



1.1 ~~1.1~~ Election of MWAC Representatives Policy

STRATEGIC PLAN OBJECTIVE

~~4.33.3~~ 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 and member deputy delegate to represent the EMRC on the MWAC.
2. ~~That if~~ 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
8. 18 September 2014
- ~~8-9.~~ 06 December 2018

Next Review

Following the Ordinary Elections in 2021~~19~~7

Responsible Unit~~Directorate~~

~~Governance and~~ Corporate Services

1.3 ~~Members~~ Chairman's and Deputy Chairman's Fees and Allowances Policy

STRATEGIC PLAN OBJECTIVE

~~43.3~~ To provide responsible and accountable governance and management of the EMRC.

PURPOSE

Payment of fees and allowances 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 – 34 AB.

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 Council or Committee meeting the prescribed maximum fee payable to a member for attending a meeting (s5.98(1)).

~~2.~~ That the fees and allowances payable to the Chairman, Deputy Chairman, and members be the maximum payable in accordance with Section 5.98, 5.98A and 5.99 of the *Local Government Act 1995*, as determined by the Salaries and Allowances Tribunal.



| 2.

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
10. 18 September 2014
- ~~10.~~ 11. ~~020 September~~ 6 December -2018

Next Review

Following the Ordinary Elections in ~~2017~~2021

Responsible ~~Unit~~Directorate

~~Governance and~~ Corporate Services

1.4 Travelling Costs Incurred by Council Members Policy

STRATEGIC PLAN OBJECTIVE

43.3 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) – (4).

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;
 - b) 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 1997*.
 - b) Where the member is using a taxi or public transport ~~the reimbursement shall be,~~ 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 ~~and the vehicle engine size.~~



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
9. 18 September 2014
- ~~9-10.~~ 06 December 2018

Next Review

Following the Ordinary Elections in 2017/2021

Responsible DirectorateUnit

~~Governance and~~ Corporate Services

1.5 Meeting Agenda / Minutes – Confidential Items Policy

STRATEGIC PLAN OBJECTIVE

43.3 -To provide responsible and accountable governance and management of the EMRC.

PURPOSE

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

LEGISLATION

Local Government Act 1995 [s.5.23](#), [s.5.25\(1\)\(j\)](#), 5.94 and 5.95
Local Government (Administration) Regulations 1996 [s.5.23](#), r14, 29 and 29A
[Local Government \(Rules of Conduct\) Regulations 2007](#)
[Freedom of Information Act 1992 r.6 Schedule 1 Clause 4](#)
EMRC Standing Order Local Law 2013 clauses, 4.20 and 5.13

POLICY STATEMENT

1. That items which at the discretion of the [Chief Executive Officer \(CEO\)](#) 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 others (in accordance with the protocol) dealing with a confidential item prior to the meeting, and be collected at the end of the meeting. Where a Council member or other [person](#) 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 [marked to the attention of](#) the CEO.
5. Confidential items are not to be distributed by electronic media except at the discretion of the CEO in consultation with the Chairman.

- 6.—That the power of the CEO, under section 5.25(1)(j) of the Local Government Act 1995~~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.



The protocol for dealing with confidential information is:

1. Confidential information will be categorised by the CEO of the EMRC into information that will be disclosed only to the Council and information which may be disclosed to committees and member Council CEO's and officers.
2. Confidential information which will only be disclosed to the Council will include information which is the subject of legal professional privilege, information relating to employees and information which, if disclosed will or may cause economic harm to the EMRC.
3. Where confidential information is to be disclosed only to the Council, it will be considered behind closed doors with the result the recipients of the information will be limited to officers and employees of the EMRC and Council members. This confidential information will not be disclosed to any third party, inclusive of member Council CEO's and officers.
4. Confidential information which may be disclosed to committees and member Council CEO's and officers will be marked as being expressly subject to confidentiality and will also be considered behind closed doors.
5. Confidential information which is categorised by the CEO to be not disclosed to committees and member Council CEO's and officers may be referred to Council for review about whether it should be disclosed to committees and member Council CEO's and officers.
6. Application of the protocol will be made in a manner which will facilitate decision making by the EMRC and its Council and committees, prevent confidential information being accidentally disseminated, minimise the conflict of interest member Council CEO's and officers may have consequent upon the duty they owe to a participant and the legal and equitable duty of confidence they owe to the EMRC and avoid the need for litigation by the EMRC.

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
7. 23 September 2010
8. 18 September 2014
- 8-9. 06 December 2018

Next Review

Following the Ordinary Elections in 2017/2021

Responsible Unit Directorate

~~Governance and~~ Corporate Services

1.7 Legal Representation Costs Indemnification Policy

STRATEGIC PLAN OBJECTIVE

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

PURPOSE

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

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

LEGISLATION

Local Government Act 1995 s9.56 – 9.57

Local Government (Functions and General) Regulations 1996 r35

POLICY STATEMENT

1. General Principles

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



- iii) Statutory or other inquiries where representation of members or employees is justified.

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

2. Applications for Financial Assistance

- ~~e)a)~~ Subject to item (f), decisions as to financial assistance under this policy are to be made by ~~the~~ Council.
- ~~d)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.
- ~~e)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.
- ~~f)d)~~ An application to the Council is to be accompanied by an assessment of the request and with a recommendation, which has been prepared by, or on behalf of, the Chief Executive Officer (CEO) or where the CEO is the applicant by the Director Corporate Services.
- ~~g)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*.
- ~~h)f)~~ Where there is a need for the provision of urgent legal services before an application can be considered by Council, the CEO may give an authorisation to the value of \$5,000 provided that the power to make such an authorisation has been delegated to the CEO in writing under section 5.42 of the *Local Government Act 1995*. Council has delegated the authority to the CEO, up to \$5,000 per application, where the need arises for urgent legal services. (Delegation C7/2001).
- ~~i)g)~~ Where it is the CEO who is seeking urgent financial support for legal services the Director Corporate Services in consultation with the Chairman shall deal with the application.

3. Repayment of Assistance

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

FINANCIAL CONSIDERATIONS

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

Adopted/Reviewed 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
7. 23 September 2010
8. 18 September 2014
- ~~8-9.~~ 06 December 2018

Next Review

Following the Ordinary Elections in 2017~~2021~~

Responsible Unit~~Directorate~~

~~Governance and~~ Corporate Services



1.8 Government Relations and Advocacy Policy

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STRATEGIC PLAN OBJECTIVES

43.1 To provide advice and advocacy on issues affecting Perth's Eastern Region.

43.2 To manage partnerships and relationships with stakeholders.

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. The Strategy seeks to attract an increased share of investment in Perth's Eastern Region by implementation of a framework that facilitates consistent, professional and effective advocacy.



GOVERNMENT RELATIONS AND ADVOCACY OUTCOMES

Regional advocacy is undertaken for the benefit of the Region as a whole and requires activity across a range of issues and priorities of regional significance designed to create positive benefits and long term sustainability for Perth's Eastern Region.

