

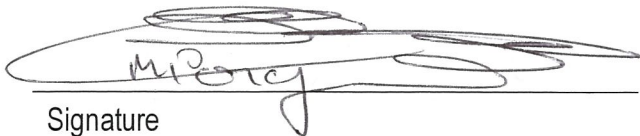
# MINUTES

## Certification of Confirmation

## Ordinary Meeting of Council

**24 March 2022**

I, Cr Mel Congerton, hereby certify that the minutes from the Ordinary Meeting of Council held on 24 March 2022 pages (1) to (125) were confirmed at the Ordinary Meeting of Council held on 26 May 2022.



Signature

Cr Mel Congerton  
Presiding Member

## Ordinary Meeting of Council 24 March 2022

An ordinary Meeting of Council was held at the EMRC Administration Office, 1<sup>st</sup> Floor, 226 Great Eastern Highway, Ascot WA 6104 on **Thursday 24 March 2022**. The meeting commenced at **6:02pm**.

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## 1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Chairman opened the meeting at 6:02pm.

### 1.1 ACKNOWLEDGEMENT OF COUNTRY

The Chairman acknowledged the traditional custodians of the land on which the meeting is held and paid respects to elders past, present and future.

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

### Councillor Attendance Members

Cr Mel Congerton	Chairman	City of Swan
Cr Dylan O'Connor	Deputy Chairman	City of Kalamunda
Cr Kathryn Hamilton	EMRC Member	Town of Bassendean
Cr Steven Ostaszewskyj	EMRC Member	City of Bayswater
Cr Michelle Sutherland	EMRC Member	City of Bayswater
Cr Margaret Thomas	EMRC Member	City of Kalamunda
Cr John Daw	EMRC Member	Shire of Mundaring
Cr Doug Jeans ( <i>via Teams meeting</i> )	EMRC Member	Shire of Mundaring
Cr Charlie Zannino	EMRC Member	City of Swan

### Apologies

Cr Hilary MacWilliam	EMRC Member	Town of Bassendean
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### EMRC Officers

Mr Marcus Geisler	Chief Executive Officer
Mr Hua Jer Liew	Chief Financial Officer
Mr Brad Lacey	Chief Operating Officer
Mr Douglas Bruce	Chief Project Officer
Mrs Wendy Harris	Chief Sustainability Officer
Mrs Lee Loughnan	Personal Assistant to Chief Financial Officer (Minutes)

### EMRC Observers

Mr David Ameduri	Manager Financial Services
Ms Izabella Krzysko	Manager Procurement & Governance
Mr Stephen Fitzpatrick	Waste and Resources Recovery Specialist
Mr Chris Snook	Information Services Support Officer
Ms Theresa Eckstein	Executive Assistant to Chief Executive Officer

## Observer(s)

Cr Giorgia Johnson	EMRC Deputy Member	City of Bayswater
Cr Andrew Kiely	EMRC Deputy Member	City of Swan

## Visitor(s)

Mr Greg Mohen <i>(departed 6:46pm)</i>	Consultant	Law Central Legal
Mr Jerome Mohen <i>(via Teams meeting) (departed 6:46pm)</i>	Partner, Restructuring & Recovery	RSM Australia Pty Ltd

## 3 DISCLOSURE OF INTERESTS

Nil

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

Nil

## 5 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

## 6 PUBLIC QUESTION TIME

Nil

## 7 APPLICATIONS FOR LEAVE OF ABSENCE

7.1 CR STEVEN OSTASZEWSKYJ – LEAVE OF ABSENCE

### COUNCIL RESOLUTION

MOVED CR ZANNINO                      SECONDED CR SUTHERLAND

THAT COUNCIL APPROVE THE APPLICATIONS FOR LEAVE OF ABSENCE FOR CR STEVEN OSTASZEWSKYJ FROM 9 APRIL 2022 TO 3 MAY 2022 INCLUSIVE.

**CARRIED UNANIMOUSLY**

## 8 PETITIONS, DEPUTATIONS AND PRESENTATIONS

Nil

## **9 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

### **9.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON 24 FEBRUARY 2022**

That the minutes of the Ordinary Meeting of Council held on 24 February 2022 which have been distributed, be confirmed.

#### **COUNCIL RESOLUTION**

MOVED CR THOMAS

SECONDED CR ZANNINO

THAT THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON 24 FEBRUARY 2022 WHICH HAVE BEEN DISTRIBUTED, BE CONFIRMED.

**MOTION CARRIED 8/1**

**For:** Crs Congerton, O'Connor, Hamilton,  
Sutherland, Thomas, Daw, Jeans, Zannino  
**Against:** Cr Ostaszewskyj

Cr Ostaszewskyj advised that he was not present at the meeting to vote for confirming the minutes of the meeting.

The CFO advised it is not essential that the vote for confirming the minutes can only be made by members who were present at the meeting concerned. Meeting participants are not considered, nor expected, to take individual responsibility for the content of minutes when voting to confirm them. A member who votes to accept or confirm minutes is simply expressing confidence that those who were present at a meeting and prepared the minutes have provided an appropriate record.

### **9.2 MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD ON 3 MARCH 2022**

That the minutes of the Special Meeting of Council held on 3 March 2022 which have been distributed, be confirmed.

#### **COUNCIL RESOLUTION**

MOVED CR HAMILTON

SECONDED CR OSTASZEWSKYJ

THAT THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON 3 MARCH 2022 WHICH HAVE BEEN DISTRIBUTED, BE CONFIRMED.

**CARRIED UNANIMOUSLY**

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

Nil

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

Cr Daw spoke about the integrity of Australian Carbon Credit Units (ACCUs) and commented that the intention for greenhouse gas abatement activities is not being achieved by the way it is being run at the moment. Cr Daw enquired if there is a risk to the EMRC with the proposed projects.

The CEO responded that the EMRC will receive the benefits of ACCUs under this initiative.

Cr Ostaszewskyj requested for the most up to date information on the City of Bayswater's equity shareholding in the EMRC.

The CFO advised that that he will distribute the latest equity shareholding based on the February 2022 unaudited financial reports to all Councillors for their information following the meeting.

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

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

The following report items are covered in Section 19 of this agenda.

- HAZELMERE WOOD WASTE TO ENERGY PLANT UPDATE
- PROGRESS REPORT ON EMRC REQUEST FOR TENDER 2021-002, PERMANENT FOGO PROCESSING FACILITY
- APCr UPDATE

As our advisors Mr Greg Mohen, Consultant, from Law Central Legal and Mr Jerome Mohen, Partner, from RSM were both in attendance to advise Council under confidential Item 19.1 - Hazelmere Wood Waste to Energy Plant Update, the Chairman changed the order of proceedings to discuss the confidential items under Item 19 at this point of the meeting.

Following the completion of the confidential items under Item 19, the meeting resumed from Item 13 - Business Not Dealt With From A Previous Meeting.

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

Nil

## **14      REPORTS OF EMPLOYEES**

- 14.1    LIST OF ACCOUNTS PAID DURING THE MONTH OF FEBRUARY 2022 (D2022/03005)
- 14.2    FINANCIAL REPORT FOR PERIOD ENDED 28 FEBRUARY 2022 (D2022/03288)
- 14.3    REVIEW OF COUNCIL POLICIES (D2022/04270)
- 14.4    CHIEF EXECUTIVE OFFICER ATTENDANCE AT WASTE 2022 CONFERENCE  
(D2022/04639)
- 14.5    ITEMS CONTAINED IN THE INFORMATION BULLETIN (D2022/04302)

### **QUESTIONS**

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

Cr Ostaszewskyj withdrew Item 14.3 to amend Council Policy 1.5 – Meeting Agenda/Minutes – Confidential Items.

### **RECOMMENDATION(S)**

That with the exception of item 14.3, which is to be withdrawn and dealt with separately, Council adopts the recommendations in the Reports of Employees (Section 14).

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

MOVED CR ZANNINO

SECONDED CR THOMAS

THAT WITH THE EXCEPTION OF ITEM 14.3, WHICH IS TO BE WITHDRAWN AND DEALT WITH SEPARATELY, COUNCIL ADOPTS THE RECOMMENDATIONS IN THE REPORTS OF EMPLOYEES (SECTION 14).

**CARRIED UNANIMOUSLY**



## **14.1 LIST OF ACCOUNTS PAID DURING THE MONTH OF FEBRUARY 2022**

**D2022/03005**

### **PURPOSE OF REPORT**

The purpose of this report is to present to Council a list of accounts paid under the Chief Executive Officer's delegated authority during the month of February 2022 for noting.

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

- As per the requirements of regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, the list of accounts paid during the month of February 2022 is provided for noting.

### **RECOMMENDATION(S)**

That Council notes the CEO's list of accounts for February 2022 paid under delegated power in accordance with regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, forming the attachment to this report totalling \$5,160,177.90.

### **SOURCE OF REPORT**

Chief Financial Officer

### **BACKGROUND**

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

- 1 The table below summarises the payments drawn on the funds during the month of February 2022. A list detailing the payments made is appended as an attachment to this report.

<b>Municipal Fund</b>	EFT Payments	EFT48791 – EFT49031	
	Cheque Payments	220643 - 220647	
	Payroll EFT	PAY 2022-16, PAY 2022-17 & PAY 2022-17.1	
	Direct Debits		
	➤ Superannuation	DD23511.1 – DD23511.22	
	➤ Bank Charges	1*FEBN22	
	➤ Other	2087 - 2100	\$5,160,177.90
	Less Cancelled EFT's & Cheques		Nil
<b>Trust Fund</b>	EFT Payments		Nil
<b>Total</b>			<b>\$5,160,177.90</b>

Summary of Expenditure for the Month of February 2022		
Payroll	\$	515,696.23
Term Deposit Investments	\$	2,000,000.00
Capital Expenditure	\$	1,418,729.51
Operating Expenditure		
➤ Landfill Levy *	\$	0.00
➤ Other	\$	1,225,752.16
<b>Total</b>	<b>\$</b>	<b>5,160,177.90</b>

\* Note: The Landfill Levy is paid quarterly in July, October, January and April

### STRATEGIC/POLICY IMPLICATIONS

- 2 Key Result Area 3 – Good Governance
- 3.3 To provide responsible and accountable governance and management of the EMRC
- 3.4 To continue to improve financial and asset management practices

### FINANCIAL IMPLICATIONS

- 3 As detailed within the report.

### SUSTAINABILITY IMPLICATIONS

- 4 Nil

**Risk – Adverse credit rating if creditor accounts are not paid when due**

Consequence	Likelihood	Rating
Possible	Insignificant	Low
Action/Strategy		
➤ Ensure timely payment of creditor accounts when they fall due.		

**MEMBER COUNCIL IMPLICATIONS**

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

**ATTACHMENT(S)**

CEO's Delegated Payments List for the month of February 2022 (D2022/04317)

**VOTING REQUIREMENT**

Simple Majority

**RECOMMENDATION(S)**

That Council notes the CEO's list of accounts for February 2022 paid under delegated power in accordance with regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, forming the attachment to this report totalling \$5,160,177.90.

**COUNCIL RESOLUTION(S)**

MOVED CR ZANNINO

SECONDED CR THOMAS

THAT COUNCIL NOTES THE CEO'S LIST OF ACCOUNTS FOR FEBRUARY 2022 PAID UNDER DELEGATED POWER IN ACCORDANCE WITH REGULATION 13(1) OF THE *LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996*, FORMING THE ATTACHMENT TO THIS REPORT TOTALLING \$5,160,177.90.

**CARRIED UNANIMOUSLY**



## Eastern Metropolitan Regional Council

CEO's DELEGATED PAYMENTS LIST  
FOR THE MONTH OF FEBRUARY 2022

Cheque / EFT No	Date	Payee		Amount
EFT48791	01/02/2022	AFGRI EQUIPMENT AUSTRALIA PTY LTD	PLANT REPAIR	371.80
EFT48792	01/02/2022	AIR FILTER DRY CLEAN SYSTEMS WA	CLEAN & SERVICES FILTERS	724.24
EFT48793	01/02/2022	ALLIGHTSYKES PTY LTD	QUARTERLY SERVICE - GENERATOR AT RED HILL ADMINISTRATION OI	514.80
EFT48794	01/02/2022	ALLPEST - ROL-WA PTY LTD T/AS	PEST CONTROLS	2,523.00
EFT48795	01/02/2022	ALLWEST PLANT HIRE	PLANT HIRE	5,197.50
EFT48796	01/02/2022	APOLLO FABRICATIONS	HOOK-LIFT BIN PURCHASE	19,910.00
EFT48797	01/02/2022	AUSCO MODULAR PTY LTD	PLANT HIRE - HAZELMERE	2,854.06
EFT48798	01/02/2022	AUSTRALIA POST - ASCOT PLACE	POSTAL CHARGES	116.72
EFT48799	01/02/2022	AUSTRALIAN HVAC SERVICES	AIRCONDITIONING SERVICE & REPAIR	665.50
EFT48800	01/02/2022	AZILITY	STAFF TRAINING - AZILITY PAYMENT	962.50
EFT48801	01/02/2022	BARFIELD EARTHMOVING (JAYCOURT NOMINEES P/L)	PLANT HIRE	1,501.50
EFT48802	01/02/2022	BIN BATH AUSTRALIA PTY LTD	BIN CLEANING	82.72
EFT48803	01/02/2022	BIOGAS SYSTEMS AUSTRALIA PTY LTD	QUARTERLY SERVICES - LEACHATE DRAINAGE SYSTEMS	3,727.55
EFT48804	01/02/2022	BOBCAT ATTACH	PLANT REPAIR	1,930.50
EFT48805	01/02/2022	BREATHALYSER SALES AND SERVICE	EQUIPMENT CALIBRATION, SERVICE & MAINTENANCE	396.00
EFT48806	01/02/2022	BRING COURIERS	COURIER SERVICE	210.56
EFT48807	01/02/2022	BROOKS HIRE SERVICE PTY LTD	PLANT HIRE - EXCAVATOR	10,061.10
EFT48808	01/02/2022	BUNNINGS GROUP LTD	HARDWARE SUPPLIES	696.02
EFT48809	01/02/2022	BURSON AUTOMOTIVE PTY LTD	PLANT PARTS	286.00
EFT48810	01/02/2022	CHARLES SERVICE COMPANY	CLEANING SERVICES - RED HILL	3,470.22
EFT48811	01/02/2022	CHIDLOW WATER CARRIERS	WATER SUPPLIES - RED HILL SITE	720.00
EFT48812	01/02/2022	CITY OF SWAN	COUNCIL RATES	33,000.00
EFT48813	01/02/2022	CJD EQUIPMENT PTY LTD	AVON DESCENT 2021	9,675.10
EFT48814	01/02/2022	CME BOILERMAKING PTY LTD	REPAIR TO WOODWASTE GRINDER	3,201.00
EFT48815	01/02/2022	COMPU-STOR	IT BACKUP DATA SERVICES	790.66
EFT48816	01/02/2022	CPR ELECTRICAL SERVICES	INSTALL PUSH BUTTON TO FRONT GATE AT HAZELMERE	2,623.50
EFT48817	01/02/2022	DORMAKABA AUSTRALIA PTY LTD	NEW FRONT DOOR - ASCOT PLACE	5,266.10
EFT48818	01/02/2022	ECO ENVIRONMENTAL (BENFOSTER PTY LTD)	WATER MONITORING EQUIPMENT RENTAL & TRAINING	233.75
EFT48819	01/02/2022	ECOLO WA	EQUIPMENT HIRE	1,518.00
EFT48820	01/02/2022	EFFICIENT REFRIGERATION & ENERGY SAVINGS PTY LTD	QUARTERLY AIRCONDITIONING MAINTENANCE & REPAIR	770.00
EFT48821	01/02/2022	ELAN ENERGY MATRIX	TYRE DISPOSAL COSTS- RED HILL	1,220.59
EFT48822	01/02/2022	ELEMENT HYDROGRAPHIC SOLUTIONS	EQUIPMENT MAINTENANCE & SERVICE	309.10
EFT48823	01/02/2022	ELK FISH ROBOTICS PTY LTD	BATTERY PURCHASE	43.99
EFT48824	01/02/2022	ENVIRO SWEEP	SITE SWEEPING - HAZELMERE, RED HILL AND BAYWASTE	2,156.00
EFT48825	01/02/2022	ENVIRONMENTAL INDUSTRIES PTY LTD	REHABILITATE CLASS III, IV CELLS & OFFSET	3,124.00
EFT48826	01/02/2022	EUROFINS ARL PTY LTD T/AS EUROFINS	SAMPLE TESTING - DUST & WATER	23,972.30
EFT48827	01/02/2022	EVERSAFE FIRE PROTECTION	FIRE FIGHTING POWDER	209.00
EFT48828	01/02/2022	FLEET DYNAMICS PTY LTD	MONTHLY EQUIPMENT HIRE FEE	48.40
EFT48829	01/02/2022	FRESH VENTURE GROUP PTY LTD T/AS FRUIT AT WORK	STAFF AMENITIES	298.00
EFT48830	01/02/2022	GALLOWAY ELECTRICAL CONTRACTORS	ELECTRICAL MAINTENANCE AT HAZELMERE	220.44



# Eastern Metropolitan Regional Council

## CEO's DELEGATED PAYMENTS LIST FOR THE MONTH OF FEBRUARY 2022

Cheque / EFT No	Date	Payee		Amount
EFT48831	01/02/2022	GHD PTY LTD	CONSULTANCY FEE - PERMANENT FOGO PROCESSING FACILITY & SUS	32,723.48
EFT48832	01/02/2022	GREENS ELECTRICAL SERVICE	ELECTRICAL MAINTENANCE AT RED HILL	151.80
EFT48833	01/02/2022	HARDHAT MEDIA & COMMUNICATIONS	CONSTRUCTION TIME-LAPSE FOR WASTE STATION AT HRRP	698.50
EFT48834	01/02/2022	HARTAC SALES & DISTRIBUTION PTY LTD	PROTECTIVE CLOTHING	1,212.15
EFT48835	01/02/2022	HECS FIRE	FIRE EQUIPMENT INSPECTION & SERVICE	1,327.70
EFT48836	01/02/2022	HOPGOODGANIM LAWYERS	PROBITY SERVICES - PERMANENT FOGO FACILITY	1,540.00
EFT48837	01/02/2022	HOVER HOLDINGS PTY LTD	WASTE PRODUCT TRANSPORTATION COSTS	16,500.00
EFT48838	01/02/2022	IAN BANCROFT	BUILDING REPAIR & MAINTENANCE AT RED HILL EDUCATION CENTER	577.50
EFT48839	01/02/2022	ILLION AUSTRALIA PTY LTD ( DUN & BRADSTREET)	ONLINE CREDIT REFERENCE CHECKS	57.75
EFT48840	01/02/2022	INSTANT WEIGHT PTY LTD T/A INSTANT WEIGHING	PLANT CALIBRATION	880.00
EFT48841	01/02/2022	INTEGRATED ICT	IT SUPPORT	5,049.48
EFT48842	01/02/2022	JCB CONSTRUCTION EQUIPMENT AUSTRALIA (CFC HOLDINGS- PLANT PARTS & REPAIR CEA; JCB CEA; DYNAPAC CEA)		1,450.11
EFT48843	01/02/2022	KARLA HOOPER	PRESENTATION FEE - WASTE EDUCATION	500.00
EFT48844	01/02/2022	KENNARDS HIRE	PLANT HIRE	1,452.00
EFT48845	01/02/2022	KOOL KREATIVE	CHRISTMAS CARD ANIMATION	154.00
EFT48846	01/02/2022	KOTT GUNNING LAWYERS	REVIEW LEASE AGREEMENT	2,090.00
EFT48847	01/02/2022	LABOURFORCE IMPEX PERSONNEL P/L	LABOUR HIRE	9,261.64
EFT48848	01/02/2022	LANDFILL GAS & POWER PTY LTD	RED HILL STAGE 15 DRILLING PROGRAM COSTS	238,054.97
EFT48849	01/02/2022	LAW CENTRAL LEGAL PTY LTD T/AS LAW CENTRAL LEGAL	LEGAL ADVICE - WWIe PROJECT, FOGO & INTERIM PROCESSING FACILI	3,756.50
EFT48850	01/02/2022	MA SERVICES GROUP PTY LTD	SECURITY MONITORING	6,396.52
EFT48851	01/02/2022	MAIL PLUS PERTH	MAIL EXPENSES	369.60
EFT48852	01/02/2022	MANDALAY TECHNOLOGIES PTY LTD	ADDITIONAL SUPPORT FOR WEIGHBRIDGE PROGRAM	880.00
EFT48853	01/02/2022	MARSMEN PLUMBING	BUIDLING MAINTENANCE AT ASCOT PLACE	168.30
EFT48854	01/02/2022	MCINTOSH & SON	PLANT PARTS	145.53
EFT48855	01/02/2022	MCLEODS BARRISTERS & SOLICITORS	COUNCILLOR INDUCTION	796.95
EFT48856	01/02/2022	MUNDARING CRANE TRUCK HIRE	PLANT TRANSPORTATION COSTS	842.60
EFT48857	01/02/2022	MURPHY'S TYRE POWER	TYRE REPLACEMENTS	876.00
EFT48858	01/02/2022	NATIONAL PUMP & ENERGY PTY LTD	EQUIPMENT HIRE	1,880.27
EFT48859	01/02/2022	NEVERFAIL SPRINGWATER	BOTTLED WATER	267.71
EFT48860	01/02/2022	ONSITE RENTALS PTY LTD	EQUIPMENT RENTAL	477.47
EFT48861	01/02/2022	OTIS ELEVATOR COMPANY PTY LTD	QUARTERLY SERVICE - LIFT	1,933.16
EFT48862	01/02/2022	PERTH BIN HIRE - IWM (PBH) PTY LTD T/A	SKIN BIN HIRE	900.00
EFT48863	01/02/2022	PETRO MIN ENGINEERS	CONSULTING FEE - RED HILL NEW WORKSHOP	7,723.87
EFT48864	01/02/2022	PIRTEK MALAGA - JH FLUID TRANSFER SOLUTIONS T/AS	PLANT REPAIR	1,477.54
EFT48865	01/02/2022	PIRTEK MIDLAND (M & B HYDRAULICS PTY LTD)	HYDRAULIC HOSE SUPPLIES & REPAIRS	2,152.93
EFT48866	01/02/2022	POWERUP AUTO TREATMENTS - CHEMSOL AUSTRALIA PTY LTD T/AS	SOLUTIONS FOR ENGINES	240.90
EFT48867	01/02/2022	PR POWER PTY LTD	PARTS & FILTERS FOR GENERATOR	523.51
EFT48868	01/02/2022	PRESTIGE ALARMS	SECURITY MONITORING AT RED HILL & INSTALLATION OF CCTV AT H	1,298.00
EFT48869	01/02/2022	PROTECTOR FIRE SERVICES	FIRE FIGHTING EQUIPMENT INSPECTION AND SERVICE	3,506.70
EFT48870	01/02/2022	PRUDENTIAL INVESTMENT SERVICES CORP P/L	INVESTMENT ADVISORY SERVICES	2,012.88

**CEO's DELEGATED PAYMENTS LIST  
FOR THE MONTH OF FEBRUARY 2022**

Cheque / EFT No	Date	Payee		Amount
EFT48871	01/02/2022	QUAD SERVICES PTY LTD	CLEANING SERVICES & CONSUMABLES - ASCOT PLACE	4,291.25
EFT48872	01/02/2022	REMONDIS AUSTRALIA PTY LTD	COLLECTION OF PAPER RECYCLABLES	13.86
EFT48873	01/02/2022	RENTOKIL INITIAL PTY LTD	QUARTERLY PEST CONTROL SERVICE	1,173.57
EFT48874	01/02/2022	RIGHTWAY INSPECTIONS	INSPECTION AND REPORT ON OLD HOUSE AT RED HILL	275.00
EFT48875	01/02/2022	SETON AUSTRALIA - BRADY AUSTRALIA PTY LTD T/AS	HAND SANITISERS	79.35
EFT48876	01/02/2022	SHIRE OF TOODYAY	AVON DESCENT 2021	33,000.00
EFT48877	01/02/2022	SHOWCASE CATERING	CATERING COSTS	7,219.50
EFT48878	01/02/2022	SIGN SUPERMARKET	SIGNS & STICKERS	1,057.00
EFT48879	01/02/2022	SIGNS & LINES	SIGNS FOR HAZELMERE	4,537.50
EFT48880	01/02/2022	SOFT LANDING - GREAT LAKES COMMUNITY RESOURCES INCORPORATED T/A	COLLECTION & DISPOSAL OF MATTRESSES AT HAZELMERE	55,467.50
EFT48881	01/02/2022	SONIC HEALTHPLUS PTY LTD	PRE-EMPLOYMENT MEDICAL	588.50
EFT48882	01/02/2022	SOURCE MY PARTS	PLANT PARTS	464.57
EFT48883	01/02/2022	ST JOHN AMBULANCE ASSOCIATION	FIRST AID TRAINING	89.00
EFT48884	01/02/2022	STATEWIDE BEARINGS - PARTOUT PTY LTD T/A	PARTS FOR WOOD GRINDER	2,116.40
EFT48885	01/02/2022	SUEZ RECYCLING & RECOVERY	FOGO BIN HIRE	34.56
EFT48886	01/02/2022	SWAN FIRE SERVICES	SERVICE MAINTENANCE - FIRE PROTECTION SYSTEM AT HAZELMERE	173.80
EFT48887	01/02/2022	SYNERGY	ELECTRICITY CHARGES - ASCOT PLACE & HAZELMERE	11,558.58
EFT48888	01/02/2022	TALIS CONSULTANTS	CONSULTING FEE - STAGE 16 LANDFILL, EPA SUBMISSION & OTHER W/	42,918.15
EFT48889	01/02/2022	TENDERLINK	ADVERTISING COSTS - TENDER	184.80
EFT48890	01/02/2022	THE WATERSHED	PURCHASE OF EVAPORATORS & PLANT PARTS FOR RED HILL	166,278.17
EFT48891	01/02/2022	THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	RECALIBRATION OF EQUIPMENTS	495.00
EFT48892	01/02/2022	TJ DEPIAZZI & SONS	PRODUCT TRANSPORTATION COSTS	1,701.15
EFT48893	01/02/2022	TOTALLY WORKWEAR MIDLAND	PROTECTIVE CLOTHING	2,368.86
EFT48894	01/02/2022	TOWN OF BASSENDEAN	REFUND OF CONTRIBUTION	2,204.00
EFT48895	01/02/2022	TRADEFAIRE INTERNATIONAL PTY LTD (PREVIOUSLY ACCESS INDUSTRIAL TYRES #3106)	TYRE REPLACEMENTS & REPAIRS	3,406.70
EFT48896	01/02/2022	TRUCKLINE - SPECIALIST WHOLESALERS PTY LTD T/AS	PLANT PARTS	71.46
EFT48897	01/02/2022	TRUSTEE FOR THE OZAIR UNIT TRUST T/A OZAIR P/L	SOLUTIONS FOR ENGINES	918.94
EFT48898	01/02/2022	TUTT BRYANT EQUIPMENT (BT EQUIPMENT PTY LTD)	PLANT PARTS & REPAIR	4,743.92
EFT48899	01/02/2022	TWISTECH - GREG WOOD	FENCE REPAIRS AT RED HILL & HAZELMERE	6,066.50
EFT48900	01/02/2022	TYREPOWER MUNDARING	PUNCTURE REPAIR & TYRE REPLACEMENTS	140.00
EFT48901	01/02/2022	UNITED CRANE SERVICES PTY LTD	PLANT TRANSPORTATION COSTS	3,894.00
EFT48902	01/02/2022	VOLICH WASTE CONTRACTORS PTY LTD	BULK BIN HIRE	44.00
EFT48903	01/02/2022	WA BROILER GROWERS ASSOCIATION (INC)	REFUND OF PAYMENT GUARANTEE	7,496.64
EFT48904	01/02/2022	WA SAFETY PRODUCTS	PROTECTIVE CLOTHING	1,566.25
EFT48905	01/02/2022	WA SAND SUPPLY AND HAULAGE PTY LTD	WASTE PRODUCT TRANSPORTATION COSTS	7,920.00
EFT48906	01/02/2022	WASTETRANS WA - APPALA HOLDINGS PTY LTD T/AS	PLANT REPAIR	5,304.42
EFT48907	01/02/2022	WATERLOGIC AUSTRALIA PTY LTD	EQUIPMENT RENTAL	799.34
EFT48908	01/02/2022	WESFARMER KLEENHEAT GAS PTY LTD	EQUIPMENT RENTAL	94.14
EFT48909	01/02/2022	WEST TIP WASTE CONTROL	SKIP BIN HIRE & PLANT TRANSPORTATION COSTS	9,020.00
EFT48910	01/02/2022	WESTRAC EQUIPMENT PTY LTD	PLANT SERVICE AGREEMENT & PLANT PARTS	3,428.59



