>11,021,749</u>	<u>5,454,459</u>	<u>341,290</u>	<u>91,318</u>	<u>26,955,716</u>

Assets at cost are subject to an annual assessment as to whether there is any indication an asset may have been impaired in accordance with AASB 136: "Impairment of Assets".

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13. TRADE AND OTHER PAYABLES	ACTUAL	ACTUAL
	2009/2010	2008/2009
	\$	\$
Current - Creditors		
Payroll Accruals	128,168	112,683
Payroll PAYG Tax	0	93,225
Amounts Received in Advance	119,386	216,746
GST Liability	225,958	230,387
Sundry Creditors	4,356,896	1,109,365
	<u><u>4,830,408</u></u>	<u><u>1,762,406</u></u>
 14. PROVISIONS		
Current		
Employees Annual Leave	749,182	653,374
Employees Long Service Leave	325,790	249,046
	<u><u>1,074,972</u></u>	<u><u>902,420</u></u>
 PROVISIONS		
Non-current		
Employees Long Service Leave	85,677	88,063
Red Hill Landfill Site Rehabilitation	1,213,011	1,118,033
Red Hill Landfill Environmental Monitoring	121,299	111,801
	<u><u>1,419,987</u></u>	<u><u>1,317,897</u></u>

EASTERN METROPOLITAN REGIONAL COUNCIL
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15. RESERVES

	ACTUAL 2009/2010 \$	BUDGET 2009/2010 \$	ACTUAL 2008/2009 \$
(a) Plant and Equipment Reserve			
Opening balance as at 1 July	776,748	790,066	435,809
Transfer from retained surplus	2,221,349	2,244,600	2,164,279
Transfer to retained surplus	(2,640,753)	(3,015,280)	(1,845,200)
Interest	30,051	31,670	21,860
Closing Balance as at 30 June	387,395	51,056	776,748
(b) Site Rehabilitation Reserve			
Opening balance as at 1 July	2,635,734	2,647,320	2,484,346
Transfer from retained surplus	100,000	100,000	100,000
Transfer to retained surplus	(181,862)	(217,462)	(48,885)
Interest	106,353	105,900	100,273
Closing Balance as at 30 June	2,660,225	2,635,758	2,635,734
(c) Future Development Reserve			
Opening balance as at 1 July	2,946,239	2,996,754	2,772,925
Transfer from retained surplus	0	1,200,000	0
Transfer to retained surplus	(2,550,000)	(2,750,000)	0
Interest	113,983	119,900	173,314
Closing Balance as at 30 June	510,222	1,566,654	2,946,239
(d) Environmental Monitoring Reserve			
Opening balance as at 1 July	281,405	286,230	264,852
Transfer from retained surplus	0	0	0
Transfer to retained surplus	0	0	0
Interest	10,887	11,500	16,553
Closing Balance as at 30 June	292,292	297,730	281,405
(e) Environmental Insurance Reserve			
Opening balance as at 1 July	238,367	242,454	246,554
Transfer from retained surplus	0	0	0
Transfer to retained surplus	(23,344)	(24,656)	(24,001)
Interest	9,222	9,700	15,814
Closing Balance as at 30 June	224,245	227,498	238,367

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15. RESERVES (Continued)	ACTUAL 2009/2010 \$	BUDGET 2009/2010 \$	ACTUAL 2008/2009 \$
(f) Risk Management Reserve			
Opening balance as at 1 July	10,522	10,702	9,903
Transfer from retained surplus	0	0	0
Transfer to retained surplus	0	0	0
Interest	407	430	619
Closing Balance as at 30 June	10,929	11,132	10,522
(g) Class IV Reserve			
Opening balance as at 1 July	87,232	88,728	60,475
Transfer from retained surplus	134,878	46,977	23,371
Transfer to retained surplus	0	0	0
Interest	3,375	3,600	3,386
Closing Balance as at 30 June	225,485	139,305	87,232
(h) Regional Development Reserve			
Opening balance as at 1 July	412,501	419,573	571,244
Transfer from retained surplus	250,000	250,000	250,000
Transfer to retained surplus	(384,178)	(623,795)	(447,781)
Interest	15,959	17,000	39,038
Closing Balance as at 30 June	294,281	62,778	412,501
(i) Secondary Waste Reserve			
Opening balance as at 1 July	16,080,560	16,356,271	14,669,800
Transfer from retained surplus	3,733,620	6,188,756	4,424,740
Transfer to retained surplus	(1,406,732)	(1,151,584)	(3,861,597)
Interest	622,120	654,500	847,617
Closing Balance as at 30 June	19,029,568	22,047,943	16,080,560
(j) Class III Reserve			
Opening balance as at 1 July	3,013,965	3,065,641	1,896,246
Transfer from retained surplus	924,384	841,127	1,183,332
Transfer to retained surplus	(3,109,993)	(3,433,768)	(167,000)
Interest	116,603	122,700	101,387
Closing Balance as at 30 June	944,959	595,700	3,013,965