An annual review of the regional advocacy ~~issues-actions~~ will be undertaken and ~~the results of this, together with any~~ revised actions ~~for each year~~, will be presented to 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, protocol, ceremonial and correspondence matters etc.

Notwithstanding Council Policies 6.1 and 6.2 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

1. 20 July 2006
2. 18 September 2008
3. 23 September 2010
4. 18 September 2014
- 4-5. 06 December 2018

Next Review

Following the Ordinary Elections in 2017~~2014~~2021

Responsible Directorate Unit

Regional Services

3.21.9 Council

Recognition of Members of Policy

STRATEGIC PLAN OBJECTIVE

3.2 To manage partnerships and relationships with stakeholders.

PURPOSE

To establish a policy and provide guidelines for recognising the service that is given to the region 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 payout 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 Biennial ~~D~~dinner or ~~C~~cocktail function.



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
4. 18 September 2014
5. 06 December 2018

Next review

Following the Ordinary Elections in 2021

Responsible Directorate

Corporate Services

1.10 Disability Access & Inclusion Policy

STRATEGIC PLAN OBJECTIVE

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

PURPOSE

To ensure that all members of the community have equal access to all EMRC services, information and facilities.

LEGISLATION

Disability Services Act 1993
Equal Opportunity Act 1984.

POLICY STATEMENT

The EMRC is committed to the following outcomes:

1. The EMRC Council ~~ensures~~ will ensure that a Disability Access & Inclusion Policy and Implementation Plan are developed, implemented and reviewed regularly
2. People with ~~disabilities~~ disability have the same opportunities as other people to access the services of, and any events organised by, the EMRC.
3. People with ~~disabilities~~ disability have the same opportunities as other people to access the buildings and other facilities of the EMRC.
4. People with ~~disabilities~~ disability receive information from the EMRC in a format that will enable them to readily access the information other people are able to access.
5. People with ~~disabilities~~ disability receive the same level and quality of service from the staff and contractors of the EMRC.
6. People with ~~disabilities~~ disability have the same opportunities as other people to make complaints to the EMRC.
7. People with ~~disabilities~~ disability have the same opportunities as other people to participate in any public consultation by the EMRC.
- 7.8. People with disability have the same opportunities as other people to obtain and maintain employment with the EMRC.



FINANCIAL CONSIDERATIONS

Funding for projects will be provided for in the annual budget.

Adopted/Reviewed by Council

1. 19 August 2010
2. 18 September 2014
3. 23 August 2018

Next Review

Following the Ordinary Elections in 20172021

Responsible ~~Directorate~~Unit

~~Governance and~~ Corporate Services

1.11 Public Interest Disclosure Policy

STRATEGIC PLAN OBJECTIVE

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

PURPOSE

This policy supports the aims and objectives of the *Public Interest Disclosure Act 2003*.

LEGISLATION

- *Public Interest Disclosure Act 2003*
- *Corruption, Crime and Misconduct Act 2003*
- *Local Government Act 1995*

POLICY STATEMENT

The EMRC does not tolerate corrupt or other improper conduct.

The EMRC is committed to the aims and objectives of the *Public Interest Disclosure Act 2003* (PID Act). The PID Act recognises the value and importance of reporting as a means to identify and address wrongdoing.

The EMRC strongly supports disclosures being made by employees about corrupt or other improper conduct and also strongly supports contractors and members of the community making disclosures about corrupt or improper conduct.

The EMRC does not tolerate any of its employees, contractors or subcontractors taking reprisal action against anyone who makes or proposes to make a public interest disclosure.

All reasonable steps will be taken to protect employees from any detrimental action in reprisal for the making of a public interest disclosure.

The persons responsible for receiving disclosures of public interest information designated under s.23(1)(a) of the PID Act will abide by the PID Code of Conduct and Integrity in performing their duties.

The EMRC is also committed to responding to the disclosure thoroughly and impartially and will treat all people in the disclosure process fairly, including those who may be the subject of a disclosure.





As much information as possible will be provided to people considering making a public interest disclosure. Internal procedures are accessible to all employees and contractors. Copies are available from the designated person appointed as the proper authority (Public Interest Disclosure (PID) Officer).

General information about public interest disclosures and how the EMRC will manage a disclosure, will be made available for external clients and members of the community on the website.

While this policy focuses on public interest disclosures, the EMRC is committed to dealing with all reports of suspected wrongdoing. People are encouraged to report if they witness any such behaviour. Each matter will be considered under the appropriate reporting pathway and every attempt will be made to protect staff members making reports from any reprisals.

FINANCIAL CONSIDERATIONS

Funding for appropriate investigations will be provided for in the annual budget.

Adopted/Reviewed by Council

24 August 2017

06 December 2018

Next Review

Following the Ordinary Elections in 2021~~October 2019~~

Responsible Directorate~~Unit~~

Corporate Services



2.1 Committees of Council

STRATEGIC PLAN OBJECTIVE

43.3 ___ 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 comprise of~~ the CEO of the EMRC and the CEO of each participant local government; and the committee will have the ~~Terms of Reference~~ terms of reference as detailed in ~~D2014/12021~~ Attachment 1.
3. Membership of the TAC will ~~comprise of~~ 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~~ terms of reference as detailed in ~~D2014/12022~~ Attachment 2.
4. Membership of the RRC will ~~comprise of~~ the members of the TAC and one councillor from each of the participant Local Governments; and the committee will have the ~~Terms of Reference~~ terms of reference as detailed in ~~D2014/12023~~ Attachment 3.
5. Membership of the CEOPRC will ~~comprise of~~ Council members only and the committee will have the ~~Terms of Reference~~ terms of reference as detailed in ~~D2014/12024~~ Attachment 4.
6. Membership of the AC will ~~be~~ comprise of one council member from each of the participant Local Governments and the committee will have the ~~Terms of Reference~~ terms of reference as detailed in ~~D2014/12025~~ Attachment 5.



7. Membership of the IC will comprise of~~be~~ Council members only and the Committee will have the Terms of Reference~~terms of reference~~ as detailed in D2014/12026~~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, videoconferencing and other electronic means will be used when appropriate.
11. The Chairman of the CEOAC & TAC may attend EMRC Council meetings as an advisor but that officer may not sit at the council table.
12. 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
10. 18 September 2014
- ~~10-11.~~ 06 December 2018

Next Review

Following the Ordinary Elections in 2017/2021

Responsible Unit Directorate

~~Governance and~~ Corporate Services

TERMS OF REFERENCE

CHIEF EXECUTIVE OFFICERS ADVISORY COMMITTEE

1. OBJECTIVES OF COMMITTEE:

- 1.1 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 Committees of Council

EMRC Standing Orders Local Law 2013

EMRC Code of Conduct

Administration:

Adopted / Reviewed by Council: 23 September 2010
18 September 2014
-06 December 2018

Next Review: Following the Ordinary Elections in 2021

Responsible ~~Unit~~Directorate Office of the 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.