# Eastern Metropolitan Regional Council

## CEO's DELEGATED PAYMENTS LIST FOR THE MONTH OF FEBRUARY 2022

Cheque / EFT No	Date	Payee		Amount
EFT48911	01/02/2022	WINC AUSTRALIA PTY LTD	STATIONERY & CONSUMABLES	1,153.21
EFT48912	01/02/2022	WORK CLOBBER	PROTECTIVE CLOTHING	150.00
EFT48913	01/02/2022	WREN OIL	WASTE OIL REMOVAL	33.00
EFT48914	01/02/2022	WURTH AUSTRALIA PTY LTD	HARDWARE SUPPLIES	820.48
EFT48915	03/02/2022	AMER SAABI	STAFF REIMBURSEMENT	29.55
EFT48916	03/02/2022	CITY TOYOTA	VEHICLE PURCHASE	31,758.82
EFT48917	03/02/2022	CUTTING EDGES REPLACEMENT PARTS PTY LTD	PLANT PARTS	8,042.82
EFT48918	03/02/2022	DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION (DWER)	CONTROL WASTE TRACKING FORM CHARGES	308.00
EFT48919	03/02/2022	DRAKE AUSTRALIA PTY LTD	LABOUR HIRE	10,395.21
EFT48920	03/02/2022	ENVIRO SWEEP	SITE SWEEPING AT BAYWASTE	1,371.70
EFT48921	03/02/2022	FUELFIX PTY LTD	EQUIPMENT HIRE	730.72
EFT48922	03/02/2022	G AND D FENCING - GRALEI PTY LTD T/A	NOISE CONTROL FENCE INSTALLATION - HRRP	25,421.00
EFT48923	03/02/2022	INDUSTRIAL RECRUITMENT PARTNERS	LABOUR HIRE	1,114.99
EFT48924	03/02/2022	INFINITY TRAINING AUSTRALIA	STAFF TRAINING	18,150.00
EFT48925	03/02/2022	IZABELLA KRZYSKO	STAFF REIMBURSEMENT	1,699.00
EFT48926	03/02/2022	NATIONAL WORKFORCE	LABOUR HIRE	3,725.16
EFT48927	03/02/2022	PERTH BIN HIRE - IWM (PBH) PTY LTD T/A	PRODUCT TRANSPORTATION COSTS	594.00
EFT48928	03/02/2022	PERTH ENERGY PTY LTD	GAS SUPPLY - WWtE	136.84
EFT48929	03/02/2022	POOJA SRIRAM	STAFF REIMBURSEMENT	778.95
EFT48930	03/02/2022	TELSTRA CORPORATION LTD	TELEPHONE CHARGES	439.41
EFT48931	03/02/2022	WEST TIP WASTE CONTROL	SKIP BIN HIRE	539.00
EFT48932	03/02/2022	WESTRAC EQUIPMENT PTY LTD	PLANT PARTS	697.66
EFT48933	03/02/2022	WINC AUSTRALIA PTY LTD	STATIONERY	44.55
EFT48934	03/02/2022	YEOMAN PTY LTD ATF THE RJ ROHRLACH FAMILY TRUST	CONSULTING FEES - SOLAR SYSTEM FOR NEW WORKSHOP	4,290.00
EFT48935	08/02/2022	ADAMS COACHLINES	BUS HIRE	465.00
EFT48936	08/02/2022	BEDROCK MINE MAINTENANCE SERVICES PTY LTD	PLANT REPAIR	209.00
EFT48937	08/02/2022	CIVIL AUTO ELECTRICS PTY LTD	PLANT REPAIRS	251.90
EFT48938	08/02/2022	INDUSTRIAL RECRUITMENT PARTNERS	LABOUR HIRE	3,157.75
EFT48939	08/02/2022	KLB SYSTEMS	COMPUTER HARDWARE PURCHASES	3,709.20
EFT48940	08/02/2022	LABOURFORCE IMPEX PERSONNEL P/L	LABOUR HIRE	12,056.46
EFT48941	08/02/2022	MILLS RECRUITMENT - MILLS CORPORATION PTY LTD T/AS	LABOUR HIRE	7,824.69
EFT48942	08/02/2022	MINETEK (INDUSTRIAL EQUIPMENT PTY LTD)	PLANT COVERS	1,958.00
EFT48943	08/02/2022	NEVERFAIL SPRINGWATER	BOTTLED WATER	689.33
EFT48944	08/02/2022	SOUTHERN CROSS PROTECTION	COURIER SERVICE	132.00
EFT48945	08/02/2022	TELSTRA CORPORATION LTD	TELEPHONE CHARGES	609.79
EFT48946	08/02/2022	TOTAL TOOLS MIDLAND	HARDWARE SUPPLIES	15,203.18
EFT48947	08/02/2022	TOTALLY WORKWEAR MIDLAND	PROTECTIVE CLOTHING	61.56
EFT48948	08/02/2022	CHILD SUPPORT	EMPLOYEE DEDUCTION	352.70
EFT48949	08/02/2022	PAYG PAYMENTS	PAYG TAXATION PAYMENT	78,690.00
EFT48950	11/02/2022	ARDEA ENVIRONMENTAL	CONSULTING FEE - GREEN DEAL ALLIANCE PROJECT	4,800.00



# Eastern Metropolitan Regional Council

## CEO's DELEGATED PAYMENTS LIST FOR THE MONTH OF FEBRUARY 2022

Cheque / EFT No	Date	Payee		Amount
EFT48951	11/02/2022	BROOKS HIRE SERVICE PTY LTD	PLANT HIRE - EXCAVATOR	9,768.00
EFT48952	11/02/2022	CIVIL AUTO ELECTRICS PTY LTD	PLANT REPAIRS	798.05
EFT48953	11/02/2022	DIAL BEFORE YOU DIG	DIAL BEFORE YOU DIG - HAZELMERE	110.00
EFT48954	11/02/2022	DRAKE AUSTRALIA PTY LTD	LABOUR HIRE	3,243.24
EFT48955	11/02/2022	ELK FISH ROBOTICS PTY LTD	SERVICE FEE	99.99
EFT48956	11/02/2022	HERBERT SMITH FREEHILLS LAWYERS	LEGAL ADVICE	7,047.59
EFT48957	11/02/2022	IAN BANCROFT	REPAIR TO RECYCLING CABINETS	220.00
EFT48958	11/02/2022	KLB SYSTEMS	COMPUTER HARDWARE PURCHASES	16,450.50
EFT48959	11/02/2022	MIDLAND STEEL FABRICATION - RASON HOLDINGS P/L AS TRUSTEE FOR THE MIDLAND STEEL TRUST (PREVIOUSLY CR#	PARTS FOR WOOD GRINDER	71.50
EFT48960	11/02/2022	MOTORCHARGE PTY LTD	FLEET FUEL PURCHASES	2,549.53
EFT48961	11/02/2022	NATIONAL WORKFORCE	LABOUR HIRE	3,746.60
EFT48962	11/02/2022	QUAD SERVICES PTY LTD	CLEANING SERVICES & CONSUMABLES - ASCOT PLACE	1,035.65
EFT48963	11/02/2022	SETON AUSTRALIA - BRADY AUSTRALIA PTY LTD T/AS	PROTECTIVE CLOTHING & SAFETY EQUIPMENT	106.55
EFT48964	11/02/2022	SIX CATS CONSULTING PTY LTD	CONSULTING FEE - FOGO OMTID	8,360.00
EFT48965	11/02/2022	SYNERGY	ELECTRICITY CHARGES - RED HILL	118.25
EFT48966	11/02/2022	TALIS CONSULTANTS	CONSULTING FEE - ASSISTING WITH THE ACCC APPLICATION	1,358.50
EFT48967	11/02/2022	WEST COAST WATER FILTER MAN	REPAIR TO WATER FILTER SYSTEM AT HAZELMERE	517.50
EFT48968	15/02/2022	ABA AUTOMATIC GATES WA	GATE MAINTENANCE AT HAZELMERE	865.00
EFT48969	15/02/2022	BURSON AUTOMOTIVE PTY LTD	PLANT PARTS	545.61
EFT48970	15/02/2022	DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION (DWER)	CONTROL WASTE TRACKING FORM CHARGES	528.00
EFT48971	15/02/2022	G AND D FENCING - GRALEI PTY LTD T/A	NOISE CONTROL FENCE INSTALLATION - HRRP	23,575.20
EFT48972	15/02/2022	INDUSTRIAL RECRUITMENT PARTNERS	LABOUR HIRE	2,327.82
EFT48973	15/02/2022	LABOURFORCE IMPEX PERSONNEL P/L	LABOUR HIRE	13,908.84
EFT48974	15/02/2022	QUAD SERVICES PTY LTD	CLEANING SERVICES & CONSUMABLES - ASCOT PLACE	1,035.65
EFT48975	15/02/2022	STEPHEN FITZPATRICK	STAFF REIMBURSEMENT	524.63
EFT48976	15/02/2022	TELSTRA CORPORATION LTD	TELEPHONE CHARGES	363.30
EFT48977	18/02/2022	DEPUTY COMMISSIONER OF TAXATION	GST PAYMENT	109,017.00
EFT48978	18/02/2022	AUSTRALIAN INSTITUTE OF MANAGEMENT - AIM	STAFF TRAINING	1,468.00
EFT48979	18/02/2022	BP AUSTRALIA PTY LTD	FUEL PURCHASES	49,007.12
EFT48980	18/02/2022	DRAKE AUSTRALIA PTY LTD	LABOUR HIRE	7,846.47
EFT48981	18/02/2022	MADDERN ELECTRICS	ELECTRICAL MAINTENANCE - ASCOT PLACE	1,155.00
EFT48982	18/02/2022	NATIONAL WORKFORCE	LABOUR HIRE	2,778.73
EFT48983	18/02/2022	ODOUR CONTROL SYSTEMS INTERNATIONAL LTD	ALTERNATIVE DAILY COVER MATERIAL	41,798.00
EFT48984	18/02/2022	SOUTHERN CROSS PROTECTION	COURIER SERVICE	132.00
EFT48985	18/02/2022	ST JOHN AMBULANCE ASSOCIATION	FIRST AID TRAINING	320.00
EFT48986	18/02/2022	TALIS CONSULTANTS	CONSULTING FEE - RED HILL WORKSHOP NO. 3	1,111.00
EFT48987	18/02/2022	TANGIBILITY PTY LTD	MARKETING MATERIALS - FOGO	752.40
EFT48988	18/02/2022	TIM DAVIES LANDSCAPING PTY LTD (TDL)	GARDEN MAINTENANCE ASCOT PLACE	1,014.99
EFT48989	18/02/2022	URIMAT AUSTRALIA PTY LTD	EQUIPMENT PURCHASE	3,828.00
EFT48990	18/02/2022	WASTETRANS WA - APPALA HOLDINGS PTY LTD T/AS	WASTE PRODUCT TRANSPORTATION COSTS	42,636.00





# Eastern Metropolitan Regional Council

## CEO's DELEGATED PAYMENTS LIST FOR THE MONTH OF FEBRUARY 2022

Cheque / EFT No	Date	Payee		Amount
EFT48991	18/02/2022	WILLIAM RAD	STAFF REIMBURSEMENT	140.51
EFT48992	18/02/2022	EMRC TRUST FUND	GREEN DEAL ALLIANCE PROJECT - EMRC CONTRIBUTION	40,000.00
EFT48993	18/02/2022	TANK MASTER AUSTRALIA PTY LTD	PLANT HIRE	3,346.00
EFT48994	21/02/2022	EMILY WILDING	COUNCILLOR'S MEETING FEE	238.00
EFT48995	21/02/2022	ALLIGHTSYKES PTY LTD	QUARTERLY SERVICE - GENERATOR AT ASCOT PLACE	470.98
EFT48996	21/02/2022	CHILD SUPPORT	EMPLOYEE DEDUCTION	352.70
EFT48997	21/02/2022	FLEXI STAFF PTY LTD	LABOUR HIRE	12,145.63
EFT48998	21/02/2022	G AND D FENCING - GRALEI PTY LTD T/A	NOISE CONTROL FENCE INSTALLATION - HRRP	28,579.10
EFT48999	21/02/2022	INDUSTRIAL RECRUITMENT PARTNERS	LABOUR HIRE	1,757.75
EFT49000	21/02/2022	LABOURFORCE IMPEX PERSONNEL P/L	LABOUR HIRE	10,620.12
EFT49001	21/02/2022	PAYG PAYMENTS	PAYG TAXATION PAYMENT	80,403.00
EFT49002	21/02/2022	SETON AUSTRALIA - BRADY AUSTRALIA PTY LTD T/AS	PROTECTIVE CLOTHING COVER	40.76
EFT49003	21/02/2022	SIGNS & LINES	SIGNS FOR HRRP	12,039.50
EFT49004	21/02/2022	STEPHEN CONWAY	STAFF REIMBURSEMENT	90.49
EFT49005	21/02/2022	WEST COAST WATER FILTER MAN	SERVICE TO WATER FILTER SYSTEM AT BAYWASTE	170.00
EFT49006	25/02/2022	ABA AUTOMATIC GATES WA	REPAIR TO HAZELMERE GATES	270.00
EFT49007	25/02/2022	ABIGAIL JONES	STAFF REIMBURSEMENT	263.98
EFT49008	25/02/2022	ACOR CONSULTANTS (WA) PTY LTD	CONSULTING FEE - HRRP	6,954.06
EFT49009	25/02/2022	CAVALIER PORTABLES & PARK HOMES	PLANT HIRE - WWtE	1,429.99
EFT49010	25/02/2022	CIVIL AUTO ELECTRICS PTY LTD	PLANT REPAIRS	958.10
EFT49011	25/02/2022	CPR ELECTRICAL SERVICES	ELECTRICAL MAINTENANCE AT HAZELMERE SITE	1,078.00
EFT49012	25/02/2022	DRAKE AUSTRALIA PTY LTD	LABOUR HIRE	9,109.96
EFT49013	25/02/2022	MADDERN ELECTRICS	ELECTRICAL MAINTENANCE - ASCOT PLACE	770.00
EFT49014	25/02/2022	MCLEODS BARRISTERS & SOLICITORS	LEGAL ADVICE	4,544.10
EFT49015	25/02/2022	NEVILLE REFRIGERATION & AIRCONDITIONING	DEGASSING OF FRIDGES & AIRCONDITIONERS - TRANSFER STATIONS A	3,245.00
EFT49016	25/02/2022	RENT A FENCE PTY LTD	HIRING COSTS - TEMPORARY FENCE FOR WWtE	69.69
EFT49017	25/02/2022	SPUDS GARDENING SERVICES	GARDENING SERVICE AT RED HILL	3,998.00
EFT49018	25/02/2022	SYNERGY	ELECTRICITY CHARGES - RED HILL & ASCOT PLACE	9,927.07
EFT49019	25/02/2022	TELSTRA CORPORATION LTD	TELEPHONE CHARGES	7,903.57
EFT49020	25/02/2022	TUTT BRYANT EQUIPMENT (BT EQUIPMENT PTY LTD)	PLANT SERVICE	1,586.89
EFT49021	28/02/2022	AUSCO MODULAR PTY LTD	PLANT HIRE - HAZELMERE	2,854.06
EFT49022	28/02/2022	AUSTRALIAN COMMUNICATIONS & MEDIA AUTHORITY ACMA ANNUAL LICENCE RENEWAL		71.00
EFT49023	28/02/2022	BISTEL CONSTRUCTION PTY LTD	CONSTRUCTION - HAZELMERE WASTE TRANSFER STATION & RED HILL	863,432.30
EFT49024	28/02/2022	BULLIVANTS PTY LTD	PLANT INSPECTION	264.00
EFT49025	28/02/2022	CLEANAWAY PTY LTD	COLLECTION OF GAS CYLINDERS FROM TRANSFER STATION	2,543.09
EFT49026	28/02/2022	DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION (DWER)	CONTROL WASTE TRACKING FORM CHARGES	528.00
EFT49027	28/02/2022	LABOURFORCE IMPEX PERSONNEL P/L	LABOUR HIRE	10,792.45
EFT49028	28/02/2022	MILLS RECRUITMENT - MILLS CORPORATION PTY LTD T/AS	LABOUR HIRE	6,115.78
EFT49029	28/02/2022	NEVILLE REFRIGERATION & AIRCONDITIONING	DEGASSING OF FRIDGES & AIRCONDITIONERS - TRANSFER STATION &	1,892.00
EFT49030	28/02/2022	PROTECTOR FIRE SERVICES	FIRE FIGHTING EQUIPMENT INSPECTION	165.00



# Eastern Metropolitan Regional Council

## CEO's DELEGATED PAYMENTS LIST FOR THE MONTH OF FEBRUARY 2022

Cheque / EFT No	Date	Payee		Amount
EFT49031	28/02/2022	SEEK LIMITED	ADVERTISEMENT - RECRUITMENT	2,750.00
220643	11/02/2022	EMRC PETTY CASH - BELMONT	PETTY CASH RECOUP	237.40
220644	11/02/2022	EMRC PETTY CASH - HAZELMERE	PETTY CASH RECOUP	100.60
220645	11/02/2022	EMRC PETTY CASH - MATHIESON ROAD	PETTY CASH RECOUP	24.15
220646	11/02/2022	EMRC PETTY CASH - RED HILL	PETTY CASH RECOUP	22.90
220647	15/02/2022	WATER CORPORATION	WATER RATES & USAGE - ASCOT PLACE & HAZELMERE	938.59
PAY 2022-16	02/02/2022	PAYROLL FE 30/1/22	NET PAYROLL	229,356.43
PAY 2022-17	16/02/2022	PAYROLL FE 16/2/22	NET PAYROLL	237,953.27
PAY 2022-17.1	18/02/2022	PAYROLL	PAYROLL	265.00
1*FEB22	1/02/2022	BANK CHARGES (1968 - 1972)	BANK FEES AND CHARGES	1,937.05
DD23511.1	13/02/2022	AWARE SUPER PTY LTD (FORMALLY FIRST STATE SUPER)	SUPERANNUATION	25,030.73
DD23511.2	13/02/2022	MARANI SUPER FUND	SUPERANNUATION	1,098.80
DD23511.3	13/02/2022	HUB24 SUPER FUND	SUPERANNUATION	231.39
DD23511.4	13/02/2022	MY NORTH SUPER (THE TRUSTEE FOR WEALTH PERSONAL SUPERANNUATION & PENSION FUND)	SUPERANNUATION	1,746.40
DD23511.5	13/02/2022	PLUM SUPERANNUATION FUND ( MLC )	SUPERANNUATION	1,277.93
DD23511.6	13/02/2022	CBUS INDUSTRY SUPER	SUPERANNUATION	997.01
DD23511.7	13/02/2022	AUSTRALIAN ETHICAL SUPER	SUPERANNUATION	321.49
DD23511.8	13/02/2022	MLC SUPER FUND	SUPERANNUATION	553.85
DD23511.9	13/02/2022	BT SUPER FOR LIFE	SUPERANNUATION	844.83
DD23514.1	13/02/2022	AUSTRALIAN SUPER	SUPERANNUATION	-199.40
DD23511.10	13/02/2022	TELSTRA SUPERANNUATION SCHEME	SUPERANNUATION	253.58
DD23511.11	13/02/2022	COMMONWEALTH ESSENTIAL SUPER	SUPERANNUATION	285.11
DD23511.12	13/02/2022	AMP FLEXIBLE LIFETIME SUPER	SUPERANNUATION	939.61
DD23511.13	13/02/2022	IOOF EMPLOYER SUPER	SUPERANNUATION	254.71
DD23511.14	13/02/2022	COLONIAL FIRST STATE FIRSTCHOICE	SUPERANNUATION	208.35
DD23511.15	13/02/2022	MARITIME SUPER	SUPERANNUATION	224.22
DD23511.16	13/02/2022	LEGALSUPER	SUPERANNUATION	435.77
DD23511.17	13/02/2022	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION	3,928.62
DD23511.18	13/02/2022	AUSTRALIAN SUPER	SUPERANNUATION	6,502.98
DD23511.19	13/02/2022	RETAIL EMPLOYEES SUPERANNUATION TRUST (REST SUPER)	SUPERANNUATION	2,003.42
DD23511.20	13/02/2022	SUNSUPER	SUPERANNUATION	269.23
DD23511.21	13/02/2022	ZURICH MASTER SUPERANNUATION FUND	SUPERANNUATION	324.81
DD23511.22	13/02/2022	ONEPATH MASTERFUND (ANZ)	SUPERANNUATION	189.29
2087	11/02/2022	ANZ BANKING GROUP	TERM DEPOSIT INVESTMENT	2,000,000.00
2088	15/02/2022	WBC - CORPORATE MASTERCARD - BRADLEY LACEY	CREDIT CARD PURCHASES	705.19
2089	15/02/2022	WBC - CORPORATE MASTERCARD - D AMEDURI	CREDIT CARD PURCHASES	320.24
2090	15/02/2022	WBC - CORPORATE MASTERCARD - DAVID SCHMIDT	CREDIT CARD PURCHASES	1,839.92
2091	15/02/2022	WBC - CORPORATE MASTERCARD - FRANK HUA HIM KUA	CREDIT CARD PURCHASES	242.00
2092	15/02/2022	WBC - CORPORATE MASTERCARD - H LIEW	CREDIT CARD PURCHASES	145.00
2093	15/02/2022	WBC - CORPORATE MASTERCARD - HEIN VON BENECKE	CREDIT CARD PURCHASES	965.3



Eastern Metropolitan Regional Council

CEO's DELEGATED PAYMENTS LIST  
FOR THE MONTH OF FEBRUARY 2022

Cheque / EFT No	Date	Payee		Amount
2094	15/02/2022	WBC - CORPORATE MASTERCARD - IZABELLA KRZYSKO	CREDIT CARD PURCHASES	1,042.38
2095	15/02/2022	WBC - CORPORATE MASTERCARD - MARCUS GEISLER	CREDIT CARD PURCHASES	210.89
2096	15/02/2022	WBC - CORPORATE MASTERCARD - S FITZPATRICK	CREDIT CARD PURCHASES	3,916.21
2097	15/02/2022	WBC - CORPORATE MASTERCARD - T BEINHAEUER	CREDIT CARD PURCHASES	850.36
2098	15/02/2022	WBC - CORPORATE MASTERCARD - T ECKSTEIN	CREDIT CARD PURCHASES	625.03
2099	15/02/2022	WBC - CORPORATE MASTERCARD - W HARRIS	CREDIT CARD PURCHASES	799.42
2100	15/02/2022	WBC - CORPORATE MASTERCARD - Z WILLIAMSON	CREDIT CARD PURCHASES	197.16
SUB TOTAL				<b>5,160,177.90</b>
LESS CANCELLED EFTs & CHEQUES				<b>Nil</b>
TOTAL				<b>5,160,177.90</b>

REPORT

Bank Code Bank

EMRC - Municipal Fund

**5,160,177.90**

All Employee Superannuation obligations for the period of February 2022 has been paid by the EMRC.

## **14.2 FINANCIAL REPORT FOR PERIOD ENDED 28 FEBRUARY 2022**

**D2022/03288**

### **PURPOSE OF REPORT**

The purpose of this report is to provide Council with an overview of the EMRC's financial performance for the period ended 28 February 2022.

### **KEY POINTS**

- Significant year to date budget variances greater than 10% or \$20,000, whichever is the greater, within each nature and type category on the Statement of Comprehensive Income as at 28 February 2022 have been identified and are reported on in the body of the report.

### **RECOMMENDATIONS**

That Council receives the Statement of Comprehensive Income, Capital Expenditure Statement, Statement of Financial Position, Statement of Cash and Investments and the Investment Report for the period ended 28 February 2022.

### **SOURCE OF REPORT**

Chief Financial Officer

### **BACKGROUND**

- 1 It is a requirement of the *Local Government (Financial Management) Regulations 1996* (r.34) that a Local Government is to prepare and present to Council financial reports in such a form as the Local Government considers to be appropriate.
- 2 Submitted to each meeting of Council is a financial report and summaries which provide an overview of year to date budget performance for operating activities and capital works. Variances greater than 10% or \$20,000, whichever is the greater, within each nature and type category on the Statement of Comprehensive Income are reported on in the body of the report. Also included are end of year forecasts by nature and type for operating activities and end of year forecasts for each capital works project. These forecasts are reviewed regularly in order to provide an accurate forecast of the end of year result.

### **REPORT**

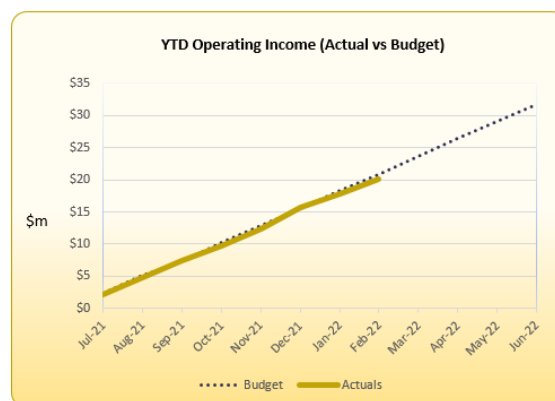
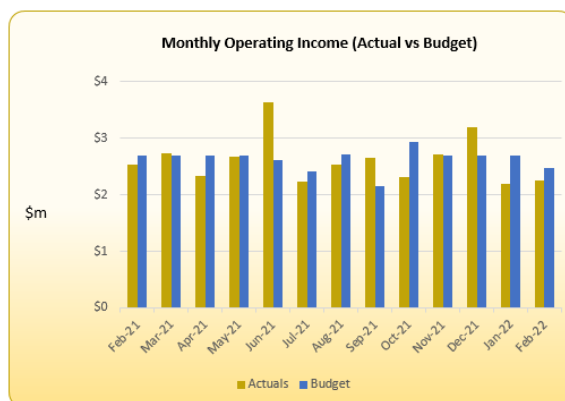
- 3 Outlined below are financial statements for the period ended 28 February 2022. Where possible the year to date monthly budget allocations will be reviewed in order to match the appropriate timing for the various projects budgeted to be undertaken. This will provide a better comparison between the year to date actual and year to date budget figures.

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

- 4 The net operating result as at 28 February 2022 is a favourable variance of \$1,078,743 (38.27%) against budget. The following information is provided on key aspects of Council's year to date financial performance:

5

<b>Operating Income</b>	Actuals for the Year	An unfavourable variance of \$688,403 (3.32%)
	End of Year Forecasts	An unfavourable variance of \$789,064 (2.49%)



### Operating Income Variances previously reported to Council

- 6 Year to date Operating Grants of \$193,000 is above the budget by \$20,000 (11.56%). The variance is due to a successful grant for \$20,000 relating to the Circular Economy in the Community project that was received and not previously budgeted for.
- 7 The full year forecast for Operating Grants is below the annual budget by \$195,000 (48.99%). The variance is due to the following grants that were budgeted for but will not be received (associated costs relating specifically to these grants have not been incurred):

- ⇒ \$105,000 - Co-ordination of Community Led NRM Projects due to the Environmental Services Section no longer existing effective from July 2021;
- ⇒ \$100,000 - Farm Dam Project; and
- ⇒ \$20,000 - Regional Integrated Transport Strategy including Net Zero; and

This is offset by the following successful grant not previously budgeted for that has been received:

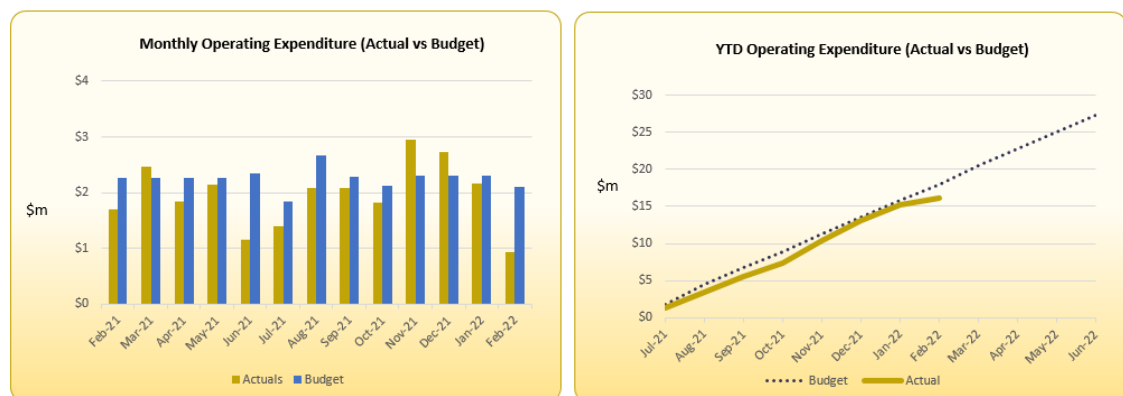
- ⇒ \$20,000 - Circular Economy in the Community project.