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15. RESERVES (Continued)	ACTUAL 2009/2010 \$	BUDGET 2009/2010 \$	ACTUAL 2008/2009 \$
(k) Building Refurbishment Reserve			
Opening balance as at 1 July	53,125	54,036	50,000
Transfer from retained surplus	0	0	0
Transfer to retained surplus	0	0	0
Interest	2,055	2,200	3,125
Closing Balance as at 30 June	55,180	56,236	53,125
RESERVES AT END OF FINANCIAL YEAR	24,634,782	27,691,790	26,536,398

FUNDS SET ASIDE FOR :

Long Service Leave Reserve

Opening balance as at 1 July	512,481	521,268	423,521
Transfer from retained surplus	24,560	24,560	63,560
Transfer to retained surplus	0	0	0
Interest	19,827	20,900	25,400
Closing Balance as at 30 June	556,867	566,728	512,481

Fair Value of investments at balance date has resulted in an unrealised loss of \$6,809,218 (refer Note 7(c))
This had the effect of Reserves falling short of being cash backed by the unrealised loss.

The crystallisation of the unrealised losses may occur at such time as the individual investments are sold
and may be at an amount different from that disclosed above.

EASTERN METROPOLITAN REGIONAL COUNCIL
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15. RESERVES (Continued)

The purpose for which the Reserve funds are set aside are as follows and will be utilised in accordance with annual budgeted expenditure: -

Plant and Equipment Reserve

To finance the replacement of major items of plant and equipment.

Site Rehabilitation Reserve

To finance the rehabilitation of the completed cells at the Red Hill waste disposal site and the rehabilitation of the site at time of decommissioning.

Future Development Reserve

To finance future developments being undertaken by the Eastern Metropolitan Regional Council. The reserve is also utilised to provide funds for projects that the Eastern Metropolitan Regional Council is investigating and undertaking for the purpose of the long term future direction in the area of waste management for the benefit of the region

Class IV Reserve

To finance the capping of the existing Class IV cells and the construction of future Class IV cells and associated works at the Red Hill waste disposal site.

Class III Reserve

To finance the capping of the existing Class III cells and the construction of future Class III cells and associated works at the Red Hill waste disposal site.

Environmental Monitoring Reserve

This reserve was established to provide funds for environmental monitoring after decommissioning of the Red Hill Waste disposal site.

Environmental Insurance Reserve

This reserve was established to provide funds to enable the EMRC to immediately respond to the need for repairs to, or rectification of damage to the environment surrounding the Red Hill waste disposal site as a result of any incident not covered by the Eastern Metropolitan Regional Council's existing insurance policies.

Risk Management Reserve

This reserve has been established to receive surpluses from the Risk Management Service. This reserve is to be utilised in funding the future requirements of the service in subsequent financial years.

Secondary Waste Reserve

This reserve was established to accumulate and to make provision for Secondary Waste Treatment Technology in the future.

Regional Development Reserve

This reserve was established to accumulate and provide funds to enable the EMRC to fund Regional Development activities.

Building Refurbishment Reserve

This reserve was established to accumulate and provide funds for the refurbishment of the Ascot Place administration building.