Related Documentation:

Policy 2.1 Committees of Council

EMRC Standing Orders Local Law 2013

EMRC Code of Conduct

Administration:

Adopted / Reviewed by Council: 23 September 2010
18 September 2014
06 December 2018

Next Review: Following the Ordinary Elections in 2021

Responsible Directorate ~~Director~~ Waste Services

Terms of Reference - Policy 2.1 - Committees of Council - Technical Advisory Committee - 06 12 2018
Terms of Reference - Policy 2.1 - Committees of Council - Technical Advisory Committee - 06 12
2018.docx

TERMS OF REFERENCE

RESOURCE RECOVERY COMMITTEE

1. OBJECTIVES OF COMMITTEE:

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

2. RESPONSIBILITIES

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

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

3. MEMBERSHIP:

3.1. The Resource Recovery Committee will comprise of:

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

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

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

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

4. MEETINGS

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

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

5. OPERATING PROCEDURES

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

6. REPORTING:

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

7. DELEGATED POWER

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

Related Documentation:

Policy 2.1 Committees of Council

EMRC Standing Orders Local Law 2013

EMRC Code of Conduct

Administration:

Adopted / Reviewed by Council: 23 September 2010
18 September 2014
[06 December 2018](#)

Next Review: Following the Ordinary Elections in [2017/2021](#)

Responsible Directorate: ~~Chief Executive Officer~~ Waste Services

[Terms of Reference - Policy 2.1 - Committees of Council - Resource Recovery Committee - 06 12 2018](#)
~~[Terms of Reference - Policy 2.1 - Committees of Council - Resource Recovery Committee - 18 09 2014.docx](#)~~

TERMS OF REFERENCE

CHIEF EXECUTIVE OFFICERS PERFORMANCE REVIEW COMMITTEE

1. OBJECTIVES OF COMMITTEE:

The Chief Executive Officers Performance Review Committee (CEOPRC) 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; and
- (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 Committees of Council

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 2013

EMRC Code of Conduct

Administration:

Adopted / Reviewed by Council: 23 September 2010
18 September 2014
[06 December 2018](#)

Next Review: Following the Ordinary Elections in [2017](#)[2021](#)

Responsible Directorate: ~~Chief Executive Officer~~ [Corporate Services](#)

TERMS OF REFERENCE

AUDIT COMMITTEE

1 OBJECTIVES OF COMMITTEE

4 ÷

4.4 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) eCompliance 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) ~~a~~Accounting policies and practices;
 - (b) ~~e~~Changes to accounting policies and practices;
 - (c) ~~t~~The process used in making significant accounting estimates;
 - (d) ~~s~~Significant adjustments to the financial report (if any) arising from the audit process;
 - (e) ~~e~~Compliance with accounting standards and other reporting requirements; and
 - (f) ~~s~~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; ~~and-~~
 - (b) Six Deputy Councillors, one from each member Council~~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) ~~a~~ Approval of strategic and annual plans;
- (a)(b) ~~The~~ Compliance Audit Return;
- (b)(c) ~~a~~ Approval of the annual budget; and
- (d) ~~t~~ The auditor's report on the annual financial report.
- (e)

- 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 19982013*.

- 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; and
- (d) All other aspects related to voting procedure shall be consistent with relevant sections of the *EMRC Standing Orders Local Law 19982013*.

- 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~~ 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.

~~7.1~~

Related Documentation:

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

EMRC Standing Orders Local Law 2013

EMRC Code of Conduct

Administration:

Adopted / Reviewed by Council:	23 September 2010 18 September 2014 020 September 6 December 2018
Next Review:	Following the Ordinary Elections in 2017 2021
Responsible Directorate :	Director Corporate Services

TERMS OF REFERENCE

INVESTMENT COMMITTEE

1. OBJECTIVES OF COMMITTEE

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.

1.1. 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

2.1 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; ~~and~~ and
- (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.

5.23 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 Committees of Council

Policy 3.5 Management of Investments Policy

EMRC Standing Orders Local Law 2013

EMRC Code of Conduct

Administration:

Adopted / Reviewed by Council: 23 September 2010
18 September 2014
06 December 2018

Next Review: Following the Ordinary Elections in 2021

Responsible Directorate **Director** Corporate Services

3.1 Annual Financial Reporting Policy

STRATEGIC PLAN OBJECTIVE

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

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 and art works, are to be depreciated over their estimated useful lives on a straight line basis as follows:

• Buildings	0.48 – 6.67 <u>0.20 - 32.00</u> % (based on components)
• Structures	
○ General	1.10 – 18.10 <u>0.56 - 18.10</u> % (based on components)
○ Class III & IV Waste Cells	% of actual usage
• Plant	15.00 – 40.00 <u>3.67 - 57.66</u> %
• Furniture and fittings	10.00 – 40.00 <u>5.97 - 33.33</u> %
• Equipment	10.00 – 40.00 <u>5.33 - 52.59</u> %

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

5. Capitalisation Thresholds

As per Regulation 17A–(5) of the Local Government (Financial Management) Regulations 1996, capitalisation threshold for the EMRC's asset is \$5,000

~~Capitalisation thresholds shall be:~~

• Land	No limit
• Buildings	No limit
• Structures	No limit
• Plant	\$1,000
• Furniture and fittings	\$1,000
• Equipment	\$1,000

6. Rates

The Eastern Metropolitan Regional Council does not levy rates. Accordingly rating information as required under the *Local Government (Financial Management) Regulations 1996* (r39) is not required to be presented in the financial statements.

7. Revaluation Thresholds

Revaluation thresholds shall be:

• Land	No limit
• Buildings	\$5,000
• Road Infrastructure	No limit <u>\$5,000</u>
• Other Infrastructures	\$15,000
• Minor Plant and Equipment	\$15,000
• Major Plant and Equipment	\$5,000
• Furniture and fittings	\$15,000
• Art Works	No limit

8. Landfill Cells

There are three general components of cell construction:

- Cell excavation and development costs;
- Cell liner costs; and
- Cell capping costs.

All cell excavation and development costs and cell liner costs are capitalised and depreciated over the useful life of the cell based on the volumetric usage of the landfill cell air space during the year.

Cell capping costs are expensed as they occur as part of ongoing site rehabilitation.

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
8. 19 June 2014
9. 18 September 2014
10. 17 September 2015
11. 20 September 2018

Next Review

Following the Ordinary Elections in 2017 2021

Responsible Unit Directorate

~~Governance and~~ Corporate Services

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

STRATEGIC PLAN OBJECTIVE

43.2-2 To manage partnerships and relationships with stakeholders.

PURPOSE

To provide a community grants program to benefit the community, in the vicinity of the Red Hill Waste Management Facility, specifically in the location/s of Gidgegannup, Hovea, Parkerville and ~~for~~ Stoneville.