- 8 Year to date Interest Restricted Cash Investments of \$206,495 is below the budget by \$302,185 (59.41%). The variance is due to the lower interest rates on investments being obtained and the low value of term deposit maturities to date.
- 9 The full year forecast for Interest on Municipal Fund Cash and Investment is \$360,105 (45.01%) below the budget of \$799,975. The variance is due to the lower interest rates on investments being obtained and the low value of term deposit maturities by year end.

### Operating Income Variances not previously reported to Council

- 10 The full year forecast for Contributions is below the annual budget by \$72,339 (30.21%). The variance relates to lower than budgeted contributions to Sustainability projects from the City of Swan (\$22k - ERCMP & Regional Spatial Mapping), Shire of Mundaring (\$19k - ERCMP & Regional Spatial Mapping) & Other Organisations (\$31k - Regional Spatial Mapping & Environmental Sustainability & Net Zero programs).
- 11 The full year forecast for Other Income is below the annual budget by \$825,898 (29.04%). The variance is attributable to:
- ⇒ \$506,000 - Nil Electricity Sale as a result of the WWtE project not being commissioned in the 2021/2022 financial year;
  - ⇒ \$66,109 - Lowered Sale of Products Income; and
  - ⇒ \$290,000 - Lower Royalty Income as a result of the low level of return on the sale of the EMRC LGC's. The sale of the LGC's is undertaken by EDL who operate the Landfill Gas operation at the Red Hill Waste Management Facility. The rate for the LGC's fluctuates based on market conditions. The recent sale in February 2022 achieved a sale price of \$24 compared to \$84 that was achieved in 2018.
- 12 This is off-set by a forecast increase in Rebate Income - Other of \$33,000. This relates to a forecast increase in the diesel fuel rebate due to the increased usage of diesel fuel expected by the year end.
- 13 There were no further significant Operating Income variances as at 28 February 2022.

14	<b>Operating Expenditure</b>	Actuals for the Year	An underspend variance of \$1,767,146 (9.85%)
		End of Year Forecasts	An underspend variance of \$1,159,423 (4.24%)



### Operating Expenditure Variances previously reported to Council

- 15 Year to date Salary Expenses of \$6,008,026 is below the budget by \$1,015,891 (11.46%). This variance relates to budgeted positions yet to be filled together with unfilled vacant positions. This is partially offset by higher than budget contract labour expenses.

- 16 Year to date Contract Expenses of \$3,680,474 is below the budget by \$574,624 (13.50%) due to the timing of various projects from different business units. Areas where the expenditures are lower than budget for various directorates/business units include: CEO's (\$95,435), Business Support (\$277,793), Sustainability (\$168,214), Projects (\$200,627). This is off-set by expenditure greater than budget in the Operations business unit totalling \$167,445.
- 17 Year to date Material Expenses of \$650,622 is below the budget by \$236,754 (26.68%) due to the timing of various projects from different business units. Areas where the expenditures are lower than budget for various directorates/business units include: CEO's (\$33,237), Business Support (\$30,846), Sustainability (\$57,559), Projects (\$27,523) and Operations (\$87,589).
- 18 Year to date Miscellaneous Expenses of \$571,729 is below the budget by \$233,025 (28.96%) due to the timing of various projects from different business units. Areas where the expenditures are lower than budget for various directorates/business units include: CEO's (\$38,960), Business Support (\$21,294), Sustainability (\$57,852), Projects (\$30,310) and Operations (\$19,701).
- 19 Year to date Cost Allocations of \$101,870 is above the budget by \$38,253 (60.13%). This variance relates to internal costs allocated to various projects and specifically capital expenditure projects that have been budgeted to utilise the EMRC's plant and labour.

#### **Operating Expenditure Variances not previously reported to Council**

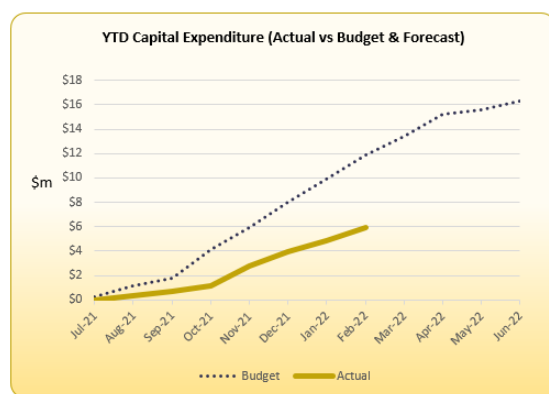
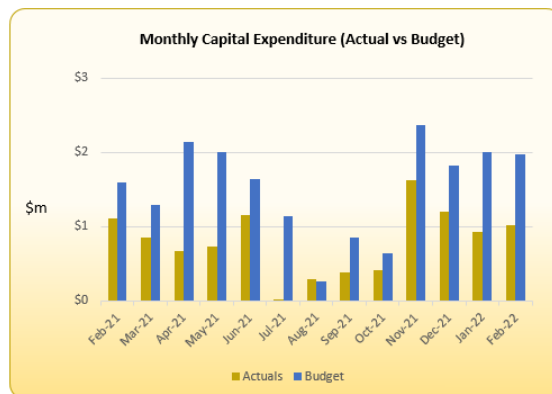
- 20 The full year forecast for Fuel Expenses is \$115,083 above the budget of \$720,135 (15.98%). The variance is attributable to the higher purchase price of diesel fuel compared to budget together with the higher level of tonnages forecast to be received as at year end compared to budget.
- 21 Following instructions from the OAG regarding the method of calculation of provisions, the full year forecast for Provision Expenses is \$1,468,811 (185.02%) above the budget of \$793,871. This variance relates to a higher than budgeted rate per tonne for the Post Closure Site Rehabilitation provision and the Environmental Monitoring provision that was recalculated following the completion of the 2020/2021 Annual Financial Report. The 12-month CPI rate and discount factor rates as at 30 June each year are used to calculate the provisions. As the rates can vary significantly from year to year, the budgeting for these provisions is based on an average of the 3 previous years rates with the actual value being calculated as at year end. Although this has an impact on the Net Result in the Statement of Comprehensive Income, these non-cash additional provisions do not affect the cash flow.
- 22 The full year forecast for Carrying Amount of Assets Disposed Of (Other Expenses) is \$56,006 (19.71%) above the budget of \$284,165. This relates to the Written Down Value of Plant and Vehicles that have achieved their change over period and have been sold.
- 23 There were no further significant Operating Expenditure variances as at 28 February 2022.

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

- 24 There were no significant Other Comprehensive Income variances as at 28 February 2022.

### Capital Expenditure Statement (refer Attachment 2)

<b>Capital Expenditure</b>	Actuals for the Year	An underspent variance of \$5,996,930
	End of Year Forecasts	Additional expenditure of \$2,153,192 compared to budget.



### Capital Expenditure Variances

- 25 An underspent variance of \$5,996,930 existed as at 28 February 2022 when compared to the year to date budget of \$11,895,837. Various factors have impacted on the capital expenditure on projects during the early part of the financial year, particularly as a result of inclement weather. October 2021 represented the highest rainfall for October since weather records began. As a result, it has impacted on the EMRC's project works at Red Hill Waste Management Facility (RHWMF).
- 26 Work at RHWMF and other site works are now progressing well with Stage 16 Class III cell being completed.
- 27 It is anticipated that there will be a significant uplift in project activity over the coming months as project works continue unhindered by the weather, bringing capital expenditure back in line with budgeted timing.
- 28 Minimal capital expenditure has been undertaken to 28 February 2022 with the major capital expenditure being on the following:
- Construct Commercial Transfer Station - HRRP - \$2,630,706;
  - Construct Class III Cell, Stage 16 - RHWMF - \$536,767;
  - Construct WWtE Building (Pre-Commissioning Costs) - HRRP - \$343,510;
  - Construct Concrete Pad East of C & I Building - HRRP - \$255,228;
  - Purchase/Replace Plant - HRRP - \$245,019;
  - Purchase/Replace Minor Plant & Equipment - RHWMF - \$238,216;
  - Gas Extraction System Wells - RHWMF - \$216,414
  - WWtE Project - HRRP - \$172,875;
  - Purchase/Replace Vehicles - \$165,542;
  - Purchase/Replace Plant - RHWMF - \$155,539;
  - Extension of Concrete Pad with Workshop Area - HRRP - \$121,653; and



- Noise Control Fencing - HRRP - \$116,693;
- 29 The forecast capital expenditure of \$18,486,196 is \$2,153,192 above the budget of \$16,333,004.
- 30 Significant reductions to capital budgets where savings have been achieved, or where project expenditure has been deferred due to delays and/or carried forward or not required include the following:
- ⇒ Air Pollution Control Residue Facility (APCR) - RHLF - \$721,085 (c/fwd);
  - ⇒ Purchase / Replace Plant - RHLF - \$544,461;
  - ⇒ Liquid Waste Project - RHLF - \$350,000 (c/fwd);
  - ⇒ Construct Class III Cell Stage 17 - RHLF - \$200,000 (c/fwd);
  - ⇒ Install Power to Lots 8, 9 and 10 - RHLF - \$150,000 (c/fwd);
  - ⇒ Implementation of the FOGO Recovery Strategy - RHLF - \$113,577 (c/fwd);
  - ⇒ Refurbish Plant - RHLF - \$100,000;
  - ⇒ Upgrade Power to Workshop No 2 - RHLF - \$100,000 (c/fwd);
  - ⇒ Noise Barrier for Hammer Mill - HRRP - \$99,900 (c/fwd);
  - ⇒ Construct Monitoring Bores - HRRP - \$70,000 (c/fwd);
  - ⇒ Purchase Vehicles - Ascot Place - \$69,000;
  - ⇒ Undertake FOGO Reference Site Tours - \$62,000 (c/fwd); and
  - ⇒ Digital Sign - HRRP - \$50,000 (c/fwd).
- 31 This is offset by an increase in the following Capital Expenditure budget provision following a review of the capital expenditure program:
- ⇒ Construct Commercial Transfer Station (HRRP) - \$2,900,249;
- This was subject to a report submitted to Council and approved by Council at its meeting held on 26 August 2021 (Ref: D2021/12261) for an additional sum of \$4,041,126 (\$3,500,000 was forecast in the 2022/2023 financial year and was bought forward to 2021/2022). Due to the timing of works \$1,140,877 of the approved amount is to be carried forward into the 2022/2023 financial year;
- ⇒ Construct Class III Stage 16 Landfill Cell - RHLF - \$585,475;
- The construction of the Class III Stage 16 Cell was expected to be completed by 30 June 2021 at a forecast cost of \$3,171,717. As a result, no carried forward provision was made in the 2021/2022 Annual Budget. However, due to the cell liner which was found to be out of specification and had to be replaced at the contractor's expense, as well as inclement weather, the construction of the cell was not completed by the end of June 2021. The actual expenditure as at 30 June 2021 totalled \$1,923,859 being \$1,247,858 below the expected forecast value of \$3,171,717. The Class III Stage 16 Cell has now been completed.
- ⇒ Construct Site Workshop (HRRP) - \$563,983;
- This was subject to a report submitted to Council and approved by Council at its meeting held on 25 November 2021 (Ref: D2021/23177) for an additional sum of \$846,384 to accommodate a higher than budgeted tender submission. Due to the timing of works \$282,401 of the approved amount is to be carried forward into the 2022/2023 financial year;

- ⇒ Purchase/Replace Plant - HRRP - \$350,000

This additional forecast expenditure relates to the purchase of a 16 Tonne Forklift and a Walking Floor at the HRRP.

- ⇒ Wood Waste to Energy Building Project (Pre-Commissioning Cost) - HRRP - \$204,108;

This expenditure relates to the additional capitalisation of WWtE pre-commissioning operating costs. It was expected that the WWtE project would be commissioned by April 2022, however due to delays it is now not expected to be commissioned during 2021/2022. The operating costs for the April - June 2022 period have therefore been transferred from the operating budget to the capital budget as on-going pre-commissioning expenses.

- ⇒ Construct FOGO Processing Area - RHLF - \$108,460;

This was subject to a report submitted to Council and approved by Council at its meeting held on 26 August 2021 (Ref: D2021/15757).

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

- 32 The Statement of Financial Position shows the overall impact of actual balances compared with budget provisions and end of year forecasts for operating and capital works activities.
- 33 Total Equity as at 28 February 2022 totals \$189,650,575. This is an increase of \$3,897,597 from the 30 June 2021 equity of \$185,752,978.
- 34 It has been forecast that Total Equity as at 30 June 2022 will be above the original budget of \$189,263,414 by \$11,684,135.

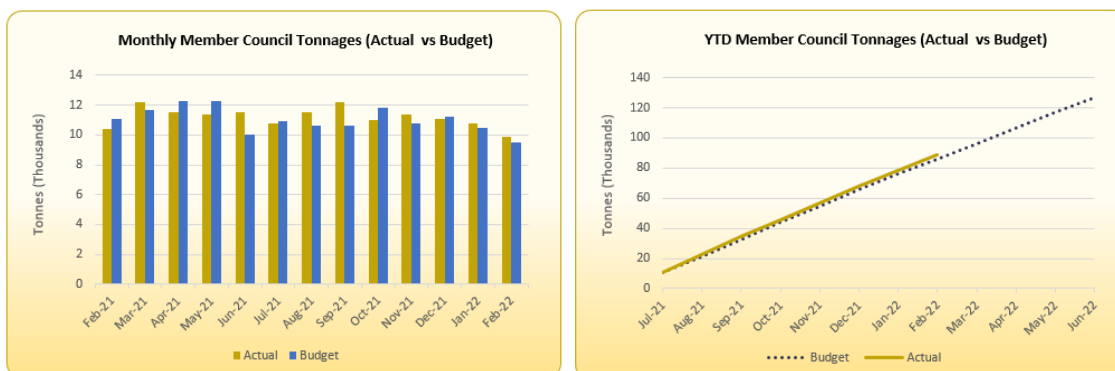
#### **Statement of Cash and Investments (refer Attachment 4)**

- 35 The level of cash and investments in the Municipal Fund as at 28 February 2022 is \$13,620,245 and Restricted Cash amount to \$66,099,715.
- 36 The net movement for the month is an increase of \$78,464.
- 37 It has been currently forecast that Total Cash and Investments as at 30 June 2022 will be above the original budget of \$69,885,715 by \$10,172,416.

#### **Investment Report (refer Attachment 5)**

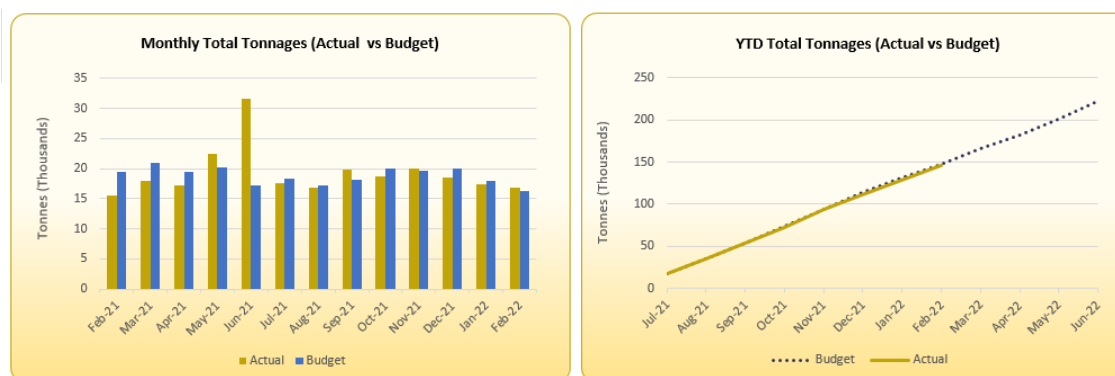
- 38 Term deposits valued at \$2,000,000 matured during February 2022. Of this amount \$4,000,000 was reinvested into further term deposits.

## Tonnages – Member Councils



- 39 YTD tonnages received from member Councils total 88,558 tonnes compared to the budget of 85,912 tonnes. As at the same period in 2020/2021 tonnages from member Councils totalled 95,626 tonnes (which included City of Belmont tonnages of 11,110).

## Tonnages – Total Tonnages



- 40 YTD total tonnages received from all sources total 145,898 tonnes compared to the budget of 148,049 tonnes. As at the same period in 2020/2021 tonnages received from all sources totalled 144,718 tonnes (which included City of Belmont tonnages of 11,110).

## STRATEGIC/POLICY IMPLICATIONS

- 41 Key Result Area 3 - Good Governance
- 3.3 To provide responsible and accountable governance and management of the EMRC.
  - 3.4 To continue to improve financial and asset management practices.

## FINANCIAL IMPLICATIONS

- 42 As outlined within the report and attachments

## SUSTAINABILITY IMPLICATIONS

- 43 Nil

### **Risk – Non Compliance with Financial Regulations**

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

### **MEMBER COUNCIL IMPLICATIONS**

#### **Member Council**

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

#### **Implication Details**

As outlined in the report.

### **ATTACHMENT(S)**

1. Statement of Comprehensive Income by Nature and Type (D2022/04447)
2. Capital Expenditure Statement (D2022/04448)
3. Statement of Financial Position (D2022/04449)
4. Statement of Cash and Investments (D2022/04450)
5. Investment Report (D2022/04452)

### **VOTING REQUIREMENT**

Simple Majority

### **RECOMMENDATION(S)**

That Council receives the Statement of Comprehensive Income, Capital Expenditure Statement, Statement of Financial Position, Statement of Cash and Investments and the Investment Report for the period ended 28 February 2022.

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

MOVED CR ZANNINO

SECONDED CR THOMAS

THAT COUNCIL RECEIVES THE STATEMENT OF COMPREHENSIVE INCOME, CAPITAL EXPENDITURE STATEMENT, STATEMENT OF FINANCIAL POSITION, STATEMENT OF CASH AND INVESTMENTS AND THE INVESTMENT REPORT FOR THE PERIOD ENDED 28 FEBRUARY 2022.

**CARRIED UNANIMOUSLY**



# STATEMENT OF COMPREHENSIVE INCOME

## Nature and Type

Year to Date				FEBRUARY 2022		Full Year		
Actual	Budget	Variance				Forecast	Budget	Variance
<b>Operating Income</b>								
\$21,950,604	\$22,569,842	(\$619,238)	(U)	User Charges		\$35,746,768	\$33,566,196	\$2,180,572 (F)
(\$8,311,275)	(\$8,546,304)	\$235,029	(F)	<u>Less</u> Landfill Levy Charges		(\$13,236,325)	(\$12,819,464)	(\$416,861) (U)
\$13,639,329	\$14,023,538	(\$384,209)	(U)	Net User Charges		\$22,510,443	\$20,746,732	\$1,763,711 (F)
\$386,108	\$379,020	\$7,088	(F)	Special Charges		\$605,925	\$556,739	\$49,186 (F)
\$2,871,221	\$2,805,893	\$65,328	(F)	Secondary Waste Charge		\$4,493,804	\$4,121,290	\$372,514 (F)
\$165,117	\$167,121	(\$2,004)	(U)	Contributions		\$167,121	\$239,460	(\$72,339) (U)
\$193,000	\$173,000	\$20,000	(F)	Operating Grants		\$203,000	\$398,000	(\$195,000) (U)
\$98,048	\$87,992	\$10,056	(F)	Interest Municipal Cash Investments		\$137,029	\$132,000	\$5,029 (F)
\$206,495	\$508,680	(\$302,185)	(U)	Interest Restricted Cash Investments		\$439,869	\$799,975	(\$360,106) (U)
\$997,282	\$1,010,884	(\$13,602)	(U)	Reimbursements		\$1,610,688	\$1,536,722	\$73,966 (F)
\$1,271,898	\$1,346,200	(\$74,302)	(U)	Other		\$2,018,381	\$2,844,278	(\$825,897) (U)
\$241,091	\$255,664	(\$14,573)	(U)	Proceeds from Sale of Assets		\$329,000	\$351,000	(\$22,000) (U)
<b>\$20,069,589</b>	<b>\$20,757,992</b>	<b>(\$688,403)</b>	<b>(U)</b>	<b>Total Operating Income</b>		<b>\$32,515,260</b>	<b>\$31,726,196</b>	<b>\$789,064 (F)</b>
<b>Operating Expenditure</b>								
\$6,008,026	\$7,023,917	\$1,015,891	(F)	Salary Expenses		\$10,064,688	\$11,174,794	\$1,110,106 (F)
\$3,680,474	\$4,255,098	\$574,624	(F)	Contract Expenses		\$6,985,567	\$6,429,257	(\$556,310) (U)
\$650,622	\$887,376	\$236,754	(F)	Material Expenses		\$1,305,145	\$1,347,539	\$42,394 (F)
\$187,267	\$205,778	\$18,511	(F)	Utility Expenses		\$340,150	\$310,375	(\$29,775) (U)
\$550,311	\$509,032	(\$41,279)	(U)	Fuel Expenses		\$835,218	\$720,135	(\$115,083) (U)
\$208,000	\$206,320	(\$1,680)	(U)	Insurance Expenses		\$309,404	\$310,604	\$1,200 (F)
\$3,483,657	\$3,199,464	(\$284,193)	(U)	Depreciation Expenses		\$5,029,558	\$4,826,380	(\$203,178) (U)
\$571,729	\$804,754	\$233,025	(F)	Miscellaneous Expenses		\$1,147,559	\$1,261,747	\$114,188 (F)
\$713,573	\$679,240	(\$34,333)	(U)	Provision Expenses		\$2,262,682	\$793,871	(\$1,468,811) (U)
(\$101,870)	(\$63,617)	\$38,253	(F)	Costs Allocated		(\$91,195)	(\$89,343)	\$1,852 (F)
\$220,203	\$231,776	\$11,573	(F)	Carrying Amount of Assets Disposed Of		\$340,171	\$284,165	(\$56,006) (U)
<b>\$16,171,992</b>	<b>\$17,939,138</b>	<b>\$1,767,146</b>	<b>(F)</b>	<b>Total Operating Expenditure</b>		<b>\$28,528,947</b>	<b>\$27,369,524</b>	<b>(\$1,159,423) (U)</b>
<b>\$3,897,597</b>	<b>\$2,818,854</b>	<b>\$1,078,743</b>	<b>(F)</b>	<b>NET RESULT BEFORE OTHER COMPREHENSIVE INCOME</b>		<b>\$3,986,313</b>	<b>\$4,356,672</b>	<b>(\$370,359) (U)</b>
Surplus	Surplus					Surplus	Surplus	
<b>Other Comprehensive Income</b>								
\$0	\$0	\$0	(F)	Revaluation of Assets/Accumulated Depreciation Reversal		\$0	\$0	\$0 (F)
<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(F)</b>	<b>Total Other Comprehensive Income</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0 (F)</b>
<b>\$3,897,597</b>	<b>\$2,818,854</b>	<b>\$1,078,743</b>	<b>(F)</b>	<b>CHANGE IN NET ASSETS FROM OPERATIONS</b>		<b>\$3,986,313</b>	<b>\$4,356,672</b>	<b>(\$370,359) (U)</b>
Surplus	Surplus					Surplus	Surplus	

## Notes:

1. User Charges - include member Councils and casual users pertaining to waste, risk management and environmental services fees and charges;
2. Special Charges - Waste Education Levy;
3. Contributions - member Councils' contributions to projects and services;
4. Operating Grants - grant income predominantly from government agencies; and
5. Other Operating Income - includes income from the sale of products;

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



# CAPITAL EXPENDITURE STATEMENT

## FEBRUARY 2022

Year to Date			On Order	Full Year				
Actual	Budget	Variance		Forecast		Budget	Variance	
CEO's Team								
\$0	\$0	\$0	\$0	24550/01	Purchase Information Technology & Communication Equipment - Councillors	\$30,000	\$30,000	\$0
\$0	\$0	\$0	\$0	24620/00	Purchase Art Works	\$10,000	\$10,000	\$0
\$0	\$0	\$0	\$0			\$40,000	\$40,000	\$0



# CAPITAL EXPENDITURE STATEMENT

FEBRUARY 2022

Year to Date			On Order	Full Year				
Actual	Budget	Variance		Forecast	Budget	Variance		
Business Support								
\$165,542	\$145,855	(\$19,687)	\$0	24440/00	Purchase Vehicles - Ascot Place	\$197,000	\$266,000	\$69,000
\$0	\$0	\$0	\$0	24510/01	Purchase Furniture Fittings & Equipment - Corporate Services	\$10,000	\$10,000	\$0
\$90,193	\$129,000	\$38,807	\$0	24550/00	Purchase Information Technology & Communication Equipment	\$190,000	\$129,000	(\$61,000)
\$0	\$108,000	\$108,000	\$520	25240/01	Capital Improvement Administration Building - Ascot Place	\$458,000	\$458,000	\$0
\$0	\$0	\$0	\$0	25530/01	Upgrade Security Equipment - Ascot Place	\$5,000	\$5,000	\$0
\$255,735	\$382,855	\$127,120	\$520			\$860,000	\$868,000	\$8,000



# CAPITAL EXPENDITURE STATEMENT

FEBRUARY 2022

Year to Date			On Order	Full Year				
Actual	Budget	Variance				Forecast	Budget	Variance
Operations Team								
\$0	\$50,000	\$50,000	\$0	24399/10	Air Supply lines - Waste Management Structures - Red Hill Landfill Facility	\$50,000	\$50,000	\$0
\$216,414	\$200,000	(\$16,414)	\$0	24399/20	Gas Extraction System Wells - Red Hill Landfill Facility	\$216,414	\$200,000	(\$16,414)
\$155,539	\$800,000	\$644,461	\$210,604	24410/00	Purchase / Replace Plant - Red Hill Landfill Facility	\$405,539	\$950,000	\$544,461
\$245,019	\$500,000	\$254,981	\$739,484	24410/01	Purchase / Replace Plant - Hazelmere	\$1,000,000	\$650,000	(\$350,000)
\$238,216	\$195,000	(\$43,216)	\$38,307	24420/00	Purchase / Replace Minor Plant and Equipment-Red Hill Landfill Facility	\$275,000	\$275,000	\$0
\$40,342	\$72,000	\$31,658	\$0	24420/02	Purchase / Replace Minor Plant and Equipment - Hazelmere	\$89,000	\$104,000	\$15,000
\$0	\$66,000	\$66,000	\$0	24430/00	Purchase / Replace Vehicles - Red Hill Landfill Facility	\$132,000	\$132,000	\$0
\$0	\$2,500	\$2,500	\$0	24520/07	Purchase Fire Fighting System/Equipment - Hazelmere	\$5,000	\$5,000	\$0
\$5,060	\$213,500	\$208,440	\$10,120	24530/08	Purchase / Replace Security System - Red Hill Waste Management Facility	\$213,500	\$213,500	\$0
\$19,250	\$10,000	(\$9,250)	\$0	24530/10	Purchase / Replace Security System - Hazelmere	\$19,250	\$10,000	(\$9,250)
\$0	\$20,000	\$20,000	\$0	24550/03	Purchase Information Technology & Communication Equipment - Hazelmere	\$30,000	\$30,000	\$0
\$0	\$26,000	\$26,000	\$0	24590/00	Purchase / Replace Other Equipment - Red Hill Landfill Facility	\$40,000	\$40,000	\$0
\$15,000	\$0	(\$15,000)	\$0	24590/02	Purchase / Replace Miscellaneous Equipment - Hazelmere	\$15,000	\$0	(\$15,000)
\$59,850	\$70,000	\$10,150	\$0	24610/10	Purchase Office Furniture and Fittings - Hazelmere Office	\$70,000	\$70,000	\$0
\$6,783	\$60,000	\$53,217	\$0	24610/11	Purchase Furniture and Fittings - Hazelmere Workshop	\$60,000	\$60,000	\$0
\$0	\$300,000	\$300,000	\$0	25410/00	Refurbish Plant - Red Hill Landfill Facility	\$200,000	\$300,000	\$100,000