EASTERN METROPOLITAN REGIONAL COUNCIL
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16. NOTES TO THE STATEMENT OF CASH FLOWS

(i) Reconciliation of Cash

For the purpose of the Statement of Cash Flows, the Eastern Metropolitan Regional Council considers cash to include cash on hand, cash at bank and term deposits. Cash at the end of the reporting period as shown in the Statement of Cash Flows is as follows:

	ACTUAL 2009/2010	BUDGET 2009/2010	ACTUAL 2008/2009
	\$	\$	\$
Cash and Cash Equivalents - Unrestricted	9,785,466	2,831,386	4,388,088
Cash and Cash Equivalents - Restricted	11,405,028	11,369,087	10,710,458
Total Cash	21,190,494	14,200,473	15,098,546

(ii) Reconciliation of net cash used in operating activities to Net Result

Net Result	6,819,149	6,035,216	2,959,063
Depreciation	2,811,082	2,471,784	1,607,142
(Profit)/Loss on sale of assets	(23,335)	(42,493)	4,946
Increase/(Decease) in provisions - Redhill	104,476	135,184	120,627
Increase/(Decease) in accrued interest on Loans	0	0	0
Increase/(Decease) in provisions - Staff	170,166	33,083	130,794
Increase/(Decease) in Sundry Creditors	3,072,431	0	(1,015,651)
Increase/(Decease) in GST	(4,429)	0	(78,886)
(Increase)/Decease in accrued interest earnings	(155,898)	0	72,076
(Increase)/Decease in Receivables	(228,625)	0	448,664
(Increase)/Decease in Inventory	7,272	0	4,965
(Increase)/Decease in Prepayments	(22,633)	0	(10,081)
Increase/(Decease) in unrealised gain/loss from change in fair value of investments	(621,457)	0	3,250,474
Net cash from operating activities	11,928,199	8,632,774	7,494,133

(iii) Financing Facilities

There were no bank overdraft facilities in place for the Eastern Metropolitan Regional Council at balance date.

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17. EMPLOYEE ENTITLEMENTS

The aggregate employee entitlements liability recognised and included in the financial report is as follows:

Provision for Employee Entitlements (Refer to Note 14)	ACTUAL 2009/2010	ACTUAL 2008/2009
	\$	\$
- Current	1,074,972	902,420
- Non-current	85,677	88,063
Total Employee Entitlements	<u>1,160,649</u>	<u>990,483</u>
	ACTUAL FTE's 2009/2010	ACTUAL FTE's 2008/2009
Total number of (FTE) employees at end of financial year	<u>90</u>	<u>91</u>

18. COUNCILLORS FEES AND ALLOWANCES

ACTUAL 2009/2010	BUDGET 2009/2010	ACTUAL 2008/2009
\$	\$	\$

The following fees, expenses and allowances were paid to council members and/or the Chairman

Councillors' meeting fees	90,208	77,000	75,396
Chairman's meeting fees	17,833	14,000	13,708
Deputy Councillors' meeting fees	2,060	3,500	1,680
Chairman's Local Government fee	5,500	6,000	5,625
Deputy Chairman's Local Government fee	1,375	1,500	1,406
	<u>116,977</u>	<u>102,000</u>	<u>97,815</u>

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19. EARNINGS ON INVESTMENTS

The total earnings from Interest on Investments for the 2009/2010 financial year is made up as follows: -

	ACTUAL 2009/2010	BUDGET 2009/2010	ACTUAL 2008/2009
	\$	\$	\$
Interest on Municipal Cash and Investments	195,539	225,500	277,182
Accrued Interest Earnings	155,898	0	(72,077)
Interest on Other Restricted Cash (LSL)	19,827	20,900	25,400
Interest on funds held in Reserves	1,031,015	1,079,100	1,322,987
	1,402,279	1,325,500	1,553,492

20. FINANCIAL RATIOS

	ACTUAL 2009/2010	ACTUAL 2008/2009	ACTUAL 2007/2008
Current Ratio	2.27 : 1.00	2.83 : 1.00	2.72 : 1.00
Debt Ratio	12.4%	8.0%	10.0%
Debt Service Ratio	Not Applicable	Not Applicable	1.3%
Gross Debt to Revenue Ratio	Not Applicable	Not Applicable	Not Applicable
Untied Cash to Trade Creditors Ratio	2.03 : 1.00	1.94 : 1.00	2.74 : 1.00
Gross Debts to Economically Realisable Assets Ratio	Not Applicable	Not Applicable	Not Applicable
Rate Coverage Ratio	Not Applicable	Not Applicable	Not Applicable
Outstanding Rates Ratio	Not Applicable	Not Applicable	Not Applicable