LEGISLATION

Local Government Act 1995 ~~s.~~S5.16, ~~s.~~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. 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.
4. That community groups are made aware of the availability of financial support through annual advertising, following adoption of the annual budget.
5. 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
8. 23 September 2010
9. 18 September 2014
- ~~9-10.~~ 06 December 2018

| Next Review

Following the Ordinary Elections in 20172021

| Responsible UnitDirectorate

~~Governance and~~ Corporate Services

TEL (08) 9424 2222 FAX (08) 9277 7598 EMAIL mail@emrc.org.au WEB www.emrc.org.au

Review - Policy - 3.2 Grants for Community Groups in the Vicinity of Red Hill Waste Management Facility Policy - 28 05 2018.DOCX

~~TEL (08) 9424 2222 FAX (08) 9277 7598 EMAIL mail@emrc.org.au WEB www.emrc.org.au~~

~~EMRC 109667 REVIEW Policy EMRC Policies Grants for Community Groups in the vicinity of Red Hill Waste Disposal Facility and Review Policy February 2010~~



3.3 Management of Investments Policy

STRATEGIC PLAN OBJECTIVE

43.4 To continue to improve financial and asset management practices.

Comment [AH1]: Updated 10 year Strategic Plan 2017-2027

PURPOSE

To provide 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 s.6.14

Local Government (Financial Management) Regulations 1996 – r. 19-19C, 28 & 49

Local Government (Financial Management) Amendment Regulations 2017 s.19C(2)

Trustees Act 1962 - Part III Investments

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 Management of Investments 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 portfolio to the Director, Corporate Services.

TEL (08) 9424 2222 FAX (08) 9277 7598 EMAIL mail@emrc.org.au WEB www.emrc.org.au

Review - Policy - 3.3 Management of Investments Policy - 28.05.2018.DOCX
Policy - 3.3 Management of Investments Policy - 18.09.2014.DOCX



3. Investment Ratings

Investments rating in this policy are based on those issued by Standard & Poor's.

In the event a proposed investment is not rated by Standard & Poor's but is rated by either Fitch Ratings or Moody's by a rating which is analogous to the ratings of Standard & Poor's, then the EMRC may make the investment relying on the Fitch Ratings or Moody's ratings.

In the event that the rating of an investment held by the EMRC falls below the ratings allowed under this policy for new investments, the affected investment is to be assessed and a recommendation made to the Investment Committee to decide as to whether:

- It is to be liquidated, where allowed under the terms of the investment; or
- It is to be held to maturity.

The recommendation to the Investment Committee may be made by electronic mail (email) to expedite the approval process by circular resolution.

4. Approved Investments

Approved investments are those investments permitted by s6.14(1) of the *Local Government Act 1995* as specified in the Trustees Act ~~1926-1962~~ Part III subject to the limitations expressed in Regulation 19C of the *Local Government (Financial Management) Regulations* ~~1996~~.

5. Prohibited Investments

This investment policy prohibits any investment which is not an Approved 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
- Investments must be rated at not less than the Standard & Poor's ratings specified below.



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 Portfolio Maximum %
AAA	A-1 +	100%
AA	A-1	100%

b. Single Entity Exposure

Exposure to an individual 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 Portfolio Maximum %
AAA	A-1+	45%
AA	A-1	35%

c. Term to Maturity Framework

<u>Term</u>	<u>Minimum %</u>	<u>Maximum %</u>
<u>Portfolio % ≤ 1 year</u>	40%	100%
<u>Portfolio % > 1 year ≤ 3 year</u>	0%	60%

~~Of the total amount invested from time to time, a minimum of 40% must be invested for a term not exceeding 12 months.~~

___ Standard & Poor's 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.

___ Standard & Poor's 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.
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___ Source: <http://www.standardandpoors.com>

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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.

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.

All investments must be authorised in writing by the Chief Executive Officer prior to the investments being made.

9. Reporting

An investment report is to be prepared each month detailing compliance with the criteria outlined in 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 investment strategy 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.

To implement the requirement for diversification, no more than 45% of the total investments will be invested in any one bank in short term investments rated A-1+ and no more than 39.5% of the total investments will be invested in any one bank in short term investments rated A-1.

The EMRC may invest all of the total investments in Commonwealth/State/Territory bonds.

A list of complying authorised deposit-taking institutions (ADI's) are reflected in the Appendix and may vary from time to time.

FINANCIAL CONSIDERATIONS

As indicated in this policy.

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Appendix: Indicative Sample List of Compliant Authorised Deposit-Taking Institutions (ADI's)

As at ~~June~~ August 2014~~2018~~:

ADI Name	Standard & Poor's Credit Rating (Long / Short)	EMRC Policy Limit per ADI based on short-term credit rating limits
ANZ Banking Group Ltd. <u>First tier:</u>	AA- / A-1+	45%
Bank of Western Australia Ltd. <u>ANZ Banking Group Ltd.</u>	AA- / A-1+ <u>AA- / A-1+</u>	45% <u>45%</u>
Commonwealth Bank of Australia <u>Bank of Western Australia Ltd.</u>	AA- / A-1+ <u>AA- / A-1+</u>	45% <u>45%</u>
National Australia Bank Ltd. <u>Commonwealth Bank of Australia</u>	AA- / A-1+ <u>AA- / A-1+</u>	45% <u>45%</u>
Westpac Banking Corp. <u>Rabobank Australia Ltd.</u>	AA- / A-1+ <u>AA- / A-1+</u>	45% <u>45%</u>
AMP Bank Ltd. <u>National Australia Bank Ltd.</u>	A+ / A-1 <u>AA- / A-1+</u>	35% <u>45%</u>
Suncorp Metway Ltd. <u>Westpac Banking Corp.</u>	A+ / A-1 <u>AA- / A-1+</u>	35% <u>45%</u>
ING Bank <u>AMP Bank Ltd.</u>	A / A-1 <u>A+ / A-1</u>	35% <u>35%</u>
Macquarie Bank Ltd. <u>HSBC Bank Australia Ltd.</u>	A / A-1 <u>A+ / A-1</u>	35% <u>35%</u>
Macquarie Bank Ltd.	A / A-1	35%
Suncorp Metway Ltd.	A+ / A-1	35%

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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
8. 23 September 2010
9. 25 November 2010
10. 10 May 2012
11. 6 December 2012
12. 18 September 2014
- 12-13. 06 December 2018

Next Review

Following the Ordinary Elections in 201721

Responsible UnitDirectorate

Governance and Corporate Services

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3.4 Occasional Grants / Sponsorship Policy

STRATEGIC PLAN OBJECTIVE

ECONOMIC DEVELOPMENT

~~2.2 To facilitate and advocate for regional economic development activities.~~

SOCIAL OPPORTUNITIES

~~2.43 To facilitate regional cultural and recreational activities. s~~

~~2.4~~

~~———— To facilitate regional tourism development~~

~~2.2 To facilitate cultural and recreational activities~~

ECONOMIC DEVELOPMENT OPPORTUNITIES

~~3.2 To support the development of regional educational and training opportunities~~

~~3.3.2 To facilitate regional economic development activities~~

GOOD GOVERNANCE

~~4.4 43.2~~ 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 objectives strategies— as defined in the EMRC's Strategic Plan:.