## CAPITAL EXPENDITURE STATEMENT

FEBRUARY 2022

Year to Date			On Order	Full Year		
Actual	Budget	Variance		Forecast	Budget	Variance
\$1,001,472	\$2,585,000	\$1,583,528	\$998,516	\$2,820,703	\$3,089,500	\$268,797

# CAPITAL EXPENDITURE STATEMENT

## FEBRUARY 2022

Year to Date			On Order	Full Year				
Actual	Budget	Variance				Forecast	Budget	Variance
Projects Team								
\$257	\$0	(\$257)	\$0	24150/02	Purchase Waste Management Land	\$257	\$0	(\$257)
\$10,648	\$100,000	\$89,352	\$0	24250/01	Construct Waste Management Facility Buildings - Red Hill Landfill Facility	\$100,000	\$100,000	\$0
\$94,749	\$464,886	\$370,137	\$1,502,544	24250/08	Construct Workshop No 3 - Red Hill Landfill Facility	\$1,338,794	\$774,811	(\$563,983)
\$39,120	\$268,000	\$228,880	\$28,439	24259/05	Construct Wood Waste to Energy Building - HRRP	\$273,032	\$273,032	\$0
\$94	\$65,000	\$64,906	\$0	24259/06	Construct Community Recycling Centre (CRC) - HRRP	\$130,000	\$130,000	\$0
\$2,630,706	\$3,500,000	\$869,294	\$4,385,899	24259/10	Construct Commercial Transfer Station - HRRP	\$6,400,249	\$3,500,000	(\$2,900,249)
\$25,578	\$0	(\$25,578)	\$0	24259/13	Construct Site Workshop - HRRP	\$21,609	\$0	(\$21,609)
\$24	\$100,000	\$99,976	\$0	24259/15	Upgrade Power Supply to Workshop No 2 - Red Hill Landfill Facility	\$150,000	\$250,000	\$100,000
\$0	\$150,000	\$150,000	\$0	24259/16	Install Power Supply to Lots 8 9 & 10 - Red Hill Landfill Facility	\$0	\$150,000	\$150,000
\$343,510	\$735,040	\$391,530	\$12,187	24259/18	Construct Wood Waste to Energy Building (Pre-Commissioning) - HRRP	\$1,031,028	\$826,920	(\$204,108)
\$10,376	\$30,000	\$19,624	\$1,120	24259/19	Construct Wood Waste to Energy Dry Char Storage Facility - HRRP	\$60,000	\$60,000	\$0
\$250	\$40,000	\$39,750	\$39,150	24259/20	Construct Wood Waste to Energy Bucket Extension - HRRP	\$40,000	\$40,000	\$0
\$536,767	\$0	(\$536,767)	\$133,925	24310/19	Construct Class III Cell Stage 16 - Red Hill Landfill Facility	\$585,475	\$0	(\$585,475)
\$766	\$0	(\$766)	\$0	24310/21	Construct Class III Cell Stage 17 - Red Hill Landfill Facility	\$150,000	\$350,000	\$200,000
\$846	\$150,000	\$149,154	\$0	24330/05	Design and Construct Class IV Cell Stage 3 - Red Hill Landfill Facility	\$150,000	\$150,000	\$0

# CAPITAL EXPENDITURE STATEMENT

FEBRUARY 2022

Year to Date			On Order	Full Year				
Actual	Budget	Variance				Forecast	Budget	Variance
Projects Team								
\$4,778	\$100,000	\$95,222	\$0	24350/01	Construct Leachate and Stormwaste Infrastructure and Siltation Ponds - Red Hill Landfill Facility	\$154,731	\$200,000	\$45,269
\$78,492	\$145,000	\$66,508	\$2,652	24370/00	Construct Roads / Carparks - Red Hill Landfill Facility	\$183,492	\$185,500	\$2,008
\$1,269	\$130,000	\$128,731	\$0	24370/02	Construct Access Road to Lots 8 9 10 - Red Hill Landfill Facility	\$130,000	\$130,000	\$0
\$0	\$50,000	\$50,000	\$0	24380/00	Construct Drainage Diversion and Earthworks Infrastructures - Red Hill Landfill Facility	\$100,000	\$100,000	\$0
\$0	\$50,000	\$50,000	\$0	24394/05	Construct Litter Fence - Redhill Landfill Facility	\$50,000	\$50,000	\$0
\$116,693	\$150,000	\$33,307	\$0	24394/06	Resource Recovery Park - Noise Control Fencing	\$150,000	\$150,000	\$0
\$33,752	\$55,000	\$21,248	\$0	24395/01	Construct Hardstand and Road - Hazelmere	\$33,752	\$55,000	\$21,248
\$35,273	\$0	(\$35,273)	\$1,755	24395/05	Construct FOGO Processing Area - Red Hill Landfill Facility	\$108,460	\$0	(\$108,460)
\$0	\$62,500	\$62,500	\$0	24395/06	Undertake FOGO Reference Site Tours	\$0	\$62,500	\$62,500
\$74,694	\$215,909	\$141,215	\$24,433	24395/07	Implementation of the FOGO Recovery Strategy	\$186,423	\$300,000	\$113,577
\$29,900	\$45,000	\$15,100	\$0	24396/00	Construct Monitoring Bores - Red Hill Landfill Facility	\$70,000	\$70,000	\$0
\$0	\$45,000	\$45,000	\$0	24396/02	Construct Monitoring Bores - Hazelmere	\$0	\$70,000	\$70,000
\$114,372	\$402,660	\$288,288	\$68,887	24399/11	Wood Waste to Energy Utilities/Infrastructure - HRRP	\$408,754	\$408,754	\$0
\$0	\$0	\$0	\$0	24399/16	Liquid Waste Project - Red Hill Landfill Facility	\$150,000	\$500,000	\$350,000
\$30,785	\$750,000	\$719,215	\$10,000	24399/21	Air Pollution Control Residue Facility (APCR) - Red Hill Landfill Facility	\$1,578,915	\$2,300,000	\$721,085
\$255,228	\$250,000	(\$5,228)	\$0	24399/22	Construct Concrete Pad east of C&I Building - HRRP	\$255,228	\$250,000	(\$5,228)



# CAPITAL EXPENDITURE STATEMENT

FEBRUARY 2022

Year to Date			On Order	Full Year				
Actual	Budget	Variance				Forecast	Budget	Variance
Projects Team								
\$330	\$200,000	\$199,670	\$0	24399/23	Extension of Sewer Line from WWtE to Sewer Sump & existing ATU - HRRP	\$200,000	\$200,000	\$0
\$3,732	\$300,000	\$296,268	\$0	24399/24	Sewer Line from Lakes Rd to Mary St - HRRP	\$300,000	\$300,000	\$0
\$121,653	\$120,000	(\$1,653)	\$0	24399/25	Extension of Concrete Pad with Workshop area - HRRP	\$121,653	\$120,000	(\$1,653)
\$97	\$100,000	\$99,903	\$0	24399/26	Noise Barrier for Hammer Mill - HRRP	\$100	\$100,000	\$99,900
\$0	\$50,000	\$50,000	\$0	24399/27	Digital Sign (DWER Requirement) - HRRP	\$0	\$50,000	\$50,000
\$19,383	\$103,987	\$84,604	\$20,980	24410/03	Purchase Wood Waste to Energy Plant & Equipment - HRRP	\$103,987	\$103,987	\$0
\$2,800	\$0	(\$2,800)	\$0	24410/10	Purchase FOGO Processing Plant - Red Hill Landfill Facility	\$2,800	\$0	(\$2,800)
\$24,777	\$0	(\$24,777)	\$0	24410/14	Regional Waste Collection Project	\$21,754	\$0	(\$21,754)
\$0	\$0	\$0	\$814	24550/02	Purchase Information Technology & Communication Equipment - Projects	\$25,000	\$25,000	\$0
\$4,641,699	\$8,927,982	\$4,286,283	\$6,232,785			\$14,765,493	\$12,335,504	(\$2,429,989)
\$5,898,907	\$11,895,837	\$5,996,930	\$7,231,821		TOTAL CAPITAL EXPENDITURE	\$18,486,196	\$16,333,004	(\$2,153,192)

Actual June 2021	Actual Year to Date	(F) = Favourable variation (U) = Unfavourable variation	Full Year			
			Forecast	Budget	Variance	
Current Assets						
\$5,861,145	\$4,092,515	Cash and Cash Equivalents	\$4,717,848	\$4,010,280	\$707,568	(F)
\$82,123,503	\$75,627,445	Investments	\$75,340,283	\$65,875,435	\$9,464,848	(F)
\$3,431,287	\$4,534,484	Trade and Other Receivables	\$2,987,058	\$2,987,058	\$0	(F)
\$36,424	\$82,886	Inventories	\$39,035	\$39,035	\$0	(F)
\$32,382	\$581,915	Other Assets	\$67,382	\$67,382	\$0	(F)
\$91,484,741	\$84,919,245	Total Current Assets	\$83,151,606	\$72,979,190	\$10,172,416	(F)
Current Liabilities						
\$12,624,600	\$3,642,980	Trade and Other Payables	\$6,160,299	\$6,160,299	\$0	(F)
\$1,814,744	\$1,814,744	Provisions	\$1,892,645	\$1,892,645	\$0	(F)
\$14,439,344	\$5,457,724	Total Current Liabilities	\$8,052,944	\$8,052,944	\$0	(F)
\$77,045,397	\$79,461,521	Net Current Assets	\$75,098,662	\$64,926,246	\$10,172,416	(F)
Non Current Assets						
\$47,850,000	\$47,850,257	Land	\$52,586,164	\$52,585,907	\$257	(F)
\$6,506,875	\$7,893,220	Buildings	\$19,955,050	\$16,583,375	\$3,371,675	(F)
\$21,977,142	\$22,807,062	Structures	\$29,231,936	\$30,428,680	(\$1,196,744)	(U)
\$13,136,462	\$12,601,439	Plant	\$14,500,132	\$14,867,626	(\$367,494)	(U)
\$638,147	\$627,875	Equipment	\$1,214,005	\$1,123,575	\$90,430	(F)
\$126,449	\$178,831	Furniture and Fittings	\$246,488	\$250,604	(\$4,116)	(U)
\$25,179,667	\$25,651,104	Work in Progress	\$17,536,763	\$17,536,763	\$0	(F)
\$115,414,742	\$117,609,788	Total Non Current Assets	\$135,270,538	\$133,376,530	\$1,894,008	(F)
Non Current Liabilities						
\$6,707,161	\$7,420,734	Provisions	\$9,421,651	\$9,039,362	(\$382,289)	(U)
\$6,707,161	\$7,420,734	Total Non Current Liabilities	\$9,421,651	\$9,039,362	(\$382,289)	(U)
\$185,752,978	\$189,650,575	Net Assets	\$200,947,549	\$189,263,414	\$11,684,135	(F)
Equity						
\$76,354,391	\$82,641,476	Accumulated Surplus/Deficit	\$84,606,081	\$84,606,081	\$0	(F)
\$65,953,610	\$65,953,610	Cash Backed Reserves	\$76,866,559	\$64,812,065	\$12,054,494	(F)
\$37,157,892	\$37,157,892	Asset Revaluation Reserve	\$35,488,596	\$35,488,596	\$0	(F)
\$6,287,085	\$3,897,597	Net change in assets from operations	\$3,986,313	\$4,356,672	(\$370,359)	(U)
\$185,752,978	\$189,650,575	Total Equity	\$200,947,549	\$189,263,414	\$11,684,135	(F)



## CASH AND INVESTMENTS FEBRUARY 2022

Actual June 2021	Actual Year to Date	(F) = Favourable variation (U) = Unfavourable variation	Full Year			
			Forecast	Budget	Variance	
Municipal Cash and Investments						
5,857,095	4,088,465	Cash at Bank - Municipal Fund 01001/00	4,006,230	2,006,230	2,000,000	(F)
4,050	4,050	Cash on Hand 01019/00 - 02	4,050	4,050	0	(F)
16,046,391	9,527,730	Investments - Municipal Fund 02021/00	707,568	2,000,000	(1,292,432)	(U)
21,907,536	13,620,245	Total Municipal Cash	4,717,848	4,010,280	707,568	(F)
Restricted Cash and Investments						
749,821	752,123	Restricted Investments - Plant and Equipment 02022/01	1,877,760	704,819	1,172,941	(F)
2,943,263	2,952,298	Restricted Investments - Post Closure Site Rehabilitation Red Hill 02022/02	3,442,229	6,090,227	(2,647,998)	(U)
11,460,995	11,496,174	Restricted Investments - Future Development 02022/03	22,950,099	9,086,393	13,863,706	(F)
1,349,161	1,353,303	Restricted Investments - Environmental Monitoring Red Hill 02022/04	1,623,250	2,951,545	(1,328,295)	(U)
59,639	0	Restricted Investments - Environmental Insurance Red Hill 02022/05	0	65,714	(65,714)	(U)
15,813	0	Restricted Investments - Risk Management 02022/06	0	16,002	(16,002)	(U)
600,945	602,790	Restricted Investments - Class IV Cells Red Hill 02022/07	626,916	551,046	75,870	(F)
41,177,833	41,276,214	Restricted Investments - Secondary Waste Processing 02022/09	35,699,868	37,275,373	(1,575,505)	(U)
1,158,161	1,161,716	Restricted Investments - Class III Cells 02022/10	2,383,246	2,231,556	151,690	(F)
79,842	0	Restricted Investments - Building Refurbishment (Ascot Place) 02022/11	0	80,683	(80,683)	(U)
5,325,000	5,341,345	Restricted Investments - EastLink Relocation 02022/13	5,343,168	5,325,000	18,168	(F)
123,503	127,445	Restricted Investments - Accrued Interest 02022/19	338,109	433,707	(95,598)	(U)
1,033,136	1,036,307	Restricted Investments - Long Service Leave 02022/90	1,055,638	1,063,370	(7,732)	(U)
66,077,112	66,099,715	Total Restricted Cash	75,340,283	65,875,435	9,464,848	(F)
87,984,648	79,719,960	TOTAL CASH AND INVESTMENTS	80,058,131	69,885,715	10,172,416	(F)

The Cash at Bank - Municipal Fund represents the balance on the last day of the relevant month. Any portion of the balance available for investment is transferred into the Investment - Municipal Fund account in the following period. Funds held in the Cash at Bank - Municipal Fund continue to accrue interest as per the Westpac commercial rates.

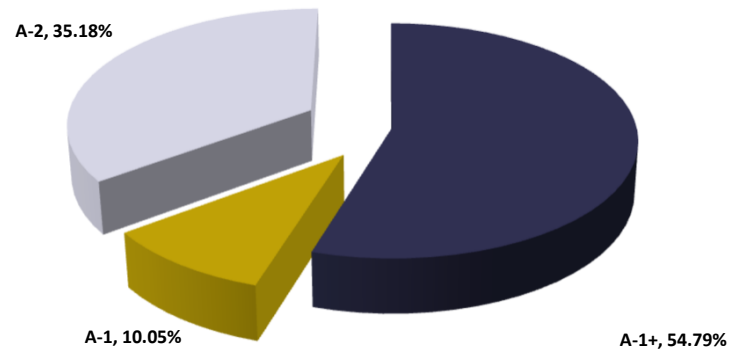
## EMRC Investment Report

February 2022

## I. Overall Portfolio Limits

S&P Long Term Rating	S&P Short Term Rating	Short Term % Portfolio	Investment Maximum %
AAA	A-1+	54.79%	100.00%
AA	A-1	10.05%	100.00%
BBB	A-2	35.18%	40.00%
		<u>100.00%</u>	

Investment by S&amp;P Rating



## II. Single Entity Exposure

	S&P Long Term Rating	S&P Short Term Rating	Short Term % Portfolio	
ANZ Banking Group	AA-	A-1+	2.51%	
AMP	BBB	A-2	12.56%	
NAB	AA-	A-1+	34.56%	
Westpac / St. George Bank	AA-	A-1+	17.71%	
Suncorp	A+	A-1	3.77%	*
Bank of Queensland	BBB+	A-2	10.05%	
ME Bank	BBB	A-2	12.56%	*
Macquarie Bank	A+	A-1	6.28%	
			<u>100.00%</u>	

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

## III. Term to Maturity Framework

Investment Policy Guidelines			
Maturity Profile	% Portfolio	% Min	% Max
Less Than 1 Year	100.00%	40%	100%
Greater than 1 year & less than or equal to 3 years	<u>0.00%</u>	0%	60%

## IV. Fossil Fuel Divestment

	% Portfolio
Non-Fossil Fuel ADI's	16.33%
Fossil Fuel ADI's	83.67%
	<u>100.00%</u>

## 14.3 REVIEW OF COUNCIL POLICIES

D2022/04270

### PURPOSE OF REPORT

The purpose of this report is to review five (5) of the EMRC's policies in accordance with Council's decision of 6 December 2018 that all EMRC policies be reviewed in the twelve months following the ordinary election day in 2021.

### KEY POINT(S)

- Council Policies 1.7, 3.6, 3.7 and 6.2 were last fully reviewed at the meeting of Council held on 6 December 2018.
- Council Policy 1.5 was last fully reviewed at the meeting of Council held on 23 March 2019.
- It is proposed that existing policies, as revised, be adopted.

### RECOMMENDATION(S)

That:

1. The five (5) policies, as reviewed and amended forming attachment 3 to this report, be adopted.
2. That the five (5) policies, as reviewed and amended forming attachment 3 to this report, be reviewed in the twelve months following the ordinary election day in 2023.

### SOURCE OF REPORT

Chief Financial Officer

### BACKGROUND

- 1 The following five (5) Council policies:
  - Council Policy 1.5 - Meeting Agenda/Minutes - Confidential Items;
  - Council Policy 1.7 - Legal Representation Costs Indemnification;
  - Council Policy 3.6 - Asset Management;
  - Council Policy 3.7 - Related Party Transaction and Disclosure; and
  - Council Policy 6.2 - Appointed Members and Staff - Conferences, Seminars, and Other Events.

were last reviewed at the meeting of Council held on 6 December 2018 (D2018/14285) and Council resolved inter alia that:

"All EMRC policies be reviewed in the twelve months following the ordinary election day in 2021."
- 2 Council Policy 1.5 - Meeting Agenda/Minutes - Confidential Items, was again reviewed at the meeting of Council held on 21 March 2019 (D2019/03460)

### REPORT

- 3 The policies of the EMRC, determined by Council as required by Section 2.7(2)(b) of the *Local Government Act 1995* (the Act), guide and inform management and the public about key Council principles. It is important that policies are reviewed periodically and amended where necessary.



- 4 EMRC's Executive Leadership Team, together with relevant Officers, have undertaken a comprehensive review of the five (5) policies. The following objectives were used as a basis for undertaking the review:
  - To ensure policies met the definition of a policy;
  - To incorporate in the policies appropriate amendments to account for changes due to legislative changes (if any) or details such as dates, times and values since the last review;
  - To realign all Council policies with the adopted EMRC 10 Year Strategic Plan 2017 - 2027 under the heading 'Strategic Plan Objective'; and
  - To ensure the policies are contemporary and appropriate for the Council.
- 5 Five (5) policies have been reviewed and the changes are tabled here for Council's consideration.
- 6 A summary of the proposed changes to the Council policies are provided in Attachment 1 of this report.
- 7 The main types of considerations for this review are as follows:
  - Maintain the current policy without amendment;
  - Maintain the policy with amendments; and
  - Delete the policy if it is no longer required, for example if these are covered under the *Local Government Act 1995* and regulations or has been incorporated into another policy.
- 8 No policy has been recommended for deletion.
- 9 The proposed changes are tracked and provided in Attachment 2 of this report.
- 10 All the changes are minor updates only. No significant changes have been made to the policies.
- 11 A clean copy of the final draft of the five (5) policies are tabled for Council's consideration for adoption, forming Attachment 3 of this report.

## STRATEGIC/POLICY IMPLICATIONS

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

## FINANCIAL IMPLICATIONS

- 13 Nil

## SUSTAINABILITY IMPLICATIONS

- 14 The policy under review contributes to sustainability by informing management and the public about key Council principles.

**Risk – Non Compliance with Local Government Act and Administration Regulations.**

Consequence	Likelihood	Rating
Moderate	Unlikely	Moderate
Action/Strategy		
➤ Council to adopt the new and revised Council Policies 1.5, 1.7, 3.6, 3.7 and 6.2		

**MEMBER COUNCIL IMPLICATIONS**

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

**ATTACHMENT(S)**

1. Summary of five (5) x EMRC policies and recommended changes (D2022/04271)
2. Five (5) x EMRC policies with tracked changes to the documents (D2022/04273)
3. Five (5) x EMRC policies incorporating changes made i.e. final policy documents (D2022/04279)

**VOTING REQUIREMENT**

Simple Majority

**RECOMMENDATION(S)**

That:

1. The five (5) policies, as reviewed and amended forming attachment 3 to this report, be adopted.
2. That the five (5) policies, as reviewed and amended forming attachment 3 to this report, be reviewed in the twelve months following the ordinary election day in 2023.

The Chairman invited questions to the report item.

Cr Ostaszewskyj put forward amendments to Council Policy 1.5 – Meeting Agenda/Minutes – Confidential Items.

The Chairman highlighted that there were a number of amendments being proposed for Council Policy 1.5 and to enable Councillors the opportunity to consider the proposed amendments, that the item could be deferred to a future meeting of Council.

#### **MOTION**

That Council defers Item 14.3 – Review of Council Policies to be considered at a future meeting of Council.

The Chairman called for a mover and seconder to defer Item 14.3 Review of Council Policies to be considered at a future meeting of Council.

Cr Daw moved the motion and Cr Zannino seconded.

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

MOVED CR DAW

SECONDED CR ZANNINO

THAT COUNCIL DEFERS ITEM 14.3 – REVIEW OF COUNCIL POLICIES TO BE CONSIDERED AT A FUTURE MEETING OF COUNCIL.

**CARRIED UNANIMOUSLY**



## Summary of EMRC Policies and Recommended Changes

### 1.0 MANAGEMENT

No:	Policy Title	Summary of Changes
1.5	Meeting Agenda / Minutes – Confidential Items Policy	Keep with minor Amendments
1.7	Legal representation costs indemnification	Keep with minor Amendments

### 3.0 FINANCE

No:	Policy Title	Summary of Changes
3.6	Asset Management Policy	Keep with minor Amendments
3.7	Related Party Transaction and Disclosure Policy	Keep with minor Amendments

### 6.0 CONFERENCES

No:	Policy Title	Summary of Changes
6.2	Reimbursement of Expenses for Conferences, Seminars and Other Events	Keep with minor Amendments



## Council Policy 1.5

### Meeting Agenda/Minutes - Confidential Items

#### Strategic Plan Objective

3.3 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~~ are to be distributed separate from but accompanying the Council and/or Committee agendas and marked confidential. on paper of a colour not used elsewhere in the agenda.
2. That the agenda is to 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 confidential documents and attachments are ~~to be distributed~~ mailed to all councillor and deputy members via an online platform (i.e. Diligent Board) upon delivery of all relevant agendas.
5. ~~That there is no requirement of councillors or deputy members to return confidential attachments to the CEO.~~
6. ~~That the power of the CEO, under section 5.25(1)(j)~~ That in accordance with s.5.95(1)(b) and s.5.95(3) of the Local Government Act 1995 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 unless the document has been declassified.

The ~~procedure~~ protocol for dealing with confidential information is:

1. Confidential information will be categorised by the EMRC 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 CEOs and officers.
2. Confidential information which will only be disclosed to the Council will include information which is the subject of legal professional privilege, commercially sensitive information and 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. ~~Release of confidential with the result the recipients of the~~ information will be limited to officers and employees of the EMRC and Council members including member Council Mayors and Shire President. ~~This e~~Confidential information will not be disclosed to any third party, inclusive of member Council CEOs and officers unless authorised by the EMRC CEO prior.
4. Confidential information which may be disclosed to committees and member Council CEOs 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 CEOs and officers.
6. Application of the ~~se procedures 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 CEOs 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 to avoid the need for litigation by the EMRC.

## Financial Considerations

Nil

## Adopted/Reviewed

18 September 1997

22 July 1999

02 May 2002

20 May 2004

23 February 2006

18 September 2008

23 September 2010

18 September 2014

06 December 2018

21 March 2019

24 March 2022

## Next Review

Following the Ordinary Elections in 202~~3~~<sup>4</sup>

## Responsible Unit

Business Support Team

# Council Policy 1.7

## Legal Representation Costs Indemnification

### Strategic Plan Objective

3.3 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 ~~r~~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) 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) Those brought against members or employees ~~t~~this could be in relation to a decision of Council or an employee which aggrieves another person or where the conduct of a member or employee in carrying out his or her functions is considered detrimental to the person (eg defending defamation actions)~~};~~ and
  - iii) Statutory or other inquiries where representation of members or employees is justified.
- c) The EMRC will not support any defamation actions seeking the payment of damages for individual members or employees in regard to comments or criticisms levelled at their conduct in their respective roles. Members or employees are not precluded, however, from taking their own private action. Further, the EMRC may seek its own advice on any aspect relating to such comments and criticisms of relevance to it.
- d) The legal services the subject of assistance under this policy will usually be provided by the EMRC's solicitors. Where this is not appropriate for practical reasons or because of a conflict of interest then the service may be provided by other solicitors approved by the EMRC.

## 2 Applications for Financial Assistance

- a) Subject to item (f), decisions as to financial assistance under this policy are to be made by Council.
- b) A member or employee requesting financial support for legal services under this policy is to make an application in writing, where possible in advance, to the Council providing full details of the circumstances of the matter and the legal services required. Such a request is to contain a declaration that the applicant has acted in good faith, and has not acted unlawfully or in any way that constitutes improper conduct in relation to the matter to which the application relates.
- c) The application is to be accompanied by a written statement by the applicant that he or she:
  - i) has read, and understands, the terms of this policy;
  - ii) acknowledges that any approval of legal representation costs is conditional on the repayment provisions of clause 3 and any other conditions to which the approval is subject; and
  - iii) undertakes to repay to the EMRC any legal representation costs in accordance with the provisions of clause 3.
- d) An application to the Council is to be 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 Chief Financial Officer.
- e) A member or employee requesting financial support for legal services, or any other person who ~~—~~might have a financial interest in the matter, should take care to ensure compliance with the ~~—~~financial interest provisions of the *Local Government Act 1995*.
- f) Where there is a need for the provision of urgent legal services before an application can be considered by Council, the CEO may give an authorisation to the value of \$5,000 provided that the power to make such an authorisation has been delegated to the CEO in writing under section 5.42 of the *Local Government Act 1995*. Council has delegated the authority to the CEO, up to \$5,000 per application, where the need arises for urgent legal services. (Delegation [reference](#) C7/2001).
- g) Where it is the CEO who is seeking urgent financial support for legal services the Chief Financial Officer 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**

20 October 2000

14 December 2000

02 May 2002

20 May 2004

23 February 2006

18 September 2008

23 September 2010

18 September 2014

06 December 2018

24 March 2022

## **Next Review**

Following the Ordinary Elections in 202~~3~~<sup>4</sup>

## **Responsible Unit**

Business Support Team



## Council Policy 3.6

### Asset Management Policy

#### Strategic Plan Objective

3.4 To continue to improve financial and asset management practices.

#### Purpose

To provide for the responsible management of EMRC controlled assets.

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

#### Definitions

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

#### Legislation

*Local Government Act 1995 s 5.56*

*Local Government (Administration) Regulations 1996 r19C and 19 DA*

#### Policy Statement

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

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

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

#### Policy Objectives

The objectives of this policy are to:

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

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

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

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

## Financial Considerations

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

The EMRC reports on the classes of assets including:

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

Provisions will be included in financial plans and annual budgets.