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21. ASSETS CLASSIFIED BY TYPE AND LOCAL GOVERNMENT PROGRAM	ACTUAL 2009/2010 \$	ACTUAL 2008/2009 \$
Current Assets		
General Purpose Funding	13,030,808	7,622,901
Governance	622,977	576,128
Community Amenities	17,077,779	17,852,827
Economic Services	294,281	412,501
Land		
Governance	3,022,392	3,022,392
Community Amenities	4,617,524	4,617,525
Buildings		
Governance	1,991,650	2,067,316
Community Amenities	415,334	442,102
Structures		
Community Amenities	11,021,749	9,043,150
Plant		
Governance	654,282	674,326
Community Amenities	4,800,177	3,321,595
Equipment		
Governance	244,511	197,974
Community Amenities	96,779	51,784
Furniture and Fittings		
Governance	91,317	96,629
Work In Progress		
Unclassified	2,213,284	33,903
	<u>60,194,845</u>	<u>50,033,053</u>

22. DISPOSAL OF ASSETS	BUDGET 2009/2010 \$			ACTUAL 2009/2010 \$		
	Net Book Value	Sale Price	Gain (Loss)	Net Book Value	Sale Price	Gain (Loss)
Plant	620,509	663,002	42,493	408,610	435,955	27,345
Equipment	0	0	0	5,086	872	(4,214)
Furniture and Fittings	0	0	0	0	205	205
Total Assets Disposed	<u>620,509</u>	<u>663,002</u>	<u>42,493</u>	<u>413,696</u>	<u>437,031</u>	<u>23,335</u>

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23. INFORMATION ON BORROWINGS

(a) Borrowings

The EMRC currently do not have any loans or borrowings.

(b) New Borrowings

There were no new borrowings during the 2009/10 financial year.

(c) Unspent Loans

There were no unspent loans during the 2009/10 financial year.

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24. FINANCIAL RISK MANAGEMENT

Council's activities expose it to a variety of financial risks including price risk, credit risk, liquidity risk and interest rate risk. The Council's overall risk management focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the financial performance of the Council.

Council does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by the finance area under policies approved by the Council.

The Council held the following financial instruments at balance date:

	Carrying Value		Fair Value	
	2010	2009	2010	2009
	\$	\$	\$	\$
Financial Assets				
Cash and cash equivalents	21,190,494	15,098,546	21,190,494	15,098,546
Receivables	2,761,025	2,376,503	2,761,025	2,376,503
Financial Assets at fair value through profit and loss	6,977,404	8,907,746	6,977,404	8,907,746
	<u>30,928,923</u>	<u>26,382,795</u>	<u>30,928,923</u>	<u>26,382,795</u>
Financial Liabilities				
Payables	4,830,408	1,762,406	4,830,408	1,762,406
	<u>4,830,408</u>	<u>1,762,406</u>	<u>4,830,408</u>	<u>1,762,406</u>

Fair value is determined as follows:

- Cash and Cash Equivalents, Receivables, Payables - estimated to the carrying value which approximates net market value.
- Financial Assets at Fair Value through profit and loss - based on market valuations and verified by independent financial advisors.

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24. FINANCIAL RISK MANAGEMENT (Continued)

(a) Cash and Cash Equivalents

Financial assets at fair value through profit or loss

Council's objective is to maximise its return on cash and investments whilst maintaining an adequate level of liquidity and preserving capital. The finance area manages the cash and investments portfolio with the assistance of independent advisers (where applicable). Council has an investment policy and the policy is subject to review by Council.

The major risk associated with investments is price risk - the risk that the capital value of investments may fluctuate due to changes in market prices, whether these changes are caused by factors specific to individual financial instruments of their issuers or factors affecting similar instruments traded in a market.

Cash and investments are also subject to interest rate risk - the risk that movements in interest rates could affect returns.

Another risk associated with cash and investments is credit risk - the risk that a contracting entity will not complete its obligations under a financial instrument resulting in a financial loss to Council.

Council seeks advice from independent advisers (where applicable) before placing any cash and investments.

	2010	2009
	\$	\$
Impact of a 10% movement in price of investments:		
- Equity	697,740	890,775
- Statement of Comprehensive Income	697,740	890,775
Impact of a 1% movement in interest rates on cash and investments:		
- Equity	281,679	240,063
- Statement of Comprehensive Income	281,679	240,063

(b) Receivables

Council's major receivables comprise user charges and fees. The major risk associated with these receivables is credit risk - the risk that the debts may not be repaid. Council manages this risk by monitoring outstanding debt and employing debt recovery policies.