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~~Review - Policy - 3.4 Occasional Grants Sponsorship Policy - 28 05 2018.DOCXEMRC-121640— Policy— EMRC Policies— Occasional Grants & Sponsorship Policy— September 2010~~

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.
- 4.5. All applications must be submitted on the EMRC Occasional Grants and Sponsorship Application Form (DMDOC/179030)
5. _____
6. 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.:
- 6.7. 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 two thirds of the 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 <u>initiative</u> 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
5. 18 September 2008
6. 23 September 2010
7. 18 September 2014
- 6-8. 06 December 2018

Next Review

Following the Ordinary Elections in 2013 ~~2014~~ 2021

Responsible ~~Unit~~ Directorate

~~Governance and~~ Corporate Services



3.5 Purchasing Policy

STRATEGIC PLAN OBJECTIVE

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

PURPOSE

To ensure consistency and value for money outcomes for all purchasing activities for the supply of goods or services.

To maintain compliance with the *Local Government Act 1995* and the *Local Government (Functions and General) Regulations 1996*.

LEGISLATION

Local Government Act 1995 s.3.57

Local Government (Functions and General) Regulations 1996

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 \$5,000	Multiple quotations are not required when purchasing
\$5,001 - \$10,000	Obtain three (3) verbal quotes
\$10,000 - \$49,999	Obtain three (3) written quotes
\$50,000 - \$149,999	Obtain at least three (3) written quotes containing price and specification of goods or services

\$150,000 and above	Conduct public tender process.
---------------------	--------------------------------

In the following instances public tenders 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.
- c) Where the goods or services are to be supplied by a person registered on the Aboriginal Business Directory WA published by the Small Business Development Corporation established under the Small Business Development Corporation Act 1983; and
 - (i) the consideration under the contract is \$250,000 or less, or worth \$250,000 or less; and
 - (ii) the local government is satisfied that the contract represents value for money.
- d) Where the goods or services are to be supplied by an Australian Disability enterprise as registered on www.ade.org.au. This is contingent on the demonstration of value for money.
- e) If the purchase is from a pre-qualified supplier under a Panel established by the Council.
- f) If any other exclusions under Regulation 11 of the Regulations apply.

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.

Anti-Avoidance

The EMRC shall not enter into two or more contracts or create multiple purchase order transactions of a similar nature for the purpose of "splitting" the value of the purchase or contract to take the value of the purchase below a particular purchasing threshold, particularly in relation to Tenders and to avoid the need to call a public Tender.

Panels of Pre-Qualified Suppliers

In accordance with Regulation 24AC of the Local Government (Functions and General) Regulations 1996, a Panel of Pre-qualified Suppliers ("Panel") may be created where most of the following factors apply:

- The EMRC determines that a range of similar goods and services are required to be purchased on a continuing and regular basis;
- There are numerous potential suppliers in the local and regional procurement-related market sector(s) that satisfy the test of 'value for money';
- The purchasing activity under the intended Panel is assessed as being of a low to medium risk;
- The Panel will streamline and will improve procurement processes; and
- The EMRC has the capability to establish, manage the risks and achieve the benefits expected of the proposed Panel.



The EMRC will endeavour to ensure that Panels will not be created unless most of the above factors are firmly and quantifiably established.

~~The EMRC shall establish a Management Guideline to instruct employees on the operation of the "Panel" and in line with the requirements of Regulation 24AC, develop a Policy Document outlining the operation of the "Panel" to be issued with Requests for Tender (RFT).~~



Sustainable Procurement:

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.

Record Keeping:

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; and
 - Requisitions and purchase orders.
- b) Tender records include:
 - Tender documentation;
 - Internal documentation;
 - Evaluation documentation;
 - Enquiry and response documentation; and
 - Notification and award documentation.

Record retention shall be in accordance with the 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
4. 18 September 2014
5. 03 December 2015
- 5-6. 06 December 2018

Next Review

Following the Ordinary Elections in 2017/2021

Responsible Unit/Directorate

Governance and Corporate Services



3.6 Asset Management Policy

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STRATEGIC PLAN OBJECTIVE

43.4 To continue to improve financial and asset management practices.

PURPOSE

To provide for the responsible management of EMRC controlled assets.

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

LEGISLATION

Local Government Act 1995 s 5.56
Local Government (Administration) Regulations 1996 r19C and 19 DA

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POLICY STATEMENT

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

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

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

DEFINITION

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



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POLICY OBJECTIVES

The objectives of this policy are to:

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

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

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

ROLES AND RESPONSIBILITIES

Position	Roles and Responsibilities
Council	<ul style="list-style-type: none">• Act as stewards for all assets owned by EMRC• Provides strategic direction for asset management• Endorses asset management policy and strategy• Endorses SAMP (as part of strategic planning) and OAMP (as part of budget process)
Chief Executive Officer	<ul style="list-style-type: none">• Develops asset management policy and strategy for submission to Council• Develops SAMP for submission to Council• Develops OAMP• Develops business cases• Monitors and reports progress of SAMP and OAMP to Council as required

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[Review – Policy – 3.6 Asset Management Policy – 06-12-2018.docx](#)



<u>Position</u>	<u>Roles and Responsibilities</u>
Directors	<ul style="list-style-type: none"> Contribute towards preparation of SAMP and OAMP Authorise asset additions and disposals in accordance with the approved OAMP Maintain oversight over assets under their control (including usage, safeguards, risk management and insurance)
Asset Officer	<ul style="list-style-type: none"> Maintains Asset Register and asset related records Updates General Ledger for asset related transactions (including depreciation, write off, acquisition and disposal) Provides assistance to business unit as required
Staff	<ul style="list-style-type: none"> Initiate acquisition or disposal requests Utilise assets in a responsible manner

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FINANCIAL CONSIDERATIONS

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

The EMRC reports on the classes of assets including:

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

Provisions will be included in financial plans and annual budgets.

Adopted/Reviewed by Council

1. 21 March 2013
 2. 18 September 2014
 2-3. ~~20 September 2018~~ 06 December 2018

Next Review

Following the Ordinary Elections in ~~2021~~ 2017

Responsible ~~Unit~~ Directorate

~~Governance and~~ Corporate Services

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3.7 Related Party Transaction And Disclosure Policy

STRATEGIC PLAN OBJECTIVE

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

PURPOSE

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

LEGISLATION

Australian Accounting Standard AASB 124 Related Party Disclosures

POLICY STATEMENT

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

Scope:

The Policy is to be applied in:

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

Definitions:

1 Related Party

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

Examples of related parties of the EMRC are:

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

2 Key Management Personnel (KMP)

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

3 Close members of the family

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

- Children and spouse or domestic partner;
- Children of that person's spouse or domestic partner; and
- Dependents of that person or that persons spouse or domestic partner.