### Adopted/Reviewed

21 March 2013

18 September 2014

06 December 2018

24 March 2022

### Next Review

Following the Ordinary Elections in ~~2024~~2023

### Responsible Unit

Business Support Team

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## Council Policy 3.7

### Related Party Transaction and Disclosure

#### 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~~Chiefs.

## 3 Close members of the family

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

- Children and spouse or domestic partner;
- Children of that person's spouse or domestic partner; and
- Dependents of that person or that persons spouse or domestic partner.
- Under AASB 124, close members of the family could also include extended members of the family such as parents, siblings, grandparents, uncles/aunts or cousins if they could be expected to have influence or be influenced by the KMP in their dealings with the EMRC.

## 4 Related Party Transactions

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

## 5 Ordinary Citizen Transaction

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

Example of ordinary citizen transactions would be:

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

## 6 Control

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

## 7 Significant Influence

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

### Responsibilities

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

### Recommended Practices

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

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



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

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

22 June 2017

6 December 2018

24 March 2022

### Next Review

Following the Ordinary Elections in 2024~~2023~~

### Responsible Unit

Business Support Team

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## Council Policy 6.2

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

#### Strategic Plan Objective

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

#### Purpose

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

#### Legislation

Nil

#### Policy Statement

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

##### Registration Costs

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

##### Travel and Accommodation Costs

###### Air Travel - Intrastate and Interstate

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

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

###### Air Travel - International Destinations

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



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

#### Other Travel

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

#### Accommodation Costs

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

Meals (including reasonable liquid refreshments served with meals)

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

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

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

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

#### Accompanying Person(s)

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

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

The only exception to point (i) is the nominated cost for conference related social functions ~~ie. e.~~ dinner or cocktail ~~function~~ ~~for 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.

#### **Supporting Documentation**

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

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

#### **Chief Executive Officer Approval**

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

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

#### **Certification**

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

#### **Financial Considerations**

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

#### **Adopted/Reviewed**

22 July 1999  
02 May 2002  
20 May 2004  
08 December 2005  
23 February 2006  
18 September 2008  
23 September 2010  
18 September 2014  
06 December 2018  
[23 March 2022](#)

#### **Next Review**

Following the Ordinary Elections in [2024/2023](#)

#### **Responsible Unit**

Business Support Team

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## Council Policy 1.5

### Meeting Agenda/Minutes - Confidential Items

#### Strategic Plan Objective

3.3 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 confidential are to be distributed separate from but accompanying the Council and/or Committee agendas and marked confidential.
2. That the agenda is to 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 confidential documents and attachments are distributed to all councillor and deputy members via an online platform (i.e. Diligent Board) upon delivery of all relevant agendas.
5. That in accordance with s.5.95(1)(b) and s.5.95(3) of the *Local Government Act 1995* 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 unless the document has been declassified.

The procedure for dealing with confidential information is:

1. Confidential information will be categorised by the EMRC CEO into information that will be disclosed only to the Council and information which may be disclosed to committees and member Council CEOs and officers.
2. Confidential information which will only be disclosed to the Council will include information which is the subject of legal professional privilege, commercially sensitive information and 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. Release of confidential information will be limited to officers and employees of the EMRC and Council members including member Council Mayors and Shire President. Confidential information will not be disclosed to any third party, inclusive of member Council CEOs and officers unless authorised by the EMRC CEO prior.
4. Confidential information which may be disclosed to committees and member Council CEOs 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 CEOs and officers.
6. Application of these procedures 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 CEOs 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 to avoid the need for litigation by the EMRC.

### **Financial Considerations**

Nil

### **Adopted/Reviewed**

18 September 1997

22 July 1999

02 May 2002

20 May 2004

23 February 2006

18 September 2008

23 September 2010

18 September 2014

06 December 2018

21 March 2019

24 March 2022

### **Next Review**

Following the Ordinary Elections in 2023

### **Responsible Unit**

Business Support Team

## Council Policy 1.7

### Legal Representation Costs Indemnification

#### Strategic Plan Objective

3.3 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) 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) 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**

- a) Subject to item (f), decisions as to financial assistance under this policy are to be made by Council.
- b) A member or employee requesting financial support for legal services under this policy is to make an application in writing, where possible in advance, to the Council providing full details of the circumstances of the matter and the legal services required. Such a request is to contain a declaration that the applicant has acted in good faith, and has not acted unlawfully or in any way that constitutes improper conduct in relation to the matter to which the application relates.
- c) The application is to be accompanied by a written statement by the applicant that he or she:
  - i) has read, and understands, the terms of this policy;
  - ii) acknowledges that any approval of legal representation costs is conditional on the repayment provisions of clause 3 and any other conditions to which the approval is subject; and
  - iii) undertakes to repay to the EMRC any legal representation costs in accordance with the provisions of clause 3.
- d) An application to the Council is to be 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 Chief Financial Officer.
- e) A member or employee requesting financial support for legal services, or any other person who might have a financial interest in the matter, should take care to ensure compliance with the financial interest provisions of the *Local Government Act 1995*.
- f) Where there is a need for the provision of urgent legal services before an application can be considered by Council, the CEO may give an authorisation to the value of \$5,000 provided that the power to make such an authorisation has been delegated to the CEO in writing under section 5.42 of the *Local Government Act 1995*. Council has delegated the authority to the CEO, up to \$5,000 per application, where the need arises for urgent legal services. (Delegation reference C7/2001).
- g) Where it is the CEO who is seeking urgent financial support for legal services the Chief Financial Officer 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**

20 October 2000  
14 December 2000  
02 May 2002  
20 May 2004  
23 February 2006  
18 September 2008  
23 September 2010  
18 September 2014  
06 December 2018  
24 March 2022

## **Next Review**

Following the Ordinary Elections in 2023

## **Responsible Unit**

Business Support Team



## Council Policy 3.6

### Asset Management Policy

#### Strategic Plan Objective

3.4 To continue to improve financial and asset management practices.

#### Purpose

To provide for the responsible management of EMRC controlled assets.

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

#### Definitions

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

#### Legislation

*Local Government Act 1995 s 5.56*

*Local Government (Administration) Regulations 1996 r19C and 19 DA*

#### Policy Statement

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

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

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

#### Policy Objectives

The objectives of this policy are to:

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

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

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

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

## Financial Considerations

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

The EMRC reports on the classes of assets including:

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

Provisions will be included in financial plans and annual budgets.



### **Adopted/Reviewed**

21 March 2013

18 September 2014

06 December 2018

24 March 2022

### **Next Review**

Following the Ordinary Elections in 2023

### **Responsible Unit**

Business Support Team

## Council Policy 3.7

### Related Party Transaction and Disclosure

#### 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 Chiefs.

## **3 Close members of the family**

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

- Children and spouse or domestic partner;
- Children of that person's spouse or domestic partner; and
- Dependents of that person or that persons spouse or domestic partner.
- Under AASB 124, close members of the family could also include extended members of the family such as parents, siblings, grandparents, uncles/aunts or cousins if they could be expected to have influence or be influenced by the KMP in their dealings with the EMRC.

## **4 Related Party Transactions**

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

## **5 Ordinary Citizen Transaction**

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

Example of ordinary citizen transactions would be:

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

## **6 Control**

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

## **7 Significant Influence**

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

### **Responsibilities**

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

### **Recommended Practices**

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

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

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

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**

22 June 2017

6 December 2018

24 March 2022

### **Next Review**

Following the Ordinary Elections in 2023

### **Responsible Unit**

Business Support Team

## Council Policy 6.2

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

#### Strategic Plan Objective

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

#### Purpose

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

#### Legislation

Nil

#### Policy Statement

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

##### Registration Costs

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

##### Travel and Accommodation Costs

###### Air Travel - Intrastate and Interstate

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

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

###### Air Travel - International Destinations

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



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

### **Other Travel**

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

### **Accommodation Costs**

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

Meals (including reasonable liquid refreshments served with meals)

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

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

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

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

### **Accompanying Person(s)**

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

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

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

### **Cash Advance**

A cash advance of \$70 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.

### **Supporting Documentation**

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

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

### **Chief Executive Officer Approval**

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

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

### **Certification**

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

### **Financial Considerations**

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

### **Adopted/Reviewed**

22 July 1999  
02 May 2002  
20 May 2004  
08 December 2005  
23 February 2006  
18 September 2008  
23 September 2010  
18 September 2014  
06 December 2018  
23 March 2022

### **Next Review**

Following the Ordinary Elections in 2023

### **Responsible Unit**

Business Support Team

## **14.4 CHIEF EXECUTIVE OFFICER ATTENDANCE AT WASTE 2022 CONFERENCE**

**D2022/04639**

### **PURPOSE OF REPORT**

The purpose of this report is to seek Council's approval for the Chief Executive Officer (CEO) to attend the Waste 2022 Conference that is scheduled to be held in Coffs Harbour from 3 to 5 May 2022.

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

- As part of the Chief Executive Officer's professional development, the following conference has been identified.
- The Waste 2022 Conference is held annually and is hosted by the Impact Environmental Consulting Pty Ltd.
- The Conference includes best practice Waste Management from leading waste experts

### **RECOMMENDATION(S)**

That Council approves the Chief Executive Officer to attend the Waste 2022 Conference being held in Coffs Harbour from 3 to 5 May 2022, at an estimated cost of \$5,100.00.

### **SOURCE OF REPORT**

Chief Executive Officer

### **BACKGROUND**

- 1 The Coffs Harbour Waste Management Conference is now well regarded as the industry's leading waste management conference in Australia. Historically, attracting delegates both nationally and internationally, the conference is targeted at anyone who works in, or has an interest in waste management issues, and is particularly relevant to local government. This prestigious event features two and a half days of presentations, a comprehensive trade exhibition and social events on three evenings providing invaluable networking opportunities.
- 2 Attendees will hear from leading waste management professionals on the latest developments in the industry, be able to visit a vast array of exhibitions, and have the opportunity to network with other experts in the waste and resource recovery industry.

## REPORT

- 3 The Waste 2022 Conference program begins on Tuesday 3 May 2022 and concludes on Thursday 5 May 2022. The program is streamed to allow delegates to tailor their learning to their specific needs. There are also three social events for onsite delegates, providing ample networking opportunities.

Relevant topics on the programme include:

- Energy from Waste;
- Alternative Recycling Pathways;
- Regional Issues;
- Key Waste Issues and Strategy;
- Plastics;
- Circular Economy;
- Technology;
- Product Stewardship;
- Litter;
- Food Organics and Garden Organics (FOGO); and
- Illegal Dumping.

- 4 The conference topics align to current and future work being undertaken by the EMRC at the Red Hill Waste Management Facility and Hazelmere Resource Recovery Park.
- 5 The EMRC Chief Executive Officer is a “Waste Management & Resource Recovery Association Australia (WMRR) Member” and the conference cost for WMRR Members is discounted to \$3,102.00 per attendee inclusive of accommodation, excluding incidental expenses and meals. Cost of airfares is \$1,933.77. This totals \$5,035.77 excluding incidental expenses and meals.

## STRATEGIC/POLICY IMPLICATIONS

- 6 Key Result Area 1 - Environmental Sustainability
- 1.1 To investigate leading edge waste management practices
- 7 Council Policy 6.3 Attendance at Events

## FINANCIAL IMPLICATIONS

- 8 Each year funds are budgeted for officer attendance at conferences. The expected cost of the conference is \$5035.77 excluding incidental expenses and meals.

## SUSTAINABILITY IMPLICATIONS

- 9 Nil

**Risk – Non Compliance with Council Policy**

Consequence	Likelihood	Rating
Moderate	Unlikely	Moderate
Action/Strategy		
➤ Approval be sought for the CEO to attend Waste 2022 Conference and Exhibition to comply with Council Policy 6.3 Attendance at Events		

**MEMBER COUNCIL IMPLICATIONS**

**Member Council**

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

**Implication Details**

Nil

**ATTACHMENT(S)**

Conference Program (D2022/04645)

**VOTING REQUIREMENT**

Simple Majority

**RECOMMENDATION(S)**

That Council approves the Chief Executive Officer to attend the Waste 2022 Conference being held in Coffs Harbour from 3 to 5 May 2022 at an estimated cost of \$5,100.00.

**COUNCIL RESOLUTION(S)**

MOVED CR ZANNINO

SECONDED CR THOMAS

THAT COUNCIL APPROVES THE CHIEF EXECUTIVE OFFICER TO ATTEND THE WASTE 2022 CONFERENCE BEING HELD IN COFFS HARBOUR FROM 3 TO 5 MAY 2022 AT AN ESTIMATED COST OF \$5,100.00.

**CARRIED UNANIMOUSLY**

# WASTE 2022 CONFERENCE PROGRAM

The Waste 2022 Conference program begins at 10.00am on Tuesday 3rd May and concludes at 5pm on Thursday 5th May. There are also two optional pre-conference events which you might like to take part in.

The program is designed with all delegates in mind, the program is streamed to allow delegates to tailor their learning to their specific needs. There are also 3 social events for onsite delegates providing ample networking opportunities.

Delegates taking advantage of the live broadcasts can also follow the program below and login to the streams most applicable to them.

Click on the date tabs below to see the program for each of the 3 days or click on the stream name to see the list of presenters and topics featured within each stream!

Event Time - (UTC+10:00) Canberra, Melbourne, S... ▼

Tuesday, May 3, 2022	Wednesday, May 4, 2022	Thursday, May 5, 2022
	<b>PRE-CONFERENCE OPTIONAL EVENTS</b>	
7:45 AM - 9:45 AM	<b><u>PRE-CONFERENCE: Return &amp; Earn Tour</u></b> <a href="#">Register via the Coffs Conference registration form</a>	
8:00 AM - 9:45 AM	<b><u>PRE-CONFERENCE: AORA Workshop - FOGO by 2030</u></b> <a href="#">Register via the Coffs Conference registration form</a>	
9:45 AM - 10:00 AM	<b>**** WASTE 2022 CONFERENCE BEGINS ****</b> <a href="#">Registration from 7:30 AM in the Pre Function Foyer</a>	
10:00 AM - 10:10 AM	<b><u>Opening Address &amp; Welcome</u></b> <a href="#">Greg Freeman, Managing Director, Impact Environmental Consulting</a>	
10:10 AM - 10:30 AM	<b><u>Keynote Address 1: Title TBC</u></b> <a href="#">Presenter TBC</a>	
10:40 AM - 12:15 PM	<a href="#">EDUCATION (PART 1)</a>	<a href="#">LANDFILL</a>
12:15 PM - 1:15 PM	<a href="#">LUNCH - TUESDAY</a>	
1:15 PM - 2:50 PM	<a href="#">EDUCATION (PART 2)</a>	<a href="#">EXPO - OPERATIONAL EQUIPMENT &amp; FLEET SAFETY</a>
2:50 PM - 3:20 PM	<a href="#">AFTERNOON TEA - TUESDAY</a>	
3:25 PM - 5:00 PM	<a href="#">EDUCATION (PART 3)</a>	<a href="#">EXPO - RECYCLING &amp; LANDFILL EQUIPMENT</a>
5:30 PM - 7:30 PM	<b><u>CONFERENCE WELCOME RECEPTION</u></b> <a href="#">The Welcome Reception will take place outside among the outdoor exhibits at Opal Cove Resort (weather permitting).</a>	

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Event Time - (UTC+10:00) Canberra, Melbourne, S... ▼

Tuesday, May 3, 2022

Wednesday, May 4, 2022

Thursday, May 5, 2022

7:45 AM - 8:45 AM	WELCOME TEA AND COFFEE - WEDNESDAY		
8:45 AM - 8:55 AM	<b><u>Introduction and Welcome from the Chair</u></b> <a href="#">Gayle Sloan, CEO, WMRR</a>		
8:55 AM - 9:10 AM	<b><u>Welcome from Coffs Harbour City Council</u></b> <a href="#">Cr Paul Amos, Mayor, Coffs Harbour City Council</a>		
9:10 AM - 9:35 AM	<b><u>Keynote Address 2:</u></b> <a href="#">The Hon. James Griffin, Minister for Environment and Heritage</a>		
9:35 AM - 10:00 AM	<b><u>Keynote Address 3: Australia's circular transition: Progress and perspectives</u></b> <a href="#">Jodie Bricout, Circular Economy Manager, Lifecycles and Adjunct Senior Lecturer, University of Adelaide</a>		
10:00 AM - 10:45 AM	MORNING TEA - WEDNESDAY		
10:45 AM - 12:00 PM	<b><u>PANEL DISCUSSION 1: ADVANCED RECYCLING</u></b> <a href="#">Facilitated by: Barry Cosier, Australian Food and Grocery Council</a>		<b><u>PANEL DISCUSSION 2: CONTAINER DEPOSIT SCHEMES</u></b> <a href="#">Facilitated by: Alex Young, Director CDS Policy &amp; Compliance, NSW Environment Protection Authority</a>
12:00 PM - 1:00 PM	LUNCH - WEDNESDAY		
1:00 PM - 2:50 PM	<b><u>STRATEGY &amp; PLANNING (PART 1)</u></b>	<b><u>CIRCULAR ECONOMY</u></b>	<b><u>TECHNOLOGY (PART 1)</u></b>
2:50 PM - 3:25 PM	AFTERNOON TEA - WEDNESDAY		
3:30 PM - 5:00 PM	<b><u>STRATEGY &amp; PLANNING (PART 2)</u></b>	<b><u>PLASTICS</u></b>	<b><u>TECHNOLOGY (PART 2)</u></b>
6:15 PM - 11:59 PM	<b><u>CONFERENCE DINNER</u></b> <a href="#">The conference dinner will be held offsite at Pacific Bay Resort. Theme TBC Free scheduled transport will be provided between venues.</a>		



# WASTE 2022 CONFERENCE PROGRAM

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Event Time - (UTC+10:00) Canberra, Melbourne, S...

Tuesday, May 3, 2022

Wednesday, May 4, 2022

Thursday, May 5, 2022

8:00 AM - 9:00 AM	WELCOME TEA & COFFEE - THURSDAY		
9:00 AM - 9:15 AM	<b><u>Welcome address from the chair</u></b> <u>Presenter TBC</u>		
9:15 AM - 9:35 AM	<b><u>Keynote Address 4: Meeting the challenge of halving Australian food waste by 2030</u></b> <u>Mark Barthel, Chief Operating Officer, Stop Food Waste Australia</u>		
9:35 AM - 9:55 AM	<b><u>Keynote Address 5: Driving circularity through product stewardship</u></b> <u>Claire Kneller, Head of WRAP Asia Pacific, WRAP</u>		
9:55 AM - 10:40 AM	MORNING TEA - THURSDAY		
10:40 AM - 12:00 PM	<b><u>PANEL DISCUSSION 3: EXTENDED PRODUCER RESPONSIBILITY</u></b> <u>Facilitated by: Gayle Sloan, CEO, WMRR</u>		<b><u>PANEL DISCUSSION 4: DISASTER WASTE MANAGEMENT</u></b> <u>Facilitated by: Mike Ritchie, Managing Director, MRA Consulting Group</u>
12:00 PM - 1:00 PM	LUNCH - THURSDAY		
1:00 PM - 2:50 PM	<u>FOGO (PART 1)</u>	<u>RECYCLING</u>	<u>ENERGY FROM WASTE</u>
2:50 PM - 3:20 PM	AFTERNOON TEA - THURSDAY		
3:30 PM - 5:00 PM	<u>FOGO (PART 2)</u>	<u>PRODUCT STEWARDSHIP</u>	<u>PROBLEM WASTE</u>
6:30 PM - 11:59 PM	<b><u>CONFERENCE FINALE BUFFET</u></b> <u>The conference finale buffet will be held at Opal Cove Resort on the outdoor terrace (weather permitting) and in Horizons Restaurant.</u>		



#### 14.5 ITEMS CONTAINED IN THE INFORMATION BULLETIN (D2022/02491)

The following items are included in the Information Bulletin, which accompanies the Agenda.

1. REGISTER OF COUNCIL RESOLUTIONS 2022 (D2022/04304)
2. CEO EXERCISE OF DELEGATED POWERS AND DUTIES (D2022/04298)
3. 2021/2022 COUNCIL TONNAGE COMPARISONS AS AT 28 FEBRUARY 2022 (D2022/04293)

#### **RECOMMENDATION**

That the Council notes the items contained in the Information Bulletin accompanying the 24 March 2022 Ordinary Meeting of Council Agenda.

#### **COUNCIL RESOLUTION**

MOVED CR ZANNINO

SECONDED CR THOMAS

THAT THE COUNCIL NOTES THE ITEMS CONTAINED IN THE INFORMATION BULLETIN ACCOMPANYING THE 24 MARCH 2022 ORDINARY MEETING OF COUNCIL AGENDA.

**CARRIED UNANIMOUSLY**

## **15 REPORTS OF COMMITTEES**

### **15.1 AUDIT COMMITTEE MEETING HELD ON 3 MARCH 2022 (D2022/04468)**

The minutes of the Audit Committee meeting held on 3 March 2022 accompany and form part of this agenda – (refer to section of 'Minutes of Committees' for Council accompanying this Agenda).

#### **QUESTIONS**

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

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

That Council notes the recommendation(s) in the Audit Committee report (Section 15.1).

MOVED CR HAMILTON

SECONDED CR SUTHERLAND

THAT COUNCIL NOTES THE RECOMMENDATION(S) IN THE AUDIT COMMITTEE REPORT (SECTION 15.1).

**CARRIED UNANIMOUSLY**

## **16 REPORTS OF DELEGATES**

### **16.1 MUNICIPAL WASTE ADVISORY COUNCIL (MWAC) MINUTES HELD ON 16 FEBRUARY 2022**

The minutes of the MWAC meeting held on 16 February 2022 were included in the agenda.



# Municipal Waste Advisory Council

## Minutes

4.00pm Wednesday  
16 February 2022  
Online

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## ATTENDANCE

Cr Doug Thompson (Fremantle)	WALGA State Council	<i>Chair</i>
Cr Giorgia Johnson (City of Bayswater)	Eastern Metropolitan Regional Council	<i>Deputy Chair</i>
Cr Les Price (Cue)	WALGA State Council	
Mayor Ruth Butterfield (Armadale)	WALGA State Council	
Cr Peter Abetz	City of Gosnells	
Cr Karen Vernon (Victoria Park)	Mindarie Regional Council	
Cr Karen Wheatland (Melville)	Resource Recovery Group	
Cr Andrew Maurice (Mosman Park)	Western Metropolitan Regional Council	
Mr Tim Youé	Resource Recovery Group	<i>OAG Chair</i>
Mr Andrew Murphy (Vincent)	Metropolitan Local Government	<i>OAG Deputy</i>
Mr Peter Keane	Bunbury Harvey Regional Council	
Mr Marcus Geisler	Eastern Metropolitan Regional Council	
Mr Scott Cairns	Mindarie Regional Council	
Mr Stefan Frodsham	Western Metropolitan Regional Council	
Mr Chris Hoskisson (Joondalup)	Metropolitan Local Government	
Mr James Trail (Coolgardie)	Non-Metropolitan Local Government	
Ms Ruth March (Albany)	Non-Metropolitan Local Government	
Ms Rebecca Brown	Municipal Waste Advisory Council	
Ms Tazra Hawkins	Municipal Waste Advisory Council	
Ms Gráinne Whelan	Municipal Waste Advisory Council	
Cr Karen Chapple	WA Local Government Association	<i>President</i>

## APOLOGIES

Cr Tresslyn Smith (Bunbury)	Bunbury Harvey Regional Council
Ms Nicole Matthews	WA Local Government Association
Ms Candy Wong	Municipal Waste Advisory Council
Ms Hayley Williamson	City of Greater Geraldton
Cr Bob Hall	City of Greater Geraldton

# 1 PROCEDURAL MATTERS

## 1.1 Election of MWAC Chair and Deputy Chair

Cr Doug Thompson was elected unopposed as MWAC Chair, Cr Giorgia Johnson was elected as MWAC Deputy Chair.

## 1.2 MWAC Minutes tabled at WALGA State Council

A summary of the Minutes of the Municipal Waste Advisory Council meeting held Wednesday, 8 December 2022 will be noted at the next WA Local Government Association State Council meeting.

# 2 MINUTES OF PREVIOUS MEETING

## 2.1 Confirmation of the Previous MWAC Minutes

### MUNICIPAL WASTE ADVISORY COUNCIL MOTION (CR JOHNSON/CR PRICE)

That the Minutes of the meeting of the Municipal Waste Advisory Council held on Wednesday, 8 December 2022 be confirmed as a true and accurate record of the proceedings.

## 2.2 Business Arising from the Previous MWAC Minutes

A	Issue	June 2021 MWAC Item 5.8 FOGO in MUDS		
	Action	<ol style="list-style-type: none"><li>Executive Officer will follow up to determine if information on the <i>Waste Avoidance and Resource Recovery Act 2007</i> can be provided to DAPs so the members understand the regulatory requirements regarding Local Government waste collection.</li><li>The Chair requested that the Executive Officer provide information on how the amount/type of education a Local Government undertakes can impact on their contamination rate.</li></ol>		
	Timeframe		Status	<ol style="list-style-type: none"><li>Examples are requested from Members regarding this issue.</li><li>To be completed</li></ol>

B	Issue	August 2021 MWAC Item 7 General Business		
	Action	That the Municipal Waste Advisory Council undertake a workshop with the Goldfields Esperance Country Zone at their earliest convenience to identify ways that MWAC can further represent and assist the Zone.		
	Timeframe		Status	The Zone have requested that MWAC hold a Waste Summit in the Regional. Expressions of Interest will be sought from Local Governments to host the next three Waste Summits.

### 3 DECISION ITEMS

#### 3.1 COVID-19 Contingency Planning\*\*\*

##### MUNICIPAL WASTE ADVISORY COUNCIL MOTION (CR JOHNSON/CR PRICE)

That the Municipal Waste Advisory Council:

1. Note the following:
  - a. Omicron Planning Paper
  - b. Mutual Assistance Memorandum of Understanding.
2. Provide a copy of the Omicron Planning Paper and Mutual Assistance MoU to the Environment Minister.

##### In Brief

- The WALGA Team are taking a coordinated approach to Omicron Planning, based on issues that have arisen and queries from the sector. An Omicron Planning Paper has been developed to capture this information and provide guidance.
- The Mutual Assistance Memorandum of Understanding (MoU) developed in 2020 to provide continuity of service for waste collections has been updated.

##### Background

On 14 January, the Association held an online meeting with Local Governments and waste companies to seek feedback on any additional considerations for the Mutual Assistance MoU and to discuss the new challenges for Local Governments and waste companies in managing COVID-19.

##### Comment

Discussions included:

- Managing ongoing operations
- Contingency planning
- Extension to hours of operation
- Vaccination mandates
- WALGA Rapid Antigen Test Procurement
- Consistent Communication.

The Officers Advisory Group discussed the MoU and the Planning Paper. Both are being updated to include additional information on Rapid Antigen Tests, Vaccination, Essential Worker definitions and Department of Health information regarding exposure sites. The discussion highlighted the particular challenges for Local Governments in regional areas where there may be only one service provider. The Omicron Planning Paper and MoU are attached (p. 1 and 10 respectively).

##### Discussion at the Municipal Waste Advisory Council

An overview was given in relation to Rapid Antigen Testing for critical workers and new isolation requirements. An issue was raised at the Officers Advisory Group as one of the challenges in regional areas is when there is only one waste collector providing a service and how they implement contingency measures in that circumstance. At one of the Material Recovery Facilities an employee tested COVID-19 positive and all staff were considered casual/close contacts. The definitions have now changed and casual contacts are no longer used.

A member highlighted issues in relation to staffing at MRFs where staff are specialised in their role and there may not be other staff on standby to step into the role. Training and induction of standby staff takes time and is also an additional cost. A query was raised in relation to the definition of a close contact under the health direction. WALGA will seek clarification and report back to the group. The definition of a high case load versus a very high case load environment was queried and at what stage does that come into effect. Currently the definitions are set by the State Government and WALGA is awaiting confirmation as to when the very high case load environment would

come into effect. The Chair recommended that the Omicron Planning Paper be sent to the Minister for Environment for information.