Council makes suitable provision for impairment of receivables as required and carries out credit checks on all debtors.

There are no material receivables that have been subject to a re-negotiation of repayment terms.

The profile of the Council's credit risk at balance date was:

	2010	2009
	\$	\$
Percentage of Other Receivables		
- Current	95.7%	88.4%
- Overdue	4.3%	11.6%
	<u>100.0%</u>	<u>100.0%</u>

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24. FINANCIAL RISK MANAGEMENT (Continued)

(c) Payables

Payables and borrowings are both subject to liquidity risk - that is the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due. Council manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer. Payment terms can be extended and overdraft facilities drawn upon if required.

The contractual undiscounted cash flows of Council's Payables and Borrowings are set out in the Liquidity Sensitivity Table below:

	Due within 1 year \$	Due between 1 & 5 years \$	Due after 5 years \$	Total contractual cash flows \$	Carrying values \$
2010					
Payables	4,830,408	0	0	4,830,408	4,830,408
	<u>4,830,408</u>	<u>0</u>	<u>0</u>	<u>4,830,408</u>	<u>4,830,408</u>
2009					
Payables	1,762,406	0	0	1,762,406	1,762,406
	<u>1,762,406</u>	<u>0</u>	<u>0</u>	<u>1,762,406</u>	<u>1,762,406</u>

(d) Borrowings

Borrowings are also subject to interest rate risk - the risk that movements in interest rates could adversely affect funding costs. Council manages this risk by borrowing long term and fixing the interest rate to the situation considered the most advantageous at the time of negotiation.

Council currently do not have any borrowings or loans.

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EASTERN METROPOLITAN REGIONAL COUNCIL
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2010

25. COMMITMENTS FOR CAPITAL EXPENDITURE	ACTUAL 2009/2010 \$	ACTUAL 2008/2009 \$
Commitments for the acquisition of assets contracted for at the reporting date but not recognised as liabilities, payable:		
- not longer than one year	2,236,521	1,110,528
Total Capital Commitments	2,236,521	1,110,528

26. AUDITORS' REMUNERATION	ACTUAL 2009/2010 \$	ACTUAL 2008/2009 \$
Auditing and Financial Reporting	8,500	5,900
Other	2,400	5,075
Total Auditors' Remuneration	10,900	10,975

27. CONTINGENT LIABILITIES

Nil

28. EMPLOYEES' REMUNERATION

Set out below, in bands of \$10,000, is the number of employees of the Eastern Metropolitan Regional Council entitled to an annual salary of \$100,000 or more:

SALARY RANGE \$	ACTUAL 2009/2010	ACTUAL 2008/2009
100,000 – 109,999	1	0
110,000 – 119,999	2	3
120,000 – 129,999	1	0
130,000 – 139,999	0	1
160,000 – 169,999	0	0
170,000 – 179,999	1	0
180,000 – 189,999	0	1

30. ECONOMIC DEPENDENCY

A significant portion of revenue is received by way of grants from the State and Federal Government. The total of grant revenue from government sources is disclosed in Note 6.

INDEPENDENT AUDIT REPORT



**For the Year Ended
30 June 2010**

INDEPENDENT AUDITOR'S REPORT

TO: MEMBERS OF EASTERN METROPOLITAN REGIONAL COUNCIL

We have audited the financial report of the Eastern Metropolitan Regional Council, which comprises the Statement of Financial Position as at 30 June 2010 and the Statement of Comprehensive Income, Statement of Changes in Equity and Statement of Cash Flows for the year ended on that date and a summary of significant accounting policies and other explanatory notes.

Council's Responsibility for the Financial Report

Council is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations), the Local Government Act 1995 (as amended) and the Local Government (Financial Management) Regulations 1996 (as amended). This responsibility includes establishing and maintaining internal controls relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. Our audit has been conducted in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with the relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Council, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Independence

In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements.



Auditor's Opinion

In our opinion, the financial report of the Eastern Metropolitan Regional Council:

- (i) gives a true and fair view of the financial position of the Eastern Metropolitan Regional Council as at 30 June 2010 and of its financial performance for the year ended on that date; and
- (ii) complies with the Local Government Act 1995 (as amended), the Local Government (Financial Management) Regulations 1996 (as amended) and the Australian Accounting Standards (including the Australian Accounting Interpretations).