Under AASB 124, close members of the family could also include extended members of the family such as parents, siblings, grandparents, uncles/aunts or cousins if they could be expected to have influence or be influenced by the KMP in their dealings with the EMRC.

4 Related Party Transactions

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

5 Ordinary Citizen Transaction

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

Example of ordinary citizen transactions would be:

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

6 Control

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

7 Significant Influence

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

Responsibilities:

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

Recommended Practices:

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

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

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

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

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

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

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

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

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

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

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

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

Privacy

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

Adopted/Reviewed by Council

1. 22 June 2017

2. ~~20 September~~06 December 2018

September 2018

Next Review

Following the Ordinary Elections in 2021

Responsible ~~Unit~~Directorate

Corporate Services



4.1 Chief Executive Officer - Appointment and Performance Review Policy

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STRATEGIC PLAN OBJECTIVE

~~4.3.3.3~~ To provide responsible and accountable governance and management of the EMRC

~~4.5.3.5~~ To improve organisational culture, health, welfare and safety

PURPOSE

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

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LEGISLATION

~~s5.36, 5.38 – 5.44 of the Local Government Act (1995) Regulations 18A – 18G of the Local Government (Administration) Regulations 1996 Salaries and Allowances Tribunal Act 1975~~

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POLICY STATEMENT

1. The ~~Chief Executive Officer~~CEO 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) associated R~~regulations, ~~1996~~.

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2. ~~The performance of the CEO will be reviewed annually by the Chief Executive Officer's Performance Review Committee (CEOPRC)~~

2. ~~An annual review of the CEO's performance, contract terms and conditions shall be conducted by the Chief Executive Officer's Performance Review Committee (CEOPRC).~~

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3. The CEOPRC will comprise of an EMRC Councillor from each member Council inclusive of the Chairman of the Council.

3.4. ~~The duties of the CEOPRC will be those as outlined within the Terms of Reference contained with Council Policy 2.1 Committees of Council~~

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4.5. An external ~~facilitator consultant~~ agreed to by both the Council and the CEO will be appointed to assist with the ~~performance review~~ process.

6. The CEO's performance review is to be based on ~~agreed~~ performance objectives and measures to be set at the time of review for the following year ~~in agreement with the CEO.~~

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~~2nd Review - Policy - 4.1 Chief Executive Officer - Appointment Performance Assessment and Review Policy - 28 05 2018.DOCX~~
~~REVIEW - Policy - 4.1 Chief Executive - Appointment Performance Assessment and Review Policy.DOCX~~



5. with the objectives being reported to the next EMRC Council meeting.

7. All matters dealt with by the CEOPRC are to be referred to Council for consideration and actioning.

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6-8. 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 2013 Clause 5.2 and Council's Policy 1.5 related to dealing with confidential items.

FINANCIAL CONSIDERATIONS

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

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
10. 18 September 2014
- 10-11. 6 December 2018

Next Review

Following the Ordinary Elections in ~~2017~~2020

Responsible ~~Unit~~Directorate

~~Governance and~~ Corporate Services

4.2 Superannuation Contribution Policy

STRATEGIC PLAN OBJECTIVE

[3.3 To provide responsible and accountable governance and management of the EMRC](#)

[3.5 To improve organisational culture, health, welfare and safety](#)

[4.5 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

[Superannuation Industry \(Supervision\) Act 1993](#)

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 s~~Staff members [\(with the expectation of casual staff\)](#) 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 5% contribution from Council above the *Superannuation Guarantee (Administration) Act 1992* contribution, such that the total contribution from Council (including the Superannuation Guarantee amount) is up to a maximum of 17% of the staff member's '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

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6. 23 February 2006
7. 18 September 2008
8. 23 September 2010
- [9. 18 September 2014](#)
- ~~9-10.~~ [6 December 2018](#)

| Next Review

Following the Ordinary Elections in [2021](#) ~~2017~~

| Responsible ~~Unit~~[Directorate](#)

~~Governance and~~ Corporate Services



4.3 Gratuity Payments to Terminating Staff

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STRATEGIC PLAN OBJECTIVE

4-53.5 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.

DEFINITION

A 'gratuity payment' means any payment of monies in addition to any contractual or award entitlement, which is paid to a staff on termination of employment with the EMRC.

LEGISLATION

Local Government Act 1995 s 5.50
Local Government (Administration) Regulations 1996 r.19A

POLICY STATEMENT

1. Gratuity payment may be made to a staff member in recognition of their exemplary service or extensive term of service with the EMRC.
2. Gratuity payment may be made only when the staff member retires or resigns from employment with the EMRC.
3. The Chief Executive Officer will give consideration to whether a gratuity payment should be made to a member of staff, and the matter will be referred to the Council for consideration.
4. In the instance where the intended recipient of the gratuity is the CEO, the matter shall be considered by the Council.
5. The value of the payment made to the staff member will not ~~to~~-exceed any amount as ~~is~~-prescribed or provided for by r.19A of the Regulations.
6. Any taxation implications associated with the gratuity payment will be borne by the staff member.
7. In the event that a gratuity payment 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 *Local Government Act 1995*.

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~~Review - Policy - 4.3 Gratuity Payments to Terminating Staff Policy - 28 05 2018(2).DOCX~~
~~Policy - 4.3 Payments to Terminating Staff in Addition to Contract or Award Policy - 18 09 2014.DOCX~~



FINANCIAL CONSIDERATIONS

Unbudgeted and to be referred to Council for funding.

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
8. 18 September 2014
- 8-9. ~~20 September~~06 December 2018

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Following the Ordinary Elections in ~~2017~~2021

Responsible ~~Unit~~Directorate

~~Governance and~~ Corporate Services

4.4 Staff Service Recognition Policy

STRATEGIC PLAN OBJECTIVE

~~4.53.5~~ To improve organisational culture, health, welfare and safety.

PURPOSE

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

LEGISLATION

Nil

SCOPE

This policy applies 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.

POLICY STATEMENT

The aim of the Staff Service Recognition policy is to formally recognise staff for their service and contribution to the EMRC.

- Recognition will be given after the completion of five years continuous service from the date of a staff member's most recent hire into a continuous employment position at the EMRC, and at five year intervals thereafter.
- Eligible staff must be in active service on their anniversary date in order to receive a Service Recognition Award.
- Staff on leave of absence will receive their Service Recognition Award upon return to active employment.

Service Awards

- After completing the relevant number of years' of continuous service with EMRC, the staff member will 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, at a Service Recognition Ceremony.
- The Service Recognition Ceremony will be a Council funded event (e.g morning tea or sundowner) as determined by the Chief Executive Officer.
- Service Recognition presentations will be made by the Chief Executive Officer, or nominee, and the Chairman, or nominee, if practicable.