### **3.2 CDS Minimum Network Standards – Second Review\*\*\***

#### **MUNICIPAL WASTE ADVISORY COUNCIL MOTION (CR JOHNSON/CR PRICE)**

**That the Municipal Waste Advisory Council endorse the Draft Submission on the CDS Minimum Network Standards – Second Review.**

##### **In Brief**

- On 6 December 2021 the Department of Water and Environmental Regulation (DWER) released the second review of the Container Deposit Scheme (CDS) Minimum Network Standards with submissions due by 14 January.
- The main focus of this review was on the definitions of seasonal, pop-up and mobile refund points, with the review suggesting that standard opening hours were not required for these types of refund point.
- The Draft Submission identifies the need for standard opening hours to be defined and maintained.

##### **Background**

This is the second review of the CDS Minimum Network Standards and focused on:

- Application of maximum travel distances
- Refund point requirements for Laverton, Ngaanyatjarra-Giles, Telfer
- Definitions of seasonal, pop-up and mobile refund points.

Comment on the review was due in January.

##### **Comment**

In the Draft Submission the Association supported clarifying that the maximum travel distances are only used to calculate the state-wide coverage of the Scheme whilst also ensuring that if refund point operators are not available the Scheme Coordinator needs to provide the service.

The new definition of seasonal refund point was supported, as it is in line with ensuring some flexibility for areas with seasonal populations based on tourism. The Draft Submission also supported refund points in regional and remote locations to self-identify as seasonal due to their location.

The Draft Submission did not support 'pop-up' refund points, with only nominal opening hours, being part of the Minimum Network Standards.

For all the new definitions, the Draft Submission requested that there be justification provided to DWER for the number of operating hours to ensure community interest is protected. The Draft Submission was attached (**p. 12**).

##### **Discussion at the Municipal Waste Advisory Council**

The item was passed with minimal discussion.

### **3.3 Stewardship for Consumer and Other Electrical and Electronic Products – Discussion Paper\*\*\***

#### **MUNICIPAL WASTE ADVISORY COUNCIL MOTION (CR JOHNSON/CR PRICE)**

**That the Municipal Waste Advisory Council endorse the Draft Submission on Stewardship for Consumer and Other Electrical and Electronic Products – Discussion Paper.**



## **In Brief**

- The Department of Agriculture, Water and Environment released the [discussion paper](#) on 14 December 2021 which contains a significant number of questions for consideration, covering the National Television and Computer Recycling Scheme (NTCRS) and a range of other electric and electronic materials
- The Draft Submission focuses on the key issues for Local Government in WA, regarding the NTCRS and the longer-term requirements for Product Stewardship Schemes.

## **Background**

The Department of Agriculture, Water and Environment released a Stewardship for consumer and other electrical and electronic products in late 2021, which included discussion and consultation with various stakeholders that took place in August to November 2021. In the last 10 years the rate of e-waste generated each year by Australians has more than doubled and the Discussion Paper identifies a range of different products that need to be considered. The Discussion Paper is divided into:

1. Introduction – overview of the context, evidence and key concepts
2. Product categories – data and issues divided into categories
3. Key issues – issues identified through early consultation across all product categories.

Consultation closes on 25 February 2022.

## **Comment**

The Discussion Paper contains a significant number of questions relating to electrical and electronic waste and its management. Some of the matters included in the Discussion Paper are outside the scope of Local Government expertise and experience, therefore not every section of the Paper has been commented on.

In providing comment on the Discussion Paper, some of the issues identified include the:

- Design of products without hazardous substances to make them easier to manage at end of life
- Need for a national Product Stewardship Scheme to manage solar PV and battery storage
- Potential to recover more mobile phones by expanding the NTCRS to accept mobile phones
- Need for manufactures of goods to design for durability to ensure that electrical and electronic devices are kept in circulation longer
- Requirement of supporting measures to accompany landfill bans on e-waste
- Collection, treatment, recovery and environmental disposal of products being the legal responsibility of producers regardless of the type of scheme introduced (mandatory, co-regulatory, voluntary)
- Design of future Schemes in such a way that ensures manufacturers, importers and distributors and organisations tasked with delivering Schemes, are financially or physically responsible for managing actual end-of-life impacts, as opposed to projected end-of-life impacts.

The Draft Submission was attached **(p. 16)**.

## **Discussion at the Municipal Waste Advisory Council**

A number of participants attended the e-waste industry breakfast seminar which outlined the range of research taking place in relation to recycling e-waste. Solar Panels are captured in the Draft Submission under a priority waste stream but packaging from e-waste is not. This is best covered by the Australian Packaging Covenant Organisation. Members highlighted that e-waste is an issue at aged care facilities and residential lifestyle villages where people stockpile until verge collection.

## 4 INFORMATION ITEMS

### 4.1 Program Update

- Bin Tagging Program
  - The Bin Tagging App is being tested in February
  - WALGA is working with Resource Recovery Group, Western Metropolitan Regional Council, Town of Bassendean, City of Wanneroo and City of Vincent
  - As part of the Program, waste audits will be conducted prior to and post bin tagging of approximately 200 households.
- Better Practice Guidelines for Multiple Dwelling Developments (MDDs)
  - Talis Consulting have developed a Draft Better Practice Guideline for new MDDs
  - WALGA are working to update the Better Practice Guideline for existing MDDs
  - Talis will be working with several Local Governments in 2022, to undertake pilot projects to test the various communications/infrastructure approaches to reduce contamination and increase resource recovery from MDDs.
- E-waste Recycling Program
  - Collection events were held at the following locations:

Date	Location	Tonnage e-waste collected
27 November 2021	Geraldton	3.45
14 November – 5 December	Denmark	1.71
	Jerramungup	0.74
	Plantagenet	1.66
- Community Sharps Program
  - WALGA has placed an order for 277 sharps containers, to be provided to 24 Local Governments across WA
  - Delivery of the containers and signage will occur over the next few months.

### 4.2 DWER New category checklists for works approvals and licences for waste facilities

- The Department of Water and Environmental Regulation's Industry Regulation division is developing a series of category checklists that will assist those applying for works approvals and licences under Part V of the Environmental Protection Act 1986. These new checklists are anticipated to help improve the overall quality of applications and their supporting information, thereby streamlining the overall assessment process.
- The first of these new category checklists relates to landfills. This checklist is optional for applications for solid waste landfill sites associated with mining operations or for category 89 rural landfill sites. It is mandatory for all other new landfill applications that include one or more of categories 63, 64, 65, and/or 66, and for prescribed premises with any of those categories that seek to amend their instrument(s) to expand existing landfill operations, for example through the construction of new landfill cells.
- A minor update to the main works approval, licence, and amendment application form has also been published to support this and future category checklists. The new category checklist and updated main application form are available on the [DWER website](#). The main application form is 25 pages long and the category checklist is 14 pages long, so it is not clear how useful the check lists will be.

## 5 REPORTS

### 5.1 Working Groups/Committee Reports

#### MWAC Groups

- 1. Metropolitan Regional Council Working Group**  
Delegates/Nominees: Mr Tim Youé, Working Group Chair  
This Group has not met since the previous MWAC Meeting.
- 2. Reducing Illegal Dumping Working Group**  
Delegates/Nominees: n/a  
This Group has not met since the previous MWAC Meeting.
- 3. Vergeside Collection Working Group**  
Delegates/Nominees: n/a  
This Group has not met since the previous MWAC Meeting. However it anticipated that the DWER Better Practice Guideline for Vergeside Collection and Drop off will be released in early 2022.
- 4. Consistent Communications Collective**  
Delegates/Nominees: n/a  
This Group met on Wednesday 9 February to discuss COVID communications and other matters.
- 5. Industry Training Reference Group**  
Delegates/Nominees: n/a  
This Group has not met since the previous MWAC Meeting.
- 6. Household Hazardous Waste Advisory Group / Operators Meeting**  
This Group has not met since the previous MWAC Meeting.

#### External Committees and Working Groups

- 1. DWER Waste Reform Advisory Group**  
Representative: MWAC Chair, MWAC Executive Officer and CEO of SMRC  
This Group has several meetings scheduled for 16 February (to discuss the State Waste Infrastructure Plan (SWIP)) and 17 February (to discuss COVID Planning).

#### Discussion at the Municipal Waste Advisory Council

The Chair gave an overview of the Scope, Objectives and Principles of the SWIP. A member queried if the document discussed the number of Regional Councils in the Metropolitan area. The document does not deal with this level of detail. A member stated that a SWIP was previously developed in 2014 and is still available to view. It was noted that in the current draft SWIP transfer stations were not quantified within the scope of the plan. Members who attended the meeting raised concerns that transfer stations are part of the key waste infrastructure particularly in regional areas. The current SWIP will be available for public consultation for 12 weeks from April-June with the final document published in August /September.

- 2. DWER Regulatory Reference Group**  
Representative: WALGA Executive Manager, Strategy Policy and Planning  
This Group has not met since the previous MWAC Meeting.

**3. DWER FOGO Reference Group**

Representative: MWAC Executive Officer, SMRC, EMRC, WMRC,  
This Group has not met since the previous MWAC Meeting.

**4. DWER Single Use Plastic Working Group**

Representative: MWAC Executive Officer  
This Group has not met since the previous MWAC Meeting.

**5. WARRRL Local Government Reference Group**

Representative: MWAC Executive Officer  
This Group has not met since the previous MWAC Meeting.

**6. Australasian Packaging Label Marketing and Communications Working Group**

Representative: MWAC Executive Officer  
This Group has not met since the previous MWAC Meeting.

**7. Hazard Coordinating Committee**

Representative: MWAC Executive Officer  
This Group has not met since the previous MWAC Meeting.

**8. Across Agency Asbestos Group**

Representative: MWAC Executive Officer  
This Group has not met since the previous MWAC Meeting.

**9. Main Roads Waste Forum**

Representative: MWAC Executive Officer / Waste Management Specialist  
This Group met in early 2022, however will not meet again as it has been superseded by a Waste Authority chaired C&D group.

**10. Waste Management and Resource Recovery Association**

Representative: MWAC Executive Officer, CEO of SMRC  
This Group has not met since the previous MWAC Meeting.

**11. Charitable Recyclers Australia**

Representative: MWAC Executive Officer  
This Group has not met since the previous MWAC Meeting.

## **6 OTHER GENERAL BUSINESS**

The meeting closed at 4:45pm.

## **7 NEXT MEETING**

The next meeting of the Municipal Waste Advisory Council will be held online at **4:00pm on Wednesday, 27 April 2022.**

## COVID-19 Omicron Planning February 2022



### Background – Essential Service and Waste Definitions

Waste Management is an essential service, provided by Local Government and a range of private contractors across Western Australia. An essential service is defined as:

*“a service formally recognised by government to be a basic right for its citizens and the failure to deliver this service would result in potential risks to the public. Therefore, the government will ensure that this service is considered a priority in strategic planning and is ultimately protected from disruption from outside sources such as natural and man-made disasters, market failure, economic pressures, community complaint and mismanagement” (WALGA, 2020).*

To define what waste management encompasses, the most relevant reference is the *Waste Avoidance and Resource Recovery Act 2007* (WARR Act). The terms of particular relevance are the definitions of waste, waste facilities and waste services:

**waste** includes matter —

- a) whether liquid, solid, gaseous or radioactive and whether useful or useless, which is discharged into the environment; or
- b) prescribed by the regulations to be waste;

**waste facility** means premises used for the storage, treatment, processing, sorting, recycling or disposal of waste;

**waste service** means —

- a) the collection, transport, storage, treatment, processing, sorting, recycling or disposal of waste; or
- b) the provision of receptacles for the temporary deposit of waste; or
- c) the provision and management of waste facilities, machinery for the disposal of waste and processes for dealing with waste.

In looking closely at the services that Local Government provides, or provides for, there may be some additional measures that are required. This document outlines current practice and protections and makes suggestions about a common approach to facilities.

### Waste Management – COVID Directions

#### Mandatory Vaccination

Waste management is captured under the [Critical Infrastructure Worker \(Restriction on Access\) Directions](#). Consequently waste management is also captured under the [Booster Vaccinations \(Restrictions on Access\) Directions](#).

The relevant definitions under the Directions are:

- 47. Waste has the same meaning that it has in the Waste Avoidance and Resource Recovery Act 2007 (WA) and includes controlled waste.
- 48. Waste infrastructure site means premises used for the predominant purpose of collection, transport, receipt, sorting, treatment, recycling, recovery (including energy recovery),

processing or disposing of domestic or commercial waste and includes licensed or unlicensed waste management premises where one or more waste service is provided.

49. Waste infrastructure worker means:

- a) a person of the kind set out in Row 6, Column 1 of the table in Schedule 1; or
  - b) any other person specified in writing to be a waste infrastructure worker by the Chief Health Officer or any person authorised by Chief Health Officer for that purpose, but does not include:
  - c) a person covered by Row 6, Column 2 of this Schedule.
50. Waste service has the same meaning that it has in section 3 of the Waste Avoidance and Resource Recovery Act 2007 (WA)

Waste Management workers are also identified under the State Governments current definitions of critical workers – which has an impact in a very high case load environment (with a reduction in the requirements for isolation/quarantine).

## Preparedness - Local Government Contingency Planning

### Collection Contingency

Local Government, working with WALGA Preferred Suppliers, have put in place a Memorandum of Understanding which allows an organisation to utilise fleet and workers from other organisations for waste collection. This provides some contingency in case the workers are affected by the virus. There are some key insurance considerations for Local Governments in this situation:

- Inductions for third party operators of the Local Government vehicles. Ensuring they know how to properly operate the vehicle; that personnel are fit and capable of undertaking the prescribed activity; and ensuring compliance with incident response/reporting procedures.
- Inspection of vehicle pre and post engagement to avoid any disputes over when damaged occurred and whose insurance applies.
- Utilising/following the WALGA Preferred Supplier Arrangement on labour hire. There should be specific protections in there for the member if the labour hire personnel is injured whilst under the supervision of the member.

### Business Continuity Planning

Local Governments are already undertaking business continuity plans. In the waste context, it is useful to look at prioritising waste services and deciding what services are most important whilst also considering workforce skills and adaptability.

Priority	Service
1	Kerbside waste/FOGO collection
2	Dead animals/Hazardous waste/Putrid waste
3	Kerbside recycling/GO collection
4	MGB deliveries
5	Park/bus stop bin collection
6	Verge litter collection
7	MGB household repairs
8	Bulk verge collection
9	Illegal dumping not included in (2)
10	Recycling centre drop off

## Response

Each Local Government may have a different waste service priority list. The following example from the City of Wanneroo is part of their business continuity planning process and shows what waste services will be impacted, if a certain proportion of the workforce is impacted. Other considerations in relation to workforce include pre-existing health conditions or whether they need to care for people in the home.

Staff Reduction	Impact
10%	None (short term)
20%	None (short term)
30%	Some disruption to verge/illegal dumping. Commence sourcing of temporary staff/contacting other Local Governments
40%	Verge litter/illegal dumping and greens drop-off ceased. Some reduction in bulk waste collection staff (service slow down)
50%	Verge/illegal dumping, greens drop-off and bulk collection ceased. Reduced capacity for park bins, et
60%	Verge litter/illegal dumping, greens drop off, bulk collection, park bins and delivery of MGBs suspended
70%	Verge litter/illegal dumping, greens drop-off, bulk collection, park bins, delivery of MGBs ceased. All available staff (internal and external) to concentrate on kerbside collections.
80%	Verge litter/illegal dumping, greens drop-off, bulk collection, park bins MGB delivery and kerbside recycling collection ceased. Consider a fortnightly waste collection
90%	Major impact on domestic collection

Staged phases of reduced services are included in Appendix 1, noting however the Government has expressed a preference to avoid lock down.

## Waste Collection – Kerbside

**Contamination of household bins** – advice from the Department of Health PHEOC is:

*It is possible that someone with COVID-19 may contaminate the surface of a bin and this could lead to transmission onto the next person to touch the bin. The bin is acting as a fomite- i.e., an inanimate object which can spread a pathogen on when touched. The risk of this occurring is no higher than any other object that people may touch throughout the course of their day. Thus, the risk mitigation strategy for this occurrence is to ensure that all staff handling bins wear gloves and wash their hands effectively after handling bins and regularly throughout the course of the day. It may also be an idea for Local Governments to remind consumers to wash their hands regularly throughout the day, including when handling bins.*

**Collection Vehicles** – a large proportion of waste collection vehicles, for kerbside collections, are side arm trucks. This means that a person does not physically touch the bin, instead the side arm of the truck collects the bin. The contents of the bin are tipped into the sealed body of the truck. This system is set up to minimise any contact between the driver and the bin or its contents, thereby minimising risk. It is recommended that workers keep the same truck where possible, or the truck is sanitised between uses.

For those organisations using rear lift trucks, where workers are required to manoeuvre bins to be picked up by the trucks, it is recommended that the workers follow the Department of Health advice regarding hygiene. The Local Government may also want to encourage



residents to wash their hands after handling bins. For workers sharing vehicles – it is suggested that waste collection vehicles are thoroughly sanitised between shifts.

**Collection / Processing Contracts** - Local Governments who have outsourced collection may need to consider some flexibility in their contracts, should the workforce undertaking collections be severely impacted. For example, the collection time (earlier or later) and the destination of the material. In regard to destination, it may be quicker for a vehicle to go to another landfill / transfer station than the one contracted. The main message is, consider this as an option and Local Government discuss this with your contractors.

### **Waste Facilities**

#### **Sharing vehicles**

As for collection workers, it is suggested that vehicles are thoroughly sanitised between shifts/users. This can include forklifts, front end loaders and compactors.

#### **Material Recovery Facilities**

The workers at these facilities wear full PPE – masks, glasses and gloves – as the nature and condition of the material received at these facilities is also quite variable and Material Recovery Facilities do have issues with the type of material they receive at times (for example nappies and sharps). Rapid Antigen Testing could form a key part of ensuring that exposure of workforce is limited.

#### **Composting facilities**

At composting facilities, for example processing FOGO, workers would wear full PPE, practice good hygiene and utilise litter pick grabs to remove all contamination. That means tissues can continue to be disposed of in the FOGO bin. Rapid Antigen Testing could form a key part of ensuring that exposure of workforce is limited.

#### **Transfer Stations/Drop off centres/Landfills**

The current approach used by these facilities is to minimise staff contact with the community who are dropping off recyclables or waste. This includes social distancing processes and additional PPE where appropriate. Currently, these sites are still open and taking 'self-haul' material. Disposing of waste is necessary and people may be taking the opportunity, while self-isolating, to have a good clear out. While transfer stations/drop off centres and landfills can remain open to allow people to dispose of self-haul material – while minimising staff exposure – it is encouraged that this occur, rather than the material remaining in people's homes or being illegally disposed of. However, if Government was to put in place more stringent recommendations regarding people not leaving their homes – except to get essentials – then it is suggested that transfer stations/drop off centres / landfills close their self-haul facilities. In this case the community would be encouraged to store material at home until such time as the restrictions were lifted.

Where the community has a clear pathway to dispose of the waste that they are usually generating (through kerbside/verge collection) then the restriction on self-haul should not prove too onerous. If these services are not in place in a Local Government – or are only in place for a proportion of the population – there is a rationale for self-haul to remain in operation, as it is the only waste disposal option for the community. Depending on the size of the community being serviced, arrangements could be put in place for pre-booking of waste drop off and electronic transactions.

#### **Cash handling**

It is suggested that sites minimise cash handling from an Occupational Health and Safety point of view. If your Local Government has not yet instituted a 'no cash' policy, then it is suggested



that this be referred to those responsible for dealing with COVID-19 issues within your Local Government and a whole of organisation policy be put in place.

### **Staffing**

Considering options to reduce risks, there could be the option for multiple shifts, with smaller numbers of staff, as a way of social distancing and reducing risk.

### **Key Community Messages**

Through the Associations Consistent Communications Collective, the following key messages for the community were discussed, and there are some resources available to promote these messages:

- Do not place tissues or kitchen paper towels in your recycling bin – these materials are usually considered contamination in the recycling bin but now with concerns about COVID-19 this behaviour is not acceptable. Place used tissues or kitchen paper towels in your general waste bin.
- Rapid Antigen Tests are not recyclable, please place them in your waste bin.
- Takeaway containers – clean and empty plastic containers in the recycling bin. Compostable packaging goes in the general waste bin.
- If there is a 'stay at home Direction' from Government, kerbside and verge collection services will continue. Waste management is an essential service. However, drop off centres – such as transfer stations and landfills – may limit community access during this time (to encourage people to stay home).

## Appendix 1

In developing the document, considerations include the need to ensure that the community can dispose of waste generated in an effective and efficient way which minimises the risk of COVID-19 transmission and facilitates adherence to Government Directions. Waste is an essential service, however the specific elements of the waste services which are required at all times needs further discussion. If this consistent approach is to work, there will need to be widespread adoption – or a Government requirement – because if one site is open when others are closed it is likely to be overwhelmed.

### Planning for Local Government Services during an Emergency Event

Stage of Emergency	Local Government Waste Services
<p><b>Complete Lock Down / Very High Caseload Environment</b></p> <p>Significant community transmission and multiple outbreaks across wider geographic area.</p> <p>Restrictions:</p> <ul style="list-style-type: none"> <li>Limited movement of people between geographic areas (within and outside metropolitan area, including regional travel restrictions)</li> <li>Severely restricted community movement – shopping, exercise, emergency only</li> <li>Social distancing/ masks for anyone outside</li> <li>Work from home, unless absolutely essential</li> <li>Non-essential businesses close</li> <li>Take away only from restaurants /café</li> </ul>	<p><b>Kerbside:</b> Continue as normal</p> <p><b>Vergeside:</b> Continue as normal, unless concerns about ability of service provider to collect.</p> <p><b>Drop off</b></p> <p>Reuse shops closed</p> <p>Public drop off – closed</p> <p>Household Hazardous Waste drop off – closed</p> <p><b>Note</b></p> <ul style="list-style-type: none"> <li>Although closed, there is the potential for it to be open by appointment, for urgent waste disposal.</li> <li>For some Local Governments drop off is the only waste disposal option for residents (or a portion of residents), for these Local Governments they would need to continue providing a drop off option, with increased precaution for workers (if present at the site).</li> </ul> <p><b>Container Deposit Scheme</b></p> <p>Bag drop, in certain shops (e.g., charity shops) are likely to be impacted.</p> <p><b>Communications – community facing</b></p> <p>Wash hands after you take the bin in /out</p> <p>Reduction of waste messaging</p> <p>Do not put tissues in the recycling bin</p> <p><b>Worker considerations</b></p> <p>Waste management services workers need to have permits to cross borders / boundaries.</p> <p>Workers will need to have social distancing and wear masks, ensure that exposure risks are minimised – for example no congregating of workers, same people working together, split shifts etc. to make sure if one section of the workforce falls sick or are required to self-isolate, there are sufficient workers to cover those shifts. PPE and hand sanitiser must be provided to workers.</p>

	<p>Have labour hire company or casual workforce on standby to provide labour if insufficient workers due to sickness and self-isolation requirements.</p> <p>Increase hygiene requirements – frequency of hand washing if not wearing PPE.</p> <p>Cashless system.</p> <p>Workers should be encouraged to self-isolate and get tested if they are feeling unwell. Identify workers who are at high risk of serious illness/death if they contract COVID-19. Seek advice on alternative work arrangements.</p>
<p><b>Very high case load environment</b></p> <p>Community transmission, across a range of geographic areas.</p> <p>Restrictions:</p> <ul style="list-style-type: none"> <li>Limited movement of people between geographic areas (within and outside metropolitan area, including regional travel restrictions)</li> <li>Social distancing in public spaces</li> <li>Gatherings allowed</li> <li>Work from home if you can</li> <li>Non-essential businesses close</li> <li>Take away only from restaurants /cafés</li> </ul>	<p><b>Kerbside</b> – Continue as normal</p> <p><b>Vergeside</b> – Continue as normal, unless concerns about ability of service provider.</p> <p><b>Drop off</b></p> <p>Reuse shops closed</p> <p>Public drop off – open</p> <p>Household Hazardous Waste drop off – open</p> <p><b>Container Deposit Scheme</b></p> <p>Bag drop, in certain shops (e.g. charity shops) are likely to be impacted.</p> <p><b>Communications – community facing</b></p> <p>Wash hands after you take the bin in /out</p> <p>Reduction of waste messaging</p> <p>Do not put tissues in the recycling bin</p> <p><b>Worker considerations</b></p> <p>Waste management services workers need to have permits to cross borders / boundaries.</p> <p>Workers will need to have social distancing and wear masks, ensure that exposure risks are minimised – for example no congregating of workers, same people working together, split shifts etc. to make sure if one section of the workforce falls sick or are required to self-isolate, there are sufficient workers to cover those shifts. PPE and hand sanitiser must be provided to workers.</p> <p>Have labour hire company or casual workforce on standby to provide labour if insufficient workers due to sickness and self-isolation requirements.</p> <p>Increase hygiene requirements – frequency of hand washing if not wearing PPE.</p> <p>Cashless system.</p> <p>Workers should be encouraged to self-isolate and get tested if they are feeling unwell.</p> <p>Identify workers who are at high risk of serious illness/death if they contract COVID-19. Seek advice on alternative work arrangements.</p>

<p><b>High case load environment</b> Some community transmission</p> <p>Restrictions:</p> <ul style="list-style-type: none"> <li>• 1.5 square metre social distancing</li> <li>• Travel restrictions relaxed across majority of WA</li> <li>• Gatherings allowed</li> <li>• Café &amp; restaurants open – for food only</li> <li>• COVID Safety plans for businesses</li> </ul>	<p><b>Kerbside</b> – Continue as normal</p> <p><b>Vergeside</b> – Continue as normal, unless concerns about ability of service provider.</p> <p><b>Drop off</b> <i>Reuse shops closed</i> Public drop off – open Household Hazardous Waste drop off – open</p> <p><b>Communications – community facing</b> Wash hands after you take the bin in /out Reduction of waste messaging Do not put tissues in the recycling bin</p> <p><b>Worker considerations</b> Workers will need to have social distancing and wear masks, ensure that exposure risks are minimised – for example no congregating of workers, same people working together, split shifts etc. to make sure if one section of the workforce falls sick or are required to self-isolate, there are sufficient workers to cover those shifts. PPE and hand sanitiser must be provided to workers. Have labour hire company or casual workforce on standby to provide labour if insufficient workers due to sickness and self-isolation requirements. Increase hygiene requirements – frequency of hand washing if not wearing PPE. Cashless system. Workers should be encouraged to self-isolate and get tested if they are feeling unwell.</p>
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## Risk of transmission relating to Waste Services

Services	Risk	Likelihood of occurrence	Mitigation
<b>Kerbside</b>	Transmission of virus from bin to bin, if workers are touching multiple bins during the collection process	Low – feedback from Dept of Health indicated that bin to bin transmission was relatively low likelihood of occurring and straightforward to mitigate	Community messaging – wash hands after taking the bin out.
	People with the virus at home placing items which have the virus on them (e.g., tissues etc) in the waste, recycling, GO or FOGO bin	High – material is likely to be placed in the bin that does carry the virus, however there are a range of mitigation options and current procedures which reduce the risk.	Community messaging – don't put tissues in your recycling bin. Double bag your waste. Operational – No one is touching the material in the bin. Recycling, GO or FOGO sorting workers already wearing full PPE, as nasty stuff frequently in the waste.
<b>Vergeside</b>	People going through the piles of waste on the verge, which may have the virus on them	Medium/low – feedback from Dept of Health indicated that transmission was relatively low likelihood of occurring and straightforward to mitigate	Community messaging / enforcement – do not go through the bulk verge collection material.
<b>Drop off</b>	Virus infected waste being in contact with workers – directly or indirectly	Medium – waste could be infected with the virus.	Community messaging – if you have the virus double bag your waste. Operational – PPE for those working closely with waste. Ensure that the filters on vehicles sufficient. Limit the number of cars allowed on site at any one time to allow social distancing – ensure additional staff to undertake traffic control.
<b>All</b>	Worker concern regarding the potential impact of COVID.  If an employee contracts COVID at work, the employer could be at risk of receiving a workers' compensation claim.	High – workers are rightly concerned about any potential impact of COVID through exposure in their workplace.	Ensure that workers have the most contemporary health advice from the Department of Health. Ensure workers have relevant PPE and training in how to use the PPE. Check in regularly with workers to understand any concerns or facilitate improvements to how work is being undertaken.