Statutory Compliance

We did not during the course of our audit become aware of any instances where the Council did not comply with the requirements of the Local Government Act 1995 (as amended) and the Local Government (Financial Management) Regulations 1996 (as amended).

MACRI PARTNERS

MACRI PARTNERS
CERTIFIED PRACTISING ACCOUNTANTS
28 THOROGOOD STREET
BURSWOOD WA 6100

PERTH
DATED THIS 27th DAY OF AUGUST 2010.

A Macri

A MACRI
PARTNER

18 August 2010

Chief Executive Officer
Eastern Metropolitan Regional Council
PO Box 234
BELMONT WA 6984

Dear Sir

RE: INTERIM AUDIT VISIT FOR THE YEAR ENDED 30 JUNE 2010

We carried out an interim audit of the Council for the year ended 30 June 2010.

Our interim audit covered a review of the accounting and internal control procedures in operation, as well as testing of transactions, in the following areas:

- Purchases
- Payments and Creditors
- Receipts and Sundry Debtors
- Payroll
- General Accounting
- IT Controls
- Investments
- Registers (Tenders Register and Register of Financial Interests)
- Provisions for Site Rehabilitation and Environmental Monitoring

Our review also covered an examination of some compliance matters, which are required under the Local Government Act 1995 (as amended) and Financial Management Regulations 1996.

Please note that our examination of internal controls was carried out for audit purposes designed primarily for the purpose of expressing an opinion on the financial statements of the Eastern Metropolitan Regional Council.



The following matters were noted during the audit and are brought to your attention.

PAYROLL

As part of our audit, we selected samples of salaries and wages payments and tested to support documents and approval. The following matter was noted and brought to your attention:

During our testing of termination payments, we were unable to agree annual leave hours on the payroll calculation spreadsheet to the system or any supporting documentation showing the employee leave entitlement balance at termination date.

We recommend that the annual leave hours on the payroll calculation spreadsheet be supported by printout (i.e. screen dumps) of the leave entitlement balance on the payroll system for the relevant terminated employee. This will provide evidence of the leave entitlement and ensure that payments are correctly made.

Management Comments:

Synergyssoft has the ability to generate a report on an employee by employee basis showing the breakdown of the annual leave balance.

We have put in place the process such that a printout of the leave entitlement report is attached to the termination calculation worksheet as evidence of the leave entitlement.

PURCHASING AND PAYMENTS

As part of our audit, we carried out a review of the purchasing and payments system. Our audit procedures have been designed to determine appropriate means for selecting items for testing so as to gather sufficient appropriate audit evidence to meet the objectives of the audit procedures. Professional judgement is used to assess the risk of material misstatement and to design and perform further audit procedures where necessary to reduce the risk to an acceptable low level. Our audit procedures have been designed to also determine whether purchases of goods/services were in accordance with Council's purchasing policy.

The following matter was noted and brought to your attention:

During our testing, we noted an instance where total payments made to a supplier exceeded the tender contract value awarded by Council.

Payments amounting to \$3,263,611.76 (excl. GST) were made to CECK Pty Ltd from 1 July 2009 up to our audit visit date. The tender contract (Contract No. 2009-06) was awarded for an amount of \$2,861,881.30 (Ex-GST) and a 10% contingency authorised by the Council for the construction of the Farm Stage 1 Landfill Cell, construction of a Class III leachate pond and construction of a stormwater retention period.

We will be pleased to receive some feedback from management in due course.

Management Comments:

The total payments to CECK Pty Ltd amounted \$3,263,611.76 (excl. GST). This exceeded the contracted price (including the 10% contingency) of \$2,861,881.32 (excl. GST) by \$115,542.33 (or 4.04%).

The reason for the higher than contracted price was due to a latent condition that necessitated clay to be imported from an onsite stockpile. As a result additional clay had to be transported at a cost of around \$159,000.

It is noted that the total expenditure on this is below the budget provision for this project which was \$3,420,268 (excl. GST)– (refer Item 9 of Ordinary Meeting of Council 24 September 2009 and Technical Advisory Committee 17 September 2009).