- Service Recognition 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 Service Recognition Ceremony.
- The Chief Executive Officer's office will be responsible for liaising with the CEO and Chairman in identifying a suitable date to hold the Service Recognition Ceremony.

SCHEDULE - Recognition of Years of Service

Number of Years of Continuous Service	Service Recognition 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

* Where possible the gift will be of the staff member's choice

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
7. 18 September 2014
- 7-8. ~~20 September~~ 06 December 2018

Next Review

Following the Ordinary Elections in ~~2017~~ 2021

Responsible ~~Unit~~ Directorate

~~Governance and~~ Corporate Services



4.5 Gifts to Staff for Farewells and Special Circumstances Policy

STRATEGIC PLAN OBJECTIVE

4.5.3.5 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, resignation or redundancy from their employment ~~with~~ with the EMRC through personal volition (non-disciplinary); and
2. Special circumstances such as the birth/adoption 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.

LEGISLATION

Nil

SCOPE

This policy applies to all EMRC staff, including part time and casual employees. Eligibility is based primarily upon years of continuous service.

POLICY STATEMENT

The aim of this policy is to establish the circumstances for providing:

- an additional benefit to staff leaving the Council's employment voluntarily (and not under any disciplinary procedures)
- a gift to staff under special circumstances.

Retirement, Resignation or Redundancy Benefit

Individual staff members may receive a notional benefit in accordance with the following table:

Length of Service	Notional Benefit
< 5 years	<ul style="list-style-type: none"> No contribution towards a staff collection An exception may be made at the discretion of the Chief Executive Officer (CEO) in the event that it is deemed appropriate. Morning or afternoon tea or appropriate after hours staff function as determined by the Chief Executive Officer <u>CEO</u>.
5 years to < 10 years	<ul style="list-style-type: none"> \$100 contribution towards a staff collection; Letter of appreciation from the CEO; and Morning or afternoon tea or appropriate after hours staff function as determined by the Chief Executive Officer <u>CEO</u>.
10 to < 15 years	<ul style="list-style-type: none"> \$200 contribution towards a staff collection; Letter of appreciation from the CEO or Chairman; and Morning or afternoon tea or appropriate after hours staff function as determined by the Chief Executive Officer <u>CEO</u> in consultation with the Chairman.
15 to < 20 years	<ul style="list-style-type: none"> \$250 contribution towards a staff collection; Letter of appreciation from the CEO or Chairman; and Morning or afternoon tea or appropriate after hours staff function as determined by the Chief Executive Officer <u>CEO</u> in consultation with the Chairman.
20 years and over	<ul style="list-style-type: none"> \$300 contribution for a gift on behalf of Council; Letter of appreciation from the CEO or Chairman; Morning or afternoon tea or appropriate function as determined by the Chief Executive Officer <u>CEO</u> in consultation with the Chairman; and/or Luncheon with CEO and key personnel.

Special Circumstances Benefit

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

Responsibilities:

- The staff member's Director or nominee is responsible for planning the appropriate presentation, in consultation with the Chief Executive Officer.



- Human Resources is responsible for providing the Director or nominee the staff member's details relevant to this policy such as personal address, years of service etc.

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
7. 18 September 2014
- ~~7-8.~~ ~~20 September~~ 06 December 2018

Next Review

Following the Ordinary Elections in ~~2017~~2021

Responsible ~~Unit~~Directorate

~~Governance and~~ Corporate Services



5.1 Red Hill Waste Management Facility and Hazelmere Resource Recovery Park Environmental Policy

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STRATEGIC PLAN OBJECTIVE

1.1 To provide sustainable waste disposal operations.

1.2 To improve regional waste management.

PURPOSE

To provide guiding principles of environmental management for the Red Hill Waste Management Facility and Hazelmere Resource Recovery Park.

LEGISLATION

Environmental Protection Act 1986, Ministerial Statements:

- Statement 274 - that a proposal may be implemented for the Red Hill Waste Management Facility extension.
- Statement 462 - that a proposal may be implemented for Class IV Waste Disposal Cells, Red Hill Waste Disposal Facility. (21 November 1997) Conditions 4-1 & 4-2.
- Statement 976 - that a proposal may be implemented to construct and operate a resource recovery facility within the existing Red Hill Waste Management Facility.
- Statement 1028 - that a proposal may be implemented to construct and operate a Wood Waste to Energy Plant at the existing Hazelmere Recycling Centre.

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Environmental Protection Amendment Regulations 2018

Contaminated Sites Act 2003

Environmental Protection Biodiversity Conservation Act 1999.

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POLICY STATEMENT

Commitment

The EMRC manages the Red Hill Waste Management Facility and the Hazelmere Resource Recovery Park 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 operations by working towards best practice management.

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Review - Policy - 5.1 Red Hill Environmental Policy - 28 05 2018.DOCX Policy - 5.1 Red Hill Environmental Policy - 18 09 2014.DOCX



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 continual improvement by implementing and maintaining an Environmental Management System that is communicated and supported from management to operational staff and contractors (at all levels) to enhance environmental performance and achieve best practice management;
-

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- Continue to be innovative by supporting research into the understanding of the environment which will enable the use of 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- protect the environment by assessing the environmental implications of planning decisions associated with the design, construction and operation of the Red Hill Waste Management Facility and Hazelmere Resource Recovery Park;
- 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 gas emissions through appropriate mitigation and adaptation strategies and evaluate the climate change implications of operational and strategic decisions; and
- 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 and Hazelmere Resource Recovery Park operations.

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Responsibilities

Each employee and contractor has a personal obligation to comply with the Red Hill and Hazelmere 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.

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

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



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FINANCIAL CONSIDERATIONS

Funding for environmental management activities are included in the annual budgets related to the Red Hill Waste Management Facility and Hazelmere Resource Recovery Park.

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
9. 18 September 2014
10. 24 August 2017
- 10-11. 06 December 2018

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Following the Ordinary Elections in 20172021

Responsible UnitDirectorate

Waste Services

6.1 Member Conference, Seminar and Study Tour Attendance Policy

STRATEGIC PLAN OBJECTIVE

43.3 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
8. 18 September 2014
- ~~8-9.~~ 06 December 2018

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Following the Ordinary Elections in ~~2017~~2021

| Responsible Unit~~Directorate~~

~~Governance and~~ Corporate Services



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

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STRATEGIC PLAN OBJECTIVE

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

PURPOSE

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

POLICY STATEMENT

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

Registration Costs

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

Travel and Accommodation Costs

Air Travel - Intrastate and Interstate

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

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

Air Travel - International Destinations

- Return economy class airfare to the airport nearest the venue.
- Individuals travelling have the option of upgrading to business class travel at their own expense with the difference between the applicable economy rate and business class rate

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REVIEW - Policy - 6.2 Reimbursement of Expenses - ~ Conferences Seminars and Other Events Policy.DOCX
Policy - 6.2 Reimbursement of Expenses - Appointed Members and Staff - Conferences Seminars and Other Events Policy -
28.05.2018.DOCX



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.