## Mutual Assistance Memorandum of Understanding

### Waste Collection and Transport

2022

#### Purpose

The Purpose of this Memorandum of Understanding (MoU) is to facilitate agreement between all parties and identify how all parties will work together in case the need arises to use staff or vehicles/equipment from other organisations to ensure the collection of waste continues in an emergency situation.

#### Parties to the MoU

WALGA Preferred Suppliers and Local Governments.

#### Background

This MoU has been developed in response to COVID-19 and the need to ensure that contingency planning is place for worse case scenarios relating to waste management collection. The scenario considered is that a significant proportion of the waste collection truck drivers were affected by COVID-19 or required to self-isolate.

#### Definitions

Requester of support – the organisation seeking assistance under the terms of this MoU.

Provider of support – the organisation providing assistance under the terms of this MoU.

#### Prioritising Collection

The agreed approach is that collections of putrescible waste will be prioritised.

#### Staffing

- Any staff being put forward need to have some experience in waste truck driving and the Supplier of support provide to the Requester of support the drivers CV/Drivers licence on their relevant experience.
- Any staff will need to undertake the relevant inductions for the Requester of support. Sufficient time needs to be given to the Supplier of support to organise the induction.
- Any staff being put forward will provide confirmation of vaccination.
- Staff may have to undertake Rapid Antigen Tests.

#### Insurance

- There are three potential scenarios in relation to insurance
  - Vehicle and driver – Provider of support to cover insurance
  - Vehicle only – Requester of support to temporarily note vehicle on their insurance policy
  - Driver only – Provider of support to cover insurance.
- From an insurance point of view there are varying degrees of exposure to the Provider or Requestor of support, which could suggest one approach is preferred over another.
- Provider of support to ensure personnel and equipment covered by their insurance.

#### Labour Hire Companies

- Labour Hire Companies potential have staffing available.

#### Funding

- The Supplier of support will charge out any vehicles, staff or combination thereof at their usual rate to the Requester of support.

- The Requester of support will be responsible for all incidental costs associated with the Provider of support personnel and equipment such as catering, accommodation, Occupational Health & Safety (OHS) issues, transport, fuel and storage.

#### **Process**

- Parties to the MoU are encouraged to engage with each other now to determine specific requirements and how the process work for them (Contact Details – Appendix 1), this includes identifying rates for charge out of vehicles, staff or combination thereof and the insurance considerations.
- WALGA, through this MoU, are facilitating the process.

#### **Duration of the MoU**

This MoU is intended to continue until January 2023 and will be reviewed as required during that time.

#### **Termination**

This MoU may be terminated by agreement of all parties.

#### **Withdrawal**

Parties may withdraw from this MoU at any time by providing written notice to WALGA (during usual business hours).

#### **Contact Details**

##### **Primary Contact**

**Name**

**Position**

**Email**

**Mobile**

##### **Secondary contact**

**Name**

**Position**

**Email**

**Mobile**



## Submission on the Review of the Container Deposit Scheme Minimum Network Standards Second Review

January 2022

### Status of this Submission

This Submission has been prepared through the Municipal Waste Advisory Council (MWAC) for the Western Australian Local Government Association (WALGA). MWAC is a standing committee of WALGA, with delegated authority to represent the Association in all matters relating to solid waste management. MWAC's membership includes the major Regional Councils (waste management) as well as a number of Local Government representatives. This makes MWAC a unique forum through which all the major Local Government waste management organisations cooperate.

This Submission therefore represents the consolidated view of Western Australia Local Government. However, individual Local Governments and Regional Councils may have views that differ from the positions taken here.

Due to the timeframe for consultation, this Submission has not yet been considered by MWAC. It will be put before the Council at the upcoming meeting on Wednesday, 16 February 2022. The Department will be informed of any changes to this Submission following consideration by MWAC.

### Introduction

The Western Australian Local Government Association (the Association) welcomes the opportunity to comment on the Second Review of the *Container Deposit Scheme Minimum Network Standards*. In contributing to the development of the Scheme, the Association made [comment](#) on the Customer Service Standards which informed the Minimum Network Standards. WALGA acknowledges that many of the recommendations made in this Submission have been included, such as the increase in allocation of refund points within the metropolitan area. In October 2021, the Association made a Submission on the first Review of the CDS Minimum Network Standards.

The Container Deposit Scheme (CDS) was established under the *Waste Avoidance and Resource Recovery Act 2007* on 1 October 2020. As part of the regulations, the Minimum Network Standards are to be reviewed as soon as practicable after the six-month anniversary of the Scheme commencing and after that, at intervals of not more than six months for the first three years.

As part of the Scheme a scheduled review process was included for the Minimum Network Standards. The first review occurred in October 2021 with this second review focusing on issues identified in Appendix 4 of the Issues Paper.

The second review identifies the following key points:

- Application of maximum travel distances used for modelling network coverage, which were based on an approximation of maximum shopping distances customers travel in different areas of the State
- Application of sites identified in Minimum Network Standards Consultation Summary (Laverton, Ngaanyatjarra-Giles, Telfer)
- Definition of seasonal refund point
- Definition of pop-up refund point
- Definition of mobile refund point.

This Submission comments on the key points which have been identified as part of the Second Review process.



Key Issue Identified	Options: The Minimum network standards could be updated to:			
<p>a) Application of maximum travel distances* were used for modelling network coverage and were based on an approximation of maximum shopping distances customers travel in different areas of the state</p> <p>b) Application of sites identified in Minimum Network Standards Consultation Summary (Laverton, Ngaanyatjarra-Giles, Telfer)</p>	1. Insert additional text applied to section 1.3 of the minimum network standards to clarify that maximum travel distances are only used to calculate the state-wide coverage of the scheme	2. Remove section 1.3	3. Remove reference to Telfer as an indicative refund point location	4. Scheme coordinator to investigate regular or occasional mobile service for the Ngaanyatjarra-Giles community
WALGA Comment	<p>1. <b>Support</b></p> <p>2. <b>Don't support:</b> These distances are important to ensure there is adequate access to refund points.</p> <p>3. <b>No comment</b></p> <p>4. <b>Support:</b> The Scheme requires that if a refund point operator is not available the Scheme Coordinator needs to provide the service.</p>			
Key Issue	Options for consideration:			
Definition of seasonal refund point	1. Define seasonal refund points as those that serve a town with less than 500 people and only operate for part of the year when tourism assists economic viability	2. Exempt seasonal refund points from specified minimum hours required for flexible refund points	3. Allow refund points in addition to those listed in the minimum network standards to self-identify as 'seasonal'.	4. Establish (if required) date ranges applicable for individual seasonal refund points

WALGA Comment	1. <b>Support:</b> In certain parts of WA seasonal refund points can potentially benefit local communities. 2. <b>Conditional support:</b> The Association understands that stipulating minimum hours for seasonal refund points may attribute additional costs and overheads which could potentially be cost prohibitive to the operation and viability of the seasonal refund point. However, there needs to be some level of minimum hours required to ensure the community can access the service. For example, in some areas there may be a need for seasonal refund points to be opened more than the minimum hours for a flexible refund point and in areas few hours, depending on seasonal populations. WALGA agrees that seasonal refund points have some flexibility regarding hours of operation, but the refund point would need to provide some form of justification to DWER for the opening hours. 3. <b>Support:</b> In some instances, it may be appropriate for some refund points in regional and remote locations to self-identify as seasonal due to their location and therefore have different minimum hours of operation. However, the refund point would need to provide some form of justification to DWER for self-identifying as seasonal. 4. <b>Don't support:</b> COVID-19 has had a significant impact on tourism in certain parts of WA, showing a substantial increase in many regions. This has meant visitors outside of the seasonal dates or times which were once considered usual. If date ranges were established based on seasonal activities, it could potentially reduce the number of containers that could potentially be captured through refund points in these locations.		
Key Issue	Options for consideration:		
Definition of pop-up refund point	1. Define pop-up refund points as servicing temporary social events that exist outside regular business hours such as markets, music festivals, agricultural shows, sporting carnivals	2. Clarify that event-based refund points or 'pop-up' refund points do not form part of the minimum network standards in terms of minimum hours of operation	
WALGA Comment	1 and 2. <b>Support:</b> Pop-up refund points have the potential to capture a large number of containers from events. It is unlikely they can adhere to the minimum hours of operation as required under the CDS Minimum Network Standards and as such should be exempt. WALGA would also suggest that pop-up refund points should also be excluded from the minimum network standards count of refund points required as they cannot meet these requirements.		
Key Issue	Options for consideration:		
Definition of mobile refund point	1. Define a mobile refund point as being a refund point that can be easily moved from location to location as part of a vehicle, connected to a vehicle or carried in a vehicle	2. Mobile refund points are not required to meet the minimum hours of operation designated for flexible refund points	3. Refund point locations nominated in the minimum network standards that are reasonably considered by the scheme coordinator to not be economically viable as stationary refund points can be serviced as mobile refund points.

WALGA Comment	<ol style="list-style-type: none"> <li>1. <b>Support</b></li> <li>2. <b>Conditional Support:</b> A definition of a mobile refund point needs to be included in the Glossary section indicating it is not required to meet the minimum network standard hours of operation for flexible refund points (16 ordinary business hours per fortnight at least eight of which must be weekend hours). Where a stationary refund point is not economically viable but produces a high container return this should be treated as mobile refund points.</li> <li>3. <b>Conditional Support:</b> Mobile refund points would still need to meet some form of minimum servicing standard/operating hours, approved by the DWER.</li> </ol>
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### 1.3 Maximum travel distances

On and from 12 months from the date of commencement, the Coordinator must ensure that the travel distances to a refund point for those persons identified in column 1 of the table in Part 1.3 are no more than those distances specified in column 2 of the table in Part 1.3.

*Travel distance to refund point for regional category*

Column 1 Regional category	Column 2 Maximum travel distance to refund point
Perth metropolitan area	5 km
Inner regional area	50 km
Outer regional area	100 km
Remote and very remote area	200 km

## Submission on the Stewardship for consumer and Other Electrical and Electronic Products – Discussion paper

### February 2022



#### Status of this Submission

This Submission has been prepared through the Municipal Waste Advisory Council (MWAC) for the Western Australian Local Government Association (WALGA). MWAC is a standing committee of WALGA, with delegated authority to represent the Association in all matters relating to solid waste management. MWAC's membership includes the major Regional Councils (waste management) as well as a number of Local Government representatives. This makes MWAC a unique forum through which all the major Local Government waste management organisations cooperate.

This Submission therefore represents the consolidated view of Western Australia Local Government. However, individual Local Governments and Regional Councils may have views that differ from the positions taken here.

*This Submission will be put before the Council at the upcoming meeting on Wednesday, 16 February 2022.*

#### Introduction

The Association welcomes the opportunity to comment on the Stewardship for Consumer and Other Electrical and Electronic Products Discussion paper (the Discussion paper) and considers the outcomes of this consultation will be essential to address issues with shared responsibility, cost recovery and consistent service delivery. Product Stewardship Schemes in Australia are diverse in their approaches, including the legislation that is relevant to their implementation, the focus of the schemes, the governance structure, approach to targets and funding model.

Local Government has actively engaged in the development and implementation of Product Stewardship Schemes where there is a clear opportunity to reduce costs and improve access for the community. Through the process of engaging with the Schemes, Local Government has seen positive outcomes, innovative solutions and developed important learnings. There have also been negative outcomes, where Local Governments have incurred considerable costs.

There has been considerable national developments and actions in relation to Product Stewardship such as the Federal Government, through the National Product Stewardship Investment Fund, investing in 20 projects to establish/enhance Product Stewardship Schemes. The Centre of Excellence for Product Stewardship represents an opportunity to ensure that Schemes are developed consistently and to maximise access, however the Centre does not have a regulatory role. The Productivity Commission Right to Repair Report identified that built-in obsolescence and Right to Repair, could be incorporated into Product Stewardship Schemes, but has not been to date. Right to Repair legislation in other countries exists alongside, and is complementary to, Product Stewardship.

This Submission highlights key reforms which are necessary for the National TV and Computer Recycling Scheme (NCRS) immediately and provides comments on the questions posed in the Discussion Paper.

## Key Reforms

The Department has developed a comprehensive Discussion Paper which covers a range of matters. To ensure what is essential for Local Government is identified the Association is making the following recommendations:

	Recommendations
<b>Short term</b>	1. That the Federal Government, before the end of the 2021/22 Financial year, enhance the National TV and Computer Recycling Scheme to: <ul style="list-style-type: none"> <li>a) Ensure the Scheme covers all of the costs associated with the recycling of Scheme products</li> <li>b) Expand the scope of the Scheme to cover out of scope products such as small kitchen appliances, radios, CDs, DVDs, vacuums</li> <li>c) Increase Targets for the Scheme</li> <li>d) Make Targets State/Territory based, to ensure equitable coverage.</li> </ul>
	2. That the Federal Government does not support the collection of material through the kerbside recycling system, which is flammable, hazardous and undermines consistent messages.
	3. That the Federal Government develop a national Product Stewardship Scheme to manage solar PV and battery storage, to be implemented in the 2022/23 financial year.
	4. That the Federal Government by 2023/24 amend laws to give consumers more rights to repair products instead of being obliged to keep on buying branded products. This was highlighted in the Productivity Commission Inquiry Right to Repair Report
<b>Medium term</b>	5. The Association does not support a landfill ban for e-waste, in the absence of an effective Product Stewardship Scheme for e-waste.
	6. Within the next five years manufacturers need to embrace a circular economy which aims to design out waste and pollution whilst also incorporating durable designs to ensure that electronic devices and materials are kept in circulation for longer.
	7. That the Federal Government put in place an effective Product Stewardship Scheme for fluorescent lighting which covers the cost of collection, transport and recycling of these products.
<b>Long term</b>	8. That the Federal Government put in place a labelling scheme which provides consumers with information about the longevity of the products they are purchasing.
	9. That the Federal Government prohibit the sale or distributing new products, where there is no clear pathway to manage end-of-life impacts in an environmentally sound manner.

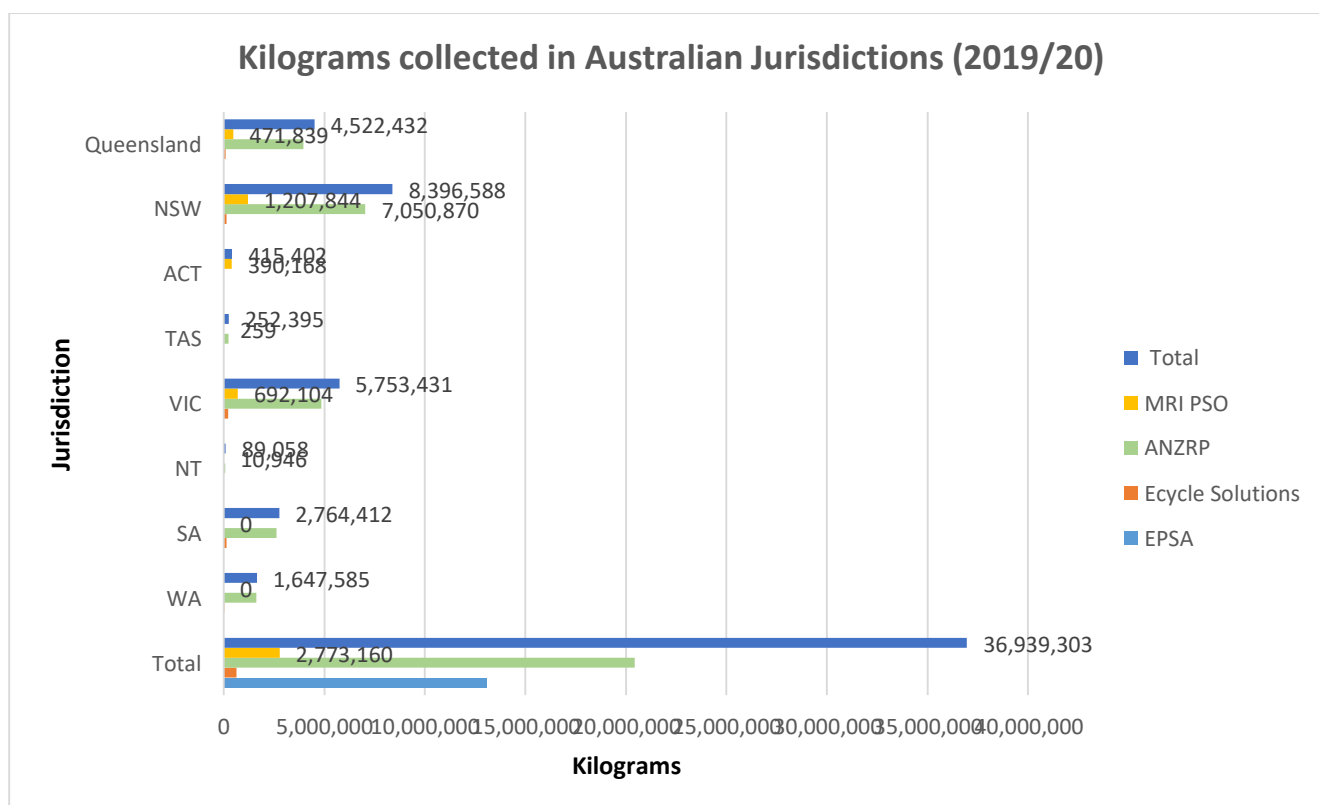
## Background

The NTCRS has delivered significant improvements in the Australian recycling rate for TV and Computers. Local Governments initial experience with the Scheme was positive, with the cost of recycling TVs and Computers reduced. Unfortunately, Local Government confidence in the Scheme was undermined by the actions taken by certain Arrangements in late 2014 - to limit their involvement to the minimum legislated requirements for collected tonnes and number of access points provided. Contracts to host permanent collection sites were either terminated or reduced, with no prior warning or offer to negotiate. Regional/remote sites across Australia were most likely to have their services terminated or reduced. Western Australia has many sites within this classification, due to the dispersed nature of its population.

**Figure 1** provides a comparison of the kilograms collected by Arrangements in each jurisdiction, as reported by the Arrangements for the 2019/20 Financial Year<sup>1</sup>. In viewing this information, it should be noted that:

- The requirements for reasonable access (i.e., number of collection sites) differ between jurisdictions related to population,
- The minimum amount of material that must be collected by Arrangements differs and relates to the number of liability parties who are members of that Arrangement.

From the data available it appears not all Arrangements are providing similar levels of service. While the requirements for reasonable access may technically be met by Arrangements, the effectiveness of some collection sites is debatable - given the amount of material collected. Nationally, ANZRP collected 55% of material, followed by EPASA (35%), MRIPSO (8%) and Ecycle Solution (2%). As EPASA did not provide a State by State, or regional breakdown of the services they provided, kilograms collected are recorded as N/A in **Figure 1**.



**Figure 1: Comparison of kilograms collected by Arrangements in each Australian Jurisdiction (2019/20)**

The parameters used to design the Scheme have resulted in a situation where material is most likely to be collected in populated areas. A comparison of the amount of material collected by the four Arrangements, that provided jurisdictional data for the 2019/20 Financial Year, shows that only 4% of material came from Western Australia. Western Australia accounts for approximately 10% of Australians<sup>2</sup>, therefore it is clear that although the Arrangements are meeting the national recycling target, the service provision nationally is not equitable. There is an urgent need for the recycling target to be applied on a state-by-state basis. In Western Australia, Arrangements have predominantly concentrated their efforts in the metropolitan area - with 86% of material collected in this region.

<sup>1</sup> [Waste publications and data - DAWE](#)

<sup>2</sup> [National, state and territory population, June 2021 | Australian Bureau of Statistics \(abs.gov.au\)](#)

## Questions

- Q1.1** What market and regulatory failures make it challenging for you to safely reduce the accumulation of e-waste in Australia?
- Q1.2:** Under what circumstances is voluntary product stewardship more appropriate and why? What are the advantages and disadvantages of voluntary product stewardship?
- Q1.3:** Under what circumstances is co-regulatory product stewardship more appropriate and why? What are the advantages and disadvantages of co-regulatory product stewardship?
- Q1.4:** Under what circumstances is mandatory product stewardship more appropriate and why? What are the advantages and disadvantages of mandatory product stewardship?

## Association Response

The high cost of electronic waste recycling has a significant impact on Local Governments' ability to reduce accumulated electronic waste. The National TV and Computer Product Stewardship Scheme (NTCRS) is a Co-Regulatory Scheme under the national Product Stewardship Legislation, which has been successful but is now costing the WA community \$300 a tonne to recycle products included in the Scheme and does not cover the \$700 a tonne to recycle other electronic waste. National targets do not provide an equitable outcome for WA. WA is 10% of the national population but is only collecting 4% (data from 2019/20) of the material through the Scheme. In the past collections from Local Government have been ceased when Scheme Targets have been met.

The Association supports the timely implementation of national Product Stewardship Schemes that deliver outcomes that benefit the entire country. The Association supports equal provision of services and the development of Schemes that take into account local conditions across Australia. The Association considers that the Commonwealth Government has a responsibility to ensure that all States and Territories have access to effective product stewardship arrangements, whether the Schemes they are mandatory, co-regulatory or voluntary.

Local Government has been an important stakeholder in the implementation of the two Voluntary Product Stewardship Schemes (Fluorocycle and Mobilemuster) currently accredited under the Act. The Association sees limited benefit in the accreditation process, as there is no requirement that Product Stewardship Schemes demonstrate their effectiveness against pre-determined criteria, such as a level and type of service offering.

FluoroCycle is a voluntary scheme that aims to increase the recycling of lamps that contain mercury and reduce the amount of mercury entering the environment. To achieve this, FluoroCycle provides a national, voluntary scheme which businesses, government agencies and other organisations can join as Signatories. The scheme gives public recognition to Signatories for their commitment to recycling. The Association considers that Fluorocycle is an ineffective Product Stewardship Scheme. The lack of requirements for data capture, management and reporting does not clarify what impact, if any, this scheme has had on tonnes collected for recovery, or reduction in cost to State and Local Government recycling programs. The 2015/16 annual report is the most current on the Departments website.

It must be noted that the majority of Voluntary Schemes operate outside the accreditation process established by the Act. While there are examples where Voluntary Schemes have arisen from a genuine industry commitment to reduce the entire lifecycle impact of a product, these are outweighed by examples where the key driver has been industry resistance to Government intervention and/or a lack of political will or Government resources to intervene.

Paintback is a voluntary scheme that has complete coverage across all of Australia. Since it was established in 2016, Paintback through collaborating with Local Government and other stakeholders has established a collection network of 160 sites nationally, and when combined with the mobile collection events, provides a responsible disposal pathway to 88% of the population.



Bcycle which is due to launch in early 2022 is a voluntary scheme targeting battery importers, manufactures, retailers, consumers and recyclers. The scheme has taken at least 10 years to come to fruition.

#### Questions

**Q2.1:** How can the data be improved?

- a) Is there data on local manufacturing?
- b) Is it reasonable to keep using the international parameters for product lifetimes?
- c) How can repair, reuse and resale be measured?
- d) Is there data on recycling outside the NTCRS and Mobile Muster?
- e) What can be done to measure the type and amounts of hazardous substances?
- f) Are there better estimates on the type and amounts of 'unknown' materials?
- g) Are the eight product categories suitable for the Australian context?

#### Association Response

No comment

#### Questions

##### Small Equipment

**Q2.2:** Can and, if so, how should product stewardship be implemented for small equipment?

**Q2.3:** Would an approach similar to a container deposit scheme be a feasible option to safely reduce the volume and rate of small appliances becoming e-waste? Why, or why not?

**Q2.4:** Would providing households with an easily identifiable bag to place small appliances into before placing in kerbside bins be a feasible option for safely reducing the volume and rate of small appliances to e-waste? Why, or why not?

**Q2.5:** What are the other opportunities and challenges for improving the stewardship of small equipment in Australia?

#### Association Response

The Association strongly opposes the use of the kerbside recycling bin as means of collecting electronic waste, for the following reasons:

**Potential increased fire risk for kerbside recycling and recycling facilities:** In August 2021 the Association carried out a survey on fires in waste collection vehicles and waste facilities. 56 organisations responded comprising of 82% Local Government/Regional Council, 14% waste industry and 4% unknown. 64% of fires occurred in waste collection vehicles, 50% in recycling collection vehicles and 7% in garden organics collection vehicles 43% of fires was caused by lithium batteries. The cost of the fires ranged from \$500 - \$200,000. Placing small appliances, which contain lithium batteries, in identifiable bags will only increase the number of fires in waste collection vehicles.

**Contradicts existing messaging and is a Work Health and Safety risk:** In WA all Local Governments and Material Recovery Facility operators have agreed to exclude flexible plastics from the kerbside recycling bin as it contaminates the paper stream and is a low value product which is difficult to recover. Another cause for concern is the potential for inconsistent messaging, State and Local Government have consistently promoted - leave material loose in the bins messaging. There are also considerable Work Health and Safety concerns regarding opening of bags, as the content is not known.



An option for improving the stewardship of small equipment could potentially be to implement a scheme similar to the container deposit scheme (CDS) for small, short lived electronic products. It may not be suitable for older electronic products. The WA CDS scheme commenced in October 2020 and has been extremely successful. Given that the infrastructure is already in place the Scheme could potentially be expanded to cater for small equipment however this would require further exploration. Another potential option and a longer-term solution would be for all CDS Refund points to include Op Shops or to donate working electronic goods to Op Shops/Social enterprises. This would facilitate electronic items being dropped off for free whilst also capturing any electronic items that are still working and would allow them to be tag/tested and reuse/sold, thus extending the lifecycle of the products.

### Questions

#### Televisions and Computers

- Q2.6:** Aside from lifting NTCRS targets, does anything else need to be in place to drive increased recycling and recovery rates for televisions and computers?
- Q2.7:** Would collection targets based on convenience rather than volume improve the environmental, social, and economic outcomes of the NTCRS?
- Q2.8:** Is the payment of levies by importers and manufacturers to co-regulators an effective and efficient way to fund high-efficiency recycling activities? Why or why not?
- Q2.9:** Is there a role for the Australian Government in setting a levy that importers and manufacturers pay to co-regulators? Why or why not?
- Q2.10:** Should the true cost of recycling be a consideration in setting a levy for importers and manufacturers? What outcomes would be realised by considering this?
- Q2.11:** Should recycling (or refurbishment and repair if counted) that occurs overseas contribute to material recovery targets in Australia?

### Association Response

There is a need to apply the recycling target on a jurisdictional basis and specify the material that Arrangements must collect from individual sites to fulfil reasonable access requirements. The current approach to reasonable access has not delivered equitable access to services in WA with the bulk of collections occurring in the Perth metropolitan area. In May 2021, the State and Territory Local Government Associations in conjunction with the Australian Local Government Association, sought Local Government feedback on the NTCRS to determine the current costs to Local Government and the community.

From Western Australia, thirty-three Local Governments responded with twenty-nine Local Governments (88%) offering e-waste drop-off/collection to their residents and four Local Governments not offering e-waste collection services. The four Local Governments not offering an e-waste service stated that they were too expensive, Local Government could not afford it, no suitable location was available for drop off and their Department of Water and Environmental Regulation licence needed amendment before they could collect e-waste.

Of the twenty-nine Local Governments which offer e-waste collection services to the community. Each Local Government provides staffing, infrastructure and sites which contribute to the in-kind costs of recycling e-waste. The amount of financial in-kind costs varies from \$1,000 - \$150,000 per year per Local Government.

For 2022 many Local Governments are now faced with additional financial burden due to the provider charging a rate per tonne for a service that was previously free. The anticipated costs per tonne for NTCRS and non-NTCRS e-waste are varied. For NTCRS e-waste the cost varies from \$200 to \$1,000 per tonne and for non-NTCRS e-waste the cost varies from \$500 to \$1,000 per tonne. This is a significant financial impost on the community which makes it difficult for Local Governments to accurately budget, as the amount and type of e-waste that may be collected is demand driven and changes year to year.

## Questions

### Large Appliances

**Q2.12:** What feasible interventions need to be made so that Australia can shift from 90 per cent low-efficiency recycling of large appliances to a greater proportion of high-efficiency recycling? Would it be a short, medium or long-term intervention?