CREDITORS

As part of our audit process, we carried out a review of the creditors system. We noted that there is no independent review of the creation and amendments to creditor master files. Lack of such control may provide opportunities for fraudulent/inappropriate payments to be processed i.e. via setting up false companies and/or bank accounts.

As the system of good internal control is the cornerstone in relation to the reliability of the information produced by the accounting system, we recommend that the creation and amendments to creditor master files be reviewed by an independent senior officer. This will ensure that information entered has been properly verified and the creditors on the system are valid.

Management Comments:

We will ensure such that a senior officer such as the Senior Finance Officer or the Manager Financial Services reviews the creation and amendments to creditor master files for future transactions.

PROVISIONS FOR SITE REHABILITATION AND ENVIRONMENTAL MONITORING

We note that the base value in the provision calculations for site rehabilitation and environmental monitoring which represents the estimated cost of the rehabilitation and environmental monitoring at the Red Hill site has not been updated. It is our understanding that the cost estimate should be reviewed periodically to reflect the most up-to-date cost calculation.

The estimated costs may be currently out of date and the values calculated and recorded for these provisions in the books may not be representative of their current estimated costs for rehabilitating and monitoring the Red Hill site. We recommend that the costing for these provisions be reviewed and if applicable, increased accordingly.

Management Comments:

We agree that the site rehabilitation and environmental monitoring costs should be reviewed periodically. Costs will be reviewed in time so that updated costs, if any, will be budgeted for and included in the FY2011/12.

INVESTMENT OF SURPLUS FUNDS

Regulation 19(1) of the Local Government (Financial Management) Regulations 1996 stipulates that a local government is to establish and document internal control procedures to be followed by employees to ensure control over investments.

There appears to be no documented internal control procedures with regards to placement of Council surplus funds i.e. recording of interest quotes from banks, confirmation and authorisation of deals, etc. Current practice appears to be at the discretion of management responsible for this function.

The Department of Local Government Guideline 19 for investments indicates that there should be proper procedures and controls in place for the placement and redemption of investments, the receipt of income and regular valuations of the investment portfolio. Well defined controls for the management of investments should include the separation of functions for approved authority, execution of transactions and reporting.

We recommend that a formal internal control procedural document be created to support management's activities. This will assist to:

- (a) ensure that adequate control exists over the investment of surplus funds by providing guidance to be followed by employees
- (b) retain corporate knowledge and to facilitate staff training;
- (c) reflect the desired processes and procedures undertaken in the finance department; and
- (d) ensure that roles and responsibilities are clearly defined.

Management Comments:

Currently all the recommended processes are already being done as evidenced by the emails and approvals provided by the Director, Corporate Services. However, a formal internal control procedure document will be created to support the current management's activities.

IT CONTROLS

We discussed with the Manager Information Services about the general controls operating at your computer installation. Generally, the controls appear to be satisfactory.

As part of our review, we examined the IT access controls surrounding the finance modules such as accounts receivable, accounts payable, payroll, etc/. We were advised that three (3) monthly reviews were performed to review users' access rights and responsibility structures, however they were not formally documented.

We recommend that the management conduct a formal process to review users' access rights and module responsibility structures at regular intervals (i.e. every 6 months, etc). This will ensure that only persons with authorised module access can process transactions to the accounting system.

Management Comments:

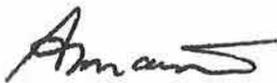
The IT Department currently makes changes to the users' access rights and reporting structures if the staff member's role has changed or they transferred to another position in the company.

We agree with the audit comments in that unless it is formally documented and adhered to, there is a risk that updates are not done immediately until the three monthly review.

We will introduce this process and also ensure formal documentations are in place.

We thank your staff for the assistance given during the audit. Should you have any queries with respect to the above or any other matters please do not hesitate to contact us.

Yours faithfully



MACRI PARTNERS

EMRC01 AMng Intern Audit Visit Letter 2010





13 REPORTS OF DELEGATES

Nil

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

Nil

15 GENERAL BUSINESS

Nil

16 FUTURE MEETINGS OF THE AUDIT COMMITTEE

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

“2.3 Meetings

The committee meet as required at the discretion of the chairman of the committee at least three (3) times per year to coincide with approval of strategic and annual plans, the annual budget and the auditor’s report on the annual financial report.

Additional meetings shall be convened at the discretion of the Chairman or at the written request of any member of the Committee or external auditor.”