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REVIEW - Policy - 6.2 Reimbursement of Expenses - ~ Conferences Seminars and Other Events Policy.DOCX
Review -
Policy - 6.2 Reimbursement of Expenses - Appointed Members and Staff - Conferences Seminars and Other Events Policy -
28.05.2018.DOCX



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

Other Travel

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

Accommodation Costs

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

Meals (including reasonable liquid refreshments served with meals)

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

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

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

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

Accompanying Person(s)

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

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

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

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



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Supporting Documentation

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

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

Chief Executive Officer Approval

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

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

Certification

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

FINANCIAL CONSIDERATIONS

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

Adopted/Reviewed 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
8. 18 September 2014
- 8-9. 06 December 2018

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Responsible ~~Unit~~Directorate

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~~Review - Policy - 6.2 Reimbursement of Expenses - Appointed Members and Staff - Conferences Seminars and Other Events Policy - 28.05.2018.DOCX~~

7.1 Risk Management Policy

STRATEGIC PLAN OBJECTIVE

~~43.3~~ To provide responsible and accountable governance and management of the EMRC

PURPOSE

~~This Policy To~~ sets out the objectives and corporate approach for managing business and workplace related risk in a systematic and formal manner.

LEGISLATION / STANDARDS

~~AS/NZS ISO 31000:2009~~ 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:

- Employees, contractors and volunteers;
- Customers, clients and stakeholders;
- Natural and built environment;
- Quality of service;
- Assets and intellectual property;
- Contractual and statutory obligations; and
- Image and reputation.

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

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

Risk management is viewed as a critical element of good governance and together with innovative and committed staff will continue to make the EMRC a leader in its field.



The risk management system, as supported by suitable standards and guidelines, 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 new initiatives in a manner that does not stifle innovation.

The Risk Management Plan provides an operating framework that outlines:

- Goals of Risk Management at the EMRC;
- Key strategies;
- Overview of the EMRC 's risk management process;
- Risk management structure and responsibilities;
- Risk assessment methodology;
- Implementation, monitoring and review processes;
- Risk criteria to ensure the right focus;
- Summary of the EMRC 's key risks; and
- Detailed assessment of the EMRC's risks, together with risk treatment plans.

Responsibilities

The Audit Committee, in conjunction with the Chief Executive Officer (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 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/CEO in executing his duty will establish a Strategic Risk Management Steering Group (SRMSG) comprising the Executive team ~~and key managers~~ who will be responsible for:

- Initiating activities that are consistent with the Risk Management Policy and Plan.
- Ensuring that key risk management documentation is up to date.
- Ensuring the Corporate Risk Register is up to date and that Risk Treatment Plans are being implemented.
- Ensuring appropriate linkages to business and corporate planning processes, and where necessary, to budget processes.
- Analysing risk information and reporting to Council as required.

The systematic management of business and workplace risk is a core responsibility of all managers. Suitable risk management activities will be incorporated into business planning, operations and the management of 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; and
- Building a staff culture that identifies and eliminates risks in a consistent manner
- Helping to prioritise and schedule risk control improvements (risk treatment) 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 as identified through the annual ~~risk management planning and~~ budgeting process.

Adopted/Reviewed by Council

1. 31 October 2002
2. 20 May 2004
3. 23 February 2006
4. 18 September 2008
5. 23 September 2010
6. 18 September 2014
- ~~6-7.~~ 06 December 2018

Next Review

Following the Ordinary Elections in ~~2017~~2021

Responsible ~~Unit~~Directorate

~~Risk Management Service~~Corporate Services

7.2— Occupational Health and Safety Policy

STRATEGIC PLAN OBJECTIVE

~~4.54.33.5~~ To improve organisation culture, health, welfare and safety.

PURPOSE

This policy states the commitment of the Eastern Metropolitan Regional Council to the safety and health of its employees, contractors and the general public who visit our workplaces or have the potential to be affected by our activities.

LEGISLATION

- Occupational Safety and Health Act 1984
- Occupational Safety and Health Regulations 1996
- Approved Codes of Practice

POLICY STATEMENT

The Eastern Metropolitan Regional Council recognises that health and safety is a key component in the management of all its business activities. The EMRC is wholly committed to safe working practices and providing safe places of work by placing the highest value on Occupational Health and Safety in its operations. Our goal is to be recognised as leaders in occupational health and safety practices through compliance, education, communication and innovation.

To achieve our goals EMRC is committed to:

- Complying with all relevant OSH Legislation and other requirements placed upon the organisation.
- Developing sustainable Safety Management Systems and Safety Management Plans for all workplaces.
- Promoting a culture of continuous improvement in workplace health, safety and wellbeing.
- Risk Management processes and ensuring consistency with the nature of our workplace activities and assessment of risk.

- Establishing measureable objectives and targets for occupational safety and health to ensure continuous improvement aimed at eliminating work-related injury and illness.
- Establishing and maintaining communication and consultation processes that ensure employees are included in decision –making processes that impact on health and safety in the workplace.
- Ensuring employees are trained and competent to carry out their roles in a safe manner and to provide training where required to develop employees where required.
- Implementing the provisions of this policy in all areas of our business activity and on all sites where our activities are undertaken.

The Chief Executive Officer, supported by the management team, has ultimate responsibility for providing a safe and healthy work environment which includes:

- 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.)
- The ongoing recognition and control of all hazards through a hazard identification and control process.
- Ensuring formal training is conducted, (includes Safety Induction processes), to improve the health and safety related knowledge and skills of employees and contractors as relevant.
- Ensuring plant and equipment is safe and suitable for the job, via effective purchasing, inspection and maintenance systems.
- Providing an effective system for accident / incident reporting, investigation and recording.
- Ensuring systems are in place that minimise risk as low as reasonably practicable in the general work environment through elimination or the use of effective controls and where personal protective equipment and clothing is the last consideration for control.,
- Ensuring that Emergency Response Procedures are developed and implemented 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.
- Ensuring EMRC develops and implements an effective and consistent injury management process in the event that staff may suffer a work related injury.
- Ensuring the EMRC Safety Management System complies with all relevant legislation.

EMRC Employees and Contractors are responsible for:

- Complying with EMRC policies and procedures
- Following all lawful instructions given by EMRC management.
- Committing to their own safety and the safety of others in the workplace or effected by work carried out in EMRC activities.
- Contributing to EMRC health and safety activities to ensure EMRC complies with its legislated requirements.
- Reporting all injuries, incidents and hazards that may occur at the workplace



FINANCIAL CONSIDERATIONS

The annual budget has adequate amounts allocated 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
5. [18 September 2014](#)
- 5-6. ~~20 September~~[06 December 2018](#)

Next Review

Following the Ordinary Elections in ~~2017~~[2021](#)

Responsible ~~Unit~~[Directorate](#)

Human Resources