**Q2.13:** What are the opportunities for better data-collection at the point of recycling and recovery?

## Association Response

The Association suggests that a free take back system similar to what operates in Europe under the waste Electrical and Electronic Equipment Directive (WEEE) would be useful. The purpose of the WEEE directive is to minimise the impact of electrical and electronic goods on the environment, by increasing re-use and recycling and reduce the amount of WEEE going to landfill. It seeks to achieve this by making producers responsible for financing the collection, treatment and recovery of waste electrical equipment and by obliging distributors to allow consumers to return their waste equipment free of charge. Also designing products without hazardous components which are easier to manage at their end of life.

## Questions

### Temperature exchange equipment

**Q2.14:** Would extending the *Ozone Protection and Synthetic Greenhouse Gas Management Act 1989* to include equipment as well as ozone depleting substances and synthetic greenhouse gases be a feasible option for increasing high-efficiency recycling of temperature exchange equipment?

**Q2.15:** What other feasible interventions need to be made so that Australia can shift from 90 per cent low-efficiency recycling of temperature exchange equipment to a greater proportion of high-efficiency recycling? Would it be a short, medium or long-term intervention?

**Q2.16:** What are the opportunities and challenges in recycling and recovering polyurethane and polystyrene plastics from fridges, freezers, and other equipment?

## Association Response

The Association suggests that it is more efficient to include all Product Stewardship Schemes under one legislative instrument, rather than using other legislation which was not established for Product Stewardship purposes. The challenge with recycling plastics from these types of equipment is if products such as Brominated Flame Retardants have been used, as these products are persistent organic pollutants and therefore mean that recycling of this plastic is not possible.

## Questions

### Other large equipment

**Q2.17:** Would strengthening commercial leasing arrangements to include high-efficiency recycling for end-of-life management of other large equipment improve environmental and social outcomes? How could this be done, and would it be a short, medium or long-term intervention?

**Q2.18:** Could leasing options for consumer products in this category be promoted? How could this be done, and would it be a short, medium or long-term intervention?

**Q2.19:** What other feasible interventions need to be made so that Australia can shift from 90 per cent low-efficiency recycling of other large appliances to a greater proportion of high-efficiency recycling? Would it be a short, medium or long-term intervention?

## Association Response

In relation to other feasible interventions for commercial leasing arrangements it is unlikely that there are any. In the most recent report from the Productivity Commission's Inquiry on 'Right to Repair' (October 2021) it was stated that 'At present, copyright laws inhibit the reproduction of copyrighted materials - including repair information such as manuals and schematics which may inhibit the repair and reuse of high-end professional products. In the Commission's

view, 'this does not strike the right balance between the interest of rights holders and of others seeking to access and use those materials for the purpose of undertaking repairs - and thus unnecessarily limits the ways in which repair information can be used'. To address this, the Copyright Act 1968 should be amended to include a new 'use' exception that allows for the reproduction and sharing of repair information under certain circumstances. That would assist in increasing the reuse and repair options for the more complex machinery.

### Questions

#### Solar PV and battery storage

- Q2.20:** Should product stewardship aim to promote repair and reuse of second-hand solar panels (including in overseas markets)? What state and territory electrical safety laws and regulations, and other energy market considerations, are relevant to promoting a second-hand PV panel market?
- Q2.21:** How can existing measures promoting and regulating domestic and utility PV systems be leveraged to accelerate solar panel stewardship in Australia?
- Q2.22:** Who should be responsible for paying the costs of transporting solar panel waste for processing and recycling, and what are measures could be implemented to promote equitable and efficient transport and logistics for solar panel waste?
- Q2.23:** What measures can be adopted to cover the cost of managing waste from legacy/orphan panels, and what measures can be implemented to assure the integrity of a stewardship scheme from 'phoenixing', risks arising from export of second-hand panels and dumping?
- Q2.24:** How do recycling processes and e-waste recovery options differ between panel technology sub-types and what different technology is required to manage for these differences?

### Association Response

A national approach to manage solar PV and battery storage is required. This involves producers, retailers and consumers taking responsibility for the environmental and health related impacts of solar infrastructure across its lifecycle. PV systems were first listed in the Ministers Priority List in 2016-17. The following actions were recommended:

- **Action 1:** The Photovoltaic industry must demonstrate that it will manage photovoltaic waste through an industry-led product stewardship arrangement.
- *An industry agreed nationwide scheme design must be finalised by June 2022.*
- *The nationwide scheme must be operational by June 2023 and include an approach to deal with legacy panels.*
- Government will consult industry over the next 6 months on how to meet these two objectives.

Depending on the outcome of the consultation process if industry indicates that it has no intention of operating a voluntary scheme then Government must intervene to implement either a mandatory or co-regulatory scheme.

### Questions

#### Lighting

- Q2.25:** What needs to be in place to divert the 82 per cent of lighting from landfill? Why and would it be a short, medium, or long-term intervention?
- Q2.26:** Would an approach similar to container deposit schemes be a feasible option for safely reducing the volume and rate of lighting to e-waste? Why and would it be a short, medium or long-term intervention?

### Association Response

<p>As noted in this Submission, the Association does not consider that FluoroCycle is an effective product stewardship scheme. Through the Household Hazardous Waste Program, 162.8 tonnes of this material was recycled over the last 10 years at a cost of \$520,998.</p> <p>The Association does not support the collection of these materials through the kerbside recycling system. With these particular products, mercury contamination is a potential issue as the material would be broken through collection.</p>
<b>Questions</b>
<p><b>Mobile phones</b></p> <p><b>Q2.29:</b> What needs to be in place to divert the 96 per cent of mobiles from people's drawers? Why and would it be a short, medium, or long-term intervention?</p>
<b>Association Response</b>
<p>MobileMuster, a mobile phone recycling program, is a not-for-profit program voluntarily funded by mobile phone industry groups. It is not governed by regulation or enforced by mandatory laws, but it is accredited under the Australia's Product Stewardship Act (2011). The program collects mobile phones, accessories and batteries through a comprehensive collection network, dismantles and recovers over 95% of their components for use in new products.</p> <p>Mobile phones are estimated to represent a little over 1 per cent of all e-waste in Australia. A potential opportunity to recover more mobile phones would be to expand the NTCRS to accept mobile phones free of charge. Potential opportunity may include:</p> <ul style="list-style-type: none"> <li>• offering discounts for new phones when the old one is returned or providing other forms of financial compensation</li> </ul> <p>Another way to encourage collection is to introduce requirements for any retailer of mobile phones to accept and ensure the proper handling of an old device.</p>
<b>Questions</b>
<p><b>Key Issues – compliance</b></p> <p><b>Q3.1:</b> How can compliance be lifted across the supply chain and across jurisdictions, or for a particular program or compliance issue?</p> <p><b>Q3.2:</b> What approaches are the most efficient and effective to ensure compliance is properly resourced?</p> <p><b>Q3.3:</b> What steps can be taken to improve confidence in the electrical and electronic product and recycling industry?</p> <p><b>Q3.4:</b> Are there international standards that could be adopted and/or more widespread to promote Australia's circular economy?</p>
<b>Association Response</b>
<p>To ensure compliance is undertaken for product stewardship schemes, the Federal Government has to assign appropriate resources to this activity. As with other types of regulation cost recovery could be considered, to ensure that the Scheme is funding compliance, and that funding is secure.</p>
<b>Questions</b>
<p><b>Key issues – Design and Manufacture</b></p> <p><b>Q3.5:</b> What are the most efficient and effective methods for influencing electrical and electronic product design to increase sustainability? Why and would it be a short- medium-, or long-term intervention?</p>
<b>Association Response</b>
<p>At present, the electrical and electronic goods industry operates on a traditional linear business model based on high throughput of goods. Much of this waste is not returned to the system, with only 50% recycled (2019). This contrasts to a circular economy which aims to design out waste and pollution, keep products and materials in use, and regenerate natural systems therefore gradually decoupling economic activity from the consumption of finite resources. Many companies have made global commitments to designing waste out of the electronics value chain and others have worked hard to design hazardous materials out of their products. These kinds of experiences must be shared across the industry, creating a pre-competitive, open-source space for collaboration.</p>

Embracing durable designs can ensure that electronic devices are kept in circulation for longer. Configurations should have a product's end-of-life in mind, as well as encouraging disassembly and reuse. Taking a "systems approach" and redesigning the entire electronic device lifecycle for a circular economy could also create more value in the system.

### Questions

#### Exporting e-waste

- Q3.6:** How do international conventions impact the electrical and electronic products supply chain?
- Q3.7:** Should product stewardship aim to achieve the outcomes of international conventions and why?
- Q3.8:** Does Australia have sufficient recycling capacity to manage the expected 674,000 tonnes each year of e-waste in 2030 without exporting some e-waste?
- Q3.9:** If Australia was to destroy all materials containing POPs, how would industry approach this and what impact would it have on industry?
- Q3.10:** What interventions are required to encourage manufacturers/importers to disclose the hazardous chemicals composition of products to help recyclers and others meet international convention requirements?

### Association Response

Australia is a signatory to the Basel Convention prohibiting export of hazardous waste (including e-waste) and has enacted these prohibitions domestically via the Hazardous Waste (Regulation of Exports and Imports) Act 1989 and the Recycling and Waste Reduction Act 2020. Currently exporters and importers of hazardous waste require Prior Informed Consent (PIC) for transboundary movement of hazardous waste via a hazardous waste permit. The permit can be issued for up to 12 months and can cover multiple waste shipments.

Feedback from a WA based e-waste recycler has identified they are currently unable to export some plastic fractions from e-waste due to the Recycling and Waste Reduction Act 2020 export ban on plastics. This has reduced the recovery rate for electronic waste, as there are not local recycling options. As it is proposed there will be fees and levies associated with obtaining hazardous permits this will contribute additional costs for exporters and importers of electronic waste components. Obtaining PIC's can also take several months which may lead to delayed shipments.

### Questions

#### Landfill bans

- Q3.11:** What is your experience of the impacts of e-waste landfill bans and/or mandatory recycling in Australia?
- Q3.12:** Do you expect e-waste landfill bans (or otherwise highly restrictive levies and other policies) to be implemented in other jurisdictions?
- Q3.13:** What are the potential benefits and perverse outcomes of developing a common approach to e-waste landfill bans across Australia?
- Q3.14:** Do other complementary measures need to be in place before or concurrently implemented with landfills and, if so, what are they?

### Association Response

A landfill ban is an end-of-the-line solution that does not place obligations on those involved in the management of e-waste upstream from a landfill. Without other complementary mechanisms, this would place a disproportionate responsibility on a landfill operator to prevent e-waste from ending up in landfill, with neither incentives nor alternative pathways for upstream parties to support this. Clearly a ban must therefore be accompanied by other supporting measures, which result in others further up the supply chain - households, businesses, Local Governments, waste management companies - supporting the goal of avoiding e-waste reaching the landfill gate.

In WA e-waste will be banned from landfill in 2024. To prepare for this the following complimentary measures need to be adopted:

- expand the existing NTCRS to include out of scope materials as this material which is funded by the Local Governments has increased substantially over the last few years

- provide additional funding to e-waste recyclers to recycle out of scope materials
- upgrade existing e-waste collection and storage facilities
- increase the community's access to drop-off points
- collection infrastructure
- support for development of recycling industries
- develop markets for recycling.

### Questions

#### Overseas schemes

**Q3.15:** How would the introduction of legislation aligning restrictions on the concentration of chemicals of concern impact on imports of electrical and electronic products? For example, a Restriction on Hazardous Substances, similar to both the European Union and the Republic of Korea.

**Q3.16:** Would the adoption (and likely adaptation) of other overseas schemes be beneficial for Australia's management of electrical and electronic products across the product cycle?

### Association Response

Many of the chemicals contained within electronic products are toxic including arsenic, beryllium, cadmium, lead and mercury. Flame retardants are also found in waste electronics, though some companies are reducing the amounts they add to newer electronics. These can persist in the environment and in the dust in our homes and can be particularly harmful. This means electronic products need high-quality treatment and recycling infrastructure when they become waste. Australia implements its obligations under the Basel Convention through the Hazardous Waste (Regulation of Exports and Imports) Act 1989. Currently exporters and importers of hazardous waste require Prior Informed Consent (PIC) for transboundary movement of hazardous waste via a hazardous waste permit.

A key element of any scheme is the producers should be legally responsible for the management of their products once they reach end-of-life. Producers are considered organisations that either manufacture and sell; resell; import or supply Electrical and Electronic Equipment.

### Questions

#### Product labelling

**Q3.17:** Can product labels help consumers make their decisions on what electrical and electronic products to purchase? Do consumers want this information? Are there particular electrical and electronic products for which consumer labels would be more effective than others?

**Q3.18:** Can product labels and other technologies help consumers and recyclers lift the efficiency and recovery rates in recycling end-of-life electrical and electronic products?

**Q3.19:** For both consumer and end-of-life product labels, are the regulatory and financial costs likely to outweigh the benefits? Would alignment with international schemes (now and into the future) reduce the costs?

### Association Response



Providing information to consumers through labelling is an important step in allowing consumers make informed decisions on the products they purchase. Currently in Australia there are no laws mandating information on product repairability but there are a range of regulations and government funded programs relating to other product qualities such as product safety, energy and water efficiency labelling. However, a product labelling scheme may not necessarily influence a consumer's purchasing habits as many consumers may choose to replace their products with newer ones, rather than the product actually breaking, or replacing a product with a product that better meets their needs.

To date, product stewardship schemes have tried to effect change using loosely defined market development activities, community/industry engagement, voluntary commitments to dispose of materials in an environmentally sound manner, or change which party contributes financially to collection, processing, recycling or disposal costs at end-of-life. These activities have been viewed by industry and regulators as a way to begin addressing the lifecycle impacts of various products, as these approaches do not require a fundamental rethink to manufacturing and consumption. Unfortunately, the current approach has not addressed, or resolved, the complexities of the market forces and costs experienced by the waste management industry. Future Schemes must be designed in such a way that manufacturers, importers and distributors, and organisations tasked with delivering schemes, such as Arrangements, are financially or physically responsible for providing repair options and managing actual end-of-life impacts, as opposed to projected end-of-life impacts.

Alternatively, an approach could be taken where manufacturers, importers and distributors are prohibited from selling or distributing new products, where there is no clear pathway to manage end-of-life impacts in an environmentally sound manner. Reframing Product Stewardship in such a light, would encourage those producing or selling products to consider the lifecycle impacts of their products, and assist with a transition to a circular economy.

#### Questions

##### Regional and remote Australia

**Q3.20:** How could reasonable access in regional and remote Australia be improved? How would this work?

**Q3.21:** Should regional and remote communities have individualised collection targets? If so, how would this work and what perverse outcomes might be realised? If you do not think regional and remote communities should have individualised collection targets, please explain why?

#### Association Response

Reasonable access needs to be better determined, with specific requirements in relation to access. For example, the WA Container Deposit Scheme (CDS) not only specifies the regions and areas where refund points are needed and the number of refund points but opening hours. This means that access is certain. The CDS scheme is an example of a scheme that is operating successfully in regional and remote areas of WA. The Gascoyne region has the highest approximate regional return rate of containers, 88% for the January to March 2021 quarter.

#### Questions

##### Reuse and repair

**Q3.22:** How could repair and reuse be included into the National Television and Computer Recycling Scheme, or any other product stewardship scheme? How could any identified perverse incentives be addressed?

**Q3.23:** What other ways can the Australian Government and others foster reuse and repair in electrical and electronic products in Australia?

#### Association Response

Repair markets include manufacturer or independent repair services, community-led reuse and repair centres, or suitably qualified individuals that engage in activities to restore products - that are damaged, faulty, or worn to a usable condition. Repair markets should be considered for all durable goods, including consumer electronics, sporting goods, household and office appliances and furnishings, vehicles, and machinery. When consumers purchase durable goods, often at higher costs, there is a reasonable expectation that these goods will last for an extended period of time and be repairable - regardless of individual choices to repair, replace, or live without.

Ways to foster reuse and repair include:

- Designing durable goods that can be disassembled with commonly available tools
- Making spare parts and service information available to anyone, including independent service providers and community led repair centres
- Giving consumers the freedom and confidence to have their durable goods repaired by a service provider of their choice at a fair price, or the option to perform their own repairs if suitably qualified
- Phasing in requirements to ensure upgradability of software and hardware, and the ability to replace hardware components such as batteries and screens
- Incorporate reuse and repair into Tender contracts
- Requiring durable goods to be labelled with lifetime expectancy and reparability information.

In December 2020, the Association undertook a short online survey of Local Government seeking feedback on the potential for Right to Repair legislation that could extend the life of products and reduce waste going to landfill. Forty-four Local Governments responded to the survey with 95% indicating that they supported federal action to introduce laws to improve consumers' Right to Repair options. Local Government recognises the value in salvaging usable goods from the waste stream with 75% of survey respondents indicating that they actively facilitate reuse or repair options for their communities. Almost 41% of these Local Governments operate reuse shops to redistribute usable goods. Local Governments provided a range of support to community-led repair services, 25% of Local Governments assist with advertising, 20% of Local Governments provide venues and 18% of Local Governments provide some form of financial support.

### Questions

#### Roles and responsibilities

**Q3.24:** What other roles and responsibilities do different levels of government and the supply chain have in properly managing electrical and electronic products?

**Q3.25:** How can these various roles and responsibilities be made clear and understood across these groups and the broader community?

### Association Response

To date, Product Stewardship Schemes have tried to effect change using loosely defined market development activities, community/industry engagement, voluntary commitments to dispose of materials in an environmentally sound manner, or change which party contributes financially to collection, processing, recycling or disposal costs at end-of-life. These activities have been viewed by industry and regulators as a way to begin addressing the lifecycle impacts of various products, as these approaches do not require a fundamental rethink to manufacturing and consumption. The Schemes that have delivered the best results, have required industry to make an up-front contribution on projected end-of-life management costs.

Unfortunately, the current approach has not addressed, or resolved, the complexities of the market forces and costs experienced by the waste management industry. Future Schemes must be designed in such a way that manufacturers, importers and distributors and organisations tasked with delivering Schemes, financially or physically responsible for managing actual end-of-life impacts, as opposed to projected end-of-life impacts.

Alternatively, an approach could be taken where manufacturers, importers and distributors are prohibited from selling or distributing new products, where there is no clear pathway to manage end-of-life impacts in an environmentally sound manner. Reframing Product Stewardship in such a light, would encourage those producing or selling products to consider the lifecycle impacts of their products, and assist with a transition to a circular economy.

### Questions



<b>Social enterprises and charities</b>	
<b>Q3.26:</b>	What feasible interventions need to be made so that product stewardship can better support social enterprises? Would it be a short, medium, or long-term intervention?
<b>Q3.27:</b>	What can be done to ensure that quality, working electrical and electronic products are donated to charitable organisations to support social outcomes while promoting reuse?
<b>Q3.28:</b>	What solutions would make it more convenient for consumers to take e-waste to recycling collection points and not illegally dump them on charities?
<b>Q3.29:</b>	Is there a role for government when designing and implementing product stewardship for electrical and electronic products to assist in closing the digital divide?
<b>Association Response</b>	
The Association, with funding from the State Government through the New Industries Fund that is managed by the Department of Jobs, Tourism, Science and Innovation, has been working with Local Governments to collect electronic waste outside the metropolitan area. At a recent event, the community dropped off approximately 1.5 tonne of electronic waste of this material approximately 500kg was described by the community as 'still working'. WorkPower, the Social Enterprise delivering the collection event, took this material for 'testing and tagging' and approximately 250kg was assessed as working and suitable for resale. A number of residents indicated when dropping off their e-waste that the product was still working, but just needed a minor repair that they were unable to do.	
<b>Questions</b>	
<b>Urban mining</b>	
<b>Q3.30:</b>	How can governments help develop sustainable urban mining?
<b>Q3.31:</b>	What are the key challenges in infrastructure and technology that could benefit from greater investment?
<b>Q3.32:</b>	What are the barriers and challenges in commercialising and deploying urban mining technologies following the research and development stage?
<b>Association Response</b>	
The Association does not consider this is an immediate priority.	
<b>Questions</b>	
<b>Waste to Energy</b>	
<b>Q3.33:</b>	Does waste to energy have a role in the management of end-of-life electrical and electronic products in Australia? a) If yes, why is waste-to-energy a better option and what is driving community concerns?  b) If no, what are the alternative options for electrical and electronic products (and in particularly their plastics) that cannot be safely recycled?
<b>Q3.34:</b>	Should the amount of e-waste sent to waste to energy facilities be limited to avoid building a reliance on incineration? Why?
<b>Q3.35:</b>	Is it feasible for waste to energy to be seen as a last resort once all other waste management options further up the waste hierarchy have been exhausted.
<b>Association Response</b>	
Waste to energy does not have a role in the management of end-of-life electrical and electronic products. At concept design stage of products any material that cannot be recycled should be designed out thus eliminating hard to recycled products at the end of a products life. Products which have a higher value use such as repair/reuse should be look at first.	

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

Nil

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

Nil

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

**RECOMMENDATION (Closing Meeting to the Public)**

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

**COUNCIL RESOLUTION**

MOVED CR O'CONNOR

SECONDED CR THOMAS

THAT WITH THE EXCEPTION OF THE CHIEF EXECUTIVE OFFICER, CHIEF FINANCIAL OFFICER, CHIEF OPERATING OFFICER, CHIEF PROJECT OFFICER, CHIEF SUSTAINABILITY OFFICER, MANAGER FINANCIAL SERVICES, MANAGER PROCUREMENT AND GOVERNANCE, WASTE AND RESOURCES RECOVERY SPECIALIST, CONSULTANT LAW CENTRAL LEGAL, PARTNER RESTRUCTURING AND RECOVERY RSM AUSTRALIA PTY LTD, INFORMATION SERVICES SUPPORT OFFICER, EXECUTIVE ASSISTANT TO THE CHIEF EXECUTIVE OFFICER AND PERSONAL ASSISTANT TO THE CHIEF FINANCIAL OFFICER THE MEETING BE CLOSED TO MEMBERS OF THE PUBLIC IN ACCORDANCE WITH SECTION 5.23 (2) OF THE *LOCAL GOVERNMENT ACT 1995* FOR THE PURPOSE OF DEALING WITH MATTERS OF A CONFIDENTIAL NATURE.

**CARRIED UNANIMOUSLY**

The doors of the meeting were closed at 6:11pm.

The Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Chief Project Officer, Chief Sustainability Officer, Manager Financial Services, Manager Procurement and Governance, Waste and Resources Recovery Specialist, Consultant Law Central Legal, Partner Restructuring and Recovery RSM Australia Pty Ltd, Information Services Support Officer, Executive Assistant to the Chief Executive Officer and Personal Assistant to the Chief Financial Officer remained in Council Chambers.

**19.1 HAZELMERE WOOD WASTE TO ENERGY PLANT UPDATE (D2022/02890)**

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

See Confidential Item circulated with the Agenda under Separate Cover.

Following Council resolution of Item 19.1, Mr Greg Mohen and Mr Jerome Mohen departed the meeting at this point of the meeting.

19.2 PROGRESS REPORT ON EMRC REQUEST FOR TENDER 2021-002, PERMANENT FOGO PROCESSING FACILITY (D2022/04284)

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

See Confidential Item circulated with the Agenda under Separate Cover.

19.3 APCr UPDATE (D2022/04350)

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

See Confidential Item circulated with the Agenda under Separate Cover.

**RECOMMENDATION [Meeting re-opened to the Public]**

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

**COUNCIL RESOLUTION(S)**

MOVED CR OSTASZEWSKYJ      SECONDED CR THOMAS

THAT THE MEETING BE RE-OPENED, THE MEMBERS OF THE PUBLIC BE INVITED TO RETURN TO THE MEETING AND THE RECOMMENDATIONS PASSED BEHIND CLOSED DOORS BE RECORDED.

**CARRIED UNANIMOUSLY**

The doors of the meeting were re-opened at 6:51pm.

Recording of the resolutions passed behind closed doors, namely:

19.1 HAZELMERE WOOD WASTE TO ENERGY PLANT UPDATE (D2022/02890)

**COUNCIL RESOLUTION(S)**

MOVED CR O'CONNOR      SECONDED CR ZANNINO

THAT:

1. THE REPORT BE RECEIVED.
2. COUNCIL, BY ABSOLUTE MAJORITY IN ACCORDANCE WITH s.5.42 OF THE *LOCAL GOVERNMENT ACT 1995* DELEGATES AUTHORITY TO THE CEO TO REPRESENT THE EMRC'S INTEREST AND VOTE ON ITS BEHALF AT THE CREDITORS MEETING TO BE HELD BY THE VOLUNTARY ADMINISTRATOR OF ANERGY AUSTRALIA PTY LTD, IN CONSULTATION WITH THE CHAIRMAN.
3. THAT THE CHAIRMAN AND THE CEO BE AUTHORISED TO EXECUTE A DEED OF APPOINTMENT AND DEED OF INDEMNITY TO GIVE EFFECT TO THE APPOINTMENT OF GREGORY BRUCE DUDLEY OF RSM ACCOUNTANTS AS RECEIVER AND MANAGER OF ANERGY AUSTRALIA PTY LTD AND TO AFFIX THE COMMON SEAL OF THE EMRC TO THOSE DEEDS.
4. THE REPORT REMAINS CONFIDENTIAL AND BE CERTIFIED BY THE CHAIRMAN AND CEO.

**CARRIED UNANIMOUSLY**

19.2 PROGRESS REPORT ON EMRC REQUEST FOR TENDER 2021-002, PERMANENT FOGO PROCESSING FACILITY (D2022/04284)

**COUNCIL RESOLUTION(S)**

MOVED CR O'CONNOR

SECONDED CR HAMILTON

THAT:

1. COUNCIL CONFIRMS TENDERER A, AS IDENTIFIED IN THE REPORT, AS THE PREFERRED TENDERER FOR REQUEST FOR TENDER 2021-002 PERMANENT FOGO PROCESSING FACILITY.
2. THE CHIEF EXECUTIVE OFFICER BE AUTHORISED TO NEGOTIATE THE TERMS OF A CONTRACT WITH TENDERER A.
3. EMRC INVESTIGATES THE VARIOUS OPTIONS UNDER PARAGRAPH 20 OF THE CONFIDENTIAL REPORT
4. COUNCIL ENDORSES THE NEXT STEPS UNDER PARAGRAPH 30 OF THE CONFIDENTIAL REPORT.
5. THE REPORT AND ATTACHMENT REMAIN CONFIDENTIAL AND BE CERTIFIED BY THE CHAIRMAN AND CEO.

**CARRIED UNANIMOUSLY**

19.3 APCr UPDATE (D2022/04350)

**COUNCIL RESOLUTION(S)**

MOVED CR SUTHERLAND

SECONDED CR DAW

THAT:

1. COUNCIL ENDORSES THE REVISED BUSINESS PLAN FORMING THE ATTACHMENT TO THIS REPORT.
2. COUNCIL INSTRUCTS THE EMRC CEO TO NEGOTIATE WITH THE EAST ROCKINGHAM WASTE TO ENERGY MANAGEMENT TEAM AS DETAILED IN THIS REPORT.
3. COUNCIL DIRECTS THE EMRC CEO TO PREPARE A SEPARATE REPORT TO COUNCIL WITH THE PROPOSED AGREEMENT FOR ITS REVIEW AND ENDORSEMENT.
4. THE REPORT AND ATTACHMENT REMAIN CONFIDENTIAL AND BE CERTIFIED BY THE CHAIRMAN AND CEO.

**CARRIED UNANIMOUSLY**

## **20 FUTURE MEETINGS OF COUNCIL**

The next meeting of Council will be held on Thursday 28 April 2022 (If Required) at the EMRC Administration Office, 1st Floor, 226 Great Eastern Highway, Ascot WA 6104 commencing at 6.00pm.

### **Future Meetings 2022**

Thursday	26	May	(If Required)	at	EMRC Administration Office
Thursday	23	June		at	EMRC Administration Office
Thursday	28	July	(If Required)	at	EMRC Administration Office
Thursday	25	August	(If Required)	at	EMRC Administration Office
Thursday	22	September	(If Required)	at	EMRC Administration Office
Thursday	27	October	(If Required)	at	EMRC Administration Office
Thursday	24	November	(If Required)	at	EMRC Administration Office

## **21 DECLARATION OF CLOSURE OF MEETING**

The Chairman declared the meeting closed at 7:01pm.