Future Meetings 2010

Thursday 14 October (if required) at EMRC Administration Office

17 DECLARATION OF CLOSURE OF MEETING

There being no further business the meeting was closed at 6.48pm.

16 REPORTS OF DELEGATES**16.1 REPORT OF EMRC DELEGATE – SUMMARY OF THE MUNICIPAL WASTE ADVISORY COMMITTEE (MWAC) MEETING OF THE 1 SEPTEMBER 2010 FROM CR GODFREY****REFERENCE: COMMITTEES-11432***EMRC Delegates report on MWAC meeting of the 1 September 2010*

The main issues raised at the meeting were:

Australian Packaging Covenant - In the reporting outcomes from the Environment Protection and Heritage Council (EPHC) meeting it was indicated that the Australian Packaging Covenant has been endorsed. The Australian Packaging Covenant marks a shift to increasing industry responsibility for operations of the covenant. The Minister welcomed this increasing ownership by industry, consistent with other product stewardship schemes.

Draft Protocol for Natural Disasters and Waste Management. This is to put in place a structure to assist Local Governments in planning for natural disasters, specifically the waste management issues that may arise.

Discussion Paper Scope on Waste Management Funding - noted.

Draft "Essential Services Discussion Paper" - working group formed.

WALGA State Budget Submission 2011/2012 – include MWAC 11 key issues.

Waste Local Laws single model being prepared for Local Government as per the WARR Act (Waste Avoidance and Resource Recovery Act 2007).

E-waste Committee-The Waste Authority has allocated capped funding for e-waste recycling.

MWAC Partnership Agreement - Reviewed and endorsed.

Contaminated Sites Remediation - strong debate over use of landfill levy.

National Waste Policy-Recommendation, MWAC endorse the draft Engagement Strategy for the National Waste Policy Implementation Plan.

Waste to Landfill and Landfill Levy 2010/11-Decisions on the levy are made by the Minister. Local Government need certainty about when and how much the levy will increase.

Cr Glenys Godfrey, Belmont Delegate to EMRC,

EMRC delegate to MWAC.

Mayor for the City of Belmont.

1/09/2010

COUNCIL RESOLUTION(S)

MOVED CR POWELL

SECONDED CR PULE

THAT THE REPORT BE NOTED.

CARRIED UNANIMOUSLY



17 MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

18.1 CONFIDENTIAL DISCUSSION AT ITEM 19

The Chairman advised that there would be a confidential discussion at Item 19 in relation to an EMRC staff matter.

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

COUNCIL RESOLUTION

MOVED CR CUCCARO

SECONDED CR POWELL

THAT WITH THE EXCEPTION OF THE CHIEF EXECUTIVE OFFICER THE MEETING BE CLOSED TO MEMBERS OF THE PUBLIC IN ACCORDANCE WITH SECTION 5.23 (2) (A) (B) (C) AND (E) OF THE LOCAL GOVERNMENT ACT FOR THE PURPOSE OF DEALING WITH MATTERS OF A CONFIDENTIAL NATURE.

CARRIED UNANIMOUSLY

The doors of the meeting were closed at 7.15pm and members of the public departed the Council Chambers.

The Chief Executive Officer remained in the Council Chambers.

Council held a confidential discussion behind closed doors.

COUNCIL RESOLUTION

MOVED CR PULE

SECONDED CR PILGRIM

THAT THE MEETING BE RE-OPENED, THE PUBLIC BE INVITED TO RETURN TO THE MEETING AND THE RESOLUTIONS PASSED BEHIND CLOSED DOORS BE RECORDED.

CARRIED UNANIMOUSLY

Members of the public returned to Council Chambers at 7.20pm.

Recording of the resolutions passed behind closed doors, namely:

POST MEETING NOTE

There were no resolutions passed behind closed doors.



20 FUTURE MEETINGS OF COUNCIL

The next meeting of Council will be held on **Thursday 21 October 2010** at the EMRC Administration Office, 1st Floor, Ascot Place, 226 Great Eastern Highway, Belmont WA 6104 commencing at 6.00pm.

Future Meetings 2010

Thursday	21	October	at	EMRC Administration Office
Thursday	2	December	at	EMRC Administration Office
January 2011 (recess)				

21 DECLARATION OF CLOSURE OF MEETING

There being no further business, the meeting was closed at 7.20pm.